



HRIS Job Role Training

New Hire Training for Non Compensated Board / Commission Members
Forms: XP31, XP52

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Introduction

Due to recent changes in travel policy processing, travel reimbursements will now be paid through the HRIS system. This payment requires that all eligible travelers be input into the HRIS system. Several agencies have recipients who are eligible to receive travel, but are not officially considered “employees” of the State of Arizona; rather these individuals are considered “officers of the State”. To be considered an “officer of the State”, the person must be participating on a board, council, commission, or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under state statute and the State travel policy.

For individuals that meet this qualification, the agency will have to complete the HRIS New Hire process before the person will be able to receive reimbursements. To process these new hires, the Agency HR office will have to complete a sub-set of the overall HRIS New Hire process to include:

- ZH11.1 - Social Security Number Look-Up
- XP31.1 - Applicant
- XP52.4 - Hire An Applicant
- XP52.1 - Individual Action
- PR13.1 - Employee US Taxes

To reduce the paperwork required for these individuals, agencies will not be required to complete the follow new hire forms:

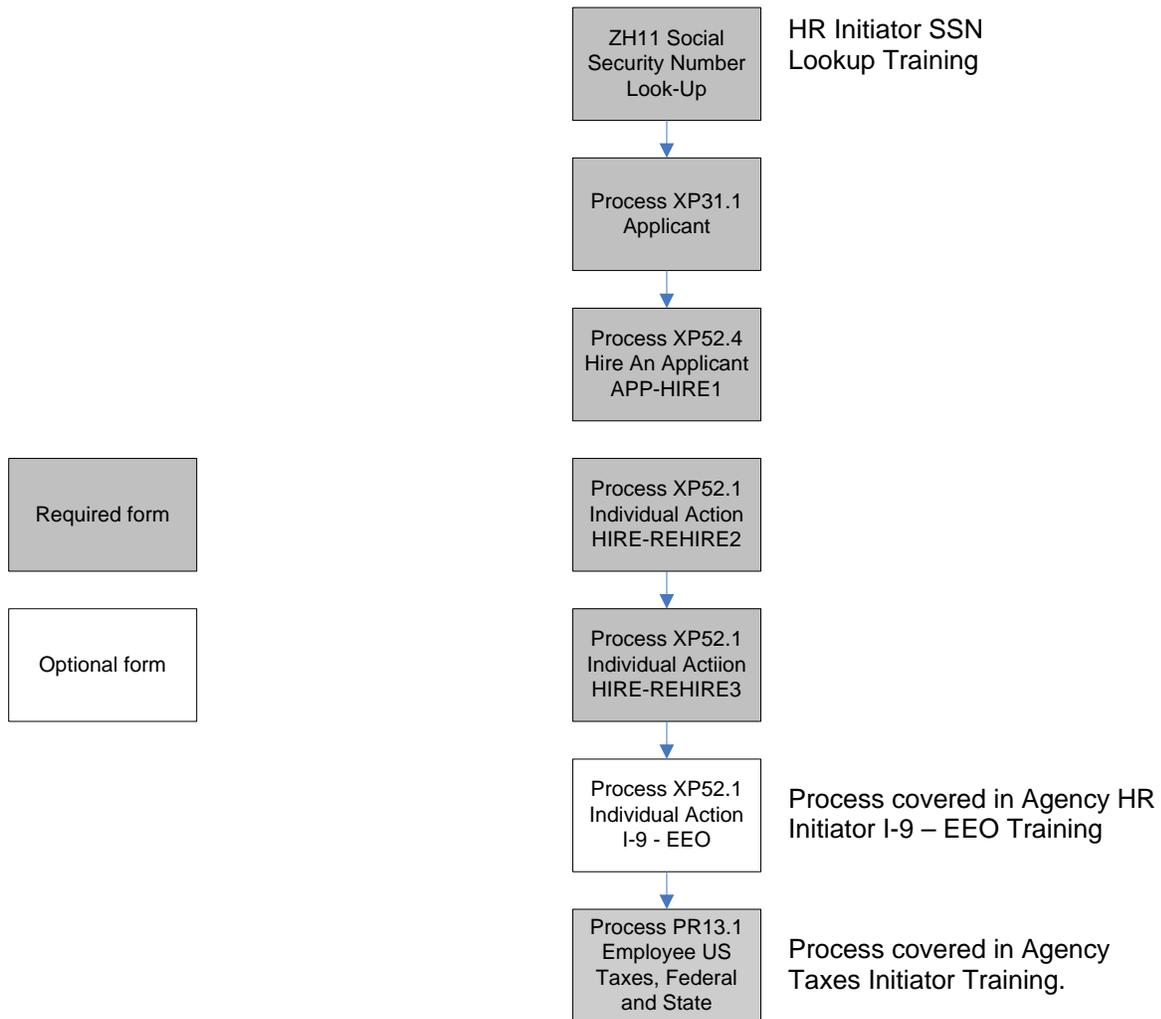
- HR20.1 - Additional Contacts Numbers
- PA12.1 - Emergency Contact
- PA26.1 - Review
- ZH12.1 – Email and Work Phone Maintenance

During the hire process, your transaction has not been completed (saved) until you see one of the following messages:

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

This process should only be followed for those individuals meeting the criteria for “officer of the state” as defined above. In addition, these individuals may all be hired into a very small number of positions within the agency. This is to allow for easier reporting. **This process is not intended for use with regular State of Arizona employees.**

HRIS New Hire Flow Chart



Overview

The New Hire Process for “officers of the State” or “Non-Compensated” Board/Commission members must be followed anytime there is a request for travel reimbursement and the qualified person does not have an issued Employee Identification Number (EIN).

