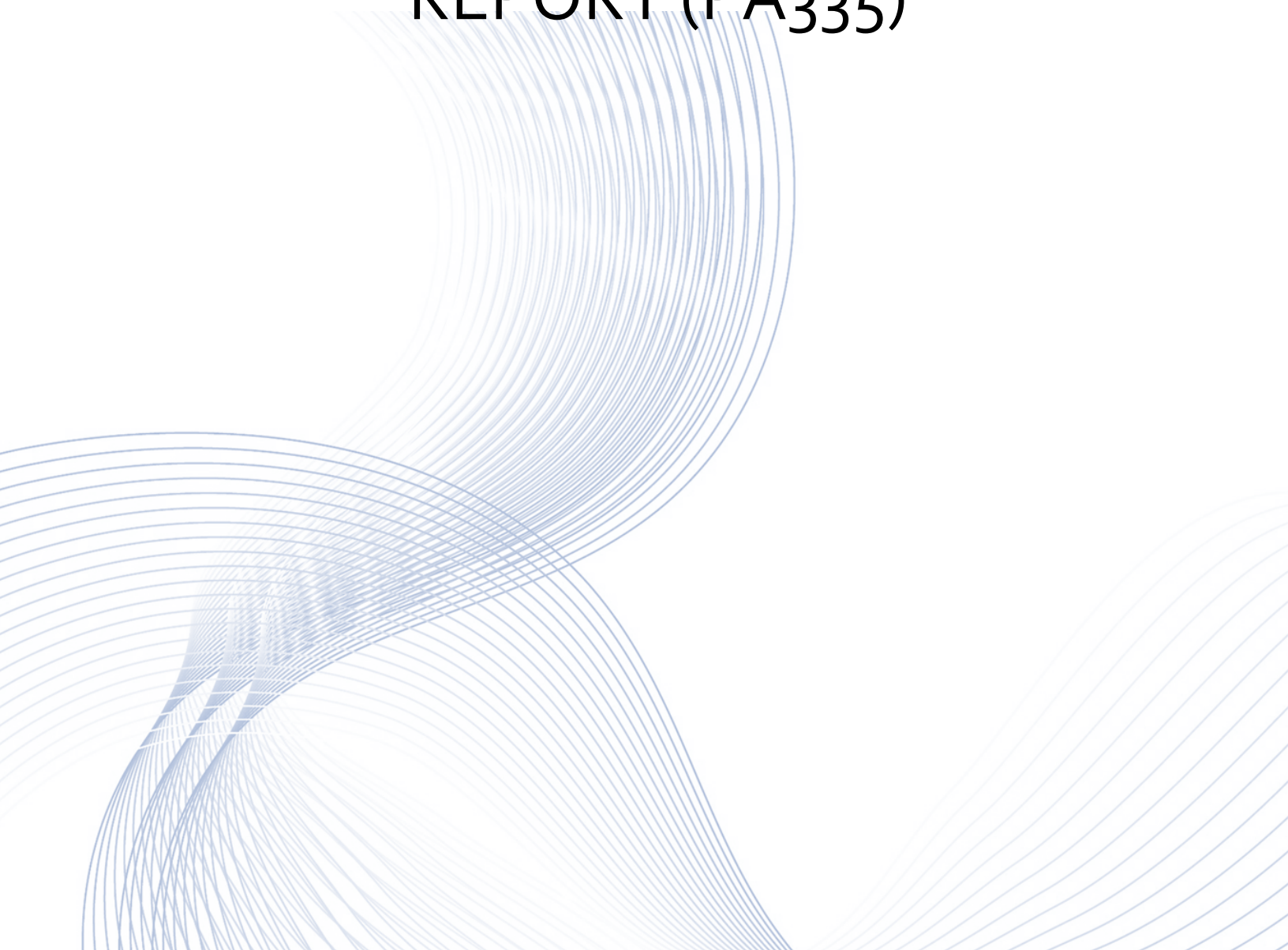


HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY  
HCM VIEW - EMPLOYEE LISTING  
REPORT (PA335)**



# AGENCY HCM VIEW - EMPLOYEE LISTING REPORT (PA335)

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## Introduction

### Report Purpose

The Employee Listing (PA335) can be run to print a list of Employee Names and Employee ID Numbers (EINs) on the Employee Master Record (HR11.1).

