***Department of Accounts***

***Payroll Bulletin***

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| *In This Issue of the Payroll Bulletin…....* | * New Process for Involuntary Deductions

\*Part 1 - Payline Utility\*Part 2 – H0ZDC Set Up \*Virginia Child Support \*Deceased Payments | 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.govState Payroll Operations**Director Lora L. George**Acting Director Cathy C. McGill |

#### **New Process for Involuntary Deductions**

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| New Process Requirements Effective June 2, 2017 | Current processing for involuntary deductions in CIPPS allows agencies to create a “free-form” third party check which is printed during payroll processing. These checks are then sent by the agency to the appropriate entity.After conversion to Cardinal HCM each entity receiving payments for involuntary withholdings must have a vendor (“supplier”) record in Cardinal. Cardinal records are statewide and vendor name and address information is shared across agencies. (Employee information related to that vendor is not included in the vendor record.) As a result, a new process is required to standardize the payment information that will be provided to Cardinal.**Effective June 2, 2017, line agencies will no longer be permitted to make online changes to screen H0901 (Deduction Payment Name and Address).** Instead, H0901 will be established or changed using a new Payline application. Similar to NSSA procedures, information entered before 2 pm will be sent to CIPPS each night. Agencies can view the new/updated H0901 information the following day and establish the deduction on screen H0ZDC (Employee Deductions). Please begin using the new process immediately for each new order received. Deductions established prior to June 2 require change **ONLY** if they will remain active beyond the June 25 – July 9, 2017, pay period AND do not match the supplier information provided in Payline. Agencies should follow the procedures provided below to update H0901 as necessary. Questions regarding the new process should be sent to payroll@doa.virginia.gov. |

#### **New Process for Involuntary Deductions, continued**

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| **How to Access the Payline Garnishment Utility** | Agencies should use the newly revised Payline Security Form located at <http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf> to request access to the new “Garnishment Maintenance” Utility for appropriate staff.After State Payroll Operations has received and processed the security form, the “Garnishment Maintenance” button will be visible on the left hand side of the screen of the Payline Main Menu. This feature is only accessible using an Administrative (99 + EIN) logon. Click the “Garnishment Maintenance” button to access the new utility.  |

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| **Part 1 - Establish the H0901 Record Through Payline** | Clicking on “Garnishment Maintenance” returns the screen shown below: Records added since the advent of this new utility will automatically be displayed for the selected agency. Agencies can see only the records for their agency. |

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#### **New Process for Involuntary Deductions, continued**

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| **Part 1 - Establish the H0901 Record Through Payline,** *continued* | Click on the “Add New Record” button to create the record for the Involuntary Deduction.The screen shot below shows the entry screen:  |

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| **Field Entry for the Garnishment Maintenance -Add Record Screen** | Update the following fields to add a new record:**Agency:** Using the drop down box, select the appropriate agency. **Employee Number:** A special “Search and Select” feature has been developed to help enter valid employee numbers. Begin typing either the employee number or the last name and a list of employees that match the criteria will be shown on the right hand side of the screen. Click on the desired entry and the information will be posted to the pertinent fields on the left hand side of the form. This table contains all employees who have received a payment through CIPPS by agency. Examples are provided on the following pages. |

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#### **New Process for Involuntary Deductions, continued**

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| **Field Entry for the Garnishment Maintenance -Add Record Screen,** *continued* | Entering “ex” in the “Employee Number” field…Presents a list of employees with “Ex” in their name in the selection box on the right.Double click on the correct employee information in the selection box (in this example 88002126000) to fill in the pertinent fields on the form.The Employee Number field and the Employee Name are automatically filled in after clicking on the employee information in the selection box. |

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#### **New Process for Involuntary Deductions, continued**

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| **Field Entry for the Garnishment Maintenance -Add Record Screen,** *continued* | **H0901 Name Number:** Choose the Name Number record in the drop down box. This number corresponds to the “Name Number” field on the H0901 as shown below:The information entered on this record will establish/update the H0901 information for that Name Number if it does not already exist. If a record already exists in CIPPS the utility will overwrite the existing information for that Name Number.**Record Type:** Choose the appropriate code from the drop down list. The list of codes is shown below. A default code of “000” indicates the deduction is for Child Support for another state if used for Deduction #002; for all other deduction numbers (003-008) the default code of “000” will indicate that the item is a Court Ordered Garnishment or Writ. If neither of those types apply please choose the appropriate code.Note: This code will not be interfaced to CIPPS. Instead, the code should be established manually on H0ZDC as described in the section entitled “**Add the Involuntary Deduction to H0ZDC”.**Line agencies that receive an order that does not conform to one of the available designations should contact State Payroll Ops immediately.

