

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2013

May 6, 2013

Volume 2013-07

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June – November, 2013**

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

**Director** **Lora L. George**

Assistant Director Cathy C. McGill

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## **PAYROLL PROCESSING - FISCAL YEAR-END**

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### **Introduction**

This Payroll Bulletin addresses payroll processing for Fiscal Year 2013 and Fiscal Year 2014 benefit rates (including healthcare rate tables), and the June – November, 2013 payroll operations calendars. Please provide a copy of this bulletin to all appropriate personnel within your agency.

### **Key Payroll Operations Dates for June 2013**

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 13** - Leave keying deadline.
- **June 14** - Healthcare reconciliations and related IATs due to DOA for the May coverage month.
- **June 18** – Last day to certify wage/special payrolls charged to **FY 13**. **You must use a June check date, no July check dates will be allowed.**
- **June 19** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 19 will be charged to FY 14 and must have July check dates.**
- **June 25** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 14.**
- **June 28** – 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 1, 2013 payday) will be charged to FY 2014 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 19, 2013, or later will be charged to FY 2014.

**Non-salaried and special pays certified between June 11 and June 18 will be charged to FY 2013. 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.**

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

**FY 14 VRS Retirement Rates**

Contribution rates for VRS-administered programs will remain the same. The rates are listed below. The maximum annual compensation for retirement contributions for Plan Year 2014 (pay periods 6/25/2013 – 06/24/2014) is \$255,000 for participants with membership dates on or after April 9, 1996. The maximum is \$380,000 for employees who became plan members before April 9, 1996.

	<b>116 – 1111</b>	<b>127 - 1165</b>	<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
<b>Retirement - Plan 1</b>				
State Employees – Elected Officials	8.76%	5.00%*	13.76%	13.76%
State Employees – All Others	8.76%	N/A	13.76%	8.76%
State Police (SPORS)	24.74%	N/A	29.74%	24.74%
Judicial	45.44%	5.00%*	50.44%	50.44%
VaLORS	14.80%	N/A	19.80%	14.80%
<b>Retirement - Plan 2</b>				
State Employees	8.76%	N/A	13.76%	8.76%
State Police (SPORS)	24.74%	N/A	29.74%	24.74%
Judicial	45.44%	N/A	50.44%	45.44%
VaLORS	14.80%	N/A	19.80%	14.80%
<b>Group Life Insurance</b>				
	<b>120 - 1114</b>		<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
	1.19%		1.19%	1.19%
<b>Retiree Health Insurance Credit</b>				
	<b>115 - 1116</b>			
	1.00%		1.00%	1.00%
<b>VSDP</b>				
	<b>136/144 - 1117</b>			
	0.47%		0.47%	0.47%

\* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees pay the member portion.

**Optional Retirement Rates**

The rates for ORPs will not change for FY 14. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

The maximum annual compensation for retirement contributions for Plan Year 2014 (checks dated 7/1/2013 – 6/30/2014) is \$255,000 for participants with membership dates on or after April 9, 1996. The maximum is \$380,000 for employees who became plan members before April 9, 1996.

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**PAYROLL PROCESSING - FISCAL YEAR-END**, 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.

**Optional  
Group Life  
Premium  
Update**

The Optional Group Life premium rates remain the same. The premiums are based on the salary of the member and the age of the member or spouse on January 1, 2013.

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 the individuals authorized to approve payroll expenditures on the 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. Also keep in mind that updates to Payline/PAT Masking and CIPPS FINDS access may be necessary.

**Deferred Comp  
and Annuity  
Cash Match**

The maximum amount of cash match that may be made for eligible employees continues to be \$20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.67
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

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**PAYROLL PROCESSING - FISCAL YEAR-END**, continued**Flexible Benefits**

Mass transactions to deactivate the flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 28.

**DOA will then establish the new deduction amounts for Plan Year 2014 and administrative fees from data provided through BES.** No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, BES/CIPPS TRANSACTION ERROR LISTING. Please review all transactions for accuracy.

In addition, as the result of changes in CIPPS, the utility field is no longer required to be populated to define the deductions as pre-tax. The utility field will be updated to reflect all zeros. (Note: this will occur for all pre-tax deductions with the exception of the pension-related deductions.)

**Flexible Benefit Admin Fee**

The flexible spending account administrative fee (Deduction 023) will be \$3.65 per month effective July 1, 2013 (July 16 check date). This is an employee-paid, pre-tax fee withheld the first pay period of each month. The annual fee of \$43.80 is pro-rated based on the employee's number of pays (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$3.65	\$3.99	\$4.38	\$4.87
YTD Amount (Goal)	\$43.80	\$43.80	\$43.80	\$43.80

The deduction goal will be set to decrement (a value of "1" in the eighth position in the utility field) with a deduction end date of 06/30/2014.

**Flex TPA**

Starting July 1, 2013, the administration of the Commonwealth of Virginia's Flexible Reimbursement Accounts (FRAs) Flexible Spending Accounts (FSAs) will move from WageWorks, Inc ("WageWorks") to Anthem Blue Cross/Blue Shield.

**Flex Deductions for PY 2013**

Deduction information for Plan Year 2014 (begins July 1, 2013) will go to a **different** vendor so it will be necessary to maintain a **second set** of flex deductions for the medical and dependent care accounts and the associated administrative fees related to Plan Year 2013 (WageWorks) retroactive activity for the remainder of this calendar year.

YTD balances in deductions 021, Dependent Care, 022, Medical Reimbursement and 023, Admin Fees existing as of 6/28/2013 will automatically be transferred to deduction numbers: 055, PY13 Dependent, 056, PY13 Medical Reimbursement and 057, PY13 Admin Fees. **Adjustments or special pays made through the payroll system after June 28 that impact Plan Year 2013 must be made using the new deductions.**

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

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**VOID Check Processing – Checks with Flex Deductions and Dated before 7/2/13**

**Due to the conversion of the flex deduction numbers for Plan Year 2013 as of July 1 we will be unable to process any void checks created prior to July 1 in the normal manner for employees with flex deductions for Plan Year 2013.** If you need to void a check for an employee with flex deductions from a payroll that was certified before July 1, you will need to deposit it to your agency's account and process a transaction on the HTM00 screen to back out all pay and deductions (make sure you use the new flex deduction numbers). Any checks that do not include flex deductions can be voided normally. **Also all Direct Deposit's can be voided normally.** If you have any further questions, please contact Denise Halderman at (804) 371-8912.

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**Recycling Transactions**

Review Report 14, Deductions Not Taken and the pending transactions on H1K03 **before you certify the 6/25 – 7/9 pay period** to ensure that all transactions that are recycling for the flex deductions 021, 022 and 023 are deleted since these are related to Plan Year 2013. Contact Barbara Owens at DHRM-OHB to determine if it is necessary to collect these amounts. If so, do overrides to take the required amount(s) using the new deduction(s) for Plan Year 2013: **055**, PY 13 Dependent Care; **056**, PY 13 Medical Reimbursement; and/or **057**, PY 13 Admin Fees.

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**PAYROLL PROCESSING - FISCAL YEAR-END**, continued**Healthcare  
Premium  
Schedules**

On July 1, 2013, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2013 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages. Information on how premium "rewards" will be applied will be provided in a future bulletin.

<b>Provider</b>	<b>Active Provider Code</b>	<b>Involuntary Separation Provider Code</b>	<b>Project Code</b>
COVA Care Basic (Includes basic dental)	42	92	93002
COVA Care Expanded Dental	44	94	93002
COVA Care Out-of-Network	43	93	93002
COVA Care Out-of-Network and Expanded Dental	45	95	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	93002
COVA Care Vision, Hearing and Expanded Dental	46	96	93002
COVA HDHP (High Deductible Health Plan)	50	90	93005
COVA HDHP ED (High Deductible Health Plan Expanded Dental)	105	155	93005
COVA Health Aware Basic	101	151	93033
COVA HealthAware and Expanded Dental	103	153	93033
COVA HealthAware, Expanded Dental and Vision	102	152	93033
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	93003
TRICARE	110	160	93038

Healthcare premium changes will occur July 1, 2013, with the BES to CIPPS automated update. 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.

**LWOP Codes  
for Health  
Insurance  
Eliminated**

Effective December 1, 2012, codes used on HMCU1 to indicate employees in a LWOP status were discontinued in CIPPS. Previously these codes established the employee-paid deduction for health insurance premiums at a rate of zero (\$0) and the employer-paid deduction at the full premium amount. In lieu of LWOP health care codes the automated reconciliation between BES and CIPPS will ensure that the Health Insurance Fund (HIF) receives all the funds due. The automated recon provides a clear audit trail for audit/fiscal staff to identify employees whose entire health insurance premium is paid by the agency due to LWOP or insufficient pay situations. It is the agency's responsibility to collect the funds from the identified employee in accordance with DHRM's guidelines.

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**COVA Care Basic (BES – ACC0)****Provider Code: 42/92****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$36.00	\$251.00	\$287.00		\$72.00	\$502.00	\$574.00
D - Employee Plus One	\$82.00	\$450.50	\$532.50		\$164.00	\$901.00	\$1,065.00
F - Family	\$110.00	\$660.50	\$770.50		\$220.00	\$1,321.00	\$1,541.00
O - Employee Only - Part Time	\$287.00	\$0.00	\$287.00		\$574.00	\$0.00	\$574.00
T - Employee Plus One - Part Time	\$532.50	\$0.00	\$532.50		\$1,065.00	\$0.00	\$1,065.00
M - Family - Part Time	\$770.50	\$0.00	\$770.50		\$1,541.00	\$0.00	\$1,541.00

**COVA Care OON (BES – ACC1)****Provider Code: 43/93****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$42.50	\$251.00	\$293.50		\$85.00	\$502.00	\$587.00
D - Employee Plus One	\$91.00	\$450.50	\$541.50		\$182.00	\$901.00	\$1,083.00
F - Family	\$122.50	\$660.50	\$783.00		\$245.00	\$1,321.00	\$1,566.00
O - Employee Only - Part Time	\$293.50	\$0.00	\$293.50		\$587.00	\$0.00	\$587.00
T - Employee Plus One - Part Time	\$541.50	\$0.00	\$541.50		\$1,083.00	\$0.00	\$1,083.00
M - Family - Part Time	\$783.00	\$0.00	\$783.00		\$1,566.00	\$0.00	\$1,566.00

**COVA Care ED (BES – ACC2)****Provider Code: 44/94****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$48.00	\$251.00	\$299.00		\$96.00	\$502.00	\$598.00
D - Employee Plus One	\$105.00	\$450.50	\$555.50		\$210.00	\$901.00	\$1,111.00
F - Family	\$144.50	\$660.50	\$805.00		\$289.00	\$1,321.00	\$1,610.00
O - Employee Only - Part Time	\$299.00	\$0.00	\$299.00		\$598.00	\$0.00	\$598.00
T - Employee Plus One - Part Time	\$555.50	\$0.00	\$555.50		\$1,111.00	\$0.00	\$1,111.00
M - Family - Part Time	\$805.00	\$0.00	\$805.00		\$1,610.00	\$0.00	\$1,610.00

**COVA Care OON/ED (BES – ACC3)****Provider Code: 45/95****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$54.50	\$251.00	\$305.50		\$109.00	\$502.00	\$611.00
D - Employee Plus One	\$114.00	\$450.50	\$564.50		\$228.00	\$901.00	\$1,129.00
F - Family	\$157.00	\$660.50	\$817.50		\$314.00	\$1,321.00	\$1,635.00
O - Employee Only - Part Time	\$305.50	\$0.00	\$305.50		\$611.00	\$0.00	\$611.00
T - Employee Plus One - Part Time	\$564.50	\$0.00	\$564.50		\$1,129.00	\$0.00	\$1,129.00
M - Family - Part Time	\$817.50	\$0.00	\$817.50		\$1,635.00	\$0.00	\$1,635.00

**COVA Care V/H/ED (BES – ACC4)****Provider Code: 46/96****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$55.00	\$251.00	\$306.00		\$110.00	\$502.00	\$612.00
D - Employee Plus One	\$117.00	\$450.50	\$567.50		\$234.00	\$901.00	\$1,135.00
F - Family	\$160.50	\$660.50	\$821.00		\$321.00	\$1,321.00	\$1,642.00
O - Employee Only - Part Time	\$306.00	\$0.00	\$306.00		\$612.00	\$0.00	\$612.00
T - Employee Plus One - Part Time	\$567.50	\$0.00	\$567.50		\$1,135.00	\$0.00	\$1,135.00
M - Family - Part Time	\$821.00	\$0.00	\$821.00		\$1,642.00	\$0.00	\$1,642.00

**COVA Care FULL (BES – ACC5)****Provider Code: 47/97****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$61.50	\$251.00	\$312.50		\$123.00	\$502.00	\$625.00
D - Employee Plus One	\$126.00	\$450.50	\$576.50		\$252.00	\$901.00	\$1,153.00
F - Family	\$173.00	\$660.50	\$833.50		\$346.00	\$1,321.00	\$1,667.00
O - Employee Only - Part Time	\$312.50	\$0.00	\$312.50		\$625.00	\$0.00	\$625.00
T - Employee Plus One - Part Time	\$576.50	\$0.00	\$576.50		\$1,153.00	\$0.00	\$1,153.00
M - Family - Part Time	\$833.50	\$0.00	\$833.50		\$1,667.00	\$0.00	\$1,667.00



**COVA HealthAware Basic (BES – CHA)****Provider Code: 101/151****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$13.00	\$251.00	\$264.00		\$26.00	\$502.00	\$528.00
D - Employee Plus One	\$39.00	\$450.50	\$489.50		\$78.00	\$901.00	\$979.00
F - Family	\$46.50	\$660.50	\$707.00		\$93.00	\$1,321.00	\$1,414.00
O - Employee Only - Part Time	\$264.00	\$0.00	\$264.00		\$528.00	\$0.00	\$528.00
T - Employee Plus One - Part Time	\$489.50	\$0.00	\$489.50		\$979.00	\$0.00	\$979.00
M - Family - Part Time	\$707.00	\$0.00	\$707.00		\$1,414.00	\$0.00	\$1,414.00

**COVA HealthAware + ED & Vision (BES – CHA1)****Provider Code: 102/152****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$28.50	\$251.00	\$279.50		\$57.00	\$502.00	\$559.00
D - Employee Plus One	\$68.50	\$450.50	\$519.00		\$137.00	\$901.00	\$1,038.00
F – Family	\$90.50	\$660.50	\$751.00		\$181.00	\$1,321.00	\$1,502.00
O - Employee Only - Part Time	\$279.50	\$0.00	\$279.50		\$559.00	\$0.00	\$559.00
T - Employee Plus One - Part Time	\$519.00	\$0.00	\$519.00		\$1,038.00	\$0.00	\$1,038.00
M - Family - Part Time	\$751.00	\$0.00	\$751.00		\$1,502.00	\$0.00	\$1,502.00

**COVA HealthAware + ED (BES – CHA2)****Provider Code: 103/153****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$25.00	\$251.00	\$276.00		\$50.00	\$502.00	\$552.00
D - Employee Plus One	\$62.00	\$450.50	\$512.50		\$124.00	\$901.00	\$1,025.00
F – Family	\$81.00	\$660.50	\$741.50		\$162.00	\$1,321.00	\$1,483.00
O - Employee Only - Part Time	\$276.00	\$0.00	\$276.00		\$552.00	\$0.00	\$552.00
T - Employee Plus One - Part Time	\$512.50	\$0.00	\$512.50		\$1,025.00	\$0.00	\$1,025.00
M - Family - Part Time	\$741.50	\$0.00	\$741.50		\$1,483.00	\$0.00	\$1,483.00

