



# HRIS Job Role Training

Rehire Employee/Talent Acquisition

Forms: XP52.1

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## Introduction

The HRIS rehire process should be followed anytime a former employee returns to State service. The employee must have left State Service after December 29, 2003 and have information available in HRIS, e.g. an EIN#. If the employee left prior to December 29, 2003, you must follow the New Hire process.

The rehire process does not begin until the applicant has been made a job offer, has accepted a position with the State of Arizona and has passed all prerequisite background checks/examinations. These recruiting/hiring procedures will be completed within the Talent Acquisition system

### Talent Acquisition Overview

The Talent Acquisition system will provide opportunities to streamline and improve the current hiring/recruiting processes, reduce costs, and improve access to information for hiring managers and the agency human resources personnel. Automatic emails will inform the appropriate personnel of the status of the recruitment/hire. These enhancements have changed the previous process for rehires.

### Important Notes

- REHIRE1 personnel actions are not impacted or updated by Talent Acquisition.
- If the Agency HRIS entry person does not receive an email from Talent Acquisition, but has received the paperwork to rehire, check with the Recruiter regarding the status of the hiring process.
- **All REHIRE1, HIRE-REHR2 and HIRE-REHR3 actions are IMMEDIATE and are NOT future dated.**

# Rehire Process with Talent Acquisition

## Overview of REHIRE Process

Most REHIRE1 personnel actions will begin their process with a requisition within Talent Acquisition. This part of the process is handled by Recruiters. (Instructions for this are found in the Talent Acquisition State of Arizona Process Instructions.)

During the Talent Acquisition hiring process, automatic emails are created and sent to the Agency HRIS entry person at your Agency to process either a New Hire or Rehire or begin the Interagency Transfer. (Please refer to the appropriate training module for New Hire and Interagency Transfer.)

After you have received the email to hire, you will continue with the rehire process which includes the following steps:

|                                       |                                 |
|---------------------------------------|---------------------------------|
| XP52.1 REHIRE1                        | Required                        |
| XP52.1 HIRE-REHR2                     | Required                        |
| XP52.1 HIRE-REHR3                     | Optional, depending upon Agency |
| PR13 Employee State and Federal Taxes | Required                        |
| HR20 Additional Contacts              | Optional                        |
| PA12 Emergency Contacts               | Optional                        |
| ZH12 Email and Work Phone Maintenance | Required                        |

Please refer to the following screen prints for how to fill out the multiple forms: REHIRE1, HIRE-REHR2, and HIRE-REHR3.

NEXT PAGE WOULD BEGIN THE PARAMETERS TAB...

## Individual Action (XP52.1)- Parameters Tab (REHIRE1)

**LAWSON** Individual Action (XP52.1) Welcome [logout] xp52.1

Home | Jobs and Reports | Multi-Step Job Definition | Job Schedule | Print Manager | Job List

» + Add | Change | - Delete | Previous | Inquire | Next | Inquire

1 Company 1 STATE OF ARIZONA Last Change 09/12/2011

2 Employee KEY, REBECCA L.

3 Action,Nbr REHIRE1 13 REHIRE FRMR EE-1 OF

4 Effective Interface \* 5 Reasons Comment

Parameters 12 Selected Items 1 Selected Items 2 Selected Items 3

Main | Special Processing | U.S. - COBRA

7 Immediate Y Yes

8 Anticipated End Date

9 Update Benefits

10 Update Absence Management Y Yes

11 Update Required Deductions Y Yes

Old Deduction End Date

New Deduction Begin Date

Currency Calculation

100%

|    | HRIS Field                              | R / O | Step/Action  | Expected Results   | Notes/<br>Additional Information   |
|----|---|-------|--|--|--|
| 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>Action Nbr</b> Field                 | R     | Type or use the Drop Down to enter action 'REHIRE1'.                               | Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.   |  |
| 4  | <b>Effective</b> Field                  | R     | Type the Effective Date of the action.   | The Effective Date of the Rehire will be in this field.  | Date is formatted as MMDDYYYY. <b>Rehire actions are NOT future dated.</b>   |
| 5  | <b>Reasons –</b><br>First Box Field     | R     | Type or use the Drop Down to enter the reason code for the Rehire Action.          |  | One reason code is required. The reason codes are smart coded i.e. RH-REHIRE etc.  |
|    | <b>Reasons -</b><br>Second Box Field    | O     | Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Rehire. |  | The 2 <sup>nd</sup> Reason Code is not required however it can be used to better define the reason for the Rehire Action. It can be useful for reporting purposes. |
| 6  | <b>Inquire</b> Button                   | R     | Click Inquire  | You should get message "Inquiry Complete, add new values" in the lower left corner.<br><br>The system will populate the required fields that are needed and will default all information from the Employee's record. | DO NOT CLICK Add at this point!  |
| 7  | <b>Immediate</b> Field                  | R     | Type Y in the Immediate Field.   | The Rehire Action will process Immediately once the action is completed and added.   | All Rehire Actions must be marked <b>Immediate.</b>  |
| 8  | <b>Anticipated End</b> Field            | R     | Leave Blank  | This field must be blank.  |  |
| 9  | <b>Update Benefits</b> Field            | R     | Type or Select from the Drop Down 'Y – Yes'.                                       | This field must contain a Y.   | Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.   |
| 10 | <b>Update Absence Management</b>        | R     | Leave Blank  |  |  |
| 11 | <b>Update Required Deductions</b> Field | R     | Type or Select from the Drop Down 'Y – Yes'.                                       | This field must contain a Y.   | This will activate the Rehire's required deductions.   |

|    | <b>HRIS Field</b>       | <b>R / O</b> | <b>Step/Action</b>  | <b>Expected Results</b>   | <b>Notes/ Additional Information</b>                              |
|----|-------------------------|--------------|---|---|---|
| 12 | <b>Selected Items 1</b> | R            | Click on the <b>Selected Items 1</b> tab located under Related Pages on the left menu pane. | The Selected Items 1 section will appear with the necessary fields to be populated. | Information that was imported from Employee's record will appear. |
|    |                         |              |   |   |   |

## Individual Action (XP52.1)- Selected Items 1 Tab (REHIRE1)

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout]

xp52.1

Home
» + Add
Change
— Delete
« Previous
Inquire
Next
Fill Defaults

Jobs and Reports

**1**
Company  STATE OF ARIZONA Last Change 07/03/2012  
Employee  DEAN, JIMMY  
Action,Nbr  REHIRE FRMR EE-1 OF  
Effective  Reasons   Comment

Parameters
**Selected Items 1**
Selected Items 2
Selected Items 3

| Data Item                 | Current Value | Change To   |
|---------------------------|---------------|---|
| <b>2</b> Name - First     | JIMMY         | <input type="text"/> <input type="button" value="V"/> |
| <b>3</b> Name - Last      | DEAN          | <input type="text"/> <input type="button" value="V"/> |
| <b>4</b> Status           | A0            | <input type="text"/> <input type="button" value="V"/> |
| <b>5</b> Termination Date |               | <input type="text"/> <input type="button" value="V"/> |
| <b>5</b> Hire Date        | 07/03/2012    | <input type="text"/> <input type="button" value="V"/> |
| <b>6</b> Position         | AAD001997AHO  | <input type="text"/> <input type="button" value="V"/> |
| Job Code                  |               | <input type="text"/> <input type="button" value="V"/> |
| Process Level             |               | <input type="text"/> <input type="button" value="V"/> |
| <b>8</b> Department       |               | <input type="text"/> <input type="button" value="V"/> |
| Location                  |               | <input type="text"/> <input type="button" value="V"/> |
| Supervisor                |               | <input type="text"/> <input type="button" value="V"/> |
| User Level                |               | <input type="text"/> <input type="button" value="V"/> |

