

Department of Accounts

Payroll Bulletin

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- ✓ Additions and Improvements to the Automated Updates from PMIS to CIPPS

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

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Automated Updates from PMIS to CIPPS

Additions and Improvements

Effective 12/04/2008 the Department of Accounts will be improving the automated process for certain PMIS data elements to update CIPPS. The following changes have been made:

- Added FIPS code. The process will add '51' to the PMIS value. For the PMIS value of '000' for 'out of state', CIPPS will be updated with '51124'.
- Added Standard Hours 1. This field is calculated by dividing 2080 hours by 'number of pays' and then multiplying by 'percent employed'. This will ensure that the hourly rate of pay will calculate properly when overtime is entered. Anytime the value for 'number of pays' and/or 'percent employed' is changed in PMIS, the value for STD HRS 1 will be recalculated and updated.
- Added a message to indicate whenever the time card status is changed to non-auto due to termination or transfer.
- PMIS effective dates and the current pay period dates are now listed on all of the PMIS/CIPPS reports. The U082 and U084 reports will sort and page break by the PMIS transaction effective date.
- Addresses and POS Class Abbreviations that are longer than the field length in CIPPS will go to the U080 Error Report and need to be manually entered.
- Only the first nine digits of the employee number will print on the U080 error report. The details of the transactions will also print.
- The U084 report will now list future-dated PMIS transactions that have gone into the CIPPS suspense file. It will list only the employee name and number. The detail will be reported when they are released from the suspense file, according to the PMIS effective date, on the U082, with an indicator of 'Y' in the 'out of suspense' column.
- If PMIS has multiple changes for the same field and same effective date, only the first and last change will print on the U082 report. As a result, it may appear that there is no change, but the most recent change will update CIPPS. Multiple changes with different effective dates will cause the older transaction to not process and be listed on the Report 1009, Employee Diagnostics as a 'duplicate field or transaction'.

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Automated Updates from PMIS to CIPPS, cont.

Process

Like the BES to CIPPS update, the automated update process is a two-day process. Day one, the information is keyed in PMIS. That data is captured overnight and passed to CIPPS the following night. So on the third day, the update will have been made to CIPPS.

To Human Resource personnel - It is **imperative** to acknowledge the importance of timely data entry in PMIS as there is now a direct impact on payroll. Additionally, please coordinate with your payroll office to determine how punctuation in the address or name fields affects the ability to use such tools as the Payroll Auditing Tool (PAT). This enhancement enforces the requirement that personnel actions must be documented in the official personnel system prior to the time that changes are made in the payroll system.

Future-dated PMIS transactions will not update CIPPS until processing begins for the pay period indicated by the PMIS effective date of the transaction. Transactions released from "suspense" will be reflected on the U082 update report and identified with a 'Y' in the 'out of suspense' column.

Reports

The following is a description of the reports that reflect the updates that are being made to CIPPS from PMIS.

The U082 Report, PMIS/CIPPS UPDATE LISTING, reflects the old and new PMIS values of the fields that are being updated. An indicator of 'Y' in the 'out of suspense' column indicates transactions released from the suspense file. This report now sorts and page breaks by PMIS transaction effective date. For transactions with an effective date prior to the current pay period, the heading indicates that they are retroactive transactions and manual action or pay adjustments may be needed.

The U080 Report, PMIS/CIPPS TRANSACTION ERROR LISTING, identifies transactions not processed that need to be entered manually into CIPPS. This occurs for records for an employee who has already been terminated, a non-salaried employee, or for a company/employee number combination that is not found in CIPPS. In addition, as the interface does not process new employee records, they no longer appear on this report. Addresses and POS Class Abbreviations that are longer than the field length in CIPPS will appear on this report and need to be manually entered.

The U084 Report, PMIS RECORDS WRITTEN TO CIPPS SUSPENSE, lists future dated PMIS transactions that have gone into the CIPPS suspense file. It will list only the employee name and number. The detail will be reported when they are released from the suspense file, according to the PMIS effective date, on the U082, with an indicator of 'Y' in the 'out of suspense' column.

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Automated Updates from PMIS to CIPPS, cont.

Items Automatically Updated

Listed below are the items that will automatically update CIPPS when updated in PMIS:

- ✓ Address – all applicable fields which are changed (H0BID)
- ✓ Agency Begin Date (H0BUO)
- ✓ Alien Code (H0BUO)
- ✓ Annual Salary (H0BID)
- ✓ Business Phone (H0BID)
- ✓ Birth Date (H0BID)
- ✓ FIPS code (H0BUO) ***new***
- ✓ Gender (H0BID)
- ✓ Handicap Code (H0BUO)
- ✓ Home Phone (H0BID)
- ✓ Last Salary Change Date (H0BID)
- ✓ Name (H0BID)
- ✓ Number of Pays (H0BUO)
- ✓ OT Eligibility Code (H0BBN)
- ✓ Pay Band (H0BID)
- ✓ Pay Period Salary (H0BID)
- ✓ Percent Employed (HPIUS)
- ✓ Personnel Act Code (H0BUO)
- ✓ Race (H0BUO)
- ✓ Role Code (H0BUO)
- ✓ Standard Hours 1 (H0BID) ***new***
- ✓ State Begin Date (H0BUO)
- ✓ VSDP Participant Indicator (H0BUO)
- ✓ Workers' Compensation Code (H0BUO)

Note: FLSA code is no longer updated

Based upon certain changes above, the following will also occur:

- ✓ Establish/Change Special Pay 014 – Imputed Life (H10AS)
- ✓ Establish/Change Special Pay 032 – Temporary Pay (H10AS)
- ✓ Establish/Change Special Pay 044 – Military Pay (H10AS)
- ✓ For employee transfer or termination – Set Timecard Status on H0BID to non-auto for “old” agency and terminations (no record is established for new agency for transfers or new hires)

Contact

For questions or comments on the PMIS/CIPPS interface, please contact:
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