ACTION CODE LISTING

- **Actions - No Longer Used**
    - **Pay Change** – this action is no longer available. Please use <u>Job Change – Job / Pay Change.</u>
    - **Work Schedule** – this action is no longer available. Please use <u>Status / Schedule Change</u>
- **Actions Available**
    - **see** screen shot below of the new action code listing

ACTION CODE ▾

Action Code	Description
APP-HIRE1	NEW HIRE (PART 1 OF 3)
EEDATES	EMPLOYEE DATES
EEO	EEO INFORMATION
HIRE-REHR2	NEW HIRE/ REHIRE (PART 2 OF 3)
HIRE-REHR3	NEW HIRE/ REHIRE (PART 3 OF 3)
I-9 - EEO	I-9/EEO UPDATE/CHANGE
JOB CHANGE	JOB CHANGE AND/OR PAY CHANGE
JOB CHNG 2	JOB CHANGE (PART 2 OF 2)
PAYCHG	DO NOT USE
PERSONAL	PERSONAL INFORMATION
REHIRE1	REHIRE (PART 1 OF 3)
SEPARATION	SEPARATION
STATUS CHG	STATUS / WORK SCHEDULE CHANGE
USERFLDCHG	USER FIELD CHANGE
WORK SCHED	DO NOT USE

REASON CODE LISTING

***New Process**:

- Reason Code 1 listing has been modified to only be used by specific actions
- Reason Code 2 is now required. Please select an appropriate reason code. If a code in not applicable, please select N/A.
    - If a reason code does not exist and you would like to request a new code, please contact HRIS Help Desk.

Examples of using ACTIONS / REASON CODES

EXAMPLES	ACTION	REASON CODE 1	REASON CODE 2
Track a new hire	APPHIRE	NEW HIRE	N/A
Track promotions with pay change	JOB CHANGE	PROMOTION	WITH PAY CHANGE
Track political appointees that have retired	SEPARATION	RETIREMENT	POLITICAL APPOINTEE
Set up an employee to use the ETE module	USERFLDCHG	ETE	BEGIN
Track employees starting military leave	STATUS / WORK SCHEDULE	MILITARY	END

COMMENT FEATURE

***New Process:** allows agencies to enter comments on any action entered in HRIS.

Enter a Comment

1. Open **XP52.1**
2. Create the Personnel Action by entering **EIN**, **Action**, **Effective date**, etc.
3. Click **Add** – please note, that you must have created the Action prior to entering a comment
4. You are now ready to enter a comment:
   a. If you processed the Action as immediate, the Comment form will automatically display
   b. If you processed the Action as pending, click on Comment button on XP52.1

5. The Personnel Action Comment form will now appear:
   a. Click **Add** in the FC column
   b. Enter your comment. You are able to enter up to 60 characters. If you need additional space, you can add additional lines

NOTE: Please do not enter any information that is confidential or regarding medical information. Users that have HR access to the Employee **AND** Drill around will be able to view this comment at a later time. **DELETE COMMENT – you do not have an option to delete a comment once the action has been processed**.

6. Click **Add** on toolbar

Personnel Action Comments (PA56.1)
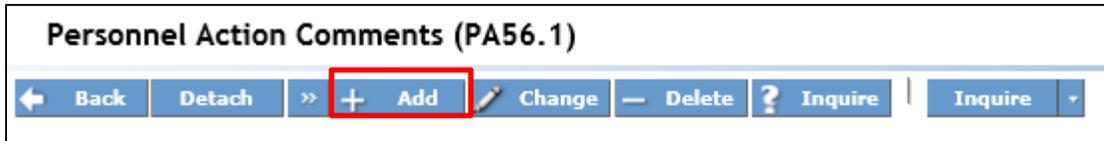
7. Comment is now added into system.

How to View Comments

1. On any form in HRIS (e.g. HR11, XP 52) that displays Employee field,
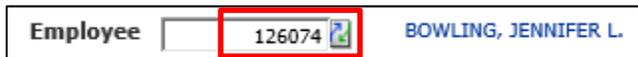
you can right click and Drill Around
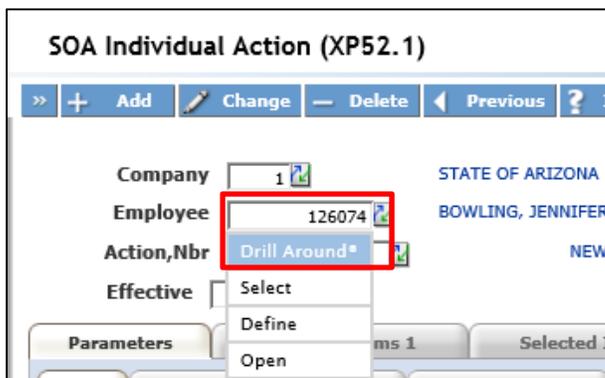
2. Click on the **Personnel Action History** Folder.
3. Click on the **Action** that contains the Comment.
4. Click on the **Personal Action Comment** folder.
5. The **Comment** will be displayed.

DELETE COMMENT – you do not have an option to delete a comment once the action has been processed.

HISTORY CORRECTION PROCESS

***New Process:** HRIS will no longer enter a history correction note in Reason Code 2 but rather there will be a new column (in Drill Around) titled History Correction.

If this field is populated with "History Corrections – See Comments", then a history correction has been made to this information.

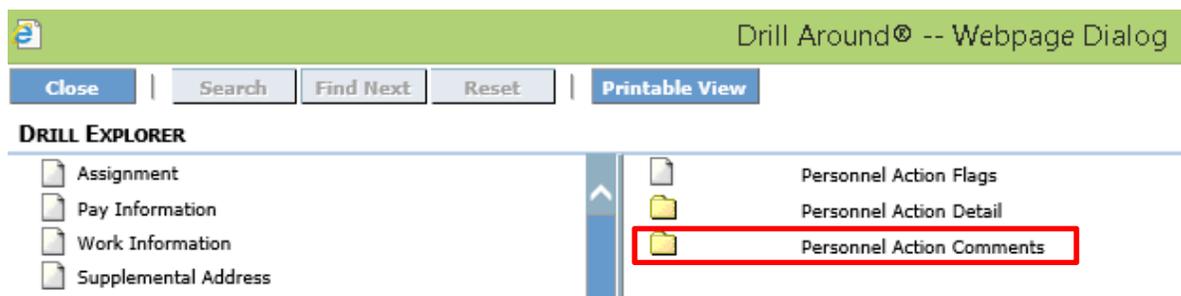| Effect	Action	Action Nbr	Created By	Create Date	Changed By	Change Date	Reason 1	Reason 2	History Correction	
06/08/2015	POSUPDATE	1	snp38411	06/04/2015	snp38411	06/04/2015	FYE LD			
06/08/2015	POSUPDATE	2	adbiavl	06/19/2015	adbiavl	06/19/2015				
05/22/2015	USERFLDCHG	1	adbowlj	05/22/2015	adbowlj	05/22/2015	ETE			
05/19/2015	USERFLDCHG	1	adbowlj	05/19/2015	adbowlj	05/19/2015	ETE			
05/18/2015	USERFLDCHG	1	adbowlj	05/18/2015	adbowlj	05/18/2015	ETE			
05/14/2015	JOB CHANGE	1	adbowlj	05/18/2015	adbowlj	05/18/2015	JC-JOBCHG			
05/13/2015	PERSONAL	1	cxm58048	05/15/2015	cxm58048	05/15/2015	CORR		HRIS Correction - See Comments	
05/13/2015	USERFLDCHG	1	adbowlj	05/18/2015	adbowlj	05/18/2015	CORR			

1. On any form in HRIS (e.g. HR11, XP 52) that displays Employee field,

   Employee [126074] BOWLING, JENNIFER L.

   you can right click and **Drill Around**.

