

Department of Accounts

Payroll Bulletin

Calendar Year 2012

May 15, 2012

Volume 2012-07

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

- ✓ **Payroll Processing – FYE 2012**
- ✓ **Benefit/Deduction Rate Changes**
- ✓ **FY 13 Healthcare Rate Tables**
- ✓ **Payroll Operations Calendar –
June – November, 2012**

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

PAYROLL PROCESSING - FISCAL YEAR-END

Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year 2012 and Fiscal Year 2013 benefit rates (including healthcare rate tables), and the June – November, 2012 payroll operations calendars. Please provide a copy of this bulletin to all appropriate personnel within your agency. **Note: The Budget Bill has not yet been signed into law therefore the benefit rates noted are subject to change.**

Key Payroll Operations Dates for June 2012

- **June 11** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 14** - Leave keying deadline.
- **June 15** - Healthcare reconciliations and related IATs due to DOA for the May coverage month.
- **June 19** – Last day to certify wage/special payrolls charged to **FY 12**. **You must use a June check date, no July check dates will be allowed.**
- **June 20** – First day to certify Semi-monthly salary for PPE 6/24, Payday **July 2**. **All payrolls certified on or after June 20 will be charged to FY 13 and must have July check dates.**
- **June 26** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 13.**
- **June 29** – Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing.

Payroll Expenditures

Salaried payroll expenditures for the June 10 - 24 pay period (July 2, 2012 payday) will be charged to FY 2013 without exception. CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 20, 2012 or later will be charged to FY 2013.

Non-salaried and special pays certified between June 12 and June 19 will be charged to FY 2012. These payruns are for non-salaried (e.g., hourly) and special payrolls only. *Salaried payroll certifications for the period ending June 24th will not be permitted on these dates.*

Continued on next page

PAYROLL PROCESSING - FISCAL YEAR-END, Continued

FY 13 VRS Retirement Rates

Effective with the June 25 – July 9 pay period (July 16 payday) contribution rates for VRS administered programs are scheduled to change to the rates listed below. **No action is required by agencies; DOA will adjust the rates in CIPPS.**

	116 – 1111	127 - 1165	Amt Reported to VRS	Total Charged Agency
Retirement - Plan 1				
State Employees – Elected Officials	8.76%	5.00%*	13.76%	13.76%
State Employees – All Others	8.76%	N/A	13.76%	8.76%
State Police (SPORS)	24.74%	N/A	29.74%	24.74%
Judicial	45.44%	5.00%*	50.44%	50.44%
VaLORS	14.80%	N/A	19.80%	14.80%
Retirement - Plan 2				
State Employees	8.76%	N/A	13.76%	8.76%
State Police (SPORS)	24.74%	N/A	29.74%	24.74%
Judicial	45.44%	N/A	50.44%	45.44%
VaLORS	14.80%	N/A	19.80%	14.80%
Group Life Insurance				
	120 - 1114		Amt Reported to VRS	Total Charged Agency
	1.19%		1.19%	1.19%
Retiree Health Insurance Credit				
	115 - 1116			
	1.00%		1.00%	1.00%
VSDP				
	136/144 - 1117			
	0.47%		0.47%	0.47%

* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees will have the member-portion paid by the employee.

Optional Retirement Rates

The rates for ORPs will not change for FY 13. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

Continued on next page

PAYROLL PROCESSING - FISCAL YEAR-END, Continued**“P” and “N”
Vouchers**

Agencies are not required to use the “P” or “N” on payroll vouchers processed through CIPPS. CIPPS payrolls post to CARS as a batch type 9, which does not require the “P/N” voucher process.

**Optional
Group Life
Premium
Update**

The Optional Group Life premium rates remain the same. The premiums are based on the salary of the member and the age of the member or spouse on January 1, 2012.

Questions regarding coverage or premiums should be directed to Joe Chang at Minnesota Life at:

Joe Chang, Richmond Branch Office
joseph.chang@minnesotalife.com
Phone: 1-800-441-2258, ext. 101
Fax: 804-644-2460

CIPPS Security

If you make changes to the individuals authorized to approve payroll expenditures on the Authorized Signatories Form (DA-04-121), be sure that you also complete the CIPPS Security Authorization form to add or remove that person’s access to CIPPS. Also keep in mind that updates to Payline/PAT Masking and CIPPS FINDS access may be necessary.

**Deferred Comp
and Annuity
Cash Match**

The maximum amount of cash match that may be made for eligible employees continues to be \$20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.68
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

Continued on next page

PAYROLL PROCESSING - FISCAL YEAR-END, Continued

Flexible Benefits

Mass transactions to deactivate the flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 29.

DOA will then establish the new plan year deduction amounts and administrative fees from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, **BES/CIPPS TRANSACTION ERROR LISTING**. Please review all transactions for accuracy.

Flexible Benefit Admin Fee

The flexible spending account administrative fee (Deduction 023) remains the same for Plan Year 2013 (July 1, 2012 – June 30, 2013). This is an employee-paid, pre-tax fee withheld the first pay period of each month. The fee is \$3.67 per month for employees paid over 12 months (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$3.67	\$4.01	\$4.41	\$4.90
YTD Amount (Goal)	\$44.04	\$44.04	\$44.04	\$44.04

The deduction goal will be set to decrement (a value of "1" in the eighth position in the utility field) with a deduction end date of 06/30/2013.

Continued on next page

PAYROLL PROCESSING - FISCAL YEAR-END, Continued**Healthcare
Premium
Schedules**

On July 1, 2012, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2012 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code
COVA Care Basic (Includes basic dental)	42	92	93002
COVA Care Out-of-Network	43	93	93002
COVA Care Expanded Dental	44	94	93002
COVA Care Out-of-Network and Expanded Dental	45	95	93002
COVA Care Vision, Hearing and Expanded Dental	46	96	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	93002
COVA HDHP (High Deductible Health Plan)	50	90	93005
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	93003
TRICARE	110	160	93038
COVA Connect Basic (Includes basic dental)	142	192	93012
COVA Connect Out-of-Network	143	193	93012
COVA Connect Expanded Dental	144	194	93012
COVA Connect Out-of-Network and Expanded Dental	145	195	93012
COVA Connect Vision, Hearing and Expanded Dental	146	196	93012
COVA Connect Out-of-Network and Vision, Hearing and Expanded Dental	147	197	93012

DOA will enter premium changes into CIPPS to become effective with the 6/25-7/9 pay period (July 16, 2012 payday) on June 29, 2012. DOA will automatically change these deductions for active employees. If you have any questions about the schedules, contact Denise Halderman, via e-mail at denise.halderman@doa.virginia.gov or (804) 371-8912.

Part of the subsidy for full-time and all of the subsidy for part-time employees is from the federal Early Retiree Reinsurance Program (ERRP). More information can be found at:

<http://www.dhrm.virginia.gov>

**LWOP Codes
for Health
Insurance
Eliminated**

Effective December 1, 2012 codes used on HMCU1 to indicate employees in a LWOP status were discontinued in CIPPS. Previously these codes established the employee-paid deduction for health insurance premiums at a rate of zero (\$0) and the employer-paid deduction at the full premium amount. In lieu of LWOP health care codes the automated reconciliation between BES and CIPPS will ensure that the Health Insurance Fund (HIF) receives all the funds due. The automated recon provides a clear audit trail for audit/fiscal staff to identify employees whose entire health insurance premium is paid by the agency due to LWOP or insufficient pay situations. It is the agency's responsibility to collect the funds from the identified employee in accordance with DHRM's guidelines.

COVA Care/Connect Basic

Provider Code: 42/92/142/192

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$25.00	\$214.50	\$239.50	\$50.00	\$429.00	\$479.00
D - Employee Plus One	\$58.00	\$383.00	\$441.00	\$116.00	\$766.00	\$882.00
F - Family	\$82.50	\$563.00	\$645.50	\$165.00	\$1,126.00	\$1,291.00
O - Employee Only - Part Time	\$245.50	\$0.00	\$245.50	\$491.00	\$0.00	\$491.00
T - Employee Plus One - Part Time	\$454.50	\$0.00	\$454.50	\$909.00	\$0.00	\$909.00
M - Family - Part Time	\$664.00	\$0.00	\$664.00	\$1,328.00	\$0.00	\$1,328.00

COVA Care/Connect Out of Network

Provider Code: 43/93/143/193

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$31.00	\$214.50	\$245.50	\$62.00	\$429.00	\$491.00
D - Employee Plus One	\$66.00	\$383.00	\$449.00	\$132.00	\$766.00	\$898.00
F - Family	\$94.00	\$563.00	\$657.00	\$188.00	\$1,126.00	\$1,314.00
O - Employee Only - Part Time	\$251.50	\$0.00	\$251.50	\$503.00	\$0.00	\$503.00
T - Employee Plus One - Part Time	\$462.50	\$0.00	\$462.50	\$925.00	\$0.00	\$925.00
M - Family - Part Time	\$675.50	\$0.00	\$675.50	\$1,351.00	\$0.00	\$1,351.00

COVA Care/Connect Expanded Dental

Provider Code: 44/94/144/194

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$32.50	\$214.50	\$247.00	\$65.00	\$429.00	\$494.00
D - Employee Plus One	\$73.00	\$383.00	\$456.00	\$146.00	\$766.00	\$912.00
F - Family	\$105.00	\$563.00	\$668.00	\$210.00	\$1,126.00	\$1,336.00
O - Employee Only - Part Time	\$253.00	\$0.00	\$253.00	\$506.00	\$0.00	\$506.00
T - Employee Plus One - Part Time	\$469.50	\$0.00	\$469.50	\$939.00	\$0.00	\$939.00
M - Family - Part Time	\$686.50	\$0.00	\$686.50	\$1,373.00	\$0.00	\$1,373.00

COVA Care/Connect Out of Network/Expanded Dental

Provider Code: 45/95/145/195

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$38.50	\$214.50	\$253.00	\$77.00	\$429.00	\$506.00
D - Employee Plus One	\$81.00	\$383.00	\$464.00	\$162.00	\$766.00	\$928.00
F - Family	\$116.00	\$563.00	\$679.00	\$232.00	\$1,126.00	\$1,358.00
O - Employee Only - Part Time	\$259.00	\$0.00	\$259.00	\$518.00	\$0.00	\$518.00
T - Employee Plus One - Part Time	\$477.50	\$0.00	\$477.50	\$955.00	\$0.00	\$955.00
M - Family - Part Time	\$697.50	\$0.00	\$697.50	\$1,395.00	\$0.00	\$1,395.00

COVA Care/Connect Vision/Hearing/Expanded Dental

Provider Code: 46/96/146/196

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$39.00	\$214.50	\$253.50	\$78.00	\$429.00	\$507.00
D - Employee Plus One	\$84.00	\$383.00	\$467.00	\$168.00	\$766.00	\$934.00
F - Family	\$119.50	\$563.00	\$682.50	\$239.00	\$1,126.00	\$1,365.00
O - Employee Only - Part Time	\$259.50	\$0.00	\$259.50	\$519.00	\$0.00	\$519.00
T - Employee Plus One - Part Time	\$480.50	\$0.00	\$480.50	\$961.00	\$0.00	\$961.00
M - Family - Part Time	\$701.00	\$0.00	\$701.00	\$1,402.00	\$0.00	\$1,402.00

COVA Care/Connect FULL

Provider Code: 47/97/147/197

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$45.00	\$214.50	\$259.50	\$90.00	\$429.00	\$519.00
D - Employee Plus One	\$92.00	\$383.00	\$475.00	\$184.00	\$766.00	\$950.00
F - Family	\$130.50	\$563.00	\$693.50	\$261.00	\$1,126.00	\$1,387.00
O - Employee Only - Part Time	\$265.50	\$0.00	\$265.50	\$531.00	\$0.00	\$531.00
T - Employee Plus One - Part Time	\$488.50	\$0.00	\$488.50	\$977.00	\$0.00	\$977.00
M - Family - Part Time	\$712.00	\$0.00	\$712.00	\$1,424.00	\$0.00	\$1,424.00

COVA Care High Deductible

Provider Code: 50/90

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$0.00	\$196.00	\$196.00	\$0.00	\$392.00	\$392.00
D - Employee Plus One	\$0.00	\$363.50	\$363.50	\$0.00	\$727.00	\$727.00
F - Family	\$0.00	\$531.00	\$531.00	\$0.00	\$1,062.00	\$1,062.00
O - Employee Only - Part Time	\$196.00	\$0.00	\$196.00	\$392.00	\$0.00	\$392.00
T - Employee Plus One - Part Time	\$363.50	\$0.00	\$363.50	\$727.00	\$0.00	\$727.00
M - Family - Part Time	\$531.00	\$0.00	\$531.00	\$1,062.00	\$0.00	\$1,062.00

KAISER PERMANENTE HMO

Provider Code: 06/56

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$43.50	\$214.50	\$258.00	\$87.00	\$429.00	\$516.00
D - Employee Plus One	\$92.50	\$383.00	\$475.50	\$185.00	\$766.00	\$951.00
F - Family	\$130.00	\$563.00	\$693.00	\$260.00	\$1,126.00	\$1,386.00
O - Employee Only - Part Time	\$258.00	\$0.00	\$258.00	\$516.00	\$0.00	\$516.00
T - Employee Plus One - Part Time	\$475.50	\$0.00	\$475.50	\$951.00	\$0.00	\$951.00
M - Family - Part Time	\$693.00	\$0.00	\$693.00	\$1,386.00	\$0.00	\$1,386.00

TRICARE

Provider Code: 110/160

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$30.00	\$0.00	\$30.00	\$60.00	\$0.00	\$60.00
D - Employee Plus One	\$59.50	\$0.00	\$59.50	\$119.00	\$0.00	\$119.00
F - Family	\$80.00	\$0.00	\$80.00	\$160.00	\$0.00	\$160.00
O - Employee Only - Part Time	\$30.00	\$0.00	\$30.00	\$60.00	\$0.00	\$60.00
T - Employee Plus One - Part Time	\$59.50	\$0.00	\$59.50	\$119.00	\$0.00	\$119.00
M - Family - Part Time	\$80.00	\$0.00	\$80.00	\$160.00	\$0.00	\$160.00

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4 TPA Upload	5	6 Deferred Comp Transaction Upload	7	8	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 Semi-monthly salaried certification deadline Period #1 (5/25-6/09)	12	13	14 Leave keying deadline Post leave accruals (5/25-6/09)	15 Payday for semi-monthly salaried employees May Healthcare Cert Due	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18 CHARGE FY 12	19 Last day to certify wage/special for FY 12 TPA Upload CHARGE FY 12	20 Deferred Comp Transaction Upload CHARGE FY 13 Must have July Check Date	21 CHARGE FY 13 Must have July Check Date	22 Deferred Comp Transaction Upload CHARGE FY 13 Must have July Check Date	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25 CHARGE FY 13 Must have July Check Date	26 Semi-monthly salaried certification deadline Period #2 (6/10-6/24) CHARGE FY 13 Must have July Check Date	27 CHARGE FY 13 Must have July Check Date	28 CHARGE FY 13 Must have July Check Date	29 CIPPS close at 2pm for FYE processing Leave keying deadline (6/10-6/24) CHARGE FY 13 Must have July Check Date	30 CIPPS Closed for FYE processing

July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload TPA Upload	3	4 State Holiday: Independence Day	5	6 Deferred Comp Transaction Upload	7 9AM - CIPPS files open - no edits or payruns
8 9AM - CIPPS files open - no edits or payruns	9	10 Semi-monthly salaried certification deadline Period #1 (6/25-7/09)	11	12	13 Leave keying deadline (6/25-7/09) 2nd Qtr Recon of taxable wages due to DOA	14 9AM - CIPPS files open - no edits or payruns
15 9AM - CIPPS files open - no edits or payruns	16 Payday for semi-monthly salaried employees	17	18 Deferred Comp Transaction Upload	19 TPA Upload	20	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23	24 Deferred Comp Transaction Upload	25	26 Semi-monthly salaried certification deadline Period #2 (7/10-7/24)	27	28 9AM - CIPPS files open - no edits or payruns
29 9AM - CIPPS files open - no edits or payruns	30	31 Leave keying deadline (7/10-7/24) June Healthcare Cert Due				

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2	3 TPA Upload	4 9AM - CIPPS files open - no edits or payruns
5 9AM - CIPPS files open - no edits or payruns	6 Deferred Comp Transaction Upload	7	8	9	10 Semi-monthly salaried certification deadline Period #1 (7/25-8/09)	11 9AM - CIPPS files open - no edits or payruns
12 9AM - CIPPS files open - no edits or payruns	13	14	15 Leave keying deadline (7/25-8/09)	16 Payday for semi-monthly salaried employees	17	18 9AM - CIPPS files open - no edits or payruns
19 9AM - CIPPS files open - no edits or payruns	20 Deferred Comp Transaction Upload TPA Upload	21	22	23	24	25 9AM - CIPPS files open - no edits or payruns
26 9AM - CIPPS files open - no edits or payruns	27 Semi-monthly salaried certification deadline Period #2 (8/10-8/24)	28	29	30 Leave keying deadline (8/10-8/24)	31 Payday for semi-monthly salaried employees TPA Upload July Healthcare Cert Due	

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM - CIPPS files open - no edits or payruns
2 9AM - CIPPS files open - no edits or payruns	3 State Holiday: Labor Day	4 Deferred Comp Transaction Upload	5	6	7 Deferred Comp Transaction Upload	8 9AM - CIPPS files open - no edits or payruns
NATIONAL PAYROLL WEEK						
9 9AM - CIPPS files open - no edits or payruns	10 Semi-monthly salaried certification deadline Period #1 (8/25-9/9)	11	12	13 Leave keying deadline (8/25-9/09)	14 Payday for semi-monthly salaried employees	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17 TPA Upload	18	19 Deferred Comp Transaction Upload	20	21	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24 Semi-monthly salaried certification deadline Period #2 (9/10-9/24)	25	26	27 Leave keying deadline (9/10-9/24) Military Leave Reset	28 Payday for semi-monthly salaried employees August Healthcare Cert Due	29
30						

October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Deferred Comp Transaction Upload	2 TPA Upload	3	4 Deferred Comp Transaction Upload	5	6 9AM - CIPPS files open - no edits or payruns
7 9AM - CIPPS files open - no edits or payruns	8 State Holiday: Columbus Day	9	10 Semi-monthly salaried certification deadline Period #1 (9/25-10/09)	11	12 3RD Qtr Recon of Taxable Wages due to DOA	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 Leave keying deadline (9/25-10/09)	16 Payday for semi-monthly salaried employees	17	18 Deferred Comp Transaction Upload	19 TPA Upload	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24 Deferred Comp Transaction Upload	25	26 Semi-monthly salaried certification deadline Period #2 (10/10-10/24)	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29	30	31 Leave keying deadline (10/10-10/24) September Healthcare Cert Due			

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2 TPA Upload	3 9AM - CIPPS files open - no edits or payruns
4 9AM - CIPPS files open - no edits or payruns	5	6 Deferred Comp Transaction Upload	7	8	9 Semi-monthly salaried certification Period #1 (10/25-11/09)	10 9AM - CIPPS files open - no edits or payruns
11 9AM - CIPPS files open - no edits or payruns	12 State Holiday: Veterans' Day	13	14	15 TPA Upload Leave keying deadline (10/25-11/09)	16 Payday for semi-monthly salaried employees	17 9AM - CIPPS files open - no edits or payruns
18 9AM - CIPPS files open - no edits or payruns	19	20 Deferred Comp Transaction Upload	21 Half-Day Holiday Files close at noon	22 State Holiday: Thanksgiving Day	23 State Holiday: Day After Thanksgiving	24 9AM - CIPPS files open - no edits or payruns
25 9AM - CIPPS files open - no edits or payruns	26 Semi-monthly salaried certification deadline Period #2 (11/10-11/24)	27	28	29 Leave keying Deadline (11/10-11/24)	30 Payday for semi-monthly salaried employees October Healthcare Cert Due	