HRIS – Human Resources Information Solution

RESOURCE GUIDE:
TRANSACTIONS & BALANCES
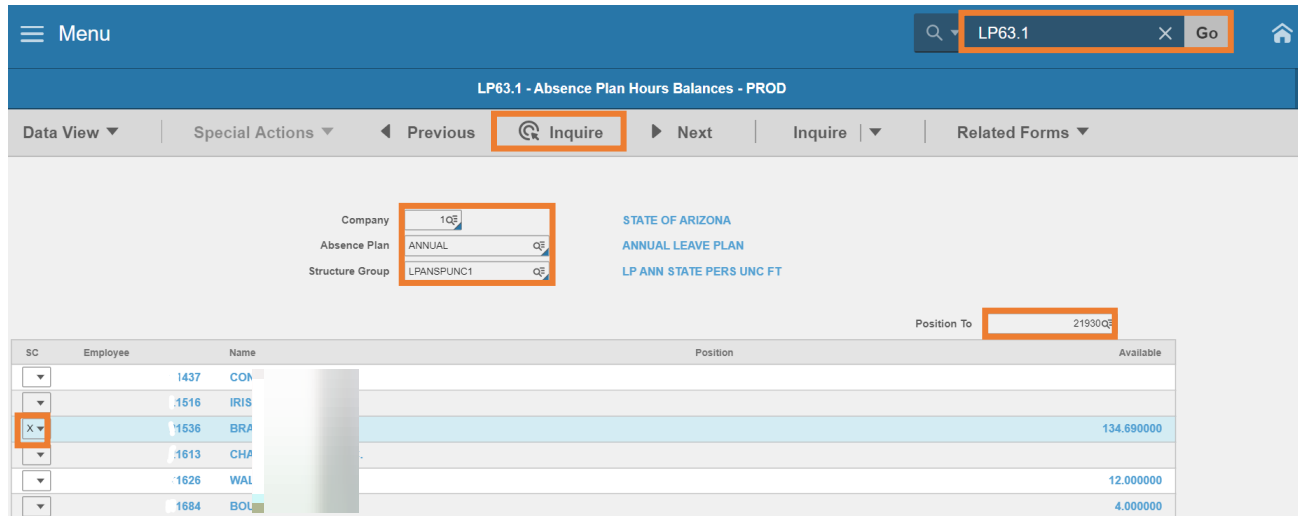
TRANSACTIONS & BALANCES

Table of Contents

Absence Plan Hours Balances LP63.1

Use **Absence Plan Hours Balances (LP63.1)** to view a summary of the balances from which hours can be used during a payroll cycle for all employees in a given plan structure. Hours balance amounts display for available and reserve balances, as these are the balances from which hours can be decremented based on an event entered in Absence Management.
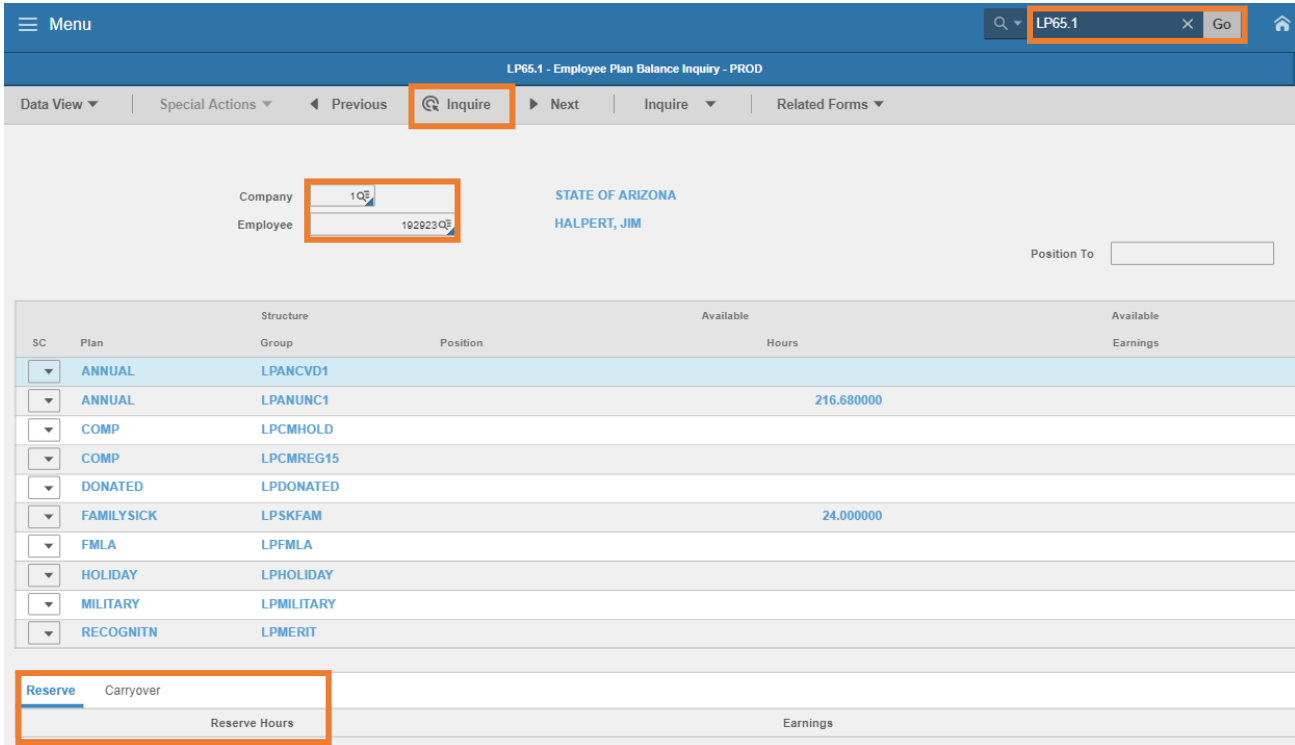