To be defined as an “officer of the state”, the person must be participating on a board, commission, council or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under State statute and the State travel policy.

When hiring these individuals, the first step is to check their SSN against the HRIS database to see if they are assigned to another Agency. If the individual does not exist, they must be added to the system as an Applicant, and then hired from Applicant to Employee.

To complete the process, follow the steps as outlined below.

- Lookup the Employee SSN using the ZH11.1 - Social Security Look-Up
 - Form is covered in the Agency HR Initiator SSN Lookup Training Material
- If the SSN does not appear, add the person to HRIS as an applicant using the XP31.1 Applicant
 - If SSN does appear, contact the existing agency to arrange for reimbursement (if in the active status – R3) OR hire the individual using the HRIS Rehire process.
- Hire the applicant as an Employee using the XP52.4 Hire An Applicant
- Complete the hire process using the XP52.1 Individual Action
- Update the Employee’s federal and state tax withholdings using the PR13.1 Employee US Taxes
 - Form is covered in the Agency Taxes Initiator Training Material

Applicant Form (XP31.1) – Main Tab

The screenshot displays the HRIS Applicant Form (XP31.1) Main Tab. The interface includes a header with the HRIS State of Arizona logo, a user welcome message "Welcome Frank" with a "[logout]" link, and a search bar containing "xp31.1". A navigation bar contains buttons for "Add", "Change", "Previous", "Inquire", "Next", and "Inquire". The main content area is divided into tabs: "Main", "Apply", "Wk Avail", "Interest", "History", "Address", and "Personal". The "Main" tab is active, showing fields for "Company" (labeled 2), "Applicant" (labeled 3), "Last Name" (labeled 4), "First Name" (labeled 5), "Preferred Name" (labeled 6), "Middle Name" (labeled 7), "Name Title" (labeled 8), "Status" (labeled 9), and "Date Applied" (labeled 10). Below these fields are "Hire Date" and "Employee" labels. At the bottom, there are buttons for "Requisition", "Comments", "User Fields", and "Base Curr". A blue sidebar on the left contains a "Home" button. A search bar at the top right is labeled 1, and the main form area is labeled 11. A callout box labeled 12 points to the "Applicant (XP31.1)" title.

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|----|-------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | White Search Box | R | Type XP31.1 in the White Search Box. Press Enter on the keyboard | The Applicant Form (XP31.1) opens. | |
| 2 | 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. |
| 3 | Applicant Field | R | Leave blank. | System will assign this number once the action is completed. | |
| 4 | Last Name - First Box | O | Type the prefix of the Applicant's Sir name in ALL CAPS. | | Every entry into HRIS must be in ALL CAPS. |
| | Last Name -Second Box | R | Type the Applicant's Last Name in ALL CAPS. | | |
| | Last Name - Third Box | O | Type or use the Drop Down to enter the suffix of the Applicant's last name in ALL CAPS | | Example, JR, SR. IV, etc. |
| 5 | First Name Field | R | Type the Applicant's First Name in ALL CAPS. | | |
| 6 | Preferred Name Field | O | Type the Applicant's Preferred Name in ALL CAPS. | | |
| 7 | Middle Name Field | O | Type the Applicant's Middle Name in ALL CAPS. | | |
| 8 | Name Title Field | O | Type or use the Drop Down to enter the Applicant's Name Title. | | Example DR, MR, MS, MRS, etc without punctuation. |
| 9 | Status Field | R | Type or use the Drop Down to enter the Applicant's Status. | | In general this status should be AA for APPLIED. |
| 10 | Date Applied Field | O | Type or use the Drop Down to enter the date the Applicant Applied. | | If left blank the system will default in the date the action is entered. |
| 11 | Related Pages – Apply Wk Avail Interest History Address Personal | N / A | Information should not be entered on the Applicant Related Pages. | | Due to confidentiality reasons, information should not be entered on these forms. All HRIS Users can see information keyed on all Applicants regardless of Agency. |
| 12 | Add button | R | Click Add | You will receive a message in the lower left corner of the form Add Complete-Continue. | Action will be entered into the system. The system will assign an Applicant Number. |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|---|-----------------------------------|-------|------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | See Example 1 for successfully entry. |
| 1 | White Search box (See Step #1) | R | Type XP52.4 and Press the enter key on the keyboard. | XP52.4 Form Appears Company and EIN field should be completed. | See Hire an Applicant (XP52.4) Without Hiring Gateway – Parameters Tab below (Page 10)  Notes <ul style="list-style-type: none"> Any data entered on this form will default to the associated fields when processing the hire action on XP52.4. Example – Last Name and First Name. |

Example 1- An Applicant is successfully entered.

