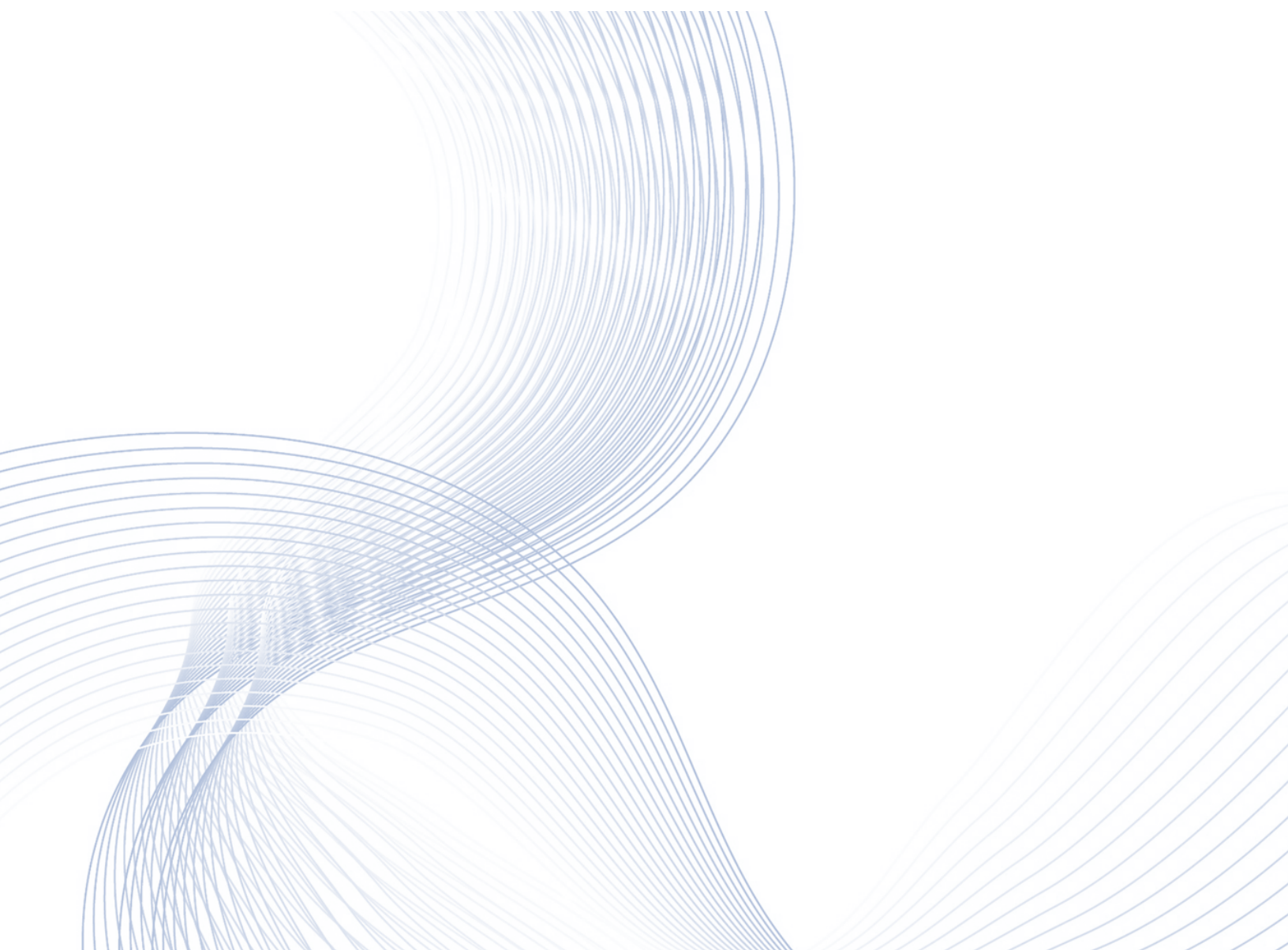


HRIS – Human Resources Information Solution

RESOURCE GUIDE: HRIS INTRO

- HRIS DRILL AROUND



HRIS INTRO - HRIS DRILL AROUND

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Introduction

Drill Around is a powerful and multi-dimensional tool used to:

