

Helpful Resources and Documents:

- Arizona Revised Statutes (A.R.S.) [§ 23-353 – Payment of wages of discharged employee; violation; classification](#)
- GAO Technical Bulletin [No. 05-4 Prioritization of Requests for Manual Payroll Warrants](#)
- GAO Technical Bulletin [No. 05-4S Supplement to GAO Technical Bulletin No. 05-4](#)
- GAO Agency Payroll Guide - [Deceased Employee Compensation](#)
- HRIS Training [Manual Payments](#)

Forms:

- [GAO-99A](#) Request to Review and Process Manual Payroll Warrants

Agency Payroll Functions:

1. Process and Review manual payments to ensure employees are paid accurately and timely.
2. Process and Review manual payments for court ordered Settlements/Judgments and pay requiring additional documentation.
3. Process and Review manual payments for deceased employees.

Deadlines:
 ZR80.1 All payments must be added before 12 pm (noon)
 Email HRIS.Manual.Warrant@azdoa.gov by 12 pm (noon) daily: GAO-99A and any supporting documentation
 A.R.S. § 23-353: A discharged employee, "...shall be paid wages due him within seven working days or the end of the next regular pay period, whichever is sooner."

An employee may receive pay outside the normal pay cycle process through a manual payment (also called a Handwrite). Agency Payroll enters the Handwrite on the ZR80.1 screen and submits the GAO-99A to the GAO Central Payroll. The Handwrite will be reviewed by Central Payroll beginning at 12 pm (noon) daily. Approved Handwrites will be available for pickup at the GAO from 3:00 pm - 4:00 pm the same day that the Handwrite is created. Detailed instructions for the ZR80.1 screen are found in [HRIS Manual Payments Training](#).

DEDUCTION CYCLE

Description of available deduction cycles and when to select each cycle:

DEDUCTION CYCLE	DESCRIPTION	USE
1	1st Pay of Month	Dismissed Employee, Employee not paid on compute, Deceased Employee
2	2nd Pay of Month	Dismissed Employee, Employee not paid on compute, Deceased Employee
3	3rd Pay of Month (No Child/Spousal Support)	Dismissed Employee, Employee not paid on compute, Deceased Employee
5	Percentage and One-Time Deductions Only	Dismissed or Deceased Employee with no working hours (Leave Payout only), Employee incorrectly paid on compute, Uniform Allowance, Travel, other Employee Reimbursements

ONE-TIME DEDUCTIONS

Always check the "OneTimeDeds" form for pending One-Time Deductions.

Use FC "S" to 'Select' One-Time Deductions

Click 'Change' to add the One-Time Deductions to the handwrite

One-Time Deductions must be selected and added to the handwrite before the payment is created (Calc-Add).

MANUAL PAYMENTS REQUIRING ADDITIONAL DOCUMENTATION

In addition to the GAO-99A, the manual payment types below require additional documentation. You may send the documentation in advance for GAO review/processing.

MANUAL PAYMENT REASON	ADDITIONAL REQUIRED DOCUMENTATION
Warrant Replacement	Original Warrant stamped "VOID" & signed GAO-70
Direct Deposit Reversal	Email confirmation from GAO of returned funds for successful Direct Deposit Reversal
Deceased Employee	W-9 and ONE of the Affidavits: GAO36A, B or C
Travel Advance or Untimely Filed Travel Claim	GAO-509A or GAO-513
Leave Payout to Non-Separating Employee	Approved policy on file & payout form signed by Agency Director
PSRS Industrial Leave Supplemental Benefit	GAO Supplemental Benefit Calculator
Court Settlement	Copy of the court order
Agency Reinstatement/Settlement	Copy of signed Agency directive that addresses Amount, Pay Periods, Deductions, Leave Accruals, Unemployment Benefit recovery, etc.

MANUAL PAYMENT CHECKLIST

ITEM	PREPARER	APPROVER
Pay Codes	Use manual pay codes instead of system generated codes when required.	Review Pay Codes used.
Leave Payout	Final accrual due if employee worked at least 1/2 their FTE.	Validate leave balances and final accrual hours are accurate.
Time Record Date	Don't let date default. No future dates. No time records after Term Date.	Review Time Record Dates.
Deduction Cycle	Enter proper cycle (see chart above).	Validate Deduction Cycle is correct.
Deductions	Deductions will default based on Deduction Cycle selected. Check "OneTimeDeds" tab for pending One-Time Deductions. "Select" any pending One-Time Deductions before Calc-Add.	Validate One-Time Deductions are selected AND included in handwritten.
Additional Pay	Check ZR30 for stipends, uniform, imputed income, auto usage. Check with Reimbursement Specialist for outstanding reimbursement claims.	Validate additional pay on handwritten.
GAO-99A	Send to approver timely to allow approver to review handwritten and submit GAO-99A.	Review handwritten listed on GAO-99A. Send GAO-99A and any required documentation by 12 pm to HRIS.Manual.Warrant@azdoa.gov CC: Preparer
Time Record Deletion	Delete any time records entered incorrectly and not required to be paid.	

DELETIONS

Common reasons for deletions:

1. Documentation invalid, incomplete or not received timely
 - a. GAO-99A not received by the GAO by 12:00 pm (noon)
 - b. Additional Required Documents not received by the GAO by 12:00 pm (noon)
 - c. GAO-99A not sent by a person authorized on the GAO-3

- d. GAO Affidavits incomplete, not in compliance with waiting period or missing supplemental paperwork
 - e. Original voided warrant and GAO-70 not received by the GAO
 - f. Confirmation of successful Direct Deposit Reversal from Treasurer's Office not received
2. Time Records
 - a. Time record dates in current pay period (excludes dismissed employee payments)
 - b. Time records have a future date
 - c. Hours lumped together (i.e., 40 hours on one time record date)
 - d. Hours used for a Rate Only pay code
 - e. Overtime or Premium Overtime time records (excludes dismissed employee payments)
 - f. Retroactive time records from ZR131 (excludes dismissed employee payments)
 - g. Missing standard time records (ZR30)
 - h. Incorrect leave payout
 - i. Final leave accrual not included or incorrect accrual rate
 3. Deduction Cycle incorrect
 4. One-Time Deductions that should be included are not selected to be included in the handwrite
 5. Gross pay is less than \$100.00 for active employees
 6. Handwrite is created on the same day the employee is dismissed

Upon deletion of a handwrite, all associated time records entered on the ZR80.1 screen will also be deleted. Central Payroll will send the GAO-99A Approver an email notification including the reason for deletion.