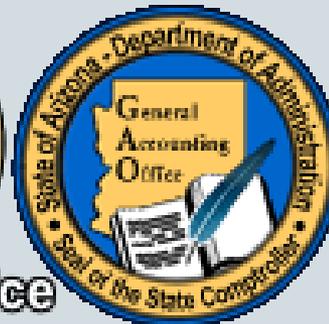


Statewide Payroll Meeting Fiscal Year End



MAY 19, 2014

GAO
General Accounting Office



Welcome & Introductions

2

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

Contact Information

3

- **Agency Payroll Resource Contact List**
- **Employee Resource Contact List**
- **Please review your specific Agency contact information**
 - Director
 - CFO/Controller
 - Accounting
 - Payroll
 - Human Resources
- **Send any updates to Central Payroll**
 - Central.Payroll@azdoa.gov
 - (602) 364-2215 (fax)



Register for Payroll Updates

4

The screenshot shows the GAO (General Accounting Office) website homepage. At the top, there is a navigation bar with the GAO logo, the text "General Accounting Office", and the AZ.GOV logo with "Arizona's Official Web Site". A search bar is located on the right side of the top bar. Below the navigation bar, there is a "You Are Here: Home >" breadcrumb trail. The main content area is divided into several sections: a quote from D. Clark Partridge, a "Quick Links..." section with a list of links, a "News & Updates..." section with a list of recent news items, and a grid of logos for various state services. On the left side, there is a vertical sidebar menu with various navigation options. A red arrow points to the "Register for Updates" link in this sidebar, which is also circled in red.

GAO
General Accounting Office

AZ.GOV
Arizona's Official Web Site

Google™ Custom Search Search

You Are Here: Home >

"The GAO is committed to providing excellent service to our citizens, clients, vendors, and employees." - D. Clark Partridge, State Comptroller

Quick Links...

- [Arizona Financial Information System \(AFIS\)](#)
- [Central Payroll](#)
- [Retiree Accumulated Sick Leave \(RASL\)](#)
- [All Agency Memoranda](#)
- [State of Arizona Accounting Manual \(SAAM\)](#)
- [Technical Bulletins \(TBs\)](#)
- [Financial & Administrative Monitoring Tool](#)
- [Risk Assessment Monitoring Tool](#)

News & Updates...

- [May CFO Meeting Agenda - 5/16/2014](#)
- [ProcureAZ Alert - 5/14/2014](#)
- [ProcureAZ Alert - 5/14/2014](#)
- [ProcureAZ Invoice Job Failure - 5/13/2014](#)
- [Payroll Calendars for 2015, 2016, and 2017 have been posted to the GAO Website. - 5/13/2014](#)
- [ProcureAZ Alert - 5/12/2014](#)

More >>

Register for Updates

Statewide Payroll Meeting

May 19, 2014

Recent Accomplishments

5



- Agency Payroll Guide Online [01/2014]
 - Comments/Suggestions/Updates welcomed
 - ✦ Email Central.Payroll@azdoa.gov

- Employee Time Entry - Update [03/2014]
 - DES went live on 3/20/14
 - Now: 22,249 employees in 93 Agencies are on ETE!

- HRIS Application Upgrade [5/02 - 05/04/2014]
 - New features: <http://www.hr.az.gov/hris/>
 - ✦ Personnel Actions
 - ✦ MSS changes to ETE
 - ✦ XR12.1 Direct Deposit
 - ✦ ZR80.1 Manual Check
 - ✦ Validate Request Function



Payroll-Related Updates

6



- Agency Payroll Guide
 - Updates are shown on “Revision History”
 - ✦ Relieves the necessity of posting web-stories with every update
- Statewide GAO Policies under review
 - Due to the BREAZ Project, all policies are being reviewed

BREAZ Project Update

7

- Check out the website: <http://aset.azdoa.gov/breaz>
- Review the monthly newsletters so you can see the progress of the project
- Specific questions should be addressed to your agency BREAZ Coordinator





IRS Correspondence

8

- Incident occurred where an employee on a Student Visa directly requested a refund on FICA taxes from the IRS
 - The IRS directed the employee back to the employer (Agency)
 - ✦ Agency HR completed an IRS form, signed it, and the EE submitted it
 - The IRS refunded the employee directly and they suppressed the notification to the State regarding the adjustment since they assumed the State already knew about it.
 - ✦ Because there was no notification to the GAO, no adjustment was made to the employee's W-2.
 - ✦ Also, no refund of the Employer share of FICA taxes was claimed.
 - Central Payroll later submitted an official 941X for other necessary prior year adjustments
 - ✦ The IRS Rejected it!
 - The State was then compelled to file a 941X to include the details of the FICA refund already processed, then had to refile an official 941X.
- **Summary: Only the State Comptroller has authority to sign IRS documents/returns that relate to employee wages.**

Compensation Strategies

9

- **Many different types approved by ADOA HR**
 - http://www.hr.state.az.us/ClassComp/PDF/Compensation_Strategies.pdf
 - **Lump sum:** receiving the monies in 1 payment
 - **Allocation:** a weekly proration of amounts for Overtime and Retirement purposes

Pay Code	Program	Overtime Eligible	Allocation over weeks earned
720	Special Assignment	Yes	Yes
722	Hiring Incentive	Yes	Yes
730	Spot Incentive	No	No
745	Conditional Retention Pay Stipend	Yes	Yes
755	Referral Incentive Payment	No	No
789	Merit Based Incentive	Yes	Yes
790	Goal Based Incentive	Yes	Yes

Compensation Strategies - Example

10

- Pay \$312 in a lump sum on 5/15/14 which is to be allocated evenly over the weeks earned

EIN	Name	Pay Code	Time Record Date	Rate
123456	Jack Bauer	790	1/3/14	24
123456	Jack Bauer	790	1/10/14	24
123456	Jack Bauer	790	1/17/14	24
123456	Jack Bauer	790	1/24/14	24
123456	Jack Bauer	790	1/31/14	24
123456	Jack Bauer	790	2/7/14	24
123456	Jack Bauer	790	2/14/14	24
123456	Jack Bauer	790	2/21/14	24
123456	Jack Bauer	790	2/28/14	24
123456	Jack Bauer	790	3/7/14	24
123456	Jack Bauer	790	3/14/14	24
123456	Jack Bauer	790	3/21/14	24
123456	Jack Bauer	790	3/28/14	24
				312

Allocated

Lump Sum

Compensation Strategies – in June

11

- **Deadline: No bonuses should be scheduled for June 26th payroll**
 - If any errors occur, there is no time left to correct in FY14
 - GAO recommends any bonuses approved to be paid out of FY14 funds should be scheduled no later than the June 12th payroll
- **Please coordinate with Agency Leadership as soon as possible to ensure bonuses can be paid as intended**
 - Contact GAO Central Payroll to coordinate timing

- Screen has a new look - Actual processes have not changed
 - The forms' view was enhanced to provide Users with an easy review and update for the Automatic Deposit field on HR11.
- A new display field "Automatic Deposit"
 - This will always be set to "Yes" by our nightly jobs
- In relation to the new display field, there is a new Sub-Form - XR12.6 "UPDATE ACH"
 - For SOA, changes will not be allowed.
 - Users trying to change the "Automatic Deposit" field will get a hard edit: "Must Use Personnel Action to Change Field"

New Features

XR12.1- Direct Deposit Distribution Sub-Form

SOA Direct Deposit Distribution (XR12.1)

Company 1 STATE OF ARIZONA
Employee
Distribution Order Country
Automatic Deposit Yes
View All
Update ACH

Employee Automatic Deposit (XR12.6)

Company 1 STATE OF ARIZONA
Employee
Automatic Deposit Y Yes

Subform to XR12.5

Must Use Personnel Action To Change Field

Receiving DFI
Bank
Account
Account Type
Roll Number
Prenotify Status
Payment Description
Payable To
Flat Amount
Default Not Applicable
Effective Date
Cycles
Original
Remaining

- Form has a new feature – actual processes have not changed
 - ZR80.1 has been enhanced to process the manual one time deductions using the “No Calc; Add” function
- Prior to the upgrade, Manual Payment Special Action of “No Calc;Add” did not process/update the status of the XR39.1 Manual One Time Deductions
 - This is because it was not known if the User had manually added the deduction amount directly on the Deduction tab or if the amount was previously pulled in from the XR39.1 – Manual One-Time Deduction using Special Action of “Calculate”
- Enhancement:
 - When performing a “Calculate” or “Calculate; Add” function and a One-Time Deduction is included in the calculated deduction amount, an asterisk will display next to the deduction
 - The asterisk display is temporary, and will not show when re-inquiring on a payment in ZR80.1

