Agency HCM View
Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Access Level (I-Inquiry Only, A-Add, C-Change, D-Delete)	Subform Info	Form Description
Job Class	HR05.1	Form		I		Table Maintenance. Setup Form - Updates the list of Job Classes to which Job Codes are assigned.
Job Code	HR06.1	Form		I		Table Maintenance. Setup Form - Adds, Changes, Inactivates Job Codes for SYS A and NSA agencies
Job Code Salary Range	HR06.2	Form		I		Table Maintenance. Setup screen for salary min/mid/max by job code
Employee Master	HR11.1	Form		I		View an employee's current personnel file.
HR Writer Report Request	HR170	Report		A/C/D		Generate reports defined in the HR65 screens.
Job Occupation Codes Listing	HR222	Report		A/C/D		List of occupation codes
Job Code User Field Listing	HR226	Report		A/C/D		List of job codes
HR Writer Title Creation	HR65.1	Form	Yes	A/C/D		Create inquiries or reports using employee and applicant data.
HR Writer Format Item Selection	HR65.2	Form	Yes	A/C/D		Select the fields of data to include in the report or inquiry.
HR Writer Format Item Order	HR65.3	Form	Yes	A/C/D		Organize the appearance of the report or inquiry, and to identify the numeric, non-date data items to be totalled.
HR Writer Print Order	HR65.4	Form	Yes	A/C/D		Define a sort order and Identify the point at which the totals are to print.
HR Writer Population Selection	HR65.5	Form	Yes	A/C/D		Define a specific population of employees or applicants that you want to include in the report or inquiry.
HR Writer Population Criteria	HR65.6	Form	Yes	A/C/D		Define criteria for the data items selected in HR65.5 (HR Writer Population Selection) to determine the population included in the report or inquiry.
HR Writer Detail Selection	HR65.7	Form	Yes	A/C/D		Select the detail data items that determine the detail data you want to include in the report.
HR Writer Detail Criteria	HR65.8	Form	Yes	A/C/D		Define values for the detail data items selected in HR65.7 (HR Writer Detail Selection).
HR Writer Compute Statement	HR67.1	Form	Yes	A/C/D		Define compute statements for reports created in HR65.
HR Writer Inquiry	HR70.1	Form	Yes	A/C/D		View employee or applicant information based on the parameters defined.
Inquiry Output subform	HR70.2	Form	Yes	A/C/D	Subform of HR70.1, during the processing of inquiry.	When procesing an inquiry, the HR Writer Inquiry Window (HR70.2) will appear and present the report's output.
Inquiry .csv Export subform	HR70.3	Form		A/C/D	Subform of HR70.1, during the processing of inquiry.	HR Writer Inquiry Window (HR70.3) will appear and list the headings of all columns included in the report when performing a .csv export.
Employee Audit Inquiry	HR93.1	Form		I		Overview of processed employee personnel actions
Pay Rate Audit Inquiry	HR93.2	Form		I		Overview of an employees pay rate history
Emergency Contact	PA12.1	Form		I		Enter employee emergency contact information.
Company Property	PA16.1	Form	Yes	I		Enter and track company property for which an employee is responsible.
Education	PA20.1	Form	Yes	I		View into an employee's education record
Competencies	PA21.1	Form	Yes	I		View into employee's assigned compentencies
Emergency Contact Listing	PA212	Report	Yes	A/C/D		A list of emergency contacts for employees
Military Service Listing	PA214	Report		A/C/D		Report showing military services for given process level
Company Property Listing	PA216	Report		A/C/D		Report showing employee property listing for given employee population
Certifications	PA22.1	Form		I		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.
Personnel Action Code Listing	PA250	Report		A/C/D		A list of fields used in each individual personnel action that has been set up

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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.
Pay Rate History	PA67.1	Form	Yes	I		View changes made to an employee's pay rate.
Quarterly Payment Inquiry	PR50.1	Form	Yes	I		View employee payment information for a specific payroll year and quarter.
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.
State and Local Taxable Wages	PR50.4	Form		I	From PR50.1, More	From form PR50.1, use the More button to access the State and Local Taxable Wages subform to display all state and local taxable wages.
Pay Stub Inquiry	PR51.1	Form		I		View pay stub detail information.
Pay Stub Inquiry	PR51.2	Form		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		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.
Activity Inquiry	PR55.1	Form		I		View the amounts and hours distributed to specific user-defined activities. You can define parameters to view only distributions that fall within a specified date range.
Process Level Listing	XH201	Report		A/C/D		A list of process levels
Department Listing	XH202	Report		A/C/D		A list of departments
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.
HR Writer Title Update	XH64.1	Form	Yes	A/C/D		Display, copy, or change the titles created for an author.
Position	XP02.1	Form		I		View access to established and maintained positions for the State.
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.
Hire and Term Listing	XP341	Report		A/C/D		A list of employees who are employed or terminated or both.
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	I		View access to personnel actions processed on individual employees.
Hire an Applicant	XP52.4	Form	Yes	I		View access into transactions ran to hire an applicant.
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.
Agency Position Maintenance	ZP02.1	Form		I		Used by agencies to update certain fields on the position.

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Position Supervisor Code Maintenance	ZP04.1	Form	Yes	I		The purpose of this form is for the Agency Supervisor Code Maintenance Specialist in the System-A agencies to update the Direct Supervisor on the positions.
Position Vacancy Listing	ZP203	Report	Yes	A/C/D		A list of vacant and/or filled positions, along with the location of each.
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.
Email and Work Phone Maintenance	ZH12.1	Form	Yes	C		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.
Work Eligibility Listing	HR217	Report	Yes	A/C/D		A list of employee work eligibility information.
Payroll Distribution Listing	XR223	Report	Yes	A/C/D		A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
Position Location Listing	XH204	Report	Yes	A/C/D		A report of the Geographic Location Codes and location code details for the specified agency.
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.
Attendance Code Listing	TM201	Report	Yes	A/C/D		A list of attendance codes with their description, point value, and default pay code.
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.