



HRIS Job Role Training

Control D / Web Reports

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Introduction

Control-D/Web is used to view reports that are distributed to the agencies. The reports can be viewed online and/or printed through an Internet browser. Control-D/Web stores previous copies of the reports for a specific period of time, HR reports will be available on-line for a rolling 14 day period, Payroll reports will be available for a rolling 45 day period.

There are three different types of Control-D/Web reports: Benefits, Human Resources, and Payroll. Your job role determines the types of reports you can view. **Access to Control-D/Web reports is not granted automatically with your job role. You must have your HRIS security administrator request it for you.** The reports will be available from the time security access was granted going forward. You will not be able to see any of the reports that have run in the past.

Most Control-D/Web Reports are run either daily or biweekly. Since some of the reports are error or update reports, you will not receive a report if there are no errors or updates for that day.

This lesson begins with the steps to add the Control-D/Web bookmark to your portal window. If you already have the bookmark, skip to (Page 6).

It will be each agency's responsibility to archive the reports from Control-D/Web to storage media at the agency.

Establishing Access to Control-D/Web

The HRIS security team is working with the ADOA Information Security (AIS) team to establish Control-D/Web user-ids for you and grant security access to the appropriate reports for each user.

If you are an **Existing User** of AFIS or Control-D/Web for AFIS reports, you will continue to use your existing AFIS user-id to access HRIS Control-D/Web reports.

New Users of Control-D/Web will be responsible for completing the Data Sharing Non-Disclosure Form and the Security Verification form for ADOA Information Security. These forms can be found on the ADOA Information Security web-site http://ibook.state.az.us/adoa_ais/ under the heading Mainframe Computer Security. All forms must be faxed to ADOA AIS team; their fax number is 602-542-0095.

The format of the Control-D/Web user-id for **new users** will be your two-character agency code followed by your 5 or 6-character EIN.

Examples:

If you work at Department of Juvenile Corrections and your EIN is 12345, your Control-D/Web user-id will be **DJ12345**.

Office of the Attorney General and your EIN is 987654, your Control-D/Web user-id will be **AG987654**.

On-line Availability

Control-D/Web stores previous copies of the report for a specific period of time, please see lists below.

Human Resources Reports

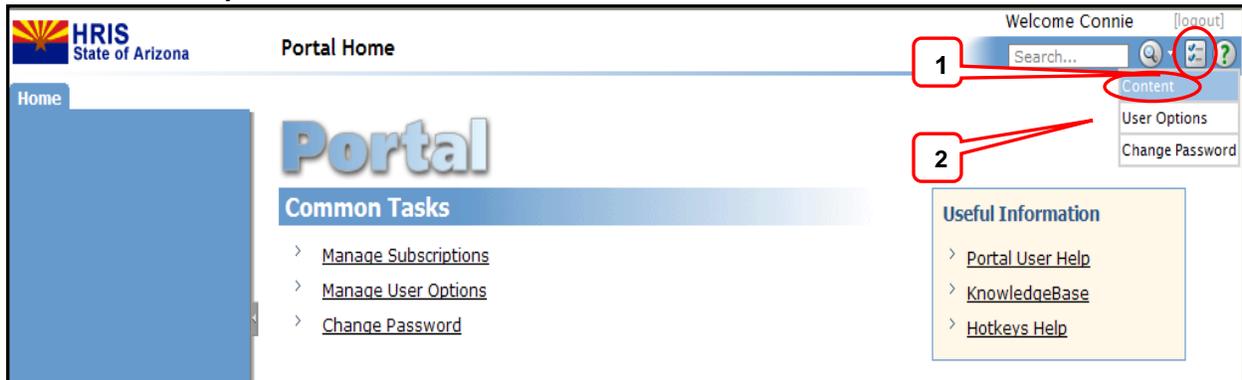
Report Name	Job Name	Folders	Frequency	On-line Availability
These reports are distributed for agency Human Resource offices				
ZH201	\$SWIS201	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZH204	\$SWIS204	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZP110	\$SWIS10R	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZP111	\$SWIS111	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZP112	\$SWIS112	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZP113	\$SWIS113	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days
ZP114	\$SWIS114	\$ADHRIO / HRISHR / <AgyCD>2	Daily	14 days

Payroll Reports

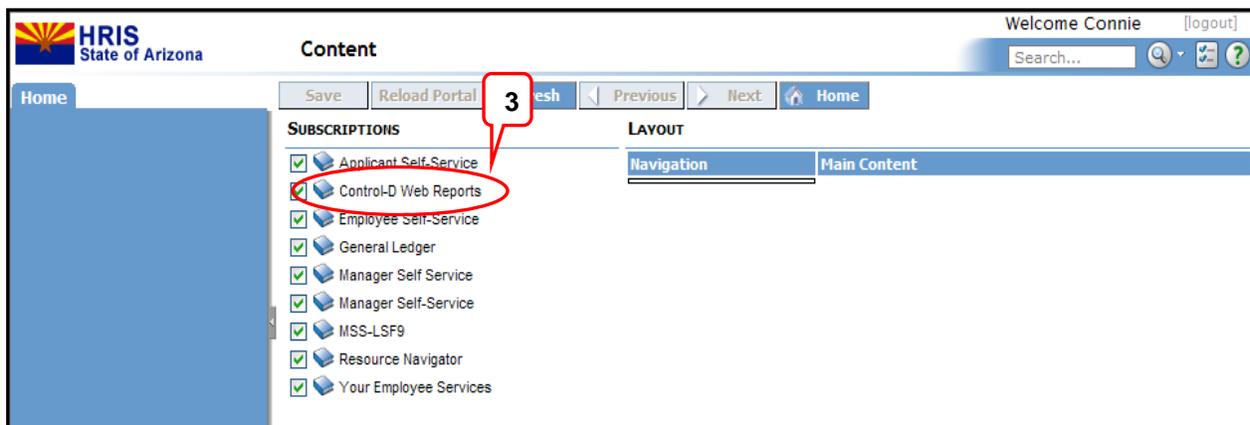
Report Name	Job Name	Folders	Frequency	On-line Availability
These reports are distributed for agency Payroll offices				
PR142	\$SWIS142	\$ADHRIO / HRISPYRL / <AgyCd>1	Biweekly	45 days
ZR111	\$SWIS11R	\$ADHRIO / HRISPYRL / <AgyCd>1	DAY10, DAY01, DAY02	14 days
ZR251-RA-DET, ZR251-RA-SUM, ZR251-RC-DET, ZR251-RC-SUM, ZR251-RG-DET, ZR251-RG-SUM, ZR251-RH-DET, ZR251-RH-SUM, ZR251-RJ-DET, ZR251-RJ-SUM	\$SWISOBF	\$ADHRIO / HRISPYRL / <AgyCd>1	Currently biweekly; being changed to daily	45 days
ZR255	\$SWIS255	\$ADHRIO / HRISPYRL / <AgyCd>1	Daily	45 days

Bookmark Control-D/Web Reports within HRIS

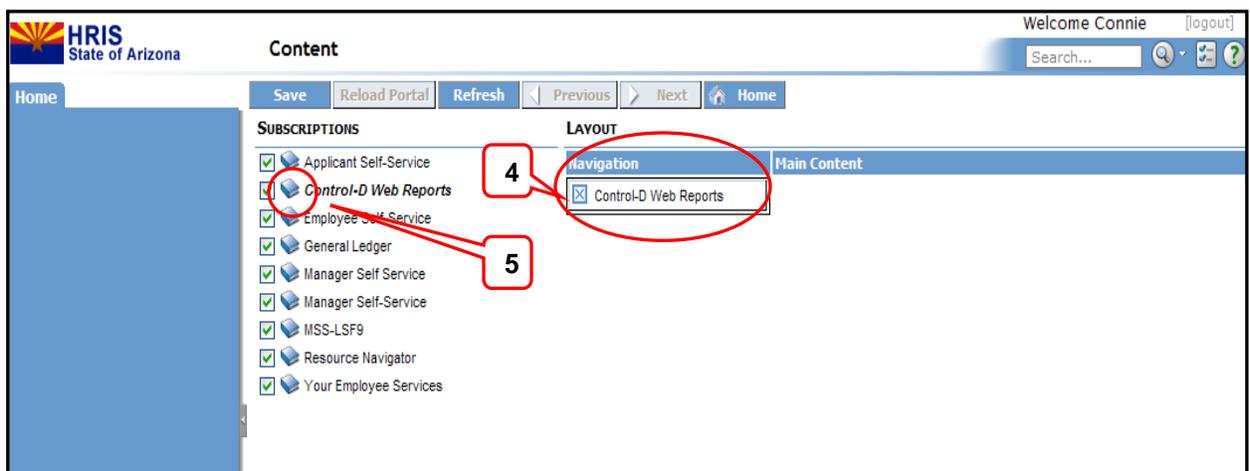
Login to HRIS first, then you can bookmark Control-D/Web, follow directions below, this only needs to be completed once.



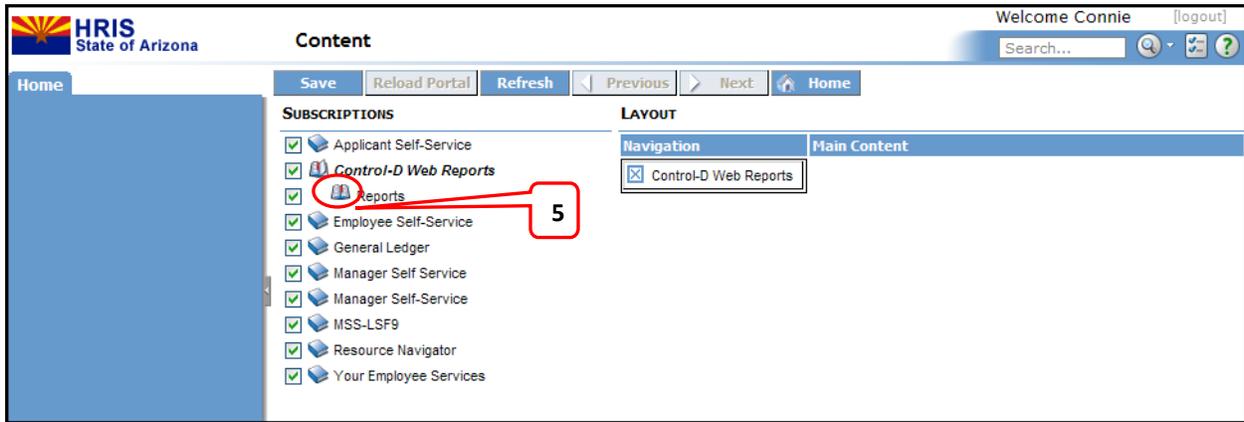
1. Click on icon drop down will display.
2. Click on Content



