

Statewide Payroll Meeting Calendar Year End



NOVEMBER 19, 2012

GAO

General Accounting Office



Introductions

2

- **Stu Wilbur**
- **Tracey Cappuccio**
- **Karen Turner**
- **Sam Tekien**
- **Lalita Farr**
- **Vahn Vo**
- **Kia Goudy**
- **Cheryl Wilcox**
- **Marla Grossman, RASL**
- **Jennifer Verhelst, System Support & Projects**

Contact Information

3

- Central Payroll Contact List
- Send any updates to Central Payroll
 - (602) 364-2215 (fax)
 - Central.Payroll@azdoa.gov



Recent Accomplishments

4

■ Legislative Changes [June-Sept]

- ASRS Changes: 50/50 (now), 3% refunds - completed
- ASRS ACR (7/1/12)
- HB2519 (8/2/12) – Must pay termed EEs in 7 working days.
- HB2571 (9/29/12) – Personnel Reform
- Retention Bonus for Uncovered Employees as of 9/29/12

■ Transit Card Renewal [Aug - Oct]

- Renewed on 8/24/2012
- Distributed to Agencies: week ending 9/14/12
- We would appreciate feedback from Agencies on the process
- Going forward: Employees requesting a card will be charged \$5 for a replacement
 - Check AZ10 to see if they have already been issued a renewal and confirm it has been lost before submitting the application to GAO.

■ HRIS Data Purge [Nov 16 -18]

- 2005 Payroll Data



Coming Months

5



- **5% Critical Retention Payments**
 - Eligibility - Defined
 - Calculations - Defined
 - Monitoring - ongoing
- **New Statewide Personnel System Rules**
 - Pay Code Review & Update
 - ✦ Unused Pay Code Deactivation
- **Statewide GAO Policies under construction**
 - Education
 - ✦ Job Related Training (Working Condition Fringe)
 - ✦ Non-Job Related Education (Educational Assistance)
 - Up to \$5,250 per year excluded from income



ACR Reporting

6

- **Resource:**
 - Technical Bulletin 12-03 - ASRS Alternate Contributions – Reemployed and Contracted Retirees
- **Responsibilities:**

Task	ASRS or PSPRS Reemployed Retiree	ASRS Contracted Retiree
Identifying	Agency	Agency
Establishing	Central Payroll	Agency
Calculating	Central Payroll	Agency
Transmitting to GAO	N/A	Agency
Reporting to ASRS or PSPRS	Central Payroll	Central Payroll
Paying	Agency	Agency
Remitting to ASRS or PSPRS	Central Payroll	Central Payroll

ACR Reporting

7

- **Reconciliation**

- **Employees**

- ✦ **Check Member Eligibility through ASRS website**

- If status is “RETIRED” – establish deduction code 7956 on PR14 if position normally contributes to ASRS.

- **Contracted Retirees**

- ✦ **Deadlines:**

- GAO-ACR: Submitted to central.payroll@azdoa.gov by PPE date
- Automated Transfer: Must post in AFIS by PPE date

- **ACR “Need to Know”:**

- GAO-ACR: ASRS will not accept submissions with missing data. The only column that can be blank is Retiree Termination Date.
- Corrections: Negative amounts on GAO-ACR to correct submission errors can be accepted by ASRS if the original PPE date is used. However automated transfer will not accept a negative amount.

Deceased Employee Payments

8

- **Deceased employee with unclaimed wages & leave balances**
 - Payment when no beneficiary exists or paperwork not completed
 - ✦ Waiting Period – Later of 180 days after death or next calendar year
 - ✦ Agency creates a handwrite using updated Deceased Employee Procedures on GAO website
 - Affidavit and W-9 not required
 - GAO-99A Comments section: “No Beneficiary – send to Unclaimed Property” & date of death
 - ✦ Central Payroll retains warrant & submits to AWR for immediate expiration
 - ✦ AWR reports wages to the Arizona Department of Revenue Unclaimed Property on the 1st of the following month.

<http://www.azunclaimed.gov/>
 - ✦ List of deceased employees with leave balances will be sent in
 - January for death dates between Jan-June of prior year
 - July for death dates between July-Dec of prior year

Deceased Employee Payments

9

- Tax Treatment of payments made after death

	Federal & State Tax	Social Security & Medicare Tax	Disable taxes on PR13.7 (Location = PAYROLL) End date deductions on PR14 using date of death
Payment made <u>IN SAME</u> calendar year as employee's death	Exempt	Taxable	T101 & T201
Payment made <u>AFTER</u> calendar year of employee's death	Exempt	Exempt	T101, T102, T103, T104, T105 & T201 MQGE EE: T101, T106, T107 & T201

- Deduction Cycle – Use Cycle 5 if only paying out leave

Deceased Employee Payments

10

- Affidavit & W-9

Affidavit	Payable To	\$ Limits	Timing	Required Documents
GAO-36a	Spouse	Gross payment is \leq \$5,000	No waiting period	W-9 with spouse SSN
GAO-36b	Spouse or Successor of Decedent	Value of all the personal property in the decedent's estate is \leq \$50,000	GAO-36b date must $>$ 30 days after the date of death	W-9 with spouse SSN or W-9 with successor SSN or W-9 with successor TIN
GAO-36c	Estate of Decedent Or Personal Representative	Any amount due, regardless of the total value of the estate	GAO-36c must be \leq 60 days after the Letter of Personal Representation certification date	Letter of Personal Representation certified by the Clerk of the Superior Court and W-9 with Estate TIN or W-9 with Personal Rep SSN

Designated Roth 457 Plan

11

- Offered by Nationwide Retirement Solutions
 - www.arizonadc.com
- After-tax deferred retirement savings option
- Anticipated Implementation: 1/1/2013
- Deduction Code: 7805
- Flat Amount
- Setup by Nationwide Interface
 - Bi-weekly file received each off-compute Wednesday



Absence Management Update

12

- **New process for EE changing leave structures**
 - Transfer updates the Plan Entry on new plan to 1/1/2010
 - This allows the adjustments on XR35.2 to update in the new plan
 - If adjustments are prior to 1/1/2010, LP70 still required
- **Comp Balances still need manual adjustments**
 - For time record adjustments that are accruals to the Comp Plan (pay code 800), LP70 adjustments may be required.
 - ✦ Watch the Accrual From date in the open plan. If the 800 adjustment is earlier than that date, enter LP70 to update the balance.
 - For time record adjustments that are usage, these are reducing the Comp balance, no LP70 adjustment is needed.

Absence Management

13

- LP Hints
- Watch for End Dates
 - LP70 will allow your entry, but the record will remain unprocessed.

EMPLOYEE ABSENCE PLANS

Plan	Description	Structure Group	Position	Entry Date	End Date
ANNUAL	ANNUAL LEAVE PLAN	LPANCV1		01/01/2010	10/03/2012
ANNUAL	ANNUAL LEAVE PLAN	LPANUNC1		01/01/2010	

- Review LP64.3 for pending balance.

Amount	Balance
5.540000	96.8300000
96.830000-	

- Accrual Start Date
 - Should equal PPE. If not accrual posting could be delayed.

Absence Management

14

- LP31 Date Fields

Employee Absence Plan Master (LP31.1)

» + Add ✎ Change - Delete ◀ Previous ? Inquire ▶ Next | Inquire ▾

Company STATE OF ARIZONA
Employee
Absence Plan COMPENSATORY TIME
Structure Group LP COMP TIME REG_1.5
Position

Dates	Balances	Carryover	GL Accounts	Override Tables
Master Entry	<input type="text" value="01/01/2010"/>			
Accrual End	<input type="text" value=""/>			
Master End	<input type="text" value=""/>			
Master Override	<input type="text" value=""/>			No override
Service Begin	<input type="text" value="09/03/2001"/>			
Accrual From	<input type="text" value="09/29/2012"/>			
Accrual Start	<input type="text" value="09/29/2012"/>			Accrual Last <input type="text" value="10/27/2012"/>
Allotment Begin	<input type="text" value=""/>			Allotment Last <input type="text" value=""/>
Allotment Point	<input type="text" value=""/>			
Eligibility Begin	<input type="text" value="09/03/2001"/>			Eligibility Last <input type="text" value="10/27/2012"/>
Limit Reset Point	<input type="text" value="01/01"/>			Carryover Last <input type="text" value="01/01/2012"/>
Hours Last Period End	<input type="text" value="10/26/2012"/>			Earnings Last Period End <input type="text" value=""/>

Absence Management

15

- LP60.1 Employee Service Inquiry
 - If a Pay Code is used to count toward leave accrual, it will have a corresponding Service Code.
 - ✦ History is stored back to 04/02/2011 (PPE 04/15/11)

OR

Service Class

Service Code

Date Range

ANNUAL LEAVE TAKEN

Totals

Service Code	Description	Date	Hours	Earnings
300	ANNUAL LEAVE TAKEN	09/07/2012	8.00	230.77 USD

Company 1 STATE OF ARIZONA

Employee

Service Class

Service Code 300 ANNUAL LEAVE TAKEN

Date Range 01/01/2012 11/08/2012

Total Service Hours 144.00

Total Service Earnings 4153.86 USD

Absence Management

16

- LP60.2 Employee Event Inquiry
 - If a Pay Code is used to decrement leave balances, it will have a corresponding Reason Code/Event.

Reason Class

OR Reason Code

Date Range

Search Day

Totals

Reason Code	Description	Date	Day	Hours	Points	Occ
300	ANNUAL LEAVE TAKEN	09/07/2012	Friday	8.00		Yes

Company 1 STATE OF ARIZONA
Employee

Reason Class
Reason Code 300 ANNUAL LEAVE TAKEN
Date Range 01/01/2012 11/08/2012
Search Day

Total Event Hours 144.00
Points
Occurrences 18

Absence Management

17

● Drill

- ⊕ Positions, Jobs
- ⊕ Personnel Action History
- ⊕ Salary History
- ⊕ Position, Job History
- ⊕ Created Payments
- ⊕ Payments
- ⊕ Deductions
- ⊕ All Benefits
- ⊕ Current Benefits
- ⊕ Time Accrual History Prior to 4/21/2012
- ⊕ Current Year Earnings By Quarter
- ⊕ Earnings By Quarter
- ⊕ Current Year Deductions By Quarter
- ⊕ Deductions By Quarter
- ⊕ Adjustments
- ⊕ Beneficiaries
- ⊕ Employee Groups
- ⊕ Pending Employee Benefits
- ⊕ Overtime Plan Payroll Schedule
- ⊕ Absence Plans
- ⊕ Employee Event History
- ⊕ Employee Service History

Date	Event Type	Event Status	Reason	Hours	Day
09/07/2012	Absence	Closed	300	8.00	Friday

Event Type: Absence
Plan Balance: Available
Reason: 300 ANNUAL LEAVE TAKEN
Event Status: Closed ANNUAL LEAVE TAKEN
Service Code: 300 ANNUAL LEAVE TAKEN
Service Status: Closed
Pay Code: 300 ANNUAL LEAVE TAKEN

Date: 09/07/2012
Day: Friday
Hours: 8.00
Points: 0.00
Occurrence: Yes
Wage Amount: 30.77 USD

Position: AAD002326AHO AD BUSI
Process Level: ADFSG AD-FINA
Department: FG030 FSD/GAC
Job Code: AUN04968 BUS ANA

FMLA Update

18

- **ADOA is ready to deploy FMLA to all State agencies**
 - An email was sent to HR Managers with an option to implement in January or March
- **Once implemented, when an employee is approved for FMLA, they (or the supervisor) will begin tracking FMLA leave with new pay codes in HRIS Time Entry or ETE. The new FMLA pay codes will decrement from the new FMLA leave plans as well as any other leave that has been taken (i.e. sick or annual leave).**
 - Small/Medium Agencies: Jennifer Bowling
 - Large Agencies: John Sheller
- **Coordinate with your HR division for implementation plan**

Time Record Adjustments

19



- **Current Calendar Year Time Record Adjustments**
 - Recovery of current year overpayments may be offset against current year wages
 - Adjustments for 2012 should be entered by the compute deadline on 12/24/12
 - Prior Fiscal Year Time Record Adjustments
 - ✦ If the retirement rates are different, you must submit a OTD request for the rate difference – ASRS requires this
 - ✦ Must detail the pay periods that are affected in the comments
- **Prior Calendar Year Time Record Adjustments**
 - Must be completed on GAO70a and submitted to Central Payroll
 - Be cautious about Tax (reduced EE SS rate in 2011 & 2012) & Retirement Rates
 - Only processed by GAO Payroll on a quarterly basis

Canceled Payments & Overpay Deadlines

20

- December 3, 2012 - Overpays and payments to be canceled for payments through November 30, 2012
- December 19, 2012 - Overpays and payments to be canceled for payments through December 19, 2012
- December 20, 2012 and after - 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



December 25th Compute

21

- **SUN: Monday's Interface files moved 24 hours prior**
 - DES, ADOT, DPS, ASDB, G&F
- **MON: "Tuesday review"**
 - Compute Queries & corrections by Agency
 - If your Personnel will be out, be sure to remind them to update their "Out of Office" email auto-reply with an alternate contact
 - HRIS Security on: 12/24/2012, 6:00 PM
- **TUE: Christmas Holiday**
 - **No HRIS Update on 12/25/2012**
- **WED: Normal Wednesday after payroll review**
 - HRIS Available for update: 12/26/2012, 6:00 AM
- **THUR: Payday**



Final Payments in 2012

22

- Direct Deposit file will be released to B of A on 12/26/12 effective 12/27/12 (no change from a normal payroll)
- Warrants issued on 12/27 for payroll will be mailed from GAO
- Handwrites issued on 12/27 and 12/28 will be mailed from GAO
- Final Day for Handwrites – December 28, 2012 @ Noon
- Handwrites will not be processed on December 29-31, 2012



A-4s and W-4s



23

- Employees can change non-exempt A-4 and W-4 elections anytime thru YES
 - Filing “exempt” for Federal and State withholding must be done with **paper**
 - Reports listing the employees who may be impacted by these requirements will be sent electronically in mid-December
- The 2012 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on **December 31, 2012**
 - Employees **must** file a new 2013 DOR Form A-4 to claim exempt status for the 2013 calendar year
 - If the employee does not provide a new Form A-4 by 12/31/12, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13)
- The 2012 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on **February 18, 2013**
 - Employees **must** file a new 2013 IRS Form W-4 to claim exempt status for the 2013 calendar year
 - If the employee does not provide a new Form W-4 by 2/18/13, agencies must change the tax status on PR13 to Single with Zero withholding allowances

Social Security and Medicare Deductions

24

- **Social Security:**

- Effective January 1, 2013, the maximum amount of earnings subject to Social Security will increase from \$110,100.00 to \$113,700.00
- Both employee and employer tax scheduled to be at the 6.2% rate
 - ✦ The Temporary Payroll Tax Cut Continuation Act of 2011 reduced the Social Security payroll tax rate by 2% on the portion of the tax paid by the worker through the end of February 2012. The Middle Class Tax Relief and Job Creation Act of 2012 extended the reduction through the end of 2012. Under current law, this temporary reduction expires at the end of December 2012.



- **Medicare:**

- Effective January 1, 2013, The Patient Protection and Affordable Care Act includes a provision that imposes an additional 0.9% Medicare withholding on taxpayers receiving wages from their employer in excess of \$200,000.00 per year.
- Medicare Tax on wages up to \$200,000.00 will be 1.45%
- Medicare Tax on wages in excess of \$200,000.00 will be 2.35%

We are expecting changes to the Federal and State rates for 2012 and will communicate these when they are available by the IRS and DOR

PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES

Updated: November 19, 2012
Effective: January 1, 2013

*items highlighted in yellow have been changed since the last update.

FEDERAL WITHHOLDING 26 PAYS FEDERAL TAX ID NUMBER 86-6004791

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

Not Over	\$83				\$0
Over	But not over -			of excess over -	
\$83	-	\$417		10%	\$83
\$417	-	\$1,442	\$33.40	15%	\$417
\$1,442	-	\$3,377	\$187.10	25%	\$1,442
\$3,377	-	\$6,954	\$67.94	28%	\$3,377
\$6,954	-	\$15,019	\$1,672.65	33%	\$6,954
\$15,019	-		\$33.91	35%	\$15,019

(b) MARRIED person
If the amount of wages (after subtracting withholding allowances) is: The amount of income tax to withhold is:

Not Over	\$31				\$0
Over	But not over -			of excess over -	
\$31	-	\$981		10%	\$312
\$981	-	\$3,031	\$66.90	15%	\$981
\$3,031	-	\$5,800	\$374.40	25%	\$3,031
\$5,800	-	\$8,675	\$1,066.65	28%	\$5,800
\$8,675	-	\$15,248	\$1,871.65	33%	\$8,675
\$15,248	-		\$4,040.74	35%	\$15,248

To determine tax liability, deduct the following from gross pay: number of withholding allowances X \$146.15 ; State sponsored dental, health, and life insurances, dependent care, medical reimbursement, and vision care; Contributions for all retirement systems; deferred compensation; tax sheltered annuities; bus cards and private transportation.

STATE WITHHOLDING STATE TAX ID NUMBER 07-0454000

PR14 AZ FORMULA	% of Gross Taxable Wages	
10 =	5.1%	Optional.
11 =	4.2%	Optional.
12 =	3.6%	Optional.
13 =	2.7%	Optional. (Default for new employees who don't complete a form)
14 =	1.8%	Optional.
9 =	1.3%	Optional.
15 =	0.8%	Optional.
8 =	0.0%	If EE does not expect to have any tax liability this year. Must file Annually.

FICA (SOCIAL SECURITY AND MEDICARE) TAXES

	WAGES SUBJECT*	EMPLOYEE	EMPLOYER
SOCIAL SECURITY	up to \$113,700	6.20%	6.20%
MEDICARE	up to \$200,000 over \$200,000	1.45% 2.35%	1.45% 1.45%

*To determine taxable Social Security and Medicare income, deduct the following from gross pay; State sponsored dental, health, and life insurances, dependent care, medical reimbursement, and vision care.

MINIMUM WAGE

	MINIMUM WAGE	Effective for hours worked on or after
FEDERAL	\$7.25	7/24/09
STATE*	\$7.80	1/1/13

*The Arizona Minimum Wage Act does not apply to State Government employees

RETIREMENT PLAN DEDUCTIONS

CODE	RETIREMENT PLAN	EMPLOYEE		EMPLOYER	
		DED CODE	RATE	DED CODE	RATE
1	ASRS PLAN-ASRS	7903	10.90%	7904	10.90%
2	ICORP JUVENILE CORRECTIONS (501)	7905	8.41%	7906	12.30%
3	ICORP ELECTED OFFICIALS & JUDGES (415)	7907	11.50%	7908	20.87%
4	PSRS PUBLIC SAFETY (007) (ER pays 5% EE share)	7909	4.55%	7910	48.71%
5	PSRS GAME & FISH (035)	7911	9.55%	7912	50.54%
6	PSRS AG INVESTIGATORS (151)	7913	9.55%	7914	136.04%
7	PSRS FIRE FIGHTERS (119)	7915	9.55%	7916	20.54%
9	N/A NO RETIREMENT				
0	ICORP CORRECTIONS (500)	7901	8.41%	7902	11.14%
B	PSRS LIQUOR CONTROL OFFICER (164)	7923	9.55%	7924	46.99%
F	PSRS STATE PARKS (204)	7931	9.55%	7932	25.16%
G	ICORP PUBLIC SAFETY DISPATCHERS (563)	7933	7.96%	7934	7.90%
H	PSRS DEFERRED RET OPTION (DROP)	7957	9.55%		
J	CORP PUBLIC SAFETY DETENTION OFFICERS	7961	8.41%	7962	5.00%
S2	CORP SUPP BENEFIT - JUVENILE CORRECTIONS			7966	20.71%
S4	PSRS SUPP BENEFIT - PUBLIC SAFETY			7970	53.26%
S5	PSRS SUPP BENEFIT - GAME & FISH			7972	60.09%
S6	PSRS SUPP BENEFIT - AG INVESTIGATORS			7974	145.59%
S7	PSRS SUPP BENEFIT - FIRE FIGHTERS			7976	30.09%
S0	CORP SUPP BENEFIT - CORRECTIONS			7964	19.55%
SB	PSRS SUPP BENEFIT - LIQUOR CONTROL OFFICER			7978	56.54%
SF	PSRS SUPP BENEFIT - STATE PARKS			7980	34.71%
SG	PSRS SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS			7968	15.89%
SJ	CORP SUPP BENEFIT - PUBLIC SAFETY DETENTION OFFICERS			7982	13.41%
	ASRS ILTD ASRS	7509	0.24%	7508	0.24%
	PSRS ILTD PSRS (HARTFORD)			7520	0.25%

NO NEW ENROLLEES

8	ORP T.I.A.A./VALIC	7917	7.00%	7918	7.00%
A	PSRS CAPITOL POLICE (160) -> to PS (007)	7921	7.65%	7922	12.86%
C	ASRS SYSTEM-ASRS	7925	7.00%	7926	7.65%
D	NTWD EMPLOYER'S ANNUITY			7810	5.00%
E	NTWD DEFINED CONTRIBUTION	7807	2.66%	7808	2.66%

OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

	EMPLOYEE		EMPLOYER	
	DED CODE	RATE	DED CODE	RATE
UNEMPLOYMENT INSURANCE (SUTA)			T202	0.150%
TECHNOLOGY CHARGE (ADDOA/ASET)			3800	0.200%
HR PRO RATA			3802	1.070%
ACCUM SICK ERE (RASL)			3804	0.400%
WORKER'S COMPENSATION			3806	varies by job class
COUNSEL SERVICES (AG PRO RATA)			3808	0.000%
HR PRO RATA (PERSONNEL BOARD)			3810	0.030%
PSRS ALT CONTRIBUTION RATE - DPS (007)			7936	14.570%
ICORP ALT CONTRIBUTION RATE - DOC (500)			7938	6.000%
ICORP ALT CONTRIBUTION RATE - FO&J (415)			7940	19.110%
ICORP ALT CONTRIBUTION RATE - DJ (501)			7942	6.000%
ICORP ALT CONTRIBUTION RATE - DISP (563)			7944	6.000%
PSRS ALT CONTRIBUTION RATE - G&F (035)			7946	14.570%
PSRS ALT CONTRIBUTION RATE - AGI (151)			7948	14.570%
PSRS ALT CONTRIBUTION RATE - FIRE (119)			7950	14.570%
PSRS ALT CONTRIBUTION RATE - LIQ (164)			7952	14.570%
PSRS ALT CONTRIBUTION RATE - PARK (204)			7954	14.570%
ASRS ALT CONTRIBUTION RATE - ASRS			7956	8.640%

Annual Leave Roll Back

26

- For the pay day of January 10, 2013, an employee's annual leave balance will be adjusted to show the following:
 - **Deduct**: Annual leave used during the 12/22/2012 to 1/4/2013 pay period
 - **Forfeit**: Annual leave hours in excess of the maximum (240 hours for covered employees, 320 hours for uncovered employees)
 - **Add**: Annual leave accrued during the 12/22/2012 to 1/4/2013 pay period
- Holiday leave balances will not be included in the calculation of determining excess leave
- Family Sick leave balances will be reset to 40 hours automatically by Absence Management 1/1/2013

W-2s for 2012

27



- **Schedule for Availability of 2012 W-2s**
 - Jan 11th – Target online availability to those who consent
 - Jan 28th – Target mail date for those not consenting
 - Jan 31st – Available online to everyone
 - Mar 1st – Requests open for additional paper copies

- **Please encourage employees to:**
 - **Consent to receive W-2 electronically**
 - ✦ visit <http://yes.az.gov>,
 - ✦ click “Log in to YES”, enter YES username (EIN) and password,
 - ✦ click “Pay”
 - ✦ click “W-2 Tax Statements”, enter the YES username (EIN) and password,
 - If you have already authorized, you will see a green bar on the left menu with “Authorized” above it.
 - If you are not already authorized, click “Authorize Electronic W-2”, then click “Agree”.
 - **Obtain W-2s and any needed duplicates from YES**
 - ✦ Central Payroll will still provide duplicate paper W-2s, but will not accept requests until March 1st, 2013
 - ✦ 2006 – 2011 W-2s will continue to be available online

Supplemental Industrial Leave – HB2643

Pending Final Approval

28



- **Effective 8/2/2012**
 - “...Public Safety employee on a full time basis...who is injured while on duty to the extent they cannot perform the functions of the position....become eligible for the supplemental benefits plan.”
- **Qualification: Must be receiving Worker’s Compensation due to a physical injury for 30 days and must apply for this Supplemental Benefit Plan**
- **Pay: In addition to the benefits being paid by Worker’s Compensation Fund, up to the approximately identical base salary**
- **Insurance: EE pays their share, ER pays their share**
- **Retirement: ER pays EE & ER shares**
- **Leave Accrual: Shall not accrue additional sick or annual**
- **Leave Usage: Account shall not be decreased**
- **Disciplinary: Not precluded**
- **Duration: Initial 6 months, possible 6 month extension; 1 yr max**



Supplemental Industrial Leave – HB2643

System Requirements

Pending Final Approval

29

Pay Code	COBJ	Description	Decrements Leave Plan	Comments
630	6099	Industrial Leave - Without Pay	None	
631	6099	DPS Industrial Leave - With Pay	DPS - Industrial	
632	6042	Supp Benefit Plan - With Pay	Supplemental Benefits Plan	Is not accrual eligible for Sick or Annual
632F	6042	Supp Benefit Plan FMLA - With Pay & FMLA	Supplemental Benefit Plan FMLA Plan	
501	6099	Workers Comp Industrial Leave Recorded	None	Non-cash, Non-taxable Record amounts paid by Risk Combine with 632 (automates retirement calc)

New Retirement Code	Description	Deduction Code	Rate
S0	SUPP BENE - CORRECTIONS	7964	19.55%
S2	SUPP BENE – JUVENILE CORRECTIONS	7966	20.71%
SG	SUPP BENE – DPS DISPATCHERS	7968	15.86%
S4	SUPP BENE – PUBLIC SAFETY	7970	53.26%
S5	SUPP BENE – GAME & FISH	7972	60.09%
S6	SUPP BENE – AG INVESTIGATOR	7974	145.59%
S7	SUPP BENE – FIRE FIGHTERS	7976	30.09%
SB	SUPP BENE – LIQUOR CONTROL	7978	56.54%
SF	SUPP BENE – STATE PARKS	7980	34.71%
SJ	SUPP BENE – DPS DETENTION OFFICERS	7982	13.41%

GAO Statewide Payroll Critical Dates

30

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 NOVEMBER	26	27 COMPUTE	28	29 PAYDAY 24	30	1 DECEMBER
2	3 Cancel Payment/Overpay Deadline for payments thru 11/30/12	4	5	6	7 PAY PERIOD END	8 PAY PERIOD BEGIN
9	10	11 COMPUTE	12	13 PAYDAY 25	14	15
16	17 GAO to send report of 2012 A-4 Tax Exempt EEs to agencies. If EE doesn't file A-4 for 2013 by 12/31/12, set to 2.7% Default	18 GAO to send report of 2012 W-4 Tax Exempt EEs to agencies. If EE doesn't file W-4 for 2013 by 2/18/13, set to Single/Zero	19 Cancel Payment/Overpay Deadline for payments thru 12/19/12	20	21 Overpays cannot refund Fed/State withholdings	22 PAY PERIOD BEGIN
23	24	25 COMPUTE	26	27 PAYDAY 26	28 PAY PERIOD END	29
Overpays cannot refund Fed/State withholdings						
Send Monday, 12/24/12 Interfaces at least 24 hours earlier than normal	NO INTERFACES	CHRISTMAS HOLIDAY			Last chance to pay in 2012. Noon deadline for handwrites.	NO HANDWRITES
		NO HRIS UPDATE		HANDWRITES MAILED	HANDWRITES MAILED	
		NO HANDWRITES		WARRANTS MAILED	WARRANTS MAILED	
30 NO HANDWRITES	31 If EE who was State tax exempt in 2012 didn't file A-4 for 2013 by 12/31/12, set to default 2.7% NO HANDWRITES	1 JANUARY NEW YEAR'S HOLIDAY Family Sick Leave Reset	2	3	4 PAY PERIOD END	5 PAY PERIOD BEGIN

GAO Statewide Payroll Critical Dates

January/February 2013							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	31 If EE who was State tax exempt in 2012 didn't file A-4 for 2013 by 12/31/12, set to default 2.7%	1 JANUARY NEW YEAR'S HOLIDAY	2	3	4	5	PAY PERIOD BEGIN
NO HANDWRITES	NO HANDWRITES	Family Sick Leave Reset			PAY PERIOD END		
6	7	8 COMPUTE 2PM deadline for W2 address updates ANNUAL LEAVE ROLL	9	10 PAYDAY 1	11 Target Date: 2012 W-2's Online for those who consent Notification e-mails will be sent as required by IRS	12	
13	14	15	16	17	18	19	PAY PERIOD BEGIN
					PAY PERIOD END		
20	21 MARTIN LUTHER KING JR. DAY HOLIDAY Last day to consent to not receive W-2 by mail	22 COMPUTE	23	24 PAYDAY 2	25	26	
27	28 Target Date: W-2s mailed to address as of 1/8/13	29	30	31 2012 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES.	1 FEBRUARY	2	PAY PERIOD BEGIN
					PAY PERIOD END		
3	4	5 COMPUTE	6	7 PAYDAY 3	8	9	
10	11	12	13	14	15	16	PAY PERIOD BEGIN
					PAY PERIOD END		
17	18 If EE who was Fed tax exempt in 2012 didn't file W-4 for 2013 by 2/18/13, set to Single/Zero	19 COMPUTE	20	21 PAYDAY 4	22	23	
24	25	26	27	28	1 MARCH W-2 paper duplicate requests will not be accepted until 3/1/13	2	PAY PERIOD BEGIN
					PAY PERIOD END		

ARS §41-742, §38-611.01

Senate Bill 1523 §133

32

- **B. Subject to available monies, the director of each state agency unit shall award a one-time critical retention payment to an employee who is uncovered as of September 29, 2012.**
- **The payment shall be equal to five percent of the employee's annual salary level, prorated for the remainder of the fiscal year. The amount shall be distributed evenly throughout each remaining pay period in fiscal year 2012–2013.**

Eligibility Criterion

33

	Criterion	Value	Reason
1	Hire Date	On or Before 9/28/12	Employees must be employed on 9/28/12 to be eligible. Employees hired after 9/28/12 are not eligible.
2	Position User Field	Not "CV" (Covered)	<p>Employee must be uncovered on 9/29/12 and stay uncovered. The following At-Will Status user field values are all considered uncovered:</p> <ul style="list-style-type: none"> • AG (Attorneys in the Attorney General's Office) • DR (Direct reports to an Elected Official or direct reports to the Head of an Org Unit) • GV (Governor's Office) • HD (Head of an Org Unit or head of a primary component of the office of an Elected Official) • NV (Investment Positions in ASRS or PSPRS) • PL (Positions that determine or publicly advocate substantive program policy in offices of Elected Officials) • UN (Uncovered)

Where to find Eligibility Criterion

34

- 1. Hire Date – HR11 – Main Tab

The screenshot shows the HRIS State of Arizona Employee (HR11.1) form. The 'Main' tab is selected, and the 'Hire Date' field is circled in red. The form includes fields for Company (STATE OF ARIZONA), Employee ID, Effective Date, Last Name, First Name, Middle Name, Name Title, Preferred Name, Social Number, Status (UNCOVERED FT), Hire Date (01/28/2012), Adjusted Hire (01/27/2004), Reported as New Hire (09/30/2004), Anniversary (12/22/2003), Seniority (12/22/2003), First Day Worked, Last Day Paid, Termination, Length of Service, and Comments.

Company	1	STATE OF ARIZONA	Effective	
Employee				
Main Assignment Pay Work Personal Address Work Elig User Flds Tax Pay Edits >>				
Last Name			Preferred Name	
First Name				
Middle Name				
Name Title				
Social Number				
Status	C1	UNCOVERED FT		
Hire Date	01/28/2012		Adjusted Hire	01/27/2004
Reported as New Hire	09/30/2004			
Anniversary	12/22/2003			
Seniority	12/22/2003			
First Day Worked			Last Day Paid	
Termination				
				Length of Service
				Comments

Where to find Eligibility Criterion

35

- 2. Position User Field: At-Will Status – HR11- Assignment Tab

The screenshot displays the HRIS State of Arizona interface for an Employee (HR11.1). The 'Assignment' tab is selected, showing various fields for employee information. The 'At-Will Status' field is highlighted with a red dashed circle and contains the value 'UNCOVERED'. Other fields include Process Level (ADFSG), Department (FG030), User Level (ADFG030), Position (AAD002769AHO), Position Status (1 - ACTIVE), Law Enforcement Status (NON-LAW ENFORCEMENT), Pay Plan (EXC - FLSA EXEMPT-40 HOURS ONLY), Job Code (AUN09060), Supervisor (ADFSG60060), Location (PAYROLL), and Work Schedule (8 HR M-FR).

Field	Value
Company	1 STATE OF ARIZONA
Employee	
Effective	
Process Level	ADFSG AD
Department	FG030 FSD/GAO
User Level	ADFG030 FSD GAO
Position	AAD002769AHO AD
Position Status	1 - ACTIVE
At-Will Status	UNCOVERED
Law Enforcement Status	NON-LAW ENFORCEMENT
Pay Plan	EXC - FLSA EXEMPT-40 HOURS ONLY
Job Code	AUN09060
Supervisor	ADFSG60060
Indirect Supervisor	
Location	PAYROLL ADOA MAIN PAYROLL
Work Schedule	8 HR M-FR 8 HR DAY M-FR

Where to find Eligibility Criterion

36

• 2. At-Will Status – Position History

Drill Around® -- Webpage Dialog

Close | Search | Find Next | Reset | Printable View

DRILL EXPLORER

- Assignment
- Pay Information
- Work Information
- Supplemental Address
- Employee Home Address
- Employee Attachment E-mail
- Career Action Plan
- Employee Dates
- Wage Analysis
- Tax Information
- Pay Edits
- Benefit Criteria
- Position, Job History
- Created Payments
- Payments
- Deductions
- All Benefits
- Current Benefits
- Time Accrual History Prior to 4/21/2
- Current Year Earnings By Quarter

Level	Effective	Stop Date	Assignment Date	Position	Job Code	PL	Dept	Pay Rate	FTE	Status
1	09/29/2012			SAD000000802	AUN08097	ADFSG	FG030	.0385	1.000000	C1
1	06/13/2009	09/28/2012		AAD002742AAN	ACV32952	ADFSG	FG030	.0385	1.000000	C1
1	06/14/2008	06/12/2009		AAD002742AAN	ACV32952	ADFSG	FG030	.0385	1.000000	C1
1	07/14/2007	06/13/2008		AAD002742AAN	ACV32952	ADFSG	FG030	.0385	1.000000	C1
1	06/30/2007	07/13/2007		AAD001583BAN	ACV32952	ADFSG	FG030	.0967	1.000000	C1
1	06/16/2007	06/29/2007		AAD001583BAN	ACV32952	ADFSG	FG030	.5114	1.000000	C1
1	06/17/2006	06/15/2007		AAD001583BAN	ACV32952	ADFSG	FG030	.5114	1.000000	C1
1	03/11/2006	06/16/2006		AAD001583BAN	ACV32952	ADFSG	FG030	.5114	1.000000	C1
1	11/19/2005	03/10/2006		AAD001583BAN	ACV32952	ADFSG	FG030	.7181	1.000000	C1
1	07/02/2005	11/18/2005		AAD001586AAN	ACV32951	ADFSG	FG030	.3182	1.000000	C1
1	06/18/2005	07/01/2005		AAD001586AAN	ACV32951	ADFSG	FG030	.0288	1.000000	C1
1	07/01/2004	06/17/2005		AAD001586AAN	ACV32951	ADFSG	FG030	.0288	1.000000	C1
1	12/22/1994	06/30/2004		AAD001586AAN	ACV32951	ADFSG	FG030	.5480	1.000000	C1

View 200 Records Previous 200 Next 200 Records 1 - 13

ZR90 –Employee Eligibility for Critical Retention Payments

37

 **HRIS**
State of Arizona

Critical Retention Payment Eligibility (ZR90.1)

Company STATE OF ARIZONA
Employee
Pay Period End Date

Date	Eligible	At Will Status	Agency Participates	Employee Status	Term Date
10/27/2012	Yes	UN	Yes	C1	
10/28/2012	Yes	UN	Yes	C1	
10/29/2012	Yes	UN	Yes	C1	
10/30/2012	Yes	UN	Yes	C1	
10/31/2012	Yes	UN	Yes	C1	
11/01/2012	Yes	UN	Yes	C1	
11/02/2012	Yes	UN	Yes	C1	
11/03/2012	Yes	UN	Yes	C1	
11/04/2012	Yes	UN	Yes	C1	
11/05/2012	Yes	UN	Yes	C1	
11/06/2012	Yes	UN	Yes	C1	
11/07/2012	Yes	UN	Yes	C1	
11/08/2012	Yes	UN	Yes	C1	
11/09/2012	Yes	UN	Yes	C1	

Ineligibility Criterion

38

	Criterion	Value	Reason
3	Term Date	After 9/28/12	Once separated, no longer eligible for future retention payments (if they come back again).
4	Current Status Code	E1, E2	Elected officials are not eligible since their salary is set by statute.
5	Changes of Status Code to	E1, E2, R1, R2, R3, R4, R5, T1, T2, T3 effective after 9/28/12	If an employee becomes an elected official, they are no longer eligible. Retirees who come back to work after 9/28/12 are not eligible since they technically have separated. Termed employees also become ineligible (if they come back again).
6	HRIS Employee Group	Employee assigned to group "PRAUTOEO" or "PRAUTJUD" after 9/28/12	Another criterion needed to identify elected officials who are not eligible since their salary is set by statute.
 7	Board & Commission Members whose salary is set by contract or statute	Paid using pay code 106 which is excluded by 5% calculation	Pay is set by contract or statute
 8	Employees whose salary is set by contract or statute	Excluded by Employee Group - RETEXCLUDE	Pay is set by contract or statute

Where to find Ineligibility Criterion

39

- 3. Termination Date – HR11- Main Tab

The screenshot displays the HRIS State of Arizona interface for an Employee (HR11.1). The interface includes a navigation bar with buttons for Previous, Inquire, Next, and a dropdown Inquire. Below this, there are fields for Company (1) and Employee, with the company name STATE OF ARIZONA and an Effective date field. A tabbed menu at the top shows the Main tab selected, along with other tabs like Assignment, Pay, Work, Personal, Address, Work Elig, User Flds, Tax, and Pay Edits. The main form area contains several fields: Last Name, First Name, Middle Name, Name Title, Preferred Name, Social Number, Status (C1 UNCOVERED FT), Hire Date (01/28/2012), Adjusted Hire (01/27/2004), Reported as New Hire (09/30/2004), Anniversaries (12/22/2003), Seniority (12/22/2003), First Day Worked, Last Day Paid, and Termination. A red dashed circle highlights the Termination field. There are also buttons for Length of Service and Comments.

Where to find Ineligibility Criterion

40

- 4. Status Code – HR11- Main Tab

The screenshot shows the HRIS State of Arizona interface for an employee (HR11.1). The main tab is selected, displaying various fields for employee information. The Status field is highlighted with a red dashed circle and contains the code 'C1' and the text 'UNCOVERED FT'. Other fields include Company (STATE OF ARIZONA), Employee ID, Effective date, Name fields (Last, First, Middle, Title), Preferred Name, Social Number, Hire Date (01/28/2012), Adjusted Hire (01/27/2004), Reported as New Hire (09/30/2004), Anniversaries (12/22/2003), Seniority (12/22/2003), First Day Worked, Last Day Paid, Termination, Length of Service, and Comments.

Field	Value								
Company	1 STATE OF ARIZONA								
Employee									
Effective									
Main	Assignment	Pay	Work	Personal	Address	Work Elig	User Flds	Tax	Pay Edits
Last Name									
First Name		Preferred Name							
Middle Name									
Name Title									
Social Number									
Status	C1 UNCOVERED FT								
Hire Date	01/28/2012	Adjusted Hire	01/27/2004						
Reported as New Hire	09/30/2004								
Anniversary	12/22/2003								
Seniority	12/22/2003								
First Day Worked		Last Day Paid						Length of Service	
Termination								Comments	

Where to find Ineligibility Criterion

41

- 5. Status Code History – Drill Around

Effect	Action	Action Nbr	Changed By	Date	Reason 1	Reason 2	Pos Level	End Date
05/28/2004	APP-HRE1	1		06/02/2004	H-OP		1	
05/28/2004	HIRE-REHR2	1		06/02/2004	H-OP		1	
05/28/2004	HIRE-REHR3	1		06/02/2004	H-OP		1	
05/28/2004	I-9 - EEO	1		06/02/2004	H-OP		1	
05/28/2004	PERSONAL	1		06/02/2004	H-OP		1	
05/28/2004	POSUPDATE	1		06/09/2004			1	
05/28/2004	POSUPDATE	2		06/28/2004			1	
05/28/2004	STATUS CHG	1		06/02/2004	H-OP		1	
05/29/2004	PERSONAL	1		06/03/2004	CORR			
07/01/2004	PAYCHG	1		06/26/2004	PC-ADJGSA			
09/18/2004	I-9 - EEO	1		09/18/2004	I-9 EEO4			
03/26/2005	WORK SCHED	1		03/30/2005	WRK-SCHED			
05/28/2005	STATUS CHG	1		06/03/2005	ST-PROCFLO			
06/18/2005	POSUPDATE	1		06/24/2005				
06/26/2005	PERSONAL	1		08/01/2005	PER-ADDR			
07/02/2005	PAYCHG	1		07/09/2005	PC-ADJGSA			
10/08/2005	CASH-COMP	1		10/12/2005	JC-PROPP			
10/08/2005	JOB CHANGE	1		10/12/2005	JC-PROPP			
03/11/2006	PAYCHG	1		03/11/2006	PC-ADJGSA		1	
04/07/2006	STATUS CHG	1		04/14/2006	ST-PROCFLO			
06/17/2006	POSUPDATE	1		06/24/2006			1	
09/29/2006	WCOVERRIDE	1		09/29/2006	CORR	USERFLDCHG	1	
10/07/2006	CASH-COMP	1		11/02/2006	CASH/COMP		1	
10/07/2006	JOB CHANGE	1		10/18/2006	H-NC		1	
06/16/2007	POSUPDATE	1		06/23/2007			1	
06/20/2007	PERSONAL	1		06/28/2007	PER-ADDR		1	
06/30/2007	PAYCHG	1		06/30/2007	PC-ADJGSA		1	
07/14/2007	JOB CHANGE	1		10/16/2007	JC-RECLHE		1	
07/14/2007	POSUPDATE	1		12/19/2007			1	
04/02/2008	DCGRPCHG	1		04/02/2008	XDCGRPNEW		1	
06/14/2008	POSUPDATE	1		06/21/2008			1	

Data Item	Alpha Value
Status	A1
STATUS TERM DATE	

Where to find Ineligibility Criterion

42

• 6. Employee Groups – Drill Around

The screenshot shows the 'Drill Around' software interface. On the left, the 'DRILL EXPLORER' sidebar lists various categories, with 'Employee Groups' highlighted by a red dashed oval. The main window displays a table with two columns: 'Group' and 'Description'. The 'PRAUTJUD' group is highlighted with a red dashed oval, and its description is 'AUTO PAY- JUDICIAL'. At the bottom, there are controls for 'View 200 Records', 'Previous 200', 'Next 200', and 'Records 1 - 18'.

Group	Description
BNCLTD	ELIGIBLE FOR NON-ASRS LTD
BNDGCRPG	ELIGIBLE FOR BSI GROUP CODE G
BNHLTHWLF	HEALTH AND WELFARE
BNPS03	ELIGIBLE FOR PS03 RETIREMENT
BNSTATEFSA	ELIGIBLE FOR STATE FSA
ETEXCLDHT	ETE EXCLUD HRS TRACKING
KTPRCGP12L	PROCESSING GROUP 12-L
LPFULLTM	LP FULL TIME EMP STATUSES
LPHOLIDAY	LP HOLIDAY LEAVE
LPMILITARY	LP MILITARY LEAVE 240/2YR
LPRECOG	LP RECOGNITION LEAVE
POSITION2	XP402 & XP202 Position2
PRAUTJUD	AUTO PAY- JUDICIAL
REPORTSP	REPORT - SP
SAVINGBOND	SAVINGS BONDS
TOTALCOMP	TOTAL COMPENSATION
UNCOVERED	UNCOVERED IN SYS A & NONSYS A
XR113GRP09	XR113 GROUP 9

ZR90 – Ineligible Employee

43



Critical Retention Payment Eligibility (ZR90.1)



Critical Retention Payment Eligibility (ZR90.1)

