HRIS – Human Resources Information Solution

RESOURCE GUIDE:
PAYROLL REPORTS

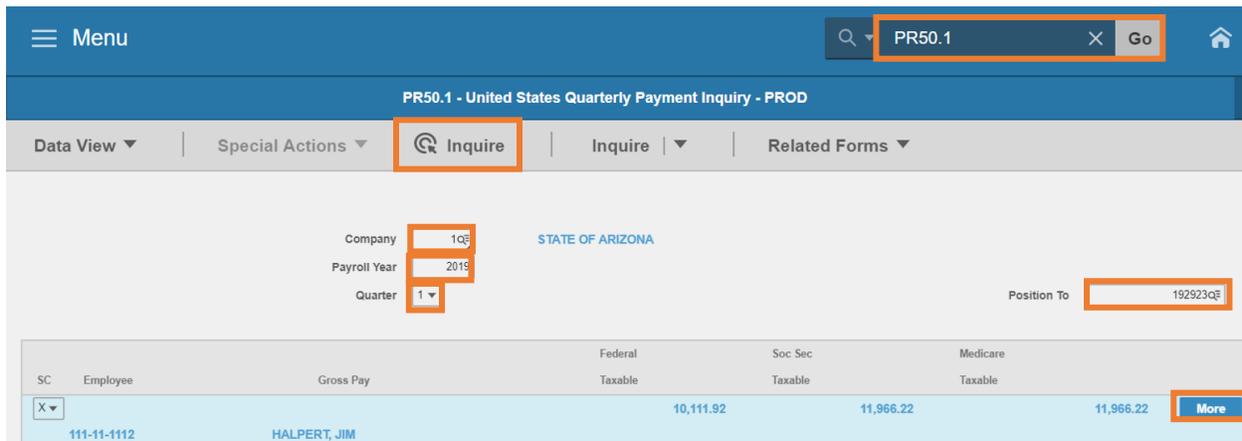# PAYROLL REPORTS

Table of Contents

PAYROLL INQUIRY FORMS

HRIS provides numerous Inquiry Forms to view employee information. Below is a list of Payroll Inquiry Forms along with a description of what is available on the form:

- **Quarterly Payment Inquiry (PR50.1)** – Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by employee, along with Federal, Social Security, and Medicare taxable wages.

- **Payment Inquiry Form (PR50.2)** - Summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.

- **Pay Stub Inquiry Form (PR51.1)** – Payment detail information.

- **Payroll History - Year to Date Form (PR52.1)** - Employee wages and deductions for the current year and any history established for prior years.

- **Ret-Rollover-Opt User Field Maintenance Screen (ZH15.1)** View if an employee has elected to rollover their leave payout to an ASRS service purchase agreement.

NOTE: Inquiry forms do not update Employee data.

United States Quarterly Payment Inquiry PR50.1

Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by Employee, along with Federal, Social Security, and Medicare taxable wages.

1. Type **PR50.1** in search field, click **Go**

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

3. **Payroll Year**: Type the four-digit calendar **year**

4. **Quarter**: Select a specific **quarter** or leave blank to view annual totals

5. **Position To**: Type or select the **Employee Identification Number**

6. Click **Inquire**

    - Name, Gross Pay, Federal Taxable wage, Social Security Taxable wage and Medicare Taxable wage display

    - Only users with assigned security access will see social security number

7. Click **More;** to view State Taxable wage

United States Payment Inquiry PR50.2

Summary information associated with Employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
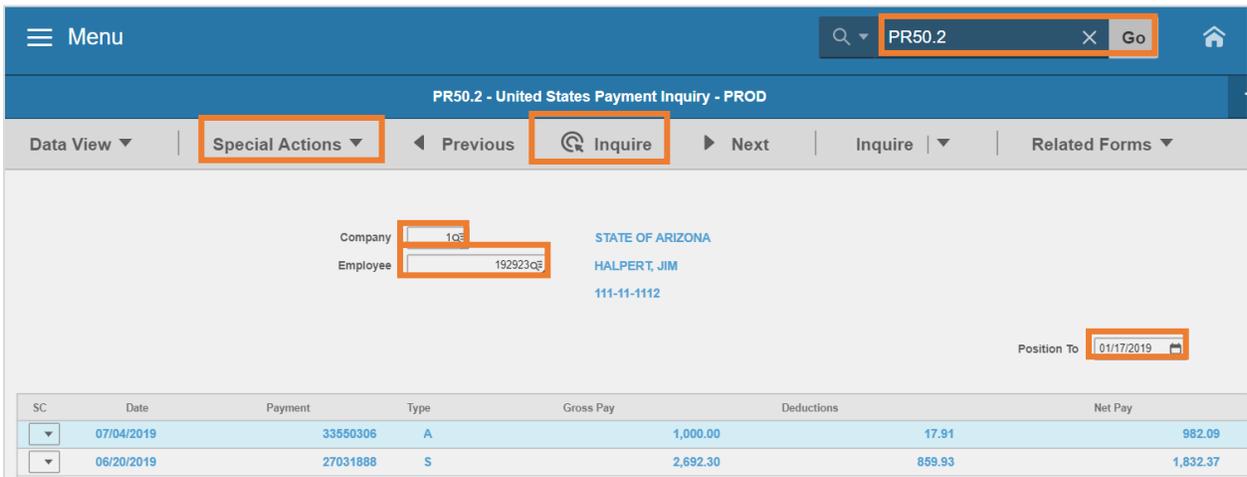
1. Type **PR50.2** in search field, click **Go**

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

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

4. **Position To**: Leave blank or select the **payment date**

5. Click **Inquire**

6. Click **Special Actions,** select **Totals** to view **Year To Date Totals (PR50.3)**
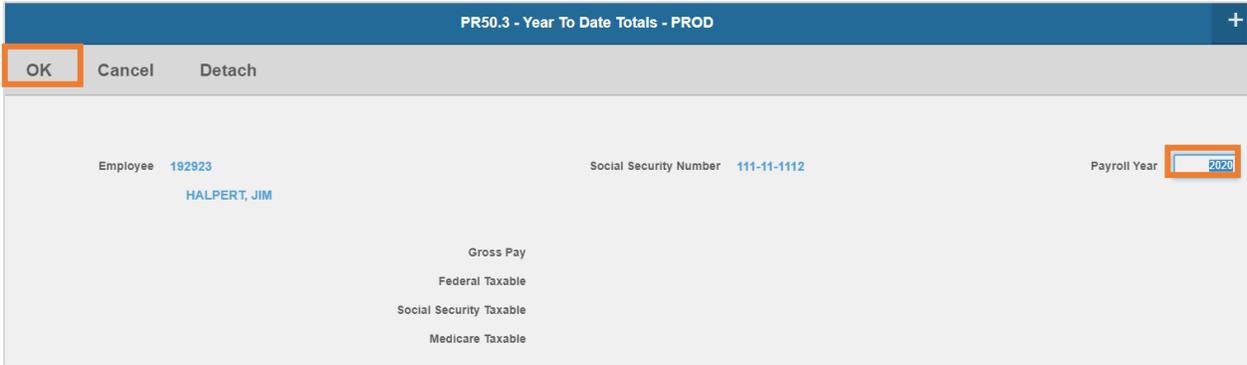
Data displays for the current calendar year.

7. **Payroll Year**: Type the four-digit calendar **year**

8. Click **OK;** to view totals for the calendar year

9. Click **Cancel** to return to PR50.2

Pay Stub Inquiry PR51.1

View Payment detail information for a single payment.
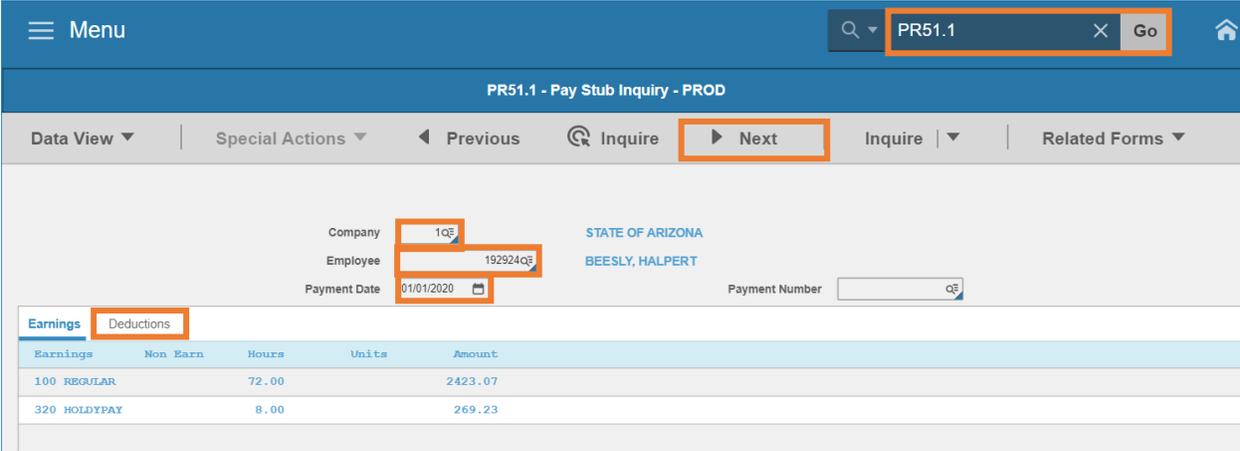
1. Type **PR51.1** in search field, click **Go**

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

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

4. **Payment Date**: Type or select the **Payment Date**

5. Click **Next.** Payment Number and earnings detail display

6. Click **Deductions** to view deduction details

7. Click **More;** to view additional deductions

Payroll History – Year to Date PR52.1

Employee wages and deductions for the current year or prior years.

1. Type **PR52.1** in search field, click **Go**

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

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

4. **Payroll Year**: Type the four-digit calendar **year**

5. Click **Inquire**

6. Click **Deductions** to view year to date deduction information

7. Click **Dtl** to view deduction amounts by quarter

8. Click **Non Earnings** to view year to date non-cash earnings

Ret – Rollover – Opt User Field Maintenance Screen ZH15.1

View if an employee has elected to rollover their leave payout to an Arizona State Retirement System (ASRS) service purchase agreement.
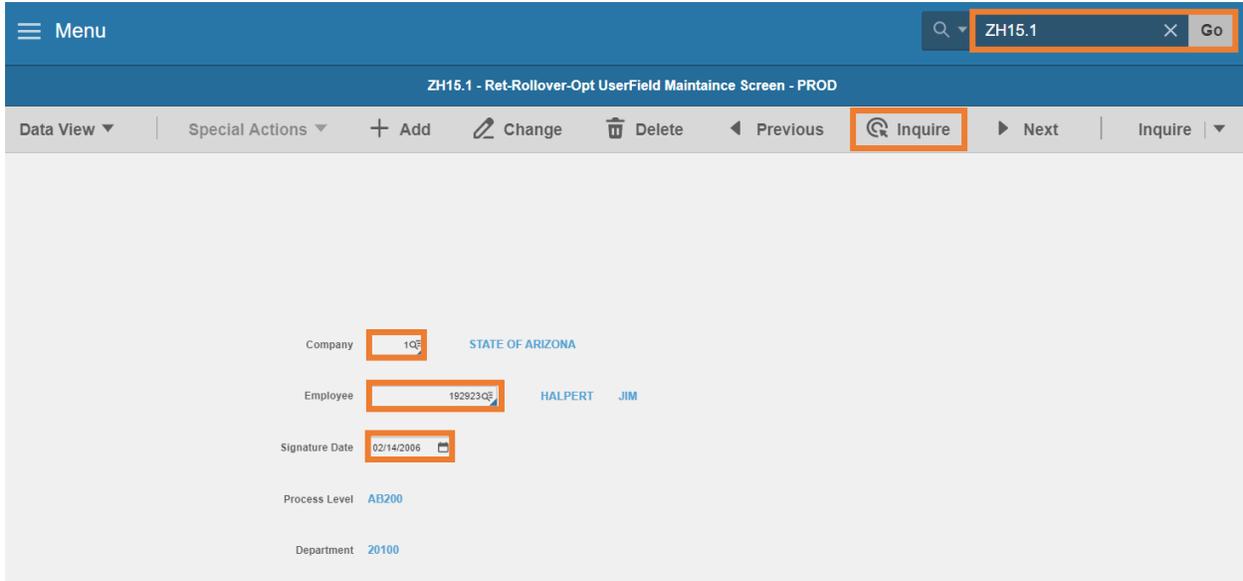
1. Type **ZH15.1** in search field, click **Go**

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

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

4. Click **Inquire**

5. **Signature Date**

   - **Displays a Date** if an employee has elected to rollover their Annual Leave, Compensatory Leave or Holiday Leave payout to their ASRS service purchase agreement

   - **Blank** if the employee does not have a rollover election on their ASRS service purchase agreement

Payroll Reports

This training includes payroll reports, which are not included in the other training guides. For a comprehensive list of payroll reports available to the Agency Payroll Specialist, refer to the **Forms and Reports Available – Agency Payroll Specialist** on the Arizona Department of Administration – Human Resources - HRIS Training website.

Training includes how to create a report and submit a report. For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Payment Detail Listing PR260/ZR260

Run Payment Detail Listing (PR260 or ZR260) to print a list of payments.
Define parameters to include in the listing, only payments associated with a specific process level, employee range, employee group, date range, or payment type.

Values you select in the Payment Type, Payment Detail, and Report Option fields determine the type of information and level of detail in the listing.

- PR260 will display only the payments employee received at the current agency
- ZR260 will display payments from both current agency and prior agency

Create Report Parameters

The instructions are the same for PR260 and ZR260 reports
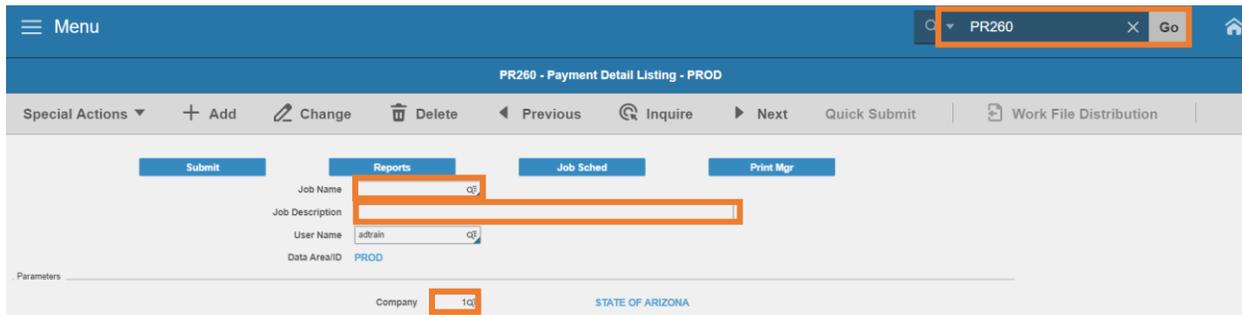
1. Type **PR260** in search field, click **Go**

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

   - If Process Level is selected, must select a Processing Option of either **1** or **2**

6. **Department**: Leave blank or select a **Department & Process Level** to limit results

   - If Department is selected, must select a Processing Option of either **P** or **H**

7. **Processing Option**: Leave blank or select the value that determines if the employees appear on the report under the Company, Process Level they were in when paid, or current Process Level on the employee record

   - Leave **Blank** if Process Level and Department fields are blank

   - Select **P** to run by the Process Level/Department where they were paid

   - Select **H** to run by their current home Process Level/Department

   - Select **1** to run by the Process Level where they were paid

   - Select **2** to run by their current home Process Level

8. **Employee**: Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee

9. **Date:** Select the beginning **check date** and ending **check date** to include in the report

10. **Payment Type**: Leave blank or select a **Payment Type** to limit results

    - Leave **Blank** to include all payments (Recommended)

    - Select **M** to limit results to payments made by manual payment (handwrite)

    - Select **J** to limit results to PR82 adjustments processed by GAO

    - Select **R** or **V** to limit results to payments reversed/voided by GAO

11. **Payment Detail**: Select **Y** or **N**

   - Select **Y Yes** to list the Pay Summary Group, Hours and Amounts that make up Gross Pay as well as the individual Deductions that make up the total Deduction Amount

   - Select **N No** to list Total Amounts for Gross Pay, Hours, Deductions

12. **Report Option**: Select how payments and deductions appear on reports

   - Select **S Summary** to produce a summarized payment listing by employee

   - Select **D Detail** to produce a detail payment listing by employee

   - Select **T Totals** to produce a list of payment totals by department, process level and company
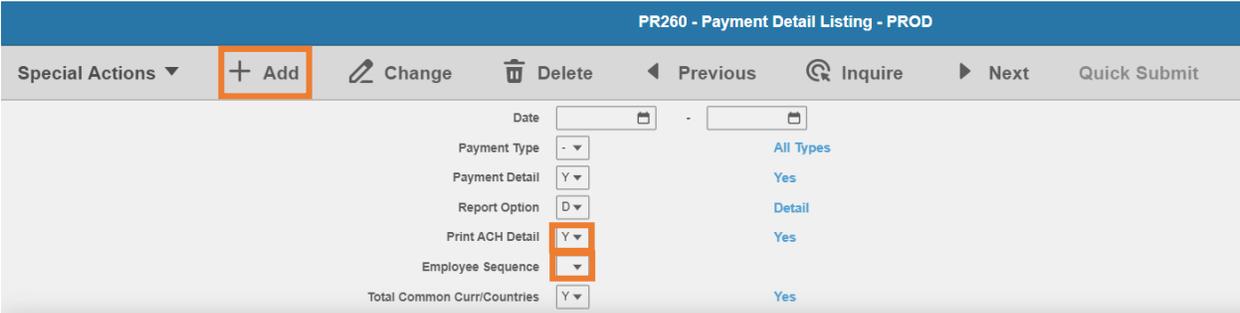
13. **Print ACH Detail**: Select **N**

   - If **Yes**, is selected, employee bank account information will display on report

14. **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

15. 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 1 Use these parameters to run a detailed report by payment for one employee for the year:

Parameters

Company	1 Q	STATE OF ARIZONA
Process Level	Q	
Department	Q	
Processing Option	- ▼	Company
Employee Group	Q	
Employee	192923 Q -	192923 Q
Payment Date	01/01/2020 📅 -	12/31/2020 📅
Payment Type	- ▼	All Types
Payment Detail	Y ▼	Yes
Report Option	D ▼	Detail
Print ACH Detail	N ▼	No

Payment Detail Listing

```
PR260 Date 06/27/19              Company   1 STATE OF ARIZONA                                    Page    1
      Time 17:08                 Payment Detail Listing
                                 Date Range 01/01/19 - 12/31/19


  Employee Name                  Date    Pmt Nbr Type     Gross Pay       Tax Deds     Other Deds  Company Deds        Net Pay
  ------------                   ----    ------- ----     ---------       --------     ----------  ------------        -------
    123456      CHARLES NORRIS  01/03/19 123456789 A.C.H    2,923.10         433.15        190.35       951.24        2,299.60
  Earnings     Units       Amount Tax Ded      Amount       Taxable Other Ded   Amount  Cpy Ded     Amount         Taxable
  REGULAR      72.00     2,630.79 FEDERAL      201.47      2,741.75 *DELTA 4      48.26  SOC S ER    169.99        2,741.75
  HOLDYPAY      8.00       292.31 SOC SEC      169.99      2,741.75 *UHC 10      131.25  MEDI ER      39.76        2,741.75
                                 MEDICARE      39.76      2,741.75 *AVESIS3       1.84  SUTA ER       2.74        2,741.75
                                 ARIZONA       21.93      2,741.75 STD HFRD       9.00  TECH CHG      8.77
                                                                                       PERS CHG     24.26
                                                                                       ACUM SCK     11.69
                                                                                       WORKCOMP     15.29
                                                                                       PBRD CHG       .88
                                                                                       BLIFE ER       .69
                                                                                       DELTAER4      6.32
                                                                                       UHCER 10    670.85

  Dir Dep Distribution   Bank ID    Bank Account Number    Deposit Amount Description
                         000111222  123456789                   2,299.60 dir dep
  ------------------------------------------------------------ - - - - - - - - - - - - - - - - - - - - - - - - - - - -
    123456      CHARLES NORRIS  01/17/19 123456859 A.C.H    2,923.10         433.14        190.35       951.23        2,299.61
  Earnings     Units       Amount Tax Ded      Amount       Taxable Other Ded   Amount  Cpy Ded     Amount         Taxable
  TELECOMM      8.00       292.31 FEDERAL      201.47      2,741.75 *DELTA 4      48.26  SOC S ER    169.99        2,741.75
  REGULAR      64.00     2,338.48 SOC SEC      169.99      2,741.75 *UHC 10      131.25  MEDI ER      39.75        2,741.75
  HOLDYPAY      8.00       292.31 MEDICARE      39.75      2,741.75 *AVESIS3       1.84  SUTA ER       2.74        2,741.75
                                 ARIZONA       21.93      2,741.75 STD HFRD       9.00  TECH CHG      8.77
                                                                                       PERS CHG     24.26
                                                                                       ACUM SCK     11.69
                                                                                       WORKCOMP     15.29
                                                                                       PBRD CHG       .88
                                                                                       BLIFE ER       .69
                                                                                       DELTAER4      6.32
  Dir Dep Distribution   Bank ID    Bank Account Number    Deposit Amount Description  UHCER 10    670.85
                         000111222  123456789                   2,299.61 dir dep
```

