

# New Employee Report

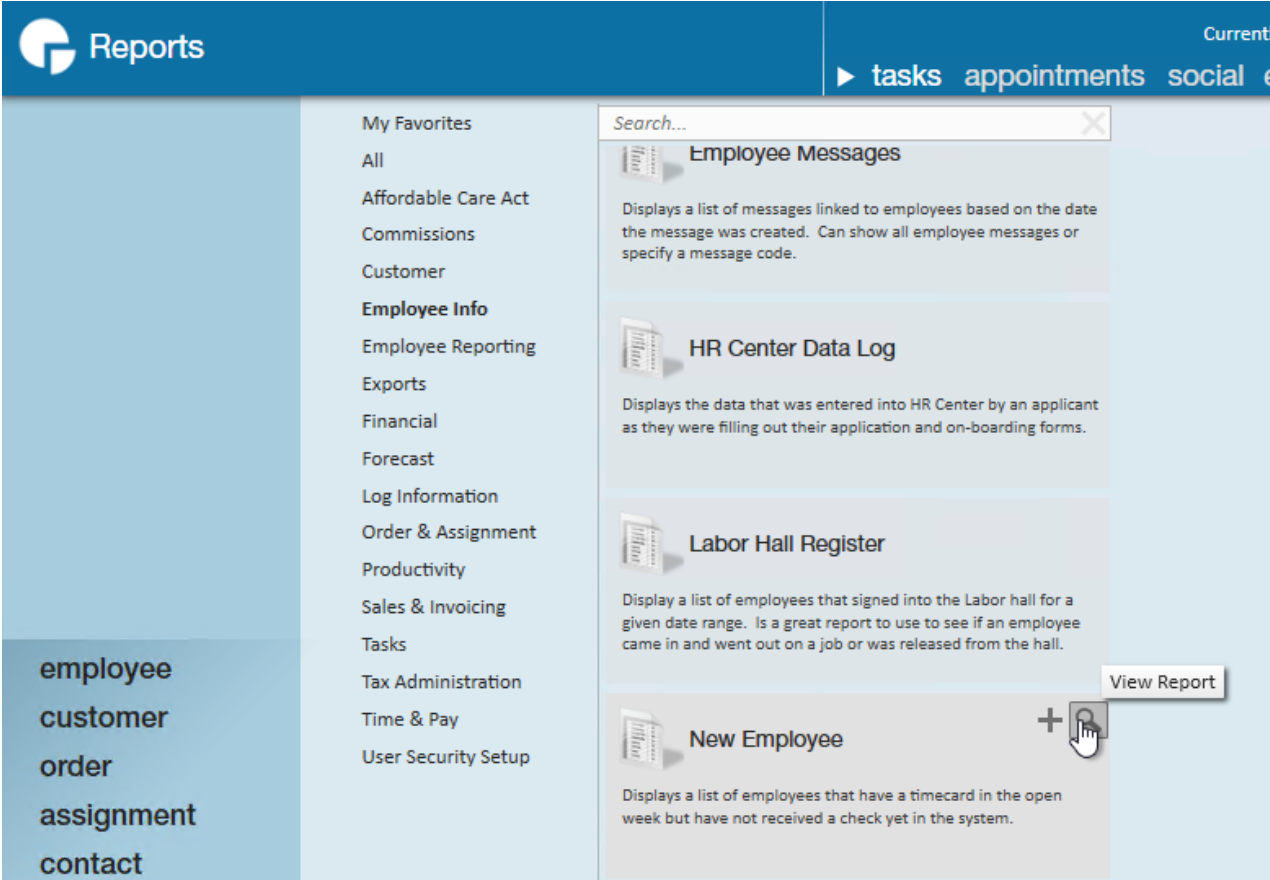
Last Modified on 07/25/2019 8:34 am CDT

## Purpose

This report shows you any employee that is in system that has a timecard in the current open week but does not have a paycheck yet in the system. Since they have a timecard this means that they have an open assignment that they are working on. This is used typically in conjunction with the new hire export.

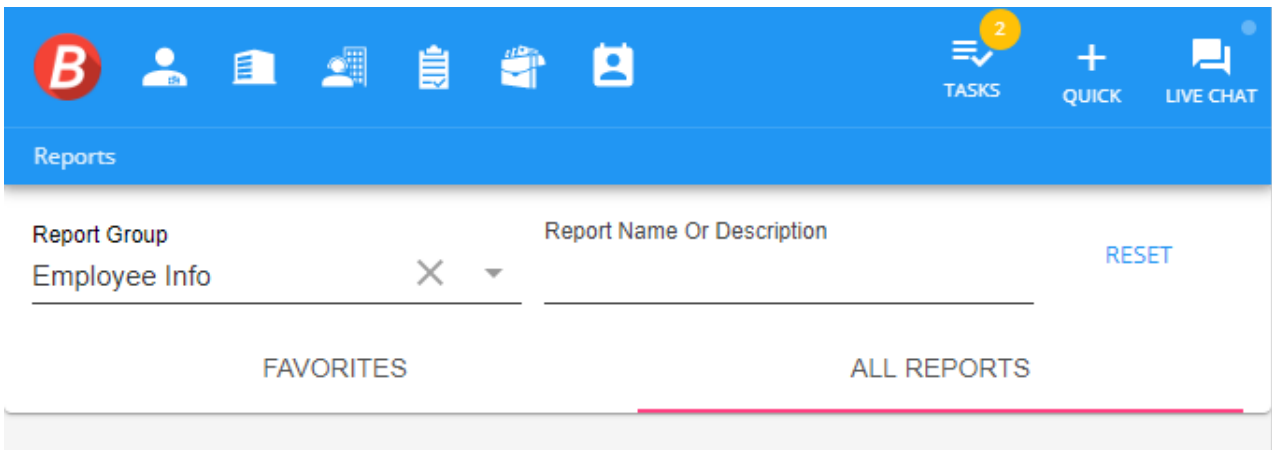
## Where You Can Run this Report

This report can be run in Enterprise under All Options > reports. Select the Employee Info category on the left.



The screenshot displays a software interface for reports. At the top left, there is a 'Reports' header with a circular icon. To the right of the header, there are navigation links for 'tasks', 'appointments', and 'social e'. Below the header is a sidebar menu with categories: 'My Favorites', 'All', 'Affordable Care Act', 'Commissions', 'Customer', 'Employee Info', 'Employee Reporting', 'Exports', 'Financial', 'Forecast', 'Log Information', 'Order & Assignment', 'Productivity', 'Sales & Invoicing', 'Tasks', 'Tax Administration', 'Time & Pay', and 'User Security Setup'. The 'Employee Info' category is highlighted in blue. Below the sidebar, there is a search bar and a list of reports: 'Employee Messages', 'HR Center Data Log', 'Labor Hall Register', and 'New Employee'. The 'New Employee' report is selected, and a 'View Report' button is visible next to it. The 'New Employee' report description reads: 'Displays a list of employees that have a timecard in the open week but have not received a check yet in the system.'

You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of employee info.



## Parameters

Branch  Group By

1 of 6 100% Find | Next

### New Employee

High Tech Staffing Entity Level (Hierd 2)

New employees that have a timecard but do not have a check in the system yet. Grouped by Customer, from the following selected branches: '(All Branches Selected)'.

Employee ID	Emp Name	Branch Name	Customer Name	Department Name	Job Title
<b>1 New Employee(s) for Customer: 123 Medical Company</b>					
16807	Abalos, Tyrone	Memphis NE	123 Medical Company	Materials Management	Unknown
<b>1 New Employee(s) for Customer: 99 staffing</b>					
4295038103	Scott, Howard	Memphis SE	99 staffing	Primary	12 hour nurse weekend
<b>1 New Employee(s) for Customer: Abby's Appleseed</b>					
4295038679	Zimerman, Douglas J	Memphis SE	Abby's Appleseed	Primary	Unknown
<b>2 New Employee(s) for Customer: ABC Ind LLC</b>					
4295038029	Gressman, Josh A	Memphis SE	ABC Ind LLC	Corporate	Telemarketer
4295038030	Jones, Sally A	Memphis SE	ABC Ind LLC	Receiving	Warehouse Worker
<b>1 New Employee(s) for Customer: Acme Widget</b>					
4295016556	Schnibbe, Henry Leroy	Memphis NE	Acme Widget	Billing	Financial Analyst
<b>1 New Employee(s) for Customer: Ajax Inc</b>					
4295059084	Wilson, Wade	Memphis SW	Ajax Inc	Primary	Forklift
<b>3 New Employee(s) for Customer: AJ's Training Services</b>					
4295038864	Hays, Kevin	Memphis SE	AJ's Training Services	Grumpy's Shipping Department	Electrician
4295037453	Lunzer, Jr	Memphis SE	AJ's Training Services	Grumpy's Shipping Department	Electrician

- Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
- Group By:** A list of different fields to group the data into on the report. Has the following options:
  - o No grouping
  - o Branch on the timecard/transaction
  - o Customer on the timecard/transaction
  - o Job Title timecard/transaction

# Related Articles

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