ADOA

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
SERVICE & EVENTS

SERVICE & EVENTS

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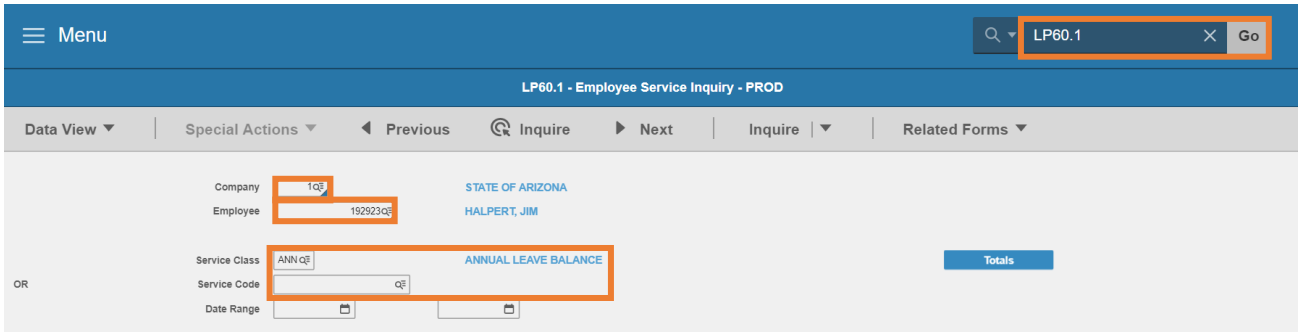
Employee Service Inquiry LP60.1

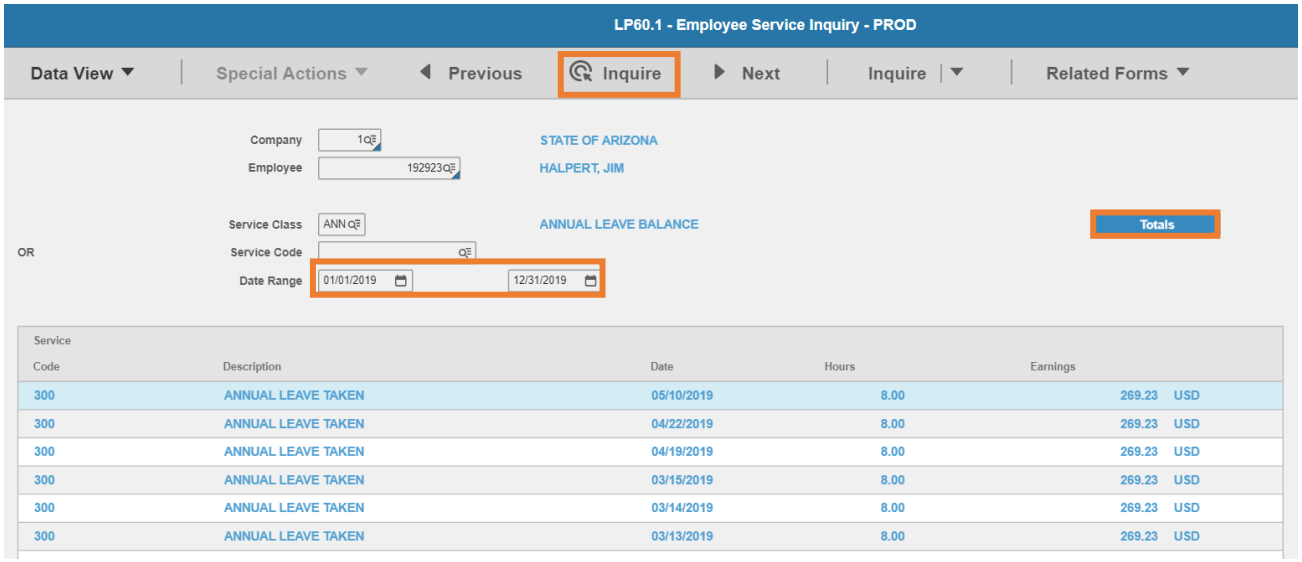
Use **Employee Service Inquiry (LP60.1)** to view employee service hours and/or earnings. Use the LP60 to verify the number of hours calculated for length of service or to confirm an accrual calculation that is based on hours worked in a pay period.

The data displayed can be limited to records that hold a selected **Service Code**, records holding Service Codes within a selected **Service Class**, or records within a **specified date range**.

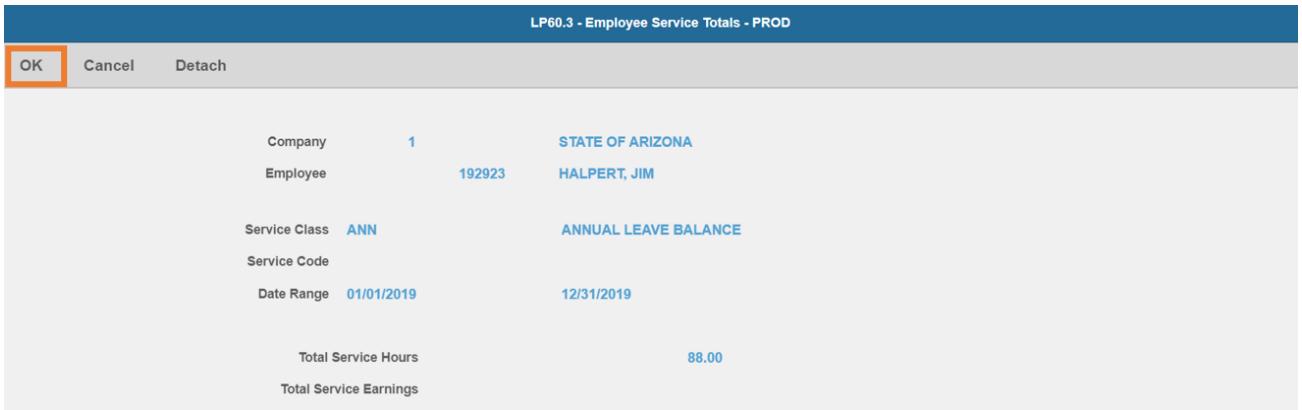
Use the **Totals** link to access Employee Service Totals (LP60.3), which lets you view a sum of the hours and earnings from the detail records displayed here.



1. Type **LP60.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Service Class**: Leave blank or select a **Service Class** to limit results
5. **Service Code**: Leave blank or select a **Service Code** to limit results
   - Value represents an hour's event from a time record and mimics the pay summary group



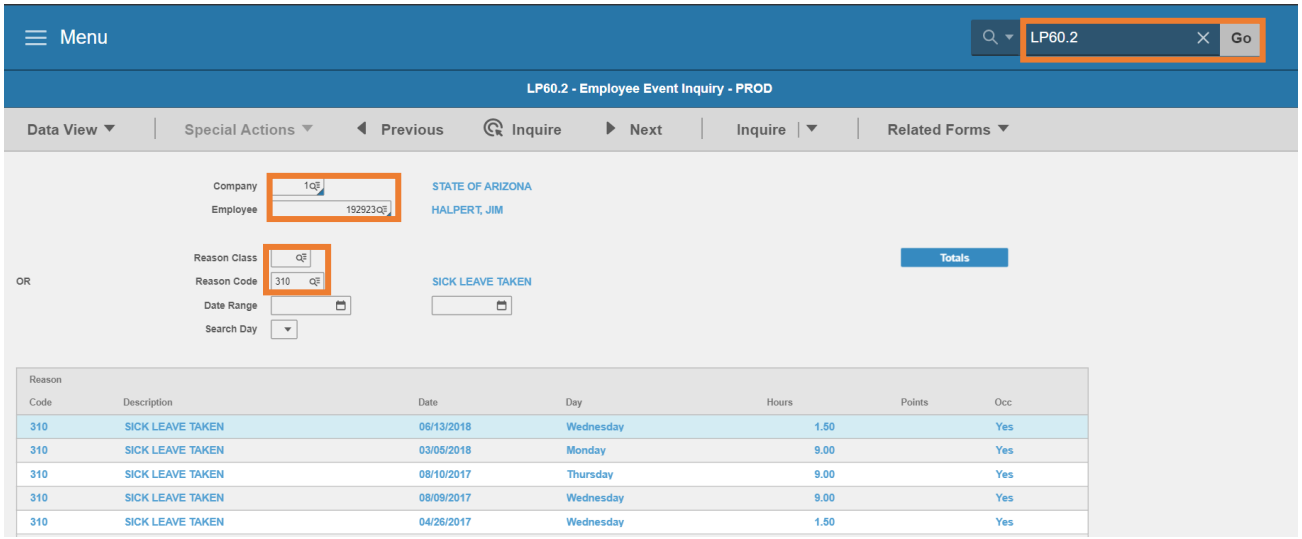
6. **Date Range**: Leave blank or select a **time record date** range to limit results
7. Click **Inquire**. Transaction details appear below
8. Click **Totals**



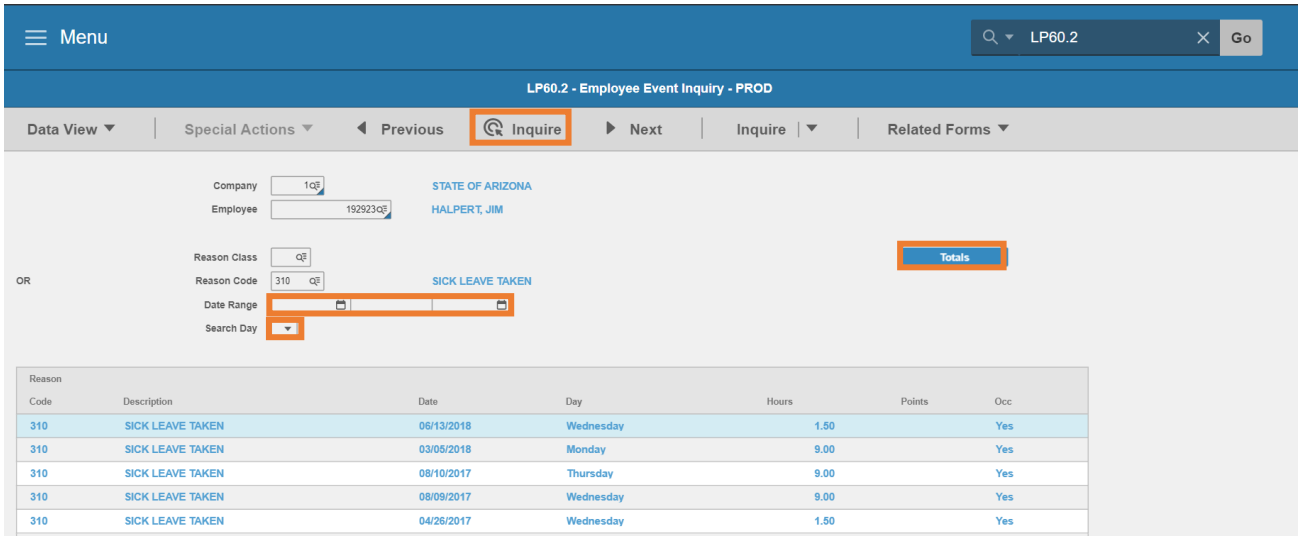
9. Sub-form **LP60.3 Employee Service Totals** displays summary information
10. Click **OK** to return to LP60.1

Employee Event Inquiry LP60.2

Use **Employee Event Inquiry (LP60.2)** to view event history to verify the number of hours used to decrement a balance in an absence plan, or to confirm a given event exists for an employee.



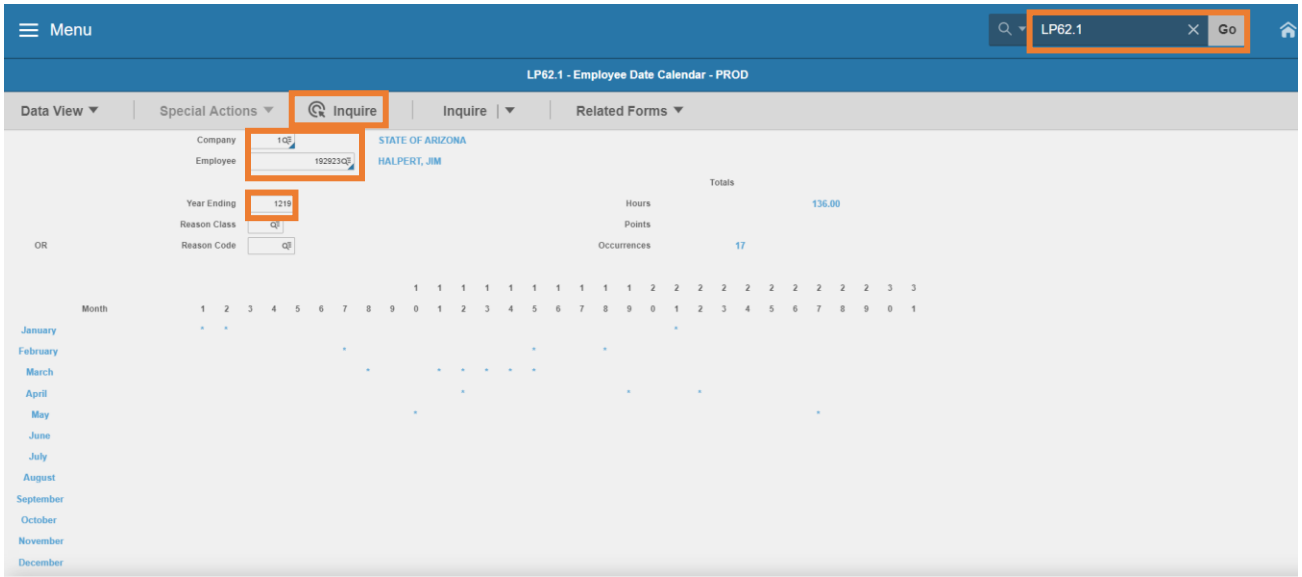
1. Type **LP60.2** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Reason Class**: Leave blank or select a **Reason Class** to limit results
5. **Reason Code**: Leave blank or select a **Reason Code** to limit results
   - Value represents an hour's event from a time record and mimics the pay summary group



6. **Date Range**: Leave blank or select a **time record date range** to limit results
7. **Search Day**: Leave blank or select a **day of the week** to limit results
8. Click **Inquire**. Transaction details appear below
9. Click **Totals** to view summary totals

Employee Date Calendar LP62.1

Use **Employee Date Calendar (LP62.1)** to view employee Attendance Event history in a calendar format. Designate a year by selecting an ending month and year. All events for the 12-month period ending with the month and year selected display.



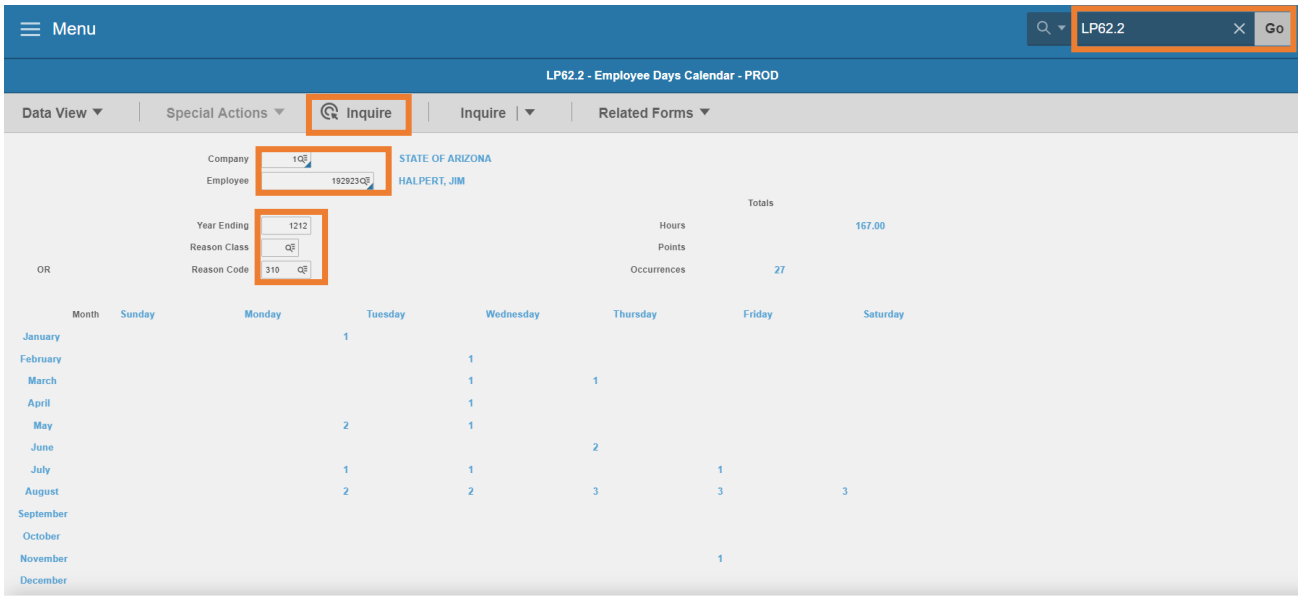
1. Type **LP62.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Year Ending:** Leave blank or type **two-digit month** and **two-digit year** mmyy
   - Leave blank to use current month as a starting point
5. **Reason Class or Reason Code:** Leave blank or select a value to limit results
   - Reason Class is a grouping of Reason Codes
   - Reason Code is an hour's event from a time record and mimics the pay summary group
6. Click **Inquire**

Asterisks (*) appear for each day an event occurred. For example, in the screenshot above, employee took Sick Leave (310) on each day of each month with an asterisk.

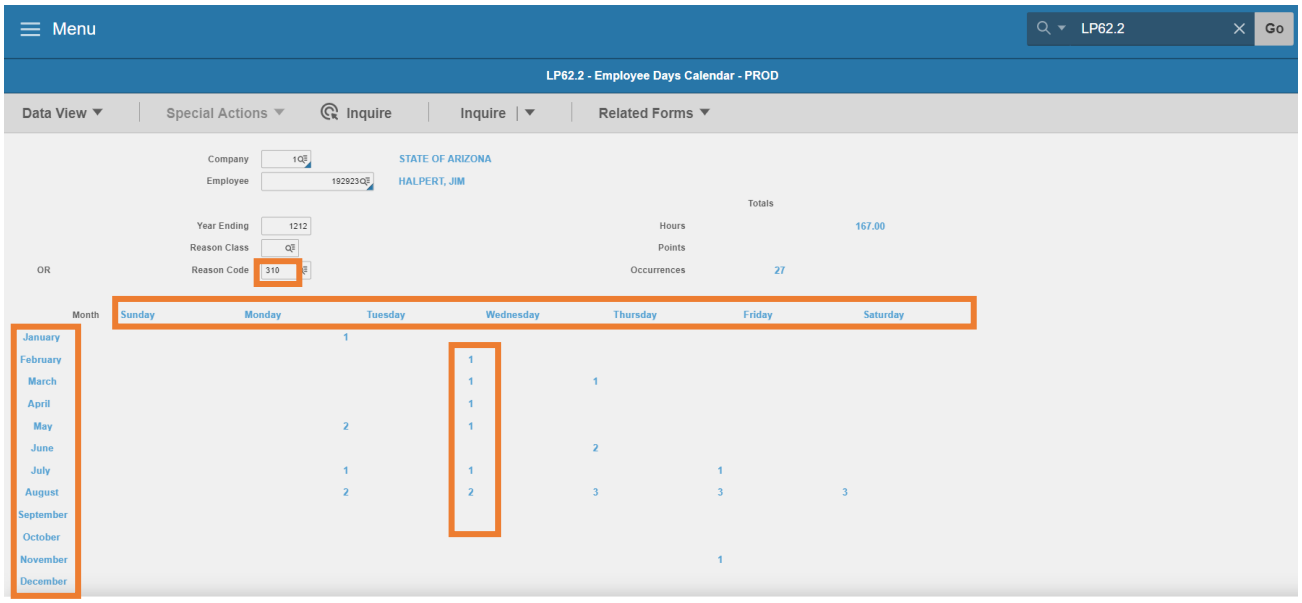
- Days of the week display in top row
- Months display in column

Employee Days Calendar LP62.2

Use **Employee Days Calendar (LP62.2)** to view a weekly calendar of employee events. Events display based on a 12-month period ending on a designated month and year. All events for the 12-month period display based on the day of the week on which the event falls. The purpose of this screen is to give a total count of events by day for each month. Filter events to display a specific reason code or reason class.



1. Type **LP62.2** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Year Ending:** Leave blank or type **two-digit month** and **two-digit year** mmyy
   - Leave blank to use current month as a starting point
5. **Reason Class or Reason Code:** Leave blank or select a value to limit results
   - Reason Class is a grouping of Reason Codes
   - Reason Code is an hour's event from a time record and mimics the pay summary group
6. Click **Inquire**



Numbers appear to represent an event that occurred. For example, in the screenshot above, employee took Sick Leave (310) on 6 Tuesdays.

