Email and Work Phone Maintenance (ZH12.1) Training

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Using this Training Manual

When you attend HRIS Training, this manual will be used to outline the process. In the class you will learn specifics on how to process an individual action.

After training, additional resources can be found on the HRIS Website, including a link to Self Directed Help. This section of the training manual will provide an outline of the naming conventions and setup/flow of the training material.

Text Conventions

The manual is setup using standard text conventions and distinct visual elements to make training easier to follow.

Format	Meaning
Bold	Name of a Form/Field. A manual title. An emphasized word/phrase. A placeholder for a user-defined value.
Italics	A key name. For example, Shift and Enter are key names.

Visual Elements

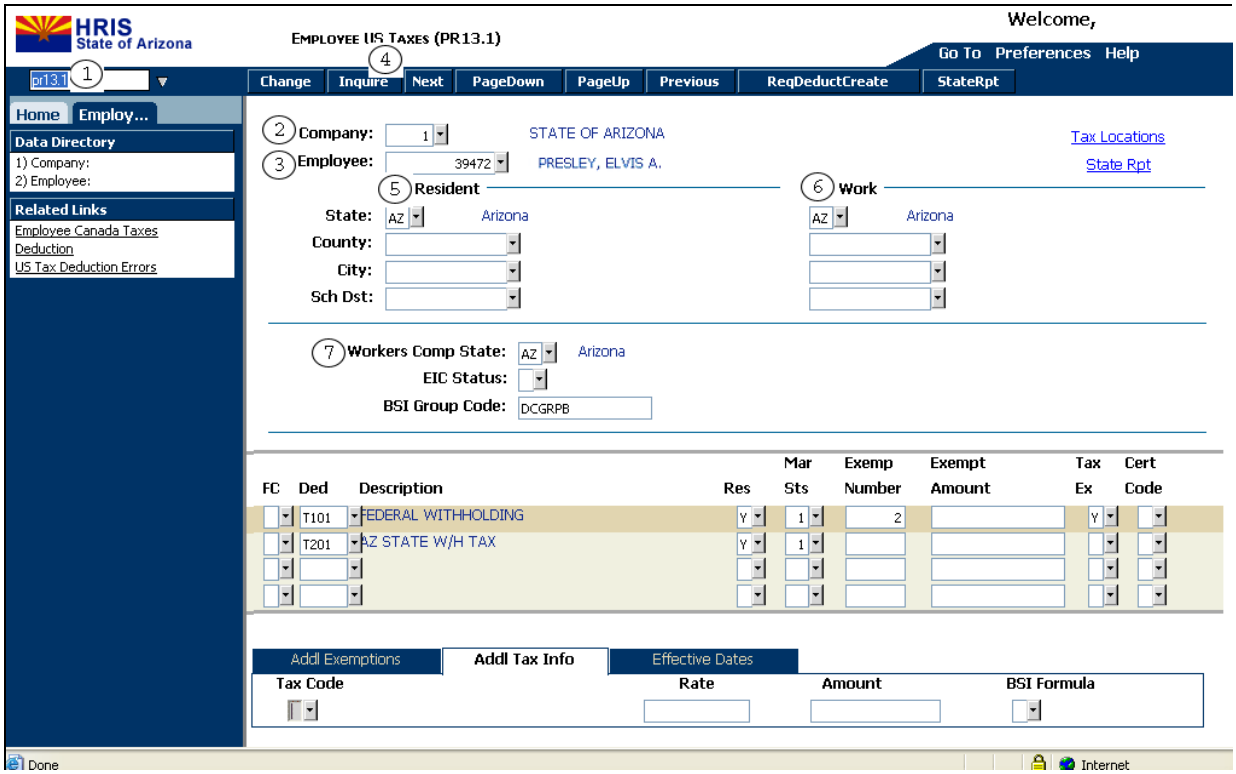
Visual elements are provided for certain types of information to draw your attention to that element/concept. NOTE: Not all ''elements'' may be included in this manual.

Format	Meaning
	Tip – provides miscellaneous information about facts that might be of interest to you as you complete the process.
	Warning or Important Note – provides critical points or items that you must address as you complete the process.
	Exercise – indicates an Exercise.

Screen Captures

Screen Captures are provided prior to each Task Step Chart. The capture will identify the Form Name and Form Number according to the task. The numbers identified on the screen capture correspond to the numbered tasks in the chart.

Example:



Task Step Chart

The Task Step Charts are set up to easily identify each necessary step taken with follow through explanation to make training easier to follow.

Format	Meaning
Number Column	This number identifies, on the screen capture, the order the steps are to be taken (in sequence)
HRIS FIELD	This identifies the field on the form that your action is required.
R/O	This will tell you if the field you are working on is a **R**equired field or an **O**ptional field.
Step/Action	This will identify what needs to be entered in the current field.
Expected Result	This will identify the result of your current action taken. If the task step chart is blank, make sure to always check the lower left hand corner of your screen for messages from HRIS.
Notes/Additional Information	This will identify Warning or Important Note – provides critical points or items that you must address as you complete the process.

HRIS Basics

HRIS has a number of standard features that work the same regardless of the field you are on in the system.

HRIS Forms

- HRIS Forms will always open with the fields blank.
- When navigating in HRIS, you can move from field to field by pressing the Tab button on your keyboard, or clicking your mouse in each new field.
- You must then type or select from a drop down menu the items you want to fill into your fields. If you transfer from another HRIS form, some of the data from the previous form (ex. Company and Employee EIN) will fill in those same data items on the new form.

Completing Fields on HRIS Forms

There are key fields, which are required on HRIS Forms.

- All information should be entered in CAPITAL LETTERS.

  Name: ANDREW

- Do not use punctuation.
- **Address 1:** 456 ARROWHEAD LN
- Phone numbers are input with periods. (602.111.1111)
- Information is Added/Changed/Inquired on using the navigation bar. You can also use the buttons Next/Previous to move between Employee records.

  Add | Change | Delete | Inquire | Next | Previous

HRIS System Messages

- Always check the bottom left corner of a form for system messages such as "Add Complete-Continue."
- HRIS has built in edits to validate information. For example:
  - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.

Introduction

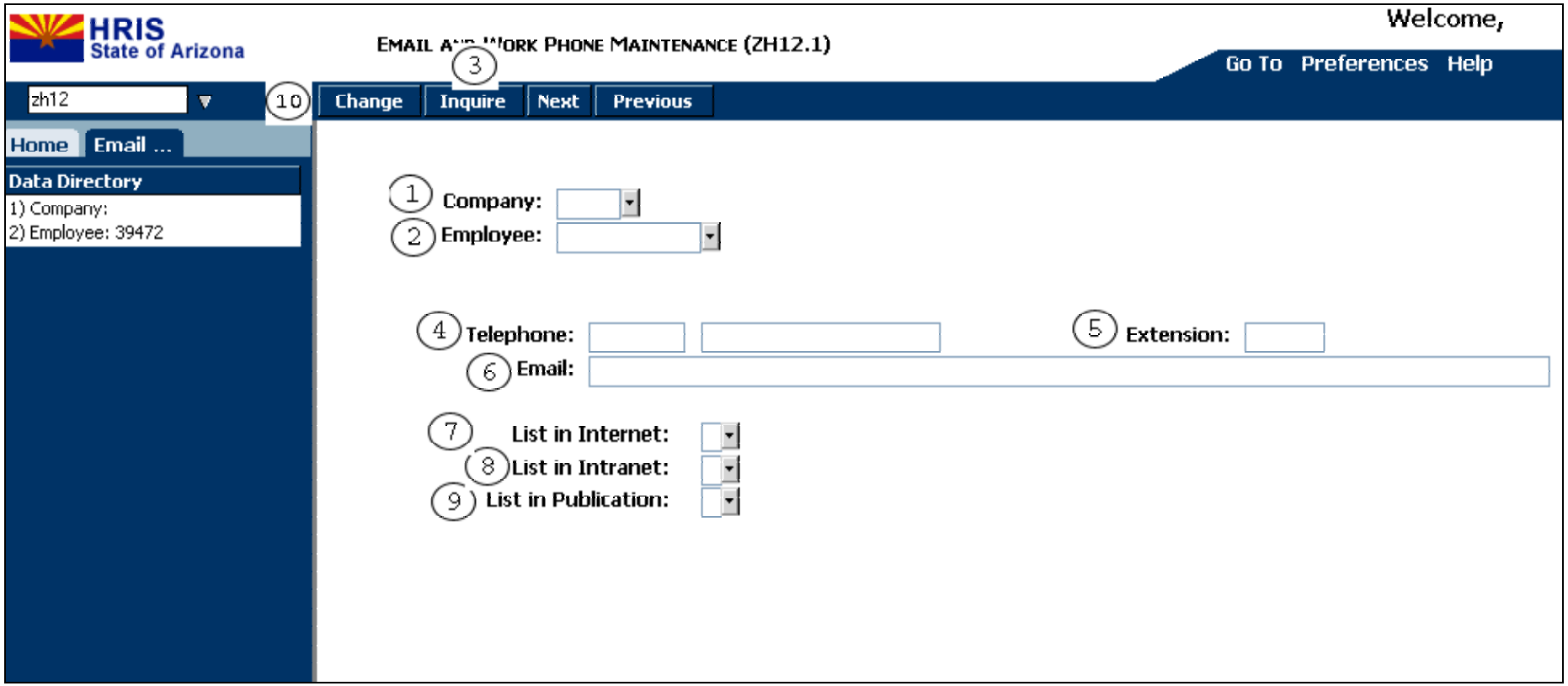
HRIS has the ability to track work telephone and email information for all State of Arizona employees. This information will then be passed on to the State of Arizona electronic/web-based telephone directory and the printed-paper directory. If this information changes, it will need to be updated by the respective Agency. The form to update both the work telephone and email address will be the Email and Work Phone Maintenance Form (ZH12.1).

On this form the agency will also be able to define the Employee's choices on whether or not they would like their information published in the following state publications:

- The Internet phone book – this is an electronic/web-based directory that is available to the PUBLIC,
- The intranet phone book – this is an electronic/web-based directory that is available to STATE EMPLOYEES, or
- The printed State of Arizona telephone directory.

Although work phone and email address are available for update on the Individual Action Form (XP52.1) actions: HIRE-REHR3, JOB CHNG2, WK CONTACT, <u>all</u> updates must be made on the ZH12.1.

Email and Work Phone Maintenance (ZH12.1)



	HRIS Field	R / 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.		You must enter the correct EIN.
3	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. The system will default all information from the Employee's Record.	DO NOT CLICK Change at this point!
4	**Telephone** Field First Box	O	Leave this field BLANK		The only exception would be if the Employee's work phone number is in another country. Then you would use this field to enter the country code.
	Second Box	R	Type the Employee's work telephone number.		Format: 999.99.9999
5	**Extension** Field	O	Type the Employee's extension, if applicable.		Format: 9999
6	**Email** Field	R	Type the Employee's email address, if applicable.		Format: john.doe@az.gov
7	**List in Internet** Field	R	Type or select from the drop down whether the Employee wants their information published in the electronic/web-based directory that is available to the PUBLIC.		Valid Values are: • 'Y' – Yes • 'N' – No Default is Y.
8	**List in Intranet** Field	R	Type or select from the drop down menu whether the Employee wants their information published in the electronic/web-based directory that is available to STATE EMPLOYEES.		Valid Values are: • 'Y' – Yes • 'N' – No Default is Y.
9	**List in Publication** Field	R	Type or select from the drop down menu whether the Employee wants their information published in the Printed State Directory.		Valid Values are: • 'Y' – Yes • 'N' – No Default is Y.
10	**Change** button	R	Click Change to save the Changes.	You should get message "Change Complete – Continue" in the lower left corner.	