

STATEWIDE PAYROLL MEETING FISCAL YEAR END

Bi-weekly Payroll Check-ins
Off Compute Wednesdays
May & June for FYE tasks



Introductions

- Central Payroll
 - Tracey Smith
 - Sam Tekien
 - Lalita Farr
 - Vahn Vo
 - Misty Delgado
 - Everett Rubio
 - Tristen Legate
 - Joy Bridges, RASL
 - Joy Plaster, Garnishments
- Systems Integration
 - John Valentine
 - Brian Dodge
 - Michael Williams

Contact Information

- GAO Payroll/RASL <https://gao.az.gov/payroll-rasl/payroll-guide>
- Payroll Calendars
- Retirement Rates
- [Agency Payroll Resource Contact List](#)
- [Employee Resource Contact List](#)
- Send Agency Payroll Contact updates to Central.Payroll@azdoa.gov

The screenshot shows the ADOA-GAO General Accounting Office website. The header includes the ADOA-GAO logo and navigation links for PUBLICATIONS, AFIS, PAYROLL / RASL, FINANCIALS, TRAVEL, RESOURCES, and SYSTEMS. The main content area is titled "Payroll Guide" and contains a table of contents and a list of key payroll reference documents.

TITLE	LAST UPDATED
Cover Page Contents Revision History Chapter Sheets Section Tabs	04-2020
I. KEY PAYROLL REFERENCE DOCUMENTS	
A. GAO Statewide Payroll Calendar: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022	11-2017
B.1 Payroll Tax Tables and ERs: 060103 070103 010104 050104 010105 070105 010106 070106 010107 070107 010108 070108 072108 092608 010109 031009 042309 042909 070109 100509 010110 070110 010111 070111 010112 070112 010413 070113 010114 020714 070114 010115 070115 010116 070116 070117 010118 080318 010119 032019 070119 011520	01-2020
B.2 Retirement Rates 070117 070118 070119	
C. HRIS Pay Code Listing HRIS Pay Code Listing Compensation Strategies COVID19 Paycode Matrix for PR and HR Practitioners Pay Code Sort	04-2020
D. HRIS Attendance Code Listing	11-2013
E. HRIS Deduction Codes HRIS Deduction Codes Deduction Code Sort	04-2020
F. HRIS Forms and Reports Summary	11-2013
II. CONTACTS	
A. Agency Payroll Resource Contact List	12-2016
B. Employee Resource Contact List	05-2016

Website Registration

<https://gao.az.gov/register-updates>

SAAM 0010 Requirement:

- Each agency must “Register for Updates” and must ensure that the appropriate personnel in the agency also “Register for Updates.” The appropriate personnel in an agency are identified by their roles and responsibilities within the agency and include, minimally:
 - The CFO, any CFO delegates, and Chief Accountant
 - Any user of HRIS
 - Agency P-Card Administrator, Users of the P-Card
 - Agency Travel Card Program Administrator, users of the Central Travel Account

Register for Updates

Email Address *

Agency

NON-STATE EMPLOYEE


EIN

Title

Work Phone Number Extension

E-Newsletter *

GAO eNewsletter



What code is in the image? *

Enter the characters shown in the image.