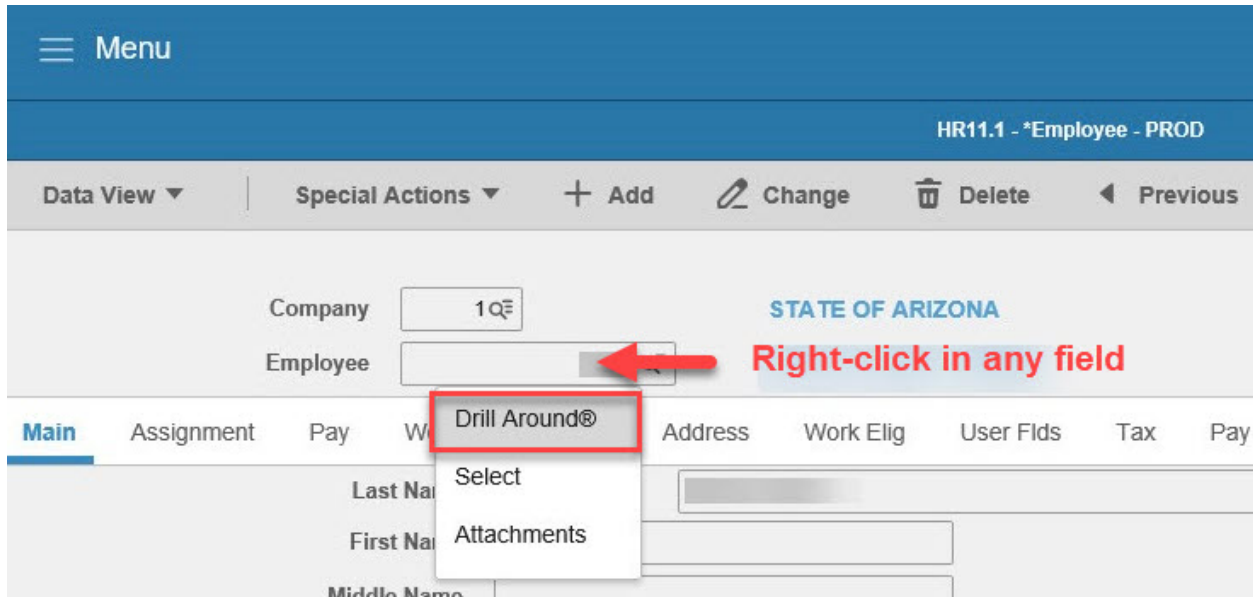
- Access information in the HRIS System
- View data rather than using Application Forms and printing reports
- Explore the different levels of detail associated with fields on Application Forms and reports
- Provide "data about data" and is useful if you want to understand relationships between data that are common to two different HRIS applications such as Human Resources and Payroll
- Provide quick access to data when needed

Note: Some job roles may not have access to Drill Around.

Drill Around from Application Forms

The Drill Around feature lets you explore the different levels of detail associated with a field of data on an Application Form. There may be several layers of data depending on the relationships that have been defined for that piece of data. To access Drill Around, right click in any field to display the Drill Around drop down option menu.

(Image 1)



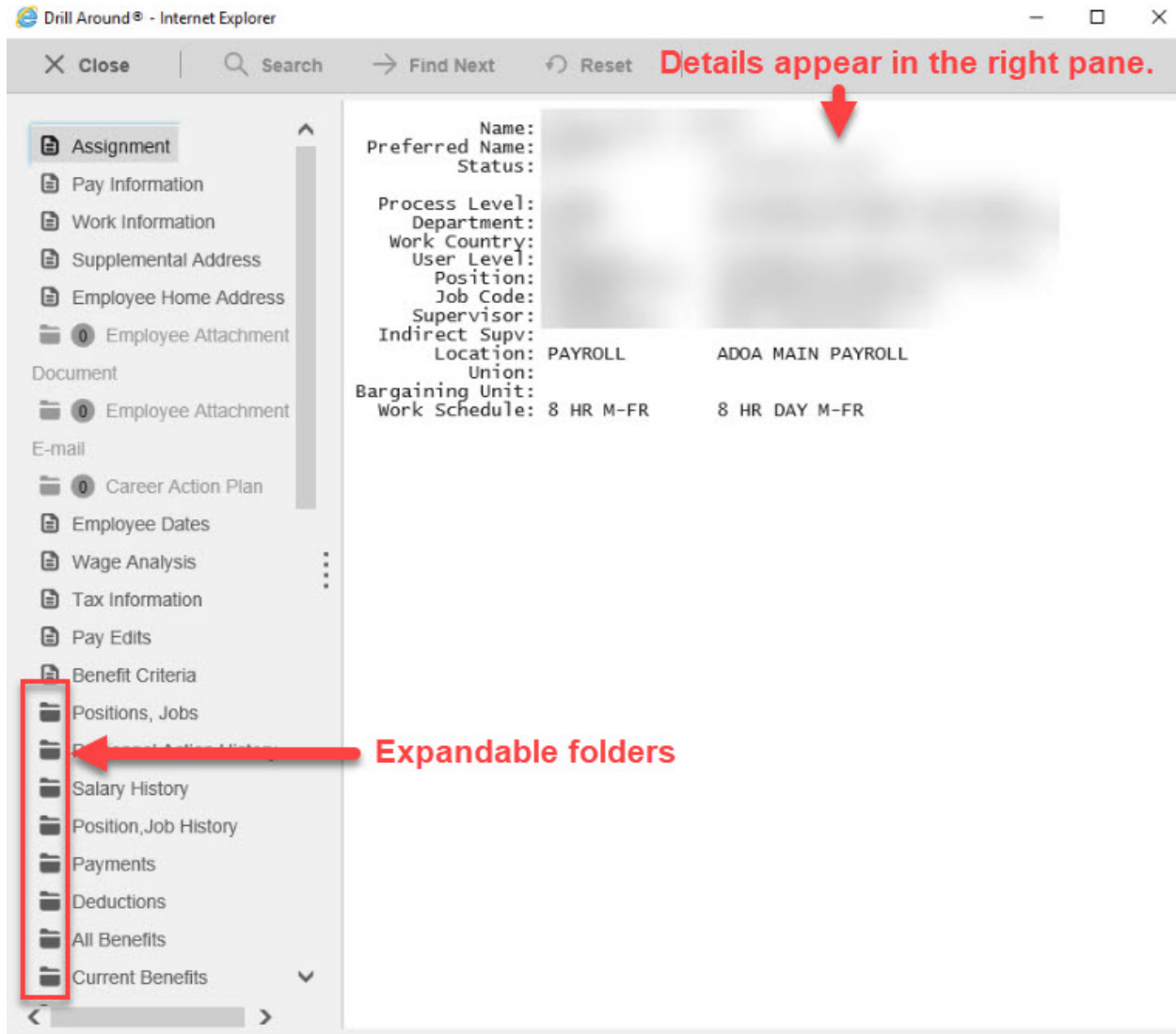
Note: After Drill is selected, Drill Explorer displays. Click NEXT to display the Drill Explorer.

Drill Around Explorer

The Drill Around Explorer displays two panes:

- A left pane with expandable folders or links to data
- A right pane with the details of the expandable folders

