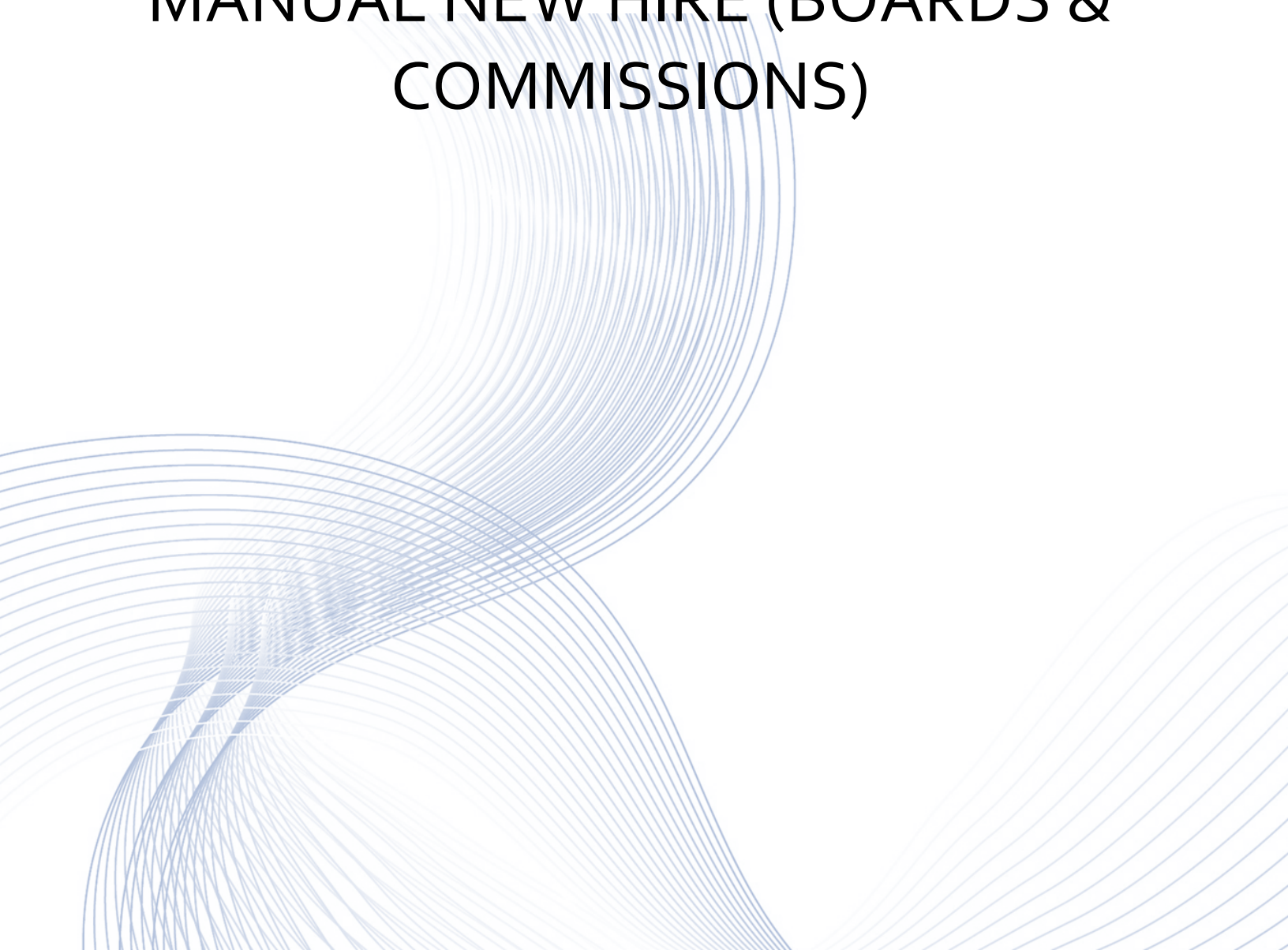HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY HR GENERALIST - PROCESSING A MANUAL NEW HIRE (BOARDS & COMMISSIONS)

AGENCY HR GENERALIST - PROCESSING A MANUAL NEW HIRE (BOARDS & COMMISSIONS)

Table of Contents

Introduction

Due to changes in travel policy processing, travel reimbursements will now be paid through the HRIS system. This payment requires that all eligible travelers be input into the HRIS system. Several agencies have recipients who are eligible to receive travel, but are not officially considered "employees" of the State of Arizona; rather these individuals are considered "officers of the State". To be considered an "officer of the State", the person must be participating on a board, council, commission, or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under state statute and the State travel policy.

For individuals that meet this qualification, the agency will have to complete the HRIS New Hire process before the person will be able to receive reimbursements. This is also the process for those employees **who did not go through PageUp.**

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.

To process these new hires, the Agency HR office will have to complete a sub-set of the overall HRIS New Hire process to include:

- ZH11.1 - Social Security Number Look-Up
- XP31.1 - Applicant
- XP52.4 - Hire An Applicant
- XP52.1 - Individual Action
- PR13.1 & PR14.1- Employee US Taxes

To reduce the paperwork required for these individuals, agencies will not be required to complete the follow new hire forms:

- HR20.1 - Additional Contacts Numbers
- PA12.1 - Emergency Contact
- PA26.1 - Review
- ZH12.1 – Email and Work Phone Maintenance

During the hire process, your transaction has not been completed (saved) until you see one of the following messages:

- Add Complete-Continue,

- Applicant Hired Continue,
- Action processed; deductions updated; continue, or
- Change Complete-Continue.

This process should only be followed for those individuals meeting the criteria for "officer of the state" as defined above. In addition, these individuals may all be hired into a very small number of positions within the agency. This is to allow for easier reporting. **This process is not intended for use with regular State of Arizona employees except when the new hire did not get sent as a future hire through PageUp.**

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

```
┌─────────────────────┐                    ┌──────────────────────────┐
│                     │                    │  Access Form: SOA Applicant │
│ Applicant Hire Process │──────────────────▶│        (XP31.1)          │
│                     │                    └──────────────────────────┘
└─────────────────────┘                                │
                                                        ▼
                                          ┌──────────────────────────┐
                                          │     Enter Company        │
                                          └──────────────────────────┘
                                                        │
                                                        ▼
                                          ┌──────────────────────────┐
                                          │ Enter values for the required fields │
                                          │          below:          │
                                          └──────────────────────────┘
                                                        │
                                                        ▼
                                          ┌──────────────────────────┐
                                          │        Main Tab          │
                                          │                          │
                                          │ - Last Name:             │
                                          │ - First Name:            │
                                          │ - Status:                │
                                          └──────────────────────────┘
                                                        │
                                                        ▼
                                          ┌──────────────────────────┐
                                          │ Click Add to generate Applicant │
                                          │ Number, copy for future reference │
                                          └──────────────────────────┘
                                                        │
                                                        ▼
                                          ┌──────────────────────────┐
                                          │ Click here to continue on │
                                          │ to the App-Hire1 Process │
                                          └──────────────────────────┘
```

