

**Module 2:  
Performing Maintenance to Employee  
Records**

## **Learning Points**

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

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

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## Automated Update Process

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

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

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

## Reports

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

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

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

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

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

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

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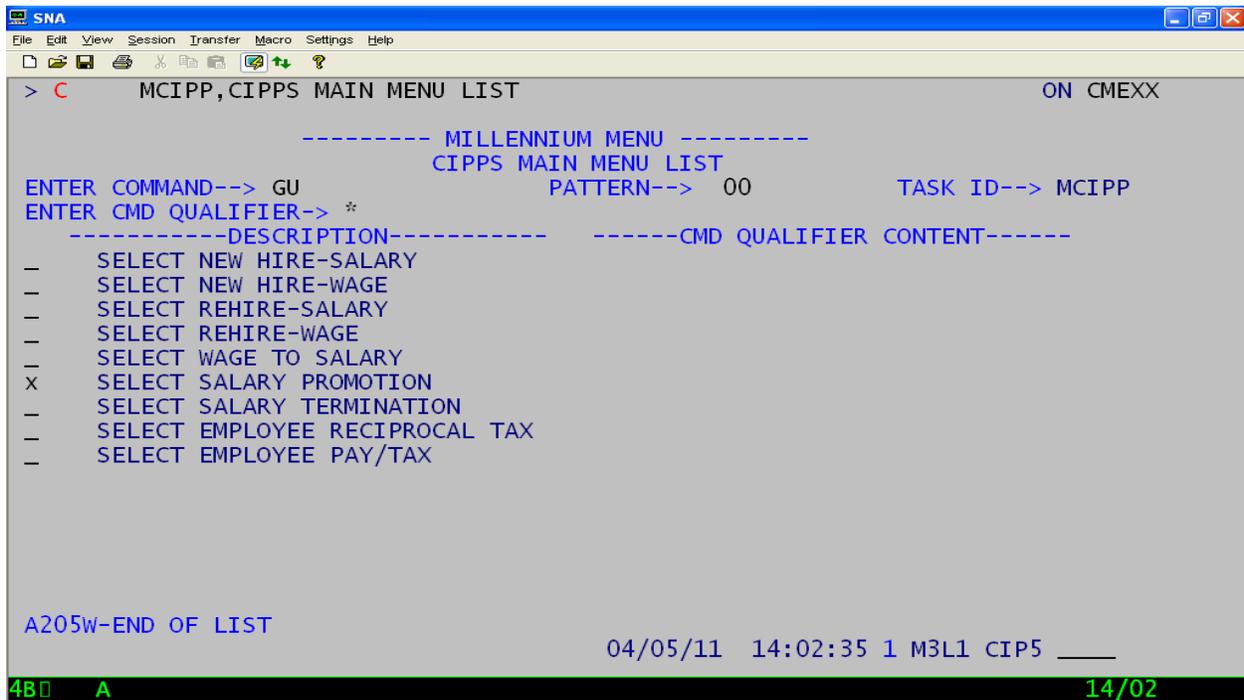
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## Example #1 - Salary Promotion

**Salary Promotion Using the Menu Function**

On the command line, enter GUH, MCIPP on CMEXX to access the main MENU list. Select the Salary Promotion function, press enter, then place an X by each screen listed. Complete the Basic Employee Identification screen HOBID: (The salary/rate and date of last pay change is automatically updated for you in the PMIS/CIPPS auto update.)

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



NOTE: Most of these fields are updated automatically for you through the PMIS/CIPPS interface. However, manual data entry may be required at times.

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## Example #1 - Salary Promotion, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
-----
> C MSALP, SALARY PROMOTION ON CMEXX
                                LEVEL 01 LINK FROM CMEXX
                                -----
                                SALARY PROMOTION
ENTER COMMAND--> GU          PATTERN--> 00          TASK ID--> MSALP
ENTER CMD QUALIFIER-> 10010,01000625000
-----DESCRIPTION-----
X  HOBID - EMPLOYEE IDENTIFICATION      COMPANY, EMPLOYEE
X  HOBUE - EMPLOYEE JOB DESCRIPTION      COMPANY, EMPLOYEE
X  H10UB - EMPLOYEE AUTO SPEC PAY        COMPANY, EMPLOYEE
X  HMBUB - GENERAL LEDGER CODES          COMPANY, EMPLOYEE, PAY TYPE, SEQ
-----CMD QUALIFIER CONTENT-----

A205W-END OF LIST

04/05/11 14:03:34 1 M3L1 CIP5 ____
4B0 A 06/41
```

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## Example #1 - Salary Promotion, Continued

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

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

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**Example #1 - Salary Promotion, Continued**

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

Field	Employee Information
Role Code	19013

