



HRIS Job Role Training

HRIS Drill Around Features

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Introduction

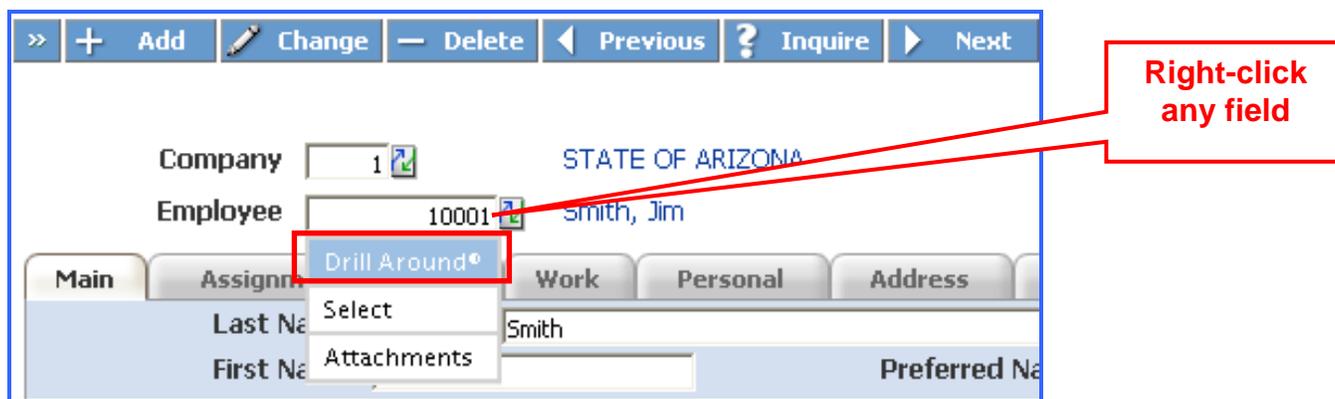
Drill Around is a powerful and multi-dimensional tool used:

- To access information in the HRIS System.
- To view data rather than using Application Forms and printing reports.
- To explore the different levels of detail associated with fields on Application Forms and reports.
- To provide "data about data" and is useful if you want to understand relationships between data that are common to two different HRIS applications such as Human Resources and Payroll.
- To provide quick access to data when you need it.

Note that some job roles may not have access to Drill Around.

Drill Around from Application Forms

The Drill Around feature lets you explore the different levels of detail associated with a field of data on an Application Form. There may be several layers of data depending on the relationships that have been defined for that piece of data. To access Drill Around, right click in any field to display the Drill Around drop down option menu.



 Note: After Drill is selected, Drill Explorer displays. Click NEXT to display the Drill Explorer.

Drill Around Explorer

The Drill Around Explorer displays two panes:

- A left pane with expandable folders or links to data
- A right pane with the details of the expandable folders

Details appear in the right pane.

Expandable folders

+ indicates more levels or layers

DRILL EXPLORER

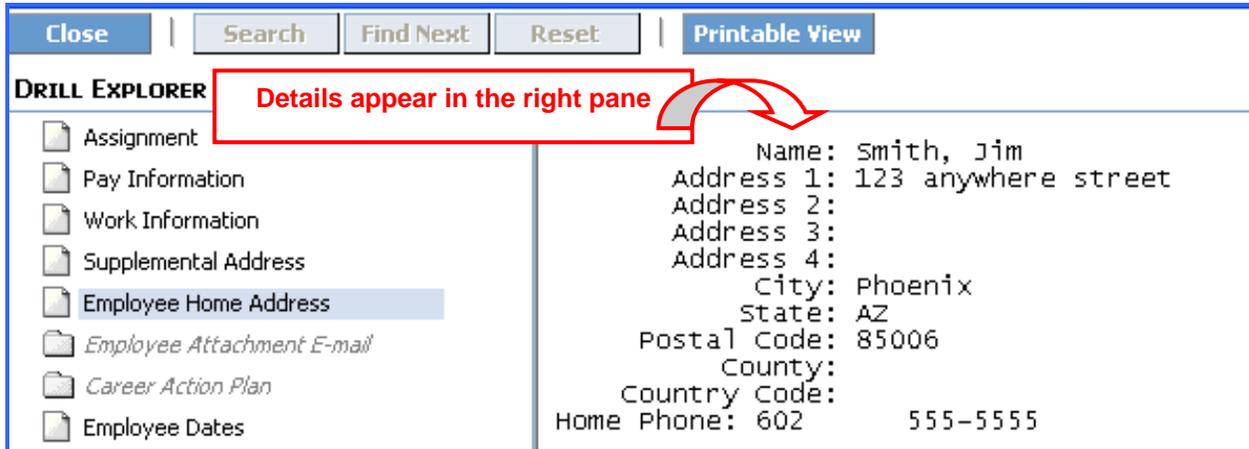
Close | Search | Find Next | Reset | Printable

