



HRIS Job Role Training

HRIS Inquiry Forms

Forms: PR50, PR51, PR52, TM50, TM52, PA66.1,
PA66.2, PA66.3, PA66.4, PA67, BN50, BN51, BN51.2, BN60

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Introduction

HRIS provides numerous Inquiry Forms that can be used by Agency Personnel to look up/verify Employee information. Access to Inquiry Forms will vary depending on your assigned HRIS Job Role. The following training lesson provides training on all HRIS Inquiry Forms. Below is a list of all HR/PR/BN Inquiry Forms along with a description of what is available on the form:

- **Quarterly Payment Inquiry Form (PR50.1)** - can be used to view Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by Employee, along with Federal, Social Security, and Medicare taxable wages.
- **Payment Inquiry Form (PR50.2)** - can be used to view summary information associated with Employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
- **Pay Stub Inquiry Form (PR51.1)** - can be used to view payment detail information.
- **Pay Stub Inquiry Form - Web (PR51.3)** - can be used to view payment detail information in a web format.
- **Payroll History - Year to Date Form (PR52.1)** - can be used to view an Employee's wages and deductions for the current year or once history has been established for prior years.
- **Employee Attendance Inquiry (TM50.1)** - can be used to view an Employee's attendance history.
 - **Employee Attendance Totals (TM50.2)** - can be used to view total attendance information for the parameters selected on TM50.1 (Employee Attendance Inquiry). Form is access off the TM50.1.
- **Attendance Inquiry (TM52.1)** - can be used to view attendance history information for multiple Employees.
- **Plan Balance Inquiry (TA65.1)** - can be used to view the available leave balances of an Employee in a specific time accrual plan.
- **Yearly Activity Inquiry (TA65.2)** - can be used to view individual Employee's transactions for the current year by plan.
- **Employee Transaction Inquiry (TA65.3)** - can be used to view all transactions processed for an Employee in a specific time accrual plan.
- **Employee Action Summary Form (PA66.1)** – can be used to view a summary of the personnel actions performed on an employee.
- **Action Inquiry Form (PA66.2)** – can be used to view employees who had a particular action performed on them.
- **Employee Action Detail Form (PA66.3)** – can be used to view the previous and current values of data items changed by an action performed on an employee.
- **Employee Action Comments Form (PA66.4)** – can be used to view comments about an action performed on an employee.
- **Pay Rate History Form (PA67.1)** – can be used to view changes made to an employee's pay rate.

- **Current Plan Participants (BN50.1)** – can be used to view the employees who are currently enrolled in a benefit plan as of the system date.
- **Employee Benefit Summary (BN51.1)** – can be used to view the plans in which an employee is enrolled on a particular date.
- **Employee Benefit Details (BN51.2)** – can be used to view an employee’s annual contributions and, deductions for his/her benefit plan.
- **Plan Inquiry (BN52.1)** – can be used to view the benefit plans of a company.
- **Savings Bond History (BN60.1)** – can be used to view the savings bonds an employee has purchased.
 - **Savings Bond Balance (BN60.2)** – can be used to view the balance of a specific savings bond.



Notes

- Inquiry forms cannot be used to update Employee data.
- Depending on your security, you may or may not have access to all the forms discussed in this training. If you are unsure what forms you have access to use please see the HRIS Job Role Descriptions.

Quarterly Payment Inquiry Form (PR50.1)

HRIS State of Arizona

US Quarterly Payment Inquiry (PR50.1)

welcome Frank [logout]

PR50.1

Home Inquire Inquire

Related Forms

Company STATE OF ARIZONA

Payroll Year

Quarter

Position To

SC	Employee	Gross Pay	Federal Taxable	Soc Sec Taxable	Medicare Taxable	
						More
						More
						More
						More
						More
						More

