

Module 1:

**Performing Maintenance to Employee
Records**

Learning Points

In this Module you will be introduced to the process of performing maintenance (CAPP Topic 50310, 50315, 50320) to your employee records. The changes to the employee's masterfiles consist of but are not limited to:

- PMIS/CIPPS Automated Update Process
- Name and address changes
- Pay information changes or changes in deductions
- Salary promotions
- Salary terminations and termination check list
- Rehiring an employee
- Wage to salary change
- LWOP

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Automated Update Process

DOA has automated some updates to the payroll system from the Personnel Management and Information System (PMIS) and the Benefit Eligibility System (BES).

The BES to CIPPS and the PMIS to CIPPS update is a two-day process. Day one, the information is keyed in BES/PMIS. That data is captured overnight and passed to CIPPS the following night. So on the third day, the update will have been made to CIPPS.

Not all CIPPS fields are automatically updated. Please refer to the crosswalk provided on the Payroll Operations Forms web page for all fields that may be affected by this process.

Reports

A variety of reports are generated through these automated updates and need to be reviewed each time they are generated for accuracy or corrective action.

The U082 Report, PMIS/CIPPS UPDATE LISTING, reflects the old and new PMIS values of the fields that are being updated.

The U080 Report, PMIS/CIPPS TRANSACTION ERROR LISTING, identifies transactions not processed that need to be entered manually into CIPPS.

The U084 Report, PMIS RECORDS WRITTEN TO CIPPS SUSPENSE, lists future dated PMIS transactions that have gone into the CIPPS suspense file.

The U131 BES/CIPPS UPDATE LISTING will reflect the old and new values of the changes that were automatically made for health care, dependent care and medical expense accounts.

The U130 BES/CIPPS TRANSACTION ERROR LISTING, reports the transactions that were made in BES but did not get updated into CIPPS. Manual action is required to enter those transactions into CIPPS on HMCU1 and/or H0ZDC.

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Example #1 - Salary Promotion

Salary Promotion

On the command line, enter GUH, COMPANY #, EMPLOYEE # on HOBID to access the employee's record. Using the information below, complete the Basic Employee Identification screen HOBID: (The salary/rate and date of last pay change is automatically updated for you in the PMIS/CIPPS auto update.)

Field	Employee Information
Company	100XX
Employee Number	01000625000
Employee Name	Wayne White
Salary or Rate	\$1,655.25
Date Last Pay Chg	10/10/20XX
Pay Band	5

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C 10010, 1000625000 ON HOBID
                                LEVEL 02 LINK FROM CMEXX
-----BASIC EMPLOYEE IDENTIFICATION-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01000625000
r_ NAME> WAYNE W WHITE
PO BOX/APT/SUITE--> APT 1996
STREET ADDRESS----> 1440 MAIN STREET
CITY STATE ZIP----> RICHMOND VA 23221-1234
HOME PHONE-----> (000)000-0000 BUSINESS PHONE-----> (000)000-0000
PAY TYPE-----> SALARY SALARY OR RATE----> 1655.25
STANDARD HOURS----> 86.67 STANDARD HOURS 2--> 999.99
TIME CARD STATUS--> AUTOMATIC SOCIAL SECURITY---> 666-66-6666
BIRTH DATE-----> 02/27/1956 PAY FREQUENCY-----> 70
EMPLOYMENT DATE--> 07/15/1990 SEX-----> MALE
ANNUAL SALARY----> 000031965.12 AMT LAST PAY CHG--> 000000029.34
ORGANIZATION-----> 00194100000 DATE LAST PAY CHG-> 1010201095
PAY BAND -----> 5 SALARY STEP-----> 7
MARITAL STATUS----> 0
START PAY DATE----> 00/00/0000 START DAY OF WEEK-> 2
WORK DAYS/WEEK----> 5 STD HOURS/DAY-----> 8.0

A205W-END OF LIST
                                04/05/11 14:05:06 1 M3L1 CIP5 ____
4B A 18/26

```

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Example #1 - Salary Promotion, Continued

Using the information below, complete the Employee Job description screen H0BUO:

Field	Employee Information
Role Code	19013

```

SNA
File Edit View Session Transfer Macro Settings Help
10010, 1000625000 ON H0BUO
LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE JOB DESCRIPTION-----
r COMPANY--> 10010 EMPLOYEE NUMBER--> 01000625000
NAME-> WAYNE W WHITE
AG EMP START-----> 07/15/1991 ROLE CODE -----> 19013
ESTABLISHMENT CODE> 1642 WORKER'S COMP CODE> 1234
FIPS CODE-----> 51222 CONTRACT LENGTH---> 12
ALIEN CD-----> C NUMBER OF PAYS-----> 24
A205W-END OF LIST
04/05/11 14:06:14 1 M3L1 CIP5
4B A 11/25
  
```

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Example #1 - Salary Promotion, Continued

Using the information below, complete the Employee Automatic Special Pay screen **H10AS**- this should be updated as a result of changing the salary/rate on the H0BID screen. Please verify amounts.

Field	Employee Information
Rate/Amt	800.00 (automatically updated via PMIS/CIPSS update)

```

SNA
File Edit View Session Transfer Macro Settings Help
10010,01000625000,014 ON H10UB
                                LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE AUTOMATIC SPECIAL PAY-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01000625000
NAME> WAYNE           W           WHITE
NO  NAME          CALC HOURS  CHK TAX DED  RATE/AMT  FREQ LAB CD
014 IMPLIFE      09      .00    0  2  0      800.00  09  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
- 000            00      .00    0  0  0       .00  00  00
A205W-END OF LIST
                                04/05/11  14:09:42  1 M3L1 CIP5
4B A                                09/02

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Example #1 - Salary Promotion, Continued

Using the information below, complete the Additional Pay Rates and Factors screen HOBBN (not in the menu function):

Field	Employee Information
Overtime Status	1 (automatically updated via PMIS/CIPPS update)

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 10010,01000625000 ON HOBBN

      --- ADDITIONAL PAY RATES AND FACTORS ---

COMPANY--> 10010 EMPLOYEE NUMBER--> 01000625000
NAME> WAYNE W WHITE

r_ OVERTIME STATUS----> 1 OVERTIME TYPE-----> 3
OT 1 PREMIUM-----> 1.000000 OT 2 PREMIUM-----> 1.500000

SHIFT-----> 1 SHIFT LOCATION----> 0
SHIFT RATE/FAC CTL> 1 SHIFT 2 PREMIUM---> .000
SHIFT 3 PREMIUM---> .000

ADD. RATE 1-----> .000000 ADD. RATE 2-----> .000000
ADD. RATE 3-----> .000000 ADD. RATE 4-----> .000000

FIT TAX %-----> .000 SIT TAX %-----> .000
LOC TAX %-----> .000

04/05/11 14:10:50 1 M3L1 CIP5
4B A 08/65
  
```

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Example #2 – Salary Termination

**Salary
Termination
Using
Individual
Screen Access**

Using the following information, complete the Basic Employee Identification screen HOBID:

Field	Employee Information
Company	100XX
Employee Number	01456328000
Employee Name	Jane E Ellison
Time Card Status	0 – non automatic

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 10010,01456328000 ON HOBID

-----BASIC EMPLOYEE IDENTIFICATION-----

COMPANY--> 10010 EMPLOYEE NUMBER--> 01456328000
r_ NAME> JANE C ELLISON
PO BOX/APT/SUITE--> _____
STREET ADDRESS-----> 25 MAIN STREET
CITY STATE ZIP-----> RICHMOND VA 23222-1234
HOME PHONE-----> (000)000-0000 BUSINESS PHONE-----> (000)000-0000
PAY TYPE-----> SALARY SALARY OR RATE-----> 000000341.38
STANDARD HOURS-----> 86.67 STANDARD HOURS 2--> 999.99
TIME CARD STATUS--> AUTOMATIC SOCIAL SECURITY---> 222-22-2222
BIRTH DATE-----> 02/27/1956 PAY FREQUENCY-----> 70
EMPLOYMENT DATE--> 09/16/1996 SEX-----> FEMALE
ANNUAL SALARY-----> 000008193.00 AMT LAST PAY CHG--> 000000000.00
ORGANIZATION-----> 00194100000 DATE LAST PAY CHG-> 07/24/2003
PAY BAND -----> 3 SALARY STEP-----> 1
MARITAL STATUS-----> 0
START PAY DATE-----> 00/00/0000 START DAY OF WEEK-> 2
WORK DAYS/WEEK-----> 5 STD HOURS/DAY-----> 8.0

04/05/11 14:12:34 1 M3L1 CIP5 ____
4B A 13/26

```

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Example #2 – Salary Termination, Continued

Using the information below, complete the Employee Benefits screen HMCU1:

Field	Employee Information
Membership type	E
Retirement Plan Code	LT

```

SNA
File Edit View Session Transfer Macro Settings Help
> GUH 10010,01456328000 ON HMCU1
-EMPLOYEE BENEFITS-
r COMPANY--> 10010 EMPLOYEE NUMBER--> 01456328000
NAME-> JANE C ELLISON
-HEALTHCARE BENEFITS-
PROVIDER CODE-----> 043
MEMBERSHIP TYPE----> e
-RETIREMENT BENEFITS-
RETIRE PLAN CODE--> lt GROUP INS/RETIREE CREDIT ONLY --> █
BUY BACK TAXING---->
BUY BACK TYPE INDICATOR (PLAN 2 ONLY)--> __
BB BEGIN DATE-----> 00/00/0000 BB END DATE -----> 00/00/0000
0001I-ENTER HEALTH TRANSACTIONS IN BES 09/23/11 13:38:10 1 M3L1 CIP5 ____
4B0 A 16/64
Connected to tn3270.cov.virginia.gov (185.176.127.4) CIP0344C (CIP0344C) OVR NUM

```

NOTE: Always make Health Benefit changes in BES and allow them to be updated in CIPPS.

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Example #2 – Salary Termination, Continued

REVIEW the Employee Automatic Special Pay screen H10AS.
When the LT code is keyed on HMCU1 it also turns off imputed
life, Special Pay 14

Field	Employee Information
FREQ	00

```

> GUH 10010,01456328000 ON H10AS

-----EMPLOYEE AUTOMATIC SPECIAL PAY-----

COMPANY--> 10010    EMPLOYEE NUMBER----> 01456328000
NAME> JANE          C          ELLISON

   NO   NAME          CALC HOURS   CHK TAX DED   RATE/AMT   FREQ LAB CD
--- 014 IMPLIFE      09      .00    0  2  0       340.00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00
--- 000              00      .00    0  0  0         .00    00  00

                                04/18/12  16:35:06  1 M3L1 CIP5

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Example #2 – Salary Termination, Continued

Using the code **LT** on the **HMCU1** screen turned off all retirement associated deductions.
 The health care code **E** turned off deds 24 and 26.
 However, you should review the Employee Deductions screen H0ZDC to verify and turn off other deductions.

Field	Employee Information
FREQ for all deductions (except net DD)	00

