

STATEWIDE PAYROLL MEETING CALENDAR YEAR END

NOVEMBER 23, 2020



Introductions

- Central Payroll
 - Tracey Cappuccio
 - Sam Tekien
 - Lalita Farr
 - Steven Snyder
 - Vahn Vo
 - Misty Delgado
 - Everett Rubio
 - Tristen Legate
 - Joy Bridges, RASL
- Systems Integration
 - Joanna Greenaway
 - John Valentine
 - Brian Dodge

Contact Information & Helpful Resources

- GAO Payroll/RASL <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

ADOA-GAO
General Accounting Office

[PUBLICATIONS](#)
[AFIS](#)
[PAYROLL / RASL](#)
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[RESOURCES](#)
[SYS](#)

FEDERAL/COST ACCOUNTING

Payroll Guide

TITLE	LAST UPDATED
Cover Page Contents Revision History Chapter Sheets Section Tabs	07-2020
I. KEY PAYROLL REFERENCE DOCUMENTS	
A. GAO Statewide Payroll Calendar: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022	11-2017
B.1 Payroll Tax Tables and EREs: 060103 070103 010104 050104 010105 070105 010106 070106 010107 070107 010108 070108 072108 092608 010109 031009 042309 042909 070109 100509 010110 070110 010111 070111 010112 070112 010413 070113 010114 020714 070114 010115 070115 010116 070116 070117 010118 080318 010119 032019 070119 011520	06-2020
B.2 Retirement Rates 070117 070118 070119 070120	
C. HRIS Pay Code Listing HRIS Pay Code Listing Compensation Strategies COVID19 Paycode Matrix for PR and HR Practitioners Pay Code Sort	05-2020
D. HRIS Attendance Code Listing	11-2013
E. HRIS Deduction Codes HRIS Deduction Codes Deduction Code Sort	04-2020
F. HRIS Forms and Reports Summary	11-2013

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

Register for Updates

Email Address *

Agency
NON-STATE EMPLOYEE

EIN

Title

Work Phone Number Extension

E-Newsletter *

GAO eNewsletter

What code is in the image? *

Submit

Policy Updates

State of Arizona Accounting Manual (SAAM)

- Payroll and Personnel (Topic 55)
 - General Accounting Office (GAO) Accounting Intern Program [11/2020]
- Miscellaneous (Topic 80)
 - 8021: Acceptance of Certain Donations may require approval [07/2020]
 - 8032: Purchase of Supplies to inhibit spread of COVID [08/2020]
 - 8033: Tracking COVID Related Expenditures [04/2020]

<https://gao.az.gov/publications/saam>

State of Arizona Human Resources (HRD)

- ASPS/HRD-PA5.01: [Remote Work Program](#) [11/2020]
 - Allows agencies flexibility to create their own policy
 - Telework Agreements must be renewed annually
 - Reminder to use paycode 110 - Telework
 - Optional attendance code: VO (indicates virtual office)
 - Stipend Policies must be submitted to GAO Policy for review
 - ADOA is aware of questions regarding remote workers residing out of state
 - This topic is still under review

Recent Accomplishments

- HRIS Upgrade [July 2020]
 - <https://doa.az.gov/hr-systems-upgrade>
 - Revamp of all HRIS training modules to RISE format
 - VPN is required to access HRIS
 - Latency issues are still being investigated
 - [Online Password Reset Tool](#)
 - [HRIS Resources](#)
 - [What's New in Y.E.S.](#)
- MHC Upgrade [July 2020]
 - Updated web interface for active and former employees
 - Conversion of 1.7 million pay stubs and over 600K W-2s
- Transit Card Renewal [Sept 2020]
 - Renewed approximately 2,500 cards
 - Mailed directly to the employee's address on record
- Military Leave Roll [Oct 2020]
 - Processed 10/7/2020
 - Emails sent to agencies
 - Questions: email Central.Payroll@azdoa.gov

Coming Months

- MHC Transition to Azure [Dec 2020]
 - Moved from on premise to cloud environment
 - Required revoke of all consents to receive W-2s electronically
 - Statewide campaign to encourage employees to re-consent
 - Instructions to consent can be found in the Agency Payroll Guide
 - [2020 W-2 \(Wage and Tax Statement\) Advisory](#)
- Health Impact Program Payments (HIP) [Mar 2021]
 - Processed in conjunction with ADOA-Benefit Services Division (BSD)
 - Paid on employee's regular, bi-weekly paycheck during first quarter of 2021
 - Of the 1,700 employees enrolled, 685 reached 500 points (as Oct 1st)
 - Questions can be directed to: 602.542.5008

Families First Coronavirus Response Act (FFCRA)

ANNUAL LIMIT	PAY CODE (Matrix)	PR270 PAY SUMMARY GROUP	PR270 PAY SUM GRP DESCRIPTION
\$2,000 Combined	377C EPSL-Family 377F EPSL-Family-FMLA	37C 37D	COVID200 COVID200F
\$5,110	377 EPSL-Self	377	COVID511
\$10,000	378F FMLA Expansion Childcare	378	COVIDFML

- Full-Time 1.0 FTE Employee max of **80 hours**
377+377C+377F
- FFCRA Wages will be reported on W-2 in Box 14

PR270 - Employee Wage Report

Employee Group:

Employee: -

Date: 01/01/2020 - 12/31/2020

Pay Classes:

Pay Summary Group: 377 37C 37D 378

Report Sequence: 2 [Employee](#)

Report Option: N [Employee Totals](#)

- The FFCRA is scheduled to expire on December 31, 2020; ADOA is monitoring and will be providing additional information as it becomes available

HRIS Upgrade (Forms & Reports)

- Agency Payroll Specialist available forms and reports listing on HRIS Training Website

<https://hr.az.gov/content/securityrolesandtraining#Agency Payroll Specialist>

AGENCY PAYROLL SPECIALIST

TraCorp Course ID: HRISPAYROLLSPEC

The resources provided below are for quick reference only. To gain access to a role, users must complete the required proper training and exam for a role search the course id provided above.

This role provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create or create manual warrant payments outside the payroll cycle, add & change deductions at the employee level and main deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.

Security Role Attributes

- Forms and Reports Available - Agency Payroll Specialist



Lesson Plans

ARIZONA DEPARTMENT OF ADMINISTRATION		AGENCY PAYROLL SPECIALIST Forms and Reports		MAX_ALLOWED I = Inquire + = Payment
Form#	Form Name	Form Description	Rule	
PR14.2	Tax Withholding Lock-In	This form holds a Lock-In letter that is issued by the IRS on a particular employee.	ALL_INQUIRES	
PR15.1	Deduction Speed Entry	Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.	MAX_ALLOWED	
PR15.2	Employee Deduction Speed Entry	Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.	MAX_ALLOWED	

Agency HRIS Payroll - Data Warehouse

Reports require processing action; complete at least once per quarter

- **Terminated Employees with active Direct Deposit**
 - End Date the accounts on XR12.1
- **Donated Leave Report**
 - List of Donated Leave batches that require a processing action:
 - Old Open Batch, Closed Batch with Balance or Errors
 - Report includes the Steps to Correct
- **Terminated Employees with Absence Plan Balance**
 - Review pay to determine if employee is under/over paid
 - Leave balances are reported as a liability on the CAFR
- **Terminated Employee with Sick Leave Balance**
 - Remove balance via LP70.1
 - Use employee's Termination Date in the LP70.1 Tran Date field

Retirement System Reminders



- Arizona State Retirement System 20/20 Tracking
 - Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse
 - Employee has worked at least 20 weeks of 20 or more hours in each week in a fiscal year, they may be eligible for ASRS membership
 - Notify Agency Human Resources if employee has met 20/20
 - Review payment history for missed contributions



-
- PSPRS, CORP, EORP Plans
 - Check membership status of new hires/rehires to determine appropriate plan and contribution rate <http://www.psprs.com/>
 - Demographic Data & Employment Status Changes need to be sent to PSPRS

Benefit Premium - OTD

- Benefit Premium Policy <http://benefitoptions.az.gov/benefit-premium>
 - Employees who receive payment for under 30 hours in a pay period, may be responsible for paying the employer premium (Data Warehouse Report)
 - Qualified Life Event (QLE) includes change in employment status or work schedule (Leave Without Pay). Contact agency benefit liaison for more information
- GAO-73B adjustment of premiums through a one-time deduction when an employee owes the employer premium
 - Submit before payroll compute (Tuesday @ noon) if known to be needed
 - Post-compute adjustments must be submitted by noon on Friday for invoices
 - Submit by 10 am for adjustments to Manual Payments (before payment keyed)
- After tax deduction codes to charge employee for the employer premium.

