HRIS – Human Resources Information Solution

RESOURCE GUIDE:

MANUAL PAYMENTS

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Manual Payment Overview

Introduction

An employee may receive pay outside of the normal pay cycle process through a manual payment, (also called Handwrite). Requests for manual payments occur for a number of different reasons, for example:

- Involuntary Termination (Dismissal of an employee)
- Death – Final Payout
- Settlements / Judgments

Agency Payroll enters the information required to generate the manual payment, but will not be able to print the warrant. The General Accounting Office (GAO) Central Payroll Office completes the following:

- Reviews all manual payments for accuracy
- Prints the warrants
- Distributes the warrants back to the requesting Agency

For specific rules and policies regarding manual payments, refer to the State of Arizona Accounting Manual and Agency Payroll Guide on the General Accounting Office website.

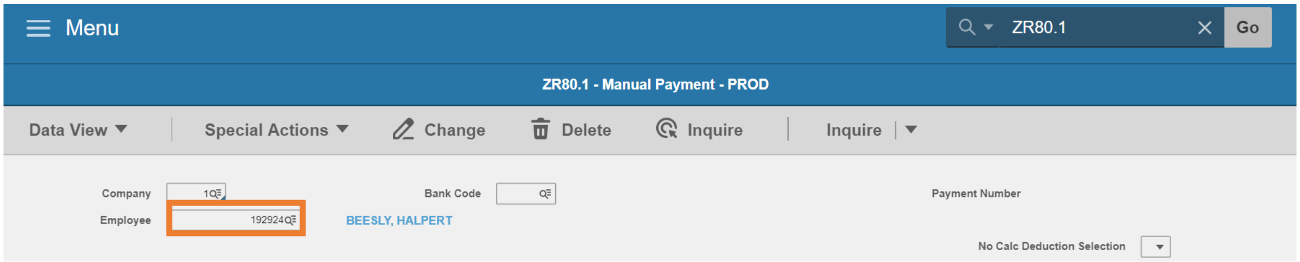
The Manual Payment (ZR80.1) is available until 12:00 p.m. daily

Deduction Cycle Definitions

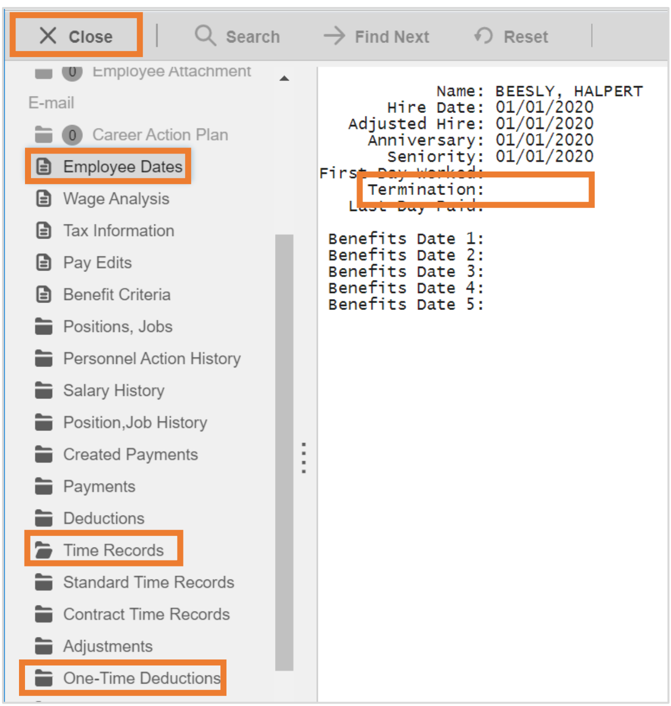
- **Deduction Cycle 1**: First pay of the month. All deductions, mandatory and voluntary, are deducted
- **Deduction Cycle 2**: Second pay of the month. All deductions, mandatory and voluntary, are deducted
- **Deduction Cycle 3**: Third pay of the month. All deductions, mandatory (except Child Support) and voluntary are deducted
- Child Support, Child Support Arrearages, Spousal Support, Creditor Fee and Support Fees are deducted on both Cycle 1 and Cycle 2
- Garnishments and Levies are deducted on a Cycle 1, Cycle 2 and Cycle 3
- Manual Payments, reflecting **Current Pay Period Time Records**, must be keyed using Cycle 1, Cycle 2 or Cycle 3
- **Deduction Cycle 5**: Special cycle that doesn't have fixed amount deductions
    - All Manual Payments, reflecting **Prior Pay Period Time Records**, must use Cycle 5
    - Must select all **One-Time Deductions** when using Cycle 5

Drill Around

Use Drill Around to verify critical employment dates, and existing time records before the **Manual Payment** is created. Access Drill Around from the Employee field on any HRIS Screen.



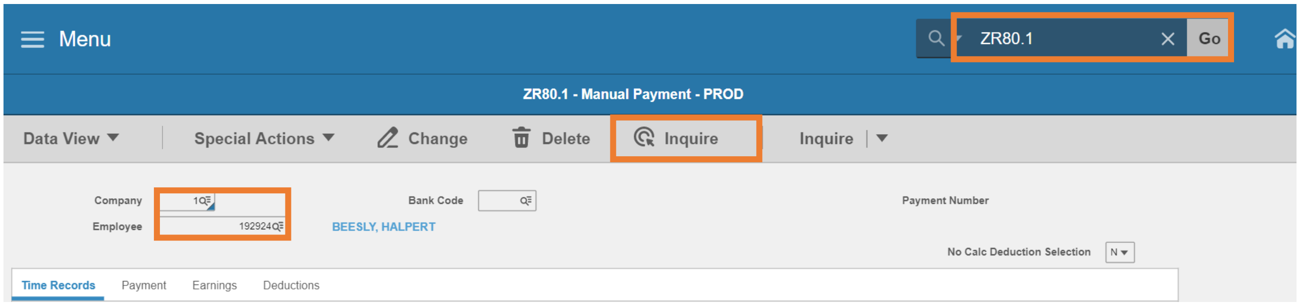
1. Place cursor in **Employee** field
2. Right-Click to select **Drill Around**



