HRIS – Human Resources Information Solution

RESOURCE GUIDE:
EMPLOYEE TIME ENTRY (ETE)

EMPLOYEE TIME ENTRY (ETE)

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Agency Account Template ZS04.1

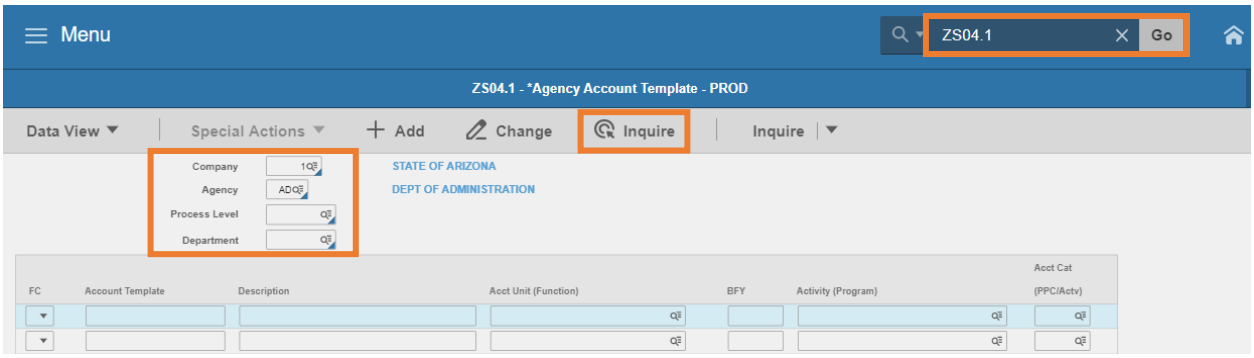
Use the **Agency Account Template (ZS04.1)** form to create account templates that define various labor distribution accounts, which employees can use on Employee Time Entry form (ZS37.3). Once the account templates are created on the ZS04 form, employees can then login to ETE and select the labor distribution information (located on Agency Account Template), which is transmitted to HRIS payroll processing and payment, ensuring the correct charges are reported to AFIS.

Create Account Templates at various levels

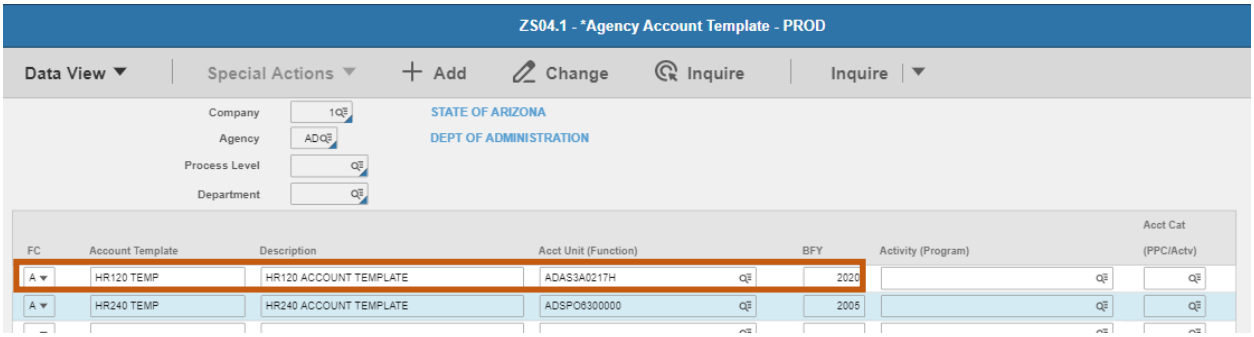
- Create an Agency Level template for all employees to select
- Create a Process Level, or Department Level template to limit template to those users within the Process Level and/or Department

Each Template must be unique for the entire agency (regardless what level it is created on). Use a naming convention that is meaningful and self-explanatory to the end user

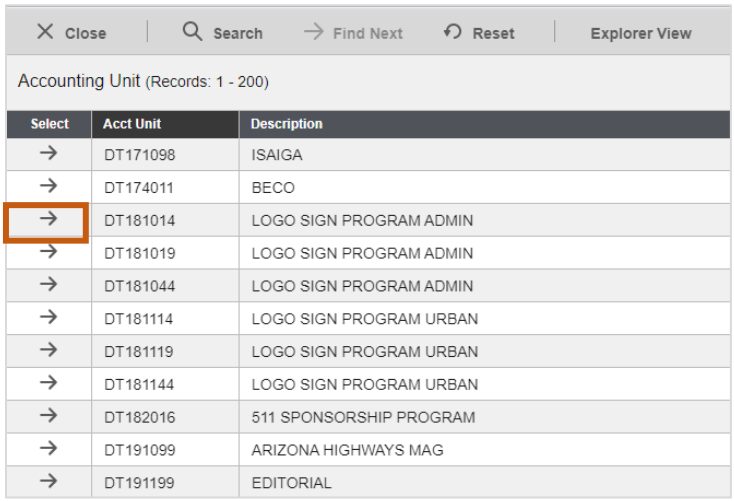
Create a Template



1. Type **ZS04.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Agency**: Type or select the two-digit **Agency Code**
4. **Process Level:** Leave blank or select the **Process Level** to create a template for specific Process Level
5. **Department:** Leave blank or select the **Department** Level to create a template for specified department
    - If Department is selected, Process Level must also be populated
6. Click **Inquire**
    - Existing templates display
    - Each row represents one template

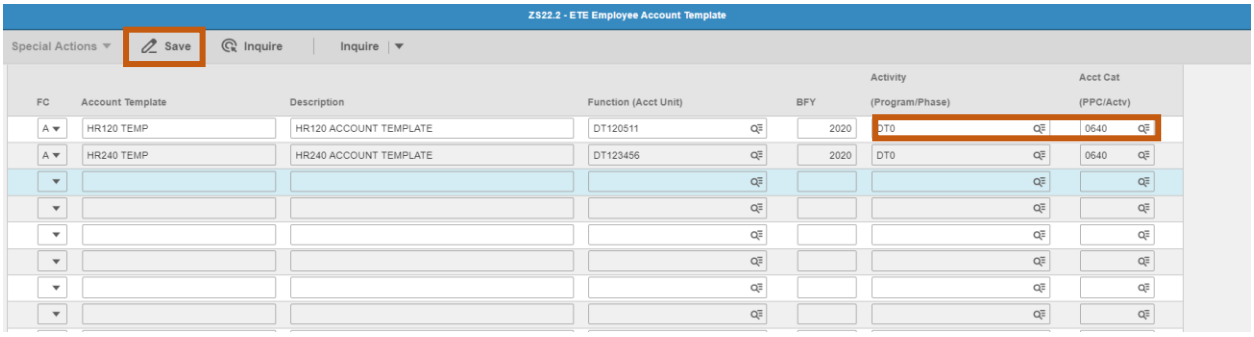


7. **FC**: Type or select **A Add**
8. **Account Template**: Type a unique name for the template
9. **Description**: Type a description of the template
10. **Acct Unit (Function)**: Select an **Accounting Unit**

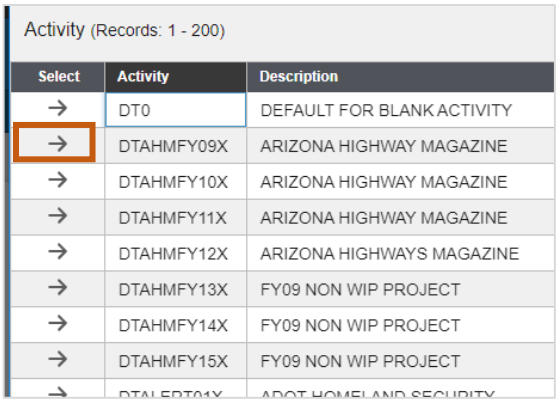


- Must be **Active**
- Click on **arrow** to select the Accounting Unit. Upon click you return to the previous screen

11. **BFY**: Type the four-digit **Sub-Account** of the Budget Fiscal Year



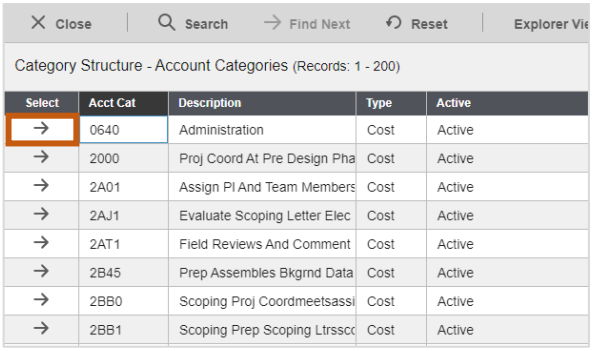
12. **Activity (Program):** Leave blank to default from position or select an **Activity**
    - Select only active activities (first two characters equal to the agency code)


Activity (Records: 1 - 200)

Select	Activity	Description
→	DT0	DEFAULT FOR BLANK ACTIVITY
→	DTAHMFY09X	ARIZONA HIGHWAY MAGAZINE
→	DTAHMFY10X	ARIZONA HIGHWAY MAGAZINE
→	DTAHMFY11X	ARIZONA HIGHWAY MAGAZINE
→	DTAHMFY12X	ARIZONA HIGHWAYS MAGAZINE
→	DTAHMFY13X	FY09 NON WIP PROJECT
→	DTAHMFY14X	FY09 NON WIP PROJECT
→	DTAHMFY15X	FY09 NON WIP PROJECT

- If an **Activity** is selected, you must also select an **Account Category**
- Click on the **arrow** to select the Activity (Program). Upon click you return to the previous screen

13. **Acct Cat (PPC/Actv):** Leave blank to default from employee's position or select an **Account Category**


Close | Search | Find Next | Reset | Explorer Vie

Category Structure - Account Categories (Records: 1 - 200)

Select	Acct Cat	Description	Type	Active
→	0640	Administration	Cost	Active
→	2000	Proj Coord At Pre Design Pha	Cost	Active
→	2A01	Assign PI And Team Members	Cost	Active
→	2AJ1	Evaluate Scoping Letter Elec	Cost	Active
→	2AT1	Field Reviews And Comment	Cost	Active
→	2B45	Prep Assembles Bkgrnd Data	Cost	Active
→	2BB0	Scoping Proj Coordmeetsassi	Cost	Active
→	2BB1	Scoping Prep Scoping Ltrsscc	Cost	Active

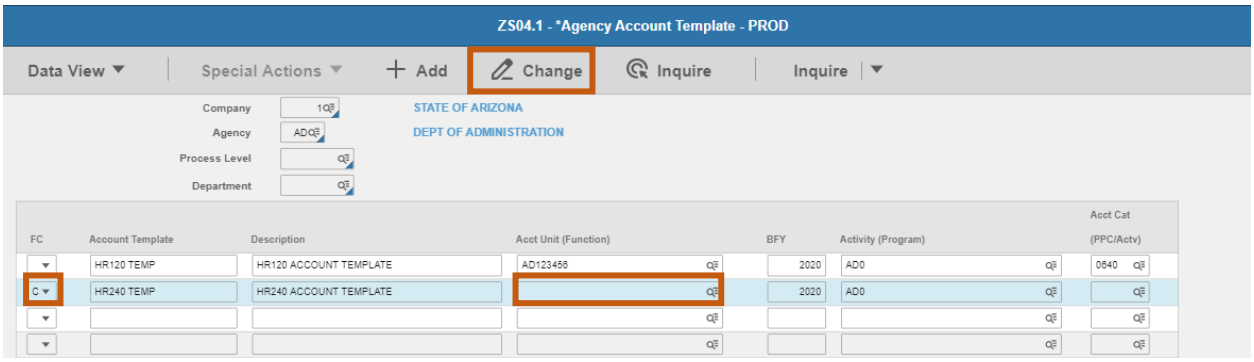
- Select only **active** account categories (first two characters equal to the agency code)
- If an **Account Category** is selected, you must also select an **Activity**
- Click on the **arrow** to select the **Account Category**. Upon click you return to the previous screen

14. Click **Change.** Status bar displays message **Change Complete**

The template is available immediately for employees to select on their ETE Time Card.

