

Compliance Center Administrative Users Quick Reference Guide

Website	https://hrx.talx.com/webmanager/LoginClientKey.aspx
Employer Code	15716

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ACCESSING THE APPLICATION

Log In

1

- Log into the application – the web address is on the first page of the document.
- The employer code is always 15716.
- Check the “Remember my Employer Code on this Computer?” box.



User ID

2

- User ID = your 3 initials (small letters)+ the last 5 digits of your EIN. If you do not have a middle initial, use the letter “x”.
- Example: John H. Smith, EIN 123456 – User ID = jsh23456
- Example Marie Parker, EIN 87457 – User ID = mxp87457



3

PIN

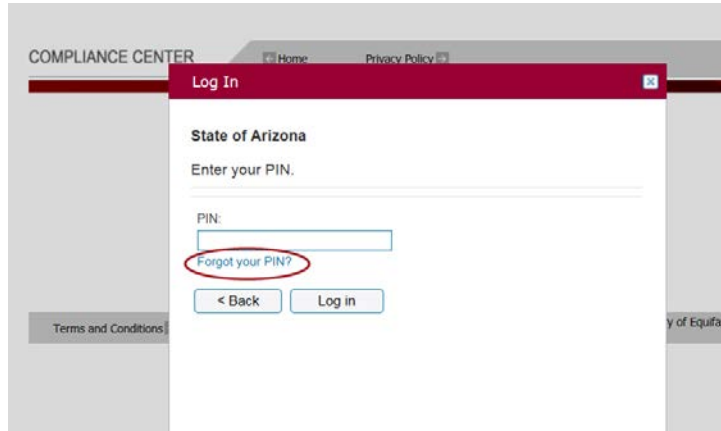
- The default pin is the 4-digit year you were born + the last 4 of your social security number.
- Click Log in after entering your PIN.
- After you log in for the first time, you will be invited to answer 6 security questions and change your PIN.



Forgot PIN

4

- Follow steps 1 and 2 above.
- Click on the “Forgot your PIN?” link
- One of your security questions will pop up
- After you correctly answer the security question, a screen inviting you to create a new PIN will appear



COMPLIANCE CENTER

Home Privacy Policy

Log In

State of Arizona

Enter your PIN.

PIN:

Forgot your PIN?

< Back Log In

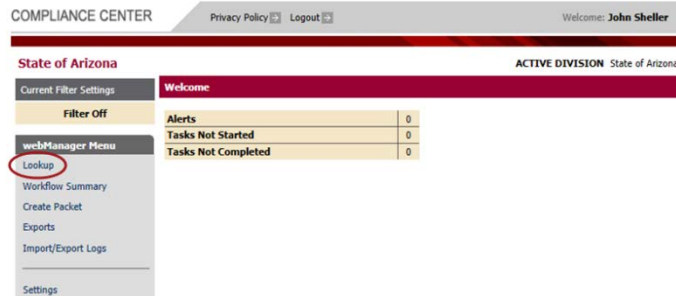
Terms and Conditions

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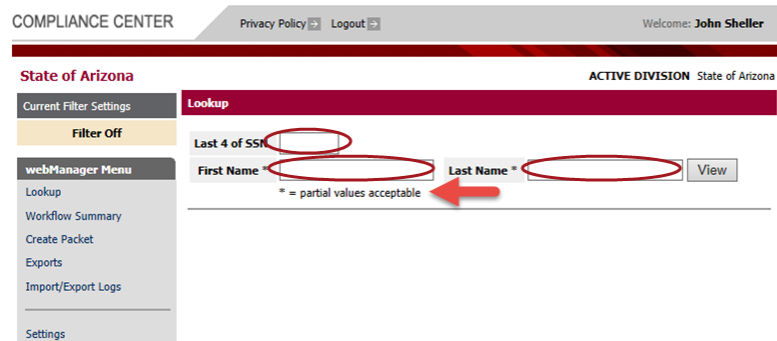
ONBOARD ARIZONA - THE BASICS

Lookup Function

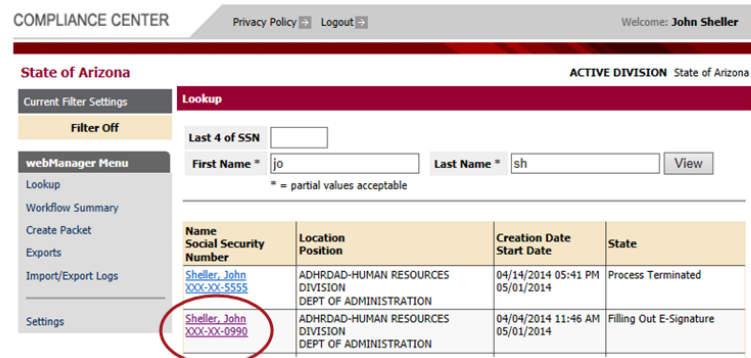
- 5
- Click on the Lookup link.



