

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY
HCM VIEW - EMPLOYEE WAGE
REPORT (PR270)**

AGENCY HCM VIEW - EMPLOYEE WAGE REPORT (PR270)

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Introduction

Report Purpose

The Employee Wage Report (PR270) can be run to print a report of Employee Wage Information in summary format.

Report Criteria

This report displays wage information for the Employee. Depending on how the report parameters are defined, different levels of information will be displayed.

- The report can be defined to only include Employee Wage Information; further specification can be included to show a specific Process Level, Department, Employee Range and/or Date Range.
- The report can be defined to include only specific Pay Classes, or Pay Summary Groups.
- The report can be defined to include only total information for the Process Level/Department.

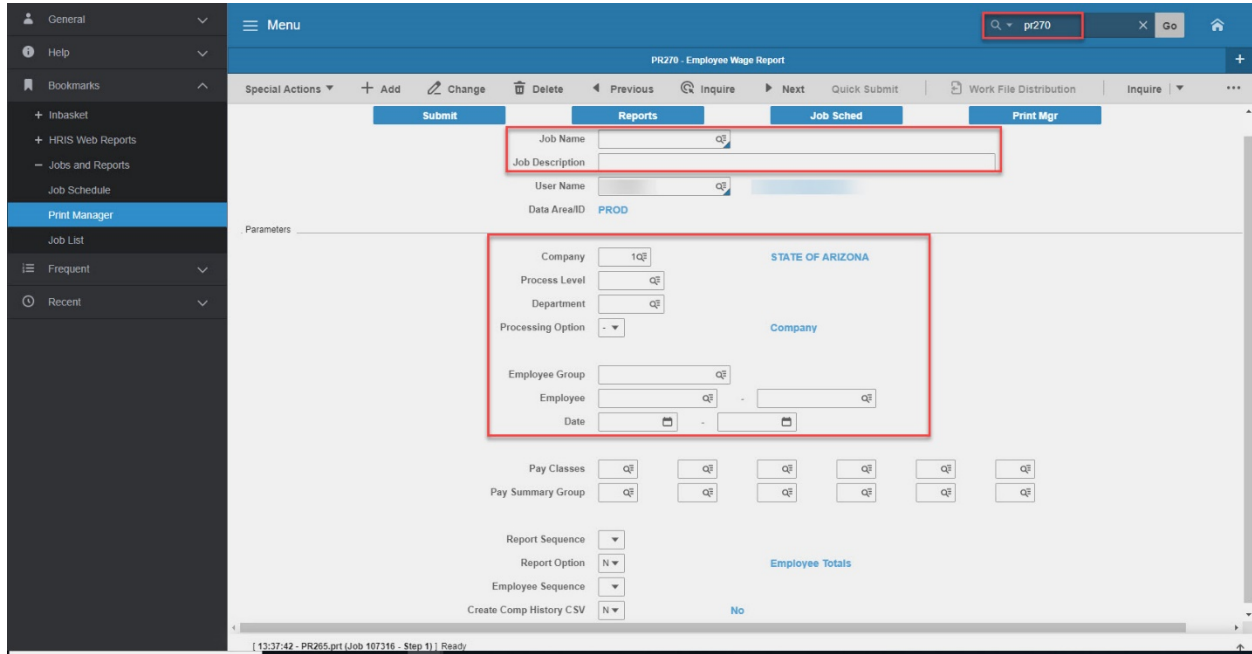
Report Content

The report results display the following information if Employee totals are selected: EIN, Name, Pay Summary Group, Hours, and the Amount.

The report results display the following information if the totals only selection is made: Pay Summary Group, Hours and the Amount for the Company/Process Level/Department.

Employee Wage Report (PR270) – 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 PR270 in the Search Box.	Opens Employee Wage Report (PR270)	
2	Job Name Field	R	Enter name of the job		Maximum 10 characters – NO SPACES • Valid Job Name: PR270PI100 • Invalid Job Name: PR270 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. PR270 FOR PI100
4	Company Field	R	Type '1' in Company		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 the specific Process Level to include in the report.		If no Process Level is entered, the user will see all Process Level 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	Department 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	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.		
8	Employee Field – Box 1 – Box 2	O	Box 1 – Type or select from the drop down menu the beginning EIN to include in the report. Box 2 – Type or select from the drop down menu the ending EIN to include in the report. If no Employee Range is desired, skip this step.		If including only 1 Employee, type that Employee's EIN number in the beginning and ending field. If no Employee EINs are entered, the user will see all Employees' he/she has access to view.
9	Date Field – Box 1- Box 2	O	If applicable, type in the beginning and ending Date Range to include in the report. If no Date Range is desired, skip step		

Employee Wage Report (PR270) – 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	Pay Classes Fields	O	If applicable, type or select from the drop down menu up to 6 specific Pay Classes to include in the report. If no specific Pay Classes are desired, skip this step.		
11	Pay Summary Groups Fields	O	If applicable, type or select from the drop down menu up to 6 specific Pay Summary		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<p>Groups to include in the report.</p> <p>If no specific Pay Summary Groups are desired, skip this step.</p>		
12	Report Sequence Field	R	Type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid Values include: <ul style="list-style-type: none"> • '1' – Process Level/Department/Employee • '2' – Employee
13	Report Options Field	R	Type or select from the drop down menu the type of totals to include in the report.		Valid Values include: <ul style="list-style-type: none"> • 'N' – Employee Totals • 'Y' – Totals Only (will not contain Employee totals).
14	Employee Sequence Field	O	For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid values include: <ul style="list-style-type: none"> • 'A' – Alpha • 'N' – Numeric
15	Create Comp History CSV Field	O	Select Yes to create a CSV file of selected employees' compensation history.		Valid values include: <ul style="list-style-type: none"> • 'N' – No • 'Y' – Yes The default value is N.
16	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.
17	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.
18	Job Scheduler	R	Click Job Scheduler to	This will take you to the	Job must be in Normal Completion and appear in the

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<p>link</p> <p>Active Jobs</p> <p>Waiting Jobs</p> <p>Completed Jobs</p>		<p>check the status of a job.</p> <p>Click on Active, Completed or Waiting to see the status of your Job.</p>	<p>Job Scheduler. 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>Completed tab to 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"> • 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. <p>To see the results you must access the Print Manager bookmark.</p>
19	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.	
20	Report Name	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
21	Report Actions: View Print Delete		You can display report results one of two ways: <ul style="list-style-type: none"> • Click anywhere on the display line for the report, click your right mouse button and select ‘View’ 	Depending on the action performed, you will either see additional information, or be asked to confirm an	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 resubmitting.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			from the drop down menu. Or <ul style="list-style-type: none"> 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.	action Delete. System will ask for confirmation to delete, Click OK . File is deleted.	
22	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, 198, 233 will minimize your report 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. Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.
23	Create CSV	O	Click to export	Results will	Once in Excel you can save your

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	File to display your results in a spreadsheet		results into a spreadsheet.	display in a Excel Spreadsheet	report and manipulate your criteria.

Results of Employee Wage Report (PR270), Report Image

(Image 2)

Employee Wage Report

PR270 Date 01/26/20 Time 13:53		Company 1 STATE OF ARIZONA Employee Wage Report Date Range 01/01/15 - 12/01/15				Page 1		
Employee Name	Pay Sum Grp	Hours	Units	Amount	Pay Sum Grp	Hours	Units	Amount
	REGULAR	1456.00		42,554.00	ANLLVTKN	40.00		1,153.85
	SCKLVTKN	8.00		230.77	ALVPONRT	185.98		5,364.80
	FMLASICK	48.00		1,569.24	HOLDYPAY	56.00		1,646.16
	ALVFNNRT	6.47		186.63	CIVLVTKN	8.00		230.77
	MERITDS\$			2,400.00	NTAXTRVL			116.15
	TAXTRAVL			8.28				
Totals For Company	REGULAR	1456.00		42,554.00	ANLLVTKN	40.00		1,153.85
	SCKLVTKN	8.00		230.77	ALVPONRT	185.98		5,364.80
	FMLASICK	48.00		1,569.24	HOLDYPAY	56.00		1,646.16
	ALVFNNRT	6.47		186.63	CIVLVTKN	8.00		230.77
	MERITDS\$			2,400.00	NTAXTRVL			116.15
	TAXTRAVL			8.28				