

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY HR
GENERALIST - PROCESSING A
NEW HIRE FROM PAGEUP
SYSTEM**

AGENCY HR GENERALIST - PROCESSING A NEW HIRE FROM PAGEUP SYSTEM

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Introduction

PageUp Overview

The Human Resources Division of the Arizona Department of Administration is providing the recruiting and hiring system - PageUp. All departments and agencies in the State Personnel System share the PageUp system. The system streamline and improve current hiring/recruiting processes, reduce costs, improve access to information for hiring managers and their agency human resources personnel. PageUp assist recruiters and hiring managers in every stage of the recruiting process; from the development and approval of hiring requisitions, to posting job openings, to storing and sorting thousands of resumes, to automated candidate tracking actions, and finally, to extending an offer. PageUp also integrate selected data for new hires into our existing HRIS system.

What PageUp Does in the Hiring Process

- Checks the SSN# (ZH11 form)
- Processes the Applicant Form (XP31)
- Creates an EIN# for a new hire
- Creates a FUTUREHIRE personnel action to begin the employeefile
- Sends an email to HR entry person when the EIN# has beencreated

What to Know About the FUTUREHIRE Personnel Action

- Effective date of FUTUREHIRE is the day it is entered in HRIS
- Hire date and adjusted hire date are filled in from PageUp
- Pay deductions and default benefits are not set up
- Absence management plans are not set up
- An A0 status code (no pay status) is used
- Does not bring in a pay rate or an FTE
- Prefills multiple fields in HRIS (to reduce keying)
 - Employee Name/EIN#
 - SSN
 - Status Code = A0
 - Position# plus a few defaults from the position (work schedule, shift, funding)
 - Hire date, adjusted hire date, seniority date, anniversary date, original state hire date
 - Home address (city, state, zip, county)
 - Home phone number
 - Medicare indicator
 - Birthdate (optional)
 - Gender (optional)

PageUp Email

You will receive an email indicating that there is a FUTUREHIRE ready to have the rest of their information keyed into HRIS. It should arrive in a shared or designated email box based upon your Agency's set up. It will have the information shown in the box below.

From: FutureHireNotification@azdoa.gov [mailto:FutureHireNotification@azdoa.gov] Sent: Tuesday, October 30, 2012 1:37 PM
 To: Agency Contact
 Cc:
 Subject: Future Hire EIN 143110 AUTUMN BREEZE is waiting to be hired

Agency Email : HRISentryperson@youragency.gov
 The following candidate has been successfully added as a future hire:

The following candidate has been successfully added as a future hire:

Future Hire Details	
Description	Value
LTM Requisition Number	51784 - R-W LIAISON
Name	
Home Phone	
EIN	
Process Level	DT430 - DT-INTERMODAL TRANSP DIV CONST
Position	
Future Hire Date	01/27/2020
Job Title	R-W LIAISON
Job Code	AUN04741

You may continue the hire process on the XP52.1 at the appropriate time to process the remainder of the hire action.

Please click [here](#) to login into HRIS/ YES. Please contact *HRIS* for any related information. Thank you.

You will receive emails for new hires, rehires, job changes and interagency transfers.

KEYS: Some Rehire/Job Change actions will not be a part of a recruitment process, will not create a FUTUREHIRE personnel action, and you will not receive an email. (example: Lateral transfer to a new position #.)

If you have HR Writer access, we have created a report to run a list of FUTUREHIRE actions. The title of the report will be named FUTUREHIRES; it will be under your HR Author. If you can't find this report titled FUTUREHIRES, please create a Cherwell Ticket under HR/HRIS and select Personnel Action History Correction.

Processing a New Hire from PAGEUP

General Information –

The HRIS New Hire process should be followed anytime an Employee is being hired into State Service for the first time, or if the Employee left State Service prior to the HRIS Go-Live December 2003. To process a new hire the HRIS Entry Person will complete a number of HRIS Forms including:

- XP52.1 – Individual Action (APP-HIRE1)
- XP52.1 - Individual Action (HIRE-REHR2)
- XP52.1 – Individual Action (HIRE-REHR3) (Optional)
- ZH12.1 – Email and Work Phone Maintenance
- HR20.1 - Additional Contacts (Optional)
- PA12.1 - Emergency Contacts (Optional)

DO NOT USE THE XP52.4 or XP31.1. No need to check the Social Security Number on the ZH11.

The XP52.1 personnel actions indicated above can be keyed as “immediate”.

ALL personnel actions for a new hire must be completed on the SAME DAY (APP-HIRE1, HIRE-REHR2 and/or HIRE-REHR3). This is to make sure the default benefit plans are established properly. **Please DO NOT enter the default benefits plans (basic life, retirement and LTD) on the BN31.2. Nightly scheduled jobs will establish them with the appropriate effective dates.**

During the hire process, your transaction will not be complete (saved) until you see one of the following messages:

- Add Complete-Continue,
- Change Complete-Continue.

Processing Reminder

In previous years Address Line 1 and 2, City, State and Postal Code was used for mailing purposes. This has moved to the previously named Supplemental Address. It has been renamed “Mailing Address”. With the change in tax laws this should be used for the employee’s actual Home address. For out of state employees, Home Address will also represent their work location.

Under no circumstances should an agency’s office address be used as the employee’s Home address. If the correct data is not available such as County, the agency should contact the employee for the complete, accurate address. It is imperative for tax purposes that the Address fields contain the correct and actual addresses. Incorrect addresses can cause adverse effects on the employee’s final pay. Out of State employees are also required to complete a GAO-75 form and a Remote Work Agreement. Contact your agency Human Resources or Payroll office if you have any questions.

After you have received the email with the EIN#, you can continue with the hiring process.

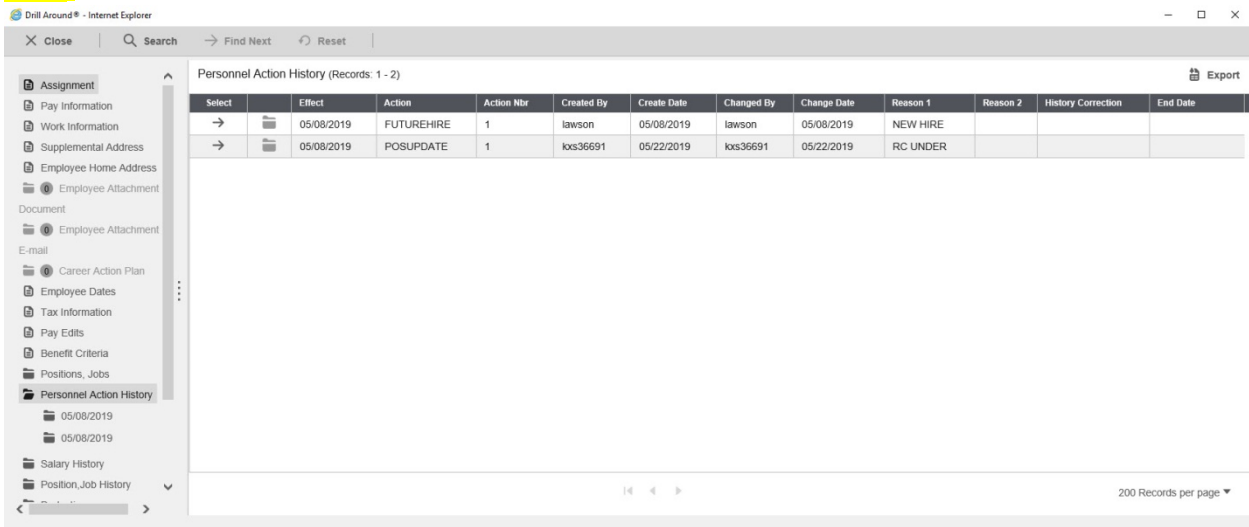
DO NOT key a personnel action prior to receiving the email. Go into HRIS in the normal manner but to the **XP52.1** form. Inquire on the EIN#.

NOTE: Please continue to use the XP52.4 form and the previous new hire processing for Elected Officials.

KEYS

When you drill around on the EIN#, you will see the FUTUREHIRE personnel action has already populated some personnel data. The effective date of the FUTUREHIRE action is not the Hire Date. The APPHIRE1 effective date still remains the same as the Hire Date.

The future employee’s personnel action history will look like this before you begin the APPHIRE1 action. The effective date of the FUTUREHIRE is the date the action was created in HRIS.



Personnel Action History (Records: 1 - 2)

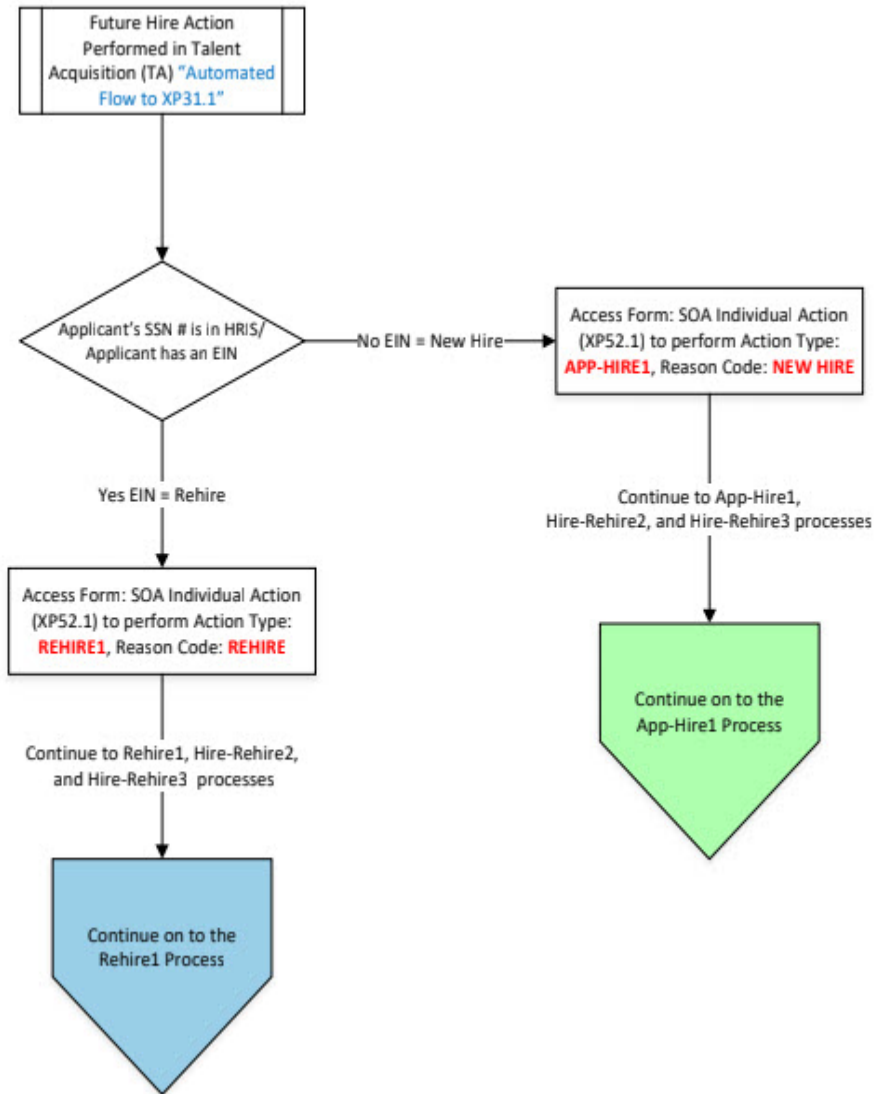
Select	Effect	Action	Action Nbr	Created By	Create Date	Changed By	Change Date	Reason 1	Reason 2	History Correction	End Date
→	📅	FUTUREHIRE	1	lawson	05/08/2019	lawson	05/08/2019	NEW HIRE			
→	📅	POSUPDATE	1	kxs36691	05/22/2019	kxs36691	05/22/2019	RC UNDER			

KEYS –

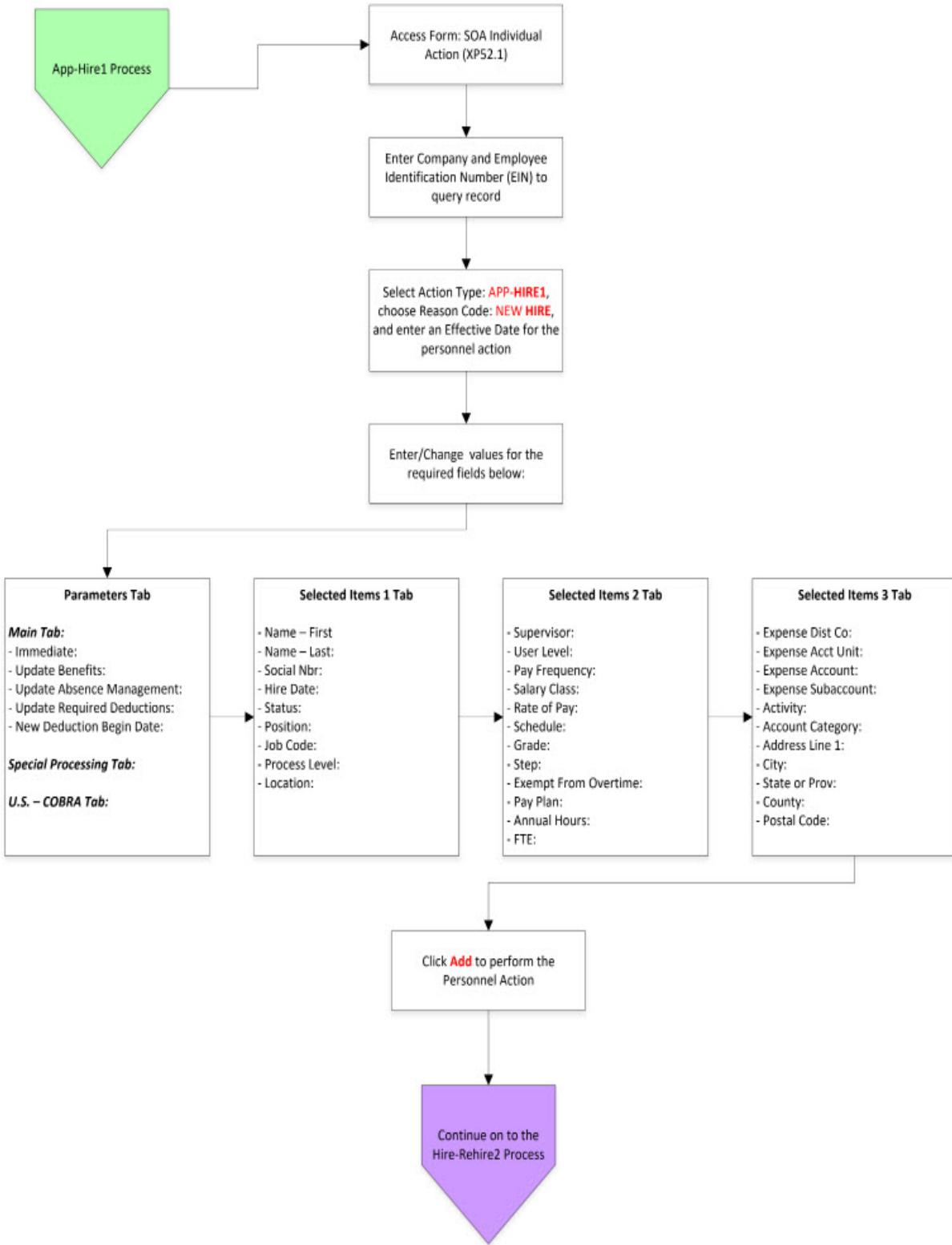
Can an employee begin work later than the FUTUREHIRE Hire Date? Yes, the dates can be changed when you enter the APPHIRE1 and the HIRE-REHR2 actions. The effective dates of the APPHIRE1 and HIRE-REHR2 must be equal to or greater than the Hire Date of the FUTUREHIRE. Any Hire Date earlier than the FUTUREHIRE Hire Date will become a history correction.

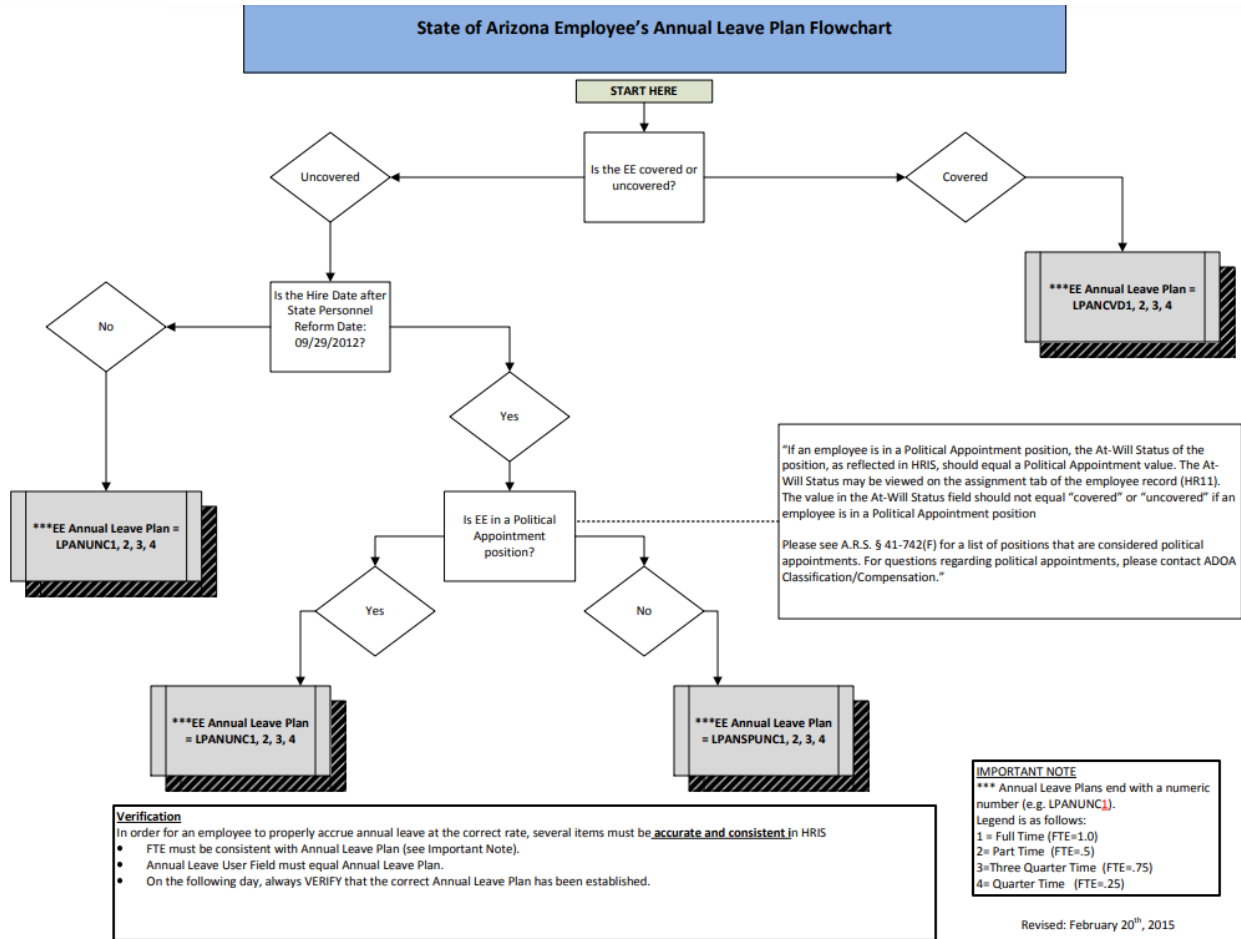
Processing a New Hire From PageUp Flow Chart

New Hire/Rehire via Talent Acquisition

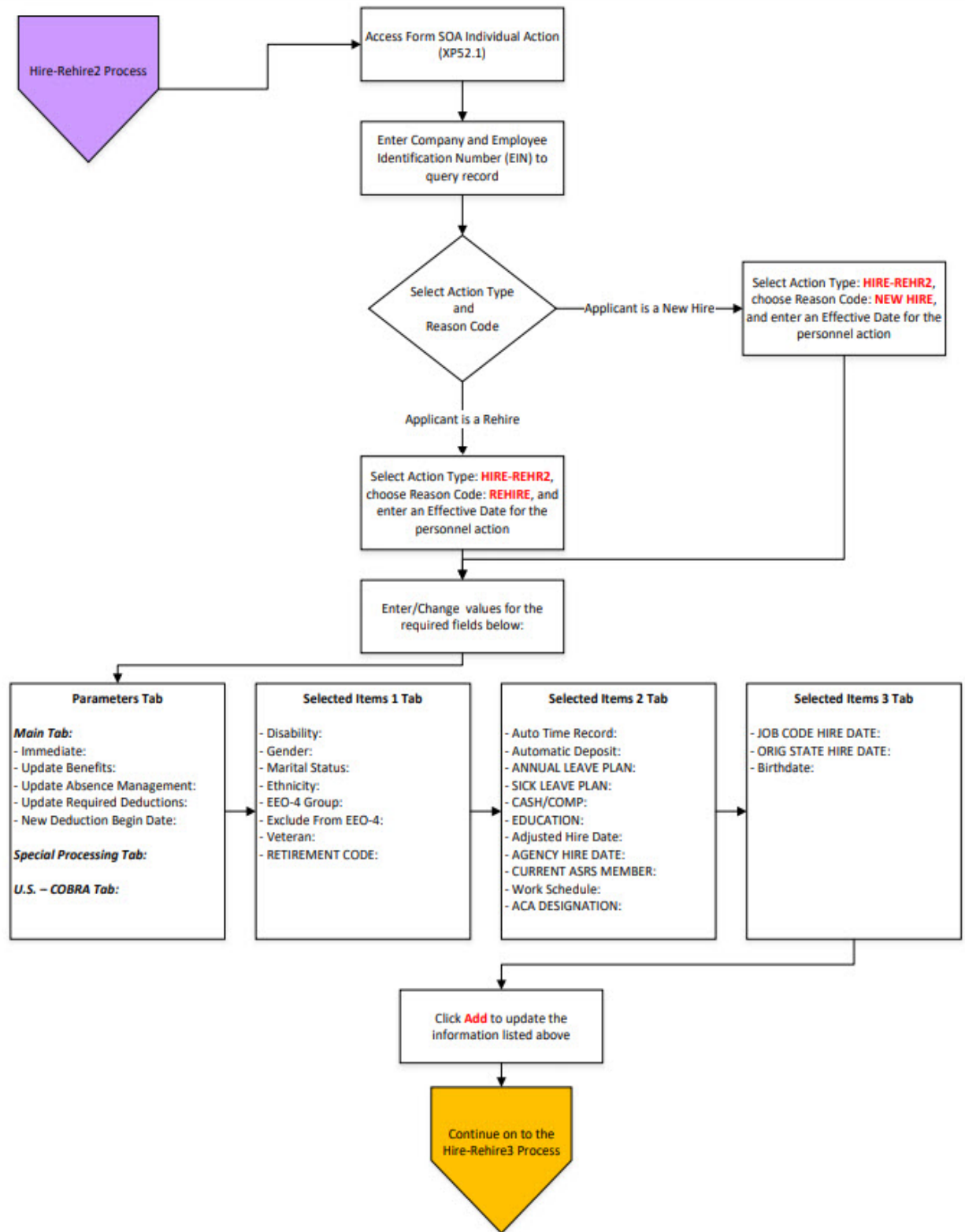


New Hire/Rehire via Talent Acquisition: App-Hire1 Process

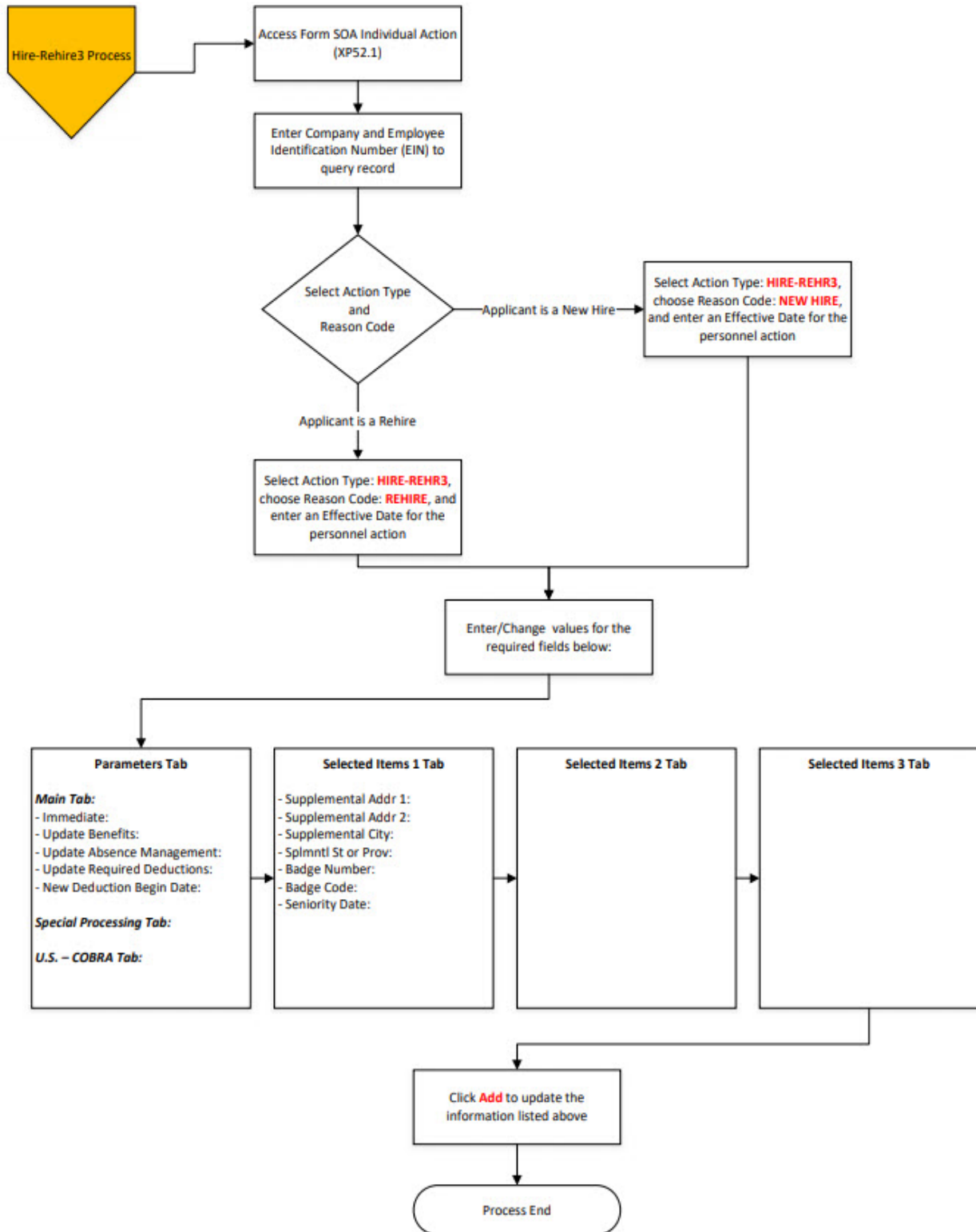




New Hire/Rehire via Talent Acquisition: Hire-Rehire2 Process



New Hire/Rehire via Talent Acquisition: Hire-Rehire3 Process



Individual Action (XP52.1) From PageUp – (APP-HIRE1) Parameters Tab

(Image 1)

Steps 1-9 of 15

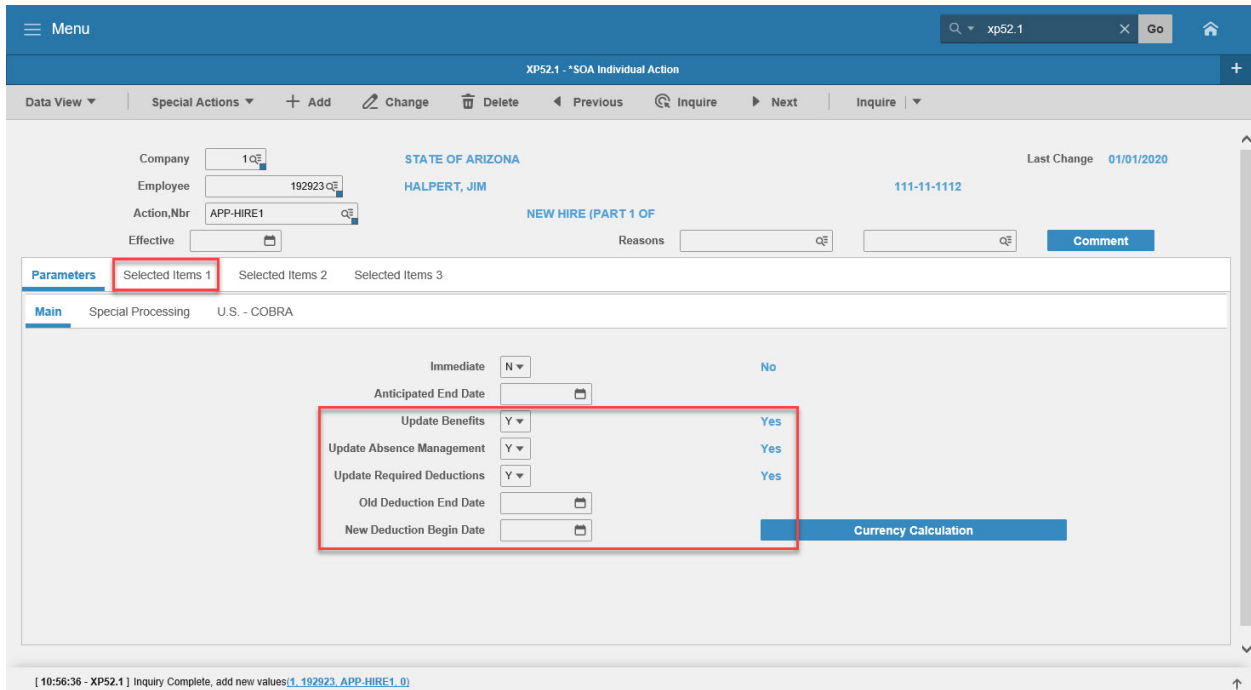
(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type XP52.1 in the Search Box. Press ENTER on the keyboard.	The Individual Personnel Action (XP52.1) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	Name will display next to the field after cursor is moved to the next field	
4	Action Nbr Field	R	Type or Select 'APP-HIRE1'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				complete this action.	
5	Effective Field	R	Type the Date of Hire for the Employee.		Date is formatted as MMDDYY
6	Reasons – First Box Field	R	Type or Select from Drop Down the reason for the Hire Action.		First Reason Code is required.
	Reasons - Second Box Field	O	Type or Select the 2 nd Reason for the Hire Action.		The 2 nd Reason Code is <u>not required</u> however it can be used to better define the reason for the Hire 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.	DO NOT CLICK Add at this point!
8	Immediate Field	R	Type "Y" in the Immediate field if the effective date is current and is to process right away.	The Hire Action will process Immediately when the action is completed and added.	The New Hire Actions can be keyed as immediate with a current effective date.
9	Anticipated End Field	R	Leave Blank	This field must be blank.	

Individual Action (XP52.1) From PageUp – (APP-HIRE1) Parameters Tab

(Image 1)



The screenshot shows the 'Parameters' tab for an individual action. The form includes the following fields and values:

- Company: STATE OF ARIZONA
- Employee: HALPERT, JIM
- Action, Nbr: APP-HIRE1
- Effective: [Date field]
- Immediate: N
- Anticipated End Date: [Date field]
- Update Benefits: Y
- Update Absence Management: Y
- Update Required Deductions: Y
- Old Deduction End Date: [Date field]
- New Deduction Begin Date: [Date field]
- Currency Calculation: [Button]

Steps 10-15 of 15

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Update 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.	This will activate the new hire leave accruals.
12	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hire required deductions.
13	Old Deduction End Date Field	R	Leave Blank	This field must be blank.	
14	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
15	Selected Items 1 Tab	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 PageUp will default in.

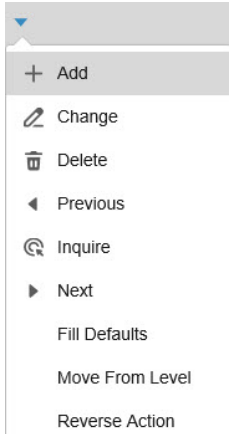
Individual Action (XP52.1) From PageUp – (APP-HIRE1) Selected Items 1 Tab

(Image 2)

Steps 1-8 of 8

(Image 2, Table 1)

