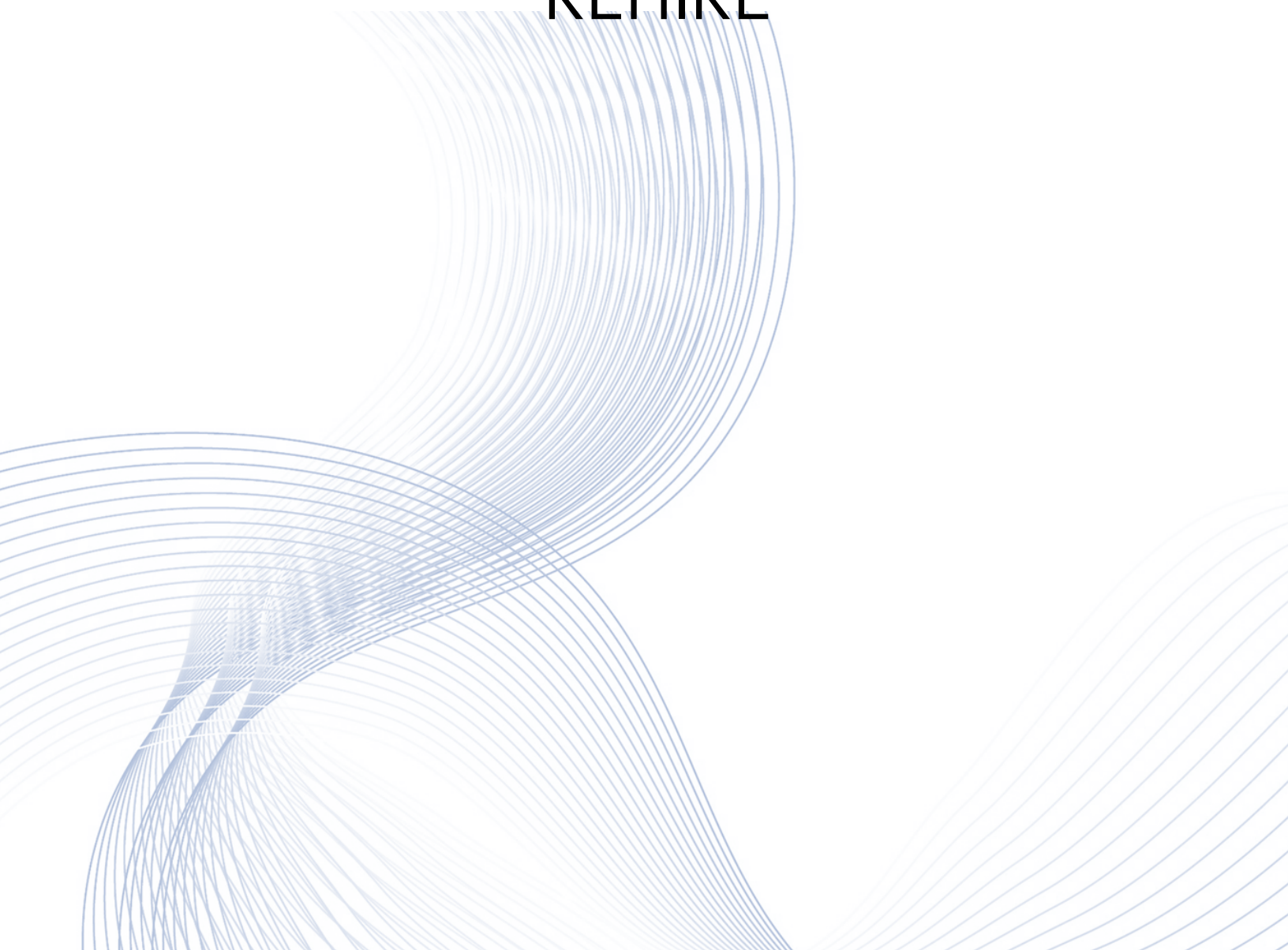


HRIS – Human Resources Information Solution

# **RESOURCE GUIDE: AGENCY HR GENERALIST - PROCESSING A REHIRE**



# AGENCY HR GENERALIST - PROCESSING A REHIRE

## Table of Contents

<b>INTRODUCTION</b> .....	<b>4</b>
<b>PROCESSING A REHIRE</b> .....	<b>5</b>
<b>PROCESSING A REHIRE PROCESS FLOWS</b> .....	<b>6</b>
<b>INDIVIDUAL ACTION (XP52.1) PARAMETERS TAB (REHIRE) – MAIN TAB</b> .....	<b>11</b>
STEPS 1-9 OF 12.....	11
<b>INDIVIDUAL ACTION (XP52.1) PARAMETERS TAB (REHIRE) – MAIN TAB</b> .....	<b>13</b>
STEPS 10-12 OF 12.....	13
<b>INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 1 TAB (REHIRE)</b> .....	<b>13</b>
STEPS 1-9 OF 9.....	14
<b>INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 2 TAB (REHIRE)</b> .....	<b>17</b>
STEPS 1-9 OF 9.....	17
<b>INDIVIDUAL ACTION (XP52.1) SELECTED ITEMS 3 TAB (REHIRE)</b> .....	<b>20</b>
STEPS 1-5 OF 5.....	20
PERSONNEL ACTION COMMENTS (PA56.1).....	22
STEPS 1-2 OF 2.....	22
<b>INDIVIDUAL ACTION (XP52.1) PARAMETERS – (REHIRE2) – MAIN TAB</b> .....	<b>23</b>
STEPS 1-9 OF 14.....	23
<b>INDIVIDUAL ACTION (XP52.1) PARAMETERS – (HIRE-REHR2) – MAIN TAB</b> .....	<b>25</b>
STEPS 10-14 OF 14.....	25
<b>INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 1 TAB (HIRE-REHR2)</b> .....	<b>27</b>
STEPS 1-9 OF 11.....	27
<b>INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 1 TAB (HIRE-REHR2)</b> .....	<b>30</b>
STEPS 10-11 OF 11.....	30
<b>INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 2 TAB (HIRE-REHR2)</b> .....	<b>31</b>
STEPS 1-9 OF 14.....	31
<b>INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 2 TAB (HIRE-REHR2)</b> .....	<b>34</b>
STEPS 10-14 OF 14.....	34
<b>INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 3 TAB (HIRE-REHR2)</b> .....	<b>36</b>
STEPS 1-8 OF 8.....	36
PERSONNEL ACTION COMMENTS (PA56.1).....	38

STEPS 1-2 OF 2.....38

**INDIVIDUAL ACTION (XP52.1) – PARAMETERS TAB (HIRE-REHR3).....40**

STEPS 1-9 OF 14.....40

**INDIVIDUAL ACTION (XP52.1) PARAMETERS TAB (HIRE-REHR3).....42**

STEPS 10-14 OF 14.....42

**INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 1 TAB (HIRE-REHR3) .....44**

STEPS 1-9 OF 13.....44

**INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 1 TAB (HIRE-REHR3) .....47**

STEPS 10-13 OF 13.....47

**INDIVIDUAL ACTION (XP2.1) SELECTED ITEMS 2 TAB (HIRE-REHR3) .....49**

STEPS 1-4 OF 4.....49

PERSONNEL ACTION COMMENTS (PA56.1) .....50

STEPS 1-2 OF 2.....50

**REHIRE CHECKLIST.....53**

## Introduction

The HRIS rehire process should be followed anytime a former employee returns to State service. The employee must have left State Service after December 29, 2003 and have information available in HRIS, e.g. an EIN#. If the employee left prior to December 29, 2003, you must follow the New Hire process.

The rehire process does not begin until the applicant has been made a job offer, has accepted a position with the State of Arizona and has passed all prerequisite background checks/examinations. These recruiting/hiring procedures will be completed within the PageUp system

### PageUp Overview

The PageUp system will provide opportunities to streamline and improve the current hiring/recruiting processes, reduce costs, and improve access to information for hiring managers and the agency human resources personnel. Automatic emails will inform the appropriate personnel of the status of the recruitment/hire. These enhancements have changed the previous process for rehires.

### Important Notes

- REHIRE1 personnel actions are not impacted or updated by PageUp.
- If the Agency HRIS entry person does not receive an email from PageUp, but has received the paperwork to rehire, check with the Recruiter regarding the status of the hiring process.
- **All REHIRE1, HIRE-REHR2 and HIRE-REHR3 actions are IMMEDIATE and are NOT future dated.**

## 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.

## Processing a Rehire

### Overview of REHIRE Process

Most REHIRE1 personnel actions will begin their process with a requisition within PageUp. This part of the process is handled by Recruiters. (Instructions for this are found in the PageUp State of Arizona Process Instructions.)

During the PageUp hiring process, automatic emails are created and sent to the Agency HRIS entry person at your Agency to process either a New Hire or Rehire or begin the Interagency Transfer. (Please refer to the appropriate training module for New Hire and Interagency Transfer.)

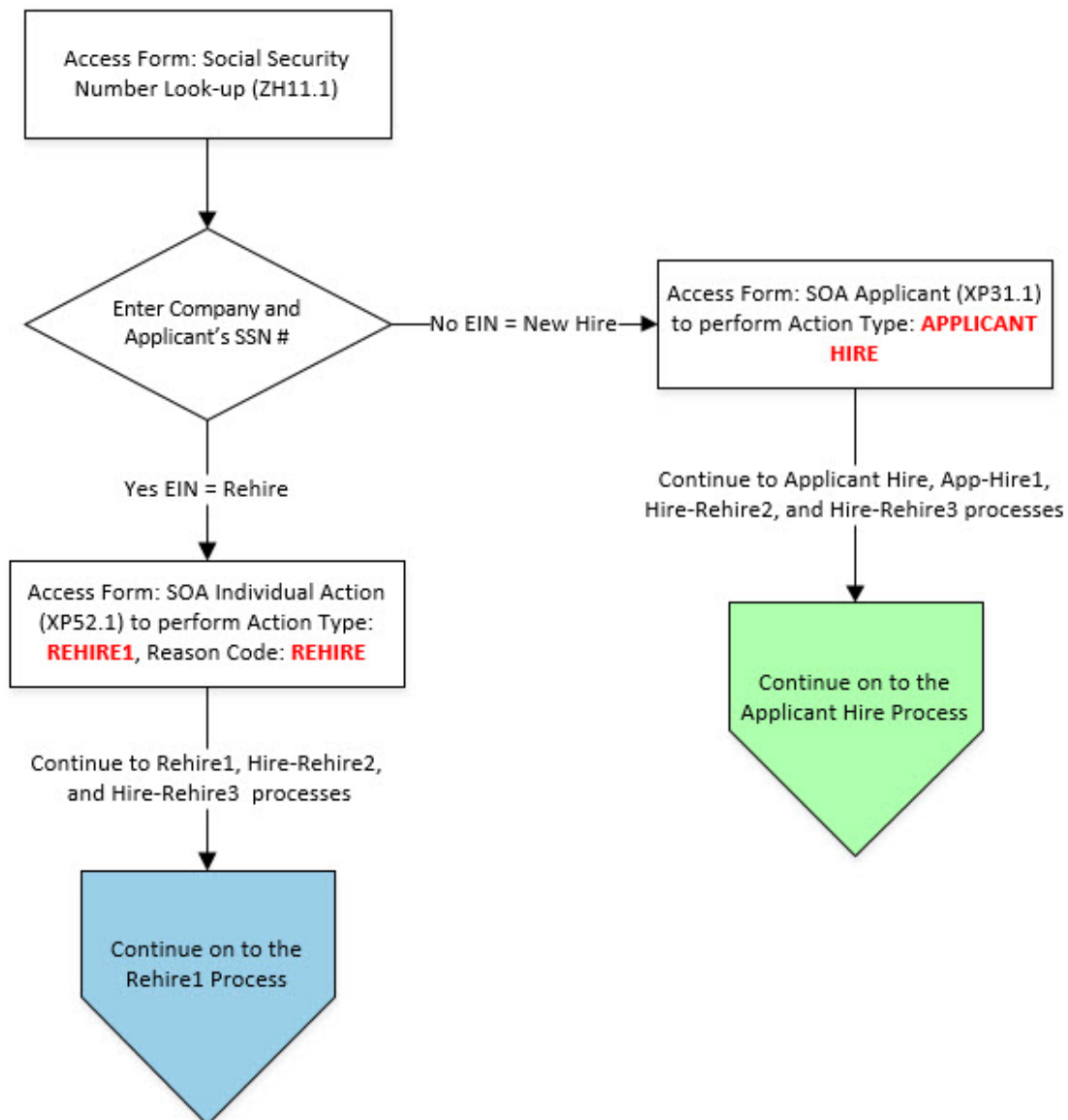
After you have received the email to hire, you will continue with the rehire process which includes the following steps:

