Employee Reports

Job Aid

> Use the *Employee Schedule - Weekly* report to see an employee's weekly schedule or the *Scheduled Shifts by Employee* report to see an employee's weekly shifts.

To run a report of an employee's <u>weekly schedule</u>, run the **Employee Schedule - Weekly** report.

1. Find an employee [either with search or from the schedule]
2. Once you locate the employee, use the "go to" option and go to Reports
3. From the reports section, click **Run Report** > **Scheduler Category** > **Employee Schedule - Weekly**
   -The parameters should reflect Today and "Previously selected employee"
4. Change your time period, if needed
5. Change the Output, if needed
6. Click **Run**
7. Only that employee's scheduled shifts should return:

To run a report by an employee's <u>scheduled shifts</u>, run the **Scheduled Shifts by Employee** report.

1. Find an employee [either with search or from the schedule]
2. Once you locate the employee, use the "go to" option and go to Reports
3. From the reports section, click **Run Report** > **Custom Category** > **Scheduled Shifts by Employee**
   -The parameters should reflect Today and "Previously selected employee"
4. Change your time period, if needed
5. Change the Output, if needed
6. Click **Run**
7. Only that employee's scheduled shifts should return:

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