```

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

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### Example #1 - Salary Promotion, Continued

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

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

```

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

```

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**Example #1 - Salary Promotion, Continued**

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

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

```

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

      --- ADDITIONAL PAY RATES AND FACTORS ---

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

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

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

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

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

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

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## Example #2 – Salary Termination

**Salary  
Termination  
Using  
Individual  
Screen Access**

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

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

```

> GUH 10010,01456328000 ON HOBID

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

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

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

```

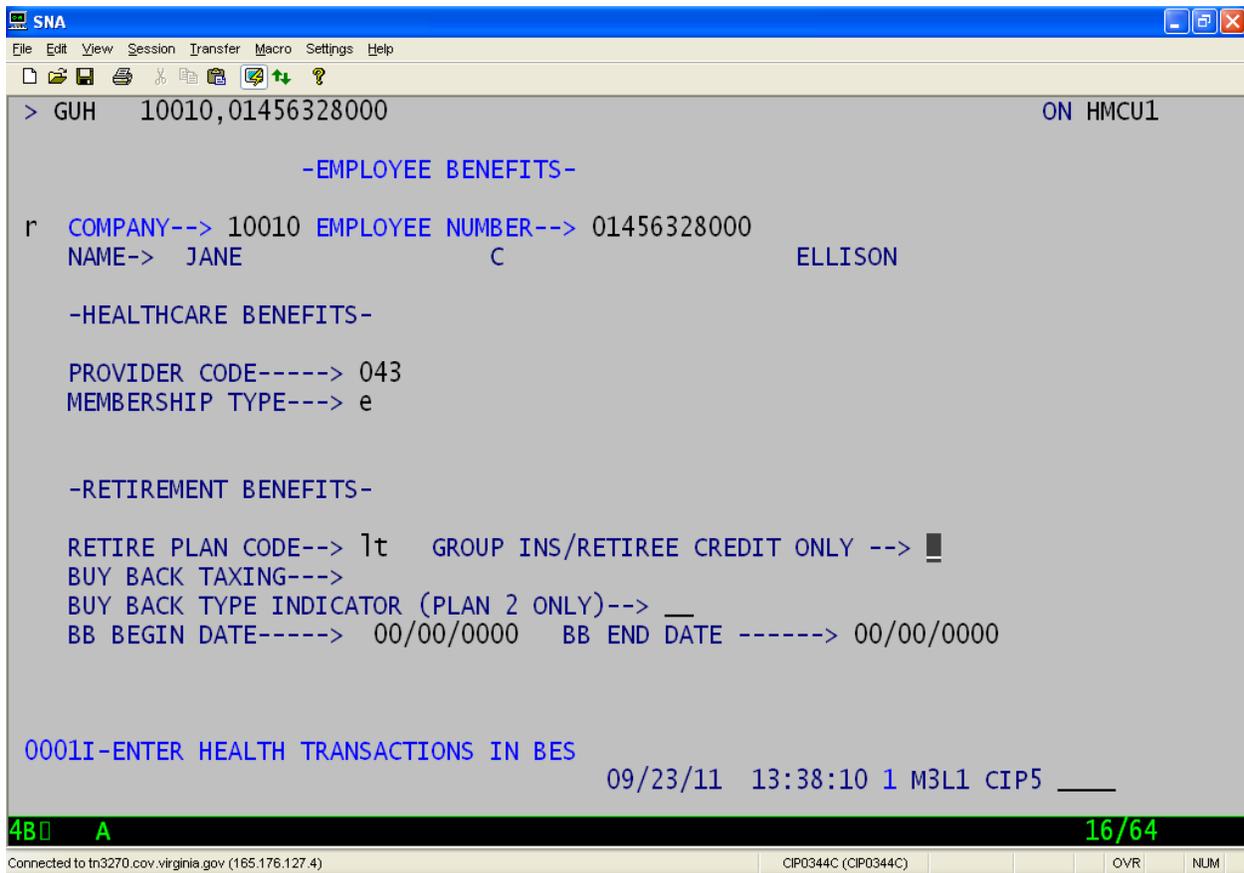
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**Example #2 – Salary Termination, Continued**

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

Field	Employee Information
Membership type	E
Retirement Plan Code	LT



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

*Continued on next page*



## Example #2 – Salary Termination, Continued

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

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

```

> GUH 10010,01456328000 ON H0ZDC

-----EMPLOYEE DEDUCTIONS-----

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

NO NAME AMT/PCT GOAL UTILITY
CALC GN FR PRTY START DATE END DATE DED MTD DED YTD
┌ 12 EMP RET .00000 .00 300000000022200000
85 1 00 000 00/00/0000 00/00/0000 .00 .00
├ 24 PRM CONV .00 .00 000000000022200100
85 1 00 000 00/00/0000 00/00/0000 .00 24.50
├ 26 AGY HLTH .00 .00 000000000000000000
96 2 00 000 00/00/0000 00/00/0000 .00 574.00
├ 102 GRPINS-X .00 .00 000000000000000000
04 1 00 000 00/00/0000 00/00/0000 .00 .00

