

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
3.27	7.7.23	I.B.2 V.A V.A	Retirement Rates – updated for deduction code 7542 GAO-70A – updated for FY2024 retirement GAO-ACR – updated for FY2024	1 All All
3.26	6.12.23	I.B.2 VI.A	Retirement Rates – updated for FY2024 2023 Fiscal Year End presentation: Calendar removed but it is included in the presentation	1 All
3.25	5.24.23	VI.A	Fiscal Year End : Calendar	All
3.24	1.26.23	III.Q V.A V.B.1	Paycheck Estimator – updated with 2023 tax table GAO-70A - updated for ERE calculation) GAO-W-2 Duplicate Request Form	All All 1
3.22	1.6.23	I.B.1. I.C. I.E. IV.G. V.A. V.B. V.C.	Payroll Tax Tables and EREs – updated for 2023 HRIS Pay Code Listing (Excel & PDF) HRIS Pay Code Sort (PDF) HRIS Deduction Codes (Excel & PDF) HRIS Deduction Code Sort Agency Payroll Specialist Taxes Training Guide GAO-70A Overpayment Worksheet 2023 GAO73B Updated for UHC Solstice Dental GAO-32 Employee Time Entry Manual Entry Form A-4 - updated for 2023 W-4 – updated for 2023	1 All All All All All All All 1 All All
3.21	12.22.22	V.C.	2022 W-2 Advisory 2022 W-2 Explanation 2022 1095-C Advisory	1 1 1
3.21	12.16.22	VII.B.	Calendar Year End : 22P Statewide Payroll Memo & Critical Dates	All
3.20	9.28.22	V.B.1	GAO-32 Employee Time Entry Manual Entry Form	1
3.19	9.26.22	V.A	GAO-70A – formula correction for T202	All
3.18	9.20.22	1.A I.B.1 V.A	Payroll Calendar 2023 revision Payroll Tax Tables and ERE – updated rates for deductions T202 and 3800 GAO-70A – updated rates for deductions T202 and 3800	1 1 All
3.17	8.22.22	I.C	Remove COVID19 Paycode Matrix for PR and HR Practitioners	All
3.16	8.8.22	III.Q V.A	Paycheck Estimator Tool GAO-70A – updated with new out of state tax deduction codes and pay codes 746D & 746E	All All
3.15	7.6.22	I.B.1 V.A V.A	Payroll Tax Tables and EREs – updated for FY23 GAO-70A – updated for FY23 GAO-ACR – updated for FY23	1 All All
3.14	6.15.22	I.B.2 I.E	Retirement Rate Table – Updated for FY23 rates, new deductions codes for PSPRS Tier 3 subsidy HRIS Paycode Listing (PDF) HRIS Paycode Listing (Excel) Paycode Sort (PDF) HRIS Deduction Codes (PDF)	All All All All All

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		VII.A	HRIS Deduction Codes (Excel) Deduction Code Sort (PDF) 2022 Fiscal Year End 2022 Presentation (22P)	All All 21
3.13	5.15.22	VI.A.1.	Arizona Revised Statutes hyperlinks updated	All
3.12	4.29.22	I.G	State Tax Withholding Forms - Colorado updated	1
3.11	3.1.22	III.D IV.A	New Reports added Hyperlinks updated	6
3.10	2.2.22	V.A	GAO-70A Overpayment Worksheet – updated for 2022	All
3.09	1.31.22	V.C	A-4 – update name of PDF to APG_V_C_a_A-4.pdf	All
3.08	1.21.22	V.A	GAO-70A Overpayment Worksheet – revision for 2022	All
3.07	1.18.22	I.B.1 V.A V.C V.C	Payroll Tax Tables and EREs – updated for 2022 GAO-70A Overpayment Worksheet – updated for 2022 A-4 - updated for 2022 W-4 – updated for 2022	1 All All All
3.06	1.12.22	V.A.	GAO-73B added 2022 dates	All
3.05	12.29.21	III.R. IV.A. IV.B.1 IV.B.2 IV.C IV.D IV.E IV.G V.C	PSPRS Insurance Payments new guide Employee Deductions new content ASRS new content, calculator hyperlink updated PSPRS new content, calculator hyperlink updated Recovery of Overpaid Wages new content Transit Cards new format Creditor Garnishment FAQs- new content Tax Levy FAQ – new content W-2 Advisory 2021	All
3.04	12.14.21	I.A. I.C. I.E. I.G. II.A. II.B. V.C. VII.B.	GAO Statewide Payroll Calendars : 2023, 2024, 2025 HRIS Paycode Listing (PDF) HRIS Paycode Listing (Excel) Paycode Sort (PDF) HRIS Deduction Codes (PDF) HRIS Deduction Codes (Excel) Deduction Code Sort (PDF) GAO-75 Background & FAQ Agency Payroll Resources Contact List Employee Resource Contact List 2021 W-2 Advisory 2021 W-2 Explanation 2021 1095-C Advisory Calendar Year End : 21P Statewide Payroll Memo & Critical Dates	All All All All All All All 1 1 1 1 1 All
3.03	11.12.21	I.G III.Q IV.G V.	New Documents Background and FAQ for Employees Working Outside Arizona State Tax Websites Paycheck Estimator_111221 Taxes Form GAO-70A – Overpayment Worksheet	All

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			Form GAO-75 – Request to Work Outside Arizona	
3.02	11.5.21	III.N V.B.1	Direct Deposit Training update for Way2Go Card BofA CashPay Flyer removed Way2Go Flyer added Way2Go Transition Letter to Employee Form GAO-65 Authorization for Direct Deposit	6 All All All All
3.01	9.14.21	III.A III.B III.C III.D III.E III.F III.G III.H III.I III.J III.K III.L III.M III.N III.O III.P III.Q	New Content Payroll Cycle Checklist Payroll Compute : Time Record Entry Payroll Compute : Retroactive Pay Payroll Compute : Reports Payroll Compute : Batch Security Payroll Compute Employee Time Entry ETE Premium Overtime Calculation Labor Distribution Donated Leave Travel and Reimbursements Employee Training and Educational Assistance Manual Payments (Handwrites) Deceased Employee Compensation Direct Deposit ADOA Supplemental Benefit Plan Differential Payments Paycheck Estimator	All
2.100	8.2.21	V.A	GAO-70A – tax calculator correction	All
2.99	7.1.21	V.A V.A III.Q	GAO-70A Fiscal Year 2022 Update GAO-ACR Fiscal Year 2022 Update Paycheck Estimator Fiscal Year 2022 Update	All All All
2.98	5.24.21	VII.A I.B.2	2021 Fiscal Year End Agenda 2021 Fiscal Year End Presentation Retirement Rates – Updated for fiscal year 2022	1 25 1
2.97	2.24.21	I.C	HRIS Pay Code Listing and Pay Code Sort <ul style="list-style-type: none"> • 721K VARIABLE%-STIPEND-ADJUSTMENT • 778 STIPEND-DES UI-PSE-\$0.29HR • 502 WORKERS COMP EMPLOYEE HRIS Deduction Codes and Deduction Code Sort <ul style="list-style-type: none"> • M031 BCBSAZ HDHP-EE • M032 BCBSAZ HDHP-ER • M033 BCBSAZ TRIPLE-EE • M034 BCBSAZ TRIPLE-ER • M035 UNITED HEALTH HDHP-EE • M036 UNITED HEALTH HDHP-ER • M037 UNITED HEALTH TRIPLE-EE • M038 UNITED HEALTH TRIPLE-ER • M155 EE HSA BC CONTRIBUTION SINGLE • M157 EE HSA BC CONTRIBUTION FAMILY • M159 EE HSA UHC CONTRIBUTION SINGLE • M161 EE HSA UHC CONTRIBUTION FAMILY • M163 EE HSA REFUND CONTRIBUTION 	All All

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		V.A	<ul style="list-style-type: none"> M204 ER HSA BC CONTRIBUTION SINGLE M206 ER HSA BC CONTRIBUTION FAMILY M208 ER HSA UHC CONTRIBUTION SINGLE M210 ER HSA UHC CONTRIBUTION FAMILY M212 ER HSA REFUND CONTRIBUTION D993 PY DELTA DENTAL ADJ-EE D994 PY DELTA DENTAL ADJ-ER D995 PY CIGNA DENTAL ADJ-EE D996 PY CIGNA DENTAL ADJ-ER L995 PY SECURIAN SUP LIF ADJ-EE M995 PY MEDICAL ADJ-EE M996 PY MEDICAL ADJ-ER V995 PY AVESIS ADJ-EE T208 UI INTEREST ASSESSMENT FEE GAO-70A Overpayment Worksheet <ul style="list-style-type: none"> Separated Covid pay codes Enlarged signature line	All
2.96	01.08.21	I.B.1 I.C II.D III.G III.Q V.A V.C VI.D.2	Payroll Tax Tables and EREs (updated for 2021) COVID19 Paycode Matrix for PR and HR Practitioners State Agency Payroll Contacts (REMOVE) EPSL and EMFL Calculator (expired 12/31/2020) EPSL Part-time Employee Worksheet (expired 12/31/2020) Paycheck Estimator Tool (updated for 2021) GAO-70A Overpayment Worksheet (2021 update) GAO-73B Request for a One-Time Benefit Premium Adjustment 2020 A-4 Employee’s Arizona Withholding Election 2020 W-4 Employee’s Withholding Certificate GAO74 – Certification of Non-Residence 2020 W-2 Advisory (deadline for W2 consent) ADOA Statewide Policies and Procedures (Update Link)	1 1 All 1 1 1 1 1 1 1 All
2.95	11.24.20	II.A II.B VII.B	Agency Payroll Resources Contact List Employee Resource Contact List Statewide Payroll Meeting – Presentation (20P)	1 1 All
2.94	11.20.20	V.B.1 V.C. VII.A	GAO-624 Platinum Pass Application 2020 W-2 Advisory 2020 W-2 Explanation 2020 1095-C Advisory Statewide Payroll Meeting – Agenda (20A) Statewide Payroll Meeting – Presentation (20P)	1 1 1 1 1 1
2.93	7.29.20	V.B.1	<ul style="list-style-type: none"> GAO-W2 Duplicate W-2 Request Form 	1
2.92	7.13.20	V.B.1	GAO-32 Employee Time Entry Manual Entry Form	1
2.91	6.26.20	I.B.2 V.A	Retirement Rates – (Fiscal Year 2021 update) GAO-70A – Overpayment Worksheet <ul style="list-style-type: none"> Added collection option through payroll deduction Fiscal Year 2021 Retirement Rate update 	1 All

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		V.A	GAO-ACR (Fiscal Year 2021 Update)	1
2.90	5.22.20	I.C	HRIS Pay Code Listing <ul style="list-style-type: none"> 721 STIPEND-CRIT/RESP/HAZ ADJUSTMENT 721G STIPEND HAZARD DUTY 17% 721H STIPEND CRITICAL RESPONSE 8% 721J STIPEND INTERMITTENT CRITICAL RESPONSE 8% 	All
		II.A	Agency Payroll Contacts List	All
		II.B	Employee Resource Contacts List	All
		II.D	Removed – State Agency Payroll Contacts	
		VII.A	Statewide Payroll Meeting – Agenda (20A)	All
		VII.A	Statewide Payroll Meeting – Presentation (20P)	All
		III.Q	Paycheck Estimator – Updated for 2020	All
2.89	4.22.20	III.G	EPSL and EFMLA Calculator	All
2.88	4.16.20	I.C	HRIS Pay Code Listing <ul style="list-style-type: none"> 100C COVID WORK-REGULAR PAY 100C COVID WORK-STRGT HRS OVER40 110C COVID WORK-TELECOMMUTING 377 COVID-EMERG PD SICK-SELF 377C COVID-EMERG PD SICK-FAMILY 377F COVID-EP SL & EFMLA-FAMILY 378F COVID-FMLA EXPANSION-CHILDCARE 721F STIPEND-CRITICAL RESPONSE-15% COVID19 Paycode Matrix for PR and HR Practitioners	All
		I.C	EPSL and EFMLA Calculator	1
		III.G	EPSL Part-time Employee Worksheet	
			GAO-70A Overpayment Worksheet	All
			GAO-73A Request For A One-Time Deduction	All
		V.A	GAO-99A Request to Process Manual Warrant	All
				All
2.87	4.8.20	I.C	COVID19 Paycode Matrix for PR and HR Practitioners	1
		III.G	EPSL and EFMLA Calculator	1
2.86	4.2.20	I.C	COVID19 Paycode Matrix for PR and HR Practitioners	1
		III.G	EPSL and EFMLA Calculator	1
2.85	2.26.20	I.C	HRIS Pay Code Listing <ul style="list-style-type: none"> 747 Stipend - Student Loan Assist Restricted to Department of Health Services HRIS Deduction Code Listing <ul style="list-style-type: none"> L107 SUP LIFE TXBL 	25 27

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			<ul style="list-style-type: none"> • F011 *TASCDRA • L003 *SUPLIFE PTX • S103 STD METL TXBL • L109 DEP LIFE TXBL • 7817 ROTH457% • 7322 BLIFE ER • 7542 LTD ER • F007 *TASCLRA PTX F009 *TASCMRA PTX	
2.84	1.14.20	I.B.1 V.A V.C.	Payroll Tax Tables and EREs (updated for 2020) GAO-70A Overpayment Worksheet (2020 update) 2020 W-4 Employee's Withholding Certificate 2020 A-4 Employee's Arizona Withholding Election	1 All All All
2.83	12.31.19	V.C.	2019 W-2 Advisory 2019 W-2 Explanation 2019 1095-C Advisory	1 1 1
2.82	12.5.19	V.D	Agency Security Request Form – hyperink added to form located on HR Security website for Google Sheets version Agency Security Request Form – hyperink added to form located on HR Security website for Excel version ETE Proxy Request Form - hyperink added to form located on HR Security website for Google Sheets version ETE Proxy Request Form - hyperink added to form located on HR Security website for Excel version	1 1 1
2.81	11.26.19	VII.B VII.B V.A	Statewide Payroll Meeting – Agenda (19A) Statewide Payroll Meeting – Presentation (19P) <ul style="list-style-type: none"> • GAO-70A – Formula update 	All All All
2.80	7.9.19	I.B.1 III.Q V.A V.A	Payroll Tax Tables and EREs (updated Tech Charge) Paycheck Estimator Tool (070119) Updated for Fiscal Year 2020 rates GAO-70A – Overpayment Worksheet (Fiscal Year 2020 Update) GAO-ACR – (Fiscal Year 2020 Update)	1 All All All 1
2.79	5.15.19	VII.A V.A I.B	Statewide Payroll Meeting – Agenda (19A) Statewide Payroll Meeting – Presentation (19P) GAO-70A – 2015 removed, Tech charge update Retirement Rates – Updated for fiscal year 2020	All All All 1
2.78	3.20.19	I.B.1	Payroll Tax Tables and EREs (updated State tax ID)	1
2.77	2.6.19	V.A. V.B.	GAO-70A – 2019 corrected tax formula GAO-W-2 – web and email address updated.	All 1
2.76	1.4.19	III.Q.	Paycheck Estimator Tool (010119) Updated for 2019	1
2.75	12.26.18	I.B.1 V.A	Payroll Tax Tables and EREs (updated for 2019) GAO-70A – Overpayment Worksheet (2019 update)	1 All

