

Department of Accounts Payroll Bulletin

Calendar Year 2007

August 16, 2007

Volume 2007-10

*In This Issue of
the Payroll
Bulletin.....*

PAT Enhancements

- **Employee Position Report**
- **1500 Hour Wage Report**

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

State Payroll Operations

Director **Lora L. George**

Assistant Director Cathy C. McGill

PAT Enhancements

Introduction

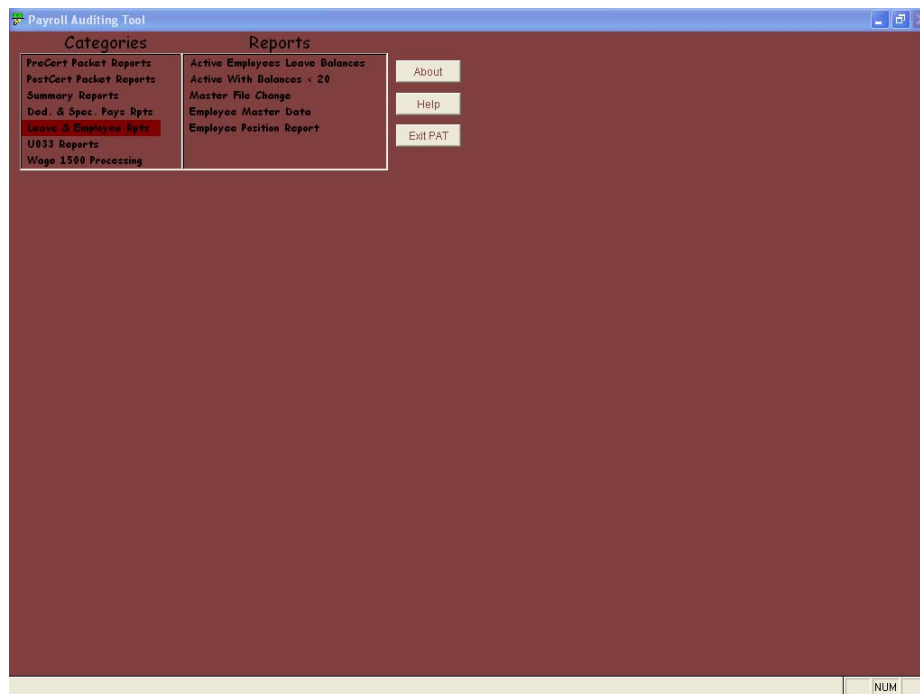
A new and improved version of PAT is now available from our web site. This version includes the following new report and enhancements to the 1500 hour wage report. For assistance with the download process, please contact the security officer for your agency.

http://www.doa.virginia.gov/Payroll/Payroll_Main.cfm

Employee Position Report

Employee Position Report (EPR)

The EPR report is required by the Department of Human Resource Management (DHRM) to capture the wage hours worked by calendar month and funding source for each state agency. This screen will allow agencies to generate the EPR report in summary or detailed format. Results from this report can be used to report the wage FTE count to DHRM.



Continued on next page

Employee Position Report, cont.

