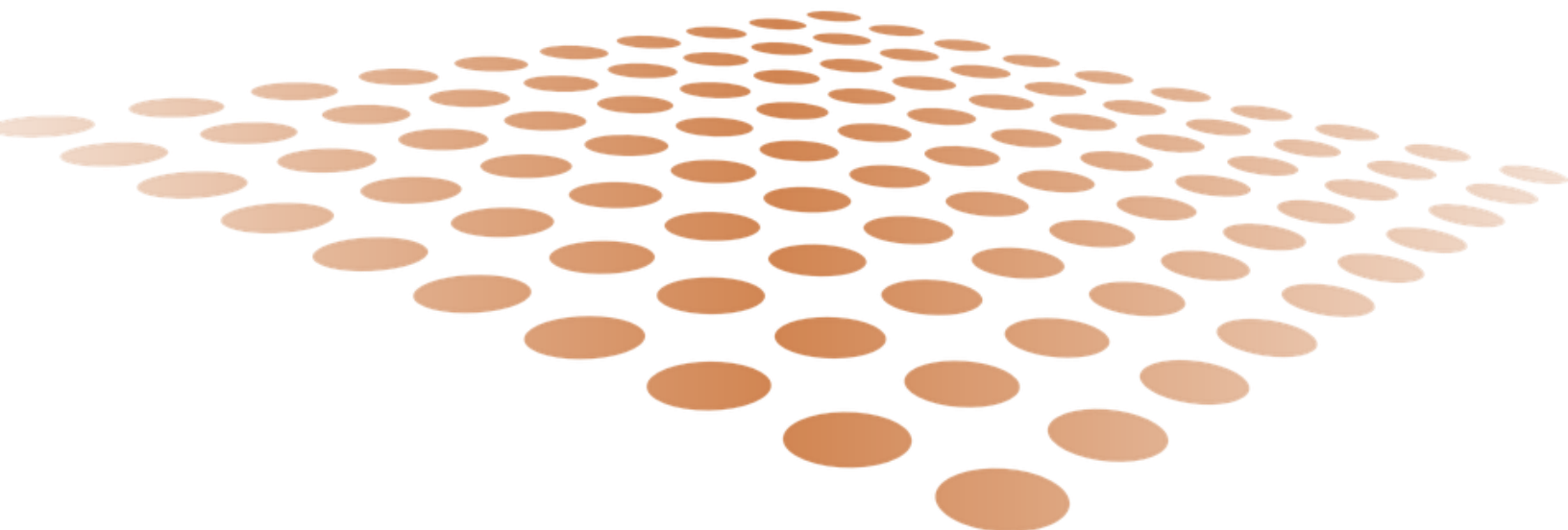


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: AGENCY HRIS PAYROLL REPORTS





# AGENCY HRIS PAYROLL REPORTS

---

## Table of Contents

<b>REPORT OVERVIEW</b> .....	<b>3</b>
<b>ACCESS THE HRIS DATA WAREHOUSE</b> .....	<b>4</b>
<b>RUN A REPORT</b> .....	<b>5</b>
REPORT PARAMETERS .....	5
<b>REQUESTING SECURITY TO HRIS DATA WAREHOUSE REPORTING SERVICES</b> .....	<b>7</b>

# AGENCY HRIS PAYROLL REPORTS

---

## Report Overview

The information provided in these reports will aid users in a multitude of ways, including: budget development, personnel and employer related expense analysis, and bi-weekly payroll reconciliation processes.

The following reports are available via the HRIS Data Warehouse:

- **Payroll Transactions Detail Report** - Detailed payroll transaction data at the employee level.
- **Payroll Transactions Summary Report** –Payroll transaction data at a summary level (grouped by expense distribution elements).
- **Payroll Transactions Detail Exception Report** –Detailed payroll transaction data at the employee level, for employees whose expense distribution is not equal to their home agency expense distribution (e.g. this report will detail the payroll expenses for an employee in your agency’s process level paid by another agency).
- **Consolidated Payroll Register Report** –Payroll information in a format similar to a check register, by warrant at the employee level.
- **Employee Reimbursement Report** –Employee reimbursement transactions paid by their agency, at the employee level, by pay date.
- **Employee Data Report** –List of active employees and certain key data associated with each employee.
- **Position (ZP02) Report** –List of active Positions, labor distribution elements associated with the Positions, and the corresponding Employee (HR11) information for filled Positions.
- **Position-Multiple Labor Distribution (XR23.3) Report** –List of active Positions (ZP02), the corresponding Employee (HR11) information for filled Positions, and any Multiple Labor Distribution Records (XR23.3) associated with each active Position.
- **Pay Code Listing Report** – List of active Pay Codes
- **Deduction Code Listing Report** – List of active Deduction Codes
- **ETE Agency Templates** – List of active labor account templates available for employees to select during Employee Time Entry.

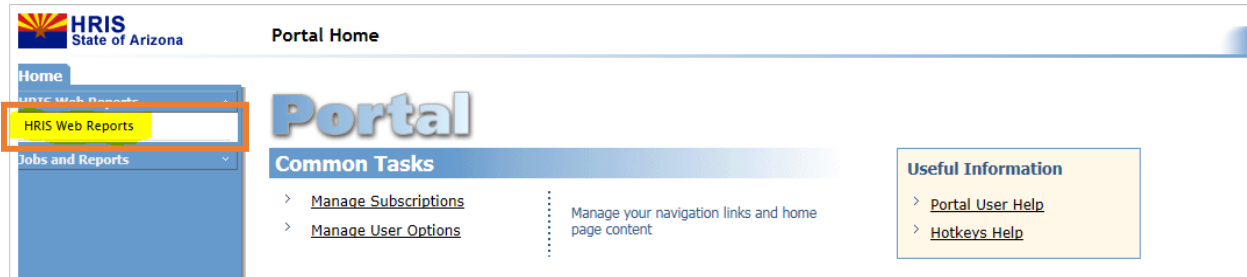
Review the Agency Payroll Guide section on [Payroll Compute Reports](#) for report details and additional reports available in the HRIS Data Warehouse

## Access the HRIS Data Warehouse

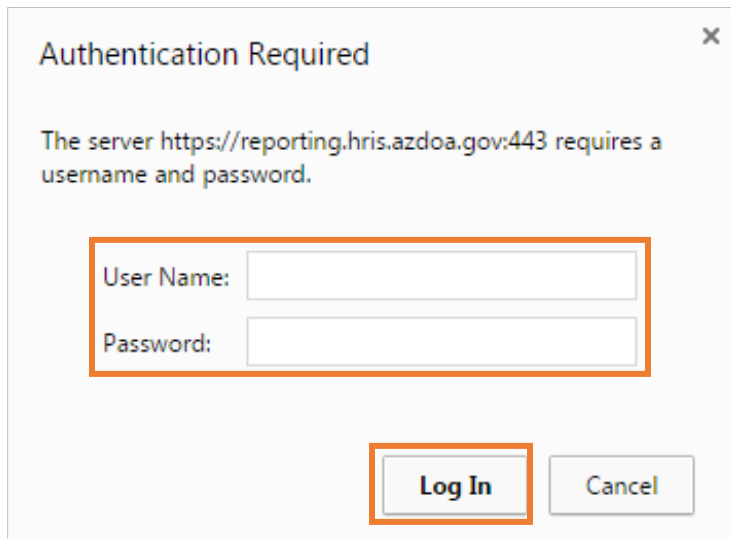
Navigate to the HRIS Data Warehouse Reporting Services website (note: The **recommended** web browser is Google Chrome).

