

# Department of Accounts

## Payroll Bulletin

Calendar Year 2008

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Volume 2008-02

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the Payroll  
Bulletin.....*

✓ Automated Updates from PMIS to  
CIPPS

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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## Automated Updates from PMIS to CIPPS

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### Overview

Since January of 2006, the Department of Accounts has been piloting an automated process for certain PMIS data elements to update CIPPS in the same manner as BES Health Care information is currently updated to CIPPS. The pilot program started with those agencies for which DOA performs payroll processing and then expanded to phase in the various districts of VDOT and all Correctional facilities. The remainder of CIPPS agencies who utilize PMIS will be added to the automated update program beginning in February of 2008. The schedule may be found at the end of this bulletin.

To Human Resource personnel - It is **imperative** to acknowledge the importance of timely data entry into PMIS as there is now a direct impact on payroll. Additionally, please coordinate with your payroll office to determine how punctuation in the address or name fields affects the ability to use such tools as the Payroll Auditing Tool (PAT). This enhancement enforces the requirement that personnel actions must be documented in the official personnel system prior to the time that changes are made in the payroll system.

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### Process

Like the BES to CIPPS update, the automated update process is a two-day process. Day one, the information is keyed in PMIS. That data is captured overnight and passed to CIPPS the following night. So on the third day, the update will have been made to CIPPS.

Future-dated PMIS transactions will not be passed to DOA until processing begins for the pay period indicated by the effective date in the transaction. Transactions held in "suspense" will be reflected on the update report but identified with asterisks (\*\*\*)

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## Automated Updates from PMIS to CIPPS, cont.

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### Reports

Two reports have been created to reflect the updates that are being made to CIPPS from PMIS. The first is the Report U082, PMIS/CIPPS UPDATE LISTING, which reflects the old and new values of the fields that are being updated. If asterisks are found under the 'Hold in Suspense' column, this transaction will be held until the appropriate pay period.

The second is the Report U080, PMIS/CIPPS TRANSACTION ERROR LISTING. This typically identifies transactions passed for a terminated employee, a non-salaried employee, or for a company/employee number combination that is not found in CIPPS.

Additionally, two reports have been created to provide an itemization of information included in the update process but for which the current values are different between PMIS and CIPPS. The Report U053, PMIS/CIPPS Data Discrepancies, groups differing data elements together by employee. The PMIS Value column displays not only the CIPPS translated value, but the actual PMIS value as well (in parentheses).

The Report U077, PMIS/CIPPS Data Discrepancies By Element, lists the same differing data but groups the information by data type as opposed to employee.

At this time, the Report U053 and Report U077 will only be produced on a Statewide basis as determined by DOA Central Office. The first scheduled run of these reports will be January 11, 2008.

Examples of each of these reports can be found at the end of this bulletin.

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### Implementation Schedule

Pages 4 through 7 of this bulletin provide the implementation schedule for those CIPPS agencies who utilize PMIS. Please look for your agency's implementation date. As of the scheduled pay period, the items listed on page 3 should not be manually entered into CIPPS but should be updated via the automated process. However, there could be some timing issues during the implementation period which may result in the need for manual keying.

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## Automated Updates from PMIS to CIPPS, cont.

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### Items Automatically Updated

Listed below are the items that will automatically update CIPPS when updated in PMIS:

- ✓ Address – all applicable fields which are changed (H0BID)
- ✓ Agency Begin Date (H0BUO)
- ✓ Alien Code (H0BUO)
- ✓ Annual Salary (H0BID)
- ✓ Business Phone (H0BID)
- ✓ Birth Date (H0BID)
- ✓ Gender (H0BID)
- ✓ Handicap Code (H0BUO)
- ✓ Home Phone (H0BID)
- ✓ Last Salary Change Date (H0BID)
- ✓ Name (H0BID)
- ✓ Number of Pays (H0BUO)
- ✓ OT Eligibility Code (H0BBN)
- ✓ Overtime Exempt Code (FLSA on H0BUO)
- ✓ Pay Band (H0BID)
- ✓ Pay Period Salary (H0BID)
- ✓ Percent Employed (HPIUS)
- ✓ Personnel Act Code (H0BUO)
- ✓ Race (H0BUO)
- ✓ Role Code (H0BUO)
- ✓ State Begin Date (H0BUO)
- ✓ VSDP Participant Indicator (H0BUO)
- ✓ Workers' Compensation Code (H0BUO)

