

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY  
HCM VIEW - VIEW EMPLOYEE  
INFORMATION**

# AGENCY HCM VIEW - VIEW EMPLOYEE INFORMATION

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## Introduction

HRIS provides numerous Inquiry Forms that can be used by Agency Personnel to look up/verify Employee information. Access to Inquiry Forms will vary depending on your assigned HRIS Job Role. The following training lesson provides training on all HRIS Inquiry Forms. Below is a list of all Human Resources (HR)/Payroll (PR) Inquiry Forms along with a description of what is available on the form:

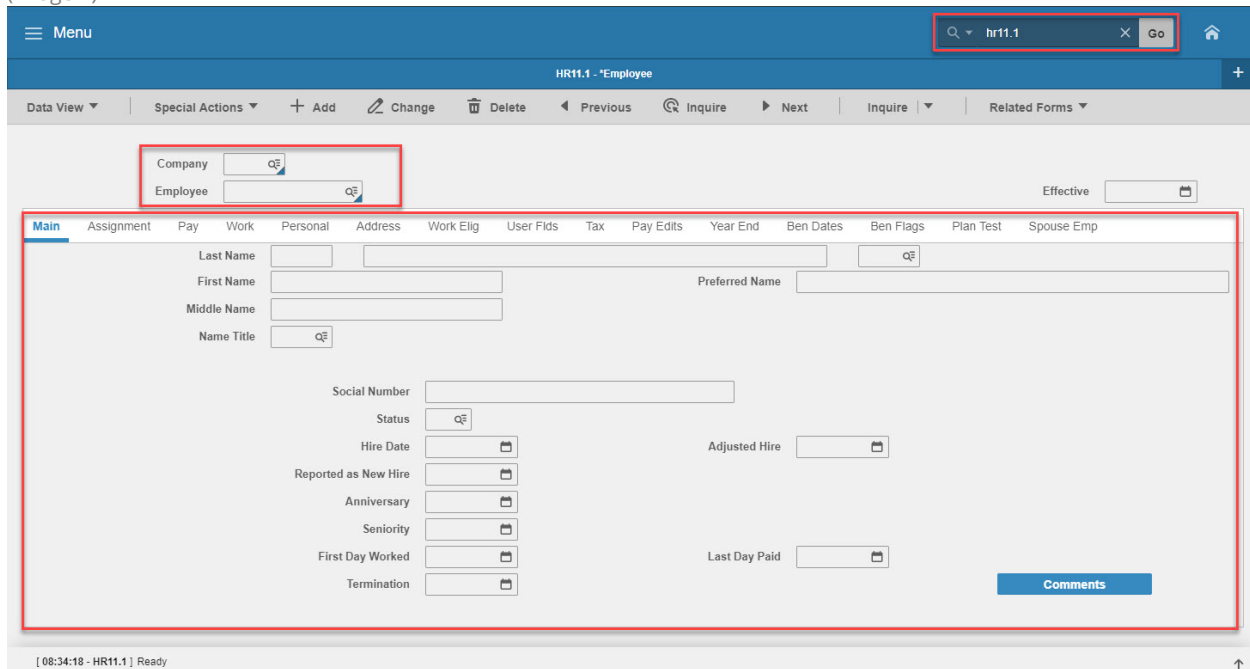
- Employee Form (HR11.1) - can be used to view employee information this screen contains several buttons that access subforms that contain additional fields displaying Assignment, Pay, Work, Personal, Address, Work Eligible, User Fields, and Tax, information.
- Quarterly Payment Inquiry Form (PR50.1) - can be used to view Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by Employee, along with Federal, Social Security, and Medicare taxable wages.
- Payment Inquiry Form (PR50.2) - can be used to view summary information associated with Employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
- Pay Stub Inquiry Form (PR51.1) - can be used to view payment detail information.
- Pay Stub Inquiry Form - Web (PR51.3) - can be used to view payment detail information in a web format.
- Payroll History - Year to Date Form (PR52.1) - can be used to view an Employee's wages and deductions for the current year or once history has been established for prior years.
- Employee Action Summary Form (PA66.1) – can be used to view a summary of the personnel actions performed on an employee.
- Action Inquiry Form (PA66.2) – can be used to view employees who had a particular action performed on them.
- Employee Action Detail Form (PA66.3) – can be used to view the previous and current values of data items changed by an action performed on an employee.
- Employee Action Comments Form (PA66.4) – can be used to view comments about an action performed on an employee.
- Pay Rate History Form (PA67.1) – can be used to view changes made to an employee's pay rate.

### Notes:

- *Inquiry forms cannot be used to update Employee data.*
- *Depending on your security, you may or may not have access to all the forms discussed in this training. If you are unsure what forms you have access to use please see the HRIS Job Role Descriptions.*

# Employee Form (HR11.1)

(Image 1)



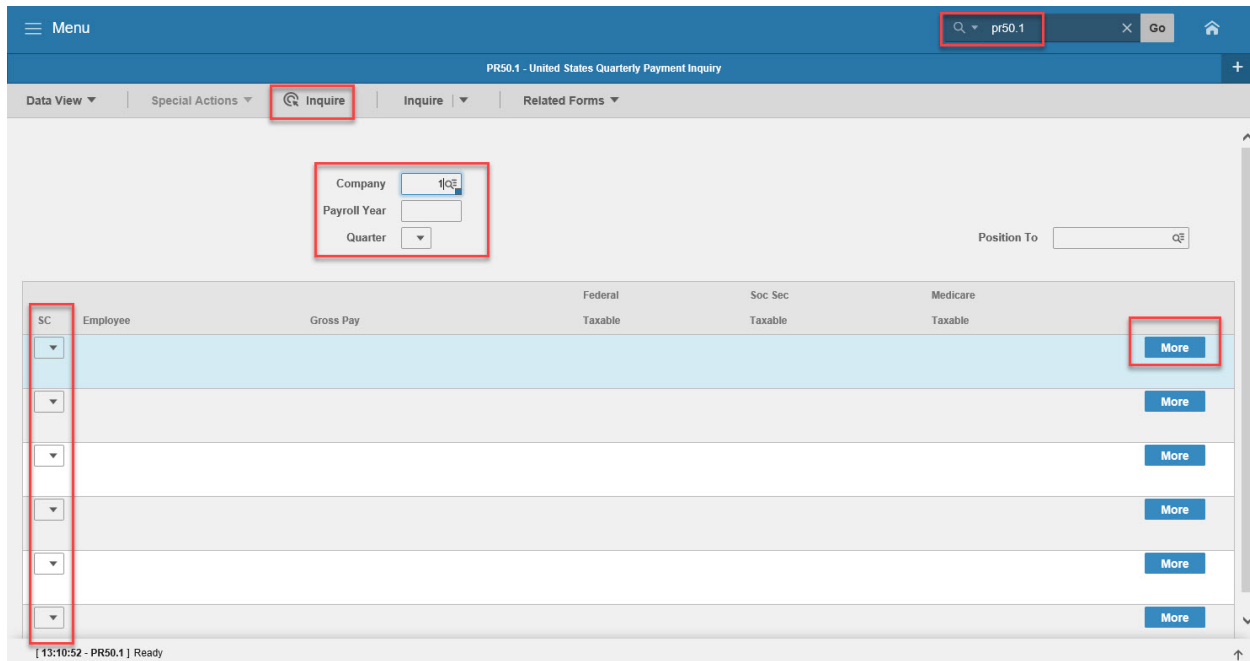
## Steps 1-5 of 5

(Image 1, Table1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>HR11.1</b> in the Search Box.	The US Quarterly Payment Inquiry (PR50.1) form will open.	
2	<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.
3	<b>Employee</b> field Field	O	Type in the EIN of the employee's record to viewed.		If no Payroll year is provided, the system will default in a payroll year.
4	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	PageDown and PageUp can be used to see additional employees.
5	<b>Information area</b>		This area of the form will display Assignment, Pay, Work, Personal Address, Work Eligible, and User Fields for the specific employee.		

# Quarterly Payment Inquiry Form (PR50.1)

(Image 1)



## Steps 1-7 of 7

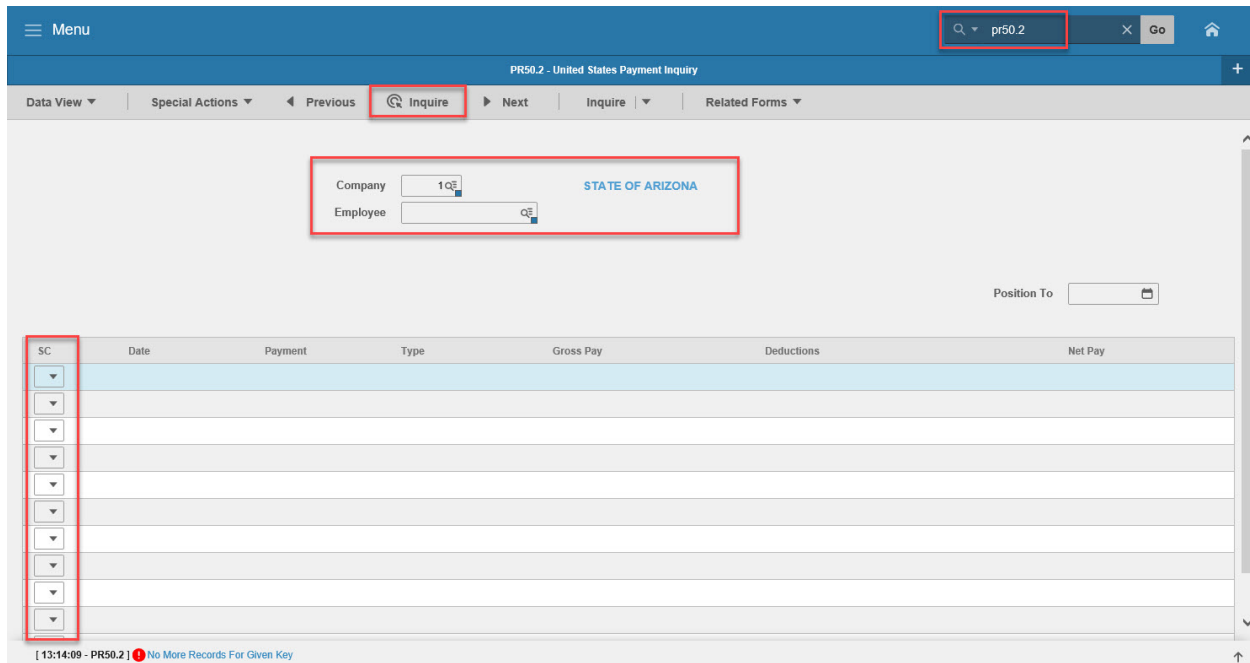
(Image 2, Table1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PR50.1</b> in the Search Box.	The US Quarterly Payment Inquiry (PR50.1) form will open.	
2	<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.
3	<b>Payroll Year</b> Field	O	Type in the Payroll Year to view.		If no Payroll year is provided, the system will default in a payroll year.
4	<b>Quarter</b> Field	O	If applicable, type in the specific quarter to view.		If no Quarter is provided, the system will show the total for the entire payroll year.
5	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.  The system will populate the	PageDown and PageUp can be used to see additional employees.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				information at the bottom of the screen for all employees the user has access to view.	
6	<b>Information area</b>	N/ A	This area of the form will display Payment information for all employees the user has access to view.		Information that will be displayed includes: EIN, Name, Gross Pay, Name, Federal Taxable, Soc Sec Taxable and Medicare Taxable wages. If access is allowed, the user will also see SSN.
7	<b>More link</b>	O	Click on the More link for the applicable employee to see additional tax information on State Taxes.	The State and Local Taxable Wages (PR50.4) form will open.	State taxes will be displayed for the specific employee.  To leave this form and return to PR50.1, click Cancel.

## US Payment Inquiry (PR50.2)

(Image 2)



### Steps 1-5 of 5

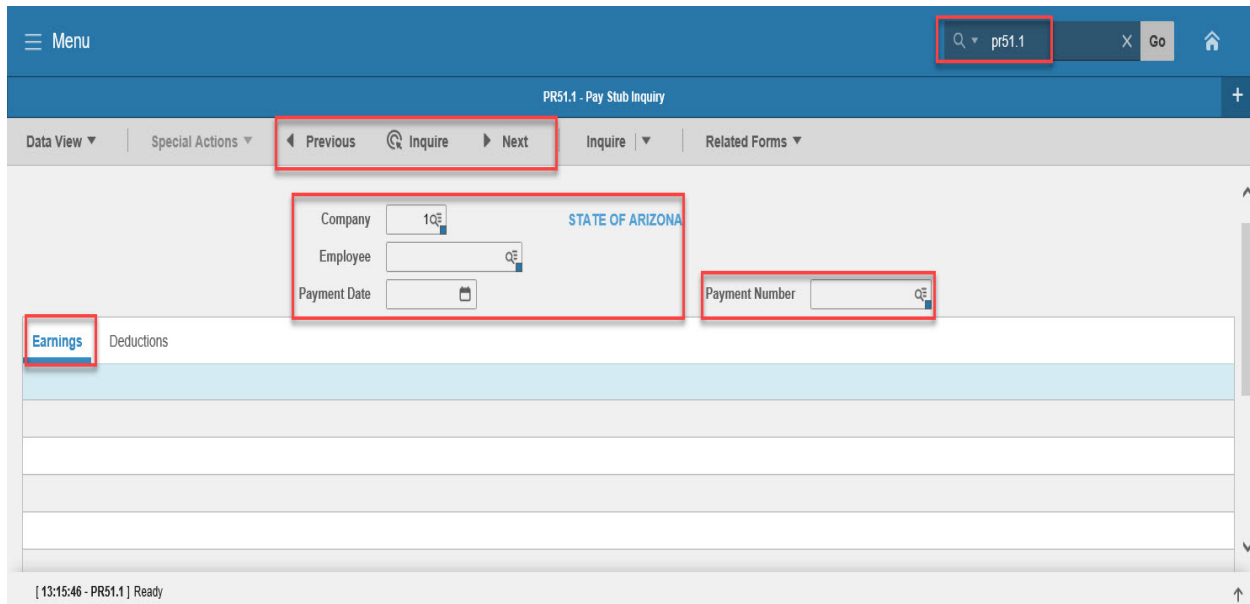
(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PR50.2</b> in the Search Box.	The Payment Inquiry Form (PR50.2) will open.	
2	<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.
3	<b>Employee</b> Field	R	Type in the EIN of the employee's record to be displayed.		
4	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	PageDown and PageUp can be used to see additional employees.
5	<b>Information</b> area	N/A	This area of the form will display Payment information for the specific employee.		Information that will be displayed includes: Date, Payment Number, Type, Gross Pay, Total Deductions, and Net Pay.



## Pay Stub Inquiry Form (PR51.1)

(Image 3)



The screenshot shows the 'PR51.1 - Pay Stub Inquiry' form. At the top, there is a search bar with 'pr51.1' entered. Below the search bar, there are navigation buttons: 'Previous', 'Inquire', and 'Next'. The 'Inquire' button is highlighted. To the right of the navigation buttons, there are tabs for 'Data View', 'Special Actions', 'Inquire', and 'Related Forms'. The 'Inquire' tab is selected. Below the tabs, there are filter fields: 'Company' (100), 'Employee' (00), 'Payment Date' (calendar icon), and 'Payment Number' (00). The 'Earnings' tab is selected in the bottom left corner. The main area of the form is empty, showing a table with columns for 'Earnings' and 'Deductions'. The status bar at the bottom indicates '[ 13:15:46 - PR51.1 ] Ready'.

## Steps 1-7 of 7

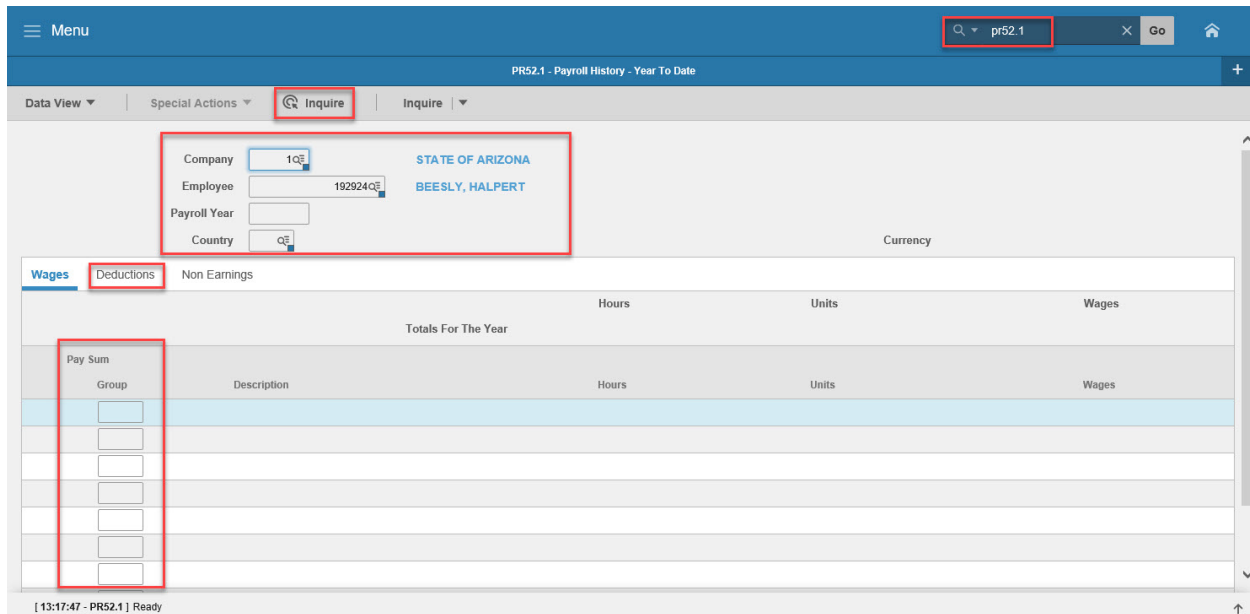
(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PR51.1</b> in the Search Box. Press <i>Enter</i> on the keyboard	The Pay Stub Inquiry Form (PR51.1) will open.	
2	<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.
3	<b>Employee</b> Field	R	Type in the EIN of the employee's record to be displayed.		
4	<b>Payment Date</b> Field	R	Type or select from the drop down menu the specific payments date to be viewed.  If Payment date is not known, skip this step. The Next button can be used to find the next payment.		
5	<b>Payment</b>	R	Type or select from		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Number Field</b>		the drop down menu the payment number to be viewed.  If Payment Number is not known, skip this step. The Inquiry button will bring up the payment number using the payment date.		
6	<b>Inquire Button</b> <b>Next Button</b> <b>Previous Button</b>	R	If the Payment Date or Payment Number is provided, click Inquire.  If the Payment Date and/or Payment Number is unknown, click Next to bring up the next record for the Employee.	You should get message "Select More...to view remaining deductions" in the lower left corner.  The system will populate the information at the bottom of the screen for the specific employee requested.	If you attempt to click Inquire without a Payment Date and Payment Number, this system will notify you that both fields are required.
7	<b>Earning and Deductions Tabs</b>	N / A	This area of the form will display Payment information for the specific employee.		Information that will be displayed includes: Earnings by Paycode (Hours and Amount), Deductions (both Employee and Employer).  The More tab may appear, click on this to view more deductions.

## Payroll History – Year to Date Form (PR52.1)

(Image 4)



### Steps 1-7 of 7

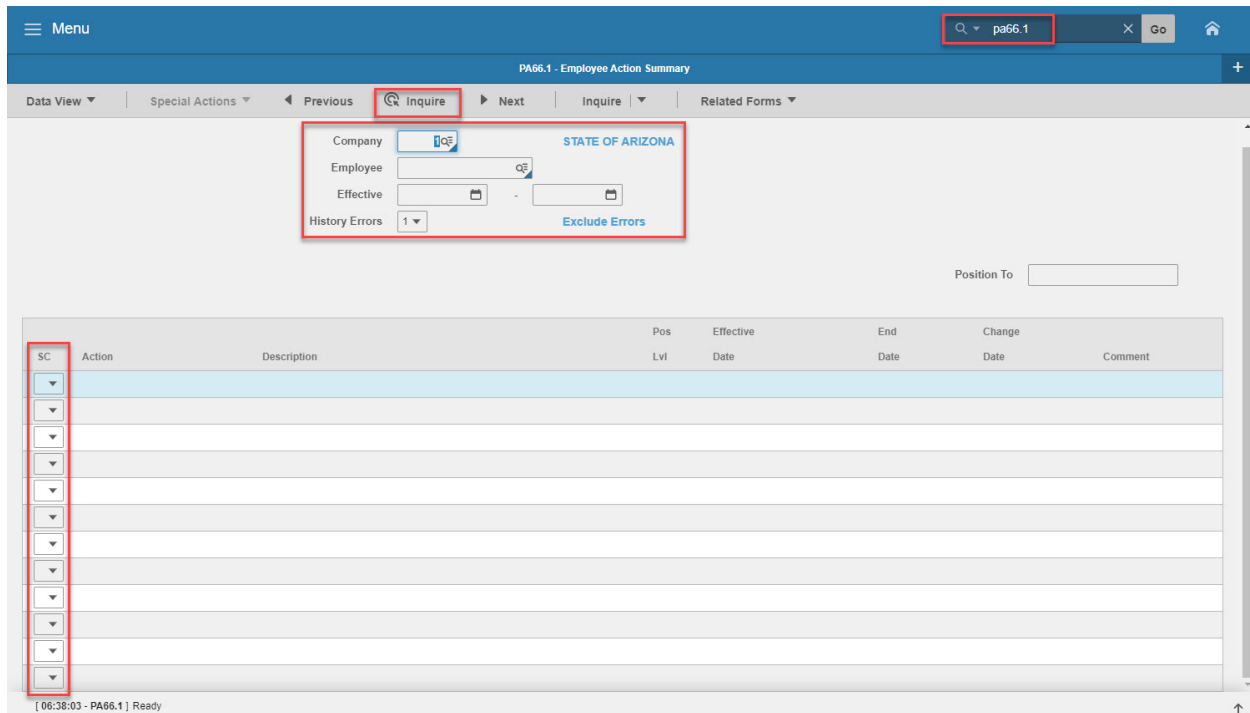
(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PR51.1</b> in the Search Box.	The Pay Stub Inquiry Form (PR51.1) will open.	
2	<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.
3	<b>Employee</b> Field	R	Type in the EIN of the employee's record to be displayed.		
4	<b>Payroll Year</b> Field	R	Type in the Payroll year to view.		
5	<b>Country Code</b> Field	O	Type or select from the drop down the country code for the payment.  If Country Code is 'US'		
6	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				The system will populate the information at the bottom of the screen for the specific employee requested.	
7	<b>Wages &amp; Deductions Tabs</b>	N / A	This area of the form will display Payroll history information for the specific employee.		Information that will be displayed includes: Pay Summary Group, Pay Description, Hours and Wages. In addition, Total hours and wages for the Year will be displayed. Deduction, Deduction Description, amount, Taxable wages, Totals for the Year

# Employee Action Summary Form (PA66.1)

(Image 9)



## Steps 1-7 of 7

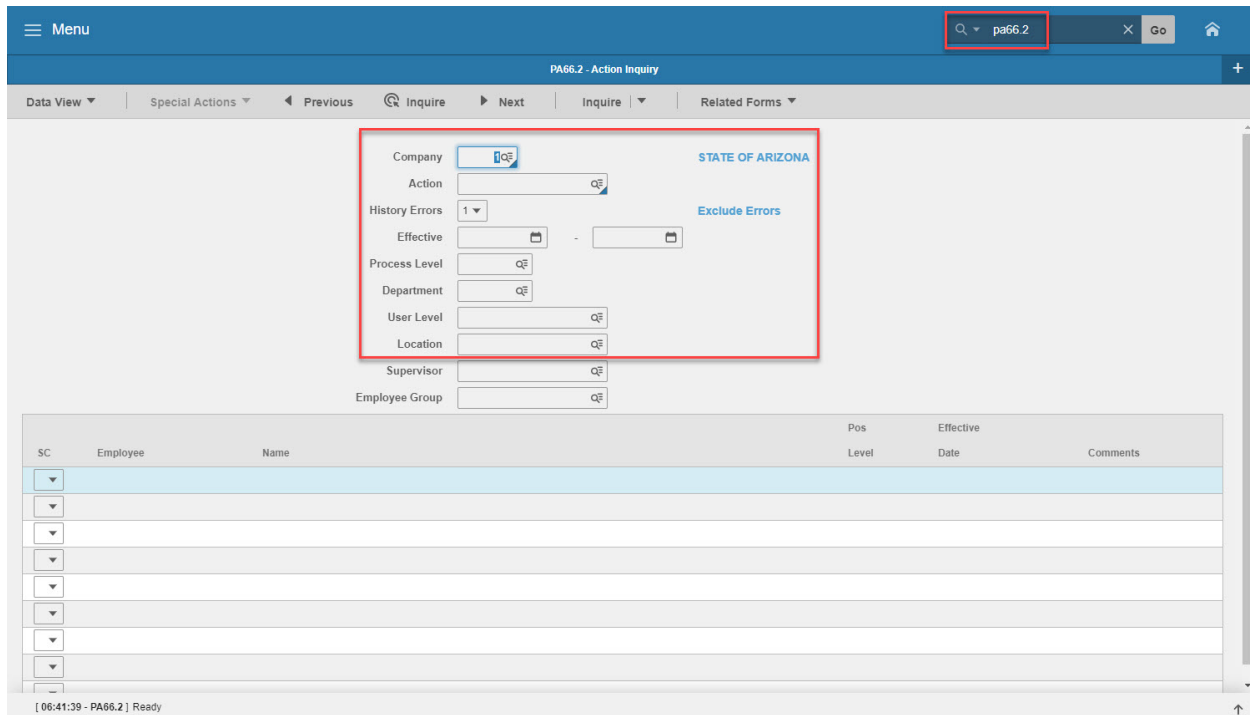
(Image 9, Table1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA66.1</b> in the Search Box.	The Employee Action Summary (PA66.1) form will open.	
2	<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.
3	<b>Employee</b> Field	R	Type or select from the drop down menu the employee number for the record to review.		
4	<b>Effective</b> Field – Box 1	O	If applicable, type or select a specific range of dates to display employee actions. This field should indicate the beginning date of the range.		If you type only a beginning date, actions with effective dates on or after the effective date in this field will display.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Effective</b> Field – Box 2	O	If applicable, type or select a specific ending date for the employee actions.		<p>If you type only an ending date, all actions will appear on or before that date.</p> <p>If no date range is required, skip these fields to see all actions for the employee.</p>
5	<b>History Errors</b> Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		<p>History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a log of the error.</p> <p>Valid Values are:  '1' – Exclude Errors  '2' – Include Errors  '3' – Errors Only</p> <p>The default value is 1.</p>
6	<b>Inquire</b> Button	R	Click Inquire	<p>You should get message "Inquiry Complete" in the lower left corner.</p> <p>The Employee action history will display for the criteria as provided.</p>	
7	<b>Information</b> area	N/ A	This area of the form will display personnel action history for the specified employee.		<p>Information that will be displayed includes: Action Nbr, Description, Position level, Effective Date, End Date (if applicable), Change Date, and Comments (if applicable).</p> <p>You can use PageDown, PageUp or the Position To field to see additional information.</p>

## Action Inquiry Form (PA66.2)

(Image 10)



### Steps 1-9 of 13

(Image 10, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type PA66.2 in the Search Box.	The Action Inquiry (PA66.2) form will open.	
2	<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.
3	<b>Action</b> Field	R	Type or select from the drop down menu the Action Nbr to lookup in the inquiry.		<b>If selecting the action from the drop down menu, verify that you have selected from Action Code (not Historical Actions) under the Search Options on the left pane.</b>
4	<b>History Errors</b> Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a

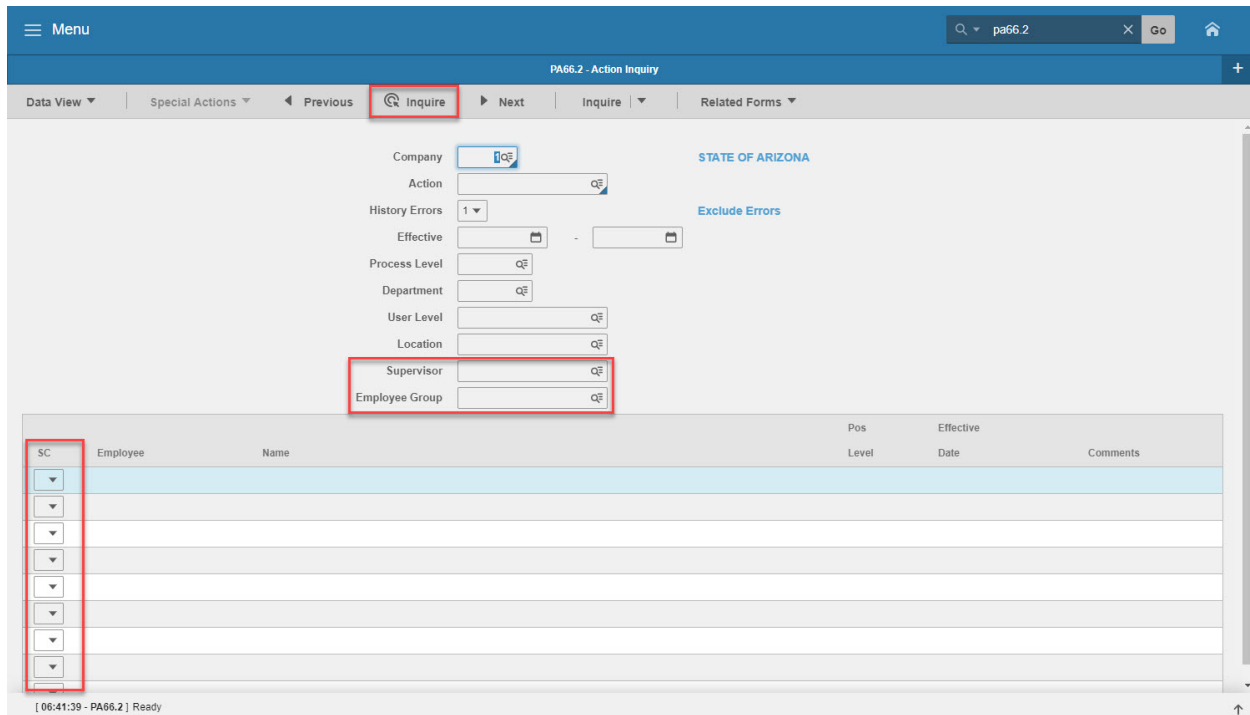
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			only.		log of the error.  Valid Values are: '1' – Exclude Errors '2' – Include Errors '3' – Errors Only  The default value is 1.
5	<b>Effective</b> Field – Box 1	O	If applicable, type or select a specific range of dates to display for the actions. This field should indicate the beginning date of the range.		If you type only a beginning date, actions with effective dates on or after the effective date in this field will display.
	<b>Effective</b> Field – Box 2	O	If applicable, type or select a specific ending date for the employee actions.		If you type only an ending date, all actions will appear on or before that date.  If no date range is required, skip these fields to see all actions for the employee.
6	<b>Process Level</b> Field	O	If you want to display action information for employees within a specified process level, type or select the process level from the drop down menu.		If no process level is entered, user will see all employees he/she has access to view that have that specific action.
7	<b>Department</b> Field	O	If you want to display action information for employees within a specified department, type or select the department from the drop down menu.		If no department is entered, user will see all employees he/she has access to view that have that specific action.
8	<b>User Level</b> Field	O	If you want to display action information for employees within a specific user level,		If no user level is entered, user will see all employees he/she has access to view that have that specific action.



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			type or select the user level from the drop down menu.		
9	<b>Location</b> Field	O	If you want to display action information for employees within a specific location, type or select the location from the drop down menu.		If no location is entered, user will see all employees he/she has access to view that have that specific action.

## Action Inquiry Form (PA66.2)

(Image 10)



### Steps 10-13 of 13

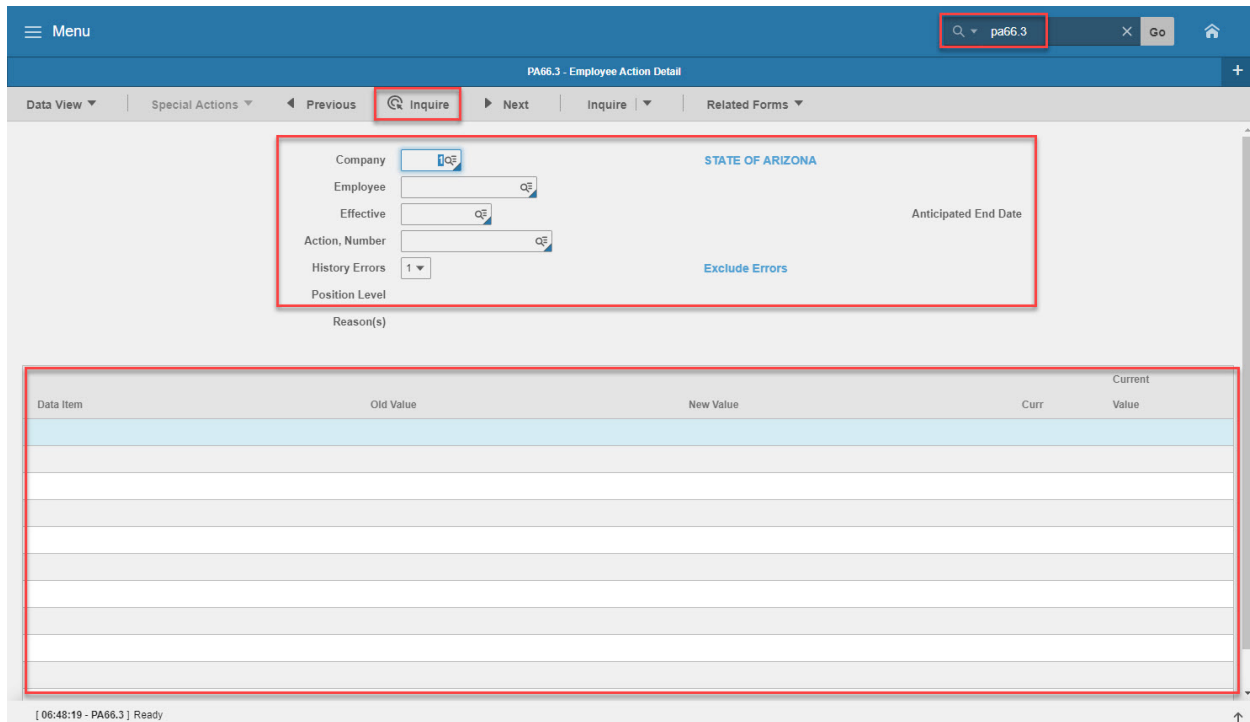
(Image 10, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Supervisor</b> Field	O	If you want to display action information for employees reporting to a specific supervisor, type or select the supervisor code from the drop down menu.		If no supervisor is entered, user will see all employees for all supervisors he/she has access to view that have that specific action.
11	<b>Employee Group</b> Field	O	If you want to display action information for employees within a specified employee group, type or select the employee group from the drop down menu.		If no employee group is entered, user will see all employees for all groups he/she has access to view that have that specific action.
12	<b>Inquire</b> Button	R	Click Inquire	You should get	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				<p>message "Inquiry Complete" in the lower left corner.</p> <p>The Action history will display for the criteria as provided.</p>	
13	<b>Information area</b>	N/ A	This area of the form will display personnel action history for the specified employee.		<p>Information that will be displayed includes: EIN, Name, Position Level, Effective Date and Comments (if applicable)</p> <p>You can use PageDown, PageUp or the Position To field to see additional information.</p>

# Employee Action Detail Form (PA66.3)

(Image 11)



Menu pa66.3 X Go

PA66.3 - Employee Action Detail

Data View | Special Actions | Previous **Inquire** | Next | Inquire | Related Forms

Company  Employee  Effective  Action, Number  History Errors  Position Level

Reason(s)

Data Item	Old Value	New Value	Curr	Current Value

[ 06:48:19 - PA66.3 ] Ready

## Steps 1-9 of 9

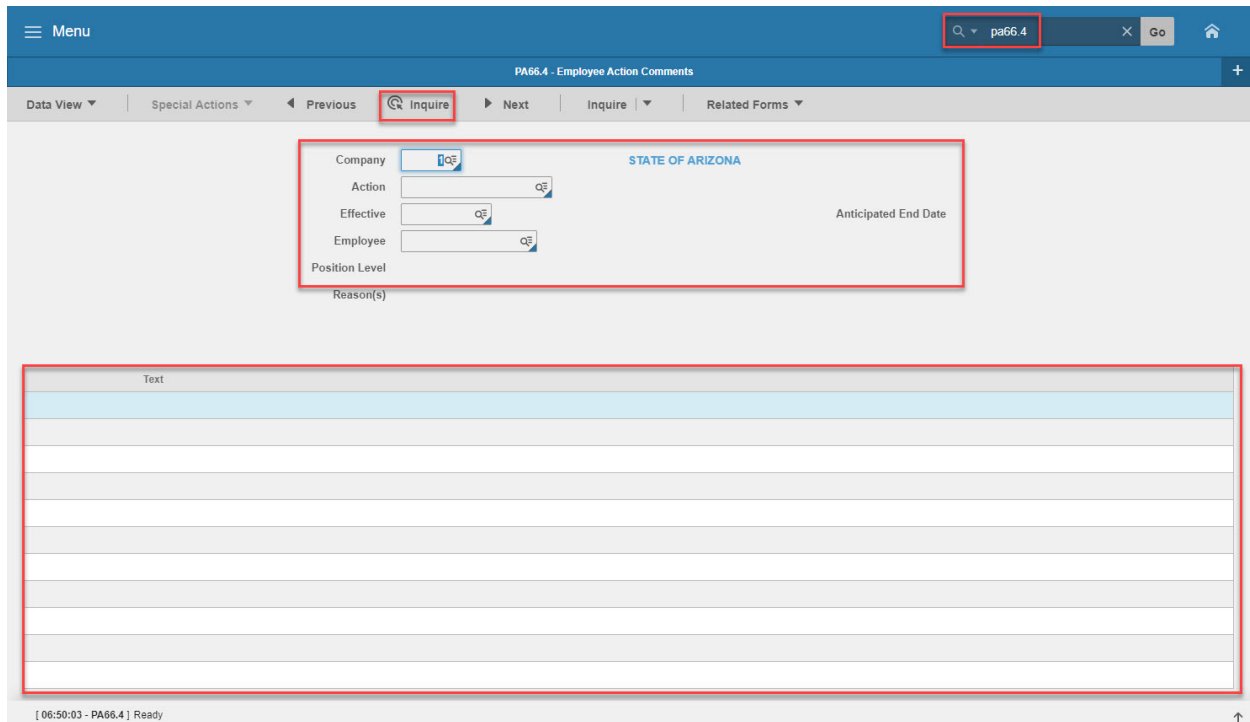
(Image 11, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA66.3</b> in the Search Box.	The Employee Action Detail (PA66.3) form will open.	
2	<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.
3	<b>Employee</b> Field	R	Type or select from the drop down menu the employee number for the record to review.		
4	<b>Effective</b> Field	R	Type or select the effective date of the action to review.		
5	<b>Action, Nbr</b> Field	R	Type or select from the drop down menu the Action Nbr to lookup in the		<b>If selecting the action from the drop down menu, verify that you have selected from Action</b>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			inquiry.		<b>Code (not Historical Actions) under the Search Options on the left pane.</b>
6	<b>History Errors</b> Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		History errors are created when incorrect information is saved and later updated. 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  The default value is 1.
7	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.  The Employee Action history will display for the criteria as provided.	
8	<b>Position Level</b> Field <b>Reason(s)</b> Field	N/ A	The position level and reason codes associated with this action will be displayed.		
9	<b>Information</b> area	N / A	This area of the form will display personnel action history for the specified employee.		Information that will be displayed includes: Data Item, Old Value, New Value, Currency (if applicable) and whether the value is still the Current Value. You can use PageDown, or PageUp to see additional information.

## Employee Action Comments Form (PA66.4)

(Image 12)



### Steps 1-8 of 8

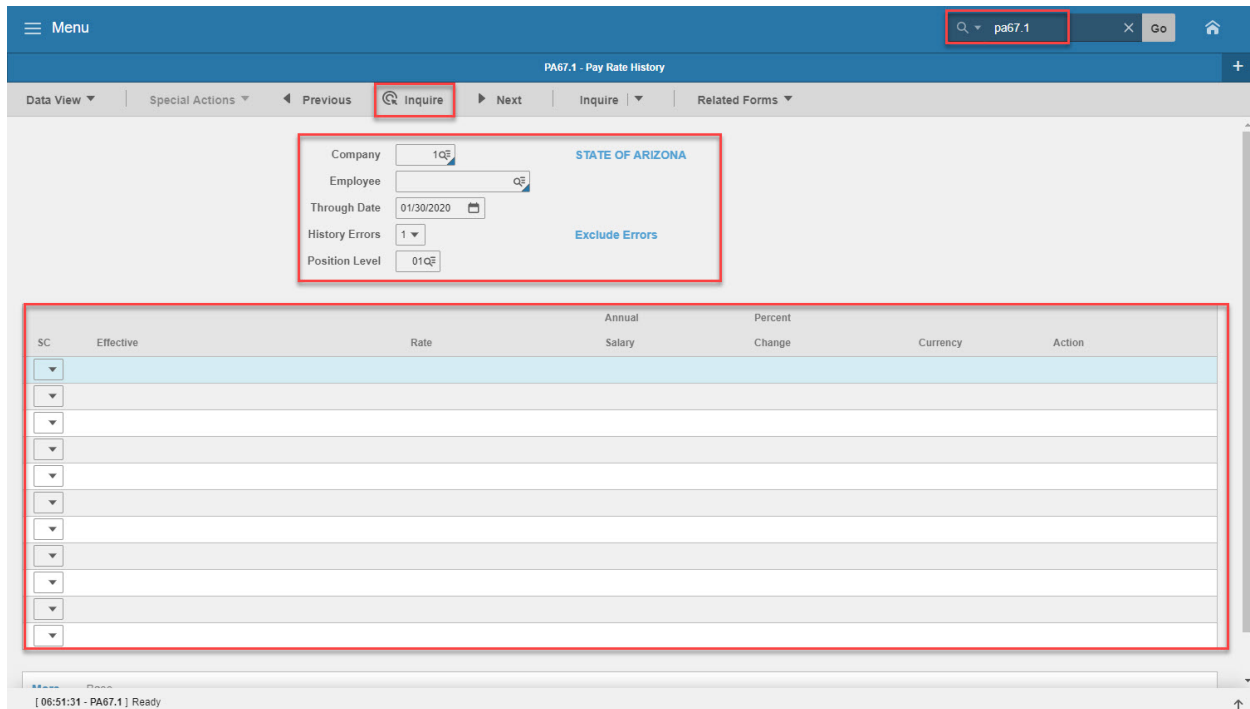
(Image 12, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA66.4</b> in the Search Box.	The Employee Action Comments (PA66.4) form will open.	
2	<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.
3	<b>Action</b> Field	R	Type or select from the drop down menu the Action Nbr to lookup in the inquiry.		<b>If selecting the action from the drop down menu, verify that you have selected from Action Code (not Historical Actions) under the Search Options on the left pane.</b>
4	<b>Effective</b> Field	R	Type or select the effective date of the action to review.		
5	<b>Employee</b> Field	R	Type or select from the drop down menu the employee number		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			for the record to review.		
6	<b>Inquire</b> Button	R	Click Inquire	<p>You should get message "Inquiry Complete" in the lower left corner.</p> <p>The Employee Action Comments will display for the criteria as provided.</p>	If no comments were entered, the message "No More Records For Given Key" will appear in the lower left corner.
7	<b>Position Level</b> Field <b>Reason(s)</b> Field	N / A	If applicable, the position level and reason codes associated with this action will be displayed.		
8	<b>Information</b> area	N / A	This area of the form will display personnel action comments for the specified employee action.		Information that will be displayed includes: Comment information. You can use PageDown, or PageUp to see additional information.

# Pay Rate History (PA67.1)

(Image 13)



## Steps 1-8 of 8

(Image 13, Table 1)

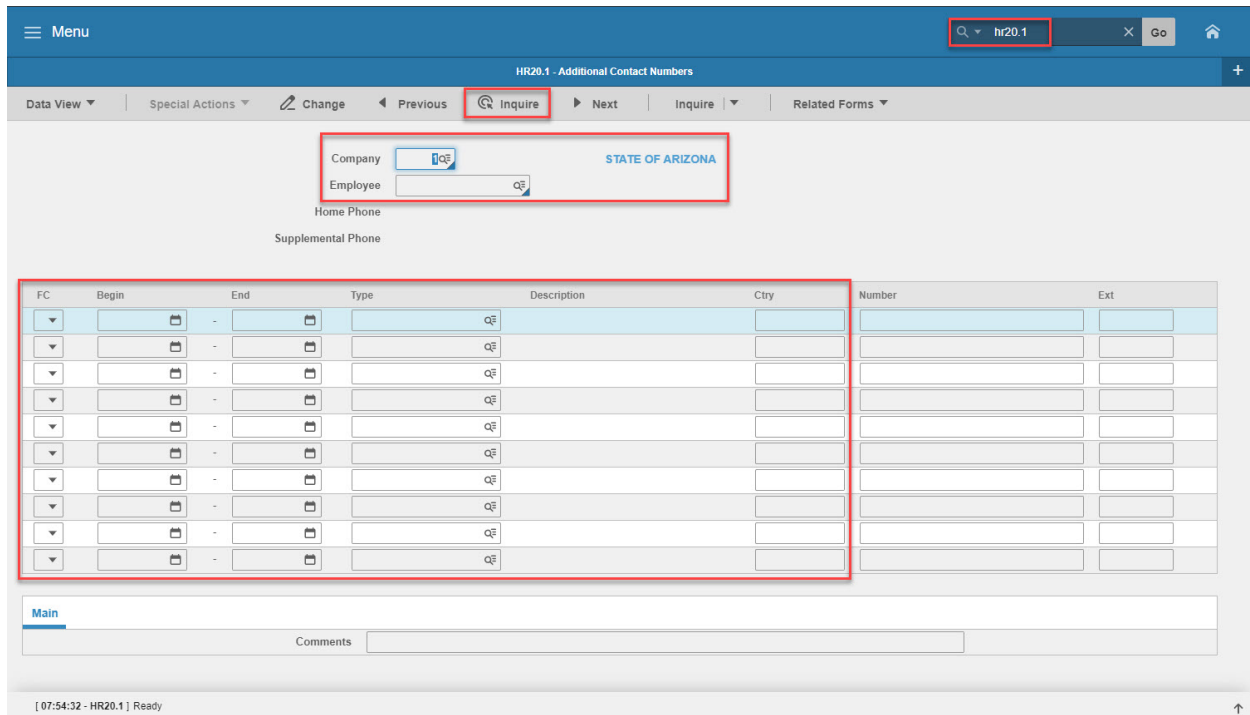
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA67.1</b> in the Search Box.	The Pay Rate History (PA67.1) form will open.	
2	<b>Company</b> Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	<b>Employee</b> Field	R	Type or select from the drop down menu the employee number for the record to review.		
4	<b>Through Date</b> Field	O	Type a date through which to display the pay rate history.		
5	<b>History Errors</b> Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			or display errors only.		<p>history file may contain a log of the error.</p> <p>Valid Values are:  '1' – Exclude Errors  '2' – Include Errors  '3' – Errors Only</p> <p>The default value is 1.</p>
6	<b>Position Level</b> Field	O	Type or select from the drop down menu the position level to display the pay rate changes.		<p>Valid Values are:  '1' – Level 1  '2' – Level 2  '3' – Level 3  '4' – Level 4  '5' – Level 5</p> <p>The default value is 1.</p>
7	<b>Inquire</b> Button	R	Click Inquire	<p>You should get message "Inquiry Complete" in the lower left corner.</p> <p>Employee Pay Rate History will display for criteria as provided</p>	<p>If no comments where entered, the message "No More Records For Given Key" will appear in the lower left corner.</p>
8	<b>Information</b> area	N/ A	This area of the form will display pay rate history for the specified employee.		<p>Information that will be displayed includes:  Effective date of change, Rate, Annual Salary, Percent Change, Currency and Action were it was processed.</p> <p>In additional the More tab displays the Reason Code, FTE and Annual Hours.</p> <p>The Base Tab shows the current Base Pay Rate and Currency.</p> <p>You can use Previous, or Next to see more employees  You can use PageDown, or PageUp to see additional information.</p>

## Additional Contact Number Form (HR20.1)

(Image 18)



### Steps 1-9 of 12

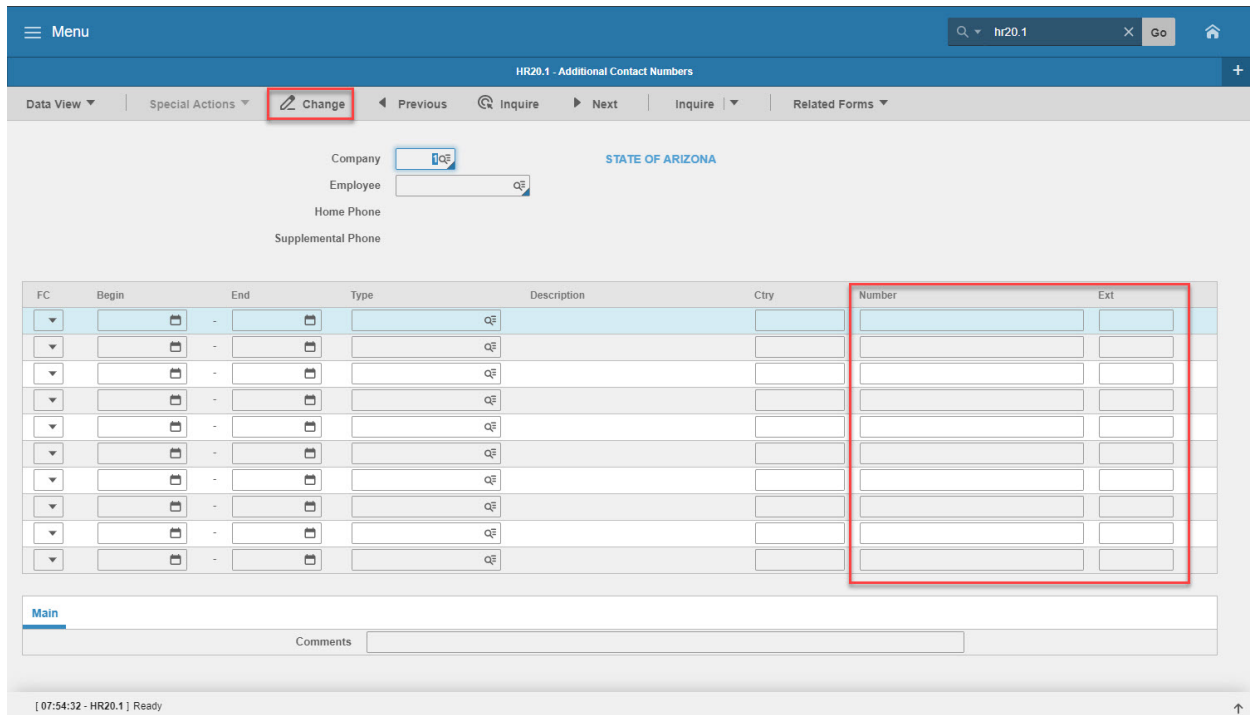
(Image 18, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>HR20.1</b> in the Search Box.	The Additional Contacts Form (HR20.1) will open.	The Additional Contacts Form (HR20.1) can be used to track additional contact information for an Employee, including Home Phone, Cell Phone, Pager, etc.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the Employee's EIN.	System will display the Employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click Inquire	HRIS will access needed	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				information for the EIN  If Employee has Contacts, they will appear on the form and the message "Inquiry Complete" will appear in the lower left corner.	
5	<b>FC</b> Field	R	Type 'A' in the <b>FC</b> field to add a new additional contact.  Type 'C' in the <b>FC</b> field to change an existing additional contact.  Type 'D' in the <b>FC</b> field to delete an existing additional contact.		<b>Notes</b> If 'D' is selected and no additional changes are required, skip to step 12 (Page 10)
6	<b>Begin</b> Field	O	Type the begin date for the additional contact if you have it.		Format: MMDDYY.  The effective dates you assign here can assist in the maintenance of temporary numbers for the Employee.
7	<b>End</b> Field	O	Type the end date for the additional contact if you have it.		Format: MMDDYY.
8	<b>Type</b> Field	O	Type or Select from the drop down the type of contact.		Example Cell PH, Pager, MSG Service
9	<b>Ctry</b> Field	O	Leave this field BLANK.		The only exception would be if the Employee gave you a contact number in another country. Then you would use this field to enter the country code.