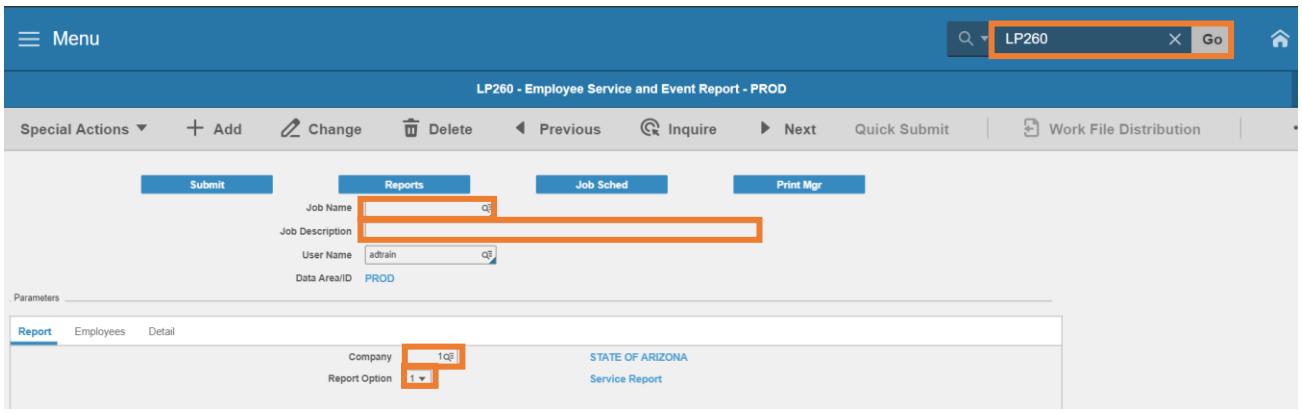
- Days of the week display in top row
- Months display in column

Employee Service and Event Report LP260

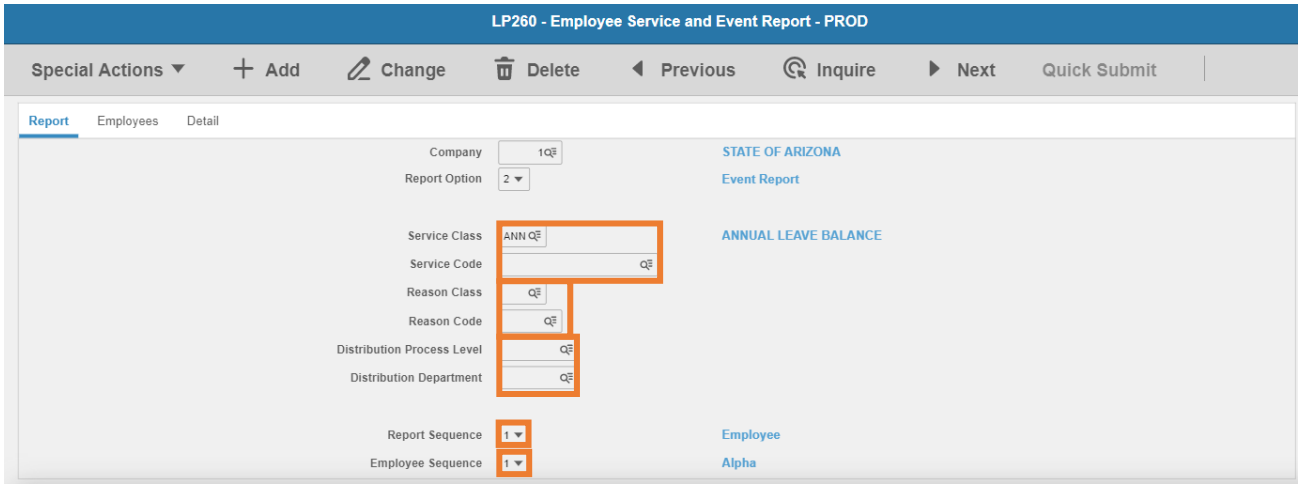
Run **Employee Service and Event Listing (LP260)** to print a list of the service and/or event information for selected employees. There are three report options: Service Report, Event Report, and Event Distribution Report.

- **Event Distribution** Report reflects the process level and department stored on the event records, rather than the employee's home process level and department, to select, sort and total the data
- **Service Report** can be used to validate Absence Management against payroll data either in HRIS or in an external payroll system

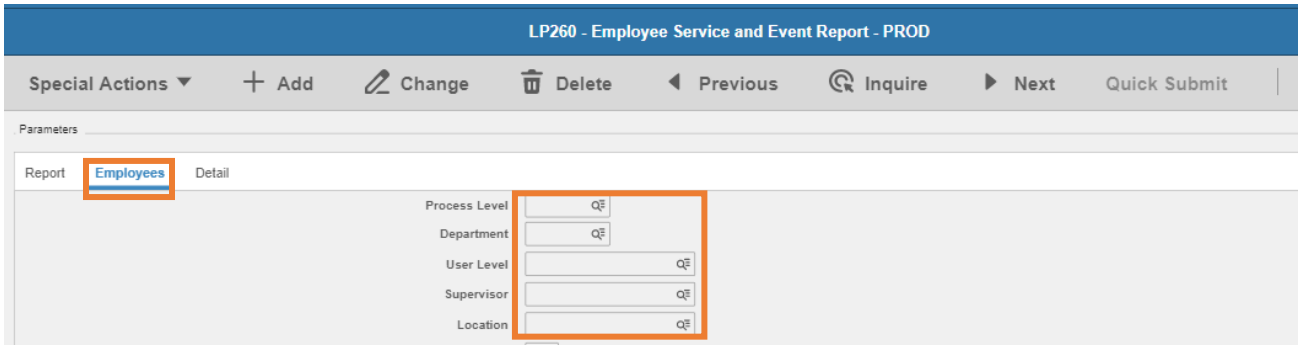
Create Report Parameters



1. Type **LP260** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. **Report Option:** Select a value **1-3**
   - **1 Service Report** – Display records that hold a **Service Code**, which may optionally be limited to a selected Service Code or Class (default)
   - **2 Event Report** – Display records that hold a **Reason Code**, which may optionally be limited to a selected Service Code or Class
   - **3 Event Distribution Report** – Display records that hold **a Reason Code as well as a distribution process level**. This report option can be limited to a selected Reason Code or Class and to a selected distribution process level or process level and department

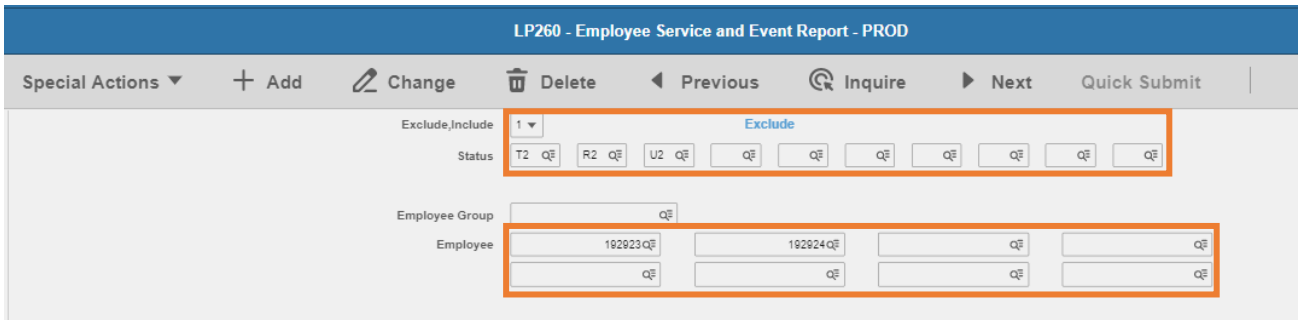


6. **Service Class / Service Code**: If Report Option 1 is used, select a **Service Class** or a **Service Code**
7. **Reason Class / Reason Code:** If Report Option 2 is used, select a **Reason Class** or a **Reason Code**
8. **Distribution Process Level:** If Report Option 3 is used, select a **Process Level**
    - This can be different from the employee's home process level
9. **Distribution Department:** If Report Option 3 is used, select a **Process Level** & **Department**.
    - This can be different from the employee's home department
10. **Report Sequence:** Select a value **1-5** to specify the report sort order
    - **1** = Employee (default)
    - **2** = Process Level
    - **3** = Process Level; Department
    - **4** = Service or Reason Code
    - **5** = Date
11. **Employee Sequence:** Select a value **1** or **2**
    - Select **1** to sort report results by Employee Name
    - Select **2** to sort report results by Employee Identification Number

