Default Coding

To: Payroll Operations
Department of Accounts
Fax: 804-225-3499

Agency Name: _________________________________________________
Agency Number: _________________________________________________

Effective ______________ please use the following default coding for the payroll general ledger interface when programmatic data for an employee has not been established in CIPPS at the time of payroll certification:

Agency  Fund   Prg  SA   El   Obj   Proj/Task/Phase   CC

Effective ______________ please use the following default coding to charge our agency for premium shortages identified during the automated healthcare reconciliation process:

Agency  Fund   Prg  SA   El   Proj/Task/Phase   CC

Signature of Agency Fiscal Officer _______________________________________

Date ______________________________________