



## HR Approver Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Pay Increase Report	AZ272	Report		No	Yes	Yes	Yes		A listing of pay changes for a specific date range.
Supervisor Codes	HR07.1	Form		No	Yes	Yes	Yes		Define a supervisor code and assign an employee to the code.
Employee Audit Report	HR105	Report	Yes	No	Yes	Yes	Yes		A list of all changes to employee's record via a personnel action.
Employee Master	HR11.1	Form		Yes	No	No	No		View an employee's current personnel file.
Compensation Analysis	HR11.2	Form		Yes	No	No	No	Found on HR11, pay tab, Comp Analysis link	HR11.2 is a view only subform found on HR11, pay tab, Comp Analysis link.
Alternate Pay Rates	HR14.1	Form		Yes	No	No	No	Access through HR11, pay tab, Alt Rates link	Define alternate pay rates for an employee using several parameters.
Add'l Contact Numbers	HR20.1	Form		No	Yes	Yes	Yes		Define additional contact numbers for employees.
Employee Status Code Listing	HR203	Report	Yes	No	Yes	Yes	Yes		An employee status code list.
Job Class Listing	HR205	Report	Yes	No	Yes	Yes	Yes		A job class list.
Work Eligibility Listing	HR217	Report	Yes	No	Yes	Yes	Yes		A list of employee work eligibility information.
Pay Rate Change Calculator	HR79.2	Form		No	N/A	N/A	N/A	Found on XP52.1	Calculate a % increase or decrease to an employee's pay rate automatically.
Emergency Contact	PA12.1	Form		No	Yes	Yes	Yes		Enter employee emergency contact information.
Multiple Positions and Jobs	PA13.1	Form		No	Yes	Yes	Yes	Found on HR11, Assignment Tab, Pos Job	View an employee's current position information.
Company Property	PA16.1	Form		No	Yes	Yes	Yes		Enter and track company property for which an employee is responsible.
Length of Service Report	PA210	Report	Yes	No	Yes	Yes	Yes		A list of the length of service for selected employees or groups of employees.
Emergency Contact Listing	PA212	Report	Yes	No	Yes	Yes	Yes		A list of emergency contacts for employees
Certifications	PA22.1	Form		No	Yes	Yes	Yes		Enter and update certification information for employees.
Starters and Leavers Report	PA223	Report	Yes	No	Yes	Yes	Yes		A list of new hires and terminations for a specified time period.
Personnel Action Code Listing	PA250	Report	Yes	No	Yes	Yes	Yes		A list of fields used in each individual personnel action that has been set up
Review Form	PA26.1	Form		No	Yes	Yes	Yes		Set up a performance review on PA26.1. All scores and date ranges are entered on the ZM90.
Birthdate Listing	PA310	Report	Yes	No	Yes	Yes	Yes		Print a list of employees birthdates.
Interoffice Directory	PA320	Report		No	Yes	Yes	Yes		Lists information from the Work Information tab of HR11.
Post Office Mailing Listing	PA325	Report	Yes	No	Yes	Yes	Yes		Print the supplemental address. Designed to print the addresses on post office mailing labels.



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Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Employee Listing	PA335	Report	Yes	No	Yes	Yes	Yes		A list of employees' names and numbers.
Action History Listing	PA340	Report	Yes	No	Yes	Yes	Yes		A list of personnel action history for an action code, for specific employees, for an employee group, a process level and department, for certain reason codes, or fields.
Review Schedule Report	PA345	Report	Yes	No	Yes	Yes	Yes		A report of employees who have a next review in PA26.1 (Review).
Review History Report	PA350	Report	Yes	No	Yes	Yes	Yes		A report of employee review information from PA26.1 (Review) in a date range.
Active Actions Report	PA355	Report		No	Yes	Yes	Yes		A report of employees who have personnel actions with both an effective date and an anticipated ending date.
Personal Actions Comments	PA56.1	Form		No	Yes	Yes	Yes	Subform, can be accessed from XP52, comments tab	Enter notes regarding actions to an employee's file.
Employee Action Summary	PA66.1	Form		Yes	No	No	No		View personnel actions performed on an employee.
Action Inquiry	PA66.2	Form		Yes	No	No	No		View employees who had a particular personnel action performed on their file.
Employee Action Detail	PA66.3	Form		Yes	No	No	No		View the previous and current values of data items changed by an action performed on an employee's file.
Employee Action Comments	PA66.4	Form		Yes	No	No	No		View Comments about an action performed on an employee.
Pay Rate History	PA67.1	Form		Yes	No	No	No		View changes made to an employee's pay rate.
Year to Date Payment Report	PR265	Report	Yes	No	Yes	Yes	Yes		A report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting report selection parameters.
Employee Wage Report	PR270	Report	Yes	No	Yes	Yes	Yes		A report of employee wage information in summary format defined by report parameters.
Weeks Worked Calculation	PR289	Report	Yes	No	Yes	Yes	Yes		A report of the weeks worked by employees in a quarter.
Quarterly Payment Inquiry	PR50.1	Form		Yes	No	No	No		View employee payment information for a specific payroll year and quarter.
Payment Inquiry	PR50.2	Form		Yes	No	No	No	Show Totals on Forms	View summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
Year to Date Totals	PR50.3	Form		Yes	No	No	No	Subform, access through PR50.2, click on totals	View the Y-T-D Gross Pay, Federal Taxable Wages, Social Security Taxable Wages and the Medicare Taxable Wages.
Pay Stub Inquiry	PR51.1	Form		Yes	No	No	No		View pay stub detail information.



