ARIZONA
DEPARTMENT OF ADMINISTRATION

Y.E.S.

Y.E.S. Upgrade Differences Document

For Employees and Managers

July 2020

OVERVIEW OF KEY CHANGES

What's Changing	What's NOT Changing
• First time login requires a new password (Check your email for your temporary password!) • New Login Page • Look and Feel Changes • Enhancements to Display and Navigation • Added Features in ETE • Pay Menu Updates	• You will continue to login with your EIN as your User name • ETE users will continue to enter your timecards every other week

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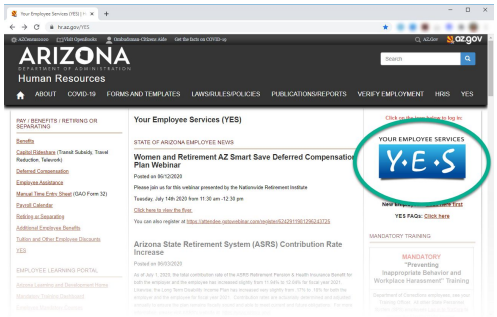
Accessing Y.E.S.

New Jumping Off Page

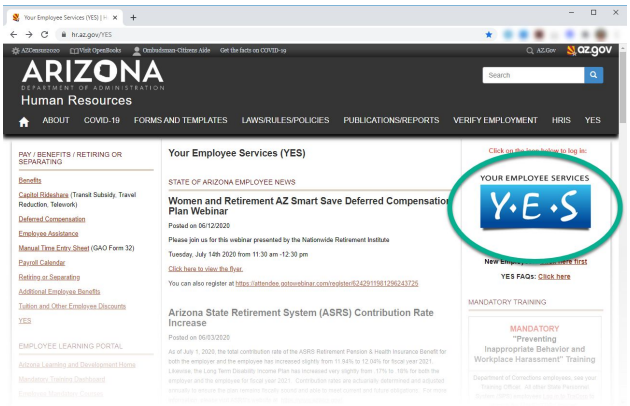
Current:



Future:

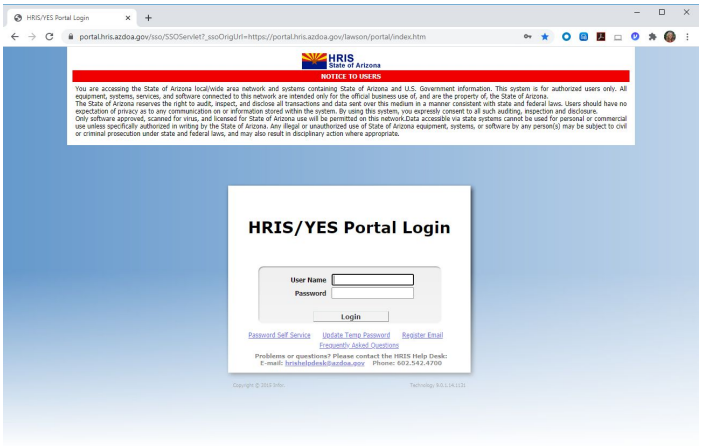
Future Jumping Off Page: https://hrsystems.azdoa.gov/

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



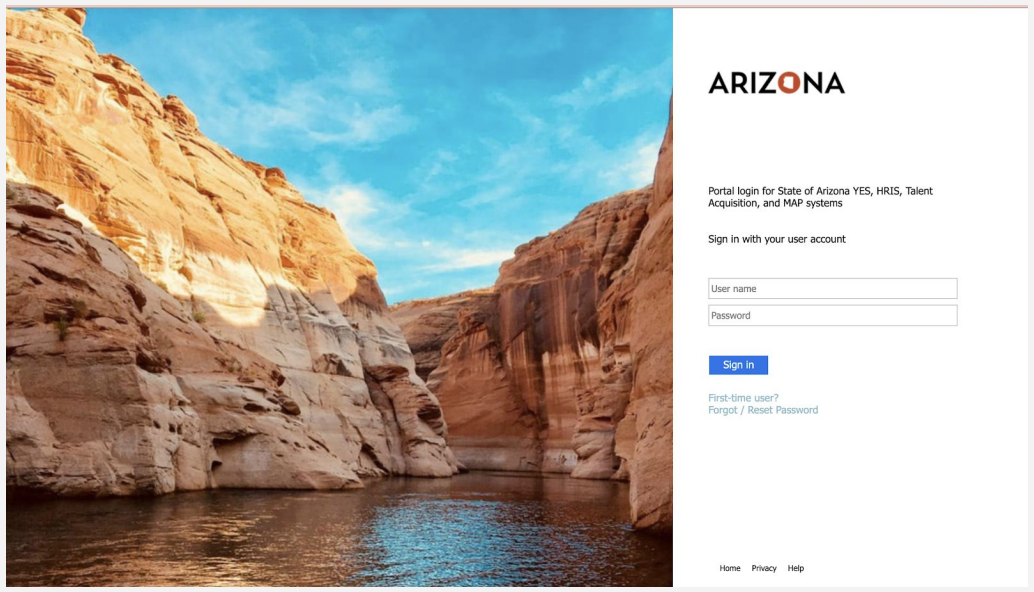
New Login Page

Current:



Future:

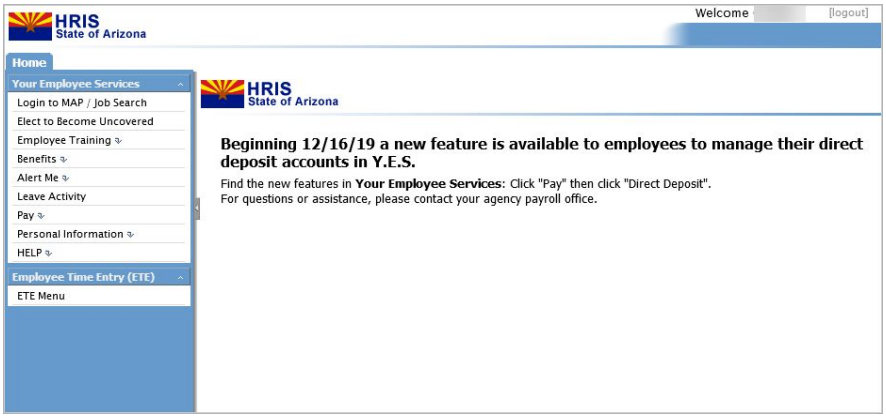
Future Portal Login Page accessible by clicking the “Log In” button for Y.E.S. from the Portal site > **https://hrsystems.azdoa.gov/**



Landing Page

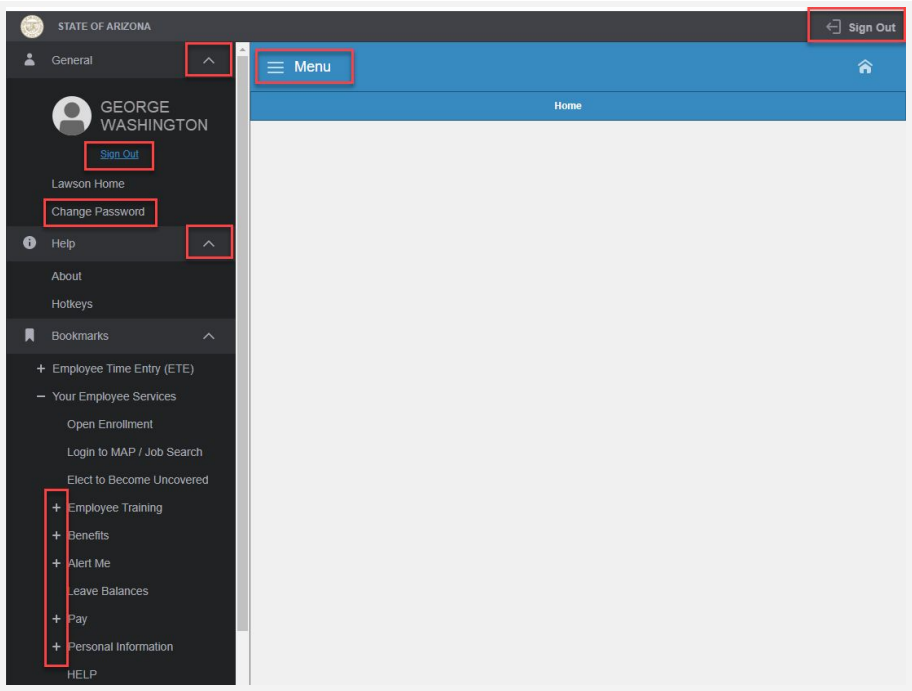
Changes to Look and Feel

Current:



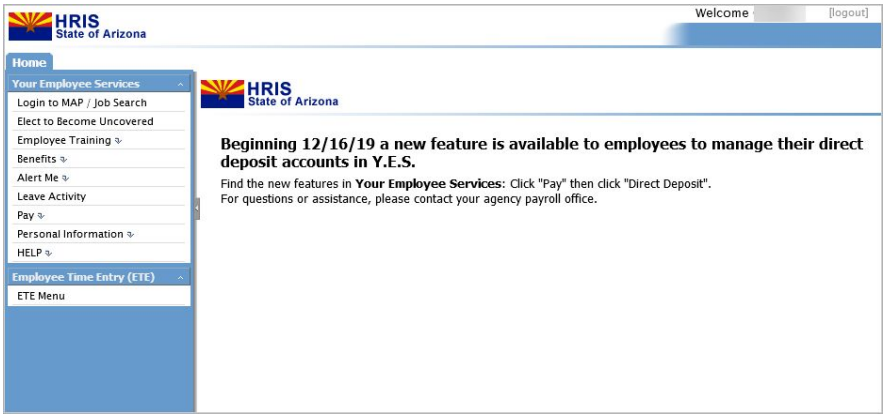
Future:

Updated look and feel, color scheme, and menu options.



