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:
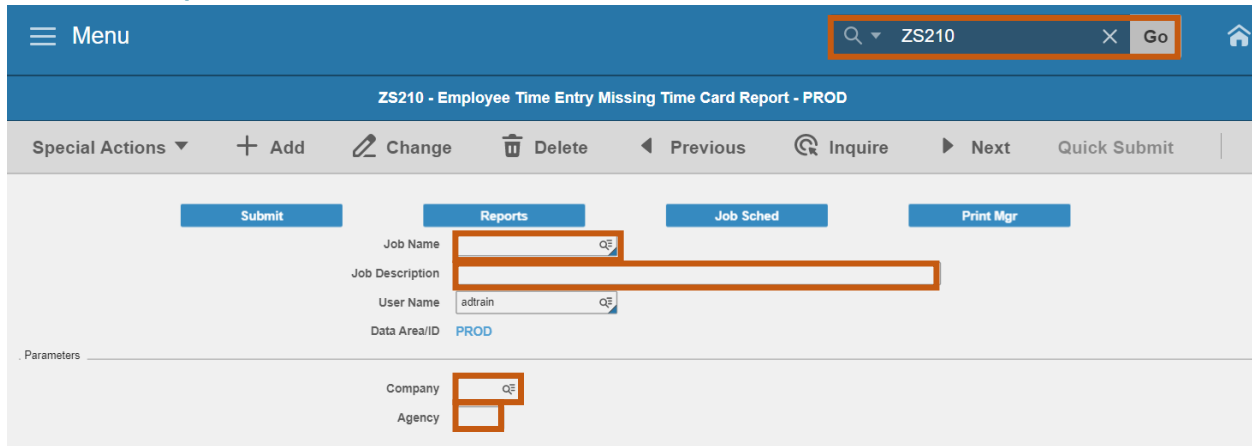
- Pay Period Start Date

- 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
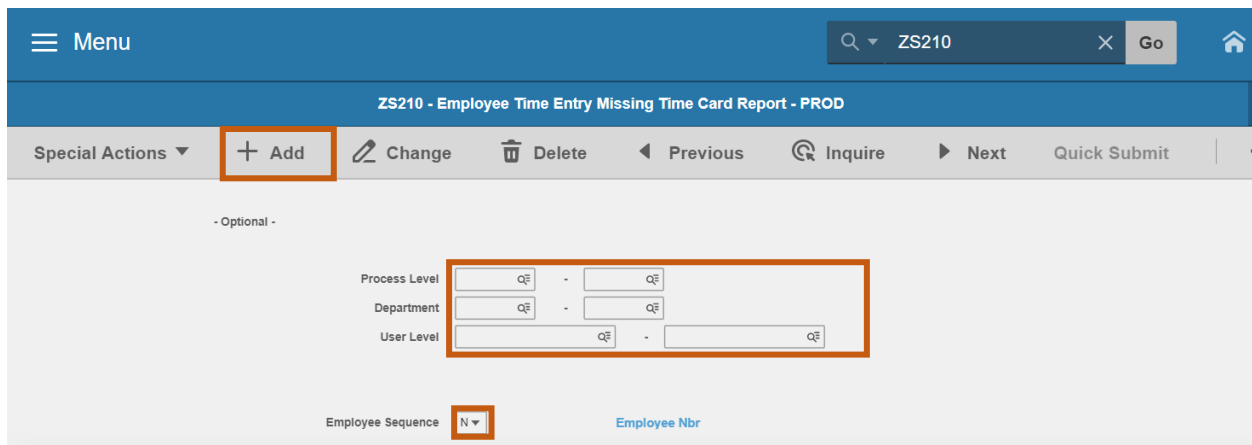
The ETE Missing Timecard Report includes the following information:

- 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

Report viewed in a PDF format

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

1. Type **ZS220** in search field, click **Go**

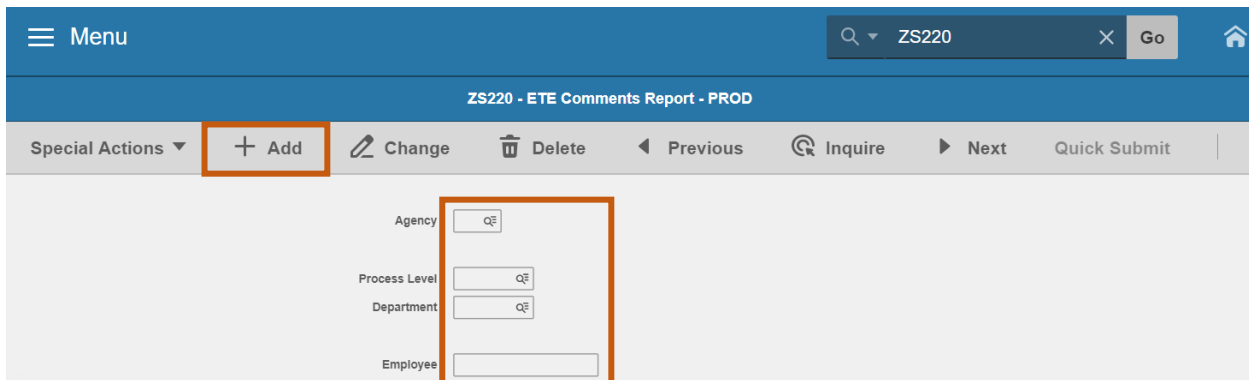2. **Job Name:** Type a unique name for the report

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
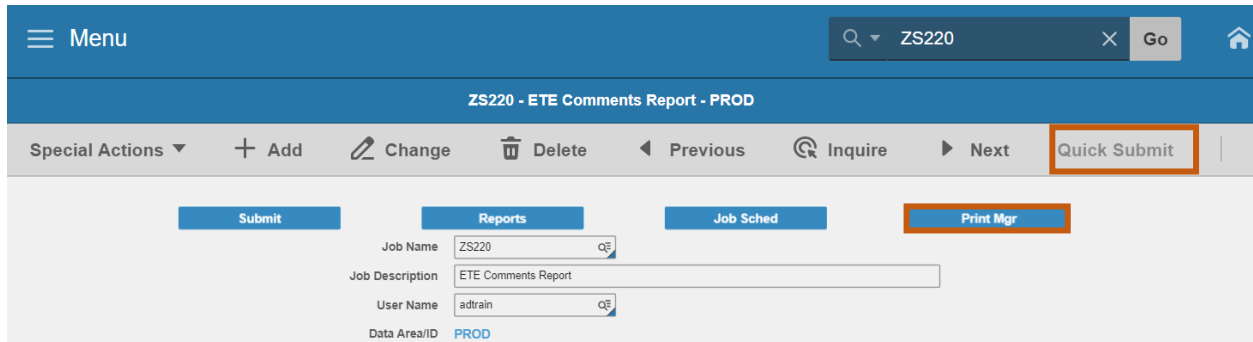
6. Select **one** report option:

    ▪ **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

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.
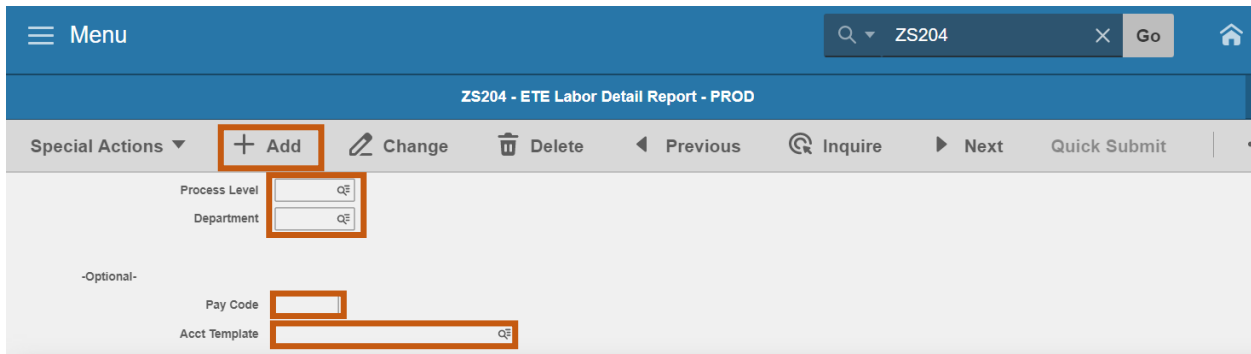
▪ Run the **ZS204** for the current pay period to view detail of all entered ETE time cards regardless of status

▪ Run the **ZS204** for prior pay periods to view detail for Approved time cards

Create Report Parameters

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**

7. To run by Agency, skip this step. To limit results, select **one** option:
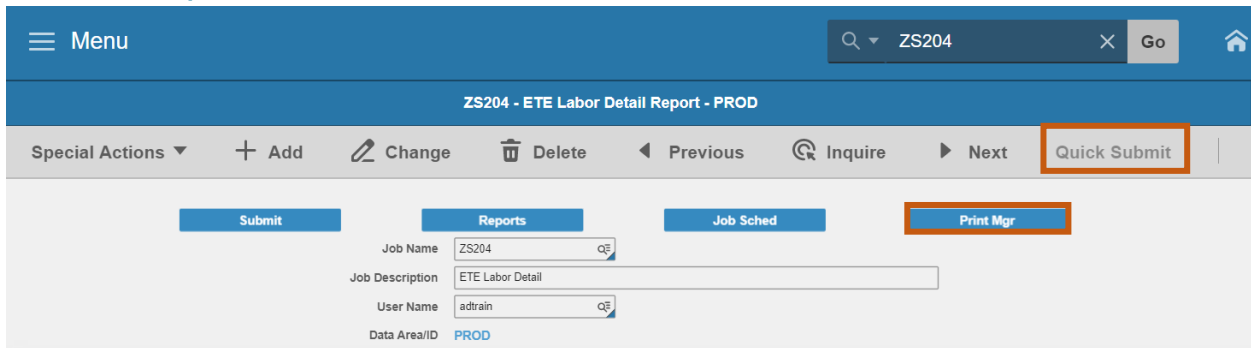
   ▪ **Process Level**: Type or select the **Process Level**; or

   ▪ **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

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
      Time 21:00                                ETE Labor Detail Report
                                                   06/15/19 - 06/28/19
                                      Agency  PL    Dept  Pay Code   AcctTemplate
                                        --    ----- -----  ----     ----------------
                                        HC

Employee:   123456         CHARLES NORRIS

                   Pay                                                         Acct
    Date    Hours  Code  Acct Template     Function        Acct   AY  Activity  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

