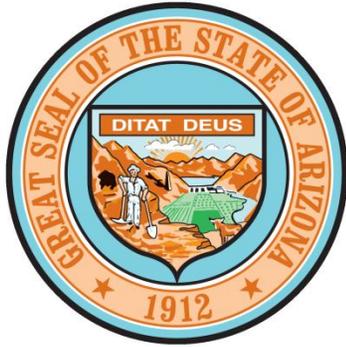


Welcome to the
HRIS Application 9.0
Upgrade Training



Purpose of Tutorial

The purpose of this tutorial is to familiarize you with the changes that will occur with the HRIS Application 9.0 upgrade that occurs on January 19th 2010. Please review the following pages and if you have questions, please contact the HRIS Help Desk at 602.542.4700 or hrishelpdesk@azdoa.gov.



Summary of Changes

The following training document explains the changes that will have occurred with HRIS upgrade to Applications 9.0. Below is a summary of the HRIS forms that will be modified and also lists the new forms that will be available.

Personnel Administration / Human Resources

- Starters and Leavers (PA223) – New report available
- Length of Service (PA 210) – New report available
- Individual Action – Modification

Payroll

- Drill Around (One Time Deduction & Payment) - Modification
- Standard Time Record (ZR30) - Modification
- Paystub Inquiry (PR51) – Modification
- Agency Retroactive Pay (ZR131) - Modification

Benefits

- Employee Benefit Entry (BN31.1) – Modification
- Employee (HR11) & Dependent (XH13) Medicare Indicator – Modified



PA223 – Starters and Leavers Report

HRIS now offers a new report titled “Starters and Leavers (PA223)”. This new standard report allows users to report on Starters (New Hires), Leavers (Separations) or both Starters and Leavers. Additionally, you can limit reports on employees’ to a specific processing group, process level, department, or employee group.

Employees can be selected on the basis of specified personnel action codes and/or action reasons or, based on their logged hire date/adjusted hire date or termination date. Further this report allows you to use up to 10 personnel action codes and/or reasons to identify starters and leavers. Employee reports can be selected either on the basis of the Effective date of the change or the System Date the employee record was actually updated. The System Date option is useful if you make many retroactively effective changes.

For complete training on the new form, please visit our website at <http://www.hris.state.az.us/>. Click on HRIS Job Roles and Training and access your job role, then click the reports link at the bottom of the page to view the “Starters and Leavers (PA223)” training.

HRIS State of Arizona Starters and Leavers Report (PA223)

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

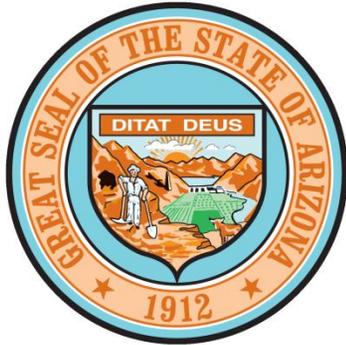
Submit Reports Job Sched Print Mgr

Job Name DCPA223
Job Description test 9.0
User Name adtayld Debbie Taylor
Data Area/ID TEST

Parameters

Main Personnel Actions - Starters Personnel Actions - Leavers

Company 1 STATE OF ARIZONA
Processing Group
Process Level
Department
Employee Group
Report Type 3 Starters and Leavers
Data Source 1 Personnel Actions
Date Range 11/01/2009 - 12/04/2009
Date Option 1 Effective Date
Report Sort 1 Employee Number
Create CSV N No



XP52 – Individual Action

The Individual Action form has been modified to allow users to increase or decrease an employees pay based on a percentage amount. When the user selects the "P" on the XP52, they are presented with a new form on which they can indicate the % increase or decrease. When the user exits out of the Pay Rate Change (HR79.2) form, the new calculated rate is displayed on the XP52 for rate of pay field.

1. Open the XP52.1 form
2. Select the "P" icon that correlates with the Rate of Pay
3. The Pay Rate Change Calculator (HR79.2) form appears

NOTE: Continue to next slide

The screenshot shows the HRIS Individual Action (XP52.1) form. The header includes the HRIS State of Arizona logo, the title "Individual Action (XP52.1)", and a user welcome message "Welcome Patricia". The form contains several input fields for Company (STATE OF ARIZONA), Employee (104279), Action, Nbr (JOB CHANGE), and Effective date (11/01/2008). A table below lists various data items with their current values and change-to fields. A red arrow points to the "P" icon in the "Rate of Pay" row.

Data Item	Current Value	Change To
Status	T2	
Position	ADC005760.AAN	
Job Code	ACV39003	
Process Level	DC24W	
Department	24WH0	
Location	PAYROLL	
Supervisor	DC24W80404	
User Level	DCWH-24	
Salary Class	H	
Rate of Pay	17.0194	P
Schedule	ACO	
Grade	01	



XP52 – Individual Action (Cont'd)

HR79.2 – Pay Rate Change Calculator

4. Enter the **Percent Increase** or **Percent Decrease**
5. Select **Calculate**
6. The **New Pay Rate** will calculate and display
7. Click **Done**. The HR79.2 will automatically close, and the new pay rate will display on the Rate of Pay field on the XP52 form.

The screenshot shows the HRIS Pay Rate Change Calculator (HR79.2) interface. The window title is "Pay Rate Change Calculator (HR79.2)" and the user is logged in as "Patricia". The interface includes a navigation menu on the left with options like "Home", "Your Employee Services", "Manager Self-Service", and "Control-D Web Reports". The main area contains the following fields and buttons:

- Current Pay Rate:** 17.0194 (indicated by red arrow 6)
- New Pay Rate:** 17.8704 (indicated by red arrow 4)
- Percent Increase:** 5.0000 (indicated by red arrow 5)
- Percent Decrease:** (empty field)
- Rounding Method:** 1 (dropdown menu)
- Rounding To:** 9 (dropdown menu)
- Normal Rounding:** .0001
- Buttons:** Cancel, Calculate (indicated by red arrow 5), Done (indicated by red arrow 7)



One Time Deduction – Drill Around

A record type description was added to the drill views for one-time deductions. The description identifies how the one-time deduction was created; for example, User Entered on PR39.1, Arrears, PR80.1, and so on.

Drill Around@ -- Webpage Dialog

http://h5-lsf9.azdoa.gov/lawson/portal/drill/drill.htm

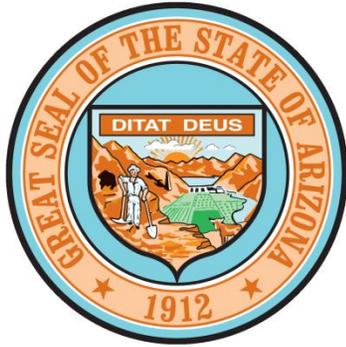
Close | Search | Find Next | Reset | Printable View

DRILL EXPLORER

- Pay Edits
- Benefit Criteria
- Positions, Jobs
- Personnel Action History
- Salary History
- Position, Job History
- Created Payments
- Payments
- Deductions
- All Benefits
- Current Benefits
- Time Accrual Balances
- Current Year Earnings By Quarter
- Earnings By Quarter
- Current Year Deductions By Quarter
- Deductions By Quarter
- Adjustments
- One-Time Deductions**
- Beneficiaries
- Employee Groups
- Employee Garnishments
- Overtime Plan, Payroll Schedule
- Reviews
- Dependents
- Emergency Contacts
- Training History
- Attendance History

Code	Amount	Date	Status	Payment Description	Record Type
7125	31.72	08/14/2009	Current	*AVESIS	User Entered (Blank)
D001	116.32	08/14/2009	Current	*DELTA	User Entered (Blank)
M005	276.92	08/14/2009	Current	*UHC	User Entered (Blank)

View: 50 Records Previous 50 Next 50 Records 1 -



Payments– Drill Around

The Payment Drill Around now allows users to see the most recent checks for an employee at the top of the list upon inquiry. This widely requested enhancement makes it easier to search for check information on specific employees and eliminates the need to search for the last payment received.