The website can be accessed two ways:

- By copying and pasting the following link to your browser: <https://reporting.hris.azdoa.gov>; or,
- By clicking on the **HRIS Web Reports** bookmark, located in the upper left hand corner of the HRIS Portal Home page – see image below:



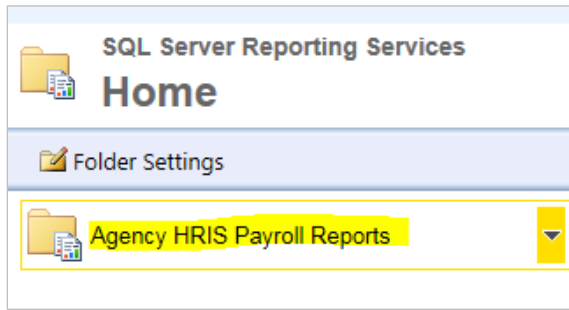
This will navigate you to the login window.



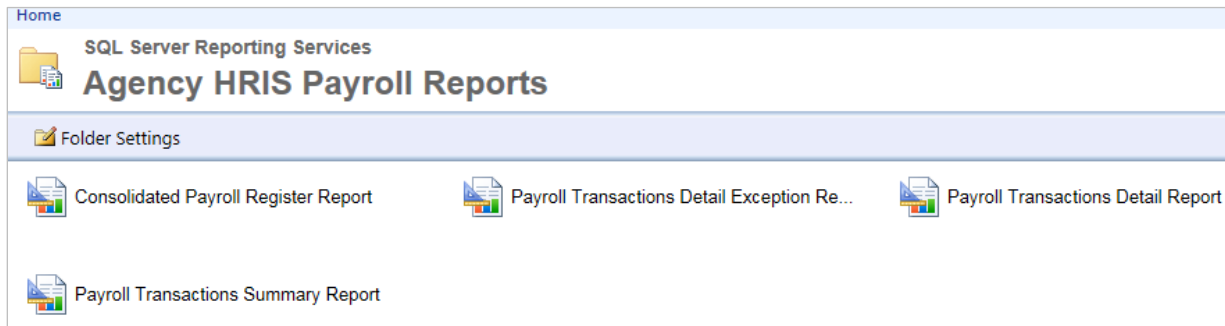
Enter your **HRIS Power User ID** and **Password** and click **Log In**

Select one of the available HRIS Payroll Reports

**Note: The SQL Server Reporting Services home page will display the reports available to you according to your HRIS job role/security.**



Click **Agency HRIS Payroll Reports** folder



Click on one of the available reports

## Run a Report

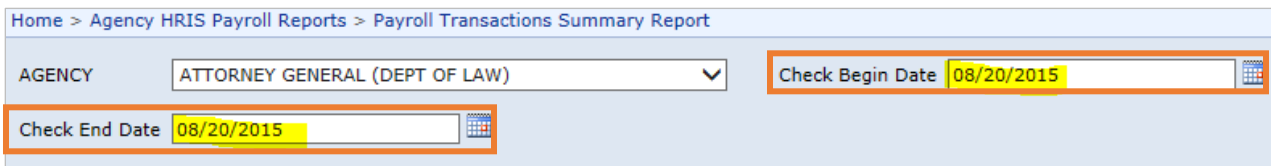
### Report Parameters

There are three parameters for each report – **Agency**, **Check Begin Date**, and **Check End Date** – and all three are **required** to run each report.

1. **Select** your Agency from the drop down menu
2. **Enter** the **Check Begin Date** and **Check End Date**

**Note: Larger agencies are discouraged from running each report for more than one pay cycle at a time, particularly the 'detailed' reports that produce large amounts of data.**

To view transactions for a specific pay period, enter the same Check Date in the *Check Begin Date* field and the *Check End Date* field. Please note: the Check Date for Main Payroll is Thursday (D04) after Tuesday Compute. In the example below, the report will include all transactions processed during the Main Payroll for cycle 17 (FY2016).

A screenshot of the report parameter form for "Payroll Transactions Summary Report". The breadcrumb path is "Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report". The form has three fields: "AGENCY" with a dropdown menu showing "ATTORNEY GENERAL (DEPT OF LAW)", "Check Begin Date" with the value "08/20/2015", and "Check End Date" with the value "08/20/2015". Each field has a calendar icon to its right.

