

STATEWIDE PAYROLL MEETING FISCAL YEAR END

MAY 24, 2021



Agenda

Tracey Cappuccio

- Welcome & Introductions
- Contact Information
- Website Registration
- Legislative Update
- Policy Updates
- Recent Accomplishments

Misty Delgado

- ASRS Fiscal Year Intent Review
- ASRS 20/20 Tracking

Lalita Farr

- Data Warehouse
- Overpayment Worksheet

Sam Tekien

- Compensation
- Strategy Payments
- ETE Updates at FYE
- Handwrites at FYE

Everett Rubio

- Benefits on Handwrites
- GAO-73B Changes

John Valentine

- AFIS FYE Update

Introductions

- Central Payroll
 - Tracey Cappuccio
 - Sam Tekien
 - Lalita Farr
 - Steven Snyder
 - Vahn Vo
 - Misty Delgado
 - Everett Rubio
 - Tristen Legate
 - Joy Bridges, RASL
- Systems Integration
 - John Valentine
 - Brian Dodge
 - Michael Williams



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

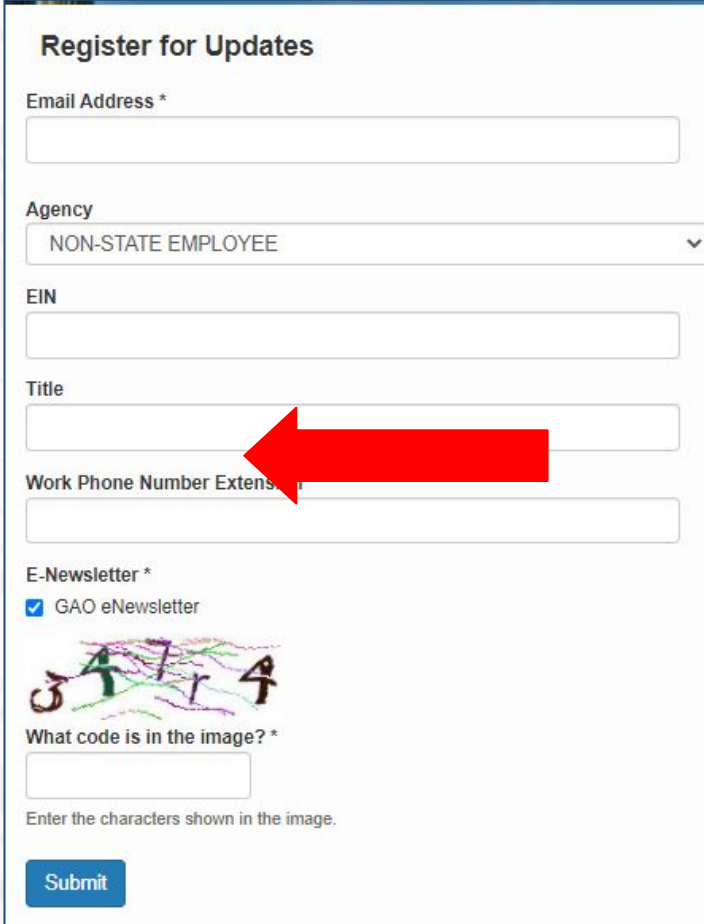
TITLE	LAST UPDATED
Cover Page Contents Revision History Chapter Sheets Section Tabs	04-2020
I. KEY PAYROLL REFERENCE DOCUMENTS	
A. GAO Statewide Payroll Calendar: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022	11-2017
B.1 Payroll Tax Tables and EREs: 060103 070103 010104 050104 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 for PR and HR Practitioners Pay Code Sort COVID19 Paycode Matrix	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 *


Agency
NON-STATE EMPLOYEE

EIN

Title

Work Phone Number Extension

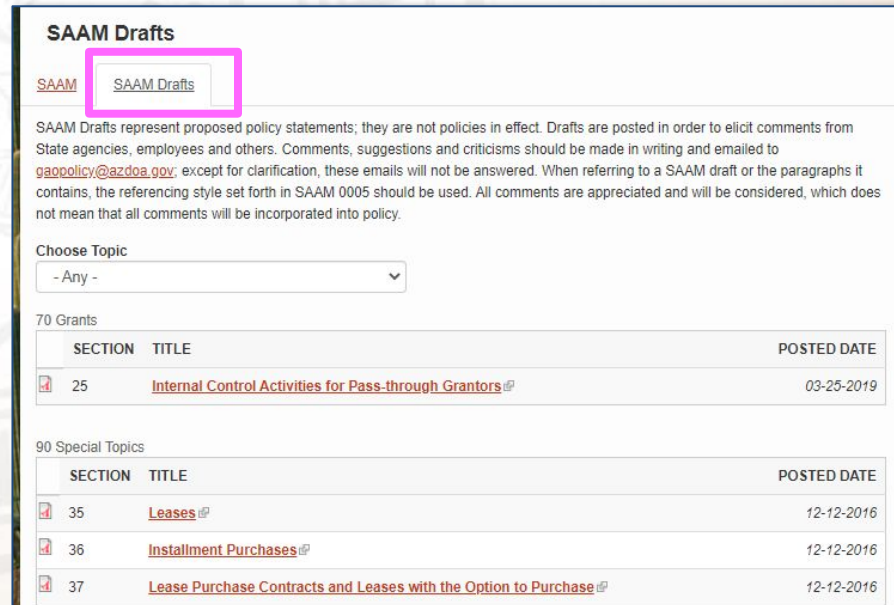
E-Newsletter *
 GAO eNewsletter


What code is in the image? *

Enter the characters shown in the image.

GAO Policy Updates

- Updates to Statewide GAO Policies
 - May be effective immediately
 - <https://gao.az.gov/publications/saam>
- New 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



SAAM Drafts

[SAAM](#) [SAAM Drafts](#)

SAAM Drafts represent proposed policy statements; they are not policies in effect. Drafts are posted in order to elicit comments from State agencies, employees and others. Comments, suggestions and criticisms should be made in writing and emailed to gaopolicy@azdoa.gov; except for clarification, these emails will not be answered. When referring to a SAAM draft or the paragraphs it contains, the referencing style set forth in SAAM 0005 should be used. All comments are appreciated and will be considered, which does not mean that all comments will be incorporated into policy.

Choose Topic
- Any -

70 Grants

SECTION	TITLE	POSTED DATE
25	Internal Control Activities for Pass-through Grantors	03-25-2019

90 Special Topics

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

Legislative & Policy Updates

- Legislature: <https://www.azleg.gov/>
 - SB1045: PSPRS Health Insurance Plan for Defined Contribution (DC) members. Related to Insurance Subsidy provided by PSPRS.
 - SB1348: 457(b) Plan Administration transitioning from ADOA to ASRS
 - *NOTE: both of these bills are effective July 1, 2022
- State of Arizona Human Resources (HRD)
 - ASPS/HRD-PA5.01: [Remote Work Program](#) [12/2020]
 - Allows agencies flexibility to create their own policy
 - Remote Work Agreements (RWA) must be renewed annually
 - Reminder to use paycode 110 - Telework
 - Optional attendance code: VO (indicates virtual office)
 - Stipend Policies must be submitted to GAO Policy for review and approval
 - RWA link in YES for in-State workers only; mandatory for SPS, encouraged to be used by non-SPS agencies
 - ADOA is working on additional resources and guidance regarding remote workers residing outside of Arizona

Recent Accomplishments

- Electronic W2 Consent Campaign [Dec 2020]
 - MHC transition from on premise to Azure cloud environment
 - Required revoke of all consents to receive W-2s electronically
 - Statewide campaign to encourage employees to re-consent; 58% consented
 - Instructions to consent can be found in the Agency Payroll Guide
 - [2020 W-2 \(Wage and Tax Statement\) Advisory](#)
 - Employee Documents being explored
- Health Impact Program Payments (HIP) [Mar 2021]
 - Processed in conjunction with ADOA-Benefit Services Division (BSD)
 - Paid on March 11, 2021 with employee's regular, bi-weekly paycheck
 - View 2021 Program on [Wellness website](#)
- Benefit Arrears for Separated Employees [Mar 2021]
 - Created new Process Levels within each agency to mitigate risk of incidental payments to these separated employees
- BSI Upgrade [Apr 2021]
 - Mandatory upgrade to tax program behind HRIS

Data Warehouse Reports

Agency Daily DW Report Status folder to view current status of reports experiencing any data lag issues.

Agency Payroll Guide: [Payroll Compute Reports](#) explanation of reports

Agency HRIS Payroll Reports

View every Compute Mon/Tues

- Missing Time Records Report
- Invalid Tax Elections PR13 Exempt with Additional Amount
- Invalid Tax Election PR14 Exempt with Additional Amount
- Invalid Tax Setup Code B

View after Compute

- Payroll Transactions Summary Report
- Payroll Transaction Detail & Exception Reports
- Consolidated Payroll Register Report

ASRS Eligibility Review (code 9) Report - Employees to track for ASRS 20/20
Standard Time Record Detail - Is employee still eligible for additional pay?

Data Warehouse Reports

Reports require processing action; complete at least once per quarter

Agency Payroll Specialist

Terminated Employees with active Direct Deposit

End Date accounts on XR12.1

Terminated Employees with Absence Plan Balance

Review pay to determine if employee is under/overpaid

Agency Absence Management Specialist

Terminated Employees with Sick Leave Balance

LP70.1 to remove balance.
Use Termination Date in the Tran_Date field

Donated Leave Report

Old Open Batches Closed
Batch with Hours
Closed Batch with Errors

Includes Steps to Correct

Steps to Correct:	
Error: Employee is not in an active status or Employee status is not active	<ol style="list-style-type: none"> 1. Change donating employee to R3 status. 2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1 3. Process handwrite to pay hours 4. Return to R2/T2 status 5. Remove hours from recipient's Donated Leave plan on LP70.1
Error: Unable to determine employee's current annual plan	<ol style="list-style-type: none"> 1. Contact GAO to remove end date from Annual Leave plan 2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1 3. Process payment of hours on a handwrite. 4. Remove hours from recipient's Donated Leave plan on LP70.1
Error: Not authorized to access employee	<ol style="list-style-type: none"> 1. Contact current agency to add hours to donor's Annual Leave plan 2. Remove hours from recipient's Donated Leave plan on LP70.1
	<ol style="list-style-type: none"> 1. Remove hours from Donated Leave plan on LP70.1 2. Contact GAO to remove end date from Donated Leave plan if in term status
	<ol style="list-style-type: none"> 1. Contact GAO to remove end date from Donated Leave plan 2. Process "Return" on ZT70.2 3. Review ZT70.2 for errors (see above instructions)
Review for Eligibility (Batch has been open at least 6 months)	<ol style="list-style-type: none"> 1. Determine if employee is still eligible to use Donated Leave 2. If employee is no longer eligible, process "Return" on ZT70.2 and review ZT70.2 for errors

Contact Central.Payroll@azdoa.gov with any questions or to have a plan end date removed.

Department	Employee	Batch nbr	First name	Last name	Batch status	Avail hrs bal	Emp status	ACTION
				JOHNSON	Closed	0.010000 T2		Adjust Balance for Round

GAO-70A Overpayment Worksheet

Two Payment Options

- Deduct from next Paycheck(s)
- Personal Payment

REQUIRED - CURRENT YEAR FICA TAX REFUND CERTIFICATION:			
I understand this repayment of wages includes a \$76.50 credit for overcollected Social Security and Medicare taxes. I have not claimed a refund of 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	
EMPLOYEE PAYMENT OPTIONS:			
1. By signing below, I hereby authorize the State of Arizona to deduct from my paycheck \$923.50 for the purpose of repayment of earnings that were overpaid. I understand that this repayment will be collected within two pay cycles. If the amount owed cannot be collected within two pay cycles I agree to make a personal payment to State of Arizona. In the event I leave employment with the State before the amount has been recovered in full, I authorize the State to deduct the remainder owed from the final paycheck.			
Employee Signature:		Initial	
2. I have attached a personal payment made out to "State of Arizona"			

Option 1

Option 2

1. Deduct Amount from Next Paycheck(s)
 - Employee signs, GAO-70a scanned to Central.Payroll@azdoa.gov
 - 3901 Misc Recovery Deduction taken from next paycheck. To split recovery over two paychecks, indicate the split in the email.
2. Personal payment (Check, Money Order, Cashiers Check)
 - Employee initials
 - Agency deposits payment in AFIS using Object 6199
 - GAO-70a scanned to Central.Payroll@azdoa.gov include AFIS Function on GAO-70a or email
 - GAO will process an AFIS IETBSPR with the Function provided