Drill Around® -- Webpage Dialog

http://h5-lsf9.azdoa.gov/lawson/portal/drill/drill.htm

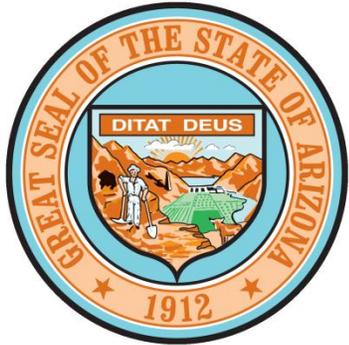
Close | Search | Find Next | Reset | Printable View

DRILL EXPLORER

- Pay Edits
- Benefit Criteria
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- Deductions By Quarter
- Adjustments
- One-Time Deductions
- Beneficiaries
- Employee Groups
- Employee Gamishments
- Overtime Plan, Payroll Schedule
- Reviews
- Dependents
- Emergency Contacts
- Training History
- Attendance History

Payment Nbr	Date	Gross Amount	Net Amount	Currency	Type	Status
20735716	11/20/2009	0.00	0.00	USD	A	Closed
20698330	11/06/2009	0.00	0.00	USD	A	Closed
20660704	10/23/2009	0.00	0.00	USD	A	Closed
20623162	10/09/2009	0.00	0.00	USD	A	Closed
20585612	09/25/2009	0.00	0.00	USD	A	Closed
20548132	09/11/2009	0.00	0.00	USD	A	Closed
20510391	08/28/2009	264.61	19.57	USD	A	Closed
20472669	08/14/2009	0.00	0.00	USD	A	Closed
20435074	07/31/2009	0.00	0.00	USD	A	Closed
20397341	07/17/2009	0.00	0.00	USD	A	Closed
20359371	07/03/2009	0.00	0.00	USD	A	Closed
20321127	06/19/2009	1083.05	456.55	USD	A	Closed
20282588	06/05/2009	1399.04	661.83	USD	A	Closed
20243914	05/22/2009	1459.04	706.27	USD	A	Closed
20205126	05/08/2009	852.52	291.69	USD	A	Closed
20166368	04/24/2009	1472.12	717.28	USD	A	Closed
20127652	04/10/2009	1375.42	700.43	USD	A	Closed
20088915	03/27/2009	1459.03	760.92	USD	A	Closed
20050166	03/13/2009	1369.13	696.24	USD	A	Closed
20011192	02/27/2009	1409.02	707.54	USD	A	Closed
19971770	02/13/2009	1349.01	662.82	USD	A	Closed
23979775	01/30/2009	1203.98	828.57	USD	S	Closed
23976515	01/16/2009	1391.33	695.70	USD	S	Closed

View 50 Records Previous 50 Next 50 Records 1 - 50



ZR30 - Standard Time Record

Currently, you can only enter an end date if an employee is in a Pay Status ("PB" or "PN"), however, the Standard Time Record (ZR30.1) has been modified to allow the updating of the End Date, even if the employee is in a No Pay ("NN" or "NB") status.

HRIS
State of Arizona

Standard Time Record (ZR30.1)

weicom

Home |
 + Add |
 Change |
 Previous |
 ? Inquire |
 Next |
 Inquire

Company STATE OF ARIZONA
Employee

Pay		Hours	Job Code	Amount	Begin Date	End Date	Currency Code
FC	Code						
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							

Work |
 General Ledger |
 More

Process	Business	Quebec Enterprise	
Level	Department	Number Group	Number Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Location
			<input type="text"/>



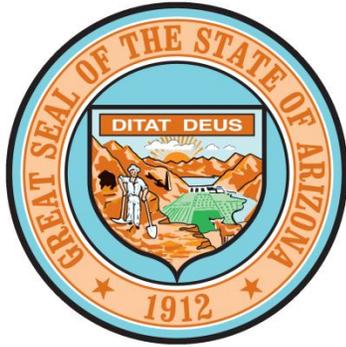
PR51 – Pay Stub Inquiry

The select view on Pay Stub Inquiry (PR51.1) and Payment Replacement (PR86.1) for the Payment Number field has been enhanced to display payments in descending order.

