



# HRIS Job Role Training

## Additional Payments

Forms: XR35.2, XR33.1, XR33.2, XR33.3, ZR30.1

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## Introduction

Depending on an Employee's position, he/she may be eligible to receive various earnings in addition to his/her base pay. These additional payments may include stipends (geographical, educational, etc.), incentive pay, high-risk pay, local office coordinator pay, etc. Agency Payroll Offices should receive a request from the Agency HR Office to add an additional payment to an Employee's record.

Payments are paid one of two ways:

- Single instance and paid once (e.g., one-time bonus), or
- Recurring instances and paid on an ongoing basis (e.g., stipends).

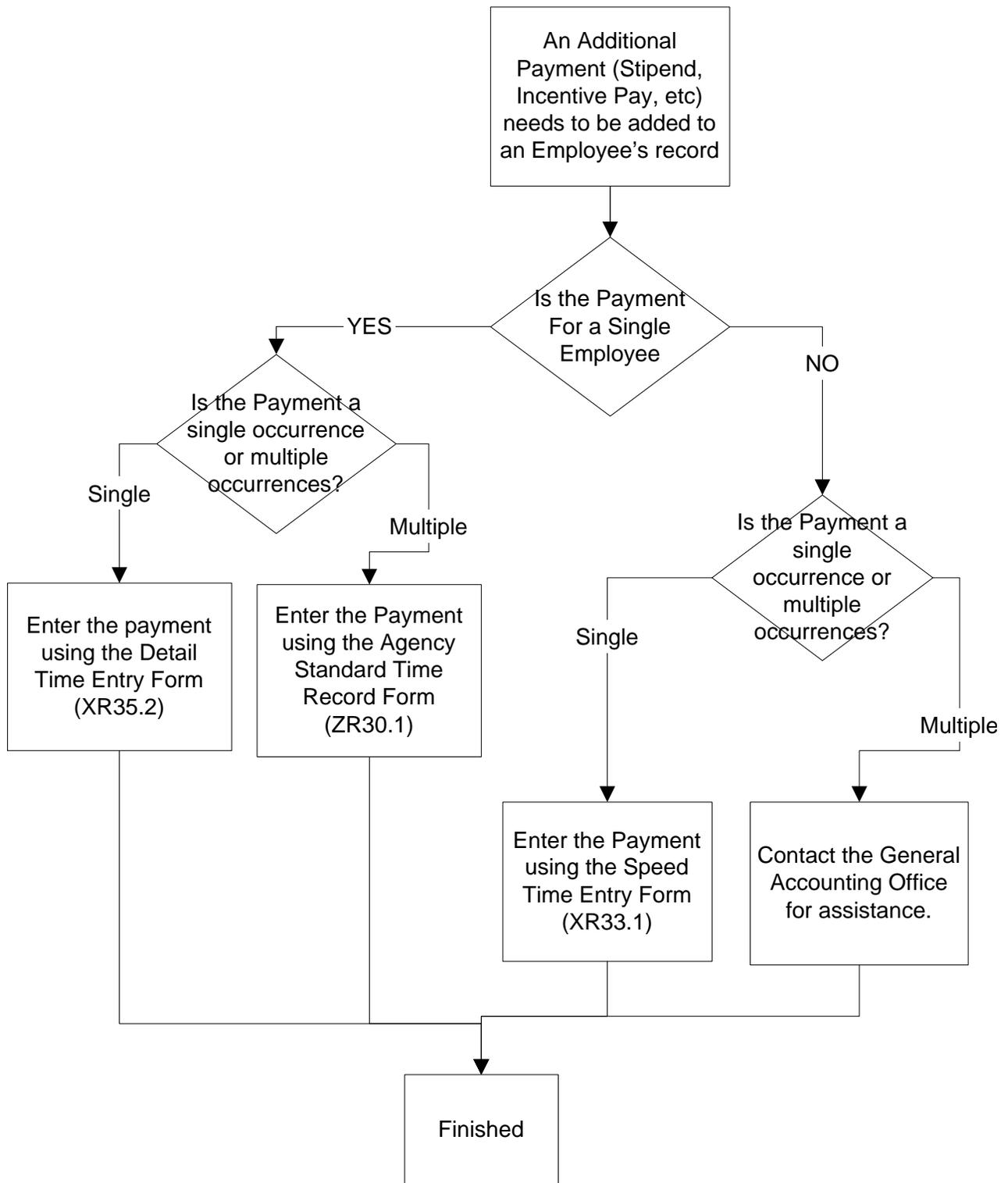
Entry of Additional Payments into HRIS is critical to ensuring that the employee is paid correctly. If single or recurring payments are not entered correctly, it will result in an Employee being incorrectly paid (overpaid or underpaid). Both single and recurring payments impact FLSA overtime calculations, which are calculated on a weekly basis.

