Statewide Payroll Meeting
Calendar Year End

NOVEMBER 14, 2016

ADOA-GAO
General Accounting Office
Introductions

- **Central Payroll**
  - Stu Wilbur
  - Tracey Cappuccio
  - Sam Tekien
  - Karen Turner
  - Lalita Farr
  - Vahn Vo
  - Misty Delgado
  - Travy Phan
  - Marla Grossman, RASL

- **Systems Integration**
  - Joanna Greenaway
  - Somer Phegley
  - Stephanie Neves
Contact Information

• Agency Payroll Resource Contact List

• Employee Resource Contact List

• Agency Contact List
  o Human Resources
  o Payroll
  o Accounting

• Send any updates to Central Payroll electronically
  o (602) 364-2215 (fax)
  o Central.Payroll@azdoa.gov
Website Registration

https://gao.az.gov/register-updates
Recent Accomplishments

- **Transit Card Renewal** [Sept 2016]
  - Deactivated 5,581 cards
  - Renewed 3,319 cards

- **New Transit Card Distribution Process** [Oct 2016]
  - Identified key steps in the transit card process that could be improved
    - New Assignment Procedures: Agency capability deployed
    - New Distribution Procedures: Mailed to home address
    - Overall timing from application to receipt of the card: reduced from an average of 7 days to 4 days

- **In Development**
  - Developing capability for employees to apply through YES and have a card automatically assigned.
• Health Impact Program Payments (HIP)
  ○ Processed in conjunction with ADOA-Benefit Services
  ○ Separate handwrite mailed to the employee’s address of record
  ○ Questions can be directed to: 602.542.5008

• New FLSA Overtime Provisions
  ○ Being handled by ADOA Class & Comp
  ○ New wage threshold: $913/week; $47,476/year
  ○ FAQ: http://www.hr.az.gov/ClassComp/CC_2016FLSAChanges.asp

• ADOA Class & Comp Job Code Consolidation
  ○ Information will be sent to Agency Directors regarding impacts
  ○ Employee Group criterion being restructured. Agencies will be engaged for updates and validation.
Employee Time Entry (ETE)

- **Time record standardization**
  - Statewide agency deadline from Fri at 6PM to Sat at 6PM

- **Central Payroll is the primary support for ETE**
  - Technical issues still need to be directed to HRIS Help Desk

- **68% (26,290 / 38,797) of employees statewide are on ETE.**
  - What can we all do to get to 100%?
  - Email your questions/concerns/ideas!
- Emails sent to all agency heads; two web stories published.
- Pursuant to Laws 2016, Chapter 328, Section 2 (SB 1421):

```plaintext
Sec. 2. Boards and commissions: compensation and reimbursement; department of administration; report; delayed repeal
A. Each board, commission, council or advisory committee shall report
   to the department of administration all of the following information on or
   before October 1, 2016:
   1. The amount of compensation that a member of the board, commission,
      council or advisory committee is authorized to receive, if any.
   2. The amount of compensation that was paid in fiscal year 2015-2016
      to any member of the board, commission, council or advisory committee, if
      any.
   3. The amount of reimbursement of expenses that was paid in fiscal
      year 2015-2016 to any member of the board, commission, council or advisory
      committee, if any.
B. The department of administration shall compile the data that is
   reported pursuant to subsection A of this section and report the information
   on or before December 15, 2016 to the governor, the president of the senate
   and the speaker of the house of representatives and provide a copy of this
   report to the secretary of state.
C. This section is repealed from and after September 30, 2017.
```
Incentive Strategies

- **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 22, 2016 payroll
  - If any errors occur, there is little time left to correct in 2016
  - Central Payroll recommends any bonuses approved to be paid before the end of the calendar year be scheduled no later than the December 8th payroll.

*ADOA HR approval required only for agencies in the State Personnel System
• **Terminated Employee with Absence Plan Balance**
  ○ Listing of terminated employees with a balance in Annual, Holiday, Compensatory, Merit/Recognition or Personal Leave. **Requires action.**

• **Terminated Employee with Sick Leave Balance**
  ○ Listing of employees who have terminated more than 2 years ago and have a sick leave balance. **Requires action.**

• **Terminated Employee with active Direct Deposit**
  ○ Listing of terminated employees with open direct deposit accounts that must be ended. **Requires Action.**

• **Donated Leave Report**
  ○ Listing of Donated Leave batches that require processing action: Aging Batch, Closed Batch with Errors or Balance, Open Batch for terminated employees.

• **Donated Leave Open Batch**
  ○ Listing of ALL open Donated Leave batches.
Data Warehouse Reports – Soon

- Terminated Employees not in Final Termination Status
  - Requires action.

- Active Employees with Last Date Paid
  - Listing of active employees who have not been paid in over 60 days. Evaluate to determine if they should remain active. Requires action.

- Pay Plan with invalid Cash/Comp User Field
Canceled Payments & Overpay Deadlines

- **December 7, 2016** - Overpays and payments to be canceled for payments through December 1, 2016

- **December 14, 2016** - Overpays and payments to be canceled for payments through December 13, 2016

- **December 15, 2016 and after** - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.
Final Payments in 2016

- The warrant mailing for the November 24, 2016 (Thanksgiving holiday) pay date, will occur on Friday.
  - New direct deposit accounts should be setup in HRIS by **November 15, 2016** to ensure the November 24, 2016, payment is paid electronically.
- Direct Deposit file is scheduled to be released to B of A at its normal time on Wednesday with a Thursday effective date.
- Handwrites issued on 12/27, 12/28 and 12/29 will be mailed from the GAO.
- Final Day for Handwrites – December 29, 2016, at Noon
- Handwrites will not be processed on December 30-31, 2016
• Employees can change non-exempt A-4 and W-4 elections anytime thru Y.E.S.
  o Filing “exempt” for Federal and State withholding must be done with paper
  o Reports listing the employees who may be impacted by these requirements will be sent electronically in the third week of December
  o Employees that file “Exempt” cannot also ask to have an additional amount deducted. This form would be invalid.

• The 2016 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on December 31, 2016
  o Employees must file a new 2017 DOR Form A-4 to claim exempt status for the 2017 calendar year
  o If the employee does not provide a new Form A-4 by 12/31/16, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13)
  o Forms will be posted to www.azdor.gov

• The 2016 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on February 15, 2017. Employees wishing to claim Federal exempt, must file a new 2017 IRS Form W-4 to claim exempt status for the 2017 calendar year
  o If the employee who previously claimed exempt does not provide a 2017 Form W-4 by 2/15/17, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/15/17.
  o Forms will be posted to www.irs.gov
Social Security and Medicare Deductions

- **Social Security:**
  - Effective January 1, 2017, the maximum amount of earnings subject to Social Security will remain the same at $127,200.
  - Both employee and employer tax scheduled to remain at 6.2%.

- **Medicare:**
  - Still effective since 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%.
For the payday of January 19, 2017, an employee's annual leave balance will be adjusted to show the following:

- **Deduct**: Annual leave used during the 12/31/2016 to 1/13/2017 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 12/31/2016 to 1/13/2017 pay period

- Last day to use Excess Leave before roll: 1/13/2017
- 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 1/1/2017
W-2s for 2016

**Schedule for Availability of 2016 W-2s**
- Jan 6th – Target online availability to those who consent
- Jan 30th – Target mail date for those not consenting
- Jan 31st – Available online to everyone
- Mar 1st – Requests open for additional paper copies

**Please encourage employees to:**
- Consent to receive W-2 electronically
  - visit [http://yes.az.gov](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, 2017
  - 2006 – 2015 W-2s will continue to be available online
**Tax Table**

- We are expecting changes to the Federal and State rates for 2017 and will communicate these when they are available by the IRS and DOR.

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**FEDERAL WITHHOLDING**

26 PAYS  
FEDERAL TAX ID NUMBER 86-6004791

(a) SINGLE person (including head of household) - BIWEEKLY TABLE

<table>
<thead>
<tr>
<th>If the amount of wages (after subtracting withholding allowances) is:</th>
<th>The amount of income tax to withhold is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Over $87</td>
<td>$0</td>
</tr>
<tr>
<td>$87 - $443</td>
<td>$443</td>
</tr>
<tr>
<td>$443 - $1,535</td>
<td>$1,535</td>
</tr>
<tr>
<td>$1,535 - $3,592</td>
<td>$3,592</td>
</tr>
<tr>
<td>$3,592 - $7,400</td>
<td>$7,400</td>
</tr>
<tr>
<td>$7,400 - $15,985</td>
<td>$15,985</td>
</tr>
<tr>
<td>$15,985 - $16,050</td>
<td>$16,050</td>
</tr>
</tbody>
</table>

(b) MARRIED person - BIWEEKLY TABLE

<table>
<thead>
<tr>
<th>If the amount of wages (after subtracting withholding allowances) is:</th>
<th>The amount of income tax to withhold is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Over $329</td>
<td>$0</td>
</tr>
<tr>
<td>$329 - $1,042</td>
<td>$1,042</td>
</tr>
<tr>
<td>$1,042 - $3,225</td>
<td>$3,225</td>
</tr>
<tr>
<td>$3,225 - $6,171</td>
<td>$6,171</td>
</tr>
<tr>
<td>$6,171 - $9,231</td>
<td>$9,231</td>
</tr>
<tr>
<td>$9,231 - $18,288</td>
<td>$18,288</td>
</tr>
</tbody>
</table>

To determine tax liability, deduct the following from gross pay: number of withholding allowances X $155.80; 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.

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**STATE WITHHOLDING**

STATE TAX ID NUMBER 07-0454000

<table>
<thead>
<tr>
<th>PR14 AZ FORMULA</th>
<th>% of Gross Taxable Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5.1% Optional.</td>
</tr>
<tr>
<td>11</td>
<td>4.2% Optional.</td>
</tr>
<tr>
<td>12</td>
<td>3.6% Optional.</td>
</tr>
<tr>
<td>13</td>
<td>2.7% Optional.</td>
</tr>
<tr>
<td>14</td>
<td>1.8% Optional.</td>
</tr>
<tr>
<td>9</td>
<td>1.3% Optional.</td>
</tr>
<tr>
<td>15</td>
<td>0.8% Optional.</td>
</tr>
<tr>
<td>8</td>
<td>0.0% Optional.</td>
</tr>
</tbody>
</table>

If EE does not expect to have any tax liability this year. Must file Annually.

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**FICA (SOCIAL SECURITY AND MEDICARE) TAXES**

<table>
<thead>
<tr>
<th>WAGES SUBJECT*</th>
<th>EMPLOYEE</th>
<th>EMPLOYER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIAL SECURITY</td>
<td>up to $127,200</td>
<td>6.20%</td>
</tr>
<tr>
<td>MEDICARE</td>
<td>up to $200,000</td>
<td>1.45%</td>
</tr>
<tr>
<td></td>
<td>over $200,000</td>
<td>2.35%</td>
</tr>
</tbody>
</table>

*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.

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**MINIMUM WAGE**

MINIMUM WAGE Effective for hours worked on or after:

<table>
<thead>
<tr>
<th>FEDERAL</th>
<th>$7.25</th>
<th>7/24/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE*</td>
<td>$8.05</td>
<td>1/1/15</td>
</tr>
</tbody>
</table>

*The Arizona Minimum Wage Act does not apply to State Government employees.
### Critical Dates – December

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 NOVEMBER</td>
<td>21</td>
<td>22 COMPUTE</td>
<td>23</td>
<td>24 PAYDAY 24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1 DECEMBER</td>
<td>2</td>
<td>3 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6 COMPUTE</td>
<td>7</td>
<td>8 PAYDAY 25</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GAO to send report of 2016 A-4 Tax Exempt EEs to agencies. If EE doesn’t file A-4 for 2017 by 12/31/16, set to 2.7% Default</td>
<td>GAO to send report of 2016 W-4 Tax Exempt EEs to agencies. If EE doesn’t file W-4 for 2017 by 2/15/17, set to Single/Zero</td>
<td>Final date to turn in Overpays (GAO-70A) with adjustments for Fed/State Withholdings</td>
<td>Overpays for years 2016 and prior cannot refund Fed/State withholdings</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20 COMPUTE</td>
<td>21</td>
<td>22 PAYDAY 26</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NO HANDWRITES</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CHRISTMAS HOLIDAY (OBSERVED)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Last chance to pay in 2016. Noon deadline for handwrites.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If EE who was State tax exempt in 2016 didn’t file A-4 for 2017 by 12/31/16, set to 2.7% Default Family Sick Leave Reset</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>SECURITY ON FOR ALL</td>
<td></td>
</tr>
</tbody>
</table>

- **December 24:** Holiday Thanksgiving
- **November 14, 2016:** Statewide Payroll Meeting
- **December 1:** December
- **December 2:** Pay period begin
- **December 3:** Pay period end
- **December 4:** Cancel Payment/Overpay Deadline for payments thru 12/01/16
## Critical Dates – January - March 2017

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>3</strong> COMPUTE</td>
<td><strong>4</strong></td>
<td><strong>5</strong> PAYDAY 1</td>
<td><strong>6</strong></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td><strong>NEW YEAR’S HOLIDAY</strong></td>
<td><strong>2PM deadline for W2 address updates</strong></td>
<td></td>
<td>Target Date: 2016 W-2’s Online for those who consent. Notification e-mails will be sent as required by IRS</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>Last day to use Excess Annual Leave before Roll</td>
<td><strong>14</strong> PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td><strong>MARTIN LUTHER KING JR. HOLIDAY</strong></td>
<td><strong>17</strong> COMPUTE</td>
<td><strong>18</strong></td>
<td><strong>19</strong> PAYDAY 2</td>
<td><strong>20</strong></td>
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<td></td>
<td></td>
<td></td>
<td><strong>ANNUAL LEAVE ROLL</strong></td>
<td></td>
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</tr>
<tr>
<td>22</td>
<td>23</td>
<td><strong>Last day to consent to not receive W-2 by mail</strong></td>
<td><strong>24</strong></td>
<td><strong>25</strong></td>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td><strong>Target Date: W-2s mailed to address as of 1/3/17</strong></td>
<td><strong>31</strong> COMPUTE</td>
<td>1 <strong>FEBRUARY</strong></td>
<td><strong>2</strong> PAYDAY 3</td>
<td><strong>3</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>2016 W-2’s Online for ALL Employees wanting duplicate W-2s should be directed to YES</strong></td>
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<td><strong>PAY PERIOD END</strong></td>
<td><strong>4</strong></td>
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<td><strong>5</strong></td>
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<td><strong>10</strong></td>
<td><strong>PAY PERIOD END</strong></td>
<td><strong>11</strong> PAY PERIOD BEGIN</td>
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<td><strong>12</strong></td>
<td><strong>13</strong></td>
<td><strong>14</strong> PAY PERIOD BEGIN</td>
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<td><strong>PAYDAY 4</strong></td>
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<td><strong>30</strong></td>
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<td></td>
<td><strong>1</strong> <strong>MARCH</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>PAY PERIOD END</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>
• Setting up a process to handle these centrally, similar to ASRS buy backs
  ○ If your agency received any Agreements by email, send them to Central.Payroll@azdoa.gov

• Employee has to work directly with PSPRS for the calculation and to setup the Agreement

• Treated as a post-tax deduction

• Deductions can be suspended and reactivated

• Lump sum amounts can be deducted from termination pay
Personnel Rule - Industrial Leave (R2-5A-D602):

- A.3.: An employee shall use leave in an amount necessary to receive total payments (leave payments plus Workers’ Compensation payments) that do not exceed the gross salary of the employee.

- Emails are being sent by Risk Management to Agencies regarding Workers Compensation payments to active State employees.

- GAO has developed a calculator to assist:
  - Risk Management pays 14 or 30 calendar days; Payroll pays 14 days
    - May not always align with payroll pay period
  - Converts to a daily rate
Payroll Entry for Workers' Comp Payments

**HRIS ENTRY**
- Record hours equivalent to the Work Comp payment to 630/630F
- Maximum leave hours to enter
- If leave is exhausted, key to 640/640F

**RECOVERY**
- If the employee has already received a payment over the maximum hours, you must recover the difference

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**WORKERS’ COMPENSATION SUMMARY**

<table>
<thead>
<tr>
<th>Period Begin</th>
<th>Period End</th>
<th>Amount Paid</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/12/2016</td>
<td>8/25/2016</td>
<td>$951.16</td>
<td>8/26/2016</td>
</tr>
</tbody>
</table>

**DAILY ADOA WORKERS’ COMP CALCULATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Regular Hours worked</th>
<th>Base Pay $</th>
<th>Workers’ Comp Payments Paid During Same Time Industrial Hours to Record 630/630F</th>
<th>Maximum Leave Hours to Record Maximum Wage Amount</th>
<th>Hours Paid</th>
<th>Hours to Recover</th>
<th>Gross Pay to Recover</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/12/2016</td>
<td>Fri</td>
<td>8.0</td>
<td>$142.72</td>
<td>$67.94</td>
<td>5.33</td>
<td>8</td>
<td>(5.33)</td>
<td>$95.09</td>
</tr>
<tr>
<td>8/13/2016</td>
<td>Sat</td>
<td></td>
<td>$67.94</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td><strong>$476.04</strong></td>
<td><strong>48.00</strong></td>
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Statewide Payroll Meeting
Agencies should be utilizing pay code 630/630F for the Risk Management portion of the payment
- Pursuant to Personnel Rules, all leave must be used to make up the difference between Work Comp payment and 100% of gross pay
- 640/640F should only be used once all leave is exhausted

If employees qualify, Agencies must manually add leave accruals using LP70
- If hours used is less than 2 hours to get to gross salary, add the accrual

Risk will be emailing reports daily

If the employee has returned to work during the Work Comp payment period or separated State service, contact your liaison or email: WorkersComp@azdoa.gov
Benefit Arrears

- The GAO and Benefits Division are working to improve the process related to employees with missed benefit deductions due to low pay or missing time records.
- As the workgroup is currently reviewing the process, we are reaching out to agencies for feedback.
The End

any questions

Next Meeting:

Fiscal Year End
Statewide Payroll Meeting
Monday, May 15, 2017
ADOA Conference Room 300