

MODULE 6

REPORT APPENDIX

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

AUTOMATICALLY GENERATED REPORTS

REPORT NUMBER	REPORT NAME	HOW INITIATED/RECEIVED	INFORMATION PRESENTED	USE
1001	Input Transaction Listing	Daily, automatically - Upon input	All batch transactions keyed (agency and DOA)	Verification that all applicable batch transactions were keyed
1006 or 1010	Change Listing	Automatically - when changes are entered to CIPPS masterfiles	Prior value and current value based on the change. Listed in employee order or type of change order (#1010)	Verify that masterfile changes were entered correctly, especially relating to salary or wage amount
1009	Employee Diagnostic	Automatically - when payroll transactions cannot process as entered	The employee number, the change or transaction that was not accepted, a brief reason for not processing	Provides an opportunity for errors to be corrected in a timely manner so transactions can be rekeyed after appropriate changes have been made
1013	New Employees Added	Addition of new employee record	Employee number and name	Notification that a new record has been added to the system so employment, salary/wage, and all other applicable information can be verified.
1017	Updated Pending File	Automatically - when batch transactions are added to the pending file from input or payroll processing	Entry date, sequence number, employee number, transaction type, and other relative information (i.e., ded. or special pay number, hours, dollars, etc.), and the action being taken with each transaction (added or deleted)	Verify that no transactions have an entry date prior to the ending date of the current pay period. If so, research is required to determine if the transaction should be deleted or if masterfile changes are required in order for the transaction to process.

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CO. NO. ~~000000~~ BATCH NO. 0

REPORT 1001 HR:M
RUN ON 04/25/2012 AT 19:57:11
REL 12.50.63 PAGE 1

INPUT TRANSACTION LIST AS OF 04/24/2012

ACTION	SEQ NUM	EMP NUM	TRN	2	3	4	5	6	7	8	9	0	1	2
GEN	82299		DEF	220000000000000000000000000000										

THE FOLLOWING TRANSACTIONS WERE RELEASED AND DELETED FROM THE ONLINE DATA ENTRY FILE:

82300	00363015800	BFM	0424201200496040049604	00000000	000000
82301	000000000000	BFM	0424201200496020049602	00000000	000000
82302	00203291000	BFM	0424201200496080049608	00000000	000000
82303	00203291000	BFM	0424201200496090049609	00000000	000000
82304	000000000000	BFM	0424201200196690019669	00000000	000000

NUMBER OF TRANSACTIONS INPUT	=	5
NUMBER OF TRANSACTIONS ACCEPTED	=	5
NUMBER OF TRANSACTIONS DELETED	=	0
NUMBER OF TRANSACTIONS ACCEPTED WITH ERRORS	=	0
NUMBER OF INPUT BATCHES	=	1
NUMBER OF TRIGGER TRANSACTIONS GENERATED	=	0

**DEPARTMENT OF ACCOUNTS
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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****
** EDIT/REPORT RUN **

REPORT 1006 DBS HR:M
RUN ON 06/12/2007 AT 09:09:04
REL 12.50.58 PAGE 4

HR:M CHANGE LISTING AS OF 07/24/2003

DATE	TIME	TERMINAL OPERATOR	TRAN ID	DBID	DESC	FIELD CHGD	POS NO.	-----CURRENT VALUE-----	-----PREVIOUS VALUE-----
						--NET CHANGE--			
								0	
06/11/2007	09:49	ERVIN	H0BNE	H0B	SHIFT CONTROL 2			1	
								0	
06/11/2007	09:49	ERVIN	H0BNE	H0B	STATE1 PERCT TAX			.999	
					.999			.000	
06/11/2007	09:51	ERVIN	H0BUO	H0B	WRK COMP CODE			1234	
06/11/2007	09:51	ERVIN	H0BUO	H0B	2DATE ELIG			02/01/2007	
					00/00/0000			00/00/0000	
07/24/2003	09:08		223	H0B	SCK PAY METHOD			1	
								0	
07/24/2003	09:08		223	H0B	VAC PAY METHOD			1	
								0	
07/24/2003	09:08		285	H0B	PERSONNEL CONST6			Y	
EMPLOYEE NO 1100560500 DED NO 21						LAST NAME NAMESMITH		DIV 001 OFC 941 DPT 000 SEC 00	
06/11/2007	10:44	ERVIN	H0ZDC	H0ZDEP	CARE	DED CONSTANT		50.00	
						25.00		25.00	
EMPLOYEE NO 1100560500						LAST NAME NAMESMITH		DIV 001 OFC 941 DPT 000 SEC 00	
06/11/2007	10:33	ERVIN	H0BAD	H0B	FIT EXTRA AMT			25	
					25			0	
06/11/2007	10:33	ERVIN	H0BAD	H0B	FIT STATUS			6	
								4	
EMPLOYEE NO 1155053600 DED NO 26						LAST NAME STROUD		DIV 122 OFC 856 DPT 000 SEC 00	
06/15/2007	09:08		225	H0ZAGY	HLTH	DED FREQUENCY		09	
								00	
EMPLOYEE NO 1155053600						LAST NAME STROUD		DIV 122 OFC 856 DPT 000 SEC 00	
06/11/2007	09:14	ERVIN	H0BB1	H0B	ACCOUNT NUMBER		1	21212121212	
06/11/2007	09:14	ERVIN	H0BB1	H0B	BANK NUMBER		1	51401001	
					51401001			0	
06/11/2007	09:11	ERVIN	H0BID	H0B	BUS PHONE			8046642198	
					8046642198			0	
06/11/2007	09:11	ERVIN	H0BID	H0B	DATE C			07/24/2003	
					00/00/0000			00/00/0000	
06/11/2007	09:10	ERVIN	H0BNE	H0B	EMPLOYEE STATUS			1	
								0	
06/11/2007	09:13	ERVIN	H0BUO	H0B	ESTAB NUMBER			1642	

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** EDIT/REPORT RUN **

EMPLOYEE DIAGNOSTICS LISTING AS OF 07/24/2003

RUN ON 06/12/2007 AT 09:09:05

REL 12.50.58 PAGE 2

BATCH NO. 1

ENTRY DATE	SEQ NUMBER	EMPLOYEE NUMBER	TRAN CODE	PHS	CARD COL.	MSG NO.	FIELD IN ERROR	-----ERROR MESSAGE-----	----CONTENTS----
06152007	7	115505360	0	8XX	F	20- 22	105	PAY DED NO	DEDUCTION NOT SET UP FOR THIS EMPLOYEE 26

CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

** EDIT/REPORT RUN **

EMPLOYEE DIAGNOSTICS LISTING AS OF 06/16/2007

REPORT 1009 DBS HR:M

RUN ON 06/12/2007 AT 12:17:53

REL 12.50.58 PAGE 1

BATCH NO. 0

ENTRY DATE	SEQ NUMBER	EMPLOYEE NUMBER	TRAN CODE	PHS	CARD COL.	MSG NO.	FIELD IN ERROR	-----ERROR MESSAGE-----	----CONTENTS----
06162007	38	103248670	0	8XX	F	17- 19	137	TRANSACTION CODE PENDED DUE TO STOP PAY TRANSACTION	8XX

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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****
** EDIT/REPORT RUN **

REPORT 1013 DBS HR:M
RUN ON 06/11/2007 AT 16:06:06
REL 12.50.58 PAGE 1

NEW EMPLOYEES ADDED REPORT AS OF 07/24/2003

ENTRY DATE	TERMINAL OPERATOR	EMPLOYEE NUMBER	EMPLOYEE LAST NAME
06/11/2007	ERVIN	102035680 0	ROGERS
06/11/2007	ERVIN	115505360 0	STROUD
06/11/2007	ERVIN	125864530 0	O'REILLY

NUMBER ADDED 3

TOTAL ADDITIONS 3

**DEPARTMENT OF ACCOUNTS
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REPORTS GENERATED UPON REQUEST OF EDIT

REPORT NUMBER	REPORT NAME	HOW INITIATED/RECEIVED	INFORMATION PRESENTED	USE
U104	CIPPS Payroll Edit/Scrub Request	Input by each agency as needed to request edits	By agency, the frequency(ies) being edited, the pay period and check dates, and the time keyed.	To ensure edits are requested for each pay period prior to pay to ensure the accuracy of payroll transactions. Ensure requests are entered timely and accurately.
1004	Transaction Balance Report	Upon Request for Edit or Pay	Batch transactions sorted by batch number that were accepted	Verify that transactions keyed passed all nightly batch processing edits
1005	Batch Summary	Upon Request for Edit or Pay	Batches keyed are listed in numeric order, with notation as to whether or not the batch is in balance	Ensure that any out-of-balance batch has been researched and any deleted transaction has been researched
10 - EDIT	Payroll & Deduction Register - PRE-CALC	Upon request for Edit	Gross-to-net calculation of all payroll transactions, automatic and batch, including all types of payments, deductions, and benefits that will process with this payroll.	Ensure that all batch transactions, deductions, new and changes, automatic salary payments, tax changes, etc. were processed properly prior to processing the payroll.

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CO. NO. 10010
***** TRAINING COMPANY # 10 *****

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U104 PAYB0086
RUN ON 06/12/2007 AT 09:08:29
PAGE 1

-----CIPPS PAYROLL EDIT/SCRUB REPORT-----

THE FOLLOWING PAY FREQUENCIES WERE SUBMITTED FOR CIPPS SCRUB PROCESSING ON: 06/12/2007

CO #	PAY FREQ LO-HI	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	PAY TYPE	HOLD SWITCH	TIME ENTERED
----	-----	---	-----	-----	-----	----	-----	-----
10010	70-71	1	01/25/2007	02/09/2007	03/01/2007	3	2	09:04:39

END OF REPORT

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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 1004 DBS HR:M
RUN ON 06/12/2007 AT 09:08:52

BATCH 31 TRANSACTION BALANCE REPORT AS OF 06/15/2007 PAGE 4

SEQ. NO.	EMPLOYEE NUMBER	TRAN PAY CODE DED	REG HRS SPC HRS	REG-RATE/AMT SPC-RATE/AMT	OT HRS	OT RATE/AMT WORK	O-T ADJ T/P IND	SHF AMT CHK A/P	DED ST IND	LOC CDE CDE	ORG CODE	FRM DATE LABR	TO DATE DISTRIBUTION
20		IBC	31	392.00		32.00	225.454545			.000000	71 71		
30	100054780	0 700				10.00	.00 2		0			00/00/00	00/00/00
33	102035680	0 700	40.00	200.00			.00 0		1	0		02/01/07	02/09/07
32	103248670	0 700					.00 0			0		00/00/00	00/00/00
31	103550640	0 700	72.00	20.454545			.00 0			0		00/00/00	00/00/00
27	108710320	0 700	80.00				.00 0			0		00/00/00	00/00/00
28	108710320	0 700				10.00	.00 1			0		00/00/00	00/00/00
29	108710320	0 700				2.00	.00 2			0		00/00/00	00/00/00
23	132548620	0 700	40.00				.00 0			0		00/00/00	00/00/00
24	132548620	0 700	40.00	5.000000			.00 0			0		00/00/00	00/00/00
21	142652820	0 700	40.00				.00 0			0		00/00/00	00/00/00
22	142652820	0 700				2.00	.00 1			0		00/00/00	00/00/00
25	198735160	0 700	80.00				.00 0			0		00/00/00	00/00/00
26	198735160	0 700				8.00	.00 2			0		00/00/00	00/00/00

TRANSACTION BATCH STATISTICS

THIS BATCH IS IN BALANCE.

NO. OF EMPLOYEES NOT TO BE PAID 1

NO. OF TRANSACTIONS IN THIS BATCH 14

	REGULAR HOURS	OVERTIME HOURS	REGULAR RATE/PAY	OVERTIME RATE/PAY
TRANSACTION TOTALS	392.00	32.00	225.454545	0.000000

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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****
** EDIT/REPORT RUN **

REPORT 10 DBS HR:M
RUN ON 06/13/2007 AT 09:25:27
REL 12.50.58 PAGE 3

PAYROLL AND DEDUCTION REGISTER AS OF 06/16/2007

DIV	OFC	DPT	SEC	EMP NUMBER	EMPLOYEE NAME									
RATE/AMT	CUR	REG	O/T	GROSS	FED TAX	OASDI TAX	HI TAX	TOT DED	NET PAY					
YTD	YTD			--RES--	--WRK--				CHECK DATE					
SSN	ES	HOURS	MS	-EX-	ST	LOC	ST	LOC	(TD SICK	-	VAC)	NET	CHECK	CHECK NO

001	941	000	00	132548620	0	KIRBY R RADCLIFFE								
5.150000	406.00		.00	406.00	15.81	25.17	5.88	.00	351.13					
	406.00		.00	406.00	15.81	25.17	5.89	.00	03/01/2007					
555-55-5555	1	80.00	.00	1	47	0	47	0	.00	.00	.00	351.13	57874624	
	STATE TAX	LOCAL TAX	DI TAX											
CUR	8.01	.00	.00											
YTD	8.01	.00	.00											

001	941	000	00	132568740	0	PHILLIP RANDALL								
1557.08	1557.08		.00	1557.08	149.11	91.86	21.49	150.50	1143.15					
	14013.72		.00	14033.74	1997.75	859.21	200.94	325.50	03/01/2007					
151-51-5151	1	86.67	.00	1	47	0	47	0	.00	.00	.00	1143.15	57874625	
	STATE TAX	LOCAL TAX	DI TAX	IMPLIFE	RET CRDT	RETIRMNT	GRPINSR	DEP CARE						
CUR	68.47	.00	.00	.00	.00	13.86	136.56	17.60	54.00					
YTD	645.21	.00	.00	20.02	71.33	1,251.93	130.47	108.00						
	PRM CONV	AGY HLTH	PARKING	LT DISAB										
CUR	21.50	132.00	75.00	27.72										
YTD	67.50	838.00	150.00	55.44										

