

Volume No. 1—Policies & Procedures	TOPIC NO.	50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC	REHIRE AND EMPLOYEE DATA CHANGES
	DATE	November 2015

Table of Contents

Table of Contents	1
Overview	3
Introduction	3
CIPPS Navigation	3
Menu/Link Function	3
HELP Function	3
Online Real Time Data Entry.....	3
Employee Data Entry Screens	4
Rehire and Maintenance Screens	4
Performing Maintenance.....	5
Routine Employee Data Maintenance.....	5
PMIS/CIPPS Automated Update	6
PMIS to CIPPS Automated Update	6
Report U082.....	6
Report U080.....	6
Report U084.....	6
CIPPS Fields Updated Through Automated Update.....	7
Basic Employee Identification (H0BID).....	8
H0BID	8
Employee Job Description (H0BUO)	15
H0BUO	15
Additional Pay Rates and Factors (H0BBN)	17
H0BBN	17
Employee Status Information (H0BES).....	24
H0BES	24
General Ledger Codes (HMBU1)	28
HMBU1.....	28
Employee Banking Information (H0BB1) Data Entry	28
H0BB1	28
Employee Benefits (HMCU1) Data Entry	29
HMCU1.....	29
Automatic Special Pay (H10AS) Data Entry Procedures	29
H10AS.....	29
H10AS.....	30
Imputed Life Set-up	33
Employee Deductions (H0ZDC) Data Entry	33
H0ZDC.....	33
Employee Automatic Taxing Information (H0BAD) Data Entry.....	33
H0BAD	33

Volume No. 1—Policies & Procedures	TOPIC NO.	50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC	REHIRS AND EMPLOYEE DATA CHANGES
	DATE	November 2015

Employee State and Local Tax Status (H0ATX) Data Entry.....	34
H0ATX	34
Internal Control	34
Internal Control	34
Records Retention.....	34
Time Period.....	34
Contacts.....	35
DOA Contact	35
Subject Cross References.....	35
References	35
CARS to Cardinal Transition.....	35
Cardinal Transition	35

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Overview

Introduction This topic provides information on how to complete the data entry process for new hires (following HOBNE), rehire an employee, and maintain existing employee masterfile and/or job information.

For rehires, if the employee information has not been purged from CIPPS, maintenance must be performed to the established employee records to ensure proper processing. If the employee records have been purged, process the employee like a new hire. See CAPP – Cardinal Topic No. 50305, *New Employee Add*.

Effective 8/1/2008, all rehires must have their pay electronically deposited as a condition of hire. Exceptions can only be granted by the Director or Assistant Director of State Payroll Operations. See CAPP – Cardinal Topic 50445, *Direct Deposit*, for more information.

CIPPS Navigation Basic navigational skills and knowledge are needed to complete the rehire or maintenance activities 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 rehire process, as well as performing some maintenance to existing employee records. 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.

Online Real Time Data Entry When information is correctly entered on CIPPS masterfile screens, the records are immediately updated. Online edits are performed 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. See CAPP – Cardinal Topic No. 70520, *Error Messages*, for more information.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Data Entry Screens

Rehire and Maintenance Screens

CIPPS retains employee masterfile and job data on many different screens. These screens are used when completing updates to a new hire's records, performing maintenance on the information, or when rehiring an employee. A brief description of the screen, the function and the appropriate CAPP – Cardinal Topic for maintenance instructions follows:

Screen ID	Screen Title	Basic Function	Used for...	CAPP – Cardinal Topic
HOBID	Basic Employee Identification	Name, address, birth date, pay frequency, salary/rate, etc.	Salaried and Hourly	50310
HOBUE	Employee Job Description	Role Code, FIPS, Workers Comp, Establishment Code, and other miscellaneous information	Salaried and Hourly	
HOBEN	Additional Pay Rates and Factors	Overtime Eligibility and rate/factor, shift differential payment, additional hourly rates	Salaried and Hourly	
HOBES	Employee Status Information	Employment Status, Termination Code, Termination Date, Date of Last Payment, Date of Last Change, and other miscellaneous information.	Salaried and Hourly	
HMBU1	General Ledger Codes	Programmatic Data	Salaried and Hourly	50125
HOBBI	Employee Banking Information	Direct Deposit Bank Routing and Account Numbers	Salaried and Hourly	50445
HMCU1	Employee Benefits	Health Care, Retirement, Group Life, and Pretax Election for Buyback Option	Salaried	50415 50420 50425 50430
H10AS	Automatic Special Payments	Imputed Life, any payments other than salary that should be calculated automatically	Salaried and Hourly (if an automatic special pay)	50515 50425

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Screen ID	Screen Title	Basic Function	Used for...	CAPP – Cardinal Topic
H0ZDC	Employee Deductions	Establish/change/deactivate deductions	Salaried and Hourly	50400 Series
H0BAD	Employee Automatic Taxing Information	Employee Federal Tax withholding information, FIT Status, Country/Work State/Resident State Information, FICA Status, SUI Status, SUI State Information	Salaried and Hourly	50315
H0ATX	Employee State And Local Tax Status	Employee State Tax withholding information, SIT Status, Local Tax withholding information, Local Status, DI Status, Reciprocal Taxing	Salaried and Hourly	50315

Performing Maintenance

Routine Employee Data Maintenance

During the course of employment or re-employment, changes may be required to the employee's personal and/or job information in the employee data in CIPPS master files. When changes are necessary, use the following step action table when making changes to the employee's record:

Step	Action
1	Identify the data element and navigate to the associated screen. See the matrix in the CIPPS Rehire and Maintenance Screen section to help identify which screen contains what data elements.
2	Enter an "R" in the subcommand field.
3	Tab to the field(s) that needs maintenance.
4	Complete the change(s) to the data element(s).
5	Press the Enter key. Records will reflect the new information if no online error is detected. If an online error message displays, verify the data entry, and re-enter correctly.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

PMIS/CIPPS Automated Update

PMIS to CIPPS Automated Update For existing employees, many CIPPS fields are updated systematically when the corresponding field is updated in PMIS. Each work day, the Department of Accounts receives a file from the Department of Human Resource Management identifying changes made in PMIS the prior work day. Based on PMIS effective date, changes identified in a select group of fields will be automatically updated to CIPPS that night. *Agencies should not manually update these fields in CIPPS except as noted below.*

Report U082 The U082 Report, PMIS/CIPPS UPDATE LISTING, reflects the old and new PMIS values of the fields that are being updated. An indicator of ‘Y’ in the ‘out of suspense’ column indicates transactions released from the suspense file. This report sorts and page breaks by PMIS transaction effective date. For transactions with an effective date prior to the current pay period, the heading indicates that they are retroactive transactions and manual action or pay adjustments may be needed.

Report U080 The U080 Report, PMIS/CIPPS TRANSACTION ERROR LISTING, identifies transactions not processed that need to be entered manually into CIPPS. This occurs for records for an employee who has already been terminated, a non-salaried employee, or for a company/employee number combination that is not found in CIPPS. Addresses that are longer than the field length in CIPPS will appear on this report and need to be manually entered.

Report U084 The U084 Report, PMIS RECORDS WRITTEN TO CIPPS SUSPENSE, lists future-dated PMIS transactions that have gone into the CIPPS suspense file. It will list only the employee name and number. The detail will be reported on the U082, with an indicator of ‘Y’ in the ‘out of suspense’ column, when they are released from the suspense file according to the PMIS effective date.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

PMIS/CIPPS Automated Update, Continued

CIPPS Fields Updated Through Automated Update

The table below identifies the automated updates performed:

SCREEN	Fields Updated
HOBID	Address – all applicable fields which are changed Annual Salary Business Phone Birth Date Gender (Sex) Home Phone Last Salary Change Date (Date Last Pay Chg) Name - First, Middle and Last Pay Band Pay Period Salary (Salary or Rate) Standard Hrs 1 State Begin Date (Employment Date)
HOBUE	Agency Begin Date (Ag Emp Start) Alien Code FIPS Code (Add '51' to PMIS value) Number of Pays Role Code Workers' Compensation Code
HOBBN	Based on PMIS values of C, Y, and N OT Eligibility Code (Corresponding values 3, 3, 1) OT 1 Premium (Corresponding values 1.0, 1.0, N/A) OT 2 Premium (Corresponding values 1.0, 1.5, N/A)
HPIUS	Percent Employed

Based upon certain changes above, the following will also occur:

- ✓ Establish/Change Special Pay 014 – Imputed Life (H10AS)
- ✓ Establish/Change Special Pay 032 – Temporary Pay (H10AS)
- ✓ Establish/Change Special Pay 044 – Military Pay (H10AS)
- ✓ For employee LWOP – Set Timecard Status on HOBID to non-auto
- ✓ For employee transfer or termination – Set Timecard Status on HOBID to non-auto for “old” agency

NOTE: No record is established for new agency for transfers or new hires.

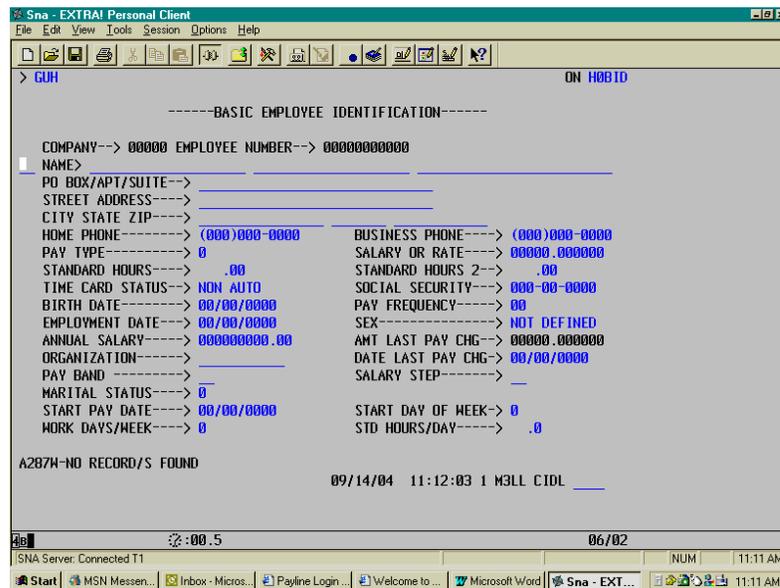
A PMIS to CIPPS Update Crosswalk is available on the DOA Website under Payroll Operations – Forms for your convenience.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID)

H0BID

H0BID contains basic employee identification information. Access H0BID using routine CIPPS Command Line navigation.



EMPLOYEE NAME

Enter the employee's name in the three-position field.
Note: Automatically filled by H0BNE.

