

AGENCY PAYROLL COMPUTE CYCLE CHECKLIST

PAYROLL CYCLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 – COMPUTE	DAY 1	DAY 2 - COMPUTE	DAY 3	DAY 4 - PAYDAY	DAY 5
WEEK 2 – OFF COMPUTE	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10

DAILY DUTIES	<input type="checkbox"/> Submit Cancelled Warrants	<input type="checkbox"/> Submit Cash Pav Applications	<input type="checkbox"/> Submit Overpay Worksheets
DAILY DEADLINES	<input type="checkbox"/> Submit GAO-99A for handwrites by 12 pm (noon) daily		

DAY 1

- ZR530 Employee Time Entry (ETE) Interface Reports
- ZS535 Employee Time Entry (ETE) Interface Reports
- Data Warehouse Missing Time Records Report
- LP264 Review for negative leave balance
- PR135 Time Record Edit
- Enter special payments Leave Payouts, Lump Sum Payments, Retro
- Respond to issues identified by GAO Central Payroll

DAY 1: DEADLINES

- Labor Distribution: Last day to update AFIS for interface to HRIS 7:15pm
- Donated Leave: Submit Donations by 6 pm

DAY 2: COMPUTE TUESDAY

- Data Warehouse Missing Time Records Report
- Enter time record adjustments
- Respond to issues identified by GAO Central Payroll

DAY 2: DEADLINES

- PR135 Time Record Edit – run before 2 pm
- One-Time Deduction Requests due by 12 pm (noon)
- Garnishment Documents due by 12 pm (noon)
- HRIS Security for all turned on at 2 pm

DAY 3

- Data Warehouse Payroll Transactions Detail
- Data Warehouse Payroll Transactions Summary
- Data Warehouse Consolidated Payroll Register
- LP264 review for negative leave balance
- First day to submit Direct Deposit Reversal Request

DAY 4: PAYDAY

- Check AFIS PEDF1 payroll errors on FIN-AZ-AP-N505 Report
- Submit GAO-73B forms
- First day of Direct Deposit Returns from bank

DAY 5

GAO CENTRAL PAYROLL DOES NOT REQUIRE DAILY TASKS

DAY 5: DEADLINES

- Submit GAO-73B forms by 12 pm (noon)

DAY 6

- Enter prior pay period Time Record Adjustments

DAY 7

GAO CENTRAL PAYROLL DOES NOT REQUIRE DAILY TASKS

DAY 7: DEADLINES

- Direct Deposit Reversal last day: Submit request by 2 pm

DAY 8

- Employee can begin ETE Time Card Entry
- Cash Pay Card applications processed by GAO Central Payroll
- HRIS Time Entry (XR32/XR35)

DAY 9

- ETE Supervisor Review/Approve Time
- ASRS Waiting Period Review/Corrections

DAY 9: DEADLINES

- Transit Card: Request final billing to be included on compute by 6 pm

DAY 10

- ETE Proxy Review/Approve Time
- ETE ZS210 Missing Time Card Report
- ETE: Last day to update AFIS labor for HRIS

DAY 10: DEADLINES

- Alternate Contribution Rate (ACR) for contractors reporting and auto-transfer by 6 pm