

HRIS – Human Resources Information Solution

**RESOURCE GUIDE:** CLASSIFICATION  
AND COMPENSATION





# CLASSIFICATION AND COMPENSATION

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## Classification and Compensation Overview

The two main functions in HRIS for Classification and Compensation are creating new positions and reallocating existing positions. Once all analysis is completed and all approvals are obtained, the actions need to be keyed in HRIS on the XP02 screen.

### Establishing a position

1. Log into HRIS, and navigate to Screen **XP02.1**

2. **Company:** Enter the number “1” for State of Arizona.
3. **Position:** Leave the Position Number field blank (the field on the left). This will auto-populate to the next available position number once the entire process is complete. Enter the position title in the field on the right. This can be the official classification title or a working title.
4. **Effective:** Populate the effective date for the new position which should coincide with the beginning of a pay period. Refer to the [GAO Payroll Calendar](#).



## Main Tab

The screenshot shows the 'Main' tab of the 'XP02.1 - Position - PROD' form. The 'Main' tab is highlighted with a red box. The form includes the following fields and options:

- Company: [Text Field]
- Position: [Text Field]
- Effective: [Text Field]
- Update Emps. Reqs: [Dropdown Menu (Y)]
- Reason: [Text Field]
- Status: [Dropdown Menu (1)]
- Process Level: [Text Field]
- Department: [Text Field]
- User Level: [Text Field]
- Job Code: [Text Field]
- At Will Status: [Text Field]
- Law Enforcement: [Text Field]
- Location: [Text Field]
- Addr1: [Text Field]
- Addr2: [Text Field]
- City, St, Zip: [Text Field]
- County: [Text Field]

The status 'Active' is displayed in blue text next to the Status field.

5. **Reason:** On the dropdown menu, there are four reason codes in HRIS for establishing a position, typically the only two that are used are:
  - a. ESTAB COV: Establish a covered position, i.e. Correctional Officer 2, Community Corrections Officer, etc. (Most agencies will not use this option)
  - b. ESTAB UC: Establish an uncovered position.
  
6. **Process Level, Department, and User Level:** Refer to the Classification Action Request (CAR) Form, and input the appropriate values for the new position. (The values must be existing values in HRIS or an error will occur.)
  
7. **Job Code:** Enter the job code from the CAR form. This was established during the review of the PD form based on duties performed, etc. As outlined in the Delegated Authority agreement, agencies may not establish positions into job codes designated as Statewide, Unclassified, in the Executive Series, or any other reserved classifications.
 

The job code description will appear once the job code is entered. Please ensure this is accurate and matches or supports what was entered in Step 3 for the job title.
  
8. **Location:** Refer to the CAR Form, and input the appropriate value for the new position.



## Structure Tab

The screenshot shows the 'Structure' tab of the 'XP02.1 - Position - PROD' form. The form is divided into several sections:

- Top Section:** Includes 'Company', 'Position', 'Effective' date, and 'Update Emps, Reqs' (set to 'Y').
- Navigation:** A menu bar with options like 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'.
- Main Content Area:** Contains fields for 'Direct Supervisor', 'Indirect Supervisor', 'Link to Supervisor', 'Work Schedule', 'Shift', and 'Security Level, Location'. Each of these fields has a 'QE' (Quick Entry) button next to it.
- Bottom Bar:** Shows the system status as '[ 20:51:10 - XP02.1 ] Ready'.

9. **Direct Supervisor:** This associates the employee to their direct supervisor and feeds into YES, ETE and other systems. Enter the appropriate code which should be on the CAR form.
10. **Link to Supervisor:** If the new position will supervise staff, input the appropriate Supervisor Link in this field.
11. **Security Level, Location:** If the agency uses a unique value for Security Level/Location, use that value, otherwise enter 9 for Security Level and 9999999999 (ten 9's) for Location.



