



HRIS ETE Reports

ETE Time Record Extract and Interface Reports

Forms: ZS535 & ZR530

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Introduction

Employees will enter their hours into Employee Time Entry using the YES for every pay period. On the last day of every pay period, HRIS will perform an ETE Extraction (ZR535) which extracts the time records into a CSV file. The second step of the process is to perform an ETE upload (ZS530) which transfers the CSV file into HRIS.

After both of these processes are performed, you can view the ETE Error reports which will contain important information regarding time records that failed or time records that need immediate attention.

In order for an employee to access these reports, their user ID must be added to the ETE Distribution list. Please contact your agency payroll manager for further details.

The ETE Error Reports will be available each Monday that follows the last day of the pay period.

Report Definitions

- ZS535.prt
 - Report is a summary of the Employee Time Entry extraction.
 - **Total:** Total number of employees that are eligible to submit time records in ETE
 - **Processed:** Total number of employees that were uploaded to the ETE csv file – number would equate to total number of “approved” time records.
 - **Errors:** Total number of employees that did not upload to the ETE csv file – number would equate to total number of “**non - approved**” time records. These employees will not be paid unless manually entered into HRIS. See the ZS535 Error report for more detail.
- ZS535.ERROR
 - Reports will display ETE Time records that were uploaded to the ETE csv batch file. Time records that will not load were not in an approved status, thus they are still in a Missing, Entered, Submitted or Rejected time card status. You must analyze this report and determine if time records need to be entered manually in HRIS using the XR32 or XR35 form.
- ZR530.prt
 - Reports will display detailed time record data that were transferred into HRIS for processing. These records transferred successfully and will compute for payroll processing.
- ZR530.ERROR
 - Reports will display ETE time records that transferred into HRIS but had errors. These time records must be reviewed and corrected using the XR32 or XR35 or they will not compute and the employee will not get paid correctly.

Common Type of Errors

- Account is inactive

- ZR530.MESSAGE
 - Reports will display time record data that transferred into HRIS but needs review / correcting using XR32 or XR35. These time records should be reviewed and corrected, however, the employee will be paid.

Common Type of Messages

- Not enough leave balance

PRINT MANAGER – Opening Report in a CSV File

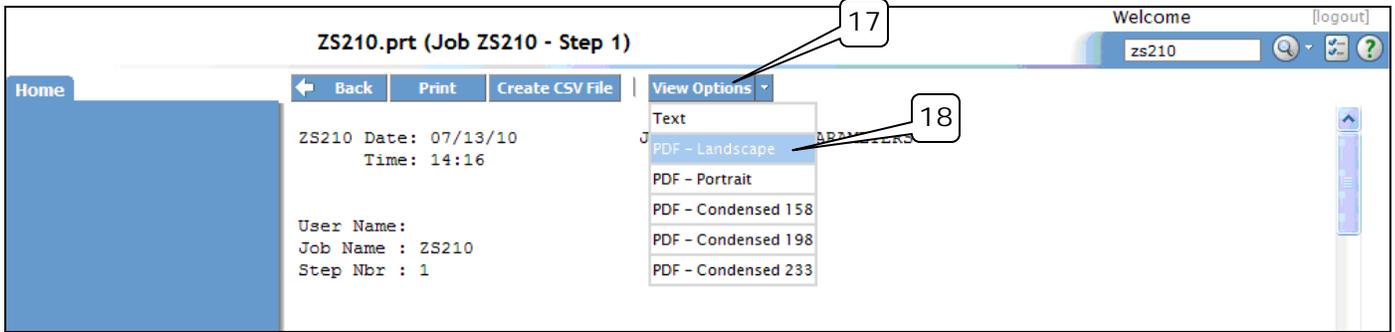
The screenshot shows the 'Print Manager' application. At the top, there's a search bar with 'zs210' entered. Below it, a table lists job details. A callout '15' points to the 'Job Name' column. Below the table, there are buttons for 'Back', 'Print', 'Create CSV File', and 'View Options'. A callout '16' points to the 'Create CSV File' button. The 'JOB SUBMISSION PARAMETERS' section shows: Date: 07/13/10, Time: 14:16, User Name, Job Name: ZS210, Step Nbr: 1.

The 'File Download' dialog box asks 'Do you want to open or save this file?'. It shows a file named 'ZS210.csv' with a type of 'Microsoft Office Excel Comma Separated Values File' from 'qaaz.hris.azdoa.gov'. A callout '17' points to the 'Open' button. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

15	Job Name	R	Double Click on Job Name to display your report.	Will display the first page of the report.	The first page contains the parameter settings, along with the date/time/user ID.
16	Create CSV File	R	Click on Create CSV File	File Download box will display	
17	File Download	R	Click on Open	Report will display in a Excel spreadsheet	

The screenshot shows an Excel spreadsheet titled 'Microsoft Excel - ZS210'. A callout bubble says 'Example of Excel Spreadsheet'. The spreadsheet has columns for PRS-NAME, PERIOD-START-DATE, PERIOD-END-DATE, EMP-PRPL-PRS-NAME, Depart, DPT-NAME, EMPLOYEMP-NAME, EMFST-DESC, TIME-CARD-ST, and SUPERVISOR. The data includes employees like HAPPY, JOY, BROWN, CHARLIE, POTTER, HARRY, ROMO, TONY, and WONKA, WILLY.

PRINT MANAGER – Opening Report in a PDF format



17	View Options	<input type="radio"/>	Click View Options Select the print format from the drop down	Will open up a drop down box with several format options for viewing or printing. Will display report in format chosen.	View Options are: Text PDF – Portrait PDF – Landscape PDF – Condensed 158 PDF – Condensed 198 PDF – Condensed 233
18	Click on PDF Landscape	<input type="radio"/>	Results will display in PDF format		
18	Print button	<input type="radio"/>	Click the Print button Select the print options from the drop down. Click Print.	Will open up a drop down box with several format options for printing.	Make sure to choose a designated printer if not already done.

