

STATEWIDE PAYROLL MEETING FISCAL YEAR END

MAY 11, 2020



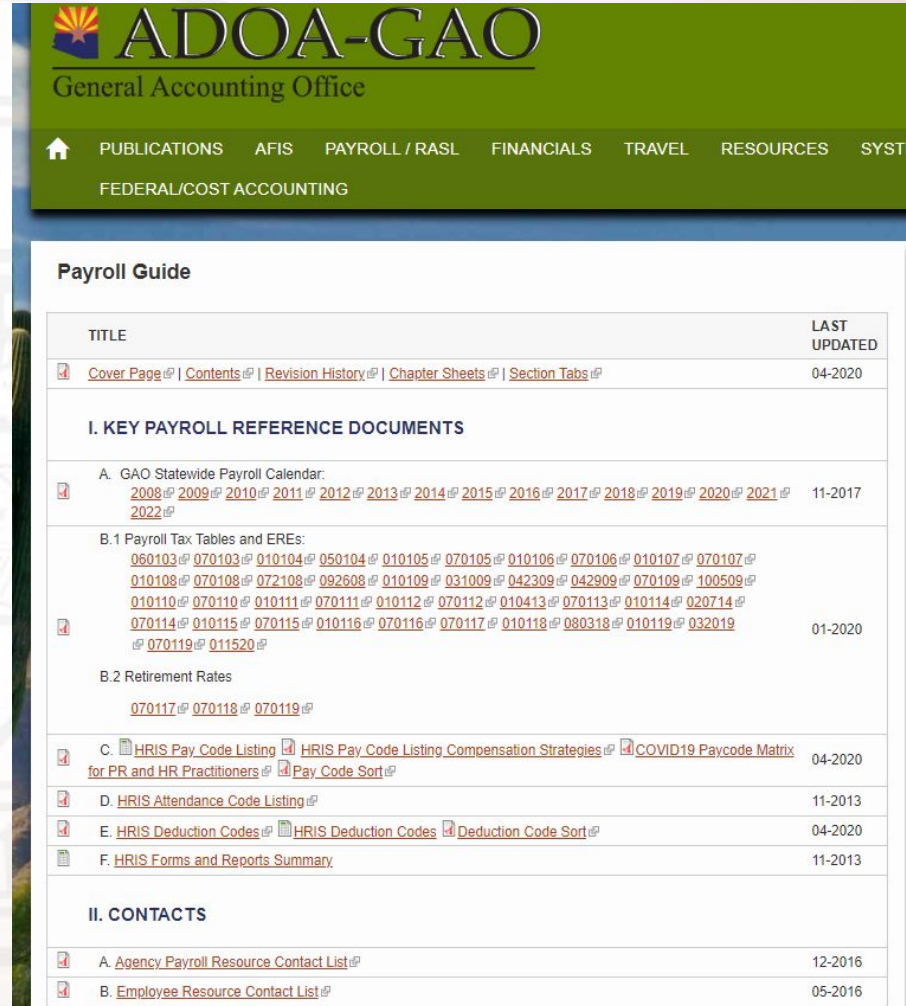
Introductions

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



Contact Information

- 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



The screenshot shows the ADOA-GAO General Accounting Office website. The header includes the ADOA-GAO logo and navigation links for PUBLICATIONS, AFIS, PAYROLL / RASL, FINANCIALS, TRAVEL, RESOURCES, and SYSTEMS. The main content area is titled "Payroll Guide" and contains a table of contents with columns for "TITLE" and "LAST UPDATED".

TITLE	LAST UPDATED
Cover Page Contents Revision History Chapter Sheets Section Tabs	04-2020
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	01-2020
B.2 Retirement Rates 070117 070118 070119	
C. HRIS Pay Code Listing HRIS Pay Code Listing Compensation Strategies COVID19 Paycode Matrix for PR and HR Practitioners Pay Code Sort	04-2020
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
II. CONTACTS	
A. Agency Payroll Resource Contact List	12-2016
B. Employee Resource Contact List	05-2016

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 *

First Name

Last Name

Agency

NON-STATE EMPLOYEE


EIN

Title

Work Phone Number Extension

E-Newsletter *

GAO eNewsletter



What code is in the image? *

Enter the characters shown in the image.

GAO Policy Updates

- Statewide GAO Policies published as drafts
 - 60 day comment period
 - <https://gao.az.gov/publications/saam/saam-draft>
 - gaopolicy@azdoa.gov
- Publications
 - State of Arizona Accounting Manual (SAAM)
 - SAAM Drafts
 - Topic – 50 Travel
 - Topic – 55 Payroll
 - Topic – 80 Miscellaneous
 - Topic – 90 Special Topics

The screenshot shows the ADOA-GAO General Accounting Office website. The header includes the logo and name 'ADOA-GAO General Accounting Office'. A navigation bar contains links for PUBLICATIONS, AFIS, PAYROLL / RASL, FINANCIALS, TRAVEL, RESOURCES, and SYS. The main content area is titled 'SAAM Drafts' and features a dropdown menu for 'SAAM' with 'SAAM Drafts' selected. Below this is a 'Choose Topic' dropdown menu set to '- Any -'. A table lists various sections with their titles and posted dates.

SECTION	TITLE	POSTED DATE
35	Leases	12-12-2016
36	Installment Purchases	12-12-2016
37	Lease Purchase Contracts and Leases with the Option to Purchase	12-12-2016
50	Employee vs. Independent Contractor	08-04-2017
51	Independent Contractors Considerations and Concerns	08-04-2017
52	Temporary Workers	02-26-2018

Legislative & Policy Updates

Legislature: <https://www.azleg.gov/>

- Suspended due to COVID-19

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

- SAAM Section [5560](#) Wireless Devices Used to Conduct State Business
 - Rates effective January 1, 2020
 - Monthly standard reimbursement amount is up to, but not to exceed, forty dollars (\$40) combined for voice, text and data service
 - **Standard Time Record Detail Report** in Data Warehouse, weekly rate cannot exceed \$10.00. End Date STR for terminated employees
- SAAM Section [8032](#) The Purchase of Supplies to Inhibit the Spread of the Coronavirus (COVID-19)
- SAAM Section [8033](#) Tracking Coronavirus-related Expenditures

Recent Accomplishments

- COVID-19 Response [Jan 2020 - current]
 - Hours Worked
 - Work performed has materially changed or is directly related to COVID-19 public health emergency and the subsequent economic recovery.
 - Each Agency is responsible for implementing procedures, reviewing entries and supporting that the expenditures are DIRECTLY related to COVID-19.
 - Caution when applying for reimbursement under Federal Grants
 - Families First Coronavirus Response Act (FFCRA) [4/1/2020]
 - TraCorp Training: COVID101
 - Emergency Paid Sick Leave
 - Emergency Family Medical Leave
 - Covid19Questions@azdoa.gov
 - Weekly Payroll check-ins on Wednesdays, 3:30 pm
- RASL Forms updated with e-Signature [May 2020]
 - All forms updated for applicant and agency e-signature
 - Email to: RASL@azdoa.gov

Hazard Duty & Critical Response Stipends

- New stipends in response to COVID-19 for those in public safety, healthcare and economic relief related roles
- Hazard Duty Pay and Critical Services Pay shall be in effect until the suspension of the declaration of emergency, or until further guidance is issued
- Department of Corrections & Department of Economic Security have additional agency specific stipends not listed below

Type	Description	Pay Code	Amount	Where	Entry	Eligible Agencies
Hazard Duty	Reserved for those providing direct patient care and functions that require direct interactions with individuals who are known to be COVID-19 positive/presumptive positive, and are at the highest risk of exposure from infected individuals.	721E	25%	ETE	Number of Hours	Department of Health Services Department of Veterans Services Pioneers' Home all Law Enforcement and Correctional employees (DC & DJ)
Critical Response	Reserved for positions that provide care or oversight to a contained population such as inmates or residents of long-term care facilities or group homes.	721F	15%	ETE	Number of Hours	Department of Health Services Department of Veterans Services Pioneers' Home Department of Emergency Management all Law Enforcement and Correctional employees (DC & DJ) AHCCCS
Critical Response/Hazard Adjustment	Prior pay period adjustments to 721E/721F	721	FLAT \$	XR35.2	Flat \$ Amount Friday Date	

Hazard Duty & Critical Response Stipends for Employees on Special Assignment

- An employee on a Special Assignment receives extra earnings via Pay Code **720 STIPEND-SPECIAL ASSIGNMENT-\$**
- If any of the special assignment working hours are also eligible for Hazard Duty or Critical Response the stipends must be calculated and added as an additional **720** time record
 - Use the ZR30.1 to add recurring amount for consistent schedule
 - Use the XR35.2 if Hazard/Critical schedule varies

Employee earns an extra \$100.00 per week on special assignment. ALL hours worked in the special assignment are eligible for Hazard Duty 25%.

ZR30.1 Add a 720 pay code for \$25.00 (\$100x25%)

Pay		Hours	Job Code	Amount	Begin Date	End Date
FC	Code					
	720			100.00	06/08/2019	
A	720			25.00	05/01/2020	

Employee earns an extra \$100.00 per week on special assignment. This week, only 20 hours worked in the special assignment are eligible for Hazard Duty 25%.

ZR30.1- no change

Pay		Hours	Job Code	Amount	Begin Date	End Date
FC	Code					
	720			100.00	06/08/2019	

XR35.2 Add a 720 pay code for \$12.50
(20 hours x \$2.50 special assignment rate) x 25%

Pay		Hours	Code	Date	Rate
FC	Code				
A	720			05/08/2020	12.50

Families First Coronavirus Response Act (FFCRA)

Pay Codes for COVID-19 Self Absences

WHO IS ABSENCE FOR?	QUALIFYING CRITERIA FOR COVID-19 EVENT:	PAY CODE
Self	(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.	377 COVID-EMERG PD SICK-SELF
Self	(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	377 COVID-EMERG PD SICK-SELF
Self	(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	377 COVID-EMERG PD SICK-SELF

- Calculated at 100% of “Regular Rate”
 - Use [EPSL/EFMLA Calculator](#)
- Receive up to \$511 per day (\$5,110 in aggregate)
 - Employees who earn over \$511 may use Sick, Annual or Emergency Admin Leave to supplement, use Attendance Code UN
- Full-Time 1.0 FTE eligible for 80 hours.
 - <1.0 FTE pro-rated number of hours based on a 2 week average over a 6 month look back period. Use [Part-Time Worksheet](#)

Families First Coronavirus Response Act (FFCRA)

Pay Codes for COVID-19 Family related Absences

WHO IS ABSENCE FOR?	QUALIFYING CRITERIA FOR COVID-19 EVENT:	PAY CODE
Family	(4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).	377C COVID-EMERG PD SICK-FAMILY
Family	(5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.	377C COVID-EMERG PD SICK-FAMILY or 377F (EFMLA EVENT) COVID-EPSL & EFMLA-FAMILY

- Calculated at $\frac{2}{3}$ of “Regular Rate”
 - Use [EPSL and EFMLA Calculator](#)
- Receive up to \$200 per day (\$2,000 in aggregate)
 - Employees who earn over \$200 may use Sick, Annual or Emergency Admin Leave to supplement, use Attendance Code UN
- Full-Time 1.0 FTE eligible for 80 hours
 - Part-time receive a prorated number of hours based on a 2 week average over a 6 month look back period. Use [Part-Time Worksheet](#)

Families First Coronavirus Response Act (FFCRA)

Pay Codes for COVID-19 Family EFMLA Absences

WHO IS ABSENCE FOR?	QUALIFYING CRITERIA FOR COVID-19 EVENT:	PAY CODE
Family	The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.	378F COVID-FMLA EXPANSION-CHILDCARE (beginning week 3 of EFMLA)

