

Module 4:
Batch Entry Processing, Special
Payments, Error Corrections and Edit
Requests

Learning Points

In this Module you will be introduced to the following:

Basic information required to pay (**Batch Entry Processing**);

- “Time-card required” (non-auto) employees
- Overtime and shift differential for
 - Adjustments to CURRENT regular pay period earnings for salaried automatically paid employees. **Most all other types of situations (retro pays, docking, wage to salary, etc.) for previous pay periods must be processed thru as a Special Pay.**

Reference:

- CAPP Topics 50130 and 50505
- Optional Time and Attendance Forms on our web site
- DHRM Manual

Special Payments, CAPP Topic 50515, are payments for other than CURRENT regular, overtime, and shift differential. The Statewide Special Pay listing can be found on the DOA web site under Payroll Operations, Payroll Forms and Tools.

- Special Pays, such as imputed life, can be recurring and set up on H10AS.
- One time Special Pays are entered on HUE01.

This module provides processing examples of some commonly used **special payments** including:

- Payments for annual, sick and compensatory leave balances
- Meal reimbursement payments
- Moving and relocation payments
- Workers' Compensation and Virginia Sickness and Disability Plan payments

Special Pay only runs will also be discussed.

Basic concepts of Error Corrections, Pending File Transactions and Edit Requests:

- Content of **Pending File Transactions**
 - 700, 7XX, 8XX, 9XX, IBC (batch transactions)
 - 400, 500, 600 transaction series (manual pay sets)
- **Pending File Maintenance (HSBFM) CAPP**
Topic 50135
 - Deleting invalid, erroneous, or duplicate transactions from the pending file to prevent their processing.
 - NEVER DELETE TRANSACTIONS FOR MANUAL PAY SETS (400, 500, 600 transaction series) –THESE MUST BE REVERSED OR MAY NEED REGULAR PAY TO PROCESS.

- **Edit Requests (PYEDT)** CAPP Topic 50810
 - Keying the edit request
 - Deadlines for edit requests
 - Reports produced when an edit is requested
 - Common pitfalls to avoid when requesting edits

Time and Attendance

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> GUH 100XX, 39 ON HUA03

-----TIME CARD SHORT-----

__ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

EMPLOYEE   T TRN DEPT  O S D           A A
NUMBER     C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
           D           D   (2ND LINE)  LABOR CODE  J T
0000000000 X 700 _____ 0 0 0   0000000 000000000000 000000000000  _ 0
  
```

OT (Overtime) Code: 0 - no overtime entered
 1 - Agency defined rate, usually straight time
 2 - Agency defined rate, usually time and one-half

SH (Shift) Code: 0 – no shift entered
 1 - First Shift
 2 - Second Shift
 3 - Third Shift

DED (Deduction) Code: 0 -Withhold normal deductions
 7 -Withhold % deductions only
 8 -Do not withhold deductions
 9 -Withhold only banking deductions

Hours: Enter regular or OT hours. Enter as 2-decimal amount (ex: 40 hours = 4000)

Rate/Amount: Override the rate on HOBID by entering
 either a **6-decimal rate** (ex: \$5.50/hour = 5500000) OR
 a **2-decimal amount** (ex: \$400 amt = 40000)

ADJ (Adjustment) Indicator: Blank - Override current pay
 + - Add amount to current pay
 - - Subtract amount from current pay

AMT (Amount) Indicator:
 0 - If hours are entered, the Rate/Amount Field contains a 6 decimal place rate,
 If hours are **not** entered, contains 2 decimal place amount
 1 - Rate/Amount field contains 2-decimal place amount.

Continued on next page

Time and Attendance – Batch # 31

Time and Attendance Data Entry

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 31 and start on Page 1. These are all wage employees.

Employee Number	OT Ind	Hours	Rate Amt	Adj Ind	Amt Ind	Transaction Description
01426528200		4000				40 regular hours
01426528200	1	200				2 OT hours @ straight time
01087103200		8000				80 regular hours
01087103200	1	1000				10 OT hour @ straight time
01087103200	2	200				2 OT hours @ 1 ½
01000547800	2	1000				10 OT hours @ 1 ½

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Time and Attendance – Batch # 31, Continued

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> GUH 100XX,031                                     ON HUA03
-----TIME CARD SHORT-----
I_ COMPANY--> 10011 BATCH NUMBER--> 0031 PAGE NUMBER--> 00001

EMPLOYEE   T TRN DEPT  O S D           HOURS  RATE / AMT  WORKFIELD           A A
NUMBER     C CDE SEC  T H E           (2ND LINE)  LABOR CODE         D M
           D   DIV/OF  D
0142652820 0 700  _____ 0 0 0 0004000 000000000000 000000000000      _ 0
0142652820 0 700  _____ 1 0 0 0000200 000000000000 000000000000      _ 0
0108710320 0 700  _____ 0 0 0 0008000 000000000000 000000000000      _ 0
0108710320 0 700  _____ 1 0 0 0001000 000000000000 000000000000      _ 0
0108710320 0 700  _____ 2 0 0 0000200 000000000000 000000000000      _ 0
0100054780 0 700  _____ 2 0 0 0001000 000000000000 000000000000      _ 0

A287W-NO RECORD/S FOUND
                                09/28/11 15:50:56 1 M3LL CIP5 _____

