Statewide Payroll Meeting
Calendar Year End

NOVEMBER 17, 2014

ADOA-GAO
General Accounting Office
Introductions

- Stu Wilbur
- Tracey Cappuccio
- Sam Tekien
- Karen Turner
- Lalita Farr
- Vahn Vo
- Misty Castelo
- Brandon Iddings
- Marla Grossman, RASL
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]  
  2008 Payroll Data

- **Military Leave Roll**  
  [Oct 3]  
  Calculation for the 10/01/14 available balance:  
  Was Military Leave used during the prior federal fiscal year?  
  - No = 240 hours  
  - Yes = 240 hours less LP60.1 usage from 10/1/13 to 09/26/14  
  Result:  
  On LP64.3 the 09/30/14 available balance was reversed & the 10/01/14 balance was added.
Coming Months

- **ASRS Statewide Audit for FY13**
  - GAO will soon be sending any draft findings for agency evaluation/confirmation

- **Agency Payroll Guide**
  - Version 2 coming to the GAO website
    - Will fix some links that were broken with the GAO website redesign
  - Comments/Suggestions/Updates welcomed

- **Statewide GAO Policies under construction**

- **Y.E.S. Access**
  - Separated employees have access for 4 years
    - YTD Details – back to 2009
    - W-2s – back to 2006
      - Direct employees requesting Duplicate W-2 to Y.E.S.
      - GAO is reviewing the Duplicate W-2 Request Form
Central Payroll emails Agencies regarding negative balances

Agencies should

- Review the employee’s record to determine if an overpayment has occurred.
- **If an overpayment has occurred:**
  - If the employee is still active, enter current year time record adjustments (XR35.2) to recover.
  - If the employee is separated or it is for a prior calendar year, prepare an Overpayment Worksheet, send it to the employee and request repayment.

- **If an overpayment has not occurred:**
  - Enter an LP70 Adjustment to zero the balance.
  - Watch for end dated plans. Send an e-mail to central.payroll@azdoa.gov to get the end date removed.
Negative Leave Balances

- Negative FMLA Leave Balances
  - Although it is not a paid leave, it should be corrected
    - Because FMLA has a built in calendar, it is imperative that the proper dates are used when correcting negative balances.

<table>
<thead>
<tr>
<th>Date</th>
<th>St</th>
<th>Transaction Type</th>
<th>Cycle or Hrs</th>
<th>Amount</th>
<th>Balance</th>
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<tr>
<td>06/06/2014</td>
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<td>FMLA-HOURS/LWOP</td>
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The actual problem started in early June. Once available time is validated, these are the dates to correct.

These system entries were not the cause of the negative balance.
Many different types approved by ADOA HR*

- [http://www.hr.state.az.us/ClassComp/PDF/Compensation_Strategies.pdf](http://www.hr.state.az.us/ClassComp/PDF/Compensation_Strategies.pdf)
- Lump sum: receiving the monies in 1 payment
- Allocation: a weekly proration for Overtime and Retirement purposes

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Program</th>
<th>HR Approval*</th>
<th>Overtime Eligible</th>
<th>Allocation over weeks earned</th>
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<td>720</td>
<td>Special Assignment</td>
<td>Class/Comp</td>
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<td>722</td>
<td>Hiring Incentive</td>
<td>Class/Comp</td>
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<tr>
<td>730</td>
<td>Spot Incentive</td>
<td>FY Plan</td>
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<td>745</td>
<td>Conditional Retention Pay</td>
<td>FY Plan</td>
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<td>755</td>
<td>Referral Incentive Payment</td>
<td>Class/Comp</td>
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<tr>
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<td>FY Plan</td>
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<td>789</td>
<td>Merit Based–(Nondiscretionary)</td>
<td>FY Plan</td>
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<td>Goal Based Incentive</td>
<td>FY Plan</td>
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</table>

*ADOA HR approval required only for agencies in the State Personnel System
### Incentive Strategies - Example

**Pay $312 in a lump sum on 5/15/14 which is to be allocated evenly over the weeks earned**

<table>
<thead>
<tr>
<th>EIN</th>
<th>Name</th>
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<td>1/17/14</td>
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<td>790</td>
<td>1/24/14</td>
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<tr>
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<td>Jack Bauer</td>
<td>790</td>
<td>1/31/14</td>
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<td>2/7/14</td>
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<td>Jack Bauer</td>
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<td>2/14/14</td>
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<td>2/21/14</td>
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<td>Jack Bauer</td>
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<td>Jack Bauer</td>
<td>790</td>
<td>3/28/14</td>
<td>24</td>
</tr>
</tbody>
</table>
Incentive Strategies – continued

- Fiscal Year Incentive Plans are only approved for a specific fiscal year.
  - For example, a plan approved for fiscal year 2014 incentive payments cannot be used as the support for incentive payments paid in FY15*.
  - Please contact ADOA HR if you have any questions.

