Appendix A.1

Employee Reports

There are four broad categories of employee reports, and each of those categories consists of many report types. An example for each report type is shown in this appendix.

- Basic Reports
- Detail Reports
- Profile Reports
- Summary Reports

Basic Reports

You can generate the following basic employee reports:

- 1 Line Report
- 1 Line Report No Phone
- 2 Line Report No Phone
- 2 Line Report

1 Line Report

	DEER V	ALLEY UNIFIED SCHOOL DIS Demo Report	T						
Emp#	Employee Directory								
9	Pamala Bekis	8688 W. Wagoner Rd Phoenix AZ 85023	()997-9069						
		Sobo W. Wagoner for Phoenix A2 55025	0337-3003	*					
407	Devil Palaia	7556 WW: D-18-1D- Cl-4-1- 47 95210	(60.8) 600.0657	1					
497	Paul Bekis	7556 W Via Del Sol Dr. Glendale AZ 85310	(608)699-9657	\checkmark					
497 barba202	Paul Bekis Laurie Besbe	7556 W Via Del Sol Dr. Glendale AZ 85310 9799 W. Anderson Dr Phoenix AZ 85023	(608)699-9657 (608)866-7965	\checkmark					
barba202	Laurie Besbe	9799 W. Anderson Dr Phoenix AZ 85023 7690 W. ViaDel Sol Dr. Glendale AZ	(608)866-7965	\checkmark					



1 Line Report – No Phone

User Can Change Sort Order – Yes

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report						
	Employee Directory						
Emp#	Name	Address	Active				
9	Pamala Bekis	8688 W. Wagoner Rd Phoenix AZ 85023	\checkmark				
497	Paul Bekis	7556 W Via Del Sol Dr. Glendale AZ 85310	\checkmark				
barba202	Laurie Besbe	9799 W. Anderson Dr Phoenix AZ 85023	\checkmark				
243	Roy Biinen	7690 W. ViaDel SolDr. Glendale AZ 85310	\checkmark				
bello549	Doreen Billu	6598 E. Creosote Dr. Cave Creek AZ 85331	\checkmark				
592	Mike Bincun	az	\checkmark				

2 Line Report – No Phone

	DE	ER VALI	LEY UNI Demo		CHOOL D	IST	
	I	Empl	oyee	Dire	ectory	/	
Emp#/	Name/		Addrez/				Active
Senior.	SSN	Birthday	Hire Date	Vehicle	E. Type	Cert. Date	Lic.Exp. Date
9	Pamala Bekis		8688 W. Wag	oner Rd Pho	enix AZ 85023		\checkmark
23	587-98-9888	7/22/1952	8/28/91	182	Α		
497	Paul Bekis		7556 W Via I	Del Sol Dr. Gl	endale AZ 85310		\checkmark
216	666-66-6666	6/30/1971	9/1/01	28	D	9/18/01	
barba202	Laurie Besbe		9799 W. And	erson Dr Pho	enix AZ 85023		\checkmark
65	909-58-6975	2/11/1966	4/28/97	134	D	8/13/97	2/11/26
243	Roy Biinen		7690 W. Via	Del Sol Dr. G	lendale AZ 85310		\checkmark
80	767-76-9675	4/2.6/1947	2/3/98	134	А		4/26/07



2 Line Report

User Can Change Sort Order - Yes

	DE	ER VALI	LEY UNI Demo		CHOOL DI	ST	
	I	Empl	oyee	Dire	ectory	7	
Emp#/	Name /		Addrez/			Phone /	Active
Senior.	SSN	Birthday	Hire Date	Vehicle	E. Type	Cert. Date	Lic.Exp. Date
9	Pamala Bekis		8688 W. Was	oner Rd Pho	enix AZ 85023	()997-9069	\checkmark
23	587-98-9888	7/22/1952	8/28/91	182	А		
497	Paul Bekis		7556 W Via I	Del Sol Dr. Gl	endale AZ 85310	(608)699-9657	\checkmark
216	666-66-6666	6/30/1971	9/1/01	28	D	9/18/01	
barba202	Laurie Besbe		9799 W. And	lerson Dr Pho	enix AZ 85023	(608)866-7965	\checkmark
65	909-58-6975	2/11/1966	4/28/97	134	D	8/13/97	2/11/26
243	Roy Biinen		7690 W. Via	Del Sol Dr. G	lendale AZ 85310	(687)580-9750	\checkmark
80	767-76-9675	4/26/1947	2/3/98	134	А		4/26/07

Detail Reports

You can generate the following detail employee reports:

- Notes Report
- Routes Report
- With Address and Mailing Address Report
- With Certification # & Date Report
- With Employee Type Report
- With License, Exp. Date & Vehicle Type
- With License, Exp. Date & DOB
- With Phone, Vehicle # & Emp. Type Report
- With SSN and Employee Type Report
- With Supervisor Report
- With Supervisor Report Sorted by Supervisor
- With Type, Hire Date & Seniority Report
- With Vehicle & Signature Report
- With Vehicle Report



Notes Report

User Can Change Sort Order – No

		Employee Notes
		Demo Report
Mike Bincun		
10/29/04	10:02 AM	Mike was complimented by Mrs. Schaeffer on his last field trip to the symphony. She said that Mike was very professional and made the fiel trip a great success.

Routes Report

Employee Route Hours					
		1 2	2004 Ro		
Employee #	Emplo	yee Name			
9	Pama	ıla Bekis			
Day	Start Time	End Time	Total Time	Description	Tract
Mon	7:30 AM	8:30 AM	1.00	Moming	
Mon	3:30 PM	4:30 PM	1.00	Aftemoon	
Tue	7:30 AM	8:30 AM	1.00	Moming	
Tue	3:30 PM	4:30 PM	1.00	Afternoon	
Wed	7:30 AM	8:30 AM	1.00	Moming	
Wed	3:30 PM	4:30 PM	1.00	Aftemoon	
Thu	7:30 AM	8:30 AM	1.00	Moming	
Thu	3:30 PM	4:30 PM	1.00	Aftemoon	
Fi	7:30 AM	8:30 AM	1.00	Moming	
Fi	3:30 PM	4:30 PM	1.00	Aftemoon	
497	Paul 1	Bekis			
Day	Start Time	End Time	Total Time	Description	Tract
Mon	7:30 AM	8:30 AM	1.00	Moming	
Mon	3:30 PM	4:30 PM	1.00	Aftemoon	
Tue	7:30 AM	8:30 AM	1.00	Moming	
Tue	3:30 PM	4:30 PM	1.00	Aftemoon	
Wed	7:30 AM	8:30 AM	1.00	Moming	
Wed	3:30 PM	4:30 PM	1.00	Aftemoon	
Thu	7:30 AM	8:30 AM	1.00	Moming	
Thu	3:30 PM	4:30 PM	1.00	Aftemoon	
Fn	7:30 AM	8:30 AM	1.00	Moming	
Fd	3:30 PM	4:30 PM	1.00	Aftemoon	



With Address and Mailing Address Report

User Can Change Sort Order – Yes

	DEER VALLEY UNIFIED SCHOOL DIST							
Em	Employee With Address & Mailing Address List							
	Demo Report							
Emp#	Name	Address	Mailing Address	Active				
9	Pamala Bekis	8688 W. Wagoner Rd Phoenix AZ 85023	8688 W. Wagoner Rd Phoenix AZ 8502	3 🗸				
497	Paul Bekis	7556 W ViaDel Sol Dr. Glendale AZ 85310	7556 W ViaDel Sol Dr. Glendale AZ 85310	\checkmark				
barba202	Laurie Besbe	9799 W. Anderson Dr Phoenix AZ 85023	9799 W. Anderson Dr Phoenix AZ 8502	3 🗸				
243	Roy Biinen	7690 W. ViaDel SolDr. Glendale AZ 85310	7690 W. ViaDel Sol Dr. Glendale AZ 85310	\checkmark				
bello549	Doreen Billu	6598 E. Creosote Dr. Cave Creek AZ 85331	6598 E. Creosote Dr. Cave Creek AZ 85331	\checkmark				
592	Mike Bincun	az	az	\checkmark				

