

STATEWIDE PAYROLL MEETING FISCAL YEAR END

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



Introductions - Updates

- Central Payroll - Operations
 - Everett Rubio
 - Sam Tekien
 - Vahn Vo
 - Tristen Sellar-Isaacs
 - Oscar Hernandez (50/50)
 - Joy Bridges, RASL
 - Joy Plaster, Garnishments
 - Meghan Brown
 - Sammy Lee
- Central Payroll - AZ360 Project
 - Tracey Smith
 - Lalita Farr
 - Misty Delgado
 - Sagar Sharma
 - Oscar Hernandez (50/50)
- Systems Integration
 - John Valentine
 - Brian Dodge
 - Michael Williams

Contact Information

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

ARIZONA
GENERAL ACCOUNTING OFFICE

Publications AFIS Financials Payroll/RASL Travel Resources Contact Us

Payroll Guide

I. Key Payroll Documents II. Employee Pay III. Deductions IV. Forms V. Authority VI. Statewide Payroll Information

Statewide Payroll Calendars
Tax Tables & EREs
Retirement Rates
Pay Codes
Deduction Codes
GAO-75 & State Withholding

Payroll Guide

Retiree Accumulated Sick Leave (RASL)

Preliminaries

Document Name

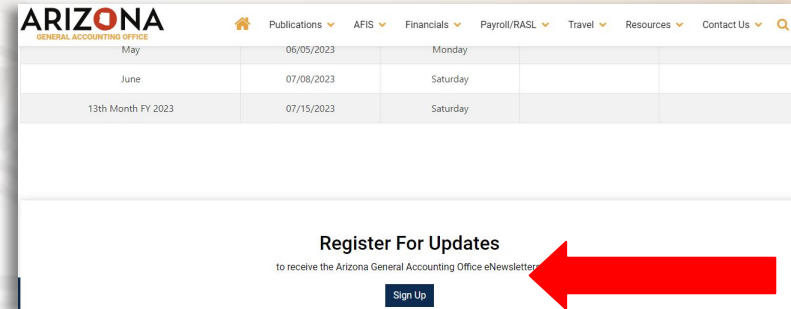
Revision History

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



The screenshot shows the registration form on the ARIZONA GENERAL ACCOUNTING OFFICE website. The form includes fields for Email Address, Agency, NON-STATE EMPLOYEE, EIN, Title, and Work Phone Number Extension. There is a checkbox for 'E-Newsletter/GAO eNewsletter'. A CAPTCHA image is displayed with the text 'What code is in the image?' and a 'Sign Up' button.

Recent Accomplishments

- Health Impact Program Payments (HIP) [Jan 2023]
 - Processed in conjunction with ADOA-Benefit Services Division (BSD)
 - Paid on January 12, 2023 with employee's regular, bi-weekly paycheck
 - View 2022 Program on [Wellness website](#)
 - New tiered payment schedule based on points resulted in 55% increase
- A-4 Arizona Dept of Revenue form update [Jan 2023]
- Data Warehouse: New Reports
 - Pre Compute - Time Records After Term Date [Sept 2022]
 - Pre Compute - Time Records Before Hire Date Report [Apr 2023]
- BSI Upgrade [Feb 2023]
 - 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

The screenshot shows the Arizona General Accounting Office (GAO) website. The header includes the ARIZONA logo and navigation links for Publications, AFIS, Financials, Payroll/RASL, and Travel. Below the header, there are three tabs: SAAM, SAAM Drafts (highlighted with a pink box), and SAAM Archive. The main content area explains that SAAM drafts represent proposed policy statements and are posted to elicit comments. It provides the email address gaopolicy@azdoa.gov for comments. Below this, there is a 'Choose Topic' dropdown menu set to '- Any -' and an 'Apply' button. The page lists two categories of drafts: '70 Grants' and '90 Special Topics'. The '70 Grants' section contains one entry: Section 25, 'Internal Control Activities for Pass-through Grantors', posted on 03-25-2019. The '90 Special Topics' section contains three entries: Section 35, 'Leases', posted on 12-12-2016; Section 36, 'Installation Purchases', posted on 12-12-2016; and Section 37, 'Lease Purchase Contracts and Leases with the Option to Purchase', posted on 12-12-2016.

