

# ASEDRA

## User Guide

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## Section 1 Introduction

### Objective

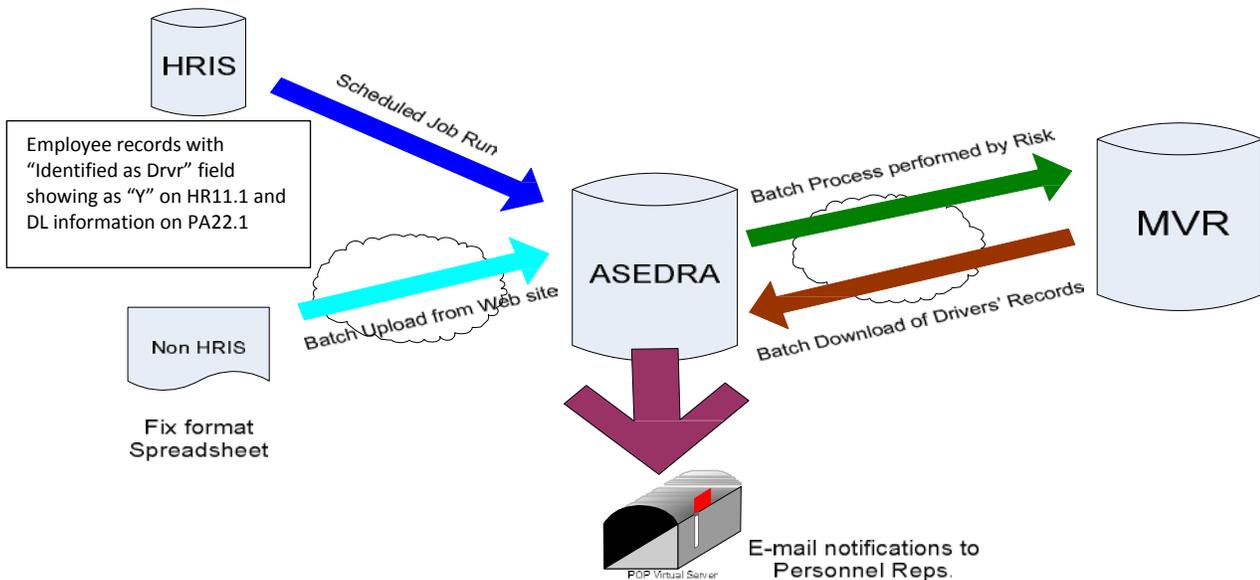
The objective of this document is to provide guidance managing authorized driver records within **ASEDRA**.

### What is ASEDRA

The **Arizona State Employee Driver Record Application (ASEDRA)** is a web-based application developed by State Risk Management and ADOA-ASET with the intended purpose of allowing State Agency authorized Administrators to access and review Motor Vehicle Record (MVR) information for State of Arizona authorized drivers, who are designated as driving vehicles on State business in accordance with the Arizona Administrative Code Title 2, Chapter 10 Section 207.12. ASEDRA is a SSL enabled site. The login prompt can be accessed using any web browser at <https://asedra.az.gov>.

ASEDRA gathers information from the ADOT Motor Vehicle Division and sends out notifications to predefined Agency representatives if an authorized driver has a driving record requiring action.

### ASEDRA process flow



## Section 2 Definitions

**Authorized Driver:** A driver that possesses a valid driver's license class, appropriate for the vehicle, and has completed all required documentation, training, record checks and meets one of the following criteria:

(1) An employee, volunteer or intern working within the course and scope of their employment/assigned duties and whose position description questionnaire, other personnel document or general nature of the employment position requires the use of a motor vehicle.

(2) A contractor, acting within the course and scope of their authorized or contracted responsibilities may be allowed to drive a State vehicle when the Agency head has determined that it is necessary to accomplish the mission of the Agency and in the best interest of the State.

**Authorized Fleet:** State vehicle fleets authorized under A.R.S. § 41-803 or other authorizing language.

**Conditional Driver:** A driver with six to seven total driving points within the last 39 months.

**Contractor:** Also known as a vendor. An entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment.

**High Risk Driver:** A driver that has eight or more total driving points or is required to have an ignition interlock system built into their personal vehicle.

**MVR:** Motor Vehicle Record as maintained by the Motor Vehicle Division of the Arizona Department of Transportation that documents an Authorized Driver's violations and driving status.

**MVR Points:** Points assessed against a drivers permanent driving record when convicted of, or forfeit bail for, a moving violation.

