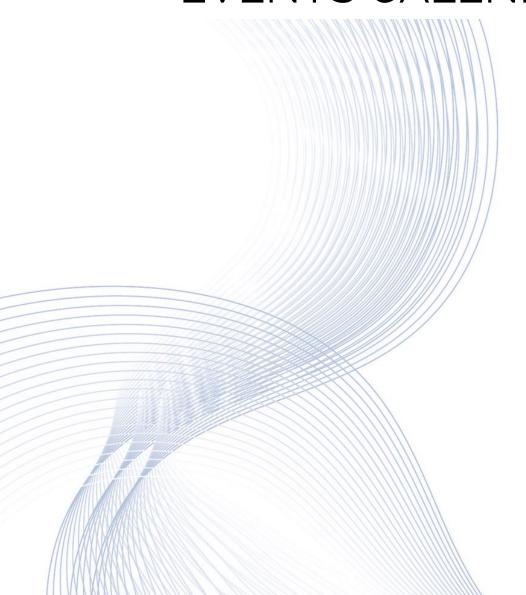ADOA

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
ABSENCE PLAN
EVENTS CALENDAR

ABSENCE PLAN EVENTS CALENDAR
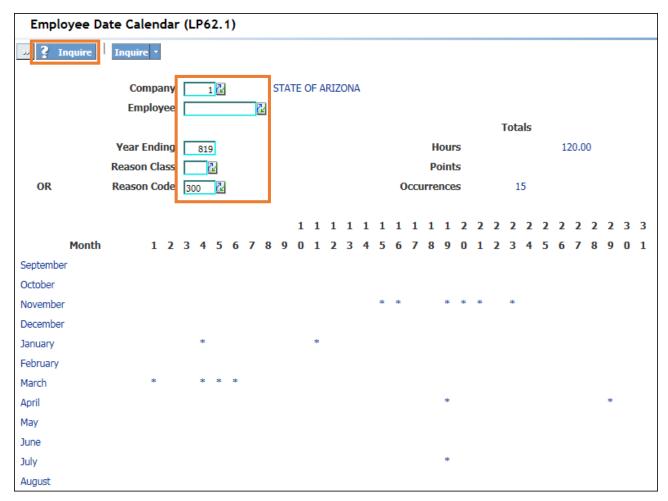
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Employee Date Calendar LP62.1

Use Employee Date Calendar (LP62.1) to view employee attendance event history in a calendar format. A year is designated by selecting an ending month and year. All events for the 12-month period ending with the month and year selected will be displayed.

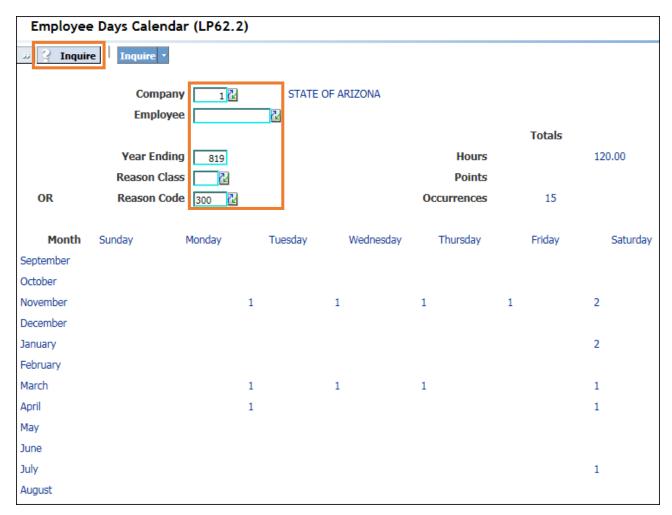| NO.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type **LP62.1** in the White Search Box click **Enter**	The LP62.1 Employee Date Calendar opens	
2	**Company** Field	R	Type **1** in **Company** field	State of Arizona displays	All forms/actions must contain a 1 in the Company Field.
3	**Employee** Field	R	Type the Employee's **EIN**	Employee name displays	
4	**Year Ending** Field	O	Enter **month** and **year** (mmyy)	Information for the 12 months appear	Leaving the date blank will use the current month as a starting point.

NO.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes/ Additional Information
5	**Reason Class** or **Reason Code** Fields	O	To limit your data, select a **Reason Code** or **Reason Class**	Results will be filtered based on criteria selected.	**Reason Code**: Represents an event on a time record and also mimics pay summary groups. **Reason Class**: Grouping of Reason Codes
6	**Inquire** Button	R	Click **Inquire**	Message **Inquiry Complete**, displays in the lower left corner.	Asterisks (*) will appear and will represent an event that occurred. For example, in the screenshot above, employee took Sick Leave (310) on November 2nd, 2011

Employee Days Calendar LP62.2

Use Employee Days Calendar (LP62.2) to view a weekly calendar of employee events. Events are displayed based on a 12-month period ending on a designated month and year. All events for the 12-month period are displayed based on the day of the week on which the event falls. The purpose of this screen is to give a total count of events by day for each month. You can filter the events that display to a specific reason code or reason class.

NO.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type **LP62.2** in the White Search Box click **Enter**	The LP62.2 Employee Days Calendar opens.	
2	**Company** Field	R	Type **1** in **Company** field	State of Arizona displays	All forms/actions must contain a 1 in the Company Field.
3	**Employee** Field	R	Type the Employee's **EIN**	Employee name displays	

NO.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes/ Additional Information
4	**Year Ending** Field	O	Enter **month** and **year** (mmyy)	Information for the 12 months appear	Leaving the date blank will use the current month as a starting point.
5	**Reason Code** Field **Reason Class** Field	O	To limit your data, select a **Reason Code** or **Reason Class**	Results will be filtered based on criteria selected.	**Reason Code**: Represents an event on a time record and also mimics pay summary groups. **Reason Class**: Grouping of Reason Codes
6	**Inquire** Button	R	Click **Inquire**	Message; **Inquiry Complete**, displays in the lower left corner.	Asterisks (*) will appear and will represent an event that occurred. For example, in the screenshot above, employee took Sick Leave (310) two times on a Monday in the past 12-months