- 6
- Find the new hire by either:
 - Entering the last 4 digits of the new hire's social security number
 - Entering the first name and last name – not that partial values will work. So for John Parker only the letters Jo (first name) and Pa (last name) will yield a result.
 - Click View



- 7
- All employees that meet the lookup criteria will display. Click on the employee name for the I-9 you wish to complete.



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Packet Information Tab

- The employee summary page will display.
- Note the Workflow State: this employee is hired.
- Note the I-9 Status: the I-9 has been processed correctly. The employee is authorized to work in the US and the E-Verify case has been closed.

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State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Summary Filter Off Return to Lookup

webManager Menu

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID					Reset Password
Login ID					Take Action
Social Security Number					Resend Invitation
Full Name					I-9 Detail
Street Address					Employment Centre
Telephone Number					Screening
E-mail Address					
Location	AGOPSAG-OPERATIONS DIVISION				
Position	ATTORNEY GENERAL (DEPT OF LAW)				
Start Date	9/14/2015				
Creation Date	9/2/2015 2:21 AM				
Created By					
Workflow State	Hired				
Tax Credit Eligibility					
I-9 Status	Case Resolved: Employee continues to work after receiving an Employment Authorized result				
Exempt from Overtime *					

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Documents Tab

- Click on the Documents tab to review details on the packet.

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Current Filter Settings Summary Filter Off Return to Lookup

webManager Menu

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	5752707				Reset Password
Login ID	166025				Take Action
Social Security Number	XXX-XX-9795				Resend Invitation
Full Name	CAMPOLI, THOMAS L				I-9 Detail
Street Address	6730 N. 17th Avenue Apt/Suite# 204 Phoenix, AZ 85015				Employment Centre
Telephone Number	(602) 680-7718				Screening
E-mail Address	tkampoli@hotmail.com				
Location	AGOPSAG-OPERATIONS DIVISION				
Position	ATTORNEY GENERAL (DEPT OF LAW)				
Start Date	9/14/2015				
Creation Date	9/2/2015 2:21 AM				
Created By					
Workflow State	Hired				
Tax Credit Eligibility					
I-9 Status	Case Resolved: Employee continues to work after receiving an Employment Authorized result				
Exempt from Overtime *					

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- A list of all the documents contained in the packet and the actions taken to date is displayed.
- To view a document, click the document name.
- To print a document, check the box next to the document name and click on “Print Checked.”

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State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Summary

Filter Off

webManager Menu

Lookup

Workflow Summary

Create Packet

User Management

Tasks

Alerts

I-9 Management

Exports

Import/Export Logs

Settings

Packet Information Documents Tasks Notes Workflow History Activities

Print Empty Hire Packet Edit List Print Checked

	EC	MC	
Employment Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Photo Release Form - AG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director's welcome - AG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E-Signature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty Oath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disclosure Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selective Service Affidavit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Support Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaint Policy/Mandatory Training Acknowledgement - AG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Insurance Marketplace Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FMLA Employee Rights and Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of State Services, Computers, and Other Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EEO/Military Service/Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DP User Affirmation Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Compensation Election Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AG Prohibited Acts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EC=Employee Completed MC=Manager Completed

Print Checked

Note: Each agency has a personalized new hire packet. The documents at your agency may be different from the example above.

Tasks Tab

- The Tasks tab is not used at this time.

Notes Tab

- The Notes tab is not used at this time.

Workflow History Tab

- Click on the Workflow History tab.
- The date and time at which major process were completed by the new employee are displayed.

COMPLIANCE CENTER Privacy Policy Logout Welcome: **John Sheller**

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Summary

Filter Off

webManager Menu

Lookup

Workflow Summary

Create Packet

Exports

Import/Export Logs

Settings

Packet Information Documents Tasks Notes Workflow History Activities

Return to Lookup

Previous Workflow State	Event	User	Date/Time
Filling Out E-Signature	Completed Documents	System	12/26/2013 1:17 PM
Filling Out Personal Information	Completed Documents	System	12/26/2013 1:17 PM
Initial State	Activate Hire Packet	John Sheller	12/26/2013 1:13 PM

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Activities Tab

- Click on the Activities tab.
- A list of documents and the specific date and time the new employee completed them is displayed.

new employee.

