

The Employee Data by Assignment Report assists schedulers in tracking weekend commitments or the number of times and employee has requested off during a schedule period.

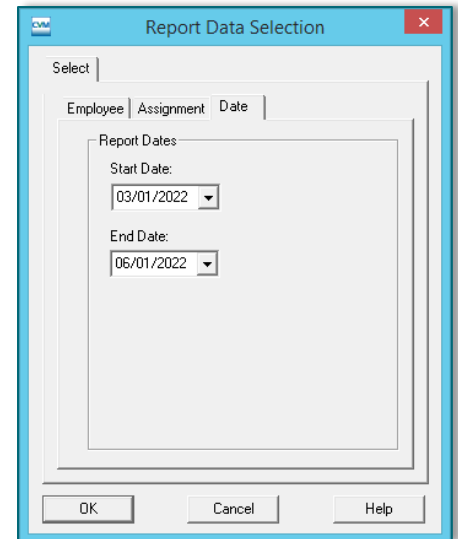
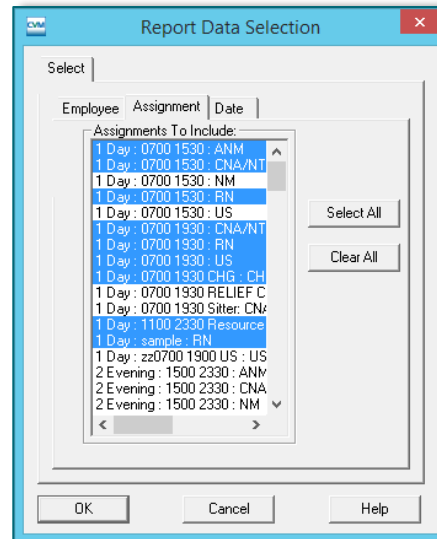
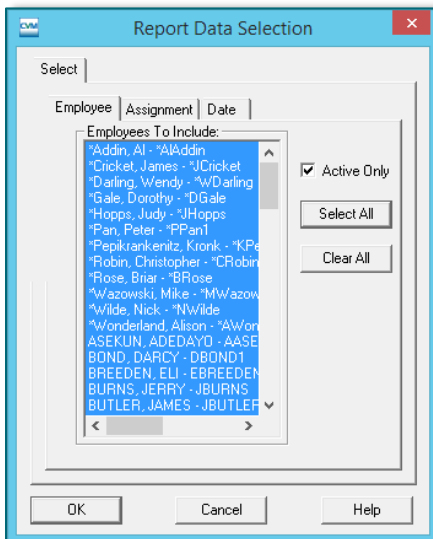
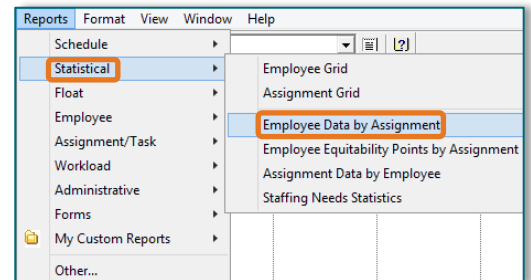
Employee Data by Assignment

STEP 1: From the toolbar, select Reports, hover over Statistical, and select Employee Data by Assignment.

STEP 2: From the Employee tab, select the desired employees to be included in the report.

STEP 3: From the Assignment tab, select the desired tracking shifts to be included in the report.

STEP 4: From the Date tab, select the Start Date and End Date for the report date range.



STEP 7: Click OK to run the report.

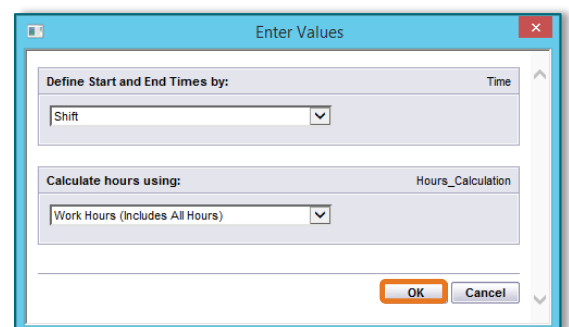
- The Enter Values window displays.

STEP 8: Select the desired values from the dropdown menus in the Enter Values window.

STEP 9: Click OK.

- The Report will display in alphabetical order by day.
- Each shift has a point value of 1.

- The total number of points listed is equivalent to the number of shifts worked.



Report Example

- **A: Assignment Name**
 - When a task does not require a specific skill, the skill will display as N/A.
- **B: Employee Name**
- **C: Employee's Abbreviation**
- **D: Count of the times the employee is assigned to the task in Schedule Editor within the date range selected.**

Employee Statistical List by Assignment							Cerner	
03/01/2022 to 06/01/2022								
zzTraining								
Assignment / Task/Shift : Skill	Employee	Abbreviation	Points	Assignment Count	Work Hours			
1 Day								
0700 1930:RN								
	*Cricket, James	*JCricket	26.000	26	312.00			
	*Darling, Wendy	*WDarling	12.000	12	142.00			
	*Gale, Dorothy	*DGale	6.000	6	72.00			
	*Pan, Peter	*PPan1	1.000	1	12.00			
	*Rabbit, Peter	*PRabbit	9.000	9	150.00			
	BURNS, JERRY	JBURNS	1.000	1	12.00			
	CAPMAN, MERCYTRANSFER	MCAPMAN	2.000	2	24.00			

NOTE: Points and work hours may vary based on settings, but the Assignment Count reflects each instance the employee is listed on the schedule in the specific task. If an employee was not assigned, they will not appear on the report.