

STATEWIDE PAYROLL MEETING CALENDAR YEAR END

NOVEMBER 23, 2020





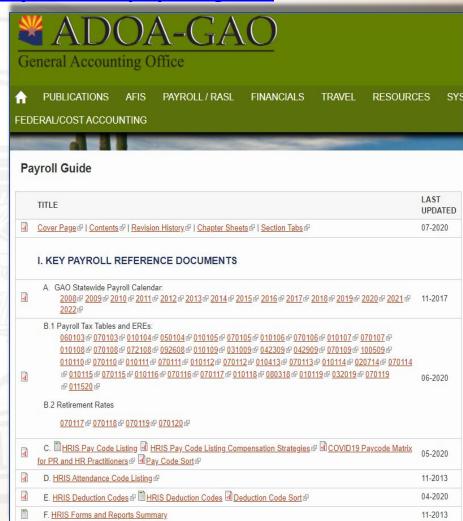
Introductions

- 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 <u>Central.Payroll@azdoa.gov</u>

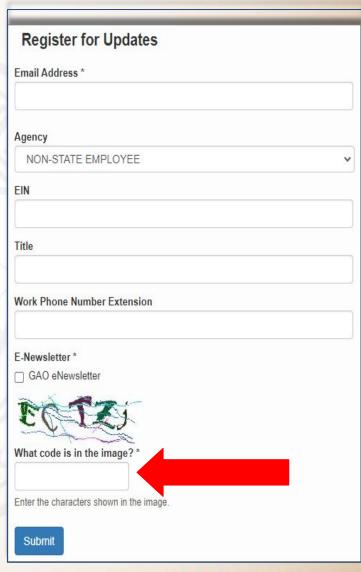


Website Registration

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



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
 - 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



[11/2020]

Recent Accomplishments

[July 2020] HRIS Upgrade 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 <u>Central.Payroll@azdoa.gov</u>

Coming Months

MHC Transition to Azure

[Dec 2020]

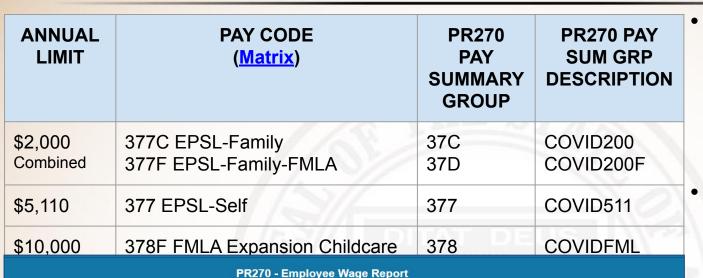
- Moved from on premise to cloud environment
- Required revoke of all consents to receive W-2s electronically
 - Statewide campaign to encourage employees to re-consent
 - Instructions to consent can be found in the Agency Payroll Guide
 - 2020 W-2 (Wage and Tax Statement) Advisory
- Health Impact Program 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



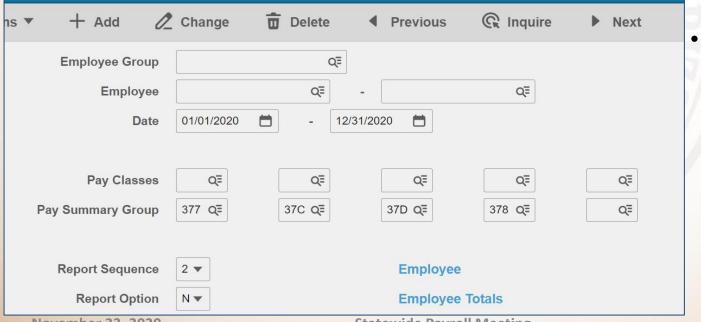
Families First Coronavirus Response Act (FFCRA)



Full-Time 1.0 FTE Employee max of 80 hours 377+377C+377F

FFCRA Wages will be reported on W-2 in Box 14

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 requir 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 mair 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



AGENCY PAYROLL SPECIALIST Forms and Reports

MAX_ALI I = Inqui + = P

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
	Control of the Contro	Add one deduction to multiple employee records, or to make changes to	
PR15.1	Deduction Speed Entry	deduction parameters for one deduction for multiple employees.	MAX_ALLOWED
		Add one deduction to multiple employee records, or to make changes to	
PR15.2	Employee Deduction Speed Entry	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 Description Code		DEDUCTION CODE		DEDUCTION DESCRIPTION		DEDUCTION AMOUNT	
Code		Code		D181	-	DENTAL-DELTA-ER PORTION	•	4.58	
M183	MEDICAL-BCBS-ER PORTION	D181	DENTAL DELTA-ER PORTION	D006	-	DELTA DENTAL - ER	•	(4.58)	
	MEDICAL-UHC-ER PORTION		DENTAL-CIGNA-ER PORTION	M187	•	MEDICAL-UHC-ER PORTION	•	549.72	
M187	WILDICAL-OTIC-ER FORTION	D185	DENTAL-CIGNA-LICFORTION	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 Marital Status Multiple Jobs	2	2020 6 1	02/18/03	08/31/20 08/31/20 08/31/20		03:26:2 03:26:2 03:26:2

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 Cancelation 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

OVERPAY	MENT WORKS	HEEL			
AGENCY I.D.	The state of the s	AGENCY NAME			DATE
SELECT ONE -			X		1 - 111
EMPLOYEE NAME	E.I.N.	FEDERAL 1	TAX DATA		
1 to 1 to 10		FILING STATUS			
PAYMENT NUMBER	PMT DATE	2 Multiple jobs (Y/N)		STAT	E TAX DATA
		3 Claim Dependent:	\$ -	ENTER %	
OVERPAYMENT TYPE:		4a Other Income	\$ -		
FULL CANCELATION OR PARTIAL OVERPAY?	SELECT 💌	4b Deductions	\$ -	ADDTL AMT	\$ -
		Extra Withholding	\$ -		
		Year			
For full cancels, leave pay and deduction info blank, go to line 33 (expla	anation section).	Allowances			
STATE AND THE ADMINISTRAL OF	PAY CODE /		AMOUNT TO BE	HOURS TO	DIFFERENCE TO
DESCRIPTION	DED CODE	AMOUNT PAID	PAID	RECOVER	RECOVER
REQUIRED - Co	ges includes		ercollected So	cial Security	
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Go paperless!

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



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 <u>must</u> 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 <u>www.azdor.gov</u>
- The 2020 IRS Form W-4 which indicated an employee is "Exempt" from paying Federal income taxes expires on February 16, 2021
 - Employees <u>must</u> 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 <u>www.irs.gov</u>



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 <u>W-2 Wage & Tax Statement Advisory</u>
 - 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 <u>Central.Payroll@azdoa.gov</u>
 - W-2 can be emailed securely using Virtrue with a 5 day expiration

HRIS Critical Dates - November - December 2020

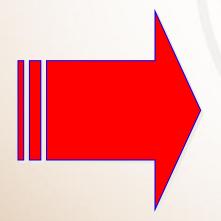
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Sunday	Monday		Tuesday	Wednesday		Thursday	Friday		Saturday
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			COMPUTE						
6	7	8		9	10		11	8	12 PAY PERIOD BEGI
	Recommend Agency								
	run Data Warehouse								
	Reports of 2020 Tax								
	Exempt Employees						PAY PERIOD	END	
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HRIS Critical Dates - January - February 2021									
Sunday	Monday	Tuesday	Wednesday	Thersday	Friday	Saturday			
27	28	29 COMPUTE	30	31 PAYDAY 27	1 JANUARY	2			
	Overpays f	or years 2020 and pr	ior cannot refund F	ederal/State withhou	olding taxes				
			Last chance to pay in 2020 Moon deadline for handwrites	2020 A-4 Exempt expires. If 2021 A-4 Exempt not filed Set to 2.72 (13) Deadline for ¥2 address changes via YES	NEW YEARS HOLIDAY				
				HRIS SECURITY OH FOR ALL (CTE Updater)	Family Sick Lauva Rasat				
	PATHENTS HAILED	PATHENTS MAILED	PATHENTS MAILED	HO HANDWRITES	HO HANDWRITES				
3	4	5	6	7	8 Lart day to ure Excess Annual Leave before Roll Target Date: 2020 W2s unline for thuse consented. Matification e-mails uill besent per IRS PAT PERIOD EMD	9 PAT PERIOD BEGIN			
10	Last day to consent to <u>MOT</u> receive W-2 by mail	12 COMPUTE ANNUAL LEATE ROLL	13	14 PAYDAY 1	15	16			
17	MARTIN LUTHER KING JR. HOLIDAY	19	Prior Year Adjustments System unavailable until 10 am; YES available	21	PAT PERIOD END	23 PAT PERIOD BEGIN			
24	25	26 COMPUTE	27	28 PAYDAY 2 Target Date: W-2s mailed to address as of 12/31/20	29 W-2s online for ALL Direct employees wanting a duplicate W-2 to YES	30			
31	Form GAO - W-2 for requesting paper duplicates accepted	2	3		5 PAT PERIOD END	6 PAT PERIOD BEGIN			
7	8	9 COMPUTE	10	11 PAYDAY 3	12	13			
14	PRESIDENT'S DAY HOLIDAY	16 2020 W4 Exempt expires. If 2021 W-4 exempt not filed set to Single	17	18	PAT PERIOD END	25 PAT PERIOD BEGIN			

The End



Next Meeting:



Fiscal Year End

Statewide Payroll Meeting

Monday, May 24, 2021

Google Meets