100%

|   | HRIS Field  | R / O                      | Step/Action  | Expected Results   | Notes/<br>Additional Information   |
|---|---|----------------------------|--|--|--|
| 1 | Company Field<br>Employee Field<br>Action, Nbr Field<br>Requisition Field<br>Effective Date Field<br>Reasons Fields | R<br>R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab.   |  |  |
| 2 | Name – First Field<br>Name – Last Field   | R<br>R                     | Verify the information that is populated from the Employee's prior record is correct. Information is displayed in the Current Value column.<br><br>**If information is not correct (or is not displayed), type corrected information in the Change To field. | If information is entered, it will be displayed in the Change To column.<br><br>If the field is not changing, the information will be displayed in the Current Value column. |  |
| 3 | Status Field  | R                          | Type or Select from the drop down the Employee's <b>NEW</b> Status.  |  | To access the drop down menu, click the V at the end of the Selected Value field.  |
| 4 | Termination Date Field  | R                          | Date must be removed from the Employee's record.<br><br>Type <b>**BLANK**</b> in the Change To column.   | <b>**BLANK**</b> appears in the Change To column.  |  |
| 5 | Hire Date Field   | R                          | Type the Employees <b>NEW</b> Hire Date  |  | Format is MMDDYYYYYY<br><br>Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.  |
| 6 | Position Field  | R                          | Type the Employee's <b>NEW</b> Position Number   |  |  |
| 7 | Fill Defaults button  | R                          | Click <b>Fill Defaults</b>   | All information related to the position will be defaulted in.<br><br>You will receive the message 'Review defaulted fields'.   | <b>THIS IS VERY IMPORTANT.</b> Let the system default the information in from the position.  |
| 8 | Job Code Field<br>Process Level Field<br>Department Field<br>Location Field<br>Supervisor Field<br>User Level Field | R<br>R<br>R<br>R<br>R<br>R | Leave default information in this field.   | All information needed from the position will be defaulted in.   | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b>must be changed on the position, not the employee.</b> |
| 9 | Selected Items 2  | R                          | Click on the <b>Selected Items 2</b> tab located   | The Selected Items 2 section   | Information that appeared on the   |

|  | <b>HRIS Field</b> | <b>R / O</b> | <b>Step/Action</b>                         | <b>Expected Results</b>                               | <b>Notes/<br/>Additional Information</b> |
|--|-------------------|--------------|--|---|--|
|  | Link              |              | under Related Pages on the left menu pane. | will appear with the necessary field to be populated. | Employee's record will default in.       |

Individual Action (XP52.1)- Selected Items 2 Tab (REHIRE1)

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout]

xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Jobs and Reports

1 { Company 1 STATE OF ARIZONA Last Change 07/03/2012  
 Employee 143078 DEAN, JIMMY  
 Action,Nbr REHIRE1 REHIRE FRMR EE-1 OF  
 Effective Reasons Comment

9

Parameters Selected Items 1 Selected Items 2 Selected Items 3

| Data Item            | Current Value | Change To |   |
|----------------------|---------------|-----------|---|
| Pay Frequency        |               |           | V |
| Salary Class         |               |           | V |
| Rate of Pay          |               |           | P |
| Schedule             |               |           | V |
| Grade                |               |           | V |
| Step                 |               |           | V |
| Exempt From Overtime | N             |           | V |
| Pay Plan             |               |           | V |
| FTE                  |               |           | V |
| Expense Dist Co      | 1             |           | V |
| Expense Acct Unit    | XX10000       |           | V |
| Expense Account      | 3999          |           | V |

2 {  
 3 {  
 4 {  
 5 {  
 6 {  
 7 {  
 8 {

100%

|   | HRIS Field  | R / O                      | Step/Action  | Expected Results   |  Notes/<br>Additional Information   |
|---|---|----------------------------|--|--|--|
| 1 | <b>Company</b> Field<br><b>Employee</b> Field<br><b>Action, Nbr</b> Field<br><b>Requisition</b> Field<br><b>Effective Date</b> Field<br><b>Reasons</b> Fields | R<br>R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab.   |  |  |
| 2 | <b>Pay Frequency</b> Field<br><b>Salary Class</b> Field   | R<br>R                     | Leave default information in these fields. No Action Required.   | All information needed from the position will be defaulted in. | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b> |
| 3 | <b>Rate of Pay</b> Field  | R                          | Type the NEW Rate of Pay for the Employee in the Change To field.<br><br>If Rate of Pay has not changed, then no entry is required in the Change To field. |  | Format for Rate of Pay '00.0000'<br><br>DC and SD will not enter a rate of pay for their step and grade employees.   |
| 4 | <b>Schedule</b> Field<br><b>Grade</b> Field   | R<br>R                     | Leave default information in these fields. No Action Required.   | All information needed from the position will be defaulted in. | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b> |
| 5 | <b>Step</b> Field   | R                          | If the Employee is in a Step & Grade Schedule, enter the appropriate information in this field.<br><br>If not, skip this step.                             |  | The step will drive the rate of pay for time entry and salary history  |
| 6 | <b>Exempt from Overtime</b> Field<br><b>Pay Plan</b> Field  | R<br>R                     | Leave default information in these fields. No Action Required.   | All information needed from the position will be defaulted in. | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b> |
| 7 | <b>FTE</b> Field  | R                          | Enter the employee's NEW FTE.  |  | Full time =1.0, $\frac{3}{4}$ time = .75, $\frac{1}{2}$ time = .50, and $\frac{1}{4}$ time = .25   |

|   | HRIS Field  | R / O       | Step/Action   | Expected Results   |  Notes/<br>Additional Information   |
|---|---|-------------|---|--|--|
|   |   |             | If FTE has not changed, then no entry is required in the Change to field.                   |  |  |
| 8 | Expense Dist Co Field<br>Expense Acct Unit Field<br>Expense Account Field | R<br>R<br>R | Leave default information in these fields. No Action Required.                              | All information needed from the position will be defaulted in.                     | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position not the employee.</u></b> |
| 9 | Selected Items 3  | R           | Click on the <b>Selected Items 3</b> tab located under Related Pages on the left menu pane. | The Selected Items 3 section will appear with the necessary field to be populated. | Information that was imported from the Employee's record will default in.  |

