

Volume No. 1—Policies & Procedures	TOPIC NO.	50305 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC	NEW EMPLOYEE ADD
	DATE	November 2015

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Overview

Introduction This topic provides information on the New Employee Add (HOBNE) set-up process for new employees. The complete CIPPS new hire process involves data input on various screens which, with the exception of HOBNE, are also used to maintain the employee and associated job information following initial new hire processing. See CAPP – Cardinal Topic No. 50310, *Rehires and Employee Data Changes*. HOBNE is used only once for each employee to facilitate the establishment of each new employee record. Once used for a given employee, it cannot be retrieved for revision.

At calendar year-end DOA purges any CIPPS terminated employee records that have no payroll accumulations during the year. If an employee is rehired before the record is purged, the existing record must be reactivated, and the appropriate updates must be made to the existing employee information.

Prerequisite The employee must have been entered into DHRM’S Personnel Management Information System (PMIS) at least one business day prior to entry into CIPPS.

CIPPS Navigation Basic navigational skills and knowledge are needed to complete the new hire or maintenance process within CIPPS. CAPP – Cardinal Topic No. 50110, *CIPPS Navigation*, provides this basic information.

Menu/Link Function The CIPPS Menu/Link function is a tool that facilitates the new employee add process. Refer to CAPP – Cardinal Topic No. 50115, *Menu/Link Functions*, for more information.

HELP Function CIPPS has a built-in HELP function. HELP is available for most fields in CIPPS and gives user instructions on the valid values available for data entry. To use the HELP function, move the cursor to the field in question and press the F1 key. CIPPS displays the requested information. Use the F3 key to return to the original screen.

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Overview, Continued

Online, Real Time Data Entry

Online edits are performed on CIPPS masterfile screens to detect errors. If an error is detected, the field in question is highlighted, and an error message is displayed in the bottom left part of the screen. When information is correctly entered, the record is immediately updated.

Definitions

The following common terms and phrases are used throughout this topic:

Term	Definitions
Company Number	The agency number preceded by two zeros.
Employee Number	11-digit numeric code identifying the employee. The nine-digit identification number assigned by DHRM's personnel system (PMIS) followed by two zeros. If a second employee record is necessary, use the employee's identification number again, but in the 10 th position, a number other than zero is used to identify the new record. The last "zero" in the sequence is known as the Transpositional Check Digit (TCD) field, which is entered on batch transactions.
Social Security Number	The employee's Social Security Number as it appears on the employee's Social Security card.

Employee Data Screens

Employee Data Screens

Following the establishment of new employee records using HOBNE, many other screens must be accessed for data entry to complete the new hire/rehire process, or to simply update and maintain employee information. Data entry procedures for these screens are contained in the referenced CAPP – Cardinal topic:

Screen ID	Screen Title	CAPP-Cardinal Topic
HOBID	Basic Employee Identification	50310
H10AS	Automatic Special Payments	
H0BUO	Employee Job Description	

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Employee Data Screens, Continued

Employee Data Screens, continued

Screen ID	Screen Title	CAPP-Cardinal Topic
HMBU1	General Ledger Codes	50125
H0BB1	Employee Banking Information	50445
HMCU1	Employee Benefits	50415, 50120, 50425, 50430
H0BBN	Additional Pay Rates and Factors	50310
H0ZDC	Employee Deductions	50400 Series
H0BAD	Employee Automatic Taxing Information	50315
H0ATX	Employee State and Local Tax Status	

New Employee Add (H0BNE)

H0BNE

H0BNE must be completed first when hiring a new employee to provide the data elements required to build an employee record in CIPPS. Certain data fields entered on H0BNE automatically generate H0BID, H0BAD, and H0ATX screens for the employee. However, not all required data entry fields on H0BID, H0BAD, and H0ATX, are automatically completed through H0BNE, and additional data entry will be required. Once used to establish the employee record, H0BNE cannot be used for that employee number again.