**POV:** Personally owned, leased or rented vehicle.

**Revoked Driver's License:** Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division or a court.

**State of Arizona Driver Authorization Form:** Required for all nonemployee Authorized Drivers to operate a personally owned, State-owned or leased vehicle for the furtherance of State business.

**Suspended Driver's License:** Driving privileges are temporarily withdrawn for a specified period of time or until released by the court or Motor Vehicle Division.

**Volunteer/Un-Paid Intern:** A person who voluntarily performs, but is not paid for performing authorized work/activities under the direction and control of a State official.

## Section 3 Authorized Driver Data

All authorized drivers must complete a State of Arizona Driver Authorization Form, which is to be retained on file by the authorizing Agency.

### HRIS Entry

This section provides instructions for entering a driver into the HRIS system. Only HRIS users with input capability may add the necessary driver information in order for their MVR to be matched to ASEDRA. A query has been created to pull the information about those authorized drivers from the HRIS database into ASEDRA.

**IMPORTANT** - Information must be entered/updated on two screens in HRIS, the XP52.1 AND the PA22.1, for the HRIS record to identify an authorized driver and show up in ASEDRA.

The screenshot shows the HRIS Employee (HR11.1) screen. The browser title is "Lawson portal - Employee (HR11.1) - Windows Internet Explorer". The address bar shows "https://portal.hris.azdoa.gov/lawson/portal/". The page displays employee information for Leslie A. BIAVA, employee ID 50625, at the State of Arizona. A table under the "User Flds" tab lists various fields, with "IDENTIFIED AS DRVR" highlighted in red. The table has columns for FC, Type, Field Name, Value, Description, Curr, and Req. The "IDENTIFIED AS DRVR" row has a blank value field.

FC	Type	Field Name	Value	Description	Curr	Req
<input type="checkbox"/>	Alpha	EDUCATION				
<input type="checkbox"/>	Alpha	IDENTIFIED AS DRVR				
<input type="checkbox"/>	Alpha	INTERNET	y	YES		
<input type="checkbox"/>	Alpha	INTRANET	y	YES		
<input type="checkbox"/>	Date	JOB CODE HIRE DATE				

### HR11.1 Screen

Here is a record on the HR11.1. The 'IDENTIFIED AS DRVR' field on the 'User Flds' is blank. If employee is an authorized driver, an HR person would need to go to the XP52.1 screen (see next page) and create a personnel action to update user field.



PA22.1 Screen



Here is an example of a record with a license number on the PA22.1 screen. The information can be input directly on this screen. Each type of vehicle this employee will drive is identified on this form. This information may also be used to determine the specific type of training this employee should receive, e.g. Van, Defensive Driver, Golf Cart, etc.

When an employee leaves State service their status code of T1, which means "Termination Pending" may not be updated to T2, "Termination Final." If this update is not done, the former employee will continue to be identified as an authorized driver and the MVR will continue to be run. If unsure, you can check this status on the HR11.1 screen.

Employees that transfer from one Agency to another Agency also need to have the 'IDENTIFIED AS DRVR' field status (XP52.1) updated to ensure that in their new position, a determination is made if the person will again be identified as an authorized driver.

## **HRIS Help**

### **HRIS Service Center Telephone**

602.542.4700

If your call is answered by the voicemail box, please leave a message. A Helpdesk representative will get back to you as soon as possible.

### **HRIS Email Addresses**

HRIS/YES Inquiries: [hrishelpdesk@azdoa.gov](mailto:hrishelpdesk@azdoa.gov)

HRIS Security Team: [hris\\_security.mailbox@azdoa.gov](mailto:hris_security.mailbox@azdoa.gov)

HRIS Table Maintenance Team: [hristableupdate@azdoa.gov](mailto:hristableupdate@azdoa.gov)

### **HRIS General Inquiries**

For general HRIS inquiries, select link to contact the HRIS Help Desk:

[hrishelpdesk@azdoa.gov](mailto:hrishelpdesk@azdoa.gov)

## Non HRIS Input

Any driver who is not part of the HRIS database, such as students, interns, volunteers, or contractors, should be added to ASEDRA using a fix format spreadsheet to upload the authorized driver's records (instructions available on following page). The spreadsheet is available on ASEDRA.

