

Department of Accounts

Payroll Bulletin

Calendar Year 2017

April 17, 2017

Volume 2017-04

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

✓ **Policy Change for Net Pay
Direct Deposit**

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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Policy Change for Net Pay Direct Deposit

**Direct
Deposit for
Net Pay**

Policy effective July 1, 2017: Employees paid in CIPPS will be required to deposit their net pay into a single bank account regardless of how many separate employee records there are in CIPPS.

Currently in CIPPS when an employee works more than one job (within an agency or across agencies) each job has a separate payroll record with unique direct deposit distributions for each. However, in Cardinal direct deposit distributions are based on the individual employee and not the job record. Therefore, every payment made to the employee will be distributed in the exact same manner among the direct deposit accounts. The purpose of this policy change is to begin to educate employees about this modification in business practice and to facilitate the conversion to Cardinal.

For example, Employee X works full time for the Department of Accounts where he has a fixed amount of \$50 going to the Way2Go card and his net pay going to account 123 at the VACU. Employee X also has a weekend job with Game and Inland Fisheries where he only has his net pay go to account 123 at the VACU. In Cardinal \$50 from each payment will go to the Way2Go card and the net from both will continue to go to account 123 at the VACU. Employee X cannot waive the payment to the Way2Go card from his weekend job.

Example 2, Employee Z works for NSU full time and is an adjunct professor at TCC. Employee Z has her net pay from her full time job at NSU go to account 456 at the VACU but her net pay from her adjunct work at TCC goes to account 789 at Bank of America. In Cardinal, net pay for all positions can only go to one account so Employee Z will have to choose either account 456 at the VACU or account 789 at Bank of America.

This policy change affects net pay only. The employee may continue to vary elected fixed direct deposit distributions while still being paid in CIPPS. State Payroll Operations will provide a list of affected employees to employing agencies by April 28. Agencies will be responsible for coordination with employees to ensure compliance. SPO will monitor compliance until CIPPS is decommissioned.