001	941	000	00	132568740	0	PHILLIP RANDALL								PAID UPDATE
1557.08	.00	.00	.00	.00	.00	.00	.00	67.50-	ZERO NET					
	.00	.00	.00	.00	.00	.00	.00	.00	09/16/2001					
151-51-5151	1	.00	.00	1	47	0	47	0	.00	.00	.00	.00	916932300	
	STATE TAX	LOCAL TAX	DI TAX	PARKING										
CUR	.00	.00	.00	67.50-										
YTD	.00	.00	.00	.00										

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KEY REPORTS GENERATED WITH PAYROLL CERTIFICATION – LIST 1 of 2

REPORT NUMBER	REPORT NAME	INFORMATION PRESENTED	USE
U102	CIPPS Payroll Certification Report	Hard copy of information entered online by the agency to certify the payroll for processing.	To certify the correctness of payroll transactions to be processed, including the total gross dollars to be paid, authorizing DOA to process the payroll.
10 - PAY	Payroll & Deduction Register - ACTUAL PAYROLL	Gross-to-net calculation of all payroll transactions - including update of year-to-date amounts.	Verification of final payroll totals and accuracy of payroll processing.
21	Deduction Register	This report is generated for each deduction and sub-deduction number, listing each employee who had this deduction withheld and the amount of the deduction. Agency-paid deductions are also provided.	Verification that deductions were withheld/charged appropriately and those tax-sensitive deductions were set up correctly.
26	Direct Deposit Transmission	Lists each employee who has an active deduction established for direct deposit to checking or savings, and the amount of the transfer.	Verification that there are no extraordinarily large net amounts being transferred
33	Composite Tax Report	Provides the total gross amount paid, and the taxable amount and taxes withheld for each tax category (federal, state, OASDI, HI, etc.) for employee and, where applicable, employer. Reflects tax masterfile totals.	Ensure no taxes were withheld in certain categories (i.e., FUTA, DI) in which state employees do not contribute. Verify that tax-sensitive deductions and payments were taxed correctly. This function is performed automatically with the monthly 10 to 33 comparison, using year-to-date amounts
59	Gross Pay Limit Exceeded	Lists employees, if any, whose gross wages, including all types of pays, exceed the limit established at the agency level. (Default value is double base salary)	Verification that payments are correct and in accordance with available documentation.
U003	Third-Party Check Reconciliation Register	Lists each third party agency check, as well as the amount of the federal tax deposit being electronically transferred.	Verification of deduction totals and distribution of checks to third party recipients. Verify federal tax transfer.
2007	Recycled Pending Transactions	Lists taxes and deductions that could not be taken in this payroll. Items will recycle and be deducted in the next payroll cycle unless deleted.	Verify that these items are still due. Delete those transactions that are incorrect so they will not affect the next payroll.
U075	Reimbursement Accounts Error Report	Lists employees with errors concerning Deductions 21, 22 and 23 (Flexible Reimbursement Accounts and Fees)	Review the exception and make corrections in CIPPS as necessary.

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CONTROL AGENCY NO: 10010

COMMONWEALTH OF VIRGINIA

REPORT U102 PAYB0085
RUN ON 06/13/2007 AT 10:09:31
PAGE 1

DEPARTMENT OF ACCOUNTS
-----CIPPS PAYROLL CERTIFICATION REPORT-----

DATE: 06/13/2007

FISCAL OFFICER

CONTROL AGENCY: ***** TRAINING COMPANY # 10 *****

I APPROVE OF PAYMENT FOR THE FOLLOWING:

CO #	PAY FREQ	VOUCHER#	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	CURRENT GROSS PAY	PAY TYPE	HOLD SWITCH	LOGON ID	TIME ENTERED
----	----	-----	---	-----	-----	-----	-----	----	-----	-----	-----
10010	70	89898989	1	02/10/2007	02/24/2007	03/01/2007	1.00	3	2	ERVIN	09:41:08
10010	71	45454544	1	02/10/2007	02/24/2007	03/01/2007	.00	3	2	ERVIN	09:41:08

I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOLUME 1, SECTION 50200, AND REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE NECESSARY, ACCURATE AND APPROPRIATE.

END OF REPORT

**DEPARTMENT OF ACCOUNTS
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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 10 DBS HR:M
RUN ON 06/13/2007 AT 10:10:23
REL 12.50.58 PAGE 1

PAYROLL AND DEDUCTION REGISTER AS OF 06/16/2007

DIV	OFC	DPT	SEC	EMP NUMBER	EMPLOYEE NAME											
RATE/AMT		CUR	REG	O/T	GROSS		FED TAX		OASDI TAX	HI TAX	TOT DED	NET PAY				
YTD		YTD			--RES--		--WRK--					CHECK DATE				
----	SSN----	ES	-----	HOURS-----	MS	-EX-	ST	LOC	ST	LOC	(TD SICK	-	VAC)	NET CHECK	CHECK NO	

001	941	000	00	105962070	0	SCOTT ALCOTT										
	1945.25		1945.25		.00	1945.25	778.73		119.24	27.89	72.00	856.40				
			19452.50		.00	19467.02	1557.46		1201.34	280.96	240.50	03/01/2007				
141-41-4141	1		86.67		.00	2	100	47	0	47	0	.00	.00	.00	1	
	STATE TAX		LOCAL TAX		DI TAX		IMPLIFE		RET CRDT		RETIRMNT		GRPINSR		PRM CONV	
CUR	90.99		.00		.00		.00		17.31		170.60		21.98		22.00	
YTD	937.48		.00		.00		14.52		106.39		1,734.56		185.01		90.50	
	AGY HLTH		LT DISAB		DEF COMP		DC MATCH		DDCHKING							
CUR	132.00		34.63		50.00		20.00		856.40							
YTD	970.00		103.89		150.00		60.00		3,347.43							

001	941	000	00	145632800	0	JANE C ELLISON										
	682.75		.00		.00	.00	.00		.00	.00	.00	ZERO NET				
			12455.66		.00	12461.42	2323.09		771.09	180.34	24.50	03/01/2007				
222-22-2222	7		.00		.00	1	1	47	0	47	0	.00	.00	.00		
	STATE TAX		LOCAL TAX		DI TAX		IMPLIFE		RET CRDT		RETIRMNT		GRPINSR		PRM CONV	
CUR	.00		.00		.00		.00		.00		.00		.00		.00	
YTD	597.73		.00		.00		5.76		87.22		1,708.91		108.92		24.50	
	AGY HLTH															
CUR	.00															
YTD	574.00															

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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 21 DBS HR:M
 RUN ON 06/13/2007 AT 10:10:23
 REL 12.50.58 PAGE 9

EMPLOYEES WITHIN DEDUCTION 21 - DEP CARE AS OF 06/16/2007

EMPLOYEE NAME	EMPLOYEE NO SOC SEC NO	DEDUCTION CUR START DATE	DEDUCTION MTD END DATE	DEDUCTION YTD UTILITY	GOAL
NAMESMITH, DAVID	110056050 0 999-99-9999	50.00	150.00	150.00	600.00
RANDALL, PHILLIP	132568740 0 151-51-5151	54.00	162.00	162.00	1296.00
	DEDUCTION 21 TOTAL	104.00	312.00	312.00	

**DEPARTMENT OF ACCOUNTS
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CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 26 DBS HR:M
RUN ON 06/13/2007 AT 10:10:23
REL 12.50.58 PAGE 1

DIRECT DEPOSIT TRANSMISSION REPORT AS OF 06/16/2007

TRANSACTION CODE	EMPLOYEE NUMBER	EMPLOYEE NAME	DEDUCTION AMOUNT	ROUTING NUMBER	ACCOUNT NUMBER	TRACE NUMBER
23	01258645300	O'REILLY, S. E.	.00	0510 0002 0	23232323232	54600174 0300001
33	01046284200	NELSON, A.	.00	2510 8261 5	00001110001	54600174 0300002
22	01059620700	ALCOTT, S.	856.40	0510 0001 7	43792143566	54600174 0300003
22	01987351600	ANDERSON, J. A.	792.03	0510 0677 8	1234567890	54600174 0300004
22	01003254700	BROWNING, K. T.	834.10	2514 7285 6	058745	54600174 0300005
23	01006325800	BROWNING, K. T.	.00	2514 7285 6	058745	54600174 0300006
22	01874632900	FRANKE, C.	1,683.98	2510 7298 4	255562745	54600174 0300007
23	01001542800	JOHNSON, W. D.	.00	2514 7285 6	245726	54600174 0300008
23	01020405500	JOHNSON, W. D.	.00	2514 7285 6	245726	54600174 0300009
22	01068420000	MARTIN, C.	572.10	2510 7298 4	80034523	54600174 0300010
22	01000547800	MCCLELLAND, T.	789.19	0510 0002 0	23232323232	54600174 0300011
22	01046284200	NELSON, A.	124.93	2510 7298 4	80034523	54600174 0300012
23	01325486200	RADCLIFFE, K. R.	.00	2510 7298 4	80034523	54600174 0300013
22	01879425500	REID, J.	2,065.66	2510 7298 4	80034523	54600174 0300014
23	01020356800	ROGERS, A. S.	.00	0510 0001 7	343434343	54600174 0300015
23	01155053600	STROUD, J. T.	.00	0514 0100 1	21212121212	54600174 0300016
22	01563972500	THOMPSON, J.	372.77	2510 7298 4	80034523	54600174 0300017
23	01875263000	WARD, J. A.	.00	0510 0677 8	1092039304	54600174 0300018
22	01000625000	WHITE, W. W.	1,175.24	2510 7298 4	630023004	54600174 0300019
22	01751624500	WILSON, A.	1,427.39	2510 7298 4	255562745	54600174 0300020
33	01258645300	O'REILLY, S. E.	.00	2510 8261 5	56565656565	54600174 0300021
32	01035506400	ROGERS, R. R.	1,184.41	2510 7298 4	80034524	54600174 0300022
32	01352684800	WILBUR, T.	372.78	0514 0100 1	31313131313	54600174 0300023
200	ENTRY COUNT	23	CREDITS DEBITS	12,250.98 .00	ENTRY HASH 00417652904	00000000000

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 33 DBS HR:M
RUN ON 06/13/2007 AT 10:10:23
REL 12.50.58 PAGE 1

COMPOSITE TAX REPORT AS OF 06/16/2007

TAX UNIT 001

COUNTRY CODE 001	STATE CODE 47	LOCAL NAME	LOCAL CODE 0000	ESTABLISHMENT NO. 1642		
-----DESCRIPTION-----						
		-----CURRENT-----	---QUARTER TO DATE---	----PRIOR QUARTER----	----	----YEAR TO DATE----
		GROSS PAY	2,983.57	12,725.49	9,730.21	22,455.70
		FIT TAXABLE	2,911.57	12,502.49	9,712.71	22,215.20
		FIT NON TAXABLE	.00	.00	.00	.00
		FIT TAX	902.60	1,910.13	.00	1,910.13
		PENSION FIT TAX	.00	.00	.00	.00
		PENSION FIT TAXABLE	.00	.00	.00	.00
		EIC PAYMENT	.00	.00	.00	.00
		ST AEIC PAYMENT	.00	.00	.00	.00
		EMPLOYEE OASDI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		EMPLOYEE OASDI NONTAXB	22.00	66.00	.00	66.00
		EMPLOYEE OASDI TAX	183.62	784.45	602.19	1,386.64
		EMPLOYEE HI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		EMPLOYEE HI NONTAXABLE	22.00	66.00	.00	66.00
		EMPLOYEE HI TAX	42.95	183.47	140.83	324.30
		EMPLOYEE MEDICARE TXBL	.00	.00	.00	.00
		EMPLOYEE MED NONTAXABL	.00	.00	.00	.00
		EMPLOYEE MEDICARE TAX	.00	.00	.00	.00
		COMPANY OASDI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		COMPANY OASDI NONTAXBL	22.00	66.00	.00	66.00
		COMPANY OASDI TAX	183.62	784.45	602.19	1,386.64
		COMPANY HI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		COMPANY HI NONTAXABLE	22.00	66.00	.00	66.00
		COMPANY HI TAX	42.95	183.47	140.83	324.30
		COMPANY MEDICARE TXBL	.00	.00	.00	.00
		COMPANY MEDICARE NONTX	.00	.00	.00	.00
		COMPANY MEDICARE TAX	.00	.00	.00	.00
		FUTA TAXABLE	.00	.00	.00	.00
		FUTA NONTAXABLE	2,983.57	8,831.03	.00	8,831.03
		FUTA TAX	.00	.00	.00	.00
		SIT TAXABLE	2,911.57	12,491.93	9,708.75	22,200.68
		SIT NONTAXABLE	72.00	222.60	.00	222.60
		SIT TAX	133.97	584.51	474.65	1,059.16
		D.I. TAXABLE	.00	.00	.00	.00
		D.I. NONTAXABLE	.00	.00	.00	.00
		D.I. GROSS TAXABLE	.00	.00	.00	.00
		D.I. TAX	.00	.00	.00	.00
		COMPANY PAID DI TAX	.00	.00	.00	.00
		LOCAL TAXABLE	.00	.00	.00	.00
		LOCAL NONTAXABLE	.00	.00	.00	.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 59 DBS HR:M
RUN ON 06/13/2007 AT 10:10:23
REL 12.50.58 PAGE 1

