



HRIS Job Role Training

EE Days Calendar
Forms: LP62.2

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Introduction

Use Employee Days Calendar (LP62.2) to view a weekly calendar of employee events. Events are displayed based on a 12-month period ending on a designated month and year. All events for the 12 month period are displayed based on the day of the week on which the event falls. The purpose of this screen is to give a total count of events by day for each month. You can filter the events that display to a specific reason code or reason class.

Employee Days Calendar

Employee Days Calendar (LP62.2)

Inquire | Inquire ▾

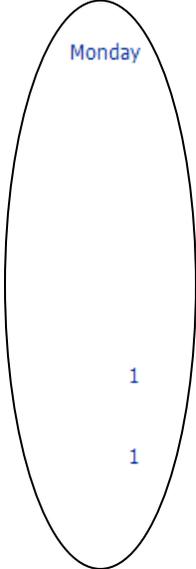
1 Company STATE OF ARIZONA
 2 Employee BOWLING, JENNIFER L.

4 OR {
 Year Ending
 Reason Class
 Reason Code

Totals
 Hours 44.00
 Points
 Occurrences 5

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April							
May							
June							
July							
August			1				
September							
October							
November		1		1			
December							
January		1					
February						1	
March							

Example



R=Required, O=Optional, N=Not Applicable

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type LP62.2 in the White Search Box. Press ENTER on the keyboard.	The Employee Days Calendar opens.	
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	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
4	Filter Data		To limit your data, select a Reason Code or Reason	Results will be filtered based on criteria selected.	Reason Code: Represents an event on a time record and also mimics pay summary groups. Reason Class: is a grouping of reason codes
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, in the lower left corner.	Asterisks (*) will appear and will represent an event that occurred. For example, in the screen shot above, employee took Sick Leave (310) two times on a Monday in the past 12 months.