

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>50120</b>
Function No. 50000—Payroll Administration	<b>TOPIC</b>	<b>AUTOMATED CHANGES</b>
Section No. 50100—Overview Of Commonwealth Integrated Payroll/Personnel System (CIPPS)	<b>DATE</b>	August 2014

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## Overview

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**Introduction** Automated changes modify CIPPS records for an employee or group of employees within a single agency or for all employees statewide. Some of the more commonly used automated change processes are:

- Mass transactions
  - Employee transfers
  - Automated Interfaces
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## Mass Transactions

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**Introduction** Mass transactions are used to change employee masterfile records for selected groups of employees. There are limits to the selection criteria for determining the group of employees to be changed as well as limits to the CIPPS fields that can be changed. Examples of typical employee masterfile changes that can be accomplished using mass transactions follow:

- Change the amount or pay frequency of a specific deduction.
- Establish deductions.
- Change programmatic data (limited use).
- Change hourly rates.
- Change employee status, set termination codes and termination dates.

**Note:** Data can only be changed from one value to another value (e.g. hourly rate change from \$8.25 to \$8.50). Data cannot be changed based on a factor (e.g. current hourly rate times 1.1%).

Mass transactions are performed centrally by DOA following approval of the Director of State Payroll Operations either at agency request or to update employee records to reflect statewide program implementation. Agencies may opt-out of certain statewide mass transactions initiated by DOA, in which case the agency is responsible for entering the applicable changes for its employees.

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## Mass Transactions, Continued

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**Agency Request for Mass Transactions** Agencies must submit requests for mass transactions to the State Payroll Operations Director via email at [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov). Include the following information:

- A detailed description of what the employees to be changed have in common (e.g., same pay frequency, organization code, etc.).
- The specific data elements to change from, and change to.
- The effective date of the transaction changes.
- The name, telephone and email address of agency contacts.

Agencies are notified by email when the mass transaction is complete.

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**Edit Report Review**

The Mass Transaction Generation Report (Report 1002), the Change Listing (Report 1006) and the Employee Diagnostics Listing (Report 1009) are created from the payrun in which mass transactions process. After processing, agencies should review these reports to confirm that the requested changes were made and that the change affected all applicable employees.

**Report 1002** – Provides an audit trail of transactions generated for employees as a result of the mass generation process. If transactions do not appear on this report, they were not generated, and the changes were not made.

**Report 1006** – Lists changes made to existing employee records during the mass process.

**Report 1009** – Lists employee transactions not processed during the mass transaction process.

Refer to CAPP Topic No. 50815, *Payroll Certification*, for detailed explanations of the fields on these reports.

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## Employee Transfers

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### Employee Transfers

Upon request, DOA will perform transfers of employee masterfile data between agencies with the same FEIN. DOA can also transfer any employee masterfile information set-up under the wrong Employee ID number into the correct Employee ID number.

*Additionally DOA assists when agencies merge by performing employee transfers without transferring the YTD accumulations. It is the receiving agency's responsibility to ensure the programmatic data on HMBU1 is updated to reflect the new expenditure information.*

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### Requesting Employee Transfers

To request a transfer of employee information, e-mail the following information to DOA Payroll Operations at [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov).

#### Existing Master file Information

- Agency number
- Employee name and Employee ID number

#### NEW Masterfile Information

- Agency number
  - Employee ID number
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### Report Review

The Change Listing (Report 1006) is produced when changes are made to the CIPPS masterfiles. Review this report for all agencies involved in the employee transfer process to verify the masterfile changes.

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## Automated Interfaces

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### Automatically Charged Object Code

The CIPPS/CARS automated interface automatically charges certain Special Pays to a particular object code, while maintaining all the other information contained on the employee's programmatic record (HMBU1). This process ensures that Special Pays are charged correctly in CARS. See CAPP Topic No. 50515, *Special Payments*, for more information.

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## Automated Interfaces, Continued

### BES/CIPPS Interface

The BES/CIPPS automated interface automatically establishes and maintains employee healthcare coverage data, such as healthcare plan and provider, on HMCU1, and establishes the related employee and employer deductions on H0ZDC. Additionally the interface automatically establishes and maintains employee Flexible Reimbursement Account (Dependent Care and Medical Reimbursement) data and establishes the related employee deductions on H0ZDC. *BES/CIPPS interface processing occurs nightly based on the transaction effective date and produces a BES/CIPPS Update Listing Report daily.* This report should be reviewed daily to verify healthcare coverage changes made to employee master file records. Refer to CAPP Topic No. 50420, *Health Insurance* for more information on BES/CIPPS interface processing.

### Third Party Interfaces

Other interfaces are received from third party vendors identified as record keepers of enrollment information for those deductions. More detailed information related to these interfaces is found in the corresponding CAPP Topics. Included in this category are:

Deduction Type	CAPP Topic No.
Deferred Compensation/Cash Match	50415 and 50420
<i>VRS Retirement Elections</i>	<i>50410</i>
Misc Insurances/Annuities/Cash Match	50415, 50420, and 50455
Optional Group Life – Annual Update only	50425

## Internal Control

### Internal Control

Since the use of mass transactions and automated interface processes can have a broad and pervasive effect on employee masterfile records, all reports generated from these processes should be reviewed to verify the accuracy of masterfile changes and updates.

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## Records Retention

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**Time Period** All payroll reports generated for mass transactions must be retained at the agency for at least 5 years or until audited, whichever is later.

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## Contacts

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**DOA Contact** Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

Payroll Business Analyst/Trainer  
Voice: (804) 225-3065; (804) 225-2004  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

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## Subject Cross References

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**References** CAPP Topic No. 50410, *Retirement—VRS and ORP*  
CAPP Topic No. 50415, *Retirement—Salary Reduction Plans*  
CAPP Topic No. 50420, *Retirement—Cash Match Plans*  
CAPP Topic No. 50425, *Group and Optional Life Insurance*  
CAPP Topic No. 50430, *Health Insurance*  
CAPP Topic No. 50455, *Miscellaneous Employee Deductions*  
CAPP Topic No. 50515, *Special Payments*  
CAPP Topic No. 50815, *Payroll Certification*

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