

Expectations for DOA Payroll Service Bureau (PSB) Participating Agencies

Logistics Required

- Collection of pay period payroll documents for submission to PSB, e.g., wage timesheets and salaried overtime authorizations
- Collection of leave slips for submission to PSB
- Collection of materials listed under Authorizing Paperwork section for submission to PSB
- Distribution of employee paychecks if the agency is not paperless or under direct deposit mandate
- Distribution of W2's to employees if agency does not have them mailed directly from the PSB

Authorizing Paperwork for submission to PSB by the stipulated deadlines. Conveyance of these materials may be made via email attachments, courier, fax, US Mail or SMS Interoffice mail. The materials listed below must bear the appropriate authorizations and approvals prior to submission to PSB for processing.

- Wage Timesheets including designation of any overtime hours to be paid
- Salaried employees' timesheets with exceptional pay items, e.g., overtime hours to be paid, including designation of the factor at which the overtime is to be paid, i.e., straight time or premium.
- New Hire information for new hires, rehires and employees transferring in, including leave balances
- Termination/Retirement/Separation information
- Programmatic coding changes
- Benefits changes for benefits not automatically updated in CIPPS, e.g., retirement plan enrollments and changes
- Deduction changes, including direct deposit authorizations, for deductions not automatically updated in CIPPS, e.g. Pre-tax parking, Pre-tax Transportation, Association Dues, etc.
- Tax changes (Form W-4, VA-4 and reciprocal states' tax withholding certificates)
- Wage employee profile changes, e.g., name, address, hourly rate, programmatic coding
- Leave Slips for VSDP income replacement purposes, or alternatively a form reflecting the employee's election to use Disability Credits and/or Personal Leave for Income Replacement
- Leave Slips for non-VSDP work related absences or illnesses, i.e., workers compensation absences, and the designation of personal leave usage for income replacement purposes
- Special Payment information for bonuses, workers compensation awards, moving and relocation reimbursements, non-cash awards, etc.
- Reportable items processed through CARS, such as reportable meals, personal use of state vehicles and tuition reimbursements
- Leave Slips for leave usage (other than VSDP absences) and/or leave earnings
- Copies of Workers Compensation Award payments
- Authorizations for pay dockings due to insufficient leave balances

Human Resources Requirements

- Ensure PMIS is updated timely for all personnel changes and employment status changes, including overtime pay entitlements and extended leave without pay absences
- Ensure BES is updated timely for all Flex and Healthcare benefit changes and enrollments
- Ensure timely enrollments of VRS related benefit programs
- Ensure timely submissions of action forms for personnel actions not handled via the PMIS to CIPPS Automatic Update process, e.g., retirement plan changes, pay dockings for insufficient leave balances
- Manage employee communications and respond to employee inquiries
- Manage VSDP claim activity, update PMIS timely for departures and returns from VSDP absences
- Manage workers compensation claim activity including approvals for Workers Compensation leave usage and designation of the 92nd day of absence on approved workers compensation leave

Expectations for DOA Payroll Service Bureau (PSB) Participating Agencies, continued

Fiscal Authorizations Required The items listed below are prepared by PSB and submitted to the agency's fiscal officer for review and approval. Please see additional information regarding the Payroll Certification process.

- Payroll Certification
- Healthcare Certification
- VEC FC-20 Quarterly Employer's Report of Unemployment Wages
- Leave Liability Attachment for Fiscal Year End
- Quarterly Pre-certification of Reportable Items
- Quarterly Certification of Taxable Wages
- Annual Certification of Taxable Wages
- Payroll Stop Payment Authorizations for agencies that have not delegated this authority to PSB
- Programmatic Coding changes

Payroll Certification

The PSB provides agencies the PAT Pre-Certification Report Packet and key CIPPS Reports. The PAT Pre-Certification Reports reflect the key changes made to employees' records as well as all pay items, e.g. overtime pay, VSDP payments, bonuses, leave payouts and wage hours paid.

CARS Entries Required

- IAT's for Healthcare and VRS expenditures resulting from monthly reconciliations
- "X" Batch payment processing for replacement checks for paychecks lost in the mail
- Refunds of prior calendar years' deductions
- EFTPS deposits if additional federal tax deposits are required as a result of W2 revisions or adjustments
- Deposits of workers compensation awards, expenditure reimbursements and repayments received from employees

Systems Access Required

- Payline masking access for password administration and for responding to employee inquiries
- Reportline access for retrieval of CIPPS Payroll and/or Leave Reports