3. Click **Employee Dates –** No time records can be entered after the **Termination date**
4. Click **Time Records.** Review the Time Records to determine if batch time records exist for the pay period covered by the Manual Payment
   - If Time Records exist, they **must be deleted** after the Manual Payment is complete, to ensure that the employee is not overpaid
   - Drill Around on any time record date to identify the batch number
5. Click **One-Time Deductions** – If deductions exist, select into the manual payment
6. Click **Close** to return to previous form

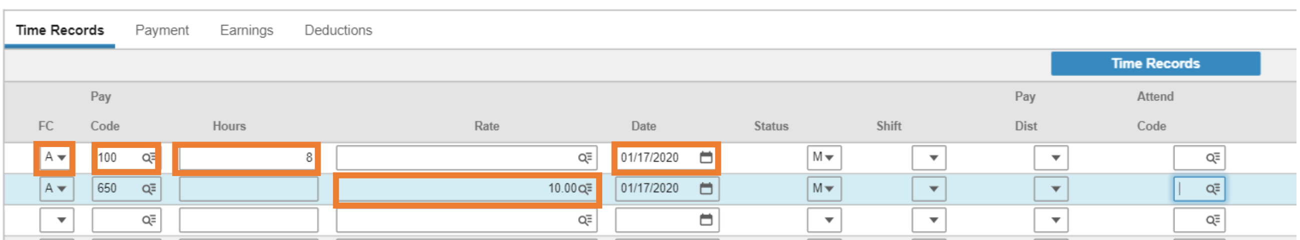
Manual Payment Time Records

Add Time Records



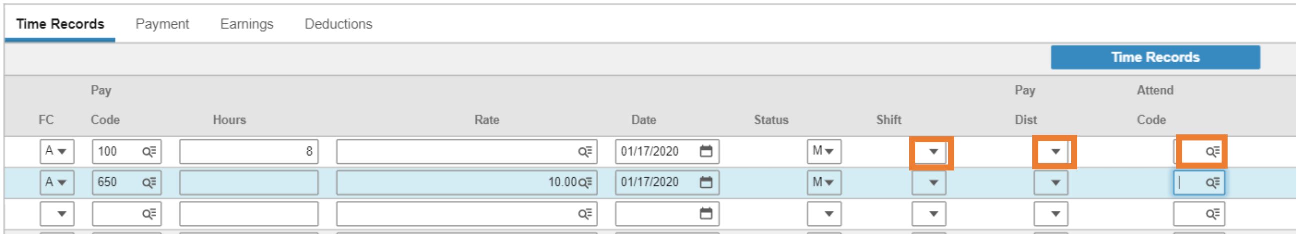
1. Type **ZR80.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Inquire**

If the employee has any existing manually entered Time Records, the records will display on the Time Record tab. If no Time Records exist, message **No current or manual time records found for employee** is displayed in the status bar.



5. **FC**: Type or select **A** to add a new time record to the manual payment
6. **Pay Code**: Type or select the **Pay Code**
   - If Pay Code 101 **Reg in Excess of 40 Hrs** is selected on a dismissal check for an employee, the premium overtime (pay code 997) needs to be calculated manually because the program does not calculate overtime. See **'Agency Payroll Guide – Premium Overtime Calculator'**
7. **Hours:** Type the **hours** up to two decimal places or leave blank for Amount type pay codes
   - Hours must be input in hours worked / taken per day increments i.e. 8.0 hours
   - Leave Payouts can be lumped together
   - Amount type pay codes that have hours populated, will result in the check being deleted
8. **Rate**: Type a flat **dollar amount** if required or leave blank for Hours only pay codes
   - Hours only pay codes that have a rate populated, will result in the check being deleted
9. **Date**: Type or select the **time record date**
   - Date is the day services were performed

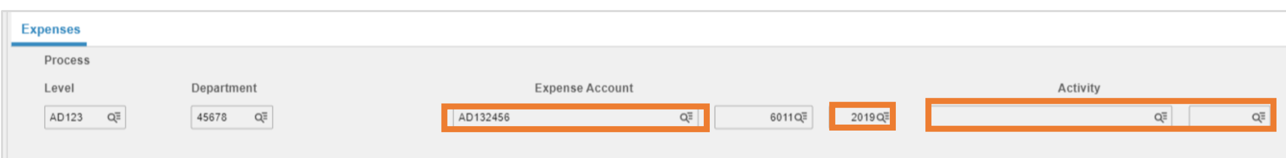
- Leave Payouts use any date within the pay period but date must be before the employee's termination effective date



10. **Status**: Leave blank, will default to **M**
11. **Shift**: Leave blank to default or select **1, 2** or **3** for shift differential that is different from the employee's default setup
12. **Pay Dist**: Leave blank to default or select **N** to override Default Labor Distribution shown on the Employee's XP02/ZP02 or XR23.3 position form
    - If left blank, **N** will populate this field if no XR23.3 payroll distribution record exists for the position; **Y** will populate if a XR23.3 payroll distribution record exists for the position
    - If **N** is selected, follow instructions to enter new Labor Distribution values (described in steps 14-17 below)
13. **Attend Code**: Leave blank or select an **Attendance Code**

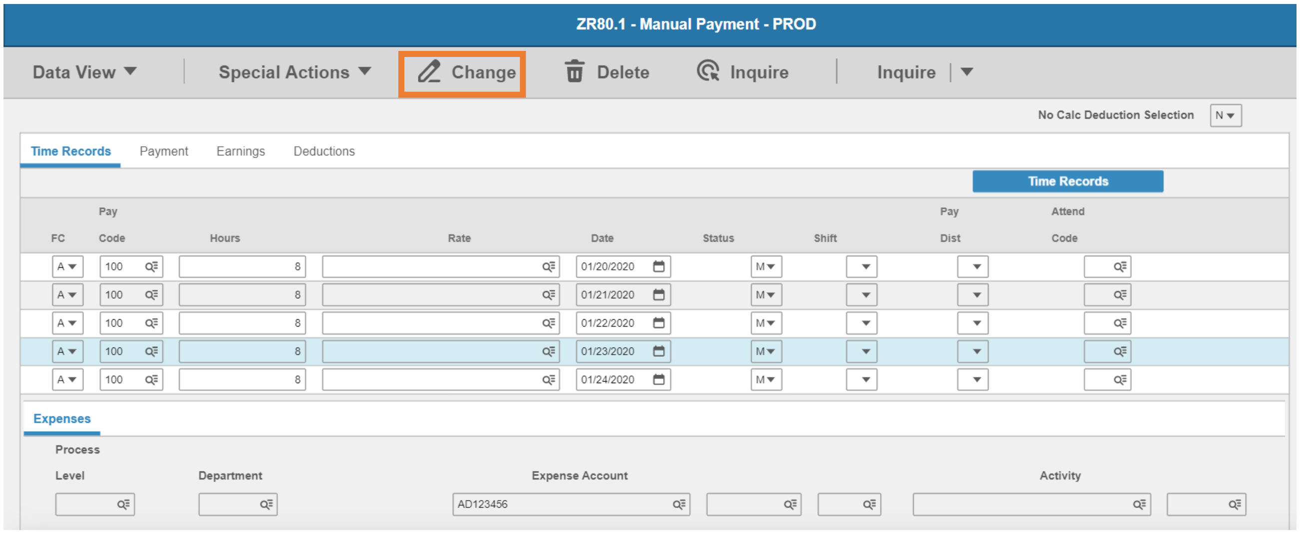
Steps to define a different Labor Distribution than the Position default

(Skip steps 14-17 if using the default)



14. **Process Level** and **Department**: Leave blank
15. **Expense Account**: Type or select an **Accounting Unit**
    - If left blank, field will default to the employee's Accounting Unit
16. **Sub-Account**: Leave blank or select a value. Equates to the Budget Fiscal Year (BFY)
    - If left blank, field will default to the employee's Sub-Account
17. **Activity**: Leave blank or select **Activity** and **Account Category**.
    - If one of these fields is populated, the other is also required to be populated
    - If left blank, Activity and Account Category will default to the current values shown on the Position Labor Distribution (ZP02/ZP02) form

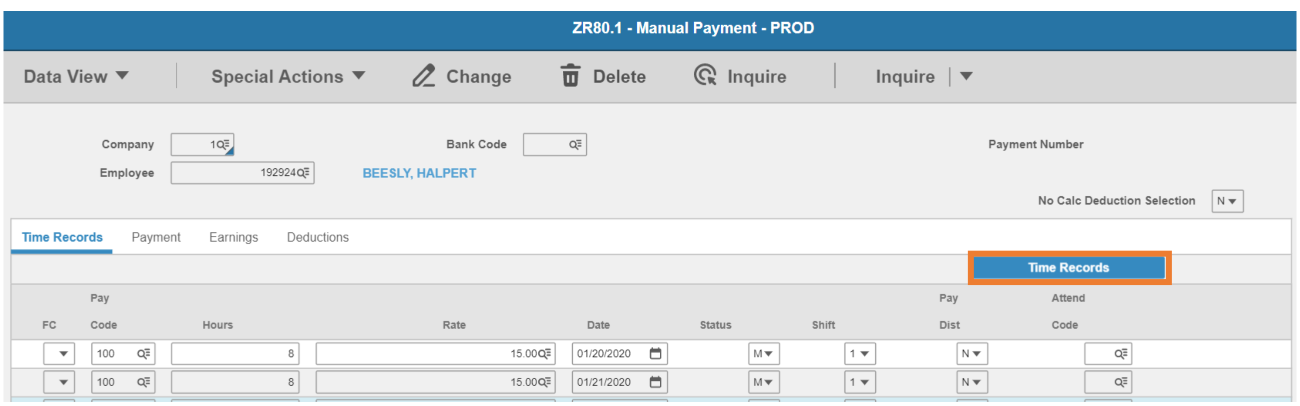
DO NOT ENTER DATA in the other fields-they will default to existing/valid values.



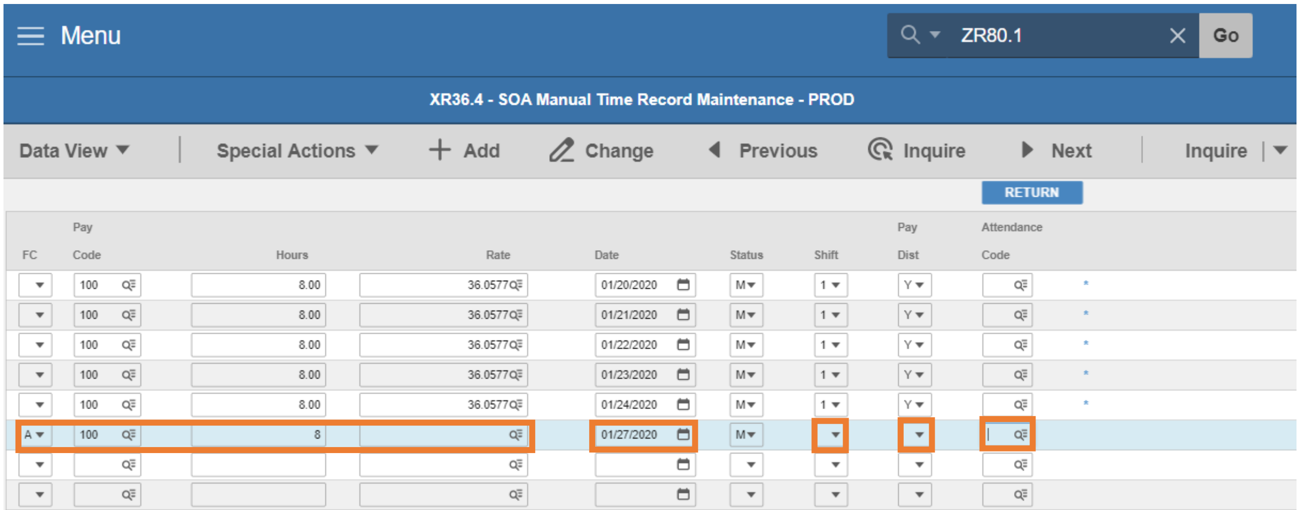
18. Repeat steps 5-17 for remaining 4 rows if necessary
19. Click **Change**
    - Status bar displays message **Update Complete**
    - Fields left blank will now display the defaulted values

Add Additional Time Records

The ZR80.1 is limited to 5 rows of entry. After you have completed the steps and clicked Change to add the initial time records, follow these steps to add additional time records.

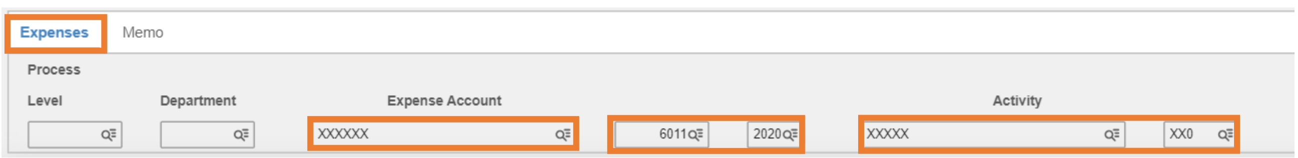


1. Click **Time Records**
2. Pop-up window displays message **Press OK to process**
    - Click **OK**
3. Sub-form **XR36.4 Manual Time Record Maintenance** displays with the previously entered rows

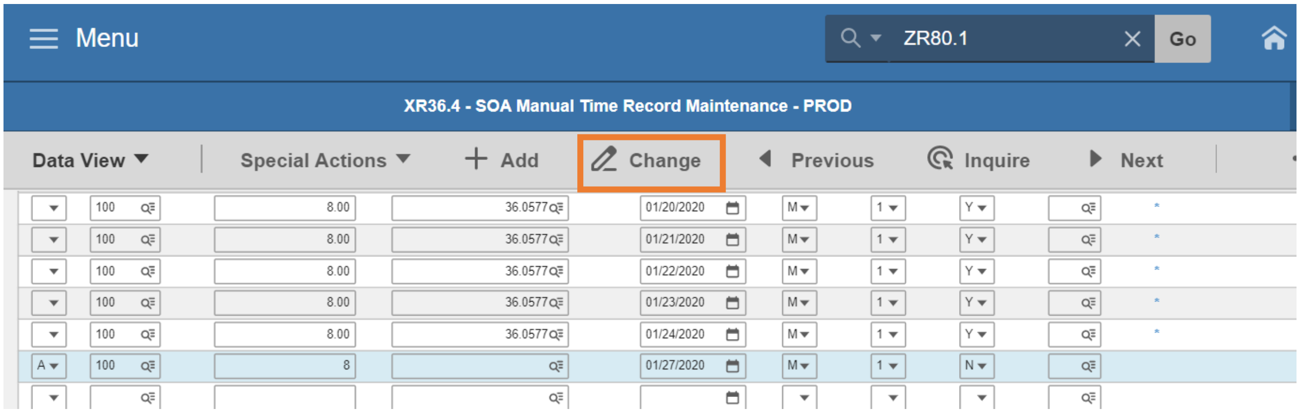


4. Find the next available row and enter values as previously instructed
   - Required Fields: FC, Pay Code, Hours or Rate, Date
   - Optional Fields: Shift, Pay Dist, Attendance Code

To override default Labor Distribution:



5. Click **Expenses** tab and input values ONLY in the following fields:
6. **Expense Account**: Type or select an **Accounting Unit**
   - If left blank, field will default to the employee’s Accounting Unit
7. **Sub-Account**: Leave blank or select a value. Equates to the Budget Fiscal Year (BFY)
   - If left blank, field will default to the employee’s Sub-Account
8. **Activity**: Leave blank or select **Activity** and **Account Category**
   - If one of these fields is populated, the other is also required to be populated
   - If left blank, Activity and Account Category will default to the current values shown on the Position Labor Distribution (ZP02/ZP02) form

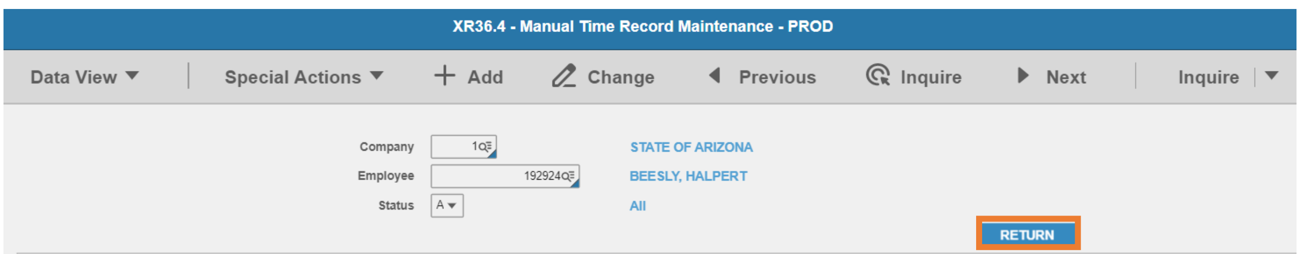


9. Click **Change** Always

Never Click Add or the existing time records will duplicate

- Status bar displays message **Change Complete – Continue**

Tip: If there are additional time records to enter and all the rows are used, place your cursor in the FC field of the first row and Click the **Ctrl Shift K buttons** on the keyboard to clear out the saved entries. Repeat the steps for adding time records using FC of **A** and **Change** to save the additional time records.



10. After all entries are completed, click **RETURN**. The ZR80.1 Manual Payment screen will display

Manual Payment One-Time Deductions

One-time deductions are used in a manual payment to collect or give money to the employee. One-time deductions can be a part of a manual payment by:

Selecting or Unselecting an existing one-time deduction that already exist on the employee's record

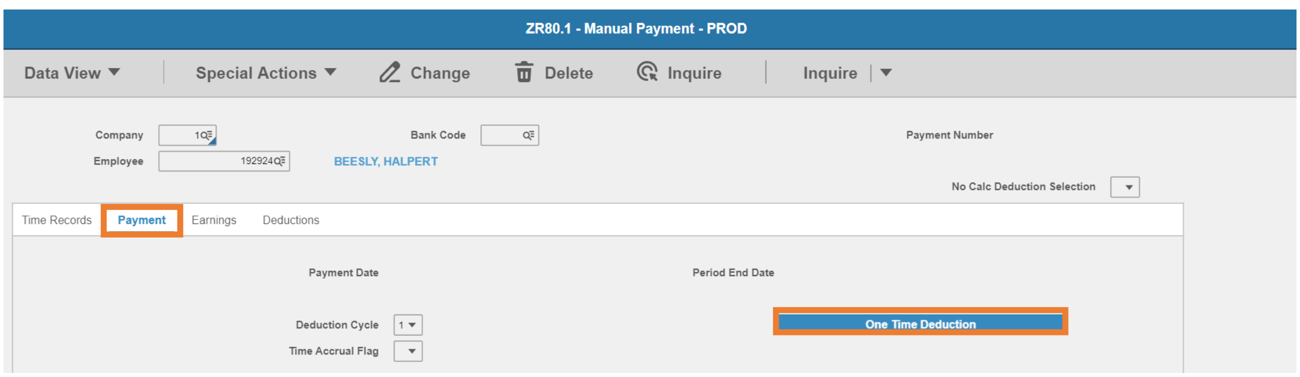
- Agencies are **NOT** permitted to unselect any Benefits' one-time deductions that may exist. For further assistance, contact ADOA Benefits
- Agencies are **NOT** permitted to unselect any Garnishment deductions
- Agencies are **NOT** permitted to unselect Bus Card payments for a terminating employee
- Agencies **MUST** always Drill Around on the employee's record (i.e. under the One-Time Deductions folder), to verify that all one-time deductions have been properly selected into the Manual Payment

For assistance with One-Time Deductions, contact the General Accounting Office (GAO) to assist with adding or changing one-time deductions.

Select One-Time Deductions

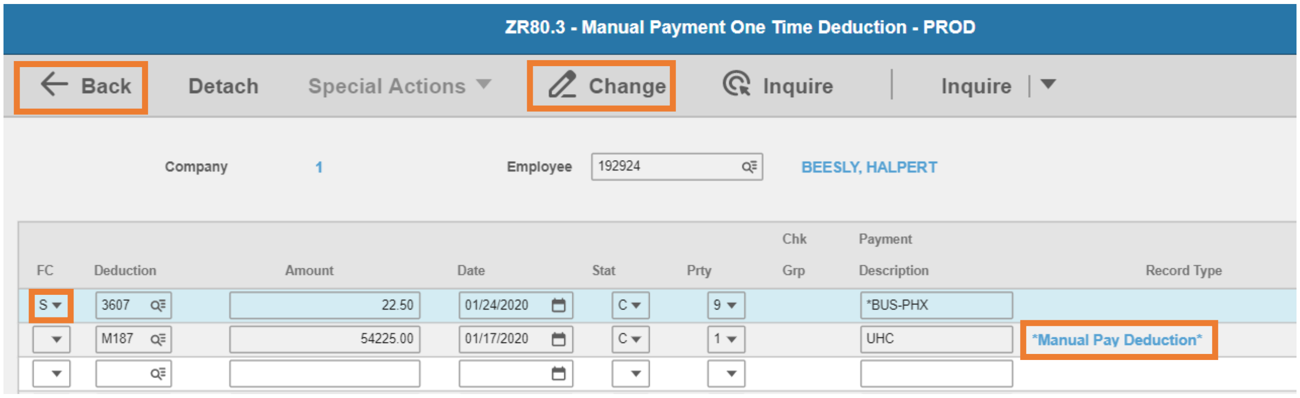
The steps to select a one-time deduction only apply to deductions that already exist on the employee record. **Select** is being used to include existing one-time deductions in the manual payment.

Unselect should only be used for one-time deductions selected in error



1. Click **Payment**
2. Click **One Time Deduction**

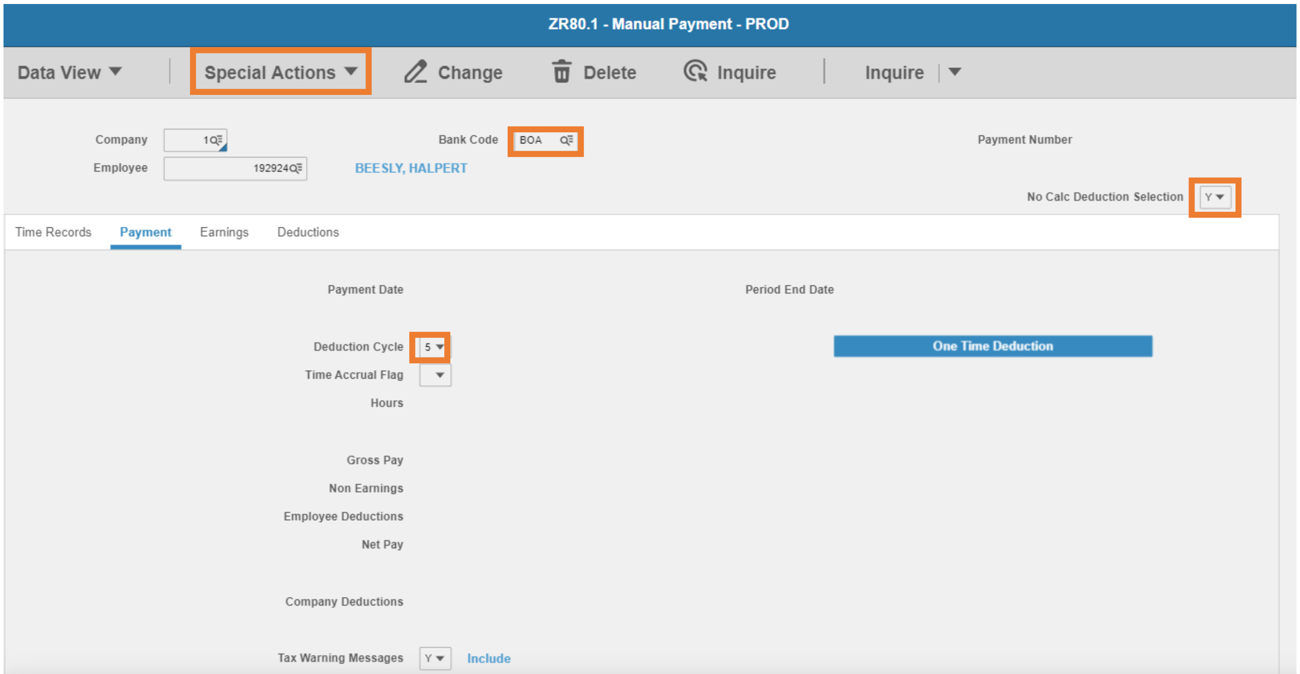
Sub-form **ZR80.3 Manual Payment One Time Deduction** displays



3. **FC**: Use the drop-down to pick **S-Select**
4. Click **Change.** Record Type will display **'Manual Pay Deduction'**
5. Click **Back** to return to ZR80.1

Calculate the Manual Payment

After time records are added and one-time deductions are selected, the payment must be calculated to allow a review for accuracy and completeness.

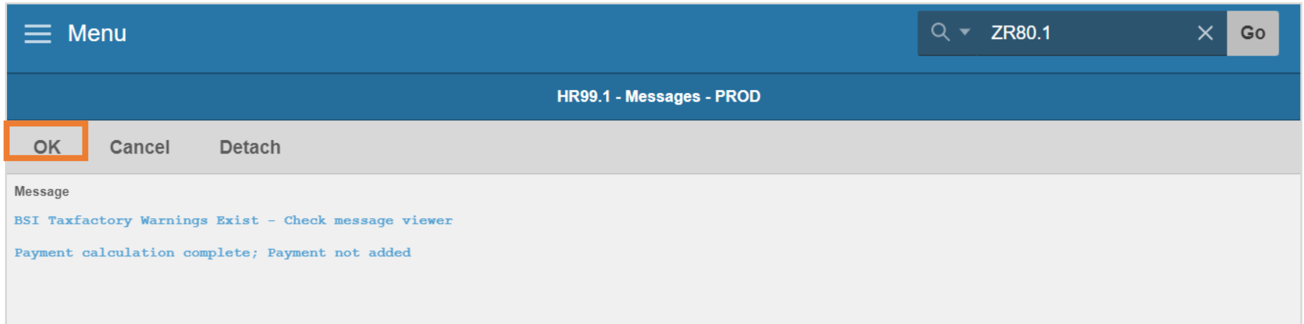


1. **Bank Code**: Type or select **BOA**
2. **No Calc Deduction Selection**: Select **Y**

NEVER select N – selecting N may cause processing issues

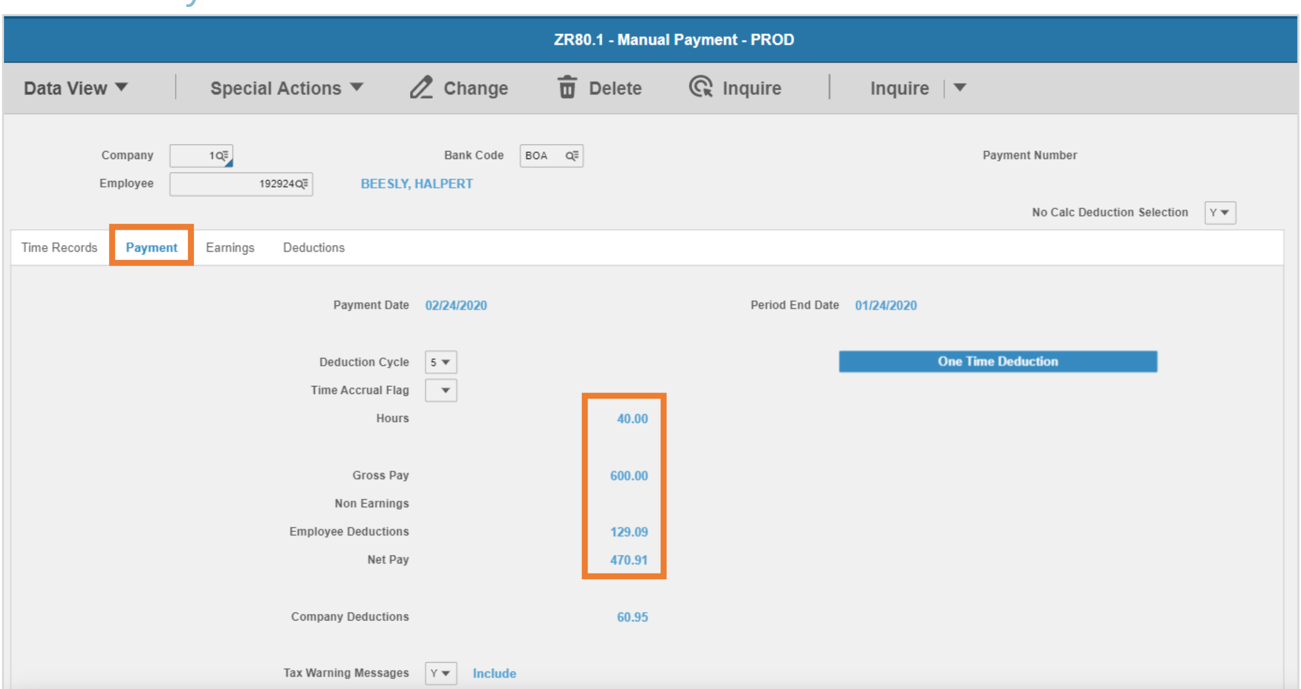
3. **Deduction Cycle**: Type of select **1, 2**, **3** or **5**
   - Select **1**: First pay of the month, includes all deductions
   - Select **2**: Second pay of the month, includes all deductions
   - Select **3**: Third pay of the month, no voluntary deductions taken (except Benefit Deductions)
   - Select **5**: No fixed amount deductions taken
4. **Time Accrual Flag**: Leave blank
5. **Tax Warning Messages**: Defaults to **Y**
6. Click **Special Actions**, select **Calculate**

