



# HRIS Job Role Training

New Hire Training without Talent and also for Non Compensated Board /  
Commission Members  
Forms: XP31, XP52

# Table of Contents

HRIS New Hire Flow Chart.....	4
Overview .....	5
Applicant Form (XP31.1) – Main Tab .....	6
Hire an Applicant (XP52.4) - Parameters Tab (APP-HIRE1) .....	10
Hire an Applicant (XP52.4) - Selected Items 1 Tab (APP-HIRE1) .....	12
Hire an Applicant (XP52.4) - Selected Items 2 Tab (APP-HIRE1) .....	14
Hire an Applicant (XP52.4) - Selected Items 3 Tab (APP-HIRE1) .....	16
Individual Action (XP52.1 -- Parameters Tab (HIRE-REHR2) .....	22
Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2) .....	24
Individual Action (XP52.1) - Selected Items 2 Tab (HIRE-REHR2) .....	26
Individual Action (XP52.1) - Selected Items 3 Tab (HIRE-REHR2) .....	29
Individual Action (XP52.1) - Parameters Tab (HIRE-REHR3) .....	33
Individual Action (XP52.1) - Selected Items 1 Tab (HIRE-REHR3) .....	35
I-9 Employee Work Eligibility .....	33

## Introduction

Due to recent changes in travel policy processing, travel reimbursements will now be paid through the HRIS system. This payment requires that all eligible travelers be input into the HRIS system. Several agencies have recipients who are eligible to receive travel, but are not officially considered “employees” of the State of Arizona; rather these individuals are considered “officers of the State”. To be considered an “officer of the State”, the person must be participating on a board, council, commission, or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under state statute and the State travel policy.

For individuals that meet this qualification, the agency will have to complete the HRIS New Hire process before the person will be able to receive reimbursements. This is also the process for those employees **who did not go through Talent Acquisition**.

To process these new hires, the Agency HR office will have to complete a sub-set of the overall HRIS New Hire process to include:

- ZH11.1 - Social Security Number Look-Up
- XP31.1 - Applicant
- XP52.4 - Hire An Applicant
- XP52.1 - Individual Action
- PR13.1 - Employee US Taxes

To reduce the paperwork required for these individuals, agencies will not be required to complete the follow new hire forms:

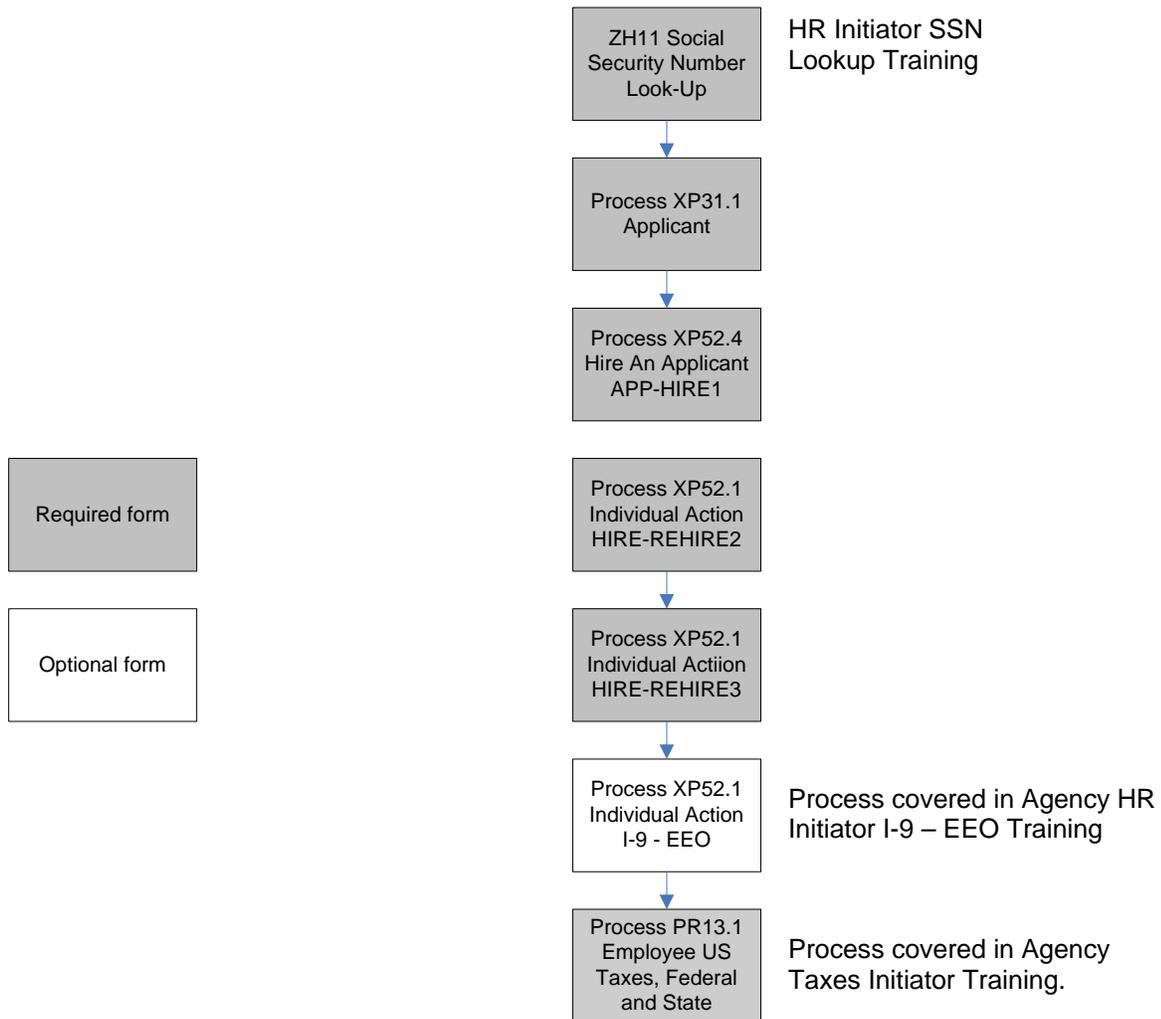
- HR20.1 - Additional Contacts Numbers
- PA12.1 - Emergency Contact
- PA26.1 - Review
- ZH12.1 – Email and Work Phone Maintenance

During the hire process, your transaction has not been completed (saved) until you see one of the following messages:

- Add Complete-Continue,
- Applicant Hired Continue,
- Action processed; deductions updated; continue, or
- Change Complete-Continue.

This process should only be followed for those individuals meeting the criteria for “officer of the state” as defined above. In addition, these individuals may all be hired into a very small number of positions within the agency. This is to allow for easier reporting. **This process is not intended for use with regular State of Arizona employees except when the new hire did not get sent as a future hire through Talent Acquisition.**

# HRIS New Hire Flow Chart



## Overview

The New Hire Process for “officers of the State” or “Non-Compensated” Board/Commission members must be followed anytime there is a request for travel reimbursement and the qualified person does not have an issued Employee Identification Number (EIN).

To be defined as an “officer of the state”, the person must be participating on a board, commission, council or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under State statute and the State travel policy.

### **This is also the new hire process when hiring candidates who haven’t gone through Talent Acquisition.**

When hiring these individuals, the first step is to check their SSN against the HRIS database to see if they are assigned to another Agency. If the individual does not exist, they must be added to the system as an Applicant, and then hired from Applicant to Employee.

To complete the process, follow the steps as outlined below.

- Lookup the Employee SSN using the ZH11.1 - Social Security Look-Up
  - Form is covered in the Agency HR Initiator SSN Lookup Training Material
- If the SSN does not appear, add the person to HRIS as an applicant using the XP31.1 Applicant
  - If SSN does appear, contact the existing agency to arrange for reimbursement (if in the active status – R3) OR hire the individual using the HRIS Rehire process.
- Hire the applicant as an Employee using the XP52.4 Hire An Applicant
- Complete the hire process using the XP52.1 Individual Action
- Update the Employee’s federal and state tax withholdings using the PR13.1 Employee US Taxes
  - Form is covered in the Agency Taxes Initiator Training Material

# Applicant Form (XP31.1) – Main Tab

The screenshot displays the HRIS Applicant Form (XP31.1) Main Tab. The interface includes a header with the HRIS State of Arizona logo, a user welcome message "Welcome Frank" with a "[logout]" link, and a search bar containing "xp31.1". A navigation bar contains buttons for "Add", "Change", "Previous", "Inquire", "Next", and "Inquire". The form is divided into several sections:

- Company and Applicant:** Fields for "Company" (labeled 2) and "Applicant" (labeled 3).
- Name Fields:** Fields for "Last Name" (labeled 4), "First Name" (labeled 5), "Preferred Name" (labeled 6), "Middle Name" (labeled 7), and "Name Title" (labeled 8).
- Status and Date Applied:** Fields for "Status" (labeled 9) and "Date Applied" (labeled 10).
- Hire Date and Employee:** Fields for "Hire Date" and "Employee".

Navigation tabs include "Main", "Apply", "Wk Avail", "Interest", "History", "Address", and "Personal". A blue bracket labeled 11 groups the tabs and the "Date Applied" field. At the bottom, there are buttons for "Requisition", "Comments", "User Fields", and "Base Curr". A blue sidebar is visible on the left side of the form.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XP31.1 in the White Search Box. Press Enter on the keyboard	The Applicant Form (XP31.1) opens.	
2	<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.
3	<b>Applicant</b> Field	R	Leave blank.	System will assign this number once the action is completed.	
4	<b>Last Name - First Box</b>	O	Type the prefix of the Applicant's Sir name in ALL CAPS.		Every entry into HRIS must be in ALL CAPS.
	<b>Last Name -Second Box</b>	R	Type the Applicant's Last Name in ALL CAPS.		
	<b>Last Name - Third Box</b>	O	Type or use the Drop Down to enter the suffix of the Applicant's last name in ALL CAPS		Example, JR, SR. IV, etc.
5	<b>First Name</b> Field	R	Type the Applicant's First Name in ALL CAPS.		
6	<b>Preferred Name</b> Field	O	Type the Applicant's Preferred Name in ALL CAPS.		
7	<b>Middle Name</b> Field	O	Type the Applicant's Middle Name in ALL CAPS.		
8	<b>Name Title</b> Field	O	Type or use the Drop Down to enter the Applicant's Name Title.		Example DR, MR, MS, MRS, etc without punctuation.
9	<b>Status</b> Field	R	Type or use the Drop Down to enter the Applicant's Status.		In general this status should be AA for APPLIED.
10	<b>Date Applied</b> Field	O	Type or use the Drop Down to enter the date the Applicant Applied.		If left blank the system will default in the date the action is entered.
11	Related Pages – <b>Apply Wk Avail Interest History Address Personal</b>	N / A	Information should not be entered on the Applicant Related Pages.		Due to confidentiality reasons, information should not be entered on these forms.  All HRIS Users can see information keyed on all Applicants regardless of Agency.
12	<b>Add</b> button	R	Click Add	You will receive a message in the lower left corner of the form <b>Add Complete-Continue.</b>	Action will be entered into the system. The system will assign an Applicant Number.

	HRIS Field	R / O	Step/Action	Expected Results	 <b>Notes/ Additional Information</b>
1	White Search box (See Step #1)	R	Type XP52.4 and Press the enter key on the keyboard.	XP52.4 Form Appears Company and EIN field should be completed.	<p>See Example 1 for successfully entry.</p> <p>See Hire an Applicant (XP52.4) Without Hiring Gateway – Parameters Tab below (Page 10)</p> <p>  <b>Notes</b> <ul style="list-style-type: none"> <li>Any data entered on this form will default to the associated fields when processing the hire action on XP52.4. Example – Last Name and First Name.</li> </ul> </p>

**Example 1-** An Applicant is successfully entered.

The screenshot shows the HRIS State of Arizona interface for an applicant. The page title is "Applicant (XP31.1)". The user is logged in as "Welcome Frank". The interface includes a navigation bar with buttons for "Add", "Change", "Previous", "Inquire", "Next", and "Inquire". The main content area displays the following information:

- Company: STATE OF ARIZONA
- Applicant: STEELE, BETTY
- Name Fields:
  - Last Name: STEELE
  - First Name: BETTY
  - Preferred Name: BETTY
  - Middle Name: (empty)
  - Name Title: (empty)
- Status: SD
- Date Applied: 08/13/2001
- Hire Date: 08/13/2001
- Employee: 86199

At the bottom of the form, there are buttons for "Requisition", "Comments", "User Fields", and "Base Curr". A red box highlights the "Add Complete - Continue" button in the bottom left corner of the browser window.

# Hire an Applicant (XP52.4) - Parameters Tab (APP-HIRE1)

**HRIS State of Arizona** Personnel Action - Hire An Applicant (XP52.4) Welcome Frank [logout] xp52.4

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

1 Company 1 STATE OF ARIZONA  
2 Applicant 101 STEELE, BETTY  
3 Action, Nbr APP-HIRE1 APPOINT-NEW HIRE ST SVC-1 0  
4 Requisition  
5 Effective 01/01/2008 16  
6 Reasons H-BDCOM 16 Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

8 Immediate Y Yes  
9 Anticipated End  
10 Update Benefits Y Yes  
11 Update Required Deductions Y Yes  
12 New Deduction Begin Date  
13 Pre-Assign Employee Nbr Not Applicable  
Employee  
14 Assigned Position

Curr Calc

Special Processing  
15 New Effective Date

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
2	Applicant field	R	Type or Select Applicant Number of Applicant to Hire	Name will display next to the field after cursor is moved from the Applicant field	If you do not know the Applicant number, you can use the drop down box at the end of the field and search by Last Name, First Name, SSN, etc.
3	Action, Nbr Field	R	Type or Select 'APP-HIRE1'.		
4	Requisition Field	O	Leave Field Blank		Field is not used for this action.
5	Effective Date Field	R	Type in the date the action is effective.		Date is formatted as MMDDYY.
6	Reasons Field – First Box	R	Type 'H-BDCOM' or Select 'H-Hire Board Commission Member'		First Reason Code is required.
	Reasons Field - Second Box	O	Leave Field Blank		
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.	DO NOT CLICK Add at this point!
8	Immediate Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately. This is what will give you the EIN for the New Hire once the action has been completed and added.
9	Anticipated End Field	R	Leave Field Blank	This field must be blank.	
10	Update Benefits Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	Update Required Deductions Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	This field must contain a Y.	This will activate the new hires required deductions.
12	New Deduction Begin Date Field	R	Leave Field Blank	When the action is processed the system will default in the date.	
13	Pre-Assign Employee Nbr Field	R	Leave Field Blank	This field must be blank.	They system will assign the EIN. Do not put anything in this field.
14	Employee Field	R	Leave Field Blank	This field must be blank. Once the action is correctly completed and added the system will generate and default in the EIN.	Do not enter anything into this field. The system will populate this field once the action has been completed and added.
15	New Effective Date Field	R	Leave Field Blank	This field must be blank.	Do not enter anything into this field.
16	Selected Items 1	R	Click on the Selected Items 1 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 the Applicant Form (XP31.1) will default in.

# Hire an Applicant (XP52.4) - Selected Items 1 Tab (APP-HIRE1)

HRIS State of Arizona  
Personnel Action - Hire An Applicant (XP52.4)

Welcome Frank [logout]  
xp52.4

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

1 {  
 Company STATE OF ARIZONA  
 Applicant 101 STEELE, BETTY  
 Action, Nbr APP-HIRE1 APPOINT-NEW HIRE S  
 Requisition  
 Effective 01/01/2008  
 Reasons H-BDCOM  
 Comments

9

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Data Item	Applicant Value	New Value
Name - First	BETTY	
Name - Middle		
Name - Last	STEELE	
Name Suffix		
Social Nbr	Secured	
Hire Date	08/13/2001	
Status		
Position		
Job Code		
Process Level		
Department		
Location		

2 {  
 3  
 4  
 5  
 6  
 8

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Name-First Field Name-Middle Field Name-Last Field Name-Suffix Field	R O R O	Verify the information that is populated from the Applicant Form (XP31.1) is correct. Information is displayed in the Applicant Value column.	If the field is not changing, the information will be displayed in the Applicant Value column.	**If information is not correct (or is not displayed), type corrected information in the New Value field.
3	Social Nbr Field	R	Type <b>Employee SSN</b> in the New Value Field		Format is 123-45-6789.
4	Hire Date Field	R	Type date of Hire or enter date after position creation date.		Format is MMDDYYYY  Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
5	Status Field	R	Type 'R3' or select 'Non Active Payee' from the drop down menu. This is the <b>ONLY</b> status that can be used for board/commission members. If a <b>regular</b> employee, use the appropriate status code.		To access the drop down menu, click the V at the end of the Selected Value field.
6	Position Field	R	Type in the <b>position number</b> as provided by ADOA Classification and Compensation or your Non-System A Classification and Compensation Analyst.		
7	Fill Defaults button	R	Click Fill Defaults  All information related to the position will be defaulted in.	You will receive the message 'Review defaulted fields'.	This is very important. Let the system default the information in from the position.
8	Job Code Field Process Level Field Department Field Location Field	R R R R	No action required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	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 under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary fields to be populated.	

# 1 Hire an Applicant (XP52.4) - Selected Items 2 Tab (APP-HIRE1)

HRIS State of Arizona  
Personnel Action - Hire An Applicant (XP52.4)  
Welcome Frank [logout]  
xp52.4

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

1 {  
 Company 1 STATE OF ARIZONA  
 Applicant 101 STEELE, BETTY  
 Action, Nbr APP-HIRE1 APPOINT-NEW HIRE S  
 Requisition  
 Effective 01/01/2008  
 Reasons H-BDCOM  
 Comments

6

Data Item	Applicant Value	New Value
Supervisor		RS1000 V
User Level		ADDIR00 V
Pay Frequency		2 V
Salary Class		S V
Rate of Pay		00.0100 V
Schedule		ANONCOMP V
Grade		01 V
Step		V
Exempt From Overtime		Y V
Pay Plan		EXC V
Annual Hours		2080 V
FTE		.001 V

2 {  
 3  
 4  
 5  
 6

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	<b>Company</b> field <b>Applicant</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Supervisor</b> Field <b>User Level</b> Field <b>Pay Frequency</b> Field <b>Salary Class</b> Field	R R R R	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
3	<b>Rate of Pay</b> Field	R	Type ' <b>0.0100</b> '		
4	<b>Schedule</b> Field <b>Grade</b> Field <b>Step</b> Field <b>Exempt from Overtime</b> Field <b>Pay Plan</b> Field <b>Annual Hours</b> Field	R R R R R R	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
5	<b>FTE</b> Field	R	Type ' <b>.001</b> '		
6	<b>Selected Items 3</b>	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 fields to be populated.	Information that was imported from XP31.1 will default in.

# Hire an Applicant (XP52.4) - Selected Items 3 Tab (APP-HIRE1)

HRIS State of Arizona

Welcome Frank [logout]

Personnel Action - Hire An Applicant (XP52.4)

xp52.4

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

Company 1 STATE OF ARIZONA

Applicant 101 STEELE, BETTY

Action, Nbr APP-HIRE1 APPOINT-NEW HIRE S

Requisition

Effective 01/01/2008

Reasons H-BDCOM

Comments

Data Item	Applicant Value	New Value
Expense Dist Co		2001
Expense Acct Unit		AB46020
Expense Account		6011
Expense Sub Account		2008
Activity		AB10000
Account Category		ZZZZZ
Address Line 1		111 E DISNEY CIRCLE
Address Line 2		
City		GILBERT
State or Prov		AZ
County		MARICOPA
Postal Code		85233

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Company</b> field <b>Applicant</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Expense Dist Co</b> Field <b>Expense Acct Unit</b> Field <b>Expense Account</b> Field <b>Expense Sub-Account</b> Field <b>Activity</b> Field <b>Account Category</b> Field	R R R R R R	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
3	<b>Address - Line 1</b> Field	R	Type the Employee's Home Street Address		Information must be in ALL CAPS. Do not include Punctuation.
	Address - Line 2 Field	O	Type additional Address information if needed (ex. Apt or Space Number)		Information must be in ALL CAPS. Do not include Punctuation.
4	City Field	R	Type the Employee's Home City.		Must be entered in ALL CAPS.
5	State or Prov Field	R	Type the Employee's Home State		If the Employee lives in a State other than AZ enter that State here. You will need to make changes to the Employee's Supplemental Address in the next processing step. ALL CAPS.
6	County Field	R	Type the Employee's Home County		Must be entered in ALL CAPS.
7	Postal Code Field	R	Type the Employee's Home Postal Code		The 5-digit code – example 85007.
8	<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>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
	Add button	R	Click Add Again	Message in lower left corner "Applicant hired; 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. This is the Official Employee Personnel file.

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

HRIS State of Arizona

Personnel Action Comments (PA56.1)

Welcome, TEST

Go To Preferences Help

Close Detach Add Change Delete Inquire PageDown Insert

Home Person...

1

FC	Comments	Print
<input type="checkbox"/>		<input type="checkbox"/>

Home

Close Detach >> + Add Change - Delete ? Inquire | Inquire

2 xp52.4

1

FC	Comments	Print
<input type="checkbox"/>		<input type="checkbox"/>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Add or Close</b>	R	If you choose to make comments, type them in and Click Add.  If you do not make comments, Click Close.	You will see a message in the lower left corner "Done".	Action will be processed and Applicant added to HRIS. The Employee's EIN will be displayed on the Parameters Page in the Employee box.  Write down the EIN as you will need it for further actions.  If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field <b>BEFORE</b> clicking 'Add'.
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 4.

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

**HRIS State of Arizona** Individual Action (XP52.1) Welcome Frank [logout] xp52.1

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

1 Company 1  
2 Employee 30007  
3 Action, Nbr HIRE-REHR2  
4 Effective 01/05/2008  
5 Reasons H-BDCOM  
15  
6  
Last Chg Date  
Comments

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing

7 Immediate Y Yes  
8 Anticipated End  
9 Update Benefits Y Yes  
10 Update Required Deductions Y Yes  
11 Old Deduction End Date  
12 New Deduction Begin Date  
13 Occurrence Type  
14 Participant  
Curr Calc

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Company</b> Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	<b>Employee</b> Field	R	Type the Employee's EIN.	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-REHR2</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 in the date the action is effective.		Date is formatted as MMDDYY.
5	<b>Reasons</b> Field – First Box	R	Type 'H-BDCOM' or Select 'H-Hire Board Commission Member'		First Reason Code is required.
	<b>Reasons</b> Field - Second Box	O	Leave Field Blank		
6	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.	DO NOT CLICK Add at this point!
7	<b>Immediate</b> Field	R	Type ' <b>Y</b> ' or Select ' <b>Yes</b> ' from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	<b>Anticipated End</b> Field	R	Leave Field Blank	This field must be blank.	
9	<b>Update Benefits</b> Field	R	Type ' <b>Y</b> ' or Select ' <b>Yes</b> ' from the Drop Down.	This field must contain a Y.	
10	<b>Update Required Deductions</b> Field	R	Type ' <b>Y</b> ' or Select ' <b>Yes</b> ' from the Drop Down.	This field must contain a Y.	This will activate the new hires required deductions.
11	<b>Old Deduction End Date</b> Field	R	Leave Field Blank	When the action is processed the system will default in the date.	
12	<b>New Deduction Begin Date</b> Field	R	Leave Field Blank	When the action is processed the system will default in the date.	
13	<b>Occurrence Type</b> Field	R	Leave Field Blank	This field must be blank.	Do not enter anything into this field.
14	<b>Participant</b> Field	R	Leave Field Blank	This field must be blank	Do not enter anything into this field.
15	<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 to the employee's record during the XP52.4 action will appear.

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

HRIS State of Arizona

Individual Action (XP52.1)

Welcome Frank [logout]

xp52.1

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

Company 1

Employee 30007 HAAS, STEVEN

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

Effective 01/05/2008

Last Chg Date 06/14/2008

Reasons H-BDCOM

Comments

Data Item	Current Value	Change To
Preferred Name	STEVEN	
Disability	N	
Gender	M	
Marital Status	M	
Ethnicity	WHIT	
EEO-4 Group	6	99
Exclude From EEO-4	N	Y
Veteran	N	
RETIREMENT CODE	F	9
Shift	1	
UNDER/OVER FILL		
Hire Source		

