



## ETE Batch Maintenance Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
ETE Time Record Interface	ZR530.prt	Report	Yes	Yes	No	No	No		Shows detailed time record data that was entered into HRIS for processing. Error report shows records that did not load. Message report shows records loaded but need review or correcting using XR32 or XR35.
ETE Proxy Maintenance	ZS01	Form	Yes	Yes	No	No	No		Used to maintain proxy designations and grant access to an employee's time records based upon agency, process level, department or user level.
ETE Batch Maintenance	ZS02	Form	Yes	No	No	Yes	No		Used to maintain time entry batches.
Vehicle Master List	ZS03	Form	Yes	No	Yes	Yes	Yes		List of available vehicles in an Agency that an employee can enter on YES using the ZS21.
Agency Account Template	ZS04	Form	Yes	No	Yes	Yes	Yes		Form is used by agencies to set up an Account Template of labor distributions.
ETE Time Record Audit Report	ZS200	Report	Yes	No	Yes	Yes	Yes		An audit report that lists employee time record activity for a selected time period.
ETE Proxy Report	ZS201	Report	Yes	No	Yes	Yes	Yes		A report that lists employees designated as proxy and their access, as well as participants that are missing proxies.
ETE Manager-Proxy Tracking Report	ZS202	Report	Yes	No	Yes	Yes	Yes		An audit report that lists employee time record activity for a specified pay period showing the manager-proxy who approved the records.
ETE Labor Detail Report	ZS204	Report	Yes	No	Yes	Yes	Yes		Display time record data and account template information.



HUMAN RESOURCES INFORMATION SOLUTION

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ETE Missing Time Card Report	ZS210	Report	Yes	No	Yes	Yes	Yes		A report that lists employees who have not completed their time cards.
ETE Comment Report	ZS220	Report	Yes	No	Yes	Yes	Yes		A report that pulls in the comment information that employees enter in ETE on their timecards. It can be run by agency, process level or department.
ETE Time Record Extract	ZS535.prt	Report	Yes	Yes	No	No	No		Shows total # of employees and time records created in batch. Those not placed into a batch are on the error report.