

HRIS Control-D/Web Report Information

HUMAN RESOURCES REPORTS

Report Name	Job Name	Description	Folders	Frequency	On-line Availability	Additional Archive
These reports are distributed for agency Human Resource offices						
ZH204	\$\$SWIS204	Exception Report Agency - HR Central	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days
ZP110	\$\$SWIS10R	Personel Action Error Report	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days
ZP111	\$\$SWIS111	Position Update Listing	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days
ZP112	\$\$SWIS112	Position Error Listing	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days
ZP113	\$\$SWIS113	Position Warning Listing	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days
ZP114	\$\$SWIS114	Action Update - Individual Personal Action	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days	14 days

PAYROLL REPORTS

Report Name	Job Name	Description	Folders	Frequency	On-line Availability	Additional Archive
These reports are distributed for agency Payroll offices						
PR142	\$\$SWIS142	Consolidated Payroll Register	\$ADHRIO / HRISPYRL / <AgyCd>1	Biweekly DAY02	45 days	7 years
ZR111	\$\$SWIS11R	Missing Time Records	\$ADHRIO / HRISPYRL / <AgyCd>1	DAY10, DAY01, DAY02	14 days	14 days
ZR251-RA-DET	\$\$SWISOBF	Detail of Employer Related Expenditure	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RA-SUM	\$\$SWISOBF	Summary of Employer Related Expenditure	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RC-DET	\$\$SWISOBF	Detail of General Fund Medical / Dental Amounts	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RC-SUM	\$\$SWISOBF	Summary of General Fund Medical / Dental Amounts	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RG-DET	\$\$SWISOBF	Detail of Employee in Other Agency Labor Distribution sorted by Labor Agency	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RG-SUM	\$\$SWISOBF	Summary of Employee in Other Agency Labor Distribution sorted by Labor Agency	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RH-DET	\$\$SWISOBF	Detail of Employee in Other Agency Labor Distribution sorted by Home Agency	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RH-SUM	\$\$SWISOBF	Summary of Employee in Other Agency Labor Distribution sorted by Home Agency	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RJ-DET	\$\$SWISOBF	Detail of Gross Payroll Disctribution by Labor Distribution	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR251-RJ-SUM	\$\$SWISOBF	Summary of Gross Payroll Disctribution by Labor Distribution	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily if handwrite created; biweekly DAY02	45 days	7 years
ZR255	\$\$SWIS255	Employee Data Exceptions	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily	45 days	7 years