

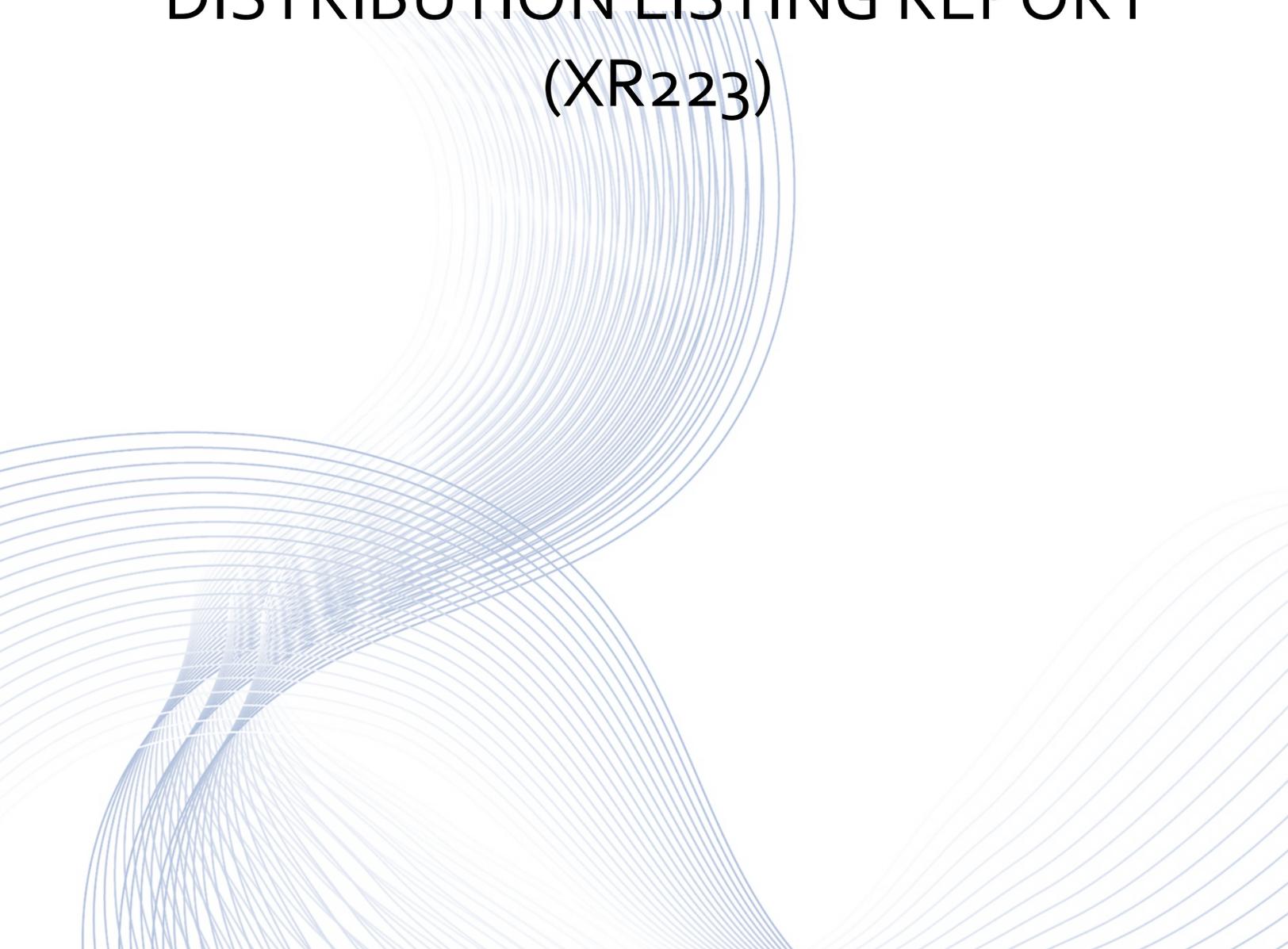
HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY

HCM VIEW - PAYROLL

DISTRIBUTION LISTING REPORT

(XR223)



AGENCY HCM VIEW - PAYROLL DISTRIBUTION LISTING REPORT (XR223)

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Introduction

In HRIS, labor distribution for the position is initially setup on the Position Form (XP02.1). Agencies can then update the labor distribution on a position by accessing the Agency Position Maintenance Form (ZP02.1) or can setup multiple distributions using the Payroll Distributions – Positions Form (XR23.3).

To date, HRIS users have only been able to obtain a report that displays how their positions are setup on the XP02/ZP02 (including the single default labor distribution required on this form). A report that properly displayed the position setup for those positions with multiple labor distributions did not exist. To meet this need, the HRIS team created the Payroll Distribution Listing – Positions (XR223). This report displays all positions and all the labor distributions connected with that position.

Report Purpose

This report may provide information that is critical to the agency forecasting and budgeting process. Users can now see an accurate view of all their positions, including those with single labor distributions setup on XP02/ZP02 and those with multiple labor distribution splits setup on XR23.3.

Report Criteria

The Payroll Distribution Listing – Positions (XR223) provides a comprehensive listing of HRIS positions. The report also displays the labor distribution for the position setup on the XR23.3 or XP02/ZP02 (if the XR23.3 record does not exist for that position).

The report is sorted by:

- Process Level (page break by Process Level)
- Department
- Position

The report can be generated for a single process level or a range of process levels.

As with most HRIS reports, this report data is available as a “printable/viewable” report or CSV file.

Report Content

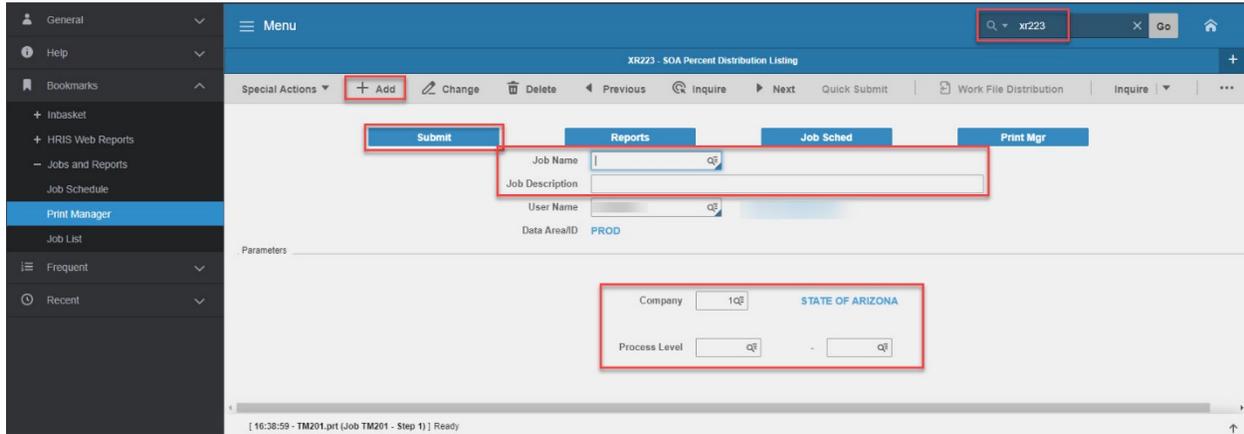
This report lists all active and inactive positions along with the status of the position. In addition, the report displays the expense account information along with the percent of payroll distribution associated with that account.

In order to distinguish the different data sources on the report, percentage values (ex. 50%) will not be displayed on those positions that have a single labor distribution setup on XP02/ZP02. The percentage values will only be displayed for those positions that have multiple labor distribution splits setup on XR23.3.

Finally, the report displays both filled and vacant positions. For filled positions, the report displays the Employee’s EIN, Name, Status, FTE and Pay Rate.

Payroll Distribution Listing Report (XR223) – Parameters

(Image 1)



Steps 1-14 of 14

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type TM201 in the Search Box.	Attendance Code Listing (TM201) opens	
2	Job Name Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> Valid Job Name: TM201JAN04 Invalid Job Name: TM201 JAN04
3	Job Description Field	O	Enter description of the job.		Maximum 30 characters Ex. TM201 FOR JAN 2004
4	Company Field	R	Type '1' in Company		All forms/actions must contain a 1 in the Company Field.
5	Process Level Field – First Box	R	Enter the beginning Process Level you want to include in your report.		The "Beginning" P/L field cannot be left blank <ul style="list-style-type: none"> The "Beginning" P/L must be less than "Ending" P/L Must use valid P/L (if P/L is unknown, access the drop down menu using the arrow at the end of the field) User may enter values for P/Ls, she/he are authorized to update/view If both the "Beginning" and "Ending" P/L fields are

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					left blank, report will not display any data
6	Process Level Field – Second Box	O	Enter the ending Process Level you want to include in your report.		If the “Ending” P/L field is left blank, report will display data only for “Beginning” Process Level If both the “Beginning” and “Ending” P/L fields are left blank, report will not display any data
7	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
8	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.
9	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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					access the Print Manager bookmark.
10	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.	
11	Report Name	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
12	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' 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. 	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click OK . File is deleted.	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.
13	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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<p>will display in Adobe Acrobat.</p> <p>-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</p> <p>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.</p> <p>Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.</p>
14	Create CSV File to display your results in a spreadsheet	O	Click to export results into a spreadsheet.	Results will display in a Excel Spreadsheet	Once in Excel you can save your report and manipulate your criteria.