

Employee Personal Information

Modified on: Tue, 21 Dec, 2021 at 2:23 PM

Synopsis: The Employee Personal Information report, will pull the following data points:

- Employee No
- First Name
- Last Name
- Birth Date
- Social Security #
- Phone #
- Email
- Address
- City
- State
- Zip Code
- Employee Posting Group
- Manager ID

How to Run the 'Employee Personal Information' Report

1. Open 'Employee Personal Information' from 'Full Payroll Menu' or enter 'Employee Personal Information' in Search Icon



Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	Employee Personal Information	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Employee Wage Info	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Employee Position	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax	Position and Union Setup..	Payment Advances

1. From the 'Employee – Personal Information' Filter Tab, you can filter employees by No., Employee Posting Group and Blocked or you can add or utilize other features as needed.
2. Click 'Send to' to export to excel, word or pdf

EMPLOYEE - PERSONAL INFORMATION



Filter: Payroll Employee

× No.

▼

× Employee Posting Group ...

▼

× Blocked

▼

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel