

HUMAN RESOURCE INFORMATION SYSTEM

WARRANT INFORMATION MODULE

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Human Resource Information System (HRIS) Warrant Information Module

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Human Resource Information System (HRIS)

Warrant Information Module

HRIS Menu

The Warrant Information Module of HRIS contains useful information on employee warrants available for Department Human Resource Associates. This mini-manual will walk you through the screens that are part of the Warrant Information Module. On each screen, the bottom of the page will have menu options that are specific to each page. You will want to use these menu options to help you navigate each individual page. You will see a menu option on multiple pages for "E" Expense. This part of the Warrant Information Module is not currently being used.

To access the Warrant Information Module, you will sign onto the HRIS system to get to the first HRIS Available Applications Menu below. This menu may look different on your screen than the one pictured below depending on the security level you have. In any case, you will want to look for the module that is titled WARRANT INFORMATION. In the example below, it is the PF11 key.

```
A3449800          STATE OF IOWA          03/08/13
 7.1.0            HUMAN RESOURCES      9:30 AM
                AVAILABLE APPLICATIONS MENU

                - PF1 MAIL
                - PF2 TIME REPORTING
                - PF3 POSITION CONTROL
                - PF4 POSITION CHANGE REQUEST
                - PF5 PERSONNEL ACTIONS (P-1S)
                - PF6 EMPLOYEE INFORMATION
                - PF7 PAYROLL CONTROLS
                - PF8 POSITION TYPES
                - PF9 SECURITY SYSTEM
                - PF10 HIRING FREEZE WAIVERS
                - PF11 WARRANT INFORMATION
                - CLEAR LEAVE THIS MENU

                PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY
```

From the Warrant Information Module, you can look up a warrant for any employees that are in your cost center.

```
A3313400          HUMAN RESOURCE MANAGEMENT SYSTEM  03/07/13
 WR02            WARRANTS INFORMATION    9:23 AM
                GENERAL USER MENU

                - PF1 WARRANTS FOR A COST CENTER
                - PF2 REPORT REQUEST SCREEN - NOT USED
                - PF9 * * * * HELP * * * *
                - CLEAR LEAVE THE APPLICATION
```

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The below example shows what your screen will look like when you choose PF1 - Warrants for a Cost Center. This will bring up all employees in a particular cost center for a department. From this screen, you would type an "L" on the line action field for the employee you would like to see the warrant information on.

D3313442	WARRANTS WARRANTS FOR A COST CENTER	PAGE: 0001
COST CENTER ==> 000-000000 COST CENTER NAME PAY PERIOD ==> 02/28/2014 TO 03/13/2014 EMPLOYEE NAME ==>		
ACT	-NUMBER- ----- EMPLOYEE NAME -----	REG HR OVERTM -TAX EXP- -NTAX EXP-
L	1300000000 JANE A SMITH	80.00 0.00 0.00 0.00
_	1300000000 JOHN M SMITH	80.00 0.00 0.00 0.00
_	1300000000 FRED L SMITH	80.00 0.00 0.00 0.00
_	1300000000 JANE R DOE	80.00 0.00 0.00 0.00
_	1300000000 BARBARA A DOE	80.00 0.00 0.00 0.00
_	1300000000 ROGER M JONES	80.00 0.00 0.00 0.00
_	1300000000 WENDY J JOHNSON	80.00 0.00 0.00 0.00
L LOOK AT WARRANT E EXPENSE PF1 PREV CC PF2 NEXT CC PF3 PREV PP PF4 NEXT PP PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT		

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Payroll Warrant Main Page

Once you select "L" on the Warrant for a Cost Center screen, you will be able to see the detail for the employee's payroll warrant. From this main warrant page you are able to access more detail for each specific warrant.

D3313451	ACTION: _	PAYROLL WARRANT	PRINTER ID:
+-----+-----+-----+-----+			
EMP NAME	EMPLOYEE NAME	WARRANT NUMBER..:	13-00000000
EMPLOYEE SSAN ..	000-00-0000	WARRANT DATE....:	03/21/2014
COST CENTER ...:	000-000000	BEGIN/PAYPERIOD :	02/28/2014
POSITION NO....:	000-000-0000-00000-000	END/PAYPERIOD...:	03/13/2014
CLAIM NUMBER: 001442	EXTRA PAY ...:	HLTH DEDUCT...:	
PAY PERIOD ..:	05	MAINT PAY ...:	19.57
PAYDATE MO ..:	1	MISC INCOME ...:	
PAY MODE ...:	03	FED TAX BENE:	
WARRANT FLAG: PAYROLL	ST TAX BENE :	EMP ORG TOTAL:	
CANCEL FLAG : 0	TAX NON-EARN:	WAGE/GARN....:	
CANCEL DATE : 00/00/0000	GROSS EARN ..:	2399.20	MAINT DEDUCT :
	NET PAY:	1552.21	OTHER DEDUCT :
REGULAR HRS :	80.00	DEF COMP DED.:	75.00
OT HOURS ...:		FEDERAL WH...:	220.19
OTHER HOURS :		STATE WH....:	111.52
REGULAR PAY :	2399.20	RET DEDUCT...:	138.67
OVERTIME PAY:		FICA DEDUCT :	182.04
OTHER PAY ..:		FICA ST SHR :	182.04
+-----+-----+-----+-----+			
E EXPENSES L LINES S SNAPSHOT EI EMP INFO H HARDCOPY STUB PF1 PRV/CC PF2 NXT/CC			
PF3 PREV PP PF4 NEXT PP PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT			

PF8 will forward you to the second page of the payroll warrant

D3313454	ACTION: _	PAYROLL WARRANT	PRINTER ID:
+-----+-----+-----+-----+			
EMP NAME	EMPLOYEE NAME	WARRANT NUMBER..:	13-00000000
EMPLOYEE SSAN ..	000-00-0000	WARRANT DATE....:	03/21/2014
COST CENTER ...:	000-000000	BEGIN/PAYPERIOD :	02/28/2014
POSITION NO....:	000-000-0000-00000-000	END/PAYPERIOD ..:	03/13/2014
VAC EARNED :	8.307692	PREMIUM DECL ..:	CONTRIBUTIONS:
VAC TAKEN ..:	0.75	COMP EARNED ...:	
SICK EARNED:	3.692308	COMP TAKEN ...:	
TOT SICK USE:		COMP PAID:	
REG SICK USE:		HOLI COMP EARN:	
FAMILY LV :		HOLI COMP TAK :	
INJURY LV ..:		HOLI COMP PAID:	
FUNERAL LV :		BANK HOLI EARN:	
ADOPTION LV:		BANK HOLI TAK :	
JURY LEAVE :		BANK HOLI PAID:	
CONVERTED ..:		UNION LV USED :	
IUP PERS LV:		FMLA LEAVE TAK:	
		FMLA MIL TAK :	
ACCOUNT CODE:	0000 000 0000	0000	
+-----+-----+-----+-----+			
E EXPENSES L LINES S SNAPSHOT EI EMP INFO H HARDCOPY STUB PF1 PRV/CC PF2 NXT/CC			
PF3 PREV PP PF4 NEXT PP PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT			

Use the PF1 and PF2 keys to scroll forward and backward between cost centers in your department. Use the PF3 and PF4 keys to scroll forward and backward between pay periods for the individual employee.

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Photo Record for a Warrant (Snapshot)

The header action of "S" from the payroll warrant main screen will open the year to date detail for an employee. The next 8 screen shots will show the year to date information for an employee. It is important to note that the year to date figures on these pages are based on a calendar year, not a fiscal year.

D3313465		ACTION: _	PHOTO RECORD FOR A WARRANT	
+-----+-----+-----+-----+-----+				
EMP NAME	EMPLOYEE NAME		WARRANT NUMBER ..	13-00000000
EMPLOYEE SSAN ..	000-00-0000		WARRANT DATE ...	03/21/2014
COST CENTER ...	000-000000		BEGIN/PAYPERIOD :	02/28/2014
			END/PAYPERIOD ..	03/13/2014
+ PHOTO RECORD RETRIEVED				
BIWEEKLY BASE PAY	2399.20	INCREASE ELIGIBILITY DATE:	08/22/2012	
SPEC BIWEEK PAY.....		LAST INCREASE DATE	08/24/2010	
LEAD BIWEEK PAY		TERM CODE	00	
EXTRA BIWEEK PAY.....		TERM DATE		
LONGEVITY PAY		LEAVE CODE	00	
BONUS PAY		LEAVE DATE		
INSURANCE INCENTIVE PAY:		LEAVE EXPIRATION DATE ...		
PAY PLAN	000	LONGEVITY DATE		
PAY GRADE	26	LONGEVITY STEP		
BASE STEP/OFFSET	MX -4.0	ADJUSTED EMPLOYMENT DATE :	00/00/0000	
PAY MODE/HOURS PER WEEK:	03 40	BARG CODE/EMPL ELIG	004 E	
POSITION TYPE	00	HEALTH INSURANCE CODE ...	CN600	
EMPLOYEE STATUS	08	DENTAL INSURANCE CODE ...	DN600	
CONDITION OF EMPLOYMENT:	01	LIFE INSURANCE CODE		
+-----+-----+-----+-----+-----+				
E EMPLOYEE INFORMATION		<u>PF8 FORWARD</u>	MORE	
PF1 PREV FOR EMP	PF2 NEXT FOR EMP	PF9 HELP	PF12 RETURN	CLEAR EXIT

