

HRIS Entry Business Rules Guide
Return-To-Work Retirees

Introduction: This guide should be used for employees who return to work after previously retiring **AND** terminating employment from the state REGARDLESS of the length of time the employee was gone. Guidelines for employees retiring without terminating employment can be found at the end of this document.

The purpose of the guide is to standardize HRIS entry for return-to-work retirees from their previous employment with the state. This guide compliments the HRIS Rehire Training document that describes ALL the fields necessary to complete a rehire transaction. Although it is obvious from reading the Rehire Training document what values should be entered in most of the HRIS entry fields, there are a handful that present potentially confusing options. This guide focuses only on those items and attempts to eliminate the confusion by presenting clear rules for making entry choices. The HRIS Rehire Training document can be found at the HRIS home page, www.hris.state.az.us. Select the Agency HR Initiator Role from the HRIS Job Roles & Training link. The Rehire Training document is Lesson Nine.

Standardizing our HRIS entry should make your HRIS entry faster, less frustrating, and enable more accurate reporting.

HRIS forms: First, use ZH11.1 to determine if the employee has an EIN. If the employee has an EIN, use XP52.1 for return-to-work rehire transactions. If the employee does **NOT** have an EIN, use XP31.1 to establish an applicant record followed by XP52.4. An employee may not have an EIN if they had retired prior to the implementation of HRIS.

Although the following business rules apply to fields shown on the XP52.1, the same rules apply to those fields on the XP52.4.

Action, Nbr field: If the employee has an EIN, select **REHIRE1** for this field. If the employee is a return to work retiree but does **NOT** have an EIN, select **APP-HIRE1** for this field.

Individual Action (XP52.1)

Company: STATE OF ARIZONA
Employee: 129450 KERRIGAN, LISA M.
Action, Nbr: REHIRE1 REHIRE FRMR EE-1 OF
Effective: 01/01/2010
Last Chg Date: 10/01/2009

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Reasons field 1: Always select **RH-RETIREE** for this field. We can accurately report on return-to-work retirees if we know this entry is always shown in the first Reason code field.

The screenshot shows the 'Individual Action (XP52.1)' form. The 'Reasons' field is highlighted with a red box and labeled 'Reasons field 1'. A red arrow points from the text above to this field. The form contains the following data: Company: STATE OF ARIZONA; Employee: KERRIGAN, LISA M.; Action, Nbr: REHIRE1; Effective: 01/01/2010; and the first Reason field: RH-RETIREE. The second Reason field is empty. The 'Last Chg Date' is 10/01/2009. The form has a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, Next, and a dropdown menu. Below the form are tabs for Parameters, Selected Items 1, Selected Items 2, and Selected Items 3.

Reasons field 2: Select from the following 5 choices for the second **Reasons** field.

The screenshot shows the 'Individual Action (XP52.1)' form. The second 'Reasons' field is highlighted with a red box and labeled 'Reasons field 2'. A red arrow points from the text above to this field. The form contains the same data as the previous screenshot: Company: STATE OF ARIZONA; Employee: KERRIGAN, LISA M.; Action, Nbr: REHIRE1; Effective: 01/01/2010; and the first Reason field: RH-RETIREE. The second Reason field is empty. The 'Last Chg Date' is 10/01/2009. The form has a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, Next, and a dropdown menu. Below the form are tabs for Parameters, Selected Items 1, Selected Items 2, and Selected Items 3.

- **RH-REEMP:** used if a reemployment eligible employee (as defined in Personnel Rule R2-5-101) is rehired after a Reduction In Force (RIF) separation. This code should only be used if the Employee was RIFed and subsequently retired.
- **RH-REIN:** used if an eligible employee (as defined in Personnel Rule R2-5-101) is reinstated.
- **RH-SETCRT:** used if employee is rehired as a result of a court order.
- **RH-SETTLE:** used if employee is rehired as a result of a settlement agreement.
- **RH-REHIRE:** used if employee is rehired after a 2 year break in service or does not meet any of the previous 4 Reason definitions.

Status field: Selection of the proper HRIS Status Code requires you to answer two specific questions:

1. What is the employee's type of appointment?
2. What is the employee's FTE value?

Once you have answered those questions, the proper HRIS Status Code becomes evident.

