***Department of Accounts***

***Payroll Bulletin***

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| **Calendar Year 2014** | **October 8, 2014** | **Volume 2014-12** |

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| *In This Issue of the Payroll Bulletin…....* | * **PMIS to CIPPS Interface Enhancement: New Hires** | 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 |

#### **PMIS to CIPPS Interface Enhancement: New Hires**

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| Beginning October 14, 2014 | On October 14, 2014 we will begin interfacing *salaried* (not wage) new hire/rehire records from PMIS to CIPPS. The process is outlined below:  **Day 1** - A salaried record is entered into PMIS using one of the following Reason Codes:   * + Reason Code 301 – Original Appointment   + Reason Code 302 – Rehire (Re-Establish)   + Reason Code 304 – Reinstate   **Day 2** – DHRM passes a file to CIPPS representing transactions keyed in PMIS the previous day. Based on the PMIS effective date of the hire, the program will either process and update CIPPS or be suspended. This is the same process that currently is in place for change transactions. (Note: The day after final certification the “release date” is changed to the top of the next pay period – 25th or 10th.)  **Day 3 –** Non-suspendedrecords will be available in CIPPS as an inactive “shell” record.  When moving an employee from a wage position to a salaried position consideration should be given to the timing of the final wage payment and the update to PMIS. |

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| New Hire “Shell” Record | After the interface processes, CIPPS will contain a “shell” record for the new-hire. Those items normally updated for changes through the PMIS to CIPPS interface will be populated. In addition other fields are set to a default value which must be updated prior to paying the employee.  The new hire record will be established with frequency “89” as “non-auto” and pay type of “3”. These settings will prevent the record from being pulled into to normal payroll processing until you have changed the frequency. Since frequency 89 has been designated to hold the “shell” records for new hires, **agencies should not use this frequency for any other purpose in CIPPS**.  The populated fields and default values can be found on the PMIS to CIPPS crosswalk found at the end of this bulletin.  To prepare this record for processing the following must be performed:   * Change the frequency from “89” to your normal frequency for active salaried employees (usually frequency 70). * Change the time-card status to “1” – Automatic Pay * Change the pay type to “2” – Salaried * Enter the appropriate organizational code * Complete the tax profile based upon the W-4 and VA-4 * Provide the programmatic coding for payroll expenditures * Set up all applicable deductions |

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| New Hire Interface Reports | When CIPPS establishes a new hire “shell” record for your agency, you will receive Report U179, PMIS/CIPPS New Hire & Transfer Updates, showing the information updated for the employee. A sample of this report can be found at the end of this bulletin. If the effective date is mid-pay period or retroactive manual updates to override the current pay for the employee will be required. Informational messages will print on the right hand side of the report.  Report U178, PMIS/CIPPS New Hire and Transfer Errors, lists new hire/rehire transactions that were rejected. While rare new hire transactions may be rejected for incompatible data (e.g., establishment code not valid for company) and manual data entry will be required. |

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| Timing and Other Interfaces | If another interface attempts to update CIPPS the same night that the new hire record is created, the item from the **other** interface will error out due to the record not existing and require manual entry. For example, if a new hire transaction is passed to CIPPS on the same night a VNAV interface transaction is passed for the same employee the VNAV information (e.g., retirement plan code) will not update CIPPS and will need to be entered manually from Report U184, VNAV/CIPPS Transaction Error Listing.  Timely data entry of new hires in PMIS will help to avoid such errors. |