With Certification # & Date Report

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report						
	Employee Directory						
Emp#	Name	Certification	Certification Date				
9	Pamala Bekis						
497	Paul Bekis	41110	9/18/2001				
barba202	Laurie Besbe	35466	8/13/1997				
243	Roy Biinen						
bello549	Doreen Billu						
592	Mike Bincun						



With Employee Type Report

User Can Change Sort Order – Yes

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report							
En	Employee With Employee Type List							
Emp#	Name	Employee Type	Description	Active				
9	Pamala Bekis	A	BUS AIDE	\checkmark				
497	Paul Bekis	D	BUS DRIVER	\checkmark				
barba202	Laurie Besbe	D	BUS DRIVER	\checkmark				
243	Roy Biinen	А	BUS AIDE	\checkmark				
bello549	Doreen Billu	D	BUS DRIVER.	\checkmark				
592	Mike Bincun	D	BUS DRIVER.	\checkmark				

With License, Exp. Date & Vehicle Type

DEER VALLEY UNIFIED SCHOOL DIST Demo Report								
E	Employee With License & Vehicle List							
Emp#	Name	License Exp. Date	Vehicle #	Туре	Active			
9	Pamala Bekis		182	VAN	\checkmark			
497	Paul Bekis		28	TRANSIT	\checkmark			
barba202	Laurie Besbe	2/11/2026	134	LG. WHEELCHAIR	\checkmark			
243	Roy Biinen	4/26/2007	134	LG. WHEELCHAIR	\checkmark			
bello549	Doreen Billu	8/17/2025	62	TRANSIT	\checkmark			
592	Mike Bincun		103	TRANSIT	\checkmark			
bleifus531	Joe Bliyfuc	8/1/2006	119	LG. WHEELCHAIR	\checkmark			



With License, Exp. Date & DOB

User Can Change Sort Order – Yes

Emj	DEER VALLEY UNIFIED SCHOOL DIST Employee With License, Exp. Date & Birthday List								
	Demo Report								
Emp#	Name	License #	License Exp. Date	Birthday	Active				
9	Pamala Bekis			07/22/1952	\checkmark				
497	Paul Bekis			06/30/1971	\checkmark				
barba202	Laurie Besbe	B14494670	2/11/2026	02/11/1966	\checkmark				
243	Roy Biinen	343369435	4/26/2007	04/26/1947	\checkmark				
bello549	Doreen Billu	D00235297	8/17/2025	08/17/1960	\checkmark				
592	Mike Bincun				\checkmark				
bleifus531	Joe Bliyfuc	DO1795514	8/1/2006	08/01/1940	\checkmark				

With Phone, Vehicle # & Emp. Type Report

DEER VALLEY UNIFIED SCHOOL DIST								
Employee With Phone, Vehicle & Type List								
Demo Report								
Emp#	Name	Phone	Vehicle #	Employee Type	Active			
9	Pamala Bekis	() 997-9069	182	BUS AIDE	\checkmark			
497	Paul Bekis	(608) 699-9657	28	BUS DRIVER	\checkmark			
barba202	Laurie Besbe	(608) 866-7965	134	BUS DRIVER.	\checkmark			
243	Roy Biinen	(687) 580-9750	134	BUS AIDE	\checkmark			
bello549	Doreen Billu	(680) 699-7886	62	BUS DRIVER.	\checkmark			
592	Mike Bincun	(687) 596-7778	103	BUS DRIVER.	\checkmark			
bleifus531	Joe Bliyfuc	(687) 875-8096	119	Driver not registered trip	for 🗸			



With SSN and Employee Type Report

User Can Change Sort Order – Yes

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report					
E	mployee	With SS	SN d	& Type Lis	t	
Emp#	Name	SSN	Type	Description	Active	
9	Pamala Bekis	587-98-9888	А	BUS AIDE	\checkmark	
497	Paul Bekis	666-66-6666	D	BUS DRIVER.	\checkmark	
barba202	Laurie Besbe	909-58-6975	D	BUS DRIVER.	\checkmark	
243	Roy Biinen	767-76-9675	А	BUS AIDE	\checkmark	
bello549	Doreen Billu	527-57-1117	D	BUS DRIVER.	\checkmark	
592	Mike Bincun		D	BUS DRIVER.	\checkmark	
bleifus531	Joe Bliyfuc	876-66-6869	D(N)	Driver not registered for trip	\checkmark	
brad477	Michael Bsedfusd	867-76-9777	D(N)	Driver not registered for trip	\checkmark	

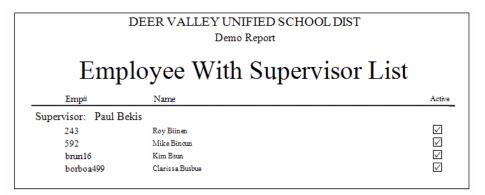
With Supervisor Report

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report				
]	Employee	With Supervisor	r List		
Emp#	Name	Supervisor	Active		
9	Pamala Bekis		\checkmark		
497	Paul Bekis		\checkmark		
barba202	Laurie Besbe		\checkmark		
243	Roy Biinen	Paul Bekis	\checkmark		
bello549	Doreen Billu		\checkmark		
592	Mike Bincun	Paul Bekis	\checkmark		
bleifus531	Joe Bliyfuc		\checkmark		
brad477	Michael Bsedfusd		\checkmark		
brun16	Kim Bsun	Paul Bekis	\checkmark		



With Supervisor Report Sorted by Supervisor

User Can Change Sort Order – No



With Type, Hire Date & Seniority Report

Emp	DEER VALLEY UNIFIED SCHOOL DIST Employee With Type, Hire Date & Seniority List Demo Report					
Emp#	Name	Employee Type	Hire Date	Seniority	Active	
9	Pamala Bekis	BUS AIDE	08/28/1991	23	\checkmark	
497	Paul Bekis	BUS DRIVER.	09/01/2001	216	\checkmark	
barba202	Laurie Besbe	BUS DRIVER.	04/28/1997	65	\checkmark	
243	Roy Biinen	BUS AIDE	02/03/1998	80	\checkmark	
bello549	Doreen Billu	BUS DRIVER.	02/03/2003	285	\checkmark	
592	Mike Bincun	BUS DRIVER.	03/16/2004	0	\checkmark	
bleifus531	Joe Bliyfuc	Driver not registered for trip	08/27/2002	260	\checkmark	
brad477	Michael Bsedfusd	Driver not registered for trip	02/12/2001	183	\checkmark	



With Vehicle & Signature Report

User Can Change Sort Order – Yes

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report				
	Employ	yee With	Vehicle Lis	st	
Emp#	Name	Vehicle #	Signature		
9	Pamala Bekis	182			
497	Paul Bekis	28			
barba202	Laurie Besbe	134			
243	Roy Biinen	134			
bello549	Doreen Billu	62			
592	Mike Bincun	103			
bleifus531	Joe Bliyfuc	119			