Deduction Code	Description	Deduction Code	Description	DEDUCTION CODE	DEDUCTION DESCRIPTION	DEDUCTION AMOUNT
M183	MEDICAL-BCBS-ER PORTION	D181	DENTAL DELTA-ER PORTION	D181	DENTAL-DELTA-ER PORTION	4.58
M187	MEDICAL-UHC-ER PORTION	D185	DENTAL-CIGNA-ER PORTION	D006	DELTA DENTAL - ER	(4.58)
				M187	MEDICAL-UHC-ER PORTION	549.72
				M024	UNITED HEALTHCARE EPO - UNES - ER	(549.72)

- **Reminder: NEW Rates and Codes for plan year beginning January 1, 2021**

PR280 Deduction Audit Report

- PR280 will show changes that are made to deductions. It can be very useful when an employee has a question about Federal tax deductions because it will show when changes are made in YES by employee or by Agency payroll in HRIS. PR280 can be run for all deductions or for only a specific deduction.

Deduction Code	Field Description	Previous Value	New Value	Effect Date	Change Date	Change By	Change Time
T101 FEDERAL WITHHOLDING	Form Year		2020	02/18/03	08/31/20		03:26:27
	Marital Status	2	6	02/18/03	08/31/20		03:26:27
	Multiple Jobs		1	02/18/03	08/31/20		03:26:27

- PR280 limitations:
 - The new 2020 W-4 fields (Form Year, Multiple Jobs, Claim Dependents, Other Income, & Deductions) were not available on the audit until 8/29/2020
 - Changes to fields used on prior W-4 forms such as Marital Status and Additional Withholding will continue to display
 - T201 (State Tax) changes made in YES do not display on PR280



Year End Payments



- December 31, 2020: 27th pay day, last pay date in 2020
 - Last day to sign up for Cash Pay Card: 12/14/2020. This allows for the employee to receive the card before funds are deposited.
- Handwrites (Manual Warrants)
 - Issued December 24th - 30th will be mailed directly to employee from the GAO to ensure constructive receipt for W-2 purposes
 - Final Day for Handwrites – December 30th at Noon
 - Handwrites will not be processed on December 31st
- DEADLINES for Payment Reversals
 - December 24th: Deadline to submit GAO-70A Overpayments and GAO-70 Warrant Cancellation to be processed with Federal and State tax credits
 - After December 24th: GAO-70A Overpayments cannot adjust Federal or State taxes since they have already been remitted to tax authorities

GAO-70A Overpayment Worksheet

Go paperless!

- Deposit employee payment in AFIS using Object 6199
- Provide AFIS Function on GAO-70A
- Scan signed GAO-70A to Central.Payroll@azdoa.gov
 - Employees must still sign the form
- GAO will process an AFIS IETBSPR with the Function provided on the GAO-70a

ARIZONA DEPARTMENT OF ADMINISTRATION - GENERAL ACCOUNTING OFFICE OVERPAYMENT WORKSHEET						
AGENCY I.D.		AGENCY NAME		DATE		
SELECT ONE						
EMPLOYEE NAME		E.I.N.		FEDERAL TAX DATA		
				FILING STATUS		
PAYMENT NUMBER		PMT DATE		STATE TAX DATA		
				ENTER %		
OVERPAYMENT TYPE:		2 Multiple jobs (Y/N)				
FULL CANCELANCATION OR PARTIAL OVERPAY? <input type="checkbox"/>		3 Claim Dependent: \$ -				
		4a Other Income \$ -				
		4b Deductions \$ -		ADDTL AMT \$ -		
		Extra Withholding \$ -				
		Year				
For full cancels, leave pay and deduction info blank, go to line 33 (explanation section).		Allowances				
DESCRIPTION		PAY CODE / DED CODE	AMOUNT PAID	AMOUNT TO BE PAID	HOURS TO RECOVER	DIFFERENCE TO RECOVER
Function: ABC12345						
REQUIRED - CURRENT YEAR FICA TAX REFUND CERTIFICATION:						
I understand this repayment of wages includes a credit for overcollected Social Security and Medicare taxes. I have not claimed a refund of or a credit for the overcollected taxes from the IRS, or if I did, that claim has been rejected; and I will not claim a refund or a credit of this amount.						
Employee Signature:			Date:			
EMPLOYEE PAYMENT OPTIONS:						
1. By signing below, I hereby authorize the State of Arizona to deduct from my paycheck \$0.00 for the purpose of repayment of earnings that were overpaid. I understand that this repayment will be collected within two pay cycles. If the amount owed cannot be collected within two pay cycles I agree to make a personal payment to State of Arizona. In the event I leave employment with the State before all amounts have been recovered in full, I authorize the State to deduct the remainder owed from the final paycheck.						
Employee Signature:			Date:			
2. I have attached a personal payment made out to "State of Arizona"						
PREPARER'S NAME		PREPARER EIN	DATE	PHONE NUMBER		
REVIEWER'S NAME (MAY BE THE SAME AS THE APPROVER)		REVIEWER EIN	DATE	PHONE NUMBER		
APPROVER'S SIGNATURE		APPROVER EIN	DATE	PHONE NUMBER		

