



HRIS Job Role Training

EE Plan Balance Inquiry

Forms: LP65.1

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Introduction

Use Employee Balance Inquiry (LP65.1) to view a summary of the available balances from all plans in which the employee is enrolled.

Employee Plan Balance Inquiry

Employee Plan Balance Inquiry (LP65.1)

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4

2

Company ?

STATE OF ARIZONA

3

Employee ?

BOWLING, JENNIFER L.

Position To

5

SC	Plan	Structure Group	Position	Available Hours	Available Earnings
<input type="checkbox"/>	ANNUAL	LPANUNC1		89.830000	
<input type="checkbox"/>	COMP	LPCM HOLD			
<input type="checkbox"/>	DONATED	LPDONATED			
<input type="checkbox"/>	FAMILY SICK	LPSKFAM		40.000000	
<input type="checkbox"/>	HOLIDAY	LPHOLIDAY			
<input type="checkbox"/>	MILITARY	LPMILITARY			
<input type="checkbox"/>	RECOGNITN	LPPRECOG			
<input type="checkbox"/>	SICK	LPSKSTAND1		67.300000	
<input type="checkbox"/>					
<input type="checkbox"/>					

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Reserve

Carryover

Reserve Hours

Earnings

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Open LP65.1	R	In Search Box, enter the LP65.1	The LP65.1 will display	
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	Inquire Field	R	Click Inquire		The employees data will appear
5	Absence Plan Data	R	A summary of the available balances from all plans in which the employee is enrolled will appear.		
6	Reserve and Carryover			If the employee has any plans that have Reserve or has a Carryover balance, it will display in these tabs	