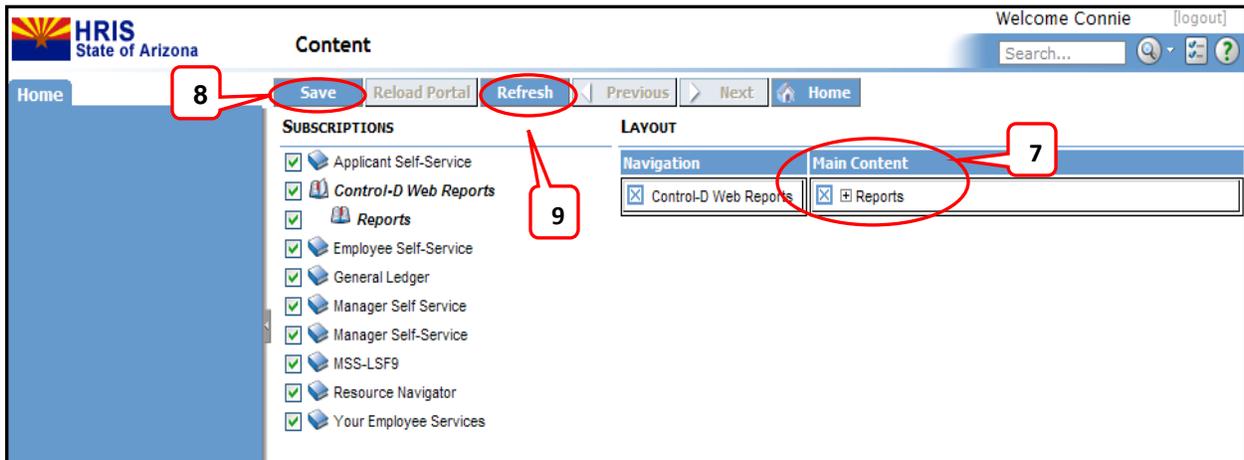
3. Double click on Control-D/Web Reports.



