

# Department of Accounts Payroll Bulletin

Calendar Year 2016

December 28, 2015

Volume 2016-01

## 2016 Calendar Year Payroll Operations and Leave Processing

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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](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

**Director**                      **Lora L. George**  
Assistant Director              Cathy C. McGill

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**Introduction**      This Payroll Bulletin addresses key **2016** calendar year payroll and leave processing issues. This bulletin should be distributed to and carefully reviewed by appropriate payroll, human resource and fiscal personnel within your agency.

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### Payroll Accounting

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**IRS Pubs & Forms**      The IRS web site address is <http://www.irs.gov/>  
If you do not have internet access, IRS publications and forms can be ordered by calling 1-800-TAX-FORM (1-800-829-3676).

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**W-4 Form**      Employees who claim exempt from withholding on their W-4 during the prior year must complete a new W-4 form by February 15<sup>th</sup> to maintain their exempt status. If such employees do not provide a newly completed W-4 form by February 15th, immediately begin to withhold Federal income tax as if they are single, with zero withholding allowances. Agencies can request CIPPS report #823, **Employees With FIT Status Not Equal to 4, 5, or 6**, to identify employees with current exempt W-4s (FIT status "A").

IRS regulations stipulate which employees are eligible to file a W-4 Form with exempt status. Refer to Section 9 of Publication 15 (Circular E) for more information.

Remember that employers are no longer required to submit copies of W-4s to the IRS for employees who claim more than 10 exemptions. In cases where problems are identified, the employer will receive a written notice (called a lock-in letter) from the IRS with specific instructions for withholding on the affected employee.

The 2016 version of the W-4 is now available from the IRS website.

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## Payroll Accounting, continued

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### Social Security Tax Withholding

The maximum wage base for 2016 withholding will remain at **\$118,500** for OASDI (Old Age, Survivors, and Disability Insurance). The wage base for HI (Hospital Insurance) remains unlimited (i.e., all wages are HI taxable). Wages paid in excess of \$200,000 in 2016 will be subject to an extra 0.9% HI tax that will only be withheld from employees' wages. Employers will not pay the extra tax.

The OASDI tax rate will remain 6.2% each for employees and employers. For HI, the rate is 1.45% each for employees and employers, with the additional 0.9% for employees only on wages in excess of \$200,000.

When the maximum has been reached for an individual Employee Id Number within an agency, OASDI taxes will cease to be calculated and withheld. No agency action is required since CIPPS recognizes the OASDI maximum.

DOA monitors totals for employees with records at more than one CIPPS agency and will change the FICA status to "6" once the OASDI max has been reached. **Don't forget to change the FICA status from "6" back to a "4" for the new calendar year.** Report #825, FICA Status not Equal to 4 and Employee Status Equal 1 or 2, may be requested on HSRUT for review.

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### North Carolina Residents

The Virginia Department of Taxation *Income Tax Withholding Guide for Employers* states that payments to nonresidents not covered under reciprocity for services performed in Virginia are subject to Virginia withholding.

North Carolina's *Income Tax Withholding Tables and Instructions for Employers* states "An employee who is a resident of this State is subject to North Carolina withholding on all of his wages, whether he works within or outside the State; except that, to prevent double withholding and to anticipate any allowable tax credit, North Carolina withholding is not required from wages paid to a resident for services performed in another state if that state requires the employer to withhold. Withholding does not relieve the employee of the obligation to file a North Carolina individual income tax return and pay any balance due after tax credit."

Therefore, North Carolina residents working in Virginia must pay employment taxes to Virginia and must complete a Virginia income tax return. Only those North Carolina resident employees who are physically working in North Carolina can be excluded from Virginia reporting and withholding.

