

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE: TRANSIT CARD



TRANSIT CARD

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Overview

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

Agency Functions

1. Process completed and signed GAO-624 application by issuing or replacing Transit Cards in HRIS
2. Request final billing for an employee leaving State service
3. Select transit card deduction to be included in final payment
4. Cancel transit card for an employee not requesting a replacement

Deadlines

Request final billing at least 4 working days before final pay is computed (Tuesday of pay week)

Helpful Resources and Documents

Step by Step Training

HRIS Training – [Agency Transit Card](#)

Forms

[GAO-624](#) Platinum Pass Application and Payroll Deduction Authorization

Contacts

Capitol Rideshare website <https://capitolrideshare.az.gov/> ridesharehelp@azdoa.gov

Platinum Pass Program

Capitol Rideshare provides a subsidy to State employees, who reside in Maricopa County and, who commute to work using a Valley Metro bus or the light rail. Eligible rides are tracked using the Platinum Pass card. The initial card is free and the fare is deducted monthly from the employee's paycheck on a pre-tax basis. The employee will complete the **GAO-624 Platinum Pass Application and Payroll Deduction Authorization** to obtain their initial card and any subsequent replacement cards (if original is lost, stolen or damaged). The employee is charged for their rides in the following month.

Transit Card Renewal

The Platinum Pass Transit Cards expire every 4 years; expiration date is printed on the Transit Card. GAO Central Payroll processes the mass renewal.

Billing Process

Regular Monthly Billing

The billing cycle is from the 1st of the month through the end of the month. The employee is charged for rides taken up to a monthly maximum. After the charges are received by the General Accounting Office (GAO), a subsidy (currently 50%) is applied and the employee's total deduction amount is added to the HRIS as a one-time deduction, less any pre-paid amounts. After the close of each monthly billing period, deductions are calculated and appear on the next payroll.

Any transit card one-time deductions remaining after payroll processes (i.e. employee was on leave without pay or terminated) are charged to the agency via an AFIS transfer. The Agency is responsible to recover these charges from the employee.

Final Billing

Charges during the billing cycle can be requested for an employee resigning/terminating employment. The request can take up to four business days to complete. Final billing charges are added to the HRIS as a one-time deduction. The final billing can be selected on a manual warrant (handwrite) or deducted through payroll compute.

Detailed Billing

An employee, who is a Commuter Club member, can view detailed ride history through the Commuter Club portal on the Capitol Rideshare website. Contact ridesharehelp@azdoa.gov if a ride detail is needed by agency management as part of an investigation or disciplinary action.

Transit Card Maintenance

HRIS screen **AZ10.1 Employee/Transit Card Maintenance** displays an employee's Transit Card history and is used assign a new Transit Card or cancel an existing Transit Card. The most recent card issued is displayed in row 1.

Field Descriptions:

Type:	E	Express
Status:	A	Active
	D	Final Billing Requested
	G	Inactivated by GAO Central Payroll
	I	Inactive

Issue a Card

An employee requests a Transit Card by completing the Form **GAO-624** and submits it to the Agency Transit Card processor. The agency will review the form for completeness and process the request using the AZ10.1 screen in the HRIS.

GAO mails the Transit Card to the employee's Mailing Address on record in HRIS once weekly. Transit Cards that are undeliverable to the employee are returned to ADOA Capitol Rideshare. Capitol Rideshare will coordinate with the Agency Travel Coordinator for delivery to employee.

If a Transit Card is not received within 15 days, and has not been returned to the GAO as undeliverable, the employee should contact their agency to process a replacement of the card. For a replacement of a card that has been lost in the mail, the \$5.00 replacement fee **may** be waived, contact ADOA Capitol Rideshare ridesharehelp@azdoa.gov.

Lost, Damaged or Stolen Cards

An employee can request a new card by completing the GAO-624 form and selecting the **Replacement** box. A replacement cost of \$5 is deducted from the employee's next paycheck and appears as deduction code 3513 – BUS CARD – REISSUE – EE. The charges from the old card are combined with charges from the replacement card up to the monthly maximum amount.

Canceling the old card and assigning a new card at a different time (not using the replacement process) will prevent the charges from being combined in regard to the monthly maximum; each card will have the maximum amount applied.

If the employee does not want a replacement card, the Agency must cancel the card on the AZ10.1. On the AZ10.8 sub-form, select **Reason: Lost Card, Stolen Card, Damaged Card** or **Cancel no Final Billing**. The End Date will populate with the current date; **DO NOT BACK DATE or use a Saturday or Sunday date in the End Date field**. The End Date is used to generate the nightly cancellation file that will be sent to City of Phoenix the next business day. Using a Friday End Date will generate the cancel to be effective Monday. Any usage will be received on the regular monthly bill and deducted from the employee as a payroll deduction.

Employee Transferring to another State Agency

Do not cancel a card if the employee is transferring to another State agency. The card information will transfer with them to their new agency.

Employee Leaving State Service

Transit Cards are considered State property and must be returned at separation (not transferring). Final billing charges can be requested for an employee separating/terminating (retiring, resigning or dismissed) from employment. The Agency is charged for any employee deductions that remain after payroll processing.

To request final billing, cancel the card on AZ10.1. On the AZ10.8 sub-form, select the reason **Cancel w/ Final Billing**. The End Date will populate with the current date; **DO NOT BACK DATE the End Date field**. The End Date can be adjusted to a future date (used mostly for resignations and retirees). The End Date is used to generate the nightly final billing request file that will be sent to City of Phoenix the next business day and will be returned to GAO within four business days. Upon receipt, GAO will enter

the final charges in the 'Pre-Pay' box on AZ10.1 and a one-time deduction is created. The final billing can be selected on a manual warrant (handwrite) or deducted through the regular payroll compute cycle

Reports

AZ273 – Replaced-Canceled Transit Cards Report

Report is used by ADOA to notify City of Phoenix the transit cards to be canceled. The report also includes cards that will be linked together.

AZ278 – Inactive Employees with Active Transit Cards

Report shows all employees in R2, R3, T2, T3, U1 or U2 status with an active transit card.

Required agency action: Cancel the cards on AZ10.1 to prevent further charges from being incurred and becoming 100% chargeable to the Agency.

AZ283 – Employee Transit Card Report

Report lists all active, inactive or both types of cards for the agency.

Need Assistance?

Card Canceled/Assigned/Replaced in Error

If you have taken action on a card in error, contact GAO Central Payroll **the same business day**, it may be possible to reverse the action.

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