



Employee Reports

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 weekly schedule, 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:

Employee	Primary Job	Sun 4/04/2021	Mon 4/05/2021	Tue 4/06/2021	Wed 4/07/2021	Thu 4/08/2021	Fri 4/09/2021	Sat 4/10/2021
Name	OFF	7:00 AM - 3:00 PM		7:00 AM - 3:00 PM	7:00 AM - 3:00 PM	7:00 AM - 3:00 PM	7:00 AM - 3:00 PM	7:00 AM - 11:00 AM

To run a report by an employee's scheduled shifts, 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:



Scheduled Shifts by Employee

Time Period : Current Schedule Period
Query : 1 Employee(s) Selected

Executed on : 4/01/2021 1:01 PM
Printed for : Swyers, Kati (31652544)

Name	Employee ID	Primary Job	Primary Location (Path)	Transfer String	Shift Start Date	Shift End Date
Name	ID	RN	URMCI/AFF/HIGH/HH		03/29/21 08:00	03/29/21 16:30
Name	ID	RN	URMCI/AFF/HIGH/HH		03/30/21 08:00	03/30/21 16:30
Name	ID	RN	URMCI/AFF/HIGH/HH		03/31/21 08:00	03/31/21 16:30
Name	ID	RN	URMCI/AFF/HIGH/HH		04/01/21 08:00	04/01/21 16:30
Name	ID	RN	URMCI/AFF/HIGH/HH		04/02/21 08:00	04/02/21 16:30