



HRIS On - Demand Report Training

Work Eligibility Listing
Forms: HR217

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Introduction

Report Purpose

The Work Eligibility Listing (HR217) can be run to print a list of employee work eligibility information from the Work Eligibility Tab on the Employee Master Record (HR11.1). Work eligibility will display information capture on the 'I-9 – EEO' Personnel Action performed on the Individual Action Form (XP52.1).

Report Criteria

This report displays work eligibility information (if it exists for an employee). The report can include parameters for employees with different work eligibility statuses (or all statuses, if applicable). Required field of entry is the Company field.

Report Content

The report results display the work eligibility information including the Employee's EIN, Status, Hire Date, Work Country, Document 1, Document 2 and Additional information (if applicable, may include Alien Nbr, Admit Nbr, etc).

If no information displays for an employee, that means that no information has been recorded using the 'I-9 – EEO' Personnel Action on the Individual Action Form (XP52.1) for that employee.

HRIS Users

The report is available to the job role of Agency HR Initiator, Agency HR Approver, Report Writer Professional, ADOA Central Reports Processor, and ADOA Central HR Administrator.

Work Eligibility Listing (HR217) – Main Tab

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type HR217 in the White Search Box. Press Enter on the keyboard	The Work Eligibility Listing (HR217) 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: HR217PI100 Invalid Job Name: HR217 PI100
3	Job Description field	O	Enter description of the job		Maximum 30 characters Ex. HR217 FOR PI100
4	Company field	R	Type '1' in Company field.	System will access information for	All forms/actions must contain a 1 in the

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
				Company 1.	Company Field.
5	Employee field	O	If applicable, type or select from the drop down menu the specific EIN to include in the report. If no EIN is desired, skip this step.		If no EIN is entered, the user will see all employees' he/she has access to view.
6	Employee Group field	O	If applicable, type or select from the drop down menu the specific employee group to include in the report. If no employee group is desired, skip this step.		If no employee group is entered, the user will see all employee groups he/she has access to view.
7	Process Level field	O	If applicable, type or select from the drop down menu the specific process level to include in the report. If no process level is desired, skip this step.		If no process level is entered, the user will see all process levels he/she has access to view.
8	Include, Exclude field	O	If you decide to include specific status codes in your report, type or select from the drop down menu whether or not you want to include or exclude those statuses. If this field is used, you will need to add one or more status codes in the Status Field. If all status codes should be displayed, skip this step.		Valid Values are: <ul style="list-style-type: none"> • '1' – Include • '2' – Exclude
9	Status fields Boxes 1 – 10	O	If applicable, type or select from the drop down menu the specific status codes to include/exclude in the report. If all status codes should be displayed, skip this step.		Whether a status code is included or excluded depends on what you put in the Exclude, Include Field.
10	Create CSV field	O	Type or select from the drop down		Valid Values are:

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			menu whether or not HRIS should create a CSV with the report.		<ul style="list-style-type: none"> 'N' – No 'Y' – Yes Default is Y.
11	Work Eligibility Selection Tab	R	Click on the Work Eligibility Selection tab	Work Eligibility Selection page opens.	

Work Eligibility Listing (HR217) – Work Eligibility Selection Tab

6 Work Eligibility Listing (HR217)

1 Job Description

2 Company STATE OF ARIZONA

3 Work Eligibility Status

4 Expired Documents

5 Expired Within Days

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Job Name field Job Description field	R	No Action Required, these fields will default to what was entered on the Main Tab.		
2	Company field	R	No Action Required, this field will default to what was entered on the Main Tab.		
3	Work Elig Status field	O	If applicable, type or select from the drop down menu the specific Work eligibility to include in the report. If no specific Work eligibility is desired, skip this field.		If no Work Eligibility Status is entered, the user will see all employees he/she has access to view that meet the parameters.
4	Expired Documents field	O	If you want to create a listing of expired work eligibility documents, type or select from the drop down menu the type of information you want to include. To see all documents, skip this field.		If an Expired documents selection is not made, the user will see all employees he/she has access to view that meet the parameters. Valid Values are: <ul style="list-style-type: none"> • '1' – Documents 1 and 2 • '2' – Alien Expiration • '3' – Documents and Alien Expiration If an entry is made in this field, YOU MUST input a value in the Expired within Days field.
5	Expired within Days field	O	If expired documents are needed, type in the number of days from the current date you want the system to include in the listing.		The system determines which employees to display based on the following formula: Expiration Date < or = (System Date + Number in this Field).
6	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 Work Eligibility Listing

Document 1 and Document 2 will only appear for those Employees where information has been entered via the 'I-9 – EEO' Personnel Action on the Individual Action Form (XP52.1).

The screenshot shows the HRIS interface for Job HR217. The page title is "HR217.prt (Job HR217 - Step 1)". The user is logged in as "Welcome" with a search bar containing "HR217". The left sidebar contains navigation options: Home, Employ..., Your Employee Services, Jobs and Reports, Job Schedule, Print Manager, Job List, Change Password, and Control-D Web Reports. The main content area displays the following information:

HR217 Date 02/23/10
Time 13:16

Company 1 STATE OF ARIZONA
Work Eligibility Listing

Navigation: Back, Print, Create CSV File, View Options

Employee	Status, HireDate	Work Country	Document 1	Document 2	Addit:
	T2	US	Type: Description: Number: Expiration:		Elig Status: Alien Nbr: Admit Nbr: Authorize:
	C4	US	Type: Description: Number: Expiration:		Elig Status: Alien Nbr: Admit Nbr: Authorize: