



# HRIS Job Role Training

Table Maintenance

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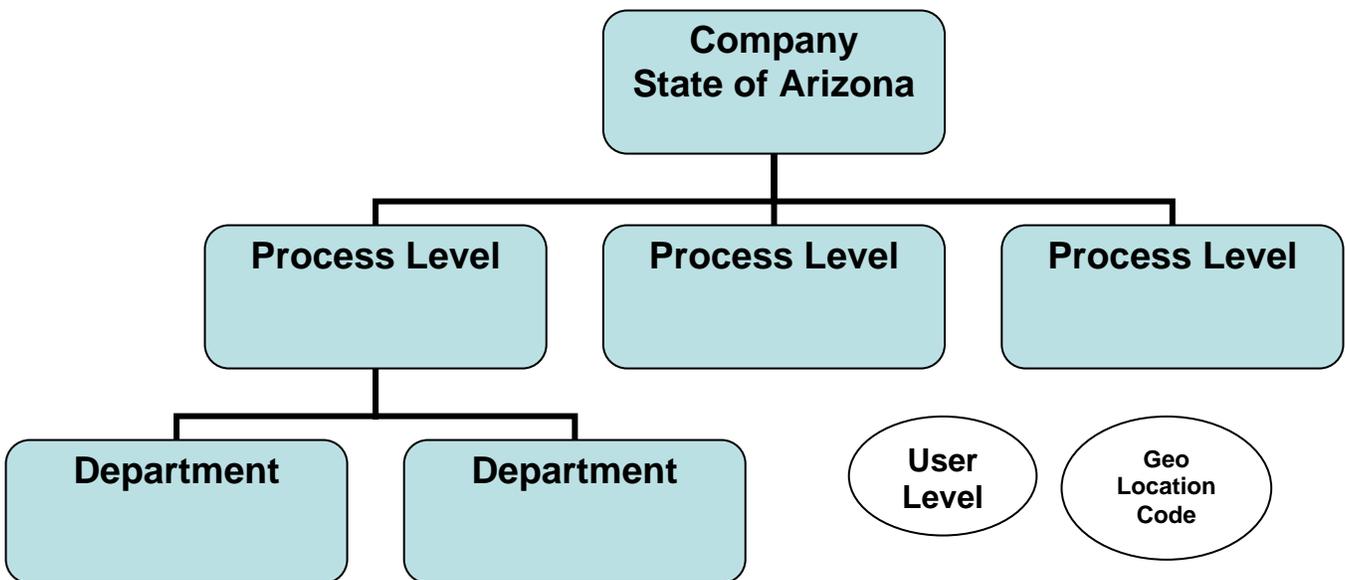
# Introduction

## HRIS Table Maintenance Requests

HRIS contains data submitted by agencies which defines their structure by way of Process Levels, Departments, User Levels (check locators), and Geographic Location Codes. If an agency adds, changes or no longer uses these data items, HRIS Tables must be updated. An example of the structure is shown below. If any of these "connections" change, the Tables must be updated.

- **EXAMPLE:** An agency reorganizes and deletes two process levels, adds a new level, and renames five existing Departments. These all require additions/inactivation's and updates to existing HRIS Tables before the system will recognize and properly record personnel or payroll actions processed with the revised data items.
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- **EXAMPLE:** A request to establish a new position is sent to ADOA Class & Comp. The request includes a new process level. The position cannot be established until the new process level is set up on HRIS. This is also true of departments, User Levels and Geographic Location Codes.

Example of the HRIS Structure



## **Authorization to Submit Table Maintenance Requests**

HRIS requires that each agency identify employees who are authorized to submit changes for their agency using the ***HRIS Agency Table Maintenance Authorization Form***.

