

HRIS Critical Dates - June - July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 ETE INTERFACE 7 AM	29 MEMORIAL DAY HOLIDAY OBSERVED	30 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	31	1 JUNE PAYDAY 11	2	3
4	5	6	7	8	9 PAY PERIOD END	10 PAY PERIOD BEGIN ETE CUTOFF 6PM
11 ETE INTERFACE 7 AM	12 Agency: Check ZR530/ZS535 ETE EXTRACT error reports	13 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	14	15 PAYDAY 12	16	17
18	19	20	21 HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM Agency Deadline: AFIS BFY24 COA elements for HRIS Lbor Distribution	22 Download FY24 Labor Distribution Elements from AFIS Agency Deadline: ETE Templates Due to central. payroll@azdoa.gov	23 Upload FY24 Labor Distribution Elements to HRIS PAY PERIOD END	24 PAY PERIOD BEGIN ETE CUTOFF 6PM
25 ETE INTERFACE 7 AM	26 Agency Deadline: Requests for Position & Multiple Labor Distribution uploads due to gaosystemsupport@azdoa.gov Agency: Check ZR530/ZS535 ETE EXTRACT error reports ETE Templates Uploaded with FY24 by GAO	27 Only FY24 COA Elements interfaced from AFIS to HRIS Agency: Check ZR530/ZS535 ETE EXTRACT error reports Last chance for FY23 missed ASRS contributions COMPUTE	28	29 PAYDAY 13 LAST CHANCE TO PAY IN FY24 NOON DEADLINE	30 Statewide Updates: New Retirement Rates XR23.3 SUB ACCOUNT (BFY) UPDATED TO 2024 HRIS VIEW ONLY	1 JULY XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2024 ETE CUTOFF 6PM
2 XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2024	3 Begin keying for 7/13/23 payday	4 4TH OF JULY HOLIDAY	5	6 AGENCY: FIX XR23.3 ERRORS	7 AGENCY: FIX XP02/ZP02 UPDATE ERRORS PAY PERIOD END	8 PAY PERIOD BEGIN Last Day to update ETE Templates FY24 before Interface ETE CUTOFF 6PM
9 ETE INTERFACE 7 AM	10 Agency: Check ZR530/ZS535 ETE EXTRACT	11 AGENCY: FIX XP02/ZP02/XR23.3 UPDATE ERRORS COMPUTE	12	13 PAYDAY 14 1st Pay Day FY24	14	15
16	17	18	19	20	21 PAY PERIOD END	22 PAY PERIOD BEGIN ETE CUTOFF 6PM
23 ETE INTERFACE 7 AM	24 Agency: Check ZR530/ZS535 ETE EXTRACT error reports	25 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	26	27 PAYDAY 15	28	29