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR50.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The US Quarterly Payment Inquiry (PR50.1) form will open.	
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	Payroll Year Field	O	Type in the Payroll Year to view.		If no Payroll year is provided, the system will default in a payroll year.
4	Quarter Field	O	If applicable, type in the specific quarter to view.		If no Quarter is provided, the system will show the total for the entire payroll year.
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The system will populate the information at the bottom of the screen for all employees the user has access to view.	PageDown and PageUp can be used to see additional employees.
6	Information area	N / A	This area of the form will display Payment information for all employees the user has access to view.		Information that will be displayed includes: EIN, Name, Gross Pay, Name, Federal Taxable, Soc Sec Taxable and Medicare Taxable wages. If access is allowed, the user will also see SSN.
7	More link	O	Click on the More link for the applicable employee to see additional tax information on State Taxes.	The State and Local Taxable Wages (PR50.4) form will open.	State taxes will be displayed for the specific employee. To leave this form and return to PR50.1, click Cancel.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR50.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Payment Inquiry Form (PR50.2) will open.	
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 in the EIN of the employee's record to be displayed.		
4	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The system will populate the information at the bottom of the screen for the specific employee requested.	PageDown and PageUp can be used to see additional employees.
5	Information area	N / A	This area of the form will display Payment information for the specific employee.		Information that will be displayed includes: Date, Payment Number, Type, Gross Pay, Total Deductions, and Net Pay.

Pay Stub Inquiry Form (PR51.1)

The screenshot shows the HRIS State of Arizona interface for the Pay Stub Inquiry (PR51.1) form. The form is displayed in a browser window with the following elements:

- Header:** HRIS State of Arizona logo on the left, "Pay Stub Inquiry (PR51.1)" in the center, and "welcome Frank [logout]" on the right. A search bar contains "pr51.1".
- Navigation:** A menu bar with "Previous", "Inquire" (highlighted with a red box and callout 1), and "Next" buttons. A "Related Forms" dropdown menu is also present.
- Search Fields:** Four input fields with callouts: "Company" (callout 2), "Employee" (callout 3), "Payment Date" (callout 4), and "Payment Number" (callout 5).
- Table:** A large table with a green header row and multiple empty rows with alternating light green and light beige backgrounds.
- Footer:** A status bar with "Done" on the left and "Local intranet" on the right.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR51.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Pay Stub Inquiry Form (PR51.1) will open.	
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 in the EIN of the employee's record to be displayed.		
4	Payment Date Field	R	Type or select from the drop down menu the specific payments date to be viewed. If Payment date is not known, skip this step. The Next button can be used to find the next payment.		
5	Payment Number Field	R	Type or select from the drop down menu the payment number to be viewed. If Payment Number is not known, skip this step. The Inquiry button will bring up the payment number using the payment date.		
6	Inquire Button Next Button Previous Button	R	If the Payment Date or Payment Number is provided, click Inquire. If the Payment Date and/or Payment Number is unknown, click Next to bring up the next record for the Employee.	You should get message "Select More...to view remaining deductions" in the lower left corner. The system will populate the information at the bottom of the screen for the specific employee requested.	If you attempt to click Inquire without a Payment Date and Payment Number, this system will notify you that both fields are required.
7	Information area	N / A	This area of the form will display Payment information for the specific employee.		Information that will be displayed includes: Earnings by Paycode (Hours and Amount), Deductions (both Employee and Employer). The More tab may appear, click on this to view more deductions.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR51.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Pay Stub Inquiry Form (PR51.1) will open.	
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 in the EIN of the employee's record to be displayed.		
4	Payroll Year Field	R	Type in the Payroll year to view.		
5	Country Code Field	O	Type or select from the drop down the country code for the payment. If Country Code is unknown, skip this step.		
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The system will populate the information at the bottom of the screen for the specific employee requested.	PageDown and PageUp can be used to see additional employees.
7	Information area	N / A	This area of the form will display Payroll history information for the specific employee.		Information that will be displayed includes: Pay Summary Group, Pay Description, Hours and Wages. In addition, Total hours and wages for the Year will be displayed. The More tab may appear, click on this to view more deductions.
8	Related Pages Wages Deductions	O O	Click on the Deductions link under related pages to see the payroll history for the employee's deductions.		

Employee Attendance Inquiry (TM50.1)

The screenshot displays the HRIS State of Arizona interface for the Employee Attendance Inquiry (TM50.1) application. The page features a top navigation bar with the HRIS logo, the application title, and a user welcome message. Below the navigation bar is a search area with a search box containing 'tm50.1' and a search button. The main content area is divided into two tabs: 'Parameters' and 'Results'. The 'Parameters' tab is active, showing several search criteria: 'Company', 'Employee', 'Sort Option' (set to '1'), 'Dates' (with two date pickers), 'Search Day' (with a dropdown), 'Attend Class', and '- or - Attend Code'. A 'Date' label is positioned to the right of the 'Sort Option' dropdown. The 'Results' tab is currently empty. The interface includes a 'Home' button on the left, 'Previous', 'Inquire', and 'Next' navigation buttons, and a 'Related Forms' dropdown on the right. The bottom of the screen shows a Windows taskbar with 'Done' and 'Local intranet' icons.

9 Employee Attendance Inquiry (TM50.1)

1 tm50.1

2 Company

3 Employee

4 Sort Option 1 Date

5 Dates

6 Search Day

7 Attend Class

8 - or - Attend Code

10 Results

Home

Previous Inquire Next Inquire

Related Forms

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type TM50.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Attendance Inquiry (TM50.1) Form will open.	
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 in the EIN of the employee's record to be displayed.		
4	Sort Option Field	O	Type or select from the drop down whether or not you want the information to list according to dates or attendance code and then dates. To display all attendance history, skip to step 9 for Inquire.		Valid Value are: <ul style="list-style-type: none"> • '1' – Date • '2' – Attend Code; Date Default value is '1'.
5	Dates Field – Box 1	O	If you would like to display the attendance history for a specific range of dates, type or select from the drop down the beginning date of that range. If a date range is not required, skip this step.		If you type only a beginning date, employee attendance history on or after that date will appear.
	Dates Field – Box 2	O	If you would like to display the attendance history for a specific range of dates, type or select from the drop down the ending date of that range. If a date range is not required, skip this step.		If you type only an ending date, employee attendance history on or before that date will appear.
6	Search Date Field	O	If you would like to view employee history for a particular day of the week, type or select that day from the drop down.		Valid Values are: <ul style="list-style-type: none"> • '1' – Sunday • '2' – Monday • '3' – Tuesday • '4' – Wednesday • '5' – Thursday • '6' – Friday • '7' – Saturday
7	Attend Class Field	O	Skip this field, at this time; HRIS does not use attendance classes.		
8	Attend Code Field	O	If attendance history for a specific attendance		Attendance Codes are used to define

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			code is desired, select the Attend Code.		the reason for the Employee's leave (FMLA, Family sick, etc. and defines the dependent, if applicable).
9	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	Results will be viewed on the results link.
10	Related Pages Results	O	Click on the Results link under related pages to see the results of this inquiry.		See Screen shot below for example.

Employee Attendance Inquiry (TM50.1)

The screenshot shows the HRIS State of Arizona interface for Employee Attendance Inquiry (TM50.1). The search criteria are as follows:

- Company: 1 (STATE OF ARIZONA)
- Employee: 12345 (O'CONNAL, BRIAN)
- Sort Option: 1 (Date)

The 'Results' tab is active, showing a table of attendance records:

Code	Description	Date	Day	Hours	Points	Occ
28	FAM SICK NAT CHILD	07/08/2004	Thu	1.50		Y
28	FAM SICK NAT CHILD	07/06/2004	Tue	1.50		Y
28	FAM SICK NAT CHILD	06/28/2004	Mon	5.00		Y
28	FAM SICK NAT CHILD	05/21/2004	Fri	6.25		Y
28	FAM SICK NAT CHILD	05/11/2004	Tue	1.00		Y
28	FAM SICK NAT CHILD	01/16/2004	Fri	5.00		Y

A callout box with the number '1' points to the 'Totals' button located to the right of the table.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Totals Field	O	Click on the Totals field	System will open the Employee Attendance Totals (TM50.2) form displaying the total for the attendance codes displayed.	

Attendance Inquiry (TM52.1)

HRIS State of Arizona

Attendance Inquiry (TM52.1)

welcome Frank [logout]

