

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Table of Contents

---

Table of Contents .....	1
Overview .....	2
Introduction .....	2
Pending File Reports .....	2
Pending File Report and CIPPS Report Packs .....	2
Transaction Identification .....	3
Tracking Transactions on Pending File Reports .....	3
Display of On-Line Pending File .....	4
H1K01 .....	4
H1K02 .....	4
H1K03 .....	5
Pending File Deletions .....	5
BFM Process .....	5
Using the BFM Process, HSBFM .....	6
Required Fields at a Glance .....	8
Reversing a Manual Payset .....	8
Internal Control .....	9
Internal Control .....	9
Records Retention .....	9
Time Period .....	9
Contacts .....	9
DOA Contact .....	9
References .....	9
References .....	9
CARS to Cardinal Transition .....	10
Cardinal Transition .....	10

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Overview

---

**Introduction** The CIPPS pending file holds future-dated, recycled, and other transactions waiting to be processed through an edit or payrun. Four pending file reports are generated to track the transaction through the payroll process:

- 1003, Released Pending Transactions
- 1007, Deleted Pending Transactions
- 1017, Updated Pending Transactions
- 2007, Recycled Pending Transactions

The automatically assigned CIPPS entry date (the last day of each pay period) is used to monitor and track transactions held on the pending file. Agencies should monitor their pending file to ensure the following:

- Any prior period transactions on the pending file are valid (e.g., recycled deductions).
- Preferably, the pending file should be empty at the beginning of each pay period and only current period transactions (i.e., those with an entry date of the last day of the current period) should be processed with the current edit or payrun.

Transactions on the pending file that should not be processed during the current period being edited or paid should be deleted using the BFM (Batch File Maintenance) process explained later on in this topic.

---

## Pending File Reports

---

### **Pending File Report and CIPPS Report Packs**

Separate packs of reports are produced nightly for each edit/scrub request and payrun (whether certified or not) showing the status of the transactions in the pending file. See CAPP – Cardinal Topic No. 50810, *Pre-Certification Activities*.

- Edit Pack reports reflect how transactions would have processed had a certified payrun been requested. No change in pending file status actually occurs as a result of an edit.
- Pay Pack reports reflect actual transaction processing.

*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Pending File Reports, Continued

---

If no edit or certification is requested, the only pending file report produced is the 1017, which lists the transactions on or added to the pending file based on daily data entry.

---

### Transaction Identification

Transactions are listed on the reports with a system generated **sequence number\***, uniquely identifying each transaction, and an **entry date**, specifying the last day of the period in which the transaction was entered. The accompanying **employee number** identifies the employee for whom the transaction applies and the **transaction code** identifies the type of transaction (e.g., 7XX, 8XX, etc.). The remainder of the transaction is shown exactly as the data was entered.

*\*At times the same sequence number has been assigned to different transactions.*

---

### Tracking Transactions on Pending File Reports

The following reports track the transactions during the edit or pay process:

- Report 1003, Released Pending Transactions – Shows transactions released from the pending file for edit or a pay.
  - Report 1007, Deleted Pending Transactions – Shows transactions deleted from the Pending file as a result of Batch File Maintenance (BFM) processing.
  - Report 1017, Updated Pending Transactions – Shows transactions entered on a daily basis or transactions that were not used during an edit or pay (i.e. transactions for different frequencies) or transactions that did not process during the edit as intended.
  - Report 2007, Recycled Pending Transactions – Shows transactions that were not used during a pay (i.e. employee had insufficient funds to take a particular deduction) or transactions that were not used as a result of pay processing if a pay certification was requested.
-

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	<b>November 2015</b>

## Display of On-Line Pending File

**H1K01,  
H1K02,  
H1K03**

CIPPS provides an on-line view of the data in the Pending File. All CIPPS users who currently have display payroll or update payroll access have been granted display access to the on-line Pending File screens. Three separate screens are provided as follows:

Screen	Pending Transactions Displayed
H1K01	Listing of all transactions
H1K02	Listing of transactions for an employee by entry date
H1K03	Detailed transactions for specific employee

**H1K01**

H1K01 displays all transactions residing in the pending file for a given company. The data is displayed in employee number order; however, the details of the transactions are not displayed.

```
> GD      777,12345678900,02/09/2002,  55503,00/00/0000, ,835      ON H1K01

                P E N D I N G   T R A N S A C T I O N S

      CO NO      EMPLOYEE   ENTRY DATE      SEQ  -EFF DATE-  INSEQ  TRN  TYP
      ---      ---
      777      12345678900   07/24/2002     31335          IBC    P
      777      12345678900   06/09/2002     11599          819    P
      777      12345678900   06/24/2002     59415          802    P
      777      12345678900   06/24/2002     59416          819    P
```

**H1K02**

H1K02 displays all transactions residing in the pending file for a given employee. The data is displayed in entry date order; however, the details of the transactions are not displayed.

```
> GD      777,12345678900,06/24/2002,  59416,00/00/0000, ,819      ON H1K02

                P E N D I N G   T R A N S A C T I O N S   B Y   E M P L O Y E E

      COMPANY    777 EMPLOYEE NUMBER 12345678900
      NAME--- ALBERT      ESMITH

      ENTRY DATE  SEQUENCE    -EFF DATE-  INSEQ  TRN
      ---      ---
      06/09/2002  11599          819
      06/24/2002  59415          802
      06/24/2002  59416          819
```

*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Display of On-Line Pending File, Continued

**H1K03** H1K03 displays all transactions residing in the pending file for a given employee. The data is displayed in entry date order and DOES provide the details of the transactions.

```

> C          777,12345678900,06/24/2002,  59416,00/00/0000, ,819          ON H1K03

          P E N D I N G   T R A N S A C T I O N S   D E T A I L S

COMPANY      777 EMPLOYEE NUMBER  12345678900
NAME----   ALBERT          ESMITH

ENTRY DATE SEQUENCE -EFF DATE-  INSEQ    /   TRN  --- CONTENTS ---
---
___ 06/09/2002  11599
      819
      -----
      500
      -----
___ 06/24/2002  59415
      802
      -----
      10833
      -----
___ 06/24/2002  59416
      819
      -----
      500
      -----

```

## Pending File Deletions

**BFM Process** Maintain the pending file using batch file maintenance (BFM) transactions on HSBFM. BFM transactions can be used to delete the following:

- A single transaction for an employee.
- All transactions for a given employee.
- A range of transactions by sequence numbers.
- All transactions for a certain transaction code.

BFM transactions are entered by each agency. Security to use this screen is generally limited to certain individuals within each agency. Refer to CAPP – Cardinal Topic 50210, *User Security*, for instructions.

See the section ‘Required Fields at a Glance’ later in this topic for a quick reference of data elements required in entering BFM transactions.

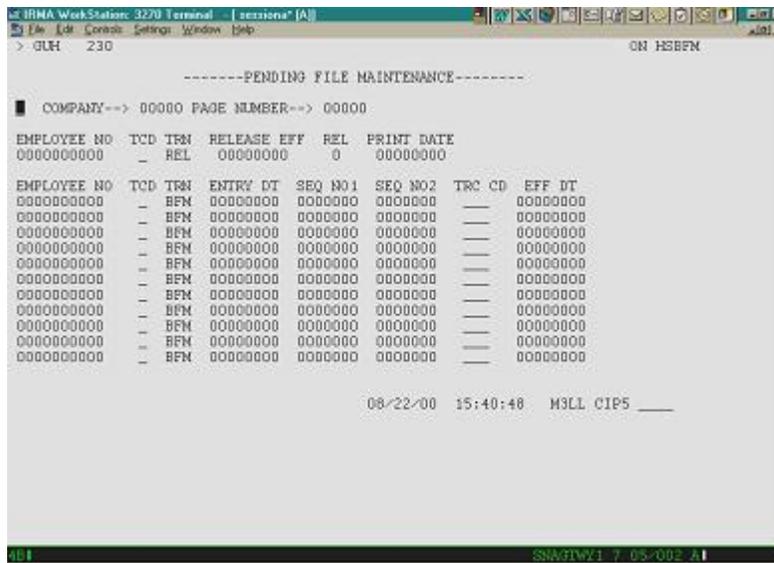
*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	<b>November 2015</b>

## Pending File Deletions, Continued

### Using the BFM Process, HSBFM

BFM transactions are entered on HSBFM, which is accessed by completing the Command Line and entering the appropriate subcommand. *The information used to complete these fields must be taken from the HIK – Online Pending screens (recommended), the most recent Transaction Balance Report (Report 1004), or the most recent Updated Pending Transaction Report (Report 1017).*



**COMPANY** Enter the agency number preceded by two zeroes.

**PAGE NUMBER** Enter the appropriate number starting with page 1.

**Do not enter data on the line below Company and Page Number (TRN REL, RELEASE EFF, REL, PRINT DATE.) Skip to the next line.**

**EMPLOYEE NO, TCD** Enter the employee's ID number, if deleting one or all transactions for the employee. If deleting transactions for multiple employees (i.e., a range of transactions or all of a specific type of transaction) leave blank.

