



HRIS – Human Resources Information Solution
RESOURCE GUIDE:
AGENCY ETE COORDINATOR



AGENCY ETE COORDINATOR

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Introduction

The Agency ETE Coordinator is an inquiry role with the ability to run various reports related to the ETE (Employee Time Entry) module. Agency ETE Coordinators cannot adjust an employee's time card. The employee's supervisor/manager or ETE proxy can adjust time cards prior to the Friday deadline. After the time cards have interfaced to HRIS, the Agency Payroll Specialist can make adjustments.

ETE Missing Time Record Report ZS210

Use the **ETE (Employee Time Entry) Missing Timecard Report (ZS210)** to obtain data regarding an employee, or group of employee's timecards. Report parameters include options to run the report by:

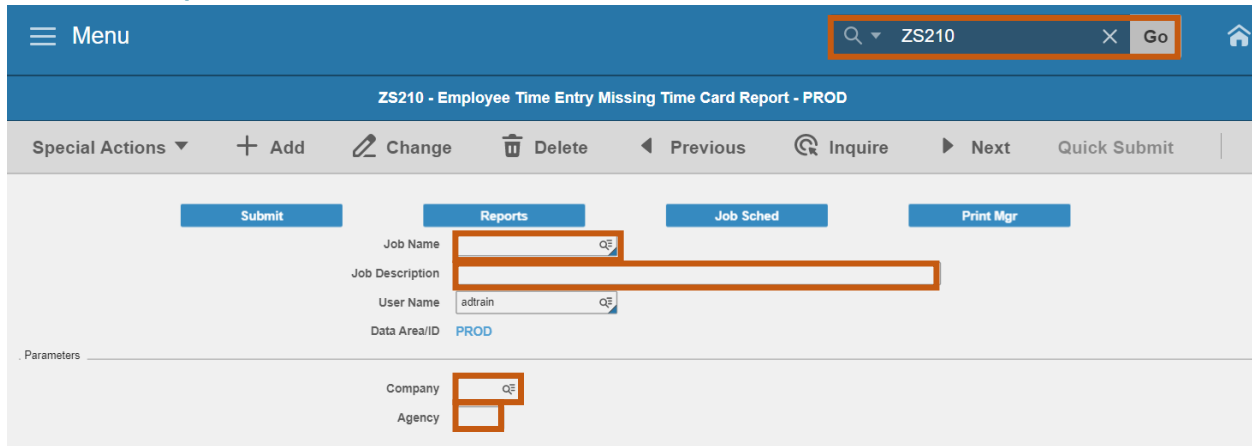
- Pay Period Start Date
- Agency
- Process Level
- Department
- User Level
- Employee Sequence

This report captures **unapproved** time records through ETE, prior to payroll processing. It will show those employees that have ETE timecards in the following timecard statuses: **missing, entered, submitted and rejected**. This report does not show approved ETE timecards. Run the report by agency, process level, department, or user level. View the report in PDF or CSV format

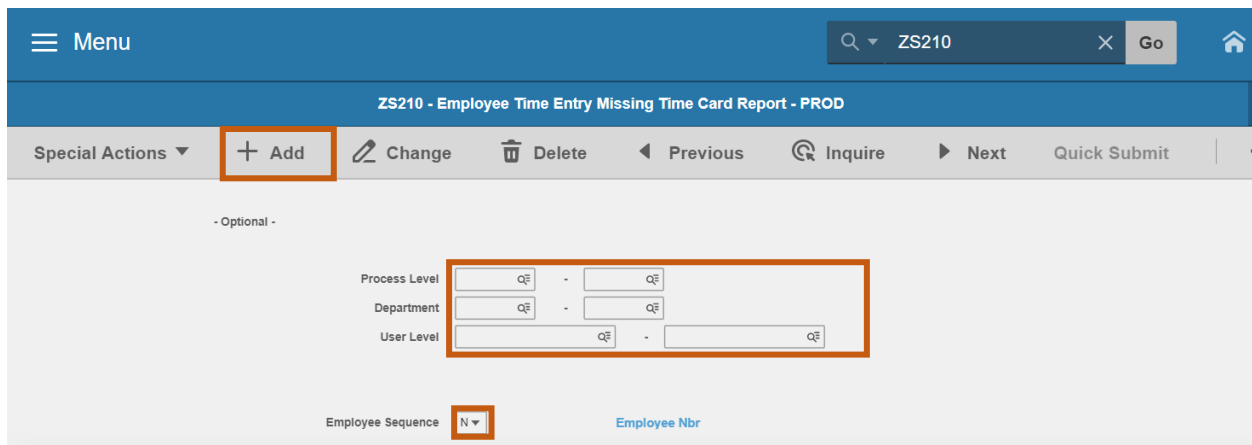
The ETE Missing Timecard Report includes the following information:

- Employee Identification Number (EIN) and name
- Employee's status and status description
- Status of employee's timecard
- Employee's supervisor
- Termination Date (if any)
- Totals by Department, Process Level, and the Grand Total

Create Report Parameters



1. Type **ZS210** 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:** Type the two-digit **Agency Code**



6. To limit report results, populate **one** of the following optional field ranges:
 - **Process Level:** Type or select the **Process Level** range. For a single Process Level, populate the Process Level in both boxes in the Process Level row
 - **Department:** Type or select the **Department** range. For a single Department, populate the Department in both boxes in the Department row
 - **User Level:** Type or select the **User Level** range. For a single User Level, populate the User Level in both boxes in the User Level row
7. **Employee Sequence:** Type or select **A** or **N**
 - Select **A** to sort report results by Employee Name

- Select **N** to sort report results by Employee Identification Number (EIN)

8. 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

Report exported to Excel Spreadsheet

PRT-PRIS-NAME	PERIOD-START-DATE	PERIOD-END-DATE	EMP-PF-PL-PRS-NAME	Depart	DPT-NAME	EMPLOYEMP-NAME	EMF-ST-DESC	TIME-CARD-ST	SUPERVISOR
1 STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	11111 HAPPY,JOY	A1 PERMANENT FT	NOT SUBMITTED	WONKA,WILLY
1 STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	123456 BROWN, CHARLIE	C1 UNCOVERED FT	NOT SUBMITTED	HAPPY,JOY
1 STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	22222 POTTER, HARRY	C1 UNCOVERED FT	NOT SUBMITTED	BROWN, CHARLIE
1 STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	123456 ROMO,TONY	C1 UNCOVERED FT	NOT SUBMITTED	POTTER, HARRY
1 STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	11111 WONKA,WILLY	C1 UNCOVERED FT	NOT SUBMITTED	ROMO,TONY

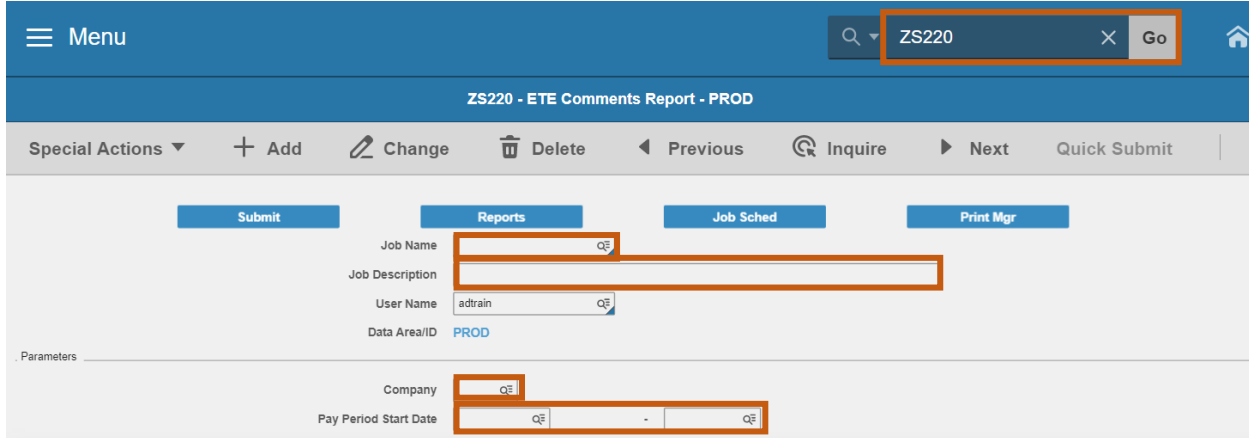
Report viewed in a PDF format

Employee Time Entry Missing Time Card Report			
ZS210	Date 01/15/20	Company 1	STATE OF ARIZONA
	Time 19:06	ETE Missing Time Card Report	
		Period Date 01/11/20 - 01/24/20	
Process Level	ADFSS	AD-FINANCIAL SERVICES DIV SPO	Department FS040 STRATEGIC CONTRACTS
Employee Name	Employee Status	Time Card Status	Supervisor
123444 ROSS GELLER	C1 UNCOVERED W/BN	NOT STARTED	PHOEBE BUFFAY
34232 CHANDLER BING	C1 UNCOVERED W/BN	NOT STARTED	MONICA GELLAR
456667 RACHEL GREEN	C1 UNCOVERED W/BN	NOT STARTED	MONICA GELLAR

ETE Comment Report ZS220

Use the **ETE Comments Report ZS220** to view ETE comments made by employees, managers and proxies. View the report in PDF or CSV format.

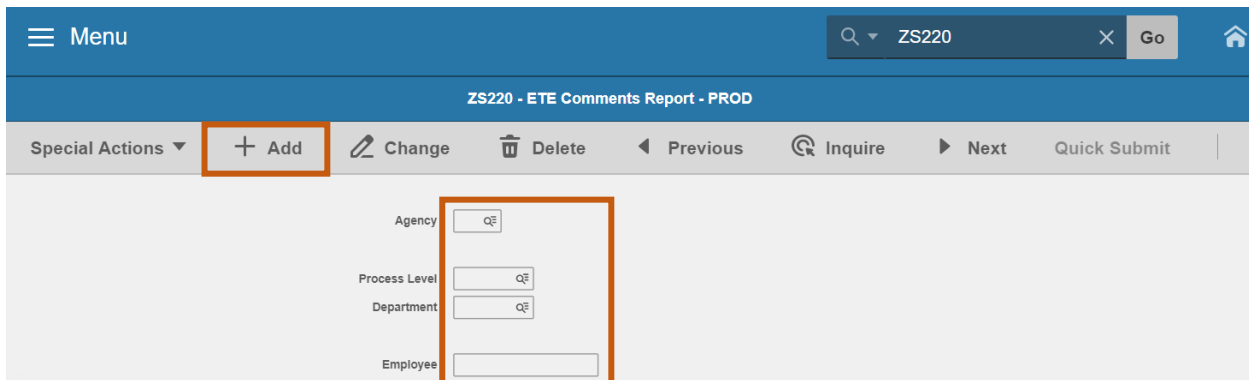
Create Report Parameters



The screenshot shows the 'ZS220 - ETE Comments Report - PROD' form. The search bar at the top right contains 'ZS220'. Below the search bar, there are navigation buttons: Special Actions, Add, Change, Delete, Previous, Inquire, Next, and Quick Submit. The 'Reports' section is highlighted with a blue bar and contains the following fields:

- Job Name: [Empty field]
- Job Description: [Empty field]
- User Name: adrain
- Data Area/ID: PROD
- Company: [Empty field]
- Pay Period Start Date: [Empty field]

1. Type **ZS220** 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. **Pay Period Start Date:** Type or select the **Pay Period Start Date** range
 - To run for one Pay Period, use the same date in both fields



The screenshot shows the 'ZS220 - ETE Comments Report - PROD' form. The search bar at the top right contains 'ZS220'. Below the search bar, there are navigation buttons: Special Actions, Add, Change, Delete, Previous, Inquire, Next, and Quick Submit. The 'Add' button is highlighted with a blue bar. The 'Add' section is highlighted with a blue bar and contains the following fields:

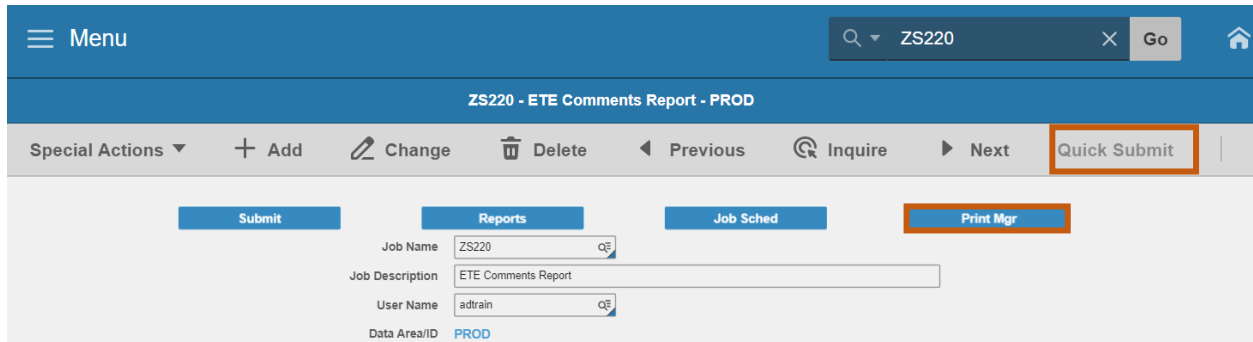
- Agency: [Empty field]
- Process Level: [Empty field]
- Department: [Empty field]
- Employee: [Empty field]

6. Select **one** report option:
 - **Agency:** Type or select the two-digit **Agency Code**; or
 - **Process Level:** Type or select the **Process Level**; or
 - **Department:** First type or select a **Process Level**, then type or select the **Department**; or

- **Employee:** Type or select the **Employee Identification Number**

7. 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

ETE Comments Report					
ZS220 Date 03/16/11 Time 10:27		ETE Comment Report Period Date 03/05/11 - 03/18/11 AG/PL/Depart selected: HR720			Page 1
Employee	Name	Dept	Date	User-ID	Comment
345678	GREEN, RACHEL	HR720	03/07/2011	345678	Project A - 8 Hours
			03/08/2011	345678	Project A - 8 Hours
			03/09/2011	345678	Project A - 2 Hours
234567	GELLER, ROSS	HR720	03/09/2011	345678	Project B - 2 Hours
			03/09/2011	345678	Project C - 4 Hours
			03/07/2011	234567	Project A - 2 Hours
			03/07/2011	234567	Project B - 6 Hours
			03/08/2011	234567	Project A - 4 Hours
			03/08/2011	234567	Project B - 4 Hours
			03/09/2011	234567	Project A - 8 Hours

Example of PDF

ETE Labor Detail Report ZS204

Use the **ETE Labor Detail Report ZS204** to view detail of ETE time cards. Detail provided includes dates, pay code, hours, shift, and account template usage for each employee. View the report in PDF or CSV format.

