



HRIS Job Role Training

Annual Leave Rollback Warning

Forms: ZT202

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Introduction

Report Purpose

The State of Arizona requires that covered employees' annual leave balances not exceed 240 hours and non-covered employees' annual leave balances not exceed 320 hours at the end of each calendar year. In addition, the combined total of annual leave and holiday annual leave cannot exceed 264 hours for covered employees and 344 hours for non-covered employees. This requirement is for all System "A" agencies and selected Non-System "A" agencies that choose to participate in the Annual Leave Rollback process. Please see personnel rule R2-5-403D for more information, as this process is governed.

The Annual Leave Rollback Warning (ZT202) report identifies the employees who will have excess annual leave and holiday annual leave at the end of the calendar year. The report can be run on demand.

Report Criteria

This report displays a listing of Employee balances that are projected to be over the allowed limit and the liabilities for those leave hours. Required fields include:

- Company
- Covered Emp Group
- Covered Annual Lve Max and Covered Combined Max
- Non-Covered Emp Group
- Non-Covered Annual Lve Max and Non-Covered Combined Max
- Annual Leave Plan Class
- Holiday Ann Lve Plan Class
- Projected Hrs in Pay Period.

Report Content

The report results display the information sorted by Process Level and then EIN.

For each Employee, the report displays:

- EIN
- Employee Name
- Employee's hourly rate
- Employee Status
- Annual Leave Current and Projected Balance
- Annual Leave Adjustment and the Dollar Amount of the Adjustment.
- Holiday Leave Current and Projected Balance
- Holiday Leave Adjustment and the Dollar Amount of the Adjustment
- Total of Projected Hours Lost and the Projected Pay Lost

The report displays sub-total for the Process Level and the Agency.

HRIS Users

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

Annual Leave Rollback Warning (ZT202) Parameters

The screenshot shows the HRIS interface for the 'Annual Leave Rollback Warning (ZT202)' report. The top navigation bar includes a search box (1) containing 'zt202', a 'Welcome Connie' message, and a '[logout]' link. Below the navigation bar are buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. A 'Related Forms' dropdown is also present. The main form area contains buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. Input fields include 'Job Name' (2), 'Job Description' (3), and 'User Name'. The 'Data Area/ID' is set to 'PROD'. The 'Parameters' section includes: 'Company' (4) set to 'STATE OF ARIZONA', 'Agency' (5), 'Process Level' (6), 'Covered Emp Group' (ANNLVROLCV), 'Covered Annual Lve Max' (7), 'Non-Covered Emp Group' (ANNLVROLUN), 'Non-Covered Annual Lve Max' (7), 'Annual Leave Plan Class' (8), and 'Projected Hrs in Pay Period' (9). A left-hand menu contains options like 'Your Employee Services', 'Jobs and Reports', 'Change Password', and 'Control-D Web Reports'.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type ZT202 in the White Search Box. Press Enter on the keyboard	The Annual Leave Rollback Warning (ZT202) Report will open.	

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
2	Job Name Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> Valid Job Name: ZT202PI100 Invalid Job Name: ZT202 PI100
3	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. ZT202 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	Agency Field	O	To create this report for the entire agency, type the two-digit agency code in this field.		
6	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.
7	Covered Emp Group Field Covered Annual Lve Max Field Covered Combined Max Field Non-Covered Emp Group Field Non-Covered Annual Lve Max Field Non-Covered Combined Max Field	R R R R R R	These fields will be display only. The fields have been preset to the appropriate option for the report.		Values are: <ul style="list-style-type: none"> Covered Emp Group Field – COVERED Covered Annual Lve Max Field – 240.00 Covered Combined Max Field – 264.00 Non-Covered Emp Group – UNCOVERED Non-Covered Annual Lve Max – 320.00 Non-Covered Combined Max – 344.00
8	Annual Leave Plan Class Field	R	Type 'ANN' or select ANN from the drop down menu.		This is the plan that must be selected for annual leave.
9	Projected Hrs in Pay Period Field	R	Type '80' in the field.		This sets that there are 80 hours in the project pay period.
10	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 Annual Leave Rollback Warning Report

HRIS State of Arizona
 ZT202.prt (Job ZT202 - Step 1)
 Welcome Connie [logout]
 zt202

Home | **Employ...** | 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

Time 13:13 Annual Leave Rollback Warning Report
 AGENCY CODE: AD DEPARTMENT OF ADMINISTRATION PROCESS LEVEL: ADHRD AD-HUMAN RESOURCES DIVISION

Employee	Name	Hrly Rate	Emp Status	ANNUAL LEAVE			Amt	TOTAL PROJECT	
				Cur Bal	Proj Bal	Adj		Hrs Lost	Pay Loc
2223325	SIONE, BE	1.3325	C4	268.07	410.41	90.41	3736.87	90.41	3736.87
3325325	BAY, PROCESS	1.1971	C1	322.98	465.32	145.32	4533.56	145.32	4533.56
3325325	TLOR, DEB	9.0551	C1	267.14	409.48	89.48	2599.85	89.48	2599.85