The attached Employee Status Code Decision Matrix can help guide you to the proper selection. Here's how to use that matrix:

- Make your selection of employment type from the description shown on the matrix under the Step 1 columns
- Move to the right on the matrix from the employment type you have chosen to the Step 2 column. You will find the FTE value options available to you for the employment type you have chosen. Make your selection using the following business rule:
 - Use 1.0 if employee is regularly scheduled to work 80 hours per pay period whenever they are at work.
 - Use .25, .5, or .75 if employee works less than 80 hours per pay period. Determine the actual percentage the employee is scheduled to work per pay period and round down to .25, .5, or .75. For example, if an employee routinely works 32 hours per pay period (.4 of 80 hours), the employee's FTE would be recorded as .25.
 - Use .25 if the actual percentage the employee is scheduled to work per pay period is less than .25.
 - Use .001 if employee is a non-compensated Board member.
- Move to the right on the matrix from the FTE value you have chosen. Enter the HRIS Status Code you find in the **Status** field.

Data Item	Current Value	Change To
Name - First	LISA	<input type="text"/>
Name - Last	KERRIGAN	<input type="text"/>
Status	C1	<input type="text"/>
Termination Date		<input type="text"/>

Hire Date field: The **Hire Date** field value is the employee's most recent hire date with the State of Arizona after a break in service. Therefore it **MUST** be changed to the re-hire date.

Data Item	Current Value	Change To
Name - First	LISA	<input type="text"/>
Name - Last	KERRIGAN	<input type="text"/>
Status	C1	<input type="text"/>
Termination Date		<input type="text"/>
Hire Date	10/01/2009	<input type="text"/>

Rate of Pay field: If the **Salary Class** is H, enter the employee's hourly rate of pay in the **Rate of Pay** field. The employee's FTE value has no impact on the person's rate of pay. For example, an employee with a \$20 hourly pay rate and an FTE value of .5 should NOT have a Rate of Pay entered of \$10...it should still be \$20. If the **Salary Class** is S, enter the employee's annual salary in the **Rate of Pay** field.

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Pay Frequency	2		V
Salary Class	H		V
Rate of Pay	60.0000		V
Schedule	AEXEC		V

FTE field: Use the business rule defined in the Status field discussion above to determine the **FTE** value.

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Pay Frequency	2		V
Salary Class	H		V
Rate of Pay	60.0000		V
Schedule	AEXEC		V
Grade	E6		V
Step			V
Exempt From Overtime	Y		V
Pay Plan	EXC		V
FTE	1.000		V
Expense Dist Co	1000		V

Once you've completed this page, click the Add button to record the REHIRE 1 Action, Nbr. Then select the **HIRE-REHIRE2** Action, Nbr and click the Inquire button. The following guidelines refer to data fields found for that Action, Nbr.

EEO-4 Group and Excluded from EEO-4 fields: These **two fields** determine the employee's status for equal opportunity reporting. The field entries are primarily determined by the employee's agency. The attached Agency List shows you which EEO-4 Group should be chosen (EEO4 Functional Code column) and if the employee should be excluded from EEO4 reporting (Exclude from EEO4 Report column) by agency.

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Preferred Name	LISA	<input type="text"/>	<input type="button" value="v"/>
Disability	N	<input type="text"/>	<input type="button" value="v"/>
Gender	F	<input type="text"/>	<input type="button" value="v"/>
Marital Status	M	<input type="text"/>	<input type="button" value="v"/>
Ethnicity	WHIT	<input type="text"/>	<input type="button" value="v"/>
EEO-4 Group	1	<input type="text"/>	<input type="button" value="v"/>
Exclude From EEO-4	N	<input type="text"/>	<input type="button" value="v"/>
Veteran	N	<input type="text"/>	<input type="button" value="v"/>

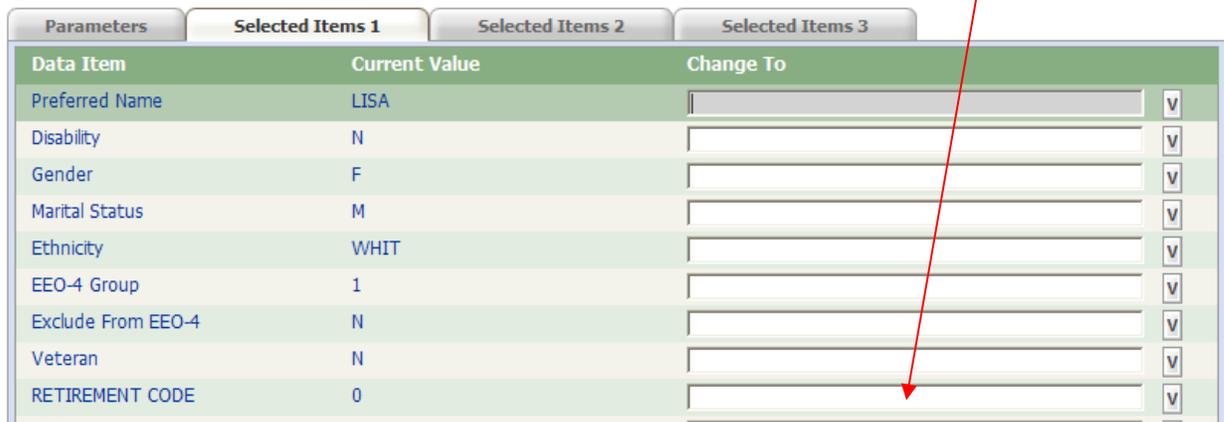
Retirement Code field: Selection of the proper HRIS Retirement Code requires you to answer three specific questions:

1. From what retirement system is the employee collecting retirement pay?
2. What is the retirement system the employee is going to?
3. How much time has elapsed since the employee's termination?
4. Will the employee be working less than 20 hours per week for 20 weeks?

Once you have answered those questions, the proper HRIS Retirement Code becomes evident.

The attached Retirement Code Decision Matrix (Matrix) can help guide you to the proper selection. **The Matrix only applies to return-to-work-retirees who have reached normal retirement age.** Here's how to use that matrix:

- Make your selection of ASRS, PSPRS, EORP, or CORP on the matrix under the Step 1 column.
- Move to the right on the matrix from the FROM retirement system you have chosen to the Step 2 column. You will find the TO retirement system options available to you. Make your selection of the retirement system the employee is going TO.
- Move to the right on the matrix from the TO retirement system you have chosen to the Step 3 column. You will find length of time since termination options available to you. Select the employee's applicable length of time since termination. If the employee has terminated multiple times since his/her original retirement, the employee's original termination date should be used.
- Move to the right on the matrix from the length of time since termination option you have chosen to the Step 4 column. You will find 20 week/20 hour test options available to you. Select the employee's applicable 20 week/ 20 hour test.
- Move to the right on the matrix from the 20 week/20 hour test option you have chosen. Enter the HRIS Retirement Code you find in the **Retirement Code** field. Select the applicable Retirement Code for the identified agencies for employees moving from ASRS to PSPRS retirement systems.



The screenshot shows a data entry interface with four tabs: Parameters, Selected Items 1, Selected Items 2, and Selected Items 3. The 'Selected Items 1' tab is active, displaying a table with the following data:

Data Item	Current Value	Change To
Preferred Name	LISA	<input type="text"/>
Disability	N	<input type="text"/>
Gender	F	<input type="text"/>
Marital Status	M	<input type="text"/>
Ethnicity	WHIT	<input type="text"/>
EEO-4 Group	1	<input type="text"/>
Exclude From EEO-4	N	<input type="text"/>
Veteran	N	<input type="text"/>
RETIREMENT CODE	0	<input type="text"/>

A red arrow points from the text 'Retirement Code' in the instructions above to the 'RETIREMENT CODE' row in the table.

Annual Leave and Sick Leave Plan fields: If employee is eligible for annual and sick leave, pick an **Annual Leave Plan** and a **Sick Leave Plan** code that is consistent with the employee's FTE value. For example, if an employee has been designated as Uncovered with an FTE value of .5, the Annual Leave code would be UNCVD ½ (not UNCOVERED which is only used for employees with an FTE value of 1.0).

Agencies **NOT COVERED** by the ADOA personnel system should select the No Accruals entry option **UNLESS** the agency has a specific accrual plan identified in HRIS.

Data Item	Current Value	Change To
Auto Time Record	Y	<input type="text" value="Y"/>
Automatic Deposit	Y	<input type="text" value="Y"/>
ANNUAL LEAVE PLAN	UNCOVERED	<input type="text"/>
SICK LEAVE PLAN	STANDARD	<input type="text"/>
CASH/COMP	NONE	<input type="text"/>
EDUCATION		<input type="text"/>
Adjusted Hire Date	10/01/2009	<input type="text"/>
AGENCY HIRE DATE	10/01/2009	<input type="text"/>
ORIG STATE HIRE DATE	10/01/2009	<input type="text"/>
JOB CODE HIRE DATE	10/01/2009	<input type="text"/>
STATUS TERM DATE		<input type="text"/>
Work Schedule	8 HR M-FR	<input type="text"/>

Adjusted Hire Date field: The **Adjusted Hire Date** is a computed date used only for employees returning to work after a break in service of less than 2 years, for LWOP of 240 hours or greater, or additions for credited service with a non-System A state budget unit. The computation compensates for the break in service or additions to service and establishes a modified hire date for use in determining length of service and annual leave accruals. Please refer to State Adjusted Hire date Policy on the ADOA HRD – HR Professional web site for more details on Adjusted Hire Date. An Adjusted Hire date calculator is available on the ADOA HRD – HR Professional web site at www.hr.az.gov/hris/hris_entry_tools.asp.