When entering data on H0BNE, some fields are automatically filled with the information from the agency's lowest employee number record. Remember that the automatically filled information may or may not apply to the current new employee, and may need to be changed. To expedite data entry you may want to place the employee number of an existing employee record in the Command Line. Then the automatically-filled data element fields are populated with the values from the existing employee record entered in the Command Line. *Be sure to overlay the defaulted employee number with the new employee number.*

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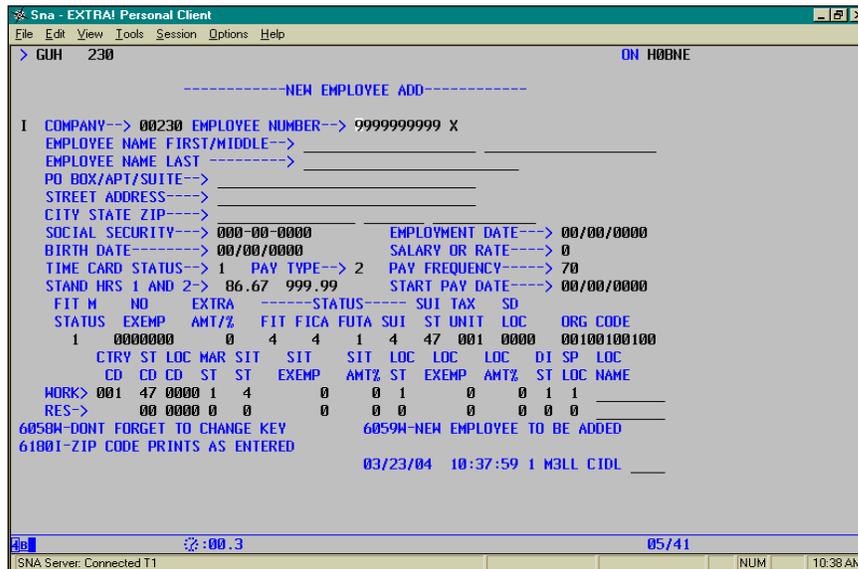
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New Employee Add (H0BNE), Continued

H0BNE, continued

H0BNE is the only screen in which the Subcommand field is automatically filled with a value of "I". Once the screen is completed with the proper data, and the Enter key is pressed, another blank H0BNE screen displays. Processors can enter another new employee's information, or navigate to the next desired screen. In order to navigate to another screen, the "I" in the subcommand must be removed, and the Command Line must be completed.

Access H0BNE as instructed in, CAPP – Cardinal Topic No. 50110, *CIPPS Navigation*:



```

Sna - EXTRA Personal Client
File Edit View Tools Session Options Help
> GUH 230 ON H0BNE

-----NEW EMPLOYEE ADD-----

I COMPANY--> 00230 EMPLOYEE NUMBER--> 999999999 X
EMPLOYEE NAME FIRST/MIDDLE-->
EMPLOYEE NAME LAST ----->
PO BOX/APT/SUITE-->
STREET ADDRESS-->
CITY STATE ZIP-->
SOCIAL SECURITY--> 000-00-0000 EMPLOYMENT DATE--> 00/00/0000
BIRTH DATE-----> 00/00/0000 SALARY OR RATE--> 0
TIME CARD STATUS--> 1 PAY TYPE--> 2 PAY FREQUENCY--> 70
STAND HRS 1 AND 2--> 86.67 999.99 START PAY DATE--> 00/00/0000
FIT H NO EXTRA -----STATUS----- SUI TAX SD
STATUS EXEMP AMT/% FIT FICA FUTA SUI ST UNIT LOC ORG CODE
1 0000000 0 4 4 1 4 47 001 0000 00100100100
CTRY ST LOC MAR SIT SIT SIT LOC LOC LOC DI SP LOC
CD CD CD ST ST EXEMP AMT% ST EXEMP AMT% ST LOC NAME
W0RK> 001 47 0000 1 4 0 0 1 0 0 1 1
RES-> 00 0000 0 0 0 0 0 0 0 0 0 0
60504-DONT FORGET TO CHANGE KEY 60594-NEW EMPLOYEE TO BE ADDED
61001-ZIP CODE PRINTS AS ENTERED 03/23/04 10:37:59 1 M3LL CIDL
05/41
SNA Server: Connected T1 :00.3 NUM 10:38 AM

```

EMPLOYEE NUMBER Enter the employee number.

EMPLOYEE NAME FIRST/MIDDLE Enter the name in the three-position field. *This MUST match the employee's SS card.* Note: Auto fills H0BID.

