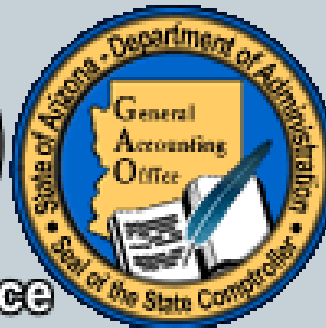


Statewide Payroll Meeting Fiscal Year End



MAY 20, 2013

GAO
General Accounting Office



Introductions

2

- Stu Wilbur
- Tracey Cappuccio
- Karen Turner
- Sam Tekien
- Lalita Farr
- Vahn Vo
- Kia Goudy
- Cheryl Wilcox
- Marla Grossman, RASL
- Jennifer Verhelst, System Support & Projects

Contact Information

3

- **Central Payroll Contact List**
- **Agency Contact List**
 - Human Resources
 - Payroll
 - Accounting
- **Send any updates to Central Payroll**
 - (602) 364-2215 (fax)
 - Central.Payroll@azdoa.gov



Payroll-Related Updates

4

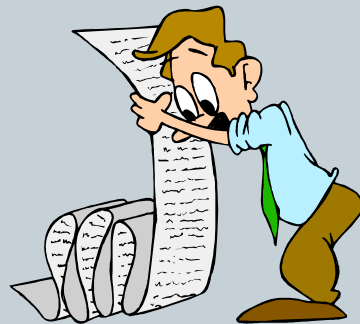
- **Employee Time Entry - Update** [Ongoing]
 - 11,244 employees setup for ETE
- **HRIS Data Purge** [Yearly]
 - 2006 Payroll Data – March 9th – 10th
- **Meritorious Service Leave** [09/2012]
 - Repealed/Replaced Recognition Leave
 - Employees with Recognition Leave allowed to use through September 27, 2013.
 - Agency must submit a plan for ADOA approval before Meritorious Service Leave (MSL) can be awarded to employees & entered into HRIS
 - Upon Plan approval
 - ✦ Agency will be added to the Employee Group
 - ✦ Agency should enter MSL granted on LP70
 - ✦ Hours can then be taken using pay code 371
- **Deceased Employee Procedures** [12/2012]
 - Updated procedures posted to GAO Website
 - Lalita worked with Agencies to clean up HRIS balances.



HRIS Pay Code Updates

5

- **GAO Web stories** [12/2012, 03/2013]
 - Special Assignment, Hiring, Spot Incentive, Referral, Merit Based, Goal Based
 - Meritorious Service Leave, Recognition Leave
- **HRIS Pay Code Listing –Redesign** [05/2013]
 - Added Categories by pay code type
 - Added columns for each Retirement System
 - Updated usage descriptions & authoritative references
 - Please review “proposed change” column and let us know if you anticipate any issues



Coming Months

6

- Paycheck Estimator – 1st draft [06/2013]

GAO Central Payroll - Paycheck Estimator version 5/20/13 Estimator values not valid for payments prior to: January 6, 2013

Green Cells = Input/Default, Yellow = Auto Calculated, Gray = N/A, Blue = Totals

Employee: [Name] [Address] [City] [State] [Zip] [Phone] [Email]

Estimated Net Pay: \$ [Amount]

ESTIMATED PAY WITH OTHER DEDUCTIONS (shown only) [Amount]

ESTIMATED PAY WITH OTHER DEDUCTIONS (shown only) (includes dependent care, tuition, etc.) [Amount]

ESTIMATED NET PAY [Amount]

