CONTENTS

Chapter I: KEY PAYROLL REFERENCE DOCS

GAO Statewide Payroll Calendar ..... A

Payroll Tax Tables and Employee and Employer Related Expense Rates ..... B

HRIS Pay Code Listing C

HRIS Attendance Code Listing ..... D

HRIS Deduction Codes ..... E

HRIS Forms and Reports Summary .....F

Chapter II: CONTACTS

Agency Payroll Resource Contact List ..... A

Employee Resource Contact List ……B

Agency Specific Payroll Contact List..... C

State Agency Payroll Contacts..... D

Chapter III: EMPLOYEE PAY

Payroll Cycle Checklist..... A

Payroll Compute: Time Record Entry..... B

Payroll Compute: Retroactive Pay C

Payroll Compute: Payroll Compute Reports..... D

Payroll Compute: Batch Security ..... E

Employee Time Entry (ETE) .....F

Premium Overtime Calculation .....G

Labor Distribution..... H

Donated Leave.....I

Travel and Reimbursements.....J

Employee Training and Educational Assistance ..... K

Manual Payments (Handwrites).....L

Deceased Employee Payments.....M

Direct Deposit ..... N

ADOA Supplemental Benefits Plan.....O

Differential Payments..... P

Paycheck Estimator .....Q

Chapter IV: DEDUCTIONS

Employee Deductions ..... A

Retirement ..... B

Recovery of Overpaid Wages C

Transit Cards ..... D

Creditor Garnishment FAQs..... E

Chapter V: FORMS

GAO Forms (Agency)..... A

GAO Forms (Employee)..... B

Employee Tax Forms..... C

HRIS Security Request Forms..... D

Chapter VI: AUTHORITY

Federal Law ..... A

State Law ..... B

GAO Technical Bulletins……C

State Personnel System..... D

Chapter VII: STATEWIDE PAYROLL INFO

Fiscal Year End Meeting Materials ..... A

Calendar Year End Meeting Materials ..... B

GAO Payroll Webstories C