# Additional Contact Number Form (HR20.1)

(Image 18)



Menu hr20.1 Go

HR20.1 - Additional Contact Numbers

Data View | Special Actions | **Change** | Previous | Inquire | Next | Inquire | Related Forms

Company:  Employee:  Home Phone:  Supplemental Phone:

FC	Begin	End	Type	Description	Ctry	Number	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Main

[ 07:54:32 - HR20.1 ] Ready

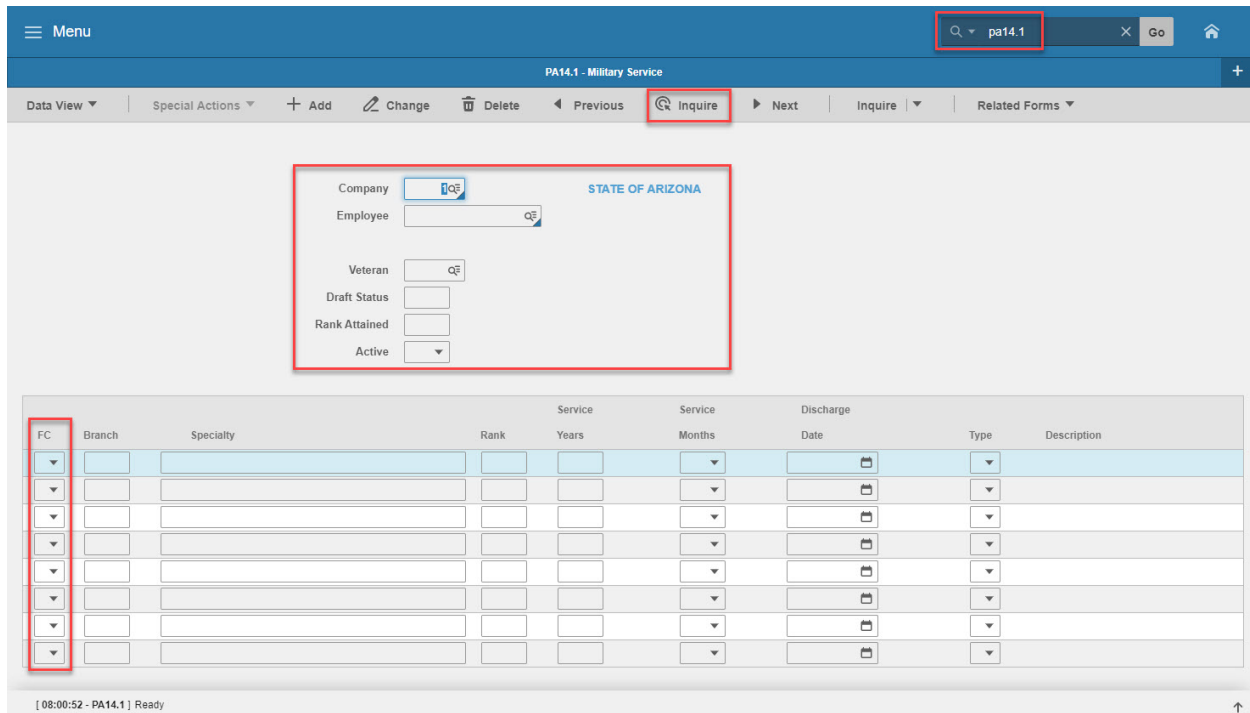
## Steps 10-12 of 12

(Image 18, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Number</b> Field	O	Type the Contact number or email address in this field whichever is applicable.		Number Format: 999.999.9999,  Email Format: ALL CAPS – Example: <a href="mailto:JOHNDOE@AZ.GOV">JOHNDOE@AZ.GOV</a>
11	<b>Ext</b> Field	O	Type the Contact Extension if applicable.		
12	<b>Change</b> Button	R	Click Change to Add, Change or Delete an additional contact.	There will be a message in the lower left corner “Change Complete - Continue”.	Action is processed and saved.

# Military Service Form (PA14.1)

(Image 20)



## Steps 1-9 of 17

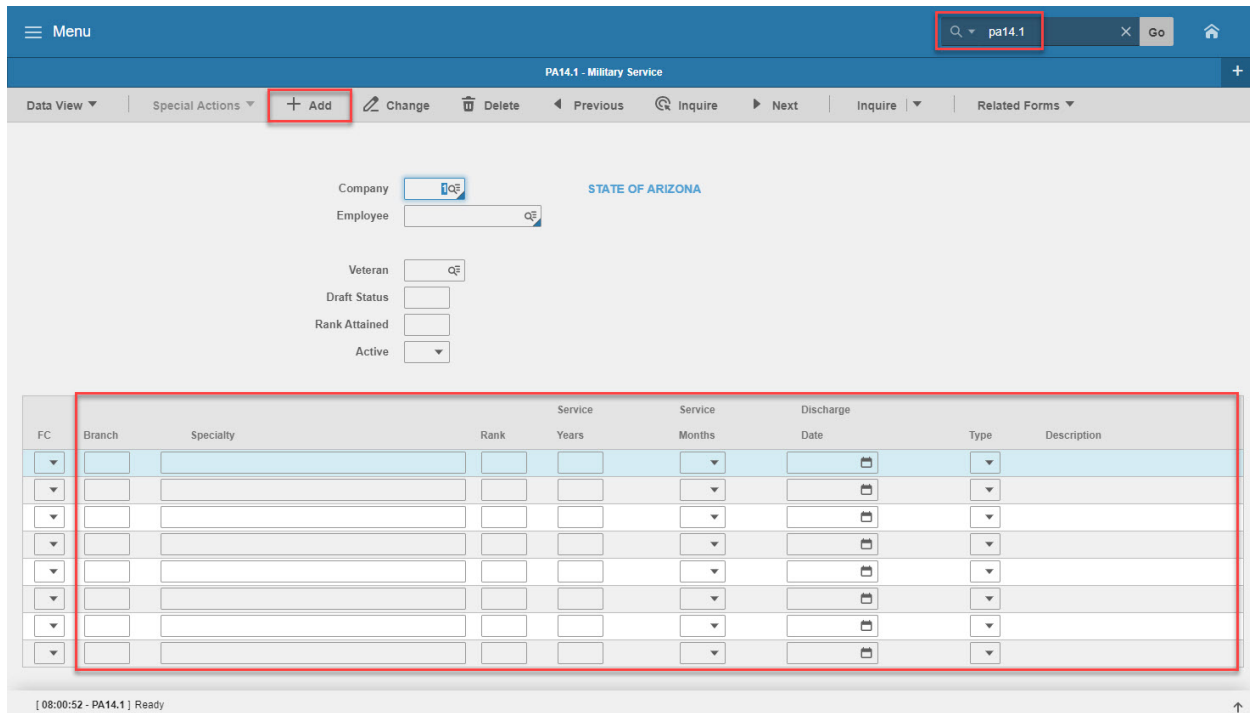
(Image 20, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA14.1</b> in the Search Box.	The Military Service Form (PA14.1) will open.	The Military Service Form can be used to track employee military status, including current or prior service.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the Employee's EIN.	System will display the Employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click Inquire	HRIS will access needed information for	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				the EIN  Message "Inquiry Complete" will appear in the lower left corner.	
5	<b>Veteran Field</b>	O	Type or Select from the drop down menu the Veteran Status of the Employee		Valid Values are: N – No Y – Veteran D – Veteran With Disabled
6	<b>Draft Status Field</b>	O	Leave this field BLANK.		Field is not used by the State of Arizona.
7	<b>Rank Attained Field</b>	O	Type the highest rank attained by the Employee, if available.		
8	<b>Active Field</b>	O	Type or Select from the drop down if the Employee is still Active in the National Guard or Reserves, if available.		Valid Values are: NG – National Guard RE – Reserves
9	<b>FC Field</b>	R	Type 'A' in the FC field to add a new military service.  Type 'C' in the FC field to change an		<b>Notes</b> If 'D' is selected and no other changes are required, skip to step

# Military Service Form (PA14.1)

(Image 20)



Menu

PA14.1 - Military Service

Data View | Special Actions | **+ Add** | Change | Delete | Previous | Inquire | Next | Inquire | Related Forms

Company:  Employee:  Veteran:  Draft Status:  Rank Attained:  Active:

FC	Branch	Specialty	Rank	Service Years	Service Months	Discharge Date	Type	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ 08:00:52 - PA14.1 ] Ready

## Steps 10-17 of 17

(Image 20, Table 2)

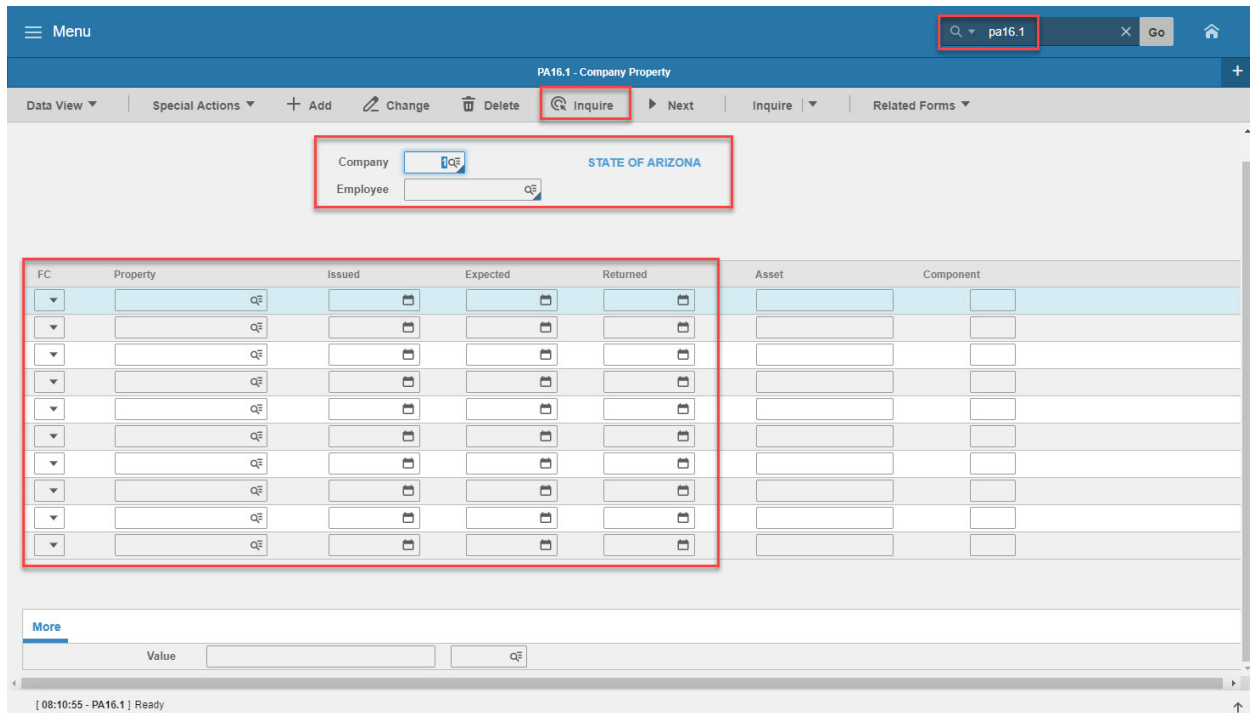
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Branch</b> Field	O	Type the Branch of Service the Employee is/was in, if available.		Example – AF for Air Force, MA for Marines.
11	<b>Specialty</b> Field	O	Type the Employee's service specialty, if available.		Example – Tank Driver, Linguist
12	<b>Rank</b> Field	O	Type the Employee's current rank, if available.		Example – Master Sergeant, Lieutenant.
13	<b>Service Years</b> Field	O	Type the number of years the Employee served, if available.		
14	<b>Service Months</b> Field	O	Type the number of months the Employee served, if available.		Valid Values are 01 – 11.  Example – If Employee served 4 years, 5 months

