

HRIS – Human Resources Information Solution RESOURCE GUIDE: AGENCY REIMBURSEMENT SPECIALIST

AGENCY REIMBURSEMENT SPECIALIST

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Employee Reimbursements ZR35.2

Introduction

To ensure proper taxation, Employee Reimbursements are paid out of HRIS instead of the Arizona Financial Information System (AFIS). The expenses can be recorded by Agency Reimbursement Specialists and Agency Payroll Specialists, using the **Employee Reimbursements form ZR35.2.**

Use the ZR35.2 form to batch and enter employee reimbursements and the associated labor distribution. The labor distribution for the reimbursements will come from one of three places, as defined during entry, including:

- Default from the position, using the employee's default labor distribution
- For employees with multiple distributions, the funding sources will be pulled from the Payroll Distributions Positions Form XR23.3, or
- Labor as overridden and entered directly on the ZR35.2

It is important to remember, if you do not enter a specific labor distribution on this form, the expenses will be charged to the default for the Position (where it is a single distribution or multiple distribution).

This form will be used to input the following types of reimbursements:

- Airfare
- Lodging
- Mileage
- Meals
- Car Rental
- Various Employee Reimbursement (tuition, cell phone, etc.)
- Miscellaneous Expenses

It is critical to use the correct pay codes to ensure proper recording and taxation. The reimbursement time record date should be the date the expense was incurred. If there are multiple dates, use the Friday pay period end date when the travel occurred. Each batch should include all items on an employee's claim batched together based on the date the employee signed the claim. Employees will receive the funds from these claims during the bi-weekly payroll cycle. **GAO Forms 502 and 503AZ** can be used for both initial entry and, if necessary, adjustments to prior claims.

It is critical to use the correct pay codes to ensure proper recording and taxation.

The reimbursement pay codes are defined as follows:

Pay Code	Description	Comptrollers Object	Title	Taxable
	NOTE: HRIS description will	be slightly differe	nt due to spacing limitations	
525	TRAVEL HUB PAYMENT-TAXABLE	6099	Non-Paid Pay Codes	Y
526	TRAVEL HUB PAYMENT-NONTAXABLE	6099	Non-Paid Pay Codes	N
600	UNIFORM REIMBURSE-NONTAX	7311	Uniforms	N
650	CELL PHONE REIMB-NONTAX	7172	External Telecommunications Charges	N
652	REPAIR&MAINT-VEH REIMB-NONTAX	7256	Repair & Maintenance-Vehicles	N
654	TOOLS REIMBURSEMENT-NONTAX	7269	Repair & Maintenance-Other	N
656	OFFICE SUPPLIES REIMB-NONTAX	7321	Other Supplies	N
658	HOUSEKEEPING SUPP REIMB-NONTAX	7341	Housekeeping Supplies	N
659	EDUCATION ASSISTANCE PROGRAM	7452	Employee Tuition Reimbursement	т
660	EDUC-WRKNG COND FRINGE-NONTAX	7452	Employee Tuition Reimbursement	N
661	EDUC ASSISTANCE OTHER-TAXABLE	7452	Employee Tuition Reimbursement	Y
662	CONF/TRAINING FEE REIMB-NONTAX	7455	Conference Registration/Attendance Fees	N
664	POSTAGE/DELIVERY REIMB-NONTAX	7481	Postage & Delivery	N
668	EMP RECOGNITION REIMB-NONTAX	7511	Awards	N
670	DUES AND PROF LIC REIMB-NONTAX	7531	Dues	N
672	EMP RELOCATION REIMB-NONTAX	7593	Employee Relocations	N
673	EMP RELOCATION REIMB-TAXABLE	7593	Employee Relocations	Y
690	MISC/TRVL-PERSONS IN CUSTODY	6295	Costs related to those in custody of the State	N
698	OTHER MISC REIMBURSEMENT-NONTAX	7599	Other Miscellaneous Operating	N
700	LEG SUBSISTENCE-TAXABLE	6551	Legislative Subsistence-Taxable	Y
700A	LEG SUBSISTENCE-NONTAXABLE	6552	Legislative Subsistence-Nontaxable	N
920	IN STATE-AIRFAIRE	6511	Airfare and other Common Carrier Charges	N
921	IN STATE-MILEAGE	6516	Mileage-Private Vehicle	N
922	IN STATE-LODGING	6531	Lodging	N
923	IN STATE-MEALS-W OVERNGT STAY	6541	Meals with Overnight Stay	N
924	IN STATE-MEALS-W/O OVERNGT STAY	6542	Meals without Overnight Stay	Y
925	IN STATE-CAR RENTAL	6522	Car Rental In-State	N
926	IN STATE-MISC EXPENSE	6599	Other Miscellaneous In-State Travel	N
930	OUT STATE-AIRFARE	6611	Airfare and Other Common Carrier Charges	N
931	OUT STATE-CAR RENTAL	6621	Car Rental Out-of-State	N
932	OUT STATE-LODGING	6631	Lodging Out-of-State	N
933	OUT STATE-MEALS-W OVERNGT STAY	6641	Meals with Overnight Stay	N
934	OUT STAEE-MEALS-W/O OVERNGT STAY	6642	Meals without Overnight Stay	Y
936	OUT STATE-MISC EXPENSE	6699	Other Miscellaneous Out-of-State Travel	N
940	OUT OF U.S. AIR FARE	6612	Airfare Out-of-Country	N
941	OUT OF U.S. CAR RENTAL	6622	Car Rental Out-of-Country	N
942	OUT OF U.S. LODGING	6632	Lodging Out-of-Country	N
943	OUT OF U.S. MEALS W OVERNGT STAY	6651	Meals with Overnight Stay Out-of-Country	N
944	OUT OF U.S. MEALS W/O OVERNGT STAY	6652	Meals without Overnight Stay Out-of- Country	Y
945	TRAVEL ADVANCE	6571	Travel Advances	N

