



HRIS Job Role Training

ETE Audit Report
Forms: ZS200

Table of Contents

Employee Time Entry Record Audit Report (ZS200) Form	3
Results of the Audit Report – Page 1	5
Results of the Audit Report – Page 2	6

Employee Time Entry Record Audit Report (ZS200) Form

Employee Time Entry Time Record Audit Report (ZS200)

Home | Jobs and Reports | Job Schedule | Print Manager | Job List

Navigation: >> + Add | Change | - Delete | < Previous | ? Inquire | Next | Inquire | Related Forms

Buttons: Submit | Reports | Job Sched | Print Mgr

Fields:

- Job Name: 12345
- Job Description: 12345
- User Name: []
- Data Area/ID: []

Parameters:

- Company: 1 | STATE OF ARIZONA
- Employee: 12345
- Pay Period: 01/22/2011 - 02/04/2011
- Report Sequence: 1 | Update Date and Time

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Job Name	R	Enter the name of the job		
2	Job Description	O	Enter the job description		
3	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.
4	Employee Field	R	Type the Employee's EIN.	Name will display next to the field after cursor is moved from the Employee field	You must enter the correct EIN.
5	Pay Period	R			

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
6	Report Sequence	R	Choose Update Date and Time or Time Record Date		Update Date and Time are the default
7	Add button	R	Click Add to save report job.		Message should display “Add Complete Continue”
8	Submit	R	Click Submit to run the report		

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark.

For additional instructions on how to submit and view reports, see the General Training for On Demand Reports.

Results of the Audit Report – Page 1

Employee Time Entry Time Record Audit Report

ZS200 Date 03/23/11
Time 09:43

Company 1 - STATE OF ARIZONA
Employee Time Entry Time Record Audit Report
For Pay Period 03/19/11 Through 04/01/11

Page

Process Level ADHRD AD-HUMAN RESOURCES DIVISION Department HR710 HRIS STAFF User Level ADHR710

Employee 37731 - ALLEN, PATRICIA L.

Time Rec Date	Pay Code	Hours	Attn Code	Shift	Fund Code	Status	Updated By (Name)	Updated By (EIN)	Update Date	Update Time
03/21/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:00
03/22/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:01
03/23/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:02
03/24/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:03
03/25/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:04
03/28/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:05
03/29/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:06
03/30/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:07
03/31/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:08
04/01/11	100	8.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:04:23:09
03/21/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:00
03/22/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:01
03/23/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:02
03/24/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:03
03/25/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:04
03/28/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:05
03/29/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:06
03/30/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:07
03/31/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:08
04/01/11	100	8.00		1		deleted	BOWLING, JENNIFER L.	126074	03/23/11	08:05:04:09
03/21/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:00
03/22/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:01
03/23/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:02
03/24/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:03
03/25/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:04
03/28/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:05
03/29/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:06
03/30/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:07
03/31/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:08
04/01/11	100	8.00		1		entered	ALLEN, PATRICIA L.	37731	03/23/11	08:32:27:09
03/21/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:00
03/22/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:01
03/23/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:02
03/24/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:03
03/25/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:04
03/28/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:05
03/29/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:06
03/30/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:07
03/31/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:08
04/01/11	100	8.00		1		submitted	ALLEN, PATRICIA L.	37731	03/23/11	08:32:41:09
03/21/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:00
03/22/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:01
03/23/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:02
03/24/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:03

Results of the Audit Report – Page 2

Employee Time Entry Time Record Audit Report

ZS200 Date 03/23/11
Time 09:43

Company 1 - STATE OF ARIZONA
Employee Time Entry Time Record Audit Report
For Pay Period 03/19/11 Through 04/01/11

Page 2

Process Level ADHRD AD-HUMAN RESOURCES DIVISION Department HR710 HRIS STAFF User Level ADHR710

Employee 37731 - ALLEN, PATRICIA L.

Time Rec Date	Pay Code	Hours	Attn Code	Shift	Fund Code	Status	Updated By (Name)	Updated By (EIN)	Update Date	Update Time
03/25/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:04
03/28/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:05
03/29/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:06
03/30/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:07
03/31/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:08
04/01/11	100	8.00		1		rejected	BOWLING, JENNIFER L.	126074	03/23/11	08:57:49:09
04/01/11	100	4.00		1		changed	BOWLING, JENNIFER L.	126074	03/23/11	08:58:20:00
04/01/11	310	4.00		1		entered	BOWLING, JENNIFER L.	126074	03/23/11	08:58:20:01
03/21/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:00
03/22/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:01
03/23/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:02
03/24/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:03
03/25/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:04
03/28/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:05
03/29/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:06
03/30/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:07
03/31/11	100	8.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:08
04/01/11	100	4.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:09
04/01/11	310	4.00		1		submitted	BOWLING, JENNIFER L.	126074	03/23/11	08:58:50:10
03/21/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:00
03/22/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:01
03/23/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:02
03/24/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:03
03/25/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:04
03/28/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:05
03/29/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:06
03/30/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:07
03/31/11	100	8.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:08
04/01/11	100	4.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:09
04/01/11	310	4.00		1		approved	BOWLING, JENNIFER L.	126074	03/23/11	08:58:52:10

For time record date 04/01/11
Comments: EE called in sick

Entered By 126074