



HRIS On - Demand Report Training

Employee Audit Report

Forms: HR105

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Introduction

Report Purpose

The Employee Audit Report (HR105) allows you to print a list of all data item changes made to fields flagged to track history. These include all changes made using the Individual Action Form (XP52.1).

Report Criteria

This report provides a listing of the data item changes made on the Employee's record including Hires, Rehires, Transfers, etc. This can be run for a specified date range and can include or exclude Errors. In addition, the report can be run for a specified Employee or all Employees' within the process levels you have security to view.

Report Content

The report results display the following:

- Effective date of the change
- Field that changed
- Previous and New Values
- Date the action was entered, and
- User ID that entered the change.

HRIS Users

The report is available to the job roles of Agency HR Initiator, Agency HR Approver, Agency Non-System A Class & Comp Analyst, Report Writer Professional, and the ADOA Central Reports Processor.

Employee Audit Report (HR105)

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type HR105 in the White Search Box. Press Enter on the keyboard	The Employee Audit Report (HR105) will open.	
2	Job Name Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> Valid Job Name: HR105JAN04 Invalid Job Name: HR105 JAN04
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. HR105 FOR JAN 2004
4	Company Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
5	Report Option Field	R	Type or select from the drop down menu whether the report should be run for a specific employee or all employees.		Valid Values are: <ul style="list-style-type: none"> • '1' for Specified Employees • '2' for All Employees Note: If option '1' is selected then you will have to enter EIN numbers in the Employees field.
6	Employees Field Box 1 – Box 5	O	If Report Option '1' was selected, Type in the EIN numbers of the Employees for the specified report.		
7	Date Field Box 1 – 2	O	Type in the specified date range to include in the report.		Box 1 will be for a beginning date, box 2 for the ending date. All history that has an effective date within the specified date range will be included in the report.
8	History Errors Field	R	Type or select from the drop down menu whether the report should include or exclude errors.		Valid Values are: <ul style="list-style-type: none"> • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only
9	Page Break by Employee Field	O	If multiple Employees will be displayed, type or select from the drop down whether or not to include a page break between those Employees.		Valid Values are: <ul style="list-style-type: none"> • 'N' – No • 'Y' – Yes
10	Date Field	R	When you enter a date range on the parameters, select whether which effective date should be compared to the date range for determining which data to include in the report The logged date is the date the record was created in the system.		Valid Values are: <ul style="list-style-type: none"> • 1 = Effective Date • 2 = Logged Date
11	Add button	R	Click Add to save your report	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process.

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark.

For additional instructions on how to submit and view reports, see the General Training for On Demand Reports

Results of the Employee Audit Report (HR105)

HRIS State of Arizona Welcome [logout]

HR105.prt (Job HR105 - Step 1)

hr105

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Your Employee Services

Jobs and Reports

- Job Schedule
- Print Manager
- Job List

Change Password

Control-D Web Reports

HR105 Date 02/22/10 Company 1 STATE OF ARIZONA
 Time 16:17 Employee Audit Report
 For - 99/99/99

Employee

Effective	Pos Level	Field Name	Previous Value	Curr	New Value	Curr	Date
01/01/50	1	Activity					05/:
01/01/50	1	Expense Acct Unit					05/:
10/28/96	1	Birthdate					12/:
10/28/96	1	Name - Last					12/:
10/28/96	1	Process Level					12/:
10/28/96	1	Rate of Pay				USD	12/:
10/28/96	1	Social Nbr					12/:
10/28/96	1	Work Country					12/:
12/15/03	1	Department					01/:
12/15/03	1	E-mail Address					01/:
12/15/03	1	Expense Subaccount					06/:
12/15/03	1	Position					01/:
12/15/03	1	Supervisor					01/:
12/15/03	1	User Level					01/:
12/15/03	1	User Level					01/:
12/21/03	1	WC OVERRIDE					12/:
12/30/03	1	BSI Group Code					12/:
12/31/03	1	BSI Group Code					12/:
07/01/04	1	Emp Base Pay Rate					06/:
07/01/04	1	Prorated Annual Slry				USD	06/:
07/01/04	1	Rate of Pay				USD	06/:
07/01/04	1	Total Prorated Slry				USD	06/:
09/18/04	1	EEO-4 Group					09/:
09/18/04	1	Exclude From EEO-4					09/:
09/21/04	1	Telephone - Work					09/:
09/21/04	1	Telephone - Work Ext					09/: