

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY HR  
GENERALIST - MAINTAINING  
EMPLOYEE CERTIFICATION  
DATA (PA22.1)**

# AGENCY HR GENERALIST - MAINTAINING EMPLOYEE CERTIFICATION DATA (PA22.1)

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## Introduction

Some employees must have specific types of licensure or certifications as pre-requisites for their jobs. These may range from a special type of driver's license for a chauffeur to a medical license for a doctor.

The Certifications Form (PA22.1) is used to input or remove pre-designated certifications into an employee's record. The following fields are available:

- EIN (Employee's Name will appear automatically)
- Certification Code (The Certification Description will appear next to it)
- Acquired Date
- Renewal Date
- State in which licensure exists (always AZ)
- License Number
- Renewal Cycle (optional)

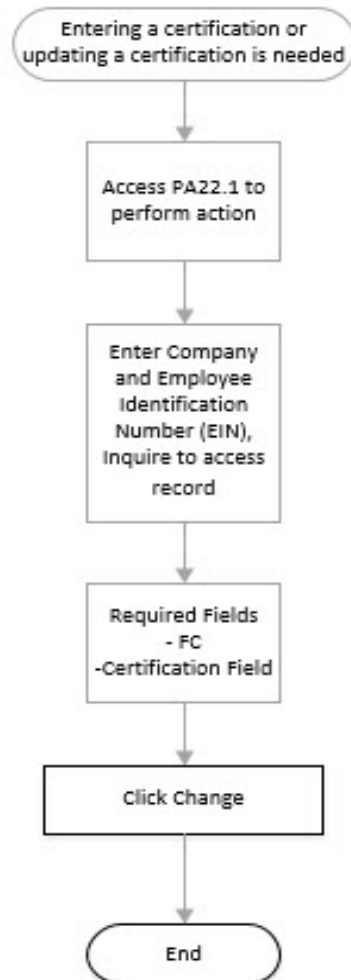
At the present, there are defaults at the bottom of the form for "Verified" and "Company Sponsor". Currently, "Yes" automatically defaults into the "Verified" field, and "No" defaults into the "Company Sponsor" field. To change either of these fields, enter the correct information, plus enter a "C" in the FC field for the license in question.

The source of the license or the cost may be input, if agency desires.

## Certification Process Flow

### Certification Screen XP22.1

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The Certifications Form (XP22.1) is the form in HRIS in which an agency may input or remove pre-designated certifications into an Employee's record. The following fields are available for completion:

- EIN (Employee's Name will appear automatically)
- Certification Code (The Certification Description will appear next to it)
- Acquired Date
- Renewal Date
- State in which licensure exists (always AZ)
- License Number
- Renewal Cycle (optional)

# Certifications Form (PA22.1)

(Image 1)

## Steps 1-9 of 16

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type <b>PA22.1</b> in the Search Box. Press Enter on the keyboard	The Certifications Form (PA22.1) will open.	Certifications Form (PA22.1) can be used to track information such as teachers certifications, licensed practical nurse, CPA, etc. In addition, form can be used to track when certifications must be renewed.
2	<b>Company</b> Field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		Company should always be '1'
3	<b>Employee</b> Field	R	Type the employee's EIN.	System will display the employees name at the end of the field	You must enter the correct EIN.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				after advancing out of the field.	
4	<b>Inquire</b> Button	R	Click Inquire	Message "Inquiry Complete" will appear in the lower left corner.	
5	<b>FC</b> Field	O	Type 'A' in the FC field to add a new certification.  Type 'C' in the FC field to change an existing certification.  Type 'D' in the FC field to delete an existing certification.		<b>Notes</b> If 'D' is selected and no other changes are required, skip to step 16.
6	<b>Certification</b> Field	R	Select a certification that the employee has acquired	Certification description will appear in the Desc field after Entry.	
7	<b>Date Acquired</b> Field	O	Type the date the employee acquired the certification		Format: MMDDYYYY
8	<b>Renewal Date</b> Field	O	Type the date the employee must renew the certification.		Format: MMDDYYYY
9	<b>St or Prov</b> Field	O	Type the state or province where the certification is valid.		Field allows for two characters.  Example – AZ

# Certifications Form (PA22.1)

(Image 1)

## Steps 10-16 of 16

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information																
10	<b>License Number</b> Field	O	Type the unique license or certification number.		Field is 20 characters long																
11	<b>Renewal Cycle</b> Field	O	Select the value that indicates how often the certification must be renewed.		Valid values are:  <table border="1"> <tr> <td>Valid values are:</td> <td>2Y = 2 years</td> </tr> <tr> <td>AN = ANNUAL</td> <td>3Y = 3 years</td> </tr> <tr> <td>QT = Quarterly</td> <td>4Y = 4 years</td> </tr> <tr> <td>ST = Semi-Annual</td> <td>5Y = 5 years</td> </tr> <tr> <td></td> <td>6Y = 6 years</td> </tr> <tr> <td></td> <td>7Y = 7 years</td> </tr> <tr> <td></td> <td>8Y = 8 years</td> </tr> <tr> <td></td> <td>9Y = 9 years</td> </tr> </table>	Valid values are:	2Y = 2 years	AN = ANNUAL	3Y = 3 years	QT = Quarterly	4Y = 4 years	ST = Semi-Annual	5Y = 5 years		6Y = 6 years		7Y = 7 years		8Y = 8 years		9Y = 9 years
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	9Y = 9 years																				
12	<b>Cost Tab – Source</b> Field	O	Leave this field BLANK.		At this time, field is not populated and therefore will not be used.																
13	<b>Cost Tab – Verified</b> Field	O	Type or Select from the drop down whether or not the Certification has		Valid values are: N = No Y = Yes *The default value is Y																

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			been verified.		
14	<b>Cost Tab - Cost Field First Box</b>	O	Type the cost of obtaining the certification, if available.		Field allows for 12 characters.  Example: 1100.00
	Second Box	O	Type or Select the currency that the value is being placed in.		For State of Arizona, should select 'USD' for United States Dollar.
15	<b>Cost Tab – Company Sponsor Field</b>	O	Type or Select whether the certification were state sponsored, if applicable.		Valid values are: N = No Y = Yes *The default value is N
16	<b>Change Button</b>	R	Click 'Change' if adding/updating a recording, or deleting a record where information previously existed.	Message in the lower left corner "Change Complete - Continue".	Action is processed and saved.

After inputting an employee’s certification, a listing of employees with certifications can be run by processing the Certification Listing (XP222). ]