



HRIS Job Role Training

Employee Reimbursement Training

Forms: ZR35.2

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Introduction

To ensure proper taxation, Employee Reimbursements will now be paid out of HRIS instead of the Arizona Financial Information System (AFIS). The expenses will be recorded by Agency Employee Reimbursements Specialists using the Employee Reimbursements Entry Form (ZR35.2).

Agency Employee Reimbursements Specialists (AERS) will use this 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 split 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 that which is the default for the position (where it is a single distribution or a multiple distribution).

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

- Airfare
- Lodging
- Mileage
- Meals
- Transportation (Car Rental, Bus, etc.), and
- Miscellaneous Expenses.

As an AERS it is important for you to use the correct pay codes to ensure proper recording and taxation. The new pay codes are defined as follows:

Pay code & Description	Comptroller Object	Taxable?
(Note: HRIS description will be slightly different due to spacing limitations)		
650 - Cell Phone Reimbursement	7179	N
651 - Cell Phone Allowance	7179	Y
652 – Repair & Maintenance -Vehicle Reimbursement	7256	N
654 - Tools Reimbursement	7269	N
655 - Tools Allowance	7269	T
656 - Office Supplies Reimbursement	7321	N
658 - Housekeeping Supp Reimbursement	7341	N
659 - Education Assistance Program	7452	
660 - Education Assistance Other	7452	N
661 - Education Assistance Other	7452	T
662 - Conf/Training Fee Reimbursement	7455	N
664 - Postage/Delivery Reimbursement	7481	N
668 - Employee Recognition Reimbursement	7511	N
670 - Dues And Prof Lic Reimbursement	7531	N
672 - Employee Relocation Reimbursement	7593	N

698 - Other Misc Reimbursement	7599	N
920 – In State–Airfare	6511	N
921 – In State–Mileage	6516	N
922 – In State–Lodging	6531	N
923 – In State–Meals With Overnight Stay	6541	N
924 – In State–Meals Without Overnight Stay	6542	Y
926 – In State–Miscellaneous Expenses	6599	N
930 – Out Of State–Airfare	6611	N
931 – Out Of State–Car Rental	6621	N
932 – Out Of State–Lodging	6631	N
933 – Out Of State–Meals With Overnight Stay	6641	N
934 – Out Of State–Meals Without Overnight Stay	6642	Y
936 – Out Of State-Miscellaneous Expenses	6699	N

It is critical that you input the applicable pay code for all reimbursements. In particular, when an employee claims a meal reimbursement without an overnight stay, the appropriate taxable pay code must be used to ensure compliance with Internal Revenue Service (IRS) regulations.

Each batch should include all items in an employees claim batched together based on the date the employee signed his/her claim.

Employees will receive the funds from these claims during the bi-weekly payroll cycle. If you have an employee that is submitting a final reimbursement, then you will need to work with your Agency Payroll Office to ensure proper payment to the employee.

This form can be used for both initial entry and if necessary adjustments to prior claims.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type ZR35.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Reimbursements Entry (ZR35.2) will open.	
2	Company field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Batch Field	R	Leave Field BLANK. Batch number will be assigned when the batch is added to HRIS.		Batch numbers will only be entered if making changes to an existing adjustment batch.  Notes <ul style="list-style-type: none"> Prior pay period adjustments should be processed in separate batches from new Travel Expense Entry.
4	Employee field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN and always validate that the employee name matches the claim. Name will display next to the Employee Field.
5	FC field	R	Type ' A ' or select ' Add ' from the drop down menu to add a new travel claim entry record. Type ' C ' or select ' Change ' from the drop down menu to change an existing travel claim entry record. Type ' D ' or select ' Delete ' from the drop down menu to remove an adjustment time record.		
6	Pay Code field	R	Type or select from the drop down the pay code number to be adjusted.		Only the specific pay codes mentioned above should be used on this form for expenses.
7	Reimbursement Amount	R	Type in the dollar amount of the reimbursement. The amount should be input as XXX.XX (e.g., 123.45) If inputting an adjustment, you must place the negative amount after the amount (e.g., 123.45-).		
8	Date field	R	Type the date of the reimbursement.		To process the reimbursement expense, type in the applicable date. Dates can vary for each line of entry. Dates cannot be later than the current pay period end date.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	Pay Dist Field	R	<p>Payroll Distribution</p> <p>Type 'Y' to override the labor distribution displayed on the screen with a multiple distribution split setup on the XR23.3</p> <p>Type 'N' to allow the labor distribution to default to what is displayed on the screen, or to user labor distribution as you will input below.</p>		<p>If a Payroll distribution record exists on the XR23.3 for the employee's position, then the field will default to a 'Y'. If you leave it as 'Y' then the labor distribution will be pulled from the XR23.3.</p> <p>To override what is on that record or what defaults to this form (from the position) ensure that an 'N' is placed in this field. If no XR23.3 record exists, an 'N' will default into this field.</p>
10	Process Level Field	R	DISPLAYS THE CURRENT PROCESS LEVEL OF THE EMPLOYEE		
11	Department Field	R	DISPLAYS THE CURRENT DEPARTMENT OF THE EMPLOYEE.		Process Level and Department fields are view only. These fields cannot be changed.
12	AFund (Expense Account – Box 1) Field	R	<p>Type or select from the drop down menu the AFund.</p> <p>If you do not enter this information it will default from the position.</p>		Box 1 – AFUND or the Distribution Company - GL Company. Field is required. Field equates to the Appropriated Fund, example 1000 – General Fund.
13	Accounting Unit (Expense Account – Box 2) Field	R	<p>Type or select from the drop down menu the Accounting Unit.</p> <p>If you do not enter this information it will default.</p>		Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
14	COBJ (Expense Account – Box 3) Field	R	Leave this field BLANK.		Field will default to the COBJ as outlined in the descriptions mentioned in the Introduction.
15	AY (Expense Account – Box 4) Field	R	<p>Type or select from the drop down menu the Accounting Year.</p> <p>This field will default to the current year of nothing is input.</p>		Equates to the Appropriation Year – example 2007.
16	Activity – (Activity Box 1) Field	O	<p>Type or select from the drop down menu the Activity number.</p> <p>If you do not enter this information it will default.</p>		<p>Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.</p> <p>If this field is entered, then Account Category will become a required field.</p>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
17	Acct Category (Activity Box 2) Field	O	Type or select from the drop down menu the Account Category. If you do not enter this information it will default.		Box 2 – Account Category – For agencies that do not have an Account Category; use the default 'ZZZZZ'.  If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". <ul style="list-style-type: none"> • If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company. If not, message will appear "AFund Attribute does not match GL Company." • If Accounting Unit AFund is blank, then an Activity Code must be provided. If not, message will appear "AFund Attribute does not match GL Company."
<p>The first row of expense records has now been entered. If additional rows need to be added to include additional expenses, repeat step 5 through step 17 for those remaining rows.</p> <p>If you have input information into all available rows and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> • Click Add/Change – (Add will be clicked if the batch number does not exist, Change will be clicked if the time records already exist and are assigned to a batch number) the displayed rows are now saved into HRIS • Click in the FC column on the first row and type over the existing information. • Repeat step 6 (Page 8) through step 17 (Page 10) for those remaining rows. <p>Be advised, typing over existing data does not delete the information. This information was saved when you clicked Change.</p>					
18	Add/Change Button	R	Click the 'Add' button if a batch number does not exist for this travel expense records. Click the 'Change' button if the travel expense records already exists and changes were made.	See message 'Add Complete – Continue' in lower left corner after clicking 'Add'. See message 'Change – Complete Continue' in lower left corner after clicking 'Change'.	

All expense requests must be recorded in HRIS. The payments will be reflected on the Employee's next bi-weekly paycheck. If the employee is receiving a manual payment, this information may have to be deleted and entered as part of that process.