2. Click on the **Action** that contains the History Correction.
3. Click on this **Personnel Action Comment** folder to review notes and date that the correction was made.
4. Also, you can click on the **History Error** folder which will give you general data changes regarding the History Correction

If you have any questions, please contact Debbie Taylor at 602.542.7403 or debbietaylor@azdoa.gov
Connie Magallanes at 602.542.4767 or Connie.Magallanes@azdoa.gov

ACTION AND REASON CODE USER GUIDE

ACTION CODE	ACTION DESCRIPTION	REASON CODE	REASON CODE DESCRIPTION
APP HIRE 1	Use the New Hire action for an employee who does not have an existing EIN in HRIS and has never worked for the State of Arizona. If this individual already has an EIN in the HRIS system, then Rehire action must be used.	BOARD OR COMMISSION MEMBER	Use to hire a Board and Commission member.
		ELECTED OFFICIAL	Use when an individual is hired as a elected official at the State of Arizona.
		NEW HIRE	Use when an individual is initially hired at the State of Arizona.
		TEMPORARY / INTERN	Use to hire an employee into a Temporary or an Intern appointment.
REHIRE	Use the Rehire action for an employee who previously worked for the State of Arizona and has a EIN in HRIS. This individual must have a break in service of at least one business day, otherwise the action would be a considered a job change.	BOARD OR COMMISSION MEMBER	Use to rehire a former employee as a Board and Commission member.
		ELECTED OFFICIAL	Use when an individual is rehired as a elected official at the State of Arizona.
		REHIRE	Use when a former employee is rehired after a break in service from all positions for at least one business day, or for a retiree returning to State employment.
		TEMPORARY / INTERN	Use to rehire an employee into a Temporary or an Intern appointment.
STATUS / WORK SCHEDULE CHANGE	Use the Status / Schedule action to indicate an employee status change or change to a work schedule.	BENEFIT ELIGIBILITY	Use to start / end employee's benefit eligibility assignment.
		LEAVE PLAN UPDATE	Use to start / end employee leave status (e.g. LWOP).
		MILITARY LEAVE	Use to start / end military leave.
		PERMANENT STATUS	Use to start / end employee's permanent status.
		WORK SCHEDULE CHANGE	Use to change an employee work schedule.
		SPECIAL ASSIGNMENT	Use to start / end employee's special assignment
		STATUS TERM DATE	Use to change / update the employee status term date user field.

ACTION AND REASON CODE USER GUIDE

ACTION CODE	ACTION DESCRIPTION	REASON CODE	REASON CODE DESCRIPTION
JOB / PAY CHANGE	"Use Job Change / Pay Change to indicate a change to an employee's job or salary within a agency or between different agencies without a break a service. *Requires review by the agency's Chief Human Resources Officer before implementation."	COUNTER OFFER	Use to increase employee's base pay in response to a verified job offer to retain a high performing employee in the same position.
		DEMOTION	Use when an employee moves to a lower grade position. This move may or may not be voluntary.
		*EQUITY ADJUSTMENT	*In order to use this reason code, you MUST have ADOA CENTRAL HR APPROVAL. This code is used to increase base pay where an employee's education, experience, salary history and skills are substantially similar to other employees in the same work unit.
		IN-GRADE ADJUSTMENT*	*Use this code when there is a pay change without a change in position.
		LATERAL TRANSFER	Use when an employee has moved from one position to another which is the same pay grade. This change may or may not include a pay change.
		*MANIFEST ERROR	*Use to correct an act or failure to act that is, or clearly has caused, a mistake.
		*MARKET ADJUSTMENT	*In order to use this reason code, you MUST have ADOA CENTRAL HR APPROVAL. Use this code for pay changes that were initiated as the result of a compensation study.
		PROMOTION	Use when an employee moves from one position to another position with a higher salary grade.
		REALLOCATION	Use this code when an employee's position is reallocated to a different job code.
		STEP INCREASE	ADOC and ADJ use only.

