

STATEWIDE PAYROLL MEETING FISCAL YEAR END

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



Introductions - Updates

- Central Payroll - Operations
 - James Robinson - Manager
 - Everett Rubio - Supervisor
 - Sam Tekien
 - Vahn Vo
 - Tristen Sellar-Isaacs (50/50)
 - Oscar Hernandez
 - Joy Bridges, RASL
 - Joy Plaster, Garnishments
 - Sammy Lee
 - Jennifer Feiden
 - Sowmya Narnur
- Central Payroll - AZ360 Project
 - Tracey Smith - Manager
 - Lalita Farr
 - Misty Delgado
 - Tristen Sellar-Isaacs (50/50)
- Systems Integration
 - John Valentine - Manager
 - Brian Dodge
 - Michael Williams

Contact Information

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

ARIZONA
GENERAL ACCOUNTING OFFICE

Publications AFIS Financials Payroll/RASL Travel Resources Contact Us

Payroll Guide

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

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

Payroll Guide
Retiree Accumulated Sick Leave (RASL)

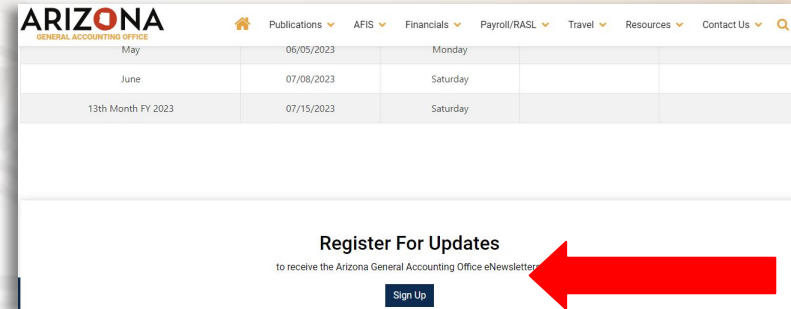
Preliminaries
Document Name
Revision History

Website Registration

<https://gao.az.gov/register-updates>

SAAM 0010 Requirement:

- Each agency must “Register for Updates” and must ensure that the appropriate personnel in the agency also “Register for Updates.” The appropriate personnel in an agency are identified by their roles and responsibilities within the agency and include, minimally:
 - The CFO, any CFO delegates, and Chief Accountant
 - Any user of HRIS
 - Agency P-Card Administrator, Users of the P-Card
 - Agency Travel Card Program Administrator, users of the Central Travel Account



The screenshot shows the ARIZONA GENERAL ACCOUNTING OFFICE website registration form. The form includes the following fields: "Email Address" (with a red asterisk), "Agency" (with a dropdown menu showing "NON-STATE EMPLOYEE"), "EIN", "Title", "Work Phone Number Extension", and a checkbox for "E-Newsletter/GAO eNewsletter". Below the form is a CAPTCHA section with the text "What code is in the image?" and a "Sign Up" button. A red arrow points to the "Sign Up" button.

ASRS Fiscal Year Intent Review

- State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as
 - “... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”
- At the beginning of each fiscal year, a review of these types of employees needs to be done to determine and document the employer’s intent regarding ASRS 20/20 criteria
 - Intent of employment at the beginning of the new fiscal year or when a job change occurs
- Monitor employees for 20/20 criteria
 - Use “**Monthly - ASRS Eligibility Review Code 9**” in the Data Warehouse

***NOTE: Any arrears contributions for FY24 that are not collected by 6/27 must be collected through the Contributions Not Withheld (CNW) process**

ASRS 20/20 Tracking

Monthly - ASRS Eligibility Review Code 9

(Data Warehouse)

- All employees on the report must be tracked for ASRS 20/20 Membership
- Employees with ASRS ACR are excluded from report

ZR230 Time Record Edit Detail

(HRIS on Demand)

- Report displays total hours by week for each pay period
- Run for entire agency or specific process level

Company: 1 Q [] STATE OF ARIZONA

Process Level: [] Q []

Agency: AD Q [] DEPT OF ADMINISTRATION

Per End Date: 07/01/2020 [] - 06/30/2021 []

Pay Class: R20 Q [] ASRS 20/20 HOURS TRACKING

Term Status: T2 Q [] R2 Q [] U2 Q [] [] Q []

Period Hour Limit: []

Weekly Hour Limit: []

Employee Sequence: 1 [] Numeric by EIN

PR197 Run: Y [] Yes Timerecords processed

- ZR230 Parameters for ASRS 20/20 Tracking
 - Pay Class MUST BE R20
 - Per End Date: Fiscal Year
 - Term Status: T2, R2 U2
 - Period/Weekly Hour Limit: Leave blank
 - PR197 Run: Yes

Employee	Name	Position	Job Code	Schedule	Grade	Status	Hours			Per End
							Week1	Week2	Total	
		SAD000345678	S10049	AREG	28	S5	40.00	40.00	80.00	05/03/19
		SAD000234567	AUN02199	ASRINTERN	01	D2	22.00	20.00	42.00	05/03/19
		SAD000578910	AUN02199	ASRINTERN	01	D2	16.00	15.00	31.00	05/03/19

ASRS 20/20

- Should be completed each fiscal year
 - Intent can change
- Filed in the employee's file
- Signed off on by someone "in the know" of the intent
 - Supervisor
 - Manager
 - Human Resources

INSTRUCTIONS

State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as "... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week."

In order to determine if a particular employee is "engaged to work 20/20", we need to understand if you intend that the employee will work 20/20 in the current fiscal year based on the terms of employment and intended duration. Consider any changes that are believed to occur in the current fiscal year. If no substantial changes to their current work hours are expected to occur, consider the employee's actual work history in the prior fiscal year as an indicator of what they may likely work in the current fiscal year.

Once completed, send this form to your Agency Human Resources or Personnel Office for processing.

Agency H.R.: Ensure the employee's HR11 Retirement Code is appropriate given the intent indicated below. If you have any questions, please contact GAO Central Payroll at Central.Payroll@azdoa.gov.

The terms of employment and intended duration, as of: _____ have been reviewed for:

_____	_____	_____	_____	_____
EIN	Employee Name	Position	FTE	Work Schedule

Individuals with personal knowledge of the employer's intent should indicate the agency's intent below.

The agency **ANTICIPATES** that **FOR THE CURRENT FISCAL YEAR**, the employee listed above:

WILL WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

WILL NOT WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

[Check Only One]

I am authorized on behalf of my agency to make this certification.

_____	_____	_____	_____
EIN	Authorized Signature	Date	Agency ID / Name

Handwrites through Fiscal Year End

- Should be kept to a minimum to avoid PEDF1 document rejects on the Document Catalog
- Travel & Other Reimbursement handwrites allowed June 12-27, 2024
 - Minimum handwrite threshold lowered from \$100 to \$10
- GAO will be verifying cash and appropriation availability in AZ360 FIN
- June 28th - HRIS is view only, no manual warrants.
- July 1st going forward, manual warrants may default to BFY24 based on time record dates. Please review HRIS Sub Account (AZ360 BFY).



Overtime Impacts of Bonuses (U.S. Dept of Labor)

- Non-Discretionary (most bonuses)
 - Must be allocated for overtime and retirement purposes
 - Announced to employees to encourage them to work more steadily, rapidly or efficiently and bonuses designed to encourage them to remain with the facility
 - Attendance bonuses (Retention Incentive), individual or group production bonuses (Goal Based Incentive), bonuses for quality and accuracy of work (Merit Based Incentive), bonuses contingent upon the employee's continuing employment until the time the payment is to be made (Retention Incentive). They must be included in the regular rate of pay
- Discretionary (surprise bonus to the employee)
 - §778.211: "Sums paid in recognition of services performed during a given period if *** (a) both the fact the payment and the amount of the payment are determined at the sole discretion of the employer at or near the end of the period not pursuant to a contract, agreement or promise causing the employee to expect such payment regularly ***"
 - Discretionary in one year may not mean it is discretionary in subsequent years
 - Not announced in advance. Fully earned when announced, such as a SPOT award
 - Few bonuses are discretionary under FLSA

Compensation Strategies

- Please coordinate with Agency Leadership and ADOA Human Resources to ensure Incentive Payments can be paid as intended
 - Email Central.Payroll@azdoa.gov to coordinate timing
- Authorized non-discretionary incentives such as merit and goal based incentives need to be allocated weekly over the time period your employee was working to earn.
- Deadline: Incentive Payments should not be scheduled for the June 27th payroll.
 - If any error occurs, there is **NO** time to correct in FY24
 - No manual warrants are authorized for incentive payments

HRIS Statewide ETE Items

- June 20th – Noon
 - ETE Template custom uploads are due to GAO
 - Email: Central.Payroll@azdoa.gov
- June 22nd – 6:00 PM
 - ETE Cutoff for all agencies
- June 23rd – 7:00 AM
 - ETE Interface scheduled for Sunday with FY24 labor
- June 24th - morning
 - Updating Account Template Sub-Account (BFY) 2024 to (BFY) 2025
- July 6th – 6:00 PM
 - Templates must be updated by the ETE deadline
 - HRIS is view only on June 28th, YES (ETE) still available for update

HRIS Labor Distribution

- After April 20th, any **new** AZ360 FIN accounting elements to be used for HRIS labor distribution **on the first pay cycle of FY25** must be entered **as FY25**
- The System Integration team will download all FY24 AZ360 FIN COA elements (associated with HRIS Labor Distribution) on June 20th, for a one-time manual upload to HRIS on June 21st
 - Therefore, BFY25 AZ360 FIN COA elements for HRIS Labor Distribution should be set up no later than June 19th
 - The manual upload will ensure FY25 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 24th
- Through June 24th, FY24 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing)
- Beginning June 25th, **only FY25 AZ360 FIN** profiles will be interfaced to HRIS; FY24 elements will no longer be included on the nightly interface