With Vehicle Report

	DEER VALLEY UNIFIED SCHOOL DIST Demo Report						
	Employ	ee Wit	th Vehicl	e List			
Emp#	Name	Vehicle #	Type	Description	Active		
9	Pamala Bekis	182	VAN	MINITOUR	\checkmark		
497	Paul Bekis	28	TRANSIT	84 PASS	\checkmark		
barba202	Laurie Besbe	134	LG. WHEELCHAIR	32/3 Pass	\checkmark		
243	Roy Biinen	134	LG. WHEELCHAIR	32/3 Pass	\checkmark		
bello549	Doreen Billu	62	TRANSIT	84 PASS	\checkmark		
592	Mike Bincun	103	TRANSIT	84 PASS RE	\checkmark		
bleifus531	Joe Bliyfuc	119	LG. WHEELCHAIR	24/3 PASS	\checkmark		
brad477	Michael Bsedfusd				\checkmark		
brun16	Kim Bsun	92	TRANSIT W/STORAGE COMPARTMENTS	84 PASS R.E.	\checkmark		



Profile Reports

You can create the following profile reports:

- Comprehensive Profile
- Detail Profile

Comprehensive Profile

	D	EER VALL	EY UNIFI	ED SCHO	OL DIST	
		Em	ployee	Profil	e	
		-	Demo Rej	port		
—General						
Employee: Ethnicity:	9	Pamala Bekis DOB:	7/22/52	Birthplace:	SSN:	587-98-9888
Phone: Addit Phone:	()997-9069	Addit Phone I	Description:	Email:		Gender:
Residence:	8688 W. Wagos Phoenix	aer Kd AZ	85023			
Mailing:	8688 W. Wagos					
	Phoenix	AZ	85023			
-Employn	nent & Licen	ise				on
Num		Licer	se Class		Number:	<u>on</u>
Expirat	ion:		State:		Cert. Date:	
Employ	ment					
	n/Garage: Region	ı I	Employee Type:	Α	Vehicle:	182
Departme	nt/Section: Hire Date: 8/28/1	991	Supervisor: Seniority:	23		
	ine Date: 0/20/1	//1	Semona;	23		
	Employee	Status			Status Changed Dat	e:



Detail Profile

	D	EER VALL	EY UNIFI	ED SCHO	OL DIST	
		Em	ployee	Profil	e	
			Demo Rej	port		
—General						
Employee:	9	Pamala Bekis			SSN:	587-98-9888
Ethnicity:		DOB:	7/22/52	Birthplace:		
Phone:	()997-9069			Email:		
Addit Phone:		Addit Phone I	Description:			Gender:
Residence:	8688 W. Wagons	e Rd				
	Phoenix	AZ	85023			
Mailing:	8688 W. Wagons	a Rd				
	Phoenix	AZ	85023			
—Employn	nent & Licens	se				
Licens	<u>e</u>				Certificati	<u>on</u>
Numb)er:	Licer	use Class		Number:	
Expirati	ion:		State:		Cert. Date:	
Employ	ment					
Divisio	n/Garage: Region	I	Employee Type:	A	Vehicle:	182
Departmen	nt/Section:		Supervisor:			
I	Hire Date: 8/28/19	91	Seniority:	23		
<u>Status</u>						
	Employee	Status			Status Changed Date	8



Summary Reports

You can create the following employee summary reports:

- Summary Report By City
- Summary Report By Department
- Summary Report By Division
- Summary Report By Employee Type
- Summary Report By Ethnicity
- Summary Report By Gender
- Summary Report By Mailing City
- Summary Report By Mailing State
- Summary Report By Mailing Zipcode
- Summary Report By State
- Summary Report By Status
- Summary Report By Supervisor
- Summary Report By User Field #1
- Summary Report By Vehicle Type
- Summary Report By Zip code

Summary Report - By City

	deer valley unified school dist City Summary	
	Demo Report	
City	# of Employees	
	15	
Anthem	1	
cave creek	1	
Glendale	3	
Newriver	1	



Summary Report - By Department

User Can Change Sort Order – No

		nified school dist	
	Den	10 Report	
Department	Description	# of Employees	
Department			
		196	
MAINTENANCE	Maintenance Personel	196 1	

