



HRIS Job Role Training

Position Training for Non Compensated Board / Commission Members

Forms: XP02

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Introduction

The HRIS Position Training Manual for Non-Compensated individuals is intended to assist ADOA Classification and Compensation, and Non-System A Classification and Compensation with the setup of positions for individuals eligible for travel reimbursements, but not eligible for normal compensation in HRIS.

It is important that the steps in this manual be followed for these positions, to reduce the liability of incorrect information transferring to the records of these individuals. Not every agency will have a position meeting these criteria. If there are concerns, please work with the General Accounting Office to ensure that the agency position meets the eligible criteria.

The training section will explain how to use the Position Form (XP02.1) to create Position Codes.

For an individual to meet the requirements for this position, he/she must be a member of a board, commission, authority, council or committee created by law, the Governor or by an Agency Head with the proper authorization to create such an entity.

Only one position will be established (when possible) for each agency. All individuals fitting the criteria will be hired into that position.

Position Form (XP02)

Add Position Code - Main Tab

The screenshot displays the HRIS Position Form (XP02) Main Tab. The interface includes a top navigation bar with the HRIS State of Arizona logo, the title "Position (XP02.1)", and a search bar containing "xp02". A toolbar below the navigation bar contains buttons for "Add", "Change", "Delete", "Previous", "Inquire", "Next", and another "Inquire". The main form area is divided into sections: "Company" (callout 2), "Position" (callout 3), "Effective" (callout 5), and "Update Emps, Reqs" (callout 6). Below these are tabs for "Main", "Structure", and "Payroll". The "Main" tab is active, showing fields for "Reason" (callout 8), "Status" (callout 9, set to "1" and "Active"), "Process Level" (callout 10), "Department" (callout 11), "User Level" (callout 11), "Job Code" (callout 12), and "Location" (callout 13). Address fields "Addr1", "Addr2", "City, St, Zip", and "County" are also present. Callout 15 points to the "Update Emps, Reqs" dropdown. At the bottom, there are buttons for "User Fields", "Totals", and "Base Curr".

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|----|--|--------------|---|---|--|
| 1 | White Search Box | R | Type XP02 in the White Search Box. Press Enter on the Keyboard | The Position Form (XP02) will open | There are 3 pages on this form. Begin with the Main tab. |
| 2 | Company field | R | Type or Select '1' | | All forms/actions must contain a 1 in the Company field |
| 3 | Position field | R | Enter the new Position Code as requested by the Agency | | |
| 4 | Position field – Second Box (Description) | R | Type the Working Title of this Position For these positions, enter “BOARD OR COM MEMBER-NON COMP” | | The Description box next to the Position Code box is not identified but needs to be filled in. You will need to know in advance what the Description (title) will be. Do NOT exceed 30 characters; the only punctuation allowed is a hyphen (-) or a slash (/) |
| 5 | Effective field – First Box | R | Type the date this Position is to be established For these positions, enter 01/01/2008 | | |
| 6 | Update Emp,Reqs field | O | Do Not change this field – HRIS will default 'N'. | 'N' will automatically default into field | |
| 7 | Inquire Button | R | Click Inquire | "Position Code Does Not Exist" will appear in lower left corner | |
| 8 | Reason field | O | Type or select from the drop down menu the reason for the entry. For these positions, enter 'ESTAB UC' or select 'Establish Uncovered' from the drop down menu. | | |
| 9 | Status field | R | Type or select from the drop down menu the status of the position. For these positions, enter '1'. | | |
| 10 | Process Level field | R | Type or select from the drop down menu the process level in which | | |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|----|------------------|-------|--|--|--|
| | | | the position works. Process Level will be provided by the agency. | | |
| 11 | Department field | R | Type or select from the drop down menu the department in which the position works. Department will be provided by the agency. | | |
| 12 | User Level field | R | Type or select from the drop down menu the check locator code for this position. User Level will be provided by the agency. | | |
| 13 | Job Code field | R | Type or select from the drop down menu the job code associated with the position. Type in the Job Code "AUN05083" or see Notes for DPS and SP. | | Non-System A agencies may have their own job code. Other applicable codes are DPS05083 and ESP05083 |
| 14 | Location field | R | Type or select from the drop down menu the true location where this position works. Location will be provided by the agency. | After the location is selected in the drop down menu, the address will appear in the Address fields on the form. | |
| 15 | Structure field | R | Click on the Structure link under Related Pages | The Structure link opens. | |

Add Position Code - Structure Tab

The screenshot shows the HRIS State of Arizona interface for adding a position code. The title bar includes the HRIS logo, the text "Position (XP02.1)", and a user welcome message "Welcome Frank" with a "[logout]" link. A search bar contains "xp02". A navigation menu includes "Home", "Add", "Change", "Delete", "Previous", "Inquire", "Next", and another "Inquire" dropdown.

Callout 1 points to the top section containing:
Company
Position
Effective -
Update Emps,Reqs

Callout 8 points to the "Structure" tab in the navigation menu.

The "Structure" tab contains the following fields:
2 - Direct Supervisor
3 - Indirect Supervisor
4 - Link to Supervisor
5 - Work Schedule
6 - Shift
7 - Security Level, Location

At the bottom, there are three buttons: "User Fields", "Totals", and "Base Curr".

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|------------------|---|-------------------------|--|
| 1 | Company field Position field Effective field Update Emps, Reqs field | R R R R | No Action Required, these fields will default to the information previously entered. | | All forms/actions must contain a 1 in the Company field. |
| 2 | Direct Supervisor field | R | Type or select from the drop down menu the supervisor code the position reports to. Direct Supervisor will be provided by the agency. | | |
| 3 | Indirect Supervisor field | N / A | Leave field BLANK. | | Field is NOT being used by SOA. |
| 4 | Link to Supervisor field | O | Leave field BLANK | | |
| 5 | Work Schedule field | N / A | Leave field BLANK | | This is assigned on the Employee. |
| 6 | Shift field | N / A | Leave field BLANK. | | Shift will be entered on the Employee. |
| 7 | Security Level, Location field – Box 1 | R | Security Level will be '9'. | | |
| | Security Level, Location field – Box 2 | R | Security Level – Location will be '9999999999'. | | |
| 8 | Payroll tab | R | Click on the Payroll tab under Related Pages | The Payroll link opens. | |

Add Position Code - Payroll Tab



Position (XP02. 1)

Welcome, Diane Gorham TEST

[Go To](#) [Preferences](#) [Help](#)

11

Add Change Delete Inquire Next Previous PageDown PageUp

Home | **Position**

Data Directory

1) Company: 1
2) Position: AAD00000AIO
3) Effective: 01/01/2008

Related Pages

[Main](#)
[Structure](#)
[Payroll](#)

Related Links

[Position Budget](#)
[Preliminary Position Budget](#)
[Position Class](#)
[Position Class By Position](#)
[Qualifications](#)
[Working Conditions](#)
[Physical and Mental Requirements](#)
[Payroll Distribution - Positions](#)
[Position Change](#)
[Assigned Resources](#)
[User Field Setup](#)
[Position Rules](#)
[Position Budget Inquiry](#)
[Position Listing](#)

1 {

Company: STATE OF ARIZONA

Position:

Effective: -

Update Emps,Reqs:

Payroll

2 **Annual Hours:**

3 **Salary Class:**

4 **Pay Frequency:**

5 **Pay Rate:**

6 **Exempt from Overtime:** Not Applicable

7 **Pay Plan:**

8 **Schedule,Grade,Step:**

9 **Expense Account:**

10 **Activity:**

12 [User Fields](#)
[Totals](#)
[Base Curr](#)

HRIS State of Arizona Welcome Frank [logout]

Position (XP02.1) xp02

Home Add Change Delete Previous Inquire Next Inquire

11

1

Company

Position

Effective -

Update Emps,Reqs

Main Structure Payroll

2 Annual Hours

3 Salary Class

4 Pay Frequency

5 Pay Rate

6 Exempt from Overtime

6 Pay Plan

7 Schedule,Grade,Step

8 Expense Account

9 Activity

10

12 User Fields Totals Base Curr

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|----|---|------------------|---|---|--|
| 1 | Company field Position field Effective field Update Emps, Reqs field | R R R R | No Action Required, these fields will default to the information previously entered. | | All forms/actions must contain a 1 in the Company field. |
| 2 | Annual Hours field | R | Annual Hours will be '2080'. | | |
| 3 | Salary Class field | R | Salary Class will be 'S' – Salaried. | | |
| 4 | Pay Frequency field | R | Pay Frequency will be '2' – Biweekly. | | |
| 5 | Pay Rate field – Box 1 & 2 | N/ A | Leave field BLANK | | |
| 6 | Exempt from Overtime field | R | Exempt from Overtime will be 'Y' – Yes | | |
| 7 | Pay Plan field | R | Pay Plan will be 'EXC' – Excluded. | | |
| 8 | Schedule,Grade,Step fields – Box 1, 2 & 3 | R | Box 1 – Schedule will be 'ANONCOMP'. Box 2 – Grade will be '01' Box 3 – Leave this field BLANK. | | |
| 9 | Expense Account field – Box 1 | R | Type the GL Company provided by the agency. | | |
| | Expense Account field – Box 2 | R | Type the Accounting Unit provided by the agency. | | |
| | Expense Account fields – Box 3 & 4 | R | Type '6011' for the Account and the current fiscal year '2008' for the SubAccount. | | |
| 10 | Activity field – Box 1 | R | Type the Activity provided by the agency. | | |
| | Activity field – Box 2 | O | Type the Account Category provided by the agency. | | If not provided, default will be 'ZZZZZ'. |
| 11 | Add button | R | Click Add to add the position to HRIS. | You should receive the message “Add Complete, verify user fields” in the lower left corner. | When you see this message you must enter the User Fields, as they are not on the new position. |
| 12 | User Fields link | R | Click the User Fields link at the bottom of the page. | User Fields page opens. | |

See section *User Fields Link* for steps required to complete the position transaction. You must complete the steps in this section or the position will not be complete in HRIS.

User Fields Link

HRIS State of Arizona

Welcome Frank [logout]

Alphanumeric User Fields (HR15.2)

xp02

Home

Close Detach >> + Add Change - Delete ? Inquire | Inquire

| FC | Type | Field Name | Value | Description | Curr | Req |
|--------------------------|-------|----------------------|----------------------|-------------|----------------------|--------------------------|
| <input type="checkbox"/> | Date | A RECEIVED | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | B RECLASS FROM | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | C RECLASS TO | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | F FUNDED | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | G LINKED TO POSITION | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Date | V CC MAILED | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | W UNCOVERED REASON | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Date | X B5 OR LMTD END | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Alpha | Y ARMSS FLAG | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | | <input type="text"/> | | <input type="text"/> | <input type="checkbox"/> |

Base Currency

Calculation Base Amount

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|---|--------------------------|--------------|---|-------------------------|--|
| 1 | FC field | O | Type 'A' or select 'Add' from the drop down menu next to the F Funded Field | | Type and Field Name fields display the name of the various user fields. |
| 2 | Value field | O | Type 'YES' in the Value Field. | | |
| 3 | Curr field | N/A | Leave this field BLANK. | | Field is not being used by the State of Arizona. |
| 4 | Base Amount field | N/A | Leave this field BLANK. | | Field is not being used by the State of Arizona. |
| 5 | Add button | R | Click Add to save the changes on the current page. | | |
| 6 | Close button | R | Click Close to return to XP02. | The XP02 form opens. | The position code should appear in alphanumeric order within the process level and department. |