

# PR14 A-4 Upload Tool Instructions

## New A-4s Effective January 1, 2023

Please use the attached spreadsheet to add the future dated A-4 entries as you receive employees' elections. Send it in to [central.payroll@azdoa.gov](mailto:central.payroll@azdoa.gov) by 5PM on 1/6/2023. Central Payroll will upload these for you by 1/9/2023 to be effective with the 1/12/23 pay date. Any additional A-4s you receive after 1/6/2023 may be entered directly into PR14.1. Start the spreadsheet by selecting your Agency in cell A1.

- ❖ The spreadsheet requires less information than you would have to enter into PR14. There are hidden columns that are coded to populate automatically. HIDDEN COLUMN EXAMPLES:  
Enter Formula 8 (for Exempt from AZ tax). The spreadsheet enters a "Y" in the TAX EXM field.  
Enter an additional amount. The spreadsheet enters "02" (Additional Amount. Tax cannot exceed taxable wages) in the TAX CODE field.

- ❖ Possible errors that are caught by the upload tool:

### **Dialog box appears when you enter data into a cell:**

- If you make an entry that is out of the range for that field (field parameters are shown in row 4), an error dialog box appears. Choose RETRY or CANCEL and you will be taken back to the cell to fix the entry.
- While you're in a cell, sometimes the delete button or backspace won't be considered a valid entry and you will receive an error. If this occurs, enter a valid value, then select the cell and press delete.

### **\*OTHER AGENCY EE\***

This means you have entered the EIN of an employee in another agency. Employee data from HRIS was downloaded as of 12/01/2022 at 10AM. If this employee is really yours, you can ignore this error.

### **\*TERM EE\***

This error occurs when you enter an EIN for an employee in T2, T3, R2, OR U2 status.

### **\*RECENT HIRE\***

This message appears when you enter an EIN greater than the last EIN in HRIS as of 12/01/2022 at 10AM. If you hired this employee, you can ignore this error.

### **Error - Can't have additional amount with Formula=exempt**

If you enter an 8 in the Formula Number field and enter an additional amount, the additional amount cell will highlight red and the above error message will appear. An employee cannot request to be Exempt from AZ tax and also have an additional amount of tax withheld. Simply change the additional amount to zero or correct the formula and the error notice will disappear.

You cannot reformat the spreadsheet or change rows or columns. This is needed to preserve the integrity of the mappings of the data to the actual upload part of the spreadsheet.

- ❖ Errors that are not checked for in the upload tool:

If you list the same EIN on the worksheet twice. It might help to sort the data when you're done to look for any duplicates. We recommend saving this file before doing a large sort in case you make a mistake and sort only a limited portion of your data columns, thus creating a nightmare.

Do not "cut". If you want to move EIN information, use "copy" and "paste", then go back and clear cell contents. Cutting cells will invalidate formulas and create "#REF" errors. If you accidentally do this, you can copy and paste the contents in the green cells into a completely new upload tool file.

- ❖ Other things you can do:

Agency Fields 1 and 2 are for your discretionary use. You can add comments, use codes to sort your data, etc. This data will not be uploaded.

The spreadsheet can be sorted as long as you include the green cells (D7 thru H10006). If you include any other columns it will give you an error that the cells are protected. Make sure you select columns D,E,F,G,H to maintain the integrity of your data. And save first. You can copy and paste into the green cells. This can allow you to consolidate multiple upload spreadsheets into one if you choose.

G:\Shared drives\ADOA\_GAO\_Payroll\Plan\PROJECTS\2022\_A4\_FY21 LEG\2022\_A4 UPDATES\_FLAT RATE  
11/21/22