



HRIS Job Role Training

EE Event Inquiry

Forms: LP60.2, LP60.4

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Introduction

Use Employee Event Inquiry (LP60.2) to view event history for such purposes as verifying the number of hours used to decrement a balance in an absence plan, or to confirm a given event has been entered for an employee.

Use Employee Event Totals (LP60.4) view the total event hours for the criteria you specified on Employee Event Inquiry (LP60.2).

Employee Event Inquiry

Employee Event Inquiry (LP60.2)

5

2 Company STATE OF ARIZONA

3 Employee BOWLING, JENNIFER L.

4
 Reason Class
 Reason Code SICK LEAVE TAKEN

Date Range
 Search Day

6

Reason Code	Description	Date	Day	Hours	Points	Occ
310	SICK LEAVE TAKEN	02/10/2012	Friday	8.00		Yes
310	SICK LEAVE TAKEN	01/30/2012	Monday	8.00		Yes
310	SICK LEAVE TAKEN	11/21/2011	Monday	8.00		Yes
310	SICK LEAVE TAKEN	11/02/2011	Wednesday	10.00		Yes
310	SICK LEAVE TAKEN	08/09/2011	Tuesday	10.00		Yes

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

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type LP60.2 in the White Search Box. Press ENTER on the keyboard.	The Employee Event Inquiry 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	N	To limit your data, select a Reason Code, Reason Class, Date Range or Day	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.	The employees data will appear
6	Totals	N	Click Totals	Sub-form LP60.4 will display Total Service Hours and Earnings	

Employee Event Totals

Employee Event Totals (LP60.4)

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Company	1	STATE OF ARIZONA
Employee	126074	BOWLING, JENNIFER L.
Reason Class		
Reason Code	310	SICK LEAVE TAKEN
Date Range		
Search Day		
Total Event Hours		44.00
Points		
Occurrences	5	