Enter New Reimbursements

	Menu						Q -	ZR35.2	X Go	â
				ZR35.2	- Employee Reimb	ursements - PROD				
Data	View 🔻	Special Actio	ns 🔻 🕂	Add	🖉 Change	Previous	R Inquire	Next	Inquire 🔻	
			Company	105	STATE OF	ARIZONA				
			Batch Employee	QE 1929:	23QE HALPERT,	JIM				
F	Pay	Reimbursement	Time Rec	Pay	Process	Exp	ense Account			
с	Code	Amount	Date	Dist	Level Dept	Acct Unit (Function)	OBJ	BFY	
A 🕶	Q≣	QE	03/02/2020 🗎	-				QE		-
					Activity (Program		QE	A	cct Category (PPC)	2=
	Q=	Q=		•	A stilling (December)					-
	-=				Activity (Program		QE	-=		4=
	Q≡	QE			A stilling (Deserve)	. [~			-
					Activity (Program		Qz	A	CCT Category (PPC)	47

Note: The fields referenced in the steps below are required unless stated otherwise.

- 1. Type ZR35.2 in search field, click Go
- 2. Company: Type or select 1
- 3. Batch: Leave blank, Batch number is assigned when clicking Add
- 4. Employee: Type or select the Employee Identification Number
- 5. FC: Type or select A Add
 - Time Rec Date displays the current date

	ZR35.2 - Employee Reimbursements - PROD												
Data View 🔻	Special Actions	s ▼ +	Add 🖌	2 Change	Prev	rious 📿 Inquire	►	Next	Inquire 🔻				
		Company Batch Employee	1QE QE 192923	state of A स्राम्यान्स् स्राह्म	ARIZONA JIM								
F Pay	Reimbursement	Time Rec	Pay	Process		Expense Account							
C Code	Amount	Date	Dist	Level Dept		Acct Unit (Function)		OBJ	BFY				
A ▼ 670 Q≣	500.00Q	03/02/2020 🛱	NV				QE	QE	QE				
				Activity (Program)		QE		Acct Cate	gory (PPC) QE				
▼ Q ^Ξ	QE		•				QE	QE	QE				
				Activity (Program)		Q∃		Acct Cate	gory (PPC) QE				
▼ Q ^Ξ	QE		•				QE	QE	QE				
				Activity (Program)		QE		Acct Cate	gory (PPC) QE				

6. **Pay Code:** Select a **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu

Only reimbursement Pay Codes should be used on this form.