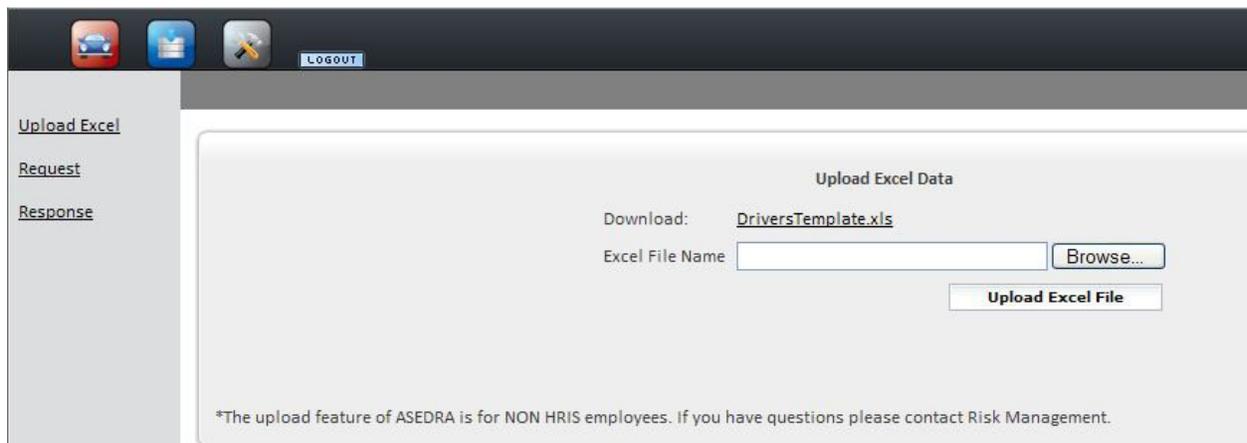
## Request data from MVD

Twice monthly, an ASEDRA file is sent to MVD for batch processing; the results of this batch process are then returned to ASEDRA and matched against the authorized driver records.



## Non-HRIS Entry - Upload Excel Data Page

These instructions are to add non-HRIS authorized drivers, such as volunteers or University students, to ASEDRA in order to run their MVR's. They first must meet the qualifications of an authorized driver in order for their MVR to be obtained from MVD.



To upload these types of drivers, use the formatted spreadsheet. This information is stored in the Authorized Driver table and will be used to retrieve driver record information.

Steps to upload non-HRIS data:

1. POPULATE fix format spreadsheet; download "DriversTemplate.xls" from ASEDRA
2. SAVE spreadsheet to user's workstation
3. LOG into ASEDRA
4. NAVIGATE to Upload Excel Data Page - 
5. SELECT saved spreadsheet from workstation
6. LEFT CLICK Upload Excel File button
7. NAVIGATE back to the Authorized Driver List Screen - 
8. VERIFY records have been uploaded

## Section 4 Using ASEDRA

The login prompt can be accessed using any web browser at: <https://asedra.az.gov>.

To be an Agency ASEDRA Administrator, there must be a fully executed ASEDRA Access Agreement on file with State Risk Management. ASEDRA Access Agreement forms are available at <https://staterisk.az.gov/loss-prevention/asedra>.

The login ID is the Administrator's EIN; the password is their YES password.

Exception: For those non-HRIS Administrators, you will be assigned a user ID and Password by the ADOA-ASET group.

Log In

EIN: 000123450

Password: \*\*\*\*\*

Log In

If you have having problems logging in please visit [Y.E.S.az.gov](https://yes.az.gov)



### Authorized Driver List

Authorized Drivers

ASEDRA : Authorized Driver List

Filter

Last Name First Name Matched Points Review Status

Agency License # Process Level

Hide drivers with zero points.  Suspended.

Hide drivers with no change in points.

Filter Save Changes

Results returned: 57969

<u>Reviewed</u>	<u>Delete</u>	<u>Agency Code</u>	<u>Last Name</u>	<u>First Name</u>	<u>Birthday</u>	<u>License #</u>	<u>Points</u>	<u>Prev. Points</u>	<u>Suspensions / Restrictions</u>	<u>Process Level</u>	<u>Department</u>	<u>RM29 Training</u>	<u>Comments</u>
-----------------	---------------	--------------------	------------------	-------------------	-----------------	------------------	---------------	---------------------	-----------------------------------	----------------------	-------------------	----------------------	-----------------

The first screen view is the Authorized Drivers List; this is the list of authorized drivers that are being checked with MVD. This view also shows a record count if needed.

