



ADOA – General Accounting Office

QUICK REFERENCE GUIDE: HRIS PAYROLL TRANSACTION CORRECTIONS





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HRIS PAYROLL TRANSACTION CORRECTIONS

Overview

Payroll transactions are initiated in the human resource information system (HRIS) after each biweekly and daily payroll run. They are scheduled to be interfaced nightly into AZ360 using Payroll Expenditure Department Fund (PEDF1) transactions.

Since these transactions contain aggregated payroll information, they are grouped by like Chart of Accounts elements. For example, they are grouped when the function, program, and program period code are the same or they simply have the same function.

The transaction ID is the unique identifier for each record within the AZ360 Transaction Catalog. The transaction ID will be generated as follows:

- Transaction ID parameter (M=Manual Payroll or S=Statewide Payroll) + Date of the payroll run in YYMMDD format + five-digit sequence number

Example:

- M15070600001 (for manual payroll processing on 7/6/15)

Or

- S15070700001 (for main payroll compute on 7/7/15)

Whenever a change in value of Chart of Accounts occurs, the five-digit sequence number portion of the transaction ID field should be incremented by one.

However, when a change in value occurs for the AZ360 object, the sequence number portion of the transaction ID will not be incremented. For changes of object values, a new accounting line will be created within a transaction ID.



Locate a PEDF1 Transaction

Log in to AZ360.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *PEDF1*.
4. In the drop-down menu that generates, select **PEDF1 Payroll Expense - Department Fund**. The PEDF1 Financial Transaction screen will generate.
5. In the **Dept** field, enter the agency 3-digit code.
6. In the **Phase** field, select **Draft**.

Note: Phase options available are Draft, Pending, and Historical-Final.

7. In the **Status** field, select **Rejected**.

Note: Status options available are Held, Rejected, and Submitted.

8. In the **Created On** field, the user can:
 - i. Enter the date when the transaction was interfaced from HRIS to AZ360.
 - ii. Leave the date blank to see all outstanding agency transactions.
9. Click **Search**.

Select the transaction for review.

1. Once the appropriate transaction is located, select the ID for the PEDF1.



Correct the PEDF1 Errors

Select **Edit** in the upper left-hand corner of the screen.

Errors relating to that transaction appear at the top of the transaction.

1. Click **View All** icon to see all errors displayed and the corresponding line with the error.



Navigate to the **Accounting** tab to fix errors. There are limited values that can be modified by the user.

On the Accounting line:

1. Complete the **Function** field.
 - a. Only functions with a rollup type equal to HRIS and HRLG should be used on PEDF1 transactions.
2. Update the **Budget FY** field.
3. The following fields may be updated assuming that the function does not already infer these fields.

a. Location	d. Program
b. Activity	e. Phase
c. Major Program	f. Program Period

A hard inference cannot be overwritten during transaction entry.

Validate the PEDF1 transaction.

1. Select **Validate** to confirm that the transaction validated successfully in the upper left-hand corner. If it did not, see the accounting supervisor.

Submit the PEDF1 transaction.

Note: There is no approval necessary for PEDF1 transactions.

Repeat to clear out each transaction the agency has for payroll errors.

Note: PEDF1 transactions can be edited and modified by individuals who have the security role DEPT_PYRL_ANLST.