

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

---

## HRIS Modernization

Payroll Accounting Management (PAM)

Labor Distribution

September 18, 2024

September 25, 2024



# Labor Distribution (LD) – Current State

- Determines how payroll expenditures are posted in AZ360 FIN
- In HRIS is supported by
  - Infor/Accounting Unit
  - Infor/Activity
  - Infor/Account Category
- Daily interface from AZ360 FIN to HRIS (Infor)
  - Initiated by FIN users direct input of FUNC and FUNCINF and other COAs \*
  - CAS/CAM transaction which support Programmatic Structures
- Additional elements like Account (OBJ) and Sub Account (BFY) manually maintained

**Lawson Labor Distribution**

Employee Defaults maintained in the Accounting Unit

Expense Account               

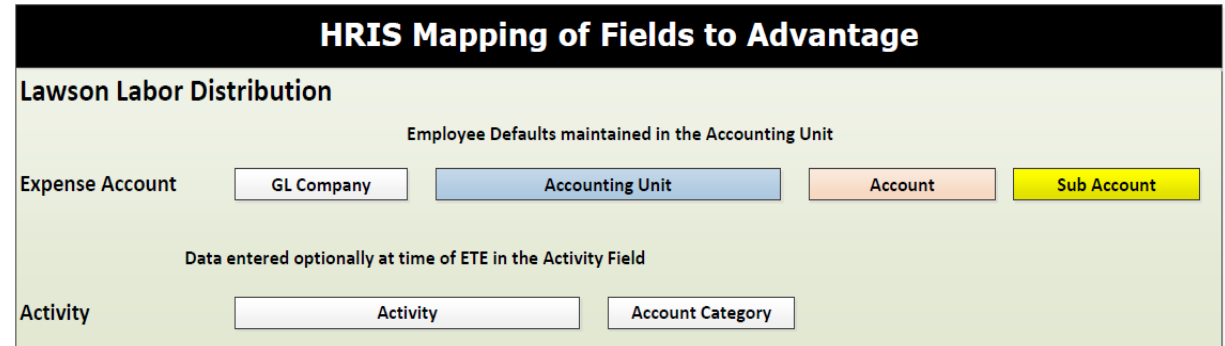
Data entered optionally at time of ETE in the Activity Field

Activity

# Labor Distribution – Current State

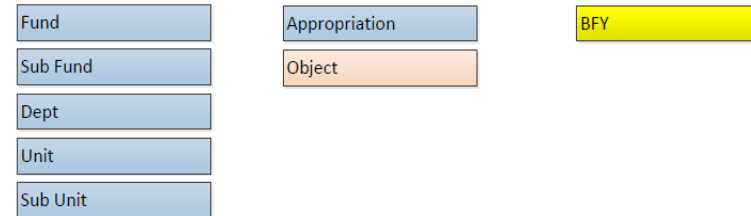
In AZ360 FIN side:

- Function, Program and Program Period are primary Labor Distribution element
- Function “maps” to Infor Accounting Unit
- Function infers the majority of Chart of Accounts (COA) via Function Inference
- Daily interface triggered by creation of FUNC and FUNCINF with very specific roll-up type
- Specific edits exist which govern interface process

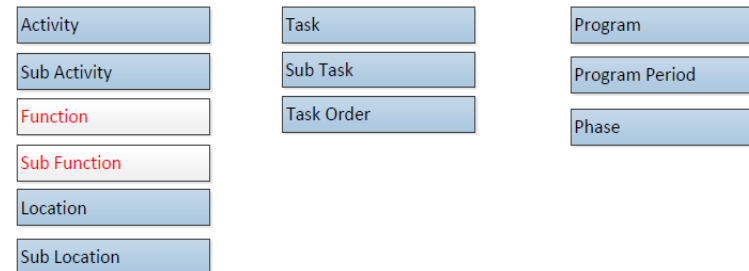


## Advantage Chart of Accounts

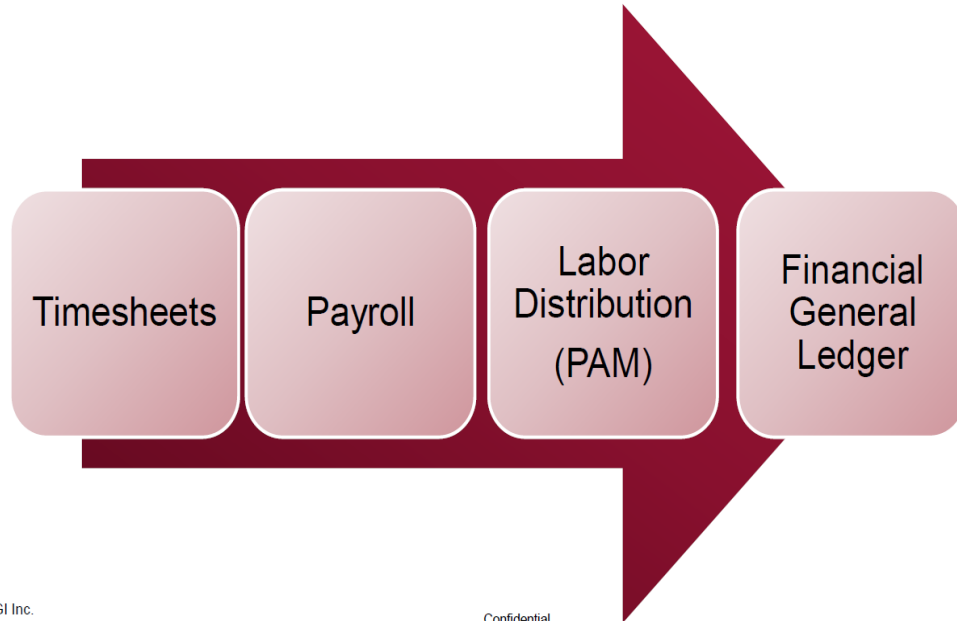
### Fund Accounting



### Detail Accounting



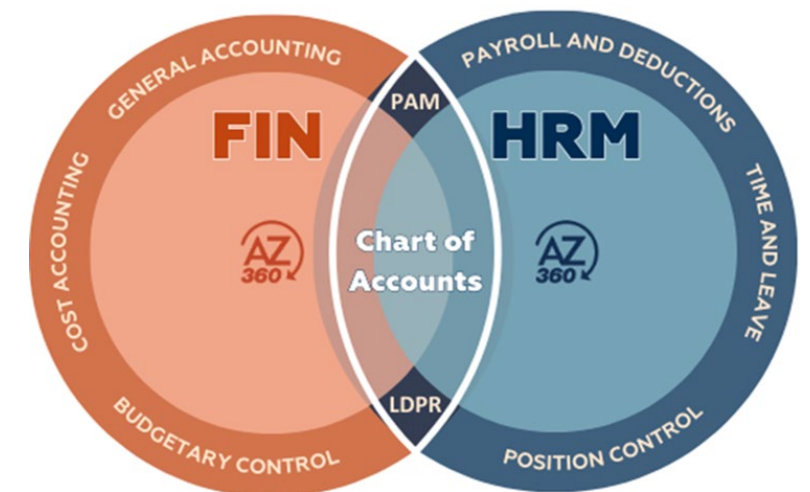
# Payroll Accounting Management (PAM)



- Integrates AZ360 FIN and AZ360 HRM
- PAM
  - Processes the payroll details and updates payroll accounting journals
  - PAM creates payroll accounting transactions which are submitted to AZ360 FIN
- Payroll accounting transactions include transactions that post
  - Payroll Expenses
  - Payroll Liabilities
  - Net pay amounts
- Payroll accounting transaction initiate additional processes like generating vendor payments

