Employee Detail Profile - KCONVSUM

DESCRIPTION:

This report is generated by agencies and lists the most recent personal and job information for each employee in the requested department. This report is useful for checking data and discovering errors that may need to be corrected.

PARAMETERS TO SET:

- Department Group ID
- Department ID
- Page Break Level

FIELDS:

- Benefit Plan
- Birthdate
- Citizenship Status
- Compensation Rate/Compensation Frequency
- Department ID/Department Name
- Department #/Department Entry Date
- EEO Class
- Employee Class (Student, Resident Worker, Other, etc)
- Employee ID
- Employee Name
- Employee Record #
- Employee Status (Active, Leave of Absence, etc)
- Employee Type (Salaried or Hourly)
- Ethnic Group
- FLSA Status
- Full-Time/Part-Time
- Hire Date
- Holiday Schedule
- Home Address Lines 1 & 2
- Home Address City/State/Zip/County of Work/Country
- Home Phone Number
- Job Code/Job Code Entry Date
- Location
- Marital Status
- Military Status
- Original Hire Date
- Pay Group
- Position #/Position Entry Date
- Position Pool ID
- Regular/Temporary
- Salary Plan/Grade/Grade Entry Date/Step/Step Entry Date
- Service Date
- Sex
- Social Security Number
- Work Schedule

SORT SEQUENCE:

- Department ID
- Employee Name
- Employee Record #

WHERE FOUND:

Workforce Administration > Workforce Reports > Employee Detail Profile