

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

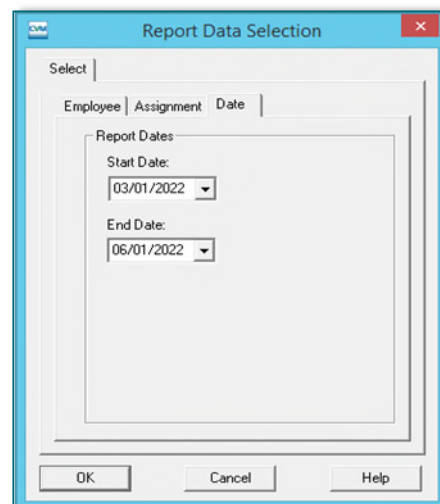
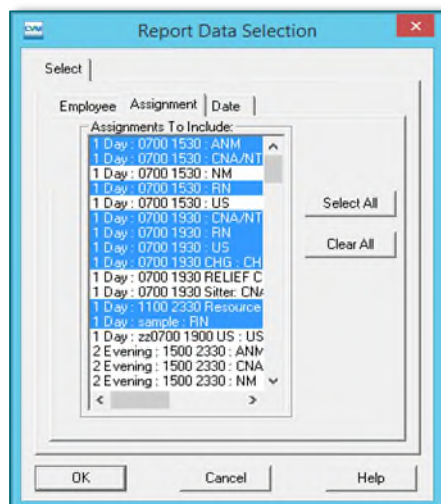
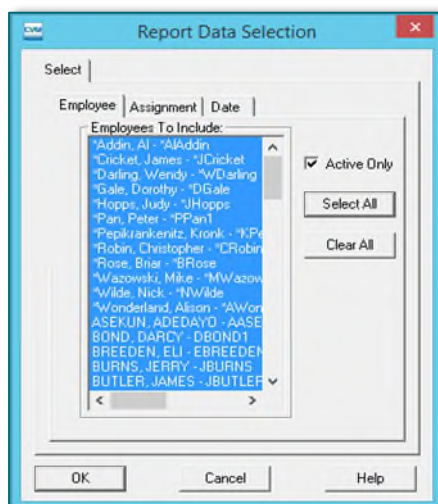
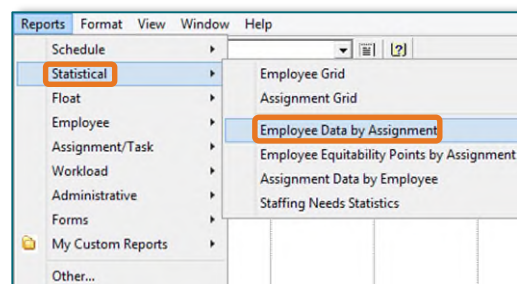
## Employee Data by Assignment

**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.

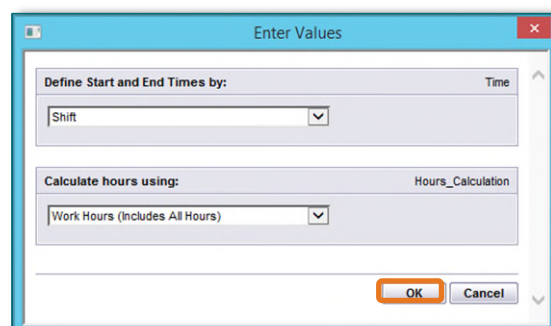
- The **Enter Values** window displays.

**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					
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	*PPanl	1.000	1	12.00
	*Rabbit, Peter	*PRabbit	9.000	9	108.00
	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.