

# Department of Accounts Payroll Bulletin

Calendar Year 2004

September 14, 2004

Volume 2004-05

## Field Expansion Implementation

### Field Expansion

As announced in Payroll Bulletin 2004-4, a new vendor supplied mandatory update of the CIPPS software will be implemented on October 1, 2004. This new version is known as "Field Expansion". As the name implies the largest change with this version is the size of a number of fields. That is, the name and address fields as well as most of the monetary fields are expanding in length. A few changes in the manner in which payroll transactions are entered have been identified. However, most changes are cosmetic in nature.

### Installation of Field Expansion Version

DOA will be installing the Field Expansion version of CIPPS starting after completion of the September 30, 2004 payrolls and quarter end processing. Due to the extensive tasks required to implement Field Expansion, this process may continue through Monday, October 4, 2004. CIPPS is expected to be ready for data entry no later than October 5, 2004.

Simultaneously, new versions of CIPPS FINDS (Financial Information Downloading System) and PAT (Payroll Auditing Tool) will be installed during this time frame. These applications were modified to accommodate the field changes in CIPPS. Due to the change in the file structure of the FINDS download files, historical files saved will no longer work with the new version of PAT.

### Fiscal Officer Certification of Training for Field Expansion

On-site training outlining the changes to CIPPS was held during August. Additionally, the PowerPoint training tool used during those sessions has been available for review on our website at [www.doa.virginia.gov](http://www.doa.virginia.gov). Fiscal Officer certification of on-site attendance or review of the PowerPoint presentation by all personnel who perform data entry into CIPPS is required to be submitted to DOA by September 15, 2004. **Absence of a certification may lead to suspension of access to CIPPS.**

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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 send an email to [lora.george@doa.virginia.gov](mailto:lora.george@doa.virginia.gov)

#### State Payroll Operations

<b>Manager</b>	<b>Lora L. George</b>
Asst. Manager	Allison B. Patrick

# Field Expansion Implementation

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## Highlights of Changes

Listed below are the *highlights* of the changes to CIPPS related to Field Expansion:

- Middle Initial is now a Middle Name field
- Expanded size for: Last name, PO Box, Street Address, and City
- Direct Deposit data is now in "sets" and screen changed from H0BBI to H0BB1
- Deductions and special pays are now 3-position fields
- Utility field on H0ZDC has expanded to 18 positions and placement of key data (such as name number for bonds) has changed. With the exception of pre-tax deductions which can be populated by the system, all 18 characters must be keyed into the field.
- Start and End date fields have been added on H0ZDC for deductions.
- Hourly rate for Time and Attendance and Special Pays is now a 6-decimal value.
- Additional lines are available for garnishment information (i.e., case number) on H0901.
- The deduction number for Deduction Overrides is now entered in the DED NO column; the XX positions on HUD01 are used for Tax Overrides (801 FIT, 802 SIT, etc.)
- Manual Payset data entry facilitated with a "Manual Pay Builder" facility which links you to the screens for data entry.
- The display screens for Taxable/Tax values have been modified and additional screens added. *Most significantly* this is due to NonTaxable values being added for all tax types.
- Report Numbers expanded to 4 positions - Data entry on HSRUT and HSRUP for requesting report writer reports to be generated require a 4-digit report number (e.g., Report 891 would be entered as 0891)
- Programmatic Data data entry requires 3-character Pay Type values. For example, enter R1 as 0R1 (zero R one), Workers' Compensation special pay as 002 (zero zero two), etc.

For more detailed information, review the PowerPoint presentation found on the DOA website.

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**Impact on Print Volume of Payroll Reports** Due to the expansion of the field sizes, the volume of print will increase with this version. Additionally, the location of some data on the print may have changed. Please be sure to communicate these items with your Information Systems or Database Administration group.

Additionally, there will be a temporary increase in Report 3011s (Employee Identification and Compensation Information). With Field Expansion, negative manual paysets and voids will reduce the Non-Taxable accumulations. However, as there is no current value in those fields, those accumulators will end with a negative value. Accordingly, the more Report 3011s will be produced. After the close of the 2004 calendar year, the volume should return to normal.

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**Pending File and Batch File Maintenance** The number of Pending File Reports have expanded from three to four. The Action column has been removed from the reports and you will no longer see "Added" or "Deleted" notations. With Field Expansion, the pending file reports are:

- 1003, Released Pending Transactions
- 1007, Deleted Pending Transactions
- 1017, Updated Pending Transactions
- 2007, Recycled Pending Transactions

**With Field Expansion, deletions of batch transactions by *special pay* and/or *deduction number* (e.g. 912, 824, etc) cannot be executed using the transaction code on the BFM transaction. Instead use the sequence number deletion. Additionally, you cannot *combine* data entry of the entry date with a transaction code.** It is best to use the employee number and the sequence number only.

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**CAPP Manual Updates and Data Entry Forms** Revisions are being made to all CIPPS CAPP Topics and to the blank Data Entry Forms found on the DOA website. They will be available for review the first part of October.

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## Field Expansion Implementation

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### **Actions to take the final week of September**

The following actions should be taken during the final week leading up to Field Expansion implementation:

- Complete all FINDS downloads desired for September
- Complete all reporting desired in PAT
- Perform any Payline Inquires or Reporting desired\*

\*Note: In order to move the modifications required for Payline, we would like to minimize query (reporting) activity and database access on October 1.

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## New Website Address for DOA

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### **New DOA Website Address and Email Nomenclatures**

In accordance with VITA guidelines, the Department of Accounts has changed the extension used for both our website and our email address. The "state.va.us" has been replaced with "virginia.gov".

Please change the bookmark or "Favorites" address for our website to [www.doa.virginia.gov](http://www.doa.virginia.gov).

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## Departure of Assistant Manager

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### **Payroll Operations Assistant Manager Departure**

Allison Patrick, State Payroll Operations Assistant Manager, will be leaving State employment October 8, 2004. While her tenure as State Payroll Operations Assistant Manager was brief, she has been an asset to the unit and will be missed. You can communicate your farewells to her at [allison.patrick@doa.virginia.gov](mailto:allison.patrick@doa.virginia.gov).