



HRIS Job Role Training

Transaction History Report

Forms: TA290

Table of Contents

Introduction	3
Report Purpose	3
Report Criteria	3
Report Content	3
HRIS Users.....	3
Transaction History Report (TA290) Parameters	4
Results of the Transaction History Report – Detail	8
Results of the Transaction History Report – Summary	9

Introduction

Report Purpose

The Transaction History Report (TA290) can be run to display a listing of time accrual transactions that have occurred in the HRIS system. The report can be printed in Summary by Year or in Detail by a Specified Date Range. In addition, criteria can be added to display transaction by Plan, Employee or for a Range of Employees.

Report Criteria

This report displays a listing of Time Accrual Transaction Details. Required fields include: Company and Report Option to determine whether the report results will be in detail or summary mode.

Report Content

The report results display the information sorted by Plan Type.

For summary reports, the report displays the EIN, Name, Summary Year, Beginning Eligible Hours, YTD Eligible Hours, Lost Eligible Hours, Hours Used, and Year Ending Eligible balance. The report also displays the follow fields not used by the State of Arizona: Beginning Accrual Hours, YTD Accrual Hours and Year Ending Accrual.

For detail reports, the report displays the EIN, Name, Transaction Date, Transaction Type, Transaction Description, and Hours Eligible. The State of Arizona does not use the Hours Accrued field. For each Employee a total number of hours remaining displays at the end of the transactions.

HRIS Users

The report is available to the job role of GAO Central Payroll Administrator, Agency HR Initiator, Agency HR Approver, Agency Payroll Initiator, and the Agency Payroll Approver.

Transaction History Report (TA290) Parameters

HRIS State of Arizona | Welcome Connie [logout] | TA290

Transaction History Report (TA290)

Home | Pay | Add | Change | Delete | Previous | Inquire | Next | Inquire | Related Forms

Submit | Reports | Job Sched | Print Mgr

2 Job Name

3 Job Description

User Name

Data Area/ID PROD

Parameters

4 Company 1 STATE OF ARIZONA

5 Process Level GF500

6 Plan

7 Employee Plan End Date

8 Employee -

9 Report Option

10 Date -

11 Transaction Type

12 Year

13 Employee Sequence

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TA290 in the White Search Box. Press Enter on the keyboard	The Transaction History Report (TA290) 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: TA290PI100 Invalid Job Name: TA290 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. TA290 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	Plan Field	O	If applicable, type or select from the drop down menu the specific Plan to display in the report. If no specific Plan is desired, skip this step.		If no plan is entered, the user will see all plans attached to his/her employees.
7	Employee Plan End Date Field	O	If applicable, type the selected Employee Plan End Date.		This field should only be entered if looking for a plan that has ended.
8	Employee 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.
9	Report Option Field	R	Type or select from the drop down menu the option to determine whether the report will be run in summary or detail.		Valid Values include: <ul style="list-style-type: none"> 'D' – Detail – if selected, report includes transaction details and you have the option of selecting what type of transactions to display (using the

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<p>Transaction Type Field) and a date range (using the Date Field).</p> <ul style="list-style-type: none"> • 'S' – Summary – if selected, report includes a summary of transactions by year. Year can be defined using the Year Field.
10	Date Field Box 1 – Box 2	O	<p>This field will only be entered if the Detail option has been selected.</p> <p>If applicable, type in the date range to include in the report.</p> <p>Box 1 defines the beginning date; Box 2 defines the ending date.</p> <p>If using the Summary option, skip this step.</p>		If you do not specify a date range, the report will include all transactions.
11	Transaction Type Field	O	<p>This field will only be entered if the Detail option has been selected.</p> <p>If applicable, type or select from the drop down menu the type of transactions to display in the report.</p> <p>If using the Summary option, skip this step.</p>		<p>Valid Values for the State of Arizona include:</p> <ul style="list-style-type: none"> • 'B' – Beginning Balance • 'LE' – Lost Eligible • 'ME' – Manual Eligible • 'TE' – Transfer Eligible • 'U' – Usage • X – Accrued and Eligible
12	Year Field	O	<p>The field will only be entered if the Summary option has been selected.</p> <p>If applicable, type the year to include in the report summary.</p> <p>If using the Detail option, skip this step.</p>		Year will be formatted YYYY (e.g., 2004).
13	Employee Sequence Field	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		<p>Valid Values include:</p> <ul style="list-style-type: none"> • 'A' – Alpha • 'N' – Numeric

