

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
3.32	2.21.24	IV.B	GAO-32 Employee Time Entry (ETE) Time Sheet	All
3.31	1.19.24	II.Q IV.C	Paycheck Estimator – updated with 2024 tax table W-4 – updated for 2024	All 1 1
3.30	1.5.24	I.B.1	Payroll Tax Tables and EREs – updated for 2024 GAO-70A – updated for 2024	1 All
3.29	12.19.23	V.C.	2023 W-2 Advisory 2023 W-2 Explanation 2023 1095-C Advisory	1 1 1
3.28	11.14.23	IV.Agency	GAO-70A – updated for Paid Parental Leave, pay codes 341 & 341F	All
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 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



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		V.C.	2021 W-2 Advisory	1
			2021 W-2 Explanation	1
			2021 1095-C Advisory	1
		VII.B.	Calendar Year End : 21P Statewide Payroll Memo & Critical Dates	1 All
3.03	11.12.21	I.G	New Documents	All
			Background and FAQ for Employees Working Outside Arizona	
		III.Q	State Tax Websites	
		IV.G	Paycheck Estimator_111221	
		V.	Taxes	
			Form GAO-70A – Overpayment Worksheet	
			Form GAO-75 – Request to Work Outside Arizona	
3.02	11.5.21	III.N	Direct Deposit Training update for Way2Go Card	6
			BofA CashPay Flyer removed	All
			Way2Go Flyer added	All
			Way2Go Transition Letter to Employee	All
		V.B.1	Form GAO-65 Authorization for Direct Deposit	All
3.01	9.14.21		New Content	All
		III.A	Payroll Cycle Checklist	
		III.B	Payroll Compute : Time Record Entry	
		III.C	Payroll Compute : Retroactive Pay	
		III.D	Payroll Compute : Reports	
		III.E	Payroll Compute : Batch Security	
		III.F	Payroll Compute Employee Time Entry ETE	
		III.G	Premium Overtime Calculation	
		III.H	Labor Distribution	
		III.I	Donated Leave	
		III.J	Travel and Reimbursements	
		III.K	Employee Training and Educational Assistance	
		III.L	Manual Payments (Handwrites)	
		III.M	Deceased Employee Compensation	
		III.N	Direct Deposit	
		III.O	ADOA Supplemental Benefit Plan	
		III.P	Differential Payments	
		III.Q	Paycheck Estimator	
2.100	8.2.21	V.A	GAO-70A – tax calculator correction	All
2.99	7.1.21	V.A	GAO-70A Fiscal Year 2022 Update	All
		V.A	GAO-ACR Fiscal Year 2022 Update	All
		III.Q	Paycheck Estimator Fiscal Year 2022 Update	All
2.98	5.24.21	VII.A	2021 Fiscal Year End Agenda	1
			2021 Fiscal Year End Presentation	25
		I.B.2	Retirement Rates – Updated for fiscal year 2022	1
2.97	2.24.21	I.C	HRIS Pay Code Listing and Pay Code Sort	All
			<ul style="list-style-type: none"> <li>721K VARIABLE%-STIPEND-ADJUSTMENT</li> <li>778 STIPEND-DES UI-PSE-\$0.29HR</li> <li>502 WORKERS COMP EMPLOYEE</li> </ul>	
			HRIS Deduction Codes and Deduction Code Sort	All
			<ul style="list-style-type: none"> <li>M031 BCBSAZ HDHP-EE</li> </ul>	

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		V.A	<ul style="list-style-type: none"> <li>• M032 BCBSAZ HDHP-ER</li> <li>• M033 BCBSAZ TRIPLE-EE</li> <li>• M034 BCBSAZ TRIPLE-ER</li> <li>• M035 UNITED HEALTH HDHP-EE</li> <li>• M036 UNITED HEALTH HDHP-ER</li> <li>• M037 UNITED HEALTH TRIPLE-EE</li> <li>• M038 UNITED HEALTH TRIPLE-ER</li> <li>• M155 EE HSA BC CONTRIBUTION SINGLE</li> <li>• M157 EE HSA BC CONTRIBUTION FAMILY</li> <li>• M159 EE HSA UHC CONTRIBUTION SINGLE</li> <li>• M161 EE HSA UHC CONTRIBUTION FAMILY</li> <li>• M163 EE HSA REFUND CONTRIBUTION</li> <li>• M204 ER HSA BC CONTRIBUTION SINGLE</li> <li>• M206 ER HSA BC CONTRIBUTION FAMILY</li> <li>• M208 ER HSA UHC CONTRIBUTION SINGLE</li> <li>• M210 ER HSA UHC CONTRIBUTION FAMILY</li> <li>• M212 ER HSA REFUND CONTRIBUTION</li> <li>• D993 PY DELTA DENTAL ADJ-EE</li> <li>• D994 PY DELTA DENTAL ADJ-ER</li> <li>• D995 PY CIGNA DENTAL ADJ-EE</li> <li>• D996 PY CIGNA DENTAL ADJ-ER</li> <li>• L995 PY SECURIAN SUP LIF ADJ-EE</li> <li>• M995 PY MEDICAL ADJ-EE</li> <li>• M996 PY MEDICAL ADJ-ER</li> <li>• V995 PY AVESIS ADJ-EE</li> <li>• T208 UI INTEREST ASSESSMENT FEE</li> </ul> <p>GAO-70A Overpayment Worksheet</p> <ul style="list-style-type: none"> <li>• Separated Covid pay codes</li> </ul> <p>Enlarged signature line</p>	All
2.96	01.08.21	I.B.1 I.C  II.D III.G  III.Q V.A  V.C  VI.D.2	<p>Payroll Tax Tables and EREs (updated for 2021)</p> <p>COVID19 Paycode Matrix for PR and HR Practitioners</p> <p>State Agency Payroll Contacts (REMOVE)</p> <p>EPSL and EMFL Calculator (expired 12/31/2020)</p> <p>EPSL Part-time Employee Worksheet (expired 12/31/2020)</p> <p>Paycheck Estimator Tool (updated for 2021)</p> <p>GAO-70A Overpayment Worksheet (2021 update)</p> <p>GAO-73B Request for a One-Time Benefit Premium Adjustment</p> <p>2020 A-4 Employee’s Arizona Withholding Election</p> <p>2020 W-4 Employee’s Withholding Certificate</p> <p>GAO74 – Certification of Non-Residence</p> <p>2020 W-2 Advisory (deadline for W2 consent)</p> <p>ADOA Statewide Policies and Procedures (Update Link)</p>	1 1  All 1 1  1 1 1 1 1 1 All
2.95	11.24.20	II.A II.B VII.B	<p>Agency Payroll Resources Contact List</p> <p>Employee Resource Contact List</p> <p>Statewide Payroll Meeting – Presentation (20P)</p>	1 1 All
2.94	11.20.20	V.B.1 V.C.	<p>GAO-624 Platinum Pass Application</p> <p>2020 W-2 Advisory</p>	1 1