« Previous ? Inquire ▶ Next | Inquire ▾

Company STATE OF ARIZONA
 Employee
 Pay Period End Date

« Previous ? Inquire ▶ Next | Inquire ▾

Company STATE OF ARIZONA
 Employee
 Pay Period End Date

Employee was in covered position after 9/28/2012

Date	Eligible	At Will Status	Agency Participates	Employee Status	Term Date
09/29/2012	No	CV			
09/30/2012	No	CV			
10/01/2012	No	CV			
10/02/2012	No	CV			
10/03/2012	No	CV			
10/04/2012	No	CV			
10/05/2012	No	CV			
10/06/2012	No	CV			
10/07/2012	No	CV			
10/08/2012	No	CV			
10/09/2012	No	CV			
10/10/2012	No	CV			
10/11/2012	No	CV			
10/12/2012	No	CV			

Date	Eligible	At Will Status	Agency Participates	Employee Status	Term Date
10/13/2012	No				
10/14/2012	No				
10/15/2012	No				
10/16/2012	No				
10/17/2012	No				
10/18/2012	No				
10/19/2012	No				
10/20/2012	No				
10/21/2012	No				
10/22/2012	No				
10/23/2012	No				
10/24/2012	No				
10/25/2012	No				
10/26/2012	No				

Senate Bill 1523 §133

44

- **B. Subject to available monies, the director of each state agency unit shall award a one-time critical retention payment to an employee who is uncovered as of September 29, 2012.**
- **The payment shall be equal to five percent of the employee's annual salary level, prorated for the remainder of the fiscal year. The amount shall be distributed evenly throughout each remaining pay period in fiscal year 2012–2013.**

What wages are eligible for 5%?

45

- **HRIS generated amount**
 - Calculated on base pay and overtime even if the employee is at the maximum for their salary range.
 - **Should be paid on:**
 - Hours Worked (including OT hours worked)
 - Paid Leave - Annual, Holiday, Recognition, Administrative
 - Compensatory Leave Payouts
 - ✦ Must be keyed manually using pay code 790G or 790K
 - **Additional Wages Eligible**
 - Pay code 104 entered as a lump sum
 - ✦ Must be keyed manually using pay code 790F
 - Pay code 900
 - ✦ Must be keyed manually using pay code 790H for straight portion of overtime only
- Note: Handwrites and Prior Pay Period Adjustments requiring the 5% will need to be calculated and manually added**
- **Shall not be paid on:**
 - Shift
 - Stipends
 - Lump sum payouts of Annual Leave
 - Lump sum payouts of Holiday Leave

Which Pay Codes will be used in HRIS?

46

PAY CODE <small>(*indicates manual pay code)</small>	PAY CODE DESCRIPTION	PAY CODE USAGE	INCLUDED IN OT WAGES	WAGE EXPENSE ACCOUNT
790A	CRITICAL RETENTION PAYMENT	Paid on Hours Worked/Leave Taken – System Calculated	Yes	6058
790C	CRITICAL RETENTION HRS >40	Paid on Overtime Paid / Comp Taken – System Calculated	Yes	6058
790F*	CRITICAL RETENTION ADJ	Adjustments to Hours Worked / Leave Taken	Yes	6058
790H*	CRITICAL RETENTION ADJ HRS >40	Adjustments to Overtime Paid / Comp Taken	Yes	6058
790G*	CRIT RETEN COMP PAYOUT W/O RET	Used for recording 5% Retention on Comp Leave Payouts without Retirement.	No	6058
790K*	CRIT RETEN COMP PAYOUT W/ RET	Used for recording 5% Retention on Comp Leave Payouts with Retirement. (For ASRS participants hired before 1/1/84 who elect)	No	6058

5% on Handwrites

47

- Agencies will have to evaluate Eligibility and Ineligibility criteria for each employee receiving a **handwrite**
 - Use ZR90 – it's the best way to determine eligibility
 - Cannot simply look at the prior pay check to make a determination
 - ✦ Something could have changed on the employee's record to make them ineligible
 - ✦ Once ineligible, employee can never become eligible again.
- The 5% will have to be keyed manually using the **Adjustment pay codes outlined previously**

Important Items to Know Regarding 5% Critical Retention Payments

48

- **Different Retirement Treatment**
 - ASRS will be deducted from the 5%
 - PSPRS will not be deducted from the 5%
- **Importance of Hire Date and Termination Date
History**
 - This data is used each and every payroll in the program that determines eligibility.
- **The 5% will follow valid Labor Distribution on the employee's record**
 - If the Labor is not valid, the employee will not receive 5% on compute, the Agency will have to do manual adjustments to pay

Important Items to Know State Personnel System Rules

49

- **New Position Numbers**
 - Every employee in the Arizona State Personnel System
 - New Screens & Reports for crosswalk
 - ✦ ZP05.1 – Enter Old Position # and New Position # will appear
 - ✦ ZP05.2 – Enter New Position # and Old Position # will appear
 - ✦ ZP204 – Report to display Old Position # and New Position #

Important Items to Know State Personnel System Rules

50

- **New Annual Leave Plan**

- For uncovered new hires after 9/29/12 who are not temporary, part time, or political appointees, accruals will be tiered:

Credited Service	Hours Bi-weekly
Fewer than 3 years	4.00
3 years but fewer than 9 years	5.54
9 years or more	6.47

- Annual Leave Plan User Field:

Annual Leave Plan Name	FTE
LPANSPUNC1	1.0 – Full Time
LPANSPUNC2	.5 – Half Time
LPANSPUNC3	.75 – Three Quarter Time
LPANSPUNC4	.25 – Quarter Time

Important Items to Know

Statewide Changes

51

- Any employee who has available compensatory leave may still use (or be paid for) the employee's compensatory leave, even if the employee is no longer eligible to earn compensatory leave.
- **YES Updates**
 - Click “Personal Information”
 - Then, “Current Employment”
 - ✦ Ability to view the following:
 - At-Will Status
 - Law Enforcement Status
 - FLSA Status
- **ZP02**
 - New tabs that feature At-Will Status, Law Enforcement Status, Pay Plan and much more!

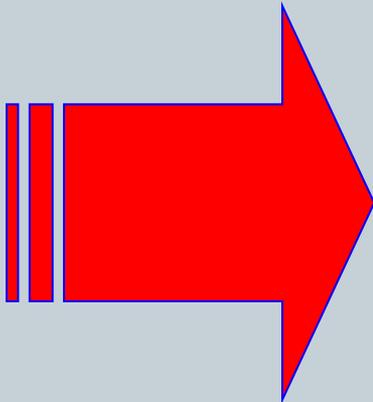
The End

52

any questions



Next Meeting:



Fiscal Year End
Statewide Payroll Meeting
Monday, May 20, 2013
ADOA Conference Room 300