HRIS Job Role Training

Training Card Processor

Forms: AZ10.1, AZ10.8, AZ10.1, AZ10.2, AZ273

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Introduction

Transit Card System

- Issuance of Transit Cards
- Billing Process
- View Assigned Cards
- Card Maintenance
    - Replacement Process
    - Cancel Process
    - Tips for Transit Cards
    - Cancel Transit Card
    - Requesting Final Billing
    - Results of Cancellation
    - Add/View Comments
- Reporting
- Transit Card Security Profile

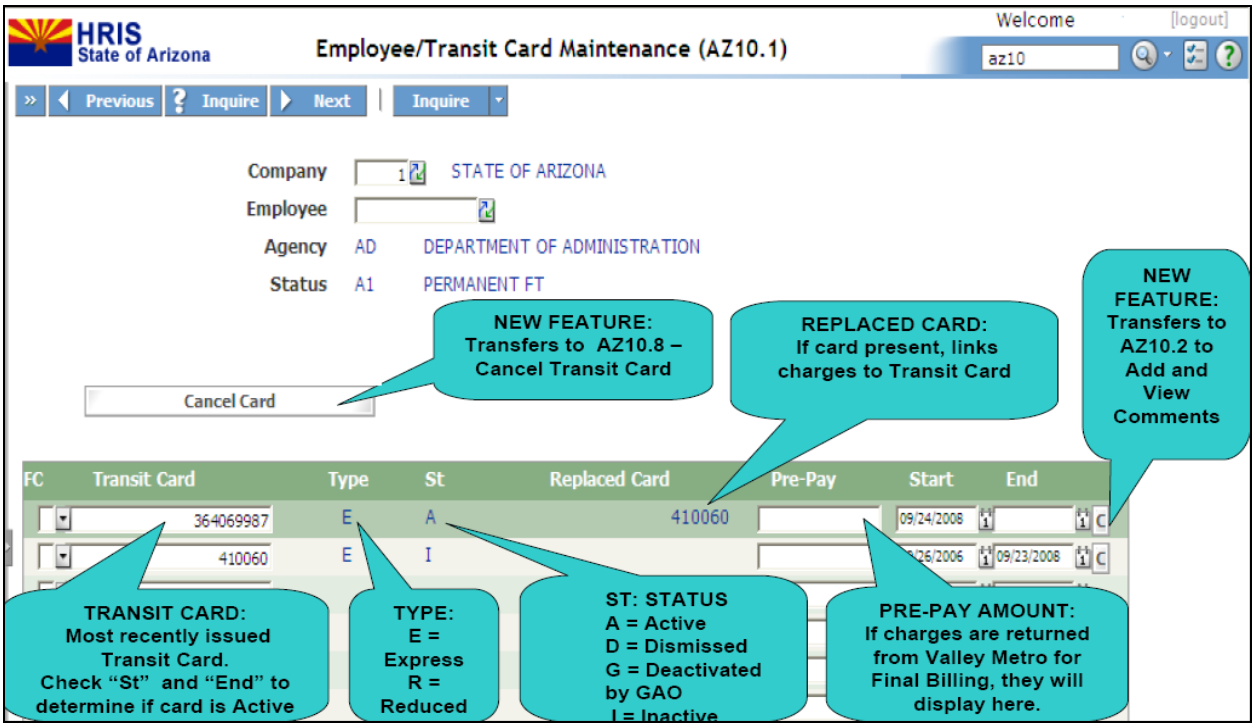
Issuance of Transits Cards

- Employee Completes Platinum Pass application
- Application goes to agency liaison
- Application sent to GAO by agency
    - Email
        - CENTRAL.PAYROLL@AZDOA.GOV
        - Adobe PDF format – full page
    - Fax
        - (602) 364-2215
- Transit card assigned by GAO
- Card sent back to agency for distribution

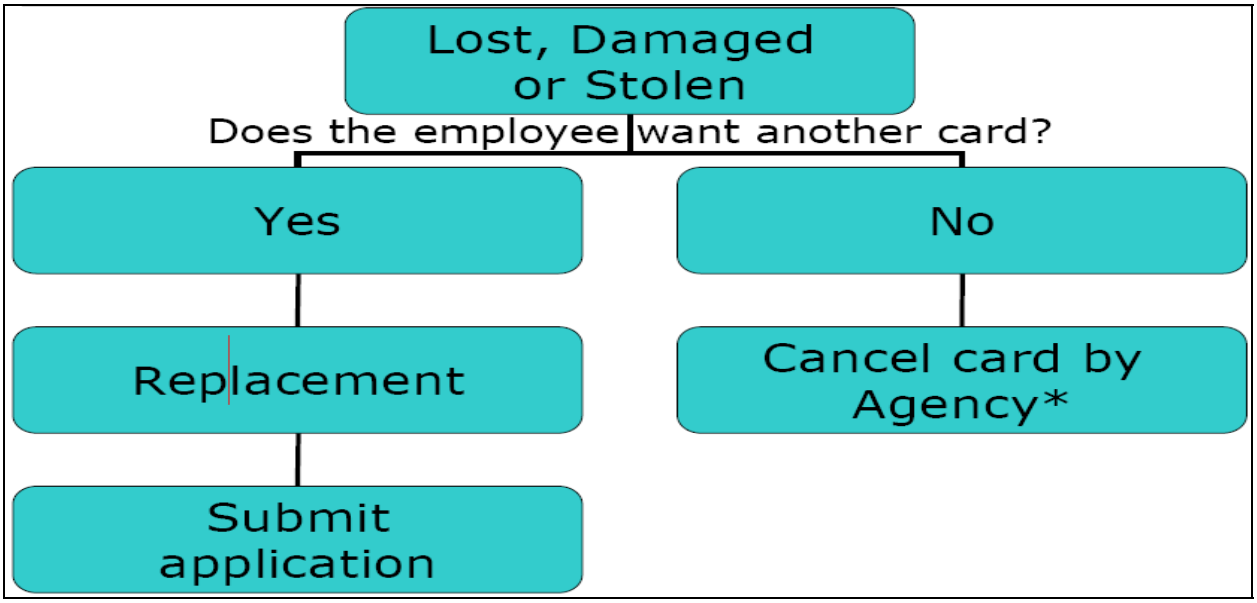
Billing process

- Monthly bill sent electronically to GAO
- One-Time deductions created for employees
- Charges happen the 2nd payroll of the month
- Billing period is 24th through the 23rd of the prior month
    - Ex. June charges are for April 24th – May 23rd