### Report Criteria

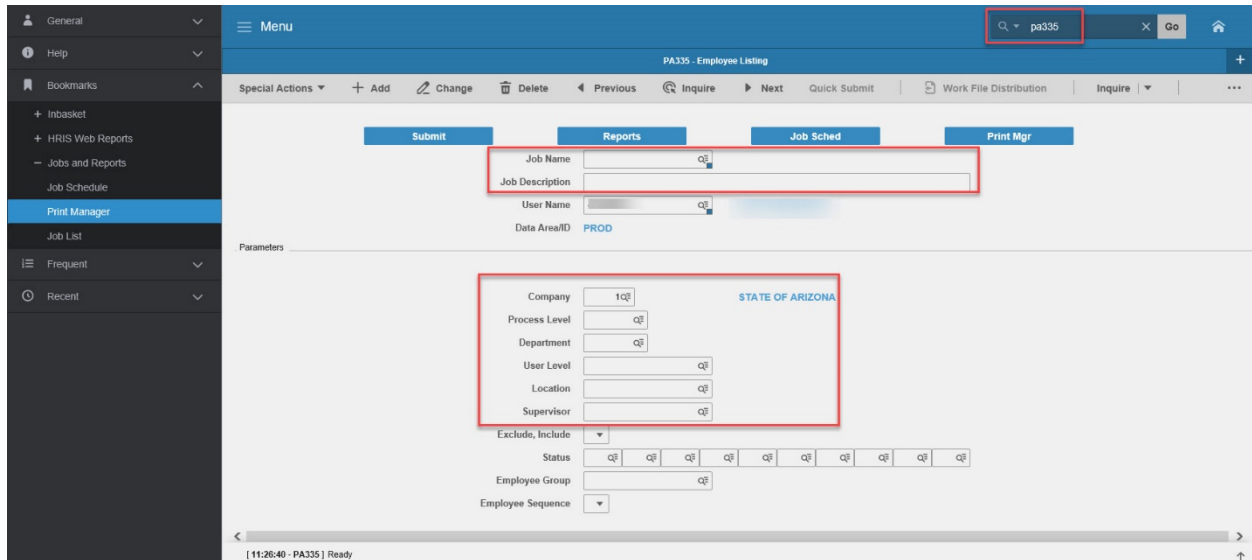
This report displays for each Employee: name, and EIN. If the Employee is terminated, the report will display '\*Term\*' next to his/her record. The only required field for this report is Company. The remaining fields on the form are to add additional filter criteria to the report.

### Report Content

The report results display an Employee Listing of Names and EINs.

# Employee Listing (PA335) – Parameters

(Image 1)



## Steps 1-9 of 21

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA335</b> in the Search Box. Press Enter on the keyboard.	The Employee Listing (PA335) will open.	
2	<b>Job Name</b> Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES • Valid Job Name: PA335PI100 • Invalid Job Name: PA335 PI100
3	<b>Job Description</b> Field	O	Enter description of the job.		Maximum 30 characters Ex. PA335 FOR PI100
4	<b>Company</b> 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	<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 Level</b> 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	<b>User Level</b> 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	<b>Location</b> 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	<b>Supervisor</b> Name	R	If applicable, type or select from the drop down menu the specific Supervisor to include in the report.  If no Supervisor is desired, skip step		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.

## Employee Listing (PA35) – 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	<b>Exclude, Include Field</b>	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 Fields</b>	O	If applicable, type		Whether a Status Code

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Boxes 1 – 10</b>		<p>or select from the drop down menu the specific Status Codes to include/exclude in the report.</p> <p>If all Status Codes should be displayed, skip this step.</p>		is included or excluded depends on what you put in the Exclude, Include Field.
12	<b>Employee Group</b> Field	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>Sequence</b> Field	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' – Alpha</li> <li>• '2' – Numeric</li> <li>• '3' – Postal Code</li> </ul> <p>This is a required field so a value must be input.</p>
14	<b>Add</b> button	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.
15	<b>Submit Job</b> button	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.
16	<b>Job Scheduler</b> link  <b>Active Jobs</b>  <b>Waiting Jobs</b>	R	<p>Click <b>Job Scheduler</b> to check the status of a job.</p> <p>Click on <b>Active</b>,</p>	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job.	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Manager.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Completed Jobs</b>		<b>Completed or Waiting to</b> see the status of your Job.	Queue refreshes automatically.  To be available for display, report job must be in Normal Completion status.	You cannot view report results through the job scheduler, you can only view the status of the report job.  The filter options available are: <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> To see the results you must access the Print Manager bookmark.
17	<b>Print Manager</b>	R	Click on <b>Print Manager</b> to access report results: <ul style="list-style-type: none"> <li>• Reports – this queue will display all the reports you have processed.</li> </ul>	Print Manager will display your reports.	
18	<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.	
19	<b>Report Actions:</b> <b>View</b> <b>Print</b> <b>Delete</b>		You can display report results one of two ways: <ul style="list-style-type: none"> <li>• Click anywhere on the display line for the report, click your right mouse</li> </ul>	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for	You should never resubmit a job to process while that job is processing (it is in active or waiting status). Please allow the first job to process before



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			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.	confirmation to delete, Click <b>OK</b> . File is deleted.	resubmitting.
20	<b>View Options</b> 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	<b>Create CSV File</b> 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 Employee Listing (PA335), Report Image

(Image 2)

### Employee Listing

PA335 Date 01/26/20	Company 1 STATE OF ARIZONA	Page	
Time 11:31	Employee Numerical Listing		
Employee	Name	Employee	Name