



HRIS On - Demand Report Training

Post Office Mailing Listing

Forms: PA325

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Introduction

Report Purpose

The Post Office Mailing Listing (PA325) can be run to print the Supplemental Address from the Address Windows on the Employee Master Record (HR11.1).

Report Criteria

This report displays for each employee: Name, Supplemental Address, City, State, Zip Code and Country. Required fields include: Company, and Sequence. In the Sequence field, 3 different options are available to use: Alpha, Numeric, and Postal Code. The remaining fields on the form are to add additional filter criteria to the report.

Report Content

The report results display mailing information for each employee's. The information displays in different orders depending on the option selected in the Report Sequence field.

This report is designed to print the addresses on post office mailing labels (three standard labels across at 3 ½" x 15/16" each).

HRIS Users

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

Post Office Mailing Listing – Parameters

HRIS State of Arizona | **Post Office Mailing Listing (PA325)** | Welcome Connie [logout] | pa325

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

Buttons: Submit | Reports | Job Sched | Print Mgr

2 Job Name: PA325

3 Job Description: [Empty]

User Name: [Empty]

Data Area/ID: PROD

Parameters

- 4 Company: [Empty]
- 5 Process Level: [Empty]
- 6 Department: [Empty]
- 8 User Level: [Empty]
- 9 Location: [Empty]
- 9 Supervisor: [Empty]
- 10 Exclude, Include: [Dropdown]
- 11 Status: [List of checkboxes]
- 12 Employee Group: [Empty]
- 13 Sequence: [Dropdown]

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | White Search Box | R | Type PA325 in the White Search Box. Press Enter on the keyboard | The Post Office Mailing Listing (PA325) 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: PA325PI100 Invalid Job Name: PA325 PI100 |
| 3 | Job Description Field | O | Enter description of the job | | Maximum 30 characters Ex. PA325 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 step. | | 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 step. | | 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 step. | | 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 step. | | 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 step. | | |
| 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 step.</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 step.</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 step.</p> | | If no Employee Group is entered, the user will see all Employee Groups he/she has access to view. |
| 13 | 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 • '3' – Postal Code <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 Post Office Mailing Listing



label (Job PA325 - Step 1)

Welcome Connie [\[logout\]](#)

pa325

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Job List

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Related Reports ▾

| | | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <p>RICH 61 PLUM OKLAHOMA CITY, OK 73162 UNITED STATES OF AMERICA</p> | <p>JEAN 71 TEN PRESCOTT, AZ 86303 UNITED STATES OF AMERICA</p> | <p>DAR PO BOX 14 2825 N MOHAW CHINO VALLEY, AZ 86323 UNITED STATES OF AMERICA</p> |
| <p>LA 30 IRON PRESCOTT, AZ 86305 UNITED STATES OF AMERICA</p> | <p>ER 18 THUMB PRESCOTT, AZ 86305 UNITED STATES OF AMERICA</p> | <p>CLAR 13 W ROAD CHINO VALLEY, AZ 86323 UNITED STATES OF AMERICA</p> |
| <p>SAB PO BOX 25 PRESCOTT VALLEY, AZ 86312 UNITED STATES OF AMERICA</p> | <p>CYNT 31 SHOSHO PRESCOTT, AZ 86301 UNITED STATES OF AMERICA</p> | <p>CAR PO BOX 8 CHINO VALLEY, AZ 86323 UNITED STATES OF AMERICA</p> |
| <p>ANN 54 MONT #6 PRESCOTT, AZ 86303 UNITED STATES OF AMERICA</p> | <p>CHRIS 112 E HWY #1 DEWEY, AZ 86327 UNITED STATES OF AMERICA</p> | <p>TED PO BOX 94 7 W RD 2 S CHINO VALLEY, AZ 86323 UNITED STATES OF AMERICA</p> |
| <p>ELAI 73 DIV PRESCOTT, AZ 86301 UNITED STATES OF AMERICA</p> | <p>BIL 12 DOUGH PRESCOTT, AZ 86305 UNITED STATES OF AMERICA</p> | <p>GA 43 CAN PRESCOTT, AZ 86303 UNITED STATES OF AMERICA</p> |