

Department of Accounts

Payroll Bulletin

Calendar Year 2009

August 12 2009

Volume 2009-16

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

- ✓ Addition of LWOP and VSDP to the Automated Updates from PMIS to CIPPS
- ✓ Agency-Mandated Direct Deposit Election

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

Automated Updates from PMIS to CIPPS

Addition of LWOP and VSDP

Effective 8/17/2009 the Department of Accounts will enhance the PMIS to CIPPS automated interface process for actions related to LWOP* and VSDP**. The following PMIS fields will be evaluated to determine actions or notifications to be taken.

- Leave effective (begin) date
- Leave return date
- Leave code

In many cases, the PMIS/CIPPS Update Listing Report U082 will simply list the three field values with a notation that “Manual Action May be Needed”. With this notification, analysis is required by the agency to determine if action is required.

However, in the following situations, the interface will change the employee’s timecard status on HOBID to non-automatic. This is similar to the current process for terminations.

- For LWOP return dates that are in a future pay period and are more than 14 days after the leave begin/effective date, the interface will change the employee to non-automatic as well as notate on the U082 that manual action (such as pay docking) may be needed.
- For VSDP return dates that are in a future pay period and are more than 7 days after the leave begin/effective date, the interface will change the employee to non-auto as well as notate on the U082 that manual action (such as the use of special pays and/or docking) may be needed.

When a “return from leave code” of 00 is entered in PMIS no change will automatically be made in CIPPS. The U082 will indicate “LWOP Return, Manual Action May be Needed” and the agency will need to analyze when and what action should be taken in CIPPS such as returning to auto pay, etc.

*PMIS LWOP codes: 03,05,09,16,17,18, 19,20,21,22,23,24,25,28,29,30,31,32,33,39

**PMIS VSDP codes: 10, 11, 12, 13, 14, 15

Continued on next page

Automated Updates from PMIS to CIPPS, cont.

Process

The PMIS to CIPPS 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.

It is **imperative** that data entry in PMIS is timely and accurate as there is a direct impact on payroll. This enhancement continues to enforce the requirement that personnel actions must be documented in the official personnel system prior to changes being 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 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.

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.

Continued on next page

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)
- ✓ 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)
- ✓ State Begin Date (H0BUO)
- ✓ VSDP Participant Indicator (H0BUO)
- ✓ Workers' Compensation Code (H0BUO)

Based upon certain changes, 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)
- ✓ For certain LWOP and VSDP codes with a future return date - Set Timecard Status on H0BID to non-auto

Contact

For questions or comments on the PMIS/CIPPS interface, please contact:
Martha Laster at 804-225-2382 or Martha.laster@doa.virginia.gov

Continued on next page

Agency-Mandated Direct Deposit Election

**Additional
Agency
Direct
Deposit
Mandate**

The following agencies have mandated direct deposit for their employees:

- Virginia Museum of Fine Arts
- Catawba Hospital

*Seventy-two CIPPS agencies have mandated direct deposit for all employees in the agency. If your agency has mandated direct deposit and would like acknowledgement, send an email to Lora George at lora.george@doa.virginia.gov. **We commend these agencies in supporting these cost saving measures!***
