

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY**  
**HCM VIEW - POSITION**  
**LOCATION REPORT (ZP203)**

# AGENCY HCM VIEW - POSITION LOCATION REPORT (ZP203)

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## Introduction

### Report Purpose

The Position Location Report Form (ZP203) creates a position listing report of vacant and/or filled positions.

### Report Criteria

The report can be setup to run with various parameters to retrieve position and employee information based on the following fields:

- Agency, Process level and Department
- Position Date Range (Effective Date – End Date or As of Date)
- Position Range Selection
- Selection based on Vacant, Filled or All Positions
- Employee Group (Only valid with filled position selection)
- Employee Status Code (Only valid with filled position selection).

The report includes Employee information (if position is filled), position information and position location information.

### Report Content

The report results display the employee information (for filled positions), then the position information and last the location of the position.

# Position Location Report (ZP203) – Parameters

(Image 1)

## Steps 1-9 of 22

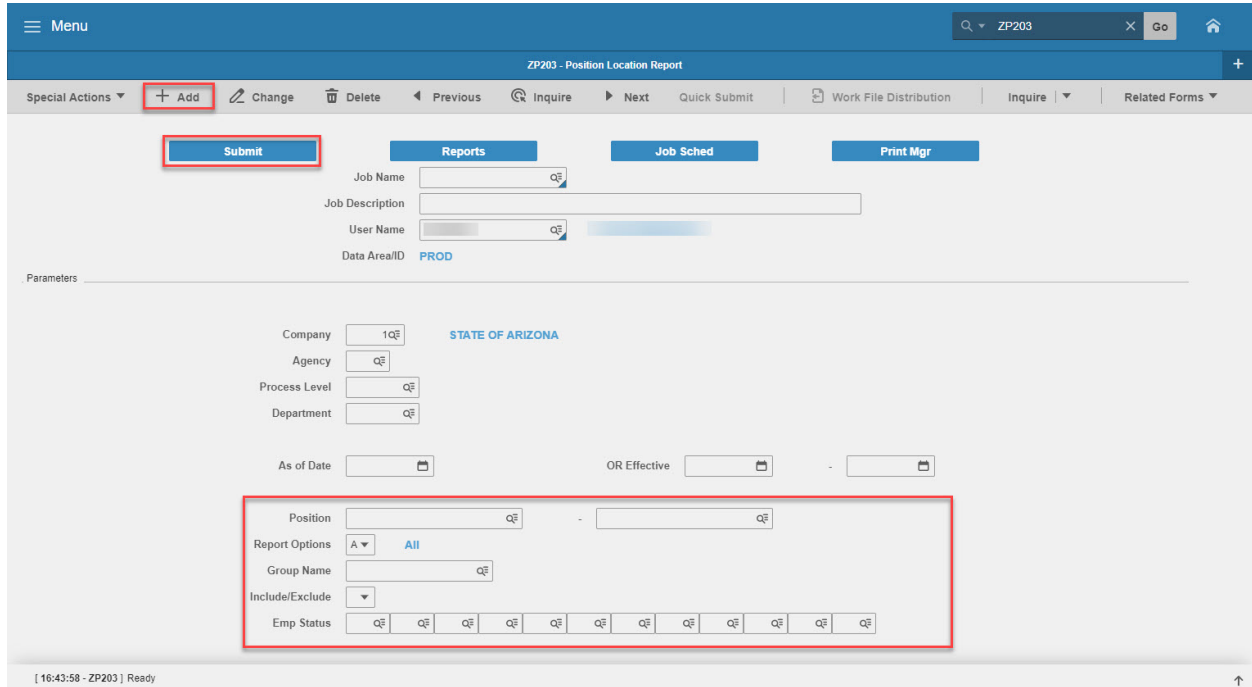
(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>ZP203</b> in the Search Box.	Position Location Report (ZP203) opens	
2	<b>Job Name</b> Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES • Valid Job Name: ZP203JAN04 • Invalid Job Name: ZP203 JAN04
3	<b>Job Description</b> Field	O	Enter description of the job.		Maximum 30 characters Ex. ZP203 FOR JAN 2004
4	<b>Company</b> Field	R	Type '1' in <b>Company</b>		All forms/actions must contain a 1 in the Company Field.
5	<b>Agency</b> field	O	Type the two-digit code or select the Agency name from		• Each agency has a predefined two digit code or the name can be selected from the drop down menu

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			drop down.		
6	<b>Process Level</b> field	O	Type or select from the drop down menu the process level to include in the report.		If process level is defined, only positions within the specified process level will be included in the report.
7	<b>Department</b> field	O	Type or select from the drop down menu the department to include in the report.		To include a department, you must first specify the applicable Process Level for the department.
8	<b>As of Date</b> field	O	Type a date in this field to create the position location listing as of a specific date.		Date is formatted as MMDDYY  <b>Notes</b> If you leave this field blank, you must enter a date range in the Effective fields. To obtain a current listing, type today's date in this field.
9	<b>Effective Field</b> – First Box	O	Type the beginning date in the date range, if you want to obtain information for a specific date range.		Date is formatted as MMDDYY
	Second Box	O	Type the ending date in the date range.		Date is formatted as MMDDYY

# Position Location Report (ZP203) – Parameters

(Image 1)



The screenshot shows the 'ZP203 - Position Location Report' parameters form. At the top, there is a navigation bar with 'Special Actions' (Add, Change, Delete, Previous, Inquire, Next, Quick Submit, Work File Distribution, Inquire, Related Forms) and a search bar containing 'ZP203'. Below the navigation bar are buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The form fields include: Job Name, Job Description, User Name, Data Area/ID (PROD), Company (STATE OF ARIZONA), Agency, Process Level, Department, As of Date, and OR Effective. A red box highlights the 'Position' field (two boxes), 'Report Options' (A), 'Group Name', 'Include/Exclude', and 'Emp Status' fields.

## Steps 10-22 of 22

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Position field – First Box	O	Type or select from the drop down menu the beginning position number in the range.		
	Second Box	O	Type or select from the drop down menu the ending position number in the range.		
11	Report Options Field	O	Type or select from the drop down menu the type of positions to include in the report.		Valid Values are: • 'A' – All • 'V' – Vacant • 'F' – Filled Default is 'A'.
12	Group Name Field	O	Type or select from the drop down menu the Employee group to include in the report.		To define employee group you must have 'F' in the Report Options field.
13	Include/Exclude	O	Type or select from		Valid Values are:

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Field		the drop down menu whether or not to include information for employees that have certain status codes.		<ul style="list-style-type: none"> <li>• 'I' – Include position information for employees who have the status codes below.</li> <li>• 'X' – Exclude position information for employees who have the status codes below.</li> </ul>
14	<b>Emp Status Field</b>	O	Type or select from the drop down menu the status codes to be included/excluded from the report.		To define status codes you must have 'F' in the Report Options field. Also you must type a value in the Include/Exclude field.
15	<b>Add button</b>	R	Click Add to save your position location report.	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process.
16	<b>Submit button</b>	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.
17	<b>Job Scheduler link</b>  <b>Active Jobs</b>  <b>Waiting Jobs</b>  <b>Completed Jobs</b>	R	Click <b>Job Scheduler</b> to check the status of a job.  Click on <b>Active, Completed</b> or <b>Waiting</b> 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: <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>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					To see the results you must access the Print Manager bookmark.
18	<b>Print Manager</b>	R	Click on <b>Print Manager</b> to access report results: <b>Reports</b> – this queue will display all the reports you have processed.	Print Manager will display your reports.	
19	<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.	
20	<b>Report Actions: View Print 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 button and select 'View' from the drop down menu.</li> <li>Or</li> <li>Click the select box at the beginning of the report line and click 'View' under related actions.</li> <li>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.</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 confirmation to delete, Click <b>OK</b> . 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.
21	<b>View Options is to display your results in PDF format</b>	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:  <b>Text</b> will display in Excel Spreadsheet.



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<p><b>-PDF Landscape or Portrait</b> 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>
22	<b>Create CSV File to display your results in a spreadsheet</b>	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.

# Results of Position Location (ZP203) Report Image

(Image 2)

## Position Location Report

ZP203 Date 01/26/20  
Time 16:50

Company 1 STATE OF ARIZONA  
Agency CH DEPT OF CHILD SAFETY  
Position Location Report

Page 1

EMPLOYEE  
POSITION  
LOCATION

Proc Level CH001 Department 00110 Status C1  
St Date 09/08/15 End Date 08/30/16 Status 5 Inactive  
Addr2  
County MARICOPA

EMPLOYEE  
POSITION  
LOCATION

Proc Level CH001 Department 00110 Status C1  
St Date 09/08/15 End Date 08/30/16 Status 5 Inactive  
Addr2  
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