

title	Body	Date	Author
INFORM: Updated AZ360 Go-Live Instructions for All Employees	<p>AZ360 went live this morning, June 4, 2025. There were some unfortunate technical issues early on that the project team had to resolve, and this action temporarily interrupted system access and service. For this reason, the deadline for timesheet submission has been pushed to noon Thursday, June 5, 2025. This change only applies to go-live week. Timesheets will continue to be due by Wednesday at 5 p.m. going forward.</p> <p>All AZ360 power users (both FIN and HRM) will be using multi-factor authentication (MFA) for system sign on going forward. Due to today's technical issues, MFA will be automatically bypassed in the system.</p>	June 4, 2025	Sean Price, State Program Director
INFORM: AZ360 Go-Live Instructions for All Employees	<p>On June 4, Your Employee Services (Y.E.S.) will be replaced with a modern, cloud-based solution called AZ360. Like Y.E.S., employees will use AZ360 Employee/Manager Self Service (EMSS) to access data and services such as electronic timesheet entry and approval, benefits selection, payroll management, and direct deposit management. Follow the instructions below to help ensure continued access to data and services required of a state employee and ensure a successful launch of AZ360.</p>	May 28, 2025	Sean Price, State Program Director

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New AZ360 Go-Live Date: June 4	<p>The AZ360 HRIS Modernization Project has a new go live date of June 4. The project to replace and modernize the State's obsolete Human Resources Information Solution (HRIS) was scheduled to begin cutover the week of May 12 with a projected Go Live date of May 20. The two-week postponement allows additional time for testing and stabilization of the environment in which the new AZ360 system will operate.</p> <p>Cutover activities begin at 2 p.m. on Tuesday, May 27 when HRIS shuts down. View Revised Cutover Timeline</p> <p>AZ360 Website</p> <p>The website domain az360.az.gov has been the primary communication tool for the AZ360 HRIS Modernization Project since late 2022 when the project began. At Go Live on June 4, this internet address will become the domain for the AZ360 production website. It will include pages for employee end users to log in to the Employee/Manager Self Service application (az360.az.gov/erpemss) and for power users (both FIN and HRM) to access assigned business roles (az360erp.az.gov). Power users will continue to be required to be logged into the VPN for access. These URLs will be activated at Go Live on June 4.</p> <p>The az360.az.gov domain will also serve as the business website of ADOA's Enterprise Resource Planning Division. It will continue to be the home for the HRIS Modernization Project Phase 1B project-related communication and archive of Phase 1A information.</p> <p>Timesheet Submission for the Week of Go Live</p> <p>Standard AZ360 timesheet process timing will remain in place for Go Live week. Standard timing is:</p> <ul style="list-style-type: none"> • Employees submit timesheets by 5:00 on Wednesday. • Managers approve timesheets by noon on Friday – if a manager is unavailable to complete approval by the noon deadline, timesheet approval extends to the upline manager or department proxy for approval. <p>Timesheet Submission and Approval with Mobile Devices</p> <p>Timesheets may be entered and approved by logging in to the Employee/Manager Self Service application (az360.az.gov/erpemss) in the mobile device browser. The system will automatically adjust the screen size to the mobile device and the entry/approval steps are exactly the same.</p> <p>How Employees Can Prepare for AZ360</p> <ul style="list-style-type: none"> • Before Tuesday, May 27 at 2 p.m., save or print content from Y.E.S. that you may want to have handy for reference following Go Live. Do this step securely and be careful to protect your personally identifiable information. • Read the quick reference guide for Submitting an Employee Timesheet. • Watch a short video on how to submit a timesheet using AZ360 Employee Self Service. • Watch a video demonstration on how to complete a timesheet in AZ360 using the Advantage “guided entry” feature. • Check out these demonstration videos featuring basic system navigation, employee self service, and manager self service actions. 	May 19, 2025	

