



# HRIS Job Role Training

I-9 EEO  
Forms: XP52

**Table of Contents**

Individual Action (XP52.1)- Parameters Tab (I-9 - EEO)..... 4  
Individual Action (XP52.1)- Selected Items 1 Tab (I-9 - EEO) ..... 7  
Individual Action (XP52.1)- Selected Items 2 Tab (I-9 - EEO) ..... 10

## **Introduction**

During the new hire and rehire of employees, the State of Arizona must complete the verification of Employee Work Eligibility.

All employees are required to fill out the Federal Immigration and Naturalization Form (I-9). These documents must be furnished by the employee within 3 days of hire (or 90 days under some circumstances) or the employee ineligible to work. In addition, the State of Arizona, during this process, collects Equal Employment Opportunity (EEO) Information.

The information obtained from the I - 9 and EEO is entered into the Individual Action Form (XP52.1) using the I-9 – EEO Action. This information is entered into HRIS to provide the ability for electronic reporting to the Federal Government.

The training manual will outline how to complete the correct entry of I-9 and EEO information.

# Individual Action (XP52.1)- Parameters Tab (I-9 - EEO)

The screenshot shows the Lawson portal interface for an Individual Action (XP52.1). The browser window title is "Lawson portal - Individual Action (XP52.1) - Windows Internet Explorer". The URL is "https://portal.hris.azdoa.gov/lawson/portal/". The page header includes "HRIS State of Arizona" and "Welcome Debbie [logout] xp52.1".

The main content area displays the "Individual Action (XP52.1)" details. The "Parameters" tab is selected, showing the following information:

- Company: 1
- Employee: TAYLOR, DEBORAH A.
- Action, Nbr: I-9 - EEO
- Effective: 12/15/2009
- Reasons: I-9 DOC
- Last Change: 06/13/2009

The "Parameters" section is divided into three tabs: "Main", "Special Processing", and "U.S. - COBRA". The "Main" tab is active, showing the following fields:

- Immediate: N
- Anticipated End Date: [Date field]
- Update Benefits: [Dropdown menu]
- Update Absence Management: [Checked checkbox]
- Update Required Deductions: [Checked checkbox]
- Old Deduction End Date: [Date field]
- New Deduction Begin Date: [Date field]
- Currency Calculation: [Button]

Numbered callouts (1-14) point to various elements in the interface:

- 1: HRIS State of Arizona logo
- 2: Change Password link
- 3: Jobs and Reports link
- 4: Effective date field
- 5: Parameters tab
- 6: Last Change date
- 7: Action, Nbr field
- 8: Immediate dropdown
- 9: Update Benefits dropdown
- 10: Update Absence Management checkbox
- 11: Update Required Deductions checkbox
- 12: Currency Calculation button
- 13: Old Deduction End Date field
- 14: Action, Nbr field

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	<b>Company</b> Field	R	Type 1 in <b>Company</b> 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.	Name will display next to the field after cursor is moved from the <b>Employee</b> field	You must enter the correct EIN.
3	<b>Action Nbr</b> Field	R	Type or use the Drop Down to enter action ' <b>I-9 – EEO</b> '.	Based on the Action Nbr. selected the system will populate Selected Items 1, 2, & 3 with the fields related to this action after clicking Inquire.	
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> Field First Box	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	<b>Reasons</b> Field Second Box	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.	DO NOT CLICK Add at this point!
7	<b>Immediate</b> Field	R	Type N in the Immediate Field.	The Action will process over night, once the action is completed and added.	Personnel Actions must be completed Pending.
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.	This will activate the benefits rules for the new hire. Don't worry if they are not eligible for benefits the system can determine that factor. It is easier to place a Y in this field.
10	<b>Update Absence Management</b> Field	R	Leave Blank	This field must be blank.	
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.	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
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 Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary field to be populated.	

**Individual Action (XP52.1)- Selected Items 1 Tab (I-9 - EEO)**

HRIS State of Arizona

Individual Action (XP52.1)

Welcome Frank [logout]

xp52.1

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

Company STATE OF ARIZONA  
 Employee 97451 SCHMITT, MICHAEL  
 Action, Nbr I-9 - EEO I-9/EEO UPDATE/CHANG  
 Effective 07/15/2008  
 Last Chg Date 08/13/2007  
 Reasons I-9 DOC

Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Data Item	Current Value	Change To
Document 1 Type	IDEMPL	
Document 1 Desc	USPASSPT	
Document 1 Number	209503884	
Document 1 Exp Date	11/25/2013	
Document 2 Type		
Document 2 Desc		
Document 2 Number		
Document 2 Exp Date		
Eligibility Status	CITIZEN	
Alien Number		
Status Expiration Dt		
Admission Number		

