

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:
PAYROLL COMPUTE: TIME
RECORD ENTRY





PAYROLL COMPUTE: TIME RECORD ENTRY

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Overview

The objective of this quick reference guide is to provide general information on the process of entering time records in HRIS as it relates to the Agency Payroll Specialist. 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
3. Process prior pay period adjusting time records including retroactive pay changes

Deadlines

Agency Payroll Specialist update access turned off **Tuesday at 2:00pm** of compute week. Update access to 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

SAAM

[SAAM 5515](#) Time Reporting

Personnel Rules

Article 6(B) [Paid Leave](#)

Step by Step Training

[Employee Time Entry](#)

[Standard Time Records](#)

Forms

[GAO-32](#) Employee Time Entry (ETE) Manual Time Sheet

Time Record Entry

The HRIS is not an auto-pay system. The only way employees are paid is through the adding of time records. If time records are not entered, the employee will not receive pay. State of Arizona Accounting Manual 5515 Time Reporting details time entry requirements. Time records are created by the employee, supervisor, or ETE in Proxy in the ETE module in YES. Time Records can also be added by an Agency Payroll Specialist on XR32.1, XR32.2 or XR35.2.

Time records must be in the HRIS by 2:00pm on Day 2 to be included in the bi-weekly payroll. If Day 2 is a holiday, the time records must be in the HRIS by Monday at 2:00pm.

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


The GAO-32 is a paper time sheet used 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 (if appropriate) before employee transfers to a 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 HRIS.

XR35.2 Detail Time Entry Screen - Adjusting Time Records and Leave Payouts

Use the XR35.2 to enter prior pay period corrections.

XR35.2 - *SOA Detail Time Entry - PROD

Data View ▼
Special Actions ▼
+ Add
 Change
◀ Previous

FC	Hours	Code	Date	Rate
A ▼	-8	110 	06/08/2021 	
A ▼	8	300 	06/08/2021 	

To enter adjusting time records for a prior pay period:

1. Use **original** time record dates
2. Enter hours as **negative** amounts for a recovery of wages paid in the current calendar year
 - Prior calendar year time record adjustments that do not net to \$0 must be processed on a GAO 70A – Overpayment Worksheet for each payment made.

3. Use adjusting pay codes for premium overtime, if applicable.

To enter leave payouts of a separating employee or other authorized payout:

1. Use applicable leave payout pay codes (included in retirement / excluded from retirement)
2. Enter final leave accruals, if applicable
3. Time record date should be the termination date

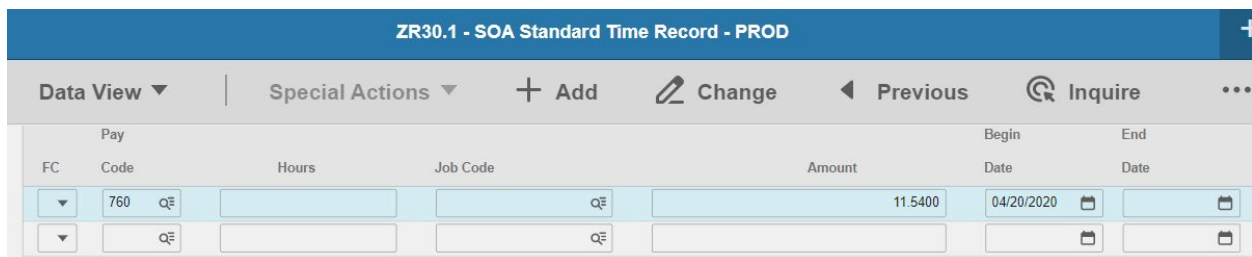
Employee’s leave balances will be decreased by these transactions when payroll compute processes. View detailed instructions in the Leave Payout Processing training.

Additional Earnings

Employees may be eligible to receive various earnings in addition to their base pay. Additional payments may include stipends (geographical, educational, etc.), incentive pay, bonus pay, etc. Payments can be paid once or paid on an ongoing basis. The payments are entered on HRIS forms as follows:

Type	Single Employee	Multiple Employees
One-Time	Detail Time Entry Form (XR35.2) Establish single payments that have a flat dollar amount for a single employee	Speed Time Entry Form (XR33.1) Establish single payments that have a flat dollar amount for more than one employee using the same Pay Code
Recurring	SOA Standard Time Record Form (ZR30.1) Establish recurring payments that have a flat dollar amount or percent for a single employee	The GAO Central Payroll Office will process recurring payments for multiple Employees based on information provided by ADOA Human Resources via Employee Groups

Detailed instructions are in the **Standard Time Records** HRIS training.



