



# HRIS Job Role Training

EE Service Inquiry

Forms: LP60.1

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## **Introduction**

Use Employee Service Inquiry (LP60.1) to view employee service hours and/or earnings. You can use this inquiry to verify the number of hours calculated for length of service in an hours-based plan or to confirm an accrual calculation that is based on hours worked in a pay period.

The data displayed can be limited to records that hold a selected service code, records holding service codes within a selected service class, or records within a specified date range.

Use the Totals link to access Employee Service Totals (LP60.3), which lets you view a sum of the hours and earnings from the detail records displayed here.

# Employee Service Inquiry

Employee Service Inquiry (LP60.1)

5

2 Company  STATE OF ARIZONA

3 Employee  BOWLING, JENNIFER L.

4
6

4
 Service Class 
 Service Code  SICK LEAVE TAKEN

Date Range

Service Code	Description	Date	Hours	Earnings
310	SICK LEAVE TAKEN	02/10/2012	8.00	<b>NOT DISPLAYED INTENTIONALLY</b>
310	SICK LEAVE TAKEN	01/30/2012	8.00	
310	SICK LEAVE TAKEN	11/21/2011	8.00	
310	SICK LEAVE TAKEN	11/02/2011	10.00	
310	SICK LEAVE TAKEN	08/09/2011	10.00	

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

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type LP60.1 in the White Search Box. Press ENTER on the keyboard.	The Employee Service Inquiry opens.	
2	<b>Company</b> 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	<b>Employee</b> Field	R	Type the Employee's EIN.	System will display information from the employee's record.	You must enter the correct EIN.
4	<b>Filter Data</b>	N	To limit your data, select a Service Code, Service Class or Date Range	Results will be filtered based on criteria selected.	Service Code: Represents an event on a time record and also mimics pay summary groups.  Service Class: is a grouping of service codes
5	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete, in the lower left corner.	The employees service hours and earnings will display
6	<b>Totals</b>	N	Click Totals	Sub-form LP60.3 will display Total Service Hours and Earnings	

# Employee Service Totals

## Employee Service Totals (LP60.3)

**OK** **Cancel** **Detach**

**Company** 1 STATE OF ARIZONA  
**Employee** 126074 BOWLING, JENNIFER L.

**Service Class**  
**Service Code** 310 SICK LEAVE TAKEN  
**Date Range**

**Total Service Hours** 44.00  
**Total Service Earnings** 1713.48 USD