DESCRIPTION	RATE	HOURS	ADJUST	TOTAL	ESTIMATED PAY WITH OTHER DEDUCTIONS (shown only)	ESTIMATED PAY WITH OTHER DEDUCTIONS (shown only) (includes dependent care, tuition, etc.)	ESTIMATED NET PAY
GROSS PAY							
Regular Pay (hours not in regular pay schedule)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
Overtime Pay (hours over 40 in regular pay schedule)	1.50	0.00		\$ -	\$ -	\$ -	\$ -
Shift Differential - 2nd Shift (hours over 40 in regular pay schedule)	5.00	0.00		\$ -	\$ -	\$ -	\$ -
Shift Differential - 3rd Shift (hours over 40 in regular pay schedule)	5.00	0.00		\$ -	\$ -	\$ -	\$ -
Critical Retention Pay (if applicable)	5.00	0.00		\$ -	\$ -	\$ -	\$ -
Military Differential Pay (if applicable)				\$ -	\$ -	\$ -	\$ -
Other Pay by Amount (depend, bonus, etc.) - WITH RETIREMENT				\$ -	\$ -	\$ -	\$ -
Other Pay by Amount (depend, bonus, etc.) - WITHOUT RETIREMENT				\$ -	\$ -	\$ -	\$ -
Annual Leave Taken	0.00	0.00		\$ -	\$ -	\$ -	\$ -
Donated Leave Pay	0.00	0.00		\$ -	\$ -	\$ -	\$ -
Comp Leave Taken Pay	0.00	0.00		\$ -	\$ -	\$ -	\$ -
Other Pay by Hours (holiday pay, PDA, Sick Pay, Family Sick Pay, etc.)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Annual Leave (non separating employee)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Annual Leave (final pay)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Comp Leave (non separating employee)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Comp Leave (final pay)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Holiday Leave (non separating employee)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
PAYOUT: Holiday Leave (final pay)	0.00	0.00		\$ -	\$ -	\$ -	\$ -
Travel Allowance (hours in uniform)				\$ -	\$ -	\$ -	\$ -
Non-cash taxable income (such as imputed interest or stock options) (Enter as Adjust, show on Wage Base Calculator)				\$ -	\$ -	\$ -	\$ -
Non Taxable Uniform Allowance				\$ -	\$ -	\$ -	\$ -
Travel Reimbursement				\$ -	\$ -	\$ -	\$ -
Other Non Taxable Reimbursement				\$ -	\$ -	\$ -	\$ -
TOTAL GROSS PAY				\$ -	\$ -	\$ -	\$ -
PRE-TAX DEDUCTIONS							
1) Retirement [PLAN-ASRS] 10.0%				\$ -	\$ -	\$ -	\$ -
2) Pre-TMRA have elected ADAS from leave payouts?	No			\$ -	\$ -	\$ -	\$ -
3) Amount of any ADAS Remaining (Agreement or Service Purchase)				\$ -	\$ -	\$ -	\$ -
4) Health Insurance				\$ -	\$ -	\$ -	\$ -
5) Dental Insurance				\$ -	\$ -	\$ -	\$ -
6) Vision Insurance				\$ -	\$ -	\$ -	\$ -
7) Deferred Compensation (National/State)				\$ -	\$ -	\$ -	\$ -
8) Amount of any active 401(k) (non-vestable deferral) 0%				\$ -	\$ -	\$ -	\$ -
9) Bus Card Charge				\$ -	\$ -	\$ -	\$ -
10) Other Pre-Tax Deductions (HSA, Private Trust, Van Pool, Tax Sheltered Annuity)				\$ -	\$ -	\$ -	\$ -
TOTAL PRE-TAX DEDUCTIONS				\$ -	\$ -	\$ -	\$ -
TAXES							
1) Federal Taxes	No	Single	0	\$ -	\$ -	\$ -	\$ -
2) State Taxes	No			\$ -	\$ -	\$ -	\$ -
3) Social Security	Wage: \$113,700.00			\$ -	\$ -	\$ -	\$ -
4) Medicare	Wage: \$200,000.00			\$ -	\$ -	\$ -	\$ -
5) Medicare	Wage: \$ -			\$ -	\$ -	\$ -	\$ -
TOTAL TAXES				\$ -	\$ -	\$ -	\$ -
POST-TAX DEDUCTIONS							
1) Clearinghouse Fee				\$ -	\$ -	\$ -	\$ -
2) State Fee for Support Orders				\$ -	\$ -	\$ -	\$ -
3) Bankruptcy Payment				\$ -	\$ -	\$ -	\$ -
4) Child Support	No			\$ -	\$ -	\$ -	\$ -
5) Spousal Support	No			\$ -	\$ -	\$ -	\$ -
6) Child Medical Support	No			\$ -	\$ -	\$ -	\$ -
7) Child Support Arrears	No			\$ -	\$ -	\$ -	\$ -
8) Spousal Support Arrears	No			\$ -	\$ -	\$ -	\$ -
9) Child Medical Support Arrears	No			\$ -	\$ -	\$ -	\$ -
10) IRS Tax Levy	2003	Single	1	0	\$ -	\$ -	\$ -
11) DOR Tax Levy	2003	Single	1	0	\$ -	\$ -	\$ -
12) DES Levy	2003	Single	1	0	\$ -	\$ -	\$ -
13) Garnishment Fee				\$ -	\$ -	\$ -	\$ -
14) Garnishment 1	Judgment Creditor			\$ -	\$ -	\$ -	\$ -
15) Garnishment 2	Judgment Creditor			\$ -	\$ -	\$ -	\$ -
16) Garnishment 3	Judgment Creditor			\$ -	\$ -	\$ -	\$ -
17) Garnishment 4	Judgment Creditor			\$ -	\$ -	\$ -	\$ -
18) Garnishment 5	Judgment Creditor			\$ -	\$ -	\$ -	\$ -
19) Long Term Disability (LTD)				\$ -	\$ -	\$ -	\$ -
20) Short Term Disability (STD)				\$ -	\$ -	\$ -	\$ -
21) Supplemental Life Insurance (Post Tax)				\$ -	\$ -	\$ -	\$ -
22) Dependent Life Insurance				\$ -	\$ -	\$ -	\$ -
23) Health HSA				\$ -	\$ -	\$ -	\$ -
24) HSA				\$ -	\$ -	\$ -	\$ -
25) Union Dues				\$ -	\$ -	\$ -	\$ -
26) Other Post-Tax Deductions (Auto/Home Insurance, Computer Purchase, Misc. Recovery)				\$ -	\$ -	\$ -	\$ -
TOTAL POST-TAX DEDUCTIONS				\$ -	\$ -	\$ -	\$ -
ESTIMATED NET PAY				\$ -	\$ -	\$ -	\$ -