New Hire/Rehire via Manual Applicant Entry

```
┌─────────────────────────────┐
│ Access Form: Social Security │
│   Number Look-up (ZH11.1)    │
└─────────────────────────────┘
              │
              ▼
         ╱◇◇◇◇◇╲
        ╱ Enter  ╲
       ╱ Company  ╲                          ┌──────────────────────────────┐
      ◇ and        ◇──No EIN = New Hire──▶   │ Access Form: SOA Applicant     │
       ╲ Applicant's╲                         │ (XP31.1) to perform Action     │
        ╲ SSN #     ╱                         │ Type: APPLICANT HIRE           │
         ╲◇◇◇◇◇╱                             └──────────────────────────────┘
              │                                            │
     Yes EIN = Rehire                          Continue to Applicant Hire, App-Hire1,
              │                                 Hire-Rehire2, and Hire-Rehire3 processes
              ▼                                            │
┌─────────────────────────────┐                           ▼
│ Access Form: SOA Individual  │               ┌──────────────────────────┐
│ Action (XP52.1) to perform   │               │   Continue on to the     │
│ Action Type: REHIRE1, Reason │               │   Applicant Hire Process │
│ Code: REHIRE                 │               └──────────────────────────┘
└─────────────────────────────┘
              │
Continue to Rehire1, Hire-Rehire2,
and Hire-Rehire3 processes
              │
              ▼
   ┌──────────────────────────┐
   │   Continue on to the     │
   │   Rehire1 Process        │
   └──────────────────────────┘
```

New Hire/Rehire via Manual Applicant Entry: App-Hire1 Process

App-Hire1 Process

Access Form: SOA Hire An Applicant Personnel Action (XP52.4)

Enter Company, Applicant Number, Action Type: **APP-HIRE1**, choose Reason Code: **NEW HIRE**, and enter an Effective Date for the personnel action

Enter values for the required fields below:

Parameters Tab

- Immediate:
- Anticipated End Date:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:
- Preassign Employee Number:
- Employee:
- New Effective Date:

Selected Items 1 Tab

- Name – First
- Name – Last:
- Social Nbr:
- Hire Date:
- Status:
- Position:
- Job Code:
- Process Level:
- Location:

Selected Items 2 Tab

- Supervisor:
- User Level:
- Pay Frequency:
- Salary Class:
- Rate of Pay:
- Schedule:
- Grade:
- Step:
- Exempt From Overtime:
- Pay Plan:
- Annual Hours:
- FTE:

Selected Items 3 Tab

- Expense Dist Co:
- Expense Acct Unit:
- Expense Account:
- Expense Subaccount:
- Activity:
- Account Category:
- Address Line 1:
- City:
- State or Prov:
- County:
- Postal Code:

Click **Add** to update the information listed above

Continue on to the Hire-Rehire2 Process

State of Arizona Employee's Annual Leave Plan Flowchart

START HERE

Is the EE covered or uncovered?

Uncovered → Is the Hire Date after State Personnel Reform Date: 09/29/2012?

Covered → ***EE Annual Leave Plan = LPANCVD1, 2, 3, 4

Is the Hire Date after State Personnel Reform Date: 09/29/2012?
- **No** → ***EE Annual Leave Plan = LPANUNC1, 2, 3, 4
- **Yes** → Is EE in a Political Appointment position?

Is EE in a Political Appointment position?
- **Yes** → ***EE Annual Leave Plan = LPANUNC1, 2, 3, 4
- **No** → ***EE Annual Leave Plan = LPANSPUNC1, 2, 3, 4

"If an employee is in a Political Appointment position, the At-Will Status of the position, as reflected in HRIS, should equal a Political Appointment value. The At-Will Status may be viewed on the assignment tab of the employee record (HR11). The value in the At-Will Status field should not equal "covered" or "uncovered" if an employee is in a Political Appointment position

Please see A.R.S. § 41-742(F) for a list of positions that are considered political appointments. For questions regarding political appointments, please contact ADOA Classification/Compensation."

Verification
In order for an employee to properly accrue annual leave at the correct rate, several items must be **accurate and consistent** in HRIS
- FTE must be consistent with Annual Leave Plan (see Important Note).
- Annual Leave User Field must equal Annual Leave Plan.
- On the following day, always VERIFY that the correct Annual Leave Plan has been established.

IMPORTANT NOTE
*** Annual Leave Plans end with a numeric number (e.g. LPANUNC1).
Legend is as follows:
1 = Full Time (FTE=1.0)
2= Part Time (FTE=.5)
3=Three Quarter Time (FTE=.75)
4= Quarter Time   (FTE=.25)

Revised: February 20th, 2015

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

Hire-Rehire2 Process

Access Form SOA Individual Action (XP52.1)

Enter Company and Employee Identification Number (EIN) to query record

Select Action Type and Reason Code

→ Applicant is a New Hire → Select Action Type: **HIRE-REHR2**, choose Reason Code: **NEW HIRE**, and enter an Effective Date for the personnel action

Applicant is a Rehire

Select Action Type: **HIRE-REHR2**, choose Reason Code: **REHIRE**, and enter an Effective Date for the personnel action

Enter/Change values for the required fields below:

Parameters Tab

Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:

Special Processing Tab:

U.S. – COBRA Tab:

Selected Items 1 Tab

- Disability:
- Gender:
- Marital Status:
- Ethnicity:
- EEO-4 Group:
- Exclude From EEO-4:
- Veteran:
- RETIREMENT CODE:

Selected Items 2 Tab

- Auto Time Record:
- Automatic Deposit:
- ANNUAL LEAVE PLAN:
- SICK LEAVE PLAN:
- CASH/COMP:
- EDUCATION:
- Adjusted Hire Date:
- AGENCY HIRE DATE:
- CURRENT ASRS MEMBER:
- Work Schedule:
- ACA DESIGNATION:

Selected Items 3 Tab

- JOB CODE HIRE DATE:
- ORIG STATE HIRE DATE:
- Birthdate:

Click **Add** to update the information listed above

Continue on to the Hire-Rehire3 Process

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

Hire-Rehire3 Process

Access Form SOA Individual Action (XP52.1)

Enter Company and Employee Identification Number (EIN) to query record

Select Action Type and Reason Code

Applicant is a New Hire → Select Action Type: **HIRE-REHR3**, choose Reason Code: **NEW HIRE**, and enter an Effective Date for the personnel action

Applicant is a Rehire

Select Action Type: **HIRE-REHR3**, choose Reason Code: **REHIRE**, and enter an Effective Date for the personnel action

Enter/Change values for the required fields below:

Parameters Tab

Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:

Special Processing Tab:

U.S. – COBRA Tab:

Selected Items 1 Tab

- Supplemental Addr 1:
- Supplemental Addr 2:
- Supplemental City:
- Splmntl St or Prov:
- Badge Number:
- Badge Code:
- Seniority Date:

Selected Items 2 Tab

Selected Items 3 Tab

Click **Add** to update the information listed above

Process End

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

Hire-Rehire3 Process

Access Form SOA Individual Action (XP52.1)

Enter Company and Employee Identification Number (EIN) to query record

Select Action Type and Reason Code

Applicant is a New Hire → Select Action Type: **HIRE-REHR3**, choose Reason Code: **NEW HIRE**, and enter an Effective Date for the personnel action

Applicant is a Rehire

Select Action Type: **HIRE-REHR3**, choose Reason Code: **REHIRE**, and enter an Effective Date for the personnel action

Enter/Change values for the required fields below:

Parameters Tab

Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:

Special Processing Tab:

U.S. – COBRA Tab:

Selected Items 1 Tab
- Supplemental Addr 1:
- Supplemental Addr 2:
- Supplemental City:
- Splmntl St or Prov:
- Badge Number:
- Badge Code:
- Seniority Date:

Selected Items 2 Tab

Selected Items 3 Tab

Click **Add** to update the information listed above

Process End

Overview

The New Hire Process for "officers of the State" or "Non-Compensated" Board/Commission members must be followed anytime there is a request for travel reimbursement and the qualified person does not have an issued Employee Identification Number (EIN).

To be defined as an "officer of the state", the person must be participating on a board, commission, council or similar official entity created by law, the Governor or by an Agency Head with the proper authorization to create such an entity. Other designations are not authorized to receive travel reimbursements under State statute and the State travel policy.

This is also the new hire process when hiring candidates who haven't gone through PageUp.

