

Volume No. 3 - Classification & Coding Structure	TOPIC NO.	60202
Function No. 60200 - CIPPS	TOPIC	CIPPS - PAYROLL BLANK FORMS
	DATE	August 1999

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Overview

Introduction This topic contains blank form examples for your use to prepare the payroll. Use of these forms is optional; however, some type of source document must be retained by your agency in accordance with Federal guidelines and for audit purposes.

How to Get Full-Sized Forms to Use **The blank forms displayed here are for illustrative purposes and are reduced in size.**


You can receive hardcopy originals to duplicate at your site through—

Internet

DOA's website: www.doa.virginia.gov

DOA

Payroll Production Supervisor

 (804) 371-7799

 payroll@doa.virginia.gov

Enlarge the Hardcopy Once you have the full-size form, you might find it helpful to enlarge it even further when you photocopy it for your on-site use.

Forms Included The following forms are included in this topic:

Form Name	CIPPS Data Entry Screen	Form Number
Void Direct Deposit	Not Applicable	PR-1
Void Check	Not Applicable	PR-2
Time and Attendance	HUA03	PR-3
Special Payments as Regular Pay	HUC01	PR-4
Special Payments	HUE01	PR-5
Special Pay Adjustment	HTPSA	PR-6
Deduction Refund/Adjustment	HTODA	PR-7
Tax Refund/Adjustment	HTQTA	PR-8
Tax and Deduction Override	HUD01	PR-9

Continued on next page

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Overview, Continued

Forms Included (continued)

Form Name	CIPPS Data Entry Screen	Form Number
Employee Manual Pays 1	HTMM1	PR-10.1
Employee Manual Pays 2	HTMM2	PR-10.2
Employee Manual Pays 3	HTMM3	PR-10.3
Third Party Payment Name and Address	H0901	PR-11

Void Direct Deposit, Form PR-1

VOID DIRECT DEPOSIT FORM

TRANS CODE: 450

Form PR-1
Rev 8/99

(1) Y Q PERIOD END DATE	(1) Y Q PERIOD END DATE	(1) Y Q PERIOD END DATE	(1) Y Q PERIOD END DATE	(1) Y Q PERIOD END DATE
DD NUMBER PAYMENT CHECK DATE	DD NUMBER PAYMENT CHECK DATE	DD NUMBER PAYMENT CHECK DATE	DD NUMBER PAYMENT CHECK DATE	DD NUMBER PAYMENT CHECK DATE
T D EMPLOYEE NUMBER COMPANY NUMBER 0 0	T D EMPLOYEE NUMBER COMPANY NUMBER 0 0	T D EMPLOYEE NUMBER COMPANY NUMBER 0 0	T D EMPLOYEE NUMBER COMPANY NUMBER 0 0	T D EMPLOYEE NUMBER COMPANY NUMBER 0 0
EMPLOYEE NAME (FOR REFERENCE ONLY)	EMPLOYEE NAME (FOR REFERENCE ONLY)	EMPLOYEE NAME (FOR REFERENCE ONLY)	EMPLOYEE NAME (FOR REFERENCE ONLY)	EMPLOYEE NAME (FOR REFERENCE ONLY)

AUTHORIZED SIGNATURE (AGENCY)

KEYED BY (DOA)

DATE

(1) YQ INDICATOR
 Y - YEAR TO DATE ONLY
 Q - YEAR AND QUARTER TO DATE
 C - YEAR AND PRIOR QUARTER

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Void Check, Form PR-2

VOID CHECK FORM								
TRANS CODE: 450	EMPLOYEE NAME (FOR REFERENCE ONLY)	COMPANY NUMBER 0 0	EMPLOYEE NUMBER T D 0 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CHECK NUMBER</td> <td style="width: 50%; padding: 2px;">CHECK DATE</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PAYMENT</td> <td style="width: 50%; padding: 2px;">PERIOD END DATE</td> </tr> </table> <div style="text-align: right; font-size: small;">(1) Y Q</div>	CHECK NUMBER	CHECK DATE	PAYMENT	PERIOD END DATE
CHECK NUMBER	CHECK DATE							
PAYMENT	PERIOD END DATE							
EMPLOYEE NAME (FOR REFERENCE ONLY)	COMPANY NUMBER 0 0	EMPLOYEE NUMBER T D 0 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CHECK NUMBER</td> <td style="width: 50%; padding: 2px;">CHECK DATE</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PAYMENT</td> <td style="width: 50%; padding: 2px;">PERIOD END DATE</td> </tr> </table> <div style="text-align: right; font-size: small;">(1) Y Q</div>	CHECK NUMBER	CHECK DATE	PAYMENT	PERIOD END DATE	
CHECK NUMBER	CHECK DATE							
PAYMENT	PERIOD END DATE							
EMPLOYEE NAME (FOR REFERENCE ONLY)	COMPANY NUMBER 0 0	EMPLOYEE NUMBER T D 0 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CHECK NUMBER</td> <td style="width: 50%; padding: 2px;">CHECK DATE</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PAYMENT</td> <td style="width: 50%; padding: 2px;">PERIOD END DATE</td> </tr> </table> <div style="text-align: right; font-size: small;">(1) Y Q</div>	CHECK NUMBER	CHECK DATE	PAYMENT	PERIOD END DATE	
CHECK NUMBER	CHECK DATE							
PAYMENT	PERIOD END DATE							
EMPLOYEE NAME (FOR REFERENCE ONLY)	COMPANY NUMBER 0 0	EMPLOYEE NUMBER T D 0 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CHECK NUMBER</td> <td style="width: 50%; padding: 2px;">CHECK DATE</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PAYMENT</td> <td style="width: 50%; padding: 2px;">PERIOD END DATE</td> </tr> </table> <div style="text-align: right; font-size: small;">(1) Y Q</div>	CHECK NUMBER	CHECK DATE	PAYMENT	PERIOD END DATE	
CHECK NUMBER	CHECK DATE							
PAYMENT	PERIOD END DATE							
EMPLOYEE NAME (FOR REFERENCE ONLY)	COMPANY NUMBER 0 0	EMPLOYEE NUMBER T D 0 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CHECK NUMBER</td> <td style="width: 50%; padding: 2px;">CHECK DATE</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PAYMENT</td> <td style="width: 50%; padding: 2px;">PERIOD END DATE</td> </tr> </table> <div style="text-align: right; font-size: small;">(1) Y Q</div>	CHECK NUMBER	CHECK DATE	PAYMENT	PERIOD END DATE	
CHECK NUMBER	CHECK DATE							
PAYMENT	PERIOD END DATE							

AUTHORIZED SIGNATURE (AGENCY)	DATE	KEYED BY (DOA)	DATE	Form PR-2 Rev 8/99
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(1) YQ INDICATOR
Y - YEAR TO DATE ONLY
Q - YEAR AND QUARTER TO DATE
C - YEAR AND PRIOR QUARTER

Time and Attendance, Form PR-3

TIME AND ATTENDANCE
SCREEN ID: HUA03

COMPANY NUMBER →

BATCH NUMBER →

PAGE NUMBER →

EMPLOYEE NUMBER	TRANS CODE	DEP SEC	OT	SH	DED	RATE AMT	HOURS	LABOR DIST CODE	WKFLD	ADJ	AMT
	T C D										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										
	0 0 0										

(1) OT (Overtime) Code:
0 - Regular Pay
1 - OT1 Agency defined rate
2 - OT2 Agency defined rate

(2) SH (Shift) Code:
0 or 1 - None
2 - Second Shift
3 - Third Shift

(3) DED (Deduction) Code:
0 - Withhold normal deductions
7 - Withhold % deductions only
8 - Do not withhold deductions
9 - Withhold only banking deductions

(4) Hours:
Enter regular or OT hours
Enter as 2-decimal amount
ex: 40 hours = 4000