Modify a Template

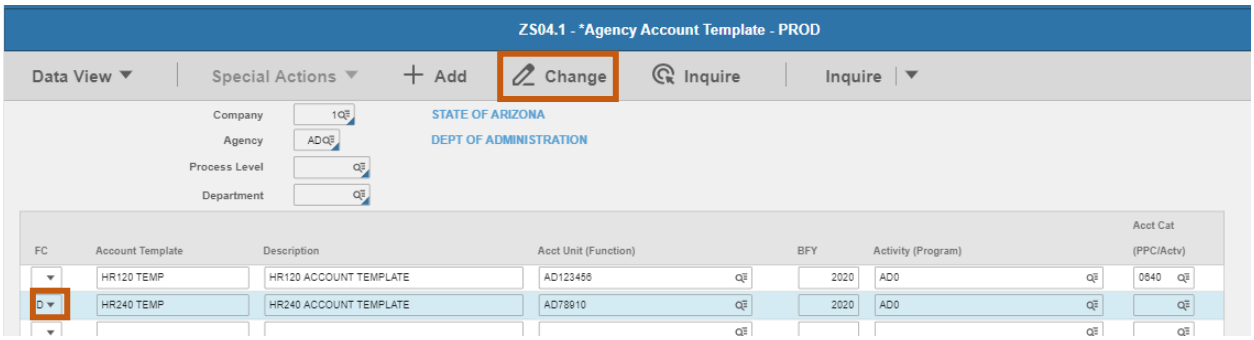
To make a change to an existing template



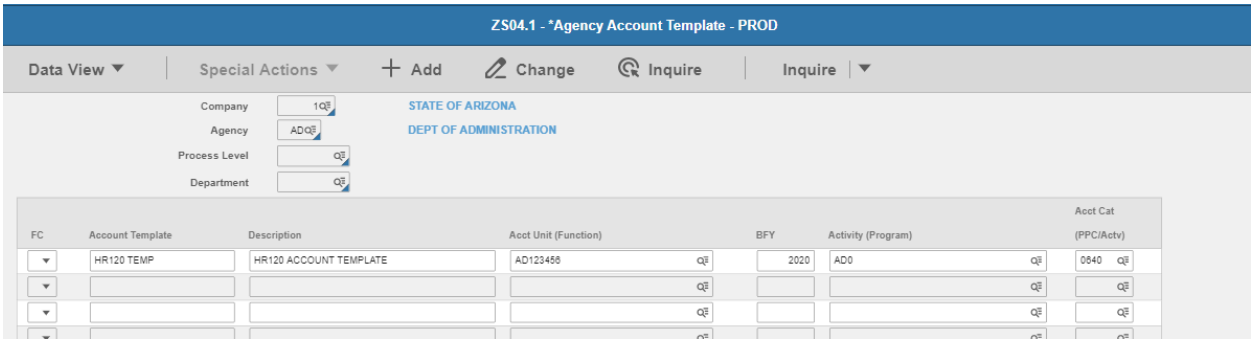
1. **FC**: Type or select **C** Change
2. Place cursor in field requiring modifications
3. Click **Backspace** on the keyboard to **delete existing data**
4. Type **new data** or use the drop down to select new data
5. Repeat steps 2-4 for remaining fields that require modifications
6. Click **Change**

Delete a Template

Templates can be deleted as long as they are not attached to any existing time records in the current pay period.



1. **FC**: Type or select **D Delete**
2. Click **Change**



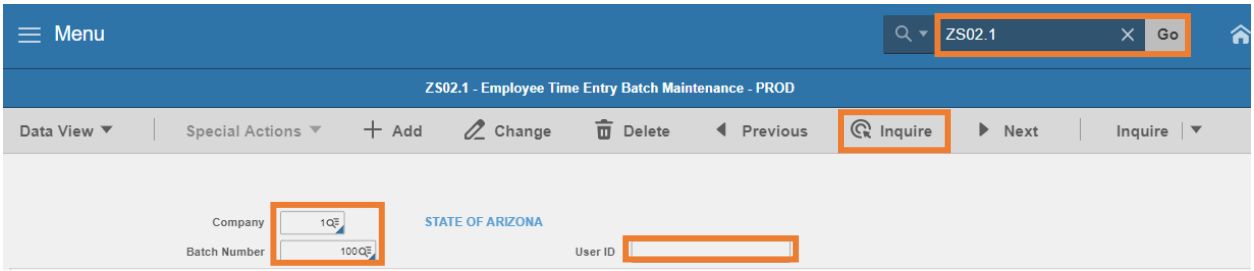
3. The template is no longer displayed

ETE Batch Maintenance

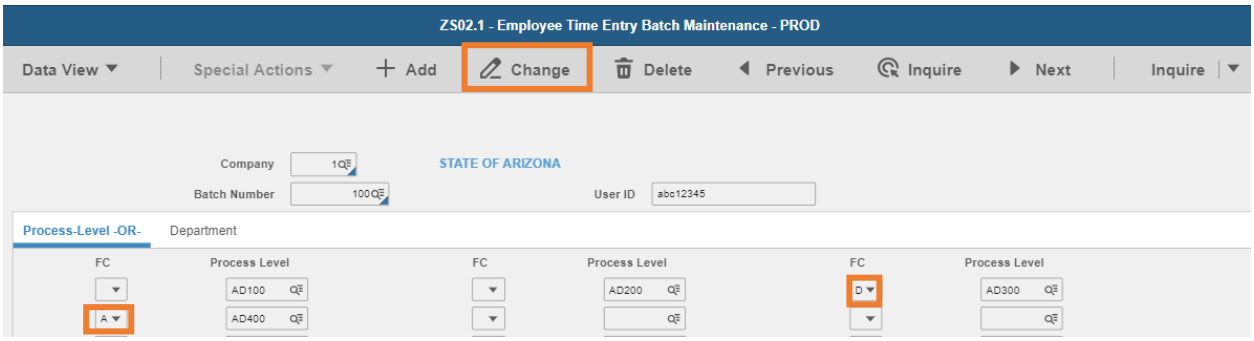
Use the **Employee Time Entry Batch Maintenance ZS02.1** to maintain access to an ETE Batch. Assign a User ID to access the batch after it has interfaced to HRIS. Add/Remove agency process levels to be included in the ETE batch. New process levels must be added to an ETE batch in order for employees within the process level to use ETE.

Modify Process Levels

To modify the process levels within a batch:



1. Type **ZS02.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Batch Number**: Type or select the **ETE Batch Number**
4. Click **Inquire**



5. **FC:** Select **A** or **D**
   - Select **A** to add a new Process Level
   - Select **D** to remove an existing Process Level

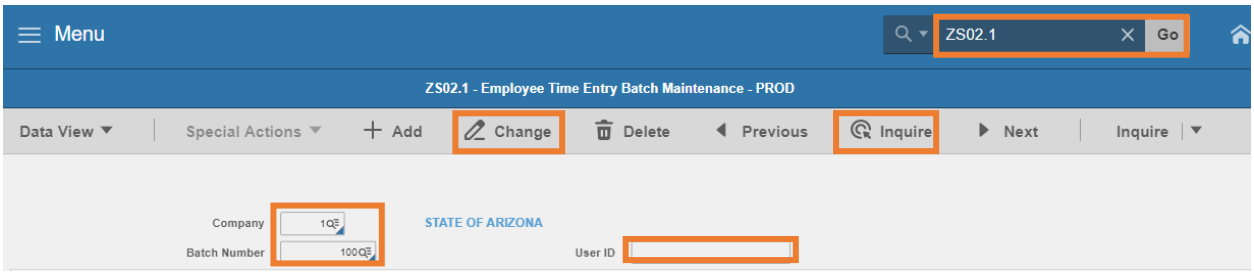
If a Process Level is removed from a batch, assign it to another batch, otherwise ETE time records will not interface to HRIS and employees will not be paid

   - Multiple lines can be updated at one time

6. Click **Change**

Re-Assign batch to a different User

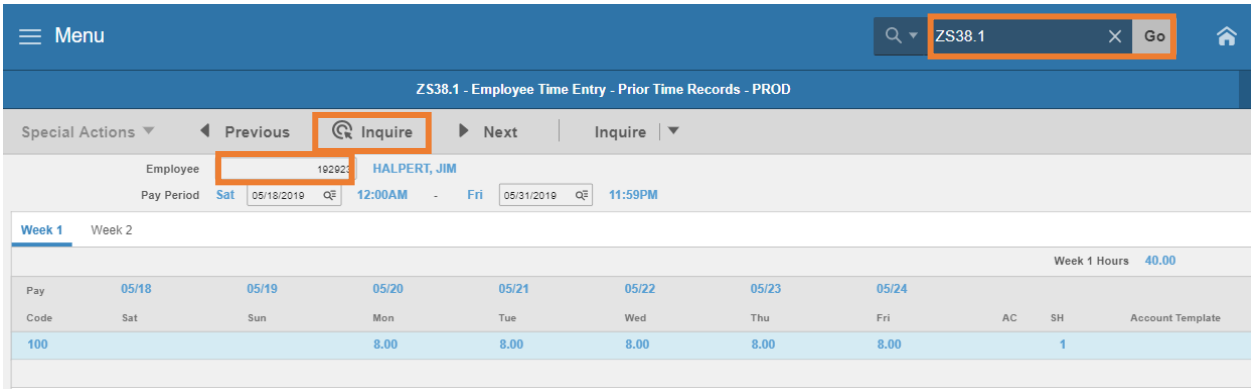
To re-assign the batch to a different power user:



1. Type **ZS02.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Batch Number**: Type or select the **ETE Batch Number**
4. Click **Inquire**
5. **User ID**: Type the **new User ID** of the Agency Payroll Specialist
6. Click **Change**

View– Prior ETE Time Cards

Use the **Employee Time Entry – Prior Time Records ZS38.1** displays prior pay period time records entered through employee time entry (ETE).



1. Type **ZS38.1** in search field, click **Go**
2. **Employee**: Type the **Employee Identification Number**
3. **Pay Period**: Select the **Pay Period Begin Date**
4. Click **Inquire**
    - Time records will display for **Week 1**
5. Click **Week 2** to view time records for second week of the pay period
6. Click (*****) to view Comments entered, the Pop-Up window displays comment

ETE Proxy Maintenance Inquiry ZS01.1

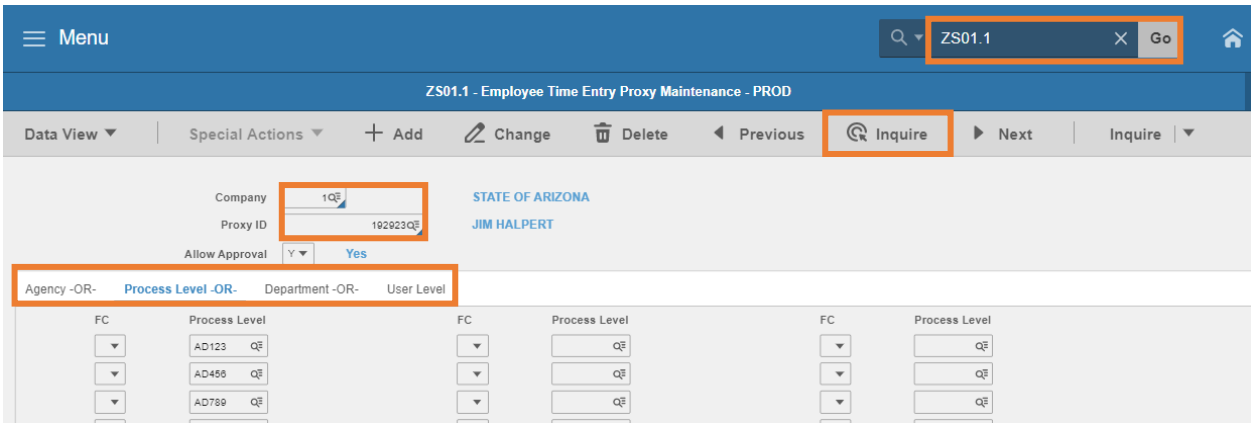
Use the **Employee Time Entry Proxy Maintenance ZS01.1** to track and maintain the proxy settings for users that are participating in Employee Time Entry (ETE). This information will then filter down to the proxy level settings within YES for the users designated as proxies. Each agency will have the ability to update and maintain the information on this form and are responsible for providing correct proxy access.