Benefit Premium Updates

- Effective January 1, 2021 benefit premiums are collected from paychecks and applied DURING the benefits coverage period. This is called “premium paid current.”
 - No visible change for ongoing Employees
 - Separating employees and Retirees will have paid all premiums before the end of coverage period, on their final paycheck, as long as a Termination Date is entered by 12:00 p.m. on compute Tuesday
- GAO-73B Processing for **Under 30-Hour Employees**

Employer portion paid by employee are still paid in arrears

 - Use the [Under 30-Hours Calendar 2021](#)
 - Run the Under 30 Hour report using dates from the Under 30-Hours Calendar

Benefit Premium ~ Under 30 Process EE Pays Employer Portion in Arrears

STEP 1: RUN the Under 30 Hour Report each week EE's are paid in standard compute cycle

STEP 2: Complete the GAO 73B Form / submit to GAO by end of Friday

STEP 3: GAO will then charge the employee the employer portion and refund agency on the following compute cycle

Benefit Premium ~ Under 30 Process EE Pays Employer Portion in Arrears								
STEP 1: RUN the Under 30 Hour Report each week EE's are paid in standard compute cycle								
STEP 2: Complete the GAO 73B Form / submit to GAO by end of Friday								
STEP 3: GAO will then charge the employee the employer portion and refund agency on the following compute cycle								
PAYPERIOD / EE NOT PAID 30 HOURS (e.g. LWOP)			Date to Datawarehouse Report Under 30 Hours (compute week)		Payperiod Dates to Use Under 30 Hour Warehouse Report AND GAO73B FORM		GAO-73B OTD Date (auto populates) Paydate premium was originally paid by agency.	GAO-73B Submission Deadline Date to GAO
EE Paycheck Date	PAY PERIOD START DATE	PAY PERIOD END DATE	Start Date **** Run Thursdays due to Warehouse delays	Due Date	PAY PERIOD START DATE	PAY PERIOD END DATE	OTD DATE	GAO 73B DUE DATE
5/20/2021	5/1/2021	5/14/2021	5/20/2021	5/21/2021	5/1/2021	5/14/2021	5/6/2021	5/21/2021
6/3/2021	5/15/2021	5/28/2021	6/3/2021	6/4/2021	5/15/2021	5/28/2021	5/20/2021	6/4/2021
6/17/2021	5/29/2021	6/11/2021	6/17/2021	6/18/2021	5/29/2021	6/11/2021	6/3/2021	6/18/2021

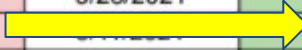
Benefits on Handwrites

Always Select One-Time Deductions on Handwrites

- **Active ongoing employee** handwrite underpaid on main compute Deduction Cycle 5
- **Dismissed employee** handwrite
 1. View [Benefit Premium EE Termination Calendar](#)
 2. Locate Termination Date in red columns
 3. Has the Tuesday compute already occurred for the pay date in the green column?
 - Yes = Deduction Cycle 5
 - No = Deduction Cycle 1, 2, or 3

Benefit Premium ~ EE Termination Calendar				
STEP 1: FIND THE PAY PERIOD / EE TERMINATION DATE FALLS(COLUMN A and B)				
STEP 2: DETERMINE HEALTH INSURANCE END DATE (COLUMN C)				
STEP 3: DATE FINAL BENEFIT PREMIUM PAID (COLUMN D)				
PAY PERIOD START DATE	PAY PERIOD END DATE	HEALTH INSURANCE END DATE	DATE EE PREMIUM WILL BE PAID	Must enter Employee Term Date in HRIS by 12:00 p.m. on date listed below or refund will be required:
5/15/2021	5/28/2021	5/28/2021	5/20/2021	6/1/2021
5/29/2021	6/11/2021		6/3/2021	6/15/2021
6/12/2021	6/25/2021	6/25/2021	6/17/2021	6/29/2021

Termination Date



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
 - Supervisor
 - Manager
 - Human Resources

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: _____ have been reviewed for:

_____	_____	_____	_____	_____
EIN	Employee Name	Position	FTE	Work Schedule

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.

_____	_____	_____
EIN	Authorized Signature	Date
Agency ID / Name		

ASRS 20/20 Tracking

ASRS Eligibility Review (code 9) Report

(Data Warehouse)

- All employees on the report must be tracked for ASRS 20/20 Membership
- Employees with ASRS ACR are excluded from report

ZR230 Time Record Edit Detail

(HRIS on Demand)

- Report displays total hours by week for each pay period
- Run for entire agency or specific process level

Company: 1 Q [] STATE OF ARIZONA

Process Level: [] Q []

Agency: AD Q [] DEPT OF ADMINISTRATION

Per End Date: 07/01/2020 [] - 06/30/2021 []

Pay Class: R20 Q [] ASRS 20/20 HOURS TRACKING

Term Status: T2 Q [] R2 Q [] U2 Q [] [] Q []

Period Hour Limit: []

Weekly Hour Limit: []

Employee Sequence: 1 [] Numeric by EIN

PR197 Run: Y [] Yes Timerecords processed

- ZR230 Parameters for ASRS 20/20 Tracking
 - Pay Class MUST BE **R20**
 - Per End Date: **Fiscal Year**
 - Term Status: **T2, R2 U2**
 - Period/Weekly Hour Limit: **Leave blank**
 - PR197 Run: **Yes**

Employee	Name	Position	Job Code	Schedule	Grade	Status	Hours			Per End
							Week1	Week2	Total	
		SAD000345678	S10049	AREG	28	S5	40.00	40.00	80.00	05/03/19
		SAD000234567	AUN02199	ASRINTERN	01	D2	22.00	20.00	42.00	05/03/19
		SAD000578910	AUN02199	ASRINTERN	01	D2	16.00	15.00	31.00	05/03/19

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			PHONE #
	EIN	NAME				EIN	NAME		
AA	123456	Phoebe Buffet		04/01/20	602-867-5309	57894	Monica Gellar		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.

Compensation Strategies

- 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 merit and goal based incentives need to be allocated weekly over the time period your employee was working to earn.
- Deadline: Incentive Payments should not be scheduled for the July 1st payroll.
 - If any error occurs, there is **NO** time to correct in FY21
 - No manual warrants are authorized for incentive payments

HRIS Statewide ETE Items

- June 21st – Noon
 - ETE Templates requiring mass upload (100+) are due to GAO
 - Email: Central.Payroll@azdoa.gov
- June 26th – 6:00 PM
 - ETE Cutoff for all agencies
- June 27th – 7:00 AM
 - ETE Interface scheduled for Sunday with FY21 labor
- June 28th - morning
 - Updating Account Template Sub-Account (BFY) 2021 to (BFY) 2022
- July 10th – 6:00 PM
 - Templates must be updated by the ETE deadline
 - HRIS is view only on June 30th, 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
- Travel & Other Reimbursement handwrites allowed June 16-29, 2021
 - Minimum handwrite threshold lowered from \$100 to \$10
- GAO will be verifying cash and appropriation availability in AFIS
- June 30th - HRIS is view only, no manual warrants.
- July 1st and July 2nd, manual warrants may default to BFY21
 - Must be manually updated to BFY22.



HRIS Labor Distribution

- After April 23rd, any **new** AFIS accounting elements to be used for HRIS labor distribution on the first pay cycle must be entered **as FY22**
- The System Integration team will download all FY22 AFIS COA elements (associated with HRIS Labor Distribution) on June 24th, for a one-time manual upload to HRIS on June 25th
 - Therefore, BFY22 AFIS COA elements for HRIS Labor Distribution should be set up no later than June 23rd
 - The manual upload will ensure FY22 labor distribution elements are established in HRIS prior to the updating of ETE Account Templates on Monday, June 28th
- Through June 28th, FY21 Chart of Accounts (COA) elements will be transmitted to HRIS (during the nightly batch processing)
- Beginning June 29th, **only FY22 AFIS** profiles will be interfaced to HRIS; FY21 elements will no longer be included on the nightly interface

