ADOA

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
AGENCY REIMBURSEMENT SPECIALIST

AGENCY REIMBURSEMENT SPECIALIST

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Employee Reimbursements ZR35.2

Introduction

To ensure proper taxation, Employee Reimbursements are paid out of HRIS instead of the Arizona Financial Information System (AFIS). The expenses can be recorded by Agency Reimbursement Specialists and Agency Payroll Specialists, using the **Employee Reimbursements form ZR35.2.**

Use the ZR35.2 form to batch and enter employee reimbursements and the associated labor distribution. The labor distribution for the reimbursements will come from one of three places, as defined during entry, including:

- Default from the position, using the employee's default labor distribution
- For employees with multiple distributions, the funding sources will be pulled from the Payroll Distributions – Positions Form XR23.3, or
- Labor as overridden and entered directly on the ZR35.2

It is important to remember, if you do not enter a specific labor distribution on this form, the expenses will be charged to the default for the Position (where it is a single distribution or multiple distribution).

This form will be used to input the following types of reimbursements:

- Airfare
- Lodging
- Mileage
- Meals
- Car Rental
- Various Employee Reimbursement (tuition, cell phone, etc.)
- Miscellaneous Expenses

It is critical to use the correct pay codes to ensure proper recording and taxation. The reimbursement time record date should be the date the expense was incurred. If there are multiple dates, use the Friday pay period end date when the travel occurred. Each batch should include all items on an employee's claim batched together based on the date the employee signed the claim. Employees will receive the funds from these claims during the bi-weekly payroll cycle. **GAO Forms 502 and 503AZ** can be used for both initial entry and, if necessary, adjustments to prior claims.

It is critical to use the correct pay codes to ensure proper recording and taxation.

The reimbursement pay codes are defined as follows:

Pay Code	Description	Comptrollers Object	Title	Taxable
NOTE: HRIS description will be slightly different due to spacing limitations				
525	TRAVEL HUB PAYMENT-TAXABLE	6099	Non-Paid Pay Codes	Y
526	TRAVEL HUB PAYMENT-NONTAXABLE	6099	Non-Paid Pay Codes	N
600	UNIFORM REIMBURSE-NONTAX	7311	Uniforms	N
650	CELL PHONE REIMB-NONTAX	7172	External Telecommunications Charges	N
652	REPAIR&MAINT-VEH REIMB-NONTAX	7256	Repair & Maintenance-Vehicles	N
654	TOOLS REIMBURSEMENT-NONTAX	7269	Repair & Maintenance-Other	N
656	OFFICE SUPPLIES REIMB-NONTAX	7321	Other Supplies	N
658	HOUSEKEEPING SUPP REIMB-NONTAX	7341	Housekeeping Supplies	N
659	EDUCATION ASSISTANCE PROGRAM	7452	Employee Tuition Reimbursement	T
660	EDUC-WRKNG COND FRINGE-NONTAX	7452	Employee Tuition Reimbursement	N
661	EDUC ASSISTANCE OTHER-TAXABLE	7452	Employee Tuition Reimbursement	Y
662	CONF/TRAINING FEE REIMB-NONTAX	7455	Conference Registration/Attendance Fees	N
664	POSTAGE/DELIVERY REIMB-NONTAX	7481	Postage & Delivery	N
668	EMP RECOGNITION REIMB-NONTAX	7511	Awards	N
670	DUES AND PROF LIC REIMB-NONTAX	7531	Dues	N
672	EMP RELOCATION REIMB-NONTAX	7593	Employee Relocations	N
673	EMP RELOCATION REIMB-TAXABLE	7593	Employee Relocations	Y
690	MISC/TRVL-PERSONS IN CUSTODY	6295	Costs related to those in custody of the State	N
698	OTHER MISC REIMBURSEMENT-NONTAX	7599	Other Miscellaneous Operating	N
700	LEG SUBSISTENCE-TAXABLE	6551	Legislative Subsistence-Taxable	Y
700A	LEG SUBSISTENCE-NONTAXABLE	6552	Legislative Subsistence-Nontaxable	N
920	IN STATE-AIRFAIRE	6511	Airfare and other Common Carrier Charges	N
921	IN STATE-MILEAGE	6516	Mileage-Private Vehicle	N
922	IN STATE-LODGING	6531	Lodging	N
923	IN STATE-MEALS-W OVERNGT STAY	6541	Meals with Overnight Stay	N
924	IN STATE-MEALS-W/O OVERNGT STAY	6542	Meals without Overnight Stay	Y
925	IN STATE-CAR RENTAL	6522	Car Rental In-State	N
926	IN STATE-MISC EXPENSE	6599	Other Miscellaneous In-State Travel	N
930	OUT STATE-AIRFARE	6611	Airfare and Other Common Carrier Charges	N
931	OUT STATE-CAR RENTAL	6621	Car Rental Out-of-State	N
932	OUT STATE-LODGING	6631	Lodging Out-of-State	N
933	OUT STATE-MEALS-W OVERNGT STAY	6641	Meals with Overnight Stay	N
934	OUT STAEE-MEALS-W/O OVERNGT STAY	6642	Meals without Overnight Stay	Y
936	OUT STATE-MISC EXPENSE	6699	Other Miscellaneous Out-of-State Travel	N
940	OUT OF U.S. AIR FARE	6612	Airfare Out-of-Country	N
941	OUT OF U.S. CAR RENTAL	6622	Car Rental Out-of-Country	N
942	OUT OF U.S. LODGING	6632	Lodging Out-of-Country	N
943	OUT OF U.S. MEALS W OVERNGT STAY	6651	Meals with Overnight Stay Out-of-Country	N
944	OUT OF U.S. MEALS W/O OVERNGT STAY	6652	Meals without Overnight Stay Out-of-Country	Y
945	TRAVEL ADVANCE	6571	Travel Advances	N

Enter New Reimbursements

Note: The fields referenced in the steps below are required unless stated otherwise.

1. Type **ZR35.2** in search field, click **Go**

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

3. **Batch:** Leave **blank**, Batch number is assigned when clicking **Add**

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

5. **FC**: Type or select **A Add**

    ▪ **Time Rec Date** displays the current date

6. **Pay Code:** Select a **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu

Only reimbursement Pay Codes should be used on this form.

7. **Reimbursement Amount:** Type the **dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example -123.00 or 123.00-

8. **Time Rec Date:** Select the **date** of the reimbursement, if different from the current date. Dates can vary for each line of entry, but cannot be later than the current pay period ending date

- - Purchase reimbursements: select the **date of purchase**
  - Travel reimbursements: select the **date of travel**, or
  - Multiple days of travel for the same reimbursement (Mileage for example) select the applicable **pay period end date**

9. **Pay Dist** (Payroll Distribution): Leave blank to default or select **N** to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, by entering new Labor Distribution values (described in steps 11-15 below)

   - If left blank, **N** will populate this field if no XR23.3 payroll distribution record exists for the employee's position; **Y** will populate if a XR23.3 payroll distribution record exists for the employee's position

10. **Process Level** and **Dept:** Employee's current Process Level and Department display after the time record is added, fields cannot be changed

11. **Acct Unit (Function):** Leave blank to default to position's Account Unit or select an **Accounting Unit**

12. **OBJ**: Leave blank. The current Expenditure Object account of the selected Pay Codes will populate when the time record is added

13. **BFY**: Leave blank to default to the BFY value on the employee's accounting unit or select a **Budget Fiscal Year**

14. **Activity (Program):** Leave blank to default from position or select an **Activity**

    - If an **Activity** is selected, you must also select an **Account Category**

15. **Acct Category (PPC)** Leave blank to default from position or select an **Account Category**

    - If Acct Category is selected, you must also select an **Activity (Program)**
    - Agencies that use Activity but not Account Category should enter the default value **ZZZZZ**

Repeat steps 5-15 to enter additional employee reimbursements. Otherwise, go to step 16.

