



**GAO**  
General Accounting Office



You Are Here: [Home](#) > [news](#) > [details](#)

## HRIS Same Day Payroll Handwrites

Author: Stu Wilbur

Date: 10/28/2010

Summary: The GAO is pleased to announce that we will soon have same day capability for HRIS payroll warrants.

Article: The GAO is pleased to announce that we will soon have same day handwritten capability for HRIS payroll warrants. The handwritten schedule will be adjusted to accommodate this new capability. The planned effective date for this change is **November 8, 2010**. This new availability will help agencies remain compliant with the 3 day deadline to pay terminated employees and will also help reduce the need for revolving fund requests in certain situations.

Currently, the deadline for HRIS handwrites is 2:00PM each day and 10:00AM on compute Tuesdays. On November 8, 2010, this deadline will be changed to Noon every day, including compute Tuesdays, which will enable approved handwrites to be reviewed and processed in time to pick up at 3:00PM that day. See below:

	<u>Current Process</u>	<u>New Process</u>
Handwrite Deadline, Days 1 and 3-10	2PM	Noon
Handwrite Deadline, Day 2 (compute Tuesday)	10AM	Noon
GAO Handwrite Review	2PM-6PM	Noon-1:30PM
HRIS Processing of Handwrites	6PM	1:30PM
Handwrites available at GAO Front Desk	9AM next day	3PM same day

Please note, the shortened handwritten review time that is available to the GAO will require agencies to be thoroughly diligent in their review of handwrites before the handwritten deadline. An updated PowerPoint presentation ([available here](#)) includes some information which may be helpful for the payroll initiator and approver to help ensure that handwrites entered into HRIS are 100% accurate. HRIS online training is also still available.

Additionally, please remember that the GAO Front Desk is open from 9AM to 4PM on business days which only provides a 1 hour time frame for pickup if the handwritten is urgent. If the handwritten is not urgent, it will remain available at the GAO Front Desk to be picked up the next morning, as it is now.

If you have any questions, please contact [Central.Payroll@azdoa.gov](mailto:Central.Payroll@azdoa.gov)

[Home](#)

[News](#)

[Publications](#)

[Financials](#)

[People Search](#)

[Employment](#)

[Online Forms](#)

[Travel Info](#)

[American Recovery & Reinvestment Act \(ARRA\)](#)

[Vendor Information](#)

[F.A.Q.'s](#)

[Links](#)

[Travel & Purchasing Cards](#)

[Register for Updates](#)

[RASL Information](#)

Webportal Information

[Previous Page](#)

[Copyright 2010](#) - [Privacy Policy](#) - [Accessibility](#) - [Log In](#)