Statewide Payroll Meeting
Fiscal Year End

MAY 16, 2016

ADOA-GAO
General Accounting Office
Introductions

- **Central Payroll**
  - Stu Wilbur
  - Tracey Cappuccio
  - Sam Tekien
  - Karen Turner
  - Lalita Farr
  - Vahn Vo
  - Misty Delgado
  - Travy Phan
  - Marla Grossman, RASL

- **Systems Integration**
  - Joanna Greenaway
  - Somer Phegley
  - Stephanie Neves
Contact Information

- Agency Payroll Resource Contact List
- Employee Resource Contact List
- Agency Contact List
  - Human Resources
  - Payroll
  - Accounting
- Send any updates to Central Payroll electronically
  - (602) 364-2215 (fax)
  - Central.Payroll@azdoa.gov
Website Registration

https://gao.az.gov/register-updates

Already have an account? Login here to change preferences:
https://enewsletter.az.gov/Members.aspx?SID=e51d6dbe-b2b3-47fd-a3a9-163da25961c4

Join our mailing list

First Name:

Last Name:

Email Address:

Re-Enter Email Address:
Statewide GAO Policies published as drafts
- Comments are being accepted

1. Publications
2. State of Arizona Accounting Manual (SAAM)
3. SAAM Draft
4. Topic – 55 Payroll
SAAM 5506
Employee vs. Independent Contractor

- IRS Guidelines
  - Behavioral Control
  - Financial Control
  - Relationship

- Request received from IRS about a misclassified worker
  - Treated as an employee and then as a contractor, performing essentially the same duties

- Consequences
  - Taxes, Retirement, Gross Up, Penalties
Independent Contractor Considerations and Concerns

- Department of Labor (USDOL)
  - Newly developed test – “Economic Realities”
    - 6 factors to be considered to determine if the individual is economically dependent on the entity for which he works

- Consequences of misclassification of a worker(s)
  - Taxes
  - Retirement
  - Gross Up Calculation
  - Penalties – by IRS and/or USDOL
• Under SAAM Draft published April 7, 2016
  ○ Comment period ended May 6, 2016

• Policy will become effective July 1, 2016

• Requires that Agencies paying Board Members know whether the fee is mandatory, discretionary, or prohibited
  ○ Especially for employees that have dual employment as a board member
<table>
<thead>
<tr>
<th>HRIS DATE FIELD</th>
<th>DEFINITION</th>
<th>WHEN DATE NEEDS TO BE CHANGED MANUALLY</th>
<th>EXAMPLES OF USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINAL STATE HIRE DATE</td>
<td>The employee’s first day of work in any State government entity</td>
<td>This date should never be changed (even if there was a break in service of any length), unless it is to correct an error</td>
<td>For ASRS members, this date is used to determine if the member has a right to elect to make retirement contributions from his annual leave payout upon termination</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>The employee’s first day of work upon hire or, if the employee has a break in service, rehire, whichever is later *See Clarifications and Exceptions</td>
<td>Upon rehire after a break in service</td>
<td>Used for: Employment verifications, Eligibility for benefits, Leave plans, ACA reporting, ACR reporting</td>
</tr>
</tbody>
</table>
| ADJUSTED HIRE DATE | The employee’s hire date, which has been re-calculated due to additions to or deductions from credited service with the State | • Upon rehire of a former State employee after a break in service of less than 2 years  
• Upon return from LWOP in excess of 240 consecutive hours, unless the LWOP was FMLA or military leave | Used to determine: Annual leave accrual tier, Benefit eligibility date, ASRS waiting periods |
| TERMINATION DATE | The employee’s last day of employment with the State of Arizona *See Clarifications and Exceptions | • Upon separation – enter effective date of employee’s separation  
• Upon rehire – delete date in field; should be blank  
• This field should not be used for interagency transfers | Required for leave payouts and, if eligible, RASL; used to determine when health insurance benefits will end |
Data Warehouse Reports

- **ASRS Code 9 Review**
  - Released to agencies 4/12/2016
  - Under Payroll and HR Reports so both areas can access

- **Other Reports “In the Works”**
  - ASRS 20/20 Eligibility counter (Most requested report)
  - Active Donated Leave plans
  - Terminated Employees with Absence Plan balances
  - Terminated Employees with active Direct Deposit Accounts
  - Employees with Sick Leave balance who terminated > 2 years ago
  - Mandatory Direct Deposit
Updated GAO Forms

- GAO-SL-50 – RASL Application & Certification Form
- GAO70 – Request to Cancel Payroll Warrant
- GAO70B – Request for Direct Deposit Reversal
- GAO73A – Request for One Time Deduction
Retiree Accumulated Sick Leave (RASL)

- New RASL Form Published February 2016

- Marla, the RASL Program Coordinator, is happy to take calls directly from employees.

Statewide Payroll Meeting

AGENCY SECTION

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>AGENCY CONTACT EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AGENCY CERTIFICATION: I certify to the best of my knowledge, that the sick leave balance, hourly rate, and other information shown above is correct (supporting documentation attached) and all final wages have been paid. I believe this is a valid claim against the State.

SIGNATURE: ___________________________ DATE: __________________

Retiree Accumulated Sick Leave Program, General Accounting Office, 100 N. 15th Avenue, Suite 302, Phoenix, AZ 85007. Phone: (602) 542-6222. RASL Website: gao.az.gov/payroll/rasl. YES Website: yes.az.gov

Print Form
State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as

- “... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”

Monitor employees for 20/20 criteria

- Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse

Reminder: At the beginning of each fiscal year a review of these types of employees needs to be done to determine intent for ASRS 20/20 application

- Intent of employment at the beginning of the new fiscal year or when a job change occurs
# 20/20 Intent Certification

- **Should be completed each fiscal year**
  - Intent can change

- **Filed in the employee’s file**

- **Signed off on by someone “in the know” of the Intent**
  - HR/Supervisor

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## ASRS 20/20 Certification of Employer Intent

**Fiscal Year _____**

State law requires participation in the ASRS when all membership criteria are met. ARS § 38-711.23(b) defines members as “... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”

In order to determine if a particular employee is “engaged to work 20/20”, we need to understand if you intend that the employee will work 20/20 in the current fiscal year based on the terms of employment and intended duration. Consider any changes that are believed to occur in the current fiscal year. If no substantial changes to their current work hours are expected to occur, consider the employee’s actual work history in the prior fiscal year as an indicator of what they may likely work in the current fiscal year.

The terms of employment and intended duration, as of [ ] , have been reviewed for:

<table>
<thead>
<tr>
<th>EIN</th>
<th>Employee Name</th>
<th>Position</th>
<th>FTE</th>
<th>Work Schedule</th>
</tr>
</thead>
</table>

Individuals with personal knowledge of the employer's intent should indicate the agency’s intent below.

The agency **ANTICIPATES** that **FOR THE CURRENT FISCAL YEAR**, the employee listed above:

- [ ] **WILL WORK** at least twenty weeks for at least twenty hours each week.
  
  [Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc. that is known at this time. You can attach additional information if needed.]

- [ ] **WILL NOT WORK** at least twenty weeks for at least twenty hours each week.
  
  [Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc. that is known at this time. You can attach additional information if needed.]

I am authorized on behalf of my agency to make this certification.

<table>
<thead>
<tr>
<th>EIN</th>
<th>Authorized Signature</th>
<th>Date</th>
<th>Agency ID / Name</th>
</tr>
</thead>
</table>
 Contributions to the State Retirement System are mandatory pursuant to A.R.S. §38-736

When mandatory ASRS contributions have been missed, there are 2 methods to collect the missed contributions (either remedy should begin within 30 days of discovery):

1) Additional Payroll Deductions
   - Submit GAO-73A for additional deductions in pay period increments

or

2) ASRS direct billing (called a CNW, Contributions Not Withheld)
   - Interest added by the ASRS if not paid timely
Method 1 – Additional Payroll Deductions (preferred)

Criteria:
- Current fiscal year missed contributions.
- Recovery must be finished by end of fiscal year. Any amounts remaining will have to be remitted through the CNW process.
- Recovery amount must be the full pay period contribution missed. For example, can’t recover with a flat $50 every payroll until repaid. Can recover 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:
- Submit a GAO-73A Form to GAO Central Payroll to have a missed contribution deducted from the employee’s paycheck.
- If recovery of several missed contributions will occur over multiple pay periods, submit all GAO-73A Forms for GAO Central Payroll to enter for future pay periods.
• Method 2 – ASRS direct billing (CNW, Contribution Not Withheld)

○ Criteria:
  - Only method available if missed contributions are for the prior fiscal year or employee is terminated
  - Generally done when missed contributions are substantial, such as 3 or more missed pay periods or recovery through payroll deduction will create a hardship.

