Agency HR Generalist w/ SSN and Agency HR Generalist no SSN
Forms and Reports

Updated: 11/19/2021

Form Name	Form#	Form or Report	Training Available*	Access Level (I-Inquiry Only, A-Add, C-Change, D-Delete)	Subform Info	Form Description
Pay Increase Report	AZ272	Report		A/C/D		A listing of pay changes for a specific date range.
Supervisor Codes	HR07.1	Form	Yes	A/C/D		Define a supervisor code and assign an employee to the code.
Employee Audit Report	HR105	Report	Yes	A/C/D		A list of all changes to employee's record via a personnel action.
Employee Master	HR11.1	Form	Yes	I		View an employee's current personnel file.
Compensation Analysis	HR11.2	Form		I	Found on HR11, pay tab, Comp Analysis link	HR11.2 is a view only subform found on HR11, pay tab, Comp Analysis link.
Alternate Pay Rates	HR14.1	Form		I	View only - found on HR11, Pay Tab, Alt Rates link	Define alternate pay rates for an employee using several parameters.
Add'l Contact Numbers	HR20.1	Form	Yes	A/C/D		Define additional contact numbers for employees.
Employee Status Code Listing	HR203	Report	Yes	A/C/D		An employee status code list.
Job Class Listing	HR205	Report	Yes	A/C/D		A job class list.
Pay Rate Change Calculator	HR79.2	Form		I	Found on XP52.1	Calculate a % increase or decrease to an employee's pay rate automatically.
Employee Transaction Detail Inquiry	LP64.1	Form		I		Use Employee Transaction Detail Inquiry (LP64.1) view detailed transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.
Empoyee Transaction Summary Inquiry	LP64.2	Form		I		Use Employee Transaction Summary Inquiry (LP64.2) to view a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not yet closed, are sub-totaled and displayed by type of transaction.
Employee Transaction Detail Balance Inquiry	LP64.3	Form		I		Use Employee Transaction Detail Balance Inquiry (LP64.3) to view a running total for the available balances alongside each detail that affects this balance.
Emergency Contact	PA12.1	Form	Yes	A/C/D		Enter employee emergency contact information.
Multiple Positions and Jobs	PA13.1	Form	Yes	A/C/D	Found on HR11, Assignment Tab, Pos Job	View an employee's current position information.
Company Property	PA16.1	Form	Yes	A/C/D		Enter and track company property for which an employee is responsible.
Education	PA20.1	Form	Yes	A/C/D		Enter employee formal education
Competencies	PA21.1	Form	Yes	A/C/D		Used for assigning competencies to an employee
Length of Service Report	PA210	Report	Yes	A/C/D		A list of the length of service for selected employees or groups of employees.
Emergency Contact Listing	PA212	Report	Yes	A/C/D		A list of emergency contacts for employees
Certifications	PA22.1	Form	Yes	A/C/D		Enter and update certification information for employees.
Starters and Leavers Report	PA223	Report	Yes	A/C/D		A list of new hires and terminations for a specified time period.
Review Form	PA26.1	Form		A/C/D		Set up a performance review on PA26.1. All scores and date ranges are entered on the ZM90.
Birthdate Listing	PA310	Report	Yes	A/C/D		Print a list of employees birthdates.
Employee Listing	PA335	Report	Yes	A/C/D		A list of employees' names and numbers.
Action History Listing	PA340	Report	Yes	A/C/D		A list of personnel action history for an action code, for specific employees, for an employee group, a process level and department, for certain reason codes, or fields.
Review Schedule Report	PA345	Report		A/C/D		A report of employees who have a next review in PA26.1 (Review).

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Review History Report	PA350	Report		A/C/D		A report of employee review information from PA26.1 (Review) in a date range.
Active Actions Report	PA355	Report		A/C/D		A report of employees who have personnel actions with both an effective date and an anticipated ending date.
Personal Actions Comments	PA56.1	Form	Yes	A/C/D	Found on XP52.1 and XP52.4, Comments tab	Enter notes regarding actions to an employee's file.
Employee Action Summary	PA66.1	Form	Yes	I		View personnel actions performed on an employee.
Action Inquiry	PA66.2	Form	Yes	I		View employees who had a particular personnel action performed on their file.
Employee Action Detail	PA66.3	Form	Yes	I		View the previous and current values of data items changed by an action performed on an employee's file.
Employee Action Comments	PA66.4	Form	Yes	I		View Comments about an action performed on an employee.
Pay Rate History	PA67.1	Form	Yes	I		View changes made to an employee's pay rate.
Direct Deposit Distribution	PR12.1	Form		I		Use Direct Deposit Distribution (PR12.1) to define up to 99 direct deposit distribution accounts for an employee. Important If you move an employee from one country to another, you must make distributions for the current country inactive.
Direct Deposit Totals	PR12.2	Form		I	Subform, Totals button on menu	
Automatic Deposit Maintenance	PR12.3	Form		I		Use Automatic Deposit Maintenance (PR12.3) to view and/or change the order that the Payroll system takes direct deposit distributions. The Payroll system takes them in the order they were ENTERED, not the order in which they will be taken.
Employee Bank Maintenance	PR12.4	Form		I		Use Employee Bank Maintenance (PR12.4) to maintain bank names and DFI numbers for employee direct deposit distributions. The Bank ID numbers you define on this form appear as selections in the Receiving DFI field on PR12.1 (Direct Deposit Distributions).
Original Account Number	PR12.5	Form		I	Subform	
Employee Automatic Deposit	PR12.6	Form		I	Subform	
Employee US Taxes	PR13.1	Form		I		View employee tax information for tax deductions, as well as government reporting information.
US Tax Locations	PR13.7	Form		I	Found on PR13.1, Tax Locations	View tax deductions created by BSI Tax Locator
U.S. Tax Deduction Errors	PR13.8	Form		I		View tax locator errors
Employee Deduction	PR14.1	Form		I		View employee deductions
IRS Lock-In Withholding	PR14.2	Form		I		This form holds a Lock-In letter that is issued by the IRS on a particular employee.
Step and Grade Schedule	PR16.1	Form		I		View of Step and Grade schedules
Year to Date Payment Report	PR265	Report	Yes	A/C/D		A report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting report selection parameters.
Employee Wage Report	PR270	Report	Yes	A/C/D		A report of employee wage information in summary format defined by report parameters.
Weeks Worked Calculation	PR289	Report	Yes	A/C/D		A report of the weeks worked by employees in a quarter.
Quarterly Payment Inquiry	PR50.1	Form	Yes	I		View employee payment information for a specific payroll year and quarter.

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Payment Inquiry	PR50.2	Form	Yes	I	Show Totals on Forms	View summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
Year to Date Totals	PR50.3	Form		I	Found on PR50.2, Totals Tab	View the Y-T-D Gross Pay, Federal Taxable Wages, Social Secuity Taxable Wages and the Medicare Taxable Wages.
Pay Stub Inquiry	PR51.1	Form	Yes	I		View pay stub detail information.
Pay Stub Inquiry	PR51.2	Form	Yes	I	Subform, access through PR51.1, click on more (if applicable)	Choose the More button to view the additional information.
Payroll History – Year to Date	PR52.1	Form	Yes	I		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Deduction History Detail	PR52.2	Form		I		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Transaction History Report	TA290	Report		A/C/D		Transaction history grouped by employee population
Employee Attendance Inquiry	TM50.1	Form	Yes	I		View a specific employee's attendance history information.
Employee Attendance Totals	TM50.2	Form	Yes	I		View total attendance information for the report parameters selected.
Attendance Inquiry	TM52.1	Form		I		View attendance history information for many employees.
Employee Attendance History	TM70.1	Form		I		View employee-specific attendance history.
Attendance History Speed Entry	TM71.1	Form		I		view attendance history for an employee population
Process Level Listing	XH201	Report		A/C/D		A list of process levels
Department Listing	XH202	Report		A/C/D		A list of departments
Position Location Listing	XH204	Report		A/C/D		A report of the Geographic Location Codes and location code details for the specified agency.
Supervisor Listing	XH207	Report		A/C/D		The Supervisor Listing shows the supervisors, effective dates, statuses, employees, individual to whom each supervisor reports, and supervisor user fields.
Correspondence Tracking Listing	XH230	Report		A/C/D		Print a list of correspondence requests and responses.
Position Listing	XP202	Report		A/C/D		A list of position information.
Position and Job Listing	XP213	Report		A/C/D		A list of current or historical information about employee positions or jobs.
Certification Listing	XP222	Report		A/C/D		A list of employee certification information from the XP22.1.
Applicant	XP31.1	Form	Yes	A/C/D		Enter an applicant into HRIS manually
Hire and Term Listing	XP341	Report		A/C/D		A list of employees who are employed or terminated or both.
Wage Analysis Report	XP360	Report	Yes	A/C/D		A report of employees who are above maximum or below minimum of their pay range. Called the Red/Green report.
EEO-4 Report	XP391	Report	Yes	A/C/D		Create the EEO-4 report.
Position Incumbent Listing	XP402	Report		A/C/D		Print a list of employees that are assigned to a position on a specific date.
Individual Action	XP52.1	Form	Yes	A/C/D		Process personnel actions on individual employees.
Hire an Applicant	XP52.4	Form	Yes	A/C/D		Hire an applicant.
Payroll Distribution Listing	XR223	Report		A/C/D		A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
SSN Look Up	ZH11.1	Form	Yes	I		ZH11 is use to verify if a social security number exists in HRIS. Should be used prior to entering An Applicant, Rehires, prior to processing a Transfer. If the social security number is in HRIS this form will provide the EE Name, EIN, and Process Level.

Arizona
DEPARTMENT OF ADMINISTRATION

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Email and Work Phone Maintenance	ZH12.1	Form	Yes	A/C/D		This form is used to update the Employee's work phone and email along with the Agency/Employee's preferences on where this information is displayed (Internet directory available to the public, intranet directory available to state employees, or printed directory.
Stat Term Date	ZH213	Report		A/C/D		A report of status event due dates, such as employees' performance evaluations.
Review	ZM90.1	Form		A/C/D		Enter completed employee evaluation information. Used in conjunction with PA26.
Agency Position Maintenance	ZP02.1	Form		C		Used by agencies to update certain fields on the position.
Map Appraisal Entry	ZP20.1	Form		A/C/D		Form for entering manual MAP appraisal
Position Vacancy Listing	ZP203	Report	Yes	A/C/D		A list of vacant and/or filled positions, along with the location of each.
Agency Standard Time Record	ZR30.1	Form		I		Define standard time records for an individual employee who works the same number of hours each pay period, such as salaried employees.
Annual Leave Rollback Warning Report	ZT202	Report	Yes	A/C/D		A report of employees whose annual leave balance will be over 240 or 320 hours by calendar year end.