HRIS Job Role Training

Contractors and Volunteers

Forms: CV11

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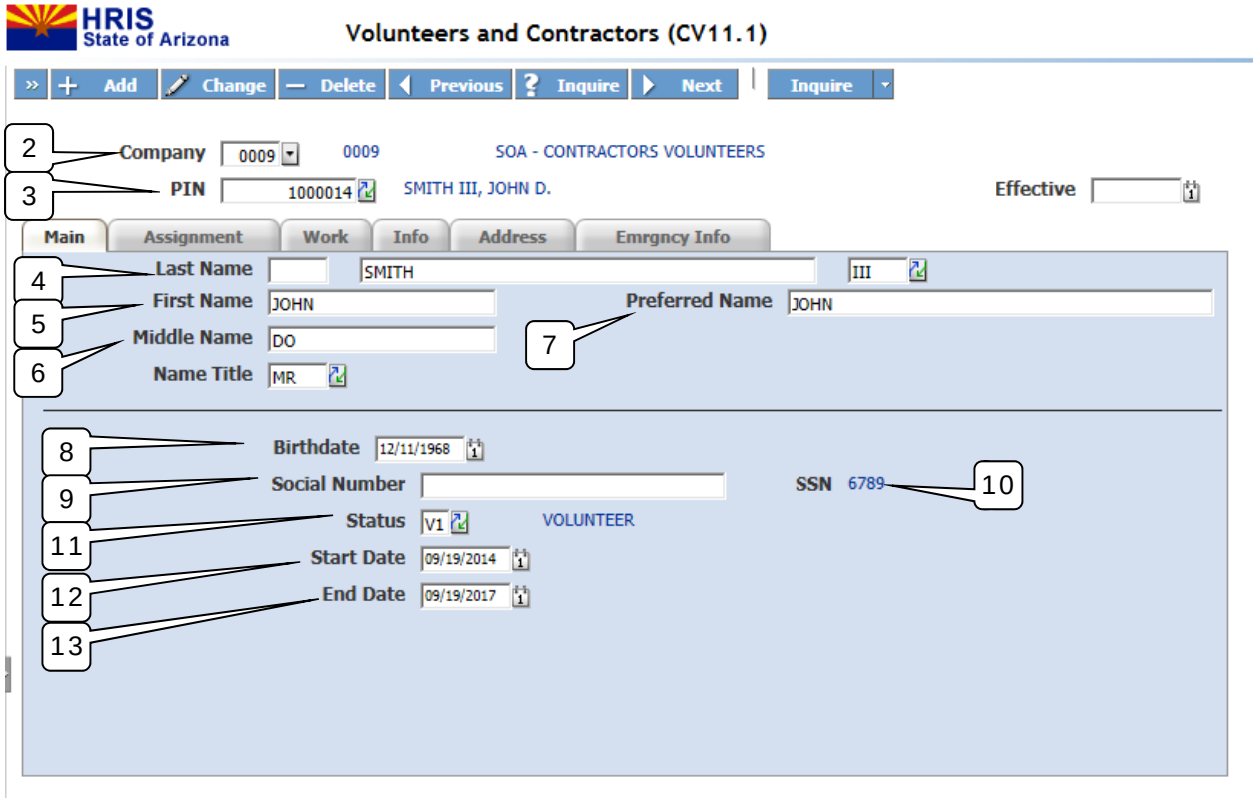
Introduction

State of Arizona now offers the ability to track specific contact information for volunteers and contractors. This tracking ability would store information such as name and contact information but would not be used for any payroll or benefit information. Once a new contractor or volunteer was added into the system, an online account will automatically be created for the user. When the user receives an email with the user name and password information, they will be able to login to their online account to review the State of Arizona's Access Agreement, sign up for Mass Communications, update emergency contacts and change home address.

New individuals added into the HRIS system will automatically be assigned a Personal Identification Number (PIN) which will be used as their username and the default password will be their four year birth year and the last four digits of the social security number.

How to add / edit Volunteers and Contractors

MAIN



R=Required, O=Optional, D=Display

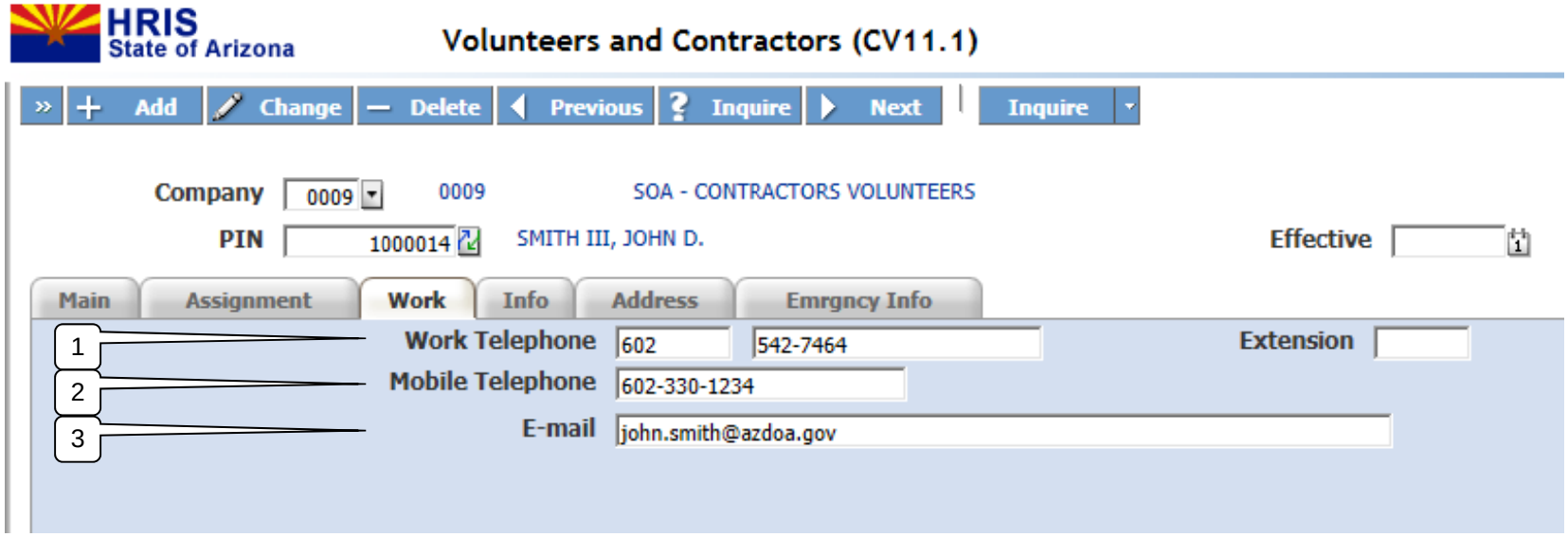
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**White Search** Box	R	Type CV11 in the White Search Box. Press ENTER on the keyboard.	The Volunteer and Contractor form will appear	
2	**Company** Field	R	Type 9 in Company field.	System will access information for Company 9.	All forms/actions must contain a 1 in the Company Field.
3	**PIN** Field	R	Leave this field blank as the system		

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			will auto-generate this number once the information has been successfully added into the system		
4	**Last Name** Field	R	Enter the Last Name of the Contractor or Volunteer		
5	**First Name** Field	R	Enter the First Name of the Contractor or Volunteer		
6	**Preferred Name** Field	O	Enter the Preferred Name of the Contractor or Volunteer		
7	**Middle Name** Field	O	Enter the Middle Name of the Contractor or Volunteer		
8	**Birthdate** Field	R	Enter the birthdate of the Contractor or Volunteer		The four year birth year will be used for the initial default password for the user to access online account, please ensure this is accurate.
9	**Social Security Number** Field	R	Enter the Social Security Number of the Contractor or Volunteer	Once this record is added or changed in HRIS, the system will force you to re-enter the social security number to verify the code is accurate.	Once the record has been added, the social security number will be hidden due to security issues. The last four of the Social Security number will populate in the next field "SSN" If you are entering a duplicate social security number, you will receive an … an error message stating that the social security number exists and what the PIN number associated with social security number is.
10	**SSN** Field	D	Display only field	The last four of the social security will display in this field	
11	**Status** Field	R	Select either Contractor (C1) or Volunteer (V1) depending on what type of user this will be		
12	**Start Date** Field	R	Enter the Start Date of the Contractor or Volunteer		
13	**End Date** Field	R	Enter the End Date of the Contractor or Volunteer		This date cannot be greater than three years from the date the record has been last updated.

