



HRIS Job Role Training

Agency Transit Card Processor
Forms: AZ10.1, AZ10.2, AZ10.4, AZ10.6, AZ10.8
Reports: AZ273, AZ278, AZ283

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Introduction

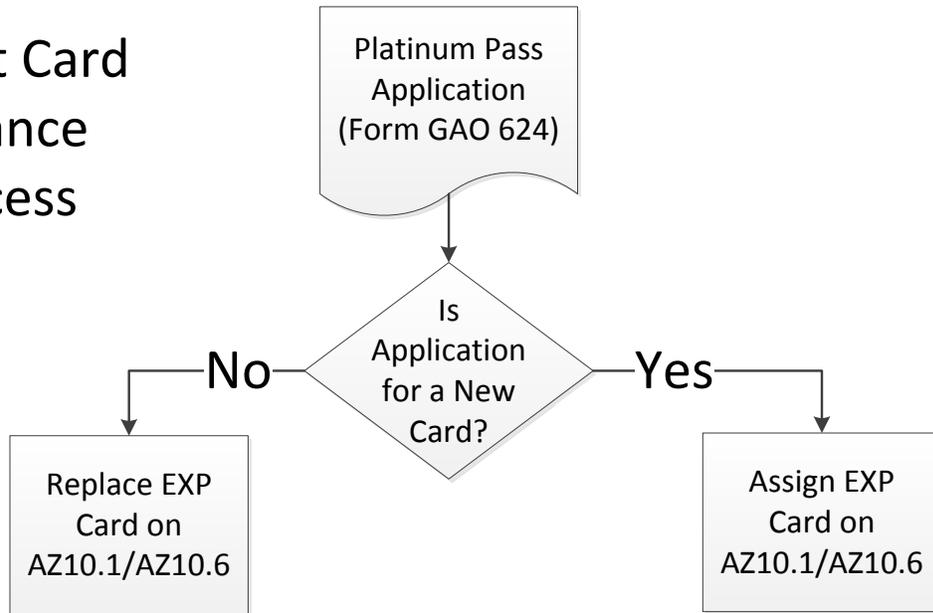
In an ongoing effort to improve air quality in the Valley, the State Legislature, the Governor, the Department of Administration and the Department of Environmental Quality have provided for and implemented a transit subsidy program. Currently, all non-university State employees working in Maricopa County who are paid through the ADOA Statewide payroll system are eligible for the program. To apply for the program, employee must submit the Form GAO 624 Platinum Pass Application to their agency personnel office.

The process outlined in this training manual will teach Agency Transit Card Processors how to assign, replace, cancel and maintain employee transit cards.

