HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY HCM VIEW- ANNUAL LEAVE ROLLBACK WARNING REPORT (ZT202)

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Introduction

Report Purpose

The State of Arizona requires that covered employees' annual leave balances not exceed 240 hours and non-covered employees' annual leave balances not exceed 320 hours at the end of each calendar year. In addition, the combined total of annual leave and holiday annual leave cannot exceed 264 hours for covered employees and 344 hours for non-covered employees. This requirement is for all System "A" agencies and selected Non-System "A" agencies that choose to participate in the Annual Leave Rollback process. Please see personnel rule R2-5-403D for more information, as this process is governed.

The Annual Leave Rollback Warning (ZT202) report identifies the employees who will have excess annual leave and holiday annual leave at the end of the calendar year. The report can be run on demand.

Report Criteria

This report displays a listing of Employee balances that are projected to be over the allowed limit and the liabilities for those leave hours. Required fields include:
- Company
- Agency
- Process Level
- Annual Leave Plan
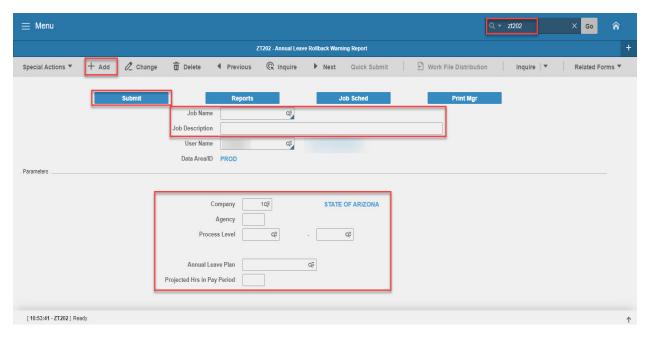- Projected Hours in Pay Period.

Report Content

The report results display the information sorted by Process Level and then EIN.
For each Employee, the report displays:
- EIN
- Employee Name
- Department
- Employee's hourly rate
- Employee Status
- Annual Leave Current and Projected Balance
- Annual Leave Adjustment and the Dollar Amount of the Adjustment.
- Total of Projected Hours Lost and the Projected Pay Lost

The report displays sub-total for the Process Level and the Agency.

Annual Leave Rollback Warning (ZT202) – Parameters

(Image 1)

Steps 1-16 of 16

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **ZT202** in the Search Box.	Annual Leave Rollback Warning (ZT202) opens	
2	**Job Name** Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES • Valid Job Name: ZT202PI100 • Invalid Job Name: ZT202 PI100
3	**Job Description** Field	O	Enter description of the job.		Maximum 30 characters Ex. ZT202 FOR PI100
4	**Company** Field	R	Type '1' in **Company**		All forms/actions must contain a 1 in the Company Field.
5	**Agency** field	O	To create this report for the entire agency, type the two-digit agency code in this field.		• 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
6	**Process Level** field	O	If applicable, type or select from the drop down menu the specific process level to include in the report. If no process level is desired, skip this field.		If no process level is entered, the user will see all process levels he/she has access to view.
7	**Annual Leave Plan**	R	These fields will be display only. The fields have been preset to the appropriate option for the report. Select 'ANNUAL'		Values are: • ANNUAL – Annual Leave Plan • COMP – Compensatory Time • DONATED – Donated Leave Plan • FAMILYSICK – Family Sick • FMLA – FMLA • HOLIDAY – Holiday Leave • INDUSTRIAL – Industrial • MILITARY – Military Leave Plan • PERSONAL – ASDB-Personal Leave Plan • PERSONALLV – Personal Leave Plan • RECOGNITN – Meritorious Leave • SICK – Sick Leave Plan • SPREADPAY – ASDB Teachers W/Spreadpay
8	**Projected Hrs in Pay Period** Field	R	Type '80' in the field.		This sets that there are 80 hours in the project pay period.
9	**Add** button	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.
10	**Submit** 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.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
11	**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.
12	**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.	
13	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
14	**Report Actions:** **View** **Print** **Delete**		You can display report results one of two ways: • Click anywhere on the display line for the report, click	Depending on the action performed, you will either see	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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			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.	additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted.	process before resubmitting.
15	**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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					save button to perform these additional actions on your report results.
16	**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.

Results of the Annual Leave Rollback Warning (ZT202) Report Image

(Image 2)

Annual Leave Rollback Warning Report

ZT202 Date 01/26/20   Company   1 - STATE OF ARIZONA   Page   1
       Time 16:58   Annual Leave Rollback Warning Report

AGENCY CODE: PROCESS LEVEL:

                                          Emp   -----ANNUAL LEAVE--------------   --TOTAL PROJECTED--
Employee Name   Dept Hrly Rate Status Cur Bal   Proj Bal Adj   Amt   Hrs Lost Pay Lost
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                                                        385.29   688.28   368.28   23677.64   368.28   23677.64
                                                        351.61   616.88   296.88   14022.18   296.88   14022.18
                                                        203.37   468.64   148.64   7146.15   148.64   7146.15
                                                        116.17   381.44   141.44   2752.52   141.44   2752.52
                                                          0.00   332.55   12.55   705.94   12.55   705.94
                                                        164.27   429.54   109.54   3926.06   109.54   3926.06
                                                        113.05   378.32   58.32   3130.44   58.32   3130.44