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		V.C	2019 W-4 Employee Federal Withholding Certificate 2019 A-4 Employee's Arizona Withholding Election	All All
2.74	12.14.18	V.C.	2018 W-2 Advisory 2018 W-2 Explanation 2018 1095-C Advisory	1 1 1
2.73	11.27.18	V.A. VII.B.	GAO-ACR-PSPRS – PSPRS Alternate Contribution Rate (ACR) for Contracted/Leased Retirees Statewide Payroll Meeting – Agenda (18A) Statewide Payroll Meeting – Presentation (18P)	1 All All
2.72	9.18.18	I.A	Payroll Calendars 2020, 2021, 2022 (Updated) 27 Paydays will post to Budget Fiscal Year 2021	1
2.71	8.21.18	V.A	GAO-70A (updated for deduction code 3800, removed auto calculation for 2018. Rate is .30% for payments dated 8/3/18 and after, .20% for payments dated 8/2/18 and prior	1
2.70	8.3.18	I.B.1	Payroll Tax Tables and EREs – Deduction Code 3800 updated to .30% from .20%	1
2.69	7.25.18	I.B.2 I.E V.A	Retirement Rates – Updated for deduction 7955 HRIS Deduction Codes (pdf) HRIS Deduction Codes (xls) Deduction Code Sort GAO-73A – Request For One-Time Deduction (updated for new retirement and disability codes)	1 27 2 25 1
2.68	7.6.18	I.B.2 III.Q. V.A V.A	Retirement Rates – Updated for fiscal year 2019 Paycheck Estimator (070618) – Updated for fiscal year 2019 GAO-70A – OVERPAYMENT WORKSHEET (updated for fiscal year 2019) GAO-ACR (updated form with rate for fiscal year 2019)	1 1 1 1
2.67	6.12.18	VII.A	Statewide Payroll Meeting – Agenda (18A) Statewide Payroll Meeting – Presentation (18P)	All All
2.66	4.13.18	V.D.A	Agency Security Request Form	1
2.65	4.13.18	IV.B.2	PSRS Retirement Waiting Period Calculator	1
2.64	4.13.18	V.A	GAO-70A Overpayment Worksheet (corrected tax table 2018)	1
2.63	2.28.18	V.C.	2018 W-4 Employee's Federal Withholding Certificate	All
2.62	2.6.18	V.C.	2017 1095-C Advisory	1
2.61	1.30.18	V.B.1. V.A.	GAO-32 – Employee Time Entry Form Updated to include future periods. GAO-70A – OVERPAYMENT WORKSHEET (Updated for 2018 withholding table changes)	1 1
2.60	1.12.18	I.B.1 I.C.	Tax Tables (010118) – Updated for 2018 HRIS PAY CODE LISTING UPDATE	1 25

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			<ul style="list-style-type: none"> • 672 EMP RELOCATION REIMB-NONTAX (Inactivated) • 673 EMP RELOCATION REIMB-TAXABLE (Added) See GAO webstory on moving expense reimbursements published earlier at : https://gao.az.gov/moving-expense-reimbursements-now-taxable	25
		III.Q.	Paycheck Estimator (010118) – Updated for 2018	1
		V.C.	A-4 Employee’s Arizona Withholding Election Form A-4 was recently updated for 2018 by the Arizona Department of Revenue. IRS Form W-4 for 2018 is not yet available. Continue using the IRS Form W-4 for 2017 until an update is published.	All
2.59	1.4.18	V.A.	GAO-70A – OVERPAYMENT WORKSHEET (Updated)	1
2.58	1.3.18	V.A.	GAO-70A – OVERPAYMENT WORKSHEET (Updated)	1
		V.A.	GAO 73B – REQUEST For A One-Time Unpaid Benefit Premium Adjustment (Updated)	1
2.57	12.28.17	V.C.	A-4 Employee’s Arizona Withholding Election (Updated for 2018)	All
2.56	12.18.17	II.D.	State Agency Payroll Contacts (Updated)	All
2.55	12.15.17	V.C.	W-2 Advisory (Updated for 2017) W-2 Explanation (Updated for 2017)	1 1
2.54	11.22.17	V.C.	IRS Form W-9 (Revised 11-2017)	All
2.53	11.13.17	VII.B. VII.B.	Statewide Payroll Meeting – Agenda (17A) Statewide Payroll Meeting – Presentation (17P)	All All
2.52	11.8.17	I.A.	Payroll Calendars 2018, 2019, 2020, 2021, 2022 (Updated) ADOA Logo was updated, no other changes were made.	1
2.51	11.8.17	V.B.1.	Duplicate W-2 Request Form (Delivery Method – Mail – requirements updated) Duplicate requests selecting a mail option no longer are required to also provide a self-addressed stamped envelope with the request. However, repeated	1

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			requests for duplicate Forms W-2 may result in the imposition of a fee.																	
2.50	10.31.17	I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <ul style="list-style-type: none"> ● D009 CIGNA DENTAL – EE (Added) For CIGNA dental plan employee portion. ● D010 CIGNA DENTAL - ER (Added) For CIGNA dental plan employer portion. ● D185 DENTAL-CIGNA-ER PORTION (Added) Will be used to capture ER portion of CIGNA DENTAL benefits owed by the EE in certain situations. ● 3521 DOC VAN POOL PTX (Update) Label changed from DOC VAN POOL to DOC VAN POOL PTX to be consistent with other pre-tax deduction labels. This deduction code was already setup as pre-tax, so no configuration change has been made. 	14 14 15 18																
2.49	10.4.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <p>PAY CODES WITH AN AFIS OBJECT CHANGE :</p> <table border="1"> <thead> <tr> <th>PAY CODE</th> <th>DESCRIPTION</th> <th>OLD OBJECT</th> <th>NEW OBJECT</th> </tr> </thead> <tbody> <tr> <td>998</td> <td>STIPEND IN EXCESS 40 HRS PAID</td> <td>6032</td> <td>6031</td> </tr> </tbody> </table>	PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT	998	STIPEND IN EXCESS 40 HRS PAID	6032	6031	26								
PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT																	
998	STIPEND IN EXCESS 40 HRS PAID	6032	6031																	
2.48	9.28.17	I.A.	<p>Payroll Calendar 2017 (minor edit) Corrected the formatting for the APRIL label to be consistent with the other month labels.</p> <p>Payroll Calendar 2019 (minor edit) The biweekly vendor inbound file deadline (VIFD) label was accidentally omitted from Wednesday, July 24, 2019. The VIFD designation was added.</p>	1 1																
2.47	9.21.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> ● 690 MISC/TRVL-PERSONS IN CUSTODY (Added) Miscellaneous and travel expenses related to transport children, wards of the State, prisoners and others in the custody of the State. This includes common carrier fares, meals, lodging, incidentals <p>PAY CODES WITH AN AFIS OBJECT CHANGE :</p> <table border="1"> <thead> <tr> <th>PAY CODE</th> <th>DESCRIPTION</th> <th>OLD OBJECT</th> <th>NEW OBJECT</th> </tr> </thead> <tbody> <tr> <td>390</td> <td>SPECIAL LEAVE PAY OFF W/RET</td> <td>6049</td> <td>6039</td> </tr> <tr> <td>390A</td> <td>SPECIAL LEAVE PAY OFF-W/O RET</td> <td>6049</td> <td>6039</td> </tr> <tr> <td>394</td> <td>ASDB SPREADPAY EARNED</td> <td>6011</td> <td>6049</td> </tr> </tbody> </table>	PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT	390	SPECIAL LEAVE PAY OFF W/RET	6049	6039	390A	SPECIAL LEAVE PAY OFF-W/O RET	6049	6039	394	ASDB SPREADPAY EARNED	6011	6049	25
PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT																	
390	SPECIAL LEAVE PAY OFF W/RET	6049	6039																	
390A	SPECIAL LEAVE PAY OFF-W/O RET	6049	6039																	
394	ASDB SPREADPAY EARNED	6011	6049																	

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			395	ASDB SPREADPAY TAKEN	6011	6049	Various
			511	PRIZE-PAID THRU PAYROLL-TXBL	6039	6035	
			512	AWARD-PREVIOUSLY RECEIVED-TXBL	6099	6035	
			513	AWARD-PAID THRU PAYROLL-TXBL	6039	6035	
			514	AWARD-REPORTABLE-NONTAX	6099	6035	
			600A	UNIFORM ALLOW - \$60	6053	7311	
			600B	UNIFORM ALLOW - \$35.00	6053	7311	
			600C	UNIFORM ALLOW - \$30.00	6053	7311	
			600D	UNIFORM ALLOW - \$50.00	6053	7311	
			600E	UNIFORM ALLOW - \$40.00	6053	7311	
			600F	UNIFORM ALLOW - \$25.00	6053	7311	
			600G	UNIFORM ALLOW - \$66.00	6053	7311	
			600H	UNIFORM ALLOW - \$28.00	6053	7311	
			600J	UNIFORM ALLOW - \$16.50	6053	7311	
			600K	UNIFORM ALLOW - \$10.00	6053	7311	
			600M	UNIFORM ALLOW - \$35.00	6053	7311	
			600N	UNIFORM ALLOW - \$70.00	6053	7311	
			600P	UNIFORM ALLOW - \$16.00	6053	7311	
			600Q	UNIFORM ALLOW - \$75.00	6053	7311	
			650	CELL PHONE REIMB-NONTAX	7179	7172	
			701	LOCAL OFFICE COORDINATOR	6039	6032	
			701A	LOCAL OFFICE COORD - ADJUSTMEN	6039	6032	
			702A	SPEC PERFORM AWARDS - ADJUSTMS	6039	6035	
			703	DJ TEACHER PERFORMANCE-ANNUAL	6011	6035	
			704	DJ PROP 301%-BI-ANNUAL	6011	6035	
			720	STIPEND-SPECIAL ASSIGNMENT-\$	6035	6032	
			721A	STIPEND-SPECIAL DUTY-10%	6039	6032	
			721B	STIPEND-SPECIAL DUTY-1%	6039	6032	
			721C	STIPEND-SPECIAL DUTY-5%	6039	6032	
			721D	STIPEND-SPECIAL DUTY-20%	6039	6032	
			721E	STIPEND-HAZARD DUTY-25%	6039	6032	
			725	STIPEND-VIRTUAL OFFICE-\$32.80	6039	6032	
			727	WEEKEND PREMIUM%	6039	6035	
			728	STIPEND-SNOW PLOW-BASE	6039	6032	
			728A	STIPEND - SNOW PLOW \$22.50	6039	6032	
			729	STIPEND-SNOW PLOW \$9.00	6039	6032	
			740	STIPEND-SPECIAL UNIT-\$	6039	6032	
			744	CONDITIONAL PAY-DISCRETIONARY	6039	6035	
			745	STIPEND-RETENTION-\$	6039	6032	
			745A	STIPEND-RETENTION-\$50 WKLY	6039	6032	
			746A	STIPEND-RETENTION-2.5%	6039	6032	
			746B	STIPEND-RETENTION-3%	6039	6032	
			746C	STIPEND-RETENTION-4%	6039	6032	
			750	STIPEND-RECRUITMENT-\$	6032	6035	
			750A	STIPEND-RECRUITMENT-\$160	6032	6035	
			750B	STIPEND-RECRUITMENT-\$240	6032	6035	
			750C	STIPEND-RECRUITMENT-\$320	6032	6035	
			760	STIPEND-CERTIFICATION-\$	6039	6032	
			760A	STIPEND-CERTIFICATION-\$36.00	6039	6032	
			760B	STIPEND-CERTIFICATION-\$58.40	6039	6032	
			760C	STIPEND-CERTIFICATION-\$96.15	6039	6032	
			760D	STIPEND-CERTIFICATION-\$100	6039	6032	
			760E	STIPEND-CERTIFICATION-\$192.31	6039	6032	
			760F	STIPEND-CERTIFICATION-\$64.80	6039	6032	
			760G	STIPEND-CERTIFICATION-\$192	6039	6032	
			760H	STIPEND-CERTIFICATION-\$40	6039	6032	
			760J	STIPEND-CERTIFICATION-\$60	6039	6032	
			760K	STIPEND-CERTIFICATION-\$37.60	6039	6032	
			760M	STIPEND-CERTIFICATION-\$69.60	6039	6032	
			760N	STIPEND-CERTIFICATION-\$139.20	6039	6032	
			761A	STIPEND-CERTIFICATION-6%	6039	6032	
			761B	STIPEND-CERTIFICATION-8%	6039	6032	
			770	STIPEND-EDUCATIONAL-\$	6039	6032	
			771	STIPEND-DES CPS MSW-\$39.20	6039	6032	
			772	STIPEND-DES- INVESTIGATIONS %	6039	6032	
			773	STIPEND-DES-FOSTER CARE %	6039	6032	
			774	STIPEND-DES-SUPVSR-CASELOAD%	6039	6032	
			774A	STIPEND-DE-SUPVSR-CASELOAD-ADJ	6039	6032	
			775	STIPEND-TRAINING-\$	6039	6032	
			776	STIPEND-TRAINING-FTO-\$1.00 HR	6039	6032	
			777	STIPEND-ACADEMY-\$	6039	6032	

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2.46	8.4.17	V.B3 V.A.	GAO 73B REQUEST For A One-Time Unpaid Benefit Premium Adjustment (New Form)	1																																																																																																																																
2.45	8.4.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> ● 402 RETIREMENT REFUNDS (Added) Used to record excess retirement contribution refunds. ● 403 PSPRS PRE-JUDGMENT INTEREST 	22 22																																																																																																																																