XP52.1	REHIRE1	Required
XP52.1	HIRE-REHR2	Required
XP52.1	HIRE-REHR3	Optional, depending upon Agency
PR13	Employee State and Federal Taxes	Optional
HR20	Additional Contacts	Optional
PA12	Emergency Contacts	Optional
ZH12	Email and Work Phone Maintenance	Required

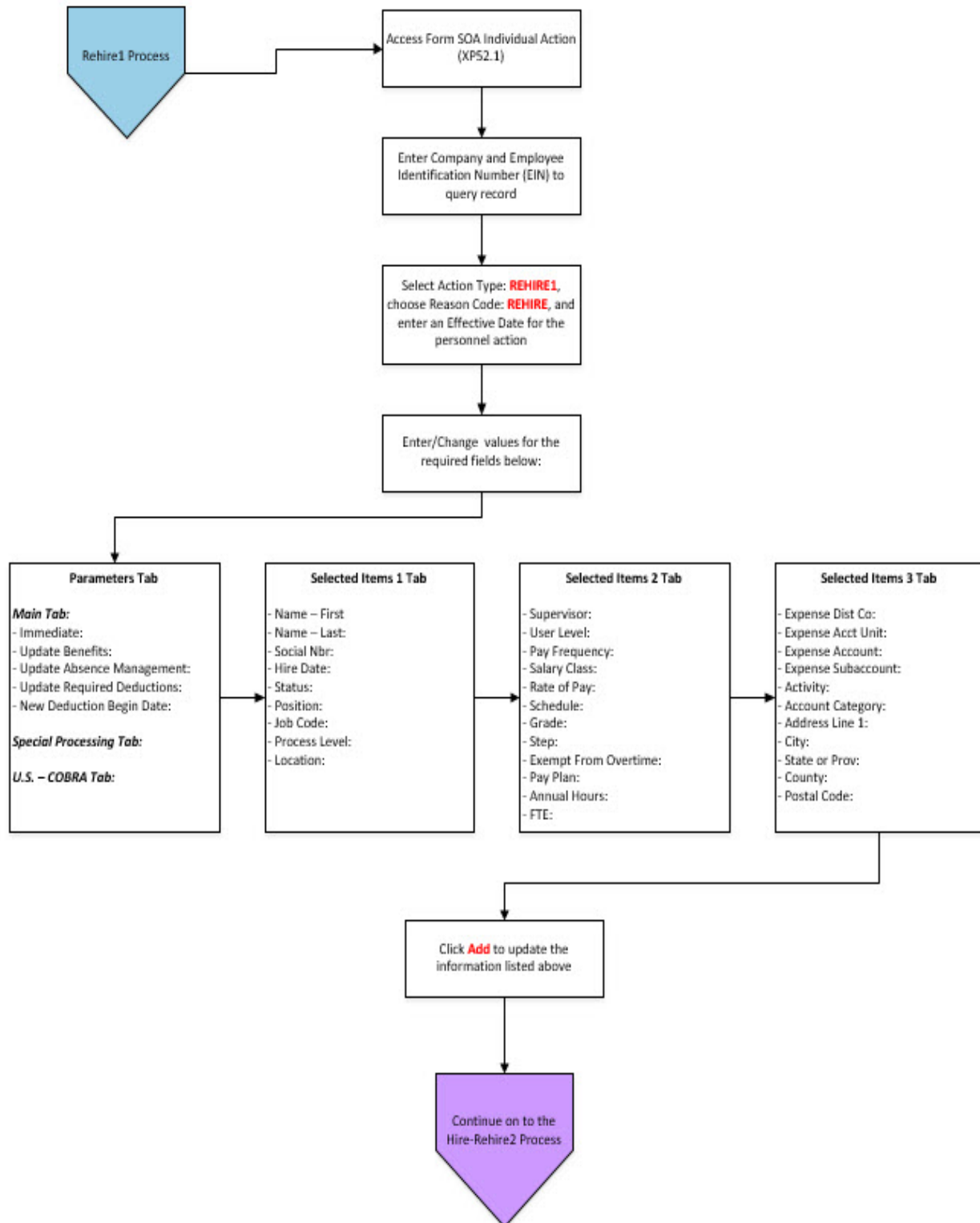
Please refer to the following training and screen prints for how to fill out the multiple forms: REHIRE1, HIRE-REHR2, and HIRE-REHR3.

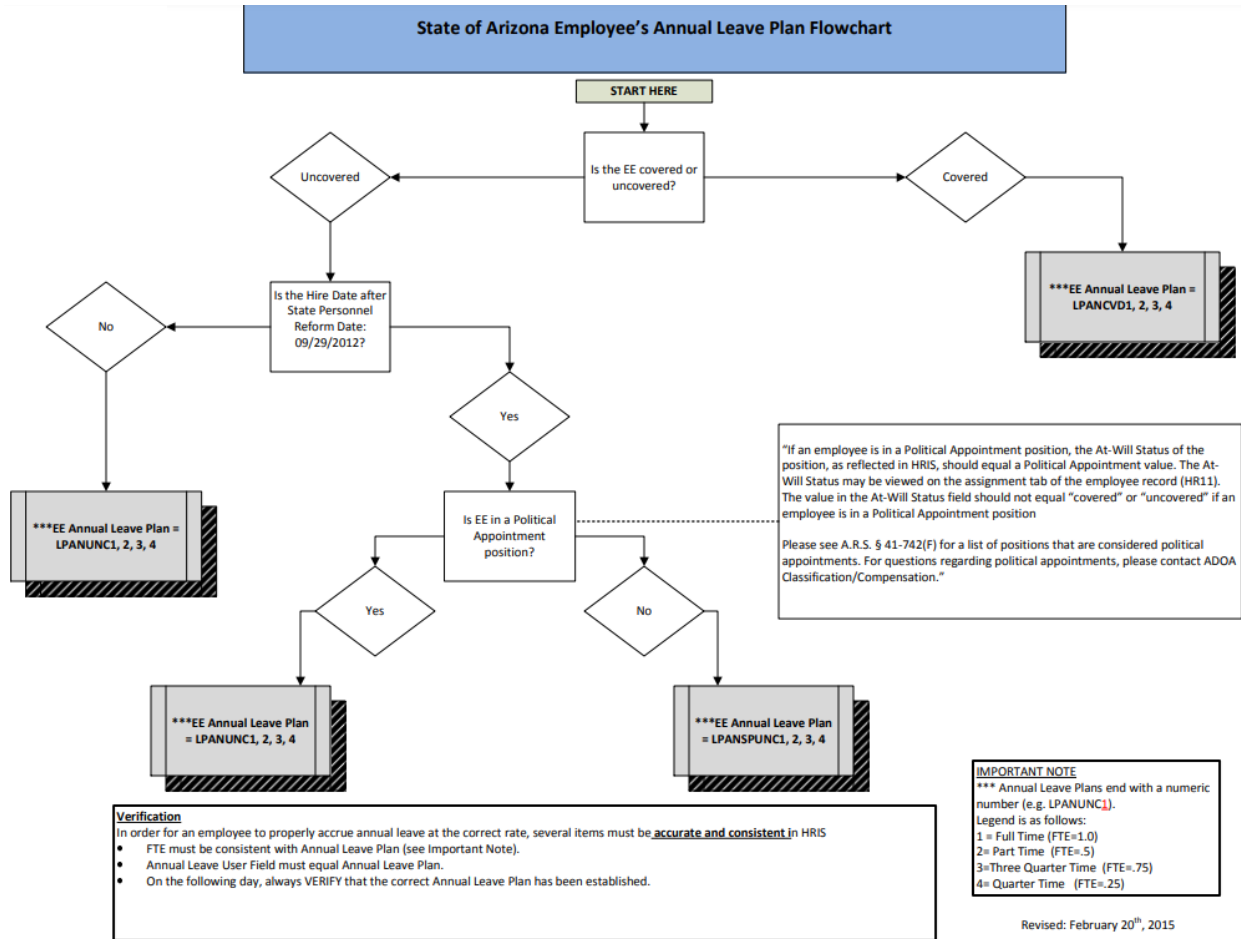
## Processing A Rehire Process Flows

### New Hire/Rehire via Manual Applicant Entry



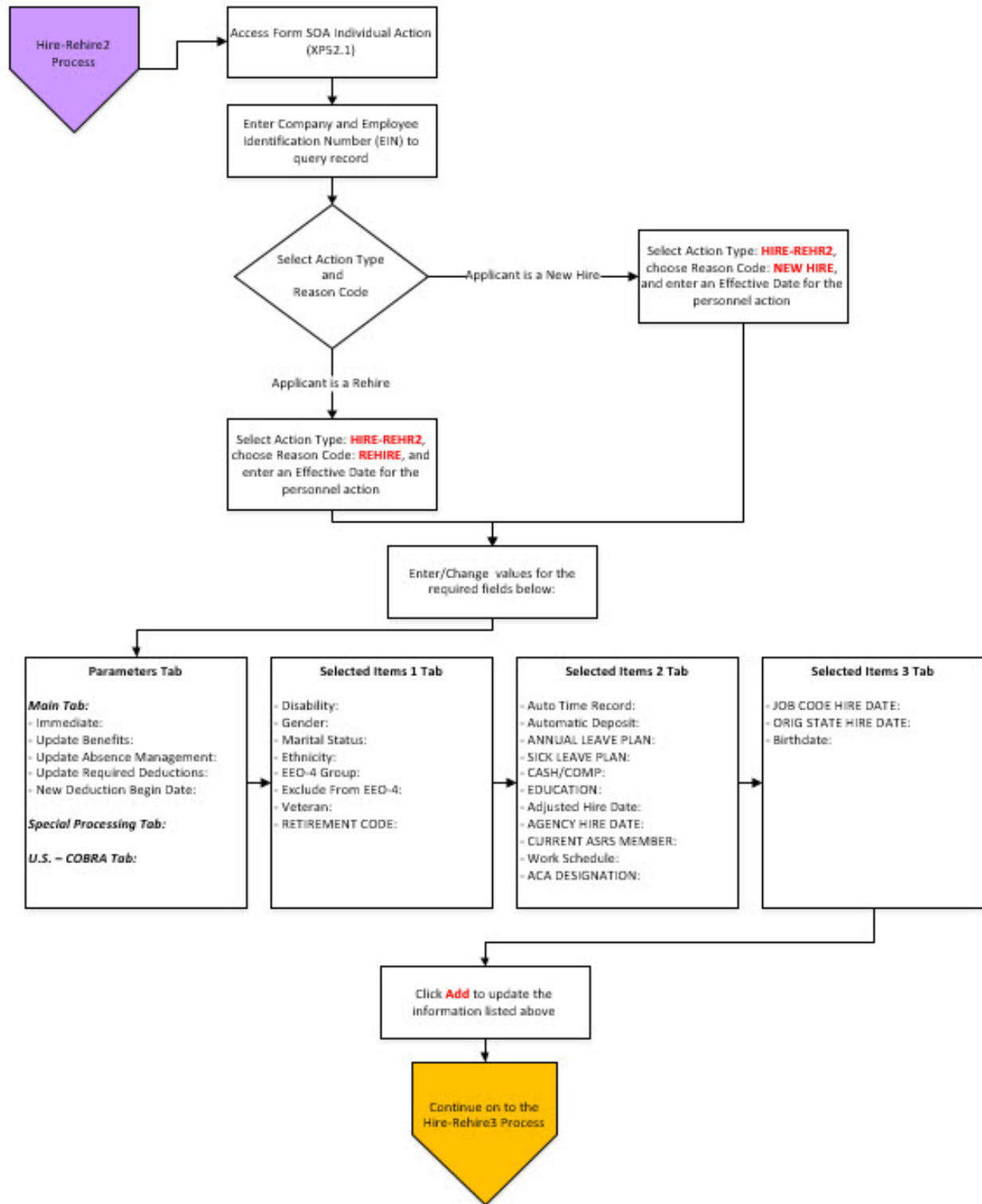
**New Hire/Rehire via Manual Applicant Entry: Rehire1 Process**



