State of Arizona Accounting Manual

INTRODUCTION

To inform agencies of the considerations affecting the scheduling of manual payroll warrants (aka, handwrites), to minimize inconvenience to State employees, and to limit the State's exposure to penalties, the GAO will apply the following policies and procedures to the production of manual payroll warrants.

POLICIES & PROCEDURES

1. In general, if an authorized request for a manual payroll warrant is received by Central Payroll and the correct data, as prescribed in the policies contained herein, is entered in the HRIS Screen ZR80.1 by 12:00 noon, the warrant will be available for pickup after 3:00 p.m.

2. All requests for manual payroll warrants must be submitted to the GAO on Form GAO-99A by an individual authorized by the agency on Form GAO-3P.

2.1. An authorized individual should email, by 12:00 noon, the completed Form GAO-99A to the GAO at hris.manual.warrant@azdoa.gov.

2.2. For those agencies that do not have access to email, signed fax copies are also acceptable.

3. Original documentation relating to manual payroll warrants should be retained by the agency unless specifically requested by the GAO.

3.1. The agency should retain a copy of the Form GAO-99A and any supporting documents in accordance with record retention requirements.

4. Though Central Payroll routinely reviews handwrites for errors, Agency Payroll transaction initiators and approvers retain the ultimate responsibility of ensuring the accuracy of manual payments processed in HRIS.

5. In general, manual payroll warrants will be processed as quickly as possible in the following order:

5.1. To pay an employee pursuant to a court order or agency settlement.

5.1.1. A copy of the court order or agency settlement indicating the payee, Form GAO W-9 for the payee, amount of payment, reference to deductions and the signature page must also be provided to the GAO. For an agency settlement, the "GAO Settlement Payment Request" must also be submitted.

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5.2.   Manual payroll warrants for dismissed employees.

5.3.   Manual payroll warrants for active employees whose payment was not produced as part of the normal payroll process.

5.4.   To issue a replacement warrant.

5.4.1.   Replacing an original warrant requires the return of the original warrant, stamped VOID or otherwise voided plus a completed Form GAO-70.

5.4.2.   When replacing an ACH returned by the bank, Central Payroll will need confirmation from the Office of the State Treasurer that the funds have been returned before a replacement payment can be issued.

5.5.   Manual payroll warrants for donated leave.

5.6.   Manual payroll for an active employee paid less than the proper amount.

5.7.   To pay a PSPRS Industrial Leave Supplemental Benefit.

5.7.1.   A completed GAO Supplemental Benefit Calculator must be attached.

5.8.   To pay out a deceased employee's final compensation and any reimbursements less outstanding recoveries.

5.8.1.   A copy of completed Form GAO-36A, GAO-36B or GAO-36C (depending upon the situation), as well as a Form GAO W-9 for the payee, must be provided to the GAO

5.9.   To pay an approved travel advance.

5.9.1.   This must be accompanied by a Form GAO-509A.

5.10.   To pay an employee reimbursement, when allowed by policy.

5.11.   To pay an untimely filed travel claim that has been properly approved.

5.11.1. A Form GAO-513 is required.

5.12.   For manual payroll warrants for situations not specifically identified above, contact GAO Central Payroll for additional information or clarification.   A letter of explanation and other documentation may be required.

6.   A manual payroll warrant entered by the agency into the HRIS Screen ZR80.1 may be deleted (and affected agency will be notified via email or telephone of the deletion) by the GAO if:

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6.1. The manual payroll warrant is for gross pay of less than one hundred dollars ($100).

6.1.1. At the discretion of the GAO, the production of manual payroll warrants for gross pay of less than one hundred dollars ($100) may be deferred until the next regular payroll process.

6.2. The request is invalid, inappropriate, incomplete, or if, as appropriate, the Form GAO-99A, 36A, 36B, 36C or any other required paperwork or documentation is not received by Central Payroll by 12 noon of the day on which the payroll handwrite is desired.

6.2.1. All settlements and court orders must be provided to GAO Central Payroll for review two (2) business days prior to the issuance of a manual payment.

6.3. The reason for the manual payroll warrant has not been provided or is not detailed enough on the Form GAO-99A.

6.4. The number of hours has not been entered on the time record when using an "Hours Only" Pay Code.

6.5. The dates on the time record incorrectly fall within the current pay period when they relate to previous pay periods.

6.6. The time records are future dated.

6.7. Hours on the time record are being "lumped" together, rather than entered separately.

6.8. The request is to pay a retroactive adjustment for an employee in active, resigned, or retired status through a manual payroll warrant.

6.9. The request is to pay a dismissed employee for accrued annual leave on the same day as the dismissal.

6.10. Leave payouts are keyed as a manual payroll warrant for an active employee without approval.

6.10.1. A signed leave payout form to a non-separating employee must be provided.

6.11. Overtime compensation has been incorrectly calculated by the agency.

6.12. Incorrect, inappropriate or inactive deductions are requested to be made.

6.13. Outstanding one-time deductions have not been subtracted from the payment.