

Employees Needing Orientation - KPER202

DESCRIPTION:

A list of all the employees who have not attended New Employee Orientation since their date of hire or since the date they transferred to a new agency.

PARAMETERS TO SET:

- As Of Date
- Department Group ID
- Department ID
- Page Break Level

FIELDS:

- As of Date
- Department Entry Date
- Department ID/Department Name
- Employee ID
- Employee Name
- Job Code
- Location Code
- Position #

SORT SEQUENCE:

- Department ID
- Employee ID

WHERE FOUND:

Workforce Administration > Workforce Reports > Employees Needing Orientation