

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY  
HCM VIEW - MAINTAINING  
EMPLOYEE EMAIL AND PHONE  
INFORMATION**

# AGENCY HCM VIEW - MAINTAINING EMPLOYEE EMAIL AND PHONE INFORMATION

---

## Table of Contents

<b>INTRODUCTION</b> .....	<b>3</b>
<b>EMAIL AND WORK PHONE MAINTENANCE (ZH12.1)</b> .....	<b>4</b>
STEPS 1-9 OF 11.....	4
<b>EMAIL AND WORK PHONE MAINTENANCE (ZH12.1)</b> .....	<b>6</b>
STEPS 10-11 OF 11.....	6

## Introduction

HRIS stores work telephone and work email information for **all State of Arizona employees**. This information will then be passed on to the State of Arizona electronic/web- based telephone directory and the printed-paper directory. If this information changes, it will need to be updated by the respective Agency. The form to update both the work telephone and email address will be the Email and Work Phone Maintenance Form (ZH12.1).

On this form the agency will also be able to define the Employee's choices on whether or not they would like their information published in the following state publications:

- The Internet phone book – this is an electronic/web-based directory that is available to the PUBLIC,
- The intranet phone book – this is an electronic/web-based directory that is available to STATE EMPLOYEES, or
- The printed State of Arizona telephone directory.

Although work phone and email address are available for update on the Individual Action Form (XP52.1) actions: HIRE-REHR3, JOB CHNG2, WK CONTACT, all work phone and email updates must be made on the ZH12.1.

## Email and Work Phone Maintenance (ZH12.1)

(Image 1)

### Steps 1-9 of 11

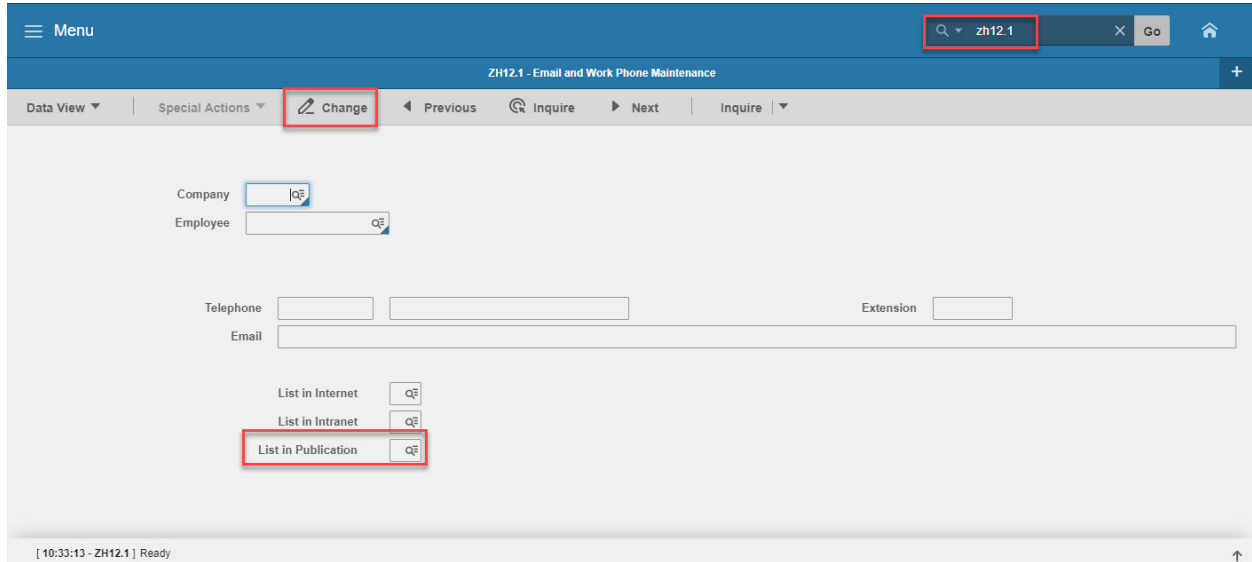
(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>ZH12.1</b> in the Search Box. Press <b>enter</b> on the keyboard.	The Employee Work Phone Maintenance (ZH12.1) will appear.	
2	<b>Company</b> Field	R	Type 1 in <b>Company</b> field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	<b>Employee</b> Field	R	Type the employee's <b>EIN</b> .		You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click <b>Inquire</b> .	You should get message "Inquiry Complete" in the lower left corner.  The system will default all information from the Employee's Record.	DO NOT CLICK Change at this point!

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	<b>Telephone</b> Field First Box	O	Leave this field BLANK		The only exception would be if the Employee's work phone number is in another country. Then you would use this field to enter the country code.
	Second Box	R	Type the employee's work telephone number.		Format: 999.99.9999
6	<b>Extension</b> Field	O	Type the Employee's extension, if applicable.		Format: 9999
7	<b>Email</b> field	O	Type the Employee's email address, if applicable.		Format: <a href="mailto:john.doe@azdoa.gov">john.doe@azdoa.gov</a>
8	<b>List in Internet</b> Field	R	Type or select from the drop down whether the Employee wants their information published in the electronic/web-based directory that is available to the PUBLIC.		Valid Values are: <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.
9	<b>List in Intranet</b> Field	R	Type or select from the drop down menu whether the Employee wants their information published in the electronic/web-based directory that is available to STATE EMPLOYEES.		Valid Values are: <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.

## Email and Work Phone Maintenance (ZH12.1)

(Image 1)



The screenshot shows the 'Email and Work Phone Maintenance' form in the HRIS system. The 'Change' button is highlighted with a red box. The form includes fields for Company, Employee, Telephone, Extension, Email, List in Internet, List in Intranet, and List in Publication. The 'List in Publication' field is also highlighted with a red box. The status bar at the bottom indicates '[ 10:33:13 - ZH12.1 ] Ready'.

### Steps 10-11 of 11

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>List in Publication</b> Field	R	Type or select from the drop down menu whether the Employee wants their information published in the Printed State Directory.		Valid Values are: <ul style="list-style-type: none"> <li>• 'Y' – Yes</li> <li>• 'N' – No</li> </ul> Default is Y.
11	<b>Change</b> button	R	Click <b>Change</b> to save the changes.	Message "Change Complete – Continue" in the lower left corner.	