



ADOA – General Accounting Office

QUICK REFERENCE GUIDE: MONTHLY FINANCIAL REVIEW - PAYROLL





MONTHLY FINANCIAL REVIEW - PAYROLL

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Overview

The purpose of this guide is to recommend to agency managers the critical verification and review steps that agencies should establish as a bi-weekly/monthly practice, with suggestions for using reports and researching issues. This guide provides a general overview of the verification and review objectives and, where in AZ360, the user would conduct these activities. To understand how to run reports, reference the **Interactive Reporting** training found on the General Accounting Office (GAO) website: <https://gao.az.gov/resources/training/gao-training-resources>. To understand specific reports, reference the **infoAdvantage Reports Dictionary** located at <https://gao.az.gov/operations-resources> under Operations Resources.

Objectives

Bi-weekly/monthly review for payroll should meet the following objectives:

1. Verify payroll from the employee time entry (ETE) perspective (bi-weekly).
 - a. ETE Approval and Verification
 - b. Interface of ETE to HRIS
2. Verify/reconcile payroll from the human resources information system (HRIS) perspective (bi-weekly).
 - a. Time Records Verification
 - b. Post Compute Reconciliation
3. Reconcile payroll from the AZ360 perspective (monthly).
 - a. Integration with AZ360

Note: The fact that some automated systems incorporate particular controls and checks does not reduce management’s responsibility for maintaining internal controls or eliminate the need to retain certain manual verification processes. (SAAM 5505 Payroll and Personnel, General Payroll Policies).

It is the responsibility of the agency payroll coordinator or the designated alternate to review all payroll-related entries (e.g., time entries, labor distributions, adjustments, etc.) before the applicable deadlines. Any entries or adjustments that must be made after the applicable deadline will have to be submitted to the agency payroll office. Following State of Arizona Accounting Manual (SAAM) 5515 Payroll and Personnel Time Reporting, the applicable statewide deadlines are:

System/Module	Deadline
ETE	6:00 pm Arizona time, the second Friday of each two-week pay period
HRIS	2:00 pm Arizona time, Tuesday of each pay week



Verify Payroll from the ETE Perspective (Bi-Weekly)

Verify ETE approval and verification *before* ETE deadline.

1. ZS210 ETE Missing Time Card Report
 - a. Accessed through HRIS on demand.
 - b. Lists employees with ETE time card status of Not Started, Not Submitted, Submitted, Not Approved, or Rejected. Determine justification for unapproved ETE time card.

Verify interface of ETE to HRIS *after* ETE deadline.

1. ZR530 ETE Time Record Interface
 - a. Accessed through HRIS Print Manager.
 - b. Details list of time records interfaced. Used to review grand totals of hours by wage and by ETE batch for reasonableness.
2. ZR530 Errors
 - a. Accessed through HRIS Print Manager.
 - b. Lists employees with records not interfaced. Displays ETE time records not transferred in to HRIS due to errors.
3. ZR530 Messages
 - a. Accessed through HRIS Print Manager.
 - b. Provides leave balance warnings. Displays time record data that transferred in to HRIS but requires review/correction.
4. ZS535 ETE Extract
 - a. Accessed through HRIS Print Manager.
 - b. Provides ETE batch employee counts, time record totals, and error statuses for each batch number. Used to review count totals against expectations.
5. ZS535 Errors
 - a. Accessed through HRIS Print Manager.
 - b. Detail list of unapproved ETE time records. Used to determine if the time records need to be entered manually in HRIS.



Verify/Reconcile Payroll from the HRIS Perspective (Bi-Weekly)

Verify time records verification *before* compute deadline.

1. Missing Time Records Report
 - a. Accessed through Data Warehouse on demand.
 - b. Lists employees with no time record in HRIS. Use to determine if the employee is still active and should be paid.
2. PR135 Time Record Edit
 - a. Accessed through Data Warehouse on demand.
 - b. Detailed list of time records in HRIS. Used to verify the accuracy of time records entered in the HRIS.
3. XR135 SOA Time Record Edit
 - a. Accessed through Data Warehouse on demand.
 - b. Detailed list of time records in HRIS with pay distribution. Used to verify the accuracy of time records entered in HRIS.
4. ZR135 Employee Reimbursement Report
 - a. Accessed through Data Warehouse on demand.
 - b. Detailed list of travel or reimbursement time records in HRIS. Use to verify accuracy of time records entered in HRIS.

Reconcile post compute reconciliation *after* compute.

1. Consolidated Payroll Register Report
 - a. Access in Data Warehouse on demand.
 - b. The payroll register includes, for each employee, payment number and type, total hours, gross pay, deductions, and the net amount of the payment. The report also includes totals for company, process level, and department. Payroll register is useful to determine quickly if employees received pay as expected and to determine which employees are receiving a warrant as opposed to a direct deposit.



2. Payroll Transaction Summary Report

- a. Access in Data Warehouse on demand.
- b. Shows expenditures grouped by process level, department, accounting unit, account, sub account, activity, and account category. Used to review payroll expenditure total and compare to budget and/or a prior payroll.

3. Payroll Transactions Detail Report

- a. Access in Data Warehouse on demand.
- b. Details of HRIS payroll expenditures. Used to review pay and employer-related expenditures for accuracy of employee labor distribution.

4. ZR260 Payment Detail Listing

- a. Access in HRIS on demand.
- b. Shows pay detail by employee, process level, or department for a given payment date range. Used to research pay history for an employee.



Reconcile Payroll from the AZ360 Perspective (Monthly)

Integration with AZ360 after HRIS to AZ360 interface.

The user will utilize infoAdvantage. For information on how to access a report in infoAdvantage, see the "Finding Reports in infoAdvantage" section of the **AZ360 Manual: Interactive Reporting** training manual available at <https://gao.az.gov/resources/training/gao-training-resources>.

Use the following reports to reconcile payroll.

1. **FIN-AZ-AP-N505** *Payroll Reconciliation by Pay Date*
 - a. Accessed through AZ360 infoAdvantage.
 - b. Provides a summary of AZ360 payroll expenditures by payment date. Reviewed **after** the HRIS interface to AZ360.
2. **OADM-AZ-MSG-N504** *Doc Error Message(s) and Accounting Detail*
 - a. Accessed through AZ360 infoAdvantage.
 - b. Detail list of AZ360 PEDF1 transactions in Rejected status with error messages with accounting elements. Used to review the PEDF1 error messages and take action so the transaction will post in AZ360.
3. **OADM-AZ-MSG-N384** *Doc Error Message(s)*
 - a. Accessed through AZ360 infoAdvantage.
 - b. Detail list of AZ360 PEDF1 transactions in Rejected status with error messages. Used to review the PEDF1 error messages and take action to post the transaction in AZ360.



Reference

Quick Reference Guides and Training (GAO Website)

For assistance with reporting, see **AZ360 Manual: Interactive Reporting** training manual available at <https://gao.az.gov/resources/training/gao-training-resources>.

For assistance with HRIS reports, see **Agency HRIS Payroll Reports** quick reference guide (QRG) manual available at <https://gao.az.gov/resources/training/gao-training-resources>.

Payroll Reports (GAO Website)

For assistance with payroll compute reports, see **Payroll Compute: Payroll Compute Reports** located at <https://gao.az.gov/payroll-guide> under II. Employee Pay.

Referenced SAAM Policy (GAO Website)

- SAAM 5505 General Payroll Policies
- SAAM 5515 Time Reporting