4. Control-D/Web Reports will be displayed under Navigation.
5. Click once on Book icon, Reports will display.



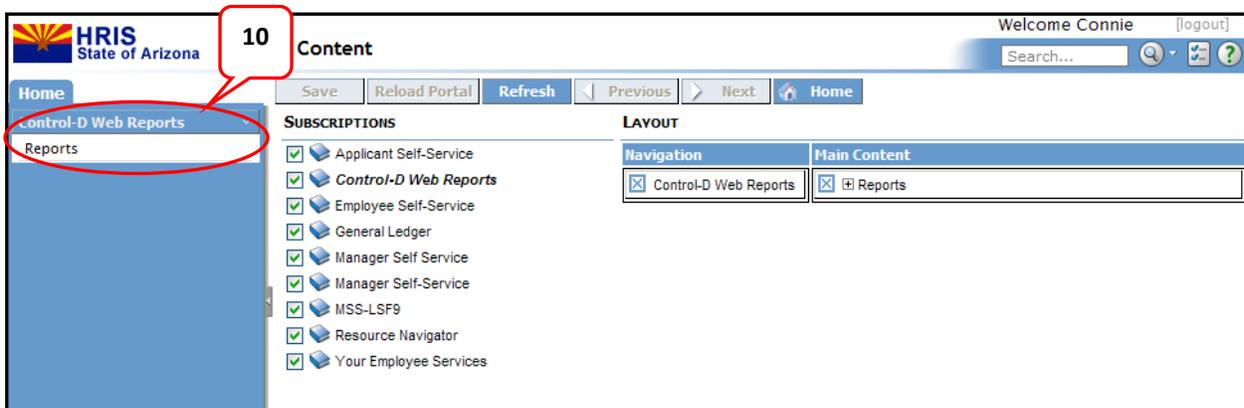
6. Double click on Reports



7. Reports will be displayed under Main Content.

8. Click on Save

9. Click on Refresh

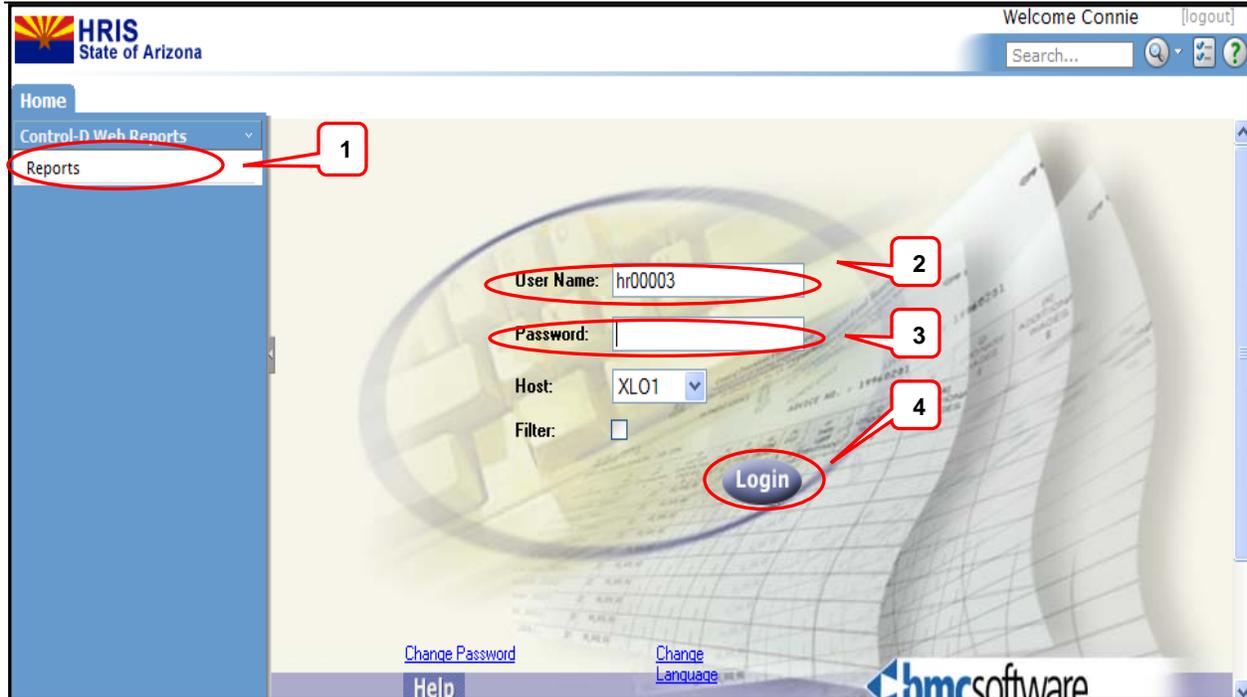


10. Control-D/Web will be displayed under the Home tab.



Note: If you have problems establishing the bookmark please contact the HRISHelpdesk@azdoa.gov or call 602-542-4700.

Login to Control-D/Web Reports



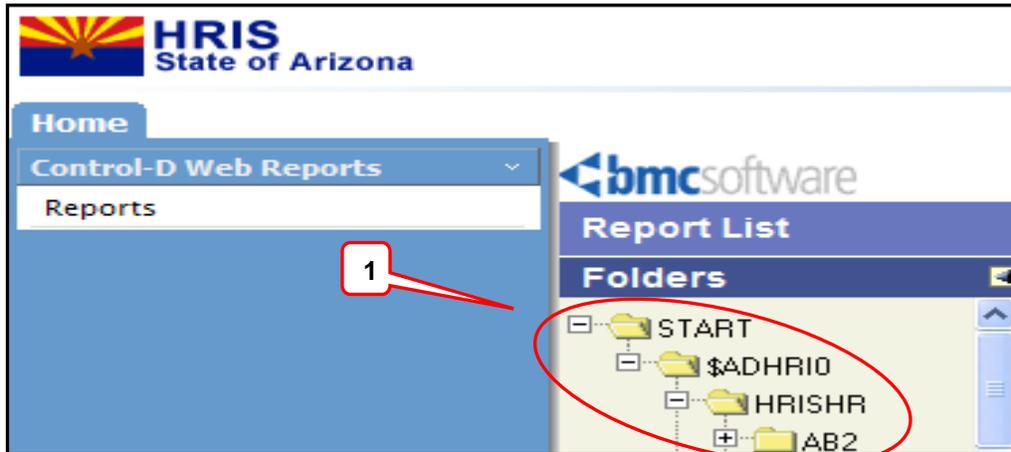
1. Double click on Reports
2. Input User Name
3. Input Password
4. Click on Login



Note: Your Password must be:

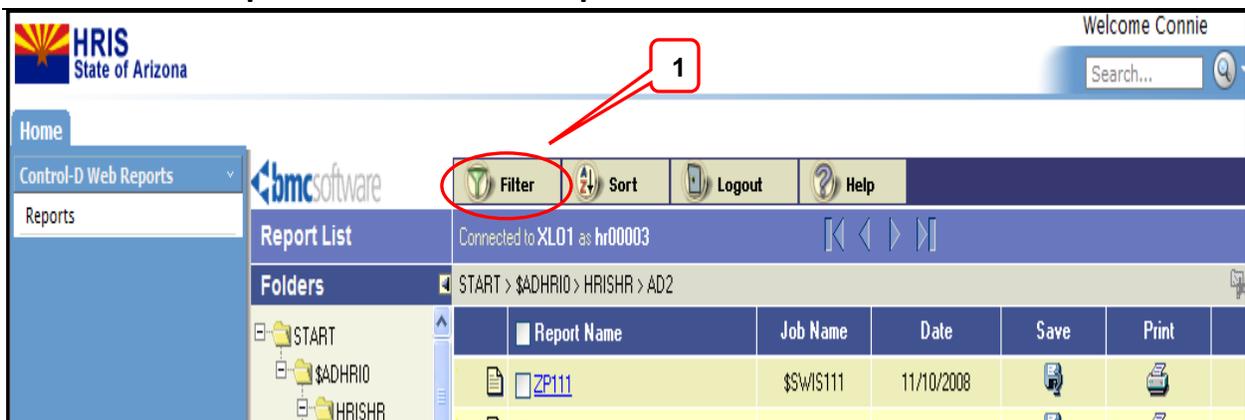
- Be 6-8 characters
- A combination of alpha and numeric
- Can not contain special characters
- Password will expire every 30 day