```

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Time and Attendance – Batch # 31, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A (REG Hours)	Control Total B (OT Hours)	Control Total C	Control Total D	Pay Range 1	Pay Range 2
120.00	24.00			71	71

```

> GUH 100XX, 31 ON HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
_I COMPANY--> 100XX BATCH NUMBER--> 0031

CONTROL CONTROL CONTROL CONTROL PAY RANGE
TOTAL A TOTAL B TOTAL C TOTAL D 1 2
00000120.00 00000024.00 00000000.000000 00000000.000000 71 71

-----CALCULATED-----
TOTAL A TOTAL B TOTAL C TOTAL D
00000000.00 00000000.00 00000000.000000 00000000.000000

-----DIFFERENCE-----
00000000.00 00000000.00 00000000.000000 00000000.000000

A287W-NO RECORD/S FOUND
11/19/04 14:54:56 1 M3LL CIDL

```

When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

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DHRM Manual

<http://www.dhrm.virginia.gov/resources/hrmanual.pdf>

Chapter 5, top of page 6: When an employee begins or ends service other than on the first day of a pay period or is on leave without pay for part of a pay period, he/she receives for days worked a daily amount that is proportionate to the number of days he/she was scheduled to work during the pay period. In such instances:

Daily Rate = Pay Period (or Semi-monthly) Rate divided by the **number of workdays** scheduled in the pay period.

Time and Attendance – Batch #39

Time and Attendance Data Entry

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 39 and use page 1 and 2 for this batch.

Employee Number	OT Ind	Hours	Rate Amt	Adj Ind	Amt Ind	Transaction Description
01325486200		4000				40 regular wage hours
01325486200		4000	7000000			40 regular wage hours @ old rate of pay
01000625000	1	500	10000000			5 hrs OT pd @ straight time of \$10
01000625000	2	200	15000000			2 hrs OT pd @ 1 ½ of \$15
01000625000	1	500	5000		1	5 hrs OT pd @ flat amount (straight)
01000625000	2	200	3000		1	2 hrs OT pd @ flat amount (1 ½)
01035506400		7200	20450000			72 regular wage hours @ an hourly rate
01020356800		4000	36000		1	40 regular wage hrs @ a flat dollar amount
If you decide to delete a 700 transaction on the same day, you must remove the employee number from the transaction. Entering only an employee number will STOP ALL pay for the current period.						
01032486700						WARNING this entry will STOP ALL pay for the current period

Continued on next page

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Time and Attendance – Batch #39, Continued

> GUH 100XX,39,1 ON HUA03

-----TIME CARD SHORT-----

I COMPANY--> 100xx BATCH NUMBER--> 0039 PAGE NUMBER--> 00001

EMPLOYEE NUMBER	T	TRN	DEPT	O	S	D	HOURS	RATE / AMT	WORKFIELD	A	A
	C	CDE	SEC	T	H	E		(2ND LINE)	LABOR CODE	D	M
	D									J	T
0132548620	0	700	_____	0	0	0	0004000	000000000000	000000000000	_	0
0132548620	0	700	_____	0	0	0	0004000	000070000000	000000000000	_	0
0100062500	0	700	_____	1	0	0	0000500	000100000000	000000000000	_	0
0100062500	0	700	_____	2	0	0	0000200	000150000000	000000000000	_	0
0100062500	0	700	_____	1	0	0	0000500	000000050000	000000000000	_	1
0100062500	0	700	_____	2	0	0	0000200	000000030000	000000000000	_	1

A287W-NO RECORD/S FOUND

> GUH 100XX,39,2 ON HUA03

-----TIME CARD SHORT-----

I COMPANY--> 100xx BATCH NUMBER--> 0039 PAGE NUMBER--> 00002

EMPLOYEE NUMBER	T	TRN	DEPT	O	S	D	HOURS	RATE / AMT	WORKFIELD	A	A
	C	CDE	SEC	T	H	E		(2ND LINE)	LABOR CODE	D	M
	D									J	T
0103550640	0	700	_____	0	0	0	0007200	000204500000	000000000000	_	0
0102035680	0	700	_____	0	0	0	0004000	000000360000	000000000000	_	1
0000000000	X	700	_____	0	0	0	0000000	000000000000	000000000000	_	0
0000000000	X	700	_____	0	0	0	0000000	000000000000	000000000000	_	0
0000000000	X	700	_____	0	0	0	0000000	000000000000	000000000000	_	0

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Time and Time and Attendance – Batch #39, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A Reg Hours	Control Total B OT hours	Control Total C Reg Rates/Amts	Control Total D OT Rates/Amts	Pay Range 1	Pay Range 2
192.00	14.00	331.92	105.00	70	70

```

> GUH 100XX, 39 ON HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
_I_ COMPANY--> 100XX BATCH NUMBER--> 0039

CONTROL          CONTROL          CONTROL          CONTROL          PAY RANGE
TOTAL A          TOTAL B          TOTAL C          TOTAL D          1    2
00000192.00     00000014.00     000000387.450000  00000105.000000  70  70

-----CALCULATED-----
TOTAL A          TOTAL B          TOTAL C          TOTAL D
00000000.00     00000000.00     00000000.000000  00000000.000000

-----DIFFERENCE-----
00000000.00     00000000.00     00000000.000000  00000000.000000

A287W-NO RECORD/S FOUND

```

When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

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Special Payments Screen HUE01

```

> GUH 100XX,10 ON HUE01
-----SPECIAL PAYMENTS-----
__ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

EMPLOYEE T      T C D
NUMBER   C      A H E  DATE   DATE   HOURS  RATE/AMT
          D TRN  NO LOCAL SEC  X K D  FROM   TO
          (2ND LINE) LABOR CODE WORKFIELD ADJ AU
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 000000000000
                                                000000000000  _  0
  
```

TAX 0 - Withhold taxes at the IRS supplemental % rate
 5 - Withhold taxes based on the employee's master file & tax tables

CHK 0 - Tax in conjunction with regular payments (1 check)
 1 - Separate taxing (1check)
 2 - Produce separate check and no regular check (1 check)
 3 - Produce separate check in addition to regular check (2 checks)

NOTE: Cannot have multiple 9XX payments with a value of 2. If multiple 9XX payments are required, use '2' for the first transaction and a '3' for all remaining transactions.

DED 0- Withhold normal/active deductions
 7- Withhold only percentage deductions
 8- Do not withhold any deductions (will issue physical check)
 9- Withhold only Direct Deposit deductions

HOURS Enter Special Pay hours as 2-decimal amount ex: 40 hours = 4000

RATE/AMT Specify a 6-decimal rate or a 2-decimal amount (Do not key in decimals)
 Example: \$5.50/hour = 5500000 ex: \$400.00 amt = 40000

ADJ Leave this field blank. (To adjust Special Pays on H10AS use + or -)

AU (RATE/AMT INDICATOR)
 0 - If hours are entered RATE/AMT field is a 6-decimal place rate;
 If no hours, RATE AMT field is a 2-decimal place amount
 1 - RATE/AMT field is a 2-decimal amount even if hours are entered

Examples of Batch Special Payments – Batch #10

Enter the following examples on the blank Special Payment (HUE01) screen.

