



# HRIS On - Demand Report Training

Action History

Forms: PA340

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## **Introduction**

### ***Report Purpose***

The Action History Listing (PA340) can be run to print a list of personnel action history for an action code, specific employees, an employee group, a process level and department, reason codes or fields.

### ***Report Criteria***

The report must be run using one of 6 different options: specific action codes, specific employees, specific employee groups, specific process level/department, specific reason codes or, specific fields on an action.

In the Report Sequence field, 8 different options are available to use when sorting the report. Those options include:

- Employee/Effect Date/Action
- Employee/Action/Effect Date
- Action/Effect Date/Employee
- Action/Employee/Effect Date
- Effect Date/Employee/Action
- Effect Date/Action/Employee
- Reason/Employee/Action
- Reason/Action/Employee

The required fields include: Company, Report Option and Report Sequence. The remaining fields on the form are to add additional filter criteria to the report.

### ***Report Content***

The report results display specific information for each action. The actions that will display on the report depend on what has been selected in the Report Option field. The order of the information displays differently depending on the item selected in the Report Sequence field.

For each action, the report displays, the date the action was processed, the action code, the reason code, fields that were updated, previous values, new values, and the user id that performed the action.

### ***HRIS Users***

The report is available to the job role of Agency HR Initiator, Agency HR Approver, Report Writer Professional, ADOA Central Benefits Administrator, ADOA HR Central Management and the ADOA Central HR Reports Processor.

# Action History Listing – Parameters

The screenshot shows the HRIS State of Arizona interface for the 'Action History Listing (PA340)'. The page includes a navigation bar with buttons for 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. A search bar contains 'pa340'. A sidebar on the left lists menu items like 'Your Employee Services', 'Jobs and Reports', and 'Control-D Web Reports'. The main content area features a 'Parameters' section with various input fields and dropdown menus. Callouts 1 through 17 identify specific UI elements:

- 1: Search bar containing 'pa340'
- 2: Job Name input field
- 3: Job Description input field
- 4: Company input field (value: 1)
- 5: Company dropdown menu (value: STATE OF ARIZONA)
- 6: Date Range input fields
- 7: Report Option dropdown menu
- 8: 1 - Actions input field
- 9: 2 - Employee input field
- 10: 3 - Employee Group input field
- 11: 1,4,5,6 - Process Level,Dept input fields
- 12: 5 - Reasons input field
- 13: 6 - Fields input fields
- 14: Report Sequence dropdown menu
- 15: Comments dropdown menu (value: N)
- 16: History Errors dropdown menu (value: 1)
- 17: Page Break by Sequence dropdown menu (value: N)