(5) Rate/Amount:
Specify a 5-decimal rate or a 2-decimal amount
ex: \$5.50/hour = 550000
ex: \$400 amt = 40000

(6) ADJ (Adjustment) Indicator:
Blank : Override current pay
+ : Add to current pay
- : Subtract from current pay

(7) AMT (Amount) Indicator:
0 - If hours are entered RATE AMT field is a 5-decimal place rate; if no hours RATE AMT field is a 2-decimal amount
1 - RATE AMT field is a 2-decimal amount use to enter hours with a reg/OT amt

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

SCREEN ID: HRSBB

Company Number 0 1 0	Batch Number	Control Totals 'A' (Regular Hours)
Control Totals 'C' (Regular Rates and Amounts)		Control Totals 'B' (Overtime Hours)
Control Totals 'D' (Overtime Rates and Amounts)		Control Totals 'D' (Overtime Rates and Amounts)
		Pay Range 1 2

Authorized Signature _____

Keyed By _____

Date _____

Form PR-3
Rev 9/99

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Special Payments as Regular Pay, Form PR-4

SPECIAL PAYMENTS AS REGULAR PAY

SCREEN ID: HUC01

COMPANY NUMBER 0 0	BATCH NO 0 0	PAGE NO 0 0	(1) SH (Shift) Code: 0 - 1 - None 2 - Second Shift 3 - Third Shift	(3) HOURS Enter regular or OT hours Enter as 2-decimal amount ex: 40 hours = 4000	(4) RATE/AMOUNT Specify a 5-decimal rate or a 2-decimal amount ex: \$5.50/hour = 550000 ex: \$400 amt = 40000	(5) AU (RATE/AMT Indicator) 0 - If hours are entered RATE AMT field is a 5-decimal place rate; if no hours, RATE AMT field is a 2-decimal place amount 1 - RATE AMT field is a 2-decimal amount even if hours are entered	(2) DED (Deduction) Code: 0 - Withhold normal deductions 7 - Withhold % deductions only 8 - Do not withhold deductions 9 - Withhold only banking deductions			
EMPLOYEE NUMBER T C D 0 0 0 0 0 0 0	T R N 7 7 7 7 7 7 7	SPE PAY NO 0 0 0 0 0 0 0	ST LOC 0 0 0 0 0 0 0	DEP SEC 0 0 0 0 0 0 0	DATE FROM 0 0 0 0 0 0 0	DATE TO 0 0 0 0 0 0 0	HOURS 0 0 0 0 0 0 0	RATE/AMT 0 0 0 0 0 0 0	WKFLD 0 0 0 0 0 0 0	(5) A U 0 0 0 0 0 0 0

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

SCREEN ID : HRSBB

Company Number 0 0	Batch Number 0 0	Control Totals 'A' (Regular/SP Hours)	Control Totals 'B' (Overtime Hours)
Control Totals 'C' (Regular/SP Rates and Amounts)		Control Totals 'D' (Overtime Rates and Amounts)	
Pay Range 1 2			

Authorized Signature _____ Date _____

Keyed By _____ Date _____

Form PR-4
Rev 8/99

Special Payments, Form PR-5

SPECIAL PAYMENTS
SCREEN ID: HUE01

COMPANY--> 00	BATCH NUMBER-->	PAGE NUMBER-->																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>EMPLOYEE NUMBER</th> <th>T</th> <th>C</th> <th>D</th> <th>X</th> <th>9</th> </tr> <tr> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	EMPLOYEE NUMBER	T	C	D	X	9		X	X	X	X	X	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>TRIN</th> <th>T</th> <th>A</th> <th>X</th> </tr> <tr> <td></td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	TRIN	T	A	X		X	X	X	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>DEP SEC</th> <th>(2)</th> <th>(3)</th> </tr> <tr> <td></td> <td>C H K</td> <td>D E D</td> </tr> </table>	DEP SEC	(2)	(3)		C H K	D E D	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>DATE FROM</th> <th>DATE TO</th> <th>HOURS</th> <th>RATE/AMOUNT</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	DATE FROM	DATE TO	HOURS	RATE/AMOUNT					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>(6)</th> <th>(7)</th> </tr> <tr> <td>A D J</td> <td>A U</td> </tr> </table>	(6)	(7)	A D J	A U
EMPLOYEE NUMBER	T	C	D	X	9																																					
	X	X	X	X	X																																					
TRIN	T	A	X																																							
	X	X	X																																							
DEP SEC	(2)	(3)																																								
	C H K	D E D																																								
DATE FROM	DATE TO	HOURS	RATE/AMOUNT																																							
(6)	(7)																																									
A D J	A U																																									

(1) TAX DESCRIPTOR
 0- Withhold taxes at the suppl. % rate
 1- Withhold taxes based on from and to dates
 2- Withhold no taxes but add amount to taxable fields
 3- Withhold no taxes but add amount to non-taxable fields
 4- Reduce regular pay by this amount before calculating
 5- Withhold taxes based on employee's master file & tax table

(3) DEDUCTION INDICATOR
 0- Withhold normal deductions
 7- Withhold only % deductions
 8- Do not withhold any deductions
 9- Withhold only banking (DD) deductions

(4) HOURS
 Enter SP hours as 2-decimal amount
 ex: 40 hours = 4000

(5) RATE/AMOUNT
 Specify a 5-decimal rate or a 2-decimal amount
 ex: \$5.50/hour = 550000
 ex: \$400 amt = 40000

(6) ADJ INDICATOR
 Blank - No adjustments / overrides
 Auto Spec Pay on H10AS
 + Add to Auto Spec Pay on H10AS
 - Subtract from Auto Spec Pay on H10AS

(7) AU (RATE/AMT INDICATOR)
 0 - If no hours, RATE AMT field is a 5-decimal place rate;
 if no hours, RATE AMT field is a 2-decimal amount
 1 - RATE AMT field is a 2-decimal amount even if hours are entered

SCREEN ID : HRSBB

Company Number 00	Batch Number	Control Totals 'A' (Special Pay Hours)	Control Totals 'B' (Not used for SP batches)	Pay Range 1 2
Control Totals 'C' (Spec Pay Rates and Amounts)		Control Totals 'D' (Not used for SP batches)		

(2) SEPARATE CHECK INDICATOR
 0 - Tax in conjunction with regular payments (1 check)
 1 - Separate taxing (1 check)
 2 - Produce separate check and no regular check (1 check)
 3 - Produce separate check in addition to regular check (2 checks)

Authorized Signature _____ Date _____

Keyed By _____ Date _____

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Special Pay Adjustment, Form PR-6

EMPLOYEE SPECIAL PAY ADJUSTMENT

SCREEN ID: HTPSA

COMPANY -->	EMPLOYEE NO -->	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	PAGE NUMBER -->	EMPLOYEE NAME (For Reference Only)
TRN 5 0 3	CHECK NUMBER	DATE FROM TO	HOURS	SALARY / AMOUNT	REAS	NET
TRN 4 0 0 4 0 0	S7/LOC DPT/SEC	(3) O T S H	(5)	(6)	SU/ST	LABOR DISTRIB CODE
TRN 5 0 0	ST/LOC FIT	OASDI	HI	DI	LOCAL	OTHER
SP NO 6 6	S7/LOC DPT/SEC P I	DATE FROM TO	(7) SPECIAL PAY HOURS	SPECIAL PAY AMOUNT	NON-TAXABLE AMOUNT	LABOR DISTRIB CODE
TAXES		NET		TOTAL PAYS		GROSS

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YQ Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

(3) OT (Overtime) Code
Blank, 0 Not Overtime
1 OT1
2 OT2

(4) SH (Shift) Code
0 or 1 None
2 Second Shift
3 Third Shift

(5) Hours
Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(6) Salary/Amount
Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

(7) SP (Special Pay) Hours
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

Authorized Signature _____ Date _____

Keyed By _____ Date _____

Form PR-6
Rev 8/99

Deduction Refund/Adjustment, Form PR-7

DEDUCTION REFUND / ADJUSTMENT
SCREEN ID: HTODA

EMPLOYEE NAME (FOR REFERENCE ONLY) _____

COMPANY NUMBER: 00 EMPLOYEE NUMBER: T C D 100 PAGE NO: _____

TRANS CODE: 503 CHECK NUMBER: _____ CHECK DATE: _____

TRANS CODE: 500 STATE LOC CDE: _____ FIT: _____ OASDI: _____

PERIOD BEGIN DATE: _____ PERIOD END DATE: _____ REAS: _____ NET PAY: _____ T U: _____

TAX WITHHELD: HI: _____ SIT: _____ DI: _____ LOCAL: _____ OTHER: _____ GROSS PAY: _____ (1) + (2) Y

DEDUCTIONS + TAXES = NET = TOTAL PAYS = GROSS

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YQ Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

Authorized Signature _____ Date _____ Keyed By _____ Date _____

Form PR-7 Rev 8/99

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Tax Refund/Adjustment, Form PR-8

TAX REFUND / ADJUSTMENT

SCREEN ID: HTQTA

EMPLOYEE NAME (FOR REFERENCE ONLY)

COMPANY NUMBER	EMPLOYEE NUMBER	PAGE NO	PERIOD BEGIN DATE	PERIOD END DATE	REAS	NET PAY
0 0	T C D 0 0					(1) + (2) Y

TRANS CODE	CHECK NUMBER	CHECK DATE	TAX WITHHELD	GROSS PAY
5 0 3				(1) + (2) Y

STATE LOC CDE	FIT	OASDI	HI	SIT	DI	LOCAL	OTHER
5 0 0							

TRANS CODE	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
5 0 0							

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YQ Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

Authorized Signature _____

Keyed By _____ Date _____

Form PR-8
Rev 8/99

Tax and Deduction Override, Form PR-9

DEDUCTION OVERRIDE
 SCREEN ID: HUD01

COMPANY ---->

BATCH NUMBER----->

PAGE NUMBER---->

EMPLOYEE NUMBER	(1) DED NO	STATE LOCAL	DEDUCTION GOAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION UTILITY	(2) A D J
T C D								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								
0 0 0								

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(1) Deduction Number:
Enter the CIPPS Deduction Number of the deduction being refunded/adjusted

(2) Adjustment Indicator:
Blank Withhold in place of standard amount
+ Withhold in addition to standard amount
- Subtract from standard amount withheld

SCREEN ID: HRSBB

Company Number 0 0	Batch Number	Control Totals 'A' (Regular Hours)	Control Totals 'B' (Overtime Hours)	Pay Range
				1 2
Control Totals 'C' Deduction Amounts			Control Totals 'D' (Overtime Rates and Amounts)	

Authorized Signature _____

Keyed By _____

Date _____

Date _____

Form PR-9
Rev 8/99

Employee Manual Pays 1, Form PR-10.1

MANUAL PAY / EARNINGS UPDATE
SCREEN ID: HTMM1

EMPLOYEE NAME (FOR REFERENCE ONLY) _____

EMPLOYEE NUMBER _____ PAGE NUMBER _____

COMPANY NUMBER _____ CHECK NUMBER _____ CHECK DATE _____

TRN CODE 5 0 3 PERIOD BEGIN DATE _____ PERIOD END DATE _____ REAS _____ TU _____ OLD CHECK NUMBER _____ NET PAY _____ (1) + _____ (2) Y _____

STATE LOCAL _____ (3) O T S H _____ DATE FROM _____ DATE TO _____ HOURS _____ (4) S H _____ SALARY AMOUNT _____ (5) _____ LABOR DIST CODE _____ (1) + _____ (2) Y _____

STATE LOCAL _____ FIT _____ OASDI _____ HI _____ SIT _____ DI _____ LOCAL _____ OTHER _____ GROSS PAY _____ (1) + _____ (2) Y _____

TRN CODE 5 0 0 DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ (1) + _____ (2) Y _____

TRN CODE 5 5 0 DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ DE AMOUNT _____ (1) + _____ (2) Y _____

STATE LOCAL _____ P I _____ SU ST _____ DATE FROM _____ DATE TO _____ SP PAY AMOUNT _____ SP PAY HOURS _____ (7) _____ NON-TAXABLE AMT _____ LABOR DIST CODE _____ (1) + _____ (2) Y _____

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YO Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

(3) OT (Overtime) Code
Blank, 0 Not Overtime
1 OT1
2 OT2

(4) SH (Shift) Code
0 or 1 None
2 Second Shift
3 Third Shift

(5) Hours
Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(6) Salary/Amount
Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

(7) SP (Special Pay) Hours
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

CONTINUATION FORMS ATTACHED:
 HTMM2
 HTMM3

Authorized Signature _____ Date _____

Keyed By _____ Date _____

Form PR-10.1
Rev 8/99

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Employee Manual Pays 2, Form PR-10.2

MANUAL PAYS 2
SCREEN ID: HTMM2

ATTACH TO FORM PR-10.1 (HTMM1)

EMPLOYEE NAME (FOR REFERENCE ONLY)

BALANCE ON SCREEN HTMMB WHEN ENTRY IS COMPLETE

COMPANY NUMBER	EMPLOYEE NUMBER	T C D 0	PAGE NUMBER	EMPLOYEE NAME (FOR REFERENCE ONLY)	DATE FROM	DATE TO	(5) HOURS	(6) SALARY AMOUNT	SU ST	LABOR DIST CODE	(1) +	(2) Y
TRN CODE 4 0 0	STATE LOCAL	(3) O S	DEP	DATE FROM	DATE TO	(5) HOURS	(6) SALARY AMOUNT	SU ST	LABOR DIST CODE	(1) +	(2) Y	
TRN CODE 4 0 0	STATE LOCAL	(3) O S	DEP	DATE FROM	DATE TO	(5) HOURS	(6) SALARY AMOUNT	SU ST	LABOR DIST CODE	(1) +	(2) Y	
TRN CODE 5 0 0	STATE LOCAL	FIT	OASDI	HI	SIT	DI	LOCAL	OTHER	GROSS PAY	(1) +	(2) Y	
TRN CODE 5 0 0	STATE LOCAL	FIT	OASDI	HI	SIT	DI	LOCAL	OTHER	GROSS PAY	(1) +	(2) Y	
TRN CODE 5 5 0	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	(1) +	(2) Y	
TRN CODE 5 5 0	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	DE NO	DE AMOUNT	(1) +	(2) Y	
SP NO 6	STATE LOCAL	P I	DEP	DATE FROM	DATE TO	SP PAY HOURS	SP PAY AMOUNT	NON-TAXABLE AMT	LABOR DIST CODE	(1) +	(2) Y	
SP NO 6	STATE LOCAL	P I	DEP	DATE FROM	DATE TO	SP PAY HOURS	SP PAY AMOUNT	NON-TAXABLE AMT	LABOR DIST CODE	(1) +	(2) Y	

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YQ Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

(3) OT (Overtime) Code
Blank, 0 Net Overtime
1 OT1
2 OT2

(4) SH (Shift) Code
0 or 1 None
2 Second Shift
3 Third Shift

(5) Hours
Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(6) Salary/Amount
Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

(7) SP (Special Pay) Hours
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

Authorized Signature _____ Date _____

Keyed By _____ Date _____

Form PR-10.2
Rev. 8/99

Employee Manual Pays 3, Form PR-10.3

MANUAL PAYS 3
SCREEN ID: HTMM3

ATTACH TO FORM PR-10.1 (HTMM1)

COMPANY NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME (FOR REFERENCE ONLY)	PAGE NUMBER
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BALANCE ON SCREEN HTMMB WHEN ENTRY IS COMPLETE

TRN CODE	STATE LOCAL	DEP	(3) O T S H	DATE FROM	DATE TO	(5) HOURS	SALARY AMOUNT	SU ST	LABOR DIST CODE	(1) +	(2) Y
4 0 0											
4 0 0											

SP NO	STATE LOCAL	DEP	P I	DATE FROM	DATE TO	(7) SP PAY HOURS	SP PAY AMOUNT	NON-TAXABLE AMT	LABOR DIST CODE	(1) +	(2) Y
6											
6											
6											

(1) Adjustment Indicator
Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
P Positive Update in Current Pay (Paid)
M Negative Update in Current Pay (Paid)

(2) YQ Indicator
Blank Adjust Year, Quarter, and Month Fields
Y Adjust Year fields only
Q Adjust Year and Quarter fields only
C Adjust Year and Prior Quarter fields only

(3) OT (Overtime) Code
Blank, 0 Not Overtime
1 OT1
2 OT2

(4) SH (Shift) Code
0 or 1 None
2 Second Shift
3 Third Shift

(5) Hours
Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(6) Salary/Amount
Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

(7) SP (Special Pay) Hours
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

Authorized Signature _____

Keyed By _____ Date _____

Form PR-10.3
Rev 8/99

Volume No. 3 - Classification & Coding Structure	TOPIC NO.	60202
Function No. 60200 - CIPPS	TOPIC	CIPPS - PAYROLL BLANK FORMS
	DATE	August 1999

Third Party Payment Name and Address, Form PR-11

THIRD PARTY DEDUCTION NAME & ADDRESS
SCREEN ID: H0901

EMPLOYEE NAME (FOR REFERENCE ONLY)

NAME NUMBER → ⁽¹⁾

COMPANY NUMBER	
0	0

EMPLOYEE NUMBER	
T	C
D	0

PAYEE NAME →

ADDRESS 2 →

ADDRESS 3 →

ADDRESS 4 →

ADDRESS 5 →

(1) Name Number:
Enter value that specifies the deduction payee in the H0ZDC Utility Field (7th position)

Authorized Signature _____

Keyed By _____

Date _____

Form PR-11
Rev 8/99

Volume No. 3 - Classification & Coding Structure	TOPIC NO.	60202
Function No. 60200 - CIPPS	TOPIC	CIPPS - PAYROLL BLANK FORMS
	DATE	August 1999

Internal Control

Internal Control

Persons assigned as key operators for CIPPS have the responsibility to verify information is complete, properly authorized, and entered accurately into the system. The technical accuracy of payroll actions made to CIPPS is a shared responsibility between the person who collects and processes the source documents and the agency fiscal managers who must oversee the payroll operations to ensure consistent application of internal control procedures.

Records Retention

Time Period

The retention of source documents/records is determined by type of transaction each document supports (i.e. Special Pay, Manual Pay Adjustment, etc.). Refer to the applicable CAPP Topic for the type of transaction being processed.

Contacts

DOA Contact

Manager, State Payroll Operations
 (804) 225-3074
 payroll@doa.virginia.gov

Volume No. 3 - Classification & Coding Structure	TOPIC NO.	60202
Function No. 60200 - CIPPS	TOPIC	CIPPS - PAYROLL BLANK FORMS
	DATE	August 1999

Subject Cross Reference

- References**
- CAPP Topic No. 50405, *Third-Party Payments*
 - CAPP Topic No. 50505, *Time and Attendance*
 - CAPP Topic No. 50510, *Special Payments*
 - CAPP Topic No. 50515, *Tax/Deduction Overrides*
 - CAPP Topic No. 50520, *Void Checks*
 - CAPP Topic No. 50605, *Tax Refunds*
 - CAPP Topic No. 50610, *Deduction Refunds*
 - CAPP Topic No. 50705, *Earnings Updates*
 - CAPP Topic No. 50810, *Payroll Reports*