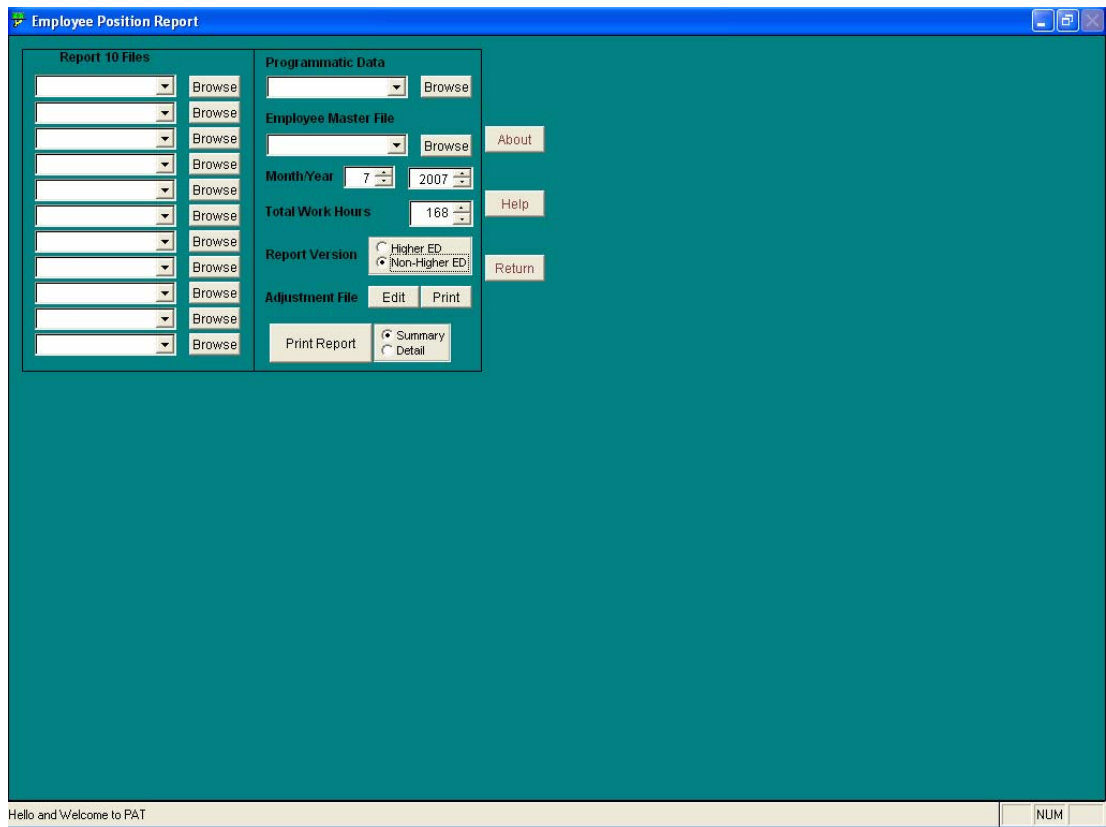
Employee Position Report (EPR), cont

Each agency can have multiple Report 10s that need to be included. To generate this report, the user will be required to download these files from FINDS: at least one Report 10 (a maximum of eleven can be downloaded and executed simultaneously), one Programmatic Data file and one Employee Master File (EMF).

The Month/Year boxes are used solely for report title purposes.

The Total Work Hours should be selected designating the total available work hours in the report period as defined by DHRM.

The Higher ED/ Non-Higher ED radio button should be selected based on whether a Higher Education agency or a Non-Higher Education agency is being processed.



Continued on next page

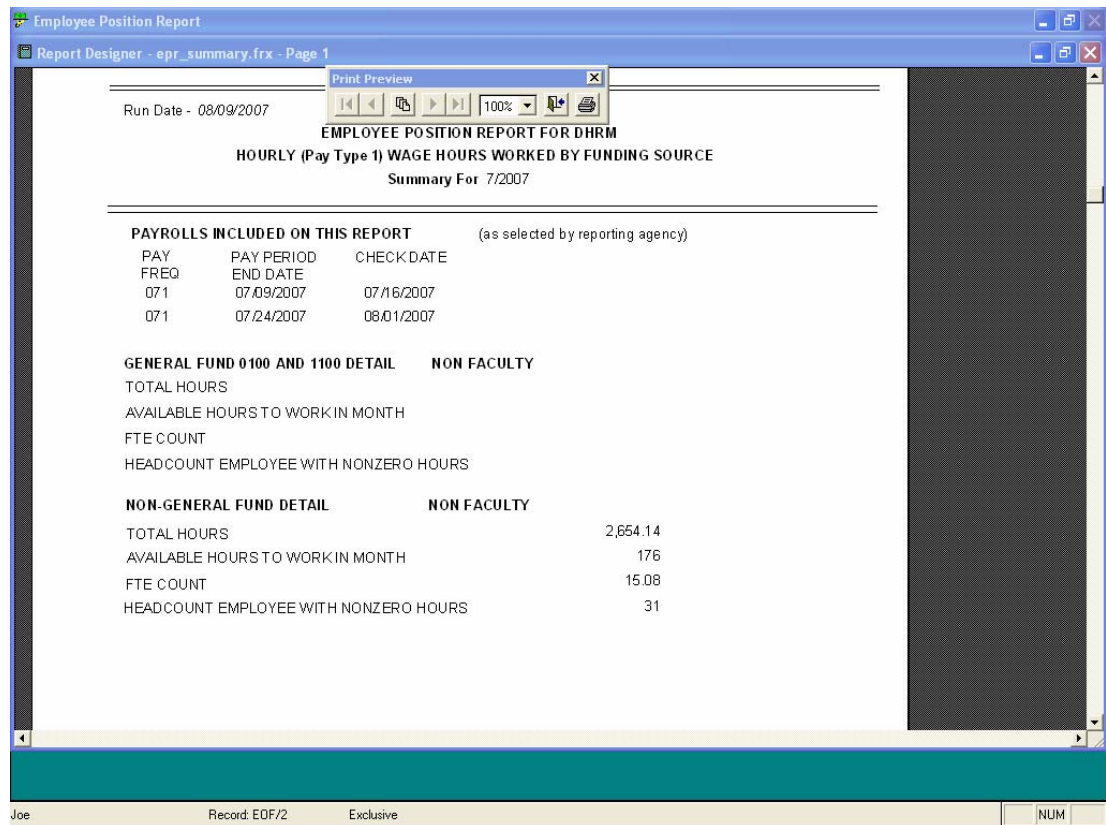
Employee Position Report, cont.

**Report for
Non-Higher Ed
Agencies**

For Non-Higher education agencies:

The Summary Report will sum hours by funding source, i.e., General Fund in one total and all Non-General Funds in another total. General Fund is defined as Fund/Fund Detail equals 0100 AND 1100. All other Fund/Fund Detail values represent Non-General Fund sources.

The report will provide headcounts of actual number of wage employees with non-zero hours by funding source, i.e., General Fund and Non-General Fund.



Continued on next page

Employee Position Report, cont.

**Report for
Higher Ed
Agencies**

For Higher Education agencies:

The Summary Report will sum hours by funding source, i.e., General Fund in one total and all Non-General Funds in another total. General Fund is defined as Fund/Fund Detail equals 0100 AND 1100.

All other Fund/Fund Detail values represent Non-General Fund sources. The Non-General Fund dollars will be separated and subtotaled as follows:

Auxiliary (0306)

Sponsored programs (0301, 0302, 0303, 0308)

E&G (everything else including 0300 and 3300; but not 0100, 1100, 0306, 0301, 0302, 0303, or 0308)

The report will also separate any object codes 1142 and 1145 (faculty).

	FACULTY	NON FACULTY
GENERAL FUND 0100 AND 1100 DETAIL		
TOTAL HOURS		
AVAILABLE HOURS		
FTE COUNT		
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		
NON-GENERAL FUND 0300, 3300, Etc (E&G)		
TOTAL HOURS		12,465.61
AVAILABLE HOURS		168.00
FTE COUNT		74.20
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		314
NON-GENERAL FUND 0306 (AUXILIARY)		
TOTAL HOURS		
AVAILABLE HOURS		
FTE COUNT		
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		
NON-GENERAL FUND 0301, 0302, 0303, 0308 (Sponsored Programs)		
TOTAL HOURS		824.12
AVAILABLE HOURS		168.00
FTE COUNT		4.91
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		36

1500 Hour Wage Report

1500 Hour Wage Report

Two improvements have been made to the PAT 1500 hour wage employee report:

- Agencies can now set the threshold for the Warning Report.
- Agencies can specify the sort order and page breaks for both the 1,500 Hour Tracking and Warning Reports based on the organizational coding from the HOBID screen.

