STATEWIDE PAYROLL MEETING
CALENDAR YEAR END

NOVEMBER 25, 2019
Introductions

• Central Payroll
  – Tracey Cappuccio
  – Karen Turner
  – Sam Tekien
  – Lalita Farr
  – Vahn Vo
  – Misty Delgado
  – Everett Rubio
  – Joy Bridges, RASL

• Systems Integration
  – Joanna Greenaway
  – Stephanie Neves
  – Brian Dodge
  – Michael Williams
Contact Information

- Agency Payroll Resource Contact List
- Employee Resource Contact List
- Agency Contact List
  - Accounting
  - Payroll*
    - Group Email Address
    - Ideally, we’d like at least two people to ensure coverage in case the primary contact is out of the office
  - Human Resources
- Please send any updates to Central Payroll electronically
  - (602) 364-2215 (fax)
  - Central.Payroll@azdoa.gov
Website Registration

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

SAAM 0010 Requirement:
• Each agency must “Register for Updates” and must ensure that the appropriate personnel in the agency also “Register for Updates.” The appropriate personnel in an agency are identified by their roles and responsibilities within the agency and include, minimally:
  – The CFO, any CFO delegates, and Chief Accountant
  – Any user of HRIS
  – Agency P-Card Administrator, Users of the P-Card
  – Agency Travel Card Program Administrator, users of the Central Travel Account
Recent Accomplishments

• CORP Defined Contribution Plan – 90 Day Wait [Sept 2019]
  – For any CORP members hired on/after 9/1/2019

• Military Leave Roll [Oct 2019]
  – Processed 10/9/2019
  – Emails sent to agencies
  – Questions: email Central.Payroll@azdoa.gov

• HRIS Security Upgrade [Sept- Nov 2019]
  – New HRIS Security Policy and updated HRIS Training in TraCorp
  – All Power Users required to have new request forms
  – Prior Security Module decommission date: 12/2/2019

<table>
<thead>
<tr>
<th></th>
<th>All Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAUA (prior Security Module)</td>
<td>1351</td>
</tr>
<tr>
<td>LS (new Security Module)</td>
<td>813</td>
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<tr>
<td>Reduction</td>
<td>(538) (-40%)</td>
</tr>
</tbody>
</table>
Coming Months

• Health Impact Program Payments (HIP)
  – Processed in conjunction with ADOA-Benefit Services Division (BSD)
  – Plan is to combine on the employee’s regular, bi-weekly paycheck during first quarter of 2020
  – Questions can be directed to: 602.542.5008

• New Rates for Wireless Devices used to conduct State business
  – 5560 Wireless Devices Used to Conduct State Business
  – Rates effective January 1, 2020
  – Monthly standard reimbursement amount is up to, but not to exceed, forty dollars ($40) combined for voice, text and data service

• MHC Transition to Azure
  – After posting of 2019 W-2
  – Change in platform from on premise to cloud
  – Will require W-2 reaffirmation of consents for electronic receipt
State of Arizona Accounting Manual (SAAM) Policy Updates

- **Section 05 Internal Controls**
- **Section 50 Travel**
  - 5030 Hotels, Motels, and Lodging [July 2019]
  - 5045 Travel Requests and Authorizations [July 2019]
  - 5050 Central Travel Account [June 2019]
  - 5051 Employee Travel Card (ETC) Agency Responsibilities [July 2019]
  - 5052 Travel Advances [July 2019]
  - 5054 Employee Travel Card (ETC) Employee Responsibilities [June 2019]
- **Section 55 Payroll and Personnel**
  - 5505 General Payroll Policies [Aug 2019]
  - 5520 Direct Deposits of Payroll [Nov 2019]
  - 5535 Employee Relocations [July 2019]
  - 5559 Employee Awards (from Other than Employee Recognition Funds) [Aug 2019]
  - 5560 Wireless Devices Used to Conduct State Business [Nov 2019]

https://gao.az.gov/publications/saam
HRIS Upgrade

• Security Upgrade
  – Forms submission deadline: 9/30/2019
  – Forms processing deadline: 11/30/19
  – Decommission of old Security Application: 12/2/19

• HRIS Security Roles & ETE Proxy Conflicts
  – Email listing to Agencies: estimate: by the week of 12/9/19
  – Agencies requested to take action/respond: by 12/31/19
  – Questions: email Central.Payroll@azdoa.gov

• HRIS Upgrade testing
  – Unit Testing completed
  – System Integration Testing (SIT) in progress right now
  – User Acceptance Testing (UAT) scheduled February
  – Anticipated go-live: April 1, 2020
• Arizona State Retirement System 20/20 Tracking
  – Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse
  – Employee has worked at least 20 weeks of 20 or more hours in each week in a fiscal year, they may be eligible for ASRS membership
    • Notify Agency Human Resources if employee has met 20/20
    • Review pay history for missed contributions

• PSPRS, CORP, EORP Plans
  – Check membership status of new hires/rehires to determine appropriate plan and contribution rate [http://www.psprs.com/](http://www.psprs.com/)
    • Demographic Data & Employment Status Changes need to be sent to PSPRS
Changes to ASRS

Compensation Definition: SB1018 modified A.R.S. § 38-711 (7)

- Beginning January 1, 2020, new ASRS members will have a simplified definition of compensation. It will only include gross wages paid to the member, by the employer, for services rendered during the period considered as credited service.

- Exceptions:
  - Mandatory leave payouts will no longer be considered compensation for new ASRS members
  - Non-accountable allowances such as vehicle or phone allowance will also no longer be compensation for new ASRS members

- ASRS compensation for membership dates prior to 1/1/2020 do not change

Alternate Contribution Rate (ACR) for retirees filling a position of a contributing member

- If active member is on paid leave: no ACR due
- If active member is on unpaid leave: ACR due
Missed ASRS Contributions

• A.R.S. § 38-738 (E) requires that employees provide written permission to take any missed ASRS retirement contributions through the payroll process
• The GAO73A is updated to include a signature line for the employee to authorize the payroll deduction of missed ASRS contributions
• GAO73As for missed ASRS contributions that do not have the signature of the employee will not be processed
• If the employee does not provide the written permission to take the missed ASRS contributions through payroll, report the missed contributions via the Contributions Not Withheld (CNW) process
  — Further details on CNW: https://www.azasrs.gov/content/employer-reference-materials
Benefit Premium - OTD

  - Employees who receive payment for under 30 hours in a pay period, may be responsible for paying the employer premium
  - Qualified Life Event (QLE) includes change in employment status or work schedule (Leave Without Pay). Contact agency benefit liaison for more information

- GAO-73B adjustment of premiums through a one-time deduction when an employee owes the employer premium
  - Submit before payroll compute (Tuesday @ noon) if known to be needed
  - Post-compute adjustments must be submitted by noon on Friday for billing

- Manual Payment adjustments must be submitted before manual payment is created

- After tax deduction codes to charge employee for the employer premium:

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<th>DEDUCTION CODE</th>
<th>DEDUCTION DESCRIPTION</th>
<th>DEDUCTION AMOUNT</th>
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<tr>
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<td>DELTA DENTAL - ER</td>
<td>▼ (4.58)</td>
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<tr>
<td>M187</td>
<td>MEDICAL-UHC-ER PORTION</td>
<td>▼ 549.72</td>
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<td>M024</td>
<td>UNITED HEALTHCARE EPO - UNES - ER</td>
<td>▼ (549.72)</td>
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Manual Payment Deduction Cycles

• When to create ZR80 Manual Payment using Deduction Cycle 5:
  – Employee had a $0 payment (pay code 950 or LWOP) and still has wages due; or
  – Employee received partial pay on compute and still has wages due; or
  – Employee is Deceased

• When to create ZR80 Manual Payment using Deduction Cycles 1, 2, or 3
  – Employee is Dismissed

• Select all pending one-time deductions
  – Must wait until payday Thursday to be able to select one-time deductions
  – If there are low wages, select the earliest dated one-time deduction first
HRIS Absence Management Reports

- **LP31.1 Employee Master Plan**
  - Maintains the dates that control absence plan processing and current balance amounts
HRIS Absence Management Reports

- LP231 - Employee Plan Master Listing
  - Prints a list of selected employee master record dates and related enrollment and/or length of service records
  - Loading the output into a spreadsheet allows quick identification of date errors
HRIS Absence Management Reports

• LP231 parameter examples

For more detailed instructions:
https://hr.az.gov/content/securityrolesandtraining
  – Agency Absence Plan Forms-Reports-Knowledge Base
  – Absence Plan Master Forms
HRIS Absence Management Reports

• Master Entry can equal the Adjusted Date of Hire (ADOH) or the effective date of the group
  – Master entry dates should be chronological
  – ISSUE: Multiple groups for the same plan

• Service Begin must be the employee’s ADOH

• Eligibility Begin date can equal ADOH or be a pay period end (PPE) prior to Service Begin

• Accrual From and Accrual Start dates should be the PPE date prior to the ADOH
  – ISSUE: PPE date is imperative for Comp and Holiday plans to be able to apply earned hours timely
HRIS Security

- Upgrade to security platform required for HRIS v10
- **All** Power User roles replaced with new roles to align with industry standards and ensure separation of duties
- HRIS Security Policy created & HRIS Security Request Form updated

[https://hr.az.gov/HRIS-Forms](https://hr.az.gov/HRIS-Forms)
HRIS Security

- 7 Payroll roles consolidated to 1 role, Agency Payroll Specialist
- Additional Roles need to be assigned to view:
  - Absence Plans and Donated Leave: Agency Absence Management role
  - Labor Distribution updates: Agency Labor Distribution Specialist role
  - Benefit Plan details: Agency Benefits View role

<table>
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<tr>
<th>NEW ROLE</th>
<th>REPLACES</th>
<th>KEY CHANGES</th>
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<tbody>
<tr>
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<td>- Payroll Approver</td>
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<tr>
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<td>- Payroll Initiator</td>
<td>- Standard Payroll Forms &amp; Reports</td>
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<td>- Timekeeper Specialist</td>
<td>* Deduction Audit (Tax Changes)</td>
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<td>- HR/PR Tax Initiator</td>
<td>* Direct Deposit Audit</td>
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<td>- ETE Batch Maintenance</td>
<td>- ETE Forms &amp; Reports</td>
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<td>- ETE Account Template Specialist</td>
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<td>- Vehicle Template Specialist</td>
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<td>- Donated Leave</td>
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<td></td>
<td>- Absence Plan Balances</td>
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<td>Agency Labor Distribution Specialist</td>
<td>- Labor Distribution Specialist</td>
<td>NEW: View to Labor Distribution Elements GL, AC forms</td>
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<td>Agency Reimbursement Specialist</td>
<td>- Employee RMB Specialist</td>
<td>NEW: Re-Assign Batch to Power User ID.</td>
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<td>- Employee RMB Approver</td>
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### HRIS Security

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<th>NEW ROLE</th>
<th>REPLACES</th>
<th>DIFFERENCES/CHANGES</th>
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<td>ETE Personnel Coordinator</td>
<td>New Reports for Audit, Proxy Tracking, Comments</td>
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<td>Agency ETE Proxy Administrator</td>
<td>ETE Security Administrator</td>
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<tr>
<td>Agency ETE Proxy*</td>
<td>ETE Proxy</td>
<td>Agency HR Generalists can’t have Approval Access.</td>
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**AGENCY ETE PROXY:**

- Use the HRIS Security ETE Proxy Request form to request ETE Proxy access
  - Form routed to your Agency Security Approver
  - Agency Security Approver, authorizes form and sends to Agency ETE Proxy Administrator for entry in HRIS (or Central.Payroll@azdoa.gov)

- HRIS Power User with the role Agency HR Generalist can only be assigned as an ETE Proxy with **NO** approval access
  - This means they can only review, enter, submit and reject ETE time cards
HRIS Security Roles Training Updated

https://hr.az.gov/content/securityrolesandtraining

• Description of Role
• Training Course ID
• Forms/Reports List
• Training Guides by Subject

• GAO Agency Payroll Guide (APG) updated with new training links mid-December

https://gao.az.gov/payroll-rasl/payroll-guide

AGENCY PAYROLL SPECIALIST

TraCorp Course ID: HRISPAYROLLSPEC

The resources provided below are for quick reference only. To gain access to a role, users must complete the required training for that role in TraCorp. To locate the proper training and exam for a role search the course id provided above.

This role provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay (stipends). This role can create manual warrant payments outside the payroll cycle, add & change deductions at the employee level and maintain (add/change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.

Security Role Attributes

• Forms and Reports Available - Agency Payroll Specialist
• Lesson Plans
  • Deductions
  • Direct Deposit
Direct Deposit Self Service

- Employees can Add, Change or Stop Direct Deposit accounts in Y.E.S. effective Dec 2nd
  - Maximum of 5 active accounts
  - Accounts can be set to a fixed amount and various percentages
  - Accounts will go through the pre-notification process
  - Y.E.S. entries can be made by employee 24/7

Entries made by agencies on XR12.1 and entries made in Y.E.S. trigger Email Notifications to Agency Payroll, Employee Work Email and Employee Personal Email
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 19, 2019 payroll
  – If any errors occur, there is little time to correct in 2019
  – Central Payroll recommends any bonuses approved, to be paid before the end of the calendar year, be scheduled no later than the December 5th payroll
2020 W-4 Employee’s Withholding Certificate

