# HRIS Job Role Training

## Attendance Code Listing

Forms: TM201

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## Introduction

### *Report Purpose*

The Attendance Code Listing (TM201) can be run to print a list of State of Arizona (SOA) Attendance Codes along with their description and default Pay Code.

### *Report Criteria*

This report provides a listing of the Attendance Codes for the State of Arizona. The required field of entry is the Company number ('1' for State of Arizona).

### *Report Content*

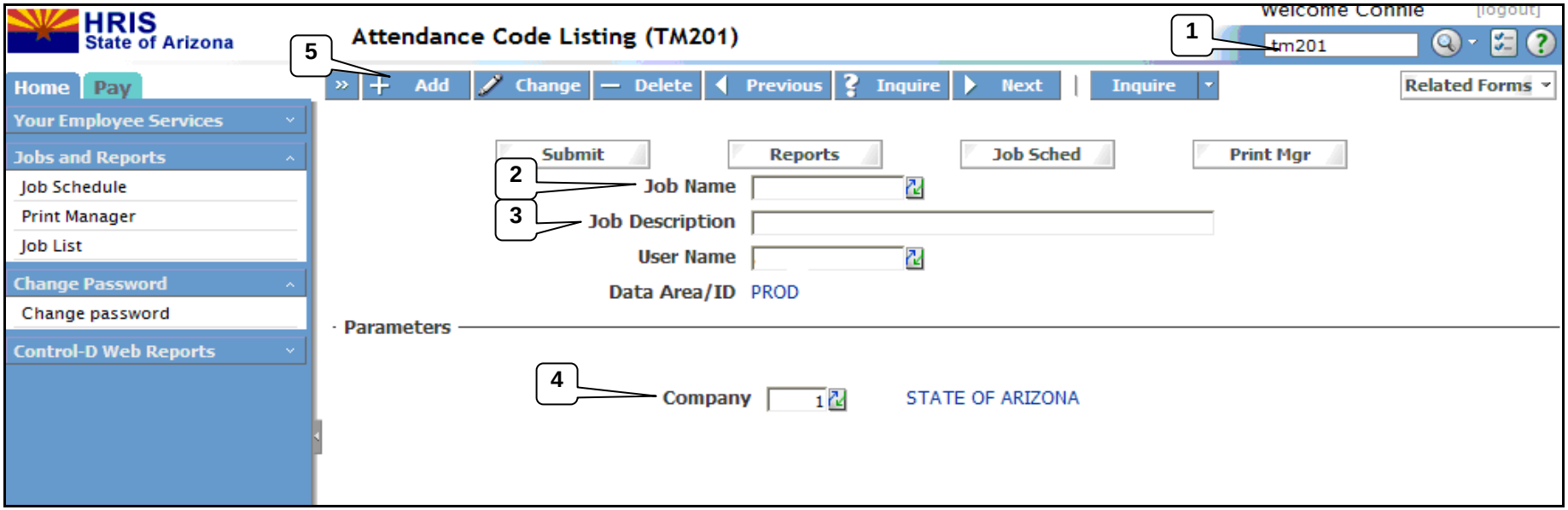
The report results display the following:

- Attendance Code (2 digit code)
- Description of the Attendance Code
- Points (Not Used by SOA)
- Related HRIS Pay Code

### *HRIS Users*

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

## Attendance Code Listing (TM201)




| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|---|---|---|---|
| 1 | White Search Box | R | Type TM201 in the White Search Box. Press Enter on the keyboard | The Attendance Code Listing (TM201) will open. | |
| 2 | **Job Name** Field | R | Enter name of the job | | Maximum 10 characters – NO SPACES<br>• Valid Job Name: TM201JAN04<br>• Invalid Job Name: TM201 JAN04 |
| 3 | **Job Description** Field | O | Enter description of the job | | Maximum 30 characters<br>Ex. TM201 FOR JAN 2004 |
| 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 | **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 Attendance Code Listing***

HRIS State of Arizona

TM201.prt (Job TM201 - Step 1)

Welcome Connie [logout]

tm201

Home | Pay

Back | Print | Create CSV File | View Options

Your Employee Services

Jobs and Reports
- Job Schedule
- Print Manager
- Job List

Change Password
- Change password

Control-D Web Reports

TM201 Date 03/05/10 Company 1 STATE OF ARIZONA
Time 06:53 Attendance Code Listing

| Attendance Code | Description | Points | Pay Code |
|---|---|---|---|
| 01 | BEREAVE SPOUSE | 0.00 | 340 |
| 02 | BEREAVE NAT CHILD | 0.00 | 340 |
| 03 | BEREAVE ADOPT CHILD | 0.00 | 340 |
| 04 | BEREAVE FOSTER CHILD | 0.00 | 340 |
| 05 | BEREAVE STEPCHILD | 0.00 | 340 |
| 06 | BEREAVE NAT PARENT | 0.00 | 340 |
| 07 | BEREAVE STEPPARENT | 0.00 | 340 |
| 08 | BEREAVE ADOPTIVE PARENT | 0.00 | 340 |
| 09 | BEREAVE "IN LOCO PARENTIS" | 0.00 | 340 |
| 10 | BEREAVE GRANDPARENT | 0.00 | 340 |
| 11 | BEREAVE GRANDCHILD | 0.00 | 340 |
| 12 | BEREAVE BROTHER | 0.00 | 340 |
| 13 | BEREAVE SISTER | 0.00 | 340 |
| 14 | BEREAVE BROTHER-IN-LAW | 0.00 | 340 |
| 15 | BEREAVE SISTER-IN-LAW | 0.00 | 340 |
| 16 | BEREAVE MOTHER-IN-LAW | 0.00 | 340 |
| 17 | BEREAVE FATHER-IN-LAW | 0.00 | 340 |
| 18 | BEREAVE SON-IN-LAW | 0.00 | 340 |
| 19 | BEREAVE DAUGHTER-IN-LAW | 0.00 | 340 |
| 20 | FAM SICK NAT PARENT | 0.00 | 311 |
| 21 | FAM SICK ADPT PARENT | 0.00 | 311 |
| 22 | FAM SICK STEP PARENT | 0.00 | 311 |
| 23 | FAM SICK FOSTER PARENT | 0.00 | 311 |
| 24 | FAM SICK GRAND PARENT | 0.00 | 311 |
| 25 | FAM SICK PARENTINLAW | 0.00 | 311 |