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| **Record Type** | **Designation** |
| 000 | DEDUCTION DEFAULT ( CHILD SUPPORT OR COURT ORDERED GARNISHMENT) |
| 020 | DEPENDENT SUPPORT |
| 030 | SPOUSAL SUPPORT |
| 110-186 | FEDERAL LEVY – REVIEW THE COMPLETE OPTIONS IN THE PAYLINE UTILITY. CODES ARE BASED ON PUBLICATION 1494 REQUIREMENTS.  |
| 195 | BANKRUPTCY |
| 210 | STUDENT LOAN |
| 220 | STUDENT LOAN HARDSHIP |
| 230 | SOCIAL SECURITY NON TAX ADMINISTRATIVE WAGE GARNISHMENT |
| 240 | STATE OR LOCAL TAX LEIN |
| 241 | STATE OR LOCAL TAX LEIN - HARDSHIP |

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#### **New Process for Involuntary Deductions, continued**

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| **Field Entry for the Garnishment Maintenance -Add Record Screen,** *continued* | **Case Number:** This field is optional. This 20 character field may be used to print required information on the check such as the case number referenced on the order. This information will print on the check face only. It will not appear on the outside of the self-sealed mailer. **DO NOT INCLUDE SOCIAL SECURITY NUMBERS.****Case Name:** This field is optional. This 30 character field may be used to print required information on the check such as the return date and/or the employee name. This information will print on the check face only. It will not appear on the outside of the self-sealed mailer. **DO NOT INCLUDE SOCIAL SECURITY NUMBERS**.**Vendor/Payee Search:** Begin typing the name of the desired entity to receive a list of available entities in the selection box on the right.“Vendor Name” is the name of the entity who is receiving the check. The address information is unique to the “Vendor Name”. “Payee Name” is the name of the entity to whom the check is payable. “Payee Name” is only required if the check will be made payable to an entity other than the vendor who is receiving the check.For example, an order is received with instructions to mail the check to “Richmond General District Court” and make the check payable to “ACME Company”. In this case “Richmond General District Court” is the Vendor Name and “ACME Company” is the Payee Name.In another example, an order is received for a tax lien from the “City of Richmond”. The lien instructs you to mail the check to the “City of Richmond” and make the check payable to the “City of Richmond”. In this case “City of Richmond” is the Vendor Name and there is no need for a Payee Name.Begin typing “Richmond” in the Vendor/Payee Search field to get a list of all Vendor and Payee Names that contain the word “Richmond”: |

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#### **New Process for Involuntary Deductions, continued**

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| **Field Entry for the Garnishment Maintenance -Add Record Screen,** *continued* | Begin typing “ACME” in the Vendor/Payee Search field to get a list of all Vendor and Payee Names that contain the word “ACME”:Double click the desired Vendor/Payee combination on the right hand side of the screen to populate the relative fields on the form. Notice that address is automatically provided for the selected vendor.cid:image001.png@01D2D585.9881DD60 |
|  | Click “Accept” at the top of the form to add the record.If the appropriate Vendor/Payee combination is not found, or the address listed is not correct, complete the “[Request to Add Garnishment Vendor/Payee Form](http://www.doa.virginia.gov/Payroll/Forms/GarnishmentVendorRequestForm.xlsx)” found on the DOA website at: <http://www.doa.virginia.gov/Payroll/Forms/GarnishmentVendorRequestForm.xlsx> Fill in the required fields on the spreadsheet and email it to payroll@doa.virginia.gov when complete. State Payroll Operations will review the request and inform the specified contact on the same day of the action taken so that there are no interruptions to garnishment processing.**NOTE: Forms received by DOA after 1:30 pm may not be processed in time to meet the 2 pm deadline for CIPPS processing. Requests for adding Vendors/Payees should be submitted as early as possible.** |

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#### **New Process for Involuntary Deductions, continued**

