



Non-System A Specialist Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Chart of Accounts	GL00.1	Form	Yes	No	No	No		Define and maintain your account structure.
GL Company	GL10.1	Form	Yes	No	No	No		Define and maintain a general ledger company. The company represents the highest business unit or legal entity in your organization.
Process Level	HR01.1	Form	Yes	No	No	No		Table Maintenance.Process level setup screen
Department	HR02.1	Form	Yes	No	No	No		Table Maintenance. Department setup screen
Employee Status Codes	HR03.1	Form	Yes	No	No	No		Table Maintenance. Setup for Employee Status Codes
HR Code Setup	HR04.1	Form	Yes	No	No	No		Table Maintenance. Main screen for HR Code setup. Contains links to HR Code; Alpha User Fields; Numeric User Fields and Date User Fields
HR Codes	HR04.2	Form	Yes	No	No	No		Table Maintenance. Setup form for HR codes; sub form of HR04.1
HR Codes	HR04.3	Form	Yes	No	No	No		Table Maintenance.HR Education Codes - not used at this time
Alphanumeric User Fields	HR04.4	Form	Yes	No	No	No		Table Maintenance. Setup for all Alpha-numeric user fields; subform of HR04.1
Numeric User Fields	HR04.5	Form	Yes	No	No	No		Table Maintenance. Setup for all Numeric User fields; subform of HR04.1
Date User Fields	HR04.6	Form	Yes	No	No	No		Table Maintenance. Setup for all Date User fields defined by specific dates, such as agency hire date, status term date, etc. Subform of HR04.1
Users Fields Value List	HR04.7	Form	Yes	No	No	No		Table Maintenance. Setup forms for values for user fields; subform of HR04.4
Job Class	HR05.1	Form	Yes	No	No	No		Table Maintenance. Setup Form - Updates the list of Job Classes to which Job Codes are assigned.
Job Code	HR06.1	Form	Yes	No	No	No		Table Maintenance. Setup Form - Adds, Changes, Inactivates Job Codes for SYS A and NSA agencies
Supervisor Codes	HR07.1	Form	No	Yes	Yes	??		Define a supervisor code and assign an employee to the code.
Data Item Attributes	HR10.1	Form	Yes	No	No	No		Table Maintenance. Setup form. Defines history, required fields and personnel action processing.
Position Item Attributes	HR10.2	Form	Yes	No	No	No		Table Maintenance. Defines Position data items which are required, saved to history, and default.
Required User Fields	HR10.4	Form	Yes	No	No	No		Table Maintenance. Setup of user fields as required or not required within Personnel Actions; subform of HR04.4
Employee Audit Report	HR105	Report	Yes	No	No	No		A list of all changes to employee's record via a personnel action.
Employee Master	HR11.1	Form	Yes	No	No	No		Employee Master file screen. Inquiry only.
Compensation Analysis	HR11.2	Form	No	Yes	Yes			View only subform.



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User Fields	HR15.1	Form						Subform; User fields
Alphanumeric User Fields	HR15.2	Form	No	Yes	Yes			Subform; Alphanumeric User fields
Employee Status Code Listing	HR203	Report	Yes	No	No	No		Employee Status code list
HR Code Listing	HR204	Report	Yes	No	No	No		HR code list
Job Class Listing	HR205	Report	Yes	No	No	No		A job class list.
Position Change	PA03.1	Form	No	Yes	Yes			Use Position Change (PA03.1) to complete the update process that begins when you change position information in Positions (XP02.1).
Position Change – Detail	PA03.2	Form	No	Yes	Yes			Subform
Position User Field	PA04.1	Form	Yes	No	No	No		Table Maintenance. Setup form for Position User Fields
Position Alpha Fields	PA04.2	Form	Yes	No	No	No		Table Maintenance. - subform of PA04.1; setup of position alpha User Fields
Position Numeric Fields	PA04.3	Form	Yes	No	No	No		Table Maintenance. - subform of PA04.1; setup of position numeric User Fields
Position Date Fields	PA04.4	Form	Yes	No	No	No		Table Maintenance. - subform of PA04.1; setup of position User Date Fields
Alpha Field Values	PA04.5	Form	Yes	No	No	No		Table Maintenance. - subform of PA04.2, Position Alpha fields; used to setup values for alpha user fields
Position Rules	PA06.1	Form	Yes	No	No	No		Table Maintenance. Use Position Rules (PA06.1) to define rules that indicate how you will use positions for reporting and budgeting.
Multiple Positions and Jobs	PA13.1	Form	Yes	No	No	No		View an employee's current position information.
Multiple Position and Job History	PA13.2	Form	No	Yes	Yes	Yes		View position history for an employee.
Personnel Action Code Listing	PA250	Report	Yes	No	No	No		A list of fields used in each individual personnel action that has been set up
Employee Listing	PA335	Report	Yes	No	No	No		Print a list of employees' names and numbers.
Grade Range Schedule	PA95.1	Form	Yes	No	No	No		Table Maintenance, Set up for salary grade range schedules.
Pay Class	PR20.1	Form	View	No	No	No		Define pay classes, a group of pay summary groups.
Pay Code	PR20.4	Form	View	No	No	No		Define a pay code, a type of pay, how it is calculated, and where it is expensed in the general ledger.
Pay Plan	PR21.1	Form	Yes	No	No	No		Define and maintain pay plans that define pay periods and work periods.
Step and Grade Schedule Listing	PR216	Report	Yes	No	No	No		A listing of all step and grade schedules.



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Process Level Listing	XH201	Report	Yes	No	No	No		A list of process levels
Department Listing	XH202	Report	Yes	No	No	No		A list of departments
Position Location Listing	XH204	Report	Yes	No	No	No		A report of the Geographic Location Codes and location code details for the specified agency.
Supervisor Listing	XH207	Report	Yes	No	No	No		The Supervisor Listing shows the supervisors, effective dates, statuses, employees, individual to whom each supervisor reports, and supervisor user fields.
Position	XP02.1	Form	No	Yes	Yes			Establish and maintain positions for the State.
Position Listing	XP202	Report	Yes	No	No	No		A list of position information.
Position and Job Listing	XP213	Report	Yes	No	No	No		A list of current or historical information about employee positions or jobs.
Hire and Term Listing	XP341	Report	Yes	No	No	No		A list of employees who are employed or terminated or both.
Position Incumbent Listing	XP402	Report	Yes	No	No	No		A list of employees that are assigned to a position on a specific date.
Mass Pay Action	XP52.2	Form	No	Yes	Yes	Yes		Use to change rate of pay for a group of employees based on a percent, an amount of change or a new rate of pay.
Payroll Distribution Listing	XR223	Report	Yes	No	No	No		A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
Total Percent	XR23.2	Form	Yes	No	No	No		Subform
Payroll Distribution – Positions	XR23.3	Form	Yes	No	No	No		Use Payroll Distribution - Positions (PR23.3) to override, by percent, the normal distribution of wages for a formal position.
Position Vacancy Listing	ZP203	Report	Yes	No	No	No		A list of vacant and/or filled positions, along with the location of each.