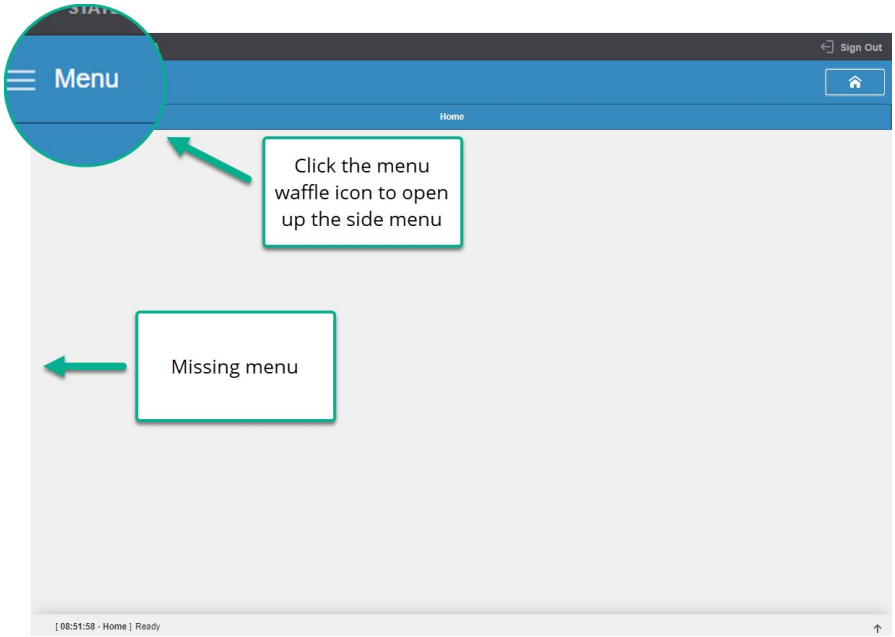
Changes to Display and Navigation

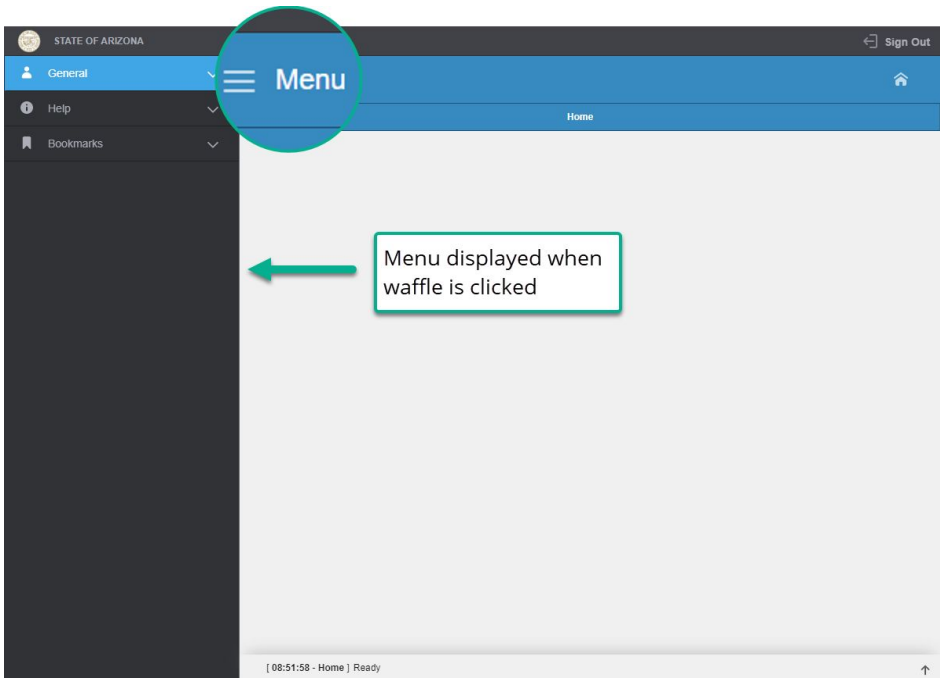
Current:



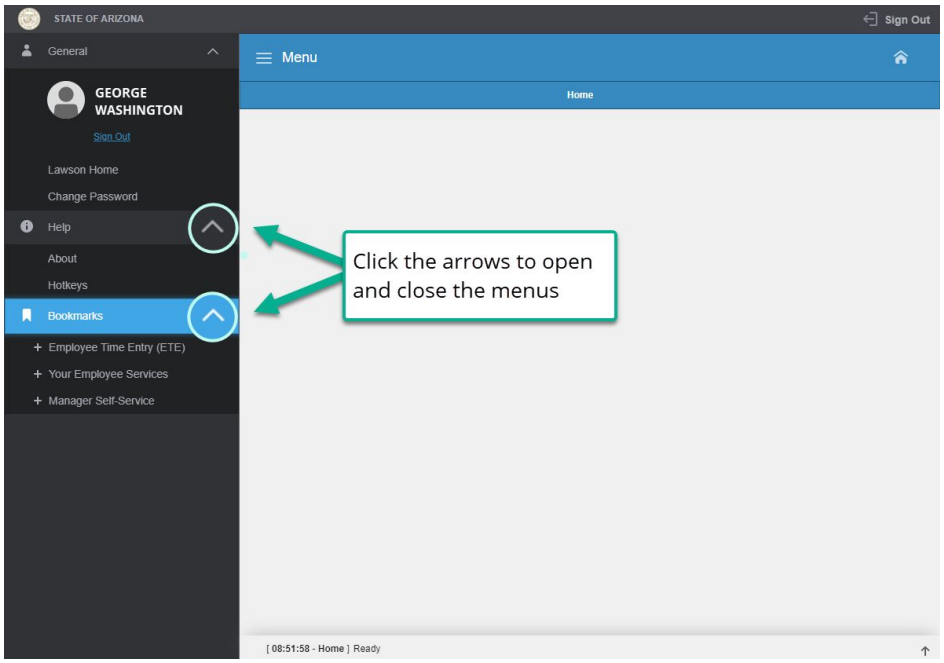
Future:

Use the menu waffle to display the full sidebar menu

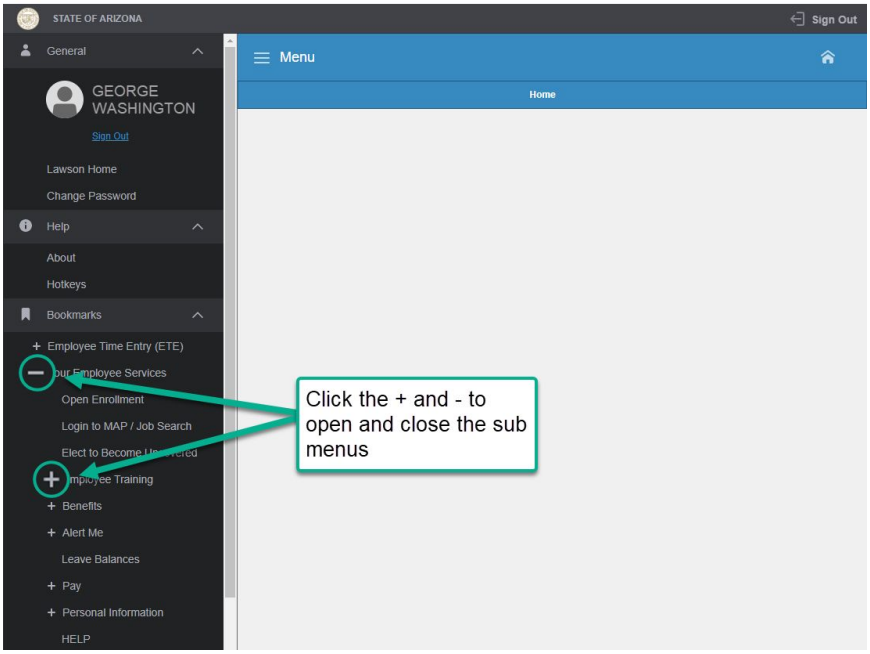




Use the arrows to expand and collapse menus



Use the (+) sign to display the sub menus



New Feature: Status Bar

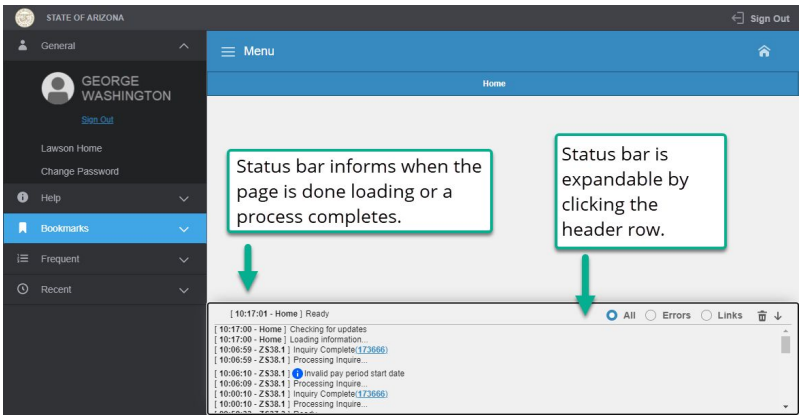
Current:

Does not exist today

Future:

Status bar informs the user when a page is done loading or a process completes.

The status bar is expandable by clicking the header row.

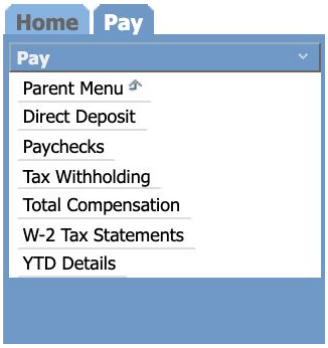


Bookmark Menu and Page Updates

Changes under the Pay Bookmark

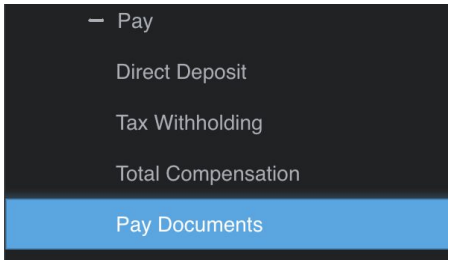
Current:

Current Pay Menu >



Future:

New Pay Menu >



Information contained within the current Pay menu will now be available under Pay Documents:

- Paychecks
- W-2 Tax Statements
- YTD-Details

The Pay Documents page will take you to MHC application where you will use your same Y.E.S. login credentials if prompted.

