



HRIS On - Demand Report Training

Position Location Report

Forms: ZP203

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Introduction

Report Purpose

The Position Location Report Form (ZP203) can be used to create a position listing report of vacant and/or filled positions.

Report Criteria

The report can be setup to run with various parameters to retrieve position and employee information based on the following fields:

- Agency, Process level and Department
- Position Date Range (Effective Date – End Date or As of Date)
- Position Range Selection
- Selection based on Vacant, Filled or All Positions
- Employee Group (Only valid with filled position selection)
- Employee Status Code (Only valid with filled position selection).

The report includes Employee information (if position is filled), position information and position location information.

Report Content

The report results display the employee information (for filled positions), then the position information and last the location of the position.

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 Analysts.

Position Code Listing (ZP203)

The screenshot shows the HRIS State of Arizona interface for the Position Location Report (ZP203). The page includes a navigation menu on the left, a top header with the HRIS logo and user information, and a main content area with search and filter options. Numbered callouts (1-14) point to various elements:

- 1**: Search box containing 'ZP203'.
- 2**: Job Name input field.
- 3**: Job Description input field.
- 4**: Company input field, currently showing 'STATE OF ARIZONA'.
- 5**: Agency input field.
- 6**: Process Level input field.
- 7**: Department input field.
- 8**: As of Date and OR Effective date range input fields.
- 9**: Position input field.
- 10**: Report Options dropdown menu, currently set to 'All'.
- 11**: Group Name input field.
- 12**: Include/Exclude dropdown menu.
- 13**: Emp Status input field with multiple selection options.
- 14**: Title of the report, 'Position Location Report (ZP203)'.

Buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr' are located above the input fields. The 'Data Area/ID' is set to 'PROD'. The 'Parameters' section is located below the main input fields.

	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	O	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	Process Level Field	O	Type or select from the drop down menu the process level to include in the report.		If process level is defined, only positions within the specified process level will be included in the report.
7	Department Field	O	Type or select from the drop down menu the department to include in the report.		To include a department, you must first specify the applicable Process Level for the department.
8	As of Date Field	O	Type a date in this field to create the position location listing as of a specific date.		Date is formatted as MMDDYY STOP Notes <ul style="list-style-type: none"> If you leave this field blank, you must enter a date range in the Effective fields. To obtain a current listing, type today's date in this field.
9	Effective Field – First Box	O	Type the beginning date in the date range, if you want to obtain information for a specific date range.		Date is formatted as MMDDYY
	Second Box	O	Type the ending date in the date range.		Date is formatted as MMDDYY
10	Position Field – First Box	O	Type or select from the drop down menu the beginning position number in the range.		
	Second Box	O	Type or select from the drop down menu the ending position number in the range.		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
11	Report Options Field	O	Type or select from the drop down menu the type of positions to include in the report.		Valid Values are: <ul style="list-style-type: none"> • 'A' – All • 'V' – Vacant • 'F' – Filled Default is 'A'.
12	Group Name Field	O	Type or select from the drop down menu the Employee group to include in the report.		To define employee group you must have 'F' in the Report Options field.
13	Include/Exclude Field	O	Type or select from the drop down menu whether or not to include information for employees that have certain status codes.		Valid Values are: <ul style="list-style-type: none"> • 'I' – Include position information for employees who have the status codes below. • 'X' – Exclude position information for employees who have the status codes below. Default is BLANK. Field must only be completed if adding status codes in the Emp Status field.
14	Emp Status Field	O	Type or select from the drop down menu the status codes to be included/excluded from the report.		To define status codes you must have 'F' in the Report Options field. Also you must type a value in the Include/Exclude field.
15	Add button	R	Click Add to save your position location 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 Position Location Report



ZP203.prt (Job ZP203 - Step 1)

Welcome Connie [\[logout\]](#)

ZP203

Home
Pay

← Back
Print
Create CSV File
View Options ▾

Related Reports ▾

Your Employee Services ▾

Jobs and Reports ▾

Job Schedule

Print Manager

Job List

Change Password ▾

Change password

Control-D Web Reports ▾

ZP203 Date 03/05/10
Time 07:36

Company 1 STATE OF ARIZONA
Agency AD DEPARTMENT OF ADMINISTRATION
Position Location Report

Page 1

EMPLOYEE 33333333	Name DT, ARIZONA M.	Proc Level ADHRD	Department HR1	Status 1
POSITION AAD0000000000	Description AD ASST	St Date 06/13/	End Date	Status Active
LOCATION ADMAPHO000	Addr1 100 N 15TH AVE City, State, Zip PHOENIX	Addr2 STE 2	County MARICOPA	
EMPLOYEE 33333333	Name DT, ARIZONA M.	Proc Level ADHRD	Department HR1	Status 1
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