GROSS PAY LIMIT EXCEEDED AS OF 06/16/2007

CHECK DATE	EMPLOYEE NAME	EMPLOYEE NO.	PAYRL	GROSS PAY	COMPANY RATE	CHECK LIMIT
03/01/2007	STRIDER, SALLY S	168873260 0	70	6396.98	2.000	2163.500

COMPANY TOTAL	TOTAL NUMBER OF EMPLOYEES	1		6,396.98		
---------------	---------------------------	---	--	----------	--	--

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010
 TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA
 CHECK WRITE NUMBER 061204

REPORT U003 PAYB0800
 RUN ON 06/12/2007 AT 19:50:33

THIRD PARTY CHECK RECONCILIATION REGISTER AS OF 06/14/2007 PAGE 15

VENDOR NAME	DEDUCTION NUMBER	SUB NO.	CHECK DATE	CHECK NUMBER	DEDUCTION TOTAL	SUSPENSE DELETED	ADJUSTMENT AMOUNT	CHECK AMOUNT
FAD DEPOSIT	FT 941		06/14/2007	70546001735	2,754.50		0.00	2,754.50
STATE OF NORTH-CAROLINA	ST		06/14/2007	13493627	132.00		0.00	132.00
VA GOVT EMPLOYEES ASSOCIATION	063	01	06/14/2007	13493628	2.00		0.00	2.00
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 070					2,888.50		0.00	2,888.50
COMPANY TOTAL					2,888.50		0.00	2,888.50
COMPANY FT TOTAL					2,754.50		0.00	2,754.50

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. XXXXXXXXXX

REPORT 2007 HR:M
 RUN ON 04/20/2012 AT 21:52:29
 REL 12.50.63 PAGE 1

RECYCLED PENDING TRANSACTIONS AS OF 04/24/2012

ENTRY PND SEQ	DATE TYP NUM	EMP NUM	TRN	2	3	4	5	6	7	8	9	0	1	2
04242012	58013	30684800	8XX	37										
04242012	58014	51294100	8XX	37					1150					+
04242012	58015	92460000	8XX	37					2300					+
04242012	58016	226110800	8XX	37					1150					+
04242012	58017	275519100	8XX	3					2300					+
04242012	58018	275519100	8XX	35					17500					+
04242012	58019	276387400	8XX	35					1681					+
04242012	58020	277321100	8XX	37					135					+
04242012	58021	306576500	8XX	37					1150					+
04242012	58022	306576500	8XX	1					2300					+
04242012	58023	306576500	8XX	19					32650					+
04242012	58024	390065400	8XX	37					500					+
04242012	58025	396648300	8XX	37					1150					+
04242012	58026	420492000	8XX	37					2300					+
04242012	58027	480760100	8XX	21					1150					+
04242012	58028	480760100	8XX	37					20000					+
04242012	58029	480760100	8XX	35					2300					+
04242012	58030	481948200	8XX	22					2028					+
04242012	58031	514769400	8XX	37					2100					+
									2300					+

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

KEY REPORTS GENERATED WITH PAYROLL CERTIFICATION – LIST 2 of 2

REPORT NUMBER	REPORT NAME	INFORMATION PRESENTED	USE
12	Manual Checks Issued	By Office, Employee number and name, check number, date, and amount, any manual pay set that was entered to make changes to an employee's masterfile.	To ensure that only authorized, valid changes to employee masterfile records are entered. To ensure that all payroll-related items that were handled outside of the payroll system, are recorded in the employee masterfile record.
13	Adjustment Register	By Office, Employee number and name, the amount of any refund or increase or decrease in the current amount being paid for special payments or being withheld for taxes or deductions.	To ensure that refunds or increases/decreases to current special payments, taxes, or deductions, are valid and authorized. Special attention should be paid to changes to taxes or tax-sensitive deductions and special payments.
U094	New Hire Report	All employees that have been hired within the time frame of the report. DOA automatically produces the U094.	All new hires must be reported to the VEC to ensure the employees are not under a child support withholding order. The U094 reflects the information that is automatically sent to the VEC for this purpose. A review of this report is necessary to insure that all information has been reported.
U118	Gross Pay Differences Report	By frequency paid, the pay type (regular-3 or special-9), the amount authorized for payment, the amount that actually paid, and the amount of the difference.	Ensures that any difference between the amount authorized and certified and the amount actually paid can be identified. Ensure that transactions added or deleted after certification are accounted for and approved for payment or deletion. Explanation for differences can be hand-written on this form for faxing back to DOA.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 TRAINING COMPANY #10

REPORT 12 CIPPS
RUN ON 06/11/2007 AT 20:03:34
REL 12.50.58 PAGE 1

MANUAL CHECK ISSUED REGISTER AS OF 02/25/2007

OFC	EMPLOYEE NO.	EMPLOYEE NAME	CHECK NUM.	CHECK DATE	CHECK AMOUNT
503	01879425500	NAMESMITH, DAVID	503000002	03/01/2007	116.40
			OFFICE	503 TOTAL	116.40

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010 ***** TRAINING COMPANY # 10 *****

REPORT 13 DBS HR:M
 RUN ON 06/13/2007 AT 10:10:23
 REL 12.50.58 PAGE 1

ADJUSTMENT REGISTER AS OF 06/16/2007

EMPLOYEE NO.	EMPLOYEE NAME	SPECIAL PAYS / HOURS	DEDUCTIONS	TAXES
132568740 0	RANDALL, PHILLIP			
			PARKING	67.50-
COMPANY TOTAL				
			PARKING	67.50-

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U118 PAYB0084
 RUN ON 06/11/2007 AT 21:12:36
 PAGE 12

DEPARTMENT OF ACCOUNTS
 -----CIPPS PAYROLL CERTIFICATION GROSS PAY DIFFERENCES REPORT-----
 AS OF 02/25/2007

PAY FREQ ----	PAY TRANS -----	AUTHORIZED CURRENT GROSS PAY -----	ACTUAL CURRENT GROSS PAY -----	DIFFERENCE AMOUNT -----
70	3	450,771.90	452,555.21	1,783.31
71	3	99,676.34	97,892.34	-1,784.00
AGY 10010 TOTALS		550,448.24	550,447.55	-0.69

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010

REPORT 869 CIPPS

RUN ON 09/23/2011 AT 20:00:21

EMPLOYEES NOT PAYING EXPECTED AMT OF RETMNT MEMBER PORTION AS OF 09/24/2011

PAGE 1

EIN#	EMPLOYEE NAME	HOBID PP SALARY	ORG CODE	RET. PLAN	MTD CRED COMP	5% CALC.	MTD DED #12	DIFF	VSDP RECIP
XXXXXXXXXX	XXXXXXXXXX	1666.67	001 815 000 00	VN	2894.18	144.70	83.33	61.37	

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

REPORTS FOR CIPPS TO CARS RECONCILIATION

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U033	Detail Payroll Expenditures Report	With Payroll Processing - to reflect posting of payroll expenditures to CARS	Shows how each employee's payroll and benefits are being posted in CARS and charged to the agency.	Ensure that expenditures are appropriate and correctly charged against agency budget.
U023	Summary of Payroll Expenditures	With Payroll Processing - to reflect posting of payroll expenditures to CARS	This report provided totals that should mirror the charges to CARS through payroll processing	Verify that charges were posted appropriately to CARS in order to ensure agency expenditures do not exceed appropriation
U029	CIPPS GLI Default Report	With Payroll Processing	Shows errors caused by an incorrect setup on the HMBU1 screen.	Review and correct HMBU1 as necessary. An ATV may be required to correct CARS.
CARS 401	Weekly Reconciliation of Transactions Posted to CARS	By payroll interface to CARS - agency expenditures posted	By transaction type, the amounts charged for gross payroll and agency paid fringe benefits.	Ensure that all payroll expenditures are accurately and timely posted to CARS to ensure expenditures do not exceed appropriation.
CARS 107	Error/Audit	Through interface of payroll expenditures to CARS	Payroll items that did not post to CARS are listed. Total payroll for this cycle should be the total of the 401 and any items appearing on the 107.	Monitor progress to ensure errors are corrected and all valid expenditures are posted to CARS

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010
CHECKWRITE DATE - 02/28/2006

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
DETAIL PAYROLL EXPENDITURES BY CARS CODING

REPORT U033 PAYB3050
RUN ON 09/02/2010 AT 10:52:45
PAGE 1

***** TRAINING COMPANY # 10 ***** PAY FREQ 070 VOUCHER NUMBER 88855111 CHECKWRITE NUMBER 022806

ORGANIZATION CODES		EMP NUMBER		COMPANY		COSTS		NAME		CARS CODING									
PAY TYPE	EARNINGS	RET	CRDT	LT	DISAB	DC/ANN	HEALTH	TOTAL COSTS	FUND AGY	FUND PRG	SA	ELE	OBJ	PROJ	TSK	PH	CST	%	
		RETIREMENT	SOC	GRPINS	GRPS	HEALTH													
	001 941 000 00			01059620700	ALCOTT			, SCOTT											
		1.95			0.00	20.00													
OR1	1,945.25	97.26		146.33	0.00	186.50		452.04	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01006541800	DAYTON			, ELEANOR				A							
		3.00			0.00	0.00													
OR1	3,000.00	150.00		229.50	0.00	0.00		382.50	010	0100	321	02	1123	00000			001	100	
	122 856 000 00			01874632900	FRANKE			, CLARENCE											
		0.90			0.00	0.00													
OR1	900.00	45.00		67.28	0.00	186.50		299.68	010	0100	321	02	1123	00000			001	100	
	122 856 000 00			01068420000	MARTIN			, CAROL											
		0.80			0.00	0.00													
OR1	800.00	40.00		53.44	0.00	487.00		581.24	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01000547800	MCCLELLAND			, TIMOTHY											
		0.90			0.00	0.00													
OR1	895.83	44.79		63.10	0.00	332.00		440.79	010	0100	321	02	1123	00000			001	100	
	122 856 000 00			01032486700	MOORE			, ROGER											
		0.79			0.00	0.00													
OR1	785.25	39.26		55.36	0.00	186.50		281.91	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01100560500	NAMESMITH			, DAVID											
		1.36			0.00	0.00													
OR1	1,362.04	68.10		95.47	0.00	186.50		351.43	010	0100	321	02	1123	00000			001	100	
	122 856 000 00			01046284200	NELSON			, ALFRED											
		0.68			0.00	20.00													
OR1	675.00	33.75		46.12	0.00	487.00		587.55	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01325687400	RANDALL			, PHILLIP											
		1.56			0.00	0.00													
OR1	1,557.08	77.85		116.67	0.00	186.50		382.58	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01879425500	REID			, JOSEPH											
		8.72			0.00	0.00													
OR1	1,246.08	0.00		95.33	0.00	0.00		104.05	010	0100	321	02	1123	00000			001	100	
	001 941 000 00			01035506400	ROGERS			, ROBERT				R							
		0.86			0.00	0.00													
OR1	861.68	43.08		60.41	0.00	487.00		591.35	010	0100	321	02	1123	00000			001	100	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 010
CHECKWRITE DATE - 02/28/2006

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
SUMMARY OF PAYROLL EXPENDITURES

REPORT U023 PAYB3040
RUN ON 09/02/2010 AT 10:52:44
PAGE 3

***** TRAINING COMPANY # 10 *****	COMPANY SUMMARY	88855511	CHECK WRITE NUMBER - 022806	
FREQUENCY	SALARY & WAGES	EMPLOYEE DEDUCTIONS	COMPANY COSTS	COMBINED
GROSS EARNINGS	30,372.93			
F.I.T.		2,156.57		2,156.57
S.I.T.		1,173.19		1,173.19
SOCIAL SECURITY		2,220.31	2,220.31	4,440.62
GARNISHMENT FEE		5.00	0.00	5.00
DEP CARE REIMB		25.00	0.00	25.00
MED CARE REIMB		57.00	0.00	57.00
COVA CARE		1,197.00	6,570.50	7,767.50
KAISER PERMANENTE		70.00	474.50	544.50
POST-TAX PARKING DGS		210.00	0.00	210.00
DEFERRED COMPENSATIO		50.00	0.00	50.00
PRE-TAX ANNUITY (TPA		150.00	0.00	150.00
DEF COMP CASH MATCH		0.00	20.00	20.00
ANNUITY CASH MATCH		0.00	20.00	20.00
COMBINED VA CAMPAIGN		29.50	0.00	29.50
RETIREE CREDIT		0.00	36.95	36.95
ER FOR EE VRS RET		0.00	1,338.31	1,338.31
		-----	-----	-----
TOTALS		\$ 7,343.57	\$ 10,680.57	\$ 18,024.14
		=====	=====	=====

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CHECK WRITE # - 022805

COMMONWEALTH OF VIRGINIA
 DELAYED CARS PAYROLL TRANSACTION RECAP

REPORT U149 PAYB3085
 RUN ON 09/02/2010 AT 10:52:55
 PAGE 2

CO. #	TRANS CODE	ARETH VALUE	ABSOLUTE VALUE	NET RECON	REPORT 26	REPORT U003	VOIDS	VARIANCE
CHKWRT	TOTALS	370.00	3,046.62	29,554.14	.00	.00	.00	29,924.14

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

ACTR 0401
WEEKLY
(CM) - CYCLE W
RUN DATE 08/27/2010 11:47 P.M.

COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
SENATE
WEEKLY RECONCILIATION REPORT OF TRANSACTIONS POSTED IN CARS
AS OF 08/27/2010

AGENCY NO : 100
AGENCY PAGE: 6
REPORT PAGE: 6
REQUEST NO. ACTR0401 D 01

AGY- INVOICE-NO	LIST DATE	CUR- VENDOR-ID/SFX	DOC- VENDOR NAME	SPX GLA	TC CC	FUND PROGRAM	SRC/ OBJ	TRANSACTION AMOUNT	PROJ	AGENCY VOUCHER	DR AGY	CR AGY	PROC DATE	---	TRANSACTION AGY	ID DATE	---	MRF TY	FM NO	FM SEQ	FM CCO	FM FIPS
PAYROLLS																						
PAY3000	-	252	101 0100 7820400 1112					1,367.65	00000	000000091			20100827	997	20100326	9	004	00016				02
PAY3000	-	252	101 0100 7820400 1114					612.00	00000	000000091			20100827	997	20100326	9	004	00017				02
PAY3000	-	252	101 0100 7820400 1115					23,030.00	00000	000000091			20100827	997	20100326	9	004	00018				02
PAY3000	-	252	101 0100 7820400 1116					747.45	00000	000000091			20100827	997	20100326	9	004	00019				02
PAY3000	-	252	101 0100 7820400 1117					396.00	00000	000000091			20100827	997	20100326	9	004	00020				02
PAY3000	-	252	101 0100 7820400 1138					430.00	00000	000000091			20100827	997	20100326	9	004	00021				02
PAY3000	-	252	101 0100 7820400 1165					3,775.00	00000	000000091			20100827	997	20100326	9	004	00022				02
PAY3000	-	252	113 0100 7820400 1111					3,969.69	00000	000000090			20100827	997	20100326	9	004	00024				02
PAY3000	-	252	113 0100 7820400 1112					4,706.84	00000	000000090			20100827	997	20100326	9	004	00025				02
PAY3000	-	252	113 0100 7820400 1114					615.46	00000	000000090			20100827	997	20100326	9	004	00026				02
PAY3000	-	252	113 0100 7820400 1115					9,969.50	00000	000000090			20100827	997	20100326	9	004	00027				02
PAY3000	-	252	113 0100 7820400 1116					597.27	00000	000000090			20100827	997	20100326	9	004	00028				02
PAY3000	-	252	113 0100 7820400 1117					398.10	00000	000000090			20100827	997	20100326	9	004	00029				02
PAY3000	-	252	113 0100 7820400 1138					290.00	00000	000000090			20100827	997	20100326	9	004	00030				02
PAY3000	-	252	113 0100 7820400 1165					3,016.52	00000	000000090			20100827	997	20100326	9	004	00031				02
PAY3000	-	252	114 0100 7820300 1111					2,865.09	00000	000000089			20100827	997	20100326	9	004	00033				02
PAY3000	-	252	114 0100 7820300 1112					3,174.95	00000	000000089			20100827	997	20100326	9	004	00034				02
PAY3000	-	252	114 0100 7820300 1114					444.15	00000	000000089			20100827	997	20100326	9	004	00035				02
PAY3000	-	252	114 0100 7820300 1115					4,035.00	00000	000000089			20100827	997	20100326	9	004	00036				02
PAY3000	-	252	114 0100 7820300 1116					431.09	00000	000000089			20100827	997	20100326	9	004	00037				02
PAY3000	-	252	114 0100 7820300 1117					287.39	00000	000000089			20100827	997	20100326	9	004	00038				02
PAY3000	-	252	114 0100 7820300 1138					80.00	00000	000000089			20100827	997	20100326	9	004	00039				02
PAY3000	-	252	114 0100 7820300 1165					2,177.13	00000	000000089			20100827	997	20100326	9	004	00040				02

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]
CHECKWRITE DATE - 04/23/2012

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
CIPPS GLI DEFAULT REPORT
PAY FREQ: 043 VOUCHER #: 00000136

REPORT U029 PAYB3000
RUN ON 04/23/2012 AT 20:19:13
PAGE 10
CHECKWRITE #: 042304

COMPANY: [REDACTED]

EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE/DEFAULT
[REDACTED] V [REDACTED]	00[REDACTED]3	** PAY-DED-TYPE IS # 023 PROG. PERCENT LESS THAN 100%. (072%). PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.

CO. NO. [REDACTED]
CHECKWRITE DATE - 04/23/2012

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
CIPPS GLI DEFAULT REPORT
PAY FREQ: 040 VOUCHER #: 00000201

REPORT U029 PAYB3000
RUN ON 04/23/2012 AT 20:19:13
PAGE 8
CHECKWRITE #: 042304

COMPANY: [REDACTED]

EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE/DEFAULT
[REDACTED]	00560927600	** PAY. TRANS. HAS NO PROG. DATA; R1 CODING USED. PAY-DED-TYPE IS # 016, TRANS. CODE 246.
[REDACTED]	00560931800	** PAY. TRANS. HAS NO PROG. DATA; R1 CODING USED. PAY-DED-TYPE IS # 016, TRANS. CODE 246.
VERONICA [REDACTED]	00564201200	** PAY TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0R1, TRANS. CODE 246, WITH A TRANSACTION AMOUNT OF \$795.00 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0FE, TRANS. CODE 252, WITH A TRANSACTION AMOUNT OF \$60.82 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0VT, TRANS. CODE 236, WITH A TRANSACTION AMOUNT OF \$27.19
[REDACTED] A [REDACTED]	00564265600	** PAY TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0R1, TRANS. CODE 246, WITH A TRANSACTION AMOUNT OF \$635.63 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0FE, TRANS. CODE 252, WITH A TRANSACTION AMOUNT OF \$48.63 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0VT, TRANS. CODE 236, WITH A TRANSACTION AMOUNT OF \$21.01

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY RECONCILIATION OF TAXABLE WAGES ("10 TO 33")**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U092	CIPPS year-to-date 10/33 Reconciliation Company Summary	By DOA at month end	Agency summary totals of gross pay, items exempt from FIT, SIT, and FICA, all taxable wages and taxes withheld. Page 3 of this report lists employees who have an exceptional condition and the exception.	To ensure employee and tax master files reflect the same information and that all required adjustments/ corrections have been made.
U093	CIPPS Year-To-Date 10/33 Reconciliation Employee Exception Report	By DOA at month end	The report format and information presented is the same as on the U092, except it is presented for each employee appearing on Page 3 of the U092.	To ensure the correctness of employee and tax master files on a routine basis in order to accurately certify quarterly tax requirements and annual W-2 information
PAT	Quarterly Control Totals	By Line Agency using PAT (Payroll Audit Tool) at month end	This report gives a cumulative YTD total of all Report 33s for the selected Agency.	Balance the totals for each field to the U092 totals for the Agency.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA
CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT
COMPANY SUMMARY REPORT
FOR THE MONTH ENDING: 03/31/2007

REPORT U092 PAYB1000
RUN ON 03/31/2007 AT 23:52:33
PAGE 1

	REPORT 10		REPORT 33	DIFFERENCE
GROSS	3,249,549.92	GROSS PAY	3,249,549.92	.00
WKRS COMP (SP PAY 02)	.00			
MOV/REL NTAX (SP PAY 03)	.00			
NONTAXBL (SP PAY 08)	.00			
PER DIEM NTXBL (SP PAY 20)	511,285.00			
GRAD SPEC PAY (SP PAYS 34-37)	.00			
MIL PAY NTXBL (SP PAY 44)	.00			
1042 PMT (SP PAY 53)	51,556.01			
DECEASE PAY 2 (SP PAY 55)	.00			
THIRD PARTY MOV/REL(SP PAY 57)	.00			
DISAB BEN-WORK CMP (SP PAY 62)	.00			
MED REIMB (DED 22)	13,860.00			
DEP CARE (DED 21)	4,225.00			
FLEX ACCTS ADMIN FEES (DED 23)	.00			
PREM CONV (DED 24)	54,042.00			
MEALS/RENT NTXBL (DED 34)	.00			
DGS PRE-TAX PARKING (DED 37)	7,140.00			
NONDGS PRETAX PARKING (DED 50)	.00			
PRETAX TRANSPORTATION (DED 51)	.00			

COMPUTED EMPLOYEE OASDI WAGES	2,160,296.91	EMPLOYEE OASDI TAXABLE	2,022,746.91	137,550.00
		COMPANY OASDI TAXABLE	2,022,746.91	
COMPUTED EMPLOYEE HI WAGES	2,160,296.91	EMPLOYEE HI TAXABLE	2,022,746.91	137,550.00
		COMPANY HI TAXABLE	2,022,746.91	
COMPUTED EMP MEDICARE WAGES	427,405.00	EMPLOYEE MEDICARE TXBL	427,405.00	.00
		COMPANY MEDICARE TXBL	427,405.00	
DEF COMP (DED 38)	149,131.14	FIT TAXABLE	2,457,219.47	
PRE TAX (DED 39)	.00	FIT NON TAXABLE	.00	
PRE-TAX BUYBACK (DED 43)	1,091.30			

COMPUTED FEDERAL WAGES	2,457,219.47	TOTAL FIT WAGES	2,457,219.47	.00
IMP LIFE (SP PAY 14)	6,380.79			
DECEASE PAY 1 (SP PAY 54)	.00			

COMPUTED STATE WAGES	2,457,219.47	SIT TAXABLE	2,457,219.47	.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA
CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT
EMPLOYEE EXCEPTION REPORT
FOR THE MONTH ENDING: 03/31/2007

REPORT U093 PAYB1000
RUN ON 03/31/2007 AT 23:52:33
PAGE 1

EMPLOYEE ID: 011550536 EMP-STATUS: 1 ORG CODE: 101-102
NAME: STROUD JOHN THOMAS LAST CHECK DATE: 03/01/2007 PAY TYPE: 2

RESIDENT STATE CODE: 047 STATUS: 6 FICA STATUS: 1 LOCAL CODE: 000 STATUS: 1
WORK STATE CODE: 047 STATUS: 6 FIT STATUS: 6 SP LOCAL STATUS: 1
SUI STATE CODE: 047 STATUS: 1 FUTA STATUS: 1 DI STATUS: 1

	REPORT 10		REPORT 33	DIFFERENCE
GROSS	14,150.00	GROSS PAY	14,150.00	.00
WKRS COMP (SP PAY 02)	.00			
MOV/REL NTAX (SP PAY 03)	.00			
NONTAXBL (SP PAY 08)	.00			
PER DIEM NTXBL (SP PAY 20)	.00			
GRAD SPEC PAY (SP PAYS 34-37)	.00			
MIL PAY NTXBL (SP PAY 44)	.00			
1042 PMT (SP PAY 53)	.00			
DECEASE PAY 2 (SP PAY 55)	.00			
THIRD PARTY MOV/REL(SP PAY 57)	.00			
DISAB BEN-WORK CMP (SP PAY 62)	.00			
MED REIMB (DED 22)	500.00			
DEP CARE (DED 21)	.00			
FLEX ACCTS ADMIN FEES (DED 23)	.00			
PREM CONV (DED 24)	355.00			
MEALS/RENT NTXBL (DED 34)	.00			
DGS PRE-TAX PARKING (DED 37)	.00			
NONDGS PRETAX PARKING (DED 50)	.00			
PRETAX TRANSPORTATION (DED 51)	.00			

COMPUTED EMPLOYEE OASDI WAGES	13,295.00	EMPLOYEE OASDI TAXABLE	.00	13,295.00
		COMPANY OASDI TAXABLE	.00	
COMPUTED EMPLOYEE HI WAGES	13,295.00	EMPLOYEE HI TAXABLE	.00	13,295.00
		COMPANY HI TAXABLE	.00	
COMPUTED EMP MEDICARE WAGES	.00	EMPLOYEE MEDICARE TXBL	.00	.00
		COMPANY MEDICARE TXBL	.00	
DEF COMP (DED 38)	.00	FIT TAXABLE	13,295.00	
PRE TAX (DED 39)	.00	FIT NON TAXABLE	.00	
PRE-TAX BUYBACK (DED 43)	.00			

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**Tax Report---Department of Accounts
Quarterly Control Totals**

