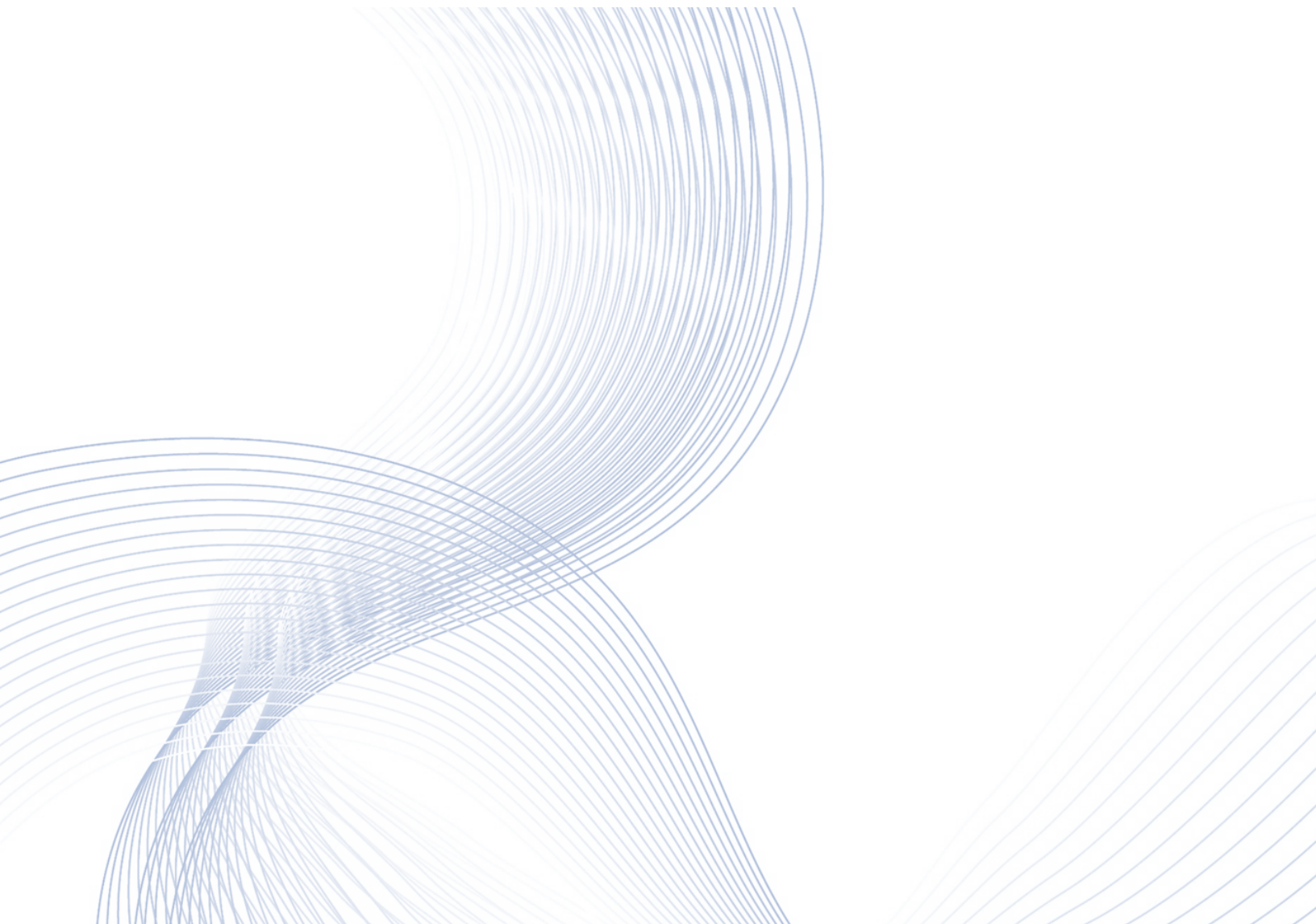ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:
LABOR DISTRIBUTION

LABOR DISTRIBUTION

Table of Contents

Overview

The objective of this quick reference guide is to provide general information on the process of Labor Distribution on payroll expenditures in HRIS, as it relates to the Agency Labor Distribution Specialist. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Every Position in the HRIS has an associated Labor Distribution, which determines how payroll expenditures will post to the Arizona Financial Information System (AFIS).

Agency Payroll Functions

Update Labor Distribution as necessary

Deadlines

Updates to AFIS Chart of Account (COA) Elements for HRIS, interface to HRIS nightly. To be included in the next payroll cycle, AFIS COA updates need to be made by Monday (Day 1) of payroll week 1 (compute).