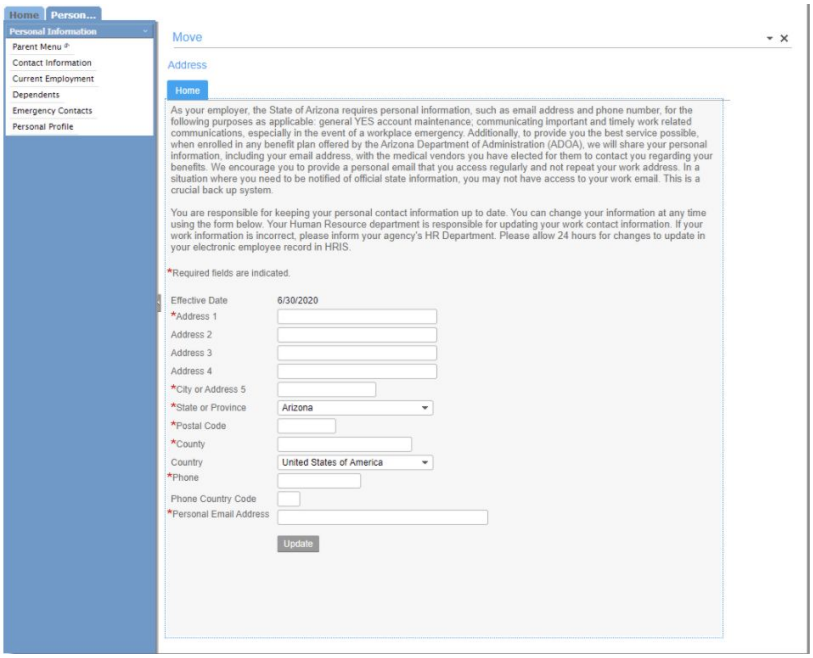
Notes:

- Paystubs will be available in MHC for the last 18 months as well as the last pay period for each year back to 2016. If you need details of a specific paystub not listed contact your agency payroll dept.
- You will need to reauthorize consent to access your W-2 electronically for prior years as well as going forward

New Fields: Contact Information Page

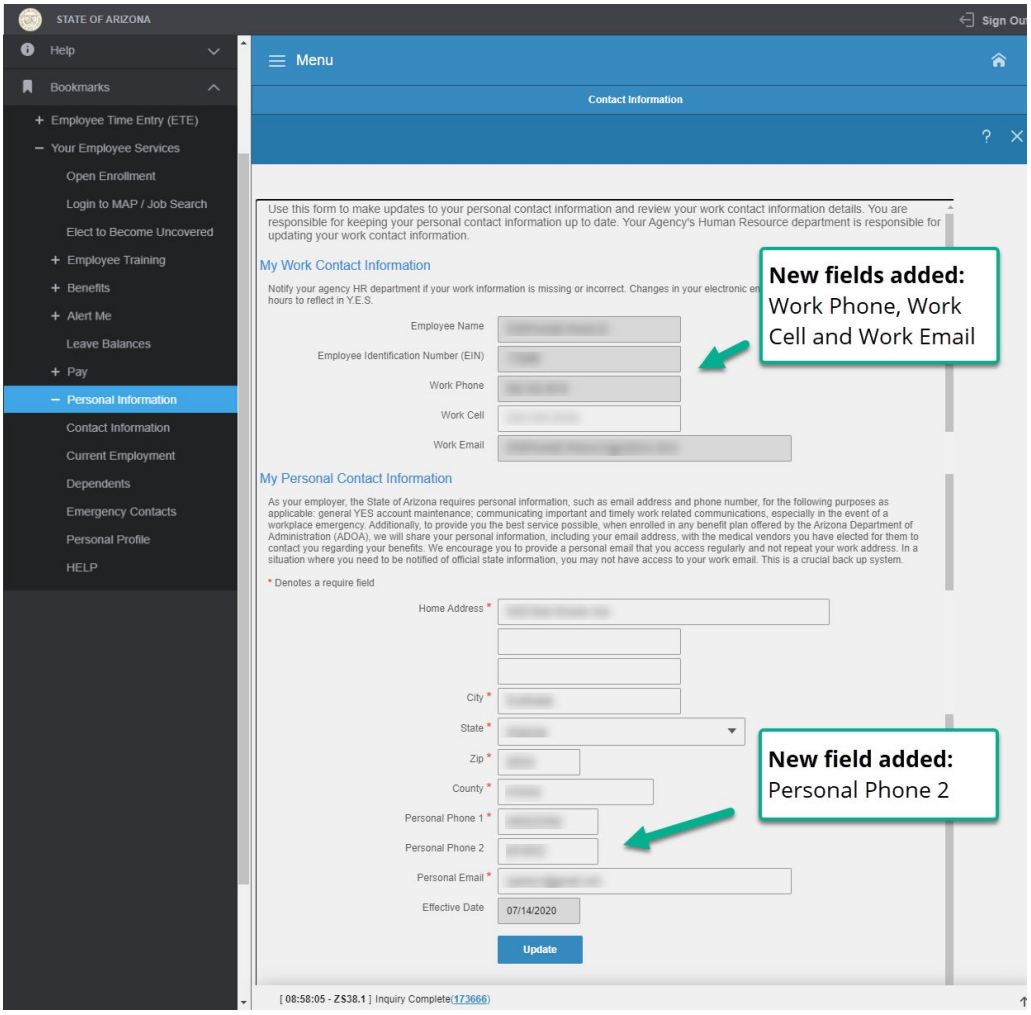
Current:

Current page for storing your contact information contains only personal contact details.