Field	Information
COMPANY	100XX
BATCH NUMBER	10
PAGE NUMBER	1

Leave Balance Payments

Leave Payout of Annual 4580.00 and Sick leave of 735.23. Employee is not entitled to any more regular pay and is non-auto on H0BID. Use supplemental tax rate, issue one payment, and only allow Direct Deposit deductions.

EMPLOYEE NUMBER	T C D	PAY NO	T A X	C H K	D E D	RATE AMOUNT	AU
01688732600	0	009	0	3	9	458000	1
01688732600	0	010	0	3	9	73523	1

Worker's Compensation

This employee is injured at work and is to receive 100% worker's compensation and VSDP as follows. The normal semi-monthly salary is 900.00.

EMPLOYEE NUMBER	T C D	PAY NO	T A X	C H K	D E D	RATE AMOUNT	AU
01874632900	0	002	5	2	0	60000	1
01874632900	0	062	5	3	0	30000	1

NOTE: See special processing options for payments less than 100%

Continued on next page

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Examples of Batch Special Payments – Batch #10, Continued

Moving and Relocation

Employee is to be reimbursed for moving and relocation expenses along with his normal salary.

EMPLOYEE NUMBER	T C D	PAY NO	T A X	C H K	D E D	RATE AMOUNT	AU
01879425500	0	003	0	3	9	80000	1
01879425500	0	004	0	3	9	40000	1

Meals and Company Car

Enter the appropriate special payment transactions for this employee. The employee is receiving regular pay.

EMPLOYEE NUMBER	T C D	PAY NO	T A X	C H K	D E D	RATE AMOUNT	AU
01000625000	0	005	5	0	0	10000	1
01000625000	0	007	5	0	0	20000	1

```

> GUH 100XX,10,1 ON HUE01
-----SPECIAL PAYMENTS-----
I COMPANY--> 100XX BATCH NUMBER--> 0010 PAGE NUMBER--> 00001

EMPLOYEE C PAY STATE DEPT T C D DATE DATE HOURS RATE/AMT
NUMBER D TRN NO LOCAL SEC X K D FROM TO WORKFIELD ADJ AU
(2ND LINE) LABOR CODE
0168873260 0 9XX 009 000000 0 1 9 00000000 00000000 0000000 000000458000
000000000000 1
0168873260 0 9XX 010 000000 0 1 9 00000000 00000000 0000000 00000073523
000000000000 1
0187463290 0 9XX 002 000000 5 2 0 00000000 00000000 0000000 00000060000
000000000000 1
0187463290 0 9XX 062 000000 5 3 0 00000000 00000000 0000000 00000030000
000000000000 1
0187942550 0 9XX 003 000000 0 3 9 00000000 00000000 0000000 00000080000
000000000000 1
0187942550 0 9XX 004 000000 0 3 9 00000000 00000000 0000000 00000040000
000000000000 1
A287W-NO RECORD/S FOUND
11/29/04 11:14:07 1 M3LL CIDL

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Examples of Batch Special Payments – Batch #10, Continued

**Pay
Transaction
Balancing
(IBC)**

Balance the special transactions on the HRSBB screen, using the table information below.

Field		Batch Information
COMPANY		100XX
BATCH NUMBER		0010
CONTROL TOTAL A		0.00
CONTROL TOTAL C		7715.23
PAY RANGE	1	70
	2	70

