



Welcome!

2009 Calendar Year End
Payroll Meeting
November 23, 2009

Contact Information

- Central Payroll contact list
- Complete the Agency contact form
 - Leave it here
 - Fax it to Central Payroll
 - (602) 364-2215
 - Scan & e-mail
 - Central.Payroll@azdoa.gov



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

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News & Updates...

November CFO Meeting Agenda - 11/16/2009
2009 Calendar Year End Payroll Meeting - 11/6/2009
Calendar Year 2009 has 27 paydays. - 11/5/2009
The GAO continues its series of free lunchtime CPE - 10/30/2009
FY10 CASH FLOW ANALYSIS AND GENERAL FUND MONTHLY EXPENDITURE REPORT - 10/28/2009
Instructions for requests of cash transfers between agency funds. - 10/28/2009

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Recent Accomplishments



- Migration of STARS to ETS (Employee Training Solutions)
 - Employees can register for classes
 - Employees & Supervisors can see training record history

- MHC (Payment Print and YES display application)



Making Good Companies Better

- Easier to read pay descriptions
- Leave balances on paystubs again
- Improvements to warrant (return address, MICR)
- Successful conversion for printed warrants (both handwrites and main payroll)
- Developing: PDF Payment in YES, online W-2s

- e-Employer



- Receive all State support orders electronically
- More timely receipt & implementation of orders

*Welcome to
eEmployer*

Next 12+ Months



- LSF 9.0 Application Upgrade
 - Implementation scheduled for January 2010
- Employee Time Entry (ETE) 
 - 3 pilot agencies meeting regularly
 - Implementation scheduled for Summer 2010

- BofA CashPay Debit/Credit Cards
 - Help increase Direct Deposit usage
 - Stronger Security, convenient usage at ATMs
 - Give employees another option to receive pay
 - Warrants will still be offered as a payment option



RIF, Layoff, Furlough, Salary Reduction, VSP

Type	Covered	Uncovered															
<p>RIF or Layoff (Involuntary) Pay within 3 working days</p>	<p>Reduction in Force (RIF) per R2-5-902 (with ADOA Approval)</p>	<p>Layoff</p>															
<p>Furlough “Time off without pay” Time cannot be worked or paid</p>	<p>Effective 10/18/09 thru 6/30/10</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 33%;"><u>Budget Reduction</u></td> <td style="text-align: center; width: 33%;">or</td> <td style="text-align: center; width: 33%;"><u>Funding Suspension</u></td> </tr> <tr> <td>5 consecutive days or ½ FTE</td> <td></td> <td>Unlimited days until funding restored</td> </tr> <tr> <td>Can be eligible for Holiday Pay</td> <td></td> <td>No Holiday Pay</td> </tr> <tr> <td></td> <td></td> <td>All personnel actions frozen except sep.</td> </tr> <tr> <td></td> <td></td> <td><u>May impact leave accruals and benefits</u></td> </tr> </table> <p>Retirement benefits could be impacted if close to retirement. Social Security wages that are reported will be impacted. Excluded employees will become FLSA hourly in the week they have furlough time. Excluded employees <u>can't work</u> on any part of furlough day.</p>		<u>Budget Reduction</u>	or	<u>Funding Suspension</u>	5 consecutive days or ½ FTE		Unlimited days until funding restored	Can be eligible for Holiday Pay		No Holiday Pay			All personnel actions frozen except sep.			<u>May impact leave accruals and benefits</u>
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		<u>May impact leave accruals and benefits</u>															
<p>Salary Reduction (Reduced Rate of Pay)</p>	<p>Perf Pay change requires legislative action. Base pay may not be reduced except as provided by Personnel Rules</p>	<p>Perf Pay change requires legislative action. Base changes can occur. Salary must align with pay grade</p>															
<p>Voluntary Separation Program (VSP) Agencies may offer 1 week of pay for each year of service depending on agency fund availability.</p>	<p>Per ARS 41-763.03 and R2-5-904 and with ADOA approval. Benefits continue (up to 6 months or end of fiscal year whichever is sooner) with employee paying their insurance portion directly to HITF. Package may provide compensation.</p>	<p>Not available</p>															



Payment of Wages

- ARS §23-353
 - A. When an employee is **discharged** from the service of an employer, he shall be paid wages due him **within three working days** or the end of the next regular pay period, whichever is sooner.
 - B. When an employee **quits** the service of an employer he shall be paid in the usual manner all wages due him no later than the regular payday for the pay period during which the termination occurred. If requested by the employee, such wages shall be paid by mail.
- ARS §23-355
 - A. [...] if an employer, in violation of this chapter, fails to pay wages due any employee, the employee may recover in a civil action against an employer or former employer an amount that is **treble [three times]** the amount of the unpaid wages.

