



JANET NAPOLITANO
GOVERNOR

BETSEY BAYLESS
DIRECTOR

ARIZONA DEPARTMENT OF ADMINISTRATION
FINANCIAL SERVICES DIVISION • GENERAL ACCOUNTING OFFICE
100 NORTH 15th AVENUE • SUITE 302
PHOENIX, ARIZONA 85007
Phone: (602) 542-5601 • Fax: (602) 542-5749

MEMORANDUM

TO: All Agencies
FROM: Clark Partridge, State Comptroller
DATE: January 6, 2004
SUBJECT: First HRIS Payroll

A significant step toward the State's long-term goal of building an Enterprise Resource Planning system has taken place by implementing the HRIS. One of the major milestones of the HRIS is running the first payroll, which will run on Tuesday, 1/06/04. To help us all insure the success of this undertaking, the following special procedures will be in place for the first HRIS payroll.

Unless an agency's AIC is otherwise notified, direct deposit advice forms and blue payroll warrants are to be picked up at the GAO on **Wednesday, January 7, 2004**, between 2:00 p.m. and 5:00 p.m. This is a one-time event and all future payrolls are to be picked up on Thursdays at the normally scheduled time. Early release of direct deposit advice forms and blue warrants for the first payroll will allow the agencies additional time to adequately review payroll warrants and deposit advices and to expedite the requests for handwrites, if necessary. **Please keep in mind that the agencies are now responsible for entering Handwrites on the HRIS Screen ZR80, and then faxing the handwrite request, Form GAO-99A, to the GAO Central Payroll Office. The GAO Payroll will still print the Handwrites.** Forms GAO-99A are available on the GAO Website.

- The payroll warrants and deposit advices picked up on Wednesday are not to be distributed to employees until checked. **As always, Fridays are the State's official payday and neither warrants nor direct deposit advices should be distributed until then.**
- The total payroll and representative samples of payroll warrants and deposit advices are to be checked for accuracy. You can use HRIS Form/Screen PR142 to do this verification. This report is on schedule to be broadcasted to all Payroll Approvers and Payroll Initiators. You can also do some random checking of the individual paychecks by following steps below:
 1. Bring up Form/Screen PR51. Enter Company 1 and the employee number. The Payment Date (10803) can be obtained from the drop-down or just entered it. The Payment Number can be obtained from the drop-down. Then choose INQUIRE.
 2. The employee's earnings, deductions and employer deductions will be displayed.

Memo: First HRIS Payroll

Dated: January 6, 2004

Page 2

3. Review the different Pay codes to ensure that they are the same as the ones that were entered on the time records. Carefully review applicable Overtime, Stipends, and Individual Standard Time Record.
4. Carefully review the required deductions such as Retirement and Taxes.
5. **Highlight the employee EIN and then right-click on the mouse. Select "Drill" and from the Drill Explorer, choose Time Accrual Balances. All of the accrual plans and their balances will be displayed for the employee.**

NOTE: THIS PAY WILL BE THE FIRST PAY OF THE NEW CALENDAR YEAR, AND THE LEAVE "ROLL-BACK" WILL HAVE TAKEN PLACE.

- If **corrective handwrites are required**, they should be processed as quickly as possible. For a handwrite to be processed by the end of business on Friday, January 9, 2004, **it must be input on HRIS Form/Screen ZR80 and the accompanying Form GAO-99A must be received not later than 10:00 a.m. on Friday, January 9, 2004.**
- If payroll warrants and direct deposit advices will not be available on Wednesday, the HRIS Team will notify your agency's AIC by email not later than 11:00 a.m. on Wednesday, January 7, 2004.
- Please inform your employees not to directly contact the General Accounting Office or the HRIS Help Desk if there are any problems with their paychecks. They should contact your agency's payroll office.

Thank you for your cooperation in helping to assure a successful HRIS inauguration.