



# HRIS Job Role Training

**Employee Time Entry**

Forms: XR32.1, XR32.2

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## Introduction

**HRIS is not an auto-pay system. The only way Employees get paid is through the adding of Time Records. Employees will not be paid unless time is entered in HRIS.** Employees are paid on a biweekly basis.

A Time Record is similar to an online timesheet and reflects exactly how the Employee will be paid. Entering Employee time is critical to ensure that Employees are paid on time and correctly.

Time Entry in the HRIS System is completed using *Employee Daily Time Entry forms (XR32.1 and XR32.2)*. Time Records in HRIS are used to accurately pay Employees.

Timekeepers will use the Batch Header Form, *Employee Daily Time Entry (XR32.1)*, to enter Batch Control Totals for the pay period.

Once the batch totals are added, Timekeepers advance to the *Employee Daily Time Entry (XR32.2)* form for individual Employee time.

To save keystrokes and create a data entry audit trail, Daily Time Entry hours default from the Employee's Work Schedule (found on the Employee Master Record (HR11.1, Assignment tab)). From the default, Agency Timekeepers will then only need to make changes if the Employee has exceptions from his/her default schedule. During pay periods that include a holiday, HRIS will create a holiday time record using the defaulting process.

To ensure accuracy, the labor distribution for the Employee will default in during the time entry process. If the default labor distribution appears different from the Employee's timesheet, the Agency Timekeeper will need to input the new Labor Distribution for those hours within that pay period.

If an employee transfers mid-pay period it is the losing agency's responsibility to key the time and pay outs for the time worked at that agency. The losing agency must not key LWOP for the time after the employee has left the agency. If LWOP is keyed the gaining agency will not be able to key time for the second week after the inter agency transfer has been completed.

**Adjustments to prior pay periods or retro payments must never be entered on this form. Please refer to the training on XR35.2 – Adjustments or ZR131 - Retro payments.**

### Notes

- A created time record in HRIS is like a snapshot of the Employee's information at that moment in time. If any changes are made to the Employee's record after the time record is created the Employee's time record will have to be deleted and reentered. This will need to be coordinated between the Agency HR and PR offices. For example, the Employee's pay rate **IS** changed **AFTER** the time record is created, see the table below on steps to correct this issue:

Agency Timekeeper not locked out of system.	<ol style="list-style-type: none"> <li>1. Agency Timekeeper deletes Employee's time record using XR32.1 and XR32.2</li> <li>2. Re-add Employee's time record (System automatically pulls the new pay rate).</li> </ol>
Agency Timekeeper locked out of system.	<ol style="list-style-type: none"> <li>1. Agency Payroll Approver reassigns the Timekeeper batch to an Agency Payroll Initiator using the Batch Number Security Form (ZR10.1). The Agency Payroll Initiator then deletes the Employee's time record using the XR32.1 &amp; XR32.2 and then re-adds the time record. (System automatically pulls the new pay rate).</li> <li>2. To verify the rate being paid to the Employee, the Agency Payroll Initiator can use the Detail Time Entry Form (XR35.2). The Employee EIN and Batch number will be required to inquire on this information or Drill Around can be used with the selection of Time Record.</li> </ol>

### HRIS Time Entry Schedule

The time screens are restricted at different times, depending on the job role of the person doing the time entry. Once the Agency Timekeepers no longer have access to enter time records, the Agency Payroll Initiator must then make all changes/adjustments.

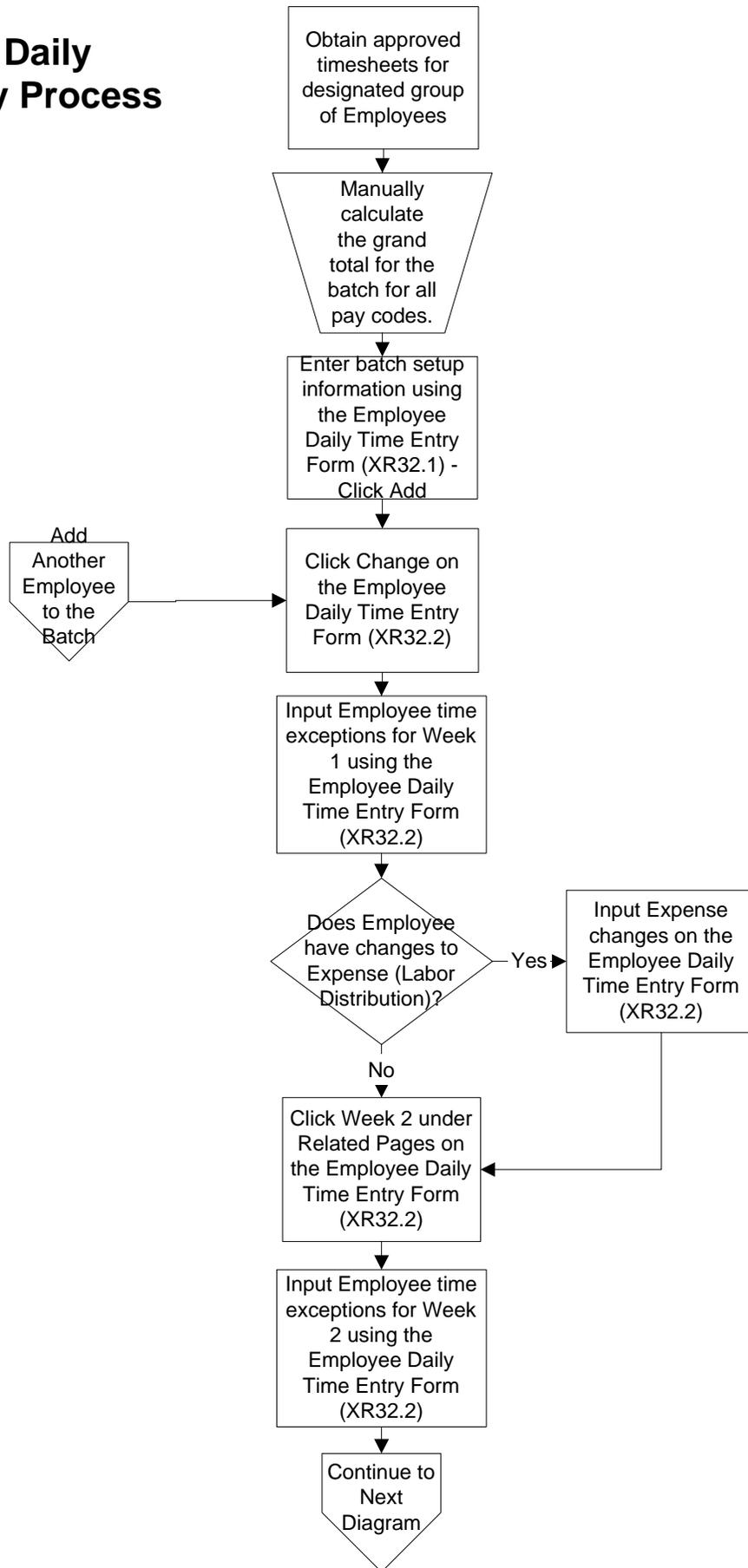
The payroll computer runs on Tuesday evening. During this time, access is restricted to view only.