**Individual Action (XP52.1)- Selected Items 3 Tab (REHIRE1)**

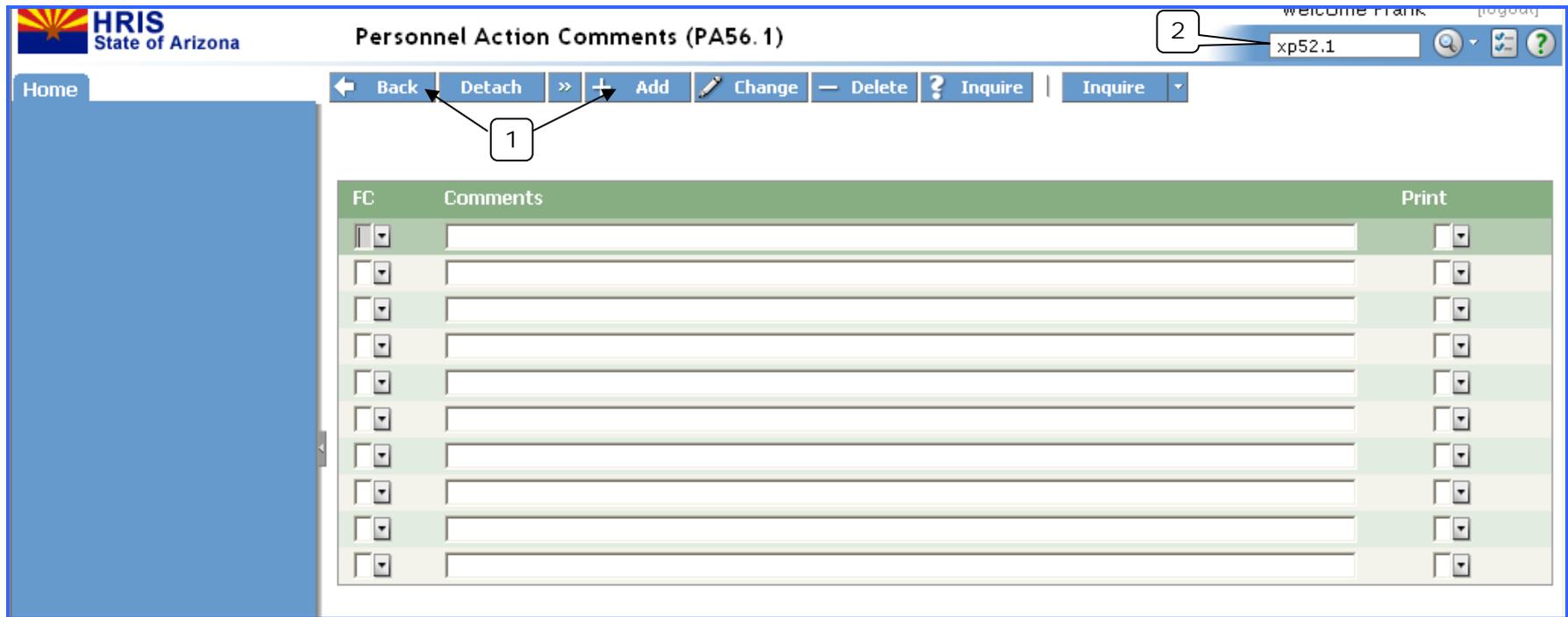
The screenshot displays the Lawson Individual Action (XP52.1) interface. At the top, the Lawson logo is on the left, and the user name 'Welcome Connie' with a '[logout]' link is on the right. Below the logo, the title 'Individual Action (XP52.1)' is centered. A search bar contains 'xp52.1'. A navigation bar includes buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', 'Next', and 'Fill Defaults'. A left sidebar shows 'Home' and 'Jobs and Reports'. The main area contains a form with fields for 'Company' (1), 'Employee' (143078), 'Action,Nbr' (REHIRE1), and 'Effective'. The 'Company' field is annotated with a callout '5'. Below the form, there are four tabs: 'Parameters', 'Selected Items 1', 'Selected Items 2', and 'Selected Items 3'. The 'Selected Items 3' tab is active, showing a table with columns 'Data Item', 'Current Value', and 'Change To'. The table lists various data items with their current values and empty input fields for changes. Callouts '1', '2', '3', and '4' point to the 'Company', 'Expense Subaccount', 'City', and 'Security Level' rows respectively. A 'Comment' button is located to the right of the 'Reasons' field.

**Parameters**    **Selected Items 1**    **Selected Items 2**    **Selected Items 3**

| Data Item          | Current Value | Change To            |
|--------------------|---------------|----------------------|
| Expense Subaccount | 2005          | <input type="text"/> |
| Activity           |               | <input type="text"/> |
| Account Category   |               | <input type="text"/> |
| Address Line 1     | 1244 N CACTUS | <input type="text"/> |
| Address Line 2     |               | <input type="text"/> |
| City               | PHOENIX       | <input type="text"/> |
| State or Prov      | AZ            | <input type="text"/> |
| Country            | US            | <input type="text"/> |
| Postal Code        | 85004         | <input type="text"/> |
| Annual Hours       |               | <input type="text"/> |
| Security Level     | 9             | <input type="text"/> |
| Security Location  | 9999999999    | <input type="text"/> |

|   | HRIS Field   | R / O                      | Step/Action  | Expected Results   | Notes/<br>Additional Information   |
|---|--|----------------------------|--|--|--|
| 1 | Company Field<br>Employee Field<br>Action, Nbr Field<br>Requisition Field<br>Effective Date Field<br>Reasons Fields    | R<br>R<br>R<br>R<br>R      | No Action Required, these fields will default to what was entered on the Parameters Tab.   |  |  |
| 2 | Expense Sub-Account Field<br>Activity Field<br>Account Category Field  | R<br>R<br>R                | Leave default information in these fields. No Action Required.   | All information needed from the position will be defaulted in.   | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position, not the employee.</u></b>  |
| 3 | Address Line 1 Field<br>Address Line 2 Field<br>City Field<br>State or Prov Field<br>County Field<br>Postal Code Field | R<br>O<br>R<br>R<br>R<br>R | Verify the information that is populated from the Employee's prior record is correct. Information is displayed in the Current Value column.<br><br>**If information is not correct (or is not displayed), type corrected information in the Change To field. | If information is entered, it will be displayed in the Change To column.<br><br>If the field is not changing, the information will be displayed in the Current Value column. | Information must be in ALL CAPS. Do not include punctuation.<br><br>County name must be spelled out - example 'MARICOPA'.  |
| 4 | Annual Hours Field<br>Security Level Field<br>Security Location Field  | R<br>R<br>R                | Leave default information in these fields. No Action Required.   | All information needed from the position will be defaulted in.   | This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <b><u>must be changed on the position, not the employee.</u></b>  |
| 5 | Add button   | R                          | Click Add  | You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.  | There is not an OK tab to click. See next step.  |
|   | Add button   | R                          | Click Add Again  | Message in lower left corner "Add Complete; continue   | The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. HRIS is the Official Employee Personnel file. |

**Personnel Action Comments (PA56.1)**



|   | HRIS Field       | R / O | Step/Action   | Expected Results  | Notes/<br>Additional Information   |
|---|------------------|-------|---|---|--|
| 1 | Add or Close     | R     | <p>If you choose to make comments, type them in and Click Add.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p>If you do not make comments, Click Close</p> | You will see a message in the lower left corner "Done". | Action will be processed and Employee's record will be updated.  |
| 2 | White Search Box | R     | Type XP52.1 in the White Search Box. Press Enter on the keyboard  | The Individual Action Form (XP52.1) will open.          | You may continue with the New Hire Process as described on Page <b>Error!</b><br><b>Bookmark not defined..</b> |

Individual Action (XP52.1)- Parameters Tab (HIRE-REHR2)

