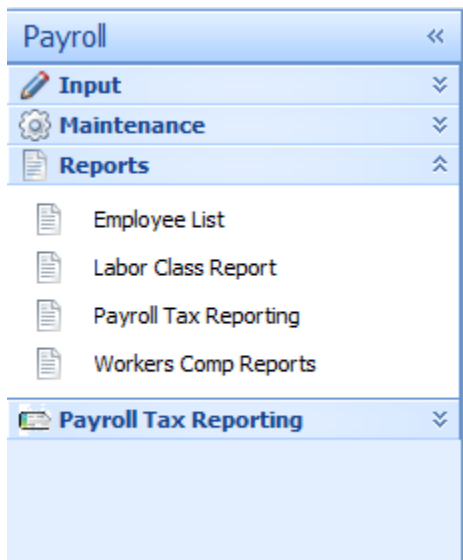




Employee List

Employee List is for narrowing down the employee list by choosing different filters

From the Main Menu (Payroll > Reports > Employee List)



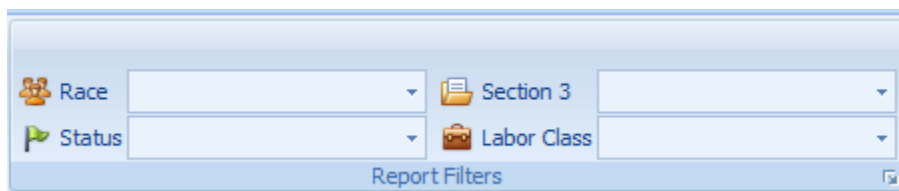
Report Filters:

Race: Choose their race or you can leave it open

Status: Active, Deceased, Discharge, Lack of Work, Quit

Section 3: You can click no or leave this unselected depending on if they are Section 3 or not

Labor Class: Choose which labor class they are under or you can select all to see all

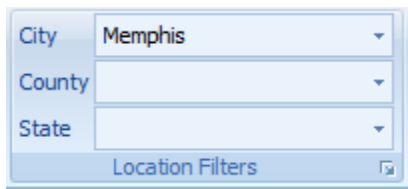


Location Filters:

City: Choose the City the employee lives in

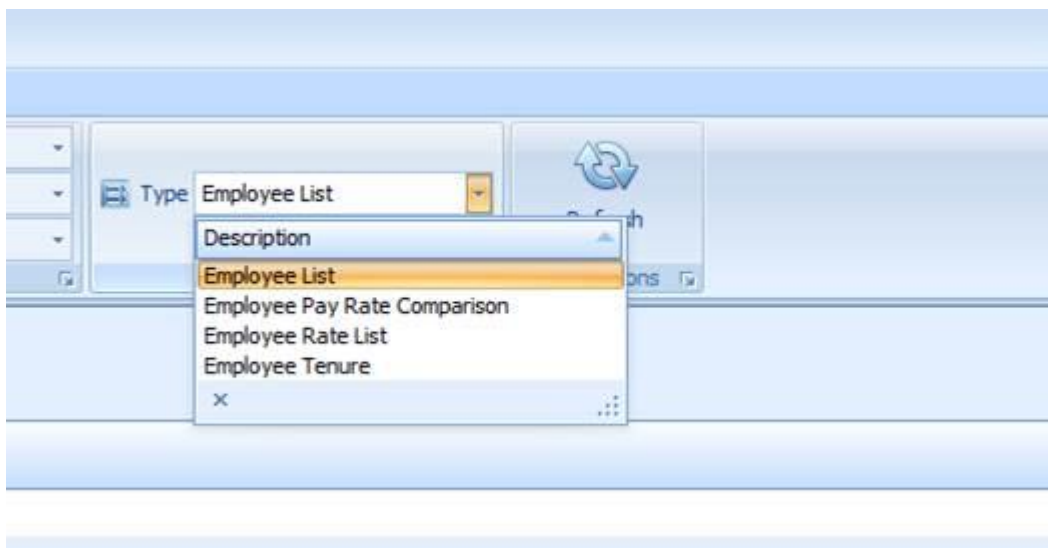
County: Choose the County the employee lives in

State: Choose the State the employee lives in



A screenshot of a web application interface showing three dropdown menus for location filters. The 'City' dropdown is set to 'Memphis'. The 'County' and 'State' dropdowns are currently empty. Below the dropdowns is a 'Location Filters' button with a small icon.

