

ENROLLMENT PROCESS

HRIS Power User Enrollment Process Overview

Updated: 08/16/19



Agency Security Approver Preparation - Beginning August 16

1. Review materials provided in the Security Approver Toolkit
 - a. HRIS Security Policy
 - b. HRIS Security Fact Sheet
 - c. HRIS Security Roles Crosswalk
 - d. HRIS Security Roles Conflict Matrix
2. Review Power User access
 - a. A current list of Power Users with their current access will be provided by ADOA
3. Join an Open Call
 - a. Send questions to hriisservicesdesk@azdoa.gov on or before the day of the Open Call
4. Map Power Users current roles
 - a. Work with each Power User to verify access needed.
 - b. A current list of Power Users with their current access will be provided by ADOA



Existing Power Users Enrollment Process - Aug 26 - Sept 29, 2019

1. Power User completes training and exam prerequisites (if required) (see Roles Crosswalk)
2. Agency Security Approver submits a new Power User Access Request Form

Existing Power Users seeking new roles

If a Power User seeks a role that they currently don't map to, Power Users must first complete the training for that role. *Note: NDA is not required for existing Power Users.*



New HRIS Power Users Enrollment Process - Beginning August 26, 2019

1. Employee ("Power User") and Manager determine access needed
2. Power User completes prerequisites in TraCorp:
 - a. HRIS Data Sharing and Non-Disclosure Agreement
 - b. HRIS Security Policy
 - c. HRIS Intro Training
 - d. HRIS Security Role Training and Exam
3. Manager validates employee has completed prerequisites in TraCorp
4. Manager submits HRIS Power User Security Request Form to the Agency Security Approver
5. Agency Security Approver reviews, approves, and submits the HRIS Power User Security Request for HRIS Security team via Cherwell or email: hriisservicesdesk@azdoa.gov