



# HRIS Job Role Training

**HR Advanced Training**  
Forms: HR65.1, HR65.7, HR65.8, HR70, HR170

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## Using this Training Manual

When you attend HRIS Training, this manual will be used to outline the process. In the class you will learn specifics on how to process an individual action.

After training, additional resources can be found on the HRIS Website, including a link to Self Directed Help. This section of the training manual will provide an outline of the naming conventions and setup/flow of the training material.

### ***Text Conventions***

The manual is setup using standard text conventions and distinct visual elements to make training easier to follow.

<b>Format</b>	<b>Meaning</b>
<b>Bold</b>	Name of a Form/Field. A manual title. An emphasized word/phrase. A placeholder for a user-defined value.
<i>Italics</i>	A key name. For example, Shift and Enter are key names.

### ***Visual Elements***

Visual elements are provided for certain types of information to draw your attention to that element/concept.

<b>Format</b>	<b>Meaning</b>
	Tip – provides miscellaneous information about facts that might be of interest to you as you complete the process.
	Warning or Important Note – provides critical points or items that you must address as you complete the process.
	Exercise – indicates Exercise

## Screen Captures

Screen Captures are provided prior to each Task Step Chart. The capture will identify the Form Name and Form Number according to the task. The numbers identified on the screen capture correspond to the numbered tasks in the chart.

### Example:

HRIS State of Arizona  
EMPLOYEE US TAXES (PR13.1)

Welcome, [User Name]  
Go To Preferences Help

pr13.1 1

Change Inquire Next PageDown PageUp Previous ReqDeductCreate StateRpt

Home Employ...

Data Directory  
1) Company:  
2) Employee:

Related Links  
Employee Canada Taxes Deduction  
US Tax Deduction Errors

2 Company: 1 STATE OF ARIZONA [Tax Locations](#)

3 Employee: 39472 PRESLEY, ELVIS A. [State Rpt](#)

5 Resident 6 Work

State: AZ Arizona AZ Arizona

County: City: Sch Dst:

7 Workers Comp State: AZ Arizona  
EIC Status:  
BSI Group Code: DCGRPB

FC	Ded	Description	Res	Sts	Mar	Exemp Number	Exempt Amount	Tax Ex	Cert Code
	T101	FEDERAL WITHHOLDING	Y	1		2		Y	
	T201	AZ STATE W/H TAX	Y	1					

Addl Exemptions Addl Tax Info Effective Dates

Tax Code	Rate	Amount	BSI Formula

Done Internet

## Task Step Chart

The Task Step Charts are set up to easily identify each necessary step taken with follow through explanation to make training easier to follow.

Format	Meaning
Number Column	This number identifies, on the screen capture, the order the steps are to be taken (in sequence)
HRIS FIELD	This identifies the field on the form that your action is required.
R/O	This will tell you if the field you are working on is a <b>Required</b> field or an <b>Optional</b> field.
Step/Action	This will identify what needs to be entered in the current field.
Notes/Additional Information	This will identify Warning or Important Note – provides critical points or items that you must address as you complete the process.

## HRIS Basics

HRIS has a number of standard features that work the same regardless of the field you are on in the system.

### ***HRIS Forms***

- HRIS Forms will always open with the fields blank.
- When navigating in HRIS, you can move from field to field by pressing the Tab button on your keyboard, or clicking your mouse in each new field.
- You must then type or select from a drop down menu the items you want to fill into your fields. If you transfer from another HRIS form, some of the data from the previous form (ex. Company and Employee EIN) will fill in those same data items on the new form.

### ***Comparing Fields on HRIS Forms***

There are key fields, which are required on HRIS Forms.

- All information should be entered in CAPITAL LETTERS.

Name:

- Do not use punctuation.

➤ Address 1:

- Phone numbers are input with periods. (602.111.1111)

- Information is Added/Changed/Inquired on using the navigation bar. You can also use the buttons Next/Previous to move between Employee records.



### ***HRIS System Messages***

- Always check the bottom left corner of a form for system messages such as "Add Complete-Continue."
- HRIS has built in edits to validate information. For example:
  - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.

## Terminology

HR Writer training contains several terms that have important meanings. Many of these terms refer to tasks or actions you will perform using HR Writer.