A-4s and W-4s

- Employees can change non-exempt A-4 and W-4 elections anytime thru Y.E.S.
 - Filing “exempt” for Federal and State withholding must be done with paper
 - Employees that file “Exempt” cannot have an additional amount deducted.
 - This selection invalidates the form
- The 2020 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on **December 31, 2020**
 - Employees **must** file a new 2021 DOR Form A-4 to claim exempt status for the 2021 calendar year
 - If the employee does not provide a new Form A-4 by 12/31/20, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13)
 - Forms will be posted to www.azdor.gov
- The 2020 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on **February 16, 2021**
 - Employees **must** file a new 2021 IRS Form W-4 to claim exempt status for the 2021 calendar year
 - If the employee who previously claimed exempt does not provide a 2021 Form W-4 by 2/16/21, agencies must change the tax status on PR13 to Single on 2/17/21
 - Forms will be posted to www.irs.gov

2021 W-4 Employee's Withholding Certificate

The State, as an employer, cannot recommend or advise employees regarding their tax withholding elections

The IRS has made the following resources available:

- [2020 Form W-4 & Instructions](#)
- [IRS 2020 W-4 FAQ](#)
 - <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>
- IRS Tax Withholding Estimator
 - <https://www.irs.gov/W4App>
- [2020 Publication 505](#) Tax Withholding and Estimated Tax
 - p.6: **Repaying withheld tax.** If you find you are having too much tax withheld because you didn't account for all your dependents or deductions you are entitled to, you should give your employer a new Form W-4. Your employer can't repay any of the tax previously withheld. Instead, claim the full amount withheld when you file your tax return.



Data Warehouse Tax Reports

- Invalid Tax Election PR13: Exempt with Additional Amount
 - Invalid tax election combination
 - **Requires immediate action**
- Invalid Tax Setup: Code B
 - The PR13 Tax Exempt flag currently has an invalid value of “B”
 - **Requires immediate action**
- Invalid Tax Election PR14: Exempt with Additional Amount
 - Invalid tax election combination
 - **Requires immediate action**
- Federal Tax Exempt
 - Listing of all employees with PR13 Tax Exm Flag indicated “Y”
 - **Requires action annually**
- State Tax Exempt
 - Listing of all employees with PR14 Arizona Formula 8
 - **Requires action annually**

Social Security and Medicare Deductions

- Social Security:
 - Effective January 1, 2021, the maximum amount of earnings subject to Social Security will increase to \$142,800
 - Both employee and employer tax scheduled to remain at 6.2%



- Medicare:
 - Still effective since January 1, 2013, The Patient Protection and Affordable Care Act includes a provision that imposes an additional 0.9% Medicare withholding on taxpayers receiving wages from their employer in excess of \$200,000 per year
 - Medicare Tax on wages up to \$200,000 will be 1.45%
 - Medicare Tax on wages in excess of \$200,000 will be 2.35%

Annual Leave Roll Back

- For the payday of January 14, 2021, an employee's annual leave balance will be adjusted to show the following:
 - Deduct: Annual leave used during the 12/26/2020 to 1/08/2021 pay period
 - Forfeit: Annual leave hours in excess of the maximum
 - (240 hours for covered employees, 320 hours for uncovered employees)
 - Add: Annual leave accrued during the 12/26/2020 to 1/08/2021 pay period
- Last day to use Excess Leave before roll: 1/08/2021
- Holiday leave balances will not be included in the calculation of determining excess leave
- Family Sick leave balances will be reset to 40 hours automatically by Absence Management 1/01/2021