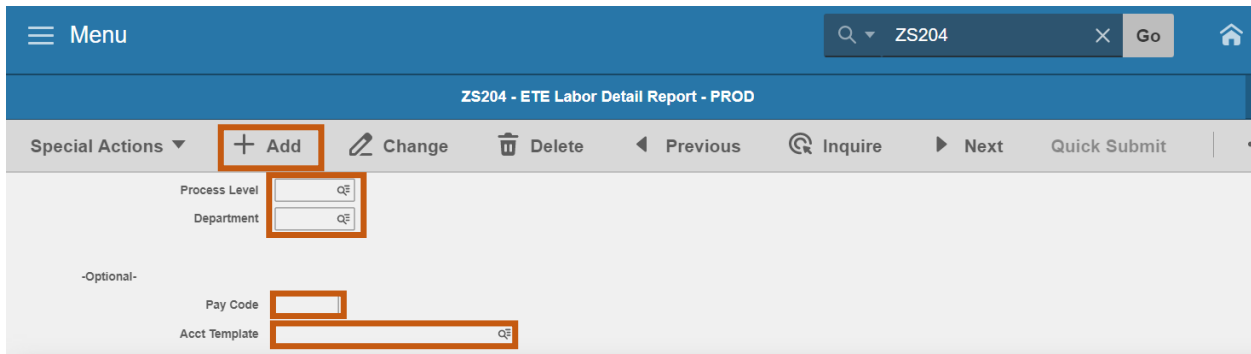
- Run the **ZS204** for the current pay period to view detail of all entered ETE time cards regardless of status
- Run the **ZS204** for prior pay periods to view detail for Approved time cards

Create Report Parameters

The screenshot shows the 'ZS204 - ETE Labor Detail Report - PROD' form. At the top, there is a search bar with 'ZS204' entered and a 'Go' button. Below the search bar, there are several tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is active. The form fields are as follows:

- Job Name:** A text field with a dropdown arrow, containing a unique name.
- Job Description:** A large text area for a detailed description.
- User Name:** A text field containing 'adtrain'.
- Data Area/ID:** A dropdown menu set to 'PROD'.
- Company:** A dropdown menu set to '1'.
- Date:** A date range field with 'Pay Start' and 'Pay End' labels.
- Agency:** A dropdown menu set to '00'.

1. Type **ZS204** 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. **Date:** Type or select the **Pay Start** pay period date and **Pay End** pay period date range
6. **Agency:** Type or select the two-digit **Agency Code**



The screenshot shows the top navigation bar with a search box containing 'ZS204' and a 'Go' button. Below the navigation bar is a blue header with the text 'ZS204 - ETE Labor Detail Report - PROD'. Underneath is a toolbar with 'Special Actions' and buttons for '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form area contains several input fields: 'Process Level' and 'Department' (both with dropdown arrows), '-Optional-' (text), 'Pay Code' (text), and 'Acct Template' (with a dropdown arrow). The '+ Add' button and the four input fields are highlighted with orange boxes.

7. To run by Agency, skip this step. To limit results, select **one** option:

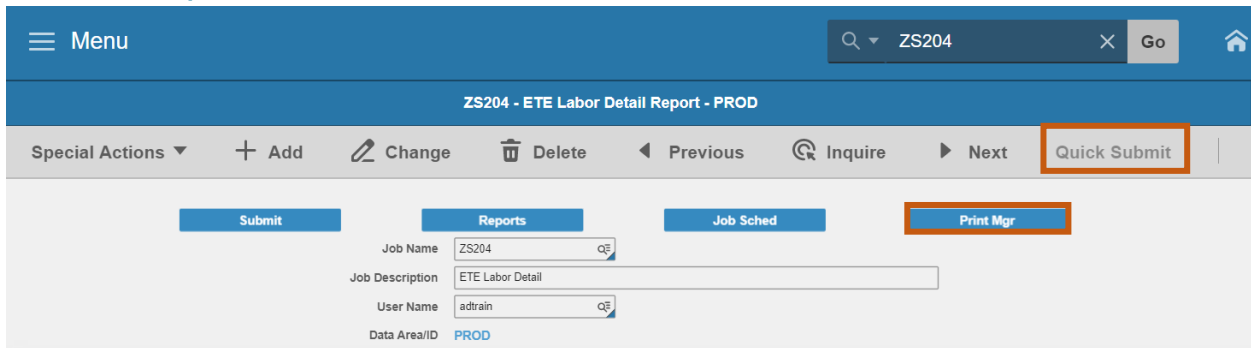
- **Process Level:** Type or select the **Process Level**; or
- **Department:** First type or select a **Process Level**, then type or select the **Department**; or

8. **Pay Code:** Leave blank or type a **Pay Code** to limit results

9. **Acct Template:** Leave blank or select an **Account Template** to limit results

10. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



The screenshot shows the same HRIS interface as above, but with the 'Quick Submit' button in the toolbar highlighted with an orange box. Below the toolbar are four buttons: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Print Mgr' button is highlighted with an orange box. Below these buttons is a form with the following fields: 'Job Name' (ZS204), 'Job Description' (ETE Labor Detail), 'User Name' (adtrain), and 'Data Area/ID' (PROD). The 'Job Name' and 'User Name' fields have dropdown arrows.

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

ETE Labor Detail Report										
ZS204 Date 07/07/19		ETE Labor Detail Report								
Time 21:00		06/15/19 - 06/28/19								
Agency		PL	Dept	Pay Code	AcctTemplate					
HC										
Employee: 123456		CHARLES NORRIS								
Date	Hours	Pay Code	Acct Template	Function	Acct	AY	Activity	Acct Catg	Shift	
06/17/19	1.00	100							1	
06/17/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/17/19	5.00	100	1HEA	HC1HEA	6011	2020			1	
06/18/19	2.00	100							1	
06/18/19	2.00	100	1HEA	HC1HEA	6011	2020			1	
06/18/19	4.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/19/19	.50	102							1	
06/19/19	1.00	100							1	
06/19/19	1.00	100	1HEA	HC1HEA	6011	2020			1	
06/19/19	6.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/20/19	2.00	100							1	
06/20/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/20/19	3.00	100	1HEA	HC1HEA	6011	2020			1	
06/21/19	1.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/21/19	7.00	100	1HEA	HC1HEA	6011	2020			1	
06/24/19	2.00	100							1	
06/24/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/24/19	4.00	100	1HEA	HC1HEA	6011	2020			1	
06/25/19	1.00	100							1	
06/25/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/25/19	4.00	100	1HEA	HC1HEA	6011	2020			1	
06/26/19	1.00	102							1	
06/26/19	4.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/26/19	4.00	100	1HEA	HC1HEA	6011	2020			1	
06/27/19	1.00	100							1	
06/27/19	1.00	102							1	
06/27/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/27/19	4.00	100	1HEA	HC1HEA	6011	2020			1	
06/28/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1	
06/28/19	2.00	100	1HEA	HC1HEA	6011	2020			1	
06/28/19	4.00	100							1	
Employee: 345678		RACHEL GREEN								
Date	Hours	Pay Code	Acct Template	Function	Acct	AY	Activity	Acct Catg	Shift	
06/17/19	8.00	100							1	
06/18/19	8.00	100							1	
06/19/19	8.00	100							1	
06/20/19	8.00	100							1	
06/21/19	8.00	100							1	
06/24/19	3.00	100							1	
06/24/19	5.00	110							1	
06/25/19	3.00	100							1	
06/25/19	5.00	110							1	
06/26/19	8.00	110							1	
06/27/19	8.00	100							1	

