

PAYROLL COMPUTE: TIME RECORD ENTRY

Helpful Resources and Documents:

[HRIS Pay Code Definitions](#)

[GAO Technical Bulletin 12-02 Personnel, Payroll and Recording of Time Worked by Employees](#)

ETE Manager & Employee Guidebooks

HRIS Training – [Employee Time Entry](#)

HRIS Training – [Additional Payments](#)

HRIS Training – [Leave Payout Processing](#)

Forms:

[GAO-32 Employee Time Entry \(ETE\) Manual Entry Form](#)

[GAO-60 Certification and Claim for Personal Services](#)

Leave Payout to Non-Separating Employee form (Agency Specific)

Agency Payroll functions:

1. Ensure the accuracy of salaries and wages by entering, reviewing and approving time records
2. Verify all leave paid against employee's accrued leave balances
3. Ensure GAO-60 is submitted timely
4. Process prior pay period adjusting time records including retroactive pay changes

Deadlines:

Employee Time Entry (ETE) Agency deadline Friday 6:00pm before compute week.

The GAO suggests the following agency ETE deadlines:

Employee – Wednesday at 6:00pm

Supervisor – Thursday at 6:00pm

Personnel Coordinator – Friday at 6:00pm

Timekeeper – HRIS update access turned off Monday at 7:00pm of compute week

Payroll Initiator & Approver - HRIS update access turned off Tuesday at 2:00pm of compute week.

Update access to the HRIS for Agency Payroll Staff and Timekeepers resumes on Wednesday morning following compute.

Payroll Cycle

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 – “Compute Week”	Day 1	Day 2	Day 3	Day 4	Day 5
Week 2 – “Off Compute Week”	Day 6	Day 7	Day 8	Day 9	Day 10

GAO-60 Certification and Claim for Personal Services

The GAO-60 form certifies that payroll is correct and an authorized expenditure for the pay period. The GAO-60 must be signed by a person authorized on the GAO-3 and submitted to the GAO each pay period. The form can be delivered to the GAO or faxed to (602) 542-5749.

Time Record Entry

The HRIS is not an auto-pay system. The only way employees get paid is through the adding of time records. If time records are not entered, the employee will not receive pay. GAO Technical Bulletin 12-02 details time entry requirements. Time records can be added by an agency timekeeper on XR32.1 and XR32.2 or they are added by the employee on the ETE system in Y.E.S. Time records must be in the HRIS by 2:00pm on Day 2 to be included in the bi-weekly payroll. If Day 2 is a holiday, the time records must be in the HRIS by Monday at 2:00pm.

GAO-32 Employee Time Entry (ETE) Manual Entry Form

The GAO-32 is a paper time sheet used for the following situations:

1. First pay period employee is hired
2. Employee hasn't completed ETE training
3. Time wasn't approved in ETE or ETE override is necessary due to system issues
4. Employee is involuntarily separated

PAYROLL COMPUTE: TIME RECORD ENTRY

5. Employee is transferring to another agency mid pay period (complete a separate form for each agency worked)
 - a. Losing agency will enter time worked and pay outs (if appropriate) before employee is transferred to new agency. Do not enter LWOP after the employee has left the agency.
 - b. Gaining agency will enter time worked at gaining agency. If losing agency fails to enter time records prior to transfer, the losing agency will submit the GAO-32 to the gaining agency for entry into HRIS.

Additional Earnings

Employees may be eligible to receive various earnings in addition to their base pay. Additional payments may include stipends (geographical, educational, etc.), incentive pay, bonus pay, etc. Payments can be paid once or paid on an ongoing basis. The payments will be entered on HRIS forms as follows:

	Single Employee	Multiple Employees
Single Additional Payments	<i>Detail Time Entry Form (XR35.2)</i> - Agency Payroll will use this form to establish single payments that have a flat dollar amount for a single Employee.	<i>Speed Time Entry Form (XR33.1)</i> - Agency Payroll will use this form to establish single payments that have a flat dollar amount for more than one Employee.
Recurring Additional Payments	<i>Agency Standard Time Record Form (ZR30.1)</i> - Agency Payroll will use this form to establish recurring payments that have a flat dollar amount or percent for a single Employee.	The GAO Central Payroll Office will process Recurring Payments for multiple Employees based on information provided by Human Resources

Detailed instructions are in the [Additional Payments](#) training.

Items to note on the ZR30.1 screen:

1. Enter data based on weekly amounts/hours. The transaction will create 2 time records for the pay period. Once for the Friday date of Week 1 and again for the Friday date of Week 2. The system will not prorate the standard time record for partial weeks. A manual entry will need to be keyed in the XR35.2 for partial weeks.
2. Begin Date: If the effective date is not equal to or prior to the Friday of Week 1 on your first pay period, the time record will not process until Week 2.
3. End Date: Leave blank until you need to stop the payment unless it has been determined at the time the payments begin. The payments will continue to process for the employee through the future end date, if one has been entered.

XR35.2 Detail Time Entry Screen - Adjusting Time Records and Leave Payouts

To enter adjusting time records for a prior pay period:

1. Use original time record dates
2. Enter hours as negative amounts for a recovery of wages paid in the current calendar year.
 - a. Prior calendar year time record adjustments that do not net to \$0 must be processed on a GAO 70A – Overpayment Worksheet for each payment made.
3. Use adjusting pay codes for retention bonus or premium overtime, if applicable.

To enter leave payouts of a separating employee or other authorized payout:

1. Use applicable leave payout pay codes (included in retirement / excluded from retirement)
2. Enter final leave accruals, if applicable
3. Time record date should be the termination date

Employee's leave balances will be decreased by these transactions when payroll compute processes. More detailed instructions are in the [Leave Payout Processing](#) training.

PAYROLL COMPUTE: TIME RECORD ENTRY

Employee pay rate change in current pay period

Enter time records after Agency Human Resources has entered the pay rate change. If time records are entered prior to the pay rate change; update the time records.

PR135 Time Record Edit

This report can be run on demand by Payroll Initiators and Payroll Approvers. Use the report to verify the accuracy of time records entered in the HRIS. There are many options to use while running the report to select time record data to review.

Recommended setup for all inclusive review:

Report Selection: 3 – Time Record Detail

Time Record Selection: 6 – All Including Manual Payments

Review report output for possible errors such as:

1. Time records with a date after the pay period end date – these won't process with payroll
2. Excessive hours entered (i.e., more than 80 hours for a 1.0 FTE)
3. System generated pay codes (i.e., 996, 998, 999, 790A, 790B, 790C, etc.) - use adjustment pay codes instead
4. Pay codes requiring additional documentation or approval
5. Shift entered
6. Negative wage totals – system will not process a recovery if no gross pay exists to deduct from
7. Leave balance errors
8. Final leave accruals for terminating employees that didn't work at least half their FTE

XR135 Time Record Edit

This report can be run on demand by Payroll Initiators and Payroll Approvers. Use the report to verify the accuracy of time records entered in the HRIS. Similar to PR135, it has parameters to run the report by defining Pay Class and/or by Process Level range.