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout]

xp52.1

Home >> + Add Change - Delete < Previous ? Inquire Next | Fill Defaults

1 Company 1 STATE OF ARIZONA Last Change 07/03/2012

2 Employee 143078 DEAN, JIMMY

3 Action, Nbr HIRE-REHR2 NEW HIRE-REHIRE SC-2

4 Effective 14 5 Reasons Comment

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing U.S. - COBRA

7 Immediate Y Yes

8 Anticipated End Date

9 Update Benefits

10 Update Absence Management Y Yes

11 Update Required Deductions Y Yes

12 Old Deduction End Date

13 New Deduction Begin Date

Currency Calculation

Inquiry Complete, add new values 100%

|    | HRIS Field                      | R / O | Step/Action  | Expected Results   | Notes/<br>Additional Information   |
|----|---------------------------------|-------|--|--|--|
| 1  | Company 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  | Employee Field                  | R     | Type the Employee's EIN.   | System will bring up needed information from the prior actions.  | You must enter the correct EIN.  |
| 3  | Action Nbr Field                | R     | Type or use the Drop Down to enter action 'HIRE-REHR2'.  | Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.   |  |
| 4  | Effective Field                 | R     | Type the Effective Date of the action.   | The Effective Date of the hire will be in this field.  | Date is formatted as MMDDYY  |
| 5  | Reasons – First Box Field       | R     | Type or use the Drop Down to enter the reason code for the Hire Action.  |  | One reason code is required.   |
|    | Reasons - Second Box Field      | O     | Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire.   |  | The 2 <sup>nd</sup> Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes. |
| 6  | Inquire Button                  | R     | Click Inquire  | You should get message "Inquiry Complete, add new values" in the lower left corner.<br><br>The system will populate some of the required fields and will default information from Talent Acquisition for the Employee. | <u>DO NOT CLICK Add</u> at this point!   |
| 7  | Immediate Field                 | R     | Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action. | The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.  | The New Hire Actions can be keyed as "immediate" or "pending with a future effective date".  |
| 8  | Anticipated End Field           | R     | Leave Blank  | This field must be blank.  |  |
| 9  | Update Benefits Field           | R     | Type or Select from the Drop Down 'Y – Yes'.   | This field must contain a Y.   | Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.   |
| 10 | Update Absence Management Field | R     | Leave Blank the system will default a Y.   | This field must be blank.  | Do not enter anything into this field.   |
| 11 | Update                          | R     | Type or Select from the Drop Down  | This field must contain a Y.   | This will activate the new hires required  |

|    | <b>HRIS Field</b>                     | <b>R / O</b> | <b>Step/Action</b>                       | <b>Expected Results</b>   | <b>Notes/<br/>Additional Information</b>       |
|----|---------------------------------------|--------------|--|---|--|
|    | <b>Required Deductions Field</b>      |              | 'Y – Yes'.                               |   | deductions.                                    |
| 12 | <b>Old Deduction End Date Field</b>   | R            | Leave Blank                              | When the action is processed the system will default in the correct date.           |  |
| 13 | <b>New Deduction Begin Date Field</b> | R            | Leave Blank                              | When the action is processed the system will default in the correct date.           |  |
| 14 | <b>Selected Items 1</b>               | R            | Click on the <b>Selected Items 1</b> tab | The Selected Items 1 section will appear with the necessary fields to be populated. | Information that was imported will default in. |
|    |                                       |              |  |   |  |

Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2)

**LAWSON** Individual Action (XP52.1) Welcome Connie [logout] xp52.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Fill Defaults

Jobs and Reports

1 { Company 1 STATE OF ARIZONA Last Change 07/03/2012  
 Employee 143078 DEAN, JIMMY  
 Action,Nbr HIRE-REHR2 NEW HIRE-REHIRE SC-2  
 Effective [calendar icon] 11 Reasons [dropdown] [dropdown] Comment

Parameters Selected Items 1 Selected Items 2 Selected Items 3

| Data Item            | Current Value | Change To |   |
|----------------------|---------------|-----------|---|
| 2 Preferred Name     | JIMMY         | [input]   | V |
| 3 Disability         |               | [input]   | V |
| Gender               | M             | [input]   | V |
| Marital Status       |               | [input]   | V |
| Ethnicity            |               | [input]   | V |
| 4 EEO-4 Group        |               | [input]   | V |
| 5 Exclude From EEO-4 |               | [input]   | V |
| 6 Veteran            |               | [input]   | V |
| 7 RETIREMENT CODE    |               | [input]   | V |
| 8 Shift              | 1             | [input]   | V |
| 9 UNDER/OVER FILL    |               | [input]   | V |
| 10 Hire Source       | POSTER        | [input]   | V |

100%

|   | HRIS Field  | R / O                      | Step/Action  | Expected Results                                     |  Notes/<br>Additional Information   |
|---|---|----------------------------|--|--|--|
| 1 | Company Field<br>Employee Field<br>Action, Nbr Field<br>Requisition Field<br>Effective Date Field<br>Reasons Fields | R<br>R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab.   |  |  |
| 2 | Preferred Name Field  | O                          | Verify the information that is populated from the Employee's prior record is correct. Information is displayed in the Current Value column.<br><br>**If information is not correct (or is not displayed), type corrected information in the Change To field. | The Employee's Preferred Name will be in the record. | If this information was entered on the Employee's record, it will default into this field.   |
| 3 | Disability Field<br>Gender Field<br>Marital Status Field<br>Ethnicity Field   | R<br>R<br>R<br>R           | Verify that the information populated from the Employee's prior record is correct. Information is displayed in the Current Value column.<br><br>**If information is not correct (or is not displayed), type correct information in the Change To field.      |  | <ul style="list-style-type: none"> <li>Disability Field - Valid values are N = No, Y = Yes.</li> <li>Gender Field – Valid Values are M = Male, F = Female</li> </ul>   |
| 4 | EEO-4 Group Field   | R                          | Type the EEO-4 Functional Group for your agency<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.  |  | Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15 or 99.<br><br>See the Agency List with EEO-4 Functional Groups document to find the appropriate value for your agency. You <b>must also process JOB CHNG 2 action</b> and complete the "Exclude From EEO-4" field. |
| 5 | Exclude from EEO-4 Field  | R                          | Type 'Y' or 'N' as applicable to the Employee.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.   |  | All Employees should be 'N', except for those listed in the EEO-4 Group 99.  |
| 6 | Veteran Field   | R                          | Key or use the drop down to enter the Employee's Veteran Status.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.   |  | This must be a correct status. Example: If you indicate the Employee was born in 1980, and put the Employee is a Vietnam Era Veteran, this would not be accurate.  |
| 7 | RETIREMENT CODE   | R                          | Key or use the drop down to enter the  |  |  |

|    | <b>HRIS Field</b>            | <b>R / O</b> | <b>Step/Action</b>  | <b>Expected Results</b>                   | <b>Notes/<br/>Additional Information</b>   |
|----|------------------------------|--------------|---|---|--|
|    | Field                        |              | appropriate code for the Employee.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.  |   |  |
| 8  | <b>Shift</b> Field           | O            | You only need to enter a shift code if the Employee is on a shift other than 1. The system will default 1 in.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required. |   | Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift. |
| 9  | <b>UNDER/OVER FILL</b> Field | O            | If the Employee is an Under or Over fill, key or use the drop down to enter the Under/Over fill.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.              |   | This field must be completed if the Employee is an Under/Over fill.                              |
| 10 | <b>Hire Source</b> Field     | O            | This is an Optional Field.  |   |  |
| 11 | <b>Selected Items 2</b>      | R            | Click on the <b>Selected Items 2</b> tab located under Related Pages on the left menu pane.   | The Selected Items 2 section will appear. | Information that was imported from the Employee's record will appear.                            |

## Individual Action (XP52.1)- Selected Items 2 Tab (HIRE-REHR2)

IS of Arizona SOA Individual Action (XP52.1)

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

Company  FE Last Change 01/25/2016

Employee  MUCCI, GLENN E.