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Preferred Name</b> Field	O	Type the Preferred Name.	The Employee's Preferred Name will be in the record.	If this information was entered on the PA31 it will default into this field.
3	<b>Disability</b> Field	R	Type or select from the drop down the value if the individual has a disability.		Valid values are N = No, Y = Yes.
4	<b>Gender</b> Field	R	Type or select from the drop down the Gender.		Valid values are M = Male, F = Female
5	<b>Marital Status</b> Field	R	Type or select from the drop down the Marital Status.		The value selected here is not for tax purposes
6	<b>Ethnicity</b> Field	R	Type or select from the drop down the Ethnicity.		
7	<b>EEO-4 Group</b> Field	R	Type ' <b>99</b> ' or select ' <b>Not Applicable</b> ' from the drop down.		
8	<b>Exclude from EEO-4</b> Field	R	Type ' <b>Y</b> ' or select ' <b>Yes</b> ' from the drop down.		
9	<b>Veteran</b> Field	R	Type or select from the drop down the Veteran Status.		This must be a correct status. If you indicate the Employee was born in 1980 and put the Employee is a Vietnam Era Veteran that would not be accurate.
10	<b>RETIREMENT CODE</b> Field	R	Type ' <b>9</b> ' or select ' <b>NO RETIREMENT</b> ' from the drop down		
11	<b>Shift</b> Field	O	Leave Field BLANK		
12	<b>UNDER/OVER FILL</b> Field	O	Leave Field BLANK		
13	<b>Hire Source</b> Field	O	Leave Field BLANK		
14	<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 to the employee's record during the XP52.4 action will appear.

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

**HRIS State of Arizona** SOA Individual Action (XP52.1)

Navigation: >> + Add Change - Delete < Previous ? Inquire > Next Inquire

Company: 1 STATE OF ARIZONA  
 Employee: 169031 MUCCI, GLENN E.  
 Action,Nbr: HIRE-REHR2 NEW HIRE/ REHIRE (PA)  
 Effective: 01/26/2016  
 Last Change: 01/25/2016

Reasons: [ ] [ ] Comments

Data Item	Current Value	Change To
Auto Time Record	Y	Y
Automatic Deposit	Y	Y
ANNUAL LEAVE PLAN	LPANSPUNC1	
SICK LEAVE PLAN	LPSKSTAND1	
CASH/COMP	EITHER	
EDUCATION		
Adjusted Hire Date	01/25/2016	
AGENCY HIRE DATE	01/25/2016	
CURRENT ASRS MEMBER	N	
ETE PARTICIPANT	Y	
Work Schedule	8 HR M-FR	
ACA DESIGNATION		

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R 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.  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.  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.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					Valid values are: Cash – no comp plan is established. Comp – NEXP Pay Plan Either – NEXP Pay Plan 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 Agency.  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:  <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)

**HRIS State of Arizona** SOA Individual Action (XP52.1)

Navigation: Home, Add, Change, Delete, Previous, Inquire, Next, Inquire

Parameters:

- Company: 1 STATE OF ARIZONA
- Employee: 169031 MUCCI, GLENN E.
- Action,Nbr: HIRE-REHR2 NEW HIRE/ REHIRE (PA)
- Effective: 01/26/2016
- Reasons: LEAVE PLAN N/A
- Comments: [button]

Last Change: 01/25/2016

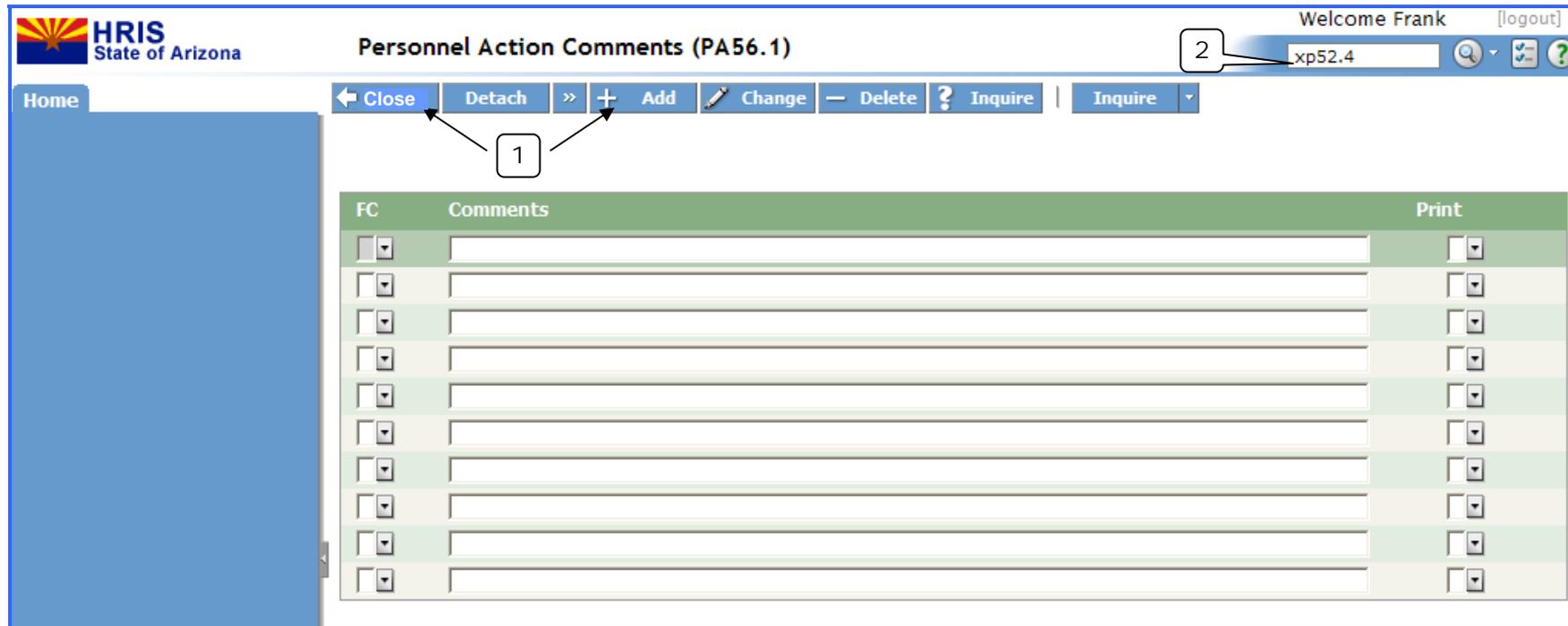
Data Item	Current Value	Change To
JOB CODE HIRE DATE	01/25/2016	<input type="text"/>
ORIG STATE HIRE DATE	01/25/2016	<input type="text"/>
STATUS TERM DATE		<input type="text"/>
OTHER EMPLOYEE ID#		<input type="text"/>
Birthdate	07/17/1966	<input type="text"/>
		<input type="text"/>