title	Body	Date	Author
AZ360 Self-Learning Materials for All Employees	<p>Effective May 20, Your Employee Services—Y.E.S.—is being replaced with a modern, cloud-based solution called AZ360. In preparation for Go Live, the AZ360 project team has begun publishing self-learning materials that State employees and retirees may access on the Training page of the AZ360 project website. The materials will include step-by-step Quick Reference Guides for many of the most common AZ360 functions as well as how-to videos. There is a help button in the application itself to assist users in finding answers to questions, and there is another feature called Advantage Assistant that offers a Screen Guide for employees creating a timesheet.</p> <p>Go Live Support</p> <p>The AZ360 project team is preparing a multi-tiered plan for delivering Go Live support services. Agencies are asked to designate a lead Go Live support coordinator and create teams of subject matter experts (SMEs) who can help answer questions and communicate guidance. Questions that can't be resolved at the agency level will be triaged and prioritized before being transmitted to ADOA, where they will be ticketed and dispatched to the project's functional and technical teams for resolution.</p> <p>Lawson HRIS Freeze Dates Announced</p> <p>The Project Team has released a schedule of upcoming Lawson/HRIS freeze dates. In order to expedite final data conversions necessary for the system cutover in May, the team needs to begin locking down data in the current HRIS system. The system freezes do not affect the ability of agencies to conduct business, e.g., hire people into positions, but they will not be able to complete transactions in the system while the freeze is in place. Transactions will continue in AZ360 after the May 20 Go Live date. NOTE: The last Lawson/HRIS payroll will be for Pay Period 4/26-5/9. The first payroll out of AZ360 will be for Pay Period 5/10-5/23.</p> <p>How Employees Can Prepare for AZ360</p> <p>Employees may expect to receive additional instructions as the May 20 Go Live approaches. If you haven't already, please log in to Y.E.S. and ensure your data is current, complete and accurate. May 9 is the last date to make changes in the current Lawson HRIS.</p> <p>Please begin accessing and reviewing self-learning materials on the AZ360 project website.</p> <p>Please check out these demonstration videos featuring basic system navigation and employee and manager self service actions.</p>	April 8, 2025	

title	Body	Date	Author
AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation on May 20, 2025.</p> <p>AZ360 Training Requirements</p> <ul style="list-style-type: none"> • Virtual, instructor-led training (ILT) sessions for AZ360 system Power Users (the roughly 1,000 employees whose daily work requires them to operate in the system) will occur March 10-May 2, 2025. AZ360 power users must complete assigned ILT in order to receive log-in credentials. • Training is not required for power users with view-only access to the system or for those power users who participated in Departmental User Acceptance Testing. • Training sessions are being video recorded and everyone will be able to access these videos on the project website at their convenience. • No training is required for employee end users. • All employees will begin to get access to self-learning materials in early April. • Further instructions will be communicated as we get closer to the May 20, 2025 Go Live date. <p>Please note, power users may now find a list of answers to questions raised during power user training sessions on the AZ360 website's power user training Help page.</p> <p>Lawson HRIS Freeze Dates Announced</p> <p>The Project Team has released a schedule of upcoming Lawson/HRIS freeze dates. In order to expedite final data conversions necessary for the system cutover in May, the team needs to begin locking down data in the current HRIS system. The system freezes do not affect the ability of agencies to conduct business, e.g., hire people into positions, but they will not be able to complete transactions in the system while the freeze is in place. Transactions will continue in AZ360 after the May 20 Go Live date. NOTE: The last Lawson/HRIS payroll will be for Pay Period 4/26-5/9. The first payroll out of AZ360 will be for Pay Period 5/10-5/23.</p> <p>Reports</p> <p>Agency power users will be able to view and generate historic and/or current reports based on their security role access. View a list of the Priority 1 (P1) reports that will be available at Go Live. Subsequent batches of reports (P2 and P3 reports) may be made available later depending on the level of need and interest.</p>	March 17, 2025	

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AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation in May 2025.</p> <p>Lawson HRIS Freeze Dates Announced</p> <p>The Project Team has released a schedule of upcoming Lawson/HRIS freeze dates. In order to expedite final data conversions necessary for the system cutover in May, the team needs to begin locking down data in the current HRIS system. The system freezes do not affect the ability of agencies to conduct business, e.g., hire people into positions, but they will not be able to complete transactions in the system while the freeze is in place. Transactions will continue in AZ360 after the May 20 Go Live date. NOTE: The last Lawson/HRIS payroll will be for Pay Period 4/26-5/9. The first payroll out of AZ360 will be for Pay Period 5/10-5/23.</p> <p>Change Requests</p> <p>Related to the freeze dates, the Project Team is curtailing the process for submitting change requests for AZ360 enhancements. All requests at this point will be evaluated case-by-case and only those deemed business critical will be approved by the AZ360 Change Control Board for implementation before the May 20 Go Live date. Other requests will remain in queue and will be considered for potential system enhancement after Phase 1A implementation.</p> <p>Power User Training: March 10-May 2</p> <p>Virtual, instructor-led training sessions for AZ360 system Power Users (the roughly 1,000 employees whose daily work requires them to operate in the system) will occur March 10-May 2, 2025. Most sessions will last approximately 3-4 hours. All new Power Users must take HRM101, Introduction to AZ360, before taking any other course or activity lab. Power Users must register for and complete training courses and activity labs in their assigned functional areas to obtain login credentials to AZ360. Power Users who participated in Departmental User Acceptance Testing will NOT need to complete additional training. Courses will be recorded, so Power Users wishing to consult a recorded course for additional training or information will be able to do so.</p> <p>Power User Training Website</p> <p>The Training pages of the AZ360 project website are being updated to enable Power Users to access training materials. They will register for assigned training sessions via the TraCorp learning management system. Self-learning materials, such as video and quick reference guides, will begin to be made available to all employee end users in early April. To get a sense for the new AZ360 system's look and feel, please review demonstration videos, such as AZ360 basic navigation and employee self service features, available on the website.</p>	February 12, 2025	