 Uniform Allowances are paid on a monthly basis.

The payments will be entered on HRIS Forms as follows:

	<b>Single Employee</b>	<b>Multiple Employees</b>
<b>Single Additional Payments</b>	<i>Detail Time Entry Form (XR35.2)</i> - Agency Payroll will use this form to establish single payments that have a flat dollar amount for a single Employee.	<i>Speed Time Entry Form (XR33.1)</i> - Agency Payroll will use this form to establish single payments that have a flat dollar amount for more than one Employee.
<b>Recurring Additional Payments</b>	<i>Agency Standard Time Record Form (ZR30.1)</i> - Agency Payroll will use this form to establish recurring payments that have a flat dollar amount or percent for a single Employee.	<b>The GAO Central Payroll Office will process Recurring Payments for multiple Employees based on information provided by Human Resources</b>

# Additional Payments Process



# Enter Single Additional Payment for a Single Employee

## Detail Time Entry Form (XR35.2)

The screenshot shows the HRIS State of Arizona interface for the 'Detail Time Entry (XR35.2)' form. The top navigation bar includes 'Home', '+ Add', 'Change', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area contains several input fields and a table. Callouts 1 through 20 point to various elements: 1 points to the search bar containing 'xr35.2'; 2, 3, and 4 point to 'Company', 'Batch', and 'Employee' dropdown menus; 5, 6, 7, and 8 point to the 'FC', 'Hours', 'Pay Code', and 'Date' columns of the table; 9, 10, 11, and 12 point to the 'Rate', 'Shift', 'Pay Dist', and 'Attend Code' columns; 13 points to the 'Expenses Process Level' dropdown; 14, 15, 16, 17, 18, and 19 point to the 'Department', 'Expense Account', and 'Activity' dropdowns. The table has 8 columns and 10 rows. The 'Expenses Process Level' dropdown is currently set to 'Level'. The 'Department', 'Expense Account', and 'Activity' dropdowns are currently empty.

HRIS State of Arizona

Welcome Frank [log]

Detail Time Entry (XR35.2)

1 xr35.2

20

20 + Add Change Previous ? Inquire Next | Inquire

2 Company

3 Batch

4 Employee

5 FC

6 Hours

7 Pay Code

8 Date

9 Rate

10 Shift

11 Pay Dist

12 Attend Code

13 Expenses Process Level

14 Department

15 Expense Account

16

17

18 Activity

19

FC	Hours	Pay Code	Date	Rate	Shift	Pay Dist	Attend Code

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	White Search Box	R	Type XR35.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Plan Adjustments (XR35.2) will open.	
2	<b>Company</b> 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	<b>Batch</b> Field	R	Skip the Batch Field (No Entry is Required). Batch number will be assigned when the changes are added to HRIS.		Batch numbers will only be entered if making changes to an existing adjustment batch.   <b>Notes</b> <ul style="list-style-type: none"> <li>Additional Payments <b>must</b> be processed in separate batches from the Employee's regular time entry.</li> </ul>
4	<b>Employee</b> field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
5	<b>FC</b> field	R	Type ' <b>A</b> ' or select ' <b>Add</b> ' from the drop down menu to add a new additional payment.  Type ' <b>C</b> ' or select ' <b>Change</b> ' from the drop down menu to change an existing additional payment.  Type ' <b>D</b> ' or select ' <b>Delete</b> ' from the drop down menu to remove an additional payment.		
6	<b>Hours</b> field	R	DO NOT ENTER HOURS  Additional Payments will be an amount; no hours will be entered.		
7	<b>Pay Code</b> field	R	Type or select from the drop down the pay code number for the type of additional payment.		
8	<b>Date</b> field	R	Type in the date of the payment to the Employee.		Remember – If no date is entered the current date will default – if it is after the end of the pay period it will not process.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
9	<b>Rate</b> field	R	Type in the amount of the payment to the Employee.		<p>If pay code for payment is coded as a flat dollar amount, enter the amount in the rate field.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>Agency Payroll Initiators cannot add single percent additional payments to an Employee's record.</li> </ul>
10	<b>Shift</b> field	R	If applicable, type in the shift worked by the Employee.		Used to apply exceptions to shift pay (such as; Shift 2 or 3). If left blank the shift will default from the Employee Record (HR11).
11	<b>Payroll Distribution</b> Field	R	Type 'Y' or 'N' for whether or not the labor distribution on this time record should be overridden.		<p>If a Payroll distribution record exists on the XR23.3 for the employee's position, then the field should be a 'Y'.</p> <p>To override what is on that record and enter a distribution on the XR35.2, then type 'N' in the field.</p>
12	<b>Attendance Code</b> Field	O	DO NOT ENTER AN ATTENDANCE CODE.		Attendance codes are used for tracking FMLA, Family Sick, etc. This does not apply to Additional Payments.
13	<b>Process Level</b> Field	R	DO NOT ENTER A PROCESS LEVEL.	The applicable value will default into this field.	Process Level and Department fields are view only. These fields cannot be changed.
14	<b>Department</b> Field	R	DO NOT ENTER A DEPARTMENT.	The applicable value will default into this field.	Process Level and Department fields are view only. These fields cannot be changed.
15	<b>Expense Account – Box 1</b> Field	R	Type or select from the drop down menu the Distribution Company.	If you do not enter this information it will default.	Box 1 - Distribution Company - GL Company. Field is required.
16	<b>Expense Account – Box 2</b> Field	R	Type or select from the drop down menu the Accounting Unit.	If you do not enter this information it will default.	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.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
17	<b>Expense Account – Box 3 &amp; 4 Fields</b>	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.
18	<b>Activity – Box 1 Field</b>	R	Type or select from the drop down menu the Activity number.	If you do not enter this information it will default.	Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
19	<b>Activity – Box 2 Field</b>	O	Type or select from the drop down menu the Account Category.	If you do not enter this information it will default.	<p>Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'.</p> <p> 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".</p> <ul style="list-style-type: none"> <li>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.</li> <li>• If Accounting Unit AFund is blank, then an Activity Code must be provided.</li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
<p>The first single payment for the Employee has been entered. If additional single payments are required, additional rows will need to be added. Repeat step 5 (Page 6) through step 19 (Page 6) for those remaining rows.</p> <p>If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Click in the FC column on the first row</li> <li>• Repeat step Repeat step 5 (Page 6) through step 19 (Page 6) for those remaining rows. Delete the amount in the Rate field and ensure the information in the Shift, Pay Dist and Attend Code fields is applicable to the new entry.</li> </ul> <p>Be advised, typing over existing data does not delete the information. This information was saved when you clicked Change.</p>					
20	<b>Add/Change</b> Button	R	<p>Click the 'Add' button if a batch number does not exist for this adjustment time record.</p> <p>Click the 'Change' button if the time record already exists, and changes were made.</p>	<p>See message 'Add Complete – Continue' in lower left corner after clicking 'Add'.</p> <p>See message 'Change – Complete Continue' in lower left corner after clicking 'Change'.</p>	

# Enter Single Additional Payment for Multiple Employees

## Speed Entry Setup Form (XR33.1)

The screenshot shows the HRIS Speed Entry Setup Form (XR33.1) interface. The top navigation bar includes the HRIS State of Arizona logo, the title "Speed Entry Setup (XR33.1)", and a user welcome message "Welcome Rita [logout]". A search bar contains "xr33.1". Below the navigation bar is a menu with options: Home, + Add, Change, - Delete, Previous, Inquire, Next, and Inquire. A left sidebar contains "Your Employee Services" with a callout box labeled "8". The main form area contains several sections: "Company" (callout 2), "Batch" (callout 3), "Time Record Date" (callout 4), "Pay Codes" (callout 5) with "Hours" and "Amount" fields (callout 6), "Selection Criteria" (callout 7) with "Process Level", "Department", "Employee Group", and "User Level" fields, "Delete Batch Number" (callout 9) with a dropdown menu, and "By Number" (callout 9) and "By Name" (callout 10) buttons. A callout box labeled "1" points to the top right corner of the form area.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XR33.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Speed Entry Setup Form (XR33.1) will open.	
2	<b>Company</b> 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	<b>Batch</b> Field	R	Do Not enter in the Batch Field	(No Entry is Required). Batch number will be assigned when the changes are added to HRIS.	Batch numbers will only be entered if making changes to an existing adjustment batch.   <b>Notes</b> <ul style="list-style-type: none"> <li>Additional Payments <b>should</b> be processed in separate batches from the Employee's regular time entry.</li> </ul>
4	<b>Time Record Date</b> Field	R	Type in the date of the payment to the Employees.		Date field is entered MMDDYYYY
5	<b>Hours</b> Fields Boxes 1-4	N / A	Do Not enter in Hours field		<b>This form should only be used to input Flat Amount payments; therefore no entry should be made in these fields.</b>
6	<b>Amount</b> Field	R	Type or select from the drop down the <b>Pay Code</b> number for the type of additional payment.		
7	<b>Process Level</b> Field <b>Department</b> Field <b>Employee Group</b> Field <b>User Level</b> Field	O	If applicable, these fields can be used to narrow down the population of Employees that will be displayed on the XR33.1 (By Number) or XR33.2 (By Name)		If no criterion is entered, the user will see all Employees he/she is eligible to view.
8	<b>Add</b> Button	R	Click Add to save your changes.	See "Add Complete – Continue" in the lower left corner.	
9	<b>By Number</b> Link	O	If you want to display the Employees by EIN number, click the <b>By Number</b> link.  If not, skip this step.	If By Number is clicked, continue with section Speed Entry Setup Form (XR33.1) – Speed Entry by Number (XR33.2) (Page13)	You must click either By Number or By Name to continue.
10	<b>By Name</b> Link	O	If you want to display the Employees by last name, click the <b>By Name</b> link.  If not, skip this step.	If By Name is clicked, continue with section Speed Entry Setup Form (XR33.1) – Speed Entry by Name (XR33.3) (Page 15)	You must click either By Number or By Name to continue.

**To process the rest of the additional payment follow the steps in the applicable section below:**

- If By Number is clicked, continue with section Speed Entry Setup Form (XR33.1) – Speed Entry by Number (XR33.2) (Page 13)
- If By Name is clicked, continue with section Speed Entry Setup Form (XR33.1) – Speed Entry by Name (XR33.3) (Page 15)

- Speed Entry Setup Form (XR33.1) – Speed Entry by Number (XR33.2)

The screenshot shows the HRIS State of Arizona interface for the 'Speed Entry by Number (XR33.2)' form. The page includes a top navigation bar with the HRIS logo, the title 'Speed Entry by Number (XR33.2)', and a user welcome message 'Welcome Rita'. Below the navigation bar is a menu with options: Home, Back, Detach, Add, Change, Delete, Previous, Inquire, Next, and Inquire. A left sidebar contains 'Your Employee Services'. The main form area contains input fields for 'Company' (callout 1), 'Batch' (callout 2), and 'Time Record Date' (callout 4). A 'Pay Code' field is also present. Below these fields is a table with columns: Employee, Name, Hours, Hours, Hours, Hours, and Amount. The table has 12 rows. Callout 3 points to the 'Employee' and 'Name' columns, and callout 5 points to the 'Amount' column. Callout 6 points to the 'Speed Entry by Number (XR33.2)' title.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>Company</b> field	R	Do not change this field.	Company field should be set as '1'.	
2	<b>Batch</b> Field	R	Do no change this field.	Batch field will display the current assigned batch number	
3	<b>Employee Field Name</b> Field	R	The Employee field displays the EIN numbers, and the Name field displays the name.  The list contains the employees that met the criteria defined on XR33.1.		Use these fields to locate the eligible employees for the additional payment.  Employees are sorted by EIN number.
4	<b>Hours</b> Fields – Column 1 - 4	N / A	DO NOT ENTER DATA INTO THESE FIELDS.		
5	<b>Amount</b> Fields – Column 5	R	Enter the dollar amount of the additional payment in the correct line for each employee receiving the payment.		This field is intended for flat amounts only, <b>DO NOT</b> enter hours. The system treats whatever is entered in this field as an amount.  The PageDown and PageUp buttons can be used to access additional Employee records.
6	<b>Add</b> button	R	Click Add to save your changes.	See “Add Complete – Continue’ in the lower left corner.	
7	<b>Close</b> button	R	Click Close to return to the XR33.1		



	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>Company</b> field	R	Do not change this field.	Company field should be set as '1'.	
2	<b>Batch</b> Field	R	Do no change this field.	Batch field will display the current assigned batch number	
3	<b>Employee</b> Field	R	The Employee field displays the name.  The list contains the employees that met the criteria defined on XR33.1.		Use these fields to locate the eligible employees for the additional payment.  Employees are sorted by last name.
4	<b>Hours</b> Fields – Column 1 - 4	N / A	DO NOT ENTER DATA INTO THESE FIELDS.		
5	<b>Amount</b> Fields – Column 5	R	Enter the dollar amount of the additional payment in the correct line for each employee receiving the payment.		This field is intended for flat amounts only, <b>DO NOT</b> enter hours. The system treats whatever is entered in this field as an amount.  The PageDown and PageUp buttons can be used to access additional Employee records.
6	<b>Add</b> button	R	Click Add to save your changes.	See "Add Complete – Continue" in the lower left corner.	
7	<b>Close</b> button	R	Click Close to return to the XR33.1		

# Enter Recurring Additional Rate Per Hour Payment for a Single Employee

## Agency Standard Time Record (ZR30.1)

The screenshot shows the HRIS State of Arizona Standard Time Record (ZR30.1) interface. The page title is "Standard Time Record (ZR30.1)". The user is logged in as "Frank" and the page ID is "zr30.1". The interface includes a navigation bar with "Add", "Change", "Previous", "Inquire", "Next", and "Inquire" buttons. The main form contains several sections:

- Company and Employee Selection:** Fields for "Company" (2) and "Employee" (3).
- Table Headers:** "Pay FC" (5), "Code" (6), "Hours" (7), "Job Code" (8), "Amount" (9), "Begin Date" (10), "End Date" (11), and "Curr Code" (12).
- Table Data:** A table with multiple rows for entering time records.
- TRD Comments:** A text area for "TRD Comments" (10).
- Process Selection:** "Work", "General Ledger", and "More" tabs.
- Process Fields:** "Process Level" (11), "Department" (12), "Business Nbr Grp" (13), "Quebec Ent Nbr Grp", and "Location".
- Additional Fields:** "Reason Code", "Position", "Check Group", "Attendance Code", "Cycles", "Process Group", "Occurrence", and "Tax Frequency".



	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
9	<b>Begin Date</b> field	R	Type in the beginning date of the payment to the Employee.		Remember – If no date is entered the current date will default – if it is after the end of the pay period it will not process.   <b>Note</b> <b>If the effective date is not equal to or prior to the end of week one on your first pay period, the record will not process until week two.</b>
10	<b>End Date</b> field <b>Curr Code</b> field	N / A	DO NOT ENTER an End Date at this time. DO NOT ENTER a Curr Code.		End dates should only be entered if stopping a Recurring Additional Payment.
11	<b>Work Tab</b> <b>Process Level</b> Field <b>Department</b> Field <b>Business Nbr Grp</b> Field <b>Quebec Ent Nbr Grp</b> Field <b>Location</b> Field	N / A	DO NOT ENTER INFORMATION INTO THESE FIELDS.	<b>Applicable information will default from the Employee's record during the additional payment processing.</b>	
12	<b>General Ledger Tab</b> <b>Expense Account</b> Fields – Boxes 1 – 4 <b>Activity</b> Fields – Boxes 1 – 2	N / A	DO NOT ENTER INFORMATION INTO THESE FIELDS.	<b>Applicable information will default from the Employee's record during the additional payment processing.</b>	

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
13	<b>More Tab</b>  <b>Atten Code</b> Field <b>OCC</b> Field <b>Position</b> Field	N / A	DO NOT ENTER A VALUE IN ANY OF THESE FIELDS: ATTEN CODE, OCC or POSITION.	The applicable value will default into this field.	Attendance codes are used for tracking FMLA, Family Sick, etc. This does not apply to Additional Payments.
	<b>Cycles</b> Field	R	Type or select 'X' from the drop down menu to indicate what pay cycles the employee will receive the manual payment. Cycles must be indicated individually for each line entered on the ZR30.	<b>The user MUST select the intended cycles, if not the default will populate all 9 cycles. This could result in an overpayment.</b>	Cycles are indicated as follows: <ul style="list-style-type: none"> <li>• First Box – First cycle only</li> <li>• First Box &amp; Second Box – First and Second cycle of the month</li> <li>• Second Box – Second cycle only.</li> <li>• First, Second and Third Box – All three pay cycles.</li> <li>• Third Box – Third cycle only.</li> </ul> Boxes 4 – 9 will not be used by the State of Arizona.
	<b>CG</b> Field <b>PG</b> Field <b>TF</b> Field	N / A	DO NOT ENTER A VALUE IN ANY OF THESE FIELDS: CG, PG, TF	The applicable value will default into this field.	
<p>The first recurring payment for the Employee has now been entered. If additional single payments are required, additional rows will need to be added. Repeat steps 5 through 13 above for those remaining rows.</p> <p>If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> <li>• Click Add/Change – (Add will be clicked if rows are being entered for the first time, Change will be clicked if making changes to existing records or if previous records exists for the employee) the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row, you will use the 'A' function code to Add new rows.</li> <li>• Repeat steps 5 through 13 above for those remaining rows.</li> <li>• On step 14, you will click Change instead of Add if you have previously clicked Add (PageDown should be used ONLY if you have filled up all rows displayed on the screen and you have additional payments to enter.)</li> </ul> <p>Be advised, typing over existing data does not delete the information. This information was saved when you clicked Change.</p>					
14	<b>Add/Change</b> Button	R	Click the 'Add' button to save the Recurring Time Records.  Click the 'Change' button if rows previously existed, and information is being changed or new rows are being added.	See message 'Add Complete – Continue' in lower left corner after clicking 'Add'.  See message 'Change Complete – Continue' in lower left corner after clicking 'Change'.	<b>Please Note: These recurring payments will continue to process for the Employee until such time as you input an End Date.</b>

# Enter Recurring Additional Flat Amount Payment for a Single Employee

## Agency Standard Time Record (ZR30.1)

The screenshot shows the HRIS Standard Time Record (ZR30.1) interface. The top navigation bar includes the HRIS State of Arizona logo (14), the title 'Standard Time Record (ZR30.1)', and a search bar with 'zr30.1' (1). The main area contains a table for entering recurring payments, with callouts 2-10 pointing to 'Company', 'Employee', 'Pay FC', 'Code', 'Hours', 'Job Code', 'Amount', 'Begin Date', and 'End Date' respectively. Below the table are tabs for 'Work', 'General Ledger', and 'More...'. The 'Work' tab shows fields for 'Process Level', 'Department', 'Business Nbr Grp', 'Quebec Ent Nbr Grp', and 'Location'. The 'More...' tab shows fields for 'Reason Code', 'Position', 'Check Group', 'Attendance Code', 'Cycles', 'Process Group', 'Occurrence', and 'Tax Frequency'. Callout 11 points to the 'Work' tab, 12 to 'Process Level', and 13 to 'Business Nbr Grp'.

