

HRIS – Human Resources Information Solution RESOURCE GUIDE: TIME ENTRY

TIME ENTRY

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Time Entry Process Overview

HRIS is not an auto-pay system. The only way employees are paid is through adding time records. To initiate pay, enter time records directly into HRIS or through Y.E.S., by Employee Time Entry (ETE). Payroll processes on a biweekly basis.

A Time Record is similar to an online timesheet, reflecting exactly the employee's work to pay. Entering employee time is critical to ensure that an employees pay is timely and correct. A created time record in HRIS is like a snapshot of the employee's information at that moment in time. After the time record entry, if changes are made to the employee's master record (i.e. Pay Rate), the employee's time records must be refreshed (or deleted and re-entered) to reflect the change. This will need to be coordinated between the Agency Human Resources and Payroll offices.

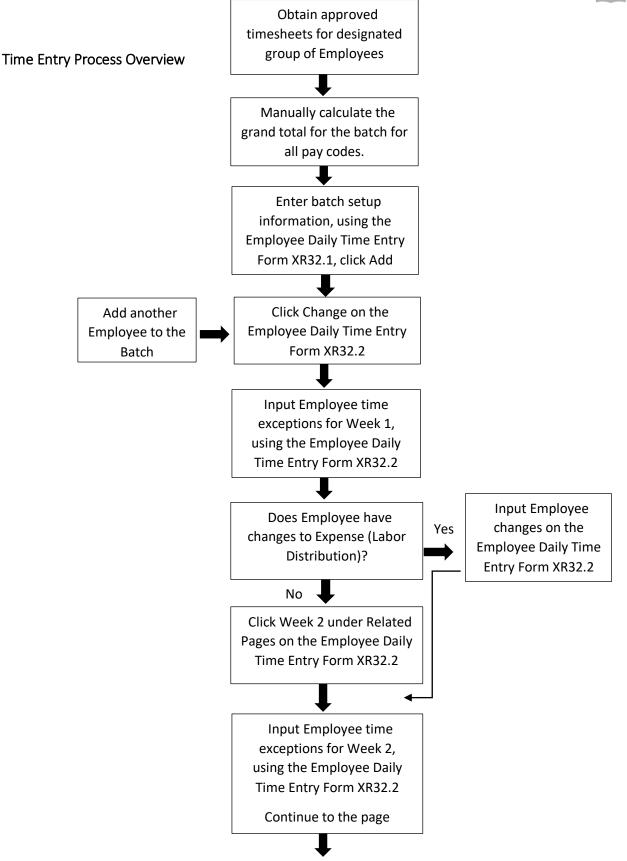
HRIS Time Entry Schedule

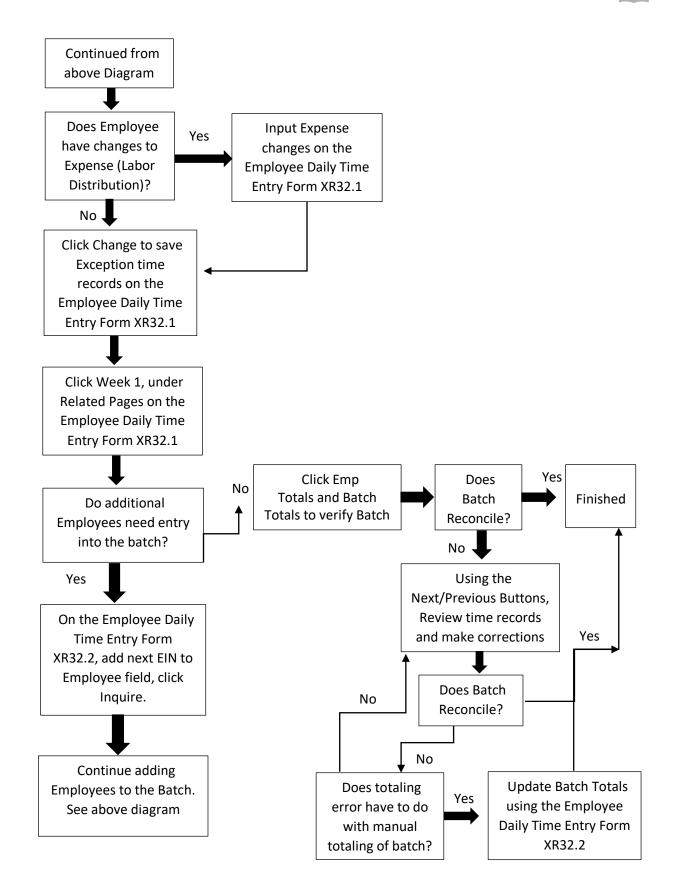
Compute Week defined as the week payroll processes for State Employees.

The payroll compute runs on Tuesday evening. During this time, access is restricted to view only.

- Agency Payroll Specialist, for a pay period:
 - Access to time entry expires at 2:00 pm on Tuesday of the compute week.

Following the Tuesday evening compute, regular access to the system for Agency Payroll Specialists resumes, typically at 6:00 am Wednesday morning.





Create a new Batch XR32.1

Use **SOA Employee Daily Time Entry forms (XR32.1 and XR32.2)** to add time records in the HRIS System. Use the Batch Header form, SOA Employee Daily Time Entry (XR32.1) to enter Batch Control Totals for the pay period. Complete the batch totals and advance to the SOA Employee Daily Time Entry (XR32.2) Form for individual employee time.

To ensure accuracy, the labor distribution (Expense Account) for the Employee will default from the Employee's Master Record (HR11.1, Pay tab) during the time entry process. If the default labor distribution appears different from the Employee's timesheet, the Agency Payroll Specialist will need to update the new Labor Distribution for those hours within that pay period.

Do not use XR32.1 for adjustments to prior pay periods. Refer to the training on Additional Payments XR35.2 Forms.

≡ Menu		Q 🕶 1	XR32.1	X Go	â
XR32.1 - *\$04	Employee Daily Time Entry - PROD				
Data View ▼ Special Actions ▼ + Add	Change 4 Previous (Inquire	Next	Inquire 🛛 🔻	
Company 105 STATE OF	ARIZONA				
Batch QE	Batch Control Tot	tal Hours	120		
Process Level AB200 QE AB-DIRE	TORS OFFICE				
Employee 192924Q BEESLY,	ALPERT				
Pay Period Begin and End Dates	01/25/2020 Q≣ - 02/07/2020 Q	Q≡			
Emp Totals	Batch Totals				

Enter Batch Totals

- 1. Type XR32.1 in search field, click Go
- 2. **Company**: Type or select **1**
- 3. Batch: Leave blank, Batch number will be assigned when clicking Add
- 4. Batch Control Total Hours: Type in the grand total hours for all pay codes and employees within the batch

≡ Menu		Q ▼ XR32.1	X Go 🏫
	XR32.1 - *SOA Employee Daily Ti	me Entry - PROD	
Data View 🔻 Special Acti	ions 🔻 🕂 Add 🖉 Change 🖣	Previous 📿 Inquire 🕨 Next	Inquire 🛛 🔻
Company	1QE STATE OF ARIZONA		
Batch	QE	Batch Control Total Hours 120	
Process Level AB2	200 QE AB-DIRECTORS OFFICE		
Employee	192924QE BEESLY, HALPERT		
	Pay Period Begin and End Dates 01/25/2020 Q로	- 02/07/2020 QE	
	Emp Totals	Batch Totals	

- 5. **Process Level**: Leave blank or select a **Process Level** to reduce the number of Employees that will be displayed in the Employee drop down listing
- 6. Employee: Type or select the Employee Identification Number
- 7. **Pay Period Begin** and **Pay Period End Date:** Select the **Pay Period Begin**, the Pay Period End Date will populate
- 8. Click Add
 - o Batch number created
 - SOA Employee Daily Time Entry XR32.2 displays

Employee Daily Time Entry XR32.2

Default Time Entry

Daily Time Entry hours default from the Employee's Master Record (HR11.1, Assignment tab) Work Schedule. The default feature saves keystrokes and creates an audit trail. From the default, Agency Payroll Specialists will then only need to make changes if the Employee has exceptions from the default schedule. During pay periods that include a holiday, HRIS will create a holiday time record using the defaulting process. If the employee participates in ETE, time records will not default.

If Employee's time sheet matches the default work schedule, proceed with the actions below.

If Employee's time sheet does NOT match the default or employee participates in ETE, skip this section and follow the Exception Time Records actions.

		XR32.2 - *SOA En	nployee Daily Tim	e Entry - PROD		
Data View 🔻	Special Actions 🔻	🖉 Change	Previous	🕼 Inquire	▶ Next Inq	uire 🔻
PL AB200 QE	Compan Batcl Employe	h 139824QE	STATE OF ARIZO			
		Begin and End Dates 01/25/202 Emp Totals		Batch Totals	8 HR M-FR	
Week 1 Week 2						
Pay Sat	Sun	Mon Tue	Wed	Thu	Fri	S A P
FC Code 01/25	01/26 01	1/27 01/28	01/29	01/30 01	1/31 Job Code	H C D
A ▼ 100 QE		8	8 8	8	8	QE V QE - V
▼ QE						QE v QE v
▼ Q ²						Q≣ ▼ Q ^Ξ · ▼

- 1. Click Change to complete the auto-fill process
- 2. Status bar displays the message Records updated; run PR110 to update log
 - PR110 runs by HRIS during payroll processing

Exception Time Records – Enter Overtime

If an employee has submitted a time sheet indicating overtime, add the record on the next line.

XR32.2 - *	SOA Employee Daily Time Ent	ry - PROD	×		Ho	me - PROD	
Data View 🔻	Special Actions 🔻	🖊 Change 🛛 🖣	Previous	R Inquire	Next	Inquire 🛛 🔻	
	Company Batch	1Q≣ 139824Q≣	STATE OF ARIZO	NA			
PL QE	Employee	192924Q	BEESLY, HALPER	स			
	Pay Period Beg	in and End Dates 01/25/2020	- 02/07/2020			8 HR M-FR	
		Emp Totals		Batch Totals			
Week 1 Week 2							
Pay Sat	Sun Mo	n Tue	Wed	Thu	Fri	S A P	
FC Code 02/01	02/02 02/03	02/04	02/05	02/06	02/07	Job Code H C D	
▼ 100 QE		8.00 8.00	8.00	8.00	8.00	AUN06609 Q ^Ξ 1 ▼ Q ^Ξ N ▼	-
A ▼ 101 QE					2	Q= V Q= • •	r]
						QE V QE - V	·

- 1. Click on Week 1 or Week 2
- 2. FC: Type or select A
- 3. Pay Code: Type or select the overtime pay code
- 4. Daily boxes 1-7: Enter hours on the day(s) the employee worked overtime
 - Hours entered must be the hours the employee has indicated on the time sheet

XR32.2 -	*SOA Employee Daily Time En	itry - PROD	×		ł	Home - PROD	
Data View 🔻	Special Actions 🔻	🖉 Change	Previou	ıs 🔍 İnqui	re 🕨 Ne	xt Inqui	re 🛛 🔻
	Company Batch	1QE 139824QE		OF ARIZONA			
PL QE	Employee Day Deriod Re	192924QE		HALPERT		8 HR M-FR	
	Pay Pendu Be	Emp Totals	020 - 02/	Batch Total	s	O TIK M-FK	
Week 1 Week 2			-				
Pay Sat	t Sun Me	on Tue	Wed	Thu	Fri		S A P
FC Code 02/01	02/02 02/03	3 02/04	02/05	02/06	02/07	Job Code	н с р
▼ 100 Q ^Ξ		8.00	3.00	8.00 8	.00 8.0	00 AUN06609	Q≅ 1 ▼ Q≷ N ▼
A ▼ 101 QE						2	QE V QE - V
▼ Q ^Ξ							Q≣ ▼ Q≣ · ▼

- 5. **SH** (Shift): Leave blank to default or select **1**, **2** or **3** for shift differential that is different from the employee's default setup
- 6. **PD** (Pay Distribution): Leave blank to default or select **N** to override Default Labor Distribution shown on the Employee's XP02/ZP02 or XR23.3 position form
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position

- If N is selected, follow instructions for Exception Time Records Change Labor Expense Account
- 7. Click **Change** to update the time record for the employee
 - Status bar displays the message **Records updated; run PR110 to update log**
 - PR110 runs by HRIS during payroll processing

Exception Time Records – Change Labor Expense Account

Determine if the default Expense Account information needs correction for any of the hours entered above.

If so, continue with the next steps:

 If the Employee will have hours split between different Expense Account codes, each Expense Account code must have a separate row of time on this form

					XR	32.2 - *SOA En	nployee Daily Tim	e Entry - PROD				
Data	View	▼		Special Actions	Cha	ange 🖣	Previous	R Inquire	Next	t Inquire	•	
Week 1	We	ek 2										
	Pay		Sat	Sun	Mon	Tue	Wed	Thu	Fri		S A	р
FC	Code		02/01	02/02	02/03	02/04	02/05	02/06	02/07	Job Code	H C	D
•	100	Q≣			8.00	8.0	8.00	8.00	8.00	AUN06609 QE	1 🔻	Q≣ N ₩
C ▼	101	QE							2.00	AUN06609 QE	1 🔻	QE N 🔻
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•		QĒ								Q≣	•	QE - 🕶
¥		QE								QE	•	QE - 🕶
•		Q≣								QE	•	Q∃ - ▼
•		Q≣								QE	•	Q∃ - ▼
•		QE								QE	•	Q≣ - ▼
Expens	se											
Pro	c Level			Dept		Expense Account				Activity		
AB	200			20600	AB4	6030	Q₹	6031Q≣	2019 QE		Q	•

- 1. FC: Type or select C
- PD (Pay Distribution): Type or select N to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, by entering new Labor Distribution values (described in steps 3-6 below)
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position
- 3. Expense Account: Type or select an Accounting Unit
 - If left blank, field will default to the employee's Accounting Unit
- 4. Sub-Account: Leave blank or type a value. Equates to the Budget Fiscal Year (BFY)

					_	_							
Data V	/iew `	•		Special Actions	- 2	Change	•	Previous	R Inquire	Next	t Inquire	• •	
/eek 1	Wee	k 2											
	Pay		Sat	Sun	Mon	Tue		Wed	Thu	Fri		S A	A P
C	Code	0	2/01	02/02	02/03	02/04		02/05	02/06	02/07	Job Code	нс	C D
•	100	QE				8.00	8.00	8.00	8.00	8.00	AUN06609 Q		Q≣ N ▼
0 🕶	101	QE								2.00	AUN06609 Q	. 1 ▼	QE N 🔻
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xpense	9												
Proc	Level			Dept		Expense A	ccount			_	Activity		

- 5. Activity: Leave blank or select Activity and Account Category
 - If one of these fields is populated, the other is required to be populated
- 6. Repeat steps 1-5 for each row that requires changes to labor expense account
- 7. Click **Change** to complete the time record update
 - Status bar displays the message **Records updated; run PR110 to update log**
 - PR110 runs by HRIS during payroll processing
- 8. If information is input into all available rows on the Time Records page, and additional rows need to be input follow these steps:
 - a) Place cursor in the **FC** column on the first row
 - b) Press **CTRL SHIFT K** on the keyboard to clear the fields below the cursor. This makes available new time record rows without typing over previously saved information.
 - c) Repeat steps to change labor expense

Always remember to verify that the information that appears on the new row is only the information that you want to process with that row. Typing over existing data can cause errors and is not advisable.

				X	R32.2 - *SOA En	nployee Daily Tin	ne Entry - PROD				
Data \	/iew ▼		Special Actions	▼	hange 🛛 🖣	Previous	@ Inquire	Nex	ct Ir	nquire 🔻	
					2≡ 39824Q≣	STATE OF ARIZ	ONA				
PL		Q	E	mployee	192923Q	HALPERT, JIM					
			Pa	Period Begin and E	nd Dates 01/25/202	0 - 02/07/2020			10 HR M-1	тн	
				Em	p Totals		Batch Totals				
Neek 1	Week 2										
	Week 2 Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri		S	A P
		Sat 01/25	Sun 01/26	Mon 01/27	Tue 01/28	Wed 01/29	Thu 01/30	Fri 01/31	Job Code	S H	A P C D
	Pay	01/25		01/27	01/28		01/30		Job Code		с р
FC	Pay Code	01/25		01/27	01/28	01/29	01/30		Job Code	н	C D Q₹ - ▼

Add Additional Employees to the Batch

- 1. Process Level: Type or select the Process Level
 - Leaving the Process Level field unpopulated causes the Employee drop- down to not display any Employees
- 2. Employee: Type or select the Employee Identification Number
- 3. Click **Inquire.** Status bar displays the message; Time records do not exist **click Change** to complete **auto-fill.**
- 4. Click **Change** to complete the auto-fill process
 - Status bar displays the message Records updated; run PR110 to update log
 - PR110 runs by HRIS during payroll processing

Reconcile Time Record Totals

After completing the batch, verify the expected totals entered on XR32.1 match the input time records. Use the **Emp Totals** and **Batch Totals link** to reconcile totals.

Reconcile Totals by Employee

≡ Menu				୍ ୍ × XR32.1	× G0
	XR32.2 - *	SOA Employee Daily Tim	e Entry - PROD		
Data View 🔻 S	pecial Actions 🔻 🖉 Change	Previous	R Inquire	Next Inquire	•
	Company 1QE	STATE OF ARIZO	DNA		
PL QE	Batch 139824Q Employee 1929	24Q3 BEESLY, HALPE	RT		
	Pay Period Begin and End Dates Emp Totals	01/25/2020 - 02/07/2020	Batch Totals	8 HR M-FR	

- 1. Click Emp Totals
- 2. Sub-form ZRBT.1 Employee and Batch Totals displays grand total of hours entered for employee

		ZRBT.1 - Emp	oloyee and Batch Totals -	PROD	
← Back	Detach Special Action	ns 🔻 📿 Inquire	Inquire 🔻		
	Employee Batch 139 Total Hours	192924 BEESLY, HALP 1824 82.00	ERT		
Pay Code	Hours	Pay Code	Hours	Pay Code	Hours
100	80.00	101	2.00		

3. Click **Back** to return to XR32.2

Reconcile Totals by Batch

🗮 Menu								۹.	XR32.1	×	Go
			XR32.2 - *	60A En	nployee Daily Tim	e Entry - PROD					
Data View 🔻		Special Actions 🔻	🖉 Change	•	Previous	R Inquire	►	Next	Inquire 🔻		
		Company Batch	1QE 139824QE		STATE OF ARIZ	DNA					
PL	Q≣	Employee Pay Period Beg	1929: jin and End Dates (Emp Totals	24QE 11/25/202	BEESLY, HALPE				8 HR M-FR		

1. Click Batch Totals

- 2. Sub-form **ZRBT.2 Totals** displays grand total of hours entered in the batch and expected hours
 - Look for error 'HOURS ENTERED DOES NOT MATCH PRBATCH TOTAL'
 - a) Verify time entered and make changes as applicable
 - b) If error is a result of incorrect totaling of the batch in the beginning, see the steps in section Change Batch Control Total Hours to update batch totals

≡ Menu					Q ▼ XR32.1	×	Go
		ZRBT	.2 - Totals - PROD				
← Back	Detach Special Actions	s 🔻 📿 Inquire	Inquire 🔻				
	Batch Calculated Total Hours * HOURS ENTERED D		-	PRBATC	H Total Hours	120.00	I
Pay		Pay		Pay			
Code	Hours	Code	Hours	Code	Hours		
100	80.00	101	2.00				

3. Click **Back** to return to XR32.2

Change Batch Control Total Hours

After verifying all Employee records and the Payroll Specialist is positive that the problem was with the manual totaling of the batch, Change Batch Totals.

🗮 Menu		् ▼ XR32.1	X Go
	XR32.1 - *SOA Employee Daily Time Entry - PROD		
Data View 🔻	Special Actions 🔻 🕂 Add 🖉 Change 🖪 Previous 🕼	🛱 Inquire 🕨 Next 🗌	Inquire 🛛 🔻
	Company 10 Batch 1398240 Batch Control Tot	tal Hours 82.00	
	Process Level QE Employee QE		
		QE	
	Emp Totals Batch Totals		

- 1. Type XR32.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Batch: Select the Batch Number
- 4. **Batch Control Total Hours**: Type in the **NEW grand total hours** for all pay codes and employees within the batch
- 5. Click Special Actions, select ChangeBatchTot
 - Status bar displays the message Change Complete Continue
- 6. Click Batch Totals. Sub-form ZRBT.2 displays

			ZRBT.2 - Totals - PROD		
← Back	Detach Special Action	s 🔻 📿 Inquir	re Inquire 🔻		
	Batch Calculated Total Hours		82.00	PRBATCH Total Hours	82.00
Pay		Pay		Pay	
Code	Hours	Code	Hours	Code	Hours
100	80.00	101	2.00		

- 7. Verify Calculated Total Hours and PRBATCH Total Hours match
- 8. Click Back

Update Existing Time Record

This section covers how to change existing employee time records due to an entry error or a Labor Expense Account change.

NOTE: Agency Payroll Specialists should always re-total their batch BEFORE making changes to existing employee time records. If the batch totals change, then see the steps in section Change Batch Control Total Hours to update the batch totals BEFORE entering the change to the Employee's time record.

Access Batch

≡ Menu		Q ▼ XR32.1	X Go
	XR32.1 - *SOA Employee D	aily Time Entry - PROD	
Data View Special	Actions 🔻 🕂 Add 🖉 Change	◀ Previous	Inquire 🛛 🔻
Company	1QE STATE OF ARIZONA		_
Batch	139824Q	Batch Control Total Hours 16	0
Process Level	Q≣		
Employee	192924QE BEESLY, HALPERT		
	Pay Period Begin and End Dates	QE - QE	
	Emp Totals	Batch Totals	

- 1. Type XR32.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Batch: Select the Batch Number
- 4. Batch Control Total Hours: Type in the NEW grand total hours for all pay codes and employees within the batch

≡ Menu		Q ▼ XR32.1	X Go
	XR32.1 - *SOA Employee Daily Time Entry - PRO	D	
Data View 🔻 Special	Actions 🔻 🕂 Add 🖉 Change 🖪 Previous		Inquire 🛛 🔻
Company	10 ² STATE OF ARIZONA		
Batch		trol Total Hours 160	
Process Level	QE		
Employee	192924QE BEESLY, HALPERT		
	Pay Period Begin and End Dates QE -	QE	
	Emp Totals Batch Totals	S	

- 5. Click Special Actions, select ChangeBatchTot
 - Status bar displays the message Change Complete Continue
- 6. Employee: Type or select the Employee Identification Number
- 7. Click Inquire
- 8. Sub-form **XR32.2** displays

Update Pay Code or Hours

Sub-form XR32.2 displays

		XR32.2 - *SOA E	mployee Daily Tin	ne Entry - PROD			
Data View 🔻	Special Actions 🔻	🖉 Change	Previous	R Inquire	Nex	t Inquire	-
PL QE	Company Batch Employee	139824Q≣	STATE OF ARIZ				
	Pay Period	Begin and End Dates 01/25/20	20 - 02/07/2020			8 HR M-FR	
Well 4 Well 2		Emp Totals		Batch Totals			
Week 1 Week 2							
Pay Sat	Sun	Mon Tue	Wed	Thu	Fri		S A P
FC Code 01/25	01/26 01	/27 01/28	01/29	01/30	01/31	Job Code	н с р
C ▼ 100 QE		8.00	8.00	8.00	8.00	AUN06609 QE	1 🔻 QE N 💌
A ▼ 310 QE			8			QE	▼ QE · ▼
▼ Q [™]						Q	▼ Q₹ - ▼

- 1. Click on Week1 or Week2
- 2. FC: Type or select A, C or D
 - Select A to add a new time record
 - Select **C** to change an existing time record
 - Select **D** to delete an existing time record

- 3. **Pay Code**: If adding a new time record, type or select pay code
- 4. **Daily** boxes 1-7: Modify **hours** on days that require changes
 - Hours entered must be the hours the employee has indicated on the time sheet.
- 5. **SH** (Shift): Leave blank to default or select **1**, **2** or **3** for shift differential that is different from the employee's default setup

				X	R32.2 - *SOA I	Employee Daily	Time Entry - P	ROD					
Data	View	▼	Special Action	ns 🔻 🖉 C	hange	Previous	📿 Inqi	uire 🕨	Next	Inqu	uire	-	
					Q≣ 39824Q≣	STATE OF A	RIZONA						
Ρ	PL	QĒ		Employee Pay Period Begin and E Em	192924Q nd Dates 01/25/2 p Totals	BEESLY, HA		tals		8 HR M-FR			
Week 1	Wee	ek 2											
	Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri				S	A P
FC	Code	01/25	01/26	01/27	01/28	01/29	01/30	01/31		Job Code		н	C D
C 🕶	100	QE		8.	00		8.00	8.00	8.00	AUN06609	Q≣	1 🔻	Q≣ N ▼
A 🕶	310	QE				8					Q≣		QE - 🔻
•		Q≡									Q≣		QE - 💌

- 6. AC: Leave blank or select an Attendance Code if required
- 7. **PD** (Pay Distribution): Leave blank to default or select **N** to override Default Labor Distribution shown on the Employee's XP02/ZP02 or XR23.3 position form
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position
 - If N is selected, follow instructions for Exception Time Records Change Labor Expense Account
- 8. Click Change to complete update the time record for the employee
 - Status bar displays the message Records updated; run PR110 to update log
 - PR110 runs by HRIS during payroll processing
- 9. Click Batch Totals
- 10. Sub-form ZRBT.2 Totals displays grand total of hours entered in the batch and expected hours
 - Look for error 'HOURS ENTERED DOES NOT MATCH PRBATCH TOTAL'
 - a) Verify time entered and make changes as applicable
 - b) If error is a result of incorrect totaling of the batch in the beginning, see the steps in section Change Batch Control Total Hours to update batch totals
- 11. Click **Back** to return to XR32.2

Update Labor Expense Account

If the Employee will have hours split between different Expense Account codes, each Expense Account code must have a separate row of time on this form.

						XR3	2.2 - *SO/	\ Emp	loyee Daily Tin	ne Entr	y - PROD							
Data	View `	•	Spe	cial Actions	- 0	Chai	ıge	•	Previous	Gr	Inquire	►	Next	:	Inquire	-		
Week 1	Wee	k 2																
	Pay	Sa	t	Sun	Mon		Tue		Wed	Th	u	Fri				s /	V P	
FC	Code	02/01		02/02	02/03		02/04		02/05	02/06		02/07		Job Code		н	D D	
•	100	QE				8.00		8.00	8.00		8.00		8.00	AUN06609	Q≣	1 🔻	QE N 🔻	•]
C 🕶	101	QE											2.00	AUN06609	Q≣	1 🔻	QE N 🔻	1
•		QE													Q≡	•	QE - 🔻	·]
•		QE													Q≡	•	QE - 🔻	·]
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Pro	c Level		D	ept		E	xpense Acc	ount						Ac	tivity			
AB	200		2	0600		AB460	30		QE		6031Q≣	2019 Q					QE	

- 1. FC: Type or select C
- PD (Pay Distribution): Type or select N to override Default Labor Distribution shown on the employee's XP02/XP02 or XR23.3 position form, by entering new Labor Distribution values (described in steps 3-6 below)
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position
- 3. Expense Account: Type or select an Accounting Unit
 - If left blank, field will default to the employee's Accounting Unit.
- 4. Sub-Account: Type a value or leave blank. Equates to the Budget Fiscal Year (BFY)

						JAR OLL		oloyee Daily Tim						
Data	View	•		Special Actions	· - 12	Chang	e 🖣	Previous	R Inquire	Nex	t	Inquire	•	
Veek 1	Wee	ek 2												
	Pay		Sat	Sun	Mon		Tue	Wed	Thu	Fri			S A	Р
FC	Code		02/01	02/02	02/03	02	2/04	02/05	02/06	02/07	Job Code		H C	D
-	100	Q≣				8.00	8.00	8.00	8.00	8.00	AUN06609	Q≣	1 🔻	Q∃ N ₩
С 🕶	101	QE								2.00	AUN06609	Q≣	1 🔻	Q∃ N ▼
-		Q≣										Q≣	•	QE - 🔻
•		QE										QE	•	QE - 💌
•		QE										Q≣	•	QE - 💌
-		Q≣										Q≣	•	Q∃ - ▼
-		QE										QE	•	QE . 🔻
-		QE										Q≣	•	QE . 🔻
Expens	e													
Pro	c Level			Dept		Exp	ense Account				Act	ivity		
AB	200			20600		AB46030		Q≣	6031Q≣	2019 QE			Q	

- 5. Activity: Leave blank or select Activity and Account Category
 - If one of these fields is populated, the other is also required to be populated
- 6. Repeat steps 1-5 for each row that requires changes to labor expense account
- 7. Click **Change** to complete the time record update
 - Status bar displays the message *Records updated; run PR110 to update log*
 - PR110 runs by HRIS during payroll processing

Additional Payments XR33 & XR35.2

An employee may be eligible to receive various earnings in addition to base pay. These additional payments may include stipends (geographical, educational, etc.), incentive payments, or leave payouts (non-separating and separating employees). Agency Payroll Specialists will receive a request or notification from the Agency Human Resources Office to add an additional payment to an employee's record

Enter payments using one of two ways:

- Single instance and paid once (e.g., one-time bonus, leave payouts), or
- Recurring instances and paid on an ongoing basis (e.g., stipends)

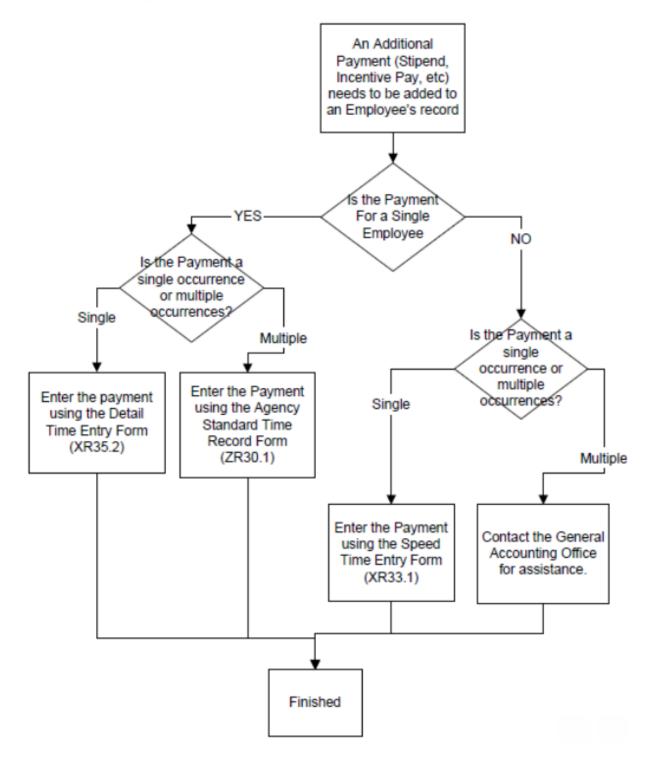
Accurate entry of Additional Payments into HRIS is critical. Errors will result in overpayments or underpayments. Additional payments influence weekly FLSA overtime calculations.

	Single Employee	Multiple Employees
Single Additional Payments	Detail Time Entry Form (XR35.2) Use XR35.2 to establish single payments that have a flat dollar amount for a single employee	Speed Time Entry Form (XR33.1) Use XR33.1 to establish single payments that have a flat dollar amount for more than one employee using the same Pay Code
Recurring Additional Payments	SOA Standard Time Record Form (ZR30.1) Use ZR30.1 to establish recurring payments that have a flat dollar amount or percent for a single employee	The GAO Central Payroll Office will process recurring payments for multiple Employees based on information provided by ADOA Human Resources via Employee Groups
	*See Training Standard Time Records ZR30.1	

Use the HRIS Forms for entering additional payments as follows:



Additional Payments Process



Enter Single Additional Payment for Single Employee XR35.2

Example: Annual Leave Payout to separating employee

≡ Menu	এ ▼ XR35.2	X Go
XR35.2 - *SOA Detail Time Entry - PROD		
Data View 🔻 Special Actions 💌 + Add 🖉 Change 🖣 Previous		quire 🛛 🔻
Company IQE STATE OF ARIZONA		
Batch QĘ		
Employee 192924Q3 BEESLY, HALPERT		
Pay	Pay Attend	
FC Hours Code Date Rate	Shift Dist Code	
A 🕶 100 301A QE 01/27/2020 🗂 QE	 ▼ QE 	
QE C	▼	
▼ Q [‡] ⊡ Q [‡]	 ▼ Q^Ξ 	

- 1. Type XR35.2 in search field, click Go
- 2. **Company**: Type or select **1**
- 3. Employee: Type or select the Employee Identification Number
- 4. FC: Type or select A
- 5. Hours: Type hours if required or leave blank for rate only pay codes
- 6. Pay Code: Type or select the Pay Code
- 7. **Date:** Type or select the **time record date.** Date must be on or prior to the current pay period end date

≡ Menu		Q ▼ XR35.2	X Go
	XR35.2 - *SOA Detail Time Entry - PROD		
Data View Special Actions	🕂 Add 🖉 Change 🖪 Previous		Inquire 🛛 🔻
Company Batch Employee	1Q2 STATE OF ARIZONA Q2 BEESLY, HALPERT		
Pay		Pay Attend	
FC Hours Code Date	Rate	Shift Dist Code	
A▼ 100 301A Q≅ 017. ▼ Q≅ Q≅ Q	17/2020 C	▼ ▼ QE ▼ ▼ QE	

- 8. Rate: Type a flat dollar amount if required or leave blank for hours only pay codes
- 9. Shift: Leave blank to default or select 1, 2 or 3 for shift differential that is different from the employee's default setup

- 10. **Pay Dist** (Pay Distribution): Leave blank to default or select **N** to override Default Labor Distribution shown on the employee's XR23.3 position form
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position
 - If N is selected, follow instructions for- Change Labor Expense Account
- 11. Attend Code: Leave blank
- 12. Click Add
 - Status bar message displays Add Complete Continue
 - Batch Number is populated

13. Click Inquire

Always Inquire to verify changes took

Change I	Labor	Expense	Account
----------	-------	---------	---------

	XR35.2 - "SOA Detail Time Entry - PROD											
Data Vie	ew 🔻	Spe	cial Actions	;▼ +	Add	🖉 Change	Previous	📿 Inqui	re 🕨	Next In	quire 🔻	
FC		Hours	Code	Date			Rate	Shift	Dist	Code		
C 🕶		100	301 Q≣	01/27/202	•		15.00Q≣	1 💌	N 💌	Q≡		
•			QE				QE	•	•	QE		
•			QE		=		QE	•	•	QE		
¥			QE				QE	•	•	QE		
•			QE				QE	•	•	QE		
-			Q∃				QE	-	•	QE		
Ŧ			QE				QE	•	•	QE		
¥			QE				QE	•	•	QE		
•			QE				QE	•	•	QE		
-			QE				QE	-	•	QE		
Expenses												
Pr	rocess											
Le	evel	0	Department				Expense Account	_		Activity		
A	4B200 Q≣		20600 QE		AB46	030	Q 6032	:Q≣ 2019Q≣			QE	

- 1. FC: Type or select C
- PD (Pay Distribution): Type or select N to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, by entering new Labor Distribution values (described in steps 3-6 below)
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the position; Y will populate if a XR23.3 payroll distribution record exists for the position
- 3. Expense Account: Type or select an Accounting Unit
 - If left blank, field will default to the employee's Accounting Unit
- 4. Sub-Account: Type a value or leave blank. Equates to the Budget Fiscal Year (BFY)

XR35.2 - *SOA Detail Time Entry - PROD												
Data View 🔻	Spe	cial Actions	Add +	🖉 Change	Previous	C Inquir	e 🕨 I	Next Inquire 🛛 🔻				
FC	Hours	Code	Date		Rate	Shift	Dist	Code				
C 🕶	100	301 Q≣	01/27/2020		15.00Q≣	1 💌	N 🕶	QE				
•		QE			QE	•	•	QĒ				
•		QE			QE	•	•	QE				
•		QE			QE	•	•	QĒ				
•		QE			QE	•	•	Q≣				
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•		QE			QE	•	•	Q≣				
•		Q≣	—		QE	•	•	QE				
Expenses												
Process												
Level	C)epartment			Expense Account		_	Activity				
AB200 QE		20600 QE	AB4	46030	QE 603	2QE 2019QE		QE				

- 5. Activity: Leave blank or select Activity and Account Category. If one of these fields is populated, the other is also required to be populated
- 6. Repeat steps 1-5 for each row that requires changes to labor
- 7. Click **Change** to complete the time record update
 - Status bar displays the message *Records updated; run PR110 to update log*
 - PR110 runs by HRIS during payroll processing
- 8. Click Inquire

Always Inquire to verify changes took

The first single payment for the employee exists. If more single payments are required, add additional rows. Repeat steps for those remaining rows.

If all available rows on the page are used and additional rows required, follow these steps:

- 1. Click in the **FC** column on the **first row**
- 2. Press CTRL SHIFT K to clear the fields below the cursor
 - This allows new time record rows to be added without typing over previously saved information
- 3. Repeat steps to add a new time record

Enter Single Additional Payment for Multiple Employees XR33

Speed Entry Setup Form (XR33.1)

≡ Menu		ୟ , XR33.1 × G	io
	XR33.1 - SOA Speed Entry Setup - PROD		
Data View Special Actions	+ Add 🖉 Change 🚡 Delete 🖪 Pro	evious 🕼 Inquire 🕨 Next	
Company Batch Time Record Date	Q2		
. Pay CodesHours	Q ² Q ² Q ²	Amount 730 QE	

- 1. Type XR33.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Batch: Leave blank
- 4. **Time Record Date**: Type or select the **time record date**. Date must be on or prior to the current pay period end date
- 5. Hours: Leave blank. This form is only used to add Flat Amount payments

Do Not enter values in the Hours fields

6. Amount: Type or select the Pay Code

≡ Menu			Q -	XR33.1	X Go
	XR33.1 - SOA Speed	I Entry Setup - PROD			
Data View ▼ Special Actions ▼	+ Add 🖉 Change	💼 Delete	Previous	R Inquire	Next
. Selection Criteria					
Process Level Department Employee Group User Level	AB200 QE QE QE QE	AB-DIRECTORS OFFICE			
Delete Batch Number	Yw	Yes			
	By Number	By Name			

- 7. **Process Level, Department, Employee Group or User Level:** Leave blank or select values to limit the employees that will be displayed on the entry screen
- 8. Click Add
 - Status bar displays the message Add Complete Continue
 - Batch Number is created

9. Select the sequence of Employees to add the time records click By Number or By Name

🗮 Menu				Q - XR	33.1	X Go							
XR33.2 - SOA Speed Entry by Number - PROD													
← Back	Detach	Special Actions 🔻	+ Add	🖉 Change	Delete	Previous	🕼 Inquire	Next					
		Company Batch	1QE 139827QE	STATE OF ARIZONA	т	ime Record Date 01/27/20	20						
		Pay Code				730							
Employee	Name			Hours	Hours	Hours	Hours	Amount					
45667	RACHEL GREEN							125.00					
34232	CHANDLER BING							250.00					
123444	ROSS GELLER							1000.00					

Speed Entry by Number XR33.2

1. Hours: Leave blank. Use this configuration for adding flat amounts only

Do Not enter values

- 2. **Amount:** Type the **dollar amount** to two decimals for each employee. Leave blank if employee is not eligible for the pay.
- 3. Click Add. Status bar displays the message Add Complete Continue
- 4. Use the **Page Down** button on the keyboard to view additional employees. Repeat steps 2 & 3 to add pay code to additional employees
- 5. Click Special Actions and select Totals
 - Validate totals match expected values
- 6. Click **OK** to return to XR33.2

Speed Entry by Name (XR33.3)

≡ Menu			Q ▼ XR33.1	X Go	
	XR:	3.3 - SOA Speed Entry by N	Name - PROD		
← Back Detach	Special Actions ▼ + A	dd 🧷 Change	💼 Delete 🛛 🖣	Previous 🔍 Inquir	re 🕨 Next
	Company 103 Batch 1398270	STATE OF ARIZON		rd Date 01/27/2020	
	Pay Code			730	
Employee		Hours Ho	ours Hours	Hours	Amount
45667 RACHEL GREEN					25.00
34232 CHANDLER BING					
123444 ROSS GELLER					125.00

1. Hours: Leave blank. Use this configuration for adding flat amounts only

Do Not enter values

- 2. **Amount:** Type the **dollar amount** to two decimals for each employee. Leave blank if employee is not eligible for the pay.
- 3. Click Add. Status bar displays the message Add Complete Continue
- 4. Use the **Page Down** key on the keyboard to view additional employees. Repeat steps 2 & 3 to add pay code to additional employees
- 5. Click Special Actions and select Totals
 - Validate totals match expected values
- 6. Click **OK** to return to XR33.3

Refreshing Time Records for Pay Rate Change

Steps to update time records when an employee's pay rate changes before the payroll processes.

Refresh Time Records on XR32.1

Reassign the batch to User ID on the Batch Number Security Form (ZR10.1).

Access the time records on XR32.1

🗮 Menu					۹.	XR32.1	X Go
		XR32.1	I - *SOA Employee Da	ily Time Entry - PRO	D		
Data View 🔻	Special Action	s▼ + Add	🖉 Change	Previous	R Inquire	Next	Inquire 🔻
	Company 1	IQE S	TATE OF ARIZONA				
	Batch	139827Q		Batch Cont	rol Total Hours		
	Process Level	Q≣					
	Employee	192924QE	BEESLY, HALPERT				
		Pay Period Begin and En	d Dates Q	· .	Q≣		
		Emp Totals		Batch Total	s		

- 1. Type XR32.1 in search field, click Go
- 2. **Company**: Type or select **1**
- 3. Batch: Select the Batch Number
- 4. Employee: Type or select the Employee Identification Number

5. Click Inquire

The XR32.2 Employee Daily Time Entry displays

	XR32.2 - *SOA Employee Daily Time Entry - PROD													
Data View ▼ Special Actions ▼ Z Change Inquire Next Inquire ▼														
	Company 10 ^E STATE OF ARIZONA Batch 1398270 ^E													
P	PL	QĘ	p	Employee	192924Q		SLY, HALPER 02/07/2020	т			8 HR M-FR			
				-	np Totals		ULIOTILULU	Batch Totals						
Week 1	We	ek 2												
	Pay	Sat	Sun	Mon	Tue		Ved	Thu	Fri			S	A	Р
FC	Code	01/25	01/26	01/27	01/28	01/	9	01/30	01/31	Job (Code	Н	С	D
C▼	100	QE			8	8	8			8 AU	106609 Q	1	-	QE N 🔻
с 🕶	310	QE						8		AUA	106609 Q	1	-	QE N 🔻
•		Q≣									Q			QE - 🔻

- 6. **FC**: Type or select **C** in all rows with time records
- 7. Click Change
 - Status bar displays the message Records updated; run PR110 to update log
 - PR110 runs by HRIS during payroll processing
 - Time records have new pay rate
 - Verify the rate updated using the XR35.2

Refresh Time Records on XR35.2

Reassign User ID to the batch using Batch Number Security Form ZR10.1.

Then process refresh on XR35.2:

≡ Menu					Q -	XR35.2	X Go	Â					
XR35.2 - *SOA Detail Time Entry - PROD													
Data View 🔻	Spec	ial Action	s▼ + Add	Previous	R Inquire	▶ Next	Inquire 🛛 🔻						
Company 1QE STATE OF ARIZONA Batch 139827 QE BEESLY, HALPERT													
		Pay					Pay Attend						
FC	Hours	Code	Date		Rate	Shift	Dist Code						
C 🕶	8	100 QE	01/27/2020		QE	1 💌	N 🔻 Q						
C 🕶	8	100 Q≣	01/28/2020		QE	1 💌	N 🔻 Q	I					
C 🕶	8	100 Q≣	01/29/2020		Q	1 💌	N 🔻 Q	1					
C 🕶	8	310 Q≣	01/30/2020		QE	1 🐨	N 🕶 Q	E					
C 🖛	8	100 Q≣	01/31/2020		QE	1 💌	N 🔻 Q	•					

- 1. Type XR35.2 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. Batch: Type the Batch Number
- 5. Click Inquire

≡ м	enu				Q •	XR35.2	× G0	â					
	XR35.2 - *SOA Detail Time Entry - PROD												
Data View 🔻 Special Actions 🖛 + Add 🖉 Change 🔍 Previous 🕼 Inquire 🕨 Next Inquire 💌													
	Company Iqs STATE OF ARIZONA Batch 139827Q3 Employee 182924Q3 BEESLY, HALPERT												
		Рау					Pay At	tend					
FC	Hours	Code	Date		Rate	Shift	Dist Co	ode					
C 🕶	8	100 Q≣	01/27/2020 📋		QE	1 💌	N 🕶	QE					
C 🕶	8	100 Q≣	01/28/2020		Q≣	1 💌	N 🕶	QE					
c 🕶	8	100 QE	01/29/2020		Q₹	1 💌	N v	QE					
c 🕶	8	310 Q≣	01/30/2020		QE	1 💌	N v	QE					
C.▼	8	100 QE	01/31/2020		QE	1 💌	N v	QE					

- 6. **FC:** Type or select **C** for all rows
- 7. Rate: Delete the populated rate to make the field blank for all rows
- 8. Click Change
 - Rate will display the new rate
- 9. Click **Inquire** to verify the changes

Batch Number Security ZR10.1

During the HRIS Time Entry process batch numbers are created and added to the HRIS system. When the batch is created, the User ID of the employee who created the batch is assigned to the batch number. Batch numbers are assigned to User IDs to ensure the security of the information within the batch.

If at any time the batch needs to be updated or reviewed by another user, that user must reassign the batch number to their User ID before any changes can be made. Agency Payroll Specialists and Agency Reimbursement Specialists have the authority to reassign batch numbers.

Notes:

- 1. All existing HRIS batches display on this form along with the User ID of the employee who created the batch or the employee who the batch is currently assigned to. In addition, the Process Level the batch is in and the Pay Period End Date of the batch are also displayed.
- 2. This form can be used to reassign multiple batches at one time.
- 3. User ID or Process Level can be used to sort batch results. When the Sort feature is enabled an (*) will appear on the form.

To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch

Reassign Batch Number to HRIS User

\equiv Menu											٩	ZR10.1		× Go	>
ZR10.1 - Batch Number Security															
Data View 🔻	Special Actions 🔻	🖉 Change	Previous	C Inquire	Next	:	Inquire 🔻								
				Company	10		Sort		Position To						
F/C	Batch Nbr	User	ID	Proc Level					Pay Period End Date						
•	200	abc123456						2019122	7						
C.	201	xyz78910						2019122	7						
•															

- 1. Type **ZR10.1** in search field, click **Go**
- 2. Company: Type or select 1
- 3. Position To: Leave blank or type the Batch Number
- 4. Click Inquire
- 5. FC: Type or select C Change
- 6. User ID: Type the User ID of the employee the batch is being assigned to
- 7. Click Change

Sort Batch Results

Use the Selection Criteria ZR10.2 to reduce the number of results that will appear on the ZR10.1

\equiv Menu						୍	× Go
			ZR	10.1 - Batch Number Security			
Data View 🔻	Special Actions 🔻	🖉 Change 🛛 🖣 Previous		Inquire 🛛 🔻			
			Company 10	Sort			
					Position To		
F/C	Batch Nbr	User ID	Proc Level		Pay Period End Date		
•	200	abc123456			20191227		
C 🕶	201	xyz78910			20191227		
•							

- 1. Type ZR10.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Click Sort. Selection Criteria ZR10.2 will appear

					ZR10.2 - Selection Criteria
ок	Cancel	Detach			
			Enable Filter	Y v	Yes
			User ID Process Level	abc12345	

- 4. Enable Filter: Select Y to apply filter or N to remove existing filter
- 5. User ID: Leave blank or type User ID to limit results to batches assigned to selected User ID
- 6. **Process Level**: Leave blank or select a **Process level** to limit results to batches assigned to selected Process Level
- 7. Click **OK**

SOA Time Record Edit Report PR135

Run **Time Record Edit (PR135)** to verify the accuracy of all pending time records entered in the HRIS Payroll system grouped by specific Batch, Processing Group or by Process Level.

Different levels of information display depending on the Report Selection parameters. Options include Current, Error, and Processed status time records, or include only Batch, Future, or Error status.

Run the PR135 report prior to the compute Tuesday 2:00pm deadline

Define parameters to edit the employee's current eligible time accrual balance against any hours entered for the employee. Employees with entered hours that exceed their current eligible balance print on a separate edit report.

≡ Menu								Q -	PR135	×	Go	
			I	PR135 - Time	Reco	ord Edit - PROD						
Special Actions 🔻	+ Add	🖉 Change	Ō	Delete	•	Previous	R Inquire	►	Next	Quick Submit		
_	Submit		Reports			Job Sched		_	Print Mgr			
	Jubint	Job Name	Керонз	QE	1	USD Sched			i nin mgi			
		Job Description										
		User Name	adtrain	QE								
		Data Area/ID	PROD									
. Parameters		Company	1Q≣	5	STATE	OF ARIZONA						

Create Report Parameters

- 1. Type **PR135** 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**

			PR135 - Tir	ne Record Edit - PROD			
Special Actions 🔻	+ Add	🖉 Change	Delete	Previous	📿 Inquire	Next	Quick Submit
	Time Re	port Selection 1 cord Selection 6 Batch cessing Group Process Level	QE QE	Time Record Edit All - Including Manual Pay	ments		

- 5. Report Selection: Select 1, 2 or 3
 - Select 1 Time Record Edit to view general time record information
 - Select 2 Time Record Distribution to view general ledger distribution information for each time record

- Select **3 Time Record Detail** to view detail information form the time records
- 6. **Time Record**: Select an option
 - 1. Batch
 - 2. Future
 - 3. Error
 - 4. Current Error & Processed
 - 5. All Including Manual Payments
 - 6. All Excluding Manual Payments
 - 7. Manual
- 7. Batch: Enter a batch number if Time Record Selection 1. Batch was selected
- 8. **Processing Group**: Leave blank or select a **Processing Group** to limit results
- 9. **Process Level**: Leave blank or select a **Process Level** to limit results

				PR135 - Tim	ne Record Edit - PROD			
Special Actions 🔻	+ Add	🖉 Cha	inge	Delete	Previous	🔍 Inquire	Next	Quick Submit
	Emple	oyee Sequence	A 🔻		Alpha			
	St	Immary Option	N 🕶		No			
		Comments	Υ 🕶		Yes			
	Check L	eave Balances.	Υ 🕶		Yes			
	Check Std	Hours/Amount	N 🕶		No			

- 10. Employee Sequence: Select option for results order
 - A=Alpha
 - N=Numeric
 - **T**=Time Record Order of entry. Valid only for Batch status time records.
- 11. **Summary Option:** Select **Y** or **N** (default). Indicates if the time record edits print in summary by employee
- 12. Comments: Select Y or N (default). Indicates if time record comments print on the report
- 13. Check Leave Balances: Select Y to view employees whose entered time record hours exceed their current eligible balance, results print on a separate edit report
- 14. Check Std Hours/Amount: Select Y or N (default)
 - Compares Current/Future/Error status time record hours'/wage amount to the employee's hours/amount defined on Employee (HR11) Pay Edits tab
 - Select whether a warning message is returned if the sum of the employee's time records (status current/future/ error) exceed the Employee's (HR11) defined Standard Hours/Amount
- 15. Click Add to save report parameters. Status bar displays message Job Added

Submit Report

			PR135 - Time I	Record Edit - PROD			
Special Actions 🔻	+ Add	🖉 Change	Delete	Previous	R Inquire	Next	Quick Submit
	Submit		Reports	Job Sched		Print Mgr	
		Job Name	PR135 QE				
		Job Description	Time Record Edit				
		User Name	adtrain QE				
		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

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

Example of PR135 Report Results

Examples of XR135 report for various parameter selections

Report Selection:	1 - Time Record Edit
Time Record Selection:	Batch
Summary Option:	Ν

PR13	5 Date 07/08/ Time 14:45	19		Comp. Time	any Reco	1 STAT ord Edit	E OF ARI2 For Batch	IONA					:	Page	32
Pay	h 140318 Description		Hours	Rate			SSCP THGG		D I General Ledge			Proc			
	605 HOLIDAY LEA Totals	05/15/19	4.00- 0.00	17.6686 35.3372	С	70.67-	U 1	1	DCPE50SECURW	-	6048-2019	DC24M	24ML0		
311	90 SICK LEAVE- SICK LEAVE- Totals		12.00- 12.00 0.00	19.0695 19.0695 38.1390		228.83- 228.83 0.00			DCPE40SECURW DCPE40SECURW	2	6042-2019 6042-2019				
101 101 101 101 996	70 REG IN EXCE REG IN EXCE REG IN EXCE STIPND OVER STIPND OVER Totals	05/07/19 05/08/19 05/09/19 05/10/19	.25 .25 .25 0.00 0.00 1.00	17.0194 17.3388 17.3388 17.3388 .4300 1.3000 70.7658		4.25 4.33 4.33 4.33 .43 1.30 18.97	U 1 U 1 U 1 U 1 U 1	1 1 1	DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB	-	6031-2019	DC24M DC24M DC24M DC24M	24MG0 24MG0 24MG0 24MG0		
1: 101	28 REG IN EXCE Totals	05/12/19	8.00 8.00	22.7221 22.7221		181.78 181.78	U 1	1	DCPE50SECURO	-	6031-2019	DC24M	24MG0		
100 300	504 REGULAR PAY ANNUAL LEAV ANNUAL LEAV Totals	05/08/19	8.00 4.00- 4.00- 0.00	22.7221 22.7221 22.7221 68.1663		181.78 90.89- 90.89- 0.00	U 1	1	DCPE40SECURW DCPE40SECURW DCPE40SECURW	-	6011-2019 6041-2019 6041-2019	DC24M	24MF0		
100 101 300 996	76 REGULAR PAY REG IN EXCE ANNUAL LEAV STIPND OVER STIPND OVER Totals	05/13/19 05/15/19 05/17/19	4.00 8.00 4.00- 0.00 0.00 8.00	17.0194 17.0194 17.0194 13.6200 2.8000 67.4782		68.08 136.16 68.08- 13.62 2.80 152.58	U 1 U 1 U 1	1 1 1	DCPE50SECURW DCPE50SECURO DCPE50SECURW DCPE50SECURO DCPE50SECURO	-	6011-2019 6031-2019 6041-2019 6031-2019 6031-2019	DC24M DC24M DC24M	24ML0 24ML0 24ML0		

Report Selection: 1 - Time Record Edit

Batch

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Time Record Selection:

Summary Option:

PR135 Date 07/08/ Time 14:45	19			pany 1 STAT e Record Edit	E OF ARIZONA For Batch	A			Page	35	
Batch 140347											
Pay Code Description		Hours	Rate		SSCP		- DISTRIE Ledger Account	Proc	Job	 Code	
Totals Batch		14	0347								-
	101 996 100 300 740A 640 322 311 800 310 322F 330 310F 322F 330 310F 302A 301A 302A 331A 301A 302A 331F 305A 331F 302A	0.00 81.75- 30.50- 0.00 7.00 36.50- 48.00- 11.20- 125.75 8.00 8.00 24.00- 0.00 8.00- 411.68	26.7167 17.6686 122.0696 809.1700- 0.0000	$\begin{array}{c} 316.94\\ 1,387.42-\\707.68-\\0.00\\ 61.40-\\907.70-\\907.70-\\2,158.49\\213.73\\141.35\\424.41-\\809.17-\\0.00\\7,231.45\\431.25\\1,221.52\\93.00\\741.79\\907.70\\684.60\end{array}$							

PR135 Date 07/08/19 Company Time 14:45 Absence Ma		Company 1 STATE OF ARIZONA Absence Management Edit Report	Page	1
Employee	Name	Message		
		 WRN: .30- hrs bal SICK LPSKSTAND1 310F EE165548 A WRN: 8.00- hrs bal ANNUAL LPANSVDNC1 300 EE154629 G WRN: 3.70- hrs bal ANNUAL LPANSVD1 302A EE180340 W WR: 4.00- hrs bal ANNUAL LPANSVDNC1 302A EE190540 M WRN: 16.00- hrs bal FAMILYSICK LPSKFAM 311F EE15776 M WRN: 5.00- hrs bal HOLIDAY LPHOLDAY 322F EE157780 M WRN: 4.0- hrs bal ANNUAL LPANSVDN 302A EE189781 M WRN: 4.0- hrs bal ANNUAL LPANSVDNC1 302A EE197899 W WR: 3.70- hrs bal ANNUAL LPANSVDNC1 302A EE179899 W WR: 4.0- hrs bal ANNUAL LPANSVDNC1 302A EE178989 W WR: 5.50- hrs bal SICK LPSKFAM 311F EE53881 F WRN: 5.50- hrs bal SICK LPSKSTAND1 310F EE17339 J WRN: 5.00- hrs bal SICK LPSKSTAND1 310F EE13668 		

Report Selection: 2 - Time Record Distribution

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Time Record Selection:

Batch

Summary Option:

PR135	Date 07/0 Time 14:4					STATE OF ARIZO istribution Ed					Pag	e	32
Batch Pay Code	140318 T/R Date	Hours	Wages	Overtime Premium	Shift Differential		- D I S T R I B General Ledger		Proc Level	Dept	P D	C T	L P
	0 05/15/19 tals	4.00-0.00	70.67- 0.00	0.00	C 0.00 0.00	1	DCPE50SECURW	- 6048-2019	DC24M	24ML0	N	s	-
311 311	05/04/19 05/05/19 tals	12.00- 12.00 0.00	228.83- 228.83 0.00	0.00 0.00 0.00	0.00 0.00 0.00		DCPE40SECURW DCPE40SECURW	- 6042-2019 - 6042-2019			N N	S S	
101 101 101 996 996	0 05/06/19 05/07/19 05/08/19 05/09/19 05/10/19 05/10/19 tals	.25 .25 .25 .25 0.00 0.00 1.00	4.25 4.33 4.33 4.33 .43 1.30 18.97	0.00 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1 1 1 1	DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB DCPE20SECURB	- 6031-2019 - 6031-2019 - 6031-2019 - 6031-2019 - 6031-2019 - 6031-2019	DC24M DC24M DC24M DC24M	24MG0 24MG0 24MG0 24MG0	N N N N N	<u>ន</u> ន ន ន ន ន ន ន ន	
	8 05/12/19 tals	8.00 8.00	181.78 181.78	0.00	C 0.00 0.00	1	DCPE50SECURO	- 6031-2019	DC24M	24MG0	N	s	
100 300 300	05/06/19 05/08/19 05/09/19 tals	8.00 4.00- 4.00- 0.00	181.78 90.89- 90.89- 0.00	0.00 0.00 0.00 0.00	S 0.00 0.00 0.00 0.00	1	DCPE40SECURW DCPE40SECURW DCPE40SECURW	- 6011-2019 - 6041-2019 - 6041-2019	DC24M	24MF0	N N N	S S S	
101 300 996 996	6 05/13/19 05/13/19 05/15/19 05/17/19 05/17/19 tals	4.00 8.00 4.00- 0.00 0.00 8.00	68.08 136.16 68.08- 13.62 2.80 152.58	0.00 0.00 0.00 0.00 0.00 0.00	S 0.00 0.00 0.00 0.00 0.00 0.00	1	DCPE50SECURW DCPE50SECURO DCPE50SECURW DCPE50SECURO DCPE50SECURO	- 6011-2019 - 6031-2019 - 6041-2019 - 6031-2019 - 6031-2019	DC24M DC24M DC24M	24ML0 24ML0 24ML0	N N N N	ខ្លួនខ្លួន	

Report Selection:

2 - Time Record Distribution

Batch

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Time Record Selection:

PR135	Date 07/ Time 14:				Company 1 Time Record 1	STATE OF . Distributi	ARIZONA on Edit For	Batch			Pag	le	35	
Batch	140347							тртв	UTION					
Pay Code	T/R Date	Hours	Wages	Overtime Premium	Shift Differential		Genera	l Ledger		Proc Level Dept	P D	C T		
Total	s Batch 1	40347												
101		245.00	4,308.54	0.00	0.00									
996		0.00	316.94	0.00	0.00									
100		81.75-		0.00	0.00									
300		30.50-	1,387.42- 707.68- 285.60	0.00	0.00									
740A		0.00	285.60	0.00	0.00									
640		7.00	0.00	0.00	0.00									
322		36.50-	651.40-	0.00	0.00									
311			907.70-	0.00	0.00									
800		11.20-	0.00	0.00	0.00									
310		125.75	2,158.49	0.00	0.00									
310F		8.00	213.73	0.00	0.00									
322F		8.00	141.35	0.00	0.00									
330		24.00-	424.41-	0.00	0.00									
997		0.00	809.17-	0.00	0.00									
641		8.00-	0.00	0.00	0.00									
301A		411.68	7,231.45	0.00	0.00									
302A		22.79	431.25	0.00	0.00									
331A		69.05	1,221.52	0.00										
601		0.00	93.00	0.00	0.00									
995A		0.00	741.79	0.00	0.00									
311F		48.00	907.70	0.00	0.00									
300F			684.60	0.00	0.00									
323A		540.45	9,845.40	0.00	0.00									
711B		0.00	.79	0.00	0.00									
380		24.00	379.80	0.00	0.00									
		1301.77	24,074.17	0.00	0.00									
Total	Employee	s Batch 140	347	99										

R135 Date 07/ Time 14:		Company 1 STATE OF ARIZONA Absence Management Edit Report	Page 1
Employee	Name	Message	
			LPANSPUNCI 300 EE154629 LPANCVDI 302A EE190940 SICK LPSKFAM 311F EE161473 SICK LPSKFAM 311F EE157780 LPHOLIDAY 322F EE157780 LPHOLIDAY 322F EE191721 LPANCVDI 302A EE191721 LPANCVDI 302A EE191729 CK LPSKFAM 311F EE53881 PSKSTANDI 310 EE176392 SKSTANDI 310 EE171339

Report Selection:	3 - Time Record Detail	
Time Record Selection:	Batch	
Summary Option:	Ν	
Time Record Edit		
PR135 Date 07/08/19 Time 14:47	Company 1 STATE OF ARIZONA Time Record Detail Edit For Batch	Page 3636
Batch 141325 Pay Att O S Work Wk T/R Code Code C T Date Date I	St Nbr Proc Rpt S C P T C Hours Rate Wages Pr Pp Level Enty Dept Job Code H G G F T	
13 921 U 06/14/19 06/11/19 Wh State: AZ Location: PAYI	Position SST000000047 Schedule AREG Grade 22 Step 0	
932 U 06/14/19 06/11/19 Wh State: AZ Location: PAYM	0.00 463.3000 463.30 AZ ST100 ST202 AUN08606 S Position ST000000047 Schedule AREG Grade 22 Step 0 ROLL Wc State: AZ Work: County City Sch Dst	
Wh State: AZ Location: PAY	Position SST000000047 Schedule AREG Grade 22 Step 0	
Totals Batch 141325 921 933 932	0.00 10.6400 10.64 0.00 162.8000 162.80 0.00 463.3000 463.30 0.00 636.74400 636.74	
Total Employees Batch 141325	1	

Report Selection: 3 - Time Record Detail

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Time Record Selection: Batch

PR135 Date 07/08/1 Time 14:46	.9		Company Time Reco	1 STATE OF . rd Detail Edi						Page	35
Batch 140347											
Pay Att OS Wor Code Code CT Da		Hours	Rate	Wages	St Nbr Pr Pp				T C F T		
Totals Batch 14034											
	101		1,515.4861								
	996	0.00	316.9400	316.94							
		81.75-		1,387.42-							
	300	30.50-	441.6461	707.68-							
	740A	0.00	285.6000	285.60							
	640	7.00	0.0000	0.00							
	322	36.50-	172.4313	651.40-							
	311 800		113.4628	907.70-							
	310	11.20- 125.75	0.0000 377.1007	2,158.49							
	310F	8.00	26.7167	2,158.49 213.73							
	322F	8.00	17.6686	141.35							
	330	24.00-	122.0696	424.41-							
	997	0.00	809.1700-	809.17-							
	641	8.00-	0.0000	0.00							
	301A	411.68		7,231.45							
	302A	22.79	90.2820	431.25							
	331A	69.05	91.9355	431.25 1,221.52							
	601	0.00	93.0000	93.00							
	995A	0.00	741.7900	741.79							
	311F	48.00	113.4628	907.70							
	300F	32.00	85.5768	684.60							
	323A	540.45	89.6459	9,845.40							
	711B	0.00	. 7900	. 79							
	380	24.00	31.6500	379.80							
			5,356.4672	24,074.17							
Total Employees Ba	tch 140347	99									

135 Date 07/08/19 Time 14:46			STATE OF ARIZONA ement Edit Report	Page	1
Employee	Name		Message		
			WRN: .30- hrs bal SICK LPSKSTAND1 310F EE165548		
		A	WRN:8,00- hrs bal ANNUAL LPANSPUNC1 300 EE154629		
		G	WRN:3.70- hrs bal ANNUAL LPANCVD1 302A EE180431		
		Ō	WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE190940		
		M	WRN:16.00- hrs bal FAMILYSICK LPSKFAM 311F EE161473		
		М	WRN:32.00- hrs bal FAMILYSICK LPSKFAM 311F EE157780		
		M	WRN:6.00- hrs bal HOLIDAY LPHOLIDAY 322F EE157780		
		M	WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE191721		
		N	WRN: 3.70- hrs bal ANNUAL LPANCVD1 302A EE179899		
			WRN:.40- hrs bal FAMILYSICK LPSKFAM 311F EE53881		
		F	WRN:19.55- hrs bal SICK LPSKSTAND1 310F EE176392		
		M	WRN:5.50- hrs bal SICK LPSKSTAND1 310 EE171339		
		J	WRN:16.00- hrs bal SICK LPSKSTAND1 310F EE139686		

SOA Time Record Edit Report XR135

Use **SOA Time Record Edit (XR135)** to verify the accuracy of time records entered in HRIS grouped by specific Pay Class. Options include Current, Error, and Processed status time records, or include only Batch, Future, or Error status. Ability to restrict by Process Level Range and Pay Class.

This report displays pending reimbursement time records either by Pay Class or by Process Level ranges. It also indicates the Pay Distribution (PD) indicator on the time record. Differing the parameters results in different levels of reported information.

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

≡ Menu								Q	. •	XR135	>	<	Go
			XR135	- SOA Time	Re	cord Edit - PROE)						
Special Actions 🔻	+ Add	🖉 Change	D D	elete	◀	Previous	🕼 Inqui	re	►	Next	Quick Submit		
_	Submit		Reports			Job Sched				Print Mgr			
	Subhin	Job Name	Reports	Q		JOD SCHEU				r nint mgi			
		Job Description											
		User Name	adtrain	QE									
Parameters		Data Area/ID	PROD										
Parameters		Company	1QE	STA	ATE (OF ARIZONA							

Create Report Parameters

- 1. Type XR135 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

			XR135 - SOA	Time Record Edit - PR(DO		
Special Actions ▼	+ Add	🖉 Change	Delete	Previous	🔍 Inquire	Next	Quick Submit
	Time Re	eport Selection 1 v cord Selection v Batch Pay Class v Process Level	Q2 Q2 -	Time Record Edit			

- 5. Report Selection: Select 1, 2 or 3
 - Select **1 Time Record Edit** to view general time record information
 - Select 2 Time Record Distribution to view general ledger distribution information for each time record
 - Select 3 Time Record Detail to view detail information form the time records

- 6. **Time Record**: Select an option:
 - 1. Batch
 - 2. Future
 - 3. Error
 - 4. Current Error & Processed
 - 5. All Including Manual Payments
 - 6. All Excluding Manual Payments
 - 7. Manual
- 7. Batch: Enter a batch number if Time Record Selection 1. Batch was selected
- 8. Pay Class: Select a Pay Class:
 - AAA All Earnings other than RMB and TVL
 - **OVT** –Overtime related time records
 - **RMB** Employee Reimbursement time records
 - TVL –Travel Employee Reimbursement time records
 - Leave Blank to run without a Pay Class selection
- 9. Process Level: Select a Process Level range to limit results

		XR135 - SOA	Time Record Edit - PR(DO		
Special Actions 🔻	+ Add 🖉 Change	Delete	Previous	R Inquire	Next	Quick Submit
	Employee Sequence Summary Option Comments Check Leave Balances		No No No			

- 10. Employee Sequence: Select option for results order:
 - A=Alpha
 - N=Numeric
 - **T**=Time Record order in which time records were entered. Valid only for Batch status time records.
- 11. **Summary Option:** Select **Y** or **N** (default). Indicates if the time record edits print in summary by employee
- 12. Comments: Select Y or N (default). Indicates if time record comments print on the report
- 13. **Check Leave Balances**: Select **Y** to view employees whose entered time record hours exceed their current eligible balance, results print on a separate edit report
- 14. Click Add to save report parameters. Status bar displays message Job Added

Submit Report

🗮 Menu						Q -	XR135	×	Go
			XR135 - SOA Tin	ne Record Edit - PRO	D				
Special Actions 🔻	+ Add	🖉 Change	💼 Delete	Previous	R Inquire	►	Next	Quick Submit	
_	Submit		Reports	Job Sched			Print Mgr	_	
_	Subint	Job Name	XR135 QE	JOD SCHOOL			T THIC Mg		
		Job Description	Time Record Edit						
		User Name	adtrain QE						
		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 XR135 Report Results

Examples of XR135 report for various parameter selections:

Repc	ort Selection:		1 - Time	Record Edit					
Time	Record Selection:		Batch						
Sumi	mary Option:		Ν						
1 100 310	63 REGULAR PAY 06/28/19 SICK LEAVE 06/28/19 Totals	1.00 1.00- 0.00	20.8174 20.8174 41.6348	A 20.82 U 1 Y 20.82-U 1 Y 0.00	1 AGIGAB51299 1 AGIGAB51299	-		AGCFP NWNOS AGCFP NWNOS	S 143740 S 143740
921	00 IN STATE-MI 05/28/19 Totals	0.00	325.7800 325.7800	E 325.78 U 0 N 325.78	1 AGIGAB51301	-	6516-2020 /	AGCFP SEMEA AUN06837	S 143752
101 800	37 REG IN EXCE 06/15/19 COMP TIME E 06/15/19 Totals	5.00 5.00- 0.00	16.4664 0.0000 16.4664	A 82.33 U 1 N 0.00 U 1 N 82.33	1 AGIGAB51307 1 AGIGAB51307	Ξ	6031-2020 / 6099-2020 /	AGCFP SETUS AGCFP SETUS	S 143725 S 143725
950	28 SPECIAL PRO 07/12/19 Totals	1.00	0.0000	I Employee 0.00 U 1 Y 0.00	Is Terminated 1 AGGFAE30031	-	6099-2020 2	AGCRM AGFRS	S <mark>14</mark> 3698

Report Selection: 1 - Time Record Edit

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Time Record Selection: Batch

(R135 Date 07/08/ Time 13:35	19			Company 1 STATE Time Record Edit Fo	OF ARIZONA r Batch			Pa	ge 2
						DIS	TRIBUTI	0 N	
2ay Code Description	T/R Date	Hours	Rate	S S P Wages T H D	General	. Ledger Account	Proc Level Dept	Job Code	C Batc T Nmbr
Totals Company									
	500	0.00	27.0000	27.00					
	2017	1286.71	263.9603	42,305.06					
	720	0.00	203.5900 733.5900 14,287.5400 3,764.1800 2,240.7300 24,056.8184 1,923.5713 4,292.8867 2,240.015	27.00 42.305.06 733.59 14.287.54 3.764.18 2.240.73 168.844.16 1.599.56- 11.441.99 549.86- 549.86- 549.86-					
	932	0.00	14,287.5400	14,287.54					
	933	0.00	3,764.1800	3,764.18					
	936	0.00	2,240.7300	2,240.73					
	100	5816.75	24,056.8184	168,844.16					
	310	123.10-	1,923.5713	1,599.56-					
	101	621.45	4,292.8867	11,441.99					
	322	27.68-	324.0915	458.94-					
	997	0.00	324.0915 549.8600- 2,344.2083	549.86- 8,862.59					
	300	249.38	2,344.2083	0,002.35					
	996	0.00	52.0550	52.05 91.83					
	311	249.38 0.00 3.00 12.00 0.00 60.50 .50 104.50 92.00	113.6663	$\begin{array}{c} 91.83\\ 0.00\\ 6.33-\\ 1.40\\ 1.200.23\\ 8.67\\ 0.00\\ 1.783.92\\ 560.62\\ 21,541.41\\ 7.412.89\\ 11,600.38\\ 877.10\\ \end{array}$					
	641	12.00	0.0000	0.00					
	711C	0.00	6.3300-	6.33-					
	740A	0.00	1.4000	1.40					
	330	60.50	310.7843	1,200.23					
	340	.50	17.3388	8.67					
	800	104.50	0.0000	1 702 00					
	100A	92.00	233.0898	1,783.92					
	110	6.50	129.2308	560.62					
	921	0.00	21,541.4100	21,541.41					
	923	0.00	11 600 2000	11 600 29					
	922	0.00	977 1000	977 10					
	924	0.00	1 592 1300	877.10 1,592.13					
	105	0.00	66 2500	1,552.15					
	371	16.00	97 6856	0.00 781.48 586.45					
	302A	23.41	98,9011	586.45					
	300F	92.47	445.2077	1.838.11					
	320	388.00	0.0000 233.0898 129.2308 21,541.4100 7,412.8900 11,600.3800 877.1000 1,592.1300 66.2500 97.6856 98.9011 445.2077 1,866.5996	13,183,13					
	320F	32.00	85,5692	684.56					
	310F	292.15	1,866.5996 85.5692 697.6866	586.45 1,838.11 13,183.13 684.56 5,182.57 1,414.66 131.29 0.00 0.00 450.00 76.50- 1,945.00					
	322F	76.18	469.8667	1,414.66					
	311F	8.00	118.5282	131.29					
	640	8.15	0.0000	0.00					
	640F	83.95 0.00	0.0000	0.00					
	930	0.00	450.0000	450.00					
	721A	40.00-	450.0000 95.6250 1,945.0000 230.7800- 0.0000 25.0000	76.50-					
	659	0.00	1,945.0000	1,945.00					
	950	70.00	0.0000 230.7800-	0.00 230.78- 0.00 25.00					
	760	0.00	230.7800-	230.78-					
	321	248.00	0.0000	0.00					
	030	0.00	0.0000 25.0000 2,000.0000	25.00					
	673	0.00	2,000.0000	2.000.00					
Cotal Employees f		9400.82	105,815.0012 635	324,529.75					

R135 Date 07/08/19 Time 13:51	Company 1 STATE OF ARIZONA Absence Management Edit Report	Page	1
Employee Name	Message		
	<pre>L WRN:5.50- hrs bal ANNUAL LPANSPUNCI 302A L LP processing complete; Inquire to contir F WRN:4.00- hrs bal ANNUAL LPANSPUNCI 302A F LP processing complete; Inquire to contir H WRN:6.47- hrs bal ANNUAL LPANUNCI 302A BE LP processing complete; Inquire to contir WRN:6.54- hrs bal ANNUAL LPANUNCI 302A BE LP processing complete; Inquire to contir M WRN:5.54- hrs bal ANNUAL LPANUNCI 302A BE A LP processing complete; Inquire to contir M WRN:5.54- hrs bal COMP LFCMREGIS 331A EE A LP processing complete; Inquire to contir WRN:6.2.50- hrs bal COMP LFCMREGIS 331A EE D Processing complete; Inquire to contir WRN:6.47- hrs bal ANNUAL LPANUNCI 302A E LP processing complete; Inquire to contir WRN:6.47- hrs bal ANNUAL LPANUNCI 302A E F WRN:3.70- hrs bal SICK LPSKSTANDI 310F E F WRN:5.38- hrs bal ANNUAL LPANUNDI 300F E F LP processing complete; Inquire to contir G WRN:7.00- hrs bal SICK LPSKSTANDI 310F E F LP processing complete; Inquire to contir G WRN:7.100- hrs bal SICK LPSKSTANDI 310F E F LP processing complete; Inquire to contir G WRN:7.00- hrs bal SICK LPSKSTANDI 310F E F LP processing complete; Inquire to contir G WRN:7.100- hrs bal SICK LPSKSTANDI 310F E F LP processing complete; Inquire to contir A WRN:3.50- hrs bal SICK LPSKSTANDI 310F E G LP processing complete; Inquire to contir A WRN:3.50- hrs bal SICK LPSKSTANDI 310F E G LP processing complete; Inquire to contir A WRN:3.50- hrs bal SICK LPSKSTANDI 310F E G LP processing complete; Inquire to contir A WRN:3.50- hrs bal SICK LPSKSTANDI 310F E G LP processing complete; Inquire to contir A WRN:3.50- hrs bal COMP LPCMLAWIS 300 EEE A LP processing complete; Inquire to contir A WRN:3.50- hrs bal COMP LPCMLAWIS 300 EEE A LP processing complete; Inquire to contir A WRN:3.50- hrs bal COMP LPCMLAWIS 300 EEE A LP processing complete; Inquire to contir A WRN:3.50- hrs bal COMP LPCMLAWIS 300 EEE</pre>	ue EE191695 ue 163133 ue 277408 ue 186004 ue 190721 ue 55219 ue 64863 64863 ue 179597 E179597 E179597 ue 6040	

Page

1

Report Selection:2 - Time Record Distribution

Time Record Selection:

Batch
N

buillinary Option.	IN	
SOA Time Record Edit		
XR135 Date 07/08/19 Time 13:43		Company 1 STATE OF ARIZONA Time Record Distribution Edit For Batch
Pay T/R	Overtime	ShiftDISTRI

Pay Code	T/R Date	Hours	Wages	Overtime Sh Premium Diffe	C 1.		STRIBUTION l Ledger Account	Proc Level Dept		C Batch T Nmbr
18 100	34 06/26/19	2.50-	36.06-	0.00	A 0.00 Acti	1 AGIGAB vity AG0	51305 - 6011-2020 Acct Cat ZZZZ		N	S 143735
100	06/27/19	4.50	64.90	0.00	0.00	1 AGIGAB vity AG0		AGCFP NWNOS	N	S 143735
100	06/28/19	2.00	28.85	0.00	0.00	1 AGIGAB vity AG0		AGCFP NWNOS	N	S 143735
310	06/28/19	4.00-	57.69-	0.00	0.00	1 AGIGAB vity AG0	51305 - 6042-2020	AGCFP NWNOS	N	S 143735
To	otals	0.00	0.00	0.00	0.00	1107 1100	nooe oue babble			
	3 06/28/19	1.00	20.82	0.00	A 0.00 Acti	1 AGIGAB vitv AG0	51299 - 6011-2020 Acct Cat ZZZZZ		Y	S 143740
310	06/28/19	1.00-	20.82-	0.00	0.00			AGCFP NWNOS	Y	S 143740
To	otals	0.00	0.00	0.00	0.00					
	00 05/28/19	0.00	325.78	0.00	E 0.00 AUN068 Acti	37 1 AGIGAB vity AG0	51301 - 6516-2020 Acct Cat ZZZZZ		N	S 143752
To	otals	0.00	325.78	0.00	0.00					
	97 06/15/19	5.00	82.33	0.00	A 0.00 Acti	1 AGIGAB vity AG0	51307 - 6031-2020 Acct Cat ZZZZZ		N	S 143725
800	06/15/19	5.00-	0.00	0.00	0.00	1 AGIGAB vity AG0		AGCFP SETUS	N	S 143725
To	otals	0.00	82.33	0.00	0.00	vicy noo	ACCC CGC DDDD			
12 950	28 07/12/19	1.00	0.00	0.00	0.00	e Is Terminated 1 AGGFAE vity AG0	30031 - 6099-2020		Y	S 143698
To	otals	1.00	0.00	0.00	0.00		1000 040 0000			

Report Selection:2 - Time Record Distribution

Y

Time Record Selection: Batch

Summary Option:

R135	Date 07/ Time 13:			Con Tin	npany 1 STATE OF a ne Record Distributi	ARIZONA on Edit For Batch		Page	2
						DISTRIBUTIO	N	-	
ay ode	T/R Date	Hours	Wages	Overtime S: Premium Diff: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	hift erential Job Code	General Ledger Account	Proc Level Dept	P C D T	Batc Nmbr
otal	s Company	,							
00		0.00	27.00	0.00	0.00				
01A		1286.71	42,305.06	0.00	0.00				
20		0.00	733.59	0.00	0.00				
32		0.00	14,287.54	0.00	0.00				
33		0.00	3,764.18	0.00	0.00				
36		0.00	2,240.73	0.00	0.00				
00		5884.75	170,110.48	0.00	38.25				
10		123.10-	1,599.56-	0.00	0.00				
01		621.45	11,441.99	0.00	0.00				
22		27.68-	458.94-	0.00	0.00				
97		0.00	549.86-	0.00	0.00				
00		257.38	9,008.42	0.00	0.00				
11		0.00	52.05	0.00	0.00				
41		12 00	91.03	0.00	0.00				
11C		12.00	6 33-	0.00	0.00				
102		0.00	1 40	0.00	0.00				
30		64.50	1.275.12	0.00	0.00				
40		.50	8.67	0.00	0.00				
00		104.50	0.00	0.00	0.00				
00A		92.00	1,783,92	0.00	0.00				
10		6.50	560.62	0.00	0.00				
21		0.00	21,868,18	0.00	0.00				
23		0.00	7,557.19	0.00	0.00				
22		0.00	12,100.92	0.00	0.00				
24		0.00	889.10	0.00	0.00				
26		0.00	1,630.11	0.00	0.00				
71		16.00	781.48	0.00	0.00				
02A		23.41	586.45	0.00	0.00				
00F		92.47	1,838.11	0.00	0.00				
20		388.00	13,183.13	0.00	0.00				
20F		32.00	684.56	0.00	0.00				
TOF		292.15	5,182.57	0.00	0.00				
22F		76.18	1,414.66	0.00	0.00				
TTF.		8.00	131.29	0.00	0.00				
40		0.15	0.00	0.00	0.00				
00		0.00	216.02	0.00	0.00				
30		0.00	450.00	0.00	0.00				
214		40 00-	76 50-	0.00	0.00				
50			1 945 00	0.00	0.00				
50		70.00	1, 545.00	0.00	0.00				
60		0.00	230.78-	0.00	0.00				
21		256.00	0.00	0.00	0.00				
50		0.00	25.00	0.00	0.00				
73		0.00	2,000.00	0.00	0.00				
		9488.82	327,254.41	0.00	38.25				
otal	Employee	es For Compa	any	643					