Field	Characters	Purpose
1	20	First Name
2	20	Middle Name
3	25	Last Name (do not leave blank)

Note: A suffix must be entered after the last name with a comma (,) and space between (E.g., Smith, III). Also do not enter special characters in the name fields (e.g. *).

PO BOX/ APT/SUITE (Optional)

Enter the first address line for the employee (i.e., P.O. Box, apartment number, or suite number). You may enter up to 30 characters. If completed, will print on the employee's payment instrument and W-2. **Note:** Automatically filled by H0BNE.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

H0BID, (continued)

STREET ADDRESS Enter the second address line or street address for the employee. You may enter up to 30 characters. Information will print on the employee's payment instrument and W-2. **Note:** Automatically filled by H0BNE.

CITY STATE ZIP Enter the city, state, and zip code. Information will print on the employee's payment instrument and W-2. See CAPP – Cardinal Topic No. 60201, *CIPPS Codes*, for a list of state codes. **Note:** Automatically filled by H0BNE.

Field	Characters	Purpose
1	16	City information.
2	7	Abbreviated state information.
3	12	Zip Code - either the 5-digit or 9-digit number, with a dash separating the zip code from the extension.

(E.g., 23112 or 23112-1234) when using the extension be sure to place the dash after the primary zip code.

HOME PHONE (Optional) Enter the employee's home area code and telephone number. EX: (555) 555-5555.

BUSINESS PHONE (Opt'l) Enter the employee's business area code and telephone number. EX: (555) 555-5555.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

H0BID, (continued)

PAY TYPE Enter the value indicating whether a rate or an amount has been entered in the SALARY/RATE field. If this field is not entered, the system-generated value may be incorrect.
Note: Automatically filled by H0BNE.

Value	Indicates there is a...
1 HOURLY	6 decimal-place rate in the salary/rate field.
2 SALARIED	2 decimal-place flat amount in the salary/rate field.

SALARY or RATE

If...	Enter...
If PAY TYPE field is SALARIED,	Salary to two decimal places.
If PAY TYPE field is HOURLY	An hourly rate to six decimal places. The maximum hourly rate is \$200.00 per hour, includes salary divided by standard hours.

Note: Automatically filled by H0BNE.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRS AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

H0BID, continued

STD HRS 1

Standard Hours 1 – Enter the employee’s standard hours per pay period. Used to calculate:

- Overtime rates or prorating wages. These hours will print on the employee payment instrument.
- Hourly payments when the employee does not require a pay transaction (i.e., Time Card Status - Automatic).

The field is automatically filled by the value on the agency's lowest employee number record. **Note:** Automatically filled by H0BNE.

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%.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

H0BID, continued

STD HRS 2
(Optional) **Standard Hours 2** - Enter the maximum number of hours that can be entered on a pay transaction for an employee. System default is 999.9 hours. **Note:** Automatically filled by H0BNE.

TIME CARD STATUS Enter the value indicating whether a regular pay transaction (Time and Attendance) is required in order to be paid. **Note:** Automatically filled by H0BNE.

Value	A regular pay transaction is...
0 NON-AUTO	Required. If the employee is hourly, the employee is paid the number of hours entered on the transaction. If an invalid value or no value is entered, the system defaults to a 0.
1 AUTOMATIC	Not required. An hourly employee is paid their hourly rate multiplied by the standard hours. A salaried employee is paid the salary indicated.

SOCIAL SECURITY Enter the social security number as it appears on the employee's Social Security Card. **Note:** Automatically filled by H0BNE.

BIRTH DATE Enter the employee's date of birth. **Note:** Automatically filled by H0BNE.

PAY FREQUENCY Enter the pay frequency to which the employee is assigned. **Note:** Automatically filled by H0BNE.

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

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

H0BID, continued

EMPLOYMENT DATE Enter the original hire date with the state. The AG EMP START on H0BUO reflects the agency start date. **Note:** Automatically filled by H0BNE.

SEX (Optional) Enter whether the employee is male or female. May facilitate completing the VEC Labor Statistics Report.

Value	Description
F	Female
M	Male
Blank	Non-defined (Default)

Annual Salary (Auto Filled) This field is automatically updated by CIPPS, when the Salary or Rate field is entered, based upon the employee's pay type. If this field is changed to reflect the employee's new annual salary, CIPPS automatically updates the Salary or Rate field based upon the employee's pay type.

AMT LAST PAY CHG (Auto Filled) This field displays the amount of the employee's last pay change. Manual changes cannot be made to this field.

ORGANIZATION **Organizational Codes** - Specifies the organizational code(s) assigned. Controls CIPPS reports sorting and sub-totaling, including pay instruments. Composed of 4 optional alphanumeric fields:

- Division Number - 3 positions
- Office Number - 3 positions
- Department Number - 3 positions
- Section Number - 2 positions

Note: Automatically filled by H0BNE.

