

# HRIS – Human Resources Information Solution RESOURCE GUIDE: AGENCY HR GENERALIST - PROCESSING A JOB CHANGE

# AGENCY HR GENERALIST - PROCESSING A JOB CHANGE

# Table of Contents

INTRODUCTION
PROCESSING A JOB CHANGE PROCESS FLOW
INDIVIDUAL ACTION (XP52.1) PARAMETERS TAB (JOB CHANGE) – MAIN TAB
Steps 1-9 of 14
INDIVIDUAL ACTION (XP52.1) PARAMETERS TAB (JOB CHANGE) – MAIN TAB
Steps 10-14 of 147
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 1 TAB (JOB CHANGE)9
Steps 1-8 of 8
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 2 TAB (JOB CHANGE)12
Steps 1-9 of 1312
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 2 TAB (JOB CHANGE)14
Steps 10-13 of 1314
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 3 TAB (JOB CHANGE)16
Steps 1-8 of 8
INDIVIDUAL ACTION (XP2.1) PARAMETERS TAB (JOB CHNG 2) – MAIN TAB
Steps 1-9 of 14
INDIVIDUAL ACTION (XP2.1) PARAMETERS TAB (JOB CHNG 2) – MAIN TAB
Steps 10-14 of 14
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 1 TAB (JOB CHNG 2)22
STEPS 1-9 OF 13
INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 1 TAB (JOB CHNG 2)24
Steps 10-13 of 13

### Introduction

HRIS requires that a personnel action be performed any time an employee changes jobs and/or positions. A job change may be used for the following types of changes:

- COUNTER OFFER
- DEMOTION
- IN-GRADE ADJUSTMENT
- MANIFEST ERROR
- MERIT INCREASE
- PROMOTION
- SPECIAL ASSIGNMENT

- COV TO UNCOV
- EQUITY ADJUSTMENT
- LATERAL TRANSFER
- MARKET ADJUSTMENT
- PAY CHG LEGLISLATIVE
- REALLOCATION
- STEP INCREASE

Processing job changes accurately ensures that an employee receives the correct position defaults and pay for the job/position in which he/she performs. The Human Resources Agency HR Generalist / Agency HR Generalist w/ SSN performs the personnel action using the Individual Action Form (XP52.1). The JOB CHANGE action may require that a JOB CHNG 2 be performed; depending upon the type of change. **Both the JOB CHANGE and the JOB CHNG 2 actions must have the same Effective Date.** See the "Job Change Form" in the file, HRIS Forms, for a working template to use.

JOB CHANGE actions can be completed through close of business on Monday of compute week. Keying of JOB CHANGE actions can resume on Wednesday morning after compute Tuesday. HR and Payroll need to coordinate all actions affecting employee's pay to ensure the actions are processed and paid accurately.

JOB CHANGE personnel actions are entered into pending status and then updated nightly. If the action has a future effective date, the action will not process until the nightly run of the effective date of the action.

#### Notes

• You cannot exceed the maximum of the grade range for a Job Change. Transactions of this nature will error out during the nightly batch. If a salary will put the employee over the max, the Agency HR Manager must first perform the Pay Range Maximum Override; then the Job Change can be processed.

• On XP52.1 - If Employee information appears in the "Current Value" column that you want removed on the Employee record, you must type "\*BLANK" in the "Change To" column.

• If the position is changing, you will need to click on "Fill Defaults" to populate the position default information onto the action, e.g., supervisor, process level, department, etc. DO NOT KEY POSITION DEFAULT INFORMATION on the XP52.

• If the FTE changes, the status code should match, as well as the Annual Leave Plan, Sick Leave Plan and Work Schedule.

• When processing a personnel action, HRIS requires that a Reason Code be supplied for the action being performed. HRIS displays the results of all processed personnel actions on various management reports. Detailed information (if required) can be displayed by running the report based on selected Reason Codes.

o Example - An Agency processes a Job Change on an Employee with the reason code "PROMOTION". Management requests a report that displays a list of all Employees receiving a Job Change because of a Special Assignment within that Agency over the last 6 months. The report would be run using the reason code of "SPECIAL ASSIGNMENT".

### **Processing a Job Change Process Flow**



### Individual Action (XP52.1) Parameters Tab (JOB CHANGE) – Main Tab

(Image 1)

2		SOA Individ	ual Action (XP52.		Welcome	[logout]
	State of Arizona			.,	XP52.1	
>	🕂 🕂 Add 🃝 Change — I	Delete 🖣 Prev	ious 🧣 Inquire 🕨	Next Inquire +		
2 (	Company	STATE	OF ARIZONA		Last Ch	ange <sup>07/01/2019</sup>
3	Employee	2		Ľ	J	
	> Action, Nbr JOB CHANGE	2	JOB CHANGE AND	OR PA		
	Effective		6 Reasons	2	2	Comment
_5_	Parameters Selected	Items 1	Selected Items 2	Selected Items	3	
1	Main Special Processing	J U.S	COBRA			
	L.			8		
		Immedia	te N	No No		
	Ant	icipated End Da	te 1	ل ا		
		Update Benefi	its Y	Yes		
	Update Abse	ence Manageme	nt y-	Yes		
	Update Rec	quired Deductio	ns y•	Yes		
	Old De	duction End Da	te 1			
	New Ded	uction Begin Da	te 1	Curr	ency Calculation	
						<u> </u>

# Steps 1-9 of 14

(Image 1, Table 1

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	White Search	R	Type XP52.1 in the	The Individual	
	Box		White Search	Personnel Action	
			Box. Press ENTER on	(XP52.1) opens.	
			the keyboard.		
2	Company Field	R	Type 1 in Company	System will access	All forms/actions must
			field.	information for	contain a 1 in the
				Company 1.	Company Field.
3	Employee Field	R	Type the	System will bring	You must enter the correct
			Employee's EIN.	up needed	EIN.
				Information from	
				the employee's	
				record.	
4	Action Nbr	R	Type or use the	Based on the	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Field		Drop Down to enter action ' <b>JOB</b> CHANGE'.	Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
5	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the Job Change will be in this field.	Date is formatted as MMDDYY
6	<b>Reasons –</b> First Box Field	R	Type or use the Drop Down to enter the reason code for the Job Change Action.		One reason code is required. The reason codes are smart coded. *Refer back to basics for more information on Reason Codes.
	Reasons - Second Box Field	0	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Job Change.		The 2 <sup>nd</sup> Reason Code is not required but is recommended to better define the reason for the Job Change Action. It can be useful for reporting purposes.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's record.	DO NOT CLICK Add at this point!
8	Immediate Field	R	Type N or select 'No' from the drop down menu in the Immediate Field.	Action will process with the nightly batch depending on the effective date of the action.	ONLY New Hire and Rehire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
9	Anticipated End Field	R	Leave Blank	This field must be blank.	

## Individual Action (XP52.1) Parameters Tab (JOB CHANGE) – Main Tab

(Image 1)

SOA Individual Action (XP52.1) > + Add Change - Delete Previous Inquire Next Inquire - Company STATE OF ARIZONA Last Change 07/01/2019 Employee Action,Nbr JOB CHANGE JOB CHANGE AND/OR PA Effective B Reasons C Comment Parameters Selected Items 1 Selected Items 2 Selected Items 3 Main Special Processing U.S COBRA Immediate N No Anticipated End Date Y - 11 Update Benefits Y - 12 Update Required Deductions Y - 12 Other Deduction End Date Y - 13 Other Deduction End Date Y - 14 Oprime Comment Of the Deductions Y - 12 Other Deduction End Date Y - 14 Oprime Comment Operation Comment Operations		Welcome	[logout]
> + Add Change - Delete Previous ? Inquire Next Inquire           Company       STATE OF ARIZONA       Last Change 07/01/2019         Employee       Imployee       Imployee         Action,Nbr       JOB CHANGE       JOB CHANGE AND/OR PA         Effective       Imployee       Imployee         Parameters       Selected Items 1       Selected Items 2         Selected Items 1       Selected Items 2       Selected Items 3         Main       Special Processing       U.S COBRA         Update Benefits       Y.       11         Yes       Yes         Update Absence Management       Y.       12         Update Required Deductions       Y.       13         Old Deduction End Date       Imployee       14	SOA Individual Action (XP52.1)	XP52.1	🔍 - 🔚 🕐
	SOA Individual Action (XP52.1)	Last Chan	ge 07/01/2019
			<u>^</u>

# Steps 10-14 of 14

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Update</b> Benefits Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	Update Absence Management Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
12	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
13	Old Deduction	R	Leave Blank	When the action is	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	End Date Field			processed the system will default in the correct date.	
14	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

## Individual Action (XP52.1) Selected Items 1 Tab (JOB CHANGE)

(Image 2)

HRIS State of Arizona	SOA Indiv	idual Action (XP52.1)		Welcome XP52.1	[logout]
>> + Add ≠ Cha	nnge — Delete ┥ Pre	evious <b>? Inquire &gt; N</b> E OF ARIZONA	ext   Fill Defaults •	Last Chang	e 07/01/2019
Employee Action,Nbr Jo	B CHANGE	JOB CHANGE AND/O Reasons	DR PA		omment
Parameters Data Item	Selected Items 1	Selected Items 2	Selected Items 3		
Status	A0	3	•		V
Position			, 		V
Job Code		Ľ,	-		V
Process Level	ADHRD				V
Department					V
Location		6			V
Supervisor					V
User Level					V
Salary Class		Ĺ	-		V
Rate of Pay		7			
Schedule			ſ		V
Grade		8	1		V

### Steps 1-8 of 8

(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Selected Items 1	R	Click on the <b>Selected Items 1</b> tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear in the Current Value Field.
2	Company field	R	No Action Required,		
	Employee Field	R	these fields will		
	Action, Nbr Field	R	default to what was		
	Effective Date	R	entered on the		
	Field <b>Reasons</b> Fields	R	Parameters Tab.		
3	Status Field	R	Type or Select from		To access the drop down
			the drop down the		menu, click the V at the
			Employee's NEW		end of the Selected Value

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Status. **If information		field. *If status changes, be
			displayed in the Current Value Field		certain to see if Annual Leave Plan. Sick Leave
			is correct, no entry		Plan, and FTE fields need
			is required. Skip to		updating. These fields are
4	Position Field	R	next step. Type the		found on Selected Items 2.
			Employee's <b>NEW</b> Position Number		
			**If information		
			displayed in the		
			Current Value Field		
			is required. Skip to		
			next step.		
5	Fill Defaults button	R	Click Fill Defaults	All information related to the position will be	THIS IS VERY IMPORTANT. Let the system default the information in from the
				defaulted in.	position.
				You will receive the message	
				'Review defaulted fields'.	
6	Job Code Field	R	Leave default	All information	This is very important. Let
	Field	ĸ	fields. No Action	position will be	information in from the
	Department Field	R	Required.	defaulted in.	position. If the information that defaulted in is not
	Location Field	R			accurate, the information
	Supervisor Field	R			must be changed on the
	Salary Class Field	R			employee.
7	Rate of Pay Field	R	Type the <b>NEW</b> Rate of Pay for the		Format for Rate of Pay '00.0000'
			Employee in the		
			Change to field.		If the Rate of Pay is changing and the
			**If information		Employee is in a Grade
			displayed in the		Range Schedule, enter the
			Current Value Field		NEW Rate of Pay.
			is correct, no entry		Selecting the "P" button
			next step.		opens a form window
					where a % increase or
					decrease can be entered.



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					Select the "Calculate" button to view the new pay rate. Select "Done" to close the form. The calculated new pay rate is then displayed in the "new value" field for the pay rate. For employees in a Step & Grade Schedule, this field MUST be blank.
8	Schedule Field Grade Field	R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the</u> <u>position not the</u> <u>emplovee</u> . DO NOT CLICK Add at this point – go to Selected Items 2

# Individual Action (XP52.1) Selected Items 2 Tab (JOB CHANGE)

(Image 3)

-	HRIS				Welcome	[logo
	State of Arizona	SOA Individual	Action (XP52.1)		XP52.1	🔜 🍳 * ն
	» 🕂 Add 🧪 Change 🗕	Delete 🖌 Previous	? Inquire 🕨 N	lext Fill Defaults →		
	Company 1 🛃	STATE OF A	RIZONA		Last Char	nge <sup>07/01/2019</sup>
	Employee					
Γ	Action,Nbr JOB CHANGE		JOB CHANGE AND/C	OR PA		
	Effective	_/	Reasons	2	8	Comment
1	Parameters Selecte	ed Items 1 Se	elected Items 2	Selected Items 3		
	Data Item	Current Value		Change To		
Ы	Step			• [		V
	FTE		4	-		V
	Shift	1		+		V
	Exempt From Overtime	Ν	5	r l		V
	Pay Plan		6			V
	EDUCATION			-		v
	RETIREMENT CODE		7			V
	Annual Hours		8	-		V
	ANNUAL LEAVE PLAN		P			V
	SICK LEAVE PLAN		و			V
	Work Schedule	8 HR M-FR				V
	EEO-4 Group	99				V

### Steps 1-9 of 13

(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Selected Items 2	R	Click on the	The Selected	Information that appeared
	LIIIK		tab.	will appear with	will default in.
				the necessary field	
				to be populated.	
2	Company Field	R	No Action Required,		
	Employee Field	R	these fields will		
	Action, Nbr Field	R	default to what was		
	Effective Date	R	entered on the		
	Fld	R	Parameters Tab.		
	Reasons Fields				
3	Step Field	0	This field must be	All information	The Step will drive the rate
			filled in IF the	needed from the	of pay for time entry and
			employee is in a	position will be	salary history.
			Step & Grade	defaulted in.	
			Schedule.		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	FTE Field	R	Enter the employee's NEW FTE. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		Full time =1.0, ¾ time = .75, ½ time = .50, and ¼ time = .25 These are the only acceptable values. NOTE: The FTE works with the time accrual plans and employee status. These fields must match or time accruals will not work.
5	Shift	R	Enter the employee's NEW Shift. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift. Shift 2 and 3 will drive the Shift Differential Pay.
6	Exempt from Overtime field Pay Plan field	R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the</u> <u>position not the</u> employee.
7	EDUCATION field	0	Select the Education field as applicable for your agency.		This is an Optional Field. Field is not used by all agencies. If your agency does not have an Educational Stipend, do not enter data into this field.
8	RETIREMENT CODE field	R	Enter the employee's NEW Retirement Code. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		To access the drop down menu, click the V at the end of the Selected Value field. The Retirement code determines the retirement system eligibility and deduction.
9	Annual Hours	R	Leave default	All information	This is very important. Let

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	field		information in these fields. No Action Required.	needed from the position will be defaulted in.	the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the</u> <u>position not on the</u> <u>employee</u> .

# Individual Action (XP52.1) Selected Items 2 Tab (JOB CHANGE)

(Image 3)

