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ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:
PAYROLL COMPUTE: BATCH SECURITY

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Overview

The objective of this quick reference guide is to provide general information on the process of assigning a payroll batch 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. Agency Payroll Specialists reassign batch numbers to another Power User ID to allow time record adjustments

2. Agency Reimbursement Specialists reassign batch numbers to another Power User ID to allow time record adjustments

Deadlines

- HRIS update access turned off Tuesday at 2:00pm of compute week
- HRIS update access for input 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

Step by Step Training

HRIS Training

- Agency Payroll Specialist: Time Entry (ZR10.1)
- Agency Payroll Specialist: ETE Employee Time Entry (ZS01.1)
- Agency Reimbursement Specialist Training (ZR10.1)

Reassign a Batch

Batch Security ZR10.1

Batch numbers are created as time records are added in HRIS. When the batch is created, the Power User ID of the employee who created the batch is assigned to the batch number. Batch numbers are assigned to Power User IDs to ensure the security of the information within the batch.

If at any time the batch needs to be updated or reviewed by another user, the batch number must be reassigned to the Power User ID of the individual needing access. Agency Payroll Specialists and Agency Reimbursement Specialists have the authority to reassign batch numbers.

1. To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch

2. The **ZR10.1** is used to reassign multiple batches at one time

3. Sub-form **ZR10.2** is used to sort batch results by Power User ID or Process Level

   - When the sort feature is enabled an asterisk ***** will appear on the form

4. Reassignments can be made as many times as necessary within the payroll cycle

5. The ZR10.1 can be used to reassign an ETE batch for current payroll adjustments

ETE Batch Maintenance ZS02.1

ETE batch numbers are assigned to an agency designated Power User ID with the Agency Payroll Specialist job role.

1. The **ZS02.1** screen is used by the Power User to reassign the ETE batch to another Power User ID

2. The ZS02.1 screen can also be used to move process levels to another ETE batch

   - *The Process Level must be assigned to a Batch or it will not process with compute*

ETE batches can be temporarily reassigned in ZR10.1 to allow for time record edits. For the next payroll cycle, the ETE batch will default to the Power User ID assigned on the ZS02.1 screen.

Need Assistance?

View the Central Payroll Directory click here