Field	Characters	Purpose
1	20	Employee's First Name
2	20	Employee's Middle Name

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New Employee Add (H0BNE), Continued

H0BNE, continued

EMPLOYEE LAST NAME Enter the employee's Last Name up to 25 characters. **Note:** Do not use special characters (e.g., *) in this field. For suffixes enter the last name followed by a comma then a space and the suffix (e.g., Smith, Jr). *This MUST match the employee's SS card.*

PO BOX/ APT/SUITE (Optional) Enter the first address line (i.e., P.O. Box, apartment number, or suite number). If completed, will print on the employee's payment instrument and W-2. **Note:** Auto fills H0BID.

STREET ADDRESS Enter the second address line or street address. Information will print on the employee's payment instrument and W-2. **Note:** Auto fills H0BID.

CITY STATE ZIP Enter the city, state, and zip code information. Information will print on the employee's payment instrument and W-2. See CAPP – Cardinal Topic 60201, *CIPPS Codes*, for state codes. **Note:** Auto fills H0BID.

Field	Characters	Purpose
1	16	Employee's city information.
2	7	<i>Two-character abbreviated state information. Be sure to start in the first position of the field.</i>
3	12	<i>Zip Code—either the five-digit or nine-digit number, with a dash separating the zip code from the extension. (e.g., 23225-1234) Be sure to start in the first position of the field.</i>

SOCIAL SECURITY Enter the social security number as it appears on the employee's Social Security Card. **Note:** Auto fills H0BID.

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H0BNE, (continued)

EMPLOYMENT DATE Enter the original hire date with the state. The AG EMP START field on H0BUO reflects the agency start date. Note: Auto fills H0BID.

BIRTH DATE Enter the date of birth. Note: Auto fills H0BID.

SALARY or RATE Enter the salary amount or hourly rate. Note: Auto fills H0BID.

If PAY TYPE coded...	Then enter...
SALARIED	Salary to two decimal places.
HOURLY	Hourly rate to six decimal places.*

*Maximum hourly rate is \$250.00 per hour. Includes salary divided by Standard Hours 1 for salaried employees.

TIME CARD STATUS Enter whether an employee requires a regular pay transaction (a Time and Attendance transaction) to be paid. Note: Auto fills H0BID.

Value	Description
0 NON-AUTO	Regular pay transaction required. Hourly employees are paid the number of hours entered on the transaction.
1 AUTOMATIC	Regular pay transaction not required. Hourly employees are paid their hourly rate multiplied by the standard hours. Salaried employees are paid the salary indicated.

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H0BNE, (continued)

PAY TYPE Enter whether a rate or an amount has been entered in the SALARY/RATE field. If not entered, the system-generated value may be incorrect. Note: Auto fills H0BID.

Value	Description
1 HOURLY	Indicates there is a six-decimal place rate in the salary/rate field.
2 SALARIED	Indicates there is a two-decimal place flat amount in the salary/rate field.
3 <i>Variable (Guaranteed Amount)</i>	<i>Used for automatically paid or non-auto employees who are to be excluded from benefit reporting.</i>

PAY FREQUENCY Enter the pay frequency to which the employee is assigned. Note: Auto fills H0BID.

Value	Description
01-39	Weekly
40-69	Bi-Weekly
70-89	Semi-monthly
90-98	Monthly
99	Terminated

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H0BNE, (continued)

STD HRS 1 **Standard Hours 1** – Enter the employees' standard hours per pay period. These hours will print on the employee payment instrument.

The field is automatically filled by the value on the agency's lowest employee number record. Adjust the value based on the Standard Hours that apply to the applicable Frequency as follows. Note: Automatically fills H0BID.

Frequency Value	Standard Hours
01-39	40.00
40-69	80.00
70-89	86.67
90-98	173.33

Hours should be adjusted from Standard Hours for employees working less than 100%.

STD HRS 2 (Optional) **Standard Hours 2** – Enter the maximum number of hours that can be entered on a pay transaction. System defaults to 999.9 hours. Note: Automatically fills H0BID.

START PAY DATE **NOT USED**

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H0BNE , (continued)

FIT M STATUS Federal Income Tax Marital Status – Enter the withholding table (filing status) for federal tax calculations if FIT Status is entered. Use the information provided on the Employee's Withholding Allowance Certificate (Form W-4); if no W-4 is available establish the employee as single. Note: Automatically fills H0BAD.

Value	Description
1	Single
2	Married
3	Head of Household

NO EXEMP Federal Income Tax Number of Exemptions – Enter the number of exemptions from the Employee's Withholding Allowance Certificate (Form W-4). If no W-4 is available enter zero. IRS regulations prohibit flat amount or percentage withholding. Note: Automatically fills H0BAD.

EXTRA AMT/% (Optional) Federal Income Tax Additional Amount/Percentage - Specifies an additional amount, as stated on the Employee's Withholding Allowance Certificate (Form W-4), to be added to the calculated Federal Income Tax. The IRS does not allow additional percentages.

In order for additional amounts to be withheld, the FIT STATUS field must contain a value of 6 (six). Note: Automatically fills H0BAD.

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H0BNE, (continued)

FIT STATUS **Federal Income Tax Withholding Status** - Indicates the method to be used in the calculation of federal income tax withholding for the employee. Note: Automatically fills H0BAD.

Value	Description
1	Do not withhold FIT from this employee's pay. This value will not withhold <i>FIT</i> taxes or accumulate <i>FIT</i> Taxable. If an employee is exempt from <i>withholding</i> , and you want to report accumulated wages for tax reporting, enter the value of 'A' in this field.
4	Withhold the amount of FIT calculated by the withholding tables based on the information provided in the previous FIT fields.
6	Withhold the calculated amount of FIT as described with a value of '4', and withhold the additional amount provided in the EXTRA AMT/% field. <i>IRS regulations prohibit flat amount or percentage withholding only.</i>
A	Do not withhold FIT, but wages are taxable and will be accumulated in FIT-Taxable fields.

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H0BNE, (continued)

FICA STATUS Old Age Survivor Disability Insurance (OASDI) and Hospitalization Insurance (HI) make up FICA (Federal Insurance Contributions Act), more commonly known as Social Security Tax. Indicates whether social security taxes will be withheld. Note: Automatically fills H0BAD.

Value	Description
1	Exempt from FICA taxes.
3	Agricultural employee. Employee is exempt from FICA tax until FICA wages reach <i>the current exempted amount</i> .
4	Calculate FICA (OASDI and HI) tax.
5	Calculate OASDI tax only.
6	Calculate HI tax only.

FUTA STATUS **Federal Unemployment Tax Act** - State governments are exempt from FUTA taxes. System defaults to a value of '1'. Note: Automatically fills H0BAD.

SUI STATUS **State Unemployment Insurance** – Enter the reporting of state unemployment taxable wages value. No tax is withheld, only taxables are recorded for reporting purposes. Note: Automatically fills H0BAD.

Value	Description
1	Exempt from taxes.
4	Calculate SUI.

Contact the Virginia Employment Commission for a listing of employees that are exempt.

SUI ST Enter the state in which the employee is eligible for unemployment compensation. System defaults to the employee's work state code. Note: Automatically fills H0BAD.

TAX UNIT Enter the tax unit to which the employee is assigned. *Enter '001'*. Note: Automatically fills H0BAD

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H0BNE, (continued)

SD LOCAL *NOT USED AT THIS TIME*

ORG CODES (Optional) **Organizational Codes** - Specifies the organizational code(s) to which you have assigned your employee. This field controls how CIPPS reports are sorted and sub-totaled, including pay instruments. This field is composed of four alphanumeric fields, that can be used, in full or part, by your agency, and are listed below:

- Division Number - three positions
- Office Number - three positions
- Department Number - three positions
- Section Number - two positions

Note: Automatically fills H0BID.

CNTRY CD **Country Code for the Employee's Primary Work Location** - Enter 001 for the USA. (*Enter 901 to invoke NRA FIT withholding.*) **Note:** Automatically fills H0BAD.

The Work Line and the Resident Line contain the same 12 fields. The only time they differ is when the employee requests Reciprocal Taxing. See CAPP – Cardinal Topic No. 50310, *Employee Tax Maintenance*. After completing data entry on the Work Line, press Enter three times and the Resident Line will automatically fill with the same information contained on the Work Line (warning messages explaining the assumptions will be displayed).

WORK ST CD **State Code** - Enter the state code for the employee's primary work location. Use 47 if the employee is working in Virginia. **Note:** Automatically fills H0ATX.

