HRIS

HUMAN RESOURCES INFORMATION SOLUTION

HRIS Job Role Training

HRIS Basics

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Introduction

Drill Around is a powerful and multi-dimensional tool used:

- To access information in the HRIS System.
- To view data rather than using Application Forms and printing reports.
- To explore the different levels of detail associated with fields on Application Forms and reports.
- To provide "data about data" and is useful if you want to understand relationships between data that are common to two different HRIS applications such as Human Resources and Payroll.
- To provide quick access to data when you need it.

Note that some job roles may not have access to Drill Around.

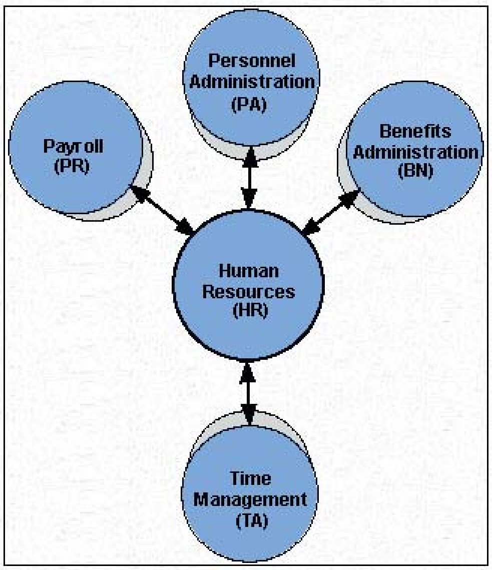
Integration

HRIS consists of the following modules and each interacts with the others:

- Human Resources (HR)
- Benefits (BN)
- Payroll (PR)
- Time Management (TA)
- Personnel Administration (PA)

Human Resources is the core module and contains important information such as: demographic information, positions, hire date, pay rate, etc. All other system functionality is dependent upon this information. Therefore it is critical this information is accurate and timely.

Integration Examples



- Personnel Administration module can use HR data to determine an Employee's next performance review date.
- Benefits module uses HR data to determine an Employee's eligibility in a benefit plan.
- Payroll module uses HR data in the processing of payroll.
- Payroll module uses Benefits data to determine health insurance premium deductions.
- Payroll module uses Time Management data to determine the availability of Employee leave balances.
- Benefits module uses HR data to determine the maximum life insurance coverage limit.

It is **critical** that Agency HR and Agency Payroll Offices establish processes to coordinate work. Due to the integration of HRIS, data entered in one form has a direct impact on others. Because of the forms assignments on the system, a transaction initiated in HR may need to be finalized in Payroll.

Organizational Structure

In HRIS, all Employees are assigned to:

1. Company Level	*State of Arizona* is Company "1"
2. Process Level	*Identifies Agency (and division if applicable)*
3. Department Level	*Identifies Agency internal departments*

New Terminology

(Note - These documents may change. HRIS drop down menus have the actual codes to be used.)

Click for HRMS terms compared to HRIS terms

Click for Status Code Conversion Chart

Click for Ethnicity Code Chart

Click for HRMS WORKGROUP to HRIS WORK SCHEDULE

Click for Attendance Code List

HRIS Paper Forms

The following may be made available at a later date:

Shift Code Chart

Veterans Status Chart

EEO Category Chart

Worker's Compensation Code Chart

Security

Access to forms (screens) is secured by system rules and restrictions.

Each HRIS job role has a set of forms assigned to it. As Employees are assigned roles in their Agency they are given access to forms applicable to their job responsibilities.

Although an Employee may have security to a form, not all of the information on the form may be available to the Employee.

Example: Agency Timekeeper job role. The Employee at your Agency assigned to this may only access Time Record forms, not payroll or benefit forms.

If you are not authorized to view a form, a message will appear in the bottom left of the screen denoting "Security Violation".

How to Log In

Each user has a unique **ID** and **Password** to access HRIS. User IDs and passwords will be provided through your Agency Security Administrator.

Click **Login** once you have entered your User ID and Password, the HRIS Main Page will be displayed.

Data Entry Tips

- All information should be entered in CAPITAL LETTERS.

  Name: ANDREW

- Do not use punctuation.

  Address 1: 456 ARROWHEAD LN

- Phone numbers are input with periods. (602.111.1111)
- There are key fields which are required.
- Always check the bottom left corner of a form for system messages such as "Add Complete-Continue."
- HRIS has built in edits to validate information. For example:
  - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.
  - Pay rates are checked against salary ranges and an edit appears if the pay rate is outside the salary range.
- At times, the message "Click **OK** to continue." may appear in the lower left corner of the form. If this occurs, **repeat your last step**. Click for Example.
- Within the lessons are simulations. Click for tips on the simulations.

Data Entry Tips - Effective Dates

Changes input in one module affect all the other modules. Various changes entered into HRIS are placed in a pending mode and will show on the *Employee Master Record (HR11)* after a nightly update is run.

For example, if an end user completes a pay change personnel action, it is recognized by Payroll after the update is run. As the Payroll staff inputs Time Records the new Employee information is available for data entry from the *Employee Master Record (HR11.)*

Data is entered into HRIS only once. Other functional areas do not have to enter that same data.

Personnel actions can also be input with a future date. HRIS will process those changes as the effective date arrives and then send the data to the other HRIS modules.

Dates are entered without slashes or dashes.

