

Department of Accounts

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

State Payroll Operations

Director **Lora L. George**
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Long-term Disability Rate for May/June

Deduction 036 and 044 Rate

The rate used in calculating long-term disability (LT DISAB – 036; SP LTD and VLRS LTD – 044) will change for all payroll calculations beginning April 30 through the end of the fiscal year. The rate is changing from 1.94% to 1.02% for those two months only.

The VSDP spreadsheets found on DOA’s website at the link below will be updated during this period to reflect the new rate. This rate, as well as some others, will be changing again for fiscal year 2010. Those rates will be shared in the Fiscal Year End Payroll Bulletin distributed in May.

➤ http://www.doa.virginia.gov/Payroll/VSDP/VSDP_Main.cfm

Flexible Spending Account Administrative Fee Reinstated

Deduction 023

Effective with the 2010 plan year (July 1, 2009 to June 30, 2010), the flexible spending account administrative fee will be reinstated. This is an employee-paid, pre-tax fee which will be withheld the first pay period of each month. The fee will be \$3.67 per month for employees paid over 12 months (see fee schedule below).

The daily BES to CIPPS update programs will be enhanced to establish the administrative fee based on the Number of Pays on H0BUO (e.g. 12 or 24 = 12 months, etc.).

Months Paid	12	11	10	9
Fee Amount	\$3.67	\$4.00	\$4.40	\$4.90

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Change to Health Care Provider Codes in CIPPS

Moving from 2 to 3 Digits on HMCU1

Due to the addition of COVA Connect, the Health Care Provider Code used in CIPPS will be expanding from a two-digit value to a three-digit value. For example, COVA Care Basic will go from '42' to '042'. This will allow us to correlate the corresponding COVA Connect values to the original COVA Care values. For example, COVA Connect Basic will be a provider code value of '142.'

DOA is planning to implement this change on May 29, 2009. Conversion of all existing HMCU1 records will occur at that time. Additionally, all reports displaying the provider code value will be adjusted accordingly.

A complete listing of Health Care Provider Code values will be provided in a future bulletin.

Requests for PMIS/CIPPS Discrepancy Reports by Agency

Reports U053 and U077

The PMIS/CIPPS discrepancy reports can now be requested on an individual agency basis. If you would like to have these reports generated for your agency at any point, simply send an email to Diana Jones (Diana.jones@doa.virginia.gov) or Felecia Smith (Felecia.smith@doa.virginia.gov). As a cost savings, requests will be held until Friday evening of the week the request is received.

Jeff Breen Leaving the Department of Accounts

Say Goodbye and Good Luck

Jeff Breen has decided to leave the Department of Accounts at the end of this month to return to school. Please send your good wishes to Jeff and your work inquiries to Denise Halderman (804-371-8912). Any correspondence related to Health Care Reconciliations, Deferred Compensation, DC Cash Match, Political Appointee ORPs, or Optional Group Life should be sent to Denise's attention or to denise.halderman@doa.virginia.gov.