PF7 and PF8 will take you forward and backward between the pages of the Photo Record for a Warrant (Snapshot).

D3313466		ACTION: _	PHOTO RECORD FOR A WARRANT	
+-----+-----+-----+-----+-----+				
EMP NAME	EMPLOYEE NAME		WARRANT NUMBER ..	13-00000000
EMPLOYEE SSAN ..	000-00-0000		WARRANT DATE ...	03/21/2014
COST CENTER ...	000-000000		BEGIN/PAYPERIOD :	02/28/2014
+ PHOTO RECORD RETRIEVED				
+-----+-----+-----+-----+-----+				
REGULAR HOUR YTD	400.00	VACATION BALANCE	457.3074	
OVERTIME HOURS YTD		SICK BALANCE	922.2869	
HOLI OVERTIME HOURS YTD :		COMP BALANCE		
VACATION TAKEN YTD		HOLI COMP BALANCE		
SICK TAKEN YTD		BANKED HOLI BALANCE		
INJURY TAKEN YTD.....		CONVERSION CEILING	96.00	
MILITARY TAKEN YTD		VAC MAX	528.00	
HOLIDAY TAKEN YTD		IUP PERSONAL LEAVE BAL :		
OTHER LEAVE TAKEN YTD ..		FAMILY CARE LEAVE BAL :	40.00	
COMP TIME TAKEN YTD				
HOLI COMP TAKEN YTD				
BANKED HOLI TAKEN YTD ..				
FMLA LEAVE				
FMLA MILITARY CAREGVR LV:				
+-----+-----+-----+-----+-----+				
E EMPLOYEE INFORMATION		<u>PF7 BACKWARD</u>	<u>PF8 FORWARD</u>	MORE
PF1 PREV FOR EMP	PF2 NEXT FOR EMP	PF9 HELP	PF12 RETURN	CLEAR EXIT

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```

D3313469      ACTION:  _      PHOTO RECORD FOR A WARRANT
+-----+
|EMP NAME .....: EMPLOYEE NAME           WARRANT NUMBER .: 13-00000000 |
|EMPLOYEE SSAN .: 000-00-0000             WARRANT DATE   .: 03/21/2014 |
|COST CENTER ...: 000-000000              BEGIN/PAYPERIOD: 02/28/2014 |
| PHOTO RECORD RETRIEVED                  |
+-----+
|TAXABLE PERSONAL CAR ...:                |EXCLUDABLE TRAVEL YTD....: |
|MOVING PAY YTD .....:                |IPERS OFFICE EXPENSE YTD.: |
|TAX USE OF STATE VEHICLE:            |CONSTITUENT ALLOWANCE YTD: |
|ADVANCE EXPENSE .....:                |OFFICE EXPENSE YTD.....: |
|MISC EXPENSES YTD .....:                |MOVING EXPENSE YTD.....: |
|EXP FIRST 6 MONTHS .....:            |LODGING YTD.....: |
|EXP SECOND 6 MONTHS .....:          |TAXABLE MILEAGE YTD.....: |
|YTD TOTAL TRAVEL .....:              |TAXABLE TUITION YTD.....: |
|IN STATE COMM TRAVEL ...:            |OUT STATE COMM TRAVEL ...: |
|IN STATE LODGING .....:              |OUT STATE LODGING .....: |
|YTD TAX OBJ .....:                  |OUT STATE NONTAX MEALS ..: |
|TAXABLE TRAVEL .....:                |OUT STATE TAXABLE MEALS ..: |
|IN STATE PARKING/TOLLS .:            |OUT STATE PARKING/TOLLS .: |
|IN STATE PERSONAL CAR ...:           |OUT STATE PERSONAL CAR ..: |
+-----+
E EMPLOYEE INFORMATION      PF7 BACKWARD  PF8 FORWARD      MORE.....
PF1 PREV FOR EMP  PF2 NEXT FOR EMP  PF9 HELP      PF12 RETURN      CLEAR EXIT

```