Example 2 Use these parameters to run a detailed report summary for one employee for the year:

Parameters

Company	1 Q	STATE OF ARIZONA
Process Level	Q	
Department	Q	
Processing Option	- ▼	Company
Employee Group	Q	
Employee	192923 Q - 192923 Q	
Payment Date	01/01/2020 📅 - 12/31/2020 📅	
Payment Type	- ▼	All Types
Payment Detail	Y ▼	Yes
Report Option	S ▼	Summary
Print ACH Detail	N ▼	No

Payment Detail Listing

```
PR260 Date 06/27/19              Company   1  STATE OF ARIZONA                              Page    1
     Time 17:19                  Payment Detail Listing
                                 Date Range 01/01/19 - 12/31/19


Employee Name                                      Gross Pay      Tax Deds     Other Deds   Company Deds       Net Pay
---------  ----------------------------------     ----------    ----------    ----------    ----------    ----------
  123456        CHARLES NORRIS                     39,000.29      5,428.52      5,696.92     15,686.75     27,874.85
Earnings     Units        Amount Tax Ded      Amount      Taxable Other Ded    Amount  Cpy Ded      Amount     Taxable
TELECOMM     12.00        438.46 FEDERAL    2,357.67    33,464.09 *DELTA 4      627.38 SOC S ER    2,271.85   36,642.74
REGULAR     932.00     34,054.11 SOC SEC    2,271.85    36,642.74 *UHC 10    1,706.25 MEDI ER       531.32   36,642.74
ANLLVTKN     40.00      1,461.55 MEDICARE     531.32    36,642.74 *AVESIS3      23.92 SUTA ER        36.62   36,642.74
SCKLVTKN     16.00        584.62 ARIZONA      267.68    33,464.09 *ASRSRET   3,178.65 TECH CHG      117.01
HOLDYPAY     40.00      1,461.55                                  ASRS LTD      43.72 PERS CHG      323.68
SPOT$                   1,000.00                                  STD HFRD     117.00 ACUM SCK      155.97
                                                                                      WORKCOMP      204.01
                                                                                      PBRD CHG       11.74
                                                                                      BLIFE ER        8.97
                                                                                      ASRSLTDR       43.72
                                                                                      ASRS RET    3,178.65
                                                                                      DELTAER4       82.16
                                                                                      UHCER 10    8,721.05

                        Total ACH              27,874.85
--------------------------------------------------------------------------------------------------------------------
```

Example 3 Use these parameters to run a summary report by payment for one employee for the year:

Company	1	STATE OF ARIZONA
Process Level		
Department		
Processing Option	- ▼	Company
Employee Group		
Employee	192923 - 192923	
Payment Date	01/01/2020 - 12/31/2020	
Payment Type	- ▼	All Types
Payment Detail	N ▼	No
Report Option	D ▼	Detail
Print ACH Detail	N ▼	No

Payment Detail Listing

```
PR260 Date 06/27/19                 Company    1  STATE OF ARIZONA
      Time 17:13                    Payment Detail Listing
                                    Date Range 01/01/19 - 12/31/19


Employee Name            Date      Pmt Nbr Type    Gross Pay      Tax Deds     Other Deds   Company Deds       Net Pay
--------- ------------------   --------  --------  ------  --------------  -------------  -------------  --------------  --------------
   123456      CHARLES NORRIS  01/03/19  345678345  A.C.H     2,923.10        433.15         190.35         951.24       2,299.60
                               01/17/19  345684165  A.C.H     2,923.10        433.14         190.35         951.23       2,299.61
                               01/31/19  345668424  A.C.H     2,923.10        433.15         190.35         951.24       2,299.60
                               02/14/19  345687822  A.C.H     2,923.09        433.13         190.35         951.22       2,299.61
                               02/28/19  345687652  A.C.H     2,923.10        389.60         535.28       1,296.17       1,998.22
                               03/14/19  345687821  A.C.H     2,923.10        389.59         535.28       1,296.16       1,998.23
                               03/28/19  345657810  A.C.H     2,923.10        389.60         535.28       1,296.17       1,998.22
                               04/11/19  345685456  A.C.H     2,923.10        389.59         535.28       1,296.16       1,998.23
                               04/25/19  345685457  A.C.H     3,923.10        579.20         653.28       1,512.51       2,690.62
                               05/09/19  345685458  A.C.H     2,923.10        389.58         535.28       1,296.15       1,998.24
                               05/23/19  345685459  A.C.H     2,923.10        389.60         535.28       1,296.17       1,998.22
                               06/06/19             A.C.H     2,923.10        389.59         535.28       1,296.16       1,998.23
                               06/20/19             A.C.H     2,923.10        389.60         535.28       1,296.17       1,998.22

                                         Gross Pay       Tax Deds      Other Deds    Company Deds       Net Pay
                                    ----------------  ---------------  ------------  ---------------  ----------------
Totals Employee      123456            39,000.29         5,428.52       5,696.92       15,686.75       27,874.85

Totals Company                         39,000.29         5,428.52       5,696.92       15,686.75       27,874.85

                     ********** Report Completed **********
```

Example 4 Use these parameters to run a Summary of all payments in the year:

Parameters

Company	1 Q	STATE OF ARIZONA	
Process Level	Q		
Department	Q		
Processing Option	- ▼	Company	
Employee Group	Q		
Employee	192923 Q	-	192923 Q
Payment Date	01/01/2020 📅	-	12/31/2020 📅
Payment Type	- ▼	All Types	
Payment Detail	N ▼	No	
Report Option	S ▼	Summary	
Print ACH Detail	N ▼	No	

