

Comprehensive Employee Report

- ☒ You receive detailed information about your employees in a concise, easy-to-read format.
- ☒ You can provide detailed employee information to people who can't access Attendance Professional's Employee Information window.
- 💰 Eliminates or reduces cumbersome paper files for employees.

Comprehensive Employee Report

Includes selected workgroups for all employees.

Sorts employees in any order, for example alphabetically by department

Department: Administration

Keller, Yolanda	124-47-7809	Hired: 06/30/96	Status: Full Time
667 Treetops	ID: 1009	Birth: 04/09/60	Pay Type: Hourly
Apt 26-N	Badge: 9	F/T Date: 06/30/96	Clk Group: ClkGroup #1
Alden	Location: River Road Facility	Union:	Base Pay: 5.35
TX 11233	Department: Administration	Weekly Hours: 40:00	Employee is Active
312-456-2212	Cost Center: Facility Management	SchPatt: Unknown	Term Date:
-	Effective WG Date: 06/30/96	SchPatt Date: 06/24/96	
Office Phone: 344-8000			
Office Number: Front Desk			
Floor: First			
Pierrez, Juanita	558-74-6985	Hired: 07/03/96	Status: Part Time
1515 Nelson Rd	ID: 1011	Birth: 07/07/80	Pay Type: Hourly
Apt 670	Badge: 11	F/T Date: 07/03/96	Clk Group: ClkGroup #1
Alden	Location: River Road Facility	Union:	Base Pay: 6.25
TX 11233	Department: Administration	Weekly Hours: 20:00	Employee is Active
312-345-7444	Cost Center: Sales	SchPatt: Unknown	Term Date:
-	Effective WG Date: 07/03/96	SchPatt Date: 07/15/96	
Office Phone: 344-8201			
Office Number: M-344			
Floor: Third			

Number of Employees in Group : 2

Includes most data from Employee Information window

Employee Information

Transfer Rates | Benefits | Previous Raises

Basic | Personal | Private | Custom | Work Group | Address

Status: Full Time

Union:

Average Weekly Hours: 40.00

Emergency Contact: Rodger Keller

Active Status: Active

Date of Full Time: 06/30/1996 Sunday

Terminate Date: 01/01/1980 Tuesday

OK Cancel

Sort Order

Automatic Execution

General | Workgroups | Includes | Sort/Group | Fonts | Margins

Sort Order:

Fields:

Badge Number

Class

Cost Center Code

Cost Center Name

Cost Center Number

Date of Birth

Date of Full Time

Date of Hire

Date of Termination

Department Code

Department Number

Sort By:

Department Name

Employee Name

Options for Department Name

Force:

New Group

New Page

Sort Order

Ascending

Descending

OK Cancel

You define the information in this report using Attendance Professional's Employee Information window. Employee order in the report is based on your selections in the report definition.