- 7. **Reimbursement Amount:** Type the **dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example -123.00 or 123.00-
- 8. **Time Rec Date:** Select the **date** of the reimbursement, if different from the current date. Dates can vary for each line of entry, but cannot be later than the current pay period ending date

- Purchase reimbursements: select the date of purchase
- Travel reimbursements: select the date of travel, or
- Multiple days of travel for the same reimbursement (Mileage for example) select the applicable pay period end date
- Pay Dist (Payroll 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, by entering new Labor Distribution values (described in steps 11-15 below)
 - If left blank, N will populate this field if no XR23.3 payroll distribution record exists for the employee's position; Y will populate if a XR23.3 payroll distribution record exists for the employee's position
- 10. **Process Level** and **Dept:** Employee's current Process Level and Department display after the time record is added, fields cannot be changed

	ZR35.2 - Employee Reimbursements - PROD												
Data View 🔻	Special Action	ns 🔻 🕂	Add	🖉 Ch	ange 🖣	Previous	🕼 Inquire	►	Next	Inquire	-		
		Company Batch Employee	1QE 139832QE 192	2923QE	STATE OF ARIZ HALPERT, JIM	ONA							
F Pay	Reimbursement	Time Rec	Pay	Process		Expen	se Account						
C Code	Amount	Date	Dist	Level	Dept	Acct Unit (Fu	inction)		OBJ	BFY			
▼ 670 QΞ	500.0000QE	03/02/2020 📋	NV	AB200	20100	AD123456		Q≣	7531Q	2020QE			
				Act	tivity (Program)		Q		Acct Cat	tegory (PPC)	QE		
▼ Q=	QE		•					Q≣	QE	QE			
				Act	tivity (Program)		QE		Acct Cat	tegory (PPC)	Q≣		
▼ Q₹	QE	8	-					QE	QE	QE			
				Act	tivity (Program)		QE		Acct Cat	tegory (PPC)	QE		
[13:54:54 - ZR	35.2] Add Complete - Cont	inue(<u>1, 139832)</u>											

- 11. Acct Unit (Function): Leave blank to default to position's Account Unit or select an Accounting Unit
- 12. **OBJ**: Leave blank. The current Expenditure Object account of the selected Pay Codes will populate when the time record is added
- 13. BFY: Leave blank to default to the BFY value on the employee's accounting unit or select a Budget Fiscal Year
- 14. Activity (Program): Leave blank to default from position or select an Activity
 - If an Activity is selected, you must also select an Account Category
- 15. Acct Category (PPC) Leave blank to default from position or select an Account Category
 - If Acct Category is selected, you must also select an Activity (Program)
 - Agencies that use Activity but not Account Category should enter the default value ZZZZZ

Repeat steps 5-15 to enter additional employee reimbursements. Otherwise, go to step 16.

- 16. Click Add to save
 - Status bar displays message Add Complete-Continue

Previously blank fields have populated with default values

To enter more than the six reimbursements allowed on one screen:

- 17. Place your cursor in the **FC** field of row 1, and simultaneously press the **Ctrl Shift K** buttons on your keyboard. Data will clear from all row(s) on the screen. The previously entered reimbursements are not deleted; they were saved when you selected the Add button in step 16
- 18. Repeat steps 5-15 to enter additional employee reimbursements
- 19. Click Change to save the changes
 - Status bar displays message Change Complete Continue
 - Do not click the Add button. Doing so will duplicate the entries made on the previous screen
- 20. After all reimbursements are added to the batch, follow the steps to run the Employee Reimbursement Report (ZR135) at the end of this training to validate the entries

Change Existing Reimbursements

≡	Menu									٩r	ZR35	.2	×	Go	â
ZR35.2 - Employee Reimbursements - PROD															
Data	View 🔻	Special Acti	ons 🔻 🕂	Add	🖉 Cha	nge ┥	Previous	C Inquire	►	Next		Inquire 🔻			
			Company	101		STATE OF ARE	ZONA								
			Batch	1398320	_										
			Employee	1929	923 Q ≣	HALPERT, JIM									
F	Pay	Reimbursement	Time Rec	Pay	Process		Ex	ense Account							
с	Code	Amount	Date	Dist	Level	Dept	Acct Uni	(Function)		OBJ	E	BFY			

Note: The fields referenced in the steps below are required unless stated otherwise

- 1. Type **ZR35.2** 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
 - Reimbursements previously entered for the Batch display
 - Use the Page Down key to view additional records
 - Use the **Page Up** key to return to the previous screen
 - If a Security Violation is received, re-assign the batch on ZR10.1

	ZR35.2 - Employee Reimbursements - PROD											
Data View 🔻	Special Action	s ▼ +	Add	🖉 Chang	e 🖣	Previous	R Inquire	►	Next	Inquire 🔻		
		Company Batch	1QE 139832QE	ST	ATE OF ARIZO	DNA						
		Employee	192	2923QE HA	ALPERT, JIM							
F Pay	Reimbursement	Time Rec	Pay	Process		Expens	e Account					
C Code	Amount	Date	Dist	Level	Dept	Acct Unit (Fu	nction)		OBJ	BFY		
D▼ 670 QE	500.0000Q≣	03/02/2020 🛗	NV	AB200	20100	AD123465		Q≣	7531QE	2020QE		
				Activity (I	Program)		QE		Acct Categ	ory (PPC) QE		
C ▼ 670 QE	125.0000QE	03/02/2020 🛗	NŦ	AB200	20100	AD123456		Q≣	7531QE	2020QE		
				Activity (I	Program)		Q≣		Acct Categ	ory (PPC) QE		
▼ 670 QE	10.0000 Q ≣	03/02/2020	N 🔻	AB200	20100	AD123456		QE	7531QĘ	2020QE		
				Activity (I	Program)		QĒ		Acct Categ	ory (PPC) QE		

- 6. FC: Type or select C or D
 - Select C to change a reimbursement
 - Select D to Delete. If D is selected, skip to step 16
- 7. **Pay Code:** Skip or select a *new* **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu

Only reimbursement Pay Codes should be used on this form.

- 8. **Reimbursement Amount:** Skip or type the **new dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example -123.00 or 123.00-
- 9. **Time Rec Date**: Skip or select the **new date** of the reimbursement. Dates can vary for each line of entry, but cannot be later than the current pay period ending date
 - Purchase reimbursements: select the date of purchase
 - Travel reimbursements: select the date of travel, or
 - Multiple days of travel for the same reimbursement (Mileage for example) select the applicable pay period end date
- Pay Dist (Payroll Distribution): Skip or select N to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, and input *new* Labor Distribution values (described in steps 11-15 below)

	ZR35.2 - Employee Reimbursements - PROD												
Data View ▼ Special Actions ▼ + Add 🖉 Change ◀ Previous @ Inquire ▶ Next Inquire ▼													
		Company Batch Employee	1QE 139832QE 19	STATE (2923QE HALPER	F ARIZONA T, JIM								
F Pay	Reimbursement	Time Rec	Pay	Process	Exp	ense Account							
C Code	Amount	Date	Dist	Level De	t Acct Unit	(Function)	OBJ	BFY					
D▼ 670 QE	500.0000Q≣	03/02/2020	NŦ	AB200 20	00 AD12346	5	QE	7531Q≣ 2020Q≣					
				Activity (Progr	m)	QE		Acct Category (PPC)	Q≣				
C ▼ 670 QE	125.0000Q≣	03/02/2020 🛗	NŦ	AB200 20	00 AD12345	6	QE	7531QE 2020QE					
				Activity (Progr	m)	QE		Acct Category (PPC)	Q≣				
▼ 670 QE	10.0000QE	03/02/2020	NŦ	AB200 20	00 AD12345	6	QE	7531QE 2020QE					
				Activity (Progr	m)	QE		Acct Category (PPC)	QE				

- 11. Acct Unit (Function): Skip or select a new Accounting Unit
- 12. **OBJ:** Skip. Even if changing the Pay Code, this field will default to the Expenditure Object account associated with the changed Pay Code
- 13. **BFY**: Skip. Even if changing the Accounting Unit, this field will default to the Budget Fiscal Year associated with the Employee/Position record
- 14. Activity (Program): Skip or select a new Activity
 - If this field is populated, the Acct Category (PPC) must also be populated
- 15. Acct Category (PPC): Skip or Select a new Account Category
 - If this field is populated, the Activity (Program) must also be populated
 - Agencies that use Activity but not Account Category should enter the default value ZZZZZ
- 16. Click Change. Status bar displays the message Ready
 - Changed reimbursements (FC field=C) have been changed
 - Deleted reimbursements (FC field=D) have been removed

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:

- 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.
- This form can be used to reassign multiple batches at one time.
- User ID or Process Level can be used to sort batch results. When the Sort feature is enabled an
 (*) will appear on the form.