Based upon certain changes above, the following will also occur:

- ✓ Establish/Change Special Pay 014 – Imputed Life (H10AS)
- ✓ Establish/Change Special Pay 032 – Temporary Pay (H10AS)
- ✓ Establish/Change Special Pay 044 – Military Pay (H10AS)
- ✓ For employee transfer or termination – Set Timecard Status on H0BID to non-auto for “old” agency (no record is established for new agency for transfers or new hires)

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**Automated Updates from PMIS to CIPPS, cont.**

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**Phase I – February 25 – March 9, 2008 Pay Period**

<b>Agency Number</b>	<b>Agency Name</b>
119	Lieutenant Governor
121	Office of the Governor
141	Attorney General and Department of Law
143	Division of Debt Collection
146	The Science Museum of Virginia
148	Virginia Commission for the Arts
163	Department for the Aging
166	Secretary of the Commonwealth
173	Department of Charitable Gaming
185	Secretary of Education
188	Secretary of Health and Human Resources
201	Department of Education, Central Office Operations
202	The Library of Virginia
223	Department of Health Professions
238	Virginia Museum of Fine Arts
245	State Council of Higher Education for Virginia
261	Virginia Community College System
262	Department of Rehabilitative Services
263	Virginia Rehabilitation Center for the Blind and Vision Impaired
283	J. Sargeant Reynolds Community College
330	Virginia Israel Advisory Board
454	Office of Commonwealth Preparedness
505	Department of Rail and Public Transportation
601	Department of Health
606	Virginia Board for People with Disabilities
702	Virginia Department for the Blind and Vision Impaired
720	Dept. of Mental Health, Mental Retardation & Substance Abuse Services
722	Office of the Inspector General
751	Department for the Deaf and Hard-of-Hearing
765	Department of Social Services
841	Department of Aviation
852	Virginia Tobacco Settlement Foundation
853	Office for Substance Abuse Prevention
861	Enterprise Applications Public-Private Partnership Project Office
962	Department of Employment Dispute Resolution
995	Office of the Governor Elect

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**Automated Updates from PMIS to CIPPS, cont.**

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**Phase II – March 25 – April 9, 2008 Pay Period**

<b>Agency Number</b>	<b>Agency Name</b>
127	Department of Emergency Management
129	Department of Human Resource Management
132	State Board of Elections
157	Compensation Board
165	Department of Housing and Community Development
170	Human Rights Council
180	Secretary of Administration
181	Department of Labor and Industry
182	Virginia Employment Commission
183	Secretary of Natural Resources
184	Secretary of Technology
186	Secretary of Transportation
187	Secretary of Public Safety
190	Secretary of Finance
192	Secretary of Commerce and Trade
193	Secretary of Agriculture and Forestry
194	Department of General Services
199	Department of Conservation and Recreation
222	Department of Professional and Occupational Regulation
232	Department of Minority Business Enterprise
301	Department of Agriculture and Consumer Services
319	Chippokes Plantation Farm Foundation
325	Department of Business Assistance
326	Office of Workforce Development & Workforce Council Support
403	Department of Game and Inland Fisheries
409	Department of Mines, Minerals, and Energy
440	Department of Environmental Quality
506	Motor Vehicle Dealer Board
507	Towing & Recovery Operations Board
777	Department of Juvenile Justice
851	Virginia Tobacco Indemnification & Community Revitalization Comm.
922	Sitter-Barfoot Veterans Care Center
999	Department of Alcoholic Beverage Control

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## Automated Updates from PMIS to CIPPS, cont.

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### Phase III – April 25 – May 9, 2008 Pay Period