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| **PMIS to CIPPS Automated New Hire Process** | | | | |
| **Crosswalk of CIPPS and PMIS Fields as of 10/14/2014** | | | | |
|  |  |  |  |  |
|  | **PMIS** | | **CIPPS** | |
| **Field Name** | **Field** | **Screen** | **Field** | **Screen** |
| Name | Name | PSE305 | Name | H0BID |
| Address | Addr2 | PSE311 | P O Box/Apt/Suite | H0BID |
|  | Addr1 | PSE311 | Street Address | H0BID |
|  | City | PSE311 | City | H0BID |
|  | State | PSE311 | State | H0BID |
|  | Zip | PSE311 | Zip | H0BID |
| Agency Begin Date | Agy-Bg | PSE305 | Ag Emp Start | H0BUO |
| Alien Code | Nation | PSE305 | Alien Cd | H0BUO |
| Annual Salary | State Sal + Non-St Sal+ Spec Rate | PSE305 | Annual Salary | H0BID |
| Business Phone | Telephone | PSE305 | Business Phone | H0BID |
| Birth Date | Birth | PSE305 | Birth Date | H0BID |
| Contract Length | Employment Months (rounded to nearest whole number) | PSE305 | Contract Length | H0BUO |
| FIPS code | "51" + Location code | PSE305 | FIPS Code | H0BUO |
| Gender | Sx/Rc | PSE305 | Sex | H0BID |
| Home Phone | Phone | PSE311 | Home Phone | H0BID |
| Imputed Life | Annual Salary rounded up to nearest whole dollar X 2 and divided by 1,000 | PSE305 | SP 14 Dollar Amount |  |
| Number of Pays | Pay Sch | PSE305 | Number of Pays | H0BUO |
| OT Eligibility Code | Overtime (codes C, N, Y) | PSP999 | Overtime Status & Factors | H0BBN |
| Pay Band | Band | PSE305 | Pay Band | H0BID |
| Pay Period Salary | (State Sal + Non-St Sal+ | PSE305 | Salary or Rate | H0BID |
|  | Spec Rate ) ∙∕∙ Pay Sch | PSE305 |  |  |
| Percent Employed | Percent | PSE305 | Percent Employment \* | HPIUS |
| Role Code | Role/PA/S | PSE305 | Role Code | H0BUO |
| Social Security Number | Soc-Sec-Num | PSE305 | Social Security | H0BID |
| Standard Hours 1 | ((173.33XCT Length)/Pay Sch) X (Percent/100) | PSE305 | Standard Hours 1 | H0BID |
| State Begin Date | St-Bg | PSE305 | Employment Date | H0BID |
| Temporary Pay | Temporary Pay/Pay Sch | PSE305 | SP 32 Dollar Amount | H10AS |
| Workers' Compensation Code | Wrkr Cmp | PSP999 | Worker's Comp Code | H0BUO |
|  |  |  |  |  |
| **New Hire Defaulted Field Values in CIPPS** | | | | |
|  |  |  |  |  |
| **Field Name** | **Default Value** | | **CIPPS** | |
| Frequency | 089 | | Frequency | H0BID |
| Time Card Status | 0 - Non Auto | | Time Card Status | H0BID |
| Pay Type | 3 - Variable | | Pay Type | H0BID |
| Employment Status | 1 - Active | | Employment Status | H0BES |
| Establishment Code | Table lookup for Agency Number | | Establishment Code | H0BUO |
| Federal Taxes | Single | | Married Status | H0BAD |
| Federal Taxes | 0 | | Federal Exemptions | H0BAD |
| State Taxes | Work State | | Virginia - 047 | H0ATX |
| State Taxes | Single | | Married Status | H0ATX |
| State Taxes | 0 | | State Exemptions | H0ATX |

**CO. NO. 10100 COMMONWEALTH OF VIRGINIA REPORT U179 PAYB2450**

**DEPARTMENT OF ACCOUNTS RUN ON 09/23/2014 AT 09:23:09**

**PMIS/CIPPS NEW HIRE & TRANSFER UPDATES PAGE 3**

**PAY PERIOD 08/25/2014 - 09/09/2014**

**DEPARTMENT OF IMPORTANT STUFF**

**FIELD NEW PMIS VALUE MESSAGE**

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**EMPLOYEE NAME/NUMBER: EUGENIUS SMARTGUY/0099999999900 EMPLOYEE IS A REHIRE. ALREADY EXISTS IN CIPPS**

**TRANS EFFECTIVE DATE: 08/25/2014**

**BOX APARTMENT**

**STREET ADDRESS 12 TOY STORY LANE**

**CITY STAUNTON**

**STATE VA**

**ZIP CODE 24401-5065**

**SEMI MONTHLY 7,145.83**

**PAY SCHEDULE 24**

**EMPLOYEE MONTHS/CONTRACT LENGTH 12.00**

**TEMPORARY PAY 0.00**

**EMPLOYEE OT ELIGIBILITY CODE N**

**SEX M**

**BIRTH DATE 09/09/1977**

**EMPLOYMENT DATE 08/25/2014**

**POS ROLE CODE 49152**

**POS CLASS PAY BAND 008**

**WORKERS COMP 8833**

**STATE PHONE (555)320-8282**

**HOME PHONE (555)626-6262**

**ALIEN CODE C**

**FIPS CODE 790**

**AGENCY BEGIN DATE 08/25/2014**

**PERCENT EMPLOYEE 100.00**