When hiring these individuals, the first step is to check their SSN against the HRIS database to see if they are assigned to another Agency. If the individual does not exist, they must be added to the system as an Applicant, and then hired from Applicant to Employee.

To complete the process, follow the steps as outlined below.

- Lookup the Employee SSN using the ZH11.1 - Social Security Look-Up
- Form is covered in the Agency HR Initiator SSN Lookup Training Material
- If the SSN does not appear, add the person to HRIS as an applicant using the XP31.1 Applicant

- If SSN does appear, contact the existing agency to arrange for reimbursement (if in the active status – R3) OR hire the individual using the HRIS Rehireprocess.
- Hire the applicant as an Employee using the XP52.4 Hire An Applicant

- Complete the hire process using the XP52.1 Individual Action

- Update the Employee's federal and state tax withholdings using the PR13.1 Employee US Taxes

Applicant Form (XP31.1) – Main Tab

(Image 1)

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	White Search Box	R	Type **XP31.1** in the White Search Box. Press Enter on the keyboard	The Applicant Form (XP31.1) 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	**Applicant** Field	R	Leave blank.	System will assign this number once the action is completed.	
4	**Last Name** - First Box	O	Type the prefix of the Applicant's Sir name in ALL CAPS.		Every entry into HRIS must be in ALL CAPS.
	Last Name - Second Box	R	Type the Applicant's Last Name in ALL CAPS.		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Last Name - Third Box	O	Type or use the Drop Down to enter the suffix of the Applicant's last name in ALL CAPS		Example, JR, SR. IV, etc.
5	**First Name** Field	R	Type the Applicant's First Name in ALL CAPS.		
6	**Preferred Name** Field	O	Type the Applicant's Preferred Name in ALL CAPS.		
7	**Middle Name** Field	O	Type the Applicant's Middle Name in ALL CAPS.		
8	**Name Title** Field	O	Type or use the Drop Down to enter the Applicant's Name Title.		Example DR, MR, MS, MRS, etc without punctuation.
9	**Status** Field	R	Type or use the Drop Down to enter the Applicant's Status.		In general, this status should be AA for APPLIED.

Applicant Form (XP31.1) – Main Tab

(Image 1)

Steps 10-13 of 13
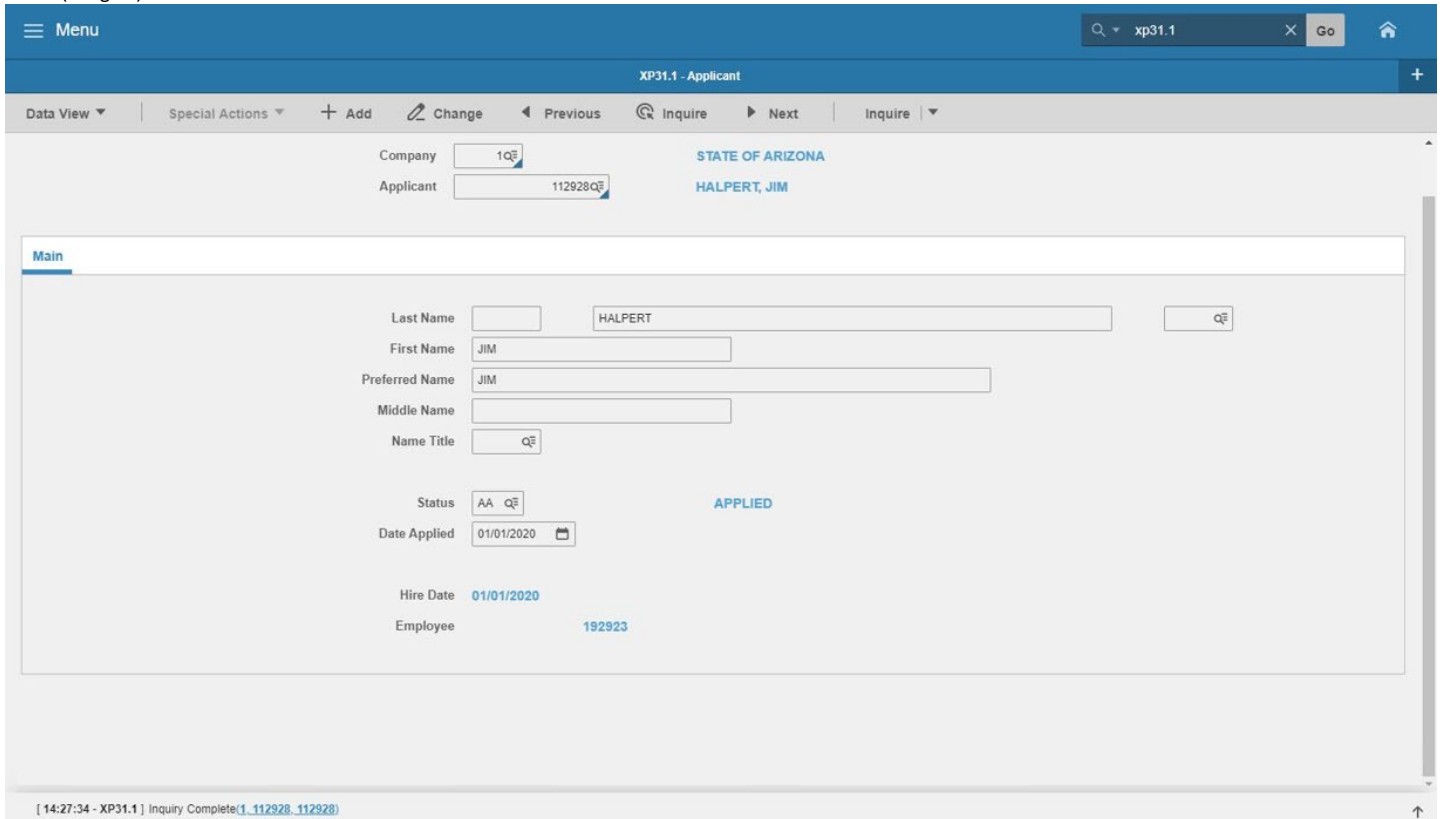
(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Date Applied** Field	O	Type or use the Drop Down to enter the date the Applicant Applied.		If left blank the system will default in the date the action is entered.
11	**Add** button	R	Click Add	You will receive a message in the lower left corner of the form **Add Complete-Continue.**	Action will be entered into the system. The system will assign an Applicant Number.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
12	White Search box (See Step #1)	R	Type **XP52.4** and Press the enter key on the keyboard.	XP52.4 Form Appears Company and EIN field should be completed.	See Hire an Applicant (XP52.4) Without Hiring Gateway – Parameters Tab below (Page 10) **Notes** Any data entered on this form will default to the associated fields when processing the hire action on XP52.4. Example – Last Name and First Name.

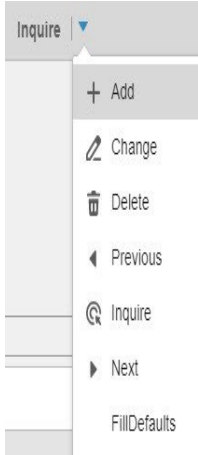# Example 1 – An Applicant is Successfully Entered

(Image 2)

Hire an Applicant (XP52.4) Parameters – (APP-HIRE1)

(Image 3)

Steps 1-9 of 16

(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
2	**Applicant** field	R	Type or Select Applicant Number of Applicant to Hire	Name will display next to the field after cursor is moved from the Applicant field	If you do not know the Applicant number, you can use the drop down box at the end of the field and search by Last Name, First Name, SSN, etc.
3	**Action, Nbr** Field	R	Type or Select **'APP-HIRE1'.**		
4	**Requisition** Field	O	Leave Field **Blank**		Field is not used for this action.
	Effective Date Field	R	Type in the date the action is effective.		Date is formatted as MMDDYY.
6	**Reasons** Field – First Box	R	Type 'BOARDCOMM' or click on drop down list and select' Board		First Reason Code is required.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Commission Member' If a **regular** employee, use the appropriate Reason code. See notes		Reasons Defined for Personnel Action • Boardmember = Board Commission Member • Electedoff = Elected Offical • New Hire = New Hire • RASL = Rasl Payment TEMP/INT – Temporary/Intern
	Reasons Field - Second Box	O	Leave Field Blank		
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'** or Select **'Yes'** from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately. This is what will give you the EIN for the New Hire once the action has been completed and added.
9	**Anticipated End** Field	R	Leave Field Blank	This field must be blank.	

Hire an Applicant (XP52.4) Parameters – (APP-HIRE1)

(Image 3)

Steps 10-17 of 17

(Image 3, Table 2)

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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Employee Nbr Field			blank.	the EIN. Do not put anything in this field.
15	**Employee** Field	R	Leave Field Blank	This field must be blank. Once the action is correctly completed and added the system will generate and default in the EIN.	Do not enter anything into this field. The system will populate this field once the action has been completed and added.
16	**New Effective Date** Field	R	Leave Field Blank	This field must be blank.	Do not enter anything into this field.
17	**Selected Items 1**	R	Click on the **Selected Items** 1 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 the Applicant Form (XP31.1) will default in.

Hire an Applicant (XP52.4) – Selected Items 1 Tab (APP-HIRE1)

(Image 4)

Steps 1-9 of 9

(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** field	R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
	Employee Field	R			
	Action, Nbr Field	R			
	Effective Date Field	R			
	Reasons Fields	R			
2	**Name-First** Field	R	Verify the information that is populated from the Applicant Form (XP31.1) is correct. Information is displayed in the Applicant Value column.	If the field is not changing, the information will be displayed in the Applicant Value column.	**If information is not correct (or is not displayed), type corrected information in the New Value field.
	Name-Middle Field	O			
	Name-Last Field	R			
		O			
	Name-Suffix Field	R			
3	**Social Nbr** Field	R	Type **Employee SSN** in the New Value		Format is 123-45-6789.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Field		
4	**Hire Date** Field	R	Type date of Hire or enter date after position creation date.		Format is MMDDYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
5	**Status** Field	R	Type **'R3'** or select **'Non Active Payee'** from the drop down menu. This is the **ONLY** status that can be used for board/commission members. If a **regular** employee, use the appropriate status code.		To access the drop down menu, click the V at the end of the Selected Value field.
6	**Position** Field	R	Type in the **position number** as provided by ADOA Classification and Compensation or your Non-System A Classification and Compensation Analyst.		
7	**Inquire Button** (2nd button)	R	<mark>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".</mark>	Image of drop-down menu is this: Inquire ▼ + Add ✎ Change 🗑 Delete ◀ Previous 🔁 Inquire ▶ Next FillDefaults All information related to the	<mark>You must remove the position# from the "Change To" column to avoid an error of using the same value.</mark>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				position will be defaulted in. You will receive the message 'Review defaulted fields'.	
8	**Job Code** Field **Process** Level Field **Department** Field **Location** Field	R R R R	No action required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	If the information that defaulted in is not accurate, the information **must be changed on the position, not the employee**.
9	**Selected Items 2** tab	R	Click on the **Selected Items 2** tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary fields to be populated.	

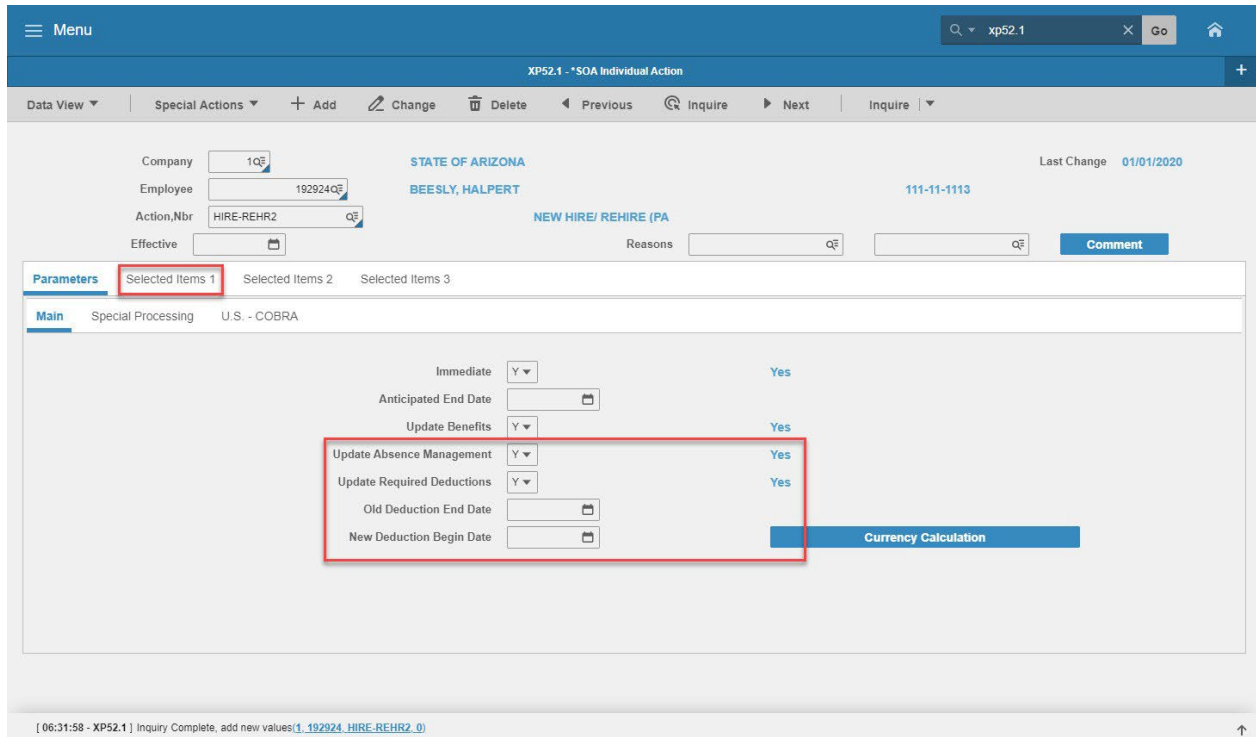## Hire an Applicant (XP52.4) – Selected Items 2 Tab (APP-HIRE1)

(Image 5)

Steps 1-6 of 6

(Image 5, 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	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
3	**Rate of Pay** Field	R	Type '**0.0100**' only pertains to Board Commission Member If a **regular** employee, input Rate of Pay for the Employee		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	**Schedule** Field **Grade** Field **Step** Field **Exempt from Overtime** Field **Pay Plan** Field **Annual Hours** Field	R R R R R R	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
5	**FTE** Field	R	Type '**.001**' If a **regular** employee, input correct FTE for the Employee, see notes		FTE Full time = 1.0 ¾ time = .75 ½ time = .50 ¼ time = .25
6	**Selected Items 3** Field	R	Click on the **Selected Items 2** tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary fields to be populated.	

