

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

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VEC Multiple Worksite Reporting Update

New Updates to VEC Employer Self Service

The Virginia Employment Commission (VEC) has completed their database modernization for the VEC employer self-service website. DOA still sends a file containing your quarterly wage information to VEC; however, each agency is responsible for “filing” a quarterly report. In addition, any changes that need to be made to the data submitted for each quarter need to be made by the agency using the VEC self-service website. CIPPS Employers can now choose to use I-File or Web Upload to provide summarization data for Multiple Worksite Reporting.

Employers are encouraged to use I-File as it may be more familiar and easier to use. Previous filings are now viewable as well as images of correspondence between VEC and the Employer.

I-File has been enhanced to provide account maintenance functions not previously available. The “Amend Reports” function is currently only available to those agencies with fewer than 100 employees. CIPPS agencies should be able to use the same User ID and password as before to access I-File.

The instructions for each choice are detailed further in this bulletin. Questions about using the new employer self-service features for either I-File or Web Upload should be directed to one of the following VEC Representatives:

Joshua Saunders 804-786-3037 Joshua.Saunders@vec.virginia.gov
Tracy Hundley 804-371-6049 Tracy.Hundley@vec.virginia.gov

VEC I-File Update

Completing Multiple Worksite Reporting Using I-File

If you choose to use I-File, it is accessed using the following link (same as before):

<https://www.ireg.tax.virginia.gov/VTOL/Login.seam>

Select VEC and enroll (not register) or use your pre-existing User ID & password (if you are a returning user). After signing in - you may get a Certificate Security alert - select to go to the website.

- Select VEC on your Department of Taxation I-File welcome page. This will take you to the Employer Self Service which is part of the VEC database.
- Select "Tax Report/Payroll Report Due Q1Y2016" from the "Action Required" on the right hand side of the screen. The next page will show the quarter year.
- Select "Filing Options" button and the page will reload with quarterly reporting options.
- Select "Tax Report and Payroll" & "File Now" button.

The next page provides the complete payroll listing of the previous quarter with no wages. If your payroll is usually large, you will have the message "Please note that number of records exceeds 100 for filing Quarter/Year. Report can be filed only for 100 employees through this application." This is not a concern because you will be providing only one record, a 999-99-9999 for your entire payroll (just as you would in fields 3E and 2L if you were filing thru Web Upload).

- Select the "ALL" checkbox and hit the "Delete" button, the page will reload with - "Confirm Delete". (Note: This is not deleting any records from your previous filings.)
- Click "Confirm Delete" and the page will come back with all of the records deleted. This will need to be done every quarter.
- Select the "Add Employees" button and I-File will present a blank payroll form where you will key the following record:

Social: **999-99-9999**

Last name: **Agency**

First Name: **CIPPS**

Middle Initial: **Leave Blank**

Wage Total: **Enter the wage total of your entire payroll (be sure to include the decimal point)**

- After adding the wage, select "Add" at the bottom of the page. There is nothing else to key for payroll. The screen will reload showing your single 999-99-9999 employee, select the checkbox in front of that record and select "Continue". Without a record selected – it will not continue.
- Select Continue to get the last screen to create the tax report: add "1" for the # of employees for each month and select Continue.
- Check the box for Certification. Submit twice to get your confirmation number, print for your records.

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VEC Web Upload

Completing Multiple Worksite Reporting Using Web Upload

If you choose to use Web Upload, you must have a User Account. Sign up using this website:

<https://www.webupload.tax.virginia.gov/user/login>

Web Upload will send you an authentication email which you will use to return to the Login page (above) to access Web Upload.

After you have enrolled, the first step is to create a "File Layout." This is a one-time only requirement.

- Click "Create New File Layout"
- On "Form Type" choose "VEC: FC20 & FC21 Quarterly Tax and Wage Report"
- On "File Format" choose "Excel"
- Click "Create"

An Excel formatted file will be used for the second step described below. The file can be found on our website under "State Payroll Operations Forms", with the "Miscellaneous Forms" group. (Please note that line 2 will need to be updated with your agency information. The value of field 3E should be the same as the value in field 2L. The rest of Line 3 should remain unchanged; the wage total must be attributed to **999-99-9999**, not a real employee.)

- The second step is to upload the file. This will be done each quarter.
- Choose "Upload Files" from the left side of the page to go to the Upload page. Do not use the two excel selections offered in the middle of the Home page
- Choose "Upload a New File"
- On "File Layout" select the "VEC: FC20 & FC21 Quarterly Tax and Wage Report"
- On "Header Lines" enter 1
- On "Footer Lines" enter 0
- Click Upload

The Final step after the upload is complete is to note the confirmation number for your records and "Submit".

FINDS/CIPPS No Longer Available After CARS Decommissioned

**PAT Data
Replaces
FINDS/
CIPPS
Data**

Payroll Bulletin 2015-09, distributed in August 2015, announced that CIPPS FINDS will be deactivated at the same time that CARS FINDS is discontinued. Agencies need to transition to use of the PAT (Payroll Audit Tool) Queries to download CIPPS information in lieu of CIPPS FINDS. All of the data that was in CIPPS FINDS is now available using the PAT Queries. The queried data can be viewed online or downloaded into an Excel or text format.

Masterfile information is easy to access and download. The Report 10 files are available for about 45 days after the run date. Report 10 files include edits and final certifications. In addition, there is a two year history of the Payline data that is available for download. The Payline data represents final certification data that was also available on the Report 10.

Report U033 Payroll Expenditures are available with a two year history. This is particularly important for those agencies that use FINDS to download the U033 for import of the payroll expenses into internal financial systems. The U033 file can be downloaded using PAT. The format is relatively the same. The only difference is that the file is delimited by semi-colons instead of the comma.

Agencies that need assistance transitioning to the new format should contact Shannon Gulasky at Shannon.gulasky@doa.virginia.gov.

To request access to PAT and the payroll queries use the form found at the link below. Be sure to include all security needed if submitting a form for an existing user.

<http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf>