ADOA

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:

  o 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.

Time Entry Process Overview

Obtain approved
timesheets for designated
group of Employees

⬇

Manually calculate the
grand total for the batch for
all pay codes.

⬇

Enter batch setup
information, using the
Employee Daily Time Entry
Form XR32.1, click Add

⬇

| Add another Employee to the Batch | ➡ | Click Change on the Employee Daily Time Entry Form XR32.2 |

⬇

Input Employee time
exceptions for Week 1,
using the Employee Daily
Time Entry Form XR32.2

⬇

Does Employee have
changes to Expense (Labor
Distribution)?   — Yes →   Input Employee
changes on the
Employee Daily Time
Entry Form XR32.2

No ⬇

Click Week 2 under Related
Pages on the Employee Daily
Time Entry Form XR32.2

⬇

Input Employee time
exceptions for Week 2,
using the Employee Daily
Time Entry Form XR32.2

Continue to the page

⬇

Continued from above Diagram

Does Employee have changes to Expense (Labor Distribution)?

Yes → Input Expense changes on the Employee Daily Time Entry Form XR32.1

No ↓

Click Change to save Exception time records on the Employee Daily Time Entry Form XR32.1

Click Week 1, under Related Pages on the Employee Daily Time Entry Form XR32.1

Do additional Employees need entry into the batch?

No → Click Emp Totals and Batch Totals to verify Batch → Does Batch Reconcile?

Does Batch Reconcile? **Yes** → Finished

Yes ↓

On the Employee Daily Time Entry Form XR32.2, add next EIN to Employee field, click Inquire.

Continue adding Employees to the Batch. See above diagram

No ↓ (from Does Batch Reconcile?)

Using the Next/Previous Buttons, Review time records and make corrections

Does Batch Reconcile? **Yes** → (to Finished)

No ↓

Does totaling error have to do with manual totaling of batch?

Yes → Update Batch Totals using the Employee Daily Time Entry Form XR32.2
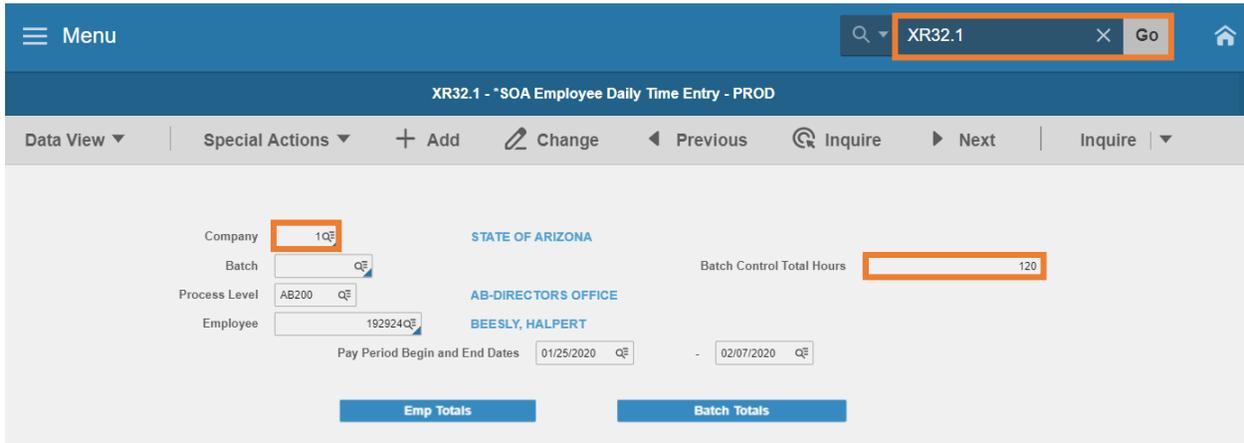
No (back to Using the Next/Previous Buttons...)

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.

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
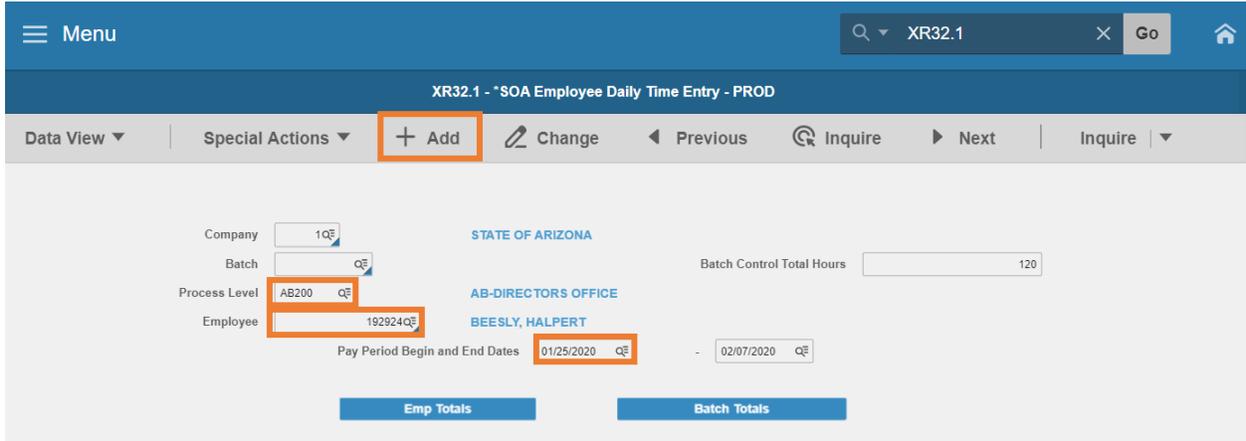
5. **Process Level**: Leave blank or select a **Process Level** to reduce the number of Employees that will be displayed in the Employee drop down listing

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

   o   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.

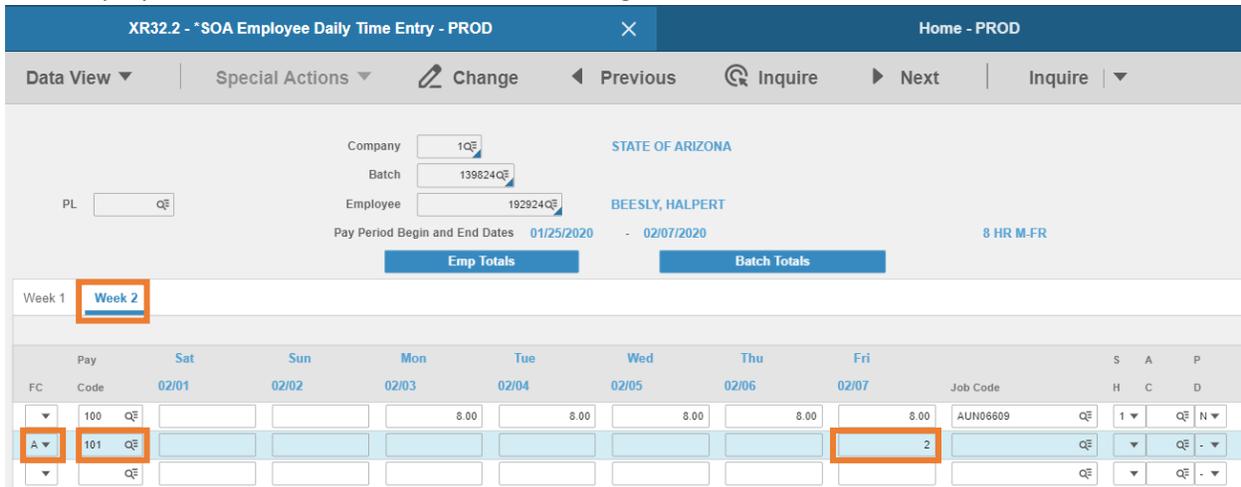If Employee's time sheet matches the default work schedule, proceed with the actions below.

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.

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.

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

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

1. **FC**: Type or select **C**

2. **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)

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.

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
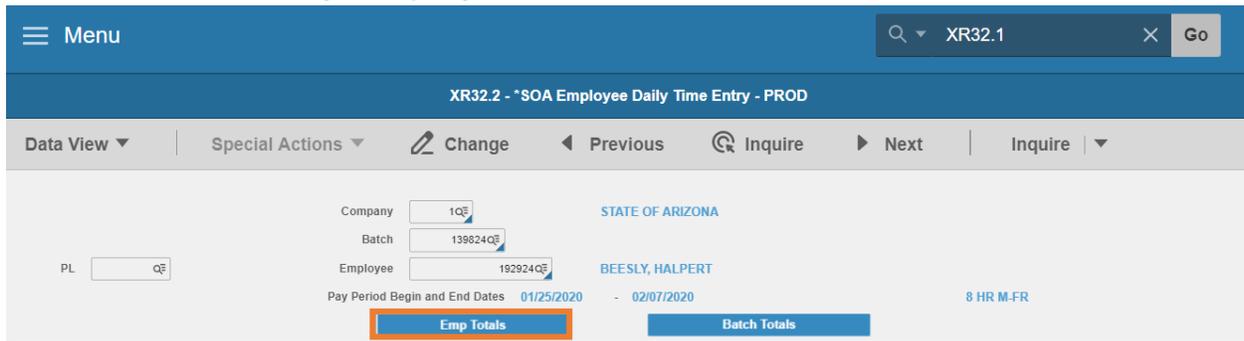
1. Click **Emp Totals**

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

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

Reconcile Totals by Batch
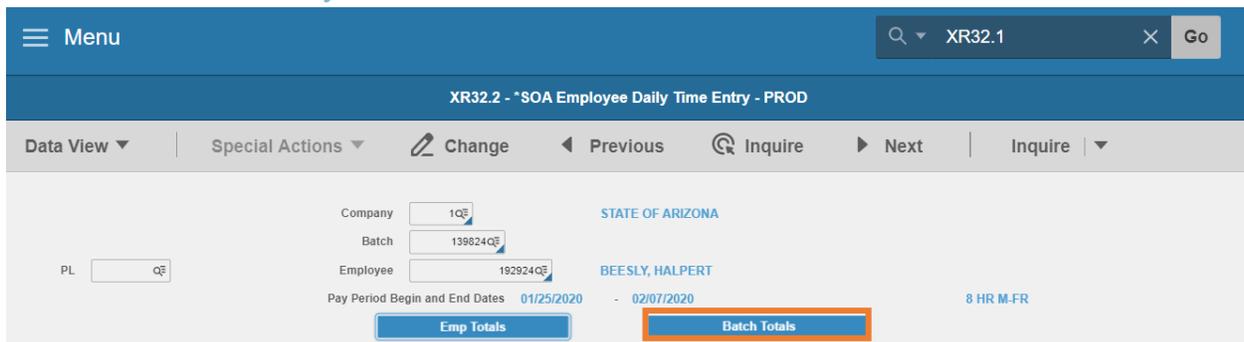
1. Click **Batch Totals**

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

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.

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

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

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. **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

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.
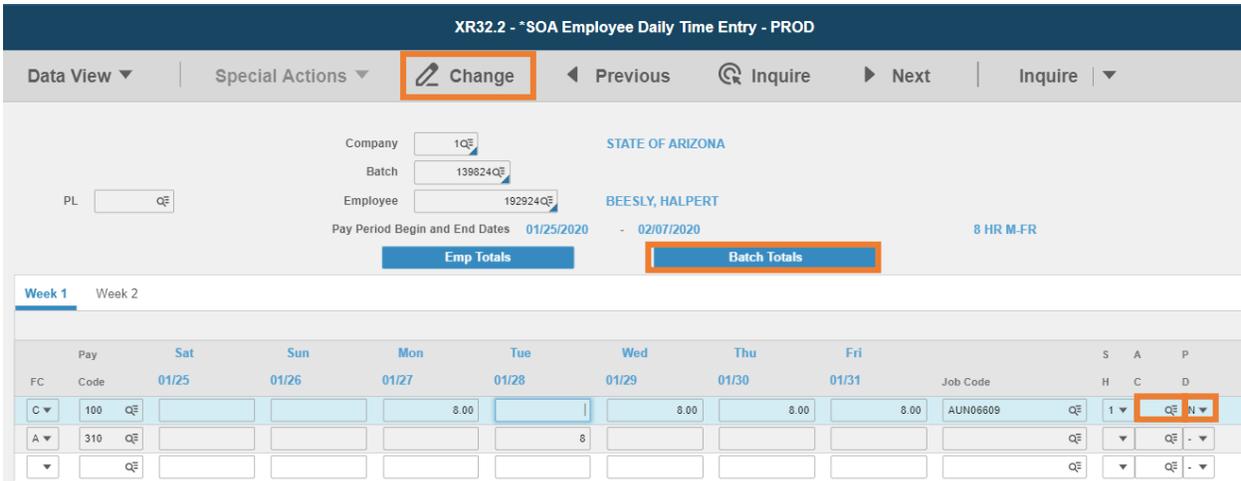
5. **SH** (Shift): Leave blank to default or select **1, 2** or **3** for shift differential that is different from the employee's default setup

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.

1. **FC**: Type or select **C**

2. **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)

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.

Use the HRIS Forms for entering additional payments as follows:

	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 *See Training Standard Time Records ZR30.1	The GAO Central Payroll Office will process recurring payments for multiple Employees based on information provided by ADOA Human Resources via Employee Groups

Additional Payments Process

```
                              ┌─────────────────────┐
                              │   An Additional     │
                              │  Payment (Stipend,  │
                              │  Incentive Pay, etc)│
                              │  needs to be added  │
                              │  to an Employee's   │
                              │       record        │
                              └─────────────────────┘
                                        │
                                        ▼
                                  Is the Payment
                      ◄── YES ──  For a Single  ── NO ──►
                      │           Employee            │
                      ▼                               ▼
              Is the Payment a                  Is the Payment a
              single occurrence                 single occurrence
              or multiple                       or multiple
              occurrences?                      occurrences?
         Single ──┬── Multiple          Single ──┬── Multiple
```

An Additional Payment (Stipend, Incentive Pay, etc) needs to be added to an Employee's record

Is the Payment For a Single Employee — YES / NO

Is the Payment a single occurrence or multiple occurrences? — Single / Multiple

Is the Payment a single occurrence or multiple occurrences? — Single / Multiple

Enter the payment using the Detail Time Entry Form (XR35.2)

Enter the Payment using the Agency Standard Time Record Form (ZR30.1)

Enter the Payment using the Speed Time Entry Form (XR33.1)

Contact the General Accounting Office for assistance.

Finished

Enter Single Additional Payment for Single Employee XR35.2

Example: Annual Leave Payout to separating employee
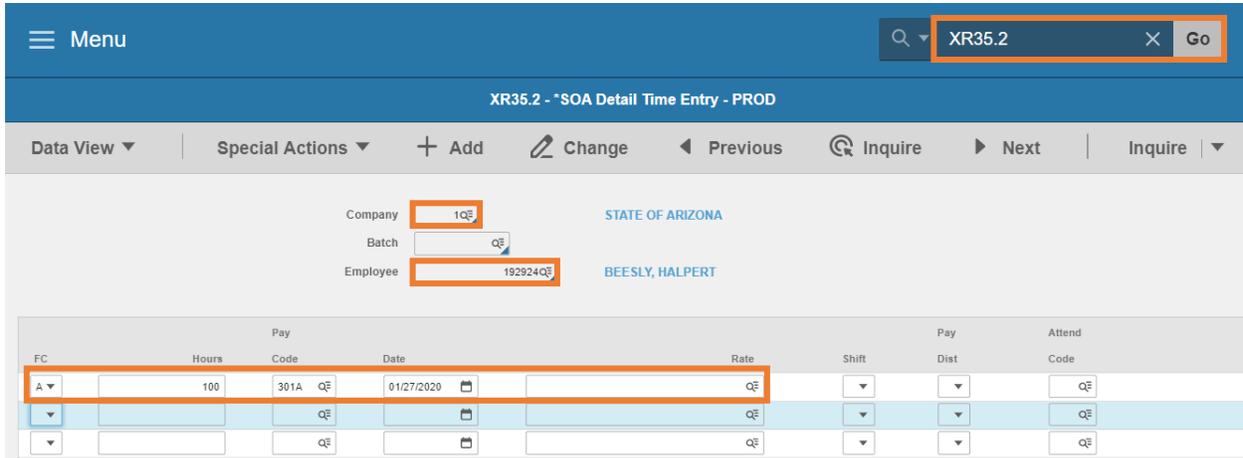
1. Type **XR35.2** in search field, click **Go**

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
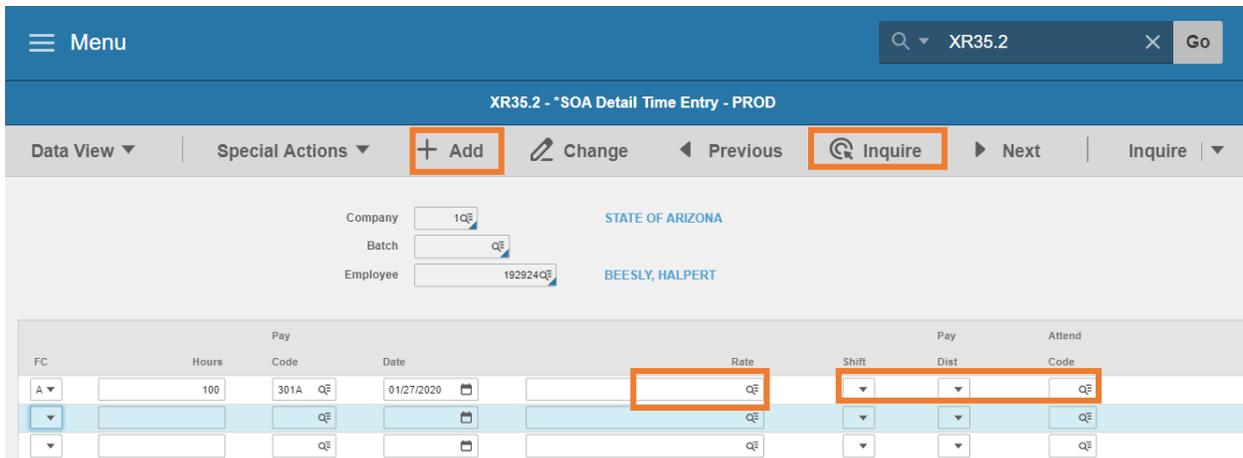
8. **Rate**: Type a flat **dollar amount** if required or leave blank for hours only pay codes

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 Labor Expense Account

1. **FC**: Type or select **C**

2. **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)

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)
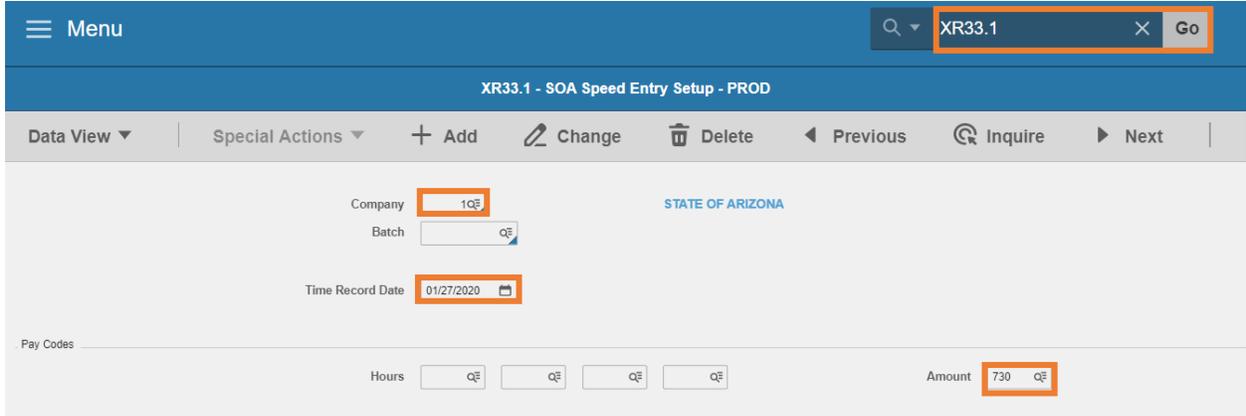
1. Type **XR33.1** in search field, click **Go**

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**
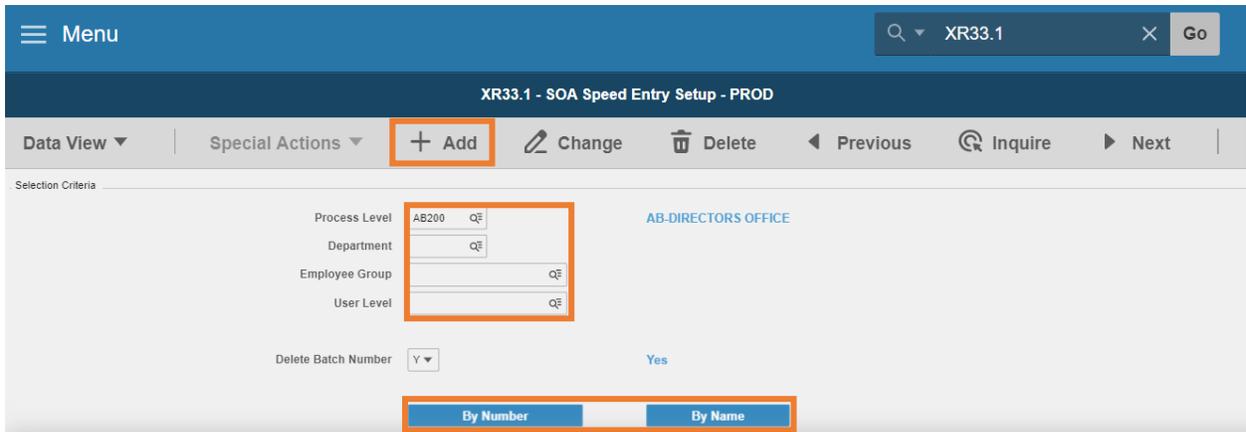
7. **Process Level, Department, Employee Group or User Level:** Leave blank or select values to limit the employees that will be displayed on the entry screen

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**

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)

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

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

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:

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**

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
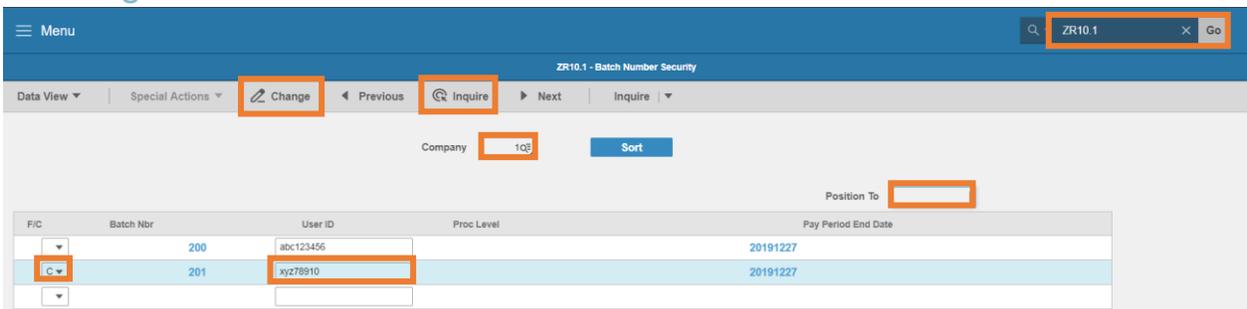
1. Type **ZR10.1** in search field, click **Go**

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
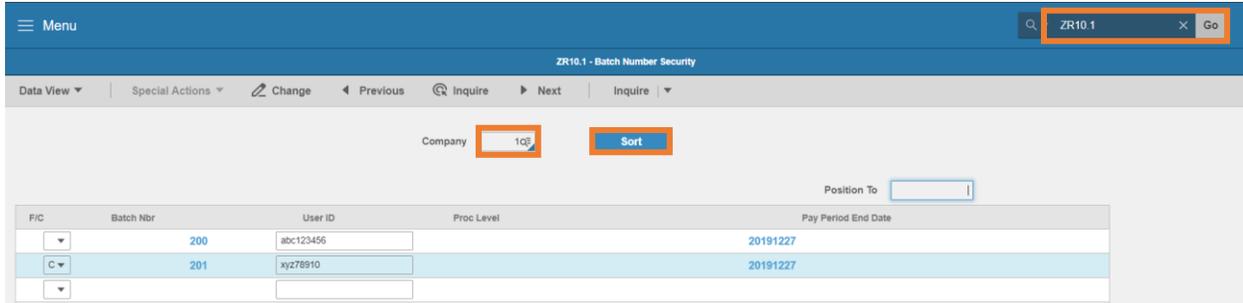
1. Type **ZR10.1** in search field, click **Go**

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

3. Click **Sort.** Selection Criteria ZR10.2 will appear
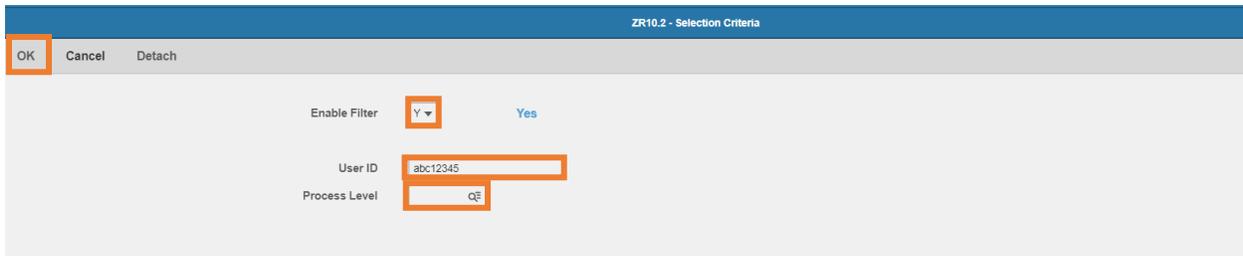
4. **Enable Filter**: Select **Y** to apply filter or **N** to remove existing filter

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.

Create Report Parameters
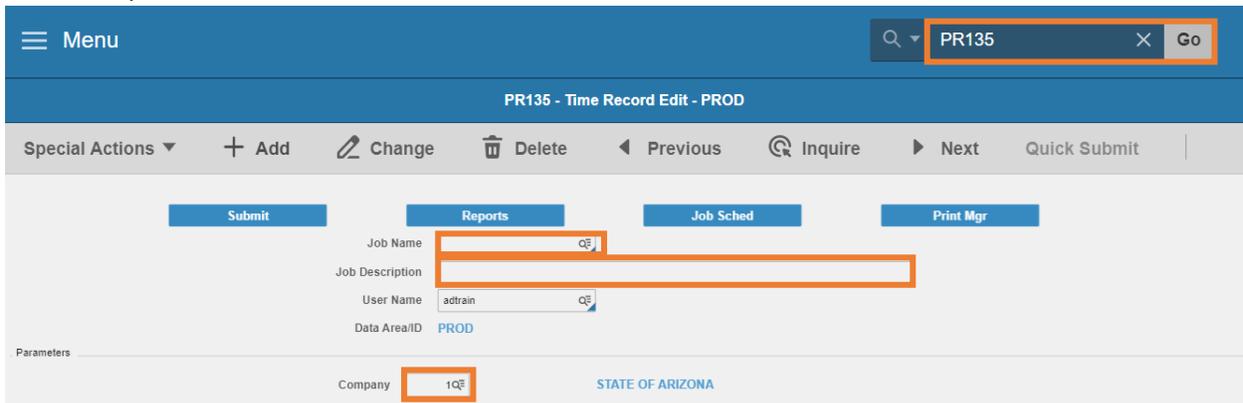
1. Type **PR135** in search field, click **Go**

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**

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

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

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: N

Report Selection: 1 - Time Record Edit

Time Record Selection: Batch

Summary Option: Y

Time Record Edit

```
PR135 Date 07/08/19                          Company    1 STATE OF ARIZONA                                Page   35
       Time 14:45                            Time Record Edit For Batch

Batch 140347
                                                                - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay                     T/R                                   S S C P                              Proc            C
Code Description        Date      Hours          Rate          Wages  T H G G   General Ledger Account  Level Dept Job Code  T
- - - - - - - - - - -  - - - - - -  - - - - - - -  - - - - - - - - - - - -  - - - - - - - - - - - - - - - - - - - -  - - - - -  - - - - -  - - - - - - - -  -
Totals Batch                               140347
                        101      245.00     1,515.4861     4,308.54
                        996        0.00       316.9400       316.94
                        100       81.75-    1,331.0809     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       48.00-      113.4628       907.70-
                        800       11.20-        0.0000         0.00
                        310      125.75       377.1007     2,158.49
                        310F       8.00        26.7167       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       107.3014     7,231.45
                        302A      22.79        90.2820       431.25
                        331A      69.05        91.9355     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
                                1301.77      5,356.4672    24,074.17
Total Employees Batch 140347               99
```

Time Record Edit

```
PR135 Date 07/08/19                          Company    1 STATE OF ARIZONA                                Page    1
       Time 14:45                            Absence Management Edit Report

       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
                                                     O      WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE190940
                                                     M      WRN:16.00- hrs bal FAMILYSICK LPSKFAM 311F EE161473
                                                     M      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
```

Report Selection: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: N

Time Record Edit

```
PR135 Date 07/08/19                          Company    1 STATE OF ARIZONA                              Page    32
       Time 14:45                            Time Record Distribution Edit For Batch

Batch 140318
                                                       - - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay    T/R                            Overtime   Shift                                             Proc          P  C  L  C
Code   Date      Hours      Wages     Premium Differential Job Code   General Ledger Account       Level Dept    D  T  P  W
----  -------- --------  ------------ -------- ------------ --------- -----------------------------  ----- -----  -  -  -  -

   16█                                              C
322  05/15/19   4.00-     70.67-       0.00       0.00              1 DCPE50SECURW  -  6048-2019 DC24M 24ML0  N  S
    Totals      0.00       0.00        0.00       0.00

    9█
311  05/04/19  12.00-    228.83-       0.00       0.00              1 DCPE40SECURW  -  6042-2019 DC24M 24MF0  N  S
311  05/05/19  12.00     228.83        0.00       0.00              1 DCPE40SECURW  -  6042-2019 DC24M 24MF0  N  S
    Totals      0.00       0.00        0.00       0.00

   170                                              A
101  05/06/19    .25       4.25        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
101  05/07/19    .25       4.33        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
101  05/08/19    .25       4.33        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
101  05/09/19    .25       4.33        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
996  05/10/19   0.00        .43        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
996  05/10/19   0.00       1.30        0.00       0.00              1 DCPE20SECURB  -  6031-2019 DC24M 24MG0  N  S
    Totals      1.00      18.97        0.00       0.00

   128                                              C
101  05/12/19   8.00     181.78        0.00       0.00              1 DCPE50SECURO  -  6031-2019 DC24M 24MG0  N  S
    Totals      8.00     181.78        0.00       0.00

    5█                                              S
100  05/06/19   8.00     181.78        0.00       0.00              1 DCPE40SECURW  -  6011-2019 DC24M 24MF0  N  S
300  05/08/19   4.00-     90.89-       0.00       0.00              1 DCPE40SECURW  -  6041-2019 DC24M 24MF0  N  S
300  05/09/19   4.00-     90.89-       0.00       0.00              1 DCPE40SECURW  -  6041-2019 DC24M 24MF0  N  S
    Totals      0.00       0.00        0.00       0.00

   176                                              S
100  05/13/19   4.00      68.08        0.00       0.00              1 DCPE50SECURW  -  6011-2019 DC24M 24ML0  N  S
101  05/13/19   8.00     136.16        0.00       0.00              1 DCPE50SECURO  -  6031-2019 DC24M 24ML0  N  S
300  05/15/19   4.00-     68.08-       0.00       0.00              1 DCPE50SECURW  -  6041-2019 DC24M 24ML0  N  S
996  05/17/19   0.00      13.62        0.00       0.00              1 DCPE50SECURO  -  6031-2019 DC24M 24ML0  N  S
996  05/17/19   0.00       2.80        0.00       0.00              1 DCPE50SECURO  -  6031-2019 DC24M 24ML0  N  S
    Totals      8.00     152.58        0.00       0.00
```

Report Selection: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: Y

Time Record Edit

```
PR135 Date 07/08/19                          Company    1 STATE OF ARIZONA                              Page    35
       Time 14:46                            Time Record Distribution Edit For Batch

Batch 140347
                                                       - - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay    T/R                            Overtime   Shift                                             Proc          P  C  L  C
Code   Date      Hours      Wages     Premium Differential Job Code   General Ledger Account       Level Dept    D  T  P  W
----  -------- --------  ------------ -------- ------------ --------- -----------------------------  ----- -----  -  -  -  -

Totals Batch 140347
101         245.00      4,308.54       0.00       0.00
996           0.00        316.94       0.00       0.00
100          81.75-    1,387.42-       0.00       0.00
300          30.50-      707.68-       0.00       0.00
740A          0.00        285.60       0.00       0.00
640           7.00         93.00       0.00       0.00
322          36.50-       651.40-      0.00       0.00
311          48.00-       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       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         32.00        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 Employees Batch 140347                 99
```

Time Record Edit

```
PR135 Date 07/08/19                        Company    1 STATE OF ARIZONA                                     Page    1
      Time 14:45                           Absence Management Edit Report

    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
                                                        O    WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE190940
                                                        M    WRN:16.00- hrs bal FAMILYSICK LPSKFAM 311F EE161473
                                                        M    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
```

Report Selection:	3 - Time Record Detail
Time Record Selection:	Batch
Summary Option:	N

Time Record Edit

```
PR135 Date 07/08/19                        Company    1 STATE OF ARIZONA                                     Page 3636
      Time 14:47                           Time Record Detail Edit For Batch

Batch 141325

Pay   Att  O S  Work Wk   T/R                                      St Nbr Proc Rpt                      S C P T C
Code  Code C T   Date     Date     Hours             Rate         Wages Pr Pp Level Enty Dept Job Code H G G F T
----  ---- - -  -------   -------  --------  ----------------  --------------- -- --- ----- ----- ----- --------- - - - - -

    13
921          U 06/14/19 06/11/19    0.00         10.6400            10.64  AZ      ST100          ST202 AUN08606         S
             Position SST000000047  Schedule AREG          Grade 22  Step  0
    Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County          City          Sch Dst
932          U 06/14/19 06/11/19    0.00        463.3000           463.30  AZ      ST100          ST202 AUN08606         S
             Position SST000000047  Schedule AREG          Grade 22  Step  0
    Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County          City          Sch Dst
933          U 06/14/19 06/11/19    0.00        162.8000           162.80  AZ      ST100          ST202 AUN08606         S
             Position SST000000047  Schedule AREG          Grade 22  Step  0
    Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County          City          Sch Dst
Totals                              0.00        636.7400           636.74

Totals Batch 141325
                      921           0.00         10.6400            10.64
                      933           0.00        162.8000           162.80
                      932           0.00        463.3000           463.30
                                    0.00        636.7400           636.74
Total Employees Batch 141325          1
```

Report Selection:	3 - Time Record Detail
Time Record Selection:	Batch
Summary Option:	Y

Time Record Edit

```
PR135 Date 07/08/19                         Company    1 STATE OF ARIZONA                                    Page    35
      Time 14:46                            Time Record Detail Edit For Batch

Batch 140347

Pay  Att  O S  Work Wk   T/R                                        St Nbr Proc  Rpt                      S  C  P T C
Code Code C T   Date     Date     Hours           Rate        Wages Pr Pp Level Enty  Dept  Job Code  H  G  G F T
---- ---- - -  -------- -------  -------  ----------------  ---------------- -- -- ----- ----- ----- --------- - - - - -

Totals Batch 140347
                         101      245.00     1,515.4861        4,308.54
                         996        0.00       316.9400          316.94
                         100       81.75-    1,331.0809        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       48.00-      113.4628          907.70-
                         800       11.20-        0.0000            0.00
                         310      125.75       377.1007        2,158.49
                         310F       8.00        26.7167          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       107.3014        7,231.45
                         302A      22.79        90.2820          431.25
                         331A      69.05        91.9355        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
                        1301.77  5,356.4672   24,074.17
      Total Employees Batch 140347     99
```

Time Record Edit

```
PR135 Date 07/08/19                         Company    1 STATE OF ARIZONA                                    Page     1
      Time 14:46                            Absence Management Edit Report

      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
                                                                O WRN:4.00- hrs bal ANNUAL LPANSPUNC1 302A EE190940
                                                                M WRN:16.00- hrs bal FAMILYSICK LPSKFAM 311F EE161473
                                                                M 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.

Create Report Parameters
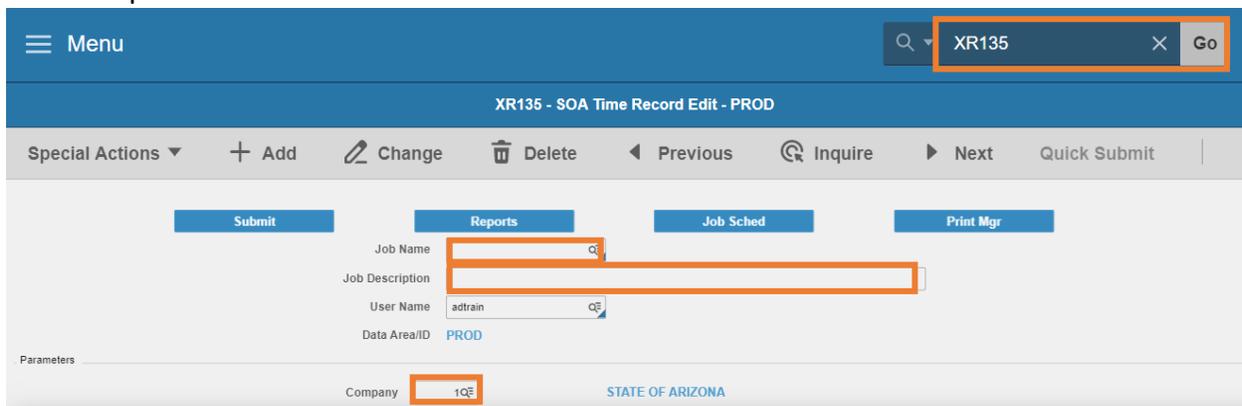
1. Type **XR135** in search field, click **Go**

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**

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
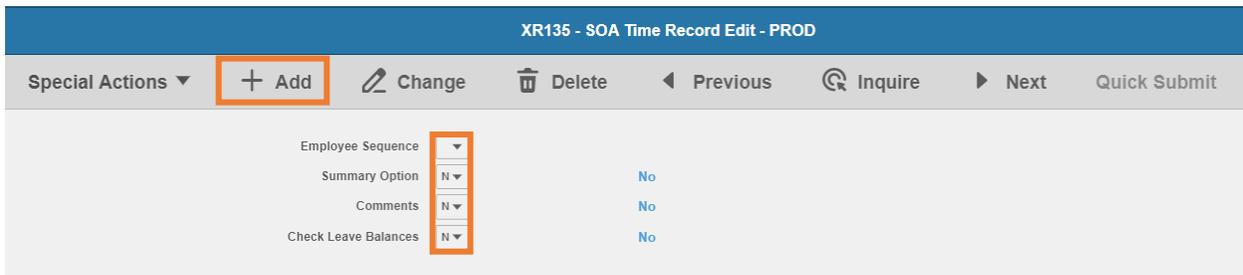
10. **Employee Sequence:** Select option for results order:

- **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**
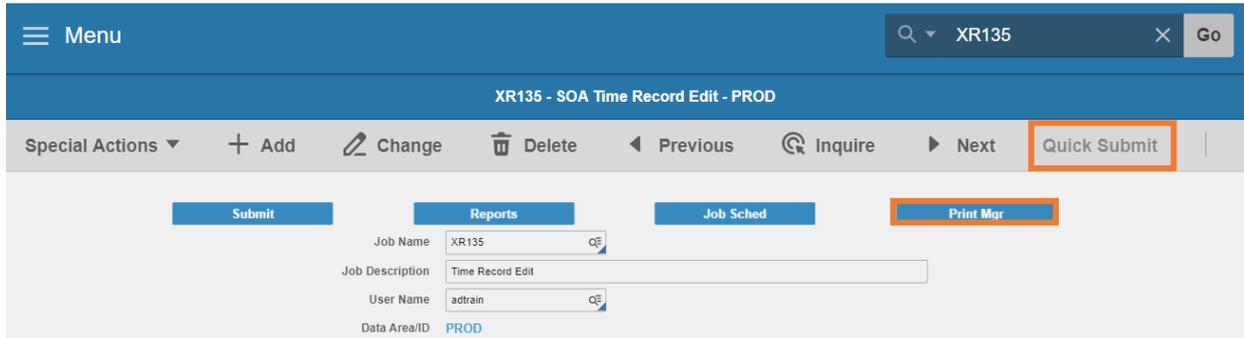
Submit Report

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:

Report Selection: 1 - Time Record Edit

Time Record Selection: Batch

Summary Option: N

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

SOA Time Record Edit

```
XR135 Date 07/08/19                              Company    1 STATE OF ARIZONA                                    Page    2
        Time 13:35                              Time Record Edit For Batch

                                                                  - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay                  T/R                                    S S P                                Proc                     C Batch
Code Description     Date      Hours        Rate      Wages T H D      General Ledger Account     Level Dept  Job Code  T Nmbr
---- -----------   -------- --------  -----------  ----------- - - -  ----------------------     ----- -----  --------  - ------
Totals Company
                    500        0.00      27.0000        27.00
                    301A    1286.71     263.9603    42,305.06
                    720        0.00     733.5900       733.59
                    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     549.8600-      549.86-
                    300     249.38    2,344.2083     8,862.59
                    996        0.00      52.0550        52.05
                    311        3.00     113.6663        91.83
                    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         0.00
                    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   7,412.8900     7,412.89
                    922        0.00  11,600.3800    11,600.38
                    924        0.00     877.1000       877.10
                    926        0.00   1,592.1300     1,592.13
                    105        0.00      66.2500         0.00
                    371       16.00      97.6856       781.48
                    302A      23.41      98.9011       586.45
                    300F      92.47     445.2077     1,838.11
                    320      388.00   1,866.5996    13,183.13
                    320F      32.00      85.5692       684.56
                    310F     292.15     697.6866     5,182.57
                    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       0.0000         0.00
                    930        0.00     450.0000       450.00
                    721A      40.00-     95.6250        76.50-
                    659        0.00   1,945.0000     1,945.00
                    950       70.00       0.0000         0.00
                    760        0.00     230.7800-      230.78-
                    321      248.00       0.0000         0.00
                    650        0.00      25.0000        25.00
                    673        0.00   2,000.0000     2,000.00
                             9400.82 105,815.0012   324,529.75
    Total Employees for Company          635
```

SOA Time Record Edit

```
XR135 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  WRN:5.38- hrs bal ANNUAL LPANCVD1 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: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: N

```
SOA Time Record Edit
XR135  Date 07/08/19                            Company    1 STATE OF ARIZONA                                    Page     1
       Time 13:43                              Time Record Distribution Edit For Batch
                                                       - - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay    T/R                           Overtime   Shift                                                       Proc            P  C Batch
Code   Date     Hours       Wages    Premium Differential Job Code       General Ledger Account              Level Dept     D  T Nmbr
----   -------- --------  ----------- -------- ------------ --------      --------------------------------    ----- ----     -  - ------

    184                                                     A
100   06/26/19   2.50-      36.06-       0.00         0.00                        1 AGIGAB51305    -   6011-2020 AGCFP NWNOS   N  S 143735
                                                             Activity AG0                Acct Cat ZZZZZ
100   06/27/19   4.50       64.90        0.00         0.00                        1 AGIGAB51305    -   6011-2020 AGCFP NWNOS   N  S 143735
                                                             Activity AG0                Acct Cat ZZZZZ
100   06/28/19   2.00       28.85        0.00         0.00                        1 AGIGAB51305    -   6011-2020 AGCFP NWNOS   N  S 143735
                                                             Activity AG0                Acct Cat ZZZZZ
310   06/28/19   4.00-      57.69-       0.00         0.00                        1 AGIGAB51305    -   6042-2020 AGCFP NWNOS   N  S 143735
                                                             Activity AG0                Acct Cat ZZZZZ
      Totals     0.00        0.00        0.00         0.00

    163                                                     A
100   06/28/19   1.00       20.82        0.00         0.00                        1 AGIGAB51299    -   6011-2020 AGCFP NWNOS   Y  S 143740
                                                             Activity AG0                Acct Cat ZZZZZ
310   06/28/19   1.00-      20.82-       0.00         0.00                        1 AGIGAB51299    -   6042-2020 AGCFP NWNOS   Y  S 143740
                                                             Activity AG0                Acct Cat ZZZZZ
      Totals     0.00        0.00        0.00         0.00

    100                                                     E
921   05/28/19   0.00      325.78        0.00         0.00 AUN06837       1 AGIGAB51301    -   6516-2020 AGCFP SEMEA   N  S 143752
                                                             Activity AG0                Acct Cat ZZZZZ
      Totals     0.00      325.78        0.00         0.00

    137                                                     A
101   06/15/19   5.00       82.33        0.00         0.00                        1 AGIGAB51307    -   6031-2020 AGCFP SETUS   N  S 143725
                                                             Activity AG0                Acct Cat ZZZZZ
800   06/15/19   5.00-       0.00        0.00         0.00                        1 AGIGAB51307    -   6099-2020 AGCFP SETUS   N  S 143725
                                                             Activity AG0                Acct Cat ZZZZZ
      Totals     0.00       82.33        0.00         0.00

    128                                                     I   Employee Is Terminated
950   07/12/19   1.00        0.00        0.00         0.00                        1 AGGFAE30031    -   6099-2020 AGCRM AGFRS   Y  S 143698
                                                             Activity AG0                Acct Cat ZZZZZ
      Totals     1.00        0.00        0.00         0.00
```

Report Selection: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: Y

SOA Time Record Edit

```
XR135  Date 07/08/19                          Company    1 STATE OF ARIZONA                            Page    2
       Time 13:43                             Time Record Distribution Edit For Batch

                                                        - - - - - - - D I S T R I B U T I O N - - - - - - - -
Pay    T/R                         Overtime   Shift                                        Proc            P  C Batch
Code   Date      Hours     Wages   Premium  Differential Job Code   General Ledger Account  Level Dept     D  T Nmbr
----   ----   --------- ----------- -------- ------------ -------- ---------------------- ----- -----      -  - ------
Totals Company
500            0.00          27.00     0.00      0.00
301A        1286.71      42,305.06     0.00      0.00
720            0.00         733.59     0.00      0.00
932            0.00      14,287.54     0.00      0.00
933            0.00       3,764.18     0.00      0.00
936            0.00       2,240.73     0.00      0.00
100         5884.75     170,110.48     0.00     38.25
310          123.10-      1,599.56-    0.00      0.00
101          621.45      11,441.99     0.00      0.00
322           27.68-        458.94-    0.00      0.00
997            0.00         549.86-    0.00      0.00
300          257.38       9,008.42     0.00      0.00
996            0.00          52.05     0.00      0.00
311            3.00          91.83     0.00      0.00
641           12.00           0.00     0.00      0.00
711C           0.00           6.33-    0.00      0.00
740A           0.00           1.40     0.00      0.00
330           64.50       1,275.12     0.00      0.00
340            .50            8.67     0.00      0.00
800          104.50           0.00     0.00      0.00
100A          92.00       1,783.92     0.00      0.00
110            6.50         560.62     0.00      0.00
921            0.00      21,868.18     0.00      0.00
923            0.00       7,557.19     0.00      0.00
922            0.00      12,100.92     0.00      0.00
924            0.00         889.10     0.00      0.00
926            0.00       1,630.11     0.00      0.00
371           16.00         781.48     0.00      0.00
302A          23.41         586.45     0.00      0.00
300F          92.47       1,838.11     0.00      0.00
320          388.00      13,183.13     0.00      0.00
320F          32.00         684.56     0.00      0.00
310F         292.15       5,182.57     0.00      0.00
322F          76.18       1,414.66     0.00      0.00
311F           8.00         131.29     0.00      0.00
640            8.15           0.00     0.00      0.00
640F          83.95           0.00     0.00      0.00
600            0.00         216.03     0.00      0.00
930            0.00         450.00     0.00      0.00
721A          40.00-         76.50-    0.00      0.00
659            0.00       1,945.00     0.00      0.00
950           70.00           0.00     0.00      0.00
760            0.00         230.78-    0.00      0.00
321          256.00           0.00     0.00      0.00
650            0.00          25.00     0.00      0.00
673            0.00       2,000.00     0.00      0.00
            9488.82     327,254.41     0.00     38.25
       Total Employees For Company          643
```

SOA Time Record Edit

```
XR135  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  WRN:5.38- hrs bal ANNUAL LPANCVD1 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: N

SOA Time Record Edit

```
XR135 Date 07/08/19                       Company   1 STATE OF ARIZONA                              Page    1
      Time 13:46                          Time Record Detail Edit For Batch


Pay  Att  O S  Work Wk    T/R                                      St Nbr Proc  Rpt                  S P T C Batch
Code Code C T   Date      Date      Hours          Rate      Wages Pr Pp Level Enty  Dept  Job Code H D F T Nmbr
---- ---- - -  -------- --------  --------  --------------- ------- -- --- ----- ---- ---- --------- - - - - ------

  184                                                            A
100          U 06/28/19 06/26/19    2.50-             14.4231       36.06- AZ      AGCFP       NWNOS          1 N   S 143735
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000001356 Schedule AREG  Grade 15   Step  0
100          U 06/28/19 06/27/19    4.50              14.4231       64.90  AZ      AGCFP       NWNOS          1 N   S 143735
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000001356 Schedule AREG  Grade 15   Step  0
100          U 06/28/19 06/28/19    2.00              14.4231       28.85  AZ      AGCFP       NWNOS          1 N   S 143735
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000001356 Schedule AREG  Grade 15   Step  0
310        Y U 06/28/19 06/28/19    4.00-             14.4231       57.69- AZ      AGCFP       NWNOS          1 N   S 143735
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000001356 Schedule AREG  Grade 15   Step  0
Totals                              0.00           57.6924          0.00

  163                                                            A
100          U 06/28/19 06/28/19    1.00              20.8174       20.82  AZ      AGCFP       NWNOS          1 Y   S 143740
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000000276 Schedule AREG  Grade 19   Step  0
310        Y U 06/28/19 06/28/19    1.00-             20.8174       20.82- AZ      AGCFP       NWNOS          1 Y   S 143740
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000000276 Schedule AREG  Grade 19   Step  0
Totals                              0.00           41.6348          0.00

  100                                                            E
921          U 05/31/19 05/28/19    0.00             325.7800      325.78  AZ      AGCFP       SEMEA AUN06837   N   S 143752
       Wh State: AZ   Location: PAYROLL    Wc State: AZ   Work: County     Position SAG000001414 Schedule ASRATTY Grade 04 Step  0
Totals                              0.00          325.7800        325.78
```

Report Selection: 3 - Time Record Detail

Time Record Selection: Batch

Summary Option: Y

SOA Time Record Edit

```
XR135 Date 07/08/19                        Company    1 STATE OF ARIZONA                              Page    2
      Time 13:44                          Time Record Detail Edit For Batch

Pay   Att  O S  Work Wk   T/R                                           St Nbr Proc  Rpt                   S P T C Batch
Code  Code C T  Date      Date      Hours              Rate        Wages  Pr Pp  Level Enty  Dept  Job Code  H D F T Nmbr
----  ---- - -  --------  --------  --------  ----------------  ---------------  -- ---  ----- ----- ----- --------- - - - ------
Totals Company
500                                    0.00         27.0000           27.00
301A                                1286.71        263.9603       42,305.06
720                                    0.00        733.5900          733.59
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                                 5884.75     24,168.4779      170,110.48
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        549.8600-         549.86-
300                                  257.38      2,380.3371        9,008.42
996                                    0.00         52.0550           52.05
311                                    3.00        113.6663           91.83
641                                   12.00          0.0000            0.00
711C                                   0.00          6.3300-           6.33-
740A                                   0.00          1.4000            1.40
330                                   64.50        329.5056        1,275.12
340                                     .50         17.3388            8.67
800                                  104.50          0.0000            0.00
100A                                  92.00        233.0898        1,783.92
110                                    6.50        129.2308          560.62
921                                    0.00     21,868.1800       21,868.18
923                                    0.00      7,557.1900        7,557.19
922                                    0.00     12,100.9200       12,100.92
924                                    0.00        889.1000          889.10
926                                    0.00      1,630.1100        1,630.11
105                                    0.00         66.2500            0.00
371                                   16.00         97.6856          781.48
302A                                  23.41         98.9011          586.45
300F                                  92.47        445.2077        1,838.11
320                                  388.00      1,866.5996       13,183.13
320F                                  32.00         85.5692          684.56
310F                                 292.15        697.6866        5,182.57
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          0.0000            0.00
600                                    0.00        216.0300          216.03
930                                    0.00        450.0000          450.00
721A                                  40.00-        95.6250           76.50-
659                                    0.00      1,945.0000        1,945.00
950                                   70.00          0.0000            0.00
760                                    0.00        230.7800-         230.78-
321                                  256.00          0.0000            0.00
650                                    0.00         25.0000           25.00
673                                    0.00      2,000.0000        2,000.00
                                    9488.82    107,219.1308      327,254.41
      Total Employees For Company       643
```

SOA Time Record Edit

```
XR135 Date 07/08/19                        Company    1 STATE OF ARIZONA                              Page    1
      Time 13:52                          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   WRN:5.38- hrs bal ANNUAL LPANCVD1 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
```

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.
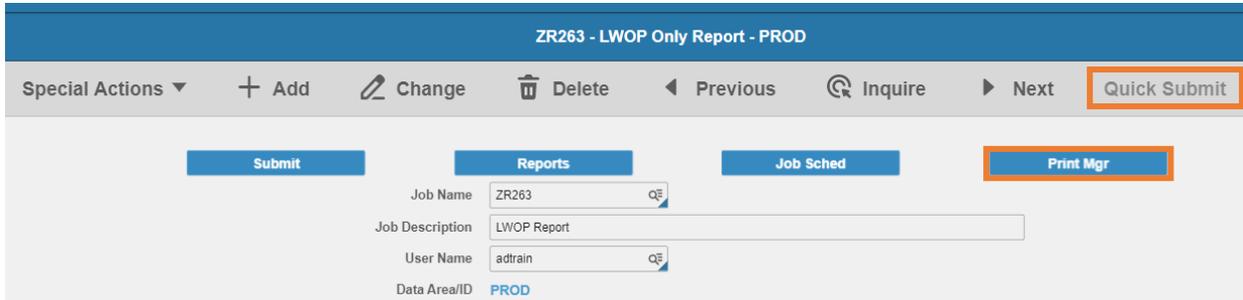
Create Report Parameters
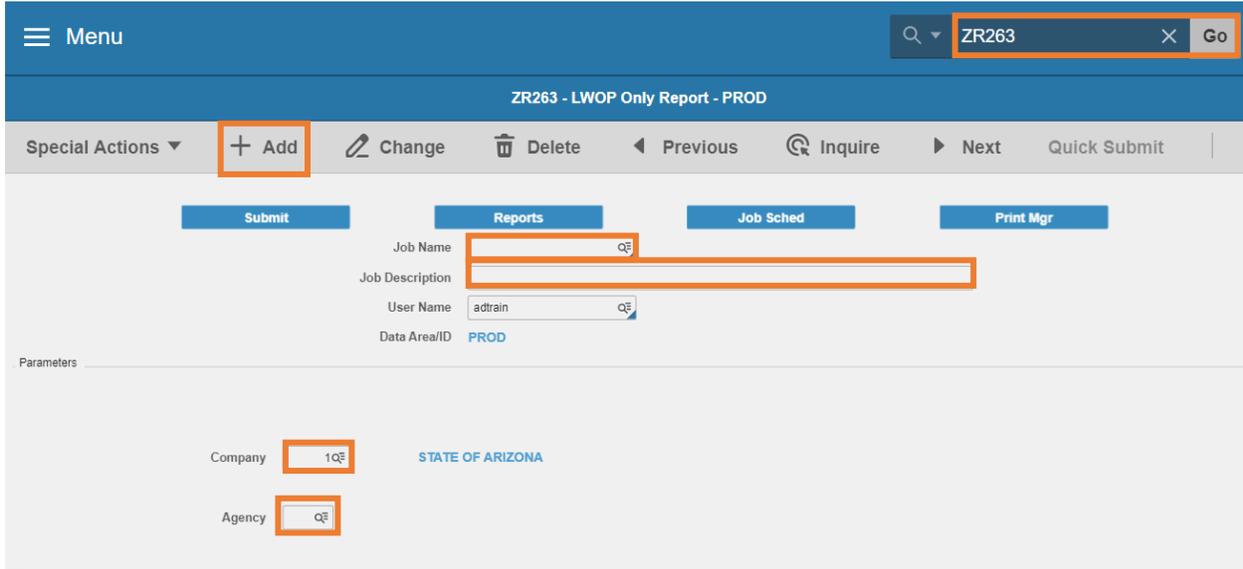
1. Type **ZR263** in search field, click **Go**

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

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 Report
                                                  Agency - DC

    Employee                              Batch   Process Level   Department
    ----------------------------------    ------  -------------   ----------
         345678     GREEN, RACHEL         142802     DC24Q          24QI0
         234567     TRIBBIANI, JOEY       142771     DC24Q          24QN0
         578910     GELLER, ROSS          142845     DC24P          24PT0
         135456     BUFFAY, PHOEBE        143018     DC24T          24TR0
                                          142719     DC24T          24TJ0
```