Payroll Cycle

Payroll jobs use a 10-day cycle. Use this reference chart to determine the 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

Training

HRIS Resource Guide -   Agency Labor Distribution Specialist

ADOA-GAO Quick Reference Guide - Chart of Account Elements for HRIS Integration

Need Assistance?

gaosystemsupport@azdoa.gov

Labor Distribution changes in AFIS

The AFIS Chart of Account (COA) elements are interfaced daily from AFIS to the HRIS, except on weekends and holidays. The primary HRIS Labor Distribution element is the AFIS Function, which maps to the HRIS Accounting Unit. HRIS Labor Distribution is also supported by the HRIS Activity and HRIS Account Category. Ensure that AFIS Function Roll Ups are completed with Function Type HRIS (to make AFIS Functions available in HRIS only) or HRLG (to make AFIS Functions available in HRIS and Tririga).

Detailed instructions for creating and modifying AFIS chart of account elements for HRIS integration can be found in the Chart of Account Elements for HRIS Integration ADOA-GAO Quick Reference Guide.

AFIS COA	HRIS COA
Function	**Accounting Unit**= 2 Character Agency + Function: (All Agencies)
Program	**Activity**=, 2 character Agency + Program: (All Agencies except ADOT, EVA, & FOA)
Program and Phase	**Activity**= 2 character Agency+ Program + Phase: (ADOT Only)
Location and Sub Location	**Activity** = 2 character Agency + Location + Sub Location (EVA Only)
Activity and Sub Activity	**Activity**= 2 Character Agency + Activity + Sub Activity : (FOA Only)
Program Period	**Account Category** = Program Period: (All Agencies except ADOT & EVA)
Activity	**Account Category**=AFIS Activity: (ADOT & EVA Only)

Initial Labor Distribution setup

When a position is initially set up on the **Position Form (XP02.1)**, Labor Distribution information (Expense Account/Funding Source) must be entered at that time. The XP02.1 only allows one Labor Distribution funding source. Labor Distribution that needs to be expensed to multiple funding sources must be set up on the **Payroll Distribution - Positions Form (XR23.3)**, which will supersede the single funding source Labor Distribution on the XP02.1. Labor Distribution funding source percentages for a position must always total 100%, regardless of the number of funding sources.

- The Agency Class & Comp Analyst can make permanent changes to the single default Labor Distribution funding source on a position using the XP02.1.

- Agency Human Resources can update this information using the **Agency Position Form (ZP02)**.

- Labor Distribution changes that are made from one pay period to the next should be made directly on the Employee's timesheet.

Payroll Distribution - Positions Form (XR23.3)

The **Payroll Distribution-Positions form (XR23.3)** allows for multiple Labor Distribution funding sources for each Position and it will supersede the existing labor distribution set-up on the Position Form (XP02.1) and Employee record (HR11.1). Items to Note:

1. This process will be performed periodically and may be triggered by new hires, separations, position changes, budget implications, department reorganizations or changes in work assignments.

2. The intent of the **Payroll Distributions - Positions Form (XR23.3)** is to add multiple Labor Distribution funding sources, but this form can also be used to do temporary (long-term) changes to a position's Labor Distribution.
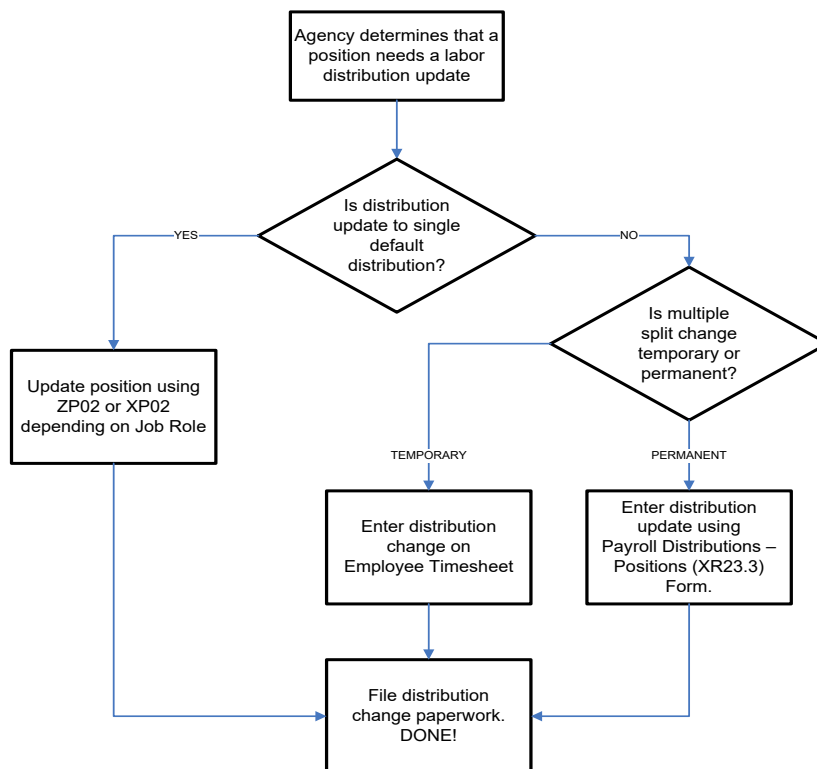
3. Once changed, the Labor Distribution funding source setup on the **Payroll Distribution - Positions Form (XR23.3)** will permanently override the default for the position. If additional Labor Distribution changes occur on the position, this form must also be updated.

