

Helpful Resources and Documents:

HRIS Training - [Assigning Multiple Labor Distributions](#)
[AFIS Reference Guide](#)

Forms:

HRIS XR223 – Payroll Distribution Listing
ETE ZS04 – Agency Account Template
ETE ZS204 – ETE Labor Detail Report

Agency Payroll functions:

1. Update Labor Distribution as necessary.

Deadlines:

Updates to AFIS H01, H02 and H03 will not process on compute Tuesday, weekends and holidays.

Every Position in the HRIS has an associated Labor Distribution, which determines how payroll expenditures will post to the Arizona Financial Information System (AFIS).

Initial Labor Distribution setup

When a position is initially set up on the *Position Form (XP02.1)*, Labor Distribution information (Expense Account/Funding Source) must be entered at that time. The *Position Form (XP02.1)* only allows one Labor Distribution (funding source). If the Labor Distribution needs to be charged to multiple funding sources, these must be set up on the *Payroll Distribution - Positions Form (XR23.3)*.

The *Payroll Distribution - Positions Form (XR23.3)* allows for multiple labor distributions for each Position, and it will supersede the existing labor distribution set-up on the Position Form (XP02.1)/Employee record (HR11.1). Items to Note:

- This process will be performed periodically and may be triggered by new hires, separations, position changes, budget implications, department reorganizations or changes in work assignments.
- The intent of the *Payroll Distributions - Positions Form (XR23.3)* is to add multiple labor distribution splits, but this form can also be used to do temporary (long-term) changes to a position's labor distribution. The Agency Class & Comp Analyst can make permanent changes to the single default labor distribution on a position using the *Position Form (XP02)*. Agency Human Resources can update this information using the *Agency Position Form (ZP02)*. Changes that are made from one pay period to the next for labor distribution should be made directly on the Employee's timesheet.
- Once changed, the labor distribution split setup on the Payroll Distribution - Positions Form (XR23.3) will permanently override the default for the position. If additional Labor Distribution changes occur on the position, this form must also be updated.

XR223 Payroll Distribution Listing Report

This report provides a comprehensive listing of positions displaying position title, position status, job code and the labor distribution for each position. Labor distribution setup includes single labor distribution recorded on XP02/ZP02, as well as those with multiple labor distribution splits set up on XR23.3.

The XR223 report provides information on both filled and vacant positions. In addition to the information noted above pertaining to vacant positions, the report displays the employee's EIN, name, employee status, FTE count and pay rate for filled positions. If there is more than one employee for a particular position, the labor distribution information related to the position is displayed, but none of the employee detail information is displayed. In this situation, the following message is displayed on the report:

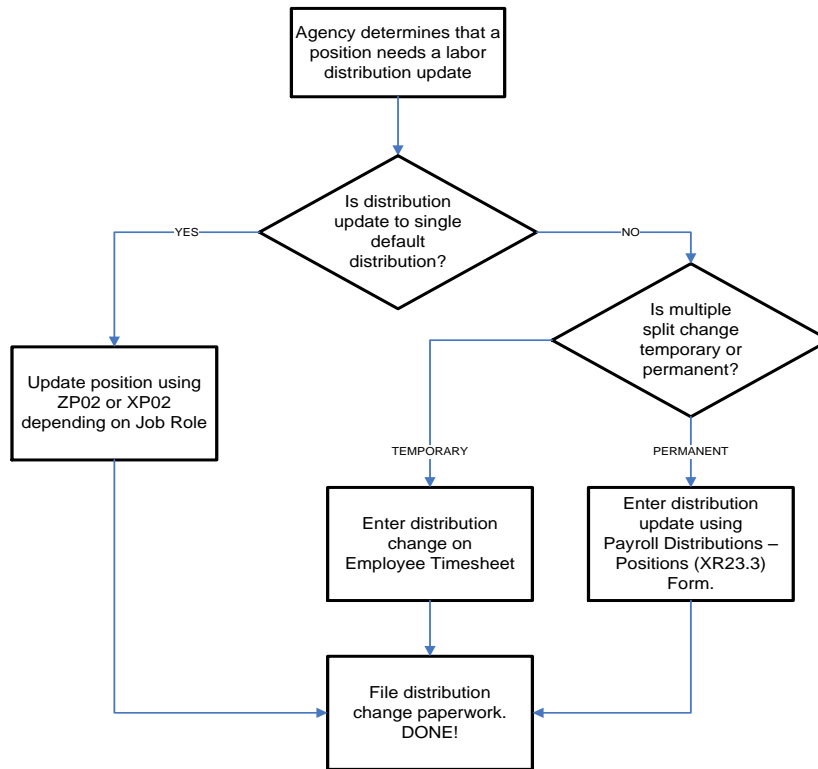
“***More than one employee for that position***”

Default Labor Updates at Fiscal Year End

Each fiscal year end, the General Accounting Office will update the sub-account on all active positions on Position form (XP02 or ZP02). The sub-account on multiple labor distribution form XR23.3 will also be updated. The positions that are not updated due to an error are communicated to the affected agencies for resolution.

*After changes are made, labor distribution will default to the new appropriation year. Special caution should be used while paying handwrites during this time to ensure charges are correct.

HRIS Position Labor Distribution Changes



Labor Distribution changes in AFIS

H01, H02 and H03 are interfaced daily from AFIS to the HRIS, except on compute Tuesdays, weekends and holidays. Ensure that H01, H02 and H03 screens **are not inactivated** until after the Position (XP02 or ZP02) labor distribution update is completed and you have verified they are no longer being used on any Employee (HR11) or Position (XP02 or ZP02) records. Premature inactivation may cause the inability to enter time records or potential rejection of ETE time records preventing employees from being paid.

Detailed instructions for the H01, H02 and H03 AFIS screens can be found in the [AFIS Reference Guide](#).

AFIS SCREEN	FUNCTION
H01	Adds, Changes, or Inactivates <u>Accounting Unit</u> in HRIS 2 Character AGY + Index + Grant + Phase
H02	Adds, Changes, or Inactivates <u>Activity</u> in HRIS 2 Character AGY + PCA + Project + Phase
H03	Adds, Changes, or Inactivates <u>Account Category</u> in HRIS

Time Records

An employee's labor distribution will be used by default on XR32 or XR35.2 during the time entry process or as part the ETE interface into the HRIS. If the default labor distribution appears different from what is indicated on the Employee's timesheet, the Agency Timekeeper will need to manually update the new Labor Distribution for those hours within that pay period.

Pay distribution "PD" field defaults to:

'N' if the employee does not have a multiple split or a split needs to be overridden

'Y' if the employee has a multiple labor split setup on XR23.3

The PD field should be changed from 'Y' to 'N' if you will be overriding a multiple distribution with different expense information on the time record. The PD field change will need to be completed on each effected line on the time record.

ETE Labor Distribution Templates

Some ETE agencies utilize ETE Labor Distribution Templates on ZS04. Agencies that hard code the Appropriation Year (not a common practice) in the templates need to update them during the Fiscal Year End updates. ZS204 ETE Labor Detail Report will list all templates defined. Contact the HRIS Help Desk for assistance with defining ETE Labor Distribution Templates.