Introductions

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

• Systems Integration
  – Joanna Greenaway
  – Brian Dodge
Contact Information

- GAO Payroll/RASL [https://gao.az.gov/payroll-rasl/payroll-guide](https://gao.az.gov/payroll-rasl/payroll-guide)
- Payroll Calendars
- Retirement Rates
- [Agency Payroll Resource Contact List](#)
- [Employee Resource Contact List](#)
- Send Agency Payroll Contact updates to [Central.Payroll@azdoa.gov](mailto: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
GAO Policy Updates

• Statewide GAO Policies published as drafts
  – 60 day comment period
    • gaopolicy@azdoa.gov

• Publications
  – State of Arizona Accounting Manual (SAAM)
    • SAAM Drafts
      – Topic – 50 Travel
      – Topic – 55 Payroll
      – Topic – 80 Miscellaneous
      – Topic – 90 Special Topics
Legislative & Policy Updates

Legislature: https://www.azleg.gov/
  • Suspended due to COVID-19

Policy:  https://gao.az.gov/publications/saam
  • SAAM Section 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
    – Standard Time Record Detail Report in Data Warehouse, weekly rate cannot exceed $10.00. End Date STR for terminated employees
  • SAAM Section 8032 The Purchase of Supplies to Inhibit the Spread of the Coronavirus (COVID-19)
  • SAAM Section 8033 Tracking Coronavirus-related Expenditures
Recent Accomplishments

- **COVID-19 Response** [Jan 2020 - current]
  - Hours Worked
    - Work performed has materially changed or is directly related to COVID-19 public health emergency and the subsequent economic recovery.
    - Each Agency is responsible for implementing procedures, reviewing entries and supporting that the expenditures are DIRECTLY related to COVID-19.
      - Caution when applying for reimbursement under Federal Grants
  - Families First Coronavirus Response Act (FFCRA) [4/1/2020]
    - TraCorp Training: COVID101
      - Emergency Paid Sick Leave
      - Emergency Family Medical Leave
    - Covid19Questions@azdoa.gov
  - Weekly Payroll check-ins on Wednesdays, 3:30 pm

- **RASL Forms updated with e-Signature** [May 2020]
  - All forms updated for applicant and agency e-signature
  - Email to: RASL@azdoa.gov
Hazard Duty & Critical Response Stipends

- New stipends in response to COVID-19 for those in public safety, healthcare and economic relief related roles
- Hazard Duty Pay and Critical Services Pay shall be in effect until the suspension of the declaration of emergency, or until further guidance is issued
- Department of Corrections & Department of Economic Security have additional agency specific stipends not listed below

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Where</th>
<th>Entry</th>
<th>Eligible Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Duty</td>
<td>Reserved for those providing direct patient care and functions that require direct interactions with individuals who are known to be COVID-19 positive/presumptive positive, and are at the highest risk of exposure from infected individuals.</td>
<td>721E</td>
<td>25%</td>
<td>ETE</td>
<td>Number of Hours</td>
<td>Department of Health Services, Department of Veterans Services, Pioneers’ Home, all Law Enforcement and Correctional employees (DC &amp; DJ)</td>
</tr>
<tr>
<td>Critical Response</td>
<td>Reserved for positions that provide care or oversight to a contained population such as inmates or residents of long-term care facilities or group homes.</td>
<td>721F</td>
<td>15%</td>
<td>ETE</td>
<td>Number of Hours</td>
<td>Department of Health Services, Department of Veterans Services, Pioneers’ Home, Department of Emergency Management, AHCCCS</td>
</tr>
<tr>
<td>Critical Response/Hazard Adjustment</td>
<td>Prior pay period adjustments to 721E/721F</td>
<td>721</td>
<td>FLAT $</td>
<td>XR35.2</td>
<td>Flat $ Amount Friday Date</td>
<td>AHCCCS</td>
</tr>
</tbody>
</table>
Hazard Duty & Critical Response Stipends for Employees on Special Assignment

• An employee on a Special Assignment receives extra earnings via Pay Code 720 STIPEND-SPECIAL ASSIGNMENT-

• If any of the special assignment working hours are also eligible for Hazard Duty or Critical Response the stipends must be calculated and added as an additional 720 time record
  – Use the ZR30.1 to add recurring amount for consistent schedule
  – Use the XR35.2 if Hazard/Critical schedule varies

Employee earns an extra $100.00 per week on special assignment. ALL hours worked in the special assignment are eligible for Hazard Duty 25%.

