



AGENCY PAYROLL SPECIALIST Forms and Reports

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Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
HR11.1	Employee	Employee Master file screen. Inquiry only.	INQUIRY	
HR11.2	Compensation Analysis	HR11.2 is a view only subform found on HR11, pay tab, Comp Analysis link.	MAX_ALLOWED	
HR14.1	Alternate Pay Rates	Define alternate pay rates for an employee using several parameters.	+,-,I	
HR15.1	User Fields	Subform; User fields	+,-,I,NN,PP	
HR15.2	Alphanumeric User Fields	Subform; Alphanumeric User fields	+,-,I,NN,PP	
HR20.1	Additional Contact Numbers	Define additional contact numbers for employees.	+,-,I,N,P	
HR220	Additional Contact Listing	Lists additional contact numbers from HR20.1 for employees by employee, status, process level, etc.	MAX_ALLOWED	
HR79.2	Pay Rate Change Calculator	Calculate a % increase or decrease to an employee's pay rate automatically.	MAX_ALLOWED	
HR99.1	Messages	Error/alert messages used by HRIS system	MAX_ALLOWED	HRISPAYROLLSPEC-5
HS35.1	Pending Time Records	Pending Time Records (HS35.1) is used for internal Lawson Employee and Manager Self-Service processing. WARNING Do NOT enter any information directly onto this form.	MAX_ALLOWED	
PA13.1	Multiple Positions and Jobs	View an employee's current position information.	I,N,P	
PR13.1	Employee United States Taxes	Maintain employee tax information for tax deductions, as well as government reporting information.	MAX_ALLOWED	HRISPAYROLLSPEC-7
PR13.2	Employee United States Taxes	When you add an employee in HR11 (Employee), the Employee Taxes subform appears if there are required withholding tax deductions that apply to the employee	MAX_ALLOWED	
PR13.3	Required Employee Deduction Dates	Assigns required deductions using Payroll and Employee Deduction, access Employee Deduction (PR14.1). Select the Company and Employee in the appropriate fields. Select the Req Deduct Create form action, which will open Required Employee Deduction Dates (P	ALL_INQUIRES	
PR13.4	Required Employee Deduction Dates	Use Required Employee Deduction Dates (PR13.4) to define the date on which you want to start taking new required deductions for the employee. Employees are eligible for a required deduction if they do meet the criteria defined on PR03.1 (Deduction Require	MAX_ALLOWED	
PR13.7	US Tax Locations	View tax deductions created by BSI Tax Locator - disable any of the Tax Locator deductions that do not apply to the employee - enable Tax Locator deductions that were previously disabled - assign tax deductions to an employee that Tax Locator did not assi	MAX_ALLOWED	HRISPAYROLLSPEC-7
PR13.8	U.S. Tax Deduction Errors	Correct, view and update Tax Locator errors.	MAX_ALLOWED	HRISPAYROLLSPEC-7
PR135	Time Record Edit	Verify the accuracy of all time records entered in the Payroll system.	MAX_ALLOWED	HRISPAYROLLSPEC-1
PR14.1	Employee Deduction	Assign a deduction to an employee and to maintain all deductions that apply to a specific employee.	MAX_ALLOWED	HRISPAYROLLSPEC-8



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PR14.2	Tax Withholding Lock-In	This form holds a Lock-In letter that is issued by the IRS on a particular employee.	ALL_INQUIRES	HRISPAYROLLSPEC-7
PR15.1	Deduction Speed Entry	Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR15.2	Employee Deduction Speed Entry	Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR205	Deduction Listing	Run Deduction Listing (PR205) to print a list of deductions from information defined in PR02.1 (Deduction Class), PR03.1 (Deduction Required Code) and PR05.1 (Deduction). The report selection determines the information included in the listing.	MAX_ALLOWED	
PR210	Tax Levy Table Listing	Run this to list the Federal and State Tax Levy Wage Exemption Tables.	MAX_ALLOWED	
PR212	Direct Deposit Account Listing	Run Direct Deposit Account Listing (PR212) to print a list of automatic deposit distributions defined for individual employees. You can define report parameters to produce a listing for a specific process level, department, user level, employee group, or	MAX_ALLOWED	HRISPAYROLLSPEC-9
PR214	Employee Deduction Listing	Run Employee Deduction Listing (PR214) to print a list of deductions defined for an employee. All information included in PR14.1 (Employee Deduction) is listed on the report. The report also includes general ledger expense and accrual accounts defined for	MAX_ALLOWED	
PR216	Step And Grade Schedule Listing	A listing of all step and grade schedules.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR220	Pay Code Listing	Run Pay Code Listing (PR220) to print a list of pay codes, pay classes, pay summary groups and pay summary group relationships defined for the company. The report selection determines the information that is included in the listing.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR223	Payroll Distribution Listing	Run Payroll Distribution Listing (PR223) to print a list of payroll distributions established in PR23.1 (Payroll Distribution). The report lists, for each employee, the percent of distribution override defined for pay summary groups and company deductions	MAX_ALLOWED	
PR225	United States Garnishment Rules Listing	Run US Garnishment Rules Listing (PR225) to print a list of garnishment types and garnishment rules. You define garnishment types in PR25.1 (Garnishment Types). You define garnishment rules in PR25.2 (Garnishment Rules).	MAX_ALLOWED	
PR230	Standard Time Record Listing	Run Standard Time Record Listing (PR230) to print a list of standard time records defined for the company. You can define report parameters to list standard time records defined for individual employees or for employee groups, for a company or process lev	MAX_ALLOWED	HRISPAYROLLSPEC-2



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PR230	Standard Time Record Listing	Run Standard Time Record Listing (PR230) to print a list of standard time records defined for the company. You can define report parameters to list standard time records defined for individual employees or for employee groups, for a company or process lev	ALL_INQUIRES	HRISPAYROLLSPEC-2
PR239	One Time Deduction Listing	Run One Time Deduction Listing (PR239) to print a list of one-time and arrears deductions. You can limit the listing to include a specific processing group, process level, employee range, or status.	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR260	Payment Detail Listing	Run Payment Detail Listing (PR260) to print a list of payments. You can define parameters to include in the listing, only payments associated with a specific process level, employee range, employee group, date range, or payment type.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR261	Payment Detail Listing By Report Entity	Run Payment Detail Listing by Report Entity (PR261) to view historical deduction and earnings information as well as totals by ReportEntity. You use this report to balance totals from the payment detail file to the quarterly files.	MAX_ALLOWED	
PR265	Year To Date Payment Report	A report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting report selection parameters.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR270	Employee Wage Report	A report of employee wage information in summary format defined by report parameters.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR275	Deduction Report	Run Deduction Report (PR275) to print a report of payroll deduction amounts. You can define report parameters to select records for a specific deduction or deduction class. If you select a deduction class, the report includes all deductions associated wit	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR276	Employee Deduction Report	Run Employee Deduction Report (PR276) to print a report of employee deduction information. This report shows deduction history as a total, not by payment. You can produce a report that includes deduction information in various levels of detail.	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR280	Deduction Audit Report	Run Deduction Audit Report (PR280) to print a report of changes made to employee deduction records. The system creates log file records as indicated in the Log Changes field in HR10.1 (Data Item Attributes).	MAX_ALLOWED	HRISPAYROLLSPEC-8
PR283	Employees With No Earnings	Run Employees with No Earnings (PR283) to print a list of employees that had no earnings for a specific time period, but whom you need to create an ROE for.	MAX_ALLOWED	
PR285	Payroll Activity Report	Run Payroll Activity Report (PR285) to print report of the hours and amounts associated with activities. You can define report parameters to report hours and amounts for a specific activity, account category, or both for a specific date range.	MAX_ALLOWED	



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PR289	Weeks Worked Calculation	A report of the weeks worked by employees in a quarter.	MAX_ALLOWED	
PR295	Distribution History Report	Run Distribution History Report (PR295) to print a report of payroll distribution history created by PR197 (Payroll Close).	MAX_ALLOWED	
PR50.1	United States Quarterly Payment Inquiry	View employee payment information for a specific payroll year and quarter. Gross wages for the quarter are displayed, by employee, along with federal, Social Security, and Medicare taxable wages.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR50.2	United States Payment Inquiry	View summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR50.3	Year To Date Totals	View the Y-T-D Gross Pay, Federal Taxable Wages, Social Security Taxable Wages and the Medicare Taxable Wages.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR50.4	State and Local Taxable Wages	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.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR51.1	Pay Stub Inquiry	View pay stub detail information.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR51.2	Pay Stub Inquiry	Choose the More button to view the additional information.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR52.1	Payroll History - Year To Date	View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR52.2	Deduction History Detail	View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.	MAX_ALLOWED	HRISPAYROLLSPEC-10
PR55.1	Activity Inquiry	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.	MAX_ALLOWED	
TM201	Attendance Code Listing	A list of attendance codes with their description, point value, and default pay code.	MAX_ALLOWED	
TM202	Attendance Class Listing	Print a list of attendance classes and their associated attendance codes.	MAX_ALLOWED	
TM50.1	Employee Attendance Inquiry	View a specific employee's attendance history information.	MAX_ALLOWED	
TM50.2	Employee Attendance Totals	View total attendance information for the parameters selected on TM50.1 (Employee Attendance Inquiry).	MAX_ALLOWED	
TM52.1	Attendance Inquiry	View attendance history information for many employees.	MAX_ALLOWED	
TM61.1	Employee Days Calendar	Use Employee Days Calendar (TM61.1) to view, in a calendar matrix form, attendance history information for a specific employee and year.	MAX_ALLOWED	
TM70.1	Employee Attendance History	Enter and maintain employee-specific attendance history.	I,N,P,+,-	
TM71.1	Attendance History Speed Entry	Enter and maintain attendance history for many employees.	+,-,I	
XR12.1	SOA Direct Deposit Distribution	Define direct deposit distribution accounts for an employee.	MAX_ALLOWED	HRISPAYROLLSPEC-9
XR12.2	Direct Deposit Totals	Make direct deposit distributions inactive or end date.	MAX_ALLOWED	
XR12.3	Automatic Deposit Maintenance	Change the order in which direct deposit distributions are taken and to change the default account when there are multiple accounts.	MAX_ALLOWED	HRISPAYROLLSPEC-9



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XR131	SOA Retroactive Pay Calculation	Formed used by ADOA Central Payroll	ALL_INQUIRES	
XR135	SOA Time Record Edit	Time Record Report allows a user to filter by the following Pay Classes: RMB- Employee Reimbursements, TVL-Travel Employee Reimbursement, OVT- Overtime, and AAA- All earning excluding Employee Reimbursements and Travel. The XR135 has the ability to use a Pr	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR30.1	Standard Time Record	Use Standard Time Record (XR30.1) to define standard time records for an individual employee or an employee group. When employees work the same number of hours each pay period, such as salaried employees, standard time records eliminate entering time for	ALL_INQUIRES	
XR32.1	SOA Employee Daily Time Entry	Enter daily time records for employees with an overtime pay plan defined on their employee record.	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR32.2	SOA Employee Daily Time Entry	View fields for the first seven days in the work period or display subsequent weeks for employees whose work period is 14, 21, or 28 days by selecting the appropriate form action -- SecondWeek, ThirdWeek, FourthWeek.	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR33.1	SOA Speed Entry Setup	Define parameters the system uses to select employees to display on forms for time record speed entry.	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR33.2	SOA Speed Entry by Number	Use Speed Entry by Number (PR33.2) to create and maintain Batch status time records for employees who meet selection parameters defined in PR33.1 (Speed Entry Setup). Employees display in employee number order on the left side of the form. Pay codes selec	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR33.3	SOA Speed Entry by Name	Create and maintain time records for employees who meet selection parameters defined in PR33.1 (Speed Entry Setup).	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR33.4	SOA Batch Totals	Create and maintain Batch status time records for employees who meet selection parameters defined in XR33.1 (Speed Entry Setup).	MAX_ALLOWED	
XR35.2	SOA Detail Time Entry	Enter time record data for individual employees. You can also use this form to maintain Batch status time records.	MAX_ALLOWED	HRISPAYROLLSPEC-1
XR35.7	Employee Totals	Enter time record data for individual employees. You can also use this form to maintain Batch status time records. This is an inquiry only sub-form of Form XR35.2 and displays the total hours and/or amounts entered on the XR35.2.	MAX_ALLOWED	
XR39.1	SOA One Time Deduction	Define, maintain, delete, or view employee totals for one time deductions.	INQUIRY	HRISPAYROLLSPEC-8
ZH15.1	Ret-Rollover-Opt UserField Maintaince Screen	This form will be used to update/enter a signature date of approval from an employee to rollover their annual leave, holiday leave and/or comp leave to an ASRS buyback that is already in place. Updating this the signature date on HRIS that would identify	MAX_ALLOWED	HRISPAYROLLSPEC-10
ZR10.1	Batch Number Security	Enables Central Payroll and the Agencies' payroll department to reassign the User ID associated with a batch number.	MAX_ALLOWED	HRISPAYROLLSPEC-3



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ZR10.2	Selection Criteria	Used to filter payroll batch numbers by UserID or ProcessLevel	MAX_ALLOWED	HRISPAYROLLSPEC-3
ZR131	SOA Retroactive Pay Calculation	Calculate a retroactive pay increase based on a percent of earnings or an amount per hour, and create a time record for the amount.	MAX_ALLOWED	HRISPAYROLLSPEC-6
ZR135	Employee Reimbursement Report	Time Record Report allows a user to filter by the following Pay Classes: RMB- Employee Reimbursements and TVL- Travel Employee Reimbursement. The ZR135 can be used for job roles specific to Employee reimbursements.	MAX_ALLOWED	HRISPAYROLLSPEC-3
ZR230	Time Record Edit Report	The ZR230 Time Record Edit Report is run to list employees that have hours exceeding the Period Hour Limit and employees with hours less than the Weekly Hour Limit.	MAX_ALLOWED	HRISPAYROLLSPEC-10
ZR260	Payment Detail Listing	Print a list of payments using defined parameters to limit data by process level, EIN, range of EIN numbers, employee group, payment date range or payment type.	MAX_ALLOWED	HRISPAYROLLSPEC-10
ZR263	LWOP Only Report	This program will print a report of all employees that only have LWOP hours entered on their timecards. This is an HRIS report meaning that it will check the manual time card entries and ETE after the interfaces have ran that bring the timecards into HRIS	MAX_ALLOWED	HRISPAYROLLSPEC-1
ZR280	One Time Deduction Audit Report	List content of the audit file for one-time deduction changes.	A,C,D,I,P,N,R,S,J,M	HRISPAYROLLSPEC-8
ZR281	Standard Time Record Audit Report	List content of the audit file for standard time record changes. If the update option is used, the information listed on the report will be purged from the table.	A,C,D,I,P,N,R,S,J,M	HRISPAYROLLSPEC-2
ZR282	Time Record Audit Report	List contents of the audit file for time record changes. If the update option is used, the information listed in the report will be purged from the table.	MAX_ALLOWED	HRISPAYROLLSPEC-10
ZR283	Employees With No Earnings	Run Employees with No Earnings (ZR283) to print a list of employees that had no earnings for a specific time period.	MAX_ALLOWED	
ZR30.1	SOA Standard Time Record	Define standard time records for an individual employee that works the same number of hours each pay period, such as salaried employees.	MAX_ALLOWED	HRISPAYROLLSPEC-2
ZR35.2	Employee Reimbursements	Use to enter expense reimbursement time record data for individual employees.	MAX_ALLOWED	HRISPAYROLLSPEC-3
ZR80.1	SOA Manual Payment	Create manual payments in the Payroll system or to maintain manual payments that have not yet been closed by PR197 (Payroll Close).	MAX_ALLOWED	HRISPAYROLLSPEC-5
ZR80.3	Manual Payment One Time Ded	Enter one-time deductions to be taken on a Manual Payment.	MAX_ALLOWED	HRISPAYROLLSPEC-5
ZRBT.1	Employee and Batch Totals	The Employee Totals button is used to calculate total hours entered for an employee.	MAX_ALLOWED	HRISPAYROLLSPEC-1



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ZS01.1	Employee Time Entry Proxy Maintenance	The ZS01 program will be used by the agencies to maintain the proxy designations for their agencies. This form will be used to grant access to employee time entry time records based on an employee's agency, process level, department, or user level.	ALL_INQUIRES	HRISPAYROLLSPEC-4
ZS02.1	Employee Time Entry Batch Maintenance	Use Employee Time Entry Batch Maintenance (ZS02.1) to maintain Employee TimeEntry (ETE) batches.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS04.1	Agency Account Template	ZS04 contains all account templates for the agency. An employee can only use an account template that has been entered on ZS04. The ETE extract and load programs will grab the account detail from the template at run time.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS05.1	ETE Position Accounting	This form will allow users to maintain position accounting information and is primarily used by ETE to perform edits and assign account templates to time records.	MAX_ALLOWED	
ZS11.1	ETE Accounting Detail	This is a custom form that houses DES and CPS accounting information that is needed to perform ETE edits.	ALL_INQUIRES	
ZS200	Employee Time Entry Time Record Audit Report	An audit report that lists employee time record activity for a selected time period.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS201	Employee Time Entry Proxy Report	A report that lists employees designated as proxy and their access, as well as participants that are missing proxies.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS202	ETE Manager-Proxy Tracking Rpt	An audit report that lists employee time record activity for a specified pay period showing the manager-proxy who approved the records.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS203	Vehicle Report	Report of vehicle usage, listing all transaction data entered for a pay period range or transaction date range.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS204	ETE Labor Detail Report	Display time record data and account template information.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS21.1	Vehicle Usage	Vehicle Usage screen is available to employees in ETE. The employee will be able to use the Vehicle picklist to select an ZS03.1 Active vehicle.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS210	Employee Time Entry Missing Time Card Report	A report that lists employees who have not completed their time cards.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS220	ETE Comments Report	A report that pulls in the comment information that employees enter in ETE on their timecards. It can be run by agency, process level or department.	MAX_ALLOWED	HRISPAYROLLSPEC-4
ZS38.1	Employee Time Entry - Prior Time Records	ZS38.1 displays prior pay period time records entered through employee time entry (ETE).	INQUIRY	HRISPAYROLLSPEC-4