Employee List

PWR830.RPT

Overview

Purpose of the Report

The Employee List allows you to review each employee's information entered in Employee Properties.

When to Produce the Report

Produce this report when you want to review detail or summary information about your employees.

Permissions Required to Access the Report

An employee must have 'Administration' checked in the Employee's Permissions to be able to produce this report.

Sort Options Available

You can determine the order that the employees appear on the report by choosing one or more of the following fields:
- Employee ID
- Employee Name
- Employee Office
- Employee Department
- Employee Manager
- Team ID

Note: The subtotal check box on the Sort tab is disabled for this report since there is no information available to produce a subtotal.

Select Options Available

You can determine which employees will appear on the report by entering a range or a list in one or more of the following fields:
- Employee ID
- Employee Office

- Employee Department
- Employee Manager
- Team ID

Format Options

Presentation Options

You can choose which sections should appear on the report:
- Show Administrative Data - to print the basic administrative data for each employee on the report. This includes job title, the office, department and team the employee is assigned to, the hire date and salary, review date, current salary, manager, reviewer and staff level for each employee included on the report.
- Show Personal Information - includes personal data for each employee on the report. This includes address, phone, FAX, beeper, e-mail, and emergency contact information.
- Show Rates - the employees cost and billing rates are included on the report.

Report Layout

Billam and Smyle
Employee List
For the Period Ending August 31, 1997

Emp ID	Name	Login Name	Status
(2)	(3)	(4)	(5)

{ Personal Information }

Personal Information:

(6)	Phone:	(7)
(8)	FAX:	(9)
(10)	Pager:	(11)
Emergency Contact:	Other:	(12)
(13) (14) (15)	E-Mail:	(16)

{ Administrative Data }

Administrative Information:

Title:	(17)	Hire Date: (18)	Hire Salary:	(19)	Manager: (20)
Office:	(21)	Review Date (22)	Current Salary:	(23)	Reviewer: (24)
Dept:	(25)				Staff Level: (26)
Team:	(27)				

{ Rates }

Rate Information:

Rate 1:	(28)	Rate 3:	(29)	Rate 5:	(30)	Rate 7:	(31)	Rate 9:	(32)	Cost:	(33)
Rate 2:	(34)	Rate 4:	(35)	Rate 6:	(36)	Rate 8:	(37)	Rate 10:	(38)		

(1)   Calculated field: Employee ID of Employee producing the report
(2)   From: ID in Employee Properties (General).
(3)   Calculated field: The FirstName field plus the MiddleName field plus the LastName field in the STAFF record.
(4)   From: Login in Employee Properties (General).
(5)   Calculated field: If the Inactive field is set to 'T' in the STAFF record, then it prints 'Inactive', otherwise it prints 'Active'.

{ Personal Information }

(6)   Calculated field: The Address1 field plus Address2 field in the STAFF record.
(7)   From: Home Phone in Employee Properties (Personal).
(8)   Calculated field: The City field plus the State field plus the ZIP field in the STAFF record.
(9)   From: FAX Phone in Employee Properties (Personal).
(10) From: Country in Employee Properties (Personal).
(11) From: Pager Phone in Employee Properties (Personal).
(12) From: Other Phone in Employee Properties (Personal).
(13) From: Emergency Contact in Employee Properties (Personal).
(14) From: Emergency Phone in Employee Properties (Personal).
(15) From: Emergency Extension in Employee Properties (Personal).
(16) From: E-Mail in Employee Properties (Personal).

{ Administrative Data }

(17) From: Job Title in Employee Properties (Administrative).
(18) From: Hire Date in Employee Properties (Administrative).
(19) From: Hire Salary in Employee Properties (Administrative).
(20) Calculated field: The LastName field from the STAFF record with EmpID equal to the Manager field in Employee Properties (Administrative).
(21) From: Office in Employee Properties (Administrative).
(22) From: Review Date in Employee Properties (Administrative).
(23) From: Current Salary in Employee Properties (Administrative).
(24) Calculated field: The LastName field from the STAFF record with EmpID equal to the Tran. Reviewer field in Employee Properties (Administrative).
(25) From: Dept in Employee Properties (Administrative).
(26) From: Staff Level in Employee Properties (Administrative).
(27) From: Team in Employee Properties (Administrative).

{ Administrative Data }

(28) From: Billing Rate 1 in Employee Properties (Rates).
(29) From: Billing Rate 3 in Employee Properties (Rates).
(30) From: Billing Rate 5 in Employee Properties (Rates).
(31) From: Billing Rate 7 in Employee Properties (Rates).
(32) From: Billing Rate 9 in Employee Properties (Rates).
(33) From: Cost in Employee Properties (Rates).
(34) From: Billing Rate 2 in Employee Properties (Rates).
(35) From: Billing Rate 4 in Employee Properties (Rates).
(36) From: Billing Rate 6 in Employee Properties (Rates).
(37) From: Billing Rate 8 in Employee Properties (Rates).
(38) From: Billing Rate 10 in Employee Properties (Rates).