

**STATE OF ARIZONA HUMAN RESOURCES
STATEWIDE POLICIES AND PROCEDURES**

Policy Number: ASPS/HRD-PA1.02	Issued: August 9, 2013
Subject: Records – HRIS Date Fields	Effective: August 8, 2013
Policy Section: General	Revised: May 12, 2016
Policy Owner: ADOA Human Resources Division	

This policy does not create a contract for employment between any employee and the State. Nothing in this policy changes the fact that all uncovered employees of the State Personnel System (SPS) are at will employees and serve at the pleasure of the appointing authority.

Scope:

All State government entities* utilizing the Human Resources Information Solution (HRIS) for human resources and/or payroll purposes.

*For the purposes of this policy, a "State government entity" includes both SPS and non-SPS entities, including, but not limited to: agencies, authorities, boards, commissions, councils, departments and offices of this state; the legislature and legislative agencies; Arizona state schools for the deaf and the blind; the Board of Regents and the state universities; and, all departments and agencies of the state supreme court and the court of appeals.

Authority:

A.R.S. § 41-703, Duties of director
A.A.C. R2-5A-105, Records
A.A.C. R2-5A-B602, Annual Leave

Definitions*:

"Break in service" means a separation from state employment, regardless of the reason for separation. A.R.S. § 41-741(3).

*Definitions of HRIS date fields are provided in Table 1.

Policy:

It is the policy of the State of Arizona that all State entities using HRIS for personnel and/or payroll purposes enter employee dates in HRIS in a consistent manner.

An agency's Human Resources Office is responsible for ensuring the accuracy of agency employee records. The agency must ensure that HRIS date fields are populated and updated accurately and as necessary.

In Table 1, dates identified with an asterisk (*) have been identified as critical dates in an employee's record. All State entities utilizing the Human Resources Information Solution (HRIS) for personnel and/or payroll must, at a minimum, enter and use these critical dates as outlined in this policy and in the table.

ASPS Statewide Policies and Procedures
Subject: Records - HRIS Date Fields

Table 1. HRIS DATE FIELDS (View dates on HR11 - “Main” or “User Field” tabs; update on XP52.1)

HRIS DATE FIELD	DEFINITION	WHEN DATE NEEDS TO BE CHANGED MANUALLY	EXAMPLES OF USE
*ADJUSTED HIRE DATE	The employee’s hire date, which has been re-calculated due to additions to or deductions from credited service with the State	<ul style="list-style-type: none"> • Upon rehire of a former State employee after a break in service of less than 2 years • Upon return from LWOP in excess of 240 consecutive hours, unless the LWOP was FMLA or military leave 	Used to determine: <ul style="list-style-type: none"> • Annual leave accrual tier • Benefit eligibility date • ASRS waiting periods
AGENCY HIRE DATE	The employee’s first day of work with the current employing agency	Upon hire, rehire or transfer to an agency	Used by some agencies for agency length of service awards (recognition)
ANNIVERSARY DATE	The annual recurring date of the employee’s hire date		May be used at the agency’s discretion and for agency purposes
FIRST DAY WORKED	N/A - not used in HRIS	---	---
*HIRE DATE	The employee’s first day of work upon hire or, if the employee has a break in service, rehire, whichever is later **See Clarifications and Exceptions (p. 4)	Upon rehire after a break in service	Used for: <ul style="list-style-type: none"> • Employment verifications • Eligibility for benefits • Leave plans • ACA reporting • ACR reporting
JOB CODE HIRE DATE	The date that an employee moves into a new job classification	Upon the employee’s change to a different job class	
LAST DAY PAID DATE	N/A - not used in HRIS	---	---
*ORIGINAL STATE HIRE DATE	The employee’s first day of work in any State government entity	This date should never be changed (even if there was a break in service of any length), unless it is to correct an error	For ASRS members, this date is used to determine if the member has a right to elect to make retirement contributions from annual leave payout upon termination
REPORTED AS NEW HIRE	The date generated by HRIS when the employee’s information is reported to the Arizona Department of Economic Security for new hires	N/A – Date is auto-populated by the system	

ASPS Statewide Policies and Procedures**Subject:** Records - HRIS Date Fields

HRIS DATE FIELD	DEFINITION	WHEN DATE NEEDS TO BE CHANGED MANUALLY	EXAMPLES OF USE
SENIORITY DATE – ADC Only	The precedence in rank over others attained by length of continuous service	N/A – Used by ADC only Other agencies should not modify the date in this field	
STATUS TERM DATE	The date that an employee's original probationary period, promotional probationary period or special assignment terminates	If the expected end date changes, this field should be updated to reflect the new date	Used to ensure an employee does not exceed maximum permissible time in a particular status or assignment
*TERMINATION DATE	The employee's last day of employment with the State of Arizona **See Clarifications and Exceptions (p. 5)	<ul style="list-style-type: none"> • Upon separation – enter effective date of employee's separation • Upon rehire – delete date in field; should be blank 	Used for leave payouts and, if eligible, RASL; used to determine when health insurance benefits will end

Abbreviations:

- ACA – the federal Affordable Care Act
- ACR – Alternate Contribution Rate
- ADC – Arizona Department of Corrections
- ASRS – Arizona State Retirement System
- LWOP – Leave Without Pay
- RASL – Retiree Accumulated Sick Leave

Note(s):

- Any service as a non-compensated board or commission member or unpaid intern is not included in any adjusted hire date calculations
- Retirement is based upon contribution history, not by a correction to a date in HRIS – further, changes to dates do not correct deductions or benefits

Clarifications and Exceptions:

Original State Hire Date

The Original State Hire Date is the employee's first day of work in any State government entity (including non-SPS agencies and State government entities that do not use HRIS). This date never changes, regardless of any breaks in service, leave without pay, or transfers between personnel systems.

Hire Date

Except as noted below, the Hire Date is the employee's first day of work upon hire or, if the employee has a break in service, rehire, whichever is later. This date is used for employment verifications. In SPS agencies, this date is used to determine the employee's appropriate SPS annual leave plan.

**** Exception - employees transferring from non-HRIS to HRIS State government entities:** When an employee transfers from a State government entity that does not use HRIS to one that does use HRIS, the Hire Date in HRIS is the employee's first day of work for the State government entity that uses HRIS even if there was no break in service. See Exhibit A; example (2)(b).

See Exhibit B for list of SPS agencies, non-SPS agencies, and agencies not using HRIS.

Adjusted Hire Date

The Adjusted Hire Date is the employee's Hire Date, which has been recalculated due to:

- Additions to credited service if the employee previously worked for the State and returned to state employment within two years of separation
- Deductions from credited service for Leave Without Pay (LWOP) in excess of 240 consecutive hours (unless the LWOP is due to FMLA leave or military leave)
- Deductions for any service not eligible for compensation – for example, non-compensated board members, unpaid interns, volunteers, etc.

The Adjusted Hire Date calculations shall not include any service before a break in service of more than two years.

The Adjusted Hire Date Calculator may be used to determine the employee's adjusted hire date. The calculator uses key dates (Separation Date or Last Date Paid, Original State Hire Date or Most Recent Adjusted Hire Date, and Rehire Date or Return to Work Date), which are entered into an Excel spreadsheet, to calculate the employee's new adjusted hire date.

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Status Term Date

Upon hire or promotion into a covered position, or placement into a special assignment, the agency must enter the appropriate Status Term Date, which is the last day of the applicable action. Once the employee has completed their original probation, promotional probation or special assignment, the agency must remove the Status Term Date. If the probationary period is extended, the agency must modify the Status Term Date to reflect the last day of the extension.

Termination Date

Upon separation from State employment, the Termination Date is updated to reflect the employee's last day of employment. Except as noted below, this date is populated only when the employee is separating; if the employee is transferring within an agency or between State agencies without a break in service, the Termination Date should be left blank.

** Exception - employees transferring from HRIS to non-HRIS State government entities: When an employee ends employment with a State government entity that uses HRIS and transfers to one that does not use HRIS, the Termination Date in HRIS is the employee's last day of employment for the State government entity that uses HRIS even if there will be no break in service. See Exhibit A; example (2)(k).

See Exhibit B for list of SPS agencies, non-SPS agencies, and agencies not using HRIS.

Related Attachments:

Exhibit A – Examples

Exhibit B – Arizona State and non-Arizona State Personnel System Agencies

Corresponding Policies:

Not applicable

Contact:

If you have any questions related to Human Resources Policy, please contact your agency's Human Resources Office/representative.

EXHIBIT A – EXAMPLES

Two examples are provided for illustrative purposes, with a primary focus on the four dates identified as critical dates, although other dates may be affected. In the first example, all State employment is with State Personnel System (SPS) agencies. The second example includes State employment with both SPS and non-SPS agencies (e.g., Arizona State University, the Arizona Department of Public Safety and Northern Arizona University).

EXAMPLE 1. ALL STATE EMPLOYMENT WITH SPS AGENCIES

Summary of Employee’s Personnel Action History (see below for detail):

- (a) 03/05/2001 - New Hire (ADOA)
- (b) 04/01/2002 - Inter-Agency Transfer (ADOA to ADOT)
- (c) 05/03/2004 - Resignation (from ADOT)
- (d) 05/15/2006 - Return to State Employment (DES) > 2 yr break in service
- (e) 12/03/2010 - LWOP; Personal Reasons (not FMLA or military) > 240 hours
- (f) 02/07/2011 - Return from LWOP; Personal Reasons > 240 hours
- (g) 12/22/2012 - Special Assignment
- (h) 04/15/2013 - Return from Special Assignment
- (i) 01/10/2014 - Resignation (from DES)
- (j) 08/18/2014 - Return to State Employment (DES) < 2 yr break in service

(1)(a) 03/05/2001 – New Hire – Arizona Department of Administration (ADOA)

HRIS Action: APP-HIRE1
 HRIS Reason 1: NEW HIRE

	HRIS XP52.1 Action
Original State Hire Date	03/05/2001
Hire Date	03/05/2001
Adjusted Hire Date	03/05/2001
Agency Hire Date	03/05/2001
Termination Date	Blank

(1)(b) 04/01/2002 – Transfer; inter-agency; from ADOA to ADOT; no break in service

(Note: This action follows an Interagency Transfer action entered by ADOA)

HRIS Action: JOB CHANGE
 HRIS Reason 1: [Select reason, e.g., PROMOTION, LATTRAN, DEMOTION, etc.]

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	03/05/2001	No Change
Adjusted Hire Date	03/05/2001	No Change
Agency Hire Date	03/05/2001	04/01/2002
Termination Date	Blank	No Change

(1)(c) 05/03/2004 - Resignation (from ADOT)

HRIS Action: TERMINATION
 HRIS Reason 1: RESIGNATION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	03/05/2001	No Change
Adjusted Hire Date	03/05/2001	No Change
Agency Hire Date	04/01/2002	No Change
Termination Date	Blank	05/03/2004

(1)(d) 05/15/2006 - Return to State Employment (DES) > 2 yr break in service

HRIS Action: REHIRE1
 HRIS Reason 1: REHIRE

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	03/05/2001	05/15/2006
Adjusted Hire Date	03/05/2001	05/15/2006*
Agency Hire Date	04/01/2002	05/15/2006
Termination Date	05/03/2004	Blank

*Note: Because the employee's break in service was greater than 2 years, the employee does not receive credited service for prior State employment

(1)(e) 12/03/2010 - LWOP; Personal Reasons (not FMLA or military) > 240 hours

Not Applicable – no HRIS Action is necessary when an employee begins LWOP

(1)(f) 02/07/2011 - Return from LWOP; Personal Reasons > 240 hours (Note: If LWOP is 240 hours or less, or for FMLA or military reason(s), no dates are adjusted)

HRIS Action: EEDATES
 HRIS Reason 1: EE DATE CORRECTION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	05/15/2006	07/20/2006*
Termination Date	Blank	No Change

*New Adjusted Hire Date was calculated using the Adjusted Hire Date Calculator; follow the link: <http://dev-az-azdoa-hr.pantheonsite.io/HRIS-TOOLS>

- In Column C, enter Last Date Paid (LWOP): 03-Dec-10
- In Column D, enter employee's Recent Adjusted Hire Date: 15-May-06
- In Column E, enter Return to Work Date (LWOP): 07-Feb-11
- » Column G, Newly Calculated Adjusted Hire Date: 20-Jul-06

(1)(g) 12/22/2012 - Special Assignment (Anticipated approximately 4 months)

HRIS Action: STATUS CHG
 HRIS Reason 1: SPECASSIGN HRIS Reason 2: BEGIN

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Status Term Date	Blank	04/15/2013
Termination Date	Blank	No Change

(1)(h) 04/15/2013 - Return from Special Assignment

HRIS Action: STATUS CHG
 HRIS Reason 1: SPECASSIGN HRIS Reason 2: END

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Status Term Date	04/15/2013	Blank
Termination Date	Blank	No Change

(1)(i) 01/10/2014 - Resignation (from DES)

HRIS Action: SEPARATION
 HRIS Reason 1: RESIGNATION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Termination Date	Blank	01/10/2014

(1)(j) 08/18/2014 - Return to State Employment (DES) < 2 yr break in service

HRIS Action: REHIRE1
 HRIS Reason 1: REHIRE

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	08/18/2014
Adjusted Hire Date	07/20/2006	02/25/2007*
Agency Hire Date	05/15/2006	08/18/2014
Termination Date	01/10/2014	Blank

*New Adjusted Hire Date was calculated using the Adjusted Hire Date Calculator.

In Column C, enter Separation Date: 10-Jan-14

In Column D, enter Recent Adjusted Hire Date: 20-Jul-06

In Column E, enter Rehire Date: 18-Aug-14

» Column G, Newly Calculated Adjusted Hire Date: 25-Feb-07

EXAMPLE 2. STATE EMPLOYMENT WITH SPS AND NON-SPS AGENCIES

Summary of Employee's Personnel Action History (see below for detail):

- (a) 03/05/2001 - New Hire, Arizona State University (ASU)
- (b) 04/01/2002 - Transfer from non-SPS Agency to SPS Agency (ASU to ADOT)
- (c) 05/03/2004 - Resignation (from ADOT)
- (d)(i) 05/15/2006 - Return to State Employment (DPS) > 2 yr break in service
- (d)(ii) 06/16/2008 - Transfer from non-SPS Agency to SPS Agency (DPS to DES)
- (e) 12/03/2010 - LWOP; Personal Reasons (not FMLA or military) > 240 hours
- (f) 02/07/2011 - Return from LWOP; Personal Reasons > 240 hours
- (g) 12/22/2012 - Special Assignment
- (h) 04/15/2013 - Return from Special Assignment
- (i) 01/10/2014 - Resignation (from DES)
- (j) 08/18/2014 - Return to State Employment (DES) < 2 yr break in service
- (k) 11/16/2015 - Transfer from SPS Agency to non-SPS Agency (DES to NAU)

(2)(a) 03/05/2001 – New Hire – Arizona State University (ASU)

Not Applicable – ASU does not use HRIS; therefore, no HRIS action is necessary

(2)(b) 04/01/2002 – Transfer; inter-agency; from ASU to ADOT; no break in service

HRIS Action: APP-HIRE1

HRIS Reason 1: NEW HIRE

	HRIS XP52.1 Action
Original State Hire Date	03/05/2001*
Hire Date	04/01/2002
Adjusted Hire Date	03/05/2001*
Agency Hire Date	04/01/2002
Termination Date	Blank

*Pending receipt of written confirmation (typically a letter) from ASU. The gaining agency, ADOT, must contact ASU Human Resources to request verification of the employee's employment history with ASU, as well as the employee's sick leave balance.

(2)(c) 05/03/2004 - Resignation (from ADOT)

HRIS Action: TERMINATION
 HRIS Reason 1: RESIGNATION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	4/1/2002	No Change
Adjusted Hire Date	03/05/2001	No Change
Agency Hire Date	04/01/2002	No Change
Termination Date	Blank	05/03/2004

(2)(d)(i) 05/15/2006 - Return to State Employment (DPS) > 2 yr break in service

HRIS Action: REHIRE1
 HRIS Reason 1: REHIRE

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	4/1/2002	05/15/2006
Adjusted Hire Date	03/05/2001	05/15/2006*
Agency Hire Date	04/01/2002	05/15/2006
Termination Date	05/03/2004	Blank

*Note: Because the employee's break in service was greater than 2 years, the employee does not receive credited service for prior State employment

(2)(d)(ii) 06/16/2008 - Transfer from non-SPS agency to SPS agency (DPS to DES)

HRIS Action: JOB CHANGE
 HRIS Reason 1: TRANSFER (BETWEEN) AGENCIES

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	05/15/2006	No Change
Agency Hire Date	05/15/2006	06/16/2008
Termination Date	Blank	No Change

(2)(e) 12/03/2010 - LWOP; Personal Reasons (not FMLA or military) > 240 hours

Not Applicable – no HRIS Action is necessary when an employee begins LWOP

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(2)(f) 02/07/2011 - Return from LWOP; Personal Reasons > 240 hours (Note: If LWOP is 240 hours or less, or for FMLA or military reason(s), no dates are adjusted)

HRIS Action: EEDATES
 HRIS Reason 1: EE DATE CORRECTION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	05/15/2006	07/20/2006*
Termination Date	Blank	No Change

*New Adjusted Hire Date was calculated using the Adjusted Hire Date Calculator; follow the link: <http://dev-az-azdoa-hr.pantheonsite.io/HRIS-TOOLS>.

In Column C, enter Last Date Paid (LWOP): 03-Dec-10

In Column D, enter employee's Recent Adjusted Hire Date: 15-May-06

In Column E, enter Return to Work Date (LWOP): 07-Feb-11

» Column G, Newly Calculated Adjusted Hire Date: 20-Jul-06

(2)(g) 12/22/2012 - Special Assignment (Anticipated approximately 4 months)

HRIS Action: STATUS CHG
 HRIS Reason 1: SPECASSIGN HRIS Reason 2: BEGIN

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Status Term Date	Blank	04/15/2013
Termination Date	Blank	No Change

(2)(h) 04/15/2013 - Return from Special Assignment

HRIS Action: STATUS CHG
 HRIS Reason 1: SPECASSIGN HRIS Reason 2: END

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Status Term Date	04/15/2013	Blank
Termination Date	Blank	No Change

(2)(i) 01/10/2014 - Resignation (from DES)

HRIS Action: SEPARATION
 HRIS Reason 1: RESIGNATION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	No Change
Adjusted Hire Date	07/20/2006	No Change
Termination Date	Blank	01/10/2014

(2)(j) 08/18/2014 - Return to State Employment (DES) < 2 yr break in service

HRIS Action: REHIRE1
 HRIS Reason 1: REHIRE

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	05/15/2006	08/18/2014
Adjusted Hire Date	07/20/2006	02/25/2007*
Agency Hire Date	06/16/2008	08/18/2014
Termination Date	01/10/2014	Blank

*New Adjusted Hire Date was calculated using the Adjusted Hire Date Calculator; follow the link: <http://dev-az-azdoa-hr.pantheonsite.io/HRIS-TOOLS>

In Column C, enter Separation Date: 10-Jan-14

In Column D, enter Recent Adjusted Hire Date: 20-Jul-06

In Column E, enter Rehire Date: 18-Aug-14

» Column G, Newly Calculated Adjusted Hire Date: 25-Feb-07

(2)(k) 11/16/2015 – Transfer; inter-agency; from DES to NAU; no break in service

HRIS Action: SEPARATION
 HRIS Reason 1: RESIGNATION

	Current HRIS Data	HRIS XP52.1 Action
Original State Hire Date	03/05/2001	No Change
Hire Date	08/18/2014	No Change
Adjusted Hire Date	02/25/2007	No Change
Termination Date	Blank	11/16/2015*

*Because the employee is transferring from a State government entity that uses HRIS to a State government entity that does not use HRIS, a Termination Date is entered, even if there will be no break in service

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Exhibit B – Arizona State and Non-State Personnel System Agencies – eff. May 12, 2016

