

Helpful Resources and Documents:

- HRIS Training - [Maintain Employee Deductions](#)
- HRIS Training - [Maintain Tax Deductions](#)
- HRIS Training - [2010 Arizona Tax Withholding Processing](#)
- HRIS Training - [Medicare Qualified Government Employee \(MQGE\) Training](#)
- [GAO Technical Bulletin 12-03](#) ASRS Alternate Contributions – Reemployed and Contracted Retirees
- [GAO Technical Bulletin 12-03S](#) ASRS Alternate Contributions – Computational Supplement
- [Creditor Garnishment FAQs](#)

Contacts:

- ADOA Benefits Options (602) 542-5008 email: benefitsissues@azdoa.gov web: <http://benefitoptions.az.gov>
- Capitol Rideshare (602) 542-7433 www.capitolrideshare.com
- Nationwide (602) 266-2733 <https://www.arizonadc.com>
- Travelers Insurance (888) 695-4640
- Purchasing Power (888) 923-6236
- Liberty Mutual (800) 786-1855
- Colonial Life (800) 325-4368
- YES www.yes.az.gov

Forms:

- [GAO-73](#) Authorization to Start, Change or Stop a Voluntary Deduction
- [GAO-73A](#) Request for a One Time Deduction
- [A-4](#) Arizona Withholding Percentage Election
- [W-4](#) Federal Tax Withholding
- [WEC](#) Withholding Exemption Certificate with Instructions
- [WECI](#) Withholding Exemption Certification, Native Americans with Instructions

Agency Payroll functions:

1. Maintain active employee voluntary deductions.
2. End-date voluntary deductions upon written request or termination.
3. Process employee tax withholding changes upon receipt of valid, completed forms.
4. Ensure mandatory deductions (taxes, ERE and retirement) are setup properly.

Deadlines:

GAO73A – Request for a One Time Deduction must be received by 12 pm (Noon) on compute Tuesday.
 Garnishment documents must be received by Central Payroll by 12 pm (Noon) on compute Tuesday.
 GAO73 – Request to Add/Change/Stop deductions must be entered by 2 pm on compute Tuesday.

Notes:

Employee deductions are odd-numbered; Employer deductions are even-numbered.
 Deductions marked with an asterisk "*" in the check description field are taken on a pre-tax basis.

DEDUCTION MAINTENANCE

Table of Responsibilities:

Agency Payroll	GAO Central Payroll
<ul style="list-style-type: none"> ▪ Voluntary Deductions listed on GAO-73 ▪ Federal Tax Elections ▪ State Tax Elections ▪ Deceased Employee Tax Deductions ▪ Establish MQGE Tax Deductions ▪ Transit Card Final Billing ▪ ACR for ASRS & PSPRS ▪ Post Tax Retirement (via GAO-73A) 	<ul style="list-style-type: none"> ▪ Social Security Tax Rates ▪ Medicare Tax Rates ▪ MQGE Tax Rates ▪ ASRS Service Purchase Buyback ▪ Creditor Garnishments ▪ Administrative Wage Garnishments ▪ Bankruptcy Payments ▪ Child Support, Spousal Support ▪ Levies (IRS, DOR, DES) ▪ Student Loans

ADOA Benefit Services Office	Vendor
<ul style="list-style-type: none"> ▪ Retirement ▪ Medical ▪ Dental ▪ Vision ▪ Short Term Disability ▪ Long Term Disability ▪ Flex Spending ▪ Dependent Care ▪ Group Life ▪ Supplemental Life 	<ul style="list-style-type: none"> ▪ Transit Card Deductions (monthly) ▪ Deferred Compensation ▪ Colonial Group Life ▪ Group Auto Insurance ▪ Group Home Insurance ▪ Computer Purchase Program

Agency Maintained

Voluntary deductions are maintained by the agency payroll office on the HRIS screen PR14.1. An employee can request to start or stop any of these deductions anytime by submitting the Form GAO-73 Authorization to Start, Change or Stop a Voluntary Deduction. All of these deductions must be stopped when an employee terminates. Detailed instructions are in the “Maintain Employee Deductions” HRIS training.

Federal Tax Elections: Maintained on PR13; Also PR13.7 for Deceased Employee Tax Deductions

State Tax Elections: Maintained on PR14

Post Tax Retirement Deductions: Used for employees enrolled in PSPRS Retirement Plan and are currently on Industrial Leave. Maintained by submitting the GAO-73A – Request for a One Time Deduction

ACR: Agency will identify, establish and maintain ACR for retirees returned to work that meet specified criteria.