HRIS			•	Welcome [logo
State of Arizona	SOA Individ	dual Action (XP52.1	)	XP52.1 🔍 - 🔀
» 🕂 Add 🧪 Change –	- Delete ┥ Prev	ious 🦹 Inquire 🕨 I	Next Fill Defaults 🔸	
Company 1 🛃	STATE	OF ARIZONA		Last Change 07/01/2019
Employee	2			
Action,Nbr JOB CHANG	E 🛃	JOB CHANGE AND/	OR PA	
Effective 1		Reasons [	2	Comment
Parameters Select	ted Items 1	Selected Items 2	Selected Items 3	
Data Item	Current Va	lue	Change To	
Step				V
FTE				V
Shift	1			ν
Exempt From Overtime	Ν			V
Pay Plan				ν
EDUCATION				V
RETIREMENT CODE		10		ν
Annual Hours				V
ANNUAL LEAVE PLAN		11		V
SICK LEAVE PLAN			-	V
Work Schedule	8 HR M-FR	12	-	ν
EEO-4 Group	99		*	V

#### Steps 10-13 of 13

(Image 3, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	ANNUAL LEAVE	R	Type or Select from		The employee must be

No.	HRIS Field	Required (R)	Step / Action	Expected Results	Notes / Additional
		(O)			Information
	PLAN Field		the Drop Down the NEW Annual Leave Plan for the Employee. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		placed in an Annual Leave plan appropriate to their status and FTE or their time accruals will not work correctly. Example: Employee is a covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.
11	SICK LEAVE PLAN Field	R	Type or Select from the Drop Down the NEW Sick Leave Plan for the Employee. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		The employee must be placed in a Sick Leave plan appropriate for their status and FTE or their time accruals will not work correctly. Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.
12	<b>Work Schedule</b> Field	R	Type or select from the drop down menu the Employee's appropriate NEW work schedule.		
13	EEO-4 Group Field	R	Type the EEO-4 Functional Group for your agency. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15, (99 for Elected Officials ONLY). See the EEO-4 Functional Groups Document to find the appropriate value for your agency. (Check the JOB CHNG 2 action and change the "Exclude From EEO-4" field, if necessary.) DO NOT CLICK Add at this point – go to Selected Items 3

#### Individual Action (XP52.1) Selected Items 3 Tab (JOB CHANGE) (Image 4)

Change	Delete Previo STATE C 2 ed Items 1 Current Value	ious ? Inquire DF ARIZONA JOB CHANGE Reas Selected It 1e	AND/OR PA	Fill Defaults	Last Ch	Dange 07/01/2019 Comment
IN, Nbr JOB CHANGE	ed Items 1 Current Valu	JOB CHANGE Reas Selected It	AND/OR PA	lected Items 3 ge To	2	Comment
ers Selecte RE DATE HIRE DATE	ed Items 1 Current Valu	Selected It	Sel Chang	lected Items 3 ge To		
RE DATE IIRE DATE	Current Valu	ie 3	Chang	ge To		
RM DATE t Co ct Unit count baccount tegory rel cation re Date	1 XX10000 3999 2005 9 99999999999	5 5 (				
	ct Unit count baccount tegory vel cation re Date	tegory vel 9 sation 999999999999999999999999999999999999	tegory vel 9 tation 9999999999 re Date 07/08/2019	tegory vel 9 tation 999999999 7	tegory vel 9 cation 999999999 re Date 07/08/2019	tegory vel 9 sation 999999999 re Date 07/08/2019

### Steps 1-8 of 8

(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Selected Items 3	R	Click on the	The Selected	Information that was
			Selected Items 3	Items 3 section	imported from the
			tab.	will appear with	Employee's record will
				the necessary field	default in.
				to be populated.	
2	Company field	R	No Action Required,		
	Employee Field	R	these fields will		
	Action, Nbr Field	R	default to what was		
	Effective Date	R	entered on the		
	Fld		Parameters Tab.		
	Reasons Fields	R			
3	AGENCY HIRE	0	Type the NEW		This is an optional date
	DATE field		Agency Hire Date, if		field. Key the date the
			Applicable.		Employee starts with the