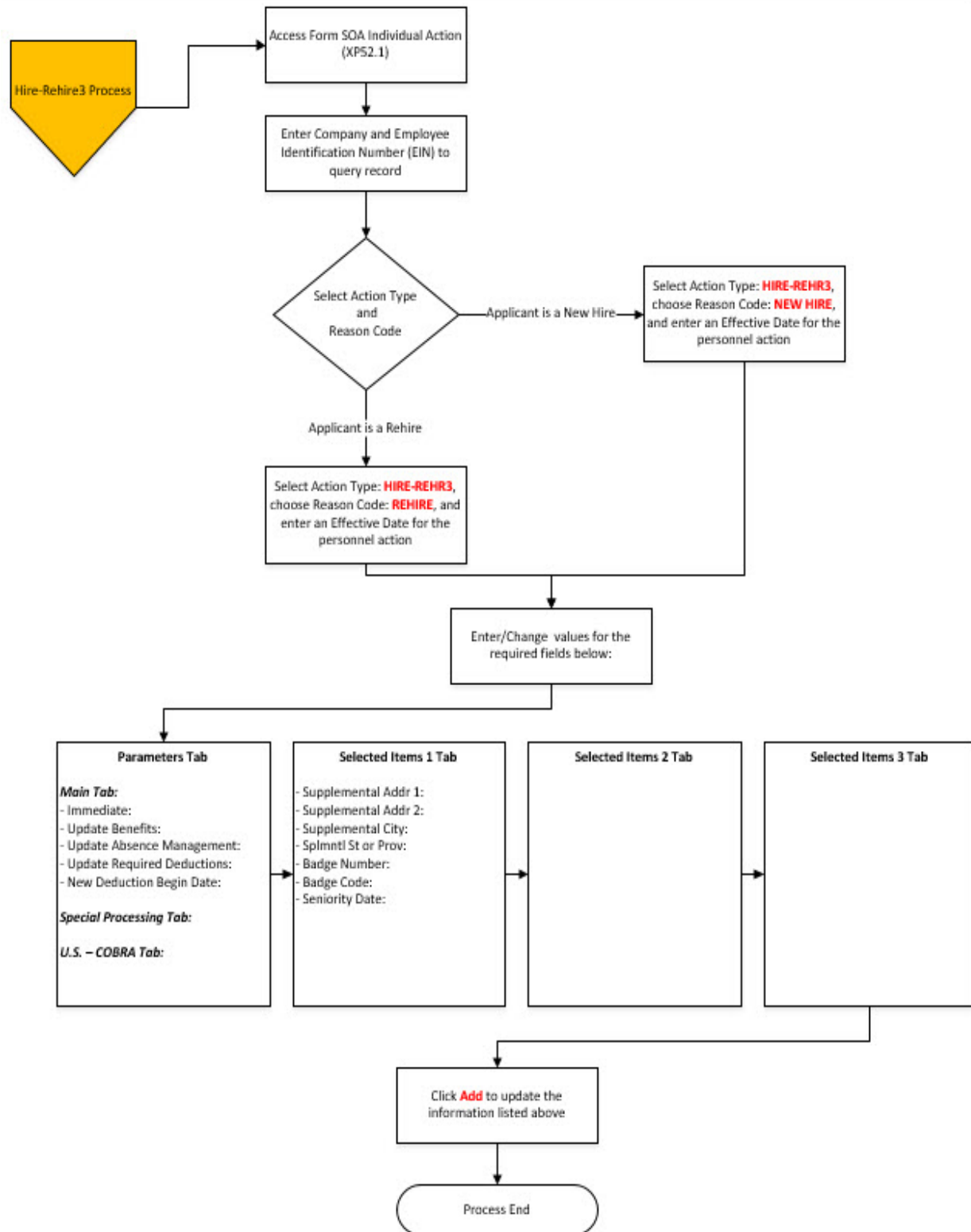




**New Hire/Rehire via Manual Applicant Entry: Hire-Rehire2 Process**



**New Hire/Rehire via Manual Applicant Entry: Hire-Rehire3 Process**



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

(Image 1)

### Steps 1-9 of 12

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> 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	<b>Employee</b> Field	R	Type the Employee's EIN.		You must enter the correct EIN.
3	<b>Action Nbr</b> Field	R	Type or use the Drop Down to enter action ' <b>REHIRE1</b> '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	<b>Effective</b> Field	R	Type the Effective Date of the action.	The Effective Date of the Rehire will be in this field.	Date is formatted as MMDDYYYY. <b>Rehire actions are NOT future dated.</b>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	<b>Reasons – First Box Field</b>	R	Type or use the Drop Down to enter the reason code for the Rehire Action.		One reason code is required.
	<b>Reasons - Second Box Field</b>	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Rehire.		The 2 Reason Code is not required however it can be used to better define the reason for the Rehire Action. It can be useful for reporting purposes.
6	<b>Inquire Button</b>	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!
7	<b>Immediate Field</b>	R	Type Y in the Immediate Field.	The Rehire Action will process Immediately once the action is completed and added.	All Rehire Actions must be marked <b>Immediate</b> .
8	<b>Anticipated End Field</b>	R	Leave Blank	This field must be blank.	
9	<b>Update Benefits Field</b>	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 entered in this field.

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

(Image 1)

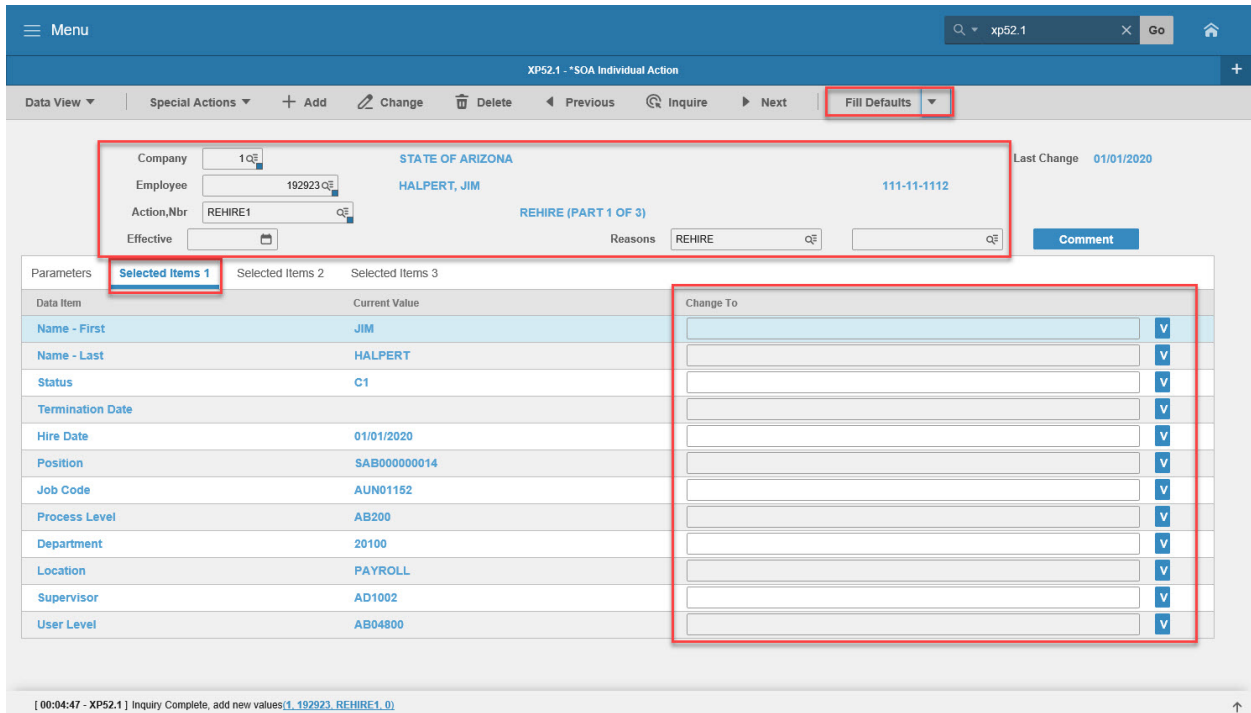
### Steps 10-12 of 12

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Update Absence Management</b>	R	Type or Select from the Drop Down 'Y – Yes'.	This field must be blank.	Whether the employee is eligible for Leave accruals or not, a 'Y' must be put in this field.
11	<b>Update Required Deductions Field</b>	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the Rehire's required deductions.
12	<b>Selected Items 1</b>	R	Click on the <b>Selected Items 1</b> tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear.

## Individual Action (XP52.1) Selected Items 1 Tab (REHIRE)

(Image 2)



XP52.1 - \*SOA Individual Action

Menu | xp52.1 | Go

Data View | Special Actions | Add | Change | Delete | Previous | Inquire | Next | **Fill Defaults**

Company: 10E STATE OF ARIZONA  
 Employee: 192923 HALPERT, JIM  
 Action,Nbr: REHIRE1 REHIRE (PART 1 OF 3)  
 Effective: [calendar icon] Reasons: REHIRE  
 Last Change: 01/01/2020

Parameters	Selected Items 1	Selected Items 2	Selected Items 3
Data Item		Current Value	Change To
Name - First		JIM	[dropdown]
Name - Last		HALPERT	[dropdown]
Status		C1	[dropdown]
Termination Date			[dropdown]
Hire Date		01/01/2020	[dropdown]
Position		SAB000000014	[dropdown]
Job Code		AUN01152	[dropdown]
Process Level		AB200	[dropdown]
Department		20100	[dropdown]
Location		PAYROLL	[dropdown]
Supervisor		AD1002	[dropdown]
User Level		AB04800	[dropdown]

[ 00:04:47 - XP52.1 ] Inquiry Complete, add new values(1\_192923\_REHIRE1\_0)

## Steps 1-9 of 9

(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> Field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective</b> Date Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Name – First</b> Field <b>Name – Last</b> Field	R R	Verify the information that is populated from the Employee’s prior record is correct. Information is displayed in the Current Value column.  **If information is not correct (or is not displayed), type corrected information in the	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.	