```

> GUH 10010,01456328000 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01456328000
NAME-----> JANE C ELLISON
NO NAME AMT/PCT GOAL UTILITY
CALC GN FR PRTY START DATE END DATE DED MTD DED YTD
█ 12 EMP RET .00000 .00 300000000022200000
85 1 00 000 00/00/0000 00/00/0000 .00 .00
— 24 PRM CONV .00 .00 000000000022200100
85 1 00 000 00/00/0000 00/00/0000 .00 24.50
— 26 AGY HLTH .00 .00 000000000000000000
96 2 00 000 00/00/0000 00/00/0000 .00 574.00
— 102 GRPINS-X .00 .00 000000000000000000
04 1 00 000 00/00/0000 00/00/0000 .00 .00
04/18/12 16:48:48 1 M3L1 CIP5
  
```

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Example #2 – Salary Termination, Continued

```

> GU 10010,01456328000,116 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER---> 01456328000
NAME-----> JANE C ELLISON

NO NAME AMT/PCT GOAL UTILITY
CALC GN FR PRTY START DATE END DATE DED MTD DED YTD
--- 105 RETCRD-X .00890 .00 3000000000000000000
 96 1 00 000 00/00/0000 00/00/0000 .00 .00
--- 106 LT DIS-X .00 .00 0000000000000000000
 05 1 00 000 00/00/0000 00/00/0000 .00 .00
--- 115 RET CRDT .00100 .00 3000000000000000000
 96 1 00 000 00/00/0000 00/00/0000 .00 87.22
--- 116 RETIRMNT .02130 .00 3000000000000000000
 96 1 00 000 00/00/0000 00/00/0000 .00 1708.91

04/18/12 16:45:00 1 M3L1 CIP5 ____

```

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Example #2 – Salary Termination, Continued

```

> GU 10010,01456328000,136 ON H0ZDC
  █ -----EMPLOYEE DEDUCTIONS-----
  COMPANY--> 10010 EMPLOYEE NUMBER----> 01456328000
  NAME-----> JANE C ELLISON

  NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
  ---
  117 RETRMT-X      .04450      .00      30000000000000000000
    96  1 00  000  00/00/0000  00/00/0000      .00      .00
  ---
  120 GRP INSR      .00         .00      00000000000000000000
    01  1 00  000  00/00/0000  00/00/0000      .00      108.92
  ---
  127 RETRMNT2     .05000      .00      30000000000000000000
    96  1 00  000  00/00/0000  00/00/0000      .00      .00
  ---
  136 LT DISAB     .00         .00      00000000000000000000
    02  1 00  000  00/00/0000  00/00/0000      .00      .00

                                04/18/12  16:50:08  1 M3L1 CIP5
  
```

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Example #2 – Salary Termination, Continued

Final Termination After Leave Payouts Using the information below, complete the Employee Status Information screen HOBES:

Field	Employee Information
Employment Status	3
Termination Date	09/24/20XX

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 10010,01456328000 ON HOBES

-----EMPLOYEE STATUS INFORMATION-----

COMPANY--> 10010 EMPLOYEE NUMBER--> 01456328000
NAME> JANE C ELLISON

r_ EMPLOYMENT STATUS-----> 3
TERMINATION DATE-----> 0924201000
START LEAVE DATE-----> 00/00/0000
CONT SERVICE DATE-----> 00/00/0000
DATE OF LAST CHANGE----> 07/24/2003
DATE OF LAST REVIEW----> 00/00/0000
PREVIOUS W-2 ISSUED----> 0
COMP HOURS TO DATE-----> 00000.00
INCOME OUT OF CNTRY----> .00
FLEX SPENDING AMT-----> .00
TOTAL 401K AMT-----> .00
YTD SUPPL WAGES-----> .00
CHECK SWITCH-----> _
REDUCE DED OVERRIDE----> _

TERMINATION CODE-----> _
RETIREMENT DATE-----> 00/00/0000
RETURN LEAVE DATE----> 00/00/0000
DT LAST STATUS CHG--> 00/00/0000
DATE LAST PAY CHG---> 07/24/2003
LAST CHECK DATE-----> 07/27/1992
REASON LAST PAY CHG-> 0
COMP HOURS YTD-----> 00000.00
DAYS OUT OF CNTRY----> 000
FLEX NON TAXABLE-----> .00
DED PRIORITY SW-----> _
ADVICE SWITCH-----> _
FIT-LOCK - MS -----> _
FIT-LOCK - EXMPTS --> 000

04/05/11 14:17:37 1 M3L1 CIP5 _
4B0 A 09/37
  
```

Example #3 – Salary Rehire

Rehiring a Salaried Employee

Using the information below, complete the Employee Status Information screen H0BES:

Field	Employee Information
Company Number	100XX
Employee Number	01006541800
Employee Name	Eleanor B Dayton
Employment Status	1
Termination Code	Blank
Termination Date	Blank

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C 10010, 1006541800 ON H0BES
                                LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE STATUS INFORMATION-----