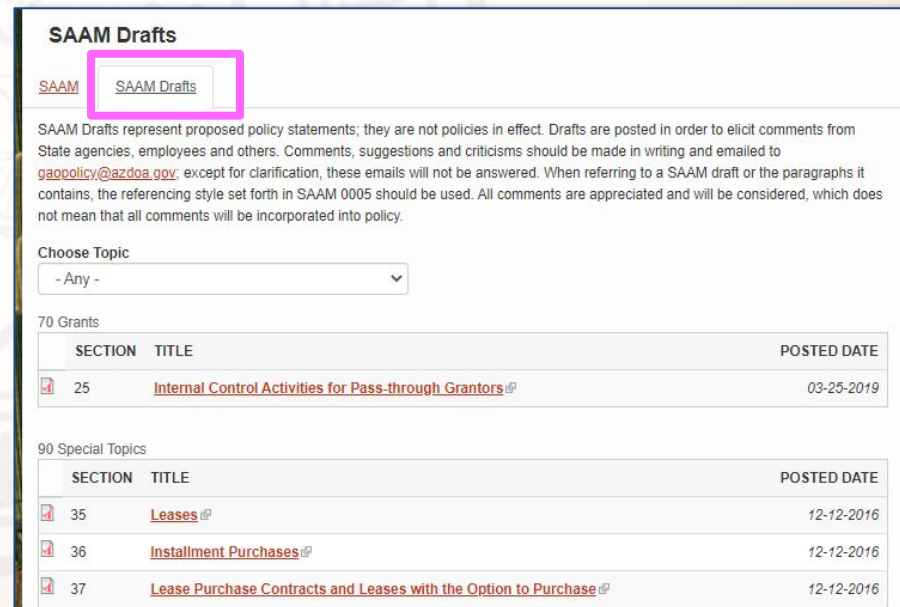
Submit

Recent Accomplishments

- Health Impact Program Payments (HIP) [Jan 2022]
 - Processed in conjunction with ADOA-Benefit Services Division (BSD)
 - Paid on January 13, 2022 with employee's regular, bi-weekly paycheck
 - View 2022 Program on [Wellness website](#)
 - New tiered payment schedule based on points
- Data Warehouse: New Reports [Mar 2022]
 - Info: EE Historical Daily Time Records, Payroll Employee Group
 - Monthly: SLFRF CSPP Employee Listing
 - Pre-Compute: Pending Time Records: High Hours, Shift Differential
- Data Warehouse: Reports Renaming [Mar 2022]
 - Pre-Compute, Post Compute, Informational, Monthly, Annual
- Data Warehouse: New Folder [Mar 2022]
 - Agency Remote & Virtual Work Reports
- Out of State Worker (OOS) Quarterly Reports [Apr 2022]
 - 24 Withholding Reports
 - 28 Unemployment Reports
- BSI Upgrade [May 2022]
 - Mandatory upgrade to tax program behind HRIS

GAO Policy Updates

- Updates to Statewide GAO Policies
 - May be effective immediately
 - <https://gao.az.gov/publications/saam>
- New Statewide GAO Policies published as drafts
 - 60 day comment period
 - <https://gao.az.gov/publications/saam/saam-draft>
 - gaopolicy@azdoa.gov
- Publications
 - State of Arizona Accounting Manual (SAAM)
 - SAAM Drafts
 - Topic – 50 Travel
 - Topic – 55 Payroll
 - Topic – 80 Miscellaneous
 - Topic – 90 Special Topics



SAAM Drafts

[SAAM](#) [SAAM Drafts](#)

SAAM Drafts represent proposed policy statements; they are not policies in effect. Drafts are posted in order to elicit comments from State agencies, employees and others. Comments, suggestions and criticisms should be made in writing and emailed to gaopolicy@azdoa.gov; except for clarification, these emails will not be answered. When referring to a SAAM draft or the paragraphs it contains, the referencing style set forth in SAAM 0005 should be used. All comments are appreciated and will be considered, which does not mean that all comments will be incorporated into policy.

Choose Topic
- Any -

70 Grants

SECTION	TITLE	POSTED DATE
25	Internal Control Activities for Pass-through Grantors	03-25-2019

90 Special Topics

SECTION	TITLE	POSTED DATE
35	Leases	12-12-2016
36	Installment Purchases	12-12-2016
37	Lease Purchase Contracts and Leases with the Option to Purchase	12-12-2016

Legislative & Policy Updates

- Legislature: <https://www.azleg.gov/>
 - [SB1045](#): PSPRS Health Insurance Plan for Defined Contribution (DC) members. Related to Insurance Subsidy provided by PSPRS
 - 90 days to opt in
 - Active Employees: from 7/1/2022
 - New Employees: from Hire Date
 - First deductions will occur in October for Active Employees as of 7/1/2022
 - Rate: New series of deductions on Retirement Rate Table in APG
 - PSPRS Tier 3 DC: .19% for employee and employer
 - CORP Tier 3 DC: .17% for employee and employer
 - [SB1084](#): PSPRS Cancer Insurance Premiums
 - Continued to be paid for by Agency
 - Employee to be charged Imputed Income on premium (\$50)
 - 3 year phase out of taxability
 - year 1: payment is $\frac{2}{3}$ taxable
 - year 2: payment is $\frac{1}{3}$ taxable
 - year 3: payment is non-taxable

Legislative & Policy Updates (cont'd)

- [HB2223](#): National Guard Members on State Active Duty (SAD)
 - Codifies Executive Order signed March 24, 2022
 - Active 30+ days are eligible for same benefits [Federal benefits](#)
 - » Leave Accruals: 2.5 days per month
 - » Holiday Leave: 11 holidays per year
 - Eligibility for coverage in ADOA Insurance Plans (no change to A.R.S. §26-158)
- [HB2063](#): PSPRS; CORP Reemployment Period
 - Reduces required time away from work from 12 months to 6 months