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AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation in May 2025.</p> <p>Department User Acceptance Testing</p> <p>Department UAT has been extended until March 28 to allow the project team to test previously untested functionality and remaining interfaces. Department testers have completed and passed more than 1,200 test scripts to date.</p> <p>Department Readiness</p> <p>The Project Team has begun working with departments to assess their preparedness to implement AZ360 at Phase 1 Go Live in May 2025. Agency Captains are being asked to work with their ADOA-assigned Change Ambassadors to complete a readiness assessment questionnaire by April.</p> <p>Dates to Know</p> <p>Jan. 15: Lawson HRIS code freeze - no more system enhancements will be approved in HRIS, the Lawson solution that is being replaced by AZ360.</p> <p>Feb. 7: AZ360 “soft” code freeze. The AZ360 project’s Change Control Board will no longer approve change requests to the AZ360 Advantage solution.</p> <p>April 4: AZ360 “hard” code freeze. This is the last date prior to Phase 1 Go Live scheduled by the vendor, CGI, to release mass system enhancements in their Advantage cloud solution.</p> <p>March 10-May 2: Instructor-led training for AZ360 system Power Users (the roughly 1K employees whose daily work requires them to operate in the system).</p> <p>April 7: The projected date when employees and managers can expect to begin accessing end user self learning materials, such as videos and quick reference guides.</p> <p>Employee Action Needed - HRIS Data Cleansing</p> <p>As a reminder to all State of Arizona employees, please review your Y.E.S. data records and ensure that the information is current, complete and accurate. This will help ensure testing and parallel payroll processing goes smoothly. Employees should keep Y.E.S. data current until AZ360 goes live in May 2025. Also, between now and Go Live, the project team may be contacting certain departments with specific system data clean up needs. The team is currently working with a handful of departments to address items that must be completed by Jan. 6.</p>	January 13, 2025	

title	Body	Date	Author
AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation in May 2025.</p> <p>Remaining Phase 1 Agency Captain Meeting Topics Announced</p> <p>The Project's Organizational Change Management team announced the agenda topics for the five remaining Agency Captain meetings that will occur prior to the Phase 1 implementation. Reach out to your Agency Captain for more information on these topics after the meetings hosted on the second Tuesday of the month.</p> <p>January – Introduction to the Department Readiness Assessment February – Power User Security/Business Role Mapping March – Review of Change Management Tools and Techniques April – Introduction to End User Self-Learning Materials May – Review of the Cutover Plan and Schedule</p> <p>Managing Resistance to Change Seminar</p> <p>The Organizational Change Management team, in partnership with the Government Transformation Office, is hosting a one hour seminar on Dec. 17 from 3-4 p.m. for Agency Captains on how to manage resistance to change associated with the launch of AZ360.</p> <p>Employee Action Needed - HRIS Data Cleansing</p> <p>As a reminder to all State of Arizona employees, please review your Y.E.S. data records and ensure that the information is current, complete and accurate. This will help ensure testing and parallel payroll processing goes smoothly. Employees should keep Y.E.S. data current until AZ360 goes live in May 2025. Also, between now and Go Live, the project team may be contacting certain agencies with specific system data clean up needs. The team is currently working with a handful of agencies to address items that must be completed by Jan. 6.</p>	December 12, 2024	
AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation in May 2025.</p> <p>Departmental UAT Begins Nov. 18</p> <p>User Acceptance Testing (UAT) is crucial to confirming the AZ360 Project's success. Departmental UAT, which runs Nov. 18-Feb. 7, 2025, allows agency testers to verify that the AZ360 processes and functions align with agency business requirements and meet the needs of end users in a real-world environment. Testers may also identify any process gaps and provide feedback for improvements.</p> <p>Revised Interface Testing Schedule is Now Available</p> <p>A revised Interface Testing schedule was recently posted on the Project website.</p> <p>Agency Performance Appraisal Gap Planning Underway</p> <p>Between Phase 1A and 1B implementation, (May 2025 through April 2026), the interface that currently maps information to the two State performance appraisal systems, MAP or AZ Performs, will not be available. ADOA's Human Resources team is working directly with the agencies on alternative options.</p> <p>Employee Action Needed - HRIS Data Cleansing</p> <p>The project team is asking all employees to review their Y.E.S. data records and ensure that the information is current, complete and accurate. This is necessary to ensure testing and parallel payroll processing goes smoothly. Employees should keep Y.E.S. date current until AZ360 goes live in May 2025.</p>	November 12, 2024	

