08.23 Print Employee Reports

From the **Main Menu** in **Barnestorm Office** click on **Reports > Employees > 08.23 Print Employee Lists**. Select which report you want to run by clicking on a **Print Sequence** and **Format**. You can choose active or terminated employees, full time or part time. Below is a list of **Formats** and information for each report. The bottom portion allows you to select specific employees, programs, office, or team numbers. To print multiple employees enter the four digit employee number then a comma and then the next employee number.

Mark employee as Full Time or Part Time = In the **Status** field key in **F** or **FT** for Full Time and **P** or **PT** for Part Time. This feature will work when running this report using the Full Time or Part Time filter.

How to Run the Report

- From / Thru = Can indicate the dates employees were active, hired or terminated. For a list of current active employees use current date for both fields.

- Program(s) / Team(s) / Employee(s) = Filter report by entering program, team and/or employee number(s). Or leave blank to select all.

- Active / Hired / Terminated = Select the filter needed.

- All / Full Time / Part Time = Filter the employees by selecting all or full time only or part time only (only works if you are using the Status field).

Formats

(1) Enter the Birthday Month first then select format 1. This will show the Day, Date, Employee Name, Ofc.

(2) Class #, Date, # of Hours of Inservice

(3) Employee Name, Team, Program, Discipline, Ofc, Vendor #, Home Phone, Cell Phone, Hire Date

(4) Employee Name, Team, Program, Discipline. Ofc, Vendor #, Home Phone, Cell Phone, Office Phone

(5) Employee Name, Team, Program, Discipline, Ofc, Vendor #, Hire Date, Community

(6) Employee Name, Team, Program, Discipline, Ofc, Vendor #, Hire Date, Terminated Date, Community, Base Rate

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(7) Ofc, Employee Name, Base Rate, Program, Discipline, Availability

(8) Ofc, Code Empl#, Employee Name, Address, City, State, Zip, Home Phone, Revenue Code, Hire Date, Terminated Date, Reason

(9) Ofc, Employee Name, Base Rate, Discipline, CEU's, Hire Date, Next Eval, Prof Lic, CPR Cert, TB Test.

*Note: CEU's come from Employee CEU Classes and the Eval, Lic, CPR, TB Due comes from Employee Date Tracking – See articles listed below on how to use these features.

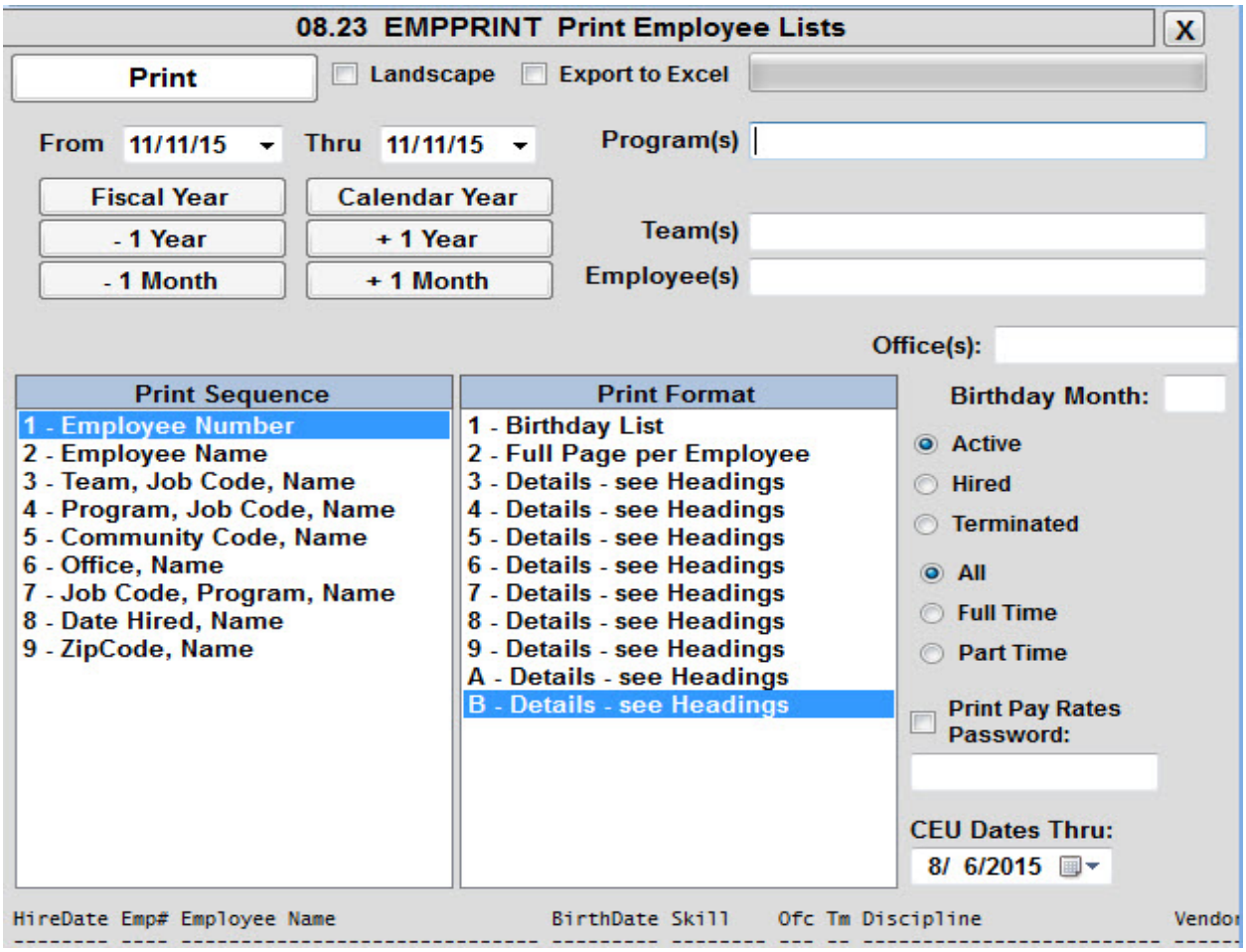
(A) Employee Name, Skill, Ofc, Discipline, HireDate, Phone Number.

(B) HireDate, Empl#, Employee Name, BirthDate, Skill, Ofc, Tm, Discipline, Vendor Number, Home Number, Cell Phone.

(C) Emp#, Employee Name, Address, City, Home Phone, Cell Phone, Birth Dt, Term Date, Emergency Contact, Emergency Phone.

(D) Emp#, Employee Name, City, Of, Abbreviation Disc, Hire Date, Term Date, Home Phone, Cell Phone, Beeper#, Office#, Email.

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Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50401.aspx