ASSIGNMENT

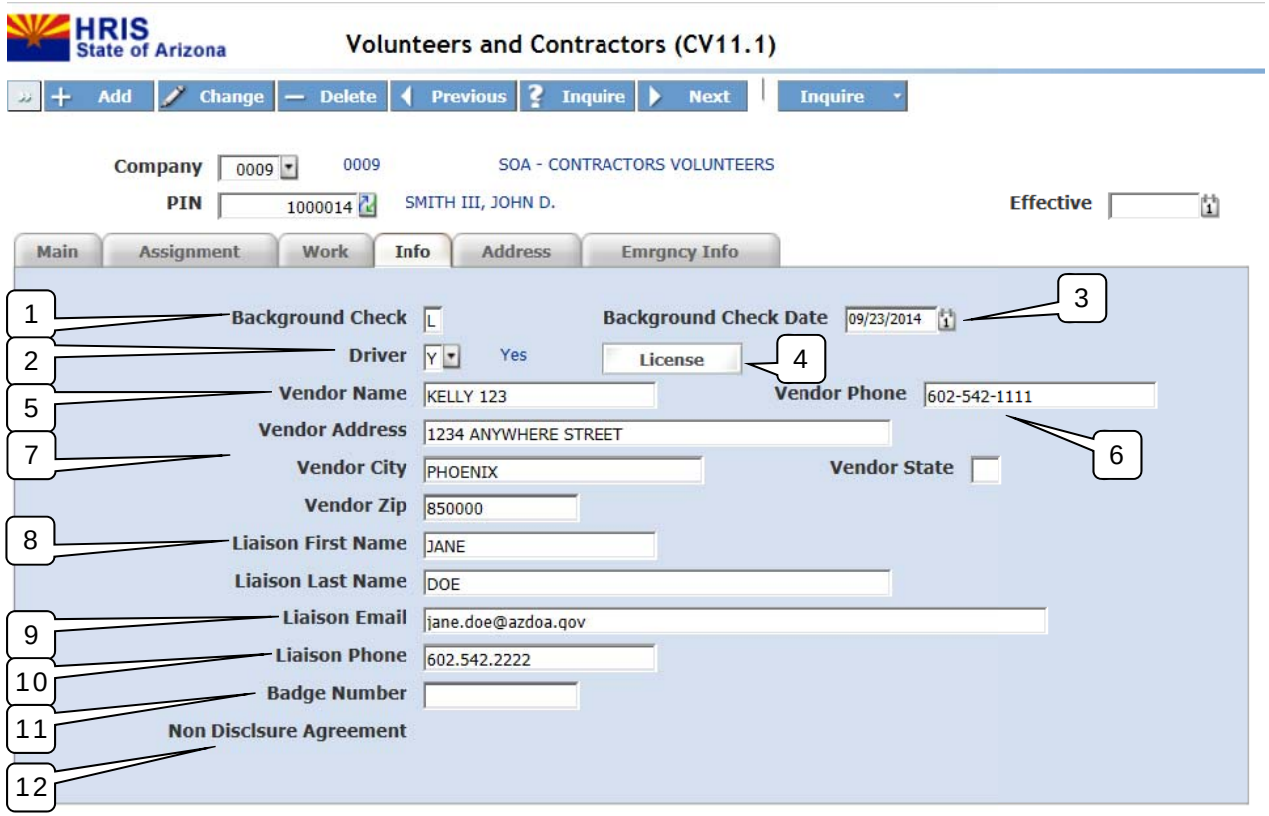
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Process Level** Field	R	Select the Process Level for the user.		The first two characters of the Process Levels represent the agency code. Please make sure you select the appropriate process level. (e.g. ADCON = Department of Administration / Contractor)
2	**Department** Field	R	Select the Department for the user.		The first two characters of the Department represent whether this user is a Contractor (CO) or Volunteer (VO). Please make sure you select appropriate department.
3	**Position** Field	R	Select the Position for the user.		Value will either be Contractor or Volunteer. This position will be used across all state agencies.
4	**Job Code** Field	R	Select the Job Code for the user.		Value will either be Contractor or Volunteer. This job code will be used across all state agencies.

WORK



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Telephone** Field	O	Enter the 10 digit **WORK** telephone number for the user		The telephone number is the contractor or volunteers **WORK** telephone number. The number entered on the Address tab is the **HOME** telephone number.
2	**Mobile Telephone** Field	O	Enter a mobile telephone for the user		
3	**E-Mail** Field	R	Enter an e-mail address for the user		This email address will be used for notifications such as password resets or other online account functionality. Please ensure this email address is valid and accurate.

