

Performance Management/MAP Differences Document

For MAP Proxy Users

July 2020



OVERVIEW OF KEY CHANGES

What's Changing

- Java Client/Portable MAP no longer required
- Enhancements to Display and Navigation
- VPN will not be needed to access MAP Proxy, however you will need a VPN to access MAP reports in the data warehouse
- HRIS power user ID (initials and EIN) for the data warehouse and YES ID (EIN) to access MAP

What's NOT Changing

- All current competencies will remain as is
- Access to prior MAP appraisals to be available in upgrade system
- No notable changes to any system capabilities
- No changes to users access
- Login to MAP Proxy with EIN

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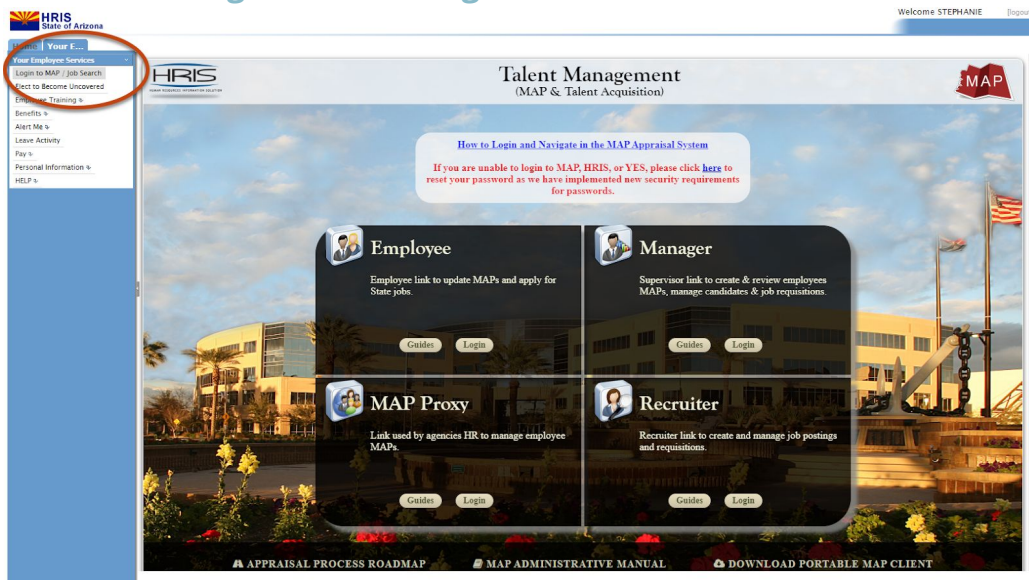
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Accessing MAP

New Jumping Off Page

Current:

In Y.E.S. via the Login to MAP menu option or directly via <https://talentmanagement.azdoa.gov/>



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





Bookmark this page!

State of Arizona Human Resources Portals

This page serves as a central jumping off point for all State of Arizona HR portals. Here, State of Arizona employees, managers, and power users can easily jump to the HR portal to login, view user guides, and check system availability.

Employee and Manager Portals





The HR Portals below are for Employee and Manager access only.

 <p>Y.E.S. Portal</p> <p>For current and former employees accessing Y.E.S. to view benefits, compensation, contact information, enter time, and more.</p> <p>Login Resources</p>	 <p>Performance Management Portal (MAP)</p> <p>For employees and managers accessing their MAP performance appraisal process online.</p> <p>MAP Proxies scroll down for login.</p> <p>Employee login Manager login Resources</p>	 <p>Internal Job Board & Hiring Manager Portal</p> <p>For employees accessing internal state job postings. For hiring managers and HR contacts managing with open job requisitions.</p> <p>Employee login Hiring Manager login Resources</p>	 <p>Online Learning Portal</p> <p>For employees accessing Tricorp to enroll in courses, view training history, complete mandatory training requirements, and more.</p> <p>Login Resources</p>
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Scroll Down

Power User Portals

The Portals below are for Power User access only. MAP Proxies and Recruiters are considered "Power Users" even though they login with a EIN User account.
*Users with a Power User account and EIN User account should use a different web browser for logging in under each account.

 <p>HRIS Portal</p> <p>For HRIS power users utilizing HRIS to perform tasks related to hiring, benefits, leave administration, terminations, and payroll.</p> <p>Login Resources</p>	 <p>Performance Management Portal</p> <p>For MAP Proxy users logging in with their EIN to perform tasks related to agency MAP issues.</p> <p>Login Resources</p>	 <p>Talent Acquisition Portal (TA)</p> <p>For Recruiters utilizing TA to perform duties related to recruitment from sourcing to selection.</p> <p>Login Resources</p>	 <p>Submit a Ticket Portal</p> <p>Ticketing systems for Power Users, Security Approvers, IT, and Administrative staff for technical and functional assistance.</p> <p>Login Resources</p>
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Note: The current jumping off page will continue redirect users to the new jumping off page

New Login Page

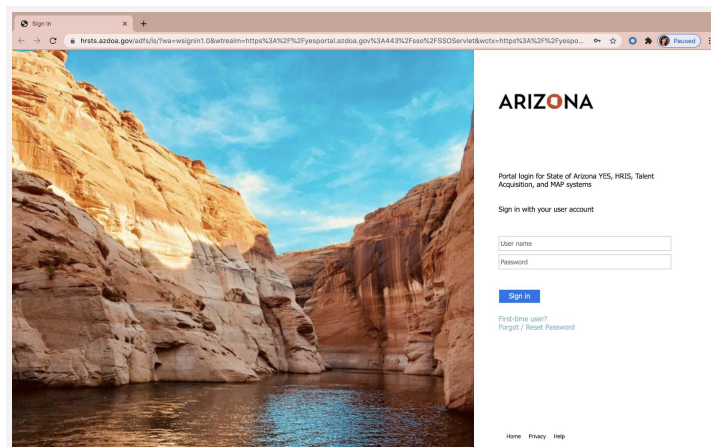
Current:



Future:

Future Portal Login Page for MAP is accessible by clicking the “Log In” button for MAP under either the Employee Login or the Power User Login >

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



Java Client No Longer Required

Current:



Future:

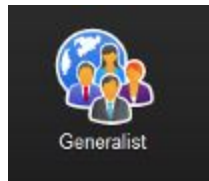
Recruiter and MAP Proxy (LTM) applications will no longer rely on the Java based client (a.k.a. rich client) after the upgrade. This also includes the "Portable MAP" zip file that may be installed on your users PC or Citrix client. These applications will be web based after the upgrade so users will only need an internet browser to access them.

Navigation

Finding the Map Proxy Area

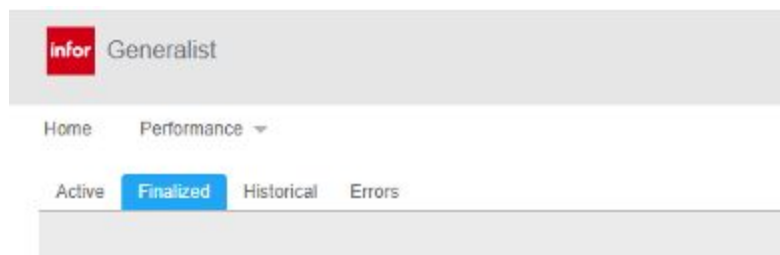
Current:

Current MAP Proxy application requires you to click the Generalist icon after logging in:



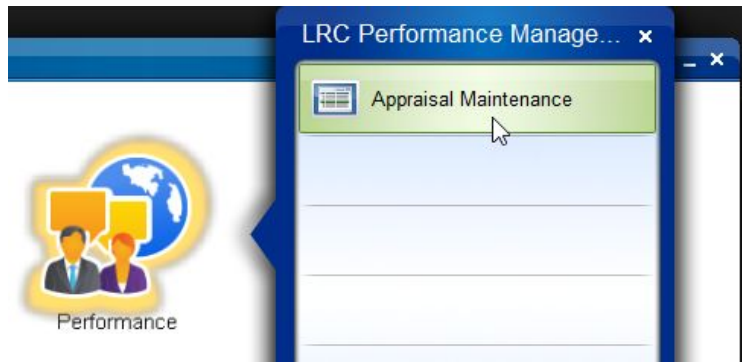
Future:

The new upgraded MAP Proxy application will take you directly to Generalist area after login:



Finding the Appraisal Main Menu

Current:

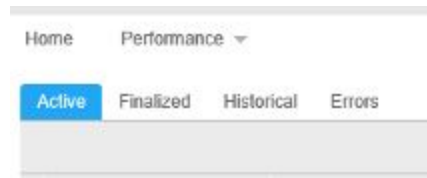


Future:

Clicking the "Performance -> Appraisal Maintenance" will always take you back to the appraisal maintenance main menu:



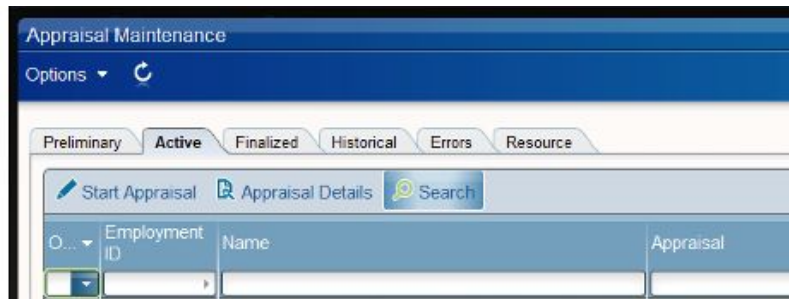
You can also click the "Home" button



Searching Records

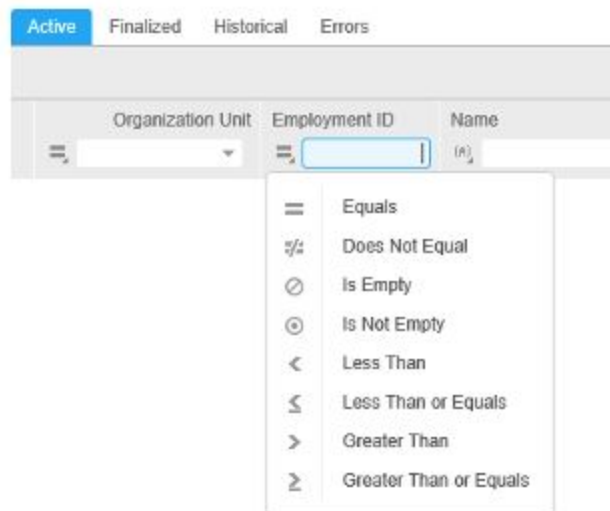
Current:

The current MAP Proxy application has a search icon that will display the searchable fields:



Future:

The new upgraded MAP Proxy application automatically takes you to the search function without having to click a search button. The search criteria will default to the equal sign:



You can key in an EIN in the Employment ID field and click enter:

*NOTE- YOU MUST WAIT FOR THE PAGE TO FINISH LOADING BEFORE ENTERING EIN OR THE SEARCH MAY NOT WORK. IF YOU NEED TO RESET THE SEARCH, CLICK ON THE "HOME" ICON. IF THE SEARCH MENU NO LONGER APPEARS CLICK THE FUNNEL ICON ON THE RIGHT

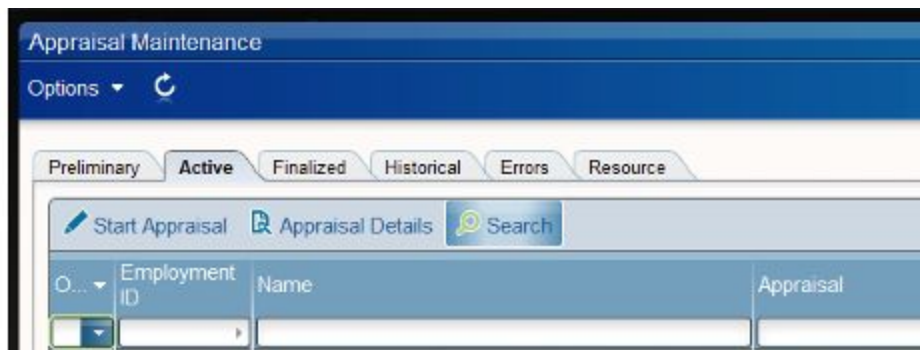
Employment ID	Name	Appraisal
3	THREE, TRAIN	New Appraisal Form - Non Supervisor
3	THREE, TRAIN	New Appraisal Form - Non Supervisor

To clear out the search field and see all records, blank out the employment ID field then click enter. If you get zero results, click back on the Performance -> Appraisal Maintenance bookmark or Home button to refresh your page.

Accessing 'All Actions' Menu


Current:

The current MAP Proxy application displays the All Actions Menu as a double arrow icon in the upper right hand corner:



Future:

The new upgraded MAP Proxy application displays a small single arrow in the upper right hand corner instead of the double arrows to display the all actions

menu: 

The search criteria will default to the equal sign:

The screenshot shows a search interface with tabs for 'Active', 'Finalized', 'Historical', and 'Errors'. Below the tabs are three input fields: 'Organization Unit', 'Employment ID', and 'Name'. The 'Employment ID' field is active, and a dropdown menu is open, listing comparison operators: Equals, Does Not Equal, Is Empty, Is Not Empty, Less Than, Less Than or Equals, Greater Than, and Greater Than or Equals.

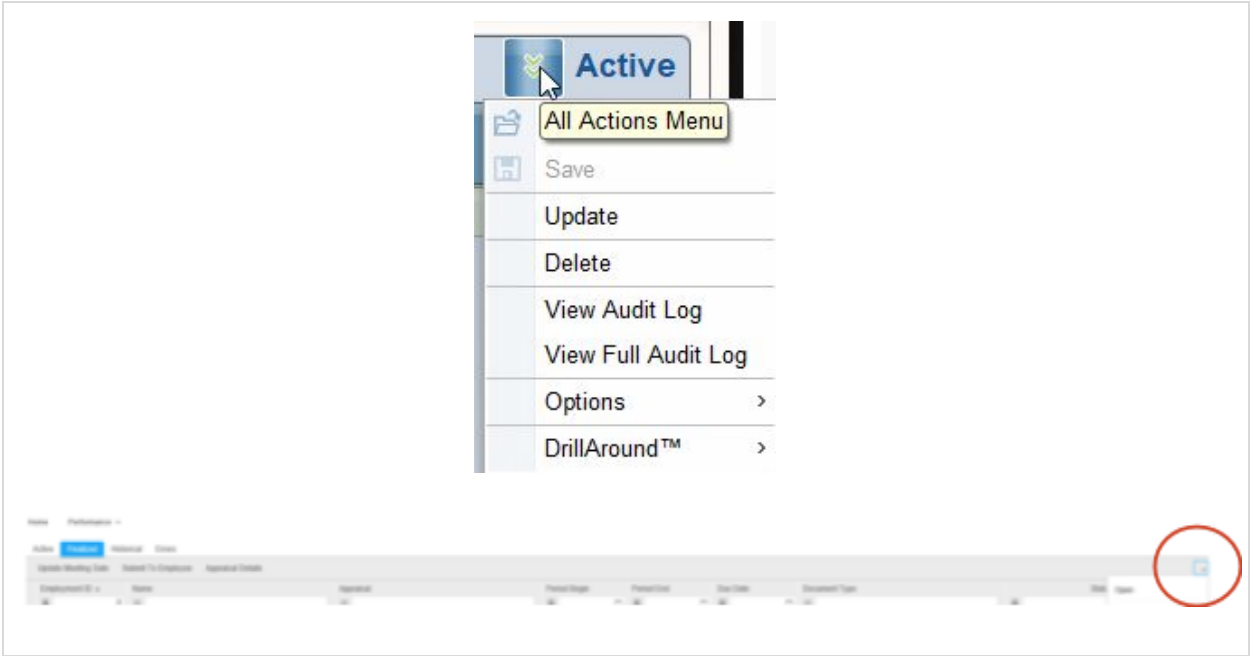
You can key in an EIN in the Employment ID field and click enter:

*NOTE- YOU MUST WAIT FOR THE PAGE TO FINISH LOADING BEFORE ENTERING EIN OR THE SEARCH MAY NOT WORK. IF YOU NEED TO RESET THE SEARCH, CLICK ON THE "HOME" ICON.

The screenshot shows a table titled 'Consolidated Appraisal' with columns for 'Employment ID', 'Name', and 'Appraisal'. The 'Historical' tab is selected. The table contains two rows of data.

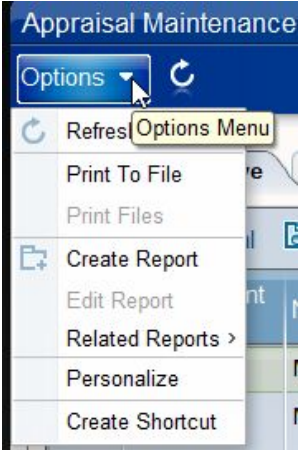
Employment ID	Name	Appraisal
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3	THREE, TRAIN	New Appraisal Form - Non Supervisor

To clear out the search field and see all records, blank out the employment ID field then click enter. If you get zero results, click back on the Performance -> Appraisal Maintenance bookmark or Home button to refresh your page.