Assignment	Name: Smith, Jim
Pay Information	Preferred Name: Jim
Work Information	Status: A7
Supplemental Address	Process Level: DC24D
Employee Home Address	Department: 24D10
Employee Attachment E-mail	work Country: US
Career Action Plan	User Level:
Employee Dates	Position: ADC003779AAN
Wage Analysis	Job Code: ACV39003
Tax Information	Supervisor: DC24D80211
Pay Edits	Indirect Supv:
Benefit Criteria	Location: ADOA
Positions, Jobs	Union:
Personal Action History	Bargaining Unit:
Salary History	work schedule:
Position, Job History	
Deductions	

Drill Around Explorer

Double click the expandable folders to display detailed information in the right pane.

This example shows what details are displayed when the EMPLOYEE HOME ADDRESS folder (in the left pane) is clicked.

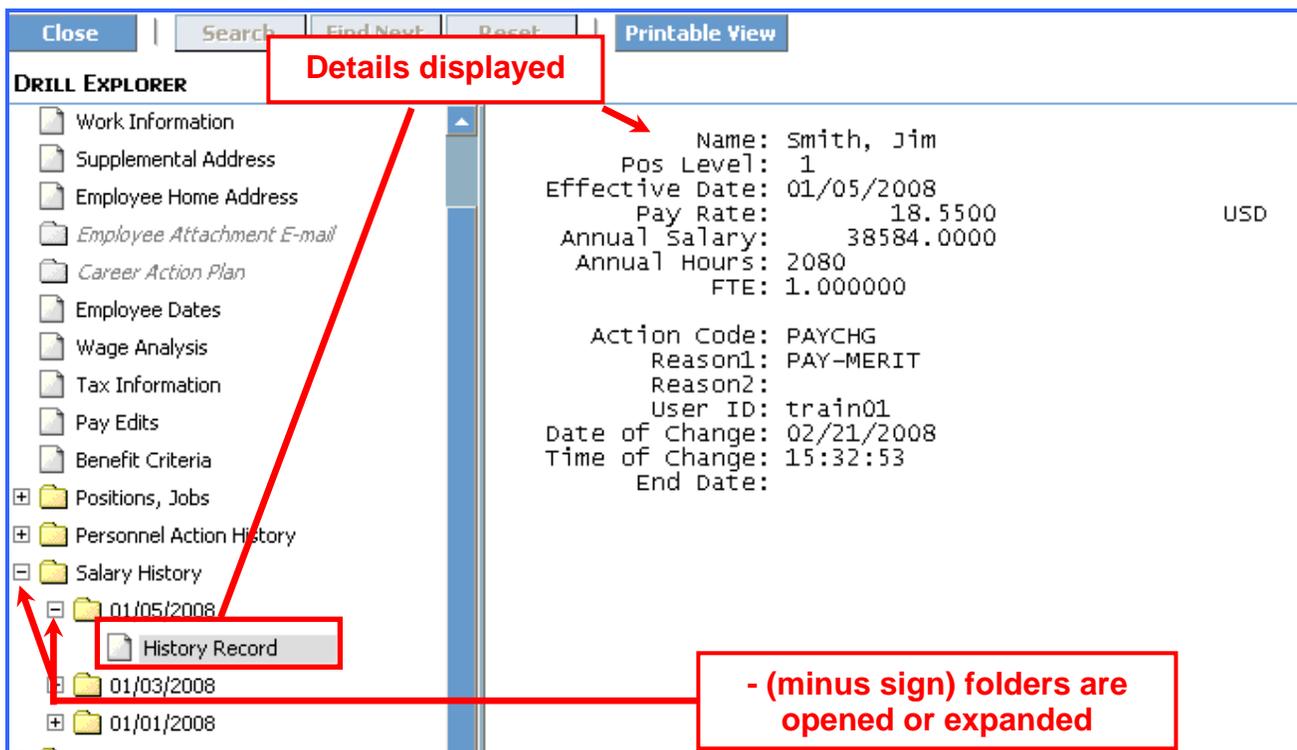


The screenshot shows the Drill Around Explorer interface. The left pane lists several folders, with 'Employee Home Address' selected and highlighted. A red box with the text 'Details appear in the right pane' and a red arrow points from this folder to the right pane. The right pane displays the following details:

- Name: Smith, Jim
- Address 1: 123 anywhere street
- Address 2:
- Address 3:
- Address 4:
- City: Phoenix
- State: AZ
- Postal Code: 85006
- County:
- Country Code:
- Home Phone: 602 555-5555

Expanding Drill Around Explorer

The Drill Around Explorer is similar to Windows Explorer. A list of Expandable Folders displays in the left pane. When you expand a folder more layers of folders may be displayed. Once all Expandable Folders are opened, the Drill Around Explorer displays detailed information in the right pane. In this case, PAYMENT DETAIL displays in the right pane after the Expandable Folders in the left pane were opened.



The screenshot shows the Drill Around Explorer interface with expanded folders. The left pane shows a tree view of folders, including 'Salary History', '01/05/2008', 'History Record', '01/03/2008', and '01/01/2008'. A red box with the text 'Details displayed' and a red arrow points from the 'History Record' folder to the right pane. The right pane displays the following details:

- Name: Smith, Jim
- Pos Level: 1
- Effective Date: 01/05/2008
- Pay Rate: 18.5500 USD
- Annual Salary: 38584.0000
- Annual Hours: 2080
- FTE: 1.000000
- Action Code: PAYCHG
- Reason1: PAY-MERIT
- Reason2:
- User ID: train01
- Date of Change: 02/21/2008
- Time of Change: 15:32:53
- End Date:

A red box with the text '- (minus sign) folders are opened or expanded' and a red arrow points to the minus sign next to the '01/05/2008' folder in the left pane.

Search Feature

Drill Around -- Web Page Dialog

Close Search

DRILL EXPLORER

- Assignment
- Pay Information
- Work Information
- Supplemental Address
- Employee Home Address
- Employee Attachment E-mail
- Employee Dates
- Wage Analysis
- Tax Information
- Benefit Criteria
- Career Action Plan
- Positions, Jobs
- Personnel Action History
- Salary History
- Position Job History
- Payments**
- Deductions
- All Benefits
- Current Benefits
- Time Accrual Balances
- Current Year Earnings By Quarter
- Earnings By Quarter
- Current Year Deductions By Quarter
- Deductions By Quarter

Payment Nbr	Date	Gross Amount			
14958137	01/09/2004	1258.50	898.83	A	Closed
14966248	01/10/2004	37.70	34.83	A	Closed
14996060	01/23/2004	1336.20	964.41	A	Closed
15031210	02/06/2004	1296.20	924.43	A	Closed
15066615	02/20/2004	1336.21	964.43	A	Closed
15102128	03/05/2004	1296.20	924.42	A	Closed
15137709	03/19/2004	1336.20	964.42	A	Closed
15173442	04/02/2004	1258.20	898.46	A	Closed
29002009	04/02/2004	38.08	35.16	M	Closed
15209192	04/16/2004	1336.60	964.69	A	Closed
15245022	04/30/2004	1296.60	983.45	A	Closed
15281009	05/14/2004	1296.60	924.69	A	Closed
15317058	05/28/2004	1299.00	939.01	A	Closed
15353327	06/11/2004	1334.20	950.40	A	Closed
15389569	06/25/2004	1336.60	964.69	A	Closed
15425685	07/09/2004	1304.30	929.95	A	Closed
15461842	07/23/2004	1375.10	991.01	A	Closed
15498045	08/06/2004	1335.09	950.99	A	Closed
15534347	08/20/2004	1375.10	990.99	A	Closed
15570779	09/03/2004	1335.10	951.00	A	Closed
15607287	09/17/2004	1375.10	991.00	A	Closed

View 50 Records Previous 50 Next 50 Records 1 - 50

Click on the search button to find a specific record.

Click on the search button to view search options.

Search -- Web Page Dialog

Perform: Find Filter

Select Find to display the first occurrence of the search criteria or Filter to display all occurrences of the search criteria.

And Or

Payment Nbr =

- Payment Nbr
- Date
- Gross Amount
- Net Amount
- Type
- Status

Find Cancel

Payments are searchable by various categories.

Employee Search

HRIS State of Arizona

Employee (HR11.1)

Home >> + Add Change - Delete < Previous ? Inquire

Company STATE OF ARIZONA

Employee Effective

Main Assignment Pay Work Personal Address Work Elig User Flds Tax >>

Last Name

First Name Preferred Name

Middle Name

Name Title

Social Nbr

Status

Hire Date Adjusted Hire

Reported as New Hire

Anniversary

Seniority

First Day Worked Last Day Paid

Termination

Comments

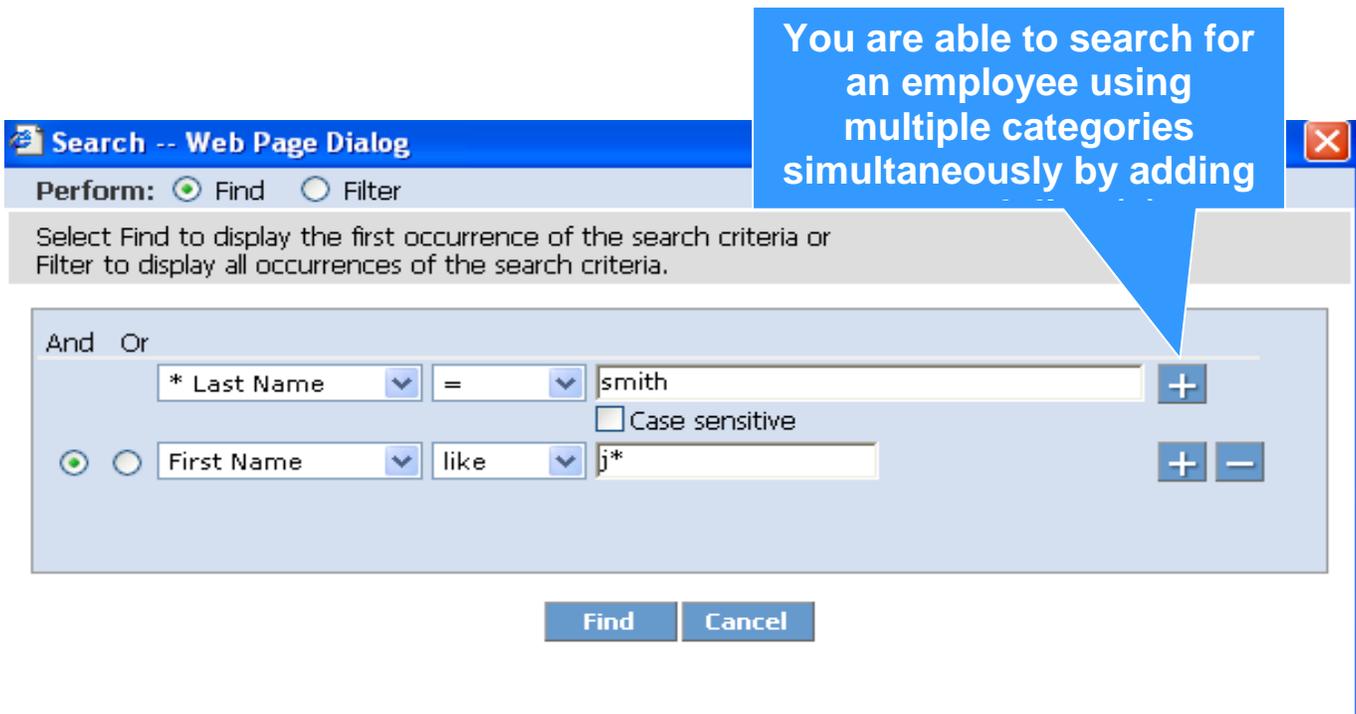
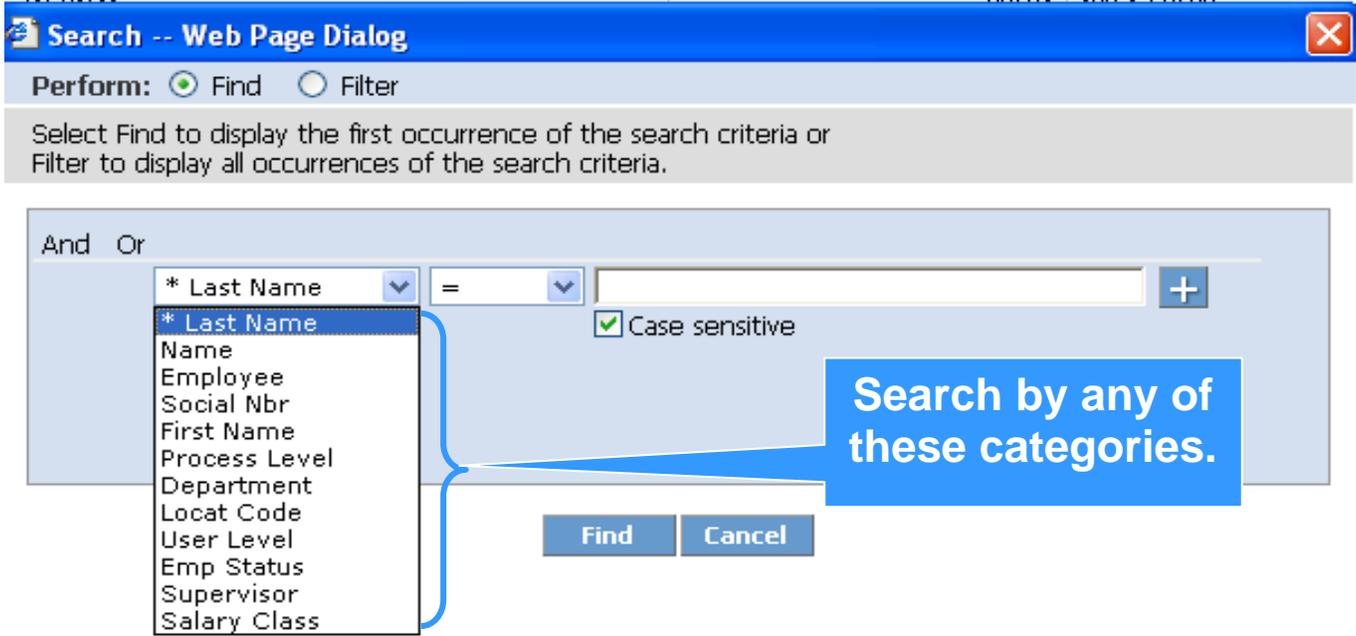
Click on the Search button.