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			**If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		Agency. Date format is MMDDYY.
4	JOB CODE HIRE DATE field	0	Type the NEW Job Code Hire Date. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		This is an optional date field. This is the date the employee was hired into the current Job Code. Date format is MMDDYY.
5	STATUS TERM DATE field	R / O	Type the NEW Status Term Date, if applicable for the Employee Status. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		Enter a date in this field if the employee is put in a status that is due to change by/on a certain date. Examples – Special Assignment, Probationary Status
6	Expense Dist Co Field Expense Acct Unit Field Expense Account Field Expense Sub- Account Field Activity Field Account Category Field Security Level field Security Location field	R R R R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the</u> <u>position, not the</u> <u>emplovee</u> .
7	Adjusted Hire Date field	R	Type the NEW Adjusted Hire Date. If value has not changed, no entry is required in the Change to field.		Date format is MMDDYY. <u>Contact the HRIS Help</u> <u>Desk Payroll Option</u> to correct the dates eligible for time accrual. If you do not, the employee will not accrue at the

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					correct rate.
8	Add button	R	Click Add	Message in lower left corner "Add Complete; continue."	

# Individual Action (XP2.1) Parameters Tab (Job CHNG 2) – Main Tab

(Image 5)

	HRIS State of Arizona SOA Individual Action (XP52.1)	Welcome         [logout]           XP52.1         Q * 🔁 ?							
2	» 🕂 Add 🖍 Change — Delete ┥ Previous <b>?</b> Inquire <b>&gt;</b> Next <b> </b> Fill Defaults •								
3	Company II STATE OF ARIZONA 7	Last Change 07/01/2019							
4	Action,Nbr JOB CHNG 2 JOB CHANGE (PART 2								
5	Effective 6 Reasons 2	Comment							
	Parameters         Selected Items 1         Selected Items 2         Selected Items 3								
	Main Special Processing U.S COBRA								
2	Immediate N 2 8 No Anticipated End Date 9								
	Update Benefits Y Yes								
	Update Absence Management Yes Yes								
	Update Required Deductions Y Y Yes								
	New Deduction Begin Date	cy Calculation							

#### Steps 1-9 of 14 (Image 5, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	White Search Box	R	Type <b>XP52.1</b> in the White Search Box. Press ENTER on the keyboard.	The Individual Personnel Action (XP52.1) opens.	
2	Company Field	R	Type 1 in Company	System will access	All forms/actions must

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			field.	information for Company 1.	contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the prior two actions.	You must enter the correct EIN.
4	Action Nbr Field	R	Type or use the Drop Down to enter action ' <b>JOB CHNG</b> <b>2'</b> .	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
5	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the Job Change will be in this field.	Date is formatted as MMDDYY. Effective date <b>must</b> be the SAME date as the date used in the JOBCHNG action.
6	<b>Reasons</b> – First Box Field	R	Type or use the Drop Down to enter the reason code for the Job Change Action.		One reason code is required. The reason codes are smart coded.
	<b>Reasons</b> - Second Box Field	0	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Job Change.		The 2nd Reason Code is not required however it can be used to better define the reason for the Job Change Action. It can be useful for reporting purposes.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's record.	DO NOT CLICK Add at this point!



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
8	Immediate Field	R	Type N or select 'No' from the drop down menu in the Immediate Field.	Action will process with the nightly batch depending on the effective date of the action.	Only New Hire and Rehire actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
9	Anticipated End Field	R	Leave Blank	This field must be blank.	

# Individual Action (XP2.1) Parameters Tab (Job CHNG 2) – Main Tab (Image 5)

	IRIS				Welcome	[logout]
S	tate of Arizona	SOA Individua	l Action (XP52.1)		XP52.1	🔜 🔍 🕆 🛃 🌏
» +	Add Change — Company Employee Action, Nbr JOB CHNG 2 Effective Special Processin	SOA Individua Delete Previous STATE OF STATE OF STAT	ARIZONA JOB CHANGE (PARI Reasons	ext Fill Defaults	Last Chang	Q • 🔁 🖓
	Update Abs Update Re Old D New Ded	ence Management equired Deductions eduction End Date luction Begin Date		Yes Yes 13 14 Ourrency	Calculation	

