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
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** [11/8/10]
  - 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
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 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
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.
Document Self-Service for W-2s: STU WILBUR -

Print Test

View [this sample W-2 in PDF format](https://example.com) and print it.

Were you able to print it successfully?

- [Yes]
- [No]

Download Adobe Reader
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.
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(i)

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Year 2009</td>
<td>PDF Format</td>
</tr>
<tr>
<td>Tax Year 2008</td>
<td>PDF Format</td>
</tr>
<tr>
<td>Tax Year 2007</td>
<td>PDF Format</td>
</tr>
</tbody>
</table>
We have processed revocation of your prior authorization to receive your W-2 electronically via the YES Web Site at http://yes.az.gov.

Your revocation was processed on 04/30/2010 at 15:57:29.

All future W-2s will now be sent via U.S. mail to your address of record on YES.

Thank you.

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

<table>
<thead>
<tr>
<th>PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES</th>
<th>Updated</th>
<th>Iowa DOR</th>
<th>Nov 23, 2010</th>
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<table>
<thead>
<tr>
<th>FEederal WITHHOLDING</th>
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<th>2012</th>
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<tr>
<td>19</td>
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<table>
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<tr>
<th>STATE WITHHOLDING</th>
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<th>2012</th>
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<tr>
<td>19</td>
<td>-</td>
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<table>
<thead>
<tr>
<th>Social Security and Medicare Taxes</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
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](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
GAO Statewide Payroll Key Dates

December 2010

- Payday 24
- Payday 25
- PB
- PE
- Compute
- Statewide Furlough
- Holiday Christmas
- PB
- Payday 26
- No Handwrites
- All Payroll Warrants Mailed from GAO, Pickup Not Allowed
- GAO End Date W-5s
- Family Sick Leave Reset

- 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

Overpays cannot refund Fed/State withholdings
**GAO Statewide Payroll Key Dates**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Jan 1, 11</td>
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<td>Dec 26-31</td>
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<tr>
<td>30</td>
<td>31</td>
<td>Feb 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Jan 30-31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Leave Roll**

**Holiday MLK**

**Target Date:**
- Last day to consent to not receive W-2 by mail
- Target Date: W-2s Available Online

**Payday 1**

**Payday 2**

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
Employees wanting duplicate W-2s should go to YES
Written requests will not be accepted before **March 1, 2011**
Furlough Q&A (new items)

Updated FAQ: [http://www.hr.state.az.us/HR_Professional/PDF/HB/Furlough_QA.pdf](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.
Furlough – Compliance Reports

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

- 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
- 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
• 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.

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

Employment & Income Verification
## Benefits of The Work Number

<table>
<thead>
<tr>
<th>Features</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td></td>
</tr>
<tr>
<td>secure</td>
<td>control of salary information</td>
</tr>
<tr>
<td>convenient</td>
<td>24/7 Web and telephone access</td>
</tr>
<tr>
<td>fast</td>
<td>speeds their application process</td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td></td>
</tr>
<tr>
<td>efficient</td>
<td>frees staff time; reduces costs</td>
</tr>
<tr>
<td>standardized</td>
<td>unbiased information; no liability risk</td>
</tr>
<tr>
<td>private</td>
<td>mitigates employee data exposure</td>
</tr>
<tr>
<td><strong>Verifier</strong></td>
<td></td>
</tr>
<tr>
<td>instant</td>
<td>improved service to applicants</td>
</tr>
<tr>
<td>accurate</td>
<td>reliable information direct from employers</td>
</tr>
<tr>
<td>accessible</td>
<td>via Web or telephone</td>
</tr>
</tbody>
</table>
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
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: 04/17/2010 - 04/30/2010

Time Card Status: Entered

Week 1

<table>
<thead>
<tr>
<th>Pay</th>
<th>04/17</th>
<th>04/18</th>
<th>04/19</th>
<th>04/20</th>
<th>04/21</th>
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<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
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<tr>
<td>100</td>
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</tr>
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</table>

Week 2

Leave Balances

Submit
Employee Leave Balance

Employee Time Entry Form (ZS35.3)

Employee: STEELE, REBECCA L.
Pay Period: 04/17/2010 - 04/30/2010

Leave Balances:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Eligible Balance</th>
<th>Plan</th>
<th>Eligible Balance</th>
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<tbody>
<tr>
<td>ANN-UNCOVD</td>
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<td>HOLIDAY LV</td>
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<td>MILTY LV</td>
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<td>RECGN-LVE</td>
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<tr>
<td>SICK-FAMLY</td>
<td>40.00</td>
<td>SICK-STNRD</td>
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</table>

Submit
### Manager Direct Report

**Manager - Direct Reports (ZS35.1)**

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<thead>
<tr>
<th>FC</th>
<th>Employee</th>
<th>Employee Status</th>
<th>Time Card Status</th>
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<td>Missing</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>YES</th>
<th>HRIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td></td>
</tr>
<tr>
<td>EE</td>
<td></td>
</tr>
<tr>
<td>Submit Time Sheet</td>
<td></td>
</tr>
<tr>
<td>Thur</td>
<td></td>
</tr>
<tr>
<td>Manager Approve Time Sheet</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
</tr>
<tr>
<td>Personnel Coordinator Review Time Sheet</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td></td>
</tr>
<tr>
<td>Payroll – Enter Labor Distribution or Adjustments</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td></td>
</tr>
<tr>
<td>Compute at 2:00</td>
<td></td>
</tr>
</tbody>
</table>
ETE Implementation Planning or Questions

Please contact
Jennifer Bowling
at 602.542.7464
or jennifer.bowling@azdoa.gov
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.
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.)
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.
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 day's 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 day's evening jobs.

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.