SSN Look Up Training

Table of Contents

Using this Training Manual 2
Text Conventions 2
Visual Elements 2
Screen Captures 3
Task Step Chart 3
HRIS Basics 4
HRIS Forms 4
Completing Fields on HRIS Forms 4
HRIS System Messages 4
Introduction 5
Social Security Number Look-Up (ZH11.1) 6

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

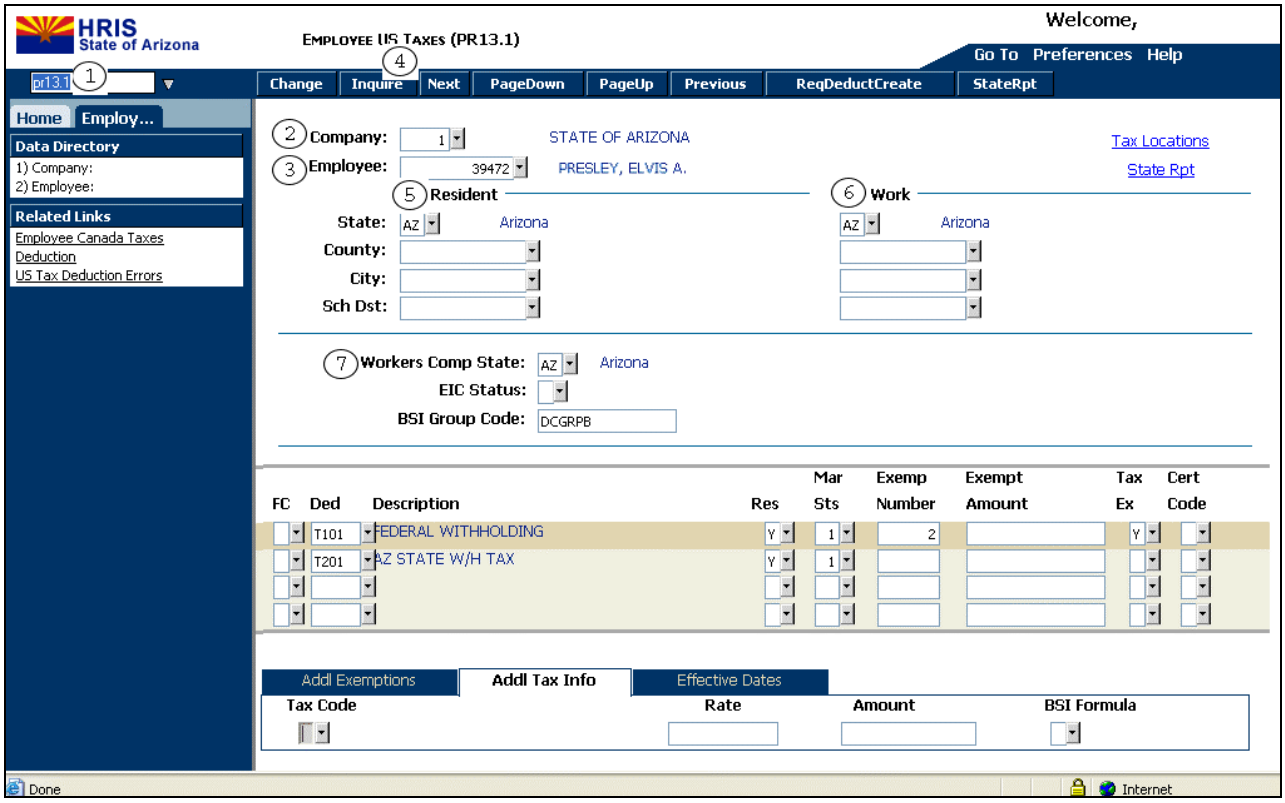
Visual elements are provided for certain types of information to draw your attention to that element/concept. NOTE: Not all ''elements'' may be included in this manual.

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.

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 can determine at any time if a person is a current or former Employee of the State of Arizona by performing a search on the Social Security Number Lookup Form (ZH11.1).

This form makes a determination by comparing the social security number (SSN) keyed in on this form against all SSNs in the database. If a match is found, then the person is a current or former Employee and must be treated differently during the hiring process.