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Pay Stub Inquiry	PR51.2	Form		Yes	No	No	No	Subform, access through PR51.1, click on more (if applicable)	Choose the More button to view the additional information.
Payroll History – Year to Date	PR52.1	Form		Yes	No	No	No		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Deduction History Detail	PR52.2	Form		Yes	No	No	No		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Attendance Code Listing	TM201	Report	Yes	No	Yes	Yes	Yes		A list of attendance codes with their description, point value, and default pay code.
Attendance Class Listing	TM202	Report	Yes	No	Yes	Yes	Yes		A List of attendance classes and their associated attendance codes.
Employee Attendance Inquiry	TM50.1	Form		Yes	No	No	No		View a specific employee's attendance history information.
Employee Attendance Totals	TM50.2	Form		Yes	No	No	No		View total attendance information for the report parameters selected.
Attendance Inquiry	TM52.1	Form		Yes	No	No	No		View attendance history information for many employees.
Employee Attendance History	TM70.1	Form		Yes	No	No	No		Enter and maintain employee-specific attendance history.
Attendance History Speed Entry	TM71.1	Form		Yes	No	No	No		Enter and maintain attendance history for many employees.
Process Level Listing	XH201	Report		No	Yes	Yes	Yes		A list of process levels
Department Listing	XH202	Report		No	Yes	Yes	Yes		A list of departments
Position Location Listing	XH204	Report	Yes	No	Yes	Yes	Yes		A report of the Geographic Location Codes and location code details for the specified agency.
Supervisor Listing	XH207	Report		No	Yes	Yes	Yes		The Supervisor Listing shows the supervisors, effective dates, statuses, employees, individual to whom each supervisor reports, and supervisor user fields.
Position Listing	XP202	Report		No	Yes	Yes	Yes		A list of position information.
Position and Job Listing	XP213	Report		No	Yes	Yes	Yes		A list of current or historical information about employee positions or jobs.
Certification	XP22.1	Form		No	Yes	Yes	Yes		Enter and update certification information for employees.
Certification Listing	XP222	Report		No	Yes	Yes	Yes		A list of employee certification information from the XP22.1.
Applicant	XP31.1	Form		No	Yes	Yes	Yes		Enter an applicant into HRIS.
Hire and Term Listing	XP341	Report		No	Yes	Yes	Yes		A list of employees who are employed or terminated or both.



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Wage Analysis Report	XP360	Report	Yes	No	Yes	Yes	Yes		A report of employees who are above maximum or below minimum of their pay range. Called the Red/Green report.
EEO-4 Report	XP391	Report	Yes	No	Yes	Yes	Yes		Create the EEO-4 report.
Position Incumbent Listing	XP402	Report		No	Yes	Yes	Yes		Print a list of employees that are assigned to a position on a specific date.
Individual Action	XP52.1	Form		No	Yes	Yes	Yes	No Reverse	Process personnel actions on individual employees.
Hire an Applicant	XP52.4	Form		No	Yes	Yes	Yes		Hire an applicant.
Payroll Distribution Listing	XR223	Report	Yes	No	Yes	Yes	Yes		A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
Social Security Number Look-up	ZH11.1	Form		Yes	No	No	No		ZH11 is use to verify if a social security number exists in HRIS. Should be used prior to entering An Applicant, Rehires, prior to processing a Transfer. If the social security number is in HRIS this form will provide the EE Name, EIN, and Process Level.
Email and Work Phone Maintenance	ZH12.1	Form		No	Yes	Yes	Yes		This form is used to update the Employee's work phone and email along with the Agency/Employee's preferences on where this information is displayed (Internet directory available to the public, intranet directory available to state employees, or printed directory.
Stat Term Date	ZH213	Report		No	Yes	Yes	Yes		A report of status event due dates, such as employees' performance evaluations.
Review	ZM90.1	Form		No	Yes	Yes	Yes		Enter completed employee evaluation information. Used in conjunction with PA26.
Agency Position Maintenance	ZP02.1	Form		No	Yes	Yes	Yes		Used by agencies to update certain fields on the position.
Pay Range Max Edit Bypass	ZP10.1	Form		Yes	No	No	No		Input EIN number into form to bypass hard edit for salary over maximum of the pay range.
Position Vacancy Listing	ZP203	Report	Yes	No	Yes	Yes	Yes		A list of vacant and/or filled positions, along with the location of each.
Agency Standard Time Record	ZR30.1	Form		Yes	No	No	No		Define standard time records for an individual employee who works the same number of hours each pay period, such as salaried employees.
Annual Leave Rollback Warning Report	ZT202	Report	Yes	No	Yes	Yes	Yes		A report of employees whose annual leave balance will be over 240 or 320 hours by calendar year end.