

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE: PAYROLL COMPUTE REPORTS





PAYROLL COMPUTE REPORTS

Table of Contents

- OVERVIEW 4**
 - AGENCY PAYROLL FUNCTIONS.....4
 - DEADLINES.....4
 - REPORT LISTING KEY4
 - HELPFUL RESOURCES AND DOCUMENTS4
- REPORTS PRIOR TO ETE INTERFACE 5**
 - ZS210 ETE MISSING TIME CARD REPORT5
 - ETE PENDING TIME RECORD REPORT.....5
- REPORTS AFTER ETE INTERFACE 5**
 - ZR530 ETE TIME RECORD INTERFACE5
 - ZR530 ERRORS5
 - ZR530 MESSAGES5
 - ZS535 ETE EXTRACT.....6
 - ZS535 – ETE-ERRORS.....6
 - MISSING TIME RECORDS REPORT6
 - PENDING TIME RECORDS: HIGH HOURS.....6
 - PENDING TIME RECORDS: SHIFT DIFFERENTIAL6
- REPORTS BEFORE TUESDAY 2:00 P.M. 7**
 - PR135 TIME RECORD EDIT7
 - ZR135 EMPLOYEE REIMBURSEMENT REPORT.....7
 - INVALID TAX ELECTION PR13 EXEMPT WITH ADDITIONAL AMOUNT.....8
 - INVALID TAX ELECTION PR14 EXEMPT WITH ADDITIONAL AMOUNT.....8
 - XR135 SOA TIME RECORD EDIT8
- REPORTS AFTER COMPUTE..... 9**
 - CONSOLIDATED PAYROLL REGISTER REPORT9
 - PAYROLL TRANSACTIONS SUMMARY REPORT9
 - PAYROLL TRANSACTIONS DETAIL REPORT9
 - PAYROLL TRANSACTIONS DETAIL EXCEPTION REPORT9
- AFIS REPORTS 10**
 - FIN-AZ-AP-N505 PAYROLL RECONCILIATION BY PAY DATE10
 - OADM-AZ-MSG-N504 ERROR REPORT WITH ACCOUNTING DETAIL10
 - OADM-AZ-MSG-N384 DOCUMENT MESSAGE10
- MONTHLY REPORTS 11**
 - TERMINATED EMPLOYEE WITH ABSENCE PLAN BALANCE11
 - DONATED LEAVE REPORT.....11
 - DONATED LEAVE OPEN BATCH11
 - TERMINATED EMPLOYEE WITH ACTIVE DIRECT DEPOSIT11

ASRS ELIGIBILITY REVIEW (CODE 9) REPORT 11

CALENDAR YEAR END REPORTS 12

FEDERAL TAX EXEMPT 12

STATE TAX EXEMPT 12

INFORMATIONAL REPORTS ON DEMAND 12

EMPLOYEE TIME ENTRY ETE REPORTS..... 12

LABOR DISTRIBUTION REPORTS 13

TIME RECORD REPORTS 14

ABSENCE PLAN REPORTS 15

OTHER INFORMATIONAL REPORTS 15

NEED ASSISTANCE? 15



Overview

The objective of this quick reference guide is to provide general information on the process of the various reports used in payroll processing in HRIS as it relates to the Agency Payroll Specialist. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Payroll Functions

1. Verify time records in ETE and Interface of ETE to HRIS
2. Verify accuracy of employee wages by reviewing time record payroll reports
3. Verify all leave paid against an employee's accrued leave balances
4. Reconcile HRIS Payroll Reports to AFIS Payroll Reports after compute

Deadlines

Reports are listed in this guide based on the day they are to be reviewed

Report Listing Key

Reports are listed in order of run dates. The details include report delivery method, high-level report content and the items to review on the report.

Report Delivery Explanation on report location and method of report creation.

- **Data Warehouse:** Run Report on Demand under the Agency HRIS Payroll Reports or Agency Absence Management folders
 - <https://reports.azdoa.gov/reports> or
 - HRIS Web Reports link in HRIS
- **HRIS on Demand:** Access HRIS form to create and submit report
- **HRIS Print Manager:** System created report delivered to HRIS Print Manager
- **AFIS InfoAdvantage** Reports – In AFIS **Jump to** field, enter **INFOADV**

Helpful Resources and Documents

Step by Step Training

HRIS Training

- [Employee Time Entry ETE](#)
- [Payroll Reports](#)
- [Time Entry](#)

AFIS Training

- [infoAdvantage Interactive Reporting](#)
- Agency HRIS Payroll Reports [QRG](#)
- HRIS Payroll Transaction Corrections [QRG](#)



Reports Prior to ETE Interface

Review the following reports by Saturday 6:00 p.m. of non-Compute Week

ZS210 ETE Missing Time Card Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS On Demand	List of employees with ETE time card status of: Not Started Not Submitted Submitted Not Approved Rejected Run report by agency, process level, department, or user level	Determine reason or justification for unapproved ETE time card. Use to send email reminders to employees and supervisors.

ETE Pending Time Record Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	All pending ETE Time Records, ETE Status, Account Template Used, Supervisor, OT Plan Code	Account Template Usage, Shift Differential. Time records that are not in APPROVED status.

Reports After ETE Interface

Review the following reports on Monday of compute week after the files have interfaced from ETE.

ZR530 ETE Time Record Interface

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS Print Manager	Detailed list of Time Records Interfaced from ETE to HRIS	Grand totals of hours and wage by ETE batch for reasonableness, trends in type of pay, and Shift Differentials. Research individual employees if needed.

ZR530 Errors

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS Print Manager	List of employees with approved ETE time records not interfaced into the HRIS due to errors	Review errors. These time records must manually be entered in the HRIS using XR32 or XR35.2 Common Error: Account is inactive. **These employees will not be paid unless the time records are manually entered into the HRIS **

ZR530 Messages

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS Print Manager	Leave Balance Warnings. Displays time record data that transferred into the HRIS requiring review/correction.	Leave balances. Make corrections to the time records on XR32 or XR35.2 to prevent negative leave balances. Common Message: Not enough leave balance

ZS535 ETE Extract

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS Print Manager	ETE Batch employee count and time record totals in both a processed and error status for each batch number	Count totals against expectations. Review errors requiring correction.

ZS535 – ETE-Errors

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS Print Manager	List of ETE time records not in Approved status by ETE cutoff deadline.	Determine if time records need to be entered manually in the HRIS using XR32 or XR35.2 **These employees will not be paid unless the time records are manually entered into the HRIS **

Missing Time Records Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	List of active employees with no time record in HRIS	Determine if employee should be paid. Contact Agency Human Resources to update the employee status to a final term if the employee is not due additional wages. Do not enter Leave Without Pay (LWOP) time records for a termed employee after the termination date. <ol style="list-style-type: none"> 1. Enter time records for active employees with an approved time sheet 2. Ignore errors for Board Members who are still active but do not have any time records for the period <p>Do not enter LWOP for employees unless it has been approved. This includes 630/630F Industrial, 640/640A/640F LWOP and 641 Unauthorized LWOP.</p>

Pending Time Records: High Hours

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Time records with 16 or more hours	Hours are significantly higher than employee’s regular schedule. Review for accuracy.

Pending Time Records: Shift Differential

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Time records identified as being paid a Shift that does not match the master file Shift indicated on HR11 “Pay” tab.	Verify shift complies with Statewide Shift Differential policy.

Reports before Tuesday 2:00 p.m.

Review the following reports between Monday 6 a.m. through Tuesday 2:00p.m. of compute week. Allow enough time for report to finish and all changes to be made in HRIS before the 2:00p.m. security turns on.

Pay Distribution Flag (PD Indicator): The reports contain the value of the Pay Distribution Flag found on the Detail Time Entry (XR35.2) screen. The value will be either **Y** or **N**. **Y** will prompt HRIS to use the XR23.3 position payroll distribution. **N** will use either the home labor distribution for the employee or, if applicable, a labor override entered on the XR35.2 screen.

PR135 Time Record Edit

Verify the accuracy of time records entered in HRIS. **Allow enough time for the report to complete prior to 2 pm. Once security is turned on at 2 pm, your job will stop.**

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS On Demand	Detail list of Time Records in HRIS Parameters for cumulative time record review regardless of batch: Report Selection: 3 – Time Record Detail Time Record Selection: 6 – All Including Manual Payments Check TA or LP Balances: Y Review Leave balance errors	1. Time records with a date after the pay period end date – these won’t process with payroll 2. Excessive hours entered i.e. > 80 hours 3. More than 24 hours for a given date 4. System generated pay codes such as 998, 999, etc. Use adjustment pay codes to make prior period adjustments to system generated pay codes 5. Shift entered vs. home shift 6. Negative wage totals – system will not process a recovery if no gross pay exists 7. \$0 wage totals without hours, system will delete time records if gross hours are zero and pay is \$0. Add a pay code 950 time record for 1 hour 8. Determine if separating employee is eligible for final accrual

ZR135 Employee Reimbursement Report

Verify the accuracy of time records entered in HRIS. **Allow enough time for the report to complete prior to 2 pm. Once security is turned on at 2 pm, your job will stop.**

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS On Demand	Detail list of Travel or Reimbursement Time Records in HRIS	Verify accuracy of time records entered in HRIS. Compare time records to approved paper claim forms. This report is limited to the RMB and TVL Pay Classes. The Pay Class drop-down has two selection options: 1. RMB: Reimbursement time records 2. TVL: Travel Reimbursement time records

The Process Level Range parameter allows the user to utilize a Process Level range for their agency. If Process Level is selected, batch number cannot be selected and vice versa.



Invalid Tax Election PR13 Exempt with Additional Amount

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Invalid tax elections of Exempt with an Additional Withholding Amount <u>REQUIRES ACTION</u>	An election to be exempt cannot indicate an additional amount. This is an invalid combination and must be updated immediately. Contact the employee to remove the additional amount via Y.E.S. or by completing a paper tax form to remove the exemption election from PR13.1

Invalid Tax Election PR14 Exempt with Additional Amount

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Invalid tax elections of Exempt with an Additional Withholding Amount <u>REQUIRES ACTION</u>	An election to be exempt cannot indicate an additional amount. This is an invalid combination and must be updated immediately. Contact the employee to remove the additional amount via Y.E.S. or by completing a paper tax form to remove the exemption election from PR14.1

XR135 SOA Time Record Edit

XR135 can be processed after 2 p.m. on compute Tuesday when security is on.

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS On Demand	Detail list of Time Records in HRIS Displays pay distribution flag Limit results by Pay Class Run by batch number or Process Level Range Set the Check TA or LP Balances flag to Y	Verify the accuracy of time records entered in the HRIS. The Pay Class drop-down has four selection options: <ol style="list-style-type: none"> 1. AAA: All Time Records other than RMB and TVL. 2. OVT: Overtime related time records 3. RMB: Reimbursement time records 4. TVL: Travel Reimbursement time records The report can also be run without a Pay Class

Reports after Compute

Review reports after the payroll has processed. Complete review from Wednesday through Friday of pay week.

Consolidated Payroll Register Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	<p>For each employee report displays:</p> <ul style="list-style-type: none"> Payment number and Type Total hours Gross pay and Net pay <p>Includes totals for Company, Process Level, and Department</p>	<p>Determine if employees received pay as expected</p> <p>To determine employees receiving a warrant (Check type S) as opposed to a direct deposit (Check type A). Check type S must be addressed as part of the Mandatory Direct Deposit policy.</p> <p>Review Anomalies, such as a high or low net pay or number of hours paid, by running a ZR260 Payment Detail Listing for a particular employee</p>

Payroll Transactions Summary Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	<p>Payroll transaction data at a summary level grouped by AFIS expense distribution elements</p>	<p>Payroll expenditure totals compared to budget and/or a prior payroll.</p> <p>Review totals for reasonableness.</p> <p>Consider retaining transaction details to be available for other reporting purposes or audit needs, especially when trying to reconcile transactions from HRIS to AFIS.</p>

Payroll Transactions Detail Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	<p>Detail of payroll expenditures at the employee level. Results by employee, Process Level, Department, Accounting Unit, Activity, Account Category, Account, and Sub Account</p>	<p>Pay and employer related expenditures for accuracy of employee labor distribution.</p> <p>Review hours paid</p>

Payroll Transactions Detail Exception Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	<p>Detail of HRIS payments charged to a different agency process level.</p> <p>Payments for employees in other agencies charged to your agency</p>	<p>Other employment of your employees.</p> <p>Mid pay period transfers to ensure employee received expected pay</p>

AFIS Reports

Review on compute week Thursday after HRIS reports have interfaced to AFIS

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

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
AFIS Info Advantage	<p>Summary of AFIS payroll expenditures by payment date</p> <p>Listed by function, object, BFY, Program, Program Period, Program Phase, and Activity. Provides totals for posted amounts and rejected amounts. Also provides a list of PEDF1 documents for pay date</p>	<p>Totals should match Data Warehouse Payroll Transactions Summary Report</p> <p>Determine if errors are present and take action to correct. Compile for reporting and budgeting functions.</p>

OADM-AZ-MSG-N504 Error Report with Accounting Detail

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
AFIS Info Advantage	<p>Detail list of AFIS PEDF1 documents in rejected status with error messages</p> <p>Listed by AFIS function, object, BFY, appropriation, fund, as well as other AFIS accounting line information</p>	<p>PEDF1 error messages and accounting line elements. Must take action for the document to post in AFIS.</p>

OADM-AZ-MSG-N384 Document Message

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
AFIS Info Advantage	<p>List of AFIS PEDF1 documents in rejected status with error messages</p>	<p>PEDF1 error messages. Must take action for the document to post in AFIS.</p>

Monthly Reports

Run reports at least one a month. All reports require processing to correct the errors.

Agency Absence Management folder, must have the role of Agency Absence Management Specialist

Terminated Employee with Absence Plan Balance

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	Terminated employees with an hours balance in Annual, Holiday, Compensatory, Merit or Personal Leave	Take corrective actions as listed on the report

Donated Leave Report

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	Donated Leave batches that require processing action: Aging Batch, Closed Batch with errors or balance	Take corrective actions as listed on the report

Donated Leave Open Batch

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	All open Donated Leave batches	Monitor for plan eligibility in compliance with R2-5A-B602.F

Agency HRIS Payroll Reports folder

Terminated Employee with active Direct Deposit

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	Terminated employees with an open direct deposit account	End date account on XR12.1 in HRIS

ASRS Eligibility Review (code 9) Report

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	Employees with retirement code 9 (No Retirement) on HR11 that are not setup for ACR	Take corrective actions as listed on report. Actions include: enrolling in ASRS, adding ACR or monitoring for 20/20 eligibility.

Calendar Year End Reports

Run reports to identify employee's that need to submit new tax withholding forms.

Federal Tax Exempt

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	List of all employees claiming exempt from Federal Taxes	To remain tax exempt, employee must file a new IRS Form W-4 by mid-February every calendar year. If employees do not file a new form, you must remove the Tax Exempt flag on PR13 and change the employee's tax withholdings to the default rate of Single with 0 exemptions by the mid-February filing deadline

State Tax Exempt

DELIVERY	REPORT DETAILS	ACTION TO TAKE
Data Warehouse	List of all employees claiming exempt from State Taxes	Arizona Employees: To remain Arizona tax exempt, employees must file a new AZ DOR Form A-4 by December 31st of every calendar year. If employees do not file a new form, you must change the employee's tax withholdings to the default rate of 2.7% on PR14 and remove the Tax Exempt flag on PR13 by the 12/31 deadline. Non-Arizona Employees: Must submit their state specific tax form by their state's deadline. If they do not file a new form, remove the Tax Exempt flag on PR13.

