

# ADOA – General Accounting Office **AGENCY PAYROLL GUIDE:** ARIZONA REVISED STATUTES

## **ARIZONA REVISED STATUTES**

## Table of Contents

OVERVIEW	4
TITLE 12 COURTS AND CIVIL PROCEEDINGS	4
CHAPTER 7 SPECIAL ACTIONS AND PROCEEDINGS IN WHICH THE STATE IS A PARTY	4
Article 2. Actions against Public Entities or Public Employees	4
TITLE 14 TRUSTS, ESTATES AND PROTECTIVE PROCEEDINGS	4
Chapter 3 Probate of Wills and Administration	
Article 7. Duties and Powers of Personal Representatives	
Article 12. Transfer of Title to Small Estates by Affidavit and Summary Administration Procedure	4
TITLE 18 INFORMATION TECHNOLOGY	4
Chapter 4 Network Services	4
Article 1. General Provisions	4
TITLE 23 LABOR	4
Chapter 2 Employment Practices and Working Conditions	4
Article 7. Payment of Wages	4
Article 9 Wages and Hours of Public Employees	5
TITLE 26 MILITARY AFFAIRS AND EMERGENCY MANAGEMENT	5
Chapter 1 Emergency and Military Affairs	5
Article 3 National Guard	5
TITLE 35 PUBLIC FINANCES	5
CHAPTER 1 BUDGETARY AND FISCAL PROVISIONS FOR STATE AGENCIES	5
Article 2.1 Accounting for State Funds	5
Article 5 Fiscal Procedures, Controls and Reports	5
TITLE 38 PUBLIC OFFICERS AND EMPLOYEES	5
Chapter 4 Compensation and Insurance	5
Article 1 Salaries	5
Article 2 Reimbursement for Expenses	5
Article 3 Public Safety Cancer Insurance	5
Chapter 5 Social Security and Retirement	-
Article 2 Arizona State Retirement System	
Article 3 Elected Officials' Retirement Plan	
Article 3.1 Elected Officials' Defined Contribution Retirement System	
Article 4 Public Safety Personnel Retirement System	
Article 4.1 Public Safety Personnel Defined Contribution Retirement Plan	
Article 6 Corrections Officer Retirement Plan CHAPTER 6 PUBLIC SAFETY SUPPLEMENTAL BENEFITS PLAN	
TITLE 41 STATE GOVERNMENT	6

## Overview

The objective of this quick reference guide is to provide general hyperlinks to Arizona payroll laws as it relates to the Agency Payroll Specialist.

## Title 12 Courts and Civil Proceedings

https://www.azleg.gov/arsDetail/?title=12

## Chapter 7 Special Actions and Proceedings in which the State is a Party

Article 2. Actions against Public Entities or Public Employees

12-821 General limitation; public employee

12-821.01 Authorization of claim against public entity or public employee

## Title 14 Trusts, Estates and Protective Proceedings

https://www.azleg.gov/arsDetail/?title=14

## Chapter 3 Probate of Wills and Administration

#### Article 7. Duties and Powers of Personal Representatives

- 14-3714 Persons dealing with personal representative; protection
- 14-3715 Transactions authorized for personal representatives; exceptions

#### Article 12. Transfer of Title to Small Estates by Affidavit and Summary Administration Procedure

14-3971 Collections of personal property by affidavit; ownership of vehicles; affidavit of succession to real property

## Title 18 Information Technology

https://www.azleg.gov/arsDetail/?title=18

#### Chapter 4 Network Services

#### Article 1. General Provisions

18-401 Information technology fund

## Title 23 Labor

https://www.azleg.gov/arsDetail/?title=23

## Chapter 2 Employment Practices and Working Conditions

#### Article 7. Payment of Wages

- 23-350 Definitions
- 23-351 Designation of paydays for employees; payment; exceptions; violation; classification
- 23-352 Withholding of wages
- 23-353 Payment of wages of discharged employee; violation; classification



- 23-355 Action by employee to recover wages; amount of recovery
- 23-360 Penalty
- 23-361.01 Employer requirements; cash payments; unlawful practices; civil penalty
- 23-361.02 Paycheck deductions; authorization; civil penalty; definition (political purposes)

#### Article 9 Wages and Hours of Public Employees

- 23-391 Overtime pay; work week
- 23-392 Overtime compensation for certain law enforcement or probation officer activities;

## Title 26 Military Affairs and Emergency Management

https://www.azleg.gov/arsDetail/?title=26

## Chapter 1 Emergency and Military Affairs

#### Article 3 National Guard

26-168 Absence from employment for military duty; vacation and seniority rights; violation; classification

## **Title 35 Public Finances**

https://www.azleg.gov/arsDetail/?title=35

## Chapter 1 Budgetary and Fiscal Provisions for State Agencies

#### Article 2.1 Accounting for State Funds

35-131 Accounting system; reports; notice of deficiency; forms

#### Article 5 Fiscal Procedures, Controls and Reports

35-181.01 Presentation, approval and payment of claims and payrolls; amended claims

## Title 38 Public Officers and Employees

https://www.azleg.gov/arsDetail/?title=38

### Chapter 4 Compensation and Insurance

#### Article 1 Salaries

- 38-601 Effect of payment of legal salary 38-610 Leave of absence for certain federal training; definition 38-610.01 Leave of absence and compensation for officers and employees during active military service 38-610.02 Leave of absence and compensation for national disaster medical system employment 38-612 Administration of payroll salary deductions 38-615 Payment for accumulated sick leave; requirements; limit; definition 38-616 Retiree accumulated sick leave fund; administration; contribution Article 2 Reimbursement for Expenses 38-621 Persons eligible to receive travel expenses 38-622 Authorization for travel; claims Article 3 Public Safety Cancer Insurance 38-642 Public safety cancer insurance policy program
- ADOA Internal Use Only



## Chapter 5 Social Security and Retirement

#### Article 2 Arizona State Retirement System

- 38-716 Employers' responsibilities under the system
- 38-727 Eligibility; options
- 38-735 Payment of contributions; recovery of delinquent payments
- 38-736 Member contributions
- 38-745 Credit for military service
- 38-747 Purchase of credited service; payment; limitations; definitions
- 38-766.02 Retired members; return to work; employer contribution; definitions (ACR)

#### Article 3 Elected Officials' Retirement Plan

- 38-804 Membership; termination; definition
- 38-810 Contributions; appropriations
- 38-810.04 Retired member; return to work; employer contributions (ACR)
- 38-820 Credit for military service
- Article 3.1 Elected Officials' Defined Contribution Retirement System
- 38-833 Member and employer contributions; disability
- Article 4 Public Safety Personnel Retirement System
- 38-843 Contributions
- 38-843.05 Retired members; return to work; employer contributions (ACR)
- 38-844.02 Deferred retirement option plan for employees hired before January 1, 2012; purpose
- 38-844.03 Eligibility; participation (DROP)
- 38-847.01 Membership in retirement plan; eligibility
- 38-858 Credit for military service

#### Article 4.1 Public Safety Personnel Defined Contribution Retirement Plan

- 38-867 Contributions; member; employer; pickup
- 38-868.01 Credit for military service

#### Article 6 Corrections Officer Retirement Plan

- 38-884 Membership of retirement plan; termination; credited service; redemption; reemployment; definition
- 38-891 Employer and member contributions
- 38-891.01 Retired member; return to work; employer contributions
- 38-902 Joinder agreement
- 38-907 Credit for military service

#### Chapter 6 Public Safety Supplemental Benefits Plan

38-961 Public safety officer; duty-related injury; supplemental benefits plan; definitions

#### Title 41 State Government

https://www.azleg.gov/arsDetail/?title=41

#### Chapter 4 Department of Administration and Personnel Board

#### Article 4 State Personnel System

41-750 Contribution of pro rata share for personnel division fund



## Title 43 Taxation of Income

https://www.azleg.gov/arsDetail/?title=43

## Chapter 4 Withholding

#### Article 1 Withholding by Employer

- 43-401 Withholding tax; rates; election by employee
- 43-402 Definition of "employer"
- 43-403 Employment excluded from withholding
- 43-408 Voluntary withholding on out-of-state wages

#### Article 2 Rights and Duties of Employers

- 43-411 Employer entitled to address of employee
- 43-412 Returns of withholding to be filed with department
- 43-413 Statement of withholding to employees
- 43-414 Liability for failure to withhold
- 43-416 Failure to remit withholding; classification

