

# Department of Accounts

## Payroll Bulletin

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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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## Enhancement to PMIS/CIPPS Discrepancy Reports

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**Report U053 and Report U077**      The PMIS/CIPPS Data Discrepancies Reports (U053 and U077) have been updated to identify discrepancies found in the following fields:

- FIPS Code
- Standard Hours
- Military Pay
- Temporary Pay

When reviewing discrepancy reports keep in mind how regular and overtime rates of pay are calculated. If not overridden on a Time and Attendance 700 transaction, the hourly rate of pay for salaried employees is automatically calculated in CIPPS by dividing the Salary Amount field by Standard Hours. For example, for a semi-monthly salary of \$1000.00 with standard hours of 86.67 the straight time overtime rate will be \$11.54. If standard hours were 43.33, the rate would be \$23.07. To ensure that your employees are being paid at the properly authorized rates, be sure to pay close attention to the Reports U053 and U077, especially the fields that impact pay calculations such as:

- Percent employed
- Standard Hours
- Number of Pays
- Salary or Rate

Note: DOA has requested an enhancement to allow us to run these reports by agency upon request. This enhancement should be available in the near future.

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## PMIS/CIPPS Automated Update – Overtime

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### Overtime Factors on H0BBN

When the EMPLOYEE OT ELIGIBILITY CODE is changed in PMIS, several fields are updated on the H0BBN screen in CIPPS through the PMIS/CIPPS automated update:

- Overtime Status
- Overtime Type
- OT Premium 1
- OT Premium 2

If the PMIS overtime value is equal to a C, both OT Premium 1 and OT Premium 2 are set to 1.0. If the PMIS overtime value is equal to a Y, OT Premium 1 is set to 1.0 and OT Premium 2 is set to 1.5.

If the PMIS transaction changes the employee from an overtime eligible code to an overtime exempt code, only the Overtime Status is changed (from a value of 3 to a value of 1).

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## Generic Email Address for Payline Messages

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### Use a Generic Email Address

Several agencies have elected to use a generic email address for all system-generated emails from Payline. These emails may be for temporary passwords, notifications of employee elections to opt out of printed earnings notices, or employee notifications or inquiries using the Employee Profile/Data Inquiry function.

Having a generic email address that several support staff members are able to access means employees do not have to wait for a singularly identified agency staff member to be available to respond or forward the email. Therefore coverage continues when support staff are out of the office or delayed with other business.

An example of a generic email address is [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov). More than one generic email address can be used if differentiation is desired between Payroll and Human Resource contacts. Temporary passwords are currently sent from Payline to the email address provided as the “Payroll Contact” on the Payline Contact Form. All email addresses provided on the contact form receive the notifications of opt out elections and employee inquiries.

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## Global Opt Out

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**Additional  
Agency Global  
Opt-Out and  
Mandatory  
Direct Deposit**

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

- Brunswick Correctional Center
- Catawba Hospital (was salaried only, now all)
- Central State Hospital
- Deerfield Correctional Center
- Department of Emergency Management
- Dillwyn Correctional Center
- Division of Automated Systems
- Eastern Shore Community College
- Hiram W. Davis Medical Center
- Jamestown-Yorktown Foundation (salaried only)
- Lunenburg Correctional Center
- Paul D. Camp Community College (salaried only)
- Southside Virginia Training Center
- Virginia Office for Protection and Advocacy
- Virginia State Bar

*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 Health
- Department of Historic Resources
- Department of Military Affairs
- Marine Resources Commission
- Northern Virginia Training Center
- Piedmont Geriatric Hospital

*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!***