DATE LAST PAY CHG Enter the date (first day of the pay period) the last pay change was effective. If not entered, CIPPS automatically fills the date as the last day of the current pay period. Can cause the employee's payment to be prorated.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRS AND EMPLOYEE DATA CHANGES
	DATE November 2015

Basic Employee Identification (H0BID), Continued

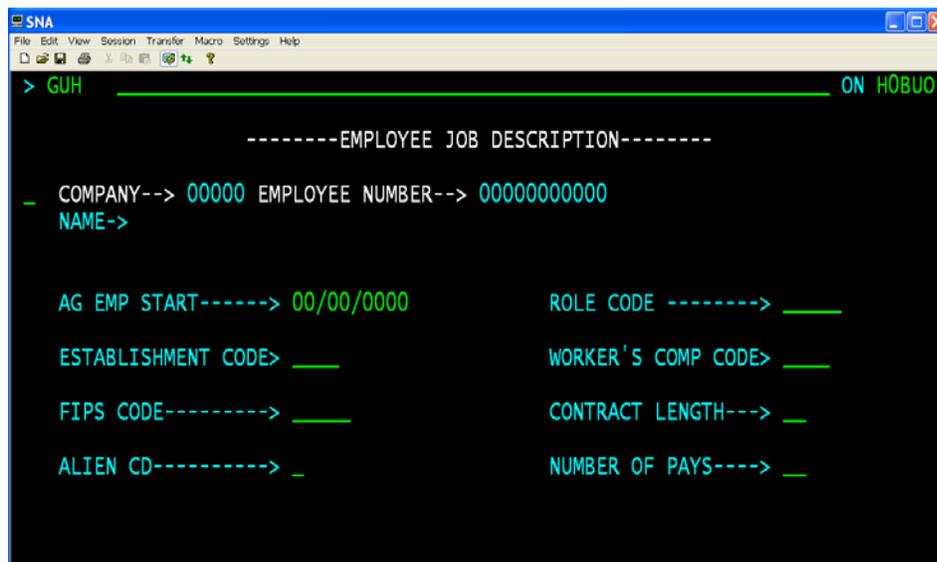
H0BID, continued

PAY BAND	Enter the employee's pay band.
SALARY STEP	Not used at this time.
MARITAL STATUS	Optional. Only used for informational purposes. Acceptable values used for reporting purposes are (1) for single and (2) for married.
START DAY OF WEEK	Not used at this time.
WORK DAYS/WEEK	Not used at this time.
STD HOURS/DAY	Not used at this time.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Job Description (H0BUO)

H0BUO H0BUO contains basic information about an employee and their job. Access H0BUO using routine Command Line navigation.



```

SNA
File Edit View Session Transfer Macro Settings Help
> GUH ON H0BUO
-----EMPLOYEE JOB DESCRIPTION-----
COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
NAME-->
AG EMP START-----> 00/00/0000 ROLE CODE -----> ____
ESTABLISHMENT CODE> ____ WORKER'S COMP CODE> ____
FIPS CODE-----> ____ CONTRACT LENGTH---> ____
ALIEN CD-----> _ NUMBER OF PAYS----> ____

```

- AG EMP START*** Enter the employee's start date with the current agency.
- ROLE CODE*** Enter the five-position numeric code that represents the employee's *role classification*. An online edit compares the code against a CIPPS table of valid *role codes* and wage authorization codes supplied by DHRM.
- ESTABLISHMENT CODE*** Enter the establishment code assigned to your agency by the Virginia Retirement System. The code permits the Quarterly SUI Wage report to meet the Establishment Report requirement of the Social Security Administration. Auto-populates when the enter key is pressed.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRS AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Job Description (H0BUO), Continued

H0BUO

WORKER'S COMP CODE Enter the 4-digit code that identifies the employee's Worker's Compensation designation. See CAPP – Cardinal Topic No. 60201, *CIPPS Codes*, for a listing of valid codes. The Department of Human Resource Management determines the codes.

FIPS CODE Enter the 3-digit code preceded by '51', identifying work location. See CAPP – Cardinal Topic No. 60102, *Agency and FIPS Codes*, for a listing of valid codes. "Out of State" for CIPPS should be entered '51124.'

CONTRACT LENGTH Enter the number of months that specify the contract length. Acceptable values are 09, 10, 11, and 12 (regular, full-time classified employees). 09, 10, and 11 are generally used by Higher Education agencies to reflect faculty contracts.

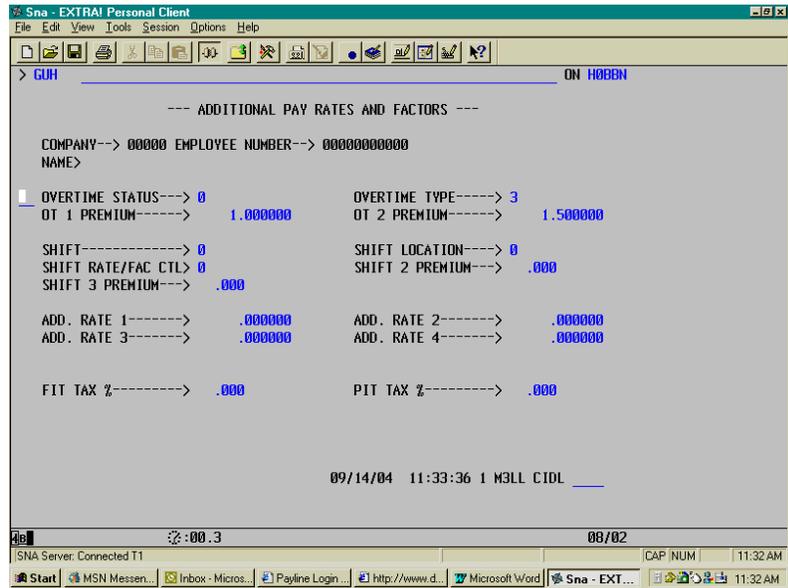
ALIEN CD Enter the United States citizenship status.

Value	Description
A	Resident Alien.
C	American Citizen. (System Default)
N	Non Resident Alien

NUMBER OF PAYS The number of annual pays the employee will receive. Use 24 for regular classified full-time employees. The field will be filled with a value based on the pay frequency entered on HOBID. Maintenance may be needed on the day following set-up.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN)



H0BBN

H0BBN is used to establish how employees are to be paid overtime, shift pay, and/or additional rates of pay per hour. Access H0BBN using routine Command Line navigation.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

OVERTIME STATUS

Enter if the employee is eligible for overtime and how the overtime is to be calculated.

Value	Description
1	Exempt for overtime. (System Default)
3	Overtime Hours Reported method (Eligible for Overtime) - Overtime is calculated based upon the overtime hours entered each pay period.

OVERTIME TYPE

Enter the method to be used to calculate overtime. This field is required if the value in the OVERTIME STATUS field is greater than 1. This field also specifies the location of rates or factors to be used in overtime calculation.

Value	Description
0	No overtime allowed.
1	Calculate overtime using the rates provided in the OVERTIME 1 and 2 Premium fields.
3	Calculate overtime using the factors provided in the OVERTIME 1 and 2 PREMIUM fields. (System Default)

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

OT 1 PREMIUM Overtime 1 Premium - Specify how Overtime 1 is to be paid using a six-decimal-place rate or factor.

If...	Then...
Overtime Type is 1	Enter a rate to six decimal places.
Overtime Type is 3	System defaults to a factor of "1.000000" which indicates straight time.

OT 2 PREMIUM Overtime 2 Premium - Specify how Overtime 2 is to be paid using a three-decimal-place rate or factor.

If...	Then...
Overtime Type is 1	Enter a rate to six decimal places.
Overtime Type is 3	System defaults to a factor of "1.500000" which indicates straight time.

NOTE: If a rate is used, it must be changed each time there is a salary change.

SHIFT Enter the shift assignment for the employee.

Value	Description
1	1st Shift - not eligible for shift pay (System Default)
2	Second Shift.
3	Third Shift.
4	No permanent shift (eligible for either 2nd or 3rd shift pay)

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

SHIFT, continued Employees assigned to first shift cannot receive shift pay even with a pay transaction entered with a second or third shift code. If the employee is to be eligible for shift pay, they must be coded as second shift, third shift, or no permanent shift.

A second or third shift employee will receive shift pay automatically if they are an "automatically paid" employee (Time Card Status) and a 2 or 3 is entered in the shift code field. Shift pay will be paid automatically based on the value in STANDARD HOURS 1.

The primary use of the "No Permanent Shift" code is for employees who are not to be paid shift pay automatically, but who are to receive shift pay when a pay transaction specifying either second or third shift is entered. The following chart illustrates how the different values and their use affect an employee's payment for shift pay.

EMF SHIFT CODE	HUA03 or HUB01 Value	Shift Payment
1	0	No shift pay.
2	0	2 nd shift paid automatically.
2	1	Do not pay shift pay.
3	0	3 rd shift paid automatically
3	1	Do not pay shift pay
4	0	Do not pay shift pay
4	2	Pay second shift hours
4	3	Pay 3 rd shift hours

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

**SHIFT
LOCATION**

Enter the location of the shift amount per hour or factor to be paid to the employee.

Value	Description
1-8	Indicate which of the eight company shift differential rates/factors are to be used in the calculation of shift pay. These rates are set up on the company's master file record by DOA. System default is a value of 1.
9	The shift differential rates or factors as specified in the Shift 2 or Shift 3 Premium fields to be used in the calculation of shift pay.

**SHIFT
RATE/FAC CTL**

Shift Control 2 - Identifies if the shift rate, indicated by the shift location, is a two-decimal-place amount or a three-decimal-place percent and whether or not shift pay is to be allowed on overtime. Shift on overtime is multiplied by the overtime factor if the OVERTIME TYPE is 3.

Value	Description
1	The shift field contains the two-decimal-place amount per hour to be paid, and shift pay is only allowed on regular pay. (System Default)
2	The shift field contains a three-decimal-place factor and shift pay is only allowed on regular pay.
3	The shift field contains a three-decimal-place factor and shift pay is allowed on overtime in addition to regular pay.
4	The shift field contains the two-decimal-place amount per hour to be paid and shift pay is allowed on overtime in addition to regular pay.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRS AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

**SHIFT 2
PREMIUM**

If a value of '9' is entered in the SHIFT LOCATION field, enter the second shift amount or rate as defined in the SHIFT RATE/FAC CTL field.

SHIFT CODE	SHIFT CONTROL 1	SHIFT CONTROL 2	SHIFT/RATE AMOUNT
1,2,3,4	1-8	1-4	None
2,3,4	9	1	Amount per Hour on Regular Pay
2,3,4	9	2	Factor on Regular Pay
2,3,4	9	3	Factor on Regular and Overtime Pay
2,3,4	9	4	Amount per Hour on Regular and Overtime Pay

**SHIFT 3
PREMIUM**

This field must be entered if the SHIFT LOCATION field contains a 9 and SHIFT contains a 3 or 4. Specify the rate or factor for shift 3 to be paid to this employee when working on shift 3.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRS AND EMPLOYEE DATA CHANGES
	DATE November 2015

Additional Pay Rates and Factors (H0BBN), Continued

ADD. RATE 1 - 4 Additional Pay Rates 1 to 4 - Indicate up to four additional hourly pay rates for this employee. The values may be entered up to six decimal places. These transactions will be entered on the HUB01 screens and entered with transaction codes of 701, 702, 703, and 704.

The following percentages are used for the calculation of taxes on special payments whenever the company master file indicates that the percentages should be obtained from the employee master file. The percentages must be entered as three-decimal-place factors (e.g., reflect 19.3% as .193).

FIT TAX % Federal Income Tax Percentage - Indicate the federal income tax percentage for special payments.

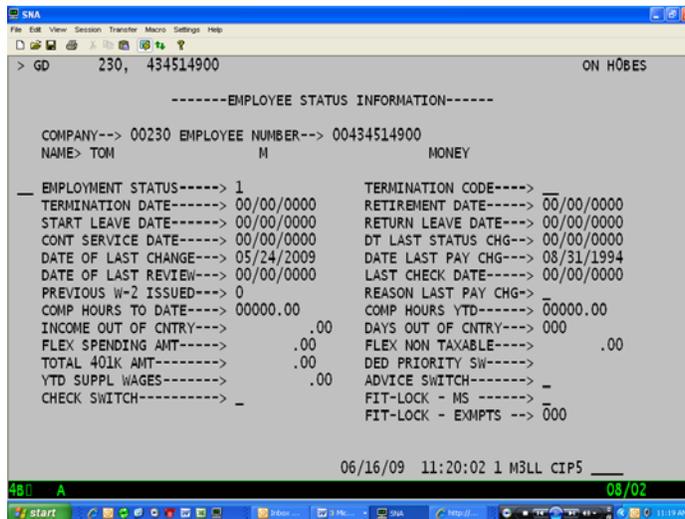
PIT TAX % Provincial Income Tax Percentage – Not used.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Status Information (H0BES)

H0BES

H0BES lists various date fields, status fields, last payment and change information that pertain to the employee's record. Access H0BES using routine Command Line navigation.



EMPLOYMENT STATUS

Enter the status for payment or non-payment.

Value	Description
1	Active – Paid (System Default)
2	Employee on leave - will receive a payment if payment is dated prior to START LEAVE DATE
3	Terminated Employee - will receive a payment if payment is dated prior to the TERMINATION DATE. Frequency for deduction 070 on the H0ZDC will be automatically turned off and the pay frequency on H0BID will be changed to frequency 99.
5	Not used at this time.
7	Final Termination (not Paid) - This code cannot be entered, it is system-generated using the termination date and the number of days for final termination specified on the company master file.
8	Deleted or Transferred - This value is system generated and cannot be entered. DOA does deletions and transfers.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Status Information (H0BES), Continued

TERMINATION CODE Enter the two-position reason why the employee terminated.

Value	Description
Blank	Employee is Active (System Default)
01	Death.
02	Discharge.
03	Retired.
04	Transferred to another corporation.
05	Resigned. (Use if no other reason is given)

TERMINATION DATE Enter the effective date of the termination

RETIREMENT DATE Not used at this time.

START LEAVE DATE Enter the date the employee will start his leave. The employee will not be paid for the start leave date.

RETURN LEAVE DATE Enter the date the employee will return from leave. If a date is not entered for START LEAVE OR RETURN LEAVE DATE, CIPPS sets the date to the current pay-period-end date when the EMPLOYEE STATUS is changed. If this date is within the current pay period, CIPPS automatically adjusts the pay of an AUTOMATIC employee or a SALARIED - TIMECARD REQUIRED employee with only hours entered.

CONT SERVICE DATE Not used at this time.

DT LAST STATUS CHG **DATE OF LAST STATUS CHANGE** – CIPPS automatically sets this date to the current pay-period-end date when a status change is made.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Status Information (H0BES), Continued

DATE OF LAST CHANGE	CIPPS automatically sets this date to the current pay- period- end date when a master file change is made.																				
DATE LAST PAY CHG	DATE OF LAST PAY CHANGE - The system automatically sets this date to the current pay-period- end date when a pay change is made to an employee's record.																				
DATE OF LAST REVIEW	Not used at this time.																				
LAST CHECK DATE	Displays the date on which the employee received the last payroll payment. It is used by CIPPS to ensure the employee is not issued two payments dated with the same payment date.																				
PREVIOUS W-2 ISSUED	Not used at this time.																				
REASON LAST PAY CHG (Optional)	Enter the reason for the employee's salary change.																				
	<table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No salary change.</td> </tr> <tr> <td>1</td> <td>Promotion Increase.</td> </tr> <tr> <td>2</td> <td>Merit Increase.</td> </tr> <tr> <td>3</td> <td>Termination.</td> </tr> <tr> <td>4</td> <td>New Hire.</td> </tr> <tr> <td>5</td> <td>Transfer.</td> </tr> <tr> <td>6</td> <td>Retirement</td> </tr> <tr> <td>7</td> <td>Leave of Absence</td> </tr> <tr> <td>8</td> <td>Deceased</td> </tr> </tbody> </table>	Value	Description	0	No salary change.	1	Promotion Increase.	2	Merit Increase.	3	Termination.	4	New Hire.	5	Transfer.	6	Retirement	7	Leave of Absence	8	Deceased
Value	Description																				
0	No salary change.																				
1	Promotion Increase.																				
2	Merit Increase.																				
3	Termination.																				
4	New Hire.																				
5	Transfer.																				
6	Retirement																				
7	Leave of Absence																				
8	Deceased																				
COMP HOURS TO DATE	Not used at this time.																				
COMP HOURS YTD	Not used at this time.																				