As of Composite Date: 04/09/2012
Run Date: 04-24-2012

Description	QTR1 RPT. 33	QTR1 Adj.	QTR1 Total	QTR2 RPT. 33	QTR2 Adj.	QTR2 Total	QTR3 RPT. 33	QTR3 Adj.	QTR3 Total	QTR4 RPT. 33	QTR4 Adj.	QTR4 Total	YTD Total
GROSS PAY	3,025,894.79	0.00	3,025,894.79	521,646.32	0.00	521,646.32	0.00	0.00	0.00	0.00	0.00	0.00	3,547,541.11
EIC PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIT TAXABLE	2,746,038.88	0.00	2,746,038.88	472,194.53	0.00	472,194.53	0.00	0.00	0.00	0.00	0.00	0.00	3,218,233.41
FIT NON TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIT TAX	282,144.30	0.00	282,144.30	48,467.58	0.00	48,467.58	0.00	0.00	0.00	0.00	0.00	0.00	330,611.88
EMPLOYEE OASDI TAXABLE	2,943,066.36	0.00	2,943,066.36	505,791.36	0.00	505,791.36	0.00	0.00	0.00	0.00	0.00	0.00	3,448,857.72
EMPLOYEE OASDI TAX	123,606.68	0.00	123,606.68	21,242.64	0.00	21,242.64	0.00	0.00	0.00	0.00	0.00	0.00	144,849.32
EMPLOYEE HI TAXABLE	2,943,066.36	0.00	2,943,066.36	505,791.36	0.00	505,791.36	0.00	0.00	0.00	0.00	0.00	0.00	3,448,857.72
EMPLOYEE HI TAX	42,673.70	0.00	42,673.70	7,333.73	0.00	7,333.73	0.00	0.00	0.00	0.00	0.00	0.00	50,007.43
EMPLOYEE MEDICARE TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE MEDICARE TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY OASDI TAXABLE	2,943,066.36	0.00	2,943,066.36	505,791.36	0.00	505,791.36	0.00	0.00	0.00	0.00	0.00	0.00	3,448,857.72
COMPANY OASDI TAX	182,470.18	0.00	182,470.18	31,358.99	0.00	31,358.99	0.00	0.00	0.00	0.00	0.00	0.00	213,829.17
COMPANY HI TAXABLE	2,943,066.36	0.00	2,943,066.36	505,791.36	0.00	505,791.36	0.00	0.00	0.00	0.00	0.00	0.00	3,448,857.72
COMPANY HI TAX	42,674.45	0.00	42,674.45	7,333.98	0.00	7,333.98	0.00	0.00	0.00	0.00	0.00	0.00	50,008.43
COMPANY MEDICARE TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY MEDICARE TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUTA TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUTA TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.I. TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.I. TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY PAID DI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SP LOCAL TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SP LOCAL TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIT TAXABLE	2,746,038.88	0.00	2,746,038.88	472,194.53	0.00	472,194.53	0.00	0.00	0.00	0.00	0.00	0.00	3,218,233.41
SIT TAX	119,283.00	0.00	119,283.00	20,418.79	0.00	20,418.79	0.00	0.00	0.00	0.00	0.00	0.00	139,701.79
SUI GROSS	2,979,942.41	0.00	2,979,942.41	510,153.46	0.00	510,153.46	0.00	0.00	0.00	0.00	0.00	0.00	3,490,095.87
SUI TAXABLE	2,333,490.87	0.00	2,333,490.87	117,799.18	0.00	117,799.18	0.00	0.00	0.00	0.00	0.00	0.00	2,451,290.05
SUI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE OASDI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE HI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY OASDI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY HI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY OASDI TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY OASDI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY HI TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY HI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY MED TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY MED TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY FIT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY SIT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY VERIFICATION OF VRS BENEFITS**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U016	Monthly Contribution Worksheet	By DOA at month end	Reflects information being provided to VRS on a semi-monthly basis	Verify that all eligible employees are being reported properly for retirement credit - Compare with VRS-50 Report, Statement of Account, Retirement Contribution Accounting, and the VRS Retirement/Group Life Contributions Subsystem, Employer Payroll-VRS-1500 Dollar/Service Details.
U044	VRS Discrepancy Report	By DOA at month end	Produced only when the agency has a void check or the Creditable Compensation, Base Life, or Health Care Creditable Compensation times the effective rate does not equal contributions reported.	See above.
U046	Company Summary of Retirement Deduction Errors	By DOA at month end	Lists employees who have retirement code errors.	Research and correct as necessary.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

COMMONWEALTH OF VIRGINIA
VIRGINIA RETIREMENT SYSTEM

REPORT U016 PAYB1270
RUN ON 03/01/2007 AT 22:06:04

MONTHLY CONTRIBUTION WORKSHEET
SUBSTITUTE VRS-52
FOR PERIOD - FEBRUARY 01, 2007 THRU FEBRUARY 28, 2007

PAGE 1

AGENCY: TRAINING COMOPANY #10
PAY PERIOD: 10010

EMPLOYER CODE: 5-0423

NUMBER OF RECORDS: 1

	RETIREMENT -----	INSURANCE -----	RETIREE HCC -----	LONG TERM DISAB -----
CREDITABLE COMPENSATION	-\$ 1,629.42		-\$ 1,628.97	
INSURANCE BASE PAY		-\$ 1,629.20		
LONG TERM DISAB BASE				-\$ 1,629.21
CONTRIBUTION RATES	.1074	.0113	.0107	.0178
SUB TOTAL	----- -\$ 175.00	----- -\$ 18.41	----- -\$ 17.43	----- -\$ 29.00
BUY BACK AMOUNT	\$.00			
I - TOTAL DUE	----- -\$ 175.00 =====	----- -\$ 18.41 =====	----- -\$ 17.43 =====	----- -\$ 29.00 =====

DEDUCTION REGISTER TOTALS:

BUY BACK	\$.00			
EMPLOYER	-\$ 175.00	-\$ 18.41	-\$ 17.43	-\$ 29.00
II - TOTAL SUBMITTED	----- -\$ 175.00 =====	----- -\$ 18.41 =====	----- -\$ 17.43 =====	----- -\$ 29.00 =====
DIFFERENCE (I - II)	\$.00 =====	\$.00 =====	\$.00 =====	\$.00 =====

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

COMMONWEALTH OF VIRGINIA
VIRGINIA RETIREMENT SYSTEM

REPORT U044 PAYB1270
RUN ON 06/01/2007 AT 21:52:21

DISCREPANCY
FOR PERIOD - FEBRUARY 01, 2007 THRU FEBRUARY 28, 2007

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AGENCY: TRAINING COMPANY #10
PAY PERIOD: 10010

EMPLOYER CODE: 5-0423

EMPLOYEE NAME EMP NUM	RETIREMENT			INSURANCE			LT DISABILITY			REP
	CALCULATED AMOUNT DUE	DEDUCTION 16 AMOUNT	DIFFERENCE	CALCULATED AMOUNT DUE	DEDUCTION 20 AMOUNT	DIFFERENCE	CALCULATED AMOUNT DUE	DEDUCTION 36/44 AMOUNT	DIFFERENCE	NEG
J STROUD 011550536	-\$ 58.40	-\$ 58.40	\$ 0.00	\$ 24.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	**
J STROUD	NEGATIVE CREDITABLE COMPENSATION								-\$ 543.76	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY AUTOMATED RECONCILIATION OF HEALTH CARE COSTS**

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U107	Health Care Exception Report	Identifies CIPPS and/or BES records, which have a variance.	The individual variances are netted together to determine the group bill "Difference" as found on the Report U108. Each variance must be reviewed to determine if adjustments to the automated reconciliation are required.
U108	Monthly Health Care Reconciliation Summary	Provides a summary of the total health care costs for the coverage selected in BES, the total amount collected in CIPPS, and the identified difference. (totals of U107 & U110)	Enter any adjustment amount carried forward from the Health Care Adjustments Worksheet to determine the Adjusted Difference amount.
U110	Benefits Eligibility System (BES) Premium Listing	Provides a listing of the eligibility information in BES by provider and group number.	This report is a BES bill for the self-insured products (Cost Alliance and Key advantage) which supports the BES premiums due amount on the summary. It may be used to determine an employee's coverage in BES.
U111	Invalid Health Care Plan/Provider Codes	Lists all employees with an invalid plan or provider code in BES or CIPPS.	Review each exception and take corrective action. Transactions found on this report have not been included in the automated reconciliation.

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U107 PAYB0056
 RUN ON 06/01/2007 AT 22:25:50
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HEALTH CARE EXCEPTION REPORT (BES/CIPPS)
 FOR THE MONTH OF February

PROVIDER: COVA CARE BASIC

GROUP NUMBER: 101003

C	EMPLOYEE NAME			EMP NUM	PLAN		BES TOTAL	PAYROLL TOTAL	CREDIT DUE AGENCY	CHARGE TO AGENCY (AUTOMATED IAT)
	LAST	F	M		B	P				
4	STROUD	JO	T	01155053600	S		\$418.00	\$0.00	\$0.00	\$418.00
	GROUP SUBTOTALS			01155053600			\$418.00	\$0.00	\$0.00	\$418.00

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U108 PAYB0056
 RUN ON 06/01/2007 AT 22:25:50
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MONTHLY HEALTH CARE RECONCILIATION SUMMARY

HEALTH CARE PROGRAM: KAISER PERMANENTE HMO

MONTH: FEBRUARY
 GROUP NUMBER: 100090

PREMIUMS DUE ACCORDING TO BES:

CODE	COVERAGE TYPE	PREMIUM RATE	NUMBER IN PLAN	PREMIUM DUE
S	EMPLOYEE ONLY	\$404.00	1	\$404.00
	TOTALS		1	\$404.00
	PREMIUMS COLLECTED:			\$404.00
	CREDIT DUE AGENCY			\$0.00
	CHARGE TO AGENCY (AUTOMATED IAT)			\$0.00

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U110 PAYB0056
 RUN ON 06/01/2007 AT 22:25:50
 PAGE 1

BENEFITS ELIGIBILITY SYSTEM (BES) PREMIUM LISTING
 FOR THE MONTH OF FEBRUARY

PROVIDER: KAISER PERMANENTE HMO

GROUP NUMBER: 100090

EFFECTIVE	EMPLOYEE NAME			PLAN	BES	
DATE	LAST	FIRST	MI	CODE	TOTAL	
07/01/2005	O'REILLY	SHANNON	E	01258645300	S	\$404.00
GROUP SUBTOTALS						\$404.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U111 PAYB0055
RUN ON 06/01/2007 AT 22:13:21
PAGE 3

INVALID HEALTH CARE PLAN/PROVIDER CODES
FOR THE MONTH OF FEBRUARY

PAY OR BES	EMPLOYEE NAME	EMPLOYEE NO	PROV CODE	PLAN CODE
PAY	STROUD JOHN	01155053600	40	X
PAY	STROUD JOHN	01155053600	40	X
PAY	STROUD JOHN	01155053600	40	X

DUE TO AN INVALID PLAN/PROVIDER THESE RECORDS WERE EXCLUDED FROM THE AUTOMATED HEALTH RECON PROCESS.

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
 RECONCILIATION OF QUARTER END REPORTS**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
880	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld	Verify that employee and tax master files correctly reflect the taxing and reporting of all amounts paid. The final page contains agency totals
881	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld for other than Virginia state taxing, or other exceptions.	Verify that employee and tax master files correctly reflect the taxing and reporting of all applicable amounts.
56	Quarterly Composite Tax Report	By DOA at Quarter End	The summary totals, combining each employee as shown on Report 52	Quarterly Certification of Agency Totals to DOA
U090	FIPS Code Error Report	By DOA at Quarter End	Lists employees who do not have a FIPS code	Notification to agency that a FIPS code does not exist for these employees
U057	Quarterly Employee Count for SUI Purposes	By DOA at Quarter End	Number of employees per FIPS code	VEC reporting of employment by demographic area.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 TRAINING COMPANY #10

REL 12.50.58

EMPLOYEE QUARTERLY TAX REPORT #1 AS OF 03/24/2007

REPORT 880 CIPPS

RUN ON 04/02/2007 AT 10:17:09

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PQ	YTD		PQ	YTD		PQ	YTD		PQ	YTD	CTY	ST	LO	EST
		STROUD JOHN THOMAS	011550536-00 262-62-6262								001	47	0000	0106
4465.61	4465.61	GROSS	4465.61	4465.61	FIT TXBL	4465.61	4465.61	OASDI TXBL	4465.61	4465.61	CO	OASDI	TXBL	
4465.61	4465.61	SUI GROSS			FIT NTXBL	276.87	276.87	OASDI TAX	276.87	276.87	CO	OASDI	TAX	
4465.61	4465.61	SUI TXBL	477.10	477.10	FIT TAX	4465.61	4465.61	HI TXBL	4465.61	4465.61	CO	HI	TXBL	
		SUI TAX			EIC	64.75	64.75	HI TAX	64.75	64.75	CO	HI	TAX	
		LOCAL TXBL	4465.61	4465.61	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	153.52	153.52	SIT TAX			MED TAX			CO	MED	TAX	
		O'REILLY SHANNON ELAIND	012586453-00 717-17-1717								001	47	0000	0106
4411.46	4411.46	GROSS	4411.46	4411.46	FIT TXBL	4411.46	4411.46	OASDI TXBL	4411.46	4411.46	CO	OASDI	TXBL	
4411.46	4411.46	SUI GROSS			FIT NTXBL	273.51	273.51	OASDI TAX	273.51	273.51	CO	OASDI	TAX	
4411.46	4411.46	SUI TXBL	370.47	370.47	FIT TAX	4411.46	4411.46	HI TXBL	4411.46	4411.46	CO	HI	TXBL	
		SUI TAX			EIC	63.97	63.97	HI TAX	63.97	63.97	CO	HI	TAX	
		LOCAL TXBL	4411.46	4411.46	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	145.39	145.39	SIT TAX			MED TAX			CO	MED	TAX	
		WHITE WAYNE	010006250-00 666-66-6666								001	47	0000	0106
3449.58	3449.58	GROSS	3449.58	3449.58	FIT TXBL	3449.58	3449.58	OASDI TXBL	3449.58	3449.58	CO	OASDI	TXBL	
3449.58	3449.58	SUI GROSS			FIT NTXBL	213.87	213.87	OASDI TAX	213.87	213.87	CO	OASDI	TAX	
3449.58	3449.58	SUI TXBL	214.09	214.09	FIT TAX	3449.58	3449.58	HI TXBL	3449.58	3449.58	CO	HI	TXBL	
		SUI TAX			EIC	50.02	50.02	HI TAX	50.02	50.02	CO	HI	TAX	
		LOCAL TXBL	3449.58	3449.58	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	91.39	91.39	SIT TAX			MED TAX			CO	MED	TAX	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 TRAINING COMPANY #10

