

Statewide Payroll Meeting Calendar Year End



NOVEMBER 18, 2013

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

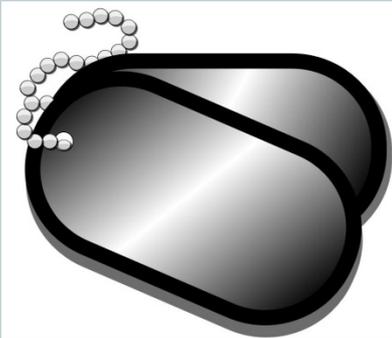


Recent Accomplishments

4

- **HRIS Data Purge** [Sept 7 - 8]
 - 2007 Payroll Data

- **Military Leave Roll** [Oct 3]
 - Calculation for the 10/01/13 available balance:
Was Military Leave used during the prior federal fiscal year?
 - ✦ No = 240 hours
 - ✦ Yes = 240 hours less LP64.3 usage from 10/1/12 to 09/27/13
 - Result:
On LP64.3 the 09/30/13 available balance was reversed & the 10/01/13 balance was added.



Coming Months

5



- **Agency Payroll Guide**
 - Version 1 soon available on GAO website
 - Comments/Suggestions/Updates welcomed

- **Statewide GAO Policies under construction**

- Handwrite Technical Bulletin Update
- Recoveries through Payroll



Canceled Payments & Overpay Deadlines

6

- December 2, 2013 - Overpays and payments to be canceled for payments through November 29, 2013



- December 18, 2013 - Overpays and payments to be canceled for payments through December 18, 2013



- December 19, 2013 and after - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.

November 28, 2013 Warrant Distribution

7

- The warrant distribution for the November 28, 2013 pay date, Thanksgiving holiday, will be moved to Friday.
- New direct deposit accounts should be setup in HRIS by November 19, 2013 to ensure the November 28, 2013 payment is paid electronically.
- The Direct Deposit transmission is scheduled to occur at its normal time.



Final Payments in 2013



8

- Direct Deposit file is scheduled to be released to B of A on 12/25/13 effective 12/26/13 (no change from a normal payroll)
- Warrants issued on 12/26 for payroll will be mailed from GAO
- Handwrites issued on 12/26, 12/27 and 12/30 will be mailed from GAO
- Final Day for Handwrites – December 30, 2013 @ Noon
- Handwrites will not be processed on December 31, 2013

A-4s and W-4s



9

- 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 the third week of December
- The 2013 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on **December 31, 2013**
 - Employees **must** file a new 2014 DOR Form A-4 to claim exempt status for the 2014 calendar year
 - If the employee does not provide a new Form A-4 by 12/31/13, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13)
- The 2013 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on **February 17, 2014, Presidents’ Day Holiday**
 - Employees wishing to claim Federal exempt, **must** file a new 2014 IRS Form W-4 to claim exempt status for the 2014 calendar year
 - If the employee who previously claimed exempt does not provide a 2014 Form W-4 by 2/17/14, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/18/14.

Social Security and Medicare Deductions

10

- **Social Security:**

- Effective January 1, 2014, the maximum amount of earnings subject to Social Security will increase from \$113,700.00 to \$117,000
- Both employee and employer tax scheduled to be at the 6.2% rate



- **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%

PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES

Updated:

November 18, 2013

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

Effective:

January 1, 2014

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	But not over -	The amount of income tax to withhold is:
\$85	\$428	\$0
\$428	\$1,479	\$428
\$1,479	\$3,463	\$1,479
\$3,463	\$7,133	\$3,463
\$7,133	\$15,406	33% \$7,133
\$15,406	\$15,469	35% \$15,406
\$15,469		39.6% \$15,469

(b) MARRIED person

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

Not Over	But not over -	The amount of income tax to withhold is:
\$0	\$1,006	\$0
\$1,006	\$3,119	10% \$319
\$3,119	\$5,950	15% \$1,006 plus 10% of excess over - \$68.70 plus 15% of \$384.00 plus 25% of \$3,108
\$5,950	\$8,898	28% \$5,950 plus 28% of \$2,948 plus 33% of \$1,919.94 plus 33% of \$8,898
\$8,898	\$15,640	35% \$15,640 plus 35% of \$4,144.80 plus 39.6% of \$17,627
\$15,640	\$17,627	39.6% \$17,627

To determine tax liability, deduct the following from gross pay: number of withholding allowances X 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. \$150.00

STATE WITHHOLDING

STATE TAX ID NUMBER 07-0454000

PR14 AZ FORMULA	% of Gross Taxable Wages	Optional	(Default for employees who don't submit form A-4)
10	= 5.1%	Optional	
11	= 4.2%	Optional	
12	= 3.6%	Optional	
13	= 2.7%	Optional	
14	= 1.8%	Optional	
9	= 1.3%	Optional	
15	= 0.8%	Optional	
8	= 0.0%	Optional	** 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 \$117,000	6.20%	6.20%
MEDICARE	up to \$200,000 over \$200,000	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	OLD RATE	NEW RATE	DED CODE	OLD RATE	NEW RATE
1	ASRS PLAN-ASRS	7903	10.90%	11.30%	7904	10.90%	11.30%
2	ICORP JUVENILE CORRECTIONS (501)	7905	8.41%	8.41%	7906	12.30%	15.39%
3	ICORP ELECTED OFFICIALS & JUDGES (415)	7907	11.50%	13.00%	7908	20.87%	25.94%
4	PSRS PUBLIC SAFETY (007) (ER pays 5% EE share)	7909	4.55%	5.35%	7910	48.71%	56.99%
5	PSRS GAME & FISH (035)	7911	9.55%	10.35%	7912	50.54%	60.53%
6	PSRS AG INVESTIGATORS (151)	7913	9.55%	10.35%	7914	136.04%	111.67%
7	PSRS DEMA (FIRE FIGHTERS) (119)	7915	9.55%	10.35%	7916	20.54%	23.07%
9	N/A NO RETIREMENT						
0	ICORP CORRECTIONS (500)	7901	8.41%	8.41%	7902	11.14%	13.45%
B	PSRS LIQUOR CONTROL OFFICER (184)	7923	9.55%	10.35%	7924	46.99%	44.34%
F	PSRS STATE PARKS (204)	7931	9.55%	10.35%	7932	25.16%	30.75%
G	ICORP PUBLIC SAFETY DISPATCHERS (563)	7933	7.96%	7.96%	7934	7.90%	12.99%
H	PSRS DEFERRED RET OPTION (DROP)	7957	9.55%	10.35%			
J	ICORP PUBLIC SAFETY DETENTION OFFICERS	7961	8.41%	8.41%	7962	5.00%	5.00%
S2	ICORP SUPP BENEFIT - JUVENILE CORRECTIONS				7966	20.71%	23.80%
S4	PSRS SUPP BENEFIT - PUBLIC SAFETY				7970	53.26%	62.34%
S5	PSRS SUPP BENEFIT - GAME & FISH				7972	60.09%	70.88%
S6	PSRS SUPP BENEFIT - AG INVESTIGATORS				7974	145.59%	122.02%
S7	PSRS SUPP BENEFIT - FIRE FIGHTERS				7976	30.09%	33.42%
S0	ICORP SUPP BENEFIT - CORRECTIONS				7964	19.55%	21.88%
SB	PSRS SUPP BENEFIT - LIQUOR CONTROL OFFICER				7978	56.54%	54.69%
SF	PSRS SUPP BENEFIT - STATE PARKS				7980	34.71%	41.10%
SG	PSRS SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS				7968	15.89%	20.95%
SJ	ICORP SUPP BENEFIT - PUBLIC SAFETY DETENTION OFFICERS				7982	13.41%	13.41%
	ASRS ILTD ASRS	7509	0.24%	0.24%	7508	0.24%	0.24%
	PSRS LTD PPSRS (HARTFORD)				7520	0.25%	0.25%

NO NEW ENROLLEES

B	ORP T.L.A.A./ALIC	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%	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

EMPLOYER RELATED EXPENSES	EMPLOYEE		EMPLOYER	
	DED CODE	RATE	DED CODE	OLD RATE / NEW RATE
UNEMPLOYMENT INSURANCE (SUTA)			T202	0.150% / 0.150%
TECHNOLOGY CHARGE (ADOA ASET)			3800	0.200% / 0.200%
HR PRO RATA			3802	1.070% / 1.07%*
ACCUM SICK ERE (RASL)			3804	0.400% / 0.400%
WORKER'S COMPENSATION			3806	varies by job class / varies by job class
COUNSEL SERVICES (AG PRO RATA)			3808	0.000% / 0.000%
HR PRO RATA (PERSONNEL BOARD)			3810	0.030% / 0.030%
PSRS ALT CONTRIBUTION RATE - DPS (007)			7936	14.570% / 17.070%
ICORP ALT CONTRIBUTION RATE - DOC (500)			7938	6.000% / 6.180%
ICORP ALT CONTRIBUTION RATE - EO&J (415)			7940	19.110% / 21.310%
ICORP ALT CONTRIBUTION RATE - DJ (501)			7942	6.000% / 6.180%
ICORP ALT CONTRIBUTION RATE - DISP (563)			7944	6.000% / 6.180%
PSRS ALT CONTRIBUTION RATE - G&F (035)			7946	14.570% / 17.070%
PSRS ALT CONTRIBUTION RATE - AGI (151)			7948	14.570% / 17.070%
PSRS ALT CONTRIBUTION RATE - FIRE (119)			7950	14.570% / 17.070%
PSRS ALT CONTRIBUTION RATE - LIQ (164)			7952	14.570% / 17.070%
PSRS ALT CONTRIBUTION RATE - PARK (204)			7954	14.570% / 17.070%
ASRS ALT CONTRIBUTION RATE - ASRS			7966	8.640% / 9.200%

We are expecting changes to the Federal and State rates for 2014 and will communicate these when they are available by the IRS and DOR

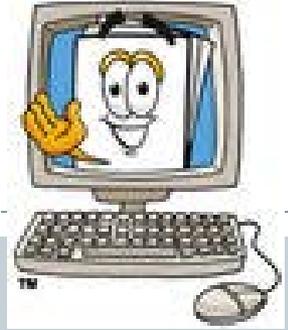
Annual Leave Roll Back

12

- For the payday of January 9, 2014, an employee's annual leave balance will be adjusted to show the following:
 - **Deduct**: Annual leave used during the 12/21/2013 to 1/3/2014 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 12/21/2013 to 1/3/2014 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 1/1/2014

W-2s for 2013

13



- **Schedule for Availability of 2013 W-2s**
 - Jan 10th – Target online availability to those who consent
 - Jan 27th – Target mail date for those not consenting
 - Jan 31st – Available online to everyone
 - Mar 3rd – 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 3rd, 2014
 - ✦ 2006 – 2012 W-2s will continue to be available online

GAO Statewide Payroll Critical Dates

14

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 NOVEMBER	25	26 COMPUTE	27	28 PAYDAY 24	29	30
1 DECEMBER	2 Cancel Payment/Overpay Deadline for payments thru 11/29/13	3	4	5	6	7 PAY PERIOD BEGIN
					PAY PERIOD END	
8	9	10 COMPUTE	11	12 PAYDAY 25	13	14
15	16 GAO to send report of 2013 A-4 Tax Exempt EEs to agencies. If EE doesn't file A-4 for 2014 by 12/31/13, set to 2.7% Default	17 GAO to send report of 2013 W-4 Tax Exempt EEs to agencies. If EE doesn't file W-4 for 2014 by 2/17/14, set to Single/Zero	18 Cancel Payment/Overpay Deadline for payments thru 12/18/13	19	20	21 PAY PERIOD BEGIN
				Overpays cannot refund Federal/State withholdings		
					PAY PERIOD END	
22	23	24 COMPUTE	25	26 PAYDAY 26	27	28
Overpays cannot refund Federal/State withholdings						
			CHRISTMAS HOLIDAY			
			NO HRIS UPDATE NO HANDWRITES	HANDWRITES MAILED PR WARRANTS MAILED		NO HANDWRITES
					HANDWRITES MAILED	
29	30 Last chance to pay in 2013 Noon deadline for handwrites.	31 If EE who was State tax exempt in 2013 didn't file A- 4 for 2014 by 12/31/13, set tp default 2.7%	1 JANUARY NEW YEAR'S HOLIDAY	2	3	4 PAY PERIOD BEGIN
NO HANDWRITES	HANDWRITES MAILED	NO HANDWRITES	Family Sick Leave Reset		PAY PERIOD END	

GAO Statewide Payroll Critical Dates

January/February/March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 If EE who was State tax exempt in 2013 didn't file A-4 for 2014 by 12/31/13, set tp default 2.7%	1 JANUARY NEW YEAR'S HOLIDAY	2	3	4 PAY PERIOD BEGIN
NO HANDWRITES		NO HANDWRITES	Family Sick Leave Reset		PAY PERIOD END	
5	6	7 COMPUTE 2 PM deadline for W2 address updates ANNUAL LEAVE ROLL	8	9 PAYDAY 1	10 Target Date: 2013 W-2's Online for those who consent Notification e-mails will be sent as required by IRS	11
12	13	14	15	16	17	18 PAY PERIOD BEGIN
					PAY PERIOD END	
19	20 MARTIN LUTHER KING JR. DAY HOLIDAY Last day to consent to not receive W-2 by mail	21 COMPUTE	22	23 PAYDAY 2	24	25
26	27 Target Date: W-2s mailed to address as of 1/8/14	28	29	30	31 2013 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES.	1 FEBRUARY PAY PERIOD BEGIN
					PAY PERIOD END	
2	3	4 COMPUTE	5	6 PAYDAY 3	7	8
9	10	11	12	13	14	15 PAY PERIOD BEGIN
					PAY PERIOD END	
16	17 PRESIDENTS' DAY HOLIDAY	18 COMPUTE If EE who was Fed tax exempt in 2013 didn't file W-4 for 2014 by 2/17/14, set to Single/Zero	19	20 PAYDAY 4	21	22
23	24	25	26	27	28	1 MARCH PAY PERIOD BEGIN
					PAY PERIOD END	
2	3 W-2 paper duplicate requests will not be accepted until 3/1/14	4 COMPUTE	5	6 PAYDAY 5	7	8

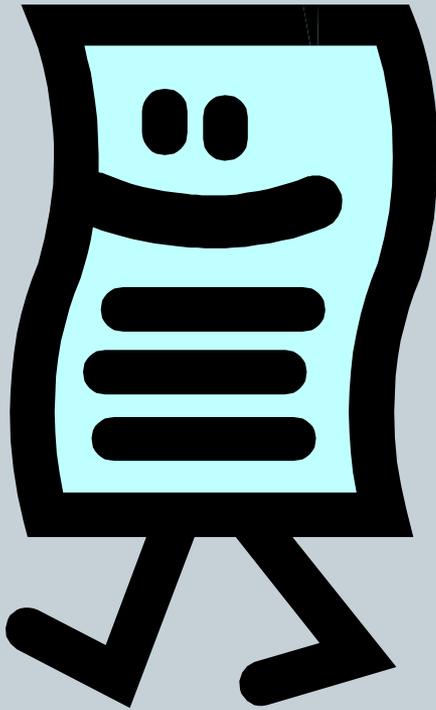
Agency Payroll Guide

16

- Available on the [GAO Website](#)
- Published by GAO – Central Payroll
 - *“Your partner through the wages”*
- One stop shop for Payroll information
 - Payroll Documents
 - Contacts
 - Employee Pay
 - Deductions
 - Forms
 - Authority
 - Statewide Payroll Meeting Information

Agency Payroll Guide

17



- **Payroll Documents**

- Tax & ERE Tables
- HRIS Pay Code Listing
- HRIS Attendance Code Listing
- HRIS Deduction Code Listing
- HRIS Screens & Reports Summary

UPDATED

NEW

- **Contacts**

- Agency Payroll Resource Contact List
- Employee Resource Contact List
- Agency Specific Payroll Contacts
- State Agency Payroll Contacts



Agency Payroll Guide – Payroll Documents

- HRIS Forms and Reports Summary by Job Role

Form#	Form Name	Form Description	Timekeeper	Payroll Initiator	Payroll Approver	Reimbursement Specialist	Reimbursement Approver	Transit Card Processor	Tax Initiator	Labor Distribution Specialist	Absence Management Specialist	Absence Management Manual Adj Processor
PR13.1	Employee US Taxes	Maintain employee tax information for tax deductions, as well as government reporting information.		ACD	ACD				C			
PR13.7	US Tax Locations	View tax deductions created by BSI Tax Locator - disable any of the Tax Locator deductions that do not apply to the employee - enable Tax Locator deductions that were previously disabled - assign tax deductions to an employee that Tax Locator did not assign.		CD	CD				C			

- HRIS Deduction Code Listing

GAO CENTRAL PAYROLL										HRIS DEDUCTION CODE LISTING											
DED CODE		GL		WAGE EXPENSE (AFIS COBJ)		DEDUCTION CODE DESCRIPTION		CALCULATION		WAGE BASE CALCS		CYCLES				OTHER SETUP INFO				VENDOR SETUP	
TYPE	AMOUNT	REDUCE FED TAXABLE?	REDUCE FICA TAXABLE	REDUCE DISPOSABLE INCOME?	1ST MNTH	2ND MNTH	3RD MNTH	% PAY OF ONLY	DEDS ONLY	TAXES ONLY	PR14 MAINT	PAY CLASS	GENERAL PRIORITY	ARREARS SETUP	BENEFIT PLAN	NUMBER	NAME				
A	Varies				X	X	X				AGY		36	All or None No Arrears		860104419	VALLEY OF THE SUN UNITED WAY				

OPEN-DATED DEDUCTIONS

VOLUNTARY DEDUCTIONS

Agency Payroll Guide

19

- **Employee Pay**

- Compute Cycle Checklist

NEW

- Payroll Reports

NEW

- Time Record Entry

- Premium Overtime

- Donated Leave

NEW
CALCULATORS!

- **Deductions**

- Employee Deductions

- Retirement

- Transit Card

- Recovery of Overpaid Wages

NEW



Agency Payroll Guide – Compute Cycle Checklist

<p>DAY 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETE Interface Reports ZR530, ZS535 <input type="checkbox"/> ZR111 Missing Time Records Report <input type="checkbox"/> ZR255 Employee Exception Report – Focus: Deductions <input type="checkbox"/> PR135 Time Record Edit <input type="checkbox"/> Enter special payments Leave Payouts, Lump Sum Payments, Retro <input type="checkbox"/> Respond to issues identified by GAO Central Payroll <p>DEADLINES</p> <ul style="list-style-type: none"> <input type="checkbox"/> LP70 – Last day to adjust balances to use in current pay period when XR35.2 is not required. <input type="checkbox"/> Labor Distribution – Last day to update AFIS H01 H02 & H03 <input type="checkbox"/> Donated Leave – Last day to submit donations to use in current pay period <input type="checkbox"/> Timekeepers – HRIS Security turned on 6pm <p>DAY 2 (Compute Tuesday)</p> <ul style="list-style-type: none"> <input type="checkbox"/> ZR255 Employee Exception Report – Focus: Deductions <input type="checkbox"/> Enter adjustments to Time Records <input type="checkbox"/> Respond to issues identified by GAO Central Payroll <p>DEADLINES</p> <ul style="list-style-type: none"> <input type="checkbox"/> ZR111 Missing Time Records Report <input type="checkbox"/> PR135 Time Record Edit <input type="checkbox"/> One Time Deduction Requests due by 12pm (noon) <input type="checkbox"/> Garnishment Documents due by 12pm (noon) <input type="checkbox"/> HRIS Security for all turned on at 2pm <input type="checkbox"/> GAO-60 due – Fax to (602) 542-5749 <p>DAY 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> ZR251 Reports <input type="checkbox"/> ZR255 Employee Exception Report – Focus: Negative Leave Balances <input type="checkbox"/> PR142 Payroll Register <input type="checkbox"/> First day to submit Direct Deposit Reversal Request <p>DAY 4 (Payday)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pick up any Warrants to Distribute or Mail <input type="checkbox"/> Check AFIS for payroll errors on DAFR1121 Report <input type="checkbox"/> First day of Direct Deposit Returns from bank <p>DAY 5</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> 	<p>DAY 6</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter prior pay period Time Record Adjustments <input type="checkbox"/> <input type="checkbox"/> <p>DAY 7</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>DEADLINES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct Deposit Reversal – Last day to submit request <input type="checkbox"/> New Direct Deposit accounts to be included on Day 8 Pre-Note File <p>DAY 8</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee ETE Time Card Entry <input type="checkbox"/> Cash Pay Card applications processed by Central Payroll <input type="checkbox"/> HRIS Time Entry (XR32/XR35) <input type="checkbox"/> <input type="checkbox"/> <p>DAY 9</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETE Supervisor Review/Approve Time <input type="checkbox"/> ASRS Waiting Period Review/Corrections <p>DEADLINE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transit Card – Last day to request final billing to be included on compute <p>DAY 10</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETE Proxy Review/Approve Time <input type="checkbox"/> ETE ZS210 Missing Time Records Report <p>DEADLINE</p> <ul style="list-style-type: none"> <input type="checkbox"/> ACR for contractors reporting and auto-transfer <u>deadline</u>
<p>DAILY ITEMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit CASH PAY applications <input type="checkbox"/> Submit Cancelled Warrants <input type="checkbox"/> Submit Overpay Worksheets <input type="checkbox"/> Submit Platinum Pass Applications <input type="checkbox"/> Direct Deposit Pre-note errors and Returned Items processed by GAO <p>DEADLINES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit GAO-99A for handwrites by 12pm (noon) daily 	

PAYROLL CYCLE	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 – Compute	Day 1	Day 2 - Compute	Day 3	Day 4 - Payday	Day 5
Week 2 – Off Compute	Day 6	Day 7	Day 8	Day 9	Day 10

Agency Payroll Guide – Payroll Reports

REPORT LISTING

Pre-Compute Reports

ZR255 = Employee Exception Report. Tax and ERE errors and negative leave balances

ETE Reports

ZS210 = Missing Timecard report in ETE prior to the HRIS extract

ZR530.prt = ETE Time Record Interface – Time records that are added to the HRIS

ZR530.errors = Time records that did NOT add to the HRIS

ZR530.messages = Leave balance warning, need to review

ZS535.prt = Total employees, time records and errors for each batch number

ZS535.ete-errors = Total employees and total time records in error

ZR111 = Missing Time Records

PR135/XR135/ZR135 = Time Record Edit – verify accuracy of time records entered in the HRIS

Post-Compute Reports

ZR255 = Employee Exception Report. Tax and ERE errors and negative leave balances

PR142 = Consolidated Payroll Register

ZR251 AFIS Balancing Reports = Information regarding employees' wages and ERE charges

Agency Payroll Guide - Procedures

22

• Donated Leave Procedure & Calculator

DONATED LEAVE

Page 1 of 3

Helpful Resources and Documents

GAO Technical Bulletin [12-01 Donations of Annual Leave between Related Employees Working in Different Agencies](#)
HRIS Training – [Donated Annual Leave Personnel Rules R2-5A-B602.F](#)

Forms:

Agency Donated Leave Request Form
[GAO-209](#) Employee Interagency Annual Leave Contribution and Restoration
[GAO-802](#) Donation Acknowledgement and Receipt

Agency Payroll functions:

1. Verify employee is eligible to receive Donated Leave
2. Verify the Donated Leave form has been completed and signed by each donating employee
3. Donated Leave Batch maintenance – Monitor for expiration of benefit
4. Complete Interagency Leave Contribution and Restoration
5. Process Return timely - Must process return even if balance is zero
6. Manually Process all batch return errors

Deadlines:

If Donated Leave is going to be used in a specific pay period, the batch must be created no later than Monday (Day 1) of pay week. Donated leave batches created on compute Tuesday will not have hours available for the recipient to use until the next pay period.

Maximum Duration: Six consecutive months or, if intermittent, 1040 hours.

The State of Arizona offers a Donated Leave program. The Personnel Rules detail requirements of the program. The amount of donated annual leave an employee receives is calculated using each of the employee's hourly rates of pay. If the recipient does not use all the donated annual leave, the unused portion of leave is returned to the donating employee(s) on a pro-rated basis.

Agency Payroll Guide

23



- **Forms**
 - Agency GAO Forms
 - Employee GAO Forms
 - Employee Tax Withholding Forms
 - HRIS Security Forms
- **Authority**
 - GAO Technical Bulletins
 - ADOA Statewide Policies and Procedures
 - State Personnel System Rules
 - Records Retentions
 - Arizona Revised Statutes Listing

NEW



KEY PAYROLL RELATED ARIZONA REVISED STATUTES

<u>Title 12</u>	Chapter 7, Article 2 Actions Against Public Entities or Public Employees
<u>12-821</u>	General limitation; public employee
<u>12-821.01</u>	Authorization of claim against public entity or public employee
<u>Title 14</u>	Chapter 3, Article 7 Duties and Powers of Personal Representatives
<u>14-3714</u>	Persons dealing with personal representative; protection
<u>14-3715</u>	Transactions authorized for personal representatives; exceptions
	Chapter 3, Article 12 Transfer of Title to Small Estates by Affidavit and Summary Administration Procedure
<u>14-3971</u>	Collections of personal property by affidavit; ownership of vehicles; affidavit of succession to real property
<u>Title 23</u>	Chapter 2, Article 6 Minimum Wages for Minors
<u>23-327</u>	Action by employee for recovery of wages; amount of recovery
	Chapter 2, Article 7 Payment of Wages
<u>23-350</u>	Definitions
<u>23-351</u>	Designation of paydays for employees; payment; exceptions; violation; classification
<u>23-352</u>	Withholding of wages
<u>23-353</u>	Payment of wages of discharged employee; violation; classification
<u>23-355</u>	Action by employee to recover wages; amount of recovery
<u>23-360</u>	Penalty
<u>23-361.01</u>	Employer requirements; cash payments; unlawful practices; civil penalty
<u>23-361.02</u>	Paycheck deductions; authorization; civil penalty; definition (political purposes)
	Chapter 2, Article 9 Wages and Hours of Public Employees
<u>23-391</u>	Overtime pay; work week
<u>23-392</u>	Overtime compensation for certain law enforcement or probation officer activities; option;
<u>Title 26</u>	Chapter 1, Article 3 Emergency and Military Affairs
<u>26-168</u>	Absence from employment for military duty; vacation and seniority rights; violation; classification
<u>Title 35</u>	Chapter 1, Article 2.1 Accounting for State Funds
<u>35-131</u>	Accounting system; reports; notice of deficiency; forms
	Chapter 1, Article 5 Fiscal Procedures, Controls and Reports
<u>35-181.01</u>	Presentation, approval and payment of claims and payrolls; amended claims
<u>Title 38</u>	Chapter 4, Article 1 Salaries
<u>38-601</u>	Effect of payment of legal salary
<u>38-610</u>	Leave of absence for certain federal training; definition
<u>38-610.01</u>	Leave of absence and compensation for officers and employees during active military service
<u>38-610.02</u>	Leave of absence and compensation for national disaster medical system employment
<u>38-612</u>	Administration of payroll salary deductions
<u>38-615</u>	Payment for accumulated sick leave; requirements; limit; definition
<u>38-616</u>	Retiree accumulated sick leave fund; administration; contribution

Agency Payroll Guide – Arizona Revised Statutes Listing

Labor Distribution

Charging a Secondary Agency

25

- **Keying time records for employees working for a secondary agency**
 - **Allow the Process Level and Department to default from HR11**
 - ✦ Overwriting Process Level and Department during time entry will assign the time record to the secondary agency. Unfortunately, once processed, the “Home” agency will not be able to view the transaction.
 - ✦ The Secondary Agency will not be able to view the transaction either, due to Process Level security
 - ✦ Contact GAO Central Payroll if you need assistance
 - **Key the Expense Structure to the Secondary Agency**
 - ✦ This will result in those time records being charged to the secondary agency

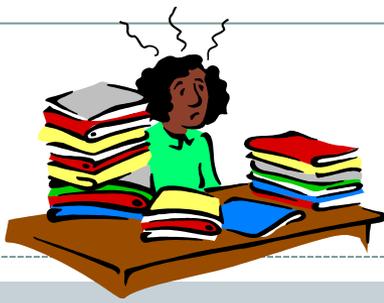


New HRIS Reports

26



- **XR135**
 - Can be run on demand by Payroll Initiators and Payroll Approvers.
 - Use the report to verify time records entered in the HRIS.
 - Has parameters to run the report by defining Pay Class and/or Process Level ranges. It also includes the PD indicator on the time record.
 - Displays a Pay Class drop-down has four selection options:
 - ✦ RMB, which will select non-travel Employee Reimbursement time records
 - ✦ TVL, which will display Travel Employee Reimbursements time records
 - ✦ OVT, which will display overtime related time records
 - ✦ AAA, which will display All Earnings other than RMB and TVL.
 - The report may only be run for one of these four Pay Classes.



New HRIS Reports

27

- **ZR135**
 - Can be run on demand by Arizona Reimbursement Specialists.
 - Use the report to verify time records entered in the HRIS.
 - Has parameters to run the report by defining Pay Class and/or Process Level ranges. It also includes the PD indicator on the time record.
 - Displays Pay Class drop-down that has two selection options:
 - ✦ RMB, which will display non-travel Employee Reimbursement time records
 - ✦ TVL, which will display Travel Employee Reimbursements time records
 - The report may only be run for one of these two Pay Classes.

Payroll Corrections in AFIS

28

- Beginning December 2, 2013, Agencies, instead of GAO, will be responsible for entering any AFIS Payroll Corrections for Expense Structure Errors
- GAO will be monitoring that corrections are processed in a timely manner
- Questions regarding the process can be directed to your AFIS Liaison



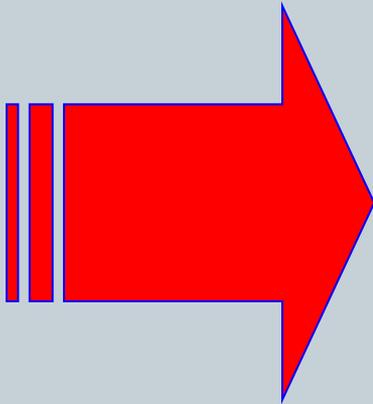
The End

29

any questions



Next Meeting:



Fiscal Year End
Statewide Payroll Meeting
Monday, May 19, 2014
ADOA Conference Room 300