AZ10.1 – View Assigned Cards

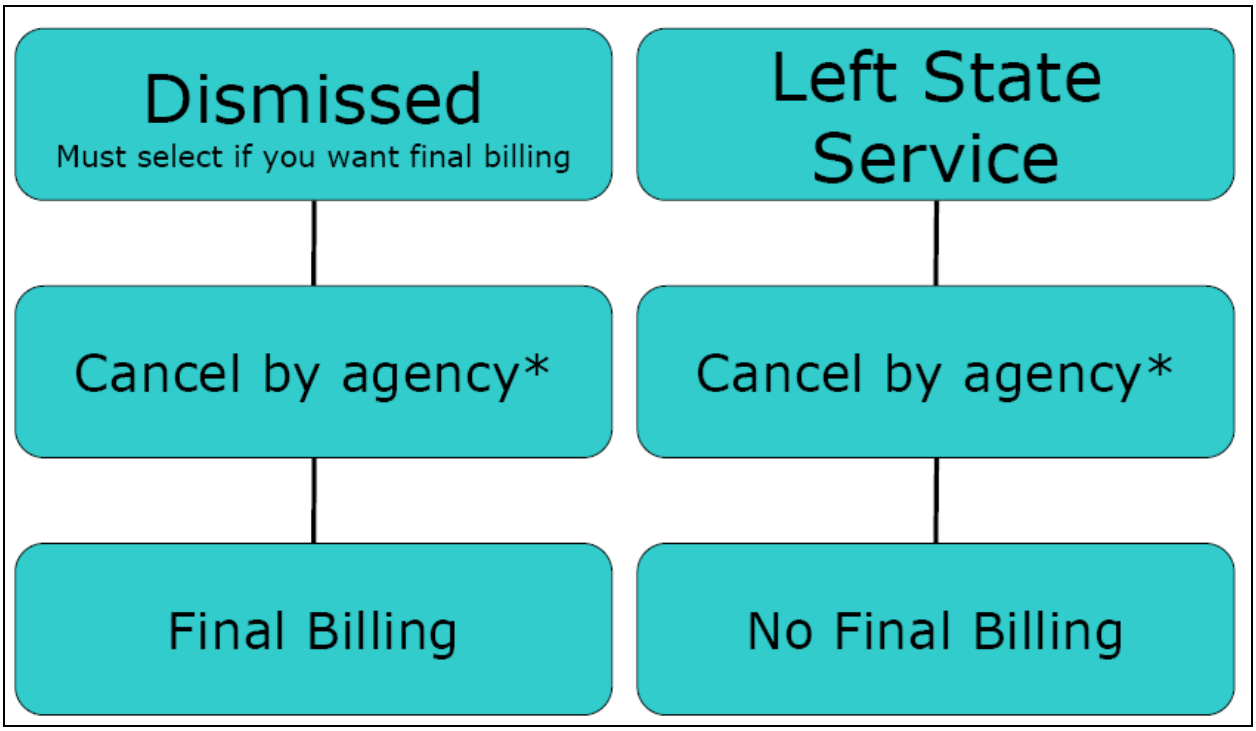


Replacement Process



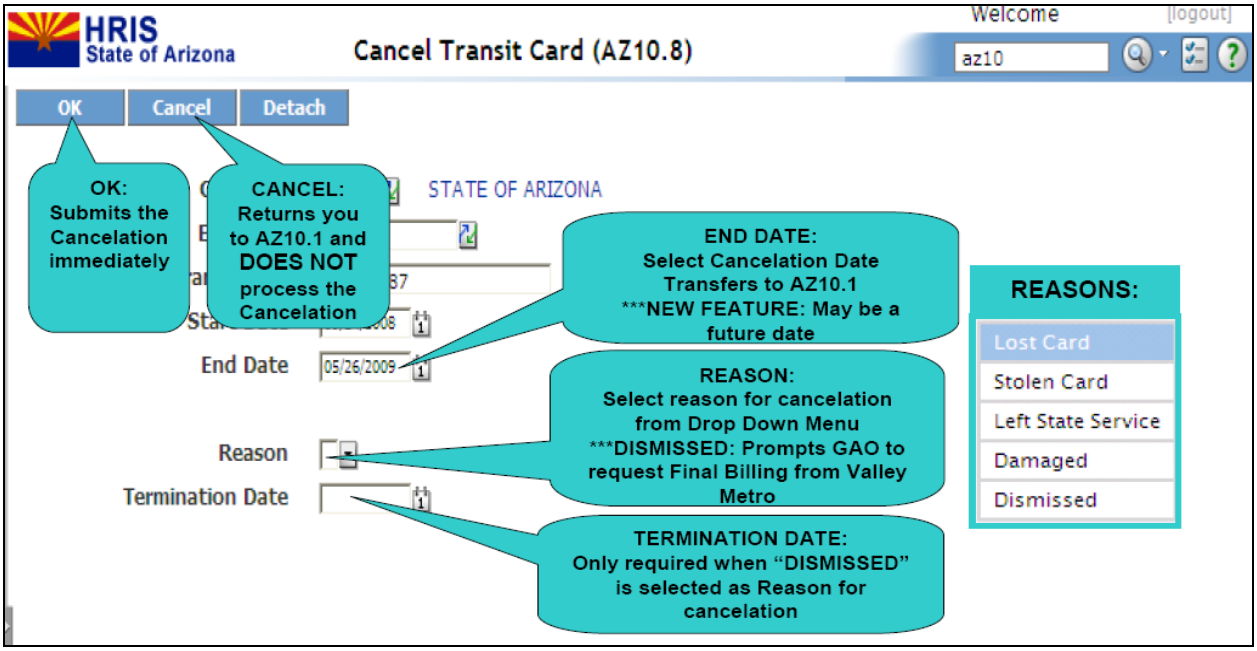
*** Canceling and then completing a replacement application will result in the employee receiving charges for multiple cards in the same billing period.**

Cancellation Process



* Canceling and then completing a replacement application will result in the employee receiving charges for multiply cards in the same billing period.

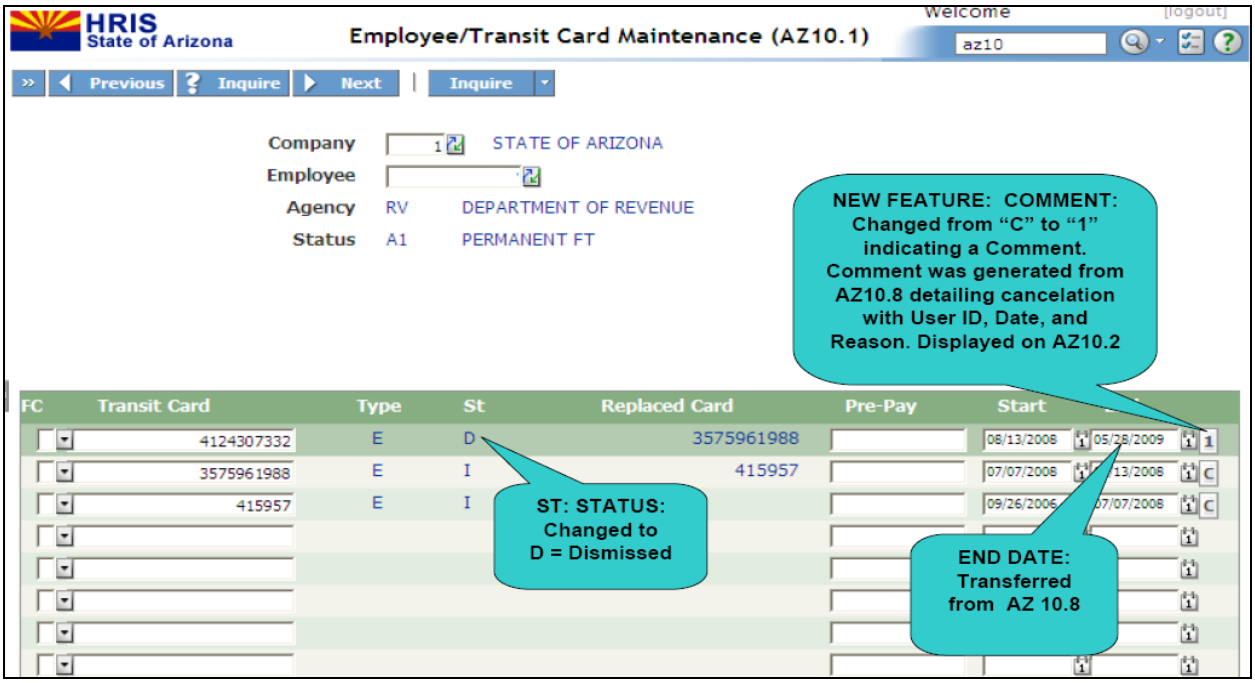
AZ10.8 – Cancel Transit Cards



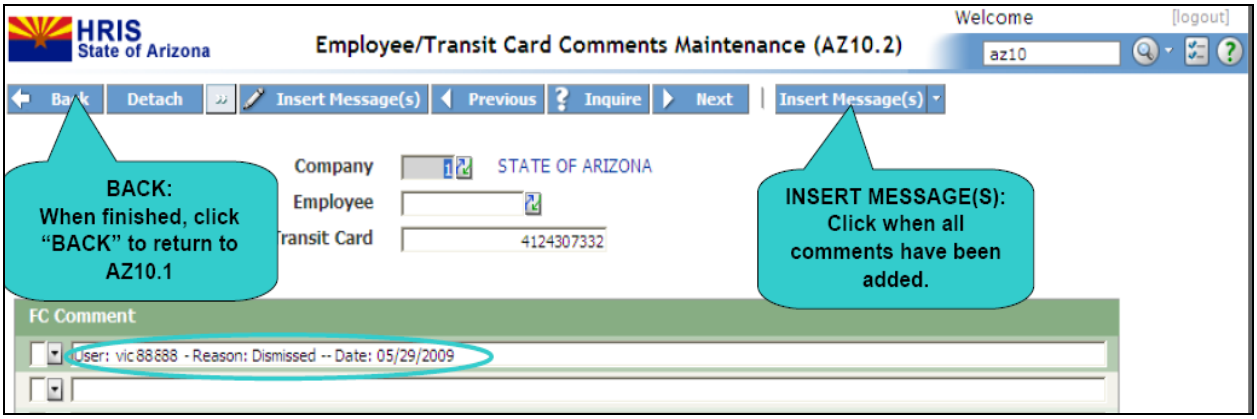
Requesting Final Billing

- Cancel Card Function on AZ10.1
  - AZ10.8
  - Reason – Dismissed
  - Requires a Termination Date
- **Status = D on AZ 10.1**
- **Valley Metro has 3 business days to return final billing to GAO**
- **If charges exist, they will display in the Pre-Pay box on AZ10.1**