ZR30.1 Add a 720 pay code for $25.00 ($100x25%)

Employee earns an extra $100.00 per week on special assignment. This week, only 20 hours worked in the special assignment are eligible for Hazard Duty 25%.

ZR30.1- no change

XR35.2 Add a 720 pay code for $12.50 (20 hours x $2.50 special assignment rate)x 25%

May 11, 2020
### Families First Coronavirus Response Act (FFCRA)
#### Pay Codes for COVID-19 Self Absences

<table>
<thead>
<tr>
<th>WHO IS ABSENCE FOR?</th>
<th>QUALIFYING CRITERIA FOR COVID-19 EVENT:</th>
<th>PAY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.</td>
<td>377</td>
</tr>
<tr>
<td></td>
<td>(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.</td>
<td>377</td>
</tr>
<tr>
<td></td>
<td>(3) The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.</td>
<td>377</td>
</tr>
</tbody>
</table>

- Calculated at 100% of “Regular Rate”
  - Use [EPSL/EFMLA Calculator](#)
- Receive up to $511 per day ($5,110 in aggregate)
  - Employees who earn over $511 may use Sick, Annual or Emergency Admin Leave to supplement, use [Attendance Code UN](#)
- Full-Time 1.0 FTE eligible for 80 hours.
  - <1.0 FTE pro-rated number of hours based on a 2 week average over a 6 month look back period. Use [Part-Time Worksheet](#)
Families First Coronavirus Response Act (FFCRA)
Pay Codes for COVID-19 Family related Absences

<table>
<thead>
<tr>
<th>WHO IS ABSENCE FOR?</th>
<th>QUALIFYING CRITERIA FOR COVID-19 EVENT:</th>
<th>PAY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>(4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).</td>
<td>377C COVID-EMERG PD SICK-FAMILY</td>
</tr>
<tr>
<td>Family</td>
<td>(5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.</td>
<td>377C COVID-EMERG PD SICK-FAMILY or 377F (EFMLA EVENT) COVID-EPSL &amp; EFMLA-FAMILY</td>
</tr>
</tbody>
</table>

- Calculated at $\frac{2}{3}$ of “Regular Rate”
  - Use [EPSL and EFMLA Calculator](#)
- Receive up to $200 per day ($2,000 in aggregate)
  - Employees who earn over $200 may use Sick, Annual or Emergency Admin Leave to supplement, use Attendance Code UN
- Full-Time 1.0 FTE eligible for 80 hours
  - Part-time receive a prorated number of hours based on a 2 week average over a 6 month look back period. Use [Part-Time Worksheet](#)
### Families First Coronavirus Response Act (FFCRA)
#### Pay Codes for COVID-19 Family EFMLA Absences

<table>
<thead>
<tr>
<th>WHO IS ABSENCE FOR?</th>
<th>QUALIFYING CRITERIA FOR COVID-19 EVENT:</th>
<th>PAY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.</td>
<td>378F COVID-FMLA EXPANSION-CHILDCARE (beginning week 3 of EFMLA)</td>
</tr>
</tbody>
</table>

- Calculated at \( \frac{2}{3} \) of “Regular Rate”
  - Use [EPSL and EFMLA Calculator](#)
- Receive up to $200 per day ($10,000 in aggregate)
  - Employees who earn over $200 may use Sick, Annual or Emergency Admin Leave to supplement, use Attendance Code UN
- First 10 Days of EFMLA are unpaid
  - Use 377F COVID EPSL & EFMLA-FAMILY or Sick, Annual, Emergency Admin leave during the First 10 Days
“Regular Rate” vs Base Rate Differences

