



# HRIS Job Role Training

**ETE Proxy Report**  
Forms: ZS201

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## **Introduction**

An Employee Time Entry Proxy Report is available to determine who has access to employee's timerecords based on agency, process level, department, or user level.

The proxy report will also display if your agency has managers or supervisors that do not have any proxies assigned to an employee.

# Employee Time Entry Proxy Report (ZS201) Form

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type ZS201 in the white search box. Press Enter on the Key board	ETE Proxy Report (ZS201) will display	
2	Job Name	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	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.
4	User Name	O	No Action. This field will auto-populate.	The active user login displays.	
5	Date Area/ID	R	No Action. This field will auto-populate.	The data area will display.	
6	Company	R	Type 1 in Company Field		
7	Agency	O	Enter a valid agency code		If you choose to run by agency, then you must leave the process level, department, and user level fields in this tab blank. You must also leave the proxy ID field in the By Proxy tab blank.

8	<b>Process Level</b>	O	Enter a valid process level.		If you choose to run by process level, then you must leave the agency, department, and user level fields in this tab blank. You must also leave the proxy ID field in the By Proxy tab blank.
9	<b>Department</b>	O	Enter a valid department code.		If you choose to run by department, then you must leave the agency, process level, and user level fields in this tab blank. You must also leave the proxy ID field in the By Proxy tab blank.
10	<b>User Levels</b>	O	Enter a valid user level.		If you choose to run by user level, then you must leave the agency, process level, and department, fields in this tab blank. You must also leave the proxy ID field in the By Proxy tab blank.
11	<b>Report Option</b>	O	Select 1 to list all proxies that have access to agency, process level, department, or user level range entered on the form.  Select 2 to list the Employee Time Entry participants in the agency, process level, department, or user level range entered on the form that have NOT been assigned a proxy.	This is the default.	Valid Values are: 1 = Proxy Level Listing 2 = Missing Proxy Listing  The default value is 1.
12	<b>Proxy Tab</b>	O	Enter valid employee identification (EIN).		If you choose to run by proxy, then the agency, process level, department, and user level fields in the by Organization tab must be blank.
13	<b>Add button</b>	R	Click Add		You must click Add or Change to save the report parameters in HRIS before clicking Submit.
14	<b>Submit Button</b>	R	Click Submit button to process job. Job Submit window opens. Click Submit button again	Pop-up will display	
15	<b>Job Scheduler link</b>	R	Click Job Scheduler to check the status of a job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job.	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Files or Reports link.  You cannot view report results through the job scheduler, you can only view the status of the report job.  See (Page 5)

