

Payroll Reject Process and Issues

Jessica Vasquez & Gjergj Gjonaj 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

F	ay Period	Doc ID	EIN	Emp Name/ Mgr Name	Amounts	СН	Subtotal	ICAP	Tota		Project Accounting +K:V Notes	Comments	Area
6	122124-715124	S24071001355		Ali Zareh, Michael	\$ 289.0	7 \$-	\$ 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



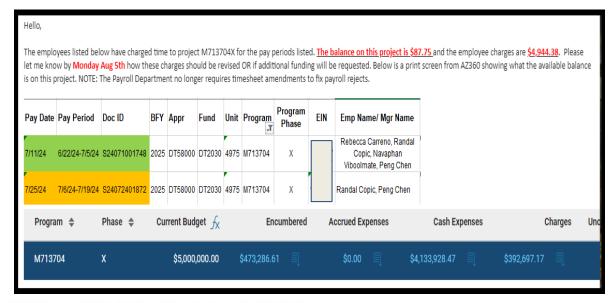
Emails sent to inform about rejects

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





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.

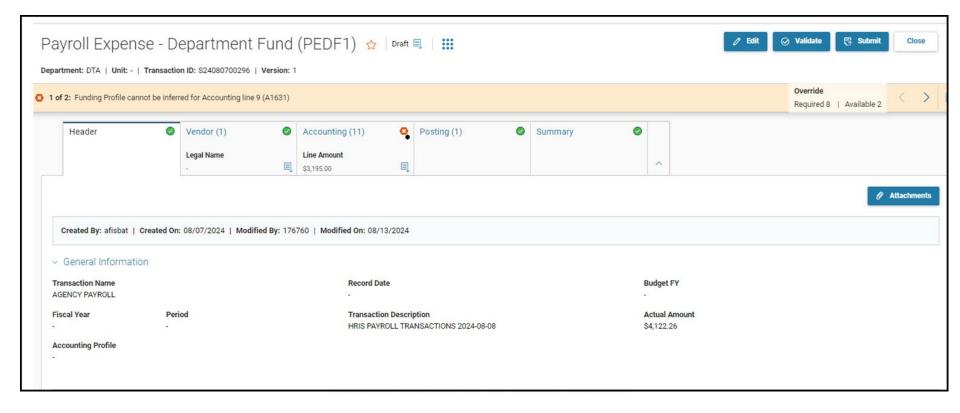
Can you please move to the 03D available funds?

Hello,

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



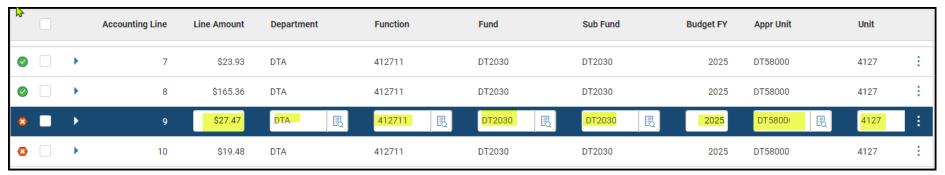
What does a rejected Document look like in AZ360?





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



	General Information	Payment Instructions	Open/Closed Details	Reference	COA	Additional Amounts	
Major P	rogram		Prog	ram			Phase
T0366			Т03	6601			D
Program	n Period						
4EVER							

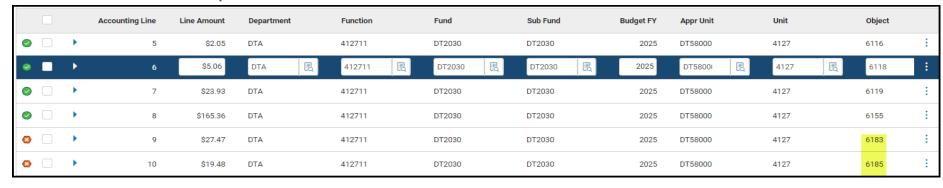


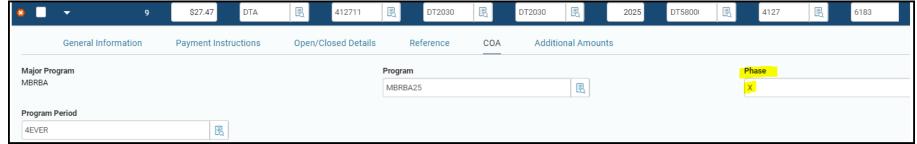
Ways to eliminate or lower amount of Payroll Rejects happening

1 - 8 of 8	8 Records						View per Page - 20 50 100						« <
		⊞ Code ♦	Dept ♦	Unit \$	ID \$	Version 🕏	Function \$	Phase 💠	Status \$	Created On 💠	Created By 🗢	Actual Amount 💠	Comn
	•	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	-	\$24080701555	1	New	Draft	Rejected	08/07/2024	afisbat	\$28.82	No
	•	PEDF1	DTA	-	\$24080701785	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







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





Questions

