

ADOA – General Accounting Office

# **AGENCY PAYROLL GUIDE: MANUAL PAYMENTS (HANDWRITES)**





# MANUAL PAYMENTS (HANDWRITES)

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## Table of Contents

<b>OVERVIEW</b>	<b>3</b>
AGENCY PAYROLL FUNCTIONS	3
DEADLINES	3
<b>HELPFUL RESOURCES AND DOCUMENTS</b>	<b>3</b>
POLICIES	3
<i>Arizona Revised Statute §</i>	3
SAAM	3
STEP BY STEP TRAINING	3
FORMS	3
CONTACTS	3
<b>MANUAL PAYMENT PROCESS</b>	<b>4</b>
SECURITY	4
DEDUCTION CYCLE SELECTION	4
<b>OTHER CONSIDERATIONS</b>	<b>5</b>
DISMISSED EMPLOYEE	5
DECEASED EMPLOYEE	5
PAYMENTS REQUIRING ADDITIONAL DOCUMENTATION	6
<b>MANUAL PAYMENT CHECKLIST</b>	<b>7</b>
COMMON REASONS FOR DELETIONS	7
<b>NEED ASSISTANCE?</b>	<b>8</b>



## Overview

The guide will serve as a reference document on the process of Manual Payments (Handwrites), providing assistance to Agency Payroll Specialists in carrying out the processing of such payments. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

## Agency Payroll Functions

1. Process and review manual payments to ensure employees are paid accurately and timely
2. Process and review manual payments for court ordered Judgments/settlements and pay requiring additional documentation
3. Process and review manual payments for deceased employees

## Deadlines

1. ZR80.1 All payments must be added before 12 pm (noon)
2. Email HRIS.Manual.Warrant@azdoa.gov by 12 pm (noon) daily: GAO-99A and any supporting documentation
3. A.R.S. § 23-353: A discharged employee, "...shall be paid wages due him within seven working days or the end of the next regular pay period, whichever is sooner."

## Helpful Resources and Documents

### Policies

Arizona Revised Statute §

[§ 23-353 – Payment of wages of discharged employee; violation; classification](#)

SAAM

Manual Payroll Warrants: [SAAM 5511](#)

### Step by Step Training

HRIS Manual Payments [Training](#)

GAO Agency Payroll Guide - [Deceased Employee Compensation](#)

### Forms

[GAO-99A Request to Process Manual Warrant](#)

[GAO- 3P Payroll Authorization Form](#)

### Contacts

Benefit Premium Options: [benefitissues@azdoa.gov](mailto:benefitissues@azdoa.gov) or (602)542-5008

Department of Administration Benefits Website: [benefitoptions.az.gov/benefit-premium](http://benefitoptions.az.gov/benefit-premium)

## Manual Payment Process

An employee is eligible to receive pay outside the normal payroll cycle, through a manual payment. Therefore, the Agency Payroll must enter a manual payment on the ZR80.1 screen. Detailed instructions for the ZR80.1 screen are located in the **HRIS Manual Payments Training**.

Following entry, an authorized individual at the Agency must submit, to Central Payroll (by 12 pm noon), a [GAO-99A](#) Manual Payment Request. If the GAO-99A submission is electronic, the authorized individual must send it from their respective email (send to [hris.manual.warrant@azdoa.gov](mailto:hris.manual.warrant@azdoa.gov)). Central Payroll will review the manual payment, beginning at 12 pm (noon) daily. All approved manual payments are mailed directly to the employee's address on record, the same day the payment is entered.

### Security

***GAO-99A MUST be submitted (i.e., through mail and or email) by an authorized individual;*** Authorized Individuals are those persons named on an agency's GAO-3P Payroll Authorization Form.

Manual Payments CAN ONLY be picked up under special circumstances and only by authorized individuals (i.e., the GAO Front Desk maintains a list of authorized individuals eligible to receive/pick-up Manual Payments); Questions regarding a request to pick up a manual payment or the list of authorized receivers should be directed to the GAO Front Desk at 602-542-5601.

### Deduction Cycle Selection

Available Deduction Cycles:

- **Cycle 1** – 1st payment of the month (Elective Benefits and child support deducted)
- **Cycle 2** – 2nd payment of the month (Elective Benefits and child support deducted)
- **Cycle 3** – 3rd payment of the month (Elective Benefits deducted, no child support)
- **Cycle 5** – Used to process One-Time-Deductions, 950 pay code (i.e., zero-dollar payment), pay adjustments, leave payouts, etc. (Neither elective Benefits nor child support are deducted)

## Other Considerations

### Dismissed Employee

Normally, dismissed employees receive Manual Payments that reflect Time-Records for the Current Pay Period. Necessary Actions for an employee dismissed in the Current Pay Period:

1. Reference [Benefit Premium Termination Calendar](#) and complete Steps 1-3 of Calendar

Benefit Premium ~ EE Termination Calendar				
STEP 1: FIND THE PAY PERIOD / EE TERMINATION DATE FALLS/COLUMN A and B				
STEP 2: DETERMINE HEALTH INSURANCE END DATE (COLUMN C)				
STEP 3: DATE FINAL BENEFIT PREMIUM PAID (COLUMN D)				
PAY PERIOD START DATE	PAY PERIOD END DATE	HEALTH INSURANCE END DATE	DATE EE PREMIUM WILL BE PAID	Must enter Employee Term Date in HRIS by 2:00 p.m. on date listed below or refund will be required:
12/06/2020	1/5/2021	1/5/2021	1/14/2021	1/12/2021
1/5/2021	1/22/2021	1/22/2021	1/14/2021	1/26/2021
1/23/2021	2/5/2021	2/5/2021	1/28/2021	2/9/2021
2/6/2021	2/19/2021	2/19/2021	2/11/2021	2/23/2021
2/20/2021	3/5/2021	3/5/2021	2/25/2021	3/9/2021