FC	Code	Hours	Job Code	Amount	Begin Date	End Date	Curr Code

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	White Search Box	R	Type ZR30.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Standard Time Record Form (ZR30.1) will open.	
2	<b>Company</b> 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	<b>Employee</b> field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
4	<b>Inquire</b> Button	R	Click the Inquire button to bring up any existing Standard Time Records.		
5	<b>FC</b> field	R	Type ' <b>A</b> ' or select ' <b>Add</b> ' from the drop down menu to add a new additional payment.		To change a payment that already exists, use 'C' or 'Change' in the drop down menu. If changing a payment, continue with the steps below as applicable.  To remove a payment, use 'D' or 'Delete' in the drop down menu. If deleting a payment, skip to step 16.
6	<b>Pay Code</b> field	R	Type or select from the drop down the pay code number for the type of additional payment.		Pay code should be setup to process Flat Amount payments to employees. For assistance, please see the HRIS Pay Code Listing.
7	<b>Hours</b> field <b>Job Code</b> Field	R	DO NOT ENTER Hours or a Job Code. Skip these fields.		Since this payment is made as a flat amount, only an amount will be entered.
8	<b>Amount</b> field	R	Type in the weekly amount that will be paid to the employee. For example, if the employee will receive \$60.00 dollars for the pay period, type in 30.00. If \$60.00 is the amount per month, type in 15.00. 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.		For this recurring payment to process correctly you must: <ul style="list-style-type: none"> <li>• Enter the Amount Hourly Rate for a week. The time record will be dated on the two week ending dates within the pay period</li> <li>• Depending on the Pay Code this entry may be an hourly rate or a lump sum.</li> </ul>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
9	<b>Begin Date</b> field	R	Type in the beginning date of the payment to the Employee.		Remember – If no date is entered the current date will default – if it is after the end of the pay period it will not process.   <b>Note</b> <b>If the effective date is not equal to or prior to the end of week one on your first pay period, the record will not process until week two.</b>
10	<b>End Date</b> field <b>Curr Code</b> field	N / A	DO NOT ENTER an End Date at this time. DO NOT ENTER a Curr Code.		End dates should only be entered if stopping a Recurring Additional Payment.
11	<b>Work Tab</b> <b>Process Level</b> Field <b>Department</b> Field <b>Business Nbr Grp</b> Field <b>Quebec Ent Nbr Grp</b> Field <b>Location</b> Field	N / A	DO NOT ENTER INFORMATION INTO THESE FIELDS.	<b>Applicable information will default from the Employee's record during the additional payment processing.</b>	
12	<b>General Ledger Tab</b>  <b>Expense Account</b> Fields – Boxes 1 – 4  <b>Activity</b> Fields – Boxes 1 – 2	N / A	DO NOT ENTER INFORMATION INTO THESE FIELDS.	<b>Applicable information will default from the Employee's record during the additional payment processing.</b>	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
13	<b>More Tab</b>  <b>Atten Code</b> Field <b>OCC</b> Field <b>Position</b> Field	N / A	DO NOT ENTER A VALUE IN ANY OF THESE FIELDS: ATTEN CODE, OCC or POSITION.	The applicable value will default into this field.	Attendance codes are used for tracking FMLA, Family Sick, etc. This does not apply to Additional Payments.
	<b>Cycles</b> Field	R	Type or select 'X' from the drop down menu to indicate what pay cycles the employee will receive the manual payment. Cycles must be indicated individually for each line entered on the ZR30.	<b>The user MUST select the intended cycles, if not the default will populate all 9 cycles. This could result in an overpayment.</b>	Cycles are indicated as follows: <ul style="list-style-type: none"> <li>• First Box – First cycle only</li> <li>• First Box &amp; Second Box – First and Second cycle of the month</li> <li>• Second Box – Second cycle only.</li> <li>• First, Second and Third Box – All three pay cycles.</li> <li>• Third Box – Third cycle only.</li> </ul> Boxes 4 – 9 will not be used by the State of Arizona.
	<b>CG</b> Field <b>PG</b> Field <b>TF</b> Field	N / A	DO NOT ENTER A VALUE IN ANY OF THESE FIELDS: CG, PG, TF	The applicable value will default into this field.	
<p>The first recurring payment for the Employee has now been entered. If additional single payments are required, additional rows will need to be added. Repeat steps 5 through 13 above for those remaining rows.</p> <p>If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:</p> <ul style="list-style-type: none"> <li>• Click Add/Change – (Add will be clicked if rows are being entered for the first time, Change will be clicked if making changes to existing records or if previous records exists for the employee) the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row, you will use the 'A' function code to Add new rows.</li> <li>• Repeat steps 5 through 13 above for those remaining rows.</li> <li>• On step 14, you will click Change instead of Add if you have previously clicked Add (PageDown should be used ONLY if you have filled up all rows displayed on the screen and you have additional payments to enter.)</li> </ul> <p>Be advised, typing over existing data does not delete the information. This information was saved when you clicked Change.</p>					
14	<b>Add/Change</b> Button	R	Click the 'Add' button to save the Recurring Time Records.  Click the 'Change' button if rows previously existed, and payments are being changed or additional payments are being added.	See message 'Add Complete – Continue' in lower left corner after clicking 'Add'.  See message 'Change Complete – Continue' in lower left corner after clicking 'Change'.	<b>Please Note: These recurring payments will continue to process for the Employee until such time as you input an End Date.</b>