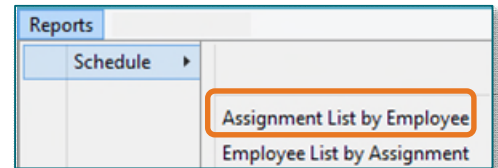


The Assignment List by Employee Report provides a list of the current scheduled assignments, sorted by employee. To run the report users must have security group access to Staff Manager reports for a unit.

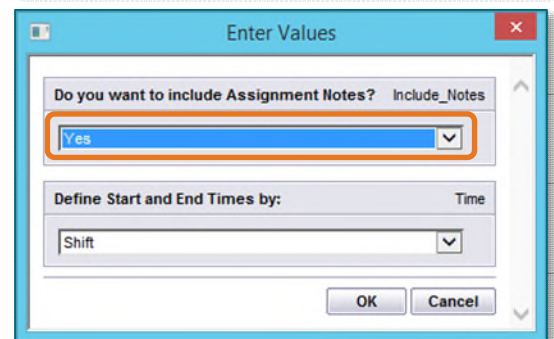
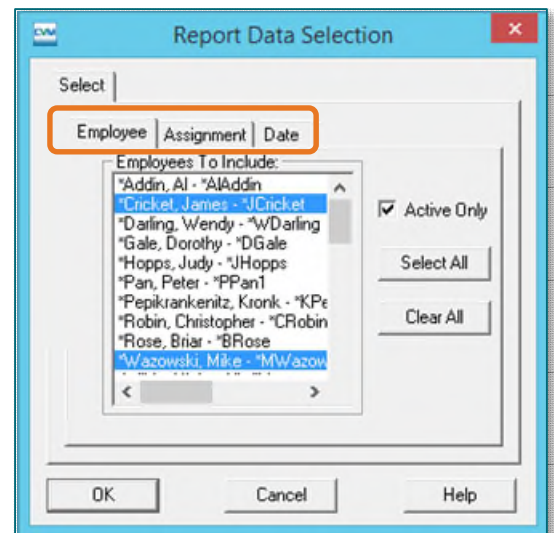
Running the Assignment List by Employee Report

- Select **Reports** in toolbar, then hover over **Schedule**, select **Assignment List by Employee**.
 - In the **Report Data Selection** window, enter your criteria for each tab.
 - **Employee**
 - **Assignment**
 - **Date**



NOTE: Selections included in the report will be highlighted in blue. Un-check the “Active Only” box to see staff that are no longer in your profile.

- Click OK.
- Complete your selections on the **Enter Values** window.
 - Include Assignment Notes?
 - Recommended: **Yes**
 - Defining start and end times.
 - **Shift**
 - **Coverage**
 - **None**
- Click OK.



NOTE: The “Employee List by Assignment” report offers the same content sorted by Assignment and Task rather than Employee Name.

Interpreting the Assignment List by Employee Report

➤ Sample Report:

Employee	Date	Fill Type	Assignment	Task	Shift Start Time	Shift End Time	Work Hours (mins)	Break
*Cricket, James	07/13/2023	Manual Edit	1 E_Day	0700 1930 :RN	07:00:00	19:30:00	12.00	30
<i>Note: Preceptor for Mike W.</i>								
	07/14/2023	Manual Edit	1 E_Day	0700 1930 :RN	07:00:00	19:30:00	12.00	30
	07/16/2023	Manual Edit	1 E_Day	0700 1930 :RN	07:00:00	19:30:00	12.00	30
*Wazowski, Mike	07/13/2023	Manual Edit	6 E_Orientation	ORIENT 12 :RN	07:00:00	19:30:00	12.00	30
<i>Note: Orienting with J. Cricket</i>								

- **Employee:** Name of the employee.
- **Date:** Date of the scheduled assignment.
- **Fill Type:** How the task was added to the schedule.
- **Assignment:** Task grouping indicating the type of shift. (Day, Night, Non-Productive, etc.)
- **Task:** Name of the task/shift on the schedule.
- **Shift Start Time:** Expected start time for the task.
 - (Alternate) Coverage Start Time: Usually matches the task start time.
- **Shift End Time:** Expected end time of task.
 - (Alternate) Coverage End Time: Duration of the task if the break is subtracted from the end.
- **Work Hours:** Paid time associated with the task.
- **Break (mins):** Minutes of unpaid break time associated with the shift.
- **Note:** Assignment note entered in schedule editor.

➤ Sort Order

- Employee
- Date
- Assignment
- Task