

# HRIS v10 Differences Document

For HRIS Power Users

July 2020



## OVERVIEW OF KEY CHANGES

### What's Changing

- New look and feel
- New user controls on the landing page
- Enhancements to Display and Navigation
- Enhancements to Reports and Jobs
- Enhancements to field drill around and exporting
- Field length Changes
- New field for Personal Email
- HR11 now viewable using Chrome

### What's NOT Changing

- No notable changes to any forms
- Power Users will continue to have access to the same forms as before

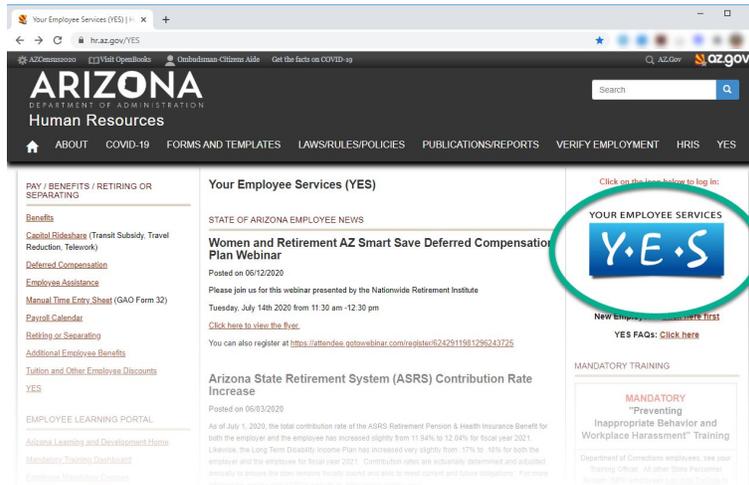
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## Accessing HRIS

### New Jumping Off Page

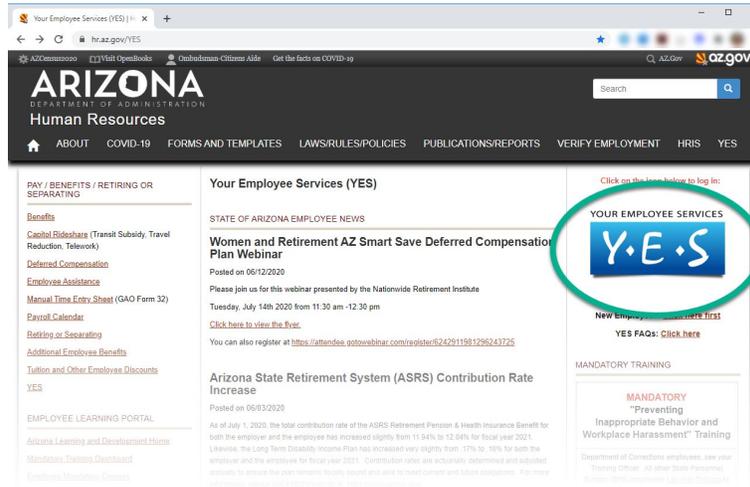
**Current:**



**Future:** Future Jumping Off Page: <https://hrsystems.azdoa.gov/> scroll down the page to see the Power User Portal section.

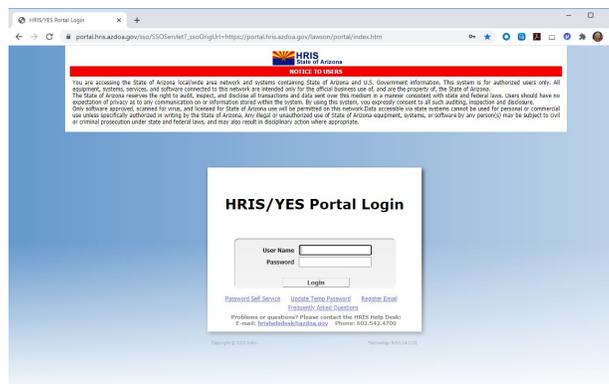


**Note:** The current jumping off page will continue to function as the place to obtain the latest employee news and updates. The current blue Y.E.S. Button will be replaced with a button to link to the new portal site.



## New Login Page

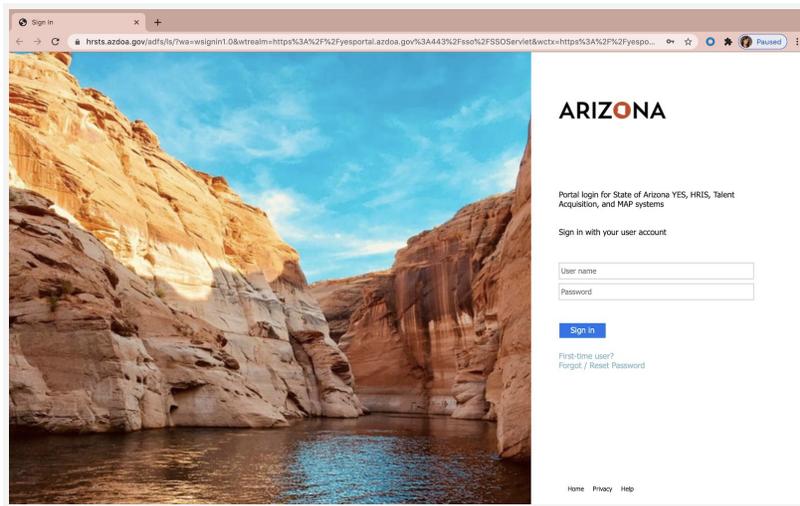
### Current:



### Future:

Future Portal Login Page for HRIS is accessible by clicking the "Log In" button for HRIS under the Power User Portals section of the Portal site >

<https://hrsystems.azdoa.gov/>



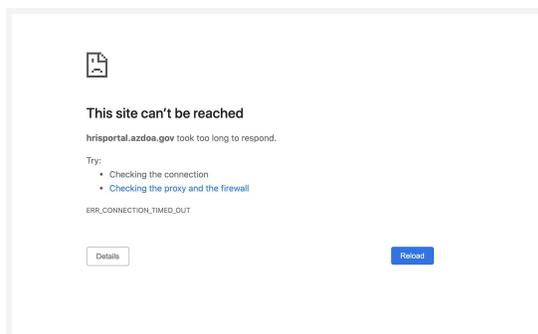
## VPN Required to Access Remote

### Current:

Does not exist

### Future:

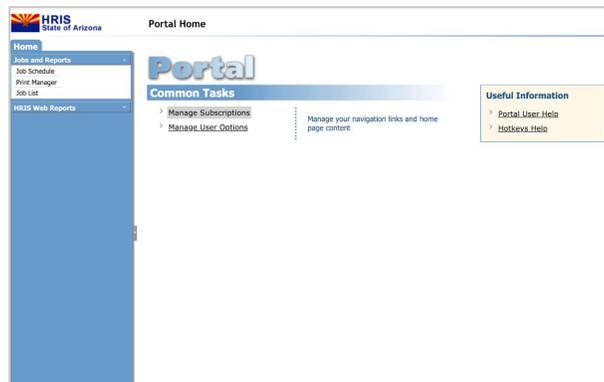
To access HRIS and Data Warehouse Power Users require a VPN or other Remote Access connection. Without it users will receive the following error:



## Landing Page

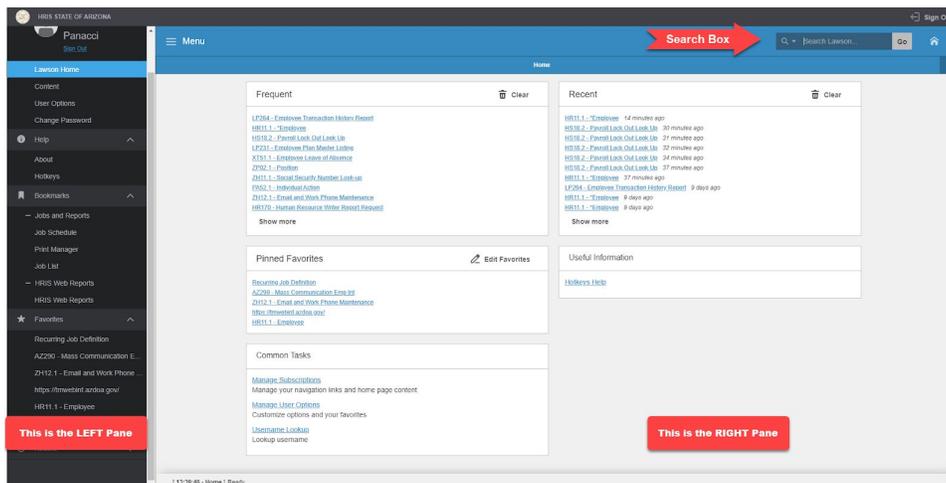
### Landing Page Changes

#### Current:



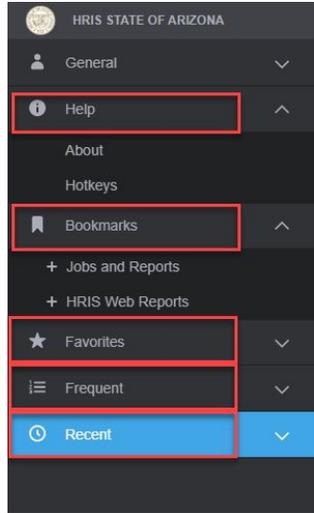
#### Future:

You will notice that HRIS has a new look and feel. Key differences include: updated landing page layout and features, color scheme, and menu options.

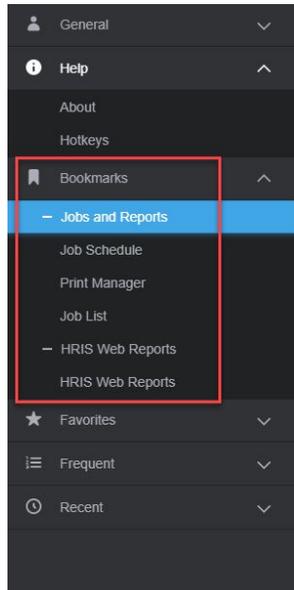


**Left Pane**

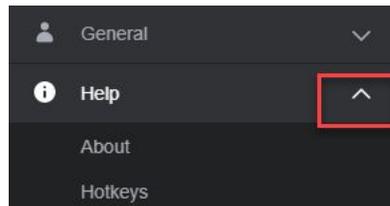
- Color has changed
- New menu options added including Help, Bookmarks, Favorites, Frequent, and Recent.



- HRIS Web Reports, Job Schedule and Print Manager is now in the Left pane under the bookmarks tab.

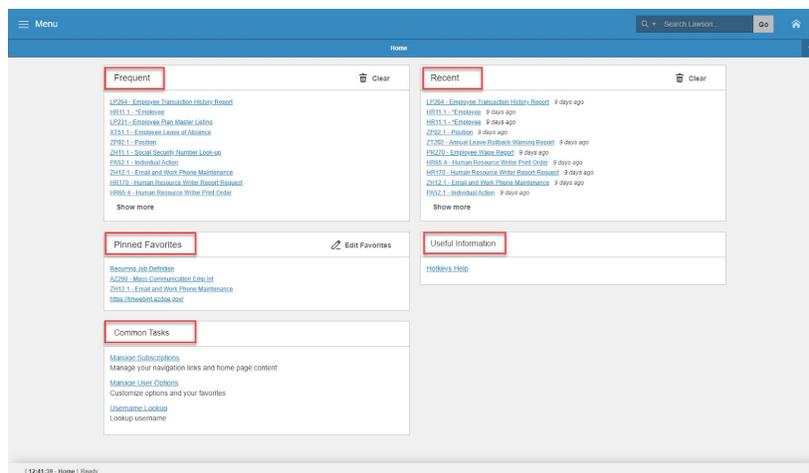


- Open and close menu options by clicking the arrow to the right of each menu title



**Right pane**

- Color has changed
- New features added including: Frequent, Pinned Favorites, Common Tasks, Recent, and Useful Information.

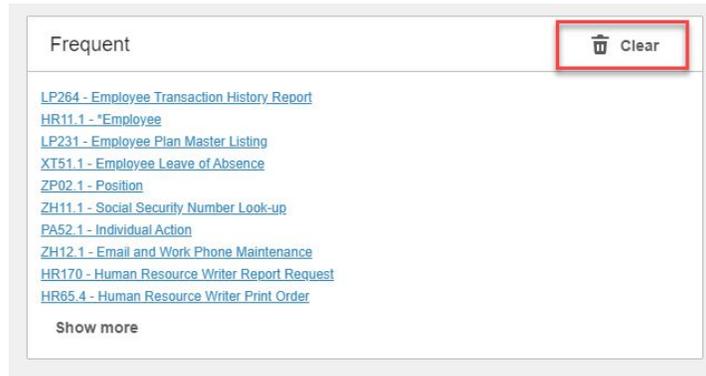


**Landing Page > Frequent**

**Current:**  
Does not exist

**Future:**

This tile will populate the forms you frequently visit. You can clear the list using the “clear” icon on the top right of the tile.



## Landing Page > Recent

### Current:

Does not exist

### Future:

This tile will populate the forms you recently visited. You can clear the list using the “clear” icon on the top right of the tile.

Recent Clear

- [LP264 - Employee Transaction History Report](#) 9 days ago
- [HR11.1 - \\*Employee](#) 9 days ago
- [HR11.1 - \\*Employee](#) 9 days ago
- [ZP02.1 - Position](#) 9 days ago
- [ZT202 - Annual Leave Rollback Warning Report](#) 9 days ago
- [PR270 - Employee Wage Report](#) 9 days ago
- [HR65.4 - Human Resource Writer Print Order](#) 9 days ago
- [HR170 - Human Resource Writer Report Request](#) 9 days ago
- [ZH12.1 - Email and Work Phone Maintenance](#) 9 days ago
- [PA52.1 - Individual Action](#) 9 days ago

Show more

## Landing Page > Pinned Favorites

### Current:

Does not exist

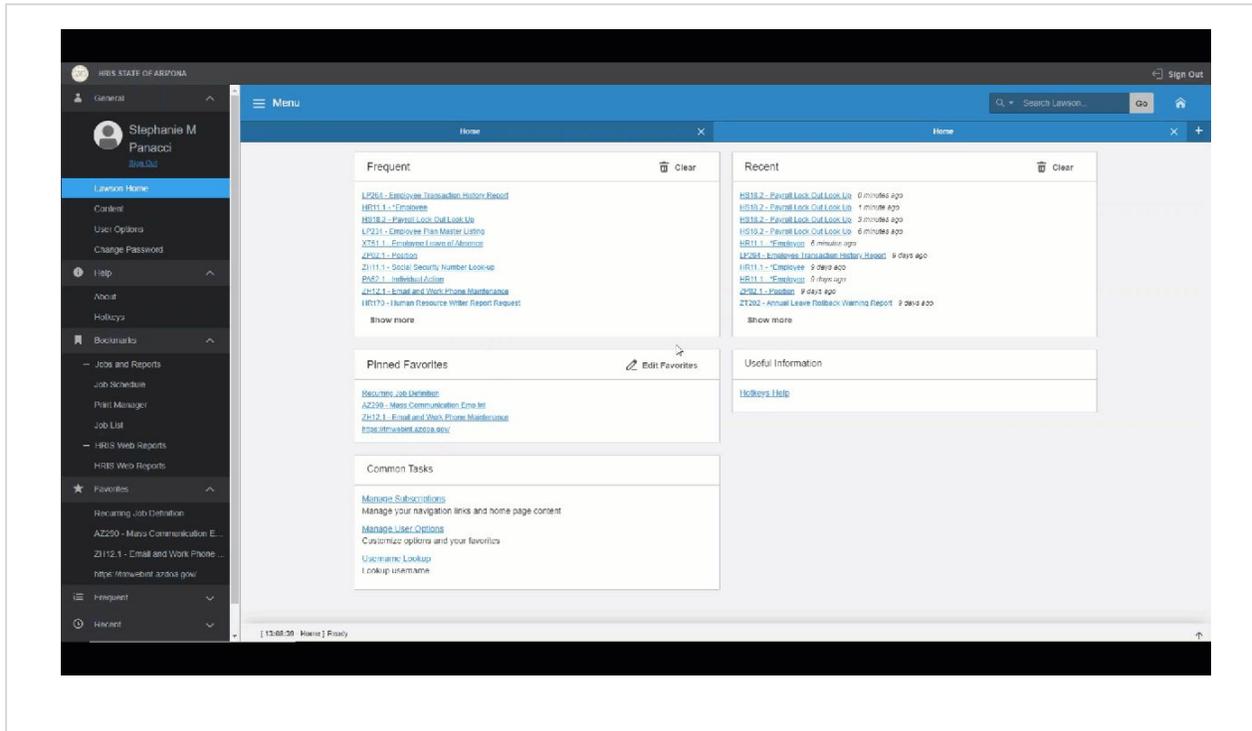
### Future:

This tile will populate the links you added as a Pinned Favorite.

Pinned Favorites Edit Favorites

- [Recurring Job Definition](#)
- [AZ290 - Mass Communication Emp Int](#)
- [ZH12.1 - Email and Work Phone Maintenance](#)
- <https://tmwebint.azdoa.gov/>

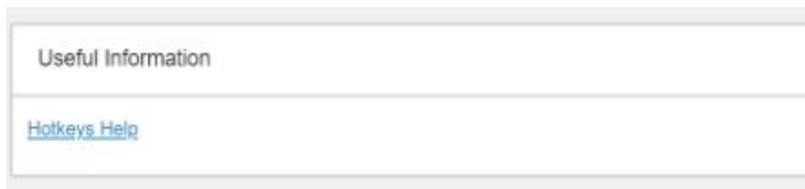
View the GIF below to learn how to 'Pin a Favorite'