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

Reassign Batch Number to HRIS User

\equiv Menu						୍ ZR10.1	× Go
			ZR	R10.1 - Batch Number Security			
Data View 🔻	Special Actions 🔻	🖉 Change 🖪 Previous	© Inquire ► Next	Inquire 🔻			
			Company 105	Sort	Position To		
F/C	Batch Nbr	User ID	Proc Level		Pay Period End Date		
-	200	abc123456			20191227		
C-	201	xyz78910			20191227		
•							

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

Sort Batch Results

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

\equiv Menu						୍ ସ ଝା ଏ.1	X Go
			z	R10.1 - Batch Number Security			
Data View 🔻	Special Actions 🔻	🖉 Change 🖪 Previous		Inquire 🔻			
			Company 105	Sort	Position To	1	
F/C	Batch Nbr	User ID	Proc Level		Pay Period End Date		
•	200	abc123456			20191227		
C 🖛	201	xyz78910			20191227		
•							

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

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

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

Employee Reimbursement Report ZR135

Run **Employee Reimbursement Report (ZR135)** to verify all pending time records entered in the HRIS Payroll system grouped by a specific Pay Class. Run the ZR135 prior to the payroll compute.

Depending on how the report parameters are chosen, different levels of information display. 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.

The report can be defined to only include Employee Wage Information, or expanded to show specific Process Level, Department, Employee Range and/or Date Range.

The report can be defined to include only specific Pay Classes. The Pay Class drop-down menu has two selection options:

- RMB to include Employee Reimbursement time records
- TVL to include Travel Employee Reimbursement time records, or
- The report can also be run without a Pay Class selection

Create Report Parameters

≡ Menu											् र 7.135	X Go	â
	ZR135 - Employee Reimbursement Report												4
Special Actions 🔻	+ Add	🖉 Change	📅 Delete	Previous	@ Inquire	▶ Next	Quick Submit	🛛 🖻 Wor	k File Distribution	Inquire 🛛 🔻	Related Forms 🔻		
		Submit		Reports		J	ob Sched		Print Mgr				
			Job Name		QE				_				
			Job Description]				
			User Name	adtrain	QE				-				
			Data Area/ID	PROD									
Parameters													
			Company	1Q3									

- 1. Type ZR135 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

					ZR135 - Emp	loyee Reimburser	nent Report			
Special Actions 🔻	+ Add	🖉 Change	💼 Delete	Previous	R Inquire	Next	Quick Submit	Hork File Distribution	Inquire 🔻	Related Forms 🔻
Parameters										
			Company	1QE						
		Rep	oort Selection	1 🔻	Tim	e Record Edit				
		Time Rec	ord Selection	.						
			Batch	Q						
			Pay Class	RMB 🔻						
		F	Process Level	QE	-	QE				

- 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 Selection: 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
 - **RMB** Employee Reimbursement time records
 - TVL –Travel Employee Reimbursement time records
 - Or Leave Blank to run without a Pay Class selection
- 9. Process Level: Leave blank or select a Process Level range to limit results

	ZR135 - Employee Reimbursement Report												
Special Actions 🔻	+ Add	🖉 Change	💼 Delete	Previ	ous 🕼 Inquire	Next	Quick Submit		Work File Distribution		Inquire 🔻		Related Forms 🔻
		Employ	/ee Sequence	-									
		Sur	nmary Option	N 🕶	No								
			Comments	N 🕶	No								
		Check TA or	r LP Balances	N 🔻	No								
			Total Co	ommon Curren	cies, Countries N 🔻			No					