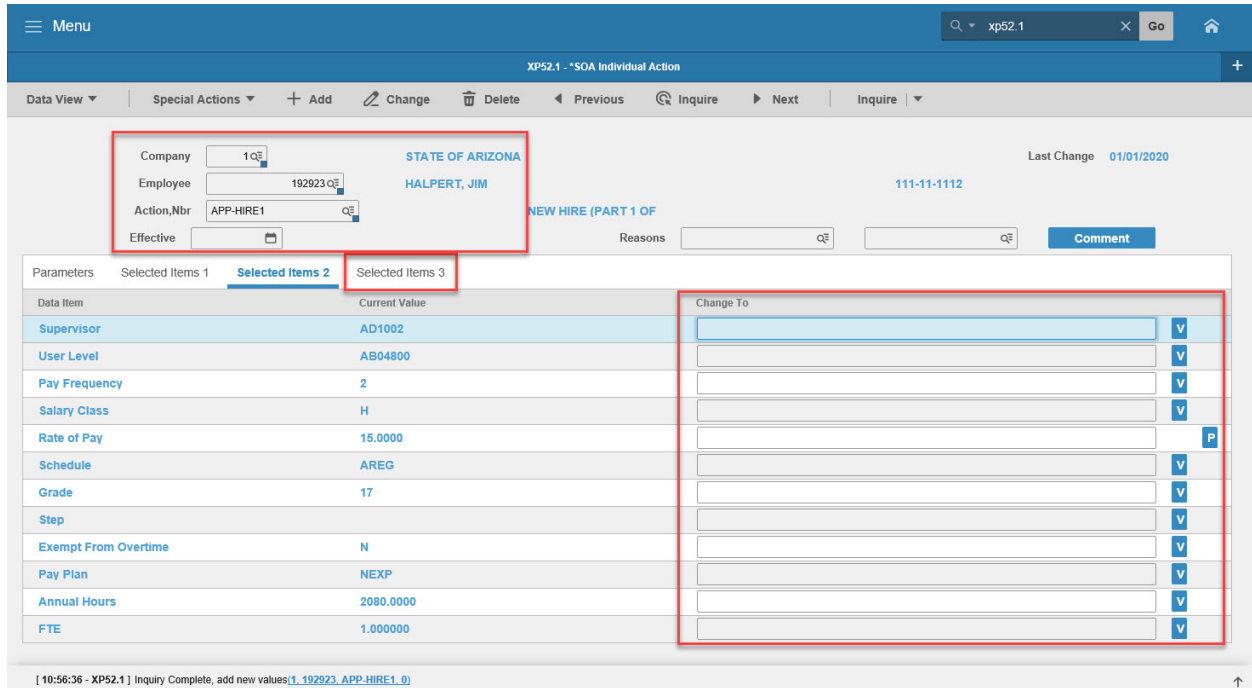
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Name-First Field Name-Middle Field Name-Last Field Name-Suffix Field Social Nbr Field	R O R O R	Verify the information that is populated from PageUp is correct. Information is displayed in the Current Value column. **If information is not correct (or is	If information is entered, it will be displayed in the Change To column/ If the field is not changing, the information will be displayed in the Current Value column.	Information must be in ALL CAPS. Do not include Punctuation.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			not displayed), type corrected information in the Change to field.		
3	Hire Date Field	R	No Action Required, this field will default to what was entered in PageUp. **If information is not correct (or is not displayed), type corrected information in the Change to field	If information is entered, it will be displayed in the Change To column/ If the field is not changing, the information will be displayed in the Current Value column.	Format is MMDDYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
4	Status Field	R	Key in the appropriate Status Code, e.g., C1, A1, C2, A2, etc.	If left as an A0, there will be no setups for deductions, absence mgmt., or benefits	To access the drop down menu, click the V at the end of the Selected Value field.
5	Position Field	R	Either copy and paste the position number from the "Current Value" into "Change To" column or key in a different position number.		
6	Inquire Button (2 nd button)	R	Click the down-facing arrow in the button to open the Drop Down menu. Select 'Fill Defaults'. Then remove position number from "Change To" column if the value is the same as the "Current Value".	Image of drop-down menu is this: 	You must remove the position# from the "Change To" column to avoid an error of using the same value.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				<p>All information related to the position will be defaulted in.</p> <p>You will receive the message 'Review defaulted fields'.</p>	
7	<p>Job Code Field</p> <p>Process Level Field</p> <p>Department Field</p> <p>Location Field</p>	<p>R</p> <p>R</p> <p>R</p> <p>R</p>	<p>Leave default information in these fields. No Action Required.</p>	<p>All information needed from the position will be defaulted in.</p>	<p>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 position, not this form.</u></p>
8	<p>Selected Items 2 tab</p>	R	<p>Click on the Selected Items 2 tab</p>	<p>The Selected Items 2 section will appear with the necessary fields.</p>	<p>Information that was imported from PageUp will default in.</p>

Individual Action (XP52.1) From PageUp – (App-HIRE1) Selected Items 2 Tab

(Image 3)



Company: 1 QE STATE OF ARIZONA
 Employee: 192923 QE HALPERT, JIM
 Action, Nbr: APP-HIRE1 QE NEW HIRE (PART 1 OF)
 Effective: [Calendar Icon] 111-11-1112
 Last Change: 01/01/2020

Data Item	Current Value	Change To
Supervisor	AD1002	[Dropdown]
User Level	AB04800	[Dropdown]
Pay Frequency	2	[Dropdown]
Salary Class	H	[Dropdown]
Rate of Pay	15.0000	[Dropdown]
Schedule	AREG	[Dropdown]
Grade	17	[Dropdown]
Step		[Dropdown]
Exempt From Overtime	N	[Dropdown]
Pay Plan	NEXP	[Dropdown]
Annual Hours	2080.0000	[Dropdown]
FTE	1.000000	[Dropdown]

[10:56:36 - XP52.1] Inquiry Complete, add new values: 1, 192923, APP-HIRE1, 0

Steps 1-6 of 6

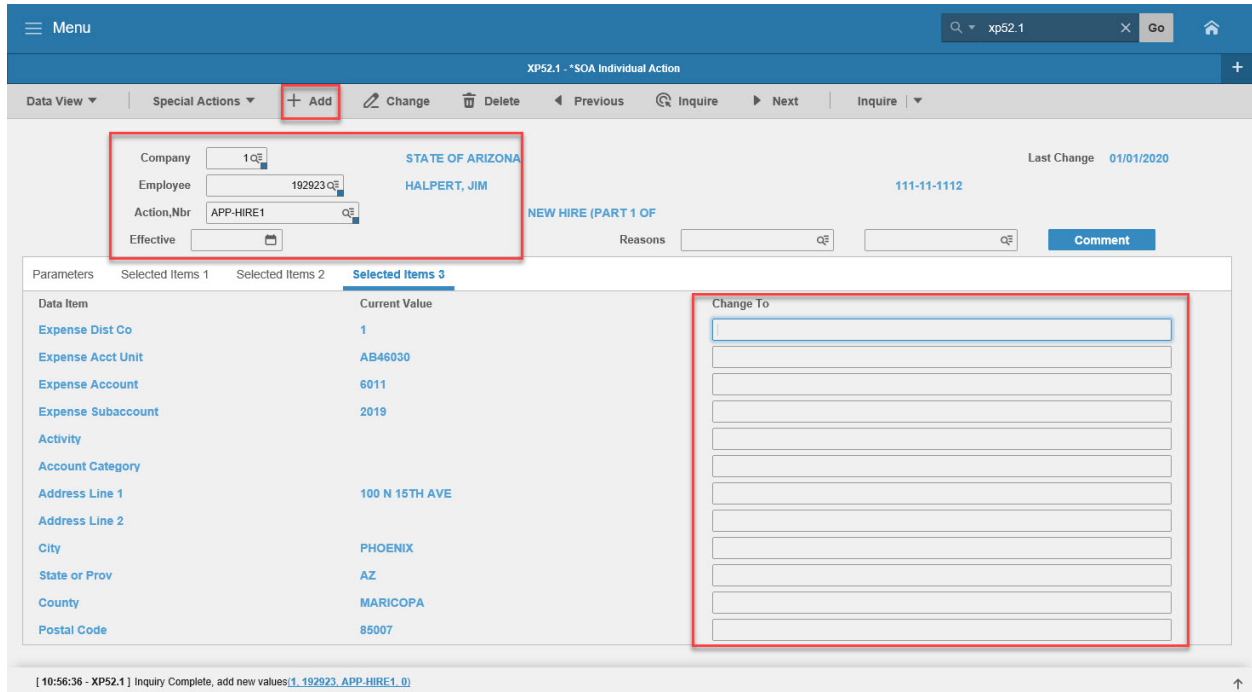
(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supervisor Field User Level Field Pay Frequency Field Salary Class Field	R R R R	Leave default information in these fields. No Action Required, except Step & Grade employee must have a step keyed in Step field.	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 must be changed on the position not the employee.
3	Rate of Pay field	R	Type the Rate of Pay for the		Format for Rate of Pay '00.0000'

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Employee. Exception: For Step & Grade employees, leave this field blank.		
4	Schedule Field Grade Field Step Field Exempt from Overtime Field Pay Plan Field Annual Hours Field	R R R R R R	Leave default information in these fields. No Action Required, except Step & Grade employee must have a step keyed in Step field.	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 position not the employee.</u>
5	FTE Field	R	Enter the employee's NEW FTE.		Full time =1.0 ¾ time = .75 ½ time = .50 ¼ time = .25
6	Selected Items 3	R	Click on the Selected Items 3 tab	The Selected Items 3 section will appear with the necessary field to be populated.	Information that was imported from PageUp will default in.

Individual Action (XP52.1) From PageUp- (APP-HIRE1) – Selected Items 3 Tab

(Image 4)



The screenshot shows the 'Individual Action (XP52.1)' form. At the top, there is a navigation bar with 'Menu', a search bar containing 'xp52.1', and a 'Go' button. Below this is a toolbar with buttons for 'Data View', 'Special Actions', '+ Add' (highlighted with a red box), 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area contains fields for 'Company' (STATE OF ARIZONA), 'Employee' (HALPERT, JIM), 'Action, Nbr' (APP-HIRE1), and 'Effective' date. A 'NEW HIRE (PART 1 OF)' label is present. Below these fields is a 'Parameters' tab with 'Selected Items 3' selected. A table lists various data items with their current values. To the right of this table is a 'Change To' section with a red border, containing several empty input fields for updating the values.

Data Item	Current Value	Change To
Expense Dist Co	1	<input type="text"/>
Expense Acct Unit	AB46030	<input type="text"/>
Expense Account	6011	<input type="text"/>
Expense Subaccount	2019	<input type="text"/>
Activity		<input type="text"/>
Account Category		<input type="text"/>
Address Line 1	100 N 15TH AVE	<input type="text"/>
Address Line 2		<input type="text"/>
City	PHOENIX	<input type="text"/>
State or Prov	AZ	<input type="text"/>
County	MARICOPA	<input type="text"/>
Postal Code	85007	<input type="text"/>

Steps 1-6 of 6

(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Expense Dist Co Field Expense Acct Unit Field Expense Account Field Expense Sub-Account Field Activity Field Account Category Field	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 position not the employee.</u>
3	Address Line 1 Field	R	Verify the	If information	Information must be in

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Address Line 2 Field City Field State or Prov Field	O R R	<p>information that is populated from PageUp is correct. Information is displayed in the Current Value column.</p> <p>**If information is not correct (or is not displayed), type corrected information in the "Change To" field.</p>	<p>is entered, it will be displayed in the "Change To" column.</p> <p>If the field is not changing, the information will be displayed in the Current Value column.</p>	ALL CAPS. Do not include Punctuation.
4	County Field	R	Type in the County where the Employee resides. County may come in from PageUp.	Information will appear in the New Value Column.	Information must be in ALL CAPS. Do not include Punctuation. County name must be spelled out, example 'MARICOPA'.
5	Postal Code Field	R	Verify the information that is populated from PageUp is correct. Information is displayed in the Applicant Value column. **If information is not correct (or is not displayed), type corrected information in the New Value field.	<p>If information is entered, it will be displayed in the New Value column.</p> <p>If the field is not changing, the information will be displayed in the Applicant Value column.</p>	Information must be in ALL CAPS. Do not include Punctuation.
6	Add button	R	Click Add .	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Add button	R	Click Add again if this is an immediate action, otherwise this step is not necessary for a pending action.	Message in lower left corner "Applicant hired; continue"	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, that you make comments on this form. You must be very careful what you say and how it is worded if you use it. This is in the Official Employee Personnel file.