W-2s for 2020

- Schedule for Availability of 2020 W-2s
 - Dec 31st – Deadline for updating mailing address in Y.E.S.
 - Jan 8th – Target online availability to those who consent
 - Jan 11th – Consent deadline to be removed from mailing
 - Jan 29th – Target mail date for those not consenting
 - Jan 31st – Available online to everyone
 - Feb 1st – Requests open for additional paper copies
- Encourage employees to consent to receive W-2 electronically
 - Upgrade of MHC required all electronic consents to be revoked
 - Step by Step instructions are available on the [W-2 Wage & Tax Statement Advisory](#)
 - Visit <https://gao.az.gov/payroll-rasl/payroll-guide> (Section V.C. Employee Tax Forms)
- Obtain W-2s and any needed duplicates from Y.E.S.
 - GAO will not accept duplicate requests until February 1st, 2021
 - 2006 – 2019 W-2s will continue to be available online
 - Electronically complete GAO – W2 Form and email to Central.Payroll@azdoa.gov
 - W-2 can be emailed securely using Virtrue with a 5 day expiration

HRIS Critical Dates - November - December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 NOVEMBER	23	24	25	26 THANKSGIVING HOLIDAY	27 PAY PERIOD END	28 PAY PERIOD BEGI
29	30	1 DECEMBER COMPUTE	2	3 PAYDAY 25	4	5
6	7 Recommend Agency run Data Warehouse Reports of 2020 Tax Exempt Employees	8	9	10	11 PAY PERIOD END	12 PAY PERIOD BEGI
13	14	15 COMPUTE	16	17 PAYDAY 26	18	19
20	21	22	23	24 Deadline to submit Overpays with adjustments to Federal/State tax PAYMENTS MAILED	25 CHRISTMAS HOLIDAY PAY PERIOD END NO HANDWRITES	26 PAY PERIOD BEGI
27	28	29 COMPUTE	30	31 PAYDAY 27	1 JANUARY	2
Overpays for years 2020 and prior cannot refund Federal/State withholding taxes						
			Last chance to pay in 2020 Noon deadline for handwrites	2020 A-4 Exempt expires. If 2021 A-4 Exempt not filed Set to 2.7% (13) Deadline for W2 address changes via YES	NEW YEARS HOLIDAY	
	PAYMENTS MAILED	PAYMENTS MAILED	PAYMENTS MAILED	HRIS SECURITY ON FOR ALL (CYE Updates) NO HANDWRITES	Family Sick Leave Reset NO HANDWRITES	

HRIS Critical Dates - January - February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29 COMPUTE	30	31 PAYDAY 27	1 JANUARY	2
Overpays for years 2020 and prior cannot refund Federal/State withholding taxes						
			Last chance to pay in 2020 Noon deadline for handwrites	2020 A-4 Exempt expires. If 2021 A-4 Exempt not filed Set to 2.7% (13) Deadline for W2 address changes via YES HRIS SECURITY ON FOR ALL (OTE Updater) NO HANDWRITES	NEW YEARS HOLIDAY Family Sick Leave Reset NO HANDWRITES	
	PAYMENTS MAILED	PAYMENTS MAILED	PAYMENTS MAILED			
3	4	5	6	7	8	9 PAT PERIOD BEGIN
					Last day to use Excess Annual Leave before Roll Target Date: 2020 W2r online for those converted. Notification e-mails will be sent per IRS PAT PERIOD END	
10	11	12 COMPUTE	13	14 PAYDAY 1	15	16
	Last day to consent to <u>NOT</u> receive W-2 by mail	ANNUAL LEAVE ROLL				
17	18	19	20	21	22	23 PAT PERIOD BEGIN
	MARTIN LUTHER KING JR. HOLIDAY		Prior Year Adjustments System unavailable until 10 am; YES available			
24	25	26 COMPUTE	27	28 PAYDAY 2	29	30
				Target Date: W-2s mailed to address as of 12/31/20	W-2s online for ALL Direct employees wanting a duplicate W-2 to YES	
31	1 FEBRUARY	2	3	4	5	6 PAT PERIOD BEGIN
	Form GAO - W-2 for requesting paper duplicates accepted					
7	8	9 COMPUTE	10	11 PAYDAY 3	12	13
14	15	16	17	18	24	25 PAT PERIOD BEGIN
	PRESIDENT'S DAY HOLIDAY	2020 W4 Exempt expires. If 2021 W-4 exempt not filed set to Single				
					PAT PERIOD END	

The End

any questions



Next Meeting:

Fiscal Year End
Statewide Payroll Meeting
Monday, May 24, 2021
Google Meets

