

HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY

ORG STRUCTURE - HRIS TABLE

MAINTENANCE

AGENCY ORG STRUCTURE - HRIS TABLE MAINTENANCE

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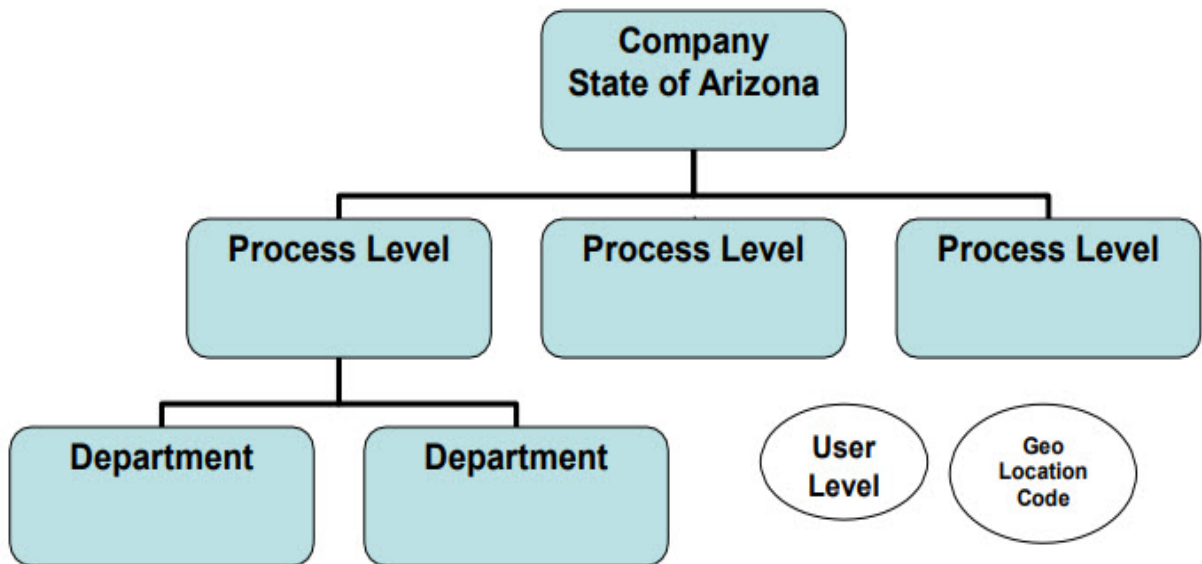
Introduction

HRIS Table Maintenance Requests

HRIS contains data submitted by agencies which defines their structure by way of Process Levels, Departments, User Levels (check locators), and Geographic Location Codes. If an agency adds, changes or no longer uses these data items, HRIS Tables must be updated. An example of the structure is shown below. If any of these “connections” change, the Tables must be updated.

- **EXAMPLE:** An agency reorganizes and deletes two process levels, adds a new process level, and renames five existing Departments. These all require additions/inactivations and updates to existing HRIS Tables before the system will recognize and properly record personnel or payroll actions processed with the revised data items.
- **EXAMPLE:** A request to establish a new position is sent to ADOA Class & Comp. The request includes a new process level. The position cannot be established until the new process level is set up on HRIS. This is also true of departments, User Levels and Geographic Location Codes.

Example of the HRIS Structure



Authorization to Submit Table Maintenance Requests

HRIS requires that each agency identify employees who are authorized to submit changes for their agency using the **HRIS Agency Table Maintenance Authorization Form**.

It is suggested that more than one person in an agency has authorization, so there can be sufficient backup. Authorized personnel can be comprised of anyone in the agency, but it is highly recommended that those persons understand the structure within HRIS and your agency.

In addition, the authorized employees will be listed as contacts for future notices, questions or emails. Please be aware that only requests received from authorized employees will be updated in the system.

When completed, the Table Maintenance Authorization Form can be scanned and emailed to hristableupdate@azdoa.gov

Table Maintenance Authorization Form

The Table Maintenance Authorization form consists of two pages. The first page provides important information and instructions for submittal. The second page is the actual form. Please note the form requires signatures from the current agency Human Resources and Payroll Managers.

HRIS Agency Table Maintenance Process

General information:

HRIS contains data submitted by agencies to define their structures for Process Levels, Departments, User Levels (check locators) and Position (Geographic) Location Codes. If there are changes to these items, HRIS Tables must be revised before any activities related to that change can be processed. The following information outlines the process for submitting HRIS Agency Table Maintenance changes.

HRIS has established a mailbox specifically for the purpose of updating these files. Agencies are asked to submit requests directly to the HRIS Table Update Mailbox.

hristableupdate@azdoa.gov

While these requests will be processed as soon as possible, requests should be submitted in advance of urgent situations. Table Maintenance requests are normally completed within 48 hours. Higher volume requests will take longer to process.

Specific Information:

AGENCIES: Instructions, formats and links have been posted on the HRIS website at:

http://www.hr.az.gov/HRIS/pdf/training_manuals/table_maintenance.pdf

- This process is used for maintenance to **Process Levels, Departments, User Levels and Position (Geographic) Location Codes** only.
- It is critical that the agency completes the configuration document spreadsheets in the format provided on the HRIS Forms website examples, and submit them to the HRIS Table Maintenance Mailbox.
- Configuration documents that are received in any other format will be returned to the agency for revision. This includes additional formatting added by the agency.
- If this action involves the movement of positions within a System A agency, a request for this movement must be made through ADOA Classification & Compensation.

Communication:

Agencies will be notified by email within 24 hours after Table Maintenance requests have been completed.

HRIS Agency Table Maintenance Process 12/09/2015

Email to: hristableupdate@azdoa.gov

HRIS Agency Table Maintenance Authorization Form

Effective Date _____ Agency _____

The following individuals have authorization to make any additions or corrections to the HRIS Table Maintenance setup for all Process Levels, Departments, User Levels, and Position (Geographic) Location codes within our agency. This authorization shall remain in effect until a revised form is received.

The employees authorized to make these changes have reviewed the HRIS Table Maintenance Process and are familiar with the setup of the HRIS system. Table Maintenance additions and changes must be submitted in the format provided on the HRIS Forms website.

Authorized employee _____ Signature _____

Email _____ Telephone _____

Authorized employee _____ Signature _____

Email _____ Telephone _____

Authorized employee _____ Signature _____

Email _____ Telephone _____

Deletions: Name _____ Date _____

Name _____ Date _____

Approvals: (both signatures are required)

HR Manager _____ Signature _____

PR Manager _____ Signature _____
 HRIS USE ONLY

HRIS Agency Table Maintenance Process 12/09/2015

HRIS Table Maintenance Request—Instructions

The following information outlines the process used when data items on HRIS tables require revisions. This applies to:

- **Process Levels**
 - **Department Levels**
 - **User Levels (check locator)**
 - **Geographic Location Codes**
1. Agencies should complete the *Table Maintenance Authorization Form* to identify the authorized persons for your agencies.
 2. Complete the appropriate Table Maintenance Spreadsheet. Only the format given will be accepted. No additional formatting can be applied on the submitted form. This allows for quick and efficient processing.
 3. Only descriptions of codes can be 'changed'.
 - All other revisions must be coded as 'add' or 'inactive'.
 - For example, if a department is being moved from one Process level to another, the department must be "added" to the Process Level, and the old one "inactivated".
 4. All additions or changes are immediate and cannot be future or back dated.
 5. Submit requests well in advance. Completion time is generally within the work week, depending on the size of the request and workload. You will be notified by email when the request has been completed.
 6. All requests must be submitted directly to the mailbox established for Table Maintenance. This is to ensure that all requests can be electronically tracked and audited. The correct mailbox is hristableupdate@azdoa.gov.

Note Regarding Position Movement:

If the requested Table Maintenance change involves the movement or update of positions, a request for process must be made through the HRIS Table Update mailbox. This is a separate process that requires scheduling and advance planning. A good example of this situation is when an agency undergoes a reorganization or restructure.

Please contact the HRIS Table Maintenance mailbox and request assistance. Be prepared to communicate the number of positions and the time frame desired. Due to existing schedules and a minimum number of entries, position loads are not guaranteed.

HRIS Table Maintenance Request — Process Level, Departments and User Level Updates

The **Table Maintenance Spreadsheet** form can be used to request changes for:

Process Levels - 5 character alpha-numeric code; first 2 characters must be agency code

Departments - 5 character alpha-numeric code

User Levels - 10 character alpha-numeric code; first 2 characters must be agency code

There is no need to submit a spreadsheet for each type of request. Requests can be combined to one sheet if convenient. Follow the examples given on the next page. Blank templates can be found on the HRIS web site under Forms: <https://hr.az.gov/HRIS-Forms> .