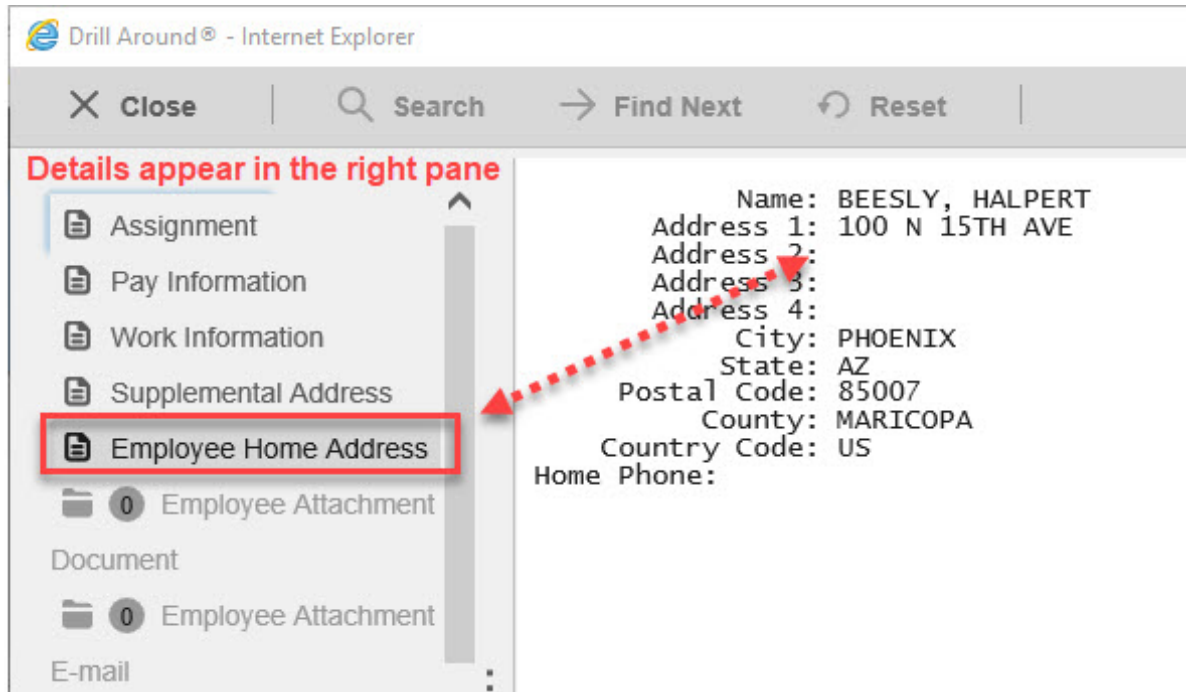
(Image 2)



Drill Around Explorer, continued

Double click the expandable folders to display detailed information in the right pane. This example shows what details are displayed when the EMPLOYEE HOME ADDRESS folder (in the left pane) is clicked.

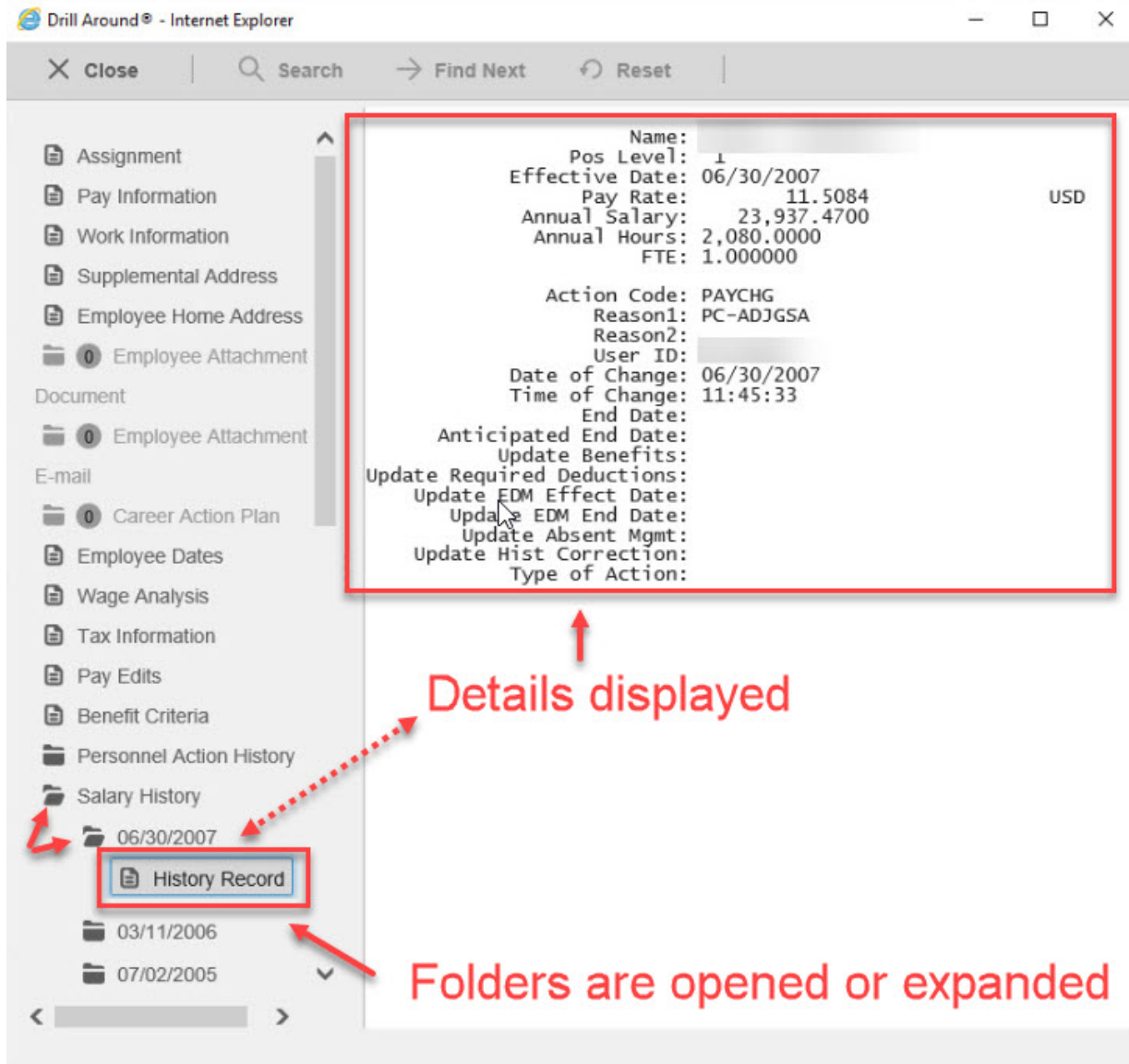
(Image 3)



Expanding Drill Around Explorer

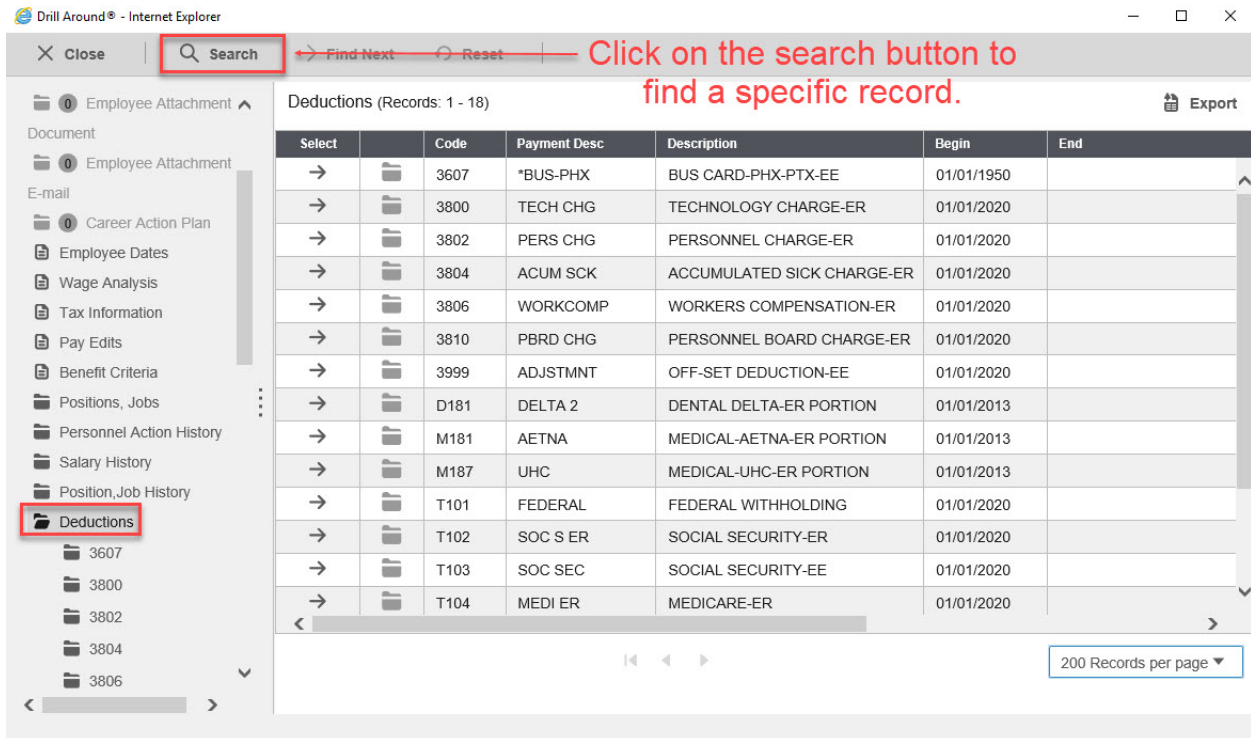
The Drill Around Explorer is similar to Windows Explorer. A list of Expandable Folders displays in the left pane. When you expand a folder more layers of folders may be displayed. Once all Expandable Folders are opened, the Drill Around Explorer displays detailed information in the right pane. In this case, PAYMENT DETAIL displays in the right pane after the Expandable Folders in the left pane were opened.

(Image 4)



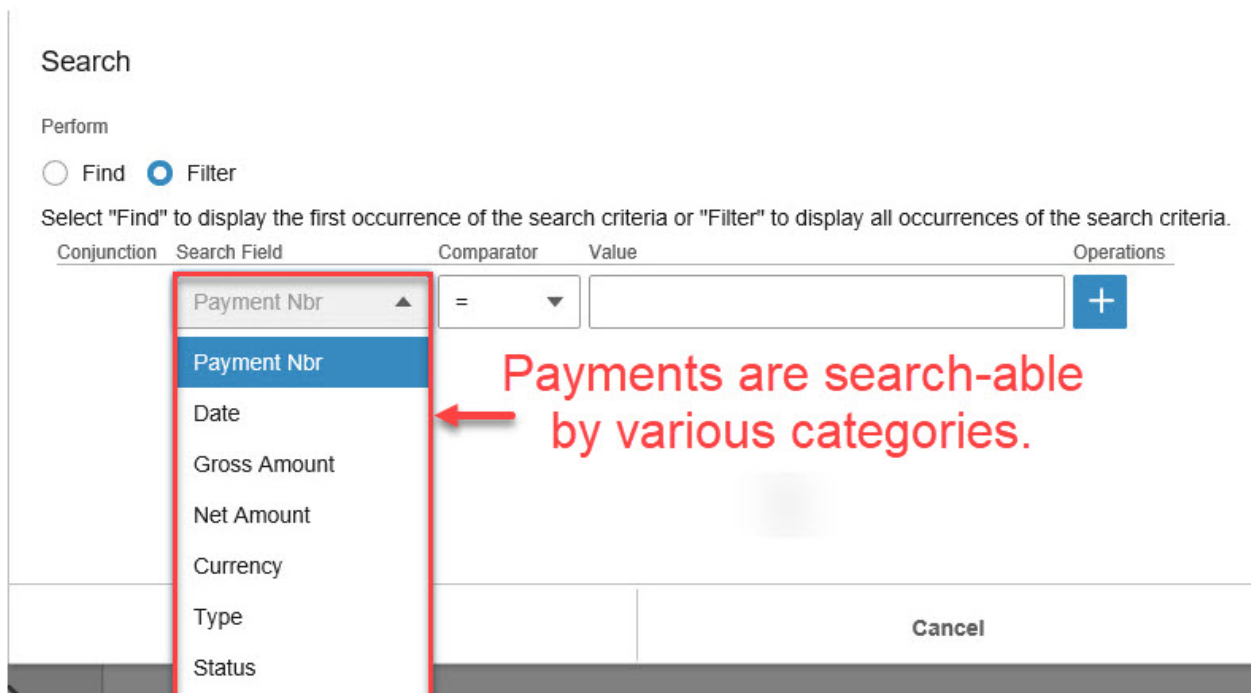
Search Feature

(Image 5)



Click on the **search** button to view search options.