## Payroll Tab

The screenshot shows the 'Payroll' tab in the HRIS system. The 'Payroll' tab is highlighted with a red box. The form includes the following fields:

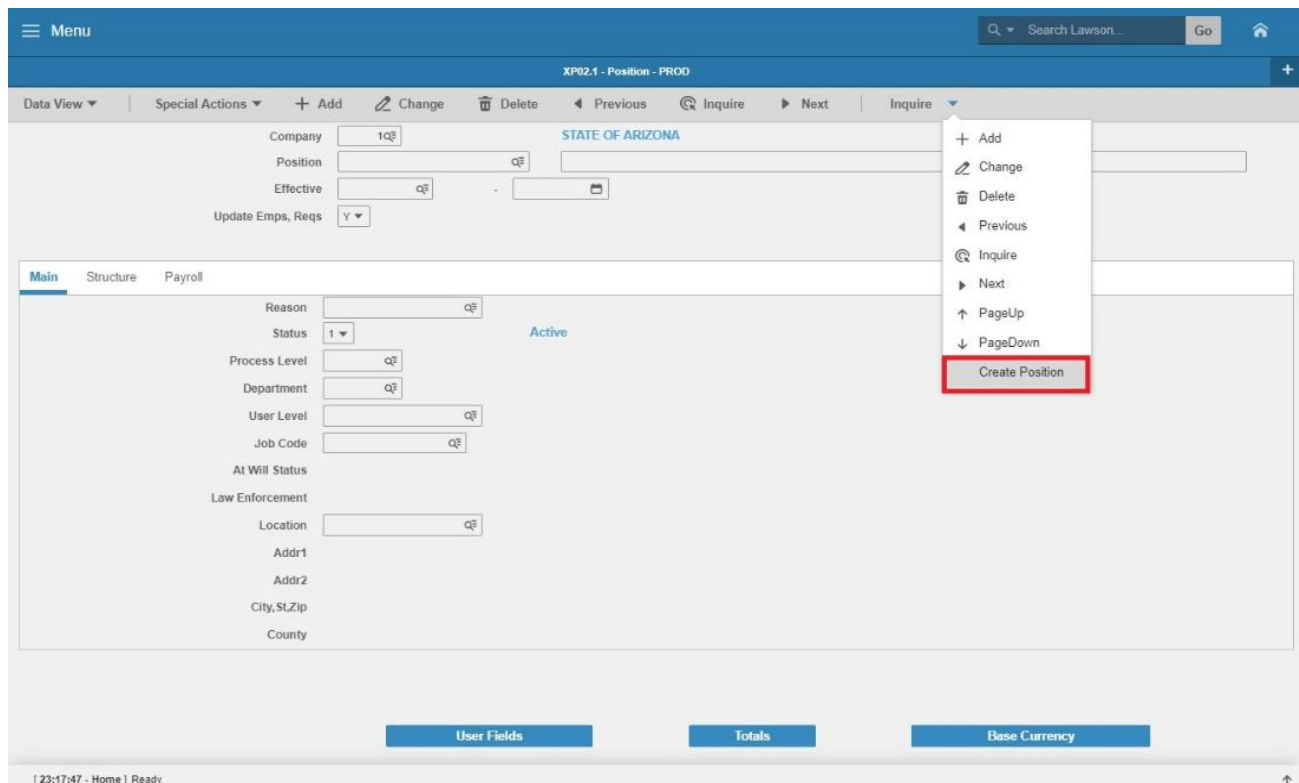
- Company: [Text Field]
- Position: [Text Field]
- Effective: [Text Field]
- Update Emps, Reqs: [Dropdown Menu]
- Annual Hours: [Text Field]
- Salary Class: [Dropdown Menu]
- Pay Frequency: [Dropdown Menu]
- Pay Rate: [Text Field]
- Exempt from Overtime: [Dropdown Menu] (Not Applicable)
- Pay Plan: [Text Field]
- Schedule, Grade, Step: [Text Field]
- Expense Account: [Text Field]
- Activity: [Text Field]
- Encumbrance Position: [Dropdown Menu]

12. **Annual Hours:** Input 2080. (exceptions include Firefighters, "2990")
13. **Salary Class:** Choose "H" for Hourly. (exceptions include Judges, "S")
14. **Pay Frequency:** Choose "2" for Biweekly.
15. **Exempt from Overtime:** This flag is linked to the position's FLSA status, and should coincide with the selection for Pay Plan. Choose "Y" for FLSA Exempt, and "N" for FLSA Non-exempt.  
  
