



# HRIS On - Demand Report Training

Review History Report  
Forms: :PA350

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## **Introduction**

### ***Report Purpose***

The Review History Report (PA350) can be run to print a report of employees review information from the Review Form (PA26.1) in a specified date range.

### ***Report Criteria***

This report displays for each employee: his/her name, review date, type of review, review rating, and next review date. The only required field for this report is Company. 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 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 Agency HR Initiator, Agency HR Approver, Report Writer Professional, ADOA Central Management, ADOA Central Reports Processor.

# Review History Report – Parameters

**HRIS State of Arizona** | **Review History Report (PA350)** | Welcome Connie [logout] | PA350

Buttons: Add, Change, Delete, Previous, Inquire, Next, Inquire, Related Forms

Buttons: Submit, Reports, Job Sched, Print Mgr

2 Job Name

3 Job Description

User Name

Data Area/ID PROD

Parameters

4 Company

5 Process Level

6 Department

8 User Level

9 Location

10 Supervisor

11 Exclude, Include

12 Status

13 Employee Group

14 Employee Sequence

15 Date  -

Comments  No

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type PA350 in the White Search Box. Press Enter on the keyboard	The Review History Report (PA350) will open.	
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: PA350PI100</li> <li>Invalid Job Name: PA350 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. PA350 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 entered, the user will see all supervisors he/she has access to view.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
			If no supervisor is desired, skip this step.		
10	<b>Exclude, Include Field</b>	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"> <li>• '1' – Include</li> <li>• '2' – Exclude</li> </ul>
11	<b>Status Fields Boxes 1 – 10</b>	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 Field</b>	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>Employee Sequence Field</b>	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"> <li>• '1' – Alpha</li> <li>• '2' – Numeric</li> </ul> <p>If no value is input, HRIS will use the default setup for the State of Arizona. The State of Arizona Uses Alpha.</p>
14	<b>Date Field Boxes 1 – 2</b>	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.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
					If only an ending date (Box 2) is input, employees with next review dates on or before the date will be listed.
15	<b>Comments</b> Field	R	If applicable, type or select from the drop down menu the value that indicates whether the report should include employee comments.		Valid Values include: <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> If no value is input, 'N' will default into the field.
16	<b>Add</b> 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

