



ADVANSTAFFHR

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Reporting Options

AdvansStaffHR provides a variety of options for reporting. There are three different types:

- **Canned reports:** these are ones built by Prism and can't be modified within the system. You are able to filter and export to excel or pdf. You can also save these in your favorites menu for easy access!
- **Data Retriever:** this is an ad-hoc reporting tool that you can build quick on-demand reports. You are able to quickly add or remove columns while running the report to populate the information needed. This can be exported to excel.
- **Report Center:** this is a robust report writing tool where you can create customized bookmarks to meet your reporting needs. You can add calculated columns and format, rename and reorder columns. You are able to add charts, graphs and tables. Export to excel, csv or pdf.

Canned Reports: Employee Anniversary Report Example

Completed	Page	1	of 3	<< < > >>	Search	Search Next	Actions	REP~20963-144571 actions	XLS
									
*ASI DEMO - GENERAL COMPANY Employee Anniversary Report									
All Employees Effective "05-23-2025" with Status Class "Active"									
Last Month	Hire Day	Employee Name	Employee ID	Hire Date	Seniority Date	Years Service			
01	01	GHOSH, GABBY DEMO	A05305	01/01/2015	01/01/2005	10.39			
01	01	EVANS, ELSA DEMO	M05317	01/01/2015	01/01/2005	10.39			
01	01	JONES, JESSICA DEMO	N05318	01/01/2015	01/01/2005	10.39			
01	01	FRANK, FRANCIS DEMO	S05321	01/01/2015	01/01/2005	10.39			
01	01	YAKUB, YURI DEMO	T05322	01/01/2015	01/01/2005	10.39			