Callouts: 1 (Action,Nbr), 2 (Jobs and Reports), 3 (JOB CODE HIRE DATE), 4 (STATUS TERM DATE), 5 (OTHER EMPLOYEE ID#), 6 (Birthdate), 7 (SOA Individual Action (XP52.1))

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R 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	<b>Birthdate</b> Field	R	Type in the Birthdate for the Employee.		Date Format is MMDDYY <b>If utilizing Talent Acquisition this field may be defaulted in. Birthdate is an important component in security.</b>
7	<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	<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".  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.  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.

**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 the next day.**

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



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click 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 New Hire Process as described on Page 4.

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

If the individual does not have any fields in this action being changed, then this action can be omitted.

**HRIS State of Arizona** Individual Action (XP52.1) Welcome, TEST

Go To Preferences Help

xp52.1 Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Home Indivi...  
Data Directory  
1) Company: 1  
2) Employee: 120556  
3) Action, Nbr: HIRE-REHR2  
Related Pages  
Parameters  
Selected Items 1 (15)  
Selected Items 2  
Selected Items 3

① Company: 1 STATE OF ARIZONA  
② Employee: 120556 MICKEEY, MOUSE T.  
③ Action, Nbr: HIRE-REHR3 NEW HIRE-REHIRE SC-2 OF 3  
④ Effective: 01/05/2008  
⑤ Reasons: H-BDCOM Comments

Last Chg Date:

Parameters  
Main Special Processing

⑦ Immediate: Y No  
⑧ Anticipated End:   
⑨ Update Benefits: Y  
⑩ Update Required Deductions: Y Yes  
⑪ Old Deduction End Date:   
⑫ New Deduction Begin Date:   
⑬ Occurrence Type:   
⑭ Participant:  [Curr Calc](#)

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ 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 two actions.	You must enter the correct EIN.
3	Action Nbr Field	R	Type or use the Drop Down to enter action 'HIRE-REHR3'.	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 in the date the action is effective.		Date is formatted as MMDDYY.
5	Reasons Field – First Box Field	R	Type 'H-BDCOM' or Select 'H-Hire Board Commission Member'		First Reason Code is required.
	Reasons Field - Second Box Field	O	Leave Field Blank		
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	Anticipated End Field	R	Leave Field Blank	This field must be blank.	
9	Update Benefits Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	This field must contain a Y.	
10	Update Required Deductions Field	R	Type 'Y' or Select 'Yes' from the Drop Down.	This field must contain a Y.	This will activate the new hires required deductions.
11	Old Deduction End Date Field	R	Leave Field Blank	When the action is processed the system will default in the correct date.	
12	New Deduction Begin Date Field	R	Leave Field Blank	When the action is processed the system will default in the correct date.	
13	Occurrence Type Field	R	Leave Field Blank	This field must be blank.	Do not enter anything into this field.
14	Participant Field	R	Leave Field Blank	This field must be blank	Do not enter anything into this field.
15	Selected Items 1 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 to the employee's record during the XP52.4 action will appear.

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

If the individual does not have any fields in this action being changed, then this action can be omitted.



**Individual Action (XP52.1)**

Welcome, TEST

Go To Preferences Help

Last Chg Date: 01/05/08

[Comments](#)

xp52.1 14

Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Home Indivi...

Data Directory

1) Company: 1

2) Employee: 120556

3) Action, Nbr: HIRE-REHR3

Related Pages

Parameters

**Selected Items 1**

[Selected Items 2](#)

[Selected Items 3](#)

Company:

Employee:  MICKEEY I, MOUSE T.