Summary Report - By Division

	Division Sum	mary
	Demo Report	
Division	Description	# of Employees
		196
Region I	Northeast Area - Barry Goldwater	196 1



Summary Report - By Employee Type

User Can Change Sort Order – No

	DEER VALLEY UNIFIED SCHO	OL DIST	
	Employee Type Sur	nmary	
	Demo Report		
Employee Type	Description	# of Employees	
A	BUS AIDE	12	
A(S)	BUS AIDE SUB	2	
D	BUS DRIVER	144	
D(C)	CASUAL BUS DRIVER	1	
DIR	DIRECTOR	1	
D(LS)	DRIVER LEAD SUPERVISOR	4	
D(N)	Driver not registered for trip	9	
DT	DRIVER TRAINER	1	
G(II)	MECHANIC	1	
OL	ON LEAVE	4	
D(S)	SUB BUS DRIVER	16	
0	TRANSPORTATION OFFICE STAFF	2	
	Total Count:	197	

Summary Report - By Ethnicity

		ty Summary	
	1	Demo Report	
Employee Type	Description	# of Employees	
A	ASIAN	196 1	
		Total Count: 197	



Summary Report - By Gender

User Can Change Sort Order – No

	Gender Summary	
	Demo Report	
Gender	# of Employees	
	195	
М	195 2	

Summary Report - By Mailing City

User Can Change Sort Order – No

DEI	ER VALLEY UNIFIED SCHOOL DIST
M	ailing City Summary
	Demo Report
Mailing City	# of Employees
	185
	1
Glendale	1
Cave Creek	1
Glendale	6
Phoenix	3
	Total Count: 197

Summary Report - By Mailing State

22211	ing State Summary	
	Demo Report	
Mailing State	# of Employees	
	185	
17	12	
AZ		

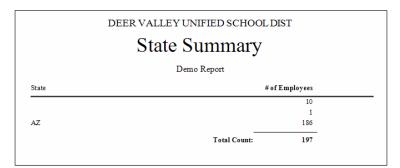


Summary Report - By Mailing Zipcode

User Can Change Sort Order – No

Mailing Zipcode Summary	
	Demo Report
Mailing Zipcode	# of Employees
	186
85023	2
85027	1
85302	1
85304	1
85308	3
85310	2
85331	1
	Total Count: 197

Summary Report - By State





Summary Report - By Status

User Can Change Sort Order – No

		iified school dist atus Summary	
Demo Report			
Status	Description	# of Employees	
		196	
PROBATION	Employee is on Probation	1	
		Total Count: 197	

Summary Report - By Supervisor

User Can Change Sort Order – No

		UNIFIED SCHOOL DIST or Summary	
	De	emo Report	
Supervisor Number	Last Name	First Name	# of Employees
			193
497	Bekis	Paul	4
		Total Count:	197

Summary Report - By User Field #1 (Also available for User Fields 2 to 10)

If you created customized user fields, you can generate one of		DEER VALLEY UNIFIED SCHOOL DIST User Defined Summary Demo Report
the User Field reports. In this instance, the customized field is LEAD SUP. LEAD SUP. CINDI Colin Karyl ROBIN	# of Employees 191 3 1 1 1 1 1 1 Total Count: 197	



Summary Report - By Vehicle Type

User Can Change Sort Order – No

	Vehicle Type Sum	mary
	Demo Report	
Vehicle Type	Description	# of Employees
		25
3	LG. WHEELCHAIR	42
10	MED TRANSIT	3
4	MED. WHEELCHAIR	1
5	SM. WHEELCHAIR-VAN CONVER.	5
1	TRANSIT	79
13	TRANSIT W/STORAGE COMPARTMENTS	38
2	VAN	4
	Total Count:	197

Summary Report - By Zip code

deer valley unified school dist Zipcode Summary	
	Demo Report
Zipcode	# of Employees
	17
	1
58308	1
85014	1
85015	1
85020	1
85021	1
85022	5
85023	11
85023-1331	1
85024	2