04/18/12 16:48:48 1 M3L1 CIP5
  
```

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**Example #2 – Salary Termination, Continued**

```

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

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

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

```

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**Example #2 – Salary Termination, Continued**

```

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

  NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
  ---
  117 RETRMT-X      .04450      .00      3000000000000000000
    96  1 00  000 00/00/0000  00/00/0000      .00      .00
  ---
  120 GRP INSR      .00      .00      0000000000000000000
    01  1 00  000 00/00/0000  00/00/0000      .00      108.92
  ---
  127 RETRMNT2      .05000      .00      3000000000000000000
    96  1 00  000 00/00/0000  00/00/0000      .00      .00
  ---
  136 LT DISAB      .00      .00      0000000000000000000
    02  1 00  000 00/00/0000  00/00/0000      .00      .00

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

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## Example #2 – Salary Termination, Continued

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

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

```

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

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

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

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

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

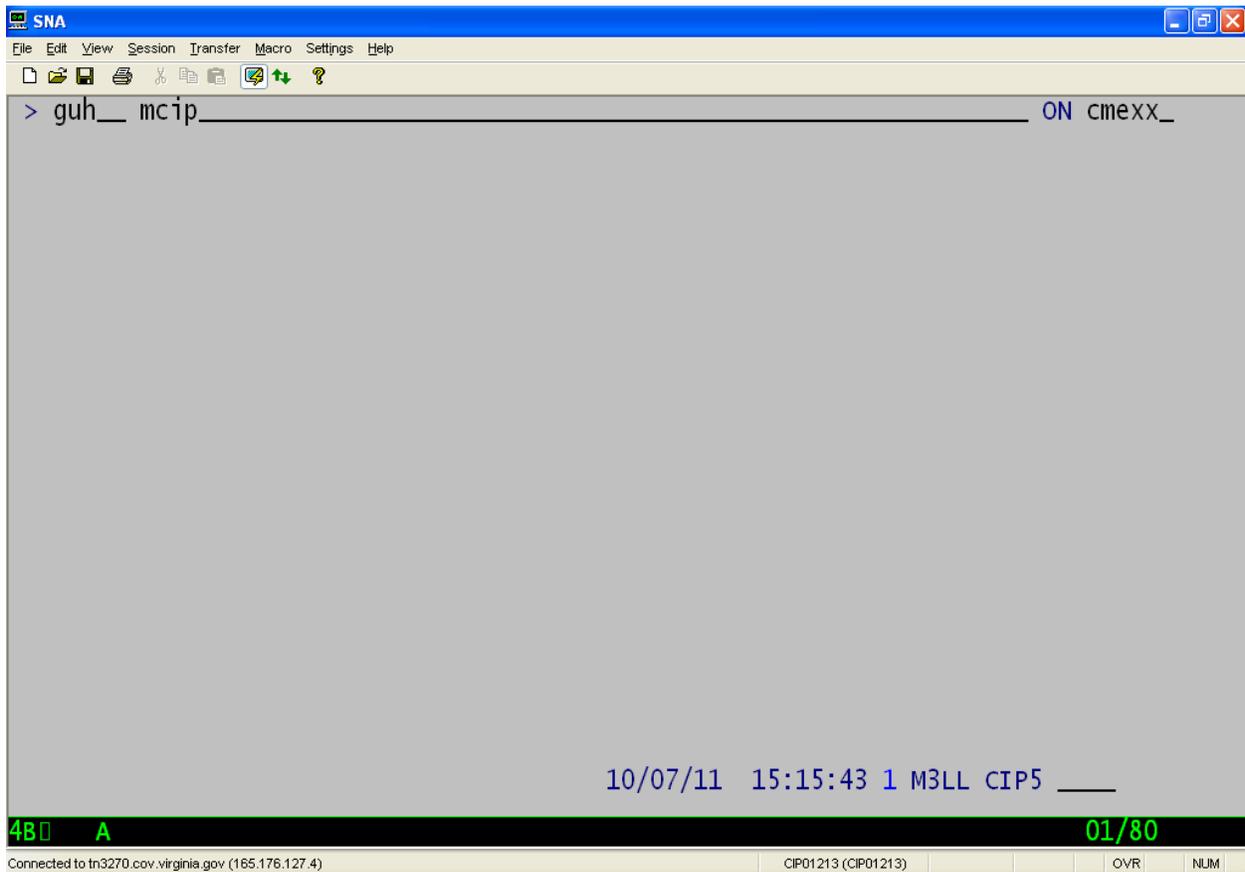
04/05/11 14:17:37 1 M3L1 CIP5 _
4B0 A 09/37
  