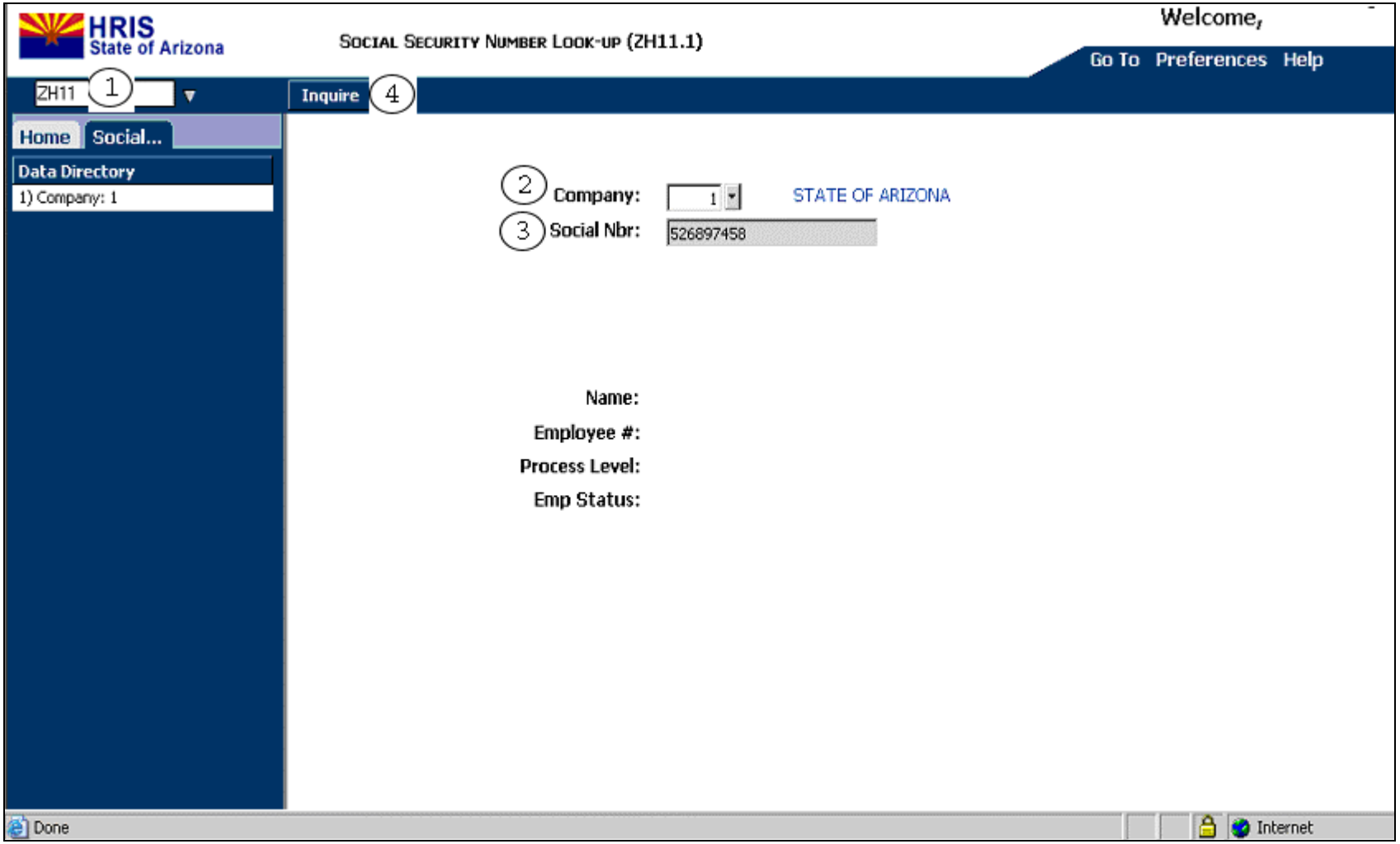
When using this form during the hiring process, if the SSN is not found, then the person needs to be hired following the Hire Process. If the SSN is found, the person needs to be hired following the Rehire Process or the Inter/Intra Agency Transfer Process.

This form can be used at any time to check a social security number against the database.

If an SSN number is found, the following information will be displayed:

- First and Last Name
- Employee's EIN
- Last Process Level
- Last Employee Status

Social Security Number Look-Up (ZH11.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type ZH11 and press the enter key on the keyboard.	ZR11 Form Appears. **Company** and **Social Nbr** Fields will be Blank.	You will always use the Search Box to move from Form to Form.
2	**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.
3	**Social Security Number** Field	R	Type the social security number with or without – (dashes).		Format: 999999999 or 999-99-9999
4	**Inquire** Button	R	Click Inquire to find information.	System will give information or message in lower left corner.	• Example #1 - If social security number is not found message in lower left corner will be; *Social Security Number does not exist. (Page 8)* • Example #2 - If social security number is found you will see; *the Employee's Name, EIN, Process Level and Status. (Page 8)* • Example #3 - If social security number is not in the right format message in lower left corner will be; *Social Nbr differs from country US format. (Page 8)*

