Performance Management/MAP Differences Document
For MAP Proxy Users
July 2020

### OVERVIEW OF KEY CHANGES

<table>
<thead>
<tr>
<th>What’s Changing</th>
<th>What’s NOT Changing</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Java Client/Portable MAP no longer required</td>
<td>● All current competencies will remain as is</td>
</tr>
<tr>
<td>● Enhancements to Display and Navigation</td>
<td>● Access to prior MAP appraisals to be available in upgrade system</td>
</tr>
<tr>
<td>● VPN will not be needed to access MAP Proxy, however you will need a VPN to access MAP reports in the data warehouse</td>
<td>● No notable changes to any system capabilities</td>
</tr>
<tr>
<td>● HRIS power user ID (initials and EIN) for the data warehouse and YES ID (EIN) to access MAP</td>
<td>● No changes to users access</td>
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<tr>
<td></td>
<td>● Login to MAP Proxy with EIN</td>
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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/](https://talentmanagement.azdoa.gov/)

**Future:** Future Jumping Off Page: [https://hrsystems.azdoa.gov/](https://hrsystems.azdoa.gov/) scroll down to see the Power User Portal section.
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

- Y.E.S. Portal
  For current and former employees accessing Y.E.S. for retiree benefits, compensation, career information, secure login, and more.
  - Login
  - Resources
- Performance Management Portal (MAP)
  For employees and managers accessing MAP performance appraisal process online, user manual, social login, role-based access.
  - Login
  - Employee Login
  - Resources
- Internal Job Board & Hiring Manager Portal
  For employees accessing internal job postings, role-based access, email notification, and job requisition management with open job requisitions.
  - Login
  - Employee Login
  - Hiring Manager Login
  - Resources
- Online Learning Portal
  For employees accessing eLearning, professional development, training requirements, and more.
  - Login
  - Employee Login
  - Resources

Power User Portals

- HRIS Portal
  For HRIS power users utilizing ETS to perform tasks related to HR, benefits, leave administration, terminations, and payroll.
  - Login
  - Resources
- Performance Management Portal
  For MAP power users logging in with their ETS account to perform tasks related to agency MAP issues.
  - Login
  - Resources
- Talent Acquisition Portal (TA)
  For recruiters utilizing TA to perform tasks related to recruitment sourcing to selection.
  - Login
  - Resources
- Submit a Ticket Portal
  Ticketing systems for Power users, Security Administrators, IT, and Administrative staff for technical and functional assistance.
  - Login
  - Resources
**Note:** The current jumping off page will continue redirect users to the new jumping off page

## New Login Page

### Current:

![Current Login Page](https://example.com/current-login-page)

### 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://hrssystems.azdoa.gov/](https://hrssystems.azdoa.gov/)
Java Client No Longer Required

Current:

[Image of a Java icon]

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:

![Generalist Icon](image)

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

![Generalist Area](image)

**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*
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:

![All Actions Menu Icon](image)

**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:

![Single Arrow Icon](image)

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.

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:

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**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:

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**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 hrisservicedesk@azdoa.gov.