16. Click **Add** to save

    - Status bar displays message **Add Complete-Continue**

- Previously blank fields have populated with default values

To enter more than the six reimbursements allowed on one screen:

17. Place your cursor in the **FC** field of row 1, and simultaneously press the **Ctrl Shift K** buttons on your keyboard. Data will clear from all row(s) on the screen. The previously entered reimbursements are not deleted; they were saved when you selected the Add button in step 16

18. Repeat steps 5-15 to enter additional employee reimbursements

19. Click **Change** to save the changes

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

    - **Do not click** the **Add** button**. Doing so will duplicate the entries made on the previous screen**

20. After all reimbursements are added to the batch, follow the steps to run the Employee Reimbursement Report (ZR135) at the end of this training to validate the entries

Change Existing Reimbursements

Note: The fields referenced in the steps below are required unless stated otherwise

1. Type **ZR35.2** in search field, click **Go**

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

3. **Batch**: Select the **Batch Number**

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

5. Click **Inquire**

    - Reimbursements previously entered for the Batch display

    - Use the **Page Down** key to view additional records

    - Use the **Page Up** key to return to the previous screen

    - If a **Security Violation** is received, re-assign the batch on ZR10.1

6. **FC**: Type or select **C** or **D**

   - Select **C** to change a reimbursement

   - Select **D** to Delete. If D is selected, skip to step 16

7. **Pay Code:** Skip or select a *new* **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu

Only reimbursement Pay Codes should be used on this form.

8. **Reimbursement Amount:** Skip or type the **new dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example -123.00 or 123.00-

9. **Time Rec Date**: Skip or select the **new date** of the reimbursement. Dates can vary for each line of entry, but cannot be later than the current pay period ending date

   - Purchase reimbursements: select the **date of purchase**

   - Travel reimbursements: select the **date of travel**, or

   - Multiple days of travel for the same reimbursement (Mileage for example) select the applicable **pay period end date**

10. **Pay Dist** (Payroll Distribution): Skip or select **N** to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, and input *new* Labor Distribution values (described in steps 11-15 below)

11. **Acct Unit (Function):** Skip or select a **new Accounting Unit**

12. **OBJ:** Skip. Even if changing the Pay Code, this field will default to the Expenditure Object account associated with the changed Pay Code

13. **BFY**: Skip. Even if changing the Accounting Unit, this field will default to the Budget Fiscal Year associated with the Employee/Position record

14. **Activity (Program):** Skip or select a **new Activity**

    ▪ If this field is populated, the Acct Category (PPC) must also be populated

15. **Acct Category (PPC):** Skip or Select a **new Account Category**

    ▪ If this field is populated, the Activity (Program) must also be populated

    ▪ Agencies that use Activity but not Account Category should enter the default value **ZZZZZ**

16. Click **Change**. Status bar displays the message **Ready**

    ▪ Changed reimbursements (**FC** field=**C**) have been changed

    ▪ Deleted reimbursements (**FC** field=**D**) have been removed

Batch Number Security ZR10.1

During the HRIS Time Entry process batch numbers are created and added to the HRIS system. When the batch is created, the User ID of the employee who created the batch is assigned to the batch number. Batch numbers are assigned to User IDs to ensure the security of the information within the batch.

If at any time the batch needs to be updated or reviewed by another user, that user must reassign the batch number to their User ID before any changes can be made. Agency Payroll Specialists and Agency Reimbursement Specialists have the authority to reassign batch numbers.

Notes:

- All existing HRIS batches display on this form along with the User ID of the employee who created the batch or the employee who the batch is currently assigned to. In addition, the Process Level the batch is in and the Pay Period End Date of the batch are also displayed.

- This form can be used to reassign multiple batches at one time.

- User ID or Process Level can be used to sort batch results. When the Sort feature is enabled an (*****) will appear on the form.

To make any changes to the batch, the employee to whom the batch is reassigned must have security to access the employees within the Process Level for that batch

Reassign Batch Number to HRIS User
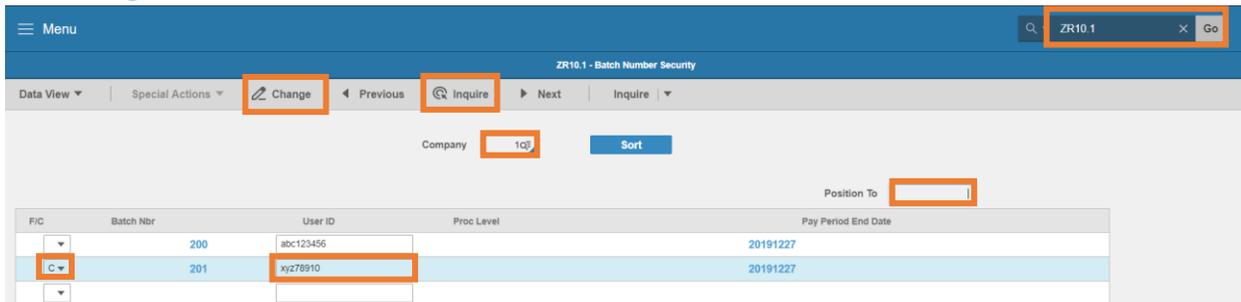
1. Type **ZR10.1** in search field, click **Go**

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

3. **Position To**: Leave blank or type the **Batch Number**

4. Click **Inquire**

5. **FC**: Type or select **C Change**

6. **User ID**: Type the **User ID** of the employee the batch is being assigned to

7. Click **Change**

Sort Batch Results

Use the **Selection Criteria ZR10.2** to reduce the number of results that will appear on the ZR10.1
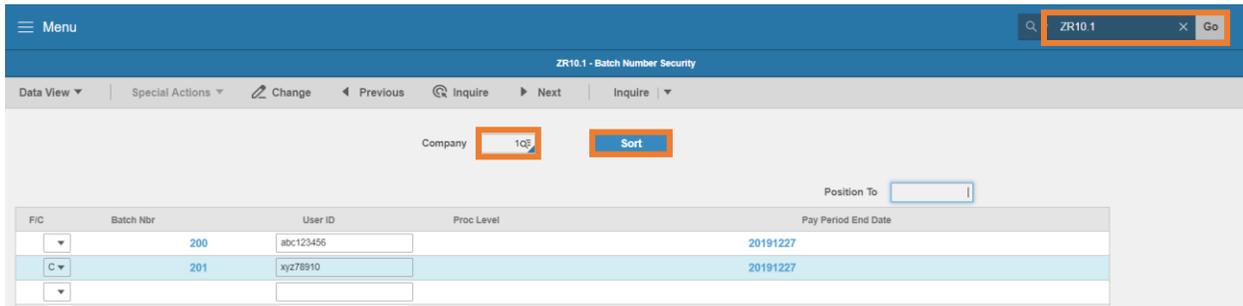
1. Type **ZR10.1** in search field, click **Go**

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

3. Click **Sort.** Selection Criteria ZR10.2 will appear
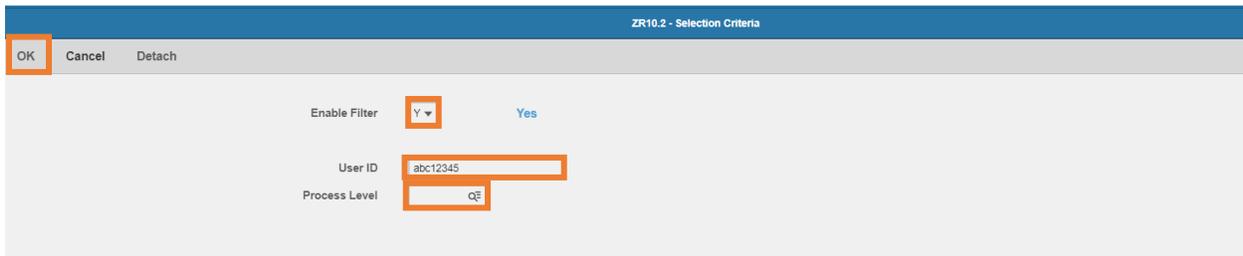
4. **Enable Filter**: Select **Y** to apply filter or **N** to remove existing filter

5. **User ID**: Leave blank or type **User ID** to limit results to batches assigned to selected User ID

6. **Process Level**: Leave blank or select a **Process level** to limit results to batches assigned to selected Process Level

7. Click **OK**

Employee Reimbursement Report ZR135

Run **Employee Reimbursement Report (ZR135)** to verify all pending time records entered in the HRIS Payroll system grouped by a specific Pay Class. Run the ZR135 prior to the payroll compute.

Depending on how the report parameters are chosen, different levels of information display. This report displays pending reimbursement time records, either by Pay Class or by Process Level ranges. It also indicates the Pay Distribution (PD) indicator on the time record.

The report can be defined to only include Employee Wage Information, or expanded to show specific Process Level, Department, Employee Range and/or Date Range.

The report can be defined to include only specific Pay Classes. The Pay Class drop-down menu has two selection options:

- **RMB** to include Employee Reimbursement time records
- **TVL** to include Travel Employee Reimbursement time records, or
- The report can also be run without a Pay Class selection

Create Report Parameters

1. Type **ZR135** 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**, **2** or **3**
    - Select **1 Time Record Edit** to view general time record information

- Select **2 Time Record Distribution** to view general ledger distribution information for each time record

- Select **3 Time Record Detail** to view detail information form the time records

6. **Time Record Selection**: Select an option

   - **1** Batch

   - **2** Future

   - **3** Error

   - **4** Current Error & Processed

   - **5** All – Including Manual Payments

   - **6** All – Excluding Manual Payments

   - **7** Manual

7. **Batch**: Enter a **batch number** if Time Record Selection **1. Batch** was selected

8. **Pay Class**: Select a **Pay Class**

   - **RMB** –Employee Reimbursement time records

   - **TVL** –Travel Employee Reimbursement time records

   - Or Leave Blank to run without a Pay Class selection

9. **Process Level**: Leave blank or select a **Process Level range** to limit results
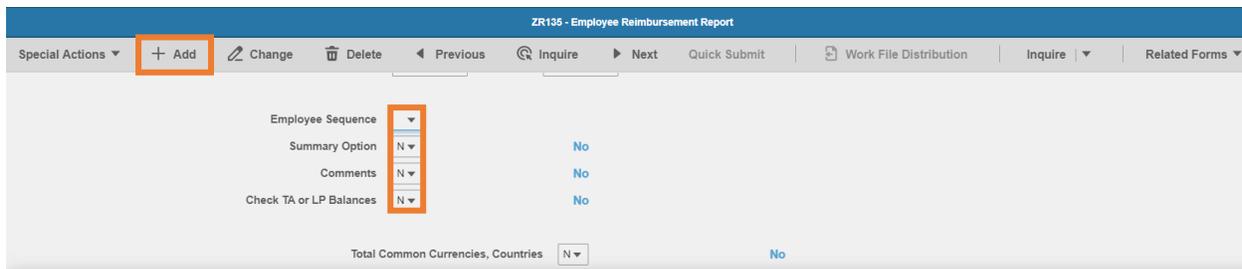
10. **Employee Sequence:** Select option for results order

    - **A=**Alpha

    - **N**=Numeric

    - **T**=Time Record – order in which time records were entered. Valid only for Batch status time records.

11. **Summary Option:** Select **Y** or **N** (default). Indicates if the time record edits print in summary by employee

12. **Comments:** Select **Y** or **N** (default). Indicates if time record comments print on the report

13. **Check TA or LP Balances**: Select **Y** to view employees whose entered time record hours exceed their current eligible balance, results print on a separate edit report

14. Click **Add** to save report parameters. Status bar displays message **Job Added**

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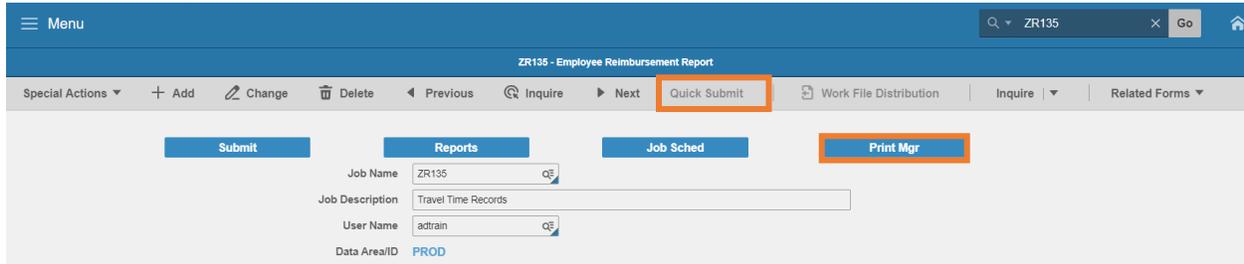
1. Click **Quick Submit**, status bar displays message **Job has been submitted**

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.