Note: The employee number field is not edited or validated, so be cautious when entering information into this field.

*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Pending File Deletions, Continued

Using the BFM Process, HSBFM, continued

<b>TRN</b>	Transaction Code (BFM). This field is hard coded to "BFM", identifying this as a batch file maintenance transaction.
<b>ENTRY DT</b>	Enter the system-generated date shown in the "entry date" field. This date represents the period in which the transaction was entered. Leave blank if deleting all transactions for an employee.
<b>SEQ NO1</b>	Enter the sequence number assigned to this transaction. <b>NOTE:</b> This field must be greater than zero if the ENTRY DT field is greater than zero.

<b>If deleting...</b>	<b>Then...</b>
All transactions for an employee	Leave this field blank.
One transaction for an employee	Enter the assigned sequence number.
A range of sequence numbers	Enter the lowest number of the range of sequence numbers to be deleted.

**SEQ NO2** Enter the appropriate sequence number based on the table below:

<b>If deleting...</b>	<b>Then...</b>
All transactions for an employee	No entry is required.
One transaction for an employee	<i>No entry is required.</i> The same sequence number will be generated by the system for SEQ NO2 as was entered in SEQ NO1.
A range of sequence numbers	Enter the highest number of the range of sequence numbers to be deleted.

*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Pending File Deletions, Continued

Using the BFM Process,  
HSBFM, continued

*TRC CD*            Leave Blank.

*EFF DT*            Leave Blank.

### Required Fields at a Glance

The table below identifies the required fields to successfully delete transactions from the pending file. The information used to complete these fields must be taken from the *HIK – Online Pending screens (recommended)*, *the most recent Transaction Balance Report (Report 1004)*, or the most recent Updated Pending Transaction Report (Report 1017). Once the BFM transaction(s) have been entered, they will be shown on the Input Transaction List (Report 1001) and each transaction being deleted will be shown on the Deleted Pending Transactions Report (Report 1007).

If a range of transactions is to be deleted, the sequence numbers must be consecutive. Verify that all transactions within the range are actually to be deleted *and that there is not a duplicate sequence number for another transaction in the pending file.*

<b>If Deleting:</b>	<b>EMP #</b>	<b>ENTRY DT</b>	<b>SEQ NO1</b>	<b>SEQ NO2</b>
• All transactions for an employee	<b>X</b>			
• One transaction for an employee	<b>X</b>	<b>X</b>	<b>X</b>	<b>X*</b>
• A range of sequence numbers		<b>X</b>	<b>X</b>	<b>X</b>

\* If left blank the system will default to Sequence No 1 value during nightly processing.

### Reversing a Manual Payset

**Manual Paysets MUST NEVER be deleted using the BFM function.** Once a manual payset (including deduction and tax refunds) is processed, the employee masterfile has been updated – even if you have not run an edit or pay with that employee. To reverse the impact of a manual pay another identical manual payset must be entered with the exception of the Adjustment Indicator (AI). IF a ‘P’ was used on the original, enter an ‘M’. If a ‘+’ was used, enter a ‘-’.

*Continued on next page*

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## Internal Control

---

**Internal Control**

Agencies must ensure that documentation and authorization exists for all employee record changes and payroll transactions.

---

## Records Retention

---

**Time Period**

All source documentation and reports must be retained for 5 years or until audited, whichever is later.

---

## Contacts

---

**DOA Contact**

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

Payroll Support Analyst/Trainer  
 Voice: (804) 786-1083  
 E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

---

## References

---

**References**

CAPP – Cardinal Topic No. 50210, *User Security*  
 CAPP – Cardinal Topic No. 50810, *Pre-Certification Activities*

---

<b>Volume No. 1—Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>50135 – Cardinal</b>
<b>Section 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)</b>	<b>TOPIC</b>	<b>PENDING FILE</b>
	<b>DATE</b>	November 2015

## CARS to Cardinal Transition

---

### Cardinal Transition

CIPPS interfaces to both CARS and Cardinal. No additional action needs to be taken by agencies in order to record CIPPS entries. After CARS has been decommissioned, agencies will no longer use NSSA to establish programmatic data in CIPPS. Instructions on how to load this information to CIPPS will be distributed at a later time.

---