tm52.1

Home ? Inquire Inquire Related Forms

2 Company STATE OF ARIZONA

3 Sort Option Employee;Date

Parameters Results

4 Dates

5 Search Day

6 Attend Class

7 - or - Attend Code

8 Process Level

9 Department

10 Supervisor

11 Employee 50607 O'CONNAL, BRIAN

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TM52.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Attendance Inquiry (TM52.1) form will open.	
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	Sort Option Field	O	Type or select from the drop down whether or not you want the information to list using a specific sort option.		Valid Value are: <ul style="list-style-type: none"> • '1' – Employee; Date • '2' – Employee; Attend Code • '3' – Attend Code; Date • '4' – Date; Attend Code Default value is '1'.
4	Dates Field – Box 1	O	If you want attendance information to display for a specified date range, type in the beginning date. To display all dates, skip this field.		If only a beginning date is provided, attendance history will appear on or after the date you type.
	Dates Field – Box 2	O	If you want attendance information to display for a specified date range, type in the ending date. To display all dates, skip this field.		If only an ending date is provided, attendance history will appear as on or before the date you type.
5	Search Day Field	O	If you want to view attendance information for a specific day of the week, select that day here. To display all days, skip this field.		Valid Values are: <ul style="list-style-type: none"> • '1' – Sunday • '2' – Monday • '3' – Tuesday • '4' – Wednesday • '5' – Thursday • '6' – Friday • '7' – Saturday
6	Attend Class Field	O	Skip this field, at this time; HRIS does not use attendance classes.		
7	Attend Code Field	O	If attendance history for a specific attendance code is desired, select the Attend Code.		Attendance Codes are used to define the reason for the Employee's leave (FMLA, Family sick, etc. and defines the dependent, if applicable).
8	Process Level Field	O	If you want to display attendance information for employees within a specified process level, type or select the process level from the drop down menu.		If no process level is entered, user will see all employees he/she has access to view that have attendance history.
9	Department Field	O	If you want to display attendance information for employees within a specified department, type		If no department is entered, user will see all employees he/she has access to

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			or select the department from the drop down menu.		view that have attendance history.
10	Supervisor Field	O	If you want to display attendance information for employees reporting to a specific supervisor, type or select the supervisor code from the drop down menu.		If no supervisor is entered, user will see all employees for all supervisors he/she has access to view that have attendance history.
11	Employee Field	O	If you want to display attendance history for a specific employee, type or select the employee number from the drop down menu.		If you select an employee, leave the Process Level, Department and Supervisor fields blank.
12	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	Results will be viewed on the results link.
13	Related Pages Results	O	Click on the Results link under related pages to see the results of this inquiry.		See Screen shot below for example.

Attendance Inquiry (TM52.1)

Company: STATE OF ARIZONA
Sort Option: Employee;Date

Attend	Date	Day	Employee	Name	Hours	Occ
28	07/08/2004	Thu	50607	O'CONNAL, BRIAN	1.50	Y
28	07/06/2004	Tue	50607	O'CONNAL, BRIAN	1.50	Y
28	06/28/2004	Mon	50607	O'CONNAL, BRIAN	5.00	Y
28	05/21/2004	Fri	50607	O'CONNAL, BRIAN	6.25	Y
28	05/11/2004	Tue	50607	O'CONNAL, BRIAN	1.00	Y
28	01/16/2004	Fri	50607	O'CONNAL, BRIAN	5.00	Y

Plan Balance Inquiry (TA65.1)

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type TA65.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Plan Balance Inquiry (TA65.1) form will open.	
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	Plan Field	R	Type or select from the drop down menu the specific time accrual plan to view.		
4	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Employees enrolled the specified plan will appear on the bottom of the form.	
5	Information area	N / A	This area of the form will display time accrual information for the employees enrolled in the specified plan.		Information that will be displayed includes: EIN, Last Name, First Name, Middle Initial and the Eligible Hours. The State of Arizona does not use accrued hours; therefore the accrual hour's field will be blank. You can use PageDown, PageUp or the Position To field to see additional employees.

Employee Action Summary Form (PA66.1)

The screenshot shows the HRIS interface for the State of Arizona. The title bar reads "Employee Action Summary (PA66.1)". The browser address bar shows "pa66.1".

Callout 1 points to the search bar containing "pa66.1".

Callout 2 points to the "Company" dropdown menu, which is set to "STATE OF ARIZONA".

Callout 3 points to the "Employee" dropdown menu.

Callout 4 points to the "Effective" date range selection.

Callout 5 points to the "History Errors" dropdown menu, which is set to "1".

Callout 6 points to the "Home" sidebar.

Callout 7 points to the table of action history.

SC	Action	Description	Pos Lvl	Effective Date	End Date	Change Date	Comments
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PA66.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Action Summary (PA66.1) form will open.	
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 or select from the drop down menu the employee number for the record to review.		
4	Effective Field – Box 1	O	If applicable, type or select a specific range of dates to display employee actions. This field should indicate the beginning date of the range.		If you type only a beginning date, actions with effective dates on or after the effective date in this field will display.
	Effective Field – Box 2	O	If applicable, type or select a specific ending date for the employee actions.		If you type only an ending date, all actions will appear on or before that date. If no date range is required, skip these fields to see all actions for the employee.
5	History Errors Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a log of the error. Valid Values are: <ul style="list-style-type: none"> • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only The default value is 1.
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Employee action history will display for the criteria as provided.	
7	Information area	N / A	This area of the form will display personnel action history for the specified employee.		Information that will be displayed includes: Action Nbr, Description, Position level, Effective Date, End Date (if applicable), Change Date, and Comments (if applicable).

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					You can use PageDown, PageUp or the Position To field to see additional information.

Action Inquiry Form (PA66.2)

12 Action Inquiry (PA66.2)

1 pa66.2

Home Previous Inquire Next Inquire Related Forms

2 Company STATE OF ARIZONA

3 Action

4 History Errors 1 Exclude Errors

5 Effective

6 Process Level

7 Department

8 User Level

9 Location

10 Supervisor

11 Employee Group

SC	Employee	Name	Pos Lvl	Effect Date	Comments
▼					
▼					
▼					
▼					
▼					
▼					
▼					
▼					

13

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA66.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Action Inquiry (PA66.2) form will open.	
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	Action Field	R	Type or select from the drop down menu the Action Nbr to lookup in the inquiry.		If selecting the action from the drop down menu, verify that you have selected from Action Code (not Historical Actions) under the Search Options on the left pane.
4	History Errors Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a log of the error. Valid Values are: <ul style="list-style-type: none"> • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only The default value is 1.
5	Effective Field – Box 1	O	If applicable, type or select a specific range of dates to display for the actions. This field should indicate the beginning date of the range.		If you type only a beginning date, actions with effective dates on or after the effective date in this field will display.
	Effective Field – Box 2	O	If applicable, type or select a specific ending date for the actions to display.		If you type only an ending date, all actions will appear on or before that date. If no date range is required, skip these fields to see all actions for the employee.
6	Process Level Field	O	If you want to display action information for employees within a specified process level, type or select the process level from the drop down menu.		If no process level is entered, user will see all employees he/she has access to view that have that specific action.
7	Department Field	O	If you want to display action information for employees within a specified department, type or select the department from the drop down menu.		If no department is entered, user will see all employees he/she has access to view that have that specific action.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
8	User Level Field	O	If you want to display action information for employees within a specific user level, type or select the user level from the drop down menu.		If no user level is entered, user will see all employees he/she has access to view that have that specific action.
9	Location Field	O	If you want to display action information for employees within a specific location, type or select the location from the drop down menu.		If no location is entered, user will see all employees he/she has access to view that have that specific action.
10	Supervisor Field	O	If you want to display action information for employees reporting to a specific supervisor, type or select the supervisor code from the drop down menu.		If no supervisor is entered, user will see all employees for all supervisors he/she has access to view that have that specific action.
11	Employee Group Field	O	If you want to display action information for employees within a specified employee group, type or select the employee group from the drop down menu.		If no employee group is entered, user will see all employees for all groups he/she has access to view that have that specific action.
12	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Action history will display for the criteria as provided.	
13	Information area	N / A	This area of the form will display personnel action history for the specified employee.		Information that will be displayed includes: EIN, Name, Position Level, Effective Date and Comments (if applicable) You can use PageDown, PageUp or the Position To field to see additional information.

Employee Action Detail Form (PA66.3)

The screenshot shows the HRIS State of Arizona interface for the Employee Action Detail Form (PA66.3). The form includes a header with navigation buttons (Previous, Inquire, Next) and a search bar containing 'pa66.3'. Below the header are several input fields: Company (STATE OF ARIZONA), Employee, Effective, Action,Nbr, History Errors (set to 1), Position Level, and Reason(s). A table below these fields has columns for Data Item, Old Value, New Value, Curr, and Current Value. A blue sidebar is visible on the left, and the Windows taskbar at the bottom shows 'Done' and 'Local intranet'.

1: Search bar containing 'pa66.3'

2: Company field containing 'STATE OF ARIZONA'

3: Employee field

4: Effective field

5: Action,Nbr field

6: History Errors dropdown menu set to '1'

7: Form title 'Employee Action Detail (PA66.3)'

8: Table header 'Data Item' (with 'Old Value', 'New Value', 'Curr', and 'Current Value' also indicated)

9: Blue sidebar

Data Item	Old Value	New Value	Curr	Current Value

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA66.3 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Action Detail (PA66.3) form will open.	
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 or select from the drop down menu the employee number for the record to review.		
4	Effective Field	R	Type or select the effective date of the action to review.		
5	Action, Nbr Field	R	Type or select from the drop down menu the Action Nbr to lookup in the inquiry.		If selecting the action from the drop down menu, verify that you have selected from Action Code (not Historical Actions) under the Search Options on the left pane.
6	History Errors Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a log of the error. Valid Values are: <ul style="list-style-type: none"> • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only The default value is 1.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Employee Action history will display for the criteria as provided.	
8	Position Level Reason(s) Field	N / A	The position level and reason codes associated with this action will be displayed.		
9	Information area	N / A	This area of the form will display personnel action history for the specified employee.		Information that will be displayed includes: Data Item, Old Value, New Value, Currency (if applicable) and whether the value is still the Current Value. You can use PageDown, or PageUp to

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					see additional information.

Employee Action Comments (PA66.4)

The screenshot displays the HRIS State of Arizona interface for 'Employee Action Comments (PA66.4)'. The page includes a header with the HRIS logo and a search bar containing 'pa66.4'. A navigation bar features 'Previous', 'Inquire', 'Next', and 'Inquire' buttons. The main form area contains several input fields: 'Company' (pre-filled with 'STATE OF ARIZONA'), 'Action', 'Effective', 'Employee', 'Position Level', and 'Reason(s)'. A large 'Text' area with horizontal lines is provided for comments. A blue sidebar on the left is also visible.

1: Search bar containing 'pa66.4'

2: Company dropdown menu (STATE OF ARIZONA)

3: Action dropdown menu

4: Effective date dropdown menu

5: Employee dropdown menu

6: Page title 'Employee Action Comments (PA66.4)'

7: Reason(s) text input field

8: Large text area for comments

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PA66.4 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Action Comments (PA66.4) form will open.	
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	Action Field	R	Type or select from the drop down menu the Action Nbr to lookup in the inquiry.		If selecting the action from the drop down menu, verify that you have selected from Action Code (not Historical Actions) under the Search Options on the left pane.
4	Effective Field	R	Type or select the effective date of the action to review.		
5	Employee Field	R	Type or select from the drop down menu the employee number for the record to review.		
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Employee Action Comments will display for the criteria as provided.	If no comments were entered, the message "No More Records For Given Key" will appear in the lower left corner.
7	Position Level Field Reason(s) Field	N / A	If applicable, the position level and reason codes associated with this action will be displayed.		
8	Information area	N / A	This area of the form will display personnel action comments for the specified employee action.		Information that will be displayed includes: Comment information. You can use PageDown, or PageUp to see additional information.

Pay Rate History (PA67.1)

The screenshot shows the HRIS State of Arizona interface for the 'Pay Rate History (PA67.1)' screen. The interface includes a navigation bar with 'Home', 'Previous', 'Inquire', 'Next', and 'Inquire' buttons. A search bar at the top right contains 'pa67.1'. The main area features a search filter section with the following fields:

- Company:** STATE OF ARIZONA
- Employee:** (empty)
- Thru Date:** 06/18/2008
- History Errors:** 1
- Position Level:** 01

Additional options include 'Exclude Errors' and 'Level 1'. Below the filters is a table with the following columns: SC, Effective, Rate, Annual Salary, Percent Change, Curr, and Action. The table contains several rows, each with a dropdown arrow in the SC column. A 'More' button is located below the table. At the bottom, there are buttons for 'Base', 'Reasons', 'FTE', and 'Annual Hours'. The interface also shows a 'Done' button and a 'Local intranet' link in the footer.