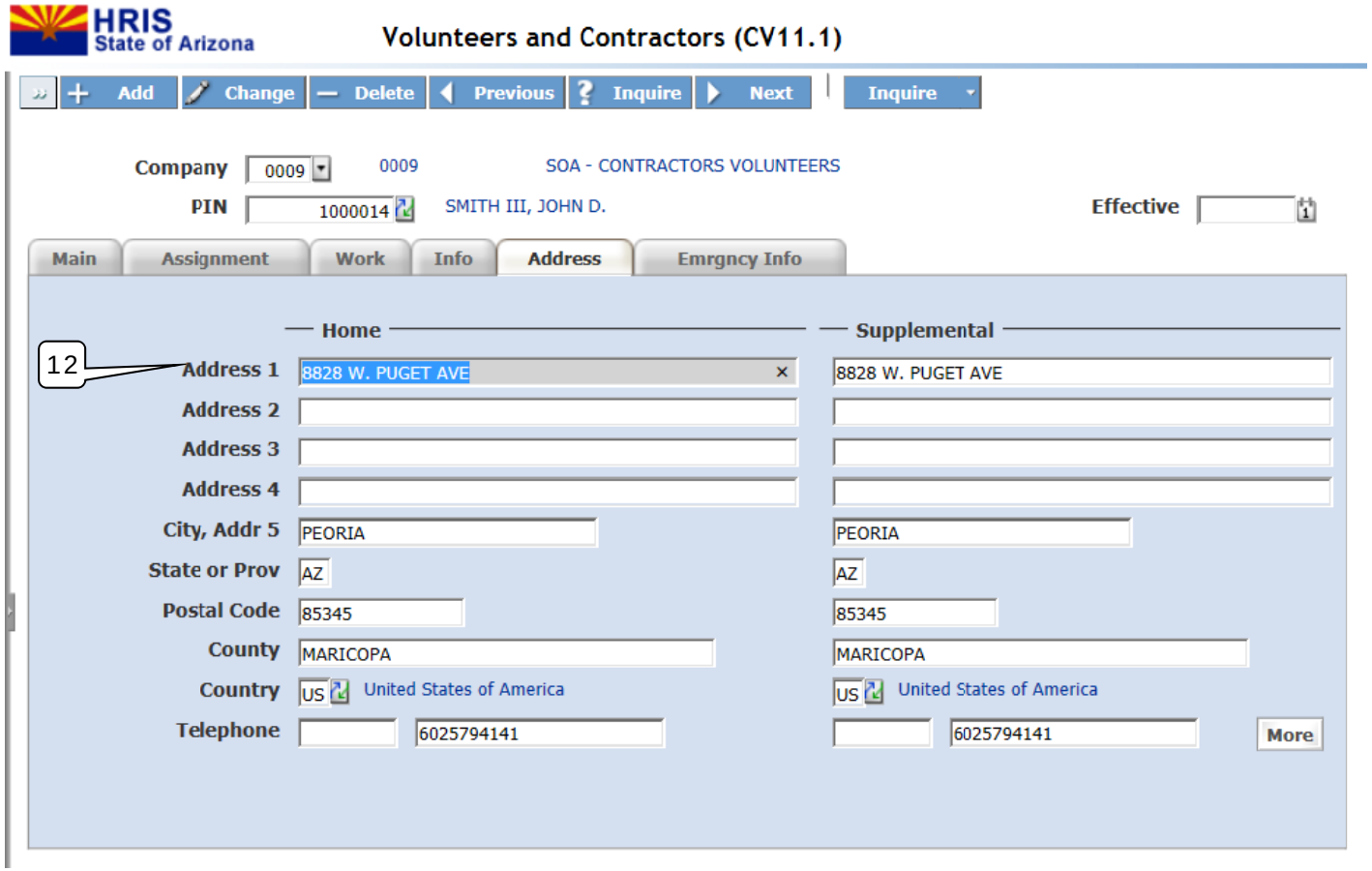
INFO



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Background Check** Field	**O**	Select Yes or No to denote if a background check was conducted for this user.		

