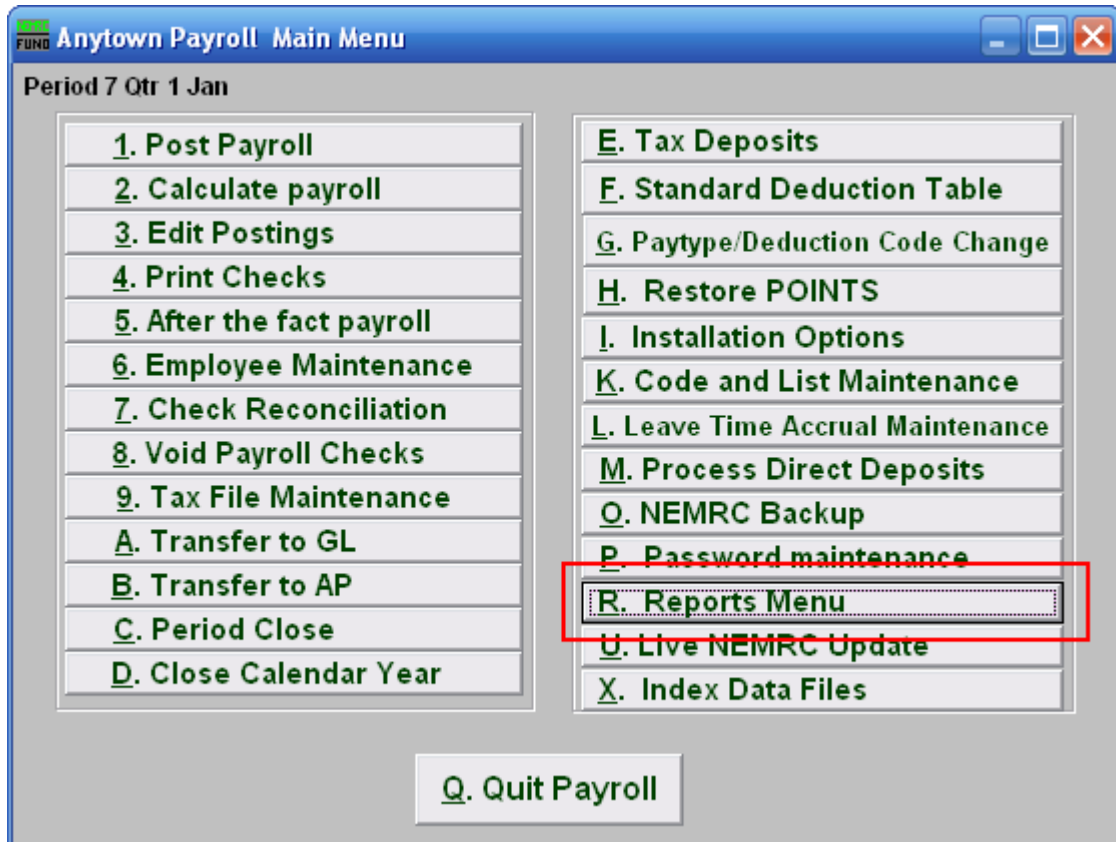


Payroll

R. Reports Menu: 9. Employee Listing

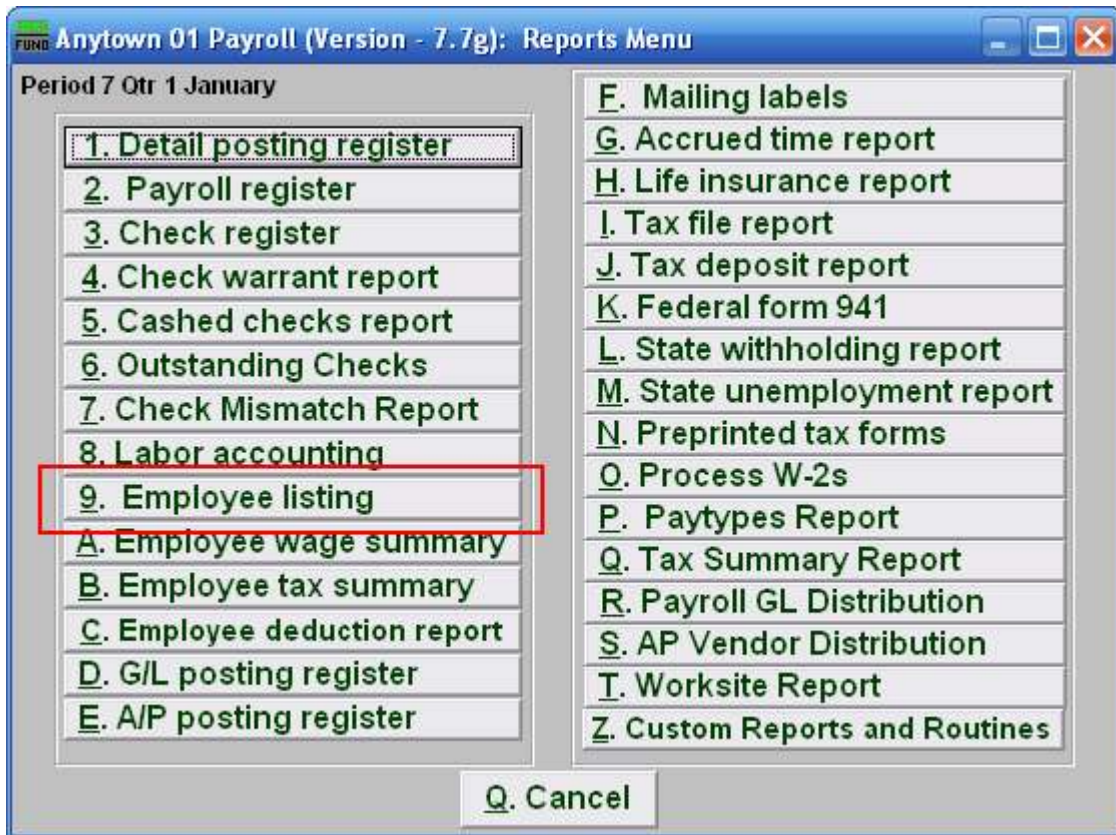
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Click on “R. Reports Menu” off the Main Menu and the following window will appear:

Payroll



Click on “9. Employee listing” on the Reports Menu and the following window will appear:

Payroll

Employee Listing

Employee Listing

Range 1 ☐ Individual 2 ☐ Department 3 ☒ All

Employee # **Find**

Order ☒ Employee ☐ Department ☐ Birthday ☐ Hire Date ☐ Name ☐ Work Comp Code

☒ Active ☐ Inactive ☐ Terminated

FoxPro Filter Expression **New** **Edit** **Delete**

Format ☐ Summary ☒ Detail

☐ Show Social Security Number

Preview **Print** **File** **Cancel**

1. **Individual:** Click on this option if you want to have this report be for an Individual employee.
2. **Department:** Click on this option if you want this report to be for all employees in a single Department.
3. **All:** Click on this option if you want this report to be for All employees.

Refer to the section below that relates to your choice.

Payroll

Individual

If you chose “Individual” the following window will appear:

1. **Employee #:** Select the individual employee to report when the range option is set to individual.
2. **Format: Summary:** Summary format includes employee number, name, address, social security number, phone number, workers compensation code, birth date and hired date.
3. **Format: Detail:** Detail format includes all information on the “Personal” tab in “6. Employee Maintenance” and selected information from the “Deduction” and “Paytypes” tabs. The entire “History” tab is printed.
4. **Show Social Security Number:** Click to check this option and have this report show the Employee’s Social Security Number.
5. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
6. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
8. **Cancel:** Click “Cancel” to cancel and return to the previous menu.