Agencies **NOT COVERED** by the ADOA Personnel System may enter any date in the Adjusted Hire Date field that conforms to their agency's personnel rules. However, HRIS would prefer those agencies use the Adjusted Hire date calculator if it is not in conflict with their agency personnel rules. By doing so, employees who may subsequently transfer to agencies covered by the ADOA personnel System will have an accurate representation of years of service for purposes of determining annual and sick leave accrual rates.

Original State Hire Date field: The **Original State Hire Date** is the first date the employee ever worked for a state agency. This date will never change even if the employee has a break in service of more than 2 years. Consequently, this date should not be modified when you are completing your return-to-work rehire HRIS entry.

Parameters				Selected Items 1				Selected Items 2				Selected Items 3			
Data Item	Current Value		Change To												
Auto Time Record	Y		<input type="text" value="Y"/>								<input type="button" value="V"/>				
Automatic Deposit	Y		<input type="text" value="Y"/>								<input type="button" value="V"/>				
ANNUAL LEAVE PLAN	UNCOVERED		<input type="text"/>								<input type="button" value="V"/>				
SICK LEAVE PLAN	STANDARD		<input type="text"/>								<input type="button" value="V"/>				
CASH/COMP	NONE		<input type="text"/>								<input type="button" value="V"/>				
EDUCATION			<input type="text"/>								<input type="button" value="V"/>				
Adjusted Hire Date	10/01/2009		<input type="text"/>								<input type="button" value="V"/>				
AGENCY HIRE DATE	10/01/2009		<input type="text"/>								<input type="button" value="V"/>				
ORIG STATE HIRE DATE	10/01/2009		<input type="text"/>								<input type="button" value="V"/>				
JOB CODE HIRE DATE	10/01/2009		<input type="text"/>								<input type="button" value="V"/>				
STATUS TERM DATE			<input type="text"/>								<input type="button" value="V"/>				
Work Schedule	8 HR M-FR		<input type="text"/>								<input type="button" value="V"/>				

HRIS will automatically fill the Original Hire Date with the current hire date if the return to work retiree does NOT have an EIN from his previous employment with the state. If you know and can verify the employee's hire date when he/she was first employed, you may enter that date in the Original Hire Date field.

Once you've completed this page, click the Add button to record the REHIRE 2 Action, Nbr. Then select the **EEDATES** Action, Nbr and click the Inquire button. The following guidelines refer to data fields found for that Action, Nbr.

Seniority Date field: The **Seniority Date** field is established in HRIS for automatic processing of step and grade increases for Correctional Officer 2 positions. The Seniority Date is the Correctional Officer 2 job code hire date. Agency specific use of this field other than for Correctional Officer 2 may require a change upon rehire of an employee depending on the agency specific use.

Data Item	Current Value	Change To
ORIG STATE HIRE DATE	02/19/1991	<input type="text"/>
Adjusted Hire Date	02/19/1991	<input type="text"/>
AGENCY HIRE DATE		<input type="text"/>
JOB CODE HIRE DATE		<input type="text"/>
Seniority Date	02/19/1991	<input type="text"/>
STATUS TERM DATE		<input type="text"/>
Anniversary Date	02/19/1991	<input type="text"/>
Hire Date	02/19/1991	<input type="text"/>

Anniversary Date field: The **Anniversary Date** field should be changed to the Adjusted Hire Date.

Retiring Without Terminating Guidelines

Employees who retire without terminating employment may require multiple HRIS entry actions depending on the unique circumstances of the employee.

A change to the employee's HRIS retirement code must be evaluated according to the following rules

- The HRIS retirement code should be changed to **9** if: 1) employee has reached normal retirement age, 2) work hours reduced below 20/20 after retirement, and 3) agency agrees to reduced work hours.
- The HRIS retirement code should remain as **1** if any of the three conditions mentioned above are not met. The employees ASRS pension would stop under this condition.

The employee's FTE value, Job Code, and other fields may also need to be changed. All of these changes are made through the XP52.1 using the STATUS CHG or JOB CHANGE actions.