

**ADJUSTMENTS TO EMPLOYEE RECORDS
THROUGH MANUAL PAY SETS
AND
REFUNDS TO AN EMPLOYEE**

Learning Points

The Masterfile Updates module introduces the use of Manual Pay Sets to adjust the accumulated balances stored in the CIPPS Employee and Tax Masterfiles. CAPP Topic 50705. Manual Pay Sets are used for

- Deduction Refunds/Adjustments
 - Tax Refunds/Adjustments
 - Earnings Reclassifications
 - Adjustments to any accumulated balance involved in the gross-to-net payroll calculation
-

Manual Paysets – Tips

Careful Review

When entering a value into an amount field the operator may key the amount starting in the far-most left position and after entering the value clears the remainder of the field using the 'END' or 'EOF' button. This action causes the amount to be correctly positioned to the right once 'ENTER' is pressed. However, if the 'END' or 'EOF' button is not used to clear the field, then the amount entered becomes a value in the millions. The number of occurrences of this type of error has increased recently.

Carefully review your data entry when entering batches (or have someone else look over the data entry). In particular, with manual paysets and deduction overrides, ensure the batch balances and perhaps have a second party review the data entry.

Never Remove Using BFM

Once a manual payset (including deduction and tax refunds) is processed, the employee masterfile has been updated. This is true even if no payrun (edit or pay) has been requested for that employee's frequency. You can see the effects of this update on the Report 1006, Change Listing. Therefore, it is imperative that those transaction lines generated by a manual payset NEVER be removed using HSBFM.

If a manual payset needs to be backed out, enter another manual payset identical to the first with the exception of the Adjustment Indicator (AI). Enter the opposite values in the AI field as originally entered. If a 'P' was used, enter an 'M'. If a '+' was used, enter a '-'. This will systematically reverse the effect of the original manual payset.

Electronic Error Adjustments to Retirement (Electronic 1501)

Adjustments to retirement-related accounts administered by VRS may be made electronically through the Commonwealth Integrated Payroll and Personnel System (CIPPS), eliminating the need for completion of Form 1501, Error Adjustment Report, as long as processing months are not overlapped.

The adjustment is made using the HTODA screen in CIPPS. Information relayed to VRS from this screen includes Check Date, (pay period) End Date, Employee Number, Deduction Number and Amount. Posting month and year is determined by VRS based on the date used in the "End Date" field. The amount to be reported for each month/calendar year must be entered as a **separate** manual adjustment. VRS will post the adjustment shown in the example below to the month of February, 2005. Remember that negative adjustments can only be made if there is enough money accumulated YTD in that deduction to cover the amount of the adjustment.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Tax Masterfile Records

> GD 100XX,01003258400, 1, 1,47 ON HOATA

EMPLOYEE COMPANY PAID TAX ACCUMULATIONS-

COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
 TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
 NAME> ALICIA J JOHNSON

	FUTA TXBL	FUTA TAX	FUTA NXTBL	TRANSFER	FUTA GROSS
Y	.00	.00	.00		.00
Q	.00	.00	.00		
M	.00	.00	.00		
P	.00	.00	.00		
	SUI TXBL	SUI TAX	SUI NTXBL		SUI GROSS
Y	7652.75	.00	.00		7652.75
Q	2186.50	.00	.00		2186.50
M	.00	.00	.00		.00
P	5466.25	.00	.00		5466.25
	DI TAX	-----WEEKS WORKED-----			
Y	.00	UNDER	.0	OVER	15.2
Q	.00		.0		4.2
M	.00		.0		.0
P	.00		.0		11.0

12/02/04 08:38:16 1 M3LL CIDL _____

> GD 100XX,010032548400, 1, 1,47 ON HOATB

-----EMPLOYEE TAX FILE ACCUMULATIONS-----

COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
 TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
 NAME> ALICIA J JOHNSON

	GROSS	FIT TXBL	FIT TAX	FIT NTXBL	EIC PAID
Y	7655.07	7630.57	479.22	.00	.00
Q	2187.66	2180.66	136.92	.00	.00
M	.00	.00	.00	.00	.00
P	5467.41	5449.91	342.30	.00	.00
	SIT TXBL	SIT TAX	SIT NTXBL	PEN FIT TXBL	PEN FIT TAX
Y	7628.25	321.58	.00	.00	.00
Q	2179.50	91.88	.00	.00	.00
M	.00	.00	.00	.00	.00
P	5448.75	229.70	.00	.00	.00
	DI TXBL	DI TAX	DI NTXBL	DI GROSS	ST AEIC
Y	.00	.00	.00	.00	.00
Q	.00	.00	.00	.00	.00
M	.00	.00	.00	.00	.00
P	.00	.00	.00	.00	.00

12/02/04 08:41:15 1 M3LL CIDL _____

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Tax Masterfile Records, Continued

> GD 100XX,01003258400, 1, 1,47 ON H0ATC

--EMPLOYEE/COMPANY OASDI TAX ACCUMULATIONS--

COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
 TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
 NAME> ALICIA J JOHNSON

	OASDI TXBL	OASDI TAX	OASDI NTXBL	TRANSFER OASDI GROSS
Y	7630.57	473.10	.00	7655.07
Q	2180.66	135.21	.00	
M	.00	.00	.00	
P	5449.91	337.89	.00	

	CO OASDI TXBL	CO OASDI TAX	CO OASDI NTXBL	TRANSFER CO OASDI GROSS
Y	7630.57	473.10	.00	7655.07
Q	2180.66	135.21	.00	
M	.00	.00	.00	
P	5449.91	337.89	.00	

12/02/04 08:43:20 1 M3LL CIDL _____

Legend:

Y - Year-to-date accumulation

Q - Quarter-to-date accumulation

M - Month-to-date accumulation

P - Prior Quarter accumulation

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CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Employee Masterfile Records

```

> C      100XX,01003258400                                ON H0BTT
                                     -EMPLOYEE FEDERAL TAX & TAXABLE AMOUNTS-
COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400
NAME> ALICIA                J                JOHNSON

      TAX AMOUNT      TXBL WAGES      NON-TXBL AMT      GROSS TXBL
___ FIT----->          479.22          7630.57          .00
   FUTA----->           .00           .00          .00          .00
   OASDI----->         473.10          7630.57          .00          7655.07
   HI----->          110.64          7630.57          .00
   MED----->           .00           .00          .00
   CO OASDI-->         473.10          7630.57          .00          7655.07
   CO HI----->         110.64          7630.57          .00
   CO MED----->          .00           .00          .00
   PEN FIT--->          .00           .00
   EIC PAY--->          .00
   UNC OASDI->          .00
   UNC HI----->          .00

A205W-END OF LIST                                12/02/04  08:46:02  1 M3LL CIDL  _____

```

```

> C      100XX,01003258400,014                            ON H10SA
                                     --EMPLOYEE SPECIAL PAY ACCUMULATIONS--
COMPANY--> 100XX EMPLOYEE NUMBER---> 01003258400
NAME> ALICIA                J                JOHNSON

      NO      NAME      MTD HOURS  YTD HOURS  MTD AMOUNT  YTD AMOUNT
___  14  IMPLIFE          .00         .00         .00         2.32

A205W-END OF LIST                                12/02/04  08:47:57  1 M3LL CIDL  _____

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Employee Masterfile Records, Continued

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> C      100XX,01003258400                                ON H0BPA
-----EMPLOYEE PAY ACCUMULATION-----
COMPANY--> 100XX  EMPLOYEE NUMBER--> 01003258400
NAME> ALICIA                J                JOHNSON

      ** PAY ACCUMULATIONS **
-----
      GROSS      REGULAR      OT. 1      OT. 2
Y      7655.07      7652.75      .00      .00
Q      2187.66      2186.50      .00      .00
M      .00      .00      .00      .00

      SICK      PENSION      SHIFT 2      SHIFT 3
Y      .00      .00      .00      .00
Q      .00      .00      .00      .00
M      .00      .00      .00      .00

      VACATION      BONUS      NET      TOT VOL
Y      .00      .00      6138.71      129.50
Q      .00      .00      1753.87      37.00
M      .00      .00      .00      .00

A205W-END OF LIST
12/02/04  08:50:17  1 M3LL CIDL ____
  
```

```

> GU      10010,01003258400,062                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01003258400
NAME-----> ALICIA                J                JOHNSON

      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 09  000  00/00/0000  00/00/0000      .00      .00

      24 PRM CONV      27.50      .00      000000000022000100
      85  1 09  000  00/00/0000  00/00/0000      .00      24.50

      26 AGY HLTH      186.50      .00      000000000000000000
      96  2 09  000  00/00/0000  00/00/0000      .00      574.00

      62 CVC      15.00      .00      000000000000000000
      76  2 09  000  00/00/0000  00/00/0000      .00      105.00

08/31/10  14:57:32  1 M3LL CID5 ____
  
```

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 7 – Masterfile Updates**

Example #1 Paid Updates – Deduction Refunds

Post-Tax Deduction Refund Phillip Randall had his parking deduction set up incorrectly. Instead of \$7.50, \$75 was withheld in error. Using a manual pay set refund him the amount over paid.

```

> GU      10010,01325687400,105                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01325687400
NAME-----> PHILLIP                                RANDALL
NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
---  26 AGY HLTH          186.50        .00  000000000000000000
    96  2 09   000  00/00/0000  00/00/0000        .00        574.00
---  28 PARKING           75.00        .00  000000000000000000
    96  2 09   000  00/00/0000  00/00/0000        .00         75.00
--- 102 GRPINS-X           .00          .00  000000000000000000
    04  1 09   000  00/00/0000  00/00/0000        .00          .00
--- 105 RETCRD-X          .00890        .00  300000000000000000
    96  1 09   000  00/00/0000  00/00/0000        .00          .00
                                08/31/10  14:47:54  1 M3LL CID5 _____
  
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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #1 Paid Updates – Deduction Refunds, Continued

Using the table information complete the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01325687400
PAGE NUMBER	00001
TRN 503	
CHECK NO	09169323
CHK DT	091620XX
BEG DT	082520XX
END DT	090920XX
NET	6750
+	P
Y	Y
TRN 500	
+	P
Y	Y
TRN 550	
NO	028
AMT	6750
+	M
Y	Y
TRN 550	
+	M
Y	Y

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
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Example #1 Paid Updates – Deduction Refunds, Continued

```

> GUH 100XX,01325687400,036 ON HTODA
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000
TRN CHECK NO. CHK DT BEG DT END DT REAS TU NET + Y
503 0000000000 00000000 00000000 00000000 00000000 000 000 000000000000 -- --
ST/LOC FIT OASDI HI OTHER GROSS + Y
SIT LOCAL DI
500 000000 000000000000 000000000000 000000000000 000000000000 000000000000 -- --
000000000000 000000000000 000000000000
*----- VOLUNTARY DEDUCTIONS -----*
550 000 000000000000 000 000000000000 000 000000000000 000 000000000000 -- --
000 000000000000 000 000000000000 000 000000000000
550 000 000000000000 000 000000000000 000 000000000000 000 000000000000 -- --
000 000000000000 000 000000000000 000 000000000000
DEDUCTIONS + TAXES + NET = TOTAL PAYS = GROSS
000000000000 000000000000 000000000000 000000000000 000000000000
A287W-NO RECORD/S FOUND
12/02/04 08:58:51 1 M3LL CIDL ____

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #1 Paid Updates – Deduction Refunds, Continued

> GUH 10010,0132568740 ON HTODA

--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

i_ COMPANY--> 10010 EMPLOYEE NO--> 0132568740 - 0 PAGE NUMBER--> 1

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET		
503	09169323	09162011	08252011	09092011	__	000	6750	+ Y p y	
ST/LOC	FIT	OASDI	HI	OTHER	GROSS				
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000	000000000000	+ Y p y	
		000000000000	000000000000	000000000000					
----- VOLUNTARY DEDUCTIONS -----									
550	028 6750	000	000000000000	000	000000000000	000	000000000000	m y	
	000	000000000000	000	000000000000	000	000000000000			
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000	
	000	000000000000	000	000000000000	000	000000000000		m y	
DEDUCTIONS		+	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
000000000000			000000000000		000000000000		000000000000		000000000000

A287W-NO RECORD/S FOUND

09/27/11 11:02:08 1 M3L1 CIP5

4B A 19/07

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Module 7 – Masterfile Updates

Example #1 Paid Updates – Deduction Refunds, Continued

> GUH 10010,01325687400 ON HTODA

--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

COMPANY--> 10010 EMPLOYEE NO--> 0132568740 - 0 PAGE NUMBER--> 00001

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET			
503	0009169323	09162011	08252011	09092011	---	000	00000006750		+ Y P Y	
	ST/LOC	FIT	OASDI	HI		OTHER	GROSS		+ Y	
		SIT	LOCAL	DI						
500	000000	000000000000	000000000000	000000000000		000000000000	000000000000		P Y	
		000000000000	000000000000	000000000000						
----- VOLUNTARY DEDUCTIONS -----										
550	028	00000006750	000	000000000000	000	000000000000	000	000000000000	M Y	
		000	000000000000	000	000000000000	000	000000000000			
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000	M Y	
		000	000000000000	000	000000000000	000	000000000000			
DEDUCTIONS		+	TAXES		+	NET	=	TOTAL PAYS	=	GROSS
00000006750-			000000000000			00000006750		000000000000		000000000000

09/27/11 11:04:07 1 M3L1 CIP5

4B A 05/02

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Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #2 Paid Updates – Deduction Refunds

**Pre-tax
Deduction
Refund**

A Premium Conversion deduction was established for Sally Strider and processed in error. Please refund this amount to her on the next check.

```

> GU      10010,01688732600,062                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01688732600
NAME-----> SALLY              S              STRIDER
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 09  000  00/00/0000  00/00/0000      .00          .00
--- 24 PRM CONV          26.00      .00  000000000022000100
    85  1 09  000  00/00/0000  00/00/0000      .00         24.50
--- 26 AGY HLTH         186.50      .00  000000000000000000
    96  2 09  000  00/00/0000  00/00/0000      .00        186.50
--- 62 CVC              3.50      .00  000000000000000000
    76  2 09  000  00/00/0000  00/00/0000      .00          .00
                                08/31/10  14:58:33  1 M3LL CID5 _____

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #2 Paid Updates – Deduction Refunds, Continued

Using the table information below complete the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01688732600
PAGE NUMBER	00001
TRN 503	
CHECK NO	03169309
CHK DT	031620XX
BEG DT	022520XX
END DT	030920XX
NET	9250
+	P
Y	Y
TRN 500	
+	P
Y	Y
TRN 550	
NO	024
AMT	9250
NO	26
AMT	18650
+	M
Y	Y
TRN 550	
+	M
Y	Y

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**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 7 – Masterfile Updates**

Example #2 Paid Updates – Deduction Refunds, Continued

> GUH 100XX,01688732600								ON HTODA		
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--										
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000										
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	+ Y		
503	0000000000	00000000	00000000	00000000	__	000	00000000000	--		
	ST/LOC	FIT	OASDI	HI		OTHER	GROSS	+ Y		
		SIT	LOCAL	DI						
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000	000000000000	--		
		000000000000	000000000000	000000000000						
----- VOLUNTARY DEDUCTIONS -----										
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000		
		000000000000	000	000000000000	000	000000000000		--		
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000		
		000000000000	000	000000000000	000	000000000000		--		
DEDUCTIONS		+	TAXES		+	NET	=	TOTAL PAYS	=	GROSS
000000000000			000000000000			000000000000		000000000000		000000000000
A287W-NO RECORD/S FOUND										
12/02/04 09:04:37 1 M3LL CIDL ____										

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #2 Paid Updates – Deduction Refunds, Continued

SNA

File Edit View Session Transfer Macro Settings Help

> GUH 10010,0168873260 ON HTODA

--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

i_ COMPANY--> 10010 EMPLOYEE NO--> 0168873260 - 0 PAGE NUMBER--> 1

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET			
503	03169309	03162011	02252011	03092011	__	000	00000009250	+ Y p y		
	ST/LOC	FIT	OASDI	HI		OTHER	GROSS	+ Y		
		SIT	LOCAL	DI						
500	000000	000000000000	000000000000	000000000000		000000000000	000000000000	p y		
		000000000000	000000000000	000000000000						
----- VOLUNTARY DEDUCTIONS -----										
550	024	00000009250	026	00000018650	000	000000000000	000	000000000000 m y		
		000	000	000000000000	000	000000000000				
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000 m y		
	000	000000000000	000	000000000000	000	000000000000				
DEDUCTIONS		+	TAXES		+	NET	=	TOTAL PAYS	=	GROSS
000000000000			000000000000			000000000000		000000000000		000000000000
A287w-NO RECORD/S FOUND										
09/27/11 11:06:19 1 M3L1 CIP5										

4B A 19/07

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**DEPARTMENT OF ACCOUNTS
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Module 7 – Masterfile Updates**

Example #2 Paid Updates – Deduction Refunds, Continued

SNA										
File Edit View Session Transfer Macro Settings Help										
> GUH 10010,01688732600							ON HTODA			
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--										
█ COMPANY--> 10010 EMPLOYEE NO--> 0168873260 - 0 PAGE NUMBER--> 00001										
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	+ Y		
503	0003169309	03162011	02252011	03092011	---	000	00000009250	P Y		
	ST/LOC	FIT	OASDI	HI	OTHER	GROSS	+ Y			
		SIT	LOCAL	DI			P Y			
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000	P Y			
		000000000000	000000000000	000000000000						
----- VOLUNTARY DEDUCTIONS -----										
550	024	00000009250	026	00000018650	000	000000000000	000	000000000000	M Y	
	000	000000000000	000	000000000000	000	000000000000				
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000	M Y	
	000	000000000000	000	000000000000	000	000000000000				
DEDUCTIONS		+	TAXES		+	NET	=	TOTAL PAYS	=	GROSS
00000009250-			000000000000			00000009250		000000000000		000000000000
09/27/11 11:11:03 1 M3L1 CIP5 _____										
4B A							05/02			
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Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #3 Paid Updates – Tax Refunds

**Federal and
State Tax
Refund**

Roger Moore submitted the appropriate federal (W-4 and State (VA-4) forms to claim a higher number of exemptions. The information was not entered by the request date. Please refund the overpayment of federal and state taxes. Don't forget to make the appropriate change to the employee's masterfile.

```

> GUH      100XX,01032486700                                ON HOATB
-----EMPLOYEE TAX FILE ACCUMULATIONS-----
COMPANY--> 100XX EMPLOYEE NUMBER--> 01032486700 COUNTRY CODE--> 001
TAX UNIT-> 001   STATE CODE-----> 47          LOCAL CODE-----> 0000
NAME> ROGER                                MOORE
-----
GROSS      FIT TXBL      FIT TAX      FIT NTXBL      EIC PAID
Y          5496.75      5472.25      155.82          .00          .00
Q          1570.50      1563.50      44.52          .00          .00
M           .00          .00          .00          .00          .00
P          3926.25      3908.75      111.30         .00          .00
SIT TXBL   SIT TAX      SIT NTXBL   PEN FIT TXBL  PEN FIT TAX
Y          5472.25      152.60       .00          .00          .00
Q          1563.50      43.60        .00          .00          .00
M           .00          .00          .00          .00          .00
P          3908.75      109.00       .00          .00          .00
DI TXBL    DI TAX      DI NTXBL    DI GROSS      ST AEIC
Y           .00          .00          .00          .00          .00
Q           .00          .00          .00          .00          .00
M           .00          .00          .00          .00          .00
P           .00          .00          .00          .00          .00
12/03/04  08:26:38  1 M3LL CIDL _____

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DEPARTMENT OF ACCOUNTS
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Example #3 Paid Updates – Tax Refunds, Continued

Using the table information below complete the Employee Tax Refund/Adjustment (HTQTA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01032486700
PAGE NUMBER	00001
TRN 503	
CHECK NO	09169345
CHK DT	091620XX
BEG DT	082520XX
END DT	090920XX
NET	1950
+	P
Y	Y
TRN 500	
FIT	1250
SIT	700
+	M
Y	Y
TRN 500	
+	M
Y	Y

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**DEPARTMENT OF ACCOUNTS
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Module 7 – Masterfile Updates**

Example #3 Paid Updates – Tax Refunds, Continued

> GUH 100XX,01032486700										ON HTQTA
-----EMPLOYEE TAX REFUND/ADJUSTMENT-----										
___ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000										
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET			+ Y
503	0000000000	00000000	00000000	00000000	___	000	00000000000			--
----- T A X - W I T H H E L D -----										
	ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER	GROSS			+ Y	
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000			--	
		000000000000	000000000000	000000000000					--	
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000			--	
		000000000000	000000000000	000000000000					--	
		TAXES	+	NET	=	TOTAL PAYS	=	GROSS		
		000000000000		000000000000		000000000000		000000000000		
A287W-NO RECORD/S FOUND										
										12/03/04 08:31:39 1 M3LL CIDL _____

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #3 Paid Updates – Tax Refunds, Continued

SNA

File Edit View Session Transfer Macro Settings Help

> GUH 10010,0103248670 ON HTQTA

----EMPLOYEE TAX REFUND/ADJUSTMENT----

i_ COMPANY--> 10010 EMPLOYEE NO--> 0103248670 - 0 PAGE NUMBER--> 1

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	
503	09169345	09162011	08252011	09092011	__	000	00000001950	+ Y p y

----- T A X - W I T H H E L D -----

ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER	GROSS	
500	00000001250	00000000700	00000000000	00000000000	00000000000	+ Y m y
500	00000000000	00000000000	00000000000	00000000000	00000000000	m y

TAXES	+	NET	=	TOTAL PAYS	=	GROSS
00000000000		00000000000		00000000000		00000000000

A287W-NO RECORD/S FOUND

09/27/11 13:51:27 1 M3L1 CIP5

4B A 17/13

Connected to dtmvs2.cov.virginia.gov (165.176.127.4) CIP01321 (CIP01321) OVR NUM

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #3 Paid Updates – Tax Refunds, Continued

SNA

File Edit View Session Transfer Macro Settings Help

> GUH 10010,0103248670 ON HTQTA

----EMPLOYEE TAX REFUND/ADJUSTMENT----

COMPANY--> 10010 EMPLOYEE NO--> 0103248670 - 0 PAGE NUMBER--> 00001

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	
503	0009169345	09162011	08252011	09092011	__	000	00000001950	+ Y P Y

----- T A X - W I T H H E L D -----

ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER	GROSS	
500	00000001250 00000000000	00000000700 00000000000	00000000000 00000000000	00000000000 00000000000	00000000000	+ Y M Y
500	00000000000 00000000000	00000000000 00000000000	00000000000 00000000000	00000000000 00000000000	00000000000	M Y

TAXES + NET = TOTAL PAYS = GROSS
 00000001950- 00000001950 00000000000 00000000000

09/27/11 13:53:59 1 M3L1 CIP5

4B A 05/02

Connected to dtmvs2.cov.virginia.gov (165.176.127.4) CIP01321 (CIP01321) OVR NUM

Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #4 Paid Updates – Tax Refunds

State Tax Refund

Allison Wilson submitted a new VA-4 form claiming 11 exemptions. The form was not processed timely, resulting in an overpayment. Please refund the overpayment of state taxes to the employee. Don't forget to make the appropriate change to the employee's masterfile.

```

> GUH 100XX,01751624500 ON HOATB
-----EMPLOYEE TAX FILE ACCUMULATIONS-----
COMPANY--> 100XX EMPLOYEE NUMBER--> 01751624500 COUNTRY CODE--> 001
TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
NAME> ALLISON WILSON
-----
GROSS FIT TXBL FIT TAX FIT NTXBL EIC PAID
Y 3500.00 3475.50 414.12 .00 .00
Q 1000.00 993.00 118.32 .00 .00
M .00 .00 .00 .00 .00
P 2500.00 2482.50 295.80 .00 .00
SIT TXBL SIT TAX SIT NTXBL PEN FIT TXBL PEN FIT TAX
Y 3475.50 85.71 .00 .00 .00
Q 993.00 14.71 .00 .00 .00
M .00 .00 .00 .00 .00
P 2482.50 71.00 .00 .00 .00
DI TXBL DI TAX DI NTXBL DI GROSS ST AEIC
Y .00 .00 .00 .00 .00
Q .00 .00 .00 .00 .00
M .00 .00 .00 .00 .00
P .00 .00 .00 .00 .00
12/03/04 08:33:04 1 M3LL CIDL _____

```

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #4 Paid Updates – Tax Refunds, Continued

Using the table information below complete the Employee Tax Refund/Adjustment (HTQTA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01751624500
PAGE NUMBER	00001
TRN 503	
CHECK NO	100120724
CHK DT	080120XX
BEG DT	071020XX
END DT	072420XX
NET	10000
+	P
Y	Y
TRN 500	
SIT	10000
+	M
Y	Y
TRN 500	
+	M
Y	Y

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #4 Paid Updates – Tax Refunds, Continued

> GUH 100XX,01751624500								ON HTQTA
-----EMPLOYEE TAX REFUND/ADJUSTMENT-----								
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000								
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	+ Y
503	0000000000	00000000	00000000	00000000	__	000	00000000000	--
----- T A X - W I T H H E L D -----								
	ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER		GROSS	+ Y
500	000000	000000000000	000000000000	000000000000	000000000000		000000000000	--
		000000000000	000000000000	000000000000				
500	000000	000000000000	000000000000	000000000000	000000000000		000000000000	--
		000000000000	000000000000	000000000000				
	TAXES	+	NET	=	TOTAL PAYS	=	GROSS	
	000000000000		000000000000		000000000000		000000000000	
A287W-NO RECORD/S FOUND								
12/03/04 08:36:14 1 M3LL CIDL ____								

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #4 Paid Updates – Tax Refunds, Continued

```

SNA
File Edit View Session Transfer Macro Settings Help
-----EMPLOYEE TAX REFUND/ADJUSTMENT-----
> GUH 10010,01751624500 ON HTQTA
COMPANY--> 10010 EMPLOYEE NO--> 0175162450 - 0 PAGE NUMBER--> 00001
TRN CHECK NO. CHK DT BEG DT END DT REAS TU NET + Y
503 0100120724 08012011 07102011 07242011 _ 000 00000010000 P Y
----- T A X - W I T H H E L D -----
ST/LOC FIT / OASDI SIT / HI LOCAL / DI OTHER GROSS + Y
500 000000 000000000000 00000010000 000000000000 000000000000 000000000000 M Y
000000000000 000000000000 000000000000
500 000000 000000000000 000000000000 000000000000 000000000000 000000000000 M Y
000000000000 000000000000 000000000000

TAXES + NET = TOTAL PAYS = GROSS
00000010000- 00000010000 00000000000 00000000000

09/27/11 13:57:19 1 M3L1 CIP5
4B A 05/02
Connected to dtmvs2.cov.virginia.gov (165.176.127.4) CIP01321 (CIP01321) OVR NUM
  
```

Note: Be sure to carefully review or have someone review your manual paysets.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #5 Non Paid Updates – Adjustments to Deductions

**Post Tax
Deduction
Adjustment**

Alfred Nelson, had his post-tax parking deduction set up incorrectly, over withholding the parking fee. Since the error created a financial hardship, the agency gave him a petty cash difference. Please make the appropriate adjustment to his record. Make the required masterfile change so this error is not repeated.

```

> GU      10010,01046284200,039                                ON H0ZDC

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

COMPANY--> 10010  EMPLOYEE NUMBER--> 01046284200
NAME-----> ALFRED                                NELSON

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE  END DATE  DED MTD      DED YTD
---
 24 PRM CONV          72.00        .00  000000000022000100
   85  1 09  000  00/00/0000  00/00/0000          .00          24.50

 26 AGY HLTH          487.00        .00  000000000000000000
   96  2 09  000  00/00/0000  00/00/0000          .00          574.00

 28 PARKING           75.00        .00  000000000000000000
   96  2 09  000  00/00/0000  00/00/0000          75.00          75.00

 39 PRE TAX           150.00        .00  000000000022200000
   98  1 09  000  00/00/0000  00/00/0000          .00           .00

                                08/31/10  14:59:49  1 M3LL CID5 _____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #5 Non Paid Updates – Adjustments to Deductions,
Continued

Using the table information make the adjustment to the employee’s record using the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01046284200
PAGE NUMBER	00001
TRN 503	
CHECK NO	09169323
CHK DT	091620XX
BEG DT	082520XX
END DT	090920XX
NET	6750
+	+
Y	Y
TRN 500	
+	+
Y	Y
TRN 550	
NO	028
AMT	6750
+	-
Y	Y
TRN 550	
+	-
Y	Y

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #5 Non Paid Updates – Adjustments to Deductions,
Continued

```

> GUH 100XX,01046284200 ON HTODA
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN CHECK NO. CHK DT BEG DT END DT REAS TU NET + Y
503 0000000000 00000000 00000000 00000000 00000000 000 000 000000000000 --

ST/LOC FIT OASDI HI OTHER GROSS + Y
SIT LOCAL DI
500 000000 000000000000 000000000000 000000000000 000000000000 000000000000 --
000000000000 000000000000 000000000000

*----- VOLUNTARY DEDUCTIONS -----*
550 000 000000000000 000 000000000000 000 000000000000 000 000000000000 --
000 000000000000 000 000000000000 000 000000000000
550 000 000000000000 000 000000000000 000 000000000000 000 000000000000 --
000 000000000000 000 000000000000 000 000000000000

DEDUCTIONS + TAXES + NET = TOTAL PAYS = GROSS
000000000000 000000000000 000000000000 000000000000 000000000000
A287W-NO RECORD/S FOUND
12/03/04 08:46:39 1 M3LL CIDL ____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #5 Non Paid Updates – Adjustments to Deductions,
Continued

SNA										
File Edit View Session Transfer Macro Settings Help										
> GUH 10010,01046284200								ON HTODA		
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--										
___ COMPANY--> 10010 EMPLOYEE NO--> 0104628420 - 0 PAGE NUMBER--> 00001										
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	+ Y		
503	0091689323	09162011	08252011	09092011	___	000	00000006750	+ Y		
	ST/LOC	FIT	OASDI	HI	OTHER	GROSS	+ Y			
		SIT	LOCAL	DI						
500	000000	000000000000	000000000000	000000000000	000000000000	000000000000	+ Y			
		000000000000	000000000000	000000000000						
----- VOLUNTARY DEDUCTIONS -----										
550	028	00000006750	000	000000000000	000	000000000000	000	000000000000	- Y	
		000	000000000000	000	000000000000	000	000000000000			
550	000	000000000000	000	000000000000	000	000000000000	000	000000000000	- Y	
		000	000000000000	000	000000000000	000	000000000000			
DEDUCTIONS		+	TAXES		+	NET	=	TOTAL PAYS	=	GROSS
00000006750-			000000000000			00000006750		000000000000		000000000000
09/27/11 14:00:15 1 M3L1 CIP5 _____										
4B		A						05/02		
Connected to ditnvs2.cov.virginia.gov (165.176.127.4)					CIP01321 (CIP01321)			OVR	NUM	

Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #6 Non Paid Updates – Adjustments to Deductions

Deferred Compensation Adjustment Wayne White deferred \$200 in excess of the maximum allowable for Deferred Compensation. This amount was refunded by the provider, but Wayne’s masterfile must be updated to ensure correct W-2 reporting. Review the appropriate screens and make the adjustment to reflect refund of the excess deferred compensation premium.

```

> GU      10010,01000625000,102                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01000625000
NAME-----> WAYNE                                W                                WHITE
NO      NAME      AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE      DED MTD      DED YTD
---  24 PRM CONV      104.00      .00      000000000022000100
      85  1 09  000  00/00/0000  00/00/0000      .00      24.50
---  26 AGY HLTH      487.00      .00      000000000000000000
      96  2 09  000  00/00/0000  00/00/0000      .00      574.00
---  38 DEF COMP      750.00      .00      000000000022200000
      98  1 00  000  00/00/0000  00/00/0000      .00      8200.00
--- 102 GRPINS-X      .00      .00      000000000000000000
      04  1 09  000  00/00/0000  00/00/0000      .00      .00

                                08/31/10  15:02:19  1 M3LL CID5 ____

```

```

> GUH     100XX,01000625000                                ON H0ATB
-----EMPLOYEE TAX FILE ACCUMULATIONS-----
COMPANY--> 100XX  EMPLOYEE NUMBER--> 01000625000  COUNTRY CODE--> 001
TAX UNIT-> 001    STATE CODE-----> 47            LOCAL CODE-----> 0000
NAME> WAYNE      W                                WHITE
---  GROSS      FIT TXBL      FIT TAX      FIT NTXBL      EIC PAID
Y      9120.86      9096.36      1188.14      .00      .00
Q      2606.62      2599.62      330.54      .00      .00
M      .00      .00      .00      .00      .00
P      6514.24      6496.74      857.60      .00      .00
SIT TXBL      SIT TAX      SIT NTXBL      PEN FIT TXBL      PEN FIT TAX
Y      9093.28      398.86      .00      .00      .00
Q      2598.08      108.96      .00      .00      .00
M      .00      .00      .00      .00      .00
P      6495.20      289.90      .00      .00      .00
DI TXBL      DI TAX      DI NTXBL      DI GROSS      ST AEIC
Y      .00      .00      .00      .00      .00
Q      .00      .00      .00      .00      .00
M      .00      .00      .00      .00      .00
P      .00      .00      .00      .00      .00

                                12/03/04  09:21:58  1 M3LL CIDL ____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #6 Non Paid Updates – Adjustments to Deductions,
Continued

Using the information in the table below enter the adjustment for Wayne White on the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01000625000
PAGE NUMBER	00001
TRN 503	
CHECK NO	1001224444
CHK DT	111620XX
BEG DT	102520XX
END DT	110920XX
NET	20000
+	+
Y	Y
TRN 500	
+	+
Y	Y
TRN 550	
NO	038
AMT	20000
+	-
Y	Y
TRN 550	
+	-
Y	Y

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #6 Non Paid Updates – Adjustments to Deductions,
Continued

```

> GUH 100XX,01000625000                                ON HTODA
--EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN  CHECK NO.    CHK DT    BEG DT    END DT    REAS  TU      NET      + Y
503  0000000000    00000000    00000000    00000000    ___   000    000000000000    --

      ST/LOC      FIT          OASDI          HI          OTHER          GROSS          + Y
      SIT          LOCAL          DI
500  000000    000000000000    000000000000    000000000000    000000000000    000000000000    --
      000000000000    000000000000    000000000000

      *----- VOLUNTARY DEDUCTIONS -----*
550  000 000000000000    000 000000000000    000 000000000000    000 000000000000    000 000000000000    --
      000 000000000000    000 000000000000    000 000000000000
550  000 000000000000    000 000000000000    000 000000000000    000 000000000000    000 000000000000    --
      000 000000000000    000 000000000000    000 000000000000

DEDUCTIONS + TAXES + NET = TOTAL PAYS = GROSS
000000000000    000000000000    000000000000    000000000000    000000000000
A287W-NO RECORD/S FOUND

12/03/04 09:33:38 1 M3LL CIDL ____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #6 Non Paid Updates – Adjustments to Deductions,
Continued

```

> GUH 10010,0100062500                                ON HTODA

      --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

__ COMPANY--> 10010 EMPLOYEE NO--> 0100062500 - 0 PAGE NUMBER--> 00001

TRN  CHECK NO.   CHK DT   BEG DT   END DT   REAS  TU      NET          + Y
503  0100122444  11162011  10252011  11092011  _    000    00000020000  + Y

      ST/LOC     FIT      OASDI      HI      OTHER      GROSS          + Y
              SIT      LOCAL      DI
500  000000  00000000000  00000000000  00000000000  00000000000  00000000000  + Y
              00000000000  00000000000  00000000000

      *----- VOLUNTARY DEDUCTIONS -----*
550  038 00000020000  000 00000000000  000 00000000000  000 00000000000  - Y
      000 00000000000  000 00000000000  000 00000000000
550  000 00000000000  000 00000000000  000 00000000000  000 00000000000  - Y
      000 00000000000  000 00000000000  000 00000000000

DEDUCTIONS  +  TAXES      +  NET      =  TOTAL PAYS  =  GROSS
00000020000-  00000000000      00000020000      00000000000      00000000000

                                09/27/11  14:01:55  1 M3L1 CIP5  _____

4B  A                                                                05/02
Connected to dltmvs2.cov.virginia.gov (165.176.127.4)                CIP01321 (CIP01321)                OVR  NUM
  
```

Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #7 Non Paid Updates – Adjustment to Taxes

**State Tax
Adjustment**

Due to a delay in entering data, Jane Thompson has \$100 too much withheld for state taxes. This was determined to be a payroll error, and Ms. Thompson was unwilling to wait until the next pay period for a refund. She was issued a petty cash check. Please reflect this payroll-related transaction in her masterfile and make the appropriate change to her state tax record.

```

> GUH      100XX,01563972500                                ON HOATB

-----EMPLOYEE TAX FILE ACCUMULATIONS-----

COMPANY--> 100XX EMPLOYEE NUMBER--> 01563972500 COUNTRY CODE--> 001
TAX UNIT-> 001   STATE CODE-----> 47          LOCAL CODE-----> 0000
NAME> JANE
THOMPSON

---   GROSS           FIT TXBL           FIT TAX           FIT NTXBL           EIC PAID
Y     3502.52         3478.02          414.12            .00                 .00
Q     1001.26         994.26           118.32            .00                 .00
M     .00             .00              .00               .00                 .00
P     2501.26         2483.76          295.80            .00                 .00
SIT TXBL           SIT TAX           SIT NTXBL           PEN FIT TXBL           PEN FIT TAX
Y     3475.50         199.40            .00                .00                 .00
Q     993.00          28.40             .00                .00                 .00
M     .00             .00               .00                .00                 .00
P     2482.50         71.00             .00                .00                 .00
DI TXBL           DI TAX           DI NTXBL           DI GROSS           ST AEIC
Y     .00             .00               .00                .00                 .00
Q     .00             .00               .00                .00                 .00
M     .00             .00               .00                .00                 .00
P     .00             .00               .00                .00                 .00

12/03/04  09:35:07  1 M3LL CIDL _____

```

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #7 Non Paid Updates – Adjustment to Taxes, Continued

Using the table information below enter the data to adjust Ms. Thompson’s masterfile on the Employee Tax File Accumulations (HTQTA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01563972500
PAGE NUMBER	00001
TRN 503	
CHECK NO	1001211144
CHK DT	070120XX
BEG DT	061020XX
END DT	062420XX
NET	10000
+	+
Y	Y
TRN 500	
SIT	10000
+	-
Y	Y
TRN 500	
+	-
Y	Y

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #7 Non Paid Updates – Adjustment to Taxes, Continued

> GUH 100XX,01563972500								ON HTQTA
-----EMPLOYEE TAX REFUND/ADJUSTMENT-----								
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000								
TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	+ Y
503	0000000000	00000000	00000000	00000000	__	000	00000000000	--
----- T A X - W I T H H E L D -----								
	ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER		GROSS	+ Y
500	000000	000000000000	000000000000	000000000000	000000000000		000000000000	--
		000000000000	000000000000	000000000000				
500	000000	000000000000	000000000000	000000000000	000000000000		000000000000	--
		000000000000	000000000000	000000000000				
	TAXES	+	NET	=	TOTAL PAYS	=	GROSS	
	000000000000		000000000000		000000000000		000000000000	
A287W-NO RECORD/S FOUND								
12/03/04 10:39:46 1 M3LL CIDL ____								

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #7 Non Paid Updates – Adjustment to Taxes, Continued

The screenshot shows the SNA payroll system interface. At the top, it displays the user ID 'GUH' and session information '10010,01563972500' and 'ON HTQTA'. The main display area shows a transaction for an 'EMPLOYEE TAX REFUND/ADJUSTMENT'.

Transaction details:

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET	
503	1001211144	07012011	06102011	06242011	---	000	00000010000	+ Y

A summary table for 'TAX - W I T H H E L D' is also shown:

ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER	GROSS	
500	000000000000	00000010000	000000000000	000000000000	000000000000	- Y
500	000000000000	000000000000	000000000000	000000000000	000000000000	- Y

A summary calculation is provided:

TAXES	+	NET	=	TOTAL PAYS	=	GROSS
00000010000-		00000010000		00000000000		00000000000

At the bottom of the screen, the date and time '09/27/11 14:05:11' and user '1 M3L1 CIP5' are displayed. The status bar shows '4B A' and '05/02'. The footer indicates the system is connected to 'ditmvs2.cov.virginia.gov (165.176.127.4)' and shows session details 'CIP01321 (CIP01321)', 'OVR', and 'NUM'.

Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 7 – Masterfile Updates**

Example #8 Non Paid Adjustment – Salary Reclassification

**Salary
 Reclassification
 Using HTM00
 Manual Payset
 Builder**

Joseph Reid was paid \$650 as regular pay during the May 10-24 pay period pending approval of his Workers' Compensation claim. He now back at work and a Workers' Compensation check for \$650 and has been received by the agency. Additionally, Joseph is a VSDP employee, the \$220 supplement to Workers' Compensation needs to moved to the appropriate special pay. Review the appropriate screens and reclassify Joseph's to the correct pay types.

```

> GUH      100XX,01879425500                                ON HOATB
-----EMPLOYEE TAX FILE ACCUMULATIONS-----
COMPANY--> 100XX EMPLOYEE NUMBER--> 01879425500 COUNTRY CODE--> 001
TAX UNIT-> 001   STATE CODE-----> 47           LOCAL CODE-----> 0000
NAME> JOSEPH REID
-----
      GROSS      FIT TXBL      FIT TAX      FIT NTXBL      EIC PAID
Y      8725.96      8701.46      1089.97          .00          .00
Q      2493.86      2486.86       311.42          .00          .00
M          .00          .00          .00          .00          .00
P      6232.10      6214.60       778.55          .00          .00
      SIT TXBL      SIT TAX      SIT NTXBL      PEN FIT TXBL      PEN FIT TAX
Y      8698.06      383.11          .00          .00          .00
Q      2485.16      109.46          .00          .00          .00
M          .00          .00          .00          .00          .00
P      6212.90      273.65          .00          .00          .00
      DI TXBL      DI TAX      DI NTXBL      DI GROSS      ST AEIC
Y          .00          .00          .00          .00          .00
Q          .00          .00          .00          .00          .00
M          .00          .00          .00          .00          .00
P          .00          .00          .00          .00          .00
                                     12/03/04  10:42:31  1 M3LL CIDL _____
  
```

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

```

> GUH 10010,01879425500 ON H0ATC
--EMPLOYEE/COMPANY OASDI TAX ACCUMULATIONS--
COMPANY--> 10010 EMPLOYEE NUMBER--> 01879425500 COUNTRY CODE--> 001
TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
NAME> JOSEPH REID

```

	OASDI TXBL	OASDI TAX	OASDI NTXBL	TRANSFER OASDI GROSS
Y	8701.46	539.49	.00	8725.96
Q	2486.86	154.18	.00	
M	.00	.00	.00	
P	6214.60	385.31	.00	

	CO OASDI TXBL	CO OASDI TAX	CO OASDI NTXBL	TRANSFER CO OASDI GROSS
Y	8701.46	539.49	.00	8725.96
Q	2486.86	154.18	.00	
M	.00	.00	.00	
P	6214.60	385.31	.00	

12/03/04 10:43:56 1 M3LL CIDL _____

```

> GUH 10010,01879425500 ON H0ATG
----EMPLOYEE/COMPANY HI TAX ACCUMULATIONS----
COMPANY--> 10010 EMPLOYEE NUMBER--> 01879425500 COUNTRY CODE--> 001
TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
NAME> JOSEPH REID

```

	HI TXBL	HI TAX	HI NTXBL
Y	8701.46	126.17	.00
Q	2486.86	36.06	.00
M	.00	.00	.00
P	6214.60	90.11	.00

	CO HI TXBL	CO HI TAX	CO HI NTXBL
Y	8701.46	126.17	.00
Q	2486.86	36.06	.00
M	.00	.00	.00
P	6214.60	90.11	.00

12/03/04 10:45:23 1 M3LL CIDL _____

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

Using the table information below enter the data on the Employee Manual Pays builder to reclassify Mr. Reid’s regular wages to the appropriate special pay types for Workers’ Compensation and VDSP. Review the Manual Pay Balancing (HTMCK) screen to ensure the transaction is in balance.

Field	Employee Information
HTPSA	
COMPANY	100XX
EMPLOYEE NO	01879425500
PAGE NUMBER	00001
CHECK NO	1001255555
CHK DT	060120XX
BEGINNING DT	051020XX
ENDING DT	052420XX
ADJ	-
Y/Q	Y
400	
SALARY/AMOUNT	87000
ADJ	-
Y/Q	Y
400	
ADJ	-
Y/Q	Y
500	
ADJ	-
Y/Q	Y
6XX	
PAY #	062
SPL PAY AMT	220.00
ADJ	+
Y/Q	Y

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

6XX	
PAY #	002
SPL PAY AMT	650.00
ADJ	+
Y/Q	Y
REVIEW FOR BALANCING	

```

> GUH 100XX,01879425500 ON HTPSA
-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----
__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN CHECK NO.   CHK DT   BEG DT   END DT   REAS  TU     NET      + Y
503 0000000000  00000000  00000000  00000000  ___  000  000000000000  --
   ST/LOC DPT/SEC OT SH   FROM      TO      HOURS  AMT / LAB CODE  SUI ST
400 000000  _____  0  0  00000000  00000000  00000000  000000000000  00  --
400 000000  _____  0  0  00000000  00000000  00000000  000000000000  00  --
   ST/LOC FIT / OASDI  SIT / HI  LOCAL / DI  OTHER  GROSS      + Y
500 000000  000000000000  000000000000  000000000000  000000000000  000000000000  --
   000000000000  000000000000  000000000000
   PAY ST/LOC DPSEC PISU  FROM      TO      HOURS  AMT / LABOR NON TAXABLE + Y
6XX 000 000000  _____  0  00  00000000  00000000  00000000  000000000000  000000000000  --
6XX 000 000000  _____  0  00  00000000  00000000  00000000  000000000000  000000000000  --

TAXES 000000000000  +NET 000000000000  =TOT PAYS 000000000000  =GROSS 000000000000
A287W-NO RECORD/S FOUND
12/03/04  14:38:05  1 M3LL CIDL _____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

> GUH 10010,0187942550 ON HTPSA

-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

___ COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 00001

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET		
503	1001255555	06012011	05102011	05242011	___	000	00000000000		+ Y
400	000000	___	0 0	00000000	00000000	00000000	00000087000	00	- Y
400	000000	___	0 0	00000000	00000000	00000000	00000000000	00	- Y
500	000000	00000000000	00000000000	00000000000	00000000000	00000000000	00000000000		+ Y
6XX	062	000000	___	0 00	00000000	00000000	00000022000	00000000000	+ Y
6XX	002	000000	___	0 00	00000000	00000000	00000065000	00000000000	+ Y
TAXES	00000000000	+NET	00000000000	=TOT PAYS	00000000000	=GROSS	00000000000		

09/27/11 14:08:44 1 M3L1 CIP5 ___

4B A 05/02

Connected to ditnvs2.cov.virginia.gov (165.176.127.4) CIP01321 (CIP01321) OVR NUM

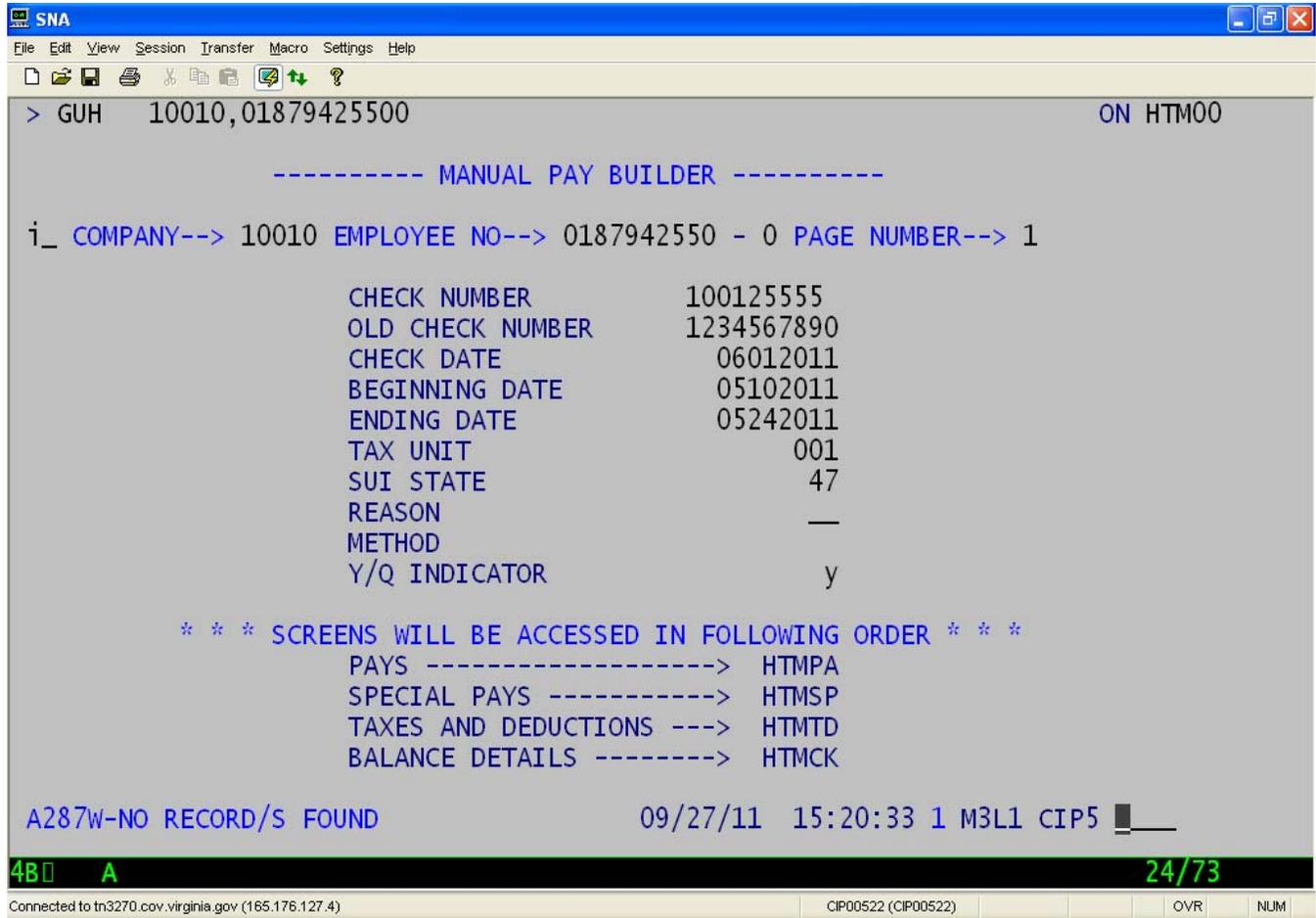
Note: Be sure to carefully review or have someone review your manual paysets.

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #8 Non Paid Adjustment – Salary Reclassification, Continued

Suggested procedure in reclassifying money is to use HTPSA, but one can use the manual pay set builder shown below:



The screenshot shows the SNA Manual Pay Builder interface. The window title is 'SNA'. The menu bar includes File, Edit, View, Session, Transfer, Macro, Settings, and Help. The toolbar contains icons for file operations and help. The main display area shows the following text:

```
> GUH 10010,01879425500 ON HTM00  
  
----- MANUAL PAY BUILDER -----  
  
i_ COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 1  
  
CHECK NUMBER 100125555  
OLD CHECK NUMBER 1234567890  
CHECK DATE 06012011  
BEGINNING DATE 05102011  
ENDING DATE 05242011  
TAX UNIT 001  
SUI STATE 47  
REASON ---  
METHOD  
Y/Q INDICATOR y  
  
* * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *  
PAYS -----> HTPA  
SPECIAL PAYS -----> HTMSP  
TAXES AND DEDUCTIONS ---> HTMTD  
BALANCE DETAILS -----> HTMCK  
  
A287W-NO RECORD/S FOUND 09/27/11 15:20:33 1 M3L1 CIP5
```

At the bottom of the window, there is a status bar with the text '4B A' on the left and '24/73' on the right. Below the status bar, a connection bar shows 'Connected to tn3270.cov.virginia.gov (165.176.127.4)' on the left, 'CIP00522 (CIP00522)' in the center, and 'OVR' and 'NUM' on the right.

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #8 Non Paid Adjustment – Salary Reclassification,
 Continued

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 text:

```
> C 10010,01879425500,00001 ON HTPA
                                LEVEL 01 LINK FROM HTM00
                                -- MANUAL PAYS - REGULAR PAYS (400) --
R COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 00001
```

OT SH	HOURS	SAL /AMOUNT	DPT/SEC DIV/OF	LABOR CODE FR-DATE TO-DATE	ST/LOC	ADJ
0 0	.00	870.00	_____	00000000 00000000	000000	-
0 0	.00	.00	_____	00000000 00000000	000000	-
0 0	.00	.00	_____	00000000 00000000	000000	-
0 0	.00	.00	_____	00000000 00000000	000000	-
0 0	.00	.00	_____	00000000 00000000	000000	-
0 0	.00	.00	_____	00000000 00000000	000000	-

A205W-END OF LIST

09/27/11 15:22:28 1 M3L1 CIP5 _____

4B A 10/35

Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

> C 10010,01879425500,00001 ON HTMSP
LEVEL 01 LINK FROM HTM00
-- MANUAL PAYS - SPECIAL PAYS (6XX) --

R COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 00001

PAY#	HOURS	SPL PAY AMT	DPT/SEC	LABOR CODE	ST/LOC	PI	ADJ
			DIV/OF	FR-DATE TO-DATE	NON-TAXABLE		
062	.00	220.00	_____	_____	000000	0	+
			_____	00000000 00000000	.00		
002	.00	650.00	_____	_____	000000	0	+
			_____	00000000 00000000	.00		
000	.00	.00	_____	_____	000000	0	-
			_____	00000000 00000000	.00		
000	.00	.00	_____	_____	000000	0	-
			_____	00000000 00000000	.00		
000	.00	.00	_____	_____	000000	0	-
			_____	00000000 00000000	.00		
000	.00	.00	_____	_____	000000	0	-
			_____	00000000 00000000	.00		

A205W-END OF LIST

09/27/11 15:23:43 1 M3L1 CIP5 _____

4B A 12/34

Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #8 Non Paid Adjustment – Salary Reclassification,
Continued

No Data Entry required on this screen for this example.

The screenshot shows a terminal window for the SNA payroll system. The main display area contains the following text:

```

> C 10010,01879425500,00001                                ON HTMTD
                                                LEVEL 01 LINK FROM HTM00
MANUAL PAYS  TAXES AND DEDUCTIONS

R  COMPANY--> 10010  EMPLOYEE NO--> 0187942550 - 0  PAGE NUMBER--> 00001

*----- TAXES (500) -----*
ST/LOC  FIT / SIT      OASDI / LOCAL      HI / DI      OTHER / GROSS  ADJ
470000  .00                .00                .00                .00            -
          .00                .00                .00                .00            -
000000  .00                .00                .00                .00            -
          .00                .00                .00                .00            -
000000  .00                .00                .00                .00            -
          .00                .00                .00                .00            -
000000  .00                .00                .00                .00            -
          .00                .00                .00                .00            -

*----- DEDUCTIONS (550) -----*
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  0        .00  0        .00  -
0        .00  0        .00  0        .00  0        .00  0        .00  -

A205W-END OF LIST                                09/27/11  15:25:00  1 M3L1 CIP5
  
```

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

```

4B A 09/06
Connected to tn3270.cov.virginia.gov (165.176.127.4)  CIP00522 (CIP00522)  OVR  NUM
  
```

Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #8 Non Paid Adjustment – Salary Reclassification, Continued

This balancing is performed based on the information entered on the previous screens. Remember the manual payset builder always self balances and will process no matter if it is incorrect.

```

SNA
File Edit View Session Transfer Macro Settings Help
10010,01879425500,00001 ON HTMCK
LEVEL 01 LINK FROM HTM00
MANUAL PAY SUMMARY
COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 00001
NAME-> JOSEPH REID
CHECK NUMBER 0100125555 CHECK DATE 06012011
BEGIN DATE 05102011 END DATE 05242011 GROSS PAY .00
..... BALANCING CALCULATIONS ..... TAXES .....
REG PAY 870.00- FEDERAL .00
SPEC PAY + 870.00 TAXES .00 STATE .00
NONPAID - .00 DEDS + .00 LOCAL/SD .00
----- OASDI .00
TOT PAYS .00 TAX/DED .00 HI .00
TAX/DED - .00 D.I. .00
NET-ONLY + .00 SPEC. LOCAL .00
-----
NET PAY .00 <===== EQUAL =====> NET .00
..... VOLUNTARY DEDUCTIONS .....

A205W-END OF LIST 09/27/11 15:25:55 1 M3L1 CIP5
4B A 03/02
Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM

```

Press Enter and you will be brought back to the HTM00 screen. You will need to PRESS ENTER once more in order for the builder to be complete.

Note: Be sure to carefully review or have someone review your manual paysets.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check

**Void Check
Pressing**

David Namesmith terminated employment on January 30. A check was issued in error. Unfortunately, this check was locked in a safe until June, which is too late to void through the payroll system. Start with a review of the appropriate screens to determine which fields to be adjusted.

```

> GU      10010,01100560500,023                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01100560500
NAME-----> DAVID                                NAMESMITH

  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 09   000  00/00/0000    00/00/0000        .00          .00
  21 DEP CARE          25.00       600.00  000000000022000100
   85   1 09   000  00/00/0000    00/00/0000        .00          .00
  22 MED REIM          57.00        .00  000000000022200100
   85   1 09   000  00/00/0000    06/30/2011        .00          .00
  23 ADM FEES          2.25        27.00  000000010022000100
   85   1 01   000  00/00/0000    06/30/2011        .00          .00

A293I-TOP OF LIST
                                08/31/10  15:03:33  1 M3LL CID5
  
```

```

> GU      10010,01100560500,105                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01100560500
NAME-----> DAVID                                NAMESMITH

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE    END DATE    DED MTD      DED YTD
  ---
  24 PRM CONV          32.00        .00  000000000022000100
   85   1 09   000  00/00/0000    00/00/0000        .00         24.50
  26 AGY HLTH          186.50       .00  000000000000000000
   96   2 09   000  00/00/0000    00/00/0000        .00         574.00
  102 GRPINS-X          .00          .00  000000000000000000
   04   1 09   000  00/00/0000    00/00/0000        .00          .00
  105 RETCRD-X          .00890       .00  300000000000000000
   96   1 09   000  00/00/0000    00/00/0000        .00          .00

                                08/31/10  15:03:53  1 M3LL CID5
  
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

```

> GU      10010,01100560500,117                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01100560500
NAME-----> DAVID                                NAMESMITH

NO      NAME      AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
___ 106 LT DIS-X      .00          .00  000000000000000000
   05  1 09  000  00/00/0000  00/00/0000      .00          .00
___ 115 RET CRDT      .00100       .00  300000000000000000
   96  1 09  000  00/00/0000  00/00/0000      .00          66.71
___ 116 RETIRMNT      .02130       .00  300000000000000000
   96  1 09  000  00/00/0000  00/00/0000      .00          1308.09
___ 117 RETRMT-X      .04450       .00  300000000000000000
   96  1 09  000  00/00/0000  00/00/0000      .00          .00

                                08/31/10  15:04:29  1 M3LL CID5 ____

```

```

> C      10010,01100560500,136                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01100560500
NAME-----> DAVID                                NAMESMITH

NO      NAME      AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
___ 120 GRP INSR      .00          .00  000000000000000000
   01  1 09  000  00/00/0000  00/00/0000      .00          83.37
___ 127 RETRMNT2      .05000       .00  300000000000000000
   96  1 09  000  00/00/0000  00/00/0000      .00          .00
___ 136 LT DISAB      .00          .00  000000000000000000
   02  1 09  000  00/00/0000  00/00/0000      .00          .00
___ 0
   00  0 00  000  00/00/0000  00/00/0000      .00          .00
A205W-END OF LIST

                                08/31/10  15:05:09  1 M3LL CID5 ____

```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

```

> GUH 100XX,01100560500 ON H0ATC
--EMPLOYEE/COMPANY OASDI TAX ACCUMULATIONS---
COMPANY--> 100XX EMPLOYEE NUMBER--> 011005650500 COUNTRY CODE--> 001
TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
NAME> DAVID NAMESMITH

```

	OASDI TXBL	OASDI TAX	OASDI NTXBL	TRANSFER OASDI GROSS
Y	9515.22	589.94	.00	9539.72
Q	2719.80	168.62	.00	
M	.00	.00	.00	
P	6795.42	421.32	.00	

	CO OASDI TXBL	CO OASDI TAX	CO OASDI NTXBL	TRANSFER CO OASDI GROSS
Y	9515.22	589.94	.00	9539.72
Q	2719.80	168.62	.00	
M	.00	.00	.00	
P	6795.42	421.32	.00	

12/03/04 13:48:48 1 M3LL CIDL _____

```

> GUH 100XX,01100560500 ON H0ATB
-----EMPLOYEE TAX FILE ACCUMULATIONS-----
COMPANY--> 100XX EMPLOYEE NUMBER--> 01100560500 COUNTRY CODE--> 001
TAX UNIT-> 001 STATE CODE-----> 47 LOCAL CODE-----> 0000
NAME> DAVID NAMESMITH

```

	GROSS	FIT TXBL	FIT TAX	FIT NTXBL	EIC PAID
Y	9539.72	9515.22	1063.37	.00	.00
Q	2726.80	2719.80	303.82	.00	.00
M	.00	.00	.00	.00	.00
P	6812.92	6795.42	759.55	.00	.00

	SIT TXBL	SIT TAX	SIT NTXBL	PEN FIT TXBL	PEN FIT TAX
Y	9509.78	416.36	.00	.00	.00
Q	2717.08	118.96	.00	.00	.00
M	.00	.00	.00	.00	.00
P	6792.70	297.40	.00	.00	.00

	DI TXBL	DI TAX	DI NTXBL	DI GROSS	ST AEIC
Y	.00	.00	.00	.00	.00
Q	.00	.00	.00	.00	.00
M	.00	.00	.00	.00	.00
P	.00	.00	.00	.00	.00

12/03/04 13:51:21 1 M3LL CIDL _____

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

Using the information in the table below prepare a manual pay set to reduce David's records for this erroneous payment.

Field	Employee Information
HTM00	
COMPANY	100XX
EMPLOYEE NO	01100560500
PAGE NUMBER	00001
CHECK NO	1001211117
OLD CHK NO	0000000001
CHK DT	043020XX
BEGINNING DT	041020XX
ENDING DT	042420XX
YQ INDICATOR	Y
HTMPA	
SALARY/AMOUNT	2085.92
ADJ	-
HTMSP	
SP NO	14
SP PAY AMOUNT	17.80
ADJ	-
HTMTD	
FIT	300.59
SIT	91.50
OASDI	124.18
HI	29.04

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

Field	Employee Information
HTMTD – cont.	
NO	12
AMT	15.44
ADJ	-
NO	24
AMT	15.44
ADJ	-
NO	26
AMT	343.00
ADJ	-
ADJ	-
NO	105
AMT	18.56
ADJ	-
NO	106
AMT	13.77
ADJ	-
NO	115
AMT	2.09
ADJ	-
NO	116
AMT	44.43
ADJ	-
NO	117
AMT	92.82
ADJ	-
NO	120
AMT	5.84
ADJ	-
NO	127
AMT	104.30
ADJ	-
NO	136
AMT	20.86
ADJ	-
HTMCK	
Review for balancing and press enter.	

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

```
SNA
File Edit View Session Transfer Macro Settings Help
-----
> GUH 10010,01100560500 ON HTM00
----- MANUAL PAY BUILDER -----
i_ COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 1
CHECK NUMBER 1001211117
OLD CHECK NUMBER 0000000001
CHECK DATE 04302010
BEGINNING DATE 04102010
ENDING DATE 04242010
TAX UNIT 001
SUI STATE 47
REASON —
METHOD
Y/Q INDICATOR y
* * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *
PAYS -----> HTPA
SPECIAL PAYS -----> HTMSP
TAXES AND DEDUCTIONS ---> HTMTD
BALANCE DETAILS -----> HTMCK
A287W-NO RECORD/S FOUND 09/27/11 15:30:10 1 M3L1 CIP5 █
4B A 24/73
Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM
```

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

> C 10010,01100560500,00001 ON HTMPA
LEVEL 01 LINK FROM HTM00
-- MANUAL PAYS - REGULAR PAYS (400) --

R COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001

OT SH	HOURS	SAL /AMOUNT	DPT/SEC DIV/OF	LABOR CODE FR-DATE TO-DATE	ST/LOC	ADJ
0 0	.00	2085.92		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-
0 0	.00	.00		00000000 00000000	000000	-

A205W-END OF LIST

09/27/11 15:31:39 1 M3L1 CIP5

4B A 10/35

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Continued on next page

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates

Example #9 Non Paid Adjustment –Void Check, Continued

> C 10010,01100560500,00001 ON HTMSP
 LEVEL 01 LINK FROM HTM00
 -- MANUAL PAYS - SPECIAL PAYS (6XX) --

R COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001

PAY#	HOURS	SPL PAY AMT	DPT/SEC	LABOR CODE	ST/LOC	PI	ADJ
			DIV/OF	FR-DATE TO-DATE	NON-TAXABLE		
014	.00	17.80	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-
000	.00	.00	_____	00000000 00000000	000000	0	-

A205W-END OF LIST

09/27/11 15:32:31 1 M3L1 CIP5 _____

4B A 10/34

Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

SNA									
File Edit View Session Transfer Macro Settings Help									
10010,01100560500,00001									
ON HTMTD									
LEVEL 01 LINK FROM HTM00									
MANUAL PAYS TAXES AND DEDUCTIONS									
R COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001									
----- TAXES (500) -----									
ST/LOC	FIT / SIT	OASDI / LOCAL		HI / DI		OTHER / GROSS		ADJ	
470000	300.59	124.18		29.04		.00		-	
	91.50	.00		.00		2103.72		-	
000000	.00	.00		.00		.00		-	
	.00	.00		.00		.00		-	
000000	.00	.00		.00		.00		-	
	.00	.00		.00		.00		-	
000000	.00	.00		.00		.00		-	
	.00	.00		.00		.00		-	
----- DEDUCTIONS (550) -----									
012 15.44		024 83.00		026 343.00		105 18.56			-
		106 13.77		115 2.09		116 44.43			-
117 92.82		120 5.84		127 104.30		136 20.86			-
		0	.00	0	.00	0	.00	.00	-
0	.00	0	.00	0	.00	0	.00	.00	-
		0	.00	0	.00	0	.00	.00	-
A205W-END OF LIST				09/27/11 15:34:17 1 M3L1 CIP5					
4B A 21/24									
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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 7 – Masterfile Updates**

Example #9 Non Paid Adjustment –Void Check, Continued

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SNA
File Edit View Session Transfer Macro Settings Help
10010,01100560500,00001 ON HTMCK
LEVEL 01 LINK FROM HTM00
MANUAL PAY SUMMARY
COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001
NAME-> DAVID NAMESMITH
CHECK NUMBER 1001211117 CHECK DATE 04302010
BEGIN DATE 04102010 END DATE 04242010 GROSS PAY 2103.72-
..... BALANCING CALCULATIONS ..... TAXES .....
REG PAY 2085.92- FEDERAL 300.59-
SPEC PAY + 17.80- TAXES 545.31- STATE 91.50-
NONPAID - 17.80- DEDS + 98.44- LOCAL/SD .00
- ----- OASDI 124.18-
TOT PAYS 2085.92- TAX/DED 643.75- HI 29.04-
TAX/DED - 643.75- D.I. .00
NET-ONLY + .00 SPEC. LOCAL .00
-----
NET PAY 1442.17- <===== EQUAL =====> NET 1442.17-
..... VOLUNTARY DEDUCTIONS .....
12 15.44- 24 83.00- 26 343.00- 105 18.56-
106 13.77- 115 2.09- 116 44.43- 117 92.82-
120 5.84- 127 104.30- 136 20.86-

A205W-END OF LIST 09/27/11 15:40:14 1 M3L1 CIP5
4B A 03/02
Connected to tn3270.cov.virginia.gov (165.176.127.4) CIP00522 (CIP00522) OVR NUM

```

Press Enter and you will be brought back to the HTM00 screen. You will need to PRESS ENTER once more in order for the builder to be complete.

Note: Be sure to carefully review or have someone review your manual paysets.

END OF MODULE 7