Action,Nbr  NEW HIRE/ REHIRE (PA)

Effective  Reasons

1

2

3

4

5

6

7

8

9

10

11

12

13

14

| Data Item           | Current Value | Change To   |
|---------------------|---------------|---|
| Auto Time Record    | Y             | <input type="text" value="Y"/> <input type="button" value="V"/> |
| Automatic Deposit   | Y             | <input type="text" value="Y"/> <input type="button" value="V"/> |
| ANNUAL LEAVE PLAN   | LPANSPUNC1    | <input type="text"/> <input type="button" value="V"/>           |
| SICK LEAVE PLAN     | LPSKSTAND1    | <input type="text"/> <input type="button" value="V"/>           |
| CASH/COMP           | EITHER        | <input type="text"/> <input type="button" value="V"/>           |
| EDUCATION           |               | <input type="text"/> <input type="button" value="V"/>           |
| Adjusted Hire Date  | 01/25/2016    | <input type="text"/> <input type="button" value="V"/>           |
| AGENCY HIRE DATE    | 01/25/2016    | <input type="text"/> <input type="button" value="V"/>           |
| CURRENT ASRS MEMBER | N             | <input type="text"/> <input type="button" value="V"/>           |
| ETE PARTICIPANT     | Y             | <input type="text"/> <input type="button" value="V"/>           |
| Work Schedule       | 8 HR M-FR     | <input type="text"/> <input type="button" value="V"/>           |
| ACA DESIGNATION     | FT            | <input type="text"/> <input type="button" value="V"/>           |

|   | HRIS Field  | R / O                 | Step/Action  | Expected Results   | Notes/<br>Additional Information   |
|---|---|-----------------------|--|--|--|
| 1 | Company field<br>Employee Field<br>Action, Nbr Field<br>Requisition Field<br>Effective Date Field<br>Reasons Fields | R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab. |  |  |
| 2 | Auto Time Record Field  | R                     | The system will default a Y in for Yes. No Action Required.                              |  | This field must contain a Y.   |
| 3 | Automatic Deposit Field   | R                     | The system will default a Y in for Yes. No Action Required.                              |  | This field must contain a Y.   |
| 4 | Annual Leave Plan Field   | R                     | Type or Select from the Drop Down the correct Annual Leave Plan for the Employee.        | The employee should be placed in an Annual Leave plan appropriate for their covered or uncovered status, FTE, and Hire Date.<br><br>Example: Employee is a Covered ½ time employee they should be in the Covered ½ time Annual Leave Plan. | An Uncovered employee with a Hire Date AFTER 9/29/12 will be eligible for the new uncovered annual plan (LPANSPUNC). However, an employee who is a political appointee is eligible for the previous uncovered annual plan (LPANUNC) regardless of the Hire Date. |
| 5 | Sick Leave Plan Field   | R                     | Type or Select from the Drop Down the correct Sick Leave Plan for the Employee.          | The employee should be placed in a Sick Leave plan appropriate for their status and FTE.<br><br>Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.                                       |  |
| 6 | Cash/Comp Field   | R                     | Type or Select from the Drop Down the correct Cash/Comp Plan for the Employee.           |  | The Employee will be placed in the appropriate Cash/Comp plan based on their FLSA designation and the Userfield value. Valid values are:<br>Cash – no comp plan is established.<br>Comp – NEXP Pay Plan<br>Either – NEXP Pay Plan<br>None – EXC Pay Plan         |
| 7 | Education Field   | O                     | Select the Education field as applicable for your agency.                                |  | This is an Optional Field. Field is not used by all agencies. If your agency does not have an Educational Stipend, do not enter data into this field.  |
| 8 | Adjusted Hire Date Field  | R                     | Type the Adjusted Hire Date, if applicable.  |  | If you do not enter an Adjusted Hire Date the system will default the Hire Date into this field. Date format is MMDDYY.  |
| 9 | Agency Hire Date Field  | O                     | Type the Agency Hire Date, if applicable.  |  | This is an optional date field. Key the date the Employee starts with the  |

|    | HRIS Field            | R / O | Step/Action  | Expected Results  |  Notes/<br>Additional Information  |
|----|-----------------------|-------|--|---|---|
|    |                       |       |  |   | Agency.<br><br>Date format is MMDDYY.   |
| 10 | Current ASRS Member   | R     | Type Y, if the employee has funds in ASRS; type N, if the employee has no funds in ASRS. | If the field is Y, the employee is eligible immediately. If the field is N, the employee has a waiting period of 183 days.. | Hire dates prior to 7/20/11 are immediately eligible.   |
| 11 | ETE PARTICIPANT       | O     | Type Y or * Blank  |   | Type the new value for the data item. If the field has a current value but you want it to be blank type *BLANK.   |
| 12 | Work Schedule Field   | R     | Type or select from the drop down menu the Employee's appropriate work schedule.         |   | Note: What is in the field affects the Employee's time entry  |
| 13 | ACA Designation Field | R     | Type or select from the drop down menu the appropriate ACA Designation code.             |   | Click here to learn more about the ACA Designation code:<br><br><a href="http://benefitoptions.az.gov//bsd%20aca.html">http://benefitoptions.az.gov//bsd%20aca.html</a> |
| 14 | Selected Items 3      | R     | Click on the <b>Selected Items 3</b> tab.  | The Selected Items 3 section will appear with the necessary fields to be populated.   | Information that was imported from Talent Acquisition will appear.  |

## Individual Action (XP52.1)- Selected Items 3 Tab (HIRE-REHR2)

Arizona SOA Individual Action (XP52.1)

>> Add Change Delete Previous Inquire Next Inquire

Company 1 STATE OF ARIZONA Last Change 01/25/2016

Employee 169031 MUCCI, GLENN E.

Action,Nbr HIRE-REHR2 NEW HIRE/ REHIRE (PA)

