



# HRIS Job Role Training

**Weeks Worked Calculation**

Forms: PR289

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## **Introduction**

### ***Report Purpose***

The Weeks Worked Calculation Report (PR289) can be run to report of the weeks worked by one or more Employees in a quarter.

### ***Report Criteria***

This report displays a weeks worked calculation for the Employee. Required fields to display results include: Company, Payroll Year and Quarter, and Maximum Number of Weeks.

### ***Report Content***

The report results display the following information: Employee EIN, Name and Weeks Worked calculation. The report also includes a count on the number of Employees.

### ***HRIS Users***

The report is available to the job role of Agency HR Initiator, and the Agency HR Approver

# Weeks Worked Calculation (PR289) Parameters

**HRIS State of Arizona** | Welcome Connie [logout] | PR289

**Weeks Worked Calculation (PR289)**

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

Buttons: Submit | Reports | Job Sched | Print Mgr

2 Job Name: [ ]

3 Job Description: [ ]

User Name: cxm58048 | Connie Magallanes

Data Area/ID: PROD

**Parameters**

4 Company: [ 1 ] STATE OF ARIZONA

5 Process Level: [ ]

6 Head Process Level: [ ]

7 Employee: [ ] - [ ]

8 Payroll Year, Quarter: [ ] [ ]

9 Pay Class: [ ]

10 Work State: [ ]

11 Maximum Number of Weeks: [ ]

12 Work State, Base Wage: [ ] [ ]

13 Calculation Method: [ 1 ] Work Period

14 Update: [ R ] Report Only

15 Employee Sequence: [ ]

16 Include history time records with no hours: [ N ] No

	<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 PR289 in the White Search Box. Press Enter on the keyboard	The Weeks Worked Calculation Report (PR289) 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: PR289PI100</li> <li>Invalid Job Name: PR289 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. PR289 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>Process Level</b> 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 step.		If no Process Level is entered, the user will see all Process Levels he/she has access to view.
6	<b>Head Process Level</b> Field	O	If applicable, type or select from the drop down menu the specific Process Level to use as the Head Process Level.  If no Head Process Level is desired, skip this step.		This field allows you to perform a weeks worked calculation for a Head Process Level.
7	<b>Employee</b> Field – Box 1 – Box 2	O	Box 1 – Type or select from the drop down menu the beginning EIN to include in the report.  Box 2 – Type or select from the drop down menu the ending EIN to include in the report.  If no Employee Range is desired, skip this step.		If including only 1 Employee, type that Employee's EIN number in the beginning and ending field.  If no Employee numbers are entered, the user will see all Employees' he/she has access to view.
8	<b>Payroll Year, Quarter</b> Field	R	Box 1 – Type in the payroll year to use in the calculation.  Box 2 – Type in the quarter to use in the calculation.		Box 2 – Quarter Field Value Values include: <ul style="list-style-type: none"> <li>'1'</li> <li>'2'</li> <li>'3'</li> <li>'4'</li> </ul>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
9	<b>Pay Class</b> Field	O	If applicable, type or select from the drop down menu the specific Pay Class to include in the report.  If no specific Pay Class is desired, skip this step.		
10	<b>Work State</b> Field	O	To calculate weeks worked for a specific work state, type or select from the drop down menu the applicable State Code.		<b>If left blank, the program calculates weeks worked for all states.</b>
11	<b>Maximum Number of Weeks</b> Field	R	Type the maximum number of weeks that you can report in the selected quarter.		Valid Values include: 01 – 15.
12	<b>Work State, Base Wage</b> Field	O	This field is not used by the SOA. No entry is required. The SOA does not use a base rate in calculating weeks worked.		
13	<b>Calculation Method</b> Field	R	Type or select from the drop down menu the calculation method to be used in the report.		Valid Values include: <ul style="list-style-type: none"> <li>• '1' – Work Period – process all Employees by pay period.</li> <li>• '2' – Time Record – process all Employees by time record date.</li> <li>• '3' – Time Record Hourly – process all Employees by pay period, hourly Employees by time record date.</li> <li>• '4' – Time Record Salaried – process Salaried Employees by time record date, Hourly Employees by pay period.</li> </ul> Default value is '1'.
14	<b>Update</b> Field	O	Type or select from the drop down menu how the report data will be produced.		Valid Values are: <ul style="list-style-type: none"> <li>• R – Report Only – produce only an edit report of the weeks worked calculation, as it will appear when an Update is run.</li> <li>• U – Update – produce an edit report and update the file with the number of weeks worked.</li> <li>• F – Final Report – produces a report of the current PRWEEKS file. This will include all manual adjustments.</li> </ul> Default value is 'R'.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
15	Employee Sequence	O	For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid Values include: <ul style="list-style-type: none"> <li>• 'A' – Alpha</li> <li>• 'N' – Numeric</li> <li>• 'S' - SSN</li> </ul>
16	Include history time records with no hours Field	O	Type or select from the drop down menu whether or not the report should include time records with no hours.		Valid Values include: <ul style="list-style-type: none"> <li>• 'N' – No</li> <li>• 'Y' – Yes</li> </ul> Default is 'N'.
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 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 Weeks Worked Calculation***

The screenshot shows the HRIS State of Arizona interface. The main content area displays the following information:

- Job Information:** PR289 Date 03/04/10, Time 11:01
- Company:** 1 STATE OF ARIZONA
- Report Type:** Report Only
- Page:** 1
- Work State:** AZ Arizona
- Report Title:** Weeks Worked Calculation For Quarter 4 Payroll Year 2009

Employee	Name	Weeks Worked
222222	LENE. BEBE	13
222222	LEE. BE	13
222222	LENE. BEBE	13
222222	LEE. BE	13
222222	LEE. BE	13