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			<p>(Added) Used to record pre judgment interest related to the Hall and Parker cases.</p> <p>● 404 PSPRS POST-JUDGMENT INTEREST (Added) Used to record post judgment interest related to the Hall and Parker cases.</p> <p>● 522 ASRS-ER PAID WAGE-WADE/PADDOCK (Added) Used to increase ASRS eligible wage pursuant to the Wade/Paddock case which determined that employer match contributions of 457(b) plans must be included in ASRS pensionable wages.</p> <p>● 925 IN STATE-CAR RENTAL (Added) Amount paid for In State Car Rental. Subject to SAAM 5015.</p>	<p>22</p> <p>22</p> <p>25</p>																																																												
2.44	6.30.17	I.B.2.	Found error with Ded Code 7814. Previously shown as 5.00%, but corrected to 6.00%	1																																																												
		IV.B.2.	PSPRS 90 Day Waiting Period Calculator	1																																																												
		V.A.	GAO-70A – Updated Form (for new pay and deduction codes).	1																																																												
		V.A.	GAO-ACR – Updated Form (for rate effective July 1, 2017).	1																																																												
2.43	6.29.17	I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <p>Added new deduction codes:</p> <table border="1"> <thead> <tr> <th>DED_CODE</th> <th>DESCRIPTION</th> <th>CHECK_DESC</th> </tr> </thead> <tbody> <tr><td>7521</td><td>DISABILITY PSRS 007-EE</td><td>PS DIS</td></tr> <tr><td>7522</td><td>DISABILITY PSRS 007-ER</td><td>PS DISER</td></tr> <tr><td>7523</td><td>DISABILITY PSRS 035-EE</td><td>GF DIS</td></tr> <tr><td>7524</td><td>DISABILITY PSRS 035-ER</td><td>GF DISER</td></tr> <tr><td>7525</td><td>DISABILITY PSRS 151-EE</td><td>AG DIS</td></tr> <tr><td>7526</td><td>DISABILITY PSRS 151-ER</td><td>AG DISER</td></tr> <tr><td>7527</td><td>DISABILITY PSRS 119-EE</td><td>MA DIS</td></tr> <tr><td>7528</td><td>DISABILITY PSRS 119-ER</td><td>MA DISER</td></tr> <tr><td>7529</td><td>DISABILITY PSRS 164-EE</td><td>LL DIS</td></tr> <tr><td>7530</td><td>DISABILITY PSRS 164-ER</td><td>LL DISER</td></tr> <tr><td>7531</td><td>DISABILITY PSRS 204-EE</td><td>PR DIS</td></tr> <tr><td>7532</td><td>DISABILITY PSRS 204-ER</td><td>PR DISER</td></tr> <tr><td>7819</td><td>RETIREMENT ADDL% PSRS 007-EE</td><td>*PS ADD%</td></tr> <tr><td>7821</td><td>RETIREMENT ADDL% PSRS 035-EE</td><td>*GF ADD%</td></tr> <tr><td>7823</td><td>RETIREMENT ADDL% PSRS 151-EE</td><td>*AG ADD%</td></tr> <tr><td>7825</td><td>RETIREMENT ADDL% PSRS 119-EE</td><td>*MA ADD%</td></tr> <tr><td>7827</td><td>RETIREMENT ADDL% PSRS 164-EE</td><td>*LL ADD%</td></tr> <tr><td>7829</td><td>RETIREMENT ADDL% PSRS 204-EE</td><td>*PR ADD%</td></tr> <tr><td>7958</td><td>RETIREMENT ACR CORP 564-ER</td><td>DETN ACR</td></tr> </tbody> </table>	DED_CODE	DESCRIPTION	CHECK_DESC	7521	DISABILITY PSRS 007-EE	PS DIS	7522	DISABILITY PSRS 007-ER	PS DISER	7523	DISABILITY PSRS 035-EE	GF DIS	7524	DISABILITY PSRS 035-ER	GF DISER	7525	DISABILITY PSRS 151-EE	AG DIS	7526	DISABILITY PSRS 151-ER	AG DISER	7527	DISABILITY PSRS 119-EE	MA DIS	7528	DISABILITY PSRS 119-ER	MA DISER	7529	DISABILITY PSRS 164-EE	LL DIS	7530	DISABILITY PSRS 164-ER	LL DISER	7531	DISABILITY PSRS 204-EE	PR DIS	7532	DISABILITY PSRS 204-ER	PR DISER	7819	RETIREMENT ADDL% PSRS 007-EE	*PS ADD%	7821	RETIREMENT ADDL% PSRS 035-EE	*GF ADD%	7823	RETIREMENT ADDL% PSRS 151-EE	*AG ADD%	7825	RETIREMENT ADDL% PSRS 119-EE	*MA ADD%	7827	RETIREMENT ADDL% PSRS 164-EE	*LL ADD%	7829	RETIREMENT ADDL% PSRS 204-EE	*PR ADD%	7958	RETIREMENT ACR CORP 564-ER	DETN ACR	various
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			R002 RETIREMENT EORP 415 T2-ER EOJ2RET	
			R003 RETIREMENT PSRS 007 T2-EE *PS RET2	
			R004 RETIREMENT PSRS 007 T2-ER PS RET2	
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			R007 RETIREMENT PSRS 151 T2-EE *AG RET2	
			R008 RETIREMENT PSRS 151 T2-ER AG RET2	
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			R012 RETIREMENT PSRS 164 T2-ER LL RET2	
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			R016 RETIREMENT PSRS 007 T3 DB-ER PS RET3B	
			R017 RETIREMENT PSRS 035 T3 DB-EE *GFRET3B	
			R018 RETIREMENT PSRS 035 T3 DB-ER GF RET3B	
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			R020 RETIREMENT PSRS 151 T3 DB-ER AG RET3B	
			R021 RETIREMENT PSRS 119 T3 DB-EE *MARET3B	
			R022 RETIREMENT PSRS 119 T3 DB-ER MA RET3B	
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			R028 RETIREMENT PSRS 007 T3 DC-ER PS RET3C	
			R029 RETIREMENT PSRS 035 T3 DC-EE *GFRET3C	
			R030 RETIREMENT PSRS 035 T3 DC-ER GF RET3C	
			R031 RETIREMENT PSRS 151 T3 DC-EE *AGRET3C	
			R032 RETIREMENT PSRS 151 T3 DC-ER AG RET3C	
			R033 RETIREMENT PSRS 119 T3 DC-EE *MARET3C	
			R034 RETIREMENT PSRS 119 T3 DC-ER MA RET3C	
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			R102 RETIREMENT LEGACY PSRS 035-ER GF LEG	
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			R218 RETIREMNT SUP PSRS 119 T3DB-ER MA SUP3B	
			R220 RETIREMNT SUP PSRS 164 T3DB-ER LL SUP3B	
			R222 RETIREMNT SUP PSRS 204 T3DB-ER PR SUP3B	
			R224 RETIREMNT SUP PSRS 007 T3DC-ER PS SUP3C	
			R226 RETIREMNT SUP PSRS 035 T3DC-ER GF SUP3C	
			R228 RETIREMNT SUP PSRS 151 T3DC-ER AG SUP3C	
			R230 RETIREMNT SUP PSRS 119 T3DC-ER MA SUP3C	
			R232 RETIREMNT SUP PSRS 164 T3DC-ER LL SUP3C	
			R234 RETIREMNT SUP PSRS 204 T3DC-ER PR SUP3C	

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2.42	6.29.17	I.C.	HRIS PAY CODE LISTING: <ul style="list-style-type: none"> • Updated grouping categories on the report (various headers shown in green). • Added the Pay Summary Group description in parenthesis after the Pay Code Description. • HRIS to AFIS Pay Code mapping changes shown below: 	various

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2.41	5.23.17	I.C.	<ul style="list-style-type: none"> 703 TEACHER PERFORMANCE-ANNUAL (Modified) Pay code description changed from 'DJ Teacher Performance – Annual' to 'Teacher Performance – Annual' to accommodate other State agencies that also pay teachers (ASDB). 	16																																																																																																																																																																																																													
2.40	5.22.17	I.B. III.Q. VII.A. VII.A.	FISCAL YEAR END UPDATES: Tax Tables (070117) Paycheck Estimator (070117) Uses draft retirement rates from presentation Statewide Payroll Meeting – Agenda (17A) Statewide Payroll Meeting – Presentation (17P)	1 Tax Tables Tab All All																																																																																																																																																																																																													
2.39	3.27.17	I.C.	HRIS PAY CODE LISTING: <ul style="list-style-type: none"> 525 TRAVEL HUB PAYMENT-TAXABLE (Added) Used by GAO to account for any TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). 	19																																																																																																																																																																																																													

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		I.E.	<ul style="list-style-type: none"> ● 526 TRAVEL HUB PAYMENT-NONTAXABLE (Added) Used by GAO to account for any NON-TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). ● 727 WEEKEND PREMIUM% 5% of Base paid as a premium for working weekend day. Restricted to Health Services. ● 905 DOUBLE TIME PAY Hours to be paid at double time regardless of the FLSA rules. Special approval must be obtained from ADOA HR and/or GAO for the use of this pay code. For ADOT, subject to "Non Scheduled Critical Response Pay" Policy. <p>HRIS DEDUCTION CODE LISTING:</p> <ul style="list-style-type: none"> ● M181 MEDICAL-AETNA-ER PORTION (Added) Will be used to capture ER portion of AETNA MEDICAL benefits owed by the EE in certain situations. ● M183 MEDICAL-BCBS-ER PORTION (Added) Will be used to capture ER portion of BLUE CROSS BLUE SHIELD MEDICAL benefits owed by the EE in certain situations. ● M185 MEDICAL-CIGNA-ER PORTION (Added) Will be used to capture ER portion of CIGNA MEDICAL benefits owed by the EE in certain situations. ● M187 MEDICAL-UHC-ER PORTION (Added) Will be used to capture ER portion of UNITED HEALTHCARE MEDICAL benefits owed by the EE in certain situations. ● D181 DENTAL-DELTA-ER PORTION (Added) Will be used to capture ER portion of DELTA DENTAL benefits owed by the EE in certain situations. ● D183 DENTAL-TOTAL-ER PORTION (Added) Will be used to capture ER portion of TOTAL DENTAL benefits owed by the EE in certain situations. 	<p>19</p> <p>10</p> <p>22</p> <p>9</p> <p>9</p> <p>9</p> <p>9</p> <p>10</p> <p>10</p>
2.38	2.27.17	V.A.	GAO-70A Overpayment Worksheet – Updated 'Full Cancellation' option removed for prior year transactions (not appropriate for taxes).	All

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2.37	2.6.17	V.A.	GAO-70A Overpayment Worksheet – Updated Small error in the wage table discovered. of Excess Over column should be \$2,300 instead of \$2,250.	All
2.36	1.18.17	I.A.	Calendar Year End Updates: 2017 Payroll Calendar Added a Prior Year Adjustments to Jan 23, 2017.	1
2.35	1.5.17	I.C.	HRIS PAY CODE LISTING:	
			<ul style="list-style-type: none"> 104 WORK PERFORMED FOR COLISEUM (Modified Usage Comments) Removed 'or a flat amount' to ensure that hours are captured when using this code. 	1
			<ul style="list-style-type: none"> 104A WORK FOR SECONDARY AGY - NO OT (Modified Usage Comments) Removed 'or a flat amount' to ensure that hours are captured when using this code. 	1
		I.E.	<ul style="list-style-type: none"> 320 HOLIDAY PAY (Modified Label) 'HOLIDAY TAKEN' to 'HOLIDAY PAY'. It does not subtract from a leave balance, and is currently listed in ETE as Holiday Pay. This makes holiday system listings consistent. 	2
			HRIS DEDUCTION CODE LISTING: New codes to track post-tax PSPRS buy backs: <ul style="list-style-type: none"> 3729 PSPRS BUYBACK-EO&J(415)-EE 3731 PSPRS BUYBACK-DOC(500)-EE 3733 PSPRS BUYBACK-DJ(501)-EE 3735 PSPRS BUYBACK-DISP(563)-EE 3737 PSPRS BUYBACK-DPS(007)-EE 3739 PSPRS BUYBACK-G&F(035)-EE 3741 PSPRS BUYBACK-AGI(151)-EE 3743 PSPRS BUYBACK-FIRE(119)-EE 3745 PSPRS BUYBACK-LIQ(164)-EE 3747 PSPRS BUYBACK-PARKS(204)-EE 	2
<ul style="list-style-type: none"> M197 'HITF OTHER BENE COLLECTIONS' (Added) Used to record post-tax payments made by an employee directly to HITF for continuation of benefits for NON-MEDICAL related deductions. 	9			
<ul style="list-style-type: none"> M199 'HITF MEDICAL COLLECTIONS' (Added) Used to record post-tax payments made by an employee directly to HITF for continuation of benefits for MEDICAL related deductions. 	9			

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			(This is added to W-2 box 12, Code DD)	
2.34	12.29.16	V.A.	GAO-70A Overpayment Worksheet – Updated	All
2.33	12.28.16	I.B.	Tax Tables (010117)	1
		II.A.	Agency Payroll Resource Contact List (Refresh)	All
		II.D.	State Agency Payroll Contacts (Refresh)	All
		III.Q.	Paycheck Estimator (010117)	All
		V.C.	A-4 Employee’s Arizona Withholding Election W-4 Employee’s Federal Withholding Certificate	All All
2.32	12.22.16	V.C.	2016 W-2 Advisory 2016 W-2 Explanation 2016 1095C Advisory	All
2.31	11.28.16	I.A.	For the 2018 GAO Payroll Calendar, the months of June, July, and December did not properly identify PE, PB, and VIFD days. The 2019 (June, July) and 2022 (April) calendars needed PE and PB’s identified as well. These updates were made.	All
2.30	11.23.16	I.A.	Calendar Year End Updates: Payroll Calendars • Added: 2018, 2019, 2020, 2021, 2022	All
		VII.B.	Statewide Payroll Meeting – Agenda (16A)	All
		VII.B.	Statewide Payroll Meeting – Presentation (16P)	All
2.29	10.6.16	V.B.1	Updated Platinum Pass Application Removed outdated contact information.	ALL
2.28	10.5.16	IV.D.	Updated Transit Card Screens and Information. See GAO Webstories on Platinum Pass changes.	ALL
2.27	10.4.16	I.A.	Updated 2017 Payroll Calendar with PYA = Prior Year Adjustment Dates (These days will have an HRIS Availability impact until approximately 10AM. YES and ETE will not be impacted.	1
2.26	7.6.16	V.A.	GAO-70A Overpayment Worksheet – Updated GAO-ACR Worksheet – Updated	All
2.25	6.24.16	I.B.	Tax Tables (070116) • 7926 (Updated) ASRS System Employer Rate increased from 7.5% to 7.65%. (This deduction code is not for the main ASRS Retirement Plan, but a legacy plan closed to new enrollees).	1

