

Department of Accounts

Payroll Bulletin

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the Payroll
Bulletin.....*

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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

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Password changes

Security

In order to enhance CIPPS security and confidentiality, effective August 1, 2008, your Millennium password will expire every 30 days. Please ensure that your passwords are secure. Your Millennium password can be a maximum of 9 digits. The following website offers suggestions for creating a good password:

<http://www.microsoft.com/protect/yourself/password/create.mspx>

Direct Deposit

Mandatory Direct Deposit

As announced in the May 28, 2008 Payroll Bulletin, direct deposit will be required for all new employees of the Commonwealth effective with a hire date of August 1, 2008 or later. In addition, each agency has the option to mandate direct deposit for all employees. To date, the following agencies have notified DOA of their choice to implement mandatory DD for all employees:

- Department of Corrections, all 38 agencies!
- Virginia Employment Commission

In addition, the following agencies have chosen to opt out of earnings notice print for all of their employees:

- Department of Aging
- Secretary of Natural Resources
- Virginia Center for Behavioral Rehabilitation
- Senate of Virginia

We commend these agencies in supporting these cost saving measures!

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Direct Deposit, continued

Additional Promotional Ideas

Additional promotional ideas you can use to persuade existing employees to join DD include:

Remind employees that eliminating the trip to the bank to cash their paycheck will save them time and may save gasoline!

At employee orientation or benefits fairs, show the video on the “Life Cycle of a Paycheck” which you can access from <http://www.payitgreen.org/business/> by clicking the truck icon on the bottom left side of the screen. Emphasize the number of hands touching the check and the potential opportunities for mail delivery errors.

Post notices that say:

Direct deposit allows for the precious time that employees have outside of work to be utilized more effectively. This comes as a result of eliminating the need to travel to the bank to deposit checks. By eliminating the trip to the bank employees will also save on gasoline. Also, direct deposit decreases the risk of a pay check being lost or stolen. The COVA realizes the importance of your financial security and time and thus would like to encourage the use of direct deposit for all employees.

Setting up direct deposit will benefit the environment we all share. By turning off the paper you also clear the clutter, improve account security, and save time and money.

If you are currently mailing paychecks to the employee’s home, change your policy to have employees come to pick up their check in person during their lunch or break time. You also have the option to establish a policy that paychecks can only be picked up after 3:00 pm on payday and each succeeding day.

Agencies can also hold bank fairs and invite numerous local banks to attend. This would allow unbanked employees to explore the best banking option that will suit their needs as well provide them with the initial criteria needed to sign up for direct deposit.

Print out and make available enrollment forms for the Virginia EPPICard Paycard.

Paycard FAQ's Frequently asked questions about the Virginia EPPICard MasterCard.

Q: Is it true that an employee can use this card and avoid all fees?

A: Yes, that is true. Not only is there no cost to the Commonwealth, but there are also no monthly service fees and other fees can be avoided by employees as follows:

Make purchases at most places where MasterCard is accepted ****no fee****

Get cash back with purchase at most major retailers ****no fee****

Review your account activity online anytime at

<https://www.eppicard.com/eppicard/vacard/index.jsp> ****no fee****

Get cash at Wachovia ATM's ****2 free withdrawals per calendar month****

Get cash at a Wachovia bank teller window ****1 free withdrawal per calendar month****

Call 1-800-961-8423 to access your account ****5 free calls per calendar month****

Q: Can the paycard be overdrawn resulting in fees and excessive overdraft charges?

A: No, the Virginia Eppicard does not have any fees for overdrawing. If there is not enough money remaining on your card when you go to make a purchase, the system will decline the transaction and you will need to make payment via another method (cash, check, etc.).

Q: Can the employee make other deposits to the card?

A: Only deposits from COVA payroll, DSS child support and TANIF, and VEC unemployment benefits can be deposited to the card. At this time, the card cannot accept deposits from other vendors.

Have you heard any rumors about the Paycard that you would like to discuss? Please contact Martha Laster at 804-225-2382 or martha.laster@doa.virginia.gov to discuss the details of this card.