**COVA HIGH DEDUCTIBLE HEALTH PLAN (BES – CHD)****Provider Code: 50/90****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$0.00	\$215.50	\$215.50		\$0.00	\$431.00	\$431.00
D - Employee Plus One	\$0.00	\$400.00	\$400.00		\$0.00	\$800.00	\$800.00
F - Family	\$0.00	\$584.50	\$584.50		\$0.00	\$1,169.00	\$1,169.00
O - Employee Only - Part Time	\$215.50	\$0.00	\$215.50		\$431.00	\$0.00	\$431.00
T - Employee Plus One - Part Time	\$400.00	\$0.00	\$400.00		\$800.00	\$0.00	\$800.00
M - Family - Part Time	\$584.50	\$0.00	\$584.50		\$1,169.00	\$0.00	\$1,169.00

**COVA HIGH DEDUCTIBLE HEALTH PLAN ED (BES – CHD1)****Provider Code: 105/155****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$12.00	\$215.50	\$227.50		\$24.00	\$431.00	\$455.00
D - Employee Plus One	\$23.00	\$400.00	\$423.00		\$46.00	\$800.00	\$846.00
F - Family	\$34.50	\$584.50	\$619.00		\$69.00	\$1,169.00	\$1,238.00
O - Employee Only - Part Time	\$227.50	\$0.00	\$227.50		\$455.00	\$0.00	\$455.00
T - Employee Plus One - Part Time	\$423.00	\$0.00	\$423.00		\$846.00	\$0.00	\$846.00
M - Family - Part Time	\$619.00	\$0.00	\$619.00		\$1,238.00	\$0.00	\$1,238.00

**KAISER PERMANENTE HMO (BES – KP)****Provider Code: 06/56****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$27.50	\$233.50	\$261.00		\$55.00	\$467.00	\$522.00
D - Employee Plus One	\$65.00	\$415.50	\$480.50		\$130.00	\$831.00	\$961.00
F - Family	\$93.00	\$607.50	\$700.50		\$186.00	\$1,215.00	\$1,401.00
O - Employee Only - Part Time	\$261.00	\$0.00	\$261.00		\$522.00	\$0.00	\$522.00
T - Employee Plus One - Part Time	\$480.50	\$0.00	\$480.50		\$961.00	\$0.00	\$961.00
M - Family - Part Time	\$700.50	\$0.00	\$700.50		\$1,401.00	\$0.00	\$1,401.00

**TRICARE (BES – TRC)**

Provider Code: 110/160

**Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
D - Employee Plus One	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
F - Family	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00
O - Employee Only - Part Time	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
T - Employee Plus One - Part Time	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
M - Family - Part Time	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00

## June 2013

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 TPA Upload Deferred Comp Transaction Upload	4	5	6 Deferred Comp Transaction Upload	7	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10 Semi-monthly salaried certification deadline Period #1 (5/25-6/09)	11	12	13 Leave keying deadline Post leave accruals (5/25-6/09)	14 Payday for semi-monthly salaried employees  May Healthcare Cert Due	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17      CHARGE FY 13	18 Last day to certify wage/special for FY 13  TPA Upload  CHARGE FY 13	19    CHARGE FY 14 Must have July Check Date	20 Deferred Comp Transaction Upload  CHARGE FY 14 Must have July Check Date	21 Deferred Comp Transaction Upload  CHARGE FY 14 Must have July Check Date	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24    CHARGE FY 14 Must have July Check Date	25 Semi-monthly salaried certification deadline Period #2 (6/10-6/24)  CHARGE FY 14 Must have July Check Date	26    CHARGE FY 14 Must have July Check Date	27    CHARGE FY 14 Must have July Check Date	28 CIPPS close at 2 pm for FYE processing  Leave keying deadline 2 pm (6/10-6/24)  CHARGE FY 14 Must have July Check Date	29 CIPPS Closed for FYE processing
30 CIPPS Closed for FYE processing						

## July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Payday for semi-monthly salaried employees  Deferred Comp Transaction Upload	2 TPA Upload	3	4 <b>State Holiday: Independence Day</b>	5 Deferred Comp Transaction Upload	6 9AM - CIPPS files open - no edits or payruns
7 9AM - CIPPS files open - no edits or payruns	8	9	10 Semi-monthly salaried certification deadline Period #1 (6/25-7/09)	11	12 2nd Qtr Recon of taxable wages due to DOA	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 Leave keying deadline (6/25-7/09)	16 Payday for semi-monthly salaried employees	17	18	19 Deferred Comp Transaction Upload TPA Upload	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24 Deferred Comp Transaction Upload	25	26 Semi-monthly salaried certification deadline Period #2 (7/10-7/24)	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29	30	31 Leave keying deadline (7/10-7/24) June Healthcare Cert Due			

## August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semi-monthly salaried employees  Deferred Comp Transaction Upload	2	3 9AM - CIPPS files open - no edits or payruns
4 9AM - CIPPS files open - no edits or payruns	5 TPA Upload	6 Deferred Comp Transaction Upload	7	8	9	10 9AM - CIPPS files open - no edits or payruns
11 9AM - CIPPS files open - no edits or payruns	12 Semi-monthly salaried certification deadline Period #1 (7/25-8/09)	13	14	15 Leave keying deadline (7/25-8/09)	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 TPA Upload	20 Deferred Comp Transaction Upload	21	22	23	24 9AM - CIPPS files open - no edits or payruns
25 9AM - CIPPS files open - no edits or payruns	26 Semi-monthly salaried certification deadline Period #2 (8/10-8/24)	27	28	29 Leave keying deadline (8/10-8/24)	30 Payday for semi-monthly salaried employees  July Healthcare Cert Due	31

## September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2 <b>State Holiday: Labor Day</b>  <b>NATIONAL PAYROLL WEEK</b>	3 Deferred Comp Transaction Upload  TPA Upload	4	5	6 Deferred Comp Transaction Upload	7 9AM - CIPPS files open - no edits or payruns
8 9AM - CIPPS files open - no edits or payruns	9	10 Semi-monthly salaried certification deadline Period #1 (8/25-9/9)	11	12	13 Leave keying deadline (8/25-9/09)	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	17 TPA Upload	18 Deferred Comp Transaction Upload	19	20	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23	24 Semi-monthly salaried certification deadline Period #2 (9/10-9/24)	25	26	27 Leave keying deadline (9/10-9/24)  Military Leave Reset	28
29	30 Payday for semi-monthly salaried employees  August Healthcare Cert Due					

## October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Deferred Comp Transaction Upload	2 TPA Upload	3	4 Deferred Comp Transaction Upload	5 9AM - CIPPS files open - no edits or payruns
6 9AM - CIPPS files open - no edits or payruns	7	8	9 Semi-monthly salaried certification deadline Period #1 (9/25-10/09)	10	11 3RD Qtr Recon of Taxable Wages due to DOA	12 9AM - CIPPS files open - no edits or payruns
13 9AM - CIPPS files open - no edits or payruns	14 <b>State Holiday: Columbus Day</b>	15 Leave keying deadline (9/25-10/09)	16 Payday for semi-monthly salaried employees	17	18 Deferred Comp Transaction Upload	19 9AM - CIPPS files open - no edits or payruns
20 9AM - CIPPS files open - no edits or payruns	21 TPA Upload	22	23	24 Deferred Comp Transaction Upload	25	26 9AM - CIPPS files open - no edits or payruns
27 9AM - CIPPS files open - no edits or payruns	28 Semi-monthly salaried certification deadline Period #2 (10/10-10/24)	29	30	31 Leave keying deadline (10/10-10/24)  September Healthcare Cert Due		



## November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semi-monthly salaried employees  Deferred Comp Transaction Upload  TPA Upload	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4	5	6 Deferred Comp Transaction Upload	7	8 Semi-monthly salaried certification Period #1 (10/25-11/09)	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 <b>State Holiday: Veterans' Day</b>	12	13	14 TPA Upload  Leave keying deadline (10/25-11/09)	15 Payday for semi-monthly salaried employees	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18	19	20 Deferred Comp Transaction Upload	21 Semi-monthly salaried certification deadline Period #2 (11/10-11/24)	22	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25	26 Leave keying Deadline (11/10-11/24)	27 Payday for semi-monthly salaried employees  October Healthcare Cert Due  <b>Half-Day Holiday</b> Files close at noon	28 <b>State Holiday: Thanksgiving Day</b>	29 <b>State Holiday: Day After Thanksgiving</b>	30 9AM - CIPPS files open - no edits or payruns