

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY**  
**HCM VIEW - EMERGENCY**  
**CONTACT LITSING REPORT**  
**(PA212)**

# AGENCY HCM VIEW - EMERGENCY CONTACT LISTING REPORT (PA212)

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## Introduction

### Report Purpose

The Emergency Contact Listing (form PA212) is run to print a list of Emergency Contacts for employees.

### Report Criteria

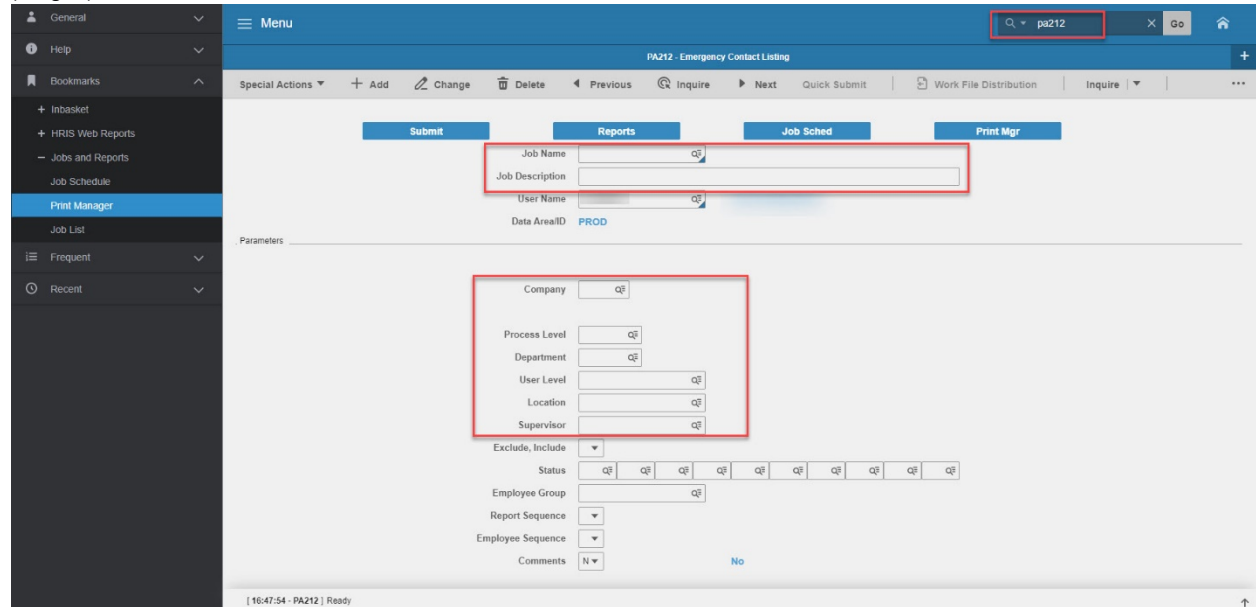
This report displays the employee's: Emergency Contact's Name, Address, Relationship to the Employee, and Home/Work telephone numbers. Required fields include Company and Report Sequence. The remaining fields on the form are to add additional filter criteria to the report.

### Report Content

The report results display specific information for each Emergency Contact and will only display information that has been entered via the form.

## Emergency Contact Listing (PA212) – Parameters

(Image 1)



### Steps 1-9 of 23

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA212</b> in the Search Box. Press Enter on the keyboard.	The Emergency Contact Listing (PA212) will open.	
2	<b>Job Name</b> Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES • Valid Job Name: PA212PI100 • Invalid Job Name: PA212 PI100
3	<b>Job Description</b> Field	O	Type a description of the job.	A Job Description will display.	Maximum 30 characters Ex. PA212 FOR PI100
4	<b>Company</b> Field	R	Type '1' in <b>Company</b> field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	<b>Process Level</b> Field	O	If applicable, type or select from the drop down menu the specific Process Level to include in the report.		If no Process Level is entered, the user will see all Process Levels he/she has access to view.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			If no Process Level is desired, skip this step.		
6	<b>Department</b> Field	O	<p>If applicable, type or select from the drop down menu the specific Department to include in the report.</p> <p>If no Department is desired, skip this step.</p>		If no Department is entered, the user will see all Departments he/she has access to view.
7	<b>User Level</b> Field	O	<p>If applicable, type or select from the drop down menu the specific User Level to include in the report.</p> <p>If no User Level is desired, skip this step.</p>		If no User Level is entered, the user will see all User Levels he/she has access to view.
8	<b>Location</b> Field	O	<p>If applicable, type or select from the drop down menu the specific Location to include in the report.</p> <p>If no Location is desired, skip this step.</p>		If no Location is entered, the user will see all Locations he/she has access to view.
9	<b>Supervisor</b> Field	O	<p>If applicable, type or select from the drop down menu the specific Supervisor to include in the report.</p> <p>If no Supervisor is desired, skip this step.</p>		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.

