



# HRIS Job Role Training

HR Writer Topics

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## Introduction for HR Writer Basic Topics

The information in this job aid will assist you in locating data items (e.g. Employee, Gender, etc) available in the various HR Writer Topics (e.g. E1 – Employee Master, E5 – Personal Information).

HR Writer Topics are used on the

- HR65.2 to determine what fields should be included in HR Writer Reports (e.g. Employee, Name – Full, Position, Status).
- HR65.4 to determine how the results of an HR Writer Report will be sorted (e.g. Name – Last, then Name – First).
- HR65.5 to select the fields that will be used when defining population selection criteria to determine which employees will appear in report results.

Use this job aid at the beginning of your report development to determine what data items you will need to access during your report design. In addition, this job aid can be used as a reference tool when designing a report to have quick/easy access to finding fields.

## Introduction for HR Writer History Detail Topics

The information in this job aid will assist Advanced HR Writer users in determining which detail topics to use when designing a historical report by providing access to the data items (e.g. Payment Date, Payment Number, Time Accrual Balance) available in the various HR Writer Detail Topics (e.g. PW – Payment Wages, TD – Time Accrual Detail).

HR Writer Detail Topics are used on the

- HR65.2 to determine what data items (fields) should be included in HR Writer Reports (e.g. Plan Name, Plan Balance, Payment Date).
- HR65.4 to determine how the results of an HR Writer Report will be sorted (e.g. Plan Name, then Name – Last).
- HR65.7 to select the detail topics fields that will be used when defining population selection criteria to determine which employees will appear in report results (e.g. display all Employees in Sick Leave plans).

Use this job aid at the beginning of your report development to determine what detail report topics you will need to include on HR65.1 during your report design. In addition, this job aid can be used as a reference tool when designing the report to have quick/easy access to locating fields.

**Remember**, in an HR Writer report, you are only allowed one-detail topic per report.

## Introduction for HR Writer Employee Detail Topics

The information in this job aid will assist Advanced HR Writer users in determining which detail topics to use when designing a report on current Employee information (e.g. benefit plans, certifications) by providing access to the data items (e.g. Plan Name, Certification Description) available in the various HR Writer Detail Topics (e.g. BN – Benefits, CE - Certifications).

HR Writer Detail Topics are used on the

- HR65.2 to determine what data items (fields) should be included in HR Writer Reports (e.g. Plan Name, Plan Type, or Cert Desc).
- HR65.4 to determine how the results of an HR Writer Report will be sorted (e.g. Plan Name, then Name – Last).
- HR65.7 to select the detail topics fields that will be used when defining population selection criteria to determine which employees will appear in report results (e.g. display all Employees that have selected Short Term Disability (STD)).

Use this job aid at the beginning of your report development to determine what detail report topics you will need to include on HR65.1 during your report design. In addition, this job aid can be used as a reference tool when designing the report to have quick/easy access to locating fields.

**Remember**, in an HR Writer report, you are only allowed one-detail topic per report.

## E1 – Employee Master

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Main and Assignment tabs along with information on the Employee’s supervisor, and position.

E1 - HRIS Data Items			
Adjusted Hire Date	Adjusted Hire Day	Adjusted Hire Month	Adjusted Hire Year
Annual Hours	Bus Nbr Grp	Department	Department Name
Employee	First Day Worked	FTE	Hire Date
Hire Date - Day	Hire Date - Month	Hire Date - Year	Indirect Supervisor
Indirect Supv Desc	Indirect Supv Name	Job Code	Job Code Description
Last Day Paid	Last Name Prefix	Location	Location Description
Name - First	Name - Last	Name - Middle	Name Suffix
Name Suffix Desc	Position	Position Description	Preferred Name
Process Level	Process Level Name	QC Ent Nbr Group	Social Nbr
Status	Status Desc	Supervisor	Supervisor Desc
Supervisor Frst Name	Supervisor Full Name	Supervisor Last Name	Supervisor Mid Init
Termination Date	Termination Day	Termination Month	Termination Year
Title	Title Desc	Total FTE	User Level
User Level Desc	Years Of Service-AJ	Years Of Service-AN	Years Of Service-HI
Years Of Service-SR			

## E2 – Pay Distribution

**Purpose:** This table provides access to the data items stored on the Employee Master Record (HR11.1). This topic contains information from the Pay tab, including the expense information for the Employee’s position. The expense information stored here is the expense setup on XP02/ZP02.

E2 - HRIS Data Item			
Account Category	Activity	Allowance Amount	Allowance Hours
Allowance Percent	Auto Time Record	Automatic Deposit	Emp Base Currency
Emp Base Pay Rate	Emp Currency	Exempt From Overtime	Expense Account
Expense Acct Unit	Expense Dist Co	Expense Full Account	Expense Sub Account
Grade	Pay Frequency	Pay Plan	Pro Rate Ann Sal
Rate of Pay	Salary Class	Schedule	Shift
Standard Amount	Standard Hours	Step	Tipped Employee
Tot Pro Rate Sal	Union Code	Union Description	Warning Message
Work Schedule			

### E3 – Tax Information

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Tax tabs. This information will not display the tax choices made by the Employee on PR13.1.