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### Name Changes

Employees requesting name changes in CIPPS should be reminded to notify the Social Security Administration (SSA) of the change immediately. Name changes for existing employees are part of the PMIS/CIPPS interface and changes to employee names should not be entered in PMIS until the employee provides a new SS card showing the changed name or documentation proving SSA notification. If the employee's name is changed in CIPPS but not with the SSA, the name will not match SSA records when DOA remits the W-2 tape, possibly resulting in agency penalties. Refer to section 4 of Publication 15 (Circular E) for more information. You can verify up to 10 names/SSNs online and find out immediately if there is a mismatch. Go to [www.ssa.gov/bsowelcome.htm](http://www.ssa.gov/bsowelcome.htm) and register for a PIN and password. Your activation code will be sent to your supervisor. Input the activation code to turn on SSNVS. Log into Business Services Online with your PIN and password and enter the SSNs for verification.

<http://www.socialsecurity.gov/employer/critical.htm>

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## Payroll Accounting, continued

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### Reminder: Maximum Annual Leave Carryover

In 2013 DHRM announced a change in the interpretation of how the annual leave accrual for the last pay period of the leave calendar year should be applied in regard to the maximum carryover limits. Previously, policy interpretation held that the final leave accrual of the leave year would be awarded on January 9<sup>th</sup> and then the carryover maximum would be applied. The sequence was changed so that the maximum carryover is applied to the leave balance on January 9<sup>th</sup> and then the leave accrual for the final pay period (12/25 through 1/9) is credited and available for use on the first day of the new leave year. This means that employees' Jan. 10<sup>th</sup> balances may exceed the maximum carryover limit.

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### Helpful Reminders

Some items that should be considered when beginning a new calendar year:

- Ensure all garnishments that have been satisfied due to a goal being reached are deactivated (frequency changed to 00).
  - Review the pending file reports and delete transactions no longer required.
  - When entering a certification or edit request in 2016 with a pay period begin date with a 2015 value, you will receive a warning message stating "YEAR NOT SAME AS CURRENT YEAR." This is an informational message. You must hit the enter button again for the data on PYCTF/PYEDT to be accepted in the system.
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## Payroll Deductions

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### Flex Reimburse- ment Accounts

Flex accounts set up through the interface with BES use an end-date instead of a goal as the means of turning off the deduction. DOA will **NOT** process any mass transactions at calendar year-end to change any fields related to the flex accounts on H0ZDC. If you manually set up accounts using a goal, you must review the deduction to ensure that the correct amount will be withheld for the remainder of the plan year (January through June deductions).

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### CVC Deduction #62

DOA will process a mass transaction at year-end to turn-off Deduction #62 (changes frequency from '09' to '00') and to change the Deduction #62 AMT/PCT and GOAL fields on H0ZDC to **all zeros**.

DOA will process an update provided by DHRM to establish CVC deductions for calendar year 2016 the first week of January. Reports will be provided by DHRM and some manual entry may be required as well.

REMINDER – Do not attempt to enter CVC deductions until CIPPS files are restored following year-end processing, scheduled for December 30, 2015 through January 1, 2016.

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## Payroll Deductions, continued

**Optional Life Update** Reports U024 - Optional Group Life Premium Listing and U025 - Optional Group Life Errors will be produced this week. CIPPS will be updated the first week of January with the new Optional Group Life rates. Look for notification on the CIPPS Broadcast Screen. For questions regarding OGL, contact Joe Chang in the Richmond Branch Office of Minnesota Life at 1-800-441-2258 x101 or via email at [joseph.chang@minnesotamutual.com](mailto:joseph.chang@minnesotamutual.com) or FAX 804-644-2460.

**Qualified Benefit Plans** Employees of the Commonwealth who are employed by a college or university may use both the 457 Deferred Compensation/Roth Plan and a 403(b) Tax Deferred/Roth Account. The maximum limits on 457 and 403(b) plan elective deferrals remains unchanged for calendar year 2016:

Goals for the 457 Deferred Compensation Plan are no longer established per individual deduction in employee records since those who participate in the Hybrid plan may also have an additional voluntary deduction that is considered part of the 457 Plan (deduction 016). The Employee Voluntary Hybrid Contribution will be linked with the existing 457 Deferred Comp contribution (deduction 038) and 457 Roth contribution (deduction 052) to ensure that the combined total does not exceed the annual maximum.\*

Deferral Category	457 Deferred Compensation Plan	403(b) Tax-Deferred Account
Normal Annual Limit	\$18,000 (1)(5)	\$18,000 (1)(5)
Age 50 Catch-Up	\$6,000 (2)	\$6,000 (2)(5)
457 Standard Catch-Up	\$18,000 (3)(5)	N/A
403(b) 15-Year Catch-Up	N/A	\$3,000 (4)(5)

- (1) Eligible participants may contribute the normal annual limit to both plans.
- (2) Eligible participants may contribute the Age 50 Catch-Up to both plans.
- (3) The 457 Standard Catch-Up may not be used in the same year that the 457 Age 50 Catch-Up is used. The 457 Standard Catch-Up can only be used in the three years preceding “normal retirement age” as designated on the Normal Retirement Age Election Form. The Standard Catch-Up plus the Normal Annual Limit results in a total possible deferral to the 457 Plan of **\$36,000 for 2016**.
- (4) The 403(b) 15-Year Catch-Up, the 403(b) age 50 Catch-Up and the 403(b) Normal Annual Limit can all be used in the same year for a total deferral of **\$27,000 in 2016**. (Note: there is a lifetime limit of \$15,000 on the 15-yr catch up.)
- (5) The 457 Standard Catch-Up and the 403(b) 15-Year Catch-Up may both be used in the same year. A participant in both plans could potentially defer **\$63,000 in 2016** if eligible for the full 403(b) 15-Year Catch-Up, 403(b) age 50 Catch-Up and the full 457 Standard Catch-Up.

**Note: Questions concerning eligibility for Catch-Up contributions should be directed to the applicable Plan provider.**

\* The “Goal” field will only contain an amount in Deduction 038 that equates to any limit above the standard limit for under age 50. Therefore only those 50 or over or in catch-up will have an amount in the Goal field.

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## Payroll Deductions, continued

**Misc. Deduction TPA Processing Schedule** The calendar year 2016 cut-off date schedule governing new enrollment and change processing for the miscellaneous insurance and annuity third party administrator (FBMC) can be found on the website at [http://www.doa.virginia.gov/Payroll/TPA/TPA\\_Calendar\\_2016.pdf](http://www.doa.virginia.gov/Payroll/TPA/TPA_Calendar_2016.pdf).

## Payroll and Leave Contact Personnel

**Communication Guidance** Address all processing questions to the individuals listed. Contact the appropriate DOA personnel to ensure accurate and consistent responses. Use E-mail and FAX to avoid “telephone tag” and provide all necessary relevant information. This will significantly reduce the amount of time it takes DOA personnel to address questions or concerns. **Review your CIPPS broadcast screen throughout the day for important messages.**

### Payroll Operations – CIPPS Assistance

Name	Functional Area	E-mail	Phone (804 Area Code)
Denise Waddy	Agency Payroll and Leave Procedural Support	<a href="mailto:denise.waddy@doa.virginia.gov">denise.waddy@doa.virginia.gov</a>	786-1083

### Payroll Operations – PR/Benefits Accounting

Name	Functional Area	E-mail	Phone (804 Area Code)
Cathy Gravatt	941s; Employee Masterfile Maintenance; CIPPS/CARS Interface; CIPPS Adjustments; Supplemental Insurances; ORPs (other than political appointee)	<a href="mailto:cathy.gravatt@doa.virginia.gov">cathy.gravatt@doa.virginia.gov</a>	225-2386
Denise Halderman	941-X; W-2Cs; Payroll Accounting; Benefits Accounting; CIPPS Security; Flexible Reimbursement Accounts;	<a href="mailto:denise.halderman@doa.virginia.gov">denise.halderman@doa.virginia.gov</a>	371-8912
Cathy Royal	CIPPS/PMIS Audit; CVC; VPEP; VEST; Annuities and Annuity Cash Match	<a href="mailto:catherine.royal@doa.virginia.gov">catherine.royal@doa.virginia.gov</a>	225-2390
Felecia Smith	Healthcare Reconciliations; Deferred Compensation; Deferred Compensation Cash Match; Political Appointee ORP; OGL; CIPPS Security	<a href="mailto:Felecia.smith@doa.virginia.gov">Felecia.smith@doa.virginia.gov</a>	225-2246