title	Body	Date	Author
AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project is GREEN and ON TRACK heading for Phase 1 implementation in May 2025.</p> <p>Agency Level Security</p> <p>AZ360 Agency Captains were informed at the Oct. 8 monthly meeting that system security will be standardized and administered at the Agency Level post Go Live beginning in May 2025. Security is currently customized in HRIS, but customization inhibits transactional workflow automation, which is a big advantage of AZ360 that the State seeks to maximize going forward. This means employees in other units will have security access to other units' data within their agency. Most agencies won't notice much of a change except for the 15 largest agencies for whom security is currently customized and administered at the unit level. The State will introduce mandatory annual security system training for power users so employees understand what they can and can't do with expanded security access in AZ360. There will also be enhanced audit capabilities for oversight.</p> <p>Standardized Data Governance</p> <p>Data governance is the principled approach to managing data over its lifetime—from acquisition to use to disposal. It is used to guide how data management functions are performed, helping improve the quality and reliability of data; promote security, compliance, coordination and collaboration; and reduce risk. The State has announced that standardized data governance will apply to AZ360, enabling self-service reporting and analytics capabilities for state agencies with access to an in-house data repository. Enterprise-wide tools and resources will be made available as part of the standardization effort, along with required training. Enhanced data governance with AZ360 will ensure faster, more efficient, and more insightful data management to support agency decision-making.</p> <p>Overtime Elections</p> <p>Currently in HRIS, hourly compensated employees can choose to designate overtime compensation in one of three ways: CASH, COMP (compensatory time) or EITHER. In AZ360, EITHER will no longer be a valid selection. At Go Live next May, if employees have selected EITHER, the field will be automatically set to CASH. Employees will have to access AZ360 at that point and manually change the setting to COMP if that is their preference. Self-learning training materials on this topic will be available for all employees closer to Go Live.</p> <p>Employee Action Needed - HRIS Data Cleansing</p> <p>The project team is asking all employees to review their Y.E.S. data records and ensure that the information is current, complete and accurate. This is necessary to ensure testing and parallel payroll processing goes smoothly. Employees need to continue doing this until AZ360 goes live in May 2025.</p>	October 11, 2024	

title	Body	Date	Author
AZ360 Project Update	<p>View the online AZ360 project dashboard for current project status information. The project team continues making tremendous progress on key milestones. Testing is fully underway with Project User Acceptance Testing (UAT), mock conversions, parallel payroll processing and End-to-End testing in progress simultaneously in separate test environments. Project UAT runs July 29-Nov. 15, to be followed by Departmental UAT Nov. 18-Feb. 7, 2025. The project's Train-the-Trainer program, to prepare two dozen state trainers to deliver instructor-led training to agency testers and system power users began Sept. 10 and runs through Oct. 18. UAT tester training begins Oct. 21.</p> <p>Business Process Flows Now Available</p> <p>The Project website has been updated with information explaining how work will be done in AZ360. A table has been added where you can see the new AZ360 business process flows by Workstream and the Flow Type in various formats - PDF, Visio, video. These materials replace the live Business Process Demonstrations that formerly occurred.</p> <p>Expanded Interfaces Testing Schedule Now Available</p> <p>An updated Interface testing schedule is available on the website. Interfaces are how AZ360 "talks" to external systems. Data passes inbound and outbound, and so adaptations need to occur on both ends to ensure transmission will still work after AZ360 replaces HRIS. Interfaces are a front-burner topic for many agencies and vendors because of the work that is required on both ends by the respective technical teams. The work to advance and complete interface testing is picking up velocity.</p> <p>HRIS Data Cleansing</p> <p>The project team is asking all employees to review their Y.E.S. data records and ensure that the information is current, complete and accurate. This is necessary to ensure testing and parallel payroll processing goes smoothly. Employees need to continue doing this until AZ360 goes live in May 2025.</p>	September 20, 2024	