REL 12.50.58

EMPLOYEE QUARTERLY TAX REPORT #2 AS OF 03/24/2007

REPORT 881 CIPPS

RUN ON 04/02/2007 AT 10:17:11

PAGE 1

PQ	YTD	PQ	YTD	PQ	YTD	PQ	YTD	CTY	ST	LO	EST
STROUD JOHN THOMAS		011550536-00	262-62-6262	70				001	47	0000106	
		FUTA TXBL		OASDI TIPS		3PY OAS TXB		3PTY MED TXBL			
		FUTA TAX		HI TIPS		3PY OAS TAX		3PTY MED TAX			
		DI TXBL		CO OAS TIP		3PY HI TXBL		3PTY NONTXBL			
		DI TAX		CO HI TIPS		3PY HI TAX		SP LOCAL TXBL			
		CO DI TAX	5.12	UNC OASDI	1.20	UNC HI		SP LOCAL TAX			
WHITE WAYNE		010006250-00	666-66-6666	70				001	47	0000106	
		FUTA TXBL		OASDI TIPS		3PY OAS TXB		3PTY MED TXBL			
		FUTA TAX		HI TIPS		3PY OAS TAX		3PTY MED TAX			
		DI TXBL		CO OAS TIP		3PY HI TXBL		3PTY NONTXBL			
		DI TAX		CO HI TIPS		3PY HI TAX		SP LOCAL TXBL			
		CO DI TAX	1.28	UNC OASDI	0.30	UNC HI		SP LOCAL TAX			
			6.40		1.50						

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010 TRAINING COMPANY #10

REPORT 56 CIPPS
RUN ON 04/02/2007 AT 10:17:11
REL 12.50.58 PAGE 1

QUARTERLY COMPOSITE TAX REPORT AS OF 03/24/2007

TAX UNIT 001

COUNTRY CODE 001 STATE CODE 47 LOCAL NAME LOCAL CODE 0000 ESTABLISHMENT NO. 0195

-----DESCRIPTION-----	-----PRIOR QUARTER-----	-----YEAR TO DATE-----
GROSS PAY	2,096,074.08	2,096,074.08
EIC PAYMENT	.00	.00
ST AEIC PAYMENT	.00	.00
FIT TAXABLE	1,982,185.30	1,981,335.62
FIT NON TAXABLE	.00	.00
FIT TAX	194,729.85	194,698.97
EMPLOYEE OASDI TAXABLE	2,008,723.08	2,007,873.40
EMPLOYEE OASDI NTAXBLE	87,351.00	88,200.68
EMPLOYEE OASDI TAX	124,488.08	124,488.08
EMPLOYEE HI TAXABLE	2,008,723.08	2,007,873.40
EMPLOYEE HI NONTAXABLE	87,351.00	88,200.68
EMPLOYEE HI TAX	29,114.06	29,114.06
EMPLOYEE MED TAXABLE	.00	.00
EMPLOYEE MED NONTAXBLE	.00	.00
EMPLOYEE MED TAX	.00	.00
COMPANY OASDI TAXABLE	2,008,723.08	2,007,873.40
COMPANY OASDI NONTAXAB	87,351.00	88,200.68
COMPANY OASDI TAX	124,540.76	124,488.08
COMPANY HI TAXABLE	2,008,723.08	2,007,873.40
COMPANY HI NONTAXABLE	87,351.00	88,200.68
COMPANY HI TAX	29,126.38	29,114.06
COMPANY MED TAXABLE	.00	.00
COMPANY MED NONTAXABLE	.00	.00
COMPANY MED TAX	.00	.00
FUTA TAXABLE	.00	.00
FUTA NONTAXABLE	2,096,074.08	2,096,074.08
FUTA TAX	.00	.00
D.I. TAXABLE	.00	.00
D.I. GROSSTAXABLE	.00	.00
D.I. NONTAXABLE	.00	.00
D.I. TAX	.00	.00
COMPANY PAID DI TAX	.00	.00
LOCAL TAXABLE	.00	.00
LOCAL NONTAXABLE	.00	.00
LOCAL TAX	.00	.00
SP LOCAL TAXABLE	.00	.00
SP LOCAL NONTAXABLE	.00	.00
SP LOCAL TAX	.00	.00

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010
 TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA

REPORT U090 PAYB0054
 RUN ON 04/03/2007 AT 15:13:55
 PAGE 21

***** FIPS CODE ERROR REPORT *****
 1ST QUARTER ENDED 03/31/2007

FIPS	EMPLOYEE NO	EMPLOYEE NAME	ORG CODES	TAXABLE WAGES	TOTAL WAGES
10010	01258645300 S	E O'REILLY	00400200099	200.00	200.00
TOTAL # OF EMPLOYEES MONTH 1 MONTH 2 MONTH 3				AGENCY TOTAL WAGES	
1 1 1				\$200.00	\$200.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. 10010
TRAINING COMPANY #1
VEC ID. 000005001253

COMMONWEALTH OF VIRGINIA
FED. ID. 354001852
QUARTERLY EMPLOYEE COUNT FOR SUI PURPOSES BY FIPS

REPORT U057 PAYB0054
RUN ON 04/03/2007 AT 15:13:55
PAGE 1

FIPS AREA DETAIL ATTACHMENT REPORT

1ST QUARTER ENDED 03/31/2007

TAX UNIT	STATE CODE	ESTAB CODE	FIPS CODE		NUMBER OF EMPLOYEES			TAXABLE WAGES	EXCESS WAGES	TOTAL WAGES
					MON 1	MON 2	MON 3			
*	1	47	0007	059 - FAIRFAX	01	01	00	4,651.99	.00	4,651.99
*	1	47	0007	332 CHATHAM (PITTSYLVANIA	01	01	01	8,000.00	100.00	8,100.00
*	1	47	0007	760 RICHMOND CITY	230	227	104	1,033,375.11	371,731.97	1,405,107.08
**				TOTALS - ESTAB # 7	232	229	105	1,046,027.10	371,831.97	1,417,859.07
***				TOTALS - STATE # 47	232	229	105	1,046,027.10	371,831.97	1,417,859.07
****				TOTALS - TAX UNIT # 1	232	229	105	1,046,027.10	371,831.97	1,417,859.07
*****				TOTALS - COMPANY # 100	232	229	105	1,046,027.10	371,831.97	1,417,859.07

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
Nightly Auto Update of PMIS to CIPPS**

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U082	PMIS/CIPPS Update Listing	Reflects the old and new values of the fields that are being updated. If asterisks are found under the "Hold in Suspense" column, this transaction will be held until the appropriate pay period.	Review to ensure changes are accurate.
U080	PMIS/CIPPS Transaction Error Listing	Identifies transactions passed for a terminated employee, a non salaried employee, or for a company/employee number combination that is not found in CIPPS.	Review to determine if the transactions should have been rejected. If determined to be valid, payroll will need to update the employee's masterfile record.
U053	PMIS/CIPPS Data Discrepancies	Provides an itemization of information included in the update process but for which the current values are different between PMIS and CIPPS. This report groups differing data elements together by employee. The PMIS Value column displays not only the CIPPS translated value, but the actual PMIS value as well (in parentheses).	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.
U077	PMIS/CIPPS Data Discrepancies By Element	Lists the same differing data as the U053 but groups the information by data type as opposed to employee.	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U082 PAYB2500

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS UPDATE LISTING
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/22/2011 AT 19:41:28
 PAGE 34

TRAINING CO

PMIS TRANSACTION EFFECTIVE DATE OF 08/16/2011

** THESE ARE RETROACTIVE TRANSACTIONS **
 MANUAL ACTION / PAY ADJUSTMENTS MAY BE NECESSARY

FIELD	OLD PMIS VALUE	/	NEW PMIS VALUE	OUT OF SUSPENSE
-----	-----	/	-----	-----
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/#####				
STATE SALARY	35,996.00	/	45,261.00	
POS ROLE CODE	011xx	/	011xx	
LAST SALARY CHANGE DATE	06/25/2011	/	08/16/2011	
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxxxxxx/#####				
EMPLOYEE OT ELIGIBILITY CODE	N	/	C	

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U080 PAYB2500

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS TRANSACTION ERROR LISTING
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/20/2011 AT 19:37:02
 PAGE 4

** MUST MANUALLY ENTER CHANGE INTO CIPPS **

VIRGINIA DEPARTMENT OF

FIELD	NEW PMIS VALUE	ERROR MESSAGE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 07/24/2011 TERMINATION DATE	07/23/2011	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 08/09/2011 VSDP CODE VSDP BEGIN DATE VSDP END DATE	11 20100210 20110811	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT ZIP CODE	23233-3372	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 HOME PHONE	(804)6XX-XXXX	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT STREET ADDRESS	2702 TRAINING LN APT 2	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER

DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix

CO. NO. 506

COMMONWEALTH OF VIRGINIA

REPORT U053 PAYB2800

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS DATA DISCREPANCIES

RUN ON 12/20/2007 AT 13:43:12
 PAGE 3

AGENCY #506 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER: JANET L GAR [REDACTED] 355000			
ADDR: BOX APARTMENT	PO BOX 155	/	P O BOX 155
BUSINESS PHONE	(000)000-0000	/	(804)899-7034
AGENCY BEGIN DATE	07/01/1998	/	11/16/1995
OT ELIGIBILITY CODE	1 (N)	/	3
OVERTIME EXEMPT CODE	E (1)	/	N
EMPLOYEE NAME/NUMBER: JAMES W AND [REDACTED] 316100			
HOME PHONE	(276)889-3349	/	(000)000-0000
RACE	0 (A)	/	5
STATE BEGIN DATE	10/15/1998	/	10/25/2004
ROLE CODE	92254	/	88033
WORKERS COMP CODE	8810	/	7720
AGENCY BEGIN DATE	10/25/2004	/	00/00/0000
OVERTIME EXEMPT CODE	E (1)	/	N
EMPLOYEE NAME/NUMBER: VALENTIN L ROD [REDACTED] 227000			
RACE	2 (C)	/	5
BUSINESS PHONE	(000)000-0000	/	(804)367-1100
ROLE CODE	92253	/	19013
AGENCY BEGIN DATE	07/07/2004	/	00/00/0000
OT ELIGIBILITY CODE	1 (N)	/	3
EMPLOYEE NAME/NUMBER: RANDALL J SC [REDACTED] 13300			
HOME PHONE	(540)314-4949	/	(000)000-0000
RACE	0 (A)	/	5
ADDR: STREET ADDRESS	90 GIBSON DR	/	#90 GIBSON DR
ADDR: ZIP CODE	24073-1239	/	24073
STATE BEGIN DATE	05/16/2005	/	01/10/2007

DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 6 – Report Appendix

CO. NO. 506

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS DATA DISCREPANCIES
 BY ELEMENT

REPORT U077 PAYB2700
 RUN ON 12/20/2007 AT 13:43:14
 PAGE 1

AGENCY #506 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER ADDR: BOX APARTMENT			
JANET L GARR [REDACTED] 55855000	PO BOX 155	/	P O BOX 155
EMPLOYEE NAME/NUMBER ADDR: STREET ADDRESS			
PRINCESSA F COV [REDACTED] 3920800	390 FLAG STATION RD	/	390 FLAG STATION ROAD
RONALD K YOUNG [REDACTED] 702200	308 CEDARWOOD LN	/	308 CEDARWOOD LANE
PAMELA D WILLIAMS [REDACTED] 498700	3602 WELCH CT	/	3602 WELCH COURT
RANDALL J SCOTT [REDACTED] 13300	90 GIBSON DR	/	#90 GIBSON DR
EMPLOYEE NAME/NUMBER ADDR: ZIP CODE			
PAMELA D WILLIAMS [REDACTED] 498700	23832-8364	/	23832
RANDALL J SCOTT [REDACTED] 13300	24073-1239	/	24073
EMPLOYEE NAME/NUMBER AGENCY BEGIN DATE			
PRINCESSA F COV [REDACTED] 3920800	01/10/2007	/	00/00/0000
LISA MA [REDACTED] 01000	10/10/1998	/	00/00/0000
JANET L GARR [REDACTED] 555000	07/01/1998	/	11/16/1995
JAMES W ANDERSON [REDACTED] 316100	10/25/2004	/	00/00/0000
VALENTIN L RODRIGUEZ [REDACTED] 4227000	07/07/2004	/	00/00/0000
EMPLOYEE NAME/NUMBER BUSINESS PHONE			
BARBARA A HILL [REDACTED] 243000	(000)000-0000	/	(804)367-0901
DEBORAH D STAMM [REDACTED] 033500	(000)000-0000	/	(804)367-9543
LINDA M BRADY [REDACTED] 85300	(000)000-0000	/	(804)367-6703
BRUCE GOLDBERG [REDACTED] 19000	(000)000-0000	/	(804)367-1100
CAROL D KING-ROBI [REDACTED] 237800	(000)000-0000	/	(804)367-1100
ALICE R WEEB [REDACTED] 9648200	(000)000-0000	/	(000)367-9258
JAMES F MCCORMACK [REDACTED] 13430500	(000)000-0000	/	(804)786-1274
LISA MA [REDACTED] 9501000	(000)000-0000	/	(757)565-5966
JANET L GARR [REDACTED] 55855000	(000)000-0000	/	(804)899-7034
VALENTIN L RODRIGUEZ [REDACTED] 4227000	(000)000-0000	/	(804)367-1100
EMPLOYEE NAME/NUMBER HOME PHONE			
PEGGY R BARNETT [REDACTED] 12461800	(804)739-4917	/	(000)000-0000
BARBARA A HILL [REDACTED] 2243000	(804)358-5203	/	(000)000-0000
DEBORAH D STAMM [REDACTED] 2033500	(804)226-2584	/	(000)000-0000
WANDA A NEELY [REDACTED] 3329400	(804)271-4981	/	(000)000-0000
LINDA M BRADY [REDACTED] 3885300	(804)448-4610	/	(000)000-0000