#### Steps 10-14 of 14 (Image 5, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Update Benefits</b> Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	Update Absence Management Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
12	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
13	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

## Individual Action (XP52.1) Selected Items 1 Tab (JOB CHNG 2)

HRIS			Welcome	[logo
SOA Individual Action (XP52.1)		52.1)	XP52.1	Q - 🔚
→ + Add / Change -	Delete Previous ? Inquire	▶ Next Fill Defaults →	Last Change	07/01/2019
Employee				
Action,Nbr JOB CHNG 2	JOB CHANGE	(PART 2		
Effective	Reaso	ns 🛛 🕅	Con	nment
Darameters Selec	ad Items 1 Selected Items 3	Selected Items 3		
Data Itom	Current Value 3	Change To	_	
Badge Code				
	5			
Hire Source				
				V
	7			V
Seniority Date	07/08/2019			V
Exclude From EEO-4	Y (a)			V
ETE PARTICIPANT	9			V
CASH/COMP	0			V
E-mail Address				V
				V

### Steps 1-9 of 13

(Image 6, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Selected Items 1	R	Click on the Selected Items 1 tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear in the Current Value Field.
2	Company field	R	No Action Required,		
	Employee Field	R	these fields will		
	<b>Action, Nbr</b> Field	R	default to what was entered on the		
	Effective Date Field	R	Parameters Tab.		
	Reasons Fields	R			
3	Badge Code	0	Type in the		This is an optional field.
	Field		Employee's NEW		
			Badge Code if		
			applicable for your		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			**If information displayed in the <b>Current Value</b> Field is correct, no entry is required.		
4	DPS-SDA Field	0	This is an optional field used by specific agencies.		
5	OTHER EMPLOYEE ID# Field	0	Type the NEW Other Employee ID# if applicable for your agency. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		
6	<b>Hire Source</b> Field	0	**If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		This is an optional field.
7	UNDER/OVER FILL Field	0	Leave this field BLANK		
8	<b>Seniority Date</b> Field	0	The Seniority Date will default from the Employee's record. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		The Seniority Date drives AUTOPAYADV actions for Correctional Officers.
9	Exclude From EEO-4 Field	R	Type in a "Y" or "N" as appropriate.		In most cases, an employee will have "N" in this field.

# Individual Action (XP52.1) Selected Items 1 Tab (JOB CHNG 2)

(Image 6)

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» + 1/1d 🦯 (	Change — Delete ┥ Pr	evious <b>?</b> Inquire <b>&gt;</b>	Next Fill Defaults 🔸		
13 Company	1 🛃 STAT	E OF ARIZONA		Last Change	07/01/2019
Employee	<u>5</u>				
Action,Nbr	JOB CHNG 2 🛛 🛃	JOB CHANGE (PA	RT 2		
Effective	i'	Reasons	2	Com	iment
Parameters	Selected Items 1	Selected Items 2	Selected Items 3		
Data Item	Current	Value	Change To		
Badge Code					V
DPS-SDA					V
OTHER EMPLOYEE	ID#				V
Hire Source	LINKEDIN				V
Z-UNDER/OVER FIL	L				V
Seniority Date	07/08/20	19			V
Exclude From EEO-	4 Y	10			V
ETE PARTICIPANT					V
CASH/COMP					V
E-mail Address		12	-		V

### Steps 10-13 of 13

(Image 6, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>ETE</b> <b>Participant</b> Field	R	Type Y or * Blank		Type the new value for the data item. If the field has a current value but you want it to be blank type *BLANK. The data item in the field is validated as it is validated in HR11.1 (Employee).
11	<b>CASH/COMP</b> Field	R	Enter the employee's NEW CASH/COMP Code. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		To access the drop down menu, click the V at the end of the Selected Value field.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
12	E-mail Address Field	R	Enter the employee's <b>NEW</b> E- mail Address. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required. Skip to next step.		
13	Add button	R	Click Add	Message in lower left corner "Add- Complete; continue".	