2	**Background Check Date** Field	**O**	If a background check was performed, then select the date it was completed		
3	**Driver** Field	**O**	Select Yes or No to denote if this user is required to drive		
4	**License** Field	**O**	To input or verify driver license number, click on this field	You will be directed to the Certification (PA22) form.	Add / View certification, date acquired, renewal date, and driver license number.
5	**Vendor Name** Field	**O**	Enter the vendor name (if applicable) of the contractor		
6	**Vendor Phone** Field	**O**	Enter the vendor phone number (if applicable) of the contractor		
7	**Vendor Address** Field	**O**	Enter the vendor address (if applicable) of the contractor		
8	**Liaison Name** Field	**O**	Enter the name of the State employee that is responsible for the contractor or volunteer		This individual would be the main contact for contractor or volunteer and may receive certain email notifications regarding the individual.
9	**Liaison Email** Field	**O**	Enter the email address of the State employee that is responsible for the contractor or volunteer		
10	**Liaison Phone** Field	**O**	Enter the telephone number of the State employee that is responsible for the contractor or volunteer		
11	**Badge Number**	**O**	If applicable, enter a badge number for the contractor or volunteer		
12	**Non-Disclosure Agreement** Field	**O**	This field will display either Yes or it will be blank.		If the field displays "**yes**", then the contractor or volunteer has logged into the online account and has acknowledged the non-disclosure statement. If the field is "**blank**", then the user has not acknowledged the non-disclosure statement.

ADDRESS

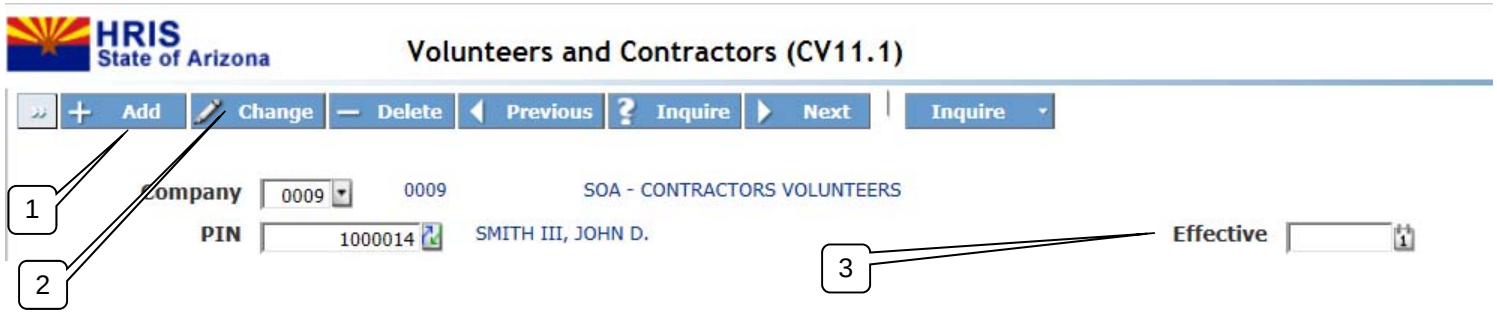


	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	Home Address Fields	**R**			The telephone number is the contractor or volunteers **HOME** telephone number. The number entered on the **WORK** tab is the WORK telephone number.
	Supplemental Address Fields	**O**			

EMERGENCY INFO

EMERGENCY INFO TAB

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Emergency First Name** Field	**O**	Type the First Name of the Emergency Contact		
2	**Emergency Last Name** Field	**O**	Type the Last Name of the Emergency Contact		
3	**Emergency Phone Number** Field	**O**	Type the Telephone of the Emergency Contact		
4	**Emergency Address** Field				
5	**Emergency Relationship** Field	**O**	Enter the relationship of the Emergency Contact		



ADD / CHANGE ACTION

1	**Add** Field	R	Once you are completed entering the required information, click **Add** to create a new contractor or volunteer.	There will be a message in the lower left corner "Add Complete – Continue" if Add was successful.	The system automatically assigns PIN sequence from the previously entered volunteer or contractor.
3	**Change** Field	R	Once you are completed modifying the required, click **Change** to create a update the contractor or volunteer information.	There will be a message in the lower left corner "Change Complete – Continue" if Change was successful.	
2	**Effective Date**	R	Leave this field BLANK		When entering or updating any record in HRIS, the system will auto-populate this field with today's date in order for you to verify the effective date of the entry.

NOTE: Once the record has been added into HRIS, an email will be sent to the individual stating that they will now have access to HRIS Online Account (as a convenience, the liaison will be copied in the email). The HRIS Online account will allow the individuals to acknowledge the access agreement, sign up for mass communications, modify emergency contacts and update address. Please note, that in order to have this individual to have access to other applications, you must follow the normal procedures.

If you have any questions related to this process, please contact HRIS Help Desk at 602.542.4700 or hrishelpdesk@azdoa.gov.