

# Employee Change Log Report

Last Modified on 05/22/2018 1:32 pm CDT

## Employee Change Log

Purpose:

This report is designed to show you all of the logged changes made to an employees record. This is a great report to see who changed or added information including an address, first name, or other personal details. The 'Updated by Rep' column is included in this report in order for you to follow up with them to see why they made the given change.

Start Date:

Employee Name:

Employee ID:

End Date:

Group By:

Updated by Rep:

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Employee Change Log

High Tech Staffing

Changes made to employee records between 4/1/2017 and 10/23/2017

Entity Level (Hierid 2)



Emp Name	Employee ID	Date Updated	Field Changed	Old Value	New Value	Updated by Rep
<u>(no grouping)</u>						
White, Walter	4295014553	8/11/2017 11:40 AM	Active	0	1	alexander.swanson
White, Walter	4295014553	8/11/2017 11:42 AM	Active	1	0	alexander.swanson
White, Walter	4295038431	7/27/2017 10:25 AM	Address change	6643 Hennipen Ave Portland, OR 97224	8374 Windbreak Trail North Lake Elmo, MN 55042	wc_admin
White, Walter	4295038431	7/27/2017 10:25 AM	Tax State	OR	MN	wc_admin
White, Walter	4295038431	7/27/2017 10:25 AM	Address2			wc_admin
White, Walter	4295038431	8/3/2017 2:47 PM	Address change	8374 Windbreak Trail North Lake Elmo, MN 55042	1122 Baptiste st Eagan, MN 55121	wc_admin
White, Walter	4295038431	8/3/2017 2:47 PM	Address2			wc_admin
White, Walter	4295038431	8/4/2017 3:19 PM	SSN	112211222	112211223	alexander.swanson
White, Walter	4295038431	8/11/2017 11:28 AM	Hire Status	E	FT	alexander.swanson
White, Walter	4295038431	8/24/2017 10:17 AM	Branch	1636	1604	hosteval17
White, Walter	4295038431	10/10/2017 2:22 PM	Branch	1604	1636	alexander.swanson

Parameters:

1. Start Date: The starting date updated of your desired date range.
2. End Date: The ending date updated of your desired date range.
3. Employee Name: Filters by a given employee based upon their name.

4. Group By: A list of different fields to group the data into on the report. Has the following options:

- a. (no grouping)
- b. Employee
- c. Updated by Rep

5. Employee ID: Allows you to filter by a specified employee ID.

6. Updated by Rep: Allows you to filter by a specific rep name to see what changes they've made.

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