



HRIS Job Role Training

Rehire Employee
Forms: XP52

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Introduction

The HRIS Rehire process should be followed anytime a former Employee returns to State Service. The Employee must have left State Service after December 29, 2003 and have information available in HRIS to use this process. If the Employee left prior to December 29, 2003, you must follow the New Hire process.

To process a rehire the agency must complete a number of HRIS Forms including:

- ZH11.1 - Social Security Look-Up
- XP52.1 - Individual Action
- PR13.1 - Employee US Taxes
- HR20.1 - Additional Contacts
- PA12.1 - Emergency Contacts
- PA26.1 - Review
- ZH12.1 – Email and Work Phone Maintenance

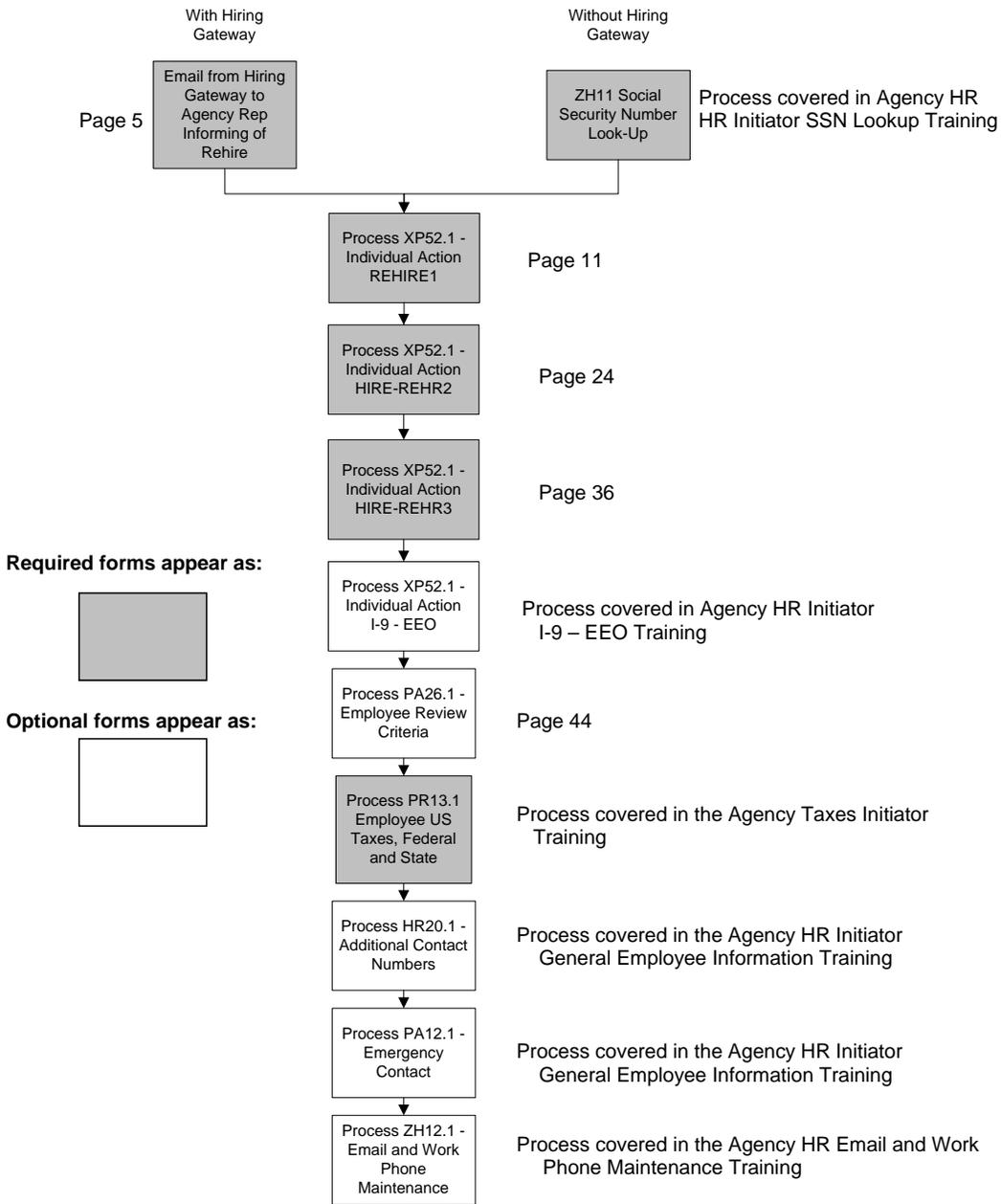
The rehire process does not begin until the applicant has been made a job offer, has accepted a position with the State of Arizona and has passed all prerequisite background checks/examinations.

The rehire process will be entered into HRIS the same way, whether or not the Hiring Gateway software is used. If Hiring Gateway is utilized, you will receive an email stating that a person is ready for rehire, but no information will be passed into HRIS. If you receive the rehire email from Hiring Gateway, you can skip the step to lookup the Employee on the Social Security Number Look-Up Form (ZH11.1).

During the rehire process, your transaction has not been completed (saved) until you see one of the following messages in the lower left corner of the form:

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

HRIS Rehire Flow Chart



Rehire Process with Hiring Gateway

Hiring Gateway Overview

The Human Resources Division of the Arizona Department of Administration is implementing a new, paperless recruiting and hiring system - Hiring Gateway. All departments and agencies in State government will share the Hiring Gateway 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. Hiring Gateway will assist recruiters and hiring managers in every stage of the recruiting process; from the development and approval of hiring requisitions, posting job openings, storing and sorting thousands of resumes, automated candidate tracking actions, and finally, to extending an offer. **Hiring Gateway will also integrate selected applicant data for new hires (ONLY) into our existing HRIS system.**

Hiring Gateway will greatly improve services to job seekers by providing a one-stop internet job board for applicants to apply for any posted opening in the State of Arizona through easy, on-line resume submittal.

Hiring Gateway Process

An email will be generated from Hiring Gateway and sent to your agency contact. This email will be the notification to your agency contact that the person being hired is a rehire to the State of Arizona. This email will contain the Last Name, First Name and EIN of the Rehired Employee.

After you have received the email, you will continue with the hiring process using the Individual Action Form (XP52.1). The path to follow is the Individual Action With/Without Hiring Gateway – Parameters Tab (Page 10).

When hiring an Employee through Hiring Gateway, it is **not** required that you complete the Social Security Look-Up Form (ZH11.1).

Hiring Gateway Emails

During the Hiring Gateway Process, emails will be created and sent to Hiring Coordinators at your agency. Depending on the existence and content of this email, you will either process a New Hire, Rehire or Transfer. The three emails that will be received are:

Hiring Gateway Problems – No Email Received

If you do not receive an email from Hiring Gateway but you receive paperwork to rehire an Employee, you should verify the person is a rehire using the Social Security Number Lookup Form (ZH11.1).

Hiring Gateway Email when Employee does **not** exist in HRIS

When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) does not match any SSN entries in the Lawson database:

Subject: "Candidate Added into XP31.1 form successfully¹"
Body: "Databridge has successfully added candidate on XP31.1.
Requisition Number =
Last Name =
First Name =
Home Phone =
Applicant Number =
Position# =

Hiring Gateway Email when Employee does exist in HRIS and is in a Terminated, Retired or Deceased Status

When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) matches an SSN entry in HRIS and the employee status is either T1, T2, T3 or R1, R2, or R3 or U1 or U2:

Subject: "Re-Hire has been made from Resumix."
Body: "Received a Re-Hire request from Resumix, which has been ignored by Databridge.
Databridge has not sent any value to Lawson/HRIS.
Requisition Number =
Last Name =
First Name =
Home Phone =
EIN# =
Position# =
Hire Date =

Hiring Gateway Email when Employee does exist in HRIS and is **not** in a Terminated, Retired or Deceased Status

*When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) matches an SSN entry in HRIS and the employee status is **not** T1, T2, T3, or R1, R2, or R3 or U1 or U2:*

Subject: "Internal Transfer has been made from Resumix."
Body: "Received an Internal Transfer request from Resumix, which has been ignored by Databridge. Databridge has not sent any value to Lawson/HRIS.
Requisition Number =
Last Name =
First Name =
Home Phone =
EIN# =
Position# =
Hire Date ="

Rehire Process with Hiring Gateway Email – Process Update

After the email has been received from Hiring Gateway you will begin the Rehire process in HRIS by completing the following steps as outlined in the HRIS Rehire Process Chart (Page 4):

- REHIRE1 on the Individual Action Form (XP52.1) - Required
- HIRE-REHR2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHR3 on the Individual Action Form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action Form (XP52.1) - Optional
 - Form is covered in the Agency HR Initiator I-9 – EEO Training Material
- Employee State and Federal Taxes (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.
- Initial Review Information on the Review Form (PA26.1) – Required if used by your agency
- Input Employee's Work Phone and Email using the Email and Work Phone Maintenance Form (ZH12.1) - Required

For the steps to complete these processes skip to section Rehire Hire Process Continued – Page 10

Rehire Process Without Hiring Gateway

Overview

The Rehire Process without Hiring Gateway will begin with the receipt of a hiring packet for a new Employee. When this occurs, there are additional steps that must be completed in HRIS to ensure that the Employee has not previously worked for the State or Arizona.

When an Employee is hired outside of Hiring Gateway, the first step is always to check their SSN against the HRIS database on the ZH11 form to see if they exist in HRIS.

- If Employee appears with a SSN and is in a terminated status (T1, T2, T3, R1, R2, U1, or U2 etc), the Employee must be re-hired through the **Rehire Process**. Follow the instructions as outlined in this training manual.
 - If the Employee is to be rehired from a different process level, the Agency HR Initiator must contact HRIS to perform an Inter-Agency Transfer before the employee can be rehired.
- If Employee appears with an SSN and is in another Agency (process level), the Employee must be transferred through the **Intra-Agency Transfer Process**.
- If Employee's SSN is not found, the Employee must be hired through the New Hire Process; follow the steps outlined in the New Hire Training.

After the Employee has been rehired, the process is then identical to the Rehire process With Hiring Gateway.

Rehire Process without Hiring Gateway – Process Update

After the completion of the SSN Lookup Form (ZH11.1), you will continue with the Rehire Process by completing the following steps (outlined in the HRIS New Hire Process Chart on Page 4):

- REHIRE1 on the Individual Action form (XP52.1) - Required
- HIRE-REHR2 on the Individual Action form (XP52.1) - Required
- HIRE-REHR3 on the Individual Action form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action form (XP52.1) – Optional
- Employee State and Federal Taxes on PR13 Employee US Taxes (See Taxes Initiator) - Required
- Additional Contacts on the Additional Contacts form (HR20.1) - Optional
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) - Optional
- Initial Review Information on the Review form (PA26.1) – Required if used by your agency
- Input Employee’s Work Phone and Email using the Email and Work Phone Maintenance form (ZH12.1) - Required

For the steps to complete these processes skip to section Rehire Process Continued – Page 10

Rehire Hire Process Continued

Overview

Rehire Process will be identical for Rehires with and without Hiring Gateway. After completing the Email review or the SSN Lookup, you will continue with the Rehire Process by completing the following steps as outlined in the HRIS New Hire Process Chart (Page 4):

- REHIRE1 on the Individual Action form (XP52.1) - Required
- HIRE-REHR2 on the Individual Action form (XP52.1) - Required
- HIRE-REHR3 on the Individual Action form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action form (XP52.1) - Optional
 - Form is covered in the Agency HR Initiator I-9 – EEO Training Material
- 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.
- Initial Review Information on the Review form (PA26.1) – Required if used by your agency
- Input Employee's Work Phone and Email using the Email and Work Phone Maintenance form (ZH12.1) - Required

Most fields on the actions should contain prior information stored on the Employee's record.