○ Benefits to this method:
  - ASRS will bill the Agency directly for missed contributions. No interest due if CNW is for the current fiscal year and paid within 90 days.
  - ASRS will bill the employee directly for missed contributions. If the employee does not pay ASRS, they will not receive ASRS service credit.
  - After the Agency pays, the Employee has 90 days to pay before interest accrues.

○ How to initiate:
  - The Agency will complete and remit the CNW Form using the ASRS Employer web portal
  - ASRS will invoice the Agency and Employee for the missed contributions plus any statutory interest.
# New Retirement Rates - Effective 7/1/16

## Retirement Plan Deductions

<table>
<thead>
<tr>
<th>Code</th>
<th>Retirement Plan</th>
<th>Employee Deduction Code</th>
<th>FY 16 Rate</th>
<th>FY 17 Rate</th>
<th>Employer Deduction Code</th>
<th>FY 16 Rate</th>
<th>FY 17 Rate</th>
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<tr>
<td>1</td>
<td>ASRS PLAN-ASRS</td>
<td>7903</td>
<td>11.35%</td>
<td>11.34%</td>
<td>7904</td>
<td>11.35%</td>
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<tr>
<td>1E</td>
<td>ASRS EO ELECTED OFFICIALS ASRS PLAN</td>
<td>7919</td>
<td>11.35%</td>
<td>11.34%</td>
<td>7920</td>
<td>11.35%</td>
<td>11.34%</td>
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<tr>
<td>2</td>
<td>CORP JUVENILE CORRECTIONS (501)</td>
<td>7905</td>
<td>8.41%</td>
<td>8.41%</td>
<td>7906</td>
<td>22.95%</td>
<td>24.86%</td>
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<tr>
<td>3</td>
<td>EORP ELECTED OFFICIALS &amp; JUDGES (415)</td>
<td>7907</td>
<td>13.00%</td>
<td>13.00%</td>
<td>7908</td>
<td>23.50%</td>
<td>23.50%</td>
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<tr>
<td>3E</td>
<td>EODCRS ELECTED OFFICIALS DEFINED CONTRIBUTION (NTWD)</td>
<td>7813</td>
<td>8.00%</td>
<td>8.00%</td>
<td>7814</td>
<td>6.00%</td>
<td>6.00%</td>
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<tr>
<td>4</td>
<td>PSRS PUBLIC SAFETY (007) (ER pays 5% EE share)</td>
<td>7909</td>
<td>6.65%</td>
<td>6.65%</td>
<td>7910</td>
<td>81.00%</td>
<td>82.96%</td>
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<tr>
<td>5</td>
<td>PSRS GAME &amp; FISH (035)</td>
<td>7911</td>
<td>11.65%</td>
<td>11.65%</td>
<td>7912</td>
<td>72.33%</td>
<td>83.80%</td>
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<td>6</td>
<td>PSRS AG INVESTIGATORS (151)</td>
<td>7913</td>
<td>11.65%</td>
<td>11.65%</td>
<td>7914</td>
<td>70.46%</td>
<td>66.59%</td>
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<tr>
<td>7</td>
<td>PSRS DEMA (FIRE FIGHTERS) (119)</td>
<td>7915</td>
<td>11.65%</td>
<td>11.65%</td>
<td>7916</td>
<td>31.34%</td>
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<td>9</td>
<td>NA NO RETIREMENT</td>
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<td>18.54%</td>
<td>18.85%</td>
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<td>B</td>
<td>PSRS LIQUOR CONTROL OFFICER (164)</td>
<td>7923</td>
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<td>11.65%</td>
<td>7924</td>
<td>69.19%</td>
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<td>PSRS STATE PARKS (204)</td>
<td>7931</td>
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<td>11.65%</td>
<td>7932</td>
<td>42.85%</td>
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<td>G</td>
<td>CORP PUBLIC SAFETY DISPATCHERS (563)</td>
<td>7933</td>
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<td>7.96%</td>
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<td>H</td>
<td>PSRS DEFERRED RETIREMENT OPTION PLAN (DROP)</td>
<td>7957</td>
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<td>J</td>
<td>CORP PUBLIC SAFETY DETENTION OFFICERS (564)</td>
<td>7961</td>
<td>8.41%</td>
<td>8.41%</td>
<td>7962</td>
<td>7.00%</td>
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<td>S2</td>
<td>CORP SUPP BENEFIT - JUVENILE CORRECTIONS</td>
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<td>S4</td>
<td>PSRS SUPP BENEFIT - PUBLIC SAFETY</td>
<td>7970</td>
<td>87.05%</td>
<td>89.61%</td>
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<td>S5</td>
<td>PSRS SUPP BENEFIT - GAME &amp; FISH</td>
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<td>83.38%</td>
<td>95.45%</td>
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<td>S6</td>
<td>PSRS SUPP BENEFIT - AG INVESTIGATORS</td>
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<td>78.24%</td>
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<td>S7</td>
<td>PSRS SUPP BENEFIT - FIRE FIGHTERS</td>
<td>7976</td>
<td>42.39%</td>
<td>39.85%</td>
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<td>SB</td>
<td>PSRS SUPP BENEFIT - LIQUOR CONTROL OFFICER</td>
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<td>PSRS SUPP BENEFIT - STATE PARKS</td>
<td>7980</td>
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<td>28.37%</td>
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<td>SJ</td>
<td>CORP SUPP BENEFIT - PUBLIC SAFETY DETENTION OFCRS</td>
<td>7982</td>
<td>15.41%</td>
<td>14.53%</td>
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<td>LTD ASRS</td>
<td>7509</td>
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<td>7508</td>
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<td>PSRS</td>
<td>LTD PSRS (HARTFORD)</td>
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<td>7988</td>
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</tbody>
</table>
## New ERE Rates - Effective 7/1/16