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

PAT (PAYROLL AUDIT TOOL)REPORTS

REPORT NAME	DESCRIPTION	USAGE
Summary Report 10 for Wage Employees	Gives a printout of the hourly rate and hours keyed for the wage employees listed on a selected Report 10 File.	Review to ensure wage hours entered are correct.
Report 10 Salary/Rate and Regular Pay Comparison	Lists any salaried employee on the selected Report 10 File that has regular pay that is unequal to the semi-monthly salary rate on H0BID.	Review and ensure that pay items are correct.
Special Pays Listing	Lists all employees on the selected Report 10 file that are receiving a special pay. (Items keyed on HUE01 or HUC01).	Review for accuracy.
Deduction Amount Change Comparison	Compares two selected Report 10 Files and prints deductions for employees when the amounts have changed.	Review for accuracy.
State and Federal Tax Withholding Comparison	Compares two selected Report 10 Files and prints those employees whose tax amounts have changed when there was no change in gross pay.	Review for accuracy.
Rate Amount Change Comparison	Compares two selected Report 10 Files and prints those employees who have had a change to the H0BID Salary/Rate amount.	Review for accuracy.
Comparison Report 10	Compares two selected Report 10 Files and prints those employees who have a difference in gross to net pay amounts.	Review for accuracy.
Employee Information Sheet	Gives a one page printout for the selected employee number showing all the relevant masterfile field values.	Review for accuracy.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

04/24/2012

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Company: 000

SUMMARY REPORT 10 - EMPLOYEE TOTALS

WAGE EMPLOYEES

Run Date - Pre 06/24/2010

--- HOURS ---

Empl ID	NAME	ORG CODE	RATE	REGULAR	OT	REGULAR EARNINGS	OT EARNINGS	CURRENT GROSS PAY	CHECK DATE
88794249700	LA MONA CHUMNEY	00370100000	12.00	9.60	0.00	115.20	0.00	115.20	07/01/2010
88849904800	BEN EARL HANLEY	00370100000	24.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88854515100	KIMBERLY YATES	00378200000	8.64	0.00	0.00	0.00	0.00	0.00	07/01/2010
88860486700	BARBARA PEER	00378200000	8.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88874417800	BERNARD LEWIS	00376700000	18.00	80.00	0.00	1,440.00	0.00	1,440.00	07/01/2010
88889648100	QUINTIN KEYSER BUTLER	00376700000	8.74	16.30	0.00	142.46	0.00	142.46	07/01/2010
88896889900	FAITH HARCOURT, JR	00376700000	20.00	75.00	6.60	1,500.00	198.00	1,698.00	07/01/2010
88905550000	LAURENCE GARIS	00378300000	9.00	52.20	0.00	469.80	0.00	469.80	07/01/2010
88911511000	NEIL BOSLEY	00376700000	9.56	16.20	0.00	154.87	0.00	154.87	07/01/2010
88916081000	TEMEKA STONEBRAKER	00376700000	9.29	0.00	0.00	0.00	0.00	0.00	07/01/2010
88932633700	RONNIE CHASE	00376700000	8.84	18.10	0.00	160.00	0.00	160.00	07/01/2010
88938943400	MEREDITH BOULDIN	00370200000	12.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88965166200	OLLIE TORRES	00378100000	8.64	0.00	0.00	0.00	0.00	0.00	07/01/2010
88981148900	PETER DUDLEY JR	00376700000	8.74	0.00	0.00	0.00	0.00	0.00	07/01/2010
88985878000	HARI NEECE	00371000000	12.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88995549300	DEBORAH FISCHER	00376700000	10.00	72.00	0.10	720.00	1.50	721.50	07/01/2010
Totals				1,166.00	29.50	15,586.55	589.63	17,329.61	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

04/23/2012

Page 1

Company: 000

Report 10 Salary/Rate and Regular Pay Comparison Report

Run Date - Post 06/25/2010

Organization Code	EMP ID	NAME	SALARY/ RATEAMT	REG .PAY	REPORT10 CURRENT GROSS PAY	DIFF.	SPEC. PAY	SPEC. PAY AMT.
00179000000	88085778800	RANDY BLANTON	1,177.33	0.00	0.00	1,177.33		0.00
00174500000	88178187600	CAREY MOREHOUSE	856.25	717.70	856.25	138.55	VSDP BEN	138.55
00176800000	88437313600	VINCENT FRANK	757.08	220.24	674.49	536.84	VSDP BEN	454.25
00170300000	88447384000	STEPHANIE COOK	1,542.54	468.92	1,892.80	1,073.62	INV SEP	1,423.88
00178100000	88459615300	KRESS BASDIKIS	1,036.79	794.28	1,036.79	242.51	VSDP BEN	242.51
00170100000	88565536700	ALEXANDER HEATH	1,557.53	473.48	1,911.20	1,084.05	INV SEP	1,437.72
00170300000	88638123000	CAROL HATCHER	2,695.83	735.24	3,223.70	1,960.59	INV SEP	2,488.46
00171500000	88687748500	CARL ARCHER	2,266.29	2,285.21	2,285.21	-18.92		0.00
00170100000	88740814300	FREDDIE HINDENLANG	1,584.63	7,923.03	7,923.03	-6,338.40		0.00
00178200000	88770287600	PRISCILLA AUSTIN, JR	791.67	3,769.84	5,046.68	-2,978.17	ANNUAL	613.76
00178200000			791.67	3,769.84			O/T TERM	663.08
00178000000	88854395000	MITCHELL COOK	1,015.79	572.91	1,015.79	442.88	VSDP BEN	442.88
00171500000	88990109200	EINYA SCALLAN	1,584.21	1,102.56	1,104.80	481.65	IMPLIFE	2.24

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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SPECIAL PAYS LISTING

(EXCLUDES IMPUTED LIFE)

Run Date - Post 06/25/2010

ORG CODE	EMPLOYEE NUMBER	NAME	SPECIAL PAY TYPE	SPECIAL PAY AMOUNT	YTD AMOUNT
00371000000	88011291400	MACON ALI	VSDB-PAY	168.48	558.09
00370200000	88048394500	REGINA FAIRCLOTH	VSDB-PAY	274.75	1,427.33
00378200000	88151645200	SIDNEY GARLETTS	VSDBPAY2	625.00	7,970.00
00174500000	88178187600	CAREY MOREHOUSE	VSDP BEN	138.55	3,205.16
00170100000	88205020200	BRIEN HUMPHREYS	VSDB-PAY	625.00	625.00
00171100000	88244824400	ROOSEVELT WADSWORTH	VSDB-PAY	700.00	700.00
00176800000	88437313600	VINCENT FRANK	VSDP BEN	454.25	6,026.93
00170300000	88447384000	STEPHANIE COOK	INV SEP	1,423.88	1,423.88
00178100000	88459615300	KRESS BASDIKIS	VSDP BEN	242.51	3,696.56
00170100000	88565536700	ALEXANDER HEATH	INV SEP	1,437.72	1,437.72
00170300000	88638123000	CAROL HATCHER	INV SEP	2,488.46	2,488.46
00176500000	88655205100	JIAN MCADAM	VSDB-PAY	45.45	997.92
00370300000	88749634600	LUTHER JENKINS, JR	VSDB-PAY	85.20	1,767.60
00178200000	88770287600	PRISCILLA AUSTIN, JR	ANNUAL	613.76	613.76
00178200000	88770287600	PRISCILLA AUSTIN, JR	O/T TERM	663.08	663.08
00178000000	88854395000	MITCHELL COOK	VSDP BEN	442.88	2,361.98

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**DEDUCTION AMOUNT CHANGE
(EXCLUDES TAXES, FLEX ADM AND DD DEDS)**

File 1 - Post 2010-06-25 00:00:00.0

File 2 - Post 2010-05-24 00:00:00.0

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88018881000	POSEY MONTEITH, JR	AN MATCH	\$20.00	\$10.00
88019741900	MURVIN CEPELNIK	AN MATCH	\$20.00	\$10.00
88021262800	CAROLYN MCGUIRE	ASSOCIAT	\$29.81	\$0.00
88027522000	SONNY JORDAN	AN MATCH	\$20.00	\$10.00
88067246400	RANDOLPH POTTER	AN MATCH	\$20.00	\$10.00
88085778800	RANDY BLANTON	AGY HLTH	\$186.50	\$0.00
88085778800	RANDY BLANTON	DEF COMP	\$40.00	\$0.00
88085778800	RANDY BLANTON	GRP INSR	\$9.30	\$0.00
88085778800	RANDY BLANTON	LT DISAB	\$11.77	\$0.00
88085778800	RANDY BLANTON	PRM CONV	\$20.50	\$0.00
88085778800	RANDY BLANTON	RET CRDT	\$11.77	\$0.00
88085778800	RANDY BLANTON	RETIRMNT	\$73.70	\$0.00
88085778800	RANDY BLANTON	RETRMNT2	\$58.87	\$0.00

DEPARTMENT OF ACCOUNTS
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STATE AND FEDERAL TAX WITHHOLDING COMPARISON
EMPLOYEES WITH NO CHANGE IN GROSS
EXCLUDES IMPUTED
WITH FEDERAL OR STATE VARIANCE GREATER THAN 5

File 1 - Post 2010-06-

File 2 - Post 2010-05-

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88710551800	ANDREA BARTLETT	FEDERAL	\$52.34	\$57.44
		STATE	\$56.71	\$58.66
88751575500	PHYLLIS RECTOR, JR	FEDERAL	\$0.00	\$46.41
		STATE	\$52.21	\$54.44

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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RATE AMOUNT CHANGE

File 1 - Pre 2010-06-24 00:00:00.0 File 2 - Post 2010-05-10 00:00:00.0

Employee ID	EMPLOYEE NAME	PAY FILE 2 AMT	PAY FILE 1 AMT
88789548300	LINWOOD TOMLIN	\$9.34	\$0.00
88939133300	MYRLIN HAMBLIN	\$12.00	\$0.00

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 CIPPS INTRODUCTORY PAYROLL TRAINING
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COMPARISION REPORT 10

Sorted By Org

All Employees

Report 1 - Post 2010-06-25 00:00:00.0			Report 2 - Pre 2010-06-23 00:00:00.0									
Org. Code	Employee ID	Employee Name	Gross Diff	REG AMT	OVER TIME	NON CASH	FED	OAS	HI	STATE	DED DIFF	NET PAY
0017820000	88770287600	PAT Example	5,046.68	3,769.84	0.00	0.00	774.32	307.84	71.99	264.20	101.50	3,526.83
0017900000	88085778800	PAT Example	-1,177.33	-1,177.33	0.00	0.00	-97.78	-71.73	-16.78	0.00	-60.50	-886.47
Grand Totals -			20,534.29	12,710.96	0.00	2.24	3,259.73	1,243.08	290.72	1,416.61	1,468.42	13,245.27

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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**EMPLOYEE INFORMATION
EMP MASTERFILE UPDATE DATE 04/22/2012**

NUMBER: 88019721300	BOX:
NAME: Example, PAT	ADDRESS: 100 Broad Street
	CITY, STATE, ZIP: STAUNTON, VA 24401-3130

GENDER: M	ALIEN CODE: C	EMPLOYMENT DATE: 08/11/2003
BIRTH DATE: 08/24/1975	EMPLOYMENT DATE: 08/11/2003	TERMINATION DATE:
ESTABLISHMENT CODE: 0046	TERMINATION DATE:	TERMINATION CODE:
PAY TYPE: 2	TERMINATION CODE:	START LEAVE DATE:
ORGANIZATION CODE: 00170100000	START LEAVE DATE:	RETURN LEAVE DATE:
FIPS CODE: 51790	RETURN LEAVE DATE:	FREQUENCY: 070
FED MARITAL STATUS: 2	FREQUENCY: 070	OVERTIME STATUS: 0
ROLE CODE: 29112	OVERTIME STATUS: 0	FIT EXEMPTION: 0000002
TIME CARD STATUS: 1	FIT EXEMPTION: 0000002	ANNUAL SALARY: 40,478.40
AMOUNT LAST PAY CHANGE: 10.55	ANNUAL SALARY: 40,478.40	SALARY STEP: 00
DATE LAST PAY CHANGE: 08/25/2008	SALARY STEP: 00	WC CODE: 8868
SHIFT: 1	WC CODE: 8868	OVERTIME TYPE: 0
SHIFT RATE: 1	OVERTIME TYPE: 0	OVERTIME-1 PREMIUM: 0.000000
SHIFT-2 PREMIUM: 0.00	OVERTIME-1 PREMIUM: 0.000000	OVERTIME-2 PREMIUM: 0.000000
SHIFT LOCATION: 0	OVERTIME-2 PREMIUM: 0.000000	EMPLOYMENT STATUS: 1
SHIFT-3 PREMIUM: 0.00	EMPLOYMENT STATUS: 1	FIT STATUS: 4
WORK COUNTRY: 001	FIT STATUS: 4	FUTA STATUS: 1
WORK STATE: 047	FUTA STATUS: 1	AGY EMP DATE: 08/10/2003
WORK LOCATION: 00000	AGY EMP DATE: 08/10/2003	TAX UNIT: 001
RESIDENT COUNTRY: 001	TAX UNIT: 001	MEDICAL PROVIDER: 042
RESIDENT STATE: 047	MEDICAL PROVIDER: 042	SALARY RATE: 1,686.60
RESIDENT LOCATION: 000	SALARY RATE: 1,686.60	RETIREMENT PLAN: VS
SUI STATUS: 4	RETIREMENT PLAN: VS	BUYBACK IND:
SUI STATE CODE: 047	BUYBACK IND:	ANNUAL STATUS INDICATOR: N
ANNUAL LEAVE: 0.00	ANNUAL STATUS INDICATOR: N	SICK STATUS INDICATOR: N
SICK LEAVE: 49.50	SICK STATUS INDICATOR: N	COMP STATUS INDICATOR: Y
OVER TIME LEAVE: 0.00	COMP STATUS INDICATOR: Y	OT LEAVE STATUS IND: 0
COMP LEAVE: 0.00	OT LEAVE STATUS IND: 0	ON-CALL LEAVE STATUS IND: N
ONCALL LEAVE: 0.00	ON-CALL LEAVE STATUS IND: N	SDP PARTICIPANT IND: Y
LAST CHECK DATE: 07/01/2010	SDP PARTICIPANT IND: Y	SDP RECIPIENT IND: N
STATE BEGIN DATE: 08/11/2003	SDP RECIPIENT IND: N	FLSA STATUS: E
ADJUSTED EMPLOY DATE: 08/10/2003	FLSA STATUS: E	PERCENT EMPLOYMENT: 700
VSDP EMPLOYMENT DATE: 09/01/2003	PERCENT EMPLOYMENT: 700	CONTRACT LENGTH: 10
NUMBER OF PAYS: 24	CONTRACT LENGTH: 10	