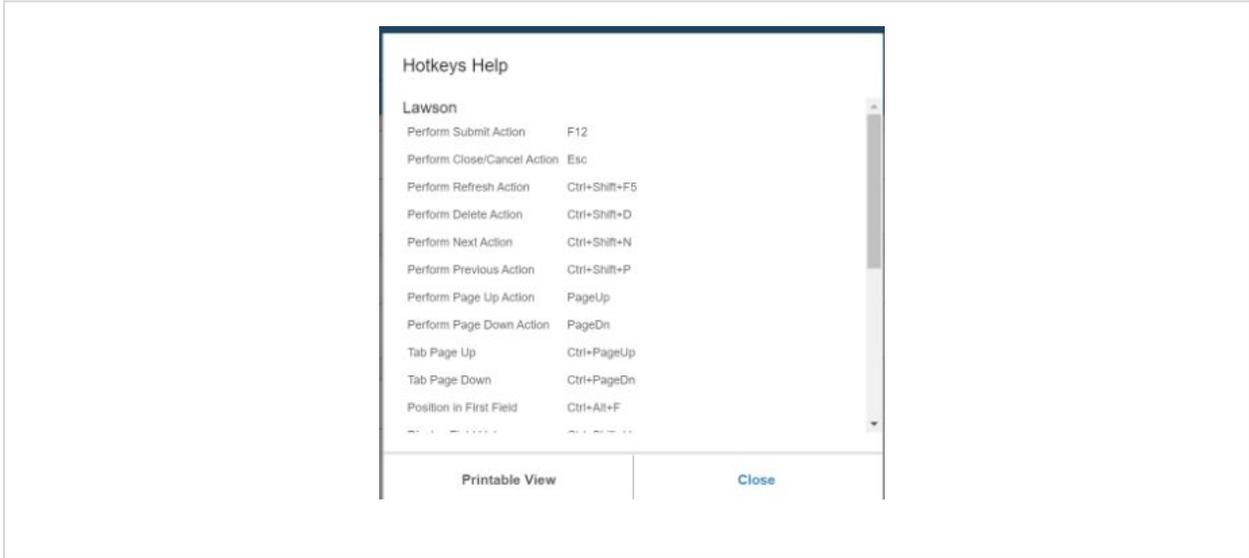


## Landing Page > Useful Information

**Current:**  
Does not exist

**Future:**  
This tile shows a list of Hotkeys that may be useful. Click on the HotKeys Help link to display the list of Hotkeys.





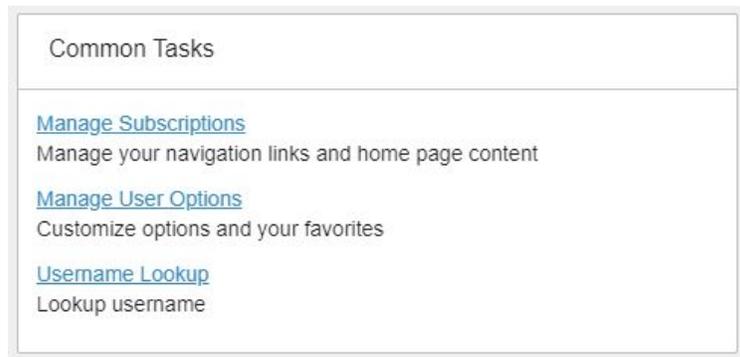
## Landing Page > Common Tasks

### Current:

Does not exist

### Future:

This tile shows a list of Common tasks. Under User Options you will see many new user setting options that you can change such as changing the Theme and Colors. To learn more about a user option hover over the option using your mouse.





## Display and Navigation

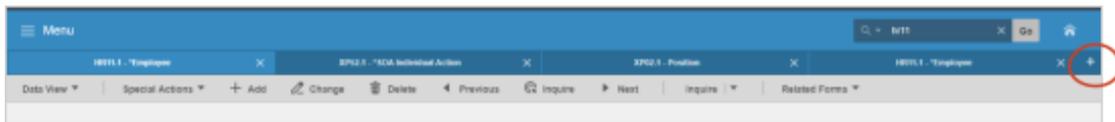
### Display Multiple Tabs

**Current:**

Forms can only be displayed one at a time.

**Future:**

Multiple tabs can be open allowing the user to work with multiple forms at a time. Click the + option to add a new tab



### Drill Around: Export Data to Excel

**Current:**

Does not exist

**Future:**

When clicking the drill icon on any menu, you can export the data shown to excel.





## Working with Reports

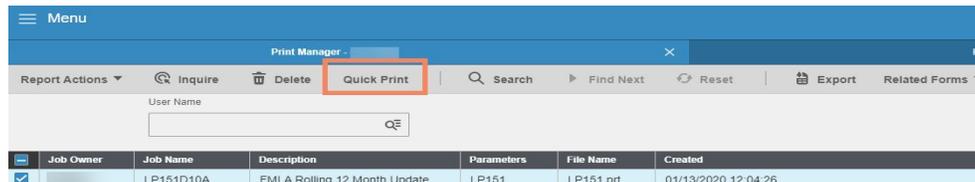
### Print Manager > Quick Print

**Current:**

Does not exist

**Future:**

Using this step saves time by printing the report automatically, this allows the user to bypass the pop-up to print the report.