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			Employees.		
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 Transaction History Report – Detail



TA290.prt (Job TA290 - Step 1)

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[Home](#) | [Pay](#) | [Back](#) | [Print](#) | [Create CSV File](#) | [View Options](#)

Your Employee Services

Jobs and Reports

Job Schedule

Print Manager

Job List

Change Password

Change password

Control-D Web Reports

TA290 Date 03/05/10
Time 07:06

Company 1 STATE OF ARIZONA
Transaction History Report (Detail)
Date Range 01/01/10 - 03/05/10 Employee Range - 999999999

Process Level ADHRD AD-HUMAN RESOURCES DIVISION

Department HR110 ASSISTANT DIRECTOR'S OFFICE

Plan Name ANN-UNCOVD ANNUAL LEAVE UNCOVERED

Employee Number	Employee Name	Trans Date	Trans Type	Transaction Description	Hours Accrued	Hours Eligible
<u>222222</u>	NS, OFFICE	01/08/10	X	BW Eligible 68	0.0000	6.4700
		01/22/10	X	BW Eligible 68	0.0000	6.4700
		02/05/10	X	BW Eligible 68	0.0000	6.4700
		02/19/10	X	BW Eligible 68	0.0000	6.4700
Employee Total					0.0000	5.8800

Employee Number	Employee Name	Trans Date	Trans Type	Transaction Description	Hours Accrued	Hours Eligible
<u>222222</u>	ST, OFFICE	01/08/10	U	ANNUAL LEAVE TAKEN	0.0000	8.0000
		01/08/10	U	ANNUAL LEAVE TAKEN	0.0000	8.0000
		01/08/10	X	BW Eligible 49	0.0000	6.4700
		01/22/10	X	BW Eligible 49	0.0000	6.4700
		02/05/10	X	BW Eligible 49	0.0000	6.4700
		02/19/10	U	ANNUAL LEAVE TAKEN	0.0000	8.0000
		02/19/10	X	BW Eligible 49	0.0000	6.4700
Employee Total					0.0000	1.8800

Employee Number	Employee Name	Trans Date	Trans Type	Transaction Description	Hours Accrued	Hours Eligible
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Pages 1-40 of 66

Results of the Transaction History Report – Summary



TA290.prt (Job TA2902 - Step 1)

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[Home](#) | [Pay](#) | [Back](#) | [Print](#) | [Create CSV File](#) | [View Options](#)

Your Employee Services

Jobs and Reports

Job Schedule

Print Manager

Job List

Change Password

Change password

Control-D Web Reports

TA290 Date 03/05/10 Company 1 STATE OF ARIZONA Page 1

Time 06:49 Transaction History Report

Process Level ADHRD AD-HUMAN RESOURCES DIVISION

Department HR110 ASSISTANT DIRECTOR'S OFFICE

Plan Name [AN-UNCD1/2](#) ANN LVE - UNCDV 1/2 ACCRL 3.23

Employee [33333:333](#) LER, COVERED

Year	Beginning Accrual Hours	Beginning Eligible Hours	Ytd Accrual Hours	Ytd Eligible Hours	Lost Eligible Hours	Hours Used	Year Ending Accrual	Year Ending Eligible
2009	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	0.0000

Employee [33333:333](#) ROSE, COVERED

Year	Beginning Accrual Hours	Beginning Eligible Hours	Ytd Accrual Hours	Ytd Eligible Hours	Lost Eligible Hours	Hours Used	Year Ending Accrual	Year Ending Eligible
2009	0.0000	0.0000	0.0000	64.6000	0.0000	42.76	0.0000	21.8400
2009	0.0000	21.8400	0.0000	35.1400	0.0000	56.98	0.0000	0.0000
Plan Name AN-UNCD1/2 Total			0.0000	21.8400	0.0000	56.98	0.0000	21.8400

Plan Name [ANN-COVERD](#) ANNUAL LEAVE COVERED - 4 STEP

Employee [33333:333](#) OWN, COVERED

Year	Beginning Accrual Hours	Beginning Eligible Hours	Ytd Accrual Hours	Ytd Eligible Hours	Lost Eligible Hours	Hours Used	Year Ending Accrual	Year Ending Eligible
2009	0.0000	0.0000	0.0000	21.8400	0.0000	0.00	0.0000	21.8400

Pages 1-40 of 160