HRIS will calculate the payment based on the time records and deduction cycle selected. If messages exist, the HR99.1 Messages sub-form will display.



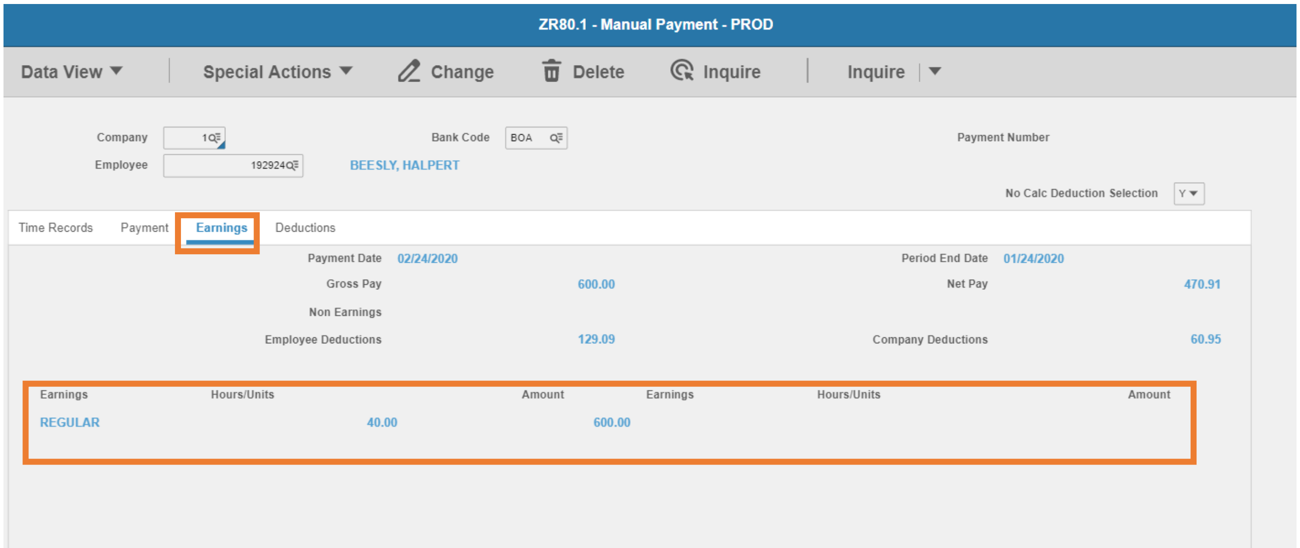
7. Review messages
   - **Warning more deductions exist than can be displayed.** This message notifies that more viewable deductions appear on the Manual Payment – Deductions Related page. To view these deductions, click the Deduction link, then click Page Down on the Deductions Related page
   - **BSI Taxfactory Warnings Exists – Check message view**. This message can be ignored
   - **Payment calculation complete, Payment not added.** This message indicates the calculation has been completed but the payment has not been added yet
8. Click **OK** to return to the Manual Payment

Review Payment Calculation



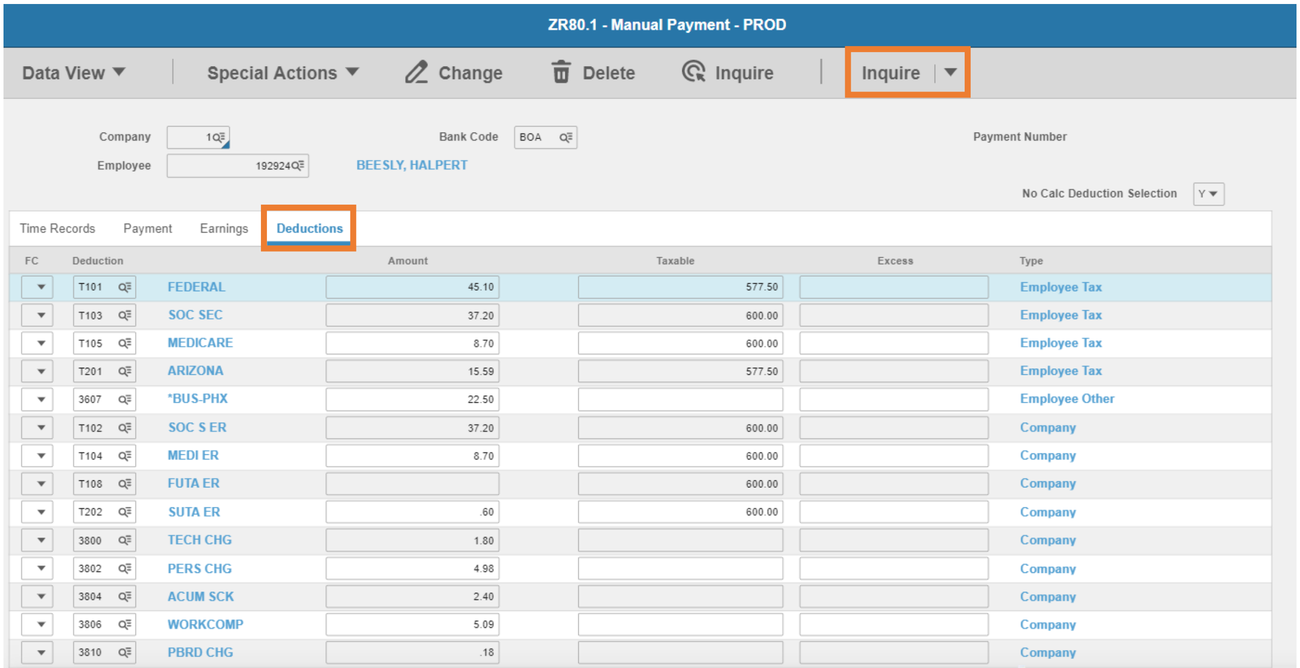
9. Click **Payment**
10. **Hours, Gross Pay, Employee Deductions**, and **Net Pay**: Review fields to ensure the payment setup is correct

Review Earnings Calculation



11. Click **Earnings**
12. Review values
    - **Payment Date**: Check date of payment
    - **Per End Date**: Pay period ending date of the time records
    - **Gross Pay, Net Pay**, **Employee Deductions**, **Company Deductions**: Total dollar amount of time records and deductions based on Deduction Cycle selected
    - **Earnings, Hours** and **Amount**: Summary of time records entered on the Time Record tab

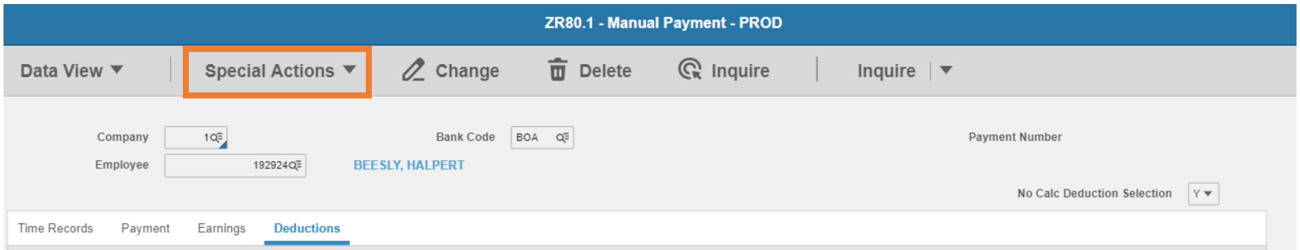
Review Deductions Calculation



13. Click **Deductions**
14. Deductions displayed are based on the deduction cycle selected on the Payment tab and one-time deductions previously selected. Additional deductions may be available and can be accessed by clicking **Inquire Page Down/Page Up** or using the **pg up** and **pg dn** buttons on the keyboard
    - If a deduction needs to be changed or removed, Contact the General Accounting Office (GAO) for assistance
    - Note: Deductions entered with a negative (-) amount will pay money to the employee

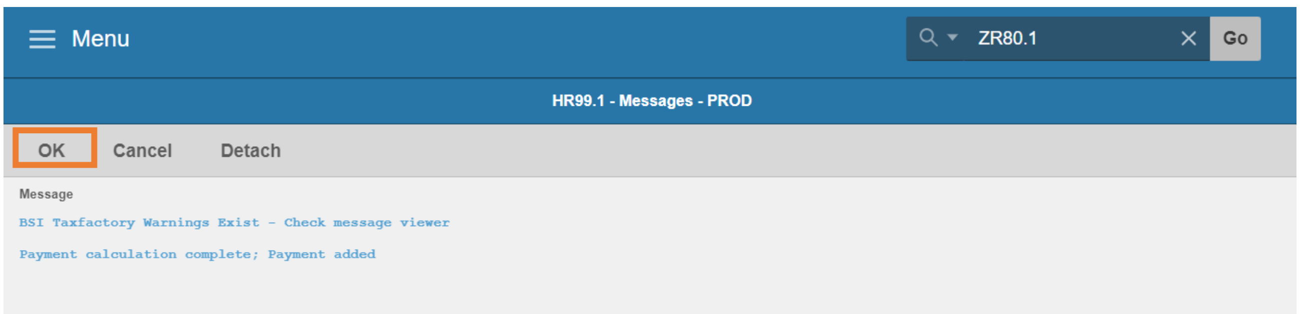
Add the Manual Payment

After a review of the tabs has been completed, the payment needs to be added.

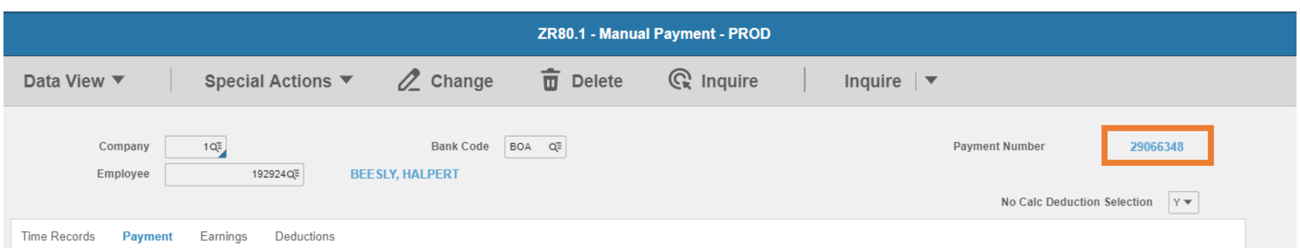


1. Click **Special Actions**
2. Select **Calculate; Add**

HR99.1 Messages sub-form will display.



3. Review messages
   - **BSI Taxfactory Warnings Exists – Check message view.** This message can be ignored
   - **Payment calculation complete, Payment added**. This message indicates the payment is now created
4. Click **OK** to return to the Manual Payment



5. **Payment Number** is now populated. Use the Payment Number when completing the GAO-99A

To keep a hard copy of the Manual Payment created, complete screen-prints now. The information will no longer be displayed if you leave the screen.

This completes the process for creating a Manual Payment.