Agency Number	Agency Name
140	Department of Criminal Justice Services
156	Department of State Police
161	Department of Taxation
212	Virginia State University
213	Norfolk State University
214	Longwood University
215	University of Mary Washington
217	Radford University
218	Virginia School for the Deaf and the Blind at Staunton
219	Virginia School for the Deaf, Blind and Multi-Disabled at Hampton
226	Board of Accountancy
234	Cooperative Extension and Agricultural Research Services
239	Frontier Culture Museum of Virginia
241	Richard Bland College
242	Christopher Newport University
275	New River Community College
276	Southside Virginia Community College
277	Paul D. Camp Community College
278	Rappahannock Community College
279	Danville Community College
280	Northern Virginia Community College
282	Piedmont Virginia Community College
284	Eastern Shore Community College
285	Patrick Henry Community College
286	Virginia Western Community College
287	Dabney S. Lancaster Community College
288	Wytheville Community College
290	John Tyler Community College
291	Blue Ridge Community College
292	Central Virginia Community College
293	Thomas Nelson Community College
294	Southwest Virginia Community College
295	Tidewater Community College
296	Virginia Highlands Community College
297	Germanna Community College
298	Lord Fairfax Community College
299	Mountain Empire Community College
400	Jamestown 2007
405	Virginia Racing Commission
417	Gunston Hall
425	Jamestown-Yorktown Foundation
937	Southern Virginia Center for Higher Education
938	The New College Institute

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**Automated Updates from PMIS to CIPPS, cont.**

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**Phase IV – May 25 – June 9, 2008 Pay Period**

<b>Agency Number</b>	<b>Agency Name</b>
123	Department of Military Affairs
128	Virginia Veterans Care Center
136	Virginia Information Technologies Agency
154	Department of Motor Vehicles
203	Woodrow Wilson Rehabilitation Center
402	Marine Resources Commission
411	Department of Forestry
423	Department of Historic Resources
602	Department of Medical Assistance Services
703	Central State Hospital
704	Eastern State Hospital
705	Southwestern Virginia Mental Health Institute
706	Western State Hospital
707	Central Virginia Training Center
708	Commonwealth Center for Children and Adolescents
723	Southeastern Virginia Training Center
724	Catawba Hospital
725	Northern Virginia Training Center
726	Southside Virginia Training Center
728	Northern Virginia Mental Health Institute
729	Piedmont Geriatric Hospital
738	Southwestern Virginia Training Center
739	Southern Virginia Mental Health Institute
748	Hiram W. Davis Medical Center
750	Department of Correctional Education
778	Department of Forensic Science
794	Virginia Center for Behavioral Rehabilitation
912	Department of Veterans Services
942	Virginia Museum of Natural History
957	Commonwealth's Attorneys' Services Council
960	Department of Fire Programs

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# Automated Updates from PMIS to CIPPS, cont.

## Report U080, PMIS/CIPPS TRANSACTION ERROR LISTING

CO. NO. 730

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
PMIS/CIPPS TRANSACTION ERROR LISTING

REPORT U080 PAYB2500  
RUN ON 08/09/2007 AT 19:04:49  
PAGE 1

AGENCY #730 - BRUNSWICK CORRECTIONAL CENTER

	EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE
PAMELA	C [REDACTED]	00 [REDACTED]	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
CAROLYN	L A [REDACTED]	00 [REDACTED]	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER

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# Automated Updates from PMIS to CIPPS, cont.

## Report U082, PMIS/CIPPS UPDATE LISTING

CO. NO. 513

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
PMIS/CIPPS UPDATE LISTING

REPORT U082 PAYB2500  
RUN ON 08/16/2007 AT 19:08:11  
PAGE 2

AGENCY #513 - VDOT - LYNCHBURG DISTRICT

FIELD	OLD VALUE	NEW VALUE	HOLD IN SUSPENSE
EMPLOYEE NAME/NUMBER: TINA M E [REDACTED] 7/00			
STATE SALARY	39,489.00	43,438.00	
POS CLASS CODE	39073	79155	
POS CLASS ABBREVIATION	Engineering Technician III	Transport Operator Manager II	
WORKERS COMP	8810	9410	
LAST SALARY CHANGE DATE	04/25/2007	08/10/2007	
OT EXEMPT CODE	02	01	

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Automated Updates from PMIS to CIPPS, cont.

Report U053, PMIS/CIPPS DATA DISCREPANCIES BY EMPLOYEE

CO. NO. 508

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
PMIS/CIPPS DATA DISCREPANCIES

