Welcome & Introductions

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

- 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@azdona.gov
- (602) 364-2215 (fax)
Register for Payroll Updates
Recent Accomplishments

- **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/](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

- 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

- 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
• Incident occurred where an employee on a Student Visa directly requested a refund on FICA taxes from the IRS
  o The IRS directed the employee back to the employer (Agency)
    ▪ Agency HR completed an IRS form, signed it, and the EE submitted it
  o 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.
  o Central Payroll later submitted an official 941X for other necessary prior year adjustments
    ▪ The IRS Rejected it!
  o 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

- Many different types approved by ADOA HR
  - [http://www.hr.state.az.us/ClassComp/PDF/Compensation_Strategies.pdf](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

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Program</th>
<th>Overtime Eligible</th>
<th>Allocation over weeks earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>720</td>
<td>Special Assignment</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>722</td>
<td>Hiring Incentive</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>730</td>
<td>Spot Incentive</td>
<td>No</td>
<td>No</td>
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<tr>
<td>745</td>
<td>Conditional Retention Pay Stipend</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>755</td>
<td>Referral Incentive Payment</td>
<td>No</td>
<td>No</td>
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<tr>
<td>789</td>
<td>Merit Based Incentive</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>790</td>
<td>Goal Based Incentive</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Compensation Strategies - Example

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

<table>
<thead>
<tr>
<th>EIN</th>
<th>Name</th>
<th>Pay Code</th>
<th>Time Record Date</th>
<th>Rate</th>
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<tbody>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>1/3/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>1/10/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>1/17/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>1/24/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>1/31/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>2/7/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>2/14/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>2/21/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>2/28/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>3/7/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>3/14/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>3/21/14</td>
<td>24</td>
</tr>
<tr>
<td>123456</td>
<td>Jack Bauer</td>
<td>790</td>
<td>3/28/14</td>
<td>24</td>
</tr>
</tbody>
</table>

Allocated

Lump Sum

312

Statewide Payroll Meeting

May 19, 2014
Compensation Strategies – in June

- **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”
XR12.1- Direct Deposit Distribution
Sub-Form
• 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)

<table>
<thead>
<tr>
<th>Company</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Code**: BOA

<table>
<thead>
<tr>
<th>Time Records</th>
<th>Payment</th>
<th>Earnings</th>
<th>Deductions</th>
</tr>
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<tbody>
<tr>
<td>FC</td>
<td>Deduction</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>-----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>T101</td>
<td>FEDERAL</td>
<td>290.82</td>
<td></td>
</tr>
<tr>
<td>T103</td>
<td>SOC SEC</td>
<td>147.32</td>
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<tr>
<td>T105</td>
<td>MEDICARE</td>
<td>34.46</td>
<td></td>
</tr>
<tr>
<td>T201</td>
<td>ARIZONA</td>
<td>79.27</td>
<td></td>
</tr>
<tr>
<td>7803</td>
<td>*DEFCOMP</td>
<td>215.00</td>
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</tr>
<tr>
<td>D005</td>
<td>*DELTA</td>
<td>14.30</td>
<td></td>
</tr>
<tr>
<td>L001</td>
<td>*SUPLIFE</td>
<td>11.95</td>
<td></td>
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<tr>
<td>M023</td>
<td>*UHC</td>
<td>18.46</td>
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<tr>
<td>V001</td>
<td>*AVESIS</td>
<td>2.23</td>
<td></td>
</tr>
<tr>
<td>7903</td>
<td>*ASRSPLN</td>
<td>273.81</td>
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<tr>
<td>7509</td>
<td>LTD-ASRS</td>
<td>5.82</td>
<td></td>
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<tr>
<td>L101</td>
<td>SUP LIFE</td>
<td>49.52</td>
<td></td>
</tr>
<tr>
<td>2999</td>
<td>SECC</td>
<td>30.00</td>
<td></td>
</tr>
</tbody>
</table>
HRIS Upgrade
5/2/2014

ZR80.1
Manual Payment

SOA Manual Payment (ZR80.1)

Calculate
Calculate; Add
No Calculate; Add

Bank Code

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!
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.
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
HRIS Upgrade 5/2/2014

Job Card Updates

Employee Wage Report (PR270)

