

Search Results display – Customize and Export results

Use the gear icon- “Employee Maintenance Assistant” to change columns and the Save icon to save choices.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The search panel includes filters for District (90), Include Terminated, and Add to grid. Below the search panel is a table of search results with columns: Name, SSN, Ext Ref, Ty, BU, RC, LG, Terminated, Last Check Date, Hire Date, and OP.

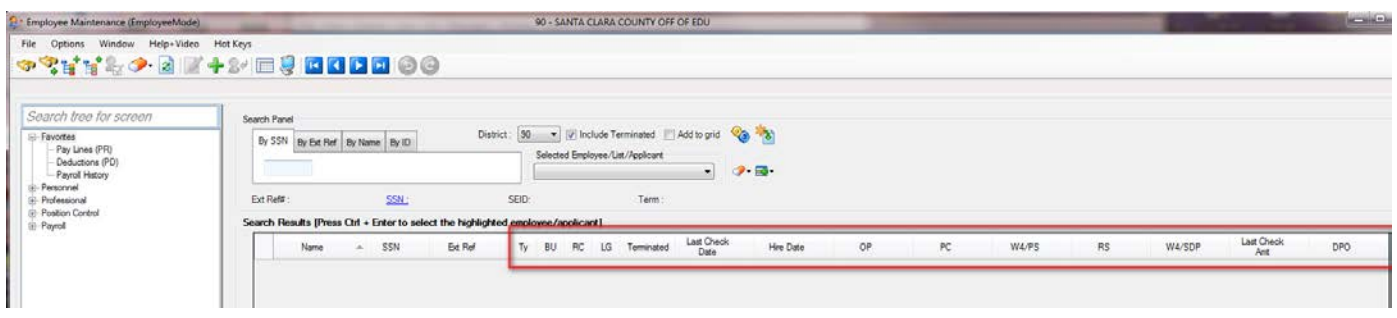
An inset window titled 'Configure Employee Search Fields' is open, showing two columns: 'Available Additional Fields' and 'Selected Fields'. The 'Options' menu in the inset window is highlighted with a red box. A red arrow points from the gear icon in the search panel to the 'Options' menu in the inset window.

Description	Default Header	Custom Header	Action
Employee Birth Date	Birth Date	Birth Date	Include
Employee Rehire Date	Rehire Date	Rehire Date	Include
Employee Anniversary Base Date	Ann Base Date	Ann Base Date	Include
Employee Longevity Base Date	Long Base Date	Long Base Date	Include
Employee Evaluation Due Date	Eval Due Date	Eval Due Date	Include
Employee Original Hire Date	Orig Hire Date	Orig Hire Date	Include
Employee Fingerprint Date	Fingerprint Date	Fingerprint Date	Include
Employee Seniority Date	Seniority Date	Seniority Date	Include
Employee Previous Sen Date	Prev Sen Date	Prev Sen Date	Include
Employee Group Code	GC	GC	Include
Employee Home Phone Number	Home Phone	Home Phone	Include
Employee Work E-Mail	Work E-mail	Work E-mail	Include
Employee Ok to Rehire	OR	OR	Include
Employee Pay Location	PL	PL	Include
Employee Control Group	CG	CG	Include
Employee Fed. Marital/Exemp.	Fed.M	Fed.M	Include
Employee State Marital/Exemp.	Sta.M	Sta.M	Include
Employee Retirement Codes	Ret Codes	Ret Codes	Include
Employee ACA Current Class	ACA Current	ACA Current	Include
Employee ACA Previous Class	ACA Previous	ACA Previous	Include
Employee ACA Model Class	ACA Model	ACA Model	Include
Employee Last Check Number	Last Check No	Last Check No	Include