Numbered callouts in the image point to the following elements:

- 1: Search bar containing 'pa67.1'
- 2: Company dropdown menu
- 3: Employee dropdown menu
- 4: Thru Date dropdown menu
- 5: History Errors dropdown menu
- 6: Position Level dropdown menu
- 7: 'Pay Rate History (PA67.1)' title
- 8: 'More' button

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA67.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Pay Rate History (PA67.1) form will open.	
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 or select from the drop down menu the employee number for the record to review.		
4	Thru Date Field	O	Type a date through which to display the pay rate history.		
5	History Errors Field	O	Type or select from the drop down menu the option that indicates whether you want to exclude, include or display errors only.		History errors are created when incorrect information is saved and later updated. Although the information is correct, the history file or error history file may contain a log of the error. Valid Values are: <ul style="list-style-type: none"> • '1' – Exclude Errors • '2' – Include Errors • '3' – Errors Only The default value is 1.
6	Position Level Field	O	Type or select from the drop down menu the position level to display the pay rate changes.		Valid Values are: <ul style="list-style-type: none"> • '1' – Level 1 • '2' – Level 2 • '3' – Level 3 • '4' – Level 4 • '5' – Level 5 The default value is 1.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The Employee Pay Rate History will display for the criteria as provided.	If no comments were entered, the message "No More Records For Given Key" will appear in the lower left corner.
8	Information area	N / A	This area of the form will display pay rate history for the specified employee.		Information that will be displayed includes: Effective date of change, Rate, Annual Salary, Percent Change, Currency and Action were it was processed. In additional the More tab displays the

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					Reason Code, FTE and Annual Hours. The Base Tab shows the current Base Pay and Currency. You can use PageDown, or PageUp to see additional information.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type BN50.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Current Plan Participants (BN50.1) form will open.	
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	Benefit Type Field	R	Type or select from the drop down menu the benefit plan for which you want to display current participants.		Valid Values are: <ul style="list-style-type: none"> • 'DB' – Defined Benefit • 'DI' – Disability • 'DL' – Dependent Life/AD&D • 'DN' – Dental • 'EL' – Employee Life/AD&D • 'HL' – Health • 'RS' – Spending Account • 'SB' – Savings Bond
4	Plan Field	R	Type or select from the drop down menu the plan for which you want to display current participants.		Valid values will vary depending on the Benefit Type selected above.
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. You may also get message "More Records Exist – Use PageDown", this indicates that multiple pages of records are available.	
6	Information area	N / A	This area of the form will display benefit plan participants for the selected plan.		Information that will be displayed includes: Employee EIN, Name and Start date for plan. Stop date will appear as applicable. You can use PageDown, PageUp or Position To to see additional information.

Employee Benefit Summary (BN51.1)

HRIS State of Arizona

Employee Benefit Summary (BN51.1)

welcome Frank [logout]

bn51.1

Home

Previous Inquire Next Inquire

Related Forms

2 Company STATE OF ARIZONA

3 As of Date

4 Employee

SC	Type	Plan	Description	Start	Stop	Emp Election	Nbr
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							
[dropdown]							

6

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type BN51.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Benefit Summary (BN51.1) form will open.	
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	As of Date Field	O	Type the date for which you want to display the employee's benefits.		If you leave this field blank, the system date will default. BN51.1 displays all benefits with a start date less than and a stop date greater than or equal to this date.
4	Employee Field	R	Type or select from the drop down menu the employee number for the record to review.		
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. You may also get message "More Records Exist – Use PageDown", this indicates that multiple pages of records are available.	
6	Information area	N / A	This area of the form will display employee benefit summary for the defined date.		Information that will be displayed includes: Plan Type, Plan Code, Plan Description, Start Date, Stop Date (if applicable), Employee Election (if applicable), and Nbr (indicates family, single, etc). You can use PageDown, or PageUp to see additional information.

Employee Benefit Detail (BN51.2)

7 **Employee Benefit Detail (BN51.2)**

Welcome Kimberly [\[logout\]](#)

1 [\[Search\]](#) [\[Refresh\]](#) [\[Help\]](#)

[Related Forms](#)

[Home](#)
[Inbasket](#)
[Your Employee Services](#)
[Manager Self-Service](#)
[HR/Payroll Information](#)

» [Previous](#) | [Inquire](#) | [Next](#) | [Inquire](#)

2 Company [\[Clear\]](#)
3 Employee [\[Clear\]](#)
4 Benefit Type [\[Clear\]](#)
4 Plan [\[Clear\]](#)
5 Start Date [\[Clear\]](#)
6 Stop Date [\[Clear\]](#)
6 Employee Election Number [\[Clear\]](#)

STATE OF ARIZONA

8 }

· Annual Contributions

9 {

- Flex Credits
- Employee Pretax
- Employee Aftertax
- Company

· Deductions

	Code	Amount	Cycles
10 {			
Flex Credit Pay Code			
Employee Pretax			
Employee Aftertax			
Company Pretax			
Company Aftertax			