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State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings **Summary**

Filter Off

[Return to Lookup](#)

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- Exports
- Import/Export Logs
- Settings

Activity	User	Date/Time
E-Signature Saved	John Sheller	12/26/2013 1:17 PM
Health Insurance Marketplace Notice Saved	John Sheller	12/26/2013 1:17 PM
Personal Information Saved	John Sheller	12/26/2013 1:17 PM
Director's welcome Saved	John Sheller	12/26/2013 1:15 PM
"Your OnBoard Arizona New Hire Documents" Email Sent		12/26/2013 1:14 PM

ADMINISTRATIVE ACTIONS ON NEW HIRE PACKETS

- A series of administrative actions may be taken from the packet summary page. Those actions are shown as buttons on the right hand side of the page. You may:

Reset the new hire's password

Resend the e-mail to the new hire

Cancel the packet

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State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Summary Filter Off Return to Lookup

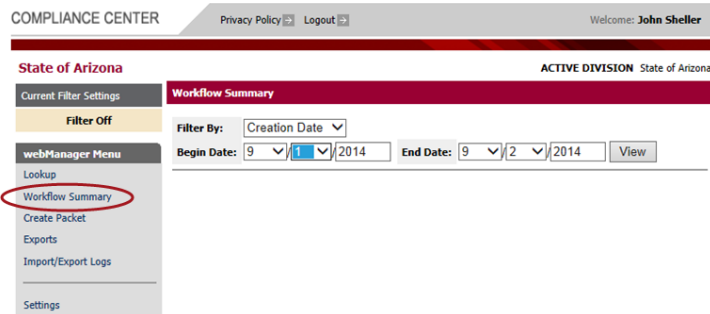
webManager Menu

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID					Reset Password
Login ID					Resend Invitation
Social Security Number					Cancel Packet
Full Name					
Street Address					
Telephone Number					
E-mail Address					
Location	ADHRDAD-HUMAN RESOURCES DIVISION				
Position	DEPT OF ADMINISTRATION				
Start Date	1/1/2014				
Creation Date	12/26/2013 1:13 PM				
Created By	John Sheller				
Workflow State	Filing Out Employment Forms				
Tax Credit Eligibility					
I-9 Status					
Exempt from Overtime *	No				

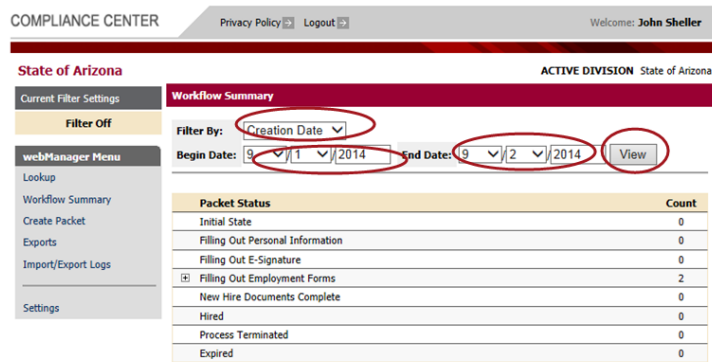
Note: Cancelling the packet will not delete the pending I-9. To delete a pending I-9, please refer to the I-9 Administrative User Quick Reference Guide, page 16, items 35 to 40.

WORKFLOW SUMMARY LINK

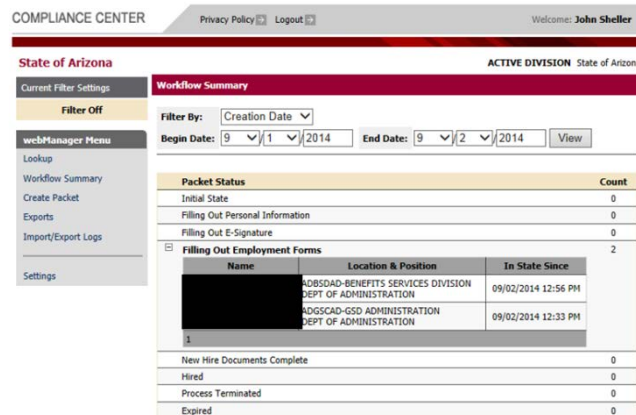
- Click on the Workflow Summary Link.



