Unscheduled Employees Report

Displays employees without a schedule for the selected date range.

How It Works

- From Barnestorm Office, go to **Reports > Employees > 02.36 Unscheduled Employees**.
- Report shows any employees without a scheduled visit during your selected date range.
- Can filter by program, team, or exclude certain employees.

How to Run the Report

- **From/Thru:** Enter the date range to check for schedules.
- **Program(s):** Enter a specific program number or leave blank for all.
- **Team(s):** Enter a team code or leave blank for all.
  - This is set in *Referrals > Employees tab > Primary Team#.*
- **Employee #s To Skip:** Enter the four-digit employee number(s) to exclude.

Print Option - Only CareChamp Employees

- North Carolina agencies can print based on employees who have a **CareChamp user account**.
- This is determined by the **CareChamp** checkbox in *Codes > Other Basic Codes > Employees.*

How to Read the Report

- **Program and Skill:** This information comes from *Codes > Other Basic Codes > Employees.*
- **Most Recent Schedule:** Last scheduled day, date, and time for that employee.
- **Hours Prev 7 Days:** Scheduled hours in the previous 7 days from the current date.

☐☐ Need help? Contact Barnestorm Support