



HRIS Job Role Training

Location Code Listing

Forms: XH204

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Introduction

Report Purpose

The Location Code Listing Form (XH204) can be used to create a list of the Location Codes and Location Code details for the specified agency. The Location Code details include Address 1, Address 2, City, State, Zip, County, and Country. The report can be run to display active, inactive or all Location codes for the specified agency.

Report Criteria

The report is setup to allow agencies to view only the locations within their predefined HRIS security.

The locations that appear in the report results are the true work location of the agency positions. The report can only be run at the Agency level displaying all locations within all process levels.

Report Content

The report results display each location along with the Address 1, Address2, City, State, County and Country.

HRIS Users

The report is available to the Agency HR Initiators/Approvers, Agency Report Writer Professional, ADOA Central Reports Processor, ADOA HR Central Management, ADOA Class and Comp Administrator, and Non-System A Class and Comp Analyst.

Location Code Listing (XH204)

Image (XH204) – REMOVE when lesson is approved.

HRIS State of Arizona Location Code Listing (XH204) Welcome Connie [logout]

Search: XH204

Navigation: 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 1 STATE OF ARIZONA

5 Agency AD DEPARTMENT OF ADMINISTRATION

6 Report Option 1 HR Codes

7 Status Active and Inactive

8 HR Code Type LO Location

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XH204 in the White Search Box. Press Enter on the keyboard	The Location Code Listing Report (XH204) 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: XH204-DC Invalid Job Name: XH204 DC
3	Job Description field	O	Enter description of the job		
4	Company field	R	Type "1"		
5	Agency field	R	Type the two-digit code or select the Agency name from the drop down menu.		<ul style="list-style-type: none"> Each agency has a predefined two digit code or the name can be selected from the drop down menu.
6	Report Option Field	R	Type '1' or select 'HR Codes' from the drop down menu.		
7	Status Field	R	Type or select from the drop down menu the locations to include in the report results.		Valid Values are: <ul style="list-style-type: none"> 'A' – Active 'I' – Inactive BLANK – Both Active and Inactive.
8	HR Code Type Field	R	Type 'LO' or select 'Location' from the drop down menu.		
9	Add button	R	Click Add to save your location listing report.		

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 Location Listing Report



HRIS
State of Arizona

XH204.prt (Job XH204 - Step 1)

Welcome Connie [logout]

XH204 [search] [refresh] [help]

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Agency: AD DEPARTMENT OF ADMINISTRATI

Report Option: 1 HR Codes

Status: Active and Inactive

HR Code Type: LO Location

XH204 Date 03/05/10 Page 1

Time 07:24 HR Codes Listing

Type LO Location

HR Code	Description	Level	Status	Web Available Employee	Supervisor	Count
ADMAPH0001			Active			

	Address	Mailing Address
Address 1:	100 N 15TH AVE	100 N 15TH AVE
Address 2:		
Address 3:		
Address 4:		
City or Address 5:	PHOENIX	PHOENIX
State or Province, Postal:	AZ 85007	AZ 85007
County	MARICOPA	
Country:	US United States of America	US United States of America
Contact:		
Telephone:		
Fax:		
Email Address:		
Fields:		
Numeric Fields:		