The screenshot displays the HRIS State of Arizona interface for an applicant. The page title is "Applicant (XP31.1)". The user is logged in as "Frank" with a "logout" link. The navigation bar includes "Home", "Add", "Change", "Previous", "Inquire", "Next", and "Inquire".

Key data points from the form:

- Company: 1 (STATE OF ARIZONA)
- Applicant: 101 (STEELE, BETTY)
- Last Name: STEELE
- First Name: BETTY
- Preferred Name: BETTY
- Middle Name: (empty)
- Name Title: (empty)
- Status: SD
- Date Applied: 08/13/2001
- Hire Date: 08/13/2001
- Employee: 86199

Buttons at the bottom include "Requisition", "Comments", "User Fields", and "Base Curr". A red box highlights the "Add Complete - Continue" button at the bottom left.

Hire an Applicant (XP52.4) - Parameters Tab (APP-HIRE1)

HRIS State of Arizona Personnel Action - Hire An Applicant (XP52.4) Welcome Frank [logout] xp52.4

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

1 Company 1 STATE OF ARIZONA
2 Applicant 101 STEELE, BETTY
3 Action, Nbr APP-HIRE1 APPOINT-NEW HIRE ST SVC-1 0
4 Requisition
5 Effective 01/01/2008 16
6 Reasons H-BDCOM 6 Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

8 Immediate Y Yes
9 Anticipated End
10 Update Benefits Y Yes
11 Update Required Deductions Y Yes
12 New Deduction Begin Date
13 Pre-Assign Employee Nbr Not Applicable
Employee
14 Assigned Position

Curr Calc

Special Processing
15 New Effective Date

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|----|----------------------------------|-------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Company 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. |
| 2 | Applicant field | R | Type or Select Applicant Number of Applicant to Hire | Name will display next to the field after cursor is moved from the Applicant field | If you do not know the Applicant number, you can use the drop down box at the end of the field and search by Last Name, First Name, SSN, etc. |
| 3 | Action, Nbr Field | R | Type or Select 'APP-HIRE1'. | | |
| 4 | Requisition Field | O | Leave Field Blank | | Field is not used for this action. |
| 5 | Effective Date Field | R | Type in the date the action is effective. | | Date is formatted as MMDDYY. |
| 6 | Reasons Field – First Box | R | Type 'H-BDCOM' or Select 'H-Hire Board Commission Member' | | First Reason Code is required. |
| | Reasons Field - Second Box | O | Leave Field Blank | | |
| 7 | Inquire 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 | Immediate Field | R | Type 'Y' or Select 'Yes' from the Drop Down. | The Hire Action will process Immediately once the action is completed and added. | All New Hire Actions must be completed Immediately. This is what will give you the EIN for the New Hire once the action has been completed and added. |
| 9 | Anticipated End Field | R | Leave Field Blank | This field must be blank. | |
| 10 | Update Benefits Field | R | Type 'Y' or Select 'Yes' 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 | Update Required Deductions Field | R | Type 'Y' or Select 'Yes' from the Drop Down. | This field must contain a Y. | This will activate the new hires required deductions. |
| 12 | New Deduction Begin Date Field | R | Leave Field Blank | When the action is processed the system will default in the date. | |
| 13 | Pre-Assign Employee Nbr Field | R | Leave Field Blank | This field must be blank. | They system will assign the EIN. Do not put anything in this field. |
| 14 | Employee Field | R | Leave Field Blank | This field must be blank. Once the action is correctly completed and added the system will generate and default in the EIN. | Do not enter anything into this field. The system will populate this field once the action has been completed and added. |
| 15 | New Effective Date Field | R | Leave Field Blank | This field must be blank. | Do not enter anything into this field. |
| 16 | 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 Applicant Form (XP31.1) will default in. |

Hire an Applicant (XP52.4) - Selected Items 1 Tab (APP-HIRE1)

HRIS State of Arizona

Personnel Action - Hire An Applicant (XP52.4)

Welcome Frank [logout] xp52.4

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

Company: STATE OF ARIZONA

Applicant: 101 STEELE

Action, Nbr: APP-HIRE1

Requisition:

Effective: 01/01/2008

Reasons: H-BDCOM

Comments

| Data Item | Applicant Value | New Value |
|---------------|-----------------|-----------|
| Name - First | BETTY | |
| Name - Middle | | |
| Name - Last | STEELE | |
| Name Suffix | | |
| Social Nbr | Secured | |
| Hire Date | 08/13/2001 | |
| Status | | |
| Position | | |
| Job Code | | |
| Process Level | | |
| Department | | |
| Location | | |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|----------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Company field Applicant 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-Middle Field Name-Last Field Name-Suffix Field | R O R O | Verify the information that is populated from the Applicant Form (XP31.1) is correct. Information is displayed in the Applicant Value column. | If the field is not changing, the information will be displayed in the Applicant Value column. | **If information is not correct (or is not displayed), type corrected information in the New Value field. |
| 3 | Social Nbr Field | R | Type Employee SSN in the New Value Field | | Format is 123-45-6789. |
| 4 | Hire Date Field | R | Type date of Hire or enter date after position creation date. | | Format is MMDDYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields. |
| 5 | Status Field | R | Type 'R3' or select 'Non Active Payee' from the drop down menu. This is the ONLY status that can be used for these individuals. | | To access the drop down menu, click the V at the end of the Selected Value field. |
| 6 | Position Field | R | Type in the position number as provided by ADOA Classification and Compensation or your Non-System A Classification and Compensation Analyst. | | |
| 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 | R R R R | No action required. Leave position defaulted information in this field. | All information needed from the position will be defaulted in. | 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 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 with the necessary fields to be populated. | |

1 Hire an Applicant (XP52.4) - Selected Items 2 Tab (APP-HIRE1)

HRIS State of Arizona
Personnel Action - Hire An Applicant (XP52.4)
Welcome Frank [logout]
xp52.4

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

Company: 1 STATE OF ARIZONA
Applicant: 101 STEELE, BETTY
Action, Nbr: APP-HIRE1 APPOINT-NEW HIRE S
Requisition: []
Effective: 01/01/2008
Reasons: H-BDCOM [] []
Comments

| Data Item | Applicant Value | New Value |
|----------------------|-----------------|-----------|
| Supervisor | | RS1000 |
| User Level | | ADDIR00 |
| Pay Frequency | | 2 |
| Salary Class | | S |
| Rate of Pay | | 00.0100 |
| Schedule | | ANONCOMP |
| Grade | | 01 |
| Step | | |
| Exempt From Overtime | | Y |
| Pay Plan | | EXC |
| Annual Hours | | 2080 |
| FTE | | .001 |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1 | Company field Applicant 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 | Supervisor Field User Level Field Pay Frequency Field Salary Class Field | R R R R | No Action Required. Leave position defaulted information in this field. | All information needed from the position will be defaulted in. | DO NOT change the defaulted information. If it is wrong, request a position update. |
| 3 | Rate of Pay Field | R | Type ' 0.0100 ' | | |
| 4 | Schedule Field Grade Field Step Field Exempt from Overtime Field Pay Plan Field Annual Hours Field | R R R R R R | No Action Required. Leave position defaulted information in this field. | All information needed from the position will be defaulted in. | DO NOT change the defaulted information. If it is wrong, request a position update. |
| 5 | FTE Field | R | Type ' .001 ' | | |
| 6 | 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 XP31.1 will default in. |

Hire an Applicant (XP52.4) - Selected Items 3 Tab (APP-HIRE1)

HRIS State of Arizona

Welcome Frank [logout]

Personnel Action - Hire An Applicant (XP52.4)

xp52.4

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

Company: 1 STATE OF ARIZONA

Applicant: 101 STEELE, BETTY

Action, Nbr: APP-HIRE1 APPOINT-NEW HIRE S

Requisition:

Effective: 01/01/2008

Reasons: H-BDCOM

Comments

| Data Item | Applicant Value | New Value |
|---------------------|-----------------|---------------------|
| Expense Dist Co | | 2001 |
| Expense Acct Unit | | AB46020 |
| Expense Account | | 6011 |
| Expense Sub Account | | 2008 |
| Activity | | AB10000 |
| Account Category | | ZZZZZ |
| Address Line 1 | | 111 E DISNEY CIRCLE |
| Address Line 2 | | |
| City | | GILBERT |
| State or Prov | | AZ |
| County | | MARICOPA |
| Postal Code | | 85233 |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Company field Applicant 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 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 | No Action Required. Leave position defaulted information in this field. | All information needed from the position will be defaulted in. | DO NOT change the defaulted information. If it is wrong, request a position update. |
| 3 | Address - Line 1 Field | R | Type the Employee's Home Street Address | | Information must be in ALL CAPS. Do not include Punctuation. |
| | Address - Line 2 Field | O | Type additional Address information if needed (ex. Apt or Space Number) | | Information must be in ALL CAPS. Do not include Punctuation. |
| 4 | City Field | R | Type the Employee's Home City. | | Must be entered in ALL CAPS. |
| 5 | State or Prov Field | R | Type the Employee's Home State | | If the Employee lives in a State other than AZ enter that State here. You will need to make changes to the Employee's Supplemental Address in the next processing step. ALL CAPS. |
| 6 | County Field | R | Type the Employee's Home County | | Must be entered in ALL CAPS. |
| 7 | Postal Code Field | R | Type the Employee's Home Postal Code | | The 5-digit code – example 85007. |
| 8 | 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. |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|--|-------------------|--------------|--------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Add button | R | Click Add Again | 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, 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. |

Personnel Action Comments (PA56.1)

HRIS State of Arizona

Personnel Action Comments (PA56.1)

Welcome, TEST

Go To Preferences Help

xp52.1 (2)

Close Detach Add Change Delete Inquire PageDown Insert

Home Person...