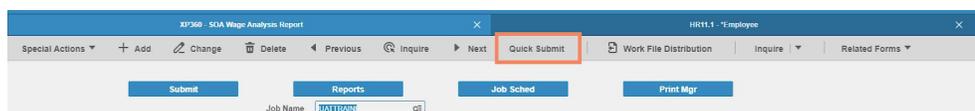
### Submit Reports > Quick Submit

**Current:**

Does not exist

**Future:**

Using this step saves time by running the report automatically, this allows users to bypass two extra steps: clicking on Add again then Add Submit.



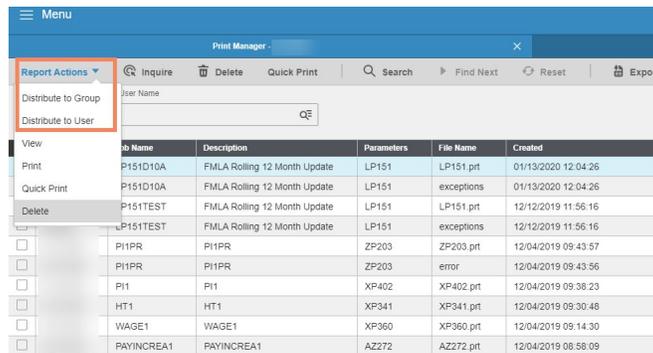
## Print Manager > Distribute Reports to Others

**Current:**

Does not exist

**Future:**

Users can Distribute Reports to other users if they have their User ID.



## Print Manager > Sort Jobs Alphabetically

**Current:**

Does not exist

**Future:**

Jobs can be sorted in alphabetical order

| Parameters | File Name | Created             |
|------------|-----------|---------------------|
| XH202      | XH202.prt | 08/22/2019 08:20:22 |
| XH204      | XH204.prt | 08/22/2019 11:16:37 |
| XH204      | XH204.prt | 08/22/2019 13:00:49 |
| XH207      | XH207.prt | 08/22/2019 12:50:20 |
| XH207      | XH207.prt | 08/22/2019 13:06:31 |
| XH207      | XH207.prt | 08/22/2019 13:30:32 |
| XH207      | XH207.prt | 08/22/2019 12:59:23 |
| XH207      | XH207.prt | 08/22/2019 12:47:32 |
| XH207      | XH207.prt | 08/22/2019 13:26:54 |

### Expand Column Lengths

**Current:**

Does not exist

**Future:**

For all reports the in Job Schedule & Print Manager you have the ability to expand columns.

| <input type="checkbox"/> | Job Name | Description | Reports | Parameters |
|--------------------------|----------|-------------|---------|------------|
| <input type="checkbox"/> | 00001    | 00001       | 0       | HR170      |
| <input type="checkbox"/> | 000645   | 000645      | 0       | PA102      |

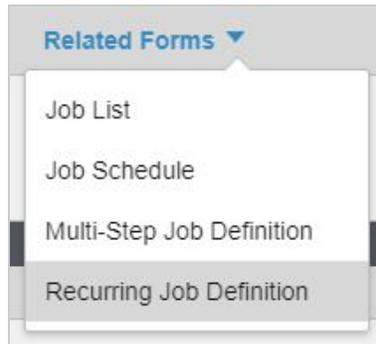
### Schedule Recurring Jobs

**Current:**

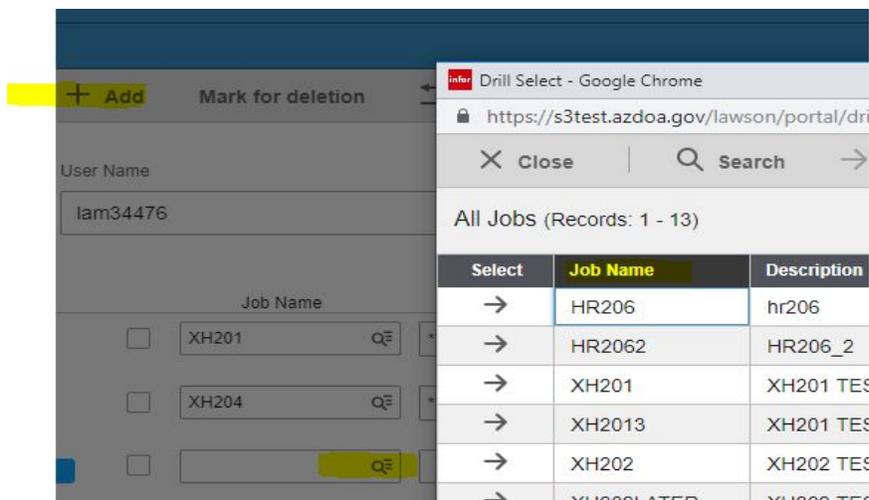
Does not exist

**Future:**

Users can schedule a job to be recurring. Follow the steps below to learn how.



Select "Recurring Job Definition" from the drop down list.