* This tool is to be used for estimation purposes only and does not capture all of the HRS programming or scenarios in all circumstances. This tool assumes there are no midperiod changes to pay rates or multiple pay rates. Changes in tax rates, retirement contribution rates, employee tax withholding elections, etc may produce different results and should be considered when evaluating the results of this tool.

AFIS Replacement Project Update

7

- **The statewide ERP Project is moving to the next phase – BPR (Business Process Reengineering)**
- **CGI has been selected as the integrator and software provider**
- **Integration with Key Legacy system (like HRIS) is part of the new ERP system**
- **Project Timeline**
 - **March 2013 thru October 2013 - Business Process Reengineering (BPR)**
 - **July 2013 thru June 2015 – Plan, design, build, test, train and implement**
 - **July 2015 – Deploy the ERP system to all State Agencies**
- **The ERP team will reach out to Agencies for participation as we move forward**
- **Several key GAO personnel are part of the ERP Project**

AFIS Replacement Project Update

8

- **The new ERP system includes the following areas:**
 - **Financial Management**
 - ✦ **General Ledger and Budgetary Control**
 - ✦ **Accounts Payable**
 - ✦ **Travel**
 - ✦ **Accounts Receivable and Billing**
 - ✦ **Cash Management**
 - ✦ **Grants Management**
 - ✦ **Project Accounting**
 - ✦ **Cost Accounting and Cost Allocation**
 - ✦ **Asset Management**
 - **Other Key Functionality**
 - ✦ **Budget Development**
 - ✦ **Federal Highways Administration (FHWA)**
 - ✦ **Inventory Management**
 - ✦ **Facilities Management**



Personnel Rules Update – Effective 4/13/13

9

- Personnel Rule Update

- http://www.hr.az.gov/PolicyLegislativeAffairs/PLS_Rules.asp
- Updated R2-5A-B602.G - Payment of Annual Leave (for non-separating employees)

UPDATED

- ✦ **Continues to require that an agency's policy (and any subsequent revisions to the agency policy) be submitted to ADOA HRD for approval [Note: Personnel Reform and the new State Personnel System Rules require agencies to establish new policies or revise existing policies; annual leave payout policies that were approved prior to Personnel Reform are no longer valid; an agency that had such a policy must revise the policy and obtain approval of the new policy from ADOA HRD]**
- ✦ **The revised rule removed the requirement of ADOA Director approval for individual payments; once the agency has received approval of the annual leave payout policy from the ADOA Human Resources Division, the agency head has the authority to approve these payouts in accordance with the approved policy.**
- ✦ **Requires Agency Director to obtain employee consent if the payment would reduce the annual leave hours to fewer than:**
 - 240 hours for a covered employee
 - 320 hours for an uncovered employee

Agency Payroll Team Exercise

10



- Get into groups of 5 – 6.
- Discuss as a team and write down:
 - What are the key reference materials that you use on a regular basis when processing payroll?
 - Which reference materials are the most helpful and why?
 - What guides, materials, or forms do you think could be improved?
 - What types of payroll transactions or forms would you like more guidance on?
 - What types of payroll transactions or processes are the most challenging or time consuming?
 - Is there any information or assistance that would be helpful for GAO Central Payroll to provide?

Agency Payroll Guide

11

- Comprehensive guide of Key Information, Procedures & Policy
- Includes
 - Contacts
 - Updated HRIS Pay code Listing
 - Summary of Bi-weekly Payroll Tasks
 - ✦ Customizable payroll launch checklist
 - ✦ Helpful Reports
 - ✦ Common Errors with Suggested Resolutions
 - Forms
 - ✦ Available electronically at: <http://www.gao.az.gov/onlineforms/default.asp>
 - Technical Bulletins
 - ✦ Available electronically at: <http://www.gao.az.gov/publications/tb/>
 - Statewide Policies
 - ✦ Available electronically at: http://www.hr.az.gov/PolicyLegislativeAffairs/PLA_Statewide_HR_Policies.asp
 - Personnel Rules
 - ✦ Available electronically at: http://www.hr.az.gov/PDF/Personnel_Rules.pdf
 - Statutory Authority
 - ✦ Arizona Revised Statutes (ARS) available electronically at: <http://www.azleg.gov/ArizonaRevisedStatutes.asp>





Valley Metro Bus Fare Changes

12

- **Web story published – January 29, 2013**
 - Effective March 1, 2013
 - Implemented for State employees March 24th – April 23rd, 2013 billing cycle
 - Deducted May 16, 2013 pay day
 - Rates increased for all fare types

Type	Old Rate	New Rate	New Monthly Cap	New Maximum Charge After 50% Subsidy
Reduced	\$.85	\$1.00	\$32.00	\$16.00
Local/Light Rail	\$1.75	\$2.00	\$64.00	\$32.00
Express/RAPID	\$2.75	\$3.25	\$104.00	\$52.00



Retiree Accumulated Sick Leave (RASL)

13

- We are preparing for the summer surge in RASL applications.
 - Employees can apply whether they resign or are dismissed
- The time frame for processing RASL applications and paying the retiree is 60 – 90 days from the date received at GAO.
- **Reminder to Agencies: RASL deadlines are set by Statute**
 - Employee must retire within 31 days of termination date:
 - ✦ ARS §38-615.B.1
 - RASL must receive application within 180 days following the effective retirement date:
 - ✦ ARS §12-821.01
- The responsibility for ensuring timely receipt of all documents by the GAO rests totally & exclusively with the retiree or his/her **legal** representative.
- Marla is happy to take calls directly from employees.

RETIREMENT PLAN DEDUCTIONS

CODE		RETIREMENT PLAN	EMPLOYEE			EMPLOYER		
			DED	OLD	NEW	DED	OLD	NEW
			CODE	RATE	RATE	CODE	RATE	RATE
1	ASRS	PLAN-ASRS	7903	10.90%	11.30%	7904	10.90%	11.30%
2	CORP	JUVENILE CORRECTIONS (501)	7905	8.41%	8.41%	7906	12.30%	15.39%
3	EORP	ELECTED OFFICIALS & JUDGES (415)	7907	11.50%	13.00%	7908	20.87%	25.94%
4	PSRS	PUBLIC SAFETY (007) (ER pays 5% EE share)	7909	4.55%	5.35%	7910	48.71%	56.99%
5	PSRS	GAME & FISH (035)	7911	9.55%	10.35%	7912	50.54%	60.53%
6	PSRS	AG INVESTIGATORS (151)	7913	9.55%	10.35%	7914	136.04%	111.67%
7	PSRS	DEMA (FIRE FIGHTERS) (119)	7915	9.55%	10.35%	7916	20.54%	23.07%
9	N/A	NO RETIREMENT						
0	CORP	CORRECTIONS (500)	7901	8.41%	8.41%	7902	11.14%	13.45%
B	PSRS	LIQUOR CONTROL OFFICER (164)	7923	9.55%	10.35%	7924	46.99%	44.34%
F	PSRS	STATE PARKS (204)	7931	9.55%	10.35%	7932	25.16%	30.75%
G	CORP	PUBLIC SAFETY DISPATCHERS (563)	7933	7.96%	7.96%	7934	7.90%	12.99%
H	PSRS	DEFERRED RET OPTION (DROP)	7957	9.55%	10.35%			
J	CORP	PUBLIC SAFETY DETENTION OFFICERS	7961	8.41%	8.41%	7962	5.00%	5.00%
S2	CORP	SUPP BENEFIT - JUVENILE CORRECTIONS				7966	20.71%	23.80%
S4	PSRS	SUPP BENEFIT - PUBLIC SAFETY				7970	53.26%	62.34%
S5	PSRS	SUPP BENEFIT - GAME & FISH				7972	60.09%	70.88%
S6	PSRS	SUPP BENEFIT - AG INVESTIGATORS				7974	145.59%	122.02%
S7	PSRS	SUPP BENEFIT - FIRE FIGHTERS				7976	30.09%	33.42%
S0	CORP	SUPP BENEFIT - CORRECTIONS				7964	19.55%	21.86%
SB	PSRS	SUPP BENEFIT - LIQUOR CONTROL OFFICER				7978	56.54%	54.69%
SF	PSRS	SUPP BENEFIT - STATE PARKS				7980	34.71%	41.10%
SG	PSRS	SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS				7968	15.89%	20.95%
SJ	CORP	SUPP BENEFIT - PUBLIC SAFETY DETENTION OFFICERS				7982	13.41%	13.41%
	ASRS	LTD ASRS	7509	0.24%	0.24%	7508	0.24%	0.24%
	PSRS	LTD PSPRS (HARTFORD)				7520	0.25%	0.25%

OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

	PSRS	ALT CONTRIBUTION RATE - DPS (007)				7936	14.570%	17.070%
	CORP	ALT CONTRIBUTION RATE - DOC (500)				7938	6.000%	6.180%
	EORP	ALT CONTRIBUTION RATE - EO&J (415)				7940	19.110%	21.310%
	CORP	ALT CONTRIBUTION RATE - DJ (501)				7942	6.000%	6.180%
	CORP	ALT CONTRIBUTION RATE - DISP (563)				7944	6.000%	6.180%
	PSRS	ALT CONTRIBUTION RATE - G&F (035)				7946	14.570%	17.070%
	PSRS	ALT CONTRIBUTION RATE - AGI (151)				7948	14.570%	17.070%
	PSRS	ALT CONTRIBUTION RATE - FIRE (119)				7950	14.570%	17.070%
	PSRS	ALT CONTRIBUTION RATE - LIQ (164)				7952	14.570%	17.070%
	PSRS	ALT CONTRIBUTION RATE - PARK (204)				7954	14.570%	17.070%
	ASRS	ALT CONTRIBUTION RATE - ASRS				7956	8.640%	9.200%