  - **E-mail notification will be sent detailing final billing is entered or does not exist**

AZ10.1 – Results of Cancellation



AZ10.2 – Add/View Comments



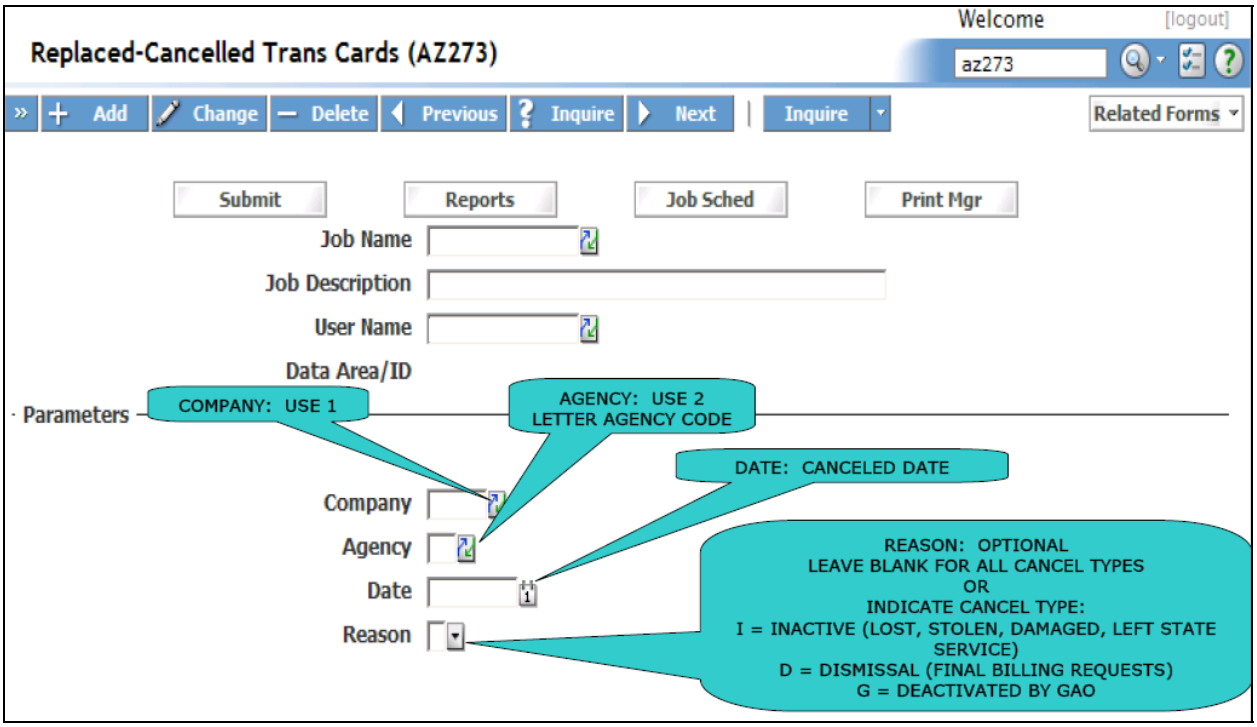
Reporting

- Reports already developed
  - AZ273 – Replaced/Canceled Cards

- Report in Progress:
  - Transit Card Report
    - Ability to choose parameters
    - ► Active Cards
    - ► Inactive cards