E3 - HRIS Data Item			
BSI Group Code	Business Expense	Deceased	EIC Status
Est Expense	Est Remuneration	Non-Taxable Sick Pay	Pension Plan
Qualified Moving Exp	Railroad Code	Remote	Reportable Insurance
Res State or Prov	Res State,Prov Name	Resident City	Resident City Desc
Resident County	Resident County Desc	Resident Sch Dst Dsc	Resident School
Tax Filter	Tax Province	WC Province	Work City
Work City Desc	Work Country	Work Country Desc	Work County
Work County Desc	Work Sch Dst Desc	Work School	Work State or Prov
Work State,Prov Name	Workers Comp State		

### E4 – Work Information

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Work tab along with information on dates critical to the Employee (Anniversary, New Hire Date, and Seniority date).

E4 - HRIS Data Item			
Anniversary Date	Anniversary Day	Anniversary Month	Anniversary Year
Badge Code	Badge Description	Badge Number	Bargaining Unit
Bargaining Unit Desc	Bilingual	Clock Number	Hire Source
Hire Source Desc	Language Pref	Mail Box Number	Mail Group
Mail Group Desc	Marital Status	Misc Code	Misc Number
New Hire Date	New Hire Day	New Hire Month	New Hire Year
Security Class	Security Level	Security Location	Seniority Date
Seniority Day	Seniority Month	Seniority Year	Telephone - Wk Cntry
Telephone - Work	Telephone - Work Ext		

### E5 – Personal Information

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Personal Tab, including the Gender, Ethnicity, Birthdate, and Veteran Status of the Employee.

E5 - HRIS Data Item			
Aboriginal	Age	Birth State or Prov	Birthdate
Birthdate - Day	Birthdate - Month	Birthdate - Year	Birthplace - City
Birthplace - Country	Disability	Disability Type	EEO-4 Group
Emp Priv Consent	Ethnicity	Exclude From EEO-4	Former First Name
Former Last Name	Former Middle Init	Gender	Maiden First Name
Maiden Last Name	Maiden Middle Init	Religion	Veteran
Visible Minority			

## E6 – Work Eligibility Information

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Work Eligibility Tab. This information is what was keyed in on the I-9 action.

E6 - HRIS Data Item			
Admission Number	Alien Number	Authorization	Document 1 Desc
Document 1 Exp Date	Document 1 Number	Document 1 Type	Document 2 Desc
Document 2 Exp Date	Document 2 Number	Document 2 Type	Eligibility Status
Status Expiration Dt			

## E7 – Benefits Information

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Ben Dates and Ben Flags tabs. You cannot use this table to run reports on the benefit options selected by the Employee. That information is stored in a detail topic table.

E7 - HRIS Data Item			
Apply Max Comp Limit	Benefit Date 1	Benefit Date 2	Benefit Date 3
Benefit Date 4	Benefit Date 5	Benefit Salary 1	Benefit Salary 2
Benefit Salary 3	Benefit Salary 4	Benefit Salary 5	Benefits Postal Code
Dental Dependents	Family Agg Employee	Health Dependents	Highly Compensated
Key Employee	Lifestyle Credits	Medicare Indicator	Officer
Owner	Primary Physician	Related Employer	Smoker
Spouse Dental Date	Spouse Dental Plan	Spouse Emp St or Pro	Spouse Emplr Addr1
Spouse Emplr Addr2	Spouse Emplr Addr3	Spouse Emplr Addr4	Spouse Emplr City
Spouse Emplr Country	Spouse Emplr Name	Spouse Emplr Ph Ctry	Spouse Emplr Phone
Spouse Emplr Postal	Spouse Health Date	Spouse Health Plan	Stock Trade

## E8 – Address

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from the Address tab. It contains the Employee's home and supplemental address (if applicable).

E8 - HRIS Data Item			
Address Line 1	Address Line 2	Address Line 3	Address Line 4
City	Country	County	E-Mail Address
Emp Country Desc	Postal Code	State or Prov	Supp Country Desc
Supp Phone Cntry	Supp Phone Nbr	Supp State or Prov	Supplemental Addr 1
Supplemental Addr 2	Supplemental Addr 3	Supplemental Addr 4	Supplemental City
Supplemental Country	Supplemental Postal	Telephone - Hm Cntry	Telephone - Home

## EM – Employee Miscellaneous

**Purpose:** This table provides access to the additional data items stored on the Employee including Review information (from PA26.1). Most of the fields in this table are not used by the State of Arizona.

