



HRIS Job Role Training

Wage Analysis Report

Forms: XP360

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Introduction

Report Purpose

The Wage Analysis Report (XP360) can be run to analyze employee wages. By comparing the pay for all employees with the same job code, XP360 determines high, average and low salaries, compares male and female rates, and figures each employee's compa and percent of range.

Only employees who are assigned a grade range schedule or who have job codes that are assigned either a grade range schedule or salary range appear on the report. If an employee's job code has both a salary range and a grade range schedule, the system uses the grade range schedule. Employees who are associated with step and grade schedules are not included.

In the right column of the report for each employee, the words RED (for red circle) or GREEN (for green circle) print. RED indicates the employee's salary is higher than the range, GREEN indicates the employee's salary is lower than the range.

XP360 also lists errors, including employees who have job codes but are missing a grade, a schedule or their gender on the Employee Master Record (HR11.1).

Report Criteria

This report displays different information on the option selected in the Report Sequence and Data Option fields. Required fields include: Company and Report Sequence. In the Report Sequence field, process level/job class, process level/schedule, job class or schedule can be used to sort the report. The remaining fields on the form are to add additional filter criteria to the report. If a Data Option is not selected, 'All' will default to show all employees.

Report Content

The report results display for each employee their EIN, Name, Gender, Salary, Compa Ratio, Percent of Range and the date of the last pay change. Depending on the option selected in the Report Sequence field, the data in the report will be sorted by process level/job class, process level/schedule, job class or schedule.

If the Data Options field is defined, the report will either display those employees above the range (RED), those employees below the range (green), both above and below, or all employees.

HRIS Users

The report is available to the job role of Central HR Administrator, ADOA Central Class & Comp Administrator, Agency HR Approver and Report Writer Professional.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XP360 in the White Search Box. Press Enter on the keyboard	The Wage Analysis Report (XP360) 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: XP360PI100 Invalid Job Name: XP360 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. XP360 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 field.		If no process level is entered, the user will see all process levels 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 field.		If no department is entered, the user will see all departments he/she has access to view.
7	User Level Field	O	If applicable, type or select from the drop down menu the specific user level to include in the report. If no user level is desired, skip this field.		If no user level is entered, the user will see all user levels he/she has access to view.
8	Location Field	O	If applicable, type or select from the drop down menu the specific location to include in the report. If no location is desired, skip this field.		If no location is entered, the user will see all locations he/she has access to view.
9	Supervisor Field	O	If applicable, type or select from the drop down menu the specific supervisor to include in the report. If no supervisor is desired, skip this field.		If no supervisor is entered, the user will see all supervisors he/she has access to view.
10	Exclude, Include Field	O	If you decide to include specific status codes in your report, type or select from the drop down menu whether or not you want to include or exclude those statuses.		Valid Values are: <ul style="list-style-type: none"> '1' – Include '2' – Exclude

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			<p>If this field is used, you will need to add one or more status codes in the Status Field.</p> <p>If all status codes should be displayed, skip this field.</p>		
11	Status Fields Boxes 1 – 10	O	<p>If the 'Exclude, Include' field is completed, and specific status codes are desired, type or select from the drop down menu the specific status codes to include/exclude in the report.</p> <p>If all status codes should be displayed, skip this field.</p>		Whether a status code is included or excluded depends on what you put in the Exclude, Include Field.
12	Employee Group Field	O	<p>If applicable, type or select from the drop down menu the specific employee group to include in the report.</p> <p>If no employee group is desired, skip this field.</p>		If no employee group is entered, the user will see all employee groups he/she has access to view.
13	Job Class, Code, Grade Field Boxes 1 – 3	O	<p>If applicable, in Box 1, type or select from the drop down menu the job class the employees should be assigned to for inclusion in the report.</p> <p>If applicable, in Box 2, type or select from the drop down menu the job code the employees should be assigned to for inclusion in the report.</p> <p>If applicable, in Box 3, type in the pay grade the employees should be assigned to for inclusion in the report.</p> <p>If no specific Job Class, Code or Grade is desired, skip this step.</p>		If these fields are not entered, the user will see all job classes, codes and grades he/she has access to view.
14	Salary Class Field	O	<p>If applicable, type or select from the drop down menu the value that indicates whether you want to include hourly or salaried employees.</p> <p>If no specific salary class is desired, skip this step.</p>		<p>Valid Values include:</p> <ul style="list-style-type: none"> • 'S' – Salary • 'H' – Hourly