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					you would enter the following: Serv Yrs Field = 4, Mths Field = 5.
15	<b>Discharge Date</b> Field	O	Type or Select from the drop down the date of the Employee's discharge, if available.		
16	<b>Type</b> Field	O	Type or Select the type of discharge for the Employee, if available.		Valid Values are: D = Dishonorable H = Honorable L = Less Honorable M = Medical O = Other
17	<b>Add/Change</b> Buttons	R	Click 'Add' to Add a new record, or if this is the first record being added.  Click 'Change' if updating a recording, or adding a record to information that previously existed.  Click 'Change' if deleting a record that existed.	If Add was clicked, there will be a message in the lower left corner "Add Complete – Continue".  If Change was clicked there will be a message in the lower left corner "Change Complete - Continue".	Action is processed and saved.



## Company Property Form (PA16.1)

(Image 21)



### Steps 1-9 of 14

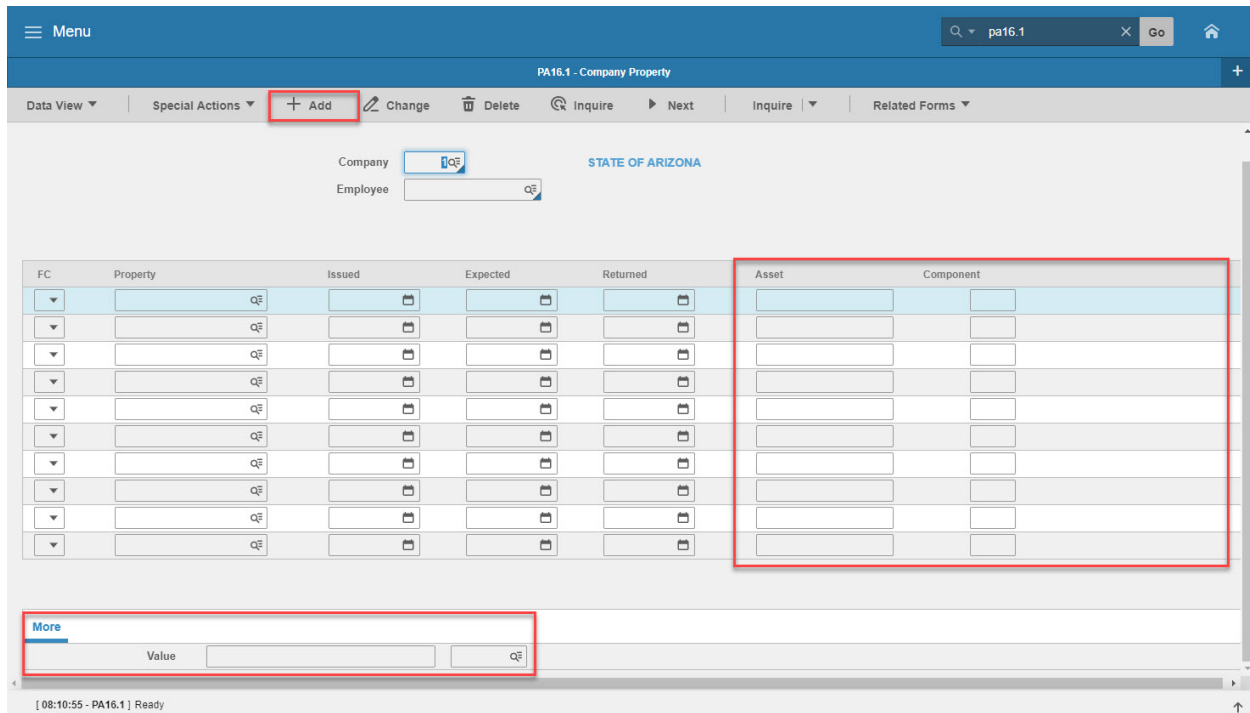
(Image 21, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type PA16.1 in the Search Box.	The Company Property Form (PA16.1) will open.	The Company Property Form can be used to track any type of company property issued to an employee.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the employee's EIN.	System will display the employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click Inquire	HRIS will access needed information for	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				<p>the EIN</p> <p>Message “No More Records to View” will appear in the lower left corner.</p> <p>If employee has company property, they information will appear on the form and the message “Inquiry Complete” will appear in the lower left corner.</p>	
5	<b>FC</b> field	R	<p>Type ‘A’ in the FC field to add a new company property.</p> <p>Type ‘C’ in the FC field to change an existing company property.</p> <p>Type ‘D’ in the FC field to delete an existing company property.</p>		<p><b>Notes</b></p> <p>If ‘D’ is selected and no other changes are required, skip to step 13 (Page 16)</p>
6	<b>Property</b> Field	R	Type or Select from the drop down menu the company property that will be issued to the employee.		
7	<b>Issued</b> Field	R	Type the date of issue of the company property		Format: MMDDYY
8	<b>Expected</b> Field	O	Type the expected date of return of the company property, if available.		Format: MMDDYY
9	<b>Returned</b> Field	O	Type the date the company property		Format: MMDDYY

# Company Property Form (PA16.1)

(Image 21)



## Steps 10-14 of 14

(Image 21, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Asset</b> Field	O	Type the asset number of the company property being issued, if available.		Field allows for 9 characters.  Example: 123456789
11	<b>Component</b> Field	O	Type the component number of the company property being issued, if available.		Field allows for 3 characters.  Example 111
12	<b>Value</b> Field – First Box	O	Type the dollar value of the company property, if available.		Field allows for 13 characters.
13	<b>Value</b> Field – Second Box	O	Type or Select the currency that the value is being placed in.		For State of Arizona, should select 'USD' for United States Dollar.  You may repeat these

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					steps as many times as necessary.
14	<b>Add/Change Buttons</b>	R	<p>Click 'Add' to Add a new record, or if this is the first record being added.</p> <p>Click 'Change' if updating a recording, or adding a record to information that previously existed.</p> <p>Click 'Change' if deleting a record that existed.</p>	<p>If Add was clicked, there will be a message in the lower left corner "Add Complete – Continue".</p> <p>If Change was clicked there will be a message in the lower left corner "Change Complete - Continue".</p>	Action is processed and saved.

## Education Form (PA20.1)

(Image 22)

### Steps 1-9 of 14

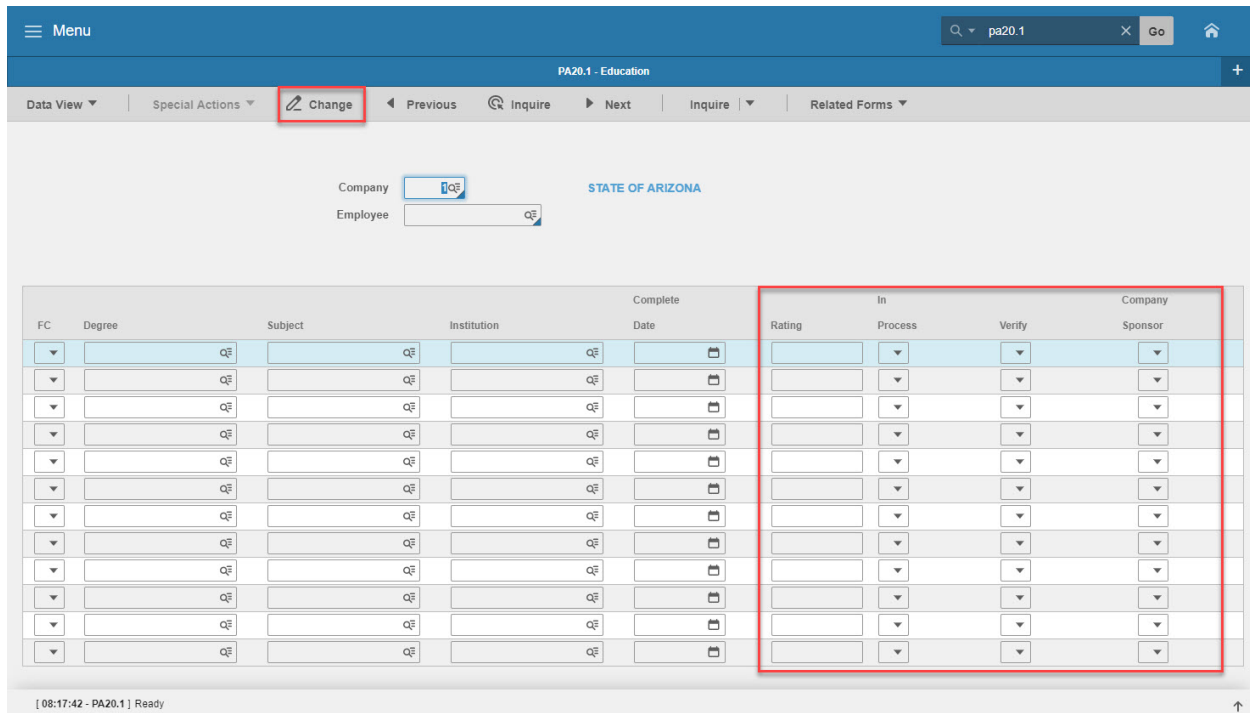
(Image 22, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA20.1</b> in the Search Box.	The Education Form (PA20.1) will open.	The Education Form (PA20.1) provides the ability to track an Employee's education such as: High School, Associates, and/or Bachelors Degree, etc.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the employee's EIN.	System will display the employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click Inquire	HRIS will access	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				needed information for the EIN  Message "Inquiry Complete" will appear in the lower left corner.	
5	<b>FC field</b>	R	Type 'A' in the FC field to add a new company property.  Type 'C' in the FC field to change an existing company property.  Type 'D' in the FC field to delete an existing company property.		<b>Notes</b> If 'D' is selected and no other changes are required, skip to step 14
6	<b>Degree Field</b>	R	Type or Select from the drop down the degree obtained by the Employee.		
7	<b>Subject Field</b>	O	Type or Select the subject of the degree.		
8	<b>Institution Field</b>	O	Leave this field BLANK.		At this time, field is not populated and therefore will not be used.
9	<b>Complete Date Field</b>	O	Type or Select the completion date of the degree		Format: MMDDYY

