HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY HCM VIEW - POST OFFICE MAILING LISTING REPORT (PA325)

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Introduction

Report Purpose

The Post Office Mailing Listing (PA325) is run to print the Supplemental Address from the Address Windows on the Employee Master Record (HR11.1).

Report Criteria

This report displays employee's: Name, Address 1, City, State, Zip Code and Country. Required fields include: Company, and Sequence. In the Sequence field, 3 different options are available to use: Alpha, Numeric, and Postal Code. The remaining fields on the form are to add additional filter criteria to the report.

Report Content

The report results display mailing information for each employee. The information displays in different orders depending on the option selected in the Report Sequence field.

This report is designed to print the addresses on post office mailing labels (three standard labels across at 3 ½" x 15/16" each).

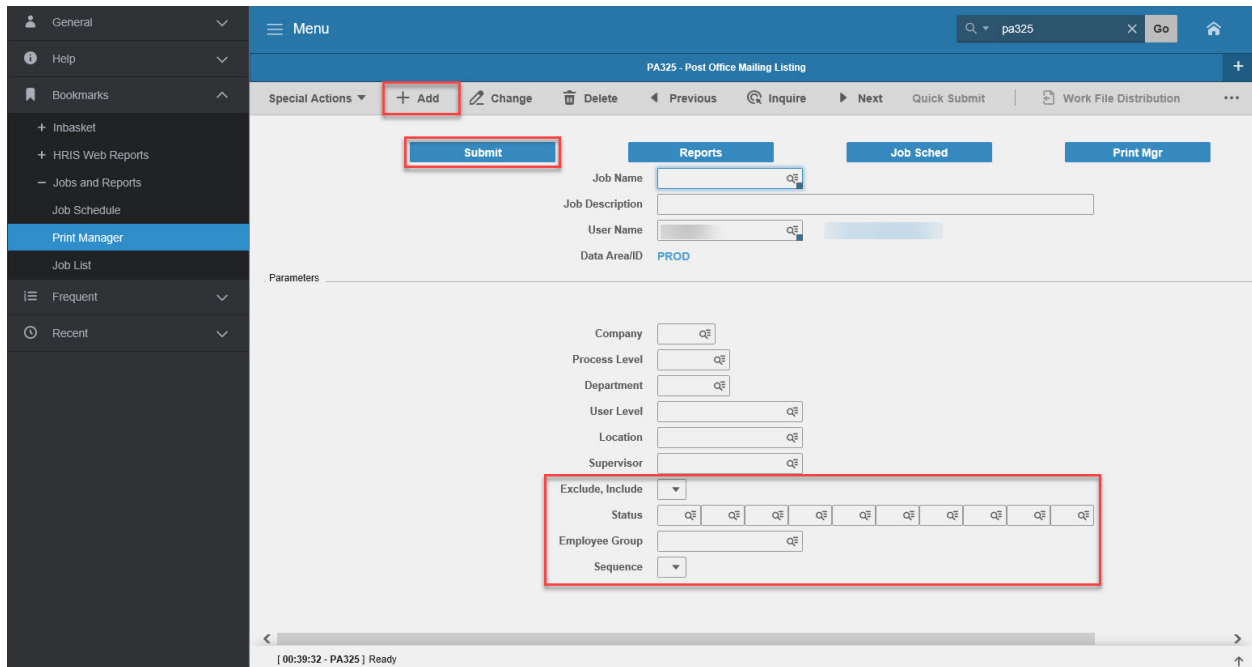# Post Office Mailing Listing (325) – Parameters

(Image 1)
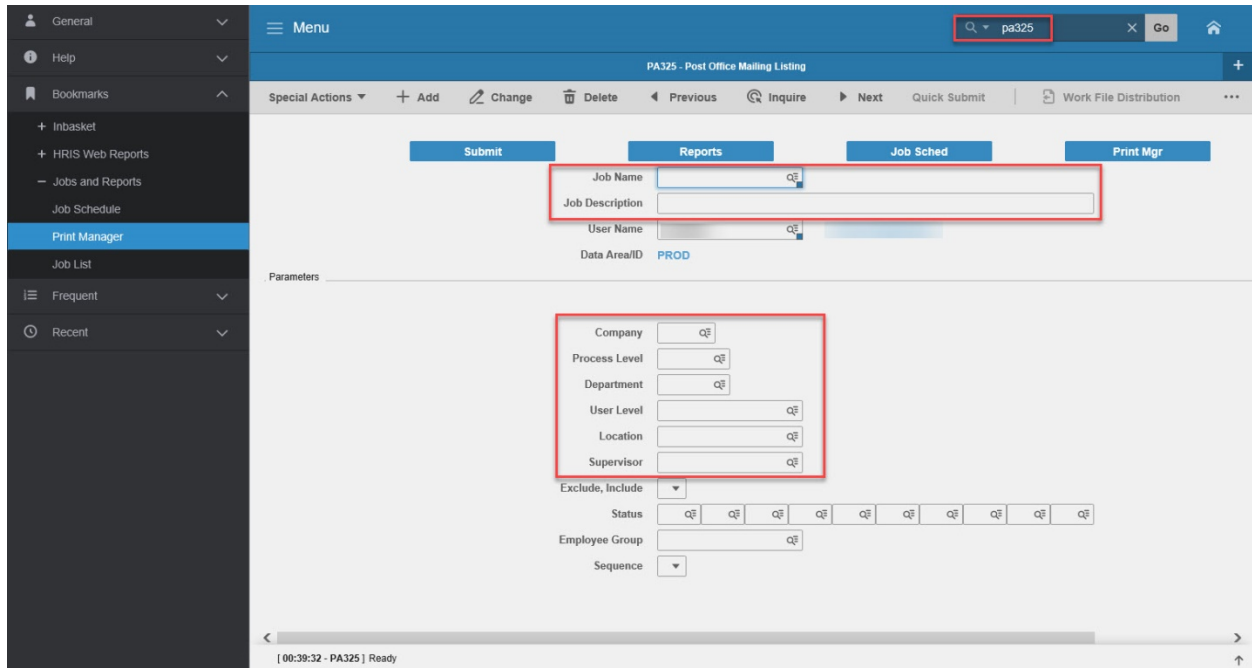
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(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **PA325** in the Search Box. Press Enter on the keyboard.	The Post Office Mailing Listing (PA325) will open.	
2	**Job Name** Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES • Valid Job Name: PA325PI100 • Invalid Job Name: PA325 PI100
3	**Job Description** Field	O	Enter description of the job.		Maximum 30 characters Ex. PA325 FOR PI100
4	**Company** Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	**Process Level** Field	O	If applicable, type or select from the drop down menu the specific		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
			Process Level to include in the report. If no Process Level is desired, skip this step.		
6	**Department Level** Field	O	If applicable, type or select from the drop down menu the specific Department to include in the report. If no Department is desired, skip this step.		If no Department is entered, the user will see all Departments he/she has access to view.
7	**User Level** field	O	If applicable, type or select from the drop down menu the specific User Level to include in the report. If no User Level is desired, skip this step.		If no User Level is entered, the user will see all User Levels he/she has access to view.
8	**Location** field	R	If applicable, type or select from the drop down menu the specific Location to include in the report. If no Location is desired, skip this step.		If no Location is entered, the user will see all Locations he/she has access to view.
9	**Supervisor** Name	R	If applicable, type or select from the drop down menu the specific Supervisor to include in the report.		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.

Post Office Mailing Listing (PA325) – Parameters

(Image 1)

Steps 10-21 of 21

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Exclude, Include** Field	O	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 statues. If this field is used, you will need to add one or more Status Codes in the Status Field. If all Status Codes should be		Valid Values are: • '1' – Include • '2' – Exclude

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			displayed, skip this step.		
11	**Status Fields Boxes 1 – 10**	O	If applicable, type or select from the drop down menu the specific Status Codes to include/exclude in the report. If all Status Codes should be displayed, skip this step.		Whether a Status Code is included or excluded depends on what you put in the Exclude, Include Field.
12	**Employee Group** Field	O	If applicable, type or select from the drop down menu the specific Employee Group to include in the report. If no Employee Group is desired, skip this step.		If no Employee Group is entered, the user will see all Employee Groups he/she has access to view.
13	**Sequence** Field	R	Type or select from the drop down menu how you want the report to group the employees.		Valid Values include: • '1' – Alpha • '2' – Numeric • '3' – Postal Code This is a required field so a value must be input.
14	**Add** button	R	Click **Add** to save your report	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process.
15	**Submit Job** button	R	Click **Submit** 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.
16	**Job Scheduler** link	R	Click **Job Scheduler** to check the status of a job.	This will take you to the Job Scheduler. Use the job schedule to determine the	Job must be in Normal Completion and appear in the Completed tab to be

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Active Jobs **Waiting Jobs** **Completed Jobs**		Click on **Active, Completed or Waiting** to see the status of your Job.	current status of your job. Queue refreshes automatically. To be available for display, report job must be in Normal Completion status.	available to view under the Print Manager. You cannot view report results through the job scheduler, you can only view the status of the report job. The filter options available are: • Active –your job is processing in HRIS. • Completed – your job has finished processing and is ready for review • Waiting – you job is waiting to be processed or may need recovery. If your job states 'needs recovery' contact HRIS for assistance. To see the results you must access the Print Manager bookmark.
17	**Print Manager**	R	Click on **Print Manager** to access report results: • Reports – this queue will display all the reports you have processed.	Print Manager will display your reports.	
18	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
19	**Report Actions: View**		You can display report results one of two ways:	Depending on the action performed, you will either see	You should never resubmit a job to process while that job

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Print Delete		• Click anywhere on the display line for the report, click your right mouse button and select 'View' from the drop down menu. Or 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.	additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted.	is processing (it is in active or waiting status). Please allow the first job to process before resubmitting.
20	**View Options** is to display your results in PDF format	R	Click on drop down and select the option for your report results.	Report results will open.	View Options, report results will display in a different format: Text will display in Excel Spreadsheet. PDF Landscape or Portrait will display in Adobe Acrobat. - PDF view will be used to print results or save the report to your hard drive. - PDF Condensed 158,
21	**Create CSV File** to display your results in a spreadsheet	O	Results will display in a Excel spreadsheet		Once in Excel, you can save your report and manipulate your criteria.

Results of Post Office Mailing Listing (PA325), Report Image

(Image 2)

Post Office Mailing Listing

PHOENIX, AZ 85042 UNITED STATES OF AMERICA	BUCKEYE, AZ 85326 UNITED STATES OF AMERICA	BUCKEYE, AZ 85396 UNITED STATES OF AMERICA
PHOENIX, AZ 85043 UNITED STATES OF AMERICA	ANTHEM, AZ 85086-6012 UNITED STATES OF AMERICA	AVONDALE, AZ 85392 UNITED STATES OF AMERICA
GILBERT, AZ 85296 UNITED STATES OF AMERICA	TEMPE, AZ 85284 UNITED STATES OF AMERICA	GOODYEAR, AZ 85338 UNITED STATES OF AMERICA
GLENDALE, AZ 85301 UNITED STATES OF AMERICA	SCOTTSDALE, AZ 85254 UNITED STATES OF AMERICA	PHOENIX, AZ 85007 UNITED STATES OF AMERICA