STATE PERSONNEL SYSTEM AGENCIES					
CODE	AGENCY NAME	CODE	AGENCY NAME	CODE	AGENCY NAME
AB	BOARD OF ACCOUNTANCY	FD	BD OF FUNERAL DIRECTORS & EMBALMERS	PA	POWER AUTHORITY*
AC	BOXING COMMISSION	FO	OFFICE OF THE STATE FORESTER	PB	PERSONNEL BOARD
AD	DEPT OF ADMINISTRATION	GF	GAME AND FISH DEPT	PE	COMM FOR POSTSECONDARY EDUCATION
AE	RADIATION REGULATORY AGENCY	GH	GOVERNOR'S OFFICE OF HIGHWAY SAFETY	PH	PRESCOTT HISTORICAL SOCIETY
AG	ATTORNEY GENERAL	GM	DEPT OF GAMING	PI	PIONEERS' HOME
AH	DEPT OF AGRICULTURE	GS	GEOLOGICAL SURVEY	PM	BOARD OF PHARMACY
AM	COMM OF AFRICAN-AMERICAN AFFRS	GV	GOVERNOR'S OFFICE	PO	BOARD OF PODIATRY EXAMINERS
AN	ACUPUNCTURE BOARD OF EXAMINERS	HC	AHCCCS	PP	BOARD OF EXECUTIVE CLEMENCY
AT	AUTOMOBILE THEFT AUTHORITY	HD	DEPT OF HOUSING	PR	PARKS BOARD
BA	BOARD OF ATHLETIC TRAINING	HE	BOARD OF HOMEOPATHIC EXAMINERS	PT	BOARD OF PHYSICAL THERAPY
BB	BOARD OF BARBERS	HG	OFFICE OF ADMINISTRATIVE HEARINGS	PV	BOARD FOR PVT POSTSECONDARY EDUC
BD	DEPT OF FINANCIAL INSTITUTIONS	HI	HISTORICAL SOCIETY	RB	BOARD OF RESPIRATORY CARE EXAMINERS
BF	BOARD OF FINGERPRINTING	HL	HOMELAND SECURITY	RD	INDEPENDENT REDISTRICTING COMM
BH	BD OF BEHAVIORAL HEALTH EXMNRS	HS	DEPT OF HEALTH SERVICES	RE	REAL ESTATE DEPT
BN	BOARD OF NURSING	HU	COMMISSION ON THE ARTS	RG	REGISTRAR OF CONTRACTORS
CB	BOARD OF COSMETOLOGY	IA	COMMISSION OF INDIAN AFFAIRS	RS	PUBLIC SAFETY PERSONNEL RETIREMENT
CC	CORPORATION COMMISSION	IC	INDUSTRIAL COMMISSION	RT	ARIZONA STATE RETIREMENT SYSTEM
CH	CHILD SAFETY	ID	DEPT OF INSURANCE	RV	DEPT OF REVENUE
CD	EARLY CHLDHD DEV AND HEALTH BD	JC	CRIMINAL JUSTICE COMMISSION	SB	OFFICE OF PEST MANAGEMENT
CD	BOARD OF CHIROPRACTIC EXAMINERS	LD	LAND DEPT	SF	SCHOOL FACILITIES BOARD
CL	EXPOSITION AND STATE FAIR BOARD	LL	DEPT OF LIQUOR LICENSES AND CONTROL	ST	SECRETARY OF STATE
CS	BOARD FOR CHARTER SCHOOLS	LO	LOTTERY COMMISSION	SY	BOARD OF PSYCHOLOGIST EXAMINERS
DC	DEPT OF CORRECTIONS	MA	DEPT OF EMERGENCY & MILITARY AFFAIRS	TE	BOARD OF TECHNICAL REGISTRATION
DE	DEPT OF ECONOMIC SECURITY	ME	MEDICAL BOARD	TO	OFFICE OF TOURISM
DF	COMM FOR DEAF & HARD OF HEARING	MI	MINE INSPECTOR	TR	STATE TREASURER
DJ	DEPT OF JUVENILE CORRECTIONS	MM	DEPT OF FIRE, BUILDING & LIFE SAFETY	TX	BOARD OF TAX APPEALS
DO	BOARD OF DISPENSING OPTICIANS	MT	MASSAGE THERAPY BOARD	UO	RESIDENTIAL UTILITY CONSUMER COMM
DT	DEPT OF TRANSPORTATION	NB	NATUROPATHIC PHYSICIANS MEDICAL BD	VS	DEPT OF VETERANS SERVICES
DX	BOARD OF DENTAL EXAMINERS	NC	BD OF EXAM NURSING CARE & ASSTD LVNG	VT	VETERINARY MEDICAL EXAMINING BOARD
EC	CITIZENS CLEAN ELECTIONS COMM	NS	NVGBLE STREAM ADJUDICATION COMM	WC	DEPT OF WATER RESOURCES
ED	DEPT OF EDUCATION	OB	BOARD OF OPTOMETRY	WF	WATER INFRASTRUCTURE FINANCE AUTH
EQ	BOARD OF EQUALIZATION	OS	BOARD OF OSTEOPATHIC EXAMINERS	WM	WEIGHTS AND MEASURES
EV	DEPT OF ENVIRONMENTAL QUALITY	OT	BOARD OF OCC THERAPY EXAMINERS		

NON-STATE PERSONNEL SYSTEM AGENCIES					
CODE	AGENCY NAME	CODE	AGENCY NAME	CODE	AGENCY NAME
AS	ARIZONA STATE UNIVERSITY*	CT	COURT OF APPEALS – DIV II	PS	AZ PEACE OFCR STDS & TRNG BD
AU	AUDITOR GENERAL	HO	HOUSE OF REPRESENTATIVES	PS	DEPT OF PUBLIC SAFETY
BR	BOARD OF REGENTS*	JL	JOINT LEGISLATIVE BUDGET CMTE	SD	SCHOOLS FOR THE DEAF & BLIND
CM	COMMUNITY COLLEGE BOARD	LC	LEGISLATIVE COUNCIL	SN	SENATE
CO	COURT OF APPEALS – DIV I	LW	LAW ENFORCEMENT MERIT SYSTEM	SP	SUPREME COURT
CR	COTTON RSRCH & PRTCN COUNCIL	NA	NORTHERN ARIZONA UNIVERSITY*	UA	UNIVERSITY OF ARIZONA*

*Agencies not using HRIS