- The Workflow Summary page will display.
- Select the packet status you wish to view.
- Enter the date range you wish to view.
- Click on View

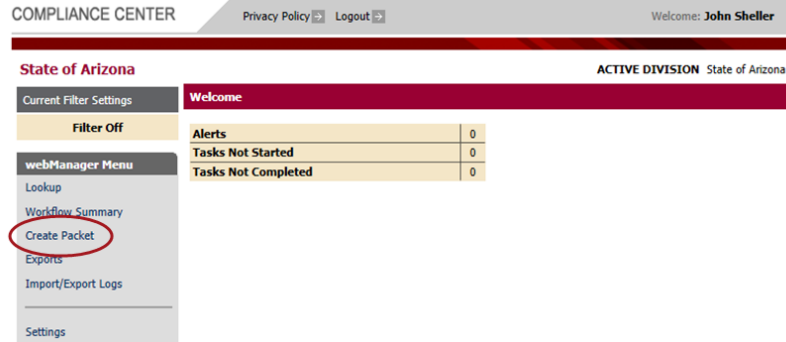


- The packets that meet the criteria will display.
- Click the packet you wish to review to access the packet details.

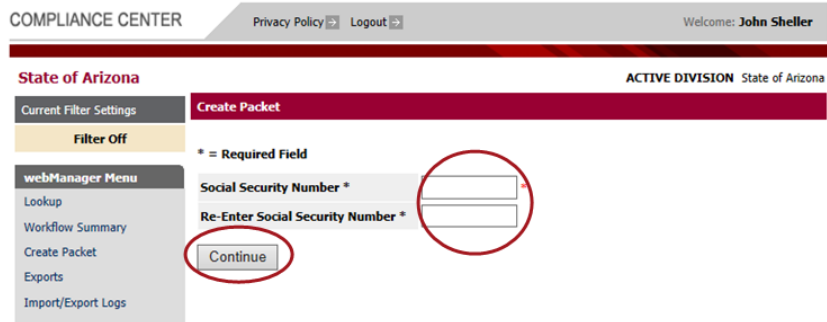


CREATE A MANUAL PACKET

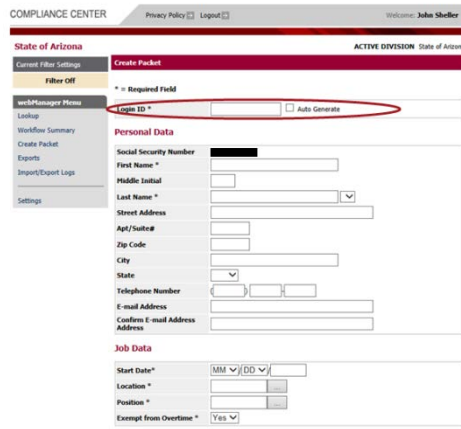
- Click on Create Packet.



- Enter the new hire's Social Security number.
- Click on Continue.



- The following page will display.
- If you have an EIN for the new hire, enter it in the Login ID field.
- If you do not have an EIN, check the Auto Generate box.
- Complete the remaining fields. Mandatory items are marked with an *.
- Select "No" from the Exempt from Overtime drop down menu for covered employees.



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- The Summary page will display.
- An e-mail to the new hire is automatically generated inviting them to complete the packet.

COMPLIANCE CENTER [Privacy Policy](#) [Logout](#) Welcome: **Kimberly Adams**

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings **Summary**

Filter Off **NAME, NEWHIRE**

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- Exports
- Import/Export Logs
- Settings

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	838216				Edit Hire Packet
Login ID	154875				Reset Password
Social Security Number	XX-XX-2158				Resend Invitation
Full Name	NAME, NEWHIRE				Cancel Packet
Street Address					
Telephone Number					
E-mail Address	newhire@azdoa.gov				
Location	ADGSDAD-GEN SERV DIV SPECIAL EVENTS				
Position	DEPT OF ADMINISTRATION				
Start Date	12/29/2014				
Creation Date	12/8/2014 9:49 AM				
Created By	Kimberly Adams				
Workflow State	Filling Out Personal Information				
Tax Credit Eligibility					
I-9 Status					
Exempt from Overtime *	Yes				