



HRIS Job Role Training

Payroll Distribution Listing

Forms: XR223

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Introduction

In HRIS, labor distribution for the position is initially setup on the Position Form (XP02.1). Agencies can then update the labor distribution on a position by accessing the Agency Position Maintenance Form (ZP02.1) or can setup multiple distributions using the Payroll Distributions – Positions Form (XR23.3).

To date, HRIS users have only been able to obtain a report that displays how their positions are setup on the XP02/ZP02 (including the single default labor distribution required on this form). A report that properly displayed the position setup for those positions with multiple labor distributions did not exist. To meet this need, the HRIS team created the Payroll Distribution Listing – Positions (XR223). This report displays all positions and all the labor distributions connected with that position.

Report Purpose

This report may provide information that is critical to the agency forecasting and budgeting process. Users can now see an accurate view of all their positions, including those with single labor distributions setup on XP02/ZP02 and those with multiple labor distribution splits setup on XR23.3.

Report Criteria

The Payroll Distribution Listing – Positions (XR223) provides a comprehensive listing of HRIS positions. The report also displays the labor distribution for the position setup on the XR23.3 or XP02/ZP02 (if the XR23.3 record does not exist for that position).

The report is sorted by:

- Process Level (page break by Process Level)
- Department
- Position

The report can be generated for a single process level or a range of process levels.

As with most HRIS reports, this report data is available as a “printable/viewable” report or CSV file.

Report Content

This report lists all active and inactive positions along with the status of the position. In addition, the report displays the expense account information along with the percent of payroll distribution associated with that account.

In order to distinguish the different data sources on the report, **percentage values** (ex. 50%) will **not** be **displayed** on those **positions** that have a **single labor distribution** setup on **XP02/ZP02**. The **percentage values** will only be **displayed** for those **positions** that have **multiple labor distribution** splits setup on **XR23.3**.

Finally, the report displays both filled and vacant positions. For filled positions, the report displays the Employee's EIN, Name, Status, FTE and Pay Rate.

HRIS Users

The report is available to all users in the Labor Distribution Specialist job role. Additional job roles that can access this report include Agency HR Initiator, Agency HR Approver, Non System-A Class & Comp Analysts, Agency Budget Analyst Professional and the Report Writer Professional. These users can view and update information on the XR23.3. The information displayed on the report will be restricted by process level.

Payroll Distribution Listing – XR 223

The screenshot shows the HRIS interface for 'Payroll Distribution Listing (XR223)'. The top navigation bar includes buttons for 'Add', 'Change', 'Delete', 'Previous', 'Next', and 'Inquire'. The main form area contains the following fields and controls:

- Job Name** (Field 2): A text input field for the job name.
- Job Description** (Field 3): A text input field for the job description.
- User Name**: A text input field for the user name.
- Data Area/ID**: A dropdown menu currently set to 'PROD'.
- Parameters**: A section containing:
 - Company** (Field 4): A dropdown menu set to '1' and 'STATE OF ARIZONA'.
 - Process Level** (Field 5): Two dropdown menus for selecting process levels.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Job Name field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> Valid Job Name: XR223-DC300 Invalid Job Name: XR223 DC300
2	Job Description field	O	Enter description of the job		
3	Company field	R	Enter "1"		
4	Process Level	R	Enter the beginning Process		<ul style="list-style-type: none"> The "Beginning" P/L field can

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	field – First Box		Level you want to include in your report.		<ul style="list-style-type: none"> not be left blank The “Beginning” P/L must be less than “Ending” P/L Must use valid P/L (if P/L is unknown, access the drop down menu using the arrow at the end of the field) User may enter values for P/Ls, she/he are authorized to update/view If both the “Beginning” and “Ending” P/L fields are left blank, report will not display any data
4	Process Level field – Second Box	O	Enter the ending Process Level you want to include in your report.		<ul style="list-style-type: none"> If the “Ending” P/L field is left blank, report will display data only for “Beginning” Process Level If both the “Beginning” and “Ending” P/L fields are left blank, report will not display any data
5	Add button	R	Click Add to save the report parameters into HRIS		If you do not click Add you will not be able to submit your report to HRIS to process.
6	Submit Job link	R	Click Submit under Related Actions to submit job to process. Job Submit window opens.	Receive message “Job has been submitted”.	You must have clicked ‘Add’ or ‘Change’ to save the report parameters in HRIS BEFORE clicking Submit.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			Click Submit button again.		

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 Payroll Distribution Listing – Position Report

The screenshot displays the HRIS State of Arizona interface for a payroll distribution listing. The report title is "XR223.prt (Job XR223 - Step 1)". The user is logged in as "Connie". The report shows details for Job XR223, dated 03/05/10, at 08:48. The company is STATE OF ARIZONA. The process level is AD A RESOURCES, and the department is HR1: ASSISTANT DIRECTOR'S.

Position	Description	Status	EIN	Name	Activity	Status	FTE	Pay Rate
		Expense Account				Acct Cat	Job Code	Percent
AAD000000000	AD ASST HUMAN	Active 107 D181	333 333	ARIZONA, ARIZONA	AD181	C1	1.000	6.58
			- 60	201		ZZZZZ	AUN010	100.000
Total Percent								100.000
AAD000000000	AD ASST HUMAN	Active 107 D181	333 333	ARIZONA, ARIZONA	AD181	C1	1.000	6.58
			- 60	201		ZZZZZ	AUN010	100.000
Total Percent								100.000