- Please coordinate with Agency Leadership as soon as possible to ensure bonuses can be paid as intended
  - Contact GAO Central Payroll to coordinate timing

- No bonuses should be scheduled for Dec 25, 2014 payroll
  - If any errors occur, there is little time left to correct in 2014
  - Central Payroll recommends any bonuses approved to be paid before the end of the calendar year be scheduled no later than the December 11th payroll.

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CANCELED PAYMENTS & OVERPAY DEADLINES

- **December 3, 2014** - Overpays and payments to be canceled for payments through December 3, 2014

- **December 17, 2014** - Overpays and payments to be canceled for payments through December 17, 2014

- **December 18, 2014 and after** - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.
November 27th & December 25th Warrant Distribution

- The warrant distribution for the November 27, 2014 pay date, Thanksgiving holiday, will be moved to Friday.
  - New direct deposit accounts should be setup in HRIS by November 18, 2014 to ensure the November 27, 2014 payment is paid electronically.

- Warrants for the December 25, 2014 pay date, Christmas holiday, will be mailed from the GAO on Friday.
  - New direct deposit accounts should be setup in HRIS by December 16, 2014 to ensure the December 25, 2014 payment is paid electronically.

- The Direct Deposit transmission is scheduled to occur at its normal time.
Direct Deposit file is scheduled to be released to B of A on 12/24/14 effective 12/25/14 (no change from a normal payroll)

Warrants issued on 12/25 for payroll will be mailed from the GAO on Friday

Handwrites issued on 12/26, 12/29 and 12/30 will be mailed from the GAO

Final Day for Handwrites – December 30, 2014 @ Noon

Handwrites will not be processed on December 31, 2014
Employees can change non-exempt A-4 and W-4 elections anytime thru Y.E.S.

- 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.
- Employees that file “Exempt” cannot also ask to have an additional amount deducted. This form would be invalid.

The 2014 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on December 31, 2014.

- Employees must file a new 2015 DOR Form A-4 to claim exempt status for the 2015 calendar year.
- If the employee does not provide a new Form A-4 by 12/31/14, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13).
- Forms will be posted to www.azdor.gov.

The 2014 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on February 17, 2015.

- Employees wishing to claim Federal exempt, must file a new 2015 IRS Form W-4 to claim exempt status for the 2015 calendar year.
- If the employee who previously claimed exempt does not provide a 2015 Form W-4 by 2/17/15, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/18/15.
- Forms will be posted to www.irs.gov.
Social Security and Medicare Deductions

• Social Security:
  - Effective January 1, 2015, the maximum amount of earnings subject to Social Security will increase from $117,000.00 to $118,500
  - 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%
We are expecting changes to the Federal and State rates for 2015 and will communicate these when they are available by the IRS and DOR.
For the payday of January 8, 2015, an employee's annual leave balance will be adjusted to show the following:

- **Deduct:** Annual leave used during the 12/20/2014 to 1/2/2015 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 12/20/2014 to 1/2/2015 pay period

- Last day to use Excess Leave before roll: 1/2/2015
- 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 1/1/2015
W-2s for 2014

- **Schedule for Availability of 2014 W-2s**
  - Jan 9th – Target online availability to those who consent
  - Jan 26th – Target mail date for those not consenting
  - Jan 31st – Available online to everyone
  - Mar 2nd – 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 Y.E.S.
    - Central Payroll will still provide duplicate paper W-2s, but will not accept requests until March 2nd, 2015
    - 2006 – 2013 W-2s will continue to be available online
GAO Statewide Payroll Critical Dates

### December 2014

<table>
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<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>6 PAY PERIOD BEGIN</td>
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<td>9 COMPUTE</td>
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<td>11 PAYDAY 25</td>
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<td>20 PAY PERIOD BEGIN</td>
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<td>23 COMPUTE</td>
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<td>25 PAYDAY 26</td>
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<td>28</td>
<td>29</td>
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<td>31</td>
<td>1 JANUARY</td>
<td>2</td>
<td>3 PAY PERIOD BEGIN</td>
</tr>
</tbody>
</table>

**Important Dates and Notes:**
- **23 NOVEMBER:** Payday 24
- **24 NOVEMBER:** Pay Period Begin
- **25 NOVEMBER:** Pay Period End
- **26 NOVEMBER:** Cancel Payment/Overpay Deadline for payments thru 12/03/14
- **6 DECEMBER:** Pay Period Begin
- **7 DECEMBER:** Pay Period End
- **8 DECEMBER:** Pay Period End
- **9 DECEMBER:** Pay Period End
- **10 DECEMBER:** Pay Period End
- **11 DECEMBER:** Pay Period End
- **12 DECEMBER:** Pay Period End
- **13 DECEMBER:** Pay Period End
- **14 DECEMBER:** Pay Period End
- **15 DECEMBER:** Pay Period End
- **16 DECEMBER:** Pay Period End
- **17 DECEMBER:** Pay Period End
- **18 DECEMBER:** Pay Period End
- **19 DECEMBER:** Pay Period End
- **20 DECEMBER:** Pay Period End
- **21 DECEMBER:** Pay Period End
- **22 DECEMBER:** Pay Period End
- **23 DECEMBER:** Pay Period End
- **24 DECEMBER:** Pay Period End
- **25 DECEMBER:** Pay Period End
- **26 DECEMBER:** Pay Period End
- **27 DECEMBER:** Pay Period End
- **28 DECEMBER:** Pay Period End
- **29 DECEMBER:** Pay Period End
- **30 DECEMBER:** Pay Period End
- **31 DECEMBER:** Pay Period End

**Special Notes:**
- **1 JANUARY:** New Year’s Holiday
- **2 JANUARY:** Pay Period Begin
- **3 JANUARY:** Pay Period End
- **28 NOVEMBER:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **29 NOVEMBER:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **30 NOVEMBER:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **1 JANUARY:** Last chance to pay in 2014. Noon deadline for handwrites.
- **2 JANUARY:** If EE who was State tax exempt in 2014 didn’t file A-4 for 2015 by 12/31/14, set to 2.7% Default
- **3 JANUARY:** If EE who was State tax exempt in 2014 didn’t file A-4 for 2015 by 12/31/14, set to 2.7% Default
- **4 JANUARY:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **5 JANUARY:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **6 JANUARY:** Overpays for years 2014 and prior cannot refund Fed/State withholdings
- **7 JANUARY:** Overpays for years 2014 and prior cannot refund Fed/State withholdings

- **CHRISTMAS HOLIDAY**
  - **NO HRIS UPDATE**
  - **NO HANDWRITES**
  - **WARRANTS MAILED**
  - **NO HANDWRITES**

- **Thanksgiving**
  - **WARRANTS AVAILABLE FOR AGENCY PICKUP**

- **New Year’s Holiday**
  - **Family Sick Leave Reset**
  - **PAY PERIOD END**

- **Cancel Payment/Overpay Deadline for payments thru 12/03/14**
- **Cancel Payment/Overpay Deadline for payments thru 12/17/14**
- **Deadline for payments thru 12/17/14**
<table>
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- **January 1**: NEW YEAR'S HOLIDAY
- **January 6**: PAYDAY 1
- **January 10**: PAY PERIOD BEGIN
- **January 13**: Family Sick Leave Reset
- **January 15**: PRESIDENT'S DAY HOLIDAY
- **January 18**: PAY PERIOD END
- **January 22**: PAYDAY 5
- **January 28**: NO HANDWRITES
- **January 29**: HANDWRITES MAILED
- **January 30**: WARRANTS MAILED

- **February 1**: JANUARY
- **February 4**: COMPUTE
- **February 5**: PAYDAY 2
- **February 8**: PAYDAY 3
- **February 11**: COMPUTE
- **February 12**: PAYDAY 4
- **February 15**: PAY PERIOD BEGIN
- **February 18**: PAY PERIOD END
- **February 22**: W-2 paper duplicate requests will not be accepted until 3/2/15

- **March 1**: MARCH
- **March 3**: COMPUTE
- **March 4**: PAYDAY 5
- **March 7**: PAY PERIOD BEGIN

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**Important Dates**

- **Last chance to pay in 2014**: Noon deadline for handwrites.
- **2PM deadline for W2 address updates**: ANNUAL LEAVE ROLL
- **Target Date**: W-2's mailed to address as of 1/6/15
- **Target Date**: 2014 W-2’s Online for those who consent. Notification e-mails will be sent as required by IRS.
- **Target Date**: Employees wanting duplicate W-2s should be directed to YES.
- **2014 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES.
- **Notification e-mails will be sent as required by IRS**
Elected Officials Defined Contribution Retirement System (EODCRS)

- EODCRS: Effective 1/1/2014
  - For Elected Officials who are appointed or elected after 1/1/2014

- Decision path:
  - If previously EORP, must return to EORP
  - If never EORP, if previously ASRS, must return to ASRS
  - If neither EORP or ASRS, must enroll in EODCRS (Defined Contribution)

- New Retirement Codes: established in HRIS 4/3/2014
  - Retirement Code 3
    - If previously EORP, return to EORP
  - Retirement Code 1E
    - If never EORP, but active ASRS member, must return to ASRS
  - Retirement Code 3E
    - If neither EORP or ASRS, enroll in EODCRS (Defined Contribution)
EODCRS continued

- Verifying an Elected Official’s Status
  - [WWW.PSPRS.COM](http://WWW.PSPRS.COM)
    - Reports
      - Elected Official’s Status
        - Enter the SSN – click “Check SSN”

```
Enter the SSN: 

Employer: STATE OF ARIZONA
Name: 
Money On Account: Yes
Status: Active
Service: 
EORP/ASRS/EODC: This elected official must participate in the EORP.
```

- Retirement Code = 3 – PSPRS EO & JUDGES
EODCRS continued

Verifying ASRS Member Eligibility
- [https://secure.azasrs.gov/web/EmployerLogin.do](https://secure.azasrs.gov/web/EmployerLogin.do)
  - Reports
    - Check Member Eligibility
      - Enter the SSN and Date of Birth
      - click “Search Member”

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Date of Birth</th>
<th>Status</th>
<th>Status Effective Date</th>
<th>Last Post Date</th>
<th>Membership Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CONTRIBUTING</td>
<td>06/04/2004</td>
<td>10/10/2014</td>
<td>05/28/2004</td>
</tr>
</tbody>
</table>

- Retirement Code = 1 – ASRS Plan 1E – ASRS Plan EO&J
HRIS Reports available through SIE

- **AZ224 – JOBCODE Interface**
  - The AZ224 program reads the Lawson JOBCODE table and creates a fixed formatted record with job code information. The salary ranges for the related job code are included. This program produces a standard control report to reconcile the successful completion of the file generation.

- **AZ229 – PAYROLL Extract Download**
  - The AZ229 program extracts data to create a standard payroll interface file for the agencies that requested it. All employer deductions for active and inactive employees and their payment information for the calendar year are written to the interface file.

- **AZ235 – BI-WEEKLY Time Att Download after PAYROLL**
  - The AZ235 program creates agency-specific time and attendance interface files on DAY02 following the biweekly payroll. The file contains calculated information based on time entered or interfaced with HRIS. This interface file reports the actual attendance and pay processed for payroll during the pay period for all employees in an agency. The file also includes leave balances and accruals for the pay period.

- **AZ239 – POSITION Interface**
  - The AZ239 program extracts position-related data from HRIS for agencies that request the information. Each agency receives a file that contains data specific to their agency. The first two characters of the process level are used to determine the agency code.
HRIS Reports available through SIE

Most Agencies are already indicated to receive:

AZ225 – ERE Interface

- The AZ225 program produces outbound agency files containing current payroll earnings and employer-related deductions. The files are generated only for those agencies that request it.

AZ231 – EMPLOYEE Interface

- The AZ231 program produces multiple versions of a standard employee interface file based on the agency that requested a file. All employees are included on files to the Auditor General and OSPB; other agencies such as DES and ADOT only receive data for their employees. Some of the fields on the OSPB file are blanked out due to privacy issues.

