



HRIS On - Demand Report Training

Job Class Listing

Forms: HR205

Table of Contents

Introduction	3
Report Purpose	3
Report Criteria	3
Report Content	3
HRIS Users.....	3
Job Class Listing (HR205).....	4
Results of the Job Class Listing.....	5

Introduction

Report Purpose

The Job Class Listing provides a list of the job classes defined in HRIS for the State of Arizona.

Report Criteria

This report provides a listing of the Job Classes 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:

- Job Class
- Job Class Description

HRIS Users

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

Job Class Listing (HR205)

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type HR205 in the White Search Box. Press Enter on the keyboard	The Job Class Listing (HR205) 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: HR205JAN04 Invalid Job Name: HR205 JAN04
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. HR205 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 Job Class Listing

HRIS State of Arizona

HR205.prt (Job HR205 - Step 1)

Welcome [logout]

hr205

Home Employ...

Your Employee Services

Jobs and Reports

Job Schedule

Print Manager

Job List

Change Password

Control-D Web Reports

Back Print Create CSV File View Options

HR205 Date 02/23/10
Time 10:07

Company 1 STATE OF ARIZONA
Job Class Listing

Job Class	Description
001	ACCOUNTING/AUDITING
010	ADMINISTRATIVE
020	ADMINISTRATIVE SUPPORT
030	AG/FARM/FISH/FORESTRY/WILDLIFE
040	APPOINTED OFFICIAL
050	ARCHIVIST/LIBRARIAN
060	ARTS/AUD-VID/CURATOR/MUSEUM
070	AUTOMOTIVE/FLEET
080	AVIATION