```

D3313471      ACTION:  _      PHOTO RECORD FOR A WARRANT
+-----+
|EMP NAME .....: EMPLOYEE NAME           WARRANT NUMBER .: 13-00000000 |
|EMPLOYEE SSAN .: 000-00-0000             WARRANT DATE   .: 03/21/2014 |
|COST CENTER ...: 000-000000              BEGIN/PAYPERIOD: 02/28/2014 |
| PHOTO RECORD RETRIEVED                  |
+-----+
|PRETAX INDICATOR .....: Y              |CREDIT UNION YTD .....:    500.00 |
|PRETAX DEDUCT YTD.....:          97.85 |DEFERRED COMP DEDUCT YTD :    375.00 |
|HEALTH DEDUCT YTD.....:                |DEFER COMP STSHR YTD ....:    225.00 |
|PRETAX HEALTH DEDUCT YTD:            |DEFER COMP DEDUCT YTD ROTH      0.00 |
|POSTTAX HEALTH DEDCT YTD:            |EMPLOYEE ORG DUES CODE ..: |
|STATE SHARE HEALTH YTD ..:          3091.47 |EMPLOYEE ORG DUES YTD ...: |
|DENTAL DEDUCT YTD.....:          97.85 |EMPLOYEE ORG INS CODE ...: |
|PRETAX DENTAL DEDUCT YTD:          97.85 |EMPLOYEE ORG INS YTD ....: |
|POSTTAX DENTAL DEDCT YTD:            |EO DUES/INS TOTAL YTD ...: |
|STATE SHARE DENTAL YTD ..:          117.45 |CONTRIBUTIONS YTD .....: |
|LIFE DEDUCT YTD.....:                |FSA HEALTH YTD .....: |
|PRETAX LIFE DEDUCT YTD..:            |FSA DEPENDENT CARE YTD ..: |
|POSTTAX LIFE DEDUCT YTD..:            |DISABILITY DEDUCT YTD ...: |
|STATE SHARE LIFE YTD ...:            8.20 |DISABILITY STSHR YTD ....:    37.00 |
+-----+
E EMPLOYEE INFORMATION      PF7 BACKWARD  PF8 FORWARD      MORE.....
PF1 PREV FOR EMP  PF2 NEXT FOR EMP  PF9 HELP      PF12 RETURN      CLEAR EXIT

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Employee Information

The header action of "EI" from the payroll warrant main screen will open the employee information module for the employee. There is a separate manual available on the features of the Employee Information Module on the Department of Administrative Services Centralized Payroll web site.

D3325361	ACTION: _	EMPLOYEE INFORMATION	PRINTER:
EMPLOYEE RECORD RETRIEVED			
+----- KEY INFORMATION -----+		+----- PAYROLL INFORMATION -----+	
LAST NAME: SMITH		PAY NAME ...: JANE A SMITH	
FIRST NAME: JANE	A	PAYGRADE: 32	STEP: 00
SOCIAL SECURITY: 123-45-6789		PAY PLAN: 000	
EMPLOYEE NUMBER: 54321		*MODE OF PAY ..: 03 BIWEEKLY HR WK: 40	
		ANNUAL BASE ..: 0.00	
+----- POSITION INFORMATION -----+		BIWEEKLY BASE : 2,046.40	
NUMBER: 123-456-7890-45672-007			
CSTCNT: 123 456110 ADMIN		FMR PAY PLAN ..:	
ASSIGN:			
CLASS TITLE: FIS POL AN			
*TYPE: 00 PERM FULL TIME-MERT			
*EMP STATUS : 08 PERMANENT MERIT			
*COND OF EMP: 01 FULL TIME			
*ELIGIBILITY: E EXEMPT			
*BARG CODE ..: 004 FISCAL/STAFF			
		INCREASE DATE : 07/19/2013	
+-----	+-----	+-----	+-----
FULLNAME: JANE A SMITH		*TERM. REASON ..: 00 ACTIVE--	
USER ID :		*LEAVE REASON ..: 00 ACTIVE	
+-----	+-----	+-----	+-----
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT			