

# Payroll Reject Process and Issues

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Payroll and Travel Services

# N504 Report in AZ360

## Additional info added to report

- Pay Date
- Pay Period Dates
- Project Manager\*
- EIN #
- Emp/Mgr Names
- Amounts, CH, ICAP%, Sub Totals
- What departments error messages belong to
- Comments

Pay Period	Doc ID	EIN	Emp Name/ Mgr Name	Amounts	CH	Subtotal	ICAP	Total	Msg Text	Project Accounting +K:V Notes	Comments	Area
6/22/24-7/5/24	S24071001355		Ali Zareh, Michael	\$ 289.07	\$-	\$ 289.07	\$ 22.84	\$ 311.91	This transaction exceeds the unobligated funds and charges for this budget. (AZ999). The transaction could not be submitted because of overrides which cannot be applied in the Pending		Email sent 7.16.24, Awaiting response back from Emp and	PM

Report is separated by department based on type of errors

Project Manager	Project Acct	Payroll Misc	Budget	Cash Mgmt
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The error list on the N504 report is utilized to help separate rejects in spreadsheet

ERROR #	ERROR DESCRIPTION	WHO CORRECTS ERRORS
A1631	The document could not be submitted because of overrides which cannot be applied in the Pending phase as approvals are being bypassed. Please Apply Overrides and resubmit the document. Funding profile cannot be inferred for Accounting Line 1	Project Accounting
A1633	Budget records not found at Level 1 of Budget BUD_STRU_40_LVL_1 for Funding Profile 01DE (A1633)	Project Accounting/ Resource Admin
A1714	The Department, Phase and Program does not exist on the Program Phase Table. (A1714)	Project Accounting/ Resource Admin
A1714	The Current Fiscal Year, Department and Activity does not exist on the Activity Table. (A1714)	Payroll
A2137	Unexpended Accrued must be greater than or equal to 0. (A2137)	Budget Office
A2986	Transaction amount exceeds available cash balance for Fund DT2030 and Sub Fund DT2041. (A2986)	Cash Management
A3269	Reimbursement budget line availability exceeded (A3269)	Project Accounting
A3326	Encountered severe error while processing FES (fron-end split). (A3326)	Project Accounting
A8353	The effective dates for the Department, Phase and Program on the Program Phase table prevents usage. (A8353)	Project Accounting/ Resource Admin
A5000	Budget line not found for Dept/Majr Prog/Prog/Phase/Fund Prfl/Fund Prty/Fund Line within Phase Reimbursable Budget (A5000)	Project Accounting
A5000	Budget line not found for Appropriation & Allotment within Appropriation and Allotment Budget (A5000)	Budget Office

# Emails sent to inform about rejects

The report is then filtered down by project numbers and phase to then send emails out to Project Managers;

## Include in email

- Supervisors
- Employees
- Project Accounting
- Resource Administration

Include amounts and screenshots of information

Hello,

The employees listed below have charged time to project M713704X for the pay periods listed. **The balance on this project is \$87.75** and the employee charges are **\$4,944.38**. Please let me know by **Monday Aug 5th** how these charges should be revised OR if additional funding will be requested. Below is a print screen from AZ360 showing what the available balance is on this project. NOTE: The Payroll Department no longer requires timesheet amendments to fix payroll rejects.

Pay Date	Pay Period	Doc ID	BFY	Appr	Fund	Unit	Program	Program Phase	EIN	Emp Name/ Mgr Name
7/11/24	6/22/24-7/5/24	S24071001748	2025	DT58000	DT2030	4975	M713704	X		Rebecca Carreno, Randal Copic, Navaphan Viboolmate, Peng Chen
7/25/24	7/6/24-7/19/24	S24072401872	2025	DT58000	DT2030	4975	M713704	X		Randal Copic, Peng Chen

Program	Phase	Current Budget	Encumbered	Accrued Expenses	Cash Expenses	Charges	Und
M713704	X	\$5,000,000.00	\$473,286.61	\$0.00	\$4,133,928.47	\$392,697.17	

# Email Response back

Emails back should contain information on how to fix or that they are waiting on PRB funds to be processed to cover the reject.

Hi Jessica,

This project is coming to PRB tomorrow to request more budget. It will still have approvals to go through before we can process the request. Hopefully will be available in the next week or two.

Can you please move to the 03D available funds?

Hello,

Please remove the program, major program, and program period from accounting line 2 and try to validate again.