```

## Example #3 – Salary Rehire using MENU

### Rehiring a Salaried Employee Using the Menu Function

Using the information below, access the main **MENU** list, select the Rehire - Salary function, place an X by each screen listed and complete the Employee Status Information screen HOBES:

Field	Employee Information
Company Number	100XX
Employee Number	01006541800
Employee Name	Eleanor B Dayton
Employment Status	1



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### Example #3 – Salary Rehire, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
-----
> C MCIPP,CIPPS MAIN MENU LIST ON CMEXX

          ----- MILLENNIUM MENU -----
          CIPPS MAIN MENU LIST
ENTER COMMAND--> GU          PATTERN--> 00          TASK ID--> MCIPP
ENTER CMD QUALIFIER-> *
-----DESCRIPTION-----      -----CMD QUALIFIER CONTENT-----
-   SELECT NEW HIRE-SALARY
-   SELECT NEW HIRE-WAGE
X   SELECT REHIRE-SALARY
█   SELECT REHIRE-WAGE
-   SELECT WAGE TO SALARY
-   SELECT SALARY PROMOTION
-   SELECT SALARY TERMINATION
-   SELECT EMPLOYEE RECIPROCAL TAX
-   SELECT EMPLOYEE PAY/TAX

                                04/05/11 14:18:41 1 M3L1 CIP5 ____
4B0  A                                                                    11/02
```

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**Example #3 – Salary Rehire, Continued**

```

SNA
File Edit View Session Transfer Macro Settings Help
-----
> C MSALR,REHIRE SALARY MENU ON CMEXX
                                LEVEL 01 LINK FROM CMEXX
                                -----
                                MILLENNIUM MENU -----
                                REHIRE SALARY MENU
ENTER COMMAND--> GU          PATTERN--> 00          TASK ID--> MSALR
ENTER CMD QUALIFIER-> 10010,01006541800
-----DESCRIPTION-----
X  HOBES - EMPLOYEE STATUS INFO          COMPANY, EMPLOYEE
X  HOBID - EMPLOYEE IDENTIFICATION        COMPANY, EMPLOYEE
X  H1OUB - EMPLOYEE AUTO SPEC PAY         COMPANY, EMPLOYEE
X  H0BUO - EMPLOYEE JOB DESCRIPTION       COMPANY, EMPLOYEE
X  HMBUB - GENERAL LEDGER CODES           COMPANY, EMPLOYEE, PAY TYPE, SEQ
X  H0BAD - EMPLOYEE AUTO TAX INFO         COMPANY, EMPLOYEE
X  H0AUG - EMPLOYEE ST\LOC TAX INFO       CO, EMP, CNTRY, UNIT, ST, LOCAL
X  H0BB1 - EMPLOYEE BANKING INFO          COMPANY, EMPLOYEE
X  HMCUB - EMPLOYEE BENEFITS              COMPANY, EMPLOYEE
X  H0ZUB - EMPLOYEE DEDUCTIONS            COMPANY, EMPLOYEE
X  H0BBN - PAY RATES AND FACTORS          COMPANY, EMPLOYEE

A205W-END OF LIST

                                04/05/11 14:19:17 1 M3L1 CIP5 █
4B0  A                                                                    24/73

```

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### Example #3 – Salary Rehire, Continued

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

Field	Employee Information
Employment Status	1
Termination Code	Blank
Termination Date	Blank

```

SNA
File Edit View Session Transfer Macro Settings Help
10010, 1006541800 ON HOBES
LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE STATUS INFORMATION-----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01006541800
NAME> ELEANOR A DAYTON
r_ EMPLOYMENT STATUS-----> 1
TERMINATION DATE----->
START LEAVE DATE-----> 00/00/0000
CONT SERVICE DATE-----> 00/00/0000
DATE OF LAST CHANGE----> 07/24/2003
DATE OF LAST REVIEW----> 00/00/0000
PREVIOUS W-2 ISSUED----> 0
COMP HOURS TO DATE-----> 00000.00
INCOME OUT OF CNTRY----> .00
FLEX SPENDING AMT-----> .00
TOTAL 401K AMT-----> .00
YTD SUPPL WAGES-----> .00
CHECK SWITCH-----> _
REDUCE DED OVERRIDE----> _
TERMINATION CODE----->
RETIREMENT DATE-----> 00/00/0000
RETURN LEAVE DATE----> 00/00/0000
DT LAST STATUS CHG--> 06/15/1995
DATE LAST PAY CHG---> 03/09/1999
LAST CHECK DATE-----> 00/00/0000
REASON LAST PAY CHG-> 0
COMP HOURS YTD-----> 00000.00
DAYS OUT OF CNTRY---> 000
FLEX NON TAXABLE-----> .00
DED PRIORITY SW----->
ADVICE SWITCH-----> _
FIT-LOCK - MS -----> _
FIT-LOCK - EXMPTS --> 000
A205W-END OF LIST
04/05/11 14:19:45 1 M3L1 CIP5
4B A 09/29

```

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### Example #3 – Salary Rehire, Continued

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

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

```

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

A205W-END OF LIST
                                04/05/11 14:20:23 1 M3L1 CIP5 ____
4B0 A 17/73

```

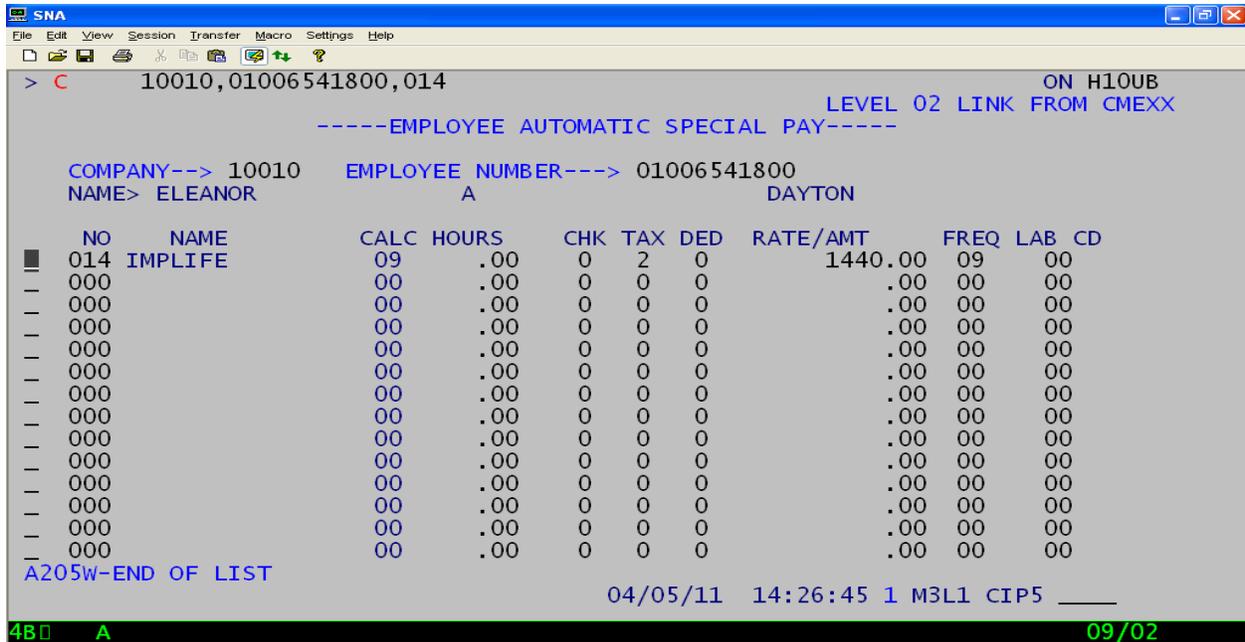
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**Example #3 – Salary Rehire, Continued**

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

Field	Employee Information
Rate	1440.00
FREQ	09



### Example #3 – Salary Rehire, Continued

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

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

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

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

*Continued on next page*

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

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

**DEPARTMENT OF ACCOUNTS  
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Module 2 – Performing Maintenance to Employee Records**

### Example #3 – Salary Rehire, Continued

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

Field	Employee Information
Ded No	169
FREQ	09