EM - HRIS Data Item			
Blood Type	Citizenship Type	Current Status	Draft Status
Driver's Lic State	Driver's License	Final Rank	Height 1
Height 2	Height Unit	Height Unit Desc	Last Physical Date
License Class	License Expire Date	Next Physical Date	Next Review Date
Next Review Type	Parking Lot	Parking Space	Passport Expire Date
Passport Number	Physical Schedule	Review Schedule	Weight
Weight Unit	Weight Unit Desc		

## GE – General Employee

**Purpose:** This table provides access to fields most commonly selected in HR Writer Reports. These fields are available when HR65.2 initially opens. If you do not select the field at that time you can access them using this topic.

GE - HRIS Data Item			
Company	Department	Employee	Ext Sys Applicant
Gender	Hire Date	Job Code	Name - First
Name - First Initial	Name - Full	Name - Last	Name - Middle Init
Process Level	Rate of Pay	Social Nbr	Status

## JC – Job Code

**Purpose:** This table provides access to fields related to the Employee's position.

JC - HRIS Data Item			
Active Flag	Annual Hours Per FTE	Beg Salary Range	Canadian WC Class
Direct/Indirect Tips	EEO Category	EEO Sub Code	Effective Date
End Salary Range	Evaluation Date	Exempt From Overtime	Exp Account Number
Exp Accounting Unit	Exp Full Account	Exp Sub Account	Expense Dist Co
Gender Class	Job Class	Job Code	Job Code Currency
Job Code Description	Job Grade	Job Market Base	Job Maximum Base
Job Midpoint Base	Job Minimum Base	Job Pay Rate Base	Job Schedule
Market Date	Market Salary	Mid Salary Range	Nat'l Occup Codes
Occup Group	Points	Prof Profile Desc	Professional Profile
Rate	Rate Override	Salary Class	Sched Currency
Tipped	Workers Comp Class		

## UF – User Fields

**Purpose:** These data items provide access to the information on the Employee Master Record (HR11.1). This topic contains information from User Flds tab, this includes the selections made for the Employee’s time accrual plans, retirement plan and various stipends.

UF - RIS Data Item			
AGENCY HIRE DATE	ANNUAL LEAVE PLAN	CASH/COMP	CPS
DPS-SDA	EDUCATION	JOB CODE HIRE DATE	LOBBYIST
MACERTS	ORIG STATE HIRE DATE	OTHER EMPLOYEE ID#	POST
RETIREMENT CODE	SICK LEAVE PLAN	STATUS TERM DATE	STIP-LANG
UNDER/OVER FILL	WC OVERRIDE		

## AH – Attendance History

**Purpose:** These data items provide access to historical information related to the attendance history of the Employee. Included are the attendance codes for FMLA, Family Sick, etc.

HRIS Data Item			
Attend Code Desc	Attendance Code	Date	Date - Day
Date - Month	Date - Year	Day Of Week	Department
Hours	Occurrence	Pay Code	Points
Process Level	Record Type		

## AP – ACH Payments

**Purpose:** These data items provide access to historical information related to the direct deposit payments to the Employee.

HRIS Data Item			
Account Type	ACH Dist Nbr	ACH Dist Order	ACH Distrib Amount
Bank Account Nbr	Description	Net Pay	Payment Date
Payment Date - Day	Payment Date - Month	Payment Date - Year	Payment Description
Payment Status	Payment Type	Per End Date - Day	Per End Date - Month
Per End Date - Year	Period Ending Date	Receipt Number	Receiving DFI
Temp Payment Number			

## CH – Compensation History

**Purpose:** These data items provide access to historical information related to the Employee compensation.

HRIS Data Item			
Amount	Participation Hours	Plan Code	Plan Description
Plan Start Date	Plan Type	Year	

## CO – DC/DB Accounts

**Purpose:** These data items provide access to historical information related to deferred compensation and defined benefit plans. State of Arizona information will only include a DB plan for ASRS.

HRIS Data Item			
Last Update Date	LTD Account Balance	LTD Aft-Tax Contrib	LTD Company Contrib
LTD Contrib Interest	LTD Forfeit/Addition	LTD Other Interest	LTD Pre-tax Contrib
Plan Code	Plan Description	Plan Start Date	Plan Type
Plan Year	YTD Account Balance	YTD Aft-Tax Contrib	YTD Company Contrib
YTD Contrib Interest	YTD Forfeit/Addition	YTD Other Interest	YTD Pre-Tax Contrib

## DH – Monthly Deduction History

**Purpose:** These data items provide access to historical information related to the deductions on a monthly basis for the Employee.

HRIS Data Item			
Adjust Pay	Calculation Type	Deduction	Deduction Amount
Deduction Class	Deduction Desc	Garnishment Flag	Month
Payment Description	Tax Authority	Tax Category	Tax Status
Taxable Wages	Year		

## FR – Flex Dollars Remaining – Not Used by SOA

**Purpose:** These data items provide access to historical information related to the flex dollars. State of Arizona does not use this type of plan.