Section	Title	Posted Date
25	Internal Control Activities for Pass-through Grantors	03-25-2019

Section	Title	Posted Date
35	Leases	12-12-2016
36	Installation 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/>
 - HB2008: ASRS; contribution prepayment
 - Please contact GAO if your Agency has questions
 - HB2015: Retirement plans; plan election; rehire
 - PSPRS & CORP DC Plans
 - If an employee separates for at least 6 months, and are rehired (no prearrangement), they may make a new elections within 90 days of the most recent hire date
 - [HB2028](#): PSPRS; contribution rates
 - PSPRS DB Plan employee contribution rate will decrease to 7.65% (previously 11.65%)
 - SB1173: Public retirement systems; plan election
 - PSPRS members on/after 7/1/17: if active or inactive, 90 wait does not apply
 - CORP members on/after 7/1/18: if active or inactive, 90 wait does not apply
- Policy
 - Platinum Pass Subsidy 100%: Arizona Department of Administration (ADOA) leadership has approved extending the pilot program through June 30, 2024

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 “**Monthly - ASRS Eligibility Review Code 9**” in the Data Warehouse

***NOTE: Any arrears contributions for FY23 that are not collected by 6/29 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

Monthly - ASRS Eligibility Review Code 9

(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

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 14-29, 2023
 - Minimum handwrite threshold lowered from \$100 to \$10
- GAO will be verifying cash and appropriation availability in AFIS
- June 30th - HRIS is view only, no manual warrants.
- July 5th going forward, manual warrants may default to BFY24



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 29th payroll.
 - If any error occurs, there is **NO** time to correct in FY23
 - No manual warrants are authorized for incentive payments

HRIS Statewide ETE Items

- June 22nd – Noon
 - ETE Template custom uploads are due to GAO
 - Email: Central.Payroll@azdoa.gov
- June 24th – 6:00 PM
 - ETE Cutoff for all agencies
- June 25th – 7:00 AM
 - ETE Interface scheduled for Sunday with FY24 labor
- June 26th - morning
 - Updating Account Template Sub-Account (BFY) 2023 to (BFY) 2024
- July 8th – 6:00 PM
 - Templates must be updated by the ETE deadline
 - HRIS is view only on June 30th, YES (ETE) still available for update

HRIS Labor Distribution

- After April 22nd, any **new** AFIS accounting elements to be used for HRIS labor distribution **on the first pay cycle of FY24** must be entered **as FY24**
- The System Integration team will download all FY24 AFIS COA elements (associated with HRIS Labor Distribution) on June 22nd, for a one-time manual upload to HRIS on June 23rd
 - Therefore, BFY24 AFIS COA elements for HRIS Labor Distribution should be set up no later than June 21st
 - The manual upload will ensure FY24 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 26th
- Through June 26th, FY23 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing)
- Beginning June 27th, **only FY24 AFIS** profiles will be interfaced to HRIS; FY23 elements will no longer be included on the nightly interface

HRIS Statewide Position Update

- July 1st - 2nd
 - XP02/ZP02 Update
 - Updating Sub-Account (BFY) 2023 to (BFY) 2024
 - 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 26, 2023
 - Errors must be fixed by July 7, 2023 to avoid rejects of time entry and ETE
- June 30th – HRIS View Only, No Handwrites
 - Perform time entry activities a day early if possible
 - XR23.3 Update
 - Updating Sub-Account (BFY) 2023 to (BFY) 2024
 - 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 26, 2023
 - Errors must be fixed by July 11, 2023 (2:00 PM)

Payroll Corrections - AFIS PEDF1 documents

- All AFIS PEDF1 documents in rejected status, must be finalized by July 8, 2023.
- 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 2023

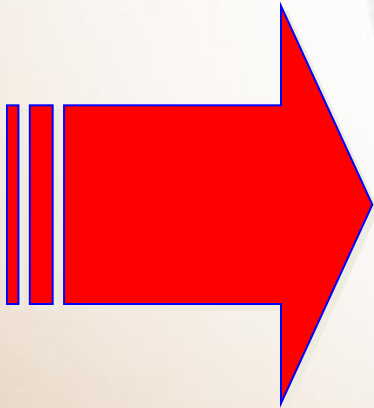
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 ETE INTERFACE 7 AM	29 MEMORIAL DAY HOLIDAY OBSERVED	30 Agency: Check ZR530/Z\$535 ETE EXTRACT error reports COMPUTE	31	1 JUNE PAYDAY 11	2	3
4	5	6	7	8	9 PAY PERIOD END	10 PAY PERIOD BEGIN ETE CUTOFF 6PM
11 ETE INTERFACE 7 AM	12 Agency: Check ZR530/Z\$535 ETE EXTRACT error reports	13 Agency: Check ZR530/Z\$535 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 gaotysystemsupport@azdoa.gov Agency: Check ZR530/Z\$535 ETE EXTRACT error reports ETE Templates Uploaded with FY24 by GAO	27 Only FY24 COA Elements interfaced from AFIS to HRIS Agency: Check ZR530/Z\$535 ETE EXTRACT error reports Last chance for FY23 missed AD/DC contributions COMPUTE	28 LABOR WILL DEFAULT TO SUB ACCOUNT (BFY)2023. MUST FIX FOR HANDWRITES	29 PAYDAY 13 LAST CHANCE TO PAY IN FY23 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/Z\$535 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/Z\$535 ETE EXTRACT error reports	25 Agency: Check ZR530/Z\$535 ETE EXTRACT error reports COMPUTE	26	27 PAYDAY 16	28	29

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