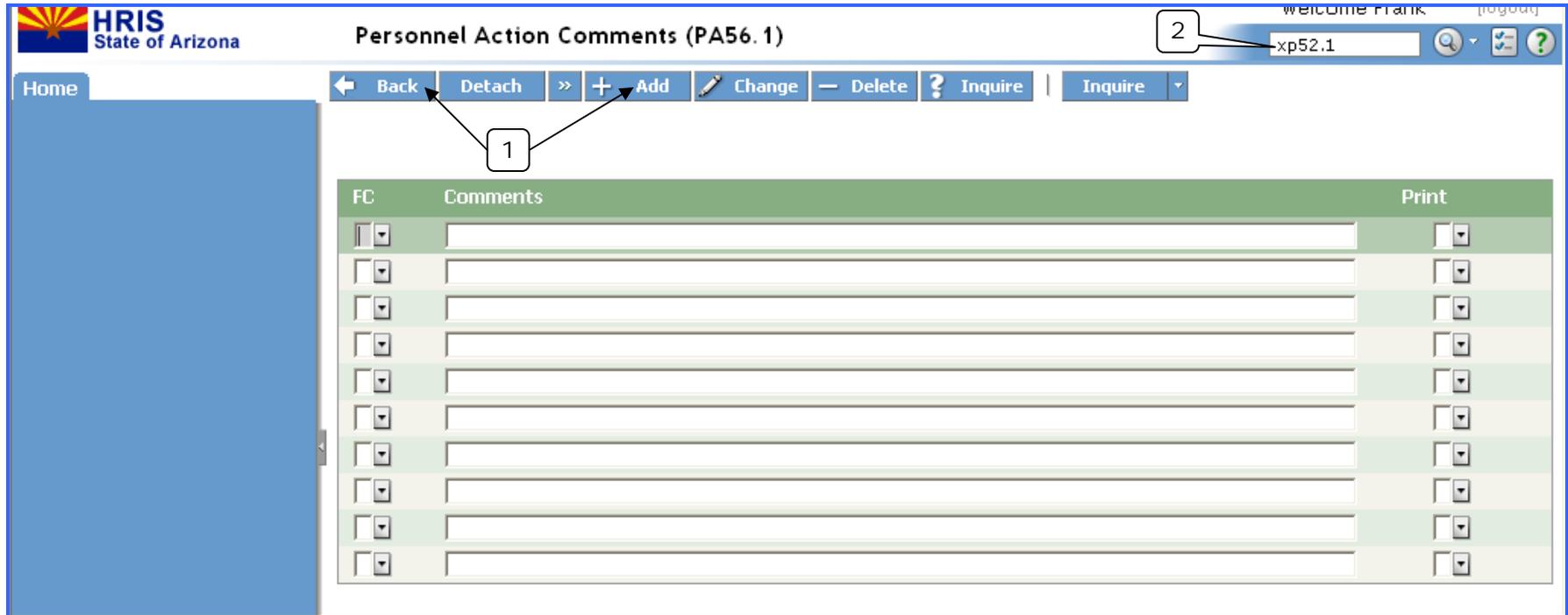
Effective 01/26/2016 Reasons Comments

| Parameters           | Selected Items 1 | Selected Items 2 | Selected Items 3 |
|----------------------|------------------|------------------|------------------|
| Data Item            | Current Value    |                  | Change To        |
| JOB CODE HIRE DATE   | 01/25/2016       |                  |                  |
| ORIG STATE HIRE DATE | 01/25/2016       |                  |                  |
| STATUS TERM DATE     |                  |                  |                  |
| OTHER EMPLOYEE ID#   |                  |                  |                  |
| Birthdate            | 07/17/1966       |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |
|                      |                  |                  |                  |

|   | HRIS Field  | R / O                 | Step/Action   | Expected Results  | Notes/<br>Additional Information   |
|---|---|-----------------------|---|---|--|
| 1 | Company field<br>Employee Field<br>Action, Nbr Field<br>Effective Date<br>Field<br>Reasons Fields | R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab.                          |   |  |
| 2 | Job Code Hire Date  | O                     | Type the Job Code Hire Date.  |   | This is an optional date field. Date format is MMDDYY.   |
| 3 | Orig State Hire Date Field  | R                     | Type the Original State Hire Date.  |   | Date format is MMDDYY.   |
| 4 | Status Term Date Field  | O                     | Type the Status Term Date, if applicable for the Employee Status.   |   | Example - If the Employee is in a probationary status there must be a Status Term Date.  |
| 5 | <b>OTHER EMPLOYEE ID#</b>   | O                     | Type Other Employee ID# if applicable for your agency.  |   |  |
| 6 | Birthdate Field   | R                     | Type in the Birthdate for the Employee.   |   | Date Format is MMDDYY<br><b>If utilizing Talent Acquisition this field may be defaulted in. Birthdate is an important component in security.</b>   |
| 7 | Add button  | R                     | Click Add to process the action   | You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.   | There is not an OK tab to click. See next step.  |
|   | Add button  | R                     | <b>Click Add again if this is an immediate action, otherwise this step is not necessary for a pending action.</b> | Message in lower left corner "Action processed; deductions updated; continue".<br><br>You can check the Pending folder in the employee's Drill Around for the pending action. | The action has now processed and a Personnel Action Comments form (PA56.1) should appear.<br><br>It's not recommended that you make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file. |

**KEY: The Default Password in YES for New Hires is the 4 digit birth year plus the last 4 of the social security number, e.g., 19601234. If the birthdate field is blank, the New Hire can use the current year plus the last 4 of the social security number, e.g., 20131234. New users can log into YES within 3 days or 72 hours.**

**Personnel Action Comments (PA56.1)**



|   | HRIS Field       | R / O | Step/Action  | Expected Results  | Notes/<br>Additional Information                                |
|---|------------------|-------|--|---|---|
| 1 | Add or Close     | R     | <p>If you choose to make comments, type them in and Click Add. If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p>If you do not make comments, Click Close</p> | You will see a message in the lower left corner "Done". | Action will be processed and Employee's record will be updated. |
| 2 | White Search Box | R     | Type XP52.1 in the White Search Box. Press Enter on the keyboard   | The Individual Action Form (XP52.1) will open.          | You may continue with the Rehire Process as described on Page.  |

# Individual Action (XP52.1)- Parameters Tab (HIRE-REHR3)

The screenshot displays the Lawson Individual Action (XP52.1) Parameters Tab (HIRE-REHR3) interface. The top navigation bar includes the Lawson logo, the title "Individual Action (XP52.1)", and a search bar containing "xp52.1". A user greeting "Welcome Connie" and a "[logout]" link are visible in the top right. Below the navigation bar is a toolbar with buttons for "Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Fill Defaults".

The main data area contains the following fields and values:

- 1 Company: 1 (dropdown)
- 2 Employee: 143078 (dropdown)
- 3 Action, Nbr: HIRE-REHR3 (dropdown)
- 4 Effective: (calendar icon)
- 5 Reasons: (dropdown)
- STATE OF ARIZONA
- DEAN, JIMMY
- NEW HIRE-REHIRE SC-:
- Last Change: 07/03/2012
- Comment: (text input)

Below the data area are tabs for "Parameters", "Selected Items 1", "Selected Items 2", and "Selected Items 3". Under the "Parameters" tab, there are sub-tabs for "Main", "Special Processing", and "U.S. - COBRA". The "Main" sub-tab is active and contains the following parameters:

- 7 Immediate: Y (dropdown) Yes
- 8 Anticipated End Date: (calendar icon)
- 9 Update Benefits: (dropdown)
- 10 Update Absence Management: Y (dropdown) Yes
- 11 Update Required Deductions: Y (dropdown) Yes
- 12 Old Deduction End Date: (calendar icon)
- 13 New Deduction Begin Date: (calendar icon)
- Currency Calculation: (button)

The bottom status bar indicates "Inquiry Complete, add new values" and a zoom level of "100%".

|    | <b>HRIS Field</b>                       | <b>R / O</b> | <b>Step/Action</b>   | <b>Expected Results</b>  | <b>Notes/<br/>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.   | System will bring up needed information from the prior two actions.  | You must enter the correct EIN.  |
| 3  | <b>Action Nbr</b> Field                 | R            | Type or use the Drop Down to enter action ' <b>HIRE-REHR3</b> '.                 | Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.   |  |
| 4  | <b>Effective</b> Field                  | R            | Type the Effective Date of the action.   | The Effective Date of the hire will be in this field.  | Date is formatted as MMDDYYYY  |
| 5  | <b>Reasons</b> Field – First Box Field  | R            | Type or use the Drop Down to enter the reason code for the Hire Action.          |  | One reason code is required.   |
|    | <b>Reasons</b> Field - Second Box Field | O            | Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire. |  | The 2 <sup>nd</sup> Reason Code is not required, however, it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes. |
| 6  | <b>Inquire</b> Button                   | R            | Click Inquire  | You should get message "Inquiry Complete, add new values" in the lower left corner.<br><br>The system will populate the required fields that are needed and will default information (as applicable) from the Employee's record. | DO NOT CLICK Add at this point!  |
| 7  | <b>Immediate</b> Field                  | R            | Type Y in the Immediate Field.   | The Rehire Action will process Immediately once the action is completed and added.   | <b>ALL REHIRE ACTIONS MUST BE COMPLETED IMMEDIATELY.</b>   |
| 8  | <b>Anticipated End</b> Field            | R            | Leave Blank  | This field must be blank.  |  |
| 9  | <b>Update Benefits</b> Field            | R            | Type or Select from the Drop Down 'Y – Yes'.                                     | This field must contain a Y.   | Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.   |
| 10 | <b>Update Absence Management</b> field  | R            | Leave Blank  |  | This field must be left blank  |
| 11 | <b>Update Required Deductions</b> Field | R            | Type or Select from the Drop Down 'Y – Yes'.                                     | This field must contain a Y.   | This will activate the rehires required deductions.  |