(1)

| FC | Comments | Print |
|--------------------------|----------|--------------------------|
| <input type="checkbox"/> | | <input type="checkbox"/> |

Home

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

2 xp52.4

1

| FC | Comments | Print |
|--------------------------|----------|--------------------------|
| <input type="checkbox"/> | | <input type="checkbox"/> |

| | 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 do not make comments, Click Close. | You will see a message in the lower left corner "Done". | Action will be processed and Applicant added to HRIS. The Employee's EIN will be displayed on the Parameters Page in the Employee box. Write down the EIN as you will need it for further actions. 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'. |
| 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))

HRIS State of Arizona

Welcome Frank [logout]

Individual Action (XP52.1)

xp52.1

Home

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

1 Company 1

2 Employee 30007

3 Action, Nbr HIRE-REHR2

4 Effective 01/05/2008

5 Reasons H-BDCOM

Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing

7 Immediate Y Yes

8 Anticipated End

9 Update Benefits Y Yes

10 Update Required Deductions Y Yes

11 Old Deduction End Date

12 New Deduction Begin Date

13 Occurrence Type

14 Participant

Curr Calc

Last Chg Date

| | 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-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 in the date the action is effective. | | Date is formatted as MMDDYY. |
| 5 | Reasons Field – First Box | R | Type 'H-BDCOM' or Select 'H-Hire Board Commission Member' | | First Reason Code is required. |
| | Reasons Field - Second Box | O | Leave Field Blank | | |
| 6 | Inquire 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 | Immediate Field | R | Type ' Y ' or Select ' Yes ' from the Drop Down. | The Hire Action will process Immediately once the action is completed and added. | All New Hire Actions must be completed Immediately. |
| 8 | Anticipated End Field | R | Leave Field Blank | This field must be blank. | |
| 9 | Update Benefits Field | R | Type ' Y ' or Select ' Yes ' from the Drop Down. | This field must contain a Y. | |
| 10 | Update Required Deductions Field | R | Type ' Y ' or Select ' Yes ' from the Drop Down. | This field must contain a Y. | This will activate the new hires required deductions. |
| 11 | Old Deduction End Date Field | R | Leave Field Blank | When the action is processed the system will default in the date. | |
| 12 | New Deduction Begin Date Field | R | Leave Field Blank | When the action is processed the system will default in the date. | |
| 13 | Occurrence Type Field | R | Leave Field Blank | This field must be blank. | Do not enter anything into this field. |
| 14 | Participant Field | R | Leave Field Blank | This field must be blank | Do not enter anything into this field. |
| 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 to the employee's record during the XP52.4 action will appear. |

Individual Action (XP52.1)- Selected Items 1 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 30007 HAAS, STEVEN

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

Effective 01/05/2008

Reasons H-BDCOM

Comments

Last Chg Date 06/14/2008

Parameters Selected Items 1 Selected Items 2 Selected Items 3

| Data Item | Current Value | Change To |
|--------------------|---------------|----------------------|
| Preferred Name | STEVEN | <input type="text"/> |
| Disability | N | <input type="text"/> |
| Gender | M | <input type="text"/> |
| Marital Status | M | <input type="text"/> |
| Ethnicity | WHIT | <input type="text"/> |
| EEO-4 Group | 6 | 99 |
| Exclude From EEO-4 | N | Y |
| Veteran | N | <input type="text"/> |
| RETIREMENT CODE | F | 9 |
| Shift | 1 | <input type="text"/> |
| UNDER/OVER FILL | | <input type="text"/> |
| Hire Source | | <input type="text"/> |

| | 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 | Type the Preferred Name. | The Employee's Preferred Name will be in the record. | If this information was entered on the PA31 it will default into this field. |
| 3 | Disability Field | R | Type or select from the drop down the value if the individual has a disability. | | Valid values are N = No, Y = Yes. |
| 4 | Gender Field | R | Type or select from the drop down the Gender. | | Valid values are M = Male, F = Female |
| 5 | Marital Status Field | R | Type or select from the drop down the Marital Status. | | The value selected here is not for tax purposes |
| 6 | Ethnicity Field | R | Type or select from the drop down the Ethnicity. | | |
| 7 | EEO-4 Group Field | R | Type ' 99 ' or select ' Not Applicable ' from the drop down. | | |
| 8 | Exclude from EEO-4 Field | R | Type ' Y ' or select ' Yes ' from the drop down. | | |
| 9 | Veteran Field | R | Type or select from the drop down the 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 | RETIREMENT CODE Field | R | Type ' 9 ' or select ' NO RETIREMENT ' from the drop down | | |
| 11 | Shift Field | O | Leave Field BLANK | | |
| 12 | UNDER/OVER FILL Field | O | Leave Field BLANK | | |
| 13 | Hire Source Field | O | Leave Field BLANK | | |
| 14 | 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 to the employee's record during the XP52.4 action 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 30007 HAAS, STEVEN
 Action, Nbr HIRE-REHR2 NEW HIRE-REHIRE SC-2
 Effective 01/05/2008
 Reasons H-BDCOM
 Last Chg Date 06/14/2008
 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 | COVERED | NO ACCRUAL |
| SICK LEAVE PLAN | STANDARD | NO ACCRUAL |
| CASH/COMP | EITHER | NONE |
| EDUCATION | | |
| Adjusted Hire Date | 08/12/2000 | |
| AGENCY HIRE DATE | 08/12/2000 | |
| ORIG STATE HIRE DATE | 08/12/2000 | 08/12/2000 |
| JOB CODE HIRE DATE | | |
| STATUS TERM DATE | | |
| Work Schedule | 8 HR M-FR | NO HOURS |

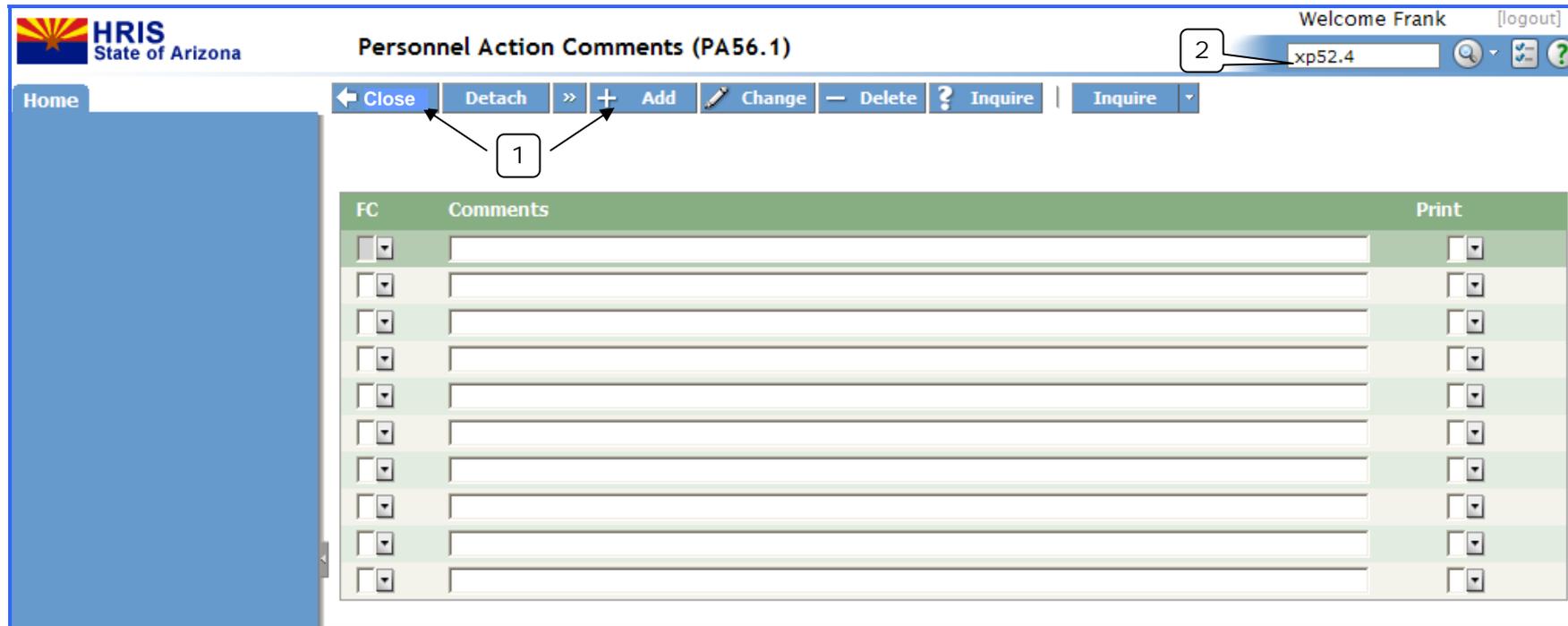
Callouts: 1 (Company), 2 (Auto Time Record), 3 (Automatic Deposit), 4 (ANNUAL LEAVE PLAN), 5 (SICK LEAVE PLAN), 6 (CASH/COMP), 7 (EDUCATION), 8 (Adjusted Hire Date), 9 (AGENCY HIRE DATE), 10 (ORIG STATE HIRE DATE), 11 (JOB CODE HIRE DATE), 12 (STATUS TERM DATE), 13 (Work Schedule), 14 (Reasons)

| | 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. 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 ' NO ACCRUAL ' or Select it from the drop down. | | |
| 5 | Sick Leave Plan Field | R | Type ' NO ACCRUAL ' or Select it from the drop down. | | |
| 6 | Cash/Comp Field | R | Type ' NONE ' or Select it from the drop down. | | |
| 7 | Education Field | O | Leave Field BLANK | | |
| 8 | Adjusted Hire Date Field | R | Leave Field BLANK to allow the Hire Date to default. | | Adjusted Hire Date will only be different if the person leaves and returns. Date format is MMDDYY. |
| 9 | Agency Hire Date Field | O | Leave Field BLANK to allow the Hire Date to default. **See Notes | | Agency can use this option date to track the actual date the person started receiving compensation. Date format is MMDDYY. |
| 10 | Orig State Hire Date Field | R | Leave Field BLANK to allow the Hire Date to default. **See Notes. | | Field can be used to record when the person originally joined the board/commission. Date format is MMDDYY. |
| 11 | Job Code Hire Date Field | O | Leave Field BLANK. | | Date format is MMDDYY. |
| 12 | Status Term Date Field | O | Leave Field BLANK **See Notes. | | If the employee appointment to the position expires, the date can be tracked here. |
| 13 | Work Schedule Field | R | Type " NOHOURS " in the field or select | | It is important to select the correct value as |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|----|------------------|-------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| | | | it from the drop down menu. | | this will ensure the employee has no hours if accidentally pulled up on a time entry form. |
| 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 to the employee's record during the XP52.4 action 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 | Leave Field BLANK. | | |
| 3 | Birthdate Field | R | Type in the Birthdate. | | Date Format is MMDDYY |
| 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. |

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 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 New Hire Process as described on Page 4. |

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

If the individual does not have any fields in this action being changed, then this action can be omitted.

The screenshot displays the HRIS State of Arizona interface for the 'Individual Action (XP52.1)' Parameters Tab. The top navigation bar includes 'Add', 'Change', 'Delete', 'Fill Defaults', 'Inquire', 'Next', 'Previous', and 'Reverse Action'. The main form area contains the following fields and parameters:

- Company:** 1 Company: 1 (dropdown), STATE OF ARIZONA
- Employee:** 2 Employee: 120556 (dropdown), MICKEEY, MOUSE T.
- Action, Nbr:** 3 Action, Nbr: HIRE-REHR3 (dropdown), NEW HIRE-REHIRE SC-2 OF 3
- Effective:** 4 Effective: 01/05/2008 (dropdown)
- Reasons:** 5 Reasons: H-BDCOM (dropdown), [] (dropdown), [Comments](#)
- Parameters:**
 - Main:** Special Processing
 - Immediate:** 7 Immediate: Y (dropdown), No
 - Anticipated End:** 8 Anticipated End: [] (dropdown)
 - Update Benefits:** 9 Update Benefits: Y (dropdown)
 - Update Required Deductions:** 10 Update Required Deductions: Y (dropdown), Yes
 - Old Deduction End Date:** 11 Old Deduction End Date: [] (dropdown)
 - New Deduction Begin Date:** 12 New Deduction Begin Date: [] (dropdown)
 - Occurrence Type:** 13 Occurrence Type: [] (dropdown)
 - Participant:** 14 Participant: [] (text), [Curr Calc](#)

| | 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 in the date the action is effective. | | Date is formatted as MMDDYY. |
| 5 | Reasons Field – First Box Field | R | Type 'H-BDCOM' or Select 'H-Hire Board Commission Member' | | First Reason Code is required. |
| | Reasons Field - Second Box Field | O | Leave Field Blank | | |
| 6 | Inquire 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 | Immediate Field | R | Type 'Y' or Select 'Yes' from the Drop Down. | The Hire Action will process Immediately once the action is completed and added. | All New Hire Actions must be completed Immediately. |
| 8 | Anticipated End Field | R | Leave Field Blank | This field must be blank. | |
| 9 | Update Benefits Field | R | Type 'Y' or Select 'Yes' from the Drop Down. | This field must contain a Y. | |
| 10 | Update Required Deductions Field | R | Type 'Y' or Select 'Yes' from the Drop Down. | This field must contain a Y. | This will activate the new hires required deductions. |
| 11 | Old Deduction End Date Field | R | Leave Field Blank | When the action is processed the system will default in the correct date. | |
| 12 | New Deduction Begin Date Field | R | Leave Field Blank | When the action is processed the system will default in the correct date. | |
| 13 | Occurrence Type Field | R | Leave Field Blank | This field must be blank. | Do not enter anything into this field. |
| 14 | Participant Field | R | Leave Field Blank | This field must be blank | Do not enter anything into this field. |
| 15 | 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 to the employee's record during the XP52.4 action will appear. |

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

If the individual does not have any fields in this action being changed, then this action can be omitted.



Individual Action (XP52.1)

Welcome, TEST

Go To Preferences Help

xp52.1 14

Home Indivi...

Data Directory

1) Company: 1

2) Employee: 120556

3) Action, Nbr: HIRE-REHR3

Related Pages

Parameters

Selected Items 1

[Selected Items 2](#)

[Selected Items 3](#)

Company:

Employee: MICKEEY I, MOUSE T.

