

Helpful Resources and Documents:

SAAM 5505 [General Payroll Policies](#)
 SAAM 5515 [Time Reporting](#)

HRIS Training – [ETE Missing Timecard Report](#) (ZS210)
 HRIS Training – [ETE Time Record Extract and Interface Reports](#) (ZS535 & ZR530)
 HRIS Training – [General Training for On Demand Reports](#) (PR135/XR135)
 HRIS Data Warehouse Reports – <https://reporting.hris.azdoa.gov>
 HRIS On-Demand – Create and submit report job in HRIS. See HRIS Training
 AFIS InfoAdvantage Reports – In AFIS **Jump to** field, enter **INFOADV**
 AFIS Quick Reference Guide: GAO Web Site under “Training Resources / Quick Reference Guides”

This payroll guide provides a listing of critical payroll compute reports to enable the accurate processing and payment of payroll on a biweekly basis.

Agency Payroll functions:

1. Ensure the accuracy of salaries and wages by reviewing time records in payroll reports
2. Verify all leave paid against an employee’s accrued leave balances
3. Reconcile HRIS Payroll Reports to AFIS Payroll Reports after compute

Deadlines:
 Review ETE ZS210 report by pay period end Friday (Day 10) at 6:00pm.
 Run & Review pre-compute reports by Tuesday at 2:00 pm of compute week

REPORT LISTING

Before ETE Deadline **Review by non-Compute Week Friday @ 6:00PM**

Report	Delivery	What the Report Shows	What to Review
ZS210 <i>ETE Missing Time Card Report</i>	HRIS On Demand	Report can be run by agency, process level, department, or user level. List of employees with ETE time card status of: Not Started, Not Submitted, Submitted, Not Approved, or Rejected.	Determine reason or justification for unapproved ETE time card. Can be used to send email reminders to employees and supervisors.

After ETE Deadline **Review by Compute Week Monday Morning**

Report	Delivery	What the Report Shows	What to Review
ZR530 <i>ETE Time Record Interface</i>	HRIS Print Manager	Detail list of Time Records Interfaced	Review grand totals of hours and wage by ETE batch for reasonableness. Review trends in type of pay. Research individual employees if needed.

Report	Delivery	What the Report Shows	What to Review
ZR530 <i>Errors</i>	HRIS Print Manager	List of employees with records not interfaced	Displays ETE time records were not transferred into the HRIS due to errors. These time records must manually be entered in the HRIS using XR32 or XR35. Common Error: "Account is inactive". ***These employees will not be paid unless the time records are manually entered into the HRIS.***
ZR530 <i>Messages</i>	HRIS Print Manager	Leave Balance Warnings	Displays time record data that transferred into the HRIS but needs reviewing/correcting using XR32 or XR35. These time records should be reviewed and corrected, however, the employee will still be paid. Common Message: "Not enough leave balance".
ZS535 <i>ETE Extract</i>	HRIS Print Manager	ETE Batch EE count and time record totals in both a processed and error status for each batch number.	Review count totals against expectations. Determine if errors exist that need to be investigated.
ZS535 - Errors	HRIS Print Manager	Detailed list of unapproved ETE time records	Analyze this report to determine if the time records need to be entered manually in the HRIS using XR32 or XR35. ***These employees will not be paid unless the time records are manually entered into the HRIS.***

Before Compute Deadline

Review by Compute Week Tuesday @ 2:00PM

Report	Delivery	What the Report Shows	What to Review
<i>Missing Time Records Report</i>	Data Warehouse On Demand	List of active employees with no time record in HRIS	Review the Missing Time Records Report to determine if the employee is still active and if the employee should be paid. <ol style="list-style-type: none"> Contact Agency Human Resources to update the employee status to a final term if the employee is not due additional wages. Do not enter Leave Without Pay (LWOP) time records for a termed employee after the termination date. Enter time records for active employees with an approved time sheet. Ignore errors for employees who are still active but do not have any time records for the period i.e. employee is on LWOP and is no longer on Family Medical Leave Act (FMLA). Do not enter LWOP for employees unless it has been approved.

Report	Delivery	What the Report Shows	What to Review
<p>PR135 <i>Time Record Edit</i></p>	<p>HRIS On Demand</p>	<p>Detail list of Time Records in HRIS</p>	<p>The PR135 is helpful for verifying 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. Central Payroll recommends using the following settings for cumulative time record review regardless of batch:</p> <ul style="list-style-type: none"> -Report Selection: 3 – Time Record Detail -Time Record Selection: 6 – All Including Manual Payments <p>*NOTE: Allow enough time for the report to complete prior to 2 pm. Once security is turned on at 2 pm, your job will be stopped.</p> <p>Review the PR135 output for:</p> <ol style="list-style-type: none"> 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 such as 996, 998, 999, 790A, 790B, 790C, etc. - Use adjustment pay codes to make prior period adjustments to system generated pay codes. 4. Shift entered 5. Negative wage totals – system will not process a recovery if no gross pay exists 6. Leave balance errors 7. Final leave accruals for terminating employees
<p>XR135 <i>SOA Time Record Edit</i></p> <p>continued...</p>	<p>HRIS On Demand</p>	<p>Detail list of Time Records in HRIS with pay distribution</p>	<p>Use the report to verify the accuracy of time records entered in the HRIS.</p> <p>Process Level Range parameter allows the user to utilize a Process Level Range for their agency. If process level is selected, batch number cannot be selected and vice versa.</p> <p>Similar to the PR135, it has parameters to run the report by defining Pay Class and/or by Process Level ranges. It also includes the PD indicator on the time record.</p> <p>The Pay Class drop-down has four selection options:</p> <ol style="list-style-type: none"> 1. AAA, which will display All Earnings other than RMB and TVL. 2. OVT, which will display overtime related time records 3. RMB, which will select Employee Reimbursements time records 4. TVL, which will display Travel Employee Reimbursements time records <p>Or the report can also be run without a Pay Class selection.</p>

Report	Delivery	What the Report Shows	What to Review
continued...			Pay Distribution Flag (PD Indicator): The output report contains the value of the Pay Distribution Flag found on the Detail Time Entry (XR35.2) screen. The value will either be 'N' or 'Y'. A 'Y' will prompt HRIS to use the XR23.3 position payroll distribution. An 'N' will use either the home labor distribution for the employee or, if applicable, a labor override entered on the Detail Time Entry (XR35.2) screen.
ZR135 <i>Employee Reimbursement Report</i>	HRIS On Demand	Detail list of Travel or Reimbursement Time Records in HRIS	<p>Verify accuracy of time records entered in HRIS. Compare specific employees against paper claim forms.</p> <p>Use the report to verify the accuracy of time records entered in the HRIS.</p> <p>Similar to the PR135, it has parameters to run the report by defining Pay Class and/or by Process Level ranges. It also includes an option to view the PD indicator on the time record.</p> <p>The Pay Class drop-down has two selection options:</p> <ol style="list-style-type: none"> 1. RMB, which will select Employee Reimbursements time records 2. TVL, which will display Travel Employee Reimbursements time records <p>The report may only be run for one of these two Pay Classes.</p> <p>The Process Level Range parameter allows the user to utilize a Process Level Range for their agency. If process level is selected, batch number cannot be selected and vice versa.</p> <p>Pay Distribution Flag (PD Indicator): The output report should contain the value of the Pay Distribution Flag found on the Detail Time Entry (XR35.2) screen. The value will either be 'N' or 'Y'. A 'Y' will prompt HRIS to use the XR23.3 position payroll distribution. An 'N' will use either the home labor distribution for the employee or, if applicable, a labor override entered on the Employee Reimbursements (ZR35.2) screen.</p>

After Compute

Review on Compute Week Wednesday-Friday

Report	Delivery	What the Report Shows	What to Review
<i>Consolidated Payroll Register Report</i>	Data Warehouse On Demand	The Payroll Register includes, for each employee, payment number and type, total hours, gross pay, deductions, and the net amount of the payment. The report also includes totals for company, process level, and department.	Payroll Register is useful to quickly determine if employees received pay as expected and also to determine which employees are receiving a warrant as opposed to a direct deposit. Anomalies, such as a high or low net pay, or number of hours paid can be investigated if necessary by running a ZR260 Payment Detail Listing for a particular employee.

Report	Delivery	What the Report Shows	What to Review
<i>Payroll Transactions Summary Report</i>	Data Warehouse On Demand	Expenditures are grouped by process level, department, Accounting Unit (AFIS function), Account (AFIS Object), Sub Account (AFIS Budget Fiscal Year), Activity (AFIS Program), and Account Category (AFIS Program Period).	Review payroll expenditure totals and compare to budget and/or a prior payroll. Review totals for reasonableness. Consider retaining transaction details to be available for other reporting purposes or audit needs, especially when trying to reconcile transactions from HRIS to AFIS.
<i>Payroll Transactions Detail Report</i>	Data Warehouse On Demand	Detail of HRIS payroll expenditures by payment date listed by employee, process level, department, accounting unit, activity, account category, account, and sub account	Review pay and employer related expenditures for accuracy of employee labor distribution. Review hours paid
<i>Payroll Transactions Detail Exception Report</i>	Data Warehouse On Demand	Detail of HRIS payments for employee in your agency process level who received payments charged to a different agency process level.	Review other employment of your employees. Review mid pay period transfers to ensure employee received expected pay

After HRIS to AFIS Interface

Compute Week Thursday

Report	Delivery	What the Report Shows	What to Review
FIN-AZ-AP-N505 <i>Payroll Reconciliation by Pay Date</i>	AFIS Info Advantage	Summary of AFIS payroll expenditures by payment date. Listed by function, object, BFY, Program, Program Period, Program Phase, And Activity. Provides totals for posted amounts and rejected amounts. Also provides a list of PEDF1 documents for pay date.	Review after the HRIS interface to AFIS. Totals should match Payroll Transactions Summary Report. Determine if errors are present so action can be taken to correct. Compile for reporting and budgeting functions.
OADM-AZ-MSG-N504 <i>Error Report by Accounting Detail</i>	AFIS Info Advantage	Detail list of AFIS PEDF1 documents in rejected status with error messages. Listed by AFIS function, object, BFY, appropriation, fund, as well as other AFIS accounting line information.	Review the PEDF1 error messages and accounting line elements and take action so the document will post in AFIS.
OADM-AZ-MSG-N384 <i>Document Message</i>	AFIS Info Advantage	List of AFIS PEDF1 documents in rejected status with error messages	Review the PEDF1 error messages and take action so the document will post in AFIS.

Anytime Reports **Run on an as-needed basis**

Report	Delivery	What the Report Shows	What to Review
ZR260 <i>Payment Detail Listing</i>	HRIS On Demand	Pay Detail by employee, process level, or department for a given payment date range	Helpful when researching pay history for an employee. Can be run for an employee or for a group, such as by process level.
ZS200 <i>ETE Audit Report</i>	HRIS On Demand	Detail of ETE time records including entry, submission, approval, and rejection	Use when needed to examine time record and comments entry. Report shows entry and approval of time card.
XR223 <i>Position Distribution Listing</i>	HRIS On Demand	Payroll Distribution as established on XR23.3. Includes expense distribution, percentage split, and employee assigned to position	Review labor cost is allocated to the appropriate expense distribution. Consider comparing to a prior payroll to help identify any unexpected changes.
ZS201 <i>ETE Proxy Report</i>	HRIS On Demand	Employees who have ETE proxy approval access by process level and department.	Ensure this remains current as organizational changes are made.
ZS202 <i>ETE Manager Proxy Tracking Report</i>	HRIS On Demand	List of employees who are Proxy approvers by process level and department	Review any time staffing changes occur.
ZS204 <i>ETE Labor Detail Report</i>	HRIS On Demand	Detail list of ETE labor templates used by employee, by date, and by pay code for a pay period	Report shows account template used, if applicable, for employee ETE timecard