

Limiting Reason Codes by HR Actions Form

When making changes within Abra, the field labeled “Change Reason” contains all reasons for all kinds of changes you might make to an employee record. This can be problematic in that the possibility exists that a user will select a reason description that is inconsistent with the actual change being made to the employee record. For example, when recording an employee’s promotion, with the list of reasons being all possibilities, a user might accidentally select “Merit Increase” instead of “Promotion”. HR Actions eliminates this type of user error by allowing you to configure each form to only provide the relevant reason code(s) based upon the purpose of the form.

The following is an example of a New Hire form. The form reflects the default configuration as described above and seen from within Abra. With all the reason codes available to the user, there is potential for error.

HR Actions **New Hire**

Action ID: 172
Submitter Name: Mary Sue Johnson [Universal Initiator]

* Effective Date: 10/6/2009

Submitter Comments:

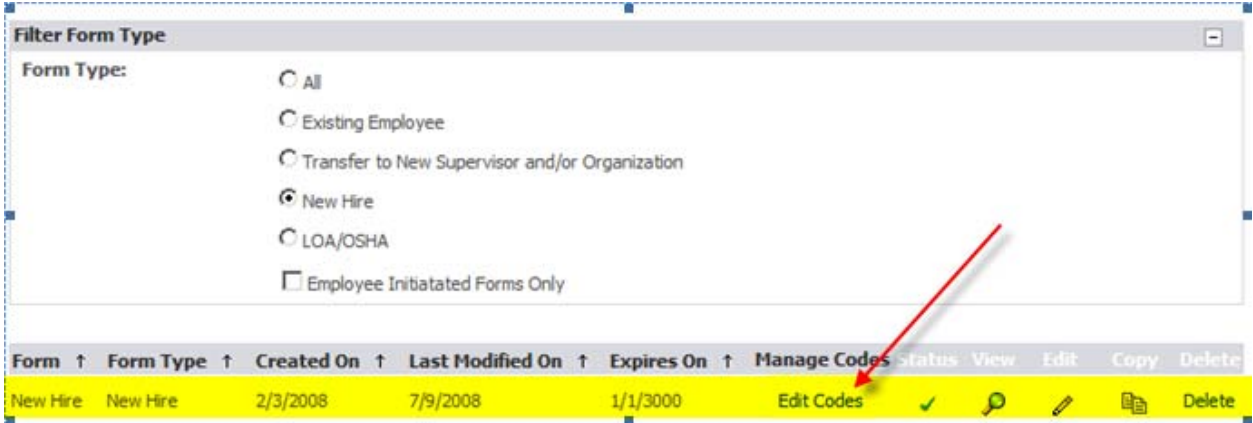
ITEM	PROPOSED VALUES
Select Company:	ZSI - ZSI SYSTEMS, INC
Employee ID:	30
HR Actions	
Employee Status:	
Annual Pay (CALC):	
Bonus Amount:	
Comparatio (RO):	
Employee Type:	
First:	
Current Job Code:	
Job Start Date:	
Current Job Division:	
Current Job Department:	
Current Job Location:	
Last:	
Mail Stop:	
Hours / Units (CALC):	
Pay Effective Date:	
Pay Frequency:	
Reason:	Demotion Dental Health Dependent over age EE Name Change Elected Term Ended Elected to Office Family Emerg FMLA leave Increase in Duties Increase in Hours Interim Hiring Internship Involuntary Termination Job Transfer Joined U.S. Military Lay Off Leave of Absence Leave of Absence - Std. LOA - Family Care LOA - Medical LOA - Personal Medical Reasons Merit Increase Military Leave Military Reserves New Hire None Selected Organization Change Perform Rvw w/ no pay inc Perform Rvw w/ pay inc Performance
Pay Period Salary (CALC):	0.00000
Salaried/Hourly:	

All reason codes are here

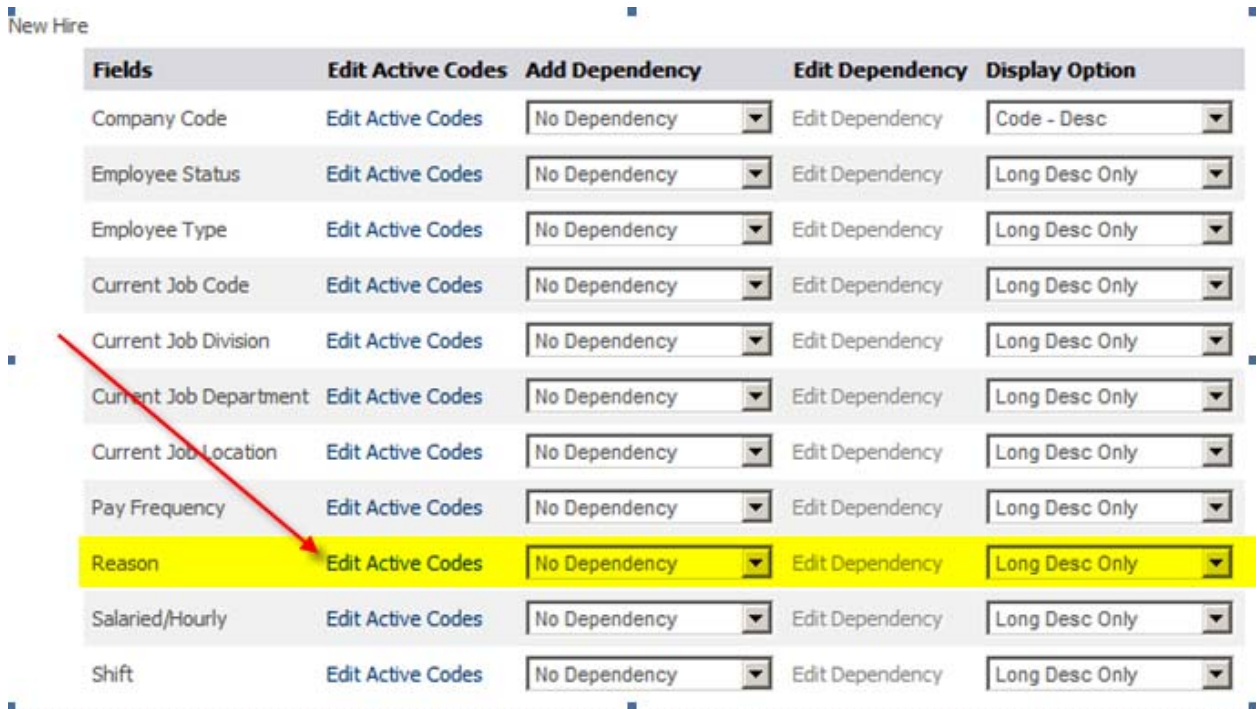
Limiting Reason Codes by HR Actions Form