# PAM Labor Distribution in AZ360 HRM

- Source Of Accounting information is AZ360 FIN Chart of Accounts (COA)
- Supported by Labor Distribution Profile (LDPR)
- LDPR is created by Labor Distribution Profile Management (LDPM) transaction
- LDPM sets up accounting distributions to which Pay Events can be charged
- LDPR can be created for single or multiple Labor Distribution allocation
- LDPR contains COA elements which drive Payroll Accounting Model



# Labor Distribution Profile Management (LDPM)

The screenshot displays the Labor Distribution Profile Management (LDPM) web application interface. The top navigation bar includes the AZ 360 logo, a search bar with the text "Search here...", and user information for Joanna Greenaway, System Administration. The main content area shows the "Labor Distribution Profile" page with a "Back" button. Below the title, the page displays the following information:

Home Department: DTA | Labor Distribution Profile: CNVRT | From: 07/01/2023 | To: 12/31/9999

The profile details are shown in a table-like format:

Field	Value
From	07/01/2023
To	12/31/9999
Home Department	DTA
Short Description	DEFAULT LDPR
Labor Distribution Profile	CNVRT
Long Description	FOR CONVERSION/CONFIG PURPOSES

The "Labor Distribution Profile" and "CNVRT" text in the table is highlighted with a red rectangular box.

# LDPM – Detail Tab

The screenshot shows the 'Labor Distribution Profile' detail tab in the AZ 360 system. The page header includes the AZ 360 logo, a search bar, and user information for Joanna Greenaway, System Administration. The main title is 'Labor Distribution Profile' with a star icon and a 'Back' button. Below the title, the 'Home Department' is 'DTA' and the 'Labor Distribution Profile' is 'CNVRT', with a date range from '07/01/2023' to '12/31/9999'. The 'Filters' section is empty. A table with one record is displayed, showing a distribution of 1.0000 for line number 1 at department DTA. Below the table, a 'COA' section provides details for Department (DTA), Fund (DT2030), Unit (3115), and Task (MVD). A 'Show More' button is located at the bottom of the COA section.

**Grid Actions** [dropdown]

1 - 1 of 1 Records      View per Page - 20 50 100      Page 1 of 1


Line Number	Home Department	Distribution Percent	From	To
1	DTA	1.0000	07/01/2023	12/31/9999

**COA**

<b>Department</b> DTA DEPT OF TRANSPORTATION	<b>Appr Unit</b> DT58000
<b>Fund</b> DT2030	<b>Sub Fund</b> DT2030
<b>Unit</b> 3115 COMMUNICATIONS	<b>Sub Unit</b> -
<b>Task</b> MVD Motor Vehicle	<b>Sub Task</b> MVD Customer Service

[Show More](#)

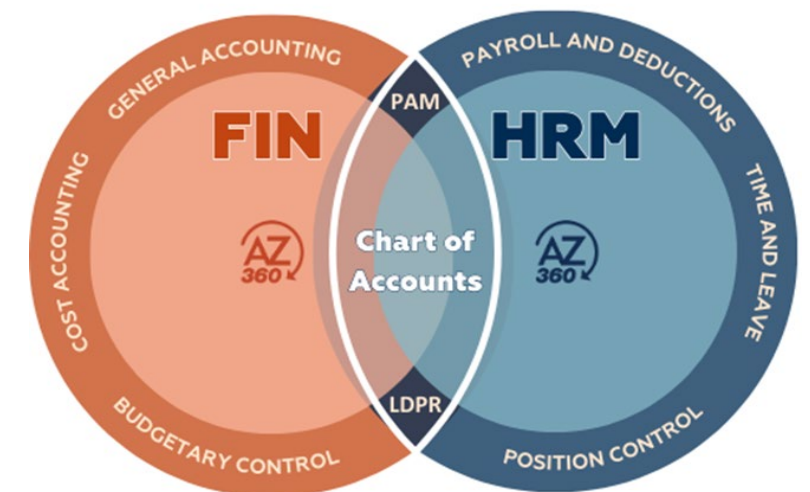
# LDPM – Detail Tab

<b>Task</b> MVD Motor Vehicle	<b>Sub Task</b> MVD Customer Service
<b>Major Program</b> -	<b>Program Period</b> -
<b>Program</b> -	<b>Phase</b> -
<b>Location</b> 006 1801 WEST JEFFERSON	<b>Sub Location</b> -
<b>Activity</b> -	<b>Sub Activity</b> -
<b>Function</b> -	<b>Reporting</b> -
<b>Task Order</b> -	
 <a href="#">Show Less</a>	



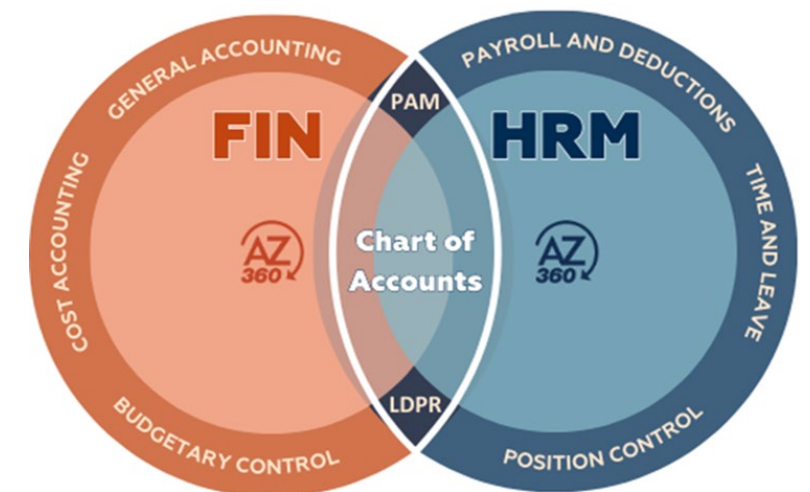
# Labor Distribution Profile (LDPR)

- LDPR is a
  - alpha/numeric code
  - up to 5 digit
    - Example : CNVRT
  - Short (15) and Long Description (60)
    - Example : DEFAULT LDPR
    - Example : FOR CONVERSION/CONFIG PURPOSES
  - Ability to time slice (From and To Date)
  - Single or multiple Labor Distribution
  - All 20+ Chart of Accounts available for use
  - There is no BFY
    - Function (FUNC) will be used as workaround
    - BFY added to FUNCINF as a part of 2023 FS2 or 2024 FS1
    - Limited agencies usage



# PAM Labor Distribution in AZ360 HRM

- LDPR is be used
  - Position Management (POSM)
  - Position Maintenance Transaction (PSMT)
  - Timesheet Creation (TIMEI) when LD Override is required
  - Timesheet Adjustment (TADJ) when LD Override is required
  - Employee Pay Period Accounting (EPPA)



# Position Management (POSM)

The screenshot displays the Position Management (POSM) web application interface. At the top, there is a navigation bar with the AZ 360 logo, a search bar, and user information for Joanna Greenaway, System Administration. The main header shows "Position Management" with a star icon and a "Back" button. Below the header, the breadcrumb trail reads: "Home Department: ADA | Home Unit: Z117 | Position Number: 17092564 | Position Number Description: DptAsstDir".

The main content area features a tabbed interface with the following tabs: "Position", "Position Statu... (1)", "Position Emplo...", "Position Autho... (2)", and "Position Descr...". The "Position Statu... (1)" tab is active. Below the tabs, there is a "Filters" section with a "Timeline" dropdown set to "Complete". There are also "Effective From Date" and "Effective To Date" input fields, both showing "MM/DD/YYYY". A "Show More" link is present. To the right of the filters are "Search" and "Reset" buttons.

Below the filters is a "Grid Actions" dropdown. The main data area shows "1 - 1 of 1 Records". The table below has a "View per Page" dropdown set to "20" (options: 20, 50, 100) and "Page 1 of 1" navigation. The table has the following columns: "Position Status", "Title", "From", "To", "Labor Distribution Profile", "Attachments", "Appr Unit", "Fund", "Unit", and "Task". The "Labor Distribution Profile" column is highlighted with a red box. The data row shows: "ACTV", "S10149", "07/01/2023", "12/31/9999", "CNVRT", and a "Modify" button.

Position Status	Title	From	To	Labor Distribution Profile	Attachments	Appr Unit	Fund	Unit	Task
ACTV	S10149	07/01/2023	12/31/9999	CNVRT		-	-	-	-

# Position Maintenance (PSMT)

The screenshot displays the PSMT web application interface. At the top left is the AZ 360 logo. The breadcrumb navigation shows 'PSMT'. The user profile 'Joanna Greenaway System Administration' is in the top right. The main header includes 'Position Maintenance (PSMT)' with a star icon, a 'Draft' status indicator, and a grid icon. Action buttons for 'Edit', 'Validate', 'Submit', and 'Close' are on the right. Below the header, the page metadata reads 'Department: ADA | Unit: - | Transaction ID: 20240801000000000004 | Version: 1'. The main content area is divided into sections: 'Accounting Source' with a 'Labor Distribution Override Option' (Use Entered Labor Distribution Profile) and a highlighted 'Labor Distribution Profile' (CNVRT, DEFAULT LDPR); and 'COA' with a table of fields: Fund, Department, Unit, Object, Activity, Sub Function, Sub Fund, Appr Unit, Sub Unit, Sub Object, and Sub Activity. A 'Show More' link is at the bottom left.

**Accounting Source**

**Labor Distribution Override Option**  
Use Entered Labor Distribution Profile

**Labor Distribution Profile**  
CNVRT  
DEFAULT LDPR

**COA**

<b>Fund</b>	-	<b>Sub Fund</b>	-
<b>Department</b>	-	<b>Appr Unit</b>	-
<b>Unit</b>	-	<b>Sub Unit</b>	-
<b>Object</b>	-	<b>Sub Object</b>	-
<b>Activity</b>	-	<b>Sub Activity</b>	-
<b>Sub Function</b>	-		

[Show More](#)

# Employee Pay Period Accounting (EPPA)

The screenshot displays the EPPA web application interface. At the top, there is a navigation bar with the AZ 360 logo, a search bar containing 'EPPA', and user information for Joanna Greenaway, System Administration. Below this, the main header shows 'Employee Pay Period Accounting (EPPA)' with a star icon, a 'Draft' status, and a grid icon. Action buttons for 'Validate', 'Submit', 'Save', and 'Save & Close' are visible on the right. The breadcrumb trail indicates 'Department: ADA | Unit: - | Transaction ID: 20240916000000000001 | Version: 1'. The main content area features two tabs: 'Employee Pay Period Accounting Information' (selected) and 'Employee Pay Period Accounting Information Detail (1)'. Below the tabs, there are fields for 'Employee ID: - | Appointment ID: - | Name: -'. A table with one record is shown, with columns for Line Number, Priority Number, Event Date, Event Type, Amount, Labor Distribution Override Option, Labor Distribution Profile, and Attachments. The 'Labor Distribution Profile' column is highlighted with a red box. Below the table, there are input fields for 'Fund', 'Object', 'Sub Fund', and 'Sub Object'.

Employee Pay Period Accounting (EPPA) ☆ | Draft | ☰

Department: ADA | Unit: - | Transaction ID: 20240916000000000001 | Version: 1

Employee Pay Period Accounting Information | Employee Pay Period Accounting Information Detail (1)

Employee ID: - | Appointment ID: - | Name: -

1 - 1 of 1 Records | View per Page - 20 | 50 | 100 | Page 1 of 1

Line Number	*Priority Number	Event Date	*Event Type	*Amount	*Labor Distribution Override Option	Labor Distribution Profile	Attachments
		MM/DD/YYYY			Use Entered Accounting Values		

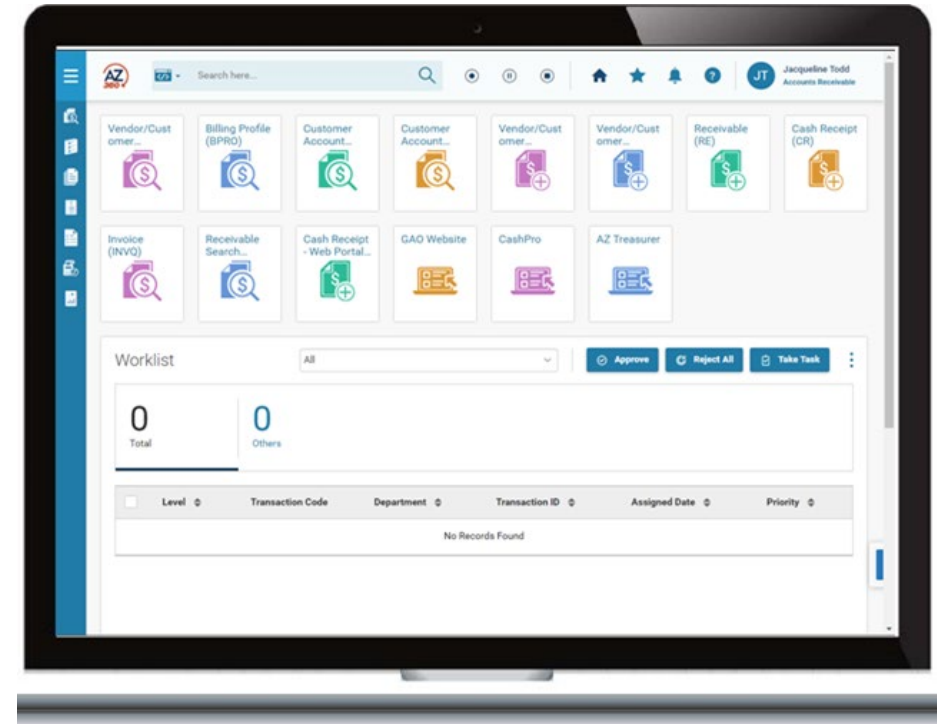
Event Information | COA

Fund: [ ] | Sub Fund: [ ]

Object: [ ] | Sub Object: [ ]

