



HRIS On - Demand Report Training

Length of Service Report

Forms: PA210

Introduction

The Length of Service Report (PA210) is a standard report which can be used to obtain data regarding an employee, or group of employee's length of service. Report parameters include options to run the report by:

- Process Level
- Department
- User Level
- Location
- Supervisor
- Status Code
- Employee Group
- Or individual Employee Identification Number (EIN)

The report allows additional options such as date listings and service calculation by different dates of date ranges. This report also allows for CSV generation.

The Length of Service Report includes the following information:

- Employee Identification Number (EIN) and name
- The date field selected in the parameters
- The total days in the calculation
- The length of service in the selected format
- Calculation options for various job codes and positions

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA210 in the White Search Box. Press ENTER on the keyboard.	The Length of Service report opens.	
2	Job Name Field	R	For a new report, type a unique name for the job. To use an existing report, you can select a previously defined job from the Drill Around. The jobs displayed are for the active user, displayed in the User Name field.	Job Name is established for the resulting report.	You can define different sets of parameters for the same report by using alternate job names. For example, you can inquire on an existing job name, change the parameters values, type in a new job name and use the CHANGE button. Each job defined for a particular user must have a unique name.
3	Job Description Field	O	Type a description of the job.	A Job Description will display.	The job description helps you identify a batch job by providing additional information about the job name.

Population Tab

Lawson portal - Length of Service Report (PA210) - Windows Internet Explorer

http://hs-lsf9.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Length of Service Report (PA210)

HRIS State of Arizona

Length of Service Report (PA210)

Welcome Debbie [logout]

pa210

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name adtayld Debbie Taylor

Data Area/ID TEST

Parameters

Population Report Calculation

Company

Process Level

Department

User Level

Location

Supervisor

Include, Exclude

Status

Employee Group

Employee

start

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PA210 Length of Ser...

Lawson portal - Lengt...

3:01 PM

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
4	Population Tab		Click on Population Tab.	Parameter choices for report will be accessible.	There are 3 tabs that contain parameters: Population, Report and Calculation. Be sure to review all 3 to get the desired result.
5	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.
6	Process Level Field	O	Type/Click the Process Level you are reporting on if applicable	System will allow a drop down menu of the Process Levels you have security access to.	Choose only if you all running the report for a specific Process Level
7	Process Level Field	R	Type/Click the Process Level you are reporting on if applicable	System will allow a drop down menu of the Process Levels you have security access to.	Choose only if you all running the report for a specific Process Level
8	Department Field	O	Type/Click the Department you are reporting on if applicable	System will allow a drop down menu of the Departments you have security access to.	Choose only if you all running the report for a specific Department
9	Location Field	O	Type/Click the Geographic Location Code you are reporting on if applicable	System will allow a drop down menu of the Process Levels you have security access to.	Choose only if you all running the report for a specific Process Level
10	Supervisor Field	O	Type/Click the Supervisor of the employees you are reporting on if applicable	System will allow a drop down menu of the Supervisor codes you have security access to.	Choose only if you all running the report for a specific Supervisor code
11	Include, Exclude Field	O	Choose Include or Exclude data	System allows you to include or exclude additional data fields from the fields that follow.	Addition inclusions or exclusions are : <ul style="list-style-type: none"> • Status Codes • Employee Groups • Employee (EIN)
12	Status	O	Type/Click the Status Code you are including or excluding if applicable	System will allow a drop down menu of Status Codes for selection.	You can choose up to 10 individual Status Codes to include or exclude
13	Employee Group	O	Type/Click the Employee Group you are reporting on if applicable	System will allow a drop down menu of Employee Groups for selection.	You can choose one Employee Group to include or exclude
14	Employee	O	Type/Click the specific EIN of employees you are reporting on if applicable	System will allow a drop down menu of the EINs you have security access to.	You can choose up to 8 individual EINs to include or exclude

Report Tab

Lawson portal - Length of Service Report (PA210) - Windows Internet Explorer

http://hs-lsf9.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Length of Service Report (PA210)

HRIS State of Arizona

Length of Service Report (PA210)

Welcome Debbie [logout]

pa210

Home >> + Add Change - Delete < Previous ? Inquire > Next | Inquire >

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name jdtayld Debbie Taylor

Data Area/ID TEST

Parameters

Population Report Calculation

Report Option

Date Selection

User Date Field

Date Range -

Include Year Include year for selection

Sort Option Employee

Sort by Year

CSV Output File

start

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3:01 PM

Report Tab

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Report Tab	R	Click on Report Tab.	Parameter choices for report will be accessible.	There are 3 tabs that contain parameters: Population, Report and Calculation. Be sure to review all 3 to get the desired result.
2	Report Option field	R			Date Listing Service Calculation
3	Date Selection	R	Allows the choice of several dates within the HRIS system for calculations. True Length of Service for the State of Arizona would result from the Adjusted Hire Date selection. You must select one date field in Date Selection or User Date to perform the calculation.		<ul style="list-style-type: none"> • Hire • Adjusted Hire • Anniversary • Seniority Benefit Dates 1-5 Not Used User defined Date Not Used
4	User Date Field	O	Allows for use of dates in Employee's User Fields		<ul style="list-style-type: none"> • Agency Hire Date • Job Code Hire Date • Original State Hire Date • Status Term Date
5	Date Range Field	O	Allows for a date range		
6	Include Year	O	Select Include Year for Selection for proper use		<ul style="list-style-type: none"> • Include Year For Selection • Select by Month and Day Only
7	Sort Option	O	Choose from different methods of sorting your data		<ul style="list-style-type: none"> • Employee • Employee; Proc Level; Dept • Employee; Proc Level; Date • Date
8	Sort by Year Field	O	Choose the format to sort by dates		<ul style="list-style-type: none"> • Include Year For Sorting • Sort by Month and Day Only
	CSV Output File	O	Choose to create a CSV file for use with Excel or Access		Y / N

Calculation Tab

The screenshot displays the 'Length of Service Report (PA210)' web application. The browser window shows the URL 'http://hs-lsf9.azdoa.gov/lawson/portal/'. The application header includes the HRIS State of Arizona logo, the title 'Length of Service Report (PA210)', and a user welcome message 'Welcome Debbie [logout]'. A navigation bar contains buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. A 'Related Forms' dropdown is also present.

On the left, a sidebar menu lists 'Your Employee Services' (Benefits, Employee Training, Leave Balances, Pay, Personal Information, Help / Change Password, Time Entry) and 'Benefits' (Employee Training, Pay, Time Entry, Manager Self-Service).

The main content area features a 'Parameters' section with the following fields:

- Submit, Reports, Job Sched, Print Mgr buttons
- Job Name: [text field]
- Job Description: [text field]
- User Name: jdtayld, Debbie Taylor
- Data Area/ID: TEST

The 'Calculation' tab is active, showing a 'Service Calculation' form with the following fields:

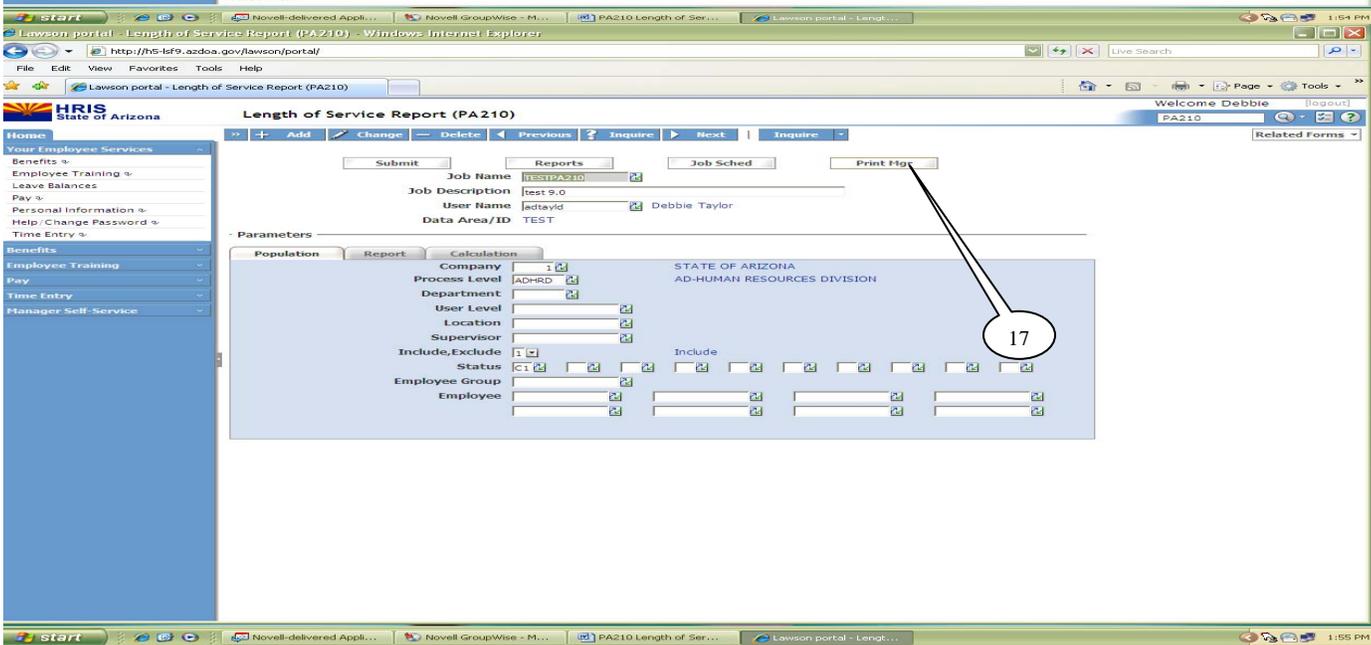
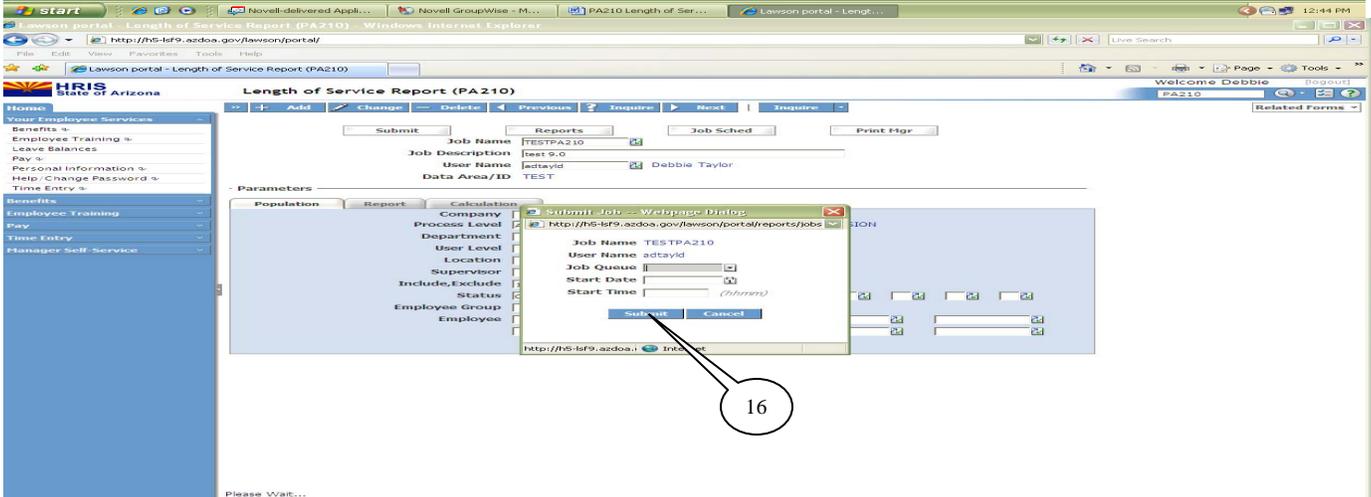
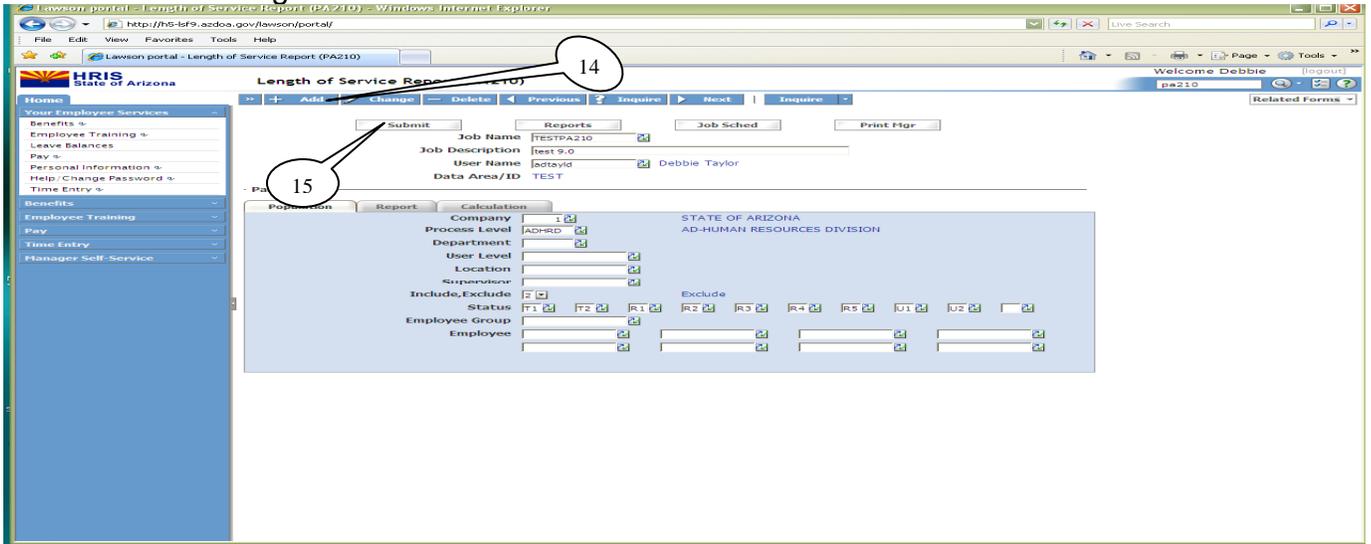
- Through Date: [calendar icon]
- Combined Positions: [dropdown]
- Position Levels: [dropdown] - [dropdown]
- Position Class: [dropdown]
- OR Position: [dropdown]
- Job Class: [dropdown]
- OR Jobs: [dropdown] [dropdown] [dropdown] [dropdown]
- Union: [dropdown]