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type BN51.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Benefit Detail (BN51.2) form will open.	
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 or select from the drop down menu the employee number for the record to review.		
4	Benefit Type Field	R	Type or select from the drop down menu the benefit plan for which you want to display employee benefit detail.		Valid Values are: <ul style="list-style-type: none"> • 'DB' – Defined Benefit • 'DI' – Disability • 'DL' – Dependent Life/AD&D • 'DN' – Dental • 'EL' – Employee Life/AD&D • 'HL' – Health • 'RS' – Spending Account • 'SB' – Savings Bond
5	Plan Field	R	Type or select from the drop down menu the plan for which you want to display employee benefit detail.		Valid values will vary depending on the Benefit Type selected above.
6	Start Date	R	Type the start date of the benefit for the employee.		If you do not know the start date, use the Next button to scroll through the employee's benefits or use the Drill Around feature to find the start date.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	
8	Stop Date Field Emp Election Field Nbr Field	N / A	Depending on the plan being displayed, this information will vary. Fields will appear as applicable to that plan.		
9	Annual Contributions area Flex Credits Field Employee Pre-Tax Field Employee After-Tax Field Company Field	N / A	Depending on the plan being displayed, this information will vary. Fields will appear as applicable to that plan.		"Amounts" may be displayed as a percentage.
10	Deductions area Flex Credit Pay Code Field Employee Pre-Tax Field	N / A	Depending on the plan being displayed, this information will vary. Fields will appear as applicable to that plan.		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Employee After-Tax Field Company Pre-Tax Field Company After-Tax Field				

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type BN52.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Plan Inquiry (BN52.1) form will open.	
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	Benefit Type Field	R	Type or select from the drop down menu the benefit plan for which you want to display employee benefit detail.		Valid Values are: <ul style="list-style-type: none"> • 'DB' – Defined Benefit • 'DI' – Disability • 'DL' – Dependent Life • 'DN' – Dental • 'EL' – Employee Life • 'HL' – Health • 'RS' – Spending Account • 'SB' – Savings Bond
4	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	
5	Information area	N / A	This area of the form will display plan information as applicable for the State of Arizona.		Information that will be displayed includes: Plan Type, Plan Code, Description, Start Date and Stop Date for plans that have ended. You can use PageDown, or PageUp to see additional information.

Savings Bond History (BN60.1)

The screenshot shows the HRIS State of Arizona interface for Savings Bond History (BN60.1). The page includes a navigation bar with 'Home', 'Previous', 'Inquire', 'Next', and 'Inquire' buttons. A search bar at the top right contains 'bn60.1'. Below the navigation are search filters for Company (STATE OF ARIZONA), Employee, Plan, and Start Date. A 'Totals' button is located to the right of these filters. The main content area is a table with columns for Nbr, Owner, Co-Owner, and Purchased. A blue sidebar on the left is highlighted with callout 7. Callouts 1-6 point to the search bar, navigation buttons, filters, and table area respectively.

HRIS State of Arizona

Savings Bond History (BN60.1)

welcome Frank [logout]

bn60.1

Home Previous Inquire Next Inquire Related Forms

Company STATE OF ARIZONA

Employee

Plan

Start Date

Totals

Nbr	Owner	Co-Owner	Purchased

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type BN60.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Savings Bond History (BN60.1) form will open.	
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 or select from the drop down menu the employee number for the record to review.		
4	Plan Field	R	Type or select from the drop down menu the type of savings bond to review for the employee.		Valid Values are: <ul style="list-style-type: none"> • 'S100' – Savings Bond \$100 • 'S200' – Savings Bond \$200 • 'S500' – Savings Bond \$500
5	Start Date Field	R	Type or select from the drop down the start date for the specific savings bond.		If the Start Date is unknown, you can enter the other two fields and click the Next button.
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	
7	Information area	N / A	This area of the form will display the savings bond information for the specific bond selected.		Information that will be displayed includes: Bond Number, Owner, Co-Owner (if applicable) and purchase date. You can use PageDown, or PageUp to see additional information.
8	Totals button	O	Click on the totals button to see the details of the specific savings bond.	The Savings Bond Balance (BN60.2) form will open.	Information includes: Employee Number, Plan, Start Date, Contribution, Cost, Number Purchased and Account Balance.