

Employee Position History

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Synopsis:

The Employee Position History report is a great tool for creating reports necessary to comply with Affirmative Action Reporting requirements. The 'Transaction No.' field will tie the report to a transaction number that is tracked in Business Central. If you have a certain transaction code that is applied to certain positions, you can put it in one of those user defined fields and then define where it comes from in the report.

How to Run the 'Employee Position History' Report

1. Open 'Employee Position History' from 'Full Payroll Menu' or enter 'Employee Position History' 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 Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Employee Position History	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

1. From the 'Payroll Employee Position History' screen, you can select the 'As of Date' for the report , the Payroll Department Dimension and the previously mentioned 'Transaction Code No.' if necessary for the report.
2. You can also filter by employee number
3. Click 'Send to' to export to excel, word or pdf

EMPLOYEE POSITION HISTORY REPORT

Options

As of Date 10/10/2019

Payroll Department Dimen... 1

USER DEFINED CODES

Transaction Code No. 1

Filter: Payroll Employee

× No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

EPH-002

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