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		VII.A	2020 W-2 Explanation 2020 1095-C Advisory Statewide Payroll Meeting – Agenda (20A) Statewide Payroll Meeting – Presentation (20P)	1 1 1 1
2.93	7.29.20	V.B.1	<ul style="list-style-type: none"> <li>GAO-W2 Duplicate W-2 Request Form</li> </ul>	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"> <li>Added collection option through payroll deduction</li> <li>Fiscal Year 2021 Retirement Rate update</li> </ul>	1 All
		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"> <li>721 STIPEND-CRIT/RESP/HAZ ADJUSTMENT</li> <li>721G STIPEND HAZARD DUTY 17%</li> <li>721H STIPEND CRITICAL RESPONSE 8%</li> <li>721J STIPEND INTERMITTENT CRITICAL RESPONSE 8%</li> </ul>	All
		II.A II.B II.D	Agency Payroll Contacts List Employee Resource Contacts List Removed – State Agency Payroll Contacts	All All
		VII.A VII.A III.Q	Statewide Payroll Meeting – Agenda (20A) Statewide Payroll Meeting – Presentation (20P) Paycheck Estimator – Updated for 2020	All All 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"> <li>100C COVID WORK-REGULAR PAY</li> <li>100C COVID WORK-STRGT HRS OVER40</li> <li>110C COVID WORK-TELECOMMUTING</li> <li>377 COVID-EMERG PD SICK-SELF</li> <li>377C COVID-EMERG PD SICK-FAMILY</li> <li>377F COVID-EPSL &amp; EFMLA-FAMILY</li> <li>378F COVID-FMLA EXPANSION-CHILDCARE</li> <li>721F STIPEND-CRITICAL RESPONSE-15%</li> </ul> COVID19 Paycode Matrix for PR and HR Practitioners	All
		I.C	EPSL and EFMLA Calculator	1
		III.G	EPSL Part-time Employee Worksheet	
		V.A	GAO-70A Overpayment Worksheet GAO-73A Request For A One-Time Deduction GAO-99A Request to Process Manual Warrant	All All All

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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	25
			<ul style="list-style-type: none"> <li>747 Stipend - Student Loan Assist Restricted to Department of Health Services</li> </ul> HRIS Deduction Code Listing <ul style="list-style-type: none"> <li>L107 SUP LIFE TXBL</li> <li>F011 *TASCDRA</li> <li>L003 *SUPLIFE PTX</li> <li>S103 STD METL TXBL</li> <li>L109 DEP LIFE TXBL</li> <li>7817 ROTH457%</li> <li>7322 BLIFE ER</li> <li>7542 LTD ER</li> <li>F007 *TASCLRA PTX</li> <li>F009 *TASCMRA PTX</li> </ul>	27
2.84	1.14.20	I.B.1	Payroll Tax Tables and EREs (updated for 2020)	1
		V.A	GAO-70A Overpayment Worksheet (2020 update)	All
		V.C.	2020 W-4 Employee's Withholding Certificate	All
		V.C.	2020 A-4 Employee's Arizona Withholding Election	All
2.83	12.31.19	V.C.	2019 W-2 Advisory	1
			2019 W-2 Explanation	1
			2019 1095-C Advisory	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	1
			Agency Security Request Form – hyperink added to form located on HR Security website for Excel version	1
			ETE Proxy Request Form - hyperink added to form located on HR Security website for Google Sheets version	1
			ETE Proxy Request Form - hyperink added to form located on HR Security website for Excel version	
2.81	11.26.19	VII.B	Statewide Payroll Meeting – Agenda (19A)	All
		VII.B	Statewide Payroll Meeting – Presentation (19P)	All
		V.A	<ul style="list-style-type: none"> <li>GAO-70A – Formula update</li> </ul>	All
2.80	7.9.19	I.B.1	Payroll Tax Tables and EREs (updated Tech Charge)	1
		III.Q	Paycheck Estimator Tool (070119) Updated for Fiscal Year 2020 rates	All
		V.A	GAO-70A – Overpayment Worksheet (Fiscal Year 2020 Update)	All
		V.A	GAO-ACR – (Fiscal Year 2020 Update)	All
		V.A		1

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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.	<b>GAO-70A</b> – 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 V.C	Payroll Tax Tables and EREs (updated for 2019) <b>GAO-70A</b> – Overpayment Worksheet (2019 update) 2019 W-4 Employee Federal Withholding Certificate 2019 A-4 Employee’s Arizona Withholding Election	1 All 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.	<b>GAO-ACR-PSPRS</b> – 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	<b>Payroll Calendars 2020, 2021, 2022</b> (Updated) 27 Paydays will post to Budget Fiscal Year 2021	1
2.71	8.21.18	V.A	<b>GAO-70A</b> (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 <b>GAO-73A</b> – 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 <b>GAO-70A</b> – OVERPAYMENT WORKSHEET (updated for fiscal year 2019) <b>GAO-ACR</b> (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



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2.61	1.30.18	V.B.1.	<b>GAO-32</b> – Employee Time Entry Form Updated to include future periods.	1
		V.A.	<b>GAO-70A</b> – OVERPAYMENT WORKSHEET (Updated for 2018 withholding table changes)	1
2.60	1.12.18	I.B.1	Tax Tables (010118) – Updated for 2018	1
		I.C.	HRIS PAY CODE LISTING UPDATE	
			<ul style="list-style-type: none"> <li>• <b>672 EMP RELOCATION REIMB-NONTAX</b> (Inactivated)</li> <li>• <b>673 EMP RELOCATION REIMB-TAXABLE</b> (Added)</li> </ul> See GAO webstory on moving expense reimbursements published earlier at : <a href="https://gao.az.gov/moving-expense-reimbursements-now-taxable">https://gao.az.gov/moving-expense-reimbursements-now-taxable</a>	25 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.	<b>GAO-70A</b> – OVERPAYMENT WORKSHEET (Updated)	1
2.58	1.3.18	V.A.	<b>GAO-70A</b> – OVERPAYMENT WORKSHEET (Updated)	1
		V.A.	<b>GAO 73B</b> – 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)	1
			W-2 Explanation (Updated for 2017)	1
2.54	11.22.17	V.C.	IRS Form W-9 (Revised 11-2017)	All
2.53	11.13.17	VII.B.	Statewide Payroll Meeting – Agenda (17A)	All
		VII.B.	Statewide Payroll Meeting – Presentation (17P)	All



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2.52	11.8.17	I.A.	<b>Payroll Calendars 2018, 2019, 2020, 2021, 2022</b> (Updated) ADOA Logo was updated, no other changes were made.	1								
2.51	11.8.17	V.B.1.	<b>Duplicate W-2 Request Form</b> (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 requests for duplicate Forms W-2 may result in the imposition of a fee.	1								
2.50	10.31.17	I.E.	HRIS DEDUCTION CODE LISTING:  <ul style="list-style-type: none"> <li>● <b>D009 CIGNA DENTAL – EE</b> (Added) For CIGNA dental plan employee portion. <span style="float: right;">14</span></li> <li>● <b>D010 CIGNA DENTAL - ER</b> (Added) For CIGNA dental plan employer portion. <span style="float: right;">14</span></li> <li>● <b>D185 DENTAL-CIGNA-ER PORTION</b> (Added) Will be used to capture ER portion of CIGNA DENTAL benefits owed by the EE in certain situations. <span style="float: right;">15</span></li> <li>● <b>3521 DOC VAN POOL PTX</b> (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. <span style="float: right;">18</span></li> </ul>									
2.49	10.4.17	I.C.	HRIS PAY CODE LISTING:  PAY CODES WITH AN AFIS OBJECT CHANGE : <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">PAY CODE</th> <th style="text-align: left; border-bottom: 1px solid black;">DESCRIPTION</th> <th style="text-align: left; border-bottom: 1px solid black;">OLD OBJECT</th> <th style="text-align: left; border-bottom: 1px solid black;">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.	<b>Payroll Calendar 2017</b> (minor edit) Corrected the formatting for the APRIL label to be consistent with the other month labels.  <b>Payroll Calendar 2019</b> (minor edit) The biweekly vendor inbound file deadline ( <b>VIFD</b> ) label was accidentally omitted from Wednesday, July 24, 2019. The VIFD designation was added.	1  1								
2.47	9.21.17	I.C.	HRIS PAY CODE LISTING:  <ul style="list-style-type: none"> <li>● <b>690 MISC/TRVL-PERSONS IN CUSTODY</b></li> </ul>	25								

