

# Classification and Compensation Delegation of “C/C Express” February 10, 2016



# HISTORY

## HRMS

- Agencies had the ability to change certain position attributes.
- Level 3, 4, 5 changes (department, process level)
- Check Locator (user level)
- Accounting Information
- Geographic Location
- Limited capabilities for history storage, tracking and reporting

## HRIS

- ZP02 provides an agency limited ability to change certain position attributes
- Reason code
- Direct Supervisor code
- Security Level/Location
- User Level
- Location (Geographic)
- Report writer

# CC Express

- When HRIS was introduced, limitations of forms and “Process Level Security” reduced the ability for agencies to modify certain fields.
- C/C Express was developed to allow agencies to submit certain types of position changes to ADOA:
  - Including approved underfill series
  - Changes that don’t require analysis or approval by ADOA



# LEAN PRINCIPLES

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Eliminate waste when possible

- Waste is defined by customer

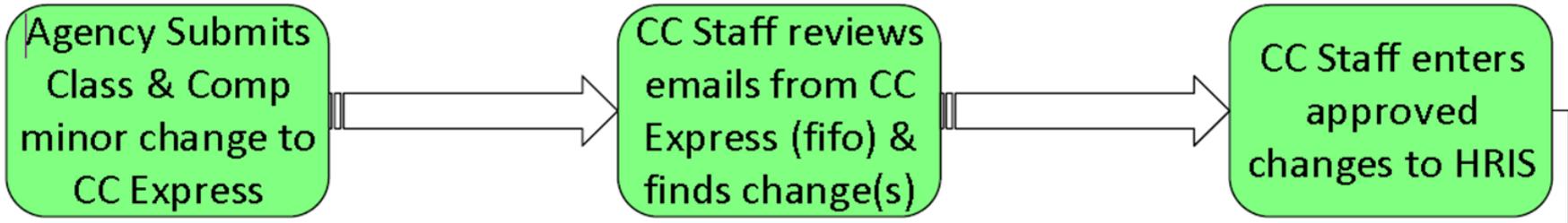
Types of waste

- Rework
- Redundancies
- Handoffs
- Delays

# CURRENT WORK FLOW

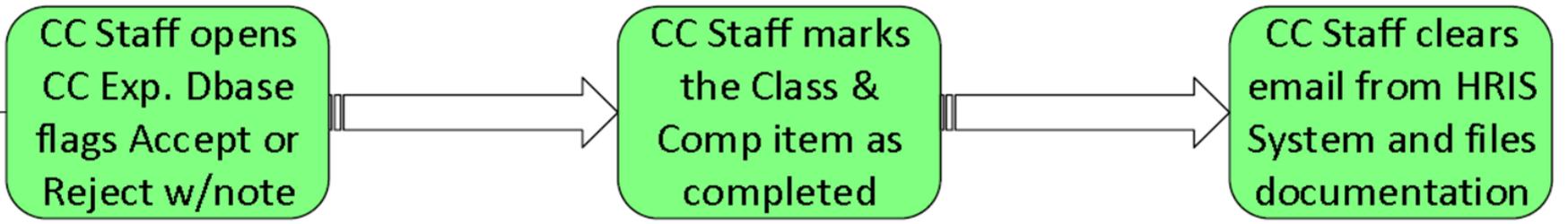
## Strawman Class & Comp Current State Minor Changes

Rework



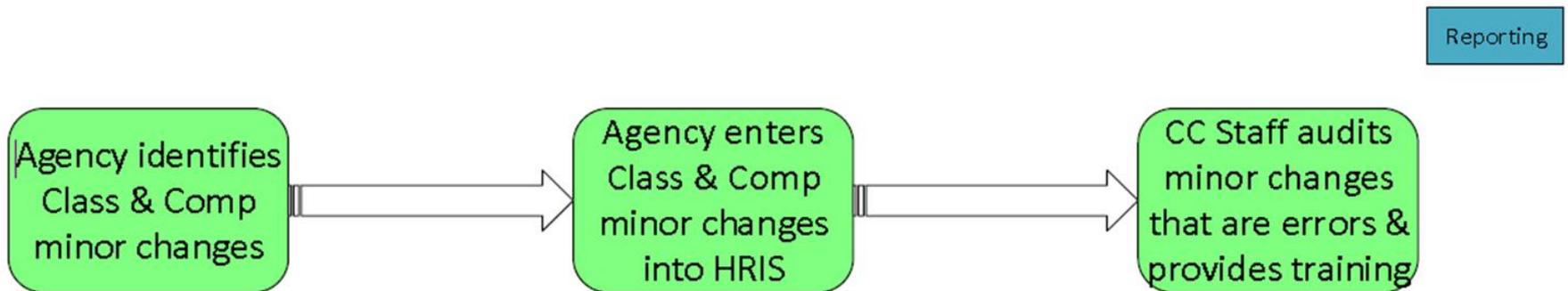
Rework

Rework



# FUTURE WORK FLOW

## Strawman Class & Comp Future State Minor Changes



# DIFFERENCES – ZP02 & XP02

## ZP02

**Does not provide the agency the ability to change:**

- Process Level
- Department
- Job Code
- FLSA
- Salary Schedule
- Grade

## XP02

**Does provide the agency the ability to change:**

- Reason
- Status
- Process Level
- Department
- User Level
- Job Code (Delegated Reallocation/Underfill Only)
- Location
- Direct Supervisor
- Link to Supervisor
- Security Level/ Location (if used)
- Expense Accounts

# CURRENT ACCESS – ZP02 (Main Tab)

The agency currently has access to the ZP02 with limited access to enter certain position attributes. Reason Code used for actions on “Structure” and “Payroll” tabs.

Process Level  
Company = State of Arizona  
Position Number and Title  
Effective Date of Last Change

Form Number

Fields Used By Agency:

- Reason

Fields Not Used By Agency:

- Status (1=Active; 5=Inactive)
- At Will Status
- Exempt from Overtime
- Pay Plan
- Schedule, Grade, Step
- Law Enforcement
- Department
- Job Code
- CPS Type

Reason  
Status 1 Active

At Will Status  
Exempt from Overtime  
Pay Plan  
Schedule, Grade, Step  
Law Enforcement  
Department  
Job Code  
CPS Type

# CURRENT ACCESS – ZP02 (Structure Tab)

The agency currently has access to create or change the reporting structure of the position.

HRIS State of Arizona

Position (ZP02.1)

Welcome Michael [logout]

Company: 1 STATE OF ARIZONA

Process Level: [ ]

Position: SDE000003043 ACCOUNTANT III

Effective: 09/29/2012 - [ ]

Update Employees, Requisitions: N

Main Structure Payroll

Fields Used By Agency:

- Direct Supervisor (Code)
- Link to Supervisor
- Security Level/Location
- User Level
- Location

Direct Supervisor [ ]

Link to Supervisor [ ]

Security Level, Location [ ]

User Level [ ]

Location [ ]

Addr1

Addr2

City,St,Zip

County

# CURRENT ACCESS – ZP02 (Payroll Tab)

The agency currently has access to key in a position's expense account information.

https://portal.hris.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

HRIS State of Arizona

Welcome Michael [logout]

Position (ZP02.1)

Change Previous Inquire Next Inquire

Company 1 STATE OF ARIZONA

Process Level

Position SDE000003043 ACCOUNTANT III

Effective 09/29/2012 -

Update Employees, Requisitions N

Main Structure Payroll

Annual Hours

Salary Class

Pay Frequency

Expense Account

Activity

115%

## Fields Used By Agency:

- Expense Account

## Fields Not Used By Agency:

- Activity

# FUTURE AGENCY ACCESS – XP02 (Main Tab)

XP02 will replace ZP02 and the agency will now have full access to the Main tab.

**Header Information**  
Company = 1 - State of Arizona  
Position = Number (Title will populate)  
Effective = Date of Last Change  
Click the drop down on **"Effective"** and ensure you have the most recent date on the position (the most current will have no ending date) then click **"?Inquire"** at the top of the page before you continue to make any changes!

**Form Number**

Reason	FYE LD	FYE LABOR DISTRIBUTION UPDATE
Status	1	Active
Process Level	ADDIR	AD-DIRECTOR'S OFFICE
Department	DIR00	DIR OFFICE ADMINISTRATION
User Level	ADDIR00	DIRECTORS OFFICE
Job Code	AUN05002	AD DIR
At Will Status	HD	AGENCY HEAD
Law Enforcement	NOT L E	NON-LAW ENFORCEMENT
Location	ADMAPH0014	
Addr1		100 N 15TH AVE
Addr2		STE 401
City,St,Zip		PHOENIX AZ 85007
County		MARICOPA

# FUTURE AGENCY ACCESS – XP02 (Main Tab)

Company: STATE OF ARIZONA  
 Position: SAD000000001 AD DIRECTOR  
 Effective: 06/20/2015

Update Employees, Requisitions

Reason: FYE LD  
 Status: 1  
 Process Level: ADDR  
 Department: DIR00  
 User Level: ADDR00  
 Job Code: AUN05002  
 At Will Status: HD  
 Law Enforcement: NOT L E  
 Location: ADMAPH0014  
 Addr1: 100 N 15TH AVE  
 Addr2: STE 401  
 City,St,Zip: PHOENIX AZ 85007  
 County: MARICOPA

Main Structure Payroll

User Fields Totals

## Fields that can be changed by agency:

- Reason (describes change to position)
- Status (1=Active; 5=Inactive)
- Process Level
- Department
- User Level
- Location Code

## Fields with limited access:

- Job Code  
(Delegated Reallocation/Underfill Only)

## Fields that should not be changed:

- At Will Status  
(Political Appointment and covered or uncovered)
- Law Enforcement  
(whether position is a law enforcement position)

*These fields are accessed from the **User Fields** button not used by agency.*

# FUTURE AGENCY ACCESS – XP02 (Structure Tab)

https://portal.hris.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

HRIS Lawton Portal - SOA Positio...

Welcome Michael [logout]

XP02

Home >> + Add Change - Delete < Previous ? Inquire > Next Inquire > Related Forms

Company 1 STATE OF ARIZONA

Position SAD000000001 AD DIRECTOR

Effective 06/20/2015 -

Update Employees, Requisitions N

Main Structure Payroll

Direct Supervisor GV10001001 OLICEY, DOUGLAS A.

Indirect Supervisor

Link to Supervisor ADDIR10001 AD DIRECTOR

Work Schedule

Shift

Security Level, Location 9 999999999

User Fields Totals

115%

## Fields that can be changed by agency:

- Direct Supervisor
- Link to Supervisor
- Security Level/Location (if used)

*Essentially no changes from ZP02*

# FUTURE AGENCY ACCESS – XP02 (Payroll Tab)

The agency will be able to update the Expense Account fields in the Payroll Tab.

HRIS State of Arizona

SOA Position (XP02.1)

Welcome Michael [logout]

XP02

Company: 1 STATE OF ARIZONA

Position: SAD000000001 AD DIRECTOR

Effective: 06/20/2015

Update Employees, Requisitions: N

Main Structure Payroll

Annual Hours: 2080

Salary Class: H Hourly

Pay Frequency: 2 Biweekly

Pay Rate: [ ]

Exempt from Overtime: Y Yes

Pay Plan: EXC A EXCUTIVE

Schedule, Grade, Step: AEXEC E6 A EXECUTIVE

Expense Account: 1 ADALLO149990 6011 2016 REGULAR BASE

Activity: [ ]

Encumbrance Position: [ ]

User Fields Totals

115%

### Fields that can be changed by agency:

- Expense Account

### Fields with limited access:

- Schedule, Grade, Step  
(Delegated Reallocation/Underfill Only)

### Fields that should not be changed :

*Everything else!*

- Annual Hours
- Salary Class
- Pay Frequency
- Pay Rate
- Exempt from Overtime
- Pay Plan

# XP02 – AGENCY ACCESS OVERVIEW

## Agency Field Use in XP02

### Main Tab

- Company
- Position
- Effective Date (then “Inquire”)
- Reason
- Status
- Process Level
- Department Level
- User Level
- Job Code (Delegated Reallocation/Underfill Only)
- Location

### Structure Tab

- Direct Supervisor
- Link to Supervisor
- Security Level
- Location

### Payroll

- Schedule, Grade, Step  
(Delegated Reallocation/Underfill Only)
- Expense Account

## Agency Fields Not Used in XP02

### Main Tab

- NO FIELDS in User Fields

### Structure Tab

- Indirect Supervisor
- Work Schedule
- Shift

### Payroll

- Annual Hours
- Salary Class
- Pay Frequency
- Pay Rate
- Exempt from Overtime
- Pay Plan
- Activity
- Encumbrance Position

# XP02 – STEP BY STEP GUIDE



SOA Position (XP02.1)

Home

>> + Add Change - Delete < Previous ? Inquire > Next Inquire

1. Enter "1"
2. Type in Position Number
3. Click on "Effective" drop down
4. Select most recent date
5. Click "Inquire" (blue button at top of screen)
6. Enter in changes on all 3 tabs in allowed fields
7. Use the Reference Guide to determine when you "Add" or "Change"

Company

Position

Effective  -

Update Employees, Requisitions

Main Structure Payroll

Reason

Status

Process Level

Department

User Level

Job Code

At Will Status

Law Enforcement

Location

Addr1

Addr2

City,St,Zip

County



**Note:** Process Level and Department are linked. The change will not be accepted if your agency has not added the Process Level and or Department to the Maintenance Table via HRIS.

Please contact HRIS for assistance:  
[HRISTABLEUPDATE@azdoa.gov](mailto:HRISTABLEUPDATE@azdoa.gov)

# XP02 – MINOR POSITION CHANGES

## XP02 – Minor Position Changes Reference Guide

### RECLASS UNDERFILL

Enter position # into XP02

- Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Enter new job code
  2. Tab
  3. Job description will automatically change  
Change description to match the new position name
  4. Click on Reason drop down
  5. Find **Reclass Underfill** & click on it
  6. Click on Payroll tab in XP02, change grade to match new job code
  7. Change effective date
  8. Click on Add at the top of the page

### ABOLISHMENTS

Enter position # into XP02

- Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Click on Reason drop down
 

AB-CHG	ABOL-CHG IN COVERED STATUS
AB-CORR	ABOLISH CORRECTION
AB-COV	ABOLISH COVERED
AB-EXP	ABOLISH EXPIRED
AB-FLSA	ABOLISH FLSA CHANGE
AB-FUND	ABOLISH FUNDING
AB-LINK	ABOLISH LINK TO BASE
AB-OTHER	ABOLISH OTHER PER OCC EXPRESS
AB-RECLASS	ABOLISH RECLASS
AB-REORG	ABOLISH REORGANIZATION
AB-UNCOV	ABOLISH UNCOVERED
ABOL COV	ABOLISH COVERED
ABOL UC	ABOLISH UNCOVERED
  2. Click on appropriate change
  3. Click on Status, click on appropriate number
  4. Enter effective date & enter effective date again in next space
  5. Click on Add at top of page

### DIRECT SUPERVISOR CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Click on Structure Tab in XP02
  2. Change Direct Supervisor code
  3. Click on Change at top of page

### LINK TO INDIRECT SUPERVISOR CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Click on Structure Tab in XP02
  2. Change Link to Supervisor
  3. Click on Change at top of page

### ACTIVATE/INACTIVATE POSITION

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Click on Reason drop down pick Activate or Inactivate position
  2. Click on Status, click on appropriate number
  3. Change effective date
  4. Click on Add at top of page

### PROCESS LEVEL CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Change Process Level
  2. Click on Reason drop down
  3. Find **Process Level Change**, click on it
  4. Click on Add at top of page

### DEPARTMENT CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Change Department Code
  2. Click on Reason drop down
  3. Find **Department Change**, click on it
  4. Click on Add at top of page

### USER LEVEL CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Change User Level
  2. Click on Reason drop down
  3. Find **Other**, click on it
  4. Click on Change at top of page

### LOCATION CHANGES

- Enter position # into XP02  
Tab  
Click on effective date drop down  
Click on most recent date  
Click on inquire
1. Change location
  2. Click on Reason drop down
  3. Find **Location Change**, click on it
  4. Click on Change at top of page

