

**Module 7:**  
**Payroll Reporting Systems and**  
**Certification Review**

## Learning Points

This Module introduces the basic concepts of:

- Accessing Payroll Audit Reports:
  - Reportline Security Form:  
<http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf>
  - PAT (Payroll Audit Tool) Security Form:  
<http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf>
  
- Critical Review Elements during the Edit Process (Pre-certification Review)
  
- Critical Review Elements after the payroll is certified (Post-Certification Review)
  
- The training manual is a guide for beginners, users should review the following CAPP Topics to ensure proper Pre and Post Certification procedures are in place:
  - **Batch Processing and Balancing:**  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/50130.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50130.pdf)
  - **Pre-Certification Activities:**  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/50810.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50810.pdf)
  - **Payroll Audit Tool (PAT):**  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/70735.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/70735.pdf)
  - **Post Certification Activities:**  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/50820.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50820.pdf)

## Finding Payroll Reports

- **Reportline** - Reportline is a web-based system that provides user access to an electronic version of all CIPPS reports generated. CIPPS reports are provided in a “static” format. Items found on CIPPS reports include:
  - Changes made to the masterfile by Operator ID. (Reports 1006/1010 shown on Pages 6 and 7 of Module 10)
  - Batch transactions keyed (Report 1004 shown on Page 13 of Module 10)
  - Current Gross-to-net calculation of all employees as requested by the user. (Report 10 shown on Page 18 of Module 10)
  - CIPPS Ad Hoc Reports requested on HSRUT and HSRPT as listed on <http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf>)
- **PAT (Payroll Audit Tool)** – PAT is a web-based system that allows users to compare, review and to download certain CIPPS reports that are available in Reportline. Reports found in PAT include:
  - Salary Regular Pay Comparison – Uses the selected “soft copy” Report 10 file to compare the HOBID salary to the amount of Regular Pay Received.
  - Special Pays Listing – Uses the selected “soft copy” Report 10 file to list Special Pays that are processed on the payroll.
  - Report 10 Comparison – Compares two “soft copy” Report 10 files and prints the gross pay differences between the two.

## **Pre-Certification Review – New Hires**

- The following reports are automatically run the night a new hire is added:
  - CIPPS Reports (Reportline):
    - Report 1013 – New Employees Added (Page 9 of Module 10)
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record. (Page 6 and 7 of Module 10)
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Employee Information One Page Printout (Page 71 of Module 10)– Shows the content of all relevant data fields on the employee’s masterfile record.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare (Page 69 of Module 10)
      - Compare your edit report to the last pay processed to view all changes to the HOBID salary/rate amounts. New Hires will show \$0.00 dollars on the previous payroll and the new amount on the new payroll.
    - Salary/Rate and Regular Pay Comparison Report (Page 65 of Module 10)
      - For Salary employees – this report compares the HOBID rate/amount to the amount of regular pay that the employee is receiving. New hires that begin mid pay period should show on this report. New hires that start on the first day of the pay period are receiving a full check and should not appear on this report. If they do appear, their pay may be incorrect.
  - CIPPS Reports (Reportline):
    - Report 10 (Page 18 of Module 10) – You should ALWAYS review a new hire on the Report 10. Incorrect dates on the masterfile can cause prorating and the employee may not receive the correct pay. For hourly employees – multiply the rate times the amount of hours to ensure that the amount of regular pay is correct.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 (Page 73 of Module 10) - Automatic Special Pay #14 - Incorrect Imputed Life Report) – this report will notify you if the imputed life rate on H10AS does not appear to match the rate on HOBID or it is not set up correctly.

## **Pre-Certification Review – Salary Changes**

- The following reports are automatically run the night the salary/rate amount on HOBID is changed:
  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record. (Page 6 and 7 of Module 10)
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare (Page 69 of Module 10)
      - Compare this edit to the last final pay. Changes made to the HOBID between the two report 10 files, will be reported.
    - Salary/Rate and Regular Pay Comparison Report (Page 65 of Module 10)
      - Salaried employees who had a rate change at the top of the pay period should not show on this report.
      - Salaried employees who had a rate change mid pay period should show on this report.
  - CIPPS Reports – Reportline:
    - Report 10 (Page 18 of Module 10) –
      - If the pay change was for an hourly employee – multiply the rate times the number of hours to ensure that an incorrect date of last pay change did not cause an incorrect pay amount.
      - If the pay change was for an hourly employee, make sure that the hours worked were earned after the pay increase was effective. If not, key the previous rate with the hours worked on HUA03.
      - If the employee has overtime hours paid for time worked before the effective date of the salary change – an override on HUA03 is necessary.
    - Report 59 – Gross Pay Limit Exceeded – (Page 23 of Module 10) If the employee’s pay is greater than an agency specified factor (generally two times their normal salary), they will be reported here.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 Automatic Special Pay #14 - Incorrect Imputed Life Report (Page 73 of Module 10) – this report will notify you if the imputed life rate on H10AS does not appear to match the rate on HOBID.

### **Pre-Certification Review – Deduction Changes**

- The following reports are automatically run the night that deductions are changed on H0ZDC:
  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record. (Page 6 and 7 of Module 10)
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Deduction Change Comparison Report (Page 67 of Module 10) – Compare the Report 10 file from this edit to the last Report 10 file from final pay to view all of the deductions that have changed between the two files by employee number.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 906 Potential Cash Match Exceptions for Salaried Employees (Page 74 of Module 10) – This report will list employees with an incorrect cash match amount

### **Pre-Certification Review – Tax Changes**

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Tax Change Comparison Report (Page 68 of Module 10)– Compare the Report 10 file from this edit to the last Report 10 file from final pay to view changes in tax amounts when the employee has had no change in gross pay. Note: changes to the amount of taxes taken can also be caused by a change in the amount of pre-tax deduction.