Validate Request

Submit
- Add
- Change
- Delete
- Previous
- Inquire
- Next
- Inquire

Reports

Job Name: MA300
Job Description: By Pay Code
User Name: adturnk
Data Area/ID: PROD

Employee Group: 0000000000 00000002012092020120920

Employee group 0000000000 does not exist

Report Sequence Required, Alpha 1

Field is required
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)

- 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)
### New Deductions Codes with Rates

#### 1E - Elected Officials ASRS Plan

<table>
<thead>
<tr>
<th>ASRS - EO&amp;J - EE</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>7919</td>
<td>11.30%</td>
<td>11.48%</td>
</tr>
<tr>
<td>7920</td>
<td>11.30%</td>
<td>11.48%</td>
</tr>
<tr>
<td>7984</td>
<td>12.20%</td>
<td>12.02%</td>
</tr>
<tr>
<td>7985</td>
<td>12.20%</td>
<td>12.02%</td>
</tr>
<tr>
<td>7909</td>
<td>0.24%</td>
<td>0.12%</td>
</tr>
<tr>
<td>7910</td>
<td>0.24%</td>
<td>0.12%</td>
</tr>
<tr>
<td>Total Employee Cost</td>
<td>11.54%</td>
<td>11.60%</td>
</tr>
<tr>
<td>Total Employer Cost</td>
<td>23.74%</td>
<td>23.62%</td>
</tr>
</tbody>
</table>

#### 3E - EODCRS Plan

<table>
<thead>
<tr>
<th>ASRS DISABILITY - EE</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>7813</td>
<td>8.00%</td>
<td>8.00%</td>
</tr>
<tr>
<td>7987</td>
<td>0.13%</td>
<td>0.13%</td>
</tr>
<tr>
<td>7988</td>
<td>0.13%</td>
<td>0.13%</td>
</tr>
<tr>
<td>7986</td>
<td>17.50%</td>
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</tr>
<tr>
<td>7520</td>
<td>0.25%</td>
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<tr>
<td>Total Employee Cost</td>
<td>8.13%</td>
<td>8.13%</td>
</tr>
<tr>
<td>Total Employer Cost</td>
<td>23.88%</td>
<td>23.88%</td>
</tr>
</tbody>
</table>
Retirement Code 9 Project

- 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
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.
• Method 1 – Additional Payroll Deductions (preferred method if possible)
  o **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.
  o **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.
  o **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.
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

- 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

- 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
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Retirement Plan</th>
<th>Employee Ded</th>
<th>Employee Old</th>
<th>Employee New</th>
<th>Employer Ded</th>
<th>Employer Old</th>
<th>Employer New</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ASRS</td>
<td>PLAN-ASRS</td>
<td>7903 11.30%</td>
<td>11.48%</td>
<td>7904 11.30%</td>
<td>11.48%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1E ASRS EO</td>
<td>ELECTED OFFICIALS ASRS PLAN</td>
<td>7919 11.30%</td>
<td>11.48%</td>
<td>7920 11.30%</td>
<td>11.48%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 CORP</td>
<td>JUVENILE CORRECTIONS (501)</td>
<td>7905 8.41%</td>
<td>8.41%</td>
<td>7906 15.39%</td>
<td>17.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 CORP</td>
<td>ELECTED OFFICIALS &amp; JUDGES (415)</td>
<td>7907 13.00%</td>
<td>13.00%</td>
<td>7908 23.50%</td>
<td>23.50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3E EODCRS</td>
<td>ELECTED OFFICIALS DEFINED CONTRIBUTION (NTWD)</td>
<td>7813 8.00%</td>
<td>8.00%</td>
<td>7814 6.00%</td>
<td>6.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 PSRS</td>
<td>PUBLIC SAFETY (007) (ER pays 5% EE share)</td>
<td>7909 5.35%</td>
<td>6.05%</td>
<td>7910 56.99%</td>
<td>62.81%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 PSRS</td>
<td>GAME &amp; FISH (035)</td>
<td>7911 10.35%</td>
<td>11.05%</td>
<td>7912 60.53%</td>
<td>66.78%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 PSRS</td>
<td>AG INVESTIGATORS (151)</td>
<td>7913 10.35%</td>
<td>11.05%</td>
<td>7914 111.67%</td>
<td>105.19%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 PSRS</td>
<td>DEMA (FIRE FIGHTERS) (119)</td>
<td>7915 10.35%</td>
<td>11.05%</td>
<td>7916 23.07%</td>
<td>23.39%</td>
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</tr>
<tr>
<td>9 N/A</td>
<td>NO RETIREMENT</td>
<td>7901 8.41%</td>
<td>8.41%</td>
<td>7902 13.45%</td>
<td>14.47%</td>
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</tr>
<tr>
<td>0 CORP</td>
<td>CORRECTIONS (500)</td>
<td>7917 10.35%</td>
<td>11.05%</td>
<td>7918 30.75%</td>
<td>32.90%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B PSRS</td>
<td>LIQUOR CONTROL OFFICER (164)</td>
<td>7923 10.35%</td>
<td>11.05%</td>
<td>7924 44.34%</td>
<td>51.10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F PSRS</td>
<td>STATE PARKS (204)</td>
<td>7931 10.35%</td>
<td>11.05%</td>
<td>7932 30.75%</td>
<td>32.90%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G CORP</td>
<td>PUBLIC SAFETY DISPATCHERS (563)</td>
<td>7933 7.96%</td>
<td>7.96%</td>
<td>7934 12.99%</td>
<td>13.92%</td>
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<td></td>
</tr>
<tr>
<td>H PSRS</td>
<td>DEFERRED RETIREMENT OPTION PLAN (DROP)</td>
<td>7957 10.35%</td>
<td>11.05%</td>
<td></td>
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<tr>
<td>J CORP</td>
<td>PUBLIC SAFETY DETENTION OFFICERS (564)</td>
<td>7961 8.41%</td>
<td>8.41%</td>
<td>7962 5.00%</td>
<td>6.93%</td>
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<td></td>
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<tr>
<td>S2 CORP</td>
<td>SUPP BENEFIT - JUVENILE CORRECTIONS</td>
<td>7966 23.80%</td>
<td>25.41%</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>S4 PSRS</td>
<td>SUPP BENEFIT - PUBLIC SAFETY</td>
<td>7970 62.34%</td>
<td>68.86%</td>
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<tr>
<td>S5 PSRS</td>
<td>SUPP BENEFIT - GAME &amp; FISH</td>
<td>7972 70.88%</td>
<td>77.83%</td>
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<tr>
<td>S6 PSRS</td>
<td>SUPP BENEFIT - AG INVESTIGATORS</td>
<td>7974 122.02%</td>
<td>116.24%</td>
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<tr>
<td>S7 PSRS</td>
<td>SUPP BENEFIT - FIRE FIGHTERS</td>
<td>7976 33.42%</td>
<td>34.44%</td>
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<tr>
<td>S0 CORP</td>
<td>SUPP BENEFIT - CORRECTIONS</td>
<td>7964 21.86%</td>
<td>22.88%</td>
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<tr>
<td>SB PSRS</td>
<td>SUPP BENEFIT - LIQUOR CONTROL OFFICER</td>
<td>7978 54.69%</td>
<td>62.15%</td>
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<tr>
<td>SF PSRS</td>
<td>SUPP BENEFIT - STATE PARKS</td>
<td>7980 41.10%</td>
<td>43.95%</td>
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<tr>
<td>SG PSRS</td>
<td>SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS</td>
<td>7968 20.95%</td>
<td>21.88%</td>
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<tr>
<td>SJ CORP</td>
<td>SUPP BENEFIT - PUBLIC SAFETY DETENTION OFCRS</td>
<td>7982 13.41%</td>
<td>15.34%</td>
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<tr>
<td>ASRS LTD ASRS</td>
<td>7509 0.24%</td>
<td>0.12%</td>
<td>7508 0.24%</td>
<td>0.12%</td>
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<tr>
<td>PSRS LTD PSPRS (HARTFORD)</td>
<td>7520 0.25%</td>
<td>0.25%</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PSRS EODCRS DISABILITY</td>
<td>7987 0.13%</td>
<td>0.13%</td>
<td>7988 0.13%</td>
<td>0.13%</td>
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</table>
# New ERE Rates - Effective 7/1/14

## OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

<table>
<thead>
<tr>
<th>EMPLOYER RELATED EXPENSES</th>
<th>EMPLOYEE</th>
<th>EMPLOYER</th>
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<tbody>
<tr>
<td></td>
<td>CODE</td>
<td>RATE</td>
</tr>
<tr>
<td></td>
<td>CODE</td>
<td>RATE</td>
</tr>
<tr>
<td>UNEMPLOYMENT INSURANCE (SUTA)</td>
<td>T202</td>
<td>0.150%</td>
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<tr>
<td>TECHNOLOGY CHARGE (ADOA ASET)</td>
<td>3800</td>
<td>0.200%</td>
</tr>
<tr>
<td>HR PRO RATA</td>
<td>3802</td>
<td>0.830%</td>
</tr>
<tr>
<td>ACCUM SICK ERE (RASL)</td>
<td>3804</td>
<td>0.400%</td>
</tr>
<tr>
<td>WORKER'S COMPENSATION (PR18.1)</td>
<td>3806</td>
<td>varies by job class</td>
</tr>
<tr>
<td>COUNSEL SERVICES (AG PRO RATA)</td>
<td>3808</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - DPS (007)</td>
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<td>17.070%</td>
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<tr>
<td>CORP ALT CONTRIBUTION RATE - DOC (500)</td>
<td>7938</td>
<td>6.180%</td>
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<tr>
<td>EORP ALT CONTRIBUTION RATE - EO&amp;J (415)</td>
<td>7940</td>
<td>23.50%</td>
</tr>
<tr>
<td>CORP ALT CONTRIBUTION RATE - DJ (501)</td>
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<td>6.180%</td>
</tr>
<tr>
<td>PSRS ALT CONTRIBUTION RATE - DISIP (563)</td>
<td>7944</td>
<td>6.180%</td>
</tr>
<tr>
<td>PSRS ALT CONTRIBUTION RATE - G&amp;F (035)</td>
<td>7946</td>
<td>17.070%</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - AGI (151)</td>
<td>7948</td>
<td>17.070%</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - FIRE (119)</td>
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<td>17.070%</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - LIQ (164)</td>
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<td>17.070%</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - PARK (204)</td>
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<td>17.070%</td>
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<tr>
<td>ASRS ALT CONTRIBUTION RATE - ASRS</td>
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<td>9.200%</td>
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<tr>
<td>ASRS LEGACY ASRS LEGACY (415)</td>
<td>7984</td>
<td>12.200%</td>
</tr>
<tr>
<td>EODCRS LEGACY EODCRS LEGACY (415)</td>
<td>7986</td>
<td>17.500%</td>
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</table>
Handwrites thru Fiscal Year End

- **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

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

- 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 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.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 MAY</td>
<td>26 MEMORIAL DAY HOLIDAY</td>
<td>27 COMPUTE</td>
<td>28</td>
<td>29 PAYDAY 11</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>1 JUNE</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10 COMPUTE</td>
<td>11</td>
<td>12 PAYDAY 12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19 ETE template changes due</td>
<td>20</td>
<td>21 PAY PERIOD BEGIN TO BE PAID ON 7/10/14</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24 COMPUTE</td>
<td>25</td>
<td>26 PAYDAY 13 LAST OF FY2014</td>
<td>27</td>
<td>28</td>
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<tr>
<td>29</td>
<td>30</td>
<td>1 JULY</td>
<td>2 LRN DEADLINE FOR HANDWRITES</td>
<td>3</td>
<td>4 4TH OF JULY HOLIDAY</td>
<td>5 PAY PERIOD BEGIN TO BE PAID 7/24/14</td>
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<tr>
<td>6</td>
<td>7</td>
<td>8 COMPUTE</td>
<td>9</td>
<td>10 PAYDAY 14 FIRST OF FY2015</td>
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</tr>
<tr>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Agency:**
- Last chance to pay in FY2014
- Ensure labor for AY2014
- Noon deadline for handwritings

**Agency:**
- Fix XP02/ZP02 update errors & return to GAO by 7/3/14
- Labor for manuals will default to AY2015 - OK
- Labor for compute timerecords will default to AY2015 - OK

**Agency:**
- Check ZS35 ETE EXTRACT - error report
Agency Payroll Guide Exercise

- 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