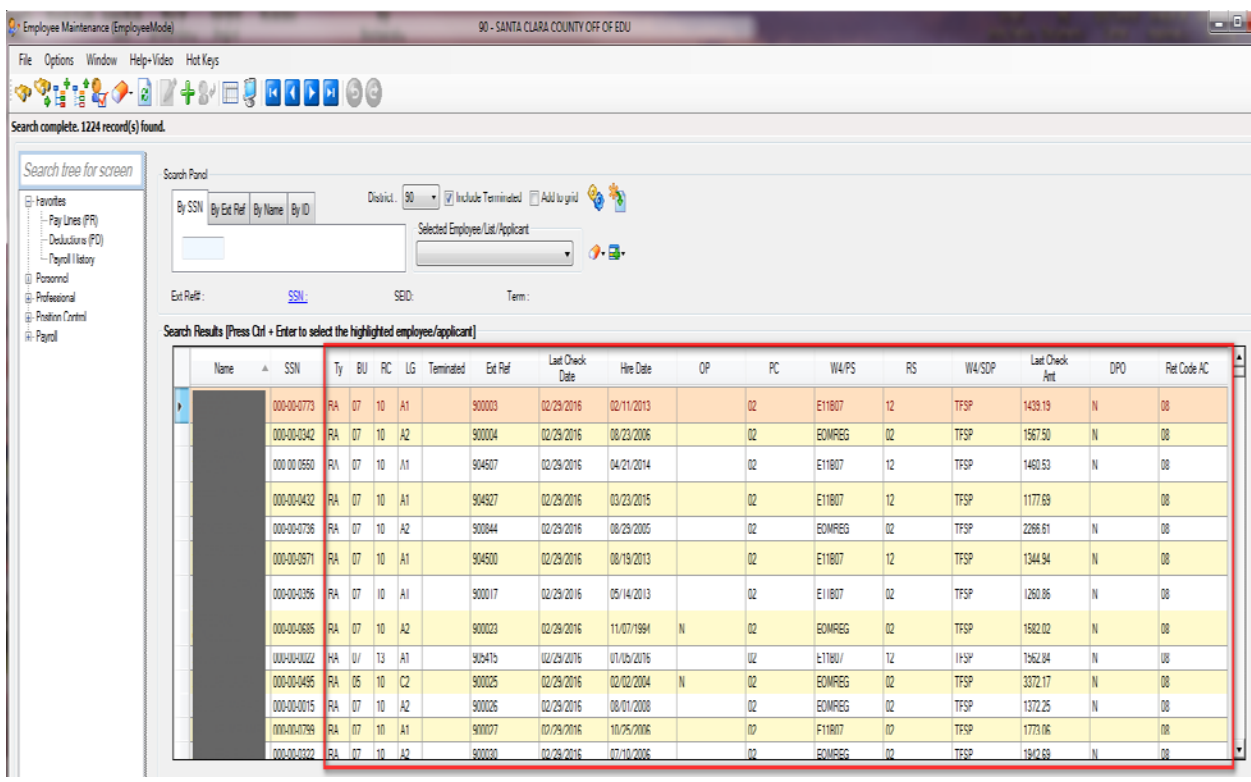
Description	Default Header	Custom Header	Display	Action
Gender	G	G	<input type="checkbox"/>	Default
Employee Type	Ty	Ty	<input checked="" type="checkbox"/>	Default
Site	Site	Site	<input type="checkbox"/>	Default
Bargaining Unit	BU	BU	<input checked="" type="checkbox"/>	Default
Report Code	RC	RC	<input checked="" type="checkbox"/>	Default
Leave Group	LG	LG	<input checked="" type="checkbox"/>	Default
Termination Date	Terminated	Terminated	<input checked="" type="checkbox"/>	Default
Work Phone	Work Phone	Work Phone	<input type="checkbox"/>	Default
Employee Last Check Date	Last Check Date	Last Check Date	<input checked="" type="checkbox"/>	Exclude
Employee Hire Date	Hire Date	Hire Date	<input checked="" type="checkbox"/>	Exclude
Employee Ok to Pay	OP	OP	<input checked="" type="checkbox"/>	Exclude
Employee Pay Code	PC	PC	<input checked="" type="checkbox"/>	Exclude
Employee Pay Schedule	W4/PS	W4/PS	<input checked="" type="checkbox"/>	Exclude
Employee Retirement System	RS	RS	<input checked="" type="checkbox"/>	Exclude
Employee Stat. Ded Profile	W4/SDP	W4/SDP	<input checked="" type="checkbox"/>	Exclude
Employee Last Check Amount	Last Check Amt	Last Check Amt	<input checked="" type="checkbox"/>	Exclude
Employee Deferred Pay Option	DPO	DPO	<input checked="" type="checkbox"/>	Exclude
Employee Retirement AC Code	Ret Code AC	Ret Code AC	<input checked="" type="checkbox"/>	Exclude