On this form, each agency will define the proxies by the following

- Agency
- Process Level
- Process Level and Department
- User Level

The job role for this form is unique as it grants security access for users who are participating in ETE. A proxy can only have access to one level at a time; the form will gray out all other options except for the current option enrolled in. To enroll a proxy in a different level (example from Agency to Process Level), the Agency proxy settings must be deleted first before the Process Level proxy can be added.

NOTE: The Agency Payroll Specialist has Inquiry only to this form. Must have the ETE Proxy Administrator job role to make changes to this form.



1. Type **ZS01.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Proxy ID**: Type or select the **Employee Identification Number**
4. Click **Inquire**
5. **Allow Approval**:
    - **Y** Yes – user can Approve Time Cards
    - **N** No – user can enter and Submit Time Cards but cannot Approve Time Cards
6. **Agency, Process Level, Department, User Level**: Data will display on ONE of these tabs if user has proxy access

ETE Reports

Missing Time Record Report ZS210

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

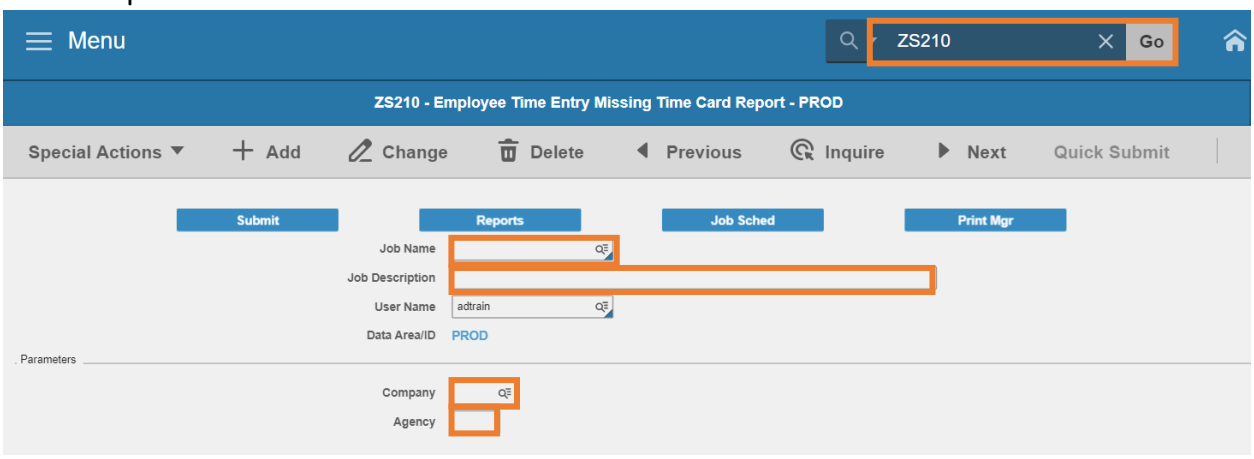
- Pay Period Start Date
- Agency
- Process Level
- Department
- User Level
- Employee Sequence

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

The ETE Missing Timecard Report includes the following information:

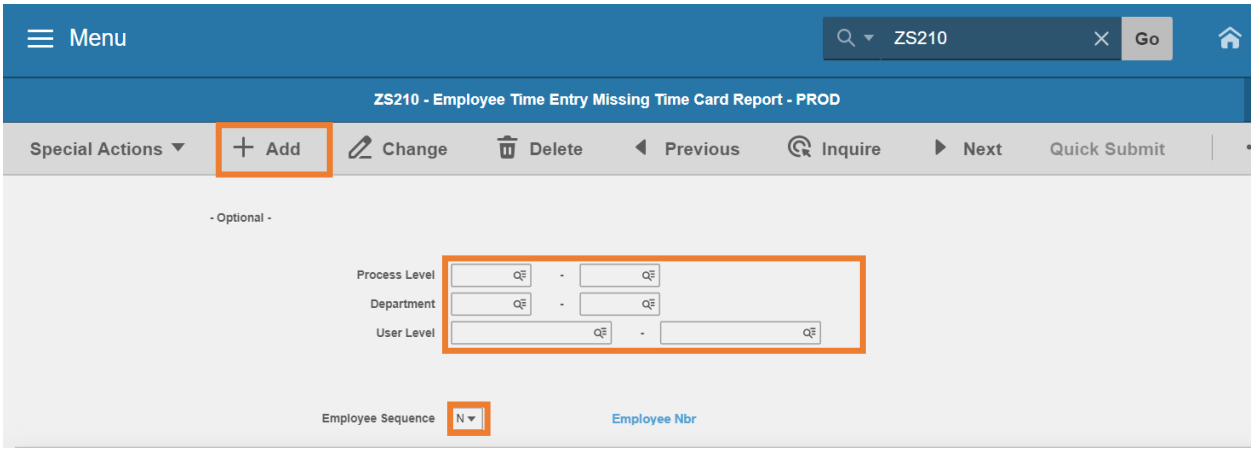
- Employee Identification Number (EIN) and name
- Employee's status and status description
- Status of employee's timecard
- Employee's supervisor
- Termination Date (if any)
- Totals by Department, Process Level, and the Grand Total

Create Report Parameters



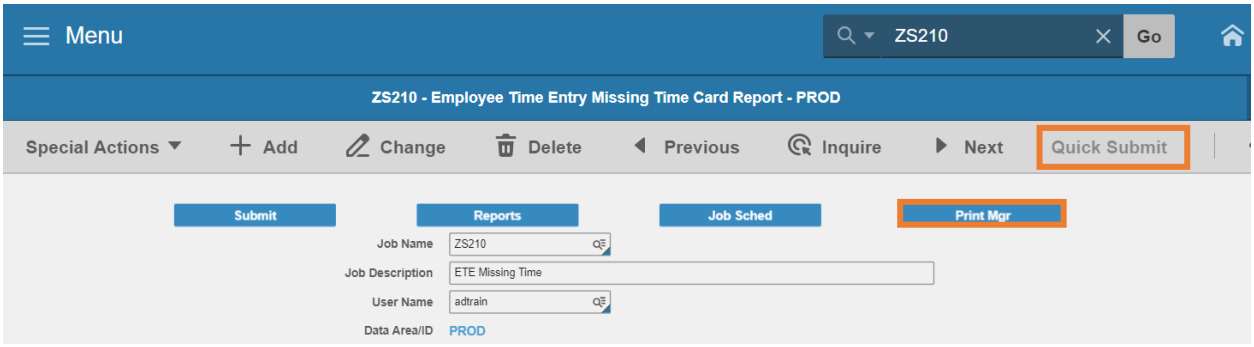
1. Type **ZS210** in search field, click **Go**
2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. **Agency**: Type the two-digit **Agency Code**



6. To limit report results, populate **one** of the following optional field ranges:
   - **Process Level:** Type or select the **Process Level** range. For a single Process Level, populate the Process Level in both boxes in the Process Level row.
   - **Department**: Type or select the **Department** range. For a single Department, populate the Department in both boxes in the Department row.
   - **User Level**: Type or select the **User Level** range. For a single User Level, populate the User Level in both boxes in the User Level row.
7. **Employee Sequence**: Type or select **A** or **N**
   - Select **A** to sort report results by Employee Name
   - Select **N** to sort report results by Employee Identification Number (EIN)
8. Click **Add** to save report parameters. Status bar displays message **Job Added**

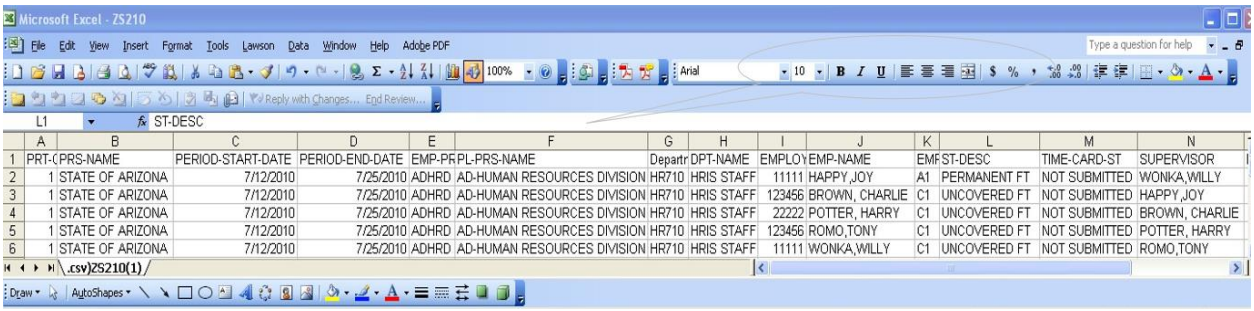
Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

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

Example of Report Results - *Report exported to Excel Spreadsheet*



Microsoft Excel - ZS210

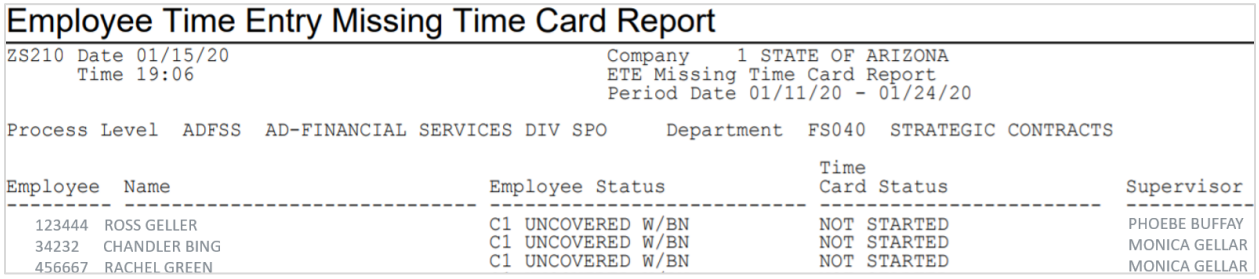
File Edit View Insert Format Tools Lawson Data Window Help Adobe PDF

L1 ST-DESC

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PRT-(	PRS-NAME	PERIOD-START-DATE	PERIOD-END-DATE	EMP-PR	PL-PRS-NAME	Departr	DPT-NAME	EMPLO\	EMP-NAME	EMF	ST-DESC	TIME-CARD-ST	SUPERVISOR
2	1	STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD	AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	11111	HAPPY,JOY	A1	PERMANENT FT	NOT SUBMITTED	WONKA,WILLY
3	1	STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD	AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	123456	BROWN, CHARLIE	C1	UNCOVERED FT	NOT SUBMITTED	HAPPY,JOY
4	1	STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD	AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	22222	POTTER, HARRY	C1	UNCOVERED FT	NOT SUBMITTED	BROWN, CHARLIE
5	1	STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD	AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	123456	ROMO,TONY	C1	UNCOVERED FT	NOT SUBMITTED	POTTER, HARRY
6	1	STATE OF ARIZONA	7/12/2010	7/25/2010	ADHRD	AD-HUMAN RESOURCES DIVISION	HR710	HRIS STAFF	11111	WONKA,WILLY	C1	UNCOVERED FT	NOT SUBMITTED	ROMO,TONY

.csv)ZS210(1)

Example of Report Results - *Report viewed in a PDF format*



Employee Time Entry Missing Time Card Report

ZS210 Date 01/15/20
Time 19:06

Company 1 STATE OF ARIZONA
ETE Missing Time Card Report
Period Date 01/11/20 - 01/24/20

Process Level ADFSS AD-FINANCIAL SERVICES DIV SPO Department FS040 STRATEGIC CONTRACTS

Employee	Name	Employee Status	Time Card Status	Supervisor
123444	ROSS GELLER	C1 UNCOVERED W/BN	NOT STARTED	PHOEBE BUFFAY
34232	CHANDLER BING	C1 UNCOVERED W/BN	NOT STARTED	MONICA GELLAR
456667	RACHEL GREEN	C1 UNCOVERED W/BN	NOT STARTED	MONICA GELLAR

Time Record Extract and Interface Reports ZR530 & ZS535

Employees will enter their hours into Employee Time Entry using YES for every pay period. On the last day of every pay period, HRIS will perform an **ETE Extraction (ZS535)**, which extracts the time records into a CSV file. The second step of the process is to perform an **ETE upload (ZR530)** which transfers the CSV file into HRIS.

After both of these processes are performed, view the ETE Error reports which will contain important information regarding time records that failed or time records that need immediate attention.

In order for an employee to access these reports, their user ID must be added to the ETE Distribution list. This is done through an HRIS Security Request. If security is granted, the ZR530 and ZS535 will auto populate in the user's **print manager** after the interface from YES.

The ETE Error Reports will be available each Monday that follows the last day of the pay period.

Report Definitions:

ZS535.prt

- Report is a summary of the **Employee Time Entry** extraction
- **Total**: Total number of employees that are eligible to submit time records in ETE
- **Processed**: Total number of employees uploaded to the ETE csv file – number would equate to total number of **approved** time records
- **Errors**: Total number of employees that did not upload to the ETE csv batch file – number would equate to total number time cards **not in Approved** status. These employees will not be paid unless manually entered into HRIS. See the ZS535 Error report for more detail.

ZS535.ERROR

- Report of time records that did not have a status of Approved, thus they are still in a Missing, Entered, Submitted or Rejected time card status. Report also displays time records that may have been Approved but had labor errors. Always analyze this report and determine if time records need to be entered manually in HRIS using the XR32 or XR35 form.

ZR530.prt

- Reports will display detailed time record data that were transferred into HRIS for processing. These records transferred successfully and will compute for payroll processing.

ZR530.ERROR

- Reports will display ETE time records that transferred into HRIS but had errors. These time records must be reviewed and corrected using the XR32 or XR35 or they will not compute and the employee will not be paid correctly.
- **Account Unit (Function) is inactive** is a common error. Accounting Unit is the Position default, not ZS04 Accounting Template or XR23.3 Payroll Distribution Positions

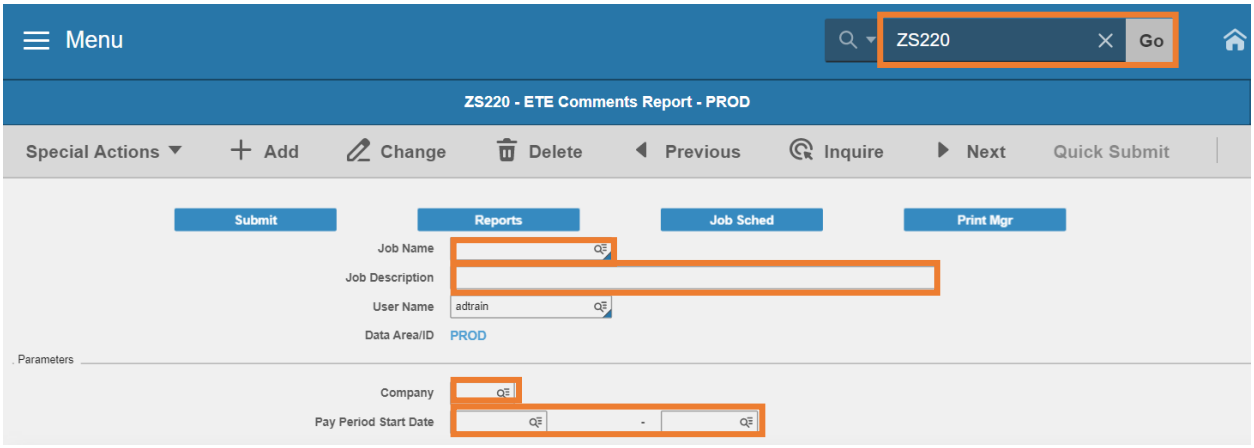
ZR530.MESSAGE

- Reports will display time record data that transferred into HRIS but needs review / correcting using XR32 or XR35. These time records must be reviewed and corrected, however, the employee will be paid.
- Common message: Leave balance warning **EIN XXXXX WRN:3.70- hrs bal SICK LPSKSTAND1 310F**

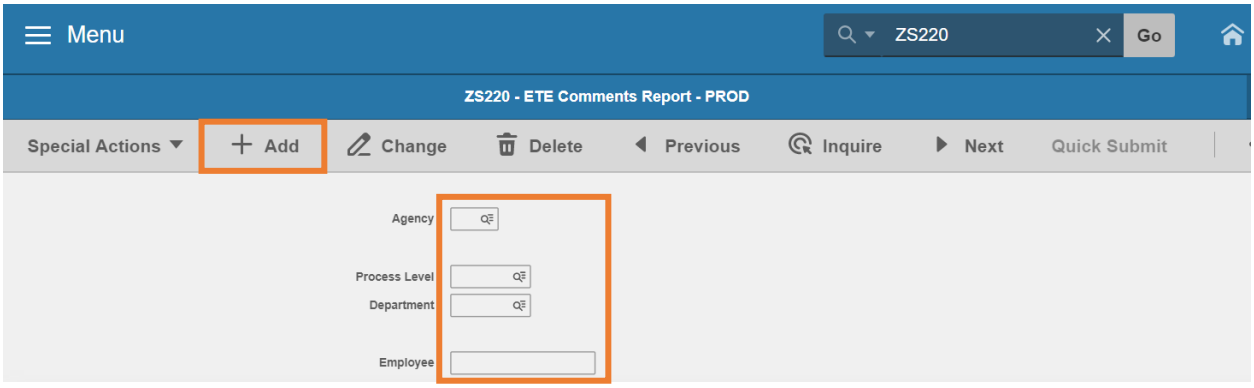
Comment Report ZS220

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

Create Report Parameters



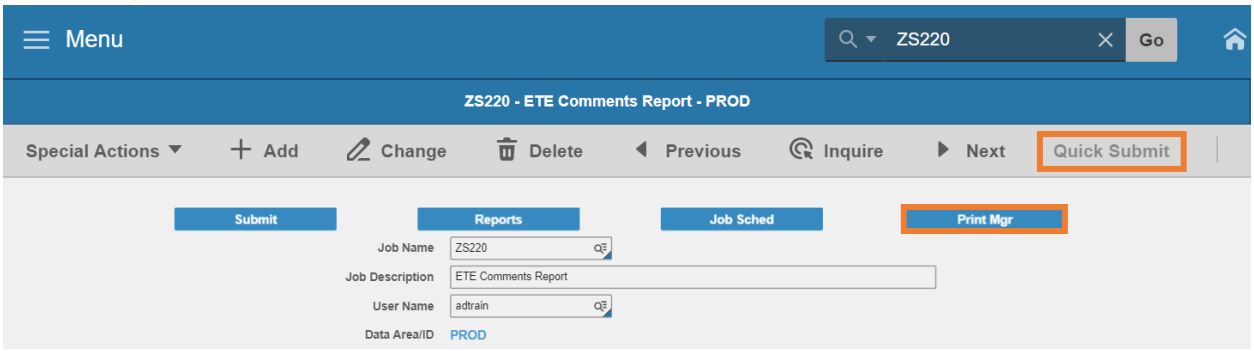
1. Type **ZS220** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. **Pay Period Start Date**: Type or select the **Pay Period Start Date** range
    - To run for one Pay Period, use the same date in both fields



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

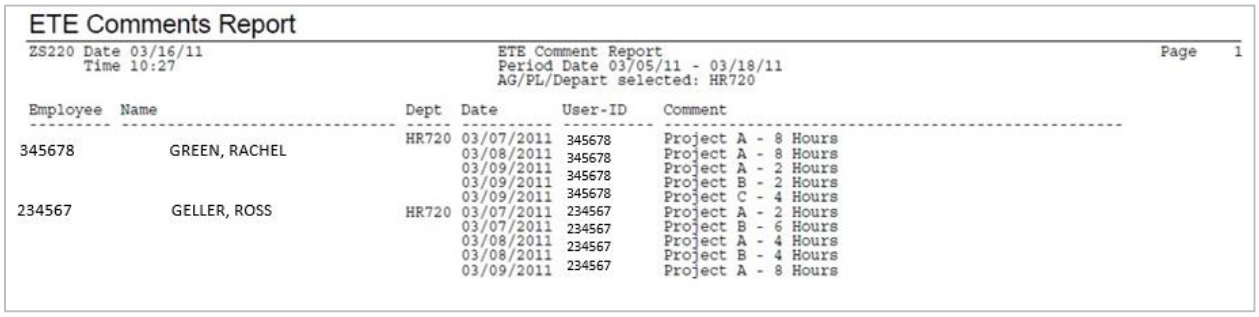
7. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results



ETE Comments Report

ZS220 Date 03/16/11
Time 10:27

ETE Comment Report
Period Date 03/05/11 - 03/18/11
AG/PL/Depart selected: HR720

Page 1

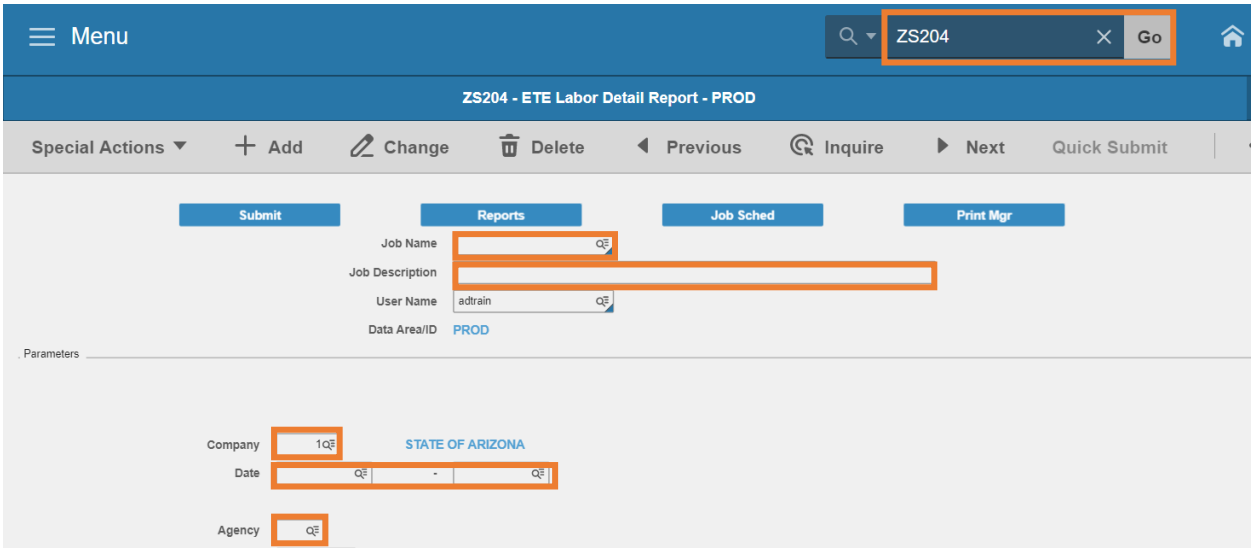
Employee	Name	Dept	Date	User-ID	Comment
345678	GREEN, RACHEL	HR720	03/07/2011	345678	Project A - 8 Hours
			03/08/2011	345678	Project A - 8 Hours
			03/09/2011	345678	Project A - 2 Hours
			03/09/2011	345678	Project B - 2 Hours
			03/09/2011	345678	Project C - 4 Hours
234567	GELLER, ROSS	HR720	03/07/2011	234567	Project A - 2 Hours
			03/07/2011	234567	Project B - 6 Hours
			03/08/2011	234567	Project A - 4 Hours
			03/08/2011	234567	Project B - 4 Hours
			03/09/2011	234567	Project A - 8 Hours

Labor Detail Report ZS204

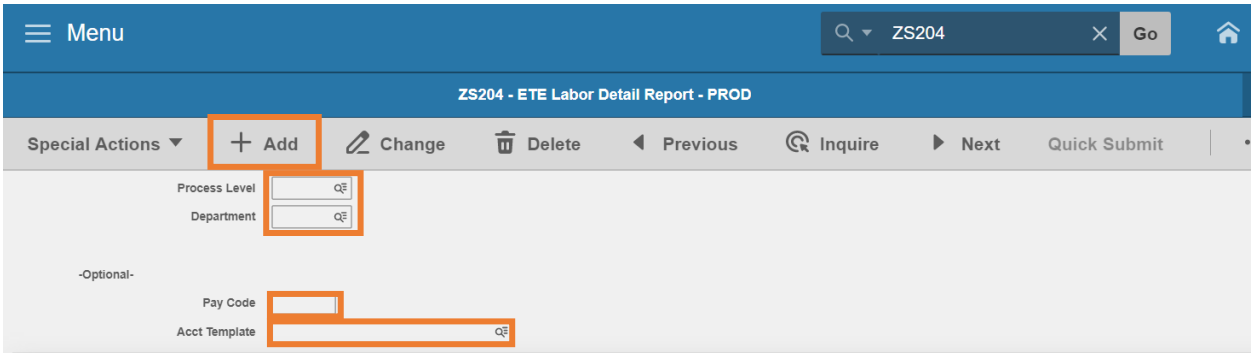
Use the **ETE Labor Detail Report ZS204** to view detail of ETE time cards. Detail provided includes dates, pay code, hours, shift, and account template usage for each employee. View the report in PDF or CSV format.

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

Create Report Parameters

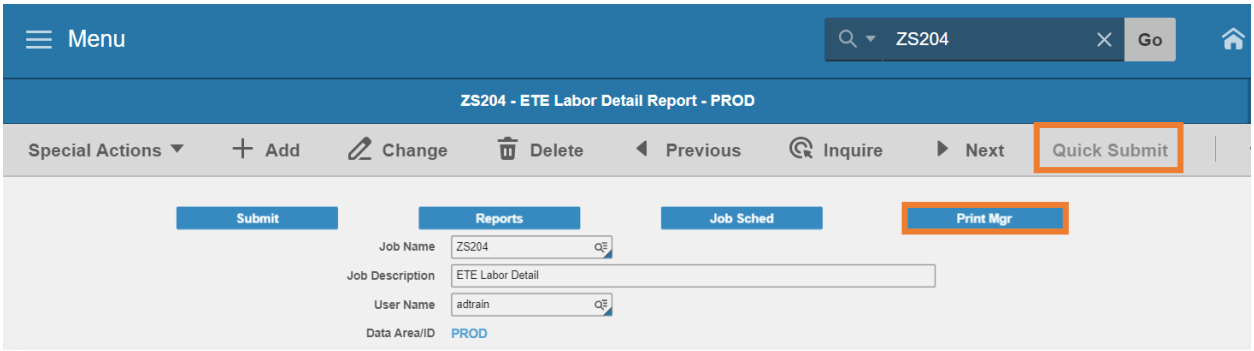


1. Type **ZS204** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. **Date:** Type or select the **Pay Start** pay period date and **Pay End** pay period date range
6. **Agency**: Type or select the two-digit **Agency Code**



7. To run by Agency, skip this step. To limit results, select **one** option:
    - **Process Level**: Type or select the **Process Level**; or
    - **Department**: First type or select a **Process Level**, then type or select the **Department**
8. **Pay Code:** Leave blank or type a **Pay Code** to limit results
9. **Acct Template**: Leave blank or select an **Account Template** to limit results
10. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

ETE Labor Detail Report

ZS204 Date 07/07/19
Time 21:00

ETE Labor Detail Report
06/15/19 - 06/28/19

Agency	PL	Dept	Pay Code	AcctTemplate
HC				

Employee: 123456 CHARLES NORRIS

Date	Hours	Pay Code	Acct Template	Function	Acct	AY	Activity	Acct Catg	Shift
06/17/19	1.00	100							1
06/17/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/17/19	5.00	100	1HEA	HC1HEA	6011	2020			1
06/18/19	2.00	100							1
06/18/19	2.00	100	1HEA	HC1HEA	6011	2020			1
06/18/19	4.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/19/19	.50	102							1
06/19/19	1.00	100							1
06/19/19	1.00	100	1HEA	HC1HEA	6011	2020			1
06/19/19	6.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/20/19	2.00	100							1
06/20/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/20/19	3.00	100	1HEA	HC1HEA	6011	2020			1
06/21/19	1.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/21/19	7.00	100	1HEA	HC1HEA	6011	2020			1
06/24/19	2.00	100							1
06/24/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/24/19	4.00	100	1HEA	HC1HEA	6011	2020			1
06/25/19	1.00	100							1
06/25/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/25/19	4.00	100	1HEA	HC1HEA	6011	2020			1
06/26/19	1.00	102							1
06/26/19	4.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/26/19	4.00	100	1HEA	HC1HEA	6011	2020			1
06/27/19	1.00	100							1
06/27/19	1.00	102							1
06/27/19	3.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/27/19	4.00	100	1HEA	HC1HEA	6011	2020			1
06/28/19	2.00	100	1AHCWK	HC1AHCWK	6011	2020			1
06/28/19	2.00	100	1HEA	HC1HEA	6011	2020			1
06/28/19	4.00	100							1

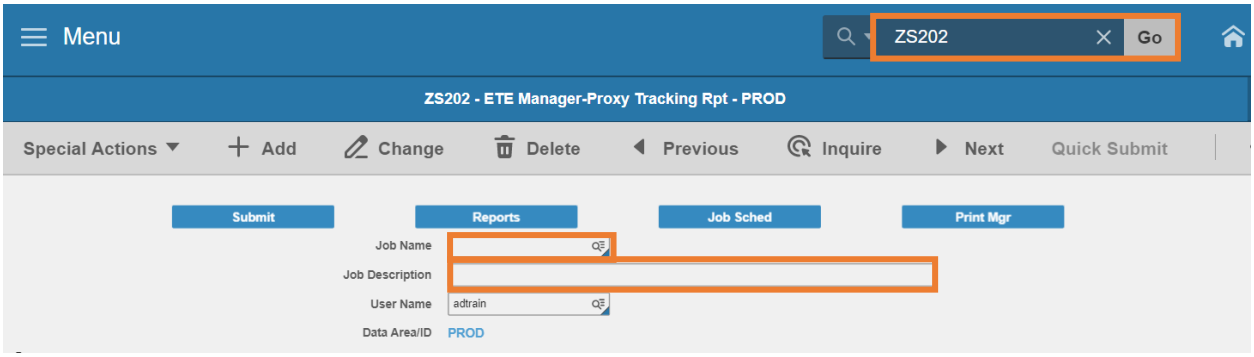
Employee: 345678 RACHEL GREEN

Date	Hours	Pay Code	Acct Template	Function	Acct	AY	Activity	Acct Catg	Shift
06/27/19	2.0								

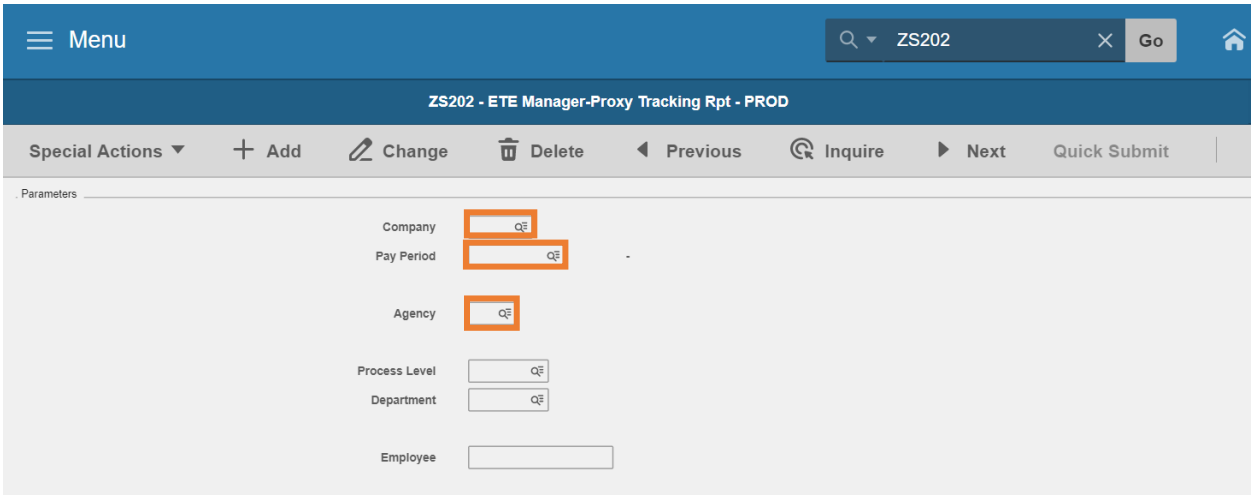
Manager – Proxy Tracking Report ZS202

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

Create Report Parameters

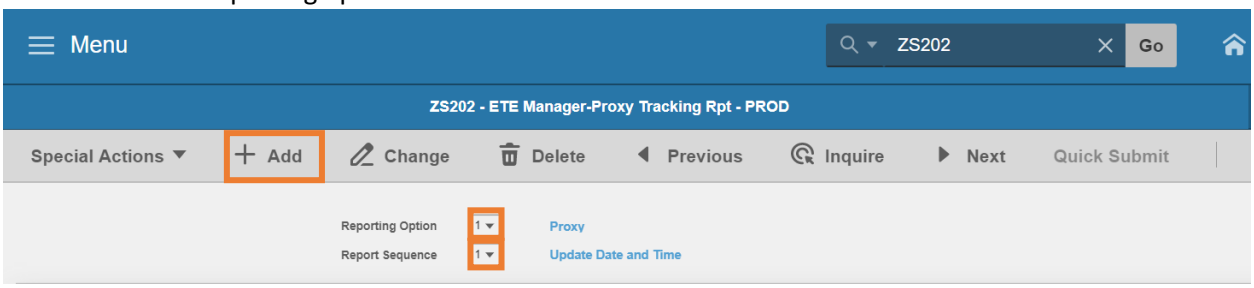


1. Type **ZS202** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



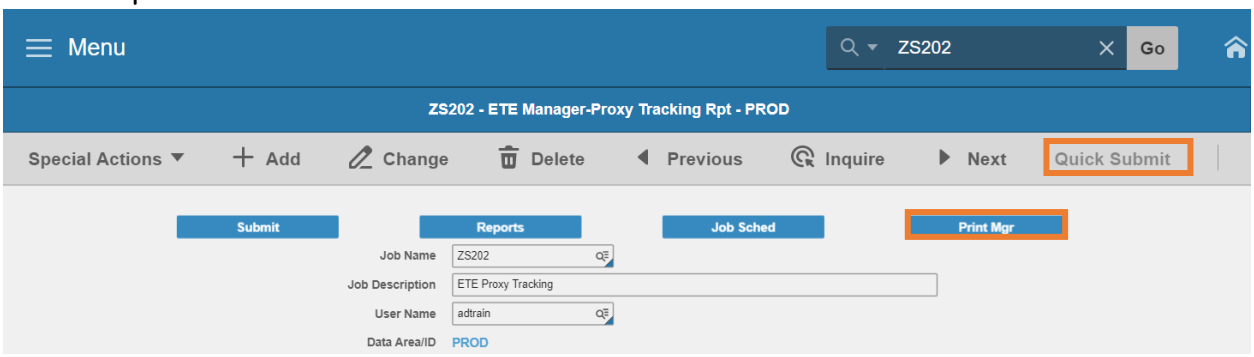
4. **Company**: Type or select **1**
5. **Pay Period**: Select or Type a **Pay Period start date**. The end date of the Pay Period will populate if a valid start date is used
6. **Agency**: Type or select the two-digit **Agency** code
7. **Process Level**: Leave blank or select a **Process Level** to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