Use the FLSA designation provided on the classification specification. If no classification specification exists, work with ADOA Human Resources to ensure the position is properly designated under the FLSA.
16. **Pay Plan:** In this field select the appropriate code for the position's FLSA status. Most positions will fall into one of the following categories:
  - a. NEXP: FLSA Non-Exempt OT over 40hrs
  - b. EXC: FLSA Exempt 40hrs only
17. **Schedule, Grade, Step:** Before entering information related to Schedule or Grade, please consult the list of Job Codes and Pay Ranges, to be sure the information is correct. Reminder, agencies may not establish positions into the Executive Salary Schedule (AEXEC).
18. **Expense Account:** Before entering information related to a position's expense account, consult with the Budget/Finance office, to ensure the position is linked to the proper funding source.

## Creating the position

Now that all the information has been keyed into HRIS, it's time to finalize the position establishment.

- Click on the small down arrow on the right side of the “**Inquire**” function on the top right of the screen to bring up the menu options. Select “**Create Position.**”



- The “**Inquire**” function will now show as “**Create Position.**” Click that and the position will be created. If there is missing information or an error, the position won't be created and a position number will not be generated.
- The final step is to add the “**User Fields.**” The four fields that are required are **AT WILL STATUS, FUNDED, LAW ENFORCEMENT STAT, and ORDINARY PENSION** (Some Agencies have additional required fields including Y-ARMSS FLAG.) In the FC column, select A for add and populate the appropriate selection in the VALUE column. Once complete, select the **Add** function at the top of the screen and the position is now established.



Menu Search Lawson... Go

HR15.2 - Alphanumeric User Fields - PROD

Back Detach Special Actions Add Change Delete Inquire Inquire

FC	Type	Field Name	Value	Description	Sts	Curr	Req
	Date	A RECEIVED	<input type="text"/>			<input type="text"/>	
	Alpha	AT WILL STATUS	<input type="text"/>			<input type="text"/>	
	Alpha	B RECLASS FROM	<input type="text"/>		I	<input type="text"/>	
	Alpha	C RECLASS TO	<input type="text"/>		I	<input type="text"/>	
	Alpha	CPS SPECIALIST	<input type="text"/>			<input type="text"/>	
	Alpha	F FUNDED	YES	YES		<input type="text"/>	
	Alpha	G LINKED TO POSITION	<input type="text"/>			<input type="text"/>	
	Alpha	LAW ENFORCEMENT STAT	<input type="text"/>			<input type="text"/>	
	Alpha	MASS COMM	<input type="text"/>			<input type="text"/>	
	Alpha	ORDINARY PENSION	<input type="text"/>			<input type="text"/>	

Base Currency

Calculation Base Amount

[ 23:21:25 - Lawson ] More Records Exist - Use PageDown

## Reallocating a position

1. Log into HRIS, and navigate to Screen **XP02.1**

Menu Search Lawson... Go

XP02.1 - Position - PROD

Data View Special Actions Add Change Delete Previous Inquire Next Inquire

Company  STATE OF ARIZONA

Position

Effective  -

Update Emps, Reqs

2. **Company:** Enter the number “1” for State of Arizona.
3. **Position:** Enter the position number being reallocated.
4. **Effective:** Search for the most recent effective date and select the Inquire function at the top of the screen. The position details should now be populated on the screen.





## Main Tab

The screenshot shows the 'Main Tab' of the HRIS system for position XP02.1. The form is divided into several sections:

- Company and Position:** Company is '10Q' (STATE OF ARIZONA) and Position is 'SAD000000530' (PROG PROJ SPCT 2).
- Effective Date:** Set to '10/08/2016'.
- Reason:** 'RC HI UC' (RECLASS HIGHER GRD UNCOVERED).
- Status:** '1' (Active).
- Process Level:** 'ADBSD' (AD-BENEFITS SERVICES DIVISION).
- Department:** 'BSD01' (BSD OPERATIONS).
- User Level:** 'ADBSD04' (ADOA BSD MEMBER SERVICES).
- Job Code:** 'AUN04483' (PROG PROJ SPCT 2).
- At Will Status:** 'UN' (UNCOVERED).
- Law Enforcement:** 'NOT L E' (NON-LAW ENFORCEMENT).
- Location:** 'ADMAPHO005' (100 N 15TH AVE, STE 103, PHOENIX, AZ 85007, MARICOPA).