AZ240 – Agency LEAVE Balances

- The AZ240 program extracts leave-related information for agencies that request the information. The file includes accrual and eligible rate and hours, used hours, manual transactions, and transferred accrued hours to eligible hours. This program must run after all Absence Management LP197 programs are completed in order to provide the information from the proper point-in-time.
Reminder: Payroll Corrections in AFIS

- As of December 2, 2013, agencies are responsible for correcting AFIS Payroll transactions related to Expense Structure Errors

- GAO is monitoring that corrections are processed in a timely manner

- Questions regarding the process can be directed to your AFIS Liaison
BREAZ Project Update

- Check out the website: [http://aset.azdoa.gov/breaz](http://aset.azdoa.gov/breaz)

- Review the newsletters so you can see the progress of the project

- Specific questions should be addressed to your agency BREAZ Coordinator
• AZ Advantage offers new COA elements and functionality not currently available
• HRIS provides a fixed number of fields, sizes and data types
• Modifying HRIS COTS Product is not a viable option
• Working with the agencies, the BREAZ Project Team has decided to use the AZ Advantage Function Code to infer the majority of Chart of Accounts
HRIS Integration Approach Update

• Inbound and Outbound interfaces are in the review and design process
• HRIS Payroll transactions will be loaded into AZ Advantage through the interfaces
• AZ Advantage Function Code to infer the majority of Chart of Accounts (at a minimum: Unit, Appropriation Unit and Fund)
• Additional Accounting elements have been requested to be available for HRIS Employee Time Entry (ETE), which can be entered in addition to Function:
  o Program, Program Period
  o Program, Program Phase and Advantage Activity (ADOT specific)
AZ Advantage Function Roll-up

- Rollups
  - Function Class:
  - Function Category:
  - Function Type: HRIS
  - Function Group:
<table>
<thead>
<tr>
<th>HRIS Field Name</th>
<th>AFIS Field</th>
<th>Advantage Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Company (4 N)</td>
<td>Statewide Fund (4)</td>
<td>Not defined in Advantage *</td>
</tr>
<tr>
<td>Accounting Unit (15 AN)*</td>
<td>Agency (2)</td>
<td>Agency (2)</td>
</tr>
<tr>
<td></td>
<td>Index (5)</td>
<td>Index (5)</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>Grant (6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phase (2)</td>
</tr>
<tr>
<td>Account (4 N)</td>
<td>Comp Object (4)</td>
<td>Object (4)</td>
</tr>
<tr>
<td></td>
<td>Appropriation Year (4)</td>
<td></td>
</tr>
<tr>
<td>Sub Account (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity (15 AN)</td>
<td>Agency (2)</td>
<td>Agency (2)</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>PCA (5)</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>Project (6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phase (2)</td>
</tr>
<tr>
<td>Account Category (5 AN)</td>
<td>Agency Code 1</td>
<td>Misc Code</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>(not AFIS intg.)</td>
</tr>
<tr>
<td></td>
<td>Agency Code 2</td>
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</tr>
</tbody>
</table>

* GL Company will be defaulted to value 1 (State Of Arizona)
# HRIS Mapping of Fields to Advantage (Expanded)

<table>
<thead>
<tr>
<th>HRIS Field Name</th>
<th>AFIS Field</th>
<th>Advantage Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Company (4 N)</td>
<td>Statewide Fund (4)</td>
<td>Not defined in Advantage *</td>
</tr>
<tr>
<td>Accounting Unit (15 AN)*</td>
<td>Agency (2)</td>
<td>Agency (2)</td>
</tr>
<tr>
<td></td>
<td>Index (5) OR</td>
<td>Index (5)</td>
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<tr>
<td></td>
<td>Grant (6)</td>
<td>Grant (6)</td>
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<tr>
<td></td>
<td>Phase (2)</td>
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<td></td>
<td><strong>Agency (2)</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>Advantage Function (10)</strong></td>
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<tr>
<td>Account (4 N)</td>
<td>Comp Object (4)</td>
<td>Object (4)</td>
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<tr>
<td>Sub Account (4)</td>
<td>Appropriation Year (4)</td>
<td>Budget Fiscal Year (4)</td>
</tr>
<tr>
<td>Activity (15 AN)</td>
<td>Agency (2) OR</td>
<td><strong>Agency (2)</strong></td>
</tr>
<tr>
<td></td>
<td>PCA (5) OR</td>
<td><strong>Advantage Program (10)</strong> *</td>
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<tr>
<td></td>
<td>Grant (6)</td>
<td></td>
</tr>
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<td></td>
<td>Phase (2)</td>
<td></td>
</tr>
<tr>
<td>Account Category (5 AN)</td>
<td>Agency Code 1 OR</td>
<td>**Advantage Program Period (5) **</td>
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<tr>
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<td>Agency Code 2 OR</td>
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<tr>
<td></td>
<td>Misc Code (not AFIS intg.)</td>
<td></td>
</tr>
</tbody>
</table>

* GL Company will be defaulted to value 1 (State Of Arizona)

** - Those values are optional and they are intended to be used by agencies which will not infer Program or Program Period on the Advantage Function
HRIS Mapping of Fields to Advantage

Lawson Labor Distribution

Employee Defaults maintained in the Accounting Unit

| Expense Account | GL Company (1) | Accounting Unit | Account | Sub Account |

Data entered optionally at time of ETE in the Activity Field

| Activity | Activity | Account Category |

Advantage Chart of Accounts

Fund Accounting

- Fund
- Sub Fund
- Dept
- Unit
- Sub Unit

- Appropriation
- Object
- BFY

Detail Accounting

- Activity
- Sub Activity
- Function
- Sub Function
- Location
- Sub Location

- Task
- Sub Task
- Task Order

- Program
- Program Period
- Phase
HRIS Financial Interface Approach Update
HRIS Financial Interface Approach Update

- Employee Time Entry will be standardized to one option - ETE (with HRIS Account Template)
## HRIS Financial Interface Approach Update

### Agency Account Template (ZS04.1)

- **Company**: STATE OF ARIZONA
- **Agency**: AD-FINANCIAL SERVICES DIV GAO
- **Process Level**: FSD/GAO FAAR
- **Department**: FG080

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>AFund</th>
<th>Acct Unit/Index</th>
<th>AY</th>
<th>Activity/PCA</th>
<th>Account Category</th>
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<tbody>
<tr>
<td>GAO-BREAZ</td>
<td>TO RECORD TR GAO BREAZ</td>
<td>1</td>
<td>FUNCTION</td>
<td>2015</td>
<td>PROGRAM</td>
<td>PPD</td>
</tr>
</tbody>
</table>

Statewide Payroll Meeting

November 17, 2014
HRIS Integration Approach

September BREAZ Newsletter

Integration with key legacy systems like HRIS and Procure AZ is an important part of the BREAZ project. At the August Agency Coordinator meeting, we presented the approach to the HRIS Integration with the New AFIS.

The BREAZ Project has standardized many of the State’s business processes and the State of Arizona Chart of Accounts (COA). The New AFIS offers new COA elements and functionality that are not currently available in AFIS and HRIS. Upon review of the new elements, the agencies communicated that they plan to use the majority of them to allocate payroll expenditures. To allow for this and to meet HRIS requirements, the BREAZ Project Team has decided to use the New AFIS’s Function COA element as the primary tool.

Mapping of HRIS Accounting Units to the New AFIS COA elements:
HRIS GL Company (4) = 1
HRIS Accounting Unit (15) = New AFIS Agency Code (2) + New AFIS Function (10)

Agencies will utilize the New AFIS’s Function Type rollup as the mechanism to trigger transmittal of the Function to HRIS. The Function Type rollup will be used by agencies to determine if a Function is available for use in HRIS, Maximo and TRIRIGA:

- **HRIS** – The Function element will be included in the interface to HRIS (this replaces the current AFIS H01 screen concept)
- **LGST** – The Function element will be included in the interface to Maximo and TRIRIGA
- **HRLG** – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

Some agencies with unique grant/program and project accounting require the New AFIS to capture additional COA elements, such as Program, Program Period, and Program Phase, in order to properly allocate payroll expenditures. Since these agencies are not able to solely rely on the inference of the New AFIS Function/HRIS Accounting Unit as a primary tool, an additional option was designed using HRIS Activity and HRIS Account Category. There are two agencies that require a different set-up, which is not shown below.

Mapping of HRIS Activity to the New AFIS COA elements:
Activity (15) = New AFIS Agency Code (2) + New AFIS Program (10)

Mapping of Account Categories to the New AFIS COA elements:
Account Category (5) = New AFIS Program Period (5)

The Activity Type rollup value, HRIS will be used by agencies to determine if an Activity Code is available for use in HRIS. This replaces the current AFIS H03 screen concept. In order to support the integration, the HRIS Activity must be setup as 5 characters or less.

In order to support the integration to HRIS, the New AFIS Program COA element and the HRIS Activity must not include spaces in their naming conventions. If the agency prefers to simulate a space, the BREAZ Project Team recommends using the underscore character.
The End

Next Meeting:
Fiscal Year End
Statewide Payroll Meeting
Monday, May 18, 2015
ADOA Conference Room 300