## **Pre-Certification Review – Batch Transactions (HUA03, HUE01, HUC01, HUD01)**

- The following reports are automatically run the night that batch transactions are keyed:
  - CIPPS Reports – Reportline:
    - Report 1001 – Input Transaction List (Page 4 of Module 10) - Lists all transactions that were keyed into CIPPS. Transactions will be grouped by batch number. If they had no batch number (example, manual pay sets) they will appear in batch “0”. If the transaction does not pass the initial edits, it will be listed on the 1001 with an Error.
    - Report 1009 – Employee Diagnostics Listing (Page 8 of Module 10) – Transactions that pass the initial editing (i.e. no error on Report 1001) but were deleted due to additional edits as well as those that had an error on the 1001 will appear here with an explanation.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency:
  - CIPPS Reports – Reportline:
    - Report 1004 – Transaction Balance Report (Page 13 of Module 10) – Lists all of the transactions accepted in the pending file by batch number.
    - Report 1005 – Company Batch Summary (Page 14 of Module 10) – Lists all of the batch numbers and the status of those batches. If a batch is listed as “Out of Balance” it will not stop the batch from processing. However, “Out of Balance” batches should be reviewed to determine the cause of the error. In most cases, a transaction may have had an error and was deleted by CIPPS (as shown on the 1001 and the 1009 Report).
    - Report 10 (Page 18 of Module 10) – The resulting pay and deduction amounts will be shown here.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Salary/Rate Change Comparison (Page 65 of Module 10) – Employees with a Regular Pay Override should appear as well as VSDP and WC recipients. If the entire semi-monthly salary is not accounted for on the listing – check to see if the retirement overrides processed correctly.
    - Special Pays Listing – (Page 66 of Module 10) provides a printout of all the special pays (9XX transactions keyed on HUE01 and 7XX transactions keyed on HUC01) that were paid on the Report 10 file selected.
    - Deduction Change Comparison Report (Page 67 of Module 10) – This report lists changes in deduction amounts between the two Report 10 files selected. Most HUD01 overrides will show here.
    - Summary Report 10 – Employee Totals for Wage Employees (Page 64 of Module 10) – This report will list all the rate and hours keyed for wage employees on the selected Report 10 File.

## **Pre-Certification Review – Manual Pay sets and Deduction Refunds**

- The following reports are automatically run the night that manual pay sets are keyed:
  - CIPPS Reports – Reportline:
    - Report 1001 – Input Transaction List (Page 4 of Module 10) – Lists the manual payset lines that were keyed. Some items may error on the 1001. If these items are for blank lines that were not used on the Manual Payset, it is OK.
    - Report 1009 – Employee Diagnostics Listing (Page 8 of Module 10) – Manual Pay sets that were deleted because they had an error will appear here with an explanation.
    - Report 1006/1010 – Change Listing (Pages 6 and 7 of Module 10) – Successful manual pay sets update the employee’s tax accumulations on the masterfile the NIGHT that a manual payset is keyed. Changes to the masterfile are visible on this report immediately.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency:
  - CIPPS Reports – Reportline:
    - Report 1004 – Transaction Balance Report (Page 13 of Module 10) – Lists manual pay sets under Batch “0”.
    - Report 10 (Page 18 of Module 10) – The manual payset will be shown as a second line. If the manual payset does not appear on the Report 10 and it does not show on the Report 1009 with an error (this would have occurred the day it was keyed), then it is stuck in pending. Manual Pay sets will not processes unless:
      - The employee is in Active (1) Status on HOBES.
      - The employee is receiving regular pay. If the employee is not due any regular pay, you must key a penny on HUA03 to process the manual payset.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Salary/Rate Change Comparison (Page 65 of Module 10) – Manual Pay sets will be added to employee’s regular pay and will show here as a combined total.
    - Special Pays Listing – (Page 66 of Module 10) If a special pay was changed with a manual payset, it will be listed here.
    - Deduction Change Comparison Report (Page 67 of Module 10) – If a deduction was refunded, it will be listed here.

## **Post-Certification Review**

- The following reports are available the day after you certify a payroll on screen PYCTF:
  - CIPPS Reports – Reportline:
    - Report U118 –Gross Pay Differences (Page 30 of Module 10) – Shows the amount authorized for payment on screen PYCTF, the amount actually paid and any difference. If there is a total difference greater than \$1, you must send an explanation of differences to DOA by close of business the day after certification. Large variances and unexplained variances are reported in the Comptroller’s Report on Statewide Financial Management and Compliance.
    - Report 2007 - Recycled Pending Transactions (Page 25 of Module 10) – If any deductions or taxes could not be taken, CIPPS will print them on this report. Review the items for accuracy. You will need to remove these items from the pending file to prevent them from being deducted from the employee on the next available payroll.
    - Report U029 – CIPPS GLI Default Report (Page 38 of Module 10) – This report identifies errors encountered during the CIPPS to CARS update. If there was no programmatic coding, the agency default coding was used. Review and make adjustments by ATV if necessary.
    - Report 59 – Gross Pay Limit Exceeded – (Page 23 of Module 10) Lists employees who received gross wages greater than double their base salary.
    - Report U046 – Company Summary of Retirement Deduction Errors (Page 46 of Module 10) – Lists employees with Retirement Code Errors.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Report 10 Comparison (Page 70 of Module 10) – Select the “Post” Certification Report 10 and compare it to the last “Pre” Edit Report 10 that was run to get a listing of all differences between the two files. This report gives the detail for the difference that is reported on Report U118. Research differences and verify for correctness.

**END OF MODULE 7**