Reference Guide available  
in desk aid format

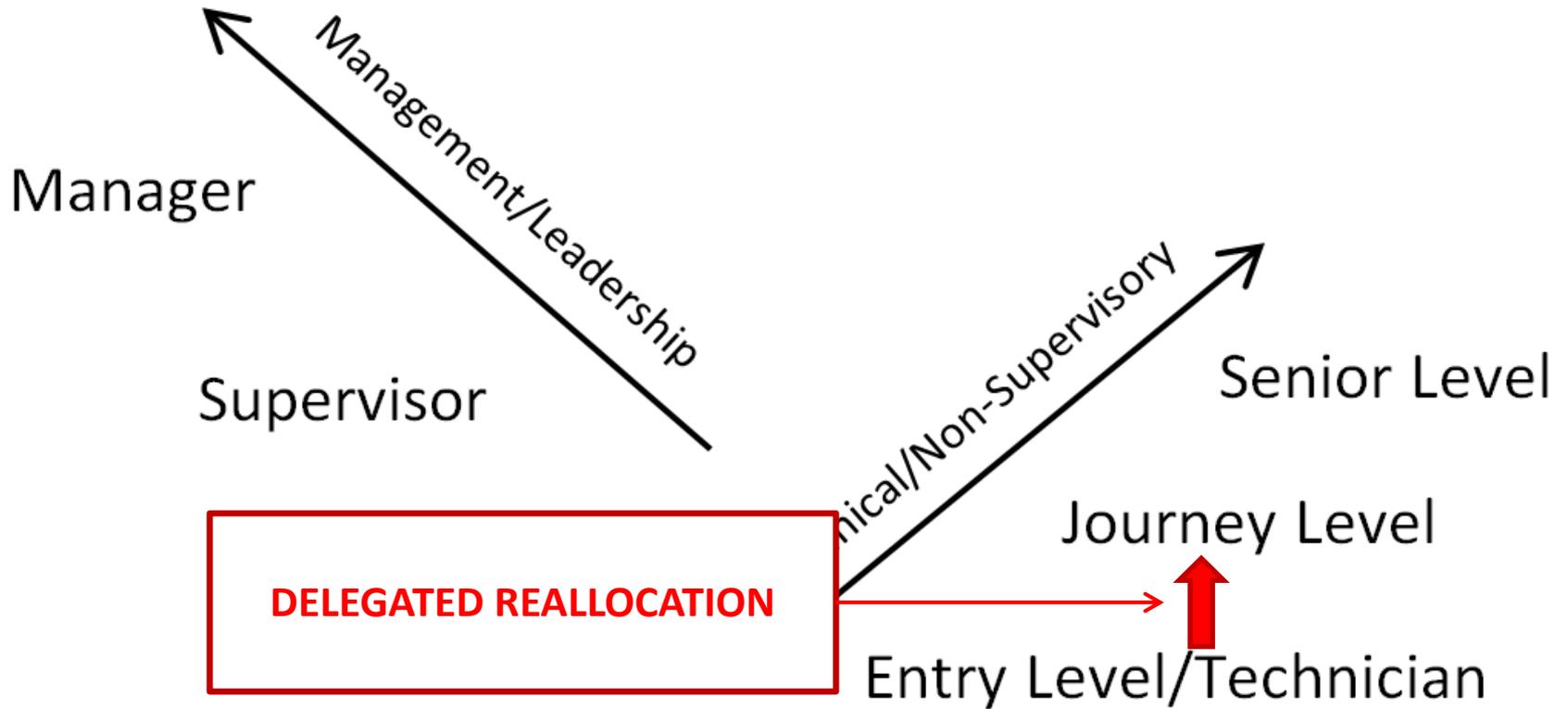
# DELEGATED REALLOCATION/UNDERFILL

## Approved Underfill Series

Cov Code	Uncov Code	Title
-	AUN08340	FINL INSTNS EXMNR ENTRY
-	AUN08341	FINL INSTNS EXMNR JOURNEY
ACV78992	AUN08454	DISAB EVALR 1
ACV78993	AUN08455	DISAB EVALR 2
ACV38820	AUN08297	PROG SVC EVALR 1
ACV38821	AUN08298	PROG SVC EVALR 2
ACV38822	AUN08299	PROG SVC EVALR 3
ACV80271	AUN08465	CPS SPCT 1
ACV80272	AUN08466	CPS SPCT 2
ACV80273	AUN08467	CPS SPCT 3
ACV78711	AUN08449	HUMAN SVCS SPCT 1
ACV78712	AUN03715	HUMAN SVCS SPCT 2
ACV39011	AUN08313	YOUTH CORR OFFCR 1
ACV39012	AUN08314	YOUTH CORR OFFCR 2
ACV97320	AUN08487	TR ENGRG WKR
ACV34396	AUN08114	TR CONSTRUCT TECH 1
ACV34397	AUN08115	TR CONSTRUCT TECH 2
ACV34398	AUN08116	TR CONSTRUCT TECH 3

- Several classification families were approved as “underfill” series prior to September 29, 2012.
- In the past multiple positions were established for each level of the series
- Current practice is to establish **ONE** position
- When the agency determines the employee **AND** the job duties have advanced to the next level, the position may be reallocated if the current **AND** destination job codes are on the list.
  - Job Code (main tab)
  - Schedule, Grade (payroll tab)
- After the position change, the agency may adjust the employee’s pay according to the guidelines for promotional increases.

# DELEGATED REALLOCATION/UNDERFILL



# BEST PRACTICES

- Click “Inquire” after entering in data for Company, Position, and Effective Date
  - ✓ Always ensure you are viewing the most current effective date by clicking the drop down button

The screenshot shows the HRIS State of Arizona interface for SOA Position (XP02.1). The main form includes fields for Company (STATE OF ARIZONA), Position (SAD000000002), and Effective date (06/20/2015). A green arrow points from the Effective date field to a 'Drill Select' window. The 'Drill Select' window displays a table of position records with columns for Position, Description, Effective, Ending, and Status.

Position	Description	Effective	Ending	Status
SAD000000002	AD DPTY DIR	06/20/2015		Active
SAD000000002	AD DPTY DIR	09/29/2012	06/19/2015	Active

- Don't make changes to historical records!
- Don't enter a future date for position records!

# BEST PRACTICES

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- **If your agency has more than 30+ position changes, contact your assigned ADOA ClassComp Analyst to discuss an upload**
  - ✓ Changes can be uploaded all at once at ADOA after you complete a master Excel Template
  - ✓ Master Excel Template Available
  - ✓ Procedure Checklist Available
  - ✓ Assigned ADOA Analyst Sheet Available

# BEST PRACTICES

- If there are multiple changes to the position, enter them all in at the same time.
- Select the most important “reason” you are adding the record with multiple changes.

## Click “Add”

- ✓ On all updates to the record with a new effective date
- ✓ Input and “Add” changes all at once with same effective date as much as possible:
  - Process Level
  - Department
  - User Level
  - Job Code (Approved Underfill Series Only)
  - Location
  - Supervisor
  - Security Level & Location
  - Expense Account

## Click “Change”

- ✓ ONLY AFTER you have clicked “Add” and you need to change a field to the new record
- ✓ DO NOT click “Change” when you are updating the position on an old record (old effective date record)
- ✓ DO NOT click “Change” if you need to change the effective date of a filled position
  - ✓ Instead, contact your assigned Class/Comp analyst

# BEST PRACTICES

## How can we all be successful?

- Satellite agencies will have access to make changes to the position record.
- Each agency should carefully determine users that are reliable and will be held accountable for the integrity of the data entered into the system.
  - Position change reports will be monitored regularly
  - Inappropriate actions may result in the agency losing the ability to make changes

Non-Satellite HR Offices will email [ClassComp@azdoa.gov](mailto:ClassComp@azdoa.gov) or their assigned ADOA ClassComp Analyst for their position changes.



# COMMUNICATION IS KEY

- If you are having any doubts or issues about completing an action in the XP02 screen contact your ClassComp Analyst.
- Training and Reference Guides are available:
  - Minor Position Changes Desk Aid
  - Assigned ADOA ClassComp Analyst Contact Sheet
  - Approved Underfill Series Desk Aid
  - Position Load Checklist
  - Refresher training and a walk through process can also be scheduled individually with your ADOA ClassComp Analyst
  - If your analyst is not available, please email [ClassComp@azdoa.gov](mailto:ClassComp@azdoa.gov)