The following provides guidance for modifying an HR Actions form so that it will only display the relevant reasons for the selected form.

- Log on to HR Actions Administrator.
- Go to the “View Catalog” page under the Forms section.
- Click on the “Edit Codes” link under the Manage Codes column for the appropriate form.



- You will see a window displaying all code fields on the form (below).
- Select the “Edit Active Codes” for the field you want to edit.



Limiting Reason Codes by HR Actions Form

By default, any code field you include on the form will display all possible values. For the New Hire form, if you would like only the “New Hire” reason to display, then clear all check boxes and then check the “New Hire” reason (see below).

Note: one or more reason codes can be selected to be presented to the user.

Steps:

1. Click on the “Remove Access to All Codes” button to remove all selections.
2. Click on the code(s) you want to include as a choice on your form for your end user.
3. Perform this selection process for each page as needed.
4. Click on the “Save Changes” button when you have completed the last page.

Form : New Hire

Field : Reason

Add Access to All Codes

Remove Access to All Codes

Save Changes



Cancel

Name	Description	Company	Active
INC-HRS	Increase in Hours	ZSI	<input type="checkbox"/>
INTERIM	Interim Hiring	ZSI	<input type="checkbox"/>
INTERN	Internship	ZSI	<input type="checkbox"/>
INVOL	Involuntary Termination	ZSI	<input type="checkbox"/>
L	Leave of Absence	ZSI	<input type="checkbox"/>
LAY OFF	Lay Off	ZSI	<input type="checkbox"/>
LOA - STD	Leave of Absence - Std.	ZSI	<input type="checkbox"/>
LOA-FAM	LOA - Family Care	ZSI	<input type="checkbox"/>
LOA-MED	LOA - Medical	ZSI	<input type="checkbox"/>
LOA-PER	LOA - Personal	ZSI	<input type="checkbox"/>
MDCL	Personal Medical FMLA	ZSI	<input type="checkbox"/>
MEDICAL	Medical Reasons	ZSI	<input type="checkbox"/>
MERIT	Merit Increase	ZSI	<input type="checkbox"/>
MIL	Military Leave	ZSI	<input type="checkbox"/>
MORE PAY	Resigned to get more pay	ZSI	<input type="checkbox"/>
NAME	EE Name Change	ZSI	<input type="checkbox"/>
NEW HIRE	New Hire	ZSI	<input checked="" type="checkbox"/>
ORGCHNG	Organization Change	ZSI	<input type="checkbox"/>
P	Personal Leave Time	ZSI	<input type="checkbox"/>
PERFORM	Performance	ZSI	<input type="checkbox"/>

1 2 3 4 5 6

Limiting Reason Codes by HR Actions Form

Log in to HR Actions Self Service and initiate the New Hire form.
You will now see the end user has only the "New Hire" reason available.

HR Actions		New Hire	
Action ID:	176		
Submitter Name:	Mary Sue Johnson [Universal Initiator]		
* Effective Date:	<input type="text" value="10/6/2009"/>		
Submitter Comments:	<input type="text"/>		
ITEM	PROPOSED VALUES		
* Select Company:	<input type="text" value="ZSI - ZSI SYSTEMS, INC"/>		
* Employee ID:	<input type="text" value="30"/>		
 HR Actions			
Employee Status:	<input type="text" value="Active"/>		
Annual Pay (CALC):	<input type="text" value="0.00"/>		
Bonus Amount:	<input type="text" value="0.00"/>		
Comparatio (RO):	<input type="text" value="0.00"/>		
Employee Type:	<input type="text"/>		
First:	<input type="text"/>		
Current Job Code:	<input type="text"/>		
Current Job Department:	<input type="text"/>		
Current Job Location:	<input type="text"/>		
Last:	<input type="text"/>		
Mail Stop:	<input type="text"/>		
Hours / Units (CALC):	<input type="text" value="80.00000"/>		
Pay Effective Date:	<input type="text"/>		
Pay Frequency:	<input type="text" value="Biweekly"/>		
Reason:	<input type="text" value="New Hire"/>		
Pay Period Salary (CALC):	<input type="text"/>		
Salaried/Hourly:	<input type="text"/>		