STATEWIDE PAYROLL MEETING
FISCAL YEAR END

MAY 24, 2021
Agenda

**Tracey Cappuccio**
- Welcome & Introductions
- Contact Information
- Website Registration
- Legislative Update
- Policy Updates
- Recent Accomplishments

**Misty Delgado**
- ASRS Fiscal Year Intent Review
- ASRS 20/20 Tracking

**Lalita Farr**
- Data Warehouse
- Overpayment Worksheet

**Sam Tekien**
- Compensation
- Strategy Payments
- ETE Updates at FYE
- Handwrites at FYE

**Everett Rubio**
- Benefits on Handwrites
- GAO-73B Changes

**John Valentine**
- AFIS FYE Update
Introductions

• Central Payroll
  – Tracey Cappuccio
  – Sam Tekien
  – Lalita Farr
  – Steven Snyder
  – Vahn Vo
  – Misty Delgado
  – Everett Rubio
  – Tristen Legate
  – Joy Bridges, RASL

• Systems Integration
  – John Valentine
  – Brian Dodge
  – Michael Williams
Contact Information

- GAO Payroll/RASL [https://gao.az.gov/payroll-rasl/payroll-guide](https://gao.az.gov/payroll-rasl/payroll-guide)
- Payroll Calendars
- Retirement Rates
- [Agency Payroll Resource Contact List](#)
- [Employee Resource Contact List](#)
- Send Agency Payroll Contact updates to Central.Payroll@azdoa.gov
Website Registration

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

SAAM 0010 Requirement:

• Each agency must “Register for Updates” and must ensure that the appropriate personnel in the agency also “Register for Updates.” The appropriate personnel in an agency are identified by their roles and responsibilities within the agency and include, minimally:
  – The CFO, any CFO delegates, and Chief Accountant
  – Any user of HRIS
  – Agency P-Card Administrator, Users of the P-Card
  – Agency Travel Card Program Administrator, users of the Central Travel Account
GAO Policy Updates

• Updates to Statewide GAO Policies
  – May be effective immediately

• New Statewide GAO Policies published as drafts
  – 60 day comment period
    • gaopolicy@azdoa.gov

• Publications
  – State of Arizona Accounting Manual (SAAM)
    • SAAM Drafts
      – Topic – 50 Travel
      – Topic – 55 Payroll
      – Topic – 80 Miscellaneous
      – Topic – 90 Special Topics
Legislative & Policy Updates

- Legislature: [https://www.azleg.gov/](https://www.azleg.gov/)
  - SB1045: PSPRS Health Insurance Plan for Defined Contribution (DC) members. Related to Insurance Subsidy provided by PSPRS.
  - SB1348: 457(b) Plan Administration transitioning from ADOA to ASRS
    *NOTE: both of these bills are effective July 1, 2022*

- State of Arizona Human Resources (HRD)
  - ASPS/HRD-PA5.01: [Remote Work Program](#) [12/2020]
    - Allows agencies flexibility to create their own policy
    - Remote Work Agreements (RWA) must be renewed annually
    - Reminder to use paycode 110 - Telework
      - Optional attendance code: VO (indicates virtual office)
    - Stipend Policies must be submitted to GAO Policy for review and approval
    - RWA link in YES for in-State workers only; mandatory for SPS, encouraged to be used by non-SPS agencies
    - ADOA is working on additional resources and guidance regarding remote workers residing outside of Arizona
Recent Accomplishments

• Electronic W2 Consent Campaign  [Dec 2020]
  – MHC transition from on premise to Azure cloud environment
  – Required revoke of all consents to receive W-2s electronically
    • Statewide campaign to encourage employees to re-consent; 58% consented
    • Instructions to consent can be found in the Agency Payroll Guide
      – 2020 W-2 (Wage and Tax Statement) Advisory
  – Employee Documents being explored

• Health Impact Program Payments (HIP)  [Mar 2021]
  – Processed in conjunction with ADOA-Benefit Services Division (BSD)
  – Paid on March 11, 2021 with employee’s regular, bi-weekly paycheck
  – View 2021 Program on Wellness website

• Benefit Arrears for Separated Employees  [Mar 2021]
  – Created new Process Levels within each agency to mitigate risk of incidental payments to these separated employees

• BSI Upgrade  [Apr 2021]
  – Mandatory upgrade to tax program behind HRIS
Data Warehouse Reports

Agency Daily DW Report Status folder to view current status of reports experiencing any data lag issues.

Agency Payroll Guide: Payroll Compute Reports explanation of reports

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<th>Agency HRIS Payroll Reports</th>
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<td>View every Compute Mon/Tues</td>
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<td>● Missing Time Records Report</td>
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<td>● Invalid Tax Elections PR13 Exempt with Additional Amount</td>
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<td>● Invalid Tax Election PR14 Exempt with Additional Amount</td>
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<td>● Invalid Tax Setup Code B</td>
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ASRS Eligibility Review (code 9) Report - Employees to track for ASRS 20/20
Standard Time Record Detail - Is employee still eligible for additional pay?
Data Warehouse Reports

Reports require processing action; complete at least once per quarter.

Agency Payroll Specialist

Terminated Employees with active Direct Deposit
End Date accounts on XR12.1

Terminated Employees with Absence Plan Balance
Review pay to determine if employee is under/overpaid

Agency Absence Management Specialist

Terminated Employees with Sick Leave Balance
LP70.1 to remove balance. Use Termination Date in the Tran_Date field

Donated Leave Report
Old Open Batches Closed
Batch with Hours
Closed Batch with Errors
Includes Steps to Correct

Steps to Correct:
1. Change donating employee to R3 status.
2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1.
3. Process handwrite to pay hours.
4. Return to R2/72 status.
5. Remove hours from recipient's Donated Leave plan on LP70.1.

Error: Employee is not in an active status or Employee status is not active.

Error: Unable to determine employee's current annual plan.
1. Contact GAO to remove end date from Annual Leave plan.
2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1.
3. Process payment of hours on a handwrite.
4. Remove hours from recipient's Donated Leave plan on LP70.1.

Error: Not authorized to access employee.
1. Contact current agency to add hours to donor's Annual Leave plan on LP70.1.
2. Remove hours from recipient's Donated Leave plan on LP70.1.

Review for Eligibility (batch has been open at least 6 months)
1. Determine if employee is still eligible to use Donated Leave.
2. If employee is no longer eligible, process "Return" on ZT70.2 and review ZT70.2 for errors.

Contact Central.Payroll@azdhs.gov with any questions or to have a plan end date removed.
## GAO-70A Overpayment Worksheet

### Two Payment Options

- Deduct from next Paycheck(s)
- Personal Payment

#### 1. Deduct Amount from Next Paycheck(s)
- Employee signs, GAO-70a scanned to Central.Payroll@azdoa.gov
- 3901 Misc Recovery Deduction taken from next paycheck. To split recovery over two paychecks, indicate the split in the email.

#### 2. Personal payment (Check, Money Order, Cashiers Check)
- Employee initials
- Agency deposits payment in AFIS using Object 6199
- GAO-70a scanned to Central.Payroll@azdoa.gov include AFIS Function on GAO-70a or email
- GAO will process an AFIS IETBSPR with the Function provided
Benefit Premium Updates

- Effective January 1, 2021 benefit premiums are collected from paychecks and applied DURING the benefits coverage period. This is called “premium paid current.”
  - No visible change for ongoing Employees
  - Separating employees and Retirees will have paid all premiums before the end of coverage period, on their final paycheck, as long as a Termination Date is entered by 12:00 p.m. on compute Tuesday

- GAO-73B Processing for **Under 30-Hour Employees**
  Employer portion paid by employee are still paid in arrears
  - Use the [Under 30-Hours Calendar 2021](#)
  - Run the Under 30 Hour report using dates from the Under 30-Hours Calendar

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**Benefit Premium ~ Under 30 Process**

**EE Pays Employer Portion in Arrears**

**STEP 1:** RUN the Under 30 Hour Report each week EE’s are paid in standard compute cycle

**STEP 2:** Complete the GAO 73B Form / submit to GAO by end of Friday

**STEP 3:** GAO will then charge the employee the employer portion and refund agency on the following compute cycle

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<th>Pay Period Date</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>OTD Date</th>
<th>GAO 73B Due Date</th>
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</table>
Benefits on Handwrites

Always Select One-Time Deductions on Handwrites

- **Active ongoing employee** handwrite underpaid on main compute Deduction Cycle 5

- **Dismissed employee** handwrite
  1. View [Benefit Premium EE Termination Calendar](#)
  2. Locate Termination Date in red columns
  3. Has the Tuesday compute already occurred for the pay date in the green column?
     - Yes = Deduction Cycle 5
     - No = Deduction Cycle 1, 2, or 3

![Termination Date](image)
ASRS Fiscal Year Intent Review

- 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.”

- At the beginning of each fiscal year, a review of these types of employees needs to be done to determine and document the employer’s intent regarding ASRS 20/20 criteria
  - Intent of employment at the beginning of the new fiscal year or when a job change occurs

- Monitor employees for 20/20 criteria
  - Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse
ASRS 20/20

- 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
  - Supervisor
  - Manager
  - Human Resources
ASRS Eligibility Review (code 9) Report
(Data Warehouse)
- All employees on the report must be tracked for ASRS 20/20 Membership
- Employees with ASRS ACR are excluded from report

ZR230 Parameters for ASRS 20/20 Tracking
- Pay Class MUST BE R20
- Per End Date: Fiscal Year
- Term Status: T2, R2 U2
- Period/Weekly Hour Limit: Leave blank
- PR197 Run: Yes

ZR230 Time Record Edit Detail (HRIS on Demand)
- Report displays total hours by week for each pay period
- Run for entire agency or specific process level
GAO-73A One-Time Deduction Request Form

As of 1/1/2020 A.R.S. § 38-738 (E) requires written consent from the employee to deduct missed ASRS retirement contributions from their paycheck.

New Signature line at the bottom to obtain the employee signature

New Future Date box

If you are unable to obtain consent or the employee declines to sign, write refused in the signature line and keep for your records.
Compensation Strategies

• Please coordinate with Agency Leadership and ADOA Human Resources to ensure any pending incentive payments are authorized to be paid.

• Authorized non-discretionary incentives such as merit and goal based incentives need to be allocated weekly over the time period your employee was working to earn.

• Deadline: Incentive Payments should not be scheduled for the July 1st payroll.
  – If any error occurs, there is **NO** time to correct in FY21
  – No manual warrants are authorized for incentive payments
HRIS Statewide ETE Items

• June 21st – Noon
  – ETE Templates requiring mass upload (100+) are due to GAO
  – Email: Central.Payroll@azdoa.gov

• June 26th – 6:00 PM
  – ETE Cutoff for all agencies

• June 27th – 7:00 AM
  – ETE Interface scheduled for Sunday with FY21 labor

• June 28th - morning
  – Updating Account Template Sub-Account (BFY) 2021 to (BFY) 2022

• July 10th – 6:00 PM
  – Templates must be updated by the ETE deadline
  – HRIS is view only on June 30th, YES (ETE) still available for update
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 16-29, 2021
  – Minimum handwrite threshold lowered from $100 to $10

• GAO will be verifying cash and appropriation availability in AFIS

• June 30th - HRIS is view only, no manual warrants.

• July 1st and July 2nd, manual warrants may default to BFY21
  – Must be manually updated to BFY22.
After April 23rd, any **new** AFIS accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered as **FY22**

The System Integration team will download all FY22 AFIS COA elements (associated with HRIS Labor Distribution) on June 24th, for a one-time manual upload to HRIS on June 25th

- Therefore, BFY22 AFIS COA elements for HRIS Labor Distribution should be set up no later than June 23rd
- The manual upload will ensure FY22 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 28th

Through June 28th, FY21 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing)

Beginning June 29th, **only** FY22 AFIS profiles will be interfaced to HRIS; FY21 elements will no longer be included on the nightly interface
HRIS Statewide Position Update

• July 3rd - 4th
  – XP02/ZP02 Update
    • Updating Sub-Account (BFY) 2021 to (BFY) 2022
    • Update Position labor distribution elements based on Agency requests/submittals
      – Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 28, 2021
    • Errors must be fixed by July 9, 2021 to avoid rejects of time entry and ETE

• June 30th – HRIS View Only, No Handwrites
  – Perform time entry activities a day early if possible
  – XR23.3 Update
    • Updating Sub-Account (BFY) 2021 to (BFY) 2022
    • Update Multiple Labor Distribution elements based on Agency requests/submittals
      – Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 28, 2021
    • Errors must be fixed by July 13, 2021 (2:00 PM)
Payroll Corrections - AFIS PEDF1 documents

• All AFIS PEDF1 documents in rejected status, must be finalized by July 9, 2021.

• 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.
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<td><strong>Download FY22 Labor Distribution Elements from AFIS</strong></td>
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<td><strong>Statewide Updates: New Retirement Rates</strong></td>
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**Critical Dates Calendar for June - July 2021**
Items to Note from Payroll Calendars

- Prior Year Adjustments; deadline is Friday prior to

Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Monday, November 22, 2021
Google Meets