HRIS Data Item			
Flex Credits Avail	Flex Credits Spent	Flex Plan Code	Pre-Tax Available
Pre-Tax Spent	Start Date	Stop Date	

## FX – Flex Dollars – Not Used by SOA

**Purpose:** These data items provide access to historical information related to the flex dollars. State of Arizona does not use this type of plan.

HRIS Data Item			
Age Credit	Dependent Credit	Flex Amount - Comp	Flex Amount - Empl
Flex Plan Code	Service Credit	Start Date	Stop Date
Total Comp Credits	Total Credits	Total Flex Credits	

## GL – Payroll GL Distributions

**Purpose:** These data items provide access to historical information related to the payroll distributions charged out during each payroll.

HRIS Data Item			
Account Category	Activity	Amount	Deduction
Dist Account Number	Dist Account Unit	Dist Company	Dist Department
Dist Full Account	Dist Process Level	Dist Sub Account	G/L Date
G/L Date - Day	G/L Date - Month	G/L Date - Year	Hours
Job Code	Pay Code	Pay Code Description	Payment Date
Payment Date - Day	Payment Date - Month	Payment Date - Year	Payment Number
Payment Type	Per End Date - Day	Per End Date - Month	Per End Date - Year
Period Ending Date	Position	Record Type	Run Date
Run Time	Temp Payment Number		

## HI – Employee History

**Purpose:** These data items provide access to historical information to the actions performed on the Employee's record. These include Hire Actions, Separation Actions, etc.

HRIS Data Item			
Action Code	Alpha Field Value	Anticipated End Date	Beginning Date
Date Field Value	Deduction	Field Name	Hist Currency
Log Date	Log Time	Numeric Field Value	Pos Level
Prior Value	Reason (1)	Reason (2)	Reason 1 Description
Reason 2 Description	User Name		

## PD – Payment Deductions

**Purpose:** These data items provide access to historical information to the deductions related to each payment on the Employee's record.

HRIS Data Item			
Adjust Pay	Deduction	Deduction Amount	Deduction Class
Deduction Desc	Excess Wages	Gross Pay	Payment Date
Payment Date - Day	Payment Date - Month	Payment Date - Year	Payment Department
Payment Description	Payment Number	Payment Status	Payment Type
Payroll Year	Per End Date - Day	Per End Date - Month	Per End Date - Year
Period Ending Date	Process Level	Quarter Number	State or Prov
Tax Authority	Tax Category	Tax Status	Taxable Wages
Temp Payment Number			

## PM – Payment Master

**Purpose:** These data items provide access to historical information related to the payment details.

HRIS Data Item			
Bank Account Number	Bank Code	Federal Taxable	Gross Pay
Net Pay	Non-Cash Tips	Payment Date	Payment Date - Day
Payment Date - Month	Payment Date - Year	Payment Department	Payment Number
Payment Proc Level	Payment Status	Payment Type	Per End Date - Day
Per End Date - Month	Per End Date - Year	Period Ending Date	PIK Pay
Soc Sec Taxable	Temp Payment Number	Tips Pay	Total ACH Distrib
Total Deductions	Total Hours		

## PW – Payment Wages

**Purpose:** These data items provide access to historical information related to the wages portion of the payment made to the Employee.

HRIS Data Item			
Account Category	Activity	Department	Dist Account Number
Dist Account Unit	Dist Company	Dist Full Account	Dist Sub Account
Hours	Job Code	Location	Overtime Premium
Overtime Rate	Pay Code	Pay Code Description	Pay Sum Group Desc
Pay Summary Group	Payment Date	Payment Date - Day	Payment Date - Month
Payment Date - Year	Payment Department	Payment Description	Payment Number
Payment Proc Level	Payment Status	Payment Type	Payroll Year
Per End Date - Day	Per End Date - Month	Per End Date - Year	Percent Distribution
Period Ending Date	Position	Process Level	Quarter Number
Rate	Shift	Shift Diff Rate	Shift Differential
State or Prov	Temp Payment Number	Time Record Date	Union
Wage Amount	WC State		

## QD – Quarterly Deductions

**Purpose:** These data items provide access to historical information to deductions summarized by quarter for the Employee.

HRIS Data Item			
Adjust Pay	Calculation Type	Deduction	Deduction Amount
Deduction Class	Deduction Desc	Excess Wages	Payment Description
Payroll Year	Process Level	Quarter Number	State or Prov
Tax Authority	Tax Authority Type	Tax Category	Tax Status
Taxable Wages			

## QW – Quarterly Wages

**Purpose:** These data items provide access to historical information to wages summarized by quarter for the Employee.

HRIS Data Item			
Hours	Non-Cash Wage amount	Pay Summary Group Desc	Pay Summary Group
Payment Description	Payroll Year	Process Level	Quarter Number
State or Prov	Wage Amount		

## RS – Spending Account Transactions

**Purpose:** These data items provide access to historical information related to flexible spending accounts. Including Medical and Dependent Care Accounts.