Accessing your Reports

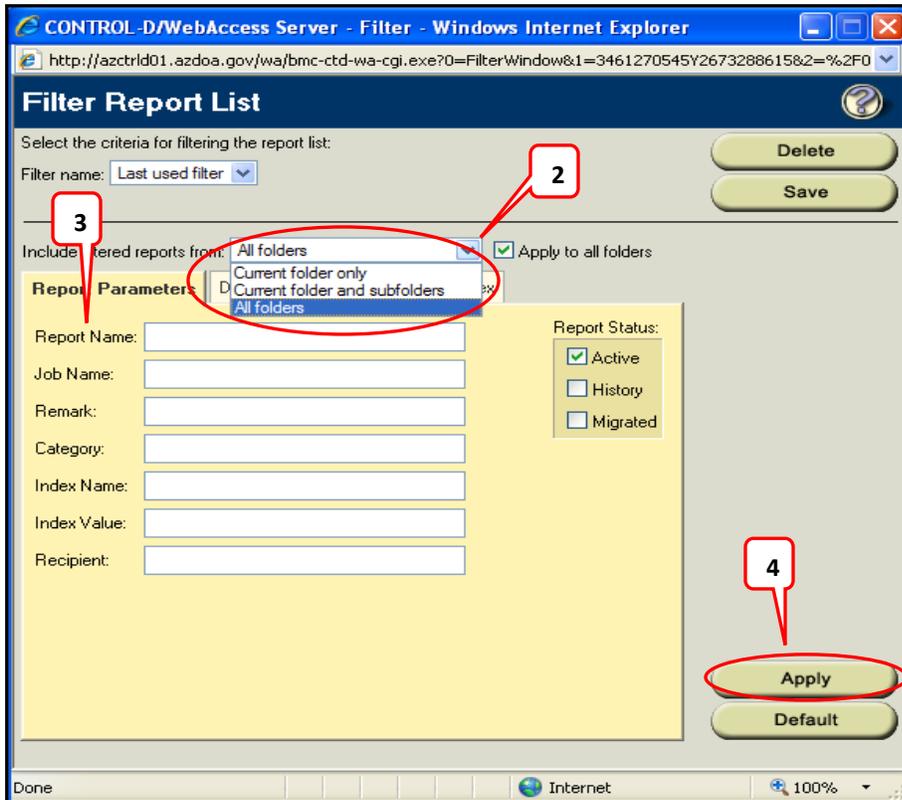


1. Click on  which is on the left side of the Start Folder
Click on the  which is on the left side of the \$ADHR10 Folder
If you have HR user access click on HRISHR, if you have Payroll user access click on HRISPYRL.
Click on your Agency Folder (Example: AD2)

Use the Filter Option to search for Reports

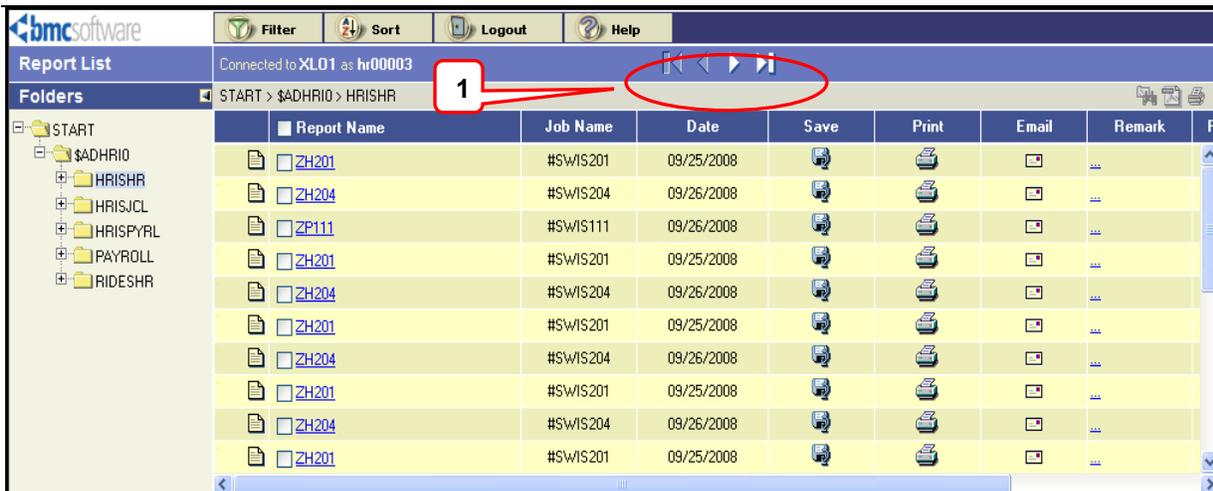


1. Click on Filter



2. Pop-up will display, click on drop down menu change Current Folder only to All folders.
3. Input report information
4. Click on Apply

Navigation Keys



1. Use the Navigation Keys if you don't find the report date you are searching for, you will be able to move to the next page or jump to the last page.