Hire an Applicant (XP52.4) – Selected Items 3 Tab (APP-HIRE1)

(Image 6)

Steps 1-8 of 8

(Image 6, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** field **Applicant** 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	**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	No Action Required. Leave position defaulted information in this field.	All information needed from the position will be defaulted in.	DO NOT change the defaulted information. If it is wrong, request a position update.
3	**Address - Line 1** Field	R	Type the Employee's Home Street Address		Information must be in ALL CAPS. Do not

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					include Punctuation.
	Address - Line 2 Field	O	Type additional Address information if needed (ex. Apt or Space Number)		Information must be in ALL CAPS. Do not include Punctuation.
4	City Field	R	Type the Employee's Home City.		Must be entered in ALL CAPS.
5	State or Prov Field	R	Type the Employee's Home State		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. Must be entered in ALL CAPS.
6	County Field	R	Type the Employee's Home County		Must be entered in ALL CAPS.
7	Postal Code Field	R	Type the Employee's Home Postal Code		The 5-digit code – example 85007.
8	**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	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, 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.

Personnel Action Comments (PA56.1)

(Image 7)

Steps 1-2 of 2

(Image 7, 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 Applicant added to HRIS. The Employee's EIN will be displayed on the Parameters Page in the Employee box. Write down the EIN as you will need it for further actions. If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE

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

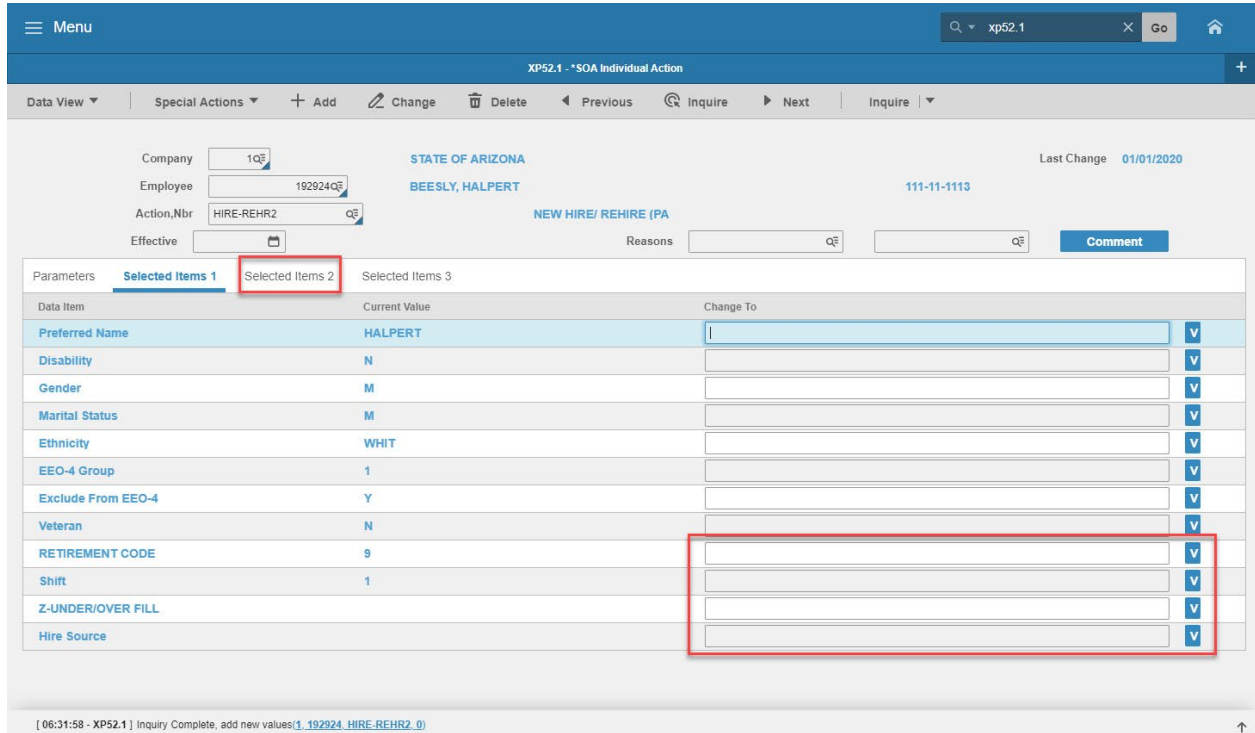# Individual Action (XP52.1) – Parameters Tab – (HIRE-REHR2)

(Image 8)

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	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-REHR2**'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	**Effective** Field	R	Type in the date the action is effective.		Date is formatted as MMDDYY.
5	**Reasons** Field – First Box	R	Type 'BOARDCOMM' or click on drop down list and select' Board Commission Member' If a **regular** employee, use the appropriate Reason code. See notes		First Reason Code is required. Reasons Defined for Personnel Action Boardmember = Board Commission Member Electedoff = Elected Official New Hire = New Hire RASL = Rasl Payment TEMP/INT – Temporary/Intern
	Reasons Field - Second Box	O	Leave Field Blank		
6	**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!
7	**Immediate** Field	R	Type **'Y'** or Select **'Yes'** from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	**Anticipated End** Field	R	Leave Field Blank	This field must be blank.	
9	**Update Benefits** Field	R	Type **'Y'** or Select **'Yes'** from the Drop Down.	This field must contain a Y.	

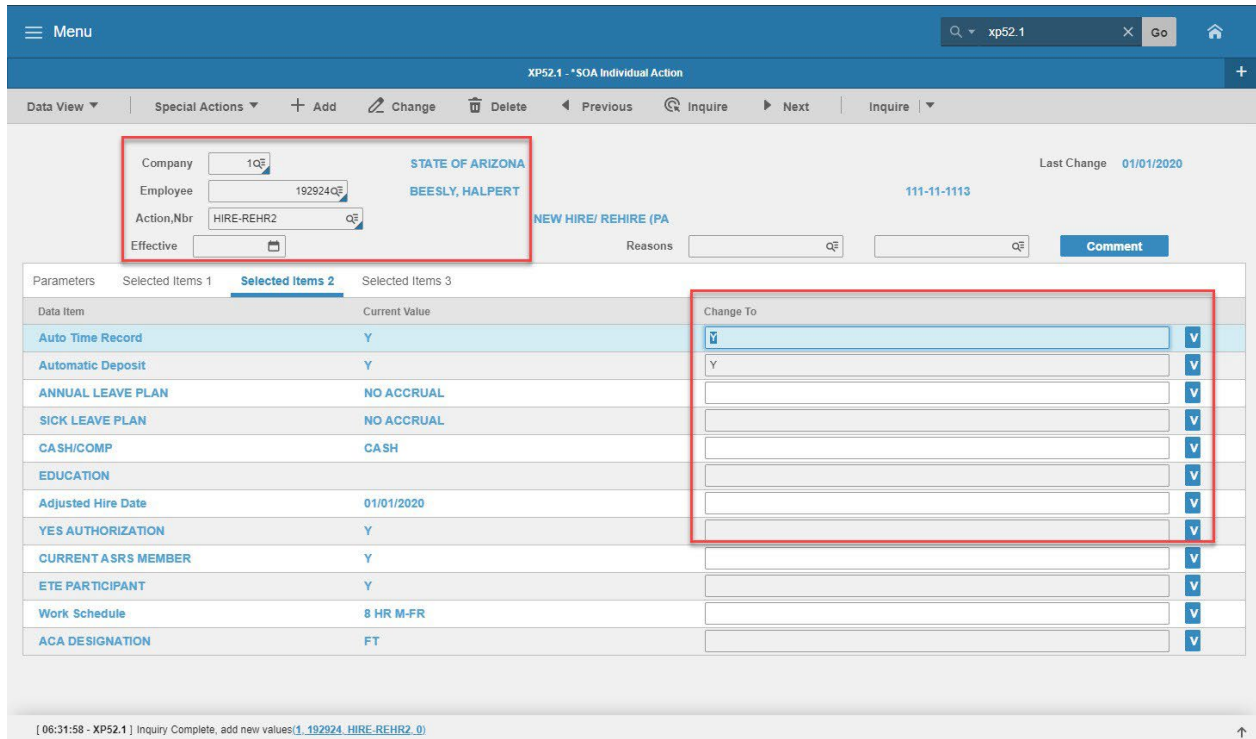# Individual Action (XP52.1) – Parameters Tab – (HIRE-REHR2)

(Image 8)

Steps 10-14 of 14

(Image 8, 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 'Y' from the Drop down.	This field must contain a Y.	This will activate the new hire leave accruals.
11	**Update Required Deductions** Field	R	Type **'Y'** or Select **'Yes'** from the Drop Down.	This field must contain a Y.	This will activate the new hires required deductions.
12	**Old Deduction End Date** Field	R	Leave Field Blank	When the action is processed the system will default in the date.	
13	**New Deduction Begin Date** Field	R	Leave Field Blank	When the action is processed the system will default in the date.	
14	**Selected Items 1**	R	Click on the **Selected Items 1** tab located under Related Pages on the left	The Selected Items 1 section will appear with the necessary fields to	Information that was imported to the employee's record during the XP52.4

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			menu pane.	be populated.	action will appear.