|    | <b>HRIS Field</b>                     | <b>R / O</b> | <b>Step/Action</b>  | <b>Expected Results</b>   |  <b>Notes/ Additional Information</b> |
|----|---------------------------------------|--------------|---|---|--|
| 12 | <b>Old Deduction End Date</b> Field   | R            | Leave Blank   | When the action is processed the system will default in the correct date.           |  |
| 13 | <b>New Deduction Begin Date</b> Field | R            | Leave Blank   | When the action is processed the system will default in the correct date.           |  |
| 14 | <b>Selected Items 1</b> Field         | R            | Click on the <b>Selected Items 1</b> tab located under Related Pages on the left menu pane. | The Selected Items 1 section will appear with the necessary fields to be populated. | Information that was imported from Employee's record will appear.  |

**Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR3)**

The screenshot displays the Lawson Individual Action (XP52.1) interface. At the top, the Lawson logo and title 'Individual Action (XP52.1)' are visible. The user is logged in as 'Connie' and the page ID is 'xp52.1'. A navigation bar includes buttons for 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Fill Defaults'. A left sidebar shows 'Jobs and Reports'. The main area contains form fields for 'Company' (1), 'Employee' (143078), 'Action,Nbr' (HIRE-REHR3), and 'Effective' date. The 'Selected Items 1' tab is active, showing a table of data items with their current values and change-to fields. Callouts 1 through 14 point to various elements: 1 to the form fields, 2 to the table header, 3-12 to individual rows, and 14 to the 'Add' button.

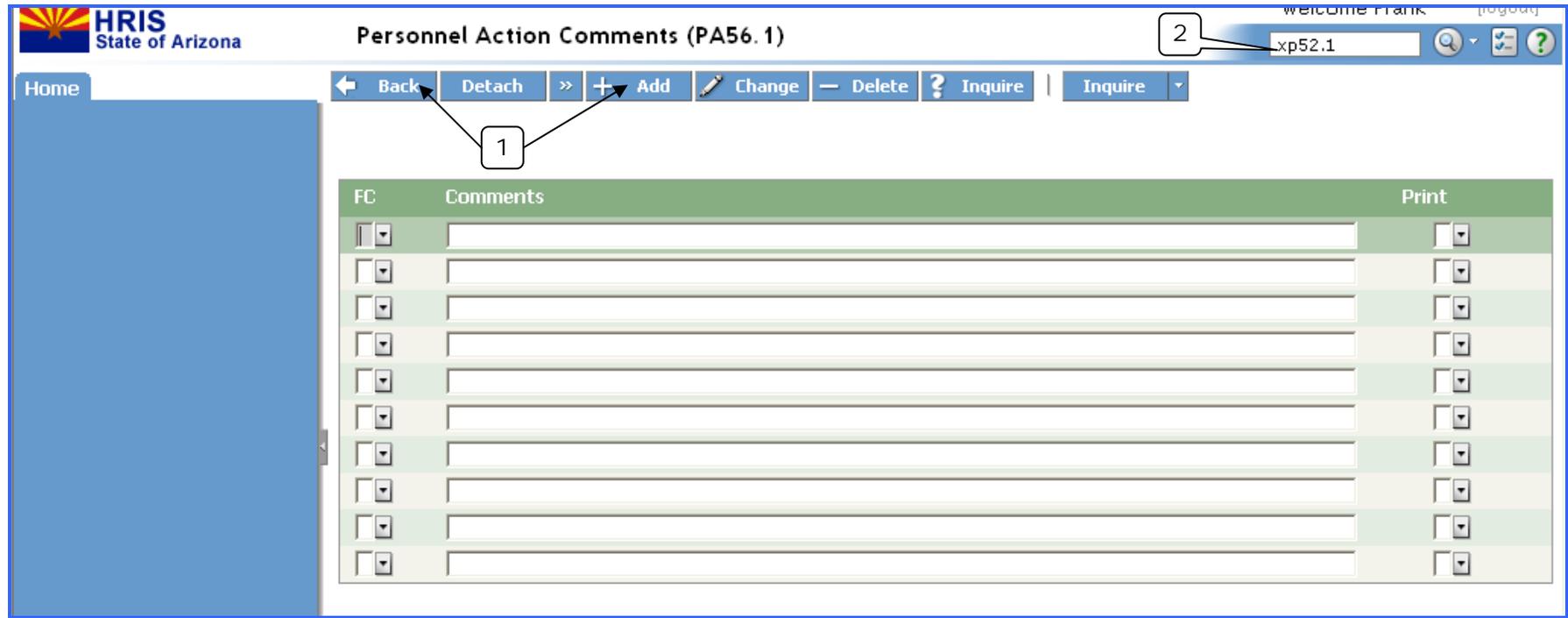
| Data Item            | Current Value | Change To            |
|----------------------|---------------|----------------------|
| Supplemental Addr 1  | 1244 N CACTUS | <input type="text"/> |
| Supplemental Addr 2  |               | <input type="text"/> |
| Supplemental City    | PHOENIX       | <input type="text"/> |
| Splmntl St or Prov   | AZ            | <input type="text"/> |
| Splmntl Postal Code  | 85004         | <input type="text"/> |
| Telephone - Work     |               | <input type="text"/> |
| Telephone - Work Ext |               | <input type="text"/> |
| Badge Number         |               | <input type="text"/> |
| Badge Code           |               | <input type="text"/> |
| DPS-SDA              |               | <input type="text"/> |
| Seniority Date       | 07/03/2012    | <input type="text"/> |
| E-mail Address       |               | <input type="text"/> |

|   | HRIS Field  | R / O                      | Step/Action  | Expected Results |  Notes/<br>Additional Information              |
|---|---|----------------------------|--|------------------|---|
| 1 | Company Field<br>Employee Field<br>Action, Nbr Field<br>Requisition Field<br>Effective Date Field<br>Reasons Fields | R<br>R<br>R<br>R<br>R<br>R | No Action Required, these fields will default to what was entered on the Parameters Tab.   |                  |   |
| 2 | Supplemental Addr 1 Field   | R                          | This field will default in from the Home Address.<br><br>Type an Address 1 if applicable for the Employee (see Notes)<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required. | .                | If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields. |
| 3 | Supplemental Addr 2 Field   | R                          | This field will default in from the Home Address<br><br>Type an Address 2 if applicable for the Employee (see Notes)<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.  |                  | If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields. |
| 4 | Supplemental City Field   | R                          | This field will default in from the Home City.<br><br>Type a City if applicable for the Employee (see Notes)<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.          |                  | If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona City in the supplemental City fields.       |
| 5 | Supp State or Prov Field  | R                          | This field will default in from the Home State.<br><br>Type a State if applicable for the Employee (see Notes)<br><br>**If information displayed in the <b>Current Value</b> Field is correct,                                   |                  | If the Employee lives in a state other than Arizona, <b>you must</b> place Arizona in the supplemental State fields.              |