ACTION AND REASON CODE USER GUIDE

ACTION CODE	ACTION DESCRIPTION	REASON CODE	REASON CODE DESCRIPTION
SEPARATION	Use the Separation action when an employee is leaving State employment for voluntary or involuntary reasons such as resignation, retirement, dismissal, or layoff.	APPOINTMENT EXPIRATION	Use to end employment due to expiration of the appointment. *Note: This code is rarely used.*
		DECEASED	Use to end employment as a result of the employee's death.
		DISMISSAL	Use when an employee is dismissed from State employment.
		LAYOFF	Use when an employee's job was eliminated due to a Lay Off. *Applies to Uncovered employees only.*
		REDUCTION IN FORCE	Use when an employee's job was eliminated due to a Reduction in Force. *Applies to Covered employees only.*
		RESIGNATION	Use when an employee voluntarily resigns from State employment.
		RETIREMENT	Use when an employee retires State employment.
		SEPARATE WITHOUT PREJUDICE	Use only with ADOA Chief Officer approval.
USERFLDCHG	Use the Status / Schedule action when changing an employee status (A1, C1, D1, etc.)or work schedule.	CASH / COMP	Use to change / update the employee Cash / Comp user field.
		DRIVER / IDENTIFY AS DRIVER	Use to change / update the Identified as Driver field.
		EDUCATION	Use to change / update the employee education user field.
		ETE PARTICIPATION	Use to change / update the employee ETE participation user field.
		LEAVE PLAN	Use to change / update the employee leave plan user field (e.g. sick, annual, etc.)
		RETIREMENT CODE	Use to change / update the employee retirement user field.
		STATUS TERM DATE	Use to change / update the employee status term date user field.
		STIPEND	Use to change / update a stipend for employee.
		VIRTUAL OFFICE	Use to change / update the employee virtual office user field.

ACTION AND REASON CODE USER GUIDE

ACTION CODE	ACTION DESCRIPTION	REASON CODE	REASON CODE DESCRIPTION
PERSONAL	Use the Personal action when changing an employee's information such as name change or address change.	ADDRESS / PHONE CHANGE	Use to change / update an employee information such as address or phone number.
		BADGE INFO	Use to change / update an employee badge information.
		BENEFICIARY	Use to change name to a beneficiary that is receiving the final paycheck of a deceased employee.
		ETHNICITY CHANGE	Use to change / update an employee ethnicity.
		MARITAL	Use to change / update an employee marital status.
		NAME CHANGE	Use to change / update an employee name.
		VETERAN STATUS	Use to change / update an employee veteran status.
EEDATES	Use EE Date action to modify an employee date such as hire date, adjusted hire date or agency hire date.	EE DATE CORRECTION	Use to change / update an employee date such as hire date, adjusted hire date, agency hire date, job code hire date or senority date.
PAYMENT TO NON ACTIVE PAYEE	Use this action when a financial payment needs to be made to an individual who is no longer employed by the State of Arizona.	RASL	Use when a former employee receives RASL payment.
		EE REIMBURSEMENT	Use when a former employee receives EE Reimbursement such as travel payment.
		REFUND PAYMENT	Use when a former employee receives a refund.
		COURT ORDER PAYMENT	Use when a former employee receives or makes court ordered payment.

Reason Code 2 Listing (Reason Code 2 is required, use N/A if not applicable)
ADMINSTRATION LEAVE *(investigation or emergenc*
BEGIN / START
END / COMPLETED
EVALUATION
EXTENDED
FLEX
FMLA
FTE
HIRE - COMPETITIVE
HIRE - DIRECT
INDUSTRIAL
LEAVE PLAN - ANNUAL
LEAVE PLAN - SICK
LEAVE PLAN - MLITARY
LEAVE WITHOUT PAY
N/A (Not Applicable)
NO PAY CHANGE
PAY CHANGE
POLITICAL APPOINTMENT
PROBATION - EXTEND
PROBATION - LIMITED ASSIGNMENT *(covered empl*
PROBATION - ORIGINAL *(covered employees only)*
PROBATION - PROMOTION *(covered employees onl*
REDUCTION IN FORCE *(covered employees only)*
RETIREE - RETURN TO WORK
RULE
SHIFT CHANGE
STANDARD
STANDARD - ABOVE
INVOLUNTARY
VOLUNTARY