title	Body	Date	Author
AZ360 Project Update	<p>You can now view a simpler Web version of the AZ360 project dashboard to see timely project status information. The project team is busy making progress on key testing milestones. Project-level user acceptance testing (UAT), mock conversion and parallel payroll processing are in progress. Project UAT runs July 29-Nov. 15, to be followed by Departmental UAT Nov. 18-Feb. 7, 2025. The mock conversions and parallel payroll processing testing activities simulate cutover from the existing HRIS to the AZ360 platform using replicated HR and payroll data for the purpose of finding and fixing defects through each testing cycle.</p> <p>Live Business Process Demos Canceled</p> <p>We recently announced that we have had to cancel the remaining LIVE business process demonstrations to enable the project's subject matter experts scheduled to deliver the demos to focus their attention on the project's testing priorities that are critical to Go Live. The video recorded demonstrations will still be created and posted on the project website when they are available. An overview of the Benefits Life Event enrollment wizard was posted Aug. 14, 2024.</p> <p>Train-the-Trainer (TTT) Sessions Begin Sept. 10</p> <p>The AZ360 Training team is finalizing preparations for the initial 3-day training sessions for the two dozen state agency volunteers who were chosen to deliver instructor-led training beginning this fall for all the User Acceptance Testing participants and HRIS power users. The TTT sessions represent a major milestone in the project's training approach.</p>	August 14, 2024	

title	Body	Date	Author
AZ360 Project Update	<p>Please view the AZ360 Project Dashboard for current information on the project's status and key milestones toward Phase 1A implementation. The project continues its progress toward key testing milestones involving user acceptance testing (UAT), mock conversion and parallel payroll processing. Project UAT runs July 29-Nov. 15, to be followed by Departmental UAT Nov. 18-Feb. 7, 2025. Four rounds each of mock conversions and parallel payroll will occur between now and May 20, 2025 implementation. These testing activities simulate cutover from the existing HRIS to the AZ360 platform using replicated HR and payroll data for the purpose of finding and fixing defects through each round of testing.</p> <p>You Said, We Did!</p> <p>With system configuration now complete, we are able to start talking about the many changes AZ360 users can expect to see. Many of the changes were made to address pain points that agencies raised, including some where agencies said they wanted something different than we had proposed. One example: reorgs. Initially we shared that anytime a position moved within the organization, a new position number would be generated. But power users told us that process would be a tracking nightmare, so the project team reconfigured the To Be process, and now agencies will use a wizard for all reorgs, and the existing position number will remain unchanged. A big win!</p> <p>Upcoming Business Process Demonstrations</p> <p>The Manager Self Service business process will be the featured demonstration on July 25 from 9-10 a.m. This demonstration is intended for HRIS power users to help them understand what a manager can see and do in MSS. It is not intended to be training for managers; similar content will be covered in employee self-learning tools made available to all personnel before AZ360 go-live. All business process demonstrations are video recorded and posted on the AZ360 website. The project team has invited specific agency power users to attend the live, virtual demonstrations. Others wishing to attend may email laura.fog@azdoa.gov to request an invitation. View the schedule of upcoming business process demonstrations.</p>	July 17, 2024	

title	Body	Date	Author
New AZ360 Project Dashboard	<p>Check out the “About HRIS” webpage. We’ve added a link to the AZ360 Project Dashboard where you can find current information on the project’s status and key milestones toward Phase 1A implementation.</p> <p>Business Process Demonstrations Scheduled through September</p> <p>Review the adjusted Business Process Demonstration schedule. It has been updated allowing Project team members to focus on completion of data conversions and preparation for User Acceptance Testing. Notice we will only offer one live demo session but the demonstrations are recorded, and agencies may view them online once they are made available on the project website.</p> <p>Departmental UAT Overview Video</p> <p>View State Testing Lead Alex Perry’s 30-minute video explaining how the Project will engage agencies in Departmental User Acceptance Testing, which will occur Nov. 18, 2024 - Feb. 7, 2025. Selective recruitment of agency testers will begin soon, followed by training for the UAT experience. Testers will gain valuable, hands-on experience working in the new AZ360 system - expertise agencies can leverage in preparation for Go Live!</p>	June 13, 2024	