Personnel Action Comments (PA56.1)

(Image 5)

Steps 1-2 of 2

(Image 5, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Add or Back	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Back</p>	You will see a message in the lower left corner "Done".	<p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'.</p> <p>Note: Comments can be viewed by others.</p>
2	Search Box	R	Type XP52.1 in the Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process

New Hire Process with PageUp

After the completion of the APP-HIRE1 action on the XP52.1, you will continue with the New Hire Process by completing the following steps

- HIRE-REHR2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHR3 on the Individual Action Form (XP52.1) - **Optional**
- Additional Contacts on the Additional Contacts Form (HR20.1) – Optional
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) –Optional
- Email and Work Phone Maintenance Form (ZH12.1) - Required

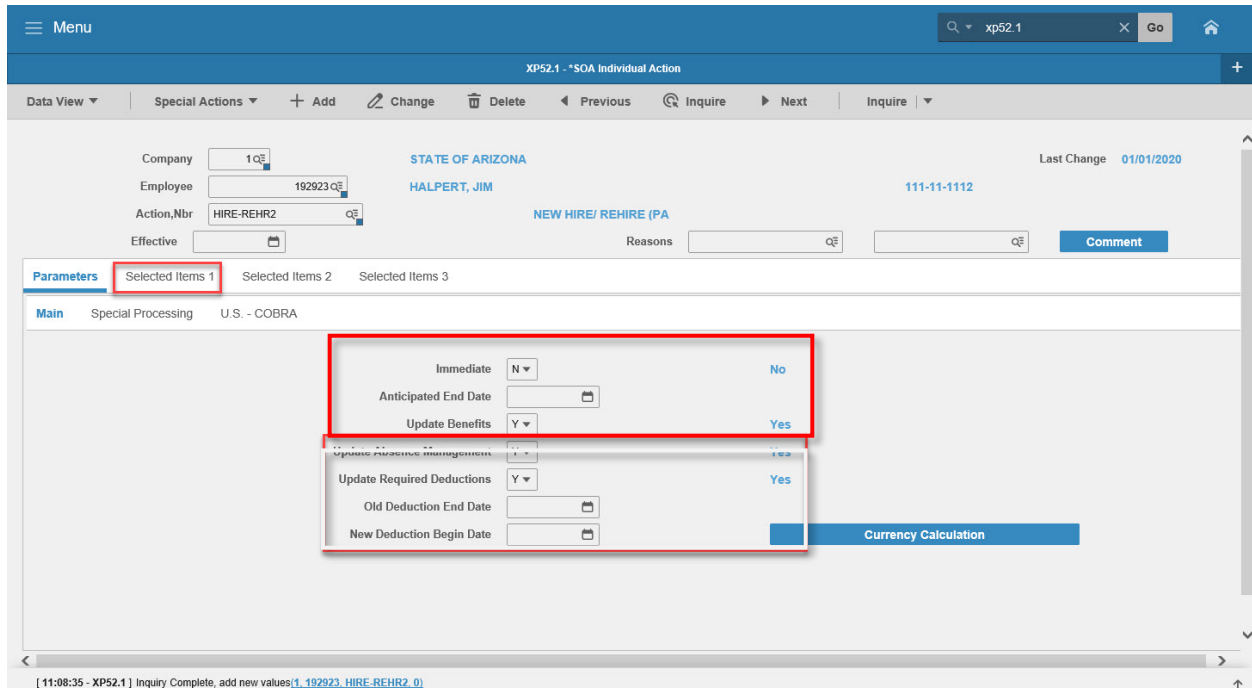
Add USERFLDCHG on XP52.1 – Required

Identify as a driver

Activate ETE (optional)

Individual Action (XP52.1) Parameters Tab (HIRE-REHR2)

(Image 6)



The screenshot displays the 'Parameters' tab for an Individual Action (XP52.1). The form includes the following fields and values:

- Company: 1 (STATE OF ARIZONA)
- Employee: 192923 (HALPERT, JIM)
- Action Nbr: HIRE-REHR2 (NEW HIRE/ REHIRE (PA))
- Effective: [Calendar icon]
- Reasons: [Search icon] [Search icon]
- Last Change: 01/01/2020

The 'Parameters' section is highlighted with a red box and contains the following fields:

- Immediate: N (No)
- Anticipated End Date: [Calendar icon]
- Update Benefits: Y (Yes)
- Update Required Deductions: Y (Yes)
- Old Deduction End Date: [Calendar icon]
- New Deduction Begin Date: [Calendar icon]

A 'Currency Calculation' button is located at the bottom right of the parameters section.

Steps 1-9 of 14

(Image 6, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the prior actions.	You must enter the correct EIN.
3	Action Nbr Field	R	Type or use the Drop Down to enter action ' HIRE-REHR2 '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	Reasons – First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Hire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	Inquire Button	R	Click Inquire	<p>You should get message "Inquiry Complete, add new values" in the lower left corner.</p> <p>The system will populate some of the required fields and will default information from PageUp for the Employee.</p>	<u>DO NOT CLICK Add</u> at this point!
7	Immediate Field	R	Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action.	The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.	The New Hire Actions can be keyed as "immediate" or "pending with a future effective date".
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	Update 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.

Individual Action (XP52.1) Parameters Tab (HIRE-REHR2)

(Image 6)

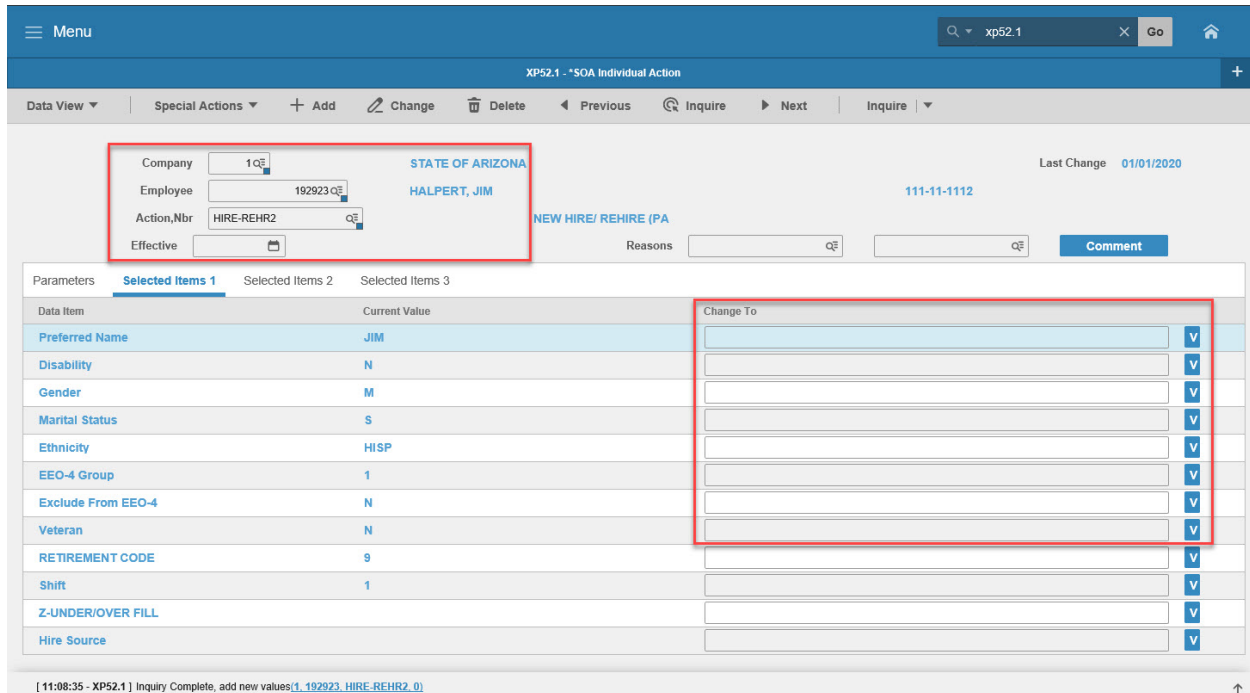
Steps 10-14 of 14

(Image 6, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Update Absence Management Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires Leave plans.
11	Update Required Deductions field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires required deductions.
12	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	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 will default in.

Individual Action (XP52.1) – Selected Items 1 Tab (HIRE-REHR2)

(Image 7)



XP52.1 - *SOA Individual Action

Company: 100 STATE OF ARIZONA
 Employee: 192923 HALPERT, JIM
 Action, Nbr: HIRE-REHR2
 Effective: [calendar icon]
 NEW HIRE/ REHIRE (PA)
 111-11-1112
 Last Change: 01/01/2020

Data Item	Current Value	Change To
Preferred Name	JIM	[dropdown]
Disability	N	[dropdown]
Gender	M	[dropdown]
Marital Status	S	[dropdown]
Ethnicity	HISP	[dropdown]
EEO-4 Group	1	[dropdown]
Exclude From EEO-4	N	[dropdown]
Veteran	N	[dropdown]
RETIREMENT CODE	9	[dropdown]
Shift	1	[dropdown]
Z-UNDER/OVER FILL		[dropdown]
Hire Source		[dropdown]

[11:08:35 - XP52.1] Inquiry Complete, add new values(1_192923_HIRE-REHR2_0)

Steps 1-9 of 14

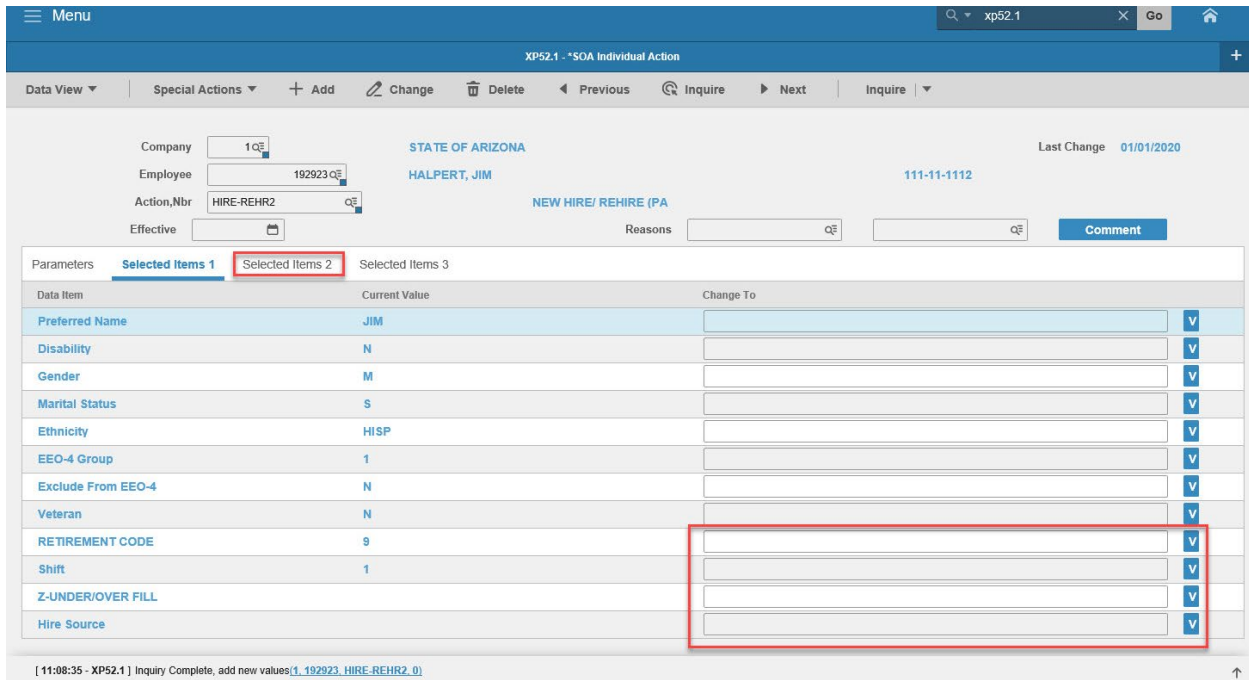
(Image 7, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Preferred Name Field	O	Key the Employee's Preferred Name.	The Employee's Preferred Name will be in the record.	
3	Disability Field	R	Key or use the drop down to indicate if the Employee has a disability.		Valid values are: N = No Y = Yes.
4	Gender Field	R	Field will default from PageUp. Key or use the drop down to enter the Employee's Gender.		Valid values are: M = Male F = Female

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	Marital Status Field	R	Key or use the drop down to enter the Employee's Marital Status, this is not for tax purposes.		
6	Ethnicity Field	R	Key or use the drop down to enter the Employee's Ethnicity.		
7	EEO-4 Group Field	R	Type the EEO-4 Functional Group for your agency	.	Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15 or 99. See the Agency List with EEO-4 for Functional Groups.
8	Exclude from EEO-4 Field	R	Type 'Y' or 'N' as applicable to the Employee.		All Employees should be 'N', except for those listed in the EEO-4 Group 99.
9	Veteran Field	R	Key or use the drop down to enter the Employee's Veteran Status.		This must be a correct status. If you indicate the Employee was born in 1980 and put the Employee is a Vietnam Era Veteran that would not be accurate.

