



Welcome!

2010 Calendar Year End
Payroll Meeting
November 22, 2010

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



Register for Payroll Updates

General Accounting Office - Windows Internet Explorer

http://www.gao.az.gov/default.asp

General Accounting Office



GAO

General Accounting Office



AZ.GOV
Arizona's Official Web Site

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News & Updates...

Vendor Warrants for November 9, 2010 - 11/9/2010

Vendor Warrants for November 9, 2010 - Ready for pick up - 11/9/2010

2010 Calendar Year End Statewide Payroll Meeting to be held November 22, 2010 - 11/1/2010

GAO Issues TB 10-08, Statewide Formatting Guidelines for SEFA Reporting - 10/28/2010

HRIS Same Day Payroll Handwrites - 10/28/2010

GAO Issues FFATA Data Elements Policy - 10/28/2010

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Governor Brewer's Office of Economic Recovery



Governor
Jan Brewer

Y ♦ E ♦ S
ALL YOURS!

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Novell-delivere...

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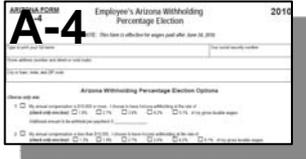
Microsoft Powe...

General Accou...

Printkey

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Recent Accomplishments



■ State A-4 Tax Forms online [6/ 1/10]

- Automation of Required State Tax Withholding Forms for 38,172 Employees.
- Updates HRIS nightly



■ Alternate Work Week Elimination (and 9/80's) [7/10/10]

- Payroll system could never properly accommodate multiple work weeks creating confusion and risk of overtime compliance liability. Hours now recorded on days actually worked.
- Everyone on State Work Week (Saturday 12:00AM to Friday 11:59PM)
- Flex Schedules still available



■ Employee Time Entry Pilot Go-Live [9/18/10]

- Automation of Bi-Weekly Time Sheets with potential savings of \$1.4M in productivity
- ADOA, AHCCCS, DHS

■ Same Day Handwrites [11/08/10]

- Help meet legal time frames for terminations and reduce need for revolving funds in emergency situations.
- Deadline every business day at Noon, Handwrite pickup 3-4PM

State of AZ #221451111
11/15/10
Sam Daye \$1,485.45
0120154035406 Dave Pickett

Next 12+ Months



- **Central Payroll Garnishment File Scanning [December]**
 - Scan all Creditor Garnishments, Child/Spousal Support & Arrears, Student Loans, Federal and State Tax Levies.

- **Transition AFIS employee payments to HRIS [January]**
 - Make HRIS a complete record of all employee payments.
 - Achieve compliance with taxable compensation and reimbursements.
 - Tuition and other taxable reimbursements must be made in HRIS.
 - Working to set up new employee reimbursement pay codes in HRIS.

- **GAO-60 / GAO-99A Certification Process [Summer]**
 - Move paper certification and email authorization requirements online which will improve compliance, streamline processing, and speed up handwrite validation.

3rd Shift – Time Reporting / Pay Issue

- State work week starts Saturday 12AM and ends Friday 11:59PM
 - The work week cutoff is critical to maintain compliance with Federal law (FLSA) and State policy.
- 3rd shift employees must split their 3rd shift time across the two days worked.
 - If an employee worked from 10 p.m. on a Thursday until 6 a.m. on a Friday, 2 hours would be recorded on Thursday and 6 hours would be recorded on Friday.
 - If employees have been working Saturday morning hours, but recording them on Friday, they will need to stop doing this and will have a one-time impact to their pay.
 - Can have a short paycheck the week they correct this practice.
 - They can ask for a one-time use of available annual or comp leave to cover the impact.
 - If management needs/approves, the employee can request to work additional hours.

All 3rd shift issues must be addressed/corrected prior to **December 25, 2010**

W-2s for 2010

■ ***W-2s are online – Go Green!***

- ❑ 2010 W-2s should be online by mid January
- ❑ 2006 – 2009 W-2 and W-2Cs are online now



■ Remainder of W-2s will be mailed by the end of January

■ Please encourage employees to

- ❑ Obtain W-2s and duplicates from YES
- ❑ Consent to not receive W-2 by mail

■ Central Payroll will still provide duplicate W-2s but will not process requests until March 1st, 2011

- ❑ Before requesting, please verify the employee actually received wages in 2010
- ❑ Do not send multiple requests



Document Self-Service for W-2s

Document Self-Service Login

User Name:

Password:

Please **RE-ENTER** your YES User Name (EIN) and Password.

If you forgot or need help with your password, please contact the HRIS Help Desk at 602.542.4700 or email at hrishelpdesk@azdoa.gov.

This area has a 10 minute timeout for your added security.

Login



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 **Document Self-Service for W-2s : STU WILBUR -**

Welcome to Document Self-Service for W-2s

Go GREEN! Get your 2010 W-2 online and not by U.S. mail. It's easy!

1. Select "Authorize Electronic W-2s" on the menu to the left
2. Read and print the consent
3. Select "agree" (NOTE: You must print the consent before you can agree.)

You can also view, save, and reprint W-2s for 2009, 2008, 2007 and 2006. Select "View W-2s" on the menu to the left.

All W-2s for 2009 were mailed to your home address in YES as of January 11, 2010.