Payroll

Department

If you choose “Department” the following window will appear:

Employee Listing

Range: ☐ Individual ☒ Department ☐ All

Employee #: Find

Department:

Order: ☒ Employee ☐ Department ☐ Birthday ☐ Hire Date ☐ Name ☐ Work Comp Code

☒ Active ☐ Inactive ☐ Terminated

FoxPro Filter Expression: New Edit Delete

Format: ☐ Summary ☒ Detail

☐ Show Social Security Number

Preview Print File Cancel

1. **Department:** Enter a department code that has been assigned to the group of employees to report.
2. **Order: Employee:** Display by employee number.
3. **Order: Department:** Display by department number then employee order.
4. **Order: Birthday:** Display in order of date of birth.
5. **Order: Hire Date:** Display in order of date of hire.
6. **Order: Name:** Display in order of employee last name then first name.
7. **Order: Work Comp Code:** Display in order of the workers compensation code assigned to the employee.
8. **Active:** Select this to include active employees.
9. **Inactive:** Select this to include inactive employees.
10. **Terminated:** Select this to include terminated employees.
11. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates information to determine if the employee should be included in the report. Contact NEMRC support to learn more about this option.

Payroll

- 12. Format: Summary:** Summary format includes employee number, name, address, social security number, phone number, worker s compensation code, birth date and hired date.
- 13. Format: Detail:** Detail format includes all information on the “Personal” tab in “6. Employee Maintenance” and selected information from the “Deduction” and “Paytypes” tabs. The entire “History” tab is printed.
- 14. Show Social Security Number:** Click to check this option and have this report show the Employee’s Social Security Number.
- 15. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 16. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 17. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 18. Cancel:** Click “Cancel” to cancel and return to the previous menu.

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All

If you choose “All” the following window will appear:

The screenshot shows the 'Employee Listing' window. At the top, there are radio buttons for 'Range': 'Individual', 'Department', and 'All' (selected). Below this is an 'Employee #' field with a 'Find' button. The 'Order' section has radio buttons for 'Employee' (selected), 'Department', 'Birthday', 'Hire Date', 'Name', and 'Work Comp Code'. Below these are checkboxes for 'Active' (checked), 'Inactive', and 'Terminated'. A 'FoxPro Filter Expression' section has 'New', 'Edit', and 'Delete' buttons, with a dropdown menu showing '10'. The 'Format' section has radio buttons for 'Summary' and 'Detail' (selected), and a checkbox for 'Show Social Security Number'. At the bottom are buttons for 'Preview', 'Print', 'File', and 'Cancel'. Red numbers 1 through 17 are placed next to various elements: 1 next to 'Employee' in Order, 2 next to 'Department', 3 next to 'Birthday', 4 next to 'Hire Date', 5 next to 'Name', 6 next to 'Work Comp Code', 7 next to 'Active', 8 next to 'Inactive', 9 next to 'Terminated', 10 next to the filter dropdown, 11 next to 'Summary', 12 next to 'Detail', 13 next to 'Show Social Security Number', 14 next to 'Preview', 15 next to 'Print', 16 next to 'File', and 17 next to 'Cancel'.

1. **Order: Employee:** Display by employee number.
2. **Order: Department:** Display by department number then employee order.
3. **Order: Birthday:** Display in order of date of birth.
4. **Order: Hire Date:** Display in order of date of hire.
5. **Order: Name:** Display in order of employee last name then first name.
6. **Order: Work Comp Code:** Display in order of the workers compensation code assigned to the employee.
7. **Active:** Click to check this option and have this report include active employees.
8. **Inactive:** Click to check this option and have this report include inactive employees.
9. **Terminated:** Click to check this option and have this report include terminated employees.
10. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates information to determine if the employee should be included in the report. Contact NEMRC support to learn more about this option.

Payroll

- 11. Format: Summary:** Summary format includes employee number, name, address, social security number, phone number, worker s compensation code, birth date and hired date.
- 12. Format: Detail:** Detail format includes all information on the “Personal” tab in “6. Employee Maintenance” and selected information from the “Deduction” and “Paytypes” tabs. The entire “History” tab is printed.
- 13. Show Social Security Number:** Click to check this option and have this report show the Employee’s Social Security Number.
- 14. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 15. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 16. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 17. Cancel:** Click “Cancel” to cancel and return to the previous menu.