Virginia Department of Accounts
Financial Accountability. Reporting Excellence.

Default Coding

To: **Payroll Operations**
                Department of Accounts
Fax: **804-225-3499**

Agency Name: _____

Agency Number: _____

Effective _____ please use the following default coding for the payroll general ledger interface when programmatic data for an employee has not been established in CIPPS at the time of payroll certification:

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Agency Fund   Prg SA EI   Obj   Proj/Task/Phase CC

_____

Effective _____ please use the following default coding to charge our agency for premium shortages identified during the automated healthcare reconciliation process:

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Agency Fund   Prg SA EI   Proj/Task/Phase CC

_____

Signature of Agency Fiscal Officer _____

Date _____