

# *Department of Accounts*

## *Payroll Bulletin*

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

- ✓ **2012 Imputed Income for Terminated ORP Participants Eligible for Continued Group Life**
- ✓ **Reclass of Taxable Income for Flex Reimbursement Card Payments**
- ✓ **Name and Address Formatting Requirements**

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)

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### **2012 Imputed Income for Terminated ORP Participants Eligible for Continued Grp Life**

IRS Regulations

Many colleges, universities and agencies with political appointees have employees who choose to participate in one of the Optional Retirement Plans in lieu of VRS (deduction 109 – Fidelity, 111 – Political ORP, or 114 – TIAA-CREF). One of the benefits that these employees may continue to receive once they have **terminated** from state service is coverage under the State’s Group Term Life (GTL) policy, provided they meet the age/service guidelines VRS requires for retirement. If the employee is eligible for continued group term life insurance coverage and the amount of the coverage exceeds \$50,000, then imputed income must be calculated and reported on a W-2 for the former employee.

VRS provides W-2s to retirees under the Virginia Retirement System, but does not provide W-2s to employees who elected to participate in one of the Optional Retirement Plans (ORP); therefore, agencies with ORP participants who terminated in 2012 or before and meet the criteria outlined below, must report the amount of imputed income to DOA for inclusion on W-2s for 2012. For ORP participants who terminated in 2012, the amount of the imputed income for the months following date of termination must be included in taxable income. The uncollected social security and Medicare taxes on the imputed income will be reported separately in Box 12 on Form W-2 using codes M and N. The former employee must pay the employee’s uncollected share of Social Security and Medicare taxes with their income tax return.

Eligibility for Continued GTL Coverage

Employees in ORPs must meet the same eligibility requirements as VRS-covered employees to remain covered by the Commonwealth’s GTL policy at separation from service ([VRS Employer Manual, Chapter 5](#), page 23). VRS service credits the employee may have in addition to the employee’s ORP service credits count towards meeting the age/service requirements. VRS can help you determine if terminated ORP participants have a plan account balance qualifying them for group life insurance benefits. If your agency did not receive a communication from VRS related to this subject, please contact Steve Cerreto at VRS using the form found at the end of this bulletin.

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## 2012 Imputed Income for ORP Participants Eligible for Continued Grp Life, *continued*

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Reporting Criteria	<p>The following criteria should be used to determine which employees are impacted:</p> <ul style="list-style-type: none"> <li>• Employee elected to participate in one of the optional retirement plans instead of VRS, and</li> <li>• Employee is eligible for continued coverage under Group Life Insurance (at least 50 with 10 years of service or 55 with 5 years of service), and</li> <li>• Employee's final annual salary is greater than \$25,000, and</li> <li>• Employee terminated or retired during 2012 or earlier.</li> </ul>
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Amount of Insurance Coverage	<p>At the time the employee retires or terminates, the amount of life insurance coverage provided is twice the amount of the employee's final salary. The following reductions take place as indicated:</p> <p style="padding-left: 40px;">25% reduction on January 1st after 12 months from separating service  25% reduction every January 1st thereafter  Final 25% reduction January 1st to fully reduced amount equal to 50% of final salary at time of retirement</p> <p>Example: At the time Tom retired in May, 2012 his final annual salary was \$75,000. He meets the criteria required for continued GTL insurance coverage and the coverage amount is \$150,000 (<math>\\$75,000 * 2</math>). In January, 2014 the amount of his life insurance coverage will be reduced to \$112,500 (<math>\\$150,000 * .75</math>). In January, 2015 the amount of coverage will be reduced to \$75,000 (<math>\\$150,000 * .5</math>). In January, 2016 the amount of coverage will be reduced for the last time to \$37,500 (<math>\\$150,000 * .25</math>) which is equal to 50% of his original final salary.</p>
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Calculate Amount of Imputed Life	<p>Figure the monthly cost of the insurance to include in the retired employee's wages by multiplying the number of thousands of dollars of insurance coverage over \$50,000 (figured to the nearest \$1000) by the cost shown in the table below. Use the employee's age on the <u>last day of the tax year</u>. Figure the total cost to include in the employee's wages by multiplying the monthly cost by the number of full months' coverage at that cost.</p> <p>A spreadsheet to calculate the amount of imputed income and applicable OASDI and HI taxes is available on our website. Use the "2011 and 2012 Post Retirement Life Insurance" spreadsheet found on our website to determine the amount of imputed income that must be reported for calendar years 2011 and 2012. Use the "Post Retirement Life Insurance Calculation Worksheet for ORP Retirees" to calculate imputed income for calendar years prior to 2011.</p> <p><a href="http://www.doa.virginia.gov/Payroll/Payroll_Main.cfm">http://www.doa.virginia.gov/Payroll/Payroll_Main.cfm</a></p>
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**2012 Imputed Income for ORP Participants Eligible for Continued Grp Life, *continued***

Cost Per \$1,000 of Protection For 1 Month	<u>Age</u>	<u>Cost</u>
	Under 25	\$ .05
	25 through 29	.06
	30 through 34	.08
	35 through 39	.09
	40 through 44	.10
	45 through 49	.15
	50 through 54	.23
	55 through 59	.43
	60 through 64	.66
	65 through 69	1.27
	70 and older	2.06

**ORP Participants no longer on CIPPS** If you have ORP participants who meet the reporting criteria, but have been purged from CIPPS, you will need to add them back to the system. Use the HOBNE screen to establish a record for each former employee who has imputed income to be reported. HOBNE must be completed to provide the data elements required to build an employee record in CIPPS. Certain data fields entered on HOBNE automatically generate HOBID, HOBAD, and H0ATX screens for the employee.

**W-2 Reporting** Once you have completed the spreadsheet for the imputed income that needs to be added to the former employee’s CIPPS record for 2012, fax the “Post Retirement Life Insurance Calculation” page to Denise Halderman at DOA (804-225-3499). In order for DOA to enter the adjustment in CIPPS before certification for the final pay period in December and calculate the amount of employment taxes due to the IRS, **all forms must be submitted no later than noon on Friday, December 14, 2012.**

**Example** Tom retired in May, 2012 after 23 years of service with one of Virginia’s community colleges. When Tom was hired, he chose to participate in one of the optional retirement plans offered to Higher Ed employees instead of the traditional retirement plan through VRS. At retirement, Tom’s annual salary was \$75,000. Because Tom is 53 and has over 10 years of state service, he continues to be covered after his retirement by group-term life insurance at twice his annual salary (\$150,000). Tom’s W-2 must include a total of \$276.00 in his wages as imputed life for the calendar year of 2012. The community college prepares the “Post Retirement Life Insurance Calculation” and prints a copy to fax to DOA. DOA compares the YTD amount in CIPPS to the amount reported on the spreadsheet and makes the necessary adjustments. Tom’s W-2 will include uncollected FICA amounts in boxes M and N; however, the community college portion of FICA will be paid to the IRS.

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## 2012 Imputed Income for ORP Participants Eligible for Continued Grp Life, *continued*

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Payment to IRS DOA will make the federal tax deposit for the employer portion of the OASDI and HI taxes prior to the end of the calendar year. Former employees will be responsible for the employee portion when they file their income tax returns.

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DOA Contacts Please contact Denise Halderman at 804-371-8912 or Cathy McGill at 804-371-7800 if you have any questions.

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## Reclassification of Taxable Income for Flexible Reimbursement Card Payments

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**Reclassification** According to IRS guidelines (Revenue Ruling 2003-43, 2006-69), all Card transactions must be validated. WageWorks is permitted, under the IRS guidelines, to automatically validate (auto-adjudicate) certain transactions. In the event that WageWorks cannot auto-adjudicate card transactions, WageWorks requests supporting documentation from the employee. If documentation is not received, then the outstanding transaction amounts must be reported to the Internal Revenue Service (IRS) as income on the employee's W-2 form, and are subject to all applicable employment taxes (including federal and state income tax withholding and FICA).

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**Automated Reclassification** A file will be loaded in early December which will automatically update the taxable and non-taxable fields for those CIPPS employees who have been paid in 2012. This file will simply adjust the year-to-date accumulation fields and will not process through a payrun and **will not reflect on a Report 10**. Therefore, any agency maintaining control totals for the purpose of balancing quarterly or calendar year-end totals will need to make manual adjustments. The amounts can be obtained from the data available on the Report 1006.

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**2012 Terminations - Manual Payset Required** A manual payset will be required to invoke the collection of FICA taxes for those employees **who have terminated in 2012**. An example of the required transaction on HTQTA is provided on the next page.

The amount of OASDI (.042) and HI (.0145) tax related to the reclassified income must be calculated. The combined total should be entered in the NET field with an adjustment indicator of '-' and the individual amounts entered for OASDI and HI with an adjustment indicator of '+'.

The employee must be reactivated in a non-auto time card status and a time and attendance transaction for \$.01 must be entered to pull through the manual payset.