1. Type **LP63.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Absence Plan:** Select an **Absence Plan**

4. **Structure Group:** Select a **Structure Group**

5. **Position To**: Leave blank or type an **Employee Identification Number (EIN)** to jump to results beginning with the EIN

6. Click **Inquire**

Tip: To view an employee on another form

- Type an **X** in the SC field

- In the search field type a new form number, click **Go** or select the form from **Related Forms**

- The requested form appears with the **EIN** field populated

- Click **Inquire** to display the information

Employee Plan Balance Inquiry LP65.1

Use **Employee Balance Inquiry (LP65.1)** to view a summary of the available balances from all plans in which an employee is enrolled.
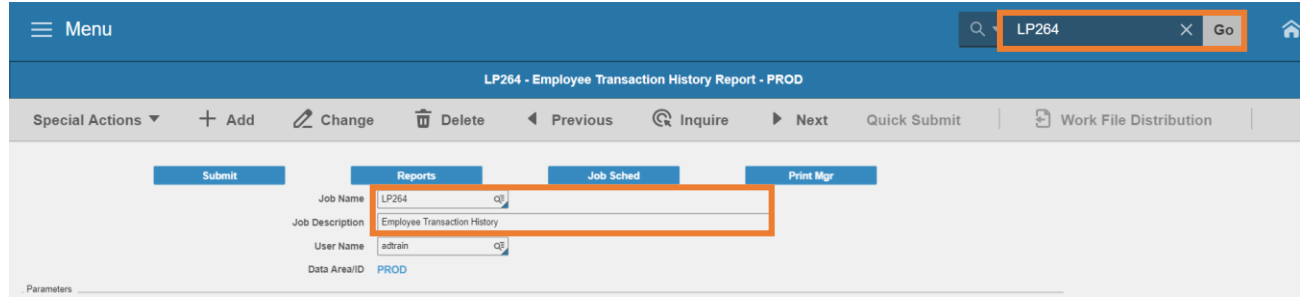

1. Type **LP65.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **Inquire**

A summary of the available balances for all plans displays. If the employee has any plans with a **Reserve** or **Carryover** balance, the hours will display in these tabs.
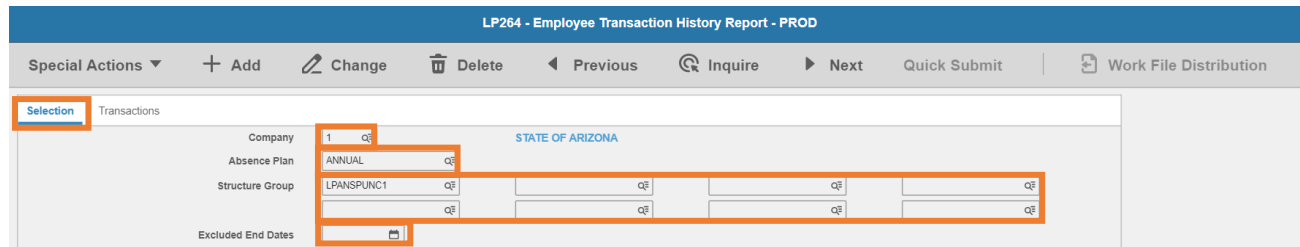
Transaction History Report LP264

