

Helpful Resources and Documents:

HRIS Training - [HRIS Data Warehouse Training \(HRIS0071\)](#)

Forms:

[HRIS Agency Security Request Form](#)
 (http://www.hr.az.gov/hris/XLS/Agency_Security_Request_Form2016_05_05.xls)

Agency Payroll functions:

1. Obtain Access to the HRIS Data Warehouse.

Deadlines:
None.

Many HRIS reports are available in the HRIS Data Warehouse. New reports are being developed continuously. To obtain access to the warehouse, users must obtain permission from their HRIS Security Administrator, Complete Training, and have their administrator submit a request to obtain appropriate access for their needs.

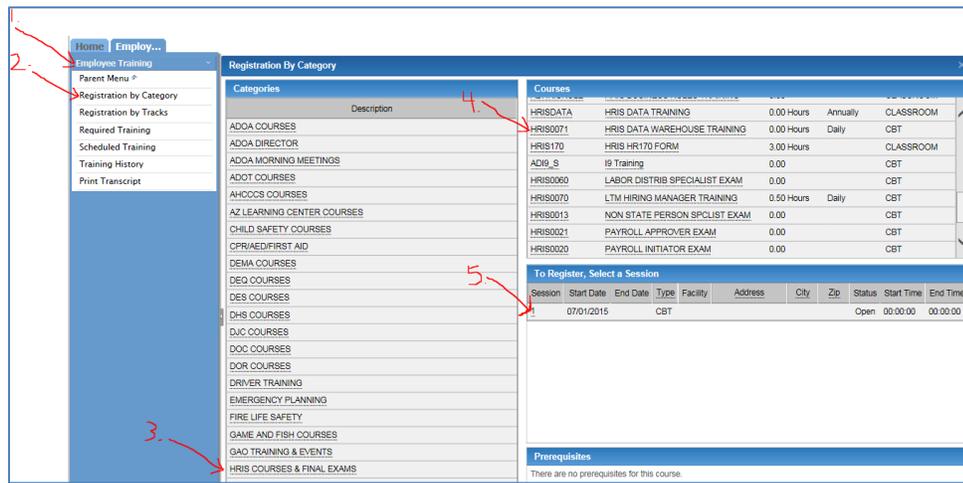
In order to gain access to the HRIS Reporting Services website, the requestor will need to complete the following steps:

Requesting Permission

- Obtain permission from your supervisor and/or **YOUR Agency's** HRIS Security Administrator that you can access the HRIS Data Warehouse.

Complete Training

- Complete the Computer Based Training course. Login to YES at <http://yes.az.gov>



Request Access (Performed by YOUR Agency’s HRIS Security Administrator):

- In order to gain access to the *HRIS Data Warehouse Reporting Services*, an HRIS Security Request form must be completed for each user and submitted to the HRIS Security team for processing. **Please note: the HRIS Security Request form must be submitted by a designated security administrator, or the request will be rejected.**

A. Request access through the online support ticket system

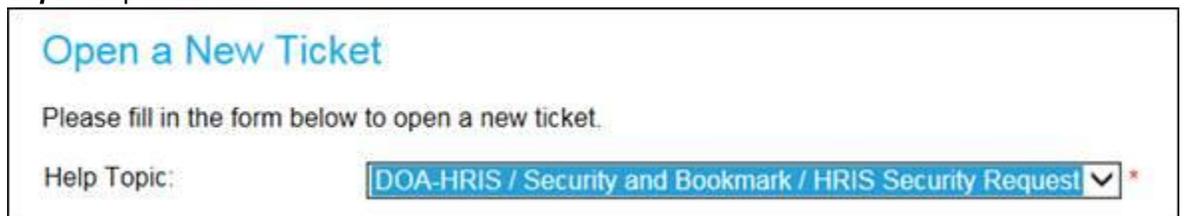
1. Access the HR Services desk using the following link <https://hrservedesk.azdoa.gov/>
2. Click on the ‘Open a New Ticket’ button



3. Enter your **Y.E.S. username** and **password** and click the ‘Sign In’ button



4. Select ‘**DOA-HRIS / Security and Bookmark / HRIS Security Request**’ from the **Help Topic** drop down list



5. Enter today's date in the **'Date'** field, and select the option that applies to the user from the **Action** drop down list

GENERAL INFORMATION

Date: 12/09/2015

Action: **— Select One —**

- New user
- Add new role to existing user
- Change existing user
- Reinstate/Rehire/Agency Transfer
- Delete Job role from existing user
- Remove all HRIS access

New User
Add a new HRIS user (no pr

Add New Role to Use
Add a new job role to an exi

Change Existing User

Note: when selecting an **Action:** descriptions of each option can be found directly below the **Action** drop down box

6. Select **'No'** from the **Remove all HRIS Access** drop down box

Remove all HRIS Access

Remove an existing user's access to HRIS.

Control-D/Web Access: **No**

7. Select your agency from the **Agency** drop down box

AGENCY

Agency: **— Select —**

- AGENCY UNKNOWN
- CANDIDATE
- RETIRES
- SEPARATED
- AA - STATEWIDE SYSTEMS PROCESSING
- AB - BOARD OF ACCOUNTANCY

Leaving State Service?:

Current RACF ID:

8. Enter the Employee's **EIN, Last Name, First name,** and **date the training was completed** (CBT: HRIS0071-Data Warehouse Training) in the **Employee** fields

EMPLOYEE

Employee EIN: 123456

Last Name: Smith

First Name: Jane

Middle Name:

Date Training Completed: 12/10/2015

End Date:

If applicable

- Select ‘**HRIS Warehouse Reporting Specialist**’ from the **Job Roles and Permissions** drop down box

JOB ROLE AND PERMISSIONS

Job Role: HRIS Warehouse Reporting Specialist ▼

- Do not specify any ranges on the **Process Level** section of the form, as the Payroll Reports are only available on an agency-wide basis

PROCESS LEVEL
If a single process level, only fill in "from" and leave "through" blank. If more than four Process Level Intervals are needed, fill in manually in the typed details section of the form.

From: -- Select -- ▼
Through: -- Select -- ▼
If applicable

&

From: -- Select -- ▼
Through: -- Select -- ▼
If applicable

&

From: -- Select -- ▼
Through: -- Select -- ▼
If applicable

&

From: -- Select -- ▼
Through: -- Select -- ▼
If applicable

- Under the **Security Level & Security Location** section, enter ‘**HRIS Data Warehouse Rpt Svc**’ in the **Security Location** field, and ‘**R**’ (to indicate the user’s ability to run on-demand reports) in the **Level** field

SECURITY LEVEL & SECURITY LOCATION

I = Input
Denotes that user will have input access (includes V/R)

V = View only
Denotes that user will have view only access

R = Reports
Allows users to generate on-demand reports

Security Location: HRIS Data Warehouse Rpt Svc

Level: R

- Under the **HRIS Warehouse Request** section, check the **Payroll Reports** box

HRIS WAREHOUSE REQUEST

Reports: 1 selected ▼

✓ Check all ✗ Uncheck all

SPECIAL REQUESTS

Comments: MAP Reports

Talent Acquisition Reports

HRIS Training Reports

DOC MAP Reports

HR Reports

CONTACT INFORMATION ✓ Payroll Reports

13. Enter the contact information specific to your agency/department

CONTACT INFORMATION

SUPERVISOR/MANAGER

Name:

Email:

Phone #:

SECURITY ADMINISTRATOR

Name:

Email:

Phone #:

SECURITY APPROVER

Name:

Email:

Phone #:

14. The **Issue Summary** and **Issue Details** fields are required fields. You can enter the following information in both fields

"LastName: Security Request"

Issue Summary:

Issue Details:

Rich text editor toolbar with text: Smith: Security Request

15. Review the entire form for accuracy, and then click the **'Create Ticket'** button to submit your request to the HRIS Security team

Create Ticket

16. If you have any questions regarding the completion of this form, contact the HRIS Help desk for assistance by emailing hrishelpdesk@azdoa.gov

For more information on the content of the available payroll reports as well as how to run a report using **HRIS Reporting Services**, users can reference the quick reference guide – *Agency HRIS Payroll Reports* – which can be found on the <https://gao.az.gov> website (select *Training Resources* from the *Training/Events* drop down menu and scroll to the section titled, *Quick Reference Guides (QRG)*).