```
> GUH 100XX,10                                ON  HRSBB

      ----PAY TRANSACTION BALANCING (IBC)-----

I COMPANY--> 100XX          BATCH NUMBER--> 10

CONTROL   CONTROL   CONTROL   CONTROL   PAY RANGE
TOTAL A   TOTAL B   TOTAL C   TOTAL D   1     2
-----
          .          .          7715.23          .          70  70
```

When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

Continued on next page

Examples of Batch Special Payments – Batch #11

Special Pay Only Process

When it is necessary to issue a last minute check and no regular checks, you can use the ‘special pay only’ option. A salaried employee’s regular check was incorrect. Void the check and issue another check using a special payment. **You will need to use a check date not used before and at least two days from certification date.** If you need a next day date, please contact DOA Payroll Operations Unit.

Late paperwork

A salaried employee’s paperwork was late and you have already processed pay for this pay period. Issue this one check using a special payment. This will be Batch 11.

EMPLOYEE NUMBER	T C D	PAY NO	T A X	C H K	D E D	RATE AMOUNT	AU
01020356800	0	001	5	2	0	78525	1

```

> GUH 100XX,11,1                                     ON HUE01
-----SPECIAL PAYMENTS-----
I  COMPANY--> 10010 BATCH NUMBER--> 0011 PAGE NUMBER--> 00001

      T          T C D
EMPLOYEE C    PAY STATE  DEPT  A H E  DATE  DATE  HOURS  RATE/AMT
NUMBER  D TRN  NO LOCAL  SEC  X K D  FROM  TO
      (2ND LINE)  LABOR  CODE  WORKFIELD  ADJ AU
0102035680 0 9XX 001 000000  ____ 5 2 0 00000000 00000000 0000000 00000078525
                                000000000000  _ 1
0000000000 X 9XX 000 000000  ____ 0 0 0 00000000 00000000 0000000 000000000000
                                000000000000  _ 0
0000000000 X 9XX 000 000000  ____ 0 0 0 00000000 00000000 0000000 000000000000
                                000000000000  _ 0
0000000000 X 9XX 000 000000  ____ 0 0 0 00000000 00000000 0000000 000000000000
                                000000000000  _ 0
0000000000 X 9XX 000 000000  ____ 0 0 0 00000000 00000000 0000000 000000000000
                                000000000000  _ 0
0000000000 X 9XX 000 000000  ____ 0 0 0 00000000 00000000 0000000 000000000000
                                000000000000  _ 0
A287W-NO RECORD/S FOUND
                                12/01/04 13:57:39 1 M3LL CIDL ____
  
```

Continued on next page

Examples of Batch Special Payments – Batch #11, Continued

Pay Transaction Balancing (IBC)

Balance the special transactions on the HRSBB screen, using the table information below.

Field		Batch Information
COMPANY		100XX
BATCH NUMBER		0011
CONTROL TOTAL C		785.25
PAY RANGE	1	70
	2	70

```

> GUH 100XX,11                                ON  HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
__ COMPANY--> _____ BATCH NUMBER--> _____

CONTROL   CONTROL   CONTROL   CONTROL   PAY RANGE
TOTAL A   TOTAL B   TOTAL C   TOTAL D   1     2
_____.   _____.   _____.   _____.   00   00
  
```

When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

Online Pending File Screens

H1K01, H1K02, H1K03 CIPPS provides an on-line view of the data in the Pending File. All CIPPS users who currently have display payroll or update payroll access have been granted display access to the on-line Pending File screens. Three separate screens are provided as follows:

Screen	Pending Transactions Displayed
H1K01	Listing of all transactions
H1K02	Listing of transactions for an employee by entry date
H1K03	Detailed transactions for specific employee