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2.24	5.27.16	V.D.	Data Warehouse Security Request Process - ADDED	All
2.23	5.20.16	I.B.	FISCAL YEAR END UPDATES: Tax Tables (070116)	1
		I.C.	HRIS PAY CODE LISTING: • Refreshed listings and added an Excel-based version for use in other programs.	All
		I.E.	HRIS DEDUCTION CODE LISTING: • Refreshed listings and added an Excel-based version for use in other programs.	All
		II.A.	Resource Contact List (Refresh)	1
		II.B.	Employee Resource Contact List	1
		II.D.	State Agency Payroll Contacts (Refresh)	1
		III.Q.	Paycheck Estimator (070116) New Retirement Rates Loaded	Tax Tables Tab
			Paycheck Estimator (010116) Corrected 7520 LTD PSPRS (HARTFORD) Was 27% instead of 0.27% - corrected.	Tax Tables Tab
			Paycheck Estimator (070115) Corrected 7520 LTD PSPRS (HARTFORD) Was 27% instead of 0.27% - corrected.	Tax Tables Tab
		V.	GAO Form Updates : GAO 70 Request to Cancel Payroll Warrants GAO 70B Request for Direct Deposit Reversal GAO 73A Request for a One-Time Deduction GAO 99A Request to Process Manual Warrant	Modernized Modernized Modernized Modernized
		VII.A.	Statewide Payroll Meeting – Agenda (16A)	All
		VII.A.	Statewide Payroll Meeting – Presentation (16P)	All
2.22	3.22.16	III.D.	Payroll Compute Reports (Updated) Includes updates for AFIS and HRIS Data Warehouse Reports.	All
2.22	3.17.16	III.D.	Payroll Compute Reports (Updated) Includes updates for AFIS and HRIS Data Warehouse Reports.	All
2.21	2.23.16	I.C.	HRIS PAY CODE LISTING: • 721E (Added) 'STIPEND-HAZARD DUTY - 25%'	10

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			25% premium for eligible hazard hours worked. Usage restricted to Hazard Pay Plans approved by ADOA. Hours must be recorded by agency payroll on the day worked. Any adjustments to 721E must also use 721E with positive or negative hours (no dollars).	
2.20	1.28.16	V.B.1.	GAO-W-2 Duplicate W-2 Request Form (Updated) The GAO will now accept requests for duplicates starting February 1st instead of March 1st. The form also now has a provision for requestors who have a power of attorney from the employee.	1
2.19	1.27.16	V.A.	GAO-88 Personal Use of State Vehicle (Updated) Rate drop down was not working and has been fixed. Also a period total that automatically calculates has been added.	1
2.18	1.19.16	V.A.	GAO-ASRS 20-20 ASRS 20/20 Certification of Employer Intent (Updated). (EIN was improperly formatting with a comma, and the date after being selected, was too long to fit in the date field. Both issues corrected. Also fixed second data entry box and updated tab order)	1
2.17	1.15.16	V.A.	GAO-99A Request to Review and Process Manual Payroll Warrants (Updated) (The Agency Drop Down box was not working and has been fixed.)	All
2.16	1.12.16	V.A.	GAO-99A Request to Review and Process Manual Payroll Warrants (Updated) (Starts the template's Reason Code field to be the default selection)	All
2.15	1.6.16	I.B.	Calendar Year End Updates: Tax Tables (010116)	1
		I.C.	HRIS PAY CODE LISTING: <ul style="list-style-type: none"> • 394 (Modified) 'ASDB SPREADPAY EARNED' Changed to appropriately deduct from retirement eligible wage. <ul style="list-style-type: none"> • 781A (Added) 'STIPEND-LANGUAGE-\$20.00' • 781B (Added) 'STIPEND-LANGUAGE-\$29.60' Created same listing but sorted by pay code. Refreshed Compensation Strategies listing	4 15 15
		I.E.	HRIS DEDUCTION CODE LISTING: (Refresh) Created same listing but sorted by deduction code	All

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		II.A. II.B. III.Q. V.A. V.B. V.C.	Resource Contact List (Refresh) State Agency Payroll Contacts (Refresh) Paycheck Estimator (010116) Agency Payroll GAO-70A Overpayment Worksheet (Updated) GAO-73A Request for A One-Time Deduction (Updated) GAO-99A Request to Review and Process Manual Payroll Warrants(Updated) GAO-32 Employee Time Entry Manual Entry Form (includes pay periods through 2017 in drop down) A-4 Employee's Arizona Withholding Election W-4 Employee's Federal Withholding Certificate W-2 Advisory W-2 Explanation	Various Various All All All All All All All All
2.14	11.16.15	VII.B. VII.B.	Calendar Year End Updates: Statewide Payroll Meeting – Agenda (15A) Statewide Payroll Meeting – Presentation (15P)	All All
2.13	9.23.15	I.C.	HRIS PAY CODE LISTING CHANGES: <ul style="list-style-type: none"> • 394 (Added) 'ASDB SPREADPAY EARNED' Used by ASDB Payroll to add hours to an ASDB participant's SpreadPay account. Restricted to Arizona School for Deaf and Blind (ASDB). • 395 (Added) 'ASDB SPREADPAY TAKEN' Used by ASDB SpreadPay participants to use hours from their SpreadPay account similar to using/taking hours from an annual leave plan. Restricted to Arizona School for Deaf and Blind (ASDB). 	4
2.12	9.14.15	IV.F.	Added Tax Levy FAQ's	1
2.11	8.7.15	III.Q.	Paycheck Estimator – Updated for 7/1/2015 Paycheck Estimator (070115)(Includes updated retirement rates)	All
2.10	7.30.15	V.A.	GAO-70A Overpayment Worksheet – Updated Some cells incorrectly locked.and other minor formatting changes.	All
2.9	7.20.15	I. C.	HRIS PAY CODE LISTING CHANGES: <ul style="list-style-type: none"> • 510 (Modified) Changed name from 'NON CASH TAXABLE PRIZES' to 'PRIZE-PREVIOUSLY RECEIVED-TXBL' • 511 (Added) 'PRIZE-PAID THRU PAYROLL-TXBL' 	21

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> • 512 (Added) AWARD – PREVIOUSLY RECEIVED - TXBL • 513 (Added) AWARD – PAID THRU PAYROLL- TXBL • 514 (Added) AWARD – REPORTABLE – NONTAX For proper usage of pay codes 510 thru 514, please reference SAAM 5555 and 5556. 	21 21 21 21
			<ul style="list-style-type: none"> • 744: (Added) Conditional Pay – Discretionary. Payment of a ONE-TIME, DISCRETIONARY bonus to compensate employees for specific conditions. Must meet FLSA criteria as DISCRETIONARY (ie. surprise bonus to the employee). 	11
		I.E.	HRIS DEDUCTION CODE LISTING CHANGES: <ul style="list-style-type: none"> • 3413: (Added) 'CORP CANCER INSURANCE PROGRAM' For more information, visit PSPRS.COM: 	10
2.8	7.10.15	V.A.	GAO-70A Overpayment Worksheet – Updated GAO-ACR Worksheet – Updated	All
2.7	7.2.15	I.E.	HRIS DEDUCTION CODE LISTING CHANGES: Modified various Retirement Contribution Rates for Fiscal Year 2016.	4-6
2.6	7.1.15	V.A.	<ul style="list-style-type: none"> • GAO-3P Payroll Authorization Form • GAO-60 Certification and Claim for Personal Services • GAO-86 Reportable Prizes and Awards • GAO-88 Personal Use of State Vehicle • GAO-ASRS 20-20 ASRS 20/20 Certification of Employer Intent 	NEW UPDATED NEW UPDATED NEW
2.5	5.29.15	I.B. III.Q.	Tax Tables (070115) Paycheck Estimator (070115)	1 ALL
2.4	5.27.15	II.A. II.B. VII.A. VII.A.	Agency Payroll Resource Contact List (refresh) State Agency Payroll Contacts (refresh) Statewide Payroll Meeting – Agenda (15A) Statewide Payroll Meeting – Presentation (15P)	1 1 All All
2.3	5.1.15	V.A.	GAO-70A Overpayment Worksheet – Updated	All

