

## Gross Pay Differences Explanation:

**Agency Name and Number:** \_\_\_\_\_

**Date of Certification:** \_\_\_\_\_

**Difference Amount:** \_\_\_\_\_

**Mark the description that most closely describes the cause of the variance:**

<input type="checkbox"/>	Changes made after Certification
<input type="checkbox"/>	Imputed Life Miscalculated
<input type="checkbox"/>	Included amount from another frequency
<input type="checkbox"/>	Keying Error/Entered wrong certification information
<input type="checkbox"/>	Payment made in error
<input type="checkbox"/>	Scrubs not received in time to certify
<input type="checkbox"/>	Transaction error/did not process correctly
<input type="checkbox"/>	Void/Manual update processed
<input type="checkbox"/>	Check date already recorded in CIPPS
<input type="checkbox"/>	PMIS/CIPPS update - changes applied night of certification
<input type="checkbox"/>	System Problem DOA

**Detail Explanation :**

Example: Employee name, ss# , reason and amount (+ or -) grand total must equal difference reported on the U118.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
	Grand Total:

Explanation of all differences in the agency total must be submitted to the Department of Accounts by close of business the next work day.

Fax to Payroll Operations: (804) 225-3499 or e-mail to [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)