

Department of Accounts

Payroll Bulletin

Calendar Year 2006

May 12, 2006

Volume 2006-07

*In This Issue of
the Payroll
Bulletin.....*

- **INSTRUCTIONS FOR HM9U1
SCREEN**

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 Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director	Lora L. George
Assistant Director	Cathy C. McGill

INSTRUCTIONS FOR HM9U1 SCREEN

Report U051 – Programmatic Data

Report U051 – Programmatic Data was distributed on May 5 to assist agencies in identifying account numbers no longer in use.

Staff with security to input transactions in CIPPS will be given temporary access to the HM9U1 screen. Use the following instructions to remove accounts no longer needed in CIPPS. Deletions must be completed by August 31, at which time, security will be returned to normal. Questions about CIPPS security should be directed to Denise Halderman at 804-371-8912.

HM9U1 SCREEN

INSTRUCTIONS FOR HM9U1 SCREEN

- 1). Key **GU**, tab, key **agency number**, tab, key **HM9U1**.
- 2). Press 'Enter' to scroll through all existing programmatic coding.
- 3). To delete coding, enter a '**D**' on the command line and press 'Enter'.
- 4). To access a specific account code on the HM9U1, proceed as follows:
 - a). Key **GUH**, then tab
 - b). Key **agency number**, **funding agency number**, **account code** and press '**Enter**'
 - c). The corresponding CARS coding will show on screen. (See example)

Continued on next page

INSTRUCTIONS FOR HM9U1 SCREEN