Note: You will be able to view 20 reports at a time.

Opening a report

Report Name	Job Name	Date	Save	Print	Email	Remark	P.
ZH201	#SWIS201	09/25/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH204	#SWIS204	09/26/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZP111	#SWIS111	09/26/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH201	#SWIS201	09/25/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH204	#SWIS204	09/26/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH201	#SWIS201	09/25/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH204	#SWIS204	09/26/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH201	#SWIS201	09/25/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH204	#SWIS204	09/26/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	
ZH201	#SWIS201	09/25/2008	[Save Icon]	[Print Icon]	[Email Icon]	...	

There are two options to open a report.

1. Move the mouse over the Report Name and a drop down menu will display with different options click on Open Report.
2. Double click on the Report Name.



Note: Other options which are available when you move the mouse over Report Name are as follows, Report, Logical View, View As, Notes, Print, Print as, Prepare to Print, Save, Mail, Properties.

Search Option, Cancel Search Criteria, Arrow Keys

You will be able to search for certain information in your report, cancel your search criteria and move through reports.



1. Input data into white box. Example: EIN # 12345



Cancel Search Criteria to stop the filter.

2. Click on the X key to cancel search.



Arrow Keys to jump between reports

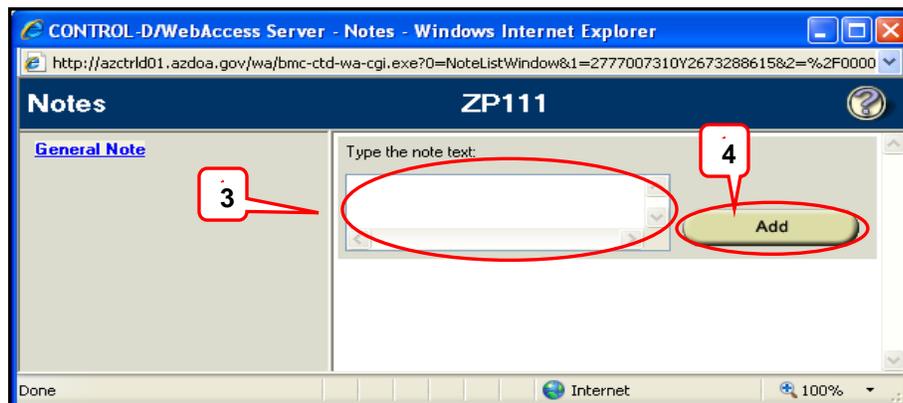
3. Click on arrow keys

Notes option & Notes Icon



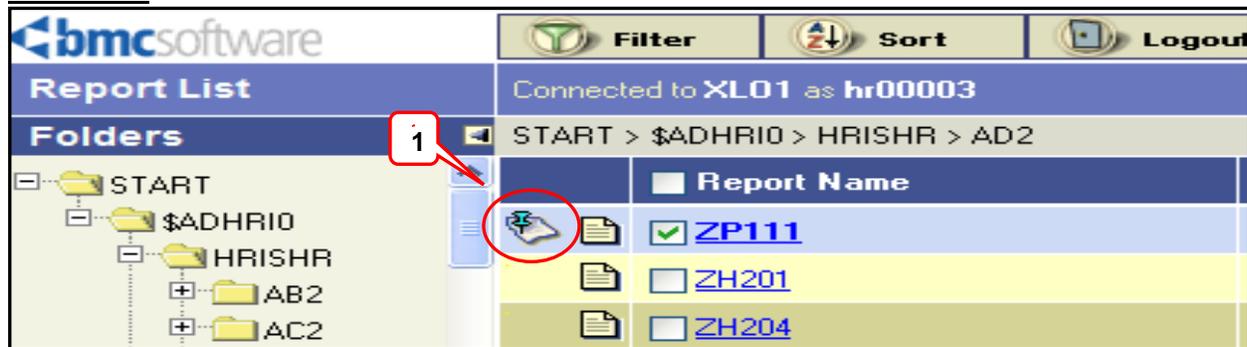
To add notes to your report.

1. Click on Tools drop down will display
2. Click on Notes



3. Pop-up will display
Input text for reference, Example: EIN# 12345
4. Click on Add

Notes Icon



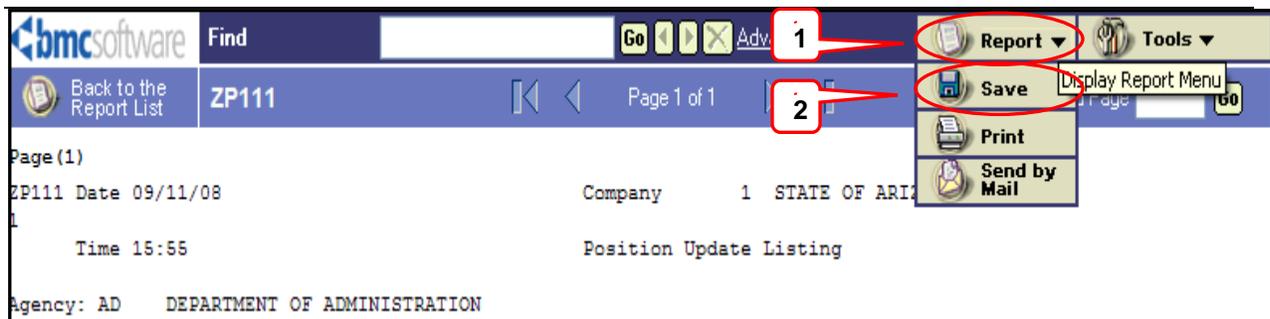
On the main report screen, you can see a new icon in front of the report to show that there are notes attached.

1. Double click on Icon to view notes.



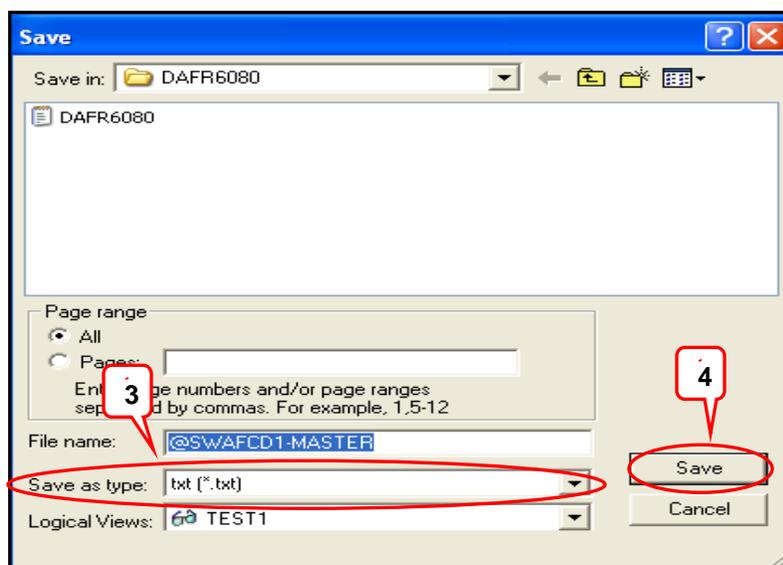
Note: All notes are viewable to all users.

Save Report



The Save option allows you to save the report as a text, Excel, or PDF File.

1. Click on Report, drop down will display
2. Click on Save



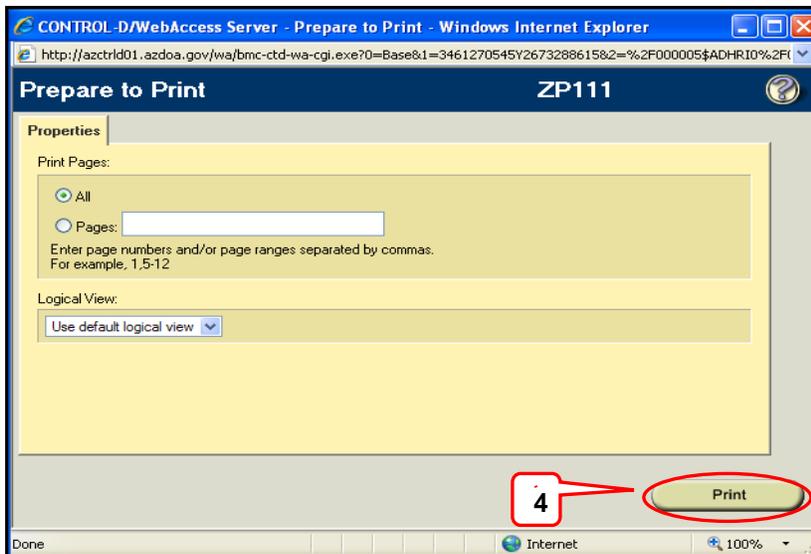
3. Pop-up will display, click on drop down to choose the file type
4. Click on Save

Prepare to Print

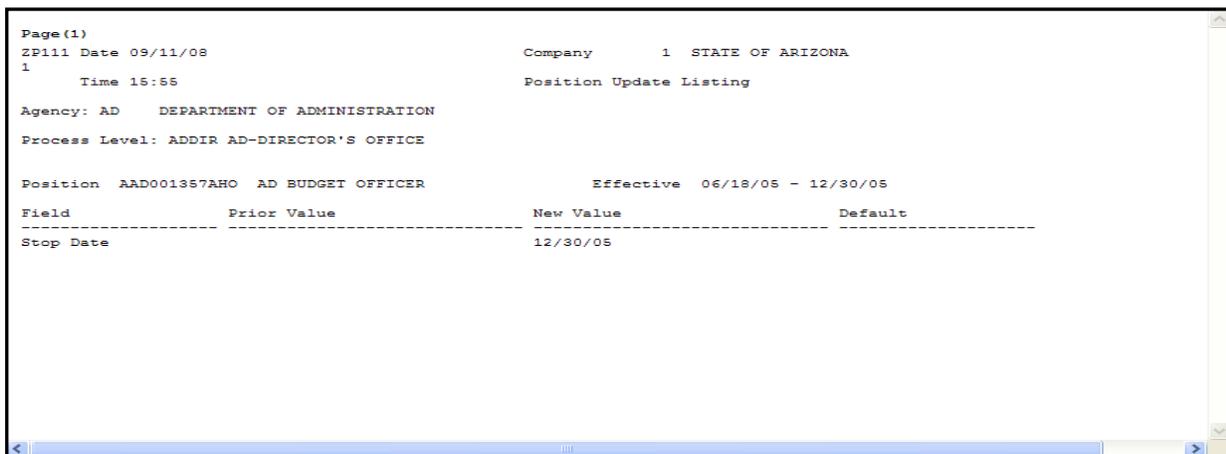
Prepare to Print is an option that will take you to a webpage that allows you to view the report before printing.



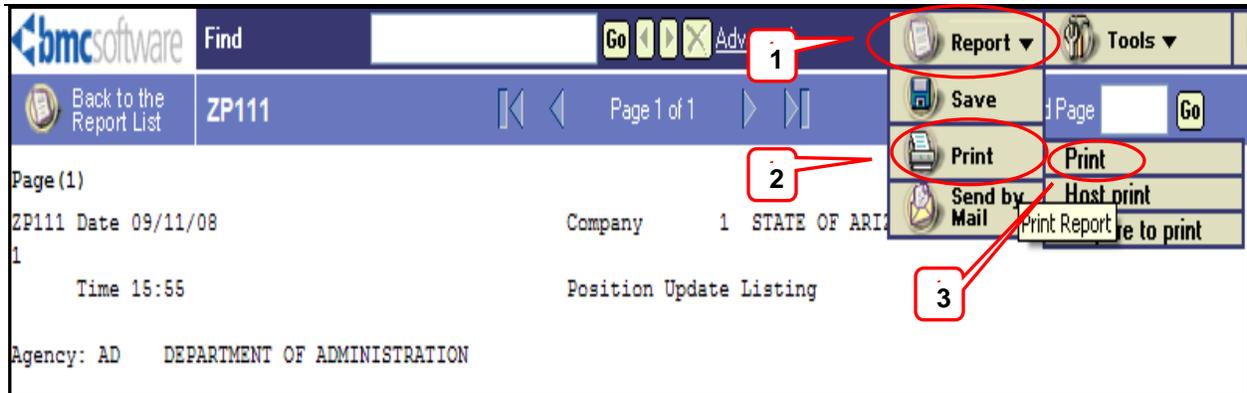
1. Click on Report, drop down will display
2. Click on Print, drop down will display
3. Click on Prepare to print



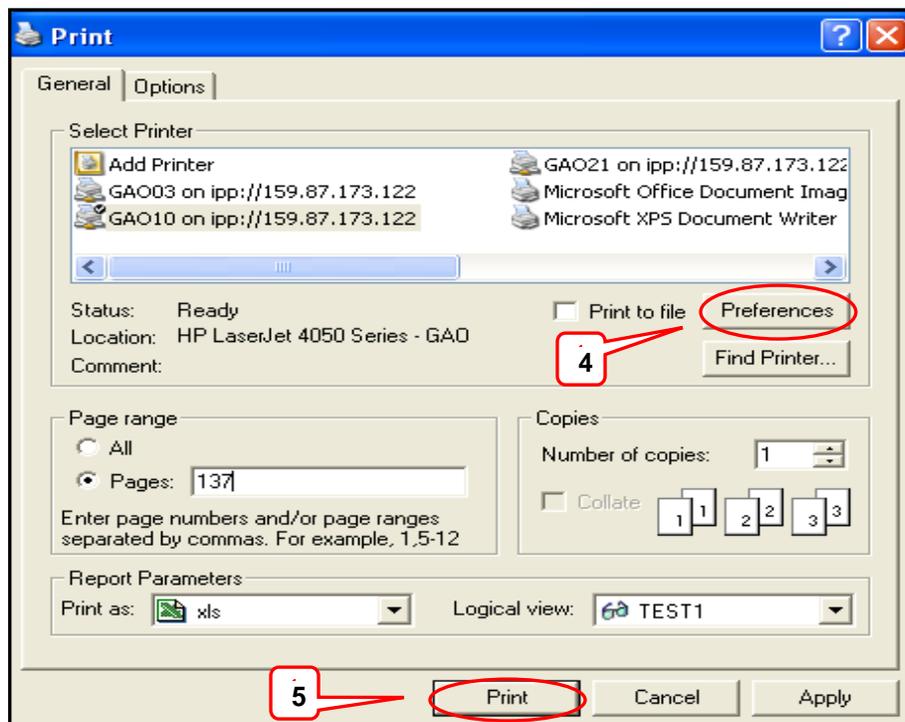
4. Pop-up will display, click on Print



5. Print Preview
Print Report



1. Click on Report
2. Click on Print
3. Click on Print



4. Pop-up will display, click on Preferences to Print Landscape
5. Click on Print