Data Retriever: Ad-hoc Report for Employee Assignments Example

Company / Report / Data Retriever

Company: (10246) *ASI DEMO - GENERAL COMPANY

Help

Actions

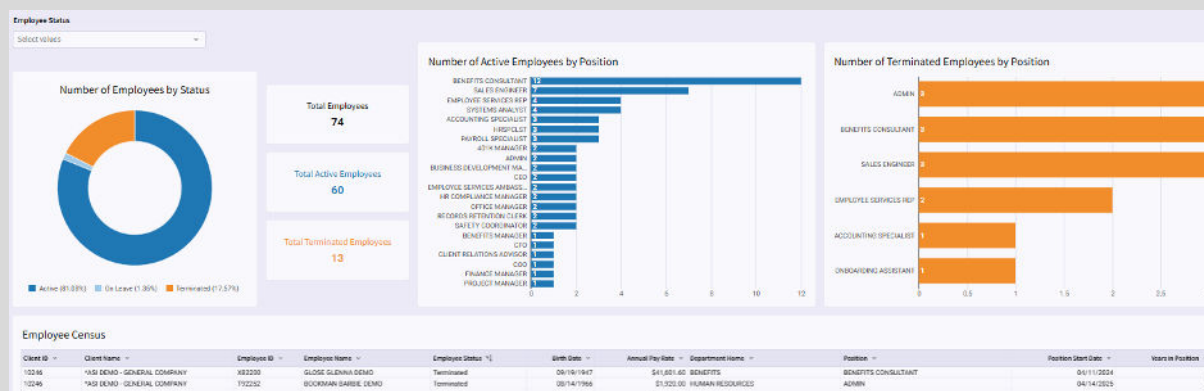
Data Retriever

Export Report

Run

Step 1 - Select Client(s)		Step 2 - Add Fields		+	Step 3 - Add Totals		+
Client	Client Name	Employee ID	Sort/Search	Employment Status	Current Job	Worksite Location	Division
10246	*asi Demo - General Company	E92815	AARONS ABAGAIL DEMO	ACTIVE	BENEFITS CONSULTANT	(NV) ASI - DEMO LOCATION 2	OPER
10246	*asi Demo - General Company	S05297	ADAMS ABE DEMO	ACTIVE	SAFETY COORDINATOR	(NV) ADVANSTAFF HR DEMO COMPANY	OPER
10246	*asi Demo - General Company	R41826	ADAMS AMELIA DEMO	ACTIVE	401K MANAGER	(NV) ASI - DEMO LOCATION 3	OPER
10246	*asi Demo - General Company	P05319	BAKER BETH DEMO	ACTIVE	BENEFITS MANAGER	(NV) ADVANSTAFF HR DEMO COMPANY	OPER
10246	*asi Demo - General Company	J41820	BAKER BRAD DEMO	ACTIVE	PROJECT MANAGER	(NV) ADVANSTAFF HR DEMO COMPANY	OPER
10246	*asi Demo - General Company	Y82201	BLECK BEN DEMO	ACTIVE	EMPLOYEE SERVICES AMBASSADOR	(NV) ADVANSTAFF HR DEMO COMPANY	OPER
10246	*asi Demo - General Company	D89478	BROWN DAN DEMO	ACTIVE	SALES ENGINEER	(NV) ADVANSTAFF HR DEMO COMPANY	SALE
10246	*asi Demo - General Company	U41829	CLARK CHERYL DEMO	ACTIVE	HR COMPLIANCE MANAGER	(NV) ADVANSTAFF HR DEMO COMPANY	OPER
10246	*asi Demo - General Company	M66087	COOK CHI OF DEMO	ACTIVE	BUSINESS DEVELOPMENT MANAGER	(NV) ADVANSTAFF HR DEMO COMPANY	SALE

Report Center: Customized Bookmark with Employee Census Data Example



Employee Status

Department

Select values

Select values

Number of Employee by Status

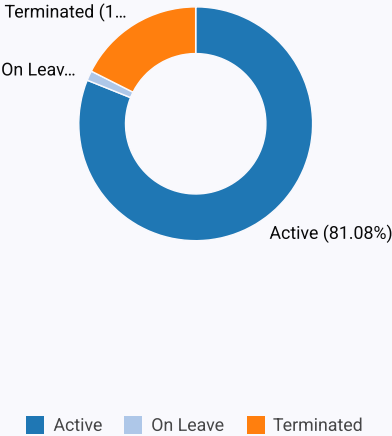
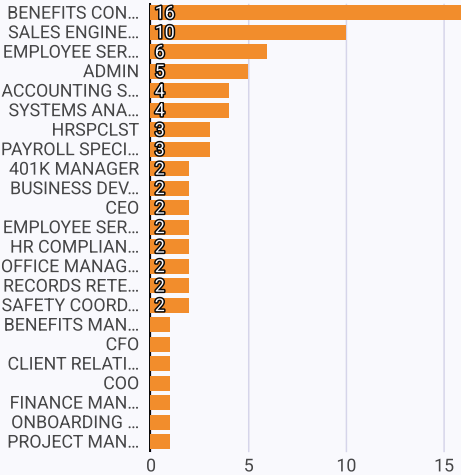
Number of T...

74

Number of Active ...

60

Number of Employees by Position



Department Grouping - Active Employee

Department	Count of Employ...	Avg of Annual Pay ...
ACCOUNTING	6	\$48,074.60
BENEFITS	17	\$56,618.72
BUSINESS DEVELOPM...	5	\$48,320.32
CUSTOMER SERVICE/R...	9	\$42,296.67
EXECUTIVE	6	\$225,333.67
HUMAN RESOURCES	4	\$39,794.19
MANAGEMENT	7	\$80,108.82
PAYROLL	6	\$45,436.27