## Emergency Contact Listing (PA212) – Parameters

(Image 1)

### Steps 10-23 of 23

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Exclude, Include</b> Field	O	<p>If you decide to include specific Status Codes in your report, type or select from the drop down menu whether or not you want to include or exclude those statuses.</p> <p>If this field is used, you will need to add one or more Status Codes in the Status Field.</p> <p>If all Status Codes should be displayed, skip this step.</p>		<p>Valid Values are:</p> <ul style="list-style-type: none"> <li>• '1' – Include</li> <li>• '2' – Exclude</li> </ul>
11	<b>Status</b> Fields Boxes 1 – 10	O	<p>If applicable, type or select from the drop down menu the specific Status Codes to include/exclude in</p>		<p>Whether a Status Code is included or excluded depends on what you put in the Exclude, Include Field.</p>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<p>the report.</p> <p>If all Status Codes should be displayed, skip this step.</p>		
12	<b>Employee Group Field</b>	O	<p>If applicable, type or select from the drop down menu the specific Employee Group to include in the report.</p> <p>If no Employee Group is desired, skip this step.</p>		If no Employee Group is entered, the user will see all Employee Groups he/she has access to view.
13	<b>Report Sequence Field</b>	R	Type or select from the drop down menu how you want the report to group the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• '1' – Process Level</li> <li>• '2' – Employee</li> </ul> <p>This is a required field so a value must be input.</p>
14	<b>Employee Sequence Field</b>	O	Type or select from the drop down menu how you want the report to sort the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• '1' – Alpha</li> <li>• '2' – Numeric</li> </ul> <p>If no value is entered, the report will print in a predefined sequence setup for the State of Arizona. The State of Arizona uses Alpha.</p>
15	<b>Comments field</b>	O	If applicable, type or select from the drop down menu whether or not the report should include comments.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> <p>Default value if nothing is entered is 'N' – No.</p>
16	<b>Add button</b>	R	Click <b>Add</b> to save your report	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process.
17	<b>Submit Job button</b>	R	Click <b>Submit</b> to process job. Job Submit pop-up will display. Click Submit button again.	Receive message "Job has been submitted".	You must have clicked 'Add' or 'Change' to save the report parameters in HRIS BEFORE clicking Submit.
18	<b>Job Scheduler link</b>	R	Click <b>Job Scheduler</b> to check the status of a job.	This will take you to the Job Scheduler.	Job must be in Normal Completion and appear in the Completed tab to

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Active Jobs</b>  <b>Waiting Jobs</b>  <b>Completed Jobs</b>		Click on <b>Active</b> , <b>Completed</b> or <b>Waiting</b> to see the status of your Job.	<p>Use the job schedule to determine the current status of your job.</p> <p>Queue refreshes automatically.</p> <p>To be available for display, report job must be in Normal Completion status.</p>	<p>be available to view under the Print Manager.</p> <p>You cannot view report results through the job scheduler, you can only view the status of the report job.</p> <p>The filter options available are:</p> <ul style="list-style-type: none"> <li>• Active –your job is processing in HRIS.</li> <li>• Completed – your job has finished processing and is ready for review</li> <li>• Waiting – you job is waiting to be processed or may need recovery. If your job states ‘needs recovery’ contact HRIS for assistance.</li> </ul> <p>To see the results you must access the Print Manager bookmark.</p>
19	<b>Print Manager</b>	R	Click on Print Manager to access report results: <b>Reports</b> – this queue will display all the reports you have processed.	Print Manager will display your reports.	
20	<b>Report Name</b>	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	This field not used by HRIS
21	<b>Report Actions:</b>  <b>View</b> <b>Print</b> <b>Delete</b>		You can display report results one of two ways: Click anywhere on the display line for the report, click your right mouse button and select ‘View’		



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<p>from the drop down menu.</p> <p><b>Or</b></p> <p>Click the select box at the beginning of the report line and click 'View' under related actions. Click Delete to delete the specific highlighted job. To delete multiple jobs. All jobs must have a check mark in the select box to be included in the delete.</p>		
22	<b>View Options is to display your results in PDF format</b>	R	Click on drop down and select the option for your report results.	Report results will open.	<p>View Options, report results will display in a different format:</p> <p><b>Text</b> will display in Excel Spreadsheet.</p> <ul style="list-style-type: none"> <li>- PDF Landscape or Portrait will display in Adobe Acrobat.</li> <li>- PDF view will be used to print results or save the report to your hard drive.</li> <li>- PDF Condensed 158, 198, 233 will minimize your report</li> </ul> <p>When displaying the report file, regardless of the view option, HRIS will display the selection criteria as the first page of the report. You must page down to see report results.</p> <p>Once in PDF view, you can click the print button or the save button to perform these additional</p>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					actions on your report results.
23	<b>Create CSV File to display your results in a spreadsheet</b>	O	Click to export results into a spreadsheet.	Results will display in a Excel Spreadsheet	Once in Excel you can save your report and manipulate your criteria.

### Results of the Emergency Contact Listing (PA212), Report Image



(Image 2)