Informational Reports on Demand

List of reports to run as needed.

Employee Time Entry ETE Reports

ETE Archived Time Record Audit Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Detail of ETE time records including entry, submission, approval, and rejection of Time Record Dates prior to 1/1/2018	Use when needed to examine time record and comments entry. Report shows entry and approval of time card.

ETE Agency Templates

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Agency specific account templates 24 hour delay in data	Inactive Accounting Units, make changes on ZS04.1 in HRIS

ZS200 ETE Audit Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Detail of ETE time records including entry, submission, approval, and rejection	Use when needed to examine time record and comments entry. Report shows entry and approval of time card.

ZS201 ETE Proxy Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Employees who have ETE proxy approval access by process level and department	Review as organizational changes are made. Employees with Power User access as an HR Generalist cannot have Approval access.

ZS202 ETE Manager Proxy Tracking Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	List of employees who are Proxy approvers by process level and department	Review any time staffing changes occur

ZS204 ETE Labor Detail Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Detail list of ETE labor templates used by employee, by date, and by pay code for a pay period	Report shows account template used, if applicable, for employee ETE timecard

ZS220 ETE Comments Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	ETE Comments detail listing by pay period	ETE comments. Run by agency, process level, department or by employee

Labor Distribution Reports

Position (ZP02) Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Active positions, labor distribution elements and employee assigned to position	Review as organizational changes are made

Position Multiple Labor Distribution (XR23.3)

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Active positions, labor distribution elements, employee assigned to position, and Multiple Labor Distribution (XR23.3) associated with position	Review as organizational changes are made

Time Record Reports

PR270 Employee Wage Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Pay Detail by employee, process level, or department for a given payment date range	Research pay history for an employee. Run for an employee or for a group, such as by process level.

ZR260 Payment Detail Listing

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Pay Detail by employee, process level, or department for a given payment date range	Research pay history for an employee. Run for an employee or for a group, such as by process level.

Employee Earnings Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Historical daily time record detail for a single employee	Use to perform an audit of daily time records

Employee Reimbursement Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Employee reimbursement detail by employee for a given payment date range	Research reimbursement history

Standard Time Record Audit

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Employee with recurring standard time records	Review periodically to validate employee is still eligible for additional pay. Make changes on ZR30.1

Standard Time Record Detail

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
Data Warehouse	Employees with recurring standard time records as part of an Employee Group	Review as organizational changes are made

Absence Plan Reports

LP220 Employee Absence Plan or Leave History Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Audit of changes to absence plan dates & balances	Displays previous value and new value for Absence Plan data elements

LP260 Employee Service and Event Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Detail for service performed during a date range. Does not show leave without pay but will allow analysis of pay detail.	Use to research service performed (hours worked & leave taken)

LP262 Employee Event Audit Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Displays date and day of the week leave is used	Analysis of leave events. Define a threshold of hours, occurrences, consecutive days, a selected day, or Monday and Friday events.

LP264 Employee Transaction History Report

DELIVERY	REPORT DETAILS	WHAT TO REVIEW
HRIS on Demand	Detail for leave balance transactions	Analysis of transactions affecting leave balances

Other Informational Reports

Employee Data Report

DELIVERY	REPORT DETAILS
Data Warehouse	Active employees with key data elements from HR11: EIN, Name, Process Level, Department, Supervisor data, Location Code, Home Address, Work Phone, Work email, Security Number and Identified as Driver flag

Deduction Code Listing Report

DELIVERY	REPORT DETAILS
Data Warehouse	Deduction Code Listing List of active deduction codes, description and wage expense for employer deductions

Pay Code Listing Report

DELIVERY	REPORT DETAILS
Data Warehouse	Pay Code Listing List of active pay codes, pay code description and wage expense

Need Assistance?

View the Central Payroll Directory [click here](#)