



# HRIS On - Demand Report Training

Emergency Contact Listing

Forms: PA212

## Table of Contents

Introduction .....	3
Report Purpose .....	3
Report Criteria .....	3
Report Content .....	3
HRIS Users.....	3
Emergency Contact Listing - Parameters.....	4
Results of the Emergency Contact Listing .....	7

## **Introduction**

### ***Report Purpose***

The Emergency Contact Listing (PA212) can be run to print a list of Emergency Contacts for Employees from the Emergency Contact Form (PA12.1).

### ***Report Criteria***

This report displays for each Employee: the Emergency Contact's Name, Address, Relationship to the Employee, and Home/Work telephone numbers. Required fields include: Company and Report Sequence. The remaining fields on the form are to add additional filter criteria to the report.

### ***Report Content***

The report results displays specific information for each Emergency Contact.

The report provides the name of the Employee, the Name, Address, Relationship and Phone Number of each Emergency Contact. Information that is available will be displayed, therefore, if the agency only inputs Name, Relationship and Phone for an Emergency Contact that is the only information that will be available in the report.

### ***HRIS Users***

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

# Emergency Contact Listing - Parameters

16 Emergency Contact Listing (PA212)

Welcome [logout]  
PA212

Home Employ... Add Change Delete Previous Inquire Next Inquire Related Forms

Submit Reports Job Sched Print Mgr

2 Job Name  
3 Job Description  
User Name  
Data Area/ID PROD

Parameters

4 Company 1 STATE OF ARIZONA  
5  
6 Process Level  
7 Department  
8 User Level  
9 Location  
10 Supervisor  
11 Exclude, Include  
12 Status  
13 Employee Group  
14 Report Sequence  
15 Employee Sequence  
Comments No

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA212 in the White Search Box. Press Enter on the keyboard	The Emergency Contact Listing (PA212) will open.	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
2	<b>Job Name</b> Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> <li>Valid Job Name: PA212PI100</li> <li>Invalid Job Name: PA212 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. PA212 FOR PI100
4	<b>Company</b> 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	<b>Process Level</b> 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.
6	<b>Department</b> Field	O	If applicable, type or select from the drop down menu the specific Department to include in the report.  If no Department is desired, skip this step.		If no Department is entered, the user will see all Departments he/she has access to view.
7	<b>User Level</b> Field	O	If applicable, type or select from the drop down menu the specific User Level to include in the report.  If no User Level is desired, skip this step.		If no User Level is entered, the user will see all User Levels he/she has access to view.
8	<b>Location</b> Field	O	If applicable, type or select from the drop down menu the specific Location to include in the report.  If no Location is desired, skip this step.		If no Location is entered, the user will see all Locations he/she has access to view.
9	<b>Supervisor</b> Field	O	If applicable, type or select from the drop down menu the specific Supervisor to include in the report.  If no Supervisor is desired, skip this step.		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.
10	<b>Exclude, Include</b> Field	O	If you decide to include specific Status Codes in your report, type		Valid Values are: <ul style="list-style-type: none"> <li>'1' – Include</li> </ul>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
			<p>or select from the drop down menu whether or not you want to include or exclude those statuses.</p> <p>If this field is used, you will need to add one or more Status Codes in the Status Field.</p> <p>If all Status Codes should be displayed, skip this step.</p>		<ul style="list-style-type: none"> <li>• '2' – Exclude</li> </ul>
11	<b>Status Fields</b> Boxes 1 – 10	O	<p>If applicable, type or select from the drop down menu the specific Status Codes to include/exclude in the report.</p> <p>If all Status Codes should be displayed, skip this step.</p>		Whether a Status Code is included or excluded depends on what you put in the Exclude, Include Field.
12	<b>Employee Group</b> Field	O	<p>If applicable, type or select from the drop down menu the specific Employee Group to include in the report.</p> <p>If no Employee Group is desired, skip this step.</p>		If no Employee Group is entered, the user will see all Employee Groups he/she has access to view.
13	<b>Report Sequence</b> Field	R	Type or select from the drop down menu how you want the report to group the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• '1' – Process Level</li> <li>• '2' – Employee</li> </ul> <p>This is a required field so a value must be input.</p>
14	<b>Employee Sequence</b> Field	O	Type or select from the drop down menu how you want the report to sort the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• '1' – Alpha</li> <li>• '2' – Numeric</li> </ul> <p>If no value is entered, the report will print in a predefined sequence setup for the State of Arizona. The State of Arizona uses Alpha.</p>
15	<b>Comments</b> Field	O	If applicable, type or select from the drop down menu whether or not the report should include comments.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					Default value if nothing is entered is 'N' – No.
16	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 Emergency Contact Listing***