- In 2020, the Internal Revenue Service (IRS) will release a new W-4
- Form W-4 will now be “Employee’s Withholding Certificate” replacing the “Employee’s Withholding Allowance Certificate”

- Current employees can keep their previous Form W-4 elections (Forms 2019 and prior)
- Any changes made in 2020 must use the new form
  – February: 2019 exemptions expire
- New employees hired beginning January 1st must use the new form

Form W-4 Employee’s Withholding Certificate

Steps:

1. Enter Personal Information
   - Full name and middle initial
   - Social security number
   - Date of birth
   - City or town, state and ZIP code
   - Other information (e.g., if you have multiple jobs)

2. Step 2: Multiple Jobs or Spouse Works
   - If you have more than one job, you must complete Form W-4 for each job.

3. Step 3: Claim Dependents
   - Multiply the number of qualifying children under age 17 by $2,000
   - Multiply the number of other dependents by $2,000

4. Step 4: Options: Other Adjustments
   - Other income: Enter income from any job
   - Other deductions: Enter any additional tax you want withheld each pay period

5. Sign Here
   - Employee’s signature
   - Date

Employers Only

- Employer’s name and address
- First date of employment
- Employer identification number (EIN)
2020 W-4 Employee’s Withholding Certificate

Updated Form W-4 will have 5 steps:

1. Enter Personal Information (Required)
2. Multiple Jobs or Spouse Works (Optional)
3. Claim Dependents (Optional)
4. Other Adjustments (Optional)
5. Sign and Date (Required)

Step 1 Required:

Step 5 Required:
2020 W-4 Employee’s Withholding Certificate

Steps 2 - 4 are Optional:

**Step 2:**
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

**Step 3:**
Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000

Multiply the number of other dependents by $500

Add the amounts above and enter the total here

**Step 4 (optional):**
Other Adjustments

(a) Other income. If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(c) Extra withholding. Enter any additional tax you want withheld each pay period.
2020 W-4 Employee’s Withholding Certificate

***The State, as an employer, cannot recommend or advise employees regarding their tax withholding elections***

The IRS has made the following resources available:

- Draft Form W-4 & Instructions
- IRS 2020 W-4 FAQ
- IRS Tax Withholding Estimator
- HRIS updates have not yet been made available to GAO for testing
  - System changes will be communicated to agencies before the updates are implemented
Annual Leave Roll Back

- For the payday of January 16, 2020, an employee's annual leave balance will be adjusted to show the following:
  - **Deduct:** Annual leave used during the 12/28/2019 to 1/10/2020 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 12/28/2019 to 1/10/2020 pay period

- Last day to use Excess Leave before roll: 1/10/2020

- 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 1/1/2020
Year End Payments

- December 19, 2019: Last regular pay date in 2019

- Handwrites (Manual Warrants)
  - Issued December 26th & 30th will be mailed directly to employee from the GAO to ensure constructive receipt for W-2 purposes
  - Final Day for Handwrites – December 30th at Noon
  - Handwrites will not be processed on December 27th & December 31st

- DEADLINES for Payment Reversals
  - December 24th: Deadline to submit GAO-70A Overpayments and GAO-70 Warrant Cancelation to be processed with Federal and State tax credits
  - December 26th and after: GAO-70A Overpayments cannot adjust Federal or State taxes since they have already been remitted to tax authorities
W-2s for 2019

• Schedule for Availability of 2019 W-2s
  – Dec 31st – Deadline for updating mailing address in Y.E.S.
  – Jan 3rd – Target online availability to those who consent
  – Jan 13th – 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

• 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”
    • 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, 2020
  – 2006 – 2018 W-2s will continue to be available online
  – Complete GAO – W2 Form and email to Central.Payroll@azdoa.gov
Social Security and Medicare Deductions

• Social Security:
  – Effective January 1, 2020, the maximum amount of earnings subject to Social Security will increase to $137,700
  – 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 per year
  – Medicare Tax on wages up to $200,000 will be 1.45%
  – Medicare Tax on wages in excess of $200,000 will be 2.35%
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
  - Employees that file “Exempt” cannot also ask to have an additional amount deducted. This form would be invalid

- The 2019 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on December 31, 2019
  - Employees must file a new 2020 DOR Form A-4 to claim exempt status for the 2020 calendar year
  - If the employee does not provide a new Form A-4 by 12/31/19, 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 2019 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on February 17, 2020, Employees wishing to claim Federal exempt, must file a new 2020 IRS Form W-4 to claim exempt status for the 2020 calendar year
  - If the employee who previously claimed exempt does not provide a 2020 Form W-4 by 2/17/20, agencies must change the tax status on PR13 to Single on 2/18/20
  - Forms will be posted to www.irs.gov
Data Warehouse Tax Reports

- Invalid Tax Election PR13: Exempt with Additional Amount
  - Invalid tax election combination
  - Requires immediate action
- Invalid Tax Setup: Code B
  - The PR13 Tax Exempt flag currently has an invalid value of “B”
    Requires immediate action
- Invalid Tax Election PR14: Exempt with Additional Amount
  - Invalid tax election combination
  - Requires immediate action
- Federal Tax Exempt
  - Listing of all employees with PR13 Tax Exm Flag indicated “Y”
  - Requires action annually
- State Tax Exempt
  - Listing of all employees with PR14 Arizona Formula 8
  - Requires action annually
HRIS Critical Dates - November - December 2019

- **COMPUTE**
- **PAYDAY**
- **THANKSGIVING HOLIDAY**
- **PAY PERIOD BEGIN**
- **PAY PERIOD END**
- **CHRISTMAS HOLIDAY**
- **NO HANDWRITES**
- **HANDWRITES MAILED**
- **NO HANDWRITES**
- **NO HANDWRITES**

**Notes:**
- Recommend Agency run Data Warehouse Reports of 2019 Tax Exempt EEs.
- Overpays for years 2019 and prior cannot refund Federal/State withholding taxes.

**Reminders:**
- Deadline to submit Overpays with adjustments to Federal/State tax.
- System Updates for CYE HRIS SECURITY ON FOR ALL.
- Last chance to pay in 2019 Noon deadline for handwrites.
- Deadline for W2 address changes via YES.
- If an EE who was State tax exempt in 2019 didn't file A-4 for 2020 by 12/31/19, set to 2.7% Default.
- Family Sick Leave Reset.

**Dates:**
- November 17: COMPUTE
- November 20: PAYDAY 24
- November 28: THANKSGIVING HOLIDAY
- December 2: COMPUTE
- December 5: PAYDAY 25
- December 8: Recommend Agency run Data Warehouse Reports of 2019 Tax Exempt EEs.
- January 1: NO HANDWRITES
- January 2: PAYDAY 1
- January 3: NO HANDWRITES
- January 4: NO HANDWRITES
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>30 DECEMBER</td>
<td>31</td>
<td>COMPUTE</td>
<td>1 JANUARY</td>
<td>2 PAYDAY 1</td>
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<td>Deadline for W2 address changes via YES</td>
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<td>NEW YEARS HOLIDAY</td>
<td>HRIS SECURITY ON FOR ALL</td>
<td>Family Sick Leave Reset</td>
<td>Target Date: 2019 W-2’s Online for those consent. Notification e-mails will be sent as required by IRS</td>
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<td>11 PAY PERIOD BEGIN</td>
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<td>Prior Year Adjustments System unavailable until 10 am; YES available</td>
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<td>14 COMPUTE</td>
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<td>16 PAYDAY 2</td>
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<td>26</td>
<td>27</td>
<td>28 COMPUTE</td>
<td>29</td>
<td>30 PAYDAY 3</td>
<td>31</td>
<td>1 FEBRUARY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Target Date: W-2s mailed to address as of 1/1/20</td>
<td>W-2s online for ALL Employees wanting duplicate W-2s should be directed to YES</td>
<td></td>
<td>Form GAO - W-2 for requesting paper duplicates accepted</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8 PAY PERIOD BEGIN</td>
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<td></td>
<td>PAY PERIOD END</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11 COMPUTE</td>
<td>12</td>
<td>13 PAYDAY 4</td>
<td>14</td>
<td>15</td>
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<td>16</td>
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<td>18</td>
<td>19</td>
<td>20</td>
<td>24</td>
<td>25 PAY PERIOD BEGIN</td>
</tr>
<tr>
<td>PRESIDENT’S DAY HOLIDAY</td>
<td>If an EE who was Federal Tax exempt in 2019 didn’t file W-4 for 2020 by 2/18/20, set to Single</td>
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<td></td>
<td>PAY PERIOD END</td>
<td></td>
</tr>
</tbody>
</table>
The End

any questions

Next Meeting:

Fiscal Year End
Statewide Payroll Meeting
Monday, May 11, 2020
ADOA Conference Room 300