<table>
<thead>
<tr>
<th>“Regular Rate” is Higher due to:</th>
<th>“Regular Rate” is lower due to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Pay Decrease - Lower pay rate now</td>
<td>Base Pay Increase - Higher pay rate now</td>
</tr>
<tr>
<td>Stipends, Bonus, Incentives paid</td>
<td></td>
</tr>
<tr>
<td>Rates will be the same if employee never received additional pay or had pay changes</td>
<td></td>
</tr>
<tr>
<td>Differences in the ten thousandths decimal place (.000X) are immaterial and can be ignored</td>
<td></td>
</tr>
</tbody>
</table>

**EPSL and EFMLA Calculator**

- COVID type pay codes are paid at a calculated “Regular Rate” for NEXP employees, **not the base hourly rate**
- Use the Calculator to obtain the “Regular Rate” for COVID pay as defined by the Department of Labor
- Average pay over a 6 month lookback period
- Calculator is based a **5 day work week**
- EE with a Lower Regular Rate can supplement pay
EPSL and EFMLA Calculator

**STEP 1 EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Carol Baskin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee EIN</td>
<td>123456</td>
</tr>
<tr>
<td>FLSA Exempt (Select Y or N)</td>
<td>Red</td>
</tr>
<tr>
<td>Scheduled Weekly Hours</td>
<td>40.00 (Max 40 hours)</td>
</tr>
<tr>
<td>Base Hourly Rate (HR11-Pay)</td>
<td>40.1250</td>
</tr>
<tr>
<td>Base Daily Pay and Hours</td>
<td>$321.00</td>
</tr>
</tbody>
</table>

*NOTE: CALCULATOR BASED ON 5 DAY WORK WEEK*

- Must Select FLSA Exempt Status
- Enter scheduled WEEKLY hours
- Converts to a 5 Day Schedule
- Cannot be used for flex Schedules

**STEP 2 PR270 PARAMETERS 6 MONTH PERIOD**

<table>
<thead>
<tr>
<th>Payment Begin Date</th>
<th>Greater of 6 months prior to 1st Day of event or Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment End Date</td>
<td>1st Day of Event</td>
</tr>
<tr>
<td>Pay Class</td>
<td>CVR COVID-REGULAR RATE</td>
</tr>
<tr>
<td>Report Option</td>
<td>N Employee Totals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter PR270 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/1800 Begin</td>
</tr>
<tr>
<td>1/1/1800 End</td>
</tr>
<tr>
<td>#VALUE! Days in Report</td>
</tr>
</tbody>
</table>

PR270 Total Hours
PR270 Total Earnings

- PR270 Report over 6 month lookback period
- Pay Class **CVR COVID-REGULAR RATE TRACKING** includes the required pay codes for working hours, stipends, bonuses, incentive pay and retro-pay

- Adjust PR270 Earnings for Stipends/Other Pay
  - Stipend pay may include leave taken hours. Adjust earnings to reflect the amount related to the working hours displayed on the report
  - Lump-sum pay - Adjust earnings to reflect the amount related to the period covered by the report
**EPSL and EFMLA Calculator**

<table>
<thead>
<tr>
<th>CALCULATION OF DAILY WAGE</th>
<th>Addl Pay to Reach Base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily Wage</td>
</tr>
<tr>
<td>COVID-EPSL SELF 377</td>
<td>$ 324.36</td>
</tr>
<tr>
<td>COVID-EPSL FAMILY 377C/377F</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>COVID-EMFLA 378F</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

**Base Hourly Rate (HR11-Pay)**
- $40.1250

**Base Daily Pay and Hours**
- $321.00

*NOTE: CALCULATOR BASED ON 5 DAY WORK WEEK*

**REGULAR RATE FOR COVID PURPOSES**
- Normal Daily Scheduled Hours: 8.00
- Average Hourly Rate: $40.5455
- Average Daily Pay: $324.36

**HRIS RATE OVERRIDE**
- $40.5455

---

- 8 hours x $40.5455 @ 100% = $324.36
  - Amount is under $511 daily limit
  - Change to Regular Rate **$40.5455**