COMPANY--> 10010 EMPLOYEE NUMBER--> 01006541800
NAME> ELEANOR          A          DAYTON

r_ EMPLOYMENT STATUS-----> 1          TERMINATION CODE----->
TERMINATION DATE----->
START LEAVE DATE-----> 00/00/0000    RETIREMENT DATE-----> 00/00/0000
CONT SERVICE DATE-----> 00/00/0000    RETURN LEAVE DATE---> 00/00/0000
DATE OF LAST CHANGE---> 07/24/2003    DT LAST STATUS CHG--> 06/15/1995
DATE OF LAST REVIEW---> 00/00/0000    DATE LAST PAY CHG---> 03/09/1999
PREVIOUS W-2 ISSUED---> 0          LAST CHECK DATE-----> 00/00/0000
COMP HOURS TO DATE-----> 00000.00    REASON LAST PAY CHG-> 0
INCOME OUT OF CNTRY---> .00          COMP HOURS YTD-----> 00000.00
FLEX SPENDING AMT-----> .00        DAYS OUT OF CNTRY---> 000
TOTAL 401K AMT-----> .00          FLEX NON TAXABLE----> .00
YTD SUPPL WAGES-----> .00        DED PRIORITY SW----->
CHECK SWITCH-----> _          ADVICE SWITCH-----> _
REDUCE DED OVERRIDE---> _          FIT-LOCK - MS -----> _
                                FIT-LOCK - EXMPTS --> 000

A205W-END OF LIST
                                04/05/11 14:19:45 1 M3L1 CIP5 ____
4B0 A                                09/29

```

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Example #3 – Salary Rehire, Continued

Using the information below, complete the Basic Employee Identification screen HOBID:

Field	Employee Information
Salary	3000.00
Time Card Status	1
Pay Frequency	70
State Employment Date	Varies depending on previous service
Date Last Pay Change	Top of pay period or earlier

```

SNA
File Edit View Session Transfer Macro Settings Help
10010, 1006541800 ON HOBID
LEVEL 02 LINK FROM CMEXX
-----BASIC EMPLOYEE IDENTIFICATION-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01006541800
r_ NAME> ELEANOR A DAYTON
PO BOX/APT/SUITE-->
STREET ADDRESS----> 25 EAST MAIN STREET
CITY STATE ZIP----> RICHMOND VA 23234-1234
HOME PHONE-----> (804)555-3079 BUSINESS PHONE----> (804)555-6789
PAY TYPE-----> SALARY SALARY OR RATE----> 3000.00
STANDARD HOURS----> 86.67 STANDARD HOURS 2--> 999.99
TIME CARD STATUS--> 10N AUTO SOCIAL SECURITY----> 765-76-5765
BIRTH DATE-----> 05/23/1948 PAY FREQUENCY-----> 70
EMPLOYMENT DATE---> 08/15/1989 SEX-----> FEMALE
ANNUAL SALARY-----> 000033420.96 AMT LAST PAY CHG--> 000001392.54
ORGANIZATION-----> 00194100000 DATE LAST PAY CHG-> 0310201199
PAY BAND -----> 3 SALARY STEP-----> 5
MARITAL STATUS----> 0
START PAY DATE----> 00/00/0000 START DAY OF WEEK-> 2
WORK DAYS/WEEK----> 5 STD HOURS/DAY-----> 8.0

A205W-END OF LIST
04/05/11 14:20:23 1 M3L1 CIP5
4B A 17/73

```

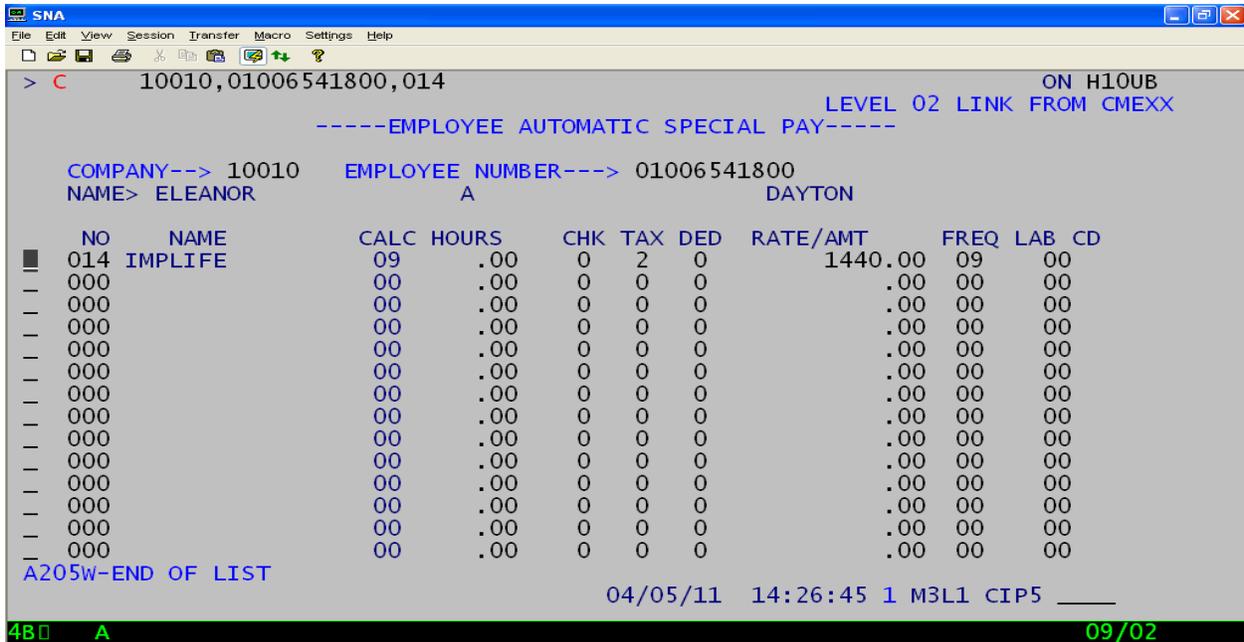
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Example #3 – Salary Rehire, Continued

The **H10AS** screen should have been updated when the salary was changed. Verify this by reviewing the Employee Automatic Special Pay screen **H10AS**:

Field	Employee Information
Rate	1440.00
FREQ	09



Example #3 – Salary Rehire, Continued

Most State employees are now required to pay the 5% member contribution to VRS for their retirement. However, employees hired after 7/1/2010 still need to be identified separately from those hired prior to that date.

- If it is determined that the new hire/rehire has an existing VRS-member account (with balance) prior to 7/1/2010, the employee should be set up using “Plan 1” codes.
- Otherwise use the retirement code for “Plan 2” codes.

The employee’s HMCU1 screen may need to be updated due to these changes.

Reference Payroll Bulletins and CAPP Topic 50410, *RETIREMENT—VRS and ORP*.

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```
> GUH 10010,01006541800 ON HMCU1
      -EMPLOYEE BENEFITS-
r COMPANY--> 10010 EMPLOYEE NUMBER--> 01006541800
NAME-> ELEANOR A DAYTON
      -HEALTHCARE BENEFITS-
PROVIDER CODE-----> 042
MEMBERSHIP TYPE----> E
      -RETIREMENT BENEFITS-
RETIRE PLAN CODE--> VS GROUP INS/RETIREE CREDIT ONLY --> █
BUY BACK TAXING----> _
BUY BACK TYPE INDICATOR (PLAN 2 ONLY)--> __
BB BEGIN DATE-----> 00/00/0000 BB END DATE -----> 00/00/0000

0001I-ENTER HEALTH TRANSACTIONS IN BES
                                04/19/12 12:16:45 1 M3L1 CIP5 _____
```

