Table of Contents

Overview

Introduction

The Commonwealth Integrated Payroll/Personnel System (CIPPS) accepts the input of computer generated transactions through a batch process. Agencies must submit data for inbound interface via disk residing at the *Virginia Information Technology Agency (VITA).* In addition, agencies can obtain payroll/benefit accounting and disbursement information on tape output from CIPPS.

The sub-topic **CIPPS Input Requirements** details the procedures agencies must follow to provide batch transactions to the Department of Accounts (DOA) via disk.

The sub-topic **CIPPS Output Files** details information that can be obtained on tape from CIPPS. Additionally, data can be obtained via the Financial Information Downloading System (FINDS). See CAPP Topic No. 70710 through 70730, *FINDS: CIPPS Downloading*.

CIPPS Input Requirements

Allowed Batch Transactions

Categories of batch transactions allowed are:
- Time and Attendance
- Programmatic Data
- *Special Pays*

Computer Generated Transaction Benefits

By providing DOA with computer generated transactions, the following benefits can be experienced by the agency:

- Duplication of keying efforts into both agency-based internal systems and CIPPS can be avoided, thereby reducing resource requirements;

- Keying errors causing discrepancies between an agency-based time and attendance or human resource system and CIPPS can be eliminated, simplifying reconciliation; and,

- Since batch transactions are input to the system at night when the files are closed, more time is available for other forms of data entry.

CIPPS Input Requirements, Continued

General Requirements

Agencies must submit a written request to the Director of State Payroll Operations for authorization to utilize the batch process for allowable transactions.

In addition, agencies wishing to submit disk input must request security from DOA. In order to obtain this security, a *CIPPS Security Batch Transaction Request*, (Form S-3) must be completed and submitted to the Director of State Payroll Operations. Temporary assignment of security for the creation of a test dataset will be provided. Upon successful completion of the required test, security to write to a production dataset will also be provided.

Media Requirements

The computer interface media must be a dataset on disk residing at the VITA/IBM data center. The computer interface requirements are:
- Dataset Name as specified by DOA
- EBCDIC Coding
- Fixed Length Records
- Record Length = 120 bytes
- Block Size = 27960 bytes

A package containing the standard layouts with the required record format and data element lengths for the requested transactions is provided. Requests for these layouts can be made to the Director of State Payroll Operations.

The *700 - Pay Transactions, 9XX – Pay Transactions (Special Payments) and IBC Batch Balance* layouts can also be found on the DOA Payroll internet web page. A detailed characteristics outline for each data element can be found *throughout CAPP Topic 50000, Payroll Accounting*. <u>No exceptions to the standard input record format will be accommodated</u>.

All interface requirements must be met to ensure the orderly processing of data created by the agency. Agencies are also responsible for backing up their data until they have verified it processed in CIPPS.

CIPPS Input Requirements, Continued

Procedures   The following procedures must be followed by agencies wishing to submit disk input.

Step	Action
1. Initial Request	Submit a written *request for authorization* to utilize the batch process for allowable transactions. The following information should be included with the request: • *Categories of batch transactions to be submitted;* • *Individual(s) to contact for systems information.*
2. Security Request	Request security from DOA in order to submit disk input. To obtain this security, a *CIPPS Security Batch Transaction Request*, (Form S-3) must be completed and submitted. Temporary assignment of security for the creation of a test dataset will be provided. Upon successful completion of the required test, security to write to a production dataset will also be provided.
3. Test Interface	After receiving approval and security to *submit batch transactions, submit a test file of the batch transactions to DOA. DOA will run the test and provide reports for review. Requesting agency is responsible for ensuring that test results reflect desired outcome.*

CIPPS Input Requirements, Continued

Procedures (continued)

Step	Action
4. Security and Approval for Production Batch Processing	Upon successful completion of the test batch transactions file, the agency is notified via *a Batch Submission of Payroll Transactions Approval*, (Form S-4) to begin submission of batch transactions into production files. This form is signed by *the State Payroll Operations management* and also serves to request that the individuals indicated on the *CIPPS Security Batch Transaction Request*, (Form S-3) be provided security to a production dataset. *State Payroll Operations* contacts the agency with the production dataset name.
5. Batch Transaction Processing	Begin submitting agency-generated transactions via disk upon approval for batch submission and receipt of production security.

Error Correction

Datasets certified for batch processing into CIPPS are edited by DOA prior to submission into the system. Editing is limited to ensuring the dataset contains only transactions for which approval has been received and for agencies to which access is authorized. DOA will not perform syntax or field data validation. If any discrepancies are found, the transaction(s) in error are not processed into CIPPS. *Errors should be researched and manually entered, if necessary. Report U098, CIPPS BATCH INPUT EXCEPTION REPORT, provides information on the number of transactions read and accepted through batch interface.*

CIPPS Transaction Input Forms

The following forms will be completed during the batch transaction request procedures.

Form Name	Form Number
CIPPS Security Batch Transaction Request	S-3
Batch Submission of Payroll Transactions Approval	S-4

CIPPS Security Batch Transaction Request, Form S-3

CIPPS SECURITY BATCH TRANSACTION REQUEST

DATE: _____

TO: Lora L. George
            Director, State Payroll Operations

FROM: _____
            (Agency Name and Number)

            _____
            (Print name of Approving Officer)

            _____
            (Title)

            _____
            (Signature of Approving Officer)

Please provide the individuals listed below with the required security to submit batch transactions to the Department of Accounts for the purpose of loading to CIPPS

                    NAME: _____
    ACF2 USER ID STRING: _____
            PHONE/EMAIL: _____

                    NAME: _____
    ACF2 USER ID STRING: _____
            PHONE/EMAIL: _____

                    NAME: _____
    ACF2 USER ID STRING: _____
            PHONE/EMAIL: _____

                    NAME: _____
    ACF2 USER ID STRING: _____
            PHONE/EMAIL: _____

I understand that temporary security will be provided to the agency for test purposes. Upon successful completion of the required test, security to write to a production dataset will then be provided.