Notes

- At any time, to remove information from a field on the Employee's record you will type “*BLANK” in the Change To column. You will not be able to remove fields that default from the Position.
- **All REHIRE1, REHR2 and REHR3 actions are IMMEDIATE and are NOT future dated.**

Individual Action (XP52.1)- Parameters Tab (REHIRE1)

The screenshot displays the Lawson portal interface for an Individual Action (XP52.1) in the Parameters tab. 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 shows "HRIS State of Arizona" and "Individual Action (XP52.1)". The user is logged in as "Debbie" with a "Logout" link. The page contains a navigation menu on the left with items like "Home", "Change Password", and "Jobs and Reports". The main content area has a toolbar with actions: "+ Add", "Change", "- Delete", "Previous", "Inquire", "Next", and "Inquire". The form fields include: "Company" (STATE OF ARIZONA), "Employee", "Action, Nbr" (REHIRE1), "Effective", "Reasons" (REHIRE FRMR EE-1 OF 3), and "Comments". Below these are tabs for "Parameters", "Selected Items 1", "Selected Items 2", and "Selected Items 3". The "Parameters" tab is active, showing a "Main" section with checkboxes for "Immediate" (checked), "Anticipated End Date", "Update Benefits", "Update Absence Management", and "Update Required Deductions" (checked). There are also input fields for "Old Deduction End Date" and "New Deduction Begin Date", and a "Currency Calculation" button. Numbered callouts (1-12) point to various UI elements: 1 (Change Password), 2 (Change password), 3 (Jobs and Reports), 4 (Home), 5 (Last Change), 6 (Inquire), 7 (Immediate), 8 (Anticipated End Date), 9 (Update Benefits), 10 (Update Absence Management), 11 (Update Required Deductions), and 12 (Action, Nbr).

	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 'REHIRE1'.	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 Rehire will be in this field.	Date is formatted as MMDDYYYY. Rehire actions are NOT future dated.
5	Reasons – First Box Field	R	Type or use the Drop Down to enter the reason code for the Rehire Action.		One reason code is required. The reason codes are smart coded i.e. RH-REHIRE etc.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Rehire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Rehire 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 all information from the Employee's record.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type Y in the Immediate Field.	The Rehire Action will process Immediately once the action is completed and added.	All Rehire Actions must be marked Immediate.
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	R	Leave Blank		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Absence Management				
11	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the Rehire's required deductions.
12	Selected Items 1	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 fields to be populated.	Information that was imported from Employee's record will appear.

Individual Action (XP52.1)- Selected Items 1 Tab (REHIRE1)

HRIS State of Arizona

Individual Action (XP52.1)

Company: 1 STATE OF ARIZONA

Employee: []

Action, Nbr: REHIRE1

Effective: 07/21/2008

Last Chg Date: 06/17/2006

REHIRE FRMR EE-1 OF

Reasons: RH-REHIRE

Comments: []

Data Item	Current Value	Change To
Name - First	SUSAN	[]
Name - Last	SHARP	[]
Status	T2	[]
Termination Date	06/28/2006	[]
Hire Date	09/23/2000	[]
Position	ACL000218AKN	[]
Job Code	AUN02122	[]
Process Level	CL300	[]
Department	CL344	[]
Location	PAYROLL	[]
Supervisor	CL20020002	[]
User Level	CL0160	[]

	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	Name – First Field Name – Last Field	R R	Verify the information that is populated from the Employee’s prior record 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.	
3	Status Field	R	Type or Select from the drop down the Employee’s NEW Status.		To access the drop down menu, click the V at the end of the Selected Value field.
4	Termination Date Field	R	Date must be removed from the Employee’s record. Type “BLANK” in the Change To column.	“BLANK” appears in the Change To column.	
5	Hire Date Field	R	Type the Employees NEW Hire Date		Format is MMDDYYYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
6	Position Field	R	Type the Employee’s NEW Position Number		
7	Fill Defaults button	R	Click Fill Defaults	All information related to the position will be defaulted in. You will receive the message ‘Review defaulted fields’.	THIS IS VERY IMPORTANT. Let the system default the information in from the position.
8	Job Code Field Process Level Field Department Field Location Field Supervisor Field User Level Field	R R R R R R	Leave default information in this field.	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 <u>must be changed on the position, not the employee.</u>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
9	Selected Items 2 Link	R	Click on the Selected Items 2 tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary field to be populated.	Information that appeared on the Employee's record will default in.

Individual Action (XP52.1)- Selected Items 2 Tab (REHIRE1)

The screenshot displays the HRIS Individual Action (XP52.1) interface. At the top left is the HRIS State of Arizona logo. The title bar reads "Individual Action (XP52.1)". The user is logged in as "Welcome Frank" with a "[logout]" link. A search bar contains "xp52.1". Navigation buttons include "Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Fill Defaults".

Callout 1 points to the left sidebar. Callout 2 points to the "Parameters" tab. Callout 3 points to the "Selected Items 1" tab. Callout 4 points to the "Selected Items 2" tab. Callout 5 points to the "Selected Items 3" tab. Callout 6 points to the "Data Item" column header. Callout 7 points to the "Current Value" column header. Callout 8 points to the "Change To" column header. Callout 9 points to the "Comments" button.

Parameters:

- Company: 1 (STATE OF ARIZONA)
- Employee: [Empty]
- Action, Nbr: REHIRE1 (REHIRE FRMR EE-1 OF)
- Effective: 07/21/2008
- Reasons: RH-REHIRE
- Last Chg Date: 06/17/2006
- Comments: [Empty]

Data Item	Current Value	Change To
Pay Frequency	2	[Empty]
Salary Class	H	[Empty]
Rate of Pay	8.9097	[Empty]
Schedule	ASRCOLSEM	[Empty]
Grade	01	[Empty]
Step		[Empty]
Exempt From Overtime	N	[Empty]
Pay Plan	EXP	[Empty]
FTE	1.000	[Empty]
Expense Dist Co	4001	[Empty]
Expense Acct Unit	CL15000	[Empty]
Expense Account	6019	[Empty]

Footer: 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	Pay Frequency Field Salary Class Field	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 <u>must be changed on the position not the employee.</u>
3	Rate of Pay Field	R	Type the NEW Rate of Pay for the Employee in the Change To field. If Rate of Pay has not changed, then no entry is required in the Change To field.		Format for Rate of Pay '00.0000' DC and SD will not enter a rate of pay for their step and grade employees.
4	Schedule Field Grade Field	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 <u>must be changed on the position not the employee.</u>
5	Step Field	R	If the Employee is in a Step & Grade Schedule, enter the appropriate information in this field. If not, skip this step.		The step will drive the rate of pay for time entry and salary history
6	Exempt from Overtime Field Pay Plan Field	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 <u>must be changed on the position not the employee.</u>
7	FTE Field	R	Enter the employee's NEW FTE.		Full time =1.0, ¾ time = .75, ½ time = .50, and ¼ time = .25

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			If FTE has not changed, then no entry is required in the Change to field.		
8	Expense Dist Co Field Expense Acct Unit Field Expense Account Field	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 <u>must be changed on the position not the employee.</u>
9	Selected Items 3	R	Click on the Selected Items 3 tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary field to be populated.	Information that was imported from the Employee's record will default in.