- Calculated at $\frac{2}{3}$ of “Regular Rate”
 - Use [EPSL and EFMLA Calculator](#)
- Receive up to \$200 per day (\$10,000 in aggregate)
 - Employees who earn over \$200 may use Sick, Annual or Emergency Admin Leave to supplement, use Attendance Code UN
- First 10 Days of EFMLA are unpaid
 - Use 377F COVID EPSL & EFMLA-FAMILY or Sick, Annual, Emergency Admin leave during the First 10 Days

EPSL and EFMLA Calculator

- COVID type pay codes are paid at a calculated “Regular Rate” for NEXP employees, **not the base hourly rate**
- Use the Calculator to obtain the “Regular Rate” for COVID pay as defined by the Department of Labor
- Average pay over a 6 month lookback period
- Calculator is based a 5 day work week
- EE with a Lower Regular Rate can supplement pay

“Regular Rate” vs Base Rate Differences

“Regular Rate” is **Higher** due to:

Base Pay Decrease - Lower pay rate now

Stipends, Bonus, Incentives paid

“Regular Rate” is **lower** due to:

Base Pay Increase - Higher pay rate now

Rates will be the same if employee never received additional pay or had pay changes

Differences in the ten thousandths decimal place (.000X) are immaterial and can be ignored

EPSL and EFMLA Calculator

STEP 1 EMPLOYEE INFORMATION		
Employee Name	Carol Baskin	
Employee EIN	123456	
FLSA Exempt (Select Y or N)		
Scheduled Weekly Hours	40.00	(Max 40 hours)
Base Hourly Rate (HR11-Pay)	40.1250	
Base Daily Pay and Hours	\$ 321.00	8
*NOTE: CALCULATOR BASED ON 5 DAY WORK WEEK		

- Must Select FLSA Exempt Status
- Enter scheduled WEEKLY hours
- Converts to a 5 Day Schedule
- Cannot be used for flex Schedules

- PR270 Report over 6 month lookback period
- Pay Class **CVR COVID-REGULAR RATE TRACKING** includes the required pay codes for working hours, stipends, bonuses, incentive pay and retro-pay
- Adjust PR270 Earnings for Stipends/Other Pay
 - Stipend pay may include leave taken hours. Adjust earnings to reflect the amount related to the working hours displayed on the report
 - Lump-sum pay - Adjust earnings to reflect the amount related to the period covered by the report

STEP 2 PR270 PARAMETERS 6 MONTH PERIOD		Enter PR270 Dates	
Payment Begin Date:	Greater of 6 months prior to 1st Day of event or Hire Date	1/1/1800	Begin
Payment End Date:	1st Day of Event	1/1/1800	End
Pay Class:	CVR COVID-REGULAR RATE	#VALUE!	Days in Report
Report Option:	N Employee Totals		
PR270 Total Hours		-	
PR270 Total Earnings	\$	-	

EPSL and EFMLA Calculator

CALCULATION OF DAILY WAGE		Addl Pay to Reach Base	
		Daily Wage	Daily Hours
COVID-EPSL SELF 377	\$ 324.36	\$ -	0.00
COVID-EPSL FAMILY 377C/377F	\$ 200.00	\$ 121.00	3.02
COVID-EMFLA 378F	\$ 200.00	\$ 121.00	3.02

Base Hourly Rate (HR11-Pay)	40.1250
Base Daily Pay and Hours	\$ 321.00
*NOTE: CALCULATOR BASED ON 5 DAY WORK WEEK	
REGULAR RATE FOR COVID PURPOSES	
Normal Daily Scheduled Hours	8.00
Average Hourly Rate	x \$ 40.5455
Average Daily Pay	\$ 324.36
HRIS RATE OVERRIDE	\$ 40.5455

STEP 3 ETE/HRIS DAILY ENTRY <small>*NOTE: Enter as 5 day wo</small>		
PAY CODES	HOURS	RATE
COVID-SELF 377 &	8.00	\$ 40.5455
Additional Leave (300/310/376,etc.)	0.00	\$ 40.1250

- 8 hours x \$40.5455 @ 100% = \$324.36
 - Amount is under \$511 daily limit
 - Change to Regular Rate **\$40.5455**
- Employee's earning more than \$63.8750 hr will require Additional Leave to reach Base Daily Pay

STEP 3 ETE/HRIS DAILY ENTRY <small>*NOTE: Enter as 5 day wo</small>		
PAY CODES	HOURS	RATE
COVID FAMILY 377C/377F/378F &	8.00	\$ 37.5010
Additional Leave (300/310/376,etc.)	3.02	\$ 40.1250

- 8 hours x \$40.5455 @ 2/3 = **\$214.08**
 - Amount is over \$200 daily limit
 - Change to maximum Covid Family rate of \$37.501
(8 x **\$37.501**) x 2/3 = \$200
- Use 3.02 hours of Additional Leave at the base hourly rate to reach Base Daily Pay
(3.02 x 40.125)=\$121.17 + \$200 = \$321.17

Manual Payments & COVID Paycodes

- [COVID19 Paycode Matrix for PR and HR Practitioners](#)
 - Pay Codes for COVID-19 Self Absences
 - 377: COVID-EMERG PD SICK-SELF
 - Use data from [EPSL and EFMLA Calculator](#)

STEP 3 ETE/HRIS DAILY ENTRY		*NOTE: Enter as 5 day work week	
PAY CODES	HOURS	RATE	
COVID-SELF 377 & Additional Leave (300/310/376,etc.)	8.00	\$ 16.4154	
	0.00	\$ 15.9154	
or			
	HOURS	RATE	
COVID FAMILY 377C/377F/378F & Additional Leave (300/310/376,etc.)	8.00	\$ 16.4154	
	2.50	\$ 15.9154	

ATTENDANCE CODE	
Attend Code	Description
UN	COVID RELATED EXPENDITURE

- UN - can be used for all additional leave Pay Codes (310/300/376, etc.)

