



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
State Payroll Systems

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LAST PAY CYCLE FOR FY 2014
PC 13 (06/08/2014 – 06/21/2014)

The last Bi-Weekly LIVE payroll for FY 2014 will be processed on Sunday evening, 06/22/2014. We will exit payroll on Tuesday, 06/24/2014 and payday will be 06/27/2014.

POSITIONS THAT END (FY 2014)

Positions for FY 2014 marked to end will be delimited with a date of 06/21/2014. Please be certain employees occupying these positions are moved out of the position being delimited using an effective date equal to or less than **06/21/2014**.

AASIS SYSTEM DOWN TIME

ALL Agency HR roles will be locked from 5:00 p.m. Friday to complete fiscal year-end processes in the AASIS system. Agency HR roles will be unlocked by 7:00 a.m. Sunday, 06/22/2014.

MASTER DATA

DO NOT process any PA40 Actions, other than a Retirement, with an effective date equal to or greater than 06/22/2014 until 06/24/2014 or later. Future-dated PA40 action records affect the Merit and other fiscal year-end processes. You will be contacted and instructed to remove PA40 actions, other than a Retirement, having an effective date equal to or greater than 06/22/14.

Reminder: If a time evaluation error message “Time Evaluation too far into future” occurs after a future-dated Retirement action is keyed, execute Time Evaluation (Transaction Code PT60) using the current pay-period end-date in the “Evaluation up to” field to resolve error.

All master data changes/corrections, including time-sheets affecting FY 2014, must be made prior to 06/20/2014. All time-sheet related records, with an effective date up to 06/21/2014, must be approved and transferred to avoid transfer errors after fiscal year-end. Prior to exiting PC 13-2014 on 06/24/2014, OPM will reset IT0003 to reflect 06/22/2014 (the beginning of FY 2015). This will allow agencies maintenance capability for the processing of changes/corrections to master data in FY 2015 only. If a master data correction/change is needed for FY 2014, submission of an OPM Request to Change Retro-Accounting Date form with justification is required. OPM will provide notification of decision after review.

Employees terminating with a date prior to 06/22/2014, must have their payouts entered before PC 13-2014 is processed on Monday, 06/23/2014 to expense against FY 2014 appropriations and funds.

MERIT LUMP SUM PAYMENTS

All eligible merit records, including those with an eligibility date up to and including 06/30/2014, must be updated in the Merit Eligibility table by 06/20/2014. These will be processed upon execution of the Merit program 06/21/2014 after 5:00 p.m. Lump sum payments will be processed for eligible employees.

Beginning 06/22/2014, ASC will suspend the creation of IT0381 (Compensation Eligibility) records until 07/01/2014.

Termination and Retirement actions for employees leaving state service between 06/21/2014 and 06/30/2014 should not be input into the system until Monday, June 23rd. This will insure that these employees receive their Merit Lump sum payment if eligible.

Please notify OPM payroll staff if your agency has concurrent employees who are due a Merit Lump sum payment. These payments will have to be updated manually by OPM staff.

OFF CYCLE PAYROLLS

The last off-cycle payroll of Fiscal Year 2014 will process on Thursday, 06/19/2014.

CLAIMS – OVERPAYMENTS – FY 2014

If a claim has been established in FY 2014 up through and including PC 12-2014 (05/25/2014 – 06/07/2014), those claims will be cleared no later than Monday, 06/16/2014.

If you anticipate any claims that might be created in PC 13-2014 (06/08/2014 – 06/21/2014), please contact Donnie Keeling at 683-5600 or donald.keeling@dfa.arkansas.gov before such claim is created in the system.

To avoid creating a negative expense in FY 2015 for FY 2014, no retro-calculations (resulting from overpayments) occurring in FY 2014 will be permitted. Do not submit an OPM Request to Change Retro-Accounting Date form with justification, these will not be approved. Please contact Donnie Keeling at 683-5600 or donald.keeling@dfa.arkansas.gov.

UNDERPAYMENTS – FY 2014

Correction for underpayments that occurred in FY 2014 may be permitted, provided your agency is able to certify that appropriation/funds were available to pay the employee prior to the end of FY 2014. The certification must be maintained at the agency for review by Legislative Audit. You will be required to submit an OPM Request to Change Retro-Accounting Date form with justification. After review, OPM notification of decision will be conveyed to appropriate agency staff.

FIRST PAY CYCLE FOR FY 2015
PC 14 (06/22/14 – 07/05/14)

PAYROLL PROCESSING

The first Bi-Weekly payroll for FY 2015 will follow the Normal Payroll Processing Schedule.

HR Users will not be locked out of AASIS during fiscal year-end processing. Only the HR/FI Posting Specialist and HR/FI Display All for State roles will be locked. These roles are being locked because they allow access to financial transactions that are restricted at fiscal year-end.

TIME CLOCKS

For agencies using time clocks, the normal process will not change.

MASTER DATA

All master data changes/corrections including time-sheets, Master Cost Center and Cost Distribution - (i.e. Receiver Cost Center, Internal Order, and WBS Elements) which affect PC 14-2014 must be made by close of business Friday, 07/04/2014.

LEAVE LIABILITY REPORT

Leave absences for dates through 06/30/2014 **MUST** be entered by 3:00 p.m. on Monday, 06/30/2014 to ensure accuracy of the Leave Liability Report.

The Absence Quota Information Report (PT_QTA10) should be used to verify employee leave balances.

Errors identified must be corrected through Transaction Code PA61– Quota Correction, using IT2013, followed by executing time evaluation to update quotas.

Transaction Codes CAT2, CATS_APPR_LITE, CATA and PT60 will be locked at 3:00 p.m. on Monday, 06/30/2014 until Leave Liability processes are completed.

FINAL REMINDER FOR ALL PAY CYCLES

Execute all time processes prior to running the payroll simulation. After the payroll simulation has processed, the results should be reviewed for accuracy. This is the only method to ensure employees receive accurate pay. Any required corrections must be completed prior to processing of LIVE payroll.