HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY HCM VIEW - ACTION HISTORY LISTING REPORT (PA340)

AGENCY HCM VIEW - ACTION HISTORY LISTING REPORT (PA340)

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Introduction

Report Purpose

The Action History Listing (PA340) can be run to print a list of personnel action history for an action code, specific employees, an employee group, a process level and department, reason codes or fields.

Report Criteria

The report must be run using one of 6 different options: specific action codes, specific employees, specific employee groups, specific process level/department, specific reason codes or, specific fields on an action.

In the Report Sequence field, 8 different options are available to use when sorting the report. Options include:

• Employee/Effect Date/Action

• Employee/Action/Effect Date

• Action/Effect Date/Employee

• Action/Employee/Effect Date

• Effect Date/Employee/Action

• Effect Date/Action/Employee

• Reason/Employee/Action

•Reason/Action/Employee

The required fields include Company, Report Option, 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 action. The actions that will display on the report depend on what has been selected in the Report Option field. The order of the information displays differently depending on the item selected in the Report Sequence field.

Action History Listing (PA340) – Parameters
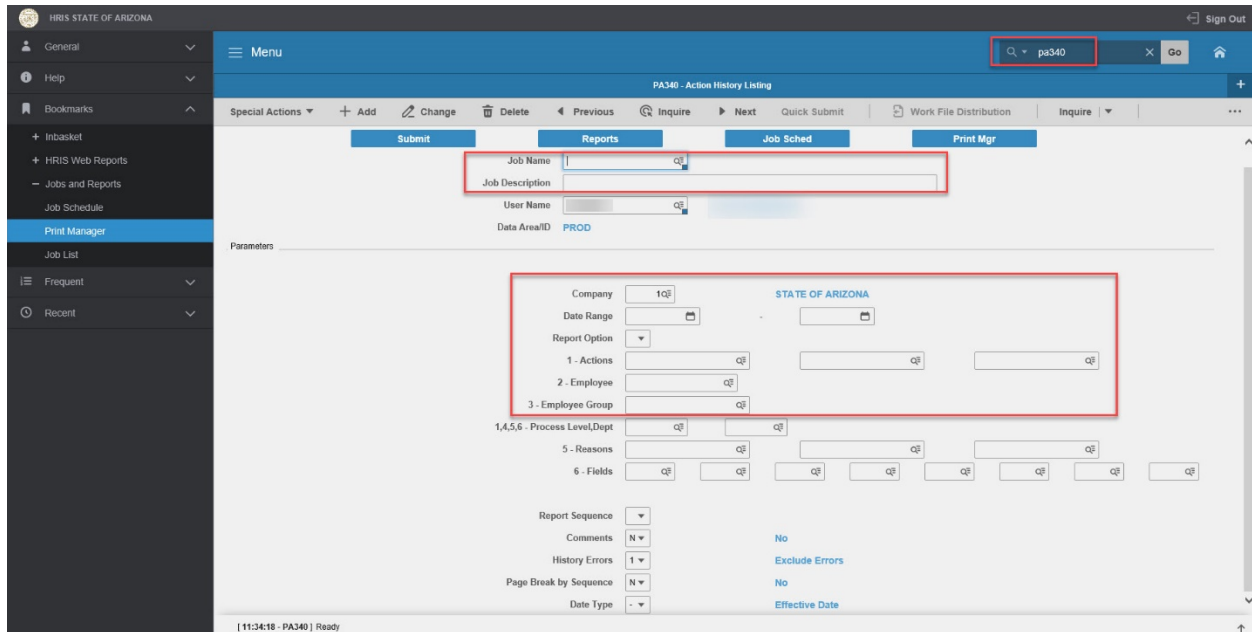
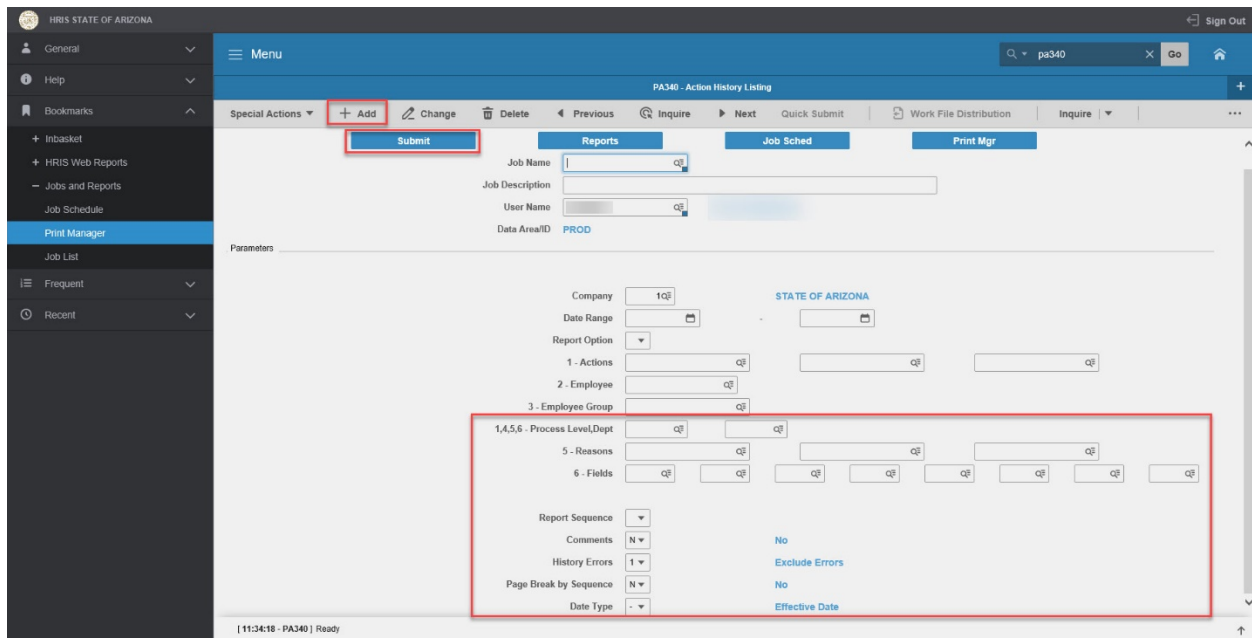(Image 1)