SUMMARY ^ 8 rows – 3 columns

April 2025: 68 active employees

Employee Census

Client ID	Client Name	Employee ID	Employee...	Empl...	Birth Date	Year of Birth Date	Annu...	Department	Position	Positi...	Years i...
10246	*ASI DEMO - ...	E92815	AARONS ...	A	07/30/1968	1968	\$41,6...	BENEFITS	BENEFITS CON...	04/0...	1
10246	*ASI DEMO - ...	S05297	ADAMS A...	A	01/17/1942	1942	\$20,1...	HUMAN RES...	SAFETY COOR...	02/1...	5
10246	*ASI DEMO - ...	R41826	ADAMS A...	A	08/09/1967	1967	\$65,0...	MANAGEME...	401K MANAGER	05/1...	5
10246	*ASI DEMO - ...	P05319	BAKER BE...	A	09/01/1997	1997	\$45,7...	MANAGEME...	BENEFITS MA...	04/1...	5
10246	*ASI DEMO - ...	J41820	BAKER BR...	A	12/12/1999	1999	\$55,0...	BENEFITS	PROJECT MAN...	08/0...	6
10246	*ASI DEMO - ...	Y82201	BLECK BE...	A	08/15/1972	1972	\$32,7...	CUSTOMER ...	EMPLOYEE SE...	09/0...	3
10246	*ASI DEMO - ...	E89479	BLISS SA...	T	06/28/1971	1971	\$50,0...	ACCOUNTING	ACCOUNTING ...	02/0...	0
10246	*ASI DEMO - ...	T92252	BOOKMA...	T	08/14/1966	1966	\$1,92...	HUMAN RES...	ADMIN	04/1...	0
10246	*ASI DEMO - ...	D89478	BROWN D...	A	08/30/1930	1930	\$50,0...	CUSTOMER ...	SALES ENGINE...	11/0...	1
10246	*ASI DEMO - ...	L73694	CHILK MA...	T	09/20/1982	1982	\$50,0...	BUSINESS D...	SALES ENGINE...	11/0...	1
10246	*ASI DEMO - ...	Z41834	CLARK CH...	null	07/18/1950	1950	\$19,9...	BENEFITS	BENEFITS CON...	10/0...	6
10246	*ASI DEMO - ...	U41829	CLARK CH...	A	07/30/2001	2001	\$200,...	BENEFITS	HR COMPLIAN...	08/0...	6
10246	*ASI DEMO - ...	M66087	COOK CH...	A	01/14/1989	1989	\$100,...	EXECUTIVE	BUSINESS DEV...	04/1...	1
10246	*ASI DEMO - ...	E41815	DAVIS DE...	A	02/27/1932	1932	\$10,0...	BENEFITS	RECORDS RET...	08/0...	6
10246	*ASI DEMO - ...	L41822	DAVIS DIN...	A	05/03/1982	1982	\$34,3...	CUSTOMER ...	EMPLOYEE SE...	02/1...	6
10246	*ASI DEMO - ...	G03978	DIRTH DO...	A	09/10/1960	1960	\$41,6...	CUSTOMER ...	EMPLOYEE SE...	05/2...	0
10246	*ASI DEMO - ...	M05317	EVANS EL...	A	12/18/1946	1946	\$55,0...	HUMAN RES...	HRSPCLST	04/0...	1
10246	*ASI DEMO - ...	N41824	EVANS ER...	A	02/08/1931	1931	\$48,0...	MANAGEME...	OFFICE MANA...	08/3...	6
10246	*ASI DEMO - ...	S05321	FRANK FR...	A	06/30/1966	1966	\$26,0...	PAYROLL	PAYROLL SPEC...	09/0...	4
10246	*ASI DEMO - ...	A05305	GHOSH G...	A	09/26/1981	1981	\$75,0...	CUSTOMER ...	SYSTEMS ANA...	08/0...	6

SUMMARY ^ 74 rows – 12 columns

*ASI DEMO - GENERAL COMPANY
 Employee New Hire Report

Hired On/After "02/01/2025" And On/Before "05/23/2025"

Hire Date	Employee ID	Employee Name	Position	Seniority Date	Pay Method	Hourly Rate	Salary	Annual Pay
04/11/2025	W33311	Reynolds, Ryan	BUSINESS DEVELOPMENT	04/11/2025	S - Salary	11.5380	1,000.00	24,000.00
04/14/2025	T92252	Bookman, Barbie	ADMIN	04/14/2025	H - Hourly	1.0000	80.00	1,920.00
04/22/2025	C92981	Jackman, Jackie	BENEFITS CONSULTANT	04/22/2025	H - Hourly	20.0000	1,733.40	41,601.60
04/28/2025	P60545	Jopez, Jennifer	ONBOARDING ASSISTANT	04/28/2025	H - Hourly	17.5000	1,400.00	33,600.00
05/21/2025	C03926	Peralta, Jacob	ADMIN	05/21/2025	S - Salary	21.6338	1,875.00	45,000.00
05/21/2025	D81150	Reeves, Ken	BENEFITS CONSULTANT	05/21/2025	S - Salary	21.6338	1,875.00	45,000.00
05/23/2025	G03978	Dirth, Dolin	EMPLOYEE SERVICES REF	05/23/2025	H - Hourly	20.0000	1,733.40	41,601.60

Total Number of Employees: 7

*ASI DEMO - GENERAL COMPANY

Employee Census Report
with Status Class "Active"

Employee Name	Employee ID	Status	Birth Date	Age	Marital Status	State	Gender	Last Hire Date	Orig Hire Date	Term Date	Annual Pay
AARONS, ABAGAIL DEMO	E92815	ACTIVE	07/30/1968	56	S	CO	Female	09/17/2024	02/26/2024		41,601.60
ADAMS, ABE DEMO	S05297	ACTIVE	01/17/1942	83		NV	Male	09/17/2024	01/01/2005		20,176.78
ADAMS, AMELIA DEMO	R41826	ACTIVE	08/09/1967	57		NV	Female	09/17/2024	10/01/2016		65,000.00
BAKER, BETH DEMO	P05319	ACTIVE	09/01/1997	27	S	NV	Female	09/17/2024	01/01/2005		45,761.76
BAKER, BRAD DEMO	J41820	ACTIVE	12/12/1999	25		CO	Male	09/17/2024	10/01/2016		55,000.00
BLECK, BEN DEMO	Y82201	ACTIVE	08/15/1972	52		NV	Male	09/17/2024	09/09/2022		32,761.26
BROWN, DAN DEMO	D89478	ACTIVE	08/30/1930	94		NV	Male	09/08/2023	09/08/2023		50,000.00
CLARK, CHERYL DEMO	U41829	ACTIVE	07/30/2001	23		CO	Female	10/01/2016	10/01/2016		200,000.00
COOK, CHLOE DEMO	M66087	ACTIVE	01/14/1989	36		NV	Female	10/05/2020	10/05/2020		100,000.00
DAVIS, DEXTER DEMO	E41815	ACTIVE	02/27/1932	93		NV	Male	10/01/2016	10/01/2016		10,089.55
Davis, Dina Demo	L41822	ACTIVE	05/03/1982	43		NV	Female	04/11/2024	10/01/2016		34,321.32
Dirth, Dolin	G03978	ACTIVE	09/10/1960	64		NV	Female	05/23/2025	05/23/2025		41,601.60
EVANS, ELSA DEMO	M05317	ACTIVE	12/18/1946	78	M	NV	Female	01/01/2015	01/01/2005		55,000.00
EVANS, ERNIE DEMO	N41824	ACTIVE	02/08/1931	94		NV	Male	04/11/2024	10/01/2016		48,000.00
FRANK, FRANCIS DEMO	S05321	ACTIVE	06/30/1966	58	S	NV	Male	01/01/2015	01/01/2005		26,016.00
GHOSH, GABBY DEMO	A05305	ACTIVE	09/26/1981	43		NV	Female	01/01/2015	01/01/2005		75,000.00
GHOSH, GREG DEMO	W41831	ACTIVE	03/17/1972	53		NV	Female	10/03/2019	10/01/2016		48,000.00
GRILL, GEORGE DEMO	F33296	ACTIVE	08/14/2002	22	S	NV	Male	11/04/2024	03/04/2019		50,000.00
GUY, DAVID DEMO	R40722	ACTIVE	04/18/1992	33	S	NV	Male	11/04/2024	06/13/2013		50,000.00
HALL, WINSTON DEMO	I89459	ACTIVE	10/18/1987	37		NV	Male	09/07/2023	09/07/2023		50,000.00
HEUSH, DANIEL DEMO	P33305	ACTIVE	09/19/1983	41	S	NV	Male	11/04/2024	02/12/2010		50,000.00
Irwin, Ike Demo	Y05303	ACTIVE	09/05/1970	54		NV	Male	04/17/2024	01/01/2005		150,000.00
JANISTON, JENNIFER DEMO	J92796	ACTIVE	02/11/1969	56		NV	Female	02/23/2024	02/23/2024		468.00
JONES, JEFFREY DEMO	D41814	ACTIVE	07/20/1938	86		NV	Male	04/11/2024	10/01/2016		75,000.00
JONES, JESSICA DEMO	N05318	ACTIVE	11/01/1974	50	S	NV	Female	01/01/2015	01/01/2005		500,000.00
Jackman, Jackie	C92981	ACTIVE	03/17/1998	27		NV	Female	04/22/2025	04/22/2025		41,601.60
Jarner, Jennifer Demo	L98774	ACTIVE	04/17/1972	53		NV	Female	11/01/2024	11/01/2024		62,402.40
KAFTON, KATE DEMO	G82185	ACTIVE	07/26/1973	51		NV	Female	11/01/2022	11/01/2022		31,201.20
KLEIN, KEVIN DEMO	M41823	ACTIVE	05/29/2003	21		NV	Male	10/01/2016	10/01/2016		35,361.36
KLEIN, KIM DEMO	L05316	ACTIVE	12/30/1975	49	M	NV	Male	02/01/2019	01/01/2005		75,000.00
LOPEZ, LACY DEMO	X05302	ACTIVE	02/24/1955	70	S	NV	Male	01/01/2015	01/01/2005		29,000.00
LOPEZ, LARRY DEMO	P60521	ACTIVE	01/01/1968	57		NV	Male	09/12/2019	09/12/2019		30,265.16
MARTIN, DEAN DEMO	Z33314	ACTIVE	06/07/1957	67	S	NV	Male	01/01/2024	05/01/2020		52,002.00
MASON, MATT DEMO	V05324	ACTIVE	02/17/1963	62	S	NV	Male	01/01/2015	05/08/2005		100,000.00

*ASI DEMO - GENERAL COMPANY
 Employee Change Report - HR Actions
 Changes Entered from 01/01/2025 to 05/23/2025 - Sorted by Employee Name

Employee Name	Emp ID	Change Date	Effective Date	Action Description	Changed By
BLISS, SAM DEMO	E89479	03/04/2025	02/15/2025	Termination - ACCOUNTING SPECIALIST - \$2,083.33/Semi-M	avfsellis
BLISS, SAM DEMO	E89479	03/04/2025	02/08/2025	Job Change - ACCOUNTING SPECIALIST	avfsellis
BLISS, SAM DEMO	E89479	04/22/2025	02/15/2025	Termination - ACCOUNTING SPECIALIST - \$2,083.33/Semi-M	avfnaguilar
Bookman, Barbie Demo	T92252	04/11/2025	04/14/2025	New Hire - ADMIN - \$1.00/Hour	
CHILK, MARK DEMO	L73694	03/04/2025	12/06/2024	Termination - SALES ENGINEER - \$2,083.33/Semi-Monthly	avfsellis
Dirth, Dolin	G03978	05/20/2025	05/23/2025	New Hire - EMPLOYEE SERVICES REP - \$20.00/Hour	
GHOSH, GABBY DEMO	A05305	05/21/2025	05/01/2025	Reactivation - SYSTEMS ANALYST	avfbkobayashi
GLOSE, GLENNA DEMO	X82200	03/04/2025	02/01/2025	Termination - BENEFITS CONSULTANT - \$20.00/Hour	avfsellis
IRWIN, ISLA DEMO	T05298	03/04/2025	02/21/2025	Termination - EMPLOYEE SERVICES REP - \$36.06/Hour	avfsellis
Jackman, Jackie	C92981	04/16/2025	04/22/2025	New Hire - BENEFITS CONSULTANT - \$20.00/Hour	
Jopez, Jennifer Demo	P60545	04/10/2025	04/28/2025	New Hire - ONBOARDING ASSISTANT - \$17.50/Hour	
KILBM, KRIS DEMO	J33300	03/04/2025	02/08/2025	Termination - SALES ENGINEER - \$2,083.33/Semi-Monthly	avfsellis
KLEIN, KEVIN DEMO	M41823	02/14/2025	02/01/2025	Pay Rate Change - \$17.00/Hour	avfscripps
PETERS, STAR DEMO	W05301	03/04/2025	02/08/2025	Job Change - SYSTEMS ANALYST	avfsellis
Peralta, Jacob D	C03926	05/14/2025	05/21/2025	New Hire - ADMIN - \$45,000.00/Annual	