- **EXAMPLE:** An agency reorganizes and deletes two process levels, adds a new level, and renames five existing Departments. These all require additions/inactivations and updates to existing HRIS Tables before the system will recognize and properly record personnel or payroll actions processed with the revised data items.
- **EXAMPLE:** A request to establish a new position is sent to ADOA Class & Comp. The request includes a new process level. The position cannot be established until the new process level is set up on HRIS.



Examples for the Table Maintenance Spreadsheet

TABLE MAINTENANCE SPREADSHEET

CO	Process Level	Department	User Level	Description	Add / Chng / Inactivate	Comments
1	Alphanumeric 5	Alphanumeric 5	Alphanumeric 10	Alphanumeric 30 (includes spaces)	Alpha	Optional
			FIRST 2 CHAR = AGENCY CODE			
						For use with Process Levels, Departments & User Levels
1	AB100			ACCOUNTANCY BD DIR & ADMIN	CHG	Format to change a description
1	AD225			ADOA - SPECIAL PROJECTS	ADD	Format to add a Process Level
1	DE500	5090A		DDD	ADD	Format to add a Department
	SW500	50950		DDD	INACTIVATE	Format to inactivate a Department
1			DC24W52	PHOENIX	ADD	Format to add a User Level
1			DC99999	PHOENIX	INACTIVATE	Format to inactivate a User Level
Form must be emailed to the HRIS Table Update mailbox at:						hristableupdate@azdoa.gov

HRIS Table Maintenance Request — Geographic Location Updates

Geographic location codes identify specific work sites within HRIS. Agencies should submit the exact address to be used. Do not include mailbox numbers as it does not identify a specific location. Cubicles or room numbers are discouraged unless that information is unique to that position.

- Geographic Location Codes are “smart codes” that incorporate the city and county into the number. These codes are set by the HRIS Table Maintenance Staff. Agencies should NOT try to determine new codes.
- One Geographic Location code can be used multiple times, as long as the City is the same. The Address Line 1 (street address) can be changed.
- HRIS will either establish a new code for the location given or notify the agency of the correct code, if it has been previously set up.
- The Geographic Location code “description” is not entered into HRIS. This is used by the agency alone as a manner of reference.

HRIS Geographic Location Spreadsheet

HRIS GEOGRAPHIC LOCATION SPREADSHEET

HRIS GEOGRAPHIC LOCATION SPREADSHEET										
Agency	Code	Code Description	Address 1	Address 2	City	State	Postal	County	ACTIVE / INACTIVE	
Alpha 2 Required	Alphanumeric 10 Required	Agency Use only Not included in HRIS	Alphanumeric 30 Required	Alphanumeric 30 Optional	Alpha Required	Alpha 2 Required	Numeric Required	Alpha Required	Alphanumeric Required	
	This code is "smart coded" and will be supplied by HRIS based upon the location provided.	For Agency use only; will not be entered	Format to request a new Geographic Location Code							
AD	ADMAPHO996		100 N 15TH AVE	#401	PHOENIX	AZ	85007	MARICOPA	ADD	
			Format to change the address on a Geographic Location code. Must be the same city							
	DEMAPHO77B		1925 W PINNACLE PEAK RD		PHOENIX	AZ	85027	MARICOPA	CHG	

HRIS Table Maintenance Summary

1. Set up authorized personnel for your agency or identify those previously established.
2. Review these personnel on a regular basis and make updates using the Table Maintenance Authorization Form. Many times agencies do not update their authorizations when employees terminate or transfer.
3. Fill out the correct information on either the Table Maintenance Spreadsheet (for Process Levels, Departments, or User Levels) or the Geographic Location Spreadsheet (for geographic Location codes).
4. Send all requests to the dedicated mailbox at hristableupdate@azdoa.gov and not to a specific person. This allows all requests to be maintained in one location.
5. Requests can take up to a week depending on the number of requests previously received and the size of the request.
6. You will receive an email response when your request has been completed.

If you have any questions, please feel free to email hristableupdate@azdoa.gov.]