– Enter into ZR80.1

Time Records		Payment		Earnings		Deductions	
Pay							
FC	Code	Hours	Rate	Date	Status	Shift	
A	377	8	16.4154	04/27/2020			
A	377	8	16.4154	04/28/2020			
A	377	8	16.4154	04/29/2020			
A	377	8	16.4154	04/30/2020			
A	377	8	16.4154	05/01/2020			

Manual Payments & COVID Paycodes

- [COVID19 Paycode Matrix for PR and HR Practitioners](#)
 - Pay Codes for COVID-19 Family related Absences
 - 377C: COVID-EMERG PD SICK-FAMILY (non-EFMLA)
 - 377F: COVID-EPSL & EFMLA-FAMILY
 - 378F: COVID-FMLA EXPANSION-CHILDCARE (beginning week 3 of EFMLA)
 - Use data from [EPSL and EFMLA Calculator](#)

STEP 3 ETE/HRIS DAILY ENTRY			*NOTE: Enter as 5 day work week
PAY CODES	HOURS	RATE	
COVID-SELF 377 & Additional Leave (300/310/376,etc.)	8.00	\$ 16.4154	
	0.00	\$ 15.9154	
or			
	HOURS	RATE	
COVID FAMILY 377C/377F/378F & Additional Leave (300/310/376,etc.)	8.00	\$ 16.4154	
	2.50	\$ 15.9154	

– Enter into ZR80.1

Time Records						Payment						Earnings						Deductions					
Pay																							
FC	Code	Hours	Rate	Date	Sta																		
A	377C	8.00	16.4154	04/27/2020																			
A	310	2.50	15.9154	04/27/2020																			
A	377C	8.00	16.4154	04/28/2020																			
A	310	2.25	15.9154	04/28/2020																			
A	300	.25	15.9154	04/28/2020																			
A	377C	8.00	16.4154	04/29/2020																			

ATTENDANCE CODE	
Attend Code	Description
UN	COVID RELATED EXPENDITURE

- UN - can be used for all additional leave Pay Codes (310/300/376, etc.)

GAO-73A One-Time Deduction Request Form

INSTRUCTIONS

Use this form to request additional one time deductions for State of Arizona employees.

The One Time Deduction Form may be used to create an additional one time deduction (in addition to a normal biweekly deduction), or to create a one time deduction without any normal biweekly deduction. The form may be used to refund a retirement deduction that was taken in error in a previous pay period, and also adjust deductions between retirement systems. Any Benefit related deductions need to be communicated to ADOA Benefits directly.

This form must be completed and submitted by 12 pm on compute Tuesday to be effective for the current pay period. Any forms incomplete or not submitted timely may not be processed.

Once completed, send to GAO Central Payroll by email by GAO-3P Approver to:

CENTRAL_PAYROLL@AZDOA.GOV by 12:00pm compute Tuesday

AGENCY CODE	PREPARED BY			DATE PREPARED	PHONE #	REVIEWED BY			DATE REVIEWED	PHONE #
	EIN	NAME				EIN	NAME			
AA	123456	Phoebe Buffet		04/01/20	602-867-5309	57894	Monica Gellar		4/2/20	602-867-5310

	EIN	EMPLOYEE FULL NAME	DEDUCTION CODE	DEDUCTION DESCRIPTION	DEDUCTION AMOUNT	WAGE AMOUNT		ENTER DATES	FUTURE DED DATE	COMMENTS
1	45478	Chandler Bing	7903	RETIRE - ASRS PLAN - EE	119.40	1,000.00	PPB	2/8/2020	4/23/2020	
			7904	RETIRE - ASRS PLAN - ER	119.40	1,000.00	PPE	2/21/2020	4/23/2020	
2			7508	LTD ASRS - ER	1.70	1,000.00	PPB	2/8/2020	4/23/2020	
			7509	LTD ASRS - EE	1.70	1,000.00	PPE	2/21/2020	4/23/2020	

As of 1/1/2020 A.R.S. § 38-738 (E) requires written consent from the employee to deduct missed ASRS retirement contributions from their paycheck. Failure to sign will result in the agency submitting Contributions Not Withheld (CNW) which may result in additional fees and interest pursuant to ASRS guidelines.

I hereby request and authorize the State of Arizona to deduct missed ASRS employee retirement contributions as a pre-tax deduction from my paycheck as outlined above.

Employee Signature: *Chandler Bing* Date: *4/2/20*

GAO CENTRAL PAYROLL USE			
ENTERED BY	DATE	REVIEWED BY	DATE

GAO - 73A (Revised 2/1/2020)

As of 1/1/2020 A.R.S. § 38-738 (E) requires written consent from the employee to deduct missed ASRS retirement contributions from their paycheck.

New Signature line at the bottom to obtain the employee signature
New Future Date box

If you are unable to obtain consent or the employee declines to sign, write refused in the signature line and keep for your records.

ASRS Fiscal Year Intent Review

- State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as
 - “... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week.”
- At the beginning of each fiscal year, a review of these types of employees needs to be done to determine and document the employer’s intent regarding ASRS 20/20 criteria
 - Intent of employment at the beginning of the new fiscal year or when a job change occurs
- Monitor employees for 20/20 criteria
 - Use “ASRS Eligibility Review (code 9) Report” in the Data Warehouse

ASRS 20/20

- Should be completed each fiscal year
 - Intent can change
- Filed in the employee's file
- Signed off on by someone "in the know" of the Intent
 - HR/Supervisor

INSTRUCTIONS

State law requires participation in the ASRS when all membership criteria are met. A.R.S. § 38-711.23(b) defines members as "... all employees of an employer who are eligible for membership pursuant to section 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week."

In order to determine if a particular employee is "engaged to work 20/20", we need to understand if you intend that the employee will work 20/20 in the current fiscal year based on the terms of employment and intended duration. Consider any changes that are believed to occur in the current fiscal year. If no substantial changes to their current work hours are expected to occur, consider the employee's actual work history in the prior fiscal year as an indicator of what they may likely work in the current fiscal year.

Once completed, send this form to your Agency Human Resources or Personnel Office for processing.

Agency H.R.: Ensure the employee's HR11 Retirement Code is appropriate given the intent indicated below. If you have any questions, please contact GAO Central Payroll at Central.Payroll@azdoa.gov.

The terms of employment and intended duration, as of: [redacted] have been reviewed for:

EIN	Employee Name	Position	FTE	Work Schedule
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Individuals with personal knowledge of the employer's intent should indicate the agency's intent below.

The agency **ANTICIPATES** that **FOR THE CURRENT FISCAL YEAR**, the employee listed above:

WILL WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

WILL NOT WORK at least twenty weeks for at least twenty hours each week

[Provide any information about FTE, position, work schedule, work projects, expected employment duration, etc, that is known as this time. You can attach additional information if needed.]

[Check Only One]

I am authorized on behalf of my agency to make this certification.

[redacted] [redacted] [redacted]
EIN Authorized Signature Date Agency ID / Name

Compensation Strategies

- ADOA has temporarily suspended usage of agency pay strategies for ingrade adjustments and limiting usage of goal-based, merit, and spot incentive payments.
 - Effective beginning April 8, 2020 through July 1, 2020
- Please coordinate with Agency Leadership and ADOA Human Resources to ensure any pending incentive payments are authorized to be paid.
- Authorized non-discretionary incentives such as goal based and merit need to be allocated weekly over the time period your employee was working to earn.

2020 W-4 Employee's Withholding Certificate

- The Internal Revenue Service provides a tax withholding estimator that can be provided to employees who have questions about the 2020 update of Form W-4.
 - <https://www.irs.gov/individuals/tax-withholding-estimator>
- Step 1(c) is causing agencies to make entry errors on PR13.
 - For 2020 W-4 the only valid choices for Marital Status are:
 - 01 Single
 - 04 Married Both Spouses Working
 - 06 Head of Household
- Other options are available on PR13 dropdown which might more correctly describe employee's status but HRIS will calculate tax as if employee filed 01 Single
 - 02 Married
 - 03 Married Filing Separate
 - 05 Married One Spouse Working

ETE Time Card Edits for COVID Paycodes

- ETE Time Card Edits were modified for COVID pay codes
 - New paycodes are paid at 66.67% but still recorded as 8 hours (or FTE equivalent)
 - Edits modified from hard edit (stop) to a soft edit (warning)
 - Employees receive upon Submit
 - Supervisors/Proxies receive upon Approve
- The modification allows:
 - A salaried employee to be paid over 40 hours regular pay in a week
 - An hourly employee to be paid over 40 hours regular pay in a week without using overtime pay code to record the overtime expense
- ETE will give a warning when hours over 40 are submitted and approved but will not prevent action from occurring
- GAO recommends:
 - Before ETE interface
 - Run data warehouse ETE Pending Time Record Report and export as a spreadsheet for analysis of the hours to be paid
 - After ETE interface
 - Run PR135 or XR135 time record audit and save output as a .csv file for analysis of the hours to be paid

HRIS Statewide ETE Items

- June 12th – Noon
 - ETE Templates requiring mass upload (100+) are due to GAO
 - Email: Central.Payroll@azdoa.gov
- June 13th – 6:00 PM
 - ETE Cutoff for all agencies
- June 14th – 7:00 AM
 - ETE Interface scheduled for Sunday with FY20 labor
- June 15th - morning
 - Updating Account Template Sub-Account (BFY) 2020 to (BFY) 2021
- June 27th – 6:00 PM
 - Templates must be updated by the ETE deadline
 - HRIS is view only on June 26th, YES (ETE) still available for update

Handwrites through Fiscal Year End

- Should be kept to a minimum to avoid PEDF1 document rejects on the Document Catalog
- Beginning June 22th, Labor will default to Sub Account BFY21, **must update to BFY20**
- Travel & Other Reimbursement handwrites allowed June 17-30, 2020
 - Minimum handwrite threshold lowered from \$100 to \$10
- GAO will be verifying cash and appropriation availability in AFIS



HRIS Labor Distribution

- After April 24th, any **new** AFIS accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered **as FY21**
- FY20 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing) through June 16th
- Beginning June 17th, **only FY21 AFIS** profiles will be interfaced to HRIS; FY20 elements will no longer be included on the nightly interface
- The Systems Integration team will download all FY21 AFIS COA elements (associated with HRIS labor distribution) on June 12th, for a one-time manual upload to HRIS on June 13th
 - Therefore, BFY21 AFIS COA elements for HRIS labor distribution should be set-up no later than June 11th
 - The manual upload will ensure FY21 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 15th

HRIS Statewide Position Update

- June 20th – 21st
 - XP02/ZP02 Update
 - Updating Sub-Account (BFY) 2020 to (BFY) 2021
 - Update Position labor distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 15, 2020
 - Errors must be fixed by June 23rd, 2020
- June 26th – HRIS View Only, No Handwrites
 - Perform time entry activities a day early if possible
 - XR23.3 Update
 - Updating Sub-Account (BFY) 2020 to (BFY) 2021
 - Update Multiple Labor Distribution elements based on Agency requests/submittals
 - Send requests/custom uploads with subject line “HRIS POSITION UPDATES” to GAOSystemSupport@azdoa.gov no later than June 15, 2020
 - Errors must be fixed by June 30th, 2020 (2:00 PM)

Payroll Corrections - AFIS PEDF1 documents

- All AFIS PEDF1 documents in rejected status, must be finalized by July 10, 2020.
- GAO will be monitoring PEDF1 records to ensure they are being posted in a timely manner.
- Please contact your GAO AFIS Liaison for assistance, or to discuss any compliance issues.

HRIS Critical Dates - June - July 2020

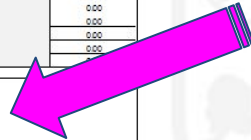
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30 PAY PERIOD BEGIN
31 ETE INTERFACE 7 AM	1 JUNE	2 COMPUTE	3	4 PAYDAY 12	5	6
7	8	9	10	11 ETE Templates Due to GAO	12 Upload FY21 Labor Distribution Elements PAY PERIOD END	13 PAY PERIOD BEGIN ETE CUTOFF 6PM
14 ETE INTERFACE 7 AM	15 ETE Templates Uploaded Agency: Check ZR530/ZS535 ETE EXTRACT error reports	16 COMPUTE	17 Only FY21 COA Elements interfaced	18 PAYDAY 13	19	20 HRIS VIEW ONLY XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2021
ETE UNAVAILABLE						
21 HRIS VIEW ONLY XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2021	22 AGENCY: FIX XP02/ZP02 UPDATE ERRORS Begin keying for 7/2/20 payday	23	24 HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM	25	26 HRIS VIEW ONLY NO HANDWRITES XR23.3 SUB ACCOUNT (BFY) UPDATED TO 2021 PAY PERIOD END	27 PAY PERIOD BEGIN Last Day to update ETE Templates before Interface ETE CUTOFF 6PM
LABOR WILL DEFAULT TO SUB ACCOUNT (BFY)2021 MUST FIX FOR HANDWRITES						
28 LABOR WILL DEFAULT TO SUB ACCOUNT (BFY)2021. MUST FIX FOR HANDWRITES	29	30 COMPUTE	1 HRIS VIEW ONLY	2 PAYDAY 14	3	4
ETE INTERFACE 7 AM	Agency: Check ZR530/ZS535 ETE EXTRACT error reports	LAST CHANCE TO PAY IN FY20 NOON DEADLINE HRIS COMPUTE 2PM	Statewide Updates: New Retirement Rates	First pay day FY21	4TH OF JULY OBSERVED	

GAO-70A Overpayment Worksheet

AGENCY I.D.		AGENCY NAME		DATE	
SELECT ONE					
EMPLOYEE NAME		E.I.N.		FEDERAL TAX DATA	
PAYMENT NUMBER		PMT DATE		FILING STATUS	
JOB/POSITION TITLE		FULL CANCELLATION OR PARTIAL OVERPAY?		Multiple Jobs (Y/N)	
ADVICES		ADVICES		ENTER %	
ADVICES		ADVICES		ADD'L AMT \$	
ADVICES		ADVICES		Year	
ADVICES		ADVICES		Year	
DESCRIPTION	PAY CODE / DED. CODE	AMOUNT PAID	AMOUNT TO BE PAID	HOURS TO RECOVER	DIFFERENCE TO RECOVER
EMPLOYER EXPENSES					
SOCIAL SECURITY TAX (0620)	T102	0.00	0.00		0.00
MEDICARE TAX (0146)	T104	0.00	0.00		0.00
JUDGE TAX - JUDGES ONLY (0148)	T106	0.00	0.00		0.00
PLFA	T108	0.00	0.00		0.00
SUTA (001)	T202	0.00	0.00		0.00
TECHNOLOGY CHARGE (2042) or (2022) (varies by T1)	2000	0.00	0.00		0.00
PERSONNEL CHARGE (0083)	2802	0.00	0.00		0.00
ACCUM BCK CHRIG (0040)	3804	0.00	0.00		0.00
WORKERS COMP (RATE VARIES BY AGENCY)	3806	0.00	0.00		0.00
PERSONNEL CHARGE (0003)	3810	0.00	0.00		0.00
SAVING LIFE (826)	7302				0.00
SELECT - LTD	SELECT				0.00
SELECT - RETIREMENT PLAN	SELECT				0.00
SELECT - HEALTH INSURANCE	SELECT				0.00
SELECT - DENTAL INSURANCE	SELECT				0.00
SELECT - LTD PERS CORP/ICORP	SELECT				0.00
SELECT - HSA/ER CONTRIBUTION	SELECT				0.00
SELECT - ACJUALT CONTRIBUTION RATE	SELECT				0.00
SELECT - SUPP BENEFIT RET PLAN	SELECT				0.00
SELECT - LEGACY PLAN	SELECT				0.00
SELECT - SUPP DC PLAN - ER	SELECT				0.00
SELECT - SUPP DC PLAN - ER	SELECT				0.00
OTHER					0.00
FICA Taxable Wages		0.00	0.00		0.00
FICA Taxable Wages		0.00	0.00		0.00
Medicare Taxable Wages		0.00	0.00		0.00
Medicare Taxable Wages		0.00	0.00		0.00
REQUIRED - DETAILED EXPLANATION:					
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 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:		Date:	
REVIEWER'S NAME	PREPARED BY	DATE	PHONE NUMBER		
REVIEWER'S NAME (MAY BE THE SAME AS THE APPROVER)	REVIEWER EID	DATE	PHONE NUMBER		
APPROVER'S SIGNATURE	APPROVER EID	DATE	PHONE NUMBER		

Go paperless!

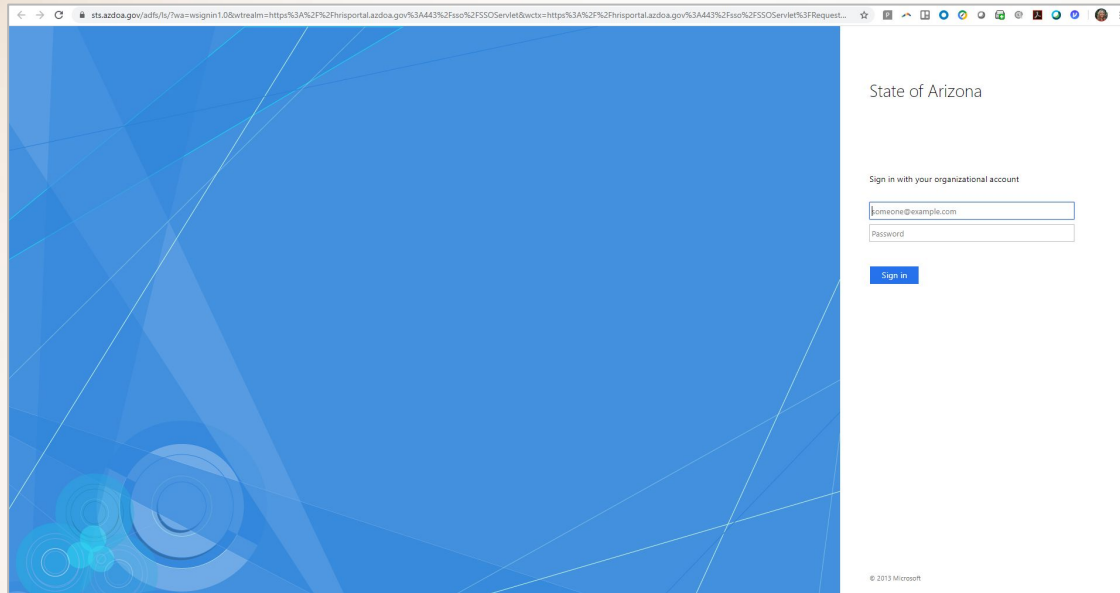
- Deposit employee payment in AFIS using Object 6199
- Provide AFIS Function on GAO-70a
- Scan GAO-70a to Central.Payroll@azdoa.gov
- GAO will process an AFIS IETBSPR with the Function provided on the GAO-70a



HRIS V10 Upgrade

- Upgrade to V10 [scheduled 3Q 2020]
 - Mostly a Technical Upgrade
 - Supported version to Infor HRIS
- HRIS Training in TraCorp
 - New RISE format
 - No additional training required for existing users
 - New users of ETE/HRIS
 - Prerequisite Courses
 - One Training Course per HRIS Security Role
 - Demo Agency Transit Card course

HRIS V10 Upgrade



HRIS Demo

Demo of Upgraded Software

HRIS V10 Upgrade: Manual Payment

General

Sign Out

Lawson Home

Content

User Options

Change Password

Help

About

Hotkeys

Form Help

Field Help

Form Wizard

Bookmarks

Jobs and Reports

Job Schedule

Print Manager

Job List

HRIS Web Reports

Frequent

PR82.1 - Adjustment

HR11.1 - *Employee

PR13.1 - Employee United State...

Menu

ZR80.1

ZR80.1 - Manual Payment

Data View | Special Actions | Change | Delete | Inquire | Inquire

Company Bank Code Payment Number

Employee No Calc Deduction Selection

Time Records | Payment | Earnings | Deductions

Pay

FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code
<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="QE"/>



XR36.4 - Manual Time Record Maintenance

Data View | Special Actions | Add | Change | Previous | Inquire | Next | Inquire

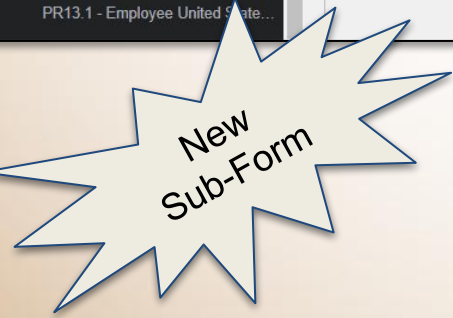
Company STATE OF ARIZONA

Employee

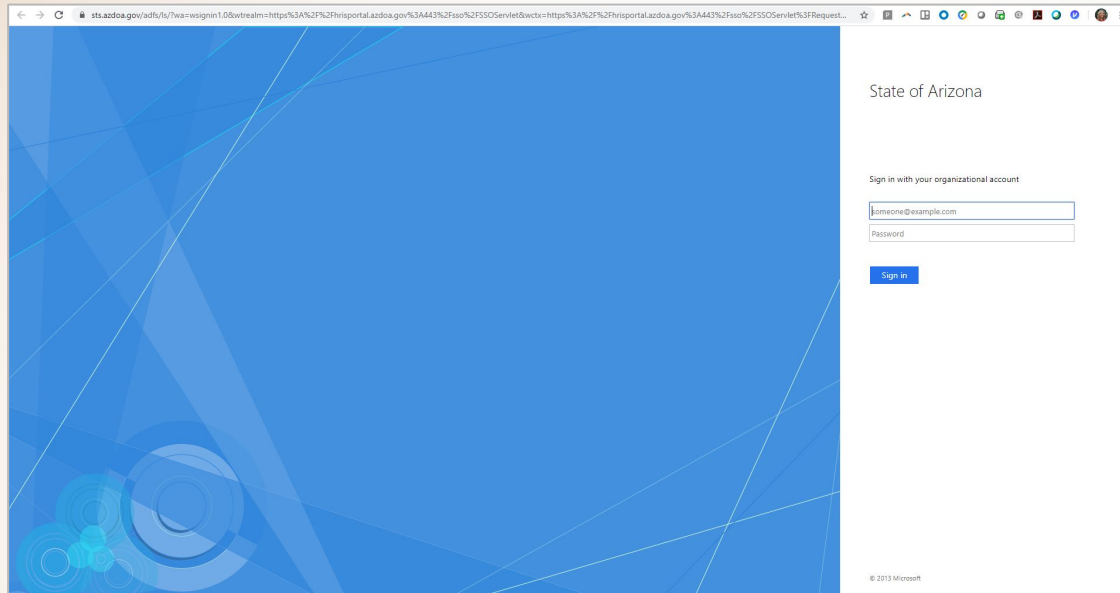
Status All

RETURN

FC	Code	Hours	Job Code	Rate	Date	Stat	S P T P					Att Code
							h	G	F	D	Ocr	
<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="QE"/>
<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="QE"/>
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<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="QE"/>
<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value="QE"/>	<input type="text" value="QE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="QE"/>



HRIS V10 Upgrade



Y.E.S. Demo

Demo of Upgraded Software

HRIS V10 Upgrade: Employee Time Entry Form

New Employee Information Tab & Messages display on screen

HRIS STATE OF ARIZONA

General

Lawson Home

Bookmarks

Your Employee Services

- Open Enrollment
- Login to MAP / Job Search
- Elect to Become Uncovered

+ Employee Training

+ Benefits

+ Alert Me

Leave Activity

+ Pay

+ Personal Information

+ HELP

Employee Time Entry (ETE)

ETE Menu

- Frequent
- Recent

Menu

ZS37.3 - Employee Time Entry Form

Special Actions Save DeleteAll Inquire Inquire

Employee

Pay Period Sat. 04/18/2020 12:00am - Fri. 05/01/2020 11:59pm

Time Card Status Missing

Week 1 Week 2 Leave Balances **Employee Information**

Supervisor Name

Supervisor Email

Supervisor Phone

FLSA Status Exempt

Eligible For Overtime No

Shift 1

HRIS Department FG050 - FSD/GAO AFIS

Function from Home Position

Holiday Reporting Instructions

Review Comments

No time records found for pay period

Notices:

- Hours worked must be recorded on the day actually worked.
- Holiday leave can only be recorded on a State observed holiday.
- All other leave hours should be recorded on the day normally scheduled to work.

If you have questions or issues please contact your payroll department at ADOA.PAYROLL@AZDOA.GOV

HRIS V10 Upgrade: ETE Updates

- Time Card Edits
 - Forcing 40 Hours
 - Does not allow overtime when some leave hours are reported
 - Employee will not be able to enter some pay codes such as annual leave and sick leave if they have already worked their normal weekly hours
 - Employees may need to reduce leave hours if they worked extra hours on another day
 - NOTE: Exempt employees cannot “FLEX” hours for absences. They should record hours scheduled to work for days in which they work a full or a partial day.
 - ETE will require entry of weekly scheduled hours based on FTE
 - A full time employee with 32 hours in a week would need to account for the remaining 8 hours with leave or leave without pay
- Proxy Summary View Updated
 - FLSA Status
 - FTE
- Prior Time Card
 - Printable
 - Includes Labor Expense elements

HRIS V10 Upgrade: ETE Prior Time Card

HRIS STATE OF ARIZONA

Menu

ZS38.1 - Employee Time Entry - Prior Time Records

Special Actions Previous Inquire Next Inquire

Employee 89471 CAPPUCIO, TRACEY

Pay Period Sat 12/14/2019 12:00AM - Fri 12/27/2019 11:59PM

Week 1 Week 2

Week 1 Hours 40.00

Pay Code	12/14	12/15	12/16	12/17	12/18	12/19	12/20	AC	SH	Account Template
100			8.00	8.00	8.00	8.00	8.00		1	

Printable

Print Amended Time Card

State of Arizona

Amendment to ETE Time Card

EIN: Accounting Unit (Function): ADGAO5000000 Name: Unit: 5000 Pay Period: Sat, 12/14/2019 - Fri, 12/27/2019 Appr: AD00001 Activity: 500000 Program:

Week 1	Pay Code	12/14/2019 Sat.	12/15/2019 Sun.	12/16/2019 Mon.	12/17/2019 Tue.	12/18/2019 Wed.	12/19/2019 Thu.	12/20/2019 Fri.	Total	AC	SH	Accounting Unit (Function)	Account	Sub Account	Activity	Account Category	Unit	Appr	Actv	Prog
Orig 1	100			8.00	8.00	8.00	8.00	8.00	40.00		1	ADGAO5000000	6011	2020			5000	AD00001	500000	
Amend 1																				
New 1																				
New 2																				

Week 2	Pay Code	12/21/2019 Sat.	12/22/2019 Sun.	12/23/2019 Mon.	12/24/2019 Tue.	12/25/2019 Wed.	12/26/2019 Thu.	12/27/2019 Fri.	Total	AC	SH	Accounting Unit (Function)	Account	Sub Account	Activity	Account Category	Unit	Appr	Actv	Prog
Orig 1	100			8.00	8.00				16.00		1	ADGAO5000000	6011	2020			5000	AD00001	500000	
Amend 1																				
Orig 2	320					8.00			8.00		1	ADGAO5000000	6048	2020			5000	AD00001	500000	
Amend 2																				
Orig 3	100						8.00	8.00	16.00		1	ADGAO5000000	6011	2020			5000	AD00001	500000	
Amend 3																				
New 1																				
New 2																				

EMPLOYEE CERTIFICATION: I hereby certify that the attendance reported for the pay period is correct and that I have performed services on the days for which the hours worked are indicated. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

SUPERVISOR CERTIFICATION: I hereby approve and certify that the attendance reported for the pay period is correct and the employee has performed the reported services for a valid public purpose. I certify that any leave reported has been approved and is available for this pay period. I understand that that knowingly approving a falsified time sheet may subject me to disciplinary action and/or legal prosecution.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Agency Use Only

Entered By _____ Reviewed By _____

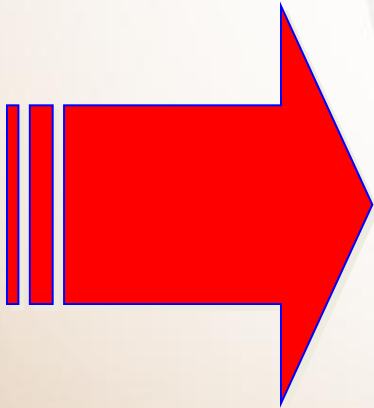


The End

Items to Note from Payroll Calendars

- Prior Year Adjustments; deadline is Friday prior to
- 27 pay days in Calendar Year 2020
- 27 pay days (Wednesdays) in Budget Fiscal Year 2021

any questions



Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Monday, November 23, 2020
Google Meets