Select the ZS202 reporting option



10. **Reporting Option**: Type or select **1** or **2**
    - **1** = Proxy (default)
    - **2**= Manager and Proxy
11. **Report Sequence**: Type or select **1** or **2**
    - **1** = Sort the report data by the date the time records were entered (i.e. chronological order) (default)
    - **2** = Sort the report by Time Record Date
12. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

ETE Manager-Proxy Tracking Rpt

ZS202 Date 04/04/19 Time 11:45

Company 1 - STATE OF ARIZONA
Employee Time Entry Time Record Audit Report
Pay Period 03/09/19 - 03/22/19
Reporting Option: Proxy

Employee 123456 GELLER, ROSS

Time Rec Date	Pay Code	Hours	Attn Code	Shift	Account Template	Status	Updated By (Name)	Updated By (EIN)	Update Date	Update Time
03/11/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:00
03/12/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:01
03/13/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:02
03/14/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:03
03/15/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:04
03/18/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:05
03/19/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:06
03/20/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:07
03/21/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:08
03/22/19	640	8.00		1		approved	GREEN, RACHEL	345678	03/21/19	09:23:20:09
03/11/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:00
03/12/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:01
03/13/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:02
03/14/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:03
03/15/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:04
03/18/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:05
03/19/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:06
03/20/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:07
03/21/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:08
03/22/19	640	8.00		1		rejected	TRIBBIANI, JOEY	234567	03/21/19	09:56:30:09
03/11/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:00
03/12/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:01
03/13/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:02
03/14/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:03
03/15/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:36:04
03/18/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:00
03/19/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:01
03/20/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:02
03/21/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:03
03/22/19	640	8.00		1		deleted	TRIBBIANI, JOEY	234567	03/21/19	09:56:43:04
03/11/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:00
03/12/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:01
03/13/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:02
03/14/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:03
03/15/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:57:39:04
03/18/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:00
03/19/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:01
03/20/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:02
03/21/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:03
03/22/19	640	8.00		1		entered	GELLER, ROSS	578910	03/21/19	09:58:43:04
03/11/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:00
03/12/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:01
03/13/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:02
03/14/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:03
03/15/19	640	8.00		1		submitted	GELLER, ROSS	578910	03/21/19	09:58:47:04

Example of PDF

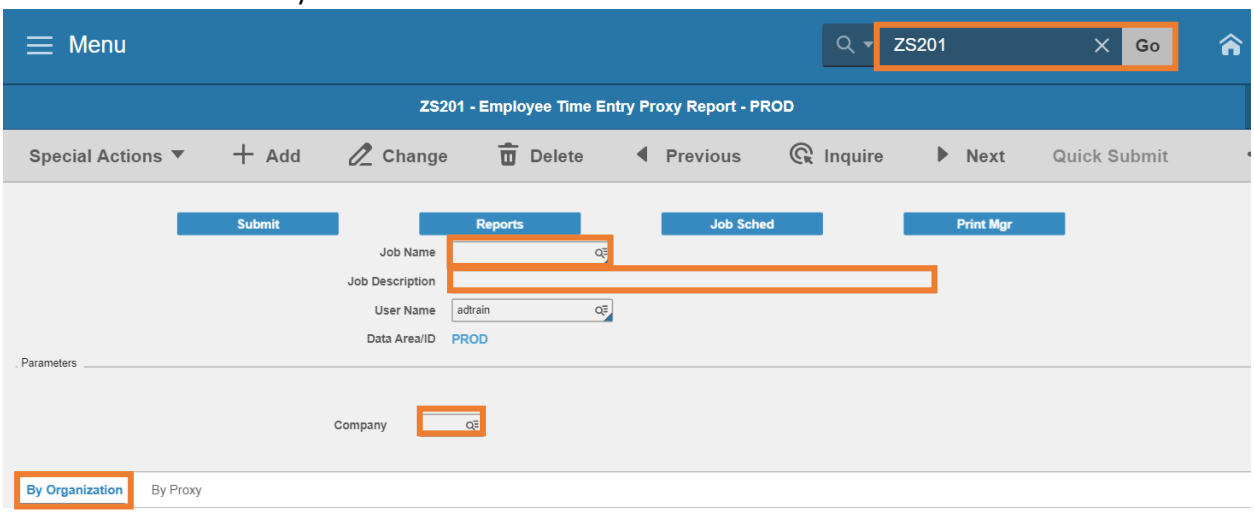
Proxy Report (by Organization) ZS201

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

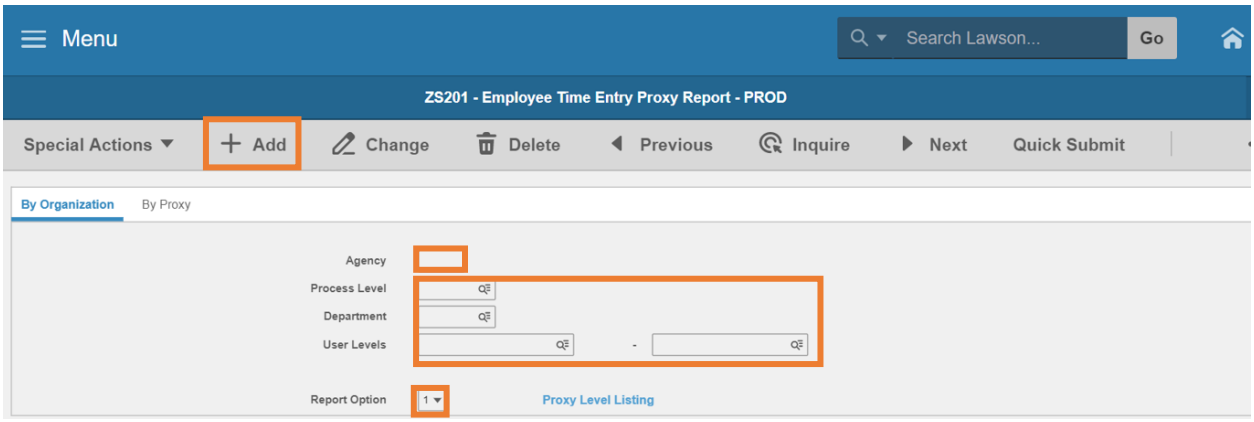
- **Proxy Level Listing** - Lists the proxies that have access to the agency, process level, department, or user level(s) entered on the form. This is the default report.
- **Missing Proxies/Participants Without Proxies Listing** - Lists the Employee Time Entry participants in the process level, department,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

Create Report Parameters

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



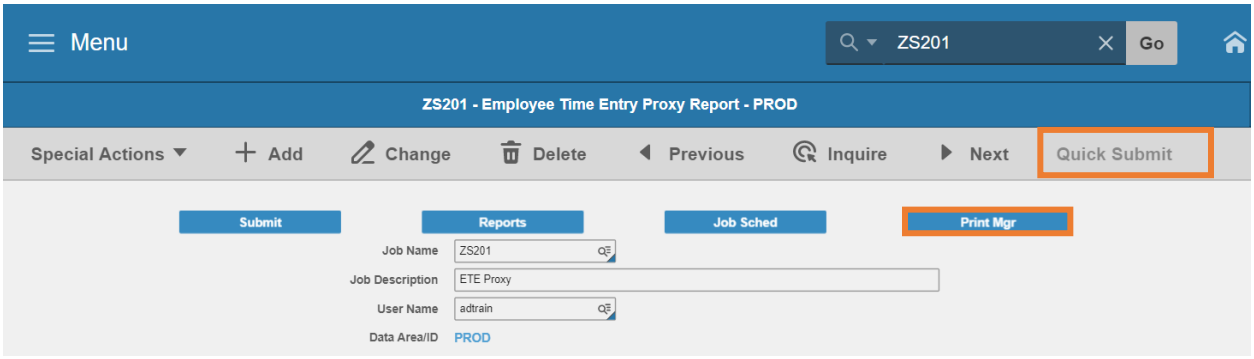
1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. Click **By Organization** tab



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

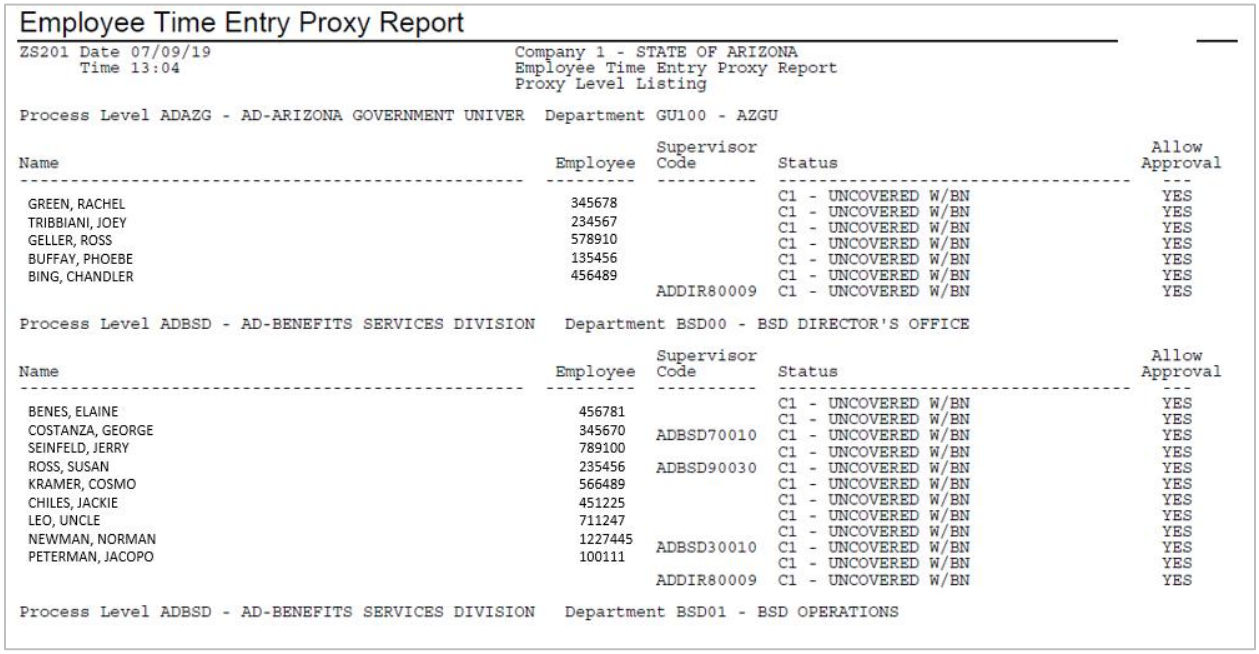
6. **Agency:** Type the two-digit **Agency Code** to view all Proxies in the agency
    - Process Level, Department, and User Levels remain blank
7. **Process Level:** Type or select a **Process Level** to only view Proxies in the selected Process Level
    - Agency, Department, and User Levels remain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

Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results



Employee Time Entry Proxy Report

ZS201 Date 07/09/19
Time 13:04

Company 1 - STATE OF ARIZONA
Employee Time Entry Proxy Report
Proxy Level Listing