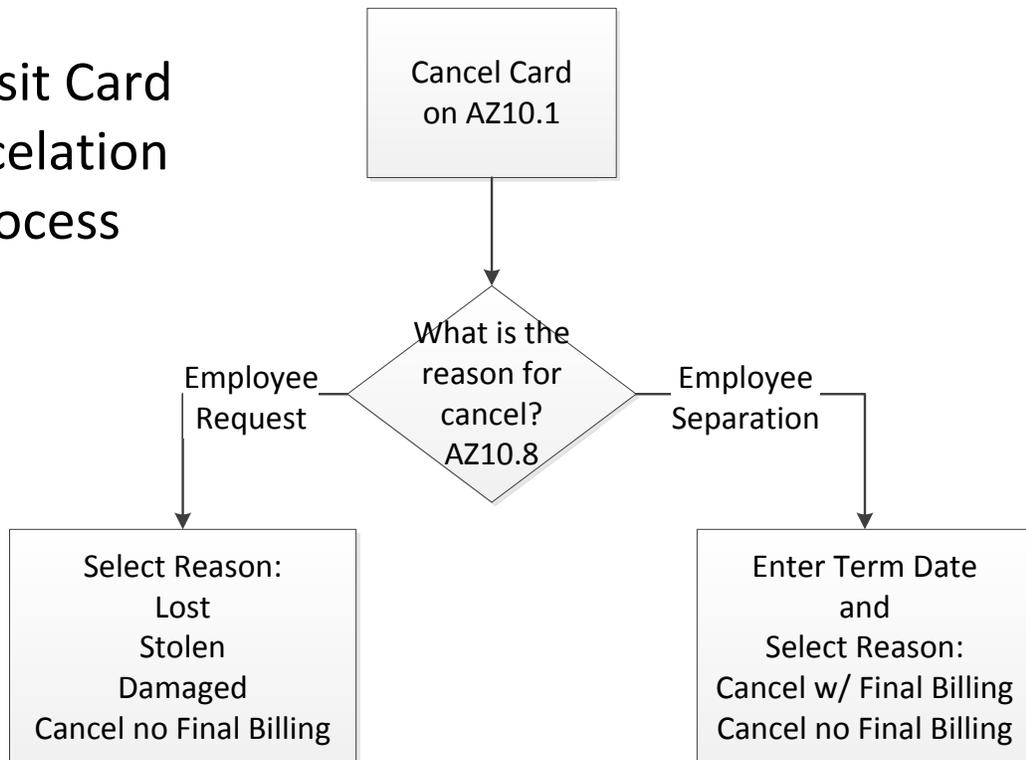
Notes

- Platinum Pass Application Form GAO 624 must be received before a transit card can be Assigned or Replaced.
- Transit Cards will be mailed by GAO the next business day to the employee's Home Address as listed in HRIS.
- Action taken on a card in error: Contact GAO at Central.Payroll@azdoa.gov the same business day, it may be possible to reverse the action

Transit Card Issuance Process



Transit Card Cancellation Process



AZ10.1 Employee/Transit Card Maintenance

| | HRIS Field | R/O | Step/Action | Expected Results | STOP Notes/Additional Information |
|----|------------------|-----|--|---|---|
| 1 | White Search Box | R | Type AZ10.1 in the White Search Box. Press <i>Enter</i> on the keyboard. | The Employee/Transit Card Maintenance (AZ10.1) Form will open | |
| 2 | Company Field | R | Type 1 in Company field | | |
| 3 | Employee Field | R | Type Employee Identification Number in Employee field | Employee Name will display | |
| 4 | Inquire Button | R | Click Inquire | You should get message "Inquiry Complete" in the lower left corner. | Once the Inquire button is clicked, the form will display any Transit Card history |
| 5 | Transit Card | N/A | | | Transit Card assigned to employee |
| 6 | Type | N/A | | | E =Express Card |
| 7 | St (Status) | N/A | | | A = Active D = Cancel w/ Final Billing I = Inactive G = Inactivated by GAO |
| 8 | Replaced Card | N/A | | | Old Transit card linked to New Transit card |
| 9 | Pre-Pay | N/A | | | Final Billing charges to be paid by employee |
| 10 | Start | N/A | | | Date Transit Card assigned |
| 11 | End | N/A | | | Date Transit Card is valid through |
| 12 | Comments | N/A | | | View comments |

Assign an EXP Transit Card

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|------------------------|-------|--|--|---|
| 1 | White Search Box | R | Type AZ10.1 in the White Search Box. Press <i>Enter</i> on the keyboard. | The Employee/Transit Card Maintenance (AZ10.1) Form will open | |
| 2 | Company Field | R | Type 1 in Company field | | |
| 3 | Employee Field | R | Type Employee Identification Number in Employee field | Employee Name will display | |
| 4 | Inquire Button | R | Click Inquire | You should get message "Inquiry Complete" in the lower left corner. | Must not have any cards in Active "A" status to use the Assign EXP Card button. Active cards must use the 'Replace with EXP Card' button. |
| 5 | Assign EXP Card Button | R | Click Assign EXP Card Button | Assign New EXP Transit Card (AZ10.4) See message "Confirm new card values and press OK to assign" in the bottom left corner of the screen. See screen shot below. | |

Assign New EXP Transit Card Form (AZ10.4)

Assign Transit Card

HRIS State of Arizona

Welcome
az10.1

Assign New EXP Transit Card (AZ10.4)

OK Cancel Detach

1

Company 1 STATE OF ARIZONA

Employee 123456 CHARLES NORRIS

Transit Card 1378022576 Type E EXP - Local/Express/RAPID/Rail

Control Nbr 42506

Start Date 09/27/2016 End Date

Confirm new card values and press OK to assign

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|------------|-------|--|--|--|
| 1 | OK Button | R | Click OK to assign the Transit Card | Employee/Transit Card Maintenance (AZ10.1). See message "Inquiry Complete" Transit Card assigned displayed with "A" status and Start Date field populated. | Click Cancel to return to AZ10.1 Transit Card will not be assigned. |

