



# HRIS Job Role Training

New Hire Process/Talent Acquisition

Forms: XP52.1

## Table of Contents

Introduction.....	3
Talent Acquisition Overview .....	3
What Talent Acquisition Will Do in the Hiring Process .....	3
What to Know About the FUTUREHIRE Personnel Action.....	3
Talent Acquisition Email .....	4
New Hire Process with Talent Acquisition .....	5
General Information .....	5
Processing Instructions.....	5
Individual Action (XP52.1) With Talent Acquisition - Parameters Tab (APP-HIRE1) .....	7
Individual Action (XP52.1) With Talent Acquisition - Selected Items 1 Tab (APP-HIRE1) ....	10
Individual Action (XP52.1) With Talent Acquisition - Selected Items 2 Tab (APP-HIRE1) ....	13
Individual Action (XP52.1) With Talent Acquisition - Selected Items 3 Tab (APP-HIRE1) ....	15
New Hire Process with Talent Acquisition – Process Update .....	19
Individual Action (XP52.1)- Parameters Tab (HIRE-REHR2).....	20
Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2) .....	23
Individual Action (XP52.1)- Selected Items 2 Tab (HIRE-REHR2) .....	25
Individual Action (XP52.1)- Selected Items 3 Tab (HIRE-REHR2) .....	28
Individual Action (XP52.1)- Parameters Tab (HIRE-REHR3).....	32
Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR3) .....	35
New Hire Process - Conclusion.....	39
Troubleshooting Guide .....	40

# INTRODUCTION

## Talent Acquisition Overview

The Human Resources Division of the Arizona Department of Administration is implementing a new recruiting and hiring system - Talent Acquisition. All departments and agencies in the State Personnel System will share the Talent Acquisition system. The system will provide opportunities to streamline and improve current hiring/recruiting processes, reduce costs, improve access to information for hiring managers and their agency human resources personnel. Talent Acquisition will assist recruiters and hiring managers in every stage of the recruiting process; from the development and approval of hiring requisitions, to posting job openings, to storing and sorting thousands of resumes, to automated candidate tracking actions, and finally, to extending an offer. Talent Acquisition will integrate selected data for new hires into our existing HRIS system.

## What Talent Acquisition Will Do In the Hiring Process

- Checks the SSN# (ZH11 form)
- Processes the Applicant Form (XP31)
- Creates an EIN# for a new hire (what the XP52.4 did)
- Enrolls employees in required training courses (TR15)
- Creates a FUTUREHIRE personnel action to begin the employee file
- Sends an email to HR entry person when the EIN# has been created

## What to Know About the FUTUREHIRE Personnel Action

- Effective date of FUTUREHIRE is the day it is entered in HRIS
- Hire date and adjusted hire date are filled in from the Talent requisition
- Pay deductions and default benefits are not set up
- Absence management plans are not set up
- An A0 status code (no pay status) is used
- Does not bring in a pay rate or an FTE
- Prefills multiple fields in HRIS (to reduce keying)
  - Employee Name/EIN#
  - SSN
  - Status Code = A0
  - Position# plus a few defaults from the position (work schedule, shift, funding)
  - Hire date, adjusted hire date, seniority date, anniversary date, original state hire date
  - Home address (city, state, zip, county)
  - Home phone number
  - Medicare indicator
  - Birthdate (optional)
  - Gender (optional)

## Talent Acquisition Email

You will receive an email indicating that there is a FUTUREHIRE ready to have the rest of their information keyed into HRIS. It should arrive in a shared or designated email box based upon your Agency's set up. It will have the information shown in the box below.

From: [FutureHireNotification@azdoa.gov](mailto:FutureHireNotification@azdoa.gov) [mailto:FutureHireNotification@azdoa.gov]  
Sent: Tuesday, October 30, 2012 1:37 PM  
To: Agency Contact  
Cc:  
Subject: Future Hire EIN 143110 AUTUMN BREEZE is waiting to be hired

Agency Email : [HRISentryperson@youragency.gov](mailto:HRISentryperson@youragency.gov)  
The following candidate has been successfully added as a future hire:

Future Hire Details	
Description	Value
LTM Requisition Number	123 - AD ASST DIR INFO SVCS
Name	AUTUMN BREEZE
Home Phone	555-9985
EIN	143110
Process Level	ADISD - AD-INFORMATION SERVICES DIV
Position	SAD000000015
Future Hire Date	10/30/2012
Job Title	AD ASST DIR INFO SVCS
Job Code	AUN06601

You may continue the hire process on the XP52.1 at the appropriate time to process the remainder of the hire action.

Please click [here](#) to login into HRIS/ YES. Please contact *HRIS* for any related information.  
Thank you.

You will receive emails for new hires, rehires, job changes and interagency transfers.

**KEYS:** Some Rehire/Job Change actions will not be a part of a recruitment process, will not create a FUTUREHIRE personnel action, and you will not receive an email. (example: Lateral transfer to a new position#.)

If you have HR Writer access, we have created a report to run a list of FUTUREHIRE actions. The title of the report will be named FUTUREHIRES; it will be under your HR Author. If you can't find this report titled FUTUREHIRES, please email the HRISHelpDesk to request one be placed in your Author.

# NEW HIRE PROCESS with TALENT ACQUISITION

## General Information

(The new hire processing is much the same as in the past with a few exceptions which are shown in **BOLD** font and highlighted.)