Individual Action (XP52.1)- Selected Items 3 Tab (REHIRE1)

HRIS State of Arizona

Individual Action (XP52.1)

welcome Frank [logout] xp52.1

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

1

5

Company 1 STATE OF ARIZONA Last Chg Date 06/17/2006

Employee

Action, Nbr REHIRE1 REHIRE FRMR EE-1 OF

Effective 07/21/2008 Reasons RH-REHIRE Comments

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Expense Sub Account	2007		
Activity	CL20010		
Account Category			
Address Line 1	210 N ALMA SCHOOL RO		
Address Line 2			
City	MESA		
State or Prov	AZ		
Country	US		
Postal Code	85201		
Annual Hours	2080		
Security Level	Secured		
Security Location	Secured		

2

3

4

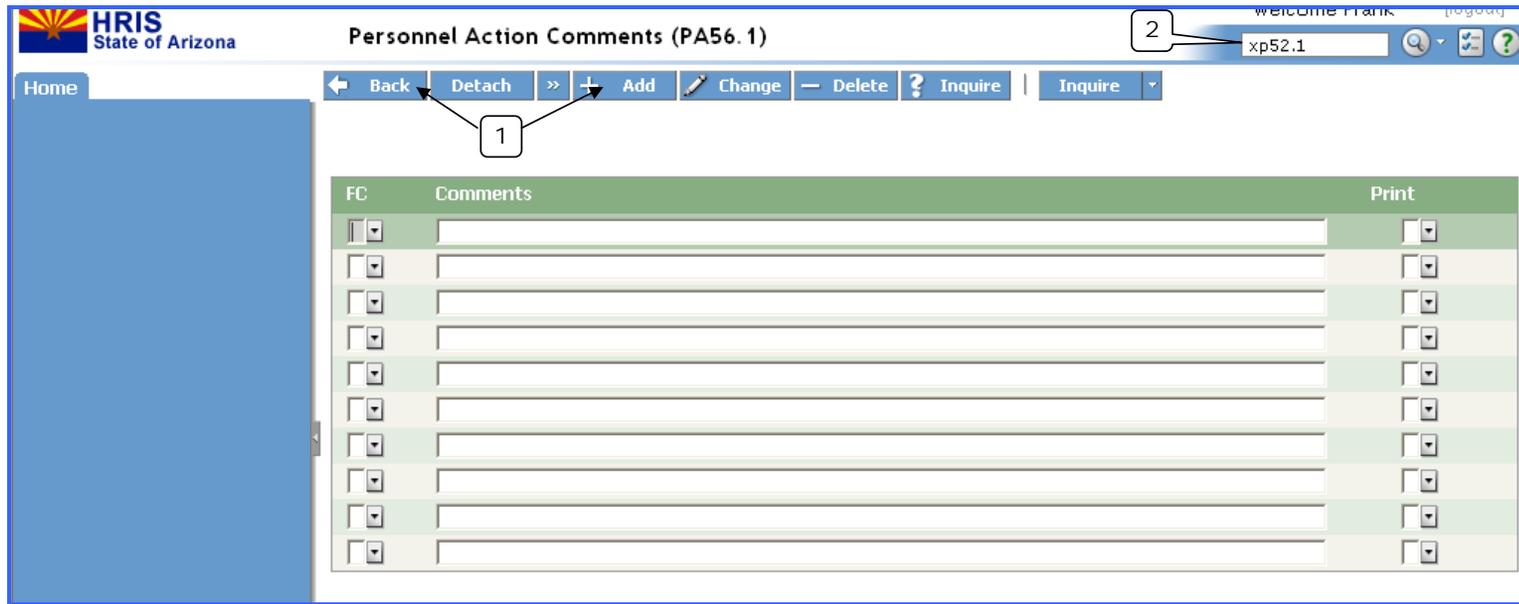
Inquiry complete, add new values

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	Expense Sub-Account Field Activity Field Account Category Field	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 <u>must be changed on the position, not the employee.</u>
3	Address Line 1 Field Address Line 2 Field City Field State or Prov Field County Field Postal Code Field	R O R R R R	Verify the information that is populated from the Employee's prior record 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.	Information must be in ALL CAPS. Do not include punctuation. County name must be spelled out - example 'MARICOPA'.
4	Annual Hours Field Security Level Field Security Location Field	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 <u>must be changed on the position, not the employee.</u>
5	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.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	Add button	R	Click Add Again	Message in lower left corner "Add Complete; 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. HRIS is the Official Employee Personnel file.

Personnel Action Comments (PA56.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</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>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated.
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 as described on Page 4.

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

The screenshot shows the Lawson portal interface for Individual Action (XP52.1) in the Parameters tab. The page is titled "Individual Action (XP52.1)" and includes a navigation menu on the left with options like Home, Change Password, and Jobs and Reports. The main content area contains a form with various fields and tabs. The "Parameters" tab is active, showing options for "Main", "Special Processing", and "U.S. - COBRA". The "Main" sub-tab is selected, displaying a list of parameters with checkboxes and date fields. A "Currency Calculation" button is located at the bottom right of the parameter list.