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## Payroll and Leave Contact Personnel, continued

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### Payroll Operations - Production

Name	Functional Area	E-mail	Phone (804 Area Code)
Diana Jones	Void Checks; Direct Deposit Stop Payments, Checkwrites; Direct Deposit; Deposit Certificates; CIPPS Production Jobs & Report Distribution/Recovery; AD-HOC Reports/UI's; Stop Payments-Void Earnings Notices; Gross Pay Differences	<a href="mailto:diana.jones@doa.virginia.gov">diana.jones@doa.virginia.gov</a>	371-4883
Keeya Majors	Void Checks; Direct Deposit Stop Payments, Checkwrites; Direct Deposit; Deposit Certificates; CIPPS Production Jobs & Report Distribution/Recovery; AD-HOC Reports/UI's; Stop Payments-Void Earnings Notices; Gross Pay Differences	<a href="mailto:Keeya.majors@doa.virginia.gov">Keeya.majors@doa.virginia.gov</a>	371-8385

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### Payroll Operations - Management

Name and Title	Functional Area	E-mail	Phone (804 Area Code)
Lora George, Director	General Information	<a href="mailto:lora.george@doa.virginia.gov">lora.george@doa.virginia.gov</a>	225-2245
Cathy McGill, Assistant Director	General Information, Production and Benefit Accounting Support	<a href="mailto:cathy.mcgill@doa.virginia.gov">cathy.mcgill@doa.virginia.gov</a>	371-7800

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**Payroll  
Operations  
General**

- FAX (804) 225-3499
  - [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov)
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## January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>State Holiday: New Year's Day</b>	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4	5 VNAV/CIPPS Update	6 New Hire Center Report  Deferred Comp Transaction Upload	7	8 Semi-monthly salaried certification Period #1 (12/25-01/09)	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 <b>CYE Cert Due</b>	12	13 Leave keying deadline (12/25-01/09)	14 Payday for semi-monthly salaried employees  TPA Upload	15 <b>State Holiday: Lee-Jackson Day</b>	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18 <b>State Holiday: M L King, Jr. Day</b>	19 TPA Upload	20 New Hire Center Report	21	22	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25	26 Semi-monthly salaried certification deadline Period #2 (01/10-01/24)	27	28	29 Leave keying Deadline (01/10-01/24)  December Healthcare Cert Due  Last day to distribute W2s to EE	30
31 9AM - CIPPS files open - no edits or payruns						

## February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Payday for semi-monthly salaried employees	2 VNAV/CIPPS Update  TPA Upload	3 Deferred Comp Transaction Upload  New Hire Center Report	4	5	6 9AM - CIPPS files open - no edits or payruns
7 9AM - CIPPS files open - no edits or payruns	8	9 Semi-monthly salaried certification Period #1 (01/25-02/09)	10	11	12 Leave keying deadline (01/25-02/09)  2016 Exempt W4s due from EEs	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 <b>State Holiday: George Washington's Birthday</b>  9AM - CIPPS files open - no edits or payruns	16 Payday for semi-monthly salaried employees	17 New Hire Center Report  TPA Upload	18	19	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24 Semi-monthly salaried certification Period #2 (02/10-02/24)	25	26	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29 Leave keying deadline (02/10-02/24)  January Healthcare Cert Due					

