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:

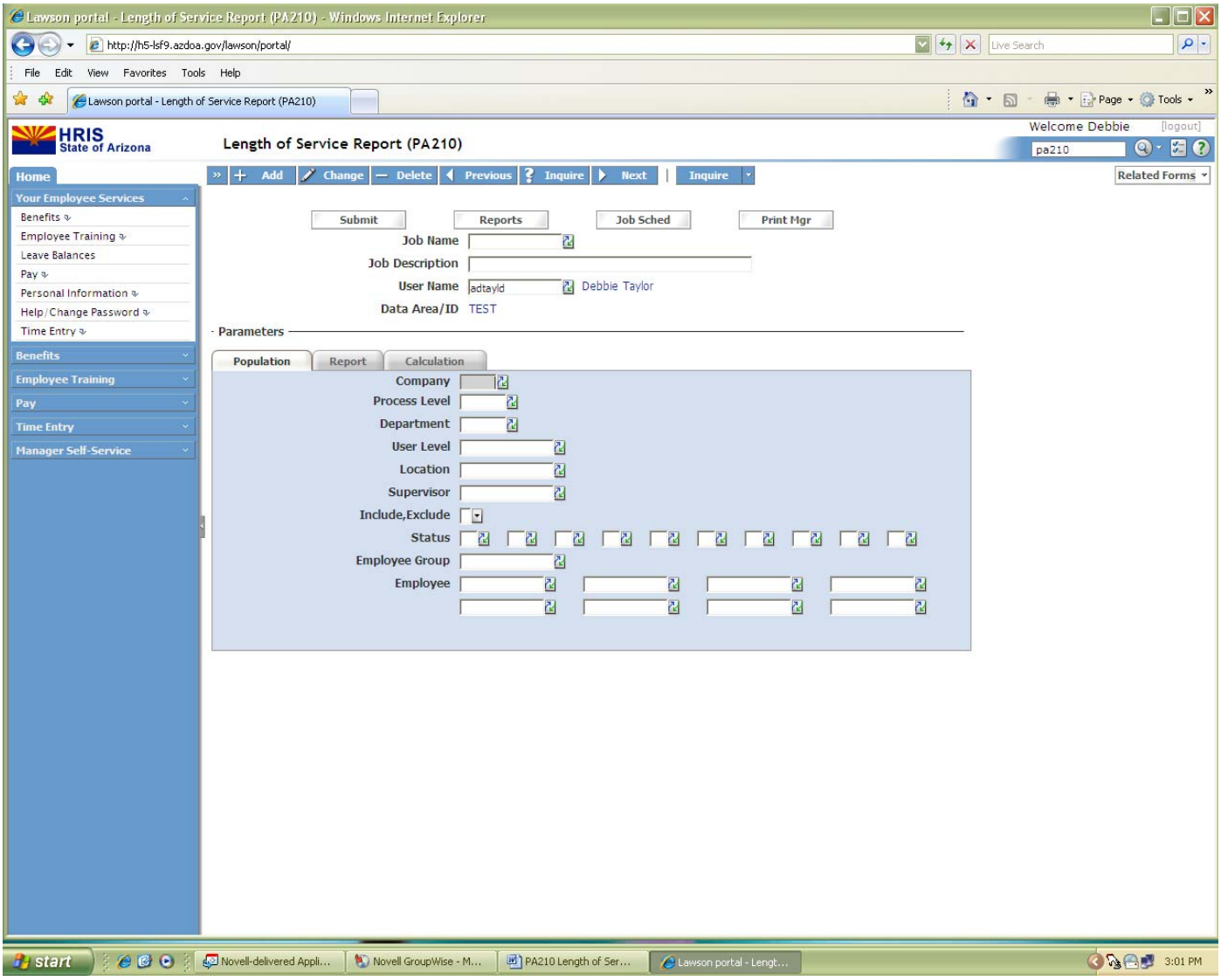
- Process Level
- Department
- User Level
- Location
- Supervisor
- Status Code
- Employee Group
- Or individual Employee Identification Number (EIN)

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:

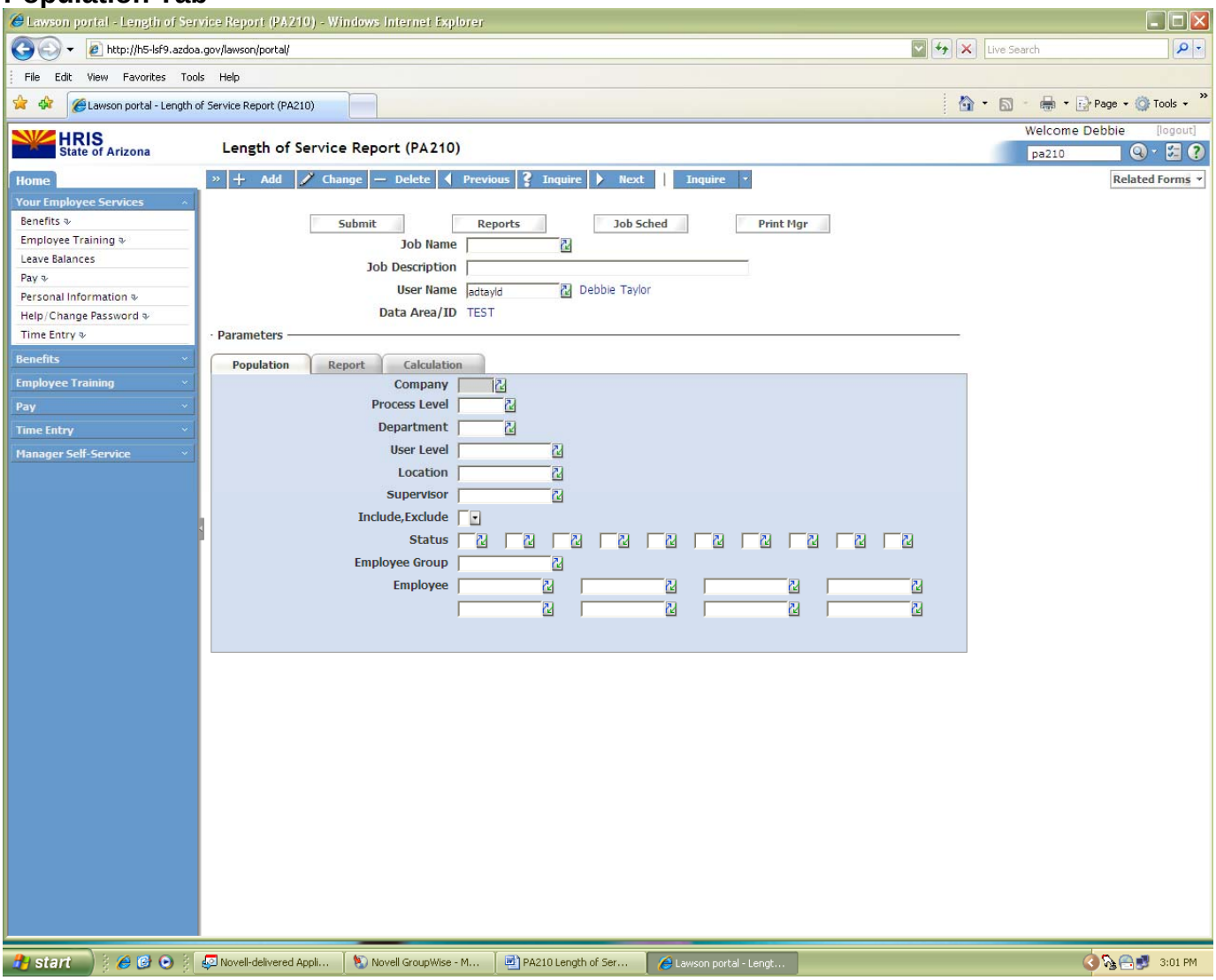
- Employee Identification Number (EIN) and name
- The date field selected in the parameters
- The total days in the calculation
- The length of service in the selected format
- Calculation options for various job codes and positions

PA210 – Creating Report Parameters



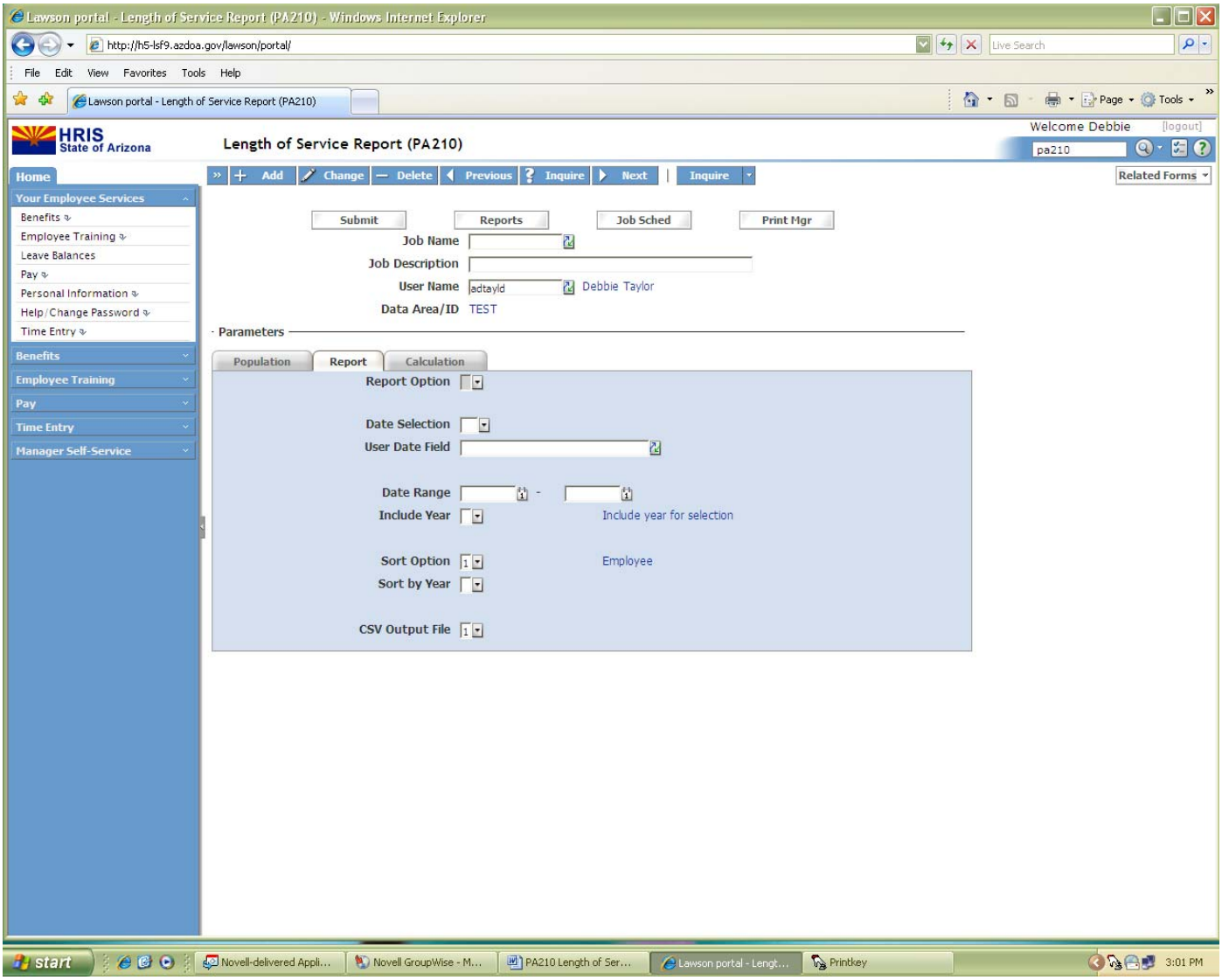
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA210 in the White Search Box. Press ENTER on the keyboard.	The Length of Service report opens.	
2	**Job Name** Field	R	For a new report, type a unique name for the job. To use an existing report, you 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



	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 : • 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
Related Forms
Your Employee Services
Benefits
Employee Training
Leave Balances
Pay
Personal Information
Help/Change Password
Time Entry
Benefits
Employee Training
Pay
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Manager Self-Service
Submit
Reports
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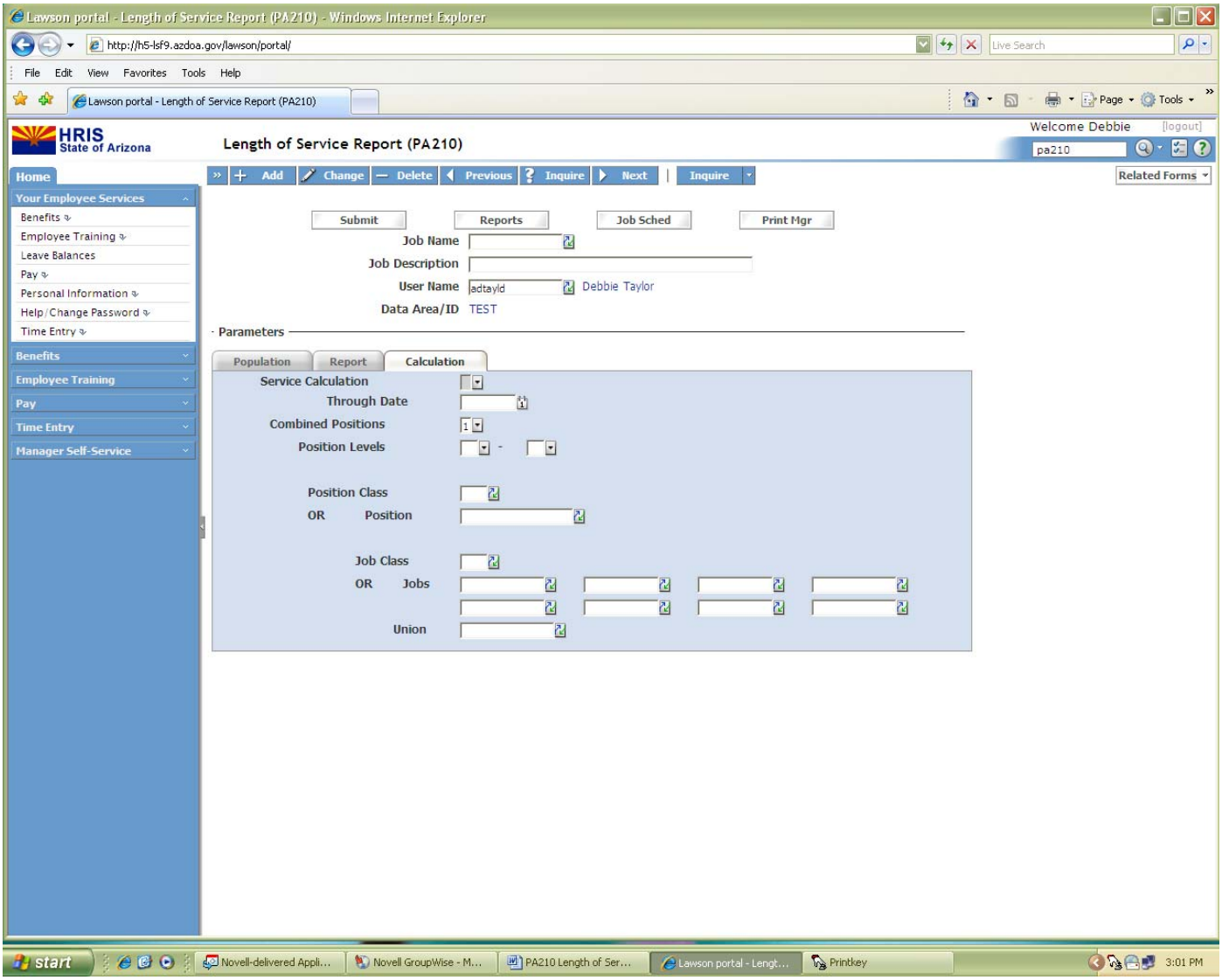
Report Tab

	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.		• 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		• 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		• Include Year For Selection • Select by Month and Day Only
7	**Sort Option**	O	Choose from different methods of sorting your data		• Employee • Employee; Proc Level; Dept • Employee; Proc Level; Date • Date
8	**Sort by Year** Field	O	Choose the format to sort by dates		• 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

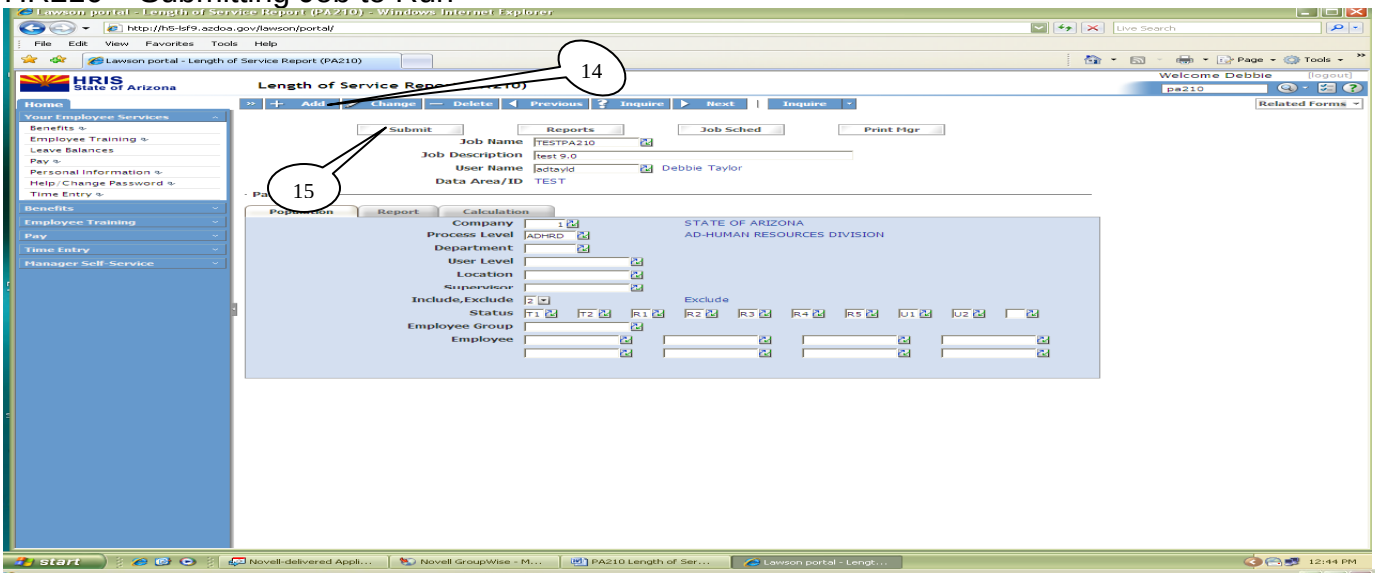
Calculation Tab

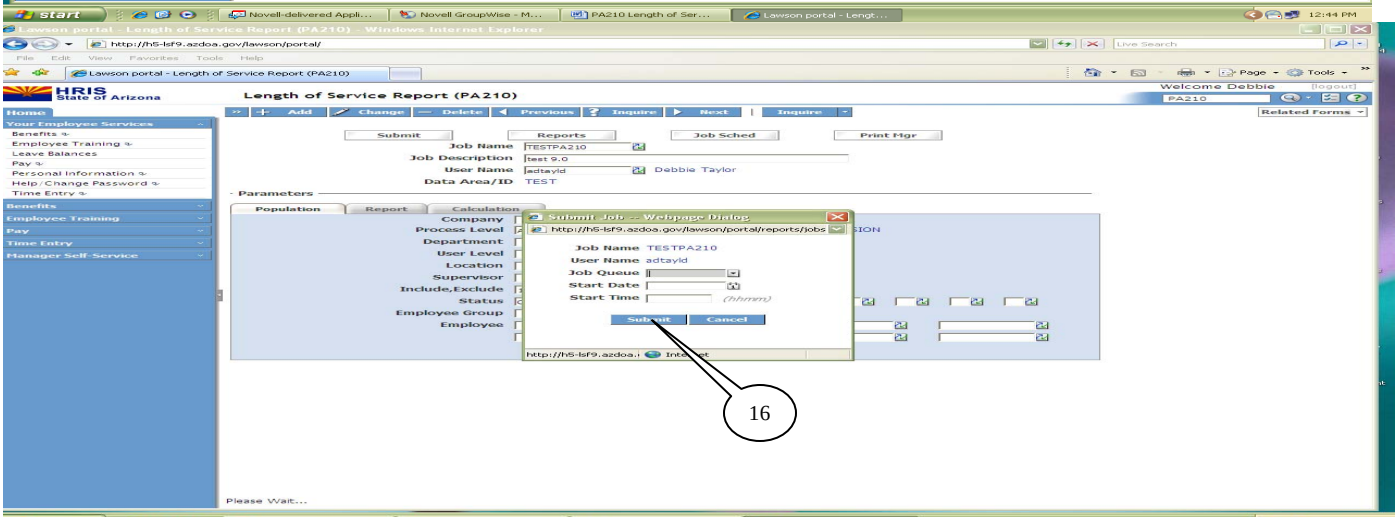


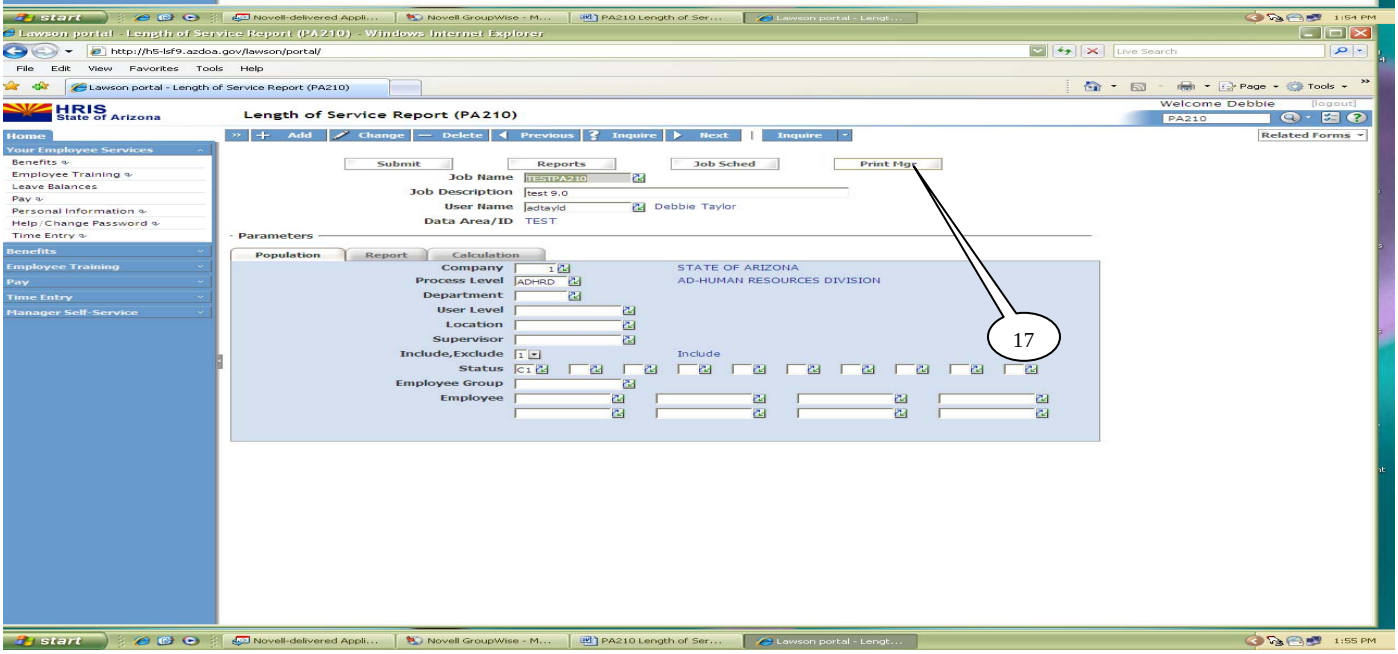
Calculation Tab

	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.	• 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	• 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

