



HRIS Job Role Training

Attendance Class Listing

Forms: TM202

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Introduction

Report Purpose

The Attendance Class Listing (TM202) can be run to print a list of State of Arizona (SOA) Attendance Classes along with their associated Attendance Codes. At this time, the State of Arizona does not have any defined Attendance Classes. **This report will not produce any information at this time.**

Report Criteria

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

Report Content

The report results display the following:

- Attendance Class
- Definition of Attendance Class
- Associated Attendance Codes

HRIS Users

The report is available to the job role of Agency HR Initiators, Agency HR Approvers, Central HR Administrator, Agency Payroll Initiator, Agency Payroll Approver, the GAO Central Payroll Administrator, and Report Writer Professional.

Attendance Class Listing (TM202)

	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 <ul style="list-style-type: none"> Valid Job Name: TM201JAN04 Invalid Job Name: TM201 JAN04
3	Job Description Field	O	Enter description of the job		Maximum 30 characters 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	Attendance Class Fields – Box 1 – Box 6	O	At this time, no attendance classes are available for the State of Arizona to select.		When field is left blank, report will not display any results.
6	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 Class Listing

At this time, the report displays no results.

The screenshot shows a web application interface for HRIS State of Arizona. The page title is "TM202.prt (Job TM202 - Step 1)". The user is logged in as "Connie". The main content area displays "JOB SUBMISSION PARAMETERS" for job TM202. The parameters shown are:

- TM202 Date: 03/05/10
- Time: 07:15
- User Name:
- Job Name : TM202
- Step Nbr : 1
- Company: 1 STATE OF ARIZONA
- Attendance Class:

The page also includes a navigation menu on the left with options like "Home", "Pay", "Your Employee Services", "Jobs and Reports", "Job Schedule", "Print Manager", "Job List", "Change Password", and "Control-D Web Reports". The bottom of the page shows a scroll bar and a footer area with the text "TM202 Date 03/05/10 Time 07:15" and "Company 1 STATE OF ARIZONA Attendance Class Listing".