```

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

*Continued on next page*

## Example #4 – Additional FIT

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

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

```

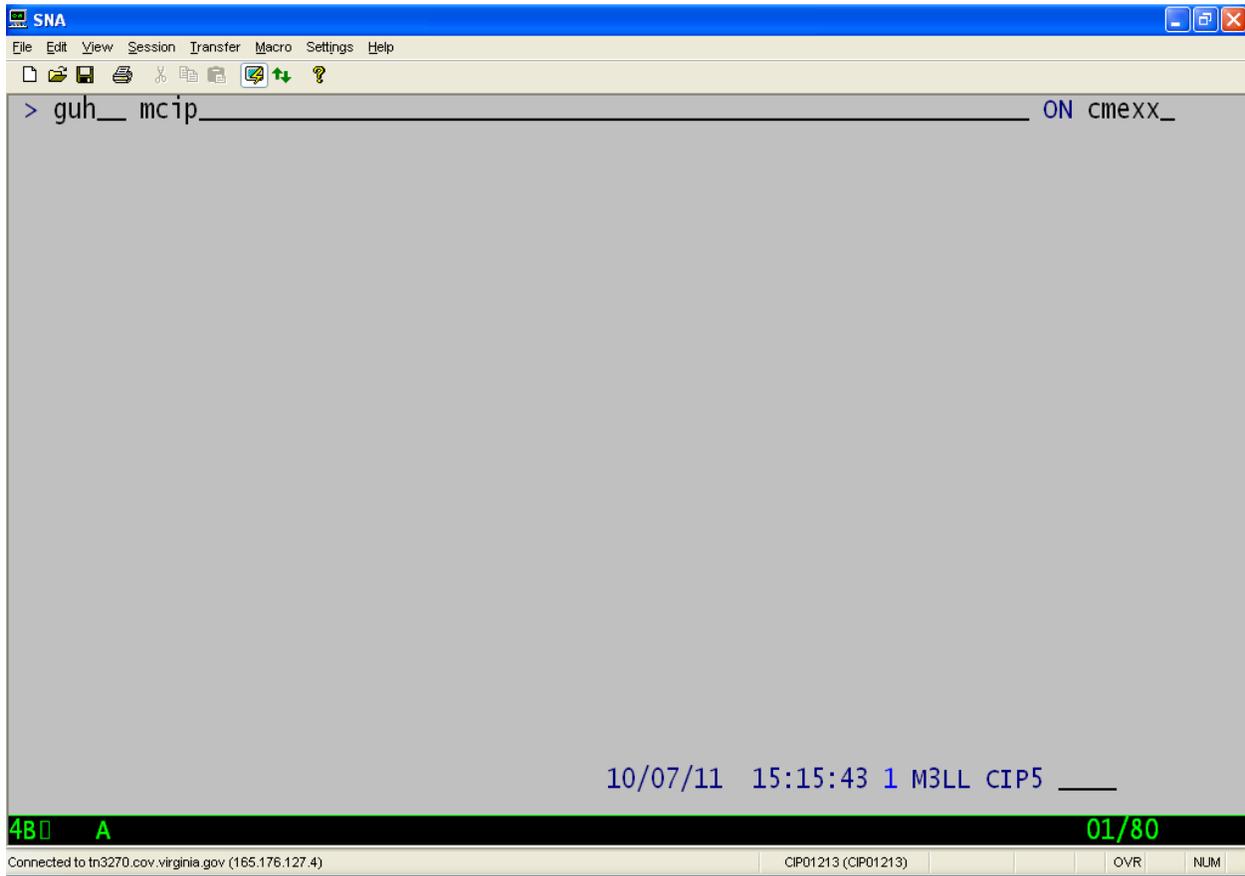
SNA
File Edit View Session Transfer Macro Settings Help
> GUH 10010,01100560500 ON HOBAD
--EMPLOYEE AUTOMATIC TAXING INFORMATION-
COMPANY--> 10010 EMPLOYEE NUMBER--> 01100560500
NAME> DAVID NAMESMITH
r_ FIT MARITAL STATUS> 2 FIT EXEMPTIONS----> 0000003
FIT EXTRA AMT/%----> 25 FIT STATUS-----> 6
FICA STATUS-----> 4 FUTA STATUS-----> 1
SUI STATUS-----> 4 SUI STATE CODE----> 47
RESIDENT COUNTRY--> 001 SD LOCALITY-----> 0000
RESIDENT STATE----> 47 RESIDENT LOCALITY-> 0000
WORK COUNTRY-----> 001 TAX UNIT-----> 001
WORK STATE-----> 47 WORK LOCALITY-----> 0000
SECOND STATE CODE-> 00 SECOND LOCAL CODE-> 0000
THIRD STATE CODE--> 00 THIRD LOCAL CODE--> 0000
FOURTH STATE CODE-> 00 FOURTH LOCAL CODE-> 0000
FIFTH STATE CODE--> 00 FIFTH LOCAL CODE--> 0000
PRIMARY TAX %-> .999 SECOND TAX %-> .000
THIRD TAX %-> .000 FOURTH TAX %-> .000
FIFTH TAX %-> .000 COUNTY CODE-----> 000
04/05/11 14:31:04 1 M3L1 CIP5
4B A 10/25

```

## Example #5 – Wage to Salary

**Changing a  
Wage  
Employee to a  
Salaried  
Position Using  
the Menu  
Function**

Using the information below, access the main **MENU** list, select Wage to Salary function, place an X by each screen listed and complete the Basic Employee Identification screen HOBID:



*Continued on next page*

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## Example #5 – Wage to Salary, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
-----
> C MCIPP,CIPPS MAIN MENU LIST ON CMEXX

          ----- MILLENNIUM MENU -----
          CIPPS MAIN MENU LIST
ENTER COMMAND--> GU          PATTERN--> 00          TASK ID--> MCIPP
ENTER CMD QUALIFIER-> *

-----DESCRIPTION-----  -----CMD QUALIFIER CONTENT-----
-   SELECT NEW HIRE-SALARY
-   SELECT NEW HIRE-WAGE
-   SELECT REHIRE-SALARY
-   SELECT REHIRE-WAGE
X   SELECT WAGE TO SALARY
█   SELECT SALARY PROMOTION
-   SELECT SALARY TERMINATION
-   SELECT EMPLOYEE RECIPROCAL TAX
-   SELECT EMPLOYEE PAY/TAX

A211W-GU INVALID FOR THIS SCREEN DBID  A205W-END OF LIST
04/05/11  14:32:12  1 M3L1 CIP5 _____

4B0 A 13/02
```

*Continued on next page*

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## Example #5 – Wage to Salary, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
-----
> C MWAGS,WAGE TO SALARY MENU ON CMEXX
                                LEVEL 01 LINK FROM CMEXX
                                -----
                                WAGE TO SALARY MENU
ENTER COMMAND--> GU              PATTERN--> 00          TASK ID--> MWAGS
ENTER CMD QUALIFIER-> 10010,01987351600
-----DESCRIPTION-----
X  HOBID - EMPLOYEE IDENTIFICATION      COMPANY, EMPLOYEE
X  H10UB - EMPLOYEE AUTO SPEC PAY        COMPANY, EMPLOYEE
X  HOBBN - PAY RATES AND FACTORS         COMPANY, EMPLOYEE
X  H0BUO - EMPLOYEE JOB DESCRIPTION      COMPANY, EMPLOYEE
X  HMBUB - GENERAL LEDGER CODES          COMPANY, EMPLOYEE, PAY TYPE, SEQ
X  H0BB1 - EMPLOYEE BANKING INFO         COMPANY, EMPLOYEE
X  HMCUB - EMPLOYEE BENEFITS             COMPANY, EMPLOYEE
X  H0ZUB - EMPLOYEE DEDUCTIONS           COMPANY, EMPLOYEE
-----CMD QUALIFIER CONTENT-----

A205W-END OF LIST

04/05/11 14:33:29 1 M3L1 CIP5 ____
4B0 A 24/73
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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Module 2 – Performing Maintenance to Employee Records**

**Example #5 – Wage to Salary, Continued**

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

```

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

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

```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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Module 2 – Performing Maintenance to Employee Records**

**Example #5 – Wage to Salary, Continued**

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

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

The screenshot shows the SNA payroll system interface. At the top, the window title is 'SNA'. The menu bar includes 'File', 'Edit', 'View', 'Session', 'Transfer', 'Macro', 'Settings', and 'Help'. Below the menu bar is a toolbar with various icons. The main display area shows the following information:

```

> C 10010,01987351600,014 ON H10UB
                                LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE AUTOMATIC SPECIAL PAY-----

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

NO  NAME          CALC HOURS  CHK TAX DED  RATE/AMT  FREQ LAB CD
-  014 IMPLIFE    09         .00   0  2  0      440.00   09   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
-  000             00         .00   0  0  0         .00   00   00
A205W-END OF LIST

                                04/05/11  14:36:39  1 M3L1 CIP5
4B A                                09/02
  
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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Module 2 – Performing Maintenance to Employee Records**

## Example #5 – Wage to Salary, Continued

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

Field	Employee Information
Overtime Status	3

```

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

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

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

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

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

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

A205W-END OF LIST

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

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 2 – Performing Maintenance to Employee Records**

**Example #5 – Wage to Salary, Continued**

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

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

```

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

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

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

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 2 – Performing Maintenance to Employee Records**

## Example #5 – Wage to Salary, Continued

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

Field	Employee Information
Company Account Code	1123 obj code

```

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

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

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

                                04/05/11 14:39:06 1 M3L1 CIP5 ____
4B0  A                                                                09/41

```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS**  
**CIPPS INTRODUCTORY PAYROLL TRAINING**  
**Module 2 – Performing Maintenance to Employee Records**

**Example #5 – Wage to Salary, Continued**

---

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

---

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

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

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

A205W-END OF LIST

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

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 2 – Performing Maintenance to Employee Records**

