



HRIS Job Role Training

Employee Wage Report

Forms: PR270

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Introduction

Report Purpose

The Employee Wage Report (PR270) can be run to print a report of Employee Wage Information in summary format.

Report Criteria

This report displays wage information for the Employee. Depending on how the report parameters are defined, different levels of information will be displayed.

- The report can be defined to only include Employee Wage Information; further specification can be included to show a specific Process Level, Department, Employee Range and/or Date Range.
- The report can be defined to include only specific Pay Classes, or Pay Summary Groups.
- The report can be defined to include only total information for the Process Level/Department.

Report Content

The report results display the following information if Employee totals are selected: EIN, Name, Pay Summary Group, Hours, and the Amount.

The report results display the following information if the totals only selection is made: Pay Summary Group, Hours and the Amount for the Company/Process Level/Department.

HRIS Users

The report is available to the job role of Agency HR Initiator, Agency HR Approver, Agency Payroll Approver, Budget Analyst Professional, GAO Central Payroll Admin, and the ADOA Central HR Admin.

Employee Wage Report (PR270) Parameters

HRIS State of Arizona Employee Wage Report (PR270) Welcome Connie [logout] pr270

Home Help/C... >> + 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 STATE OF ARIZONA

5 Process Level

6 Department

7 Employee -

8 Date -

9 - Pay Classes -

10 - Pay Summary Groups -

11 Report Sequence

12 Report Option Employee Totals

13 Employee Sequence

14 Employee Wage Report (PR270)

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR270 in the White Search Box. Press Enter on the keyboard	The Employee Wage Report (PR270) 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: PR270PI100 Invalid Job Name: PR270 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. PR270 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 Level 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	Employee Field – Box 1 – Box 2	O	Box 1 – Type or select from the drop down menu the beginning EIN to include in the report. Box 2 – Type or select from the drop down menu the ending EIN to include in the report. If no Employee Range is desired, skip this step.		If including only 1 Employee, type that Employee's EIN number in the beginning and ending field. If no Employee EINs are entered, the user will see all Employees' he/she has access to view.
8	Date Field – Box 1- Box 2	O	If applicable, type in the beginning and ending Date Range to include in the report. If no Date Range is desired, skip		

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			this step.		
9	Pay Classes Fields	O	If applicable, type or select from the drop down menu up to 6 specific Pay Classes to include in the report. If no specific Pay Classes are desired, skip this step.		
10	Pay Summary Groups Fields	O	If applicable, type or select from the drop down menu up to 6 specific Pay Summary Groups to include in the report. If no specific Pay Summary Groups are desired, skip this step.		
11	Report Sequence Field	R	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"> • '1' – Process Level/Department/Employee • '2' – Employee
12	Report Options Field	R	Type or select from the drop down menu the type of totals to include in the report.		Valid Values include: <ul style="list-style-type: none"> • 'N' – Employee Totals • 'Y' – Totals Only (will not contain Employee totals).
13	Employee Sequence	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"> • 'A' – Alpha • 'N' – Numeric
14	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 Employee Wage Report with Employee Totals

HRIS State of Arizona		PR270.prt (Job PR270 - Step 1)		Welcome Connie [logout]				
Home Help/C...		Back Print Create CSV File View Options		pr270				
Your Employee Services Jobs and Reports Job Schedule Print Manager Job List Change Password Change password Control-D Web Reports		PR270 Date 03/03/10 Time 16:04	Company 1 STATE OF ARIZONA Employee Wage Report Date Range - 99/99/99	Page 1				
		Process Level ADHRD AD-HUMAN RESOURCES DIVISION		Department HR110 ASSISTANT DIRECTOR'S OFFICE				
Employee Name	Pay Sum Grp	Hours	Units	Amount	Pay Sum Grp	Hours	Units	Amount
111111 ARIZONA JR, GEO	REGULAR	2 00 .00		68,535.68	ANLLVTKN	2 00 80		6,407.89
	FAMSKTKN	00 .00		990.40	HOLDYPAY	1 00 00		3,367.36
	ALVFNNRT	00 .47		160.19	PERFPAY	3 100 00		2,151.96
	PERFMAN1	00		29.15	PERFMAN2	00		.31
111111 BROWN, ARIZONA	REGULAR	8 00 .50		135,500.00	RGSTFDEV	00 00		142.61
	RETROPAY			.00	ANLLVTKN	00 .58		13,149.00
	DONLVTKN	298.78		5,300.00	SCKLVTKN	00 .10		7,049.46
	FAMSKTKN	74.10		1,000.00	HOLDYPAY	00 .00		6,675.06
	CMPLVTKN	3.75		.00	LWOP	00 .19		

Results of the Employee Wage Report with Totals Only

HRIS State of Arizona		PR270.prt (Job PR270 - Step 1)		Welcome Connie [logout]				
Home Help/C...		Back Print Create CSV File View Options		pr270				
Your Employee Services Jobs and Reports Job Schedule Print Manager Job List Change Password Change password Control-D Web Reports		PR270 Date 03/03/10 Time 16:10	Company 1 STATE OF ARIZONA Employee Wage Report Date Range - 99/99/99	Page 1				
Employee Name	Pay Sum Grp	Hours	Units	Amount	Pay Sum Grp	Hours	Units	Amount
Totals For Company								
	REGULAR	989.89		289,189.95	XCLXTRHR	7590.73		
	PDAXCL	285.85		185,185.78	RGSTFDEV	1289.00		9,489.69
	ANLLVTKN	983.83		983,183.35	SCKLVTKN	8757.01		5,085.58
	FAMSKTKN	110.10		110,110.56	HOLDYPAY	4199.50		3,483.93
	BRVLVTKN	625.25		25,125.70	CIVLVTKN	639.75		0,610.44
	PERFPAY	780.80		480,180.41	ALVPONRT	9888.09		5,625.70
	SPA	400.00		00,100.38	ALVFNNRT	374.32		0,680.60
	LWOP	719.19		19 19	PERFMAN1			0,300.66
	PERFMAN2	21.21		21,121.90	RETROPAY			9,019.91
	TELECOMM	075.75		75,175.92	CLVPONRT	21.45		1 421.23
	PERFPAY2	033.33		33,133.06	CMPTMERN	1170.45		5 75