Process Level ADAZG - AD-ARIZONA GOVERNMENT UNIVER Department GU100 - AZGU

Name	Employee	Supervisor Code	Status	Allow Approval
GREEN, RACHEL	345678		C1 - UNCOVERED W/BN	YES
TRIBBIANI, JOEY	234567		C1 - UNCOVERED W/BN	YES
GELLER, ROSS	578910		C1 - UNCOVERED W/BN	YES
BUFFAY, PHOEBE	135456		C1 - UNCOVERED W/BN	YES
BING, CHANDLER	456489		C1 - UNCOVERED W/BN	YES
		ADDIR80009	C1 - UNCOVERED W/BN	YES

Process Level ADBSD - AD-BENEFITS SERVICES DIVISION Department BSD00 - BSD DIRECTOR'S OFFICE

Name	Employee	Supervisor Code	Status	Allow Approval
BENES, ELAINE	456781		C1 - UNCOVERED W/BN	YES
COSTANZA, GEORGE	345670		C1 - UNCOVERED W/BN	YES
SEINFELD, JERRY	789100	ADBSD70010	C1 - UNCOVERED W/BN	YES
ROSS, SUSAN	235456		C1 - UNCOVERED W/BN	YES
KRAMER, COSMO	566489	ADBSD90030	C1 - UNCOVERED W/BN	YES
CHILES, JACKIE	451225		C1 - UNCOVERED W/BN	YES
LEO, UNCLE	711247		C1 - UNCOVERED W/BN	YES
NEWMAN, NORMAN	1227445		C1 - UNCOVERED W/BN	YES
PETERMAN, JACOPO	100111	ADBSD30010	C1 - UNCOVERED W/BN	YES
			C1 - UNCOVERED W/BN	YES
		ADDIR80009	C1 - UNCOVERED W/BN	YES

Process Level ADBSD - AD-BENEFITS SERVICES DIVISION Department BSD01 - BSD OPERATIONS

Example of PDF

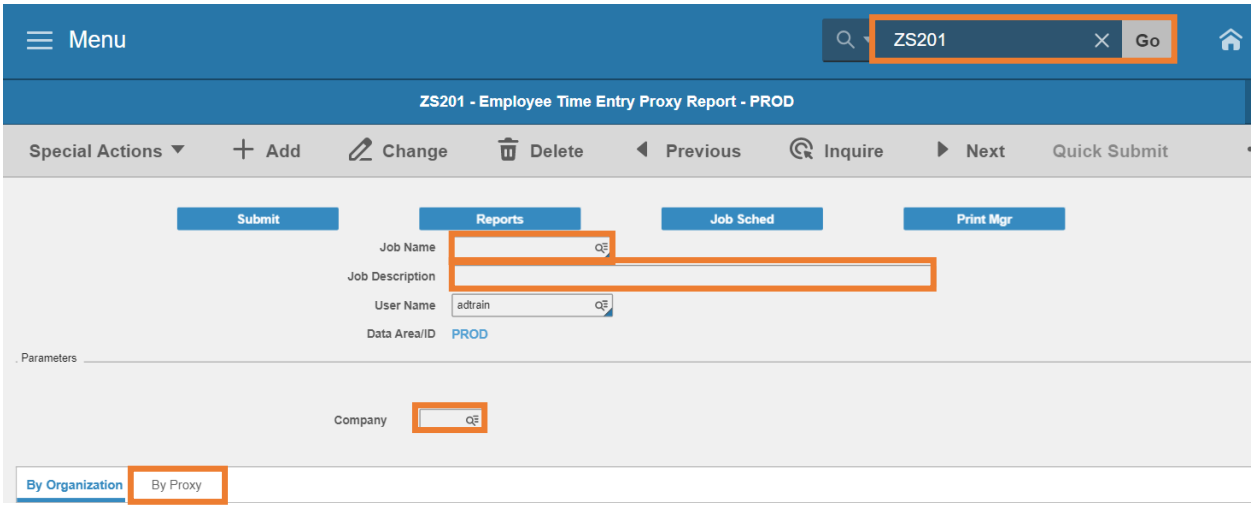
Define different sets of parameters for the ZS201 by creating different Job Names. For example, inquire on an existing Job Name, change the parameters values, type in a new Job Name and use the ADD button. To save job results in the Print Manager, each job defined must have a unique Job Name.

Proxy Report (by Proxy) ZS201

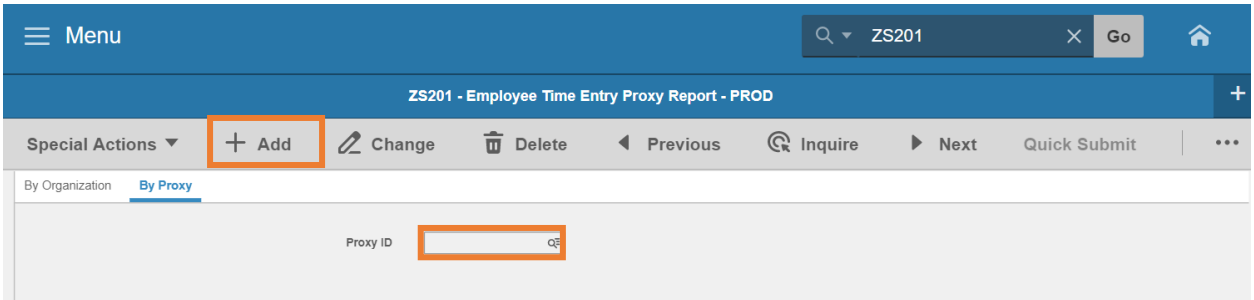
Use the **Employee Time Entry Proxy Report (ZS201)** to list proxy information. Use these instructions to view the **access (i.e., process levels, departments, user levels) of the proxy** entered on the form.

Create Report Parameters

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

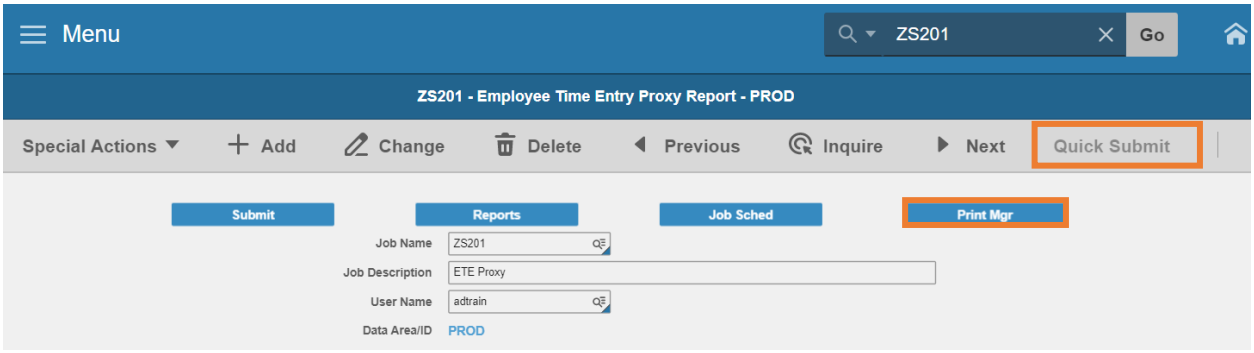


1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**
5. Click on **By Proxy** tab



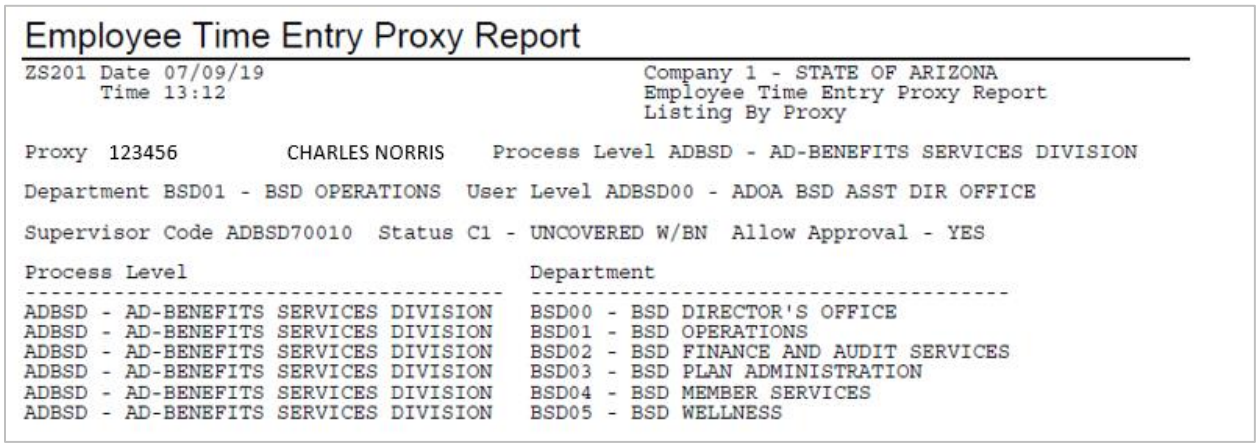
6. **Proxy ID**: Type of select the **Employee Identification Number** of the proxy
7. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results



Employee Time Entry Proxy Report

ZS201 Date 07/09/19
Time 13:12

Company 1 - STATE OF ARIZONA
Employee Time Entry Proxy Report
Listing By Proxy

Proxy 123456 CHARLES NORRIS Process Level ADBSD - AD-BENEFITS SERVICES DIVISION

Department BSD01 - BSD OPERATIONS User Level ADBSD00 - ADOA BSD ASST DIR OFFICE

Supervisor Code ADBSD70010 Status C1 - UNCOVERED W/BN Allow Approval - YES

Process Level	Department
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD00 - BSD DIRECTOR'S OFFICE
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD01 - BSD OPERATIONS
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD02 - BSD FINANCE AND AUDIT SERVICES
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD03 - BSD PLAN ADMINISTRATION
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD04 - BSD MEMBER SERVICES
ADBSD - AD-BENEFITS SERVICES DIVISION	BSD05 - BSD WELLNESS

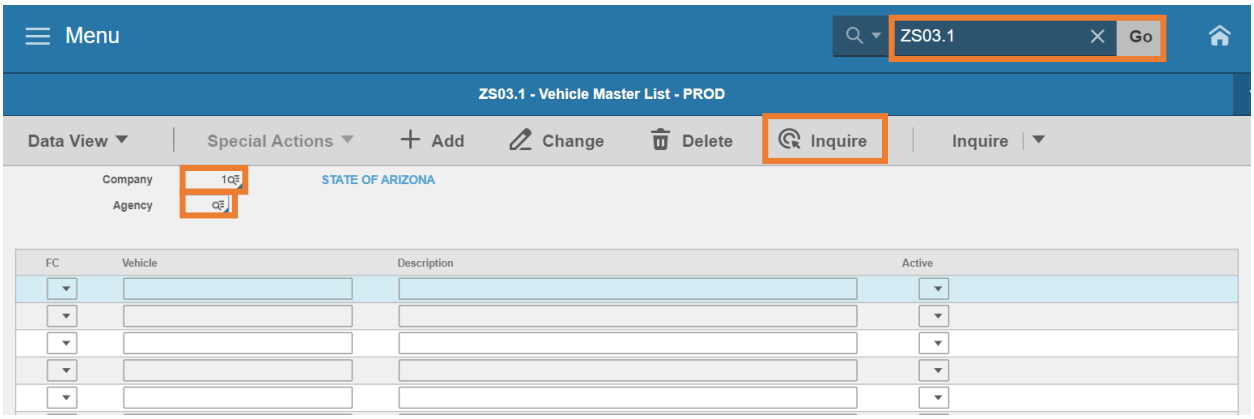
Example of PDF

Vehicle Usage

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

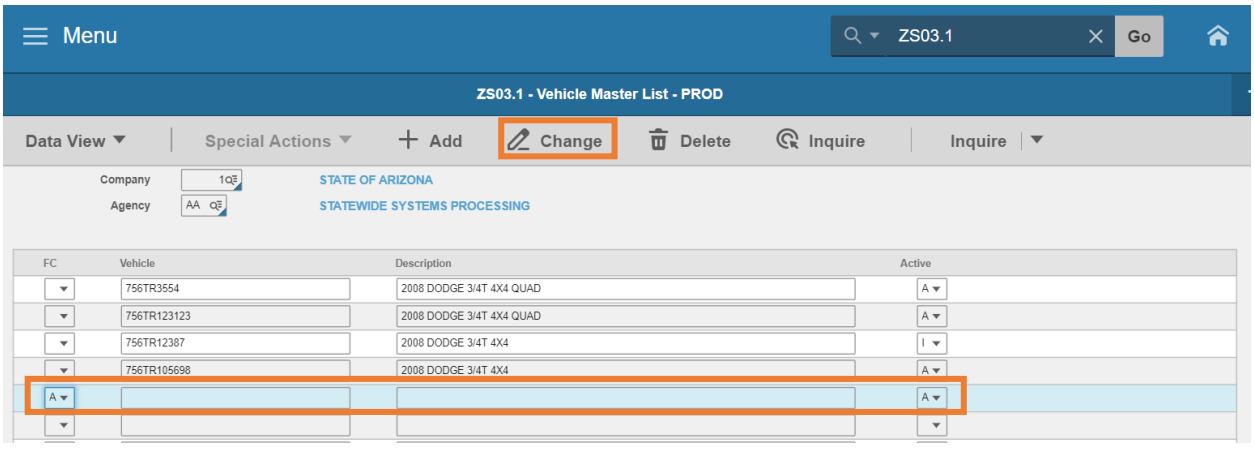
Vehicle Master List ZS03.1

Use the **ETE Vehicle Master List ZS03.1** to maintain the available vehicles on ZS21.1. Use this form to Add, Change, Delete, Activate or Inactivate vehicles.