HRIS Statewide Position Update

- July 3rd - 4th
 - XP02/ZP02 Update
 - Updating Sub-Account (BFY) 2021 to (BFY) 2022
 - 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 28, 2021
 - Errors must be fixed by July 9, 2021 to avoid rejects of time entry and ETE
- June 30th – HRIS View Only, No Handwrites
 - Perform time entry activities a day early if possible
 - XR23.3 Update
 - Updating Sub-Account (BFY) 2021 to (BFY) 2022
 - 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 28, 2021
 - Errors must be fixed by July 13, 2021 (2:00 PM)

Payroll Corrections - AFIS PEDF1 documents

- All AFIS PEDF1 documents in rejected status, must be finalized by July 9, 2021.
- 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 2021

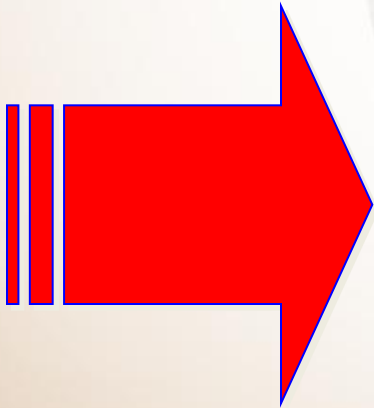
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
			HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM			PAY PERIOD BEGIN
30	31	1	2	3	4	5
ETE INTERFACE 7 AM	MEMORIAL DAY HOLIDAY OBSERVED	JUNE Agency: Check ZR530/ZS535 ETE EXTRACT COMPUTE		PAYDAY 11		
6	7	8	9	10	11	12
					PAY PERIOD END	PAY PERIOD BEGIN ETE CUTOFF 6PM
13	14	15	16	17	18	19
ETE INTERFACE 7 AM	Agency: Check ZR530/ZS535 ETE EXTRACT error reports	COMPUTE		PAYDAY 12		
20	21	22	23	24	25	26
	ETE Templates Due to GAO		HRIS VIEW ONLY PRIOR YEAR ADJUSTMENTS UNTIL 10 AM	Download FY22 Labor Distribution Elements from AFIS	Upload FY22 Labor Distribution Elements to HRIS	PAY PERIOD BEGIN
					PAY PERIOD END	ETE CUTOFF 6PM
27	28	29	30	1	2	3
		COMPUTE	HRIS VIEW ONLY NO HANDWRITES	JULY PAYDAY 13		HRIS VIEW ONLY
ETE INTERFACE 7 AM	Agency: Check ZR530/ZS535 ETE EXTRACT error reports Requests for Position & Multiple Labor Distribution uploads due to SIS ETE Templates Uploaded with FY22 by GAO	LAST CHANCE TO PAY IN FY21 NOON DEADLINE Only FY22 COA Elements interfaced from AFIS to HRIS Begin keying for 7/15/21 payday	Statewide Updates: New Retirement Rates XR23.3 SUB ACCOUNT (BFY) UPDATED TO 2022			XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2022
ETE UNAVAILABLE		HRIS COMPUTE 2PM	7/1/21 Pay Day Interfaced to AFIS	27th Pay Day FY21		
4	5	6	7	8	9	10
HRIS VIEW ONLY XP/ZP02 SUB ACCOUNT (BFY) UPDATED TO 2022	4TH OF JULY HOLIDAY OBSERVED				AGENCY: FIX XP02/ZP02 UPDATE ERRORS PAY PERIOD END	PAY PERIOD BEGIN Last Day to update ETE Templates FY22 before Interface ETE CUTOFF 6PM
11	12	13	14	15	16	17
ETE INTERFACE 7 AM	Agency: Check ZR530/ZS535 ETE EXTRACT error reports	COMPUTE AGENCY: FIX XR23.3 ERRORS HRIS COMPUTE 2PM		PAYDAY 14		
				1st Pay Day FY22		
18	19	20	21	22	23	24
					PAY PERIOD END	PAY PERIOD BEGIN ETE CUTOFF 6PM

The End

Items to Note from Payroll Calendars

- Prior Year Adjustments; deadline is Friday prior to

any questions



Next Meeting:
Calendar Year End
Statewide Payroll Meeting
Monday, November 22, 2021
Google Meets