

New Employee Report

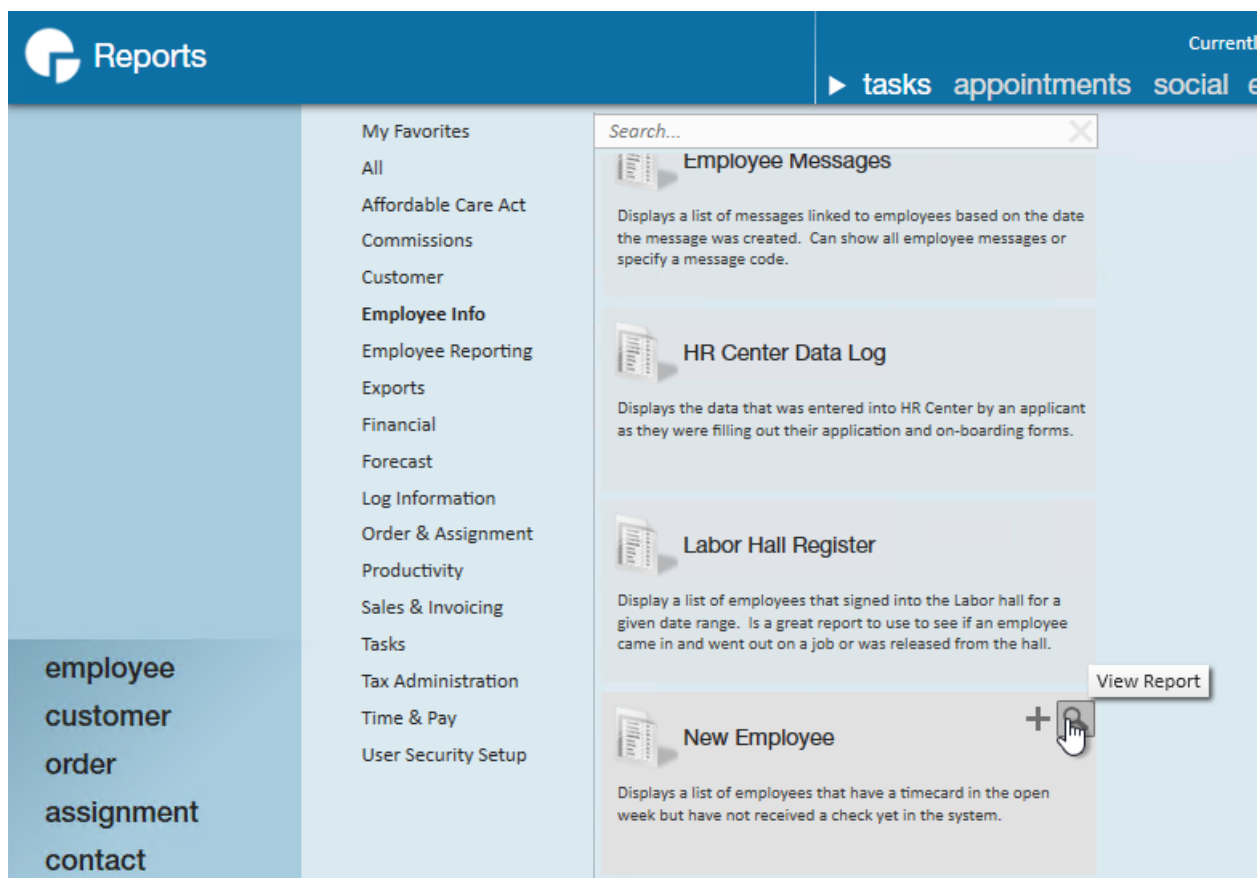
Last Modified on 04/18/2024 3:55 pm CDT

Purpose

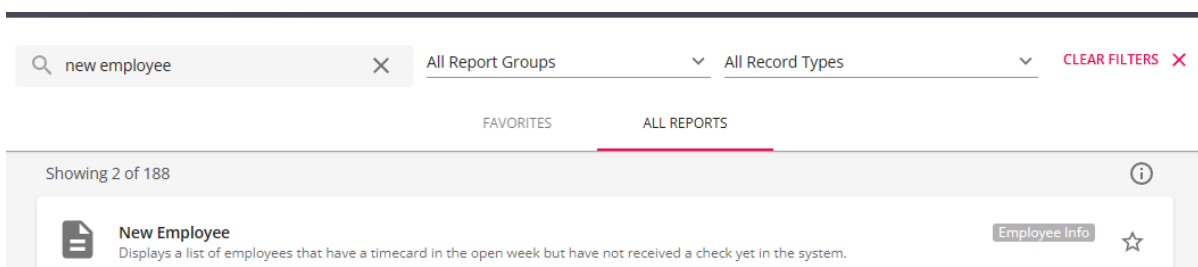
This report shows you any employee that is in system that has a timecard in the current open week but does not have a paycheck yet in the system. Since they have a timecard this means that they have an open assignment that they are working on. This is used typically in conjunction with the new hire export.

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.



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 (Hierid 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
1 New Employee(s) for Customer: 123 Medical Company					
16807	Abalos, Tyrone	Memphis NE	123 Medical Company	Materials Management	Unknown
1 New Employee(s) for Customer: 99 staffing					
4295038103	Scott, Howard	Memphis SE	99 staffing	Primary	12 hour nurse weekend
1 New Employee(s) for Customer: Abby's Appleseed					
4295038679	Zimerman, Douglas J	Memphis SE	Abby's Appleseed	Primary	Unknown
2 New Employee(s) for Customer: ABC Ind LLC					
4295038029	Gressman, Josh A	Memphis SE	ABC Ind LLC	Corporate	Telemarketer
4295038030	Jones, Sally A	Memphis SE	ABC Ind LLC	Receiving	Warehouse Worker
1 New Employee(s) for Customer: Acme Widget					
4295016556	Schnibbe, Henry Leroy	Memphis NE	Acme Widget	Billing	Financial Analyst
1 New Employee(s) for Customer: Ajax Inc					
4295059084	Wilson, Wade	Memphis SW	Ajax Inc	Primary	Forklift
3 New Employee(s) for Customer: AJ's Training Services					
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

1. **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.
2. **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