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
2.2	4.9.15	I.C.	HRIS PAY CODE LISTING CHANGES:	
			<ul style="list-style-type: none"> 107: (Modified) Modified name from 'TEMP EMP SALARY W/RET' to 'TEMP EMP SALARY'. 	1
			Agencies will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.	1
			<ul style="list-style-type: none"> 107A: (Inactivated) Agencies should now use only pay code 107 for temporary employee salary. 	14
			<ul style="list-style-type: none"> 774: (Added) (STIPEND-DES-SUPVSR-CASELOAD%). 	14
			<ul style="list-style-type: none"> 774A: (Added) (STIPEND-DE-SUPVSR-CASELOAD-ADJ). 	21
			<ul style="list-style-type: none"> 900: (Modified) Comments updated to reflect usage by ADOT per the 'Unscheduled Critical Response Pay' Policy. 	22
			<ul style="list-style-type: none"> 846: (Modified) Modified name from 'ASDB – TEMP EMP SALARY W/ RET' to 'ASDB - TEMPORARY EMP SALARY'. 	
			ASDB will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.	22
			<ul style="list-style-type: none"> 846A: (Inactivated) ASDB should now use only pay code 846 for temporary employee salary. 	
2.1	2.13.15	III.	Paycheck Estimator Tool 010115 Updated to include 2015 IRS Levy Tables (IRS Publication 1494).	ALL
		GAO-W-2	Duplicate W-2 Request Form Requires signed declaration from requestor that states a qualifying reason to receive W-2 document.	1

Version 2.0	1.1.15	All	Updated Various Broken Weblink References (after GAO Website Redesign).	All
		I.A.	Updated Payroll Calendars with new ADOA Logo, Added comments regarding payrolls with compressed preparation time.	2015, 2016, 2017

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		I.B.	Payroll Tax Tables and EREs – 010115 – Updated	1
		I.C.	<p><u>HRIS PAY CODE LISTING CHANGES:</u></p> <ul style="list-style-type: none"> ● Added columns to indicate if pay code is included in taxable wages for Federal Withholding, State Withholding, Social Security, and Medicare. ● 500: (Modified) Added 'W2 Box 14 – AUTO' ● 520: (Modified) Added 'W2 Box 14 – IMPUT' ● 672: (Modified) Added 'W2 Box 12 – Code P' ● 700: (Modified) Added 'W2 Box 14 – UNACT' ● 730: (Modified) Removed pay code amounts from eligible PSPRS Retirement wages (effective 6/30/14). Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 745: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 745A: (Modified) (STIPEND-RETENTION - \$50 WKLY) changed associated AFIS COBJ from 6035 (INCENTIVE PAY) to 6039 (OTHER EXCEPTION COMPENSATION). This makes it consistent with the AFIS assignment for all of the other Retention Stipend pay codes. ● 788: (Added) 'Merit Incentive (Discretionary)'. Added System S comment: <i>'Must combine pay codes 788, 789 to determine Merit Limits. Agency plan required each Fiscal Year'</i> ● 789: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 790: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 795: (Modified) Repurposed to be used for the Health Impact Program Incentive Award ● 924: (Modified) Added 'W2 Box 14 –TXTRV' ● 934: (Modified) Added 'W2 Box 14 –TXTRV' ● 944: (Modified) Added 'W2 Box 14 –TXTRV' <p>● 950: (Added) Was already in HRIS, however, is now properly added to this listing.</p>	various
		I.E.	<p><u>HRIS DEDUCTION CODE LISTING CHANGES:</u></p> <ul style="list-style-type: none"> ● Added a column for Deduction Class. ● 7801-7982: (Modified) Added comments/details regarding the applicable IRS code section and retirement plan type for the retirement-related plans. Also added applicable W2 Box 12 Code. 	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> ● 7801: (Modified) Modified name from 'TAX SHELTERED ANNUITY – EE' to 'TAX SHELTERED ANN 403B \$ - EE' ● 7803: (Modified) Modified name from 'DEFERRED COMPENSATION – EE' to 'DEFERRED COMPENSATION \$ - EE' ● 7805: (Modified) Modified name from 'DESIGNATED ROTH 457 – EE' to 'DESIGNATED ROTH 457B \$ - EE' ● 7811: (Modified) Modified name from 'SUP DEFINED CONTRI PLAN – EE' to 'SUPPLEMENTAL DC PLAN \$ - EE' ● 7812: (Added) Added new deduction code 'SUPP DC PLAN MATCH 7815 % - ER' ● 7815: (Added) Added new deduction code 'DEFERRED COMPENSATION % - EE' ● 7816: (Added) Added new deduction code 'SUPP DC PLAN MATCH 7803 \$ - ER' ● 7908: (Modified) Modified name from 'RETIRE-EO&J-ER' to 'RETIRE – EO&J – ER' ● M027: (Added) Added new deduction code 'BCBS OF ARIZONA - EPO - EE' ● M028: (Added) Added new deduction code 'BCBS OF ARIZONA - EPO – ER' ● M029: (Added) Added new deduction code 'BCBS OF ARIZONA - PPO – EE' ● M030: (Added) Added new deduction code 'BCBS OF ARIZONA - PPO – ER' ● V003: (Added) Added new deduction code 'AVESIS VISION - EE' ● V107: (Added) Added new deduction code 'VISION POST TAX - LVL 4' ● V109: (Added) Added new deduction code 'VISION POST TAX - LVL 5' ● 7987: (Modified) Modified name from 'RETIRE - EODCRS DISABILITY – EE' to 'EODCRS DISABILITY – EE' ● 7988: (Modified) Modified name from 'RETIRE - EODCRS DISABILITY – ER' to 'EODCRS DISABILITY – ER' ● L105: (Added) Added new deduction code 'HARTFORD DEP LIFE - TXBLE – EE' 	

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		II.A, II.B, II.D	Agency Payroll Resource Contact List (refresh) Employee Resource Contact List (refresh) State Agency Payroll Contacts (refresh)	various
		III.	Updated File Names to Standard Convention (removed _v1 at end) Paycheck Estimator Tool for 010115 – Added	All
		IV.	Updated File Names to Convention (removed _v1)	All
		V.A.	GAO-70A Overpayment Worksheet – Updated	All
		V.C.	A-4 - Arizona Withholding Election – Updated W-4 - Federal Withholding Certificate – Updated	All
		VI.A.	Added link to IRS Fringe Benefit Guide (2014)	various

Version 1.3	5.19.14	I.B.	Tax Tables (070114)	1
		I.C.	HRIS Pay Code Listing (with updated comments in State Personnel Restrictions),	various
		I.C.	HRIS Pay Code Listing (Summary Sheet with main pay codes used for Compensation Strategies).	1,2
		I.E.	HRIS Deduction Code Listing (NEW codes for Elected Officials Defined Contribution Retirement Plan: 7813, 7814, 7919, 7920, 7984, 7986, 7987, 7988).	3,4,5
		II.A.	Agency Payroll Resource Contact List (refresh)	1
		II.B.	Employee Resource Contact List (refresh)	1
		II.D.	State Agency Payroll Contacts (refresh)	various
		III.Q.	Paycheck Estimator (070114)(new Tax Calc)	FY Rates
		III.Q.	Paycheck Estimator (010114)(Tax Calc Corrected: previously generated a negative deduction in federal tax withholding when no withholding was calculated based on exemptions claimed, but an additional withholding amount was entered)	1
		III.Q.	Paycheck Estimator (070113)(Tax Calc Corrected as above)	1
VII.A.	Statewide Payroll Meeting – Agenda (14A)	All		
VII.A.	Statewide Payroll Meeting – Presentation (14P)	All		

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
Version 1.2	5.6.14	I.A.	Added Payroll Calendars for 2015, 2016, 2017	1
Version 1.1	2.6.14	III.G.	Added Link for Federal Overtime	1
Version 1.0	11.18.13		Base version	