Similarly, to view transactions processed off-cycle (handwrites), enter the same Check Date associated with the handwrite(s) in the *Check Begin Date* field and the *Check End Date* field. In the example below, the report will include all handwrites generated on 8/21/2015.

Home > Agency HRIS Payroll Reports > Payroll Transactions Detail Report

AGENCY: ATTORNEY GENERAL (DEPT OF LAW) | Check Begin Date: 08/21/2015 | Check End Date: 08/21/2015

If the exact date the handwrite was generated is unknown, or if you would like to view all handwrites processed during a period of time, enter a date range in the *Check Begin Date* and *Check End Date* fields. In the example below, the report will include all handwrites generated between 8/21/2015 and 8/23/2015.

Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report

AGENCY: ATTORNEY GENERAL (DEPT OF LAW) | Check Begin Date: 08/21/015 | Check End Date: 08/23/2015

Run and Download/Save the Report.

Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report | Home | My Subscriptions | Help

AGENCY: ATTORNEY GENERAL (DEPT OF LAW) | Check Begin Date: 08/21/015 | Check End Date: 08/23/2015 | **View Report**

1. Click **View Report**
2. The report will then be displayed according to the defined parameters

1 of 2 ? | 100% | Find | Next | **Save As** | Refresh | Print | Help

3. Click **Save As** drop down icon to download the report in one of the available formats

Home > GAO CONTROL D > Consolidated Payroll Register Report-V2 | Home | My Subscriptions | Help

AGENCY: AHCCCS | CHECK BEGIN DATE: 10/29/2015 | CHECK END DATE: 11/5/2015 | **View Report**

1 of 2 ? | 100% | Find | Next

**Consolidated Payroll Register Report**

COMPANY	PROCESS LEVEL	PROCESS LEVEL NAME	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME	EMP STATUS
1	HCA91	HC-DMS DIVISION OF MEMBER SVCS	A9175	[REDACTED]	[REDACTED]	[REDACTED]	C1
1	HCA91	HC-DMS DIVISION OF MEMBER SVCS	A9109	[REDACTED]	[REDACTED]	[REDACTED]	C1

Download menu options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word

**Note: Data can be downloaded in the following formats:**



- CSV – recommended when your agency will want to manipulate the reporting data
- PDF – capturing the report in its current format
- XML file with report data
- MHTML (web archive)
- Excel
- TIFF file
- Word

Once the report has been downloaded in the desired format, the user can manipulate the data to meet their specific needs (e.g. sort, filter, add subtotals/totals, create pivot tables, etc.).

To Return to the Report Listing

1. Click on **Agency HRIS Payroll Reports** to select another report.

## Requesting Security to HRIS Data Warehouse Reporting Services

In order to gain access to the *HRIS Data Warehouse Reporting Services*, the manager of the HRIS Power User requesting access must complete the [HRIS Power User Security Request](#) form and submit to the Agency Security Approver. The Agency Security Approver will submit the form to the HRIS Security Team via Cherwell or email [hrrisservicesdesk@azdoa.gov](mailto:hrrisservicesdesk@azdoa.gov) for processing.

**Note: The HRIS Security Request form must be submitted by a designated security administrator, or the request will be rejected.**

**Place an X in the Agency Payroll Reports box to access the reports mentioned in this QRG.**

Data Warehouse Reports (Select)	
No Change to Data Warehouse access	<input type="checkbox"/>
Agency MAP Reports	<input type="checkbox"/>
Agency Talent Reports	<input type="checkbox"/>
DC Only MAP Reports	<input type="checkbox"/>
Agency Payroll Reports	<input checked="" type="checkbox"/>
Agency Benefit Reports	<input type="checkbox"/>
Agency HR Reports	<input type="checkbox"/>

Do not specify any ranges on the **Process Level** section of the form, as the Agency Payroll Reports are only available on an agency-wide basis.