HRIS – Human Resources Information Solution

RESOURCE GUIDE: HRIS INTRO - HRIS BASICS

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Integration

HRIS consists of the following modules and each interacts with the others:

- Human Resources (HR)
- Benefits (BN)
- Payroll (PR)
- Absence Management (LP)
- Personnel Administration (PA)

Human Resources is the core module and contains important information such as: demographic information, positions, hire date, pay rate, etc. All other system functionality is dependent upon this information. Therefore it is critical this information is accurate and timely.

- Benefits module uses HR data to determine an Employee's eligibility in a benefit plan.
- Benefits module uses HR data to determine the maximum life insurance coverage limit.
- Payroll module uses HR data in the processing of payroll
- Payroll module uses Benefits data to determine health insurance premium deductions.
- Payroll module uses Absence Management data to determine the availability of Employee leave balances.
- Personnel Administration module can user HR data to determine an Employee's next performance review date.

It is **CRITICAL** that Agency HR and Agency Payroll Offices establish processes to coordinate work. Due to the integration of HRIS, data entered in one form has a direct impact on others. Because of the forms assignments on the system, a transaction initiated in HR may need to be finalized in Payroll.

Organizational Structure

In HRIS, all Employees are assigned to:

Company Level	State of Arizona is Company "1"
Process Level	Identifies Agency (and division if applicable)
Department Level	Identifies Agency Internal Departments

Security

Access to forms (screens) is secured by system rules and restrictions.

Each HRIS job role has a set of forms assigned to it. As Employees are assigned roles in their Agency they are given access to forms applicable to their job responsibilities.

Although an Employee may have security to a form, not all of the information on the form may be available to the Employee.

Example: Agency Payroll Specialist job role. The Employee at your Agency assigned to this may only access Time Record forms, not payroll or benefit forms.

Note: If you are not authorized to view a form, a message will appear in the bottom left of the screen denoting "Security Violation".

How to Log In

Each user has a unique ID and Password to access HRIS. User IDs and passwords will be provided through your Agency Security Approver.

Click **Login** once you have entered your User ID and Password, the HRIS Main Page will be displayed.

Data Entry Tips

- All information should be entered in CAPITAL LETTERS.

First Name	DOE

- Do not use punctuation.

Address 1	123 HAPPY LN

- Phone numbers are input with periods. (602.111.1111)
- There are key fields which are required.
- Always check the bottom left corner of a form for system messages such as "***Add Complete-Continue***."
- HRIS has built in edits to validate information. For example:
  - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.
  - Pay rates are checked against salary ranges and an edit appears if the pay rate is outside the salary range.
- At times, the message "Click OK to continue." may appear in the lower left corner of the form. If this occurs, repeat your last step.
- Within the lessons are simulations.

Data Entry Tips - Effective Dates

- Changes input in one module affect all the other modules. Various changes entered into HRIS are placed in a pending mode and will show on the *Employee Master Record (HR11)* after a nightly update is run.

- For example, if an end user completes a Job Change personnel action, it is recognized by Payroll after the update is run. As the Payroll staff inputs ETE a timecard the new Employee information is available to view on *Employee Master Record (HR11.)*

- Data is entered into HRIS only once. Other functional areas do not have to enter that same data.

- Personnel actions can also be input with a future date. HRIS will process those changes as the effective date arrives and then send the data to the other HRIS modules.

- Dates are entered without slashes or dashes.

Add and Change Functions in HRIS

There are two ways to save any additions or edits to forms in HRIS.

- Add and Change buttons exist on the menu bar of most forms.
- The FC field on forms is used to add and change data.

Depending on the type of transaction you are performing, you use a combination of these functions to save your work. It is important that users know when to use one versus the other. There are times when clicking Add copies what you've already entered and now you have duplicate or triple information.

Employee Master Record (HR11)

Most data which you use on a daily basis can be found on this form. It contains specific information relating to an Employee such as:

- Name
- Hire date
- Process Level name
- Department name
- Pay Rate
- Address, etc.

Although an Employee may have security to the Employee Master Record, not all of the information on this form may be displayed.

> The Employee Master Record (HR11) is a view only form. No Employee information can be changed directly on this form. HRIS uses Personnel Actions to change information on the Employee Master Record (HR11).

HRIS uses Personnel Actions to change information on the Employee Master Record (HR11).

Examples of Personnel Actions are:

- APP-HIRE1
- REHIRE1
- PERSONAL
- STATUS CHG
- JOB CHANGE
- SEPARATION, etc.

Note: Personnel Actions can be entered daily. The only exception is during Payroll processing.

Employee and Applicant Find Function

There are several ways to search for Employees or Applicants in HRIS. The system automatically lists Employees and Applicants by their number. If you do not know the number, or if the number is toward the bottom of the list, you have to scroll through the list using the PageDown or PageUp buttons.

A quicker way is to use the Find function. It displays in the left frame and allows users to search for Employees or Applicants by last name, first name or any other ways. A common way to search is by Process Level. Select a Process Level in the Find function and the system displays a list of Employees in that particular Process Level.

Employee Groups Overview

The State of Arizona uses Employee Groups to combine Employees with similar characteristics into a group. The system uses these groups to quickly run reports and reduce processing times. This tool works automatically, moving Employees into and out of groups when changes are made to Employees. Many processing functions depend on accurate Employee Groups, such as:

- Benefits uses Employee Groups to determine medical plan eligibility
- Payroll uses Employee Groups to assign Employees to leave accrual plans (ex. Annual, Sick, etc
- HR uses Employee Groups to determine additional payments for an Employee (ex. Uniform Allowance stipend)

As Employee data is changed with personnel actions, HRIS automatically moves the Employee into and/or out of the appropriate Employee Groups.

Note: Employee Groups must be set up by HRIS Central in advance. It is Important to notify them whenever revisions need to be made.

Employee Status Codes

Each code is composed of two characters. Employee Status Codes are used to define several things:

- Employment Information:
    - These codes indicate whether or not an Employee is an active state Employee.
    - Employment status codes also define the type of status, for example if an Employee is full-time, part-time, permanent, uncovered, leave status i.e. Leave Without Pay (LWOP), etc.
- Payment Information:
    - Is assigned to each Employee status code to indicate an Employee's eligibility to receive pay and benefits.