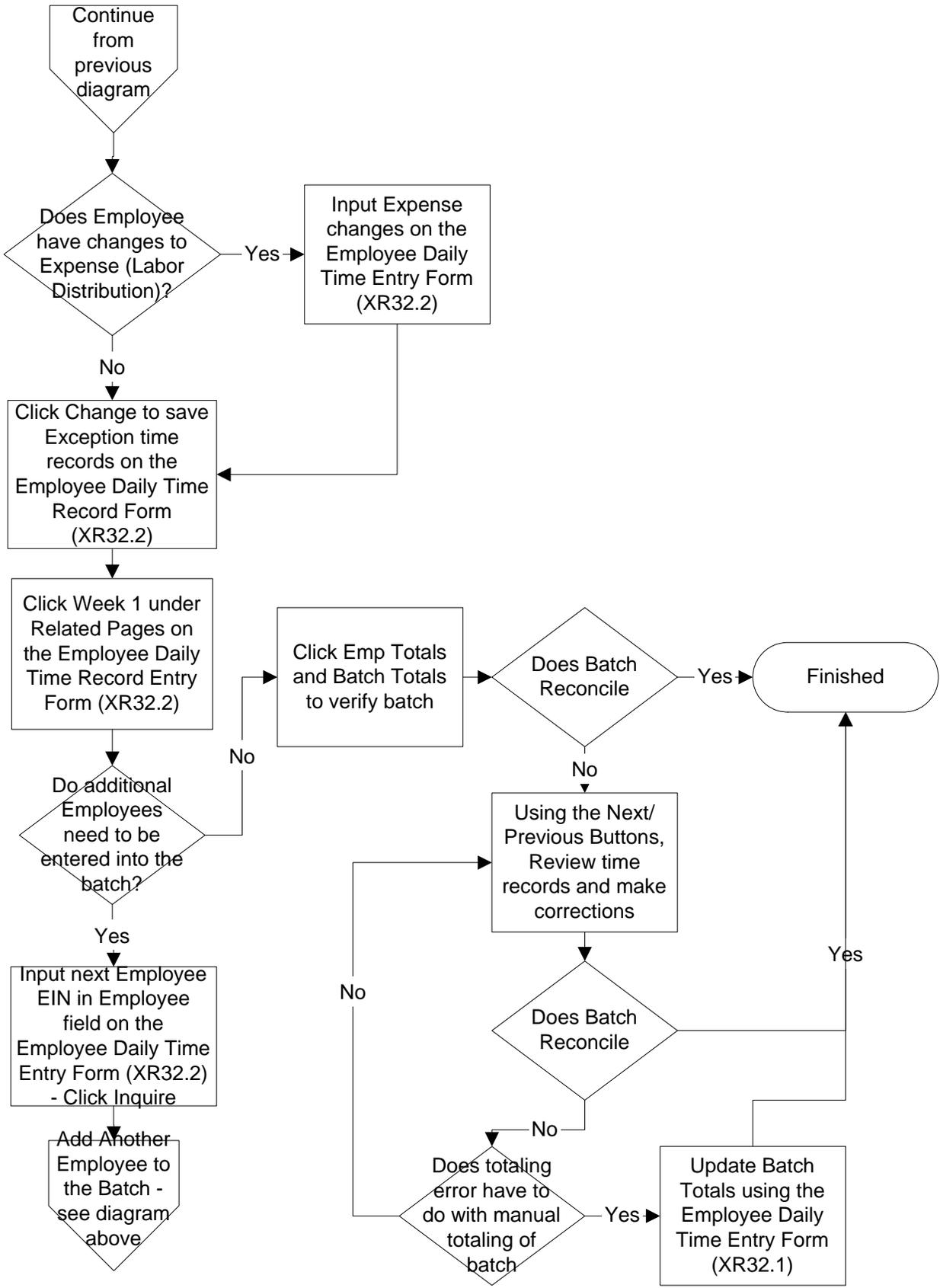
- Agency Timekeeper, for a pay period:
  - Access will be turned off Monday at 7:00pm of the compute week.
- Agency Payroll Staff, for a pay period:
  - Access will be turned off at 2:00pm on Tuesday of the compute week.

Following the Tuesday evening compute, regular access to the system for Agency PR Staff and Timekeepers resumes on Wednesday morning.

