

Helpful Resources and Documents:

- HRIS Training – [ETE Missing Timecard Report](#) (ZS210)
- HRIS Training – [ETE Time Record Extract and Interface Reports](#) (ZS535 & ZR530)
- HRIS Training – [General Training for On Demand Reports](#) (PR135/XR135)

Agency Payroll functions:

1. Ensure the accuracy of salaries and wages by reviewing time records in payroll reports
2. Verify all leave paid against an employee's accrued leave balances
3. Reconcile Payroll Reports after compute

Deadlines:

ETE ZS210 Review report by pay period end Friday (Day 10) at 6:00pm.

Payroll Initiator & Approver – Run & Review pre-compute reports by Tuesday at 2:00 pm of compute week

REPORT LISTINGPre-Compute Reports

- ZR255 = Employee Exception Report. Tax and ERE errors and negative leave balances
- ETE Reports
 - ZS210 = Missing Timecard report in ETE prior to the HRIS extract
 - ZR530.prt = ETE Time Record Interface – Time records that are added to the HRIS
 - ZR530.errors = Time records that did NOT add to the HRIS
 - ZR530.messages = Leave balance warning, need to review
 - ZS535.prt = Total employees, time records and errors for each batch number
 - ZS535.ete-errors = Total employees and total time records in error
- ZR111 = Missing Time Records
- PR135/XR135/ZR135 = Time Record Edit – verify accuracy of time records entered in the HRIS

Post-Compute Reports

- ZR255 = Employee Exception Report. Tax and ERE errors and negative leave balances
- PR142 = Consolidated Payroll Register
- ZR251 AFIS Balancing Reports = Information regarding employees' wages and ERE charges

REPORT DESCRIPTIONSZR255 Employee Exception Report

This report is system generated, run nightly and distributed through Control-D/Web. The report contains employees on error due to negative leave balances, inactive ERE's and incorrect tax deduction setups. The report should be reviewed on Day 1 and Day 2 and again on or after Day 3. You will not receive this report if there are no errors. Description of errors on the ZR255:

1. Employee has negative time accrual balance, plan XXXX
 - a. Review employee pay history and LP64.3 balances to determine if the employee is overpaid.
 - i. If the employee was overpaid, you must recover the hours using one of the recovery methods.
 - ii. If the employee wasn't overpaid, enter an adjustment on the LP70 screen. Contact Central Payroll if the plan has an end-date.
2. Employee deduction code 3800-3806 is not established
 - a. Remove the end date from the deduction code, these codes should always remain active
3. Employee deduction code T202 is not established
 - a. First "Enable" T202 on PR13.7 then remove the end date from T202 on PR14
4. Employee deduction code T102-T104 is not established
 - a. Follow [HRIS training](#) to add the tax deductions
 - b. Nonresident aliens with certain visas are exempt from these taxes – ignore error.
5. Employee is Medicare Qualified Government Employee (MQGE) eligible such as Judges and deduction T* is or is not established
 - a. Follow the [HRIS Training](#) to Add/Disable MQGE tax deductions

ZS210 Missing Timecard Report run by Personnel Coordinator

Run this on-demand report in the HRIS on Day 9 and Day 10. The ZS210 will show employees that have ETE timecards in the following timecard statuses: Entered, Submitted, and Rejected. You can run the report by agency, process level, department, or user level. Only one of these options can be used at one time. Detailed instructions are in the [“ETE-Missing Time Record Report”](#) HRIS training.

Reports to review on compute Monday after ETE extraction (HRIS Print Manager):

[ETE Time Record Extract and Interface Reports](#) (ZS535 & ZR530)

ZS535.prt	<ul style="list-style-type: none"> • Report is a summary of the Employee Time Entry extraction. • Total: Total number of employees that are eligible to submit time records in ETE • Processed: Total number of employees that were uploaded to the ETE csv file – number would equate to total number of “approved” time records. • Errors: Total number of employees that did not upload to the ETE csv file – number would equate to total number of “non - approved” time records. These employees will not be paid unless manually entered into HRIS. See the ZS535 Error report for more detail.
ZS535.ete-error CRITICAL: ACTION REQUIRED	<p>Displays time records in error due to timecard status of Entered, Submitted or Rejected. Analyze this report to determine if the time records need to be entered manually in the HRIS using XR32 or XR35.</p> <p>***These employees will not be paid unless the time records are manually entered into the HRIS.***</p>
ZR530.prt	<p>Displays detailed time record data that was transferred into the HRIS for processing. These records transferred successfully and will compute for payroll processing.</p>
ZR530-errors CRITICAL: ACTION REQUIRED	<p>Displays ETE time records were not transferred into the HRIS due to errors. These time records must manually entered in the HRIS using XR32 or XR35.</p> <p>Common Error: “Account is inactive”.</p> <p>***These employees will not be paid unless the time records are manually entered into the HRIS.***</p>
ZR530-message	<p>Displays time record data that transferred into the HRIS but needs reviewing/correcting using XR32 or XR35. These time records should be reviewed and corrected, however, the employee will still be paid.</p> <p>Common Message: “Not enough leave balance”.</p>

ZR111 Missing Time Records Report

This report is run on Day 10, Day 1 and Day 2 and distributed through Control-D/Web. The ZR111 report displays employees in an active status that have no time records entered in the HRIS. Review the ZR111 to determine if the employee is still active and if the employee should be paid.

1. Contact Agency Human Resources to update the employee status to a final term if the employee is not due additional wages. Do not enter Leave Without Pay (LWOP) time records for a termed employee after the termination date.
2. Enter time records for active employees with an approved time sheet.
3. Ignore errors for employees who are still active but do not have any time records for the period i.e. employee is on LWOP and is no longer on Family Medical Leave Act (FMLA).
4. Do not enter LWOP for employees unless it has been approved.
 - a. Entering LWOP as a “filler” time record will cause the Agency to be improperly charged ERE’s

PR135 Time Record Edit

This report can be run on demand by Payroll Initiators and Payroll Approvers. Use the report to verify the accuracy of time records entered in the HRIS. There are many options to use while running the report to select time record data to review.

The GAO Central Payroll recommended setup for an all-inclusive review:

Report Selection: 3 – Time Record Detail

Time Record Selection: 6 – All Including Manual Payments

Review the PR135 output for:

1. Time records with a date after the pay period end date – these won’t process with payroll

2. Excessive hours entered (i.e. more than 80 hours for a 1.0 FTE)
3. System generated pay codes such as 996, 998, 999, 790A, 790B, 790C, etc. - Use adjustment pay codes to make prior period adjustments to system generated pay codes.
4. Shift entered
5. Negative wage totals – system will not process a recovery if no gross pay exists
6. Leave balance errors
7. Final leave accruals for terminating employees

XR135 Time Record Edit

This report can be run on demand by Payroll Initiators and Payroll Approvers. Use the report to verify the accuracy of time records entered in the HRIS. Similar to the PR135, it has parameters to run the report by defining Pay Class and/or by Process Level ranges. It also includes the PD indicator on the time record.

The Pay Class drop-down has four selection options:

- RMB, which will select Employee Reimbursements time records
- TVL, which will display Travel Employee Reimbursements time records
- OVT, which will display overtime related time records
- AAA, which will display All Earnings other than RMB and TVL.

The report may only be run for one of these four Pay Classes.

Process Level Range parameter allows the user to utilize a Process Level Range for their agency. If process level is selected, batch number cannot be selected and vice versa.

Pay Distribution Flag (PD Indicator): The output report contains the value of the Pay Distribution Flag found on the Detail Time Entry (XR35.2) screen. The value will either be 'N' or 'Y', which will allow the user to know which expense labor distribution the time record will be charged to.

ZR135 – Time Record Edit – Employee Reimbursement Entry Report

This report can be run on demand by Payroll Initiators and Payroll Approvers. Use the report to verify the accuracy of time records entered in the HRIS. Similar to the PR135, it has parameters to run the report by defining Pay Class and/or by Process Level ranges. It also includes an option to view the PD indicator on the time record.

The Pay Class drop-down has two selection options:

- RMB, which will select Employee Reimbursements time records
- TVL, which will display Travel Employee Reimbursements time records

The report may only be run for one of these two Pay Classes.

The Process Level Range parameter allows the user to utilize a Process Level Range for their agency. If process level is selected, batch number cannot be selected and vice versa.

Pay Distribution Flag (PD Indicator): The output report should contain the value of the Pay Distribution Flag found on the Detail Time Entry (XR35.2) screen. The value will either be 'N' or 'Y', which will allow the user to know which expense labor distribution the time record will be charged to.

PR142 Consolidated Payroll Register

This report is run biweekly overnight on Day 2 and distributed through Control-D/Web. The PR142 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.

ZR251 AFIS Balancing Reports

These system generated reports are run

Daily if handwrites or payroll transactions are created;

Bi-weekly (overnight on Day 2)

These reports are distributed through Control-D/Web. The reports display various accounting activities by summary or detail. Report listing variations:

Report Name	Description
ZR251-RA-DET	Detail of Employer Related Expenditure
ZR251-RA-SUM	Summary of Employer Related Expenditure
ZR251-RC-DET	Detail of General Fund Medical / Dental Amounts
ZR251-RC-SUM	Summary of General Fund Medical / Dental Amounts
ZR251-RG-DET	Detail of Employee in other Agency Labor Distribution sorted by Labor Agency
ZR251-RG-SUM	Summary of Employee in other Agency Labor Distribution sorted by Labor Agency
ZR251-RH-DET	Detail of Employee in other Agency Labor Distribution sorted by Home Agency
ZR251-RH-SUM	Summary of Employee in other Agency Labor Distribution sorted by Home Agency
ZR251-RJ-DET	Detail of Gross Payroll Distribution by Labor Distribution
ZR251-RJ-SUM	Summary of Gross Payroll Distribution by Labor Distribution