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

Submit Report

≡ Menu										Q ▼ ZR135	X Go	â
	ZR135 - Employee Reimbursement Report											
Special Actions 🔻	+ Add	🖉 Change	💼 Delete	Previous	R Inquire	Next	Quick Submit	🗄 Work F	ile Distribution	Inquire 🔻	Related Forms 🔻	
								_		_		
		Submit		Reports		J	ob Sched		Print Mgr			
			Job Name	ZR135	QE							
			Job Description	Travel Time Rec	ords							
			User Name	adtrain	QE							
			Data Area/ID	PROD								

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

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

Examples of ZR135 Report Results

Example 1:

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

Employee Re	Employee Reimbursement Report											
ZR135 Date 06/28/ Time 16:40	/19		Company 1 STAT Time Record Edit	E OF ARIZONA For Batch	Page 1							
Pay Code Description	T/R Date Ho	ours Rate	SSP Wages THD	General Ledger Account	R I B U T I O N C Batch Proc C Batch Level Dept Job Code T Nmbr							
662 CONF/TRAINI Totals	06/03/19 0 0	0.00 155.0000 0.00 155.0000	155.00 U O Y 155.00	1 ADGRRC200000 - 7455-2019	ADDIA DIAOO AUNO3064 S 141351							
600 UNIFORM REI 945 TRAVEL ADVA Totals	06/21/19 0 06/21/19 0 0	0.00 1,000.0000 0.00 500.0000 0.00 1,500.0000	1,000.00 U 0 Y 500.00 U 0 Y 1,500.00	1 ADGAO5000000 - 7311-2020 1 ADGAO5000000 - 6571-2020	ADFSG FG010 AUN09059 S 142066 ADFSG FG010 AUN09059 S 142066							
656 OFFICE SUPP Totals	05/08/19 0 0	0.00 6.2400 0.00 6.2400	6.24 U O Y 6.24	1 ADRMDADM9780 - 7321-2019	ADFSR FR040 S10121 S 141351							

Example 2:

Report Selection: 1 - Time Record Edit

Υ

Time Record Selection: Batch

Summary Option:

ZR135 Date 06/28/19 Time 16:40				Company 1 Time Record	Company 1 STATE OF ARIZONA Time Record Edit For Batch					Page 2		
Pay Code Description	T/R Date	Hours	Rate	S Wages I	S S P C H D	General	D I S ' Ledger Account	FRIBUTI Proc Level Dept	ON Job Code	C Batch T Nmbr		
Totals Company												
	921	0.00	95,860.7400	95,860.74								
	922	0.00	67,756.3300	67,756.33								
	923	0.00	103,598.7400	103,598.74								
	924	0.00	7,240.2600	7,240.26								
	933	0.00	21,739.8100	21,739.81								
	936	0.00	9,575,3200	9,575.32								
	932	0.00	49,556,3900	49,556.39								
	926	0.00	6,250,5700	6,250,57								
	934	0.00	262,9900	262.99								
	942	0.00	296.7600	296.76								
	943	0.00	250,0000	250.00								
	659	0.00	25.258.5300	25.258.53								

Example 3:

Report Selection: 2 - Time Record Distribution

Ν

Time Record Selection: Batch

Summary Option:

Employee	Reimburs	sement Rep	ort						
ZR135 Date 06, Time 16	/28/19 :12		Con Tim	pany 1 STATE OF e Record Distributi	ARIZONA lon Edit For Batch			Page	ə 1
Pay T/R Code Date	Hours	Wages	Overtime Sh Premium Diffe	ift rential Job Code	D I S T R I General Ledger	BUTION Account	Proc Level Dept	P D -	C Batch T Nmbr
662 06/03/19 Totals	0.00	155.00 155.00	0.00	0.00 AUN03064 0.00	1 ADGRRC200000	- 7455-2019	ADDIA DIA00	Y	S 141351
600 06/21/19 945 06/21/19 Totals	0.00 0.00 0.00	1,000.00 500.00 1,500.00	0.00 0.00 0.00	0.00 AUN09059 0.00 AUN09059 0.00	1 ADGAO5000000 1 ADGAO5000000	- 7311-2020 - 6571-2020	ADFSG FG010 ADFSG FG010	Y Y	S 142066 S 142066
656 05/08/19 Totals	0.00	6.24 6.24	0.00	0.00 S10121 0.00	1 ADRMDADM9780	- 7321-2019	ADFSR FR040	Y	S 141351
924 06/07/19 Totals	0.00	24.35 24.35	0.00	0.00 AUN07552 0.00	1 ADGSDBP22000	- 6542-2019	ADGSD GSD20	Y	S 141848