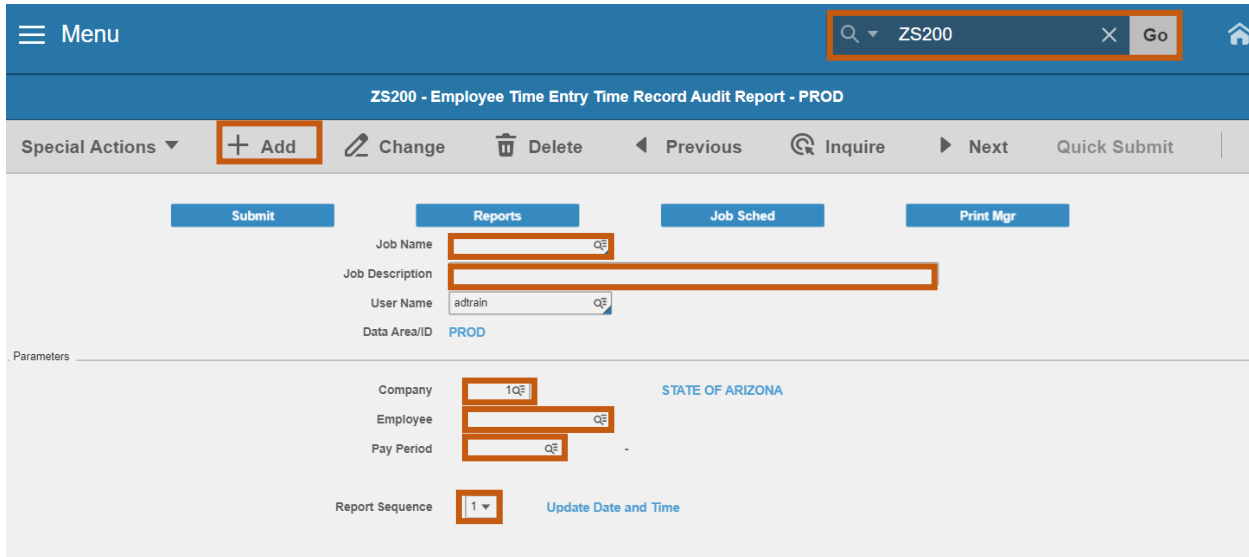
Example of PDF

ETE Audit Report ZS200

Use the **ETE Audit Report ZS200** to capture an employee's time records for a pay period including date and time of update, time record dates and hours entered, update status, and the individual(s) who processed the update.

ETE Audit history is archived 5 years from the date processed in HRIS and will not appear on the ZS200. Use the **ETE Archived Time Record Audit Report** in the HRIS Data Warehouse to access the archived time records.

Create Report Parameters



The screenshot shows the 'ZS200 - Employee Time Entry Time Record Audit Report - PROD' interface. At the top, there is a search bar with 'ZS200' and a 'Go' button. Below the search bar is a navigation bar with 'Special Actions' and buttons for '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form area is divided into two sections: 'Reports' and 'Parameters'. The 'Reports' section includes fields for 'Job Name', 'Job Description', 'User Name' (with the value 'adtrain'), and 'Data Area/ID' (with the value 'PROD'). The 'Parameters' section includes fields for 'Company' (with the value '1'), 'Employee', 'Pay Period', and 'Report Sequence' (with the value '1'). There is also a link for 'Update Date and Time'.

1. Type **ZS200** 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. **Employee:** Type or select the **Employee Identification Number**
6. **Pay Period:** Select the **Pay Period Start Date**, the Pay Period End date will populate.
7. **Report Sequence:** Select **1** or **2**
 - Select **1 Update Date and Time** to sort results by user action dates
 - Select **2 Time Record Date** to sort results by Time Record Date
8. 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 Report Results

Parameters: Report Sequence 1 Update Date and Time

Employee Time Entry Time Record Audit Report											
ZS200 Date 01/04/19 Time 09:56		Company 1 - STATE OF ARIZONA Employee Time Entry Time Record Audit Report For Pay Period 12/15/18 Through 12/28/18							Page 1		
Process Level LL100 LL-ADMINISTRATION Department 11000 ADMINISTRATION User Level LL00011											
Employee <input type="text"/>											
Time Rec Date	Pay Code	Hours	Attn Code	Shift	Account Template	Status	Updated By (Name)	Updated By (EIN)	Update Date	Update Time	
12/17/18	100	4.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:00	
12/18/18	100	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:01	
12/19/18	100	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:02	
12/17/18	300	4.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:03	
12/20/18	300	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:04	
12/21/18	300	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:03:58:05	
12/25/18	320	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:04:37:00	
12/24/18	300	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:04:37:01	
12/26/18	100	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:04:37:02	
12/27/18	100	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:04:37:03	
12/28/18	100	8.00		1		entered	GREEN, RACHEL	110478	12/18/18	08:04:37:04	
12/17/18	100	4.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:00	
12/17/18	300	4.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:01	
12/18/18	100	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:02	
12/19/18	100	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:03	
12/20/18	300	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:04	
12/21/18	300	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:05	
12/24/18	300	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:06	
12/25/18	320	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:07	
12/26/18	100	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:08	
12/27/18	100	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:09	
12/28/18	100	8.00		1		submitted	GREEN, RACHEL	110478	12/18/18	08:05:40:10	
12/17/18	100	4.00		1		approved	TRIBBIANI, JOEY	174800	12/26/18	17:33:16:00	
12/17/18	300	4.00		1		approved	TRIBBIANI, JOEY	174800	12/26/18	17:33:16:01	
12/18/18	100	8.00		1		approved	TRIBBIANI, JOEY	174800	12/26/18	17:33:16:02	
12/19/18	100	8.00		1		approved	TRIBBIANI, JOEY	174800	12/26/18	17:33:16:03	
12/20/18	300	8.00		1		approved	TRIBBIANI, JOEY	174800	12/26/18	17:33:16:04	

Example of PDF

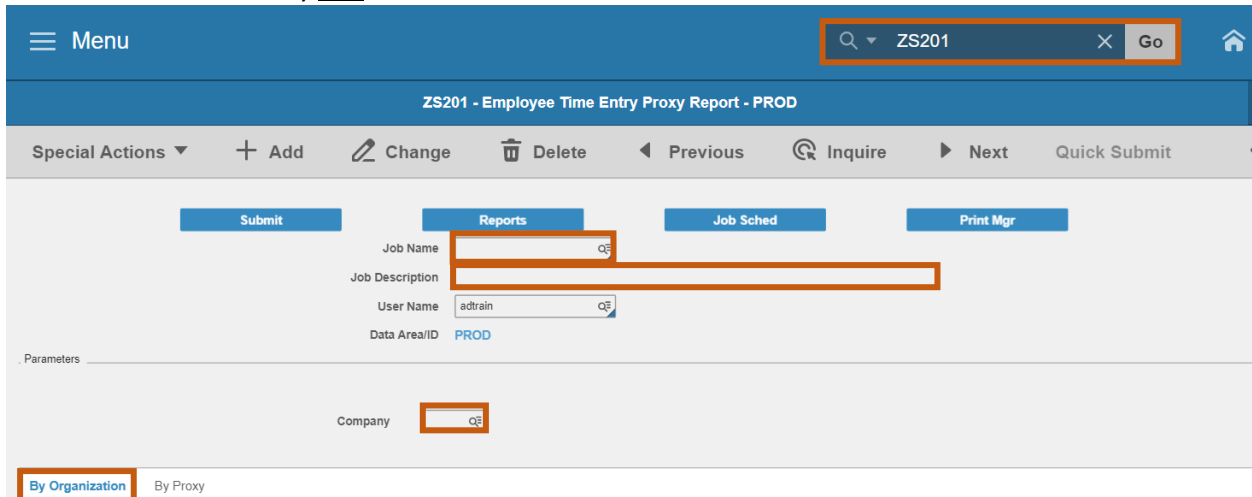
ETE Proxy Report ZS201 (by Organization)

Use the **Employee Time Entry Proxy Report (ZS201)** to list proxy information. Run by Agency to view:

- **Proxy Level Listing** - Lists the proxies that have access to the agency, process level, department, or user level(s) entered on the form. This is the default report.
- **Missing Proxies/Participants Without Proxies Listing** - Lists the Employee Time Entry participants in the process level, department, or user level(s) entered on the form that have NOT been assigned a proxy.

