



HRIS Job Role Training

Training Card Processor

Forms: AZ10.1, AZ10.8, AZ10.1, AZ10.2, AZ273

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Introduction

Transit Card System

- Issuance of Transit Cards
- Billing Process
- View Assigned Cards
- Card Maintenance
 - Replacement Process
 - Cancel Process
 - Tips for Transit Cards
 - Cancel Transit Card
 - Requesting Final Billing
 - Results of Cancellation
 - Add/View Comments
- Reporting
- Transit Card Security Profile

Issuance of Transits Cards

- Employee Completes Platinum Pass application
- Application goes to agency liaison
- Application sent to GAO by agency
 - Email
 - CENTRAL.PAYROLL@AZDOA.GOV
 - Adobe PDF format – full page
 - Fax
 - (602) 364-2215
- Transit card assigned by GAO
- Card sent back to agency for distribution

Billing process

- Monthly bill sent electronically to GAO
- One-Time deductions created for employees
- Charges happen the 2nd payroll of the month
- Billing period is 24th through the 23rd of the prior month
 - Ex. June charges are for April 24th – May 23rd

AZ10.1 – View Assigned Cards

HRIS State of Arizona Employee/Transit Card Maintenance (AZ10.1) Welcome [logout] az10

Company: STATE OF ARIZONA
 Employee: []
 Agency: AD DEPARTMENT OF ADMINISTRATION
 Status: A1 PERMANENT FT

Cancel Card

FC	Transit Card	Type	St	Replaced Card	Pre-Pay	Start	End
	364069987	E	A	410060		09/24/2008	
	410060	E	I			02/26/2006	09/23/2008

NEW FEATURE: Transfers to AZ10.8 – Cancel Transit Card

REPLACED CARD: If card present, links charges to Transit Card

NEW FEATURE: Transfers to AZ10.2 to Add and View Comments

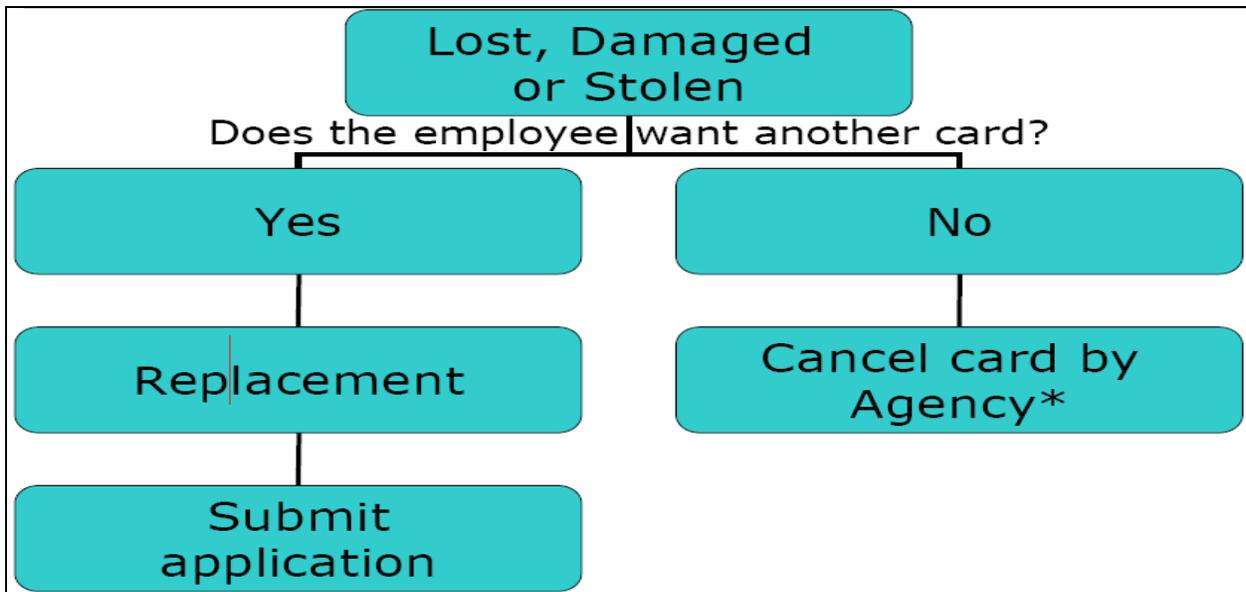
TRANSIT CARD: Most recently issued Transit Card. Check "St" and "End" to determine if card is Active

TYPE:
 E = Express
 R = Reduced

ST: STATUS
 A = Active
 D = Dismissed
 G = Deactivated by GAO
 I = Inactive

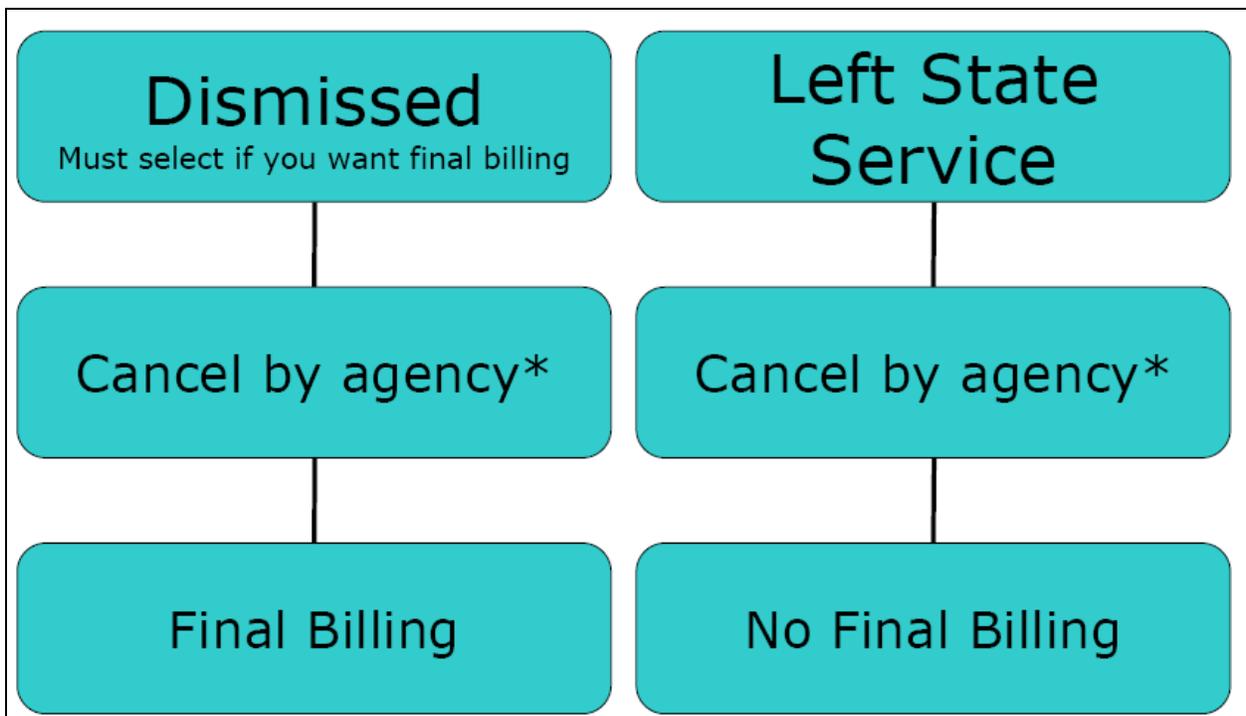
PRE-PAY AMOUNT: If charges are returned from Valley Metro for Final Billing, they will display here.

Replacement Process



* Canceling and then completing a replacement application will result in the employee receiving charges for multiple cards in the same billing period.

Cancellation Process



* Canceling and then completing a replacement application will result in the employee receiving charges for multiply cards in the same billing period.

AZ10.8 – Cancel Transit Cards

The screenshot shows the 'Cancel Transit Card (AZ10.8)' form in the HRIS State of Arizona system. The form includes a header with the HRIS logo and 'State of Arizona', a title 'Cancel Transit Card (AZ10.8)', and a user profile 'Welcome [logout] az10'. Below the header are three buttons: 'OK', 'Cancel', and 'Detach'. The main form area contains several fields: 'STATE OF ARIZONA' (text), 'End Date' (calendar icon, value: 05/26/2009), 'Reason' (dropdown menu), and 'Termination Date' (calendar icon). A 'REASONS:' dropdown menu is also visible, listing: 'Lost Card', 'Stolen Card', 'Left State Service', 'Damaged', and 'Dismissed'. Five callout boxes provide instructions: 'OK: Submits the Cancellation immediately', 'CANCEL: Returns you to AZ10.1 and DOES NOT process the Cancellation', 'END DATE: Select Cancellation Date Transfers to AZ10.1 ***NEW FEATURE: May be a future date', 'REASON: Select reason for cancellation from Drop Down Menu ***DISMISSED: Prompts GAO to request Final Billing from Valley Metro', and 'TERMINATION DATE: Only required when "DISMISSED" is selected as Reason for cancellation'.