SOA Time Record Edit

KR135 Date 07/08/19	Company 1 STATE OF ARIZONA	Page	1
Time 13:51	Absence Management Edit Report		
Employee Name	Message		
	L WRN:5.50- hrs bal ANNUAL LPANSPUNC1 302A EE149459		
	L LP processing complete; Inquire to continue		
	F WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE191695		
	F LP processing complete; Inquire to continue		
	H WRN:6.47- hrs bal ANNUAL LPANUNC1 302A EE163133		
	H LP processing complete; Inquire to continue		
	WRN:6.47- hrs bal ANNUAL LPANUNC1 302A EE177408		
	LP processing complete; Inquire to continue		
	M WRN:5.54- hrs bal ANNUAL LPANSPUNC1 302A EE160713		
	M LP processing complete; Inquire to continue		
	A WRN:24.00- hrs bal COMP LPCMREG15 331A EE186004		
	A LP processing complete; Inquire to continue WRN:82.50- hrs bal COMP LPCMREG15 331A EE190721		
	LP processing complete; Inquire to continue		
	N WRN:6.47- hrs bal ANNUAL LPANUNC1 302A EE56219		
	N LP processing complete; Inquire to continue		
	F WRI5.38- hrs bal ANNUAL LPANCVDI 300F EE64863		
	F WRN:3.70- hrs bal SICK LPSKSTAND1 310F EE64863		
	F LP processing complete; Inquire to continue		
	G WRN:7.00- hrs bal ANNUAL LPANCVD1 300F EE179597		
	G WRN:21.00- hrs bal SICK LPSKSTAND1 310F EE179597		
	G LP processing complete; Inquire to continue		
	A WRN:3.50- hrs bal COMP LPCMLAW15 330 EE186040		
	A LP processing complete; Inquire to continue		

Report Selection:	3 - Time Record Detail	
Time Record Selection:	Batch	
Summary Option: SOA Time Record Edit	N	
XR135 Date 07/08/19 Time 13:46	Company 1 STATE OF ARIZONA Time Record Detail Edit For Batch	Page 1
Pay Att O S Work Wk T/R Code Code C T Date Date Hour	St Nbr Proc Rpt S P T C Ba rs Rate Wages Pr Pp Level Enty Dept Job Code H D F T Nm	atch nbr
184 100 U 06/28/19 06/26/19 2.	A 50- 14.4231 36.06- AZ AGCFP NWNOS 1 N S 14 Position SAG000001356 Schedule AREG Grade 15 Step 0	13735
Wh State: AZ Location: PAYROLI 100 U 06/28/19 06/27/19 4.1	50 14.4231 64.90 AZ AGCFP NWNOS 1 N S 14	13735
Wh State: AZ Location: PAYROLI 100 U 06/28/19 06/28/19 2.0	L WC State: AZ Work: County City Sch Dat 00 14.4231 28.85 AZ AGCFP NWNOS 1 N S 14 Position SAG00001356 Schedule AREG Grade 15 Step 0 Sch Dat L Wc State: AZ Work: County City Sch Dat 00- 14.4231 57.69- AZ AGCFP NWNOS 1 N S 14 00- 14.4231 57.69- AZ AGCFP NWNOS 1 N S 14 Position SAG000001356 Schedule AREG Grade 15 Step 0	3735
Wh State: AZ Location: PAYROLI 310 Y U 06/28/19 06/28/19 4.0	L Wc State: AZ Work: County City Sch Dst 00- 14.4231 57.69- AZ AGCFP NWNOS 1 N S 14 Desition SAGQ00001355 Schedule AFGG Grade 15 Stan 0	13735
310 Y U 06/28/19 06/28/19 4.0 Wh State: AZ Location: PAYROLI Totals 0.0	L Wc State: AZ Work: County City Sch Dst 00 57.6924 0.00	
163 100 U 06/28/19 06/28/19 1.0	Position SAG000000276 Schedule AREG Grade 19 Step 0	13740
Wh State: AZ Location: PAYROLI 310 Y U 06/28/19 06/28/19 1.0	00- 20.8174 20.82-AZ AGCEP NWNOS 1 Y S 14	13740
Wh State: AZ Location: PAYROLI Totals 0.0	Position SAG000000276 Schedule AREG Grade 19 Step 0 L Wc State: AZ Work: County City Sch Dst 00 41.6348 0.00	
100 921 U U5/31/19 05/28/19 0.0		43752
Wh State: AZ Location: PAYROLI Totals 0.0		

Report Selection: 3 - Time Record Detail

Batch

Y

Time Record Selection:

R135 Date 07/0 Time 13:4				Company Time Reco	1 STATE OF ord Detail Edi	ARIZONA t For B	atch						Page	2
ay Att OS I Code Code C T	Date	Date	Hours	Rate	Wages	St Nbr Pr Pp	Level	Enty	Dept	Job Code	ΗD	TCBat FTNm2	or	
otals Company														
00 01A			0.00 1286.71	27.0000 263.9603	27.00 42,305.06									
20			0.00	733.5900	733.59									
32			0.00	14,287.5400	14,287.54									
33			0.00	3,764.1800	3,764.18									
36			0.00	2,240.7300	2,240.73									
00			5884.75 123.10-	24,168.4779	1 500 56									
01			621.45	4,292,8867	11.441.99									
22			27.68-	324.0915	458.94-									
97			0.00	263.9603 733.5900 14,287.5400 3,764.1800 2,240.7300 24,168.4779 1,923.5713 4,292.8867 324.0915 549.8600- 2,380.3371	549.86-									
00			237.30											
96			0.00	52.0550	52.05									
11 41			3.00	113.6663	91.83 0.00									
11C			0.00	6.3300-	6 2 2									
40A			0.00	1.4000	1.40 1,275.12									
30			64.50		1,275.12									
40			.50	17.3388	8.67									
00 00A			104.50 92.00	233 0898	1,275.12 8.67 0.00 1,783.92 560.62 21,868.18									
10			6 50	233.0898 129.2308	560.62									
21			0.00	129,2300 21,868.1800 7,557.1900 12,100.9200 889.1000 1,630.1100 66.2500	21,868.18									
23			0.00	7,557.1900	7,557.19									
22			0.00	12,100.9200	12,100.92									
24 26			0.00	889.1000	1 620 11									
05			0.00	66.2500	1,030.11									
71			16.00	97.6856	781.48									
02A			23.41	98.9011	586.45									
00F			92.47	445.2077	1,838.11									
20 20F			388.00	1,866.5996	586.45 1,838.11 13,183.13 684.56									
10F			292.15	85.5692 697.6866	684.56 5,182.57									
22F			76.18	469.8667	1,414.66									
11F			8.00	118.5282	131.29									
40			8.15	0.0000	0.00									
40F 00			83.95	216.0300	216.03									
30			0.00	450.0000	450.00									
21A			40.00-	95.6250	76.50-									
59			0.00	1,945.0000	1,945.00									
50			70.00	0.0000	0.00									
60 21			0.00 256.00	230.7800-	230.78-									
50			256.00	25.0000	25.00									
73			0.00	0.0000 25.0000 2,000.0000	0.00 25.00 2,000.00									
			9488.82	107,219.1308	327,254.41									

SOA Time Record Edit			
R135 Date 07/08/19 Time 13:52	Company 1 STATE OF ARIZONA Absence Management Edit Report	Page	1
Employee Name	Message		
	<pre>L WRN:5.50- hrs bal ANNUAL LPANSPUNCI 302A EE14945 L LP processing complete; Inquire to continue F WRN:4.00- hrs bal ANNUAL LPANSPUNCI 302A EE19169 F LP processing complete; Inquire to continue H WRN:6.47- hrs bal ANNUAL LPANUNCI 302A EE163133 H LP processing complete; Inquire to continue WRN:6.47- hrs bal ANNUAL LPANUNCI 302A EE17408 LP processing complete; Inquire to continue M WRN:5.54- hrs bal ANNUAL LPANUNCI 302A EE17708 M WRN:24.00- hrs bal COMP LPCMREGI5 331A EE180701 A WRN:24.00- hrs bal COMP LPCMREGI5 331A EE180701 LP processing complete; Inquire to continue WRN:64.7- hrs bal COMP LPCMREGI5 331A EE180701 LP processing complete; Inquire to continue WRN:64.7- hrs bal ANNUAL LPANUNCI 302A EE56219 N LP processing complete; Inquire to continue WRN:6.3.8- hrs bal ANNUAL LPANUNCI 307 EE64863 F WRN:3.70- hrs bal SICK LPSKSTANDI 310F EE64863 F LP processing complete; Inquire to continue G WRN:7.00- hrs bal SICK LPSKSTANDI 310F EE54863 F LP processing complete; Inquire to continue WRN:21.00- hrs bal SICK LPSKSTANDI 310F EE179597 G WRN:21.00- hrs bal SICK LPSKSTANDI 310F EE179597 G LP processing complete; Inquire to continue WRN:5.50- hrs bal SICK LPSKSTANDI 310F EE179597 G LP processing complete; Inquire to continue WRN:21.00- hrs bal SICK LPSKSTANDI 310F EE179597 G LP processing complete; Inquire to continue WRN:21.00- hrs bal SICK LPSKSTANDI 310F EE179597 G LP processing complete; Inquire to continue A WRN:3.50- hrs bal COMP LPCMLAWIS 330 EE186040 A LP processing complete; Inquire to continue</pre>	3	

LWOP Only Report ZR263

Report of all employees that only have Leave Without Pay LWOP hours entered on their timecards. The program is looking for LWOP pay codes 630, 640, and 641.

Create Report Parameters

≡ Menu							Q •	ZR263	>	G0
			ZR263 - LWC	P Only	Report - PRO)				
Special Actions 🔻	+ Add	🖉 Change	Delete	•	Previous	Inquire	►	Next	Quick Submit	
	Submit		Reports		Job	Sched		Print	Mgr	
		Job Name Job Description		QE						
		User Name	adtrain	QE						
Parameters		Data Area/ID	PROD							
(Company	1QE STATE C	OF ARIZONA							
	Agency Q									

- 1. Type **ZR263** 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. Click Add to save report parameters. Status bar displays message Job Added

Submit Report

			ZR263 - LW	OP Only Report - PROD)		
Special Actions 🔻	+ Add	🖉 Change	Delete	Previous	R Inquire	Next	Quick Submit
	Submit	_	Reports	Job	Sched	Pr	int Mgr
	Subilit	Job Name	ZR263	QE	Solica		in ngi
		Job Description	LWOP Report				
		User Name	adtrain	QE			
		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 ZR263 Report Results

LWOP Only Report			
ZR263 Date 06/27/19 Time 15:50		LWOP Only F Agency -	
Employee	Batch	Process Level	Department
345678 GREEN, RACHEL 234567 TRIBBIANI, JOEY 578910 GELLER, ROSS 135456 BUFFAY, PHOEBE	142802 142771 142845 143018 142719	DC24Q DC24Q DC24P DC24T DC24T	24QI0 24QN0 24PT0 24TR0 24TJ0