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

(Image 9)

Steps 1-9 of 14

(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 **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	**Preferred Name** Field	O	Type the Preferred Name.	The Employee's Preferred Name will be in the record.	If this information was entered on the PA31 it will default into this field.
3	**Disability** Field	R	Type or select from the drop down the value if the individual has a disability.		Valid values are N = No, Y = Yes.
4	**Gender** Field	R	Type or select from the drop down the Gender.		Valid values are M = Male, F = Female
5	**Marital Status** Field	R	Type or select from the drop down the		The value selected here is not for tax

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Marital Status.		purposes
6	**Ethnicity** Field	R	Type or select from the drop down the Ethnicity.		
7	**EEO-4 Group** Field	R	Type **'99'** or select **'Not Applicable'** from the drop down.		
8	**Exclude from EEO-4** Field	R	Type **'Y'** or select **'Yes'** from the drop down.		
9	**Veteran** Field	R	Type or select from the drop down the 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 9)

Steps 10-14 of 14

(Image 9, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**RETIREMENT CODE** Field	R	Type **'9'** or select **'NO RETIREMENT'** from the drop down		
11	**Shift** Field	O	Leave Field BLANK		
12	**Z-UNDER/OVER FILL** Field	O	Leave Field BLANK		
13	**Hire Source** Field	O	Leave Field BLANK		
14	**Selected Items 2**	R	Click on the **Selected Items 2** tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear.	Information that was imported to the employee's record during the XP52.4 action will appear.

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

(Image 10)

Steps 1-9 of 14

(Image 10, 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.	The employee should be placed in an Annual Leave plan appropriate for their covered	An Uncovered employee with a Hire Date AFTER 9/29/12 will be eligible for the new uncovered annual

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			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	==or uncovered status, FTE, and Hire Date.== Example: Employee is a Covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.	==plan (LPANSPUNC). However, an employee who is a political appointee is eligible for the previous uncovered annual plan (LPANUNC) regardless of the Hire Date.==
5	**Sick Leave Plan** Field	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 Annual Leave Plan.	
6	**Cash/Comp** Field	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	**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.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					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 10)

Steps 10-14 of 14

(Image 10, 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		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
			appropriate work schedule.		
13	**ACA Designation** Field	R	Type or select from the drop down menu the appropriate ACA Designation code.		To learn morew about the ACA Designation Code: https://benefitoptions.az.gov
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 11)

Steps 1-9 of 9

(Image 11, Table 1)
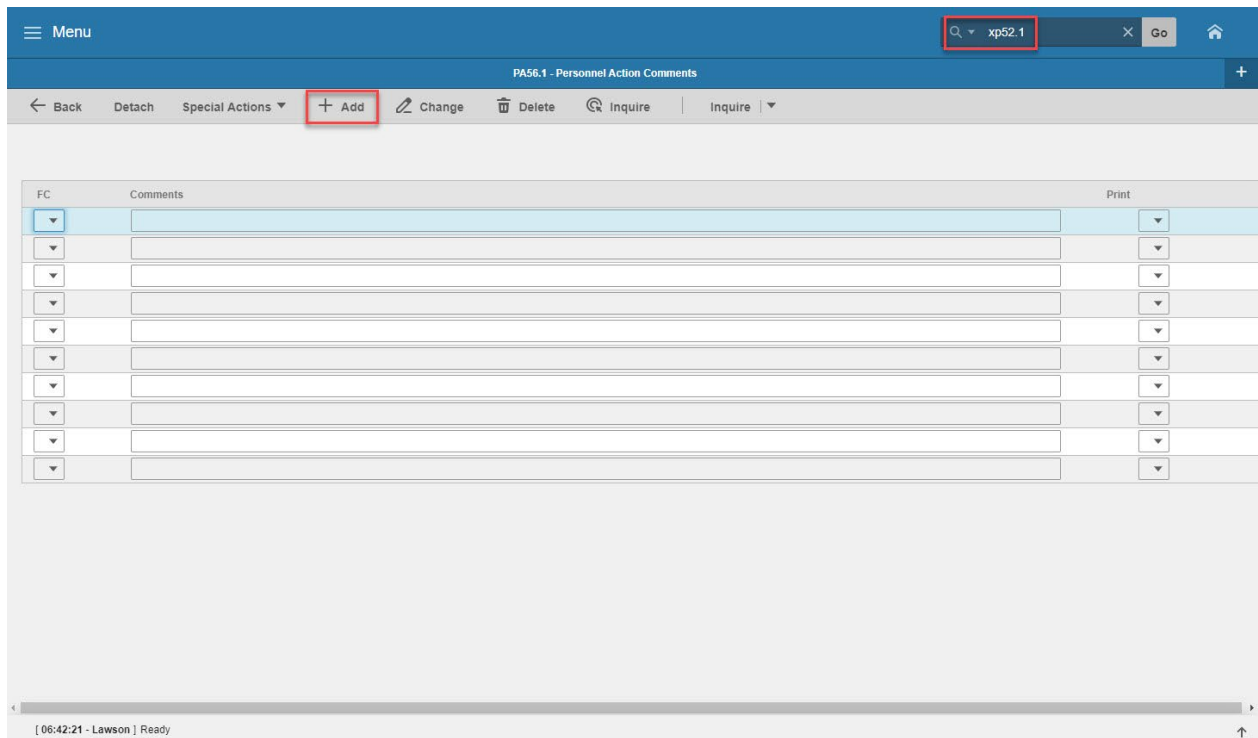
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** field **Employee** Field **Action, Nbr** Field **Effective Date** Field **Reasons** Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	**AGENCY HIR E 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. Date format is MMDDYY.
3	**JOB CODE HIRE DATE**	O	Type the Job Code Hire Date.		This is an optional date field. Date format is MMDDYY.
4	**ORIG STATE HIRE DATE** Field	R	Type the Original State Hire Date.		Date format is MMDDYY.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	**STATUS TERM DATE** 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	**OTHER EMPLOYEE ID#**	O	Type Other Employee ID# if applicable for your agency.		Date Format is MMDDYY **If utilizing PageUp this field may be defaulted in. Birthdate is an important component in security.**
7	**Birthdate**	R	Enter birthdate		Format isMM/DD/YYYY
8	**Country**	R	Enter Country		Uppercase
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 if this is an immediate action, otherwise this step is not necessary for a pending action.**	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 must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

The Default Password in YES for <u>New Hires </u>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 the next day.

Personnel Action Comments (PA56.1)

(Image 12)

Steps 1-2 of 2

(Image 12, 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'
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 as described on Page 4.

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

If the individual does not have any fields in this action being changed, then this action can be omitted.

(Image 13)

Steps 1-9 of 14

(Image 13, Table 1)
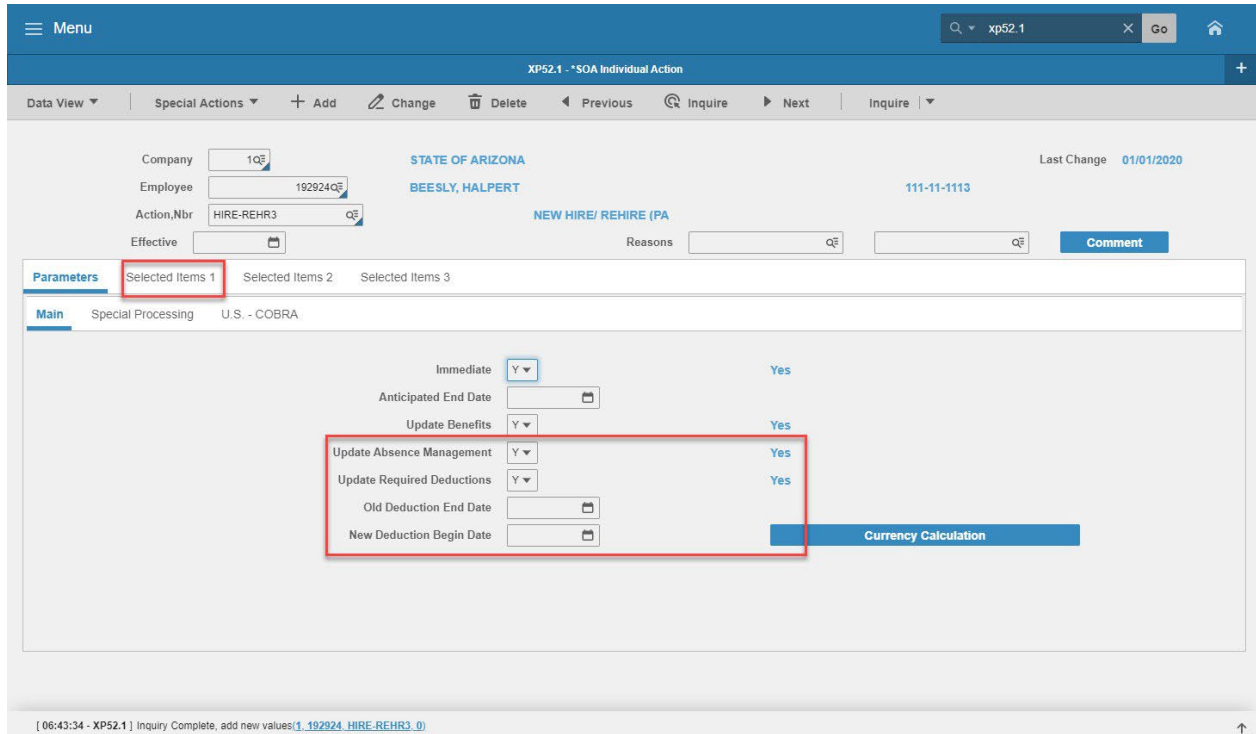
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	**Employee** Field	R	Type the Employee's EIN.	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	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				action.	
4	**Effective** Field	R	Type in the date the action is effective.		Date is formatted as MMDDYY.
5	**Reasons** Field – First Box Field	R	Type 'BOARDCOMM' or click on drop down list and select' Board Commission Member' If a **regular** employee, use the appropriate Reason code. See notes		First Reason Code is required. Reasons Defined for Personnel Action Boardmember = Board Commission Member Electedoff = Elected Official New Hire = New Hire RASL = Rasl Payment TEMP/INT – Temporary/Intern
	Reasons Field - Second Box Field	O	Leave Field Blank		
6	**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!
7	**Immediate** Field	R	Type **'Y'** or Select **'Yes'** from the Drop Down.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	**Anticipated End** Field	R	Leave Field Blank	This field must be blank.	
9	**Update Benefits** Field	R	Type **'Y'** or Select **'Yes'** from the Drop Down.	This field must contain a Y.	

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

If the individual does not have any fields in this action being changed, then this action can be omitted.

(Image 13)

Steps 10-14 of 14

(Image 13, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Update Absence Management**	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 **'Y'** or Select **'Yes'** from the Drop Down.	This field must contain a Y.	This will activate the new hires required deductions.
12	**Old Deduction End Date** Field	R	Leave Field Blank	When the action is processed the system will default in the correct date.	
13	**New Deduction Begin Date** Field	R	Leave Field 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** Field	R	Click on the **Selected Items 1** 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 to the employee's record during the XP52.4 action will appear.

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

If the individual does not have any fields in this action being changed, then this action can be omitted.

(Image 14)

Steps 1-9 of 14

(Image 14, 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.
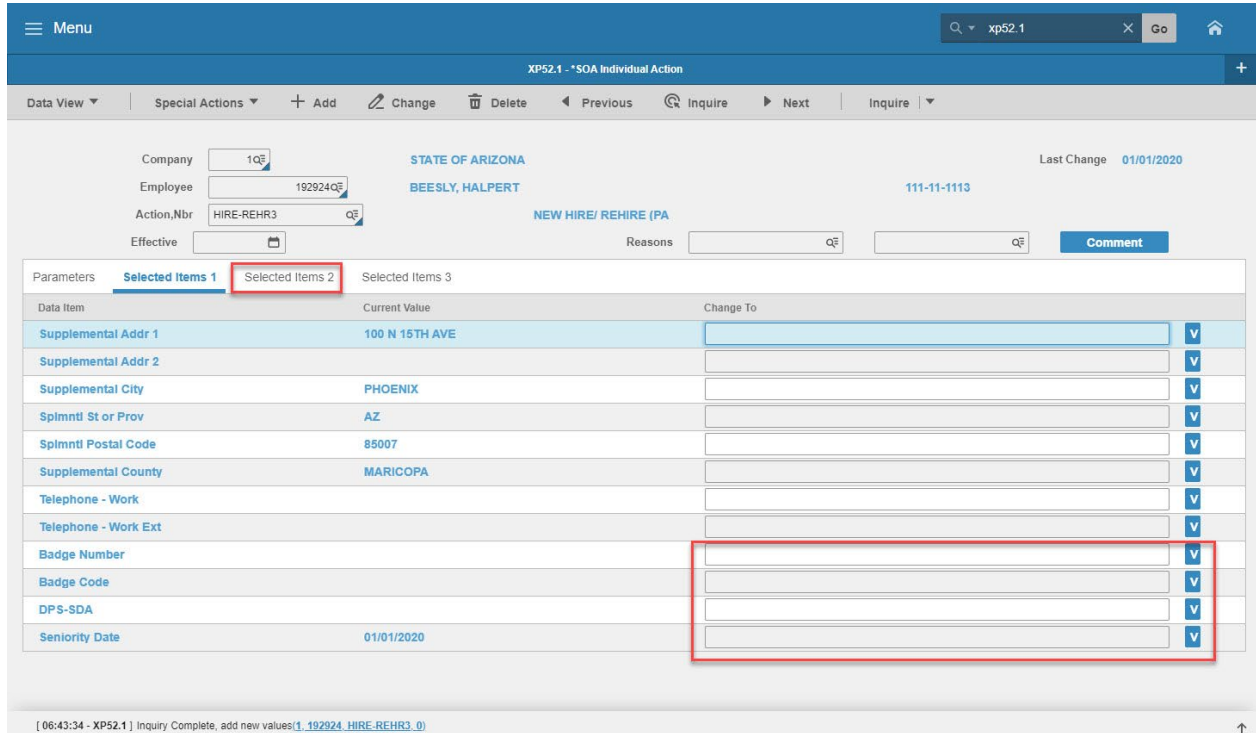
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					See page 4 for additional information.
3	**Supplemental Addr 2** Field	R	This field will default in from the Home Address Type an Address 2 if applicable for the Employee (see Notes)		With the 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 4 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 4 for additional information.
5	**Splmntl St 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 4 for additional information.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
6	**Splmntl 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 4 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 4 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 Phone Maintenance Form (ZH12.1)		
9	**Telephone-Work Ext** Field	N/A	**DO NOT UPDATE THIS INFORMATION USING THIS FIELD.** Information should be updated using the Email and Work Phone Maintenance Form		Not applicable for this individual.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			(ZH12.1)Blank		

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

(Image 14)

Steps 10-14 of 14

(Image 14, Table 2)
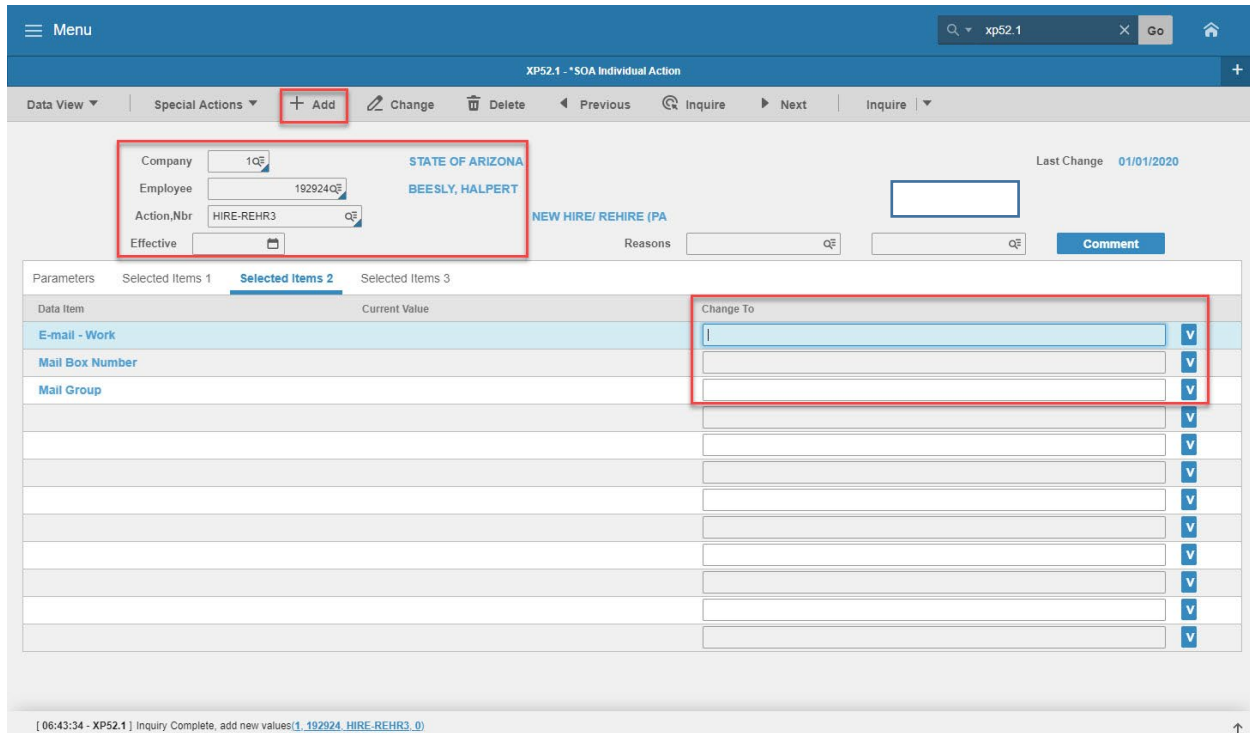
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Badge Number** Field	N/A	Leave Field Blank if Board Commission member Type in the Employee's Badge number if applicable for your agency.		This is an optional field.
11	**Badge Code** Field	N/A	Leave Field Blank if Board Commission member Type in the Employee's Badge Code if applicable for your agency.		This is an optional field.
12	**DPS-SDA** Field	N/A	Leave Field Blank if Board Commission member This is an optional field used by specific agencies.		This is an agency specific field.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
13	**Seniority Date** Field	N/A	The Seniority Date will default from the Hire Date		This date will default to 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)

If the individual does not have any fields in this action being changed, then this action can be omitted.
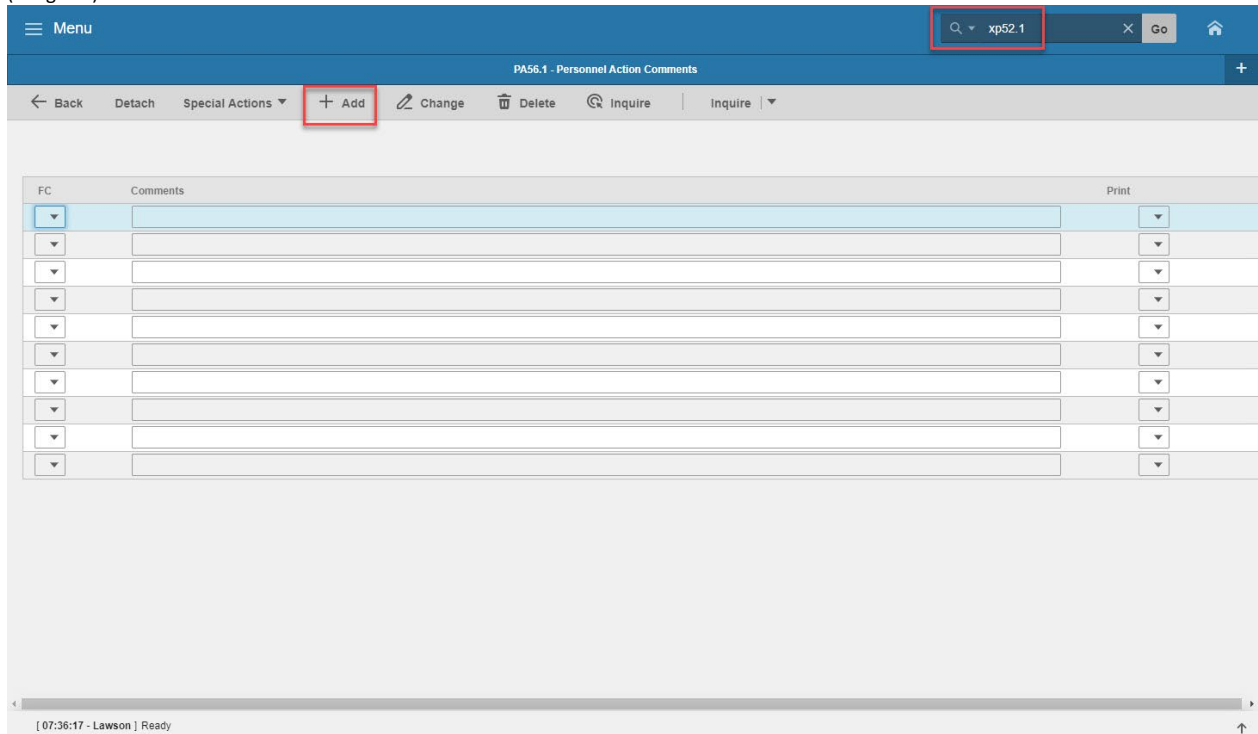
(Image 15)

Steps 1-5 of 5

(Image 15, 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.		**Selected Items 2 & 3 are BLANK.**
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)		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
3	**Mail Box Number** Field	O	Leave Field Blank if Board Commission member Type in the Employee's Mail Box number if applicable for your agency.		This is an optional field.
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	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 16)

Steps 1-2 of 2

(Image 16, 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'
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 as described on Page 4.