

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
3.36	12.13.24	IV.C	2024 W-2 Advisory 2024 W-2 Explanation 2024 1095-C Advisory	1 1 1
3.35	7.2.24	I.B.2 IV.A IV.A	Retirement Rates – updated for FY25 GAO-70A – updated for FY25 GAO-ACR – updated for FY25	1 All All
3.34	5.22.24	V.B.1	Update PDFApplication and URL to Platinum Card vs. Platinum Pass	1
3.33	5.22.24	I.A  V.A VI.A	Statewide Payroll Calendar 2024 & 2025 – removed FYE & CYE payroll meetings, added Agency Check In meetings  GAO-70A updated FY24 rate for 7509 2024 Fiscal Year End presentation	1  All All
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	IV.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 All 1 All All
3.21	12.22.22	V.C.	2022 W-2 Advisory 2022 W-2 Explanation	1 1

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			2022 1095-C Advisory	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	Payroll Calendar 2023 revision	1
		I.B.1	Payroll Tax Tables and ERE – updated rates for deductions T202 and 3800	1
		V.A	GAO-70A – updated rates for deductions T202 and 3800	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	Paycheck Estimator Tool	All
		V.A	GAO-70A – updated with new out of state tax deduction codes and pay codes 746D & 746E	All
3.15	7.6.22	I.B.1	Payroll Tax Tables and EREs – updated for FY23	1
		V.A	GAO-70A – updated for FY23	All
		V.A	GAO-ACR – updated for FY23	All
3.14	6.15.22	I.B.2	Retirement Rate Table – Updated for FY23 rates, new deductions codes for PSPRS Tier 3 subsidy	All
			HRIS Paycode Listing (PDF)	All
			HRIS Paycode Listing (Excel)	All
			Paycode Sort (PDF)	All
			HRIS Deduction Codes (PDF)	All
			HRIS Deduction Codes (Excel)	All
		Deduction Code Sort (PDF)	All	
VII.A	2022 Fiscal Year End 2022 Presentation (22P)	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	New Reports added	6
		IV.A	Hyperlinks updated	
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	Payroll Tax Tables and EREs – updated for 2022	1
		V.A	GAO-70A Overpayment Worksheet – updated for 2022	All
		V.C	A-4 - updated for 2022	All
		V.C	W-4 – updated for 2022	All
3.06	1.12.22	V.A.	GAO-73B added 2022 dates	All
3.05	12.29.21	III.R.	PSPRS Insurance Payments new guide	All
		IV.A.	Employee Deductions new content	
		IV.B.1	ASRS new content, calculator hyperlink updated	
		IV.B.2	PSPRS new content, calculator hyperlink updated	
		IV.C	Recovery of Overpaid Wages new content	
IV.D	Transit Cards new format			

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		IV.E IV.G V.C	Creditor Garnishment FAQs- new content Tax Levy FAQ – new content W-2 Advisory 2021	
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 Form GAO-75 – Request to Work Outside Arizona	All
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



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		V.A	GAO-73B Request for a One-Time Benefit Premium Adjustment	1
		V.C	2020 A-4 Employee's Arizona Withholding Election	1
			2020 W-4 Employee's Withholding Certificate	1
			GAO74 – Certification of Non-Residence	1
			2020 W-2 Advisory (deadline for W2 consent)	1
		VI.D.2	ADOA Statewide Policies and Procedures (Update Link)	1
				All
2.95	11.24.20	II.A	Agency Payroll Resources Contact List	1
		II.B	Employee Resource Contact List	1
		VII.B	Statewide Payroll Meeting – Presentation (20P)	All
2.94	11.20.20	V.B.1	GAO-624 Platinum Pass Application	1
		V.C.	2020 W-2 Advisory	1
			2020 W-2 Explanation	1
			2020 1095-C Advisory	1
		VII.A	Statewide Payroll Meeting – Agenda (20A)	1
			Statewide Payroll Meeting – Presentation (20P)	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	Retirement Rates – (Fiscal Year 2021 update)	1
		V.A	GAO-70A – Overpayment Worksheet	All
			<ul style="list-style-type: none"> <li>Added collection option through payroll deduction</li> <li>Fiscal Year 2021 Retirement Rate update</li> </ul>	
		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	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"> <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> </ul>	All