Numbered callouts (1-14) point to the following elements:

- 1: Add button
- 2: Company field (STATE OF ARIZONA)
- 3: Employee field
- 4: Action, Nbr field (HIRE-REHR2)
- 5: Reasons field
- 6: Inquire button
- 7: Immediate checkbox (Yes)
- 8: Anticipated End Date field
- 9: Update Benefits checkbox (Yes)
- 10: Update Absence Management checkbox
- 11: Update Required Deductions checkbox (Yes)
- 12: Old Deduction End Date field
- 13: New Deduction Begin Date field
- 14: Comments field

	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 action.	You must enter the correct EIN.
3	Action Nbr 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	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the Rehire will be in this field.	Date is formatted as MMDDYYYY
5	Reasons – First Box Field	R	Type or use the Drop Down to enter the reason code for the Rehire Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Rehire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Rehire 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 all information from the Employee's Record.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type Y in the Immediate Field.	The HIRE-REHIRE2Action will process Immediately once the action is completed and added.	ALL REHIRE ACTIONS MUST BE COMPLETED IMMEDIATELY.
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	Update	R	Type or Select from the Drop Down	This field must contain a Y.	Whether the employee is eligible for

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Benefits Field		'Y – Yes'.		benefits or not, a 'Y' must be put in this field.
10	Update Absence Management field	R	Leave blank		This field must remain blank.
11	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
12	Old Deduction End Date Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
13	New Deduction Begin Date Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
15	Selected Items 1	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 fields to be populated.	Information that was imported from the Employee's record will appear.

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

The screenshot displays the HRIS Individual Action (XP52.1) interface. At the top left is the HRIS State of Arizona logo. The main title is "Individual Action (XP52.1)". A navigation bar includes buttons for Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire. The top right shows a user login "welcome Frank" and a search box with "xp52.1".

Parameters are listed on the right: Company (1), Employee, Action, Nbr (HIRE-REHR2), Effective (07/21/2008), Last Chg Date (06/17/2006), Reasons (RH-REHIRE), and a Comments field. A callout "11" points to the "NEW HIRE-REHIRE SC-2" text.

Below the parameters are tabs for "Parameters", "Selected Items 1", "Selected Items 2", and "Selected Items 3". The "Selected Items 1" tab is active, showing a table with the following data:

Data Item	Current Value	Change To
Preferred Name	SUSAN	
Disability	N	
Gender	F	
Marital Status	M	
Ethnicity	AIND	
EEO-4 Group	1	
Exclude From EEO-4	N	
Veteran	N	
RETIREMENT CODE	9	
Shift	1	
UNDER/OVER FILL		
Hire Source		

Callouts 1 through 10 point to various elements in the interface: 1 points to the parameter fields; 2 points to the "Preferred Name" row; 3 points to the "Disability" row; 4 points to the "EEO-4 Group" row; 5 points to the "Exclude From EEO-4" row; 6 points to the "RETIREMENT CODE" row; 7 points to the "Shift" row; 8 points to the "UNDER/OVER FILL" row; 9 points to the "Hire Source" row; and 10 points to the bottom status bar.

The status bar at the bottom left reads "Inquiry complete, add new values" and the bottom right shows "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	Preferred Name Field	O	Verify the information that is populated from the Employee's prior record 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.	The Employee's Preferred Name will be in the record.	If this information was entered on the Employee's record, it will default into this field.
3	Disability Field Gender Field Marital Status Field Ethnicity Field	R R R R	Verify that the information populated from the Employee's prior record is correct. Information is displayed in the Current Value column. **If information is not correct (or is not displayed), type correct information in the Change To field.		<ul style="list-style-type: none"> Disability Field - Valid values are N = No, Y = Yes. Gender Field – Valid Values are M = Male, F = Female
4	EEO-4 Group Field	R	Type the EEO-4 Functional Group for your agency **If information displayed in the Current Value Field is correct, no entry is required.		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 appropriate value for your agency. You must also process JOB CHNG 2 action and complete the "Exclude From EEO-4" field.
5	Exclude from EEO-4 Field	R	Type 'Y' or 'N' as applicable to the Employee. **If information displayed in the Current Value Field is correct, no entry is required.		All Employees should be 'N', except for those listed in the EEO-4 Group 99.
6	Veteran Field	R	Key or use the drop down to enter the		This must be a correct status. Example: If

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			Employee's Veteran Status. **If information displayed in the Current Value Field is correct, no entry is required.		you indicate the Employee was born in 1980, and put the Employee is a Vietnam Era Veteran, this would not be accurate.
7	RETIREMENT CODE Field	R	Key or use the drop down to enter the appropriate code for the Employee. **If information displayed in the Current Value Field is correct, no entry is required.		
8	Shift 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. **If information displayed in the Current Value Field is correct, no entry is required.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift.
9	UNDER/OVER FILL Field	O	If the Employee is an Under or Over fill, key or use the drop down to enter the Under/Over fill. **If information displayed in the Current Value Field is correct, no entry is required.		This field must be completed if the Employee is an Under/Over fill.
10	Hire Source Field	O	This is an Optional Field.		
11	Selected Items 2	R	Click on the Selected Items 2 tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear.	Information that was imported from the Employee's record will appear.

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

HRIS State of Arizona

Individual Action (XP52.1)

welcome Frank [logout]

xp52.1

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

Company 1

Employee

Action, Nbr HIRE-REHR2

Effective 07/21/2008

NEW HIRE-REHIRE SC-2

Reasons RH-REHIRE

Last Chg Date 06/17/2006

Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Data Item	Current Value	Change To	
Auto Time Record	Y	Y	▼
Automatic Deposit	Y	Y	▼
ANNUAL LEAVE PLAN	NO ACCRUAL		▼
SICK LEAVE PLAN	NO ACCRUAL		▼
CASH/COMP	EITHER		▼
EDUCATION			▼
Adjusted Hire Date	09/23/2000		▼
AGENCY HIRE DATE			▼
ORIG STATE HIRE DATE	09/23/2000		▼
JOB CODE HIRE DATE			▼
STATUS TERM DATE			▼
Work Schedule	FLEX		▼

