

Employee Position

Modified on: Tue, 21 Dec, 2021 at 2:24 PM

Synopsis:

The Employee Position report, will pull the following data points:

- Employee No
- Name
- Gender
- Race
- Employment Date
- Department Code
- Department Description
- Job Code
- Job Title
- EEO Code
- Job Group
- Census Code
- Annual Compensation
- Salary Code
- **U_Rank**
- AAP
- Location
- Manager Name
- Manager Location
- Manager AAP
- **U_Rollup**
- **Work Unit**
- **U_R2AAP**
- **U_R2ROLLUP**
- **R2JOBGRP**
- **R2 LOCATION**
- **R2DEPT**

- **R2WORKUNIT**
- **SUMMARY COUNT**
- **ZIP**
- Veteran Status
- Disabled Status

How to Run the 'Employee Position' Report

1. Open 'Employee Position' from 'Full Payroll Menu' or enter 'Employee Position' 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

EP-001

1. From the 'Payroll Employee Position' screen, you can select the 'As of Date' for the report , the Import Date, Payroll Department Dimension, Location City and Location State. You can then filter by Employee or add additional filters as needed.
2. Click 'Send to' to export to excel, word or pdf

PAYROLL EMPLOYEE POSITION 

Options

As of Date	10/10/2019 
Import Date	10/10/2019 
Payroll Department Dime...	
Location City	Atlanta
Location State	GA

Filter: Payroll Employee

× No.	
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 Filter...

Filter totals by:

EP-002