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		I.C	<ul style="list-style-type: none"> <li>378F COVID-FMLA EXPANSION-CHILDCARE</li> <li>721F STIPEND-CRITICAL RESPONSE-15% COVID19 Paycode Matrix for PR and HR Practitioners</li> </ul> EPSL and EFMLA Calculator EPSL Part-time Employee Worksheet	1
		III.G	GAO-70A Overpayment Worksheet GAO-73A Request For A One-Time Deduction GAO-99A Request to Process Manual Warrant	All
		V.A		All All All
2.87	4.8.20	I.C	COVID19 Paycode Matrix for PR and HR Practitioners EPSL and EFMLA Calculator	1
		III.G		1
2.86	4.2.20	I.C	COVID19 Paycode Matrix for PR and HR Practitioners EPSL and EFMLA Calculator	1
		III.G		1
2.85	2.26.20	I.C	HRIS Pay Code Listing <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> </ul> F009 *TASCMRA PTX	25  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 2020 A-4 Employee's Arizona Withholding Election	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	1  1  1

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			ETE Proxy Request Form - hyperink added to form located on HR Security website for Excel version	
2.81	11.26.19	VII.B VII.B V.A	Statewide Payroll Meeting – Agenda (19A) Statewide Payroll Meeting – Presentation (19P) • 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.	<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	Retirement Rates – Updated for fiscal year 2019	1

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		III.Q.	Paycheck Estimator (070618) – Updated for fiscal year 2019	1
		V.A.	<b>GAO-70A</b> – OVERPAYMENT WORKSHEET (updated for fiscal year 2019)	1
		V.A.	<b>GAO-ACR</b> (updated form with rate for fiscal year 2019)	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.	<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



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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.	<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. 14</li> <li>● <b>D010 CIGNA DENTAL - ER</b> (Added) For CIGNA dental plan employer portion. 14</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. 15</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. 18</li> </ul>	14 14 15 18				
2.49	10.4.17	I.C.	HRIS PAY CODE LISTING:  PAY CODES WITH AN AFIS OBJECT CHANGE : <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">PAY CODE</td> <td style="width: 55%;">DESCRIPTION</td> <td style="width: 15%;">OLD OBJECT</td> <td style="width: 15%;">NEW OBJECT</td> </tr> </table>	PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT	26
PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT					



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			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	
			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.	<b>HRIS DEDUCTION CODE LISTING:</b>				

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		V.B3	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. <b>GAO 502</b> - Employee Expense Reimbursement Form. (Updated to include new pay code 690)	Various  1
2.46	8.4.17	V.A.	<b>GAO 73B</b> REQUEST For A One-Time Unpaid Benefit Premium Adjustment (New Form)	1
2.45	8.4.17	I.C.	HRIS PAY CODE LISTING:  <ul style="list-style-type: none"> <li>● <b>402 RETIREMENT REFUNDS</b> (Added) Used to record excess retirement contribution refunds.</li> <li>● <b>403 PSPRS PRE-JUDGMENT INTEREST</b> (Added) Used to record pre judgment interest related to the Hall and Parker cases.</li> <li>● <b>404 PSPRS POST-JUDGMENT INTEREST</b> (Added) Used to record post judgment interest related to the Hall and Parker cases.</li> <li>● <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.</li> <li>● <b>925 IN STATE-CAR RENTAL</b> (Added) Amount paid for In State Car Rental. Subject to SAAM 5015.</li> </ul>	22  22  22  22  25
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.		1

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			GAO-ACR – Updated Form (for rate effective July 1, 2017).																																																																																																																																																																
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 data-bbox="675 583 748 632">DED_CODE</th> <th data-bbox="748 583 1122 632">DESCRIPTION</th> <th data-bbox="1122 583 1339 632">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> 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			4067 RETIREMENT POSTTAX CAP POL-EE CPRSAT	
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			7508 LONG TERM DISABILITY ASRS EE ASRS LTD	
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			7813 RETIREMENT EORP DC-EE *EODCRET	
			7814 RETIREMENT EORP DC-ER EODC RET	
			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 ASEO RET	
			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	
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2.42	6.29.17	I.C.	HRIS PAY CODE LISTING: <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" data-bbox="675 1119 1339 1883"> <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> <tr><td>710B</td><td>G17</td><td>STIPEND-GEOGRAPHICAL-\$50.40</td><td>6038</td><td>6032</td></tr> <tr><td>710C</td><td>G28</td><td>STIPEND-GEOGRAPHICAL-\$58.40</td><td>6038</td><td>6032</td></tr> <tr><td>710D</td><td>G57</td><td>STIPEND-GEOGRAPHICAL-D-\$116</td><td>6038</td><td>6032</td></tr> <tr><td>710E</td><td>G26</td><td>STIPEND-GEOGRAPHICAL-\$100</td><td>6038</td><td>6032</td></tr> <tr><td>711A</td><td>G25</td><td>STIPEND-GEOGRAPHICAL-2.5%</td><td>6038</td><td>6032</td></tr> <tr><td>711B</td><td>G5P</td><td>STIPEND-GEOGRAPHICAL-5%</td><td>6038</td><td>6032</td></tr> <tr><td>711C</td><td>G10</td><td>STIPND-GEOGRAPHICAL-10%</td><td>6038</td><td>6032</td></tr> <tr><td>711D</td><td>G15</td><td>STPND-GEOGRAPHICAL-15%</td><td>6038</td><td>6032</td></tr> <tr><td>711E</td><td>G1Z</td><td>STIPEND-GEOGRAPHICAL-10%</td><td>6038</td><td>6032</td></tr> <tr><td>722</td><td>HBF</td><td>HIRING INCENTIVE-\$</td><td>6034</td><td>6032</td></tr> <tr><td>722A</td><td>HBA</td><td>STIPEND-HIRING BONUS-\$5160 ANN</td><td>6034</td><td>6032</td></tr> <tr><td>722B</td><td>HBW</td><td>STIPEND-HIRING BONUS-\$100</td><td>6034</td><td>6032</td></tr> <tr><td>740A</td><td>SUF</td><td>STIPEND-SPECIAL UNIT-\$28</td><td>6036</td><td>6032</td></tr> <tr><td>750</td><td>750</td><td>STIPEND-RECRUITMENT-\$</td><td>6034</td><td>6032</td></tr> <tr><td>750A</td><td>R80</td><td>STIPEND-RECRUITMENT-\$160</td><td>6034</td><td>6032</td></tr> <tr><td>750B</td><td>R12</td><td>STIPEND-RECRUITMENT-\$240</td><td>6034</td><td>6032</td></tr> <tr><td>750C</td><td>R16</td><td>STIPEND-RECRUITMENT-\$320</td><td>6034</td><td>6032</td></tr> <tr><td>771A</td><td>E25</td><td>STIPEND-EDUCATIONAL-2.5%</td><td>6046</td><td>6032</td></tr> <tr><td>771B</td><td>E55</td><td>STIPEND-EDUCATIONAL-5%</td><td>6046</td><td>6032</td></tr> <tr><td>771C</td><td>E75</td><td>STIPEND-EDUCATIONAL-7.5%</td><td>6046</td><td>6032</td></tr> <tr><td>995</td><td>995</td><td>STIPND ADJ PAY OUT W-RET</td><td>6029</td><td>6031</td></tr> <tr><td>995A</td><td>95A</td><td>STIPND ADJ PAY OUT NO RET</td><td>6029</td><td>6031</td></tr> <tr><td>996</td><td>996</td><td>STIPND OVER-40 ADJUSTMENT</td><td>6029</td><td>6031</td></tr> <tr><td>998</td><td>998</td><td>STIPEND IN EXCESS 40 HRS PAID</td><td>6029</td><td>6031</td></tr> <tr><td>881</td><td>881</td><td>ASDB-NON TAX DIFFERENTIAL PAY</td><td>6292</td><td>6044</td></tr> </tbody> </table>	Pay Code	Pay Sum Group	Pay Code Description	Old Object	New Object	383	383	DIFFERENTIAL PAY-NON 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INCENTIVE-\$	6034	6032	722A	HBA	STIPEND-HIRING BONUS-\$5160 ANN	6034	6032	722B	HBW	STIPEND-HIRING BONUS-\$100	6034	6032	740A	SUF	STIPEND-SPECIAL UNIT-\$28	6036	6032	750	750	STIPEND-RECRUITMENT-\$	6034	6032	750A	R80	STIPEND-RECRUITMENT-\$160	6034	6032	750B	R12	STIPEND-RECRUITMENT-\$240	6034	6032	750C	R16	STIPEND-RECRUITMENT-\$320	6034	6032	771A	E25	STIPEND-EDUCATIONAL-2.5%	6046	6032	771B	E55	STIPEND-EDUCATIONAL-5%	6046	6032	771C	E75	STIPEND-EDUCATIONAL-7.5%	6046	6032	995	995	STIPND ADJ PAY OUT W-RET	6029	6031	995A	95A	STIPND ADJ PAY OUT NO RET	6029	6031	996	996	STIPND OVER-40 ADJUSTMENT	6029	6031	998	998	STIPEND IN EXCESS 40 HRS PAID	6029	6031	881	881	ASDB-NON TAX DIFFERENTIAL PAY	6292	6044	various
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705A	M57	STIPEND-MEDICAL-\$116	6045	6032																																																																																																																																																																																																													
705B	M92	STIPEND-MEDICAL-\$184.80	6045	6032																																																																																																																																																																																																													
705C	M24	STIPEND-MEDICAL-\$48.80	6045	6032																																																																																																																																																																																																													
705D	M48	STIPEND-MEDICAL-\$96.80	6045	6032																																																																																																																																																																																																													
705E	M23	STIPEND-MEDICAL-\$46.40	6045	6032																																																																																																																																																																																																													
705F	M38	STIPEND-MEDICAL-\$77.60	6045	6032																																																																																																																																																																																																													
705G	M76	STIPEND-MEDICAL-\$154.40	6045	6032																																																																																																																																																																																																													
705H	M28	STIPEND-MEDICAL-\$58.40	6045	6032																																																																																																																																																																																																													
706A	M10	STIPEND-MEDICAL-10%	6045	6032																																																																																																																																																																																																													
706B	M20	STIPEND-MEDICAL-20%	6045	6032																																																																																																																																																																																																													
706C	M08	STIPEND-MEDICAL-8%	6045	6032																																																																																																																																																																																																													
710	710	STIPEND-GEOGRAPHICAL-\$	6038	6032																																																																																																																																																																																																													
710A	G37	STIPEND-GEOGRAPHICAL-A-\$116	6038	6032																																																																																																																																																																																																													
710B	G17	STIPEND-GEOGRAPHICAL-\$50.40	6038	6032																																																																																																																																																																																																													
710C	G28	STIPEND-GEOGRAPHICAL-\$58.40	6038	6032																																																																																																																																																																																																													
710D	G57	STIPEND-GEOGRAPHICAL-D-\$116	6038	6032																																																																																																																																																																																																													
710E	G26	STIPEND-GEOGRAPHICAL-\$100	6038	6032																																																																																																																																																																																																													
711A	G25	STIPEND-GEOGRAPHICAL-2.5%	6038	6032																																																																																																																																																																																																													
711B	G5P	STIPEND-GEOGRAPHICAL-5%	6038	6032																																																																																																																																																																																																													
711C	G10	STIPND-GEOGRAPHICAL-10%	6038	6032																																																																																																																																																																																																													
711D	G15	STPND-GEOGRAPHICAL-15%	6038	6032																																																																																																																																																																																																													
711E	G1Z	STIPEND-GEOGRAPHICAL-10%	6038	6032																																																																																																																																																																																																													
722	HBF	HIRING INCENTIVE-\$	6034	6032																																																																																																																																																																																																													
722A	HBA	STIPEND-HIRING BONUS-\$5160 ANN	6034	6032																																																																																																																																																																																																													
722B	HBW	STIPEND-HIRING BONUS-\$100	6034	6032																																																																																																																																																																																																													
740A	SUF	STIPEND-SPECIAL UNIT-\$28	6036	6032																																																																																																																																																																																																													
750	750	STIPEND-RECRUITMENT-\$	6034	6032																																																																																																																																																																																																													
750A	R80	STIPEND-RECRUITMENT-\$160	6034	6032																																																																																																																																																																																																													
750B	R12	STIPEND-RECRUITMENT-\$240	6034	6032																																																																																																																																																																																																													
750C	R16	STIPEND-RECRUITMENT-\$320	6034	6032																																																																																																																																																																																																													
771A	E25	STIPEND-EDUCATIONAL-2.5%	6046	6032																																																																																																																																																																																																													
771B	E55	STIPEND-EDUCATIONAL-5%	6046	6032																																																																																																																																																																																																													
771C	E75	STIPEND-EDUCATIONAL-7.5%	6046	6032																																																																																																																																																																																																													
995	995	STIPND ADJ PAY OUT W-RET	6029	6031																																																																																																																																																																																																													
995A	95A	STIPND ADJ PAY OUT NO RET	6029	6031																																																																																																																																																																																																													
996	996	STIPND OVER-40 ADJUSTMENT	6029	6031																																																																																																																																																																																																													
998	998	STIPEND IN EXCESS 40 HRS PAID	6029	6031																																																																																																																																																																																																													
881	881	ASDB-NON TAX DIFFERENTIAL PAY	6292	6044																																																																																																																																																																																																													





Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			(Added) Will be used to capture ER portion of BLUE CROSS BLUE SHIELD MEDICAL benefits owed by the EE in certain situations.	9
			<ul style="list-style-type: none"> <li>● <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.</li> </ul>	9
			<ul style="list-style-type: none"> <li>● <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.</li> </ul>	10
			<ul style="list-style-type: none"> <li>● <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.</li> </ul>	10
			<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>	
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</li> </ul>	1 1 2



Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
2.30	11.23.16	I.A.	Calendar Year End Updates: Payroll Calendars <ul style="list-style-type: none"> <li>Added: 2018, 2019, 2020, 2021, 2022</li> </ul>	All
		VII.B. VII.B.	Statewide Payroll Meeting – Agenda (16A) Statewide Payroll Meeting – Presentation (16P)	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 GAO-ACR Worksheet – Updated	All
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. I.C. I.E. II.A. II.B. II.D. III.Q.	FISCAL YEAR END UPDATES: Tax Tables (070116)  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> 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> Resource Contact List (Refresh) Employee Resource Contact List State Agency Payroll Contacts (Refresh)  Paycheck Estimator (070116) New Retirement Rates Loaded  Paycheck Estimator (010116) Corrected 7520 LTD PSPRS (HARTFORD) Was 27% instead of 0.27% - corrected.	1 All All 1 1 1 Tax Tables Tab  Tax Tables Tab

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		V.	Paycheck Estimator (070115) Corrected 7520 LTD PSPRS (HARTFORD) Was 27% instead of 0.27% - corrected.	Tax Tables Tab
		VII.A. VII.A.	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. VII.A.	Statewide Payroll Meeting – Agenda (16A) Statewide Payroll Meeting – Presentation (16P)	All 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%' 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).	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	All

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			Payroll Warrants (Updated) (The Agency Drop Down box was not working and has been fixed.)	
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> <li>• 781B (Added) 'STIPEND-LANGUAGE-\$29.60'</li> </ul> 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
		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) GAO-73A Request for A One-Time Deduction (Updated) GAO-99A Request to Review and Process Manual Payroll Warrants(Updated)	All All 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 W-4 Employee's Federal Withholding Certificate W-2 Advisory W-2 Explanation	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"> <li>• 394 (Added) 'ASDB SPREADPAY EARNED'</li> </ul>	4

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			Used by ASDB Payroll to add hours to an ASDB participant's SpreadPay account. Restricted to Arizona School for Deaf and Blind (ASDB). <ul style="list-style-type: none"> <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>	
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"> <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.	HRIS DEDUCTION CODE LISTING CHANGES: <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>	11  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

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
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>	<p>NEW</p> <p>UPDATED</p> <p>NEW</p> <p>UPDATED</p> <p>NEW</p>
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
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'. 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.</li> <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'. 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.</li> <li>• 846A: (Inactivated) ASDB should now use only pay code 846 for temporary employee salary.</li> </ul>	1  1  14 14 21 22  22



Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
2.1	2.13.15	III.  GAO-W-2	Paycheck Estimator Tool 010115 Updated to include 2015 IRS Levy Tables (IRS Publication 1494).  Duplicate W-2 Request Form Requires signed declaration from requestor that states a qualifying reason to receive W-2 document.	ALL  1

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>• <b>500: (Modified)</b> Added 'W2 Box 14 – AUTO'</li> <li>• <b>520: (Modified)</b> Added 'W2 Box 14 – IMPUT'</li> <li>• <b>672: (Modified)</b> Added 'W2 Box 12 – Code P'</li> <li>• <b>700: (Modified)</b> Added 'W2 Box 14 – UNACT'</li> <li>• <b>730: (Modified)</b> Removed pay code amounts from eligible PSPRS Retirement wages (effective 6/30/14). Added System S comment: 'Agency plan required each Fiscal Year'</li> <li>• <b>745: (Modified)</b> Added System S comment: 'Agency plan required each Fiscal Year'</li> <li>• <b>745A: (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>788: (Added)</b> 'Merit Incentive (Discretionary)'. Added System S comment: 'Must combine pay</li> </ul>	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<p>codes 788, 789 to determine Merit Limits. <i>Agency plan required each Fiscal Year</i></p> <ul style="list-style-type: none"> <li>● <b>789: (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>● <b>790: (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>● <b>795: (Modified)</b> Repurposed to be used for the Health Impact Program Incentive Award</li> <li>● <b>924: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>● <b>934: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>● <b>944: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> </ul> <p>● <b>950: (Added)</b> Was already in HRIS, however, is now properly added to this listing.</p>	
		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> </ul>	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> <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' 'EODCRS DISABILITY – EE'</li> <li>● <b>7988: (Modified)</b> Modified name from 'RETIRE - EODCRS DISABILITY – ER' 'EODCRS DISABILITY – ER'</li> <li>● <b>L105: (Added)</b> Added new deduction code 'HARTFORD DEP LIFE - TXBLE – EE'</li> </ul>	
		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

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
Version 1.3	5.19.14	I.B. I.C. I.C. I.E.  II.A. II.B. II.D. III.Q. III.Q.  III.Q.  VII.A. VII.A.	Tax Tables (070114) HRIS Pay Code Listing (with updated comments in State Personnel Restrictions), HRIS Pay Code Listing (Summary Sheet with main pay codes used for Compensation Strategies). HRIS Deduction Code Listing (NEW codes for Elected Officials Defined Contribution Retirement Plan: 7813, 7814, 7919, 7920, 7984, 7986, 7987, 7988). Agency Payroll Resource Contact List (refresh) Employee Resource Contact List (refresh) State Agency Payroll Contacts (refresh) Paycheck Estimator (070114)(new Tax Calc) 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) Paycheck Estimator (070113)(Tax Calc Corrected as above) Statewide Payroll Meeting – Agenda (14A) Statewide Payroll Meeting – Presentation (14P)	1 various 1,2 3,4,5  1 1 various FY Rates 1  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	