Manual Check (ZR80.1)

» **Change** **Delete** **Inquire** | **Inquire** ▾

Company Bank Code

Employee

Time Records	Payment	Earnings	Dedu
FC	Deduction	Amount	
<input type="checkbox"/> ▾	<input type="text" value="T101"/>	FEDERAL	<input type="text" value="290.82"/>
<input type="checkbox"/> ▾	<input type="text" value="T103"/>	SOC SEC	<input type="text" value="147.32"/>
<input type="checkbox"/> ▾	<input type="text" value="T105"/>	MEDICARE	<input type="text" value="34.46"/>
<input type="checkbox"/> ▾	<input type="text" value="T201"/>	ARIZONA	<input type="text" value="79.27"/>
<input type="checkbox"/> ▾	<input type="text" value="7803"/>	*DEFCOMP	<input type="text" value="215.00"/>
<input type="checkbox"/> ▾	<input type="text" value="D005"/>	*DELTA	<input type="text" value="14.30"/>
<input type="checkbox"/> ▾	<input type="text" value="L001"/>	*SUPLIFE	<input type="text" value="11.95"/>
<input type="checkbox"/> ▾	<input type="text" value="M023"/>	*UHC	<input type="text" value="18.46"/>
<input type="checkbox"/> ▾	<input type="text" value="V001"/>	*AVESIS	<input type="text" value="2.23"/>
<input type="checkbox"/> ▾	<input type="text" value="7903"/>	*ASRSPLN	<input type="text" value="273.81"/>
<input type="checkbox"/> ▾	<input type="text" value="7509"/>	LTD-ASRS	<input type="text" value="5.82"/>
<input type="checkbox"/> ▾	<input type="text" value="L101"/>	SUP LIFE	<input type="text" value="49.52"/>
<input type="checkbox"/> ▾	<input type="text" value="2999"/>	SECC	<input type="text" value="30.00"/> *

SOA Manual Payment (ZR80.1)

>>  **Change** | **— Delete** | **? Inquire** | **Inquire** ▾

Calculate

Calculate; Add  **Bank Code** 

No Calculate;Add 

<input type="checkbox"/>	7903 	*ASRSPLN	<input type="text" value="273.81"/>
<input type="checkbox"/>	7509 	LTD-ASRS	<input type="text" value="5.82"/>
<input type="checkbox"/>	L101 	SUP LIFE	<input type="text" value="49.52"/>
<input type="checkbox"/>	2999 	SECC	<input type="text" value="30.00"/> *

After the payment has been Calculated, the one time deduction(s) on the Deductions Tab will be indicated with an asterisk.

Note: The asterisk display is temporary. It will not show when you re-inquire on a payment.

NEW!

Warning!

- When a Job Card has been upgraded to include new fields, this can cause previously saved jobs to show skewed information in the new fields.
- To fix, re-select or enter appropriate information

Employee Group  000000002012092020120920

- **There are two options to correct the parameters:**

1. Correct the fields and save your changes.

- You can use the “Validate Request” feature to look for errors and newly required fields in your parameters.
- The purpose of the Validate Request button is to validate report parameters after you add the job, but before you submit it.

- **Bring up the job from the Job Name drop down**

- **INQUIRE**

- **Special Action “VALIDATE REQUEST”**

- ✦ **Review the message - correct the parameter**

- **CHANGE**

- ✦ **Review the message - correct the parameter**

- **When you see “JOB CHANGED”, you are done**



2. Delete the old job card and set up new job card

- **Bring up the job from the Job Name drop down.**
 - **INQUIRE**
 - **With the cursor in the Job Name field click “DELETE” at the top**
 - ✦ **Review the message.**
 - **When you see “JOB PR270xxx Deleted” you are done**
 - **To get the next job NEXT-INQUIRE –DELETE**
 - **Set up new Job Cards**



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

Validate Request

Employee Wage Report (PR270)

