ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:

PAYROLL COMPUTE – EMPLOYEE TIME ENTRY ETE

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Overview

The objective of this quick reference guide is to provide general information on the process of Employee Time Entry in the employee self-service portal as it relates to the Agency Payroll Specialist and Agency ETE Coordinator. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Payroll Functions

1. Ensure the accuracy of salaries and wages by entering, reviewing and approving time records
2. Verify all leave paid against employee's accrued leave balances prior to the approval of the time record
3. Review ETE Time Record Reports

Deadlines

1. Employee Time Entry (ETE) Agency deadline Saturday 6:00pm before compute week
   - The GAO suggests the following agency ETE deadlines:
     - Employee – Wednesday at 6:00pm
     - Supervisor – Thursday at 6:00pm
     - Personnel Coordinator – Friday at 6:00pm
2. Agency Payroll Specialist - HRIS update access turned off Tuesday at 2:00pm of compute week
   - Update access to the HRIS for Agency Payroll Specialists resumes on Wednesday morning following compute

Payroll Cycle

Payroll jobs use a 10-day cycle. Use this reference chart to determine day of the week when Day Numbers are referred to in this guide.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Compute	Day 1	Day 2	Day 3	Day 4	Day 5
Week 2 Off Compute	Day 6	Day 7	Day 8	Day 9	Day 10

Helpful Resources and Documents

Policies

Time Reporting   SAAM 5515

Step by Step Training

Agency Payroll Specialist HRIS Roles Training Employee Time Entry

YES Training – ETE Employee Guide

YES Training – ETE Proxy Guide

Forms
[GAO-32 ETE MANUAL TIME SHEET](#)

Process

Responsibilities

1. **Employees' responsibility**: To enter, every pay period, their hours into Employee Time Entry (ETE) by the deadline using the YES portal

2. **Supervisors' responsibility**: To review and approve, every pay period, the ETE timesheet by the deadline using the YES portal

3. **ETE Proxy responsibility**: To review, every pay period, all payroll related entries by the deadline

On the last day of every pay period, the HRIS will perform an ETE Extraction (ZR535), which extracts the time records from the ETE system and creates a CSV file. Then the system uses this file to perform an ETE upload (ZS530) which transfers the CSV file into the HRIS.

4. **Agency Payroll Specialists** responsibility: After both of these processes are performed, view the ETE Error reports, which will contain important information regarding time records that need immediate attention. In order to access these reports in your print manager, your Power User ID must be added to the ETE Distribution list by completing the Agency Security Request Form available in Excel or Sheets and sending to HRISServiceDesk@azdoa.gov.

Supervisor / Proxy / Personnel Coordinator Review

Reviewers can filter by **Employee Proxy Summary** to view the timecard status and total hours for each employee. Large Agencies should consider having ETE proxy access administered by process level or department to make proxy inquiry easier. Then, by selecting individual timecards, they can:

1. Enter (if necessary), submit, approve, or reject timecards

2. Ensure that the employee has enough accrued leave if a leave pay code is used

Critical Reports to Review for Compute

ZS210 Missing Timecard Report

Agency Payroll Specialists and Agency ETE Personnel Coordinators run this report in HRIS on Day 9 and Day 10. The report will show employees that have missing ETE timecards.

- Timecard status included in report: **Not Started**, **Not Submitted**, **Submitted**, **Not Approved**, and **Rejected**

- The report can be filtered by agency, process level, department, or user level

   a) Only one of these options can be used at one time

ZS220 Employee Time Entry Comment Report

In ETE, employees, managers and proxies document information in regards to an employee's time record. To view these comments in one simple report, generate an ETE comment report. It can be run by agency, process level or department. This report can be viewed in a PDF or CSV format.

ZS535 Employee Time Entry Time Record Extract

There are two reports delivered to the HRIS Print Manager. *Critical report to review on compute Monday*

ZS535.prt

Report is a summary of the Employee Time Entry extraction

1. **Total**: Total number of employees that are eligible to submit time records in ETE

2. **Processed**: Total number of employees that were uploaded to the ETE csv file

    - Number equates to total number of **Approved** time records

3. **Errors**: Total number of employees that did not upload to the ETE csv file

    - Number equates to total number of **Non - Approved** time records

    - *These employees will not be paid unless manually entered into HRIS*

    - See the ZS535 Error report for more detail

ZS535.ete-error *CRITICAL: ACTION REQUIRED*

Displays time records in error due to timecard status of Entered, Submitted or Rejected. Analyze this report to determine if the time records need to be entered manually in the HRIS using XR32 or XR35.

These employees will not be paid unless the time records are manually entered into the HRIS

ZR530 SOA ETE Time Record Interface

There are three reports delivered to the HRIS Print Manager.

ZR530.prt

Displays detailed time record data that was transferred into the HRIS for processing. These records transferred successfully and will compute for payroll processing.

ZR530-errors *CRITICAL: ACTION REQUIRED*

Displays ETE time records **were not transferred** into the HRIS due to errors. These time records must manually entered in the HRIS using XR32 or XR35. *These employees will not be paid unless the time records are manually entered into the HRIS.*

- Common Error: **Account is inactive**

ZR530-message

Displays time record data that transferred into the HRIS but needs reviewing/correcting using XR32 or XR35. These time records should be reviewed and corrected if necessary, however, the employee will still be paid.

- Common Message: **Not enough leave balance**

Audit Reports

ETE Pending Time Record Report

The **ETE Pending Time Record Report** in the Agency HRIS Payroll Reports folder of Data Warehouse should be reviewed every Pay Period Ending Day 10 Friday. Pay close attention to ETE Status of Entered, Submitted, and Rejected because those records will not interface until the ETE Status is Approved. The report can also allow you to review hours Approved and ETE Agency of Employee Template usage.

ETE Archived Time Record Audit Report

Use the **ETE Archived Time Record Audit Report** to print a list of all employee time record activity (including comments) for a specified pay period end date **prior to January 1, 2018**. The ETE Archived Time Record Report is run by EIN; user can select a range of pay period end dates. Report is located in the Data Warehouse.

ZS200 ETE Audit Report

Run **Employee Time Entry Time Record Audit Report (ZS200)** to print a list of all employee time record activity (including comments) for the specified pay period. Detailed instructions are in the **ETE-Audit Report** HRIS training.

- Choosing a report sequence of **1 (Update date and Time)** will sort the report data based on the date the time records were entered (i.e., chronological order). This option is the default.

- Choosing a report sequence of **2 (Time Record Date)** will sort the report data by time record date

GAO-32 Employee Time Entry (ETE) Manual Entry Form

The GAO-32 is a paper time sheet for the following situations:

1. First pay period employee is hired

2. Employee hasn't completed ETE training

3. Time wasn't approved in ETE or ETE override is necessary due to system issues

4. Employee is involuntarily separated

5. Employee is transferring to another agency mid pay period (complete a separate form for each agency worked)

   - Losing agency will enter time worked and pay outs before employee is transferred to new agency. Do not enter LWOP after the employee has left the agency.

   - Gaining agency will enter time worked at gaining agency. If losing agency fails to enter time records prior to transfer, the losing agency will submit the GAO-32 to the gaining agency for entry into the HRIS.

Note: Agencies can create their own version of the GAO-32; however agency versions of the GAO-32 must be authorized by the General Accounting Office before use.

ETE Labor Distribution Templates

Many ETE agencies utilize ETE Labor Distribution Templates on ZS04.

- The **ETE Agency Templates Report** displays all available templates
- **ZS204 ETE Labor Detail Report** will list all ETE records entered for a pay period including ones using templates

Contact the Central Payroll Office at 602-542-6001 or CentralPayroll@azdoa.gov for assistance with defining ETE Labor Distribution Templates.

List of ETE Forms and Reports

ZR530: SOA ETE Time Record Interface

ZS37.3 Labor ETE Timecard in ESS (Employee Self Service or YES)

ZS01: ETE Proxy: allows EIN to be added as proxy approver by agency, process level, or department.

ZS02: ETE Batch Maintenance – add or delete process level to a batch

ZS03: ETE Vehicle Master List

ZS04: Agency Account Template COA added by agency, process level, or department

ZS37.2 Labor ETE Proxy Access

ZS38.1 Prior Time Records

ZS200: ETE Time Record Audit

ZS201: ETE Proxy Report

ZS202: ETE Proxy Manager Report

ZS203: ETE Vehicle Report

ZS204: ETE Labor Detail Report

ZS210: ETE Missing Time Record Report

ZS535: Employee Time Entry Time Record Extract

Data Warehouse: ETE Pending Time Record Report

Data Warehouse: ETE Agency Templates

Data Warehouse: ETE Archived Time Record Audit Report

ETE System Configuration

HRIS configurations required for ETE

1. User Field Requirement: **ETE Participant** must be **Y**

2. To access the time card through Employee Self-Service (ESS), employee must have the required training in Training History (LX20, LX21):

   - HRIS0063 for all employees

   - HRIS0064 for Manager/Proxy

   - HRIS0065 ZS22.2 Employee Template (ADOT and DES only)

Need Assistance?

View the Central Payroll Directory click here