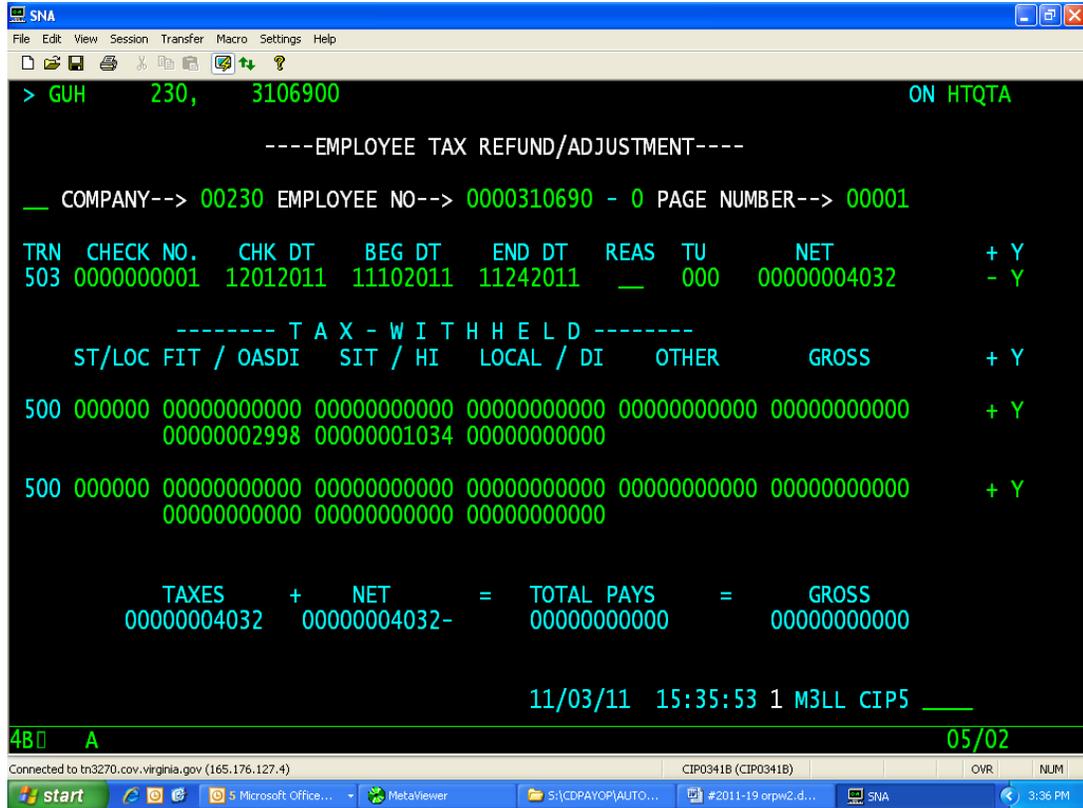
The Department of Accounts will create a journal entry to charge the line agency for the uncollected employee FICA amounts.

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**Reclass. of Taxable Income for Flexible Reimbursement Card Payments, *continued***

**2012  
Terminations -  
Manual Payset  
Required**

It is imperative that these transactions are processed in a timely manner in order for the taxes to be remitted to the IRS by the Department of Accounts. Failure to process these transactions will require payment of the taxes to the IRS via EFTPS. DOA will process the CARS transaction to create the payment and provide copies to the affected agency.



**2011  
Terminations**

For those employees who terminated in 2011, the Department of Accounts will process W2Cs and 941Xs. DOA will process the CARS transaction to create the payment via EFTPS in conjunction with the filing of the 941X and provide copies to the affected agency.

**Active  
Employees**

No action is required for active employees as FICA will self-adjust when the employee is paid in December. However, if you have an active employee who will not be receiving any payments in December, please follow the instructions provided for employees who have terminated during 2012.

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## Name and Address Format Requirements

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### Name and Address Format Requirements

Keep the following requirements in mind when entering employee name and address information on the HOBID screen in CIPPS:

1. Name must match exactly what is on social security card.
  2. Name fields can only contain letters, numbers (0-9), spaces, hyphens, periods, and/or apostrophes. Do not use accent marks.
  3. Suffixes must be in this format: last name,(space)suffix; for example, Smith, Jr  
Do not use periods after the suffix or extra spaces between the last name and suffix.
  4. All names, addresses, city, state and zip code entries must begin in the first position of the field. Do not leave any blank spaces at the beginning.
  5. You must use a space or dash between the zip code and the extension; zip codes are five digits and extensions are four digits. For example, 22032-1712 or 22032 1712
  6. Do not use periods in state abbreviations; for example, NC not N.C.
  7. State abbreviations must be in the state field, not in the city field or zip code field. Do not use commas after the city name.
  8. You must use alpha characters (letters) in the state abbreviations on the address line; for example, OH not 0H (zero-H is not Ohio)
  9. You must use the official USPO two-position abbreviation for the state name; do not spell out the state name or try to extend it beyond two characters.
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