ADOA Benefit Services Office Maintained

ADOA Benefits division is responsible for insurances, retirement and voluntary benefit deductions, like Flex Spending, Short Term Disability, etc. Contact ADOA Benefits to make any changes to any of these deductions.

GAO Central Payroll Maintained

GAO Central Payroll maintains Transit Card, FICA Taxes, ASRS Service Purchase Buyback and Garnishment deductions.

Garnishments: Employees should contact the issuing authority indicated on the paperwork

Agency: Remit any paperwork received immediately to Central Payroll

Vendor Maintained

Work/Life deductions such as group auto/home/life insurance, computer purchase and deferred compensation deductions are individual contracts entered into by the employee and the vendor. An employee must contact the vendor directly to make changes to these deductions. These deductions are uploaded to the HRIS bi-weekly on Day 8 through an automated interface file directly from the vendor.

Employees must contact the following to make changes to these deductions:

Transit Card: Questions regarding the program should be directed to Capitol Rideshare (602) 542-RIDE

Applications received by GAO will be processed within 48 hours of receipt

Transit Cards must be picked up by a Gold Card holder at the GAO Front Desk

Charges are received by an interface file with City of Phoenix, monthly

Billing cycle: 24th – 23rd of the following month

Individual ridership audits are only completed under specific circumstances

ASRS Service Purchase Buyback: ASRS Member Services (602) 240-2000

Deferred Compensation: Nationwide (602) 266-2733

DEDUCTIONS REQUIRED BY FEDERAL OR STATE LAW

Tax Deductions

Employee tax withholdings should default as defined by Federal/State Laws. Employee must complete the required forms (A-4, W-4, WEC or WECI) to add or change tax withholdings. Detailed instructions for maintaining tax deductions can be found in the HRIS Training: "Maintain Tax Deductions", "2010 Arizona Tax Withholding Processing" and "Medicare Qualified Government Employee (MQGE) Training."

Employees can make changes to Federal and State tax withholdings, at any time, through the Y.E.S. website.

Claiming Exempt

Exempt elections expire annually; agencies will receive detailed instructions during calendar year-end processing with a list of employees claiming exempt. Employees must submit a paper form to their agency payroll office to start or stop exemption from Federal and State tax withholdings or to continue the exempt status from year to year.

Common Tax Setup Errors

Tax Setup Error	Correction In HRIS
Can't change Federal Tax - Lock In Place	Contact GAO Central Payroll, employee has an IRS Lock-In Letter
Federal Tax Exempt Flag = B	PR13: Remove "B". If Exempt, indicate "Y"
State Tax Exempt Flag = B	PR13: Remove "B". If Exempt, on PR14 indicate AZ Formula "8"
Federal Tax Exempt with Additional Amount	PR13: Select Federal Withholding line Remove "Additional Amount"
State Tax Exempt with Additional Amount	PR13: Select AZ State W/H Tax line Remove "Additional Amount"
Additional Tax Code Invalid	PR13: Change Tax Code to "2" if employee elects an Additional Amount
	Or Remove Tax Code if the employee <u>did not</u> elect an Additional Amount
BSI Code populated on PR14, AZ Formula blank	PR14: 1. Remove BSI Formula
	2. Select AZ Formula per employee election
AZ Formula not 8-15	PR14: Select correct Formula # per employee election
State Tax Exempt Flag = Y	PR13: Remove "Y" Flag
	***If employee has elected to be Exempt
	PR14: Select AZ Formula "8"

Retirement Deductions

Agency Human Resources set up employee retirement during the hiring action into the HRIS. Manual enrollment of employees into plans (due to automation rule errors) and Overrides to the Effective Dates for retirement deductions due to changes in Retirement Code are handled by ADOA Benefits.

Garnishments:

The GAO Central Payroll maintains all creditor garnishments, child support, spousal support, tax levies, student loans and administrative wage garnishments. These orders require the State, as the employer, to deduct a portion of employee's non-exempt wages each pay period until further notice is received to stop withholding. The deduction amount is calculated in accordance with Federal and State laws.

Any paperwork regarding garnishments received by the Agency should be sent directly to the GAO Central Payroll immediately upon receipt.

Employees inquiring about their garnishment can be referred to Creditor Garnishment FAQs on the GAO website, to the creditor issuing the order, or directly to the GAO Garnishments Desk at (602) 542-6082 or garnishments@azdoa.gov.