AZ10.1 Results of Assignment

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|--|--------------|-------|-------------|--|--|
| 1 | Transit Card | N / A | | Assigned Transit Card will default | |
| 2 | Type | N / A | | Type will default to "E" Express | |
| 3 | St | N / A | | Status will default to "A" Active | |
| 4 | Start | N / A | | Start date will display Date new card assigned | Transit Card will be mailed by GAO to Employee's Home Address in HRIS the next business day. |
| <p>Transit Card has been assigned to employee. GAO will mail the Transit Card to the employee's home address in HRIS, the next business day.</p> <p>***If a Transit Card is assigned in error, contact GAO at Central.Payroll@azdoa.gov the SAME day, it may be possible to reverse the assignment.</p> | | | | | |

Assign Replacement of EXP Transit Card

HRIS State of Arizona Employee/Transit Card Maintenance (AZ10.1)

Welcome az10

Company: 1 STATE OF ARIZONA

Employee: 12345 CHARLES NORRIS

Agency: DE DEPT OF ECONOMIC SECURITY

Status: C1 UNCOVERED W/BN

Buttons: Cancel Card, Replace with EXP Card

| FC | Transit Card | Type | St | Replaced Card | Pre-Pay | Start | End |
|----|--------------|------|----|---------------|---------|------------|-----|
| | 987654321 | E | A | | | 09/26/2016 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Inquiry Complete 143%

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|------------------------------|-------|--|---|--|
| 1 | White Search Box | R | Type AZ10.1 in the White Search Box. Press <i>Enter</i> on the keyboard. | The Employee/Transit Card Maintenance (AZ10.1) Form will open | |
| 2 | Company Field | R | Type 1 in Company field | State of Arizona will display | |
| 3 | Employee Field | R | Type Employee Identification Number in Employee field | Employee Name will display | |
| 4 | Inquire Button | R | Click Inquire | You should get message "Inquiry Complete" in the lower left corner. | Must have a Transit Card in Active "A" status to use the 'Replace with EXP Card' button. |
| 5 | Replace with EXP Card Button | R | Click Replace with EXP Card Button | Replace with EXP Transit Card (AZ10.6) See message "Confirm card values and press OK to replace" in the bottom left corner of the screen. See screen shot below. | |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/Additional Information |
|---|-----------------|-------|---|--|--|
| 1 | Replacement Fee | N / A | No Action | \$5.00 Replacement Fee will default | Do NOT make any changes to the Replacement Fee field. |
| 2 | Comment | O | Type optional comments | | |
| 3 | OK Button | R | Click OK to replace the Transit Card | Employee/Transit Card Maintenance (AZ10.1). See message "Inquiry Complete" Transit Card assigned displayed with "A" status and Start Date field populated. | Click Cancel to return to AZ10.1 Transit Card will not be replaced. |

AZ10.1 Results of Assignment of Replacement

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|---------------|-------|-------------|--|--|
| 1 | Transit Card | N / A | | Assigned Transit Card defaults to top row | |
| 2 | Type | N / A | | Type will default to "E" Express | |
| 3 | St | N / A | | Status will default to "A" Active. Status for previous Transit Card will default to "I" Inactive. | |
| 4 | Replaced Card | N / A | | Previous Card linked to new Transit Card | Card charges will be combined for billing purposes. |
| 5 | Start | N / A | | Start date will display Date new card assigned | Transit Card will be mailed by GAO to Employee's Home Address in HRIS the next business day. |
| 6 | End | N / A | | New Transit Card, End date will be blank. Replaced Transit Card, End date will display Date card was replaced. | GAO will send deactivation requests to City of Phoenix the next business day for Transit Cards with an End date. |
| <p>Replacement Transit Card has been assigned to employee. GAO will mail the Transit Card to the employee's home address in HRIS, the next business day. Previous Transit Card has been cancelled. GAO will send deactivation and link request to City of Phoenix the next business day.</p> <p>***If a Transit Card is replaced in error, contact GAO at Central.Payroll@azdoa.gov the SAME day, it may be possible to reverse the replacement.</p> | | | | | |

Cancel a Transit Card

The screenshot displays the HRIS interface for 'Employee/Transit Card Maintenance (AZ10.1)'. At the top, there is a search box containing 'az10'. Below the search box, there are navigation buttons: '>>', '<<', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area shows the following details:

- Company:** 1 STATE OF ARIZONA
- Employee:** 12345 CHARLES NORRIS
- Agency:** DE DEPT OF ECONOMIC SECURITY
- Status:** C1 UNCOVERED W/BN

At the bottom of the form, there are two buttons: 'Cancel Card' and 'Replace with EXP Card'. Below the form is a table with the following columns: FC, Transit Card, Type, St, Replaced Card, Pre-Pay, Start, and End. The table contains one row of data:

| FC | Transit Card | Type | St | Replaced Card | Pre-Pay | Start | End |
|----|--------------|------|----|---------------|---------|------------|-----|
| | 987654321 | E | A | | | 09/26/2016 | |

The screen also shows 'Inquiry Complete' at the bottom left and '143%' at the bottom right.

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|--------------------|-------|--|--|------------------------------|
| 1 | White Search Box | R | Type AZ10.1 in the White Search Box. Press <i>Enter</i> on the keyboard. | The Employee/Transit Card Maintenance (AZ10.1) Form will open | |
| 2 | Company Field | R | Type 1 in Company field | State of Arizona will display | |
| 3 | Employee Field | R | Type Employee Identification Number in Employee field | Employee Name will display | |
| 4 | Inquire Button | R | Click Inquire | You should get message "Inquiry Complete" in the lower left corner. | |
| 5 | Cancel Card Button | R | Click Cancel Card Button | Cancel Transit Card (AZ10.8) See message "Confirm end-date and status, then press OK to inactivate" in the bottom left corner of the screen. See screen shot below. | |

HRIS State of Arizona

Cancel Transit Card (AZ10.8)

Welcome az10.1

OK Cancel Detach

4

Company 1 STATE OF ARIZONA

Employee 12345 CHARLES NORRIS

Transit Card 987654321

Start Date 01/20/2016

End Date 09/26/2016 1

Reason 2

3

Termination Date

Confirm end-date and status, then press OK to inactivate

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|------------------------|-------|--|---|---|
| 1 | End Date field | R | Select or Type date Transit Card can be used through. | Will default to current date. | <ul style="list-style-type: none"> Do NOT use a Saturday or Sunday Date – card will never be inactivated. Can't use a past date. Future dates can be selected |
| 2 | Reason Field | R | Must Select Reason for cancel | L – Lost Card S – Stolen Card F – Cancel no Final Billing G – Damaged D – Cancel with Final Billing | Only Reason "D" Cancel with Final Billing, will result in expedited final charges for last paycheck or handwrite. Can take up to 4 business days to receive final charges. |
| 3 | Termination Date Field | R / O | Must type employee's termination date when the Reason "D – Cancel with Final Billing" is selected. | | Term Date can be either Termination Date or Transit Card Cancel Date. |
| 4 | OK Button | R | Click OK to cancel the Transit Card | Employee/Transit Card Maintenance (AZ10.1). See message "Inquiry Complete" See screenshot below | Click Cancel to return to AZ10.1 Transit Card will not be canceled. |

AZ10.1 Results of Cancellation

The screenshot displays the HRIS State of Arizona interface for 'Employee/Transit Card Maintenance (AZ10.1)'. The top navigation bar includes 'Previous', 'Inquire', and 'Next' buttons. The main form contains the following information:

- Company:** STATE OF ARIZONA
- Employee:** 12345 CHARLES NORRIS
- Agency:** DE DEPT OF ECONOMIC SECURITY
- Status:** C1 UNCOVERED W/BN

Buttons for 'Assign EXP Card' and 'Replace with EXP Card' are visible. Below the form is a table with the following columns: FC, Transit Card, Type, St, Replaced Card, Pre-Pay, Start, and End. The table contains one row with the following values:

| FC | Transit Card | Type | St | Replaced Card | Pre-Pay | Start | End |
|----|--------------|------|----|---------------|---------|------------|------------|
| | 98765431 | E | D | | | 01/20/2016 | 09/26/2016 |

Callouts 1 through 6 point to the following fields in the table:

- Transit Card
- Type
- St
- Pre-Pay
- End
- Comments (indicated by a small '1' icon in the table)

| | HRIS Field | R/O | Step/Action | Expected Results | STOP Notes/Additional Information |
|---|--------------|-----|---------------------------------------|--|---|
| 1 | Transit Card | N/A | | Assigned Transit Card defaults to top row | |
| 2 | Type | N/A | | Type will default to "E" Express | |
| 3 | St | N/A | | Status will display "D" if Cancel with Final Billing reason was selected on AZ10.8. All other reasons will display "I" | |
| 4 | Pre-Pay | N/A | | Will be blank. | If reason "D" was selected on AZ10.8, GAO will populate the Pre-Pay field with final billing charges. |
| 5 | End | N/A | | End date will display Date card was canceled. | GAO will send deactivation request to City of Phoenix the next business day for Transit Cards with an End date. |
| 6 | Comments | O | Click Comment button to view comments | Employee/Transit Card Comments Maintenance (AZ10.2) Form will open. | Comments button will display a numerical value if comments exists. Comments are generated during the Cancel action. Comments include User ID, reason and Date of cancel action. |

Transit Card has been canceled. GAO will send deactivation request to City of Phoenix the next business day. GAO will request final billing for Transit Cards with St "D". Any final billing charges will be added by GAO as a one-time deduction, the amount will be populated in the Pre-Pay field.

Pre-Pay amount will decrement when the monthly bill is processed. Any remaining Pre-Pay amount will be applied to the next monthly bill. Pre-Pay amounts not deducted from the employee may be charged to the Agency as a No Pay.

***If a Transit Card is canceled in error, contact GAO at Central.Payroll@azdoa.gov the SAME day, it may be possible to reverse the cancellation.

Employee/Transit Card Comments Maintenance (AZ10.2)

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/Additional Information |
|---|---------------------------------|-------|---|---|--|
| 1 | Company Field | N / A | Type 1 in Company field | State of Arizona will display | Company will default if accessed from AZ10.1 |
| 2 | Employee Field | N / A | Type Employee Identification Number in Employee field | Employee name will display | Employee will default if accessed from AZ10.1 |
| 3 | Transit Card Field | N / A | Type the Transit Card number or click the Next button until Transit Card is displayed | Transit Card number will display | Transit Card will default if accessed from AZ10.1 |
| 4 | Inquire button | O | Click the Inquire button | You should get message "Inquiry Complete" in the lower left corner. | First row Comment will default to UserID, Reason and Cancel action date. |
| 5 | FC Field | O | Use the drop down to select "A" Add new comment "C" Change existing comment "D" Delete existing comment | | Do NOT Delete comments added by AZ10.8 during the cancelation action. |
| 6 | Comment Field | O | Type your comments in rows 2 -15. | | |
| 7 | Insert Message(s) Button | O | Click Insert Message(s) button to update Comments. | You should get the message "Change Complete – Continue" in the lower left corner. | |
| 8 | Back Button | R | Click Back button to return to return to AZ10.1 | Employee/Transit Card Maintenance (AZ10.1). See message "Inquiry Complete" | |

AZ273 Replaced-Cancelled Transit Card Report

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|-----------------------|-------|--|---|---|
| 1 | HRIS Search Box | R | Type AZ273 and Press <i>Enter</i> on the keyboard | Replaced-Cancelled Trans Cards (AZ273) Form will open | |
| 2 | Job Name Field | R | Type a unique name for the report you will be running | | <ul style="list-style-type: none"> • Job Name cannot contain more than 10 characters. • No spaces allowed. • The job name should be unique for each action, unless you intend to overwrite the information on the original report |
| 3 | Job Description Field | R | Type a unique description for the report you will be running. | | <ul style="list-style-type: none"> • Field is a maximum of 30 characters. Description can include spaces and special characters (ex. – or _) • It is recommended to include the Employee's EIN or Name as a reference |
| 4 | Company Field | R | Type 1 in Company field | State of Arizona will display | |
| 5 | Agency Field | R | Select or Type your 2 digit Agency code | Full Agency Name will display | |
| 6 | Date Field | R | Select or Type date Transit Cards have been Replaced and/or Canceled | | |
| 7 | Reason Field | O | Select or Type Reason code | I – Inactive D – Cancel w/ Final Billing G – Inactivated by GAO | Leaving blank will display all cancelations/replacement on that date. |
| 8 | Add button | R | Click Add to save your AZ273 job. | See message "Job Added" | |

Replaced-Cancelled Trans Cards (AZ273) - Submit Job to Process

After you have added your job (by clicking Add) you must Submit the job to be processed by HRIS.