Inquiry complete, add new values

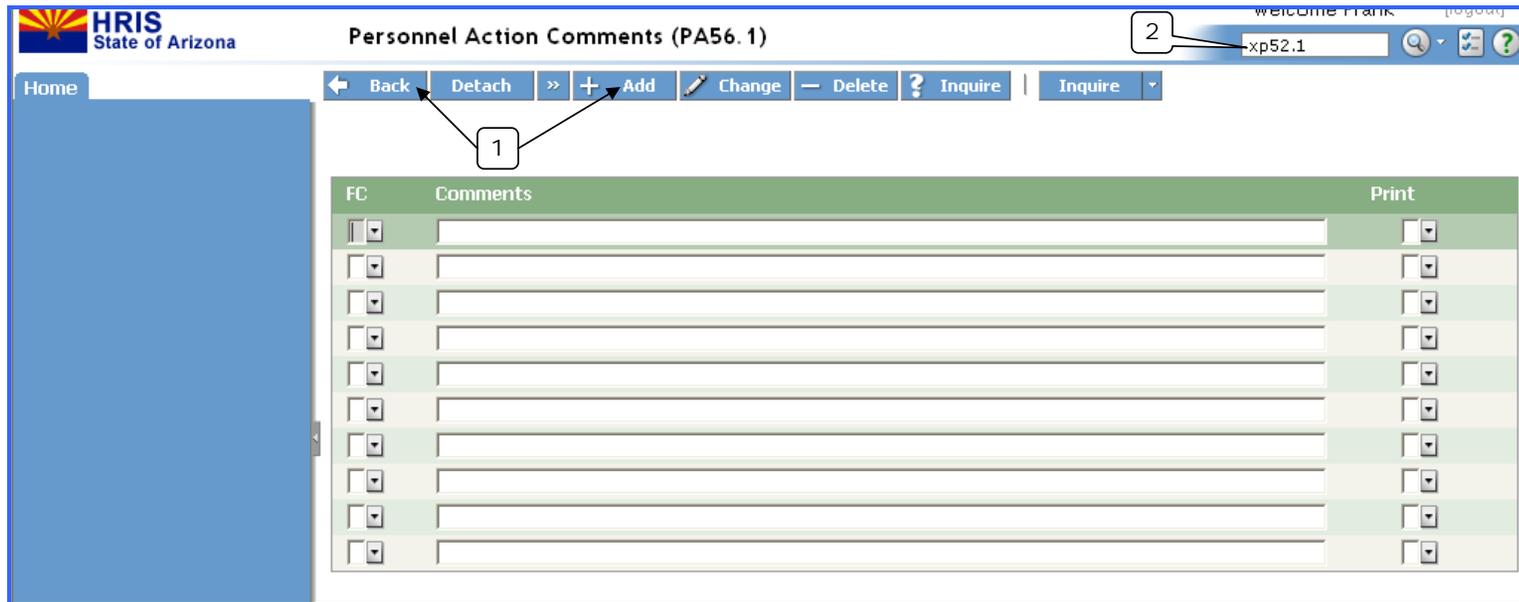
Local intranet

	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	Auto Time Record Field	R	The system will default a Y in for Yes. If there is already a "Y" in the current column, delete the "Y" in the Change To column.		This field must contain a Y.
3	Automatic Deposit Field	R	The system will default a Y in for Yes. If there is already a "Y" in the current column, delete the "Y" in the Change To column.		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. **If information displayed in the Current Value field is correct, then no entry is required.		The employee should be placed in an Annual Leave plan appropriate for their status and FTE. Example: Employee is a covered ½ time employee. They should be in the Covered ½ time Annual Leave Plan.
5	Sick Leave Plan Field	R	Type or Select from the Drop Down the correct Sick Leave Plan for the Employee. **If information displayed in the Current Value Field is correct, then no entry is required.		The employee should be place 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. **If information displayed in the Current Value Field is correct,		The Employee should be placed in the appropriate Cash/Comp plan based on their FLSA designation and the Cash/Comp Election form completed by the Employee.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			then no entry is required.		Valid values are: <ul style="list-style-type: none"> • CASH • COMP • EITHER • NONE
7	Education Field	O	Select the Education field as applicable for your agency. **If information displayed in the Current Value Field is correct, then no entry is required.		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 you do not enter an Adjusted Hire Date the system will default the Hire Date into this field. <ul style="list-style-type: none"> • For a rehire you must calculate and type in the correct Adjusted Hire Date. Data in this field impacts when an Employee begins vacation and sick accruals, as well as Retirement and Length of Service. Date format is MMDDYYYYYY.
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 Agency. Date format is MMDDYYYYYY.
10	Orig State Hire Date Field	R	Type the Original State Hire Date.		Date format is MMDDYYYYYY.
11	Job Code Hire Date Field	O	Type the Job Code Hire Date.		This is an optional date field. Date format is MMDDYYYYYY.
12	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.
13	Work Schedule Field	R	Type or select from the drop down menu the Employee's appropriate work schedule.		Note: The work schedule in the field affects the Employee's time entry.
14	Selected Items 3	R	Click on the Selected Items 3 tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary fields to be populated.	Information that was imported from the Employee's record will appear.

	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	OTHER EMPLOYEE ID# Field	O	Type Other Employee ID# if applicable for your agency. **If information displayed in the Current Value field is correct, then no entry is required.		
3	Birthdate Field	R	Type in the Birthdate for the Employee. **If information displayed in the Current Value field is correct, then no entry is required.		Date Format is MMDDYYYY The Birthdate will default from the Employee's record.
4	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 HRIS.

Personnel Action Comments (PA56.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	If you choose to make comments, type them in and Click Add. 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' 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.
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 Rehire Process as described on Page 4.