Inquiry complete, add new values

Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
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	Document 1 Type Field	R	Type or use the drop down to select the appropriate Document 1 type.		<p><b>Note:</b> When you add information for Document 1 Type and Document 2 Type follow the requirements on the paper I-9 form.</p> <ul style="list-style-type: none"> <li>• For Document Type from List A use 'IDEMPL' from the drop down,</li> <li>• For Document Type from List B use 'ID' from the drop down, and/or</li> <li>• For Document Type from List C use 'EMPLELIG' from the drop down.</li> </ul>
3	Document 1 Desc Field	R	Type or use the drop down to select the appropriate Document 1 Desc		Use the appropriate description that corresponds with the I-9 form descriptions
4	Document 1 Number Field	R	Type the Document 1 Number		<b>DO NOT ENTER SSN OR SOMETIMES KNOWN AS FICA NUMBER!</b>
5	Document 1 Exp Date Field	R	Type the Document 1 Exp Date.		Date Format: MMDDYYYY
6	Document 2 Type Field	R / O	Type or use the drop down to select the appropriate Document 2 Type if needed.		<p><b>Note:</b> When you add information for Document 1 Type and Document 2 Type follow the requirements on the paper I-9 form.</p> <ul style="list-style-type: none"> <li>• For Document Type from List A use 'IDEMPL' from the drop down,</li> <li>• For Document Type from List B use 'ID' from the drop down, and/or</li> <li>• For Document Type from List C use 'EMPLELIG' from the drop down.</li> </ul>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
7	<b>Document 2 Desc</b> Field	R	Type or use the drop down to select the appropriate Document 2 Desc if needed.		
8	<b>Document 2 Number</b> Field	R	Type the Document 2 Number if needed.		<b>DO NOT ENTER SSN OR SOMETIMES KNOWN AS FICA NUMBER!</b>
9	<b>Document 2 Exp Date</b> Field	R	Type the Document 2 Exp Date if needed.		Date Format: MMDDYYYY
10	<b>Eligibility Status</b> Field	O	Type or use the drop down to select the appropriate Eligibility Status.		
11	<b>Alien Number</b> Field	O	Type the Alien Number if needed.		
12	<b>Status Expiration Dt</b> Field	O	Type the Status Expiration Date if needed.		Date Format: MMDDYYYY
13	<b>Admission Number</b> Field	O	Type the Admission Number if needed.		
14	<b>Selected Items 2</b>	R	Click on the Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary field to be populated.	Information that was imported from PA31.1 will appear.

**Individual Action (XP52.1)- Selected Items 2 Tab (I-9 - EEO)**

HRIS State of Arizona

Individual Action (XP52.1)

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

Company 1 STATE OF ARIZONA  
 Employee 97451 SCHMITT, MICHAEL  
 Action, Nbr I-9 - EEO I-9/EEO UPDATE/CHANG  
 Effective 07/15/2008 Reasons I-9 DOC

Last Chg Date 08/13/2007

Comments

Data Item	Current Value	Change To
Authorization		
EEO-4 Group	6	
Ethnicity	WHIT	
Exclude From EEO-4	N	

Inquiry complete, add new values

Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
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	Authorization Field	O	Type Authorization number if applicable.		
3	EEO-4 Group 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 Functional Groups document to find the one in which your agency is located.
4	Ethnicity Field	R	This will default in from previously processed actions if entered.  If Current Value field is blank, Type Ethnicity in Change To field.		
5	Exclude from EEO-4 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.
6	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	Click Add Again	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 3 tab is blank in this Action. <b>No Action is required on this tab.</b>

## Personnel Action Comments (PA56.1)

The screenshot shows the HRIS interface for 'Personnel Action Comments (PA56.1)'. At the top left is the HRIS State of Arizona logo. The top right displays 'Welcome Frank [logout]' and a search box with 'xp52.1'. Below the navigation bar, there is a table with three columns: 'FC', 'Comments', and 'Print'. The table contains several rows, each with a dropdown menu in the 'FC' column, a text input field in the 'Comments' column, and a dropdown menu in the 'Print' column. Callout box '1' points to the 'Add' button in the navigation bar, and callout box '2' points to the search box.

1	<b>Add or Close</b>	R	If you choose to make comments, type them in and Click Add.  If you do not make comments, Click Close	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated.  If you are adding a comment, you must place a value in the <b>FC</b> field, and type your comment in the <b>Comment</b> Field <b>BEFORE</b> clicking 'Add'
2	White Search Box	R	Type the next form number in the New Hire or Rehire Process.  Press Enter on the keyboard	The HRIS Form will open.	You may continue with the New Hire or Rehire Process as described in those Training Manuals.