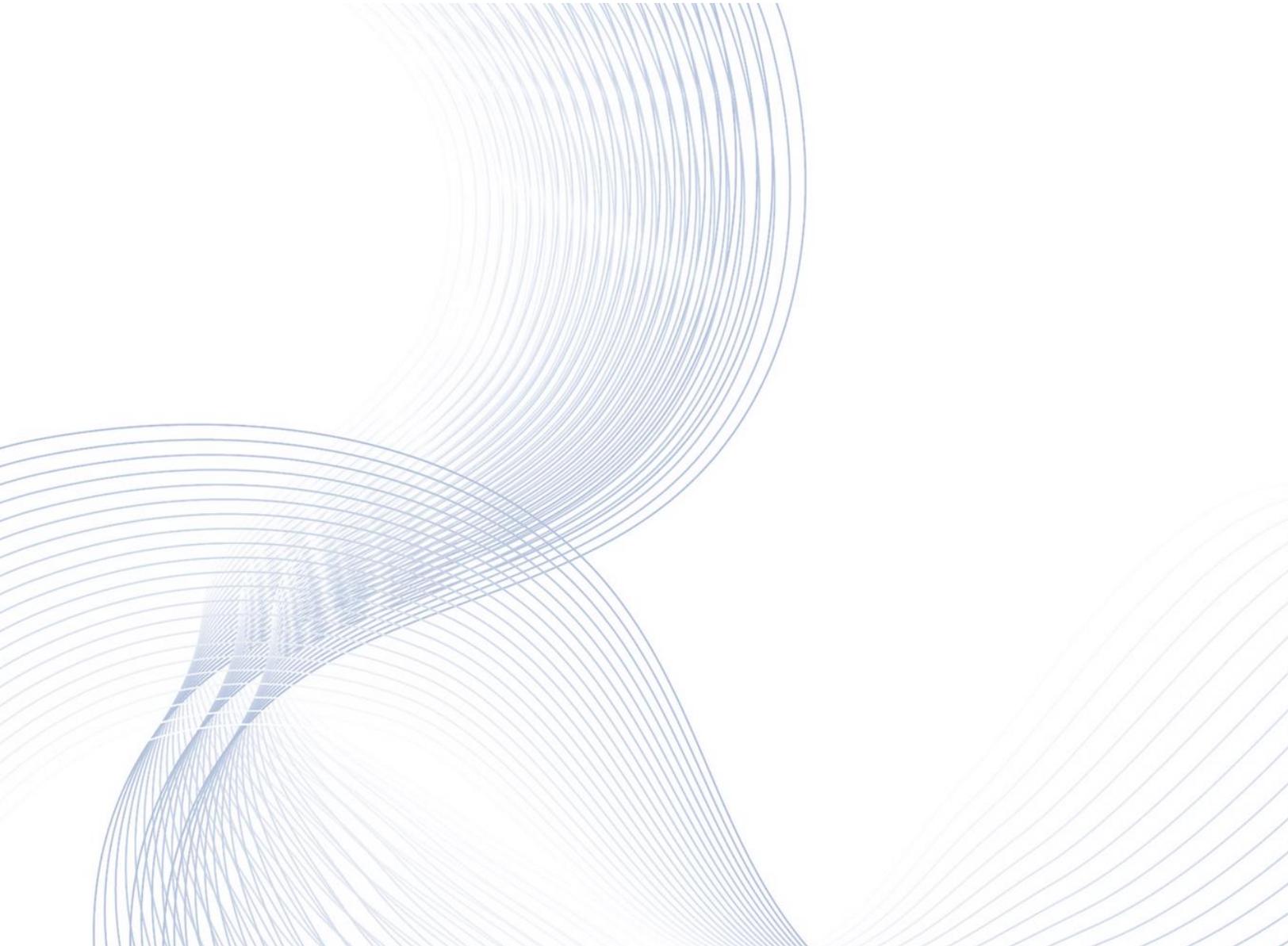# HRIS – Human Resources Information Solution

RESOURCE GUIDE:
STANDARD TIME RECORDS

ADOA

STANDARD TIME RECORDS
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Standard Time Records ZR30.1

Introduction

Use SOA Standard Time Record (STR) Form ZR30.1, to define automated time records for an individual employee.

When employees receive additional payments each pay period, such as stipends or taxable uniform allowance, standard time records eliminate manually entering time for each pay cycle by automatically creating time records for eligible employees.

Agencies have more control over eligibility using STR payments as opposed to Employee Group criteria.

Tab Input Overview

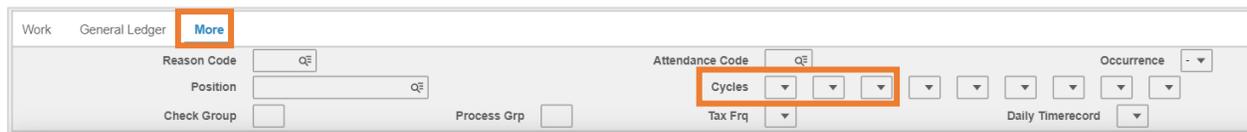**Work** tab, these fields must remain blank.

General Ledger tab, the home expense will default. Update for exceptions to the default G/L.
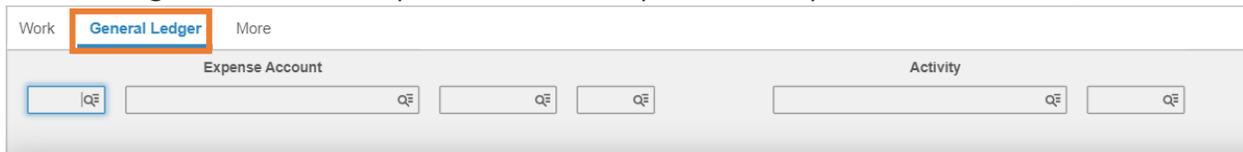
More tab cycles, the user MUST select the intended cycles, if not, the default will populate all 9 cycles. This could result in an overpayment.
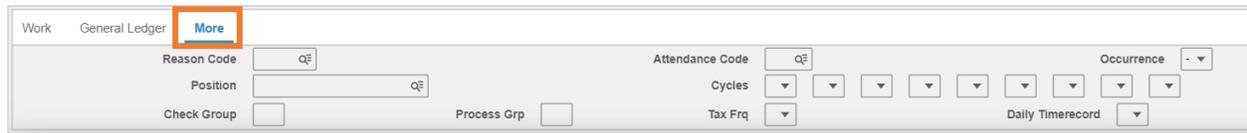
Payment Cycles

Type or select **X** from the drop-down menu, to indicate each pay cycle the employee will receive an additional payment. Indicate cycles individually for each line entered on the ZR30.

Enter Cycles only, all other fields leave blank.

Cycles definitions as follows:

- First Box – First pay date of the month, 12 pays per year

- First Box & Second Box – First and Second pay date of the month, 24 pays per year

- Second Box – Second pay date only (Uniform Allowance), 12 pays per year

- First, Second and Third Box – All pay dates in a month, 26 pays per year

- Third Box – Third pay date in a month, 2 pays per year

- Boxes 4-9 – Are not used by the State of Arizona

Tips

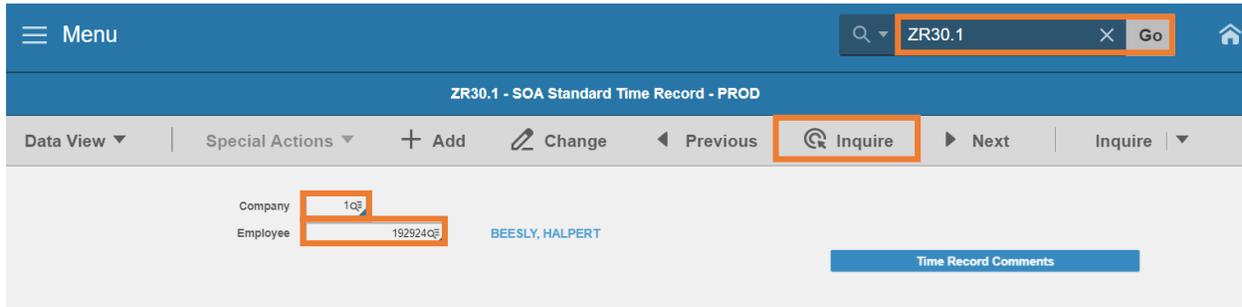Always use the **Inquire** button after entering the EIN and once more after finishing all entries on the tab.

More tab - After Inquire, always check to make sure the appropriate cycles populate.

Amount – This field will accept four decimals, but the calculation will only use the first two.
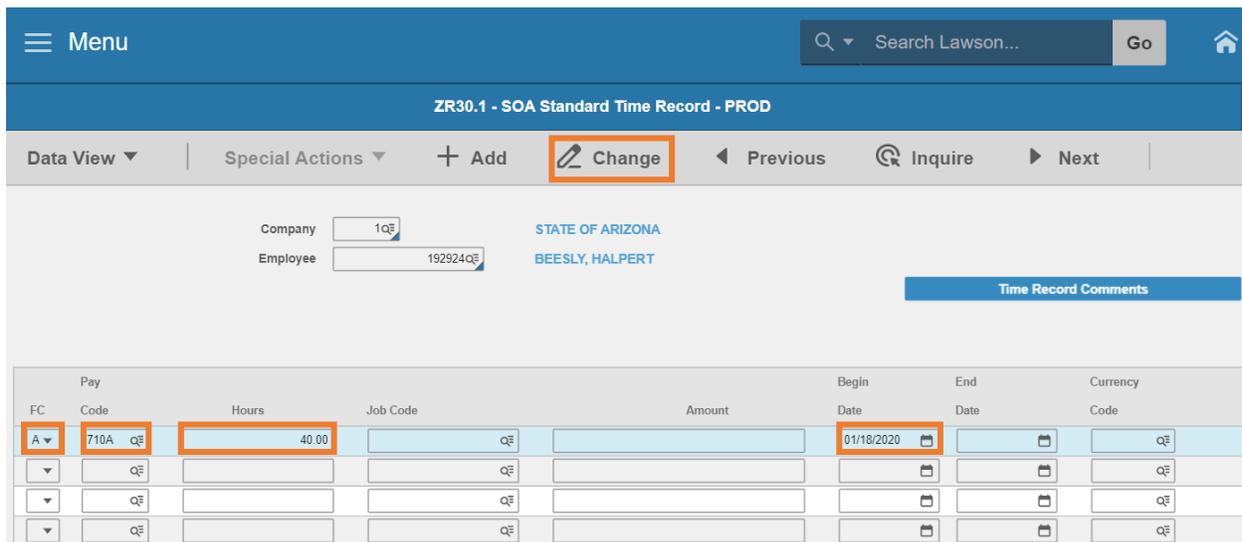
Recurring Payment for an Individual Employee

Enter Predefined Amount or Percent Per Hour

The term **Predefined** means that the Rate resides on the Pay Code setup (PR20.4). Enter the weekly hours on the ZR30.1.

1. Type **ZR30.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **Inquire**

5. **FC**: Type or select **A** (Add) for new STR or **C** (Change) to modify an existing STR

6. **Pay Code**: Type or select the Stipend **Pay Code**

   ▪ The Stipend Pay Code entered will pay a predefined rate on the first 40 hours of each week. Hours over 40 will pay the same rate using pay code 998.

7. **Hours**: Type **40.00** (the weekly hours used to calculate stipend pay for the employee).
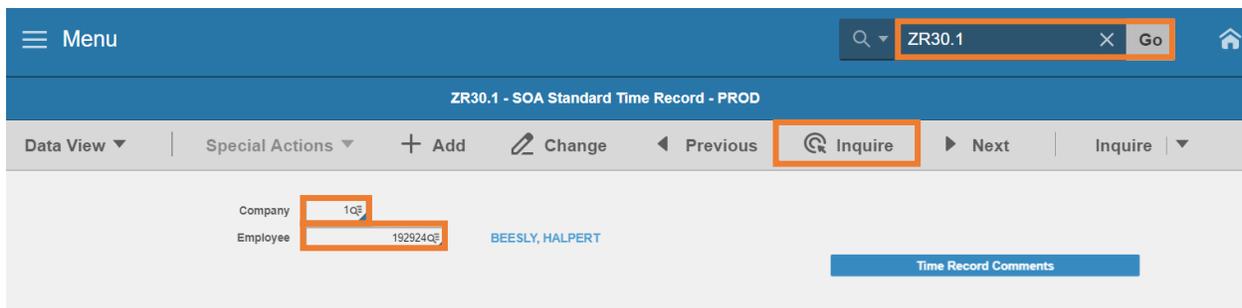
The transaction will create two time records for the pay period. Once for the Friday date of week one and again for the Friday date of week two.

8. **Begin Date:** Select the **Pay Period Begin Date** of the first pay period

    ▪ If the date is blank, the current date will default

    ▪ If the date is after the end of the pay period, the payment will not process

    ▪ If the date is not equal to or prior to the end date of week one on the first pay period, the record will only process for week two

9. **End Date**: Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2

    ▪ Use a Saturday date to pay for the prior week

    ▪ Using a Friday date in week 1 will not generate any payments.

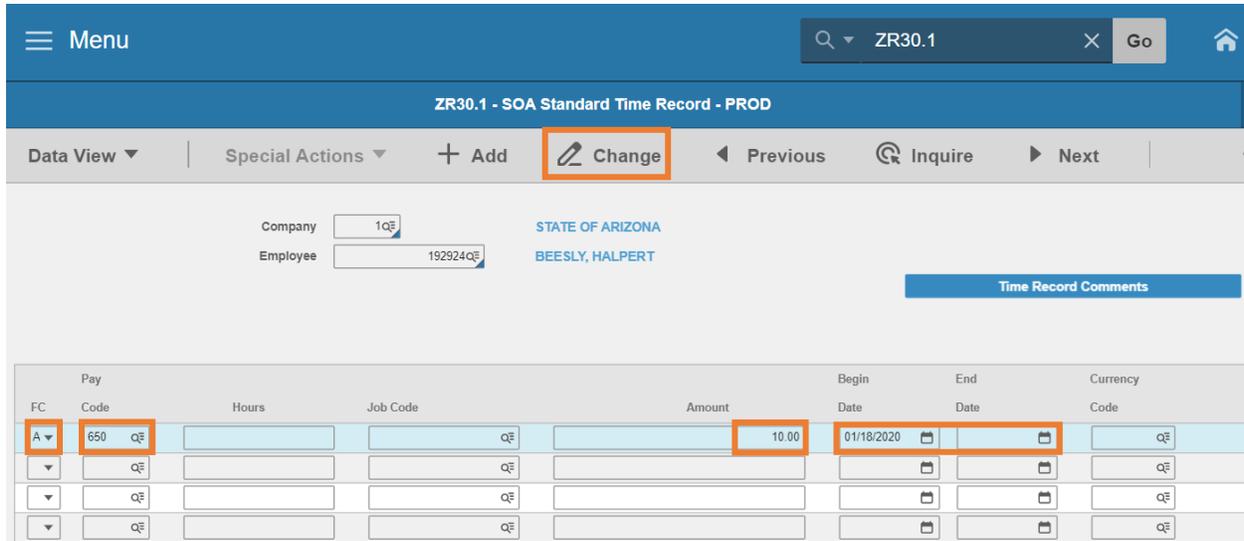   ▪ Using a Friday date in week 2, will generate a payment for week 1 but not for week 2

10. Click **Change** Status bar displays message **Change Complete – Continue**

Enter Flat Amount Per Week

1. Type **ZR30.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **Inquire**

5. **FC**: Type or select **A** (Add) or **C** (Change)

6. **Pay Code**: Type or select a flat dollar amount Stipend **Pay Code**

7. **Amount**: Type the **weekly amount** used to compensate the employee.

   ▪ The transaction will create two time records for each pay period. Once for the Friday date of week one and again for the Friday date of week two.

   ▪ Entry examples:

      o If the employee will receive $20.00 for one pay period, type $10.00

      o If the employee will receive $20.00 per month, type $5.00

8. **Begin Date:** Select the **Pay Period Begin Date** of the first pay period

   ▪ If the date is blank, the current date will default

   ▪ If the date is after the end of the pay period, the payment will not process

   ▪ If the date is not equal to or prior to the end date of week one on the first pay period, the record will only process for week two

9. **End Date**: Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2.

   ▪ Use a Saturday date to pay for the prior week

   ▪ Using a Friday date in week 1 will not generate any payments.

   ▪ Using a Friday date in week 2, will generate a payment for week 1 but not for week 2

10. Click **Change** Status bar displays message Change Complete – Continue

Taxable Uniform Allowance

Flat Amount Per Month

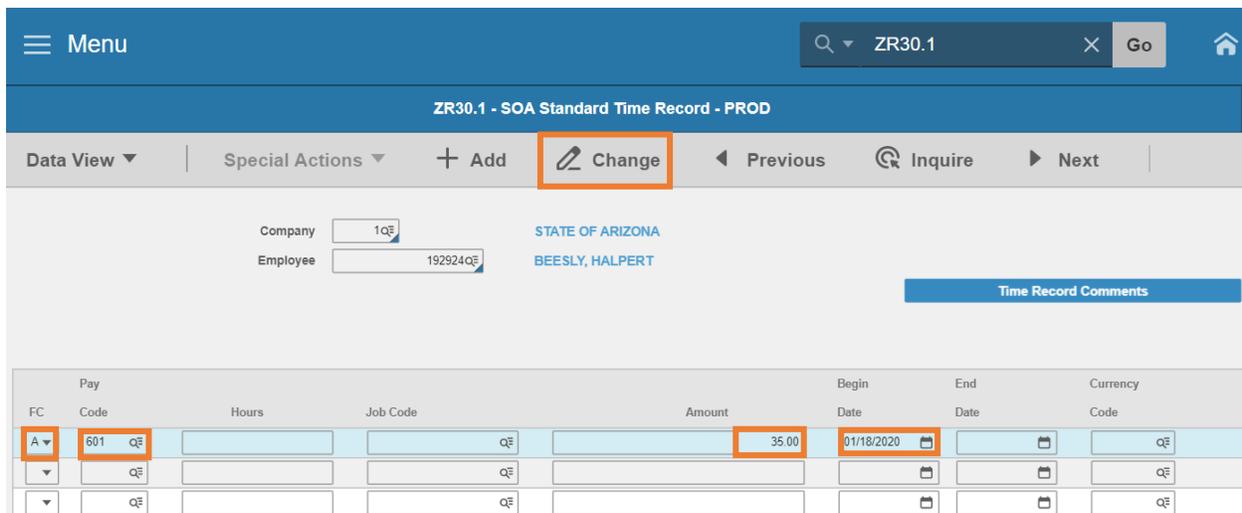Uniform Allowance pays on the first week of the second paycheck of the month.

1. Type **ZR30.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **Inquire**

5. **FC**: Type or select **A** (Add) or **C** (Change)

6. **Pay Code**: Type or select a flat dollar amount Uniform **Pay Code**

7. **Amount**: Type the **monthly** amount to pay to the employee. For example, if the employee will receive $35.00 for the month, type in **35.00**

8. **Begin Date:** Select the **Pay Period Begin Date of the second pay period of the month.**

   ▪ If the date is blank, the current date will default

   ▪ If the date is after the end of the pay period, the payment will not process

9. **End Date**: Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2

- Use a Saturday date to pay for the prior week

- Using a Friday date in week 1 will not generate any payments.

- Using a Friday date in week 2, will generate a payment for week 1 but not for week 2

Payment Cycles

Work	General Ledger	**More**								
Reason Code			Attendance Code						Occurrence	- ▾
Position			Cycles	▾	X ▾	▾	▾	▾	▾	▾ ▾
Check Group		Process Grp	Tax Frq	▾				Daily Timerecord		▾
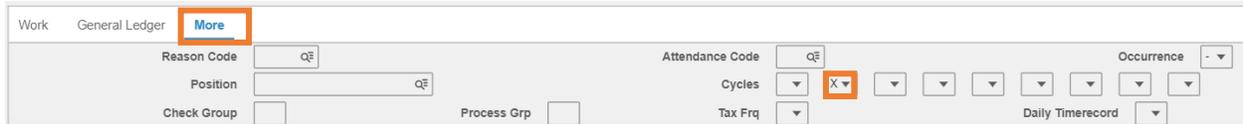
10. Click **More** tab

Only update the Cycles fields on this tab

11. **Cycles**: Type or select **X** in the **second box**, indicating the uniform allowance processes with the second paycheck of the month.

12. Indicate cycles individually for each uniform allowance line entered on the ZR30

13. Click **Change** Status bar displays message **Change Complete – Continue**

Uniform Allowance on ZR30 must be setup on Cycle 2 Only. This will ensure that the payment occurs once a month.

Enter Uniform for Multiple Employees

Follow procedures to add a Uniform standard time record for the first employee. Keeping the first employee's time record showing:

1. Type over **Employee** field with a **new EIN**
   - The previous employee's time record will still be showing

NOTE: Do not click Inquire again.

2. **FC**: Type or select **A**

3. Click **Add**

4. Click **Inquire**
   - Additional Standard Time Records assigned to the new EIN appear below the newly added record
   - If extra records do appear, put the cursor in the **FC** field below the time record to keep, hit **CTRL SHIFT K** This will delete the lines from the cursor and below.

5. Type in the next **EIN** and repeat steps 2-4

Standard Time Record Listing PR230

Run **Standard Time Record Listing (PR230)**, to print a list of standard time records defined for the company. Define report parameters to list standard time records defined for individual employees or for employee groups. Produce a listing of employee group standard time records for an entire agency or for a specific employee group.

Listing of Employees

Create Report Parameters

1. Type **PR230** in search field, click **Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company**: Type or select **1**

5. **Report Selection**: Select **1 Employee**

6. **Processing Group, Process Level, Employee Group**: Leave blank to retrieve all employees with STRs (Standard Time Records) within the User's security or select criteria for **one** of the fields to limit results

7. **Effective Date:** Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries

8. **Employee Sequence**: Select **A** to sort by name or **N** to sort by Employee ID (EIN)

9. Click **Add**

Submit Report
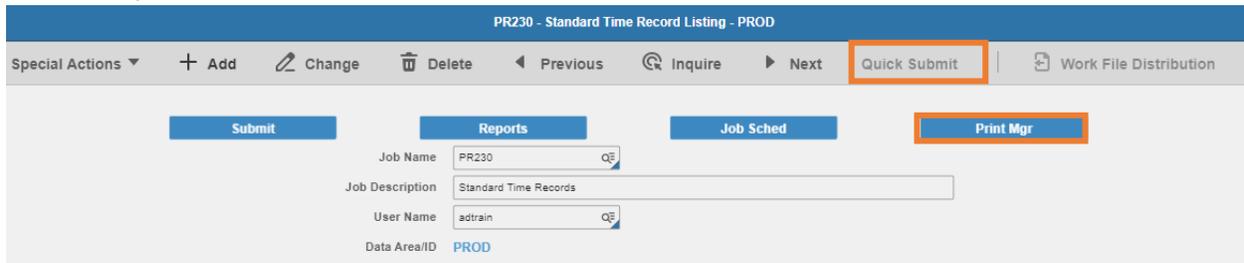
1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.
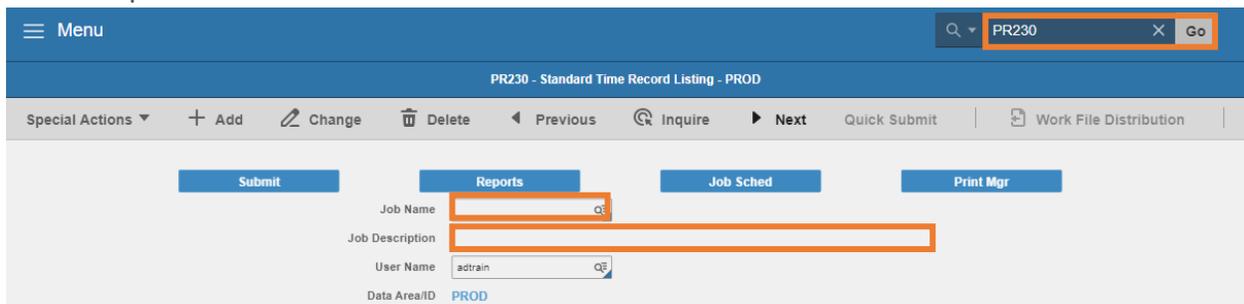
Example of Report Results

Listing of Group Setups

Employees may be part of an Employee Group eligible for STRs. To view STRs for all employee groups, run the PR230 with the following setup.

Create Report Parameters

1. Type **PR230** in search field, click **Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company**: Type or select **1**

5. **Report Selection**: Select **2** Employee Group

6. **Processing Group, Process Level, Employee Group**: Leave blank to retrieve all employees with STRs (Standard Time Records) within the User's security or select criteria for **one** of the fields to limit results

7. **Effective Date**: Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries

8. **Employee Sequence**: Leave Blank, there are no employees in the group report

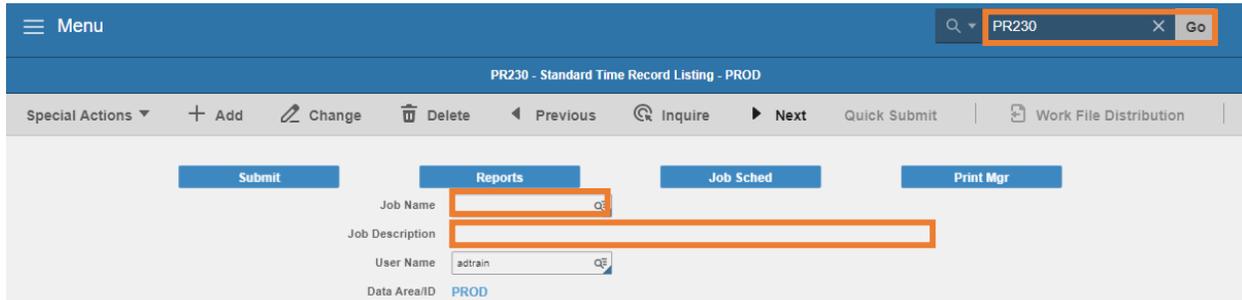9. Click **Add**

Submit Report

1. Click **Quick Submit,** status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager
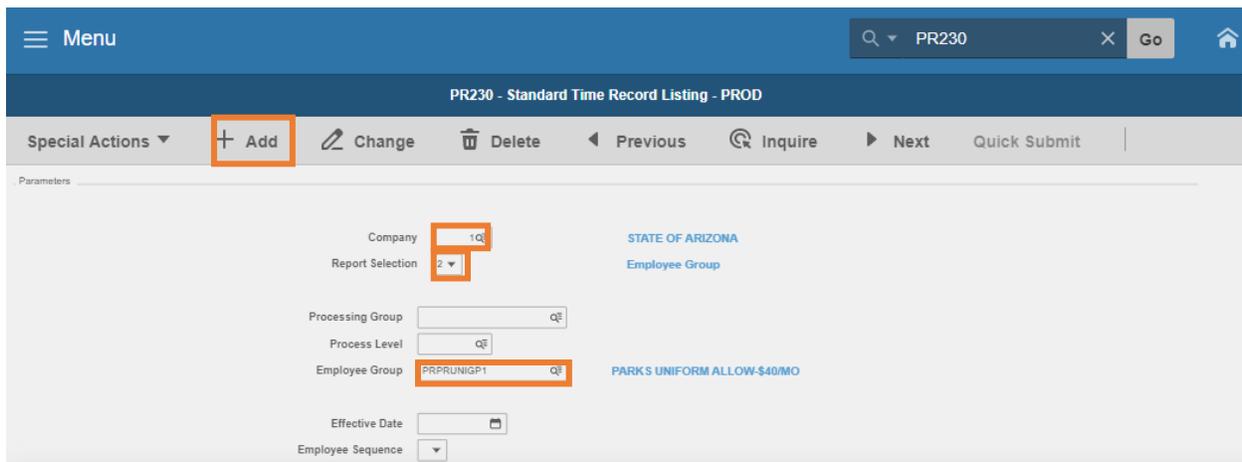
Example of Report Results

Listing of Specific Group Setup
Create Report Parameters

1.   Type **PR230** in search field, click **Go**

2.   **Job Name:** Type a unique name for the report

3.   **Job Description:** Type a detailed description of the report

4.   **Company**: Type or select **1**

5.   **Report Selection**: Select **2 Employee Group**

6.   **Processing Group** and **Process Level:** Leave blank

7.   **Employee Group**: Select desired group. Outputs are limited to user security level

NOTE: The majority of Employee Groups have a naming convention. For example, PRPRUNIGP1

- 1st 2 characters **PR = Payroll**
- 2nd 2 characters are the agency **PR = Parks**
- Last 6 characters are the description **UNI = Uniform**, **GP1 = Group 1**

8.   **Effective Date**: Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries

9.   **Employee Sequence**: Leave Blank, there are no employees in the group report

10. Click **Add**

Submit Report

PR230 - Standard Time Record Listing - PROD							
Special Actions ▼	+ Add	✐ Change	🗑 Delete	◀ Previous	⊙ Inquire	▶ Next	Quick Submit	⊡ Work File Distribution

Submit	Reports	Job Sched	Print Mgr

Job Name   PR230   Q⊟

Job Description Group Setup Standard Time Reco

User Name   adtrain   Q⊟

Data Area/ID   PROD

1. Click **Quick Submit,** status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Standard Time Record Listing

```
PR230  Date 01/24/20                     Company    1 - STATE OF ARIZONA                              Page    8
       Time 08:53                        Employee Group Standard Time Record Listing

Employee Group   PRAHUNIF      AH-AGRIC UNIFOR ALLOW $35/MO

Pay                             Effective   End    Att O                                  Proc         Deduction T C P Daily
Code    Hours   Job Code    Rate    Date    Date   Cd  C    General Ledger Account        Level Dept   Cycles  O G G TR
----    --------   ---------   ------------   ---------   --------   --- -   -------------------------------   ----- -----   --------   - - -   -----
600B    0.00                35.0000 07/01/03 12/15/06               -    -                                     X               N
601     0.00                35.0000 12/30/06                        -    -                                     X               N
Total   0.00                70.0000
```
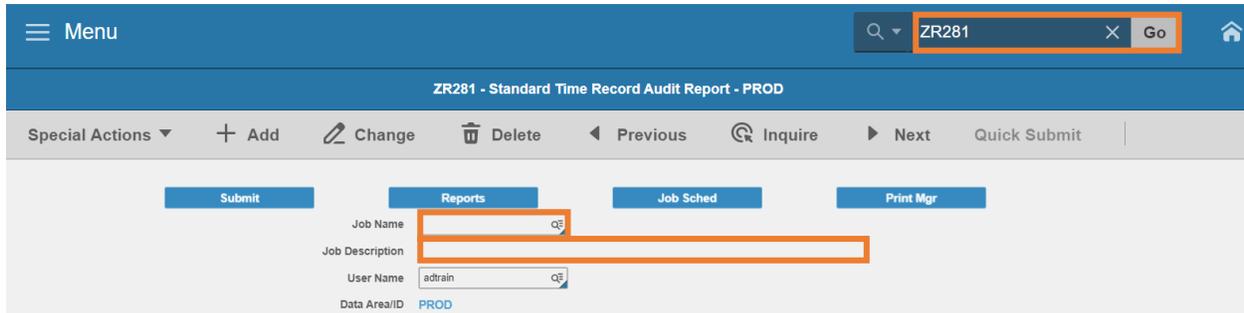
Standard Time Record Audit Report ZR281

Run **Standard Time Record Audit Report ZR281**, to list the contents of the audit file for the standard time record changes. The Update option is only available in Report mode. The option **Update and Report** will purge the information listed on the report from the table.
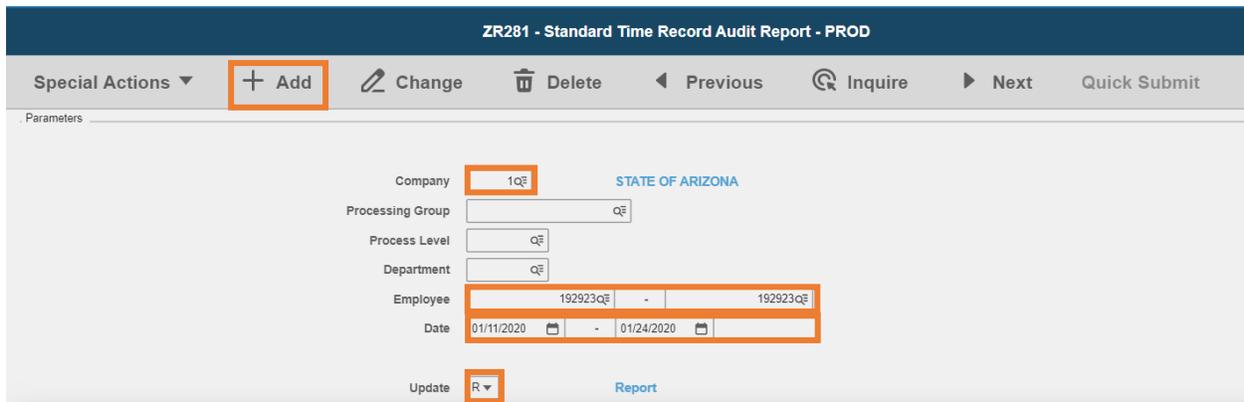
Define report parameters by individual employees, by Department, Process Level and Processing Group.