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Example #3 – Salary Rehire, Continued

Using the information below, complete the Employee Deductions screen H0ZDC. ****Be sure to update/verify bank account information for rehires on H0BB1****

Field	Employee Information
Ded No	169
FREQ	09

```

SNA
File Edit View Session Transfer Macro Settings Help
-----EMPLOYEE DEDUCTIONS-----
> C 10010,01006541800,169 ON H0ZUB
                                LEVEL 02 LINK FROM CMEXX
COMPANY--> 10010 EMPLOYEE NUMBER--> 01006541800
NAME-----> ELEANOR A DAYTON
NO NAME AMT/PCT GOAL UTILITY
CALC GN FR PRTY START DATE END DATEE DED MTD DED YTD
136 LT DISAB .00 .00 00000000000000000000
 02 1 09 000 00/00/0000 00/00/0000 .00 .00
r
169 DDCHKING 1.00000 .00 20000000001000000001
 90 2 09 000 00/00/0000 00/00/0000 .00 .00
-
 0 .00 .00 000 00/00/0000 00/00/0000 .00 .00
-
 0 .00 .00 000 00/00/0000 00/00/0000 .00 .00
A205W-END OF LIST
                                04/05/11 14:30:08 1 M3L1 CIP5
4B A 15/19
  
```

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Example #4 – Additional FIT

Additional FIT Using the information below, complete the Employee Automatic Taxing Information screen HOBAD:

Field	Employee Information
Company Number	100XX
Employee Number	01100560500
Employee Name	David Namesmith
FIT Extra AMT/%	\$25
FIT Status	6

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 10010,01100560500 ON HOBAD

--EMPLOYEE AUTOMATIC TAXING INFORMATION-

COMPANY--> 10010 EMPLOYEE NUMBER--> 01100560500
NAME> DAVID NAMESMITH

r_ FIT MARITAL STATUS> 2          FIT EXEMPTIONS----> 0000003
FIT EXTRA AMT/%----> 25         FIT STATUS-----> 6
FICA STATUS-----> 4          FUTA STATUS-----> 1
SUI STATUS-----> 4          SUI STATE CODE----> 47
RESIDENT COUNTRY--> 001        SD LOCALITY-----> 0000
RESIDENT STATE----> 47        RESIDENT LOCALITY-> 0000
WORK COUNTRY-----> 001       TAX UNIT-----> 001
WORK STATE-----> 47         WORK LOCALITY-----> 0000
SECOND STATE CODE-> 00        SECOND LOCAL CODE-> 0000
THIRD STATE CODE--> 00       THIRD LOCAL CODE--> 0000
FOURTH STATE CODE-> 00      FOURTH LOCAL CODE-> 0000
FIFTH STATE CODE--> 00     FIFTH LOCAL CODE--> 0000
PRIMARY TAX %-> .999        SECOND TAX %-> .000
THIRD TAX %-> .000         FOURTH TAX %-> .000
FIFTH TAX %-> .000        COUNTY CODE-----> 000

04/05/11 14:31:04 1 M3L1 CIP5
4B A 10/25

```

Example #5 – Wage to Salary

**Changing a
Wage EE to a
Salaried EE**

Using the information below, complete the Basic Employee Identification screen HOBID:

Field	Employee Information
Company Number	100XX
Employee Number	01987351600
Employee Name	John A Anderson
Pay Type	2
Salary or Rate	\$912.04
Time Card Status	1
Pay Frequency	70
State Employment Date	01/10/20XX
Date Last Pay Chg	01/10/20XX
Pay Band	4