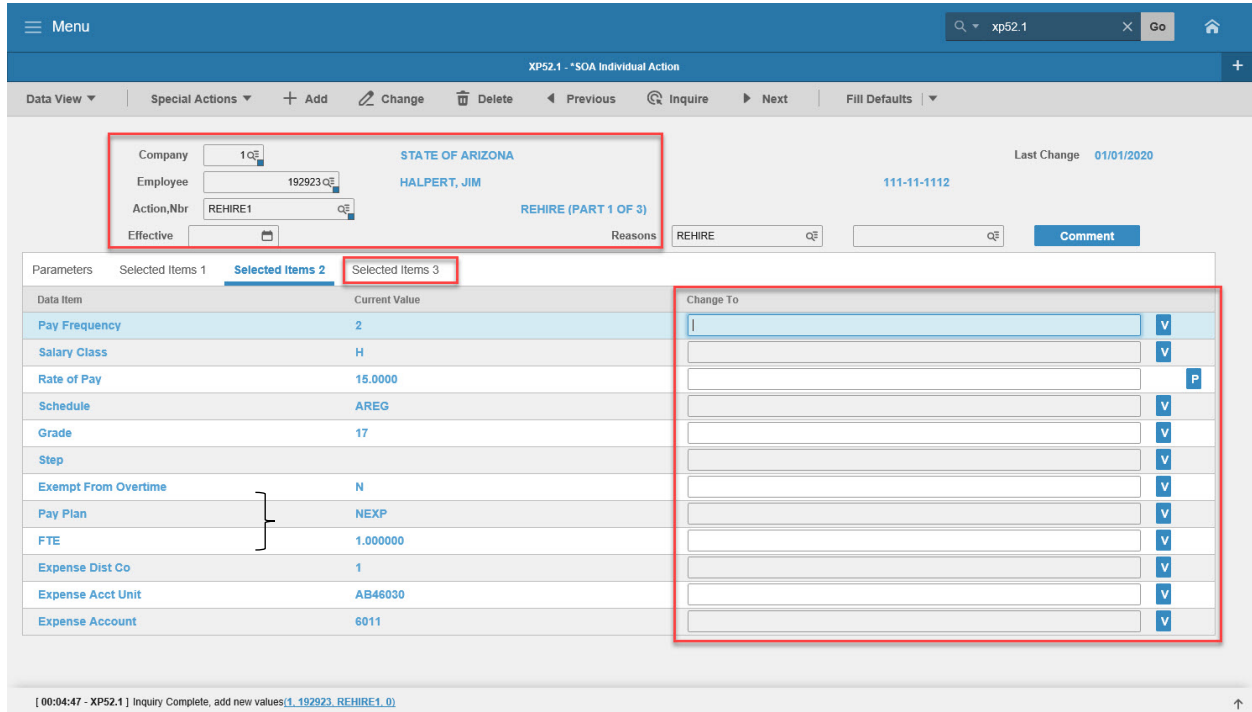
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Change To field.		
3	<b>Status</b> Field	R	Type or Select from the drop down the Employee's <b>NEW</b> Status.		To access the drop down menu, click the V at the end of the Selected Value field.
4	<b>Termination Date</b> Field	R	Date must be removed from the Employee's record.  Type " <b>*BLANK</b> " in the Change To column.	"*BLANK" appears in the Change To column.	
5	<b>Hire Date</b> Field	R	Type the Employees <b>NEW</b> Hire Date		Format is MMDDYYYYYY  Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
6	<b>Position</b> Field	R	Type the Employee's <b>NEW</b> Position Number		
7	<b>Fill Defaults</b> button	R	Click <b>Fill Defaults</b>	All information related to the position will be defaulted in.  You will receive the message 'Review defaulted fields'.	<b>THIS IS VERY IMPORTANT.</b> Let the system default the information in from the position.
8	<b>Job Code</b> Field <b>Process Level</b> Field <b>Department</b> Field <b>Location</b> Field <b>Supervisor</b> Field <b>User Level</b> Field	R R R R R	Leave default information in this 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 <b><u>must be changed on the position, not the employee.</u></b>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
9	<b>Selected Items 2 link</b>	R	Click on the <b>Selected Items 2</b> tab located Under the Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary field to be populated.	Information that appeared on the Employee's record will default in.



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

(Image 3)



Menu | xp52.1 | Go | Home

XP52.1 - \*SOA Individual Action

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

Company: 1 CE | STATE OF ARIZONA | Last Change: 01/01/2020  
 Employee: 192923 CE | HALPERT, JIM | 111-11-1112  
 Action, Nbr: REHIRE1 CE | REHIRE (PART 1 OF 3)  
 Effective: [ ] | Reasons: REHIRE CE | [ ] CE | Comment

Data Item	Current Value	Change To
Pay Frequency	2	[ ] V
Salary Class	H	[ ] V
Rate of Pay	15.0000	[ ] P
Schedule	AREG	[ ] V
Grade	17	[ ] V
Step		[ ] V
Exempt From Overtime	N	[ ] V
Pay Plan	NEXP	[ ] V
FTE	1.000000	[ ] V
Expense Dist Co	1	[ ] V
Expense Acct Unit	AB46030	[ ] V
Expense Account	6011	[ ] V

[ 00:04:47 - XP52.1 ] Inquiry Complete, add new values: 1\_192923\_REHIRE1\_0

### Steps 1-9 of 9

(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> Field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Pay Frequency</b> Field <b>Salary Class</b> Field	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 <b>must be</b>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<b><u>changed on the position not the employee.</u></b>
3	<b>Rate of Pay Field</b>	R	Type the NEW Rate of Pay for the Employee in the Change To field.  If Rate of Pay has not changed, then no entry is required in the Change To field.		Format for Rate of Pay '00.0000'  DC and SD will not enter a rate of pay for their step and grade employees.
4	<b>Schedule Field</b> <b>Grade Field</b>	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 <b><u>must be changed on the position not the employee.</u></b>
5	<b>Step Field</b>	R	If the Employee is in a Step & Grade Schedule, enter the appropriate information in this field.  If not, skip this step.		The step will drive the rate of pay for time entry and salary history
6	<b>Exempt from Overtime Field</b> <b>Pay Plan Field</b>	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 <b><u>must be changed on the position not the employee.</u></b>
7	<b>FTE Field</b>	R	Enter the employee's NEW FTE.		Full time =1.0, ¾ time = .75, ½ time = .50, and ¼ time = .25

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			If FTE has not changed, then no entry is required in the Change to field.		
8	<b>Expense Dist Co</b> Field <b>Expense Acct Unit</b> Field <b>Expense Account</b> Field	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 <b><u>must be changed on the position not the employee.</u></b>
9	<b>Selected Items 3</b>	R	Click on the <b>Selected Items 3</b> tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary field to be populated.	Information that was imported from the Employee's record will default in.

## Individual Action (XP52.1) Selected Items 3 Tab (REHIRE)

(Image 4)

### Steps 1-5 of 5

(Image 4, Table 1)

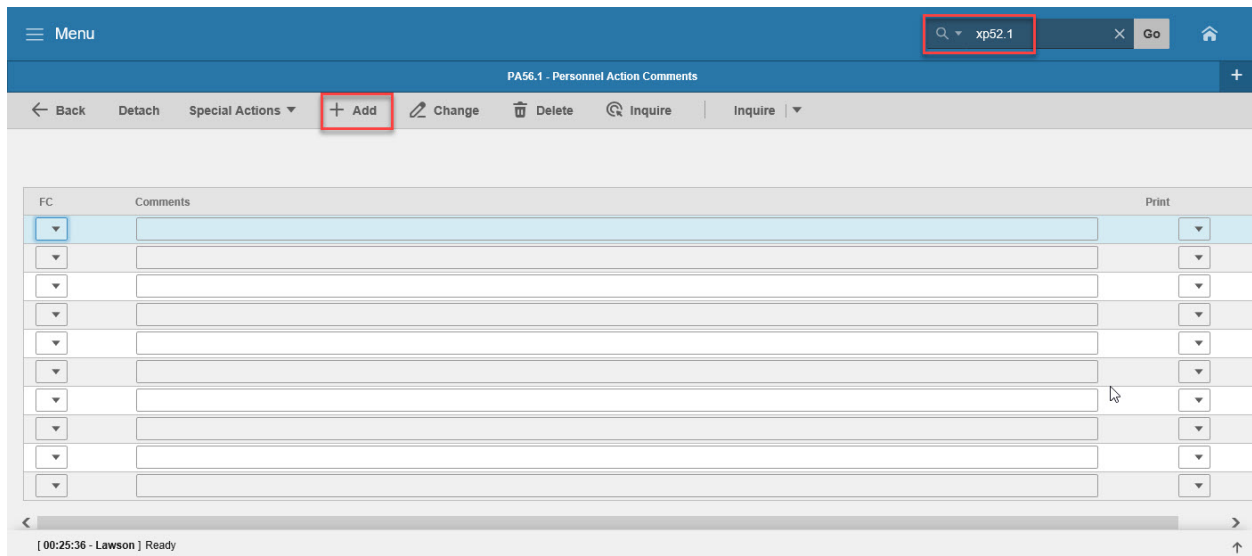
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> Field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective</b> Date Field <b>Reasons</b> Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Expense Sub-Account</b> Field <b>Activity</b> Field <b>Account</b> Field <b>Category</b> Field	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 <b><u>must be changed on the position, not the employee.</u></b>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
3	<b>Address Line 1</b> Field <b>Address Line 2</b> Field <b>City</b> Field <b>State or Prov</b> Field <b>County</b> Field <b>Postal Code</b> Field	R O R R R R	Verify the information that is populated from the Employee’s prior record is correct. Information is displayed in the Current Value column.  **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.	Information must be in ALL CAPS. Do not include punctuation.  County name must be spelled out - example ‘MARICOPA’.
4	<b>Annual Hours</b> Field <b>Security Level</b> Field <b>Security Location</b> Field	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 <b><u>must be changed on the position, not the employee.</u></b>
5	<b>Add</b> 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.
	<b>Add</b> button	R	Click Add Again	Message in lower left corner “Add Complete; 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. HRIS is

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					the Official Employee Personnel file.

## Personnel Action Comments (PA56.1)

(Image 5)



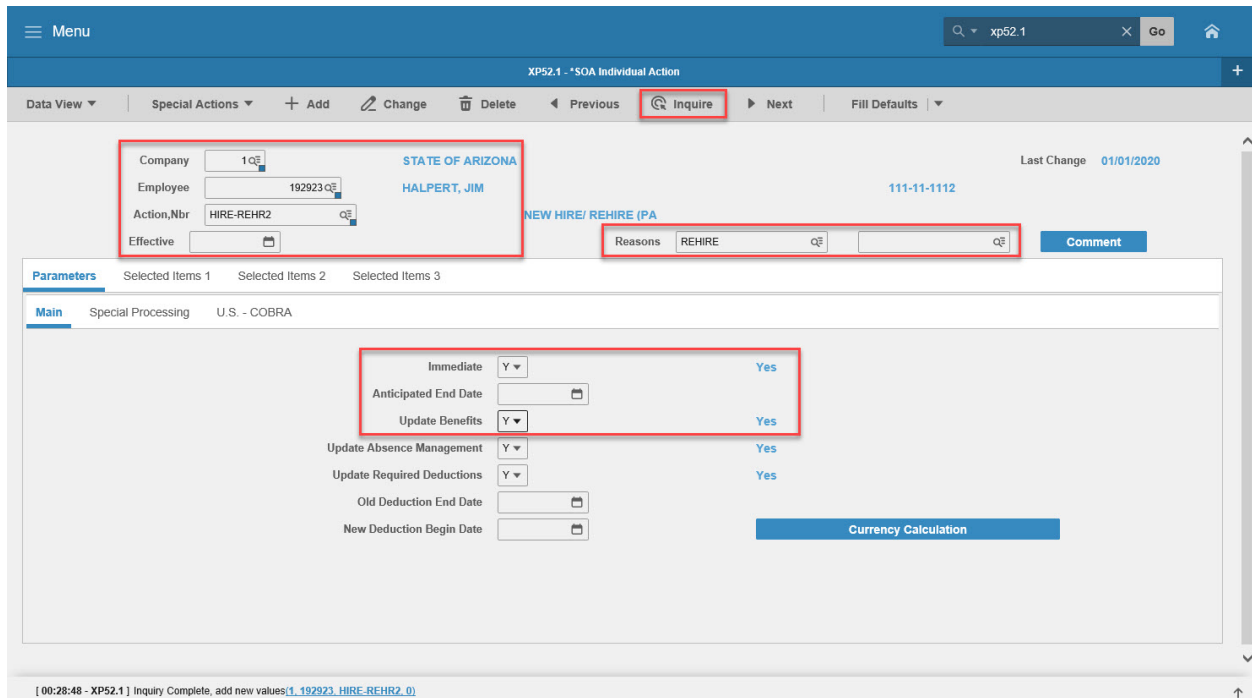
### Steps 1-2 of 2

(Image 5, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Add or Back</b>	R	If you choose to make comments, type them in and Click Add.  If you do not make comments, Click Back	You will see a message in the lower left corner "Done".	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'. <b>Note: Comments can be viewed by others.</b>
2	White Search Box	R	Type XP52.1 in the White 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 – (REHIRE2) – Main Tab

(Image 6)



The screenshot displays the 'XP52.1 - SOA Individual Action' 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 options like 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Fill Defaults'. The main form area contains several input fields: 'Company' (value: 1), 'Employee' (value: 192923), 'Action, Nbr' (value: HIRE-REHR2), and 'Effective' (with a calendar icon). The 'Reasons' field is set to 'REHIRE'. Below these are 'Selected Items 1', 'Selected Items 2', and 'Selected Items 3' sections. The 'Main' tab is active, showing a grid of parameters: 'Immediate' (Y), 'Anticipated End Date' (calendar icon), 'Update Benefits' (Y), 'Update Absence Management' (Y), 'Update Required Deductions' (Y), 'Old Deduction End Date' (calendar icon), and 'New Deduction Begin Date' (calendar icon). A 'Currency Calculation' button is located at the bottom right. A status bar at the bottom indicates '[ 00:28:48 - XP52.1 ] Inquiry Complete, add new values[1, 192923, HIRE-REHR2, 0]'. The 'Inquire' button in the toolbar is highlighted with a red box.

### Steps 1-9 of 14

(Image 6, Table 1)

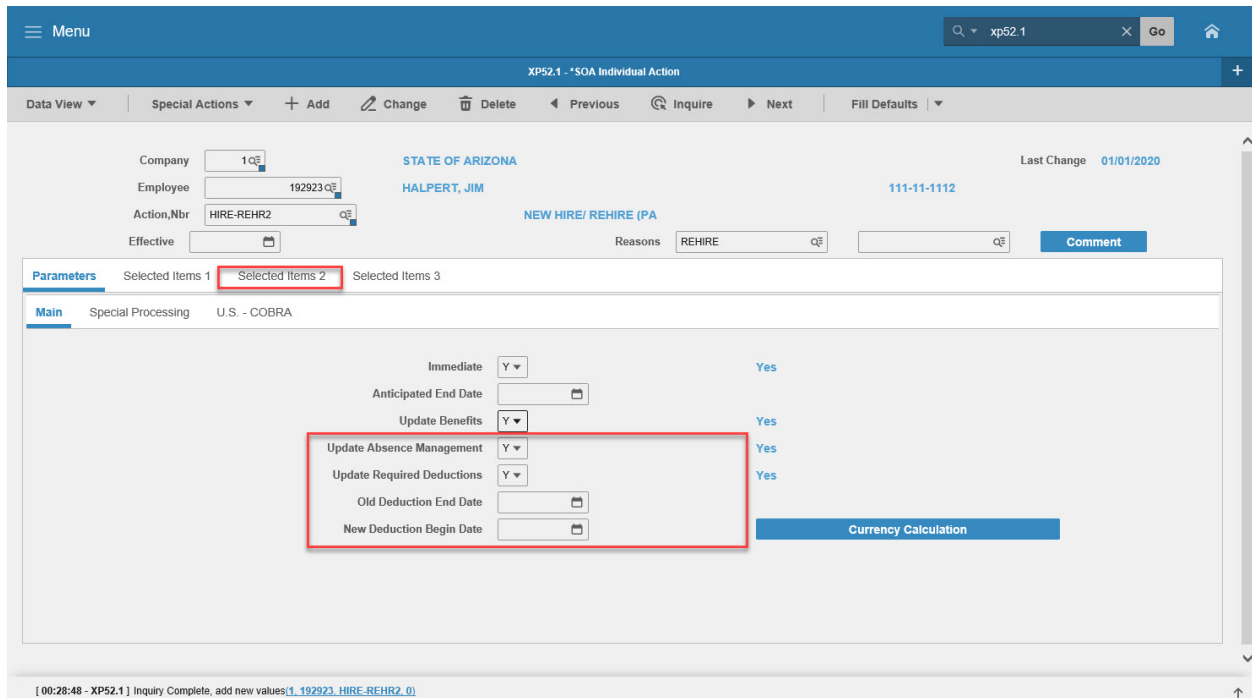
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	<b>Employee</b> Field	R	Type the Employee's EIN.	System will bring up needed information from the prior actions.	You must enter correct EI.
3	<b>Action, Nbr</b> Field	R	Type or use the Drop Down to enter action ' <b>HIRE-REHR2</b> '.	Based on Act Nbr. selected, the system will populate the appropriate fields that are needed to complete this action.	
4	<b>Effective Date</b> Fld	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	<b>Reasons</b> Fields First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	<b>Reasons -</b> Second Box Field	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire.		The 2 <sup>nd</sup> 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	<b>Inquire</b> Button	R	Click Inquire.	You should get message "Inquiry Complete, add new values" in the lower left corner.  The system will populate some of the required fields and will default information from PageUp for the Employee.	<b>DO NOT CLICK Add</b> at this point!
7	<b>Immediate</b> 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	<b>Anticipated</b> End Field	R	Leave Blank	This field must be blank.	
9	<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.



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

(Image 6)



The screenshot displays the 'Individual Action Parameters' form for 'XP52.1 - SOA Individual Action'. The form is titled 'Main' and includes several tabs: 'Main', 'Special Processing', and 'U.S. - COBRA'. The 'Main' tab is active. The form contains the following fields and values:

- Company: 1 (STATE OF ARIZONA)
- Employee: 192923 (HALPERT, JIM)
- Action Nbr: HIRE-REHR2
- Reasons: REHIRE
- Effective: [Calendar icon]
- Immediate: Y (Yes)
- Anticipated End Date: [Calendar icon]
- Update Benefits: Y (Yes)
- Update Absence Management: Y (Yes) - highlighted in red
- Update Required Deductions: Y (Yes) - highlighted in red
- Old Deduction End Date: [Calendar icon]
- New Deduction Begin Date: [Calendar icon]
- Currency Calculation: [Button]

At the bottom of the form, a status bar reads: [00:28:48 - XP52.1] Inquiry Complete, add new values: 1, 192923, HIRE-REHR2, 0.

### Steps 10-14 of 14

(Image 6, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Update Absence Management</b> 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	<b>Update Required Deductions</b> 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	<b>Old Deduction End Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	<b>New Deduction Begin Date</b> Field	R	Leave Blank	When the action is processed the system will default the correct date.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
14	<b>Selected Items 1</b>	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 will default in.



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			correct (or is not displayed), type corrected information in the Change To field.		
3	<b>Disability</b> Field <b>Gender</b> Field <b>Marital Status</b> Field <b>Ethnicity</b> Field	R R R R	Verify that the information populated from the Employee’s prior record is correct. Information is displayed in the Current Value column.  **If information is not correct (or is not displayed), type correct information in the Change To field.		Disability Field - Valid values are: N = No, Y = Yes.  Gender Field – Valid Values are: M = Male, F = Female
4	<b>EEO-4 Group</b> 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.		Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15 or 99.  See the Agency List with EEO-4 Functional Groups document to find the appropriate value for your agency. You <b>must also process JOB CHNG 2 action</b> and complete the “Exclude From EEO-4” field.
5	<b>Exclude from EEO-4</b> Field	R	Type ‘Y’ or ‘N’ as applicable to the Employee.  **If information displayed in the <b>Current Value</b> Field is correct, no entry is required.		All Employees should be ‘N’, except for those listed in the EEO-4 Group 99.
6	<b>Veteran</b> Field	R	Key or use the drop down to enter the Employee’s Veteran Status.  **If information displayed in the		This must be a correct status. Example: If you indicate the Employee was born in 1980, and put the Employee is a

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<b>Current Value</b> Field is correct, no entry is required.		Vietnam Era Veteran, this would not be accurate.
7	<b>RETIREMENT CODE</b>	R	Key or use the drop down to enter the appropriate code for the Employee. **If information displayed in the <b>Current Value</b> Field is correct, no entry is required.		
8	<b>Shift</b> 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.  **If information displayed in the <b>Current Value</b> Field is correct, no entry is required.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift.
9	<b>Z-UNDER/OVER FILL</b> Field	O	Leave Field BLANK		

## Individual Action (XP2.1) Selected Items 1 Tab (HIRE-REHR2)

(Image 7)

XP52.1 - \*SOA Individual Action

Company: 1  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: REHIRE

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"/>

[ 00:28:48 - XP52.1 ] Inquiry Complete, add new values: 1, 192923, HIRE-REHR2, 0

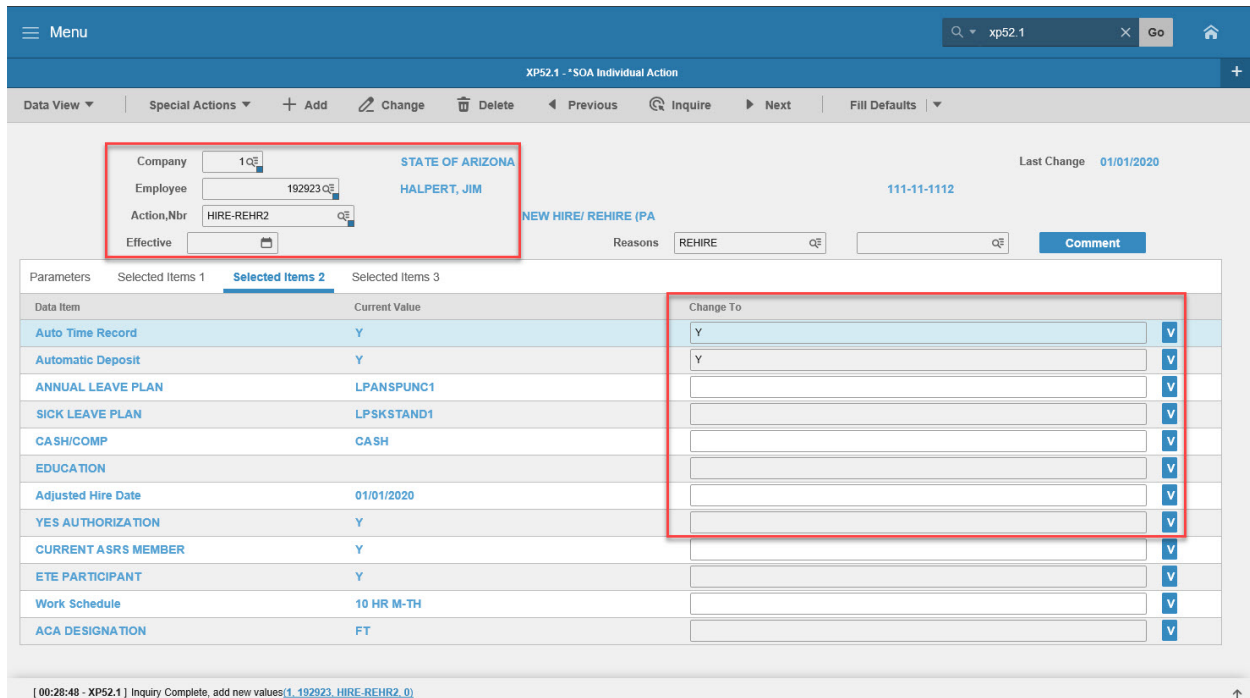
## Steps 10-11 of 11

(Image 7, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Hire Source</b> Field	O	This is an Optional Field.		
11	<b>Selected Items 2</b>	R	Click on the <b>Selected Items 2</b> tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear.	Information that was imported from the Employee's record will appear.

