

Gross Pay Differences Explanation:

Agency Name and Number: _____

Date of Certification: _____

Difference Amount: _____

Mark the description that most closely describes the cause of the variance:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Changes made after Certification |
| <input type="checkbox"/> | Imputed Life Miscalculated |
| <input type="checkbox"/> | Included amount from another frequency |
| <input type="checkbox"/> | Keying Error/Entered wrong certification information |
| <input type="checkbox"/> | Payment made in error |
| <input type="checkbox"/> | Scrubs not received in time to certify |
| <input type="checkbox"/> | Transaction error/did not process correctly |
| <input type="checkbox"/> | Void/Manual update processed |
| <input type="checkbox"/> | Check date already recorded in CIPPS |
| <input type="checkbox"/> | PMIS/CIPPS update - changes applied night of certification |
| <input type="checkbox"/> | System Problem DOA |

Detail Explanation :

Example: Employee name, ss# , reason and amount (+ or -) grand total must equal difference reported on the U118.

| | |
|----|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| | |
| | |
| | |
| | |
| | Grand Total: |

Explanation of all differences in the agency total must be submitted to the Department of Accounts by close of business the next work day.

Fax to Payroll Operations: (804) 225-3499 or e-mail to cathy.mcgill@doa.virginia.gov