```

SNA
File Edit View Session Transfer Macro Settings Help
-----BASIC EMPLOYEE IDENTIFICATION-----
> C 10010, 1987351600 ON HOBID
                                LEVEL 02 LINK FROM CMEXX
-----BASIC EMPLOYEE IDENTIFICATION-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01987351600
r_ NAME> JOHN A ANDERSON
PO BOX/APT/SUITE-->
STREET ADDRESS--> 35 ELM STREET
CITY STATE ZIP--> RICHMOND VA 23222-1234
HOME PHONE--> (000)000-0000 BUSINESS PHONE--> (000)000-0000
PAY TYPE--> 20URLY SALARY OR RATE--> 912.04
STANDARD HOURS--> 86.67 STANDARD HOURS 2--> 999.99
TIME CARD STATUS--> 10N AUTO SOCIAL SECURITY--> 111-11-1111
BIRTH DATE--> 02/27/1956 PAY FREQUENCY--> 70
EMPLOYMENT DATE--> 0110201191 SEX--> MALE
ANNUAL SALARY--> 000019656.72 AMT LAST PAY CHG--> 00001.450000
ORGANIZATION--> 12285600000 DATE LAST PAY CHG--> 0110201195
PAY BAND --> 4 SALARY STEP-->
MARITAL STATUS--> 0
START PAY DATE--> 00/00/0000 START DAY OF WEEK--> 2
WORK DAYS/WEEK--> 5 STD HOURS/DAY--> 8.0

A205W-END OF LIST
                                04/05/11 14:34:44 1 M3L1 CIP5
4B A 18/26

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Using the information below, complete the Employee Automatic Special Pay screen **H10AS** – should have been set up based on change on the H0BID screen. Verify amounts:

Field	Employee Information
NO	014
Tax Desc	2
Rate/Amt	440.00
Freq	09

```

SNA
File Edit View Session Transfer Macro Settings Help
10010,01987351600,014 ON H10UB
LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE AUTOMATIC SPECIAL PAY-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01987351600
NAME> JOHN A ANDERSON
NO NAME CALC HOURS CHK TAX DED RATE/AMT FREQ LAB CD
- 014 IMPLIFE 09 .00 0 2 0 440.00 09 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
- 000 .00 .00 0 0 0 .00 00 00
A205W-END OF LIST
04/05/11 14:36:39 1 M3L1 CIP5
4B A 09/02
  
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Using the information below, complete the Additional Pay Rates and Factors screen HOBBN

Field	Employee Information
Overtime Status	3

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C 10010, 1987351600 ON HOBBN
                                LEVEL 02 LINK FROM CMEXX
      --- ADDITIONAL PAY RATES AND FACTORS ---

COMPANY--> 10010 EMPLOYEE NUMBER--> 01987351600
NAME> JOHN                A                ANDERSON

r_ OVERTIME STATUS----> 3                OVERTIME TYPE-----> 3
OT 1 PREMIUM-----> 1.000000          OT 2 PREMIUM-----> 1.500000

SHIFT-----> 1                SHIFT LOCATION-----> 0
SHIFT RATE/FAC CTL> 1          SHIFT 2 PREMIUM----> .000
SHIFT 3 PREMIUM----> .000

ADD. RATE 1-----> .000000          ADD. RATE 2-----> .000000
ADD. RATE 3-----> .000000          ADD. RATE 4-----> .000000

FIT TAX %-----> .000                PIT TAX %-----> .000

A205W-END OF LIST

                                04/05/11 14:37:06 1 M3L1 CIP5 ____
4B0 A                                08/65
  
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Using the information below, complete the Employee Job Description screen H0BUO:

Field	Employee Information
Role Code	19013
Worker's Comp Code	1234

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C 10010, 1987351600 ON H0BUO
                                LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE JOB DESCRIPTION-----
r COMPANY--> 10010 EMPLOYEE NUMBER--> 01987351600
  NAME-> JOHN A ANDERSON

AG EMP START-----> 09/16/1987 ROLE CODE -----> 19013
ESTABLISHMENT CODE> 1642 WORKER'S COMP CODE> 1234
FIPS CODE-----> 51222 CONTRACT LENGTH---> 12
ALIEN CD-----> C NUMBER OF PAYS----> 24

A205W-END OF LIST
                                04/05/11 14:37:43 1 M3L1 CIP5 ____
4B A 15/25
  
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Using the information below, complete the General Ledger Codes screen
HMBU1:

Field	Employee Information
Company Account Code	1123 obj code

```

> GU 10010,01987351600,0R1,001 ON HMBUB
                                LEVEL 02 LINK FROM CMEXX
----- GENERAL LEDGER CODES -----

COMPANY 10010  EMPLOYEE NO 01987351600  PAY TYPE 0R1  SEQUENCE NO 001
NAME      JOHN          A              ANDERSON
r COMPANY ACCOUNT CODE 010032102 1123      001

      CARS FUNDING AGENCY ----> 10010
      CARS FUND/FUND DETAIL --> 0100
      CARS PROGRAM -----> 321
      CARS SERV AREA -----> 02
      CARS ELEMENT ----->
      CARS OBJECT -----> 1141
      CARS PROJECT ----->
      CARS TASK ----->
      CARS PHASE ----->
      CARS COST CODE -----> 001
      CARS PERCENT -----> 100

                                04/05/11 14:39:06 1 M3L1 CIP5
4B A                                09/41

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Mr. Anderson's bank account number has changed recently, update the account number to 7778889991

```
> C      100XX, 1987351600                                ON H0BB1
                                                LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE BANKING INFORMATION-----

COMPANY--> 100XX  EMPLOYEE NUMBER--> 01987351600
NAME> JOHN                A                ANDERSON

R NO.    BANK                ACCOUNT                PRENOTE DATE
 01-> 051006778            7778889991            00/00/0000
 02-> 000000000            _____            00/00/0000
 03-> 000000000            _____            00/00/0000
 04-> 000000000            _____            00/00/0000
 05-> 000000000            _____            00/00/0000
 06-> 000000000            _____            00/00/0000
 07-> 000000000            _____            00/00/0000
 08-> 000000000            _____            00/00/0000
 09-> 000000000            _____            00/00/0000
 10-> 000000000            _____            00/00/0000

A205W-END OF LIST

                                04/19/12  15:56:24  1 M3L1 CIP5 _____
```

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Using the information below, complete the Employee Benefits screen
HMCU1:

Field	Employee Information
Retire Plan Code	VN

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C 10010,01987351600 ON HMCUB
                                LEVEL 02 LINK FROM CMEXX
                                -EMPLOYEE BENEFITS-
I COMPANY--> 10010 EMPLOYEE NUMBER--> 01987351600
  NAME-> JOHN A ANDERSON
                                -HEALTHCARE BENEFITS-
  PROVIDER CODE-----> ___
  MEMBERSHIP TYPE----> ___
                                -RETIREMENT BENEFITS-
  RETIRE PLAN CODE--> VN GROUP INS/RETIREE CREDIT ONLY --> █
  BUY BACK TAXING----> _
  BUY BACK TYPE INDICATOR (PLAN 2 ONLY)--> ___
  BB BEGIN DATE-----> 00/00/0000 BB END DATE-----> 00/00/0000

0001I-ENTER HEALTH TRASNACTIONS IN BES A287W-NO RECORD/S FOUND
                                09/23/11 13:49:11 1 M3L1 CIP5 ___

4B A 16/64
Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP0344C (CIP0344C) OVR CAP NUM
  
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 1 – Performing Maintenance to Employee Records**

Example #5 – Wage to Salary, Continued

Verify retirement deductions are on and add his direct deposit deduction on **HOZDC** screen.

```

> GU      100XX,01987351600,106                                ON H0ZUB
                                                    LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 100XX  EMPLOYEE NUMBER--> 01987351600
NAME-----> JOHN                A                ANDERSON

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE  END DATEE  DED MTD      DED YTD
-----
  12  EMP RET          .05000      .00      300000000022200000
    85  1 09  000  00/00/0000  00/00/0000      .00          .00
-----
  115 RET CRDT        .01180      .00      300000000000000000
    96  1 09  000  00/00/0000  00/00/0000      .00          .00
-----
  116 RETIRMNT        .13490      .00      300000000000000000
    96  1 09  000  00/00/0000  00/00/0000      .00          .00
-----
  120 GRP INSR         .01310      .00      300000000000000000
    01  1 09  000  00/00/0000  00/00/0000      .00          .00
  
```

```

> C      100XX,01987351600,169                                ON H0ZUB
                                                    LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 100XX  EMPLOYEE NUMBER--> 01987351600
NAME-----> JOHN                A                ANDERSON

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE  END DATEE  DED MTD      DED YTD
-----
  127 RETRMNT2        .00000      .00      300000000000000000
    96  1 09  000  00/00/0000  00/00/0000      .00          .00
-----
  136 LT DISAB         .00          .00      000000000000000000
    02  1 09  000  00/00/0000  00/00/0000      .00          .00
R
  169 DDCHKING        1.00000      .00      200000000100000001
    90  2 09  000  00/00/0000  00/00/0000      .00          .00
  
```

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #6 – LWOP

Changing An Employee To LWOP

Using the information below, complete the Basic Employee Identification screen HOBID:

Field	Employee Information
Company Number	10012
Employee Number	01875263000
Employee Name	Jessica A Ward
Time Card Status	0 – non automatic

```

SNA
File Edit View Session Transfer Macro Settings Help
-----BASIC EMPLOYEE IDENTIFICATION-----
> GUH 10010,01875263000 ON HOBID

COMPANY--> 10010 EMPLOYEE NUMBER--> 01875263000
r_ NAME> JESSICA A WARD
PO BOX/APT/SUITE-->
STREET ADDRESS----> 25 MAIN STREET
CITY STATE ZIP----> RICHMOND VA 23221-1234
HOME PHONE-----> (000)000-0000 BUSINESS PHONE----> (000)000-0000
PAY TYPE-----> SALARY SALARY OR RATE----> 000001392.54
STANDARD HOURS----> 86.67 STANDARD HOURS 2--> 999.99
TIME CARD STATUS--> 0 AUTOMATIC SOCIAL SECURITY---> 161-61-6161
BIRTH DATE-----> 02/27/1956 PAY FREQUENCY-----> 70
EMPLOYMENT DATE---> 09/16/1996 SEX-----> FEMALE
ANNUAL SALARY-----> 000033420.96 AMT LAST PAY CHG--> 000000458.41
ORGANIZATION-----> 12285600000 DATE LAST PAY CHG-> 12/01/1995
PAY BAND -----> 2 SALARY STEP-----> 5
MARITAL STATUS----> 0
START PAY DATE----> 00/00/0000 START DAY OF WEEK-> 2
WORK DAYS/WEEK----> 5 STD HOURS/DAY-----> 8.0

04/05/11 14:40:54 1 M3L1 CIP5
4B A 13/26

