



HRIS On - Demand Report Training

Employee Listing

Forms: PA335

Table of Contents

Introduction	3
Report Purpose	3
Report Criteria	3
Report Content	3
HRIS Users.....	3
Employee Listing – Parameters	4
Results of the Employee Listing	7

Introduction

Report Purpose

The Employee Listing (PA335) can be run to print a list of Employee's Names and Numbers on the Employee Master Record (HR11.1).

Report Criteria

This report displays for each Employee: name, and EIN. If the Employee is terminated, the report will display "*Term*" next to his/her record. The only required field for this report is Company. The remaining fields on the form are to add additional filter criteria to the report.

Report Content

The report results display an Employee Listing of Names and EINs.

HRIS Users

The report is available to the job role of Agency HR Initiator, Agency HR Approver, Agency Payroll Initiator, Agency Payroll Approver, Agency Non-System A Class & Comp Analyst, ADOA Central Benefits Admin, GAO Central Payroll Admin, and the Report Writer Professional.

Employee Listing – Parameters

HRIS State of Arizona Employee Listing (PA335) Welcome Connie [logout]

14 Employee Listing (PA335) 1 PA335

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

Submit Reports Job Sched Print Mgr

2 Job Name

3 Job Description

User Name

Data Area/ID PROD

Parameters

4 Company 1

5 Process Level

6 Department

7 User Level

8 Location

9 Supervisor

10 Exclude, Include

11 Status

12 Employee Group

13 Employee Sequence

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PA335 in the White Search Box. Press Enter on the keyboard	The Employee Listing (PA335) 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: PA335PI100 Invalid Job Name: PA335 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. PA335 FOR PI100
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.
5	Process Level Field	O	If applicable, type or select from the drop down menu the specific Process Level to include in the report. If no Process Level is desired, skip this field.		If no Process Level is entered, the user will see all Process Levels he/she has access to view.
6	Department Field	O	If applicable, type or select from the drop down menu the specific Department to include in the report. If no Department is desired, skip this field.		If no Department is entered, the user will see all Departments he/she has access to view.
7	User Level Field	O	If applicable, type or select from the drop down menu the specific User Level to include in the report. If no User Level is desired, skip this field.		If no User Level is entered, the user will see all User Levels he/she has access to view.
8	Location Field	O	If applicable, type or select from the drop down menu the specific Location to include in the report. If no Location is desired, skip this field.		If no Location is entered, the user will see all Locations he/she has access to view.
9	Supervisor Field	O	If applicable, type or select from the drop down menu the specific Supervisor to include in the report. If no Supervisor is desired, skip		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			this field.		
10	Exclude, Include Field	O	<p>If you decide to include specific Status Codes in your report, type or select from the drop down menu whether or not you want to include or exclude those statuses.</p> <p>If this field is used, you will need to add one or more Status Codes in the Status Field.</p> <p>If all Status Codes should be displayed, skip this field.</p>		<p>Valid Values are:</p> <ul style="list-style-type: none"> • '1' – Include • '2' – Exclude
11	Status Fields Boxes 1 – 10	O	<p>If applicable, type or select from the drop down menu the specific Status Codes to include/exclude in the report.</p> <p>If all Status Codes should be displayed, skip this field.</p>		Whether a Status Code is included or excluded depends on what you put in the Exclude, Include Field.
12	Employee Group Field	O	<p>If applicable, type or select from the drop down menu the specific Employee Group to include in the report.</p> <p>If no Employee Group is desired, skip this field.</p>		If no Employee Group is entered, the user will see all Employee Groups he/she has access to view.
13	Employee Sequence Field	R	Type or select from the drop down menu how you want the report to group the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> • '1' – Alpha • '2' – Numeric <p>This is a required field so a value must be input.</p>
14	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 Listing



PA335.prt (Job PA335 - Step 1)

Welcome Connie [logout]

PA335 [search] [refresh]

Home

Your Employee Services

Jobs and Reports

Job Schedule

Print Manager

Job List

Change Password

Control-D Web Reports

← Back

Print

Create CSV File

View Options ▾

PA335 Date 03/01/10 Company 1 STATE OF ARIZONA

Time 07:54 Employee Alphabetical Listing

Name	Employee	Name	Employee
ADOTT, STEVEN M.		ADOTT, STEVEN M.	*Term*
ADTIG, ANNETTE M.	*Term*	ADTIG, ANNETTE M.	*Term*
A'LDS, VIRGINIA J.	*Term*	A'LDS, VIRGINIA J.	*Term*
AGUES, EVELYN		AGUES, EVELYN	*Term*
ALMAN, CAROLYN R.	*Term*	ALMAN, CAROLYN R.	
ALLST, LORIN		ALLST, LORIN	*Term*
ADOTT, STEVEN M.	*Term*	ADOTT, STEVEN M.	
ADTIG, ANNETTE M.	*Term*	ADTIG, ANNETTE M.	*Term*
A'LDS, VIRGINIA J.		A'LDS, VIRGINIA J.	
ASKELOB, TONY	*Term*	ASKELOB, TONY	
AUGUSTMANN, LISA	*Term*	AUGUSTMANN, LISA	*Term*
BAGWELL, .	*Term*	BAGWELL, .	*Term*
BAHGOOD, MARV	*Term*	BAHGOOD, MARV	
BERGESRIS, JAM		BERGESRIS, JAM	*Term*
ADOTT, STEVEN M.	*Term*	ADOTT, STEVEN M.	*Term*
ADTIG, ANNETTE M.		ADTIG, ANNETTE M.	*Term*
ADOTT, STEVEN M.	*Term*	A'LDS, VIRGINIA J. DY	
ADTIG, ANNETTE M.		ADOTT, STEVEN M.	
A'LDS, VIRGINIA J.	*Term*	ADTIG, ANNETTE M.	
RLEICHER	*Term*	A'LDS, VIRGINIA J.	*Term*