



# HRIS Job Role Training

Manual Payment – Travel Expenses:

Forms: ZR80

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## Introduction

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

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

In January 2008, the GAO changed the process regarding the payment of Travel Claims and Travel Advances. As a result of this change, the manual payment process will now be used to pay Employee Travel Advances. All Travel Advances will be paid through HRIS until the Travel Card program is fully operational. At that time, only Travel Advance exceptions will be processed in HRIS.

It is critical that the steps in this manual be followed when paying Travel Advances to ensure that deductions are not withheld from the Travel Advance.

To create a Manual Payment, Agency Payroll enters the information required to generate the Manual Payment on the **Manual Payment Form (ZR80.1)**. Agency Payroll is able to create the warrant but does not have the authority to print the warrant. Once the payment is saved in HRIS, the information is sent to the GAO Central Payroll Office for the following:

- Review of the Manual Payments for accuracy
- Submission of the Manual Payment to Print with the Manual Payment cycle
- Distribution of the warrants back to the requesting Agencies.

**For specific rules and policies regarding Manual Warrants, please refer to the [GAO Technical Bulletin No. 07-3, Prioritization of Requests for Manual Payroll Warrants - Revised](#).**

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



**Manual Payment (ZR80)**

Welcome, TEST

zr80.1

Calculate

Calculate; Add

Inquire

Change

No Calculate;Add

PageDown

PageUp

**Home** Manual...

Data Directory

1) Company:

Related Pages

**Time Records**

Payment

Earnings

Deductions

Company:

Employee:  MOUSE, MICKEY T.

Bank Code:

Payment Number:

No Calc Deduction Selection:

**Time Records**

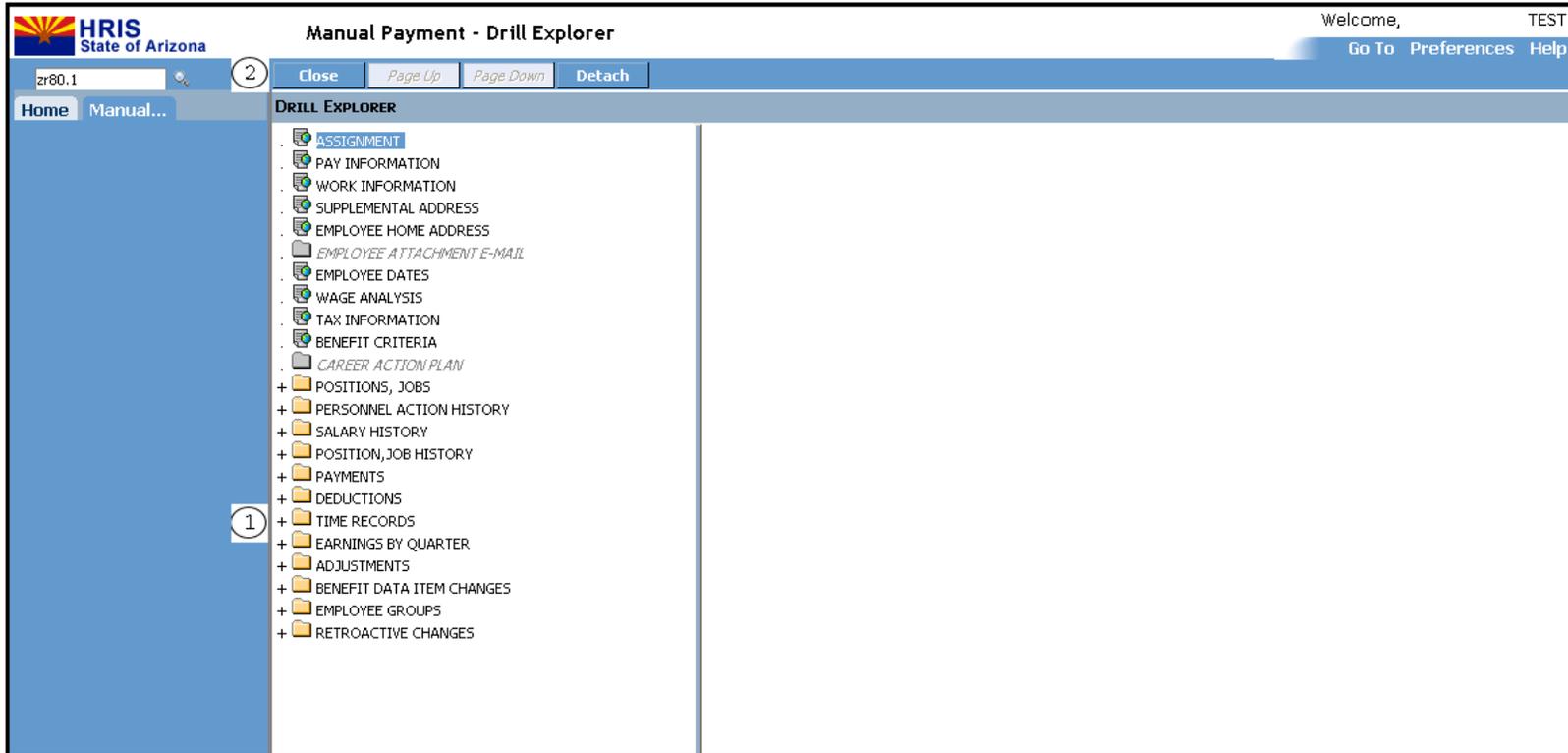
Pay		Rate	Date	Status	Shift	Pay Dist	Attend Code
FC	Code						
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							