Run **Employee Transaction History Report (LP264)** to print a list of the historical transactions for selected employees in a selected plan or plans. Print a detailed or summarized report, employees with ended master records can be excluded from the report if desired.
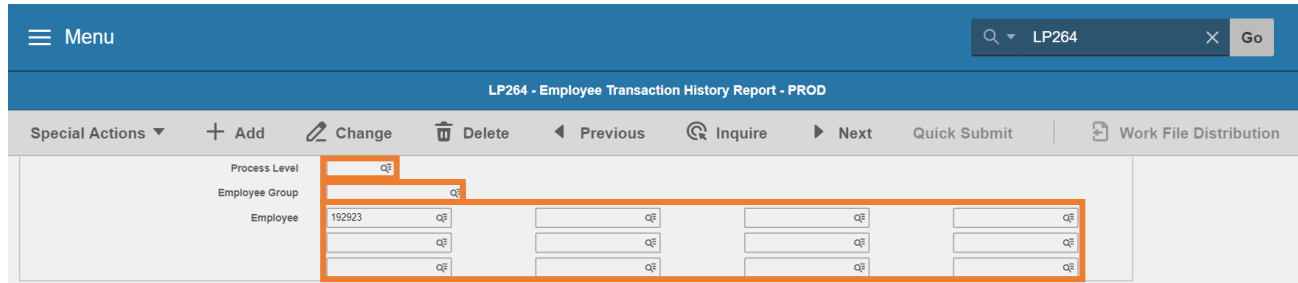
Create Report Parameters
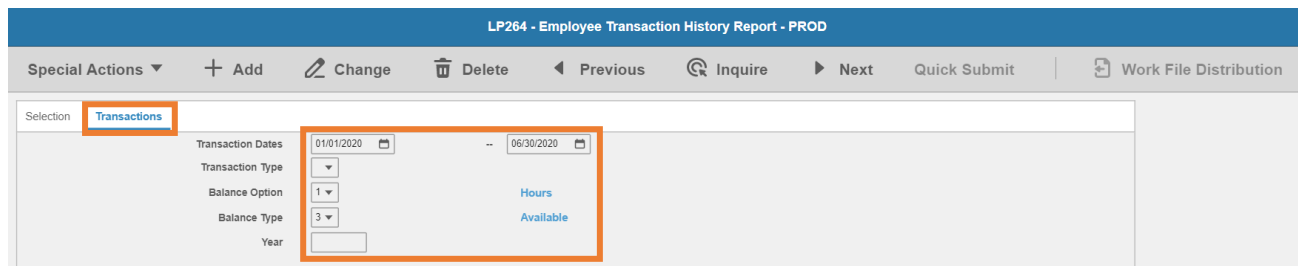
1. Type **LP264** in search field, click **Go**

2. **Job Name**: Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. Click **Selection** tab

5. **Company**: Type or select **1**

6. **Absence Plan:** Select an **Absence Plan**

7. **Structure Group:** Leave blank or select up to eight **Structure Groups** to limit results

8. **Excluded End Date**: Leave blank or select a **date**

   ▪ Date is used to **exclude** records that have a Master End Date on or before date specified

   ▪ Leave blank to include all Absence Plan or Structure Groups with Master End Dates

9. **Process Level**: Leave blank or select a **Process Level** to limit results

10. **Employee Group**: Leave blank or select an **Employee Group** to limit results

11. **Employee**: Leave blank or select up to twelve **Employee Identification Numbers** to limit results

12. Click **Transactions**

In order to have the report display the current Available Balance do not enter a Transactions Date Range or Year
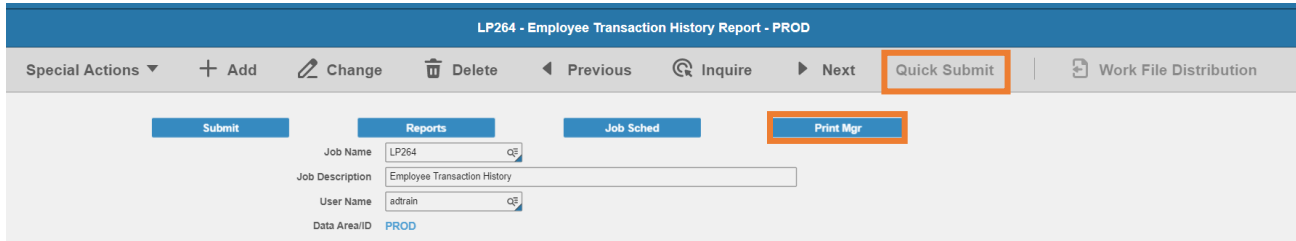
13. **Transaction Dates:** Leave blank or select a **date range** to limit results

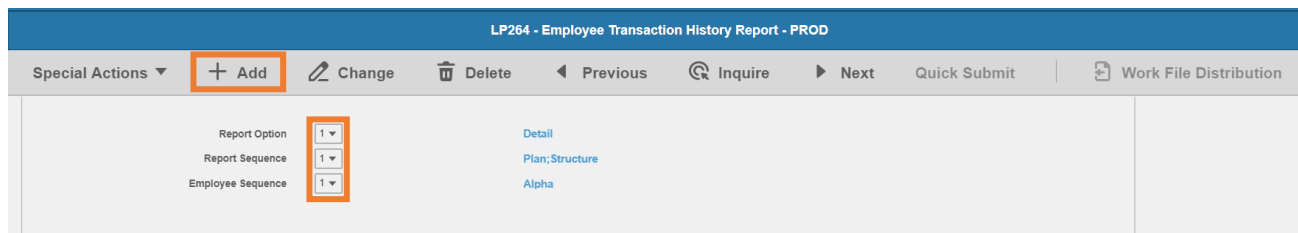14. **Transaction Type:** Leave blank or select a **Transaction Type** to limit results

