Welcome!

2008 Calendar Year End Payroll Meeting

November 25, 2008

Central Payroll Contacts

- Complete the update
  - New Section
  - Platinum Pass Contacts

- Leave it here
  - Or fax to Central Payroll (602) 364-2215

Register for Payroll Updates
http://www.gao.state.az.us/

CashPay Visa Card

- **Faster, Easier, More Secure Pay**
  - No credit qualification to enroll
  - Get immediate access to your money by 9 a.m. on payday
  - No more standing in long lines to cash your paycheck
  - No more check-cashing fees
  - Safer than carrying cash
  - No worrying about lost or stolen checks
  - Feel comfortable knowing your CashPay account is FDIC-insured
- **Special Features**
  - No monthly fee
  - FREE signature-based and pinned point-of-sale purchases
  - FREE Cash back option at participating merchants
  - 2 FREE ATM withdrawals per pay period at any Bank of America ATM
  - 2 FREE teller cash withdrawals per month at any Visa Member Bank location
  - FREE online account balance and transaction information www.bankofamerica.com/cashpay

eStuffers

- Beginning last August 15th Payday, stuffers are now electronic

- They are being posted to the YES website
  - http://yes.az.gov

- GAO can also send eStuffers to an agency contact so they can distribute via agency intranet or other means

MHC Document Express

Lawson HRIS → **YES Website**

Lawson HRIS ⇢ **MHC** ⇢ **YES Website**
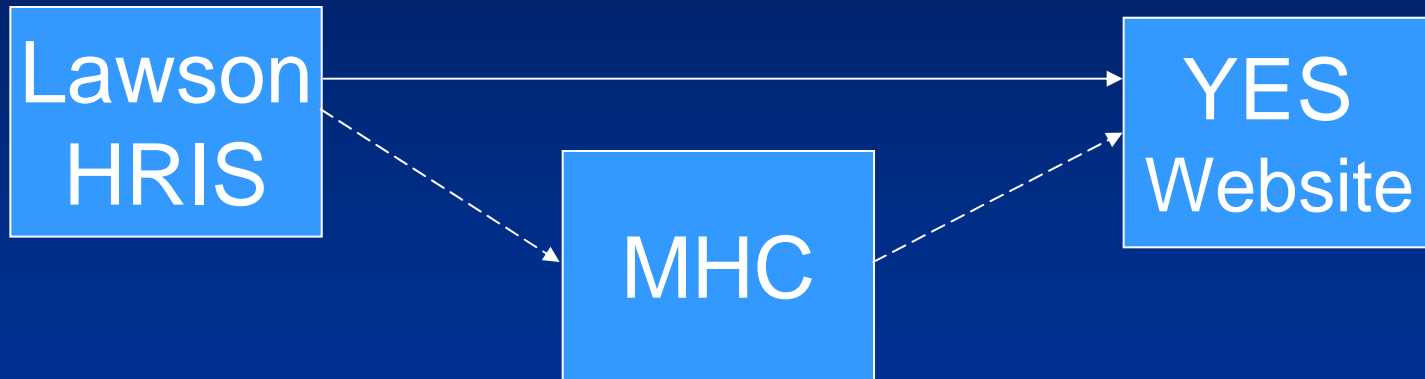
- Supplement paperless pay advice initiative
- Enable replacement of aging warrant printer
- Easier to read pay stubs via YES
- Capability to display W-2's via YES in future
- Timing: LSF 9 upgrade to occur first

Direct Deposit Timing

DECEMBER 2008				JANUARY 2009		
S	M	T	W	T	F	S
28	29	30	31	1	2	3
			BofA ->	H		
		CT	wait		PD	

- January 2, 2009 Payday
  - File transmitted to BofA Wednesday will have a Thursday effective date instead of immediate effective date.
    - We must ensure, to comply with IRS Code Section 451(a), that pay is not credited to employees' accounts in 2008.
    - May be implemented with the December 5th, 2008 Payday.
  - Pickup Schedule – Distribution scheduled to occur Jan 2nd

2009 Payroll Calendar

- 2009 scheduled to have 27 pay days
- Compute Dec 29, 2009
- Payday: January 1, 2010 scheduled forward to December 31, 2009

Year End Payroll Memo

- Final Pay of 2008
- Overpays – GAO-70A
- Handwrites
- HRIS Availability
- Payroll Calendar
- SECC
- Tax Tables
- FICA/Medicare Deductions
- Leave Roll & Family Sick
- 2008 W2s
- W-4 & W-5 for 2008

Overpayment Worksheets (GAO-70A)

- December 19, 2008
  - Deadline for overpays for pay dates December 5th & prior

- December 26, 2008
  - Deadline for overpays for pay date December 19th

- December 27,28,29,30, 2008
  - Overpayment worksheets will not be able to refund Federal and State tax withheld for 2008.

Handwrites

- Handwrites processed through December 30, 2008 at 2PM will be posted to 2008
  - Reflected on 2008 W-2

- No handwrites will be processed on December 31, 2008

Common Reasons for Handwrite Deletions
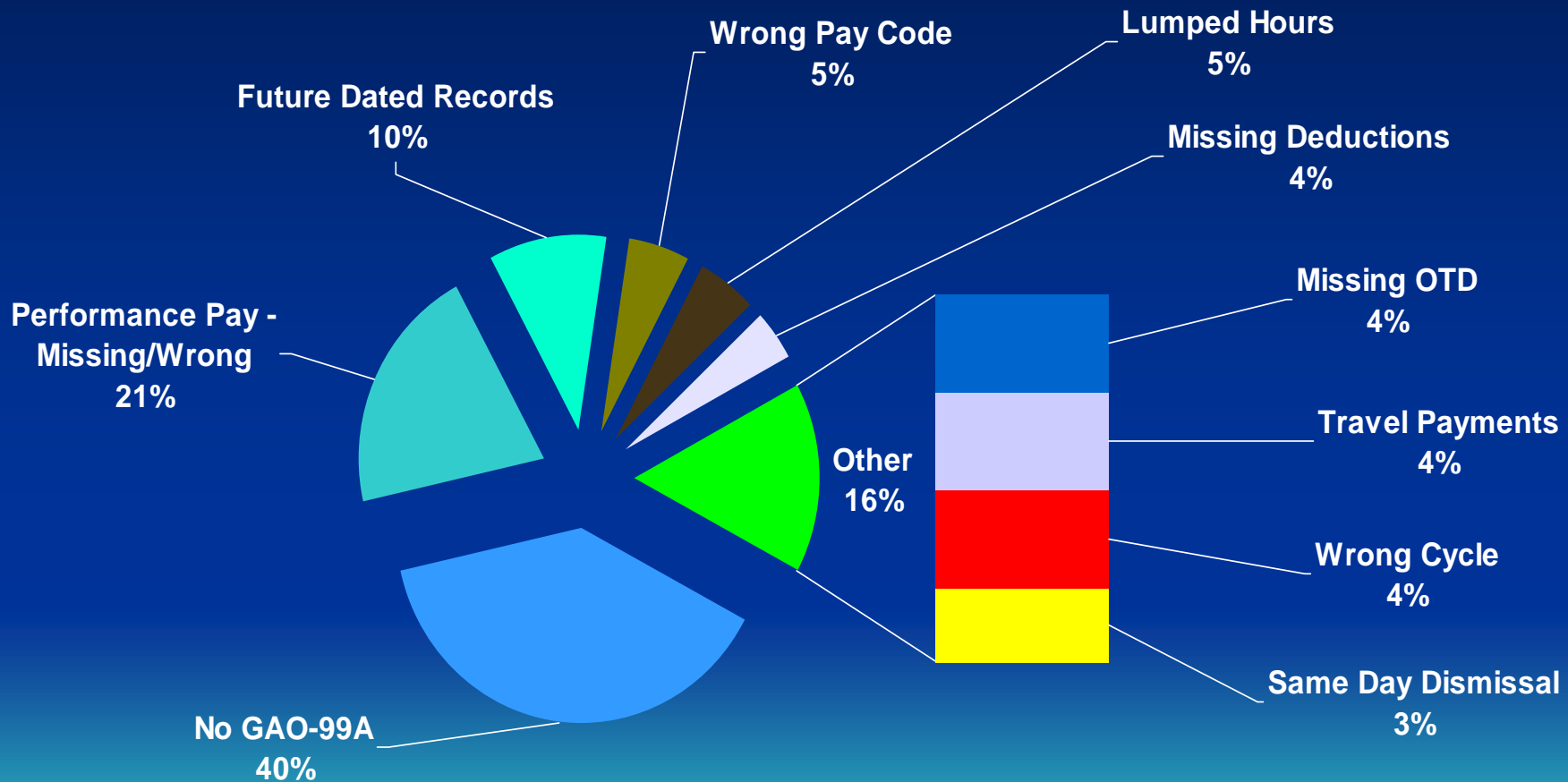
Tips to Avoid Handwrite Deletion

Reason	Preparer	Approver
No GAO-99A **40%**	• Don't enter handwrites just for calculations • Contact approver to ensure they know to send 99A.	• cc: Preparer when sending 99A to handwrite e-mail box • Call (602) 542-6084 if Auto-Reply not received within 10 mins
Perf Pay – Missing or Incorrect **21%**	• Use calculators attached to GAO-99A • Have co-worker validate math	• Ensure performance pay is included
Future Dated Time Records **10%**	• Don't key time past term date (such as 640-LWOP) • Verify dates are typed in, not defaulting in	• Double-check dates of time records
Other	• Double-check Pay Codes • Double-check for missing deductions or OTDs • Ensure proper Cycle is used • Don't lump hours together	• Double-check Pay Codes • Ensure other income such as stipends included, if applicable

Possible Revisions to Handwrite Technical Bulletin

- Performance Pay
- Future dated time records
- Dismissals without leave payouts keyed
  - Only paid regular pay or travel payments
- Travel Reimbursements
  - Regular Compute only
  - Exception: Non-Taxable Travel & 401(a) @ 100%
- One-Time Deductions (OTD) missing
  - Always check for one time deductions

Possible Revisions to Handwrite Technical Bulletin (continued)

- How to use Cycle 5
  - Limited deductions
- Cycle 8
  - Never used by agency
- FYE Processing of payments
  - i.e. Travel payments
- Deceased employee payments
  - Updates to Checklist & Procedures
- Personnel Board Orders
  - Special coordination with Agency/GAO/DES

401(a) & Non-Taxable Pay Codes

- 401(a): Supplemental Savings Plan offered by Nationwide Retirement Solutions
  - Irrevocable agreement
  - % of wages
- Issue: When a non-taxable pay code is used in combination with a wages pay code, for an employee who has designated 100% for 401(a), no 401(a) is deducted. This is a violation of the irrevocable agreement.
- Solution: Pay non-taxable pay code on handwrite
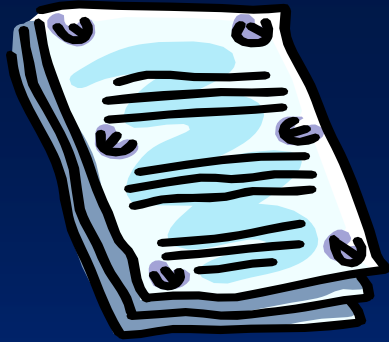
Personnel Board Orders

- Reinstatements with back pay
- Paid through HRIS using handwrite system
  - Copy of Board Order required
    - Fax to (602) 364-2215
- The Order may specify additional instructions for deduction of insurance benefits and/or unemployment benefits
  - GAO can help coordinate with Central Benefits and DES

Deceased Employee Payments

- Paid through HRIS using handwrite system
  - Affidavit (GAO 36 A, B or C) and W-9 for recipient 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/

Conversion to Platinum Pass

- Renewal in September converted 6,633 Bus Cards to new 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

New Platinum Pass System

- Central Payroll is working with the HRIS team to develop a new web based interactive Platinum Pass System
- Currently in the testing phase
- Implementation targeted for 2009
- Platinum Pass Liaison information is requested for new system updates

IRS Lock In Letters

- Issued by the IRS when an employee is ineligible to claim exemptions or not withholding enough taxes

- Entered by GAO – Central Payroll

- Original forwarded 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

Military Differential Payments

Changes	2008	2009
Considered wages ?	No	Yes
W-2 Reportable ?	No	Yes
1099 Reportable ?	Yes	No
Pay Code to use	383	385

GAO Forms 42 & 43 are for calculating the differential payment amounts
– http://www.gao.state.az.us/onlineforms/

Required Retirement Contributions not Withheld

- State law requires eligible employees to contribute to a retirement system

- The State constitution does not permit the State to give gifts or loans

- Employees not contributing need to have deductions taken immediately

Required Retirement Contributions not Withheld - reasons

Common reasons retirement automation rules do not work:

1. Employee was terminated and came back to work at a later date and the PA action was not flagged "Y to "Update Benefits"
2. Employee is moving from a non-benefits eligible position to a benefits eligible position
3. Employee goes out on LWOP or FMLA and the retirement plans are end dated along with their insurance benefits (while this is not the common practice, it can still happen)
4. QLE that had all benefits (including retirement) end dated (while this is not the common practice, it can still happen)

Imputed Income

- The 2008/2009 Benefit Plan Year offers medical and dental benefits for domestic partners, a domestic partner's child and an older child of an eligible employee.

- Federal Law dictates that the portion of the premium that the State covers for any individual that does not qualify as the employees' federal tax dependent is taxable income.

Imputed Income - Example

Imputed Income Example	Employee Only			Employee + Dom Partner	
	EE	ER		EE	ER
Gross Income					
Non Cash Income (Paycode 520)				$ 447.00	
- PreTax Deductions	$ (30.00)			$ (30.00)	
- Taxes (Federal - S, 0)				$ (32.55)	
- Taxes (State - 25%)				$ (8.14)	
- Taxes (Social Security - 6.2%)				$ (25.85)	
- Taxes (Medicare - 1.45%)				$ (6.05)	
- Post Tax Deductions Premium				$ (30.00)	
TOTAL COST	$ (30.00)	$ (446.00)		$ (132.59)	$ (893.00)

Employer cost for a non-tax deductible dependent is taxable income

Imputed Income – Pay Code 520 FAQ

Can a domestic partner, a domestic partner's child or an older child qualify as a tax dependent?

Yes. A detailed answer regarding qualifications can be found in the 2008/2009 Benefit Guide. See pages 11–13. http://www.benefitoptions.az.gov

What does imputed mean?

Imputed (adjective) – Estimated to have a certain cash value, although no cash has been received.

What is Pay Code 520?

Pay Code 520 (Imputed Income Non Cash) was created to increase the taxable wage amount on a pay check, thereby increasing the taxes taken.

Imputed Income - Responsibilities

Central Payroll will add, change or end ZR30 (Standard Time) records in conjunction with Benefit Services.

Agencies will need to check for and consider these records when processing Handwrites. Agencies will not need to add, change or end ZR30 records for pay code 520.

Imputed Income – ZR30 FAQ

<u>Why do I see more than one open entry for 520 in ZR30?</u>
Central Payroll enters a line for each benefit type.

<u>Will having imputed income lines on ZR30 impact the ability to maintain other Standard Time Records for the same EIN?</u>
No. Agencies can still add, change or end other pay codes in the same ZR30 record.

<u>What happens to the Labor Distribution on pay code 520?</u>
ZR30 records do not offer the ability to override the PD indicator. The charges will follow ZP02. If an XP23.3 exists, the charges will then split accordingly.

SECC for 2009

- All 2009 pledges statewide will be loaded into HRIS by central payroll Dec 22, 2008.
- After this load, agency payroll will be responsible for new hires, cancels, adjustments, etc.
- 1st deduction – Jan 2, 2009
- 26th deduction – Dec 18, 2009
- No deduction – Dec 31, 2009

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

- LWOP recorded in error in HRIS and its affect on RASL eligibility.
  - The time gap between the termination date in HRIS and the effective retirement date with ASRS/CORP/PSPRS must be accurate because this time gap determines RASL eligibility!
  - Misuse of LWOP after an employee has been terminated can make it appear that the person was still a State employee when in fact they were not.

RASL Program

- Return-to-Work Retirees
  - Are common for RASL and are not a problem.
  - The agency should issue the final paycheck, separate the person (R1, then R2) and then rehire them into the appropriate position such as R5.
  - There is no need to transfer the person over to RASL. We can pay RASL to your return-to-work retiree via a handwrite.
- The RASL staff welcomes calls from <u>all</u> 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 Silva, (602) 542-5699

Control-D Web

- E-Broadcast remains primary report distribution tool
- CDs no longer distributed (effective 10/24/08)
- Control-D Web being used to archive reports
- It will be each agency's responsibility to archive the reports from Control-D Web to storage media at the agency.
- HR reports will be available on-line for a rolling 14 day period.
- Payroll reports will be available for a rolling 45 day period.

Access to Control-D Web

- Existing Users of AFIS or Control-D Web for AFIS reports:
  - Use your existing AFIS user-id to access HRIS Control-D Web reports.
- New Users of Control-D Web:
  - The format of your user-id will be Agency Code + HRIS EIN
  - Before your user-id is activated, you will be responsible for completing:
    - Data Sharing Non-Disclosure form
    - Security Verification form for ADOA Information Security
    - These forms can be found under the heading Mainframe Computer Security on the ADOA Information Security web-site - http://ibook.state.az.us/adoa_ais/
  - Forms must be faxed to ADOA AIS team at (602) 542-0095.

Control-D Web Training

- HRIS Trainers have developed training for the tool. You may access the training by going to the HRIS website at www.hris.state.az.us

- If you have problems with your Login, please contact the ISD Help Desk at (602) 364-4444

- If you have problems with HRIS, please contact the HRIS Help Desk at (602) 542-4700 or e-mail them at HRISHELPDESK@azdoa.gov

HRIS contact Information

Having issues or need information with:
- Report related inquiries
- HRIS Paper Forms
- History Corrections

Please direct HRIS support calls to the Help Desk at (602) 542-4700 or e-mail them at **HRISHELPDESK@azdoa.gov**

Navigation to Training Manuals

Go to website www.hris.state.az.us

Navigation to Training Manuals

Move mouse over HRIS Job Roles & Training

Drop down will display

Click once on category which pertains to your Job Role

Your Employee Services (YES)

HRIS Portal

HRIS Job Roles & Training

HRIS Security

HRIS Info Sheets/Paper Forms

HRIS Notices

Archived Information

Related Links

Current Projects

Help
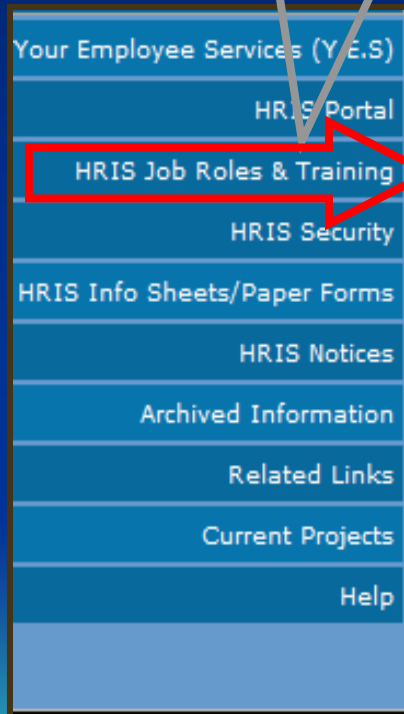
HRIS Training Home
Job Role Descriptions
General Lessons - All Roles
Agency BN Initiator
Agency HR Initiator
Agency HR Approver
Agency Labor Distribution Specialist
Agency Non-System A Class & Comp Analyst
Agency Phone/Email Maint Specialist
Agency PR Initiator
Agency PR Approver
Agency Supervisor Code Maint Specialist
Agency Taxes Initiator
Agency Timekeeper
Agency Travel Management Specialist
Agency Travel Management Approver
Central/University BN Roles
Central GAO Roles
Central HRD Roles
Report Writer Professional
Budget Analyst Professional

Agency PR Initiator

Agency PR Approver

Agency Timekeeper

# Navigation to Training (continued)

Agency PR Initiator ⬅

After you click on Agency PR Initiator this page will display

Lesson	Title	Ver	Last Updated	Reason for Update
Lesson One	Retroactive Pay Changes / Knowledge Checkpoint	1.4	05/31/2006	• Change made to Distribution Option Field. 'C' is now the ONLY value.
Lesson Two	Direct Deposit / Knowledge Checkpoint	1.0	01/20/2005	• Reformatted Lesson Introduced
Lesson Three	Adjust Time and Leave Time Balances / Knowledge Checkpoint	1.5	06/18/2007	• Added Statement regarding not allowing time accrual plans to go negative.
Lesson Four	Maintain Employee Deductions / Knowledge Checkpoint	1.0	02/15/2005	• Reformatted Lesson Introduced
Lesson Five	Manual Payments Training / Knowledge Checkpoint	1.2	10/04/2005	• Added Cycle 5 which is for Manual Payments Only. This became effective 10/01/2005.
Lesson Six	Earned Income Credit Training / Knowledge Checkpoint	1.0	05/25/2005	• Reformatted Lesson Introduced
Lesson Seven	Medicare Qualified Government Employee (MQGE) Training / Knowledge Checkpoint	1.0	05/25/2005	• Reformatted Lesson Introduced
Lesson Eight	Additional Payments / Knowledge Checkpoint	1.1	12/21/2005	• Revised steps for Labor Distribution Entry on ZR30
Lesson Nine	Donated Annual Leave / Knowledge Checkpoint	1.0	08/31/2005	• Reformatted Lesson Introduced
Lesson Ten	Leave Payout Processing / Leave Payout Checkpoint	1.0	06/06/2006	• Reformatted Lesson Introduced
Lesson Eleven	HRIS Inquiry Forms	1.1	04/03/2007	• Updated Attendance Code References
Final Exam	Enter your EIN in the Name Box			

Navigation to Training

After you click on one of the lessons the Manual will display
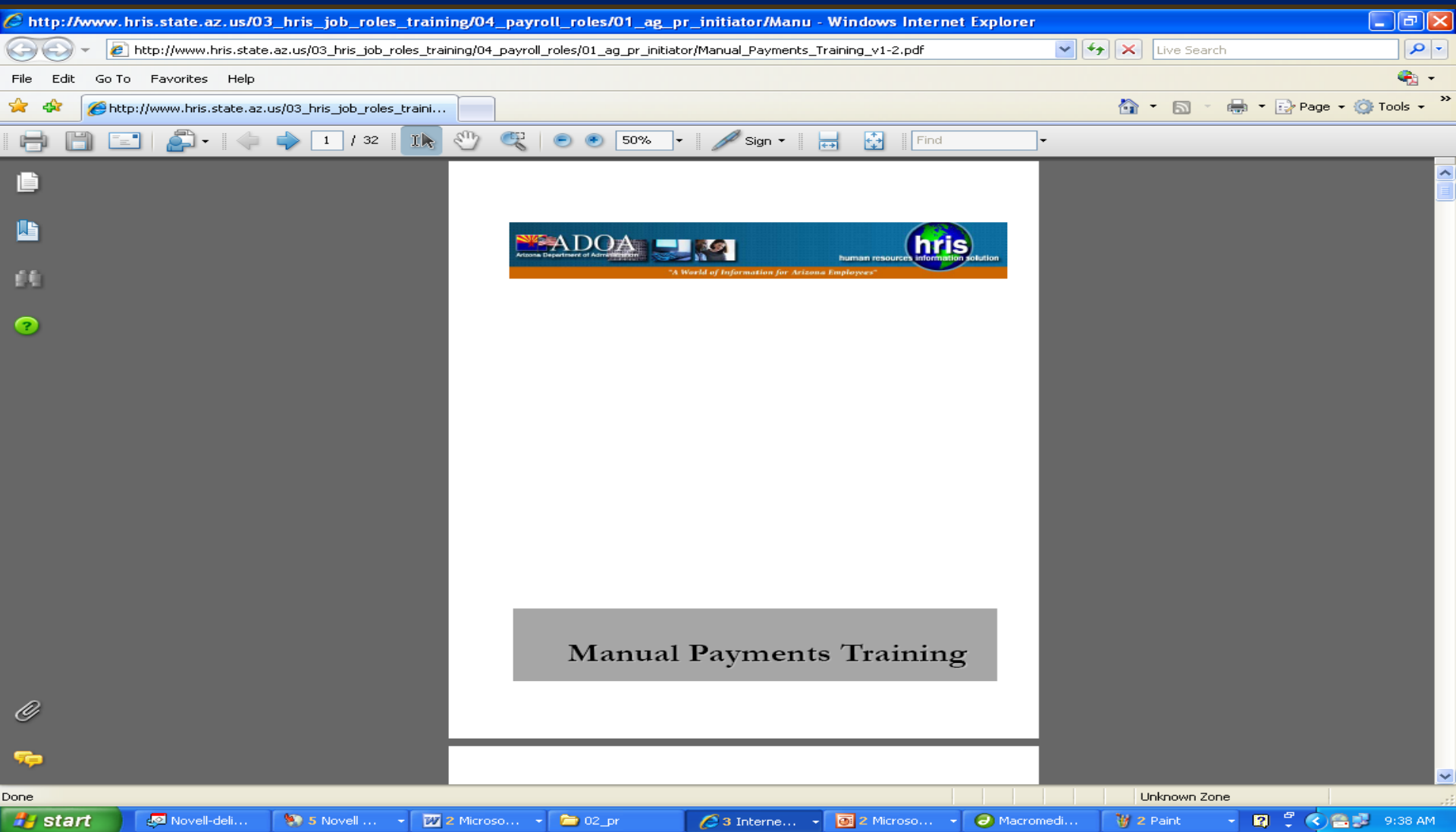
Upcoming Training Sessions January 2009

- **Flex Schedules & Holidays**
- **Keying Handwrites**
- **Adjustment to time keyed**

Training session will be placed on both GAO www.gao.state.az.us and HRIS www.hris.state.az.us websites with dates and times.

? ? ?   QUESTIONS   ? ? ?