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '3:01 PM'.

Calculation Tab

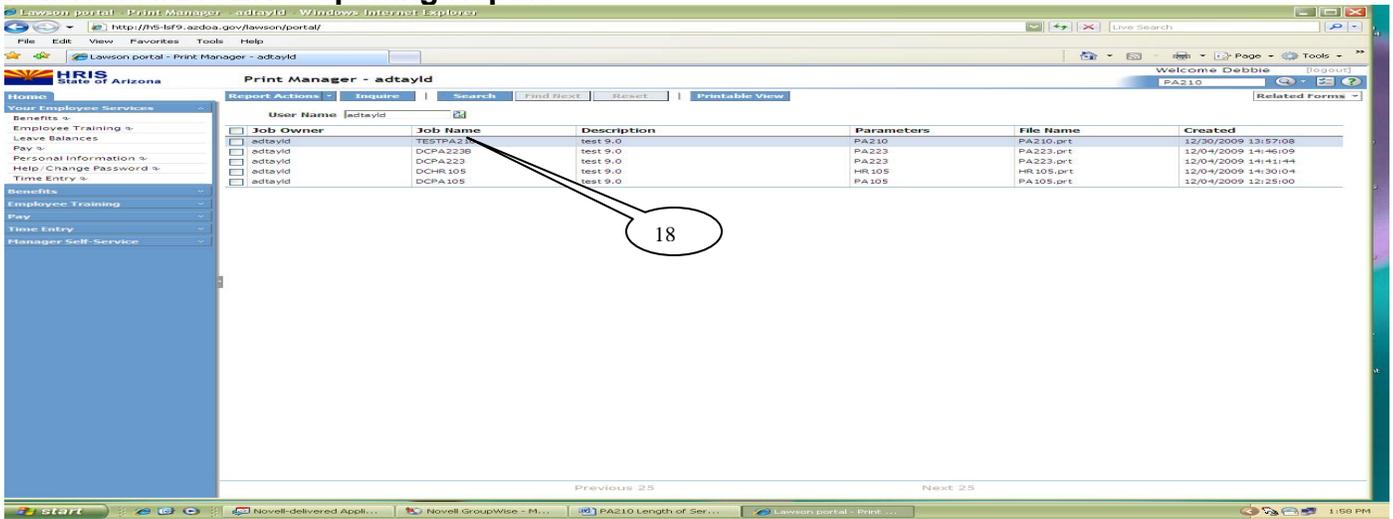
	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Calculation Tab	R	Click on Calculation Tab.	Parameter choices for report will be accessible.	There are 3 tabs that contain parameters: Population, Report and Calculation. Be sure to review all 3 to get the desired result.
2	Service Calculation Field	R	Allows calculation by Position or Job Code. (Union is not used in the HRIS system) Leaving this field blank will pull all data.	Sets parameters for report data.	<ul style="list-style-type: none"> • By Position • By Job • By Union
3	Through Date Field	O	Enter a date to define data range, if applicable	Sets parameters for report data	Leaving the field blank will include all data, up to and including the present.
4	Combined Positions Field		Click to choose the option of combining all positions or keeping the data separate.	Sets parameters for report data	<ul style="list-style-type: none"> • Combine • Keep Separate
5	Position levels Field	R	Enter 01		
6	Position Class Field		Leave Blank	Sets parameters for report data	This field not used by HRIS
7	Position Field		Type/Click the Position of the employee you are reporting on if applicable	Sets parameters for report data	
8	Job Class Field		Type/Click the Job Class of the employees you are reporting on if applicable	Sets parameters for report data	
9	Jobs Field		Type/Click the Job Code of the employees you are reporting on if applicable	Sets parameters for report data	
10	Union Field		Leave Blank		This field not used by HRIS.