Agency Staffing Preparedness

- Have a plan for increased volume due to RIF, Furlough, or vacation and sick absences.
 - Be sure procedures are well documented
 - Employees are cross trained
 - Multiple employees setup for security roles
 - Suggested: at least 2 Timekeepers, 2 Initiators, 2 Approvers
 - Ensure plenty of time to get HRIS security requests processed.
-

Direct Deposit & Warrant Timing

- Direct Deposit file will be released to B of A on 12/30/09 effective 12/31/09
 - Warrants will be mailed from GAO to employee's HRIS address on record
 - Message on warrants 11/20, 12/04, & 12/18
 - No payroll warrant pickup allowed
 - AFIS Vendor Warrants and/or Reports still need to be picked up
 - Discussing direct mailing for payroll warrants as an on-going process.
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Year End Payroll Memo – Key Dates

- 12/24/09
 - Deadline to submit 2009 Canceled Warrants/Overpays
 - 12/30/09
 - Last day for handwrites in 2009
 - 12/31/09
 - Final Pay of 2009 – warrants mailed from GAO
 - Expiration of 2009 W-5
 - 1/15/10
 - 1st SECC deduction for 2010
 - Annual Leave Roll Back
 - Family Sick Leave Restore
 - 2/16/10
 - Expiration of 2009 W-4
 - Check GAO website regarding:
 - HRIS Availability
 - W-2 Mailing
-

Duplicate W-2s for 2009

■ **GO GREEN!**



- **Goal: Post 2009 W-2 online using MHC**
- **Check GAO Website for updates**
- E-mail requests (as PDF):
 - **Central.Payroll@azdoa.gov**
 - Requests will be processed starting 2/16/10
 - Do not send before 2/12/10
 - Do not send multiple requests
- *****Verify employee received wages in 2009**

Transit Card



- Agency Transit Card Processor (ATCP) job role is now available for Agency use in HRIS.
 - Access to AZ10.1
 - View Employee Transit Card History
 - Cancel Transit Cards
 - Request FINAL BILLING – must select DISMISSED
 - Reports – Currently Testing:
 - AZ283 – Active Transit Card Listing

- **GO GREEN!**
 - E-mail new Issue & Replacement Platinum Pass Applications (as PDF) to Central.Payroll@azdoa.gov