The HRIS New Hire process should be followed anytime an Employee is being hired into State Service for the first time, or if the Employee left State Service prior to the HRIS Go-Live December 2003. To process a new hire the HRIS Entry Person will complete a number of HRIS Forms including:

- XP52.1 – Individual Action (APP-HIRE1)
- XP52.1 - Individual Action (HIRE-REHR2)
- XP52.1 – Individual Action (HIRE-REHR3) (Optional)
- PR13.1 – Employee US Taxes (Covered in Agency Tax Initiator training)
- ZH12.1 – Email and Work Phone Maintenance (covered in Agency Phone/Email Specialist training)
- HR20.1 - Additional Contacts (Optional)
- PA12.1 - Emergency Contacts (Optional)

**DO NOT USE THE XP52.4 or XP31.1. The PA26 has been replaced by MAP. No need to check the Social Security Number on the ZH11.**

**The XP52.1 personnel actions indicated above can be keyed as “immediate” or “pending with a future effective date”.**

ALL personnel actions for a new hire must be completed on the SAME DAY (APP-HIRE1, HIRE-REHR2 and/or HIRE-REHR3). This is to make sure the default benefit plans are established properly. **Please DO NOT enter the default benefits plans (basic life, retirement and LTD) on the BN31.2. Nightly scheduled jobs will establish them with the appropriate effective dates.**

During the hire process, your transaction will not be complete (saved) until you see one of the following messages:

- Add Complete-Continue,
- Action processed; deductions updated; continue, or
- Change Complete-Continue.

## Processing Instructions

After you have received the email with the EIN#, you can continue with the hiring process. **DO NOT key a personnel action prior to receiving the email.** Go into HRIS in the normal manner but to the **XP52.1** form. Inquire on the EIN#.

**NOTE: Please continue to use the XP52.4 form and the previous new hire processing for Elected Officials.**

## KEYS

When you drill around on the EIN#, you will see the FUTUREHIRE personnel action has already populated some personnel data. The effective date of the FUTUREHIRE action is not the Hire Date. The APPHIRE1 effective date still remains the same as the Hire Date.

The future employee's personnel action history will look like this before you begin the APPHIRE1 action. The effective date of the FUTUREHIRE is the date the action was created in HRIS.

Drill Around® -- Webpage Dialog

Close Search Find Next Reset Printable View

**DRILL EXPLORER**

- Assignment
- Pay Information
- Work Information
- Supplemental Address
- Employee Home Address
- Employee Attachment E-mail
- Career Action Plan
- Employee Dates
- Tax Information
- Pay Edits
- Benefit Criteria
- Positions, Jobs
- Personnel Action History
- Salary History
- Position, Job History
- Deductions
- Employee Groups

Effect	Action	Action Nbr	Changed By	Date	Reason 1	Reason 2	Pos Level	End Date
10/31/2012	FUTUREHIRE	1	lawson	10/31/2012	H-HIRE		1	

View 50 Records Previous 50 Next 50 Records 1 - 1

## KEYS –

Can an employee begin work later than the FUTUREHIRE Hire Date? Yes, the dates can be changed when you enter the APPHIRE1 and the HIRE-REHR2 actions. The effective dates of the APPHIRE1 and HIRE-REHR2 must be equal to or greater than the Hire Date of the FUTUREHIRE. Any Hire Date earlier than the FUTUREHIRE Hire Date will become a history correction.

**Individual Action (XP52.1) With Talent Acquisition – (APP-HIRE1)—Parameters Tab**

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout]  
xp52.1

Navigation: >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Left Sidebar: Home, Jobs and Reports, Multi-Step Job De, Job Schedule, Print Manager, Job List

Form Fields:

- 2 Company: 1
- 3 Employee: 143080
- 4 Action, Nbr: APP-HIRE1
- 5 Effective: [calendar icon]
- 6 Reasons: [calendar icon] [calendar icon]
- 15 [calendar icon]

Parameters Tab: Selected Items 1, Selected Items 2, Selected Items 3

Main Sub-tab: Special Processing, U.S. - COBRA

Main Sub-tab Fields:

- 8 Immediate: y Yes
- 9 Anticipated End Date: [calendar icon]
- 10 Update Benefits: [dropdown]
- 11 Update Absence Management: y Yes
- 12 Update Required Deductions: y Yes
- 13 Old Deduction End Date: [calendar icon]
- 14 New Deduction Begin Date: [calendar icon]

Buttons: Comment, Currency Calculation

Footer: 100%

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	
2	<b>Company</b> field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
3	<b>Employee</b> field	R	Type or Select Employee Number	Name will display next to the field after cursor is moved to the next field	
4	<b>Action, Nbr</b> Field	R	Type or Select 'APP-HIRE1'.		
5	<b>Effective Date</b> Field	R	Type the Date of Hire for the Employee		Date is formatted as MMDDYY
6	<b>Reasons</b> Field – First Box	R	Type or Select from Drop Down the reason for the Hire Action.		First Reason Code is required.
	<b>Reasons</b> Field – Second Box	O	Type or Select the 2 <sup>nd</sup> Reason for the Hire Action.		The 2 <sup>nd</sup> Reason Code is <u>not required</u> however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
7	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.	DO NOT CLICK Add at this point!
8	<b>Immediate</b> Field	R	<b>Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action.</b>	<b>The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.</b>	<b>The New Hire Actions can be keyed as immediate with a current effective date or pending with a future effective date.</b>
9	<b>Anticipated End</b> Field		Leave Blank	This field must be blank.	
10	<b>Update Benefits</b> Field	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	<b>Update Absence Management</b> field	R	Leave Blank, system will update the field		
12	<b>Update Required Deductions</b> Field	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	This will activate the new hire required deductions.
12	<b>Old Deduction</b>		Leave Blank	This field must be blank.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	<b>End Date</b>				
14	<b>New Deduction Begin Date</b>		Leave Blank	When the action is processed the system will default in the correct date.	The system will assign the new employee's EIN in the <b>Employee</b> field when processing is completed. The other fields listed here must also be left blank.
15	<b>Selected Items 1 Tab</b>	R	Click on the <b>Selected Items 1</b> tab	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Talent Acquisition will default in.

