



HRIS Job Role Training

ETE Comment Report
Forms: ZS220

Table of Contents

Introduction	3
Employee Time Entry Comment Report (ZS220)	3
Results of the Comment Report	5

Introduction

In ETE, employees, managers and proxies document information in regards to an employee's time record. To view these comments in one simple report, you can generate an ETE comment report. This report can be viewed in a PDF or CSV format.

Employee Time Entry Comment Report (ZS220)

The screenshot displays the Lawson ETE Comments Report (ZS220) interface. The top navigation bar includes the Lawson logo, the report title, and a user welcome message 'Welcome Jennifer'. Below the navigation bar is a menu with options: Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire. A search box contains 'zs220' and a 'Related' button is visible.

The main content area features a left-hand navigation pane with the following items: Multi-Step Job Definition, Job Schedule, Print Manager, and Job List. The main form area contains several fields and buttons:

- 7**: Points to the 'Add' button in the top navigation bar.
- 8**: Points to the 'Submit' button.
- 1**: Points to the 'Job Name' field, which contains 'COMMENT'.
- 2**: Points to the 'Job Description' field, which contains 'ETE Comments Report'.
- 3**: Points to the 'Company' field, which contains 'STATE OF ARIZONA'.
- 4**: Points to the 'Pay Period Start Date' field, which contains '03/05/2011'.
- 5**: Points to a group of three fields: 'Agency', 'Process Level', and 'Department'.

The 'Parameters' section includes the following fields:

- Company: STATE OF ARIZONA
- Pay Period Start Date: 03/05/2011
- Agency: [Empty]
- Process Level: [Empty]
- Department: HR720

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Job Name	R	Enter the name of the job		
2	Job Description	O	Enter the job description		
3	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.
5	Pay Period	R	Enter the Pay Period start date		
4	Agency, Process Level or Department Field	R	Enter an agency, process level OR department level		
7	Add button	R	Click Add to save report job.		Message should display “Add Complete Continue”
8	Submit	R	Click Submit to run the report		

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark.

For additional instructions on how to submit and view reports, see the General Training for On Demand Reports.

Results of the Comment Report

ETE Comments Report

ZS220 Date 03/16/11
Time 10:27

ETE Comment Report
Period Date 03/05/11 - 03/18/11
AG/PL/Depart selected: HR720

Page 1

Employee Name	Dept	Date	User-ID	Comment
90364 MENDEZ, APRIL	HR720	03/07/2011		Project A - 8 Hours
		03/08/2011		Project A - 8 Hours
		03/09/2011		Project A - 2 Hours
		03/09/2011		Project B - 2 Hours
		03/09/2011		Project C - 4 Hours
95376 BILAGODY, ROBYNA	HR720	03/07/2011		Project A - 2 Hours
		03/07/2011		Project B - 6 Hours
		03/08/2011		Project A - 4 Hours
		03/08/2011		Project B - 4 Hours
		03/09/2011		Project A - 8 Hours