Term	Meaning
Click	<p>Position the cursor over an object (such as a button, icon, tab or field) and press the left mouse button.</p> <p> <b>Note</b> – This description applies to a standard pc mouse. If you have a different type of mouse, if you modify the settings of your mouse, or if you do not use a mouse, you must translate the meaning of “click” to what is appropriate for your setup.</p>
Select	<p>Identify an item to process. Selecting an item does not start a process.</p> <p>For example, “select” refers to indicating which value you want from a field. Sometimes you select this value from a list of valid values, such as “Hourly” and “Salaried,” and sometimes you select this value from the values listed in a Select dialog box.</p>
Run	<p>Send data for processing.</p> <p>For example, run the HR170 report or run the batch job.</p>
Type	<p>In a form field, type the data and then move the cursor to the next field.</p> <p>At a command line, type the letters exactly as written, then press <b>Enter</b>.</p>

## Advanced HR Writer Introduction

HR Writer forms are used to create HRIS reports where none existed before. In the HRIS HR Writer Basics course you were introduced to the six forms required to create basic HR Writer reports. Those forms include:

- HR Writer Title Creation (HR65.1)
- HR Writer Format Item Selection (HR65.2)
- HR Writer Format Item Order (HR65.3)
- HR Writer Print Order (HR65.4)
- HR Writer Population Selection (HR65.5)
- HR Writer Population Criteria (HR65.6)

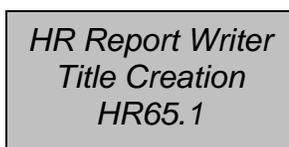
HR Writer provides the ability to create more complicated reports by adding additional data items stored outside the Employee Master Record or by creating and using mathematical calculations to use in your reports.

- To add additional data items, you must select a Detail Topic and Detail Line on the HR65.1 – HR Writer Title Creation Form and use two additional forms. The two additional forms include:
  - HR Writer Detail Selection (HR65.7)
  - HR Writer Detail Criteria (HR65.8)
  - The additional data items allow you to access Employee information stored in tables outside the Employee Master Record.
- To add a mathematical equation (compute statement) to report results, you must create the equation, and then add it as part of your report results. These compute statements provide the ability to perform calculations on Employee information and add those results to reports and inquiries. The additional form used to create compute statements is:
  - HR Writer Compute Statement (HR67.1)

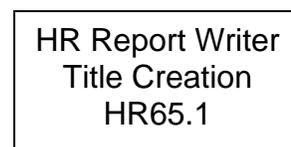
## Advanced HR Writer Flow Chart

The HR Writer Forms must be used in a specific order to successfully create and run a report. You must complete the forms in this order. Some of the forms are required for every HR Writer report, and some forms are options – depending on the purpose of the report. The flow diagram in Figure 1 presents the forms, the required order and their overall purpose for HR Writer reports. The diagram also indicates whether the form is required or optional.

### Required forms appear as:

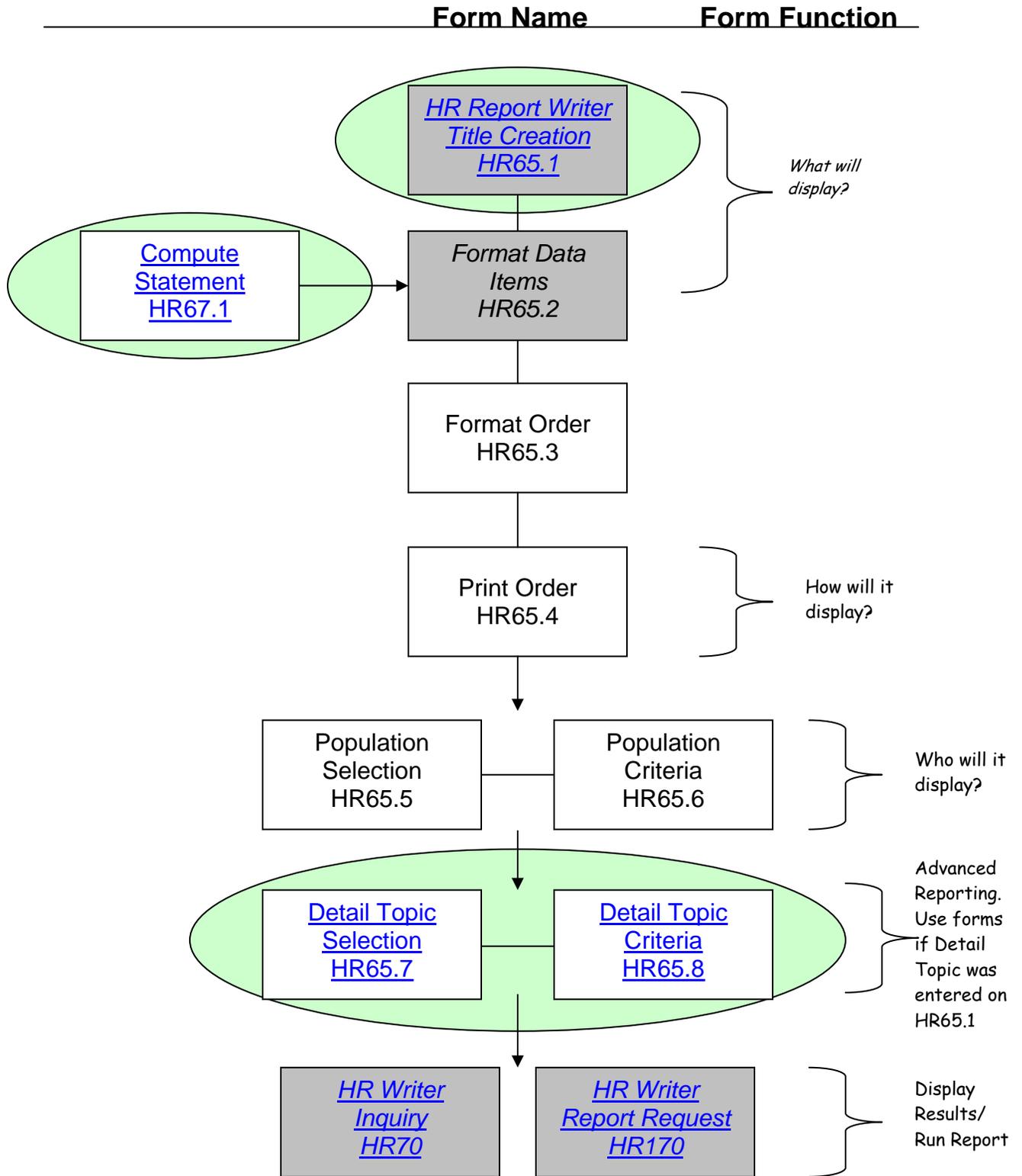


### Optional forms appear as:



**Figure 1**  
**ADVANCED FLOWCHART**

\*Circle indicates a form covered in this training session.



## HR Writer Title Creation (HR65.1)

This is the first form to complete.

This form is required to create an HR Writer Report.

For advanced HR Writer Reports, you must select a Type, Detail Topic and Detail Line on the on the HR65.1.

1	<b>Author</b> field	Required	<p>Select from the drop down list. Authors will be predefined in the HRIS system.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>Authors are used to group report titles together. All reports within a specific author can be run at the same time if desired. <ul style="list-style-type: none"> <li><b>Example</b> – If all HR reports are grouped under one author. That author can then submit report criteria and run all HR reports together.</li> </ul> </li> <li>Authors will be setup with a two-digit agency code, followed by 6 functional areas (HR, PR, BN, BUD, GL and MGT). You should create your report in the author for your agency and the functional area that describes the report topic.</li> </ul>
2	<b>Title</b> field	Required	<p>Type a report title for the report you are going to create. You must define a unique title for each new HR Writer Report.</p>

			<p>If you click the drop down arrow you will see all existing titles that have been created under the specified author.</p> <p> <b>Tips</b></p> <ul style="list-style-type: none"> <li>• The title can be up to 30 characters. The name can include spaces.</li> <li>• The more descriptive the title, the better all users will understand what the report contains. <ul style="list-style-type: none"> <li>○ <b>Example</b> - A title of "Lisa's Report" doesn't give the user any information about the report. A more descriptive title of "Payroll Dept List of New Hires" describes the intended report content.</li> </ul> </li> <li>• Each Agency should consider establishing some naming conventions if they want to make their reports reusable.</li> </ul>
3	Type field	Required	<p>Select report Type from the drop down list. You must associate each HR Writer report with a single report type.</p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• Depending on the Type of report selected in the Type field, different detail topics will be available for selection.</li> <li>• You must select a report type when you create an HR Writer Report. The available report types are: <ul style="list-style-type: none"> <li>○ (E) – Employee – this options yields results that include all current employee information including deductions, benefits, etc.</li> <li>○ (H) – History – this option yields results from historical data such as payroll payments and benefits compensation history. The History option is used in more advanced HR Writer reports and is not covered in this training session.</li> <li>○ (A) – Applicant – this option yields results from all current applicant information. Due to the states limited usage of applicant tracking, this option is not used.</li> </ul> </li> </ul> <p><b>Example</b> - Additional information available from the Detail Topics include:</p>