**Individual Action (XP52.1) With Talent Acquisition – (APP-HIRE1) – Selected Items 1 Tab**

Lawson Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Jobs and Reports  
Multi-Step Job De  
Job Schedule  
Print Manager  
Job List

1 Company [1] STATE OF ARIZONA Last Change 07/03/2012  
Employee [143080] Stanley, Nina  
Action,Nbr [APP-HIRE1] APPOINT-NEW HIRE ST  
Effective [ ] Reasons [ ] [ ] Comment

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Name - First	Nina	[ ]	V
Name - Middle		[ ]	V
Name - Last	Stanley	[ ]	V
Name Suffix		[ ]	V
3 Social Nbr	359-85-4785	[ ]	V
4 Hire Date	07/03/2012	[ ]	V
5 Status	A0	[ ]	V
Position	AAD002602AAE	[ ]	V
Job Code		[ ]	V
7 Process Level		[ ]	V
Department		[ ]	V
Location		[ ]	V

100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Name-First Field Name-Middle Field Name-Last Field Name-Suffix Field Social Nbr Field	R O R O R	Verify the information that is populated from Talent Acquisition is correct. Information is displayed in the Current Value column.  **If information is not correct (or is not displayed), type corrected information in the Change to field.	If information is entered, it will be displayed in the Change To column/  If the field is not changing, the information will be displayed in the Current Value column.	<b>Information must be in ALL CAPS.</b> Do not include Punctuation.
3	Hire Date Field	R	No Action Required, this field will default to what was entered in Talent Acquisition.		Format is MMDDYYYY  Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
4	Status Field	R	Key in the appropriate Status Code, e.g., C1, A1, C2, A2, etc.	If left as an A0, there will be no setups for deductions, absence mgmt., or benefits	To access the drop down menu, click the V at the end of the Selected Value field.
5	Position Field	R	<b>Either copy and paste the position number from the "Current Value" into "Change To" column or key in a different position number.</b>		
6	FillDefaults Button	R	<b>Click Fill Defaults. Then remove position number from "Change To" column if the value is the same as the "Current Value".</b>	All information related to the position will be defaulted in.  You will receive the message 'Review defaulted fields'.	<b>You must remove the position# from the "Change To" column to avoid an error of using the same value.</b>
7	Job Code Field Process Level Field Department Field Location Field	R R R R	Leave default information in these fields.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b>must be changed on the position, not this form.</b>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
8	Selected Items 2	R	Click on the <b>Selected Items 2</b> tab	The Selected Items 2 section will appear with the necessary fields.	Information that was imported from Talent Acquisition will default in.

**Individual Action (XP52.1) With Talent Acquisition - Selected Items 2 Tab (APP-HIRE1)**

Lawson Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Jobs and Reports  
Multi-Step Job De  
Job Schedule  
Print Manager  
Job List

1 { Company 1 STATE OI  
Employee 143080 Stanley, Nina  
Action,Nbr APP-HIRE 1 APPOINT-NEW HIRE ST  
Effective Reasons Comment

Parameters Selected Items 1 Selected Items 2 Selected Items 3 6

Data Item	Current Value	Change To
Supervisor		<input type="text"/> V
User Level		<input type="text"/> V
Pay Frequency		<input type="text"/> V
Salary Class		<input type="text"/> V
Rate of Pay		<input type="text"/> P
Schedule		<input type="text"/> V
Grade		<input type="text"/> V
Step		<input type="text"/> V
Exempt From Overtime	N	<input type="text"/> V
Pay Plan		<input type="text"/> V
Annual Hours		<input type="text"/> V
FTE		<input type="text"/> V

2 {  
3 {  
4 {  
5 {

100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Supervisor</b> Field <b>User Level</b> Field <b>Pay Frequency</b> Field <b>Salary Class</b> Field	R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b>
3	<b>Rate of Pay</b> Field	R	Type the Rate of Pay for the Employee. <b>Exception: For Step &amp; Grade employees, leave this field blank.</b>		Format for Rate of Pay '00.0000'
4	<b>Schedule</b> Field <b>Grade</b> Field <b>Step</b> Field <b>Exempt from Overtime</b> Field <b>Pay Plan</b> Field <b>Annual Hours</b> Field	R R R R R R	Leave default information in these fields. No Action Required, <b>except Step &amp; Grade employee must have a step keyed in Step field.</b>	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b>
5	<b>FTE</b> Field	R	Enter the employee's FTE		Full time =1.0, ¾ time = .75, ½ time = .50, and ¼ time = .25
6	<b>Selected Items 3</b>	R	Click on the <b>Selected Items 3</b> tab	The Selected Items 3 section will appear with the necessary field to be populated.	Information that was imported from Talent Acquisition will default in.

**Individual Action (XP52.1) With Talent Acquisition – (APP-HIRE1)-- Selected Items 3 Tab**

Lawson Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Home >> + Add Change Delete Previous Inquire Next Fill Defaults

Jobs and Reports  
Multi-Step Job De  
Job Schedule  
Print Manager  
Job List

1 { Company 1 STATE OF ARIZONA Last Change 07/03/2012  
Employee 143080 Stanley, Nina  
Action, Nbr APP-HIRE1 APPOINT-NEW HIRE ST  
Effective Reasons Comment

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value		Change To
Expense Dist Co	1		
Expense Acct Unit	XX10000		
Expense Account	3999		
Expense Subaccount	2005		
Activity			
Account Category			
Address Line 1	3224 W. Camino Vista		
Address Line 2			
City	Phoenix		
State or Prov	AZ		
County			
Postal Code	85282		

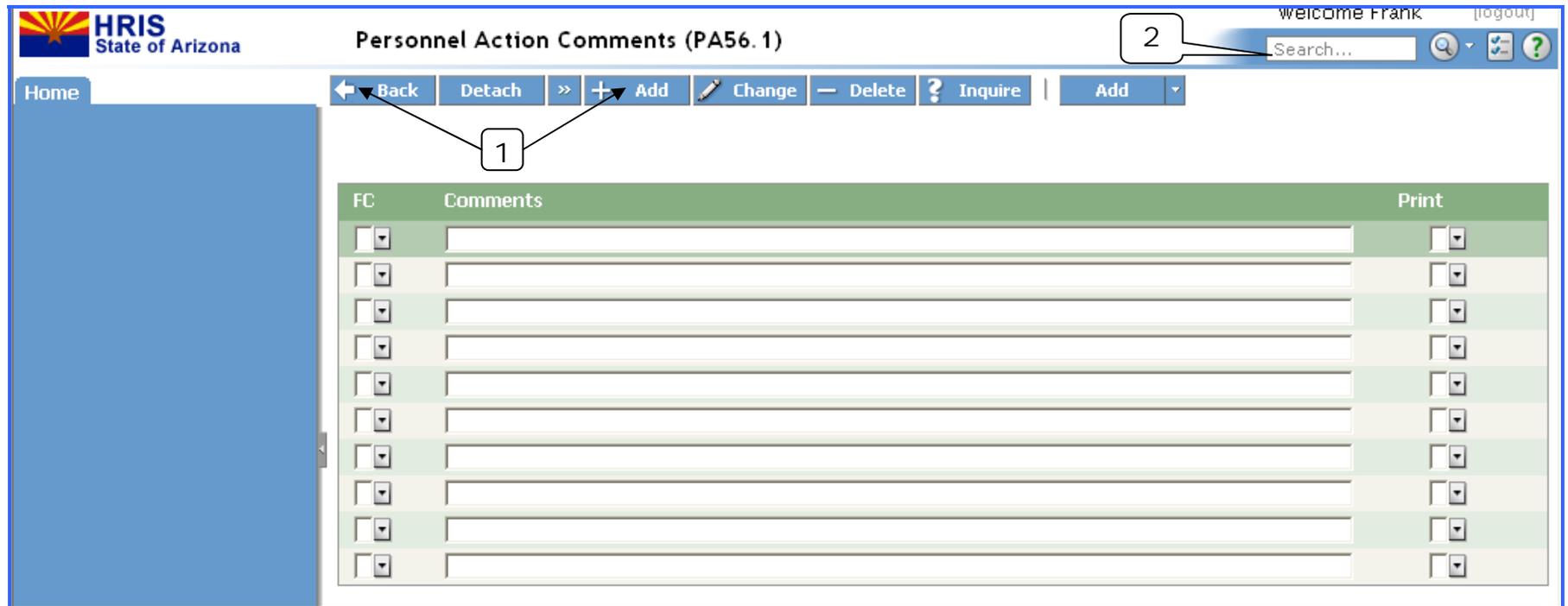
2 {  
3 {  
4 {  
5 {  
6 {

100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Expense Dist Co Field Expense Acct Unit Field Expense Account Field Expense Sub-Account Field Activity Field Account Category Field	R R R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b>
3	Address Line 1 Field Address Line 2 Field City Field State or Prov Field	R O R R	<b>Verify the information that is populated from Talent Acquisition is correct. Information is displayed in the Current Value column.</b>  <b>**If information is not correct (or is not displayed), type corrected information in the "Change To" field.</b>	If information is entered, it will be displayed in the "Change To" column.  If the field is not changing, the information will be displayed in the Current Value column.	Information must be in ALL CAPS. Do not include Punctuation.
4	County Field	R	Type in the County where the Employee resides. County may come in from Talent Acquisition.	Information will appear in the New Value Column.	Information must be in ALL CAPS. Do not include Punctuation.  County name must be spelled out, example 'MARICOPA'.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
5	Postal Code Field	R	Verify the information that is populated from Talent Acquisition is correct. Information is displayed in the Applicant Value column.  **If information is not correct (or is not displayed), type corrected information in the New Value field.	If information is entered, it will be displayed in the New Value column.  If the field is not changing, the information will be displayed in the Applicant Value column.	Information must be in ALL CAPS. Do not include Punctuation.
6	Add button	R	Click Add	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	<b>Click Add again if this is an immediate action, otherwise this step is not necessary for a pending action.</b>	Message in lower left corner "Applicant hired; continue	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, that you make comments on this form. You must be very careful what you say and how it is worded if you use it. This is in the Official Employee Personnel file.

**Personnel Action Comments (PA56.1)**



1	<b>Add or Back</b>	R	If you choose to make comments, type them in and Click Add.  If you do not make comments, Click Back	You will see a message in the lower left corner "Done".	If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'. <b>Note: Comments can be viewed by others.</b>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process

## ***New Hire Process with Talent Acquisition – Process Update***

After the completion of the APP-HIRE1 action on the XP52.1, you will continue with the New Hire Process by completing the following steps

- HIRE-REHR2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHR3 on the Individual Action Form (XP52.1) - **Optional**
- Employee State and Federal Taxes on PR13 Employee US Taxes - Required
  - Form is covered in the Agency Taxes Initiator Maintain Tax Deduction Training.
- Additional Contacts on the Additional Contacts Form (HR20.1) – Optional
  - Form is covered in the Agency HR Initiator General Employee Information Training.
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) – Optional
  - Form is covered in the Agency HR Initiator General Employee Information Training.
- Email and Work Phone Maintenance Form (ZH12.1) - Required
  - Form is covered in the Agency HR Initiator Email and Work Phone Maintenance Training

Add USERFLDCHG on XP52.1 – Required  
Identify as a driver  
Activate ETE (optional)

## Individual Action (XP52.1)- Parameters Tab (HIRE-REHR2)

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout]

xp52.1

**1** Company  STATE OF ARIZONA Last Change 07/03/2012  
**2** Employee  Stanley, Nina  
**3** Action,Nbr  NEW HIRE-REHIRE SC-2  
**4** Effective  **14** **5** Reasons