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H0BNE, (continued)

WORK LOC CD **Local Code for Local Taxing** - Enter 00 for Virginia residents. For those with reciprocal taxing, a list of local codes can be found in CAPP – Cardinal Topic No. 60201, *CIPPS Codes. Maryland, Pennsylvania and Kentucky are the only states with local taxes that have reciprocal agreements with Virginia.* Note: Automatically fills H0ATX.

RES ST CD **Resident State** – Enter the state code value of the employee’s resident state if different from the primary work state.

MAR ST **Marital Status** - Enter the filing status indicated on the employee's state tax form. In Virginia, the tax form is the VA-4 (Employee's Virginia Income Tax Withholding Certificate). Note: Automatically fills H0ATX.

Virginia withholding is not based on an employee's marital status, only on the number of exemptions. CIPPS defaults to the value entered in FIT M STATUS field. For other states, acceptable values:

Value	Description
1	Single
2	Married
3	Head of Household
4	Married and filing separate tax returns
5	Married and filing jointly, both spouses having separate income

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H0BNE, (continued)

SIT STATUS State Income Tax Status - Indicate the method of calculating State income tax (SIT) withholdings. Note: Automatically fills H0ATX.

Value	Description
1	Exempt from state taxes, or state has no state tax withholding. This value will not withhold SIT taxes or accumulate SIT Taxable. If the employee is exempt, and you want to report accumulated wages for tax reporting, enter the value of 'A' in this field.
2	Withhold the percentage of SIT indicated in the SIT EXEMP field. (Not valid for VA)
3	Withhold the amount of state income tax indicated in the SIT EXEMP field.
4	Calculate the state income taxes based on the number of exemptions in the SIT EXEMP field.
5	Calculate the state income taxes as in 4 above and add the percentage provided in the SIT ADD. AMT/% field. (Not valid for VA)
6	Calculate the state income taxes as in 4 above and add the amount provided in the SIT ADD. AMT/% field.
7	Calculate SIT for both the work and resident states. Subtract the work state tax from the resident state tax and place the remainder, if positive, in the state tax field of the resident tax record. NOTE: Only valid when the state code is a work state.
8	Calculate SIT for both the work and resident states. Place the resident tax in the state tax field of the resident tax record in addition to the taxes in the work tax record. NOTE: Only valid when the state code is a work state.
9	When the state is a work state, calculate SIT for the resident state. Places the resident tax and taxable income in the resident tax record. This value should also be used in tax records which pertain to the employee's resident state if the resident state requires taxing regardless of where the wages are earned (the work state will have a value of 7, 8, or 9). This status will cause the employee to be taxed correctly if the employee works in multiple states.

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H0BNE, (continued)

<i>SIT STATUS, continued</i>	Value	Description
	A	Do not withhold SIT, but wages are taxable and will be accumulated in SIT-Taxable fields.

SIT EXEMP State Income Tax Exemptions Number, Amount or Percentage - Enter the number of exemptions, percentage, or flat amount as indicated on the employee's tax certificate. Note: Automatically fills H0ATX.

If...	Enter...
SIT status contains a 2	A three decimal place percentage
SIT status contains a 3	A whole dollar amount, no decimals
SIT status contains a 4, 5,6,7, or 8	Number of exemptions, as whole numbers

SIT AMT/% (Optional) State Additional Amount/Percentage Withholding - Indicate either the additional flat whole dollar amount (SIT STATUS 6) or a three-decimal place percentage (SIT STATUS 5). Note: Automatically fills H0ATX.

LOC ST (Optional) Local Income Tax Status - Indicate the method of calculating Local income tax (LOC) withholdings. Note: Automatically fills H0ATX.

Value	Description
1	Exempt from local taxes, or locality has no local tax. SYSTEM DEFAULT.
2	Withhold the percentage of local tax indicated in the LOC EXEMP field.
3	Withhold the amount of local tax indicated in the LOC EXEMP field.
4	Calculate local taxes based on the number of exemptions on the LOC EXEMP field.
5	Calculate local income taxes as in 4 above and add the percentage of local tax as indicated in the LOC ADD. AMT/% field.
6	Calculate local income taxes as in 4 above and add the amount of local tax as indicated in the LOC ADD. AMT/% field.

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H0BNE, continued

LOC ST
*(Optional),
continued*

Value	Description
7	Calculate local income tax for both the work and resident localities. Subtract the work local tax from the resident local tax and place the remainder, if positive, in the LOCAL TAX field of the resident tax record, in addition to the work tax record. <i>Should not be used if when local tax is calculated as a percentage of state taxes. NOTE: Only valid when the local code is a work local.</i>
8	Calculate local income tax for both the work and resident localities. Place the resident tax in the LOCAL TAX field of the resident tax record in addition to the taxes in the work tax record. NOTE: Only valid when the local code is a work local.
9	When the state is a work state, calculate local income tax for the resident locality. Place the resident tax and taxable income in the resident tax record in place of the tax in the work tax record. This value should also be used in tax records which pertain to the employee's resident locality if the resident locality requires taxing regardless of where the wages are earned (the work local will have a value of 7, 8, or 9). This status will cause the employee to be taxed correctly if the employee works in multiple states.

LOC EXEMP
(Optional)

Local Income Tax Exemptions Number, Amount or Percentage - Enter the number of exemptions, percentage, or flat amount as indicated on the employee's tax certificate. Note: Automatically fills H0ATX.

If...	Enter...
LOC status contains a 2	A three decimal place percentage
LOC status contains a 3	A whole dollar amount, no decimals
LOC status contains a 4, 5,6,7, or 8	Number of exemptions, as whole numbers

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H0BNE, continued

LOC AMT/%
(Optional) **Local Additional Amount/Percentage Withholding -**
Indicate either the additional flat whole dollar amount (LOC STATUS 6) or a three-decimal place percentage (LOC STATUS 5). Note: Automatically fills H0ATX.

DI ST
(Optional) **Disability Insurance Status for the Employee's Primary Work Location -** Indicate the withholding of disability tax/state unemployment insurance for those states that collect it from employees.

The system determines whether to withhold DI taxes based on the state code entered. If a value is not entered, CIPPS defaults to "1". Note: Automatically fills H0ATX.

Value	Description
1	Exempt from disability insurance tax or state does not have such a tax.
4	Calculate and withhold the tax based upon a tax calculation routine.
7	Indicates that for those states that collect disability and/or SUI taxes, the employer is paying it as company deduction.

SP LOC
(Optional) **Special Local Status for the Employee's Primary Work State -** Indicates the withholding of special local taxes. System default is "1". Note: Automatically fills H0ATX.

Value	Description
1	Employee is exempt from special local tax.
4	Calculate and withhold special local tax.

LOC NAME
(Optional) **Local Name for the Employee's Primary Work Location -** Field is displayed by the system when the local code is entered for Ohio or Pennsylvania. Note: Automatically fills H0ATX.

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New Employee Add (H0BNE), Continued

Additional Data Entry Once H0BNE data entry is complete, additional information must be entered on other screens to ensure accurate payroll processing. The list presented earlier in this topic outlines the screens and the related CAPP Topics to complete the data entry of new employee information.

Internal Control

Internal Control Documentation supporting the hiring of employees must be properly completed and authorized before processing. Prior to certification, review all information pertaining to the new hires, ensuring the correctness of the data entry. Develop in-house policies and procedures concerning the data entry and review processes. All applicable forms/applications used to establish an employee record or to make a change to the current information must be maintained by the agency for audit purposes.

Records Retention

Time Period The Input Transaction Listing, Report 1001, and the Transaction Batch Balance Summary, Report 1005, must be retained for 60 days. All other reports should be retained for five (5) years or until audited, whichever is later. Agency policy and procedures determine the retention of the related agency source documents/records. See CAPP – Cardinal Topic No. 21005, *Records Retention and Disposition*.

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Contacts

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

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

Subject Cross References

References

- CAPP – Cardinal Topic No. 21005, *Records Retention and Dispositions*
- CAPP – Cardinal Topic No. 50110, *Screen Navigation*
- CAPP – Cardinal Topic No. 50115, *Menu/Link Functions*
- CAPP – Cardinal Topic No. 50125, *Programmatic Information*
- CAPP – Cardinal Topic No. 50310, *Rehires and Employee Data Changes*
- CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*
- CAPP – Cardinal Series No. 50400, *Deduction Information*
- CAPP – Cardinal Topic No. 60201, *CIPPS Codes*
- CAPP Topic No. 70520, *Error Messages*

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.