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Status Information (H0BES), Continued

**Others NOT
USED AT THIS
TIME**

INCOME OUT OF CNTRY,
DAYS OUT OF CNTRY,
FLEX SPENDING AMT,
FLEX NON TAXABLE,
TOTAL 401K AMT,
DED PRIORITY SW,
YTD SUPPL WAGES,
ADVICE SWITCH,
CHECK SWITCH

FIT-LOCK – MS

Enter the federal withholding Marital Status that was ordered in an IRS Lock-In Letter for this employee.

NOTE: You will not be permitted to change the FIT Marital Status on H0BAD to a different value than this field.

***FIT-LOCK -
EXMPTS***

Enter the maximum number of federal withholding allowances ordered in an IRS Lock-In Letter for this employee.

NOTE: You will not be permitted to change the FIT Exemptions on H0BAD to a number greater than this field value.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

General Ledger Codes (HMBU1)

HMBU1 HMBU1 stores the programmatic data needed to account for each employee's gross pay and fringe benefits in the Commonwealth Accounting and Reporting System (CARS). Each agency must maintain programmatic conversion tables between CARS and CIPPS. The programmatic data must be a valid table entry on the NSSA screens prior to data entry into CIPPS. If the Company Account Code and the corresponding programmatic data are not set-up in the NSSA table, an error message will appear and no CIPPS programmatic record will be created.

If programmatic data is not entered, a default programmatic code will be used, which incorrectly classifies charges in Cardinal, requiring agency General Ledger Journal processing to correct. See CAPP – Cardinal Topic No. 50125, *Programmatic Data*, for more information. **Note:** All employee records must have at least one OR1 (Regular Earnings) record established.

Note: 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.

Employee Banking Information (H0BB1) Data Entry

H0BB1 H0BB1 contains information pertaining to the employee's financial institution and account numbers for the employee's direct deposit. Employees may select up to ten different banking institutions and up to ten different accounts. There are six deductions, Deduction Numbers 059, 060, 067, 068, 069, and 070, available for use with direct deposit. See CAPP – Cardinal Topic No. 50445, *Direct Deposit*, for more information.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee Benefits (HMCU1) Data Entry

HMCU1

HMCU1 is used to store information pertaining to an employee's healthcare and retirement benefit deductions. Healthcare benefit deductions are established through the CIPPS/BES interface. Agencies should not manually update these fields unless necessary. See CAPP – Cardinal Topic Nos. 50410, *Retirement - VRS and ORP*, and 50430, *Health Insurance*.

Automatic Special Pay (H10AS) Data Entry Procedures

H10AS

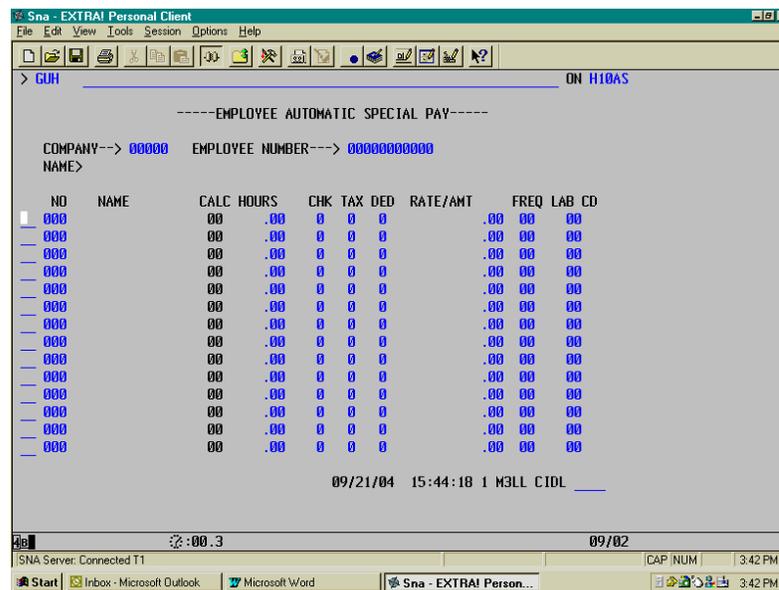
H10AS is used to establish automatic special pays for employees (e.g., imputed life). Employees can be automatically paid up to 243 special payments whenever the employee is paid in a regular pay cycle according to the frequency entered. All special payments must be established on the agency's company header information prior to processing. See CAPP – Cardinal Topic No 50515, *Special Payments*, for information on special payments and CAPP – Cardinal Topic No. 50425, *Group and Optional Life Insurance*, for information on Imputed Life.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS Access H10AS using routine CIPPS navigation.



NO **Special Pay Number** - Enter the three-digit special pay number (value of 001 to 250) that corresponds to the special pay number established on the agency's company header.

NAME
(Automatically Filled) System displays the special pay name. This is for information only and cannot be updated on this screen.

CALC
(Automatically Filled) **Calculation Number** - System displays the calculation number assigned to the special pay. This is for information only and cannot be updated on this screen.

HOURS
(Optional) Enter the number of hours to be added to the special pay accumulators whenever this special payment is paid. It is entered as a 2-decimal-place number, i.e. 3 hours = 3.00.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS, continued

CHK IND Check Indicator - Enter if you want a separate check issued for this special payment. If this field is not entered or has a value of zero, taxes will not be calculated separately.
(Optional)

Value	Description
0	Tax in conjunction with regular payments and do not produce a separate check (System Default).
1	Separate taxing is to be performed but produce only one payment.
2	Produce a separate payment, but no regular payment is to be produced. Will prevent an automatic employee from receiving their regular payment. Note: If processing additional special pays along with a special pay with this value, all additional special pay transactions must have a value of 3 in the check indicator.
3	Produce a separate check in addition to other regular or special payments. Note: When processing regular pay and using this value on a special pay transaction, then all other transactions (automatic special pays included) need a value of 3 in the check indicator for the particular employee.

TAX DESC Enter how taxes should be withheld.
(Optional)

Value	Description
0	Deduct taxes according to the special pay information on the company header. (System Default).
1	NOT USED.
2	Do not deduct income taxes on the amount paid, but add to the taxable fields. FICA and DI will be withheld if the employee is not exempt.
3	Do not deduct taxes on the amount, and add the amount to the non-taxable fields.
4	Reduce the employee's regular payment by the amount specified on this screen prior to the calculation of taxes. Cannot have a value of 3 in the check indicator when using this value.
5	Deduct taxes on this special payment using the standard withholding formula.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REQUIRES AND EMPLOYEE DATA CHANGES
	DATE November 2015

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS, continued

DED DESC
(Optional)

Enter how deductions should be withheld.

Value	Description
0	Withhold deductions. (System Default)
7	Withhold percentage deductions only.
8	Do not withhold any deductions.
9	Withhold only banking deductions.
***	There are additional codes; please contact DOA Payroll Production if you should need a value other than listed above.

RATE/AMT

Enter either a rate or amount. Rates are entered to five and amounts to two-decimal places. Rates are applied to hours entered on a regular pay transaction.

FREQ

Enter the pay frequency of the special payment.

Value	Description
00	Do not pay. (System Default)
09	Pay every pay period.
***	There are additional frequencies; contact DOA Payroll Production if you need a value other than listed above.

LAB CD

Not used at this time.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

Imputed Life Set-up

Set-up instructions for the most common automatic special pay, Imputed Life:

Step	Action
1	Access H10AS.
2	Enter an "I" in the subcommand on the first open line.
3	Enter 014 in the special pay number field.
4	Enter "2" in the TAX DESC field.
5	Enter the amount of Imputed Life in the RATE/AMT field. The amount is calculated by rounding the annual salary up to the next thousand, doubling it and dividing by 100. For example: Annual Salary \$26,400.00 Rounded Figure 27,000.00 Doubled Figure 54,000.00 Imputed Life Figure 540.00 (Entered in the Rate/AMT field)
6	Enter 09 in the FREQ field.

Employee Deductions (H0ZDC) Data Entry

H0ZDC

H0ZDC contains employee deduction information. Some deductions such as Retirement, Retirement Credit, Group Life, Long Term Disability, and healthcare are set up automatically when the correct retirement and healthcare codes are entered on the employee's HMCU1 screen. Most other deductions must be manually set up to initiate processing. The 50400 series of CAPP – Cardinal Topics cover the various deductions and set-up instructions.

Employee Automatic Taxing Information (H0BAD) Data Entry

H0BAD

H0BAD contains employee Federal Tax withholding information, FIT Status, Country/Work State/Resident State Information, FICA Status, SUI Status, and SUI State Information. Obtain a valid W-4 prior to making changes. See CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*, for more information.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

Employee State and Local Tax Status (H0ATX) Data Entry

H0ATX H0ATX contains Employee State Tax withholding information, SIT Status, Local Tax withholding information, Local Status, DI Status, and Reciprocal Taxing. Obtain a valid VA-4 or state withholding form before making changes. See CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*, for more information.

Internal Control

Internal Control Documentation supporting rehires and employee maintenance must be completed and authorized prior to data entry. Agency officers must review information pertaining to rehires and employee master file changes, ensuring the correctness of the data entry. Develop in-house policy and procedures governing the data entry and review processes. All applicable forms/applications used to establish an employee record or to change 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*.

Volume No. 1—Policies & Procedures	TOPIC NO. 50310 – Cardinal
Section No. 50300—Establish/Maintain Employee Profile Information	TOPIC REHIRE AND EMPLOYEE DATA CHANGES
	DATE November 2015

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 Disposition*
- CAPP – Cardinal Topic No. 50110, *CIPPS Navigation*
- CAPP – Cardinal Topic No. 50115, *Menu/Link Functions*
- CAPP – Cardinal Topic No. 50125, *Programmatic Information*
- CAPP – Cardinal Topic No. 50305, *New Employee Add*
- CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*
- CAPP – Cardinal Topic No. 50400, *Deduction Information*
- CAPP – Cardinal Topic No. 50425, *Group and Optional Life Insurance*
- CAPP – Cardinal Topic No. 50445, *Direct Deposit*
- CAPP – Cardinal Topic No. 50515, *Special Payments*
- CAPP – Cardinal Topic No. 60102, *Agency Codes, Business Unit and FIPS Codes*
- CAPP – Cardinal 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.