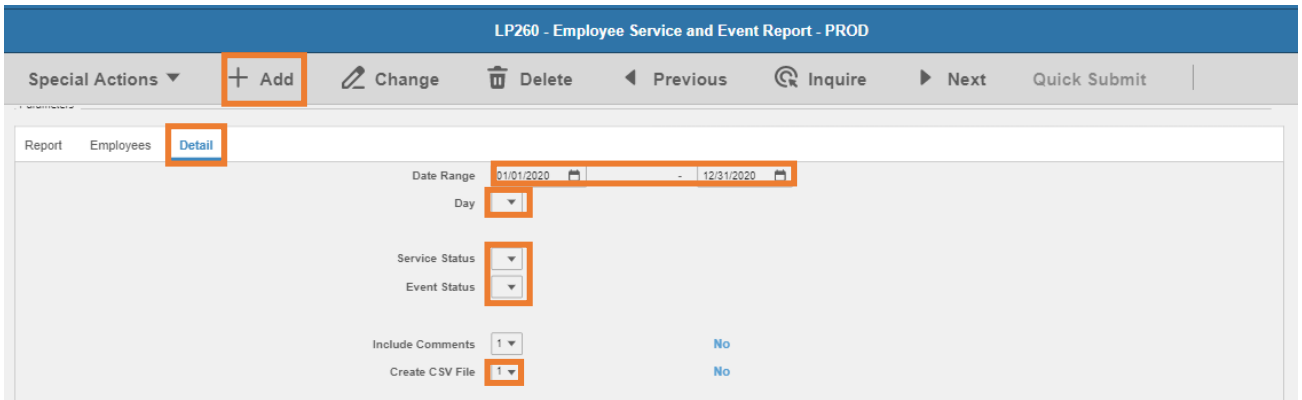


12. Click **Employees**
13. **Process Level**: Leave blank or select a **Process Level** to limit results
14. **Department:** Leave blank or select a **Department** & **Process Level** to limit results

15. **User Level:** Leave blank or select a **User Level** and **Process Level** to limit results
16. **Supervisor:** Leave blank or select a **Supervisor** to limit results
17. **Location:** Leave blank or select a **Location** to limit results

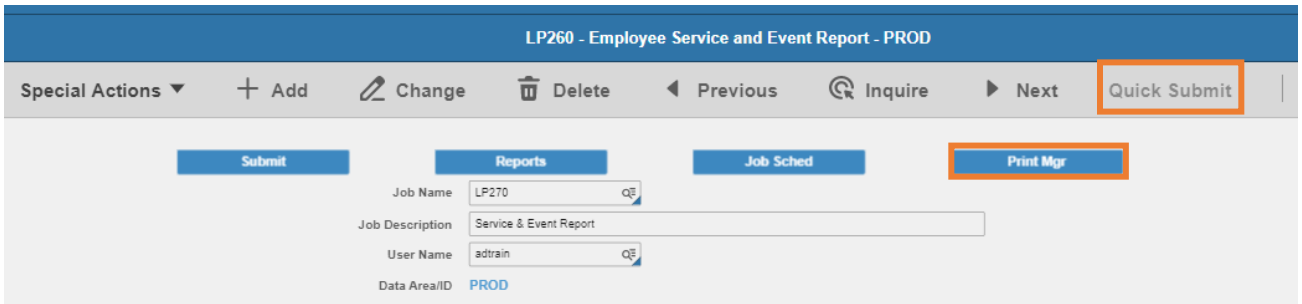


18. **Exclude, Include**: Leave blank or select **1 Exclude** or **2 Include** the Status listed in next step
19. **Status:** Leave blank or select up to ten **Statuses** to exclude/include in report
    - Terminated status are commonly excluded
20. **Employee Group**: Leave blank or select an **Employee Group** to limit report results
21. **Employee**: Type or select up to eight **Employee Identification Numbers** to limit results



22. Click **Detail**
23. **Date Range**: Leave blank or select a **time record date** range to limit results
    - Both a **beginning** and **end date** must be entered to specify a date range
24. **Day**: Leave blank or select a **day of the week** to limit results
25. **Service Status:** If running a Service Report (from step 5), select the **Statuses** to include on the report
    - Leave blank to include all Statuses
26. **Event Status:** If running an Event Report or Event Distribution Report (from step 5), select the **Statuses** to include on the report
    - Leave blank to include all Statuses
27. **Create CSV File**: Defaults to **1 No**, Select **2 Yes** to create a csv file
28. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