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| **Editing an Existing Record (Garnishment Maintenance- Edit Record Screen)** | To edit an existing record, return to the “Garnishment Maintenance” Screen. All records for the agency number selected in the drop down box are automatically displayed.Click the edit button to the left of the record requiring an update. Note: The “Delete” button is only available if the record has never been sent to CIPPS. Once the record has been sent to CIPPS, the “Delete” option will be grayed out and a date will be populated in the “Date to CIPPS” column on the right hand side of the screen.The current information for the record is displayed. Make the necessary changes and click “Accept” at the top of the form:cid:image001.png@01D2D586.3508F880 |
|  | Record changes keyed before 2 pm will create a transaction that completely overwrites the applicable H0901-Name Number screen that night.Making a record change will clear the “Date to CIPPS” field on the “Garnishment Maintenance” screen. When the records are sent to CIPPS that night, the field will be re-populated with the new date. |

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#### **New Process for Involuntary Deductions, continued**

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| **Part 2 – Complete the Process in CIPPS** | Garnishment records added to Payline before 2 pm will be visible in CIPPS the next business day.The fields will be formatted as shown below. As mentioned at the beginning of this bulletin changes cannot be made directly to the H0901 screen. Required changes must be made through Payline.The lines from Payee Name to Address 5 will print on the check and the outside of the self-sealed mailer in the order shown on the H0901 screen. The Garnishment Case Number and Case Name will print at the top of the check face.  |

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| **Special Processing for Deduction 001 - DCSE** | **DO NOT set up a garnishment record in the Payline “Garnishment Maintenance” utility for Deduction 001.** Deduction 001 – DCSE is the only involuntary deduction that is sent via EFTP to the Department of Social Services. Because this deduction does not create a third party check, it should ALWAYS have a “0” in position #17 of the utility field on H0ZDC. Typing a name number in position #17 of the utilility field causes CIPPS to generate a check to the wrong entity. This creates an out of balance situation in the DCSE extract and a correcting journal entry is required on behalf of your agency.Establish Deduction 001 as described in Example A of [CAPP Topic 50405](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50405.pdf). The percentage specified in positions 7-10 of the utility field will be used to instruct Cardinal to establish the deduction using the proper withholding rules during conversion.As described in the next section, agencies **MAY** enter a priority code on H0ZDC to designate if this is a child, dependent or spousal support order. Agencies who decide to do so should read the next section to determine how to specifically designate the nature of the support order. |

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#### **New Process for Involuntary Deductions, continued**

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| **Add the Involuntary Deduction to H0ZDC** | After the H0901 record is transferred to CIPPS, add the appropriate involuntary deduction on H0ZDC as instructed in [CAPP Topic 50405](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50405.pdf).Deductions 002 – 008 create a third party check and will require a matching H0901 record before they can be entered on H0ZDC. To properly establish the involuntary deduction in Cardinal, it is necessary to identify the “type” of withholding. This information will be used to select the garnishment calculation rule that applies to the order.When establishing the garnishment record in Payline, a “Record Type” was selected. The “Record Type” **does not** interface to CIPPS. Instead, it should be entered manually into the three-digit PRTY (Priority) field when establishing the deduction on H0ZDC.NOTE: Changing this code on the employee level does not affect the processing priority. CIPPS system settings defer to the priority codes established on the company level.If the deduction number is “001” or “002” and the priority code is the default “000” the deduction is assumed to be a Child Support Deduction. Agencies **MAY** designate this deduction more specifically as either “dependent” or “spousal” support. The designation is purely informational and does not impact the amount of support withholding based on Virginia rules.If the deduction number is 003-008 and the priority code is the default “000” the deduction is assumed to be a Court Ordered Garnishment (Writ).To specify other withholding types, enter the three digit number that was selected as the “Record Type” in the Payline utility that established/changed the H0901 record. A complete list of codes is provided in the previous section entitled “**Field Entry for the Garnishment Maintenance -Add Record Screen”.** |

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#### **New Process for Involuntary Deductions, continued**

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| **Establishing H0901 For Deceased Payments** | In order to facilitate the new requirements, agencies will also be required to use the “Garnishment Maintenance” utility to establish the H0901 record for payments to Administrators/heirs/beneficiaries of deceased employees. State Payroll Operations will establish the estate/survivor as a “Vendor” in the Payline utility after receiving the completed “Garnishment Vendor Request Form”. In the “Reason for Request” designate “Other” and specify “Deceased Payment” in the explanation area.Unlike other “Vendor” records in the utility, this information will NOT be visible to other agencies. |