   ▪ If Transaction Type is selected, must use Report Option 1 in step 18

15. **Balance Option:** Select **1 Hours**

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

17. **Year:** Leave blank or type four-digit **calendar year** to limit results

   ▪ Must type **year** if Report Option 2 is selected in step 18

18. **Report Option:** Select type of transaction information to display, **1 Detail** or **2 Summary**

19. **Report Sequence:** Select **order** in which the information will be sorted

20. **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

21. 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**

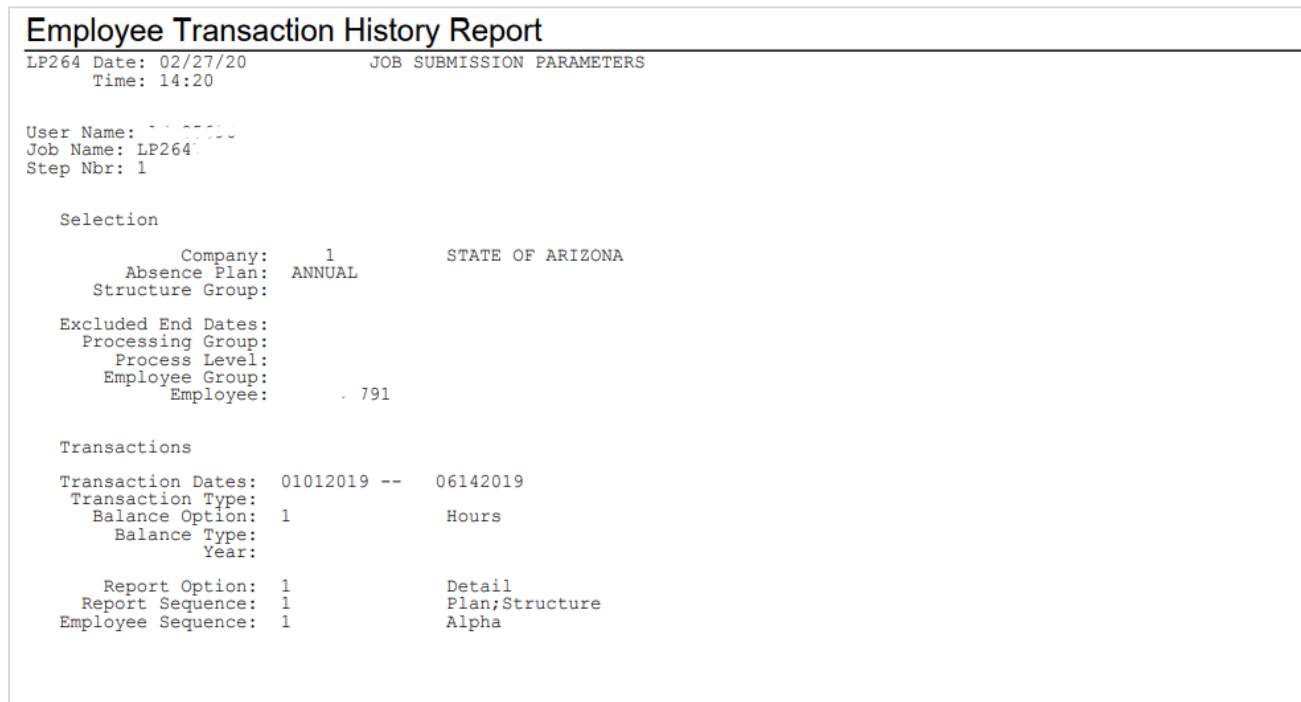2. Click **Print Mgr** to view the report results in your Print Manager

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

Example of Report Results

Parameters Used:

Report Results

Employee Transaction History Report

```
LP264 Date 02/27/20                    Company    1 STATE OF ARIZONA                                        Page    1
      Time 14:20                       Employee Transaction History Report  -  Detail

Plan:           ANNUAL      ANNUAL LEAVE PLAN
Structure Group: LPANUNC1   LP ANN UNCOVERED FT_6.47

                                                        Structure
Employee                                       Plan     Group     Position                                  Reset
      791 TURN      KARI                        ANNUAL   LPANUNC1                                            01/15

                                                                                        Reset      Original
                Tran Date Description       Type Balance Type  Hours Balance  Earnings Balance  Date       Reset-Dt
                01/11/19  Accrual            21  Accrual          6.470000       0.000000   01/15/18   01/15/18
                01/25/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                02/08/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                02/22/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                03/08/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                03/22/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                04/05/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                04/19/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                05/03/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                05/17/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                05/31/19  Accrual            21  Accrual          6.470000       0.000000   01/15/19   01/15/19
                01/11/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/18   01/15/18
                01/25/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                02/08/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                02/22/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                03/08/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                03/22/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                04/05/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                04/19/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                05/03/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                05/17/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                05/31/19  Transfer to Available  31  Accrual      6.470000-      0.000000   01/15/19   01/15/19
                01/11/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/18   01/15/18
                01/25/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                02/08/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                02/22/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                03/08/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                03/22/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                04/05/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                04/19/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                05/03/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                05/17/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                05/31/19  Transfer from Accrual  33  Available    6.470000       0.000000   01/15/19   01/15/19
                01/15/19  Creation of carryover balance  35  Carryover  196.880000   0.000000   01/15/19   01/15/19
                01/04/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/18   01/15/18
                01/11/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/18   01/15/18
                03/01/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19
                03/04/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19
                03/05/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19
                03/06/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19
                04/19/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19
                04/29/19  ANNUAL LEAVE TAKEN  61  Available    8.000000-      0.000000   01/15/19   01/15/19

                Employee Totals          Accrual Balance        0.000000       0.000000
                                         Allotment Balance      0.000000       0.000000
                                         Available Balance      7.170000       0.000000
                                         Carryover Balance    196.880000       0.000000
                                         Reserve Balance        0.000000       0.000000
```