Action, Nbr:  NEW HIRE-REHIRE SC-3

Effective:

Reasons:

1

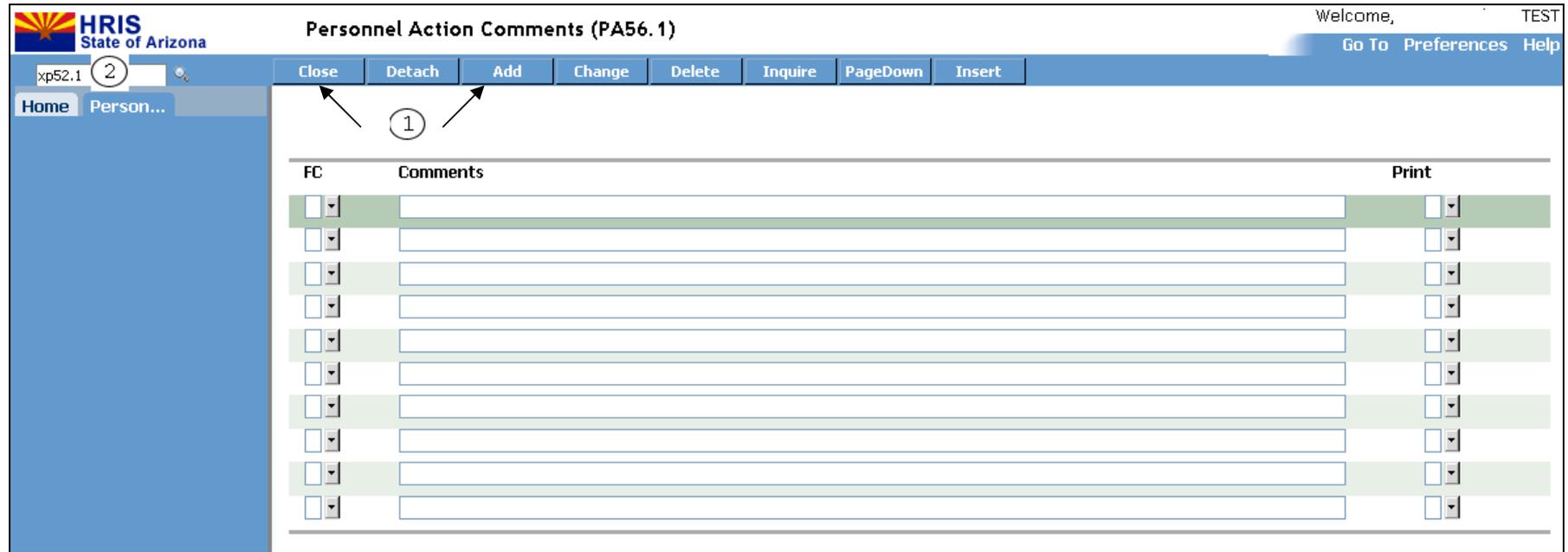
**Selected Items 1**

Data Item	Current Value	Change To
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> Supplemental Addr 1	111 EAST DISNEY CIRC	<input type="text"/>
Supplemental Addr 2 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>		<input type="text"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span> Supplemental City	GILBERT	<input type="text"/>
Supp State or Prov <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	AZ	<input type="text"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span> Supplemental Postal	85233	<input type="text"/>
Telephone - Work <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span>		<input type="text"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8</span> Telephone - Work Ext		<input type="text"/>
Badge Number <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9</span>		<input type="text"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10</span> Badge Code		<input type="text"/>
DPS-SDA <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">11</span>		<input type="text"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">12</span> Seniority Date	01/05/2008	<input type="text"/>
E-Mail Address <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">13</span>		<input type="text"/>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Supplemental Addr 1</b> Field	R	This field will default in from the Home Address.  Type an Address 1 if applicable for the Employee (**See Notes)	.	If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
3	<b>Supplemental Addr 2</b> Field	R	This field will default in from the Home Address  Type an Address 2 if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
4	<b>Supplemental City</b> Field	R	This field will default in from the Home City.  Type a City if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
5	<b>Supp State or Prov</b> Field	R	This field will default in from the Home State.  Type a State if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
6	<b>Supplemental Postal</b> Field	O	This field will default in from the Home Postal.  Type a Postal if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, <b>you must</b> place an Arizona Address in the supplemental address fields.
7	<b>Telephone-Work</b> Field	N/A	Leave Field Blank.		
8	<b>Telephone-Work Ext</b> Field	N/A	Leave Field Blank		Not applicable for this individual.
9	<b>Badge Number</b> Field	N/A	Leave Field Blank		This is an optional field.
10	<b>Badge Code</b> Field	N/A	Leave Field Blank		This is an optional field.
11	<b>DPS-SDA</b> Field	N/A	Leave Field Blank		This is an agency specific field.
12	<b>Seniority Date</b> Field	N/A	Leave Field Blank		This date will default to the hire date.
13	<b>E-Mail Address</b> Field	N/A	Leave Field Blank		Not applicable for this individual.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<b>Selected Items 2 &amp; 3 are BLANK.</b>
14	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	Click Add Again	Message in lower left corner "Action processed; deductions updated; continue".	<p>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. This is the Official Employee Personnel file.</p> <p>Note: The Selected Items 2 &amp; 3 tabs are blank in this Action. <b>No Action is required on these tabs.</b></p>

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



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	If you choose to make comments, type them in and Click Add.  If you do not make comments, Click Close	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated.  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'
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 4.