Employee has other pending actions

**7** Immediate  Yes  
**8** Anticipated End Date    
**9** Update Benefits   
**10** Update Absence Management  Yes  
**11** Update Required Deductions  Yes  
**12** Old Deduction End Date    
**13** New Deduction Begin Date

Inquiry Complete, add new values 100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Company</b> 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.
2	<b>Employee</b> Field	R	Type the Employee's EIN.	System will bring up needed information from the prior actions.	You must enter the correct EIN.
3	<b>Action Nbr</b> Field	R	Type or use the Drop Down to enter action 'HIRE-REHR2'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	<b>Effective</b> Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY
5	<b>Reasons –</b> First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	<b>Reasons -</b> Second Box Field	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire.		The 2 <sup>nd</sup> Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.  The system will populate some of the required fields and will default information from Talent Acquisition for the Employee.	<u>DO NOT CLICK Add</u> at this point!
7	<b>Immediate</b> Field	R	Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action.	The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.	The New Hire Actions can be keyed as "immediate" or "pending with a future effective date".
8	<b>Anticipated End</b> Field	R	Leave Blank	This field must be blank.	
9	<b>Update Benefits</b> 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.
10	<b>Update Absence Management</b> Field	R	Leave Blank the system will default a Y.	This field must be blank.	Do not enter anything into this field.
11	<b>Update Required</b>	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires required deductions.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	<b>Deductions</b> Field				
12	<b>Old Deduction End Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	<b>New Deduction Begin Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	<b>Selected Items 1</b>	R	Click on the <b>Selected Items 1</b> tab	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported will default in.

**Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2)**

Lawson Individual Action (XP52.1)

Welcome Connie [logout] xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Jobs and Reports

- Multi-Step Job De
- Job Schedule
- Print Manager
- Job List

1 { Company 1 STATE OF ARIZONA Last Change 07/03/2012

Employee 143080 Stanley, Nina

Action, Nbr HIRE-REHR2 NEW HIRE-REHIRE SC-2

Effective [ ] Reasons [ ] [ ] Comment

14

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
2 Preferred Name	Nina	<input type="text"/>	V
3 Disability		<input type="text"/>	V
4 Gender	F	<input type="text"/>	V
5 Marital Status		<input type="text"/>	V
6 Ethnicity		<input type="text"/>	V
7 EEO-4 Group		<input type="text"/>	V
8 Exclude From EEO-4		<input type="text"/>	V
9 Veteran		<input type="text"/>	V
10 RETIREMENT CODE		<input type="text"/>	V
11 Shift	1	<input type="text"/>	V
12 UNDER/OVER FILL		<input type="text"/>	V
13 Hire Source	POSTER	<input type="text"/>	V

100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Preferred Name</b> Field	O	Key the Employee's Preferred Name.	The Employee's Preferred Name will be in the record.	
3	<b>Disability</b> Field	R	Key or use the drop down to indicate if the Employee has a disability.		Valid values are N = No, Y = Yes.
4	<b>Gender</b> Field	R	Field will default from Talent Acquisition.  Key or use the drop down to enter the Employee's Gender.		Valid values are M = Male, F = Female
5	<b>Marital Status</b> Field	R	Key or use the drop down to enter the Employee's Marital Status, this is not for tax purposes.		
6	<b>Ethnicity</b> Field	R	Key or use the drop down to enter the Employee's Ethnicity.		
7	<b>EEO-4 Group</b> Field	R	Type the EEO-4 Functional Group for your agency	.	Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15 or 99. See the Agency List with EEO-4 for Functional Groups.
8	<b>Exclude from EEO-4</b> Field	R	Type 'Y' or 'N' as applicable to the Employee.		All Employees should be 'N', except for those listed in the EEO-4 Group 99.
9	<b>Veteran</b> Field	R	Key or use the drop down to enter the Employee's Veteran Status.		This must be a correct status. If you indicate the Employee was born in 1980 and put the Employee is a Vietnam Era Veteran that would not be accurate.
10	<b>RETIREMENT CODE</b> Field	R	Key or use the drop down to enter the appropriate code for the Employee.		
11	<b>Shift</b> Field	O	You only need to enter a shift code if the Employee is on a shift other than 1. The system will default 1 in.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift.
12	<b>UNDER/OVER FILL</b> Field	O	If the Employee is an Under or Over fill, key or use the drop down to enter the Under/Over fill.		This field must be completed if the Employee is an Under/Over fill.
13	<b>Hire Source</b> Field	O	This is an Optional Field.		If utilizing Talent Acquisition this field will be defaulted in. The default value will be HGR.
14	<b>Selected Items 2</b>	R	Click on the <b>Selected Items 2</b> tab.	The Selected Items 2 section will appear.	Information that was imported from Talent Acquisition will appear.

## Individual Action (XP52.1)- Selected Items 2 Tab (HIRE-REHR2)

**HRIS**  
State of Arizona

**SOA Individual Action (XP52.1)**

Home > + Add > Change > - Delete > < Previous > ? Inquire > Next > Inquire >

**1** Company 1 STATE OF ARIZONA  
 Employee 169031 MUCCI, GLENN E.  
 Action,Nbr HIRE-REHR2 NEW HIRE/ REHIRE (PA)  
 Effective 01/26/2016 Reasons 14 Comments

Last Change 01/25/2016

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Data Item	Current Value	Change To	
<b>2</b> Auto Time Record	Y	Y	V
<b>3</b> Automatic Deposit	Y	Y	V
<b>4</b> ANNUAL LEAVE PLAN	LPANSPUNC1		V
<b>5</b> SICK LEAVE PLAN	LPSKSTAND1		V
<b>6</b> CASH/COMP	EITHER		V
<b>7</b> EDUCATION			V
<b>8</b> Adjusted Hire Date	01/25/2016		V
<b>9</b> AGENCY HIRE DATE	01/25/2016		V
<b>10</b> CURRENT ASRS MEMBER	N		V
<b>11</b> ETE PARTICIPANT	Y		V
<b>12</b> Work Schedule	8 HR M-FR		V
<b>13</b> ACA DESIGNATION			V

HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
------------	-------	-------------	------------------	-------------------------------

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Auto Time Record Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
3	Automatic Deposit Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
4	Annual Leave Plan Field	R	Type or Select from the Drop Down the correct Annual Leave Plan for the Employee.	The employee should be placed in an Annual Leave plan appropriate for their covered or uncovered status, FTE, and Hire Date.  Example: Employee is a Covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.	An Uncovered employee with a Hire Date AFTER 9/29/12 will be eligible for the new uncovered annual plan (LPANSPUNC). However, an employee who is a political appointee is eligible for the previous uncovered annual plan (LPANUNC) regardless of the Hire Date.
5	Sick Leave Plan Field	R	Type or Select from the Drop Down the correct Sick Leave Plan for the Employee.	The employee should be placed in a Sick Leave plan appropriate for their status and FTE.  Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.	
6	Cash/Comp Field	R	Type or Select from the Drop Down the correct Cash/Comp Plan for the Employee.		The Employee will be placed in the appropriate Cash/Comp plan based on their FLSA designation and the Userfield value. Valid values are: Cash – no comp plan is established. Comp – NEXP Pay Plan Either – NEXP Pay Plan None – EXC Pay Plan
7	Education Field	O	Select the Education field as applicable for your agency.		This is an Optional Field. Field is not used by all agencies. If your agency does not have an Educational Stipend, do not enter data into this field.
8	Adjusted Hire Date Field	R	Type the Adjusted Hire Date, if applicable.		If you do not enter an Adjusted Hire Date the system will default the Hire Date into this field. Date format is MMDDYY.
9	Agency Hire Date Field	O	Type the Agency Hire Date, if applicable.		This is an optional date field. Key the date the Employee starts with the

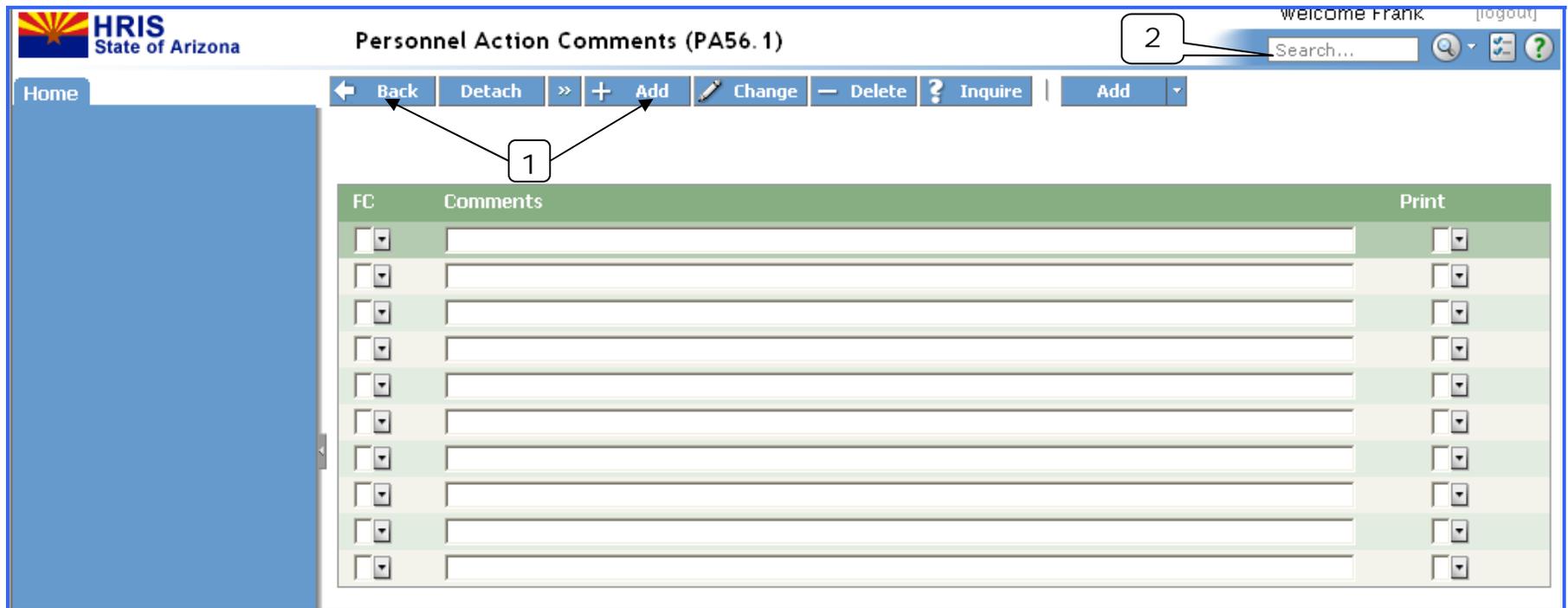
	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					Agency.  Date format is MMDDYY.
10	Current ASRS Member	R	Type Y, if the employee has funds in ASRS; type N, if the employee has no funds in ASRS.	If the field is Y, the employee is eligible immediately. If the field is N, the employee has a waiting period of 183 days..	Hire dates prior to 7/20/11 are immediately eligible.
11	ETE PARTICIPANT	O	Type Y or * Blank		Type the new value for the data item. If the field has a current value but you want it to be blank type *BLANK.
12	Work Schedule Field	R	Type or select from the drop down menu the Employee's appropriate work schedule.		Note: What is in the field affects the Employee's time entry
13	ACA Designation Field	R	Type or select from the drop down menu the appropriate ACA Designation code.		Click here to learn more about the ACA Designation code:  <a href="http://benefitoptions.az.gov//bsd%20aca.html">http://benefitoptions.az.gov//bsd%20aca.html</a>
14	Selected Items 3	R	Click on the <b>Selected Items 3</b> tab.	The Selected Items 3 section will appear with the necessary fields to be populated.	Information that was imported from Talent Acquisition will appear.