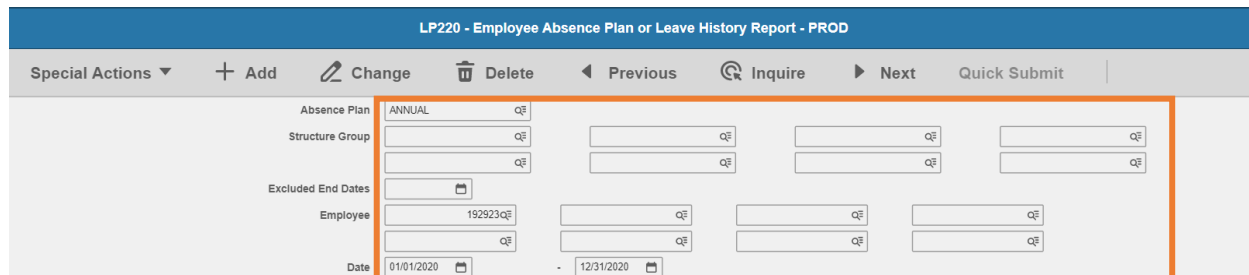# Employee Absence Plan or Leave History Report LP220

Run **Employee Plan History Report (LP220)** to print a list of employees or a listing by Plan/Structure.

The listing shows changes made to fields. In addition, the logged date or the effective date, the field, the previous field value and the new field value, along with the date stamp and user ID. Initial adds are logged with the create date, time, and user ID. Changes are logged with the change date, time and user ID. System generated changes will have a user ID of **hrismstr**.
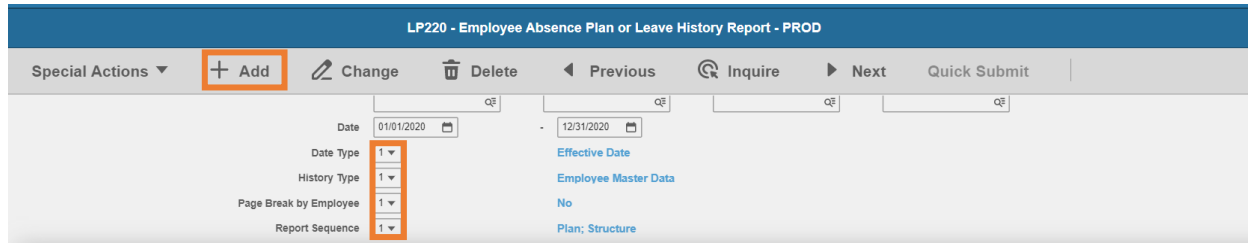
Create Report Parameters

1. Type **LP220** 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. **Absence Plan**: Select an **Absence Plan**

6. **Structure Group**: Leave blank or select up to eight **Structure Groups** to limit results

7. **Excluded End Date**: Leave blank or select a **date**
   - Date is used to exclude records that have a Master End Date on or before date specified
   - Leave blank to include all Absence Plan or Structure Groups with Master End Dates

8. **Employee**: Leave blank or select up to twelve E**mployee Identification Numbers** to limit results

9. **Date Range**: Leave blank or select a **date range** to limit results
   - Both a beginning and end date must be entered to specify a date range

10. **Date Type:** Leave blank or select **1 Effective Date** or **2 Logged Date**

   - Must select an option if a Date range is entered

   - Select **1 Effective Date** to display LP31.1 Master Entry Date

   - Select **2 Logged Date** to display Employee Leave of Absence XT51.1 Request Date

11. **History Type:** Select **1** or **2**

   - Select **1** to display Employee Master Date LP31

   - Select **2** to display Employee Leave of Absence data XT51.1
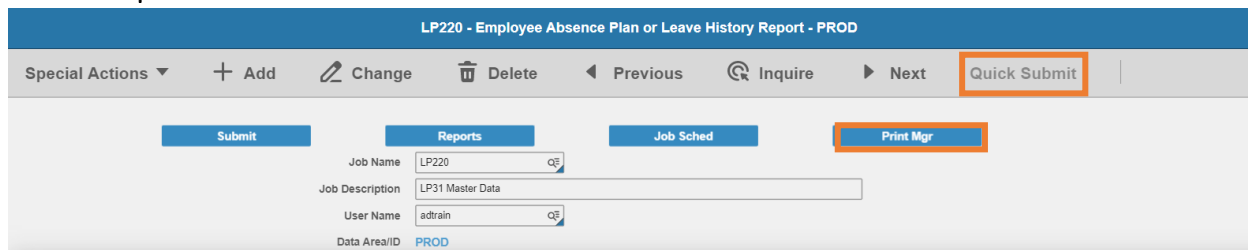
12. **Page Break by Employee:** Select **1 No** or **2 Yes**

   - Select **Y** to insert a page break between each employee

13. **Report Sequence:** Select order in which the information will be sorted

14. 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

Report Parameters

Report Results

Employee Transaction Detail Inquiry LP64.1

Use **Employee Transaction Detail Inquiry (LP64.1)** view detailed transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.

1. Type **LP64.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Absence Plan:** Select an **Absence Plan**

5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee

6. **Balance Type:** Leave blank or select a **Balance Type** to limit results

7. Click **Inquire**

8. Click **Dates** tab to view current **Available Balance** and master plan dates

9. Click **Transactions**

10. **Position To:** Leave blank or select a **date** to jump to transaction dates >= date

  ▪ The form may need to be cleared to get the desired results. With the cursor in the Position To field, hit **Ctrl**-**Shift**-**K** on keyboard to hide (not delete) everything from within and below that field
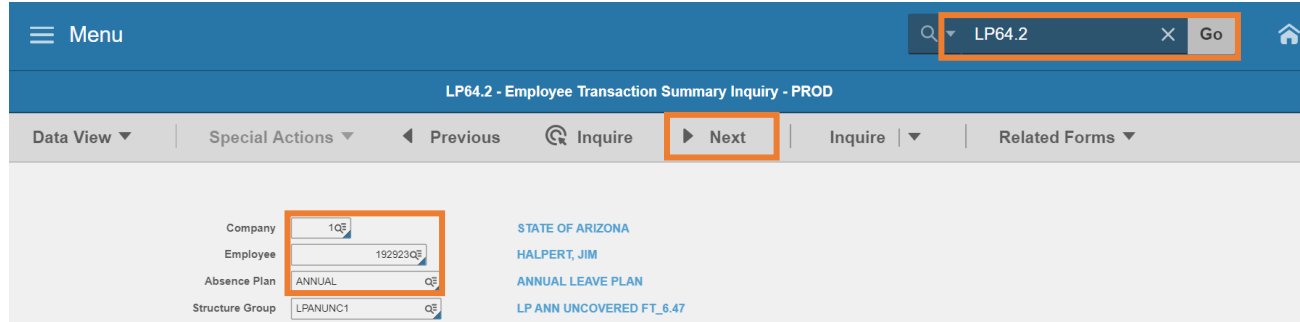
11. Click **Inquire**

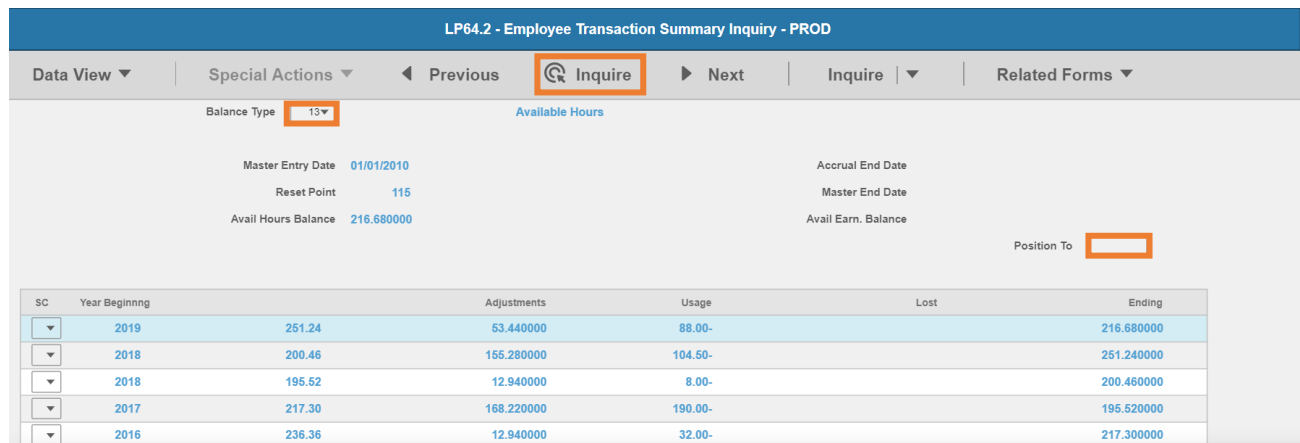The detailed transactional data will appear for the employee

  ▪ **Date**: Date the transaction occurred

  ▪ **Status**: Blank denotes unprocessed and 9 denotes processed

  ▪ **Transaction Type**: Accrual / Allotment / Manual or if the transaction is Usage

  ▪ **Amount**: Hours amount accrued / allotted or taken

  ▪ **Type**: Always equal to 1 which means hours

  ▪ **Cycle or Hours**: Displays the number of cycles (pay periods) employee has earned

Employee Transaction Summary Inquiry LP64.2

Use **Employee Transaction Summary Inquiry (LP64.2)** to view a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not closed, are sub-totaled and displayed by type of transaction.

