

Helpful Resources and Documents:

[GAO Technical Bulletin 12-02 Personnel, Payroll and Recording of Time Worked by Employees](#)
 HRIS Training – [ETE Audit Report](#) (ZS200)
 HRIS Training – [ETE Missing Timecard Report](#) (ZS210)
 HRIS Training – [ETE Comment Report](#) (ZS220)
 HRIS Training – [ETE Time Record Extract and Interface Reports](#) (ZS535 & ZR530)
www.yes.az.gov YES Training – ETE guidebook

Forms:

[GAO-32](#) Employee Time Entry (ETE) Manual Entry Form

Agency Payroll functions:

1. Ensure the accuracy of salaries and wages by entering, reviewing and approving time records
2. Verify all leave paid against employee's accrued leave balances prior to the approval of the time record
3. Review ETE Time Record Reports

Deadlines:

Employee Time Entry (ETE) Agency deadline Friday 6:00pm before compute week.

The GAO suggests the following agency ETE deadlines:

Employee – Wednesday at 6:00pm
 Supervisor – Thursday at 6:00pm
 Personnel Coordinator – Friday at 6:00pm

Timekeeper – HRIS update access turned off Monday at 7:00pm of compute week

Payroll Initiator & Approver - HRIS update access turned off Tuesday at 2:00pm of compute week. Update access to the HRIS for Agency Payroll Staff and Timekeepers resumes on Wednesday morning following compute.

Employee Time Entry (ETE)

Employees' responsibility: To enter, every pay period, their hours into Employee Time Entry (ETE) by the deadline using the YES portal.

Supervisors' responsibility: To review and approve, every pay period, the ETE timesheet by the deadline using the YES portal.

ETE Personnel Coordinators' responsibility: To review, every pay period, all payroll related entries by the deadline.

On the last day of every pay period, the HRIS will perform an ETE Extraction (ZR535) which extracts the time records from the ETE system and creates a CSV file. Then the system uses this file to perform an ETE upload (ZS530) which transfers the CSV file into the HRIS.

After both of these processes are performed, you can view the ETE Error reports which will contain important information regarding time records that need immediate attention. In order to access these reports in your print manager, your Power User ID must be added to the ETE Distribution list by contacting Jennifer.Bowling@azdoa.gov or HRISHelpDesk@azdoa.gov.

Supervisor / Proxy / Personnel Coordinator Review

Reviewers can filter by Employee Time Summary which shows the timecard status and total hours for each employee. Then, by selecting individual timecards, they can enter (if necessary), submit, approve, or reject timecards. Reviewers should ensure that the employee has enough accrued leave if a leave pay code is used.

ZS200 ETE Audit Report

Run Employee Time Entry Time Record Audit Report (ZS200) to print a list of all employee time record activity (including comments) for the specified pay period. Choosing a report sequence of 1 (Update date and Time) will sort the report data based on the date the time records were entered (i.e., chronological

order). This option is the default. Choosing a report sequence of 2 (Time Record Date) will sort the report data by time record date. Detailed instructions are in the [“ETE-Audit Report”](#) HRIS training.

ZS210 Missing Timecard Report run by ETE Personnel Coordinator

Personnel coordinators can run this report in HRIS on Day 9 and Day 10. The report will show employees that have ETE timecards in the following timecard statuses: missing, entered, submitted and rejected. The report can be filtered 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.

ZS220 Employee Time Entry Comment Report

In ETE, employees, managers and proxies document information in regards to an employee’s time record. To view these comments in one simple report, you can generate an ETE comment report. It can be run by agency, process level or department. This report can be viewed in a PDF or CSV format. Detailed instructions are in the [“ETE-Comment Report”](#) HRIS training.

ETE Reports to review on compute Monday:

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>

GAO-32 Employee Time Entry (ETE) Manual Entry Form

The GAO-32 is a paper time sheet for the following situations:

1. First pay period employee is hired
2. Employee hasn’t completed ETE training
3. Time wasn’t approved in ETE or ETE override is necessary due to system issues
4. Employee is involuntarily separated
5. Employee is transferring to another agency mid pay period (complete a separate form for each agency worked)
 - a. Losing agency will enter time worked and pay outs before employee is transferred to new agency. Do not enter LWOP after the employee has left the agency.
 - b. Gaining agency will enter time worked at gaining agency. If losing agency fails to enter time records prior to transfer, the losing agency will submit the GAO-32 to the gaining agency for entry into the HRIS.

ETE Labor Distribution Templates

Some ETE agencies utilize ETE Labor Distribution Templates on ZS04. Agencies that hard-coded the Appropriation Year (not a common practice) in the templates need to update them during the Fiscal Year End updates. The ZS204 ETE Labor Detail Report will list all templates defined. Contact the HRIS Help Desk at 602-542-4700 or HRISHelpDesk@azdoa.gov for assistance with defining ETE Labor Distribution Templates.