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|-------------|-------|--------------|---|--|
| 1 | Submit Link | R | Click Submit | Another window will pop up (see below – Job Submit graphic) | This submits the job to HRIS to process. |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|---------------|-------|--------------|--------------------------------------|---|
| 2 | Submit button | R | Click Submit | You will go back to the AZ273 screen | Leave the Job Queue, Start Date and Start Time fields blank. Your job is being processed by HRIS. |

Replaced-Cancelled Trans Cards (AZ273) - View Results of Job

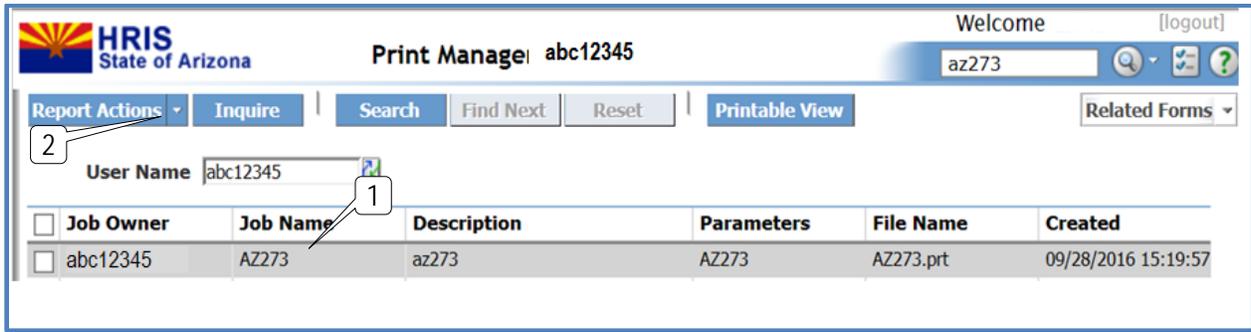
Once your job has been submitted and processed you can then view results in the Print Manager. You can check the status of your job by accessing the Job Scheduler.

The screenshot displays the HRIS State of Arizona interface for 'Replaced-Cancelled Trans Cards (AZ273)'. At the top, there is a navigation bar with buttons for '>>', '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. Below the navigation bar are four tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Job Sched' and 'Print Mgr' tabs are highlighted with callout boxes labeled '1' and '2' respectively. The main form area contains the following fields:

- Job Name: AZ273
- Job Description: AZ273
- User Name: abc12345
- Data Area/ID: (empty)
- Parameters:
 - Company: 1 (STATE OF ARIZONA)
 - Agency: AA (STATEWIDE SYSTEMS PROCESSING)
 - Date: 09/26/2016
 - Reason: I (Inactive)

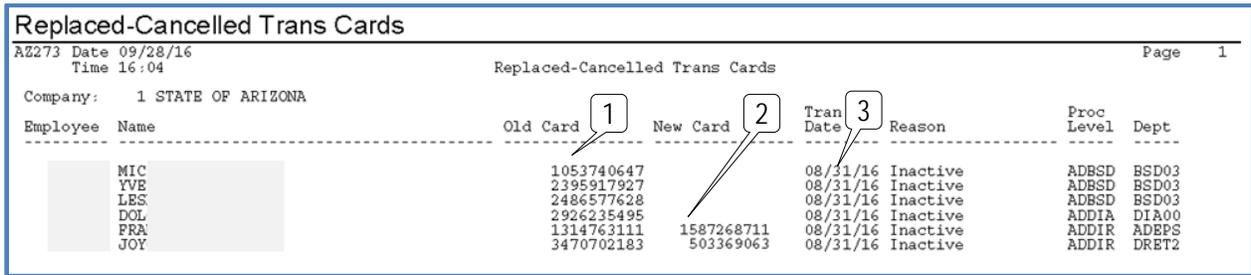
| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|--------------------|-------|--|--------------------------------|--|
| 1 | Job Scheduler link | O | Click Job Sched to check the status of your job. | Job Scheduler screen displays. | Job must be in Normal Completion and appear in the Completed tab to be available to view. You cannot view report results through the job scheduler, you can only view the status of the report job. |
| 2 | Print Manager link | O | Click Print Manager to display results. | Print Manager screen displays | Print Manger can be used to display all of your reports that have been processed. |

Replaced-Cancelled Trans Cards (AZ273) - Print Manger Link



| | HRIS Field | R / O | Step/Action | Expected Results | STOP Notes/Additional Information |
|---|----------------|-------|--|---------------------------------|--|
| 1 | Job Name field | R | Select the Job Name you would like to view. | This row will be highlighted | |
| 2 | View link | R | Click on View (under Report Actions) to display the report results | The report results will display | Report results will display in the default format established in User Options (most are Text or PDF) |

Replaced-Cancelled Trans Cards (AZ273) - Report Results



| | HRIS Field | R / O | Step/Action | Expected Results | STOP Notes/Additional Information |
|---|------------|-------|-------------|--|-----------------------------------|
| 1 | Old Card | | | Transit Card to Cancel | |
| 2 | New Card | | | Transit Card number that replaced Old Transit Card | |
| 3 | Tran Date | | | Date canceled in HRIS. | |

GAO will utilize the AZ273 report to request City of Phoenix to deactivate, link, and request final billing for transit cards the next business day.