- Employee’s earning more than $63.8750 hr will require Additional Leave to reach Base Daily Pay

---

- 8 hours x $40.5455 @ 2/3 = **$214.08**
  - Amount is over $200 daily limit
  - Change to maximum Covid Family rate of $37.501
    - (8 x $37.501) x 2/3 = $200

- Use 3.02 hours of Additional Leave at the base hourly rate to reach Base Daily Pay
  - (3.02 x 40.125)=$121.17 + $200 = $321.17
Manual Payments & COVID Paycodes

- **COVID19 Paycode Matrix for PR and HR Practitioners**
  - Pay Codes for COVID-19 Self Absences
    - 377: COVID-EMERG PD SICK-SELF
  - Use data from EPSL and EFMLA Calculator

<table>
<thead>
<tr>
<th>STEP 3 ETE/HRIS DAILY ENTRY</th>
<th>*NOTE: Enter as 5 day work week</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY CODES</td>
<td>HOURS</td>
</tr>
<tr>
<td>COVID-SELF 377 &amp;</td>
<td>8.00</td>
</tr>
<tr>
<td>Additional Leave (300/310/376, etc.)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>$16.4154</td>
</tr>
<tr>
<td>2.50</td>
<td>$15.9154</td>
</tr>
</tbody>
</table>

- **ATTENDANCE CODE**
  - UN | COVID RELATED EXPENDITURE

- **Enter into ZR80.1**
Manual Payments & COVID Paycodes

- **COVID19 Paycode Matrix for PR and HR Practitioners**
  - Pay Codes for COVID-19 Family related Absences
    - **377C**: COVID-EMERG PD SICK-FAMILY (non-EFMLA)
    - **377F**: COVID-EPSL & EFMLA-FAMILY
    - **378F**: COVID-FMLA EXPANSION-CHILDCARE (beginning week 3 of EFMLA)
  - Use data from EPSL and EFMLA Calculator

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<tr>
<td>COVID-SELF 377 &amp;</td>
<td>8.00</td>
<td>$16.4154</td>
</tr>
<tr>
<td>Additional Leave</td>
<td>0.00</td>
<td>$15.9154</td>
</tr>
<tr>
<td>(300/310/376, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Enter as 5 day work week

- Enter into ZR80.1

- UN - can be used for all additional leave Pay Codes (310/300/376, etc.)
As of 1/1/2020 A.R.S. § 38-738 (E) requires written consent from the employee to deduct missed ASRS retirement contributions from their paycheck.

New Signature line at the bottom to obtain the employee signature

New Future Date box

If you are unable to obtain consent or the employee declines to sign, write refused in the signature line and keep for your records.
ASRS Fiscal Year Intent Review

• State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as
  – “… all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”

• At the beginning of each fiscal year, a review of these types of employees needs to be done to determine and document the employer’s intent regarding ASRS 20/20 criteria
  – Intent of employment at the beginning of the new fiscal year or when a job change occurs

• Monitor employees for 20/20 criteria
  – Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse
ASRS 20/20

- Should be completed each fiscal year
  - Intent can change

- Filed in the employee’s file

- Signed off on by someone “in the know” of the Intent
  - HR/Supervisor
Compensation Strategies

• ADOA has temporarily suspended usage of agency pay strategies for in-grade adjustments and limiting usage of goal-based, merit, and spot incentive payments. – Effective beginning April 8, 2020 through July 1, 2020

• Please coordinate with Agency Leadership and ADOA Human Resources to ensure any pending incentive payments are authorized to be paid.

• Authorized non-discretionary incentives such as goal based and merit need to be allocated weekly over the time period your employee was working to earn.
2020 W-4 Employee’s Withholding Certificate

• The Internal Revenue Service provides a tax withholding estimator that can be provided to employees who have questions about the 2020 update of Form W-4.

• Step 1(c) is causing agencies to make entry errors on PR13.
  – For 2020 W-4 the only valid choices for Marital Status are:
    • 01 Single
    • 04 Married Both Spouses Working
    • 06 Head of Household

• Other options are available on PR13 dropdown which might more correctly describe employee’s status but HRIS will calculate tax as if employee filed 01 Single
  • 02 Married
  • 03 Married Filing Separate
  • 05 Married One Spouse Working
ETE Time Card Edits for COVID Paycodes

• ETE Time Card Edits were modified for COVID pay codes
  – New paycodes are paid at 66.67% but still recorded as 8 hours (or FTE equivalent)
  – Edits modified from hard edit (stop) to a soft edit (warning)
    • Employees receive upon Submit
    • Supervisors/Proxies receive upon Approve

• The modification allows:
  – A salaried employee to be paid over 40 hours regular pay in a week
  – An hourly employee to be paid over 40 hours regular pay in a week without using overtime pay code to record the overtime expense

• ETE will give a warning when hours over 40 are submitted and approved but will not prevent action from occurring

• GAO recommends:
  – Before ETE interface
    • Run data warehouse ETE Pending Time Record Report and export as a spreadsheet for analysis of the hours to be paid
  – After ETE interface
    • Run PR135 or XR135 time record audit and save output as a .csv file for analysis of the hours to be paid
HRIS Statewide ETE Items

• June 12th – Noon
  – ETE Templates requiring mass upload (100+) are due to GAO
  – Email: Central.Payroll@azdoa.gov

• June 13th – 6:00 PM
  – ETE Cutoff for all agencies

• June 14th – 7:00 AM
  – ETE Interface scheduled for Sunday with FY20 labor

• June 15th - morning
  – Updating Account Template Sub-Account (BFY) 2020 to (BFY) 2021

• June 27th – 6:00 PM
  – Templates must be updated by the ETE deadline
  – HRIS is view only on June 26th, YES (ETE) still available for update
Handwrites through Fiscal Year End

• Should be kept to a minimum to avoid PEDF1 document rejects on the Document Catalog

• Beginning June 22th, Labor will default to Sub Account BFY21, **must update to BFY20**

• Travel & Other Reimbursement handwrites allowed June 17-30, 2020
  – Minimum handwrite threshold lowered from $100 to $10

• GAO will be verifying cash and appropriation availability in AFIS
HRIS Labor Distribution

• After April 24th, any new AFIS accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered as FY21
• FY20 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing) through June 16th
• Beginning June 17th, only FY21 AFIS profiles will be interfaced to HRIS; FY20 elements will no longer be included on the nightly interface
• The Systems Integration team will download all FY21 AFIS COA elements (associated with HRIS labor distribution) on June 12th, for a one-time manual upload to HRIS on June 13th
  – Therefore, BFY21 AFIS COA elements for HRIS labor distribution should be set-up no later than June 11th
  – The manual upload will ensure FY21 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 15th
HRIS Statewide Position Update

• June 20th – 21st
  – XP02/ZP02 Update
    • Updating Sub-Account (BFY) 2020 to (BFY) 2021
    • Update Position labor distribution elements based on Agency requests/submittals
      – Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 15, 2020
    • Errors must be fixed by June 23rd, 2020

• June 26th – HRIS View Only, No Handwrites
  – Perform time entry activities a day early if possible
  – XR23.3 Update
    • Updating Sub-Account (BFY) 2020 to (BFY) 2021
    • Update Multiple Labor Distribution elements based on Agency requests/submittals
      – Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 15, 2020
    • Errors must be fixed by June 30th, 2020 (2:00 PM)
Payroll Corrections - AFIS PEDF1 documents

• All AFIS PEDF1 documents in rejected status, must be finalized by July 10, 2020.

• GAO will be monitoring PEDF1 records to ensure they are being posted in a timely manner.

• Please contact your GAO AFIS Liaison for assistance, or to discuss any compliance issues.
### HRIS Critical Dates - June - July 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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**June 2020**

- **June 1**: JUNE
- **June 2**: COMPUTE
- **June 3**: PAYDAY 12
- **June 5**: PAY PERIOD END

**July 2020**

- **July 1**: HRIS VIEW ONLY
- **July 2**: Last Day to update ETE Templates before Interface
- **July 3**: 4TH OF JULY OBSERVED
- **July 4**: First pay day FY21

**Important Dates**

- **June 1**: ETE INTERFACE 7 AM
- **June 2**: ETE Templates Uploaded
- **June 9**: Only FY21 COA Elements interfaced
- **June 10**: ETE Templates Due to GAO
- **June 13**: PAY PERIOD BEGIN
- **June 14**: ETE INTERFACE 7 AM
- **June 15**: ETE Templates Uploaded
- **June 16**: COMPUTE
- **June 17**: Only FY21 COA Elements interfaced
- **June 20**: HRIS VIEW ONLY
- **June 21**: HRIS VIEW ONLY
- **June 22**: HRIS VIEW ONLY
- **June 24**: HRIS VIEW ONLY
- **June 25**: HRIS VIEW ONLY
- **June 26**: HRIS VIEW ONLY
- **June 27**: HRIS VIEW ONLY
- **June 28**: HRIS VIEW ONLY
- **June 29**: HRIS VIEW ONLY
- **June 30**: PAY PERIOD BEGIN

**Labor Updates**

- **July 1**: LABOR WILL DEFAULT TO SUB ACCOUNT (BFY) 2021
- **July 2**: MUST FIX FOR HANDWRITES
- **July 1**: HRIS COMPUTE 2PM
- **July 2**: LAST CHANCE TO PAY IN FY20 NOON DEADLINE
- **July 3**: Statewide Updates: New Retirement Rates
- **July 4**: Agency: Check ZR530/ZS535 ETE EXTRACT error reports
Go paperless!

- Deposit employee payment in AFIS using Object 6199
- Provide AFIS Function on GAO-70a
- Scan GAO-70a to Central.Payroll@azdoa.gov
- GAO will process an AFIS IETBSPR with the Function provided on the GAO-70a
HRIS V10 Upgrade

• Upgrade to V10
  – Mostly a Technical Upgrade
  – Supported version to Infor HRIS

• HRIS Training in TraCorp
  – New RISE format
  – No additional training required for existing users
  – New users of ETE/HRIS
    • Prerequisite Courses
    • One Training Course per HRIS Security Role
  – Demo Agency Transit Card course

[scheduled 3Q 2020]
HRIS V10 Upgrade

HRIS Demo

Demo of Upgraded Software
HRIS V10 Upgrade: Manual Payment
HRIS V10 Upgrade

Y.E.S. Demo

Demo of Upgraded Software
HRIS V10 Upgrade: Employee Time Entry Form

New Employee Information Tab & Messages display on screen

- Employee Information
- Holiday Reporting Instructions

Review Comments

No time records found for pay period

- Hours worked must be recorded on the day actually worked.
- Holiday leave can only be recorded on a State observed holiday.
- All other leave hours should be recorded on the day normally scheduled to work.

If you have questions or issues please contact your payroll department at ADOA.PAYROLL@AZDOA.GOV
HRIS V10 Upgrade: ETE Updates

• Time Card Edits
  – Forcing 40 Hours
    • Does not allow overtime when some leave hours are reported
      – Employee will not be able to enter some pay codes such as annual leave and sick leave if they have already worked their normal weekly hours
      – Employees may need to reduce leave hours if they worked extra hours on another day
        • NOTE: Exempt employees cannot “FLEX” hours for absences. They should record hours scheduled to work for days in which they work a full or a partial day.

• ETE will require entry of weekly scheduled hours based on FTE
  – A full time employee with 32 hours in a week would need to account for the remaining 8 hours with leave or leave without pay

• Proxy Summary View Updated
  – FLSA Status
  – FTE

• Prior Time Card
  – Printable
  – Includes Labor Expense elements
HRIS V10 Upgrade: ETE Prior Time Card
The End

Items to Note from Payroll Calendars

• Prior Year Adjustments; deadline is Friday prior to
• 27 pay days in Calendar Year 2020
• 27 pay days (Wednesdays) in Budget Fiscal Year 2021

any questions

Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Monday, November 23, 2020
Google Meets

ADOA
ARIZONA DEPARTMENT OF ADMINISTRATION