HRIS Data Item			
Annual Contribution	Benefit Start Date	Benefit Stop Date	Plan Code
Plan Description	Tran Description	Tran Payment Number	Transaction Amount
Transaction Date	YTD Contribution		

## SH – Salary History

**Purpose:** These data items provide access to historical information related to the salary history for the Employee. Including when the Employee received raises, etc.

HRIS Data Item			
Action Code	Annual Hours	Annual Salary	Anticipated End Date
Base Pay Rate	Base Pay Rate Curr	Beginning Date	FTE
Log Date	Log Time	Pay Rate	Pay Rate Currency
Pos Level	Prior Ann Sal	Prior Pay Rate	Reason (1)
Reason (2)	Reason 1 Description	Reason 2 Description	Salary Class
User Name			

## TD – Time Accrual Detail

**Purpose:** These data items provide access to historical information on the usage of time, including vacation, sick, etc.

HRIS Data Item			
Curr Accrual Balance	Curr Elig Balance	Last Accrual Date	Last Eligible Date
Plan Class	Plan Description	Plan Entry Date	Plan Name
Trans Date - Day	Trans Date - Month	Trans Date - Year	Trans Description
Transaction Date	Transaction Hours	Transaction Type	

## TS – Time Accrual Summary

**Purpose:** These data items provide access to historical information on time accrual plans at the summary level. This will not include time taken that is available in the Time Accrual Detail topic.

HRIS Data Item			
Curr Accrual Balance	Curr Elig Balance	Ending Accrued Hours	Ending Eligible Hrs
Hours Lost	Hours Used	Plan Class	Plan Description
Plan Name	Year	YTD Hours Accrued	YTD Hours Eligible

## VE – Vesting History – Not Used by SOA

**Purpose:** These data items provide access to historical information related to plans that have a vesting schedule. This is not used by the State of Arizona.

HRIS Data Item			
Plan Code	Plan Description	Plan Start Date	Plan Type
Vested Percent	Vested Years	Vesting Hours	Year

## WK – Weeks Worked

**Purpose:** These data items provide access to historical information to the weeks worked by the Employee.

HRIS Data Item			
Payroll Year	Process Level	Quarter Number	Report Entity
Unemployment State	Weeks Worked		

## AC – Additional Contacts

**Purpose:** These data items provide access to information stored on the Additional Contact Numbers Form (HR20.1).

AC - HRIS Data Item			
Comments	Contact Type	Contact Type Desc	Country Code
Effect Date	End Date	Extension	Number

## AD – ACH Deposit

**Purpose:** These data items provide access to direct deposit information setup on the Direct Deposit Distribution Form (XR12.1).

AD - HRIS Data Item			
Account Type	ACH Dist Nbr	ACH Dist Order	Amount
Bank Account Nbr	Beginning Date	CA Institution Nbr	CA Transit Nbr
Deduction Cycles	Default ACH	Description	Ending Date
Occurrences - Orig	Occurrences - Remain	Payment Description	Percent Of Net
Prenotify Status	Receiving DFI	Roll No	

## AR – Alternate Pay Rates – Not Used by SOA

**Purpose:** These data items provide access to alternate rates for Employee's who are assigned to multiple positions. HRIS does not have this type of information because every Employee is assigned to only 1 position.

AR - HRIS Data Item			
Alt Rate Currency	Department	Effective Date	Ending Date
Job Code	Pay Code	Pay Rate	Position
Process Level			

## AU – Automobile – Not Used by SOA

**Purpose:** These data items provide access to automobile assignment information done on the Automobile Information Form (PA17.1). The State of Arizona does not use this form.

AU - HRIS Data Item			
Auto License Cntry	Auto License Number	Auto License State	Auto Number
Color	Driver's Lic State	Driver's License	License Class
License Expire Date	Make	Model	Parking Lot
Parking Space	Sticker	Year	

## BN – Benefits

**Purpose:** These data items provide access to benefit options selected by Employees. This includes the information that is entered on the Employee Benefit Entry Form (BN31.2).

BN - HRIS Data Item			
Annual Aft-Tax Cont	Annual Comp Contrib	Annual Flex Contrib	Annual Pre-Tax Cont
Benefit Create Date	Benefit Currency	Benefit Start Date	Benefit Stop Date
Benefit Update Date	Benefit User Id	Cov Desc	Coverage Amount
Coverage Option	Display Desc	Flex Plan	Multiple
Number of Cycles	Pay Period Amount	Plan Code	Plan Description
Plan Type	YTD Contribution		

## CE – Certifications

**Purpose:** These data items provide access to certification entered on the Certifications Form (PA22.1). Depending on your agency, this form may or may not contain information.

