Statewide Payroll Meeting
Fiscal Year End

MAY 20, 2013

GAO
General Accounting Office
Introductions

- 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

- 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

- **Employee Time Entry - Update**
  - 11,244 employees setup for ETE

- **HRIS Data Purge**
  - 2006 Payroll Data – March 9th – 10th

- **Meritorious Service Leave**
  - Repealed/Replaced Recognition Leave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**
  - Updated procedures posted to GAO Website
  - Lalita worked with Agencies to clean up HRIS balances.
HRIS Pay Code Updates

- **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

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

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

- 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

- 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
  - Technical Bulletins
  - Statewide Policies
    - Available electronically at: [http://www.hr.az.gov/PolicyLegislativeAffairs/PLA_Statewide_HR_Policies.asp](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](http://www.hr.az.gov/PDF/Personnel_Rules.pdf)
  - Statutory Authority
    - Arizona Revised Statutes (ARS) available electronically at: [http://www.azleg.gov/ArizonaRevisedStatutes.asp](http://www.azleg.gov/ArizonaRevisedStatutes.asp)
Valley Metro Bus Fare Changes

- **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

<table>
<thead>
<tr>
<th>Type</th>
<th>Old Rate</th>
<th>New Rate</th>
<th>New Monthly Cap</th>
<th>New Maximum Charge After 50% Subsidy</th>
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<tbody>
<tr>
<td>Reduced</td>
<td>$.85</td>
<td>$1.00</td>
<td>$32.00</td>
<td>$16.00</td>
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<tr>
<td>Local/Light Rail</td>
<td>$1.75</td>
<td>$2.00</td>
<td>$64.00</td>
<td>$32.00</td>
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<tr>
<td>Express/RAPID</td>
<td>$2.75</td>
<td>$3.25</td>
<td>$104.00</td>
<td>$52.00</td>
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</table>
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.
# Other Deductions and Employer Related Expenses

**PSRS**
- **ALT CONTRIBUTION RATE** - DPS (007)
  - Employee: 7936 14.570%
  - Employer: 7940 17.070%
- **ALT CONTRIBUTION RATE** - DOC (500)
  - Employee: 7938 6.000%
  - Employer: 7941 6.180%
- **ALT CONTRIBUTION RATE** - EO&J (415)
  - Employee: 7940 19.110%
  - Employer: 7943 21.310%
- **ALT CONTRIBUTION RATE** - DJ (501)
  - Employee: 7942 6.000%
  - Employer: 7945 6.180%
- **ALT CONTRIBUTION RATE** - DISP (563)
  - Employee: 7944 6.000%
  - Employer: 7947 6.180%
- **ALT CONTRIBUTION RATE** - G&F (035)
  - Employee: 7946 14.570%
  - Employer: 7950 17.070%
- **ALT CONTRIBUTION RATE** - AGI (151)
  - Employee: 7948 14.570%
  - Employer: 7952 17.070%
- **ALT CONTRIBUTION RATE** - FIRE (119)
  - Employee: 7950 14.570%
  - Employer: 7954 17.070%
- **ALT CONTRIBUTION RATE** - LIQ (164)
  - Employee: 7952 14.570%
  - Employer: 7956 17.070%
- **ALT CONTRIBUTION RATE** - PARK (204)
  - Employee: 7954 14.570%
  - Employer: 7958 17.070%

**ASRS**
- **ALT CONTRIBUTION RATE** - ASRS
  - Employee: 7956 8.640%
  - Employer: 7960 9.200%
Handwrite Reminders

- **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

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

2. Then Click "Change" to enable "Select"

- 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

- **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

Agency Retroactive Pay Calc (ZR131)

- Parameters

- Time Record

  - Retroactive Percent
  - Retroactive Pay Code
  - Time Record Date

Optional, Date 10

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

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

Agency Retroactive Pay Calc (ZR131)

- Parameters
  - Selection
  - Time Record
    - Retroactive Percent
    - 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

- **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

<table>
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<tr>
<th>AFIS SCREEN</th>
<th>FUNCTION</th>
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<tbody>
<tr>
<td>H01</td>
<td>adds, changes, or inactivates <strong>Accounting Unit</strong> in HRIS 2 character AGY + Index + Grant + Phase</td>
</tr>
<tr>
<td>H02</td>
<td>adds, changes, or inactivates <strong>Activity</strong> in HRIS 2 character AGY + PCA + Project + Phase</td>
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<tr>
<td>H03</td>
<td>adds, changes, or inactivates <strong>Account Category</strong> in HRIS</td>
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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

- **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 no 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.
### June - July 2013

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- **COMPUTE**
- **PAYDAY**
- **PPE**
- **PPB** – TO BE PAID ON 6/27/13
- **PPB** – TO BE PAID ON 7/11/13
- **PAYDAY LAST OF FY2013**
- **LABOR DISTRIBUTION FILES ARE DUE BACK**
- **DO NOT ENTER COMPUTE TIMERECORDS**
- **5% CRITICAL RETENTION ENDS**
- **4TH of July HOLIDAY**
- **PPB – TO BE PAID ON 7/11/13**
- **Agency: Check ZS535 ETE EXTRACT - error report**

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**Deadline for H01, H02, H03 for ETE Agencies**
**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**

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**Agency:**
**Check ZS535 ETE EXTRACT - error report**

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**ETE template changes due**
**HRIS DOWN**
**XP/ZP02 UPDATED TO AY2014**
**XR23.3 UPDATED TO AY2014**
**Agency:**
**Check ZS535 ETE EXTRACT - error report**

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**Agency:**
**Check ZS535 ETE EXTRACT - error report**