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Annual Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Earned YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Annual Leave		Begin Balance	0.00	Earned YTD	0.00	Used YTD	0.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Sick Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">72.00</td></tr> <tr><td>Earned YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">22.50</td></tr> <tr><td>S/Fam Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">49.50</td></tr> </table>	Sick Leave		Begin Balance	72.00	Earned YTD	0.00	Used YTD	22.50	S/Fam Used YTD	0.00	Ending Balance	49.50	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Bonus Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Bonus Leave		Begin Balance	0.00	Used YTD	0.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Leave Without Pay</th></tr> <tr><td>LWOP Period Used</td><td style="text-align: right;">0.00</td></tr> </table>	Leave Without Pay		LWOP Period Used	0.00																
Annual Leave																																																					
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Compensatory Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Earned YTD</td><td style="text-align: right;">2.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">2.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Compensatory Leave		Begin Balance	0.00	Earned YTD	2.00	Used YTD	2.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">On-Call Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Earned YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	On-Call Leave		Begin Balance	0.00	Earned YTD	0.00	Used YTD	0.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Overtime Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Overtime Leave		Begin Balance	0.00	Used YTD	0.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Other Leave (All YTD Balances)</th></tr> <tr><td>Military</td><td style="text-align: right;">0.00</td></tr> <tr><td>Educational</td><td style="text-align: right;">0.00</td></tr> <tr><td>Worker's Comp.</td><td style="text-align: right;">0.00</td></tr> <tr><td>Civil Leave Used</td><td style="text-align: right;">0.00</td></tr> <tr><td>Without Pay Used</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other</td><td style="text-align: right;">0.00</td></tr> <tr><td>Community Svc.</td><td style="text-align: right;">0.00</td></tr> <tr><td>Pre-Layoff</td><td style="text-align: right;">0.00</td></tr> <tr><td>Sick/Disability</td><td style="text-align: right;">0.00</td></tr> <tr><td>BMOD</td><td style="text-align: right;">0.00</td></tr> </table>	Other Leave (All YTD Balances)		Military	0.00	Educational	0.00	Worker's Comp.	0.00	Civil Leave Used	0.00	Without Pay Used	0.00	Other	0.00	Community Svc.	0.00	Pre-Layoff	0.00	Sick/Disability	0.00	BMOD	0.00
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Family/Personal Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">32.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">8.50</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">23.50</td></tr> </table>	Family/Personal Leave		Begin Balance	32.00	Used YTD	8.50	Ending Balance	23.50	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Recognition Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">2.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Recognition Leave		Begin Balance	0.00	Used YTD	2.00	Ending Balance	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Disability Credit Leave</th></tr> <tr><td>Begin Balance</td><td style="text-align: right;">0.00</td></tr> <tr><td>Used YTD</td><td style="text-align: right;">0.00</td></tr> <tr><td>Ending Balance</td><td style="text-align: right;">0.00</td></tr> </table>	Disability Credit Leave		Begin Balance	0.00	Used YTD	0.00	Ending Balance	0.00																											
Family/Personal Leave																																																					
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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
Report Writer Reports**

REPORT NAME	DESCRIPTION	USAGE
Report 852 - Automatic Special Pay - Incorrect Imputed Life	Gives a printout of salaried employees who do not have the correct Imputed Life rate for the Salary Rate stated on HOBID.	Review and correct if necessary.
Report 906 Potential Cash Match Exceptions	Lists salaried employees with an Annuity or Def Comp deduction and no cash match deduction.	Review and correct if necessary.
Report 869 Employees not Paying Expected Amount of Employee Retirement Contributions	This report prints automatically when payroll is processed. It identifies those employees who do not appear to be paying 5% of the creditable compensation amount.	Review and correct if necessary.
Report 831 Employees who did not have Direct Deposit in this Payroll	For employees with employment dates after 7/31/08, direct deposit is mandatory. This report will identify those employees that do not have their net pay going to direct deposit.	Review and contact the employee to establish direct deposit.
<p>Many Report Writer Reports are available. Please review the Report Writer Matrix at: http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf</p>		

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED] DEPARTMENT OF [REDACTED]

REL 12.50.63

REPORT 906 CIPPS
RUN ON 04/23/2012 AT 20:15:37

POTENTIAL CASH MATCH EXCEPTIONS FOR SALARIED EMPLOYEES AS OF 04/24/2012

PAGE 1

COMP NO	EMPLOYEE NUMBER	EMPLOYEE NAME	DEF COMP MATCH	ANNUITY MATCH	DC&ANNTY MATCH
[REDACTED]	[REDACTED] 00	[REDACTED] [REDACTED] C	NO MATCH		

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
Daily BES to CIPPS Interface**

REPORT NAME	DESCRIPTION	USAGE
U130 - BES/CIPPS Transaction Error Listing	Provides a list of those items that did not update in CIPPS.	These items must be entered manually into CIPPS.
U131 BES/CIPPS Update Listing	Provides a list of those items that updated CIPPS successfully.	Review and if the effective date requires premium adjustments, they need to be manually entered into CIPPS.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
BES/CIPPS TRANSACTION ERROR LISTING

REPORT U130 PAYB2300

RUN ON 04/06/2012 AT 20:04:26
PAGE 2

AS OF: 04/05/2012

AGENCY # [REDACTED] - [REDACTED]

CHG IND	EMPLOYEE NAME	EMPLOYEE NUMBER	EFFECT DATE	MED INS PROVD/PLAN	*** (OLD/NEW) CODE VALUES *** DEPEND CARE AMTS (D21)	MED EXP AMTS (D22)	ERROR-NOT UPDATED MANUAL ACTION NEEDED
S	GREEN	[REDACTED]	04012012	042/142 W/D		/ 100	NO CIPPS RECORD

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
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COMMONWEALTH OF VIRGINIA

REPORT U131 PAYB2300

DEPARTMENT OF ACCOUNTS
 BES/CIPPS UPDATE LISTING

RUN ON 04/26/2012 AT 19:18:42
 PAGE 1

AGENCY # [REDACTED] - [REDACTED]

AS OF: 04/25/2012

CHG
 IND

EMPLOYEE
 NAME

EMPLOYEE
 NUMBER

EFFECT
 DATE

MEDICAL INSURANCE
 PROVIDER/PLAN

*** (OLD/NEW) CODE VALUES ***

DEPENDENT CARE
 AMOUNTS (DED21)

MEDICAL EXPENSES
 AMOUNTS (DED22)

FLEX FEE
 (DED 23)

[REDACTED]

00478880100

03012012

046/046

S/D

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
Scheduled Deferred Compensation Transaction Update**

REPORT NAME	DESCRIPTION	USAGE
U062, Deferred Comp/Cash Match Update Listing	Provides a list of Deferred Comp and Cash Match deductions that updated CIPPS successfully.	Review for accuracy.
U063, Deferred Comp/Cash Match Error Report	Provides a list of Deferred Comp and Cash Match items that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA

REPORT U062 PAYB0019

DEPARTMENT OF ACCOUNTS
DC/CIPPS DEFERRED COMP/CASH MATCH UPDATE LISTING

RUN ON 04/23/2012 AT 19:45:30
PAGE 1

AGENCY # [REDACTED] - [REDACTED]

FIELD	OLD VALUE	/	NEW VALUE	STANDARD CATCH UP INDICATOR
EMPLOYEE NAME/NUMBER: [REDACTED]/00315893700				
DEDUCTION 38 AMOUNT	500.00	/	1,000.00	
DEDUCTION 45 AMOUNT	20.00	/	20.00	
EMPLOYEE NAME/NUMBER: [REDACTED]/00401308600				
DEDUCTION 38 AMOUNT	20.00	/	150.00	
DEDUCTION 45 AMOUNT	10.00	/	20.00	
EMPLOYEE NAME/NUMBER: [REDACTED]/00559941600				
DEDUCTION 38 AMOUNT	0.00	/	20.00	
MAX CATCH UP AMOUNT	0.00	/	22,500.00	
DEDUCTION 45 AMOUNT	0.00	/	10.00	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA

REPORT U063 PAYB0019

DEPARTMENT OF ACCOUNTS
DC/CIPPS DEFERRED COMP/CASH MATCH ERROR REPORT

RUN ON 04/23/2012 AT 19:45:30
PAGE 1

AGENCY # [REDACTED] - DEPARTMENT OF CRIMINAL JUSTICE SERVICES

EMPLOYEE NAME	EMPLOYEE NO	PARTIAL SSN	ERROR MESSAGE	DED 38 AMOUNT
[REDACTED]	00082927400	*****2149	NO CORRESPONDING CIPPS RECORD FOUND	0.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

**CIPPS INTRODUCTORY PAYROLL TRAINING
Scheduled Miscellaneous Insurance, Annuities and Fees Transaction Update**

REPORT NAME	DESCRIPTION	USAGE
U147, Misc Ins/Annuity/Fee Update Listing	Provides a list of Miscellaneous Insurance, Annuities and Administrative Fees that updated CIPPS successfully.	Review for accuracy.
U148 Misc Ins/Annuity/Fee Error Listing	Provides a listing of Miscellaneous Insurance, Annuities and Administrative Fees that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS
MISC INS/ANNUITY/FEE UPDATE LISTING

REPORT U147 PAYB0020
RUN ON 04/18/2012 AT 20:19:22
PAGE 1

AGENCY # [REDACTED] - [REDACTED]

FIELD	OLD VALUE	/	NEW VALUE	50+ CATCH UP INDICATOR
EMPLOYEE NAME/NUMBER: [REDACTED]/00340480800 DEDUCTION 41 AMOUNT	23.13	/	38.05	
EMPLOYEE NAME/NUMBER: [REDACTED]/00340532100 DEDUCTION 41 AMOUNT	0.00	/	12.05	
EMPLOYEE NAME/NUMBER: [REDACTED]00502211300 DEDUCTION 41 AMOUNT	24.40	/	11.95	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA

REPORT U148 PAYB0020

DEPARTMENT OF ACCOUNTS
MISC INS/ANNUITY/FEE ERROR LISTING

RUN ON 04/18/2012 AT 20:19:22
PAGE 1

AGENCY #1 [REDACTED]

EMPLOYEE NAME	EMPLOYEE NO	PARTIAL SSN	ERROR MESSAGE
JOSEPH [REDACTED]	[REDACTED]	*****3478	NO CORRESPONDING CIPPS RECORD FOUND

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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**CIPPS INTRODUCTORY PAYROLL TRAINING
Other Payroll Certification Benefit Reconciliations**

REPORT NAME	DESCRIPTION	USAGE
U142, Annuity Cash Match Exception Listing	Prints an exception if the Cash Match for the Annuity is over the YTD or Pay Period maximum or if the Cash Match amount is greater than 50% of the Annuity Deduction Amount.	Review and correct CIPPS as necessary.
U143, Deferred Compensation Cash Match Exception Listing	Prints an exception if the Cash Match for the Deferred Comp. is over the YTD or Pay Period maximum or if the Cash Match amount is greater than 50% of the Deferred Comp. Deduction Amount.	These items must be entered into CIPPS manually. Review and enter as appropriate.

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
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CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA

REPORT U142 PAYB0804
 RUN ON 04/26/2012 AT 22:24:49
 PAGE 1

ANNUITY CASH MATCH EXCEPTION LISTING
 FOR CHECKS DATED 04/17/2012 - 05/01/2012

NUMBER	EMPLOYEE	NAME	# OF PAYS	DED 39 AMOUNT	DED 46 AMOUNT	DED 46 YTD AMT
[REDACTED]	[REDACTED]	CAROL A	24	916.66	120.00	160.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 6 – Report Appendix**

CO. NO. [REDACTED]

COMMONWEALTH OF VIRGINIA

REPORT U062 PAYB0019

DEPARTMENT OF ACCOUNTS
DC/CIPPS DEFERRED COMP/CASH MATCH UPDATE LISTING

RUN ON 04/23/2012 AT 19:45:30
PAGE 1

AGENCY # [REDACTED] - [REDACTED]

FIELD	OLD VALUE	/	NEW VALUE	STANDARD CATCH UP INDICATOR
EMPLOYEE NAME/NUMBER: [REDACTED],00315893700				
DEDUCTION 38 AMOUNT	500.00	/	1,000.00	
DEDUCTION 45 AMOUNT	20.00	/	20.00	
EMPLOYEE NAME/NUMBER: [REDACTED]/00401308600				
DEDUCTION 38 AMOUNT	20.00	/	150.00	
DEDUCTION 45 AMOUNT	10.00	/	20.00	
EMPLOYEE NAME/NUMBER: [REDACTED]/00559941600				
DEDUCTION 38 AMOUNT	0.00	/	20.00	
MAX CATCH UP AMOUNT	0.00	/	22,500.00	
DEDUCTION 45 AMOUNT	0.00	/	10.00	