



HRIS On - Demand Report Training

Review Schedule Report

Forms: PA345

Table of Contents

Introduction	3
Report Purpose	3
Report Criteria	3
Report Content	3
HRIS Users.....	3
Review Schedule Report – Parameters	4
Results of the Review Schedule Report	8

Introduction

Report Purpose

The Review Schedule Report (PA345) can be run to print a report of employees who have a next review in the Review Form (PA26.1).

Report Criteria

This report displays for each employee: his/her name, next review date, next review type, last review date and last review type. The required fields include: Company, Report Sequence and Report Option. The remaining fields on the form are to add additional filter criteria to the report.

Report Content

The report results display for each applicable Employee the next review information found in HRIS.

If review information is not input by an agency, this report will not contain accurate review information.

HRIS Users

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

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PA345 in the White Search Box. Press Enter on the keyboard	The Review Schedule Report (PA345) 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: PA345PI100 Invalid Job Name: PA345 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. PA345 FOR PI100
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	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.
6	Department 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	User Level 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	Location 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	Supervisor 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		If no supervisor is entered, the user will see all supervisors he/she has access to view.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			step.		
10	Exclude, Include Field	O	<p>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.</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>		<p>Valid Values are:</p> <ul style="list-style-type: none"> • '1' – Include • '2' – Exclude
11	Status Fields 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	Employee Group 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	Report Sequence Field	R	Type or select from the drop down menu how the report should be sorted.		<p>Valid Values include:</p> <ul style="list-style-type: none"> • '1' – Process Level/Employee • '2' – Employee • '3' – Process Level/Review Date • '4' – Review Date
14	Employee Sequence Field	O	Type or select from the drop down menu how you want the report to list the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> • '1' – Alpha • '2' – Numeric <p>If no value is input, HRIS will use the default setup for the State of Arizona. The State of Arizona Uses Alpha.</p>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
15	Next Review Option Field	O	Select the option to indicate where the review data will be derived from in the system.	If you select Employee Next Reviews, the application derives the review date from the next review date that is stored in the employee table. If you select All Scheduled Reviews the application derives the review data from the scheduled (incomplete reviews on Review (PA26.1)).	Valid Values include: <ul style="list-style-type: none"> • '1' – Employee Next Reviews • '2' – All Scheduled Reviews
16	Report Option Field	R	Type or select from the drop down menu whether you want a report, or a report and a comma-separated value (csv) file.		Valid Values include: <ul style="list-style-type: none"> • '1' – Report Only • '2' – Both Report and CSV File <p>If no value is input, the field will default to '1' – Report Only.</p>
17	Date Field Boxes 1 – 2	O	If applicable, type in the date range of the reviews to be included in the report.		If only a beginning date (Box 1), is input, employees with next review dates on or after the date will be listed. If only an ending date (Box 2), is input, employees with next review dates on or before the date will be listed.
18	HR Email Address Field	O	If applicable, an email address can be input to display on the report.		For example, if you want your HR office email address to appear on the report results, you would input that address in this field. Example – hrgroup@azdoa.gov . The address input here will appear in the title section of the report.
19	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 Review Schedule Report



PA345.prt (Job PA345 - Step 1)

Welcome Connie [\[logout\]](#)

pa345

- Home
- 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 ▾

PA345 Date 03/01/10
Time 10:26

Process Level ADHRD AD-HUMAN RESOURCES DIVISION
Department HR720 HRIS SERVICE CENTER
Supervisor ADHRD70720 AD SR BUSINESS SPECIALIST

Company 1 STATE OF ARIZONA
Employees Review Schedule Report
Employees For Review To
HR Email Address

Page 1

Employee	Name	Next Review Date	Review Type	Last Review Date	Review Type
10342	MANES, COTION	03/05/05	ANNUAL EVALUATION	07/06/05	CLOSE OUT EVALUATION
		12/10/07	ORIGINAL PROBATION EVALUATION		
10720	MDEZ, A EVAL	01/31/04	ANNUAL EVALUATION	04/19/09	PROMOTION PROBATION EVAL
		02/21/06	PROMOTION PROBATION EVAL		