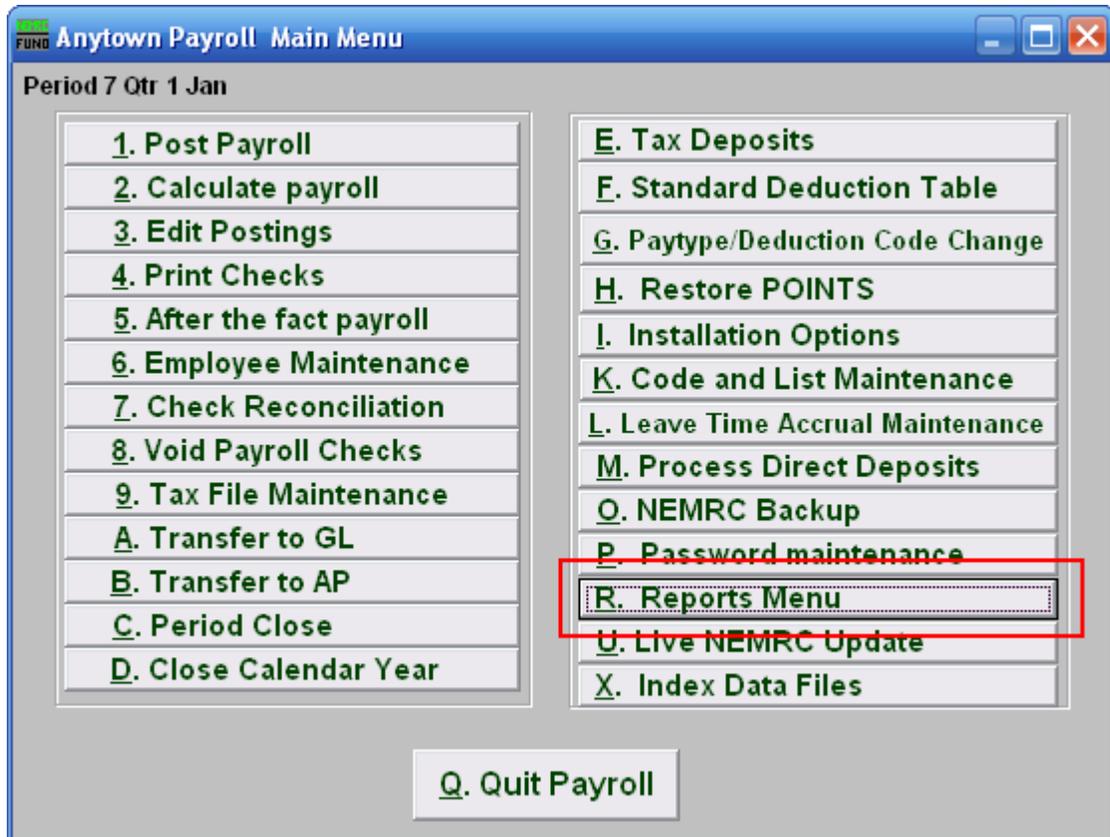


# Payroll

## R. Reports Menu: 9. Employee Listing

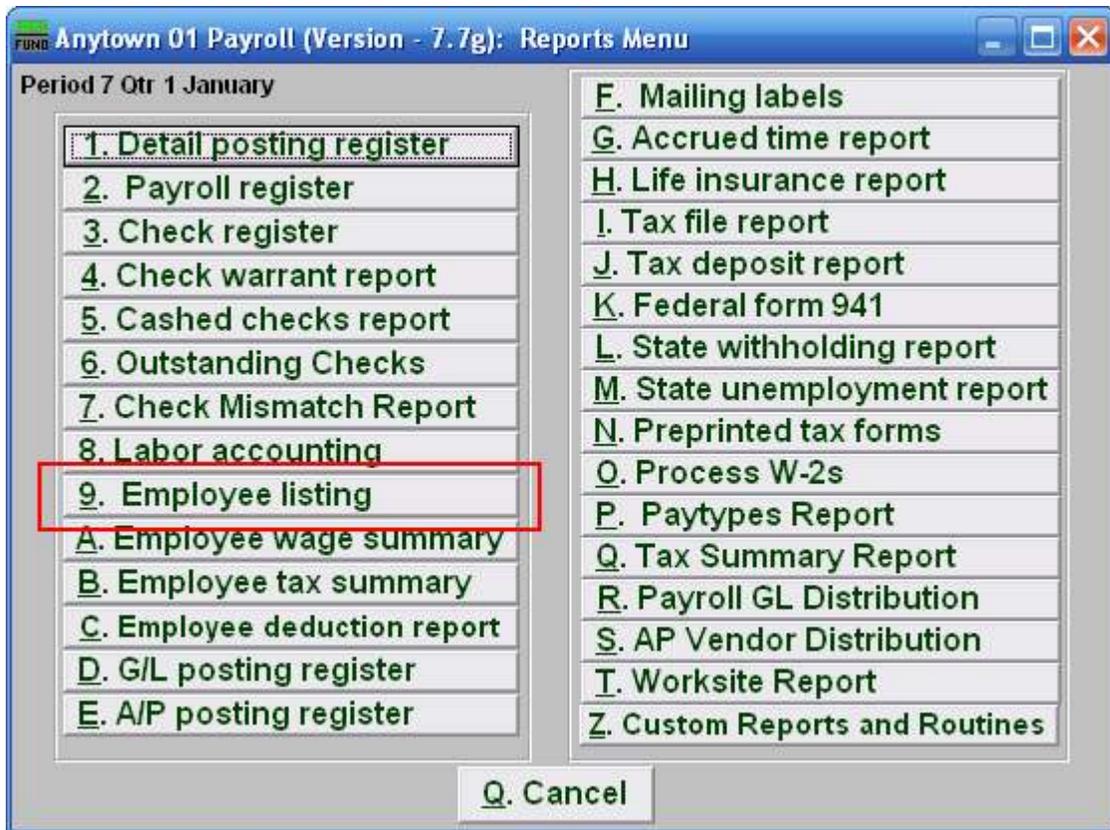
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Click on “R. Reports Menu” off the Main Menu and the following window will appear:

# Payroll



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

# Payroll

## Employee Listing

The screenshot shows a dialog box titled "Employee Listing" with a blue title bar. A red rectangular box highlights the "Range" section at the top, which contains three radio button options: "1 Individual", "2 Department", and "3 All". The "All" option is selected. Below the "Range" section is a text input field for "Employee #" and a "Find" button. The "Order" section includes radio buttons for "Employee", "Department", "Birthday", "Hire Date", "Name", and "Work Comp Code", along with checkboxes for "Active", "Inactive", and "Terminated". Below this is a "FoxPro Filter Expression" field with "New", "Edit", and "Delete" buttons. The "Format" section has radio buttons for "Summary" and "Detail", and a checkbox for "Show Social Security Number". At the bottom of the dialog are four buttons: "Preview", "Print", "File", and "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:

The screenshot shows the 'Employee Listing' window with the following details:

- Range:**  Individual,  Department,  All