Additional UI elements include 'Submit', 'Reports', 'Job Sched', and 'Print Mgr' buttons at the top, and a 'Data Area/ID PROD' label below the input fields.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type PA340 in the White Search Box. Press Enter on the keyboard	The Action History Listing (PA340) will open.	
2	<b>Job Name</b> Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> <li>Valid Job Name: PA340PI100</li> <li>Invalid Job Name: PA340 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. PA340 FOR PI100
4	<b>Company</b> 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	<b>Date Range</b> Field – Boxes 1 – 2	O	If applicable, type in the date range to include in the actions.  If no date range is desired, skip this step.		If only a beginning date (Box 1) is input, personnel actions with effective dates on or after the date will be listed.  If only an ending date (Box 2) is input, personnel actions with effective dates on or before the date will be listed.
6	<b>Report Option</b> Field	R	Type or select from the drop down menu the value that indicates which action history listing you want to run.		Valid Values are: <ul style="list-style-type: none"> <li>'1' – Specified Actions</li> <li>'2' – Specified Employee</li> <li>'3' – Specified Employee Group</li> <li>'4' – Specified Process Level</li> <li>'5' – Specified Reasons</li> <li>'6' – Specified Fields</li> </ul>
7	<b>Actions</b> Field – Boxes 1 – 3	O	If Report Option = Specified Actions, type or select up to three personnel action types to list in the report results.  If Report Option type is not Specified Actions, skip this step.		If no personnel action types are input, user will see history for all personnel actions.
8	<b>Employee</b> Field	O	If Report Option = Specified Employee, type or select from the drop down the EIN of the Employee to list in the report results.  If Report Option type is not Specified Employee, skip this step.		If no Employee number is input, user will see history for all employees he/she has access to view.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
9	<b>Employee Group</b> Field	O	<p>If Report Option = Specified Employee Group, type or select from the drop down menu the group of employees to list in the report results.</p> <p>If Report Option type is not Specified Employee Group, skip this step.</p>		If no Employee Group is input, user will see history for all employees he/she has access to view.
10	<b>Process Level,Dept</b> Field Boxes 1 – 2	O	<p>If Report Option = Specified Process Level, type or select from the drop down menu the process level (and dept if applicable) to define the list of employees to display in the report.</p> <p>If Report Option type is not Specified Process Level, Dept, skip this step.</p>		If no Process Level/Dept is input, user will see history for all employees he/she has access to view.
11	<b>Reasons</b> Field Boxes 1 – 3	O	<p>If Report Option = Specified Reasons, type or select up to 3 reason codes to include in the report.</p> <p>If Report Option type is not Specified Reasons, skip this step.</p>		If no Reasons are input, user will see all reason codes.
12	<b>Fields</b> Field – Boxes 1 – 8	O	<p>If Report Option = Specified Fields, type or select up to 8 employee topic fields to include in the report.</p> <p>If Report Option type is not Specified Fields, skip this step.</p>		If no Fields are input, user will see all topic fields.
13	<b>Report Sequence</b> 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"> <li>• '1' – Employee/Effect Date/Action</li> <li>• '2' – Employee/Action/Effect Date</li> <li>• '3' – Action/Effect Date/Employee</li> <li>• '4' – Action/Employee/Effect Date</li> <li>• '5' – Effect Date/Employee/Action</li> <li>• '6' – Effect Date/Action/Employee</li> <li>• '7' – Reason/Employee/Action</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<ul style="list-style-type: none"> <li>'8' – Reason/Action/Employee</li> </ul> <p>This is a required field so a value must be input.</p>
14	Comments Field	R	If applicable, type or select from the drop down the value to indicate whether or not the report should list comments about the personnel action.		<p>Valid Values are:</p> <ul style="list-style-type: none"> <li>'Y' – Yes</li> <li>'N' – No</li> </ul> <p>If no value is input, the default will be 'N'.</p>
15	History Errors Field	R	If applicable, type or select from the drop down menu the value to indicate whether or not the report should exclude, include or display errors only.		<p>History errors are created when incorrect information is saved and later corrected. Although the information is correct, the history file or error history file may contain a log of the error.</p> <p>Valid Values are:</p> <ul style="list-style-type: none"> <li>'1' – Exclude Errors</li> <li>'2' – Include Errors</li> <li>'3' – Errors Only</li> </ul> <p>If no value is input, the default will be '1'.</p>
16	Page Break by Sequence Field	R	If applicable, type or select from the drop down menu the value that indicates whether the report should include a page break after each report sequence.		<p>Valid Values are:</p> <ul style="list-style-type: none"> <li>'N' – No</li> <li>'Y' – Yes</li> </ul> <p>If no value is input, the default will be 'N'.</p>
17	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 Reports link or the Print Files link under Related links.

For additional instructions on how to submit and view reports, see the Submit and View Non-Broadcast (On-Demand) Reports Training Manual.

### Results of the Action History Listing – by Process Level, Dept

HRIS State of Arizona PA340.prt (Job PA3402 - Step 1) Welcome Connie [logout] pa340

Home Back Print Create CSV File View Options

PA340 Date 03/01/10 Company 1 STATE OF ARIZONA Page 1  
 Time 09:40 Personnel Action History Listing  
 For 01/01/09 Thru 03/01/10

Employee CELD, SUM

Effect	Action	Pos Lvl	End Date	Reason 1	Reason 2	Field Name	Previous Value	New Value	Curr	Change Date	Usr ID	Err
05/22/09	SEPARATION	1		SEP-RELO		Status	C1	T1		05/27/09		
06/09/09	SEPARATION	1		SEP-RELO		Termination Da	T1	T2		05/27/09		
06/09/09	SEPARATION	1		SEP-RELO		Status	T1	T2		06/09/09		

Employee MALANES, CO

Effect	Action	Pos Lvl	End Date	Reason 1	Reason 2	Field Name	Previous Value	New Value	Curr	Change Date	Usr ID	Err
06/13/09	POSUPDATE	1				Expense Subacc	2009	2010		06/20/09		
06/13/09	POSUPDATE	1				Supervisor	ADHRD90070	ADHRD70042		06/24/09		
07/17/09	PERSONAL	1		PER-MARI		Marital Status		S		07/17/09		

### Results of the Action History Listing – by Employee

HRIS State of Arizona PA340.prt (Job PA3402 - Step 1) Welcome Connie [logout] pa340

Home Back Print Create CSV File View Options

PA340 Date 03/01/10 Company 1 STATE OF ARIZONA Page 1  
 Time 09:51 Personnel Action History Listing  
 For 01/01/09 Thru 03/01/10

Employee GAINES, STATE

Effect	Action	Pos Lvl	End Date	Reason 1	Reason 2	Field Name	Previous Value	New Value	Curr	Change Date	Usr ID	Err
07/17/09	PERSONAL	1		PER-MARI		Marital Status		S		07/17/09		
06/13/09	POSUPDATE	1				Expense Subacc	2009	2010		06/20/09		
06/13/09	POSUPDATE	1				Supervisor	ADHRD90042	ADHRD70009		06/24/09		

Screen shots are not provided of the Results of this report by: Specified Actions, Specified Employee Group, Specified Reasons, and Specified Fields.