



HRIS Job Role Training

Certification Training

Forms: XP22, PA22

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Introduction

Various types of Employees must have specific types of licensure or certifications as pre-requisites for their jobs. These may range from a special type of driver's license for a chauffeur to a medical license for a doctor.

The Certifications Form (XP22.1) is the form in HRIS in which an agency may input or remove pre-designated certifications into an Employee's record. The following fields are available for completion:

- EIN (Employee's Name will appear automatically)
- Certification Code (The Certification Description will appear next to it)
- Acquired Date
- Renewal Date
- State in which licensure exists (always AZ)
- License Number
- Renewal Cycle (optional)

At the present, there are defaults at the bottom of the form for "Verified" and "Company Sponsor". Currently, "Yes" automatically defaults into the "Verified" field, and "No" defaults into the "Company Sponsor" field. To change either of these fields, enter the correct information, plus enter a "C" in the FC field for the license in question.

If an agency wants to track the source of the license or the cost, these may be input also.

Certifications Form (PA22.1)

The screenshot shows the HRIS State of Arizona interface for the Certifications Form (PA22.1). The page includes a header with the HRIS logo and user information, a navigation bar with buttons like 'Change', 'Previous', 'Inquire', and 'Next', and a search bar. The main content area features a search section for 'Company' (STATE OF ARIZONA) and 'Employee' (O'CONNAL, BRIAN), followed by a table of certification records. The table has columns for 'FC', 'Certification', 'Desc', 'Date Acquired', 'Renewal Date', 'St Pr', 'License Number', and 'Ren Cyc'. Below the table are fields for 'Source', 'Cost', 'Verified', and 'Company Sponsor'. A 'Comments' button is also present.

Callout 1: Search bar containing 'certifications'.

Callout 2: Company dropdown menu.

Callout 3: Employee dropdown menu.

Callout 4: Inquire button.

Callout 5: FC column header.

Callout 6: Certification column header.

Callout 7: Date Acquired column header.

Callout 8: Renewal Date column header.

Callout 9: St Pr column header.

Callout 10: License Number column header.

Callout 11: Comments button.

Callout 12: Main button.

Callout 13: Verified dropdown menu.

Callout 14: Cost field.

Callout 15: Company Sponsor dropdown menu.

Callout 16: Certifications (PA22.1) title.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PA22.1 in the White Search Box. Press Enter on the keyboard	The Certifications Form (PA22.1) will open.	Certifications Form (PA22.1) can be used to track information such as: teachers certifications, licensed practical nurse, CPA, etc. In addition, form can be used to track when certifications must be renewed.
2	Company Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	Employee Field	R	Type the employee's EIN.	System will display the employees name at the end of the field after advancing out of the field.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire	HRIS will access needed information for the EIN Message "Inquiry Complete" will appear in the lower left corner.	
5	FC Field	R	Type 'A' in the FC field to add a new certification.. Type 'C' in the FC field to change an existing certification. Type 'D' in the FC field to delete an existing certification.		 Notes <ul style="list-style-type: none"> If 'D' is selected and no other changes are required, skip to step 16.
6	Certification Field	R	Type or Select from the drop down menu the certification held by the Employee	Certification description will appear in the Desc field after entry.	
7	Date Acquired Field	O	Type the date the certification was acquired, if available		Format: MMDDYYYY
8	Renewal Date Field	O	Type the date the certification is due to expire, if one exists.		Format: MMDDYYYY

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	St Pr Field	O	Type the state or province where the certification is valid.		Field allows for two characters. Example – AZ
10	License Number Field	O	Type the unique license or certification number.		Field is 20 characters long
11	Ren Cyc Field	O	Type the frequency the certification must be renewed, if applicable.		Valid values are: <ul style="list-style-type: none"> • AN = Annual • QT = Quarterly • ST = Semi-Annual • 2Y = 2 years • 3Y = 3 years • 4Y = 4 years • 5Y = 5 years • 6Y = 6 years • 7Y = 7 years • 8Y = 8 years • 9Y = 9 years
12	Main Tab – Source Field	O	Leave this field BLANK.		At this time, field is not populated and therefore will not be used.
13	Main Tab – Verified Field	O	Type or Select from the drop down whether or not the Certification has been verified.		Valid values are: <ul style="list-style-type: none"> • N = No • Y = Yes *The default value is Y
14	Main Tab - Cost Field First Box	O	Type the cost of the certification, if available.		Field allows for 12 characters. Example: 1100.00
	Second Box	O	Type or Select the currency that the value is being placed in.		For State of Arizona, should select 'USD' for United States Dollar.
15	Main Tab – Company Sponsored Field	O	Type or Select whether the certification were state sponsored, if applicable.		Valid values are: <ul style="list-style-type: none"> • N = No • Y = Yes *The default value is N You may repeat these steps as many times as necessary.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
16	Change Buttons	R	Click 'Change' if adding/updating a recording, or deleting a record where information previously existed.	Message in the lower left corner "Change Complete - Continue".	Action is processed and saved.

After inputting an employee's certification, you may run a listing of employees with certifications by processing the Certification Listing (XP222).