2. With the **Date EE PREMIUM WILL BE PAID** identified from the EE Termination Calendar Step 3), drill around on the employee’s payment history to determine if the employee received a payment on that *exact date* (Column D of Calendar) –
  - If **Yes**, USE **CYCLE 5** and select on all One-Time Deductions
  - If **No**, USE **CYCLE 1, 2, or 3** and select on all One-Time Deductions
3. ALWAYS Check the employee’s One-Time-Deduction folder for Pending One-Time Deductions
  - Use **FC S** to **Select** One-Time Deductions
  - Click **Change** to add the One-Time Deductions to the manual warrant
    - a) *One-Time Deductions must be selected and added to the manual warrant before the payment is created (Calc-Add)*
    - b) One-Time Deductions MUST coincide to a prior date or current date to be included in the manual warrant (i.e., One-Time Deductions that are FUTURE DATED will **NOT** be included in the manual warrant).

### Deceased Employee

See [GAO Agency Payroll Guide - Deceased Employee Compensation](#)



## Payments Requiring Additional Documentation

<b>MANUAL PAYMENT REASON</b>	<b>ADDITIONAL REQUIRED DOCUMENTATION</b>	<b>WHEN TO SEND DOCUMENTATION</b>
Warrant Replacement	Original Warrant stamped <b>VOID</b> & signed GAO-70	2 days in advance
Direct Deposit Reversal	Email confirmation from GAO of returned funds for successful Direct Deposit Reversal	Attach to GAO-99A email
Deceased Employee	W-9 and ONE of the Affidavits: GAO36A, B or C	Attach to GAO-99A email
Travel Advance or Untimely Filed Travel Claim	GAO-509A or GAO-513	Attach to GAO-99A email
Leave Payout to Non-Separating Employee	Approved policy on file & payout form signed by Agency Director	Attach to GAO-99A email
PSPRS Industrial Leave Supplemental Benefit	GAO Supplemental Benefit Calculator	Attach to GAO-99A email
Court Settlement	Copy of the court order	2 business days
Agency Reinstatement/Settlement	Copy of signed Agency directive that addresses Amount, Pay Periods, Deductions, Leave Accruals, Unemployment Benefit recovery, GAO settlement request form, etc.	2 business days

## Manual Payment Checklist

ITEM	PREPARER	APPROVER
Pay Codes	Use manual pay codes instead of system-generated codes when required.	Review Pay Codes used.
Leave Payout	Final accrual due if employee worked at least 1/2 their FTE.	Validate leave balances and final accrual hours are accurate.
Time Record Date	Do not let date default. No future dates. No time records after Term Date.	Review Time Record Dates.
Deduction Cycle	Enter proper cycle.	Validate Deduction Cycle is correct.
Deductions	Deductions will default based on Deduction Cycle selected. Check <b>OneTimeDeds</b> tab for pending One-Time Deductions. <b>Select</b> any pending One-Time Deductions before <b>Calc-Add</b> .	Validate One-Time Deductions are selected AND included in handwritten.
Additional Pay	Check ZR30 for stipends, uniform, imputed income, auto usage. Check with Reimbursement Specialist for outstanding reimbursement claims.	Validate additional pay on handwritten.
GAO-99A	Send to approver timely to allow approver to review handwritten and submit GAO-99A.	Review handwritten listed on GAO-99A. Send GAO-99A and any required documentation by 12 pm to <a href="mailto:HRIS.Manual.Warrant@azdoa.gov">HRIS.Manual.Warrant@azdoa.gov</a> CC: Preparer
Time Record Deletion	Delete any time records entered incorrectly that are not required to be paid.	

## Common Reasons for Deletions

1. Documentation invalid, incomplete or not received timely
  - GAO-99A not received by the GAO by 12:00 pm (noon)
  - Additional Required Documents not received by the GAO by 12:00 pm (noon)
  - GAO-99A not sent by a person authorized on the GAO-3P
  - GAO Affidavits incomplete, not in compliance with waiting period or missing supplemental paperwork
  - Original voided warrant and GAO-70 not received by the GAO
  - Confirmation of successful Direct Deposit Reversal from Treasurer’s Office not received
2. Time Records
  - Time record dates in current pay period (excludes dismissed employee payments)
  - Time records have a future date
  - Hours lumped together (i.e., 40 hours on one-time record date)
  - Hours used for a Rate Only pay code



- Retroactive time records from ZR131 (excludes dismissed employee payments)
  - Missing standard time records (ZR30)
  - Incorrect leave payout
  - Final leave accrual not included or incorrect accrual rate
  - Overtime is included (excludes dismissed employee payments)
3. Deduction Cycle incorrect
  4. One-Time Deductions that should be included are not selected to be included in the handwrite
  5. Gross pay is less than \$100.00 for active employees
  6. Handwrite is created on the same day the employee is dismissed

Upon deletion of a manual payment all associated time records entered on the ZR80.1 screen will also be deleted. Central Payroll will send the GAO-99A Approver an email notification including the reason for deletion.

## Need Assistance?

View the Central Payroll Directory [click here](#)