Column header titles that are underlined have click-to-sort functionality. Sort by:

- Agency Code
- Process Level
- Department
- RM29 Training
- Points
- Suspensions/Restrictions
- Last Name
- First Name

## Navigation and Driver Filters

**ASEDRA : Authorized Driver List**

**Filter**

Last Name	First Name	Matched	Points	Review Status
<input type="text"/>	<input type="text"/>	All <span style="font-size: small;">▼</span>	All <span style="font-size: small;">▼</span>	All <span style="font-size: small;">▼</span>

Agency	License #
(ZZ) zzTest <span style="font-size: small;">▼</span>	<input type="text"/>

Hide drivers with zero points.       Suspended.

Hide drivers with no change in points.

Filter
Save Changes

- Last or First Name – Filter on some or all of the authorized driver’s last or first name
- Matched – Filter on records matched with MVD response
  - Matched – Displays only records that have matched with MVD record
  - Unmatched – Displays records that DO NOT match with MVD record  
See ASEDRA Matching Report (under Section 4) for help with unmatched records
- Points – Filters on predetermined points
  - Less than 6 – Displays records with 0 – 5 points total
  - Equal to or greater than 6
- Review Status – Filter on drivers based on their reviewed status. **Note** : Once a record has been reviewed, check the Reviewed box and **save changes**.
- Hide drivers with zero points – no points returned from MVD
- Suspended – Filter for suspended, cancelled or revoked DLs
- Hide drivers with no change in points – no change in points between the current and last response from MVD

## Driver Information

Driver information is regulated by the Federal Driver’s Privacy Protection Act (DPPA), 18 U.S.C. §§ 2721- 2725, as well as Title 28, Chapter 2, Article 5 of the Arizona Revised Statutes. It is the responsibility of the using Agency, and any authorized user acting on the Agency’s behalf, to gain knowledge of all laws and applicable MVD policies and procedures, which govern access to, and use of MVD records, and to determine whether the Agency is legally eligible to obtain such records from MVD.

Reviewed	Delete	Agency Code	Last Name	First Name	Birthday	License #	Points	Prev. Points	Suspensions / Restrictions	Process Level	Department	RM29 Training	Comments
<input checked="" type="checkbox"/>		AD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0		✓	AD-INFORMATION SERVICES DIV	DEVELOPMENT GROUP		8/21/2015

- Magnifying Glass – SELECT icon to display detailed record information about authorized driver
- Reviewed check box – **Omits record from further email notifications**. After reviewing driver record, check this box and ***save changes***

- Delete check box (Non-HRIS records only) – Removes record from the Employee table – Only non-HRIS uploaded drivers will be deleted. HRIS drivers need to be done through HR screens.
- Agency Code – 2 digit HR Agency code (Sortable)
- Last Name, First Name, Birthday - Driver Name & Birthday
- License # - Driver license number on file with MVD
- Points – Summary of points a driver has accumulated within 39 months
- Previous Points – Accumulation of points from previous MVD response
- Suspended – Driving status of the driver within 39 months from last update date
- Comments – 256-character input field for notes. Use this to document actions that were taken due to suspension or excessive points. **Best Practice- add date of comment entry**

### Notification

- Notification is sent out after every report receipt (currently 2x's/ month)
- Agency Administrator receives initial notification
- After 10 days, any record that exceeds points and is not marked reviewed will trigger a second notification. The Agency Administrator and State Risk Management (general email acct) is copied.
- Email content will not contain personal information
- One email is sent to Agency Administrator for all record reviews in a given cycle
- To avoid a 2nd notice, **ASEDRA provides an opportunity for the Agency representative to denote drivers whose records within ASEDRA have been reviewed by checking the Reviewed box**



### User Settings & Reports

My settings default Record Count is 15; you can change it to any number up to 99. Click on save if you do make changes.

My Settings

[My Settings](#)

[Users](#)

[Violation Report](#)

[Matching Report](#)

[Process Level Report](#)

[Driver Report](#)

[Detailed Matching Report](#)

ASEDRA : My Settings

Record Count: 99 \*

Save

# ASEDRA USER GUIDE

## ASEDRA Violation Report

Can be filtered and run by process level and exported into Excel or PDF format. Use when detailed information is needed by management to make informed decisions about their authorized drivers.

Violation Report

ASEDRA : Violation Report

Filter

Agency Level

Process Level

Exclude drivers with no history.

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### Violation Report

EIN	Last Name	First Name	M	License Expiration Date	Process Level	Dept	Process Level Name	Department Name	RM29 Training	RM29 Date Completed	Current Status	History Message	History Message Date	Conviction Date	Points
1	STATE	DRIVER		2/27/2024					Current	7/15/2012	NO SUSP/SNO REVS	REASONABLE AND PRUDENT SPEED VIOLATION	2/1/2016	9/11/2015	3
1	STATE	DRIVER		2/27/2024					Current	7/15/2012	NO SUSP/SNO REVS	SUSPENSION SATISFIED - 12/10/2015	2/1/2016	12/15/2015	
2	RANDOM	PERSON		6/1/2026					Current	3/25/2013	NO SUSP/SNO REVS	REGISTRATION(S) SUSPENDED - 13112550059	2/1/2016	10/1/2011	
2	RANDOM	PERSON		6/1/2026					Current	3/25/2013	NO SUSP/SNO REVS	REGISTRATION(S) SUSPENDED - 13112970069	2/1/2016	10/31/2011	
2	RANDOM	PERSON		6/1/2026					Current	3/25/2013	NO SUSP/SNO REVS	REGISTRATION(S) SUSPENDED - 13120530044	2/1/2016	3/2/2012	
3	YOUDONT	KNOWME		2/13/2028					Current	4/2/2013	NO SUSP/SNO REVS	REGISTRATION(S) SUSPENDED - 13111570057	2/1/2016	6/13/2011	
4	ICANT	DRIVESS		8/30/2023					Current	9/12/2012	SUSP/SNO REVS	ADMIN PER SE AFFIDAVIT	2/1/2016	9/23/2015	0
4	ICANT	DRIVESS		8/30/2023					Current	9/12/2012	SUSP/SNO REVS	ADMIN PER SE SUSPENSION	2/1/2016	11/27/2015	
4	ICANT	DRIVESS		8/30/2023					Current	9/12/2012	SUSP/SNO REVS	DETAILED RESTRICTIONS - FOUR WRK SCHL TRTMTN JOB PROB	2/1/2016	12/27/2015	
5	WHO	AREU		11/27/2044					Current	3/11/2013	NO SUSP/SNO REVS	REASONABLE AND PRUDENT SPEED VIOLATION - ACC	2/1/2016	6/1/2013	3

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## ASEDRA Matching Report

Can be filtered and run by process level; Status of All, Match or No Match; Confidence of Very High, High, Medium, Low, Very Low, None, or Unknown; or Message of various combinations of field match status, e.g. Match (DOB, Last Name), No Match (DL#, First Name) which means that DOB and Last Name fields in HRIS match those fields returned by MVD, but the Driver's License # fields and the First Name fields don't match. Your best chance of having a matching record returned is to have the correct Driver's License number **AND** Date of Birth.

Matching Report

ASEDRA : Matching Report

Filter

Agency

Process Level

Status

Confidence

Message

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### Matching Report

EIN	Agency Code	Process Level #	Process Level Name	Department #	Department Name	First Name (HRIS)	First Name (MVR)	Last Name (HRIS)	Last Name (MVR)	DL# (HRIS)	DL# (MVR)	DOB (HRIS)	DOB (MVR)	MVR Driver ID	Status	Confidence	Message
53436	DC	DC24L	DC-OFNDR OPS-ASPC-FLORENCE	24LHD	OC-FLO-SOUTH UNIT	JACK	Unmatched	HEET	Matched	527	Unmatched	4/2	Matched	103527	No Match	Low	Match (DOB, Last Name), No Match (DL#, First Name)
160273	DC	DC24L	DC-OFNDR OPS-ASPC-FLORENCE	24LHD	OC-FLO-SOUTH UNIT	SEAN-MICHAEL	Matched	DAVIS	Matched	D06	Unmatched	4/2	Matched	74016	No Match	High	Duplicate - Match (DOB, First Name, Last Name), No Match (DL#)
160273	DC	DC24L	DC-OFNDR OPS-ASPC-FLORENCE	24LHD	OC-FLO-SOUTH UNIT	SEAN-MICHAEL	Matched	DAVIS	Matched	D06	Unmatched	4/2	Matched	74016	No Match	Low	Match (DOB, First Name), No Match (DL#, Last Name)

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## Section 5 Need Help?

- State Risk Management - [ASEDRA@azdoa.gov](mailto:ASEDRA@azdoa.gov), (602) 542-2175 for:
  - New Agency Administrator Applications
  - User Training
- ADOA Service Desk - [ServiceDesk@azdoa.gov](mailto:ServiceDesk@azdoa.gov), (602) 364-4444 for:
  - Error messages
  - System functions e.g. back arrow not working, records not displaying correctly, etc.
  - Report Error