			<ul style="list-style-type: none"> <li>• For Type Employee - Time Accrual Plans, Dependents, etc.</li> <li>• For Type History – Attendance History, Payment Deductions, Salary History.</li> </ul> <p>See <b>Appendix A – Available Detail Topics (Page 22)</b> for a full list of Detail Topics.</p>
4	<b>Detail Topic</b> field	Required	<p>Select a detail topic to include in your report results.</p> <p>Depending on the Type of report selected, different detail topics will be available. The detail topic selected determines:</p> <ul style="list-style-type: none"> <li>• The data items available for selection,</li> <li>• The valid compute statements (if any exist), and</li> <li>• The detail selection criteria to use.</li> </ul> <p><b>Example</b> – HR requests a list of all terminated Employees that have Individual Stipends on their record. This request would require a detail topic (see screen shot above).</p> <ul style="list-style-type: none"> <li>• Selections on the HR65.1 would be: <ul style="list-style-type: none"> <li>○ Type = History,</li> <li>○ Detail Topic = Payment Wages, and</li> <li>○ Detail Line = Multiple Lines.</li> </ul> </li> <li>• History is selected as type because stipends are not added to the record until payroll process. Payment Wages is selected as the detail topic because the payment history is stored in this table and multiple lines is selected because we want a listing of Employee names.</li> </ul>
5	<b>Detail Line</b> field	Required	<p>If your report includes a detail topic, identify whether multiple detail lines should appear in your results for each Employee or Applicant, or a summary line of numeric information only. <b>Choices are S or M.</b></p> <p><b>If left blank HRIS defaults to M.</b></p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• S – Summarized Line – if selected only numeric non-date fields associated with the detail topic will be available for selection on the HR65.2 (next form). <ul style="list-style-type: none"> <li>○ This option is best if you need a total for a specific set of records, for example, a</li> </ul> </li> </ul>

			<p>total of all payments for a single quarter.</p> <ul style="list-style-type: none"> <li>• M – Multiple Lines – if selected, all numeric, alpha and date fields will be available for selection on the HR65.2. <ul style="list-style-type: none"> <li>○ You can still total (summarize) the numeric, non-date fields by defining total options on the HR65.3 and HR65.4</li> </ul> </li> </ul> <p><b>Example</b></p> <ul style="list-style-type: none"> <li>• If you select History in Type field and PD (Payment Deductions) in the Topic field, and select M, your results may be:</li> </ul> <table border="1"> <thead> <tr> <th>Emp No</th> <th>Deduct Amt</th> <th>Ded Code</th> <th>Payment Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.00 150.00</td> <td>FICA FED</td> <td>1/15/04</td> </tr> <tr> <td></td> <td>100.00 150.00</td> <td>FICA FED</td> <td>12/15/03</td> </tr> <tr> <td>2</td> <td>40.00</td> <td>FICA</td> <td>1/15/04</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• If you select History in Type field, PD in topic and S in Detail Line, your results may be:</li> </ul> <table border="1"> <thead> <tr> <th>Emp No</th> <th>Deduct Amt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>500.00</td> </tr> <tr> <td>2</td> <td>40.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>○ In Summarized, Deduction Code and Payment Date would not be available because they cannot be totaled.</li> </ul>	Emp No	Deduct Amt	Ded Code	Payment Date	1	100.00 150.00	FICA FED	1/15/04		100.00 150.00	FICA FED	12/15/03	2	40.00	FICA	1/15/04	Emp No	Deduct Amt	1	500.00	2	40.00
Emp No	Deduct Amt	Ded Code	Payment Date																						
1	100.00 150.00	FICA FED	1/15/04																						
	100.00 150.00	FICA FED	12/15/03																						
2	40.00	FICA	1/15/04																						
Emp No	Deduct Amt																								
1	500.00																								
2	40.00																								
6-9	<b>Frequency through Spreadsheet Name</b>		<p>See HR Writer Basics for information on these fields.</p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• Important fields to include are: Frequency, and Spreadsheet Name (if exporting results into CSV).</li> </ul>																						
10	<b>Add</b> button	Required	Click <b>Add</b> to save and be automatically taken to the next form.																						

## ***HR Writer Process Review***

After the HR Writer Title Creation Form (HR65.1) has been added (including the detail topic and detail line), you will continue to follow the HR Writer Process as shown in the Advanced Flowchart (Page 7).

The forms will be completed in the following order:

HR Writer Format Item Selection (HR65.2)\* – Required

HR Writer Format Item Order (HR65.3)\* – Optional

HR Writer Print Order (HR65.4)\* – Optional

HR Writer Population Selection (HR65.5)\* – Optional

HR Writer Population Criteria (HR65.6)\* – Optional

\* Refer to the HR Writer Basics Manual for specific instructions on these forms

After you have completed the forms above, you will continue with the process by completing the additional 'advanced' forms.

HR Writer Detail Selection (HR65.7)

HR Writer Detail Criteria (HR65.8).

These two forms allow you to create population selection criteria based on your detail topic table.

## HR Writer Detail Selection (HR65.7)

The detail population selection process is identical to the population selection process followed on the HR65.5 and HR65.6. The only differences are the form numbers and the data items you will be using.

### The process to complete these two forms is as follows:

1. Use the HR Writer Detail Selection (HR65.7) to select the data items you want to specify criteria on.
2. Use the HR Writer Detail Criteria Form (HR65.8) to define the criteria (rules) for the population.

Employees satisfying the criteria will be included in the report results.

### Notes

- Remember: Using these two forms is only a valid option if a detail topic has been selected on the HR65.1.
- The data items available on the HR65.7 will be based on the Detail topic selected on HR65.1.

1	<b>Items to Select</b>	Required	<p>Select the data items to use in defining your population criteria.</p> <p>The data items displayed in the 'Items to Select' section will be those included in the detail topic</p>
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			<p>selected on HR65.1 (in the example above we selected the Payment Wages table). If no detail topic is selected, this form will be blank.</p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• To add an item, enter “X” (  ) in the select box or click the drop down arrow, then “Select” from the drop down menu and click <b>Change</b>.</li> <li>• Any of the fields that appear can be selected to use as criteria in your report.</li> <li>• As data items are marked in the ‘Items to Select’ section, and the Add/Change button is clicked, those data items will move to the ‘Selected Items’ section of this form.</li> </ul>
2	<b>Selected Items</b>	Required – fields must be selected to define criteria.	<p>Includes the fields that have been selected to use when defining the selection criteria. (Field must show an “X” (  ) in the select box to be selected).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• To delete an item, remove the ‘X’ from the select box and click <b>Change</b>.</li> </ul> <p><b>The maximum number of data items <u>that can be included</u> in the selection criteria definition for a report is 9.</b></p>
3	<b>Add/Change Button</b>	Required	<p>Click <b>Add/ Change</b> to save changes.</p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• You should always click <b>Change</b> before performing a PageDown or PageUp, otherwise unsaved items marked with an ‘X’ in ‘Items to Select’ will be lost.</li> <li>• If changes are lost, you can always go back and recreate your selections.</li> <li>• As you click <b>Change</b>, the selected fields in ‘Items to Select’ move to the ‘Selected Items’ section of the form.</li> </ul>

## HR Writer Detail Criteria (HR65.8)

This will be the next form in the two-step process.

This form is optional and will only be required if data items were selected on the HR65.7. Use this form to assign criteria (valid values) to the data items selected on HR65.7.

### Notes

- Items selected on the HR Writer Detail Selection (HR65.7) (Page 12) appear on the top half of the form and automatically have a value assigned to them by HR Writer. This is the value to input in the Data Item fields.

1	<b>Date</b> field	Optional	<p>To select material that is date sensitive, you must type the beginning date of a date range.</p> <p>For all employee history topics, you must provide a detail date range, or add a date range as a runtime parameter on HR170 or HR70.1.</p>
2	<b>Suppress Individual</b> field	Required	<p>Define whether the report results should suppress individuals that do not meet the report criteria. Options are:</p> <ul style="list-style-type: none"> <li>'Y' = Yes. Selection 'Yes' in this field suppresses the printing of individuals with no qualified detail information. <ul style="list-style-type: none"> <li>If you select yes you must include at least</li> </ul> </li> </ul>

			<p>one detail topic data item selected on the HR Writer Format Item Selection (HR65.2) as a parameter on this form. HR Writer needs this information to determine whether or not to suppress printing the individual.</p> <ul style="list-style-type: none"> <li>• 'N' = No. Selecting No prints all individuals, even those with no qualified information.</li> <li>• 'X' = Print only. Selecting X prints only information for individuals whom no detail is found. <ul style="list-style-type: none"> <li>○ <b>Example</b> – you might run the report with X to find employees who did not have Bus Card deductions taken in the prior pay period.</li> </ul> </li> </ul> <p>If the field is not defined on this form, you can also select the Suppress Individual option on the HR70.1 or HR170.</p>
3	<b>FC field</b>	Required	Select whether you want to A – Add, C – Change or D – Delete a population criteria.
4	<b>Data Item field</b>	Required	Type the application-assigned number of the data item appearing in the top portion of this form, you want to define criteria for.
5	<b>Inc Exc field</b>	Required	<p>Select whether the individuals meeting the selection criteria are (I) – included or (E) – excluded.</p> <p><b>Example</b> – To specify that you only want Employees that have pay codes in a certain range, you would enter the following (from example above):</p> <ul style="list-style-type: none"> <li>• FC = A</li> <li>• Data Item = 1</li> <li>• Inc/Exc = I (to include)</li> <li>• Beginning Value = 701, Ending Value = 705</li> </ul>
6	<b>Beginning Value field</b>	Required	<p>Define the beginning value (if applicable) that you want the data item criteria to include/exclude.</p> <p> <b>Tip</b> – You can use a wild card (*) to select the records for the data item on alpha fields (not date or numeric). When using the wild card, leave the ending value field blank. Wild card is setup as follows 'AN*', this would return all the values that begin with AN.</p> <p><b>Example</b> – To include all Employees that had a specific pay code in their payment history, type 701 in the Beginning value.</p>

7	<b>Ending Value</b> field	Optional	<p>Define the ending value (if applicable) that you want the data item criteria to include.</p> <p><b>Example</b> – To stop the list at a certain pay code, type the pay code 705 in Ending value.</p>
8	<b>Item Group</b> field	Optional	<p>This field functions as an “And/Or” feature to allow you to defined multiple different criteria groups the Employee must meet.</p> <p>To group the criteria, you will place an alpha or numeric character in the Item Group field, this character associates that criteria with others in the item group.</p> <p>The Item Group works the same as the field on the HR65.6. See HR Writer Basics Manual – HR Writer Population Criteria (HR65.6) (Page 18) for additional information on this field.</p>
9	<b>Change Button</b>	Required	<p>Click <b>Change</b> to save changes.</p> <p> <b>Notes</b></p> <ul style="list-style-type: none"> <li>• You should always click <b>Change</b> before performing a PageDown or PageUp, otherwise unsaved items will be lost.</li> <li>• If changes are lost, you can always go back and recreate your criteria.</li> </ul> <p>As you click <b>Change</b>, the option defined in the ‘FC’ column disappears.</p>

## ***HR Writer Process Review***

The HR Writer Detail Criteria (HR65.8) Form (Page 14) is the last step in creating an ad hoc report.

Once this step is complete you will continue with the HR Writer Process as shown in the Advanced Flowchart (Page 7).

Your last step will be to display your results. You will display your results using one of the following:

HR Writer Report (HR170)\*

HR Writer Inquiry Form (HR70.1.)\*

\* Refer to the HR Writer Basics Manual for specific instructions on these forms

## HR Writer Compute Statements (HR67.1)

HR Writer provides the ability to add mathematical equations (compute statements) to report results. These compute statements provide the ability to perform calculations on Employee information and add those results to reports and inquiries. A compute statement can have up to three factors and two operators.

- Factor – a factor is a column in the report, a particular item from a system-defined list, or a fixed numeric value.
- Operators are (+) – add, (-) – subtract, (\*) – multiple, and (/) divide.

Compute statements are associated with HR Writer Authors, so once defined; they can be used in multiple reports for the same author.

Compute statements must be created on HR67.1 before they can be added to a report.

- **Example** – The Agency Director requests a report to see the new annual salary for each Employee after a 600 General Salary Adjustment. A compute statement can be developed to take the hourly Rate of Pay from HR11, add in the \$600-salary adjustment, and multiply it by the annual hours (2080). This new salary can then be displayed in an HR Writer report. (See below)

The screenshot shows the HRIS HR Writer Compute Statement (HR67.1) interface. The form is titled "HR WRITER COMPUTE STATEMENT (HR67.1)" and includes a navigation bar with "Add", "Change", "Delete", "Inquire", "Next", and "Previous" buttons. The form is divided into several sections:

- Author:** TRAINING (Training Team)
- Compute Name:** newannual
- Column Heading 1:** (empty)
- Column Heading 2:** New Rate
- Factor 1:** Column: (empty), Item: E2, 62, Value: (empty)
- Factor 2:** Operator 1: \*, Column: (empty), Item: E1, 294, Value: (empty)
- Factor 3:** Operator 2: +, Column: (empty), Item: (empty), Value: 600.0000
- First Operator:** 1

The final formula displayed is: (Rate of Pay \* Annual Hours) + 600.0000

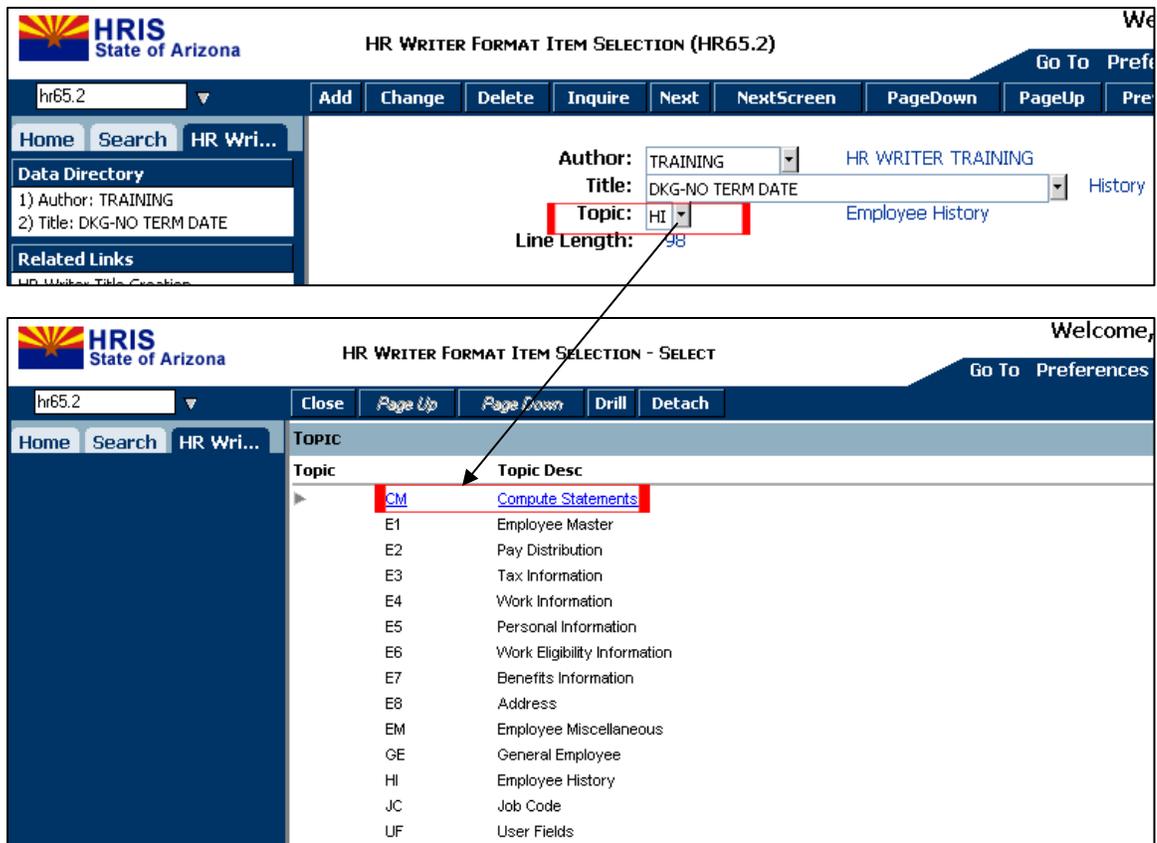
1	<b>Compute Name field</b>	Required	Defines the name of the new compute calculation.  What you define in this field will be what is selected
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			on the HR65.2 if the compute statement is added to your report.
2	<b>Column Heading 1</b> field	Optional	Defines the column heading that will appear in the report results for the compute statement.
3	<b>Column Heading 2</b> field	Required	Define a second column heading to appear on the report.
4	<b>Column</b> field	Optional	<p>Each Factor of the compute statement can be a report column number, a data item number, or a constant value.</p> <p>If a report column number is input, this indicates to HR Writer that the value appearing in that column of the report (defined on HR65.2) should be used in the computation.</p>
5	<b>Item</b> field	Optional	<p>Provides a list of different options that can be incorporated into the compute statement.</p> <p>When you select the item, the topic and application-assigned number of the data item appear in the fields. If selected, the item will be used in the computation.</p>
6	<b>Value</b> field	Optional	If a numeric value is typed into this field, HR Writer treats the value as a constant in the compute statement.
7	<b>Operator 1</b> field	Optional	Defines the operator you want the calculation to use on Factor 1 and Factor 2.
8	<b>Operator 2</b> field	Optional	Defines the operator you want the calculation to use on Factor 2 and Factor 3.
9	<b>First Operator</b> field	Optional	<p>Defines which operator to complete first if the compute statement includes two operators.</p> <p><b>Example</b> – if your compute statement is Rate of Pay times Annual Hours plus 600.00, your first operator is a * and your second is a +. The rate of pay is 10.00 and annual hours are 2080.</p> <ul style="list-style-type: none"> <li>• If the first operator is defined as 1 (operator 1), then the formula is defined as (Rate of Pay * Annual Hours) + 600.00. <math>(10 * 2080) + 600 = 21400</math>.</li> <li>• If the first operator is defined as 2 (operator 2), then the formula is defined as Rate of Pay * (Annual Hours + 600.00). <math>10 * (2080 + 600) = 26800</math>.</li> </ul> <p>As you can see, this is a critical field because it can</p>

			significantly change the results of your compute statement.
10	<b>Add/Change Buttons</b>	Required	Click <b>Add/Change</b> to save your changes.

After you have created a compute statement, you can add the statement to any HR Writer Report within the selected Author.

To add a compute statement to your report, go to the HR Writer Format Item Selection Form (HR65.2); select Topic – Compute Statements, and Inquire.



The compute statements available for the specified author will be displayed in the 'Items to Select' section of the form. Follow the steps outlined for HR65.2 to add the statement to your report results.

If selected, a compute statement will be the last column displayed on your report. To change the column order, follow the steps outlined in HR Writer Basics for the HR Writer Format Item Order Form (HR65.3).

***Review - HR Writer Report Results (HR70.1 and HR170.1)***

The HR Writer Inquiry Form (HR70.1) provides the ability to preview the results of the report online, while the HR Writer Report Request Form (HR170) shows the complete results, and provides the option to print the report.

See the HR Writer Basics Manual for instructions on using the HR70.1 and HR170 forms.

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## Appendix A – Available Detail Topics

Depending on the report type you define, you can also select a second dimension detail topic. This detail topic determines what information (data) will be available in your report. The following table provides a list of the different report types and detail topics available.

<b>Employee Report Type Detail Topics</b>	<b>History Report Type Detail Topics</b>	<b>Applicant Report Type Detail Topics</b>
AC – Additional Contacts AD – ACH Deposits AR – Alternate Pay Rates AU – Automobile BN – Benefits CE – Certification CN – Contracts CP – Company Property DB – Dependent Benefits DM – Deduction Master DP – Dependents EC – Emergency Contact ED – Education EP – Employee Positions IV – Interviews JH – Prior Work History MD – Medical MI – Military OS – Health, Safety Incident RC – Requisition Costs RH – Requisition History RL – Relocation RO – Requisition Offers RQ – Job Requisitions RV – Reviews SK – Competencies TA – Time Accrual TV – Travel WS – Work State Reporting Info	AH – Attendance History AP – ACH Payments CH – Compensation History CO – DC/DB Accounts DH – Monthly Deduction History FR – Flex Dollars Remaining FX – Flex Dollars GL – Payroll GL Distributions HI – Employee History PD – Payment Deductions PM – Payment Master PW – Payment Wages QD – Quarterly Deductions QW – Quarterly Wages RS – Spending Account Transactions SH – Salary History TD – Time Accrual Detail TS – Time Accrual Summary VE – Vesting History WK – Weeks Worked	CE – Certifications ED – Education IV – Interviews JC – Job Code JH – Job History MI – Military RC – Requisition Costs RF – References RH – Requisition History RL – Relocation RO – Requisition Offers RQ – Job Requisitions SK - Competencies