

Viewing Groups Using Reports

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You can use the following reports to see group managers and members in different ways.

START HERE

To See Who Is In Every Group in WURK

Admin>Global Setup>Groups>Employee Group Membership: Displays all users and the groups to which they are members.

[← Employee Group Membership](#)

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Employee Filter: All Employees

	Group Type	Group Name	Employee Id	Username	First Name	Last Name
	=	starts with	starts with	=	starts with	starts with
	Filter Based	Admin Group	123	BBowman38	Beth	Bowman
	Filter Based	Admin Group	1003	AHodges28	Admin	Hodges
	Filter Based	Admin Group	00122	KWaters11	Katie	Waters
	System	All Company Employees	engin-25	prod1263@wulung.com	Jason	A.
	System	All Company Employees	engin-37	prod407@wulung.com	Heather	A.

To See All Managers of WURK Groups

Admin Settings> Global Setup > Groups > Manager Group Access: Displays all managers and their permissions over groups.

To See All Managers and Their Subordinates

Admin Settings > Global Setup > Groups > Manager Employees Access: Displays all managers and their permissions over employees.

You can also create your own groups just for reporting, in lieu of those provided from the main menu. For example, instead of adding filters into a report to pull in only employees at X EIN and Y Department with Z status, you can create a group with these filters applied. Then other people can use this Group as a filter when they run reports.