



# HRIS Job Role Training

## Manual Payments

Forms: ZR80.1, ZR80.3

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## Introduction

An Employee may receive his/her pay outside of the normal pay cycle process through a manual payment (also called a Handwrite). Requests for Manual Payments occur for a number of different reasons, for example:

- Involuntary Termination (Dismissal of an Employee)
- Death - Final Payout
- Settlements/Judgments

Agency Payroll enters the information required to generate the Manual Payment, but will not be able to print the warrant. The General Accounting Office (GAO) Central Payroll Office:

- Reviews all Manual Payments for accuracy.
- Prints the warrants.
- Distributes the warrants back to the requesting Agencies.

If paying on time accrual pay codes the agency must also adjust the time accrual balances using the TA70.2. Please refer to the Time Accrual Task step chart for more information,

**For specific rules and policies regarding Manual Warrants, please refer to the [GAO Technical Bulletin No. 05-4, Prioritization of Requests for Manual Payroll Warrants](#).**

The Manual Payment Form (ZR80.1) is available until 2:00 p.m. daily except compute Tuesday, when it is available until 10:00 a.m.

# Manual Payment (ZR80.1) – Time Records Tab

HRIS State of Arizona Welcome Frank [logout]

**Manual Payment (ZR80.1)**

zr80.1

Home >> [Change](#) [Inquire](#) | [Inquire](#)

Company  Bank Code

Employee

Payment Number

No Calc Deduction Selection

Time Record: [Drill Around\\*](#) [Select](#) [Define](#) [Open](#)

Pay		Rate	Date	Status	Shift	Pay	Attend
FC	Code					Dist	Code
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							

Expenses

Process

Level	Department	Expense Account	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	<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 ZR80.1 in the White Search Box. Press Enter on the keyboard	The Manual Payments Form (ZR80.1) will open.	
2	<b>Company</b> field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
3	<b>Bank Code</b> field	N / A	Field will not be entered at this time. Leave field BLANK.		
4	<b>Employee</b> Field	R	Type the Employee's EIN.	System will display the Employee's name at the end of the field.	You must enter the correct EIN.
5	<b>Inquire</b> button	R	Click Inquire.	<ul style="list-style-type: none"> <li>• If the Employee has an existing Time Record, this record will display on the <i>Agency Manual Payment Form (ZR80.1)</i></li> <li>• If no Time Records exist, the following message will appear "No current or manual time records found for Employee".</li> </ul>	
6	<b>Employee</b> field	R	Right click on the Employee field (Employee Number)		
7	<b>Drill</b> option	R	Click <b>Drill</b> from the drop down menu.	Employee's drill around record will open.	The purpose of the Drill Around check it to verify critical employment dates, existing time records as well as time accrual balances that may be needed for payoffs.

# Manual Payment (ZR80.1) – Drill Around

The screenshot shows a web browser window titled "Drill Around® -- Webpage Dialog" with the URL <http://h5-lsf9.azdoa.gov/lawson/portal/drill/drill.htm>. The browser toolbar includes buttons for "Close", "Search", "Find Next", "Reset", and "Printable View".

The main content area is titled "DRILL EXPLORER" and is split into two panes. The left pane contains a tree view of folders, with "Employee Dates" selected. The right pane displays the details for the selected folder.

**DRILL EXPLORER - Left Pane (Folder List):**

- Attendance History
- Assignment
- Pay Information
- Work Information
- Supplemental Address
- Employee Home Address
- Employee Attachment E-mail
- Employee Dates
- Wage Analysis
- Tax Information
- Benefit Criteria
- Career Action Plan
- Positions, Jobs
- Personnel Action History
- Salary History
- Position, Job History
- Payments
- Deductions
- All Benefits
- Current Benefits
- Time Records
- Time Accrual Balances

**DRILL EXPLORER - Right Pane (Employee Details):**

Name:		
Preferred Name:		
Status:	A1	PERMANENT FT
Process Level:	PR100	PR-PARKS DIVISION
Department:	10333	PATAGONIA LAKE
Work Country:	US	
User Level:	PRPATAG	PATAGONIA LAKE STATE PARK
Position:	APR000477AAN	PARK RANGER IV
Job Code:	ACV34682	PARK RANGER IV
Supervisor:	PR10060004	PARK MGR III
Indirect Supv:		
Location:	PAYROLL	ADOA MAIN PAYROLL
Union:		
Bargaining Unit:		
work schedule:	8 HR M-FR	8 HR DAY M-FR

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Employee Dates Tab</b>	R	Click on <b>Employee Dates</b> from the Drill Explorer Menu	Employee Dates tab will open.	Review the Employee dates and determine if hire date was before or after 1/1/84 to decide whether a deduction for retirement should be taken from the Leave Payout or not.
2	<b>Time Records Tab</b>	R	Click on Time Records from the Drill Explorer Menu	Time Records tab will open.	Review the Time Records to determine if batch time records exist for the period of time covered by the Manual Payment. <ul style="list-style-type: none"> <li>• If Time Records exist, they have to be deleted after the Manual Payment is complete to ensure that the Employee is not overpaid. (Drill Around on any time record date to find the batch number.)</li> </ul>
3	<b>Time Accrual Balances Tab</b>	R	Click on Time Accrual Balances from the Drill Explorer Menu	Time Accrual Balances tab will open.	Review and document the eligible balances from appropriate leave plans, which are paid out upon Employee terminations. <ul style="list-style-type: none"> <li>• Drill around on each balance in the Time Accrual Balances folder. Select the specific plan and click on the All Transactions folder. This will display the Employee's bi-weekly accrual rate.</li> </ul>
4	<b>Close Button</b>	R	Click <b>Close</b> to return to the Manual Payment Form.		

# Manual Payment (ZR80.1) – Time Records Tab Continued

HRIS State of Arizona

Welcome Frank [logout]

Manual Payment (ZR80.1)

Home >> Change ? Inquire | Inquire

Company  Bank Code  Payment Number

Employee

Calc Deduction Selection

Time Records | **Payment** | Earnings | Deductions

1	2	3	17	4	5	6	7	8	9
Pay FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code	
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									