### 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>FY16</td>
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<tr>
<td>UNEMPLOYMENT INSURANCE (SUTA)</td>
<td>T202</td>
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<tr>
<td>TECHNOLOGY CHARGE (ADOA ASET)</td>
<td>3800</td>
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<td>HR PRO RATA</td>
<td>3802</td>
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<tr>
<td>ACCUM SICK ERE (RASL)</td>
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<tr>
<td>WORKER'S COMPENSATION (PR18.1)</td>
<td>3806</td>
<td>varies by job class</td>
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<td>COUNSEL SERVICES (AG PRO RATA)</td>
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<td>HR PRO RATA (PERSONNEL BOARD)</td>
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<tr>
<td>PSRS ALT CONTRIBUTION RATE - DPS (007)</td>
<td>7936</td>
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</tr>
<tr>
<td>CORP ALT CONTRIBUTION RATE - DOC (500)</td>
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<tr>
<td>EORP ALT CONTRIBUTION RATE - EO&amp;J (415)</td>
<td>7940</td>
<td>23.500%</td>
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<td>CORP ALT CONTRIBUTION RATE - DJ (501)</td>
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<td>PSRS ALT CONTRIBUTION RATE - PARK (204)</td>
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<tr>
<td>ASRS LEGACY ASRS LEGACY (415)</td>
<td>7984</td>
<td>12.150%</td>
</tr>
<tr>
<td>EODCRS LEGACY EODCRS LEGACY (415)</td>
<td>7986</td>
<td>17.500%</td>
</tr>
</tbody>
</table>
Compensation Strategies

- **Discretionary vs. Non-Discretionary**
  - Few bonuses are discretionary under FLSA

- **Discretionary**
  - §778.211: “Sums paid in recognition of services performed during a given period if *** (a) both the fact the payment and the amount of the payment are determined at the sole discretion of the employer at or near the end of the period not pursuant to a contract, agreement or promise causing the employee to expect such payment regularly ***”
    - Discretionary in one year may not mean it is discretionary in subsequent years

