

Department of Accounts Payroll Bulletin

Calendar Year 2003

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Payroll/Training Analyst Leaving

Valerie Dunmars-Hurdle Leaving State Payroll Operations

Valerie Dunmars-Hurdle will be leaving the State Payroll Operations unit effective February 25, 2003. However, she will not be leaving the Department of Accounts. Valerie will be moving to the General Accounting unit to perform agency assistance, error correction, EDI web support, and interest calculations. We are all excited for Valerie as she expands her professional experience in General Accounting. Please send your fond farewells to Valerie at valerie.dunmars@doa.virginia.gov.

The **primary** contact for all agency assistance will be Ervin Farmer (ervin.farmer@doa.virginia.gov and (804) 225-3120). The **secondary** contact for agency assistance will be J.R. Rodgers (john.rodgers@doa.virginia.gov and (804) 225-3079).

Pitch Payline in Employee Communications

Add Article Regarding Opt Out of Printed Earnings Notice

Several agencies are using agency specific employee newsletters and other communication tools to inform employees about Payline and the opportunity to save the Commonwealth money by electing not to receive a printed pay stub. If you have an in-house forum for employee communications, consider including information about Payline and how to opt out of a printed earnings notice in the next edition. Lots of information is readily available on DOA's website.

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Lora L. George at (804) 225-2245 or Email at lora.george@doa.virginia.gov

State Payroll Operations

Manager Karen M. Robinson
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Usage of Direct Deposit Deductions

Direct Deposit Net Pay Deductions

The **only** deductions approved for **net** pay direct deposit are deductions 69 (DDCHKING) and 70 (DDSAVING). All other direct deposit deductions (59, 60, 67, and 68) are only permitted for fixed DD amounts. Non-compliance with this policy hinders the employee's opportunity to opt out of printed earnings notices.

Correction to Severance Payment Procedure

Payroll Bulletin 2002-08 Payroll Bulletin 2002-08 provided general guidance for severance payments. Three methods of processing severance payments were identified. However method 2 - use of HUE01 - stated that Imputed Life (Special Pay 14) would calculate using this method. This statement was incorrect. The methods *should read*:

- 1) Use HUC01, Special Pays as Regular Pays. (Use of this screen is required in order for Imputed Life, Special Pay 14, to calculate.)*
- 2) Use HUE01 screen, Special Payments. (If using HUE01 be sure to use tax indicator of 5, check indicator of 2, and deduction indicator of 0.)*
- 3) Change the Salary Rate field on the H0BID screen to \$.02, and establish the severance special pay (31) as an automatic special pay on H10AS. The severance amount should be reduced by the \$.02 of regular pay. The following indicators must be used - tax indicator of 5, check indicator of 0, and deduction indicator of 0. Note: This option will prevent the need to perform data entry each pay period. However, you **must** remember to turn the frequency off on the severance special pay when the employee's severance benefits are to cease.

* Changing the employee's time-card status to non-automatic is strongly recommended to ensure their pre-layoff salary does not inadvertently calculate once the severance period has lapsed.

Correction to Referenced BES Screen

BES Screen Numbers Payroll Bulletin 2003-03 discussed "Evidence of Termination of Coverage" for the automated health care reconciliation. In this topic, it was stated that "evidence of employee termination of coverage is found on the PSE309 screen." That should have read the *PSB309* screen.

Separate IAT for Health Care Items

IAT for Health Care All IAT transactions that affect agency 149 (Health Insurance Fund) automatically go to pre-audit hold and must be reviewed and manually released. All other transactions on that IAT are also held for release. To ensure timely processing of all non-HIF transactions, use separate IATs for transactions affecting the HIF.
