



# HRIS Job Role Training

EE Transactional Detail and Summary Information

Forms: LP64.1, LP64.2 and LP64.3

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## **Introduction**

Use Employee Transaction Detail Inquiry (LP64.1) view detailed transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.

Use Employee Transaction Summary Inquiry (LP64.2) to view a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not yet closed, are sub-totaled and displayed by type of transaction.

Use Employee Transaction Detail Balance Inquiry (LP64.3) to view transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record.

# EE Transaction Detail Inquiry

## Employee Transaction Detail Inquiry (LP64.1)

7

1 Company  STATE OF ARIZONA  
2 Employee  BOWLING, JENNIFER L.  
3 Absence Plan  ANNUAL LEAVE PLAN  
4 Structure Group  LP ANN UNCOVERED FT\_6.47  
5 Position    
6 Balance Type  Position To 
8

Dates		Transactions	
Master Entry Date	01/01/2010	Accrual End Date	
Last Accrual Date	03/02/2012	Master End Date	
Last Period End Hours	03/02/2012	Last Period End Earnings	
Accrued Hours Bal		Accrued Earnings Bal	
Avail Hours Bal	89.830000	Avail Earnings Bal	

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	<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.
2	<b>Employee</b> Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
3	<b>Absence Plan</b> Field	R	Select the Absence Plan (i.e. Annual, Sick, Holiday)	The Absence Plan name will display	
4	<b>Structure Group</b> Field	R	Select the Structure Group for which balances will be viewed	The Structure Group name will display	
5	<b>Position</b>	N	Disregard this field, SOA does not use		
6	<b>Balance Type</b> Field	O	Select the Balance Type – valid options are Accrual, Allotment, Available, Reserve, or Carry Over	The Balance Type selection name will display	
7	<b>Inquire</b> Field	R	Click Inquire		The employees data will appear under the Date tab
8	<b>Transactions</b>	O	Click on the Transactions tab to view detailed transactional data		

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	Detailed Transactional Date	N		The detailed transactional data will appear for the employee	<ul style="list-style-type: none"> <li>- <b>Date:</b> date the transaction occurred</li> <li>- <b>Status:</b> "0" denotes unprocessed and "9" denotes processed</li> <li>- <b>Transaction type:</b> denotes if this is an accrual / allotment / manual or if the transaction is usage</li> <li>- <b>Amount:</b> denotes the amount accrued / allotted or taken</li> <li>- <b>Type:</b> is always equal to "1" which means hours</li> <li>- <b>Cycle or Hours:</b> displays the number of cycles (pay periods) employee has earned</li> </ul>

## EE Transaction Detail Inquiry (Cont'd)

9

Dates		Transactions				
Date	Status	Transaction Type	Amount	Type	Cycle or Hrs	
03/02/2012	9	33 Transfer from Accrual	3.700000	1		
03/02/2012	9	31 Transfer to Available	3.700000-	1		
03/02/2012	9	21 Accrual	3.700000	1	485.00	
02/29/2012	9	61 SICK LEAVE TAKEN	8.000000-	1		
02/17/2012	9	3 LP570 manual transaction	789.300000	1		



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	<b>Open LP62.2</b>	R	In Search Box, enter the LP64.2		
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 bring up needed information from the employee's record.	You must enter the correct EIN.
4	<b>Absence Plan</b> Field	R	Select the Absence Plan (i.e. Annual, Sick, Holiday)		
5	<b>Structure</b> Field <b>Group</b> Field	R	Select Employee Group for the structure		
6	<b>Position</b> Field	O	Disregard – SOA does not use		
7	<b>Balance Type</b> Field	R	Select the type of Balances for which summary transaction data should be displayed – valid options are Accrual, Allotment, Available, Reserve, or Carry Over		
8	<b>Inquire</b> Field	R	Click Inquire		The employees data will appear

# EE Transaction Detail Balance Inquiry

## Employee Transaction Detail Balance Inquiry (LP64.3)

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**Company**  STATE OF ARIZONA  
**Employee**  BOWLING, JENNIFER L.  
**Absence Plan**  SICK LEAVE PLAN  
**Structure Group**  LP SK STAND FT\_3.70  
**Position**  **Accrual Type**  Hours **Position To**

Date	St	Transaction Type	Cycle or Hrs	Amount	Balance
02/17/2012	9	3 LP570 manual transaction		789.300000	789.300000
02/29/2012	9	61 SICK LEAVE TAKEN		8.000000-	781.300000
03/02/2012	9	33 Transfer from Accrual		3.700000	785.000000

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	<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.
2	<b>Employee</b> Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
3	<b>Absence Plan</b> Field	R	Select the Absence Plan (i.e. Annual, Sick, Holiday)	The Absence Plan name will display	
4	<b>Structure Group</b> Field	R	Select the Structure Group for which balances will be viewed	The Structure Group name will display	
5	<b>Position</b>		Disregard this field, SOA does not use		
6	<b>Accrual Type</b> Field	O	Select the Accrual Type – valid options is Hours	The Accrual Type will display	SOA does not use <b>Earnings</b>
7	<b>Inquire</b> Field	R	Click Inquire		The employees data will appear under the Date tab
8	<b>Transactions</b>	O	Click on the Transactions tab to view detailed transactional data		<ul style="list-style-type: none"> <li>- <b>Date:</b> date the transaction occurred</li> <li>- <b>Status:</b> "0" denotes unprocessed and "9" denotes processed</li> <li>- <b>Transaction type:</b> denotes if this is an accrual / allotment / manual or if the transaction is usage</li> <li>- <b>Cycle or Hours:</b> displays the number of cycles (pay periods) employee has earned</li> <li>- <b>Amount:</b> denotes the amount accrued / allotted or taken</li> <li>- <b>Balance:</b> displays the available balance for the employee</li> </ul>