Drill Around® -- Web Page Dialog

Close | Search | Find Next | Reset | Printable View | Explorer View

EMPLOYEE - BY NAME ▾

Name	Employee
A'BELL, REGINA C.	42214
AABERG, CHRISTINA L.	38303
AANDERUD, JASON M.	33694
AANNESTAD, PER A.	95460
AARON, JAMES G.	32104
AARON, MARK R.	120407
AARON, MIRIAM L.	112020
AARSETH, LISA M.	113727
ABAD, BRIAN R.	95386
ABAD, GOMBURZA M.	105559
ABAD JR, GOMBURZA V.	99350
ABADJIVOR, MOSES L.	24863
ABAH, JOHN O.	60926



Report Drill Around

Drill Around is available on some reports for quick access to report data. Look for fields of data that are highlighted in blue and underlined like the fields below. A hand appears when the mouse is positioned over a field featuring Drill Around.

Drill Around is available within a report.

<u>Job Code</u>	<u>Employee Name</u>	<u>Job Code Description</u>	<u>Employee Base Pay Rate</u>
<u>ACV39003</u>	<u>Smith, Jim</u>	<u>CORRL OFFICER II</u>	<u>18.5500</u>
<u>ACV73122</u>	<u>Johnson, Bob Q.</u>	<u>ADMV ASST II</u>	<u>18.0000</u>
<u>ACV73122</u>	<u>Sue, Sally</u>	<u>ADMV ASST II</u>	<u>11.1500</u>
<u>ACV11064</u>	<u>Patty, Peppermint</u>		
<u>AUN01042</u>	<u>Brown, Charlie</u>		
<u>ACV11064</u>	<u>Pen, Pig</u>	<u>INFO TECHNGY SPCT 4</u>	<u>42.3600</u>
<u>ACV39003</u>	<u>BNSCHENKER, OSCAR</u>	<u>CORRL OFFICER II</u>	<u>16.7500</u>
<u>ACV73122</u>	<u>BNHALLER, LYDIA</u>	<u>ADMV ASST II</u>	<u>19.3210</u>
<u>ACV11064</u>	<u>BNHUBACHER, ELISABET</u>	<u>INFO TECHNGY SPCT 4</u>	<u>26.6541</u>
<u>ACV73122</u>	<u>BNSCHEIBLER, MARIANN</u>	<u>ADMV ASST II</u>	<u>20.6540</u>
<u>ACV11064</u>	<u>BNBRAUCHLI, KARIN</u>	<u>INFO TECHNGY SPCT 4</u>	<u>35.2250</u>
<u>ACV73122</u>	<u>BNBIBER, SYLVIA</u>	<u>ADMV ASST II</u>	<u>19.9870</u>

Before Entry into HRIS

- Be sure to right click in the field you want to Drill Around from.

After Entry into HRIS

- Click Close on the Drill Around menu to get back to your original form.