

Module 8: Error Corrections and Edit/Pay Requests

Learning Points

This Module introduces the basic concepts of:

Content of Pending File Transactions

- 700, 7XX, 8XX, 9XX, IBC (batch transactions)
- 400, 500, 600 transaction series (manual pay sets)

Pending File Maintenance (HSBFM) CAPP Topic 50135

- Deleting invalid, erroneous, or duplicate transactions from the pending file to prevent their processing.
- **NEVER DELETE TRANSACTIONS FOR MANUAL PAY SETS (400, 500, 600 transaction series) –THESE MUST BE REVERSED OR MAY NEED REGULAR PAY TO PROCESS.**

Requesting Report Writer Reports (HSRUT/HSRUP)

- Keying the Report Writer Request

Edit Requests (PYEDT) CAPP Topic 50810

- Keying the edit request
- Deadlines for edit requests
- Reports produced when an edit is requested
- Common pitfalls to avoid when requesting edits

Certification Requests (PYCTF) CAPP Topic 50815

- Keying the payroll certification request
- Deadlines for the payroll certification request
- Reports produced when a payroll is certified
- Common pitfalls to avoid when certifying

Online Pending File Screens

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

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

```

> GUH 100XX                                     ON H1K01

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

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

Deleting Transactions from the Pending File

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

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

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

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

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

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

BLANK HSBFM SCREEN SHOWN BELOW

```

> GUH 10010                                     ON HSBFM
-----PENDING FILE MAINTENANCE-----
__ COMPANY--> 00000 PAGE NUMBER--> 00000

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

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

```

Continued on next page

Deleting Transactions from the Pending File, continued

HSBFM

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

Employee #	Entry DT	SEQ NO1	SEQ NO2
	07242003	0055553	Leave blank*
01874632900	07242003	0055559	Leave blank*

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

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

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

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

Reviewing Pending File Deletions

**Next Day
Reports to
Review**

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

- Check the Online Pending File screen to verify that the transaction is gone (H1K01 for example).
- Report 1001 as shown on Page 5 of Module 10 will show the BFM transaction keyed.
- Successful deletions will be shown on Report 1007 (Deleted Pending Transactions shown on next page). Verify that the items deleted properly.
- If you requested an Edit, or certified payroll, check Report 1004 (shown on page 13 of Module 10)

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Reviewing Pending File Deletions, Continued

CO. NO. 10011		REPORT 1007		HR: M	
		RUN ON 12/15/2004		AT 16:08:03	
		REL 12.00.54		PAGE 1	
		DELETED		PENDING TRANSACTIONS AS OF 12/31/2004	
ENTRY DATE	SEQ NUM	EMP NUM	TRN	0123456789012345678901234567890123456789012345678901234567890	1
12312004	581	22222222200	BFM	12312004	321
12312004	321	22222222200	9XX	947	528
12312004	322	22222222200	9XX	1047	538
					20000
					3450
COMPANY NUMBER					DELETED TRANSACTIONS
10011					02

Report Writer Requests

HSRUP and HSRUT

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

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

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

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

```
> GUH 10010                                ON HSRUP

      TRANSACTION RPP - PERSONNEL FILE REPORT CONTROL

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

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

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

```
> GUH 10010                                ON HSRUT

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

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

TRN R R# O R# O
RPT 0 0854 0 0858 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
```

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Edit Requests

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

Frequencies	Pay Period	Check Date	Type of Pay
70 to 71	May 10 – 24, 2001	May 31, XXXX	Regular
75	April 10 – 24, 2001	May 15, XXXX	Regular
90	April 1 – 30, 2001	May 16, XXXX	Special
49	May 11 – 24, 2001	May 24, XXXX	Regular

> GUH 10010 ON PYEDT

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

CONTROL AGENCY: 00000 DATE: 00/00/0000 PAGE NO: 0000

THE FOLLOWING PAY FREQUENCIES ARE SUBMITTED FOR CIPPS SCRUB PROCESSING:

CO #	FREQ LO - HI	PAY PER	PERIOD BEG DT	PERIOD END DT	CHECK DATE	PAY TYPE	TIME ENTERED
00000	00 - 00	0	00000000	00000000	00000000	-	_____
00000	00 - 00	0	00000000	00000000	00000000	-	_____
00000	00 - 00	0	00000000	00000000	00000000	-	_____
00000	00 - 00	0	00000000	00000000	00000000	-	_____
00000	00 - 00	0	00000000	00000000	00000000	-	_____
00000	00 - 00	0	00000000	00000000	00000000	-	_____

A287W-NO RECORD/S FOUND

04/05/11 15:04:05 1 M3L1 CIP5 _____

4B A 06/03

Edit Requests, continued

**Deadlines for
Edit Requests**

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

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

**Reports
Produced with
an Edit Request**

Please refer to Page 11 of Module 10 to review some key reports that only produced when an edit is requested.

**Common
Pitfalls**

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

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

Certification Requests

Certifying Payroll

When requesting Certification:

- Certify by individual frequency
- Obtain a voucher number from your Fiscal Office. You do not need a unique voucher number for each Frequency certified.
- It is only necessary to enter gross pay on the first line – get the gross pay from the Report 10 Company Totals – **DO NOT USE THE GRAND TOTALS – USE COMPANY TOTALS**
- If you make changes on the day of certification that affect gross pay, you need to adjust the Gross Pay entered on PYCTF.

Using the information below, complete the CIPPS Payroll Certification screen PYCTF:

Frequencies	Voucher #	Pay Period	Check Date	Gross	Type of Pay
70	16660101	Mar. 10–24, XXXX	Mar. 31, XXXX	\$117,417.10	Regular
71	16660102	Mar. 1–15, XXXX	Mar. 31, XXXX		Regular
72	16660103	Mar. 1 – 15, XXXX	Mar. 31, XXXX		Regular

```

SNA
File Edit View Session Transfer Macro Settings Help
----- CIPPS PAYROLL CERTIFICATION -----
CONTROL AGENCY: 00000 DATE: 00/00/0000 PAGE NO: 0000
THE FOLLOWING PAYROLLS ARE APPROVED FOR PAYMENT:
PAY VOUCHER PAY PERIOD PERIOD CHECK CURRENT PAY LOGON TIME
CO # FREQ NUMBER PER BEG DT END DT DATE GROSS TYP ID ENTERED
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
00000 00 _____ 0 00000000 00000000 00000000 0000000.00 - _____
I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE
WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOL 1, SECTION 50815, AND
REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE NECESSARY, ACCURATE AND
APPROPRIATE.
A287W-NO RECORD/S FOUND
04/05/11 15:04:36 1 M3L1 CIP5
4B A 05/03

```

Certification Requests, continued

Deadlines for Certification Requests

You must enter payroll certifications by 3:30 pm on the day you plan to certify. The Semi-Monthly salaried payroll must be certified before the deadline printed in the State Payroll Operations calendar provided to you via Payroll Bulletins.

Check dates chosen must be two (2) days after the date you certify. If you need to request a next day pay, enter the check date as two (2) days later and contact State Payroll Operations to have the next day check date approved. State Payroll Operations will change the check date for you.

Keep in mind that we have several scheduled interfaces that occur for benefits processing. If you choose to certify before the interface is scheduled (as shown on the State Payroll Operations calendar), deductions for those employees will not be updated in time to process your payroll.

Reports Produced when Payroll is Certified

Please refer to Pages 16 and 26 of Module 10 to review some key reports that are automatically produced with Payroll Certification.

Common Pitfalls

To avoid gross pay differences and ensure that payroll is certified properly:

- Have someone else verify what you entered on the PYCTF screen.
- Use a report such as the Report U104 shown on Page 12 of Module 10 to key the PYCTF request exactly as it was keyed during the PYEDT request. (Unless the PYEDT was incorrect!)
- Be sure to get enough time to edit the payroll and get a good clean edit so that you can use the **Company Totals** provided on the most current Report 10. Gross Pay Differences are often the result of items added to payroll the day of certification.

END OF MODULE 8