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

Submit Reports Job Sched Print Mgr

Job Name MA300

Job Description By Pay Code

User Name adturnk Karen Turner

Data Area/ID PROD

Parameters

Company 1 STATE OF ARIZONA

Process Level MA300 MA-ARMY NATIONAL GUARD

Department

Employee Group 0000000000 000000002012092020120920

Employee -

Date 05/06/2014 - 05/06/2014

Employee group 0000000000 does not exist

Report Sequence ▾ Required, Alpha 1

Field is required

Legislation Update – Effective 7/24/2014

21

- **SB1040 – (Military Leave) auxiliary members; leave of absence**
 - Expands military leave to auxiliary members of the U.S. military
 - ✦ Auxiliary branches include the Civil Air Patrol, Coast Guard Auxiliary & Merchant Marine
- **SB1284 – Public Safety Officers Supplemental Benefit Plan**
 - New extended repeal date: September 30, 2017
- **HB2050 – ASRS; Social Security §218 Requirements**
 - Eliminates the requirement that members must be covered by an employer's Social Security §218 Agreement to be ASRS eligible
 - Adds specific exclusions for membership §38-727.A.9
 - ✦ Inmates, hospital patients, agriculture labor workers defined in SSA §210, certain non-resident aliens, enrolled students, employees employed in a program designed to relieve the person from unemployment
 - ✦ Repeals ARS §§38-955 & 38-956 – ASRS Defined Contribution Plan
 - ✦ Employees enrolled will be moved to ASRS Defined Benefit Plan the effective date of the legislation
- **HB2122 – ASRS; election; EORP defined contribution (EODCRS)**
 - Emergency clause; effective upon Governor's signature (Effective 4/22/14)
 - Retroactivity clause for amendments to A.R.S. §38-727 (Retro to 1/1/14)
 - Modified decision path
 - ✦ If previously ASRS, must return to ASRS (**Retroactivity Clause: Effective 1/1/2014**)
 - ✦ Excludes retired members of EORP or ASRS from EODCRS Membership

Elected Officials Defined Contribution Retirement System (EODCRS)

22

- **EODCRS: Effective 1/1/2014**
 - For Elected Officials who are appointed or elected after 1/1/2014
 - **Decision path:**
 - ✦ If previously EORP, must return to EORP
 - ✦ If never EORP, if previously ASRS, must return to ASRS
 - ✦ If neither EORP or ASRS, must enroll in EODCRS (Defined Contribution)
 - **New Retirement Codes: established in HRIS 4/3/2014**
 - ✦ **Retirement Code 3**
 - If previously EORP, return to EORP
 - ✦ **Retirement Code 1E**
 - If never EORP, but active ASRS member, must return to ASRS
 - ✦ **Retirement Code 3E**
 - If neither EORP or ASRS, enroll in EODCRS (Defined Contribution)



EODCRS continued

23

• New Deductions Codes with Rates

<u>1E - Elected Officials ASRS Plan</u>							
<u>EMPLOYEE</u>				<u>EMPLOYER</u>			
		<u>FY14</u>	<u>FY15</u>			<u>FY14</u>	<u>FY15</u>
7919	ASRS - EO&J - EE	11.30%	11.48%	7920	ASRS - EO&J - ER	11.30%	11.48%
				7984	ASRS LEGACY - ER	12.20%	12.02%
7509	ASRS - LTD - EE	0.24%	0.12%	7508	ASRS - LTD - ER	0.24%	0.12%
	Total Employee Cost	11.54%	11.60%		Total Employer Cost	23.74%	23.62%
<u>3E - EODCRS Plan</u>							
<u>EMPLOYEE</u>				<u>EMPLOYER</u>			
7813	EODCRS - EE	8.00%	8.00%	7814	EODCRS - ER	6.00%	6.00%
7987	EODCRS DISABILITY - EE	0.13%	0.13%	7988	EODCRS DISABILITY - ER	0.13%	0.13%
				7986	EODCRS LEGACY - ER	17.50%	17.50%
				7520	HARTFORD LTD	0.25%	0.25%
	Total Employee Cost	8.13%	8.13%		Total Employer Cost	23.88%	23.88%

Retirement Code 9 Project

24

- **Employees in Retirement Code 9 reviewed**
- **Many employees identified are in arrears**
 - Met 20/20 for ASRS and were never enrolled
 - Enrolled & contributed and then turned off
 - ✦ Once eligible in the current fiscal year, remain on regardless of job changes
- **Communication was sent to affected agencies by ADOA HR**
- **Reminder: Each fiscal year a review of these types of employees needs to be done to determine ASRS 20/20**
 - Intent of employment at the beginning of the new fiscal year or when a job change occurs

ASRS Arrears Procedures

25

- In some cases, the arrears are so great that the employee claims a hardship for recovery of the arrears
- Contributions to the State Retirement System are mandatory pursuant to A.R.S. §38-736
- If a situation arises where mandatory ASRS contributions have been missed, there are 2 methods to collect the missed contributions:
 - **1) Additional Payroll Deductions**
 - or
 - **2) ASRS direct billing (called a CNW, Contributions Not Withheld)**
- **Either remedy should begin within 30 days of discovery**

ASRS Arrears Procedures

26

- **Method 1 – Additional Payroll Deductions (preferred method if possible)**
 - **Eligibility:**
 - ✦ ASRS membership criteria must have been met with no contributions withheld.
 - ✦ Can only process on contributions missed in current fiscal year.
 - ✦ Recovery must be finished by end of fiscal year. Any amounts remaining will have to be remitted through the CNW process.
 - ✦ Can only recover in the exact amounts missed. For example, can't recover with a flat \$50 every payroll until repaid. Can take two, three, or more missed contributions if the employee elects to, which would greatly speed up the recovery time period.
 - **Benefits to this method:**
 - ✦ Contributions are made interest free for the Agency and the Employee.
 - ✦ Contributions are taken pre-tax and reduce an employee's Federal and State taxable wage on the W-2.
 - **How to initiate:**
 - ✦ Agency payroll submits a GAO-73A Form to GAO Central Payroll to have a missed contribution deducted. Agencies to continue submitting forms each payroll until all missed contributions are made.

ASRS Arrears Procedures

27

- **Method 2 – ASRS direct billing (CNW, Contribution Not Withheld)**
 - **Eligibility:**
 - ✦ ASRS membership criteria must have been met with no contributions withheld.
 - ✦ Although Employing Agency likely only keeps records for 5 years, ASRS allows CNW's back 15 years.
 - ✦ Any applicable new hire waiting period is time never eligible for CNW.
 - ✦ Generally only done when missed contributions are substantial, such as 3 or more missed pay periods.
 - **Benefits to this method:**
 - ✦ Employee can choose when to pay their share, if at all. If the employee does not pay, they will not receive ASRS service credit for the time missed.
 - ✦ If employee pays their share within 90 days, no interest is due from the employee. However, after 90 days, interest will be added as required by A.R.S. §38-738(B)(3).
 - ✦ Since the employer will report all of the missed contributions at discovery, this issue is taken care of rather quickly and there are no ongoing forms to send to GAO Central Payroll throughout the recovery period.
 - **How to initiate:**
 - ✦ The Agency will complete and remit the CNW Forms to ASRS, providing a copy to GAO Central Payroll.
 - ✦ The ASRS will then invoice the Agency for the missed employer contributions plus statutory interest on both the employee and employer portions.
 - ✦ The Agency will remit payment to ASRS via warrant once invoice is received.
 - ✦ ASRS will then invoice the employee for the employee share of missed contributions. It will be between the employee and ASRS whether the employee pays in order to receive their service credit.



Transit Card Reminders

28

- **Never back date the cancelation of a card**
 - Current or Future Weekday Date only
 - ✦ If you back date, our report misses it and the card is NEVER canceled!
 - Working on an edit in HRIS to assist
- **Agencies are responsible for card charges if the employee doesn't have any more pay to deduct against (such as they already termed)**
 - Agency responsible to contact the employee to recover the charges
- **72 business hours for Transit Card issuance**
 - Processed in the morning so it is available for Agency pickup
 - Employee cannot pick up the card directly from GAO
 - ✦ Must be logged in the employee's file by Agency HR as company property
- **Transit Card Charge Disputes**
 - Do not direct the employee directly to ADOA – GAO or Rideshare
 - Gather the details and email Central.Payroll@azdoa.gov
 - We will work with Agency and Rideshare for resolution
 - Agency is responsible for communicating with the employee

Garnishment Reminders

29

- **Many different types handled by Central Payroll**
 - Support: Child, Spousal, Arrears, Cash Medical
 - Bankruptcies: Chapters 7 & 13
 - Levies: IRS, AZDOR
 - Administrative Wage Garnishments: Federally issued
 - Creditor Wage Garnishments
 - Student Loans
 - Local Levies: DES, ASRS
- **Payroll deadline for receiving docs:**
 - Compute Tuesday 12 pm (Noon)
- **Confidentiality**
 - Garnishments are an employee's personal situation
 - ✦ We strive to maintain confidentiality so that employees do not feel their personal matters are known to others within their agency
 - ✦ If you or a fellow employee feels someone is using their access improperly, it should be reported



Retiree Accumulated Sick Leave (RASL)

30

- 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.