Payment Detail Listing

```
PR260 Date 06/27/19                Company    1  STATE OF ARIZONA                          Page    1
      Time 17:25                   Payment Detail Listing
                                   Date Range 01/01/19 - 12/31/19


 Employee Name                                     Gross Pay    Tax Deds    Other Deds  Company Deds      Net Pay
 ---------  -----------------------------------    ----------   --------    ----------  ------------   ----------
  123456      CHARLES NORRIS                       39,000.29    5,428.52      5,696.92     15,686.75    27,874.85

Totals Company                        39,000.29                5,428.52      5,696.92     15,686.75    27,874.85

            ********** Report Completed **********
```
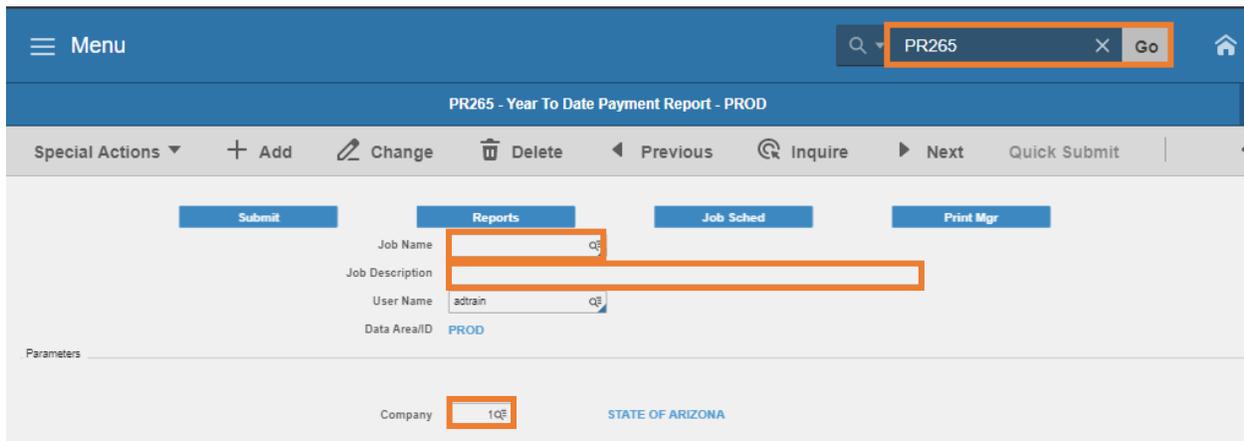
Year to Date Payment Listing PR265

Report Purpose

Run the **Year to Date Payment Report (PR265)** to print a report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting the selection parameters.

The PR265 report results display the following information for each Employee: EIN, Name, Gross Pay (Month to Date, Quarter to Date and Year to Date), and Net Pay (Month to Date, Quarter to Date and Year to Date). This report DOES NOT display details of the payments.

Create Report Parameters

1. Type **PR265** 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**
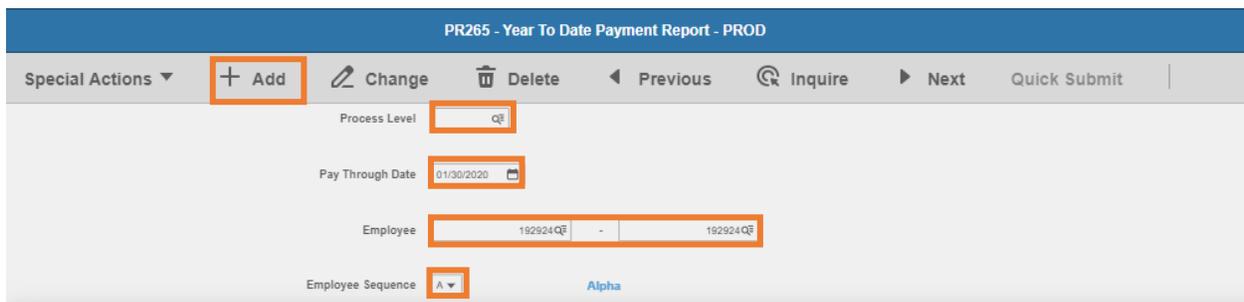
5. **Process Level:** Leave blank or select a **Process Level** to limit results

6. **Pay Through Date:** Select the **Payment Date** to limit results to a specific point in time

7. **Employee**: Leave blank or select the **Employee Identification Number (EIN)** to limit results

    ▪ Type the EIN in both boxes to run for a single employee

8. **Employee Sequence**: Type or select **A** or **N**

   ▪ Select **A** to sort report results by Employee Name

   ▪ Select **N** to sort report results by EIN

9. Click **Add** to save report parameters. Status bar displays message **Job Added**
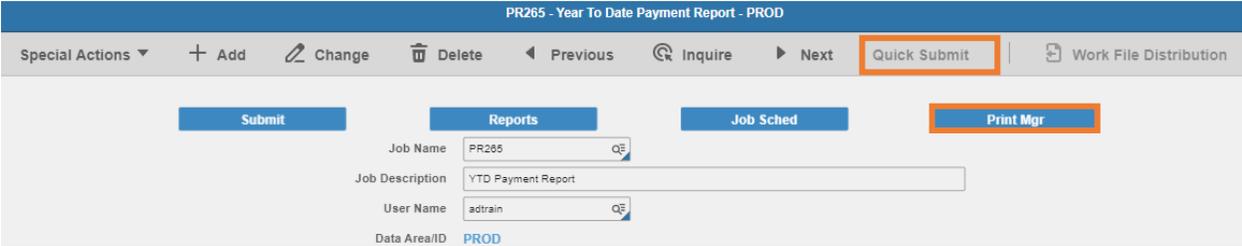
Submit Report

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

Year To Date Payment Report

| PR265 | Date 01/30/20 | | Company | 1 STATE OF ARIZONA | | | | Page | 1 |
| | Time 11:58 | | Year To Date Payment Report Thru 12/31/19 | | | | | | |

		Gross Pay			Net Pay		
Employee Name		Month To Date	Quarter To Date	Year To Date	Month To Date	Quarter To Date	Year To Date
456667 RACHEL GREEN		0.00	0.00	36,949.90	0.00	0.00	23,903.04
Totals Department FG050		0.00	0.00	36,949.90	0.00	0.00	23,903.04
Totals Home Process Level ADFSG		0.00	0.00	36,949.90	0.00	0.00	23,903.04

Employee Wage Report PR270

Run the **Employee Wage Report (PR270)** to print a report of Employee Wage Information in summary format. Changing the parameters produces different levels of information on the report:

- Restrict the report to include only Employee Wage Information; further specification can be included to show a specific Process Level, Department, Employee Range and/or Date Range

