

Limited Term Employees Report

The Limited Term Employees Report (LTE Report) returns all employees with a limited term assignment that ends between the two dates that you select. This tool is intended to help you monitor who will stop receiving salary payments.

On the attached diagram I have highlighted important parts of this report in red. First, we will begin looking at Parameters. The only required parameters for this report are two dates between which assignment end dates fall. In the diagram, I am returning results for those who have an assignment end date that falls between 6/1 and 6/30. Please note that if someone has an end date 6/2 and another for 6/30 they will show twice. Conversely, if you have already submitted a transaction to re-activate them and it does not fall within the parameter end dates you will not see it. All other parameters are available for your convenience but are not required. For the Emp Name parameter you can enter a partial name to return results.

For ease of use, filters are available in the column headings for Emp Name, Organization, and LT End. This will sort the report in BI either alphabetically or chronologically, respectively. Once you have it sorted to your liking you can click the Actions and export to pdf or Excel. When exporting to Excel it works best to export as CSV if you are planning to manipulate the data at all.

Should you have questions or need additional assistance please feel free to call Carly Povlick in HR at 414-288-0827.