Create Report Parameters

1. Type **ZR281** in search field, click **Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company**: Type or select **1**

5. **Processing Group, Process Level** and **Department**: Leave blank

6. **Employee:** Type or select the **Employee Identification Number(EIN)** of the employee. Unless using a range of employees, enter the same EIN in the 2nd field

7. **Date**: Leave blank or select a time record **Begin Date** and **End Date** to limit the results

8. **Update:** Always select **R Report**

9. Click **Add**

Submit Report

1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Data Warehouse – Audit Reports

Additional audit reports are available in the Data Warehouse, Agency HRIS Payroll Reports folder
https://reports.azdoa.gov/reports/

Standard Time Record Audit Report

View active standard time records for employees

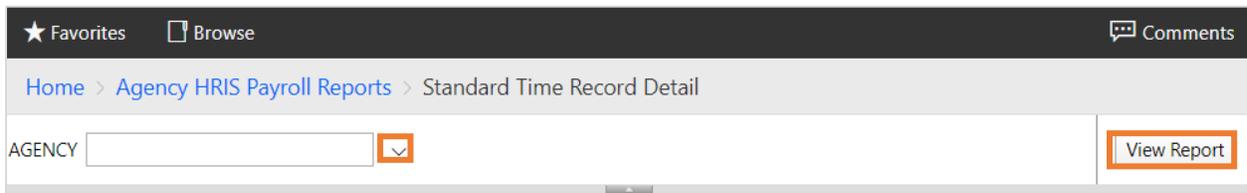| ★ Favorites	🗋 Browse		💬 Comments
Home > Agency HRIS Payroll Reports > Standard Time Record Audit			
AGENCY [_____] ⌄			View Report
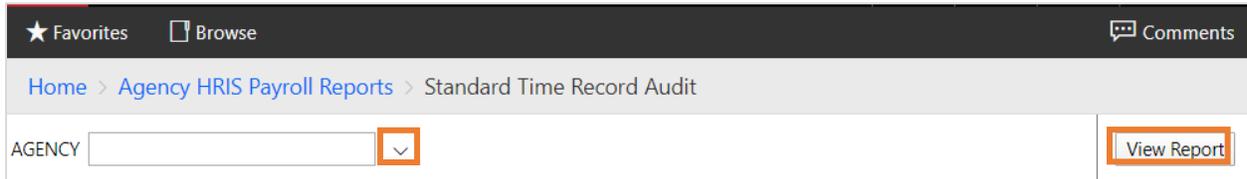
1. Select the **Agency**
2. Click **View Report**

Example Report Results

PROCES LEVEL	DEPART MENT	EMPLOYEE	FIRST NAME	LAST NAME	EMP STATUS	PAY CODE	HOURS	RATE	DED CYCLE 01	DED CYCLE 02	DED CYCLE03	EFFECT DATE	CREATE DATE	CREATE USER ID
ADDIR	40008	192924	HALPERT	BEESLY	C1	650	0	12.5	X	X		10/1/2013	9/24/2013	axd12345
ADDIR	40008	192924	HALPERT	BEESLY	C1	601	0	17.5		X		1/1/2007		
ADDIR	40008	192923	JIM	HALPERT	C1	720	0	107.59	X	X	X	8/1/2016	9/12/2016	gao55678

Standard Time Record Detail Report

View active standard time records for employees including additional entries such as Employee Group and labor distribution elements.

★ Favorites	🗋 Browse		💬 Comments
Home > Agency HRIS Payroll Reports > Standard Time Record Detail			
AGENCY [_____] ⌄			View Report

1. Select the **Agency**
2. Click **View Report**

Example Report Results

EMP GROUP	PROCES LEVEL	DEPAR TMENT	EMPLOYE E	FIRST NAME	LAST NAME	EMP STATU	PAY CODE	HOUR S	RAT E	DED CYCLE	DED CYCLE	DED CYCLE0	EFFECT DATE	CREATE DATE	CREATE USER ID	CHANGE USER ID	CO M	ACC T	ACCT UNIT	SUB ACC	ACTIV	ACT CAT	REAS N	ATTN D	OCCU R
PRAHUNIF	ADDIR	40008	192924	HALPERT	BEESLY	C1	601	0	35		X		12/30/2006				0	0		0					
	ADDIR	40008	192924	HALPERT	BEESLY	C1	720	0	40	X	X	X	9/7/2019	10/21/2019	axd12345	axd12345	0	0							
	ADDIR	40008	192923	JIM	HALPERT	C1	601	0	17.5		X		10/7/2019	11/4/2019	axd12345	axd12345	1	7311	AD12345	2020	AD0	ZZZZZ			
	ADDIR	40008	192923	JIM	HALPERT	C1	601	0	17.5		X		11/1/2019	12/30/2019	gao55678	gao55678	1	7311	AD12345	2020	AD0	ZZZZZ			