|    | HRIS Field                       | R / O | Step/Action   | Expected Results |  Notes/<br>Additional Information         |
|----|----------------------------------|-------|---|------------------|--|
|    |                                  |       | then no entry is required.  |                  |  |
| 6  | <b>Supplemental Postal</b> Field | O     | This field will default in from the Home Postal.<br><br>Type a Postal if applicable for the Employee (see Notes)<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required. |                  | If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Zip in the supplemental Postal fields. |
| 7  | <b>Telephone-Work</b> Field      | N / A | <b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)  |                  | Must use ZH12.1 to enter this information.   |
| 8  | <b>Telephone-Work Ext</b> Field  | N / A | <b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)  |                  | Must use ZH12.1 to enter this information.   |
| 9  | <b>Badge Number</b> Field        | O     | Type in the Employee's Badge number if applicable for you agency.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.  |                  | This is an optional field.   |
| 10 | <b>Badge Code</b> Field          | O     | Type in the Employee's Badge Code if applicable for your agency.<br><br>**If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.   |                  | This is an optional field.   |
| 11 | <b>DPS-SDA</b> Field             | O     | This is an optional field used by specific agencies.  |                  |  |
| 12 | <b>Seniority Date</b> Field      | O     | The Seniority Date will default from the Hire Date.<br><br>**If information displayed in the  |                  | Should be same as adjusted hire date for a rehire.   |

|    | HRIS Field                  | R / O | Step/Action  | Expected Results  |  Notes/<br>Additional Information  |
|----|-----------------------------|-------|--|---|---|
|    |                             |       | <b>Current Value</b> Field is correct, then no entry is required.  |   |   |
| 13 | <b>E-Mail Address</b> Field | N / A | <b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1) |   | Must use ZH12.1 to enter this infomraiton.  |
| 14 | <b>Add</b> button           | R     | Click Add to process the action  | You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue. | There is not an OK tab to click. See next step.   |
|    | <b>Add</b> button           | R     | Click Add Again  | Message in lower left corner "Action processed; deductions updated; continue".                                | The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. HRIS is the Official Employee Personnel file.<br><br>Note: The Selected Items 2 & 3 tabs are blank in this Action. <b>No Action is required on these tabs.</b> |

**Personnel Action Comments (PA56.1)**



|   | HRIS Field       | R / O | Step/Action   | Expected Results  | Notes/<br>Additional Information  |
|---|------------------|-------|---|---|---|
| 1 | Add or Close     | R     | <p>If you choose to make comments, type them in and Click Add.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p>If you do not make comments, Click Close</p> | You will see a message in the lower left corner "Done". | <p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> |
| 2 | White Search Box | R     | Type XP52.1 in the White Search Box. Press Enter on the keyboard  | The Individual Action Form (XP52.1) will open.          | You may continue with the Rehire Process as described on Page <b>Error!</b> <b>Bookmark not defined..</b>   |

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# REHIRE CHECKLIST

The steps in this guide should be completed when an Employee is being rehired into State Service. Note: If you do not properly complete all of the following steps, the Employee's record will not be set up correctly and the Employee could be incorrectly paid or have incorrect benefits and leave accruals.

**Reminder: Rehire only applies to those Employees who separated from State Service after December 29, 2003. All Employees who separated prior to this date will be treated as a new hire because they will not have any previous data stored in the HRIS system.**

| Check | Task Description   | Important Notes   |
|-------|--|---|
|       | <p>Enters three Immediate <b>Personnel Actions</b> to complete the "Rehire Process". Do not future date these actions.</p> <ul style="list-style-type: none"> <li>• REHIRE1</li> <li>• HIRE-REHIRE2</li> <li>• HIRE-REHIRE3</li> </ul> <p>Be sure to remove the Termination date and enter an Adjusted Hire Date. Process all other transactions as described in the Rehire Training</p>   | <ul style="list-style-type: none"> <li>• Agency HR should review the Employee's record to determine what items must be added / stopped.</li> <li>• <b>Forgetting to remove the Termination Date will affect Leave Accruals, payments and benefits.</b></li> </ul>   |
|       | <p>Does the Employee have any <b>Voluntary Deductions</b> (dues, SECC, etc.) to be setup on his/her record?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have new deductions setup on the <i>Employee Deduction Form (PR14.1)</i>.</li> </ul> <p>Does the Employee have any existing Voluntary Deductions setup on his/her record from prior state employment that should be stopped?</p> <ul style="list-style-type: none"> <li>• <b>Reminder: The deduction will continue to be taken if a stop date is not entered.</b></li> <li>• If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Employee Deduction form (PR14.1)</i>.</li> </ul> | <ul style="list-style-type: none"> <li>• Stop dates must be dated after the final payment made to the Employee.</li> <li>• <b>Reminder: The deduction will continue if a stop date is not entered.</b></li> </ul>   |
|       | <p>Does the Employee require any <b>Additional Payment</b> setups on his/her record that are not included in an Employee Group?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have the additional payment created on the <i>Standard Time Record (ZR30.1)</i>.</li> </ul> <p>Does the Employee have any Additional Payment setups on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Standard Time Record (ZR30.1)</i>.</li> </ul>  | <ul style="list-style-type: none"> <li>• Additional Payments added to the Employees record using an Employee Group will be started/stop automatically based on the Group criteria.</li> <li>• Stop dates must be dated after the final payment made to the Employee.</li> <li>• <b>Reminder: The Additional Payment will continue if a stop date is not entered.</b></li> </ul> |
|       | <p>Does the Employee require new <b>Direct Deposit</b> activations on his/her record?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have new distributions setup on the <i>Direct Deposit Distribution form (XR12.1)</i>.</li> </ul> <p>Does the employee have any existing Direct Deposits setup on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have stop dates entered on the <i>Direct Deposit Distribution form (XR12.1)</i>.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Reminder: To inactivate a previous Direct Deposit, a stop date must be entered with an effective date after the last date of the previous employment.</b></li> </ul>  |

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|  | <p>Review the <b>Time Accrual Plans</b> the Employee is eligible to receive based on his/her rehire with the State of Arizona. Determine the following:</p> <p>Are the time accrual plans (Annual, Sick, Holiday, Comp, etc) the same plans the Employee had at the time of termination from state employment?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have the stop dates removed from these plans on the <i>Employee Plan Inquiry Form (TA60.1)</i>.</li> </ul> <p>Are the time accrual plans different?</p> <ul style="list-style-type: none"> <li>• If yes, verify that the old time accrual plans have stop dates entered.</li> <li>• If no, contact your Agency Payroll Initiator to have stop dates removed using the <i>Employee Plan Inquiry Form (TA60.1)</i>.</li> </ul> | <ul style="list-style-type: none"> <li>• Stop dates must be after the final payment date to the Employee.</li> <li>• <b>Reminder: Time Accrual Plans will award the Employee back accruals if a stop date is not entered.</b></li> <li>• <b>Verifying the Adjusted Hire Date will ensure that the correct accruals are given.</b></li> </ul> |
|  | <p>Review the <b>tax withholdings</b> (Federal and State) currently setup on the Employee's record. Ensure that the withholding amounts match what is provided on the Employee's new W-4 and A-4.</p> <ul style="list-style-type: none"> <li>• If changes are required, contact your Agency Taxes Initiator to have the Employee's tax withholdings updated on the <i>Employee US Taxes Form (PR13.1)</i>.</li> </ul>   |  |