

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

State Payroll Operations

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New Quarterly Certification Form

**Effective for
Quarter Ending
06/30/2009**

A new quarterly certification form will be required beginning with the quarter ending 06/30/2009. The new form includes three new items to be certified as listed below:

- ✓ All non-cash/non-paid items earned/awarded during the quarter have been entered into CIPPS;
- ✓ Compliance with state policies on direct deposit for all newly hired or rehired employees after July 31, 2008; and
- ✓ Compliance with state policies for opting out of earnings-notice print effective January 1, 2009.

The new certification form can be found on DOA's website at http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm.

Report 831 – Employees Hired after 7/31/2008 without Net DD

**Review Report
831**

Report 831 has been created and established for each agency to help identify employees hired after :July 31, 2008 who are paid with a physical check (i.e., net pay was not electronically deposited). Report 831 will automatically generate each time pay calculation occurs if the net pay does not go via direct deposit. The presence of names on this report does not automatically identify non-compliance. Payroll Bulletin 2008-14 identifies several global exceptions to the direct deposit mandate. A brief return to a paper check (no more than 2 pay periods) occurring due to a direct deposit employee switching banking institutions is also permitted.

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Report 831 – Employees Hired after 7/31/2008 without Net DD, cont.

Report 831, continued

Transfer employees may show on this report as both the Employment Date on H0BID and the Agency Employment Date on H0BUO are reviewed for dates after 07/31/2008. This is required as several agencies do not follow policy and reverse the use of these two fields. (Note: A review of the PMIS/CIPPS Discrepancies Reports, U053 and U077, should be performed and data entry completed in CIPPS to eliminate inappropriate usage of these two date fields.)

By checking “YES” on Item 4 of the Certification form you are confirming that all Report 831s generated have been reviewed and any name reported falls into one of the exception categories.

Global Opt Out Elections

Additional Agency Global Opt-Out

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

- State Lottery Department
- Virginia College Savings Plan
- Virginia Board of Bar Examiners

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

Payroll Security Verification Report

Microsoft Snapshot Viewer

Twice a year DOA sends a Payroll Security Verification Report to the Fiscal Officer identified in our Contact Database. This report identifies employees with CIPPS and/or Payline Masking security and is delivered as a Microsoft Snapshot attachment via email. To view the attachment you must have MS Snapshot Viewer installed on your computer. Please coordinate with your technical support staff to ensure you can receive emails with a **.snp** attachment and have the necessary software to view the attachment. Non-response to these notifications results in removal of security for all employees identified on the report. Once security has been deleted, new authorization forms will be required to reestablish access.