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			<p>(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> <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> <tr><td>395</td><td>ASDB SPREADPAY TAKEN</td><td>6011</td><td>6049</td></tr> <tr><td>511</td><td>PRIZE-PAID THRU PAYROLL-TXBL</td><td>6039</td><td>6035</td></tr> <tr><td>512</td><td>AWARD-PREVIOUSLY RECEIVED-TXBL</td><td>6099</td><td>6035</td></tr> <tr><td>513</td><td>AWARD-PAID THRU PAYROLL-TXBL</td><td>6039</td><td>6035</td></tr> <tr><td>514</td><td>AWARD-REPORTABLE-NONTAX</td><td>6099</td><td>6035</td></tr> <tr><td>600A</td><td>UNIFORM ALLOW - \$60</td><td>6053</td><td>7311</td></tr> <tr><td>600B</td><td>UNIFORM ALLOW - \$35.00</td><td>6053</td><td>7311</td></tr> <tr><td>600C</td><td>UNIFORM ALLOW - \$30.00</td><td>6053</td><td>7311</td></tr> <tr><td>600D</td><td>UNIFORM ALLOW - \$50.00</td><td>6053</td><td>7311</td></tr> <tr><td>600E</td><td>UNIFORM ALLOW - \$40.00</td><td>6053</td><td>7311</td></tr> <tr><td>600F</td><td>UNIFORM ALLOW - \$25.00</td><td>6053</td><td>7311</td></tr> <tr><td>600G</td><td>UNIFORM ALLOW - \$66.00</td><td>6053</td><td>7311</td></tr> <tr><td>600H</td><td>UNIFORM ALLOW - \$28.00</td><td>6053</td><td>7311</td></tr> <tr><td>600J</td><td>UNIFORM ALLOW - \$16.50</td><td>6053</td><td>7311</td></tr> <tr><td>600K</td><td>UNIFORM ALLOW - \$10.00</td><td>6053</td><td>7311</td></tr> <tr><td>600M</td><td>UNIFORM ALLOW - \$35.00</td><td>6053</td><td>7311</td></tr> <tr><td>600N</td><td>UNIFORM ALLOW - \$70.00</td><td>6053</td><td>7311</td></tr> <tr><td>600P</td><td>UNIFORM ALLOW - \$16.00</td><td>6053</td><td>7311</td></tr> <tr><td>600Q</td><td>UNIFORM ALLOW - \$75.00</td><td>6053</td><td>7311</td></tr> <tr><td>650</td><td>CELL PHONE REIMB-NONTAX</td><td>7179</td><td>7172</td></tr> <tr><td>701</td><td>LOCAL OFFICE COORDINATOR</td><td>6039</td><td>6032</td></tr> <tr><td>701A</td><td>LOCAL OFFICE COORD - ADJUSTMEN</td><td>6039</td><td>6032</td></tr> <tr><td>702A</td><td>SPEC PERFORM AWARDS - ADJUSTMS</td><td>6039</td><td>6035</td></tr> <tr><td>703</td><td>DJ TEACHER PERFORMANCE-ANNUAL</td><td>6011</td><td>6035</td></tr> <tr><td>704</td><td>DJ PROP 301%-BI-ANNUAL</td><td>6011</td><td>6035</td></tr> <tr><td>720</td><td>STIPEND-SPECIAL ASSIGNMENT-\$</td><td>6035</td><td>6032</td></tr> <tr><td>721A</td><td>STIPEND-SPECIAL DUTY-10%</td><td>6039</td><td>6032</td></tr> <tr><td>721B</td><td>STIPEND-SPECIAL DUTY-1%</td><td>6039</td><td>6032</td></tr> <tr><td>721C</td><td>STIPEND-SPECIAL DUTY-5%</td><td>6039</td><td>6032</td></tr> <tr><td>721D</td><td>STIPEND-SPECIAL DUTY-20%</td><td>6039</td><td>6032</td></tr> <tr><td>721E</td><td>STIPEND-HAZARD DUTY-25%</td><td>6039</td><td>6032</td></tr> <tr><td>725</td><td>STIPEND-VIRTUAL OFFICE-\$32.80</td><td>6039</td><td>6032</td></tr> <tr><td>727</td><td>WEEKEND PREMIUM%</td><td>6039</td><td>6035</td></tr> <tr><td>728</td><td>STIPEND-SNOW PLOW-BASE</td><td>6039</td><td>6032</td></tr> <tr><td>728A</td><td>STIPEND - 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Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			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 778A STIPEND-COTA LT 5% 6039 6032 778B STIPEND-COTA SGT 10% 6039 6032 779 STIPEND-COTA CLS ADVISR-\$88.80 6039 6032 780 STIPEND-LANGUAGE-\$ 6039 6032 780A STIPEND-LANGUAGE-A-\$39.20 6039 6032 780B STIPEND-LANGUAGE-B-\$20.00 6039 6032 781 STIPEND-LANGUAGE-\$39.20 6039 6032 781A STIPEND-LANGUAGE-\$20.00 6039 6032 781B STIPEND-LANGUAGE-\$29.60 6039 6032 790B SPEC PERFORMANCE PAY W/O RET 6028 6035 790D SPECIAL PERFORMANCE PAY-DEMA 6028 6035 790E SPEC PERFORM PAY W/O RET-DEMA 6028 6035 790J SPEC PERFORMANCE PAY WITH RET 6028 6035 790M SPEC PERFORM PAY W/ RET-DEMA 6028 6035 795 HEALTH IMPACT INCENTIVE AWARD 6039 6035 848 ASDB - PAY PER PERFORMANCE 6011 6035 849 ASDB-LUMP SUM W/RET & W/OT 6011 6032 849A ASDB-LUMP SUM W/RET & W/O OT 6011 6032 849B ASDB-LUMP SUM W/O RET & W/OT 6011 6032 849C ASDB-LUMP SUM W/O RET & W/O OT 6011 6032 851 ASDB-ANNUAL LV PAYOUT W/RET 6041 6047 852 ASDB-ANNL LV PAYOUT-W/O RET 6041 6047 853 ASDB-ANN LV-FINAL ACCR-W/RET 6041 6047 854 ASDB-ANN LV FINL ACCR W/O RET 6041 6047 888 ASDB-STIPEND-GEOGRAPHICAL-\$ 6039 6032 889 ASDB-STIPEND-CERTIFICATION-\$ 6039 6032 890 ASDB-STIPEND-ADDL DUTIES-\$ 6039 6032 893 ASDB-SPECIAL PERFORMANCE PAY 6028 6035 893D ASDB-SPEC PERF PAY W/O RET 6028 6035 893E ASDB-SPEC PERF PAY WITH RET 6028 6035 995 STIPND ADJ PAY OUT W-RET 6031 6032 995A STIPND ADJ PAY OUT NO RET 6031 6032	
		I.E.	<p><b>HRIS DEDUCTION CODE LISTING:</b></p> <p>There were many minor updates to the "CHECK_DESC" field to make all short descriptions unique. The "CHECK_DESC" field is a short (8 character) deduction code description that appears on many payroll reports. Making them unique will greatly assist in deduction code reconciliations performed by GAO Central Payroll. If your agency has used this field in your processes, please review the recently published deduction code listings.</p> <p><b>GAO 502 - Employee Expense Reimbursement Form.</b> (Updated to include new pay code 690)</p>	Various
		V.B3		1
2.46	8.4.17	V.A.	<b>GAO 73B REQUEST For A One-Time Unpaid Benefit Premium Adjustment (New Form)</b>	1

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2.45	8.4.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> <li> <p>● <b>402 RETIREMENT REFUNDS</b>                      (Added) Used to record excess retirement contribution refunds. <span style="float: right;">22</span></p> </li> <li> <p>● <b>403 PSPRS PRE-JUDGMENT INTEREST</b>                      (Added) Used to record pre judgment interest related to the Hall and Parker cases. <span style="float: right;">22</span></p> </li> <li> <p>● <b>404 PSPRS POST-JUDGMENT INTEREST</b>                      (Added) Used to record post judgment interest related to the Hall and Parker cases. <span style="float: right;">22</span></p> </li> <li> <p>● <b>522 ASRS-ER PAID WAGE-WADE/PADDOCK</b>                      (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. <span style="float: right;">22</span></p> </li> <li> <p>● <b>925 IN STATE-CAR RENTAL</b>                      (Added) Amount paid for In State Car Rental. Subject to SAAM 5015. <span style="float: right;">25</span></p> </li> </ul>																															
2.44	6.30.17	I.B.2.  IV.B.2.  V.A.  V.A.	<p>Found error with Ded Code 7814. Previously shown as 5.00%, but corrected to 6.00%</p> <p>PSRS 90 Day Waiting Period Calculator</p> <p>GAO-70A – Updated Form (for new pay and deduction codes).</p> <p>GAO-ACR – Updated Form (for rate effective July 1, 2017).</p>	1  1  1  1																														
2.43	6.29.17	I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <p>Added new deduction codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">DED_CODE</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">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> </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	various
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			<p>R216 RETIREMNT SUP PSRS 151 T3DB-ER AG SUP3B                      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</p> <p>Modified existing deduction codes:</p> <table border="1"> <thead> <tr> <th>DED_CODE</th> <th>DESCRIPTION</th> <th>CHECK_DESC</th> </tr> </thead> <tbody> <tr><td>3703</td><td>ASRS SYSTEM PDA1-PTX-EE</td><td>*SYPDA1</td></tr> <tr><td>3704</td><td>ASRS SYSTEM PDA1-ER</td><td>SYPDA1</td></tr> <tr><td>3705</td><td>ASRS SYSTEM 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			7901 RETIREMENT CORP 500-EE *DC RET	
			7902 RETIREMENT CORP 500-ER DC RET	
			7903 RETIREMENT ASRS-EE *ASRSRET	
			7904 RETIREMENT ASRS-ER ASRS RET	
			7905 RETIREMENT CORP 501-EE *DJ RET	
			7906 RETIREMENT CORP 501-ER DJ RET	
			7907 RETIREMENT EORP 415-EE *EOJ RET	
			7908 RETIREMENT EORP 415-ER EOJ RET	
			7909 RETIREMENT PSRS 007-EE *PS RET	
			7910 RETIREMENT PSRS 007-ER PS RET	
			7911 RETIREMENT PSRS 035-EE *GF RET	
			7912 RETIREMENT PSRS 035-ER GF RET	
			7913 RETIREMENT PSRS 151-EE *AG RET	
			7914 RETIREMENT PSRS 151-ER AG RET	
			7915 RETIREMENT PSRS 119-EE *MA RET	
			7916 RETIREMENT PSRS 119-ER MA RET	
			7919 RETIREMENT EO&J ASRS-EE *ASEORET	
			7920 RETIREMENT EO&J ASRS-ER ASEORET	
			7921 RETIREMENT PSRS CAP POL-EE *PSRSCPL	
			7922 RETIREMENT PSRS CAP POL-ER PSRS ER	
			7923 RETIREMENT PSRS 164-EE *LL RET	
			7924 RETIREMENT PSRS 164-ER LL RET	
			7925 RETIREMENT ASRS SYS-EE *ASRSSYS	
			7926 RETIREMENT ASRS SYS-ER ASRSSYSR	
			7931 RETIREMENT PSRS 204-EE *PR RET	
			7932 RETIREMENT PSRS 204-ER PR RET	
			7933 RETIREMENT CORP 563-EE *DISPRET	
			7934 RETIREMENT CORP 563-ER DISP RET	
			7936 RETIREMENT ACR PSRS 007-ER PS ACR	
			7938 RETIREMENT ACR CORP 500-ER DC ACR	
			7940 RETIREMENT ACR EORP 415-ER EOJ ACR	
			7942 RETIREMENT ACR CORP 501-ER DJ ACR	
			7944 RETIREMENT ACR CORP 563-ER DISP ACR	
			7946 RETIREMENT ACR PSRS 035-ER GF ACR	
			7948 RETIREMENT ACR PSRS 151-ER AG ACR	
			7950 RETIREMENT ACR PSRS 119-ER MA ACR	
			7952 RETIREMENT ACR PSRS 164-ER LL ACR	
			7954 RETIREMENT ACR PSRS 204-ER PR ACR	
			7956 RETIREMENT ACR ASRS-ER ASRS ACR	
			7957 RETIREMENT DROP PSRS 007-EE *PS DROP	
			7961 RETIREMENT CORP 564-EE *DETNRET	
			7962 RETIREMENT CORP 564-ER DETN RET	
			7964 RETIREMENT SUP CORP 500-ER DC SUP	
			7966 RETIREMENT SUP CORP 501-ER DJ SUP	
			7968 RETIREMENT SUP CORP 563-ER DISP SUP	
			7970 RETIREMENT SUP PSRS 007-ER PS SUP	
			7972 RETIREMENT SUP PSRS 035-ER GF SUP	
			7974 RETIREMENT SUP PSRS 151-ER AG SUP	
			7976 RETIREMENT SUP PSRS 119-ER MA SUP	
			7978 RETIREMENT SUP PSRS 164-ER LL SUP	
			7980 RETIREMENT SUP PSRS 204-ER PR SUP	
			7982 RETIREMENT SUP CORP 564-ER DETN SUP	
			7984 RETIRE LEGACY EORP 415 ASRS ER ASRS LEG	
			7986 RETIRE LEGACY EORP 415 EODC EREODC LEG	
			7987 DISABILITY EORP 415 EE EODC DIS	
			7988 DISABILITY EORP 415 ER EODCDISR	



