CHERWELL CATEGORY DESCRIPTIONS

HR Operations

Category	Description
• HR Operations Question	Submit a question for any HR related process such as HRIS data entry.
• Board Member Hire/Benefits Only Hire (Judges)	Submit Board, Commission, or Committee Member new hire documents.
• Create - Change Supervisor Code	Request to create a new supervisor code or request supervisor change of assignment.
• HR Operations Report Request	Request a new, or change to existing reports within HRIS or Data Warehouse
• Onboarding Packet Request for Rehires/I-9	Request an onboarding packet for rehire to state service.
• Personnel Action Submittal	Submit any personnel change that results in an action that requires HRIS updating, e.g., status change, position, personal info, etc.
• Personnel File Review	Request to view a personnel file for a current or terminated ADOA employee..
• Platinum Bus Card Submittal	Submit Platinum Bus Card application.
• Request FMLA Forms	Request to receive FMLA forms and information.

Recruitment

Category	Description
• Recruitment Question	Submit a question for general recruitment inquiries
• Recruitment Report Request	Request a new, or change to existing reports within HRIS or Data Warehouse.
• Talent Acquisition	Request assistance in opening a requisition, posting jobs, rules and requirements.
• AZStatejobs.gov	Submit a question regarding positions listed on azstatejobs.gov.
• Workforce Planning Guide	Submit a WFPG for processing for an ADOA position.

Classification & Compensation

Category	Description
• Class/Comp Question	Submit a question for general classification and compensation inquiries. Use this category for DMS access.
• Class/Comp Report Request	Request a new, or change to existing reports within HRIS or Data Warehouse.
• Classification Action Correction	Submit a request to make a correction on XP02, e.g., position effective date.

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• Classification Action PD Update Only	Submit a request to update a PD.
• Classification Action Establish	Submit a request to establish a new position.
• Classification Action Reallocation	Submit a request to reallocate a position.
• Classification Action Salary Change	Submit a request to change a salary, manifest error, equity adjustment, etc. Include Agency Salary Change/ADOA Notification Form.
• Classification Action Position Maintenance	Submit a request to make a change on XP02 (formerly "cc express" request).

HR/HRIS

Category	Description
• Personnel Action History Correction	Request changes to any employee personnel action (Form XP52.1) needing a correction, e.g., Rate of pay, Effective date, position, etc.
• Leave Accruals	Submit issue or question on leave plans, e.g., annual, sick, comp, etc
• MAP	Submit general MAP inquiries, changes or corrections.
• Public Record Request	This is for Department of Administration only.
• Interagency Transfer	Request to move employee record from one agency to another.