

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
Version 1.0	11.18.13		Base version	
Version 1.1	2.6.14	III.G.	Added Link for Federal Overtime	1
Version 1.2	5.6.14	I.A.	Added Payroll Calendars for 2015, 2016, 2017	1
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 2.0	1.1.15	All	Updated Various Broken Weblink References (after GAO Website Redesign).	All
		I.A.	Updated Payroll Calendars with new ADOA Logo, Added comments regarding payrolls with compressed preparation time.	2015, 2016, 2017
		I.B.	Payroll Tax Tables and EREs – 010115 - Updated	1
		I.C.	HRIS PAY CODE LISTING CHANGES: <ul style="list-style-type: none"> Added columns to indicate if pay code is included in taxable wages for Federal Withholding, State Withholding, Social Security, and Medicare. 500: (Modified) Added 'W2 Box 14 – AUTO' 520: (Modified) Added 'W2 Box 14 – IMPUT' 672: (Modified) Added 'W2 Box 12 – Code P' 700: (Modified) Added 'W2 Box 14 – UNACT' 730: (Modified) Removed pay code amounts from eligible PSPRS Retirement wages (effective 	various

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			<p>6/30/14). Added System S comment: <i>'Agency plan required each Fiscal Year'</i></p> <ul style="list-style-type: none"> ● 745: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 745A: (Modified) (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. ● 788: (Added) '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> ● 789: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 790: (Modified) Added System S comment: <i>'Agency plan required each Fiscal Year'</i> ● 795: (Modified) Repurposed to be used for the Health Impact Program Incentive Award ● 924: (Modified) Added 'W2 Box 14 -TXTRV' ● 934: (Modified) Added 'W2 Box 14 -TXTRV' ● 944: (Modified) Added 'W2 Box 14 -TXTRV' ● 950: (Added) Was already in HRIS, however, is now properly added to this listing. 	
		I.E.	<p><u>HRIS DEDUCTION CODE LISTING CHANGES:</u></p> <ul style="list-style-type: none"> ● Added a column for Deduction Class. ● 7801-7982: (Modified) 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. ● 7801: (Modified) Modified name from 'TAX SHELTERED ANNUITY - EE' to 'TAX SHELTERED ANN 403B \$ - EE' ● 7803: (Modified) Modified name from 'DEFERRED COMPENSATION - EE' to 'DEFERRED COMPENSATION \$ - EE' ● 7805: (Modified) Modified name from 'DESIGNATED ROTH 457 - EE' to 'DESIGNATED ROTH 457B \$ - EE' ● 7811: (Modified) Modified name from 'SUP DEFINED CONTRI PLAN - EE' to 'SUPPLEMENTAL DC PLAN \$ - EE' ● 7812: (Added) Added new deduction code 	various

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			<p>‘SUPP DC PLAN MATCH 7815 % - ER’</p> <ul style="list-style-type: none"> ● 7815: (Added) Added new deduction code ‘DEFERRED COMPENSATION % - EE’ ● 7816: (Added) Added new deduction code ‘SUPP DC PLAN MATCH 7803 \$ - ER’ ● 7908: (Modified) Modified name from ‘RETIRE-EO&J-ER’ to ‘RETIRE – EO&J – ER’ ● M027: (Added) Added new deduction code ‘BCBS OF ARIZONA - EPO - EE’ ● M028: (Added) Added new deduction code ‘BCBS OF ARIZONA - EPO – ER’ ● M029: (Added) Added new deduction code ‘BCBS OF ARIZONA - PPO – EE’ ● M030: (Added) Added new deduction code ‘BCBS OF ARIZONA - PPO – ER’ ● V003: (Added) Added new deduction code ‘AVESIS VISION - EE’ ● V107: (Added) Added new deduction code ‘VISION POST TAX - LVL 4’ ● V109: (Added) Added new deduction code ‘VISION POST TAX - LVL 5’ ● 7987: (Modified) Modified name from ‘RETIRE - EODCRS DISABILITY – EE’ to ‘EODCRS DISABILITY – EE’ ● 7988: (Modified) Modified name from ‘RETIRE - EODCRS DISABILITY – ER’ to ‘EODCRS DISABILITY – ER’ ● L105: (Added) Added new deduction code ‘HARTFORD DEP LIFE - TXBLE – EE’ 	
		II.A, II.B, II.D	<p>Agency Payroll Resource Contact List (refresh) Employee Resource Contact List (refresh) State Agency Payroll Contacts (refresh)</p>	various
		III.	<p>Updated File Names to Standard Convention (removed _v1 at end) Paycheck Estimator Tool for 010115 - Added</p>	All
		IV.	Updated File Names to Convention (removed _v1)	All
		V.A.	GAO-70A Overpayment Worksheet – Updated	All
		V.C.	<p>A-4 - Arizona Withholding Election – Updated W-4 - Federal Withholding Certificate – Updated</p>	All
		VI.A.	Added link to IRS Fringe Benefit Guide (2014)	various

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2.1	2.13.15	III.	Paycheck Estimator Tool 010115 Updated to include 2015 IRS Levy Tables (IRS Publication 1494).	ALL
		GAO-W-2	Duplicate W-2 Request Form Requires signed declaration from requestor that states a qualifying reason to receive W-2 document.	1
2.2	4.9.15	I.C.	<u>HRIS PAY CODE LISTING CHANGES:</u> <ul style="list-style-type: none"> • 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. • 107A: (Inactivated) Agencies should now use only pay code 107 for temporary employee salary. • 774: (Added) (STIPEND-DES-SUPVSR-CASELOAD%). • 774A: (Added) (STIPEND-DE-SUPVSR-CASELOAD-ADJ). • 900: (Modified) Comments updated to reflect usage by ADOT per the 'Unscheduled Critical Response Pay' Policy. • 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. • 846A: (Inactivated) ASDB should now use only pay code 846 for temporary employee salary. 	1 1 14 14 21 22 22
2.3	5.1.15	V.A.	<u>GAO-70A Overpayment Worksheet – Updated</u>	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
2.5	5.29.15	I.B. III.Q.	Tax Tables (070115) Paycheck Estimator (070115)	1 ALL
2.6	7.1.15	V.A.	<ul style="list-style-type: none"> • GAO-3P Payroll Authorization Form • GAO-60 Certification and Claim for Personal Services 	NEW UPDATED

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			<ul style="list-style-type: none"> • GAO-86 Reportable Prizes and Awards • GAO-88 Personal Use of State Vehicle • GAO-ASRS 20-20 ASRS 20/20 Certification of Employer Intent 	<p>NEW</p> <p>UPDATED</p> <p>NEW</p>
2.7	7.2.15	I.E.	HRIS DEDUCTION CODE LISTING CHANGES: Modified various Retirement Contribution Rates for Fiscal Year 2016.	4-6
2.8	7.10.15	V.A.	GAO-70A Overpayment Worksheet – Updated GAO-ACR Worksheet – Updated	All
2.9	7.20.15	I.C.	<p>HRIS PAY CODE LISTING CHANGES:</p> <ul style="list-style-type: none"> • 510 (Modified) Changed name from 'NON CASH TAXABLE PRIZES' to 'PRIZE-PREVIOUSLY RECEIVED-TXBL' • 511 (Added) 'PRIZE-PAID THRU PAYROLL-TXBL' • 512 (Added) AWARD – PREVIOUSLY RECEIVED - TXBL • 513 (Added) AWARD – PAID THRU PAYROLL-TXBL • 514 (Added) AWARD – REPORTABLE – NONTAX <p>For proper usage of pay codes 510 thru 514, please reference SAAM 5555 and 5556.</p> <ul style="list-style-type: none"> • 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). 	<p>21</p> <p>21</p> <p>21</p> <p>21</p> <p>21</p> <p>11</p>
		I.E.	<p>HRIS DEDUCTION CODE LISTING CHANGES:</p> <ul style="list-style-type: none"> • 3413: (Added) 'CORP CANCER INSURANCE PROGRAM' <p>For more information, visit PSPRS.COM:</p>	10
2.10	7.30.15	V.A.	GAO-70A Overpayment Worksheet – Updated Some cells incorrectly locked.and other minor formatting changes.	All
2.11	8.7.15	III.Q.	Paycheck Estimator – Updated for 7/1/2015 Paycheck Estimator (070115)(Includes updated retirement rates)	All
2.12	9.14.15	IV.F.	Added Tax Levy FAQ's	1
2.13	9.23.15	I.C.	HRIS PAY CODE LISTING CHANGES:	4

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			<ul style="list-style-type: none"> ● 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). ● 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). 	
2.14	11.16.15	VII.B. VII.B.	<p><u>Calendar Year End Updates:</u> Statewide Payroll Meeting – Agenda (15A) Statewide Payroll Meeting – Presentation (15P)</p>	All All
2.15	1.6.16	I.B. I.C. I.E. II.A. II.B. III.Q. V.A. V.B. V.C.	<p><u>Calendar Year End Updates:</u> Tax Tables (010116)</p> <p>HRIS PAY CODE LISTING: <ul style="list-style-type: none"> ● 394 (Modified) 'ASDB SPREADPAY EARNED' Changed to appropriately deduct from retirement eligible wage. ● 781A (Added) 'STIPEND-LANGUAGE-\$20.00' ● 781B (Added) 'STIPEND-LANGUAGE-\$29.60' Created same listing but sorted by pay code. Refreshed Compensation Strategies listing </p> <p>HRIS DEDUCTION CODE LISTING: (Refresh) Created same listing but sorted by deduction code</p> <p>Resource Contact List (Refresh) State Agency Payroll Contacts (Refresh)</p> <p>Paycheck Estimator (010116) Agency Payroll</p> <p>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)</p> <p>GAO-32 Employee Time Entry Manual Entry Form (includes pay periods through 2017 in drop down)</p> <p>A-4 Employee's Arizona Withholding Election W-4 Employee's Federal Withholding Certificate W-2 Advisory W-2 Explanation</p>	1 4 15 15 All Various Various All All All All All All All All All

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2.16	1.12.16	V.A.	GAO-99A Request to Review and Process Manual Payroll Warrants (Updated) (Starts the template's <i>Reason Code</i> field to be the default selection)	All
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
2.18	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
2.19	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
2.20	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
2.21	2.23.16	I.C.	HRIS PAY CODE LISTING: <ul style="list-style-type: none"> • 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
2.22	3.17.16	III.D.	Payroll Compute Reports (Updated) Includes updates for AFIS and HRIS Data Warehouse Reports.	All
2.22	3.22.16	III.D.	Payroll Compute Reports (Updated) Includes updates for AFIS and HRIS Data Warehouse Reports.	All

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2.23	5.20.16	I.B.	<u>FISCAL YEAR END UPDATES:</u> Tax Tables (070116)	1
		I.C.	HRIS PAY CODE LISTING: ● Refreshed listings and added an Excel-based version for use in other programs.	All
		I.E.	HRIS DEDUCTION CODE LISTING: ● Refreshed listings and added an Excel-based version for use in other programs.	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		
2.24	5.27.16	V.D.	Data Warehouse Security Request Process - ADDED	All
2.25	6.24.16	I.B.	Tax Tables (070116) ● 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).	1
2.26	7.6.16	V.A.	<u>GAO-70A Overpayment Worksheet – Updated</u> <u>GAO-ACR Worksheet – Updated</u>	All

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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
2.28	10.5.16	IV.D.	Updated Transit Card Screens and Information. See GAO Webstories on Platinum Pass changes.	ALL
2.29	10.6.16	V.B.1	Updated Platinum Pass Application Removed outdated contact information.	ALL
2.30	11.23.16	I.A. VII.B. VII.B.	<u>Calendar Year End Updates:</u> Payroll Calendars <ul style="list-style-type: none"> Added: 2018, 2019, 2020, 2021, 2022 Statewide Payroll Meeting – Agenda (16A) Statewide Payroll Meeting – Presentation (16P)	All All 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
2.32	12.22.16	V.C.	2016 W-2 Advisory 2016 W-2 Explanation 2016 1095C Advisory	All