Steps 1-9 of 24

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **PA340** in the Search Box. Press Enter on the keyboard	The Action History Listing (PA340) will open.	
2	**Job Name** Field	R	Enter name of the job		Maximum 10 characters – NO SPACES • Valid Job Name: PA340PI100 • Invalid Job Name: PA340 PI100
3	**Job Description** Field	O	Enter description of the job		Maximum 30 characters Ex. HR203 FOR JAN 2004
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	**Date Range** Field – Boxes 1 – 2	O	If applicable, type in the date range to include in the actions.		If only a beginning date (Box 1) is input, personnel actions with effective dates on or after the date will be

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			If no date range is desired, skip this step.		listed. If only an ending date (Box 2) is input, personnel actions with effective dates on or before the date will be listed.
6	**Report Option** Field	R	Type or select from the drop down menu the value that indicates which action history listing you want to run.		Valid Values are: • '1' – Specified Actions • '2' – Specified Employee • '3' – Specified Employee Group • '4' – Specified Process Level • '5' – Specified Reasons • '6' – Specified Fields
7	**Actions** Field – Boxes 1 – 3	O	If Report Option = Specified Actions, type or select up to three personnel action types to list in the report results. If Report Option type is not Specified Actions, skip this step.		If no personnel action types are input, user will see history for all personnel actions.
8	**Employee** Field	O	If Report Option = Specified Employee, type or select from the drop down the EIN of the Employee to list in the report results. If Report Option type is not Specified Employee, skip this step.		If no Employee number is input, user will see history for all employees he/she has access to view.
9	**Employee Group** Field	O	If Report Option = Specified Employee Group, type or select from the		If no Employee Group is input, user will see history for all employees he/she has access to

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			drop down menu the group of employees to list in the report results. If Report Option type is not Specified Employee Group, skip this step.		view.

Action History Listing (PA340) – Parameters

(Image 1)

Steps 10-24 of 24

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Process Level,Dept** Field Boxes 1 – 2	O	If Report Option = Specified Process Level, type or select from the drop down menu the process level (and dept if		If no Process Level/Dept is input, user will see history for all employees he/she has access to view.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			applicable) to define the list of employees to display in the report.

If Report Option type is not Specified Process Level, Dept, skip this step. | | |
| 11 | **Reasons** Field Boxes 1 – 3 | O | If Report Option = Specified Reasons, type or select up to 3 reason codes to include in the report.

If Report Option type is not Specified Reasons, skip this step. | | If no Reasons are input, user will see all reason codes. |
| 12 | **Fields** Field – Boxes 1 – 8 | O | If Report Option = Specified Fields, type or select up to 8 employee topic fields to include in the report.

If Report Option type is not Specified Fields, skip this step. | | If no Fields are input, user will see all topic fields. |
| 13 | **Report Sequence** Field | R | Type or select from the drop down menu how you want the report to group the employees. | | Valid Values include:
• '1' – Employee/Effect Date/Action
• '2' – Employee/Action/Effect Date
• '3' – Action/Effect Date/Employee
• '4' – Action/Employee/Effect Date
• '5' – Effect Date/Employee/Action
• '6' – Effect Date/Action/Employee
• 7' – |

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					Reason/Employee/Action • '8' – Reason/Action/Employee This is a required field so a value must be input
14	**Comments** Field	R	If applicable, type or select from the drop down the value to indicate whether or not the report should list comments about the personnel action.		Valid Values are: • 'Y' – Yes • 'N' – No If no value is input, the default will be 'N'.
15	**History Errors** Field	R	If applicable, type or select from the drop down menu the value to indicate whether or not the report should exclude, include or display errors only.		History errors are created when incorrect information is saved and later corrected. Although the information is correct, the history file or error history file may contain a log of the error. Valid Values are: • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only If no value is input, the default will be '1'.
16	**Page Break by Sequence** Field	R	If applicable, type or select from the drop down menu the value that indicates whether the report should include a page break after each report sequence.		Valid Values are: • 'N' – No • 'Y' – Yes If no value is input, the default will be 'N'.
17	**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.
18	**Submit Job** button	R	Click Submit to process job. Job Submit pop-up	Receive message "Job has been submitted".	You must have clicked 'Add' or 'Change' to save the report parameters in HRIS BEFORE clicking Submit.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			will displays Click Submit button again.		
19	**Job Scheduler link** **Active Jobs** **Waiting Jobs** **Completed Jobs**	R	Click Job Scheduler to check the status of a job. Click on Active, Completed or Waiting to see the status of your Job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job. Queue refreshes automatically. To be available for display, report job must be in Normal Completion status.	Job must be in Normal Completion and appear in the Completed tab to be 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.
20	**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.	
21	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
22	**Report Actions:** **View** **Print**		You can display report results one of two ways: • Click anywhere on the display line for	Depending on the action performed, you will either see additional information, or be	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
	Delete		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.	asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted.	resubmitting.
23	**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,
24	**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 Action History Listing (PA340), Report Image

(Image 2)

Action History Listing

```
PA340 Date 01/26/20              Company    1 STATE OF ARIZONA                        Page    1
      Time 11:38                 Personnel Action History Listing
                                 For        Thru

Employee    192924  BEESLY, HALPERT

                 Pos       Reason 1/                                                    Change
Effect   Action  Lvl End Date  Reason 2  Field Name      Previous Value   New Value   Curr  Date    Usr ID  Err
-------- -------- --- -------- --------- --------------- ---------------- ----------- ----- ------- ------- --

01/01/20 APP-HIRE1  1          NEW HIRE  Account Category                                   01/19/20
                                         Activity                                           01/19/20
                                         Address Line 1                   100 N 15TH AVE    01/19/20
                                         Address Line 2                                     01/19/20
                                         Address Line 3                                     01/19/20
                                         Address Line 4                                     01/19/20
                                         Adjusted Hire Date               01/01/2020        01/19/20
                                         Anniversary Date                 01/01/2020        01/19/20
                                         Annual Hours                     2080.0000         01/19/20
                                         BSI Group Code                                     01/19/20
                                         Badge Code                                         01/19/20
                                         Badge Number                                       01/19/20
                                         Birthdate                        00/00/00          01/19/20
                                         City                             PHOENIX           01/19/20
                                         Country                                            01/19/20
                                         County                           MARICOPA          01/19/20
                                         Department                       20600             01/19/20
                                         Disability                                         01/19/20
                                         Disability Type                                    01/19/20
                                         E-mail - Work                                      01/19/20
                                         Emp Base Pay Rate                15.0000           01/19/20
                                         Emp Privacy Consen                                 01/19/20
```