Action, Nbr: NEW HIRE-REHIRE SC-3

Effective:

Last Chg Date: 01/05/08

555-64-4789

Reasons:

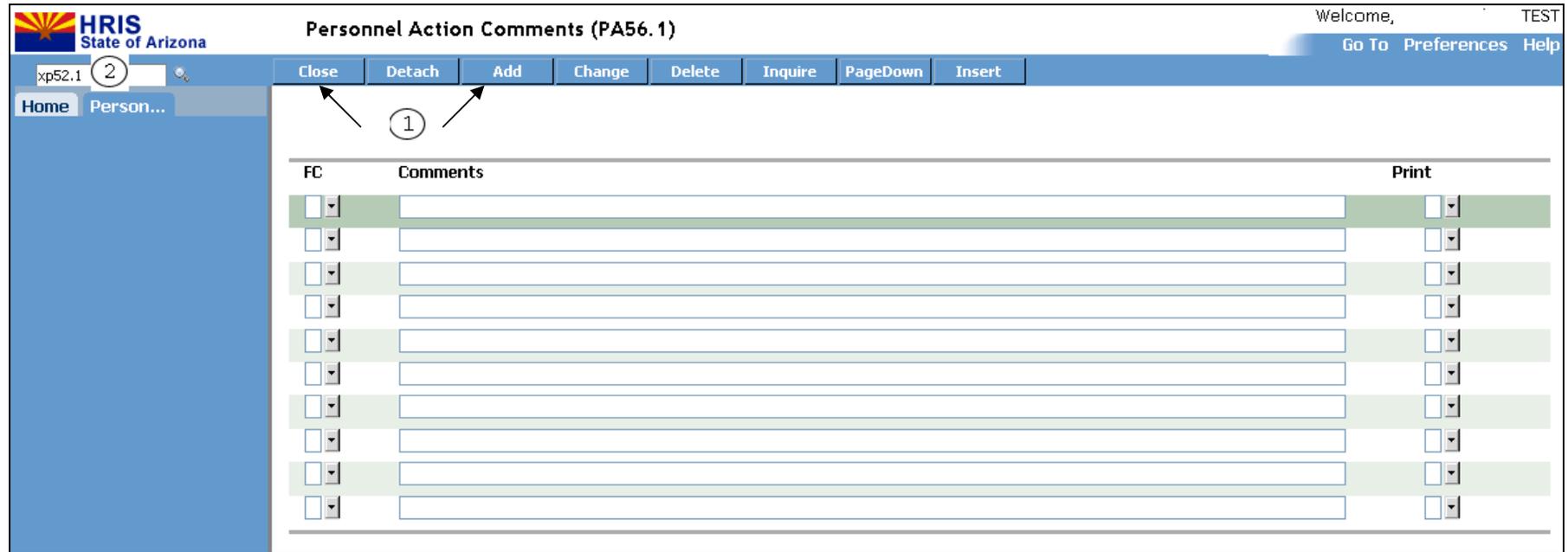
[Comments](#)

| Data Item | Current Value | Change To |
|--------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| 2 Supplemental Addr 1 | 111 EAST DISNEY CIRC | <input type="text"/> |
| Supplemental Addr 2 3 | | <input type="text"/> |
| 4 Supplemental City | GILBERT | <input type="text"/> |
| Supp State or Prov 5 | AZ | <input type="text"/> |
| 6 Supplemental Postal | 85233 | <input type="text"/> |
| Telephone - Work 7 | | <input type="text"/> |
| Telephone - Work Ext 8 | | <input type="text"/> |
| Badge Number 9 | | <input type="text"/> |
| Badge Code 10 | | <input type="text"/> |
| DPS-SDA 11 | | <input type="text"/> |
| 12 Seniority Date | 01/05/2008 | <input type="text"/> |
| E-Mail Address 13 | | <input type="text"/> |

| | 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 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 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 the Employee lives in a state other than Arizona, you must 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, you must 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, you must place an Arizona Address in the supplemental address fields. |
| 7 | Telephone-Work Field | N/A | Leave Field Blank. | | |
| 8 | Telephone-Work Ext Field | N/A | Leave Field Blank | | Not applicable for this individual. |
| 9 | Badge Number Field | N/A | Leave Field Blank | | This is an optional field. |
| 10 | Badge Code Field | N/A | Leave Field Blank | | This is an optional field. |
| 11 | DPS-SDA Field | N/A | Leave Field Blank | | This is an agency specific field. |
| 12 | Seniority Date Field | N/A | Leave Field Blank | | This date will default to the hire date. |
| 13 | E-Mail Address Field | N/A | Leave Field Blank | | Not applicable for this individual. |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|----|------------|-------|---------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | Selected Items 2 & 3 are BLANK. |
| 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". | <p>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.</p> <p>Note: The Selected Items 2 & 3 tabs are blank in this Action. No Action is required on these tabs.</p> |

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 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 FC field, and type your comment in the comment field BEFORE clicking 'Add' |
| 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. |

I-9 Employee Work Eligibility Verification

A board/commission member who receives any form of compensation including travel reimbursement should be considered an employee for I-9 purposes.

Please refer to the [I-9 - EEO Information Training](#) manual for further instruction.