



Welcome!

2008 Fiscal Year End Payroll Meeting

June 12, 2008

Register for Payroll Updates

<http://www.gao.state.az.us/>

The screenshot shows a web browser window displaying the GAO Arizona Department of Administration website. The page title is "Register for Payroll Updates". The navigation menu on the left includes "Find by Category" with sub-items: "GAO Home", "GAO News", "Publications", "Financials", "People Search", "Employment", "Online Forms", "Travel Info", "Travel Mgmt Subsystem", "Vendor Information", "FAQ's", "Links", "Travel and Purchasing Cards", "Register for Updates" (circled in red), and "RASL Information". The main content area contains a registration form with the following fields: "*First Name", "*Last Name", "*Agency/Affiliate" (a dropdown menu with "Please Select"), "*Job Title", "*E-mail", and "*Work Phone". Below the form is a section titled "Check each box containing information that you would like to be notified about." with five checkboxes: "GAO Policy and Procedures" (checked), "Travel Policies and Guidelines", "Central Service Bureau (CSB)", "Arizona Automated Accounting System (AFIS)", and "Statewide Payroll & Related Information" (circled in red).

GAO
General Accounting Office
State of Arizona Department of Administration
ARIZONA DEPARTMENT OF ADMINISTRATION
ARIZONA
YOUR SERVICE
KEYWORD SEARCH: [] GO
Current Date: 6/9/2008 Current Time: 5:36:36 PM

Fill in the following information to register for the GAO updates
already registered? [Login](#)

*required
*First Name []
*Last Name: []
*Agency/Affiliate: *** Please Select *** [v]
*Job Title: []
*E-mail: []
*Work Phone: []

Check each box containing information that you would like to be notified about.

<input checked="" type="checkbox"/>	GAO Policy and Procedures: Everything you always wanted know about policies and procedures, but were afraid to ask. Check this box and you'll receive the latest information about new policy pronouncements such as recently published Technical Bulletins and updates to the State of Arizona Accounting Manual.
<input type="checkbox"/>	Travel Policies and Guidelines: On the go and need to know? Check this box to keep up-to-date on travel classes, travel information, and such news as changes in reimbursement rates for mileage, hotels and meals. You'll also be told when new issues of "Traveling for the State" become available.
<input type="checkbox"/>	Central Service Bureau (CSB): Check this box if you would like to receive updates and news items regarding the Central Services Bureau (a GAO accounting and consulting service available for State agencies). If you currently contract with, or are thinking about using the CSB for your agencies accounting needs, this update will keep you informed of new services as they are developed.
<input type="checkbox"/>	Arizona Automated Accounting System (AFIS): Keep current on changes and enhancements to the AFIS system, major events such as fiscal year end, and AFIS Reference Guide updates as they are developed.
<input type="checkbox"/>	Statewide Payroll & Related Information: This site will provide periodic notifications of payroll guidelines and issues. Various annual meeting schedules and agendas along with State policy and law changes that may effect

Sign Me Up!

Central Payroll Contacts

- Complete the update
 - New Section
 - Bus Card Contacts
- Leave it here
 - Fax it to Central Payroll
(602) 364-2215



Direct Deposit Advices



- Statewide initiative to “Go Green”
 - Effective with August 15th Pay, direct deposit advices will not be distributed to Agencies
 - Employees that are not on direct deposit will still receive a warrant
 - If any of your employees do not have computer access, please let us know.
- MHC
 - Supplement to YES website for viewing pay stubs
 - Target implementation in August 2008
 - Also will have capabilities to put W-2’s online

eStuffers

- With August 15th Pay, stuffers will be electronic
- They will be posted to the YES website
 - <https://my.hris.state.az.us/lawson/portal/?ESS>
- GAO will also send them to an Agency contact so they can distribute via their intranet or other means



THE 4400



- Beginning March 3, 1946, and spanning over 50 years, 4,400 people were abducted, each in a blinding flash of light.
- On August 14, 2004, a comet that was due to pass by Earth suddenly changed course on an impact trajectory causing global panic. However, the comet didn't impact Earth.
- Instead, it exploded and safely deposited back to earth the same 4,400 people who were completely unaware they were ever taken.
- The 4,400 had returned with new abilities...

Bank of America



CashPay Visa Card

- CashPay can take the 4,400 warrants we still print and give the payments new abilities such as:
 - Lightning fast access to funds
 - Visa type purchasing capability
 - Stronger Security
 - Convenient usage at ATMs
 - Elimination of check-cashing costs
- Reduce the State's administrative costs
- Give employees another option to receive pay
- Warrants will still be offered as a payment option





Travel Reduction Program Changes

- City of Phoenix has made changes to the Bus Card Plus Program
 - Now called a Platinum Pass
 - Good for use on buses and light rail (when it becomes available)
 - It is a Smart Card
 - Just tap and board
 - Valid for 4 years
 - They will expire in October 2012



Bus Card Plus Renewal

- Current Bus Cards expire September 2008
- Renewal will convert Bus Card Plus to Platinum Pass
- Any employee with an active bus card as of renewal date will be issued a new Platinum Pass
- More renewal information will be posted to the GAO website via a web story

Bus Card Plus – Billing Update

- City of Phoenix is almost caught up on billings
 - Currently Agencies are not being charged for no-pays
 - This will begin again once the billings are caught up
 - June billing should be charged on time (July 18th)
- Reminder: Capitol Rideshare reduced the subsidy amount from 65% to 50% effective May
 - The April billing will be deducted on June 20th payday
 - The May billing anticipated to deduct July 4th payday





Travel Reduction Program New Program

- City of Maricopa is offering the Maricopa Xpress
- Subsidy is 50% up to the max of the most expensive Bus Card Plus ride (50% of \$68 = \$34)
- Tickets are being issued through Capitol Rideshare
 - www.capitolrideshare.com

Bus Card Liaisons

- Employees need to contact their Agency bus card Liaison for requesting new or replacement bus cards
 - Central Payroll phone numbers should not be distributed to employees
- **INFORMATION IS REQUESTED...**
 - Agency contact update form
 - Under Bus Cards
 - If you know your Agency Bus Card Liaison please complete the form with their contact information



IRS Lock In Letters



- Issued by the IRS when an employee is ineligible to claim exemptions or not withholding enough taxes
- Effective September 2007
 - GAO – Central Payroll is entering them into HRIS
 - Forward original to Agency HR Manager with memo to be kept in employee personnel file
- If your Agency receives correspondence from the IRS regarding Lock-In Letter
 - Forward it to GAO Central Payroll

Deceased Employee Payments

- GAO is working on a Technical Bulletin
- Paid through HRIS using handwrite system
 - Additional documentation is required
- Any payment after the date of death has specific tax treatment
 - 1099 Reportable
- Use the current resources posted on GAO website
 - <http://www.gao.state.az.us/publications/payrollreport/>



Military Differential Payments

- GAO is working to update the Technical Bulletin
- Military differential pay is not considered wages
 - 1099 reportable
- Pay through HRIS as a lump sum amount using pay code 383
 - Pay code 385 will no longer be used
- GAO Forms 42 & 43 are for calculating the differential payment amounts
 - <http://www.gao.state.az.us/onlineforms/>



ERE Rates

PER CODE	RETIREMENT	EMPLOYEE	EMPLOYER	
1	PLAN-ASRS	8.95%	8.95%	
2	DYTR	7.96%	8.42%	
3	ELECTED OFFICIALS & JUDGES	7.00%	21.21%	
4	PUBLIC SAFETY	2.65%	28.62%	
5	GAME & FISH	7.65%	37.98%	
6	AG INVESTIGATORS	7.65%	52.81%	
7	FIRE FIGHTERS	7.65%	20.46%	
8	T.I.A.A./VALIC	7.00%	7.00%	
9	NO RETIREMENT	0%	0%	
0	CORRECTIONS	7.96%	8.90%	
A	CAPITOL POLICE	7.65%	14.23%	
B	LIQUOR CONTROL OFFICER	7.65%	20.30%	
C	SYSTEM-ASRS	7.00%	7.96%	
D	EMPLOYER'S ANNUITY	N/A	5.00%	REPEALED 08/09/01
E	DEFINED CONTRIBUTION	2.66%	2.66%	REPEALED 08/09/01
F	STATE PARKS	7.65%	17.83%	
T202	UNEMPLOYMENT INS		.0015	
3802	PRO RATE		0.0107	
3804	ACCUM SICK ERE		.0040	
3800	TECHNOLOGY CHARGE		.0015	
3808	COUNSEL SERVICES		0.00675	
7508	LTD A.S.R.S.		.0050	
7509	LTD A.S.R.S.	.0050		

Overpayment Worksheets

- Revised worksheet is posted
 - Difference to Recover cells will be locked
- 1st column of the worksheet, Amount Paid, should mirror the payment in error from Drill Around
 - If this does not match Drill Around, the form will be returned to the Agency for correction

Microsoft Excel - GAO-70A Overpayment wsht 4-2008.xls

File Edit View Insert Format Tools Lawson Data Window Help

F35 fx =C35-D35

ARIZONA DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING OFFICE
OVERPAYMENT WORKSHEET

AGENCY I.D.	AGENCY NAME		
SELECT ONE	DO NOT SELECT		
EMPLOYEE NAME	E.I.N.	PAYMENT	
DESCRIPTION	PAY CODE OR DED CODE	AMOUNT PAID	AMOUNT PAID
SELECT - PAY CODE	DO NOT SELE	0.00	0.00
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - PAY CODE	DO NOT SELE		
SELECT - NON-TAX. UNIFORM ALLOW	DO NOT SELE		
TAXABLE UNIFORM ALLOWANCE	601		

ACH for July 4th Payday



- Compute on July 1st
- Holiday on Friday, July 4th
- B of A will release ACH file to banks on Wednesday, July 2nd
 - This may cause posting delays to employee bank accounts

HRIS & AFIS Fiscal Year End Updates

- Fiscal Year End Calendar
- HRIS Labor Distribution Update
- AFIS Screens
 - H01, H02, & H03
- HRIS Manuals
- Travel Payments through Fiscal Year End
- Travel Reimbursements on Handwrites



June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			LABOR ON MANUALS DEFAULTING TO AY 2008 IS OK -- ENTER COMPUTE TIMERECORDS AFTER LABOR UPDATE			LABOR UPDATE HRIS DOWN
22	23	24	25	26	27	28
LABOR UPDATE HRIS DOWN	LABOR ON MANUALS DEFAULTING TO AY2009 MUST BE CHANGED TO <u>AY 2008</u> LABOR FOR COMPUTE TIMERECORDS DEFAULTING TO AY2009 IS OK					
29	30	1	2	3	4	5
LABOR HANDWRITES DEFAULTING TO AY 2009 MUST BE CHANGED TO <u>AY2008</u> LABOR FOR COMPUTE TIMERECORDS DEFAULTING TO AY2009 IS OK						

PAY DATE

LABOR ON MANUALS DEFAULTING TO AY 2008 IS OK -- ENTER COMPUTE TIMERECORDS AFTER LABOR UPDATE

LABOR UPDATE HRIS DOWN

LABOR UPDATE HRIS DOWN

PAY DATE

LABOR HANDWRITES DEFAULTING TO AY 2009 MUST BE CHANGED TO AY2008
LABOR FOR COMPUTE TIMERECORDS DEFAULTING TO AY2009 IS OK

HRIS Labor Distribution Update

Update will be done June 21st & June 22nd

- HRIS System will be unavailable
- Change sub-account 2008 to 2009 only
- After the labor update, use caution when entering manuals and compute time records



HRIS Labor Distribution Update

- AY2009 will not be available until June 23rd
 - Use caution to ensure proper AY year is selected when entering compute time records
 - Time records keyed prior to June 23rd date with sub-account (AY) 2008 will need to be changed to sub-account (AY) 2009



AFIS Screens H01, H02, H03

AFIS SCREEN	FUNCTION
H01	adds, changes, or inactivates <u>accounting units</u> in HRIS
H02	adds, changes, or inactivates <u>activities</u> in HRIS
H03	adds, changes, or inactivates <u>account categories</u> in HRIS

Before inactivating elements, be sure employees do not have any of the elements to be inactivated in their labor distribution

Check HRIS XP02 and XR23.3

HRIS Manuals

- Manuals keyed on June 23rd through June 30th should have the sub-account of AY2008.
 - Since both years will be available from June 23rd through June 30th, use caution when entering manuals to ensure the proper AY year is selected
 - PD Indicator must be “N”
- GAO will be verifying cash and appropriation availability in AFIS
- Manuals keyed on July 3rd will be available for pickup at GAO on July 7th



Travel Payments Included With Payroll

- June 17th is the deadline for keying travel payments in HRIS for the pay day June 20th to be charged to sub-account (AY) 2008
- Time record must be dated June 13th or prior to process



Travel Payments After June 17th

- Travel payments that did not get keyed for pay day June 20th that an Agency would like charged to sub-account (AY) 2008:
- 2 Options:
 1. Can be keyed as a manual from June 18th - June 30th
 - Use caution to ensure AY2008 is selected and PD Ind is “N”
 - GAO will be verifying cash and appropriation availability in AFIS
 2. Process the payment on the July 4th payday, charging sub-account (AY) 2009. Then, utilize the administrative adjustment process to charge (AY) 2008

Travel Payments on Manuals

- Agencies opting to use the HRIS Manual process for travel advances or reimbursements from June 18th through June 30th can reference the HRIS website.

Agency Travel Management Specialist Job Role Home - Microsoft Internet Explorer

Address: http://www.hris.state.az.us/03_hris_job_roles_training/04_payroll_roles/05_ag_trv_spec/01_ag_trv_spec_home.htm



Home | [FAQ](#) | [Contact HRIS](#)

FIND BY CATEGORY

- Your Employee Services (Y.E.S.)
 - HRIS Portal
 - HRIS Job Roles & Training
 - HRIS Security
 - HRIS Info Sheets/Paper Forms
 - HRIS Notices
 - Archived Information
 - Related Links
 - Help

Insert Title

HRIS Training

Go to [Job Aids, Reports, Info Sheets and Paper Forms](#) for this job role.

Specialist

Initiator must complete the [HRIS General Training](#) and the the curriculum outlined

	Ver	Last Updated	Reason for Update
Job Entry	1.0	12/27/2007	<ul style="list-style-type: none"> New Training Issued
Name Box			

Procedures found here under Lesson C

agencies that have Non-Active Payee's (Non-Compensated Board/Commission

Questions or Special Requests Regarding Labor Distribution

CONTACT

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yesenia.mejia@azdoa.gov



Dating Transactions



- Adjusted Date of Hire (ADH)
 - Driving factor of TA plans, found on HR11.1
- TA transactions
 - Must be dated within current pay period

TA65.3 Transaction Inquiry

Lawson portal - Employee Transaction Inquiry (TA65.3) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <https://portal.hris.state.az.us/lawson/portal/> Go

Back Forward Stop Home Search Favorites Print Mail News RSS

Links »



Employee Transaction Inquiry (TA65.3)

Welcome, Karen Turner

Go To Preferences Help

ta65.3

Inquire Next Previous PageDown PageUp

Home Employ...

Data Directory

- 1) Company: 1
- 2) Employee: 98791
- 3) Plan: ANN-UNCOVD

Related Links

- [Plan Balance Inquiry](#)
- [Yearly Activity Inquiry](#)
- [Transaction History Report](#)

Company: STATE OF ARIZONA

Employee:

Plan: ANNUAL LEAVE UNCOVERED



Plan Entry Date: 06/01/05

Plan End Date:

Accrual Balance:

Eligible Balance: 147.3700

Last Accrual Update: 05/30/08

Last Eligible Update:



Position To:



Date	Type	St	Description	Accrued	Eligible	Balance
12/29/06	U	C	ANNUAL LEAVE TAKEN		8.0000-	109.5100
12/29/06	X	C	BW Eligible 42		6.4700	115.9800
	U	C	ANNUAL LEAVE TAKEN		8.0000-	107.9800
	X	C	BW Eligible 43		6.4700	114.4500
	ME	C	VD 8 FOR 01/12/07		8.0000-	106.4500
01/26/07	X	C	BW Eligible 44		6.4700	112.9200
02/09/07	X	C	BW Eligible 45		6.4700	119.3900

TA65.3 Transaction Inquiry

Lawson portal - Employee Transaction Inquiry (TA65.3) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <https://portal.hris.state.az.us/lawson/portal/> Go

Back Search Favorites



Employee Transaction Inquiry (TA65.3)

Welcome, Karen Turner

Go To Preferences Help

ta65.3

Inquire Next Previous PageDown PageUp

Home Employ...

Data Directory

- 1) Company: 1
- 2) Employee: 99319
- 3) Plan: ANN-UNCOVD

Related Links

- [Plan Balance Inquiry](#)
- [Yearly Activity Inquiry](#)
- [Transaction History Report](#)

Company: STATE OF ARIZONA

Employee:

Plan: ANNUAL LEAVE UNCOVERED

Plan Entry Date: 06/18/05 Plan End Date:

Accrual Balance:

Eligible Balance: 170.5200

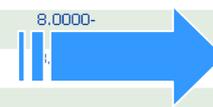
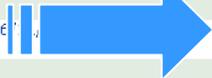


Last Accrual Update: 05/30/08

Last Eligible Update:

Position To:

Date	Type	St	Description	Accrued	Eligible	Balance
05/16/08	U	C	ANNUAL LEAVE TAKEN		8.0000-	165.5800
05/16/08	U	C	ANNUAL LEAVE TAKEN		8.0000-	157.5800
05/16/08	X	C	BW Eligible 76		6.4700	164.0500
05/30/08	X	C	BW Eligible 77		6.4700	170.5200
06/11/08	M	O	DECREASE ANNUAL LEAVE 051		8.0000-	162.5200
06/11/08	O	O	DECREASE ANNUAL LEAVE 052			154.5200



RASL Program

- The Retiree Accumulated Sick Leave Program (RASL) is available to State of Arizona retirees who have 500 or more unused sick leave hours.
 - Retirement may be due to voluntary or involuntary separation from State service, including death.
 - A retiree or their beneficiary must formally apply for the RASL benefit with the RASL group in the GAO.
 - www.gao.state.az.us/RASL for all application materials
 - Each agency selects a RASL Liaison to coordinate the necessary HR and PR tasks within their agency.



RASL Program

- There are no changes to the RASL Program.
 - The RASL Program has enough money to pay all participants, even with the current budget issues.
 - The RASL fund is a non-reverting non-appropriated fund. Per statute, RASL receives money every pay day from all agencies in the amount of .4% of gross payroll from ERE 3804 “Accumulated Sick Charge”.
- The RASL staff welcomes calls from all current and retired employees. We are here to make the RASL application process easy for you and the retiree.
 - Marla Grossman, (602) 542-6222
 - Lalita Stevenson, (602) 542-5699



?? ? QUESTIONS ? ? ?