GAO will mail the New Cards listed on the AZ273 to the employee's home address in HRIS, the next business day.

Inactive Employees with Active Transit Cards Report (AZ278)

The screenshot shows the HRIS State of Arizona interface for the 'Inactive Emps - Active Transit (AZ278)' report. The main form has a search box (1) containing 'az278'. Below it are fields for Job Name (2), Job Description (3), Company (4), Agency (5), and Status (6). There are buttons for '+ Add' (7), 'Submit' (8), 'Reports', 'Job Sched', and 'Print Mgr'. A 'Submit Job -- Webpage Dialog' window is open, showing a 'Submit' button (9) and fields for Job Name (AZ278), User Name (abc12345), Job Queue, Start Date, and Start Time.

| | HRIS Field | R / o | Step/Action | Expected Results | Notes/Additional Information |
|---|-----------------------|-------|---|--|---|
| 1 | HRIS Search Box | R | Type AZ278 and Press <i>Enter</i> on the keyboard | Inactive Emps – Active Transit (AZ278) Form will open | |
| 2 | Job Name Field | R | Type a unique name for the report you will be running | | <ul style="list-style-type: none"> Job Name cannot contain more than 10 characters. No spaces allowed. The job name should be unique for each action, unless you intend to overwrite the information on the original report |
| 3 | Job Description Field | R | Type a unique description for the report you will be running. | | <ul style="list-style-type: none"> Field is a maximum of 30 characters. Description can include spaces and special characters (ex. – or _) It is recommended to include the Employee’s EIN or Name as a reference |
| 4 | Company Field | R | Type 1 in Company field | State of Arizona will display | |
| 5 | Agency Field | R | Select or Type your 2 digit Agency code | Full Agency Name will display | |
| 6 | Status Field | R | Select or Type Pay Status | | Select pay status “R2”, “R3”, “T2”, “T3”, “U1” and “U2” |
| 7 | Add button | R | Click Add to save your AZ278 job. | See message “Job Added” | |
| 8 | Submit Link | R | Click Submit | Job Submit pop-up window will display | |
| 9 | Submit button | R | Click Submit | You will go back to the AZ278 screen. See message “Job Has Been Submitted” | Leave the Job Queue, Start Date and Start Time fields blank. Your job is being processed by HRIS. |

Inactive Employees with Active Transit Cards (AZ278) - View Results of Job

Once your job has been submitted and processed you can then view results in the Print Manager. You can check the status of your job by accessing the Job Scheduler.

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/Additional Information |
|---|--------------------|-------|--|--------------------------------|--|
| 1 | Job Scheduler link | O | Click Job Sched to check the status of your job. | Job Scheduler screen displays. | Job must be in Normal Completion and appear in the Completed tab to be available to view. You cannot view report results through the job scheduler, you can only view the status of the report job. |
| 2 | Print Manager link | O | Click Print Manager to display results. | Print Manager screen displays | Print Manger can be used to display all of your reports that have been processed. |

Inactive Employees with Active Transit Cards (AZ278) - Print Manger Link

HRIS State of Arizona | Print Manager - abc12345 | Welcome [logout] | az273

Report Actions | Inquire | Search | Find Next | Reset | Printable View | Related Forms

User Name: abc12345

| Job Owner | Job Name | Description | Parameters | File Name | Created |
|-----------------------------------|----------|-------------|------------|-----------|---------------------|
| <input type="checkbox"/> abc12345 | AZ278 | AZ278 | AZ278 | AZ278.prt | 09/28/2016 15:19:57 |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|----------------|-------|--|---------------------------------|--|
| 1 | Job Name field | R | Select the Job Name you would like to view. | This row will be highlighted | |
| 2 | View link | R | Click on View (under Report Actions) to display the report results | The report results will display | Report results will display in the default format established in User Options (most are Text or PDF) |

