



# HRIS Job Role Training

Email and Work Phone Maintenance

Forms: ZH12

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## **Introduction**

HRIS has the ability to track work telephone and email information for all State of Arizona employees. This information will then be passed on to the State of Arizona electronic/web-based telephone directory and the printed-paper directory. If this information changes, it will need to be updated by the respective Agency. The form to update both the work telephone and email address will be the Email and Work Phone Maintenance Form (ZH12.1).

On this form the agency will also be able to define the Employee's choices on whether or not they would like their information published in the following state publications:

- The Internet phone book – this is an electronic/web-based directory that is available to the PUBLIC,
- The intranet phone book – this is an electronic/web-based directory that is available to STATE EMPLOYEES, or
- The printed State of Arizona telephone directory.

Although work phone and email address are available for update on the Individual Action Form (XP52.1) actions: HIRE-REHR3, JOB CHNG2, WK CONTACT, all updates must be made on the ZH12.1.

# Email and Work Phone Maintenance (ZH12.1)

The screenshot shows the HRIS State of Arizona interface for Employee (ZH12.1) maintenance. The page includes a navigation bar with buttons for Change, Previous, Inquire, Next, and an Inquire dropdown. A search bar contains 'zh12'. The main form area contains several fields and checkboxes, each with a callout number:

- 10: Employee (ZH12.1) header
- 1: Company field
- 2: Employee field
- 4: Telephone field
- 5: Extension field
- 6: Email field
- 7: List in Internet checkbox
- 8: List in Intranet checkbox
- 9: List in Publication checkbox

|    | <b>HRIS Field</b>                   | <b>R / O</b> | <b>Step/Action</b>  | <b>Expected Results</b>  | <b>Notes/ Additional Information</b>  |
|----|-------------------------------------|--------------|---|--|---|
| 1  | <b>Company</b> 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  | <b>Employee</b> Field               | R            | Type the Employee's EIN.  |  | You must enter the correct EIN.   |
| 3  | <b>Inquire</b> Button               | R            | Click Inquire   | You should get message "Inquiry Complete" in the lower left corner.<br><br>The system will default all information from the Employee's Record. | DO NOT CLICK Change at this point!  |
| 4  | <b>Telephone</b> Field<br>First Box | O            | Leave this field BLANK  |  | The only exception would be if the Employee's work phone number is in another country. Then you would use this field to enter the country code. |
|    | Second Box                          | R            | Type the Employee's work telephone number.  |  | Format: 999.99.9999   |
| 5  | <b>Extension</b> Field              | O            | Type the Employee's extension, if applicable.   |  | Format: 9999  |
| 6  | <b>Email</b> Field                  | O            | Type the Employee's email address, if applicable.   |  | Format: <a href="mailto:john.doe@az.gov">john.doe@az.gov</a>  |
| 7  | <b>List in Internet</b> Field       | R            | Type or select from the drop down whether the Employee wants their information published in the electronic/web-based directory that is available to the PUBLIC.           |  | Valid Values are:<br><ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.                            |
| 8  | <b>List in Intranet</b> Field       | R            | Type or select from the drop down menu whether the Employee wants their information published in the electronic/web-based directory that is available to STATE EMPLOYEES. |  | Valid Values are:<br><ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.                            |
| 9  | <b>List in Publication</b> Field    | R            | Type or select from the drop down menu whether the Employee wants their information published in the Printed State Directory.   |  | Valid Values are:<br><ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.                            |
| 10 | <b>Change</b> button                | R            | Click Change to save the Changes.   | You should get message "Change Complete – Continue" in the lower left corner.  |   |