



HRIS Job Role Training

ETE Batch Maintenance

Forms: ZS02

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How to Modify an Employee Time Entry Batch



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2 Company STATE OF ARIZONA

3 Batch Number
4 Inquire

5 User ID

FC	Process Level	FC	Process Level	FC	Process Level
<input type="checkbox"/>	HCA12	<input type="checkbox"/>	HCA21	<input type="checkbox"/>	HCA52
<input type="checkbox"/>	HCA61	<input type="checkbox"/>	HCA91	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

How to reassign a USER ID

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box Field	R	Type ZS02.1 and press the enter key on the keyboard.	The ETE Batch Maintenance Form (ZS02.1) will open.	You will always use the Search Box to move from Form to Form.
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	Batch Number Field	R	Enter the Batch Number.		You must enter the correct Batch number that has been assigned to your Power User ID.
4	Inquire	R	Click Inquire	The process levels and the user id assigned to this batch will appear	
5	User ID	R	Enter the new User ID		
6	Change	R	Click Change		Change Complete Continue should appear in the lower left corner

How to reassign Process Levels

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box Field	R	Type ZS02.1 and press the enter key on the keyboard.	The ETE Batch Maintenance Form (ZS02.1) will open.	You will always use the Search Box to move from Form to Form.
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	Batch Number Field	R	Enter the Batch Number.		You must enter the correct Batch number that has been assigned to your Power User ID.
4	Inquire	R	Click Inquire	The process levels and the user id assigned to this batch will appear	
5	Process Levels	R	Select Add or Delete under the FC column for the process level you need to modify		If you are removing a process level from a batch, you need to make sure you assign it to another batch, otherwise time records will not process.
6	Change	R	Click Change		Change Complete Continue should appear in the lower left corner