CE - HRIS Data Item			
Base Cert Cost	Base Cert Currency	Cert Currency	Cert Description
Cert State or Prov	Certification Code	Company Sponsored	Cost
Date Acquired	License Number	Renewal Cycle	Renewal Date
Source	Verified		

## CN – Contracts – Not Used by SOA

**Purpose:** These data items provide access to contracts stored on the Contracts Form (PA27.1). The State of Arizona does not use this form.

CN - HRIS Data Item			
Contract Begin	Contract Descr	Contract End	Contract Type

## CP – Company Property

**Purpose:** These data items provide access to the company property assignments setup on the Company Property Form (PA16.1). Depending on your agency, this form may or may not contain information.

CP - HRIS Data Item			
Ant Return Date	Asset Number	Base Prop Cost	Base Prop Currency
Component Number	Issued Date	Prop Currency	Property Code
Property Code Desc	Property Value	Return Date	

## DB – Dependent Benefits

**Purpose:** These data items provide access to the dependent benefit selections made during the enrollment into State of Arizona benefits.

DB - HRIS Data Item			
Dependent Number	Disabled	Employee Start Date	Gender
Name - First	Name - Full	Name - Last	Name - Middle Init
Plan Code	Plan Description	Plan Type	Relationship
Social Nbr	Start Date	Stop Date	Student

## DM – Deduction Master

**Purpose:** These data items provide access to deduction information from prior payrolls. It provides all the deduction detail including the deduction code, amount, etc.

DM - HRIS Data Item			
Account Category	Accrual Account	Accrual Acct Unit	Accrual Dist Co
Accrual Full Account	Accrual Sub Account	Activity	Additional Exempts
Additional Exmpt Amt	Additional Std Ded	Additional Tax Amt	Additional Tax Code
Additional Tax Rate	Addl or Min Amount	Adjust Pay	Age 65 or Over
Amount or Percent	Arrears	Auth Tax Credit	Auth Tax Deduction
Balance Amount	Balance Type	BSI Formula	Calculation Type
Certificate Code	Country Code	Create Invc by Emp	Deduction
Deduction Class	Deduction Cycles	Deduction Desc	Default Amount/Pct
Dep Disabled Ovr 17	Dependent Exemptions	Dependent Under 18	Effective Date
Employee Disability	Ending Date	Excludable Flag	Exemption Amount
Exemptions	Expense Account	Expense Acct Unit	Expense Dist Co
Expense Full Account	Expense Sub Account	Garnishment Flag	IRS Table
Labour Sp Stock	Labour Sp Stock Prov	Levy Exempts	Levy Filing Status
Marital Status	Married Equivalent	Matched Deduction	Matched Percent
Monthly Limit	MTD Wages Indicator	Net Claim Amt	Pay Class
Payment Description	Payment Limit	Personal Exemptions	Prescribed Area
Prior SUI Wages	Priority	Required Code	Resident
Student/Pension Ex	Sub Priority	Tax Authority	Tax Authority Desc
Tax Authority Type	Tax Category	Tax Exempt Flag	Tax Status
TD1 Adjust Date	TD1 Filing Date	Update AP	Vendor
WC Table Indicator	YTD Amount	YTD Taxable	

## DP – Dependents

**Purpose:** These data items provide access to dependent information setup on the Dependent Form (XH13.1).

DP - HRIS Data Item			
Address Line 1	Address Line 2	Address Line 3	Address Line 4
Age	Birth Day	Birth Month	Birth Year
Birthdate	City	Covered - Dental	Covered - Health
Covered - Life	Depend Country	Depend St or Prov	Dependent Number
Disabled	Employee Address	Gender	Last Name Prefix
Medicare Ind	Name - First	Name - First Initial	Name - Full
Name - Last	Name - Middle Init	Name Suffix	Postal Code
Primary Care Phys	Relation Description	Relationship	Smoker
Social Nbr	Spouse or Dependent	Student	Telephone - Hm Cntry
Telephone - Home	Telephone - Wk Cntry	Telephone - Work	Telephone - Work Ext

## EC – Emergency Contact

**Purpose:** These data items provide access to the emergency contact information setup on the Emergency Contact Form (PA12.1). Depending on your agency, this form may or may not contain information.

EC - HRIS Data Item			
Address 1	Address 2	Address 3	Address 4
City	Contact	Emerg Cnt Cntry	Emerg State or Prov
Name - First	Name - Full	Name - Last	Name - Middle Init
Postal Code	Relationship	Telephone - Hm Cntry	Telephone - Home
Telephone - Wk Cntry	Telephone - Work	Telephone - Work Ext	

## ED – Education

**Purpose:** These data items provide access to the education information recorded on the Education Form (PA20.1). Depending on your agency, this form may or may not contain information.