## Individual Action (XP2.1) Selected Items 2 Tab (HIRE-REHR2)

(Image 8)



Menu | xp52.1 | Go | Home

XP52.1 - \*SOA Individual Action

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

Company: 10E STATE OF ARIZONA | Employee: 192923 HALPERT, JIM | 111-11-1112 | Last Change: 01/01/2020

Action, Nbr: HIRE-REHR2 | NEW HIRE/ REHIRE (PA) | REASON: REHIRE | Comment

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	

[ 00:28:48 - XP52.1 ] Inquiry Complete, add new values(1\_192923\_HIRE-REHR2\_0)

### 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 Leave Plan for the Employee.  If you need assistance in selecting the correct	The employee should be placed in an Annual Leave plan appropriate for their covered or	An Uncovered employee with a Hire Date AFTER 9/29/12 will be eligible for the new uncovered annual plan

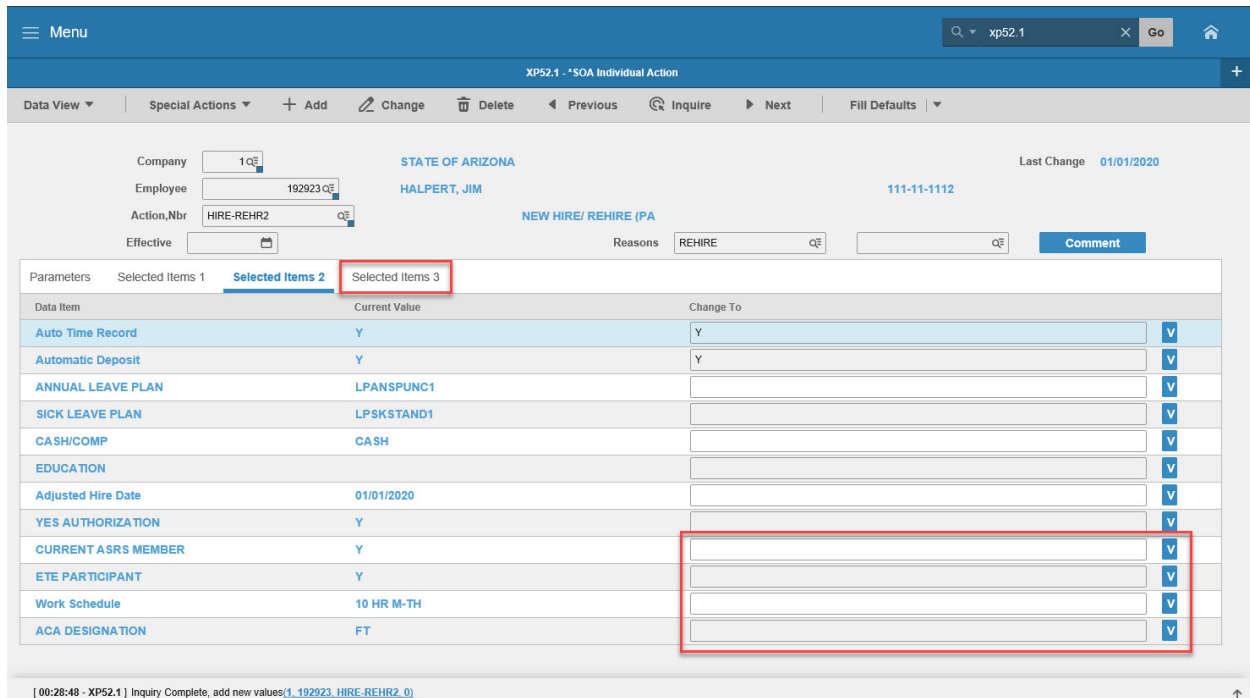
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			annual leave plan click on this link <a href="https://hr.az.gov/sites/default/files/media/Annual%20Leave.pdf">https://hr.az.gov/sites/default/files/media/Annual%20Leave.pdf</a> .	<b>uncovered status, FTE, and Hire Date.</b>  Example: Employee is a Covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.	<b>(LPANSPUNC).</b> However, an employee who is a political appointee is eligible for the previous <b>uncovered annual plan (LPANUNC)</b> regardless of the <b>Hire Date.</b>
5	<b>Sick Leave Plan Field</b>	R	Type or Select from the Drop Down the correct Sick Leave Plan for the Employee.	The employee should be placed in a Sick Leave plan appropriate for their status and FTE.  Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.	
6	<b>Cash/Comp Field</b>	R	Type or Select from the Drop Down the correct Cash/Comp Plan for the Employee.		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
7	<b>Education Field</b>	O	Select the Education field as applicable for your agency.		This is an Optional Field. Field is not used by all agencies. If your



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					agency does not have an Educational Stipend, do not enter data into this field.
8	<b>Adjusted Hire Date</b> 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	<b>YES AUTHORIZATION</b>	R			

## Individual Action (XP2.1) Selected Items 2 Tab (HIRE-REHR2)

(Image 8)



Company: 10E 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: REHIRE [ ] [ ] Comment

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	

[ 00:28:48 - XP52.1 ] Inquiry Complete, add new values(1\_192923\_HIRE-REHR2\_0)

## Steps 10-14 of 14

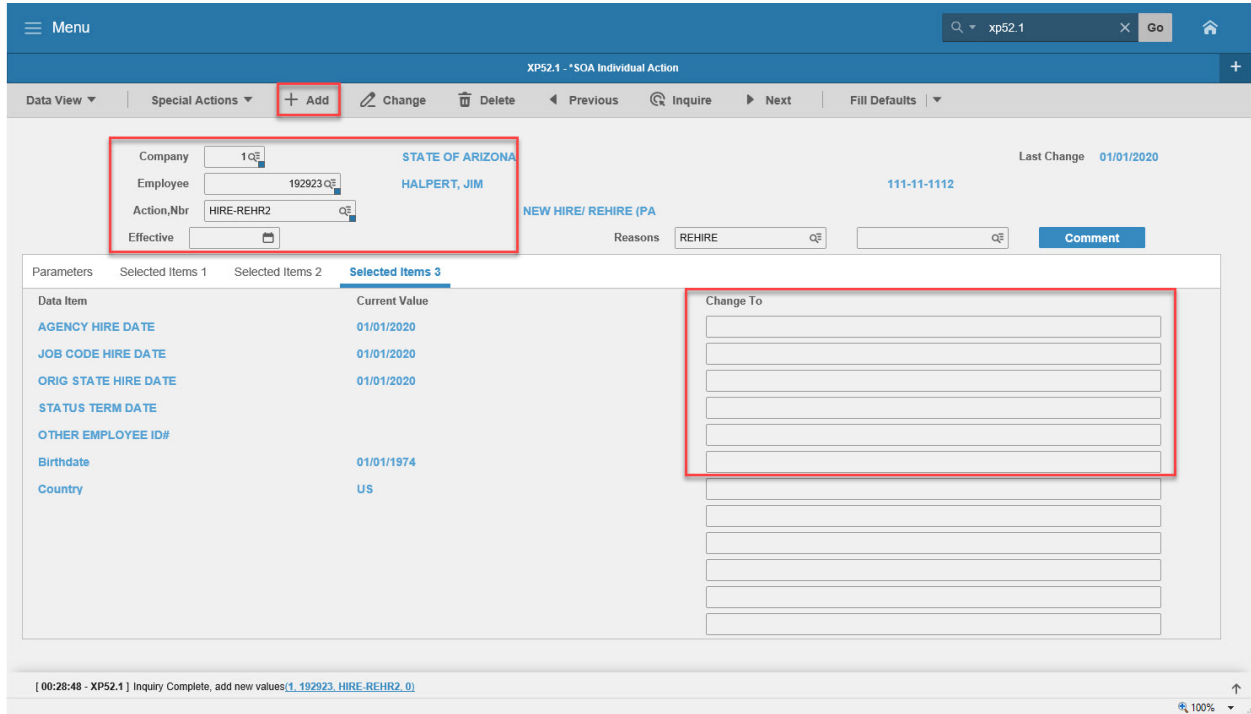
(Image 8, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Current ASRS Member</b>	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	<b>ETE PARTICIPANT</b>	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	<b>Work Schedule Field</b>	R	Type or select from the drop down menu the Employee's		Note: What is in the field affects the

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			appropriate work schedule.		Employee's time entry
13	<b>ACA Designation Field</b>	R	Type or select from the drop down menu the appropriate ACA Designation code.		Click here to learn more about the ACA Designation code:  <a href="https://benefitoptions.az.gov">https://benefitoptions.az.gov</a>
14	<b>Selected Items 3</b>	R	Click on the <b>Selected Items 3</b> 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 (XP2.1) Selected Items 3 Tab (HIRE-REHR2)

(Image 9)



The screenshot displays the 'XP52.1 - SOA Individual Action' interface. 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 options: 'Data View', 'Special Actions', '+ Add' (highlighted with a red box), 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Fill Defaults'. The main form area contains the following fields:

- Company: 1 (dropdown), STATE OF ARIZONA
- Employee: 192923 (dropdown), HALPERT, JIM
- Action, Nbr: HIRE-REHR2 (dropdown)
- Effective: (calendar icon)
- Reasons: REHIRE (dropdown)
- Comment: (text input)

Below the form is a table with columns: Parameters, Selected Items 1, Selected Items 2, and Selected Items 3. The 'Selected Items 3' column is active. The table lists data items with their current values:

Data Item	Current Value
AGENCY HIRE DATE	01/01/2020
JOB CODE HIRE DATE	01/01/2020
ORIG STATE HIRE DATE	01/01/2020
STATUS TERM DATE	
OTHER EMPLOYEE ID#	
Birthdate	01/01/1974
Country	US

To the right of the table is a 'Change To' section with several empty input fields, also highlighted with a red box. At the bottom left, a status bar reads: '[00:28:48 - XP52.1] Inquiry Complete, add new values(1, 192923, HIRE-REHR2, 0)'. At the bottom right, there is a zoom level of 100%.

### Steps 1-8 of 8

(Image 9, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> Field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Requisition</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>AGENCY HIRE DATE</b> Field	O	Type the Agency Hire Date, if applicable.		This is an optional date field. Key the date the Employee starts with the Agency.  Date format is MMDDYY.

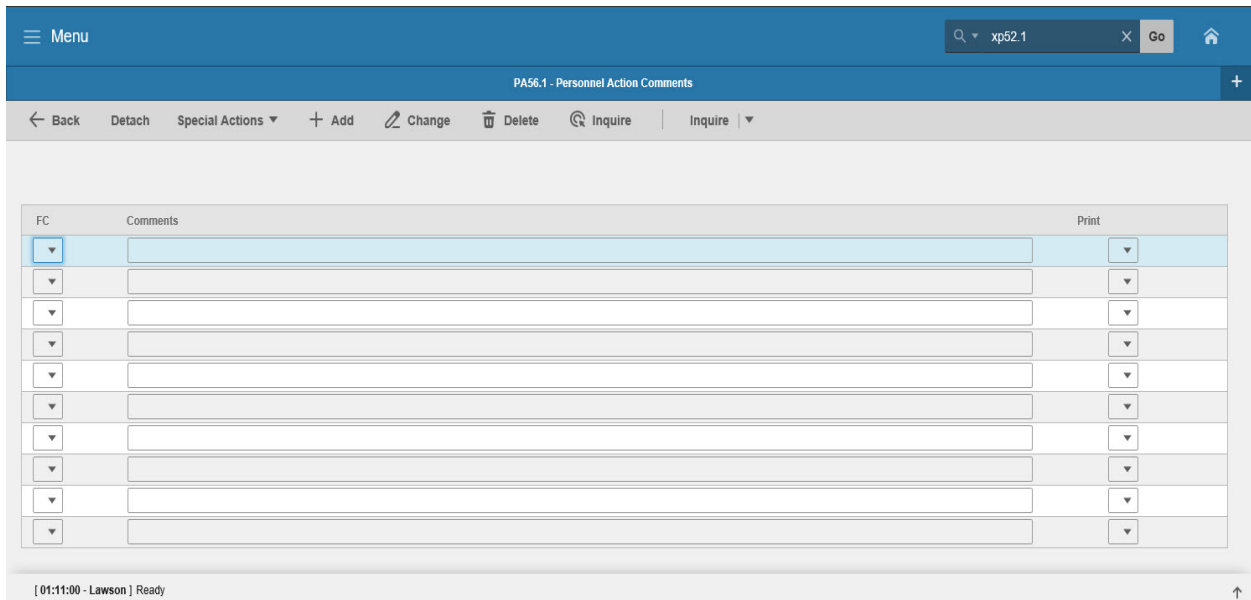
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
3	<b>JOB CODE HIRE DATE</b>	O	Type the Job Code Hire Date.		This is an optional date field. Date format is MMDDYY.
4	<b>ORIG STATE HIRE DATE</b> Field	R	Type the Original State Hire Date.		Date format is MMDDYY.
5	<b>STATUS TERM DATE</b> Field	O	Type the Status Term Date, if applicable for the Employee Status.		Example - If the Employee is in a probationary status there must be a Status Term Date.
6	<b>OTHER EMPLOYEE ID#</b>	O	Type Other Employee ID# if applicable for your agency.		
7	<b>Birthdate</b> Field	R	Type in the Birthdate for the Employee.		Date Format is MMDDYY <b>If utilizing PageUp this field may be defaulted in. Birthdate is an important component in security.</b>
8	<b>Add</b> 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.
	<b>Add</b> button	R	<b>Click Add again if this is an immediate action, otherwise this step is not necessary for a pending action.</b>	Message in lower left corner "Action processed; deductions updated; continue".  You can check the Pending folder in the employee's Drill Around for the pending action.	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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					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. New users can log into YES within 3 days or 72 hours.

## Personnel Action Comments (PA56.1)

(Image 10)



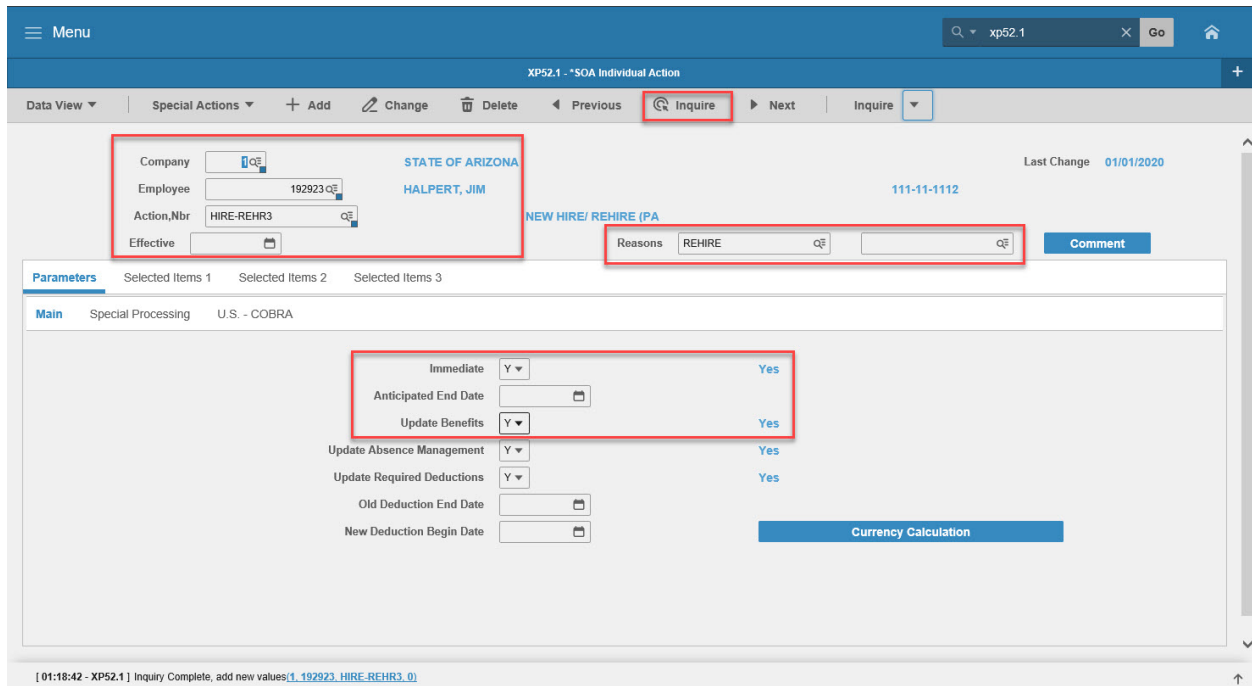
## Steps 1-2 of 2

(Image 10, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Add or Back</b>	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><b>Note: Comments can be viewed by others.</b></p>
2	White Search Box	R	Type XP52.1 in the White 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)



The screenshot displays the 'Parameters' tab for an individual action. At the top, there is a search bar containing 'xp52.1' and a 'Go' button. Below the search bar, a navigation menu includes 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire' (highlighted with a red box), 'Next', and 'Inquire'. The main form area contains several fields: 'Company' (STATE OF ARIZONA), 'Employee' (HALPERT, JIM), 'Action Nbr' (HIRE-REHR3), and 'Effective' date. A 'Reasons' field is set to 'REHIRE'. Below these fields, there are checkboxes for 'Immediate', 'Update Benefits', 'Update Absence Management', and 'Update Required Deductions', all of which are checked and set to 'Yes'. A 'Currency Calculation' button is located at the bottom right of the form. The status bar at the bottom indicates '[ 01:18:42 - XP52.1 ] Inquiry Complete, add new values(1, 192923, HIRE-REHR3, 0)'.

### Steps 1-9 of 14

(Image 11, Table 1)

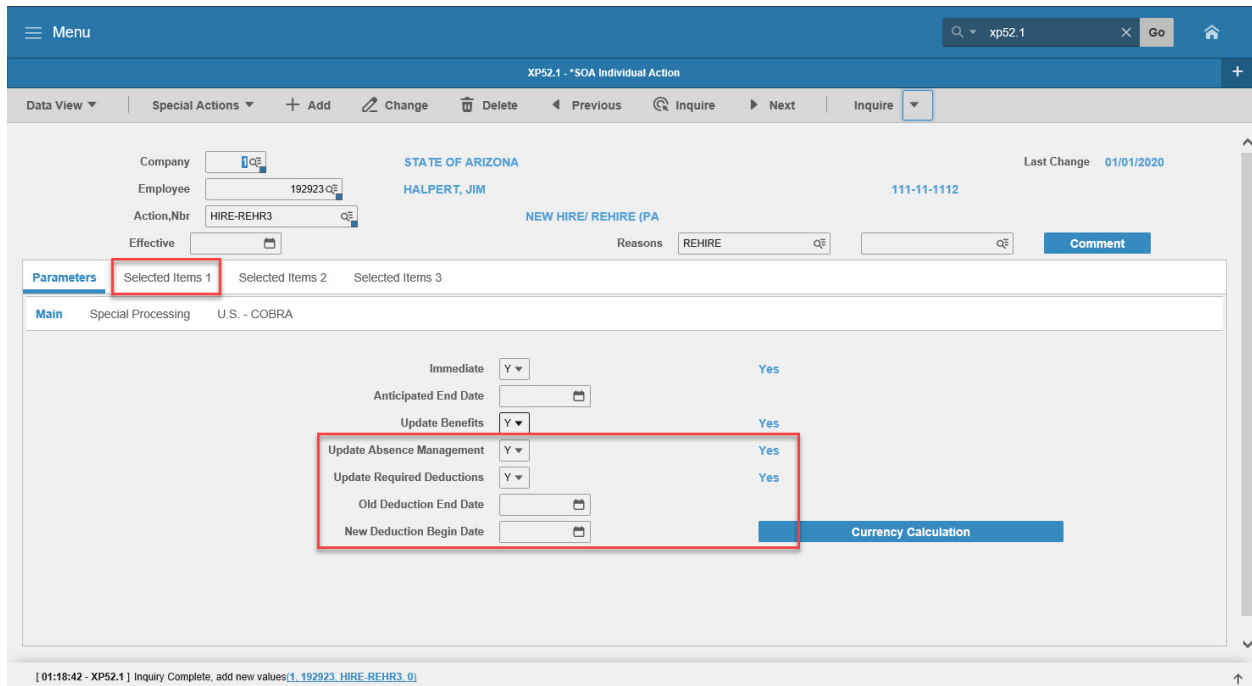
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company Field</b>	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	<b>Employee Field</b>	R	Type the Employee's EIN.	System will bring up needed information from the prior two actions.	You must enter the correct EIN.
3	<b>Action Nbr Field</b>	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	<b>Effective Field</b>	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYYYY
5	<b>Reasons Field – First Box Field</b>	R	Type or use the Drop Down to enter		One reason code is required.



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			the reason code for the Hire Action.		
	<b>Reasons</b> Field - Second Box Field	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Hire.		The 2 <sup>nd</sup> 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	<b>Inquire</b> 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 the Employee's record.</p>	<b><u>DO NOT CLICK Add</u></b> at this point!
7	<b>Immediate</b> Field	R	Type Y in the Immediate Field.	The Rehire Action will process Immediately once the action is completed and added.	<b>ALL REHIRE ACTIONS MUST BE COMPLETED IMMEDIATELY.</b>
8	<b>Anticipated End</b> Field	R	Leave Blank	This field must be blank.	
9	<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.

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

(Image 11)



The screenshot displays the 'Parameters' tab for an individual action. The 'Selected Items 1' sub-tab is active and highlighted with a red box. Within this sub-tab, a group of four fields is also highlighted with a red box: 'Update Absence Management' (set to 'Y'), 'Update Required Deductions' (set to 'Y'), 'Old Deduction End Date' (empty), and 'New Deduction Begin Date' (empty). Other visible fields include 'Immediate' (set to 'Y'), 'Anticipated End Date' (empty), and 'Update Benefits' (set to 'Y'). A 'Currency Calculation' button is located at the bottom right of the highlighted area. The status bar at the bottom indicates: '[ 01:18:42 - XP52.1 ] Inquiry Complete, add new values(1, 192923, HIRE-REHR3, 0)'. The top navigation bar shows 'xp52.1' and 'Go'.

### Steps 10-14 of 14

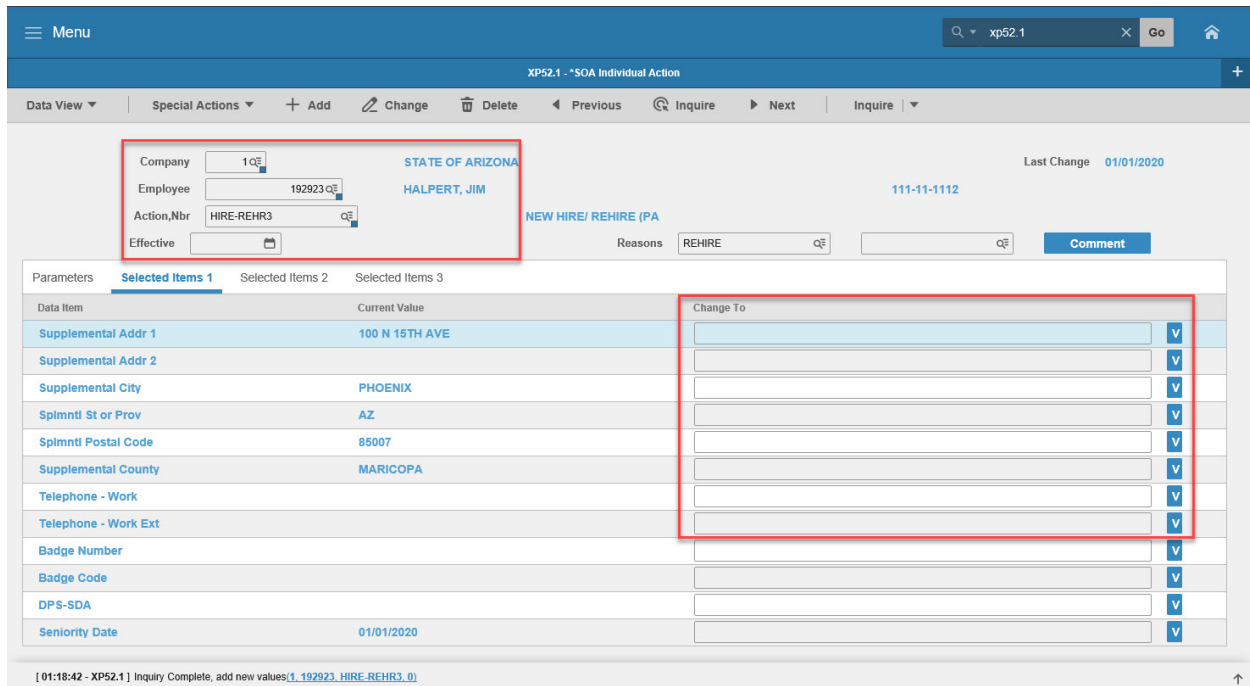
(Image 11, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Update Absence Management</b> 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	<b>Update Required Deductions</b> Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the rehires required deductions.
12	<b>Old Deduction End Date</b> Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	<b>New Deduction Begin Date</b> 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	<b>Selected Items 1</b> Field	R	Click on the <b>Selected Items 1</b> tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear.

## Individual Action (XP2.1) 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 QE STATE OF ARIZONA Last Change: 01/01/2020  
 Employee: 192923 QE HALPERT, JIM 111-11-1112  
 Action, Nbr: HIRE-REHR3 QE NEW HIRE/ REHIRE (PA)  
 Effective: [Calendar Icon] Reasons: REHIRE QE [ ] QE [ ] Comment

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

[ 01:18:42 - XP52.1 ] Inquiry Complete, add new values(1, 192923, HIRE-REHR3, 0)

### Steps 1-9 of 13

(Image 12, Table 1)

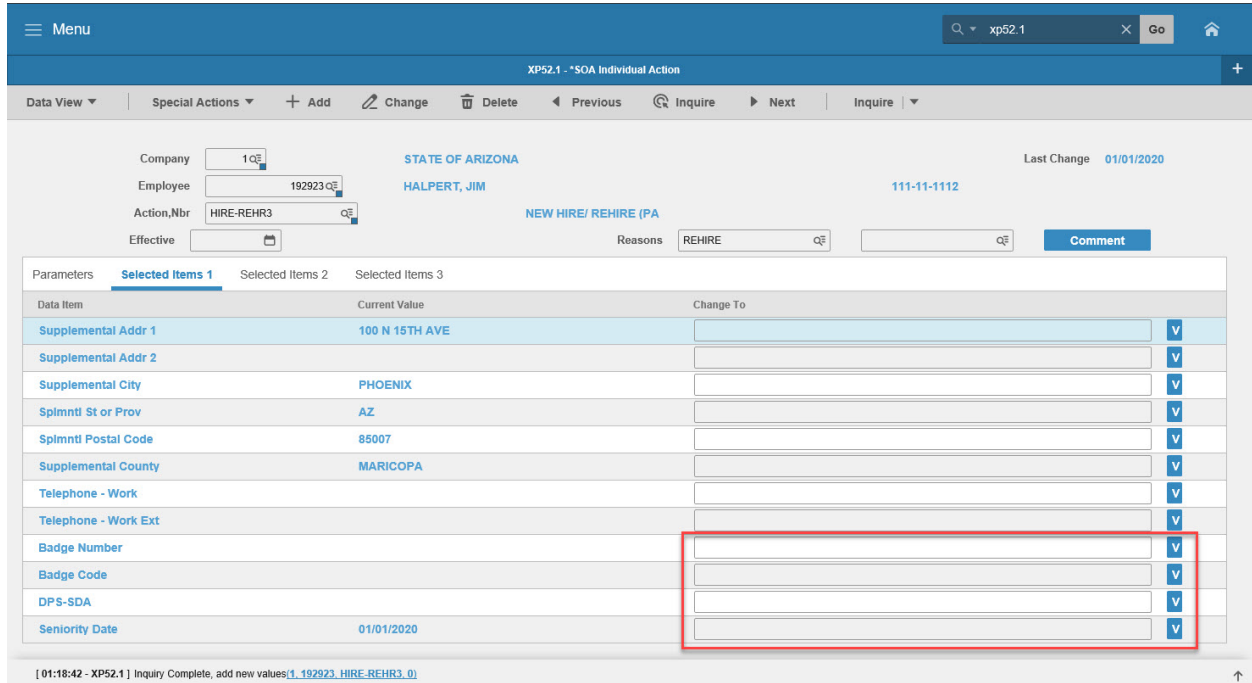
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Company</b> Field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	<b>Supplemental Addr 1</b> Field	R	This field will default in from the Home Address.  Type an Address 1 if applicable for the Employee (see Notes)  **If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.		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 4 for additional information.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
3	<b>Supplemental Addr 2 Field</b>	R	<p>This field will default in from the Home Address</p> <p>Type an Address 2 if applicable for the Employee (see Notes)</p> <p><b>**If information displayed in the Current Value Field is correct, then no entry is required.</b></p>		<p>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 4 for additional information.</p>
4	<b>Supplemental City Field</b>	R	<p>This field will default in from the Home City.</p> <p>Type a City if applicable for the Employee (see Notes)</p> <p><b>**If information displayed in the Current Value Field is correct, then no entry is required.</b></p>		<p>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 4 for additional information.</p>
5	<b>Splmntl State or Prov Field</b>	R	<p>This field will default in from the Home State.</p> <p>Type a State if applicable for the Employee (see Notes)</p> <p><b>**If information displayed in the Current Value Field is correct, the no entry is required.</b></p>		<p>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 4 for additional information.</p>
6	<b>Splmntl Postal Field</b>	O	<p>This field will default in from the Home Postal.</p> <p>Type a Postal if applicable for the Employee (see Notes)</p> <p><b>**If information displayed in the</b></p>		<p>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 4</p>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			<b>Current Value</b> Field is correct, then no entry is required.		for additional information. See page 4 for additional information.
7	<b>Supplemental County</b> Field	O	Enter County Name in upper case.		Example: MARICOPA
8	<b>Telephone-Work</b> Field	N/ A	<b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		Must use ZH12.1 to enter this information.
9	<b>Telephone-Work Ext</b> Field	N/ A	<b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b> Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)		Must use ZH12.1 to enter this information.

## Individual Action (XP2.1) Selected Items 1 Tab (HIRE-REHR3)

(Image 12)



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

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

[ 01:18:42 - XP52.1 ] Inquiry Complete, add new values(1\_192923\_HIRE-REHR3\_0)

### Steps 10-13 of 13

(Image 12, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	<b>Badge Number</b> Field	O	Type in the Employee's Badge number if applicable for you agency.  **If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.		This is an optional field.
11	<b>Badge Code</b> Field	O	Type in the Employee's Badge Code if applicable for your agency.  **If information displayed in the <b>Current Value</b> Field is correct, then no entry is required.		This is an optional field.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
12	<b>DPS-SDA</b> Field	O	This is an optional field used by specific agencies.		
13	<b>Seniority Date</b> Field	O	The Seniority Date will default from the Hire Date.  **If information displayed in the <b>Current Value</b> field is correct, then no entry is required.		Should be same as adjusted hire date for a rehire.



## Individual Action (XP2.1) Selected Items 2 Tab (HIRE-REHR3)

(Image 13)

### Steps 1-4 of 4

(Image 13, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>E-Mail Address</b> Field	N/A	<b>DO NOT UPDATE THIS INFORMATION USING THIS FIELD.</b>		Must use ZH12.1 to enter this information.  Information should be updated using the Email and Work Phone Maintenance Form (ZH12.1)
2	<b>Mail Box Number</b> Field	O			
3	<b>Mail Group</b> field	O			
4	<b>Add</b> button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate;	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
				press OK to continue.	
	<b>Add</b> button	R	Click <b>Add</b> Again	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. HRIS is the Official Employee Personnel file.

## Personnel Action Comments (PA56.1)

(Image 14)

## Steps 1-2 of 2

(Image 14, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	<b>Add or Back</b>	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><b>Note: Comments can be viewed by others.</b></p>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process

***Page  
Intentionally  
Left Blank***

## REHIRE CHECKLIST

The steps in this guide should be completed when an Employee is being rehired into State Service. Note: If you do not properly complete all of the following steps, the Employee's record will not be set up correctly and the Employee could be incorrectly paid or have incorrect benefits and leave accruals.

**Reminder: Rehire only applies to those Employees who separated from State Service after December 29, 2003. All Employees who separated prior to this date will be treated as a new hire because they will not have any previous data stored in the HRIS system.**

CheckTask Description	Important Notes
<p>Enters three Immediate <b>Personnel Actions</b> to complete the "Rehire Process". Do not future date these actions.</p> <ul style="list-style-type: none"> <li>• REHIRE1</li> <li>• HIRE-REHIRE2</li> <li>• HIRE-REHIRE3</li> </ul> <p>Be sure to remove the Termination date and enter an Adjusted Hire Date. Process all other transactions as described in the Rehire Training.</p>	<ul style="list-style-type: none"> <li>• Agency HR should review the Employee's record to determine what items must be added / stopped.</li> <li>• <b>Forgetting to remove the Termination Date will affect Leave Accruals, payments and benefits.</b></li> </ul>
<p>Does the Employee have any <b>Voluntary Deductions</b> (dues, SECC, etc.) to be setup on his/her record?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll to have new deductions setup on the <i>Employee Deduction Form (PR14.1)</i>.</li> </ul> <p>Does the Employee have any existing Voluntary Deductions setup on his/her record from prior state employment that should be stopped?</p> <ul style="list-style-type: none"> <li>• <b>Reminder: The deduction will continue to be taken if a stop date is not entered.</b></li> <li>• If yes, contact your Agency Payroll to have stop dates entered on the <i>Employee Deduction form (PR14.1)</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Stop dates must be dated after the final payment made to the Employee.</li> <li>• <b>Reminder: The deduction will continue if a stop date is not entered.</b></li> </ul>
<p>Does the Employee require any <b>Additional Payment</b> setups on his/her record that are not included in an Employee Group?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll to have the additional payment created on the <i>Standard Time Record (ZR30.1)</i>.</li> </ul> <p>Does the Employee have any Additional Payment setups on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll to have stop dates entered on the <i>Standard Time Record (ZR30.1)</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional Payments added to the Employees record using an Employee Group will be started/stop automatically based on the Group criteria.</li> <li>• Stop dates must be dated after the final payment made to the Employee.</li> <li>• <b>Reminder: The Additional Payment will continue if a stop date is not entered.</b></li> </ul>

	<p>Does the Employee require new <b>Direct Deposit</b> activations on his/her record?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll to have new distributions setup on the <i>Direct Deposit Distribution form (XR12.1)</i>.</li> </ul> <p>Does the employee have any existing Direct Deposits setup on his/her record from prior state employment that have not been stopped?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll to have stop dates entered on the <i>Direct Deposit Distribution form (XR12.1)</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reminder: To inactivate a previous Direct Deposit, a stop date must be entered with an effective date after the last date of the previous employment.</b></li> </ul>
	<p>Review the <b>Time Accrual</b> Plans the Employee is eligible to receive based on his/her rehire with the State of Arizona. Determine the following:</p> <p>Are the accrual plans (Annual, Sick, Holiday, Comp, etc) the same plans the Employee had at the time of termination from state employment?</p> <ul style="list-style-type: none"> <li>• If yes, contact your Agency Payroll Initiator to have the stop dates removed from these plans on the <i>Employee Plan Inquiry Form (TA60.1)</i>.</li> </ul> <p>Are the time accrual plans different?</p> <ul style="list-style-type: none"> <li>• If yes, verify that the old time accrual plans have stop dates entered.</li> <li>• If no, contact your Agency Payroll Initiator to have stop dates removed using the <i>Employee Plan Inquiry Form (TA60.1)</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Stop dates must be after the final payment date to the Employee.</li> <li>• <b>Reminder: Time Accrual Plans will award the Employee back accruals if a stop date is not entered.</b></li> <li>• <b>Verifying the Adjusted Hire Date will ensure that the correct accruals are given.</b></li> </ul>
	<p>Review the <b>Tax Withholdings</b> (Federal and State) currently setup on the Employee's record. Ensure that the withholding amounts match what is provided on the Employee's new W-4 and A-4.</p> <p>If changes are required, contact your Agency HR to have the Employee's tax withholdings updated on the Employee US Taxes Form (PR13.1 &amp; PR14.1).</p>	