 **Compute Week is defined as the week the State Employees are paid.**

# Employee Daily Time Entry Process





# Employee Daily Time Entry Form (XR32.1)

## Enter Batch Totals

The screenshot shows the HRIS Employee Daily Time Entry (XR32.1) form. The interface includes a search bar (1) containing 'xr32.1', a navigation bar with buttons for 'Add', 'Change', 'Previous', 'Inquire', 'Next', and 'Inquire', and a main form area. The form fields are: 'Company' (2), 'Batch' (3), 'Process Level' (5), 'Employee' (6), and 'Pay Period Begin and End Dates' (7). A 'Batch Control Total Hours' field (4) is also present. At the bottom of the form are 'Emp Totals' and 'Batch Totals' buttons.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XR32.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Daily Time Entry Form (XR32.1) will open.	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
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>Batch</b> Field	R	Do not enter in this field.		Batch number will be assigned when the changes are added to HRIS.
4	<b>Batch Control Total Hours</b> Field	R	Type in the grand total hours for all pay codes and Employees within the batch.		
5	<b>Process Level</b> Field	O	If you are unsure of the Employee's EIN, type in the Process Level.  If the EIN number of the Employee is known, skip this step.		The Process Level field has been added to reduce the number of Employees that will be displayed in the Employee drop down listing. When the process level is entered, you will see the Employee's within that Process Level.  <b>Notes</b> <ul style="list-style-type: none"> <li>If the Process Level field is left blank and you click the Employee drop down arrow, no Employees will be displayed.</li> </ul>
6	<b>Employee</b> field	R	If you are unsure of the Employee's EIN, click the drop down arrow at the end of the field. When the list opens, locate the Employee and click on his/her EIN.  If the Employee's EIN is known, and the Process Level field is blank, type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.  If you use the gray drop down arrow, all Employees from the Process Level will display in the list. To select the Employee, click on his/her EIN row. This will return you to the XR32.1 and the Employee's EIN will appear in the Employee field.
7	<b>Pay Period Begin and End Dates</b> Field	R	Type or select from the drop down menu the Pay Period Begin and Pay Period End Dates.		If you click the gray drop down arrow at the end of the Begin field (first box), HRIS will bring up a list of available pay periods. Using the Next button at the bottom of the page to scroll through the list until the desired pay period is located.
8	<b>Add</b> Button	R	Click the 'Add' button to create the	HRIS will advance to the Employee	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			batch and be assigned a batch number.	Daily Time Entry Form (XR32.2). See message "Time Records do not exist click Change to complete auto-fill" in the bottom left corner of the screen.  See screen shot below.	



	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	<b>Change</b> button	R	Click <b>Change</b> to complete the auto-fill process for the Employee.	See message "Records updated; run PR110 to update log" in the lower left corner of the screen.	Determine if Employee has exceptions in Week 1 from what has been stored as the default. <ul style="list-style-type: none"> <li>If Employee does have exceptions, continue with the steps below.</li> <li>If Employee does not have any exceptions, Click on Week 2 and skip to the steps in section Enter Week 2 Exception Time Records (Page 16)</li> </ul>
2	<b>Company</b> field <b>Batch</b> field <b>Process Level</b> field <b>Employee</b> Field <b>Pay Period Begin and End Dates</b> Fields	R	No Action Required, these fields will default to what was entered on the Batch Screen.		
3	<b>FC</b> Field	R	If any changes are required to the default time stored in Row one. Type 'C' or select 'Change' from the FC drop down menu.  If the employee did not have any pay code 100 hours type 'D' or Select 'Delete' and enter hours on lines below	FC will be 'C' = 'Change', 'A' = 'Add' or 'D' = 'Delete'	Examples <ul style="list-style-type: none"> <li>An Employee took vacation for the whole week. In this case, for Row 1 ' FC = 'Delete' and in the Pay Code field, 100 then in row 2 FC = 'Add' and enter the hours for pay code 300.</li> <li>An Employee worked Mon-Fri and overtime on Saturday. On the XR32.2 form, the first row would not change. In Row 2, FC = Add, Pay Code = 100. Type the addition hours in the Sat. field. Then follow instructions in the bottom left corner.</li> <li>An Employee took 4 hours of sick time on Monday. On the first row, FC = 'Change', in the Mon field the default hours would be changed to 4 (if the Employee works 8) for pay code 100. Then</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<p>in the second blank row, FC = 'Add', Pay Code = Sick hours pay code, and in the Mon field, type 4.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>If the Employee will have hours split between different expense codes. Each different expense code must have a separate row of time on this form.</li> <li>Depending on the Employee's timesheet, you may have to add additional rows to account for the pay code hours. If additional rows are needed: <ul style="list-style-type: none"> <li>Locate a blank row</li> <li>Type 'A' or select 'Add' from the FC drop down menu.</li> </ul> </li> </ul>
4	Pay Code Field	R	<p>In Row 1, if the hours have changed, but the Pay Code has not, SKIP this Step.</p> <p>If adding a new row of time, type or select the pay code from the drop down menu.</p>	Pay Code entered should be the appropriate pay code for the time the employee has entered on the time sheet.	
5	Hours Fields Boxes 1 – 7	R	For the dates that have changes, type in the hours to be added/changed.		
6	Job Code Field	N / A	DO NOT enter Job Code.		Information will default
7	SH Field	O	Leave this blank or Type or select the Shift from the drop down menu to match the Employee's time record.		If the Employee did not specify a Shift, and no value is entered, the Shift will default from the Employee's record.
8	PD Field	O	<p>Type or select the pay distribution option from the drop down menu.</p> <p>If no value is input, depending on the Employee's record either 'N' or 'Y' will default.</p>		<p>Defaults to:</p> <ul style="list-style-type: none"> <li>'N' – if the Employee does not have a multiple split on his/her record or a split needs to be overridden. In this case, the expense information on the time</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>record will be used.</p> <ul style="list-style-type: none"> <li>• 'Y' – if the employee has a multiple labor split setup on XR23.3.</li> <li>• This field should only be changed if you will be overriding a multiple distribution with different expense information on the time record. Then change the 'Y' to 'N'.</li> </ul>
9	<b>AC</b> Field	O	Leave field blank unless code (FMLA, Family Sick, etc.) is being used, then type in the value or select from the drop down menu.		<p>The drop down menu displays all the attendance codes to track the hours taken.</p> <p>For all hours charged to family sick, you must select pay code '311'.</p>
1	<b>Change</b> Button	R	Click Change to save the time entry changes.	See "Records Updated; run PR110 to update log"	
<p>Determine if the Expense information needs to be changed for any of the hours entered above. If so, continue with the next steps. Click in the FC column of the row that needs to be changed.</p> <p>If expense information does not need to be changed, then skip to step18 (Page 15)</p>					
3	<b>FC</b> Field	R	If any changes are required to the expense fields for the selected row, type 'C' or select 'Change' from the FC drop down menu.		
10	<b>Process Level</b> Field	R	DO NOT ENTER A PROCESS LEVEL.  The applicable value will default into this field.		Process Level and Department fields are view only. These fields cannot be changed.
11	<b>Department</b> Field	R	DO NOT ENTER A DEPARTMENT.	The applicable value will default into this field.	Process Level and Department fields are view only. These fields cannot be changed.
12	<b>Expense Account – Box 1</b> Field	R	Type or select from the drop down menu the Distribution Company.	If you do not enter this information it will default.	Box 1 - Distribution Company - GL Company. Field is required.
13	<b>Expense Account – Box 2</b> Field	R	Type or select from the drop down menu the Accounting Unit.	If you do not enter this information it will default.	Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
14	<b>Expense Account – Box</b>	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	<b>3 &amp; 4 Fields</b>				
15	<b>Activity – Box 1 Field</b>	R	Type or select from the drop down menu the Activity number.	If you do not enter this information it will default.	Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
16	<b>Activity – Box 2 Field</b>	O	Type or select from the drop down menu the Account Category.	If you do not enter this information it will default.	Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'.   If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". <ul style="list-style-type: none"> <li>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.</li> <li>• If Accounting Unit AFund is blank, then an Activity Code must be provided.</li> </ul>
1	<b>Change Button</b>	R	Click Change to save the time entry changes.	See “Records Updated; run PR110 to update log” in the lower left corner of the screen.	
17	<b>Inquire Button</b>	R	Click Inquire to see what information has been stored by HRIS.	See “Inquiry Complete’ in the lower left corner of the screen.	
<p>The time record row has been entered and/or updated. If additional rows are required for the employee, those additional rows will need to be added. Repeat step 3 (Page 11) through step 17 (Page 14) for those remaining rows.</p> <p>If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> <li>• Click Change – the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row</li> <li>• Repeat step 3 (Page 11) through step 17 (Page 14) for those remaining rows. Ensure the information in the Shift, Pay Dist and Attend Code fields is applicable to the new entry. REMEMBER: You may have to change the information that appears in these reused fields, depending on the information that was previously stored. Always remember to verify that the information that appears on the new row is only the information that you want to process with that row.</li> </ul> <p>Be advised, typing over existing data does not delete the information, the prior information will be retained in the new row if it is not changed. This information was saved when you clicked Change.</p>					