Future:

The future contact page will show work and personal contact information.



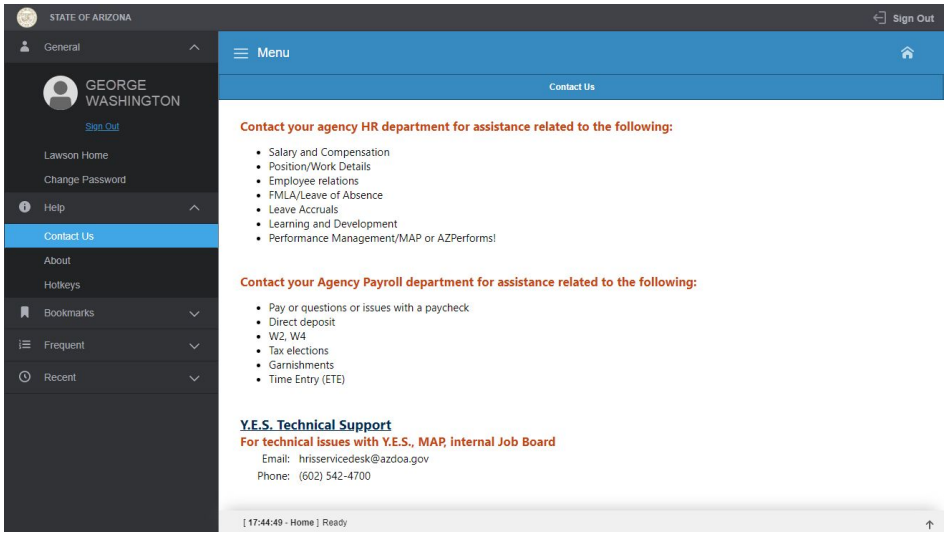
Updated Help Page Content

Current:

Current help menu only allows user to email a question

Future:

Updated Help menu provides more information about where to direct questions.



ETE: Employee Time Entry

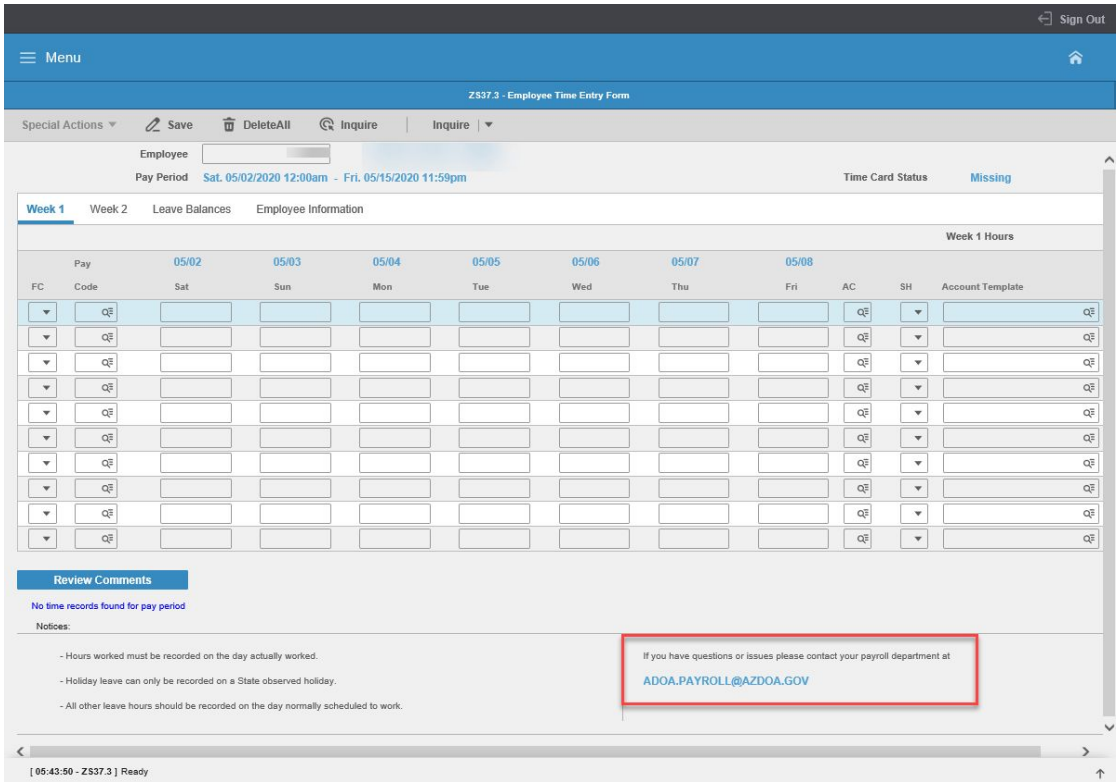
New Timecard Feature: Agency Payroll Address Displayed

Current:

Does not exist today

Future:

The agency payroll email address is displayed on the timecard for assistance



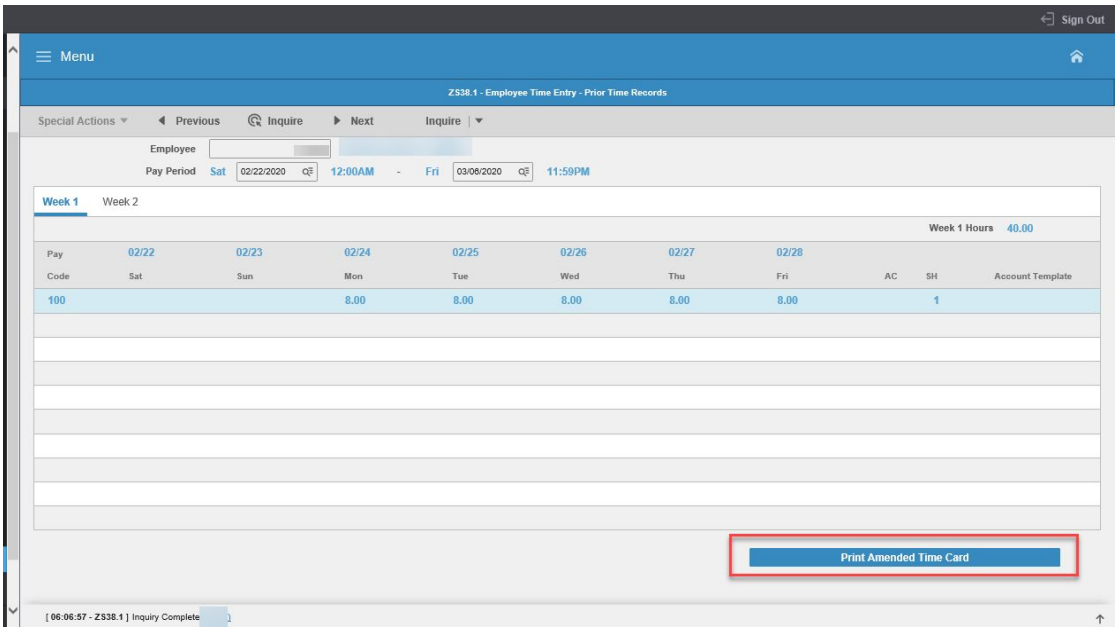
New Timecard Feature: Print Amended Time Card

Current:

Does not exist today

Future:

When viewing your prior time records there is a new feature to print the Amended Time Card template. This function is for submitting changes to a prior timecard.



Example of the **Amended Time Card**

State of Arizona

Amendment to ETE Time Card

EIN: Name: Pay Period: Sat. 05/18/2019 - Fri. 05/31/2019

Accounting Unit (Function): Unit: Appr: Activity: Program:

Week 1	Pay Code	05/18/2019 Sat.	05/19/2019 Sun.	05/20/2019 Mon.	05/21/2019 Tue.	05/22/2019 Wed.	05/23/2019 Thu.	05/24/2019 Fri.	Total	AC	SH	Accounting Unit (Function)	Account	Sub Account	Activity	Account Category	Unit	Appr	Actv	Prog
Orig 1	100			8.00	8.00	8.00	8.00		32.00		1									
Amend 1																				
Orig 2	300							8.00	8.00		1									
Amend 2																				
Orig 3	720							0.00	0.00		1									
Amend 3																				
New 1																				
New 2																				

Week 2	Pay Code	05/25/2019 Sat.	05/26/2019 Sun.	05/27/2019 Mon.	05/28/2019 Tue.	05/29/2019 Wed.	05/30/2019 Thu.	05/31/2019 Fri.	Total	AC	SH	Accounting Unit (Function)	Account	Sub Account	Activity	Account Category	Unit	Appr	Actv	Prog
Orig 1	320			8.00					8.00		1									
Amend 1																				
Orig 2	300				8.00	8.00	8.00	8.00	32.00		1									
Amend 2																				
Orig 3	720							0.00	0.00		1									
Amend 3																				
New 1																				
New 2																				

EMPLOYEE CERTIFICATION: I hereby certify that the attendance reported for the pay period is correct and that I have performed services on the days for which the hours worked are indicated. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

SUPERVISOR CERTIFICATION: I hereby approve and certify that the attendance reported for the pay period is correct and the employee has performed the reported services for a valid public purpose. I certify that any leave reported has been approved and is available for this pay period. I understand that that knowingly approving a falsified time sheet may subject me to disciplinary action and/or legal prosecution.