Form S-3 JUN 2012

Batch Submission of Payroll Transactions Approval, Form S-4

BATCH SUBMISSION OF PAYROLL TRANSACTIONS APPROVAL

DATE: _____

TO: _____
      (Print name of Approving Officer)

      _____
      (Title)

      _____
      (Agency Name)

FROM: Lora L. George
        Director, State Payroll Operations
        Department of Accounts

Your test for batch input of computer generated transactions has been completed successfully. You are approved to begin submission of the following types of batch transactions effective _____. Please use the dataset names as shown below.

_____   Time and Attendance

_____   Programmatic Data

_____   Special Pays

I have submitted a request to the Database Administration Manager to provide security to a production dataset for the individuals listed on the CIPPS SECURITY BATCH TRANSACTION REQUEST previously submitted.

cc: Database Administration Manager
      Payroll Systems Analyst

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Form S-4
JUN 2012

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CIPPS Output Files

General Information

Several agencies currently use data obtained via tape from CIPPS for various agency-based automated reconciliations. Some examples of current uses for CIPPS extract files are:

- Audit tool to compare payments made to employees against an in-house human resources program.

- Extract payroll data for salaries and fringe benefits to feed an agency-based accounting system.

- Manipulate data to generate budget reports regarding special pays, overtime payments, etc.

Review CAPP Topic Nos. 70710-70730, FINDS: CIPPS Downloading and 70735, FINDS: CIPPS Payroll Audit Tool before requesting CIPPS extract files. By using FINDS downloads, agencies are able to produce their own internal reports using data as current as the prior night's update. Most data found on the *ECE and Employee Masterfile extract* is also available through FINDS downloads.

CIPPS Files Available

CIPPS extract files are available to agencies upon request, either one time or on a recurring basis. *A fee is charged for this service.* At this time, the following extract files are available:

- Expanded current earnings (ECE)
- Employee masterfile

Upon request, the layouts of these files are provided by the Director of State Payroll Operations. *All output files will be provided via Generation Dataset Tapes. The agency must provide a dataset name and billing information if requesting the Employee masterfile extract.* No exceptions to this media will be accommodated.

CIPPS Output Files, Continued

ECE File Description The following table defines general descriptions of the ECE information and extract characteristics.

File	Description
ECE Information	The expanded current earnings (ECE) file contains detail agency employee information. This file can be produced upon request or from each checkwrite processed. Categories of information available on this file are: • Current pay and hours • Current deductions • YTD pay and hours • Current tax and taxable amounts • Current general ledger distribution data • Leave balances (as printed on check stub) • Certain payroll and personnel masterfile elements
ECE Extract Characteristics	Each ECE file contains employee information from a single checkwrite. This information will only reflect data for employees within the frequency(ies) paid in that checkwrite. The extract characteristics are: • *Generation Dataset Tape* • EBCDIC coding • Fixed length records • Record length = 20,000 • Block size = 20,000

CIPPS Output Files, Continued

Employee and Tax Masterfile Description

The following table defines general descriptions of the employee and tax masterfile information and extract characteristics.

File	Description
Employee Masterfile Information	The *employee masterfile* can be produced upon request only. *There is a fee for this service.* Examples of information available on these files are: • Certain static payroll and personnel data elements (biographical information, deductions, tax status, pay entitlements) • Employee and employer wage and tax withholding accumulators (year-to-date, quarterly, current and prior quarter) • Deduction and pay accumulations to include special pay accumulations
Employee Masterfile Characteristics	The extract characteristics for the employee masterfile are: • *Generation Dataset Tape* • Record length = 25,128 • EBCDIC coding • Block size = 25,128 • Fixed length records

Internal Control

Agency Internal Controls

The agency's procedure for the transmission of batch transactions should demonstrate the following internal controls:

- Valid transactions are properly recorded and executed.

- Procedures are developed to ensure batches are not duplicated.

- Fiscal positions, responsible for approving and releasing transactions to DOA, are defined within the agency.

- Adequate security measures are followed to ensure confidentiality of data being transmitted.

- Agency procedures pertaining to the transaction approval process, submission of batch transactions, and the assignment of CIPPS access capabilities and user levels for agency personnel may be subject to an internal control audit by the Auditor of Public Accounts (APA).

Records Retention

Time Period

Refer to the applicable CAPP topic as to the retention of source documents and or records.

Contacts

DOA Contacts

Director, State Payroll Operations
☎ (804) 225-2245
✉ payroll@doa.virginia.gov

Assistant Director, State Payroll Operations
☎ (804) 371-7800
✉ payroll@doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 70710, *FINDS: CIPPS System Overview*
CAPP Topic No. 70715, *FINDS: Accessing CIPPS*
CAPP Topic No. 70720, *FINDS: CIPPS Report Data*
CAPP Topic No. 70725, *FINDS: CIPPS Masterfile Data*
CAPP Topic No. 70730, *FINDS: Executing CIPPS Requests and Transferring Files*
CAPP Topic No. 70735, *FINDS: CIPPS Payroll Audit Tool (PAT)*