HR210 – Submitting Job to Run

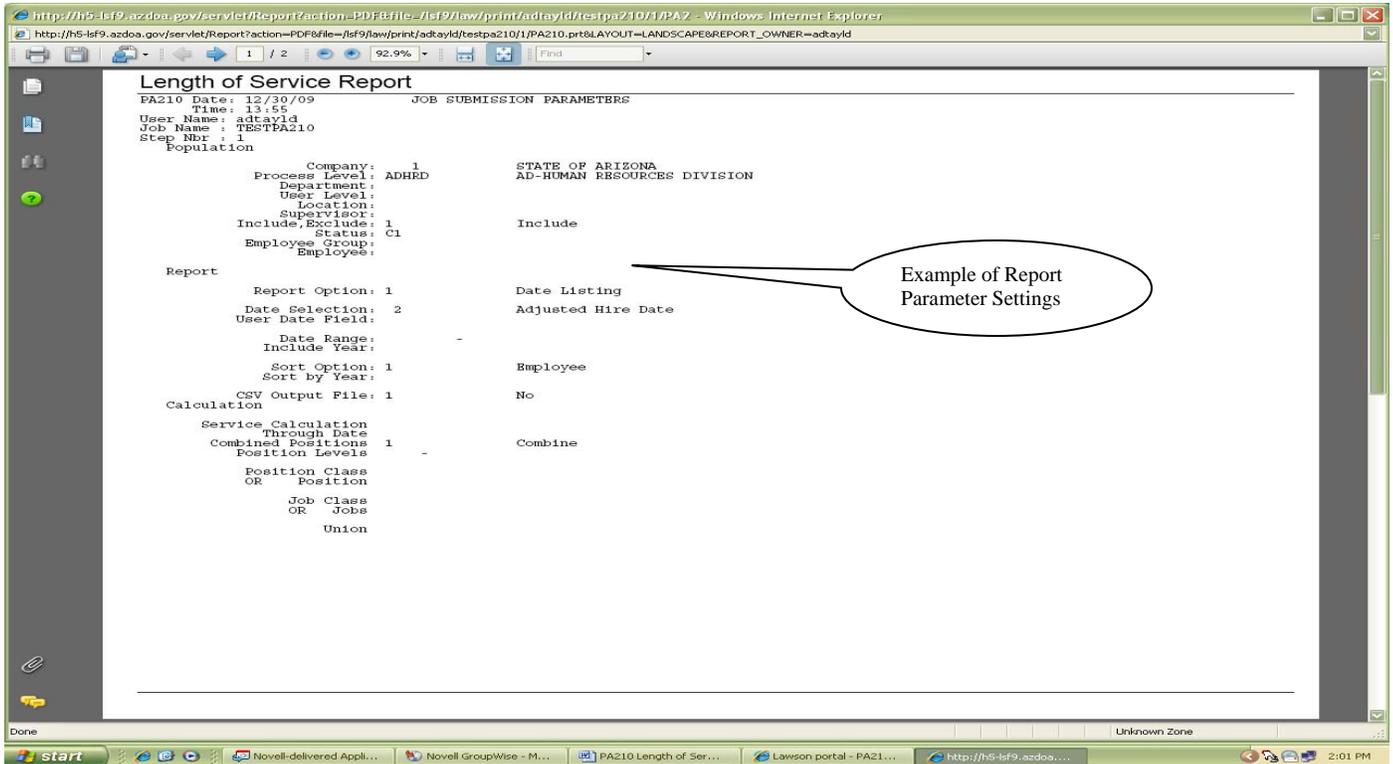


11	Add/Change Button	R	Click ADD button for a new report. Click CHANGE button for an existing report that has been revised.	Message will say, "Job Added."	
12	Submit First Button	R	Click on Submit button.	Submit Job--Webpage dialog box appears.	
13	Submit Second Button	R	Click on Submit button.	Message will say, "Job Has Been Submitted."	
14	Print Manager Button	R	Click on Print Manager button.	Will open Print Manager screen.	

PRINT MANAGER – Opening Report



15	Job Name	R	Double Click on Job Name of report you want to display.	Will display the first page of the report.	The first page contains the parameter settings, along with the date/time/user ID.
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http://h5-lsf9.azdoa.gov/servlet/Report?Action=PDF&file=lsf9/law/print/adayid/testpa210/1/PA2 - Windows Internet Explorer
 http://h5-lsf9.azdoa.gov/servlet/Report?Action=PDF&file=lsf9/law/print/adayid/testpa210/1/PA210 prt&LAYOUT=LANDSCAPE&REPORT_OWNER=adayid

Length of Service Report

PA210 Date 12/30/09 Time 13:57 Company: 1 STATE OF ARIZONA Page 1
 Employee Date Listing Through Date: 12/30/09

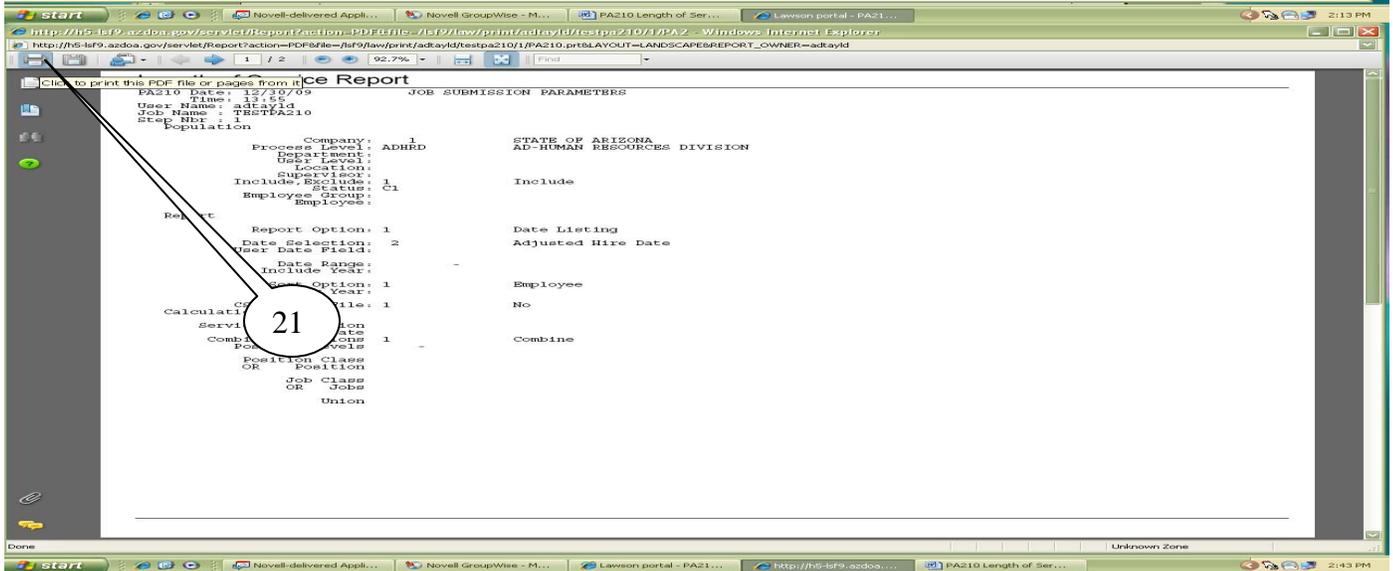
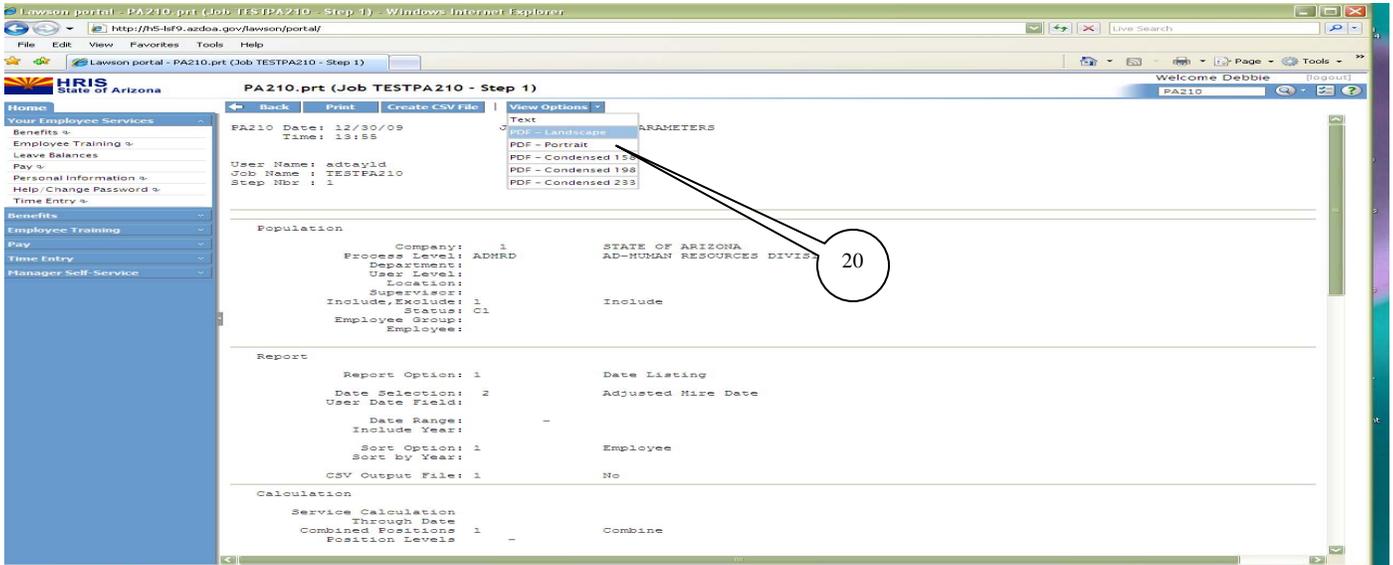
Employee	Name	Adjusted Hire Date	Termination Date	Total Days	Length of Service Years	Length of Service Months	Service Basis
24615		07/26/93		6002	16	5.3	
24633		08/24/87		8165	22	4.4	
2683		11/01/94		5539	15	2.1	
28		03/15/93		6135	16	9.7	
39		07/07/87		8213	22	6.0	
		10/28/02		2621	7	2.2	
		09/10/99		3765	10	3.8	
		03/19/90		7227	19	9.6	
		03/26/91		4855	18	9.4	
		04/27/98		4266	11	8.3	
		07/06/91		6753	18	6.0	
		02/10/01		3246	8	10.7	
		11/15/06		1142	3	1.5	
		12/09/02		2579	7	8.8	
		06/04/84		3341	25	7.1	
		05/15/95		14	7.7	7.7	
				20	3.4	4.4	
				4234	30	9.3	
				9527	26	1.2	
				7955	21	9.5	
				6450	17	8.1	
				3419	9	4.4	
				7989	21	10.7	
				4648	12	3.1	
				4097	11	2.7	
				2467	6	9.1	
				2397	6	6.8	
				777	2	1.5	
				01/12/04	2180	11.7	
				06/05/04	2035	6.9	
				06/21/04	2019	6.4	
				08/30/04	1949	5.6	
				09/09/04	1939	3.7	
				09/30/04	1918	3.1	
				10/12/04	1906	2.7	
				12/13/04	1844	5	6
				05/30/06	1311	3	7.1
				06/26/06	1284	3	6.2
				11/27/06	1130	1	1.1
				12/18/06	1109	3	5
				12/27/06	1100	3	2
				06/13/07	932	2	6
				02/05/07	1060	2	10.8
				03/19/07	1018	2	9.5
				04/09/07	997	2	8.8
				05/07/07	969	2	7.9
				09/20/07	833	2	3.4
				11/13/07	779	2	1.6
				02/19/08	681	1	10.4
				10/06/08	451	1	2.8
				11/24/08	402	1	1.2

19 Report details, based on chosen parameters.

This example shows:
 Employee, Adj. Hire Date, Termination Date, Total of Service Days, and Length of Service in Months and Years

16	Report Details	R	Scroll down.	Will display the report details, based upon the chosen parameters: This example shows the following fields: Employee, Adjusted Hire Date, Termination Date (if applicable), Total Service Days, and Length of Service.
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PRINTING REPORT



17	View Options	O	Click View Options Select the print format from the drop down	Will open up a drop down box with several format options for viewing or printing. Will display report in format chosen.	View Options are: Text PDF – Portrait PDF – Landscape PDF – Condensed 158 PDF – Condensed 198 PDF – Condensed 233
18	Print button	O	Click the Print button Select the print options from the drop down. Click Print.	Will open up a drop down box with several format options for printing.	Make sure to choose a designated printer if not already done.