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

Lawson portal - Individual Action (XP52.1) - Windows Internet Explorer
https://portal.hris.azdoa.gov/lawson/portal/

Lawson portal - Individual Action (XP52.1)

HRIS State of Arizona

Individual Action (XP52.1)

Welcome Debbie [logout]
xp52.1

1 + Add Change - Delete Previous ? Inquire Next | Inquire

2 Company STATE OF ARIZONA

3 Employee

4 Action, Nbr HIRE-REHR3

14 NEW HIRE-REHIRE SC-3 F 3

5 Reasons

Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing U.S. - COBRA

7 Immediate Yes

8 Anticipated End Date

9 Update Benefits Yes

10 Update Absence Management

11 Update Required Deductions Yes

12 Old Deduction End Date

13 New Deduction Begin Date

Currency Calculation

Done

start Novell-delivered Appli... 2 Novell GroupWise... HR Professional Hom... Lawson portal - Indivi... Rehire Rehire Training dc-2-... 4:10 PM

	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 MMDDYYYY
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 nd Reason Code for the Hire.		The 2 nd 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 the Employee's record.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type Y in the Immediate Field.	The Rehire Action will process Immediately once the action is completed and added.	ALL REHIRE ACTIONS MUST BE COMPLETED IMMEDIATELY.
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 field	R	Leave Blank		This field must be left blank
11	Update Required Deductions	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the rehires required deductions.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Field				
12	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	Selected Items 1 Field	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 fields to be populated.	Information that was imported from Employee's record will appear.

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

HRIS State of Arizona

Welcome Frank [logout]

xp52.1

Individual Action (XP52. 1)

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

1 Company []
 Employee []
 Action, Nbr HIRE-REHR3
 Effective 07/21/2008

Last Chg Date 06/17/2006

NEW HIRE-REHIRE SC-3

Reasons RH-REHIRE []

Comments

Data Item	Current Value	Change To
Supplemental Addr 1	N ALMA SCHOOL	[]
Supplemental Addr 2		[]
Supplemental City	MESA	[]
Supp State or Prov	AZ	[]
Supplemental Postal	85201	[]
Telephone - Work		[]
Telephone - Work Ext		[]
Badge Number		[]
Badge Code		[]
DPS-SDA		[]
Seniority Date	09/23/2000	[]
E-Mail Address		[]

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Inquiry complete, add new values

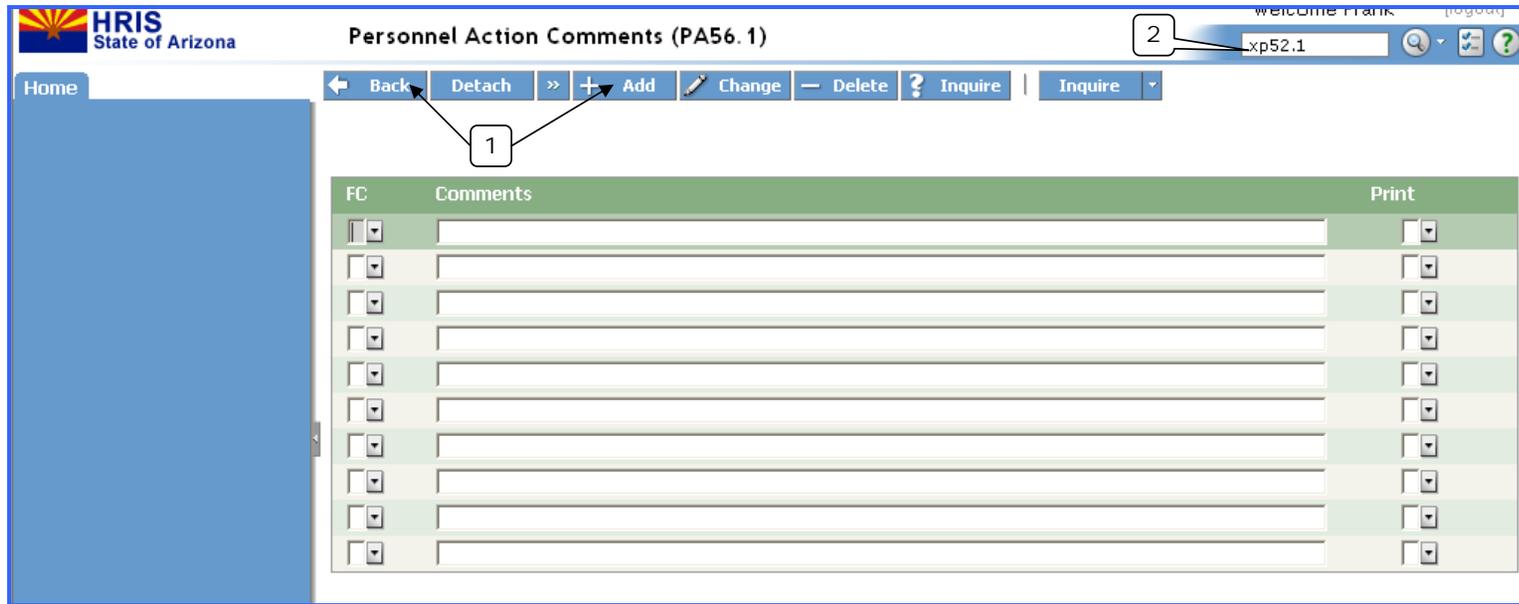
Local intranet

	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	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 information displayed in the Current Value Field is correct, then no entry is required.		If the Employee lives in a state other than Arizona, you must 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 information displayed in the Current Value Field is correct, then no entry is required.		If the Employee lives in a state other than Arizona, you must 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 information displayed in the Current Value Field is correct, then no entry is required.		If the Employee lives in a state other than Arizona, you must place an Arizona City in the supplemental City 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 information displayed in the Current Value Field is correct,		If the Employee lives in a state other than Arizona, you must place Arizona in the supplemental State fields.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			then no entry is required.		
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 information displayed in the Current Value Field is correct, then no entry is required.		If the Employee lives in a state other than Arizona, you must place an Arizona Zip in the supplemental Postal fields.
7	Telephone-Work Field	N / A	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		Must use ZH12.1 to enter this information.
8	Telephone-Work Ext Field	N / A	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		Must use ZH12.1 to enter this information.
9	Badge Number Field	O	Type in the Employee's Badge number if applicable for you agency. **If information displayed in the Current Value Field is correct, then no entry is required.		This is an optional field.
10	Badge Code Field	O	Type in the Employee's Badge Code if applicable for your agency. **If information displayed in the Current Value Field is correct, then no entry is required.		This is an optional field.
11	DPS-SDA Field	O	This is an optional field used by specific agencies.		
12	Seniority Date Field	O	The Seniority Date will default from the Hire Date. **If information displayed in the		Should be same as adjusted hire date for a rehire.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			Current Value Field is correct, then no entry is required.		
13	E-Mail Address Field	N / A	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		Must use ZH12.1 to enter this information.
14	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. HRIS is the Official Employee Personnel file. Note: The Selected Items 2 & 3 tabs are blank in this Action. No Action is required on these tabs.

Personnel Action Comments (PA56.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</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>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>
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 Rehire Process as described on Page 4.

Review Form (PA26.1)

The screenshot displays the HRIS Review Form (PA26.1) interface. The top navigation bar includes the HRIS State of Arizona logo, the title "Review (PA26.1)", and a user greeting "welcome Frank". A search bar contains "pa26.1". The main navigation menu features buttons for "Home", "Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". A "Related Forms" dropdown is also present. The form fields are as follows:

- 1: Company (text field)
- 2: Employee (text field)
- 4: Scheduled Date (text field)
- 5: Review Type (text field)
- 6: Review Date (text field)
- 7: Rating (text field)
- 8: Reviewed By (text field)
- 9: Review Schedule (dropdown menu)
- 10: Next Review Date (text field)
- 11: Next Review Type (text field)

A "Comments" button is located at the bottom of the form. A blue sidebar is visible on the left side of the page. The bottom status bar shows "Done" and "Local intranet".

	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 access information for that EIN.	
3	Inquire button	R	Click Inquire	The system will access needed information for the EIN.	
4	Scheduled Date Field	R	In the Scheduled Date field, type the appropriate date of the review.		Date must be in the format of MMDDYYYY.
5	Review Type Field	R	In the Review Type field, select the type of review from the drop down menu.		For a Rehire the review type should be defined – example 'ORIG PROB'.
6	Review Date Field	O	Leave Blank		Date must be in the format of MMDDYYYY. If this field is left blank, it will default to the scheduled date.
7	Rating Field	O	Leave Blank		This information will default in from the ZM90 form once completed.
8	Reviewed By Field	O	Leave Blank		
9	Review Schedule Field	O	Leave Blank		
10	Next Review Date Field	O	Leave Blank		
11	Next Review Type Field	O	Leave Blank		
12	Add button	R	Click Add	You will see a message in the lower left corner "Add Complete - Corner".	Set up Review for Employee is completed.

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REHIRE CHECKLIST

The steps in this guide should be completed when an Employee is being rehired into State Service. Note: If you do not properly complete all of the following steps, the Employee's record will not be set up correctly and the Employee could be incorrectly paid or have incorrect benefits and leave accruals.

Reminder: Rehire only applies to those Employees who separated from State Service after December 29, 2003. All Employees who separated prior to this date will be treated as a new hire because they will not have any previous data stored in the HRIS system.

Check	Task Description	Important Notes
	<p>Enters three Immediate Personnel Actions to complete the "Rehire Process". Do not future date these actions.</p> <ul style="list-style-type: none"> • REHIRE1 • HIRE-REHIRE2 • HIRE-REHIRE3 <p>Be sure to remove the Termination date and enter an Adjusted Hire Date. Process all other transactions as described in the Rehire Training</p>	<ul style="list-style-type: none"> • Agency HR should review the Employee's record to determine what items must be added / stopped. • Forgetting to remove the Termination Date will affect Leave Accruals, payments and benefits.
	<p>Does the Employee have any Voluntary Deductions (dues, SECC, etc.) to be setup on his/her record?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have new deductions setup on the <i>Employee Deduction Form (PR14.1)</i>. <p>Does the Employee have any existing Voluntary Deductions setup on his/her record from prior state employment that should be stopped?</p> <ul style="list-style-type: none"> • Reminder: The deduction will continue to be taken if a stop date is not entered. • If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Employee Deduction form (PR14.1)</i>. 	<ul style="list-style-type: none"> • Stop dates must be dated after the final payment made to the Employee. • Reminder: The deduction will continue if a stop date is not entered.
	<p>Does the Employee require any Additional Payment setups on his/her record that are not included in an Employee Group?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have the additional payment created on the <i>Standard Time Record (ZR30.1)</i>. <p>Does the Employee have any Additional Payment setups on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Standard Time Record (ZR30.1)</i>. 	<ul style="list-style-type: none"> • Additional Payments added to the Employees record using an Employee Group will be started/stop automatically based on the Group criteria. • Stop dates must be dated after the final payment made to the Employee. • Reminder: The Additional Payment will continue if a stop date is not entered.
	<p>Does the Employee require new Direct Deposit activations on his/her record?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have new distributions setup on the <i>Direct Deposit Distribution form (XR12.1)</i>. <p>Does the employee have any existing Direct Deposits setup on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Direct Deposit Distribution form (XR12.1)</i>. 	<ul style="list-style-type: none"> • Reminder: To inactivate a previous Direct Deposit, a stop date must be entered with an effective date after the last date of the previous employment.

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	<p>Review the Time Accrual Plans the Employee is eligible to receive based on his/her rehire with the State of Arizona. Determine the following:</p> <p>Are the time accrual plans (Annual, Sick, Holiday, Comp, etc) the same plans the Employee had at the time of termination from state employment?</p> <ul style="list-style-type: none"> • If yes, contact your Agency Payroll Initiator to have the stop dates removed from these plans on the <i>Employee Plan Inquiry Form (TA60.1)</i>. <p>Are the time accrual plans different?</p> <ul style="list-style-type: none"> • If yes, verify that the old time accrual plans have stop dates entered. • If no, contact your Agency Payroll Initiator to have stop dates removed using the <i>Employee Plan Inquiry Form (TA60.1)</i>. 	<ul style="list-style-type: none"> • Stop dates must be after the final payment date to the Employee. • Reminder: Time Accrual Plans will award the Employee back accruals if a stop date is not entered. • Verifying the Adjusted Hire Date will ensure that the correct accruals are given.
	<p>Review the tax withholdings (Federal and State) currently setup on the Employee's record. Ensure that the withholding amounts match what is provided on the Employee's new W-4 and A-4.</p> <ul style="list-style-type: none"> • If changes are required, contact your Agency Taxes Initiator to have the Employee's tax withholdings updated on the <i>Employee US Taxes Form (PR13.1)</i>. 	