Requesting Final Billing

- Cancel Card Function on AZ10.1
 - AZ10.8
 - Reason – Dismissed
 - Requires a Termination Date
- Status = D on AZ 10.1
- Valley Metro has 3 business days to return final billing to GAO
- If charges exist, they will display in the Pre-Pay box on AZ10.1
 - E-mail notification will be sent detailing final billing is entered or does not exist

AZ10.1 – Results of Cancellation

Company: STATE OF ARIZONA
 Employee: []
 Agency: RV DEPARTMENT OF REVENUE
 Status: A1 PERMANENT FT

FC	Transit Card	Type	St	Replaced Card	Pre-Pay	Start
	4124307332	E	D	3575961988		08/13/2008 05/28/2009
	3575961988	E	I	415957		07/07/2008 13/2008
	415957	E	I			09/26/2006 07/07/2008

NEW FEATURE: COMMENT:
 Changed from "C" to "1" indicating a Comment. Comment was generated from AZ10.8 detailing cancellation with User ID, Date, and Reason. Displayed on AZ10.2

ST: STATUS:
 Changed to D = Dismissed

END DATE:
 Transferred from AZ 10.8

AZ10.2 – Add/View Comments

Company: STATE OF ARIZONA
 Employee: []
 Transit Card: 4124307332

BACK:
 When finished, click "BACK" to return to AZ10.1

INSERT MESSAGE(S):
 Click when all comments have been added.

FC Comment
 User: vic 88688 - Reason: Dismissed -- Date: 05/29/2009

Reporting

- Reports already developed
 - AZ273 – Replaced/Canceled Cards
- Report in Progress:
 - Transit Card Report
 - Ability to choose parameters
 - ▶ Active Cards
 - ▶ Inactive cards

- Record keeping tool for management

Reporting AZ273

The screenshot shows a web application interface for 'Replaced-Cancelled Trans Cards (AZ273)'. The page includes a navigation bar with buttons for 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. There are also buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The main form contains fields for 'Job Name', 'Job Description', 'User Name', 'Data Area/ID', 'Company', 'Agency', 'Date', and 'Reason'. Annotations in red callouts provide instructions: 'COMPANY: USE 1' points to the Company field; 'AGENCY: USE 2 LETTER AGENCY CODE' points to the Agency field; 'DATE: CANCELED DATE' points to the Date field; and a large callout for the Reason field explains that it is optional and provides a key: I = INACTIVE (LOST, STOLEN, DAMAGED, LEFT STATE SERVICE), D = DISMISSAL (FINAL BILLING REQUESTS), and G = DEACTIVATED BY GAO.

Parameters

COMPANY: USE 1

AGENCY: USE 2
LETTER AGENCY CODE

DATE: CANCELED DATE

REASON: OPTIONAL
LEAVE BLANK FOR ALL CANCEL TYPES
OR
INDICATE CANCEL TYPE:
I = INACTIVE (LOST, STOLEN, DAMAGED, LEFT STATE SERVICE)
D = DISMISSAL (FINAL BILLING REQUESTS)
G = DEACTIVATED BY GAO

Reports AZ273 Results

Replaced-Cancelled Trans Cards							
AZ273 Date 06/08/09 Time 09:49		Replaced-Cancelled Trans Cards				Page 1	
Company: 1 STATE OF ARIZONA							
Employee Name	Old Card	New Card	Tran Date	Reason	Proc Level	Dept	
564325 MICKEY MOUSE	631222660	3582494596	06/05/09	Inactive	DE321	321E0	
658695 DONALD DUCK	1428243299		06/05/09	Dismissal	DE539	53950	
985632 MINNIE MOUSE	1164417142		06/05/09	Inactive	DT220	02415	
875632 DAISY DUCK	3311232611	3307767684	06/05/09	Inactive	ED400	44330	
Totals:							
	EXP	RED	Total				
Total Inactive:	3	0	3				
Total Dismissal:	1	0	1				
Total Inactivated by GAO:	0	0	0				
Total:	4	0	4				

Tips for Transit Cards

- Employee can only have one active card at a time
- Transferring employees cards follow the employee
- Be careful with the card, the Platinum Pass Smart Card can still be demagnetized

Transit Card Security Profile

- <http://www.hris.state.az.us>
- Complete HRIS Security Request Form
 - ATCP – Agency Transit Card Processor
 - Access to: AZ10.1, 10.2., 10.8 & AZ273

- ▶ Home
- ▶ About Us
- ▶ Training & Job Roles
- ▶ Notices
- ▶ Tools
- ▶ Security

SECURITY

HRIS users must request security access to the HRIS system, prior to being able to perform their related duties. To obtain security access, a user must complete and pass ALL defined HRIS training for that specified job role. For more information on the available HRIS Job Roles and training, click [here](#).

After completing necessary training, please complete the [HRIS Security Forms](#) and submit to your Agency Security Administrator.

SECURITY

02/08/2010	Agency Security Request Form	
02/08/2010	Security Approver & Administrator Designation Form	
02/08/2010	HRIS Non-Disclosure Form	

Transit Card Process Flow Chart

