

## ISSUE/QUESTION

Changes to HRIS and Y.E.S. due to HRIS environmental upgrade

## ANSWER

ATTENTION ALL HR MANAGERS / PAYROLL MANAGERS AND BENEFIT LIAISONS

The HRIS Department is projecting to perform an environmental upgrade over the weekend of 2/13/2009 - 02/16/2009. This upgrade will have a significant impact on Y.E.S. and HRIS users. Further, please read the information below very carefully as it explains the changes that the users will experience.

Attached to this email is a letter addressed to all State of Arizona employees. Please forward this attached letter to everyone in your agency as soon as possible.

Summarization of Changes on HRIS and Y.E.S.

### System Availability

HRIS will be unavailable from Friday 02/13/2009, beginning at 6:00 p.m. through Tuesday 02/17/2009 at 6:00 a.m., while the HRIS team performs an environmental upgrade.

Upon completion of this upgrade, there will be some noticeable enhancements to HRIS and Y.E.S. Essentially, there will be a new and improved look to Y.E.S., differences with the HRIS navigation, and a variance in password functionality. Please read below for specific changes and how to locate further training.

To assist with the transition in HRIS, we will be offering an HRIS tutorial on Wednesday 02/18/2009 at 9:00 a.m. in Room 300. To attend this training, you must register through Stars at <http://www.azgu.gov/Information/registration.asp>. The class is titled "HRIS Upgrade - Q&A Session" and the code is:10726567.

### Password Enhancements

As part of the upgrade, HRIS will be implementing security enhancements that will change how users log into the system. It is critical that users know their current username and password; otherwise they will not be able to log into the system on Tuesday 02/17/2009.

Many users may have taken advantage of the "remember my password" function, and they let their computer auto-fill their name and password. This function will NOT be available when users try to log-in! If a user does not remember their password, they should use the "Reset Your Password" function available on the Login page IMMEDIATELY, and make a

note of their new password.

For more information on password functionality, please view the training materials posted on the web site ([www.hris.state.az.us](http://www.hris.state.az.us) ( <http://www.hris.state.az.us/> )) and review the “News Section”.

#### HRIS Enhancements

In HRIS, employees will find updates to the navigational features but the overall functionality will remain the same. For example, the search box will be on the right side instead of the left and the related page has moved from the left side of the pane to the top portion and is now a drop down box feature.

For a full explanation of these new features, please view navigational training on HRIS Enhancements posted on the web site ([www.hris.state.az.us](http://www.hris.state.az.us) ( <http://www.hris.state.az.us/> )) and review the “News Section”.

#### Y.E.S Enhancements

Y.E.S is going to have a new enhanced look. These changes will mostly be to the overall appearance but again, the basic functionality remains the same. To learn how to navigate with these new changes, please view the Y.E.S. training posted on the web site ([www.hris.state.az.us](http://www.hris.state.az.us) ( <http://www.hris.state.az.us/> )) and review the “News Section”.

#### Reports

As of 02/17/2009, E-Broadcast will no longer be available. Users must access Control - D / Web to obtain reporting information.

#### AUTHORITY

ADOA Benefits Service Division

#### ISSUED

February 9, 2009

#### CONTENT AREA

ADOA Benefits cares about your health

#### ISSUE/QUESTION

Six days left to take the Mayo Clinic Health Assessment

#### ANSWER

ADOA is committed to providing quality services and programs to help State employees improve their health. Our feature program, the Mayo Clinic Health Assessment, is a valuable resource and an excellent place to start

for employees who want to make positive health changes. The Mayo Clinic Health Assessment can be found at [www.bewellstaywell.az.gov](http://www.bewellstaywell.az.gov) and is available to all active employees and their families for six more days. The campaign closes on January 31, 2009, so do not miss your chance to take the first step to a healthier you. By Completing the Health Assessment you may qualify for FREE EmbodyHealth Coaching to help you take action toward health improvements.

Log on today at [www.bewellstaywell.az.gov](http://www.bewellstaywell.az.gov) and show you care about your health as much as we do!

ISSUED

January 26, 2009