Default Labor Updates at Fiscal Year End

Each fiscal year end, the General Accounting Office updates the sub-account on all active positions on Position form (XP02 or ZP02). The sub-account on multiple Labor Distribution form XR23.3 are also updated. The positions that are not updated due to errors are communicated to the affected agencies for resolution.

After changes are made, Labor Distribution defaults to the new appropriation year. *Special caution should be used when paying handwrites during this time to ensure charges are correct.*

HRIS Position Labor Distribution Changes

```
                    ┌─────────────────────────┐
                    │ Agency determines that a │
                    │   position needs a labor │
                    │   distribution update    │
                    └─────────────────────────┘
                                 │
                                 ▼
                         ╱─────────────╲
                        ╱ Is distribution╲
              YES      ╱  update to single ╲      NO
          ◄───────────   default            ───────────►
          │             ╲  distribution?  ╱            │
          │              ╲───────────────╱             │
          │                                            ▼
          │                                   ╱─────────────╲
          │                                  ╱ Is multiple    ╲
          │                                 ╱  split change     ╲
          │                                   temporary or
          │                                 ╲  permanent?     ╱
          ▼                                  ╲───────────────╱
 ┌─────────────────┐                    TEMPORARY      PERMANENT
 │ Update position │                        │              │
 │ using ZP02 or   │                        ▼              ▼
 │ XP02 depending  │              ┌──────────────┐ ┌──────────────┐
 │ on Job Role     │              │Enter distrib.│ │Enter distrib.│
 └─────────────────┘              │change on     │ │update using  │
          │                       │Employee      │ │Payroll Dist.-│
          │                       │Timesheet     │ │Positions     │
          │                       └──────────────┘ │(XR23.3) Form.│
          │                              │         └──────────────┘
          │                              ▼              │
          │                       ┌──────────────┐      │
          └──────────────────────►│File distrib. │◄─────┘
                                  │change paper- │
                                  │work. DONE!   │
                                  └──────────────┘
```

Time Records

An employee's Labor Distribution will be used by default on XR32 or XR35.2 during the time entry process or as part the ETE interface into HRIS. If the default Labor Distribution should not be applied to the employee's time records, the Agency Payroll Specialist will need to manually update the new Labor Distribution for those hours within that pay period.

Pay distribution **PD** field defaults to:

- **N** if the employee does not have a multiple labor funding source setup on XR23.3

- **Y** if the employee has a multiple labor funding source setup on XR23.3

The PD field should be changed from **Y** to **N** if you will be overriding a multiple distribution with different expense information on the time record. *The PD field change will need to be completed on each effected line of the XR32, XR35.2, or ZR35.2.*

ETE Labor Distribution Templates

Some ETE agencies utilize **ETE Labor Distribution Templates on ZS04**. The HRIS **ZS204 ETE Labor Detail Report** will list all templates during a given pay period, as well as ETE time records that do not use a template. The **Data Warehouse ETE Agency Templates report** will show all agency templates available on ZS04. Contact the GAO Central Payroll Office at Central.Payroll@azdoa.gov for assistance with defining ETE Labor Distribution Templates.

Reports

Data Warehouse Position (ZP02) Report

The **Position (ZP02) Report** is available on the Human Resources Data Warehouse, in the Agency HRIS Payroll Reports folder. This report will show the default Labor Distribution for all positions in an agency. The report will also show positions currently filled with employees, as well as positions that do not currently have assigned employees.

Data Warehouse Position-Multiple Labor Distribution (XR23.3) Report

The **Position-Multiple Labor Distribution (XR23.3) Report** is available on the Human Resources Data Warehouse, in the Agency HRIS Payroll Reports folder. This report will show all positions in the agency with multiple Labor Distribution funding sources. The report will also show the Labor Distribution associated with the positions, and the percentages for each Labor Distribution element. The report will list active employees who are associated with positions, as well as positions that currently do not have active employees assigned to them.

HRIS XR223 Percent Distribution Listing Report

This report provides a comprehensive listing of positions displaying position title, position status, job code and their Labor Distribution funding sources. Labor Distribution setup includes a single Labor Distribution funding source recorded on XP02/ZP02, and multiple Labor Distribution funding sources set up on XR23.3 if any.

The XR223 report provides information on both filled and vacant positions. In addition to the information noted above pertaining to vacant positions, the report displays the employee's EIN, name, employee status, FTE count and pay rate for filled positions. If there is more than one employee for a particular position, the Labor Distribution information related to the position is displayed, but none of the employee detail information is displayed. In this situation, the following message is displayed on the report: "***More than one employee for that position***"