



HRIS Job Role Training

EE Transaction History Report

Forms: LP264

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Introduction

Run Employee Transaction History Report (LP264) to print a list of the historical transactions for selected employees in a selected plan or plans. You can print a detailed or summarized report, and employees with ended master records can be excluded from the report if desired.

Employee Transaction History Report

Welcome Jennifer [logout]

Employee Transaction History Report (LP264) LP264 [Search] [Print] [Help]

>> + Add [Pencil] Change - Delete << Previous ? Inquire >> Next | Inquire ▾

Related Forms ▾

2 Job Name

3 Job Description

User Name Jennifer Bowling

Data Area/ID TEST

Parameters

Selection	Transactions
4	Company 1 STATE OF ARIZONA
5	Absence Plan <input type="text"/>
6	Structure Group <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7	Excluded End Dates <input type="text"/>
8	Processing Group <input type="text"/>
9	Process Level <input type="text"/>
10	Employee Group <input type="text"/>
11	Employee 126074 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SELECTION TAB

1	White Search Box	R	Type LP264 in the White Search Box. Press ENTER on the keyboard.		
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	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

			are for the active user, displayed in the User Name field.		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.
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	Absence Plan Field	O	Select an Absence Plan to limit report records within structure group		
6	Structure Group Fields	O	Select a Structure Group to limit report results		
7	Excluded End Date Field	O	Enter the date that will be used to exclude records that have a Master End Date on or before date specified.		If you leave field blank, records with employee master end dates will be included.
8	Processing Group Field	O	Disregard this field.		Only central ADOA uses this field
9	Process Level Field	O	Select a process level to limit the employees evaluated against the threshold to those in the selected process level.		
10	Employee Group Field	O	Select an employee group to limit the employees evaluated against the threshold to those belonging to the group selected.		
11	Employee Field	O	Select individual employees to be evaluated against the threshold.		

Employee Transaction History Report (LP264)

>> + Add ✎ Change - Delete ◀ Previous ? Inquire ▶ Next | Inquire ▾

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Job Name

Job Description

User Name Jennifer Bowling

Data Area/ID

- Parameters

Selection	Transactions
12	Transaction Dates <input type="text"/> -- <input type="text"/>
13	Transaction Type <input type="text"/>
14	Balance Option <input type="text"/>
15	Balance Type <input type="text"/>
16	Year <input type="text"/>
17	Report Option <input type="text"/>
18	Report Sequence <input type="text"/>
19	Employee Sequence <input type="text" value="0"/>

TRANSACTION TAB

12	Transaction Dates Field	O	Select a date range to limit the transactions included on the report to those within the specified date range.	Note – both a beginning and end date must be entered. This parameter is only valid if you selected Report Option - Detail in step 17. If you selected Summary, then the date range must be left blank and Year in step 16 must be entered.
13	Transaction	O	Select a Transaction Type to limit the	

	Type Field		report to only that Transaction Type		
14	Balance Option Field	O	Select Hours		SOA does not use Earnings
15	Balance Type Field	O	Select a Balance Type to limit the transactions listed to only those impacted by that Balance Type		
16	Year Field	O	Select a Year		If you enter a Year, then Report Option must be selected as Summary in step 17.
17	Report Option Field	O	Select how you want the report displayed either detail or summary.		
18	Report Sequence Field	R	Select how you want the report sorted, either by plan structure or employee		
19	Employee Sequence Field	O	Select how you want the report sorted, either by alpha or numeric (EIN)		
20	Add	R	Click Add and the submit report		Retrieve results from your print manager