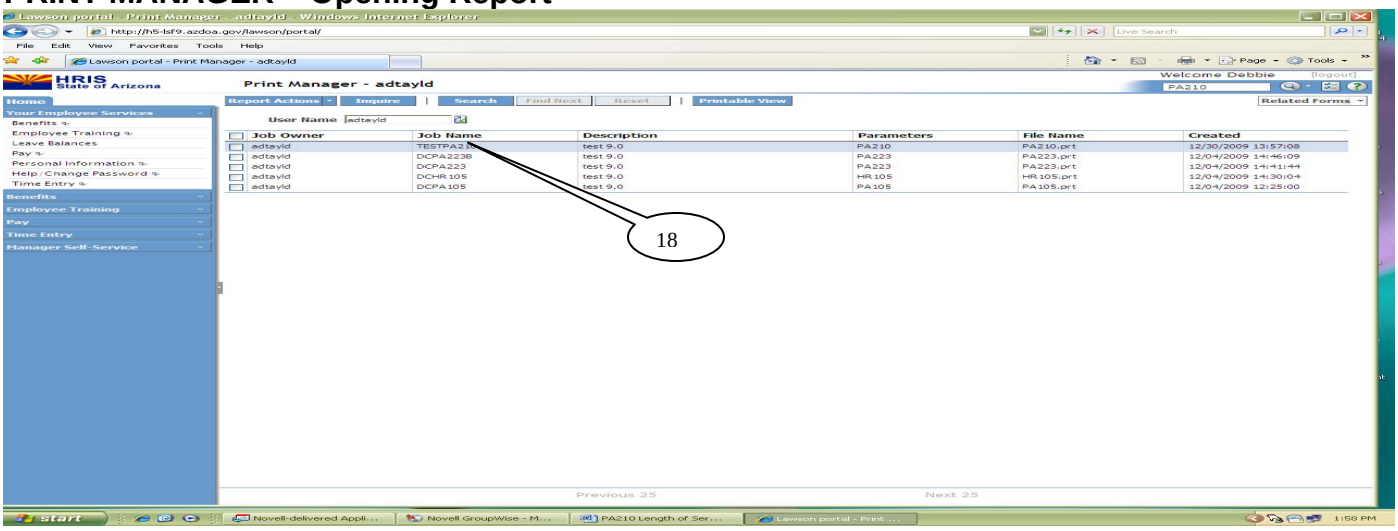




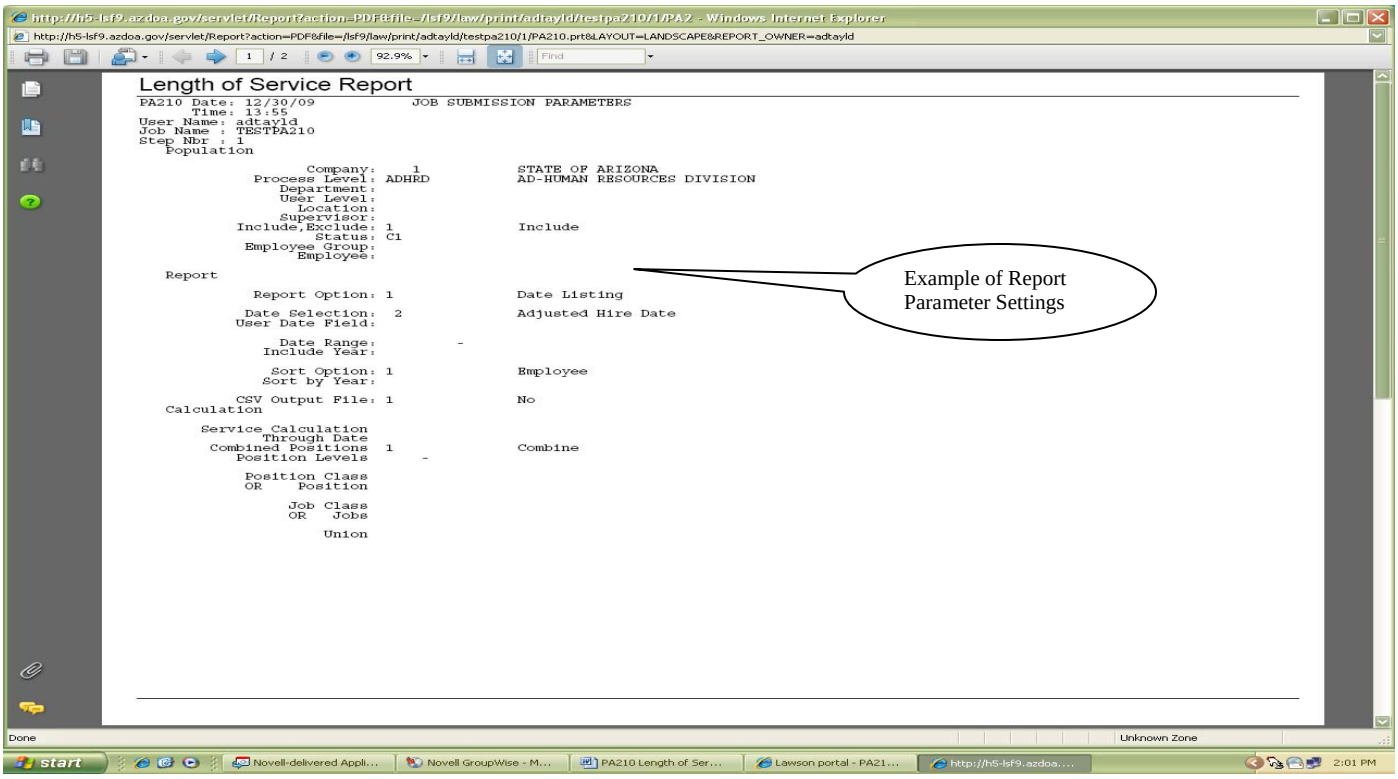


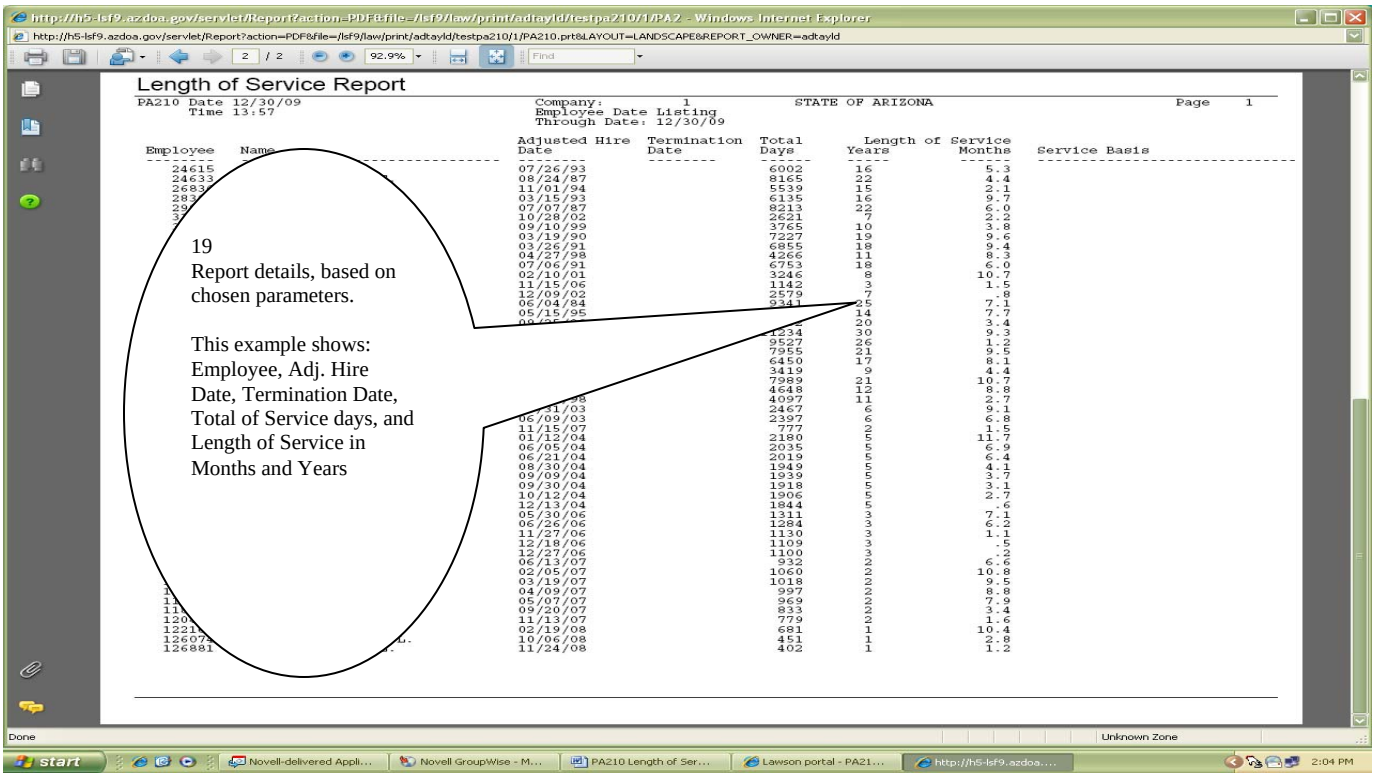
11	**Add/Change** Button	R	Click ADD button for a new report. Click CHANGE button for an existing report that has been revised.	Message will say, “Job Added.”	
12	**Submit** First Button	R	Click on Submit button.	Submit Job--Webpage dialog box appears.	
13	**Submit** Second Button	R	Click on Submit button.	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



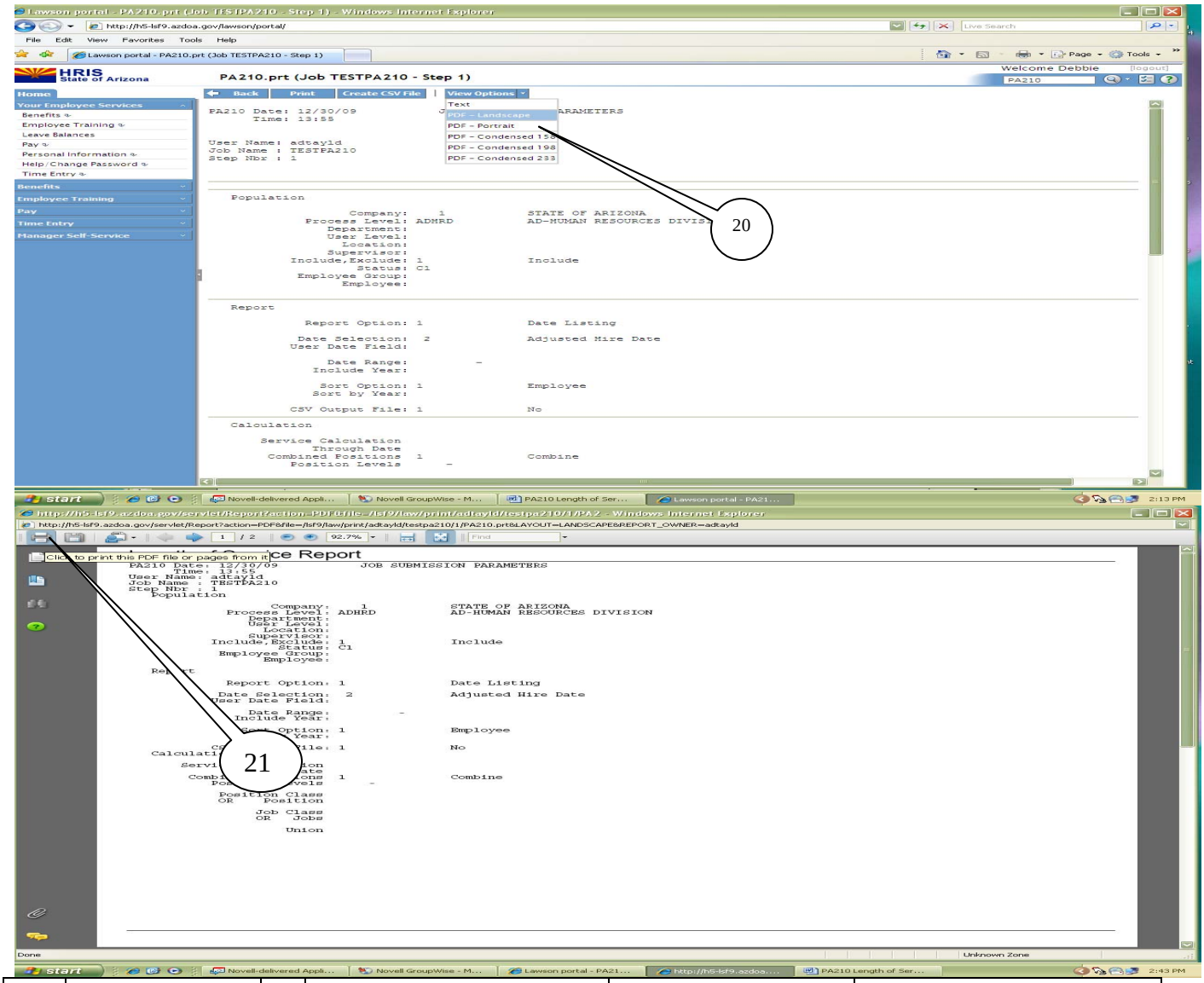
15	**Job Name**	R	Double Click on Job Name of report you want to display.	Will display the first page of the report.	The first page contains the parameter settings, along with the date/time/user ID.





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.	

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.