≡ Menu				🔍 ▾	LP64.2	✕ Go	⌂
	LP64.2 - Employee Transaction Summary Inquiry - PROD						
Data View ▾	Special Actions ▾	◀ Previous	🔎 Inquire	▶ Next	Inquire ▾	Related Forms ▾	

Company	1	STATE OF ARIZONA
Employee	192923	HALPERT, JIM
Absence Plan	ANNUAL	ANNUAL LEAVE PLAN
Structure Group	LPANUNC1	LP ANN UNCOVERED FT_6.47

1. Type **LP64.2** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Absence Plan:** Select an **Absence Plan**

5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee
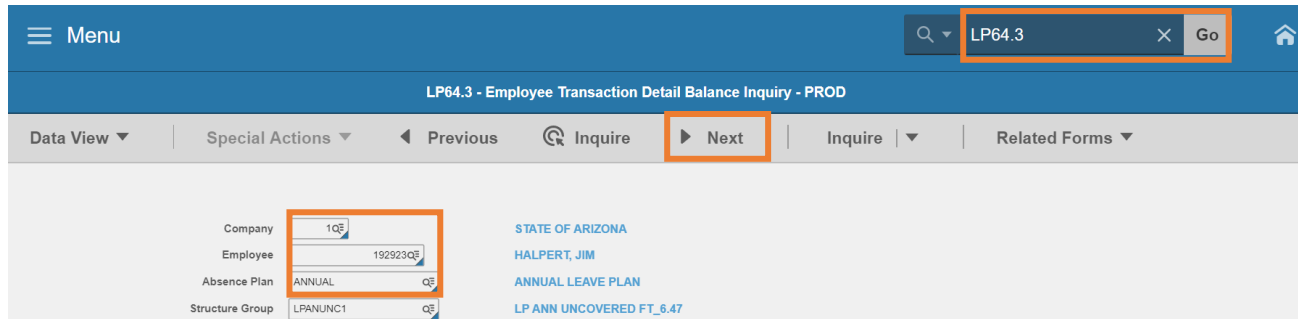
	LP64.2 - Employee Transaction Summary Inquiry - PROD					
Data View ▾	Special Actions ▾	◀ Previous	🔎 Inquire	▶ Next	Inquire ▾	Related Forms ▾

Balance Type	13 ▾	Available Hours		
Master Entry Date	01/01/2010		Accrual End Date	
Reset Point	115		Master End Date	
Avail Hours Balance	216.680000		Avail Earn. Balance	
			Position To	

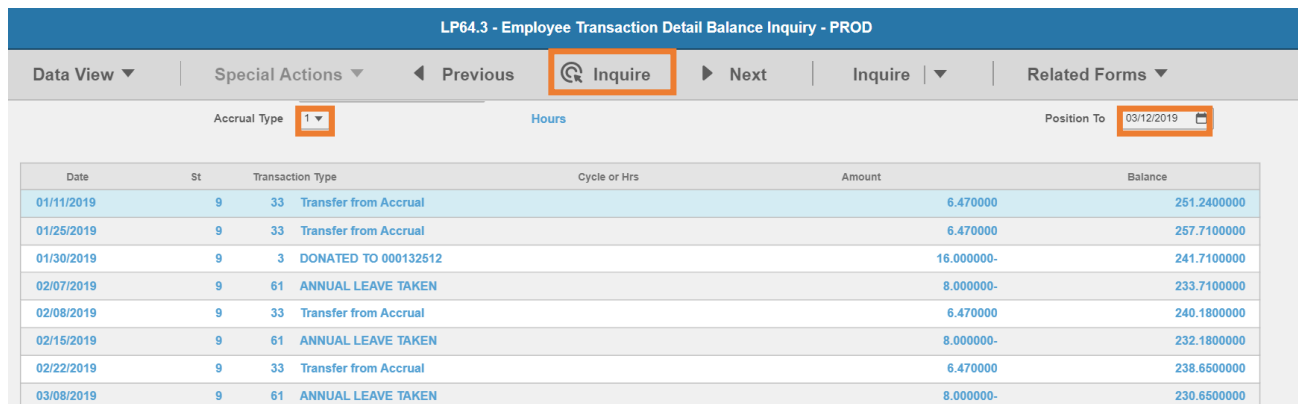| SC	Year Beginnng		Adjustments	Usage	Lost	Ending
▾	2019	251.24	53.440000	88.00-		216.680000
▾	2018	200.46	155.280000	104.50-		251.240000
▾	2018	195.52	12.940000	8.00-		200.460000
▾	2017	217.30	168.220000	190.00-		195.520000
▾	2016	236.36	12.940000	32.00-		217.300000

6. **Balance Type:** Leave blank or select a **Balance Type** to limit results

7. **Position To**: Leave blank to display all years beginning with the most recent or type a four-digit **calendar year** to begin with specified year

8. Click **Inquire** to display summary data for the employee:

   ▪ **Year Beginning**: Calendar year and beginning balance

   ▪ **Adjustments**: Accruals and manual entries

   ▪ **Usage**: Hours used in the calendar year

   ▪ **Lost**: Hours lost in the calendar year end excess leave roll

   ▪ **Ending**: Ending balance for the calendar year

Employee Transaction Detail Balance Inquiry LP64.3

Use **Employee Transaction Detail Balance Inquiry (LP64.3)** to view transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.