ED - HRIS Data Item			
Company Sponsored	Date Completed	Degree	Degree Description
Education Level	In Process	Institution	Institution Name
Performance Rating	Subject	Subject Description	

## EP – Employee Positions

**Purpose:** These data items provide access to Employee position information.

EP - HRIS Data Item			
Account Category	Activity	Annual Hours	Currency
Department	Department Name	Effect Date	Emp Base Currency
Emp Base Pay Rate	Emp Currency	Expense Account	Expense Acct Unit
Expense Dist Co	Expense Sub Account	FTE	Grade
Indirect Supervisor	Indirect Supv Desc	Indirect Supv Name	Job Code
Job Code Description	Location	Location Description	Position
Position Description	Position Level	Pro Rate Ann Sal	Process Level
Process Level Name	Rate of Pay	Schedule	Shift
Step	Supervisor	Supervisor Desc	Supervisor Full Name
Union Code	Union Description	User Level	User Level Desc
Work Schedule			

## IV – Interviews – Not Used by SOA

**Purpose:** These data items provide access to the interview information recorded on the PA41.1. The State of Arizona does not use this form.

IV - HRIS Data Item			
Follow Up	Follow Up - Date	Follow Up - Time	Interview Date
Interview Number	Interview Rating	Interview Time - Beg	Interview Time - End
Intv By Emp Nbr	Intv By First Name	Intv By Last Name	Intv By Mid Init
Job Code	Position	Requisition Number	Requisition Status
Test	Test Rating		

## JH – Prior Work History – Not Used by SOA

**Purpose:** These data items provide access to prior work history information recorded on the Prior Work History Form (PA19.1). The State of Arizona does not use this form.

JH - HRIS Data Item			
Address 1	Address 2	Address 3	Address 4
Annual Pay (beg)	Annual Pay (end)	Base Beg Pay	Base End Pay
Base Job Hist Curr	City	Contacted	Current Employer
Employed Date (beg)	Employed Date (end)	Employer Name	Job Hist Currency
Job Title	May We Call	Postal Code	Prior Work Cntry
Related Job Code	State or Prov	Supervisor Name	Supervisor Phn Cntry
Supervisor Work Ext	Supervisor Work Ph		

## MD – Medical – Not Used by SOA

**Purpose:** These data items provide access to medical information recorded on the Medical Form (PA15.1). The State of Arizona does not use this form.

MD - HRIS Data Item			
Begin Date	Blood Type	End Date	Height 1
Height 2	Last Physical Date	Medical Code	Medical Code Type
Next Physical Date	Physical Schedule	Weight	

## MI – Military

**Purpose:** These data items provide access to the military service recorded on the Military Service Form (PA14.1). Depending on your agency, this form may or may not contain information.

MI - HRIS Data Item			
Branch Of Service	Current Status	Discharge Date	Discharge Type
Draft Status	Final Rank	Months Served	Rank Attained
Service Speciality	Veteran	Years Served	

## OS – Health, Safety Incident – Not Used by SOA

**Purpose:** These data items provide access to the health and safety incidents recorded on the Health and Safety Incident Form (PA90.1). The State of Arizona does not use this form.

OS - HRIS Data Item			
Absent From Work	Age	Base Incident Cost	Base Incident Curr
Body Part	Body Part Code	Company Premises	Cost
Date Injury	Date Last Work	Date Returned	Days Away
Days Restricted	Death	Death Date	Department
Dte Notified Injury	Dte Notified Lost Tm	Earn Reduced Wages	Emergency Rm Visit
Emp Status	Establishment	Explanation 1	Explanation 2
First Aid By	First Aid Name	First Day Lost Time	First Dt Wrk Aft Abs
First Tm Wrk Aft Abs	Gender	Govt Case	Govt Flag
Hospital	Hospital Name	Illness	Illness Type
Incident	Incident Addr1	Incident Category	Incident City
Incident Country	Incident Currency	Incident Date	Incident Description
Incident Outcome	Incident Site	Incident St or Prov	Incident Status
Incident Type	Incident Zip	Job Code	Last Dte Wrk Aft Abs
Last Tm Wrk Aft Abs	Location	Object or Substance	Patient Flag
Perform Other Work	Physician	Physician First Name	Physician Initial
Physician Last Name	Prior Establishment	Prior Seq Nbr	Privacy Case
Process Level	Report Comp By	Report Comp Date	Report Comp Name
Report Number	Reported By	Reported By Name	Reported To
Reported To Name	Severity	Shift	Supervisor
Supv Name	Time End Work	Time Injury	Time Last Work
Time Notified Injury	Time Returned	Time Start Work	Tm Notified Lost Tm
User Field 1	User Field 2	User Field 3	WC Claim

OS - HRIS Data Item			
WC Reportable	Witness	Witness Addr1	Witness City
Witness Country	Witness Name	Witness Phone	Witness Phone Cntry
Witness Phone Ext	Witness St or Prov	Witness Zip	

### RC – Requisition Costs – Not Used by SOA

**Purpose:** These data items provide access to the requisition costs setup on the Requisitions Costs Form (PA44.1). The State of Arizona does not use this form.

