

# Statewide Payroll Meeting Calendar Year End



**NOVEMBER 16, 2015**



**ADOA-GAO**

General Accounting Office

# Introductions

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- Stu Wilbur
- Tracey Cappuccio
- Sam Tekien
- Karen Turner
- Lalita Farr
- Vahn Vo
- Misty Delgado
- Marla Grossman, RASL
- Joanna Greenaway, AFIS
- Somer Phegley, AFIS

# Contact Information

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



# Recent Accomplishments

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- **Statewide GAO Policies Published** [July 1 2015]
  - <https://gao.az.gov/publications/saam>
- **Military Leave Roll** [Oct 1 2015]
  - Calculation for the 10/01/15 available balance:  
Was Military Leave used during the prior federal fiscal year?
    - ✦ No = 240 hours
    - ✦ Yes = 240 hours less LP60.1 usage from 10/1/14 to 09/25/15
  - Result:  
On LP64.3 the 09/30/15 available balance was reversed & the 10/01/15 balance was added
- **ASRS Statewide Audit for FY13** [Feb 2014 – Nov 2015]
  - 3 findings: CNW, ACR, Ineligibles
  - Agencies charged and ASRS was paid, Ineligibles were refunded
  - Audit was FY13 – errors may have been carried forward FY14, FY15, FY16

# Coming Months

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- Statewide GAO Policies under construction – Topic 55
  - <https://gao.az.gov/publications/saam/saam-draft>
    - ✦ 21: HRIS Valid Accounts for Direct Deposits
    - ✦ 70: SSN Verification for State Employees
- Updates to GAO Forms
  - RASL Application
  - GAO-99A
- ADOA Benefits - Health Impact Awards
  - Concluded in September 2015
  - Active employees that achieved 500 points will receive up to \$200 incentive in November 2015
  - Payment will be issued directly through payroll
    - ✦ Pay Code 795 – Health Impact Incentive Award
    - ✦ Upload by Central Payroll from Benefits listing
    - ✦ Cash awards are always taxable
  - 2016 Program to begin January

# 1095-C Employer-Provided Health Insurance Offer and Coverage Statements

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- Form 1095-C includes information about health insurance coverage offered to employees. The Affordable Care Act (ACA) requires that the State must offer to employees who work, or are compensated for, 30 or more hours of service, health coverage for employees and their dependents that is provided at an affordable price and meets minimum essential standards.
- All State employees with benefits coverage through ADOA during 2015 will receive an IRS 1095-C Statement scheduled to be mailed by the IRS deadline of January 31, 2016.
- These statements will be sent independent of any W-2's. The W-2 process will be the same as last year.

# Affordable Care Act (ACA) Reporting

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- IRS Form 1095-C – Employer Provided Health Insurance Offer and Coverage

Who	What	When	Where	Why
Anyone enrolled in benefits  Employees (working 30+ hours/week) from 12 month look back period	Information about coverage offered, coverage enrolled in, and premium paid by employee by month	By January 31, 2016	Mailed to the employee's address on record (currently not scheduled to be online)	Requirement of the Affordable Card Act

- IRS is the authority: [www.IRS.gov/aca](http://www.IRS.gov/aca)

# Employee vs. Independent Contractor

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- GAO currently drafting “Economic Reality” Alert
- IRS has used the SS-8 Determination of Worker Status
  - Primary focus was on control
    - ✦ Behavioral – training, daily routine
    - ✦ Financial – supplies, reimbursements, type of pay
    - ✦ Relationship – paid time off, termination by either party without penalty
- Department of Labor has issued Administrator’s Interpretation (AI) No. 2015-1 based on Courts
  - Supreme Court and Courts of Appeals cases
  - Primary focus is on economic reality
    - ✦ Worker’s Investment vs. Employer’s Investment
    - ✦ Is the work integral to the business?
    - ✦ Is the relationship permanent or indefinite?

# Incentive Strategies - update

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- Fiscal Year Incentive Plans
  - Once approved, can use plan until further notice.
  - 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 24, 2015 payroll
  - If any errors occur, there is little time left to correct in 2015
  - Central Payroll recommends any bonuses approved to be paid before the end of the calendar year be scheduled no later than the December 10th payroll.

# Canceled Payments & Overpay Deadlines

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- December 2, 2015 - Overpays and payments to be canceled for payments through December 1, 2015



- December 16, 2015 - Overpays and payments to be canceled for payments through December 15, 2015



- December 17, 2015 and after - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.

# November 26th & December 24th Warrant Mailing



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- The warrant mailing for the November 26, 2015, pay date, Thanksgiving holiday, will be moved to Friday.
  - New direct deposit accounts should be setup in HRIS by **November 17, 2015** to ensure the November 26, 2015, payment is paid electronically.
- Warrants for the December 24, 2015, pay date, Christmas holiday, will be mailed from the GAO on Thursday.
  - New direct deposit accounts should be setup in HRIS by **December 15, 2015**, to ensure the December 24, 2015, payment is paid electronically.
  - The Direct Deposit transmission is scheduled to occur at its normal time.

# Final Payments in 2015



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- Direct Deposit file is scheduled to be released to B of A on 12/23/15 effective 12/24/15 (no change from a normal payroll)
- Warrants issued on 12/24 for payroll will be mailed from the GAO on Thursday
- Handwrites issued on 12/28, 12/29 and 12/30 will be mailed from the GAO
- Final Day for Handwrites – December 30, 2015, at Noon
- Handwrites will not be processed on December 31, 2015



# A-4s and W-4s



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- 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 2015 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on **December 31, 2015**
  - Employees **must** file a new 2016 DOR Form A-4 to claim exempt status for the 2016 calendar year
  - If the employee does not provide a new Form A-4 by 12/31/15, 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](http://www.azdor.gov)
- The 2015 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on **February 16, 2016**. Employees wishing to claim Federal exempt, **must** file a new 2015 IRS Form W-4 to claim exempt status for the 2016 calendar year
  - If the employee who previously claimed exempt does not provide a 2016 Form W-4 by 2/16/16, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/17/16.
  - Forms will be posted to [www.irs.gov](http://www.irs.gov)

**FEDERAL WITHHOLDING**

26 PAYS

FEDERAL TAX ID NUMBER 86-6004791

**(a) SINGLE person (including head of household) -**

**BIWEEKLY TABLE**

If the amount of wages (after subtracting withholding allowances) is:

The amount of income tax to withhold is:

Over	Not Over	But not over -		Less over -
	\$88	\$88		\$0
\$88	-	\$443		\$88
\$443	-	\$1,529	\$35.00	\$443
\$1,529	-	\$3,579		\$1,529
\$3,579	-	\$7,369		\$3,579
\$7,369	-	\$15,915		\$7,369
\$15,915	-	\$15,981		\$15,915
\$15,981	-		39.6%	\$15,981

**(b) MARRIED person**

If the amount of wages (after subtracting withholding allowances) is:

The amount of income tax to withhold is:

Over	Not Over	But not over -		plus	of excess over -
\$0	\$12	\$12		10%	\$331
\$12	-	\$70.90		15%	\$1,040
\$70.90	-	\$6,146	\$396.70	plus 25%	\$3,212
\$6,146	-	\$9,194	\$1,130.20	plus 28%	\$6,146
\$9,194	-	\$16,158	\$1,983.64	plus 33%	\$9,194
\$16,158	-	\$18,210	\$4,281.76	plus 35%	\$16,158
\$18,210	-		\$4,999.96	plus 39.6%	\$18,210

To determine tax liability, deduct the following from gross pay: number of withholding allowances X \$153.80 ;  
 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.

Update Coming Soon  
(These are 2015 Rates)

**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 employees who don't submit form A-4)
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
<b>SOCIAL SECURITY</b>	up to \$118,500	6.20%	6.20%
<b>MEDICARE</b>	up to \$200,000	1.45%	1.45%
	over \$200,000	2.35%	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.

We are expecting changes to the Federal and State rates for 2016 and will communicate these when they are available by the IRS and DOR

# Social Security and Medicare Deductions

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- **Social Security:**

- Effective January 1, 2016, the maximum amount of earnings subject to Social Security will remain the same at \$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%





# Leave Roll Back

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- For the payday of January 7, 2016, an employee's annual leave balance will be adjusted to show the following:
  - **Deduct**: Annual leave used during the 12/19/2015 to 1/1/2016 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 12/19/2015 to 1/1/2016 pay period
- Last day to use Excess Leave before roll: 1/1/2016
- 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 1/1/2016

# W-2s for 2015

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- Schedule for Availability of 2015 W-2s
  - Jan 8th – Target online availability to those who consent
  - Jan 25th – Target mail date for those not consenting
  - Jan 30th – 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 Y.E.S.
    - ✦ Central Payroll will still provide duplicate paper W-2s, but will not accept requests until March 1st, 2016
    - ✦ 2006 – 2014 W-2s will continue to be available online

# GAO Statewide Payroll Critical Dates

December 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 NOVEMBER	23	24 COMPUTE	25	26 PAYDAY 24 HOLIDAY THANKSGIVING	27 WARRANTS MAILED FROM GAO	28
29	30	1 DECEMBER	2 Cancel Payment/Overpay Deadline for payments thru 12/01/15	3	4 PAY PERIOD END	5 PAY PERIOD BEGIN
6	7	8 COMPUTE	9	10 PAYDAY 25	11	12
13	14 GAO to send report of 2015 A-4 Tax Exempt EEs to agencies. If EE doesn't file A-4 for 2016 by 12/31/15, set to 2.7% Default	15 GAO to send report of 2015 W-4 Tax Exempt EEs to agencies. If EE doesn't file W-4 for 2016 by 2/16/16, set to Single/Zero	16 Cancel Payment/Overpay Deadline for payments thru 12/15/15	17	18 PAY PERIOD END	19 PAY PERIOD BEGIN
Overpays for years 2015 and prior cannot refund Fed/State withholdings						
20	21	22 COMPUTE	23	24 PAYDAY 26	25 CHRISTMAS HOLIDAY NO HRIS UPDATE NO HANDWRITES	26 NO HANDWRITES
Overpays for years 2015 and prior cannot refund Fed/State withholdings						
27	28	29	30	31 WARRANTS MAILED	1 JANUARY	2 PAY PERIOD BEGIN
Overpays for years 2015 and prior cannot refund Fed/State withholdings						
			4 Last chance to pay in 2015. Noon deadline for handwrites.	5 If EE who was State tax exempt in 2015 didn't file A-4 for 2016 by 12/31/15, set to 2.7% Default	6 NEW YEAR'S HOLIDAY Last day to use Excess Annual Leave before Roll Family Sick Leave Reset	7
NO HANDWRITES	HANDWRITES MAILED	HANDWRITES MAILED	HANDWRITES MAILED	NO HANDWRITES	PAY PERIOD END	

# January/February/March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 JANUARY	2 PAY PERIOD BEGIN
Overpays for years 2015 and prior cannot refund Fed/State withholdings						
			Last chance to pay in 2015. Noon deadline for handwrites.	If EE who was State tax exempt in 2015 didn't file A-4 for 2016 by 12/31/15,	NEW YEAR'S HOLIDAY  Last day to use Excess Annual Leave before Roll Family Sick Leave Reset	
<b>NO HANDWRITES</b>	HANDWRITES MAILED	HANDWRITES MAILED	HANDWRITES MAILED	<b>NO HANDWRITES</b>	PAY PERIOD END	
3	4	5 COMPUTE  2PM deadline for W2 address updates  LEAVE ROLL	6	7 PAYDAY 1	8  Target Date: 2015 W-2's Online for those who consent. Notification e-mails will be sent as required by IRS	9
10	11	12	13	14	15  PAY PERIOD END	16 PAY PERIOD BEGIN
17	18 MARTIN LUTHER KING JR. DAY HOLIDAY  Last day to consent to not receive W-2 by mail	19 COMPUTE	20	21 PAYDAY 2	22	23
24	25  Target Date:  W-2s mailed to address as of 1 / 5 / 16	26	28	29	30  2015 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES.  PAY PERIOD END	31 PAY PERIOD BEGIN
1 FEBRUARY	2	3 COMPUTE	4	5 PAYDAY 3	6	7
8	9	10	11	12	13  PAY PERIOD END	14 PAY PERIOD BEGIN
15	16 PRESIDENT'S DAY HOLIDAY	17 COMPUTE  If EE who was Federal Tax exempt in 2015 didn't file W-4 for 2016 by 2 / 16 / 16, set to Single/Zero	18	19 PAYDAY 4	20	21
22	23	24	25	26	27  PAY PERIOD END	28 PAY PERIOD BEGIN
29 MARCH	1 MARCH  W-2 paper duplicate requests will not be accepted until 3 / 1 / 16	2 COMPUTE	3	4 PAYDAY 5	6	7

# Replacement Payroll Warrants

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- GAO will be implementing new process for replacement payments paid through payroll
- Submit Form GAO 6 – Warrant Replacement Request to AFIS-AWR
- AWR will request stop payment on the warrant at B of A and notify Central Payroll when confirmed
- Central Payroll will process replacement using PR86 in HRIS
  - Processed the same day with handwrites if before 12 pm
- Notify the Agency when complete for pickup
- Cannot Replace Partial Warrants
  - Flat amount to direct deposit and remainder amount to warrant

# Direct Deposit Return Items

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- Deposits sent to bank accounts that fail for various reasons
  - Examples: Account Closed, Account Not Found
- Currently, issuing handwrites using Pay Code 698 – Miscellaneous Reimbursement and notifying agency by email
  - CP also entering PR82 adjustment to offset the charge of the 698 to the Agency
- Recommendation
  - Adding a new pay code to reissue Net Pay
  - Currently with the Change Control Board (CCB)
- Improvement
  - Reduces the amount of time to reissue Net Pay to the employee
    - ✦ Previously done through AFIS as overnight process

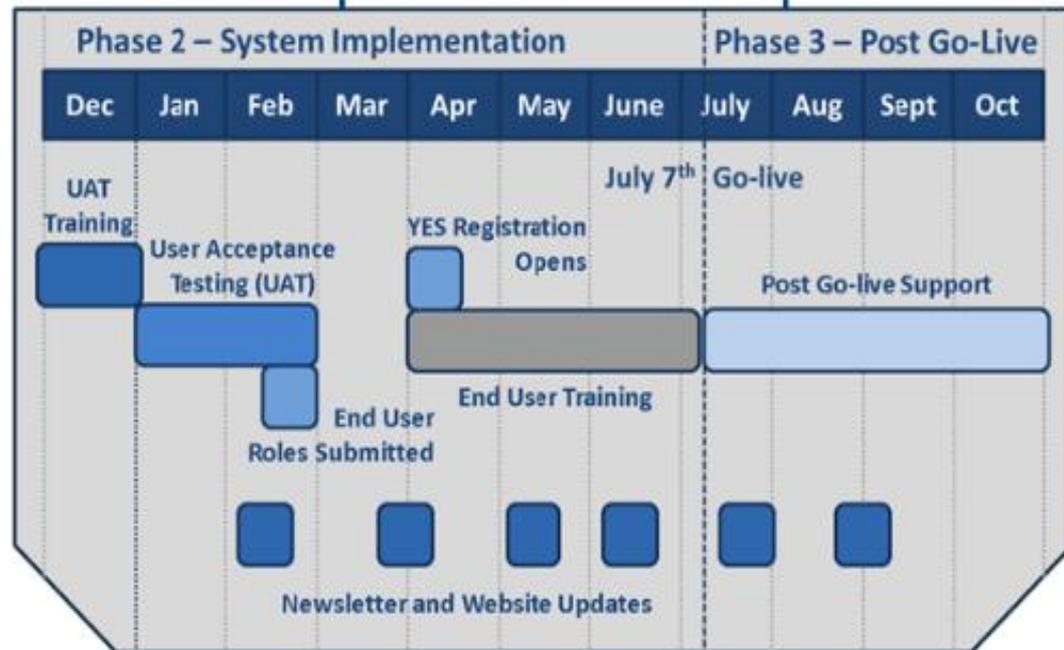
# Elimination of Partial Direct Deposits (Direct Deposit Edits to XR12)

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- To help reduce and hopefully eliminate partial direct deposits
  - These types of payments are problematic to replace
- Will not prevent end dating an account anytime
  - Message to remind employee to have 100% bank setup
- Will not allow setting up a flat amount account without a 100% account being established
  - Requires 100% bank to be setup
- GAO will publish a web story when the edits are moved to HRIS Production
- Please be mindful to the direct deposit reports we are sending out bi-weekly
  - Set employees up for Cash Pay Cards if they are not submitting on their own

# Update

- Check out the website: <https://gao.az.gov/projects/breaz>
- Specific questions should be addressed to your agency BREAZ Coordinator or Level 1 Support



- Inbound and outbound interfaces between HRIS and AFIS are processed daily and they are fully automated
- Payroll Transactions are processed as PEDF1 documents and they are posted in AFIS on:
  - Post-compute Wednesday (for Main Payroll)
  - Daily (for Manual Payments)
- Payroll Transactions are being grouped into multiple PEDF1 documents and they are grouped by like Expense Account elements:
  - HRIS Accounting Unit (Function)
  - HRIS Sub-Account (BFY)
  - HRIS Activity (Program/Program Phase)
  - HRIS Account Category (PPC/Activity)

- PEDF1 documents are re-submitted (auto-released) daily at 4pm (not part of batch run like Legacy AFIS)
  - If you transfer funds after 4pm with intention of clearing payroll, PEDF1 should be validated and re-submitted manually
- Clearing pattern of the PEDF1 transactions is different than Legacy AFIS
  - All Accounting lines need to be error-free in order for entire PEDF1 to successfully post
- Errors related to Premium Overtime
  - Premium Overtime (pay code 999) posting prior to 6/20/2015 going on error
    - ✦ Working as designed - 999 labor will follow the original labor at the time
    - ✦ Should be less as we progress into FY16
      - Exception: Retroactive payments, etc.

- Agencies are responsible for processing any AFIS Payroll Corrections for Expense Structure Errors
- Payroll Analyst Role (DEPT\_PYRL\_ANLST) has update access to PEDF1 Documents
- GAO is monitoring that corrections are processed in a timely manner
- Questions regarding the process can be directed to your AFIS Liaison



- AFIS – Document Catalog
  - Search by document code
    - ✦ Ex. PEDF1
  - Agency specific
    - ✦ Ex. ADA
  - Filter for specific details
    - ✦ Status
      - Ex. Rejected

**AFIS**

Welcome, Stephanie Neves

Procurement | Bu

**PROD - Financial**

- Message Center
- Search
  - Page Search
- Document Catalog**
  - Report Search
- History
- Favorites
- Administration

**Document Catalog**

Create

Document Identifier

Code : PEDF1 Unit :

Dept. : ADA ID :

User Information

Create User ID :  Create Date :

Document State

Function :  Status : Rejected

Phase :

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PEDF1	ADA		<a href="#">S15102700121</a>	No	1	New	Draft	Rejected	10/28/15	hrisint	\$4,180.38	Yes

First Prev Next Last

[Menu](#)

- Info Advantage–
  - Report – OADM-AZ-MSG-N384 Document Message
  - Public Folder – Statewide Reports
  - Folder – Document Message
  - Prompts –
    - ✦ Document Code
    - ✦ Document Department Code (Mandatory)
    - ✦ Document ID
    - ✦ Document Status
    - ✦ Message Severity
  - Section – Document Department
  - Details –
    - ✦ Document Identifier
    - ✦ Document Last User ID
    - ✦ Document Last Date
    - ✦ Message Severity
    - ✦ Override Level
    - ✦ Component Name
    - ✦ Message Code
    - ✦ Message Text
  - Security – Must have INFO\_INTRCT role to run this report

OADM-AZ-MSG-N384\_Document\_Message[1].pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools OADM-AZ-MSG-N... x

88.6%

2 / 6

Report ID: OADM-AZ-MSG-N384  
Run Date: 11/09/2015  
Run Time: 1:14 PM

**State of Arizona**  
**Document Message**

Document Department ADA

Document Identifier	Last User ID	Doc Last Date	Severity	Component Name	Code	Message Text
<a href="#">PEDF1,ADA,S15102700121,1</a>	afisbat	11/06/2015	2-Error	ABS_DOC_HDR		The document could not be submitted because of overrides which cannot be applied in the Pending phase as approvals are being bypassed. Please Apply Overrides and resubmit the document.
<a href="#">PEDF1,ADA,S15102700121,1</a>	afisbat	11/06/2015	2-Error	PSTNG_LN_CAT	A632	Transaction amount exceeds available cash balance for Fund AD2001. (A632)

Page 1 of 1

- Payroll related reports in Development
  - Change Request (CR) - 76
    - ✦ Detail Payroll Transaction Document Reject Report
  - Change Request (CR) - 100
    - ✦ Payroll Transaction by Pay Date (replacement of DAFR6920/DAFR6930)

- New Data Warehouse Reporting Tool to replace Control-D Web
- New reporting tool is a vast improvement to the current process:
  - Web-based
  - Can be run on-demand for current and historical data
  - Downloadable in XML, CSV, MS Excel, & MS Word

The screenshot shows a web application interface for "SQL Server Reporting Services". The main heading is "Agency HRIS Payroll Reports". At the top, there are navigation links for "Home", "My Subscriptions", and "Help". Below the heading, there is a search bar with the word "Search" and a magnifying glass icon. A "Folder Settings" link is on the left, and a "Details View" link is on the right. The main content area displays four report icons, each with a document icon and a bar chart:

- Consolidated Payroll Register Report
- Payroll Transactions Detail Exception Re...
- Payroll Transactions Detail Report
- Payroll Transactions Summary Report

- Payroll Transaction Detail & Payroll Transaction Summary Reports will replace the following Control-D reports :
  - ZR251-RA-DET - Detail of Employer Related Expenditure
  - ZR251-RA-SUM - Summary of Employer Related Expenditure
  - ZR251-RJ-DET - Detail of Gross Payroll Distribution by Labor Distribution
  - ZR251-RJ-SUM - Summary of Gross Payroll Distribution by Labor Distribution
  - ZR251-RG-DET - Detail of Employee in Other Agency Labor Distribution sorted by Labor Agency
  - ZR251-RG-SUM - Summary of Employee in Other Agency Labor Distribution sorted by Labor Agency



Payroll Transactions Detail Report



Payroll Transactions Summary Report

- Payroll Transaction Detail Exception Report will replace the following Control-D reports :
  - ZR251-RH-DET - Detail of Employee in Other Agency Labor Distribution sorted by Home Agency
  - ZR251-RH-SUM - Summary of Employee in Other Agency Labor Distribution sorted by Home Agency



Payroll Transactions Detail Exception Re...

- Consolidated Payroll Register Report will replace the following Control-D report :
  - PR142 – Consolidated Payroll Register



Consolidated Payroll Register Report

[Home](#) > [Agency HRIS Payroll Reports](#) > [Consolidated Payroll Register Report](#)

[Home](#) | [My Subscriptions](#) | [Help](#)

AGENCY



CHECK  
BEGIN  
DATE



CHECK  
END DATE



[View Report](#)

- Other reports currently in development
  - Missing Time Record Report (ZR111)
  - Employee Data Exceptions Report (ZR255)



- The New Data Warehouse Reporting Tool scheduled to be rolled out to all agencies mid-December 2015
- Any staff who would like to use the reporting tool will need to:
  - Complete the required Computer Based Training Course via Y.E.S.
    - ✦ HRIS0071 – Data Warehouse Training
  - Complete a HRIS Security Request Form
    - ✦ Please ensure to select the ‘HRIS Warehouse Reporting Specialist Role’
    - ✦ Submit to your Agency Security Administrator for approval
    - ✦ Agency Security Administrator should submit completed form to HRIS Security for processing
  - Please note: Access will not be granted before December 15, 2015

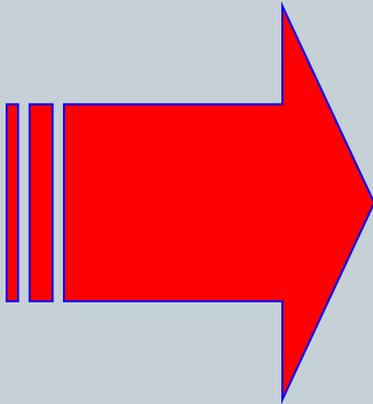
# The End

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any questions



Next Meeting:



Fiscal Year End  
Statewide Payroll Meeting  
Monday, May 16, 2016  
ADOA Conference Room 300