STATEWIDE PAYROLL MEETING
CALENDAR YEAR END

NOVEMBER 13, 2017
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
  – Brian Dodge
Contact Information

• Agency Payroll Resource Contact List

• Employee Resource Contact List

• Agency Contact List
  – Accounting
  – Payroll
  – Human Resources
  – Ideally, we’d like at least two people to ensure coverage in case the primary contact is out of the office.

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

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

• SB1428: PSPRS Retirement Changes [July 2017]
  – Agencies that have PSPRS eligible employees

• Unpaid Benefit Premium Billing Implementation [Aug 2017]
  – Unpaid Benefit Premium Collection Process
  – Central Billing project initiated
    • Web story posted 8/3/17 with details

• SAAM Policy [Sept 2017]
  – 5510: Self-Entry and/or Approval of Certain Transactions Relating to Compensation

• Y.E.S. System Platform Upgrade [Oct 2017]
  – Current and past paychecks visible in a single place under the 'Pay' menu.
Next Year

• 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.

• Health Impact Program Payments (HIP)
  – Processed in conjunction with ADOA-Benefit Services Division (BSD)
  – Proposed plan to be combined on the employee’s regular, bi-weekly paycheck during first quarter of 2018
  – Questions can be directed to: 602.542.5008

• HRIS Security
  – Requirement prior to upgrading HRIS to Infor Version 10
  – Reviewing the current process of security requests and setup
  – Goal is to simplify and reduce complexity
    • Currently about 1,800 power users

• SAAM Draft Policies
  – 9050: Employee vs. Independent Contractor
  – 9051: Independent Contractors Considerations and Concerns
  – TBD: Time Entry for Exempt Employees
New Unpaid Benefits Premium Collection Process

Central Billing Option

With changes in HRIS Unpaid Benefit Premium tracking, the General Accounting Office and Health Insurance Trust Fund (HITF) Accounting have developed a Central Billing Option available for all State Agencies using HRIS that simplifies the Unpaid Benefit Premium billing process.

How will it Work?

Agencies will continue to monitor the new Benefit Premium report available through the HRIS Data Warehouse and send to ADOA any necessary adjustments. Automatically, each non-pay week Monday, the General Accounting Office will prepare and mail the Billing Statements based on the unpaid benefit premiums in HRIS.

Reduces Workload

Taking care of this biweekly task will enable your agency personnel to focus on the higher value work of reviewing the information instead of filling out spreadsheets, preparing letters and billing statements, and folding and stuffing envelopes. It eliminates the need for your agency to send us copies of billing statements you mail to employees since we will already have the information. We pay the postage and the service is free!

How does my Agency Sign up?

Have your Agency Director or CFO email Stu.Wilbur@azdoa.gov requesting to sign up for Central Billing for Unpaid Benefit Premiums. Any questions? Contact Stu Wilbur at 602.542.1674.
Central Billing for Unpaid Benefit Premiums

• Approximately 200 billing statements each pay period.  
  – 13 agencies already enrolled, which represent 71.3% of the billing activity

• Agencies currently signed up:
  – AU Auditor General
  – BD Board of Financial Institutions
  – CD Early Childhood Development
  – CH Department of Child Safety
  – CS Board for Charter Schools
  – DC Department of Corrections
  – DE Department of Economic Security
  – DJ Department of Juvenile Corrections
  – ID Department of Insurance
  – MI Mine Inspector
  – PI Pioneers’ Home
  – PS Department of Public Safety
  – SD School for the Deaf and the Blind

• End of Year Goal: All agencies enrolled in Central Billing by 12/31/17.
• Encourage your accounting/benefit staff to coordinate and sign up.
Pay Code 950 – Special Processing Time Record

- Can now be entered by Agency Payroll.
- An hour only pay code that does not pay.
- Should be used when the sum of hours and the sum of wage equals zero.
  - HRIS deletes these time records during compute.
- GAO will add pay code 950 before compute for employees enrolled in Benefits who do not have a time record in order to collect the employer premium due.
  - To minimize 950 entry by Central Payroll, Agencies should enter known time for employees on the Missing Time Record Report by the 2 pm compute deadline.

### SOA Detail Time Entry (XR35.2)

- Date should be on or before termination date if applicable.
Unpaid Benefit Premium – Manual Warrant

- Please review Employee Payments to determine if the employee received no pay on compute and a pay code 950 was added to collect the Employer (ER) Premium.
  - If ER Premium was collected, and pay is owed for the PPE date:
    - a) Submit a GAO-70B to request a reversal of the zero dollar payment (added sheet on GAO-99A)
    - b) Process ZR80 Manual Payment using cycle 1, 2, or 3.
  - Cycle 5 should not be used when an employee received no pay on compute
    - Instead the zero dollar payment should be canceled (GAO-70B).
- Cycle 5 should be used when an employee received partial pay on compute but still has wages due.
  - Some EE and all ER premiums may have already been deducted/charged on compute
  - Select all pending one time deductions when keying Cycle 5
    - If there are low wages, select the earliest dated OTD first
- Make sure to always review and select all pending One Time Deductions on the "Payment" tab.
- Employees who are paid less than 30 hours, not including leave payouts, are responsible for paying the employer premium.
  - Please review the Benefit Premium Policy at http://benefitoptions.az.gov
  - Submit a GAO-73B to request one-time deductions required to be selected for the handwrite.
Unpaid Benefit Premium - OTD

- Please review the Benefit Premium Policy at [http://benefitoptions.az.gov](http://benefitoptions.az.gov)
  - Employees who receive payment for under 30 hours in a pay period, (not including leave payouts), are responsible for paying the employer premium.
  - Employees who owe the employer premium and are enrolled in both health and dental should have adjustments for both plans even when the dental is deducted from pay.
- GAO-73B created to allow adjustment of premiums through a one-time deduction when an employee owes the employer premium.
- The GAO-73B should list both the employee charge and the employer refund.
- Adjustments should be submitted before payroll compute if known to be needed.
  - Post-compute adjustments must be submitted on GAO-73B by noon on Friday
- New after tax deduction codes for employee to be charged the employer premium:

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D181</td>
<td>DENTAL DELTA-ER PORTION</td>
</tr>
<tr>
<td>D183</td>
<td>DENTAL-TOTAL-ER PORTION</td>
</tr>
<tr>
<td>D185</td>
<td>DENTAL-CIGNA-ER PORTION (Jan 1 2018)</td>
</tr>
<tr>
<td>M181</td>
<td>MEDICAL-AETNA-ER PORTION</td>
</tr>
<tr>
<td>M183</td>
<td>MEDICAL-BCBS-ER PORTION</td>
</tr>
<tr>
<td>M185</td>
<td>MEDICAL-CIGNA-ER PORTION</td>
</tr>
<tr>
<td>M187</td>
<td>MEDICAL-UHC-ER PORTION</td>
</tr>
</tbody>
</table>
Incentive Strategies

• 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 December 21, 2017 payroll
  – If any errors occur, there is little time to correct in 2017
  – Central Payroll recommends any bonuses approved, to be paid before the end of the calendar year, be scheduled no later than the December 7th payroll.
Year End Payments

• **November 23, 2017** - The warrant mailing for the pay date (Thanksgiving holiday), will occur on Friday.
  – New direct deposit accounts should be setup in HRIS by **November 14, 2017** to ensure the November 23, 2017, 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.

• **December 6, 2017** - Overpays and payments to be canceled for payments through December 1, 2017.

• **December 13, 2017** - Overpays and payments to be canceled for payments through December 12, 2017.

• **December 14, 2017 and after** - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.
Final Payments in 2017

• Handwrites issued between December 26th – 28th will be mailed directly from the GAO.
  – This is to ensure constructive receipt for W-2 purposes

• Final Day for Handwrites – December 28th, 2017 at Noon

• Handwrites will not be processed on December 29th – 31st, 2017
A-4s and W-4s

• 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 are now available through the Data Warehouse, on-demand (no longer emailed by Central Payroll)
  – Employees that file “Exempt” cannot also ask to have an additional amount deducted. This form would be invalid.

• The 2017 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on December 31, 2017
  – Employees must file a new 2018 DOR Form A-4 to claim exempt status for the 2018 calendar year
  – If the employee does not provide a new Form A-4 by 12/31/17, 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 2017 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on February 15, 2018, Employees wishing to claim Federal exempt, must file a new 2017 IRS Form W-4 to claim exempt status for the 2018 calendar year
  – If the employee who previously claimed exempt does not provide a 2018 Form W-4 by 2/15/18, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/15/18.
  – Forms will be posted to www.irs.gov
• Federal Tax Exempt
  – Listing of all employees with PR13 Tax Exm Flag indicated “Y”.
  – To remain tax exempt, employees must file a new IRS Form W-4 tax form by mid-February every calendar year. If employees do not file a new form, agency payroll must remove the Tax Exempt flag on PR13 and change the employee’s tax withholdings to the default rate of Single with 0 exemptions by the mid-February filing deadline. Requires action annually.

• Invalid Tax Election PR13: Exempt with Additional Amount
  – Pursuant to IRS instructions for Form W-4, an election to be exempt cannot indicate an additional amount. This is an invalid combination and must be updated as soon as possible.
  – Please contact the employee to remove the additional amount via www.yes.az.gov or by completing a paper W-4 to remove the exemption election from PR13. Requires immediate action.

• Invalid Tax Setup: Code B
  – The PR13 Tax Exempt flag currently has an invalid value of “B”. If the employee filed a paper IRS Form W-4 or AZ DOR Form A-4 to claim exemption from taxes, the Tax Exempt Flag should be “Y”.
  – Please update the PR13 Tax Exm Flag to “Y” as soon as possible. Requires immediate action.
Data Warehouse Reports – Nov 2017

• **State Tax Exempt**
  - To remain tax exempt, employees must file a new AZ DOR Form A-4 by December 31st of every calendar year. If employees do not file a new form, agency payroll must change the employee’s tax withholdings to the default rate of 2.7% on PR14 and remove the Tax Exempt flag on PR13 (if it exists) by the December 31st deadline.
  - If the PR13 Tax Exempt Flag is “Y” and the PR14 Arizona Formula is not 8, please verify the A-4 on file and correct the tax setup for the employee as soon as possible. **Requires action annually.**

• **Invalid Tax Election PR14: Exempt with Additional Amount**
  - Pursuant to AZ Department of Revenue instructions for Form A-4, an election to be exempt cannot indicate an additional amount. This is an invalid combination and must be updated as soon as possible.
  - Please contact the employee to remove the additional amount via www.yes.az.gov or by completing a paper A-4 to remove the exemption election from PR14. **Requires immediate action.**
Social Security and Medicare Deductions

• Social Security:
  – Effective January 1, 2018, the maximum amount of earnings subject to Social Security will increase to $128,700
  – 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 18, 2018, an employee's annual leave balance will be adjusted to show the following:

- **Deduct**: Annual leave used during the 12/30/2017 to 1/12/2018 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 12/30/2017 to 1/12/2018 pay period

- Last day to use Excess Leave before roll: 1/12/2018
- 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 1/1/2018
W-2s for 2017

• Schedule for Availability of 2017 W-2s
  – Jan 2nd – Deadline for updating mailing address
  – Jan 5th – Target online availability to those who consent
  – Jan 15th – Consent deadline to be removed from mailing
  – Jan 30th – Target mail date for those not consenting
  – Jan 31st – Available online to everyone
  – Feb 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”
      – 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 duplicate requests until February 1st, 2018
    • 2006 – 2016 W-2s will continue to be available online
  – Complete GAO – W2 Form and email to [Central.Payroll@azdoa.gov](mailto:Central.Payroll@azdoa.gov) to save time
    • Please do not give out Central Payroll phone numbers
Tax Table

- We are expecting changes to the Federal and State rates for 2018 and will communicate these when they are available by the IRS and DOR
  - [www.azdor.gov](http://www.azdor.gov)

### FEDERAL WITHHOLDING

#### BIWEEKLY TABLE

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

<table>
<thead>
<tr>
<th>Over</th>
<th>But not over</th>
<th>The amount of income tax to withhold is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$87</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>$443</td>
<td></td>
<td>$35.60 plus 15% $87</td>
</tr>
<tr>
<td>$1,535</td>
<td></td>
<td>$199.40 plus 25% $443</td>
</tr>
<tr>
<td>$3,592</td>
<td></td>
<td>$13.65 plus 28% $1,535</td>
</tr>
<tr>
<td>$7,400</td>
<td></td>
<td>$9.89 plus 33% $3,592</td>
</tr>
<tr>
<td>$15,985</td>
<td></td>
<td>$39 plus 35% $7,400</td>
</tr>
<tr>
<td>$16,050</td>
<td></td>
<td>$4,612.94 plus 38% $15,985</td>
</tr>
</tbody>
</table>

(b) MARRIED person -

<table>
<thead>
<tr>
<th>Over</th>
<th>But not over</th>
<th>The amount of income tax to withhold is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$329</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>$1,042</td>
<td></td>
<td>$71.30 plus 15% $329</td>
</tr>
<tr>
<td>$3,225</td>
<td></td>
<td>$398.75 plus 25% $1,042</td>
</tr>
<tr>
<td>$6,171</td>
<td></td>
<td>$1,135.25 plus 28% $3,225</td>
</tr>
<tr>
<td>$9,231</td>
<td></td>
<td>$1,992.05 plus 33% $6,171</td>
</tr>
<tr>
<td>$16,227</td>
<td></td>
<td>$4,300.73 plus 35% $9,231</td>
</tr>
<tr>
<td>$18,288</td>
<td></td>
<td>$5,022.08 plus 39.6% $16,227</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.

#### STATE WITHHOLDING

<table>
<thead>
<tr>
<th>PR14 AZ FORMULA</th>
<th>Optional.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Optional.</td>
</tr>
<tr>
<td>11</td>
<td>Optional.</td>
</tr>
<tr>
<td>12</td>
<td>4.6%</td>
</tr>
<tr>
<td>13</td>
<td>2.7%</td>
</tr>
<tr>
<td>14</td>
<td>1.8%</td>
</tr>
<tr>
<td>15</td>
<td>1.3%</td>
</tr>
<tr>
<td>16</td>
<td>0.8%</td>
</tr>
<tr>
<td>17</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

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

### 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 up to $127,200</td>
<td>6.20%</td>
<td>6.20%</td>
</tr>
<tr>
<td>MEDICARE up to $200,000</td>
<td>1.45%</td>
<td>1.45%</td>
</tr>
<tr>
<td>over $200,000</td>
<td>2.35%</td>
<td>1.45%</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.

### MINIMUM WAGE

<table>
<thead>
<tr>
<th>MINIMUM WAGE</th>
<th>Effective for hours worked on or after</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>$7.25</td>
</tr>
<tr>
<td>STATE*</td>
<td>$8.05</td>
</tr>
</tbody>
</table>

*The Arizona Minimum Wage Act does not apply to State Government employees.

November 13, 2017

(These are 2017 Rates)
<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>19 NOVEMBER</td>
<td>20</td>
<td>21 COMPUTE</td>
<td>22</td>
<td>23 THANKSGIVING HOLIDAY</td>
<td>24 WARRANTS MAILED FROM GAO</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1 DECEMBER</td>
<td>2 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5 COMPUTE</td>
<td>6</td>
<td>7 PAYDAY 25</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19 COMPUTE</td>
<td>20</td>
<td>21 PAYDAY 26</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30 PAY PERIOD BEGIN</td>
</tr>
</tbody>
</table>

Overpay (GAO-70A) deadline for payments through 12/1/17

Overpay (GAO-70A) deadline for payments through 12/12/17

Recommend Agency run Data Warehouse Reports of 2017 Tax Exempt EEs.

GAO Payroll Final date to process Overpays with adjustments to Federal/State withholding tax

Overpay for years 2017 and prior cannot refund Federal/State withholding taxes

Cancel Payments Deadline for payments through 12/28/17. Must be canceled via Overpayment Worksheet

Last chance to pay in 2017 Noon deadline for handwrites

If EE who was State tax exempt in 2017 didn’t file A-4 for 2018 by 12/31/17, set to 2.7% Default

Family Sick Leave Reset

SECURITY ON FOR ALL

Overpays for years 2017 and prior cannot refund Federal/State withholding taxes

CHRISTMAS HOLIDAY

PAY PERIOD END

NO HANDWRITES

Handwrites Mailed

Handwrites Mailed

Handwrites Mailed

Handwrites Mailed

No handwrites

New Year’s Holiday

No handwrites

No handwrites

Overpays for years 2017 and prior cannot refund Federal/State withholding taxes
HRIS Critical Dates - January - February 2018

**Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday**
--- | --- | --- | --- | --- | --- | ---
1 | JANUARY | 2 | COMPUTE | 3 | 4 | PAYDAY 1
| HOLIDAY | | | | | | PAY PERIOD BEGIN
| NEW YEARS | | 2PM deadline for W2 address updates | | | |
7 | 8 | 9 | 10 | 11 | 12 | PAY PERIOD END
| | | | | Last day to use Excess Annual Leave before Roll | | PAY PERIOD BEGIN
14 | 15 | 16 | COMPUTE | 17 | 18 | PAYDAY 2
| HOLIDAY | | | | | | PAY PERIOD END
| MARTIN LUTHER KING JR. | | ANNUAL LEAVE ROLL | | | | Last day to consent to not receive W-2 by mail
21 | 22 | 23 | 24 | 25 | 26 | PAY PERIOD BEGIN
28 | 29 | 30 | COMPUTE | 31 | 1 | FEBRUARY
| Target Date: W-2s mailed to address as of 1/2/18 | | 2017 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES | | PAYDAY 3 | | PAY PERIOD END
11 | 12 | 13 | COMPUTE | 14 | 15 | PAYDAY 4
| | | | | If EE who was Federal Tax exempt in 2017 didn’t file W-4 for 2018 by 2/15/18, set to Single/Zero | | PAY PERIOD END
2 | | | | | |
State Agency Feedback

• Data Warehouse Reports
  – Considering converting some bi-weekly payroll queries to on-demand reports in the HRIS Data Warehouse.

• What is the hardest data to extract?
  – Pre-Compute vs. Post Compute Data

• What reports would your agency consider helpful?

• Required Data Elements
  – Process Level, Department
  – EIN, Name
  – Status, FTE

<table>
<thead>
<tr>
<th>Report</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Level with Active Employee without Time Records</td>
<td></td>
</tr>
<tr>
<td>Over 100 hours keyed</td>
<td></td>
</tr>
<tr>
<td>All Pay Over $6,000</td>
<td></td>
</tr>
<tr>
<td>HR11 Shift not equal to Time Record Shift</td>
<td></td>
</tr>
<tr>
<td>Over 16 hours keyed to one day</td>
<td></td>
</tr>
<tr>
<td>HR11 Pay Rate not equal to Time Record Pay Rate</td>
<td></td>
</tr>
<tr>
<td>Other: Please describe ____________________________________</td>
<td></td>
</tr>
</tbody>
</table>
State Agency Feedback

- SAAM 5515 **Time Reporting**
- Some agencies are asking for more detailed guidance, especially for proper time reporting for exempt employees such as:
  - Exempt employees working on holidays or weekends
  - Partial day absences
  - Flexible Work Schedules (i.e. 4 X 10’s)
  - Telecommuting, training, etc.
  - What situations are problematic to your agency that a policy would address?
  - What scenarios would you like covered?

- If your agency is developing or has published a policy, can you please email to **Central.Payroll@azdoa.gov** for us to review.
The End

any questions?

Next Meeting:
Fiscal Year End
Statewide Payroll Meeting
Monday, May 14, 2018
ADOA Conference Room 300