

Helpful Resources and Documents:

- HRIS Training – [Batch Number Security](#)
- HRIS Training – [ETE Batch Maintenance](#)

HRIS Forms:

- ZR10.1 Batch Number Security
- ZS02.1 Employee Time Entry Batch Maintenance

Agency Payroll functions:

1. Payroll Approvers reassign batch numbers to Timekeepers, Payroll Initiators and Payroll Approvers to allow time record adjustments.

Deadlines:

HRIS update access turned off Tuesday at 2:00pm of compute week
HRIS update access for Agency Payroll Staff and Timekeepers resumes on Wednesday morning following compute.

BATCH SECURITY ZR10.1

During the HRIS Time Entry process, batch numbers are created. When the batch is created, the user ID of the employee who created the batch gets assigned to the batch number. Batch numbers are assigned to user IDs to ensure the security of the information within the batch.

If at any time the batch needs to be updated or reviewed by another user, a Payroll Approver user must reassign the batch number to the ID of the individual needing update access. Agency Payroll Approvers have the authority to reassign batch numbers.

Notes:

1. To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch.
2. The ZR10.1 can be used to reassign multiple batches at one time.
3. Sub-form ZR10.2 can be used to sort batch results by Power User ID or Process Level.
 - a. When the sort feature is enabled an “*” will appear on the form.
4. Reassignments can be made as many times as necessary within the payroll cycle.
5. The ZR10.1 can be used to reassign an ETE batch for current payroll adjustments.

ETE BATCH MAINTENANCE ZS02

ETE batch numbers are assigned to an agency designated Power User ID with the ETE Batch Maintenance Job Role.

1. The ZS02 screen can be used by the Power User to reassign the ETE batch to another Power User ID.
2. The ZS02 screen can also be used to move process levels to another ETE batch.
 - a. The Process Level must be assigned to a “Batch” or it will not process with compute.

ETE batches can be temporarily reassigned in ZR10.1 to allow for time record edits. For the next payroll cycle, the ETE batch will default to the Power User ID assigned on the ZS02 screen.