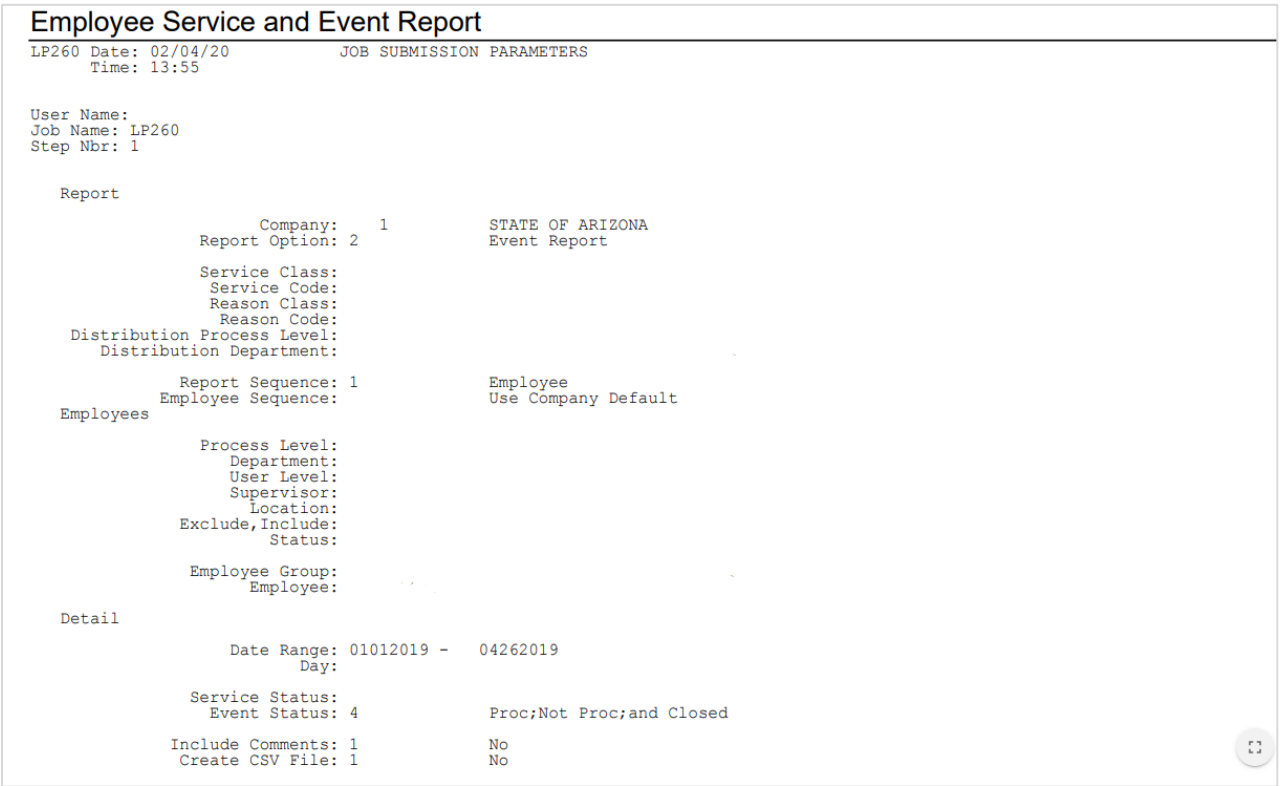


1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Example of Report Results

Event Report Parameters



Employee Service and Event Report

```
LP260 Date: 02/04/20          JOB SUBMISSION PARAMETERS
      Time: 13:55


User Name:
Job Name: LP260
Step Nbr: 1


   Report

                     Company:    1          STATE OF ARIZONA
                Report Option: 2            Event Report

                Service Class:
                 Service Code:
                 Reason Class:
                  Reason Code:
    Distribution Process Level:
       Distribution Department:

              Report Sequence: 1            Employee
            Employee Sequence:              Use Company Default
   Employees

                Process Level:
                   Department:
                   User Level:
                   Supervisor:
                     Location:
              Exclude,Include:
                       Status:

               Employee Group:
                     Employee:

   Detail

                   Date Range: 01012019 -   04262019
                          Day:

               Service Status:
                 Event Status: 4            Proc;Not Proc;and Closed

             Include Comments: 1            No
              Create CSV File: 1            No
```

Event Report Results

Employee Service and Event Report

LP260 Date 02/04/20 Company 1 STATE OF ARIZONA Page 1
Time 13:57 Employee Event Report

Employee

Date	Day	Reason Code	Hours	Points	Occur	Position	Proc Level	Dept	Job Code	Event Status
01/02/2019	Wednesday	311 SICK LEAVE-FAMILY TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
02/07/2019	Thursday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
02/15/2019	Friday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/08/2019	Friday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/11/2019	Monday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/12/2019	Tuesday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/13/2019	Wednesday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/14/2019	Thursday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
03/15/2019	Friday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
04/12/2019	Friday	311 SICK LEAVE-FAMILY TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
04/19/2019	Friday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed
04/22/2019	Monday	300 ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060	Closed

Employee Total Hours: 96.00 Points: Occurrences: 12

Total Company Hours: 96.00 Points: Occurrences: 12

Service Report Parameters

Employee Service and Event Report

LP260 Date: 02/11/20 JOB SUBMISSION PARAMETERS
Time: 16:20

User Name:
Job Name : LP260ALL
Step Nbr : 1

Report

Company: 1 STATE OF ARIZONA
Report Option: 1 Service Report

Service Class:
Service Code:
Reason Class:
Reason Code:
Distribution Process Level:
Distribution Department: 10

Report Sequence: 1 Employee
Employee Sequence: Use Company Default

Employees

Process Level:
Department:
User Level:
Supervisor:
Location: 0
Exclude,Include:
Status:

Employee Group: 000130
Employee: 188

Detail

Date Range: 10132018 - 04272019
Day:

Service Status: 4 Processed and Closed
Event Status:

Service Report Results

Employee Service and Event Report

LP260 Date 02/11/20 Company 1 STATE OF ARIZONA Page 3
Time 16:24 Employee Service Report

Employee 188 [illegible] CRUZ, [illegible]

Date	Service Code		Hours	Earnings	Curr	Position	Proc Level	Dept	Job Code	Service Status	Reas Code	L P
03/10/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/11/2019	100	REGULAR PAY	4.75	70.47	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/11/2019	310	SICK LEAVE TAKEN	3.25	48.21	USD	SDJ000001208	DJ230	23225	AUN08313	Closed	310	
03/14/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/15/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/16/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/17/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/18/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/21/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/22/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/23/2019	300	ANNUAL LEAVE TAKEN	.15	2.23	USD	SDJ000001208	DJ230	23225	AUN08313	Closed	300	
03/23/2019	310	SICK LEAVE TAKEN	7.85	116.46	USD	SDJ000001208	DJ230	23225	AUN08313	Closed	310	
03/24/2019	322	HOLIDAY LEAVE TAKEN	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed	322	
03/25/2019	322	HOLIDAY LEAVE TAKEN	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed	322	
03/28/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/29/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/30/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
03/31/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/01/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/04/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/05/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/06/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/07/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/08/2019	100	REGULAR PAY	8.00	118.68	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/10/2019	100	REGULAR PAY	4.00	59.34	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/11/2019	100	REGULAR PAY	4.00	59.34	USD	SDJ000001208	DJ230	23225	AUN08313	Closed		
04/11/2019	800	COMPENSATORY TIME EARNED	4.00		USD	SDJ000001208	DJ230	23225	AUN08313	Closed	800	

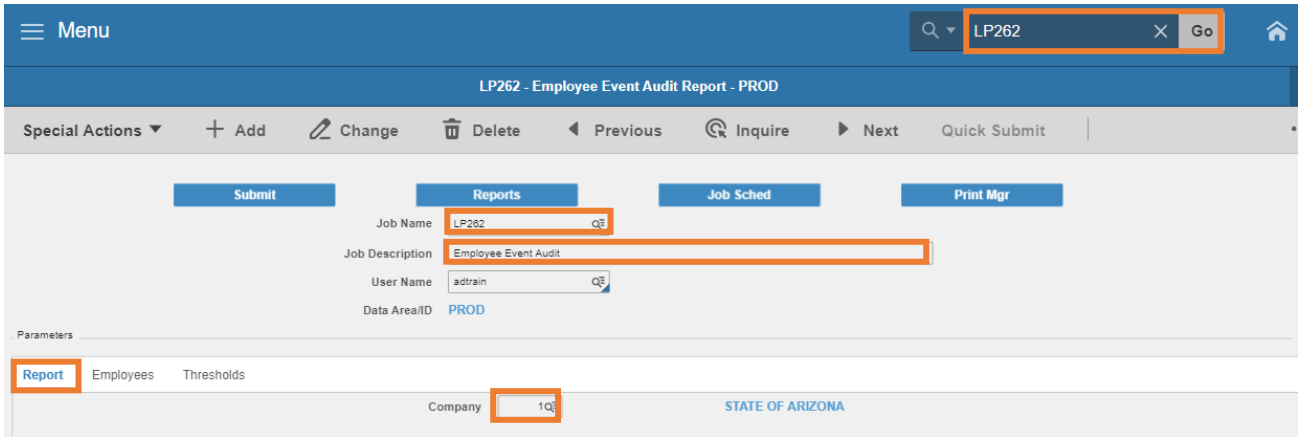
Employee Event Audit Report LP262

Run **Employee Event Audit Report (LP262)** to print a report of employees who have met a specified threshold for absence events; for example, reaching a specified number of hours or occurrences within a given time period or reaching a specified number of consecutive event days.

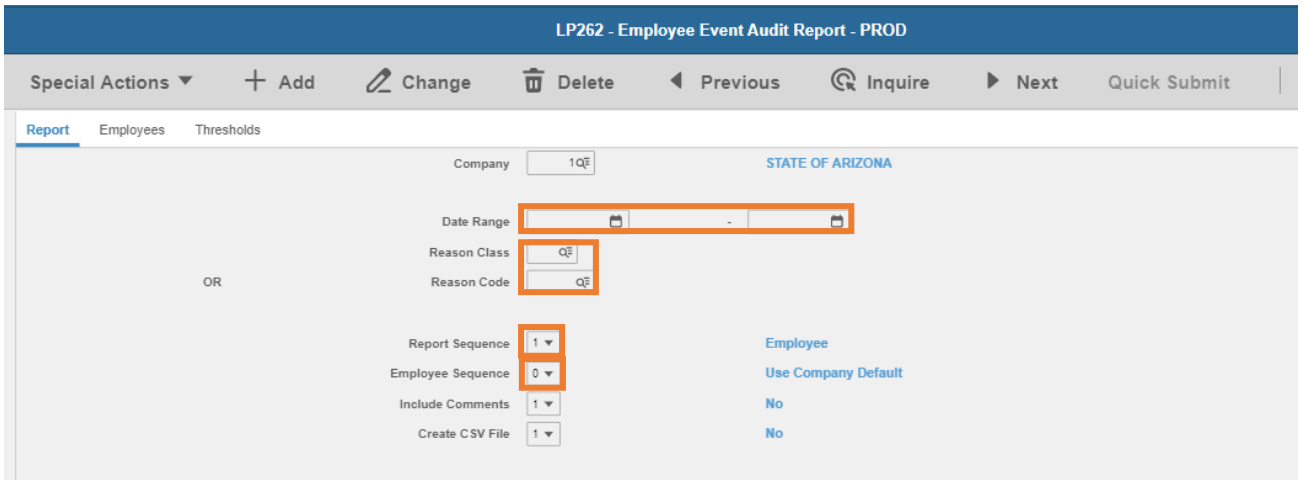
The threshold can be defined as hours, occurrences, consecutive days, a selected day, or Monday and Friday events.

Limit the report to events occurring within a specified date range, and/or to events within a specific Reason Class or code. An optional CSV output can be created based on the threshold parameters.

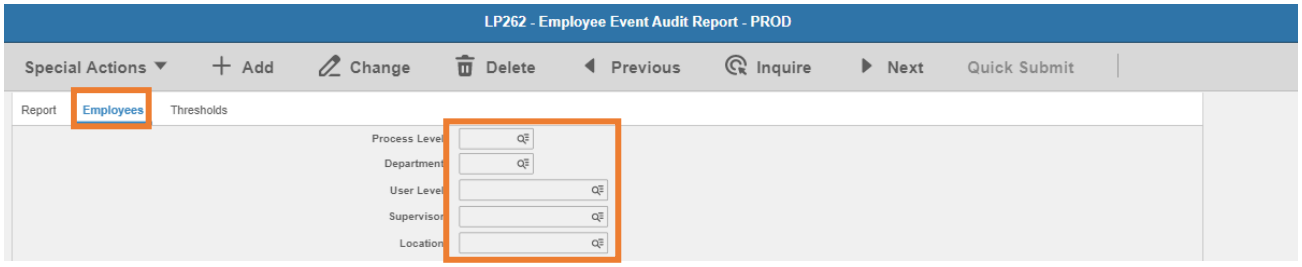
Create Report Parameters



1. Type **LP262** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. Click **Report**
5. **Company**: Type or select **1**

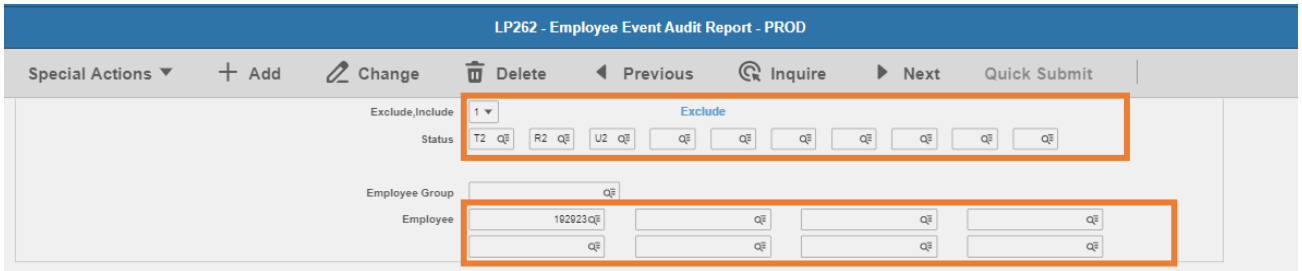


6. **Date Range**: Leave blank or select a **time record date** range to limit results
   - Both a **beginning** and **end date** must be entered to specify a date range
7. **Reason Class**: Leave blank or select a **Reason Class** to limit results
   - If Reason Class is selected, leave Reason Code blank
8. **Reason Code**: Leave blank or select a **Reason Code** to limit results
   - Value represents an hour's event from a time record and mimics the pay summary group
9. **Report Sequence:** Select order in which the information will be sorted
   - **1** = Employee (default)
   - **2** = Process Level
   - **3** = Process Level; Department
   - **4** = Supervisor
10. **Employee Sequence:** Select a value **1** or **2**
    - Select **1** to sort report results by Employee Name
    - Select **2** to sort report results by Employee Identification Number (EIN)

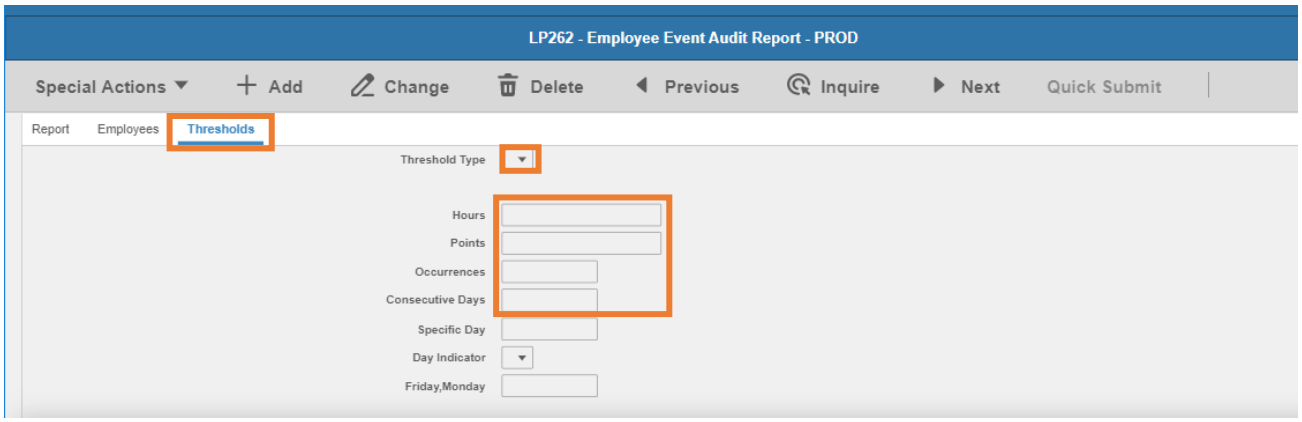


11. Click **Employees**
12. **Process Level**: Leave blank or select a **Process Level** to limit results
13. **Department:** Leave blank or select a **Department** & **Process Level to** limit results
14. **User Level:** Leave blank or select a **User Level** and **Process Level** to limit results
15. **Supervisor:** Leave blank or select a **Supervisor** to limit results

16. **Location:** Leave blank or select a **Location** to limit results

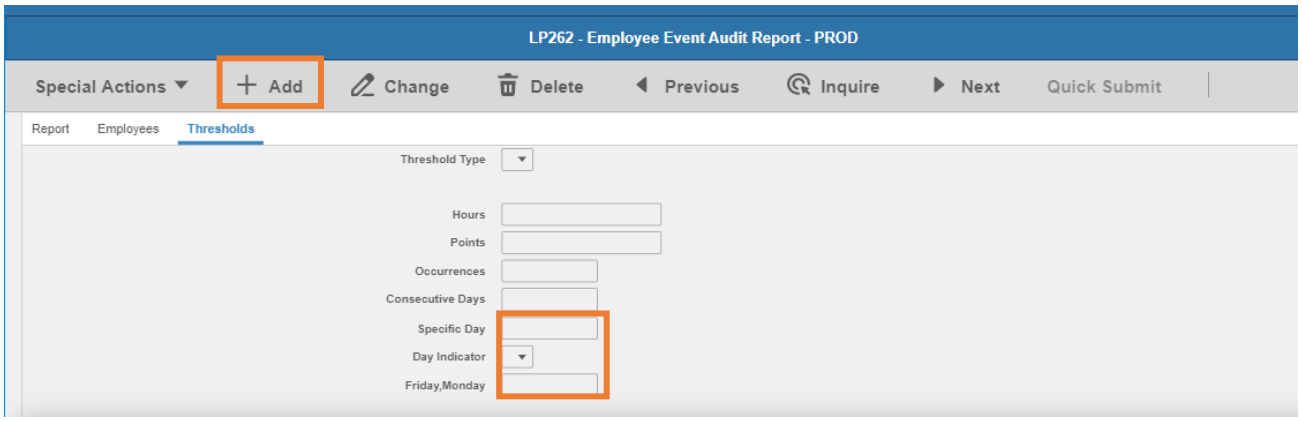


17. **Exclude, Include**: Leave blank or Select **1 Exclude** or **2 Include** the Status listed in next step
18. **Employee Group**: Leave blank or select an **Employee Group** to limit report results
19. **Status:** Leave blank or select up to ten **statuses** to exclude/include in report
    - Terminated statuses are commonly excluded
20. **Employee**: Type or select up to eight **Employee Identification Numbers** to limit results



21. Click **Thresholds**
22. **Threshold Type:** Leave blank or select a value to limit results
    - **1** = Hours
    - **2** = Points *(***DO NOT USE***)
    - **3** = Occurrences
    - **4** = Consecutive Days
    - **5** = Specific Day
    - **6** = Friday & Monday
23. **Hours**: For Threshold Type of 1 - type the **number of hours** that if met or exceeded will cause the employee to be included on the report
    - For example, to see employees that have used more than 40 hours of sick leave type **40** in the Hours field and select Threshold Type **1-Hours**
24. **Occurrences**: For Threshold Type of 3 - type the **number of occurrences** that if met or exceeded will cause the employee to be included on the report
    - For example, to include employees who have used sick leave for more than 10 times, type a **10** (reason code must be 310 on the Report tab)

25. **Consecutive Days:** For Threshold Type of 4 – type the **number of consecutive days** that if met or exceeded will cause the employee to be included on the report
    - For example, to include employees who have used sick leave for more than 5 consecutive days, type a **5** (Reason Code must be 310 on the Report tab)



26. **Specific Day & Day Indicator for Threshold Type of 5:**
    - **Specific Day field:** Type the specific **number of instances** that if met or exceeded will cause the employee to be included on the report
    - **Day Indicator:** Select the day of the **day of the week**
    - For example, to include employees who have used sick leave for more than 5 days on a Wednesday, type a **5** and select **Wednesday** (Reason Code must be 310 on the Report tab)
27. **Friday, Monday field For Threshold Type of 6** – Type the **number of instances** of consecutive Monday and Friday events that if met or exceeded will cause the employee to be included on the report
    - For example, to include employees who have used sick leave for more than 10 times on a Friday or Monday, type a **10 in the** Friday, Monday **field** (Reason Code must be 310 on the Report tab)
28. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Parameters:

Employee Event Audit Report

```
LP262 Date: 02/04/20          JOB SUBMISSION PARAMETERS
      Time: 14:34


User Name: lds05696
Job Name: LPAUDIT
Step Nbr: 1


   Report

                     Company:    1          STATE OF ARIZONA

                  Date Range: 01012019 -   06172019
                Reason Class:
            OR   Reason Code:

             Report Sequence: 1             Employee
           Employee Sequence:               Use Company Default
            Include Comments: 1             No
             Create CSV File: 1             No
   Employees

               Process Level:
                  Department:
                  User Level:
                  Supervisor:
                    Location:
            Exclude,Include:
                      Status:

              Employee Group:
                    Employee:    5696

   Thresholds

              Threshold Type: 1             Hours

                       Hours:      40.00
                      Points:
                 Occurrences:
           Consecutive Days:
               Specific Day:
              Day Indicator:
              Friday,Monday:
```

Report Results:

Employee Event Audit Report

LP262 Date 02/04/20 Company 1 STATE OF ARIZONA Page 1
Time 14:36 Employee Event Audit Report

Employee	Name	Status	Supervisor	Union	Total Hours
5696	[illegible]	UNCOVERED W/BN	ADFSG60060	X	136.00

Date	Day	Reason Code		Hours	Points	Occurrence	Position	Proc Level	Dept	Job Code
05/27/2019	Monday	320	HOLIDAY PAY	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
05/10/2019	Friday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
04/22/2019	Monday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
04/19/2019	Friday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
04/12/2019	Friday	311	SICK LEAVE-FAMILY TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/15/2019	Friday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/14/2019	Thursday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/13/2019	Wednesday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/12/2019	Tuesday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/11/2019	Monday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
03/08/2019	Friday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
02/18/2019	Monday	320	HOLIDAY PAY	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
02/15/2019	Friday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
02/07/2019	Thursday	300	ANNUAL LEAVE TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
01/21/2019	Monday	320	HOLIDAY PAY	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
01/02/2019	Wednesday	311	SICK LEAVE-FAMILY TAKEN	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060
01/01/2019	Tuesday	320	HOLIDAY PAY	8.00		Yes	SAD000000818	ADFSG	FG050	AUN09060

Total Company Hours: 136.00 Points: Occurrences: 17