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| Volume No. 1—Policies & Procedures | TOPIC NO. | 50815 – Cardinal |
| Section 50800—Payroll Certification | TOPIC | PAYROLL CERTIFICATION |
|  | DATE | January 2016 |

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Overview

Introduction Payroll certification is the agency's formal authorization to process its payroll. Extreme care should be exercised over this function since it results in payroll disbursements. Data entry of the certification should only be performed following a careful review to determine whether the information to be processed is accurate and complete. Certification of payroll and its requisite procedures are the most important control used to ensure accurate payroll processing.

Procedures

CIPPS Security CIPPS provides an important internal control feature to agencies through computer security and password access. Through the security set-up process, agencies can ensure that the payroll processor is not the payroll certifier, and vice-versa.

A two-level security process controls access to the CIPPS certification screen, PYCTF, thereby controlling payroll certification. The two levels of security are:

- A special CIPPS logon for the certifier specific to the agency.
- Use of a control agency table to identify the specific agencies that the certifier is authorized to certify.

DOA is responsible for CIPPS security. Agencies must complete a CIPPS Security Authorization Request form requesting security access, and forward it to the DOA CIPPS Security Officer. *CIPPS access is only available to employees of the Commonwealth.* Once received, DOA will modify or establish the individual's security to access the CIPPS payroll certification screen (PYCTF). The security form is available on DOA's web page.

Agencies must revoke security for personnel who are no longer responsible for certifying payrolls and/or those who have left the agency. The CIPPS Security Authorization Request form is used for revocation as well as the establishment of security. See CAPP – Cardinal Topic No. 50210, *CIPPS User Security*, for more information.

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Procedures, Continued

Control Agency Table Security In certain instances, a certifier may be responsible for multiple agencies. To allow for multiple agency certifications, a Security Control Agency table was developed. The Security Control Agency table designates one agency as the "control agency" with the other agencies subordinate, or under the control agency's code. The control and subordinate agency payrolls are certified using the control agency code on the certification screen.

Certification Data Entry Requirements Cutoff for all payroll certification information (entry of PYCTF) into CIPPS is 3:30 p.m. on the day the certification is entered up to and inclusive of scheduled certification deadlines. Noncompliance with this deadline may be reported in the *Report on Statewide Financial Management and Compliance*, or Quarterly Report.

Considerations when entering Special Pay Certification When preparing to produce a special payroll, the following information should be considered:

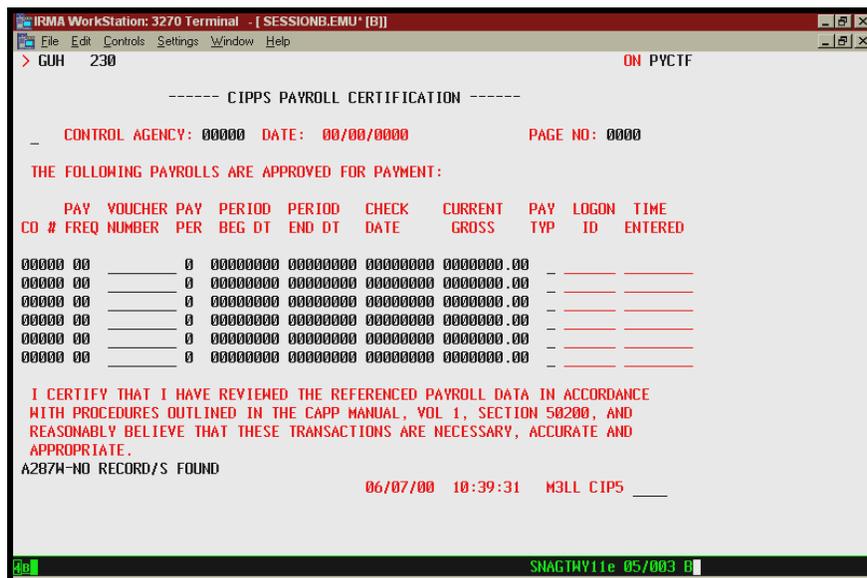
- Special Payrolls cannot be certified on the same night that a regular payroll is certified.
- The deadline for certifying all payrolls, including specials, is 3:30 p.m.
- If there is a need for a payment to be produced with a one-day turnaround, DOA must be contacted for prior approval and data entry of the certification for the special payment.
- Remember to use a Pay Type of '9' on PYCTF. Frequencies certified with Pay Type 9 will pay all 9XX transactions currently in the pending file for employees in that frequency.
- Employee cannot have the same pay date as has been previously used for that employee.