- **Non-Discretionary**
  - Announced to employees to encourage them to work more steadily, rapidly or efficiently and bonuses designed to encourage them to remain with the facility
    - Attendance bonuses, - Retention Incentive
    - individual or group production bonuses, - Goal Based Incentive
    - bonuses for quality and accuracy of work, - Merit Based Incentive
    - bonuses contingent upon the employee’s continuing employment until the time the payment is to be made – Retention Incentive
Compensation Strategies – in June

• Deadline: bonuses should not be scheduled for the June 23rd payroll
  - If any errors occur, there is no time left to correct in FY16
  - GAO recommends any bonuses approved to be paid out of FY16 funds should be scheduled no later than the June 9th payroll
  - No Handwrites issued for bonus payments

• Please coordinate with Agency Leadership as soon as possible to ensure bonuses can be paid as intended
  - Contact GAO Central Payroll to coordinate timing
Handwrites through Fiscal Year End

- Should be kept to a minimum to avoid PEDF1 document rejects on the Document Catalog

- Travel & Other Reimbursement handwrites allowed June 22-30, 2016
  - Minimum handwrite threshold lowered from $100 to $10

- GAO will be verifying cash and appropriation availability in AFIS

- July 1 – July 4, 2016
  - NO HANDWRITES, PLEASE PLAN AHEAD!
HRIS Warrant Replacement

- Effective July 9th 2015, biweekly payroll warrants are mailed by GAO directly to employee
  - Manual warrants are still picked up by agency at GAO front desk.
  - Employees should always maintain an updated address through YES

- Replacements for warrants lost, stolen, damaged, or not received:
  - Requires GAO-6 which employee must sign and have notarized.
  - Notarized GAO-6 should be emailed to AFIS.Operations@azdoa.gov
  - AFIS AWR requests the stop of the payment with the bank
  - Central Payroll replaces the warrant in HRIS with the handwrite schedule
    - In many circumstances, the replacement will be processed the day after the GAO-6 is submitted to AFIS, but it can take 5 – 10 working days
Direct Deposits of Payroll

- SAAM 55-20. Direct deposit for 100% of net pay is required. Payments that are partial ACH & partial warrant are no longer allowed.

State of Arizona Accounting Manual

INTRODUCTION

Electronic direct deposit of employee compensation benefits both employees and the State.

POLICIES

1. All State employees must sign up for electronic direct deposit.

2. While an employee’s net pay may be directly deposited into more than one (1) account, one hundred percent (100%) of his net pay must be directly deposited.

2.1. Accordingly, an employee is not permitted to have a direct deposit account designated for a fixed amount of net pay without also having an additional account designated for the remainder of net pay.
Direct Deposits of Payroll

- Pending partial payment direct deposit distribution must either:
  - Have fixed amount changed (even if only temporarily) to 100% of net
  - Have fixed amount stopped (even if only temporarily)

- Replacement of partial payments cannot be done through HRIS
  - Partial payment replacement warrants cannot be tracked in HRIS
    - Partial payment warrants require exception handling by AFIS which might result in significant delay before a partial payment warrant can be replaced
  - GAO will notify agencies before payroll compute which of their employees require action to prevent partial payments
HRIS Labor Distribution

• Starting April 25th, any additional accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered as FY17 using:
  ○ A value of ‘HRIS’ or ‘HRLG’ in the Function Type roll-up on the FUNC (Function) table for HRIS Accounting Unit
  ○ A value of ‘HRIS’ in the Activity Type roll-up on the ACTV (Activity) table for Account Category (DTA, EVA only) and HRIS Activity (FOA only)
  ○ CAS or CAM documents to set up the structure for Program/Program Period for HRIS Activity and HRIS Account Category
  ○ CAS or CAM documents to set up the structure for Program/Program Phase for HRIS Activity (DTA only)
  ○ A value of ‘HRS’ in the Location Class roll-up on the LOC (Location table for HRIS Activity (EVA only)
HRIS/AFIS Integration