```

Continued on next page

Example #5 – Wage to Salary, Continued

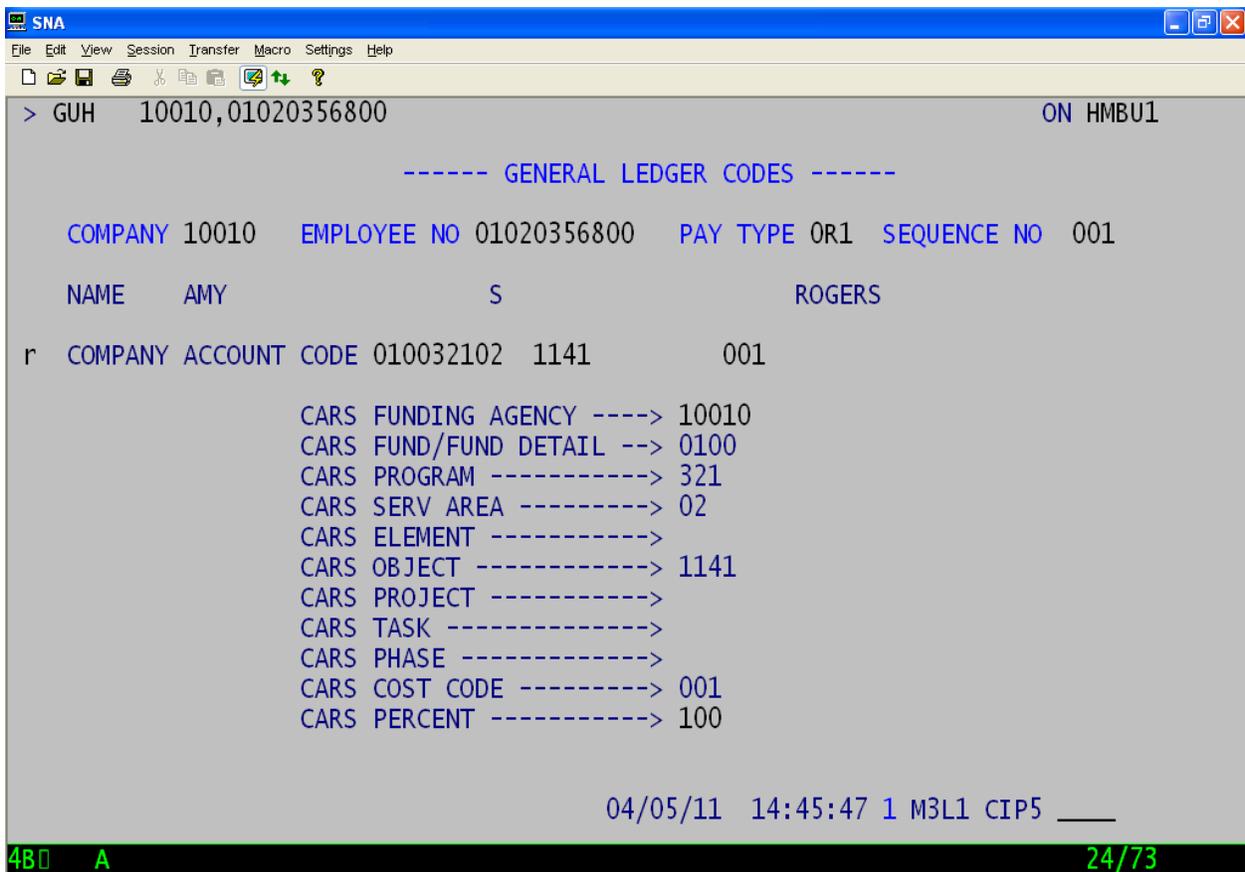
Note that the automated reconciliation between BES and CIPPS will ensure that the Health Insurance Fund (HIF) receives all the funds due. The automated recon provides a clear audit trail for audit/fiscal staff to identify employees whose entire health insurance premium is paid by the agency due to LWOP or insufficient pay situations. **It is the agency's responsibility to collect the funds from the identified employee in accordance with DHRM's guidelines.**

Example #7 – Programmatic Data Change

**Deleting
Programmatic
Data records**

Using the information below, complete the changes on the General Ledger Codes screen HMBU1:

Field	Employee Information
Company Number	100XX
Employee Number	01020356800
Employee Name	Amy S Rogers
Sequence No	001
Cars Percent	100
Sequence No	002
Company Account code 963	delete



Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 1 – Performing Maintenance to Employee Records**

Example #7 – Programmatic Data Change, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
> GU 10010,01020356800,0R1,002 ON HMBU1

----- GENERAL LEDGER CODES -----
COMPANY 10010  EMPLOYEE NO 01020356800  PAY TYPE 0R1  SEQUENCE NO 002
NAME  AMY  S  ROGERS
d COMPANY ACCOUNT CODE 963
CARS FUNDING AGENCY ----> 10010
CARS FUND/FUND DETAIL --> 0100
CARS PROGRAM -----> 849
CARS SERV AREA -----> 01
CARS ELEMENT ----->
CARS OBJECT -----> 1141
CARS PROJECT ----->
CARS TASK ----->
CARS PHASE ----->
CARS COST CODE -----> 963
CARS PERCENT -----> 050

04/05/11 14:46:55 1 M3L1 CIP5 ____
4B A 09/26
```

Maintenance To Employee Records Review Questions

1. When an employee receives a pay increase, which fields must be updated?
2. If the field in question 1 is not updated, what impact is there on pay?
3. Why should you change Health Care codes and deactivate the deduction frequencies for terminating employees?
4. What reports show automated updates/errors to CIPPS?
5. If a salaried employee receives a pay increase, should the Imputed Life auto special pay be changed?
6. Federal tax changes are substantiated by what source document?

End of Module 1