

Department of Accounts

Payroll Bulletin

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the Payroll
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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

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Employee Payments in Cardinal

Employee DD Returns – No New Account

There are times when an employee's direct deposit must be stopped but the employee is still due the funds (e.g., due to identify theft the employee's bank account had to be closed and there is no new account yet). While waiting for the employee to set up a new account, the employee is in need of their pay to cover expenses.

Cardinal Processing

DOA State Payroll Ops will return the funds to the agency using the Accounts Receivable function in Cardinal. They will be credited back to the employee's programmatic data as found in CIPPS (i.e., you will see a credit to the expenditure account in Cardinal used to record their pay). The payment to the employee must then be processed using the Employee Expense Report in Cardinal. (Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create). When completing the Expense Report be sure to use an expense type of "Other Employee Reimbursement." Please be sure to update the ChartFields on the Expense Report to match the deposit where the funds were returned.

Employee Profile

Before the Expense Report can be used, however, an employee profile must exist in Cardinal. (Main Menu > Travel and Expenses > Manage Employee Information > Update Profile) The employee profile contains Default ChartField Values which automatically populate any expense report created on behalf of that employee. If the employee already has a profile it will have the bank account information from CIPPS already in it. State Payroll Ops will contact the DOA EDI group to request that the employee's profile is changed to "check". Once new information is entered into CIPPS, the EDI account information will automatically update after the next payroll certification.

Employee Payments in Cardinal, cont.

Cardinal Job Aids The links below provide guidance on how to complete an employee profile as well as an expense report.

http://www.cardinalproject.virginia.gov/Statewide%20Training/AccountsPayable/SW_AP315A_Process_Emp_Exp_Online.pdf

http://www.cardinalproject.virginia.gov/Statewide%20Job%20Aids/Accounts_Payable/SW%20AP316%20Creating%20and%20Updating%20an%20Employee%20Profile.pdf

http://www.cardinalproject.virginia.gov/Statewide%20Job%20Aids/Accounts_Payable/SW_AP315A_Tips_for_Enterig_Exp.pdf

http://www.cardinalproject.virginia.gov/Statewide%20Job%20Aids/Accounts_Payable/AP315A_Expense_Type_Coding.pdf

Splitting Garnishment Payments

How to Process In Cardinal Agencies with third party garnishment checks that have to be divided between the creditor and employee should follow these steps to process in Cardinal.

- Deposit the check to the Treasurer of Virginia and record the deposit in Cardinal using Accounts Receivable. Treat the deposit as a credit to the employee's expenditure account using the programmatic data from CIPPS.
 - Produce a payment in the proper amount owed to the creditor using the Cardinal Accounts Payable voucher function. You will need to send a vendor maintenance form to the CVG to request set up of the creditor if they are not in Cardinal already, but the creditor can be added as a one-time vendor without knowing the FEIN.
 - Produce a payment for the balance owed to the employee using the Cardinal Expense Report function as described in the Employee Payments section above. When completing the Expense Report be sure to use an expense type of "Other Employee Reimbursement." Please be sure to update the ChartFields on the Expense Report to match the deposit where the funds were returned.
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Health Insurance Dedicated Email Address

Corrected Email Address ATA files for Health Insurance reconciliations should be sent to this address:

HealthRecons@doa.virginia.gov