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
18	<b>Week 2 Tab</b>	R	Click to Week 2 tab to enter week 2 time.	See "Records Updated; run PR110 to update log" in the lower left corner of the screen.	



	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Batch field Process Level field Employee Field Pay Period Begin and End Dates Fields	R	No Action Required, these fields will default to what was entered on the Batch Screen.		
2	FC Field	R	<p>If any changes are required to the default time stored in Row one. Type 'C' or select 'Change' from the FC drop down menu.</p> <p>If the employee did not have any pay code 100 hours type 'D' or Select 'Delete' and enter hours on lines below</p>		<p>Examples</p> <ul style="list-style-type: none"> <li>An Employee took vacation for the whole week. In this case, for Row 1 ' FC = 'Delete' and in the Pay Code field, 100 then in row 2 FC = 'Add' and enter the hours for pay code 300.</li> <li>An Employee worked Mon-Fri and overtime on Saturday. On the XR32.2 form, the first row would not change. In Row 2, FC = Add, Pay Code = 100. Type the addition hours in the Sat. field. Then follow instructions in the bottom left corner.</li> <li>An Employee took 4 hours of sick time on Monday. On the first row, FC = Change, in the Mon field the default hours would be changed to 4 (if the Employee works 8). Then in the second blank row, FC = A, Pay Code = Sick hours pay code, and in the Mon field, type 4.</li> </ul> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>If the Employee will have hours split between different expense codes. Each different expense code must have a separate row of time on this form.</li> <li>Depending on the Employee's timesheet, you may have to add</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					additional rows to account for the pay code hours. If additional rows are needed: Locate a blank row Type 'A' or select 'Add' from the FC drop down menu.
3	Pay Code Field	R	In Row 1, if the hours have changed, but the Pay Code has not, SKIP this Step.  If adding a new row of time, type or select the pay code from the drop down menu.	Pay Code entered should be the appropriate pay code for the time the employee has entered on the time sheet.	
4	Hours Fields Boxes 1 – 7	R	For the dates that have changes, type in the hours to be added/changed.		
5	Job Code Field	N / A	DO NOT enter Job Code. Information will default.		Information will default
6	SH Field	O	Leave this blank or type or select the Shift from the drop down menu to match the Employee's time record.  If the Employee did not specify a Shift, and no value is entered, the Shift will default from the Employee's record.		If the Employee did not specify a Shift, and no value is entered, the Shift will default from the Employee's record.
7	PD Field	O	Type or select the pay distribution option from the drop down menu.  If no value is input, depending on the Employee's record either 'N' or 'Y' will default.		Defaults to: <ul style="list-style-type: none"> <li>• 'N' – if the Employee does not have a multiple split on his/her record or a split needs to be overridden. In this case, the expense information on the time record will be used.</li> <li>• 'Y' – if the employee has a multiple labor split setup on XR23.3.</li> <li>• This field should only be changed if you will be overriding a multiple distribution with different expense information on the time record.</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					Then change the 'Y' to 'N'.
8	<b>AC</b> Field	O	Leave field blank unless code (FMLA, Family Sick, etc.) is being used, then type in the value or select from the drop down menu.		Use the drop down menu the attendance code to track the hours taken.  For all hours charged to family sick, you must select pay code '311'.
9	<b>Change</b> Button	R	Click Change to save the time entry changes.	See "Records Updated; run PR110 to update log"	
Determine if the Expense information needs to be changed for any of the hours entered above. If so, continue with the next steps. Click in the FC column of the row that needs to be changed.					
If expense information does not need to be changed, then skip to step 18 (Page 20)					
2	<b>FC</b> Field	R	If any changes are required to the expense fields for the selected row, type 'C' or select 'Change' from the FC drop down menu.		
10	<b>Process Level</b> Field	R	DO NOT ENTER A PROCESS LEVEL.	The applicable value will default into this field.	Process Level and Department fields are view only. These fields cannot be changed.
11	<b>Department</b> Field	R	DO NOT ENTER A DEPARTMENT.	The applicable value will default into this field.	Process Level and Department fields are view only. These fields cannot be changed.
12	<b>Expense Account – Box 1</b> Field	R	Type or select from the drop down menu the Distribution Company.	If you do not enter this information it will default.	Box 1 - Distribution Company - GL Company. Field is required.
13	<b>Expense Account – Box 2</b> Field	R	Type or select from the drop down menu the Accounting Unit.	If you do not enter this information it will default.	Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
14	<b>Expense Account – Box 3 &amp; 4</b> Fields	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.
15	<b>Activity – Box 1</b> Field	R	Type or select from the drop down menu the Activity number.	If you do not enter this information it will default.	Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
16	<b>Activity – Box 2</b> Field	O	Type or select from the drop down menu the Account Category.	If you do not enter this information it will default.	Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'.   If Acct Unit AFund Attribute is filled in,