- **AFIS Chart of Accounts (COA) Elements used for HRIS Labor Distribution:**
  - The COA interfaces between AFIS and HRIS run nightly (with the exception of ‘Compute Tuesday’)
  - Agencies may begin creating new FY17 COA elements in AFIS anytime
  - Any new FY17 AFIS COA elements must be set-up in AFIS no later than June 14, 2016 to be mass loaded in HRIS for labor distribution purposes on June 15, 2016
  - Any new FY17 AFIS COA elements setup between 6/15 – 6/21 will be mass loaded in HRIS on June 22, 2016
  - Beginning June 22, 2016, FY17 COA elements will be interfaced daily to HRIS; FY16 elements will no longer be included on the interface
  - Any new FY17 AFIS COA elements that are to be utilized in HRIS for labor distribution purposes on the first pay cycle of the fiscal year (July 7, 2016) must be set-up in AFIS no later than July 1, 2016
Payroll Corrections - AFIS PEDF1

• All AFIS PEDF1 documents in rejected status, must be corrected by June 30, 2016

• GAO will be monitoring PEDF1 records to ensure they are being posted in a timely manner

• Please contact your GAO AFIS Liaison for assistance, or to discuss any compliance issues
The following reports will be added to the Agency HRIS Payroll Reports folder on the HRIS Web Reports (data warehouse):

- Deduction Code Listing Report (also in APG in Excel format)
- Pay Code Listing Report (also in APG in Excel format)
- Employee Data Report
- Position (XP02/ZP02) Report
- Position-Multiple Labor Distribution (XR23.3) Report
- Employee Reimbursement Report
HRIS Statewide ETE Items

- **June 15th**
  - ETE Templates requiring mass upload (100+) are due to GAO
  - Email: GAOSystemSupport@azdoa.gov

- **June 17th – 6:00 PM**
  - ETE Cutoff for all agencies - no exceptions
  - ETE Interface must happen on Friday with AY16 labor

- **June 18th – 19th**
  - Updating Sub-Account (BFY) 2016 to (BFY) 2017
  - Errors must fixed by July 1st 2016 at 6:00 PM (ETE deadline)
HRIS Statewide Position Update

- **June 25th – 26th**
  - XP02/ZP02 Update
    - Updating Sub-Account (BFY) 2016 to (BFY) 2017
    - Errors must be fixed by June 30, 2016 to prevent ETE errors
    - Update Position labor distribution elements based on Agency requests/submittals

- **July 1st – HRIS View Only, No Handwrites**
  - Perform time entry activities a day early if possible
  - XR23.3 Update
    - Updating Sub-Account (BFY) 2016 to (BFY) 2017
    - Errors must be fixed by July 5, 2016 (2:00 PM)
    - Update Multiple Labor Distribution elements based on Agency requests/submittals
HRIS Critical Dates

- **June 15, 2016**
  - ETE Templates due to GAOSystemSupport@azdoa.gov
  - AFIS FY17 COA elements will be interfaced to HRIS
- **June 20, 2016**
  - Submit any XP02/ZP02 Position labor distribution mass changes to GAO
- **June 22, 2016**
  - Incremental load of AFIS FY17 COA elements to HRIS (6/15 – 6/21)
  - Begin FY17 daily interface of AFIS elements to HRIS
  - Discontinue FY16 AFIS COA elements on interface to HRIS
  - Begin ETE entry for FYI17 payroll
- **June 25 – 26, 2016**
  - Statewide HRIS Position Update
- **June 27, 2016**
  - Begin XR32/XR35/ZR35 entry for FY17 payroll
  - Not Applicable to ETE entry (begins on June 22, 2016)
### HRIS Critical Dates - June - July 2016

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

**Last chance to enter AY17 COA Elements for Mass Load to HRIS**

**ETE AY17 Templates loaded**

**Agency:** Fix XP02/ZP02 update errors & return to GAO immediately

**AY17 Templates due to GAO Systems Support**

**ETE CUTOFF 6PM (NO EXCEPTIONS)**

**LOAD AFIS AY17 COA ELEMENTS TO HRIS**

**Stateswide Updates:**
- Retirement Plan Rates
- Last Day to Update AFIS Labor for 7/7/2016 compute
- Last chance to enter AY17 COA Elements for Mass Load to HRIS

**LABOR WILL DEFAULT TO AY2017 MUST FIX FOR HANDWRITES**

**4TH OF JULY**

**Agency:** Check ZS535 ETE EXTRACT error report
The End

any questions?

Next Meeting:

Calendar Year End Statewide Payroll Meeting
Monday, November 14, 2016
ADOA Conference Room 300