                   Pay                                                         Acct
    Date    Hours  Code  Acct Template     Function        Acct   AY  Activity  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
```
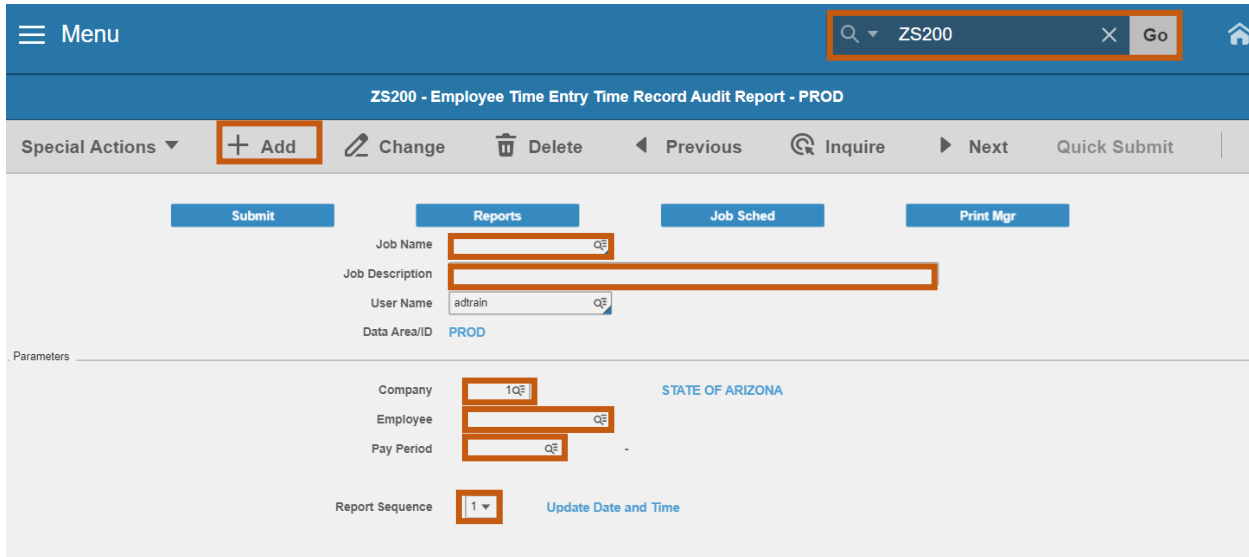
Example of PDF

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

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**
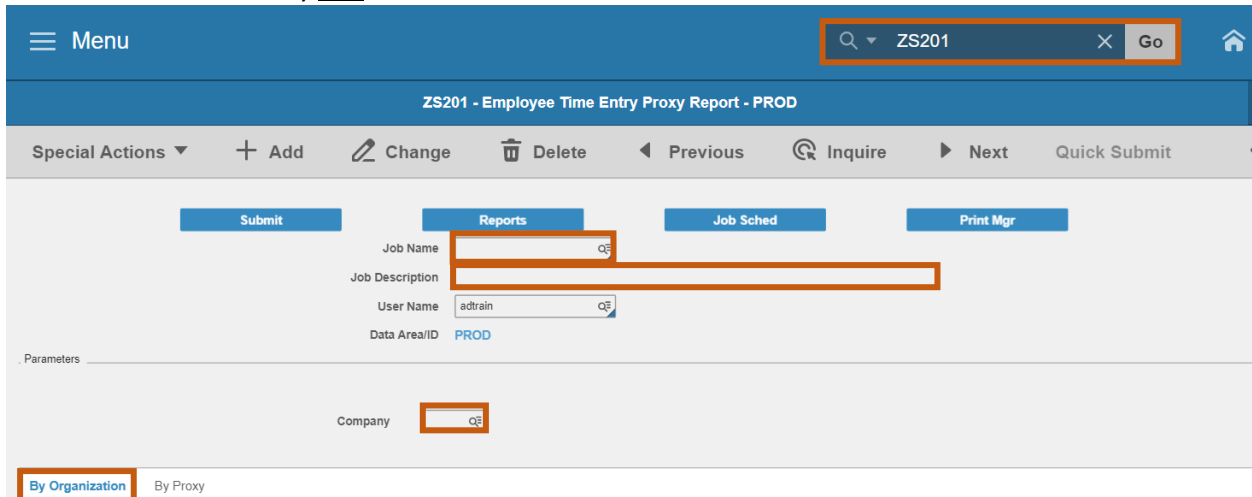

Example of PDF

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.
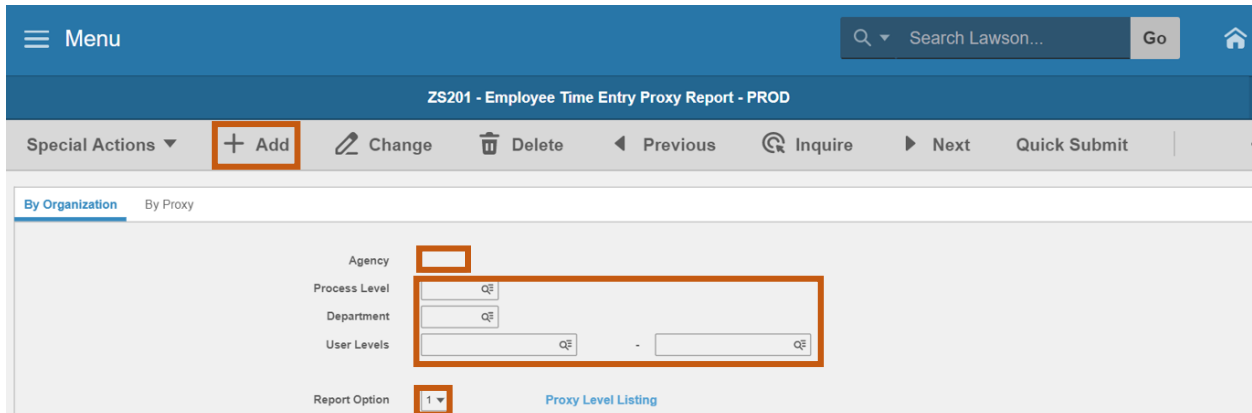
Create Report Parameters

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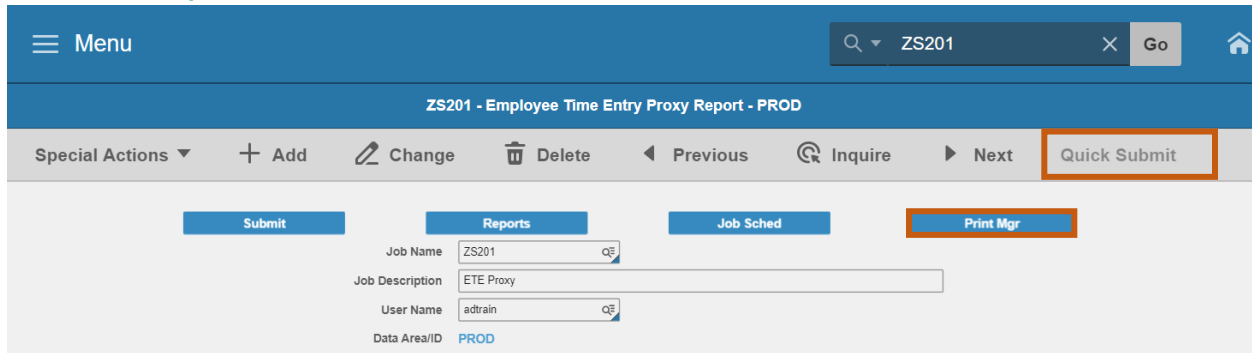

1. Type **ZS201** in search field, click **Go**

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

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.
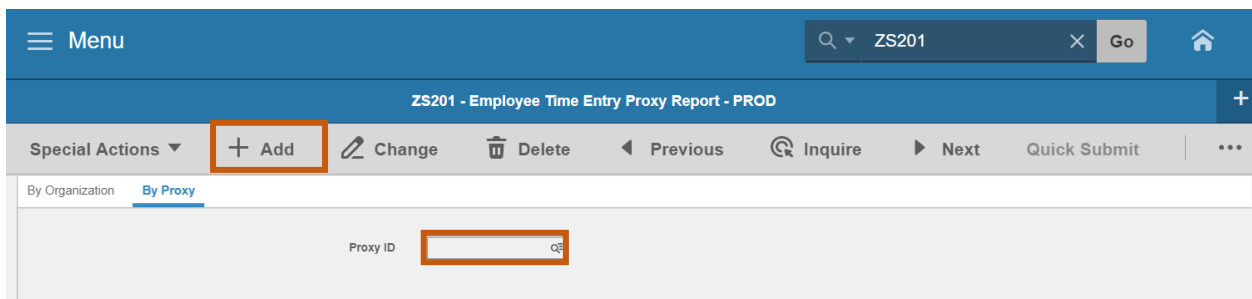
Create Report Parameters

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.

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

6. **Proxy ID**: Type of 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

Example of PDF

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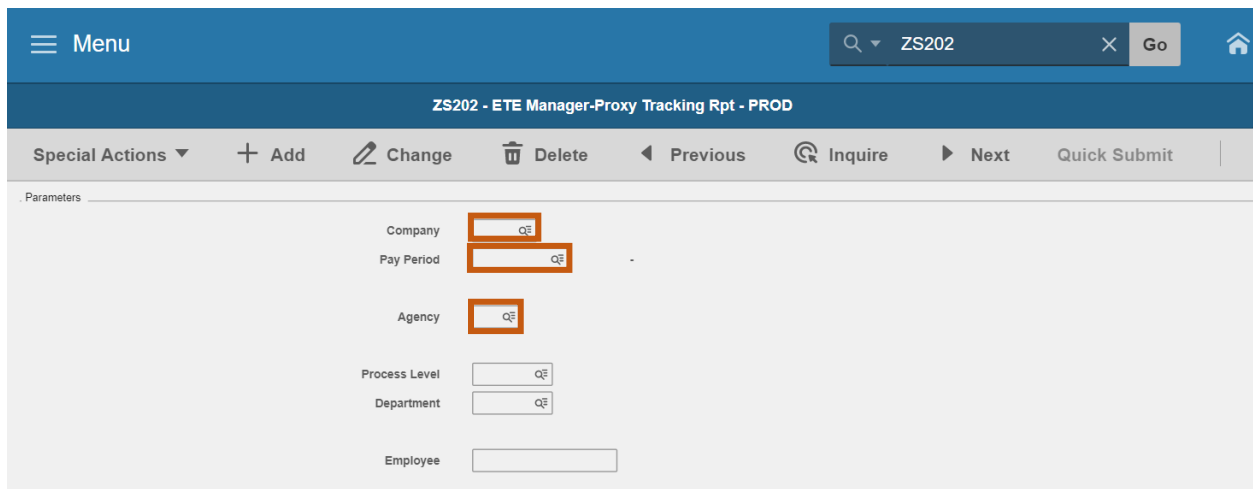
Use the **Employee Time Entry Manager-Proxy Tracking Report ZS202** to print a list of Manager/Proxy time record activity (including comments) for the specified pay period.

Create Report Parameters
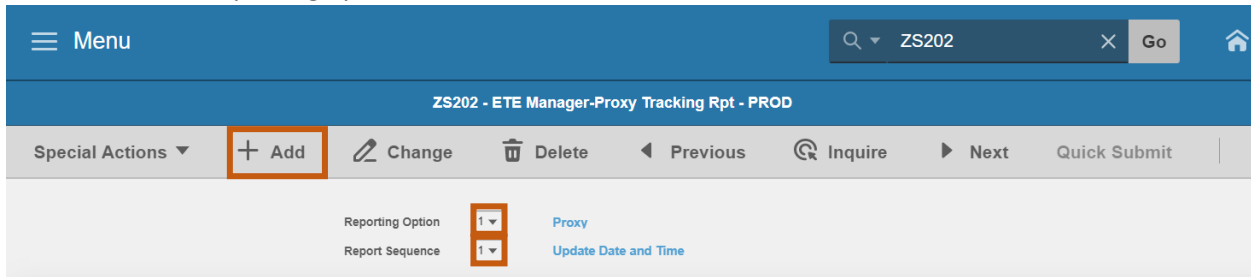
1. Type **ZS202** in search field, click **Go**

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

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

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

10. **Reporting Option**: Type or select **1** or **2**
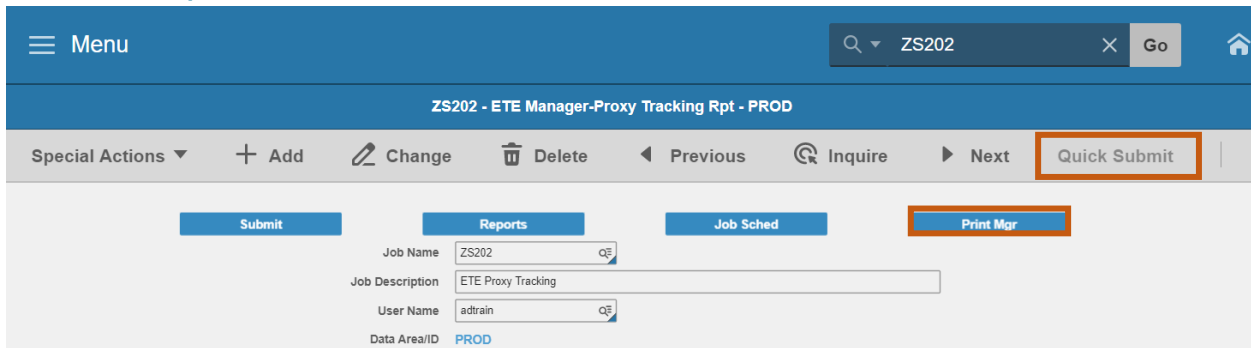
- **1** = Proxy (default)

- **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

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
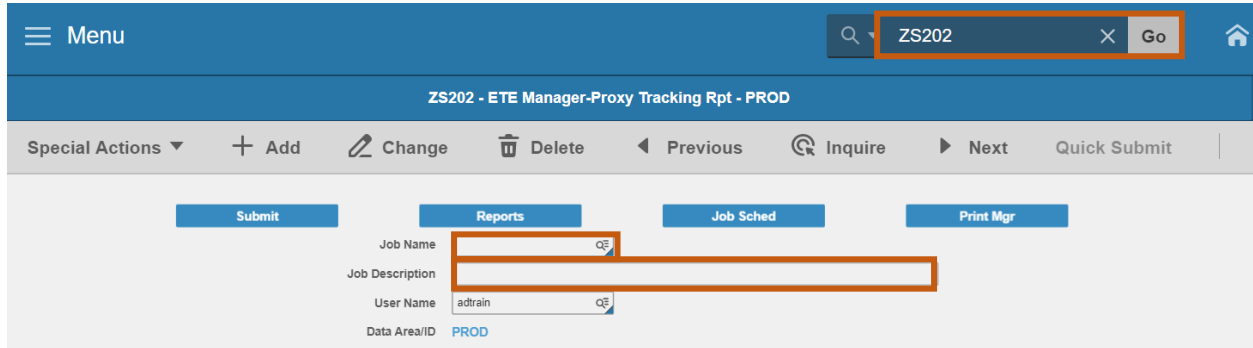
Example of Report Results

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   Pay              Attn                Account                                          Updated By    Update    Update
  Date     Code    Hours    Code    Shift      Template        Status     Updated By (Name)         (EIN)      Date      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    TRIBBIANI, JOEY           234567     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
03/18/19   640     8.00             1                         submitted   GELLER, ROSS              578910     03/21/19  09:58:47:05
```
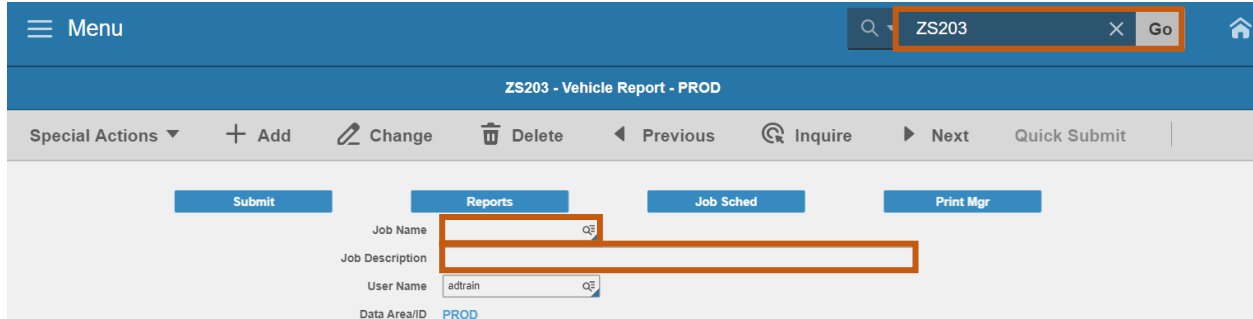
Example of PDF

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.
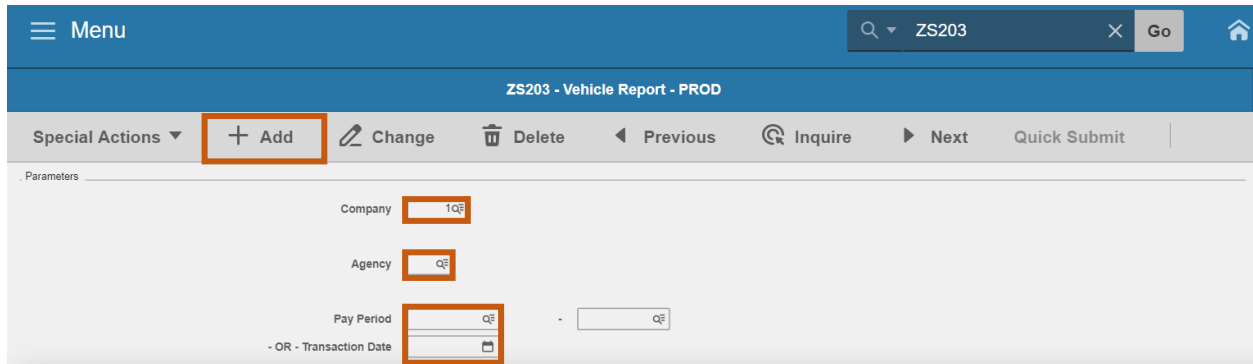
Vehicle Report ZS203

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
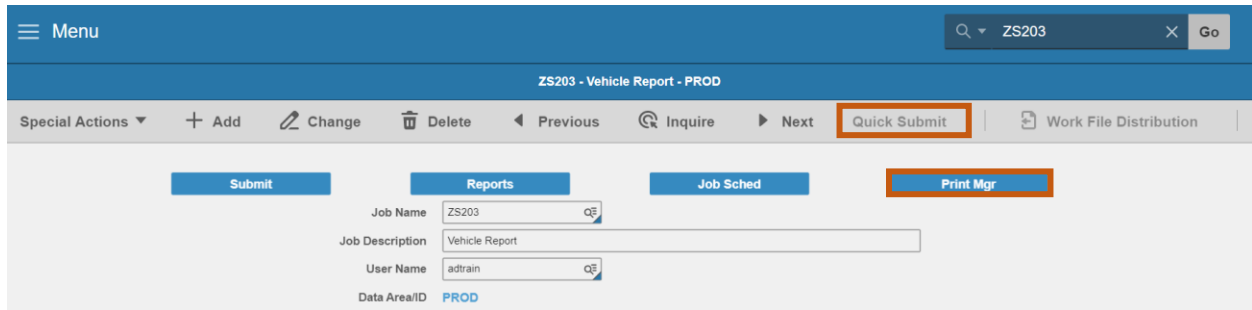
1. Type **ZS203** in search field, click **Go**

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

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

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

Example of PDF