Employee Signature Date Supervisor Signature Date

Agency Use Only

Entered By Reviewed By

New Feature for Managers: Employee Information Tab on Timecard

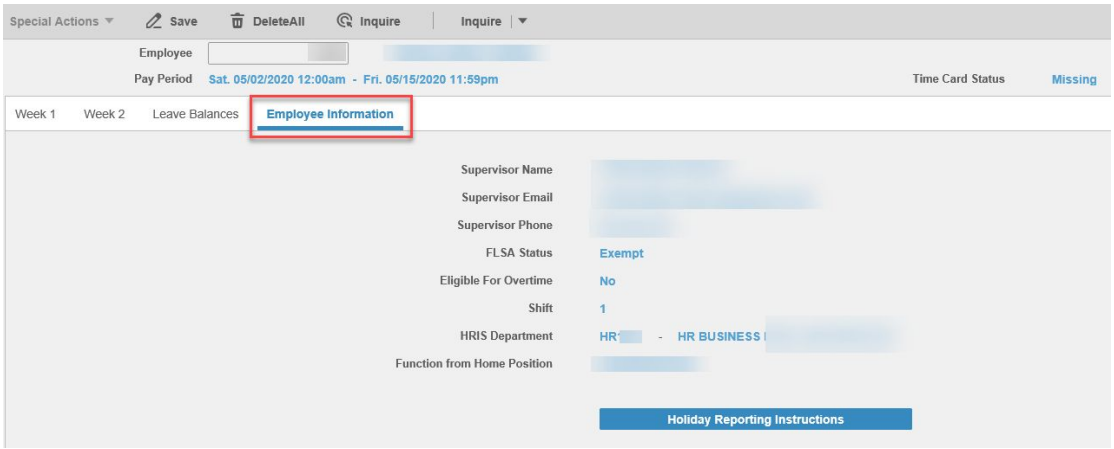
Current:

Does not exist today

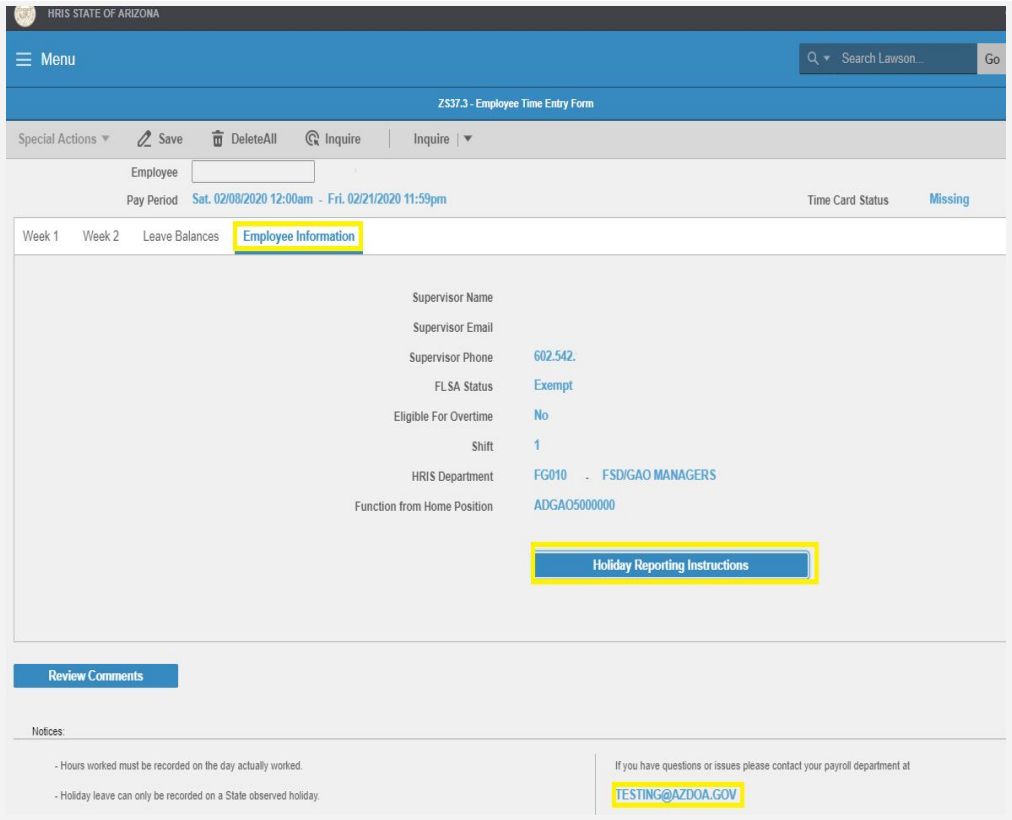
Future:

New Tab **Employee Information** tab on the employee timecard which displays:

- Supervisor Name
- Supervisor Email
- Supervisor Phone
- FLSA Status
- Overtime Eligibility
- Shift
- Department & Department Name
- Function & Description



New Button which displays Holiday Reporting Instructions.



ETE Timecard Edit: Forcing 40 Hours

Current:

Does not exist today

Future:

Employees will no longer be able to log greater than 40 hours if leave time was used during the pay period. Example: Employee has 35 hours of paycode 100 and then calls out sick. The maximum hours of Sick Leave is 5; even though a full day of work was missed.

Pay Code	Description
300/300F	Annual Leave
310/310F	Sick Leave
311/311F	Family Sick Leave
322/322F	Holiday Leave Taken
330/330F	Comp Leave
340/340F	Bereavement Leave
355	Paid Leave of Absence
360	Education Leave
371/371F	Meritorious Service Leave
304	Personal Leave

How to contact us.
For technical support contact the ADOA HRIS Service Desk at (602) 542-4700 or **hrisservicedesk@azdoa.gov**.