

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2008

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Volume 2008-14

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

#### State Payroll Operations

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|--------------------|-----------------------|
| <b>Director</b>    | <b>Lora L. George</b> |
| Assistant Director | Cathy C. McGill       |

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## **Global Exceptions to Direct Deposit for New Hires**

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### **Global Exceptions to DD mandate**

As announced in the May 28, 2008 Payroll Bulletin, direct deposit is now required for all new hires and rehires effective with a hire date of August 1, 2008 or later. Please note the following global exceptions that apply statewide:

- Employees under the age of 18 cannot apply for the paycard nor open a bank account without a co-owner and therefore can be excepted until they reach the age of 18.
- Employees switching financial institutions can receive a pay check for one to two periods while establishing a new account.
- Direct deposit, including the paycard, cannot be enforced for those employees without an SSN and can be excepted until the SSN is obtained.
- Third party checks for miscellaneous deductions, taxes, garnishments, etc. are not included in the mandate as CIPPS does not have the capability of creating electronic transmissions of those payments.
- Federal Work Study students are exempted from the mandate due to 34 CFR 675.16 which specifically prohibits employers from requiring FWS students to participate in direct deposit.

All other exceptions to the statewide policy must be approved by Lora George or Cathy McGill in writing. Agencies are required to document all exceptions granted or may be subject to a \$5 per compliance monitoring check charge as permitted by § 4-5.04g of Chapter 847.

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## Direct Deposit, continued

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### Mandatory Direct Deposit Acceptance

As reported in the July 17th bulletin, the VEC mandated Direct Deposit statewide for all employees. Carol Abbott, VEC Payroll Officer, reports "...that so far, not one complaint have I heard about our policy mandating DD and no earnings notices. I am amazed..."

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### Additional Mandatory Direct Deposit

The following agency has been added to the list of agencies embracing mandatory DD for all employees:

- Department of General Services – statewide

In addition, the following agency has chosen global opt out of earnings notice print for all of their employees effective August 16, 2008:

- Department of Mines, Minerals and Energy

Additional agencies that intend to mandate DD/opt out of print will be announced closer to their implementation date.

*We commend these agencies in supporting these cost saving measures!*

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## Paycard FAQ's

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### Additional Paycard FAQ's

Frequently asked questions about the Virginia EPPICard MasterCard:

Q. How can I reach a live person when calling the paycard's customer service number?

A. If you need to speak with a customer service representative (CSR), dial 1-800-961-8423; ignore all the prompts and in about 2 minutes, you will be transferred to a CSR.

Q. How many prenotes does the paycard have?

A. In order to ensure that employees receive their card before money is deposited to it, the paycard prenotes for 2 check dates before going live with the third paycheck. If an employee notifies you that they have not yet received their card, agencies should deactivate the deduction until the card is received.

Additional FAQ's regarding the paycard can be found in the July 17, 2008 Payroll Bulletin #2008-12. If you have additional questions not already documented on the FAQs found on the EPPICard website, please contact Martha Laster at 804-225-2382 or [martha.laster@doa.virginia.gov](mailto:martha.laster@doa.virginia.gov) .

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## Paycard (EPPICard) Website

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### Paycard Website

In the near future, the look of the EPPICard web site will be modified slightly. To ease identification and ensure correct navigation, all of the card images of their clients will be displayed on the home page. To access the Virginia paycard site, simply click on the card labeled for Virginia.

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## FBMC Account Manager

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### FBMC Staffing Change

Effective August 1, 2008, Rosemary Cardenas has assumed responsibility as Account Manager for the TPA (miscellaneous insurance and annuity) products for the Commonwealth. Scott Mixon has been promoted but will continue to oversee all of the Commonwealth's Client Service activities.

Rosemary's contact information is provided below:

Rosemary Cardenas  
Senior Account Manager  
Fringe Benefits Management Company  
850-491-0694  
[rcardenas@fbmc.com](mailto:rcardenas@fbmc.com)

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## National Payroll Week

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### NPW is Sept 1 - 5

National Payroll Week celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, CIPPS agencies contribute, collect, report and deposit approximately \$9.51 million to the annual revenue of the U.S. Treasury.

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### Celebrate NPW at your agency!

Here are some ways that you can celebrate NPW:

- Sponsor an e-mail payroll contest - how many direct deposits does the agency produce per year, how much does your agency contribute monthly to federal revenue, how many employees have Payline, etc. Winners could get a free Payday candy bar

## National Payroll Week, continued

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### **Celebrate NPW at your agency!**

- Hold an open house for people to learn about or sign up for direct deposit, check on their deductions and benefits.
  - Put an article on NPW in your agency newsletter.
  - Celebrate with related departments (finance, HR, etc.) or set up a discussion of overlapping issues in your departments.
  - Give out NPW pencils to other departments.
  - Hang NPW pennants or balloons in your office, HR office, cafeteria, etc.
  - Sponsor a food drive to benefit your local food bank.
  - Participate in an event sponsored by one of the five Virginia chapters of the American Payroll Association.
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### **Free paycheck?**

Take the 2008 "Getting Paid in America" survey at [www.nationalpayrollweek.com](http://www.nationalpayrollweek.com) to be eligible to win a free paycheck and/or a trip to Las Vegas.

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