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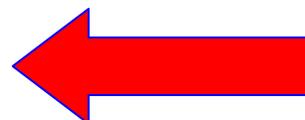


 **Document Self-Service for W-2s : STU WILBUR -**

Print Test

View [this sample W-2 in PDF format](#) and print it.

Were you able to print it successfully?



[Download Adobe Reader](#)

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 **Document Self-Service for W-2s : STU WILBUR -**

Notice

- I understand that I will be notified by mail, email, or in person when a W-2 is available on the YES website and given instructions on how to access and print the statement.
- If my notification is returned as undeliverable, and a correct electronic address cannot be determined, then a notice will be sent to me in person or by mail within 30 days after the electronic notice is returned.
- I understand that if I have a corrected W-2 (W-2C) issued to me, then that also will be furnished to me electronically.

Access period

- I understand that a W-2 will be available on the YES website for at least 3 years after it is posted to the website. If applicable, any W-2Cs will be available for at least 2 years after the year for which it relates.

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Print Test

I Agree

Mail From: <Central.Payroll@azdoa.gov>

File Edit View Actions Tools Accounts Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <Central.Payroll@azdoa.gov>
To: Stu Wilbur
Subject: Electronic W-2 Consent **Authorization**

Thank you!

You have given consent to receive your W-2 electronically instead of by US Mail.

Your authorization was processed on 04/30/2010 at 16:02.07 and is effective immediately for all future W-2s.

You will be notified at this email address when your W-2 is available on-line.

Thank you.

Arizona Department of Administration
General Accounting Office
Central Payroll
100 N. 15th Avenue, Suite 302
Phoenix, AZ 85007

Below is a copy of the disclosures you were provided when you gave consent:

Consent to receive W-2 electronically instead of by U.S. mail - updated: 2/1/2010
Pursuant to requirements of Treasury Regulation 31.6051-1(j)

Consent

- I wish to give consent to receive my W-2 electronically instead of by U.S. mail.

Document Self-Service

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- [Change Secondary Email](#)
- [Revoke Authorization](#)
- [View W-2s](#)
- [Log Out](#)



Document Self-Service for W-2s : STU WILBUR -

Your Online W-2s

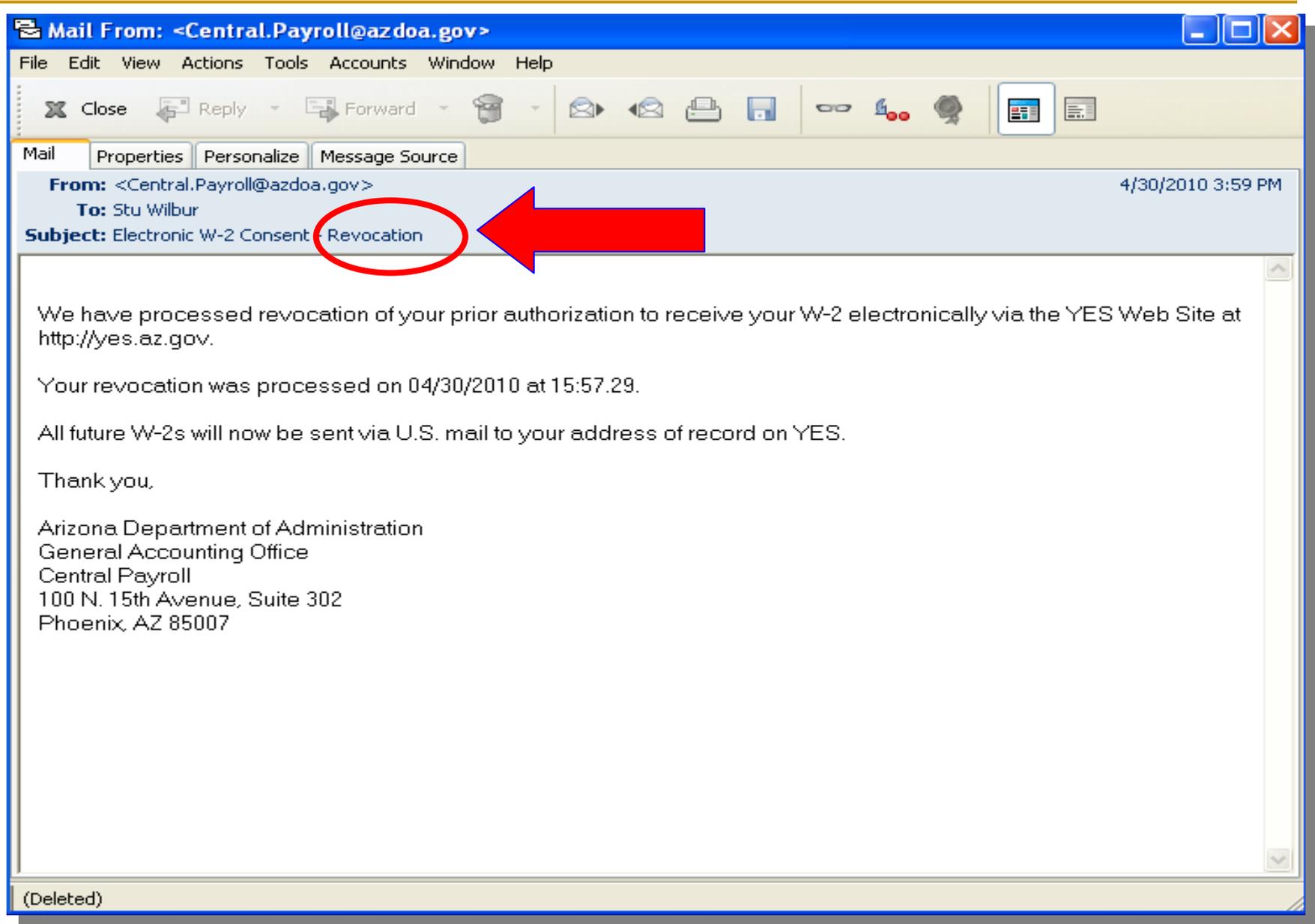
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- Tax Year 2008: [PDF Format](#)
- Tax Year 2007: [PDF Format](#)



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Canceled Warrants/Overpays

- December 17, 2010 - Overpays and warrants to be canceled for pay days of December 3, 2010 and prior
- December 22, 2010 - Overpays and warrants to be canceled for the pay day of December 17, 2010
- After December 22, 2010 - Any overpays that are submitted will require the employee to return the amounts withheld for Federal and State income taxes in addition to the net pay

Final Payments in 2010

- Direct Deposit file will be released to BofA on 12/29/10 effective 12/30/10 (no change from a normal payroll)

 - To ensure employees have constructive receipt of their pay in 2010, warrants for December 30, 2010 will be mailed directly from the GAO to the HRIS address of record
 - Message on warrants 11/5, 11/19, 12/3, & 12/17
 - No 12/30 payroll warrant pickup allowed
 - AFIS Vendor Warrants and/or Reports still need to be picked up
 - Please advise employees to validate that their address is correct. Employees can update their address in real time through the YES website at <http://yes.az.gov>

 - Handwrites will not be processed on December 30 or 31, 2010
-

W-5s (Advanced Earned Income Credit)

- H.R. 1586, the Education, Jobs and Medicaid Assistance Act, which was signed into law by President Obama in August, includes a provision to repeal the Advance Earned Income Tax Credit (AEITC) program effective January 1, 2011
- The GAO will end date all 2010 W-5 Forms on December 30, 2010
- Earned Income Credit (EIC) can still be claimed on the Federal personal income tax return of eligible taxpayers

Annual Leave Roll Back

- For the pay day of January 14, 2011, an employee's annual leave balance will be adjusted to show the following:
 - **Deduct**: Annual leave used during the 12/25/2010 to 1/7/2011 pay period
 - **Forfeiture**: Annual leave hours in excess of the maximum (240 hours for covered employees, 320 hours for uncovered employees)
 - **Addition**: Annual leave accrued during the 12/25/2010 to 1/7/2011 pay period.
- Holiday leave balances no longer have a maximum and therefore will no longer be included in the calculation of determining excess leave.
- Family Sick leave balances will be reset to 40 hours December 30, 2010

Federal & State Tax Withholding Tables

- We are expecting changes to the Federal and State rates for 2011 and will communicate these when they are available by the IRS and DOR.

PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES

Updated: Nov 22, 2010
Effective: Jan 1, 2011

FEDERAL WITHHOLDING 28 PAYS FEDERAL TAX ID NUMBER 36-6304301

(a) SINGLE person (including head of household) -
If the amount of wages (after subtracting withholding allowances) is:
Net Over \$233 The amount of income tax to withhold is: \$0

Over	But not over -	of excess over -
\$233	\$401	\$0.00
\$401	\$1,387	\$16.80 plus 10%
\$1,387	\$2,604	\$194.70 plus 15%
\$2,604	\$3,748	\$489.96 plus 25%
\$3,748	\$4,465	\$642.83 plus 30%
\$4,465	\$5,182	\$893.33 plus 35%
\$5,182	\$5,899	\$1,143.83 plus 40%
\$5,899	\$6,616	\$1,394.33 plus 45%
\$6,616	\$7,333	\$1,644.83 plus 50%
\$7,333	\$8,050	\$1,895.33 plus 55%
\$8,050	\$8,767	\$2,145.83 plus 60%
\$8,767	\$9,484	\$2,396.33 plus 65%
\$9,484	\$10,201	\$2,646.83 plus 70%
\$10,201	\$10,918	\$2,897.33 plus 75%
\$10,918	\$11,635	\$3,147.83 plus 80%
\$11,635	\$12,352	\$3,398.33 plus 85%
\$12,352	\$13,069	\$3,648.83 plus 90%
\$13,069	\$13,786	\$3,899.33 plus 95%
\$13,786	\$14,503	\$4,149.83 plus 100%

(b) MARRIED (if the amount of wages is not over \$14,883) -
If the amount of wages (after subtracting withholding allowances) is:
Net Over \$259 The amount of income tax to withhold is: \$0

Over	But not over -	of excess over -
\$259	\$427	\$0.00
\$427	\$1,413	\$17.40 plus 10%
\$1,413	\$2,826	\$141.30 plus 15%
\$2,826	\$4,239	\$336.96 plus 25%
\$4,239	\$5,652	\$528.96 plus 30%
\$5,652	\$7,065	\$716.96 plus 35%
\$7,065	\$8,478	\$900.96 plus 40%
\$8,478	\$9,891	\$1,088.96 plus 45%
\$9,891	\$11,304	\$1,272.96 plus 50%
\$11,304	\$12,717	\$1,456.96 plus 55%
\$12,717	\$14,130	\$1,640.96 plus 60%
\$14,130	\$14,883	\$1,824.96 plus 65%

To determine tax liability, deduct the following from gross pay: number of exemptions X \$140.38
contributions for all retirement systems; deferred compensation; tax sheltered annuities; loan cards and private transportation;
State sponsored dental, health, and life insurance(s); vision care, dependent care and medical reimbursement account.

RETIREMENT PLAN DEDUCTIONS

CODE	RETIREMENT PLAN	EMPLOYEE	EMPLOYER
1	PLAN-ABRS	9.89%	9.89%
2	JUVENILE CORRECTIONS (931)	8.41%	7.48%
3	ELECTED OFFICIALS & JUDGES (416)	7.03%	17.42%
4	PUBLIC SAFETY (307)	2.89%	33.82%
5	GAME & FISH (035)	7.89%	40.83%
6	AG INVESTIGATORS (151)	7.89%	81.79%
7	FIRE FIGHTERS (119)	7.89%	18.92%
8	TIAA VALIC	7.03%	7.03%
9	NO RETIREMENT	0%	0%
0	CORRECTIONS (930)	8.41%	8.37%
A	CAPITOL POLICE (180)	7.89%	12.86%
B	LIQUOR CONTROL OFFICER (194)	7.89%	31.82%
C	SYSTEM-ASRS	7.03%	7.99%
D	EMPLOYEES ANNUITY	N/A	5.03%
E	DEFINED CONTRIBUTION	2.89%	2.89%
F	STATE PARKS (204)	7.89%	14.86%
G	PUBLIC SAFETY DISPATCHERS (993)	7.98%	6.51%

STATE WITHHOLDING STATE TAX ID NUMBER 07-0494930

Starting 7/1/08

ARIZONA

Starting	% of Gross
10	0%
11	0%
12	0%
13	0%
14	0%
15	0%
16	0%
17	0%
18	0%
19	0%
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100	0%

FICA (SOCIAL SECURITY AND MEDICARE) TAXES

	WAGES SUBJECT*	EMPLOYEE	EMPLOYER
SOCIAL SECURITY	Max \$106,800	6.20%	6.20%
MEDICARE	All Applicable wages	1.45%	1.45%

*To determine taxable Social Security and Medicare income, deduct: State sponsored dental, health and life insurance(s); dependent care, medical reimbursement and vision care.

OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

DED CODE	EMPLOYER RELATED EXPENSES	EMPLOYEE	EMPLOYER
T202	UNEMPLOYMENT INS (SUTA)	effective 10/1/2010	0.850%
3392	HR PRO RATA		1.070%
3394	ACCUM SICKERE (PABL)		0.400%
3393	TECHNOLOGY CHARGE (GIFA)		0.200%
3398	COUNSEL SERVICES (AG PRO RATA)		0.675%
3310	HR PRO RATA (PERSONNEL BOARD)		0.030%
7998	LTD A.S.R.S.		0.250%
7999	LTD A.S.R.S.	0.250%	0.250%

W-4s and A-4s

- The 2010 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on February 16, 2011.
 - Employees **must** file a new 2011 IRS Form W-4 to claim exempt status for the 2011 calendar year
 - If the employee does not provide a new Form W-4, agencies must change the tax status on PR13 to Single with Zero withholding allowances
 - Reports listing the employees who may be impacted will be sent electronically to agencies in the third week of December
 - Employees not claiming State tax exempt do not need to submit a new A-4
 - Employees can make a new election anytime at: <http://yes.az.gov>
 - Click “Log in to YES”, enter username/password
 - Click “Pay”, Click “Tax Withholding”
 - Click “State Withholding” and complete the online A-4 Form
 - Federal and State tax exemptions must be filed on paper
-

Social Security and Medicare Deductions

■ Social Security:

- ❑ Effective January 1, 2011, the maximum amount of earnings subject to Social Security remains at \$106,800
- ❑ The rate will stay the same at 6.2% for both employee and employer

■ Medicare:

- ❑ The Medicare rate will remain at 1.45% of all wages paid

December 2010

GAO Statewide Payroll Key Dates

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 28 - Dec 4	Nov 28	29	30	Dec 1	2	3	4
						Payday 24	
Dec 5 - 11	5	6	7	8	9	10	11
						PE	PB
Dec 12 - 18	12	13	14	15	16	17	18
	GAO to send report of 2010 W-4 Tax Exempt EEs to agencies If EE doesn't file W-4 for 2011 by 2/16/11, set to Single/Zero					Payday 25	
			Compute				
Dec 19 - 25	21	20	21	22	23	24	25
					Statewide Furlough	Holiday Christmas PE	PB
Dec 26 - Jan 1	26	27	28	29	30	31	Jan 1, 11
	Overpays cannot refund Fed/State withholdings				Payday 26 No Handwrites All Payroll Warrants Mailed from GAO, Pickup Not Allowed	Holiday New Year's	
			Compute		GAO End Date W-5s Family Sick Leave Reset		

Next Appointment >

January 2011

GAO Statewide Payroll Key Dates

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dec 26	27	28	29	30	31	Jan 1, 11
12/26 - 31							
	2	3	4	5	6	7	8
1/2 - 7						PE	PB
	9	10	11	12	13	14	15
1/9 - 14			Leave Roll Compute		Target Date: W-2s Available Online	Payday 1	
	16	17	18	19	20	21	22
1/16 - 21		Holiday MLK				PE	PB
	23	24	25	26	27	28	29
1/23 - 28	Target Date: Last day to consent to not receive W-2 by mail		Compute			Payday 2	
	30	31	Feb 1	2	3	4	5
1/30 - 2/4		Target Date: W-2s Mailed		<p>If EE doesn't file W-4 for 2011 by 2/16/11, set to Single/Zero Not yet sure about new A-4 requirement</p> <p>Employees wanting duplicate W-2s should go to YES Written requests will not be accepted before <u>March 1, 2011</u></p>			

Furlough Q&A (new items)

Updated FAQ: http://www.hr.state.az.us/HR_Professional/PDF/HB/Furlough_QA.pdf

- Clarifies earned hours allowed during workweek with a holiday and a furlough day.

- **40.** Can an employee work 32 hours during a workweek that contains a state designated furlough day and a state holiday?
 - **No**, an employee that is eligible for holiday pay during a workweek that contains a state designated furlough shall not work or be on paid leave more than 32 hours, including holiday pay. Hours earned for a state holiday are considered part of the maximum hours allowed (32). Full time employees should have their scheduled work hours reduced to 24 (regardless of whether those hours are worked on the holiday or not) and part time employees should have their schedules reduced on a pro-rated basis.



- Clarifies eligibility to receive Civic Duty pay on a furlough day.
 - **55.** If an employee subject to the mandatory furlough program is called for Jury Duty on a state designated furlough day, are they eligible for Civic Duty Pay?



No. Employees cannot receive absence with pay as Civic Duty Leave on a day they are not scheduled to work. However, the employee is eligible to keep any jury duty and witness fees they receive from the court instead of turning it in to their employing agency as they would normally do if they were eligible to receive Civic Duty Pay.

Furlough Q&A (updated items)

- **20.** If an agency received approval for some of its functions or services to be exempt from the mandatory furlough program, when the agency **hires** new employees to perform or oversee those functions or services, does the agency need to obtain approval from ADOA to exempt each new employee from the mandatory furlough program?
 - **Yes. Exemptions to the mandatory furlough program are tracked by individual employee (EIN).** If a new employee hires or transfers in to a work unit where the functions or services have been approved to be exempt from the furlough, a request for that specific employee shall be submitted to ADOA HR requesting an exemption to the mandatory furlough.

- **21.** If an agency received approval for some of its functions or services to be exempt from the mandatory furlough program, when an employee who performs or oversees those functions or services **separates** from the agency or **transfers** to another function within the agency, does the agency need to notify ADOA?
 - **Yes.** If the employee separates from state employment or if the employee transfers to another function within the agency where the reason for the exemption from the mandatory furlough no longer exists, the agency should contact ADOA HR to have the specific employee (EIN) removed from the mandatory furlough exemption list.

UPDATED!

UPDATED!

Furlough – Compliance Reports

Report	Issued by	Timeframe	Intended Use	Response Required
Furlough Review	General Accounting Office	Monday immediately before payroll processes the pay period including the furlough day	Provide agencies with an opportunity to correct coding errors before payroll processes	None – report is provided as a service to assist the agencies
Furlough Participation	Human Resources	Friday (payday) for the pay period including the furlough day	Tracking participation in the furlough for all employees that are expected to participate on the statewide furlough day	Agencies need to provide justification for any discrepancies listed on the report
Alternate Participation	Human Resources	The month following the last statewide furlough day	Tracking employees approved for an alternate furlough, and their participation to date	None – report is provided as a service to assist the agencies

- As a reminder, the compliance listing sent by GAO does properly take into account any employee that has been approved by ADOA HR for a furlough alternate or exemption.
 - If you think they should be alternate or exempt, contact ADOA HR.
- Biggest compliance reporting issue so far:
 - Failing to use FM attendance code

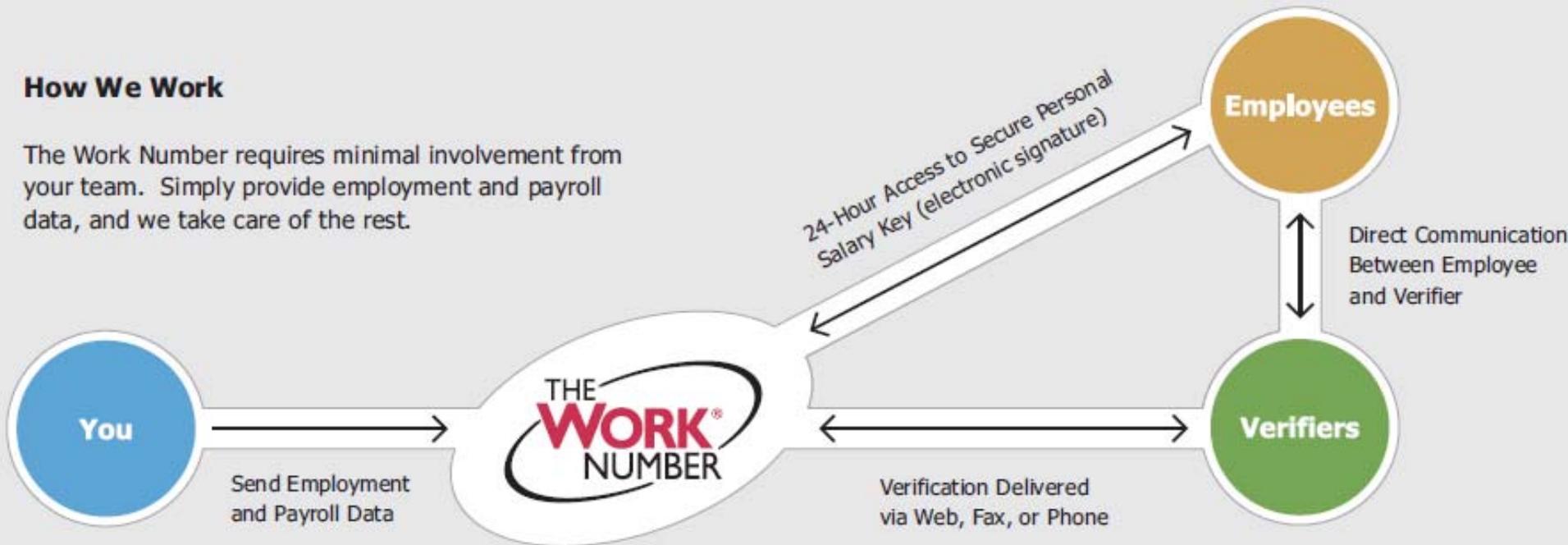


A service of TALX

- Provides an automated, electronic employment verification for mortgage, personal loan and garnishment purposes
- Before a vendor can access employment or income verification information they must register with “The Work Number” at 1-800-996-7566

How We Work

The Work Number requires minimal involvement from your team. Simply provide employment and payroll data, and we take care of the rest.



DEPARTMENT OF ADMINISTRATION HUMAN RESOURCES DIVISION





Welcome to the State of Arizona

- Maintains the infrastructure for personnel administration including the State's payroll/personnel system (HRIS), the centralized job board (azstatejobs.gov), the hiring system (Hiring Gateway), the State's centralized employee's self-service website (YES), the classification and compensation system, and the Personnel Rules and policies that govern personnel within the ADOA Personnel System.
- Provides a number of services to state employees including a State Career Center, and training through Arizona Learning Center.
- Supports state agencies by providing human resources services in the areas of employee relations, staffing and recruitment, job classification, employee compensation, employee development, recognition, workforce planning and analysis, and operational support.

NEWS AND EVENTS

- 07/15/2010 FURLOUGH COMMUNICATIONS
- 06/21/2010 OFFER LETTER EXAMPLE
- 06/07/2010 CHANGES TO FURLOUGHS
- 04/28/2010 NEW ARIZONA A-4 ELECTIONS NOW AVAILABLE
- 01/29/2010 INTERN PROGRAM
- 05/01/2009 PANDEMIC PREPAREDNESS

HB 2003

March 22, 2010

The Legislature passed HB2003 in the Seventh Special Session, which ends the performance pay program and implements mandatory furloughs.

[HB2003 Overview](#)

PERFORMANCE PAY

The performance pay program pursuant to A.R.S. § 38-618.01 will be repealed.

[Performance Pay](#)

FURLOUGH PROGRAMS

A statewide mandatory furlough program has been established.

[Furloughs](#)

QUICK LINKS

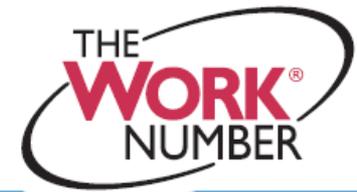


Search for State jobs and submit a resume online.

- | | | |
|---|--|--------------------------------|
| Arizona Compensation Survey | Policies & Procedures | Intern Program |
| Deferred Compensation | Publications & Reports | YES |
| Employee Assistance Program | RIF/ Layoff Toolkit | |
| How To Prepare a PASE | Salary Schedules | |
| HR Morning Training | State Service Holidays | |
| Pandemic Preparedness Plan | Tips for Staying Healthy | |
| Performance Pay | Work/Life | |
| Personnel Rules | Workforce Planning | |

**EMPLOYMENT & INCOME
VERIFICATION**

Benefits of The Work Number



A service of TALX

	Features	Benefits
Employee	secure convenient fast	control of salary information 24/7 Web and telephone access speeds their application process
Employer	efficient standardized private	freed staff time; reduces costs unbiased information; no liability risk mitigates employee data exposure
Verifier	instant accurate accessible	improved service to applicants reliable information direct from employers via Web or telephone

Various Payroll Issues

- Transit Card
 - Use only current or future date to end date cards
 - Do not use Weekend, Holiday or Furlough dates
 - New Report: AZ283 – Terminated EE with Active Cards
 - Agencies should review this report daily & inactivate any cards for employees listed
 - Final Billing cannot be requested as these employees are already in final termination status
- Prior Calendar Year Time Record Adjustments
 - Recovery of overpayments need to be processed by GAO Payroll as a prior year adjustments
 - Probable W-2 impact
- Prior Fiscal Year Time Record Adjustments
 - If the retirement rates are different, submit a OTD request for the rate difference
- Deceased employee payments
 - Delete pending time records upon notification of death
 - If a payment has been made to employee after date of death without proper GAO36 and W9, try to recover the payment
 - Payments to beneficiaries have different reporting requirements



Time Accrual – Rules of Thumb

■ Timing is critical

- Drill around to see if different time record batches exist
 - Adjustments may be keyed in separate batches from compute time records making it harder to tell if there will be a conflict
- Entry of time accrual adjustments interfere with regular time entry when entered first
 - Recommended Solution: Process time accrual transaction on Wednesday after compute
 - Leave balances reflected on the paycheck would not include the adjustment for hours
 - Alternate Solution: Enter regular time for compute first and adjustments last – on compute Monday or Tuesday
 - Terminated employees should be processed using the Alternate Solution since a final term status would prevent TA adjustments from being processed

■ Dating is important

- Time accrual transactions must be dated within the current pay period
 - Using a future pay period date by allowing the date to default on compute Monday and Tuesday, will cause the transaction to not be picked up during the payroll
 - Using a prior pay period date will cause the transaction to Process but never Close which causes balance discrepancies on TA65.3

Time Accrual – Rules of Thumb

- **Verification is essential**

- Use TA65.3 to verify TA70 transactions entered have the desired outcome (balance)
 - On TA65.3, Accruals appear as positive amounts
 - On TA65.3, Usage appears as positive amounts
 - On TA70, enter a positive adjustment to increase the balance
 - On TA70, enter a negative adjustment to decrease the balance

Employee Time Entry (ETE) Deployment Strategy

- **Successfully deployed ADOA, DHS, and AHCCCS**
 - Outstanding results: 7.0 satisfaction and ease of use rating
- **Deploy remaining state agencies**
 - Create an implementation team now
 - Begin project plan in January 2011

ETE Function Summary

- Employees enter time records on-line through YES
- Managers review and approve time records on-line through Manager Self Service
- “Proxies” established to allow indirect supervisors in chain of command or personnel coordinators to review, correct, and approve
- Detail missing time records and audit reports available on-demand
- Existing payroll control reports remain unchanged

Employee Time Entry

Employee Time Entry Form (ZS35.3)

Employee STEELE, REBECCA L.

Pay Period -

Time Card Status Entered

Week 1		Week 2		Leave Balances								
		*										
Pay		04/17	04/18	04/19	04/20	04/21	04/22	04/23				
FC	Code	Sat	Sun	Mon	Tue	Wed	Thu	Fri	AC	SH	Fund Code	
<input type="text" value="100"/>	<input type="text" value=""/>	8.00	8.00						<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>								<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>								<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>								<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
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<input type="text" value=""/>	<input type="text" value=""/>								<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>								<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

Employee Leave Balance

Employee Time Entry Form (ZS35.3)

>> Save Delete Previous ? Inquire Next Inquire

Employee 126881 STEELE, REBECCA L.

Pay Period 04/17/2010 - 04/30/2010

Time Card Status Entered

Week 1

Week 2

Leave Balances

Plan	Eligible Balance	Plan	Eligible Balance
ANN-UNCOVD	112.57	CMPTMNUS	
DONATED LV		HOLIDAY LV	
MILITARY LV		RECGN-LVE	
SICK-FAMLY	40.00	SICK-STNRD	24.70

SUBMIT

Manager Direct Report

Manager - Direct Reports (ZS35.1)

» ◀ Previous ? Inquire ▶ Next | Inquire ▼

Pay Period 05/01/2010 - 05/14/2010

Time Card Status 5 ▼ All

FC	Employee	Employee Status	Time Card Status	Total Hours
<input type="checkbox"/>	92158 ADAMS, KIMBERLY	C1	Missing	
<input type="checkbox"/>	37731 ALLEN, PATRICIA	C1	Missing	
<input type="checkbox"/>	95376 BILAGODY, ROBYNA	A1	Missing	
<input type="checkbox"/>	24615 BRAY, RITA	C1	Missing	
<input type="checkbox"/>	58048 MAGALLANES, CONNIE	C1	Missing	
<input type="checkbox"/>	90364 MENDEZ, APRIL	A1	Missing	
<input type="checkbox"/>	26836 TAYLOR, DEBORAH	C1	Missing	
<input type="checkbox"/>				

Manager Approve / Reject

Employee Time Entry Form (ZS35.3)

Employee STEELE, REBECCA L.

Pay Period - 04/30/2010

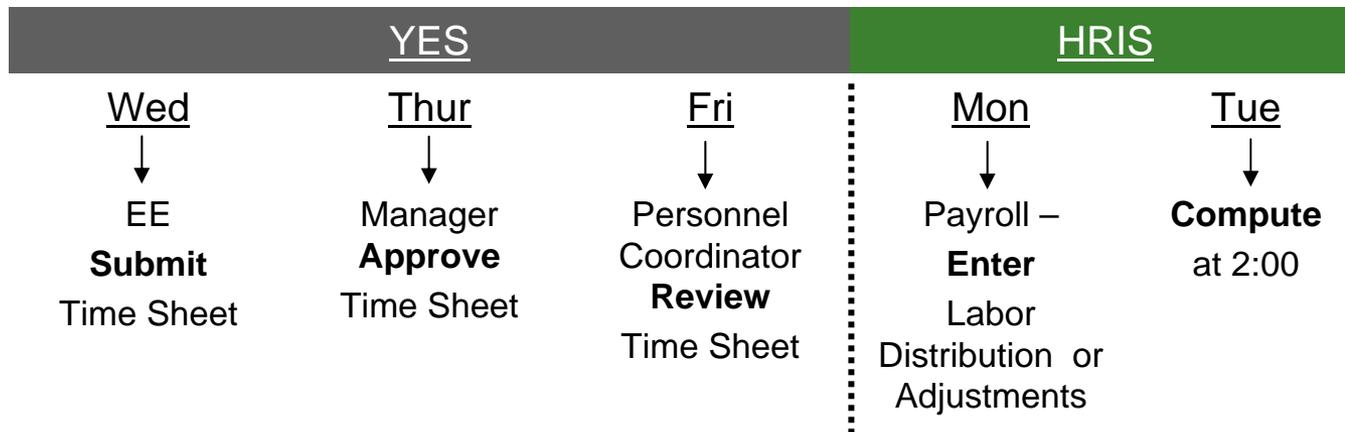
Time Card Status Submitted

Week 1		Week 2		Leave Balances		*					
FC	Code	04/17 Sat	04/18 Sun	04/19 Mon	04/20 Tue	04/21 Wed	04/22 Thu	04/23 Fri	AC	SH	Fund Code
<input type="checkbox"/>	100	8.00	8.00						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	

ETE Business Process

- Employees must complete their time entry by end of day Wednesday of the second week of the pay period
- Managers must complete their review of time records by end of day Thursday of the second week of the pay period
- Final adjustments may be made until 5 p.m. Friday, the last day of the pay period

Example of the last week of the pay period



ETE Implementation Planning or Questions

Please contact
Jennifer Bowling
at 602.542.7464
or jennifer.bowling@azdoa.gov

Appendix

Dating the TA Adjustment

- Processing TA70.1 or 2 requires a transaction date. The date you choose will impact when/if your entry will be closed

Employee Plan Adjustments (TA70.2)

ta70.2

» + Add Change < Previous ? Inquire > Next | Inquire ▾

Related Forms ▾

Company

STATE OF ARIZONA

Employee

Position To

FC	Plan	Adjustment	Type	Date	Description	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

Dating TA Transactions in a Prior Pay Period

- A TA70 transaction date keyed to a closed pay cycle will show up in TA65.3 as processed, but will never close. This causes balance differences between TA65.3 and the time accrual balance folder when you drill on an EIN. (At that point the master files must be corrected.)

Plan Entry Date	12/02/1996	Plan End Date	
Accrual Balance			
Eligible Balance	302.8400		
Last Accrual Update	07/23/2010		
Last Eligible Update			
		Position To	<input type="text"/>

Date	Type	Status	Description	Accrued	Eligible	Balance
07/09/2010	X	C	BW Eligible 355		6.4700	306.3700
07/23/2010	U	C	ANNUAL LEAVE TAKEN		10.0000-	296.3700
07/23/2010	X	C	BW Eligible 356		6.4700	302.8400
07/28/2010	ME	P	CORRECTION 7/22/10		10.0000	312.8400

Descriptions for TA adjustments

- Unlike time records, TA (Time Accrual) cycles "hard close" each pay period. You can never go back in time to adjust TA. You can correct the current balance, but your references to any prior period should be reflected in the comments, not in the transaction date.

FC	Employee	Adjustment	Type	Date	Description	Status
<input type="text"/>	<input type="text" value="40777"/>	<input type="text" value="1.0000-"/>	<input type="text" value="ME"/>	<input type="text" value="11/09/2010"/>	<input type="text" value="1 correction to ppe 061110"/>	<input type="text" value="0"/>

Understanding TA65.3

ELIGIBLE BALANCE: The Current Eligible Amount

TYPE: ME Manual Eligible/TA70 Transaction
 U System Generated Usage
 X Biweekly Eligible Cycle # & Accrual
 LE Lost Eligible/Leave Rollback

STATUS: O Transaction is "Open"
 P Transaction is "Processed"
 Pending Close
 C Transaction is "Closed"

BALANCE: The Pending Eligible Amount

DATE: System Generated entries post to the PPE.
 TA70 posts to the transaction date.

Payroll Processing

- With the exception of weekends, the TA170 job runs nightly. The job updates open TA70 transactions from the pay period beginning up thru that days' date. The transactions are then processed and TA199 job closes them

NOTE: If the PPE is used for all TA70 entries, the transactions will close, but not until that dates' evening jobs.

Manual Transactions only Yes
Manuals Through Date ←
Sort Sequence Plan

The term “Manual” here refers to “ME” entries on TA70.

Examples of TA Timing Issues

1. XR35.2 or XR32.2

Agency enters a Pay Out and uses a date > PPE

Agency tries to change the date on the Pay Out Time Record

System is reading the action as an additional draw from the eligible TA balance and blocks the change to 301A.

Solution: Delete the 301A record and re-add with the proper date

Examples of TA Timing Issues

2. XR35.2

TA Eligible Balance = 32

Agency has a prior period TA adjustment to process for 8 hrs

Agency processes XR35.2 and TA70

Agency keys XR32.1 using the 24 hours remaining TA balance

TA70 processes overnight and reduces eligible balance to 24 hours

Agency goes to XR35.2 to make an additional entry.

System reviews time records and sees 32 hours of 300 keyed with a current eligible balance of 24.

Solution: Depends on the timing.

Same day: Delete the adjustment records and enter the additional XR35.2.
Process a TA70 to add back an 8 hour balance.

Next day: Re-key the XR35.2 adjustment.

Prior to compute: Process a second TA70 to remove the adjusted 8 hours.

Same day: Delete the adjustment records and enter the additional XR35.2.

Next pay period: Process a TA70 to add back an 8 hour balance.

Next day: Process the XR35.2 adjustment.

Prior to compute: Process another TA70 to remove the adjusted 8 hours.