
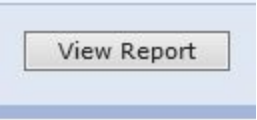

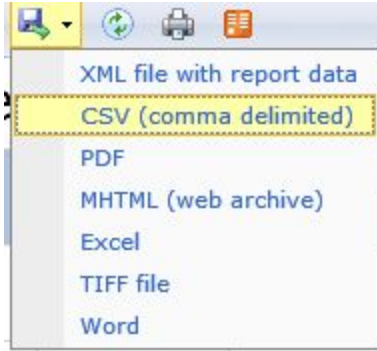


Process:		Standard Work - Benefit Liaisons - Under 30 Hour Report	
Who: Operations Specialists	Owner: Operations	Date:	9/20/19
		Revision:	1
Frequency	Action	Action Detail / Key Points	
<p>Overview: Under 30 Hour Report displays employees in a benefit eligible status that have been paid less than 30 hours within a pay period AND enrolled in benefits.</p> <p>Cadence: This report is available for Benefits Liaisons to run in Data Warehouse on Wednesday AM AFTER payroll has processed (Day 3)</p>			
Day 3	1	Run Report	<p>Log into Report Manager: https://reporting.hris.azdoa.gov/Reports Click on Agency Benefits Reports folder Click on Under 30 Hour Report</p>  <p>Select your Agency and the Pay Period you want to run the report for.</p> <p>Select "View Report" from the top right corner of your screen.</p>  <p>Once the report is visible, select the "Save" icon</p>  <p>From the drop down menu, select CSV (comma delimited)</p>



A yellow bar pop-up will appear at the bottom of your screen asking if you want to open or save the file.

Select Open.

This will now open the file in an CSV document which you can rename and save.

CATEGORY KEY

PAID	Hours Paid
LWOP	Leave Without Pay
NOTR	No Time Records

What to do next?

If the employee is listed and is responsible for paying the employer premium; as required in the Benefit Premium Policy BSD1000; please submit a GAO 73-B form to benefitpremium@azdoa.gov in order to charge the employee the agency portion of benefit premium.

PAID Hours included in calculation

- Regular Hours worked
- Overtime Hours
- Annual Leave
- Annual Leave Payout
- Sick Leave
- Donated Leave Taken
- Comp Leave Taken

			<p>Holiday Leave Taken Admin Leave – Paid Industrial Leave (Workman Comp) Military Leave</p>
		EXCEPTIONS	<p>Payroll adjustments - This report does NOT calculate prior payroll adjustments and WILL have an impact on this report.</p> <p>Pay codes 800 (Comp Time Earned) and 321 (Holiday Earned) are NOT included in the hours totals. They will be included in the report once those hours are TAKEN as Pay codes 330 and 322, respectively</p> <p>Stipends are NOT included in hours calculations.</p>
		NOTE	<p>This report should be run on Wednesday (Day 03) after payroll has processed. If you run the report AFTER Day 03, the status of the employee could be different than it was during payroll processing (i.e. T1 could have changed to T2 and/or R1 could have changed to R3).</p>