

# Department of Accounts Payroll Bulletin

Calendar Year 2007

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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## PAYROLL PROCESSING - FISCAL YEAR-END

### Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year-End 2007, Fiscal Year 2008 benefit rates (including healthcare rate tables), and the June - November 2007 payroll operations calendar. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

### Key Payroll Operations Dates for June 2007

- **June 11** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 14** - Healthcare reconciliations and related IATs due to DOA for the May coverage month.
- **June 19** – Last day to certify wage/special payrolls charged to **FY 07**. You must use a June check date, no July check dates will be allowed.
- **June 20** – First day to certify Semi-monthly salary for PPE 6/24, Payday July 2. **All payrolls certified on or after June 20 will be charged to FY 08 and must have July check dates.**
- **June 26** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 08.**
- **June 29** – Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing.

### Payroll Expenditures

**Salaried payroll expenditures for the June 10 - 24 pay period (July 2, 2007 payday) will be charged to FY2008 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement, all payrolls certified on June 20, 2007 or later will be charged to FY2008.

**Non-salaried and special pays certified between June 12 and June 19 will be charged to FY2007.** These payruns are for non-salaried (e.g., hourly) and special payrolls only. *Salaried payroll certifications for the period ending June 24<sup>th</sup> will not be permitted on these dates.* If you plan to certify during this time, contact Cathy McGill by e-mail to [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov) or (804) 371-7800.

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**PAYROLL PROCESSING - FISCAL YEAR-END 2007**, continued

**“P” and “N” Vouchers** Agencies are not required to use the “P” or “N” on payroll vouchers processed through CIPPS. CIPPS payrolls post to CARS as a batch type 9, which does not require the “P/N” voucher process.

**VRS Rate Schedule** Effective with the June 25 – July 9 pay period (July 16 payday), contribution rates for VRS administered programs are scheduled to change to the rates listed below. **No action is required by agencies; DOA will adjust the rates in CIPPS.**

Benefit Name	Rate	Expenditure Code
<b>Retirement-</b>		
State employees	11.15%	1111
State Police	25.76%	1111
Judicial	43.01%	1111
VaLORS	20.86%	1111
<b>Group Insurance</b>	1.00%	1114
<b>Retiree Health Insurance Credit</b>	1.20%	1116
<b>Long-Term Disability</b>	2.00%	1117

**Optional Group Life Premium Update** Effective July 1, 2007 (July 16, 2007 payday), the Optional Group Life premium rates will be reduced. The rates are based on the salary of the member and the age of the member or spouse on January 1, 2007.

Reports documenting the coverage and premium amounts will be distributed around the middle of June. The file to change the Deduction 35 amounts will be loaded on June 29. Be sure to review the Report U024, OPTIONAL GROUP LIFE PREMIUM LISTING, and Report U025, OPTIONAL GROUP LIFE ERROR REPORT, in sufficient time to identify and make any necessary adjustments prior to certification.

Questions regarding coverage or premiums should be directed to Joe Chang at Minnesota Life at:

Joe Chang, Richmond Branch Office  
joseph.chang@minnesotalife.com  
Phone: 1-800-441-2258, ext. 101  
Fax: 804-644-2460

**CIPPS Security** If you make changes to who has authority to approve the Payroll Check Authorizations on your Authorized Signatories Form (DA-04-121), be sure that you also complete the CIPPS Security Authorization form to add or remove that person’s access to CIPPS.

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## PAYROLL PROCESSING - FISCAL YEAR-END 2007, continued

### Flexible Benefits

Mass transactions to deactivate the flexible benefit deductions (Deduction 21, Dependent Care and Deduction 22, Medical Reimbursement) and zero the amount and goal fields will be executed by DOA on June 29. **DOA will then establish the new plan year deduction amounts and goals and turn the deduction frequency to "09" from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions. Please review all transactions for accuracy.**

Flex account deductions for the new plan year will be established so that the goal amount is decremented each time a payment is deducted. This means that the goal amount for the **full** plan year will be entered and there will be a "1" in the eighth position of the utility field. At the end of the calendar year, the year-to-date amount will be cleared, but the amount remaining in the goal field will equal half of the amount for the plan year and no additional effort will be required to reestablish goal amounts in January for the flex benefit accounts.

*The only time you will need to make a change to the flex account deductions is if the employee has a qualifying event during the plan year that changes the amount of the deduction. Keep in mind that the deduction has been set for pre-taxability and to decrement the goal. **Do not change the utility field.***

### Healthcare Premium Schedules

On July 1, 2007, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2007 Open Enrollment Issue, and listed on pages 4-8 in this bulletin, will take effect.

The new Healthcare Premium schedules distributed by DHRM are divided into two sections. The first section applies to active employees, the second to employees on LWOP. All healthcare providers are listed below and categorized alphabetically.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code
COVA Care Basic (Includes basic dental)	42	92	93002
COVA Care Out-of-Network (OON)	43	93	93002
COVA Care Expanded Dental (ED)	44	94	93002
COVA Care Out-of-Network and Expanded Dental (OON/ED)	45	95	93002
COVA Care Vision, Hearing and Expanded Dental (V/H/ED)	46	96	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental (Full)	47	97	93002
COVA HDHP (High Deductible Health Plan)	50	90	93002
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	93003

DOA will enter premium changes into CIPPS to become effective with the 6/25-7/9 pay period (July 16, 2007 payday) on June 29, 2007. DOA will automatically change these deductions for active employee deductions. If you have any questions about the schedules, contact Denise Halderman, via e-mail at [denise.halderman@doa.virginia.gov](mailto:denise.halderman@doa.virginia.gov) or (804) 371-8912.

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## Leave Without Pay (LWOP)

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### Medical LWOP

For employees on LWOP due to medical leave, agency convenience, or layoffs, the employee is responsible for paying the employee share and the agency is responsible for paying the agency share of the healthcare premium. These employees will be identified as being on *Medical LWOP* on the following healthcare schedules.

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### Other LWOP

For employees on LWOP for other reasons (e.g., personal, education), the employee is responsible for the entire healthcare premium. These employees will be identified as being on *Non-Medical LWOP* on the following healthcare schedules.

Employees on Military LWOP should contact DHRM's Office of Health Benefits for guidance.

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### Continued Coverage

For employees on LWOP electing to continue healthcare coverage, the agency is responsible for entering the appropriate Employee Coverage Code (See pages 8 – 9) on the HMCU1 screen in CIPPS. The agency will then pay the entire healthcare premium every month, with the employee reimbursing the agency for the amount determined by the employee's LWOP type (e.g., Medical or Non-Medical), provider code, and employee coverage code.

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### LWOP Healthcare Tables

On the following LWOP healthcare schedules, the **Agency Payment** refers to the amount initially paid by the agency (i.e. the full premium due) either through payroll deduction or the automated healthcare reconciliation process. **Employee Cost** refers to the amount the LWOP employee will reimburse the agency every month.

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**COVA Care Basic (BES – CC0)**

Provider Code: 42

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$42.00	\$437.00	\$197.50	\$395.00
DD - Employee Plus One	\$103.00	\$809.00	\$353.00	\$706.00
FF - Family	\$147.00	\$1,182.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$437.00	\$437.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$809.00	\$809.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,182.00	\$1,182.00	\$0.00	\$0.00

**COVA Care OON (BES – CC1)**

Provider Code: 43

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$52.00	\$447.00	\$197.50	\$395.00
DD - Employee Plus One	\$117.00	\$823.00	\$353.00	\$706.00
FF - Family	\$166.00	\$1,201.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$447.00	\$447.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$823.00	\$823.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,201.00	\$1,201.00	\$0.00	\$0.00

**COVA Care ED (BES – CC2)**

Provider Code: 44

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$55.00	\$450.00	\$197.50	\$395.00
DD - Employee Plus One	\$128.00	\$834.00	\$353.00	\$706.00
FF - Family	\$185.00	\$1,220.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$450.00	\$450.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$834.00	\$834.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,220.00	\$1,220.00	\$0.00	\$0.00

**COVA Care OON/ED (BES – CC3)**

Provider Code: 45

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$65.00	\$460.00	\$197.50	\$395.00
DD - Employee Plus One	\$142.00	\$848.00	\$353.00	\$706.00
FF - Family	\$203.00	\$1,238.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$460.00	\$460.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$848.00	\$848.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,238.00	\$1,238.00	\$0.00	\$0.00

**COVA Care V/H/ED (BES – CC4)**

Provider Code: 46

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$64.00	\$459.00	\$197.50	\$395.00
DD - Employee Plus One	\$145.00	\$851.00	\$353.00	\$706.00
FF - Family	\$207.00	\$1,242.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$459.00	\$459.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$851.00	\$851.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,242.00	\$1,242.00	\$0.00	\$0.00

**COVA Care Full (BES – CC5)**

Provider Code: 47

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$74.00	\$469.00	\$197.50	\$395.00
DD - Employee Plus One	\$158.00	\$864.00	\$353.00	\$706.00
FF - Family	\$224.00	\$1,259.00	\$517.50	\$1,035.00
OO - Employee Only - Part Time	\$469.00	\$469.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$864.00	\$864.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,259.00	\$1,259.00	\$0.00	\$0.00

**COVA Care High Deductible (BES – CC5)**

Provider Code: 47

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$0.00	\$350.00	\$175.00	\$350.00
DD - Employee Plus One	\$0.00	\$648.00	\$324.00	\$648.00
FF - Family	\$0.00	\$947.00	\$473.50	\$947.00
OO - Employee Only - Part Time	\$350.00	\$350.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$648.00	\$648.00	\$0.00	\$0.00
MM - Family - Part Time	\$947.00	\$947.00	\$0.00	\$0.00

**KAISER PERMANENTE (BES – KP)**

Provider Code: 06

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP	Non-Medical	Semi-Monthly	Monthly
SS - Employee Only	\$42.00	\$434.00	\$196.00	\$392.00
DD - Employee Plus One	\$102.00	\$803.00	\$350.50	\$701.00
FF - Family	\$146.00	\$1,172.00	\$513.00	\$1,026.00
OO - Employee Only - Part Time	\$434.00	\$434.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$803.00	\$803.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,172.00	\$1,172.00	\$0.00	\$0.00



## June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semi-monthly, salaried employees	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4	5	6	7	8	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 <b>Semi-monthly, salaried certification deadline: Period #1 (5/25-6/09)</b>  <b>CHARGE FY 2007</b>	12  <b>CHARGE FY 2007</b>	13  <b>CHARGE FY 2007</b>	14 <b>Leave keying deadline (5/25 - 6/9)</b>  <b>May Healthcare Certification Due</b>  <b>CHARGE FY 2007</b>	15 Payday for semi-monthly, salaried employees  <b>CHARGE FY 2007</b>	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18  <b>CHARGE FY 2007</b>	19 <b>Last day to certify wage/special for FY 07.</b>  <b>CHARGE FY 2007</b>	20 <u>Starting this day CHARGE FY 08</u>  <u>Must have July checkdate</u>	21 <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	22 <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25  <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	26 <b>Semi-monthly, salaried certification deadline: Period #2 (6/10-6/24)</b> <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	27  <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	28  <b>NO PAYRUNS FOR FY 2007</b>  <u>CHARGE FY 08</u> <u>Must have July checkdate</u>	29 <b>Leave keying deadline (6/10 - 6/24)</b>  <b>Files close 2pm</b>  <b>Fiscal Year End Leave Processing (Leave Liability)</b>	30 9AM - CIPPS files open - no edits or payruns

## July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2 Payday for semi-monthly, salaried employees	3	4 <b>HOLIDAY</b>	5	6	7 9AM - CIPPS files open - no edits or payruns
8 9AM - CIPPS files open - no edits or payruns	9	10 <b>Semi-monthly, salaried certification: Period #1 (6/25 - 7/9)</b>	11	12	13 <b>Leave keying deadline (6/25 - 7/9)</b>	14 9AM - CIPPS files open - no edits or payruns
15 9AM - CIPPS files open - no edits or payruns	16 Payday for semi-monthly, salaried employees  <b>2nd Qtr Recon of taxable wages due to DOA.</b>	17	18	19	20	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23	24	25	26 <b>Semi-monthly, salaried certification: Period #2 (7/10 - 7/24)</b>	27	28 9AM - CIPPS files open - no edits or payruns
29 9AM - CIPPS files open - no edits or payruns	30	31 <b>Leave keying deadline (7/10 - 7/24)</b>  <b>June Healthcare Certification Due</b>				

## August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payday for semi-monthly, salaried employees	2	3	4 9AM - CIPPS files open - no edits or payruns
5 9AM - CIPPS files open - no edits or payruns	6	7	8	9	10 <b>Semi-monthly, salaried certification: Period #1 (7/25 - 8/9)</b>	11 9AM - CIPPS files open - no edits or payruns
12 9AM - CIPPS files open - no edits or payruns	13	14	15 <b>Leave keying deadline (7/25 - 8/9)</b>	16 Payday for semi-monthly, salaried employees	17	18 9AM - CIPPS files open - no edits or payruns
19 9AM - CIPPS files open - no edits or payruns	20	21	22	23	24	25 9AM - CIPPS files open - no edits or payruns
26 9AM - CIPPS files open - no edits or payruns	27 <b>Semi-monthly, salaried certification: Period #2 (8/10 - 8/24)</b>	28	29	30 <b>Leave keying deadline (8/10 - 8/24)</b>	31 Payday for semi-monthly, salaried employees  <b>July Healthcare Certification due</b>	

## September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM - CIPPS files open - no edits or payruns
2 9AM - CIPPS files open - no edits or payruns	3 <b>HOLIDAY</b>	4	5	6	7	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10 <b>Semi-monthly, salaried certification: Period #1 (8/25 - 9/9)</b>	11	12	13 <b>Leave keying deadline (8/25 - 9/9)</b>	14 Payday for semi-monthly, salaried employees	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17	18	19	20	21	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24 <b>Semi-monthly, salaried certification: Period #2 (9/10 - 9/24)</b>	25	26	27 <b>Leave keying deadline (9/10 - 9/24)</b>	28 Payday for semi-monthly, salaried employees  <b>August Healthcare Certification due</b>	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns						

## October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 9AM - CIPPS files open - no edits or payruns
7 9AM - CIPPS files open - no edits or payruns	8 <b>HOLIDAY</b>	9	10 <b>Semi-monthly, salaried certification: Period #1 (9/25 - 10/9)</b>	11	12	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 <b>Leave keying deadline (9/25 - 10/9) 3rd Qtr Recon of taxable wages due to DOA.</b>	16 Payday for semi-monthly, salaried employees	17	18	19	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24	25	26 <b>Semi-monthly, salaried certification: Period #2 (10/10 - 10/24)</b>	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29	30	31 <b>Leave keying deadline (10/10 - 10/24) September Healthcare Certification due</b>			

## November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 9AM - CIPPS files open - no edits or payruns
4 9AM - CIPPS files open - no edits or payruns	5	6	7	8	9 <b>Semi-monthly, salaried certification: Period #1 (10/25 - 11/9)</b>	10 9AM - CIPPS files open - no edits or payruns
11 9AM - CIPPS files open - no edits or payruns	12 <b>HOLIDAY</b>	13	14	15 <b>Leave keying deadline (10/25 - 11/9)</b>	16 Payday for semi-monthly, salaried employees	17 9AM - CIPPS files open - no edits or payruns
18 9AM - CIPPS files open - no edits or payruns	19	20	21 <b>Half-Day Holiday</b>	22 <b>HOLIDAY</b>	23 <b>HOLIDAY</b>	24 9AM - CIPPS files open - no edits or payruns
25 9AM - CIPPS files open - no edits or payruns	26 <b>Semi-monthly, salaried certification: Period #2 (11/10 - 11/24)</b>	27	28	29 <b>Leave keying deadline (11/10 - 11/24)</b>	30 Payday for semi-monthly, salaried employees  <b>October Healthcare Certification due</b>	