ARIZONA
DEPARTMENT OF ADMINISTRATION

AGENCY ABSENCE MANAGEMENT VIEW
Forms and Reports

Rule Legend:
MAX_ALLOWED = Inquiry or Update
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Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
LP00.1	Absence Management Cycle Status	View Absence Cycle Status Inquiry (LP00.1) to inquire upon the payroll cycle status of the primary batch update programs in LP. This form also lets you view run flags for a selected Processing Group, or for a selected Process Level.	+,-,I	HRISABSENCEMGT-8
LP01.1	Absence Plan	View Absence Plan (LP01.1) to review a plan description, plan status, balance type, table basis, enrollment type, automatic enrollment, and optional plan category.	I,N,P	HRISABSENCEMGT-8
LP02.1	Plan Structure	View Plan Structure (LP02.1) to review the specific set of rules for each absence plan and employee group combination. This lets you apply different rules to different employee groups within the same absence plan.	I,N,P	HRISABSENCEMGT-8
LP03.1	Service Rule	View Service Rule (LP03.1) for the service begin date for each employee plan master record. The service begin date is the starting point from which length of service for accruals, allotment, and other calculations is obtained.	I,N,P	HRISABSENCEMGT-8
LP03.2	Accrual Rule	View Accrual Rule (LP03.2) for the accrual and allotment rules for each employee accrual record. Accruals calculate over time, whereas allotments calculate up front, and may or may not be adjusted over time.	I,N,P	HRISABSENCEMGT-8
LP03.3	Eligibility Rule	The Eligibility Rule (LP03.3) defines when accruals, allotments, or both become eligible for use.	I,N,P	HRISABSENCEMGT-8
LP03.4	Limit Rule	The Limit Rule (LP03.4) defines the amount of hours an employee can keep going into the new year.	I,N,P	
LP03.5	Payroll Rule	The Payroll Rule (LP03.5) defines the usage service class and payout service code for both hours and earnings balances, and which balances print on payments (available, accrued, or reserved).	I,N,P	HRISABSENCEMGT-8
LP04.1	Rules Table Options	Menu options for LP04.2 – LP04.3 –LP04.4 – LP04.5 – LP04.6 – LP04.7 – LP04.8 – LP04.9	MAX_ALLOWED	HRISABSENCEMGT-8
LP04.2	Cycle Based Accrual Table	The Cycle Based Accrual Table (LP04.2) defines cycle-based tables for use on the Accrual Tab of Accrual Rule (LP03.2).	+,-,I,N,P	HRISABSENCEMGT-8
LP04.3	Cycle Based Allotment Table	The Cycle Based Allotment Table (LP04.3) defines cycle-based tables for use on the Allotment Tab of Accrual Rule (LP03.2).	+,-,I,N,P	HRISABSENCEMGT-8
LP04.4	Cycle Based Limit Table	The Cycle Based Limit Table (LP04.4) defines cycle-based tables to use for ongoing balance limits, annual accrual limits, or carryover limits on Limit Rule (LP03.4).	+,-,I,N,P	HRISABSENCEMGT-8
LP06.1	Formula Options	Menu options for LP06.2 – LP06.3 – LP06.4 – LP06.5	MAX_ALLOWED	HRISABSENCEMGT-8
LP06.2	Cycle Amount Formula	The Cycle Amount Formula (LP06.2) defines values for different levels of hours based on the service class selected on the formula. Values can be a flat amount, an amount multiplied by hours or earnings from a service class, or a calculation.	+,-,I,N,P	HRISABSENCEMGT-8