Add and Change Functions in HRIS

There are two ways to save any additions or edits to forms in HRIS.

- Add and Change buttons exist on the menu bar of most forms.
- The FC field on forms is used to add and change data.

Depending on the type of transaction you are performing, you use a combination of these functions to save your work. It is important that users know when to use one versus the other. There are times when clicking Add copies what you've already entered and now you have duplicate or triple information.

Click the images below to find out how each works.

Add | Change

Employee Master Record (HR11)

Most data which you use on a daily basis can be found on this form. It contains specific information relating to an Employee such as:

- Name
- Hire date
- Process Level name
- Department name
- Pay Rate
- Address, etc.

Although an Employee may have security to the Employee Master Record, not all of the information on this form may be displayed.

Click for Form View.

Click for an Interactive Employee Master Record (HR11)

STOP The *Employee Master Record (HR11)* is a view only form. No Employee information can be changed directly on this form. HRIS uses Personnel Actions to change information on the *Employee Master Record (HR11)*.

Employee Master Record (continued)

HRIS uses Personnel Actions to change information on the Employee Master Record (HR11).

Examples of Personnel Actions are:

- Hire
- Rehire
- Personal Information (demographics)
- Status Change
- Job Change
- Pay Change, etc.

Every day Agencies receive a report of Employee data changes updated the previous day.

It is critical that this report be reviewed every day for accuracy.

Personnel Actions can be entered daily. The only exception is when Payroll is processing.

Employee Master Record (continued)

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Employee and Applicant Find Function

There are several ways to search for Employees or Applicants in HRIS.

The system automatically lists Employees and Applicants by their number. If you do not know the number, or if the number is toward the bottom of the list, you have to scroll through the list using the PageDown or PageUp buttons.

A quicker way is to use the Find function. It displays in the left frame and allows users to search for Employees or Applicants by last name, first name or any other ways.

A common way to search is by Process Level. Select a Process Level in the Find function and the system displays a list of Employees in that particular Process Level.

Employee Groups Overview

The State of Arizona uses Employee Groups to combine Employees with similar characteristics into a group. The system uses these groups to quickly run reports and reduce processing times.

This tool works automatically, moving Employees into and out of groups when changes are made to Employees.

Many processing functions depend on accurate Employee Groups, such as:

- Benefits uses Employee Groups to determine medical plan eligiblity,
- Payroll uses Employee Groups to assign Employees to leave accrual
- plans (ex. Annual, Sick, etc), and
- HR uses Employee Groups to determine additional payments for an
- Employee (ex. Uniform Allowance stipend)

As Employee data is changed with personnel actions, HRIS automatically moves the Employee into and/or out of the appropriate Employee Groups.

STOP Employee Groups must be set up by HRIS Central in advance. It is important to notify them whenever revisions need to be made.

Employee Status Codes

Employee Status Codes are used to define several things:

- Employment Information: These codes indicate whether or not an Employee is an active state Employee. Employment status codes also define the type of status, for example if an Employee is full-time, part-time, permanent, uncovered, leave status i.e. Leave Without Pay (LWOP), etc.
- Payment Information: Is assigned to each Employee status code to indicate an Employee's eligibility to receive pay and benefits.

Each code is composed of two characters. To determine the appropriate code to use in the system, review documents pertaining to the action requested.

- Click for more information on Employee Status Codes, Payment Status, and Count Values.
- Employees and Status Code Information Sheet

Time Records Basics

The system is **not** an auto-pay system. **The only way Employees get paid is through the inputting of Time Records.** **Click here for Special Exceptions to Time Records**

A Time Record is similar to an online timesheet. **Agencies input Employees' hours** for the pay period which is then used by Payroll to pay Employees.

Data that displays on the Time Record comes from several places, but ultimately from the *Employee Master Record (HR11.)* Once a Time Record is created by an Agency Timekeeper, if changes are made on Personnel Action Forms they will **not** be changed on the Time Record.

Therefore, HR staff have the ability to check existing Time Records for current and accurate pay. Should changes need to be made to the existing Time Record, HR **must** notify Agency Payroll staff.

It is critical that Agency HR communicate with Agency Payroll on all personnel actions that impact Employee pay, even when other pay is required, such as a signing bonus.

Use this tool to determine when to notify PR that an Employee will not fit into an Employee Group and, therefore, a standard time record must be created. The is a standard form used by all agencies - Additional Pay Notification Form. The pay codes listed are commonly used but there are spaces to "hand write" additional codes.

Click for a list of pay codes used by Agency Timekeepers.

Overview of Steps in the Payroll Cycle

This lesson will show you how your data entry into HRIS impacts Employee pay, benefits, etc. These processing steps are done by ADOA Central Payroll and have been greatly simplified to give you an overview, without all the detail.

Step 1: Time Records are reviewed and input into HRIS by Agency Timekeepers. Keep in mind that there is no automatic generation of pay (auto-pay - with the exception of Judges and Elected Officials) in HRIS. If an Employee's time is not input by the Agency, that Employee will not be paid.

Agencies will have an opportunity to check and make corrections to Time Records before payroll is processed.

Step 2: All taxes, deductions and pay are calculated. When this program is running at GAO Central Payroll, you will be instructed not to input transactions into HRIS. Next, warrants (pay) and direct deposit bank transactions are created.

Step 3: Finally, Employee history is updated.