

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)								
2.54	11.22.17	V.C.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.	Payroll Calendars 2018, 2019, 2020, 2021, 2022 (Updated) ADOA Logo was updated, no other changes were made.	1								
2.51	11.8.17	V.B.1.	Duplicate W-2 Request Form (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"> ● D009 CIGNA DENTAL – EE (Added) For CIGNA dental plan employee portion. 14 ● D010 CIGNA DENTAL - ER (Added) For CIGNA dental plan employer portion. 14 ● D185 DENTAL-CIGNA-ER PORTION (Added) Will be used to capture ER portion of CIGNA DENTAL benefits owed by the EE in certain situations. 15 ● 3521 DOC VAN POOL PTX (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 	14 14 15 18								
2.49	10.4.17	I.C.	HRIS PAY CODE LISTING: PAY CODES WITH AN AFIS OBJECT CHANGE : <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAY CODE</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">OLD OBJECT</th> <th style="text-align: left;">NEW OBJECT</th> </tr> </thead> <tbody> <tr> <td>998</td> <td>STIPEND IN EXCESS 40 HRS PAID</td> <td>6032</td> <td>6031</td> </tr> </tbody> </table>	PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT	998	STIPEND IN EXCESS 40 HRS PAID	6032	6031	26
PAY CODE	DESCRIPTION	OLD OBJECT	NEW OBJECT									
998	STIPEND IN EXCESS 40 HRS PAID	6032	6031									
2.48	9.28.17	I.A.	Payroll Calendar 2017 (minor edit) Corrected the formatting for the APRIL label to be consistent with the other month labels. Payroll Calendar 2019 (minor edit)	1								

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			The biweekly vendor inbound file deadline (VIFD) label was accidentally omitted from Wednesday, July 24, 2019. The VIFD designation was added.	1																																																																																																																																																																																																								
2.47	9.21.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> ● 690 MISC/TRVL-PERSONS IN CUSTODY (Added) Miscellaneous and travel expenses related to transport children, wards of the State, prisoners and others in the custody of the State. This includes common carrier fares, meals, lodging, incidentals <p>PAY CODES WITH AN AFIS OBJECT CHANGE :</p> <table border="1" data-bbox="703 800 1317 1890"> <thead> <tr> <th>PAY CODE</th> <th>DESCRIPTION</th> <th>OLD OBJECT</th> <th>NEW OBJECT</th> </tr> </thead> <tbody> <tr><td>390</td><td>SPECIAL LEAVE PAY OFF W/RET</td><td>6049</td><td>6039</td></tr> <tr><td>390A</td><td>SPECIAL LEAVE PAY OFF-W/O RET</td><td>6049</td><td>6039</td></tr> <tr><td>394</td><td>ASDB SPREADPAY EARNED</td><td>6011</td><td>6049</td></tr> <tr><td>395</td><td>ASDB SPREADPAY TAKEN</td><td>6011</td><td>6049</td></tr> <tr><td>511</td><td>PRIZE-PAID THRU PAYROLL-TXBL</td><td>6039</td><td>6035</td></tr> <tr><td>512</td><td>AWARD-PREVIOUSLY RECEIVED-TXBL</td><td>6099</td><td>6035</td></tr> <tr><td>513</td><td>AWARD-PAID THRU PAYROLL-TXBL</td><td>6039</td><td>6035</td></tr> <tr><td>514</td><td>AWARD-REPORTABLE-NONTAX</td><td>6099</td><td>6035</td></tr> <tr><td>600A</td><td>UNIFORM ALLOW - \$60</td><td>6053</td><td>7311</td></tr> <tr><td>600B</td><td>UNIFORM ALLOW - 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		I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <p>There were many minor updates to the "CHECK_DESC" field to make all short descriptions unique. The "CHECK_DESC" field is a short (8 character) deduction code description that appears on many payroll reports. Making them unique will greatly assist in deduction code</p>	Various

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		V.B3	reconciliations performed by GAO Central Payroll. If your agency has used this field in your processes, please review the recently published deduction code listings. GAO 502 - Employee Expense Reimbursement Form. (Updated to include new pay code 690)	1
2.46	8.4.17	V.A.	GAO 73B 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"> ● 402 RETIREMENT REFUNDS (Added) Used to record excess retirement contribution refunds. 22 ● 403 PSPRS PRE-JUDGMENT INTEREST (Added) Used to record pre judgment interest related to the Hall and Parker cases. 22 ● 404 PSPRS POST-JUDGMENT INTEREST (Added) Used to record post judgment interest related to the Hall and Parker cases. 22 ● 522 ASRS-ER PAID WAGE-WADE/PADDOCK (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. 22 ● 925 IN STATE-CAR RENTAL (Added) Amount paid for In State Car Rental. Subject to SAAM 5015. 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.	GAO-ACR – Updated Form (for rate effective July 1, 2017).	1
2.43	6.29.17	I.E.	HRIS DEDUCTION CODE LISTING: Added new deduction codes:	various

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			<p>R102 RETIREMENT LEGACY PSRS 035-ER GF LEG R104 RETIREMENT LEGACY PSRS 151-ER AG LEG R106 RETIREMENT LEGACY PSRS 119-ER MA LEG R108 RETIREMENT LEGACY PSRS 164-ER LL LEG R110 RETIREMENT LEGACY PSRS 204-ER PR LEG R200 RETIREMENT SUP PSRS 007 T2-ER PS SUP2 R202 RETIREMENT SUP PSRS 035 T2-ER GF SUP2 R204 RETIREMENT SUP PSRS 151 T2-ER AG SUP2 R206 RETIREMENT SUP PSRS 119 T2-ER MA SUP2 R208 RETIREMENT SUP PSRS 164 T2-ER LL SUP2 R210 RETIREMENT SUP PSRS 204 T2-ER PR SUP2 R212 RETIREMNT SUP PSRS 007 T3DB-ER PS SUP3B R214 RETIREMNT SUP PSRS 035 T3DB-ER GF SUP3B R216 RETIREMNT SUP PSRS 151 T3DB-ER AG SUP3B R218 RETIREMNT SUP PSRS 119 T3DB-ER MA SUP3B R220 RETIREMNT SUP PSRS 164 T3DB-ER LL SUP3B R222 RETIREMNT SUP PSRS 204 T3DB-ER PR SUP3B R224 RETIREMNT SUP PSRS 007 T3DC-ER PS SUP3C R226 RETIREMNT SUP PSRS 035 T3DC-ER GF SUP3C R228 RETIREMNT SUP PSRS 151 T3DC-ER AG SUP3C R230 RETIREMNT SUP PSRS 119 T3DC-ER MA SUP3C R232 RETIREMNT SUP PSRS 164 T3DC-ER LL SUP3C R234 RETIREMNT SUP PSRS 204 T3DC-ER PR SUP3C</p> <p>Modified existing deduction codes:</p> <table border="1"> <thead> <tr> <th>DED CODE</th> <th>DESCRIPTION</th> <th>CHECK_DESC</th> </tr> </thead> <tbody> <tr><td>3703</td><td>ASRS SYSTEM PDA1-PTX-EE</td><td>*SYPDA1</td></tr> <tr><td>3704</td><td>ASRS SYSTEM PDA1-ER</td><td>SYPDA1</td></tr> <tr><td>3705</td><td>ASRS SYSTEM PDA2-PTX-EE</td><td>*SYPDA2</td></tr> <tr><td>3706</td><td>ASRS SYSTEM PDA2-ER</td><td>SYPDA2</td></tr> <tr><td>3707</td><td>ASRS SYSTEM PDA3-PTX-EE</td><td>*SYPDA3</td></tr> <tr><td>3708</td><td>ASRS SYSTEM PDA3-ER</td><td>SYPDA3</td></tr> <tr><td>3709</td><td>ASRS PLAN PDA1-PTX-EE</td><td>*ASPDA1</td></tr> <tr><td>3711</td><td>ASRS PLAN PDA2-PTX-EE</td><td>*ASPDA2</td></tr> <tr><td>3713</td><td>ASRS PLAN PDA3-PTX-EE</td><td>*ASPDA3</td></tr> <tr><td>3715</td><td>ASRS PLAN PDA4-PTX-EE</td><td>*ASPDA4</td></tr> <tr><td>3717</td><td>ASRS PLAN PDA5-PTX-EE</td><td>*ASPDA5</td></tr> <tr><td>3719</td><td>ASRS PLAN PDA6-PTX-EE</td><td>*ASPDA6</td></tr> <tr><td>3721</td><td>ASRS PLAN PDA7-PTX-EE</td><td>*ASPDA7</td></tr> <tr><td>3723</td><td>ASRS PLAN PDA8-PTX-EE</td><td>*ASPDA8</td></tr> <tr><td>3725</td><td>ASRS PLAN PDA9-PTX-EE</td><td>*ASPDA9</td></tr> <tr><td>3727</td><td>ASRS PLAN PDA10-PTX-EE</td><td>*ASPDA10</td></tr> <tr><td>3729</td><td>RETIREMENT PDA EORP 415-EE</td><td>EOJ PDA</td></tr> <tr><td>3731</td><td>RETIREMENT PDA CORP 500-EE</td><td>DC PDA</td></tr> <tr><td>3733</td><td>RETIREMENT PDA CORP 501-EE</td><td>DJ PDA</td></tr> <tr><td>3735</td><td>RETIREMENT PDA CORP 563-EE</td><td>DISP PDA</td></tr> <tr><td>3737</td><td>RETIREMENT PDA PSRS 007-EE</td><td>PS PDA</td></tr> <tr><td>3739</td><td>RETIREMENT PDA PSRS 035-EE</td><td>GF PDA</td></tr> <tr><td>3741</td><td>RETIREMENT PDA PSRS 151-EE</td><td>AG PDA</td></tr> <tr><td>3743</td><td>RETIREMENT PDA PSRS 119-EE</td><td>MA PDA</td></tr> <tr><td>3745</td><td>RETIREMENT PDA PSRS 164-EE</td><td>LL PDA</td></tr> <tr><td>3747</td><td>RETIREMENT PDA PSRS 204-EE</td><td>PR PDA</td></tr> <tr><td>4051</td><td>RETIREMENT POSTTAX CORP 500-EE</td><td>DC AFTX</td></tr> <tr><td>4052</td><td>RETIREMENT POSTTAX CORP 500-ER</td><td>DC AFTXR</td></tr> <tr><td>4053</td><td>RETIREMENT POSTTAX ASRS-EE</td><td>ASRSFTX</td></tr> <tr><td>4054</td><td>RETIREMENT POSTTAX ASRS-ER</td><td>ASRSATXR</td></tr> <tr><td>4055</td><td>RETIREMENT POSTTAX CORP 501-EE</td><td>DJ AFTX</td></tr> <tr><td>4056</td><td>RETIREMENT POSTTAX CORP 501-ER</td><td>DJ AFTXR</td></tr> <tr><td>4057</td><td>RETIREMENT POSTTAX EORP 415-EE</td><td>EOJ AFTX</td></tr> </tbody> </table>	DED CODE	DESCRIPTION	CHECK_DESC	3703	ASRS SYSTEM PDA1-PTX-EE	*SYPDA1	3704	ASRS SYSTEM PDA1-ER	SYPDA1	3705	ASRS SYSTEM PDA2-PTX-EE	*SYPDA2	3706	ASRS SYSTEM PDA2-ER	SYPDA2	3707	ASRS SYSTEM PDA3-PTX-EE	*SYPDA3	3708	ASRS SYSTEM PDA3-ER	SYPDA3	3709	ASRS PLAN PDA1-PTX-EE	*ASPDA1	3711	ASRS PLAN PDA2-PTX-EE	*ASPDA2	3713	ASRS PLAN PDA3-PTX-EE	*ASPDA3	3715	ASRS PLAN PDA4-PTX-EE	*ASPDA4	3717	ASRS PLAN PDA5-PTX-EE	*ASPDA5	3719	ASRS PLAN PDA6-PTX-EE	*ASPDA6	3721	ASRS PLAN PDA7-PTX-EE	*ASPDA7	3723	ASRS PLAN PDA8-PTX-EE	*ASPDA8	3725	ASRS PLAN PDA9-PTX-EE	*ASPDA9	3727	ASRS PLAN PDA10-PTX-EE	*ASPDA10	3729	RETIREMENT PDA EORP 415-EE	EOJ PDA	3731	RETIREMENT PDA CORP 500-EE	DC PDA	3733	RETIREMENT PDA CORP 501-EE	DJ PDA	3735	RETIREMENT PDA CORP 563-EE	DISP PDA	3737	RETIREMENT PDA PSRS 007-EE	PS PDA	3739	RETIREMENT PDA PSRS 035-EE	GF PDA	3741	RETIREMENT PDA PSRS 151-EE	AG PDA	3743	RETIREMENT PDA PSRS 119-EE	MA PDA	3745	RETIREMENT PDA PSRS 164-EE	LL PDA	3747	RETIREMENT PDA PSRS 204-EE	PR PDA	4051	RETIREMENT POSTTAX CORP 500-EE	DC AFTX	4052	RETIREMENT POSTTAX CORP 500-ER	DC AFTXR	4053	RETIREMENT POSTTAX ASRS-EE	ASRSFTX	4054	RETIREMENT POSTTAX ASRS-ER	ASRSATXR	4055	RETIREMENT POSTTAX CORP 501-EE	DJ AFTX	4056	RETIREMENT POSTTAX CORP 501-ER	DJ AFTXR	4057	RETIREMENT POSTTAX EORP 415-EE	EOJ AFTX	
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2.42	6.29.17	I.C.	<p>HRIS PAY CODE LISTING:</p> <ul style="list-style-type: none"> Updated grouping categories on the report (various headers shown in green). Added the Pay Summary Group description in parenthesis after the Pay Code Description. HRIS to AFIS Pay Code mapping changes shown below: <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Pay Sum Group</th> <th>Pay Code Description</th> <th>Old Object</th> <th>New Object</th> </tr> </thead> <tbody> <tr><td>383</td><td>383</td><td>DIFFERENTIAL PAY-NON TAXABLE</td><td>6292</td><td>6044</td></tr> <tr><td>705</td><td>705</td><td>STIPEND-MEDICAL-\$</td><td>6045</td><td>6032</td></tr> <tr><td>705A</td><td>M57</td><td>STIPEND-MEDICAL-\$116</td><td>6045</td><td>6032</td></tr> <tr><td>705B</td><td>M92</td><td>STIPEND-MEDICAL-\$184.80</td><td>6045</td><td>6032</td></tr> <tr><td>705C</td><td>M24</td><td>STIPEND-MEDICAL-\$48.80</td><td>6045</td><td>6032</td></tr> <tr><td>705D</td><td>M48</td><td>STIPEND-MEDICAL-\$96.80</td><td>6045</td><td>6032</td></tr> <tr><td>705E</td><td>M23</td><td>STIPEND-MEDICAL-\$46.40</td><td>6045</td><td>6032</td></tr> <tr><td>705F</td><td>M38</td><td>STIPEND-MEDICAL-\$77.60</td><td>6045</td><td>6032</td></tr> 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<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>ES5</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 TAXABLE	6292	6044	705	705	STIPEND-MEDICAL-\$	6045	6032	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	HBFB	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	ES5	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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2.41	5.23.17	I.C.	<ul style="list-style-type: none"> 703 TEACHER PERFORMANCE-ANNUAL 	16																																																																																																																																																																																																													

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			(Modified) Pay code description changed from 'DJ Teacher Performance – Annual' to 'Teacher Performance – Annual' to accommodate other State agencies that also pay teachers (ASDB).	
2.40	5.22.17	I.B. III.Q. VII.A. VII.A.	FISCAL YEAR END UPDATES: Tax Tables (070117) Paycheck Estimator (070117) Uses draft retirement rates from presentation Statewide Payroll Meeting – Agenda (17A) Statewide Payroll Meeting – Presentation (17P)	1 Tax Tables Tab All All
2.39	3.27.17	I.C. I.E.	HRIS PAY CODE LISTING: <ul style="list-style-type: none"> ● 525 TRAVEL HUB PAYMENT-TAXABLE (Added) Used by GAO to account for any TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). ● 526 TRAVEL HUB PAYMENT-NONTAXABLE (Added) Used by GAO to account for any NON-TAXABLE travel payments made to an employee via the Travel Hub (outside of HRIS). ● 727 WEEKEND PREMIUM% 5% of Base paid as a premium for working weekend day. Restricted to Health Services. ● 905 DOUBLE TIME PAY Hours to be paid at double time regardless of the FLSA rules. Special approval must be obtained from ADOA HR and/or GAO for the use of this pay code. For ADOT, subject to "Non Scheduled Critical Response Pay" Policy. HRIS DEDUCTION CODE LISTING: <ul style="list-style-type: none"> ● M181 MEDICAL-AETNA-ER PORTION (Added) Will be used to capture ER portion of AETNA MEDICAL benefits owed by the EE in certain situations. ● M183 MEDICAL-BCBS-ER PORTION (Added) Will be used to capture ER portion of BLUE CROSS BLUE SHIELD MEDICAL benefits owed by the EE in certain situations. 	19 19 10 22 9 9 9

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> ● M185 MEDICAL-CIGNA-ER PORTION (Added) Will be used to capture ER portion of CIGNA MEDICAL benefits owed by the EE in certain situations. ● M187 MEDICAL-UHC-ER PORTION (Added) Will be used to capture ER portion of UNITED HEALTHCARE MEDICAL benefits owed by the EE in certain situations. ● D181 DENTAL-DELTA-ER PORTION (Added) Will be used to capture ER portion of DELTA DENTAL benefits owed by the EE in certain situations. ● D183 DENTAL-TOTAL-ER PORTION (Added) Will be used to capture ER portion of TOTAL DENTAL benefits owed by the EE in certain situations. 	<p style="text-align: center;">9</p> <p style="text-align: center;">10</p> <p style="text-align: center;">10</p>
2.38	2.27.17	V.A.	GAO-70A Overpayment Worksheet – Updated ‘Full Cancelation’ 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"> ● 104 WORK PERFORMED FOR COLISEUM (Modified Usage Comments) Removed ‘or a flat amount’ to ensure that hours are captured when using this code. ● 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. ● 320 HOLIDAY PAY (Modified Label) ‘HOLIDAY TAKEN’ to ‘HOLIDAY PAY’. It does not subtract from a leave balance, and is currently listed in ETE as Holiday Pay. This makes holiday system listings consistent. 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p>

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		I.E.	<p>HRIS DEDUCTION CODE LISTING:</p> <p>New codes to track post-tax PSPRS buy backs:</p> <ul style="list-style-type: none"> ● 3729 PSPRS BUYBACK-EO&J(415)-EE ● 3731 PSPRS BUYBACK-DOC(500)-EE ● 3733 PSPRS BUYBACK-DJ(501)-EE ● 3735 PSPRS BUYBACK-DISP(563)-EE ● 3737 PSPRS BUYBACK-DPS(007)-EE ● 3739 PSPRS BUYBACK-G&F(035)-EE ● 3741 PSPRS BUYBACK-AGI(151)-EE ● 3743 PSPRS BUYBACK-FIRE(119)-EE ● 3745 PSPRS BUYBACK-LIQ(164)-EE ● 3747 PSPRS BUYBACK-PARKS(204)-EE <p>● M197 'HITF OTHER BENE COLLECTIONS' (Added) Used to record post-tax payments made by an employee directly to HITF for continuation of benefits for NON-MEDICAL related deductions.</p> <p>● M199 'HITF MEDICAL COLLECTIONS' (Added) Used to record post-tax payments made by an employee directly to HITF for continuation of benefits for MEDICAL related deductions. (This is added to W-2 box 12, Code DD)</p>	<p>2</p> <p>9</p> <p>9</p>
2.34	12.29.16	V.A.	GAO-70A Overpayment Worksheet – Updated	All
2.33	12.28.16	I.B. II.A. II.D. III.Q. V.C.	<p>Tax Tables (010117)</p> <p>Agency Payroll Resource Contact List (Refresh)</p> <p>State Agency Payroll Contacts (Refresh)</p> <p>Paycheck Estimator (010117)</p> <p>A-4 Employee's Arizona Withholding Election</p> <p>W-4 Employee's Federal Withholding Certificate</p>	<p>1</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
2.32	12.22.16	V.C.	<p>2016 W-2 Advisory</p> <p>2016 W-2 Explanation</p> <p>2016 1095C Advisory</p>	All
2.31	11.28.16	I.A.	For the 2018 GAO Payroll Calendar, the months of June, July, and December did not properly identify PE, PB, and VIFD days. The 2019 (June, July) and 2022 (April) calendars needed PE and PB's identified as well. These updates were made.	All
2.30	11.23.16	I.A.	Calendar Year End Updates: Payroll Calendars	All

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
		VII.B. VII.B.	<ul style="list-style-type: none"> Added: 2018, 2019, 2020, 2021, 2022 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"> 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
2.24	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"> Refreshed listings and added an Excel-based version for use in other programs. HRIS DEDUCTION CODE LISTING: <ul style="list-style-type: none"> Refreshed listings and added an Excel-based version for use in other programs. 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. Paycheck Estimator (070115)	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. VII.A. VII.A.	Corrected 7520 LTD PSPRS (HARTFORD) Was 27% instead of 0.27% - corrected. 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 Statewide Payroll Meeting – Agenda (16A) Statewide Payroll Meeting – Presentation (16P)	Tax Tables Tab Modernized Modernized Modernized Modernized 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: <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
2.20	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"> ● 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	4 15 15	
			I.E.	HRIS DEDUCTION CODE LISTING: (Refresh) Created same listing but sorted by deduction code	All
			II.A. II.B.	Resource Contact List (Refresh) State Agency Payroll Contacts (Refresh)	Various 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)	All All	
			GAO-99A Request to Review and Process Manual Payroll Warrants(Updated)	All	
		V.B.	GAO-32 Employee Time Entry Manual Entry Form (includes pay periods through 2017 in drop down)	All	
		V.C.	A-4 Employee's Arizona Withholding Election W-4 Employee's Federal Withholding Certificate W-2 Advisory W-2 Explanation	All All All All	
		2.14	11.16.15	VII.B.	Calendar Year End Updates: Statewide Payroll Meeting – Agenda (15A)
VII.B.	Statewide Payroll Meeting – Presentation (15P)			All	
2.13	9.23.15	I.C.	HRIS PAY CODE LISTING CHANGES: <ul style="list-style-type: none"> ● 394 (Added) 'ASDB SPREADPAY EARNED' 	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). • 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).	
2.12	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: • 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 For proper usage of pay codes 510 thru 514, please reference SAAM 5555 and 5556 . • 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).	21 21 21 21 11
		I.E.	HRIS DEDUCTION CODE LISTING CHANGES: • 3413: (Added) 'CORP CANCER INSURANCE PROGRAM' For more information, visit PSPRS.COM :	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:	

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			Modified various Retirement Contribution Rates for Fiscal Year 2016.	4-6
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 • 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> <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"> • 107: (Modified) Modified name from 'TEMP EMP SALARY W/RET' to 'TEMP EMP SALARY'. <p>Agencies will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.</p> <ul style="list-style-type: none"> • 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'. <p>ASDB will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.</p>	<p>1</p> <p>1</p> <p>14</p> <p>14</p> <p>21</p> <p>22</p> <p>22</p>

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> 846A: (Inactivated) ASDB should now use only pay code 846 for temporary employee salary. 	
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 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.	<p><u>HRIS PAY CODE LISTING CHANGES:</u></p> <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 6/30/14). Added System S comment: <i>'Agency plan required each Fiscal Year'</i> 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> 	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> ● 789: (Modified) Added System S comment: 'Agency plan required each Fiscal Year' ● 790: (Modified) Added System S comment: 'Agency plan required each Fiscal Year' ● 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 'SUPP DC PLAN MATCH 7815 % - ER' ● 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' 	various

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
			<ul style="list-style-type: none"> ● 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' 'EODCRS DISABILITY – EE' ● 7988: (Modified) Modified name from 'RETIRE - EODCRS DISABILITY – ER' 'EODCRS DISABILITY – ER' ● L105: (Added) Added new deduction code 'HARTFORD DEP LIFE - TXBLE – EE' 	
		II.A, II.B, II.D	Agency Payroll Resource Contact List (refresh) Employee Resource Contact List (refresh) State Agency Payroll Contacts (refresh)	various
		III.	Updated File Names to Standard Convention (removed _v1 at end) Paycheck Estimator Tool for 010115 – Added	All
		IV.	Updated File Names to Convention (removed _v1)	All
		V.A.	GAO-70A Overpayment Worksheet – Updated	All
		V.C.	A-4 - Arizona Withholding Election – Updated W-4 - Federal Withholding Certificate – Updated	All
		VI.A.	Added link to IRS Fringe Benefit Guide (2014)	various

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