# MANUAL PAYMENTS (HANDWRITES)

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Overview

The guide will serve as a reference document on the process of Manual Payments (Handwrites), providing assistance to Agency Payroll Specialists in carrying out the processing of such payments. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

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 Judgments/settlements and pay requiring additional documentation
3. Process and review manual payments for deceased employees

Deadlines

1. ZR80.1 All payments must be added before 12 pm (noon)
2. Email HRIS.Manual.Warrant@azdoa.gov by 12 pm (noon) daily: GAO-99A and any supporting documentation
3. 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.”

Helpful Resources and Documents

Policies

Arizona Revised Statute §
§ 23-353 – Payment of wages of discharged employee; violation; classification

SAAM
Manual Payroll Warrants: SAAM 5511

Step by Step Training

HRIS Manual Payments Training

GAO Agency Payroll Guide - Deceased Employee Compensation

Forms

GAO-99A Request to Process Manual Warrant

GAO- 3P Payroll Authorization Form

Contacts

Benefit Premium Options: benefitsissues@azdoa.gov or (602)542-5008

Department of Administration Benefits Website: benefitoptions.az.gov/benefit-premium
Manual Payment Process

An employee is eligible to receive pay outside the normal payroll cycle, through a manual payment. Therefore, the Agency Payroll must enter a manual payment on the ZR80.1 screen. Detailed instructions for the ZR80.1 screen are located in the HRIS Manual Payments Training.

Following entry, an authorized individual at the Agency must submit, to Central Payroll (by 12 pm noon), a GAO-99A Manual Payment Request. If the GAO-99A submission is electronic, the authorized individual must send it from their respective email (send to hris.manual.warrant@azdoa.gov). Central Payroll will review the manual payment, beginning at 12 pm (noon) daily. All approved manual payments are mailed directly to the employee’s address on record, the same day the payment is entered.

Security

GAO-99A MUST be submitted (i.e., through mail and or email) by an authorized individual;
Authorized Individuals are those persons named on an agency’s GAO-3P Payroll Authorization Form.

Manual Payments CAN ONLY be picked up under special circumstances and only by authorized individuals (i.e., the GAO Front Desk maintains a list of authorized individuals eligible to receive/pick-up Manual Payments); Questions regarding a request to pick up a manual payment or the list of authorized receivers should be directed to the GAO Front Desk at 602-542-5601.

Deduction Cycle Selection

Available Deduction Cycles:

- **Cycle 1** – 1st payment of the month (Elective Benefits and child support deducted)
- **Cycle 2** – 2nd payment of the month (Elective Benefits and child support deducted)
- **Cycle 3** – 3rd payment of the month (Elective Benefits deducted, no child support)
- **Cycle 5** – Used to process One-Time-Deductions, 950 pay code (i.e., zero-dollar payment), pay adjustments, leave payouts, etc. (Neither elective Benefits nor child support are deducted)
Other Considerations

Dismissed Employee


1. Reference Benefit Premium Termination Calendar and complete Steps 1-3 of Calendar

2. With the Date EE PREMIUM WILL BE PAID identified from the EE Termination Calendar Step 3), drill around on the employee’s payment history to determine if the employee received a payment on that exact date (Column D of Calendar) –
   - If Yes, USE CYCLE 5 and select on all One-Time Deductions
   - If No, USE CYCLE 1, 2, or 3 and select on all One-Time Deductions

3. ALWAYS Check the employee’s One-Time-Deduction folder for Pending One-Time Deductions
   - Use FC S to Select One-Time Deductions
   - Click Change to add the One-Time Deductions to the manual warrant
     a) One-Time Deductions must be selected and added to the manual warrant before the payment is created (Calc-Add)
     b) One-Time Deductions MUST coincide to a prior date or current date to be included in the manual warrant (i.e., One-Time Deductions that are FUTURE DATED will NOT be included in the manual warrant).

Deceased Employee

See GAO Agency Payroll Guide - Deceased Employee Compensation
## Payments Requiring Additional Documentation

<table>
<thead>
<tr>
<th>MANUAL PAYMENT REASON</th>
<th>ADDITIONAL REQUIRED DOCUMENTATION</th>
<th>WHEN TO SEND DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Replacement</td>
<td>Original Warrant stamped <strong>VOID</strong> &amp; signed GAO-70</td>
<td>2 days in advance</td>
</tr>
<tr>
<td>Direct Deposit Reversal</td>
<td>Email confirmation from GAO of returned funds for successful Direct Deposit Reversal</td>
<td>Attach to GAO-99A email</td>
</tr>
<tr>
<td>Deceased Employee</td>
<td>W-9 and ONE of the Affidavits: GAO36A, B or C</td>
<td>Attach to GAO-99A email</td>
</tr>
<tr>
<td>Travel Advance or Untimely Filed Travel Claim</td>
<td>GAO-509A or GAO-513</td>
<td>Attach to GAO-99A email</td>
</tr>
<tr>
<td>Leave Payout to Non-Separating Employee</td>
<td>Approved policy on file &amp; payout form signed by Agency Director</td>
<td>Attach to GAO-99A email</td>
</tr>
<tr>
<td>PSPRS Industrial Leave Supplemental Benefit</td>
<td>GAO Supplemental Benefit Calculator</td>
<td>Attach to GAO-99A email</td>
</tr>
<tr>
<td>Court Settlement</td>
<td>Copy of the court order</td>
<td>2 business days</td>
</tr>
<tr>
<td>Agency Reinstatement/Settlement</td>
<td>Copy of signed Agency directive that addresses Amount, Pay Periods, Deductions, Leave Accruals, Unemployment Benefit recovery, GAO settlement request form, etc.</td>
<td>2 business days</td>
</tr>
</tbody>
</table>
# Manual Payment Checklist

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

## Common Reasons for Deletions

1. Documentation invalid, incomplete or not received timely
   - GAO-99A not received by the GAO by 12:00 pm (noon)
   - Additional Required Documents not received by the GAO by 12:00 pm (noon)
   - GAO-99A not sent by a person authorized on the GAO-3P
   - GAO Affidavits incomplete, not in compliance with waiting period or missing supplemental paperwork
   - Original voided warrant and GAO-70 not received by the GAO
   - Confirmation of successful Direct Deposit Reversal from Treasurer’s Office not received

2. Time Records
   - Time record dates in current pay period (excludes dismissed employee payments)
   - Time records have a future date
   - Hours lumped together (i.e., 40 hours on one-time record date)
   - Hours used for a Rate Only pay code
▪ Retroactive time records from ZR131 (excludes dismissed employee payments)
▪ Missing standard time records (ZR30)
▪ Incorrect leave payout
▪ Final leave accrual not included or incorrect accrual rate
▪ Overtime is included (excludes dismissed employee payments)

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 manual payment 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.

**Need Assistance?**

View the Central Payroll Directory [click here](#)