Creating an Employee List Report

Employee Listing reports list employees with selected characteristics, for example, terminated employees or employees with current period exceptions. Information about each employee can be included to make a versatile report.

To create an employee list report:
1. Click Employee Listing.

2. Make changes using the operations available on the left side.

Refer to the following table to understand these operations.

Operation	Description
Report Fields	Choose the fields to be included in the employee list report, for example, employee first name, last name and so on.

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Operation	Description
Attendance Sections	Choose employee attendance information that usually is displayed on the time card, for example punches, schedules, benefit balances and so on.
Title and Category	Type a name and description for the report, as well as the category under which you want the report displayed. If you type an existing category, the report is listed on that tab. If you type a new category, the new category is created and the report is listed on that tab.
Report Grouping	Choose how to group employees in the report. You can group by workgroup, pay class, schedule pattern, clock group, or hourly status type.
Workgroup Levels	Specify the workgroup information listed for each employee, including the code, name, or number of any workgroup.
Employees to include	Choose the employees to include. The active employees you have access to are displayed by default. You can narrow that group down by additional attributes, or expand the list to include terminated employees.
Changeable Filters	Use the following filters available to narrow the group of employees: • Belongs to Select Workgroups. If you choose this filter, you can narrow the list of employees by workgroup set. • Select Active Employees Individually. If you choose this filter, you can choose employees one by one from the active employee list. • Amount of Hours. If you choose this filter, only the employees who have worked the specified amount of hours are displayed. You can choose up to three changeable filters.
Additional Filters	Besides changeable filters, you can use the following additional filters to narrow the group of employees further: • Employment in Range of Days/Months means the employee has been employed for a certain amount of days or months. • Age of Employee in Days/Months/Years filters the report by employees of the specified age. • DOH (Date of Hire) Anniversary on Day/in Time Period filters the report with only employees whose date of hire is a specific day or is within a specific time period. • Has select Exceptions/Pay Designation in Period. Filters the report by employees who have select exceptions or pay designations in the specified period.

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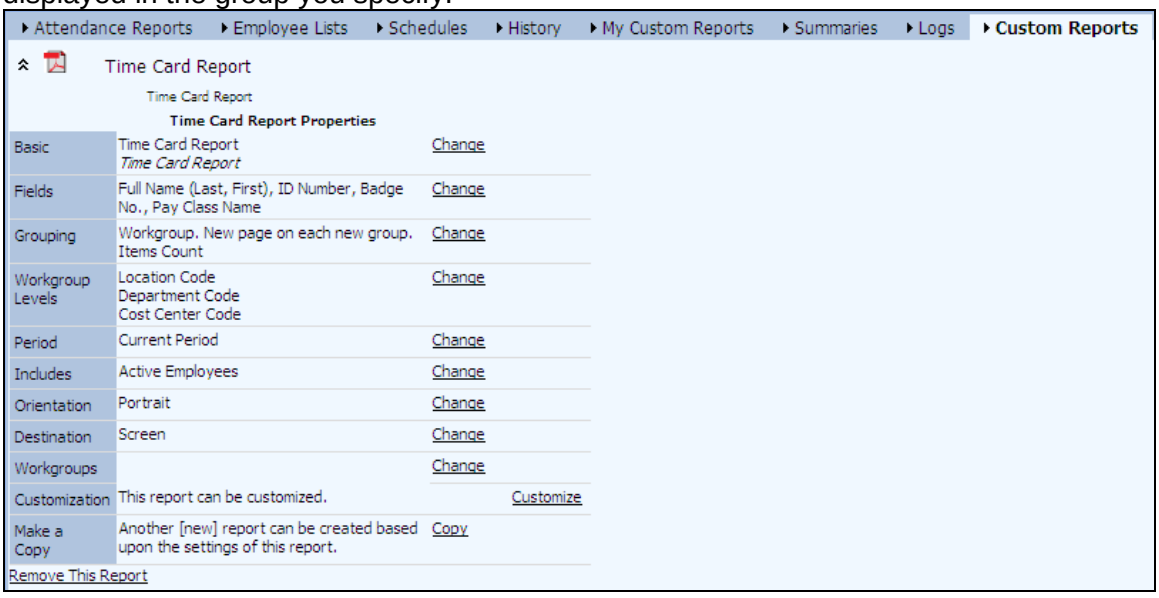
Operation	Description
Print Properties	You can change the default display properties. If Landscape is selected, the report is printed horizontally. You can also indicate the percent shading of grayscale headers and subheaders. If needed, you can indicate a positive offset value to move the report to the right on the page, or a negative offset value to move the report to the left on the page.
Sharing	Sharing defines whether or not to share the report with no users, all users, or selected users. If you choose Partial Sharing, click OK, then click Sharing Authority to indicate the user groups to receive the report.
Sharing Authority	This operation is available if Partial Sharing is selected in the Sharing operation. You can indicate the user groups to receive the report, such as Payroll Managers.

3. Once the report is configured, click Save and Finish. The report properties are displayed in the group you specify.



4. To run the report, click the PDF icon.