GAO-70A Overpayment Worksheet

Two Payment Options

- Deduct from next Paycheck(s)
- Personal Payment

REQUIRED - CURRENT YEAR FICA TAX REFUND CERTIFICATION:			
I understand this repayment of wages includes a \$76.50 credit for overcollected Social Security and Medicare taxes. I have not claimed a refund of or a credit for the overcollected taxes from the IRS, or if I did, that claim has been rejected; and I will not claim a refund or a credit of this amount.			
Employee Signature:		Date	
EMPLOYEE PAYMENT OPTIONS:			
1. By signing below, I hereby authorize the State of Arizona to deduct from my paycheck \$923.50 for the purpose of repayment of earnings that were overpaid. I understand that this repayment will be collected within two pay cycles. If the amount owed cannot be collected within two pay cycles I agree to make a personal payment to State of Arizona. In the event I leave employment with the State before the amount has been recovered in full, I authorize the State to deduct the remainder owed from the final paycheck.			
Employee Signature:		Initial	
2. I have attached a personal payment made out to "State of Arizona"			

Option 1

Option 2

1. Deduct Amount from Next Paycheck(s)
 - Employee signs, GAO-70a scanned to Central.Payroll@azdoa.gov
 - 3901 Misc Recovery Deduction taken from next paycheck. To split recovery over two paychecks, indicate the split in the email.
2. Personal payment (Check, Money Order, Cashiers Check)
 - Employee initials
 - Agency deposits payment in AFIS using Object 6199
 - GAO-70a scanned to Central.Payroll@azdoa.gov include AFIS Function on GAO-70a or email
 - GAO will process an AFIS IETBSPR with the Function provided

ASRS Fiscal Year Intent Review

- State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as
 - “... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”
- At the beginning of each fiscal year, a review of these types of employees needs to be done to determine and document the employer’s intent regarding ASRS 20/20 criteria
 - Intent of employment at the beginning of the new fiscal year or when a job change occurs
- Monitor employees for 20/20 criteria
 - Use “**ASRS Eligibility Review (code 9) Report**” in the Data Warehouse

***NOTE: Any arrears contributions for FY22 that are not collected by 6/30 must be collected through the Contributions Not Withheld (CNW) process**

ASRS 20/20

- Should be completed each fiscal year
 - Intent can change
- Filed in the employee's file
- Signed off on by someone "in the know" of the intent
 - Supervisor
 - Manager
 - Human Resources

INSTRUCTIONS

State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as "... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week."

In order to determine if a particular employee is "engaged to work 20/20", we need to understand if you intend that the employee will work 20/20 in the current fiscal year based on the terms of employment and intended duration. Consider any changes that are believed to occur in the current fiscal year. If no substantial changes to their current work hours are expected to occur, consider the employee's actual work history in the prior fiscal year as an indicator of what they may likely work in the current fiscal year.

Once completed, send this form to your Agency Human Resources or Personnel Office for processing.

Agency H.R.: Ensure the employee's HR11 Retirement Code is appropriate given the intent indicated below. If you have any questions, please contact GAO Central Payroll at Central.Payroll@azdoa.gov.

The terms of employment and intended duration, as of: _____ have been reviewed for:

EIN	Employee Name	Position	FTE	Work Schedule
_____	_____	_____	_____	_____

Individuals with personal knowledge of the employer's intent should indicate the agency's intent below.

The agency **ANTICIPATES** that **FOR THE CURRENT FISCAL YEAR**, the employee listed above:

WILL WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

WILL NOT WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

[Check Only One]

I am authorized on behalf of my agency to make this certification.

