08.23 Print a List of Active Employees by Hire / Termination Date

From **Barnestorm Office** click on **Reports > Employees > 08.23 Print Employees List.** You can also go to Codes > Other Basic Codes > Employees > Print Codes to run the report.

To print only a list of active employees effective today's date:

- Check the **Active** bullet.
- Change the **From** and **Thru** date both today's date.
- Filter the report by entering select program / team / employee / office numbers, as needed.
- You can also filter the report by selecting **All** employees, **Full Time** only or **Part Time** only. This will pull from Codes > Other Basic Codes > Employees > Status: if PT is entered in this field = Part time, if FT = Full Time.
- Select the **Print Sequence** that you would like to use.
- Select the **Print Format** that you would like to use. NOTE: If you want the hired dates and terminated dates to appear on same report, choose Print Format 6.

NEW: We've recently added the option to filter by zip code. There is a ZipCodes field to the bottom right of the Print Format column. If you want to print a list of employees based on zip code, type the zipcode(s) in that field.

- Click on the **Print** button.

To select active employees during a range of dates and include any employees terminated:

- Check the **Active** bullet.
- Select the date range you want to view for the terminated employees.
- Select Print Format 6.
- Click on Print.
- This will show all current active employees and any employees who were terminated between the date range selected.

To select employees based on Hired date

- Select your From and Thru dates
- Check the bullet for Hired
- Select Print Sequence and Format you wish to use
- Click on Print