(Image 6)



Employee Search

(Image 7)

(Image 8)

Select	Last Name	First Name	Middle Initial	Employee	Social Nbr
→			C		
→			L		
→			M		
→			A		
→			A		
→			G		
→			R		
→			L		
→			M		
→			M		

(Image 9)

(Image 10)

Search

Perform

Find Filter

You are able to search for an employee using multiple categories simultaneously by adding a search line (+).

Select "Find" to display the first occurrence of the search criteria or "Filter" to display all occurrences of the search criteria.

Conjunction	Search Field	Comparator	Value	Operations
	* Last Name	=	smith	+
And	First Name	like	j*	+ 

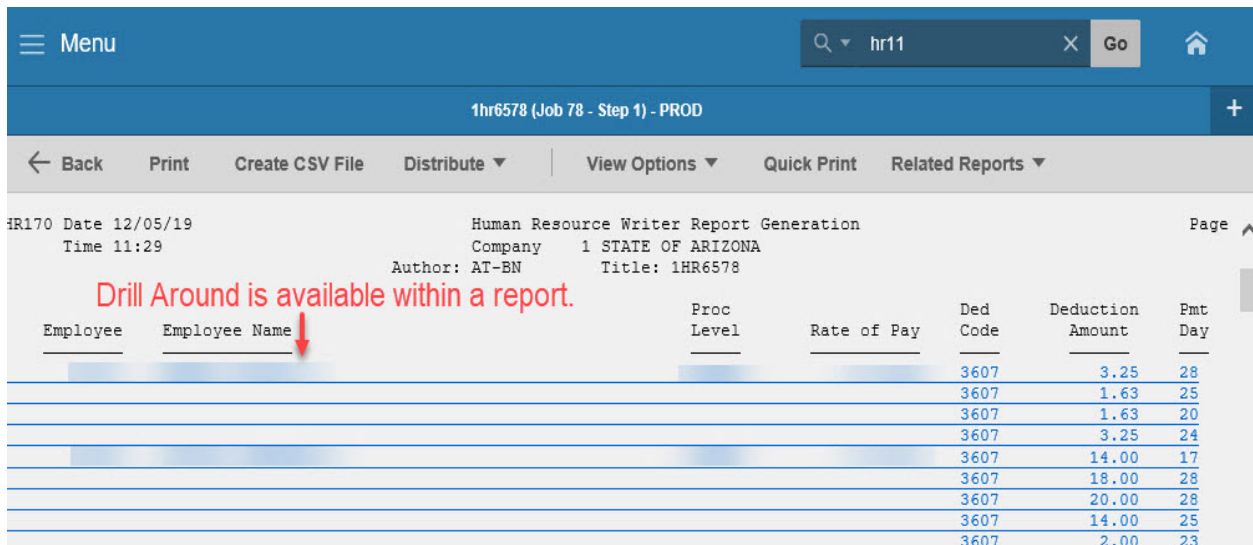
Filter

Cancel

Report Drill Around

(Image 11)

Drill Around is available on some reports for quick access to report data. Look for fields of data that are highlighted in blue and underlined like the fields below. A hand appears when the mouse is positioned over a field featuring Drill Around.



1hr6578 (Job 78 - Step 1) - PROD

← Back Print Create CSV File Distribute ▼ View Options ▼ Quick Print Related Reports ▼

HR170 Date 12/05/19 Human Resource Writer Report Generation Page
 Time 11:29 Company 1 STATE OF ARIZONA
 Author: AT-BN Title: 1HR6578

Drill Around is available within a report.

Employee	Employee Name	Proc Level	Rate of Pay	Ded Code	Deduction Amount	Pmt Day
				3607	3.25	28
				3607	1.63	25
				3607	1.63	20
				3607	3.25	24
				3607	14.00	17
				3607	18.00	28
				3607	20.00	28
				3607	14.00	25
				3607	2.00	23

Before Entry into HRIS

- Be sure to right click in the field you want to Drill Around from.

After Entry into HRIS

- Click Close on the Drill Around menu to get back to your original form.]