_____	_____	_____	_____
EIN	Authorized Signature	Date	Agency ID / Name

ASRS 20/20 Tracking

ASRS Eligibility Review (code 9) Report

(Data Warehouse)

- All employees on the report must be tracked for ASRS 20/20 Membership
- Employees with ASRS ACR are excluded from report

ZR230 Time Record Edit Detail

(HRIS on Demand)

- Report displays total hours by week for each pay period
- Run for entire agency or specific process level

Company: 1 Q [] STATE OF ARIZONA

Process Level: [] Q []

Agency: AD Q [] DEPT OF ADMINISTRATION

Per End Date: 07/01/2020 [] - 06/30/2021 []

Pay Class: R20 Q [] ASRS 20/20 HOURS TRACKING

Term Status: T2 Q [] R2 Q [] U2 Q [] [] Q []

Period Hour Limit: []

Weekly Hour Limit: []

Employee Sequence: 1 [] Numeric by EIN

PR197 Run: Y [] Yes Timerecords processed

- ZR230 Parameters for ASRS 20/20 Tracking
 - Pay Class MUST BE R20
 - Per End Date: Fiscal Year
 - Term Status: T2, R2 U2
 - Period/Weekly Hour Limit: Leave blank
 - PR197 Run: Yes

Employee	Name	Position	Job Code	Schedule	Grade	Status	Hours			Per End
							Week1	Week2	Total	
		SAD000345678	S10049	AREG	28	S5	40.00	40.00	80.00	05/03/19
		SAD000234567	AUN02199	ASRINTERN	01	D2	22.00	20.00	42.00	05/03/19
		SAD000578910	AUN02199	ASRINTERN	01	D2	16.00	15.00	31.00	05/03/19

Overtime Impacts of Bonuses (U.S. Dept of Labor)

- Non-Discretionary (most bonuses)
 - Must be allocated for overtime and retirement purposes
 - Announced to employees to encourage them to work more steadily, rapidly or efficiently and bonuses designed to encourage them to remain with the facility
 - Attendance bonuses (Retention Incentive), individual or group production bonuses (Goal Based Incentive), bonuses for quality and accuracy of work (Merit Based Incentive), bonuses contingent upon the employee's continuing employment until the time the payment is to be made (Retention Incentive). They must be included in the regular rate of pay
- Discretionary (surprise bonus to the employee)
 - §778.211: "Sums paid in recognition of services performed during a given period if *** (a) both the fact the payment and the amount of the payment are determined at the sole discretion of the employer at or near the end of the period not pursuant to a contract, agreement or promise causing the employee to expect such payment regularly ***"
 - Discretionary in one year may not mean it is discretionary in subsequent years
 - Not announced in advance. Fully earned when announced, such as a SPOT award
 - Few bonuses are discretionary under FLSA

Compensation Strategies

- Please coordinate with Agency Leadership and ADOA Human Resources to ensure Incentive Payments can be paid as intended
 - Email Central.Payroll@azdoa.gov to coordinate timing
- Authorized non-discretionary incentives such as merit and goal based incentives need to be allocated weekly over the time period your employee was working to earn.
- Deadline: Incentive Payments should not be scheduled for the June 30th payroll.
 - If any error occurs, there is **NO** time to correct in FY22
 - No manual warrants are authorized for incentive payments

HRIS Statewide ETE Items

- June 23rd – Noon
 - ETE Template custom uploads are due to GAO
 - Email: Central.Payroll@azdoa.gov
- June 25th – 6:00 PM
 - ETE Cutoff for all agencies
- June 26th – 7:00 AM
 - ETE Interface scheduled for Sunday with FY22 labor
- June 27th - morning
 - Updating Account Template Sub-Account (BFY) 2022 to (BFY) 2023
- July 9th – 6:00 PM
 - Templates must be updated by the ETE deadline
 - HRIS is view only on July 1st, YES (ETE) still available for update

Handwrites through Fiscal Year End

- Should be kept to a minimum to avoid PEDF1 document rejects on the Document Catalog
- Travel & Other Reimbursement handwrites allowed June 15-30, 2022
 - Minimum handwrite threshold lowered from \$100 to \$10
- GAO will be verifying cash and appropriation availability in AFIS
- July 1st - HRIS is view only, no manual warrants.
- July 5th going forward, manual warrants may default to BFY23



HRIS Labor Distribution

- After June 22nd, any **new** AFIS accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered **as FY23**
- The System Integration team will download all FY23 AFIS COA elements (associated with HRIS Labor Distribution) on June 22nd, for a one-time manual upload to HRIS on June 23rd
 - Therefore, BFY23 AFIS COA elements for HRIS Labor Distribution should be set up no later than June 21st
 - The manual upload will ensure FY23 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 27th
- Through June 27th, FY22 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing)
- Beginning June 28th, **only FY23 AFIS** profiles will be interfaced to HRIS; FY22 elements will no longer be included on the nightly interface

HRIS Statewide Position Update

- July 2nd - 3rd
 - XP02/ZP02 Update
 - Updating Sub-Account (BFY) 2022 to (BFY) 2023
 - Update Position labor distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 27, 2022
 - Errors must be fixed by July 8, 2022 to avoid rejects of time entry and ETE
- July 1st – HRIS View Only, No Handwrites
 - Perform time entry activities a day early if possible
 - XR23.3 Update
 - Updating Sub-Account (BFY) 2022 to (BFY) 2023
 - Update Multiple Labor Distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 27, 2022
 - Errors must be fixed by July 12, 2022 (2:00 PM)

Payroll Corrections - AFIS PEDF1 documents

- All AFIS PEDF1 documents in rejected status, must be finalized by July 9, 2022.
- GAO will be monitoring PEDF1 records to ensure they are being posted in a timely manner.
- Please contact your GAO AFIS Liaison for assistance, or to discuss any compliance issues.

HRIS Critical Dates - June - July 2022

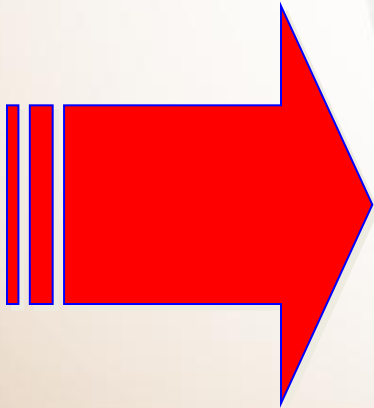
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 ETE INTERFACE 7 AM	30 MEMORIAL DAY HOLIDAY OBSERVED	31 Agency: Check ZR630/Z8636 ETE EXTRACT error reports COMPUTE	1 JUNE	2 PAYDAY 11	3	4
5	6	7	8	9	10 PAY PERIOD END	11 PAY PERIOD BEGIN ETE CUTOFF 8PM
12 ETE INTERFACE 7 AM	13 Agency: Check ZR630/Z8636 ETE EXTRACT error reports	14 Agency: Check ZR630/Z8636 ETE EXTRACT error reports COMPUTE	15	16 PAYDAY 12	17	18
19	20	21	22 HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM Download FY23 Labor Distribution Elements from AF18	23 Upload FY23 Labor Distribution Elements to HRIS Agency Deadline: ETE Templates Due to central.payroll@azdca. gov	24 PAY PERIOD END	25 PAY PERIOD BEGIN ETE CUTOFF 8PM
26 ETE INTERFACE 7 AM	27 Agency Deadline: Requests for Position & Multiple Labor Distribution uploads due to geocystemsupport@azdca.gov Agency: Check ZR630/Z8636 ETE EXTRACT error reports ETE Templates Uploaded with FY23 by GAO	28 Only FY23 COA Elements interfaced from AF18 to HRIS Agency: Check ZR630/Z8636 ETE EXTRACT error reports COMPUTE	29	30 PAYDAY 13 LAST CHANCE TO PAY IN FY22 NOON DEADLINE	1 JULY Statewide Updates: New Retirement Rates XR23.3 SUB ACCOUNT (BFY) UPDATED TO 2023 HRIS VIEW ONLY NO HANDWRITES	2 XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2023 ETE CUTOFF 8PM
3 XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2023	4 4TH OF JULY HOLIDAY	5 Begin keying for 7/14/22 payday	6	7 AGENCY: FIX XR23.3 ERROR 8	8 AGENCY: FIX XP02/ZP02 UPDATE ERROR 8 PAY PERIOD END	9 PAY PERIOD BEGIN Last Day to update ETE Templates FY23 before Interface ETE CUTOFF 8PM
10 ETE INTERFACE 7 AM	11 Agency: Check ZR630/Z8636 ETE EXTRACT	12 Agency: Check ZR630/Z8636 ETE EXTRACT COMPUTE	13	14 PAYDAY 14 1st Pay Day FY23	15	16
17	18	19	20	21	22 PAY PERIOD END	23 PAY PERIOD BEGIN ETE CUTOFF 8PM
24 ETE INTERFACE 7 AM	25 Agency: Check ZR630/Z8636 ETE EXTRACT error reports	26 Agency: Check ZR630/Z8636 ETE EXTRACT error reports COMPUTE	27	28 PAYDAY 16	29	30

The End

Items to Note from Payroll Calendars

- Prior Year Adjustments; deadline is Friday prior to

any questions



Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Bi-weekly Payroll Check-ins
off compute Wednesdays
Google Meets