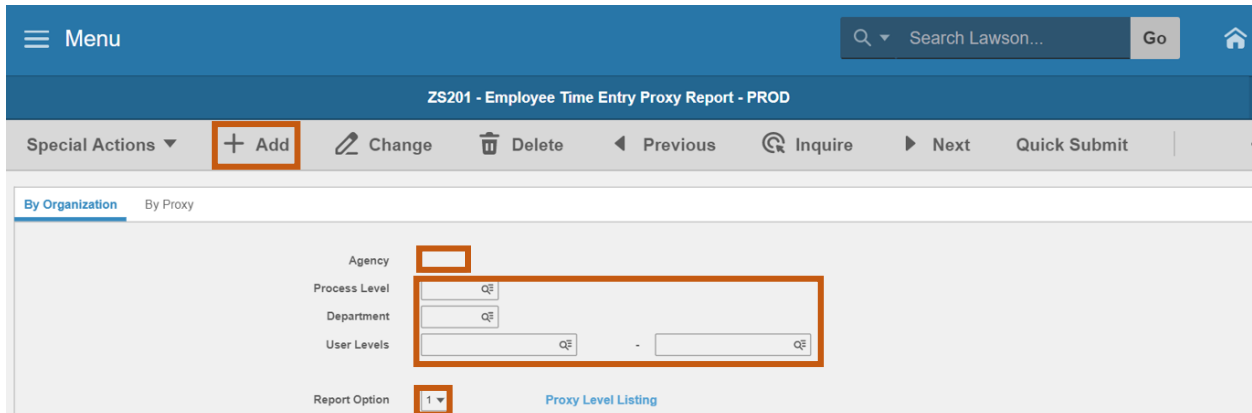
Create Report Parameters

Parameters to create a new ZS201 to view all proxies assigned to Agency or Process Level or Department or User Level. Select only one of these levels.



The screenshot shows the 'ZS201 - Employee Time Entry Proxy Report - PROD' interface. At the top right, a search bar contains 'ZS201' and a 'Go' button. Below this, a toolbar includes 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form has four tabs: 'Submit', 'Reports' (selected), 'Job Sched', and 'Print Mgr'. Under the 'Reports' tab, there are fields for 'Job Name', 'Job Description', 'User Name' (with 'adtrain' entered), and 'Data Area/ID' (with 'PROD' selected). Below these is a 'Parameters' section with a 'Company' field. At the bottom, there are two radio buttons: 'By Organization' (selected) and 'By Proxy'.

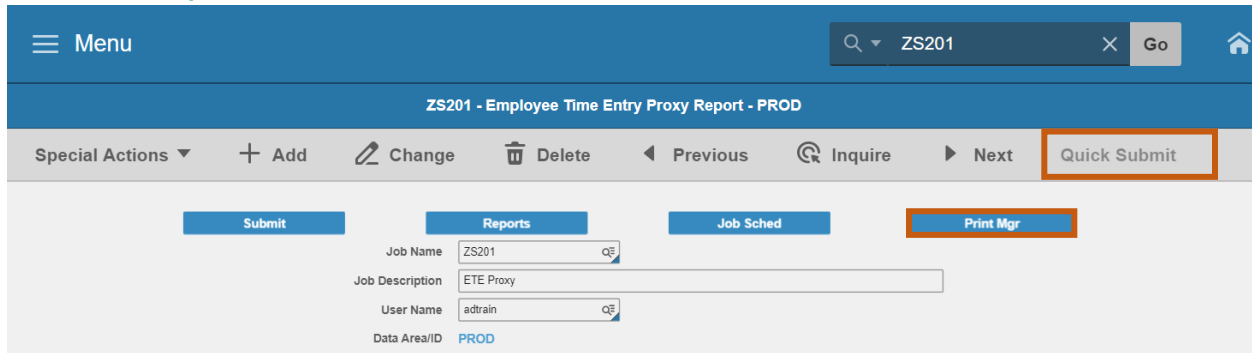
1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. Click **By Organization** tab



Select only **one** of these levels 6-9:

6. **Agency:** Type the two-digit **Agency Code** to view all Proxies in the agency
 - Process Level, Department, User Levels remain blank
7. **Process Level:** Type or select a **Process Level** to only view Proxies in the selected Process Level
 - Agency, Department, User Levels remain blank
8. **Department:** Must select a **Process Level** first. Then, type or select a **Department**.
 - Agency and User Fields remain blank
9. **User Levels:** Type or select **User Level** range T
 - To run for one User Level, enter the same value in both boxes
10. **Report Option:** Type or select **1** or **2**
 - Select **1 Proxy Level Listing** to display active proxies assigned to level defined in parameters
 - Select **2 Missing Proxy Listing** to display employees in defined parameters that do not have any proxies assigned
11. 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

Employee Time Entry Proxy Report				
ZS201 Date 07/09/19 Time 13:04		Company 1 - STATE OF ARIZONA Employee Time Entry Proxy Report Proxy Level Listing		
Process Level ADAZG - AD-ARIZONA GOVERNMENT UNIVER		Department GU100 - AZGU		
Name	Employee	Supervisor Code	Status	Allow Approval
GREEN, RACHEL	345678		C1 - UNCOVERED W/BN	YES
TRIBBIANI, JOEY	234567		C1 - UNCOVERED W/BN	YES
GELLER, ROSS	578910		C1 - UNCOVERED W/BN	YES
BUFFAY, PHOEBE	135456		C1 - UNCOVERED W/BN	YES
BING, CHANDLER	456489		C1 - UNCOVERED W/BN	YES
		ADDIR80009	C1 - UNCOVERED W/BN	YES
Process Level ADBSD - AD-BENEFITS SERVICES DIVISION		Department BSD00 - BSD DIRECTOR'S OFFICE		
Name	Employee	Supervisor Code	Status	Allow Approval
BENES, ELAINE	456781		C1 - UNCOVERED W/BN	YES
COSTANZA, GEORGE	345670	ADBSD70010	C1 - UNCOVERED W/BN	YES
SEINFELD, JERRY	789100		C1 - UNCOVERED W/BN	YES
ROSS, SUSAN	235456	ADBSD90030	C1 - UNCOVERED W/BN	YES
KRAMER, COSMO	566489		C1 - UNCOVERED W/BN	YES
CHILES, JACKIE	451225		C1 - UNCOVERED W/BN	YES
LEO, UNCLE	711247		C1 - UNCOVERED W/BN	YES
NEWMAN, NORMAN	1227445		C1 - UNCOVERED W/BN	YES
PETERMAN, JACOPO	100111	ADBSD30010	C1 - UNCOVERED W/BN	YES
		ADDIR80009	C1 - UNCOVERED W/BN	YES
Process Level ADBSD - AD-BENEFITS SERVICES DIVISION		Department BSD01 - BSD OPERATIONS		

Example of PDF

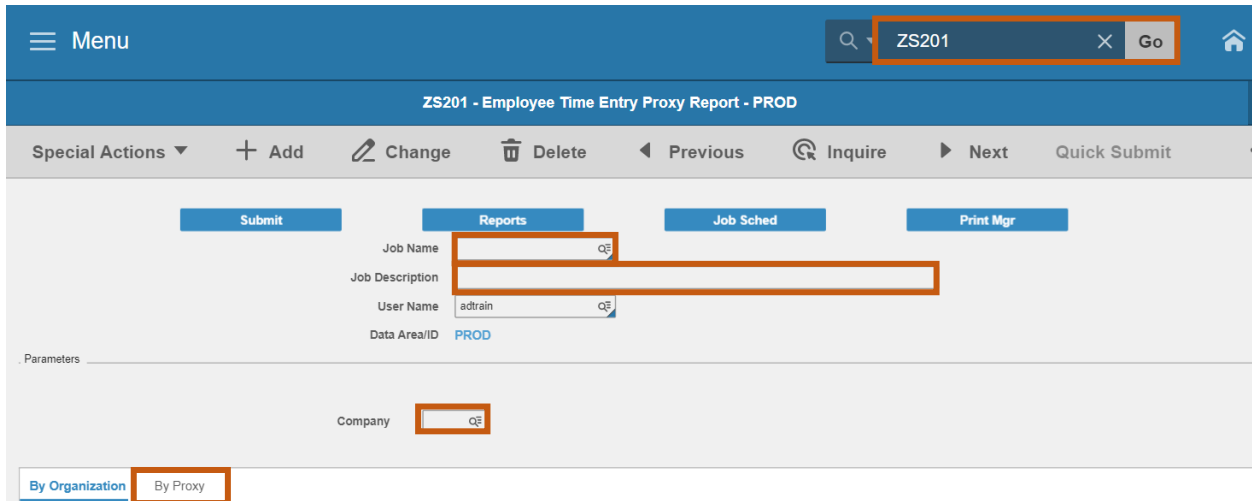
Define different sets of parameters for the ZS201 by creating different Job Names. For example, **Inquire** on an existing Job Name, change the parameters values, type in a new Job Name and use the **ADD** button. To save job results in the Print Manager, each job defined must have a unique Job Name.

ETE Proxy Report ZS201 (by Proxy)

Use the **Employee Time Entry Proxy Report (ZS201)** to list proxy information. Use these instructions to view the **access (i.e., process levels, departments, user levels) of the proxy** entered on the form.

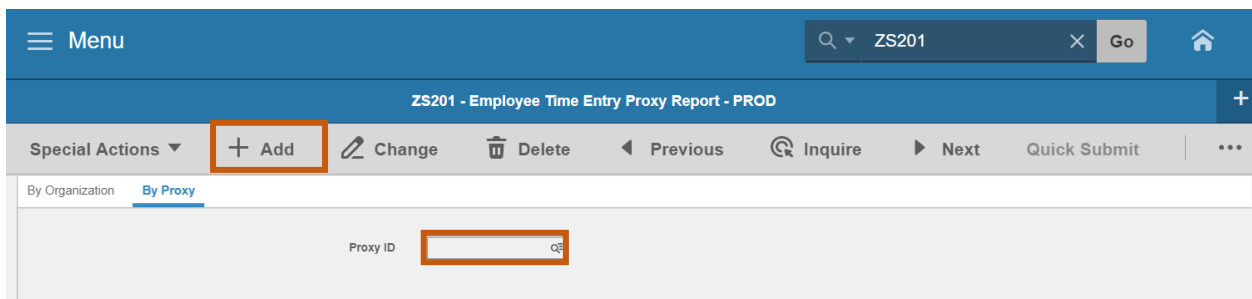
Create Report Parameters

Parameters to create a new ZS201 to view access of a specific Proxy. To run the report by Proxy, the agency, process level, department, and user level fields in the **By Organization** tab must be blank.



The screenshot shows the 'ZS201 - Employee Time Entry Proxy Report - PROD' interface. At the top, there is a search bar with 'ZS201' and a 'Go' button. Below the search bar is a navigation bar with buttons for 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form area has four tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is active. Under 'Reports', there are fields for 'Job Name', 'Job Description', 'User Name' (with 'adtrain' entered), and 'Data Area/ID' (with 'PROD' entered). Below these is a 'Parameters' section with a 'Company' field. At the bottom, there are two sub-tabs: 'By Organization' and 'By Proxy', with 'By Proxy' selected.

1. Type **ZS201** 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. Click **By Proxy** tab



This screenshot shows the same interface as the previous one, but with the '+ Add' button highlighted in the navigation bar. The 'By Proxy' sub-tab is also highlighted. The 'Proxy ID' field is now visible in the main form area, and it is empty.

6. **Proxy ID:** Type or select the **Employee Identification Number** of the proxy
7. 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

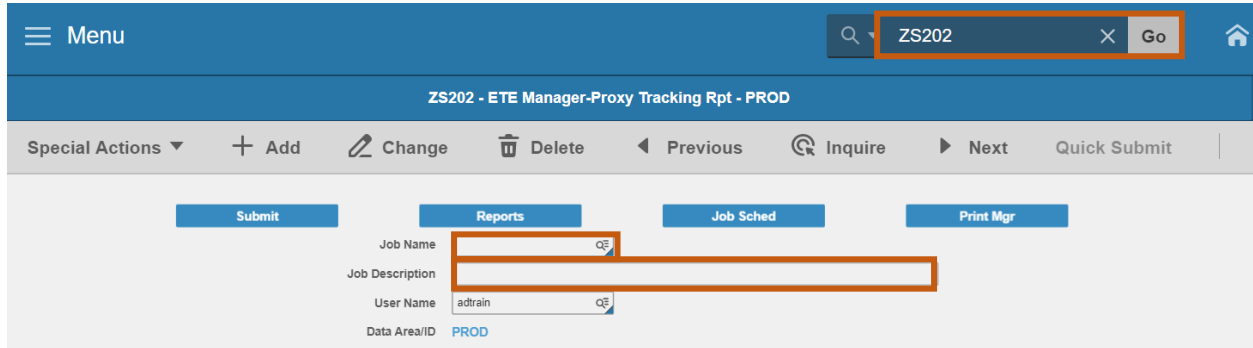
Employee Time Entry Proxy Report			
ZS201	Date 07/09/19	Company 1 - STATE OF ARIZONA	
	Time 13:12	Employee Time Entry Proxy Report	
		Listing By Proxy	
Proxy 123456	CHARLES NORRIS	Process Level ADBSD - AD-BENEFITS SERVICES DIVISION	
Department BSD01 - BSD OPERATIONS	User Level ADBSD00 - ADOA BSD ASST DIR OFFICE		
Supervisor Code ADBSD70010	Status C1 - UNCOVERED W/BN	Allow Approval - YES	
Process Level		Department	
-----	-----		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD00 - BSD DIRECTOR'S OFFICE		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD01 - BSD OPERATIONS		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD02 - BSD FINANCE AND AUDIT SERVICES		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD03 - BSD PLAN ADMINISTRATION		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD04 - BSD MEMBER SERVICES		
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD05 - BSD WELLNESS		