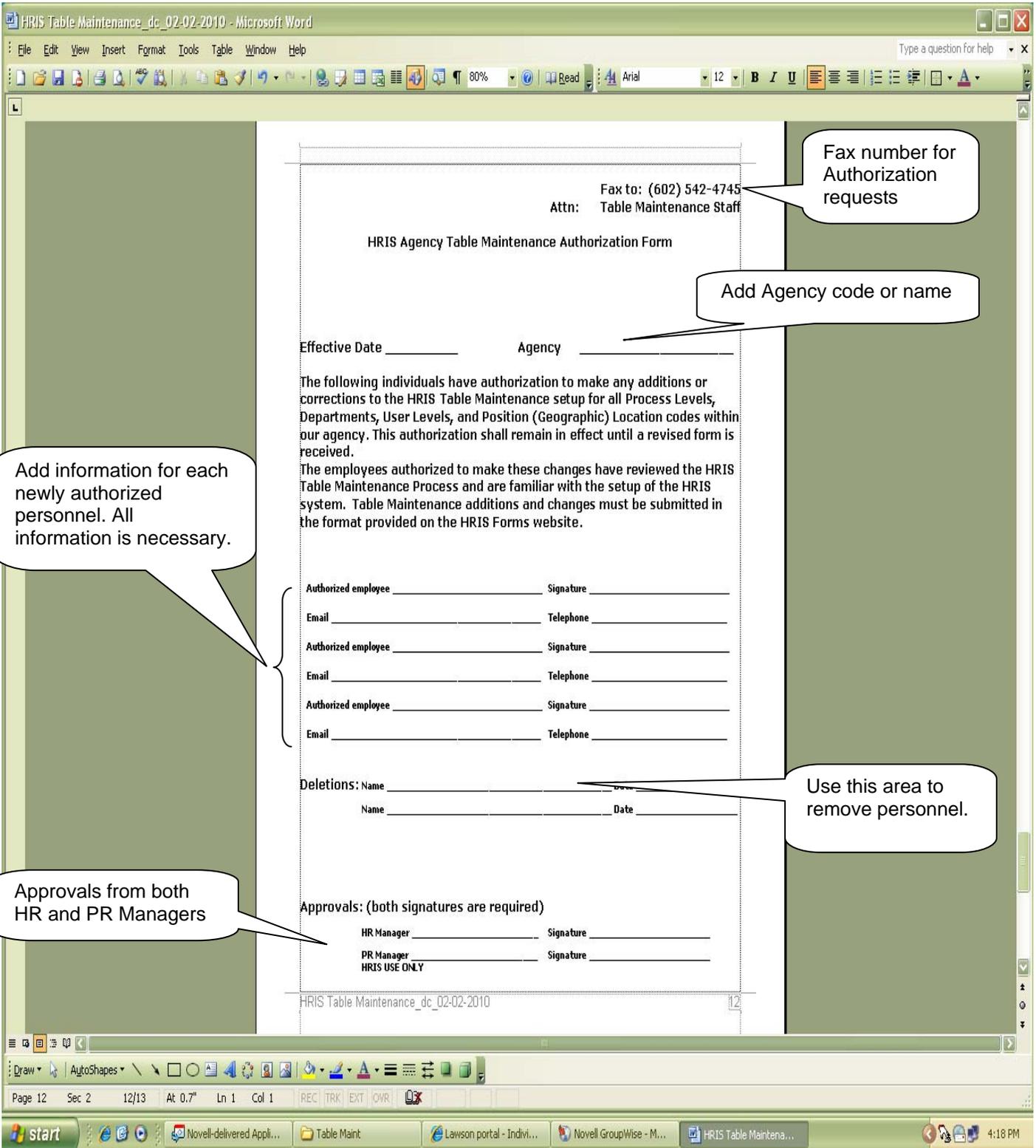
It is suggested that more than one person in an agency is set up with authorization, so there is sufficient backup. Authorized personnel can be comprised of anyone in the agency, but it is highly recommended that those persons understand the structure within HRIS and your agency.

In addition, the authorized employees will be listed as contacts for future questions, comments or emails. Please be aware that only revisions received from authorized employees will be updated in the system.