New
Retirement &
ERE Rates –
Effective 7/1/13

Handwrite Reminders

15

- **Deadline is 12pm (noon) daily, pickup between 3 – 4pm**
 - Central Payroll members will not review handwrites before noon
 - ✦ Please have a 2nd person at your agency review the handwrite
 - It will be available unless GAO99a sender receives a deletion email
- **The Preparer and the Authorizer should be two different people.**
- **Please request exceptions in advance by emailing HRIS.Manual.Warrant@azdoa.gov**
- **For Critical Retention: Check ZR90 for eligibility**
- **For Deceased Employee Payments:**
 - Verify taxes are turned off and benefits are active
 - ✦ We want to ensure insurance coverage through the date of death
 - Required paperwork must be complete and submitted for processing prior to the noon deadline.

OTD Selection on a Handwrite

16



Manual Payment One Time Ded (ZR80.3)

Back Detach Change Inquire Inquire

Company 1 Employee

2. Then Click
“Change” to
enable “Select”

FC	Deduction	Amount	Date	Stat	Prty	Chk Grp	Payment Description	Record Type
S								
A	Add							
C	Change							
D	Delete							
S	Select							
U	Unselect							

1. Use Drop
Down Menu to
“S - Select” the
OTD

- Using FC “S – Select” uses the existing OTD to charge the Employee.
- Using FC “A – Add” will add another OTD for the same amount, but the employee will only be charged once.
 - This means the original OTD still remains outstanding which may cause your agency to be charged.

Handwrites thru Fiscal Year End

17

- **Travel & Other Reimbursement handwrites allowed June 26-28, 2013.**
 - Minimum handwrite threshold lowered from \$100 to \$10
- **GAO will be verifying cash and appropriation availability in AFIS**
- **July 1, 2013**
 - **NO HANDWRITES, NO HRIS UPDATE, PLEASE PLAN AHEAD!**
 - Agencies with reverting appropriations will need to use Admin Adjustment process in AFIS to charge (AY) 2013.
 - Agencies with continuing appropriations can be keyed with appropriate sub-account (AY)



ZR131 Retroactive Pay

18

Agency Retroactive Pay Calc (ZR131)

>> + Add  Change - Delete < Previous ? Inquire > Next | Inquire ▾

Submit

Reports

Job Sched

Print Mgr

Job Name 

Job Description

User Name  Karen Turner

Product Line PROD

Parameters


Selection


Time Record

Retroactive Percent

-or-

Amount Per Hour

Retroactive Pay Code 

Time Record Date  

Optional, Date 10

Distribution Option

Update Option

Employee Sequence

Type a date for the time records created for the retroactive pay increase. Leave blank to use the work week ending date on the time records.

For employees assigned to an overtime pay plan, the program creates a time record for each work week included in the retroactive calculation. The date on each of the time records is the work week ending date.

ZR131 Retroactive Pay

19

- Pay Plans – HR11 “Pay” Tab
 - FLSA EXEMPT-40 HOURS ONLY (EXCLUDED)
 - ✦ Must enter a Time Record Date, using the end range of the retroactive payment.
 - FLSA EXEMPT-STRAIGHT TIME (EXEMPT)
 - ✦ Allow the records to be applied to each work week. Do not enter a Time Record Date.
 - FLSA NON-EXEMPT-OT OVER 40 HOURS (NON-EXEMPT)
 - ✦ Allow the records to be applied to each work week. Do not enter a Time Record Date. Weekly amounts necessary to properly calculate overtime.