RC - HRIS Data Item			
Applied	Base Amount	Base Req Cost Curr	Cost
Date	Hire Source	Job Code	Position
Reason	Req Cost Currency	Requisition	Requisition Desc

### RH – Requisition History – Not Used by SOA

**Purpose:** These data items provide access to requisition history for all requisitions setup on the Requisition Form (PA42.1). The State of Arizona does not use this form.

RH - HRIS Data Item			
Applied	Date	Hire Source	Job Code
Position	Requisition	Requisition Desc	Status

### RL – Relocation – Not Used by SOA

**Purpose:** These data items provide access to the employee's relocation options as setup on the Relocation Form (PA24.1). The State of Arizona does not use this form.

RL - HRIS Data Item			
Relocation Code	Relocation Desc	Relocation Priority	Relocation Status

### RO - Requisition Offers – Not Used by SOA

**Purpose:** These data items provide access to the requisition offers recorded on the Requisition Offers Form (PA45.1). The State of Arizona does not use this form.

RO - HRIS Data Item			
Applied	Base Offer Currency	Base Offer Pay Rate	Contact
Contact Name	Date	FTE	Hire Source
Job Code	Letter	Offer Status	Offer Type
Pay Rate	Position	Reason	Req Offer Currency
Requisition	Requisition Desc	Sign Bonus Base	Signing Bonus
Start Date			

### RQ – Job Requisitions – Not Used by SOA

**Purpose:** These data items provide access to requisition information for all requisitions setup on the Requisition Form (PA42.1). The State of Arizona does not use this form.

RQ - HRIS Data Item			
Applied	Hire Source	Job Code	Position
Requisition	Requisition Desc		

## RV – Reviews

**Purpose:** These data items provide access to the review information stored on the Review Form (PA26.1).

RV - HRIS Data Item			
Actual Date	Last Review Date	Next Review Date	Next Review Type
Perf Level	Perf Rating Desc	Performance Rating	Review Schedule
Review Type	Review Type Desc	Reviewer Emp Nbr	Reviewer First Name
Reviewer Last Name	Reviewer Mid Init	Scheduled Date	

## SK – Competencies

**Purpose:** These data items provide access to the competencies stored on the Competencies Form (PA12.1). Depending on your agency, this form may or may not contain information.

SK - HRIS Data Item			
Company Sponsored	Competency	Competency Desc	Competency Type
Date Acquired	Date Last Used	Instructor	Proficiency
Proficiency Level	Rating	Renewal Cycle	Renewal Date
Source	Source Desc	Verified	

## TA – Time Accrual

**Purpose:** These data items provide access to the current time accrual information. This includes all the Employee's time accrual plans.

TA - HRIS Data Item			
Accrual Account	Accrual Acct Unit	Accrual Dist Co	Accrual Sub Account
Curr Accrual Balance	Curr Elig Balance	Expense Account	Expense Acct Unit
Expense Dist Co	Expense Sub Account	First Accrual Date	First Eligible Date
Last Accr Limit Date	Last Accrual Date	Last Elig Limit Date	Last Eligible Date
Plan Class	Plan Description	Plan Ending Date	Plan Entry Date
Plan Name			

## TG – Tax Groups

**Purpose:** These data items provide access to the tax selections made for the Employee on PR13.1. It includes information on the tax deductions that will be setup as a result of selections made on that form.

TG - HRIS Data Item			
Adjust Pay	BSI Formula	Certificate Code	Deduction
Deduction Class	Deduction Cycles	Deduction Desc	Effective Date
Ending Date	Exemptions	Marital Status	Payment Description
Priority	Resident	Tax Authority	Tax Authority Type
Tax Category	Tax Group	YTD Amount	YTD Taxable

## TV – Travel – Not Used by SOA

**Purpose:** These data items provide access to the travel information stored on the Travel Information Form (PA18.1). The State of Arizona does not use this form.

TV - HRIS Data Item			
Apply Date	Apply Status	Citizenship	Citizenship Desc
Comments	Dependent	Dependent Name	Document
Document Country	Document Desc	Document Expires	Document Number
Document Starts	Embassy Registered	Issue Date	Issued By
Need Renewal	Visa Type		

## WS – Work State Reporting Info

**Purpose:** These data items provide access work state reporting information. This will not contain useful information for State of Arizona users.

WS - HRIS Data Item			
AK - Geo Area Code	AK - Occupation Code	AR - Seasonal Desig	AZ - Branch Code
CA - Branch Code	CA-Wg Pln/MI-Wg Stat	CO - Seasonal Code	FL - Unit Code
IA - Job Service Loc	IL - Plant Code	IN - Emplr Loc Code	IN - Seasonal Code
MA - Filing Entity	MN - Unit Number	MO - Establishment	NC - Seasonal Code
NJ - Disbl Plan Nbr	NJ - Priv Disbl Plan	OH - Plant Code	OR - Cmp Health Ins
OR - Emp Health Ins	PA - Plant Number	State	TX - Unit Number
WY - Multi-Loc Nbr			