1. Type **LP64.3** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Absence Plan:** Select an **Absence Plan**

5. **Structure Group:** Select a **Structure Group** or click **Next** to scroll through Structure Groups for employee

6. **Accrual Type:** Leave blank to default to **Hours**

7. **Position To**: Leave blank to display oldest transactions first or select the **date** to display transactions >= date specified

8. Click **Inquire**

9. **Accruals, Usage, Manual Adjustments** and **ending Balance** after each transaction display

10. Use keyboard **Page Down** to view additional dates
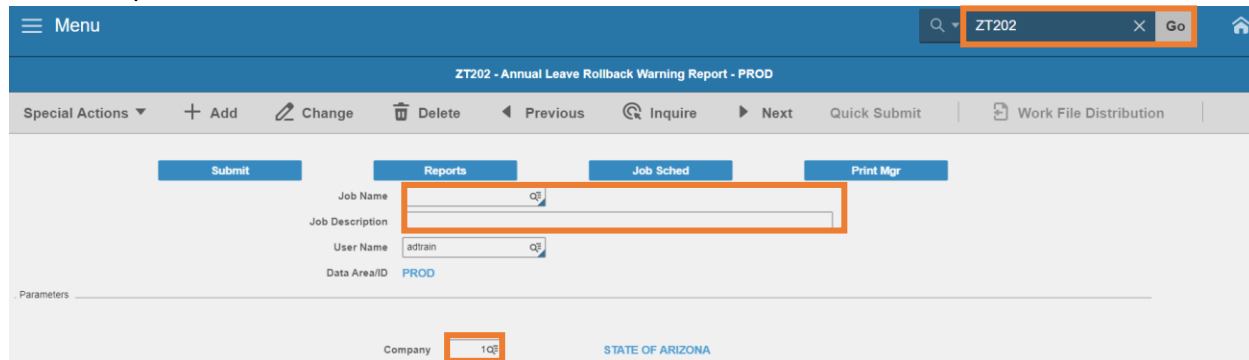
Annual Leave Rollback Warning ZT202

The State of Arizona requires that covered employees' annual leave balances not exceed 240 hours and non-covered employees' annual leave balances not exceed 320 hours at the end of each calendar year. This requirement is for all State Personnel System agencies and selected Non State Personnel System agencies that choose to participate in the Annual Leave Rollback process. See personnel rule R2-5A-B602-D for more information, as this process is governed.
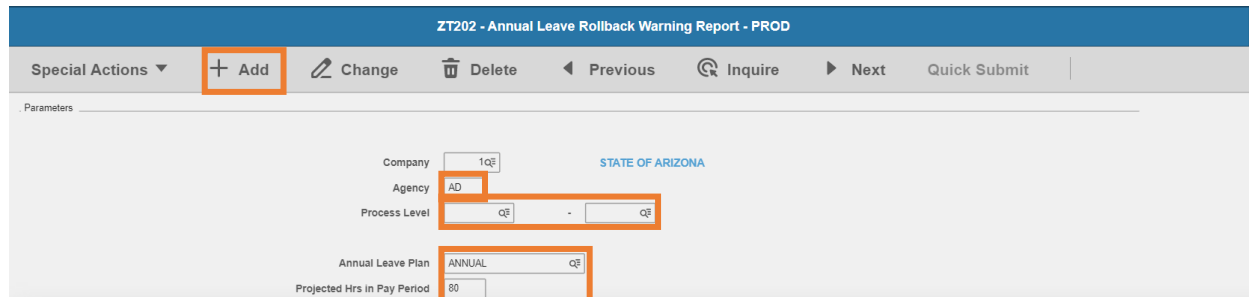
The **Annual Leave Rollback Warning (ZT202)** report identifies the employees who will have excess annual leave at the end of the calendar year. The report is ran on demand. The accrual for the final payroll (as of the last pay period that begins in a calendar year) is added after the limit is applied.

NOTE: This report calculates a projection though the end of the last payroll paid in the current year. To get the final totals, run report no later than the last day of the year.

Create Report Parameters

1. Type **ZT202** 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. **Agency**: Leave blank or type the two-digit **Agency Code**

6. **Process Level**: Leave blank or select the **Process Level range** to limit results. For a single Process Level, populate the Process Level in both boxes in the Process Level row

7. **Annual Leave Plan**: Select **ANNUAL**

8. **Projected Hrs in Pay Period**: Type **80** to account for 80 hours per projected pay period.

9. 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