Example of PDF

ETE Manager – Proxy Tracking Report ZS202

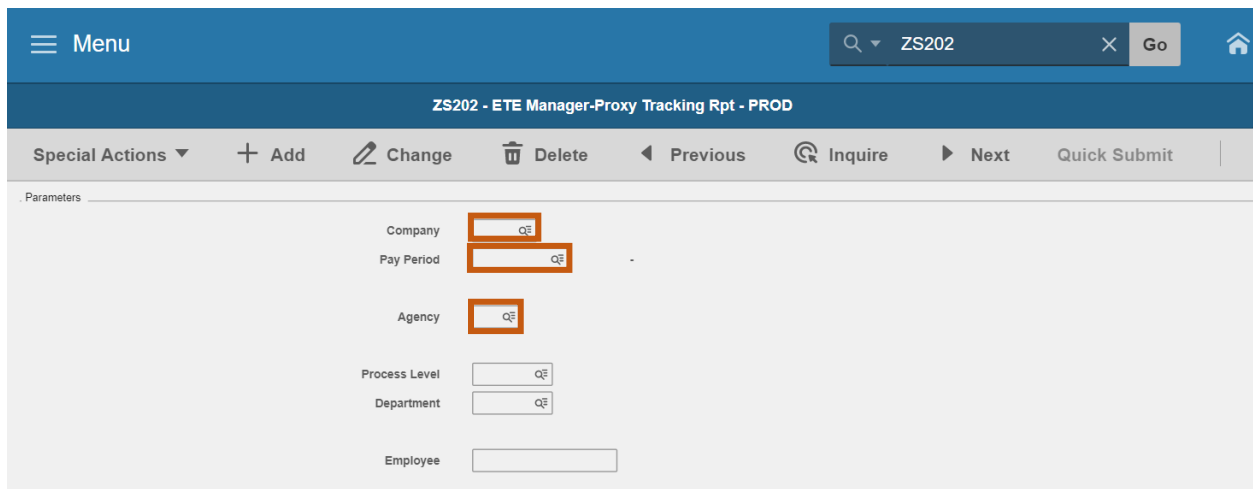
Use the **Employee Time Entry Manager-Proxy Tracking Report ZS202** to print a list of Manager/Proxy time record activity (including comments) for the specified pay period.

Create Report Parameters



The screenshot shows the 'ZS202 - ETE Manager-Proxy Tracking Rpt - PROD' interface. At the top, there is a search bar with 'ZS202' entered and a 'Go' button. Below the search bar, there are several tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is selected. Underneath, there are input fields for 'Job Name', 'Job Description', 'User Name' (with 'adtrain' entered), and 'Data Area/ID' (with 'PROD' selected).

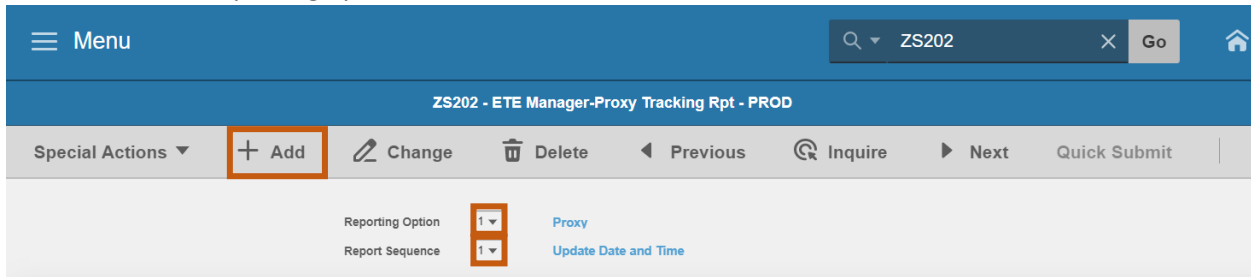
1. Type **ZS202** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



The screenshot shows the 'Parameters' section of the 'ZS202 - ETE Manager-Proxy Tracking Rpt - PROD' interface. It contains several input fields: 'Company', 'Pay Period', 'Agency', 'Process Level', 'Department', and 'Employee'. The 'Company', 'Pay Period', and 'Agency' fields are highlighted with orange boxes.

4. **Company:** Type or select **1**
5. **Pay Period:** Select or Type a **Pay Period start date**. The end date of the Pay Period will populate if a valid start date is used
6. **Agency:** Type or select the two-digit **Agency** code
7. **Process Level:** Leave blank or select **Process Level** to limit results
8. **Department:** Leave blank or select **Department** to limit results
9. **Employee:** Leave blank or select **Employee Identification Number** to limit results

Select the ZS202 reporting option



The screenshot shows the top navigation bar with a search box containing 'ZS202' and a 'Go' button. Below the navigation bar is a title bar 'ZS202 - ETE Manager-Proxy Tracking Rpt - PROD'. A toolbar contains buttons for 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The 'Add' button is highlighted with an orange box. Below the toolbar are two dropdown menus: 'Reporting Option' with '1' selected and 'Report Sequence' with '1' selected. The 'Reporting Option' dropdown is also highlighted with an orange box.

10. **Reporting Option:** Type or select **1** or **2**

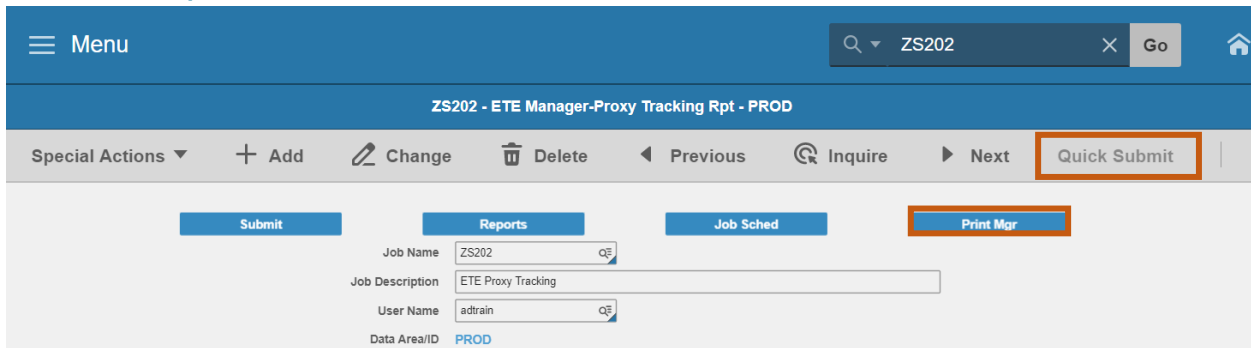
- **1** = Proxy (default)
- **2**= Manager and Proxy

11. **Report Sequence:** Type or select **1** or **2**

- **1** = Sort the report data by the date the time records were entered (i.e. chronological order). (default)
- **2** = Sort the report by Time Record Date

12. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



The screenshot shows the same top navigation bar and title bar as the previous screenshot. The toolbar now includes a 'Quick Submit' button, which is highlighted with an orange box. Below the toolbar are four buttons: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Print Mgr' button is highlighted with an orange box. Below the buttons are input fields for 'Job Name' (ZS202), 'Job Description' (ETE Proxy Tracking), 'User Name' (adtrain), and 'Data Area/ID' (PROD).

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

ETE Manager-Proxy Tracking Rpt										
ZS202 Date 04/04/19		Company 1 - STATE OF ARIZONA					Page 6			
Time 11:45		Employee Time Entry Time Record Audit Report								
		Pay Period 03/09/19 - 03/22/19								
		Reporting Option: Proxy								
Employee 123456 GELLER, ROSS										
Time Rec Date	Pay Code	Hours	Attn Code	Shift	Account Template	Status	Updated By (Name)	Updated By (EIN)	Update Date	Update Time
03/11/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:00
03/12/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:01
03/13/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:02
03/14/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:03
03/15/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:04
03/18/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:05
03/19/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:06
03/20/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:07
03/21/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:08
03/22/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:09
03/11/19	640	8.00		1		rejected	GREEN, RACHEL	345678	03/21/19	09:56:30:00
03/12/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:01
03/13/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:02
03/14/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:03
03/15/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:04
03/18/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:05
03/19/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:06
03/20/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:07
03/21/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:08
03/22/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:09
03/11/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:00
03/12/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:01
03/13/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:02
03/14/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:03
03/15/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:04
03/18/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:00
03/19/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:01
03/20/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:02
03/21/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:03
03/22/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:04
03/11/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:00
03/12/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:01
03/13/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:02
03/14/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:03
03/15/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:04
03/18/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:00
03/19/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:01
03/20/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:02
03/21/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:03
03/22/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:04
03/11/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:00
03/12/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:01
03/13/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:02
03/14/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:03
03/15/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:04

Example of PDF

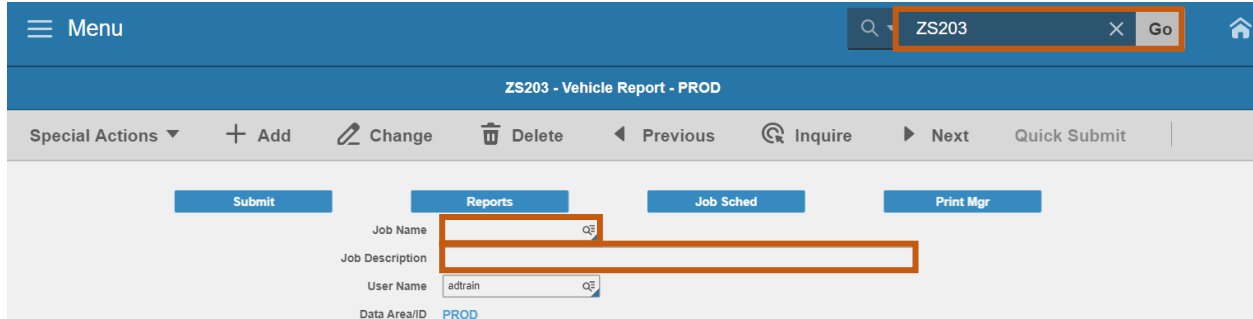
ETE Vehicle Usage

The report in this section is available to all users. The Department of Game & Fish is currently the only agency utilizing the report.

Vehicle Report ZS203

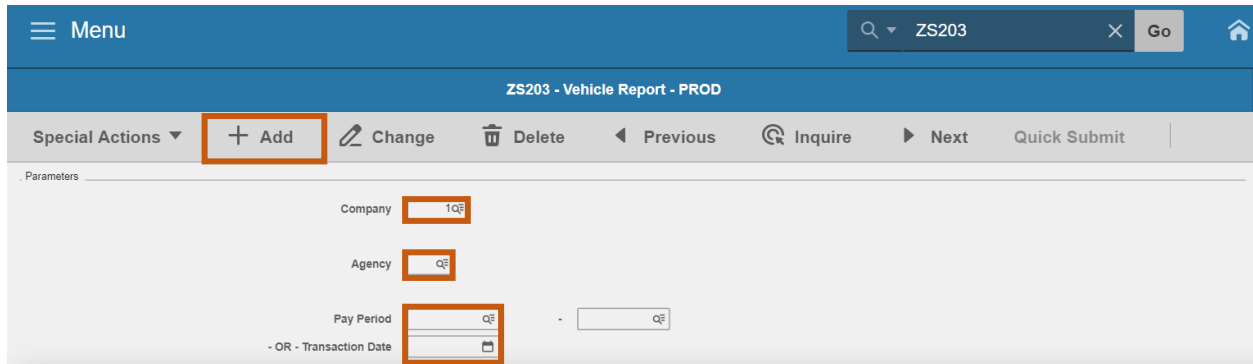
Vehicle Report lists all transaction data entered in ETE for vehicles for a pay period range or a transaction date range. ZS203 reports vehicle information and associated template details.

Create Report Parameters



The screenshot shows the top navigation bar with a search field containing 'ZS203' and a 'Go' button. Below the navigation bar is a toolbar with buttons for 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main content area has four buttons: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. Under the 'Reports' button, there are four input fields: 'Job Name' (with a dropdown arrow), 'Job Description' (a long text box), 'User Name' (with a dropdown arrow and the value 'adtrain'), and 'Data Area/ID' (with the value 'PROD').

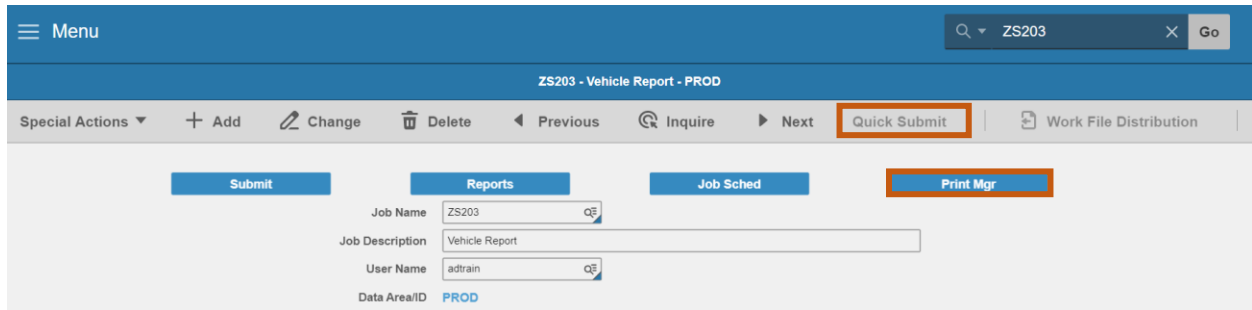
1. Type **ZS203** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



The screenshot shows the same interface as above, but with the '+ Add' button highlighted in the toolbar. Below the toolbar, the 'Parameters' section is visible. It contains three input fields: 'Company' (with a dropdown arrow and the value '1'), 'Agency' (with a dropdown arrow and the value '0'), and 'Pay Period' (with a dropdown arrow and a date field). Below the 'Pay Period' field, there is a note '- OR - Transaction Date' and a date field with a calendar icon.

4. **Company:** Type or select **1**
5. **Agency:** Type or select the two-digit **Agency Code**
6. **Pay Period** or **Transaction Date:** Complete Parameters for **one**
 - Select a **Pay Period** start date to run for the entire pay period. The end date of the pay period will automatically appear; or
 - Select **Transaction Date** to run for a single day
7. 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

Vehicle Report										
ZS203	Date 07/31/19	Company 1 STATE OF ARIZONA							Page 1	
	Time 16:16	Vehicle Report - Period Ending Date					03/08/19			
Employee	Date	Account Template	Function	AY Activity	Acct Cat	Vehicle	Description	Miles	Hours	
975	03/07/19	07710A	GF07710	2020		A3773	2017 FORD F250 4X	600.00	0.00	
975	03/07/19	22055A	GF22055	2020		A3773	2017 FORD F250 4X	189.00	0.00	
961	03/04/19	60162A	GF60162	2020		WCF5025	2019 FORD F250 4X	305.00	0.00	
961	03/07/19	60162A	GF60162	2020		WCF5013	2019 FORD F250 4X	95.00	0.00	
481	03/07/19	60162A	GF60162	2020		F2076	2010 FORD F150	589.00	0.00	
731	03/06/19	32277A	GP32277	2020		FS040	2008 FORD F250 4X	419.00	0.00	
094	03/05/19	17050A	GF17050	2020		Q2096	2013 FORD F150	99.00	0.00	
546	03/06/19	60162A	GF60162	2020		Q1118	2011 CHEVROLET IM	77.00	0.00	
302	03/02/19	22055A	GF22055	2020		A3700	2011 CHEVROLET SI	100.00	0.00	
302	03/08/19	07710A	GF07710	2020		A3700	2011 CHEVROLET SI	615.00	0.00	

Example of PDF