Example 4:

Report Selection: 2 - Time Record Distribution

Y

Time Record Selection: Batch

Summary Option:

Emp	mployee Reimbursement Report											
ZR135	Date 06/ Time 16:	/28/19 12		Com Tim	Company 1 STATE OF ARIZONA Time Record Distribution Edit For Batch							
Pay Code	T/R Date	Hours	Wages	Overtime Sh Premium Diffe	ift rential Job Code	DISTRIBUTIO: General Ledger Account	N Proc Level Dept	- P D	C Batch T Nmbr			
Total	s Company	,						-				
921		0.00	95,860.74	0.00	0.00							
922		0.00	67,756.33	0.00	0.00							
923		0.00	103,598.74	0.00	0.00							
924		0.00	7,240.26	0.00	0.00							
933		0.00	21,739.81	0.00	0.00							
936		0.00	9,575.32	0.00	0.00							
932		0.00	49,556.39	0.00	0.00							
926		0.00	6,250.57	0.00	0.00							
934		0.00	262.99	0.00	0.00							
942		0.00	296.76	0.00	0.00							
943		0.00	250.00	0.00	0.00							
659		0.00	20,208.03	0.00	0.00							

Example 5:

Report Selection: 3 - Time Record Detail

Ν

Time Record Selection: Batch

Summary Option:

Employee Reimburseme	nt Report		
ZR135 Date 06/28/19 Time 16:15		Company 1 STATE OF ARIZONA Pa Time Record Detail Edit For Batch	ige 1
Pay Att O S Work Wk T/R Code Code C T Date Date	Hours	St Nbr Proc Rpt S P T C Batch Rate Wages Pr Pp Level Enty Dept Job Code H D F T Nmbr	ı
662 U 06/07/19 06/03/11 Wh State: AZ Location Totals	9 0.00 PAYROLL WC 0.00	155.0000 155.00 AZ ADDIA DIA00 AUN03064 Y S 14135 Position SAD000000744 Schedule ASRATTY Grade 01 Step 0 State: AZ Work: County City Sch Dst 155.0000 155.00	51
600 U 06/21/19 06/21/19	0.00	1,000.0000 1,000.00 AZ ADFSG FG010 AUN09059 Y S 14206 Position SAD000000833 Schedule AREG Grade 27 Step 0	6
Wh State: AZ Location 945 U 06/21/19 06/21/19 Wh State: AZ Location	PAYROLL WC 0.00 PAYROLL WC	State: AZ Work: County City Sch Det 500.0000 500.00 AZ ADFSG FG010 AUN09059 Y S 14206 Position SAD00000833 Schedule AREG Grade 27 Step 0 State: AZ Work: County City Sch Det	6
Totals	0.00	1,500.0000 1,500.00	
656 U 05/10/19 05/08/19 Wh State: AZ Location	0.00 PAYROLL WC	6.2400 6.24 AZ ADFSR FR040 S10121 Y S 14135 Position SAD00000844 Schedule AREG Grade 22 Step 0 State: AZ Work: County City Sch Dst	51
Totals	0.00	6.2400 6.24	

Example 6:

Report Selection: 3 - Time Record Detail

Time Record Selection: Batch

Summary Option: Y

Employee Reimbursement Report												
ZR135 Date 06/28/19 Time 16:15		Company 1 STATE OF ARIZONA Time Record Detail Edit For Batch										
Pay Att O S Work Wk C Code Code C T Date D	T/R Date Hours	Rate	Wages	St Nbr Proc Rpt Pr Pp Level Enty Dep	pt Job Code	S P T C Batch H D F T Nmbr						
Totals Company 921 922 923 924 933 936 932 932 934 942 942 943 659	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$	95,860.7400 67,756.3300 103,598.7400 7,240.2600 9,575.3200 49,556.3300 6,250.5700 262.9900 296.7600 250.0000 25,258.5300	95,860.74 67,756.33 103,598.74 7,240.26 21,739.81 9,575.32 49,556.39 6,250.57 262.99 296.76 250.00 25,258.53									