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2.42	6.29.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> <li>Updated grouping categories on the report (various headers shown in green).</li> <li>Added the Pay Summary Group description in parenthesis after the Pay Code Description.</li> <li>HRIS to AFIS Pay Code mapping changes shown below:</li> </ul> <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Pay Sum Group</th> <th>Pay Code Description</th> <th>Old Object</th> <th>New Object</th> </tr> </thead> <tbody> <tr><td>383</td><td>383</td><td>DIFFERENTIAL PAY-NON TAXABLE</td><td>6292</td><td>6044</td></tr> <tr><td>705</td><td>705</td><td>STIPEND-MEDICAL-\$</td><td>6045</td><td>6032</td></tr> <tr><td>705A</td><td>M57</td><td>STIPEND-MEDICAL-\$116</td><td>6045</td><td>6032</td></tr> <tr><td>705B</td><td>M92</td><td>STIPEND-MEDICAL-\$184.80</td><td>6045</td><td>6032</td></tr> <tr><td>705C</td><td>M24</td><td>STIPEND-MEDICAL-\$48.80</td><td>6045</td><td>6032</td></tr> <tr><td>705D</td><td>M48</td><td>STIPEND-MEDICAL-\$96.80</td><td>6045</td><td>6032</td></tr> <tr><td>705E</td><td>M23</td><td>STIPEND-MEDICAL-\$46.40</td><td>6045</td><td>6032</td></tr> <tr><td>705F</td><td>M38</td><td>STIPEND-MEDICAL-\$77.60</td><td>6045</td><td>6032</td></tr> <tr><td>705G</td><td>M76</td><td>STIPEND-MEDICAL-\$154.40</td><td>6045</td><td>6032</td></tr> <tr><td>705H</td><td>M28</td><td>STIPEND-MEDICAL-\$58.40</td><td>6045</td><td>6032</td></tr> <tr><td>706A</td><td>M10</td><td>STIPEND-MEDICAL-10%</td><td>6045</td><td>6032</td></tr> <tr><td>706B</td><td>M20</td><td>STIPEND-MEDICAL-20%</td><td>6045</td><td>6032</td></tr> <tr><td>706C</td><td>M08</td><td>STIPEND-MEDICAL-8%</td><td>6045</td><td>6032</td></tr> <tr><td>710</td><td>710</td><td>STIPEND-GEOGRAPHICAL-\$</td><td>6038</td><td>6032</td></tr> <tr><td>710A</td><td>G37</td><td>STIPEND-GEOGRAPHICAL-A-\$116</td><td>6038</td><td>6032</td></tr> 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2.41	5.23.17	I.C.	<ul style="list-style-type: none"> <li><b>703 TEACHER PERFORMANCE-ANNUAL</b> (Modified) Pay code description changed from 'DJ Teacher Performance – Annual' to 'Teacher Performance – Annual' to accommodate other State agencies that also pay teachers (ASDB).</li> </ul>	16																																																																																																																																																																																																													
2.40	5.22.17	I.B.  III.Q.  VII.A. VII.A.	<p><b>FISCAL YEAR END UPDATES:</b></p> <p>Tax Tables (070117)</p> <p>Paycheck Estimator (070117) Uses draft retirement rates from presentation</p> <p>Statewide Payroll Meeting – Agenda (17A) Statewide Payroll Meeting – Presentation (17P)</p>	1  Tax Tables Tab  All All																																																																																																																																																																																																													

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2.39	3.27.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> <li data-bbox="667 478 1339 604">● <b>525 TRAVEL HUB PAYMENT-TAXABLE</b> (Added) Used by GAO to account for any TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). <span style="float: right;">19</span></li> <li data-bbox="667 632 1339 758">● <b>526 TRAVEL HUB PAYMENT-NONTAXABLE</b> (Added) Used by GAO to account for any NON-TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). <span style="float: right;">19</span></li> <li data-bbox="667 785 1339 869">● <b>727 WEEKEND PREMIUM%</b> 5% of Base paid as a premium for working weekend day. Restricted to Health Services. <span style="float: right;">10</span></li> <li data-bbox="667 896 1339 1094">● <b>905 DOUBLE TIME PAY</b> 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. <span style="float: right;">22</span></li> </ul>	
		I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <ul style="list-style-type: none"> <li data-bbox="667 1178 1339 1304">● <b>M181 MEDICAL-AETNA-ER PORTION</b> (Added) Will be used to capture ER portion of AETNA MEDICAL benefits owed by the EE in certain situations. <span style="float: right;">9</span></li> <li data-bbox="667 1331 1339 1457">● <b>M183 MEDICAL-BCBS-ER PORTION</b> (Added) Will be used to capture ER portion of BLUE CROSS BLUE SHIELD MEDICAL benefits owed by the EE in certain situations. <span style="float: right;">9</span></li> <li data-bbox="667 1484 1339 1610">● <b>M185 MEDICAL-CIGNA-ER PORTION</b> (Added) Will be used to capture ER portion of CIGNA MEDICAL benefits owed by the EE in certain situations. <span style="float: right;">9</span></li> <li data-bbox="667 1638 1339 1764">● <b>M187 MEDICAL-UHC-ER PORTION</b> (Added) Will be used to capture ER portion of UNITED HEALTHCARE MEDICAL benefits owed by the EE in certain situations. <span style="float: right;">9</span></li> <li data-bbox="667 1791 1339 1877">● <b>D181 DENTAL-DELTA-ER PORTION</b> (Added) Will be used to capture ER portion of DELTA DENTAL benefits owed by the EE in certain situations. <span style="float: right;">10</span></li> </ul>	

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			<ul style="list-style-type: none"> <li>● <b>D183 DENTAL-TOTAL-ER PORTION</b> (Added) Will be used to capture ER portion of TOTAL DENTAL benefits owed by the EE in certain situations.</li> </ul>	10
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
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"> <li>● 104 WORK PERFORMED FOR COLISEUM (Modified Usage Comments) Removed ‘or a flat amount’ to ensure that hours are captured when using this code.</li> <li>● 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.</li> <li>● 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.</li> </ul>	1  1  2
		I.E.	HRIS DEDUCTION CODE LISTING:  New codes to track post-tax PSPRS buy backs: <ul style="list-style-type: none"> <li>● 3729 PSPRS BUYBACK-EO&amp;J(415)-EE</li> <li>● 3731 PSPRS BUYBACK-DOC(500)-EE</li> <li>● 3733 PSPRS BUYBACK-DJ(501)-EE</li> <li>● 3735 PSPRS BUYBACK-DISP(563)-EE</li> <li>● 3737 PSPRS BUYBACK-DPS(007)-EE</li> <li>● 3739 PSPRS BUYBACK-G&amp;F(035)-EE</li> <li>● 3741 PSPRS BUYBACK-AGI(151)-EE</li> <li>● 3743 PSPRS BUYBACK-FIRE(119)-EE</li> <li>● 3745 PSPRS BUYBACK-LIQ(164)-EE</li> <li>● 3747 PSPRS BUYBACK-PARKS(204)-EE</li> </ul>	2  2
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Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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. (This is added to W-2 box 12, Code DD)</li> </ul>	9
2.34	12.29.16	V.A.	GAO-70A Overpayment Worksheet – Updated	All
2.33	12.28.16	I.B. II.A. II.D. III.Q. V.C.	Tax Tables (010117) Agency Payroll Resource Contact List (Refresh) State Agency Payroll Contacts (Refresh) Paycheck Estimator (010117) A-4 Employee's Arizona Withholding Election W-4 Employee's Federal Withholding Certificate	1 All All All 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. VII.B. VII.B.	Calendar Year End Updates: Payroll Calendars ● Added: 2018, 2019, 2020, 2021, 2022 Statewide Payroll Meeting – Agenda (16A) Statewide Payroll Meeting – Presentation (16P)	All All 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	All

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			GAO-ACR Worksheet – Updated	
2.25	6.24.16	I.B.	Tax Tables (070116) <ul style="list-style-type: none"> <li>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).</li> </ul>	1
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: <ul style="list-style-type: none"> <li>Refreshed listings and added an Excel-based version for use in other programs.</li> </ul>	All
		I.E.	HRIS DEDUCTION CODE LISTING: <ul style="list-style-type: none"> <li>Refreshed listings and added an Excel-based version for use in other programs.</li> </ul>	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

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
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: <ul style="list-style-type: none"> <li>721E (Added) 'STIPEND-HAZARD DUTY - 25%' 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).</li> </ul>	10
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"> <li>394 (Modified) 'ASDB SPREADPAY EARNED' Changed to appropriately deduct from retirement eligible wage.</li> <li>781A (Added) 'STIPEND-LANGUAGE-\$20.00'</li> </ul>	4 15

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> <li>781B (Added) 'STIPEND-LANGUAGE-\$29.60' Created same listing but sorted by pay code. Refreshed Compensation Strategies listing</li> </ul>	15
		I.E.	HRIS DEDUCTION CODE LISTING: (Refresh) Created same listing but sorted by deduction code	All
		II.A.	Resource Contact List (Refresh)	Various
		II.B.	State Agency Payroll Contacts (Refresh)	Various
		III.Q.	Paycheck Estimator (010116) Agency Payroll	All
		V.A.	GAO-70A Overpayment Worksheet (Updated)	All
			GAO-73A Request for A One-Time Deduction (Updated)	All
			GAO-99A Request to Review and Process Manual Payroll Warrants(Updated)	All
		V.B.	GAO-32 Employee Time Entry Manual Entry Form (includes pay periods through 2017 in drop down)	All
		V.C.	A-4 Employee's Arizona Withholding Election	All
			W-4 Employee's Federal Withholding Certificate	All
			W-2 Advisory	All
			W-2 Explanation	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"> <li>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).</li> <li>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).</li> </ul>	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	All



Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			Some cells incorrectly locked.and other minor formatting changes.	
2.9	7.20.15	I. C.	<p>HRIS PAY CODE LISTING CHANGES:</p> <ul style="list-style-type: none"> <li>• 510 (Modified) Changed name from 'NON CASH TAXABLE PRIZES' to 'PRIZE-PREVIOUSLY RECEIVED-TXBL'</li> <li>• 511 (Added) 'PRIZE-PAID THRU PAYROLL-TXBL'</li> <li>• 512 (Added) AWARD – PREVIOUSLY RECEIVED - TXBL</li> <li>• 513 (Added) AWARD – PAID THRU PAYROLL-TXBL</li> <li>• 514 (Added) AWARD – REPORTABLE – NONTAX For proper usage of pay codes 510 thru 514, please reference SAAM <a href="#">5555</a> and <a href="#">5556</a>.</li> <li>• 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).</li> </ul>	21 21 21 21
		I.E.	<p>HRIS DEDUCTION CODE LISTING CHANGES:</p> <ul style="list-style-type: none"> <li>• 3413: (Added) 'CORP CANCER INSURANCE PROGRAM' For more information, visit <a href="http://PSPRS.COM">PSPRS.COM</a>:</li> </ul>	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"> <li>• <a href="#">GAO-3P Payroll Authorization Form</a></li> <li>• <a href="#">GAO-60 Certification and Claim for Personal Services</a></li> <li>• <a href="#">GAO-86 Reportable Prizes and Awards</a></li> <li>• <a href="#">GAO-88 Personal Use of State Vehicle</a></li> <li>• <a href="#">GAO-ASRS 20-20 ASRS 20/20 Certification of Employer Intent</a></li> </ul>	NEW UPDATED NEW UPDATED NEW
2.5	5.29.15	I.B. III.Q.	Tax Tables (070115) Paycheck Estimator (070115)	1 ALL

