



HRIS Job Role Training

Batch Number Security

Forms: ZR10

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Introduction

During the HRIS Time Entry process batch numbers are created and added to the HRIS system. When the batch is created, the user ID of the employee who created the batch gets assigned to the batch number. Batch numbers are assigned to user ids to ensure the security of the information within the batch.

If at any time the batch needs to be updated or reviewed by another user, that user must reassign the batch number to his/her ID before any changes can be made. Agency Payroll Approvers have the authority to reassign batch numbers.

The process outlined in this training manual will teach Agency Payroll Approvers how to reassign the User ID associated with a specific batch number.



Notes

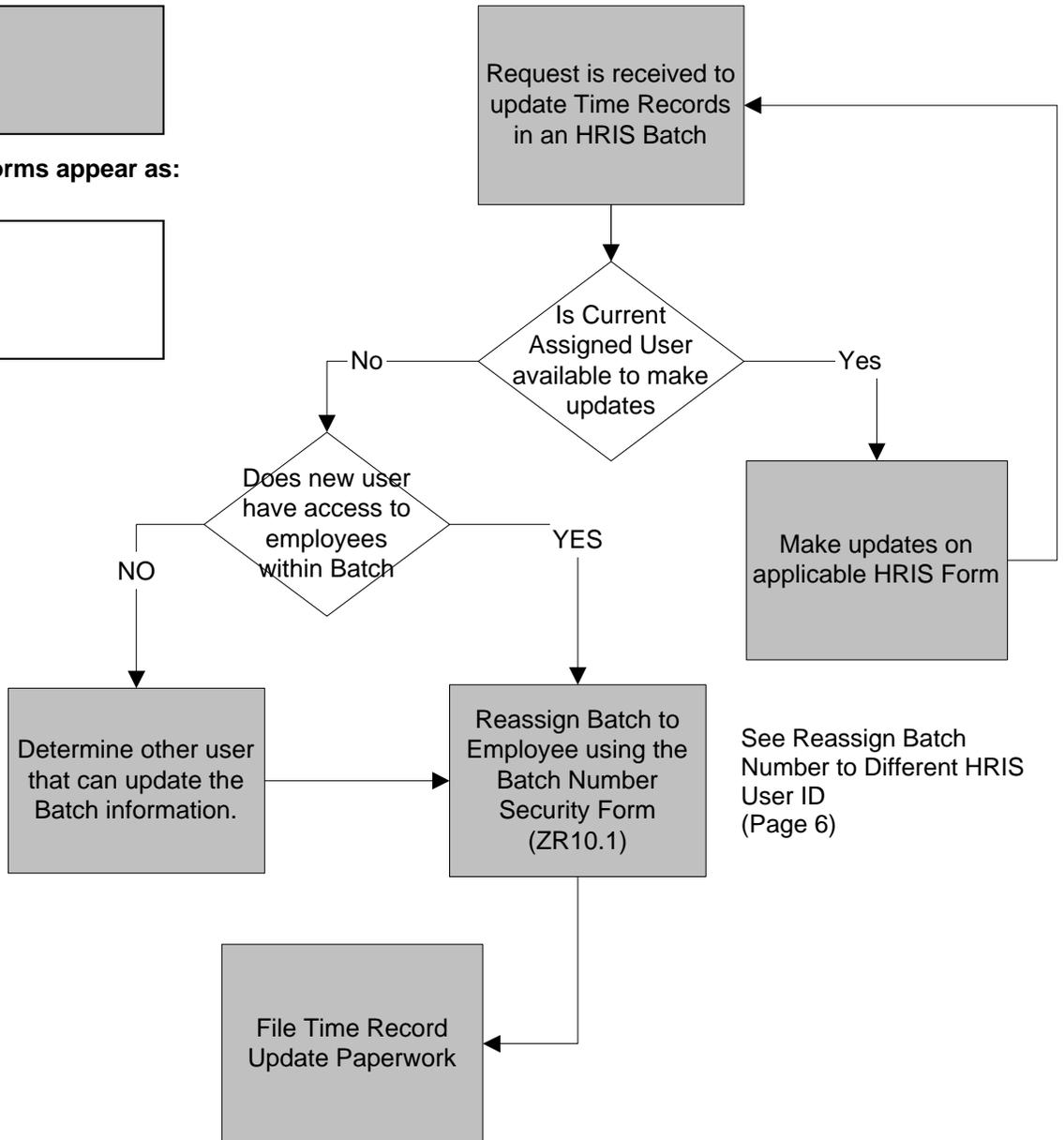
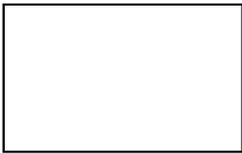
- All existing batches display on this form along with the user ID of the employee who created the batch. In addition, the Process Level the batch is in and the Pay Period End Dates of the batch are also displayed.
- To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch.
- This form can be used to reassign multiple batches at one time.
- User ID or Process Level can be used to sort batch results. When the sort feature is enabled an “*” will appear on the form.

Batch Number Security Update Process

Required forms appear as:



Optional forms appear as:



Reassign Batch Number to Different HRIS User ID

Batch Number Security Form (ZR10.1)

The screenshot shows the HRIS Batch Number Security Form (ZR10.1) interface. The top navigation bar includes the HRIS State of Arizona logo, the title "Batch Number Security (ZR10.1)", and a user welcome message "Welcome Frank" with a "[logout]" link. A search bar contains the text "zr10.1". The main navigation area features buttons for "Change", "Previous", "Inquire", and "Next", along with a "Sort" button. A "Company" field is set to "12". A table with the following columns is displayed: "F/C", "Batch Nbr", "User ID", "Proc Level", and "Pay Period End Date". The table contains 15 rows, each with a dropdown arrow in the "F/C" column. A "Position To" field is located to the right of the table. Numbered callouts (1-9) point to various UI elements: 1 points to the search bar, 2 to the Company field, 3 to the Inquire button, 4 to the Sort button, 5 to the table's vertical scrollbar, 6 to the first row of the table, 7 to the User ID column, 8 to the Proc Level column, and 9 to the form title.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type ZR10.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Batch Number Security (ZR10.1) Form will open.	
2	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.
3	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	Click the PageDown /PageUp button on the keyboard to view more records.  Notes <ul style="list-style-type: none"> The Position To field can be used to quickly advance to additional information. Type in the applicable field and click PageDown.
4	Sort Link	O	To reduce the number of results that appear on the ZR10, you can add a sort by User ID or Process Level. If a Sort is desired, click on the Sort Link	The Selection Criteria (ZR10.2) form will open.	To add a sort, complete these steps: <ol style="list-style-type: none"> Type or select 'Y' in the Enable Filter field. If User ID is desired, type in the employee's User ID. If not, skip this field. If Process Level is desired, type in the applicable Process Level. If not, skip this field. Click OK. <p>HRIS will return to the ZR10.1 and place '**' next to the Sort link. This indicates that a Sort is active.</p> <p>To remove the sort, repeat steps 1-4 removing the employee's User ID and/or Process Level. In addition, the 'Y' will need to be changed to 'N' in enable filter.</p>
5	F/C Field	R	Locate the row for the Batch that will be reassigned. Type 'C' or select Change from the drop down menu.	F/C field will be updated with a 'C'.	
6	Batch Nbr Field	N / A	Field displays the batch number of the assigned batch. You should always verify the batch number before completing a reassignment.		
7	User ID Field	R	Type in the User ID of the employee		 Notes

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			the Batch is being assigned to.		<ul style="list-style-type: none"> To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch.
8	Process Level Field Pay Period End Date Field	N / A	<p>Process Level displays the process level for the applicable batch. You should always verify the Process Level before reassigning the batch.</p> <p>Pay Period End Date displays the end date of the time records in the batch. You should always verify the End Date before reassigning the batch.</p>		
9	Change Button	R	When all batch changes (reassignments) have been entered, click the Change button to save your changes.		<p>Notes</p> <ul style="list-style-type: none"> You should always click the Change button before clicking PageDown or PageUp. If you do not, you will lose those changes displayed on the screen.

Once the Change button is clicked, the new User ID will be able to review/change the Time Records in the applicable batch. The original employee who created the batch will no longer be able to access those time records unless the batch is reassigned to that person. Reassignments using this form can be made as many times as necessary in a payroll cycle.