```

> GUH 100XX                                     ON H1K01

      P E N D I N G   T R A N S A C T I O N S

CO NO   EMPLOYEE   ENTRY DATE   SEQ -EFF DATE-   TRN TYP PAY/DED
___ 100XX           07/01/1995    3  01/01/1900    CTL P  707
___ 100XX           07/24/2003  55553 01/01/1900    IBC P
___ 100XX           07/24/2003  55560 01/01/1900    IBC P
___ 100XX           07/24/2003  55565 01/01/1900    IBC P
___ 100XX 1000547800  07/24/2003  55559 01/01/1900    8XX P  15
___ 100XX 1000625000 07/24/2003  55568 01/01/1900    9XX P   5
___ 100XX 1003258400 07/24/2003  55557 01/01/1900    8XX P  62
___ 100XX 1032486700 07/24/2003  55550 01/01/1900    503 P  10
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    500 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    1 500 P 404
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    2 501 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    3 501 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    4 502 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    5 502 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    6 504 P
___ 100XX 1032486700 07/24/2003  55551 01/01/1900    7 504 P
  
```

Deleting Transactions from the Pending File

BFM Process Maintain the pending file using batch file maintenance (BFM) transactions on HSBFM. BFM transactions can be used to delete the following:

- A single transaction for an employee.
- One IBC Control Total for a Batch
- HSBFM can also be used to delete ranges of transactions; however, we do not recommend that beginners attempt to do this without guidance from DOA. Please call us if you have a need to delete a large number of transactions overnight.

If Deleting:	EMP #	ENTR Y DT	SEQ NO1	SEQ NO2
• One transaction for an employee	X	X	X	
• One IBC Control Total for a Batch		X	X	

BFM transactions are entered by each agency. Security to use this screen may be limited to certain individuals within each agency. Refer to CAPP Topic 50210, *User Security*, for instructions.

*****NOTE: DO NOT DELETE MANUAL PAY SETS!*****

Transaction codes beginning with 4, 5 or 6 should NEVER be deleted on HSBFM. If the Manual Pay Set was keyed in error, you must reverse these entries with another Manual Pay Set to back out. Sometimes a penny of Regular Pay is required to process the Manual Pay Set. Call DOA for assistance if you are unsure about a transaction.***

BLANK HSBFM SCREEN SHOWN BELOW

```

> GUH 10010                                     ON HSBFM

-----PENDING FILE MAINTENANCE-----

__ COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE NO TCD TRN  RELEASE EFF REL PRINT DATE
0000000000  _ REL 00000000  0 00000000

EMPLOYEE NO TCD TRN  ENTRY DT  SEQ NO1  SEQ NO2  TRC CD  EFF DT
0000000000  _ BFM  00000000  0000000  0000000  ___  00000000

```

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Deleting Transactions from the Pending File, continued

HSBFM Using the information in the table below and the H1K01 screen shown on page 3 to complete the Pending File Maintenance screen on HSBFM:

Employee #	Entry DT	SEQ NO1	SEQ NO2
	072420XX	0055553	Leave blank*
01874632900	072420XX	0055558	Leave blank*

*Leave Sequence Number 2 blank and allow CIPPS to fill it with the value of Sequence Number 1. If an incorrect number is keyed here, you could delete an entire range of payroll transactions.

*****NOTE: DO NOT DELETE MANUAL PAY SETS!*****

Transaction codes beginning with 4, 5 or 6 should NEVER be deleted on HSBFM. If the Manual Pay Set was keyed in error, you must reverse these entries with another Manual Pay Set to back out. Sometimes a penny of Regular Pay is required to process the Manual Pay Set. Call DOA for assistance if you are not sure about a transaction.***

We recommend that you refer to the online (H1K01) Pending Screens or the Report 1004 to get the correct sequence number to use. The sequence numbers are listed on the Report 1001 and the Report 1017, but those reports are run daily and you may not realize all of the transaction in the pending file for the employee.

Reviewing Pending File Deletions

Next Day Reports to Review To make sure that your HSBFM transaction properly deleted the transaction, please review the following items on the next available work day:

- Check the Online Pending File screen to verify that the transaction is gone (H1K01 for example).
- Report 1001 as shown on Page 5 of Module 7 will show the BFM transaction keyed.
- Successful deletions will be shown on Report 1007 (Deleted Pending Transactions shown on next page). Verify that the items deleted properly.
- If you requested an Edit, or certified payroll, check Report 1004 (shown on page 13 of Module 7)

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Reviewing Pending File Deletions, Continued

CO. NO. 10011		REPORT 1007		HR: M	
		RUN ON 12/15/2004		AT 16:08:03	
		REL 12.00.54		PAGE 1	
		PENDING TRANSACTIONS AS OF 12/31/2004			
ENTRY DATE	SEQ NUM	TRN	EMP NUM	DELETED	PENDING TRANSACTIONS AS OF 12/31/2004
				3	4 5 6 7 8 9 0 1 2
12312004	581	2222222200 BFM 12312004		321	322
12312004	321	2222222200 9XX 947		528	
12312004	322	2222222200 9XX 1047		538	
				20000	3450
COMPANY NUMBER			DELETED TRANSACTIONS		
10011			02		

Report Writer Requests

**HSRUP and
HSRUT**

Report Writer reports are special reports that can be requested by the line agency using one of two screens; HSRUT or HSRUP. The type of data contained in the report determines with screen is used. The Report Writer Matrix on the DOA website at the link below identifies which reports use which screens.

<http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf>

The reports available must be established on your agencies company header. Please contact State Payroll Operations if a requested report is not generated for your agency.

Example 1: You require a listing of all the agency unique codes used on HMBU1 for your agency. Use the Report Writer Matrix and key the following on HSRUP:

```
> GUH 10010                                ON HSRUP

          TRANSACTION RPP - PERSONNEL FILE REPORT CONTROL

__ COMPANY--> 10010 PAGE NUMBER--> 00001

SEQ R R# O R# O
001 0 0872 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
```

Example 2: You want to know all of the employees who have reached their maximum social security (OASDI) base. Use the Report Writer Matrix to find a report and key the following on HSRUT:

```
> GUH 10010                                ON HSRUT

          -----STANDARD REPORT REQUEST-----

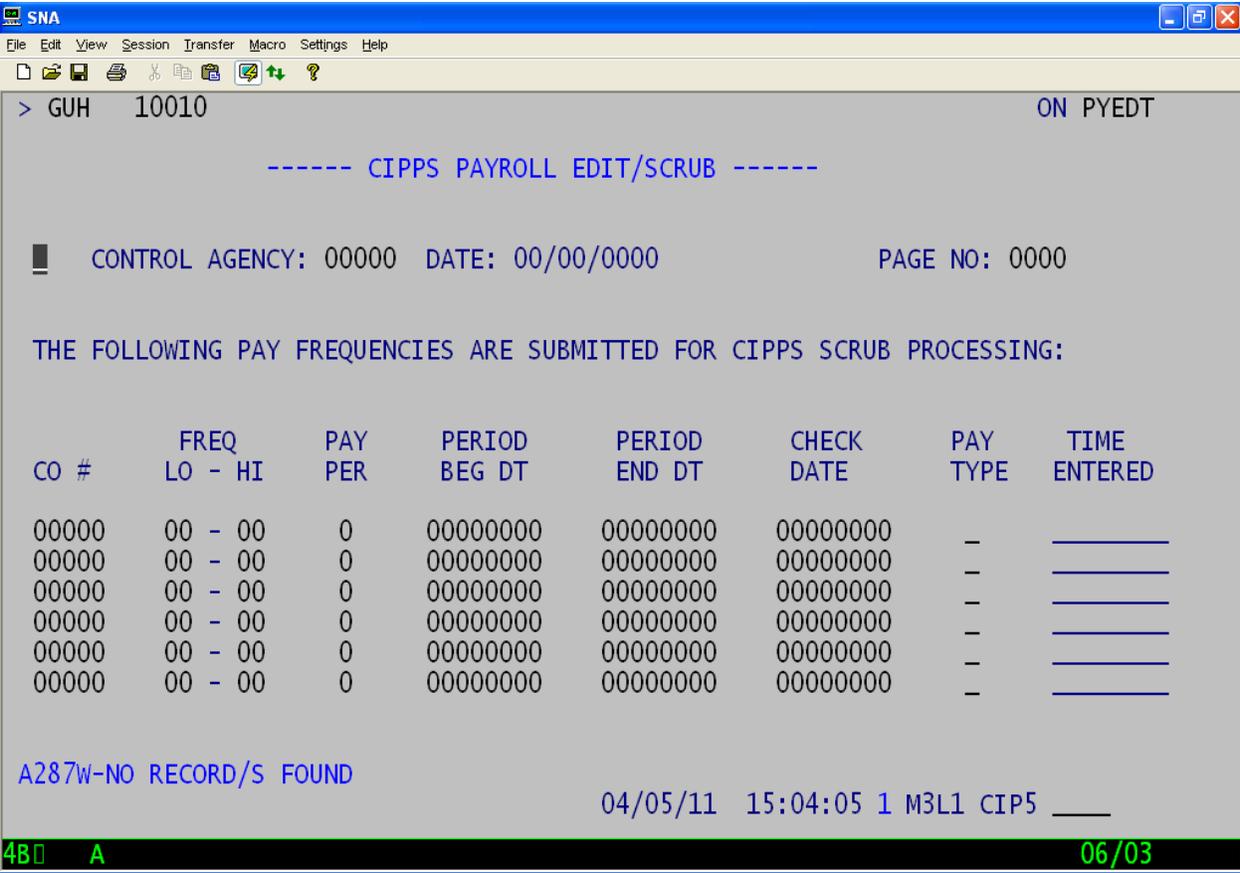
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Edit Requests

