



HRIS On - Demand Report Training

Employee Status Code Listing

Forms: HR203

Table of Contents

Introduction	3
Report Purpose	3
Report Criteria	3
Report Content	3
HRIS Users.....	3
Employee Status Code Listing (HR203).....	4
Results of the Employee Status Code Listing (HR203)	5

Introduction

Report Purpose

The Employee Status Code Listing can be run to print a list of employee statuses defined for the State of Arizona. This listing includes the corresponding payment status.

Report Criteria

This report provides a listing of the Employee Status Codes defined in HRIS for the State of Arizona. The required field of entry is the Company number ('1' for State of Arizona).

Report Content

The report results display the following:

- Status Code (2 digit)
- Description of Status Code
- Code Status in HRIS (Active or Inactive)
- Payment Status (No Pay, No Benefits or Pay with Benefits, etc).
- Description of Payment Status
- Count (whether status is included in FTE counts)
- Description of Count, and
- Employment Code

HRIS Users

The report is available to the job role of Agency HR Initiators, Agency HR Approvers, Agency PR Initiators, Agency PR Approvers, Central Payroll Administrators, Central HR Administrators, Central Class/Comp Administrators, Report Writer Professionals, Budget Analyst Professionals, and Agency Non-System A Class/Comp Analysts.

Employee Status Code Listing (HR203)

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type HR203 in the White Search Box. Press Enter on the keyboard	The Employee Status Code Listing (HR203) 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: HR203JAN04 Invalid Job Name: HR203 JAN04
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. HR203 FOR JAN 2004
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	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 Employee Status Code Listing (HR203)


Welcome [logout]

HR203.prt (Job HR203 - Step 1)
hr203

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

Your Employee Services

- Jobs and Reports
- Job Schedule
- Print Manager
- Job List

Change Password

Control-D Web Reports

HR203 Date 02/23/10 Company 1 - STATE OF ARIZONA
 Time 09:45 Employee Status Listing

Employee Status	Description	Code Status	Payment Status	Description	Count	Des
A0	PEND NEW HIRE N/BN	Inactive	NN	No Pay and No Benefits	3	Not
A1	PERMANENT FT	Active	PB	Pay and Benefits	2	Act:
A2	PERMANENT PT W/BN	Active	PB	Pay and Benefits	2	Act:
A3	PERMANENT PT N/BN	Active	PN	Pay and No Benefits	2	Act:
A4	PROMO PROBATION FT	Active	PB	Pay and Benefits	2	Act:
A5	PROMO PROB PT W/BN	Active	PB	Pay and Benefits	2	Act:
A6	PROMO PROB PT N/BN	Active	PN	Pay and No Benefits	2	Act:
A7	ORIG PROB FT	Active	PB	Pay and Benefits	2	Act: