

**DOA Payroll Service Bureau**  
**Materials Required from Agencies for Execution of Payroll/Benefits Business Processes**  
**Effective August 2018**

**Salaried Employees**

**Salaried New Hires/Inbound Transfers**

- Employee Direct Deposit Authorization Form
- Form W-4, Employee's Withholding Allowance Certificate
- Form VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate
- Child Support Withholding Disclosure Form
- VNAV Screen Print of Employee's Retirement Plan Enrollment
- Transmittal or Email providing Programmatic Coding if PMIS is not used, Organizational Coding
- If applicable, Authorized Forms for Pre-Tax Parking, Pre-tax Transportation, Post tax Parking
- If applicable, HR Authorization/Authorizing Forms for work related supplements, such as Internet reimbursements, Shift Supplement with Designation of Shift Assignment
- If applicable, the Optional Group Life Enrollment form
- If applicable, notification of Supplemental Insurances (Post-Tax) Deductions in progress at former agency (for inbound transfers)

**Wage to Salaried**

- Provide wage position separation date and final wage hours worked prior to updating PMIS for classified appointment

**Salary Adjustments for Salary Increases/Decreases**

- No authorizing paperwork required. PMIS information will be used to process any retroactive pay due or prorated pay for mid-period salary changes

**VSDP/FMLA/WC Non-VSDP**

- Non Work Related VSDP without job mods - employee personal leave usage for income replacement, including leave types used. Confirmation of employee personal leave balance sufficiency to cover waiting period, or leave balance sufficiency to cover absence pending extension of claim. Applicable Reed Report if Bureau party is not in direct receipt of report.
- Non-Work Related VSDP with Job Mods - verification of hours worked/leave submitted for scheduled hours not worked. Personal leave usage for income replacement for VSDP covered hours, including leave types used. Applicable Reed Report if Bureau party is not in direct receipt of report.
- Work Related VSDP without Job Mods - MCI confirmation of Weekly Indemnity Benefit supporting Workers Comp award reimbursements. Employee personal leave usage for income replacement, including leave types used. Confirmation of leave balance sufficiency to cover absences pending extension of claim. Applicable Reed Report if Bureau party is not in direct receipt of report.
- Work Related VSDP with Job Mods - MCI confirmation of Weekly Indemnity Benefit supporting Workers Comp award reimbursements, including Worksheet for Temporary Partial Absences. Verification of hours worked/leave submitted for scheduled hours not worked, including leave types used. Personal leave usage for income replacement for VSDP-WC covered hours. Applicable Reed Report if Bureau party is not in direct receipt.
- Non-VSDP Workers Comp - MCI confirmation of Weekly Indemnity Benefit supporting Workers Comp award reimbursements, including Worksheet for Temporary Partial Absences and copies of MCI checks issued to agency. Verification of hours worked/leave submitted for scheduled hours not worked, including leave types used. Personal leave usage for income replacement for WC covered hours.

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**Salaried Employees, continued**

**Intermittent Leave Without Pay - Dockings for absences without leave**

- For LWOP incidents of less than 15 days, submit transmittal or email listing hours to be docked, including the associated dates

**Leave Without Pay - Extended Unpaid Leaves of Absence**

- PMIS must be updated to reflect LWOP Leave Type once absence has extended beyond 14 days
- PMIS effective dates and Leave Type will be used to process benefits and any associated pay
- Transmittal or Email providing Leave Share donations for eligible LWOP statuses
- Copies of employees' personal payments submitted for continuation of coverage while on LWOP

**Retirement/Terminations/Transfers**

- Confirmation of final hours and last day worked in final employment period prior to transfer or separation
- Notification of resignations received from employees transferring to other state agencies and last effective date with sending agency
- Transmittal or Email providing Leave Balances to be paid out, if terminating
- Transmittal or Email providing Leave Balances (Comp, Recognition, OT) to be paid out, if transferring out
- One-Time Deferral Form for Leave Payouts being deferred. One Time Deferral Form must be received by the agency in the month prior to the leave payout and must bear signature and date of agency party who received it from the employee
- Transmittal or Email providing disposition of Disability Credits - payout as Sick Leave payout versus application toward retirement service
- Submit Reportable Meals and Non-Cash Award activity not previously processed in CIPPS

**Wage/Hourly Employees**

**Wage New Hires/Rehires**

- Employee Direct Deposit Authorization Form
- Form W-4, Employee's Withholding Allowance Certificate
- Form VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate
- Child Support Withholding Disclosure Form
- Transmittal or Email providing Programmatic Coding if PMIS is not used, Organizational Coding
- If applicable, Authorized Forms for Pre-Tax Parking, Pre-tax Transportation, Post tax Parking

**Wage Employees Hours Worked**

- Hours worked should be submitted via interface (TAL agencies and DMV) or via transmittals/timesheets if interface is not available.

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**Wage/Hourly Employees, continued**

**Hourly Rate Adjustments for Hourly Rate Increases/Decreases**

- Provide Employee Name/EIN receiving hourly rate increase/decrease. PMIS information will be used to process any retroactive pay due for retroactive rate increases. Mid-period rate increases must be accompanied by the breakdown of hours worked prior to effective date of rate increase

**Wage to Salaried**

- Process final wage hours worked, confirm wage position separation date

**Wage Terminations/Separations from State Service**

- Provide Employee Name/EIN for wage employee separation or termination from state service

**All Employees**

**Other Payroll Related Activity - Deductions and Taxes**

- Federal Income Tax Withholding Changes - submit Form W-4
- State Income Tax Withholding Changes - submit Form VA-4
- Direct Deposit Changes - submit Employee Direct Deposit Authorization Form
- Virginia State Employee Loan Program (VSELP) - submit VSELP form
- Parking changes - submit authoritative parking enrollment form. All pre-tax parking must be supported by authorizing forms. Post tax parking can be communicated by email or transmittal.
- Pre-tax Transportation participation - submit Pre-Tax Transportation Form
- Court Ordered Withholdings - Garnishments, Tax Levies, Tax Liens, Child/Spousal Support Orders. Submit materials received at agency site. Note - Court ordered documents should be served to the PSB for agencies located in the greater Richmond area.

**Other Payroll Related Activity - Additional Pay Entitlements/Pay Adjustments**

- Exempt Employee Overtime Pay processing - submit timesheets/spreadsheet for those employees receiving overtime in accordance with their PMIS OT Eligibility values. For overtime payments not in accordance with PMIS Overtime Eligibility values, provide overtime hours and HR authorization
- On Call Pay processing - submit transmittals/spreadsheet including HR authorization
- Shift Differentials - submit transmittal or email of HR authorization for Shift Designation and Shift Rate/Percentage Assignment
- Additional/special pay entitlements not evidenced in PMIS - Telework/Work Related Reimbursements - Submit transmittal and/or supporting documentation for work related reimbursements for Cell Phone Allowance, Mobile Device Provision, Teleworking Expenses. Submit COVA Mobile Device Allowance Agreement Form, if applicable.
- Reportable Meals - submit via email attachment with Cardinal report of activity
- Bonuses or Cash Awards - submit PMIS Screen PSE310 print reflecting current award amount