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LP06.4	Ratio Formula	The Ratio Formula defines values for service classes. Values can be either an amount or a calculation, multiplied by the hours from the service class.	+,-,I,N,P	HRISABSENCEMGT-8
LP07.1	Calculation	The Calculation (LP07.1) Defines additional parameters for accrual computations or To define a custom calculation.	I,N,P	HRISABSENCEMGT-8
LP08.1	Service Class	The Service Class (LP08.1) defines service classes for an absence plan. A service class groups service codes for absence plan processing. Service codes tie to service classes. Service classes indicate which service codes will be included.	+,-,I	HRISABSENCEMGT-8
LP08.2	Service Code	The Service Code (LP08.2) defines employee service. Service codes tie to a pay codes and service records created via time entry.	+,-,I	HRISABSENCEMGT-8
LP08.3	Service Class and Code Relationships	The Service Class and Code Relationships (LP08.3) ties service codes to service classes for absence plan processing.	+,-,I,N,P	HRISABSENCEMGT-8
LP08.4	Service Code and Class Relationships	Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.	+,-,I,N,P	HRISABSENCEMGT-8
LP09.1	Reason Class	The Reason Class (LP09.1) groups together reason codes for absence plan processing.	+,-,I	HRISABSENCEMGT-8
LP09.2	Reason Code	The Reason Code (LP09.2) defines an absence management event. These events can either decrement a plan balance, such as vacation hours used, or track absences that do not decrement a plan balance.	+,-,I	HRISABSENCEMGT-8
LP09.3	Reason Class and Code Relationships	The Reason Class and Code Relationships (LP09.3) tie reason classes with reason codes for absence plan processing.	+,-,I,N,P	HRISABSENCEMGT-8
LP09.4	Reason Code and Class Relationships	The Reason Code and Class Relationships (LP09.4) tie reason codes and classes for absence processing.	+,-,I,N,P	HRISABSENCEMGT-8
LP201	Absence Plan Listing	Run Absence Plan Listing (LP201) to print a list of the absence plans and plan structures that defined for a company. You can also print plan details to get a more complete picture of the components defined on an absence plan.	MAX_ALLOWED	HRISABSENCEMGT-8
LP203	Absence Plan Rules Listing	Run Plan Rules Listing (LP203) to print a list of the rules defined for a company and corresponding information for each rule.	MAX_ALLOWED	HRISABSENCEMGT-8
LP204	Rules Tables Listing	Run Rules Tables Listing (LP204) to print a list of the tables defined for a company for use on an absence plan rule. The table does not have to attach to a rule to be included on the report.	MAX_ALLOWED	HRISABSENCEMGT-8
LP206	Formula Listing	Run Formula Listing (LP206) to print a list of the amount formulas, ratio formulas, and/or date formulas defined for use in a table for an absence plan rule. Formulas do not have to attach to a plan to be included on the report.	MAX_ALLOWED	HRISABSENCEMGT-8

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LP207	Calculation Listing	Run Calculation Listing (LP207) to print a list of the calculations defined for use in a table or formula on an absence plan rule. Calculations do not have to attach to a plan to be included on the report.	MAX_ALLOWED	HRISABSENCEMGT-8
LP208	Service Code Listing	Run Service Code Listing (LP208) to print a list of the service codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.	MAX_ALLOWED	HRISABSENCEMGT-8
LP209	Reason Code Listing	Run Reason Code Listing (LP209) to print a list of the reason codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.	MAX_ALLOWED	HRISABSENCEMGT-8
LP210	Service Class Listing	Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.	MAX_ALLOWED	HRISABSENCEMGT-8
LP211	Reason Class Listing	Run Reason Class Listing (LP211) to print a list of the reason classes defined for a company and the reason classes that have a relationship defined with the class.	MAX_ALLOWED	HRISABSENCEMGT-8
LP220	Employee Absence Plan or Leave History Report	Print a list of employees or a listing by Plan/Structure Group that shows chagnes to logged fields set up on Data Item Attributes (HR10.1) as LP topics.	MAX_ALLOWED	HRISABSENCEMGT-7
LP231	Employee Plan Master Listing	Run Employee Plan Master Report (LP231) to print a list of selected employee master record dates and related enrollment and/or length of service records.	MAX_ALLOWED	HRISABSENCEMGT-1
LP240	Employee Plan Transaction Report	Generate a list of transactions.	MAX_ALLOWED	
LP260	Employee Service and Event Report	Generate a list of the service and/or event information for selected employees.	MAX_ALLOWED	HRISABSENCEMGT-3
LP262	Employee Event Audit Report	Print a report of employees who have met a specified threshold for absence events.	MAX_ALLOWED	HRISABSENCEMGT-3
LP264	Employee Transaction History Report	Generate a list of historical transactions for selected employees in a selected plan or plans.	MAX_ALLOWED	HRISABSENCEMGT-4
LP270	Open Manual Transactions	Report is used to list all open manual transactions that are listed on the LP70. Once the records have been processed, the transactions will no longer appear on this report.	MAX_ALLOWED	HRISABSENCEMGT-2
LP31.1	Employee Absence Plan Master	To view employee's current accrual plans, dates, and balances. Also used to maintain dates that control absence plan processing and current balance amounts.	I,N,P	HRISABSENCEMGT-1
LP60.1	Employee Service Inquiry	Verify number of hours calculated for length of service in hours-based plan. Confirm accrual calculation based on hours worked in pay period.	MAX_ALLOWED	HRISABSENCEMGT-3