- Restrict the report to include only specific Pay Classes, or Pay Summary Groups

- Restrict the report to include only total information for the Process Level/Department

Create Report Parameters

1. Type **PR270** 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. **Process Level**: Leave blank or select a **Process Level** to limit results

6. **Department**: Leave blank or select a **Department & Process Level** to limit results

7. **Processing Option**: Leave blank or select the value that determines if the employees appear on the report under Company, Process Level they were in when paid, or current Process Level on the employee record

    - Leave **Blank** if Process Level and Department fields are blank

- Select **1** to run by the Process Level where they were paid

- Select **2** to run by their current home Process Level

- Select **3** to run by the Process Level/Department where they were paid

- Select **4** to run by their current home Process Level/Department

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

9. **Employee**: Type or select the **Employee Identification Number (EIN)**

- Type the EIN in both boxes to run for a single employee

10. **Date**: Select the **Payment Date range**
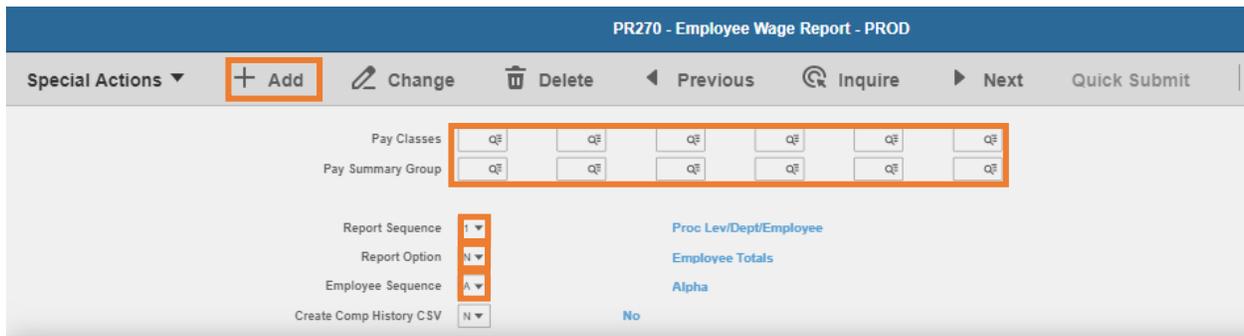
11. **Pay Classes:** Leave blank or select up to six **Pay Classes** to limit results

12. **Pay Summary Groups:** Leave blank or select a **Pay Summary Group** to limit results

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

- Select **1** to sort by Process Level

- Select **2** to sort by EIN

14. **Report Option:** Select **Y** or **N**

- Select **N** to include totals by employee

- Select **Y** to generate grand totals only (will not contain employee totals)

15. **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

16. Click **Add** to save report parameters. Status bar displays message **Job Added**
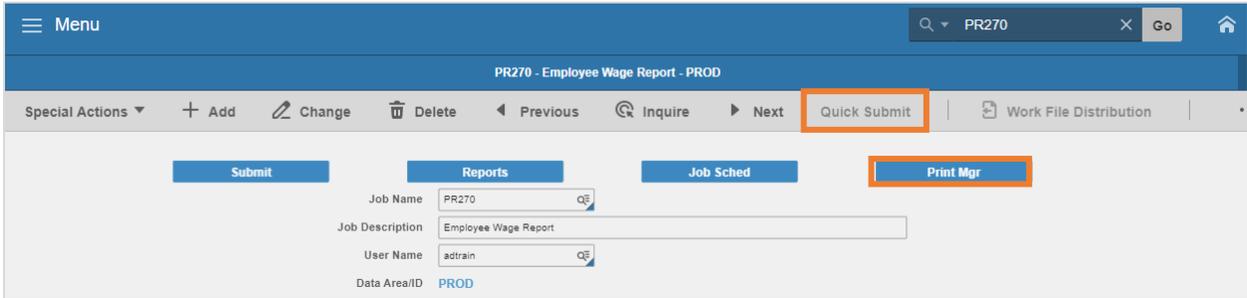
Submit Report

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 Wage Report with Employee Totals

Employee Wage Report with Totals Only (Report Option: Y)

Time Record Audit Report ZR282

Use ZR282 to list the contents of the audit file for time record changes.

Create Report Parameters

1. Type **ZR282** 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. **Processing Group**: Leave blank

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

7. **Department**: Leave blank or select a **Department** & **Process Level** to limit results

8. **Employee**: Type or select the **Employee Identification Number (EIN)**

   - Type the EIN in both boxes to run for a single employee

9. **Date**: Select a date range based on the Time Record Date

10. **Update**: Must select **R Report**

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

Report will display the Function Code for each time record

FUNCTION CODE Values:

- **A** (Add)
- **C** (Change)
- **D** (Delete)

Time Record Audit Report

```
ZR282  Date 06/27/19                              Time Record Audit Report                      Page     1
       Time 16:02                      Company      1 - STATE OF ARIZONA

Process Level ADFSG  -  AD-FINANCIAL SERVICES DIV GAO        Department FG050  -  FSD/GAO AFIS

Employee

Time Sequence          Field Description    Previous Value        New Value               Audit Description       Value
-------------          -----------------    --------------        ---------               -----------------       ---------
   345949113           Acct Category                                                      USER NAME               hrismstr
                       Activity                                                           FUNCTION CODE           A
                       Attend Code                                                        CHANGE DATE             03/24/19
                       Check Grp                                                          CHANGE TIME             00:00:00
                       Check Type                                 ADFSG                    PROGRAM CODE            ZR137
                       Department                                 FG050                    TOKEN
                       Dist Company          0                    1
```

Time Record Audit Report

```
ZR282  Date 06/27/19                              Time Record Audit Report                      Page     1
       Time 16:02                      Company      1 - STATE OF ARIZONA

Process Level ADFSG  -  AD-FINANCIAL SERVICES DIV GAO        Department FG050  -  FSD/GAO AFIS

Employee

Time Sequence          Field Description    Previous Value        New Value               Audit Description       Value
-------------          -----------------    --------------        ---------               -----------------       ---------
   345949113           Acct Category                                                      USER NAME               hrismstr
                       Activity                                                           FUNCTION CODE           A
                       Attend Code                                                        CHANGE DATE             03/24/19
                       Check Grp                                                          CHANGE TIME             00:00:00
                       Check Type                                 ADFSG                    PROGRAM CODE            ZR137
                       Department                                 FG050                    TOKEN
                       Dist Company          0                    1
                       Dist Depart                                FG050
                       Dist Proc Lev                              ADFSG
                       Dst Account           0                    6041
                       Dst Acct Unit                              ADGAO5201000
                       Dst Sub Acct          0                    2019
                       Error Flag
                       Hours                 0                    8.00
                       Job Code                                   AUN09060
                       Locat Code                                 PAYROLL
                       Ot Prem Amt           0
                       Ot Rate               0
                       Ot Record
                       Pay Code                                   300
                       Pay Grade                                  24
                       Pay Periods           0
                       Pay Step              0
                       Pcd Seq Nbr           0                    9995
                       Pct Dist Flag                              Y
                       Per End Date          000000               032219
                       Position                                   SAD000000818
                       Process Grp
                       Process Level                              ADFSG
                       Rate                  0
                       Schedule                                   AREG
                       Shift                 0                    1
                       Shift Diff            0
                       Shift Diff Rate       0
                       Status                0                    2
                       Supp Tax Code
                       Tax Freq Over         0
                       Time Acc Flag
                       Tr Date               000000               031119
                       Wage Amount           0
                       Wc Class                                   8803
                       Wc State                                   AZ
                       Work State                                 AZ
                       Wrk End Date          000000               031519
```
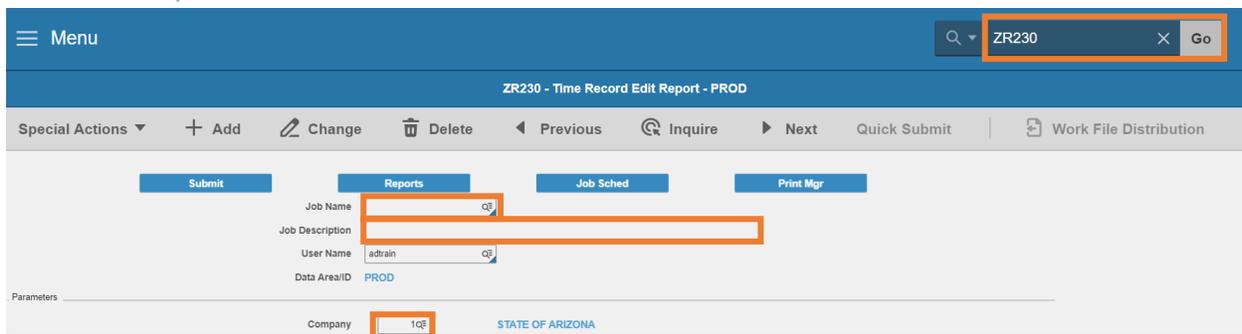
Hours Limit Report ZR230

Run the **ZR230 Time Record Edit Report** to list employees that have hours exceeding the Period Hour Limit and employees with hours less than the Weekly Hour Limit. The ZR230 will display all-time records that have associated Period End Dates falling within the parameter range for Payroll Period. For calculation purposes, it only tabulates totals if the time record's pay summary group falls within the Pay Class parameter.
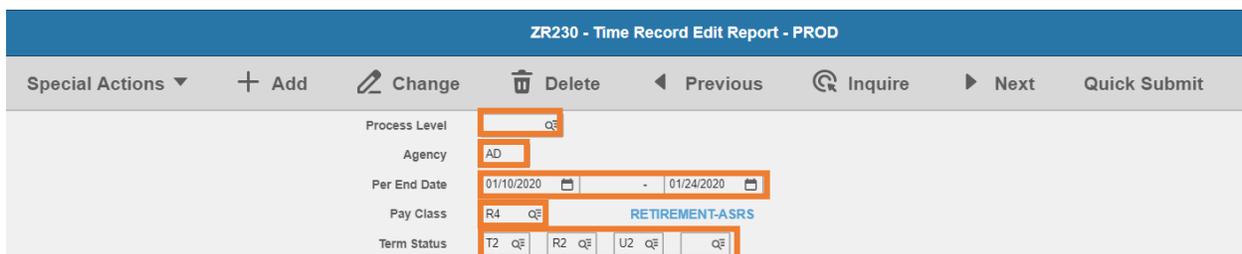
For example, to find employees with hours greater than 80 for a pay period and employees with less than 40 hours per week in a pay in a pay period, you would populate the fields with 80 and 40 respectively.

Create Report Parameters

1. Type **ZR230** 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
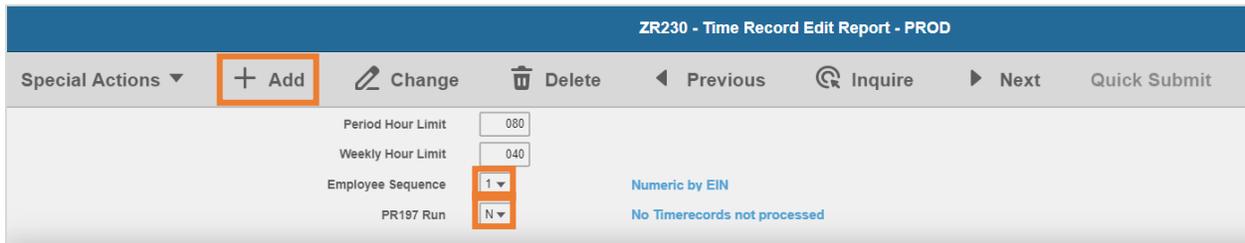
4. **Company**: Type or select **1**

5. **Process Level**: Type or select a **Process Level** to limit results or leave blank

6. **Agency**: Type or select the two-digit **Agency Code**

7. **Period End Date**: Select the **pay period end date** range i.e. PPE 1/10/20- PPE 1/24/20

    ▪ **First box**: first pay period end date; any time records in the pay period greater than or equal to this date will be included

- **Second box**: last pay period end date; any time records in the pay period less than or equal to this date will be included

8. **Pay Class**: Select the **Pay Class** to be included in results

NOTE: To view the pay summary groups included in the Pay Class, Select the Pay-Class and right-click to Drill Around.

9. **Term Status**: Select up to four employee **status codes** that should be **IGNORED/Not Included** in the results

ZR230 - Time Record Edit Report - PROD							
Special Actions ▼	+ Add	✎ Change	🗑 Delete	◄ Previous	🔍 Inquire	► Next	Quick Submit

Period Hour Limit	080	
Weekly Hour Limit	040	
Employee Sequence	1 ▼	Numeric by EIN
PR197 Run	N ▼	No Timerecords not processed

10. **Period Hour Limit**: Type hours or leave blank to default to 80

- Hours exceeding this limit will display on the report

11. **Weekly Hour Limit**: Type hours or Leave blank to default to 40

- Hours exceeding this limit will display on the report

12. **Employee Sequence**: Select **1** or **2**

- Select **1** to sort report results by Employee Identification Number
- Select **2** to sort report results by Employee Last Name

13. **PR197 Run**: Select **Y** or **N**

- Select **Y** - **AFTER** Payroll Processes to display historical time records for the given range and report on employees meeting the limit requirements
- Select **N** - **BEFORE** Payroll Processes – to display pending time records for the given range and report on employees meeting the limit requirements

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

Submit Report

ZR230 - Time Record Edit Report - PROD							
Special Actions ▼	+ Add	✎ Change	🗑 Delete	◀ Previous	🔍 Inquire	▶ Next	Quick Submit

Submit	Reports	Job Sched	Print Mgr

Job Name: ZR230
Job Description: Weekly Hours Report
User Name: adtrain
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

Recommended Parameters to use for tracking the Arizona State Retirement System 20/20 membership eligibility criteria

Use the same pay period end dates in both **Per End Date** fields to limit results to one pay period.

Parameters

Company	1	STATE OF ARIZONA
Process Level		
Agency	AD	
Per End Date	01/11/2020 - 01/24/2020	
Pay Class	R20	ASRS 20/20 HOURS TRACKING
Term Status	T2 R2 U2	
Period Hour Limit	0	
Weekly Hour Limit	0	
Employee Sequence	1 ▼	Numeric by EIN
PR197 Run	Y ▼	Yes Timerecords processed

Results:

```
Time Record Edit Report

ZR230 Date 06/27/19
      Time 14:38                        Time Record Edit
                                   Time Record Edit Detail Report
                              Company     1 STATE OF ARIZONA
                              Payroll Period 05/03/19 - 05/03/19


Agency       AD    DEPT OF ADMINISTRATION
Process Level: ADISD AD-ASET

                                                                    Hours
                                                                ==================
Employee    Name                 Position     Job Code  Schedule  Grade  Status  Week1  Week2  Total   Per End Dt
---------   ----------------     --------     --------   --------- -----  ------  -----  -----  -----   ----------
                                 SAD000345678  S10049    AREG       28     S5     40.00  40.00  80.00   05/03/19
                                 SAD000234567  AUN02199  ASRINTERN  01     D2     22.00  20.00  42.00   05/03/19
                                 SAD000578910  AUN02199  ASRINTERN  01     D2     16.00  15.00  31.00   05/03/19
                                 SAD000135456  AUN02199  ASRINTERN  01     D2     12.00  25.00  37.00   05/03/19

      Total Employee:   4    Total Hours:  190.000    Excess Hours:  130.000-

Grand Totals:          -----       ---------            ----------
          Employees:   4      Hours:  190.000   Excess:   130.000-
                       =====       =========            ==========
```

Pay Code Listing PR220

Run **Pay Code Listing (PR220)** to print a list of pay codes, pay classes, pay summary groups and pay summary group relationships defined for the company. The report selection determines the information that is included in the listing.

Create Report Parameters

1. Type **PR220** in search field, click **Go**

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

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

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

5. **Report Selection**: Select a value

   - Select **1** to view **Pay Summary Group**

   - Select **2** to view **Pay Code**

   - Select **3** to view **Pay Class**

6. **Status**: Select **A** to view Active values or select **I** to view Inactive values

7. **Pay Class**: Leave blank or select a **pay class** to list only relationships between the selected pay class and the corresponding pay summary groups or pay codes

8. **Process Level:** Leave blank

9. **Pay Summary Group**: Leave blank or select a pay summary group to limit results to pay codes associated with the selected pay summary group if Report Selection 2 (Pay Code) or 3 (Pay Class Cross-Reference) is used

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

To print a listing of active Pay Codes, use the parameters:

PR220 - Pay Code Listing - PROD							
Special Actions ▼	＋ Add	✐ Change	🗑 Delete	◀ Previous	🔍 Inquire	▶ Next	Quick Submit

Parameters

Company	1	STATE OF ARIZONA
Report Selection	2 ▼	Pay Code
Status	A ▼	Active

Each pay code will be listed on a separate page:

```
Pay Code Listing

PR220   Date 06/26/19                        Company    1  STATE OF ARIZONA
        Time 16:48                           Pay Code Listing


        ------------------------------------------------------------------------------
Pay Code             100            REGULAR PAY
Status               A              Active
Calculation Type     B              Percent with Pct Shift Diff
Service Code         100            REGULAR PAY
Rate                     100.0000
Currency Code
Overtime Premium         0.0000
Shifts 1 - 4             0.0000          5.0000         10.0000             0.0000
Shift Table
Unit of Measure
Allow Hours          0              NO
Non-Earnings         0              NO, WAGES

Pay Summary Group    100            REGULAR PAY

Disposable Income                   No

Wage Expense                                   - 006011 - 2019    REGULAR BASE SALARY
Premium Expense                           000000 - 0000
Shift Expense                             006011 - 2019    REGULAR BASE SALARY
Non-Cash Credit                          - 000000 - 0000
Activity
Account Category
Override Ded Expense
Post Hours and Units
```

Step & Grade Schedule Listing PR216

Run **Step and Grade Schedule Listing (PR216)** to print a list of all step and grade schedules defined for the company. Define parameters to provide a list of current schedules, or enter a date range to list schedules effective within the date range. Run PR216 to provide a list of employees assigned to the step and grade schedules.

Create Report Parameters

1. Type **PR216** 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. **Schedules**: Leave blank or select **X** to create a listing of all step and grade schedules defined, including the rates associated with the steps and grades

6. **Employees**: Leave blank or select **X** to create a listing of employees assigned to the schedules along with their assigned step, grade and rate

7. **Date**: Leave blank or select a **beginning date** and **ending date** to define a date range to limit results to schedules that have an effective date within that date range

8. **Current Only**: Leave blank or select a value that determines the schedules to include

   - Select **Y** to include all schedules. Leave the Date range fields blank.

   - Select **N** to include schedules currently in effect based on the system date

9. **Schedules**: Leave blank or select up to 12 **Schedules** to limit results

10. **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

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

Step And Grade Schedule Listing

| PR216 Date 01/31/20 | | | Company | 1 STATE OF ARIZONA | | | Page |
| Time 09:16 | | | | Step And Grade Schedule Listing | | | |

Schedule ADMINISTRATOR   Steps 1 Thru 7
Salary Class Hourly   Effective Date 03/11/06

Step	1	2	3	4	5	6	7
Grade							
030	17.8007	18.2549	18.7219	19.2014	19.6938	20.2004	20.7207
031	19.4113	19.9100	20.4219	20.9485	21.4893	22.0447	22.6158
032	21.1788	21.7259	22.2882	22.8657	23.4593	24.0695	24.6957
033	23.1189	23.7193	24.3364	24.9700	25.6218	26.2912	26.9786
034	25.2478	25.9069	26.5840	27.2798	27.9947	28.7296	29.4840
035	27.5844	28.3076	29.0507	29.8145	30.5992	31.4055	32.2338
036	30.1489	30.9425	31.7585	32.5966	33.4576	34.3426	35.2515
037	32.9632	33.8346	34.7299	35.6496	36.5946	37.5657	38.5637
038	36.0524	37.0083	37.9911	39.0003	40.0378	41.1037	42.1984
039	39.4422	40.4915	41.5701	42.6780	43.8164	44.9859	46.1877