## March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semi-monthly salaried employees	2 VNAV/CIPPS Interface  New Hire Center Report	3 Deferred Comp Transaction Upload  TPA Upload	4	5 9AM - CIPPS files open - no edits or payruns
6 9AM - CIPPS files open - no edits or payruns	7	8	9	10 Semi-monthly salaried certification Period #1 (02/25-03/09)	113	12 9AM - CIPPS files open - no edits or payruns
13 9AM - CIPPS files open - no edits or payruns	14	15 Leave keying deadline (02/25-03/09)	16 Payday for semi-monthly salaried employees  New Hire Center Report	17	18 TPA Upload	19 9AM - CIPPS files open - no edits or payruns
20 9AM - CIPPS files open - no edits or payruns	21	22	23	24	25 Semi-monthly salaried certification Period #2 (03/10-03/24)	26 9AM - CIPPS files open - no edits or payruns
27 9AM - CIPPS files open - no edits or payruns	28	29	30 Leave keying deadline (03/10-03/24)  New Hire Center Report	31 Payday for semi-monthly salaried employees  February Healthcare Cert Due		

## April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4 <b>1<sup>st</sup> QTR Cert Due</b>  VNAV/CIPPS Interface  TPA Upload	5 Deferred Comp Transaction Upload	6	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 Period #1 (03/25-04/09)	12	13 New Hire Center Report	14 Leave keying deadline (03/25-04/09)	15 Payday for semi-monthly salaried employees	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18 TPA Upload	19	20	21	22	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25 Semi-monthly salaried certification Period #2 (04/10-04/24)	26	27 New Hire Center Report	28 Leave keying deadline (04/10-04/24)	29 Payday for semi-monthly salaried employees  March Healthcare Cert Due	30 9AM - CIPPS files open - no edits or payruns

## May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2	3 VNAV/CIPPS Interface  TPA Upload	4 Deferred Comp Transaction Upload	5	6	7 9AM - CIPPS files open - no edits or payruns
8 9AM - CIPPS files open - no edits or payruns	9	10 Semi-monthly salaried certification Period #1 (04/25-05/09)	11 New Hire Center Report	12	13 Leave keying deadline (04/25-05/09)	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	19 TPA Upload	20	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23	24	25 New Hire Center Report  Semi-monthly salaried certification Period #2 (05/10-05/24)	26	27	28 9AM - CIPPS files open - no edits or payruns
29 9AM - CIPPS files open - no edits or payruns	30 <b>State Holiday: Memorial Day</b>  9AM - CIPPS files open - no edits or payruns	31 Leave keying deadline (05/10-05/24)  April Healthcare Cert Due				

## Certification Schedule

The Payroll Operations Calendar for the period June through November 2016 will be issued in May. The calendar for December 2016 will be issued in November. For agency planning purposes, the certification dates and paydays for this period are listed below.

Month and Period	Certification Date	Pay Date
<b>June</b> <i>1st pay period 5/25 - 6/9</i> <i>2nd pay period 6/10 - 6/24</i>	6/10 6/27	6/16 7/1
<b>July</b> <i>1st pay period 6/25 - 7/9</i> <i>2nd pay period 7/10 - 7/24</i>	7/11 7/26	7/15 8/1
<b>August</b> <i>1st pay period 7/25 - 8/9</i> <i>2nd pay period 8/10 - 8/24</i>	8/10 8/26	8/16 9/1
<b>September</b> <i>1st pay period 8/25 - 9/9</i> <i>2nd pay period 9/10 - 9/24</i>	9/12 9/26	9/16 9/30
<b>October</b> <i>1st pay period 9/25 - 10/9</i> <i>2nd pay period 10/10 - 10/24</i>	10/7 10/26	10/14 11/1
<b>November</b> <i>1st pay period 10/25 - 11/9</i> <i>2nd pay period 11/10 - 11/24</i>	11/9 11/23	11/16 12/1
<b>December</b> <i>1st pay period 11/25 - 12/9</i> <i>2nd pay period 12/10 - 12/24</i>	12/12 12/22	12/16 12/30