**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 is to check for existing Travel Advances input but not paid.

# Manual Payment (ZR80.1) – Drill Around



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Time Records Tab	R	Click on Time Records from the Drill Explorer Menu.	Time Records tab will open.	Review the Time Records to ensure that the travel advance was not previously input on the ZR35.2. <ul style="list-style-type: none"> <li>If the same Time Records exist, they may 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>
2	Close Button	R	Click <b>Close</b> to return to the Manual Payment Form.		

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



**Manual Payment (ZR80.1)** 15

Welcome, TEST

[Go To](#) [Preferences](#) [Help](#)

zr80.1

Company:

Employee:  MOUSE, MICKEY T.

Bank Code:

Payment Number:

No Calc Deduction Selection:

**Time Records**

FC	Pay Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code
1	2	3	4	5	6	7	8	9
A	945		560.0000	12/26/2007	M	1	N	

**Expenses Process**

Level	Department	Expense Account	Activity
<input type="text" value="RV900"/>	<input type="text" value="99212"/>	<input type="text" value="1000"/> <input type="text" value="RV03000"/>	<input type="text" value="6571"/> <input type="text" value="2008"/> <input type="text" value="RVO"/> <input type="text" value="ZZZZZ"/>

	<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 travel advance to the Manual Payment.		Valid Values include: <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 – DO NOT USE this option with Travel Advances.</li> <li>• U – Unselect – DO NOT USE this option with Travel Advances</li> </ul>
2	<b>Pay Code Field</b>	R	Type <b>'945'</b> or select <b>'Travel Advance'</b> from the drop down menu.		
3	<b>Hours Field</b>	R	Leave field BLANK for Travel Advances.		
4	<b>Rate field</b>	R	Type in the dollar amount of the advance. The amount should be input as XXX.XX (e.g., 123.45)		
5	<b>Date field</b>	R	Type the date for the travel advance being entered.		Date = Refers to the date the advance is being issued.
6	<b>Status field</b>	R	DO NOT ENTER A STATUS.  The applicable value will default into this field.		
7	<b>Shift field</b>	O	Leave field BLANK for Travel Advances.		
8	<b>Pay Dist field</b>	O	<b>Payroll Distribution</b>  Type 'Y' to override the labor distribution displayed on the screen with a multiple distribution split setup on the XR23.3.  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.		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.  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.
9	<b>Attend Code field</b>	O	Leave field BLANK for Travel Advances.		

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
10	<b>Expenses Fields</b>	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	<b>Process Level Field</b>	R	DO NOT ENTER A PROCESS LEVEL.		The applicable value will default into this field.
12	<b>Department Field</b>	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 Field</b>	R	Type or select from the drop down menu the Distribution Company (also known as the AFUND in AFIS).		Box 1 – AFUND or the Distribution Company - GL Company. Field is required. Field equates to the Appropriated Fund, example 1000 – General Fund.
	<b>Expense Account – Box 2 Field</b>	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>Expense Account – Box 3 &amp; 4 Fields</b>	R	Leave these fields BLANK.		Box 3 & 4 – COBJ & AY will default.
14	<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.		<b>Box 1 – Activity</b> - If you are going to use an Account Category, you must input a value in this field.  If this field is entered, then Account Category will become a required field.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
	<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.		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"> <li>• 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."</li> <li>• 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."</li> </ul>
<p>The first row of travel expense records has now been entered. If additional rows need to be added to include additional expenses, repeat steps 1 through step 14 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"> <li>• Click Change – the displayed rows are now saved into HRIS</li> <li>• Click in the FC column on the first row and type over the existing information.</li> <li>• Repeat step 1 through step 14 for those remaining rows.</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, TEST

