



# HRIS On - Demand Report Training

Year to Date Payment

Forms: PR265

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## **Introduction**

### ***Report Purpose***

The Year to Date Payment Report (PR265) can be run to print a report of month-to-date, quarter-to-date, and year-to-date gross and net pay for Employees meeting the selection parameters.

### ***Report Criteria***

This report displays the gross and net pay for the Employee. The required fields to create the report are: Company, and the Pay Thru Date field. An Agency can restrict the results to a specific Process Level, or add Employee Number Ranges (can also be a single Employee).

### ***Report Content***

The report results display the following information for each Employee: EIN, Name, Gross Pay (Month To Date, Quarter To Date and Year to Date), and Net Pay (Month to Date, Quarter To Date and Year to Date). This report DOES NOT display details of the payments.

### ***HRIS Users***

The report is available to the job role of Agency HR Initiators, Agency HR Approvers, Agency Payroll Initiator, Agency Payroll Approver, Agency Budget Analyst Professional, and the General Account Office (GAO) Administrators.

# Year To Date Payment Report (PR265) Parameters

**HRIS State of Arizona** | Welcome Connie [logout]

## Year To Date Payment Report (PR265)

PR265

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 Process Level

6 Pay Through Date

7 Employee -

8 Employee Sequence A Alpha

9 Home

	<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 PR265 in the White Search Box. Press Enter on the keyboard	The Year to Date Payment Report (PR265) 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: PR265PI100</li> <li>Invalid Job Name: PR265 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. PR265 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>Pay Thru Date</b> Field	R	Type in the date to determine what payments to include in the year-to-date totals.		Date will be formatted: MM/DD/YYYY
7	<b>Employee</b> Field – Box 1 – Box 2	O	Box 1 – If applicable, type or select from the drop down menu the beginning EIN to include in the report.  Box 2 – If applicable, type or select from the drop down menu the ending EIN to include in the report.  If no specific EIN range is desired, skip this step.		If including only 1 Employee, type that Employee's EIN number in the beginning and ending field.
8	<b>Employee Sequence</b> Field	O	For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid values include: <ul style="list-style-type: none"> <li>'A' – Alpha</li> <li>'N' – Numeric</li> </ul>
9	<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.

## Results of the Year to Date Payments

HRIS State of Arizona		PR265.prt (Job PR265 - Step 1)		Welcome Connie [logout]				
<a href="#">Home</a>   <a href="#">Help/C...</a>		<a href="#">Back</a>   <a href="#">Print</a>   <a href="#">Create CSV File</a>   <a href="#">View Options</a>		<input type="text" value="hr11"/>				
<a href="#">Jobs and Reports</a> ^ <a href="#">Job Schedule</a> <a href="#">Print Manager</a> <a href="#">Job List</a> <a href="#">Change Password</a> ^ <a href="#">Change password</a> <a href="#">Control-D Web Reports</a> v		PR265 Date 03/03/10 Time 13:22		Company 1 STATE OF ARIZONA Year To Date Payment Report Thru 03/01/10 Page 1				
			Gross Pay			Net Pay		
Employee	Name		Month To Date	Quarter To Date	Year To Date	Month To Date	Quarter To Date	Year To Date
000000	BARIZO	ARIZO	0.00	12,300.00	12,330.00	0.00	7,180.00	7,180.00
000000	ARIZON	LORIN	0.00	9,000.00	9,010.00	0.00	5,640.00	5,640.00
000000	ARIZON	ARIZO	0.00	12,200.00	12,210.00	0.00	7,430.00	7,430.00
000000	ARIZON	ARIZO	0.00	9,100.00	9,170.00	0.00	5,830.00	5,830.00
000000	PARIZO	ARIZO	0.00	18,600.00	18,600.00	0.00	10,180.00	10,180.00
000000	ARIZON	CARIZ	0.00	7,700.00	7,740.00	0.00	4,710.00	4,710.00
000000	SARIZO	JARIZ	0.00	12,300.00	12,350.00	0.00	6,980.00	6,980.00
000000	SARIZO	TARIZ	0.00	7,900.00	7,900.00	0.00	5,540.00	5,540.00
Totals Department HR 00)			0.00	89,330.00	89,330.00	0.00	53,520.00	53,520.00
000000	BARIZO	ARIZ	0.00	11,630.00	11,630.00	0.00	6,450.00	6,450.00
000000	ARIZON	LORI	0.00	6,790.00	6,790.00	0.00	4,880.00	4,880.00
000000	ARIZON	ARIZ	0.00	11,640.00	11,640.00	0.00	7,290.00	7,290.00
000000	ARIZON	ARIZ	0.00	7,920.00	7,920.00	0.00	5,250.00	5,250.00
000000	PARIZO	ARIZ	0.00	14,330.00	14,330.00	0.00	4,830.00	4,830.00
000000	ARIZON	CARI	0.00	14,760.00	14,760.00	0.00	8,690.00	8,690.00
000000	SARIZO	JARI	0.00	2,460.00	2,460.00	0.00	1,620.00	1,620.00
000000	SARIZO	TARI	0.00	9,030.00	9,030.00	0.00	6,270.00	6,270.00