# What does a rejected Document look like in AZ360?

## Payroll Expense - Department Fund (PEDF1)

Draft

Edit

Validate

Submit

Close

Department: DTA | Unit: - | Transaction ID: S24080700296 | Version: 1

1 of 2: Funding Profile cannot be inferred for Accounting line 9 (A1631)

Override

Required 8 | Available 2

Header



Vendor (1)



Accounting (11)



Posting (1)



Summary



Legal Name

Line Amount

\$3,195.00

Attachments

Created By: afisbat | Created On: 08/07/2024 | Modified By: 176760 | Modified On: 08/13/2024

### General Information

Transaction Name  
AGENCY PAYROLL

Record Date  
-

Budget FY  
-

Fiscal Year  
-

Period  
-

Transaction Description  
HRIS PAYROLL TRANSACTIONS 2024-08-08

Actual Amount  
\$4,122.26

Accounting Profile  
-

# Correcting Rejects in AZ360

- In the accounting tab is where the actual change is made
  - Information can be changed on the actual line or the COA section

<input type="checkbox"/>	Accounting Line	Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	
<input checked="" type="checkbox"/>	7	\$23.93	DTA	412711	DT2030	DT2030	2025	DT58000	4127	⋮
<input checked="" type="checkbox"/>	8	\$165.36	DTA	412711	DT2030	DT2030	2025	DT58000	4127	⋮
<input checked="" type="checkbox"/>	9	\$27.47	DTA	412711	DT2030	DT2030	2025	DT58000	4127	⋮
<input checked="" type="checkbox"/>	10	\$19.48	DTA	412711	DT2030	DT2030	2025	DT58000	4127	⋮

General Information
Payment Instructions
Open/Closed Details
Reference
COA
Additional Amounts

Major Program  
T0366

Program  
T036601

Phase  
D

Program Period  
4EVER

# Ways to eliminate or lower amount of Payroll Rejects happening

1 - 8 of 8 Records

View per Page - 20 50 100

Code

Dept

Unit

ID

Version

Function

Phase

Status

Created On

Created By

Actual Amount

Comm

PEDF1

DTA

-

S24080700296

1

New

Draft

Rejected

08/07/2024

afisbat

\$4,122.26

No

PEDF1

DTA

-

S24080700300

1

New

Draft

Rejected

08/07/2024

afisbat

\$175,715.75

No

PEDF1

DTA

-

S24080701555

1

New

Draft

Rejected

08/07/2024

afisbat

\$28.82

No

PEDF1

DTA

-

S24080701785

1

New

Draft

Rejected

08/07/2024

afisbat

\$102.97

No

PEDF1

DTA

-

S24080701950

1

New

Draft

Rejected

08/07/2024

afisbat

\$919.00

No

PEDF1

DTA

-

S24080702035

1

New

Draft

Rejected

08/07/2024

afisbat

\$26.36

No



- Project Managers and Supervisors
  - Ensure there is enough budget for the projects in ETE being approved
- Use the correct object codes (pay codes)
  - Annual, holiday and sick leave should not be applied to any projects
- Ensure the correct Phase is being used
- Use correct templates

<input type="checkbox"/>	Accounting Line	Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	
<input checked="" type="checkbox"/>	5	\$2.05	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6116	⋮
<input checked="" type="checkbox"/>	6	\$5.06	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6118	⋮
<input checked="" type="checkbox"/>	7	\$23.93	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6119	⋮
<input checked="" type="checkbox"/>	8	\$165.36	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6155	⋮
<input checked="" type="checkbox"/>	9	\$27.47	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6183	⋮
<input checked="" type="checkbox"/>	10	\$19.48	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6185	⋮

<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	\$27.47	DTA	412711	DT2030	DT2030	2025	DT58000	4127	6183
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General Information

Payment Instructions

Open/Closed Details

Reference

COA

Additional Amounts

Major Program

MBRBA

Program

MBRBA25

Phase

X

Program Period

4EVER

# ETE Templates

- Ensure they are current and correct before attaching time to Templates
- Do not let old templates pile up
- Enter ONLY time worked on Project (help ensure within budget)
- Please reach out to your supervisor and or Project manager to obtain correct information needed to add templates
- Instructions can be found on ADOTNet on how to enter templates in ETE  
<https://adotnet.az.gov/node/4826>

FC	Account Template	Description	Function (Acct Unit)	BFY	Activity (Program/Phase)	Acct Cat (PPC/Actv)
▼	PROJ 1	PROJECT 1	DT216011 Q	2024	DT0 Q	0101 Q
▼	PROJ 2	PROJECT 2	DT216011 Q	2024	DTF018501D Q	0423 Q

# Questions