Go To Preferences Help

6 Calculate Calculate; Add Inquire Change No Calculate; Add PageDown PageUp

Home Manual...  
Data Directory  
1) Company: 1  
Related Pages  
Time Records  
**Payment**  
Earnings  
Deductions

Company: 1 Bank Code: BOA Payment Number:  
Employee: 121046 MOUSE, MICKEY T. No Calc Deduction Selection: N

**Payment**

1 Payment Date: 01/04/08 Period End Date:  
2 Deduction Cycle: 5 5 OneTimeDeds  
3 Time Accrual Flag: 1  
Hours:  
Gross Pay:  
Employee Deductions:  
Net Pay:  
Company Deductions:  
4 Tax Warning Messages: Y Include

	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 '5' in the drop down menu for travel advances.		
3	Time Accrual Flag Field	R	Leave field BLANK for Travel Advances.		
4	Tax Warning Messages Field	R	Field will default to 'Y'. Always leave Tax Warning Messages set to 'Y'.		
5	OneTimeDeds Link	O	Do Not Click on this link for travel advances.		
6	Calculate Button	R	Click on Calculate to total the manual payment.	<p>HRIS will calculate the travel advance payment. No deductions should appear and the payment should be for the total amount input on the Time Records tab.</p> <p>HRIS will display applicable messages.</p> <p>If messages appear, click on 'OK' to continue.</p>	<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></p>

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



**Manual Payment (ZR80.1)**

Welcome, TEST

[Go To](#) [Preferences](#) [Help](#)

zr80.1
Calculate
Calculate; Add
Inquire
Change
No Calculate; Add
PageDown
PageUp

**Home** Manual...

Data Directory

1) Company: 1

Related Pages

[Time Records](#)

**[Payment](#)**

[Earnings](#)

[Deductions](#)

Company:

Employee:  MOUSE, MICKEY T.

Bank Code:

Payment Number:

No Calc Deduction Selection:

---

Payment Date: 01/04/08

Period End Date: 12/28/07

Deduction Cycle:

[OneTimeDeds](#)

Time Accrual Flag:

1 Hours:

Gross Pay:

560.00

Employee Deductions:

Net Pay:

560.00

Company Deductions:

Tax Warning Messages:  [Include](#)

	<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.  If the correct cycle was select, NO deductions should appear.		
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

**HRIS State of Arizona** Manual Payment (ZR80.1) Welcome, TEST  
 Go To Preferences Help

zr80.1

**Home** Manual...  
 Data Directory  
 1) Company: 1  
 Related Pages  
 Time Records  
 Payment  
**Earnings**  
 Deductions 4

Company: 1 Bank Code: BOA Payment Number:  
 Employee: 121046 MOUSE, MICKEY T. No Calc Deduction Selection: Y

**Earnings**  
 1 Payment Date: 01/04/08 Per End Date: 12/28/07 Co Deds:  
 2 Gross Pay: 560.00 Emp Deds: Net Pay: 560.00

Earnings	Hours	Amount	Earnings	Hours	Amount
3 ADVANCE		560.00			

	<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.		Co Deds should be blank for travel advances.
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.		Emp Deds should be blank for travel advances.
3	<b>Earnings, Hours and Amount</b> Fields	N / A	Displays a the total advance amount entered on the Time Record tab.		Hours should be blank for travel advances.
4	<b>Deductions</b> Tab	R	Click on Deductions under Related Pages.	The deductions tab will open.	



	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
<b>No deductions should be displayed for travel advances..</b>					
1	FC field Deduction Field Amount Field Taxable, Excess Fields	N / A	Fields should be Blank and must be left Blank for ALL travel advances.		
2	<b>Calculate; Add</b> button, <b>No Calculate; Add</b> button	R	Click on the applicable button to add the payment to HRIS. <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 steps.</li> </ul>	HRIS will calculate the payment. The results will be added to HRIS for processing.  HRIS will display applicable messages.  If no messages are displayed, the payment process is complete.  If messages are displayed, review messages and Click OK.	Payment Number will now be displayed on the Manual Payment Form (ZR80.1).

- After the manual payment number is assigned you should complete the remaining steps as covered in the GAO Technical Bulletin 07-3.
- If applicable, you may be required to delete any existing Batch Time Records related to Travel Advances that were found during the Drill Around process (see section Manual Payment (ZR80.1) – Drill Around ) 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.