Payroll # 20211 | Pay Date 01/15/2021 | Pay Period for : S 12/26/2020 to 01/10/2021 By Division By Employee Name

Sort-By Criteria	Pay Description	Hours / Units	Pay Rate	Amount	Deduction Description	Amount	Contribution Description	Amount
***	REGULAR PAY	80.00	8.2500	660.00	FICA - MEDICARE	9.30	ADMIN FEE	50.00
BAKER BETH DEMO					FICA - OASDI	39.77	MEDICARE - EMPLOYER	9.30
Pay Method HOURLY					CRITICAL ILLNES	331.20	OASDI - EMPLOYER	39.77
Chk/Deposit Check					MET HOSPITAL	11.43	FEDERAL UNEMPLOYMENT	3.85
Check Number 905202					STD	4.20	NV SUTA	19.80
Check Date 01-15-2021					VOLUNTARY LIFE	191.73	NV MODIFIED BUS TAX	6.74
Period Start 12-26-2020					DENTAL 125	18.50	ZZ UHC DENTAL (ELITE) PPO PI	25.50
Period End 01-10-2021					Deduction Total:	606.13	ZZ UHC DENTAL (PREMIER) PPO	34.00
WkComp Class NV8810							ZZ HPN HMO BRONZE	143.33
Employee ID P05319							Flat 50K Life (MetLife)	6.00
Net Pay \$53.87							Voluntary Life / AD-D (MetLife)	383.45
							EPLI COVERAGE	1.00
							EPLI COVERAGE	1.50
							EPLI COVERAGE	1.75
							EVERIFY NEW HIRES	200.00
							W/C NV 8810	1.39
							Contribution Total:	927.38
							EE Total Expense:	1,587.38
***	REGULAR PAY	80.00	8.2500	660.00	FICA - MEDICARE	9.53	ADMIN FEE	50.00
CLARK CHARLIE D					FICA - OASDI	40.75	MEDICARE - EMPLOYER	9.53
Pay Method HOURLY					DENTAL 125	2.75	OASDI - EMPLOYER	40.75
Chk/Deposit Check					Deduction Total:	53.03	FEDERAL UNEMPLOYMENT	3.94
Check Number 905204							NV SUTA	19.80
Check Date 01-15-2021							ZZ UHC DENTAL (ESSENTIAL) F	140.25
Period Start 12-26-2020							ZZ UHC DENTAL (PREMIER) PPO	66.00
Period End 01-10-2021							HPN HMO Silver	1,945.45
WkComp Class NV8810							ZZ UHC VISION	31.50
Employee ID Z41834							SHL PPO 250	986.00
Net Pay \$606.97							Voluntary Life / AD-D (MetLife)	200.18
							EPLI COVERAGE	1.00