Normal business processes are such that the more current payment numbers are the ones of interest, so by sorting the select in descending order it becomes more user-friendly.

The screenshot shows the HRIS State of Arizona Pay Stub Inquiry (PR51.1) interface. The search criteria are: Company: STATE OF ARIZONA, Employee: HARRIS, DANIEL T., and Payment Number: [blank]. A 'Drill Around' dialog window is open, displaying a table of payment numbers in descending order.

Number	Type	Date
20735716	ACH Receipt	11/20/2009
20698330	ACH Receipt	11/06/2009
20660704	ACH Receipt	10/23/2009
20623162	ACH Receipt	10/09/2009
20585612	ACH Receipt	09/25/2009
20548132	ACH Receipt	09/11/2009
20510391	ACH Receipt	08/28/2009
20472669	ACH Receipt	08/14/2009
20435074	ACH Receipt	07/31/2009
20397341	ACH Receipt	07/17/2009
20359371	ACH Receipt	07/03/2009
20321127	ACH Receipt	06/19/2009
20282588	ACH Receipt	06/05/2009
20243914	ACH Receipt	05/22/2009
20205126	ACH Receipt	05/08/2009
20166368	ACH Receipt	04/24/2009
20127652	ACH Receipt	04/10/2009
20088915	ACH Receipt	03/27/2009
20050166	ACH Receipt	03/13/2009
20011192	ACH Receipt	02/27/2009
19971770	ACH Receipt	02/13/2009
23979775	System Payment	01/30/2009



ZR131 – Agency Retroactive Pay Calculation

The ZR131 has been modified to include three update options on the Time Record field instead of two.

Update Option Field:

- **Update; Recreate Time Records:** Allows user to add time records to an employee and will not delete any existing retroactive time records.
- **Report:** Allows user to run a report to produce an edit report without creating actual time records
- **Update; Add Time Records:** Allows user to delete retroactive existing time records on an employee record and overwrite with retroactive time records

HRIS State of Arizona

Agency Retroactive Pay Calc (ZR131)

» + Add Change - Delete ◀ Previous ? Inquire ▶ Next | Inquire ▾

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name jadbowlj Jennifer Bowling

Product Line TEST

Parameters

Selection Time Record

Retroactive Percent -or- Amount Per Hour

Retroactive Pay Code

Time Record Date

Distribution Option

Update Option Report

Employee Sequence

- Update; Recreate Time Records
- Report
- Update; Add Time Records



BN31.2 – Employee Benefit Entry

The Employee Benefit form now allows a user to enter different start dates from benefit coverage start dates. Please note, these changes are required and must be entered to process the new employee's benefits.

1. Open the **BN31.2** form
2. Click on the **Deduction** Tab
3. Enter the **Start Date** that the employee will begin – please see next page for a chart to assist you in choosing the proper start date for 2010
4. Leave **Stop Date** blank

NOTE: These steps must be completed for all plans the Employee is being enrolled in – Medical, Dental, Vision, Disability, Supplemental Life, etc.

HRIS State of Arizona Employee Benefit Entry (BN31.2)

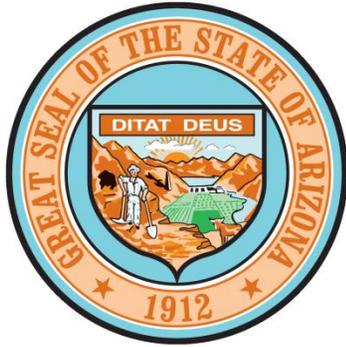
Company: 1 STATE OF ARIZONA
 Employee: []
 As of date: 12/22/2009
 Benefit Type: HL DN EL DL DI RS SB DC DB SP VA

FC	Type	Plan	Description	Eligible	Start	Option	Mult	Cov, Pay Prd	Sal, Annual
<input type="checkbox"/>	HL	AMES	AMERIBEN EPO	11/28/2009					
<input type="checkbox"/>	HL	AMPS	AMERIBEN PPO	11/28/2009					
<input type="checkbox"/>	HL	ATES	AETNA EPO	11/28/2009					
<input type="checkbox"/>	HL	ATHS	AETNA HSA	11/28/2009					
<input type="checkbox"/>	HL	ATPS	AETNA PPO	11/28/2009					
<input type="checkbox"/>	HL	AVSS	AVESIS VISION	11/28/2009					
<input type="checkbox"/>	HL	CGES	CIGNA EPO	11/28/2009					
<input type="checkbox"/>	HL	UNES	UHC EPO	11/28/2009					
<input type="checkbox"/>	HL	UNPS	UHC PPO	11/28/2009					
<input type="checkbox"/>	HL	WHLT	DECLINE MEDICAL	11/28/2009					
<input type="checkbox"/>	HL	WVIS	DECLINE VISION	11/28/2009					

More... HIPAA **Deduction**

Start Date: [] Stop Date: []

Beneficiaries Savings Bond Beneficiaries Comments



BN31.2 – Employee Benefit Entry (Cont'd)

Please use the following chart to determine what Start Date to enter on the BN31. For example, if the employee's benefits begin on 03/20/2010, you should enter 04/09/2010 as the Start Date.

Example:



If EE's benefits start on:	Then choose the following Start Date:
01/09/10	01/29/10
01/23/10	02/12/10
02/06/10	02/26/10
02/20/10	03/12/10
03/06/10	03/26/10
03/20/10	04/09/10
04/03/10	04/23/10
04/17/10	05/07/10
05/01/10	05/21/10
05/15/10	06/04/10
05/29/10	06/18/10
06/12/10	07/02/10
06/26/10	07/16/10
07/10/10	07/30/10
07/24/10	08/13/10
08/07/10	08/27/10
08/21/10	09/10/10
09/04/10	09/24/10
09/18/10	10/08/10



HR11- Employee & XH13 – Dependent,

HIPAA laws require the tracking of the Medicare status. New values were added to the Medicare Indicator field for employees, retirees, & dependents within Benefits Administration. The Medicare identifier impacts benefit coverage options and the premium amount.

The new values are:

- Medicare Part A and B and D
- Medicare Part A and D
- Medicare B and D
- Medicare Part D

Note: The field will still be defaulted to “No Medicare”

HRIS State of Arizona

Dependent (XH13.1)

Home + Add Change Delete Previous ? Inquire Next | Inquire

Your Employee Services

- Benefits
- Employee Training
- Leave Balances
- Pay
- Personal Information
- Help/Change Password
- Time Entry

Company 1 STATE OF ARIZONA

Employee 24615 BRAY, RITA

Dependent 1 BRAY, ROY C.

Main Address Benefits Analysis Coverage

Prior Months Cov

Primary Care Physician

Established Patient N/A

Health No Coverage

Dental No Coverage

Life No Coverage

Medicare Indicator E No Medicare

Not Applicable

Medicare Part A

Medicare Part B

Medicare Part A and B

Medicare Part Unknown

No Medicare

Medicare Part A and B and D

Medicare Part A and D

Medicare Part B and D

Medicare Part D



Conclusion

If you have any questions with these changes or any other questions regarding HRIS, please contact the HRIS Help Desk at 602.542.4700 or hrishelpdesk@azdoa.gov.