



HRIS Job Role Training

Cash & Compensatory Time
Forms: XP52

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Introduction

HRIS requires that a Cash-Comp action be performed any time a nonexempt employee requests a change to his/her overtime election. FLSA exempt employees automatically receive compensatory time unless their agency makes a decision to pay cash.

Employee changes to Cash-Comp elections should always be verified against Agency Personnel Rules before being processed into the HRIS system.

The Cash-Comp elections for Employees in HRIS include:

- CASH – Nonexempt employee elects to receive only cash for all overtime worked.
- COMP – Nonexempt employee elects to receive only compensatory time for all overtime.
- EITHER – Nonexempt employee elects to receive either cash or compensatory time for overtime worked; thus, the agency makes the determination.
- NONE – Excluded employee is ineligible to receive payments or time off for overtime worked.

The Human Resources (HR) Initiator/Approver performs the Cash-Comp Action using the Individual Action Form (XP52.1). The XP52.1 displays the current information for the employee along with the data fields to enter the new information. The action will be processed during the nightly batch program.

This action should only be used if just the Cash-Comp choice is being changed. If the Employee is changing other attributes (position, status, etc), then use an alternate action. The Hire-Rehr2 is the other action code with a cash-comp option on Selected Items 2 tab.

Notes

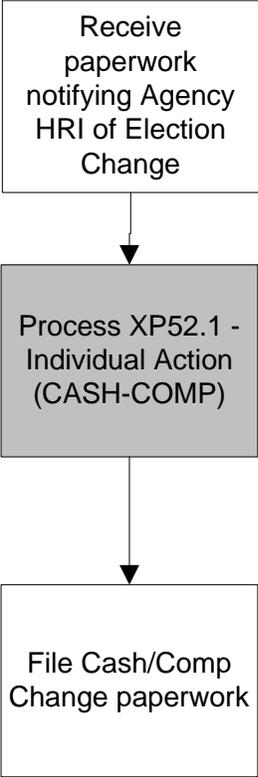
- When processing a personnel action, HRIS requires that a Reason Code be supplied for the action being performed. HRIS displays the results of all processed personnel actions on various management reports. Detailed information (if required) can be displayed by running the report based on selected Reason Codes.
 - **Example** – Jane Parker, a State of Arizona employee, originally selected the Either option when hired. Now she has decided she only wants Compensatory time. The Agency processes the CASH-COMP Action for Jane with the Reason Code “Cash/Comp”.
- Keeping employee personal information updated in HRIS is extremely important; this information will impact the HR, Benefits and Payroll areas, and is the system of record.
- Failure to properly enter the appropriate data will corrupt the Employee’s HRIS history.

HRIS CASH-COMP Change Chart

Required forms appear as:



Optional forms appear as:



See Individual Action (XP52.1) - Parameters Tab (CASH-COMP (Page 5)

Individual Action (XP52.1) - Parameters Tab (CASH-COMP)

The screenshot shows the HRIS State of Arizona Individual Action (XP52.1) Parameters Tab for CASH-COMP. The interface includes a navigation menu on the left, a search bar at the top right, and a main parameter configuration area. The configuration area is divided into tabs: Parameters, Selected Items 1, Selected Items 2, and Selected Items 3. The Parameters tab is active, showing fields for Immediate, Anticipated End Date, Update Benefits, Update Absence Management, Update Required Deductions, Old Deduction End Date, and New Deduction Begin Date. A Currency Calculation button is also present.

Key elements and callouts:

- 1**: Search bar containing "XP52.1"
- 2**: "Your Employee Services" menu item
- 3**: "Company" field with value "STATE OF ARIZONA"
- 4**: "Employee" field with value "99999"
- 5**: "Action, Nbr" field with value "CASH-COMP"
- 6**: "Reasons" field with value "CASH-COMP"
- 7**: "Inquire" button in the navigation menu

Additional information visible in the interface:

- Company: STATE OF ARIZONA
- Employee: STEWART, JANET E.
- Action, Nbr: CASH-COMP
- Effective: 11/01/2005
- Reasons: CASH-COMP
- Last Change: 08/11/2005
- Parameters Tab: Main, Special Processing, U.S. - COBRA
- Immediate: N
- Anticipated End Date: [Empty]
- Update Benefits: [Empty]
- Update Absence Management: [Empty]
- Update Required Deductions: [Empty]
- Old Deduction End Date: [Empty]
- New Deduction Begin Date: [Empty]
- Currency Calculation: [Button]

Lawson portal - Individual Action (XP52.1) - Windows Internet Explorer

http://h5-lsf9.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Individual Action (XP52.1)

Welcome Patricia [logout]

XP52.1

HRIS
State of Arizona

Individual Action (XP52.1)

Home >> Add Change Delete Previous Inquire Next | Inquire

Company 1 STATE OF ARIZONA Last Change 08/11/2005

Employee 99999 STEWART, JANET E.

Action, Nbr CASH-COMP CASH-COMP FIELD CHAN

Effective 11/01/2005 Reasons CASH-COMP Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing U.S. - COBRA

9 Immediate N 8 No

10 Anticipated End Date [calendar icon]

11 Update Benefits Y Yes

12 Update Absence Management [dropdown]

13 Update Required Deductions Y Yes

14 Old Deduction End Date [calendar icon]

New Deduction Begin Date [calendar icon]

Currency Calculation

start Novell-delivered ... Novell GroupWise... HR Initiator 2 Microsoft Offi... Lawson portal - I... 8:23 AM

R=Required O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XP52.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Individual Personnel Action (XP52.1) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will default the needed info from the employee's record.	You must enter the correct EIN.
4	Action Nbr Field	R	Type or use the Drop Down to enter action ' CASH-COMP .'	Based on the Action Nbr. selected the system will display the appropriate fields that are needed to complete this action.	
5	Effective Field	R	Type the Effective Date of the action.		Date is formatted as MMDDYYYY.
6	Reasons – First Box Field	R	Type or use the Drop Down to enter the reason code for the Personal Information Action.		One reason code is required. The reason codes are smart coded. *Refer back to the Introduction/Notes for more information on Reason Codes.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Pay Change.		The 2 nd Reason Code is not required but is recommended to better define the reason for the Personal Information Action. It can be useful in reporting.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed to complete the action and will default applicable information from the Employee's record.	DO NOT CLICK Add at this point!
8	Immediate Field	R	Type N or select 'No' from the drop down menu in the Immediate Field.	Action will process with the nightly jobs depending on the effective date of the action.	ONLY New Hire and Rehire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
9	Anticipated End Field	R	Leave Blank	This field must be blank.	
10	Update Benefits Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	Update Absence Management Field	R	Leave Blank	This field must be blank.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
12	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
13	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Selected Items 1	R	Click on the Selected Items 1 tab.	The Selected Items 1 section will appear with the necessary Data Item fields to be populated.	Information from the Employee's record will appear in the Current Value Field.
2	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R	No Action Required, these fields will default from what was entered on the Parameters Tab.		
3	CASH/COMP	R	Verify the information that is populated from the Employee's current record. For information that is changing, type the NEW value for that field in the Change To field.		The Current Value and Change To values cannot be the same. Valid Values include: <ul style="list-style-type: none"> • CASH • COMP • EITHER • NONE
4	Selected Items 2 Selected Items 3	N / A	<i>This step is NOT required because these two links contain no fields, at this time, that need to be verified or updated.</i>		
5	Menu Button	R	Click Add	Message in the lower left corner "Add Complete; continue"	