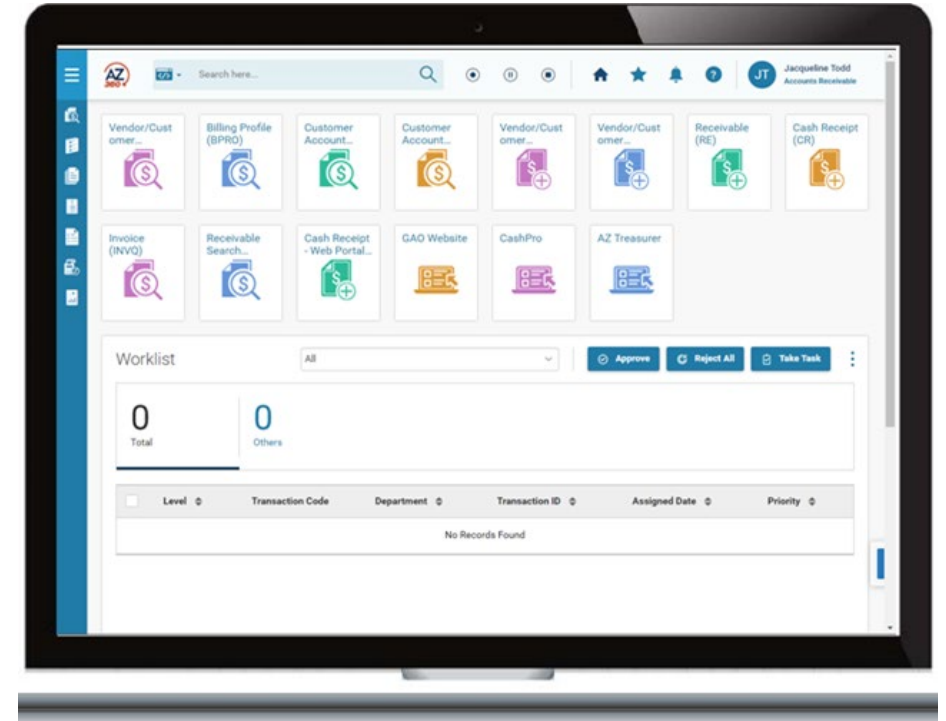
# Upcoming Activities & Requests

- Convert current HRIS Expense Accounts into AZ360 LDPR from the following sources:
  - Position
  - Multiple Labor Distribution
  - ETE Account Templates
- Map these AZ360 LDPR to your all your active Positions
  - All positions (vacant and filled) will need to be mapped to LDPR
  - Plan is to map Unit (from the Expense Account/Function Inference) to Home Unit of the new AZ360HRM Positions
  - Creation of “Z Units” specifically of HRM org structure has been determined as unnecessary
- Plan to use that information for upcoming Mock3 and Mock4 (if available)



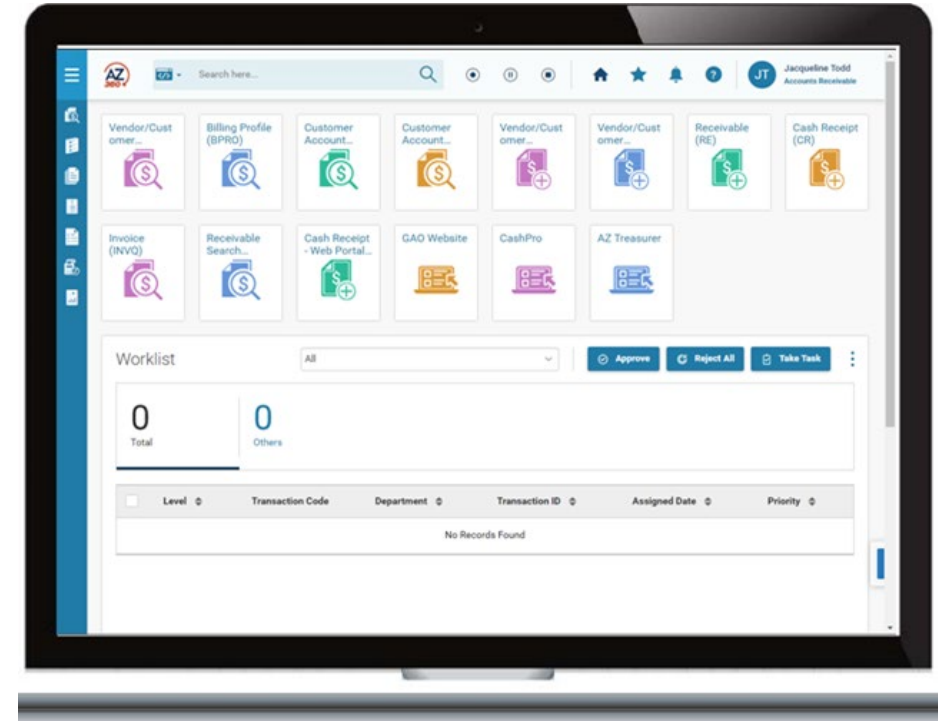
# What We Need From You

- Review your current active Position and determine if they are still needed and if they need to be converted
  - If not needed, start elimination/inactivation process with ADOA Class & Comp
  - Verify that vacant positions have valid FY2025 Expense Account
- Review current Expense Accounts and assign new Labor Distribution Profile (LDPR) value
- Map LDPRs to Active Positions
- We will set-u provide file of your current position with current expense account to expedite the process



# Due Dates and Timeline

- Phase 1
  - GAO provides current position with Labor Distribution (Expense Accounts and entire inference) to assist agencies in the analysis
  - Agencies provide:
    - List of new LDPR profiles
    - Mapping of LDPRs to the Positions
- Instructional Meeting - October 2
- Due Date – October 23





# Question & Answers

