HRIS

HUMAN RESOURCES INFORMATION SOLUTION

HRIS Job Role Training

Employee Transaction Inquiry

Forms: TA65.3

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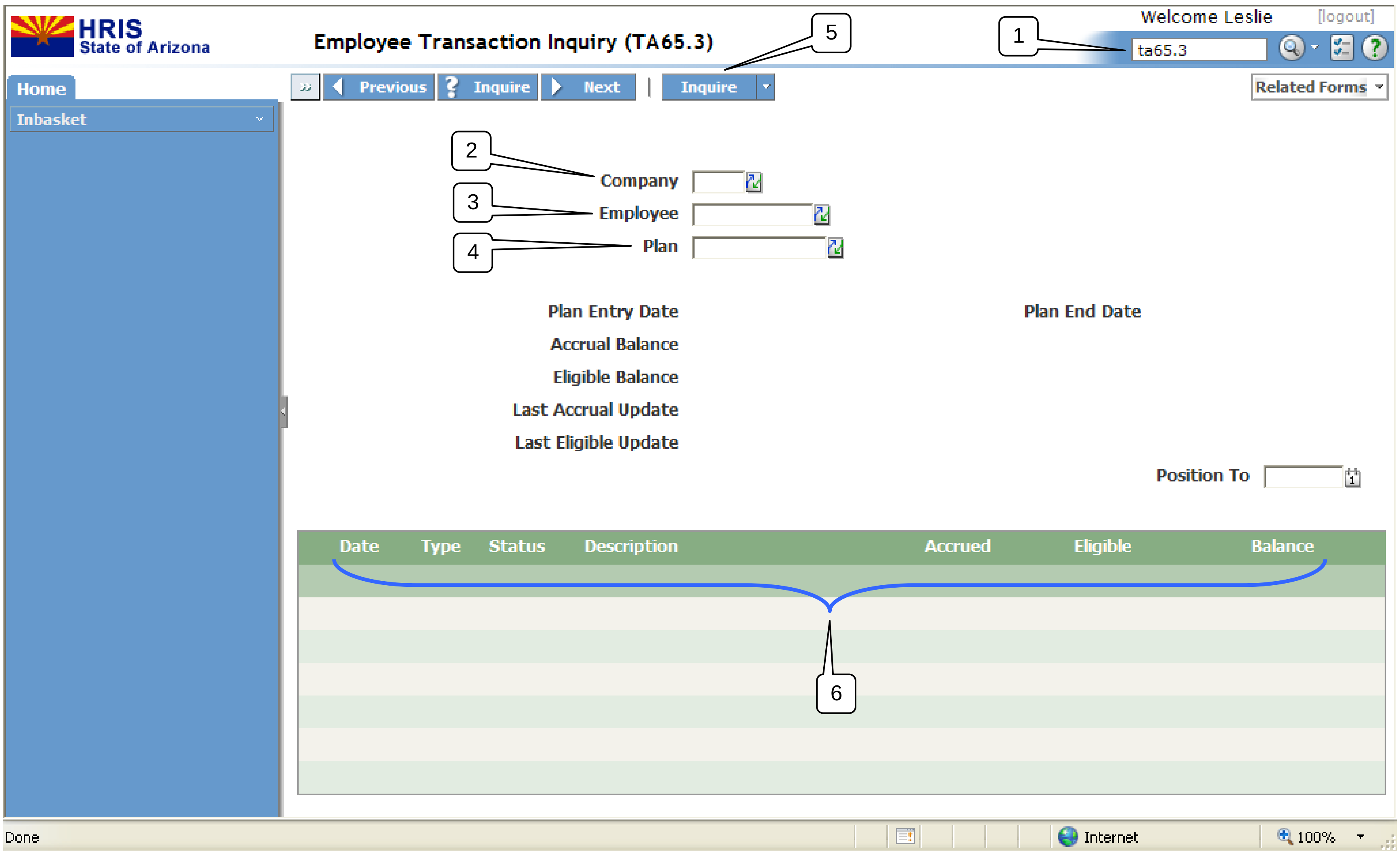
Introduction

The Employee Transaction Inquiry form (TA65.3) allows timekeepers to inquire on employees’ time accrual balances. The form will allow the timekeepers to view the balances and transactions (including adjustments) of an employee’s time accrual plans (e.g., annual leave, sick leave).

Lookup Employee Leave Balance

Employee Transaction Inquiry Form (TA65.3)



	HRIS Field	R/O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TA65.3 in the white search box and press Enter on the keyboard	The Employee Transaction Inquiry form (TA65.3) opens.	
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	**Employee** field	R	Type the employee's EIN		
4	**Plan f**ield	R	Type or select from the drop down menu the leave plan to view.		
5	**Inquire** button	R	Click Inquire	You should get message "Inquiry Complete" or "More Records Exist – Use Page Down" in the lower left corner.	Press the Page Down button on the keyboard to view more records. Page Down to the bottom where you will receive "Inquiry Complete" message. Be certain to look and make sure the transaction has not already been processed.

6	**Plan Entry Date** field
	Accrual Balance field
	Eligible Balance field
	Last Accrual Update field
	Last Eligible Update field
	Plan End Date field
	Date field
	Type field
	Status field
	Description field
	Accrued field
	Eligible field
	Balance field
		N/A	The results of the inquiry will be displayed.
			
			Critical fields to view are:
			• **Plan End Date** – if a date is showing, then the plan is ended and you will need to contact the HRIS Help Desk - Payroll in order to complete your transaction.
			• **Date, Balance** – locate the date when the adjustment occurred and verify the balance (if the employee is requesting leave). Balance shows the balance at that date.
			• **Type** – represents the type of transaction. See Notes for more detail.
				If necessary, repeat these steps to lookup the balances of the additional plans being impacted by this adjustment.	• **Date, Type, Status, Description, Eligible, and Balance -** displays all transactions (including adjustments) that have been processed for the specified time accrual plan.
					• **Type** - displays the type of transaction that was processed:
					  ◦ LE – Lost Eligible. Hours lost because max hours reached.
					  ◦ ME – Manual Eligible. Balance was adjusted.
					  ◦ TE – Transfer Eligible
					  ◦ U – Used
					  ◦ X – Accrued and eligible hours.
					• **Status** - displays the status of the transaction that was processed. P = processed, C = closed.
					• **Description** - displays the transaction type description.
					• **Eligible** - displays the hours associated with the transaction.
					• **Balance** - displays the balance for the transaction.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					Notes Once entered, the adjustments will appear on this form for the specified date in status ‘O’. As long as an adjustment is in status ‘O’ it can be deleted.