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New columns now appear on the Search Results panel.

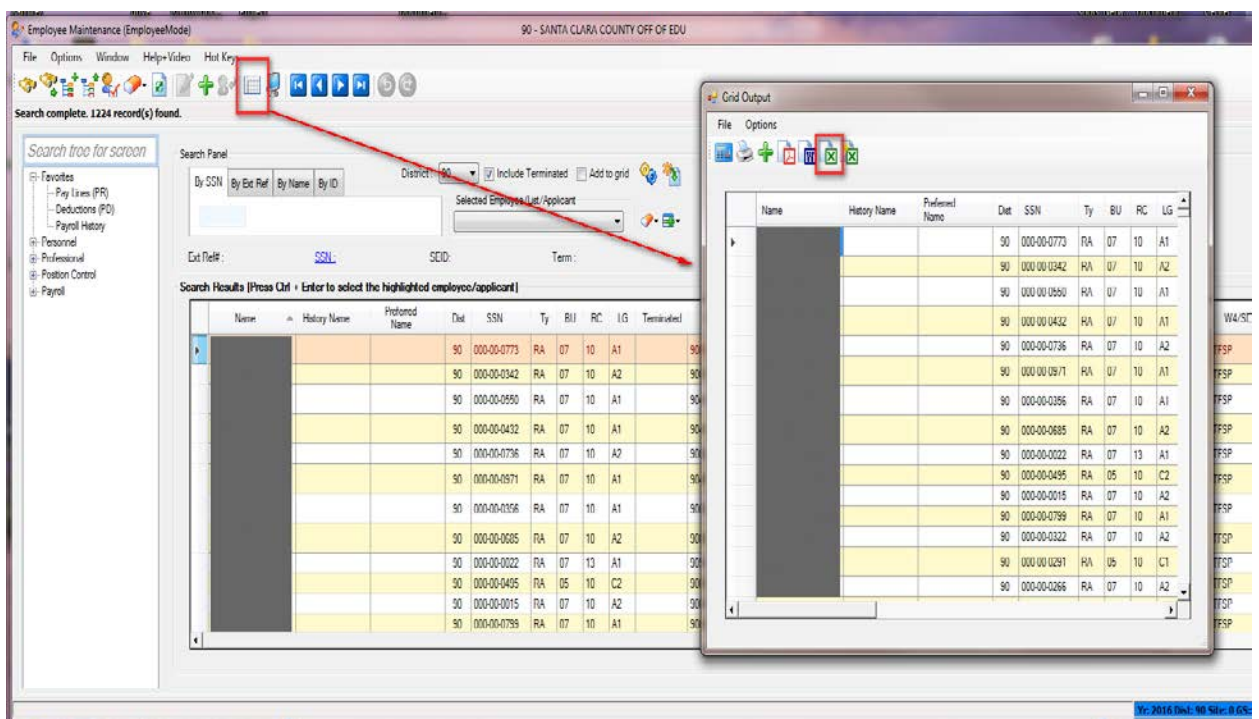


Perform new search and results include data for newly added fields.