Examples of ZR135 Report Results

Example 1:

Report Selection:	1 - Time Record Edit
Time Record Selection:	Batch
Summary Option:	N

Example 2:

Report Selection: 1 - Time Record Edit

Time Record Selection: Batch

Summary Option: Y

Employee Reimbursement Report

```
ZR135 Date 06/28/19                        Company    1 STATE OF ARIZONA                              Page    2
      Time 16:40                           Time Record Edit For Batch

                                                        - - - - - - - D I S T R I B U T I O N - - - - - - - -
Pay                    T/R                        S S P                              Proc              C Batch
Code Description       Date    Hours      Rate      Wages T H D    General Ledger Account    Level Dept  Job Code  T Nmbr
---- -----------       ----   --------  ---------  -------- - - -  ----------------------    ----- ----  --------  - ------
Totals Company
                       921     0.00   95,860.7400   95,860.74
                       922     0.00   67,756.3300   67,756.33
                       923     0.00  103,598.7400  103,598.74
                       924     0.00    7,240.2600    7,240.26
                       933     0.00   21,739.8100   21,739.81
                       936     0.00    9,575.3200    9,575.32
                       932     0.00   49,556.3900   49,556.39
                       926     0.00    6,250.5700    6,250.57
                       934     0.00      262.9900      262.99
                       942     0.00      296.7600      296.76
                       943     0.00      250.0000      250.00
                       659     0.00   25,258.5300   25,258.53
```

Example 3:

Report Selection: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: N

Employee Reimbursement Report

```
ZR135 Date 06/28/19                        Company    1 STATE OF ARIZONA                              Page    1
      Time 16:12                           Time Record Distribution Edit For Batch

                                                  - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay   T/R                       Overtime   Shift                                      Proc           P C Batch
Code  Date      Hours    Wages  Premium Differential Job Code    General Ledger Account   Level Dept  D T Nmbr
----  --------  -------- ------- -------- ------------ --------   ----------------------   ----- ----  - - ------


662  06/03/19    0.00    155.00    0.00      0.00 AUN03064   1 ADGRRC200000  -  7455-2019 ADDIA DIA00  Y S 141351
      Totals      0.00    155.00    0.00      0.00

600  06/21/19    0.00  1,000.00    0.00      0.00 AUN09059   1 ADGAO5000000  -  7311-2020 ADFSG FG010  Y S 142066
945  06/21/19    0.00    500.00    0.00      0.00 AUN09059   1 ADGAO5000000  -  6571-2020 ADFSG FG010  Y S 142066
      Totals      0.00  1,500.00    0.00      0.00

656  05/08/19    0.00      6.24    0.00      0.00 S10121     1 ADRMDADM9780   -  7321-2019 ADFSR FR040  Y S 141351
      Totals      0.00      6.24    0.00      0.00

924  06/07/19    0.00     24.35    0.00      0.00 AUN07552   1 ADGSDBP22000  -  6542-2019 ADGSD GSD20  Y S 141848
      Totals      0.00     24.35    0.00      0.00
```

Example 4:

Report Selection: 2 - Time Record Distribution

Time Record Selection: Batch

Summary Option: Y

Employee Reimbursement Report

```
ZR135 Date 06/28/19                        Company    1 STATE OF ARIZONA                              Page    2
      Time 16:12                           Time Record Distribution Edit For Batch

                                                  - - - - - - - D I S T R I B U T I O N - - - - - - - -
Pay   T/R                       Overtime   Shift                                      Proc           P C Batch
Code  Date      Hours    Wages  Premium Differential Job Code    General Ledger Account   Level Dept  D T Nmbr
----  --------  -------- ------- -------- ------------ --------   ----------------------   ----- ----  - - ------
Totals Company
921             0.00   95,860.74    0.00      0.00
922             0.00   67,756.33    0.00      0.00
923             0.00  103,598.74    0.00      0.00
924             0.00    7,240.26    0.00      0.00
933             0.00   21,739.81    0.00      0.00
936             0.00    9,575.32    0.00      0.00
932             0.00   49,556.39    0.00      0.00
926             0.00    6,250.57    0.00      0.00
934             0.00      262.99    0.00      0.00
942             0.00      296.76    0.00      0.00
943             0.00      250.00    0.00      0.00
659             0.00   25,258.53    0.00      0.00
```

Example 5:

Report Selection:	3 - Time Record Detail
Time Record Selection:	Batch
Summary Option:	N

```
Employee Reimbursement Report
ZR135 Date 06/28/19                            Company    1 STATE OF ARIZONA                                      Page    1
      Time 16:15                               Time Record Detail Edit For Batch

Pay  Att  O S  Work Wk   T/R                                           St Nbr Proc  Rpt                      S P T C Batch
Code Code C T   Date     Date      Hours              Rate        Wages Pr Pp  Level Enty  Dept  Job Code    H D F T Nmbr
---- ---- - -  --------  --------  --------  ----------------  --------------- -- --- ----- ----- ----- ---------- - - - - ------

662         U 06/07/19 06/03/19     0.00       155.0000          155.00  AZ       ADDIA      DIA00 AUN03064    Y   S 141351
                                                      Position SAD000000744  Schedule ASRATTY   Grade 01  Step  0
       Wh State: AZ    Location: PAYROLL    Wc State: AZ   Work: County         City              Sch Dst
Totals                               0.00       155.0000          155.00

600         U 06/21/19 06/21/19     0.00      1,000.0000        1,000.00  AZ       ADFSG      FG010 AUN09059    Y   S 142066
                                                      Position SAD000000833  Schedule AREG      Grade 27  Step  0
       Wh State: AZ    Location: PAYROLL    Wc State: AZ   Work: County         City              Sch Dst
945         U 06/21/19 06/21/19     0.00        500.0000          500.00  AZ       ADFSG      FG010 AUN09059    Y   S 142066
                                                      Position SAD000000833  Schedule AREG      Grade 27  Step  0
       Wh State: AZ    Location: PAYROLL    Wc State: AZ   Work: County         City              Sch Dst
Totals                               0.00      1,500.0000        1,500.00

656         U 05/10/19 05/08/19     0.00          6.2400            6.24  AZ       ADFSR      FR040 S10121     Y   S 141351
                                                      Position SAD000000844  Schedule AREG      Grade 22  Step  0
       Wh State: AZ    Location: PAYROLL    Wc State: AZ   Work: County         City              Sch Dst
Totals                               0.00          6.2400            6.24
```

Example 6:

Report Selection:	3 - Time Record Detail
Time Record Selection:	Batch
Summary Option:	Y

```
Employee Reimbursement Report
ZR135 Date 06/28/19                            Company    1 STATE OF ARIZONA                                      Page    2
      Time 16:15                               Time Record Detail Edit For Batch

Pay  Att  O S  Work Wk   T/R                                           St Nbr Proc  Rpt                      S P T C Batch
Code Code C T   Date     Date      Hours              Rate        Wages Pr Pp  Level Enty  Dept  Job Code    H D F T Nmbr
---- ---- - -  --------  --------  --------  ----------------  --------------- -- --- ----- ----- ----- ---------- - - - - ------
Totals Company
921                                  0.00     95,860.7400       95,860.74
922                                  0.00     67,756.3300       67,756.33
923                                  0.00    103,598.7400      103,598.74
924                                  0.00      7,240.2600        7,240.26
933                                  0.00     21,739.8100       21,739.81
936                                  0.00      9,575.3200        9,575.32
932                                  0.00     49,556.3900       49,556.39
926                                  0.00      6,250.5700        6,250.57
934                                  0.00        262.9900          262.99
942                                  0.00        296.7600          296.76
943                                  0.00        250.0000          250.00
659                                  0.00     25,258.5300       25,258.53
```