New Retirement Rates - Effective 7/1/14

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	11.30%	11.48%	7904	11.30%	11.48%
1E	ASRS EO	ELECTED OFFICIALS ASRS PLAN	7919	11.30%	11.48%	7920	11.30%	11.48%
2	CORP	JUVENILE CORRECTIONS (501)	7905	8.41%	8.41%	7906	15.39%	17.00%
3	EORP	ELECTED OFFICIALS & JUDGES (415)	7907	13.00%	13.00%	7908	23.50%	23.50%
3E	EODCRS	ELECTED OFFICIALS DEFINED CONTRIBUTION (NTWD)	7813	8.00%	8.00%	7814	6.00%	6.00%
4	PSRS	PUBLIC SAFETY (007) (ER pays 5% EE share)	7909	5.35%	6.05%	7910	56.99%	62.81%
5	PSRS	GAME & FISH (035)	7911	10.35%	11.05%	7912	60.53%	66.78%
6	PSRS	AG INVESTIGATORS (151)	7913	10.35%	11.05%	7914	111.67%	105.19%
7	PSRS	DEMA (FIRE FIGHTERS) (119)	7915	10.35%	11.05%	7916	23.07%	23.39%
9	N/A	NO RETIREMENT						
0	CORP	CORRECTIONS (500)	7901	8.41%	8.41%	7902	13.45%	14.47%
B	PSRS	LIQUOR CONTROL OFFICER (164)	7923	10.35%	11.05%	7924	44.34%	51.10%
F	PSRS	STATE PARKS (204)	7931	10.35%	11.05%	7932	30.75%	32.90%
G	CORP	PUBLIC SAFETY DISPATCHERS (563)	7933	7.96%	7.96%	7934	12.99%	13.92%
H	PSRS	DEFERRED RETIREMENT OPTION PLAN (DROP)	7957	10.35%	11.05%			
J	CORP	PUBLIC SAFETY DETENTION OFFICERS (564)	7961	8.41%	8.41%	7962	5.00%	6.93%
S2	CORP	SUPP BENEFIT - JUVENILE CORRECTIONS				7966	23.80%	25.41%
S4	PSRS	SUPP BENEFIT - PUBLIC SAFETY				7970	62.34%	68.86%
S5	PSRS	SUPP BENEFIT - GAME & FISH				7972	70.88%	77.83%
S6	PSRS	SUPP BENEFIT - AG INVESTIGATORS				7974	122.02%	116.24%
S7	PSRS	SUPP BENEFIT - FIRE FIGHTERS				7976	33.42%	34.44%
S0	CORP	SUPP BENEFIT - CORRECTIONS				7964	21.86%	22.88%
SB	PSRS	SUPP BENEFIT - LIQUOR CONTROL OFFICER				7978	54.69%	62.15%
SF	PSRS	SUPP BENEFIT - STATE PARKS				7980	41.10%	43.95%
SG	PSRS	SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS				7968	20.95%	21.88%
SJ	CORP	SUPP BENEFIT - PUBLIC SAFETY DETENTION OFCRS				7982	13.41%	15.34%
	ASRS	LTD ASRS	7509	0.24%	0.12%	7508	0.24%	0.12%
	PSRS	LTD PSPRS (HARTFORD)				7520	0.25%	0.25%
	PSRS	EODCRS DISABILITY	7987	0.13%	0.13%	7988	0.13%	0.13%

New ERE Rates - Effective 7/1/14

32

OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

EMPLOYER RELATED EXPENSES		EMPLOYEE		EMPLOYER		
		DED		DED	OLD	NEW
		CODE	RATE	CODE	RATE	RATE
	UNEMPLOYMENT INSURANCE (SUTA)			T202	0.150%	0.100%
	TECHNOLOGY CHARGE (ADOA ASET)			3800	0.200%	0.200%
	HR PRO RATA			3802	0.830%	0.830%
	ACCUM SICK ERE (RASL)			3804	0.400%	0.400%
	WORKER'S COMPENSATION (PR18.1)			3806	varies by job class	varies by job class
	COUNSEL SERVICES (AG PRO RATA)			3808		
	HR PRO RATA (PERSONNEL BOARD)			3810	0.030%	0.030%
PSRS	ALT CONTRIBUTION RATE - DPS (007)			7936	17.070%	19.650%
CORP	ALT CONTRIBUTION RATE - DOC (500)			7938	6.180%	7.340%
EORP	ALT CONTRIBUTION RATE - EO&J (415)			7940	23.50%	23.500%
CORP	ALT CONTRIBUTION RATE - DJ (501)			7942	6.180%	7.340%
CORP	ALT CONTRIBUTION RATE - DISP (563)			7944	6.180%	7.340%
PSRS	ALT CONTRIBUTION RATE - G&F (035)			7946	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - AGI (151)			7948	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - FIRE (119)			7950	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - LIQ (164)			7952	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - PARK (204)			7954	17.070%	19.650%
ASRS	ALT CONTRIBUTION RATE - ASRS			7956	9.200%	9.570%
ASRS LEGACY	ASRS LEGACY (415)			7984	12.200%	12.020%
EODCRS LEGACY	EODCRS LEGACY (415)			7986	17.500%	17.500%

Handwrites thru Fiscal Year End

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- **Travel & Other Reimbursement handwrites allowed June 25-30, 2014.**
 - Minimum handwrite threshold lowered from \$100 to \$10
- **GAO will be verifying cash and appropriation availability in AFIS**
- **July 1, 2014**
 - NO HANDWRITES, NO HRIS UPDATE, PLEASE PLAN AHEAD!
 - Agencies with reverting appropriations will need to use Admin Adjustment process in AFIS to charge (AY) 2014.
 - Agencies with continuing appropriations can be keyed with appropriate sub-account (AY)



AFIS Screens H01, H02, H03

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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

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- **June 28th, 29th & July 1st – HRIS Unavailable**
 - XP02/ZP02 will be updated
 - ✦ We will be only changing Sub-account (AY) 2014 to (AY) 2015
 - ✦ Errors must be fixed by July 03, 2014 to prevent errors with ETE
 - Focus on Filled Positions
 - XR23.3 will be updated
 - ✦ Sub-account will be changed from (AY) 2014 to (AY) 2015

- **Labor Distribution Elements**
 - H01, H02, and H03 are interfaced daily to HRIS, except night of compute
 - July 1st is the last day to make changes in AFIS to allow updates in HRIS July 4th 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.

Critical Dates June / July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 MAY	26 MEMORIAL DAY HOLIDAY	27 COMPUTE	28	29 PAYDAY 11	30	31
1 JUNE	2	3	4	5	6	7 PAY PERIOD BEGIN
					PAY PERIOD END	
8	9	10 COMPUTE	11	12 PAYDAY 12	13	14
15	16	17	18	19	20	21 PAY PERIOD BEGIN TO BE PAID ON 7/10/14
				ETE template changes due	PAY PERIOD END	
22	23	24 COMPUTE	25	26	27	28
				PAYDAY 13 LAST OF FY2014	LABOR DISTRIBUTION FILES ARE DUE BACK	HRIS DOWN XP/ZP02 UPDATED TO AY2015 XR23.3 UPDATED TO AY2015
			LABOR FOR MANUALS WILL DEFAULT TO AY2014 - OK			
			DO NOT ENTER COMPUTE TIMEREORDS			
29	30	1 JULY	2	3	4	5 PAY PERIOD BEGIN TO BE PAID 7/24/14
HRIS DOWN XP/ZP02 UPDATED TO AY2015 XR23.3 UPDATED TO AY2015	LAST CHANCE TO PAY IN FY2014 ENSURE LABOR AY2014 NOON DEADLINE FOR HANDWRITES	HRIS DOWN NO HANDWRITES Deadline for H01, H02, H03 for ETE Agencies	LABOR FOR MANUALS WILL DEFAULT TO AY2015 - OK		4TH OF JULY HOLIDAY	
	AGENCY: FIX XP02/ZP02 UPDATE ERRORS & RETURN TO GAO BY 7/3/14					
	LABOR FOR COMPUTE TIMEREORDS WILL DEFAULT TO AY2015 - OK			PAY PERIOD END		
6	7	8 COMPUTE	9	10	11	12
	Agency: Check ZS535 ETE EXTRACT - error report			PAYDAY 14 FIRST OF FY2015		

Agency Payroll Guide Exercise

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- Which section have you used the most?
- Which section have you used the least?
- Which sections are the most/least helpful?
 - Are any incomplete? Erroneous?
- Which section is missing or would you like to see?
- Have you had an opportunity to use one of the new calculators & was the outcome desirable?
 - Premium Overtime, Donated Leave, Paycheck Estimator

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