

Department of Accounts Payroll Bulletin

Calendar Year 2009

February 19, 2009

Volume 2009-04

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

- ✓ CIPPS Training
- ✓ FBMC Focus Group
PowerPoint and Contacts
- ✓ Enhanced Retirement Under
WTA
- ✓ Global Opt-Out Updates

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

CIPPS Training

Upcoming CIPPS Training

Dates for the next CIPPS Payroll and Leave training have been established. The enrollment information will be provided in a future payroll bulletin. However you may wish to mark your calendars now. Any payroll technician (including backups) who has never attended training or who has not attended training in a long time is highly encouraged to enroll.

Payroll: April 14 through 17

Leave: April 9 and April 10 (one day class – two sessions)

FBMC Focus Group PowerPoint and Contact Data

Focus PowerPoint Posted to Web

The PowerPoint presentation used at the FBMC Focus meeting on February 17 has been posted to the DOA website at the location shown below:

http://www.doa.virginia.gov/Payroll/TPA/TPA_Main.cfm

FBMC Contact Information

FBMC Administration:

Rosemary Cardenas
Provider Network Manager: 850-491-0694
rcardenas@fbmc.com

Brandie Hunter
Client Services Specialist: 800-872-0345; Ext. 2186
bhunter@fbmc.com

Continued on next page

FBMC Contact Data, cont.

**FBMC Contact
Information, cont.****Payroll Assistance:**

Barbara Reed - Post-tax benefits
Sr. Account Specialist: 800-342-8017; Ext. 2258
breed@fbmc.com

Tiffany Mathers – Pre-tax benefits
Account Specialist: 800-342-8017; Ext. 2312
tmathers@fbmc.com

403(b) and 401(a) Administration:

Patrick Peters ppeters@fbmc.com
V.P. Retirement Plan Administration
800-872-0345; Ext. 2586

Toni Milton tmilton@fbmc.com
Analyst
800-872-0345; Ext. 2730
850-425-8345 Fax

Enhanced Retirement Under WTA

**Enhanced
Retirement Under
WTA**

Enhanced retirement is an option under the WTA that allows employees who are covered under the Virginia Retirement System (VRS), State Police Officers' Retirement System (SPORS) or Virginia Law Officer's Retirement System (VaLORS) who are at least age 50 and are vested members (at least 5 years of service credit) to convert the value of severance payments and state-paid portions of life and health insurance premiums into WTA retirement credits. The WTA retirement credit will be added to age or service credit or split between age and service credit, whichever will result in a higher benefit. After the addition of these credits, the employee must qualify for retirement under the retirement plan in which they are covered.

As DHRM Policy Number: 1.57 - Severance Benefits, indicates, "once the retirement credit is added, the member must be at least age 55 with 5 or more years of service or at least 50 with 10 or more years of service (for VaLORS and SPORS the member must be at least age 50 with 5 or more years of service)." While continuous state service is used to calculate the amount of severance benefits to which an employee is entitled, it is important to note that, for retirement purposes, the 10-year service requirement includes all creditable service in the VRS, SPORS, or VALORS, not just continuous state service.

Continued on next page

Enhanced Retirement Under WTA, cont.

Enhanced Retirement Under WTA, cont.

In order to determine if an employee will qualify for an enhanced retirement, visit myVRS for Employers at <https://www.varetire.org/myVRSEr/>. Using myVRS for Employers can verify service and salary information as well as prepare retirement benefit estimates. If you need assistance, contact the Employer Support Unit by phone at 888-827-3847. If you do not currently have authorization to view employee records in myVRS for Employers, you must submit the Authorization of Employer Contacts form (VRS-67) to request access.

The VRS has also published the following information on WTA:

Web pages: <http://www.varetire.org/Employers/BenefitPlans/WTA/Index.asp>

Elearning course on WTA:

<http://www.varetire.org/Employers/Training/Index.asp>

WTA checklist: <http://www.varetire.org/Pdf/Publications/WTA-Checklist.pdf>

WTA Job aid: <http://www.varetire.org/Pdf/Publications/WTA-JobAid.pdf>

WTA Tutorial: <http://www.varetire.org/Employers/Training/Index.asp>

Global Opt Out

Additional Agency Global Opt-Out and Mandatory Direct Deposit

The following agencies have elected a global opt-out of printed earnings notices:

- Attorney General and Department of Law
- Auditor of Public Accounts
- Bland Correction Center
- Board of Accountancy
- Buckingham Correctional Center
- Central Region Correctional Field Units
- Coffewood Correctional Center
- Commission on VASAP
- Commonwealth's Attorneys' Services Council
- Compensation Board
- Deep Meadow Correctional Center
- Department of Agriculture and Consumer Services (salaried only)
- Department of Aviation
- Department of Business Assistance
- Department of Correctional Education
- Department of Deaf and Hard-of-Hearing
- Department of Employment Dispute Resolution
- Department of Forestry (salaried only)
- Department of Health

Continued on next page

Global Opt Out Updates, cont.

**Additional
Agency Global
Opt-Out and
Mandatory
Direct Deposit,
cont.**

- Department of Health Professions
- Department of Housing and Community Development
- Department of Human Resource Management
- Department of Medical Assistance Services
- Department of Minority Business Enterprise
- Department of Planning and Budget
- Department of Professional and Occupational Regulation
- Department of Rail and Public Transportation
- Division of Debt Collection
- Enterprise Applications Public-Private Partnership Project Office
- Frontier Culture Museum of Virginia (salaried only)
- Haynesville Correctional Center
- Human Rights Council
- Indian Creek Correctional Center
- James River Correction Center
- Joint Legislative Audit and Review Commission
- Keen Mountain Correctional Center
- Longwood University (was salaried only, now agency wide)
- Motor Vehicle Dealer Board
- Mountain Empire Community College
- New River Community College
- Nottoway Correctional Center
- Piedmont Geriatric Hospital
- Piedmont Virginia Community College
- Pocahontas State Correctional Center
- Powhatan Reception and Classification Center
- Red Onion State Prison
- Southern Virginia Center for Higher Education
- Southern Virginia Mental Health Institute
- Southside Virginia Community College
- Southwest Virginia Community College (salaried only)
- State Board of Elections
- Sussex I State Prison
- Sussex II State Prison
- The Library of Virginia
- Tidewater Community College
- Towing and Recovery Operations Board
- Virginia Board for People with Disabilities
- Virginia Commission for the Arts
- Virginia Correctional Center for Women
- Virginia Department of Transportation

Continued on next page

Global Opt Out Updates, cont.

- Virginia Indigent Defense Commission
- Virginia Museum of Natural History
- Virginia Racing Commission
- Virginia Retirement System
- Virginia Tobacco Indemnification & Community Revitalization Commission
- Virginia Tobacco Settlement Foundation
- Wallens Ridge State Prison
- Woodrow Wilson Rehabilitation Center

Note: Numerous other agencies and institutions have notified DOA of opt out elections. They will be acknowledged in future bulletins closer to the election date.

In addition, the following agencies have mandated direct deposit for the entire agency:

- Department of Correctional Education
- Department of Medical Assistance Services
- Southern Virginia Center for Higher Education

Note: If you have implemented a mandatory direct deposit policy at your agency, send an email to DOA to receive acknowledgement.

We commend these agencies in supporting these cost saving measures!