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

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
Version 2.0	1.1.15	All	Updated Various Broken Weblink References (after GAO Website Redesign).	All
		I.A.	Updated <b>Payroll Calendars</b> with new ADOA Logo, Added comments regarding payrolls with compressed preparation time.	2015, 2016, 2017
		I.B.	<b>Payroll Tax Tables and EREs – 010115</b> – Updated	1
		I.C.	<p><b><u>HRIS PAY CODE LISTING CHANGES:</u></b></p> <ul style="list-style-type: none"> <li>• Added columns to indicate if pay code is included in taxable wages for <b>Federal Withholding, State Withholding, Social Security, and Medicare.</b></li> <li>• <b><u>500:</u> (Modified)</b> Added 'W2 Box 14 – AUTO'</li> <li>• <b><u>520:</u> (Modified)</b> Added 'W2 Box 14 – IMPUT'</li> <li>• <b><u>672:</u> (Modified)</b> Added 'W2 Box 12 – Code P'</li> <li>• <b><u>700:</u> (Modified)</b> Added 'W2 Box 14 – UNACT'</li> <li>• <b><u>730:</u> (Modified)</b> 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></li> <li>• <b><u>745:</u> (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>• <b><u>745A:</u> (Modified)</b> (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.</li> <li>• <b><u>788:</u> (Added)</b> '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></li> <li>• <b><u>789:</u> (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>• <b><u>790:</u> (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>• <b><u>795:</u> (Modified)</b> Repurposed to be used for the Health Impact Program Incentive Award</li> <li>• <b><u>924:</u> (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>• <b><u>934:</u> (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>• <b><u>944:</u> (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> </ul> <p>• <b><u>950:</u> (Added)</b> Was already in HRIS, however, is now properly added to this listing.</p>	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		I.E.	<p><b>HRIS DEDUCTION CODE LISTING CHANGES:</b></p> <ul style="list-style-type: none"> <li>● Added a column for Deduction Class.</li> <li>● <b>7801-7982: (Modified)</b> 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.</li> <li>● <b>7801: (Modified)</b> Modified name from 'TAX SHELTERED ANNUITY – EE' to 'TAX SHELTERED ANN 403B \$ - EE'</li> <li>● <b>7803: (Modified)</b> Modified name from 'DEFERRED COMPENSATION – EE' to 'DEFERRED COMPENSATION \$ - EE'</li> <li>● <b>7805: (Modified)</b> Modified name from 'DESIGNATED ROTH 457 – EE' to 'DESIGNATED ROTH 457B \$ - EE'</li> <li>● <b>7811: (Modified)</b> Modified name from 'SUP DEFINED CONTRI PLAN – EE' to 'SUPPLEMENTAL DC PLAN \$ - EE'</li> <li>● <b>7812: (Added)</b> Added new deduction code 'SUPP DC PLAN MATCH 7815 % - ER'</li> <li>● <b>7815: (Added)</b> Added new deduction code 'DEFERRED COMPENSATION % - EE'</li> <li>● <b>7816: (Added)</b> Added new deduction code 'SUPP DC PLAN MATCH 7803 \$ - ER'</li> <li>● <b>7908: (Modified)</b> Modified name from 'RETIRE-EO&amp;J-ER' to 'RETIRE – EO&amp;J – ER'</li> <li>● <b>M027: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - EPO - EE'</li> <li>● <b>M028: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - EPO – ER'</li> <li>● <b>M029: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - PPO – EE'</li> <li>● <b>M030: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - PPO – ER'</li> <li>● <b>V003: (Added)</b> Added new deduction code 'AVESIS VISION - EE'</li> <li>● <b>V107: (Added)</b> Added new deduction code 'VISION POST TAX - LVL 4'</li> <li>● <b>V109: (Added)</b> Added new deduction code 'VISION POST TAX - LVL 5'</li> <li>● <b>7987: (Modified)</b> Modified name from 'RETIRE - EODCRS DISABILITY – EE'</li> </ul>	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			'EODCRS DISABILITY – EE' • <b>7988: (Modified)</b> Modified name from 'RETIRE - EODCRS DISABILITY – ER' 'EODCRS DISABILITY – ER' • <b>L105: (Added)</b> Added new deduction code 'HARTFORD DEP LIFE - TXBLE – EE'	
		II.A, II.B, II.D	<b>Agency Payroll Resource Contact List</b> (refresh) <b>Employee Resource Contact List</b> (refresh) <b>State Agency Payroll Contacts</b> (refresh)	various
		III.	Updated File Names to Standard Convention (removed _v1 at end) <b>Paycheck Estimator Tool for 010115</b> – Added	All
		IV.	Updated File Names to Convention (removed _v1)	All
		V.A.	<b>GAO-70A Overpayment Worksheet</b> – Updated	All
		V.C.	<b>A-4 - Arizona Withholding Election</b> – Updated <b>W-4 - Federal Withholding Certificate</b> – 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	1		

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		III.Q. VII.A. VII.A.	tax withholding when no withholding was calculated based on exemptions claimed, but an additional withholding amount was entered) Paycheck Estimator (070113)(Tax Calc Corrected as above) Statewide Payroll Meeting – Agenda (14A) Statewide Payroll Meeting – Presentation (14P)	1 All All
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	