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:

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Description</th>
<th>Comptrollers Object</th>
<th>Title</th>
<th>Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>525</td>
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<td>6099</td>
<td>Non-Paid Pay Codes</td>
<td>Y</td>
</tr>
<tr>
<td>526</td>
<td>TRAVEL HUB PAYMENT-NONTAXABLE</td>
<td>6099</td>
<td>Non-Paid Pay Codes</td>
<td>N</td>
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<tr>
<td>600</td>
<td>UNIFORM REIMBURSEMENT-NONTAX</td>
<td>7311</td>
<td>Uniforms</td>
<td>N</td>
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<tr>
<td>650</td>
<td>CELL PHONE REIMB-NONTAX</td>
<td>7172</td>
<td>External Telecommunications Charges</td>
<td>N</td>
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<tr>
<td>652</td>
<td>REPAIR&amp;MAINT-VEH REIMB-NONTAX</td>
<td>7256</td>
<td>Repair &amp; Maintenance-Vehicles</td>
<td>N</td>
</tr>
<tr>
<td>654</td>
<td>TOOLS REIMBURSEMENT-NONTAX</td>
<td>7269</td>
<td>Repair &amp; Maintenance-Other</td>
<td>N</td>
</tr>
<tr>
<td>656</td>
<td>OFFICE SUPPLIES REIMB-NONTAX</td>
<td>7321</td>
<td>Other Supplies</td>
<td>N</td>
</tr>
<tr>
<td>658</td>
<td>HOUSEKEEPING SUPP REIMB-NONTAX</td>
<td>7341</td>
<td>Housekeeping Supplies</td>
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<tr>
<td>659</td>
<td>EDUCATION ASSISTANCE PROGRAM</td>
<td>7452</td>
<td>Employee Tuition Reimbursement</td>
<td>T</td>
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<tr>
<td>660</td>
<td>EDUC-WRNG COND FRINGE-NONTAX</td>
<td>7452</td>
<td>Employee Tuition Reimbursement</td>
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<tr>
<td>661</td>
<td>EDUC ASSISTANCE OTHER-TAXABLE</td>
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<td>662</td>
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<td>Conference Registration/Attendance Fees</td>
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<td>POSTAGE/DELIVERY REIMB-NONTAX</td>
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<td>Postage &amp; Delivery</td>
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<td>EMP RECOGNITION REIMB-NONTAX</td>
<td>7511</td>
<td>Awards</td>
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<tr>
<td>670</td>
<td>DUES AND PROF LIC REIMB-NONTAX</td>
<td>7531</td>
<td>Dues</td>
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<tr>
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<td>EMP RELOCATION REIMB-NONTAX</td>
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<td>Employee Relocations</td>
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<td>690</td>
<td>MISC/TRVL-PERSONS IN CUSTODY</td>
<td>6295</td>
<td>Costs related to those in custody of the State</td>
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<tr>
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<td>Other Miscellaneous Operating</td>
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<td>700</td>
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<td>Legislative Subsistence-Taxable</td>
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<td>Legislative Subsistence-Nontaxable</td>
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<td>920</td>
<td>IN STATE-AIRFARE</td>
<td>6511</td>
<td>Airfare and other Common Carrier Charges</td>
<td>N</td>
</tr>
<tr>
<td>921</td>
<td>IN STATE-MILEAGE</td>
<td>6516</td>
<td>Mileage-Private Vehicle</td>
<td>N</td>
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<tr>
<td>922</td>
<td>IN STATE-LODGING</td>
<td>6531</td>
<td>Lodging</td>
<td>N</td>
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<tr>
<td>923</td>
<td>IN STATE-MEALS-W OVERNGT STAY</td>
<td>6541</td>
<td>Meals with Overnight Stay</td>
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<td>924</td>
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<td>Meals without Overnight Stay</td>
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<td>925</td>
<td>IN STATE-CAR RENTAL</td>
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<td>Car Rental In-State</td>
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<tr>
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<td>IN STATE-MISC EXPENSE</td>
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<td>Other Miscellaneous In-State Travel</td>
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<tr>
<td>930</td>
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<td>Airfare and Other Common Carrier Charges</td>
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<tr>
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<td>OUT STATE-CAR RENTAL</td>
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<td>Car Rental Out-of-State</td>
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<tr>
<td>932</td>
<td>OUT STATE-LODGING</td>
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<td>Lodging Out-of-State</td>
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<td>933</td>
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<td>Meals with Overnight Stay</td>
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<td>934</td>
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<td>Meals without Overnight Stay</td>
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<td>Other Miscellaneous Out-of-State Travel</td>
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<td>940</td>
<td>OUT OF U.S. AIR FARE</td>
<td>6612</td>
<td>Airfare Out-of-Country</td>
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<td>OUT OF U.S. CAR RENTAL</td>
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<td>Car Rental Out-of-Country</td>
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<td>OUT OF U.S. LODGING</td>
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<td>Lodging Out-of-Country</td>
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<td>943</td>
<td>OUT OF U.S. MEALS W OVERNGT STAY</td>
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<td>Meals with Overnight Stay Out-of-Country</td>
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<tr>
<td>944</td>
<td>OUT OF U.S. MEALS W/O OVERNGT STAY</td>
<td>6652</td>
<td>Meals without Overnight Stay Out-of-Country</td>
<td>Y</td>
</tr>
<tr>
<td>945</td>
<td>TRAVEL ADVANCE</td>
<td>6571</td>
<td>Travel Advances</td>
<td>N</td>
</tr>
</tbody>
</table>
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 ZZZZZZ

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.

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

<table>
<thead>
<tr>
<th>Pay Code Description</th>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>SSP</th>
<th>General Ledger Account</th>
<th>Proc Level Dept</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>662 CONF/TRAIN 06/03/19</td>
<td>0.00</td>
<td>155.0000</td>
<td>155.00 U Y</td>
<td>1</td>
<td>ADHRBGC200000</td>
<td>7455-2019</td>
<td>ABD600364</td>
</tr>
<tr>
<td>Totals</td>
<td>0.00</td>
<td>155.0000</td>
<td>155.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 UNIFORM RET 06/21/19</td>
<td>0.00</td>
<td>1,000.0000</td>
<td>1,000.00 U Y</td>
<td>1</td>
<td>ADHRM500000000000000000</td>
<td>7311-2020</td>
<td>ABDPSG FG010 ABD905959</td>
</tr>
<tr>
<td>945 TRAVEL ADV 06/21/19</td>
<td>0.00</td>
<td>500.0000</td>
<td>500.00 U Y</td>
<td>1</td>
<td>ADHRM500000000000000000</td>
<td>6571-2020</td>
<td>ABDPSG FG010 ABD905959</td>
</tr>
<tr>
<td>Totals</td>
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<td>1,500.0000</td>
<td>1,500.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>656 OFFICE SUPP 05/08/19</td>
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<td>6.24000000</td>
<td>6.24 U Y</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Example 2:

**Report Selection:** 1 - Time Record Edit  
**Time Record Selection:** Batch  
**Summary Option:** Y

![Employee Reimbursement Report Example 2](image)

### Example 3:

**Report Selection:** 2 - Time Record Distribution  
**Time Record Selection:** Batch  
**Summary Option:** N

![Employee Reimbursement Report Example 3](image)

### Example 4:

**Report Selection:** 2 - Time Record Distribution  
**Time Record Selection:** Batch  
**Summary Option:** Y

![Employee Reimbursement Report Example 4](image)
Example 5:

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

Example 6:

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