HRIS – Human Resources Information Solution

**Resource Guide:** Classification and Compensation
# Classification and Compensation

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Classification and Compensation Overview

The two main functions in HRIS for Classification and Compensation are creating new positions and reallocating existing positions. Once all analysis is completed and all approvals are obtained, the actions need to be keyed in HRIS on the XP02 screen.

Establishing a position

1. Log into HRIS, and navigate to Screen XP02.1

2. **Company**: Enter the number “1” for State of Arizona.

3. **Position**: Leave the Position Number field blank (the field on the left). This will auto-populate to the next available position number once the entire process is complete. Enter the position title in the field on the right. This can be the official classification title or a working title.

4. **Effective**: Populate the effective date for the new position which should coincide with the beginning of a pay period. Refer to the [GAO Payroll Calendar](http://example.com).

![Image of XP02.1 screen with Field values and company: 1, position: blank, effective: date]
5. **Reason**: On the dropdown menu, there are four reason codes in HRIS for establishing a position, typically the only two that are used are:
   a. ESTAB COV: Establish a covered position, i.e. Correctional Officer 2, Community Corrections Officer, etc. (Most agencies will not use this option)
   b. ESTAB UC: Establish an uncovered position.

6. **Process Level, Department, and User Level**: Refer to the Classification Action Request (CAR) Form, and input the appropriate values for the new position. (The values must be existing values in HRIS or an error will occur.)

7. **Job Code**: Enter the job code from the CAR form. This was established during the review of the PD form based on duties performed, etc. As outlined in the Delegated Authority agreement, agencies may not establish positions into job codes designated as Statewide, Unclassified, in the Executive Series, or any other reserved classifications.

   The job code description will appear once the job code is entered. Please ensure this is accurate and matches or supports what was entered in Step 3 for the job title.

8. **Location**: Refer to the CAR Form, and input the appropriate value for the new position.
9. **Direct Supervisor**: This associates the employee to their direct supervisor and feeds into YES, ETE and other systems. Enter the appropriate code which should be on the CAR form.

10. **Link to Supervisor**: If the new position will supervise staff, input the appropriate Supervisor Link in this field.

11. **Security Level, Location**: If the agency uses a unique value for Security Level/Location, use that value, otherwise enter 9 for Security Level and 9999999999 (ten 9’s) for Location.
Payroll Tab

12. **Annual Hours**: Input 2080. (exceptions include Firefighters, “2990”)

13. **Salary Class**: Choose “H” for Hourly. (exceptions include Judges, “S”)

14. **Pay Frequency**: Choose “2” for Biweekly.

15. **Exempt from Overtime**: This flag is linked to the position’s FLSA status, and should coincide with the selection for Pay Plan. Choose “Y” for FLSA Exempt, and “N” for FLSA Non-exempt.

   Use the FLSA designation provided on the classification specification. If no classification specification exists, work with ADOA Human Resources to ensure the position is properly designated under the FLSA.

16. **Pay Plan**: In this field select the appropriate code for the position’s FLSA status. Most positions will fall into one of the following categories:
   a. NEXP: FLSA Non-Exempt OT over 40hrs
   b. EXC: FLSA Exempt 40hrs only

17. **Schedule, Grade, Step**: Before entering information related to Schedule or Grade, please consult the list of Job Codes and Pay Ranges, to be sure the information is correct. Reminder, agencies may not establish positions into the Executive Salary Schedule (AEXEC).

18. **Expense Account**: Before entering information related to a position’s expense account, consult with the Budget/Finance office, to ensure the position is linked to the proper funding source.
Creating the position

Now that all the information has been keyed into HRIS, it’s time to finalize the position establishment.

19. Click on the small down arrow on the right side of the “Inquire” function on the top right of the screen to bring up the menu options. Select “Create Position.”

20. The “Inquire” function will now show as “Create Position.” Click that and the position will be created. If there is missing information or an error, the position won’t be created and a position number will not be generated.

21. The final step is to add the “User Fields.” The four fields that are required are AT WILL STATUS, FUNDED, LAW ENFORCEMENT STAT, and ORDINARY PENSION (Some Agencies have additional required fields including Y-ARMSS FLAG.) In the FC column, select A for add and populate the appropriate selection in the VALUE column Once complete, select the Add function at the top of the screen and the position is now established.
Reallocating a position

1. Log into HRIS, and navigate to Screen XP02.1

2. **Company**: Enter the number “1” for State of Arizona.

3. **Position**: Enter the position number being reallocated.

4. **Effective**: Search for the most recent effective date and select the Inquire function at the top of the screen. The position details should now be populated on the screen.
Main Tab

5. **Position Title**: Enter the new position title in the right side box next to the position number using the standard agency naming convention or the title listed on the Classification Action Request (CAR).

6. **Effective Date**: Enter the effective date of the reallocation. This date needs to coincide with the beginning of a pay period. Refer to the GAO Payroll Calendar.

7. **Reason**: Select the appropriate reason codes starting the RC.

8. **Job Code**: Enter the new job code for the position. If any other position details have changed, update those fields as well.
9. **Direct Supervisor**: If the supervisor will be changing, enter the new Supervisor Code.

10. **Link to Supervisor**: If this position will be supervising, select the appropriate Supervisor Code.
11. Update the FLSA exemption status, Schedule, Grade and Expense Account as appropriate.

12. Select the Add function at the top of the screen and the changes will be saved.
User Fields

13. If the reallocation impacted any of the User Fields, update those as well but selecting the letter C from the FC Column and entering the correct information in the Value column. Once complete, select the Change function from the top menu and the position is now properly reallocated.