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Overview

Introduction

Programmatic data is used to classify and record the various types of pay and benefits processed and disbursed through CIPPS into the state's general ledger system, the Commonwealth Accounting and Reporting System (CARS). CIPPS programmatic data is established for each employee during the new hire process. See CAPP Topic No. 50305, *New Employee Adds*. To charge payroll disbursements to agency expenditures appropriately, each employee must have single or multiple programmatic data records, which total 100 percent of the payroll costs. If no programmatic record is established for an employee, all of that employee's pay and benefit information is recorded to the agency's specified default programmatic coding. This may require the agency to prepare an ATV (Agency Transfer Voucher) to reclassify the charges into the correct funding classifications.

Establishing NSSA Programmatic Data

NSSA Tables

Each agency must establish and maintain their NSSA programmatic data table. This table validates each employee's CIPPS programmatic data against existing CARS coding during CIPPS data entry.

NSSA Errors and Error Correction

If agencies attempt to enter NSSA programmatic coding that has not yet been established in CARS, error messages appear on the screen during data entry. These messages indicate that some or all portions of the coding may be incorrect. If this message occurs, contact the appropriate individual within your agency to have the CARS funding information established and enter the NSSA programmatic data at a later date. For simple data entry errors, once the error is corrected on-screen the coding will be accepted. After the online data verification process the NSSA programmatic data is entered into CIPPS at an agency level. The programmatic data is then available for use by the agency at the employee level. The programmatic data is available for use in CIPPS the following day if entered into NSSA by 4:00 p.m. Data entered after 4:00 p.m. may not be established until the following night, delaying availability by one day.

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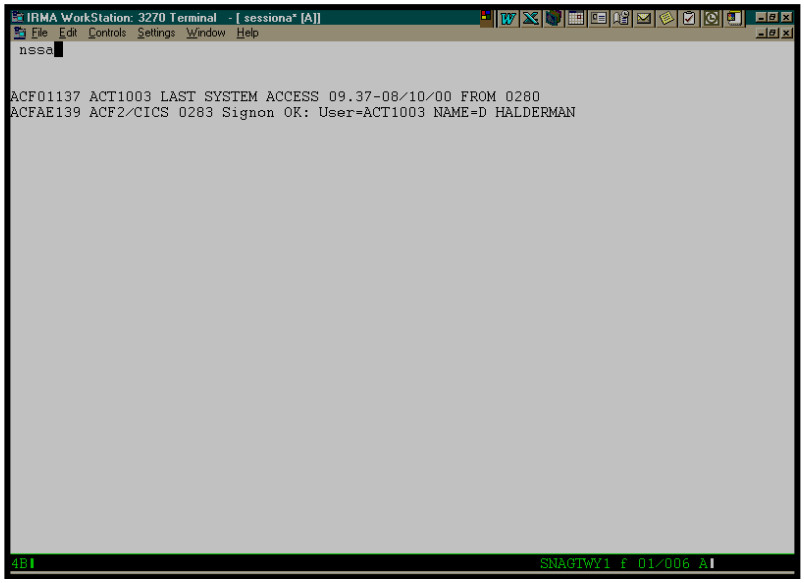
Establishing NSSA Programmatic Data, Continued

NSSA Security

Security to enter programmatic data is given whenever a CIPPS Security Authorization Request form is received at DOA for update capabilities in CIPPS. NSSA access is also available on an individual basis upon request. See CAPP Topic 50210, *User System Security,* for procedures and the DOA web page for a copy of the form.

NSSA Data Entry

Follow routine CIPPS logon procedures through successful CICS Logon (screen 3, page 6, CAPP Topic 50110, *Screen Navigation*). Then continue using the steps below:

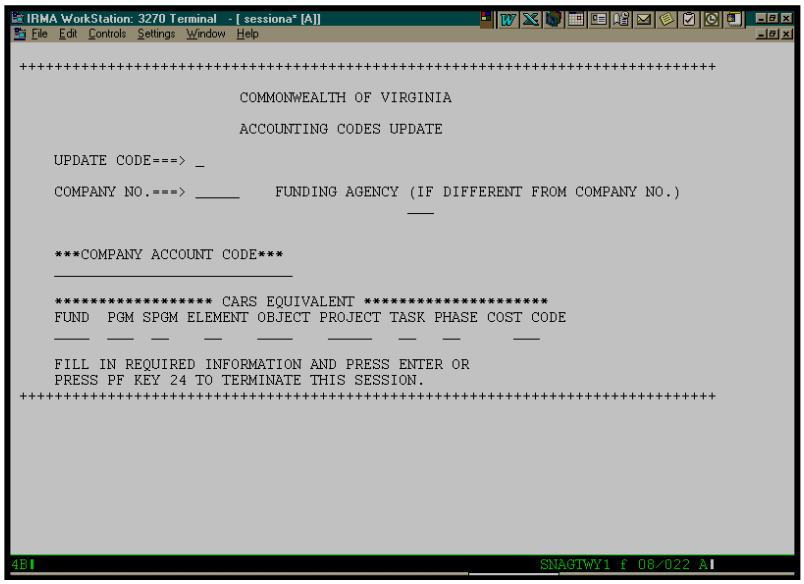


HOME POSITION Enter NSSA and press the Enter key. The following screen will appear.

Continued on next page

Establishing NSSA Programmatic Data, Continued

NSSA Data Entry, continued



UPDATE CODE You cannot change an existing record. Enter one of the following values:

Value	Description
A	Adds a new record in table.
D	Deletes an old record from table.

COMPANY NO. Enter the agency number preceded by two zeroes (five positions).

FUNDING AGENCY Only required if different from company number (three positions).

COMPANY ACCOUNT CODE Enter alpha/numeric agency unique coding that represents actual CARS coding. This can be used to reduce data entry requirements at the employee programmatic data entry level.

This field may also be the actual CARS coding starting with Fund and ending with Cost Code. If so, it must be 27 positions in length segmented according to the CARS EQUIVALENT field described below.

Continued on next page

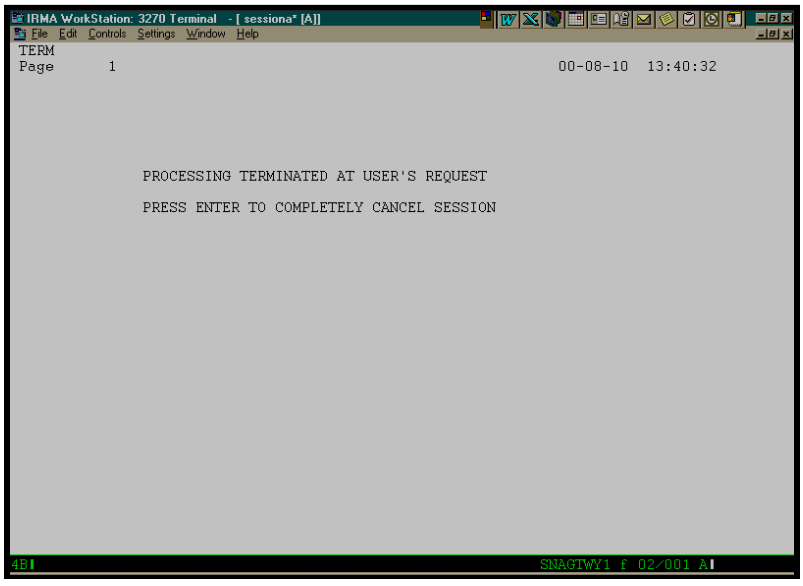
Establishing NSSA Programmatic Data, Continued

NSSA Data Entry, continued

CARS EQUIVALENT Enter the CARS coding as follows:

FUND	Four position fund
PGM	Three position program
SVCA	Two position service area
ELEMENT	Two blank spaces (unless other values are used)
OBJECT	Four position object code
PROJECT	Five position project code
TASK	Two position task code
PHASE	Two position phase code
COST CODE	Three position cost code

Once all information is entered, press the Enter key. If there are no errors a screen with the message 'TRANSACTION ADDED SUCCESSFULLY, PRESS ENTER TO CONTINUE' will appear. Press the Enter key to continue adding records to the NSSA table. Another blank screen will appear. If no further entry is required, press the PF24 key to cancel the session and the screen below will appear.