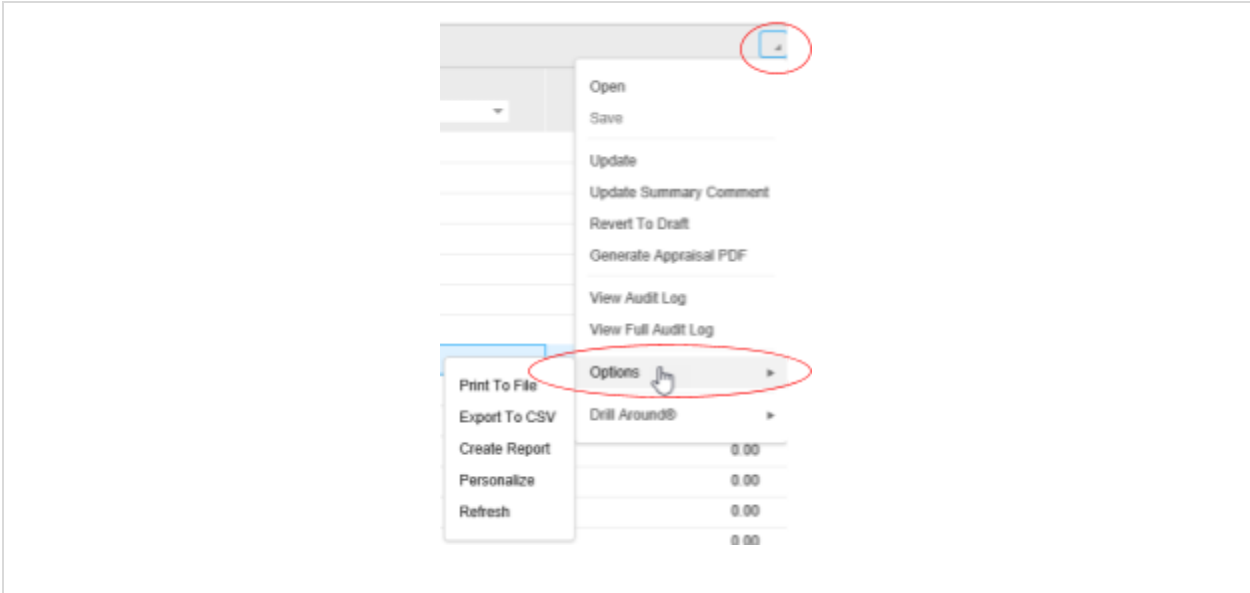


Accessing 'Options' Menu

Current:
The current MAP Proxy application displays the Options menu below the “Appraisal Maintenance” header.



Future:
The new upgraded MAP Proxy application displays the Options menu within the “All Actions” menu consisting of an arrow in the right hand corner under “Options”:



Accessing 'Page Up/Page Down' options

Current:

The current MAP Proxy application displays Page Up/Page Down options as vertical arrows on the lower right side of the page.



Future:

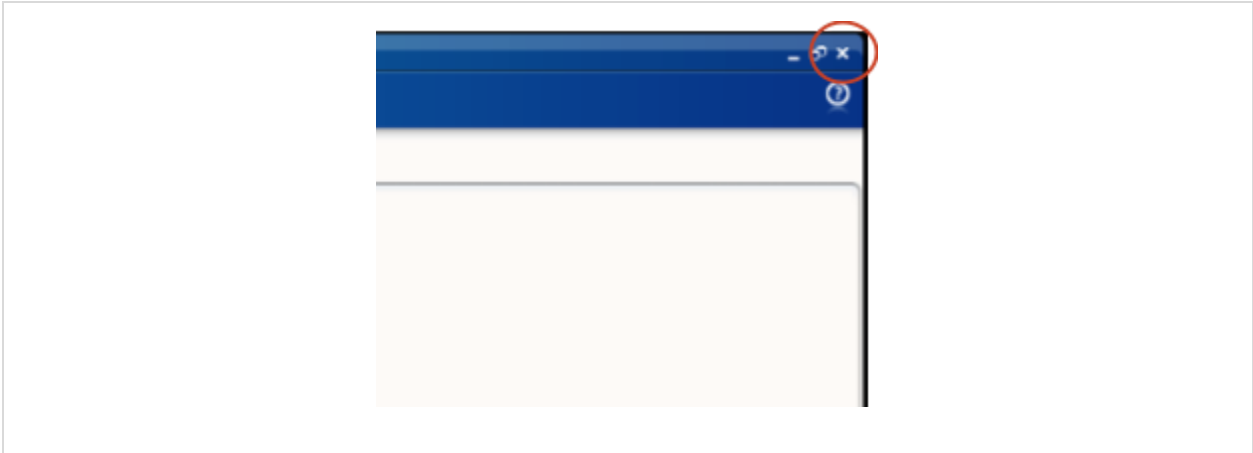
The new upgraded MAP Proxy application displays Page Up/Page Down options as horizontal arrows on the lower right side of the page.



Returning to a prior screen

Current:


The current MAP Proxy application displays an X in the upper right hand corner to exit out of a screen:



Future:
The new upgraded application will require you to click the back button on your browser to go back to the previous screen:



Saving Changes

Current:
The current MAP Proxy application will allow you to click the save button once you make a change to the application: 

Future:
The new upgraded application will require you to click or tab outside of the field you have changed in order for the save button to appear. It will remain grayed out until you do so:



How to contact us.

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