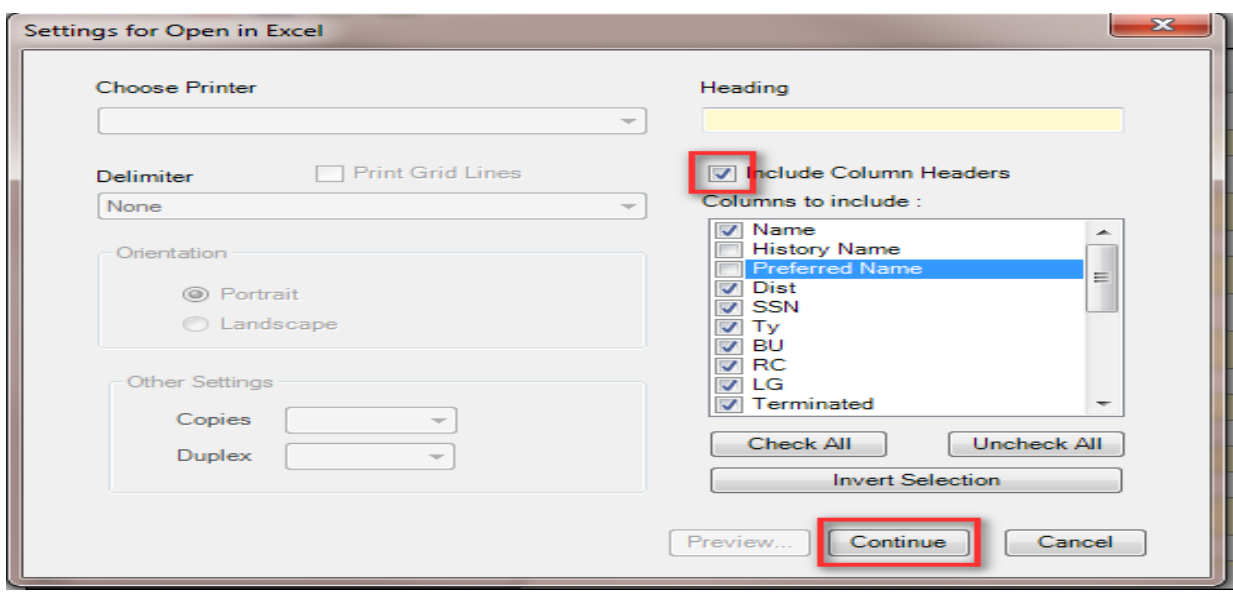


Search Results display – Customize and Export results

Click on Grid Output icon to export to Excel

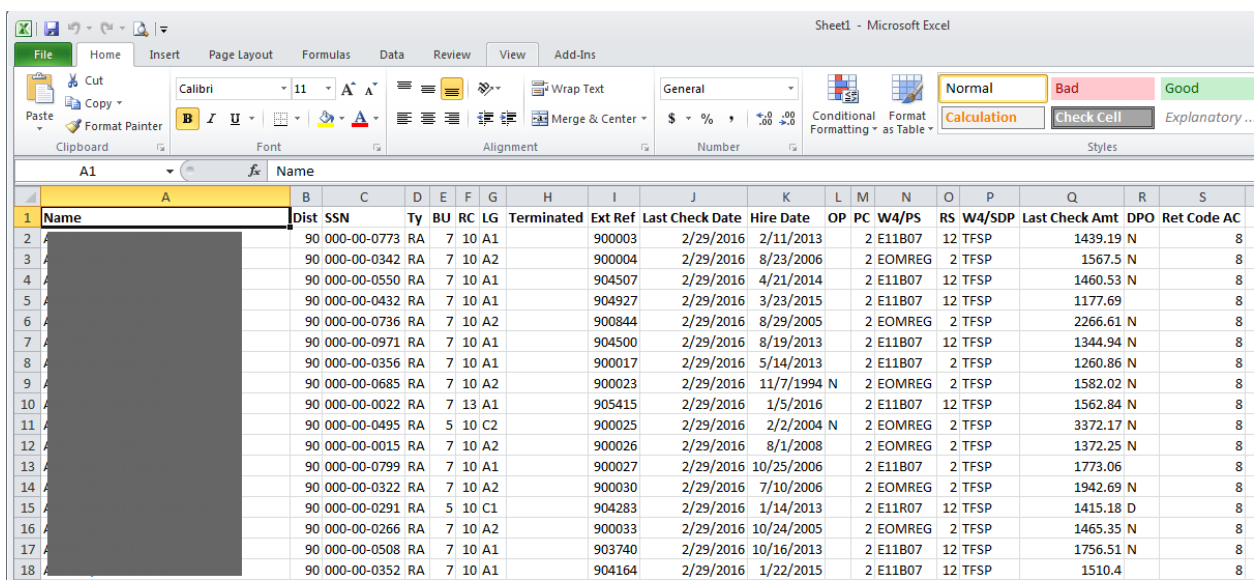


Click on Include column headers, and uncheck any columns you do not want to export. Click on Continue.



Search Results display – Customize and Export results

The data has now been exported to Excel.



1	Name	Dist	SSN	Ty	BU	RC	LG	Terminated	Ext Ref	Last Check Date	Hire Date	OP	PC	W4/PS	RS	W4/SDP	Last Check Amt	DPO	Ret Code	AC	
2		90	000-00-0773	RA	7	10	A1		900003	2/29/2016	2/11/2013	2	E11807	12	TFSP		1439.19	N		8	
3		90	000-00-0342	RA	7	10	A2		900004	2/29/2016	8/23/2006	2	EOMREG	2	TFSP		1567.5	N		8	
4		90	000-00-0550	RA	7	10	A1		904507	2/29/2016	4/21/2014	2	E11807	12	TFSP		1460.53	N		8	
5		90	000-00-0432	RA	7	10	A1		904927	2/29/2016	3/23/2015	2	E11807	12	TFSP		1177.69			8	
6		90	000-00-0736	RA	7	10	A2		900844	2/29/2016	8/29/2005	2	EOMREG	2	TFSP		2266.61	N		8	
7		90	000-00-0971	RA	7	10	A1		904500	2/29/2016	8/19/2013	2	E11807	12	TFSP		1344.94	N		8	