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Certification Process

Certifying the Payroll - PYCTF

Once satisfied that the payroll is accurate and complete, the Payroll Certifier accesses the CIPPS certification screen. The certifier enters specific information for each payroll frequency being certified for payment. Access PYCTF using routine navigation.



CONTROL AGENCY

The control agency number preceded by two (2) zeros.

PAGE NUMBER

Enter the page number as applicable to this unique batch, starting with page 0001.

CO #

Enter the agency number, preceded by two (2) zeros, to be certified.

PAY FREQ

Enter the payroll frequency that is to be certified.

VOUCHER NUMBER

Enter the voucher number you have assigned to the payment of the frequency. The voucher number is an eight- (8) position alphanumeric entry.

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Certification Process, Continued

PAY PER Indicates the pay period of the month to process.

| Values | Use this value if you are paying the... |
|----------|---|
| 1 | First pay period of the month or a monthly frequency. |
| 2 | Second pay period of the month. |
| 3 | Third pay period of the month. |
| 4 | Fourth pay period of the month. |
| 0 | Odd pay periods that occur every 3 months for weekly payrolls, every 6 months for bi-weekly payrolls. |

NOTE: For semimonthly classified payrolls, a value of '1' should be entered for the 25th to 9th payroll and a '2' for the 10th to 24th payroll.

PERIOD BEG DT Enter the eight (8)-position beginning date of the period in the MMDDYYYY format. The begin date should reflect the first day of the pay period.

NOTE: For the standard semimonthly classified payroll, the period begin date, period end date and corresponding check dates are announced in the DOA Payroll Bulletin at calendar year end.

PERIOD END DT Enter the eight (8)-position ending date of the period in the MMDDYYYY format. The end date should reflect the last day of the period

| If the Pay Frequency Is | Then the number of days between the Period Begin Date and the Period End Date cannot be more than |
|-------------------------|---|
| 01-31 | 7 Days |
| 40-69 | 14 Days |
| 70-89 | 16 Days |
| 90-98 | 31 Days |

NOTE: An edit on the Period Begin Date and Period End Date ensures that the number of days between the two dates cannot be more than the corresponding number of days based upon the frequency entered.

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Certification Process, Continued

CK DATE

Enter the eight (8)-position date of the payment to be issued in the MMDDYYYY format. The system edits for the correctness of the date, and that the check date entered is at least **two (2) calendar** days from the entry date. However, independent review of the check date must ensure that the check date is an official banking day.

NOTE: An edit is performed for semimonthly frequencies comparing the check date entered to that which is established as the expected check date. This is a warning message only.

CURRENT GROSS PAY

Enter the total current gross pay being certified for payment as shown on the “Company Total” page of Report 10 (not the “Grand Total” page). Enter the entire figure including the cents portion in the two right-most positions; do not enter commas within the number. You may enter just a total gross figure, or enter totals by frequency.

Note: If a total gross figure is entered on the first line only, a warning message stating "GROSS PAY MUST BE ENTERED" is presented for the lines for which no gross was entered. This is acceptable. Press Enter to accept the warning and continue certification.

PAY TYP

Indicates the type of payroll being processed.

| VALUE | DESCRIPTION |
|-------|--------------------------------|
| 3 | Process all regular payrolls. |
| 9 | Process special payrolls only. |

LOGON ID

No data entry is required. System generates this information.

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Certification Process, Continued

TIME ENTERED No data entry is required. System generates this information

PYCTF On-Line Error Correction If CIPPS on-line edits detect a problem with the data entered on the PYCTF screen, the field in question is highlighted and an error message appears at the bottom left of the screen. An explanation of the error message can be found in CAPP Topic No. 70505, *CIPPS Error Messages*.

Internal Control

Internal Control Agencies should have policies and procedures governing the certification process. Agencies should have at a minimum a primary certifier and a backup certifier, in case the primary certifier is not available. Steps should be taken to ensure that unauthorized personnel do not breach the certification security.

Insufficient coverage for certification or entry of late certifications, as defined in 'Certification Data Entry Requirements', may lead to reporting in the 'Report on Statewide Financial Management and Compliance', commonly known as the Quarterly Report.

Records Retention

Time Period All certification packages should be retained until the year has been audited by the Auditor of Public Accounts. All other reports should be retained for 60 days. Agency policy and procedures determine the retention of the related agency source documents/records. Please 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

Assistant Director, State Payroll Operations
Voice: (804) 371-7800
E-mail: Payroll@doa.virginia.gov

Payroll Production Unit
Voice: (804) 371-8385; (804) 371-4883
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References CAPP – Cardinal Topic No. 21005, *Records Retention and Disposition*
CAPP – Cardinal Topic No. 50210, *CIPPS User Security*
CAPP Topic No. 70505, *CIPPS 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.