Expenses Process Level  Department  Expense Account  Activity

Done Internet 100%

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>FC Field</b>	R	Type the function code to add time records to the Manual Payment.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• A – Add – use option when adding a new time record to the manual payment.</li> <li>• C – Change – use option when changing an existing time record in the manual payment.</li> <li>• D – Delete – use when removing a time record from the manual payment.</li> <li>• S – Select – use to select a time record that appears after clicking Inquire. This option should be used if the time record is being included as part of the manual payment.</li> <li>• U – Unselect – use to deselect a time record that was selected, but should not be included.</li> </ul> <p>If 'A', 'C' or 'D' was selected for this row, continue with Step 2 (Page 9).</p> <p>If 'S' or 'U' was selected, and no additional rows need to be entered, skip to step 15 (Page 12).</p>
2	<b>Pay Code Field</b>	R	Type or select from the drop down menu the pay code applicable to the hours being entered.		<p>HRIS has two types of pay codes - hours and amount pay codes (see pay codes job aids for assistance).</p> <ul style="list-style-type: none"> <li>• For hours pay codes, hours must be used, if an amount is used the manual payment will be deleted.</li> <li>• For amount pay codes, amounts must be used, if hours are used the manual payment will be deleted.</li> </ul>
3	<b>Hours Field</b>	R	Type the hours applicable to the pay code selected.		<p>Hours must be input in hour's worked/taken per day increments for all Pay Codes other than leave payouts. For example, Employee's regular hours (Pay Code 100).</p> <ul style="list-style-type: none"> <li>• <b>Note - Daily hours should be</b></li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<p><b>entered as stated in the GAO Technical Bulletin 05-4</b></p> <p>Add a row with each appropriate pay code, such as paying out Leave Balances and/or Final Leave Accrual.</p> <p><b>If overtime is to be paid on a dismissal check for an Employee, the hours need to be multiplied manually because the program does not calculate overtime.</b></p>
4	Rate field	R	DO NOT ENTER A RATE. The rate will default from the Employee Master File when the calculation is performed.		
5	Date field	R	Type the date for the pay code/hours being entered.		<p>Date = Refers to the date the Employee actually worked or took leave - <b>NOT</b> the current date. <b>This applies to all pay codes.</b></p> <p>For leave payouts - use any date within the pay period but date must be before the termination effective date.</p>
6	Status field	R	DO NOT ENTER A STATUS.  The applicable value will default into this field.		
7	Shift field	O	Type a shift if the Employee is to receive shift pay for these hours.  Shift is only applicable for 2 or 3 shift.		
8	Pay Dist field	O	Type a pay distribution if you want to override the default labor distribution for this payment.		<p>If a payroll distribution record exists on the Payroll Distribution XR23.3 (Payroll Distribution) for the pay code entered on the time record, Yes displays.</p> <ul style="list-style-type: none"> <li>To override a payroll distribution on the manual payment, select No.</li> <li>Valid values are: Y = Yes N = No</li> </ul>
9	Attend Code field	O	Type an attendance code, if applicable for the hours being entered.		Attendance codes should be used if the hours are for FMLA, Family Sick, etc.
10	Expenses Fields	R	If you want to override the labor distribution, you must enter a value in these fields.		Expenses tab - use the following fields to define a different Labor Distribution than the Position default (if applicable - for Additional Payments, Leave Balance Adjustments and Leave Payouts).
11	Process Level Field	R	DO NOT ENTER A PROCESS LEVEL.		

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
			The applicable value will default into this field.		
12	<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.
13	<b>Expense Account – Box 1</b> Field	R	Type or select from the drop down menu the Distribution Company.		Box 1 - Distribution Company - GL Company. Field is required.
	<b>Expense Account – Box 2</b> Field	R	Type or select from the drop down menu the Accounting Unit.		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>Expense Account – Box 3 &amp; 4</b> Fields	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.
14	<b>Activity – Box 1</b> Field	R	Type or select from the drop down menu the Activity number.		Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
	<b>Activity – Box 2</b> Field	O	Type or select from the drop down menu the Account Category.		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'.   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"> <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>

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
<p>The first row of time records has now been entered into the manual payment. If additional rows need to be added to include additional hours, repeat step 1 (Page 9) through step 14 (Page 11) for those remaining rows.</p> <p>Multiple pay codes will be used to payout Leave Balances, Final Leave Accruals and Comp leave payouts. See the section Manual Payment (ZR80.1) – Drill Around (Page 6) for assistance on looking up leave balances for payout.</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 Change – the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row</li> <li>• Repeat step 1 (Page 9) through step 14 (Page 11) 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>					
15	<b>Change</b> button	R	Click the Change Button to save time entry rows.	See message 'Update complete' in lower left corner.	
16	<b>Bank Account Code</b> Field	R	Type 'BOA' into the Bank Account Code field.		
17	<b>Payment</b> Tab	R	Click on Payment under Related Pages.	Payment Tab will open. Payment Date will autofill.	

# Manual Payment (ZR80.1) – Payment Tab

**HRIS State of Arizona** Manual Payment (ZR80.1) Welcome Frank [logout] zr80.1

Home >> Change ? Inquire | **Calculate**

Company [1] Bank Code [ ] Payment Number [ ]  
Employee [ ] No Calc Deduction Selection [ ]

Time Records | **Payment** | Earnings | Deductions

1 — Payment Date      Period End Date

2 — Deduction Cycle [ ]      5 — OneTimeDeds [ ]

3 — Time Accrual Flag [ ]

Hours

Gross Pay

Employee Deductions

Net Pay

Company Deductions

4 — Tax Warning Messages [Y] Include

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Payment Date Field	N / A	Payment date will autofill.		
2	Deduction Cycle Field	R	Type the applicable deduction cycle that should be applied to the payment.		<p>Will be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>1</b>: First pay of the month, includes all deductions</li> <li>• <b>2</b>: Second pay of the month, includes all deductions</li> <li>• <b>3</b>: Third pay of the month, no voluntary deductions taken. (Except Benefit Deduction)</li> <li>• <b>5</b>: No fixed amount deductions taken. <b>For Manual Payments only</b></li> </ul> <p>See <b>Appendix A – Deduction Cycle Definitions</b> (Page 24) for additional explanations.</p>
3	Time Accrual Flag Field	R	<p>Type 'L' in this field when processing a <b>Final Leave Payout</b> to ensure that no future accruals will take place for the Employee.</p> <p>If processing a manual payment for any other reason, leave this field <b>BLANK</b>.</p>		
4	Tax Warning Messages Field	R	Field will default to 'Y'. Always leave Tax Warning Messages set to 'Y'.		
5	OneTimeDeds Link	O	<p>If you are not selecting a one-time deduction, skip this step.</p> <p>Click on the OneTimeDeds link to select/unselect a one-time deduction.</p>		If you are, selecting/unselecting a one-time deduction, see Appendix B – One Time Deductions (Page 25).
6	Calculate Button	R	Click on Calculate to total the manual payment.	<p>HRIS will calculate the payment based on the time records and deduction cycle selected. The results will be displayed on the Payment tab.</p> <p>HRIS will display applicable messages.</p> <p>If no messages are displayed, skip to section Manual Payment (ZR80.1) – Payment Tab – Payment Calculated (Page 17)</p>	<b>Do not use the Calculate: Add button. If this button is clicked the Handwrite will be added to the queue for GAO and you will not be able to make any additional changes.</b>

# Manual Payment (ZR80.1) – Messages

**HRIS**  
State of Arizona

MESSAGES (HR99.1)

Welcome Frank [logout]

zr80.1

Home

Ok Cancel Detach

Message

Warning More deductions exist than can be displayed  
BSI Taxfactory Warning Exist – Check message viewer  
Payment calculation complete; Payment not added

Done

Internet 100%

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>Messages</b>	<b>R</b>	Review messages and determine if payment calculation is complete.  If calculation is complete, message will display stating "Payment calculation complete; Payment not added".		<i>Message Form (HR99.1)</i> may appear displaying the message "Warning more deductions exist than can be displayed." This message notifies you that more viewable deductions appear on the Manual Payment - Deductions Related Page. To view these deductions, click on the Deduction link, and then click Page Down on the Deductions Related Page.
2	<b>OK Button</b>	<b>R</b>	Click OK to return to the Manual Payment.		

# Manual Payment (ZR80.1) – Payment Tab – Payment Calculated

The screenshot displays the HRIS State of Arizona interface for Manual Payment (ZR80.1). The top navigation bar includes the HRIS logo, the user name "Welcome Frank", and a "[logout]" link. The main title is "Manual Payment (ZR80.1)". Below the title, there are action buttons: "Change", "Inquire", and "Inquire" with a dropdown arrow. The form contains several input fields: "Company" (value: 1), "Employee" (empty), "Bank Code" (empty), and "Payment Number" (empty). A "No Calc Deduction Selection" checkbox is also present. The interface has four tabs: "Time Records", "Payment", "Earnings", and "Deductions". The "Payment" tab is active. A callout box labeled "2" points to the "Payment" tab. Below the tabs, there are fields for "Payment Date", "Period End Date", "Deduction Cycle" (dropdown), and "Time Accrual Flag" (dropdown). A "OneTimeDeds" button is located to the right. A callout box labeled "1" points to a group of fields: "Hours", "Gross Pay", "Employee Deductions", and "Net Pay". Below these are "Company Deductions" and "Tax Warning Messages" (dropdown set to "Y" and "Include"). The bottom of the screen shows a Windows taskbar with "Done", "Internet", and "100%" zoom level.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>Hours, Gross Pay, Employee Deductions, and Net Pay Fields</b>	R	Review these fields to ensure that the payment setup is correct.  Review deductions to determine if any deductions should be changed.		
2	<b>Earnings Tab</b>	R	Click on Earnings to further review the manual payment.	The earnings tab will open.	

# Manual Payment (ZR80.1) – Earnings Tab

Manual Payment (ZR80.1)

Welcome Frank [logout]

Home

>> Change ? Inquire | Inquire ▾

Company

Employee

Bank Code

Payment Number

No Calc Deduction Selection

Time Records
Payment
Earnings
Deductions

Payment Date		Per End Date		Co Deds	
Gross Pay		Emp Deds		Net Pay	
Earnings	Hours	Amount	Earnings	Hours	Amount

Done
Internet 100%

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>Payment Date, Per End Date, Co Deds</b> Fields	N / A	Fields display the date of payment, the period ending date for the payment and the company paid deductions.		
2	<b>Gross Pay, Emp Deds, and Net Pay</b> Fields	N / A	Fields display the gross pay for the Employee, the employee deductions for the deduction cycle selected, and the net payment the employee will receive in the manual payment.		
3	<b>Earnings, Hours and Amount</b> Fields	N / A	Displays a breakout of all the hours entered on the Time Record tab, along with the amount equivalent of those hours.		
4	<b>Deductions</b> Tab	R	Click on Deductions under Related Pages.	The deductions tab will open.	

# Manual Payment (ZR80.1) – Deductions Tab

HRIS State of Arizona

Welcome Frank [logout]

Manual Payment (ZR80.1)

Company: 1 Bank Code: Payment Number: zr80.1

Employee: No Calc Deduction Selection

Time Records | Payment | Earnings | **Deductions**

FC	Deduction	Amount	Taxable	Excess	Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
Review the deductions displayed on this form to determine if any changes are required. Additional deductions may be available and can be accessed by clicking on Page Down/Page Up					
<b>If no changes are required, skip to Step 6 (Page 22)</b>					
To make changes to a deduction, complete the steps below.					
1	FC field	R	Type 'C' or select 'Change' from the drop down menu on the deduction being changed.		
2	Deduction Field	N / A	No change will be made to the deduction code.		
3	Amount Field	R	Change the amount of the deduction as applicable.		
4	Taxable, Excess Fields	R	No changes can/should be made to these fields.		
5	Change Button	R	Click Change to save these changes and recalculate the payment.	Payment amounts will change based on the deduction changes.	<p>If a deduction needs to be removed:</p> <ul style="list-style-type: none"> <li>• Contact the General Accounting Office (GAO) for assistance.</li> <li>• <b>Note:</b> Deductions entered with a negative amount will pay money to the Employee.</li> </ul> <p> <b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• If you would like to keep a hard copy of the Manual Warrant you have created, you must complete your screen prints prior to clicking the Calculate: Add button. The information will no longer be available once a warrant number has been assigned.</li> </ul>
6	Calculate; Add button, No Calculate; Add button	R	<p>Click on the applicable button to add the payment to HRIS.</p> <ul style="list-style-type: none"> <li>• <b>Click on Calculate; Add Button</b> if no deductions are being changed.</li> <li>• <b>Click on No Calculate; Add Button</b> if deductions are being updated on the deductions related page from the previous</li> </ul>	<p>HRIS will calculate the payment. The results will be added to HRIS for processing.</p> <p>HRIS will display applicable messages.</p> <p>If no messages are displayed, the payment process is complete.</p> <p>If messages are displayed, review</p>	Payment Number will now be displayed on the Manual Payment Form (ZR80.1).

