

Department of Accounts

Payroll Bulletin

Calendar Year 2015

May 26, 2015

Volume 2015-06

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the Payroll
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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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VNAV Reminders and Updates

Overview VRS, DHRM and DOA meet periodically to discuss items that have an impact across agencies. The April meeting highlighted some information that warranted a reminder or an original notification. These have been outlined below.

Reminders/ Updates It is imperative that each agency monitor the PMIS Cancelled Record Report produced in *myVRS Navigator* (VNAV) daily. There are numerous reasons why a change may not automatically update to VNAV and manual action is required.

All PMIS corrections with an effective date that has been passed previously to VNAV must be manually keyed into VNAV. For example, when a salary change is sent to VNAV from PMIS the effective date is stored in VNAV. If a subsequent adjustment/correction to that salary with the same effective date is passed, VNAV will not pick up the change. The transaction will be reported on the PMIS Cancelled Record Report.

Changes made for dates earlier than the go-live date of VNAV (2012) must be entered manually. The transaction will be reported on the PMIS Cancelled Record Report.

Date of Birth corrections must be manually keyed into VNAV. The transaction will be reported on the Cancelled Record report.

VNAV only recognizes the first “business” day of a month to be a non-holiday Monday through Friday. If the first working day for your agency (e.g., 24/7 facilities) is a Saturday or Sunday (e.g. November 1, 2015) manual entry will be required to “adjust” the hire date to the VNAV-recognized first working day.

Employee Number in VNAV is not edited for format. Be sure to enter a complete nine-digit value (starting with the correct series of zeros) without any dashes.

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VNAV Reminders and Updates continued

**Reminders/
Updates,
continued** New roles have been created in VNAV for the purpose of receiving communications only. These will be primarily for Benefit Administrators and Fiscal Officers. Please contact your VNAV representative for more information.

All *non-vested* Plan 1 employees must be reclassified as Plan 2 employees in CIPPS. Each agency should review the VRS Reconciliation Report U170 to identify those individuals for whom the retirement plan code in VNAV does not match the retirement plan code in CIPPS.

Each agency must confirm their VNAV Snapshot as soon as possible after the end of each month. The Snapshot must be confirmed no later than the 10th of the month following the Snapshot month.

The person with the “Snapshot Processor 2” role in VNAV should gain assurances that the Snapshot reflects all activity for the month and that creditable comp has been reconciled to the applicable system of record prior to approval. The “Snapshot Processor 2” does not have the ability in VNAV to enroll new employees or make changes to existing employees so this role may be assigned to Finance or HR personnel accordingly. This is a change from the initial guidance given in Payroll Bulletin 2013-02.

Changes in State Payroll Operations Staffing

**Effective
5/25/2015** Shannon Gulasky and Rob Ramey will be transferring to the Cardinal Payroll project team in the near future. To provide continued agency support the position of Payroll Support Analyst has been created and Denise Waddy has accepted the position. Please continue to use payroll@doa.virginia.gov for all your communications so that Denise or any other available staff member can assist you timely.

Felecia Smith has accepted Denise’s current position of Payroll/Benefit Accountant and will be the contact for the Automated Health Care Reconciliations, as well as processing the accounting activities for defined contribution (Deferred Compensation, hybrid retirement, ORPPA, 457 cash match and the new Roth 457 plan) programs, optional group life, and CIPPS security.

Roth 457 – Additional Supplemental Retirement Option

**Effective
7/1/2015** Effective July 1, a Roth contribution option will be available to all participants in the Commonwealth of Virginia 457 Deferred Compensation Plan. These are contributions that your employees will make to their Commonwealth of Virginia 457 Plan accounts on an after-tax basis. Your employees will pay taxes on the contributions now, rather than later. Employees may withdraw their Roth assets, which includes both their Roth contributions and any associated earnings, on a tax-free basis, as long as certain criteria are met.

More detailed information regarding how these will be handled in CIPPS will be forthcoming in a future Payroll Bulletin.