Identify the Report you want to be recurring

| Job Name | Job Queue | Frequency | Start Date | Stop Date  | Run Time | Grace Time | Next Run Date |
|----------|-----------|-----------|------------|------------|----------|------------|---------------|
| XH201    | QE        | Daily     | 08/22/2019 | 08/23/2019 | 8:15 AM  | 1          | 08/23/2019    |
| XH204    | QE        | Hourly    | 08/22/2019 | 08/22/2019 | 12:00 AM | 1          | 08/22/2019    |
| XH204RT  | QE        | Weekdays  | 08/22/2019 | 08/26/2019 | 11:15 AM | 1          | 08/22/2019    |

Set the recurring parameters for the report

|                          |       |       |       |                     |                     |                 |
|--------------------------|-------|-------|-------|---------------------|---------------------|-----------------|
| <input type="checkbox"/> | XH204 | XH204 | ***** | 08/22/2019 15:00:56 | 08/22/2019 15:00:57 | Normal Completi |
| <input type="checkbox"/> | XH204 | XH204 | ***** | 08/22/2019 14:00:52 | 08/22/2019 14:00:53 | Normal Completi |
| <input type="checkbox"/> | XH204 | XH204 | ***** | 08/22/2019 13:00:49 | 08/22/2019 13:00:49 | Normal Completi |
| <input type="checkbox"/> | XH204 | XH204 | ***** | 08/22/2019 11:00:36 | 08/22/2019 11:00:36 | Normal Completi |
| <input type="checkbox"/> | XH204 | XH204 | ***** | 08/22/2019 12:00:43 | 08/22/2019 12:00:44 | Normal Completi |

In the Job Scheduler > Completed Jobs screen you will see all of the recurring reports. In the below example, XH204 has run 5 times since its original run timer

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## Field Changes

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### Field Length Changes

**Current:**

Does not exist

**Future:**

The following fields have increased the character limitations:

- 1) Address Line 1 (from 30 characters to 57 characters)
- 2) City Name (from 18 to 30 characters)
- 3) Job Code Description (from 30 characters to 60 characters)
- 4) Position Description (from 30 characters to 60 characters)

### New Field: Personal Email in HR11

**Current:**

Does not exist

**Future:**

There is a new field that is viewable to HRIS Power Users in HR11 for personal email. The personal email is passed from either the Talent Acquisition system or Y.E.S. The field is only viewable in HRIS. Power Users cannot update it at this time. Only the employee can update their personal email address. They can do this in Y.E.S. under Your Employee Services > Personal Information > Contact Information. Once an employee updates their personal email in Y.E.S. it will

update the field in HR11. You can view an employees email information on HR11 via these tabs:

- Work E-Mail (on Work tab)
- Personal E-Mail (on Address tab)

This screenshot shows the HR11 Employee form with the 'Work' tab selected. The 'Work E-mail' field is highlighted with a red circle. A tooltip points to this field, stating: "Optional, Alpha 60. Type the employee's work e-mail address. Personal e-mail address is found on the Address tab." Other visible fields include Telephone, Home Location, Mail Group, Mail Box Number, Clock Number, Miscellaneous Code, Number, Hire Source, and EEO-4 Functional Group.

This screenshot shows the HR11 Employee form with the 'Address' tab selected. The 'Personal E-mail' field is highlighted with a red circle. A tooltip points to this field, stating: "Optional, Alpha 60. Type the employee's personal e-mail. The employee's work e-mail field is on the Work tab." Other visible fields include Home, Address 1-5, State or Prov, Postal Code, Country, and Telephone.

## For Payroll Power Users

### PR260 Updates

**Current:**

Does not exist today

**Future:**

New Columns added to assists in comparing to the total hours entered/submitted: FLSA Status, FTE

| FC | EIN | Name | Emp Status | FLSA Status | FTE  | Proxy Level | Time Card Status |
|----|-----|------|------------|-------------|------|-------------|------------------|
|    |     |      | D2         | Non-Exempt  | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | 1.00 | AD          | Missing          |
|    |     |      | C1         | Non-Exempt  | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | .50  | AD          | Entered          |

### Manual Payments

**Current:**

Enhancement to current functionality.

**Future:**

Allows for adding 11 time record lines



Enhancement to current functionality.

**Future:**

BSI Formula field will be used to indicate employee State tax election

HRIS STATE OF ARIZONA

Menu pr14

PR14.1 - Employee Deduction

Data View | Special Actions | Add | Change | Delete | Previous | Inquire | Next | Inquire | Related Forms

Company: STATE OF ARIZONA  
Employee: 8947103  
Deduction: T201  
AZ STATE WH TAX

Amount or Percent: USD  
Addl or Minimum Amt, Pct: Exclude Amount  
Balance Type: [Dropdown]  
Balance Amount: [Input]  
Priority: 3  
Arrears: Y  
Deduction Cycles: [Dropdowns]  
Begin Date: 05/28/2004  
End Date: [Input]  
Monthly Limit: [Input]  
Payment Limit: [Input]  
BSI Formula: 15  
Calculation Type: T Tax  
Payment Description: ARIZONA  
Country Code: US United States of America

**PR13**

BSI Formula is located under "Tax Info 1" tab

HRIS STATE OF ARIZONA

Menu pr13

PR13.1 - Employee United States Taxes

Data View | Special Actions | Change | Previous | Inquire | Next | Inquire | Related Forms

Company: STATE OF ARIZONA  
Employee: 8947103  
State: Arizona  
City: [Input]  
Sch Det: [Input]  
Workers Comp State: Arizona  
EIC Status: [Dropdown]  
Group Code: DCGRP8  
Tax Frequency: [Input]

BSI Formula: 15

| FC | Ded  | Description         | Res | Min Stat | Exempt Number | Exempt Amount | Tax Exm | Code |
|----|------|---------------------|-----|----------|---------------|---------------|---------|------|
|    | T101 | FEDERAL WITHHOLDING | Y   | 05       | 2             |               |         |      |
|    | T201 | AZ STATE WH TAX     | Y   | 02       |               |               |         |      |

Addl Exempt/Amts: Tax Info 1 | Tax Info 2 | Effective Dates

| Tax Code | Rate | Amount | Formula |
|----------|------|--------|---------|
| 02       |      |        | 15      |

## Deduction Audit Report: PR280

### Current:

Enhancement to current functionality.

### Future:

More robust options

- Report Option
- By Employee or Employee range
- By Employee Group
- By Process Level, Department
- Specific Deduction Codes
- Specific Fields for Specific Deduction Codes
- For Specific UserID

Leaving parameters blank will include more history

Will likely have to set up new job card

- Best is delete and re-add

The screenshot displays the HRIS State of Arizona interface for the Deduction Audit Report (PR280). The interface includes a search bar with the value 'pr280' and a 'Go' button. Below the search bar are buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' section is active, showing fields for Job Name (PR280NEW), Job Description (Deduction Audit Report), User Name (8d89471 Tracey Cappuccio), and Data Area ID (PROD). The Parameters section includes fields for Company (STATE OF ARIZONA), Report Option (1), Employees (89471), Employee Range, Employee Group, Process Lvl, Dept, Deduction Code (T201, T101), Fields (113, 502), UserID, Date (02/01/2020 - 02/12/2020), and Employee Sequence (Alpha). A yellow box highlights the Report Option, Employees, Employee Range, and Employee Group fields.

## Print ACH Details

**Current:**

Enhancement to current functionality.

**Future:**

Print ACH Detail

- ZR260 is the PR260 without ACH details
- Option is now available to include/exclude ACH details

The screenshot shows the HRIS State of Arizona interface for 'PR260 - Payment Detail Listing'. The page includes a search bar with 'pr260', a menu, and various action buttons like 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The main form contains fields for Job Name (PR260NEW), Job Description (Payment Detail Listing), User Name (8689471 Tracey Cappuccio), and Data Area ID (PROD). Under the 'Parameters' section, there are dropdowns for Company (STATE OF ARIZONA), Process Level, Department, Processing Option, Employee Group, Employee (8847108), Date (01/01/2020 to 12/31/2020), Payment Type (All Types), Payment Detail (Yes), Report Option (Detail), and Print ACH Detail (Yes). The 'Print ACH Detail' dropdown is highlighted in yellow, showing 'Y' and 'N - No' options. The 'Total Common Curri/Countries' dropdown is set to 'N - No'.

## Manual Transactions by Employee: LP70

**Current:**

Enhancement to current functionality.

**Future:**

Description is now located at the bottom of the screen

## ETE Proxy: Summary View

### Current:

Does not exist today

### Future:

New Columns added to assists in comparing to the total hours entered/submitted: FLSA Status, FTE

| FC | EIN | Name | Emp Status | FLSA Status | FTE  | Proxy Level | Time Card Status |
|----|-----|------|------------|-------------|------|-------------|------------------|
|    |     |      | D2         | Non-Exempt  | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | 1.00 | AD          | Missing          |
|    |     |      | C1         | Non-Exempt  | 1.00 | AD          | Missing          |
|    |     |      | C1         | Exempt      | .50  | AD          | Entered          |



### How to contact us.

For questions about the upgrade contact the ADOA HR systems upgrade project team at [hrisupgrade@azdoa.gov](mailto:hrisupgrade@azdoa.gov). For technical support contact the ADOA HRIS Service Desk at (602) 542-4700 or [hrisservicedesk@azdoa.gov](mailto:hrisservicedesk@azdoa.gov).