REPORT U053 PAYB2800  
RUN ON 12/20/2007 AT 13:43:12  
PAGE 3

AGENCY #508 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	CIPPS VALUE
EMPLOYEE NAME/NUMBER: JANET L GAR		
ADDR: BOX APARTMENT	PO BOX 155	P O BOX 155
BUSINESS PHONE	(000)000-0000	(804)899-7034
AGENCY BEGIN DATE	07/01/1998	11/18/1995
OT ELIGIBILITY CODE	1 (N)	3
OVERTIME EXEMPT CODE	E (1)	N
EMPLOYEE NAME/NUMBER: JAMES W AND		
HOME PHONE	(278)889-3349	(000)000-0000
RACE	0 (A)	5
STATE BEGIN DATE	10/15/1998	10/25/2004
ROLE CODE	92254	89033
WORKERS COMP CODE	8810	7720
AGENCY BEGIN DATE	10/25/2004	00/00/0000
OVERTIME EXEMPT CODE	E (1)	N
EMPLOYEE NAME/NUMBER: VALENTIN L RODR		
RACE	2 (C)	5
BUSINESS PHONE	(000)000-0000	(804)387-1100
ROLE CODE	92253	19013
AGENCY BEGIN DATE	07/07/2004	00/00/0000
OT ELIGIBILITY CODE	1 (N)	3
EMPLOYEE NAME/NUMBER: RANDALL J SC		
HOME PHONE	(540)314-4949	(000)000-0000
RACE	0 (A)	5
ADDR: STREET ADDRESS	90 GIBSON DR	#90 GIBSON DR
ADDR: ZIP CODE	24073-1239	24073
STATE BEGIN DATE	05/18/2005	01/10/2007

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Automated Updates from PMIS to CIPPS, cont.

Report U077, PMIS/CIPPS DATA DISCREPANCIES BY ELEMENT

CO. NO. 506

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
PMIS/CIPPS DATA DISCREPANCIES  
BY ELEMENT

REPORT U077 PAYB2700  
RUN ON 12/20/2007 AT 13:43:14  
PAGE 1

AGENCY #506 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	CIPPS VALUE
EMPLOYEE NAME/NUMBER ADDR: BOX APARTMENT		
JANET L GARRISON 35855000	PO BOX 155	/ P O BOX 155
EMPLOYEE NAME/NUMBER ADDR: STREET ADDRESS		
PRINCESSA F COMPTON 3920800	390 FLAG STATION RD	/ 390 FLAG STATION ROAD
RONALD K YOUNG 702200	308 CEDARWOOD LN	/ 308 CEDARWOOD LANE
PAMELA D WILLIAMS 1498700	3802 WELCH CT	/ 3802 WELCH COURT
RANDALL J SCOTT 13300	90 GIBSON DR	/ #90 GIBSON DR
EMPLOYEE NAME/NUMBER ADDR: ZIP CODE		
PAMELA D WILLIAMS 1498700	23832-8364	/ 23832
RANDALL J SCOTT 13300	24073-1239	/ 24073
EMPLOYEE NAME/NUMBER AGENCY BEGIN DATE		
PRINCESSA F COMPTON 3920800	01/10/2007	/ 00/00/0000
LISA MANNING 01000	10/10/1998	/ 00/00/0000
JANET L GARRISON 3585000	07/01/1998	/ 11/16/1995
JAMES W ANDERSON 316100	10/25/2004	/ 00/00/0000
VALENTIN L RODRIGUEZ 4227000	07/07/2004	/ 00/00/0000
EMPLOYEE NAME/NUMBER BUSINESS PHONE		
BARBARA A HILL 243000	(000)000-0000	/ (804)367-0901
DEBORAH D STANKE 033500	(000)000-0000	/ (804)367-9543
LINDA M BRADY 35300	(000)000-0000	/ (804)367-6703
BRUCE GOLDBERG 19000	(000)000-0000	/ (804)367-1100
CAROL D KING-ROBINSON 237800	(000)000-0000	/ (804)367-1100
ALICE R WEEBON 39648200	(000)000-0000	/ (000)367-9258
JAMES F MCCORMACK 13430500	(000)000-0000	/ (804)786-1274
LISA MANNING 09501000	(000)000-0000	/ (757)565-5966
JANET L GARRISON 35855000	(000)000-0000	/ (804)899-7034
VALENTIN L RODRIGUEZ 4227000	(000)000-0000	/ (804)367-1100
EMPLOYEE NAME/NUMBER HOME PHONE		
PEGGY R BARNES 12461800	(804)739-4917	/ (000)000-0000
BARBARA A HILL 2243000	(804)358-5203	/ (000)000-0000
DEBORAH D STANKE 2033500	(804)226-2584	/ (000)000-0000
WANDA A NEELY 3329400	(804)271-4981	/ (000)000-0000
LINDA M BRADY 3885300	(804)448-4610	/ (000)000-0000