- Employee #:** 1, Find
- Order:**  Employee,  Department,  Birthday,  Hire Date,  Name,  Work Comp Code
- Active/Inactive/Terminated:**  Active,  Inactive,  Terminated
- Filter:** FoxPro Filter Expression, New, Edit, Delete
- Format:**  Summary,  Detail
- Show Social Security Number:**  Show Social Security Number
- Buttons:** Preview 5, Print 6, File 7, Cancel 8

- 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:

The screenshot shows the 'Employee Listing' window with the following settings:

- Range:** Department (selected)
- Employee #:** [Empty]
- Department:** 1
- Order:** Employee (selected)
- Active:** Checked
- Terminated:** Unchecked
- FoxPro Filter Expression:** 11
- Format:** Detail (selected)
- Show Social Security Number:** Unchecked

- 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.

# Payroll

All

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

The screenshot shows the 'Employee Listing' window with the following settings:

- Range:**  Individual,  Department,  All
- Employee #:** [Text Box]
- Order:**  Employee,  Department,  Birthday,  Hire Date,  Name,  Work Comp Code
- Filters:**  Active,  Inactive,  Terminated
- FoxPro Filter Expression:** [Text Box: 10]
- Format:**  Summary,  Detail
- Other:**  Show Social Security Number
- Buttons:**

- 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.