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			steps.	messages and Click OK.	

- After the manual payment number is assigned you should complete the remaining steps as covered in the GAO Technical Bulletin 05-4.
- If applicable, you may be required to delete any existing Batch Time Records that were found during the Drill Around process (see section Manual Payment (ZR80.1) – Drill Around (Page 6)) to ensure that those time records are not processed and paid in the next payroll cycle. Time records should be deleted if they were included in the Manual Payment. For assistance in removing these time records, see the Agency Payroll Approver.

## **Appendix A – Deduction Cycle Definitions**

**Deduction Cycle 1:** is the first pay date of the month. All deductions, mandatory and voluntary, are deducted from the Employee's paycheck.

**Deduction Cycle 2:** is the second pay date of the month. All deductions, mandatory and voluntary, **including Bus Card**, are deducted from the Employee's paycheck.

**Deduction Cycle 3:** is the third pay date of the month (2 times per year). All mandatory deductions are deducted. The only voluntary deductions withheld are Deferred Compensation, AMRA, DCRA, or Benefit Deduction.

Child Support, Child Support Arrearages, Spousal Support, Creditor Fee and Support Fee are deducted on both Cycles 1 and 2. All other Garnishments and Levies are deducted on all Cycles 1 through 3.

**Deduction Cycle 5:** is a special cycle that doesn't have fixed amount deductions. To be used for Manual Only.

## Appendix B – One Time Deductions

One-time deductions can be used in a manual payment to collect or give money to the Employee. One-time deductions can be a part of a manual payment by:

- Selecting/Unselecting an existing one-time deduction that already existed on the Employee's record.

This appendix will explain the steps to Select/Unselect a one-time Deduction.

Notes:

- Agencies are **NOT** permitted to unselect any benefits one time deductions that may exist. For Further assistance in this matter, please contact ADOA Benefits.
- Agencies are **NOT** permitted to unselect any Garnishment deductions
- Agencies are **NOT** permitted to unselect Bus Card payments for a terminating employee.
- If you need assistance with one-time deductions, please contact the General Accounting Office (GAO). They can assist in adding or changing one-time deductions.

**Select One-Time Deduction on a Manual Payment**

The steps to select a one-time deduction only apply to deductions that already exist on the Employee record. Select should be used to select existing deductions you want to include in the manual payment. **Unselect should only be used for one-time deductions selected in error.**

The screenshot shows the HRIS State of Arizona interface for 'Manual Payment One Time Ded (ZR80.3)'. The page includes a top navigation bar with 'Welcome Connie', a search bar containing 'zr80.3', and a 'logout' link. Below this is a toolbar with buttons for 'Back', 'Detach', 'Change', 'Inquire', and another 'Inquire' dropdown. The main content area features a table with columns: FC, Deduction, Amount, Date, Sts, Pri, CG, Description, and Record Type. The table is currently empty. A left-hand sidebar contains navigation options: 'Home', 'Jobs and Reports' (with sub-items 'Job Schedule', 'Print Manager', 'Job List'), 'Change Password', and 'Control-D Web Reports'. Four callout boxes are present: '1' points to the 'FC' column header, '2' points to the 'Description' column header, '3' points to the 'Change' button, and '4' points to the 'Back' button.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	<b>FC field</b>	R	Type 'S' or select 'Select' from the drop down menu in the FC field to select a deduction.  Type 'U' or select 'Unselect' from the drop down menu in the FC field to remove a deduction.		
2	<b>Deduction, Amount, Date, Sts, Pri, Payment Description fields</b>	R	NO CHANGE WILL BE MADE TO THIS INFORMATION.		
3	<b>Change button</b>	R	Click Change to save the one-time deduction changes.		
4	<b>Back button</b>	R	Click Back.	The manual payment form (ZR80.1) will reopen.	Continue with step 6 (Page 14) for remaining steps.