ZR131 Retroactive Pay

20

Agency Retroactive Pay Calc (ZR131)

>> + Add  Change - Delete < Previous ? Inquire > Next | Inquire ▾

Submit

Reports

Job Sched

Print Mgr

Job Name

Job Description

User Name Karen Turner

Product Line PROD

Parameters

Selection

Time Record

Retroactive Percent -or- Amount Per Hour

Retroactive Pay Code

Time Record Date

Distribution Option

Update Option

Employee Sequence

Valid values are:
U = Update; Recreate Time Records
R = Report
A = Update; Add Time Records
. The default value is R.

ZR131 Retroactive Pay

21

- Update Options
 - REPORT ONLY – “R”
 - UPDATE; ADD TIME RECORDS – “A”
 - ✦ Adds 144 time records based on the job parameters. Adds more time records each time the job is run.
 - UPDATE; RECREATE TIME RECORDS – “U”
 - ✦ Deletes all open 144 time records for the employee and applies new time records based on the job parameters.

AFIS Screens H01, H02, H03

22

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

Before inactivating elements, be sure employees do not have any of the elements to be inactivated in their labor distribution

Check HRIS XP02 and XR23.3 or contact Labor Distribution specialist

HRIS Labor Distribution Update

23

- **June 29th – July 1st – HRIS Unavailable**
 - XP02/ZP02 will be updated
 - ✦ We will be only changing Sub-account (AY) 2013 to (AY) 2014
 - ✦ Errors must be fixed by July 03, 2013 to prevent errors with ETE
 - Focus on Filled Positions
 - XR23.3 will be updated
 - ✦ Sub-account will be changed from (AY) 2013 to (AY) 2014

- **Labor Distribution Elements**
 - H01, H02, and H03 are interfaced daily to HRIS, except night of compute

 - July 3rd is the last day to make changes in AFIS to allow updates in HRIS July 4th or 5th before the ETE interface.

 - H01, H02, and H03
 - ✦ Agencies need to ensure that H01, H02, or H03 screens are not inactivated until after the Position (XP02 or ZP02) labor distribution update is completed and the agency has 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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Jun 9	10	11	12	13	14	15		
Jun 9 - 15			COMPUTE		PAYDAY			
Jun 16 - 22	16	17	18	19	20	21	22	
					ETE template changes due	PPE	PPB - TO BE PAID ON 6/27/13	
						5% CRITICAL RETENTION ENDS		
Jun 23 - 29	23	24	25	26	27	28	29	
		COMPUTE			PAYDAY LAST OF FY2013	LABOR DISTRIBUTION FILES ARE DUE BACK	HRIS DOWN	
				LABOR FOR MANUALS WILL DEFAULT TO AY2013 OK			XP/ZP02 UPDATED TO AY2014 XR23.3 UPDATED TO AY2014	
				DO NOT ENTER COMPUTE TIMERECORDS				
Jun 30 - Jul 6	30	Jul 1	2	3	4	5	6	
	HRIS DOWN XP/ZP02 UPDATED TO AY2014 XR23.3 UPDATED TO AY2014	HRIS DOWN NO HANDWRITES		Deadline for H01, H02, H03 for ETE Agencies	4TH of July HOLIDAY	PPE	PPB - TO BE PAID ON 7/11/13	
		AGENCY: FIX XP02/ZP02 UPDATE ERRORS & RETURN TO GAO BY 7/3/13				GAO Uploads Errors Returned 7/3/13		
		LABOR FOR MANUALS WILL DEFAULT TO AY2014 - OK						
		LABOR FOR COMPUTE TIMERECORDS WILL DEFAULT TO AY2014 - OK						
Jul 7 - 13	7	8	9	10	11	12	13	
		Agency: Check ZS535 ETE EXTRACT - error report	COMPUTE		PAYDAY FIRST OF FY2014			