Individual Action (XP52.1) – Selected Items 1 Tab (HIRE-REHR2)

(Image 7)



Data Item	Current Value	Change To
Preferred Name	JIM	<input type="text"/>
Disability	N	<input type="text"/>
Gender	M	<input type="text"/>
Marital Status	S	<input type="text"/>
Ethnicity	HISP	<input type="text"/>
EEO-4 Group	1	<input type="text"/>
Exclude From EEO-4	N	<input type="text"/>
Veteran	N	<input type="text"/>
RETIREMENT CODE	9	<input type="text"/>
Shift	1	<input type="text"/>
Z-UNDER/OVER FILL		<input type="text"/>
Hire Source		<input type="text"/>

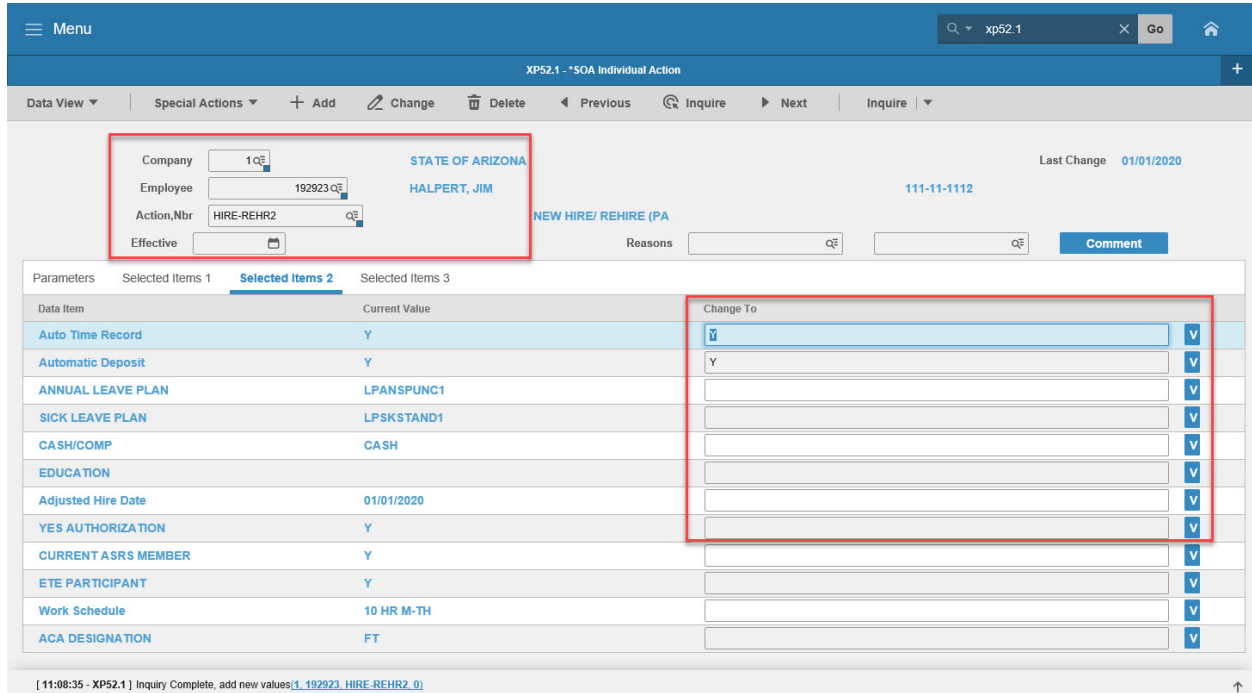
Steps 10-14 of 14

(Image 7, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	RETIREMENT CODE Field	R	Key or use the drop down to enter the appropriate code for the Employee.		
11	Shift Field	O	You only need to enter a shift code if the Employee is on a shift other than 1. The system will default 1 in.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift.
12	Z-UNDER/OVER FILL Field	O	If the Employee is an Under or Over fill, key or use the drop down to enter the Under/Over fill.		This field must be completed if the Employee is an Under/Over fill.
13	Hire Source Field	O	This is an Optional Field.		If utilizing PageUp this field will be defaulted in. The default value will be HGR.
14	Selected Items 2	R	Click Selected Items 2	The Selected Items 2 section will appear.	Information that was imported from PageUp will appear.

Individual Action (XP52.1) Selected Items 2 Tab (HIRE-REHR2)

(Image 8)



Data Item	Current Value	Change To
Auto Time Record	Y	Y
Automatic Deposit	Y	Y
ANNUAL LEAVE PLAN	LPANSPUNC1	
SICK LEAVE PLAN	LPSKSTAND1	
CASH/COMP	CASH	
EDUCATION		
Adjusted Hire Date	01/01/2020	
YES AUTHORIZATION	Y	
CURRENT ASRS MEMBER	Y	
ETE PARTICIPANT	Y	
Work Schedule	10 HR M-TH	
ACA DESIGNATION	FT	

Steps 1-9 of 14

(Image 8, Table 1)

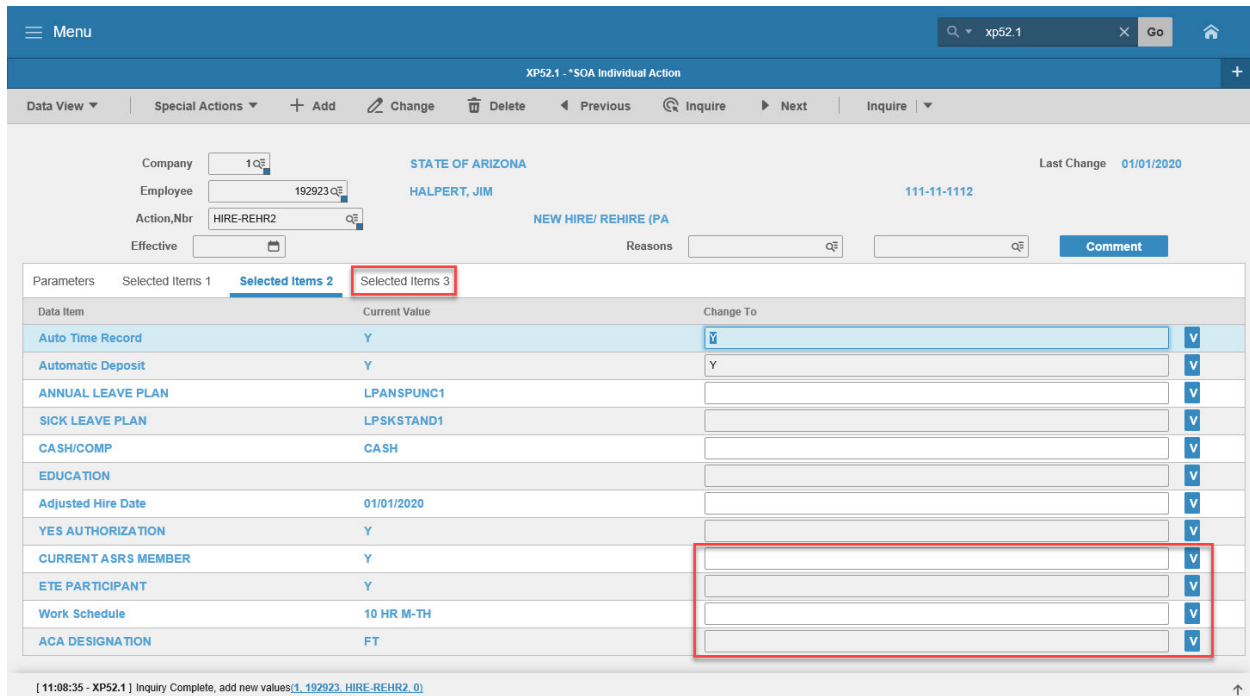
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Auto Time Record Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
3	Automatic Deposit Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
4	Annual Leave Plan Field	R	Type or Select from the Drop Down the correct Annual	The employee should be placed in an	An Uncovered employee with a Hire Date AFTER 9/29/12 will be eligible

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<p>Leave Plan for the Employee.</p> <p>If you need assistance in selecting the correct annual leave plan click on this link https://hr.az.gov/sites/default/files/media/Annual%20Leave.pdf.</p>	<p>Annual Leave plan appropriate for their covered or uncovered status, FTE, and Hire Date.</p> <p>Example: Employee is a Covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.</p>	<p>for the new uncovered annual plan (LPANSPUNC). However, an employee who is a political appointee is eligible for the previous uncovered annual plan (LPANUNC) regardless of the Hire Date.</p>
5	Sick Leave Plan Field	R	Type or Select from the Drop Down the correct Sick Leave Plan for the Employee.	<p>The employee should be placed in a Sick Leave plan appropriate for their status and FTE.</p> <p>Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.</p>	
6	Cash/Comp Field	R	Type or Select from the Drop Down the correct Cash/Comp Plan for the Employee.		<p>The Employee will be placed in the appropriate Cash/Comp plan based on their FLSA designation and the Userfield value. Valid values are: Cash – no comp plan is established. Comp – NEXP Pay Plan Either – NEXP Pay Plan None – EXC Pay Plan</p>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
7	Education Field	O	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	Adjusted Hire Date Field	R	Type the Adjusted Hire Date, if applicable.		If you do not enter an Adjusted Hire Date the system will default the Hire Date into this field. Date format is MMDDYY.
9	YES Authorization Field	O	Type or Select from the Drop Down the correct YES Authorization Code for the employee.		Valid values are: N = No Y = Yes

Individual Action (XP52.1) Selected Items 2 Tab (HIRE-REHR2)

(Image 8)



Company: 100 STATE OF ARIZONA Last Change: 01/01/2020
 Employee: 192923 HALPERT, JIM 111-11-1112
 Action, Nbr: HIRE-REHR2 NEW HIRE/ REHIRE (PA)
 Effective: [] Reasons: [] [] Comment

Data Item	Current Value	Change To
Auto Time Record	Y	<input type="text" value="Y"/>
Automatic Deposit	Y	<input type="text" value="Y"/>
ANNUAL LEAVE PLAN	LPANSPUNC1	<input type="text"/>
SICK LEAVE PLAN	LPSKSTAND1	<input type="text"/>
CASH/COMP	CASH	<input type="text"/>
EDUCATION		<input type="text"/>
Adjusted Hire Date	01/01/2020	<input type="text"/>
YES AUTHORIZATION	Y	<input type="text"/>
CURRENT ASRS MEMBER	Y	<input type="text"/>
ETE PARTICIPANT	Y	<input type="text"/>
Work Schedule	10 HR M-TH	<input type="text"/>
ACA DESIGNATION	FT	<input type="text"/>

[11:08:35 - XP52.1] Inquiry Complete, add new values(1_192923_HIRE-REHR2_0)

Steps 10-14 of 14

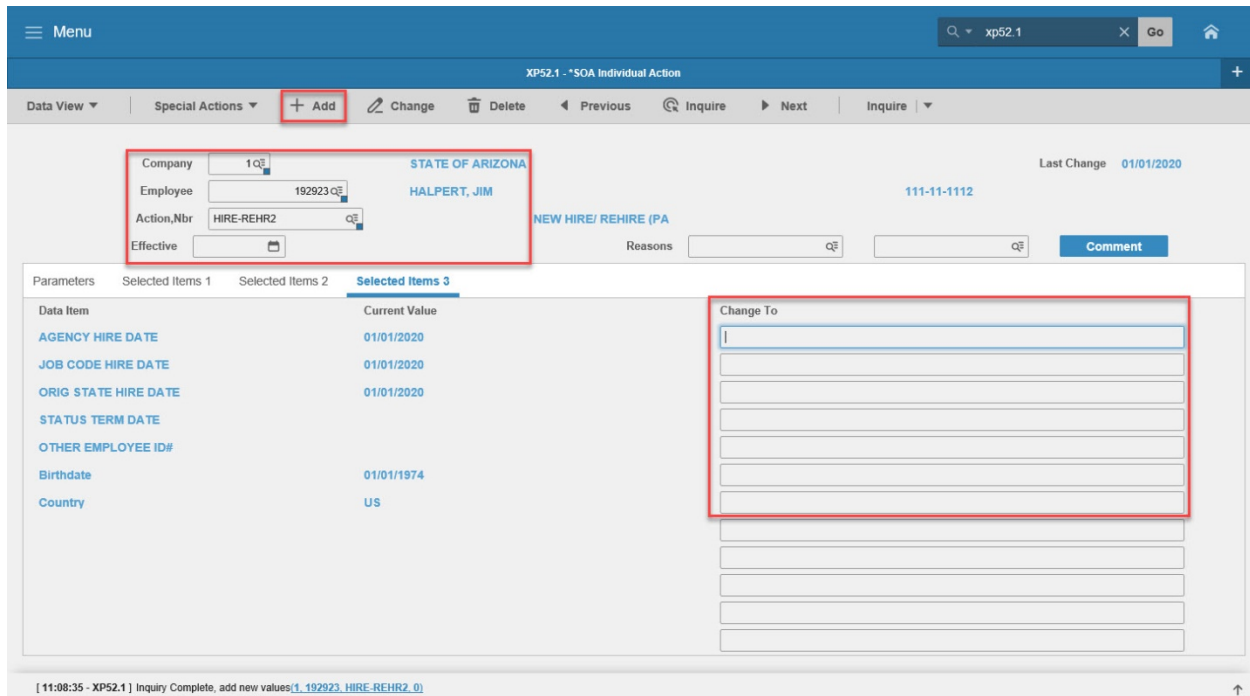
(Image 8, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Current ASRS Member	R	Type Y, if the employee has funds in ASRS; type N, if the employee has no funds in ASRS.	If the field is Y, the employee is eligible immediately. If the field is N, the employee has a waiting period of 183 days..	Hire dates prior to 7/20/11 are immediately eligible.
11	ETE PARTICIPANT	O	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.
12	Work Schedule Field	R	Type or select from the drop down menu the Employee's appropriate work schedule.		Note: What is in the field affects the Employee's time entry

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
13	ACA Designation Field	R	Type or select from the drop down menu the appropriate ACA Designation code.		Click here to learn more about the ACA Designation code: https://benefitoptions.az.gov/sites/default/files/media/ACA_Agency_Designation_Guide_2019.pdf
14	Selected Items 3	R	Click on the Selected Items 3 tab.	The Selected Items 3 section will appear with the necessary fields to be populated.	Information that was imported from PageUp will appear.

Individual Action (XP52.1) Selected Items 3 Tab (HIRE-REHR2)

(Image 9)



Steps 1-9 of 9

(Image 9, Table 1)

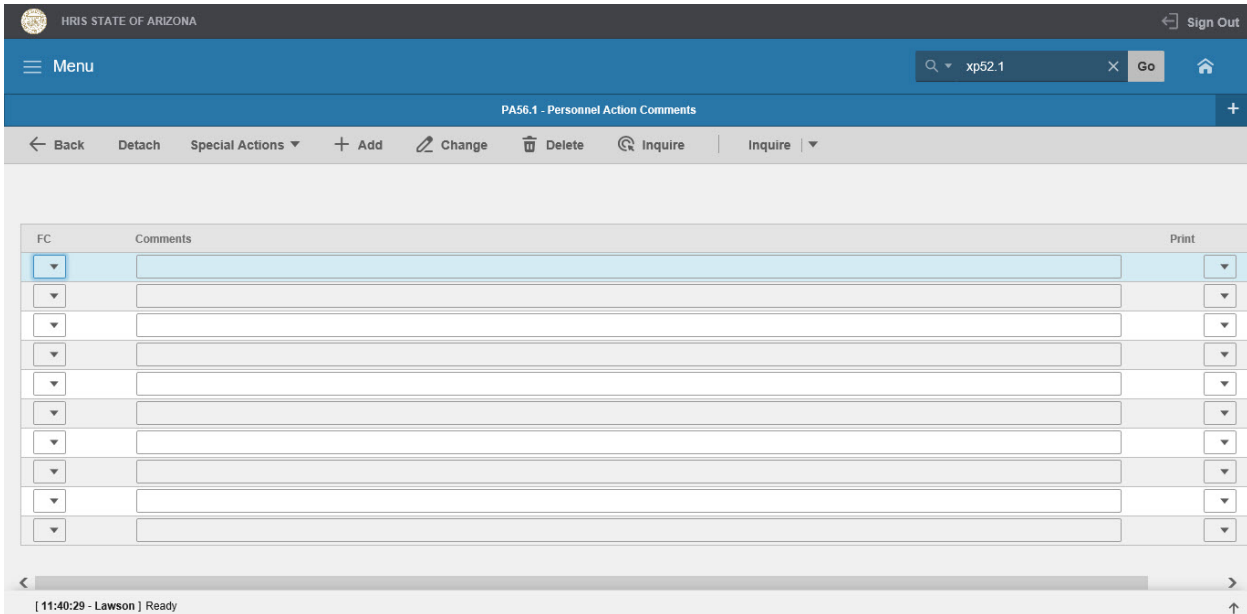
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Agency Hire Date Field	O	Type the Agency Hire Date, if applicable.		This is an optional date field. Key the date the Employee starts with the Agency.
3	Job Code Hire Date	O	Type the Job Code Hire Date.		Date format is MMDDYY. This is an optional date field.
4	Orig State Hire Date Field	R	Type the Original State Hire Date.		Date format is MMDDYY.
5	Status Term Date Field	O	Type the Status Term		Example - If the Employee is in a

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Date, if applicable for the Employee Status.		probationary status there must be a Status Term Date.
6	OTHER EMPLOYEE ID#	O	Type Other Employee ID# if applicable for your agency.		
7	Birthdate Field	R	Type in the Birthdate for the Employee.		Date Format is MMDDYY If utilizing PageUp this field may be defaulted in. Birthdate is an important component in security.
8	Country Field	R	Type in US for the Employee.		Country Format is US
9	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add again this is an immediate action.	Message in lower left corner "Action processed; deductions updated; continue".	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It's not recommended that you make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

KEY: The Default Password in YES for New Hires is the 4 digit birth year plus the last 4 of the social security number, e.g., 19601234. If the birthdate field is blank, the New Hire can use the current year plus the last 4 of the social security number, e.g., 20131234.

Personnel Action Comments (PA56.1)

(Image 10)



The screenshot displays the HRIS State of Arizona interface for PA56.1 - Personnel Action Comments. At the top, there is a search bar containing 'xp52.1' and a 'Go' button. Below the search bar is a navigation menu with options: Back, Detach, Special Actions, Add, Change, Delete, Inquire, and Inquire. The main area contains a table with three columns: FC, Comments, and Print. The table has 10 rows, each with a dropdown arrow in the FC column and a text input field in the Comments column. The status bar at the bottom indicates '[11:40:29 - Lawson] Ready'.

Steps 1-2 of 2

(Image 10, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Add or Close	R	If you choose to make comments, type them in and Click Add. If you do not make comments, Click Close	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated. If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add' Note: Comments are viewable by others.
2	Search Box	R	Type XP52.1 in the Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process.

Individual Action (XP52.1) - Parameters Tab (HIRE-REHR3)

(Image 11)

Steps 1-9 of 14

(Image 11, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	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.
3	Action Nbr Field	R	Type or use the Drop Down to enter action ' HIRE-REHR3 '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	Reasons Field – First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	Reasons Field - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Hire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	Inquire Button	R	Click Inquire	<p>You should get message "Inquiry Complete, add new values" in the lower left corner.</p> <p>The system will populate the required fields that are needed and will default information (as applicable) from PageUp for the Employee.</p>	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type "Y" in the Immediate field if the effective date is current and is to process right away. Type "N" in the field if the action has a future effective date and will process as a pending action.	The Hire Action will process Immediately or Pending (depending upon the code used in the Immediate field) when the action is completed and added.	The New Hire Actions can be keyed as "immediate" or "pending with a future effective date".
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	Update 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.

Individual Action (XP52.1) - Parameters Tab (HIRE-REHR3)

(Image 11)

The screenshot displays the 'Parameters' tab for an individual action. The 'Update Absence Management' and 'Update Required Deductions' fields are highlighted with a red box, indicating they are required fields set to 'Y'. The 'Currency Calculation' button is also visible.

Steps 10-14 of 14

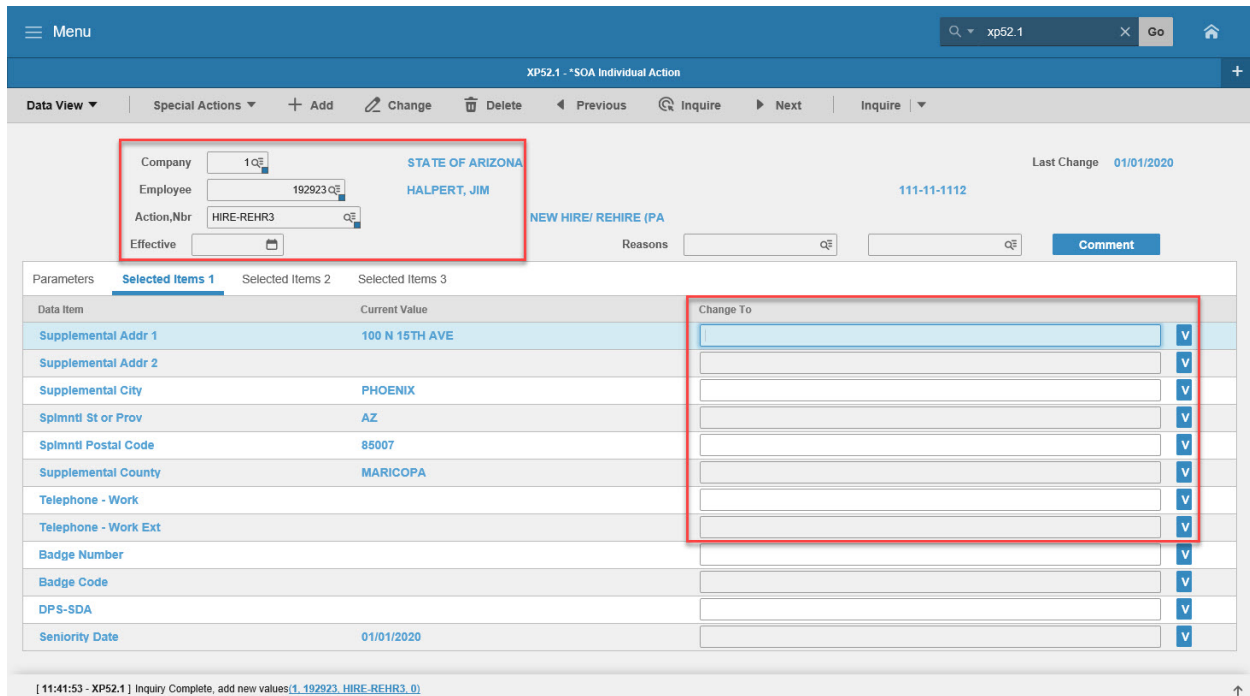
(Image 11, Table 2)

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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
14	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.	

Individual Action (XP52.1) Selected Items 1 Tab (HIRE-REHR3)

(Image 12)



Menu | xp52.1 | Go | Home

XP52.1 - *SOA Individual Action

Data View | Special Actions | Add | Change | Delete | Previous | Inquire | Next | Inquire

Company: 1 QF STATE OF ARIZONA | Last Change: 01/01/2020
 Employee: 192923 QF HALPERT, JIM | 111-11-1112
 Action, Nbr: HIRE-REHR3 QF NEW HIRE/ REHIRE (PA)
 Effective: [Calendar Icon] | Reasons: [QF] [QF] | Comment

Data Item	Current Value	Change To
Supplemental Addr 1	100 N 15TH AVE	[Input Field]
Supplemental Addr 2		[Input Field]
Supplemental City	PHOENIX	[Input Field]
Spimntl St or Prov	AZ	[Input Field]
Spimntl Postal Code	85007	[Input Field]
Supplemental County	MARICOPA	[Input Field]
Telephone - Work		[Input Field]
Telephone - Work Ext		[Input Field]
Badge Number		[Input Field]
Badge Code		[Input Field]
DPS-SDA		[Input Field]
Seniority Date	01/01/2020	[Input Field]

[11:41:53 - XP52.1] Inquiry Complete, add new values:1_192923_HIRE-REHR3_0

Steps 1-9 of 14

(Image 12, Table 1)

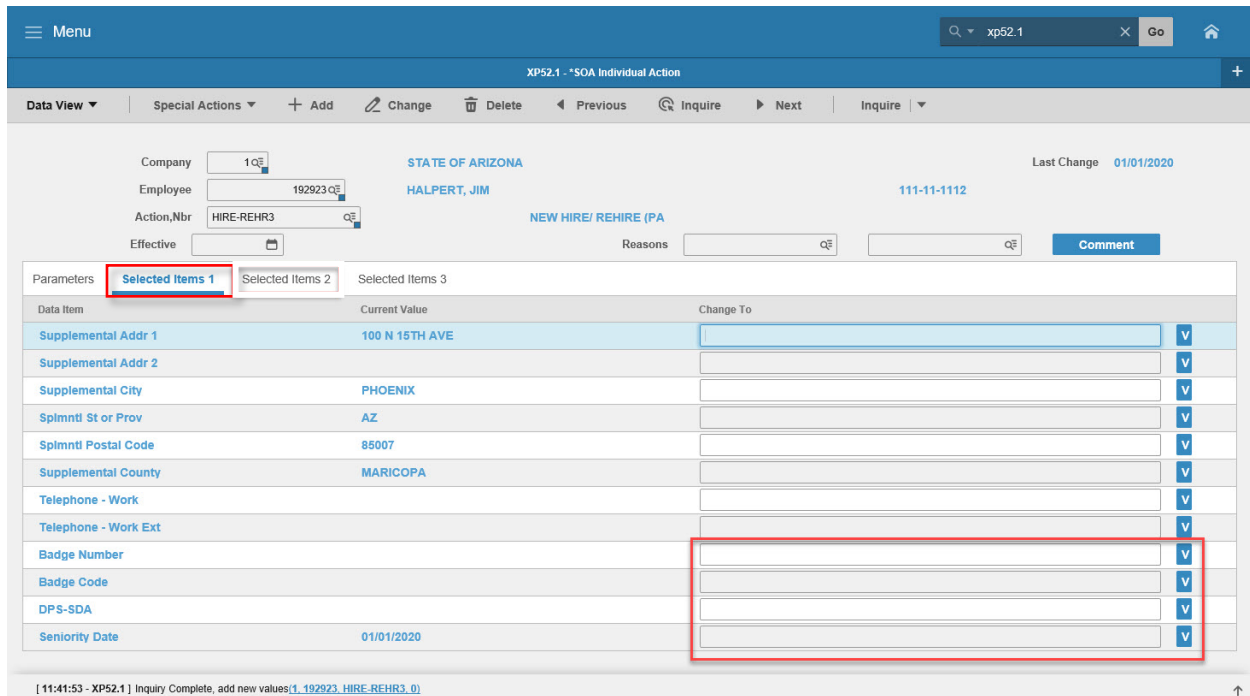
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supplemental Addr 1 Field	R	This field will default in from the Home Address. Type an Address 1 if applicable for the Employee (see Notes)		With the change in tax laws this should be used for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
3	Supplemental Addr 2 Field	R	This field will default in from the Home Address		With the change in tax laws this should be used

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Type an Address 2 if applicable for the Employee (see Notes)		for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
4	Supplemental City Field	R	This field will default in from the Home City. Type a City if applicable for the Employee (see Notes)		With the change in tax laws this should be used for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
5	Supplemental State or Prov Field	R	This field will default in from the Home State. Type a State if applicable for the Employee (see Notes)		With the change in tax laws this should be used for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
6	Supplemental Postal Code Field	O	This field will default in from the Home Postal. Type a Postal if applicable for the Employee (see Notes)		With the change in tax laws this should be used for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
7	Supplemental County Field	R	This field will default in from the Home County. Type a County if applicable for the Employee (see Notes)		With the change in tax laws this should be used for the employee's actual Home address. For out of state employees, Home Address will also represent their work location. See page 6 for additional information.
8	Telephone-Work Field	N/ A	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Phone Maintenance Form (ZH12.1)		
9	Telephone-Work Ext Field	O	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		

Individual Action (XP52.1) Selected Items 1 Tab (HIRE-REHR3)

(Image 12)



Menu | xp52.1 | Go | Home

XP52.1 - *SOA Individual Action

Data View | Special Actions | Add | Change | Delete | Previous | Inquire | Next | Inquire

Company: 1 QF STATE OF ARIZONA Last Change: 01/01/2020
 Employee: 192923 QF HALPERT, JIM 111-11-1112
 Action, Nbr: HIRE-REHR3 QF NEW HIRE/ REHIRE (PA)
 Effective: [Calendar Icon] Reasons: [Text Box] [Text Box] Comment

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item	Current Value	Change To	
Supplemental Addr 1	100 N 15TH AVE	[Text Box]	V
Supplemental Addr 2		[Text Box]	V
Supplemental City	PHOENIX	[Text Box]	V
Spimntl St or Prov	AZ	[Text Box]	V
Spimntl Postal Code	85007	[Text Box]	V
Supplemental County	MARICOPA	[Text Box]	V
Telephone - Work		[Text Box]	V
Telephone - Work Ext		[Text Box]	V
Badge Number		[Text Box]	V
Badge Code		[Text Box]	V
DPS-SDA		[Text Box]	V
Seniority Date	01/01/2020	[Text Box]	V

[11:41:53 - XP52.1] Inquiry Complete, add new values: 1_192923_HIRE-REHR3_0

Steps 10-14 of 14

(Image 12, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Badge Number Field	O	Type in the Employee's Badge number if applicable for your agency.		This is an optional field.
11	Badge Code Field	O	Type in the Employee's Badge Code if applicable for your agency.		This is an optional field.
12	DPS-SDA Field	O	This is an optional field used by specific agencies.		
13	Seniority Date Field	O	The Seniority Date will default from the Hire Date.		This date must be the same as the hire date.
14	Selected Items 2	R	Click on the Selected Items 2 tab.	The Selected Items 2 section will appear with the necessary fields to be populated.	

Individual Action (XP52.1) Selected Items 2 Tab (HIRE-REHR3)

(Image 13)

[11:41:53 - XP52.1] Inquiry Complete, add new values(1, 192923, HIRE-REHR3, 0)

Steps 1-5 of 5

(Image 13, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Company field Employee Field Action, Nbr Field Effective Date Field Reasons Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	E-Mail Address Field	N/ A	DO NOT UPDATE THIS INFORMATION USING THIS FIELD. Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		
3	Mail Box Number Field	O	Type in the Employee's Mail Box number if applicable for your agency.		This is an optional field.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	Mail Group Field	O	Type in the Employee's Mail Group if applicable for your agency.		This is an optional field.
5	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again this is an immediate action	Message in lower left corner "Action processed; deductions updated; continue".	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file. Note: The Selected Items 3 tabs are blank in this Action. No Action is required on these tabs.

Personnel Action Comments (PA56.1)

(Image 14)

Step 1 of 1

(Image 14, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	<p>You will see a message in the lower left corner "Done".</p>	<p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p> <p>Note: Comments are viewable by others.</p>

New Hire Process – Conclusion

For both New Hires, with and without PageUp, the remaining New Hire Process is identical. After completing the HIRE-REHR2 and HIRE-REHR3 actions on the XP52.1, you should review your work using the Personnel Action History or Pending folder in the Drill Around, or the HR11. Then, you will continue with the New Hire Process by completing the following steps:

- Additional Contacts on the Additional Contacts Form (HR20.1) – Optional
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) – Optional
- Email and Work Phone Maintenance Form (ZH12.1) - Required

- **Activate ETE flag, if needed (Userfldchg on XP52.1) –Required**
- **Identify as a driver, if needed (Userfldchg on XP52.1) –Required**

TROUBLESHOOTING GUIDE

1. What if I don't receive the email from PageUp with the EIN#?
Drill Around by Name or SSN# to find the EIN#. If not found, then submit a Cherwell Ticket for assistance.
2. What if the EIN# and FUTUREHIRE is not in HRIS and you received an email notification? Submit a Cherwell Ticket.
3. What if the employee is a NOSHOW?
Send in a history correction through Cherwell to purge the employee record from HRIS
4. What if the employee shows up prior to the FUTUREHIRE date?
Send in a history correction through Cherwell requesting to have the FUTUREHIRE dates corrected.
5. What if the employee shows up after the FUTUREHIRE date?
Key the APPHIRE1 with the corrected Hire Date/Effective Date.
6. What if the hire date changes after keying a APPHIRE1 and HIRE-REHIRE2?
Send in a history correction through Cherwell requesting to have the dates corrected.