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LP60.2	Employee Event Inquiry	Displays event history for an employee. Pay code, date, day and hours are shown. Verify number of hours used to decrement balance. Confirm event has been entered.	MAX_ALLOWED	HRISABSENCEMGT-3
LP60.3	Employee Service Totals	Use Employee Service Totals to view total hours and for the service data viewed on Employee Service Inquiry.	MAX_ALLOWED	HRISABSENCEMGT-3
LP60.4	Employee Event Totals	Use Employee Event Totals view the total event hours for the criteria you specified on Employee Event Inquiry.	MAX_ALLOWED	
LP61.1	Company Event Inquiry	Use Company Event Inquiry (LP61.1) to view event history for an entire agency to identify the employees who have history for a specific event. For example, you can use this form to identify employees who have taken a certain type of sick leave.	MAX_ALLOWED	HRISABSENCEMGT-8
LP62.1	Employee Date Calendar	Select ending month and year to display 12 month period. Provides visual indicator on each day of month when event occurred. Can filter results.	MAX_ALLOWED	HRISABSENCEMGT-5
LP62.2	Employee Days Calendar	Displays events based on 12 month period ending on designated month/year. Events displayed based on day of week event occurred. Can filter results.	MAX_ALLOWED	HRISABSENCEMGT-6
LP63.1	Absence Plan Hours Balances	Displays Available, Carryover, Reserve hours balances for all employees within a plan structure.	MAX_ALLOWED	HRISABSENCEMGT-4
LP64.1	Employee Transaction Detail Inquiry	Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.	MAX_ALLOWED	HRISABSENCEMGT-4
LP64.2	Employee Transaction Summary Inquiry	Summarized view of a plan structure by calendar year for an employee. Beginning balances, ending balances and usage are shown. Transactions, including those not closed, are sub-totaled.	MAX_ALLOWED	HRISABSENCEMGT-4
LP64.3	Employee Transaction Detail Balance Inquiry	Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.	MAX_ALLOWED	HRISABSENCEMGT-4
LP65.1	Employee Plan Balance Inquiry	Summary view of an employee Available, Carryover, Reserve balances from all plans in which the employee is enrolled.	MAX_ALLOWED	HRISABSENCEMGT-4
LP70.1	Manual Transactions by Employee	Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.	INQUIRY	HRISABSENCEMGT-2
TM201	Attendance Code Listing	A list of attendance codes with their description, point value, and default pay code.	MAX_ALLOWED	
TM202	Attendance Class Listing	A List of attendance classes and their associated attendance codes.	MAX_ALLOWED	
TM50.1	Employee Attendance Inquiry	View a specific employee's attendance history information.	MAX_ALLOWED	

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TM50.2	Employee Attendance Totals	View total attendance information for the parameters selected on TM50.1 (Employee Attendance Inquiry).	MAX_ALLOWED	
TM52.1	Attendance Inquiry	View attendance history information for many employees.	MAX_ALLOWED	
TM61.1	Employee Days Calendar	Use Employee Days Calendar (TM61.1) to view, in a calendar matrix form, attendance history information for a specific employee and year.	MAX_ALLOWED	
TM70.1	Employee Attendance History	Enter and maintain employee-specific attendance history.	I,N,P,+,-	
TM71.1	Attendance History Speed Entry	Enter and maintain attendance history for many employees.	+,-,I	
ZT202	Annual Leave Rollback Warning Report	A report of employees whose annual leave balance will be over 240 or 320 hours by calendar year end.	MAX_ALLOWED	HRISABSENCEMGT-7
ZT70.1	Donated Annual Leave	Create and submit donated annual leave transactions.	ALL_INQUIRES	HRISABSENCEMGT-5
ZT70.2	Donated Annual Leave Return	View donated annual leave transactions submitted from ZT70.1 and to process the Return of unused donated annual leave hours for an employee batch.	ALL_INQUIRES	HRISABSENCEMGT-5
ZT70.3	Additional Information	View Current and Original Pay Rate of the Donor, Original Pay Rate of the Recipient, Date of Donation and the Date Donation Submitted.	ALL_INQUIRES	HRISABSENCEMGT-5
ZT70.4	Return Calculation Data	View Donated Leave Balance, Calculated Donated Leave Balance, Donated Hours Total and Return Calculation Percentage.	ALL_INQUIRES	HRISABSENCEMGT-5
ZT70.5	Donated Annual Leave Batch Maintenance	Establish donated annual leave donation batches for an employee.	ALL_INQUIRES	HRISABSENCEMGT-8