8		90	000-00-0356	RA	7	10	A1		900017	2/29/2016	5/14/2013	2	E11807	2	TFSP		1260.86	N		8	
9		90	000-00-0685	RA	7	10	A2		900023	2/29/2016	11/7/1994	N	2	EOMREG	2	TFSP		1582.02	N		8
10		90	000-00-0022	RA	7	13	A1		905415	2/29/2016	1/5/2016	2	E11807	12	TFSP		1562.84	N		8	
11		90	000-00-0495	RA	5	10	C2		900025	2/29/2016	2/2/2004	N	2	EOMREG	2	TFSP		3372.17	N		8
12		90	000-00-0015	RA	7	10	A2		900026	2/29/2016	8/1/2008	2	EOMREG	2	TFSP		1372.25	N		8	
13		90	000-00-0799	RA	7	10	A1		900027	2/29/2016	10/25/2006	2	E11807	2	TFSP		1773.06			8	
14		90	000-00-0322	RA	7	10	A2		900030	2/29/2016	7/10/2006	2	EOMREG	2	TFSP		1942.69	N		8	
15		90	000-00-0291	RA	5	10	C1		904283	2/29/2016	1/14/2013	2	E11807	12	TFSP		1415.18	D		8	
16		90	000-00-0266	RA	7	10	A2		900033	2/29/2016	10/24/2005	2	EOMREG	2	TFSP		1465.35	N		8	
17		90	000-00-0508	RA	7	10	A1		903740	2/29/2016	10/16/2013	2	E11807	12	TFSP		1756.51	N		8	
18		90	000-00-0352	RA	7	10	A1		904164	2/29/2016	1/22/2015	2	E11807	12	TFSP		1510.4			8	