Inactive Employees with Active Transit Cards (AZ278) - Report Results

Inactive Emps - Active Transit

AZ278 Date 10/03/16 Time 12:02

Inactive Employees with Active Transit Cards

| Employee | Status | Transit Card | Department | Process Level |
|------------------------------|--------|--------------|------------|---------------|
| 123456 NORRIS, CHARLES | T2 | 1122659734 | LMDOC | AGCIV |
| Employee Count for Agency AG | | 1 | | |
| 78910 FLETCHER, JESSICA | T2 | 2451948475 | 34000 | CC300 |
| Employee Count for Agency CC | | 1 | | |
| Employee Count for Company | | 2 | | |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|--------------|-------|-------------|---|---|
| 1 | Employee | | | Displays Employee Identification Number | Enter this EIN on AZ10.1 and select "Cancel Card". On AZ10.8, select Reason "F Cancel no Final Billing" |
| 2 | Transit Card | | | Displays Active Transit Card | |

AZ283 Employee Transit Card Report

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|-------------------------|-------|---|--|---|
| 1 | HRIS Search Box | R | Type AZ283 and Press Enter on the keyboard | Employee Transit Card Report (AZ283) Form will open | |
| 2 | Job Name Field | R | Type a unique name for the report you will be running | | <ul style="list-style-type: none"> Job Name cannot contain more than 10 characters. No spaces allowed. The job name should be unique for each action, unless you intend to overwrite the information on the original report |
| 3 | Job Description Field | R | Type a unique description for the report you will be running. | | <ul style="list-style-type: none"> Field is a maximum of 30 characters. Description can include spaces and special characters (ex. – or _) It is recommended to include the Employee's EIN or Name as a reference |
| 4 | Company Field | R | Type 1 in Company field | State of Arizona will display | |
| 5 | Agency Field | R | Select or Type your 2 digit Agency code | Full Agency Name will display | |
| 6 | Processing Option Field | R | Select or Type Transit Card status | 0 = Active Transit Card 1 = Inactive Transit Card 2 = Both | |
| 7 | Add button | R | Click Add to save your AZ283 job. | See message "Job Added" | |
| 8 | Submit Link | R | Click Submit | Submit Job pop-up window will display | |
| 9 | Submit button | R | Click Submit | You will go back to the AZ283 screen. See message "Job Has Been Submitted" | Leave the Job Queue, Start Date and Start Time fields blank. Your job is being processed by HRIS. |

Employee Transit Card Report (AZ283) - View Results of Job

Once your job has been submitted and processed you can then view results in the Print Manager. You can check the status of your job by accessing the Job Scheduler.

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|--------------------|-------|--|--------------------------------|--|
| 1 | Job Scheduler link | O | Click Job Sched to check the status of your job. | Job Scheduler screen displays. | Job must be in Normal Completion and appear in the Completed tab to be available to view. You cannot view report results through the job scheduler, you can only view the status of the report job. |
| 2 | Print Manager link | O | Click Print Manager to display results. | Print Manager screen displays | Print Manger can be used to display all of your reports that have been processed. |

Employee Transit Card Report (AZ283) - Print Manger Link

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/Additional Information |
|---|----------------|-------|--|---------------------------------|--|
| 1 | Job Name field | R | Select the Job Name you would like to view. | This row will be highlighted | |
| 2 | View link | R | Click on View (under Report Actions) to display the report results | The report results will display | Report results will display in the default format established in User Options (most are Text or PDF) |

Employee Transit Card Report (AZ283) - Report Results

| Employee Transit Card Report | | | | | | |
|-----------------------------------|-----------------|-----------------------------------|----|---------------|-------|------------------------------------|
| AZ283 Date 10/03/16 Time 13:30 | | Transit Reports For Agency: BN | | | | |
| Company: 1 STATE OF ARIZONA | | | | | | |
| Employee Name | Transit Card | Date | St | Process Level | Dept | Comment |
| | 000000000410724 | 09/23/2008 | 1 | BN100 | 10000 | |
| | 000001317523047 | 09/30/2016 | 1 | BN100 | 10000 | |
| | 000001967405189 | 10/23/2012 | 1 | BN100 | 10000 | |
| | 000002727964682 | | 0 | BN100 | 10000 | |
| | 000000000415806 | 09/23/2008 | 1 | BN100 | 10000 | |
| | 00000239063395 | 02/09/2010 | 1 | BN100 | 10000 | User: jsg29631 - Reason: Dismissed |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/Additional Information |
|---|--------------|-------|-------------|--|--|
| 1 | Transit Card | | | Transit Card assigned to Employee | |
| 2 | Date | | | Date Transit Card was canceled. | Blank date = active card |
| 3 | St | | | Status from AZ283 report parameters. 1 = Inactive Transit Card 0 = Active Transit Card | |
| 4 | Comment | | | Comments from AZ10.2 screen | |