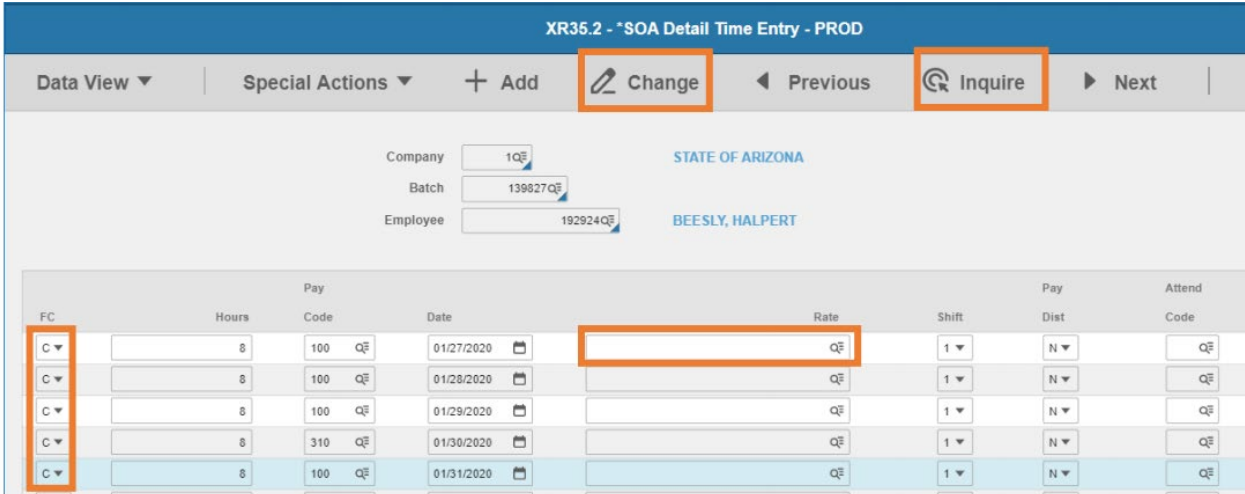
Items to note on the ZR30.1 screen:

1. Enter values based on **weekly** amounts/hours.
 - Hours based stipends – enter 40
 - Amount based stipends – enter WEEKLY amount
2. The transaction creates **2 time records** for the pay period
 - a) Once for the Friday date of Week 1 and again for the Friday date of Week 2
 - b) The system will not prorate the standard time record for partial weeks. A manual entry will need to be keyed in the XR35.2 for partial weeks.

- Begin Date:** If the effective date is not equal to or prior to the Friday of Week 1 on your first pay period, the time record will not process until Week 2.
- End Date:** Leave blank until you need to stop the payment unless it has been determined at the time the payments begin. The payments will continue to process for the employee through the future end date, if one has been entered. Use a Saturday date to pay through the week.

Employee pay rate change in current pay period

Enter time records **after** Agency Human Resources has entered the pay rate change. If time records are entered prior to the pay rate change; update the time records.



FC	Hours	Code	Date	Rate	Shift	Dist	Attend Code
C	8	100 Q	01/27/2020	Q	1	N	Q
C	8	100 Q	01/28/2020	Q	1	N	Q
C	8	100 Q	01/29/2020	Q	1	N	Q
C	8	310 Q	01/30/2020	Q	1	N	Q
C	8	100 Q	01/31/2020	Q	1	N	Q




- For each row, enter the FC **C**
- Remove the value from the **Rate** field
- Click **Change**, the time records will display the new rate

Time Record Entry Reports

PR135 Time Record Edit

Run this report on demand to verify the accuracy of time records entered in the HRIS. There are many options to use while running the report to select time record data to review. Run the PR135 report prior to the compute Tuesday 2:00pm deadline.

PR135 - Time Record Edit - PROD

Special Actions ▼ + Add  Change  Delete ◀ Previous  Inquire

Parameters

Company

Report Selection

Time Record Selection

STATE OF ARIZONA

[Time Record Detail](#)

[All - Including Manual Payments](#)

Recommended setup for all-inclusive review:

- Report Selection: **3 – Time Record Detail**
- Time Record Selection: **6 – All Including Manual Payments**

Time Record Edit															
PR135 Date 07/08/19 Time 14:47				Company 1 STATE OF ARIZONA Time Record Detail Edit For Batch				Pag							
Batch 141325															
Pay Code	Att Code	O S C T	Work Wk Date	T/R Date	Hours	Rate	Wages	St Pr	Nbr Pp	Proc Level	Rpt Enty	Dept	Job Code	S C P T C H G G F T	
921		U	06/14/19	06/11/19	0.00	10.6400	10.64	AZ		ST100		ST202	AUN08606	S	
Wh State: AZ Location: PAYROLL Wc State: AZ Work: County Position SST000000047 Schedule AREG City Grade 22 Step 0 Sch Dst															
932		U	06/14/19	06/11/19	0.00	463.3000	463.30	AZ		ST100		ST202	AUN08606	S	
Wh State: AZ Location: PAYROLL Wc State: AZ Work: County Position SST000000047 Schedule AREG City Grade 22 Step 0 Sch Dst															
933		U	06/14/19	06/11/19	0.00	162.8000	162.80	AZ		ST100		ST202	AUN08606	S	
Wh State: AZ Location: PAYROLL Wc State: AZ Work: County Position SST000000047 Schedule AREG City Grade 22 Step 0 Sch Dst															
Totals					0.00	636.7400	636.74								
Totals Batch 141325					921	0.00	10.6400	10.64							
					933	0.00	162.8000	162.80							
					932	0.00	463.3000	463.30							
						0.00	636.7400	636.74							
Total Employees Batch 141325					1										

Review report output for possible errors such as:

1. Time records with a date after the pay period end date – these won't process with payroll
2. Excessive hours entered (i.e., more than 80 hours for a 1.0 FTE)
3. System generated pay codes (i.e., 996, 998, 999, 790A, 790B, 790C, etc.) - use adjustment pay codes instead
4. Pay codes requiring additional documentation or approval
5. Shift entered
6. Negative wage totals – system will not process a recovery if no gross pay exists to deduct from



7. Leave balance errors
8. Final leave accruals for terminating employees that didn't work at least half their FTE

XR135 Time Record Edit

Run this report on demand to verify the accuracy of time records entered in the HRIS. Similar to PR135, it has parameters to run the report by defining Pay Class and/or by Process Level range.

Need Assistance?

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