HRIS Statewide Position Update

- June 29th - 30th
 - XP02/ZP02 Update
 - Updating Sub-Account (BFY) 2024 to (BFY) 2025
 - Update Position labor distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 24, 2024
 - Errors must be fixed by July 5, 2024 to avoid rejects of time entry and ETE
- June 28th – HRIS View Only, No Handwrites
 - Perform time entry activities a day early if possible
 - XR23.3 Update
 - Updating Sub-Account (BFY) 2024 to (BFY) 2025
 - Update Multiple Labor Distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 24, 2024
 - Errors must be fixed by July 9, 2024 (2:00 PM)

Payroll Corrections - AZ360 FIN PEDF1 documents

- All AZ360 FIN PEDF1 documents in rejected status, must be finalized by July 5, 2024.
- GAO will be monitoring PEDF1 records to ensure they are being posted in a timely manner.
- Please contact your GAO AZ360 FIN Liaison for assistance, or to discuss any compliance issues.

HRIS Critical Dates - June - July 2024

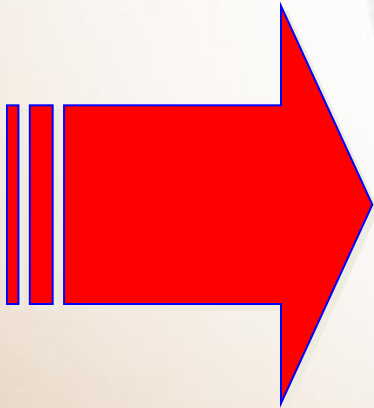
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 ETE INTERFACE 7 AM	27 MEMORIAL DAY HOLIDAY OBSERVED	28 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	29	30 PAYDAY 11	31	1 JUNE
2	3	4	5	6	7 PAY PERIOD END	8 PAY PERIOD BEGIN ETE CUTOFF 6PM
9 ETE INTERFACE 7 AM	10 Agency: Check ZR530/ZS535 ETE EXTRACT error reports	11 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	12	13 PAYDAY 12	14	15
16	17	18	19 HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM Agency Deadline: AZ360 FIN BFY25 COA elements for HRIS Lbor Distribution	20 Download FY25 Labor Distribution Elements from AFIS Agency Deadline: ETE Templates Due to central. payroll@azdoa.gov	21 Upload FY25 Labor Distribution Elements to HRIS PAY PERIOD END	22 PAY PERIOD BEGIN ETE CUTOFF 6PM
23 ETE INTERFACE 7 AM	24 Agency Deadline: Requests for Position & Multiple Labor Distribution uploads due to gaosystemsupport@azdoa.gov Agency: Check ZR530/ZS535 ETE EXTRACT error reports ETE Templates Uploaded with FY25 by GAO	25 Only FY25 COA Elements interfaced from AFIS to HRIS Agency: Check ZR530/ZS535 ETE EXTRACT error reports Last chance for FY24 missed ASRS contributions COMPUTE	26	27 PAYDAY 13 LAST CHANCE TO PAY IN FY24 NOON DEADLINE	28 Statewide Updates: New Retirement Rates XR23.3 SUB ACCOUNT (BFY) UPDATED TO 2025 HRIS VIEW ONLY	29 XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2025 ETE CUTOFF 6PM
30 XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2025	1 JULY Begin keying for 7/11/24 payday	2	3	4 4th of July Holiday	5 Agency Deadline: FY24 PEDF1 rejects must be cleared AGENCY: FIX XP02/ZP02 UPDATE ERRORS PAY PERIOD END	6 PAY PERIOD BEGIN Last Day to update ETE Templates FY25 before Interface ETE CUTOFF 6PM
7 ETE INTERFACE 7 AM	8 Agency: Check ZR530/ZS535 ETE EXTRACT	9 AGENCY: FIX XR23.3 UPDATE ERRORS COMPUTE	10	11 PAYDAY 14 1st Pay Day FY25	12	13
14	15	16	17	18	19 PAY PERIOD END	20 PAY PERIOD BEGIN ETE CUTOFF 6PM
21 ETE INTERFACE 7 AM	22 Agency: Check ZR530/ZS535 ETE EXTRACT error reports	23 Agency: Check ZR530/ZS535 ETE EXTRACT error reports COMPUTE	24	25 PAYDAY 15	26	27

The End

Items to Note from Payroll Calendars

- Prior Year Adjustments; deadline is Friday prior to PYA to submit overpay worksheets

any questions



Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Bi-weekly Payroll Check-ins
off compute Wednesdays
Google Meets