1. Type **ZS03.1** in search field, press **Go**
2. **Company**: Type or select **1**
3. **Agency**: Type or select the two-digit **Agency Code**
4. Click **Inquire**

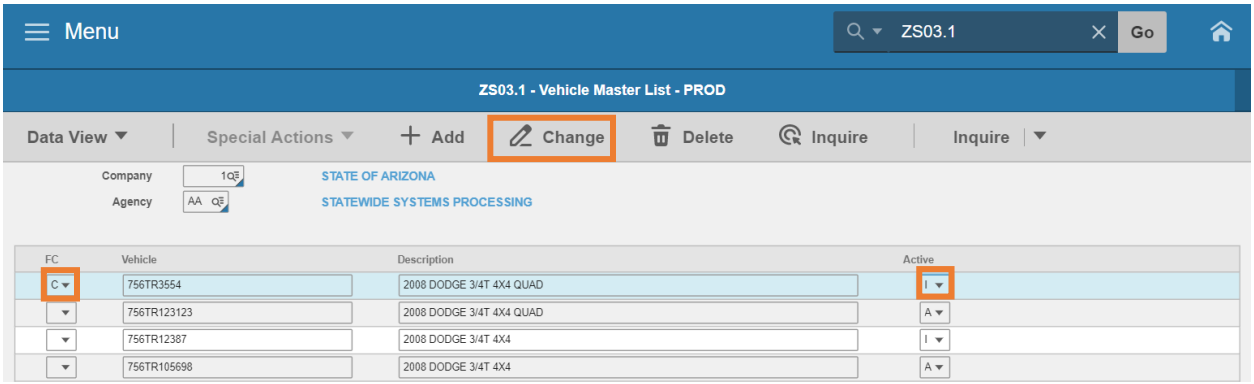
Add a new Vehicle



1. **Page Down** until a blank row appears
2. **FC**: Type or select **A**
3. **Vehicle**: Type a unique Vehicle Number
4. **Description**: Type a Description of the Vehicle

5. **Active**: Type or select **A Active** to include vehicle on ZS21.1
6. Click **Change**

Change the Status of a Vehicle



1. **FC**: Type or select **C**
2. **Active:** Select **I** to Inactivate or **A** to Activate the vehicle
3. Click **Change**

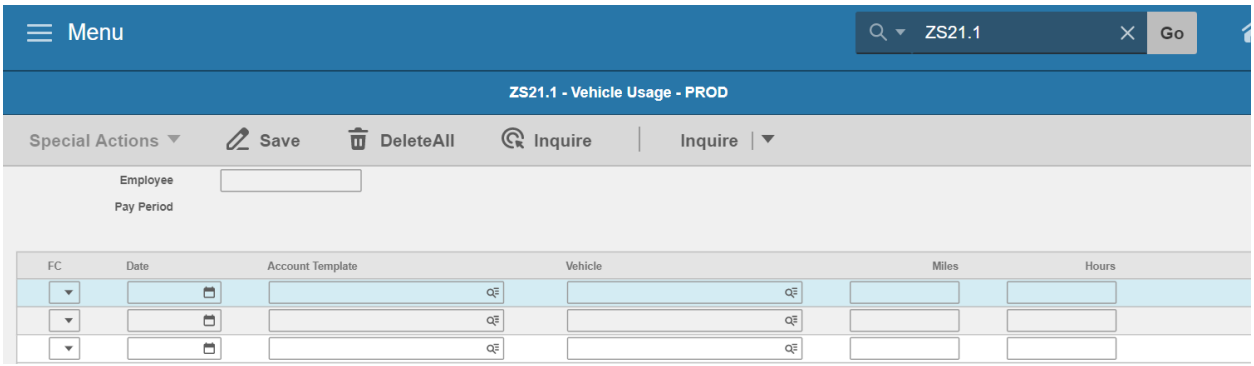
Delete a Vehicle

Never delete a vehicle displaying prior history. Instead, follow the training to change the status of the vehicle to Inactive. If a vehicle entry is in error, use the delete function to remove the vehicle from the Master List.

1. **FC**: Type or select **D**
2. Click **Change**
3. The Vehicle is no longer displayed on the ZS03.1 Vehicle Master List

Vehicle Usage ZS21.1

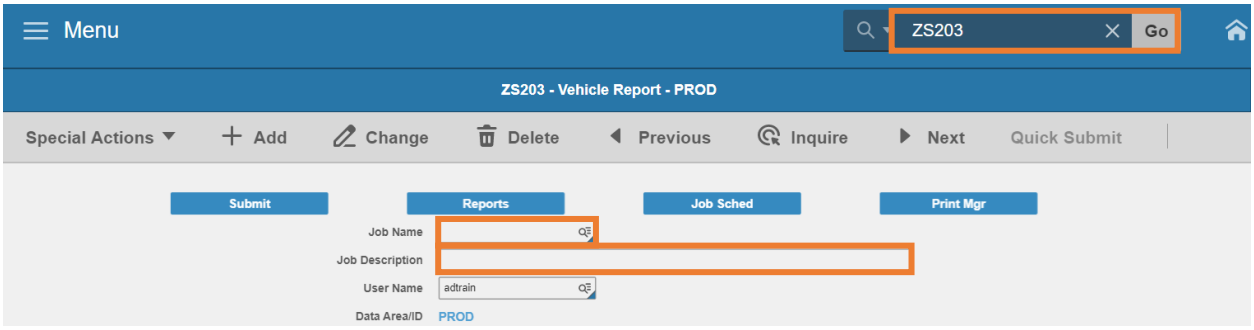
Vehicle Usage screen is available to employees in ETE to use the Vehicle picklist to select a ZS03.1 **Active** vehicle. If a vehicle is missing, the Agency payroll office can add the Vehicle on ZS03.1.



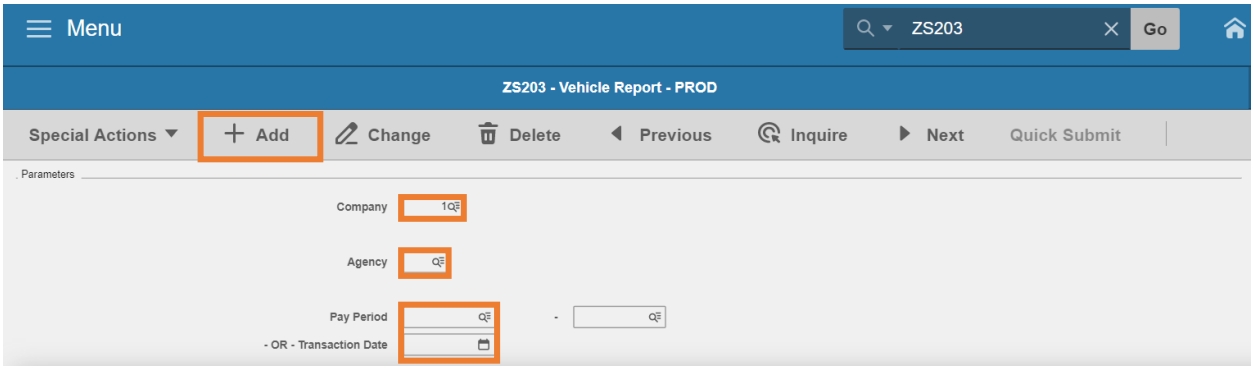
Vehicle Report ZS203

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

Create Report Parameters

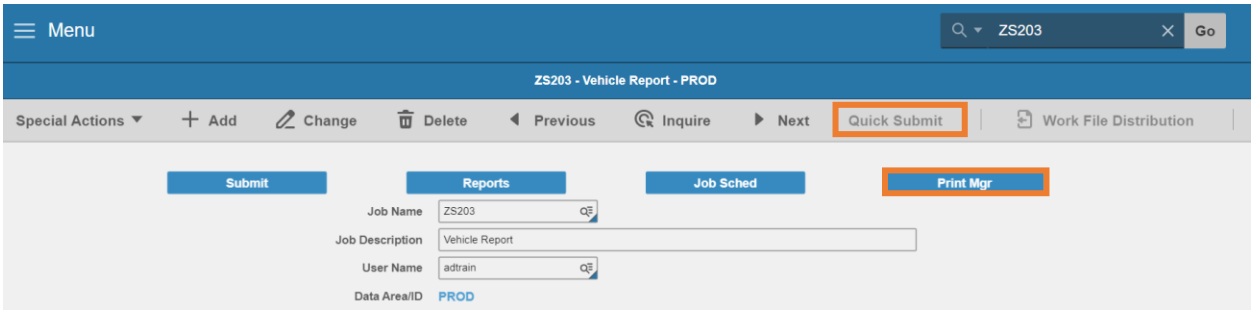


1. Type **ZS203** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



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

Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Vehicle Report

ZS203 Date 07/31/19 Company 1 STATE OF ARIZONA Page 1
Time 16:16 Vehicle Report - Period Ending Date 03/08/19

Employee	Date	Account Template	Function	AY	Activity	Acct Cat	Vehicle	Description	Miles	Hours
975	03/07/19	07710A	GF07710	2020			A3773	2017 FORD F250 4X	600.00	0.00
975	03/07/19	22055A	GF22055	2020			A3773	2017 FORD F250 4X	189.00	0.00
[illegible]961	03/04/19	60162A	GF60162	2020			WCF5025	2019 FORD F250 4X	305.00	0.00
[illegible]961	03/07/19	60162A	GF60162	2020			WCF5013	2019 FORD F250 4X	95.00	0.00
[illegible]481	03/07/19	60162A	GF60162	2020			F2076	2010 FORD F150	589.00	0.00
[illegible]731	03/06/19	32277A	GF32277	2020			FS040	2008 FORD F250 4X	419.00	0.00
094	03/05/19	17050A	GF17050	2020			Q2096	2013 FORD F150	99.00	0.00
[illegible]546	03/06/19	60162A	GF60162	2020			Q1118	2011 CHEVROLET IM	77.00	0.00
[illegible]302	03/02/19	22055A	GF22055	2020			A3700	2011 CHEVROLET SI	100.00	0.00
[illegible]302	03/08/19	07710A	GF07710	2020			A3700	2011 CHEVROLET SI	615.00	0.00

Example of PDF