# Education Form (PA20.1)

(Image 22)



Menu pa20.1 X Go

PA20.1 - Education +

Data View ▾ | Special Actions ▾ | **Change** | Previous | Inquire | Next | Inquire ▾ | Related Forms ▾

Company  Employee

FC	Degree	Subject	Institution	Complete Date	Rating	In Process	Verify	Company Sponsor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ 08:17:42 - PA20.1 ] Ready ↑

## Steps 10-14 of 14

(Image 22, Table 2)

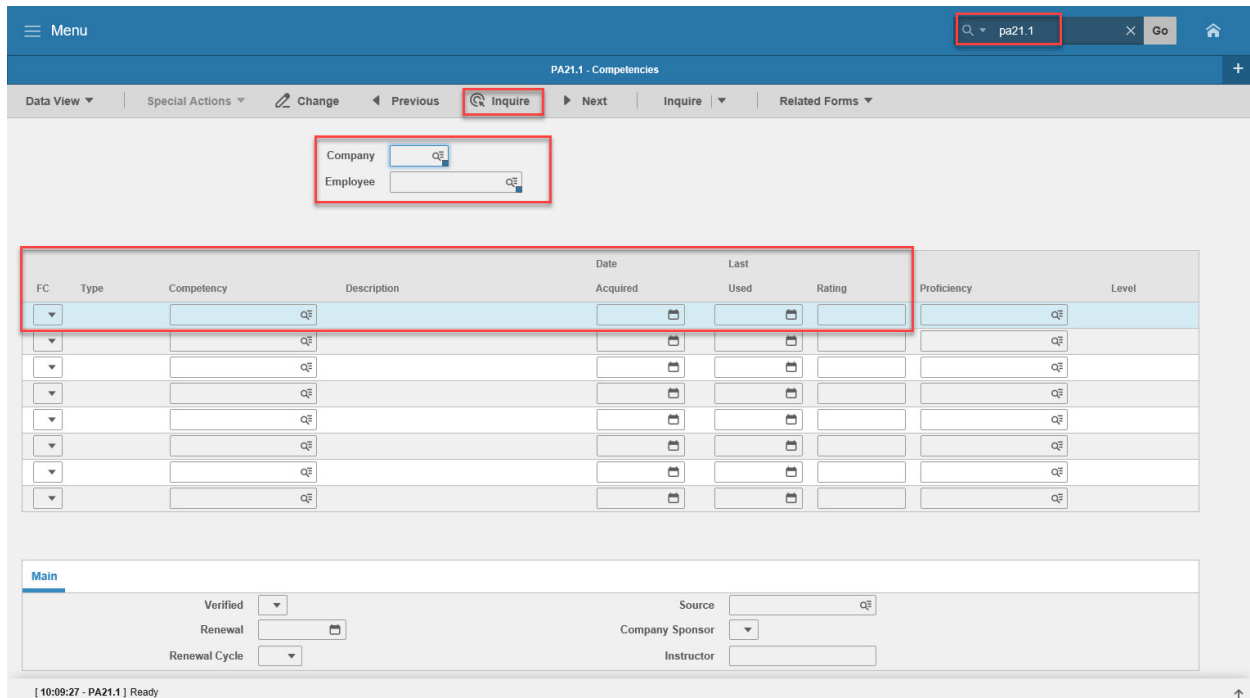
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Rating Field</b>	O	Type the grade point average or any other level that represents the employee's educational performance.		Example: 4.0
11	<b>In Process Field</b>	O	Type or Select from the drop down menu the value that indicates whether the employee is in the process of obtaining the education, if applicable.		Valid values are: N = No Y = Yes *The default value is N
12	<b>Verified Field</b>	O	Type or Select from the drop down menu whether the change to this		Valid values are: N = No Y = Yes *The default value is Y

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			educational record has been verified, if applicable.		
13	<b>Company Sponsor</b> Field	O	Type or Select from the drop down menu whether or not the education was state sponsored, if applicable.		Valid values are: N = No Y = Yes *The default value is N
14	<b>Change</b> Button	R	Click 'Change' if updating a recording, or adding a record to information that previously existed.  Click 'Change' if deleting a record that existed.	Change was clicked there will be a message in the lower left corner "Change Complete - Continue".	Action is processed and saved.



## Competencies Form (PA21.1)

(Image 23)



Menu pa21.1 X Go

PA21.1 - Competencies

Data View ▾ | Special Actions ▾ | Change | Previous | **Inquire** | Next | Inquire ▾ | Related Forms ▾

Company  Employee

FC	Type	Competency	Description	Date Acquired	Last Used	Rating	Proficiency	Level
▼								
▼								
▼								
▼								
▼								
▼								
▼								
▼								

Main

Verified ▾ Renewal  Renewal Cycle ▾ Source  Company Sponsor ▾ Instructor

[ 10:09:27 - PA21.1 ] Ready

### Steps 1-9 of 17

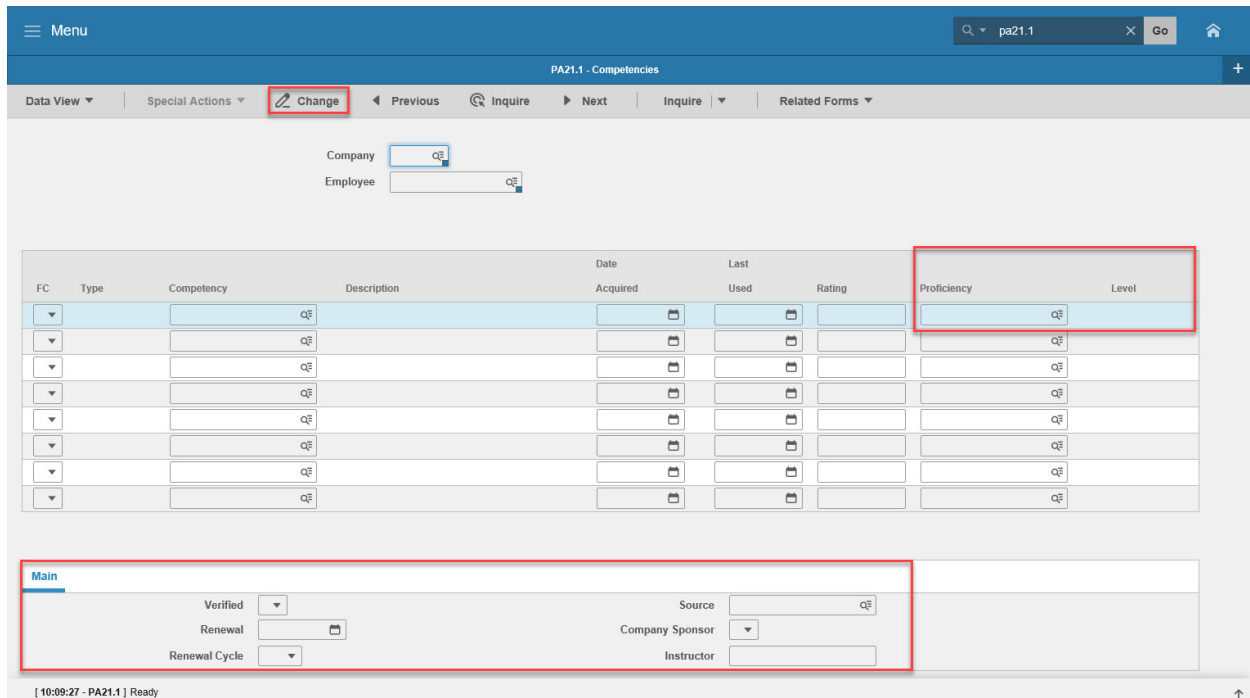
(Image 23, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA21.1</b> in the Search Box.	The Competencies Form (PA21.1) will open.	Competencies Form (PA21.1) can be used to track information such as: communication skills, language skills, and/or the ability to type a certain amount of words per minute.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the employee's EIN.	System will display the employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click Inquire	HRIS will access	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				needed information for the EIN  Message "Inquiry Complete" will appear in the lower left corner.	
5	<b>FC field</b>	R	Type 'A' in the FC field to add a new company property.  Type 'C' in the FC field to change an existing company property.  Type 'D' in the FC field to delete an existing company property.		<b>Notes</b> If 'D' is selected and no other changes are required, skip to step 17
6	<b>Competency Field</b>	R	Type or Select from the drop down menu the competency you are adding the employee's record.	Type and Description of Competency will appear after entry.	
7	<b>Date Acquired Field</b>	O	Type or Select from the drop down the date the employee acquired the competency, if available.		Format: MMDDYY
8	<b>Last Used Field</b>	O	Type or Select from the drop down the date the employee last used the competency, if available.		Format: MMDDYY
9	<b>Rating Field</b>	O	Type the performance rating for the employee's competency		Field allows for 3 numeric characters.  Example: 333.00

# Competencies Form (PA21.1)

(Image 23)



## Steps 10-17 of 17

(Image 23, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Proficiency</b> Field	O	Leave this field BLANK.		Valid values are: FAILED INCOMPLETE PASSED
11	<b>Main Tab – Verified</b> Field	O	Type or Select from the drop down whether or not the Competency has been verified.		Valid values are: N = No Y = Yes *The default value is Y
12	<b>Main Tab – Source</b> Field	O	Leave this field BLANK.		
13	<b>Main Tab – Renewal</b> Field	O	Type or Select from the drop down the date the employee must renew the competency, if applicable.		<b>Notes</b> If you leave this field blank and select a Renewal Cycle, the system calculates the renewal date based on the Date Acquired field.
14	<b>Main Tab –</b>	O	Type or Select from		Valid values are:

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	<b>Company Sponsor</b> Field		the drop down menu if the competency was company sponsored.		N = No Y = Yes *The default value is N
15	<b>Main Tab – Renewal Cycle</b> Field	O	Type or Select the frequency in with which the competency must be renewed, if applicable.		<b>Notes</b> If you leave the Renewal field blank, this field can be used to calculate the renewal date.  <div>             Valid values are:              AN = ANNUAL              QT = Quarterly              ST = Semi-Annual           </div> <div>             2Y = 2 years              3Y = 3 years              4Y = 4 years              5Y = 5 years              6Y = 6 years              7Y = 7 years              8Y = 8 years              9Y = 9 years           </div>
16	<b>Main Tab – Instructor</b> Field	O	Type the name of the employee's instructor, if available.		
17	<b>Change</b> Buttons	R	Click 'Change' if adding/updating a recording, or deleting a record where information previously existed.	Message in the lower left corner "Change Complete - Continue".	Action is processed and saved.