## Example #5 – Wage to Salary, Continued

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

Field	Employee Information
Retire Plan Code	VN

The screenshot shows a terminal window titled 'SNA' with a menu bar (File, Edit, View, Session, Transfer, Macro, Settings, Help) and a toolbar. The main display area contains the following text:

```

> C 10010,01987351600                                ON HMCUB
                                                    LEVEL 02 LINK FROM CMEXX

      -EMPLOYEE BENEFITS-

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

      -HEALTHCARE BENEFITS-

PROVIDER CODE----->  ___
MEMBERSHIP TYPE---->  ___

      -RETIREMENT BENEFITS-

RETIRE PLAN CODE--> VN  GROUP INS/RETIREE CREDIT ONLY --> █
BUY BACK TAXING---->  _
BUY BACK TYPE INDICATOR (PLAN 2 ONLY)-->  ___
BB BEGIN DATE-----> 00/00/0000  BB END DATE-----> 00/00/0000

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

4B  A                                                    16/64
  
```

At the bottom of the window, there is a status bar with the following information:

- Connected to tn3270.cov.virginia.gov (165.176.127.4)
- CIP0344C (CIP0344C)
- OVR CAP NUM

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 2 – Performing Maintenance to Employee Records**

### Example #5 – Wage to Salary, Continued

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

```

> GU      100XX,01987351600,106                                ON H0ZUB
                                                    LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 100XX  EMPLOYEE NUMBER---> 01987351600
NAME-----> JOHN                A                ANDERSON

NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE    END DATEE    DED MTD      DED YTD
-----
12  EMP RET          .05000      .00      3000000000022200000
  85  1 09  000  00/00/0000    00/00/0000      .00          .00
-----
102  GRPINS-X        .00         .00      0000000000000000000
  04  1 09  000  00/00/0000    00/00/0000      .00          .00
-----
105  RETCRD-X        .00890      .00      3000000000000000000
  96  1 09  000  00/00/0000    00/00/0000      .00          .00
-----
106  LT DIS-X        .00         .00      0000000000000000000
  05  1 09  000  00/00/0000    00/00/0000      .00          .00

```

```

> C      100XX,01987351600,169                                ON H0ZUB
                                                    LEVEL 02 LINK FROM CMEXX
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 100XX  EMPLOYEE NUMBER---> 01987351600
NAME-----> JOHN                A                ANDERSON

NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE    END DATEE    DED MTD      DED YTD
-----
127  RETRMNT2        .00000      .00      3000000000000000000
  96  1 09  000  00/00/0000    00/00/0000      .00          .00
-----
136  LT DISAB        .00         .00      0000000000000000000
  02  1 09  000  00/00/0000    00/00/0000      .00          .00
R
169  DDCHKING        1.00000      .00      200000000100000001
  90  2 09  000  00/00/0000    00/00/0000      .00          .00

```

## Example #6 – LWOP

### Changing An Employee To LWOP

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

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

```

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

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

*Continued on next page*

**Example #6 – LWOP**, Continued

---

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

---

## Example #7 – Programmatic Data Change

**Deleting  
Programmatic  
Data records**

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

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

```

SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 10010,01020356800 ON HMBU1

----- GENERAL LEDGER CODES -----

COMPANY 10010  EMPLOYEE NO 01020356800  PAY TYPE 0R1  SEQUENCE NO  001
NAME  AMY                S                ROGERS

r COMPANY ACCOUNT CODE 010032102  1141      001

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

                                04/05/11  14:45:47  1 M3L1 CIP5  ___
4B0  A                                                                    24/73
  
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS**  
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## Example #8 – Programmatic Data Change, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
> GU 10010,01020356800,0R1,002 ON HMBU1
----- GENERAL LEDGER CODES -----
COMPANY 10010  EMPLOYEE NO 01020356800  PAY TYPE 0R1  SEQUENCE NO 002
NAME  AMY  S  ROGERS
d COMPANY ACCOUNT CODE 963
CARS FUNDING AGENCY ----> 10010
CARS FUND/FUND DETAIL --> 0100
CARS PROGRAM -----> 849
CARS SERV AREA -----> 01
CARS ELEMENT ----->
CARS OBJECT -----> 1141
CARS PROJECT ----->
CARS TASK ----->
CARS PHASE ----->
CARS COST CODE -----> 963
CARS PERCENT -----> 050
04/05/11 14:46:55 1 M3L1 CIP5
4B A 09/26
```

### **Maintenance To Employee Records Review Questions**

1. When an employee receives a pay increase, which fields must be updated?
2. If the field in question 1 is not updated, what impact is there on pay?
3. Why should you change Health Care codes and deactivate the deduction frequencies for terminating employees?
4. What reports show automated updates/errors to CIPPS?
5. If a salaried employee receives a pay increase, should the Imputed Life auto special pay be changed?
6. Federal tax changes are substantiated by what source document?
7. What value is used for EMPLOYMENT STATUS (H0BES) for extended leave without pay, without benefits? Can an employee be paid with this value?

**End of Module 2**