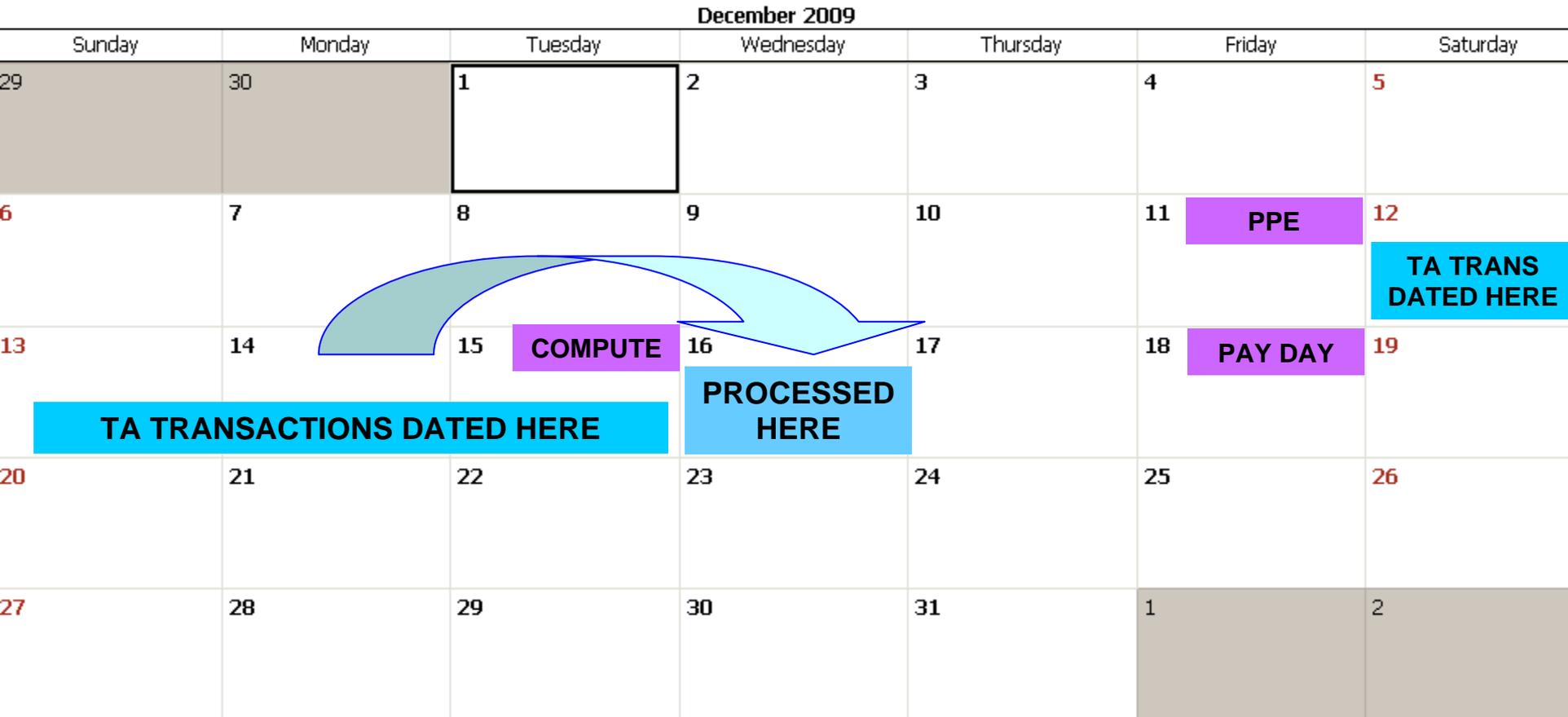


TA Transaction Dates

- The TA system "hard closes" with each payroll.
 - TA70 transaction date must be within the current pay period
 - Back dated entries will reflect as Processed (P), but will never Update (C) the balance. Any subsequent corrections cause a balance discrepancy in TA65.3.
 - Prior period TA time record adjustments require an accompanying TA70 adjustment
 - Ex. from pay code 100 to pay code 300 on XR35.2
-

TA Cycle Processing Job – TA170

- This job runs nightly
- After the PPE and through compute Tuesday, the PPE is used
- Wednesday, after compute, TA transactions dated Saturday through Tuesday will process



Donated Leave Processing Tips

Batch Dates:

- Donation Begin Date – ZT70.5
 - A reference date, it does not restrict time record dates.
 - ***It may be restricted by a previous open batch

 - Donation End Date – ZT70.2
 - System writes end date to ZT70.5 when the return is processed

 - Donation Transaction Maintenance – ZT70.1
 - When the batch maintenance has been “Submitted”, the system applies current date to TA70
 - ***Must be submitted **by** PPE date
-

Donated Leave Processing Tips

Common Road Blocks:

- ❑ Failing to close Donated Leave cycle via ZT70.2
 - Will prevent future Donations

 - ❑ Residual balance in Donated Leave Plan
 - Must have 0 hours to start new Donation

 - ❑ Failing to submit the Donated Leave entries via ZT70.1

 - ❑ Errors during Donated Leave Return
 - The “*” cannot be removed
 - Must process TA70 transactions manually
-

RASL: Critical Eligibility Deadline

- Watch out for RIF/Layoff employees who might be eligible for RASL benefits:
 - 500+ hours of unused sick leave.
 - Early retirement eligibility (for ASRS) is 50 years of age + 5 years of service which qualifies for RASL.
 - Normal retirement is required for RASL eligibility only in the case of a deceased employee.
 - In order to qualify for RASL, separated employees must retire
 - For ASRS and ORP within 31 calendar days.
 - For CORP and PSPRS on the first day of next month.
 - Retirees have **180 days** to apply for RASL.
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RASL: Key Issues

- Please validate all RASL Checklist items are done **before** applications are sent to GAO.
 - Agency PR:
 - LEAVE BALANCES: Pay/Zero them out before notifying agency HR to change employee status.
 - If employee is tax EXEMPT agency must attach copies of W-4 and A-4. RASL often finds situations where the agency does not have these forms.
 - Agency HR:
 - STATUS: Ensure the employee is in R2, T2 or U2 status.
 - If returning to work, please terminate first then rehire so that there is a specific termination date recorded in HRIS.
 - VOLUNTARY DEDUCTIONS (insurance and retirement deductions): Email request to turn off to Benelssues@azdoa.gov
 - Failure to end-date deductions is the #1 reason for delays in processing RASL applications. RASL will not move forward with the application until this is fixed.
 - TERM DATE: Ensure that the term date in HRIS is the employee's actual last day of employment.
 - ORIGINAL FORM: Submit the original RASL Form GAO-SL-50.

HRIS Update



- Application 9.0 Upgrade
 - Training
 - Help Desk
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?? ? QUESTIONS ? ? ?