Report Type: This is where you can choose different types of employee reports (Note once you choose another report type click the refresh button)



Employee list: Report for searching a small or wide range of employee's showing all their information without looking up one employee at a time

Employee Id Number	Emp SS Last 4	First Name	Middle Initial	Last Name	Address	City Name	State Name	County Name	Zip_Code	Marital Status	Sex	Last Job	Home P
195	6651	CHARLES	D	ABBY	2183 WEST RIVER DR APT 3	Memphis	Tennessee	Shelby	38134	Single	M	MB0701	(90
207	8401	LONNIE		ALLEN	4335 YAGER DRIVE	Moscow	Tennessee	Fayette	38057	Single	M	PC0901	(90
306	2497	MICHEAL		ALLEY	4876 KNIGHT ARNOLD MEMPHIS,,TN		Tennessee		38118	Single	M	TC1401	(90

Employee Pay Rate Comparison: Report to see the prior pay rate and current pay rate side by side

First Name	Middle Name	Last Name	Prior Pay Date	Prior Pay Rate	Current Date	Current Pay Rate
CHARLES	D	ABBY			10/18/2006	12.00
LONNIE		ALLEN			3/25/2009	10.00
MICHEAL		ALLEY	9/15/2005	7.00	12/23/2009	8.00
THOMAS		ALSTON			11/1/2006	17.00
AUSTIN		ANDERSON			6/4/2007	7.00

Employee Rate List: Report to see the current pay rate and the date it was changed

Address	City Name	State Name	County Name	Zip_Code	Date Changed	Pay Rate
Employee: Johnson, Robert						
250 Pearl Dr,	Somerville	Tennessee	Fayette	38068	11/16/2016	30.00
						30.00

Employee Tenure: Report to see Employee begin date, termination type, employment end date, whether employee is temporary gone or permanently, and you can see comments

Id Number	First Name	Middle	Last Name	Hire Type	Employment Begin Date	Termination Type	Employment End Date	Lack of Work Duration	Comments
Employee: 370 - Jackie L. Cain									
370	Jackie	L.	Cain	Hire	11/3/2015	Quit	10/20/2016		
Employee: 375 - William Brooks Justice									
375	William	Brooks	Justice	Hire	5/12/2016	Quit	10/20/2016		
Employee: 378 - Aaron Foshee Brown									
378	Aaron	Foshee	Brown	Hire	7/11/2016	Quit	10/28/2016		employee quit
Employee: 380 - Ryan Clayton Millen									
380	Ryan	Clayton	Millen	Hire	7/21/2016	Lack of Work	9/16/2017	Permanent	

Note: All reports can be customized the same way by taking columns away, adding columns, and changing the order of your columns

Customizing your Columns: To take away a column just click on the column and drag it to the top of your screen, don't worry it's not gone forever. You can always go back and get it from your column chooser. To add a column right click next to the last columns name (the blank area) and click Column Chooser. This will bring up the list of all the columns you can choose from and if there happens not to be a column you are looking for you can always click Add column and make your own. If you want to change

the order of your columns just click on that column and drag it over to the spot you are wanting it at!

The screenshot displays a software interface with a report table and a customization panel. The report table has columns for 'e Phone', 'Date Born', 'Date Last Paid', and 'Date Hired'. A context menu is open over the table, showing options like 'Show Group By Box', 'Column Chooser', 'Best Fit (all columns)', 'Show Find Panel', 'Hide Auto Filter Row', and 'Add Column'. The 'Column Chooser' option is highlighted. Below the table is a 'Customization' panel with a list of fields: Anniversary Date, Bill Rate, Cell Phone, Check Sort, Comments, Date Deceased, and Date Eligible For 401k.

e Phone	Date Born	Date Last Paid	Date Hired
) 324-2623	1/9/1982	3/16/2007	9/19/2006
) 626-6247		5/15/2009	3/18/2009
) 907-9535	9/28/1980	1/10/2014	9/12/2005
) 503-1187	8/8/1969	11/3/2006	10/11/2006
) 867-1608	7/5/1990	6/29/2007	6/4/2007
) 837-8476	1/3/1991	12/10/2010	8/30/2010
) 767-6388	4/23/1977	9/26/2008	10/11/2007

Customization

- Anniversary Date
- Bill Rate
- Cell Phone
- Check Sort
- Comments
- Date Deceased
- Date Eligible For 401k