

Simple Employee Report

- ✓ You receive basic information about employees in an easy-to-read format.
- 📄 You can quickly review essential information about employees, including ID, badge number, work group, and pay class.

Simple Employee Report				
Includes all workgroups for all employees.				
Name	ID	Badge	LOC-DEPT-CC	Pay Class
Baker, Andrea	1001	1	MAN-ADM-FAC	Hourly Workers Class
Cho, Min-Shih	1006	6	OAK-R&D-ENG	Salaried Class
Grant, Omar	1002	2	MAN-SEC-FAC	Hourly Workers Class
Greenbriar, Mary	1017	17	RVR-SEC-FAC	Hourly Workers Class
Gutierrez, Jose	1012	12	RVR-SYS-ENG	Hourly Workers Class
Hastings, Marvin	1008	8	OAK-R&D-ENG	Salaried Class
Jardin, Janice	1005	5	OAK-R&D-ENG	Salaried Class
Keller, Yolanda	1009	9	RVR-ADM-FAC	Hourly Workers Class
Kidder, Marty	1016	16	RVR-SEC-FAC	Hourly Workers Class
Nelson, Howard	1014	14	MAN-ADM-FAC	Hourly Workers Class
Pierrez, Juanita	1011	11	RVR-ADM-SLS	Hourly Workers Class
Purshing, Walter	1015	15	MAN-ADM-FAC	Hourly Workers Class
Sbuha, Tadek	1013	13	RVR-SYS-ENG	Salaried Class
Valentine, Frank	1010	10	RVR-SYS-ENG	Salaried Class
Wallace, Rosalind	1007	7	OAK-R&D-ENG	Salaried Class
Watkins, Rodney	1003	3	MAN-SEC-FAC	Hourly Workers Class
Yardley, Frank	1004	4	MAN-SEC-FAC	Hourly Workers Class
Total Number of Employees : 17				

Sorts employees in any order, for example, alphabetical order or by ID, badge, or work group

Abbreviates work groups by number or code; the Comprehensive Employee Report details work group names and other employee information

The information in this report is defined in Attendance Professional's Employee Information window.

The screenshot shows the 'Employee Information' window with the following fields and values:

- Name: BAKER, ANDREA
- ID: 1001
- Badge: 1
- Pay Class: Hourly Workers Class
- Clock Group: ClkGroup #1
- Schedule Pattern: Main Street Admin
- Pattern Start Date: 04/01/1996 Monday