# OVERVIEW OF KEY CHANGES

<table>
<thead>
<tr>
<th>What’s Changing</th>
<th>What’s NOT Changing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New look and feel</td>
<td>• No notable changes to any forms</td>
</tr>
<tr>
<td>• New user controls on the landing page</td>
<td>• Power Users will continue to have access to the same forms as before</td>
</tr>
<tr>
<td>• Enhancements to Display and Navigation</td>
<td></td>
</tr>
<tr>
<td>• Enhancements to Reports and Jobs</td>
<td></td>
</tr>
<tr>
<td>• Enhancements to field drill around and exporting</td>
<td></td>
</tr>
<tr>
<td>• Field length Changes</td>
<td></td>
</tr>
<tr>
<td>• New field for Personal Email</td>
<td></td>
</tr>
<tr>
<td>• HR11 now viewable using Chrome</td>
<td></td>
</tr>
</tbody>
</table>

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Accessing HRIS

New Jumping Off Page

Current:

[Image of current HRIS interface]


[Image of future HRIS interface]
**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:**

![Current Login Page Image]

**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://hrs systems.azdoa.gov/](https://hrs systems.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:

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.

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.

Frequent

- LP364 - Employee Transaction History Report
- HR11 - Employee
- LP211 - Employee Plan Master Listing
- XT11 - Employee Leave of Absence
- ZP6 - Position
- ZL11 - Social Security Number Look-up
- PZ11 - Individual Action
- ZK11 - Email and Work Phone Maintenance
- HR175 - Human Resource Voter Report Request
- HR654 - Human Resource Voter Print Order

Show more

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.
Landing Page > Pinned Favorites

**Current:**
Does not exist

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

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.

<table>
<thead>
<tr>
<th>Common Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Subscriptions</td>
</tr>
<tr>
<td>Manage your navigation links and home page content</td>
</tr>
<tr>
<td>Manage User Options</td>
</tr>
<tr>
<td>Customize options and your favorites</td>
</tr>
<tr>
<td>Username Lookup</td>
</tr>
<tr>
<td>Lookup username</td>
</tr>
</tbody>
</table>
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
Expand Column Lengths

**Current:**
Does not exist

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

<table>
<thead>
<tr>
<th>Parameters</th>
<th>File Name</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>XH204</td>
<td>XH204.prt</td>
<td>08/22/2019 11:10:37</td>
</tr>
<tr>
<td>XH204</td>
<td>XH204.prt</td>
<td>08/22/2019 13:00:49</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 12:50:20</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 13:05:31</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 13:30:32</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 12:59:23</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 12:47:32</td>
</tr>
<tr>
<td>XH207</td>
<td>XH207.prt</td>
<td>08/22/2019 13:26:54</td>
</tr>
</tbody>
</table>

Schedule Recurring Jobs

**Current:**
Does not exist
**Future:**

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

1. Select “Recurring Job Definition” from the drop down list.

2. Identify the Report you want to be recurring.

3. Set the recurring parameters for the report.
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.

<table>
<thead>
<tr>
<th>Task ID</th>
<th>Run Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>XH204</td>
<td>06/22/2019 15:00:55</td>
<td>06/22/2019 15:00:57</td>
<td>Normal Complete</td>
<td></td>
</tr>
<tr>
<td>XH204</td>
<td>06/22/2019 14:00:52</td>
<td>06/22/2019 14:00:53</td>
<td>Normal Complete</td>
<td></td>
</tr>
<tr>
<td>XH204</td>
<td>06/22/2019 13:00:49</td>
<td>06/22/2019 13:00:49</td>
<td>Normal Complete</td>
<td></td>
</tr>
<tr>
<td>XH204</td>
<td>06/22/2019 11:00:35</td>
<td>06/22/2019 11:00:36</td>
<td>Normal Complete</td>
<td></td>
</tr>
<tr>
<td>XH204</td>
<td>06/22/2019 12:00:43</td>
<td>06/22/2019 12:00:44</td>
<td>Normal Complete</td>
<td></td>
</tr>
</tbody>
</table>
## Field Changes

### Field Length Changes

<table>
<thead>
<tr>
<th>Current:</th>
<th>Does not exist</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Future:</th>
<th>The following fields have increased the character limitations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Address Line 1 (from 30 characters to 57 characters)</td>
</tr>
<tr>
<td>2)</td>
<td>City Name (from 18 to 30 characters)</td>
</tr>
<tr>
<td>3)</td>
<td>Job Code Description (from 30 characters to 60 characters)</td>
</tr>
<tr>
<td>4)</td>
<td>Position Description (from 30 characters to 60 characters)</td>
</tr>
</tbody>
</table>

### New Field: Personal Email in HR11

<table>
<thead>
<tr>
<th>Current:</th>
<th>Does not exist</th>
</tr>
</thead>
</table>

| 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 employee's email information on HR11 via these tabs:

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

Manual Payments

Current: Enhancement to current functionality.

Future: Allows for adding 11 time record lines
Optional Memo field to include a helpful description

State Tax PR14, PR13

Current:
Enhancement to current functionality.

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

PR13
BSI Formula is located under “Tax Info 1” tab
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
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

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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

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