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company".</p> <ul style="list-style-type: none"> <li>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.</li> <li>• If Accounting Unit AFund is blank, then an Activity Code must be provided.</li> </ul>
9	<b>Change</b> Button	R	Click Change to save the time entry changes.	See "Records Updated; run PR110 to update log" in the lower left corner of the screen.	
17	<b>Inquire</b> Button	R	Click Inquire to see what information has been stored by HRIS.	See "Inquiry Complete" in the lower left corner of the screen.	
<p>The time record row has been entered and/or updated. If additional rows are required for the employee, those additional rows will need to be added. Repeat step 2 (Page 17) through step 17 (Page 20) for those remaining rows.</p> <p>If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> <li>• Click Change – the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row</li> <li>• Repeat step 2 (Page 17) through step 17 (Page 20) for those remaining rows. Ensure the information in the Shift, Pay Dist and Attend Code fields is applicable to the new entry. REMEMBER: You may have to change the information that appears in these reused fields, depending on the information that was previously stored. Always remember to verify that the information that appears on the new row is only the information that you want to process with that row.</li> </ul> <p>Be advised, typing over existing data does not delete the information, the prior information will be retained in the new row if it is not changed. This information was saved when you clicked Change.</p>					
18	<b>Emp Totals</b> Link	R	<p>Click on the Emp Totals link to see the grand total of the hours entered for that Employee.</p> <p>Click close when you are done with the Employee Totals.</p>	If totals do not match what is expected for employee. Verify time again time sheet, and make changes as applicable.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
19	Batch Totals Link	O	At any time you can click on the Batch Totals link to verify the batch totals through the last entered Employee.  Click close when you are done with the Batch Totals.		
20	Week 1 Tab	R	Click to Week 1 tab to go to the next Employee's record.	See "Records Updated; run PR110 to update log" in the lower left corner of the screen.	

**If additional Employees need to be added to the Batch, continue with section Enter Additional Employees into the Batch (Page 22). If no additional Employees exist, then the process is complete.**

# Enter Additional Employees into the Batch

HRIS State of Arizona

Welcome Stefanie [logout]

Employee Daily Time Entry (XR32.2)

xr32.1

Home | Change | Previous | Inquire | Next | Inquire

3 Inbasket  
User Level Work  
Stefanie Munsey  
Manager Self-Service  
Your Employee Services

1 Company 1 STATE OF ARIZONA  
2 Batch 631962  
PL ADHRD Employee 107085 MUNSEY, STEFANIE L.  
5 Pay Period Begin and End Dates 03/06/2010 - 03/19/2010 8 HR M-FR

Emp Totals Batch Totals

Week 1	Week 2	Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri	S	A	P
FC	Code	03/06	03/07	03/08	03/09	03/10	03/11	03/12	Job Code	H	C	D
100				8.00	8.00	8.00	8.00	8.00	AUN01064	1		Y

Expense

Proc Level ADHRD Dept HR710 Expense Account 1107 AD18900 6011 2010 Activity AD18900 ZZZZZ

Records updated; run PR110 to update log

Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field Batch field	R	No Action Required, these fields will default to what was entered on the Batch Screen.		<b>User should be on the Week 1 tab of the Employee Daily Time Entry Form (XR32.2)</b>
2	Employee field	R	If you are unsure of the Employee's EIN, click the drop down arrow at the end of the field. When the list opens, locate the Employee and click on his/her EIN.  If the Employee's EIN is known, and the Process Level field is blank, type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.  If you use the gray drop down arrow, all Employees from the Process Level will display in the list. To select the Employee, click on his/her EIN row. This will return you to the XR32.1 and the Employee's EIN will appear in the Employee field.
3	Process Level Field	O	If you are unsure of the Employee's EIN, type in the Process Level.  If the EIN number of the Employee is known, skip this step.		The Process Level field has been added to reduce the number of Employees that will be displayed in the Employee drop down listing. When the process level is entered, you will see the Employee's within that Process Level.  <b>Notes</b> <ul style="list-style-type: none"> <li>If the Process Level field is left blank and you click the Employee drop down arrow, no Employees will be displayed.</li> </ul>
4	Inquire Button	R	Click Inquire to see what information has been stored by HRIS.	See "Inquiry Complete" in the lower left corner of the screen.	
<p>Complete steps listed in the sections below of this training manual for the adding NEW Employees to the batch:</p> <ul style="list-style-type: none"> <li>Enter Week 1 Exception Time Records (Page 10)</li> <li>Enter Week 2 Exception Time Records (Page 16)</li> </ul> <p>Continue this process until all Employees have been added to the batch.</p>					
5	Batch Totals Link	R	After all employees have been input, Click on the Batch Totals link to verify the totals for the batch.		Click Close to close Batch Totals.  If batch totals do not match. Use the Next and Previous buttons on the XR32.2 to review all time records for all Employees.

**After all Employees have been input into the batch, the process is complete. If Batch Totals do not match, and it is a result of incorrect totaling of the batch in the beginning, see the steps in section Change Batch Totals (Page 24) to update batch totals.**

# Employee Daily Time Entry Form (XR32.1)

## Change Batch Totals

The screenshot displays the HRIS State of Arizona interface for the 'Employee Daily Time Entry (XR32.1)' form. The user is logged in as Stefanie Munsey. The current view is 'ChangeBatchTot'. The form contains the following fields and callouts:

- 1**: Points to the browser address bar containing 'xr32.1'.
- 2**: Points to the 'Company' dropdown menu.
- 3**: Points to the 'Batch' dropdown menu.
- 4**: Points to the 'Batch Control Total Hours' input field.
- 5**: Points to the 'ChangeBatchTot' dropdown menu in the top navigation bar.
- 6**: Points to the 'Batch Totals' button.

Other visible fields include 'Process Level', 'Employee', and 'Pay Period Begin and End Dates'. The 'Emp Totals' and 'Batch Totals' buttons are located at the bottom of the form area.

**Batch Totals should only be changed after all Employee records have been verified, and the agency timekeeper is positive that the problem was with the manual totaling of the batch.**

	<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 XR32.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Daily Time Entry Form (XR32.1) will open.	
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>Batch</b> Field	R	Type in the Batch number of the batch where totals need to be changed.		
4	<b>Batch Control Total Hours</b> Field	R	Type in the NEW grand total hours for all pay codes and Employees within the batch.		
5	<b>ChangeBatch Tot</b> Button	R	Click the ChangeBatchTot button to update batch totals.	See 'Change Complete – Continue' in lower left corner of the screen.	
6	<b>Batch Totals</b> Link	R	Click on the Batch Totals link to verify the totals for the batch.		Click Close to close Batch Totals

## Employee Daily Time Entry Form (XR32.1)

### *Change Employee Time Record*

**The steps in the next three sections cover how to change existing employee time records. These steps will only have to be done, if an error is found or a pay change is completed on the HR side in time entry BEFORE the system time entry person (Agency Timekeeper or Agency Payroll Initiator) is restricted from entering time on the current Payroll Week. These steps do not have to be completed as part of normal daily time entry.**

#### Notes

- Agency Timekeepers should always re-total their batch BEFORE making changes to existing employee time records. If the batch totals change, then see the steps in section Change Batch Totals (Page 24) to update the batch totals BEFORE entering the change to the Employee's time record.

- Home
- Inbasket
- Manager Self-Service
- Your Employee Services

>> + Add Change < Previous ? Inquire > Next | ChangeBatchTot

3

2

Company 1  
Batch 631962  
Process Level

STATE OF ARIZONA  
Batch Control Total Hours

4

Employee 107085 MUNSEY, STEFANIE L.  
Pay Period Begin and End Dates

5

6

Emp Totals Batch Totals

7

7

1

	<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 XR32.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Daily Time Entry Form (XR32.1) will open.	
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>Batch</b> Field	R	Type in the Batch number of the batch where totals need to be changed.		
4	<b>Process Level</b> Field	O	If you are unsure of the Employee's EIN, type in the Process Level for the Employee being changed.  If the EIN number of the Employee is known, skip this step.		The Process Level field has been added to reduce the number of Employees that will be displayed in the Employee drop down listing. When the process level is entered, you will see the Employee's within that Process Level.   <b>Notes</b> <ul style="list-style-type: none"> <li>If the Process Level field is left blank and you click the Employee drop down arrow, no Employees will be displayed.</li> </ul>
5	<b>Employee</b> field	R	If you are unsure of the Employee's EIN, click the drop down arrow at the end of the field. When the list opens, locate the Employee and click on his/her EIN.  If the Employee's EIN is known, and the Process Level field is blank, type the Employee's EIN for the Employee begin changed.	System will bring up needed information.	You must enter the correct EIN.  If you use the gray drop down arrow, all Employees from the Process Level will display in the list. To select the Employee, click on his/her EIN row. This will return you to the XR32.1 and the Employee's EIN will appear in the Employee field.
6	<b>Pay Period Begin and End Dates</b> Field	R	LEAVE THIS FIELD BLANK.  HRIS will autofill the appropriate dates based on the Batch and Employee number.		If you input the pay period begin and end dates, and try to click Change or Inquire you will receive the following error message, "Field should be empty for this action" in the lower left corner.
7	<b>Change or Inquire</b> Button	R	Click Change or Inquire to access the information within the Batch.	XR32.2 will appear with employee's time	

# Employee Daily Time Entry Form (XR32.2)

## Change Week 1 Exception Time Records

**HRIS State of Arizona** | Employee Daily Time Entry (XR32.2) | Welcome Stefanie [logout] | xr32.1

Navigation: Home, Change, Previous, Inquire, Next, Inquire

Company: STATE OF ARIZONA  
 Batch: 631962  
 Employee: 107085 | MUNSEY, STEFANIE L.  
 Pay Period Begin and End Dates: 03/06/2010 - 03/19/2010

Buttons: Emp Totals, Batch Totals

Week 1	Week 2	Mon	Tue	Wed	Thu	Fri	S	A	P		
Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri	S	A	P	
FC Code	03/06	03/07	03/08	03/09	03/10	03/11	03/12	Job Code	M	C	D
100			8.00	8.00	8.00	8.00	8.00	AUN01064	1		Y

Expense Section:

Proc Level: ADHRD | Dept: HR710 | Expense Account: 1107 AD 18900 | Activity: 6011 2010 AD 18900 ZZZZZZ

Callouts: 1-18

	<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 <b>Batch</b> field <b>Process Level</b> field <b>Employee</b> Field <b>Pay Period</b> <b>Begin and End</b> <b>Dates</b> Fields	R	No Action Required		These fields will default to what was entered on the Batch Screen.
2	<b>FC</b> Field	R	Locate the row of time that needs to be changed. Type 'C', 'A' or 'D'		FC Codes available: 'C' = Change 'A' = Add 'D' = Delete – If you use this code skip down to step 16
3	<b>Pay Code</b> Field	R	If Pay Code information for the row needs to be changed, type or select from the drop down menu the NEW pay code for those hours. To access the drop down menu, click the gray arrow at the end of the field.  If no change to Pay Code, skip this step.		
4	<b>Hours</b> Fields Boxes 1 – 7	R	For the dates that have changes, type in the NEW hours to be added/changed.  If no change to Hours, skip this step.		
5	<b>Job Code</b> Field	N / A	DO NOT change the Job Code that has defaulted from the Employee's record.		
6	<b>SH</b> Field	O	If Shift information for the row needs to be changed, type or select the NEW Shift from the drop down menu to match the Employee's time record.  If no change to Shift, skip this step.		
7	<b>PD</b> Field	O	If PD is changing for the row, type or select the NEW pay distribution option from the drop down menu.  If no change to PD, skip this step.		Defaults to: <ul style="list-style-type: none"> <li>'N' – if the Employee does not have a multiple split on his/her record. In this case, the expense information on the time record</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>will be used.</p> <ul style="list-style-type: none"> <li>• 'Y' – if the employee has a multiple labor split setup on XR23.3.</li> <li>• This field should only be changed if you will be overriding a multiple distribution with different expense information on the time record. Then change the 'Y' to 'N'.</li> </ul>
8	<b>AC</b> Field	O	<p>Leave field blank unless code (FMLA, Family Sick, etc.) is being used, then type in the value or select from the drop down menu.</p> <p>If no change to AC, skip this step.</p>		For all hours charged to family sick, you must select pay code '311'.
<p>Determine if the Expense information needs to be changed for any of the hours entered above. If so, continue with the next steps. Click in the FC column of the row that needs to be changed.</p> <p>If expense information does not need to be changed, then skip to step16 (Page 32)</p>					
9	<b>Process Level</b> Field	R	<p>DO NOT ENTER A PROCESS LEVEL.</p> <p>The applicable value will default into this field.</p>		Process Level and Department fields are view only. These fields cannot be changed.
10	<b>Department</b> Field	R	<p>DO NOT ENTER A DEPARTMENT.</p> <p>The applicable value will default into this field.</p>		Process Level and Department fields are view only. These fields cannot be changed.
11	<b>Expense Account – Box 1</b> Field	R	<p>If this value is changing, type or select from the drop down menu the NEW Distribution Company.</p> <p>If no change to Distribution Company, skip this step.</p>		Box 1 - Distribution Company - GL Company. Field is required.
12	<b>Expense Account – Box 2</b> Field	R	<p>If this value is changing, type or select from the drop down menu the NEW Accounting Unit.</p> <p>If no change to Accounting Unit, skip this step.</p>		Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
13	<b>Expense Account – Box</b>	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	3 & 4 Fields				
14	Activity – Box 1 Field	R	If this value is changing, type or select from the drop down menu the NEW Activity number.  If no change to activity, skip this step.		Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
15	Activity – Box 2 Field	O	If this value is changing, type or select from the drop down menu the NEW Account Category.  If no change to account category, skip this step.		Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'.   If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". <ul style="list-style-type: none"> <li>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.</li> <li>• If Accounting Unit AFund is blank, then an Activity Code must be provided.</li> </ul>
16	Change Button	R	Click Change to save the time entry changes.	See “Records Updated; run PR110 to update log” in the lower left corner of the screen.	
17	Inquire Button	R	Click Inquire to see what information has been stored by HRIS.	See “Inquiry Complete’ in the lower left corner of the screen.	
<p>The time record row has been changed and/or updated.</p> <p>For help with adding new time record rows, see section Enter Week 1 Exception Time Records (Page 10).</p>					
18	Week 2 Tab	R	Click to Week 2 tab to enter week 2 time.	See “Records Updated; run PR110 to update log” in the lower left corner of the screen.	

# Change Week 1 Exception Time Records – After Change Example Screenshot

## Employee Daily Time Entry (XR32.2)

Welcome Stefanie [logout]

- Home
- Inbasket
- Manager Self-Service
- Your Employee Services

Change Previous Inquire Next Inquire

xr32.1

Company  Batch  Employee  **MUNSEY, STEFANIE L.**

Pay Period Begin and End Dates  -  8 HR M-FR

**Week 1** Week 2

Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri	S	A	P	
FC Code	03/06	03/07	03/08	03/09	03/10	03/11	03/12	Job Code	H	C	D
<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	AUN01064	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="Y"/>
<input type="text" value="300"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AUN01064	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="Y"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Expense**

Proc Level  Dept  Expense Account  Activity

Records updated; run PR110 to update log

Internet 100%

# Change Week 2 Exception Time Records

HRIS State of Arizona

Welcome Stefanie [logout]

Employee Daily Time Entry (XR32.2)

xr32.1

Home Inbasket Manager Self-Service Your Employee Services

Change Previous Inquire Next Inquire

1 Company 1 STATE OF ARIZONA

2 Batch 631962

3 PL

4 Employee 107085 MUNSEY, STEFANIE L.

5 Pay Period Begin and End Dates 03/06/2010 - 03/19/2010 8 HR M-FR

6 Emp Totals

7 Batch Totals

8

9

10

11

12

13

14

15

16

17

18

19

20

Week 1	Week 2	Pay	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Job Code
		03/13	03/14		03/15	03/16	03/17	03/18	03/19	AUN01064
					8.00	8.00	8.00	8.00	8.00	

Expense Proc Level Dept Expense Account Activity

ADHRD HR710 1107 AD18900 6011 2010 AD18900 ZZZZZ

Records updated; run PR110 to update log

Internet 100%

	<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 <b>Batch</b> field <b>Process Level</b> field <b>Employee</b> Field <b>Pay Period</b> <b>Begin and End</b> <b>Dates</b> Fields	R	No Action Required, these fields will default to what was entered on the Batch Screen.		
2	<b>FC</b> Field	R	Locate the row of time that needs to be changed. Type 'C' or select 'Change' from the FC drop down menu.		
3	<b>Pay Code</b> Field	R	If Pay Code information for the row needs to be changed, type or select from the drop down menu the NEW pay code for those hours. To access the drop down menu, click the gray arrow at the end of the field.  If no change to Pay Code, skip this step.		
4	<b>Hours</b> Fields Boxes 1 – 7	R	For the dates that have changes, type in the NEW hours to be added/changed.  If no change to Hours, skip this step.		
5	<b>Job Code</b> Field	N / A	DO NOT change the Job Code that has defaulted from the Employee's record.		
6	<b>SH</b> Field	O	If Shift information for the row needs to be changed, type or select the NEW Shift from the drop down menu to match the Employee's time record.  If no change to Shift, skip this step.		
7	<b>PD</b> Field	O	If PD is changing for the row, type or select the NEW pay distribution option from the drop down menu.  If no change to PD, skip this step.		Defaults to: <ul style="list-style-type: none"> <li>'N' – if the Employee does not have a multiple split on his/her record. In this case, the expense information on the time record</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>will be used.</p> <ul style="list-style-type: none"> <li>• 'Y' – if the employee has a multiple labor split setup on XR23.3.</li> <li>• This field should only be changed if you will be overriding a multiple distribution with different expense information on the time record. Then change the 'Y' to 'N'.</li> </ul>
8	<b>AC</b> Field	O	<p>If AC is changing, type or select from the drop down menu the NEW attendance code to track the hours (FMLA, Family sick, etc.) taken.</p> <p>If no change to AC, skip this step.</p>		For all hours charged to family sick, you must select pay code '311'.
<p>Determine if the Expense information needs to be changed for any of the hours entered above. If so, continue with the next steps. Click in the FC column of the row that needs to be changed.</p> <p>If expense information does not need to be changed, then skip to step 16 (Page 37)</p>					
9	<b>Process Level</b> Field	R	<p>DO NOT ENTER A PROCESS LEVEL.</p> <p>The applicable value will default into this field.</p>		Process Level and Department fields are view only. These fields cannot be changed.
10	<b>Department</b> Field	R	<p>DO NOT ENTER A DEPARTMENT.</p> <p>The applicable value will default into this field.</p>		Process Level and Department fields are view only. These fields cannot be changed.
11	<b>Expense Account – Box 1</b> Field	R	<p>If this value is changing, type or select from the drop down menu the NEW Distribution Company.</p> <p>If no change to Distribution Company, skip this step.</p>		Box 1 - Distribution Company - GL Company. Field is required.
12	<b>Expense Account – Box 2</b> Field	R	<p>If this value is changing, type or select from the drop down menu the NEW Accounting Unit.</p> <p>If no change to Accounting Unit, skip this step.</p>		Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
13	<b>Expense</b>	R	DO NOT ENTER AN ACCOUNT or		Box 3 & 4 – Account and SubAccount –

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	<b>Account – Box 3 &amp; 4 Fields</b>		SUB ACCOUNT NUMBER.		fields are not being used.
14	<b>Activity – Box 1 Field</b>	R	If this value is changing, type or select from the drop down menu the NEW Activity number.  If no change to activity, skip this step.		Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
15	<b>Activity – Box 2 Field</b>	O	If this value is changing, type or select from the drop down menu the NEW Account Category.  If no change to account category, skip this step.		Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'.   If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". <ul style="list-style-type: none"> <li>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.</li> <li>• If Accounting Unit AFund is blank, then an Activity Code must be provided.</li> </ul>
16	<b>Change Button</b>	R	Click Change to save the time entry changes.	See "Records Updated; run PR110 to update log" in the lower left corner of the screen.	
17	<b>Inquire Button</b>	R	Click Inquire to see what information has been stored by HRIS.	See "Inquiry Complete" in the lower left corner of the screen.	
The time record row has been changed and/or updated.					
For help with adding new time record rows, see section Enter Week 2 Exception Time Records (Page 22).					
18	<b>Emp Totals Link</b>	R	Click on the Emp Totals link to see the grand total of the hours entered for that Employee.  Click close when you are done with the Employee Totals.	If totals do not match what is expected for employee. Verify time again time sheet, and make changes as applicable.	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
19	<b>Batch Totals</b> Link	O	At any time you can click on the Batch Totals link to verify the batch totals through the last entered Employee.  Click close when you are done with the Batch Totals.		
20	<b>Week 1</b> Tab	R	Click to Week 1 tab to go to the next Employee's record.	See "Records Updated; run PR110 to update log" in the lower left corner of the screen.	

**If additional Employees need to be changed in the Batch, complete the steps in the section titled Change Additional Employees Within The Batch (Page 22). If no additional Employees exist, then the process is complete.**

Change Week 2 Exception Time Records – After Change Example Screenshot



Employee Daily Time Entry (XR32.2)

Welcome Stefanie [logout]

xr32.1

- Home
- Inbasket
- Manager Self-Service
- Your Employee Services

Change Previous Inquire Next Inquire

Company STATE OF ARIZONA

Batch 631962

PL Employee 107085 MUNSEY, STEFANIE L.

Pay Period Begin and End Dates 03/06/2010 - 03/19/2010 8 HR M-FR

Emp Totals Batch Totals

		Week 1		Week 2								
Pay		Sat	Sun	Mon	Tue	Wed	Thu	Fri	S	A	P	
FC	Code	03/13	03/14	03/15	03/16	03/17	03/18	03/19	Job Code	H	C	D
<input type="checkbox"/>	100			8.00		8.00	8.00	8.00	AUN01064	1		Y
<input type="checkbox"/>	300				8.00				AUN01064	1		Y
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

Expense

Proc Level ADHRD Dept HR710 Expense Account 1107 AD18900 6011 2010 Activity AD18900 ZZZZZZ

Records updated; run PR110 to update log

# Change Additional Employees Within The Batch


Welcome Stefanie [logout]

## Employee Daily Time Entry (XR32.2)

xr32.1

Home | 
 Change | 
 Previous | 
 Inquire | 
 Next | 
 Inquire

3 1 2 4 5

Company: 1 STATE OF ARIZONA  
 Batch: 631962  
 Employee: 50625 BIAVA, LESLIE A.  
 Pay Period Begin and End Dates: 03/06/2010 - 03/19/2010 8 HR M-FR

		Week 1		Week 2								
Pay		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Job Code	S	A	P
FC	Code	03/06	03/07	03/08	03/09	03/10	03/11	03/12		H	C	D
100				8.00	8.00	8.00	8.00	8.00	AUN01064	1		Y

**Expense**  
 Proc Level: ADHRD    Dept: HR710    Expense Account: 1107 AD18900    Activity: 6011 2010 AD18900 ZZZZZZ

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field Batch field	R	No Action Required, these fields will default to what was entered on the Batch Screen.		<b>User should be on the Week 1 tab of the Employee Daily Time Entry Form (XR32.2)</b>
2	Employee field	R	If you are unsure of the Employee's EIN to be changed, click the drop down arrow at the end of the field. When the list opens, locate the Employee and click on his/her EIN.  If the Employee's EIN is known, and the Process Level field is blank, type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.  If you use the gray drop down arrow, all Employees from the Process Level will display in the list. To select the Employee, click on his/her EIN row. This will return you to the XR32.1 and the Employee's EIN will appear in the Employee field.
3	Process Level Field	O	If you are unsure of the Employee's EIN, type in the Process Level for the Employee being changed.  If the EIN number of the Employee is known, skip this step.		The Process Level field has been added to reduce the number of Employees that will be displayed in the Employee drop down listing. When the process level is entered, you will see the Employee's within that Process Level.  <b>Notes</b> <ul style="list-style-type: none"> <li>If the Process Level field is left blank and you click the Employee drop down arrow, no Employees will be displayed.</li> </ul>
4	Inquire Button	R	Click Inquire to see what information has been stored by HRIS.	See "Inquiry Complete' in the lower left corner of the screen.	
<p>Complete steps listed in the sections below of this training manual if changing existing time records for Employees within the batch:</p> <ul style="list-style-type: none"> <li>Change Week 1 Exception Time Records (Page 29)</li> <li>Change Week 2 Exception Time Records (Page 34)</li> </ul> <p>Continue this process until all time records that need to be changed have been completed. This can be done for multiple employees if necessary.</p>					
5	Batch Totals Link	R	After all necessary employees have been changed; Click the Batch Totals link to verify the totals for the batch.		Click Close to close Batch Totals.  If batch totals do not match. Use the Next and Previous buttons on the XR32.2 to review all time records for all Employees.

**After all changes have been made to the process is complete. If Batch Totals do not match, and it is a result of incorrect totaling of the batch in the beginning, see the steps in section Change Batch Totals (Page 24) to update batch totals.**