Requesting an Edit Using the information below, complete the CIPPS Payroll Edit/Scrub screen PYEDT:

Frequencies	Pay Period	Check Date	Type of Pay
70 to 71	May 10 – 24, 20XX	May 31, 20XX	Regular
75	April 10 – 24, 20XX	May 15, 20XX	Regular
90	April 1 – 30, 20XX	May 16, 20XX	Special
49	May 11 – 24, 20XX	May 24, 20XX	Regular



Edit Requests, continued

Deadlines for Edit Requests

There is no deadline for an Edit Request. You must get the Edit Request into CIPPS before the system closes in order to receive the Edit Reports on the next business day.

Always review the State Payroll Operations Calendar available presented to you via Payroll Bulletins to plan your edits around the mandatory deadline to certify payrolls. You should edit your payroll at least once before certifying your payroll.

Reports Produced with an Edit Request

Please refer to Page 11 of Module 7 to review some key reports that only produced when an edit is requested.

Common Pitfalls

The items below may help in determining why you did not receive an edit:

- Number of days in the period exceeds the number of days allowed in the ‘frequency’
- Request was entered for a ‘regular’ and a ‘special’ on the same night for different frequencies
- You did not press ‘ENTER’ before leaving the screen or the system did not accept the transaction

Paying Employees via Time and Attendance Review Questions

1. Time and Attendance transactions can be identified on edit and pay reports as those entries that have a transaction code beginning with _____.
2. Using a “+” or a “-” in the adjustment column will/will not affect current regular pay.
3. A Report 59, Gross Pay Limit Exceeded, is generated when _____
_____.
4. **TRUE/FALSE** - For a wage employee, all 700 transactions will be added together and one check will be issued.
5. Unbalanced batches appear where on your reports?
6. Why should you NEVER enter straight-time overtime as regular pay?
7. What do the following indicators mean if used in the “OT” column?
 - A. Indicator of “1” _____
 - B. Indicator of “2” _____
 - C. Indicator of “0” or “Blank” _____

Special Payments Review Questions

1. If the Special Pay should be charged to **different** programmatic coding than the employee's regular pay (OR1) record, a programmatic record must be established on screen _____ using the Special Pay number in the PAY TYPE field.
2. A permanent special payment should be entered on screen _____.
3. **T F** Special Pays entered on HUE01 are one-time payments.
4. **T F** An employee can only receive two special payments per pay period.

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5. **T F** “Regular” pay will not process during a “special pay only” run.
6. **T F** Any hourly employee payments made using a Special Payment transaction must contain the corresponding hours worked with the payment information.
7. **T F** Decimals are not entered on HUE01 but are entered on HRSBB.
8. On HUE01, rates are entered to ____ decimal places. Amounts are entered as ____ decimal places.
9. How does the system know if you have entered a rate or amount in the RATE/AMT field?

END OF MODULE 4