When completed, the Table Maintenance Authorization Form can be faxed to:  
**(602)542-4745, ATTN: Table Maintenance**

**Signatures from the Human Resources and Payroll Managers are required.**

If you have any questions regarding this process please call Debbie Taylor at 602.542.7402, or send an email to [hristableupdate@azdoa.gov](mailto:hristableupdate@azdoa.gov) .



Add information for each newly authorized personnel. All information is necessary.

Approvals from both HR and PR Managers

Fax number for Authorization requests

Add Agency code or name

Use this area to remove personnel.

## HRIS Table Maintenance Request—Instructions

The following information outlines the process used to notify HRIS when data items on HRIS tables require revisions. This applies to:

- **Process Levels**
  - **Departments**
  - **User Levels (check locator)**
  - **or Geographic Location Codes.**
1. Agencies should complete the *Table Maintenance Authorization Form* to identify the authorized persons for your agencies.
  2. Complete the appropriate Table Maintenance Spreadsheet. Only the format given will be accepted. No additional formatting can be applied on the submitted form. This allows for quick and efficient processing.
  3. Only descriptions of codes can be 'changed'. All other revisions must be coded as 'add' or 'inactive'.
  4. For example, if a department is being moved from one Process level to another, the department must be "added" to the Process Level, and the old one "inactivated".
  5. All additions or changes are immediate and cannot be future of back dated.
  6. Submit requests well in advance. Completion time is generally 24-48 hours, depending on the size of the request and workload. You will be notified by email when the request has been completed.
  7. All requests must be submitted directly to the HRIS Mailbox established for Table Maintenance. This is to ensure that all requests can be electronically tracked and audited. The correct mailbox is:

[hristableupdate@azdoa.gov](mailto:hristableupdate@azdoa.gov).

**Note Regarding Position Movement:** If the requested Table Maintenance change involves the movement of positions, a request for this movement must be made through the ADOA CC Express process. This is a separate process that is managed and overseen by ADOA Central Classification and Compensation.

## ***HRIS Table Maintenance Request — Process Level, Departments and User Level Updates***

One form, the *Table Maintenance Spreadsheet*, can now be used to request changes for Process Levels, Departments and User Levels. There is no longer a need to submit a spreadsheet for each type of request. Follow the examples given on the next page. Blank templates can be found at the end of this manual.

- **EXAMPLE:** An agency reorganizes and deletes two process levels, adds a new level, and renames five existing Departments. These all require additions/inactivation's and updates to existing HRIS Tables before the system will recognize and properly record personnel or payroll actions processed with the revised data items.
  - **EXAMPLE:** A request to establish a new position is sent to ADOA Class & Comp. The request includes a new process level. The position cannot be established until the new process level is set up on HRIS.
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## Examples for the Table Maintenance Spreadsheet

The screenshot displays a Microsoft Excel spreadsheet titled 'SAMPLE TABLE MAINTENANCE SPREADSHEET'. The spreadsheet has columns for CO, Process Level, Department, User Level, Description, Add / Chng / Inactivate, and Comments. The data is organized into rows, with some cells highlighted in red to indicate specific actions or statuses. Callouts provide instructions on how to format data for different actions.

CO	Process Level	Department	User Level	Description	Add / Chng / Inactivate	Comments
	Alphanumeric	Alpha 5	Alpha 10	Alphanumeric 30 (includes spaces)	Alphanumeric	
1	AB100			Accountancy Board Director & Admin	Chg	Use format to ADD or INACTIVATE Process Levels or CHG description
	DE500	5098A		DDD	Add	
1	DE500	50950		DDD	Inact	Use this format to ADD or INACTIVATE Departments or CHG description
			DC24W92		Add	Use this format to ADD or INACTIVATE User Levels or CHG description
	DE500	50981		DDD	Inact	Associations between Process levels and Departments cannot be changed. They must be INACTIVATED and the new association ADDED.
Agencies can use one spreadsheet to submit multiple changes.						
Descriptions on Process Levels, Departments and User levels can always be CHANGED.						
You can only use one line for each entry requested. For example: You cannot ADD and CHG on the same line. You cannot ADD a Proc level, and a Department on the same line.						

Callouts and their corresponding actions:

- Format to add a new Department:** Points to the Department column header.
- Format to change a description:** Points to the Description column header.
- Format to inactivate a Department:** Points to the 'Inact' action in the 'Add / Chng / Inactivate' column.
- Format to inactivate a Department:** Points to the 'Inact' action in the 'Add / Chng / Inactivate' column.
- Format to add a new User Level:** Points to the User Level column header.

## HRIS Table Maintenance Request — Geographic Location Updates

- Geographic location codes identify specific work sites within HRIS. Agencies should submit the exact address to be used. It is not necessary to include mailbox numbers, cubicles or room numbers unless that information is specific to that position.
- Geographic Location Codes are “smart codes” that incorporate the city and county into the number. These codes are set by the HRIS Table Maintenance Staff.
- One Geographic Location code can be used multiple times, as long as the address is the same.
- HRIS will either establish a new code for the location given or notify the agency of the appropriate code, if it has been previously set up.
- The Geographic Location code “description” is not entered into HRIS. This is used by the agency alone as a manner of reference.

The screenshot shows an Excel spreadsheet with the following data:

Agency	Code	Code Description	Address 1	Address 2	City	State	Postal	County	ACTIVE / INACTIVE
Alpha 2 Required	Alphanumeric 10 Required	Agency Use only Not included in HRIS	Alphanumeric 30 Required	Alphanumeric 30 Optional	Alpha Required	Alpha 2 Required	Numeric Required	Alpha Required	Alphanumeric Required
Agency Code	This code is smart coded and supplied by HRIS based upon the information supplied								
	Supplied by Agency								
AD	ADMAPH0627	HRIS	100 N 15TH AVE	RM261	PHOENIX	AZ	85007	MARICOPA	ACT

Callouts in the image:

- Format to request a new Geographic Location code:** Points to the header row and the 'Alpha 2 Required' through 'Alpha Required' row.
- New code supplied by HRIS:** Points to the 'Agency Code' row.
- Request code to be added, inactivated or activated here:** Points to the 'ACTIVE / INACTIVE' column.

## HRIS Table Maintenance Summary

1. Set up authorized personnel for your agency or identify those previously established.
2. Review these personnel on a regular basis. (Table Maintenance Authorization Form)
3. Fax the Table Maintenance Authorization Form to **(602) 542-4745**.
4. Fill out the correct information on either the Table Maintenance Spreadsheet (for Process Levels, Departments, or User Levels) or the Geographic Location Spreadsheet (for geographic Location codes).
5. Send the requests to the special mailbox at [hristableupdate@azdoa.gov](mailto:hristableupdate@azdoa.gov)
6. HRIS will email you a response when the request has been completed.



HRIS Agency Table Maintenance
Authorization Form
Fax to: (602) 542-4745

Effective Date \_\_\_\_\_ Agency \_\_\_\_\_

The following individuals have authorization to make any additions or corrections to the HRIS Table Maintenance setup for all Process Levels, Departments, User Levels, and Position (Geographic) Location codes within our agency. This authorization shall remain in effect until a revised form is received.

The employees authorized to make these changes have reviewed the HRIS Table Maintenance Process and are familiar with the setup of the HRIS system. Table Maintenance additions and changes must be submitted in the format provided on the HRIS Forms website.

Authorized employee \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Authorized employee \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Authorized employee \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Deletions: Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Approvals: (both signatures are required)

HR Manager \_\_\_\_\_ Signature \_\_\_\_\_

PR Manager \_\_\_\_\_ Signature \_\_\_\_\_

HRIS USE ONLY