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Job Code Hire Date	O	Type the Job Code Hire Date.		This is an optional date field. Date format is MMDDYY.
3	Orig State Hire Date Field	R	Type the Original State Hire Date.		Date format is MMDDYY.
4	Status Term Date Field	O	Type the Status Term Date, if applicable for the Employee Status.		Example - If the Employee is in a probationary status there must be a Status Term Date.
5	<b>OTHER EMPLOYEE ID#</b>	O	Type Other Employee ID# if applicable for your agency.		
6	Birthdate Field	R	Type in the Birthdate for the Employee.		Date Format is MMDDYY <b>If utilizing Talent Acquisition this field may be defaulted in. Birthdate is an important component in security.</b>
7	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	<b>Click Add again if this is an immediate action, otherwise this step is not necessary for a pending action.</b>	Message in lower left corner "Action processed; deductions updated; continue".  You can check the Pending folder in the employee's Drill Around for the pending action.	The action has now processed and a Personnel Action Comments form (PA56.1) should appear.  It's not recommended that you make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

**KEY: The Default Password in YES for New Hires is the 4 digit birth year plus the last 4 of the social security number, e.g., 19601234. If the birthdate field is blank, the New Hire can use the current year plus the last 4 of the social security number, e.g., 20131234. New users can log into YES within 3 days or 72 hours.**

**Personnel Action Comments (PA56.1)**



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Add or Close</b>	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	<p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p><b>Note: Comments are viewable by others.</b></p>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process.

**Individual Action (XP52.1)- Parameters Tab (HIRE-REHR3)**

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

1 Company 1 STATE OF ARIZONA Last Change 07/03/2012

2 Employee 143080 Stanley, Nina

3 Action,Nbr HIRE-REHR3 NEW HIRE-REHIRE SC-3

4 Effective 14 5 Reasons Comment

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing U.S. - COBRA

Employee has other pending actions

7 Immediate Y Yes

8 Anticipated End Date 1

9 Update Benefits

10 Update Absence Management Y Yes

11 Update Required Deductions Y Yes

12 Old Deduction End Date 1

13 New Deduction Begin Date 1

Currency Calculation

Inquiry Complete, add new values 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	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.
2	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the prior two actions.	You must enter the correct EIN.
3	Action Nbr Field	R	Type or use the Drop Down to enter action 'HIRE-REHR3'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY
5	Reasons Field – First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	Reasons Field - Second Box Field	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire.		The 2 <sup>nd</sup> Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	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 and will default information (as applicable) from Talent Acquisition for the Employee.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action.	The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.	The New Hire Actions can be keyed as "immediate" or "pending with a future effective date".
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	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.
10	Update Absence Management	R	Leave Blank	This field must be left blank.	Lawson will autofill this field if left blank.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
	Field				
11	<b>Update Required Deductions</b> Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires required deductions.
12	<b>Old Deduction End Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	<b>New Deduction Begin Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	<b>Selected Items 1</b>	R	Click on the <b>Selected Items 1</b> tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	

**Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR3)**

14

1

2

3

4

5

6

7

8

9

10

11

12

13

14

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Lawson Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Company 1 STATE OF ARIZONA Last Change 07/03/2012

Employee 143080 Stanley, Nina

Action, Nbr HIRE-REHR3 NEW HIRE-REHIRE SC-3

Effective Reasons Comment

Parameters Selected Items 1 Selected Items 2 Selected Items 3

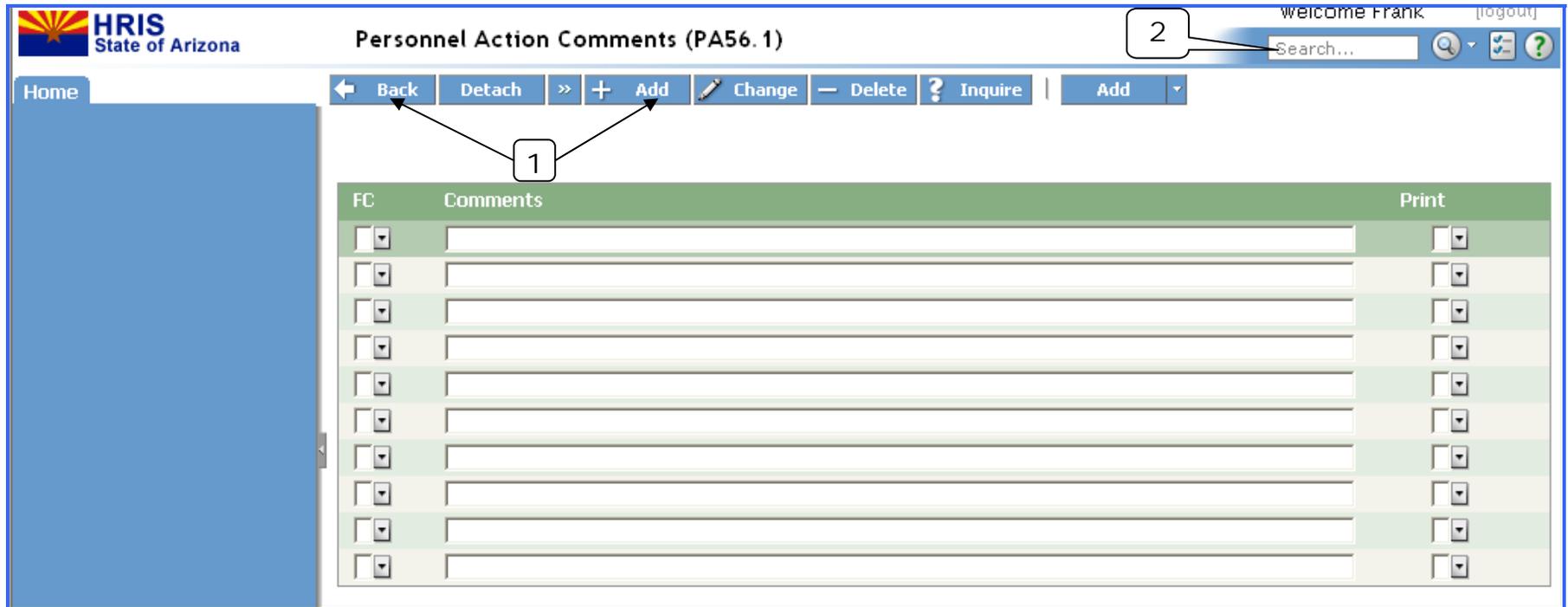
Data Item	Current Value	Change To
Supplemental Addr 1	522 W VISTA	<input type="text"/> V
Supplemental Addr 2		<input type="text"/> V
Supplemental City	Phoenix	<input type="text"/> V
Spltmntl St or Prov	AZ	<input type="text"/> V
Spltmntl Postal Code	85282	<input type="text"/> V
Telephone - Work		<input type="text"/> V
Telephone - Work Ext		<input type="text"/> V
Badge Number		<input type="text"/> V
Badge Code		<input type="text"/> V
DPS-SDA		<input type="text"/> V
Seniority Date	07/19/2012	<input type="text"/> V
E-mail Address		<input type="text"/> V

