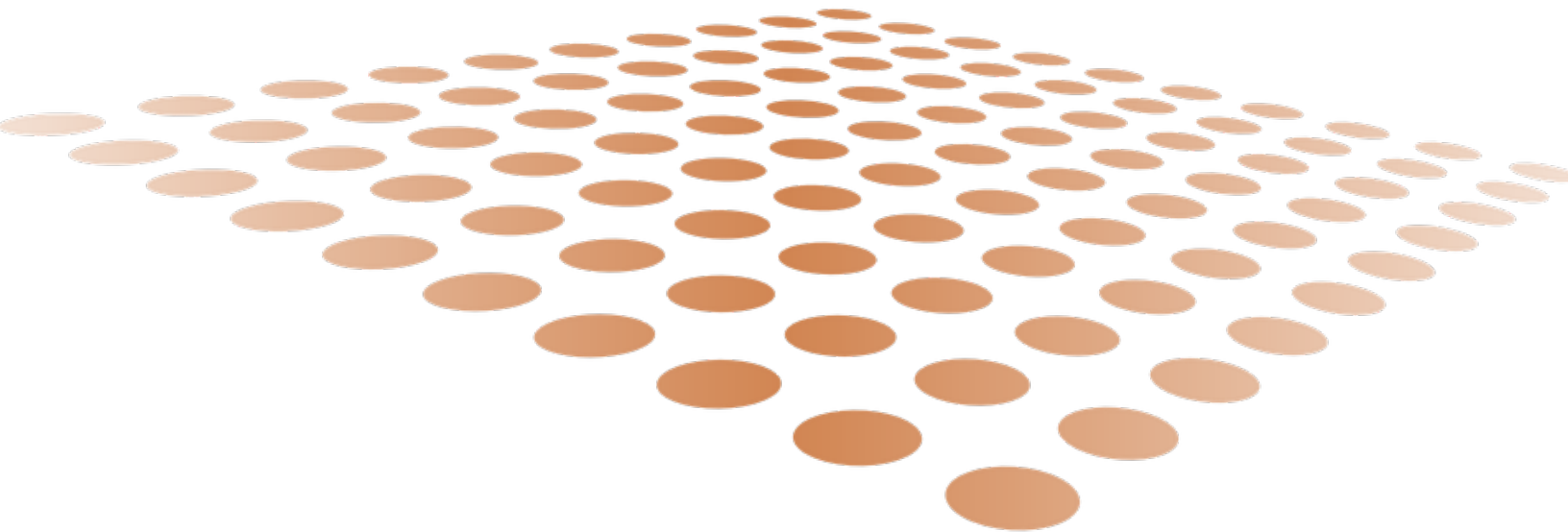


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: MONTHLY FINANCIAL REVIEW - PAYROLL



# MONTHLY FINANCIAL REVIEW - PAYROLL

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## Overview

The purpose of this guide is to recommend to Agency Managers the critical verification and review steps that agencies should establish as a bi-weekly/monthly practice, with suggestions for using reports and researching issues. This Guide provides a general overview of the verification and review objectives and where in AFIS you would conduct these activities. To understand how to run reports, reference the Run an Interactive InfoAdvantage Report Quick Reference Guide found on the GAO Web Site ([gao.az.gov](http://gao.az.gov)) under Training Resources / Quick Reference Guides. To understand specific reports, reference the AFIS Report Reference Guide found on the GAO Web Site under AFIS / Reports Reference Guide.

## Objectives

Bi-weekly/Monthly review for Payroll should meet the following objectives:

1. Verify Payroll from the ETE Perspective (bi-weekly)
  - ETE Approval and Verification
  - Interface of ETE to HRIS
2. Verify/Reconcile Payroll from the HRIS perspective (bi-weekly)
  - Time Records Verification
  - Post Compute Reconciliation
3. Reconcile Payroll from the AFIS perspective (monthly)
  - Integration with AFIS

**Note** - The fact that some automated systems incorporate particular controls and checks does not reduce management's responsibility for maintaining internal controls or eliminate the need to retain certain manual verification processes. (*SAAM 5505 Payroll and Personnel, General Payroll Policies*). It is the responsibility of the agency payroll coordinator or his designated alternate to review all payroll-related entries (e.g., time entries, labor distributions, adjustments, etc.) before the applicable deadlines; any entries or adjustments that must be made after the applicable deadline will have to be submitted to the agency payroll office. The applicable statewide deadlines are: For ETE, 6:00 pm Arizona time, the second Friday of each two-week pay period. For HRIS, 2:00 pm Arizona time, Tuesday of each pay week. (*SAAM 5515 Payroll and Personnel Time Reporting*)



## Verify Payroll from the ETE Perspective (bi-weekly)

Verify ETE approval and verification: before ETE deadline

1. ZS210 ETE Missing Time Card Report
  - Accessed through HRIS On Demand.
  - Lists employees with ETE time card status of Not Started, Not Submitted, Submitted, Not Approved or Rejected. Use to determine reason or justification for unapproved ETE time card.

Verify interface of ETE to HRIS: after ETE deadline

1. ZR530 ETE Time Record Interface
  - Accessed through HRIS Print Manager.
  - Details list of Time Records Interfaces. Used to review grand totals of hours by wage and by ETE batch for reasonableness.
2. ZR530 Errors
  - Accessed through HRIS Print Manager.
  - Lists employees with records not interfaced. Displays ETE time records not transferred to into the HRIS due to errors.
3. ZR530 Messages
  - Accessed through HRIS Print Manager.
  - Gives leave balance warnings. Displays time record data that transferred into the HRIS but needs reviewing/correcting.
4. ZS535 ETE Extract
  - Accessed through HRIS Print Manager.
  - Gives ETE Batch EE counts and time record totals and error statuses for each batch number. Used to Review count totals against expectations.
5. ZS535 Errors
  - Accessed through HRIS Print Manager.

Details list of unapproved ETE time records. Used to determine if the time records need to be entered manually in HRIS.



## Verify/Reconcile Payroll from the HRIS perspective (bi-weekly)

Verify time records verification: before compute deadline

1. Missing Time Records Report
  - Accessed through Data Warehouse On Demand.
  - Lists employees with no time record in HRIS. Used to determine if the employee is still active and should be paid.
2. PR135 Time Record Edit
  - Accessed through Data Warehouse On Demand.
  - Detailed list of time records in HRIS. Used to verify the accuracy of time records entered in the HRIS.
3. XR135 SOA Time Record Edit
  - Accessed through Data Warehouse On Demand.
  - Detailed list of time records in HRIS with pay distribution. Used to verify the accuracy of time records entered in HRIS.
4. ZR135 Employee Reimbursement Report
  - Accessed through Data Warehouse On Demand
  - Detailed list of travel or reimbursement time records in HRIS. Use to verify accuracy of time records entered in HRIS.

Reconcile post compute reconciliation: after compute

1. Consolidated Payroll Register Report
  - Access in Data Warehouse On Demand
  - The Payroll Register includes, for each employee, payment number and type, total hours, gross pay, deductions, and the net amount of the payment. The report also includes totals for company, process level, and department. Payroll Register is useful to quickly determine if employees received pay as expected and also to determine which employees are receiving a warrant as opposed to a direct deposit.
2. Payroll Transaction Summary Report
  - Access in Data Warehouse On Demand
  - Shows expenditures grouped by process level, department, Accounting Unit, Account, Sub Account, Activity and Account Category. Used to review payroll expenditure total and compare to budget and/or a prior payroll.
3. Payroll Transactions Detail Report
  - Access in Data Warehouse On Demand
  - Details of HRIS payroll expenditures. Used to review pay and employer related expenditures for accuracy of employee labor distribution.



4. ZR260 Payment Detail Listing

- Access in HRIS On Demand
- Shows pay detail by employee, process level or department for a given payment date range. Used to research pay history for an employee.

## Reconcile Payroll from the AFIS perspective (monthly)

### Integration with AFIS: After HRIS to AFIS Interface

1. FIN-AZ-AP-N505 Payroll Reconciliation by Pay Date

- Accessed through AFIS infoAdvantage
- Provides a summary of AFIS payroll expenditures by payment date. Reviewed after the HRIS interface to AFIS.

2. OADM-AZ-MSG-N504 Doc Error Message(s) and Accounting Detail

- Accessed through AFIS infoAdvantage
- Detail list of AFIS PEDF1 documents in rejected status with error messages with accounting elements. Used to review the PEDF1 error messages and take action so the document will post in AFIS.

3. OADM-AZ-MSG-N384 Doc Error Message(s)

- Accessed through AFIS infoAdvantage
- Detail list of AFIS PEDF1 documents in rejected status with error messages. Used to review the PEDF1 error messages and take action so the document will post in AFIS.



## Reference

### [Quick Reference Guides and Training \(GAO Website\)](#)

For assistance with reporting, see **Run an Interactive InfoAdvantage Report (QRG)**.

For assistance with HRIS Reports, see **Agency HRIS Payroll Reports (QRG)**.

### [Payroll Reports \(GAO Website\)](#)

For assistance with Payroll Compute Reports, see **Payroll Compute: Payroll Compute Reports**.

### [Referenced SAAM Policy \(GAO Website\)](#)

- SAAM 5505 General Payroll Policies
- SAAM 5515 Time Reporting