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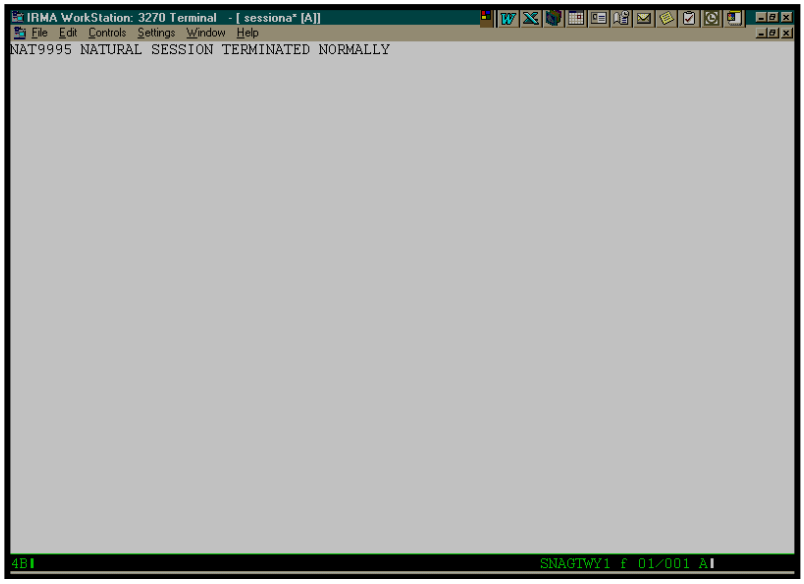
Establishing NSSA Programmatic Data, Continued

NSSA Data Entry, continued

Press the Enter key again to completely cancel the session. The following screen will appear:



To…	Enter the word…	And…
Logoff and return to the VITA Network screen,	LOGOFF in the home position,	Press the Enter key.
Continue data entry in NSSA,	NSSA in the home position,	
Log into CIPPS,	MCIP in the home position,	

Establishing CIPPS Employee Programmatic Data

CIPPS Employee Programmatic Data

Once programmatic data has been successfully entered into CIPPS agency level programmatic data through the NSSA table, the following day it may be established at the employee level using HMBU1. Every employee must have at least one 0R1 (Regular earnings programmatic data) record. The total of the 0R1 records must equal 100%. This ensures the agency is properly charged for the employee's pay and fringe benefits and will avoid the need for the agency to complete an ATV. Reference CAPP Topic *50110, CIPPS Navigation*, when cloning and deleting programmatic records.

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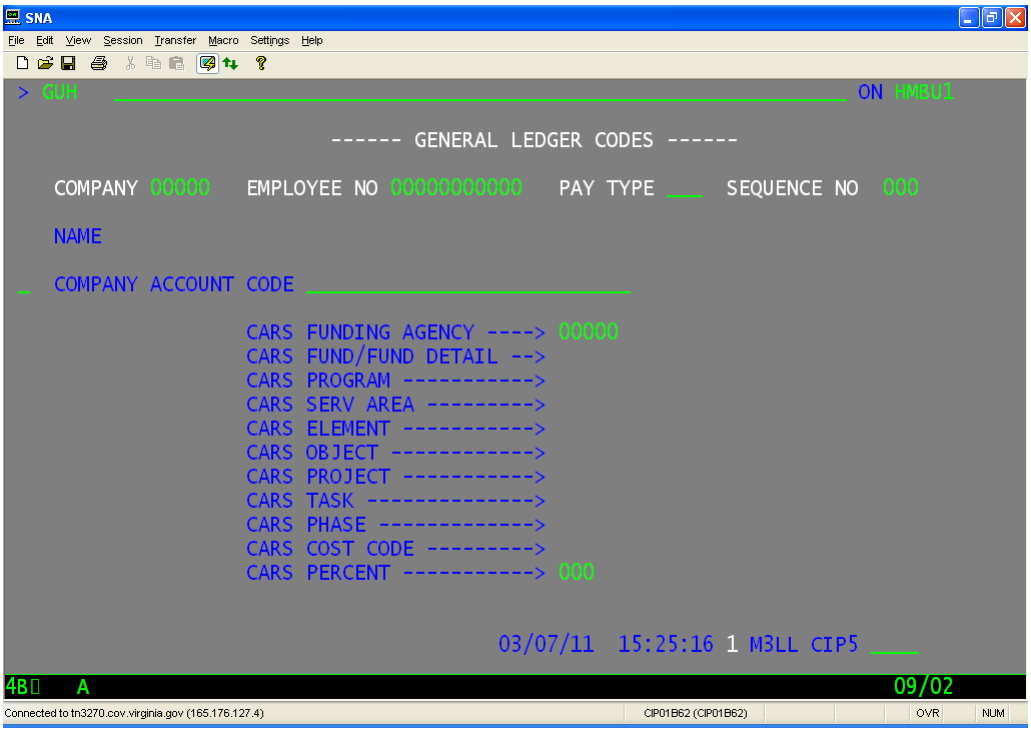
Establishing CIPPS Employee Programmatic Data, Continued

HMBU1 Data Entry

HMBU1 stores the programmatic data for the distribution of an employee's gross pay and fringe benefits to the CARS. Access HMBU1 by completing the appropriate information on the command line.



PAY TYPE Enter the type of pay the accompanying line of programmatic data is distributing (0R1, 0O1, etc.). Refer to Additional Programmatic Pay Type section that follows. 0R1 (regular pay) is the standard pay type that must be entered for each employee. Overtime and special pays are distributed according to the 0R1 record if programmatic is not established for those pay types.

SEQUENCE NO Enter in numerical sequence the number of records of programmatic information that pertain to a specific Pay Type. For each pay type, the sequence number should begin with 001 and be consecutively numbered.

COMPANY ACCOUNT CODE Enter the Company Account Code as entered in the NSSA table that relates to the specific CARS coding to be charged.

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Establishing CIPPS Employee Programmatic Data, Continued

HMBU1 Data Entry, continued

CARS FUNDING AGENCY	Enter the agency number of the funding agency preceded by two zeroes.
CARS PERCENT	Enter the percentage associated with this unique coding and press Enter. The total of all the programmatic records by Pay Type must equal 100%.

After completing the fields above, CIPPS automatically completes the fields between the CARS Funding Agency field and the CARS Percentage field with the CARS coding associated with the company account code shown.

Employee Level Errors

If an error message displays when entering the employee's programmatic data, verify all data entered with that established on the NSSA table to determine the difference between the two entries. If NSSA data is missing, enter that data and establish the employee programmatic data at a later date.

Additional Programmatic Pay Types

Programmatic Pay Types

If the 0R1 (Regular Pay) funding information established during the New Hire process is incorrect for the type of pay due the employee (e.g., annual leave payout, 0O1 or 0O2 payments earned in other cost centers), an additional programmatic record must be entered. Each programmatic is distinguishable through the use of the Pay Type field. Use the following Pay Type values when establishing the programmatic data during the new hire process:

Pay Type	Description
0R1	Regular earnings
0O1 (alpha)	Overtime 1 (OT1) earnings
0O2 (alpha)	Overtime 2 (OT2) earnings
0S2	Shift 2 Differential earnings
0S3	Shift 3 Differential earnings
001 - 250 (numeric)	Special Pay Number assigned to each earnings

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Additional Programmatic Pay Types, Continued

Programmatic Hints

When paying an employee, expenditures are based on the employee's 0R1 programmatic information or the agency default coding if the 0R1 information is missing. The following charges will occur automatically:

- Overtime payments (0O1 and 0OT2) will be charged to the employee's 0R1 programmatic record but the object code will be changed to either the wage or salaried overtime object code.

- Certain Special Payments are automatically charged to the correct object code while still using the 0R1 funding information. Refer to CAPP Topic *50510, Special Payments,* for a complete list of these special pay types.

Automated Employee Transfers

DOA assists when agencies merge by performing employee transfers without transferring the YTD accumulations. It is the receiving agency's responsibility to ensure the programmatic data on HMBU1 is updated to reflect the new expenditure information.

Programmatic Reports

Three following reports facilitate the review of programmatic information:

Report	Title	Description
U022	Detail Payroll Expenditures Report	Displays how each employee's payroll and benefits are posted and charged in CARS.
U033	Detail Payroll Expenditures by CARS Coding	Displays totals by each programmatic record per employee.
U029	CIPPS GLI Default Report	Displays programmatic errors by employee and employees who have no programmatic records.

Internal Control

Internal Control

Ensure all funding information has been approved and established for agency use in CARS prior to entry into CIPPS.

Records Retention

Time Period All source documents must be retained for 5 years or until audited, whichever is later.

Contacts

DOA Contact

Director, State Payroll Operations
Voice: (804) 225-2245
E-mail: Payroll@doa.virginia.gov

Payroll Business Analyst/Trainer
Voice: (804) 225-3065; (804) 225-2004
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 50110, CIPPS Navigation
CAPP Topic No. 50305, New Employee Adds
CAPP Topic No. 50515, Special Payments