At the bottom of the form, there are buttons for 'User Fields', 'Totals', and 'Base Currency'. The status bar at the bottom left shows the session information: '[ 23:28:32 - XP02.1 ] Inquiry Complete(1\_SAD000000530\_10/08/2016\_8817992)'.

5. **Position Title:** Enter the new position title in the right side box next to the position number using the standard agency naming convention or the title listed on the Classification Action Request (CAR).
6. **Effective Date:** Enter the effective date of the reallocation. This date needs to coincide with the beginning of a pay period. Refer to the [GAO Payroll Calendar](#).
7. **Reason:** Select the appropriate reason codes starting the RC.
8. **Job Code:** Enter the new job code for the position. If any other position details have changed, update those fields as well.



## Structure Tab

The screenshot shows the 'Structure Tab' in an HRIS application. The top navigation bar includes a menu icon, the text 'Menu', a search bar with 'xp02', and a 'Go' button. Below this is a toolbar with options: 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area is titled 'XP02.1 - Position - PROD' and 'STATE OF ARIZONA'. It contains several input fields: 'Company' (108), 'Position', 'Effective' (10/08/2016), and 'Update Emps, Reqs' (Y). A tabbed interface at the bottom of the form has three tabs: 'Main', 'Structure' (highlighted with a red box), and 'Payroll'. Under the 'Structure' tab, there are fields for 'Direct Supervisor', 'Indirect Supervisor', 'Link to Supervisor', 'Work Schedule', 'Shift', and 'Security Level, Location'. At the very bottom of the form are three blue buttons: 'User Fields', 'Totals', and 'Base Currency'. The status bar at the bottom left shows '[ 23:29:25 - XP02.1 ] Ready'.

9. **Direct Supervisor:** If the supervisor will be changing, enter the new Supervisor Code.
10. **Link to Supervisor:** If this position will be supervising, select the appropriate Supervisor Code.



## Payroll Tab

The screenshot shows the 'Payroll' tab selected in the HRIS system. The form contains the following fields and options:

- Company: 100
- Position: [Empty]
- Effective: 10/08/2016
- Update Emps, Reqs: Y
- Annual Hours: [Empty]
- Salary Class: [Dropdown]
- Pay Frequency: [Dropdown]
- Pay Rate: [Empty]
- Exempt from Overtime: [Dropdown]
- Pay Plan: [Empty]
- Schedule, Grade, Step: [Empty]
- Expense Account: [Empty]
- Activity: [Empty]
- Encumbrance Position: [Dropdown]

Buttons at the bottom: User Fields, Totals, Base Currency.

11. Update the **FLSA** exemption status, Schedule, Grade and Expense Account as appropriate.
12. Select the **Add** function at the top of the screen and the changes will be saved.



## User Fields

Menu xp02 Go

HR15.2 - Alphanumeric User Fields - PROD

Back Detach Special Actions Add Change Delete Inquire Inquire

FC	Type	Field Name	Value	Description	Sts	Curr	Req
▼	Date	A RECEIVED	<input type="text"/>			<input type="text"/>	
▼	Alpha	AT WILL STATUS	UN	UNCOVERED		<input type="text"/>	
▼	Alpha	B RECLASS FROM	<input type="text"/>		I	<input type="text"/>	
▼	Alpha	C RECLASS TO	<input type="text"/>		I	<input type="text"/>	
▼	Alpha	CPS SPECIALIST	<input type="text"/>			<input type="text"/>	
▼	Alpha	F FUNDED	YES	YES		<input type="text"/>	
▼	Alpha	G LINKED TO POSITION	<input type="text"/>			<input type="text"/>	
▼	Alpha	LAW ENFORCEMENT STAT	NOT L E	NON-LAW ENFORCEME		<input type="text"/>	
▼	Alpha	MASS COMM	<input type="text"/>			<input type="text"/>	
▼	Alpha	ORDINARY PENSION	1	ASRS PLAN		<input type="text"/>	

Base Currency

Calculation Base Amount

[ 23:45:36 - Lawson ] More Records Exist - Use PageDown

- If the reallocation impacted any of the **User Fields**, update those as well but selecting the letter **C** from the **FC Column** and entering the correct information in the **Value column**. Once complete, select the **Change** function from the top menu and the position is now properly reallocated.