- Record keeping tool for management

Reporting AZ273



Reports AZ273 Results

Replaced-Cancelled Trans Cards

AZ273 Date 06/08/09
Time 09:49

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Replaced-Cancelled Trans Cards

Company: 1 STATE OF ARIZONA

Employee	Name	Old Card	New Card	Tran Date	Reason	Proc Level	Dept
564325	MICKEY MOUSE	631222660	3582494596	06/05/09	Inactive	DE321	321E0
658695	DONALD DUCK	1428243299		06/05/09	Dismissal	DE539	53950
985632	MINIIE MOUSE	1164417142		06/05/09	Inactive	DT220	02415
875632	DAISY DUCK	3311232611	3307767684	06/05/09	Inactive	ED400	44330

Totals:

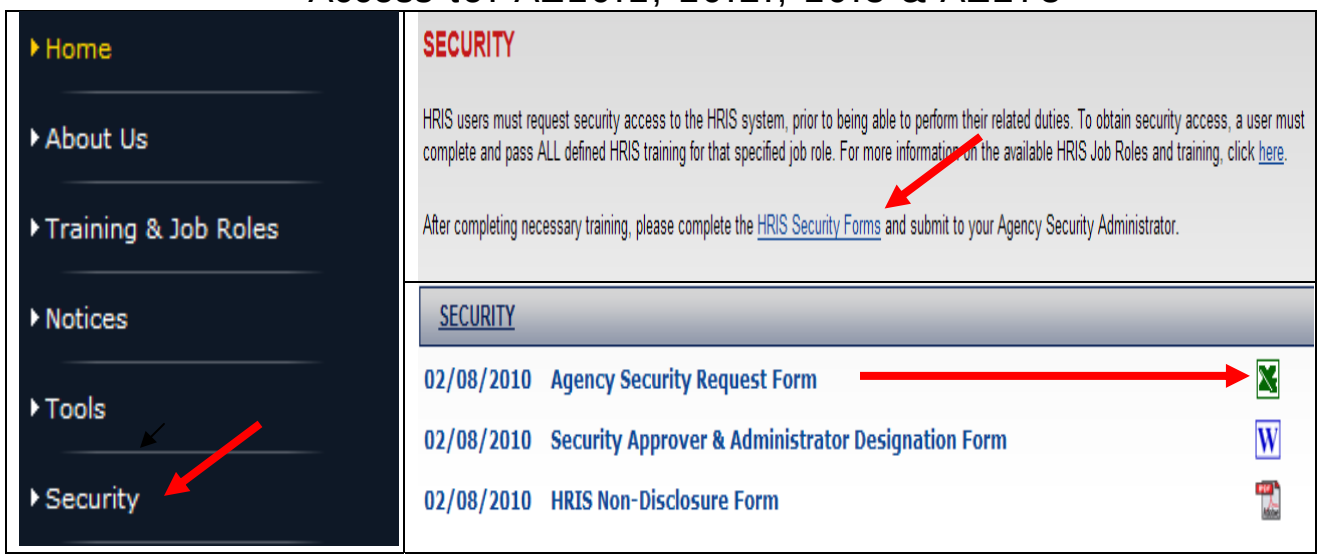
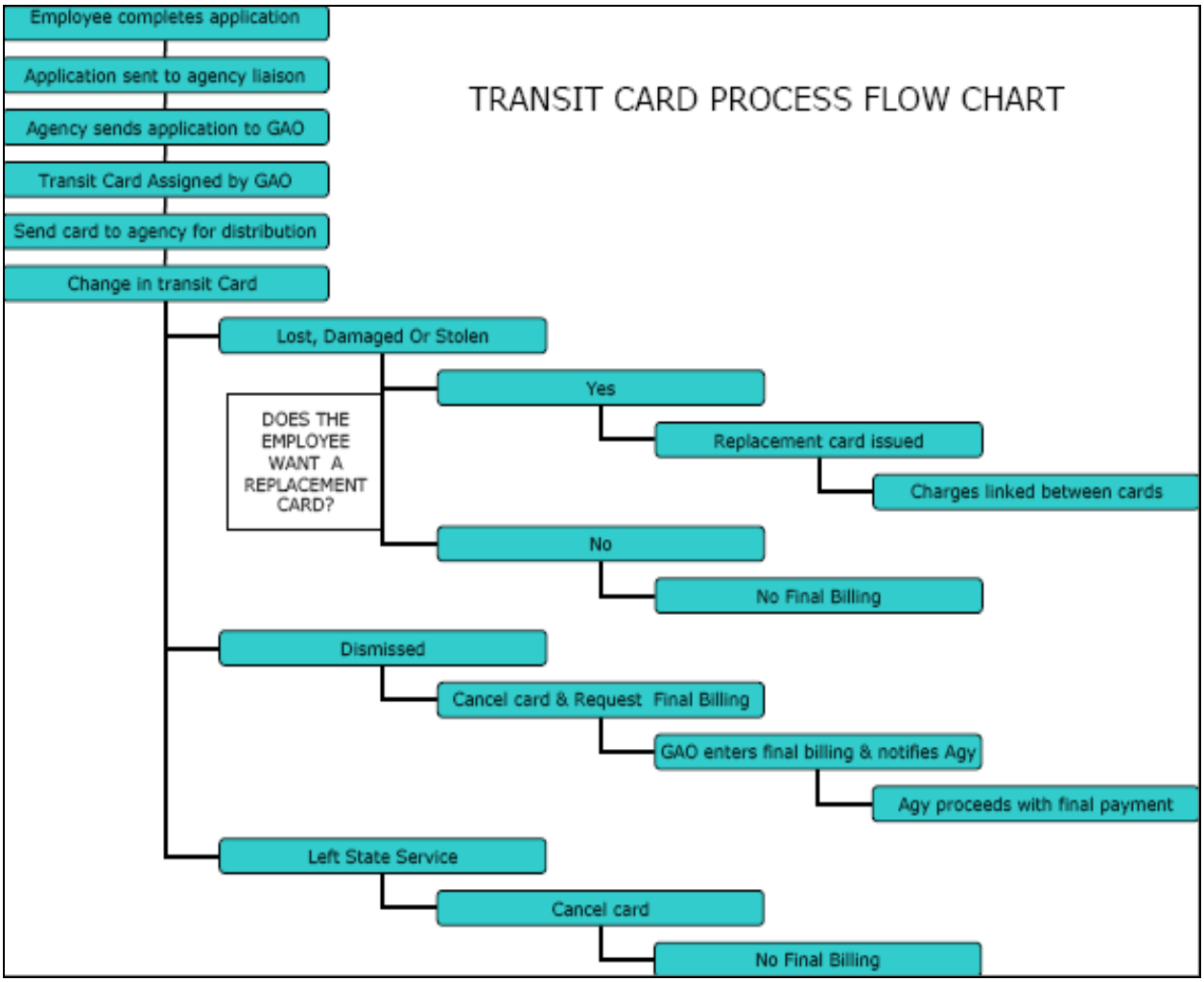
	EXP	RED	Total
Total Inactive:	3	0	3
Total Dismissal:	1	0	1
Total Inactivated by GAO:	0	0	0
Total:	4	0	4

Tips for Transit Cards

- Employee can only have one active card at a time
- Transferring employees cards follow the employee
- Be careful with the card, the Platinum Pass Smart Card can still be demagnetized

Transit Card Security Profile

- http://www.hris.state.az.us
- Complete HRIS Security Request Form
    - ATCP – Agency Transit Card Processor
        - Access to: AZ10.1, 10.2., 10.8 & AZ273



Transit Card Process Flow Chart