100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supplemental Addr 1 Field	R	This field will default in from the Home Address.  Type an Address 1 if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
3	Supplemental Addr 2 Field	R	This field will default in from the Home Address  Type an Address 2 if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
4	Supplemental City Field	R	This field will default in from the Home City.  Type a City if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
5	Supp State or Prov Field	R	This field will default in from the Home State.  Type a State if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
6	Supplemental Postal Field	O	This field will default in from the Home Postal.  Type a Postal if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
7	Telephone-Work Field	N / A	<b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		
8	Telephone-Work Ext	O	<b>DO NOT UPDATE THIS</b>		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Field		<b>INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		
9	<b>Badge Number</b> Field	O	Type in the Employee's Badge number if applicable for your agency.		This is an optional field.
10	<b>Badge Code</b> Field	O	Type in the Employee's Badge Code if applicable for your agency.		This is an optional field.
11	<b>DPS-SDA</b> Field	O	This is an optional field used by specific agencies.		
12	<b>Seniority Date</b> Field	O	The Seniority Date will default from the Hire Date.		This date must be the same as the hire date.
13	<b>E-Mail Address</b> Field	N / A	<b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		
14	<b>Add</b> button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	<b>Add</b> button	R	<b>Click Add Again if this is an immediate action; otherwise this step is not necessary for a pending action.</b>	Message in lower left corner "Action processed; deductions updated; continue".	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.  Note: The Selected Items 2 & 3 tabs are blank in this Action. <b>No Action is required on these tabs.</b>

**Personnel Action Comments (PA56.1)**



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Add or Close</b>	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	<p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p><b>Note: Comments are viewable by others.</b></p>

## New Hire Process

### *Conclusion*

For both New Hires, with and without Talent Acquisition, the remaining New Hire Process is identical. After completing the HIRE-REHR2 and HIRE-REHR3 actions on the XP52.1, **you should review your work using the Personnel Action History or Pending folder in the Drill Around, or the HR11.** Then, you will continue with the New Hire Process by completing the following steps:

- **Employee State and Federal Taxes** on PR13 Employee US Taxes - **Required**
    - Form training is covered in the Agency Taxes Initiator Maintain Tax Deduction Training.
  - **Additional Contacts** on the Additional Contacts Form (HR20.1) – **Optional**
    - Form training is covered in the Agency HR Initiator General Employee Information Training.
  - **Emergency Contact Information** on the Emergency Contacts Form (PA12.1) – **Optional**
    - Form training is covered in the Agency HR Initiator General Employee Information Training.
  - **Email and Work Phone Maintenance Form** (ZH12.1) - **Required**
    - Form training is covered in the Agency HR Initiator Email and Work Phone Maintenance Training
- 
- **Activate ETE flag, if needed (Userfldchg on XP52.1) – Required**
  - **Identify as a driver, if needed (Userfldchg on XP52.1) – Required**

## TROUBLESHOOTING GUIDE

1. What if I don't receive the email from Talent Acquisition with the EIN#?  
Drill Around by Name or SSN# to find the EIN#. If not found, then call/email the HRISHelpDesk for assistance.
2. What if the EIN# and FUTUREHIRE is not in HRIS and you received an email notification?  
Contact the HRISHelpDesk for assistance.
3. What if the employee is a NOSHOW?  
**Send in a history correction** to have the employee record removed from HRIS
4. What if the employee shows up prior to the FUTUREHIRE date?  
**Send in a history correction** request to have the FUTUREHIRE removed.
5. What if the employee shows up after the FUTUREHIRE date?  
Key the APPHIRE1 with the corrected Hire Date/Effective Date.
6. What if the hire date changes after keying a pending APPHIRE1 and HIRE-REHIRE2?  
As long as the actions are still pending, you can delete them using the XP52.1 and rekey them with the correct information.

The HRISHelpDesk can be contacted at 602-542-4700 or [hrishelpdesk@azdoa.gov](mailto:hrishelpdesk@azdoa.gov)