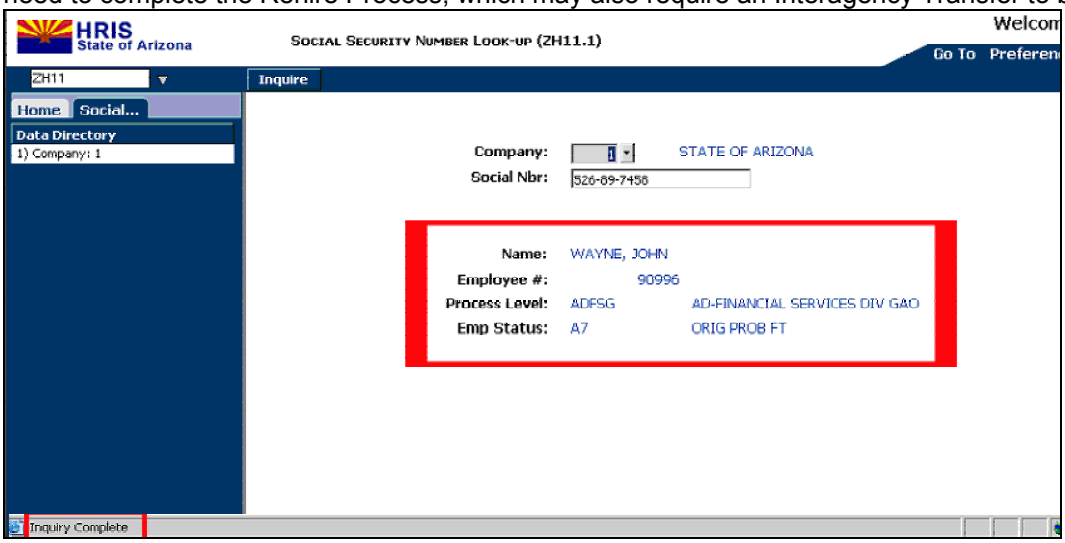
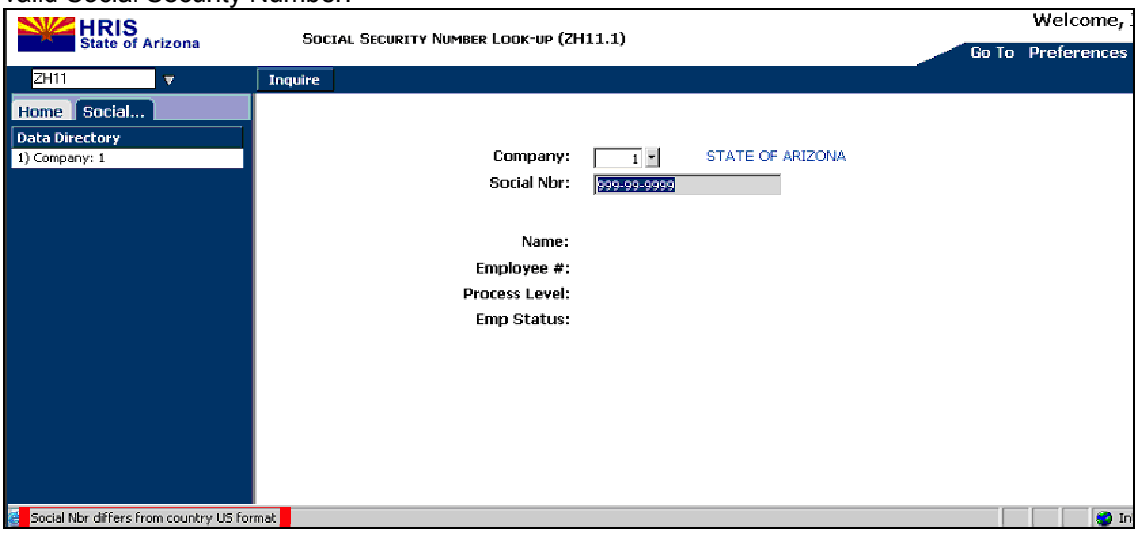
Notes

- If the Social Security Number Lookup form is being used for verification, then the process is complete and you can continue with your work in HRIS.
- If completing this form as part of the New Hire or Rehire Process, continue with the next step as described for either the New Hire Process or the Rehire Process.

5	White Search Box (See White Search Box - Step #1)	R	Type XP31.1 for the New Hire Process Type XP52.1 for the Rehire Process.	HRIS Form Appears	Continue with the New Hire or Rehire Process as outlined in those training manuals.

Example 1 - If you receive this message continue with New Hire Process

Example 2 - If you see this information, the applicant is already in HRIS. If they have a terminated status you need to complete the Rehire Process, which may also require an Interagency Transfer to be completed.



Example 3 - If you receive this message the Social Security Number is in the wrong format or is an invalid Social Security Number. Double check to ensure the number was keyed right if it was then contact the Applicant to get the valid Social Security Number.