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
15	Report Sequence Field	R	Type or select from the drop down menu how you want the report to sort the employees.		Valid Values include: <ul style="list-style-type: none"> • '1' – Process Level/Job Class • '2' – Process Level/Schedule • '3' – Job Class • '4' – Schedule <p>This is a required field so a value must be input.</p>
16	As of Date Field	O	If applicable, type in the date you want to display employee records as of. If no date is desired, skip this step.		Date is formatted as MMDDYYYY
17	Data Option Field	R	Type or select from the drop down menu the employee's salaries to be included on the report. If left blank, the field will default to 'A' for All.		Valid Values include: <ul style="list-style-type: none"> • 'A' – All – if selected, all employees will appear regardless of where they are in the range. • 'R' – Red – if selected, only employees with salaries higher than the range will appear. • 'G' – Green – if selected, only employees with salaries lower than the range will appear. • 'B' – Both Red and Green – if selected, both employees with salaries higher and lower than the range will appear.
18	Range Excl Limit Field	O	If applicable, type in the exclusion-limit here.		The report will exclude all the employees with salary difference less than or equal to the amount entered in this field. Salary is compared with Min or Max Range for the employee pay-grade. Notes <ul style="list-style-type: none"> • Due to rounding issues, any number between .0001 and .9999 can be input to eliminate employees with differentials in that range (e.g., if .0050 is input, then all employees between .0001 and .0050 will be excluded). This exclusion limit can only be applied if using Data Options: R (Red), G (Green) and B (Both Red and Green).

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<ul style="list-style-type: none"> If you place a value in this field, but have selected Data Option: A (All), the following message will be displayed "When Data-Option Field is 'A', Leave Range-Excl-Limit Blank".
19	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 Wage Analysis Report – by Process Level/Job Class – All Employees



XP360.prt (Job XP360 - Step 1)

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XP360 Date 03/08/10 Company 1 STATE OF ARIZONA Page 1
 Time 10:51 Employee Wage Analysis Report

Process Level [PI100](#) PI-ADMINISTRATION
 Department [ACTIV](#) RESIDENT ACTIVITIES

Job Class [770](#) SOCIAL WK/REC/RELIG/CARE PROV
 Job Code [ACV3 770](#) RECREATIONAL THERAPIST 2

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	33,975.1360	41,768.2720	49,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
55555555	CLAN, DA	F	5,086.06	4.0	7.0	06/30/06

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.06	5,086.06
Male	0	0.0000	0.0000
Female	1	5,086.06	5,086.06

Report Total Employees : 1
 Report Male Employees :
 Report Female Employees: 1

Results of the Wage Analysis Report – by Process Level/Schedule – All Employees



XP360.prt (Job PROCESS - Step 1)

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XP360 Date 03/15/10
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Company 1 STATE OF ARIZONA
Employee Wage Analysis Report

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Process Level [PI100](#) PI-ADMINISTRATION
Department [ACTIV](#) RESIDENT ACTIVITIES

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	4,768.2720	4,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/07

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Results of the Wage Analysis Report – by Job Class – All Employees

HRIS State of Arizona | XP360.prt (Job XP3603 - Step 1) | Welcome Connie [logout] | hr11

XP360 Date 03/08/10 Time 10:52 | Company 1 STATE OF ARIZONA | Employee Wage Analysis Report

Job Class 770 SOCIAL WK/REC/RELIG/CARE PROV
Job Code ACY38172 RECREATIONAL THERAPIST 2

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	1,768.2720	9,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/02

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Results of the Wage Analysis Report – by Schedule – All Employees

HRIS State of Arizona | XP360.prt (Job XP3604 - Step 1) | Welcome Connie [logout] | hr11

XP360 Date 03/08/10 Time 10:53 | Company 1 STATE OF ARIZONA | Employee Wage Analysis Report

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	4,768.2720	4,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/07

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Results of the Wage Analysis Report – by Schedule – Green Employees Only

HRIS State of Arizona | XP360.prt (Job XP360GREEN - Step 1) | Welcome Connie | hr11

XP360 Date 03/08/10 Company 1 STATE OF ARIZONA
 Time 10:53 Employee Wage Analysis Report

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	4,768.2720	4,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/07

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Report Total Employees : 1
 Report Male Employees :
 Report Female Employees: 1

Results of the Wage Analysis Report – by Schedule – Green Employees Only – With Range .0001 - .0005

HRIS State of Arizona | XP360.prt (Job XP360RANGE - Step 1) | Welcome Connie | hr11

XP360 Date 03/08/10 Company 1 STATE OF ARIZONA
 Time 10:55 Employee Wage Analysis Report

Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	4,768.2720	4,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/07

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Report Total Employees : 1
 Report Male Employees :
 Report Female Employees: 1

Results of the Wage Analysis Report – by Schedule – Red Employees Only



XP360.prt (Job XP360RED - Step 1)

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Schedule	Job Grade	Minimum	Midpoint	Maximum	Currency
ASRRRECTH	17	3,975.1360	4,768.2720	4,561.4080	USD DOLLARS

Employee	Name	Gender	Salary	Compa Ratio	Percent of Range	Last Pay Change
555555	ARIZONA, ARIZONA	F	5,086.0640	84.0	7.1	06/30/07

Analysis For Schedule ASRRRECTH Grade 17

Employees	Low	Average	High
Total	1	5,086.0640	5,086.0640
Male	0	0.0000	0.0000
Female	1	5,086.0640	5,086.0640

Report Total Employees : 1
Report Male Employees :
Report Female Employees: 1