

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
AGENCY LABOR
DISTRIBUTION SPECIALIST



AGENCY LABOR DISTRIBUTION SPECIALIST

Table of Contents

| | |
|--|-----------|
| INTRODUCTION | 3 |
| HRIS CHART OF ACCOUNT ELEMENTS | 4 |
| ACCOUNTING UNIT | 4 |
| VIEW THE ACCOUNTING UNIT AND ASSOCIATED STATUS ON FORM GL20.1 | 4 |
| VIEW ACCOUNTING UNIT ATTRIBUTES ON FORM GL20.7 | 5 |
| ACTIVITY | 7 |
| VIEW THE ACTIVITY AND ASSOCIATED STATUS ON FORM AC10.1 | 8 |
| VIEW THE ACTIVITY ATTRIBUTES ON FORM AC13.1 | 9 |
| ACCOUNT CATEGORY | 9 |
| VIEW THE ACCOUNT CATEGORY AND ASSOCIATED STATUS ON FORM AC06.1 | 10 |
| LABOR DISTRIBUTION | 12 |
| POSITION-DEFAULT LABOR DISTRIBUTION | 12 |
| MANAGE LABOR DISTRIBUTION (CHANGE ONLY) ON THE ZP02 FORM | 12 |
| POSITION-MULTIPLE LABOR DISTRIBUTION | 14 |
| MANAGE LABOR DISTRIBUTION (ADD/CHANGE/DELETE) ON THE XR23.3 FORM | 14 |
| DELETE EXISTING MULTIPLE LABOR DISTRIBUTION SPLITS FROM A POSITION | 16 |
| HOW LABOR DISTRIBUTION CAN BE ASSIGNED TO TIME RECORDS | 17 |
| DATA WAREHOUSE LABOR DISTRIBUTION REPORTS | 18 |
| POSITION ZP02 REPORT | 18 |
| POSITION-MULTIPLE LABOR DISTRIBUTION XR23.3 | 18 |
| PAYROLL DISTRIBUTION LISTING (PR223) REPORT | 19 |
| SOA PERCENT DISTRIBUTION LISTING (XR223) REPORT | 21 |

Introduction

Every Position in HRIS has an associated Labor Distribution (LD), which determines how payroll expenditures are posted to the Arizona Financial Information System (AFIS). Labor Distribution is primarily supported by three HRIS Chart of Account elements: Accounting Unit, Activity, and Account Category.

Labor Distribution information (Expense Account/Funding Source) must be included when a new Position is initially set up on the XP02.1 (Position Form). The XP02.1 allows only one funding source for each Position.

The Agency Labor Distribution Specialist can use **ZP02.1** - Agency Position Maintenance Form, to manage (change) a Position's Labor Distribution.

If a Position's Labor Distribution needs to be expensed/allocated to multiple funding sources, the Agency Labor Distribution Specialist shall use the **XR23.3**- Payroll Distribution - Positions Form, to manage (add/change/delete) a Position's Labor Distribution, which will supersede the single funding source labor distribution on the Position Forms XP02.1/ZP02.1.

Labor Distribution funding source percentages for a position must always total 100%, regardless of the number of funding sources. Managing Labor Distribution funding sources may be necessary when hires, separations, position changes, budget implications, department reorganizations or changes in work assignments occur.

This job role training lesson teaches the Agency Labor Distribution Specialist how to recognize and view HRIS Chart of Account elements, and how Labor Distribution can be assigned to positions and time records. The two Labor Distribution Reports available in the HRIS data warehouse (Position ZP02 and Position-Multiple Labor Distribution XR23.3) and the SOA Percent Distribution (XR223) report are also discussed.

Note: The screenshots provided throughout this Resource Guide provide data within the fields. This data is based on training and are not to be duplicated in Production.

****Please use your Agency information when referencing the step-by-step activities provided below.**

HRIS Chart of Account Elements

| HRIS mapping of field to AFIS | | | |
|-------------------------------|------------------|-----------------|--------------------------|
| HRIS Field Name | | AFIS Field Name | |
| Expense Account | GL Company* | → | Not defined in AFIS |
| | Accounting Unit | → | Agency & Functions |
| | Account | → | Object (OBJ) |
| | Sub Account | → | Budget Fiscal Year (BFY) |
| Activity | Activity | → | Program** |
| | Account Category | → | Program Period (PPC)*** |

*GL Company will be defaulted to value 1 (State of Arizona)

** & ***These values are optional. They are intended to be used by agencies who do not infer Program and PPC on the AFIS Function.

Note: The table above, which shows the standard mapping of Chart of Account Elements from HRIS to AFIS, will be referenced throughout this lesson. Exceptions discussed in the Activity and Account Category sections.

Accounting Unit

The **Accounting Unit** is the primary Chart of Account element used to allocate labor expense accounts in HRIS. AFIS Function Codes and their Inference elements are used to interface as Accounting Units to HRIS, where they populate form GL20.1 (Accounting Units-Accounts) and form GL20.7 (Attributes).

Note: Please see the AFIS Quick Reference Guide ‘Chart of Account Elements for HRIS Integration’ to learn how to add and modify AFIS Functions that interface to HRIS Accounting Units.

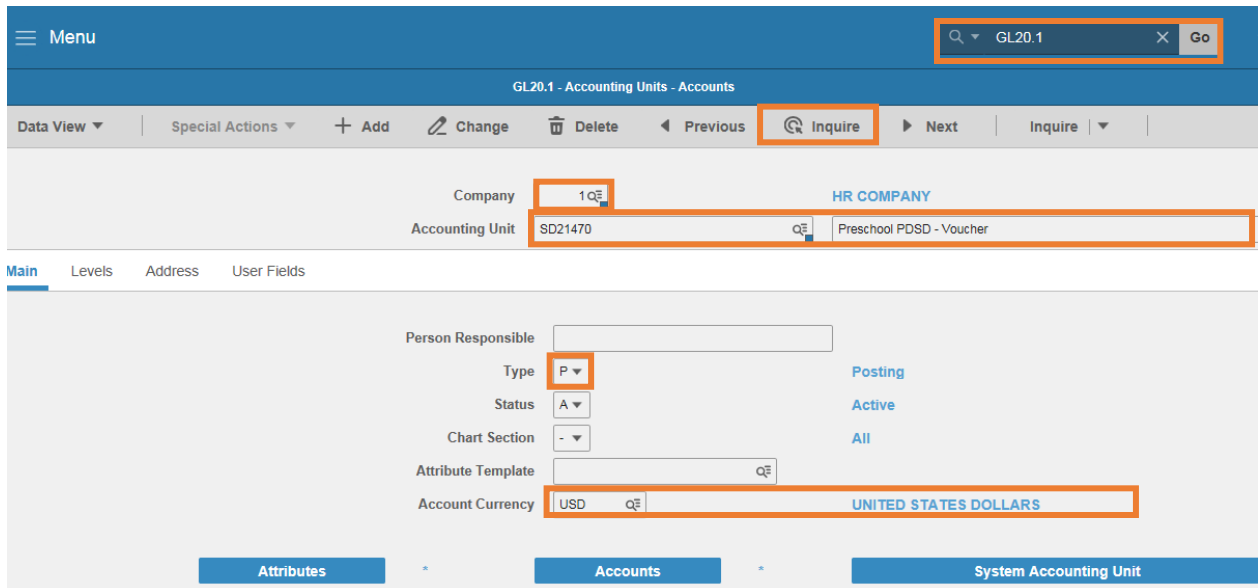
View the Accounting Unit and associated status on form GL20.1

New and changes to existing AFIS Functions with **HRIS** or **HRLG** Function Types interface to HRIS on a nightly basis, populating form GL20.1. The AFIS-HRIS interface mapping process adds the two-letter HRIS agency code before the AFIS Function, which becomes the HRIS Accounting Unit.

HRIS Agency Code (2) + AFIS Function (10 max) = HRIS Accounting Unit (12 max)

For this Example, we are using:

HRIS Agency Code, (SD) + AFIS Function, (21470) = HRIS Accounting Unit, (SD21470)



The screenshot shows the 'GL20.1 - Accounting Units - Accounts' form. At the top, there is a search bar with 'GL20.1' and a 'Go' button. Below the search bar is a navigation bar with buttons for 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The form fields are: 'Company' (1), 'Accounting Unit' (SD21470), 'Person Responsible' (empty), 'Type' (P), 'Status' (A), 'Chart Section' (-), 'Attribute Template' (empty), and 'Account Currency' (USD). The form also displays 'HR COMPANY' and 'Preschool PDSD - Voucher'. At the bottom, there are three buttons: 'Attributes', 'Accounts', and 'System Accounting Unit'.

To verify that the AFIS Function interfaced to HRIS successfully, follow the steps listed below:

1. In the Search field, type **GL20.1**, Click **Go**
2. In the **Company** field, type or select **1**
3. In the **Accounting Unit** field, type or select the **HRIS Accounting Unit**
4. Click **Inquire**

The Active **Status** indicates that this Accounting Unit is valid and can be used to update Labor Distribution. The asterisks next to the **Attributes** and **Accounts** boxes indicate that AFIS Function Inference elements were interfaced successfully, and are linked to appropriate Accounts and Sub-Accounts.

View Accounting Unit Attributes on form GL20.7



Select the **Attributes** box to go to form GL20.7. The required elements entered for the AFIS Function Inference page (Fund, Appropriation Number, Appropriation Type, Unit, Task) are interfaced to HRIS, for reporting and validation purposes.

For example:



APPN-TYPE attribute (Appropriation Type) defines what Sub-Account (BFY) can be associated with Labor Distribution.

If **APPN-TYPE** value equals **1**, then only current year BFY can be used.

GL20.7 - Attributes

← Back Detach Special Actions ▾  Change  Inquire | Inquire ▾

Company **1** HR COMPANY
 Accounting Unit **SD21470** Preschool PDSD - Voucher

Use Attribute Value Template 
 Use Effective Date Template 

By Attribute

| Attribute | Type | Size | Required | Value |
|--------------|---------|------|----------|-------------------------------|
| ACTIVITY-ADV | Alpha | 6 | | <input type="text" value=""/> |
| AFUND | Numeric | 4 | | <input type="text" value=""/> |
| AGENCY | Alpha | 2 | | SD |
| APPN-NO | Numeric | 5 | | <input type="text" value=""/> |
| APPN-NUMBER | Alpha | 8 | | SD40000 |
| APPN-TYPE | Numeric | 1 | | 1 |
| FUND | Numeric | 4 | | <input type="text" value=""/> |
| FUND-ADVNTG | Alpha | 8 | | SD2444 |
| FUND-GROUP | Numeric | 4 | | 2444 |
| PRGRM | Alpha | 10 | | <input type="text" value=""/> |
| UNIT | Alpha | 4 | | 1004 |

Activity

The **Activity** is another HRIS Chart of Account element. It is used to capture additional information such as:

- AFIS Program (agencies other than DTA, EVA, and FOA)
- AFIS Program and Phase (only DTA)
- AFIS Location and Sub-Location (only EVA)
- AFIS Activity and Sub-Activity (only FOA)

Using Activity field in HRIS is intended to be used by agencies who don't infer Program, Program and Phase, Location and Sub-Location, and Activity and Sub-Activity on the AFIS Function.

New and changes to AFIS Program, Program/Phase, Location/Sub-Location, and Activity/Sub-Activity Codes are interfaced to HRIS on a nightly basis and they populate form AC10.1 (Activity), and form AC13.1 (Activity Attributes).

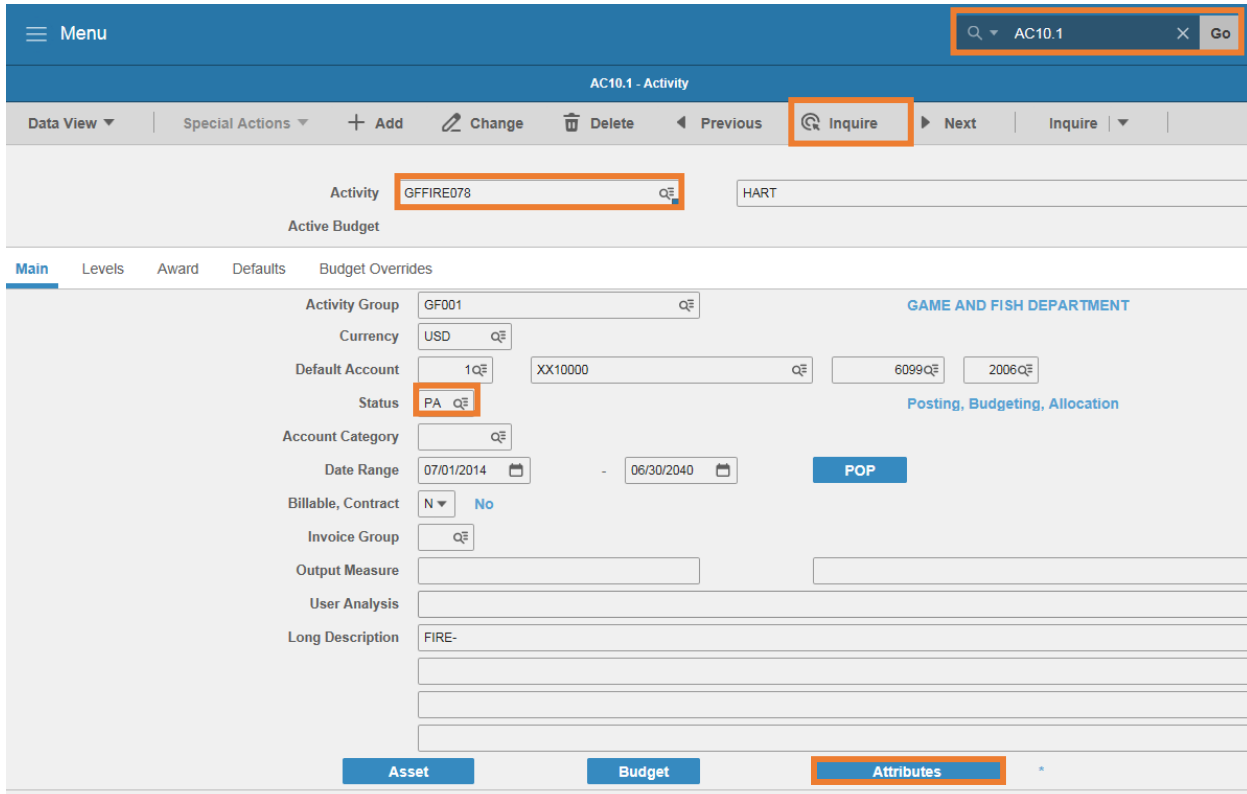
Note: Please see the AFIS Quick Reference Guide 'Chart of Account Elements for HRIS Integration' to learn how to add and modify AFIS Programs, Programs/Phases, Locations/Sub-Locations, and Activities/Sub-Activities that interface to HRIS Activities.

View the Activity and associated status on form AC10.1

AFIS Program (10 max) = HRIS Activity (Agency Code (2) + AFIS Program)

For this Example, we are using:

HRIS Agency, (GF) + AFIS Program, (FIRE078) = HRIS Activity, (GFFIRE078)



The screenshot shows the 'AC10.1 - Activity' form. At the top right, there is a search bar with 'AC10.1' and a 'Go' button. Below the search bar, there are navigation buttons: 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The 'Activity' field is set to 'GFFIRE078'. Below the 'Activity' field, there is an 'Active Budget' field set to 'HART'. The form has several tabs: 'Main', 'Levels', 'Award', 'Defaults', and 'Budget Overrides'. The 'Main' tab is selected. The form contains several fields: 'Activity Group' (GF001), 'Currency' (USD), 'Default Account' (1), 'Status' (PA), 'Account Category', 'Date Range' (07/01/2014 - 06/30/2040), 'Billable, Contract' (N), 'Invoice Group', 'Output Measure', 'User Analysis', and 'Long Description' (FIRE-). At the bottom, there are three buttons: 'Asset', 'Budget', and 'Attributes'. The 'Attributes' button has an asterisk next to it.

To verify that the AFIS Program interfaced to HRIS successfully, follow the steps listed below:

1. In the **Search** field, type **AC10.1**
2. Click **Go**
3. In the **Activity** field, type or select the **HRIS Activity**
4. Click **Inquire**

The **Status** value **PA** indicates that this Activity is valid and can be used to update Labor Distribution. If **Status** value is **XX**, that indicates that Program has been inactivated.

The asterisk (*) next to the **Attributes** indicate that additional AFIS elements related to Program (like Major Program) were interfaced successfully.

View the Activity Attributes on form AC13.1

Select the **Attributes** box on form AC10.1 to go to form AC13.1. The required elements related to the AFIS Program page (Agency and Major Program) are interfaced to HRIS for reporting.

Currently the **AGENCY** and **MAJOR-PRGRM** are the only (Activity) Attributes being used.

AC13.1 - Activity Attributes

← Back Detach Special Actions ▾ + Add ✎ Change ◀ Previous 🔍 Inquire ▶ Next Inquire ▾

Activity HART

Attribute Value Template

Effective Date Template

| Attribute | Type | Size | Reqd | Value | Value Description |
|-------------|------|------|------|----------------------|-------------------|
| AFUND | N | 4 | No | <input type="text"/> | |
| AGENCY | A | 2 | No | GF | AGENCY VALUES |
| APPN-NO | N | 5 | No | <input type="text"/> | |
| APPN-TYPE | N | 1 | No | <input type="text"/> | |
| FUND | N | 4 | No | <input type="text"/> | |
| MAJOR-PRGRM | A | 16 | No | FIRE | |
| PRGRM-PHASE | A | 5 | No | <input type="text"/> | |

Account Category

The Account Category is another HRIS Chart of Account element. It is used to capture additional elements, such as:

- AFIS Program Period (agencies other than DTA and EVA)
- AFIS Activity (DTA and EVA)

Using **Account Category** field in **HRIS** is intended to be used by agencies who don't infer Program Period on the AFIS Function.

New and changes to AFIS Program Periods and Activities interface to Account Categories in HRIS on a nightly basis and populate to form AC06.1 (Override Account Categories)

Note: Please see the AFIS Quick Reference Guide 'Chart of Account Elements for HRIS Integration' to learn how to add and modify AFIS Program Periods and Activities that interface to HRIS Account Categories.

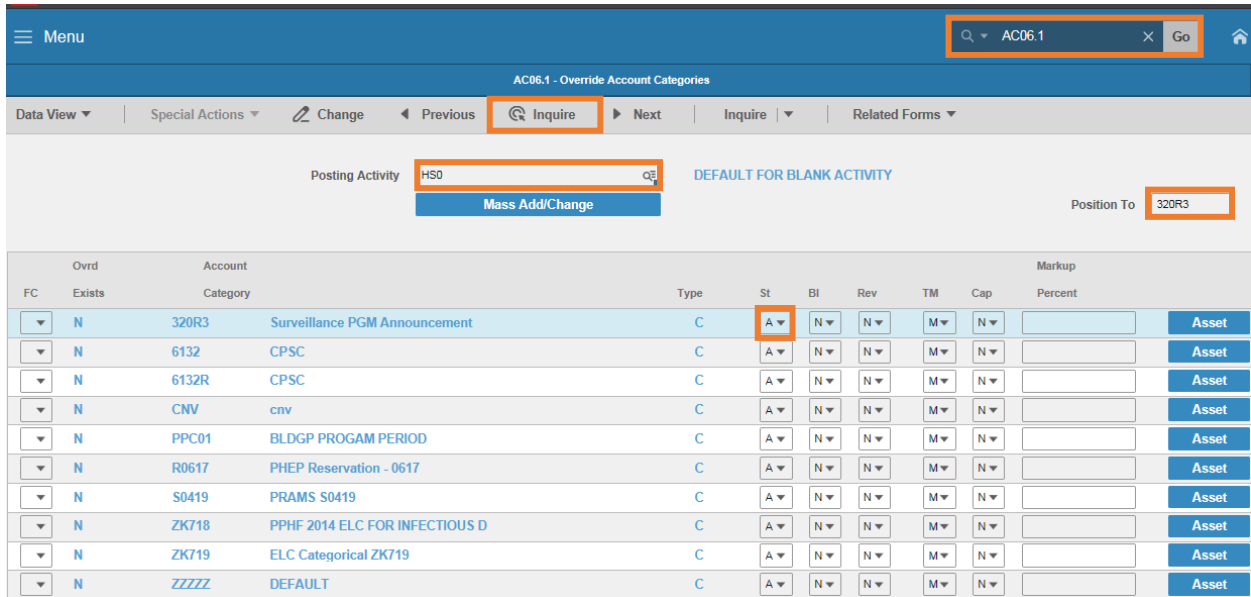
View the Account Category and associated status on form AC06.1

AFIS Program Period (5 max) = HRIS Account Category (5 max)

For this Example, we are using:

All Agencies (except DTA and EVA will be shown in the following activity)

AFIS Program Period, (320R3) = HRIS Account Category, (320R3)



| FC | Ovrd Exists | Account Category | Type | St | Bl | Rev | TM | Cap | Markup Percent | |
|----|-------------|--------------------------------------|------|----|----|-----|----|-----|----------------|-------|
| | N | 320R3 Surveillance PGM Announcement | C | A | N | N | M | N | | Asset |
| | N | 6132 CPSC | C | A | N | N | M | N | | Asset |
| | N | 6132R CPSC | C | A | N | N | M | N | | Asset |
| | N | CNV cnv | C | A | N | N | M | N | | Asset |
| | N | PPC01 BLDGP PROGAM PERIOD | C | A | N | N | M | N | | Asset |
| | N | R0617 PHEP Reservation - 0617 | C | A | N | N | M | N | | Asset |
| | N | S0419 PRAMS S0419 | C | A | N | N | M | N | | Asset |
| | N | ZK718 PPHF 2014 ELC FOR INFECTIOUS D | C | A | N | N | M | N | | Asset |
| | N | ZK719 ELC Categorical ZK719 | C | A | N | N | M | N | | Asset |
| | N | ZZZZ DEFAULT | C | A | N | N | M | N | | Asset |

To verify that the AFIS Program Period interfaced to HRIS successfully, follow the listed steps below:

1. In the Search field, type **AC06.1**
2. Click **Go**
3. In the **Posting Activity** field, select or type the **two letter Agency Code** followed by **0 (zero)**
4. In the **Position to** field, type the **AFIS Program Period**
5. Click **Inquire**

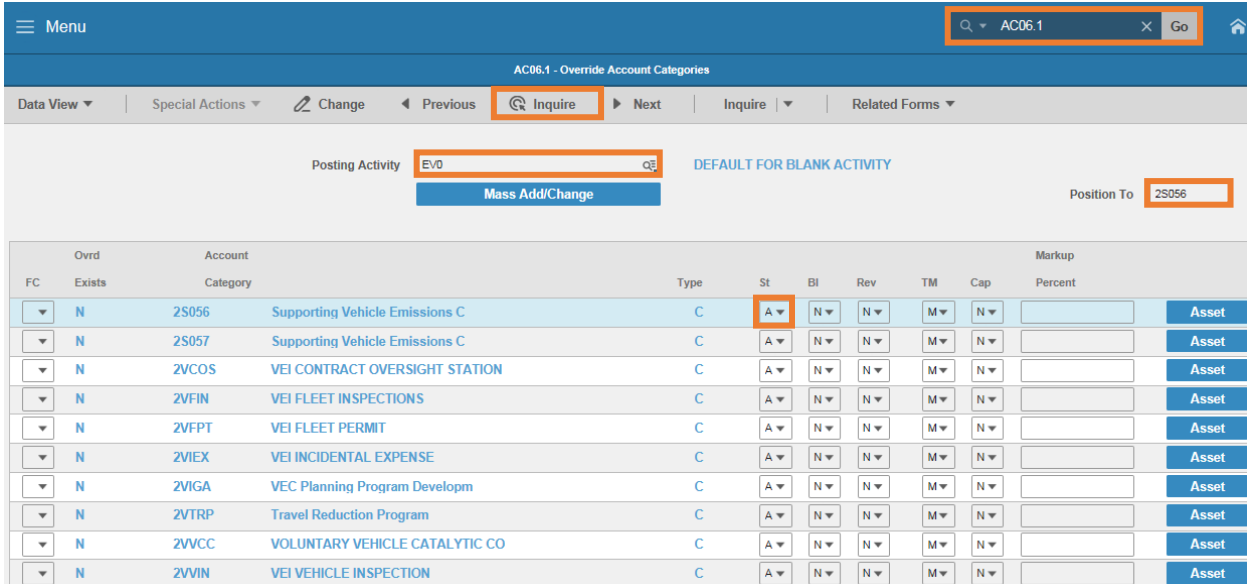
The Status Column (**St**) indicates that the Account Category is Active (**A**) and it is available to be used.

AFIS Activity (5 max) = HRIS Account Category (5 max)

For this Example, we are using:

DTA and EVA (only):

AFIS Activity, (2S056) = HRIS Account Category, (2S056)



AC06.1 - Override Account Categories

Posting Activity: EVO Position To: 2S056

| Ovrld | Account | Type | St | BI | Rev | TM | Cap | Markup | Asset |
|-------|---------|--------------------------------|----|----|-----|----|-----|---------|-------|
| FC | Exists | Category | | | | | | Percent | |
| N | 2S056 | Supporting Vehicle Emissions C | A | N | N | M | N | | Asset |
| N | 2S057 | Supporting Vehicle Emissions C | A | N | N | M | N | | Asset |
| N | 2VCOS | VEI CONTRACT OVERSIGHT STATION | A | N | N | M | N | | Asset |
| N | 2VFIN | VEI FLEET INSPECTIONS | A | N | N | M | N | | Asset |
| N | 2VFPT | VEI FLEET PERMIT | A | N | N | M | N | | Asset |
| N | 2VIEX | VEI INCIDENTAL EXPENSE | A | N | N | M | N | | Asset |
| N | 2VIGA | VEC Planning Program Developm | A | N | N | M | N | | Asset |
| N | 2VTRP | Travel Reduction Program | A | N | N | M | N | | Asset |
| N | 2VVCC | VOLUNTARY VEHICLE CATALYTIC CO | A | N | N | M | N | | Asset |
| N | 2VVIN | VEI VEHICLE INSPECTION | A | N | N | M | N | | Asset |

To verify that the AFIS Activity interfaced to HRIS successfully, follow the listed steps below:

1. In the Search field, type **AC06.1**
2. Click **Go**
3. In the **Posting Activity** field, select or **type the two letter Agency Code** followed by **0** (zero)
4. In the **Position To** field, type the **AFIS Activity**
5. Click **Inquire**

The Status Column (**St**) indicates that the Account Category is Active (**A**) and it is available to be used.

HRIS Chart of Account elements that are successfully interfaced through AFIS can be used to allocate and post payroll expenditures back to AFIS.

Labor Distribution

Labor Distribution (LD) is the process of determining how allocated HRIS payroll expenditures will post to AFIS, but before that takes place Expense Account information (also referred as funding source) must be referenced and maintained on the XP02.1 (SOA Position) form. Managing Labor Distribution on the positions may be necessary due to department reorganizations, budgetary implications, position or work assignments changes. The XP02.1 allows only one funding source for each Position.

The Agency Labor Distribution Specialist can use the **ZP02.1** (Position) form to manage (change) a Position’s Labor Distribution. This form is clone of the form XP02.1 with limited ability to update a position’s information. On the ZP02.1 form, the Agency Labor Distribution Specialist will be able to update only position structure and payroll expense information.

Both forms XP02.1 & ZP02.1 represent default Labor Distribution of the position.

Position-Default Labor Distribution

Manage Labor Distribution (change only) on the ZP02 form

The screenshot shows the ZP02.1 - Position form. At the top right, there is a search bar with 'ZP02.1' entered and a 'Go' button. Below the search bar, there are navigation buttons: 'Data View', 'Special Actions', 'Change', 'Previous', 'Inquire', 'Next', and 'Inquire'. The form fields are as follows:

- Company: 1QE
- Process Level: ED100
- Position: SED00000684
- Effective: 08/25/2018
- Update Emps, Reqs: Y
- Reason: FYE LD

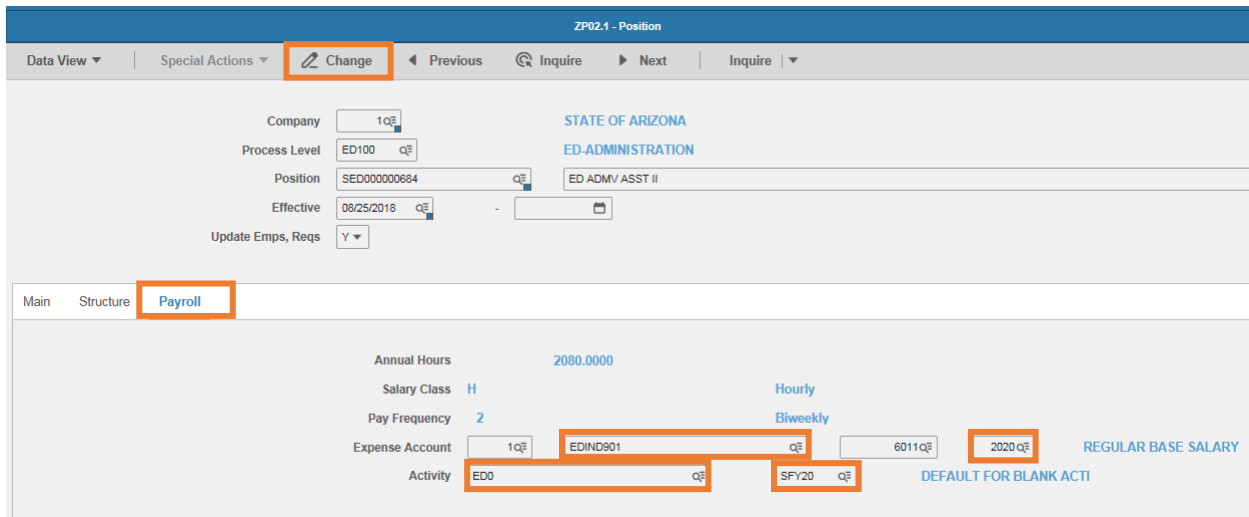
The position details table is as follows:

| | | |
|-----------------------|----------|-------------------------------|
| Reason | FYE LD | FYE LABOR DISTRIBUTION UPDATE |
| Status | 1 | Active |
| At Will Status | UN | UNCOVERED |
| Exempt from Overtime | N | |
| Pay Plan | NEXP | FLSA NON-EXEMPT-OT OVER 40HRS |
| Schedule, Grade, Step | AREG 15 | A REGULAR SCHEDULE |
| Law Enforcement | NOT L E | NON-LAW ENFORCEMENT |
| Department | 11000 | ADMINISTRATION |
| Job Code | AUN06609 | ADMV ASST 2 |
| CPS Type | | |

1. In the Search field, type **ZP02.1**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Process Level** field, type or select a **Process Level**
5. In the **Position** field, type or select a **Position**

6. Click **Next**, until the desired **Effective** dates are located
7. In the **Main** tab, select the **Reason** code from the drop-down menu
 - Select the one that most closely corresponds to the Labor Distribution change to be made

Examples include: **EXPNS CHG** (EXPENSE CHANGE); **FUND CHG** (FUNDING CHANGE); **FYE LD** (FYE LABOR DISTRIBUTION UPDATE)



The screenshot shows the 'ZP02.1 - Position' interface. The 'Change' button is highlighted in orange. Below it, the 'Payroll' sub-tab is selected. The 'Expense Account' field is set to 'EDIND901' and the 'Activity' field is set to 'ED0', both highlighted with orange boxes. The 'Change' button is also highlighted in orange. Other fields include 'Company' (100), 'Process Level' (ED100), 'Position' (SED000000684), 'Effective' (08/25/2018), 'Annual Hours' (2080.0000), 'Salary Class' (H), 'Pay Frequency' (2), and 'REGULAR BASE SALARY' (60110000).

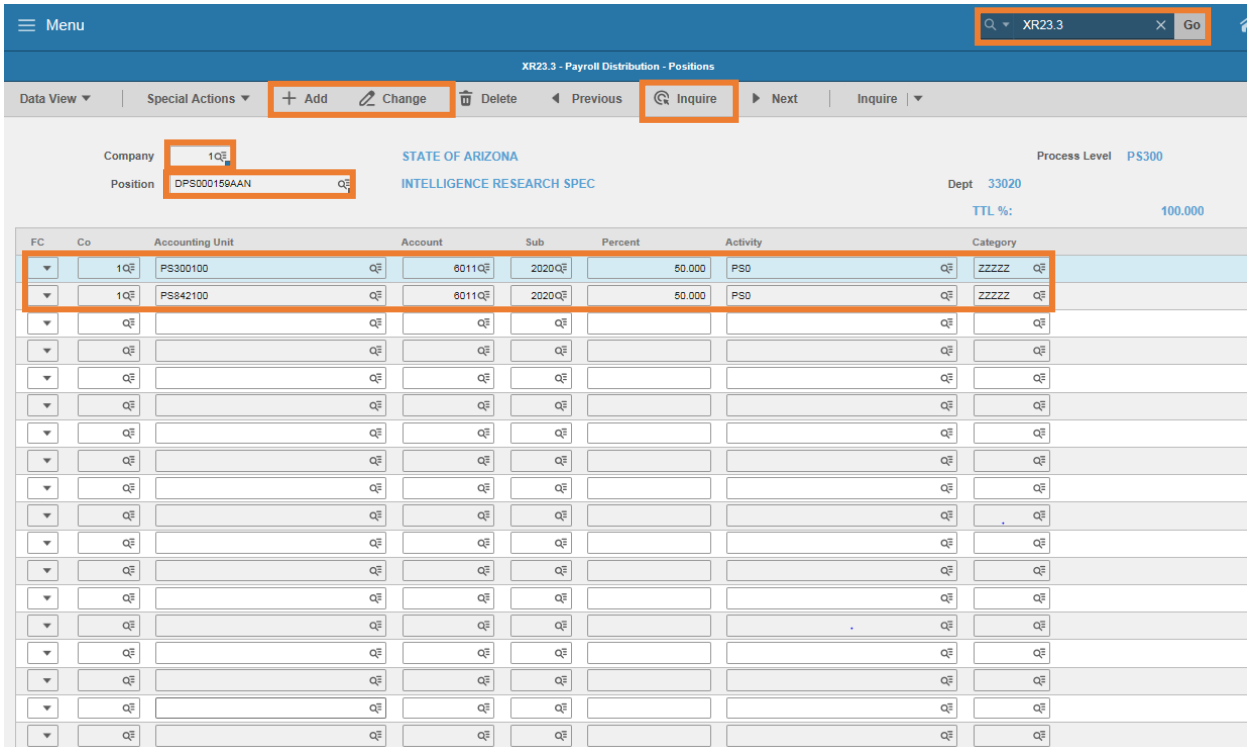
8. Click the **Payroll** tab to see the fields available to be changed
9. On the **Expense Account** row, make edits to the Accounting Unit (**EDIND901**) and/or Sub-Account (**2020**), then select the **Change** box
10. On the **Activity** row, make edits to the Activity (**ED0**) and/or Account Category (**SFY20**), then select the **Change** box

In this example, the Activity for this Position is set to **ED0** which is the default value for no Activity. Similarly, the default value for no Account Category would have been 'ZZZZZ'. Both the Activity and Account Category fields can be left blank. If one of those fields is populated, the other is also required to be populated.

Position-Multiple Labor Distribution

If a Position’s Labor Distribution needs to be expensed/allocated to multiple funding sources, the Agency Labor Distribution Specialist shall use the XR23.3 (Payroll Distribution - Positions) Form to manage (add/change/delete) a Position’s Labor Distribution, which will supersede the default/single funding source labor distribution on the XP02.1/ZP02.1 Position Forms.

Manage Labor Distribution (add/change/delete) on the XR23.3 form



| FC | Co | Accounting Unit | Account | Sub | Percent | Activity | Category |
|----|----|-----------------|---------|------|---------|----------|----------|
| 1 | 1 | PS300100 | 0011 | 2020 | 50.000 | PS0 | ZZZZZ |
| 1 | 1 | PS842100 | 0011 | 2020 | 50.000 | PS0 | ZZZZZ |
| | | | | | | | |
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Add/change multiple labor distribution splits to a position

1. In the Search field, type **XR23.3**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Position** field, type the **Position number**
5. click **Inquire**
 - If multiple distribution funding sources exist for the position, the information will be displayed
6. To add a labor distribution funding source to a position, type **A** in the **FC** field or select **Add** from the drop down menu. To make changes to an existing split, type or select **C**
7. In the **Co** field, type **1**
8. In the **Accounting Unit** field, type or select from the drop down menu the Accounting Unit for the new distribution funding source or to an existing distribution funding source if changing.

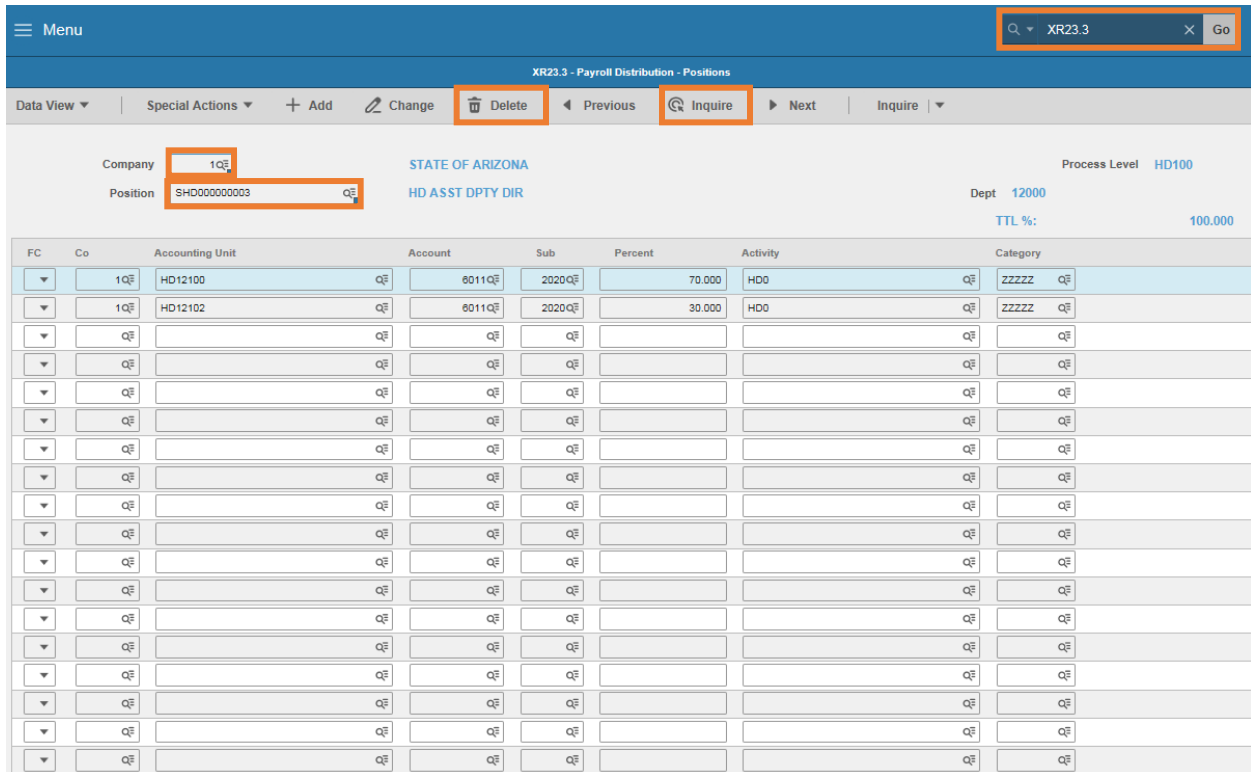
9. In the **Account** field, type **6011**
10. In the **Sub** field, type the **Budget Fiscal Year** for the new distribution funding source, or to an existing distribution funding source if changing.
11. In the **Percent** field, type in the percent of the new distribution funding source, or to an existing distribution funding source if changing.
12. In the **Activity** field, type or select from the drop down menu the **Activity** for the new distribution funding source, or to an existing distribution funding source if changing.
 - If a new distribution funding source needs to be allocated to an Activity. If there is no Activity enter ****0** (replace ****** with the two letter HRIS agency code).
13. The **Category** field is required if an Activity is entered. Type or select from the drop down menu the account category for the Activity defined in step 10.
 - If there is no account category for the Activity, enter **'ZZZZZ'**
14. After all desired distributions have been added or changed, select the **Add** or **Change** button to save

Repeat steps 4-12 to add or make changes to additional distribution funding sources. If more than 18 distribution funding sources are required, use the PageDown key.

Delete existing multiple labor distribution splits from a position

The steps listed below should only be followed if you want to permanently remove a multiple labor distribution split from a position.

Note: HRIS does not require the user to confirm a deletion. Once the 'Delete' button is selected, the records are deleted. Once the XR23.3 Payroll Distribution-Positions Form is deleted, agencies must update Labor Distribution on XP02.1 SOA Position Form or ZP02.1 Position form.



The screenshot shows the 'XR23.3 - Payroll Distribution - Positions' form. At the top, there is a search bar containing 'XR23.3' and a 'Go' button. Below the search bar, there are navigation buttons: 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The form fields include 'Company' (1), 'Position' (SHD000000003), 'STATE OF ARIZONA', 'HD ASST DPTY DIR', 'Process Level' (HD100), 'Dept' (12000), and 'TTL %' (100.000). Below these fields is a table with columns: FC, Co, Accounting Unit, Account, Sub, Percent, Activity, and Category. The table contains two rows of data:

| FC | Co | Accounting Unit | Account | Sub | Percent | Activity | Category |
|----|----|-----------------|---------|--------|---------|----------|----------|
| ▼ | 1Q | HD12100 | 001100 | 202000 | 70.000 | H00 | ZZZZZ |
| ▼ | 1Q | HD12102 | 001100 | 202000 | 30.000 | H00 | ZZZZZ |

1. In the Search field, type **XR23.3**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Position** field, type the **Position Number**
5. Click **Inquire**
6. Click **Delete**

How Labor Distribution can be assigned to time records

Default Labor on the Position (XP02)

If an employee's time is entered using the XR32.1 (Employee Daily Time Entry), XR35.2 (Detail Time Entry) or ZR80.1 (Manual Payment) forms, the Payroll Distribution Indicator field is set to "N", the employee's labor is expensed to AFIS using the single funding source specified on the position's XP02 or ZP02 form.

Multiple Labor Distribution (XR23.3)

If an employee's time is entered using the XR32.1 (Employee Daily Time Entry), ZR35.2 (Detail Time Entry) or ZR80.1 (Manual Payment) forms, the Payroll Distribution Indicator field is set to "Y", the employee's labor is expensed to AFIS according to the multiple funding sources specified on the position's XR23.3 form.

Employee Time Entry (ETE) form (manual override of labor)

If an employee's time is entered using any of the ETE form ZS37.3 (Employee Time Entry Form) and it is associated with the corresponding Account or Employee Template(s), the employee's labor is expensed to AFIS according to funding sources specified on the ETE Template(s), Payroll Distribution Indicator field will be set to **N**, and will override the position's XP02/XR23.3 distribution(s).

Employee Time Entry (ETE) Account Template

If an employee's time is entered using either of the ETE account templates, the employee's labor is expensed to AFIS according to the templates, and will override the position's XP02/XR23.3 distribution(s).

Labor Distribution changes that are made from one pay period to the next should be made directly on the Employee's timesheet.

The Payroll Distribution Indicator (PAY DIST) determines if a position's Labor Distribution is allocated using a single or multiple funding sources. Funding source(s) for each HRIS position must equal 100%.

Data Warehouse Labor Distribution Reports

The following Labor Distribution reports are available via the HRIS Data Warehouse:

- Position (ZP02) Report
- Position-Multiple Labor Distribution (XR23.3)

Position ZP02 Report

This report provides users with a listing of active Positions, the labor distribution elements associated with the Positions, and the corresponding Employee (HR11) information for filled Positions. This report produces a list, by agency, of active XP02 positions, including Labor Distribution elements.

| Position (ZP02) Report | | | | | | | | | | | | | |
|------------------------|---------------|------------------|------------------|--------------------|------------------|-------------------|---------------|--------------------|--------------------|-----------------|---------------|-----------------|----------------------------|
| XP02 COMPANY | XP02 POSITION | XP02 EFFECT DATE | XP02 EXP COMPANY | XP02 EXP ACCT UNIT | XP02 EXP ACCOUNT | XP02 EXP SUB ACCT | XP02 ACTIVITY | XP02 ACCT CATEGORY | XP02 PROCESS LEVEL | XP02 DEPARTMENT | XP02 JOB CODE | XP02 USER LEVEL | XP02 DESCRIPTION |
| 1 | SAD000000001 | 3/10/2018 | | 1 ADALLO149990 | 6011 | 2020 | | | ADDIR | DIR00 | AUN01006 | ADDIR00 | AD DIRECTOR |
| 1 | SAD000000002 | 4/7/2018 | | 1 ADALLO149990 | 6011 | 2020 | | | ADDIR | DIR00 | AUN01105 | ADDIR00 | AD DPTY DIR |
| 1 | SAD000000003 | 7/28/2018 | | 1 ADGSDA021000 | 6011 | 2020 | | | ADGSD | GSD10 | AUN01214 | ADGSD100 | AD ASST DIR GENERAL SVC |
| 1 | SAD000000004 | 3/24/2018 | | 1 ADHRDHR18100 | 6011 | 2020 | | | ADHRD | HR110 | AUN01214 | ADHR110 | AD ASST DIR HUMAN RESR CES |

Position-Multiple Labor Distribution XR23.3

This report produces a listing of active Positions (ZP02), the corresponding Employee (HR11) information for filled Positions, and any Multiple Labor Distribution Records (XR23.3) associated with each active Position.

| Position-Multiple Labor Distribution (XR23.3) | | | | | | | | | |
|---|--------------------|----------------|---------------------|---------------------|-------------------|--------------------|----------------|---------------------|---------------|
| XR233 COMPANY | XR233 DIST COMPANY | XR233 POSITION | XR233 PROCESS LEVEL | XR233 DST ACCT UNIT | XR233 DST ACCOUNT | XR233 DST SUB ACCT | XR233 ACTIVITY | XR233 ACCT CATEGORY | XR233 PERCENT |
| 1 | | 1 SHS000000015 | HSPLS | HSLICALS1385 | 6011 | 2020 | HS0 | ZZZZZ | 60.96 |
| 1 | | 1 SHS000000015 | HSPLS | HSLICALS1402 | 6011 | 2020 | HS0 | ZZZZZ | 13.18 |
| 1 | | 1 SHS000000015 | HSPLS | HSMFEDC3789 | 6011 | 2020 | HS0 | ZZZZZ | 12.93 |
| 1 | | 1 SHS000000015 | HSPLS | HSTTHALS1259 | 6011 | 2020 | HS0 | ZZZZZ | 12.93 |

Note: For specific information/guidance on how to run these reports, please take the 'HRISDATAWH' Data Warehouse Training Course in TraCorp and refer to the Quick Reference Guide (QRG) 'Agency HRIS Data Warehouse Payroll Reports', located on the GAO Website under TRAINING/EVENTS / TRAINING RESOURCES.

Payroll Distribution Listing (PR223) Report

The Payroll Distribution Listing (PR223) can be run on-demand and shows Labor Distribution information on positions by Process Level. Steps for producing this report are shown below.

Note: the three minimum fields required are Company, Report Selection, Employee Sequence. If the optional fields are left blank, the report will populate those fields according to the user's security level, which could be multiple Process Levels.

The screenshot shows the PR223 - Payroll Distribution Listing form. The search bar at the top right contains 'PR223'. The navigation bar includes 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', 'Quick Submit', and 'Work File Distribut'. The form fields are: Job Name (HOUSING), Job Description (Department of Housing), User Name (bxd89934), Data Area/ID (PROD), Company (1), Report Selection (2), Process Level (HD100), Distribution Process Level (HD100), Distribution Department (15500), and Employee Sequence (N).

1. In the Search field, type **PR223**
2. Click **Go**
3. In the **Job Name** field, type a **Job Name** (no spaces)
4. In the **Job Description** field, type a **Job Description**
5. In the **Company** field, type or select **1 (required field)**
6. In the **Report Selection** drop down, select one of the three options: **Employee, Position, or Both Employee and Position (required field)**
7. In the **Process Level** field, type the process level
8. In the **Distribution Department** field, type the distribution department
9. In the **Distribution Process Level** field, type the distribution process level

10. In the **Employee Sequence** drop down, select either **Alpha** or **Numeric (required field)**

Submit Job

Job Name
HOUSING

User Name
bxd89934

Time Zone
GMT-7

Job Queue

Start Date

Start Time

11. Select **Add**

12. Click **Submit**

- Select **Submit** again

Active Jobs
 Waiting Jobs
 Completed Jobs

| <input type="checkbox"/> | Job Name | Parameters | Job Queue | Start Date | Stop Date | Status |
|--------------------------|----------|------------|-----------|---------------------|---------------------|-------------------|
| <input type="checkbox"/> | HOUSING | PR223 | ***** | 01/22/2020 13:18:09 | 01/22/2020 13:18:11 | Normal Completion |

- Select **Job Sched** to verify that the job has completed

Print Manager - bxd89934

User Name

bxd89934

| <input type="checkbox"/> | Job Owner | Job Name | Description | Parameters | File Name | Created |
|--------------------------|-----------|----------|-----------------------|------------|-----------|---------------------|
| <input type="checkbox"/> | bxd89934 | HOUSING | Department of Housing | PR223 | PR223.prt | 01/22/2020 13:18:11 |

- To view the job output, enter your User Name in the Print Manager box, select **Inquire** and click on the applicable completed job

| PR223.prt (Job HOUSING - Step 1) | | | | | | | | | | |
|--|----------|-----------------------------|--|----------|----------|----------|---------------|------|---------|--|
| ← Back Print Create CSV File Distribute ▾ View Options ▾ Quick Print | | | | | | | | | | |
| PR223 | | Date 01/22/20 Time 13:18 | Company 1 STATE OF ARIZONA Payroll Distribution Listing - Positions | | | | Page 1 | | | |
| Ded Code | Pay Code | Expense Account | Description | Activity | Acct Cat | Job Code | Proc Level | Dept | Percent | |
| SHD000000004 HD ASST DPTY DIR | | | | | | | | | | |
| 1 | HD11000 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN07355 | HD100 15500 | | 20.000 | |
| 1 | HD11501 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN07355 | HD100 15500 | | 20.000 | |
| 1 | HD12100 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN07355 | HD100 15500 | | 40.000 | |
| 1 | HD14127 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN07355 | HD100 15500 | | 20.000 | |
| | | | | | | | Total Percent | | 100.000 | |
| SHD000000017 HD CONTRACTS MGT SPCT III | | | | | | | | | | |
| 1 | HD16100 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN04264 | HD100 15500 | | 50.000 | |
| 1 | HD16200 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN04264 | HD100 15500 | | 50.000 | |
| | | | | | | | Total Percent | | 100.000 | |
| SHD000000019 HD CONTRACTS MGT SPCT III | | | | | | | | | | |
| 1 | HD16200 | - | 6011-2019 REGULAR BASE SALARY | HD0 | ZZZZZ | AUN04264 | HD100 15500 | | 100.000 | |
| | | | | | | | Total Percent | | 100.000 | |

- Select **Create CSV File** to download into that format, if desired

SOA Percent Distribution Listing (XR223) Report

Like the PR223 report, the XR223 report can be run on-demand and also shows Position-Labor Distribution information. The main difference between the two is that the XR223 can be generated for a range of process levels instead of a single process level displayed in the PR223. Steps for producing this report are shown below:

Go

XR223 - SOA Percent Distribution Listing

+ Add
Change
Delete
◀ Previous
↻ Inquire
▶ Next
Quick Submit
Work File Distribution
Inquire ▾

Submit

Reports

Job Sched

Print Mgr

Job Name QE

Job Description

User Name QE Brian Dodge

Data Area/ID PROD

Company STATE OF ARIZONA

Process Level QE - QE

1. In the Search field, type **XR223**
2. Select **Go**
3. In the **Job Name** field, type a **Job Name** (maximum 10 characters-no spaces)

4. In the **Job Description** field, type a **Job Description** (maximum 30 characters-including spaces)
5. In the **Company** field, type or select **1**
6. In the **first Process Level** field, enter or select from the drop-down menu the beginning process level to include in the report. Cannot be left blank, and must be less than the ending process level.
7. In the **second Process Level** field, enter or select from the drop-down menu the ending process level to include in the report. If left blank, the report will display data for the beginning process level only.
8. Select **Add** to save the job specified in steps 1.-7. above. See **Job Added** in the lower left corner.

XR223] Job Added(HSPROCLVLS, bxd89934)

9. Click **Submit**

Submit Job

Job Name
HSPROCLVLS

User Name
bxd89934

Time Zone
GMT-7

Job Queue

Start Date

Start Time

- Select **Submit** again

| Job Schedule - bxd89934 | | | | | |
|---|------------|-----------|---------------------|---------------------|-------------------|
| Actions Inquire Delete Search Find Next Reset Export | | | | | |
| User Name <input type="text" value="bxd89934"/> | | | | | |
| <input type="radio"/> Active Jobs <input type="radio"/> Waiting Jobs <input checked="" type="radio"/> Completed Jobs | | | | | |
| Job Name | Parameters | Job Queue | Start Date | Stop Date | Status |
| HSPROCLVLS | XR223 | ***** | 01/11/2021 15:48:47 | 01/11/2021 15:48:47 | Normal Completion |

- Select **Job Sched** to verify that the job has been completed

Print Manager - bxd89934

Report Actions Quick Print |

User Name

| <input type="checkbox"/> | Job Owner | Job Name | Description | Parameters | File Name | Created |
|--------------------------|-----------|----------|-----------------------|------------|-----------|---------------------|
| <input type="checkbox"/> | bxd89934 | HOUSING | Department of Housing | PR223 | PR223.prt | 01/22/2020 13:18:11 |

- To view the job output, enter your User Name in the Print Manager box, select **Inquire** and click on the applicable completed job

PR223.prt (Job HOUSING - Step 1)

|

PR223 Date 01/22/20 Time 13:18 Company 1 STATE OF ARIZONA Page 1
 Payroll Distribution Listing - Positions

| Ded Code | Pay Code | Expense Account | Description | Activity | Acct Cat | Job Code | Proc Level | Dept | Percent |
|--|----------|-----------------|-------------------------------|----------|----------|----------|-------------|---------------|---------|
| SHD000000004 HD ASST DPTY DIR | | | | | | | | | |
| 1 | HD11000 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN07355 | HD100 15500 | | 20.000 |
| 1 | HD11501 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN07355 | HD100 15500 | | 20.000 |
| 1 | HD12100 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN07355 | HD100 15500 | | 40.000 |
| 1 | HD14127 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN07355 | HD100 15500 | | 20.000 |
| | | | | | | | | Total Percent | 100.000 |
| SHD000000017 HD CONTRACTS MGT SPCT III | | | | | | | | | |
| 1 | HD16100 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN04264 | HD100 15500 | | 50.000 |
| 1 | HD16200 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN04264 | HD100 15500 | | 50.000 |
| | | | | | | | | Total Percent | 100.000 |
| SHD000000019 HD CONTRACTS MGT SPCT III | | | | | | | | | |
| 1 | HD16200 | - | 6011-2019 REGULAR BASE SALARY | HD0 | 22222 | AUN04264 | HD100 15500 | | 100.000 |
| | | | | | | | | Total Percent | 100.000 |

- Select **Create CSV File** to download into that format, if desired