Statewide Payroll Meeting
Calendar Year End

NOVEMBER 18, 2013

General Accounting Office
Introductions

- 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

- Central Payroll Contact List

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

- 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.
• 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
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.
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

- 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

- 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

- **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%.
**FEDERAL WITHHOLDING**  

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<thead>
<tr>
<th>Code</th>
<th>Rate Code</th>
<th>Reporting Period</th>
<th>Rate</th>
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<th>New Rate</th>
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**STATE WITHHOLDING**  

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<th>Rate</th>
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<td>2014</td>
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**FICA (SOCIAL SECURITY AND MEDICARE) TAXES**  

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<td>up to $117,000</td>
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<td>MEDICARE</td>
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**MINIMUM WAGE**  

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**RETIRED PLAN DEDUCTIONS**  

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**STATEWIDE PAYROLL MEETING**  

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

- 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

- **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](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
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<td>24 NOVEMBER</td>
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<td>26 COMPUTE</td>
<td>27</td>
<td>28 PAYDAY 24</td>
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<td>1 DECEMBER</td>
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<td>7 PAY PERIOD BEGIN</td>
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<td>1 JANUARY</td>
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<td>4 PAY PERIOD BEGIN</td>
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**December 2013**

- **24 November**: Cancel Payment/Overpay Deadline for payments thru 11/29/13.
- **2 DECEMBER**: Cancel Payment/Overpay Deadline for payments thru 11/29/13.
- **8**: 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.
- **16**: 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.
- **22**: 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%.
- **30**: Last chance to pay in 2013 Noon deadline for handwrites.
- **1 JANUARY**: NEW YEAR’S HOLIDAY
- **2**: Family Sick Leave Reset
- **3**: Pay Period End
- **4**: Pay Period Begin

**Additional Notes**

- **Overpays cannot refund Federal/State withholdings**
- **Pay PERIOD BEGIN**
- **Pay PERIOD END**
- **NO HRIS UPDATE**
- **NO HANDWRITES**
- **HANDWRITES MAILED**
- **PR WARRANTS MAILED**
- **Handwrits Mailed**
- **No Pay Period**
# GAO Statewide Payroll Critical Dates

## January/February/March 2014

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<td>W-2 paper duplicate requests will not be accepted until 3/1/14</td>
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**Notes:**
- **Target Date:** 2013 W-2’s Online for ALL
- **Last day to consent to not receive W-2 by mail:**
- **If EE who was Fed tax exempt in 2013 didn’t file W-4 for 2014 by 2/17/14, set to Single/Zero**
- **Employees wanting duplicate W-2s should be directed to YES**
- **If EE who was State tax exempt in 2013 didn’t file A-4 for 2014 by 12/31/13, set to default 2.7%**
• 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

• Payroll Documents
  ○ Tax & ERE Tables
  ○ HRIS Pay Code Listing
  ○ HRIS Attendance Code Listing
  ○ HRIS Deduction Code Listing
  ○ HRIS Screens & Reports Summary

• Contacts
  ○ Agency Payroll Resource Contact List
  ○ Employee Resource Contact List
  ○ Agency Specific Payroll Contacts
  ○ State Agency Payroll Contacts

November 18, 2013
### HRIS Forms and Reports Summary by Job Role

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<thead>
<tr>
<th>Form#</th>
<th>Form Name</th>
<th>Form Description</th>
<th>Timekeeper</th>
<th>Payroll Initiator</th>
<th>Payroll Approver</th>
<th>Reimbursement Specialist</th>
<th>Reimbursement Approver</th>
<th>Transit Card Processor</th>
<th>Tax Initiator</th>
<th>Labor Distribution Specialist</th>
<th>Absence Management Specialist</th>
<th>Absence Management Adj Processor</th>
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<td>PR13.1</td>
<td>Employee US Taxes</td>
<td>Maintain employee tax information for tax deductions, as well as government reporting information</td>
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<td>PR13.7</td>
<td>US Tax Locations</td>
<td>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.</td>
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### HRIS Deduction Code Listing

#### GAO Central Payroll

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<th>WAGE BASE CALCS</th>
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#### OPEN-DATED DEDUCTIONS

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Agency Payroll Guide

• Employee Pay
  o Compute Cycle Checklist
  o Payroll Reports
  o Time Record Entry
  o Premium Overtime
  o Donated Leave

• Deductions
  o Employee Deductions
  o Retirement
  o Transit Card
  o Recovery of Overpaid Wages

November 18, 2013 Statewide Payroll Meeting
Agency Payroll Guide – Compute Cycle Checklist

PAYROLL CYCLE CHECKLIST

DAY 1
- ETE Interface Reports ZR530, ZS635
- ZR111 Missing Time Records Report
- ZR255 Employee Exception Report - Focus: Deductions
- PR135 Time Record Edit
- Enter special payments
  - Leave Payouts, Lump Sum Payments, Retro
- Respond to issues identified by GAO Central Payroll

DEADLINES
- LP70 - Last day to adjust balances to use in current pay period when XR35.2 is not required.
- Labor Distribution - Last day to update AFIS H01, H02 & H03
- Donated Leave - Last day to submit donations to use in current pay period
- Timekeepers - HRIS Security turned on 6pm

DAY 2 (Compute Tuesday)
- ZR255 Employee Exception Report - Focus: Deductions
- Enter adjustments to Time Records
- Respond to issues identified by GAO Central Payroll

DEADLINES
- ZR111 Missing Time Records Report
- PR135 Time Record Edit
- One Time Deduction Requests due by 12pm (noon)
- Garnishment Documents due by 12pm (noon)
- HRIS Security for all turned on at 2pm
- GAO-60 due - Fax to (602) 542-5749

DAY 3
- ZR251 Reports
- ZR255 Employee Exception Report - Focus: Negative Leave Balances
- PR142 Payroll Register
- First day to submit Direct Deposit Reversal Request

DAY 4 (Payday)
- Pick up any Warrants to Distribute or Mail
- Check AFIS for payroll errors on DAFR1121 Report
- First day of Direct Deposit Returns from bank

DAY 5

DAY 6
- Enter prior pay period Time Record Adjustments

DAY 7

DEADLINES
- Direct Deposit Reversal - Last day to submit request
- New Direct Deposit accounts to be included on Day 8 Pre-Note File

DAY 8
- Employee ETE Time Card Entry
- Cash Pay Card applications processed by Central Payroll
- HRIS Time Entry (XR32/XR35)

DAY 9
- ETE Supervisor Review/Approve Time
- ASRS Waiting Period Review/Corrections

DEADLINE
- Transit Card - Last day to request final billing to be included on compute

DAY 10
- ETE Proxy Review/Approve Time
- ETE ZS210 Missing Time Records Report

DEADLINE
- ACR for contractors reporting and auto-transfer deadline

DAILY ITEMS
- Submit CASH PAY applications
- Submit Cancelled Warrants
- Submit Overpay Worksheets
- Submit Platinum Pass Applications
- Direct Deposit Pre-note errors and Returned Items processed by GAO

DEADLINES
- Submit GAO-99A for handwritings by 12pm (noon) daily

Statewide Payroll Meeting
### 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
Donated Leave Procedure & Calculator

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

- **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

Statewide Payroll Meeting November 18, 2013
KEY PAYROLL RELATED ARIZONA REVISED STATUTES

Title 12
Chapter 7, Article 2 Actions Against Public Entities or Public Employees
- General limitation; public employee
- Authorization of claim against public entity or public employee

Title 14
Chapter 3, Article 7 Duties and Powers of Personal Representatives
- Persons dealing with personal representative; protection
- Transactions authorized for personal representatives; exceptions

Chapter 3, Article 12 Transfer of Title to Small Estates by Affidavit and Summary Administration Procedure
- Collections of personal property by affidavit; ownership of vehicles; affidavit of succession to real property

Title 23
Chapter 2, Article 6 Minimum Wages for Minors
- Action by employee for recovery of wages; amount of recovery

Chapter 2, Article 7 Payment of Wages
- Definitions
- Designation of paydays for employees; payment; exceptions; violation; classification
- Withholding of wages
- Payment of wages of discharged employee; violation; classification
- Action by employee to recover wages; amount of recovery
- Penalty
- Employer requirements; cash payments; unlawful practices; civil penalty
- Paycheck deductions; authorization; civil penalty; definition (political purposes)

Chapter 2, Article 9 Wages and Hours of Public Employees
- Overtime pay; work week
- Overtime compensation for certain law enforcement or probation officer activities; option;

Title 26
Chapter 1, Article 3 Emergency and Military Affairs
- Absence from employment for military duty; vacation and seniority rights; violation; classification

Title 35
Chapter 1, Article 2.1 Accounting for State Funds
- Accounting system; reports; notice of deficiency; forms

Chapter 1, Article 5 Fiscal Procedures, Controls and Reports
- Presentation, approval and payment of claims and payrolls; amended claims

Title 38
Chapter 4, Article 1 Salaries
- Effect of payment of legal salary
- Leave of absence for certain federal training; definition
- Leave of absence and compensation for officers and employees during active military service
- Leave of absence and compensation for national disaster medical system employment
- Administration of payroll salary deductions
- Payment for accumulated sick leave; requirements; limit; definition
- Retiree accumulated sick leave fund; administration; contribution
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

- **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

- 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

- 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

any questions?

Next Meeting:

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

November 18, 2013