Expectations for DOA Payroll Service Bureau (PSB) Participating Agencies

Logistics Required

- For agencies not on TAL or another local time and attendance system that interfaces to CIPPS, collection and submission of approved bi-weekly wage timesheets, salaried employees' overtime hours, and other authorizations for additional pays such as On Call Pay, Mobile Device Stipends, Reportable Meals, etc.
- For agencies on TAL or another local time and attendance system that interfaces to CIPPS, confirmation that all wage hours worked and non-exempt salaried overtime hours have been processed and transmitted to CIPPS. Submission of other additional pay authorizations such as On Call Pay, Exempt Salaried Employees' overtime, Mobile Device Allowances, Reportable Meals, etc.
- Collection and submission of CIPPS Leave slips (required only for agencies on the CIPPS Leave System)
- Collection and submission of materials reflected on the PSB Schedule of Materials Required for Execution of Payroll/Benefits Business Processes
- Distribution of employee paychecks/printed earnings notices if the agency is not paperless
- Distribution of W-2's to employees if agency does not have them U.S. mailed directly from PSB

Authorizing Paperwork for submission to PSB by the deadlines stipulated on PSB's Schedules of Key Deadlines for Semi-Monthly Salaried and Bi-Weekly Wage Payrolls.

- Conveyance of materials not containing sensitive data may be made via email attachment, courier, U.S. Mail or SMS Inter-office mail.
- Materials with sensitive data, i.e., an employee's full Social Security Number and/or an employee's banking information must be submitted to PSB using one of the following secured methods: the Bureau Secure Portal, sealed envelope delivered by courier, U.S. Mail, or sealed envelope delivered by SMS Interoffice mail.
- All materials must bear the appropriate authorizations and approvals prior to submission to PSB for processing.
- Please refer to the PSB Schedule of Materials Required for Execution of Payroll/Benefits Business Processes for the documents/transmittals required for submission to PSB.

Human Resources Requirements

- Ensure PMIS is updated timely for all personnel changes and employment status changes, including overtime pay entitlements and extended leave without pay absences
- Ensure BES is updated timely for all Flex and Healthcare benefit changes and enrollments
- Ensure timely enrollments of VRS related benefit programs
- Ensure PMIS pay entitlements and retirement plan designations agree with the creditable compensation and plan designation values reflected in VNAV
- Ensure timely submissions of action forms for personnel actions not handled via the PMIS to CIPPS Automatic Update process, e.g., pay dockings for insufficient leave balances, personal leave usage for income replacement on VSDP claims/absences
- Ensure timely notification of employees transferring to other agencies prior to certifying the last earnings period worked at the "sending" agency.
- Manage employee communications and respond to employee inquiries
- Manage VSDP claim activity, update PMIS timely for departures and returns from VSDP absences, provide PSB Reed Report if PSB party is not receiving it directly
- Manage Work Related VSDP claims and non-VSDP Workers' Compensation claims/absences including approvals for Workers Compensation leave usage (for agencies on CIPPS Leave system) and designation of the 92nd day of absence on approved workers compensation leave. Provide PSB the materials referenced on the PSB Schedule of Materials Required for Execution of Payroll/Benefits Business Processes.

Expectations for DOA Payroll Service Bureau (PSB) Participating Agencies, continued

Fiscal Authorizations Requirements

The items listed below are prepared by PSB and submitted to the agency's fiscal officer, or other designated authorized party, for review and approval.

- Agency Authorization for Certification of Payroll Form - used for Semi-Monthly Salaried Payrolls and Bi-Weekly Wage Payrolls. The PSB provides agencies a comprehensive packet of reports including the PAT Pre-Certification Reports and key CIPPS Audit/Exception Reports for the agency's certification review process.
- Monthly Healthcare Certification Form and the DHRM PM4405-RPT – BES Premium Reward Discrepancies
- VEC FC-20 Quarterly Employer's Report of Unemployment Wages
- Leave Liability Attachment for Fiscal Year End (For CIPPS Leave System agencies only)
- Quarterly Pre-certification of Reportable Items Form
- CIPPS Quarterly Reconciliation and Certification Form
- CIPPS Year End Certification Form
- Payroll Stop Payment Authorizations for agencies that have not delegated this authority to PSB
- Programmatic Coding changes for agencies not adhering to the position funding reflected in PMIS

Cardinal Entries Required

- ATA's for Healthcare expenditures resulting from monthly reconciliations
- Cardinal EX payment processing for replacement checks for paychecks lost in the mail
- Refunds of prior calendar years' deductions
- Deposits of workers compensation awards, expenditure reimbursements and repayments received from employees
- Refunds of prior year retirement withheld in error that cannot be refunded via CIPPS due to terminated employee status
- Reclassifications of expenditures to the appropriate account coding for items auto-charged to the agency using the agency's default account coding for the Healthcare Reconciliation process, the VRS Reconciliation process and the General Ledger Interface posting process for recordation of payroll/benefit expenditures

Systems Access Required

- Payline masking access for password administration and for responding to employee inquiries
- Reportline access for retrieval of CIPPS Payroll and/or Leave Reports
- PSB Secure Portal access for conveyance of sensitive materials

Other Authorizations Required

- Form PSB-01-001, Authorized Parties for CIPPS Payroll Certification Entry, for the Agency Fiscal Officer's designation of Alternate Approvers for Payroll Certifications, Healthcare Certifications, and Quarterly Certifications, if needed
- Form DA-04-121, Authorized Signatories, with designation of Payroll Service Bureau participation