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| Volume No. 1 - Policies & Procedures  | <b>TOPIC NO.</b> | <b>50505</b>               |
| Function No. 50000—Payroll Accounting | <b>TOPIC</b>     | <b>Time and Attendance</b> |
| Section No. 50500—Paying the Employee | <b>DATE</b>      | January 2014               |

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## Overview

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- Introduction** In CIPPS processing, the term “time and attendance” refers to transactions entered to pay:
- Wages for non-automatically paid employees. This includes most wage employees for which a timecard is required.
  - Exception pay for automatically paid employees. This includes overtime for salaried and some wage employees.

Time and attendance transactions are not required for automatically paid employees who have no change in current pay period earnings.

Payments other than regular, overtime, additional rates, and shift differential should be processed using the procedures in CAPP Topic No. 50515, *Special Payments*.

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**CIPPS Transaction Codes**

All CIPPS pay transactions are systematically assigned a transaction code (TRN CDE). Time and Attendance transactions are assigned a transaction code of 700. This code:

- Controls how CIPPS edits and processes the data elements entered in the transaction.
- Helps segregate one pay transaction from another.
- Facilitates tracking the transaction throughout processing by printing the TRN CDE on edit/scrub reports.

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**CIPPS Screen - Time Card Short, HUA03**

HUA03, “Time Card Short,” is used to pay:

- Wage employees regular hourly wages, overtime, and shift differential earnings based on their current masterfile rates.
- Salaried employees overtime, and shift differential earnings or hours based on their current masterfile rates.
- Adjustments to regular earnings or hours.
- Overtime at an old rate or different rate from the current masterfile rate.
- Overtime as a flat dollar amount.

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## Overview, Continued

### CIPPS Screen - Time Reporting for Additional Pay Rates, HUB01

HUB01, "Time Reporting for Additional Pay Rates," is used to pay:

- Wage or salaried employees overtime and shift differential based on the current masterfile rates by entering hours only. This screen cannot be used to pay employees flat dollar amounts.
- Wage or salaried employees up to four "Additional Rates" other than their current Salary/Rate on H0BID or their shift differential rates on H0BBN. The Additional Rates are assigned numbers 01-04 and are referenced at the time of data entry in the EX NO field on the screen. These rates must also be established on H0BBN prior to entry of the time and attendance transaction (see CAPP Topic No. 50305, *New Employee Adds*).
- Wage or salaried overtime calculated based on the "Additional Rate" instead of the current masterfile salary/rate. **Note:** Either will calculate in conjunction with either the OT1 or OT2 rates on H0BBN.

Additional Rates are used most often when employees working in multiple positions are paid different wage rates than the masterfile rate on H0BID. Using this feature, employees may receive their regular salary/rate for hours worked in the primary position plus up to four additional rates that may be earned performing other jobs within the agency.

### Audit Requirements

DOA performs a centralized post audit of all CIPPS payments under the CIPPS/PMIS compare program. This audit requires certain data for **hourly** employee pay as follows:

- The number of hours paid must always be entered when paying for hours worked at an hourly rate, including when paying flat dollar amounts. Ensure that when more than one pay transaction is entered, total hours add up to the actual hours for which the employee is being paid.
- Hours must be entered for any prior period pay adjustment.

**Note:** If hours are omitted, the transaction will be listed on the CIPPS/PMIS Audit report and a written explanation will be required. Excessive exceptions are reported in the *Report on Statewide Financial Management and Compliance*, commonly known as the Quarterly Report.

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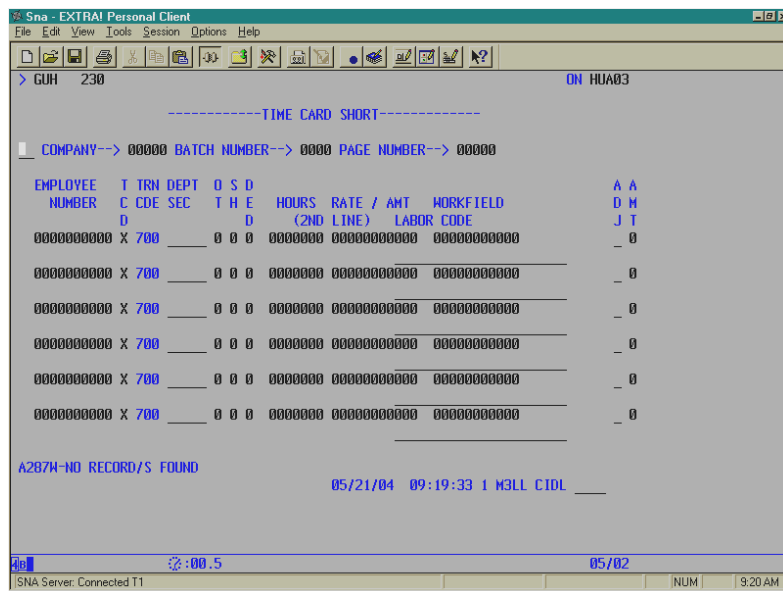
## Time Card Short Data Entry

### Time and Attendance Forms

To enhance data entry documentation, hardcopy forms for HUA03 and HUB01 (CIPPS Form PR-3) are located at DOA’s website. Although use of these forms is optional, some type of source time-keeping documentation must be retained by your agency in accordance with federal guidelines and for audit purposes.

### HUA03, Time Card Short Screen

Time and attendance transactions (TRN CDE 700) are most often entered on HUA03 (Time and Attendance Short Form). Access HUA03 by completing the Command Line and enter the appropriate subcommand.



#### **COMPANY**

Enter the agency number preceded by two zeroes.

#### **BATCH NUMBER**

Enter the assigned numeric value identifying this batch.

#### **PAGE NUMBER**

Enter the appropriate number starting with page 1.

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## Time Card Short Data Entry, Continued

**EMPLOYEE NUMBER & TCD** Enter the assigned Employee Number.

**TRN CDE** **Transaction Code (700)** - Defaults to "700", identifying this as a time & attendance transaction.

**DEP SEC** **Department/Section** - Leave Blank, not used.

**OT** **Overtime Indicator** - Enter the type of overtime hours or amount being paid. This field must contain a numeric value if overtime is being entered and must be zero or blank if the transaction applies to regular pay.

| Value           | Description  |
|-----------------|--|
| <b>0, Blank</b> | Regular pay Only.  |
| <b>1</b>        | Overtime Rate 1 (normally straight time) as defined in the EMF on H0BBN.     |
| <b>2</b>        | Overtime Rate 2 (normally time and one-half) as defined in the EMF on H0BBN. |

**Note:** Overtime and regular pay transactions cannot be paid on the same transaction line. Use the OT Indicator to identify the type of pay being entered (Regular, OT1, OT2) on each line.

**SH** **Shift Indicator** – Enter the shift value based on eligibility established on H0BBN.

| Value       | Description                                  |
|-------------|--|
| <b>0, 1</b> | No shift is to be paid.                      |
| <b>2</b>    | Second shift pay differential is to be used. |
| <b>3</b>    | Third shift pay differential is to be used.  |

**DED** **Deduction Descriptor** - Enter to override the EMF:

| Value    | Description                           |
|----------|---------------------------------------|
| <b>0</b> | Withhold normal deductions.           |
| <b>7</b> | Withhold only percentage deductions.  |
| <b>8</b> | Do not withhold deductions.           |
| <b>9</b> | Withhold only direct deposit banking. |

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## Time Card Short Data Entry, Continued

**HOURS** Enter regular or overtime hours to two decimal places, ex. 40 hours = 4000.

**Note:** If no hours are entered, the value in the RATE/AMT field will be considered a two decimal place amount.

**RATE AMT** Enter a 6 decimal place rate (if entering hours) or 2 decimal place amount (without hours).  
NOTE: A two decimal place amount can be entered with hours if the AMT field contains a value of "1".

**WORKKFIELD** Leave Blank. This field is not used.

**ADJ** Adjustment Indicator.

| Value        | Description                              |
|--------------|--|
| +            | Add amount to current pay                |
| -            | Subtract amount from current pay         |
| <b>Blank</b> | Override current pay and pay this amount |

**NOTE:** If adding or subtracting hours from an auto paid, salaried employee's current pay, you must calculate the hourly rate based on the number of work days in the pay period (*contact DHRM for guidance on this calculation*).

**AMT**

**Amount -** Enter one of the following valid values:

| Value    | Description   |
|----------|---|
| <b>0</b> | RATE AMT field contains a 6 decimal place rate if hours are entered. It contains a 2 decimal place amount if no hours are entered.  |
| <b>1</b> | RATE AMT field contains a 2 decimal place amount.   |
| <b>2</b> | RATE AMT field is blank. Use this when you pay a salaried employee based on the hours entered, rather than their salary (again refer to DHRM for guidance in calculating the proper rate of pay; otherwise the hrly rate will default to the sal/rate divided by std hrs 1 which may not be appropriate). |

**LABOR CODE** Leave blank. This field is not used.

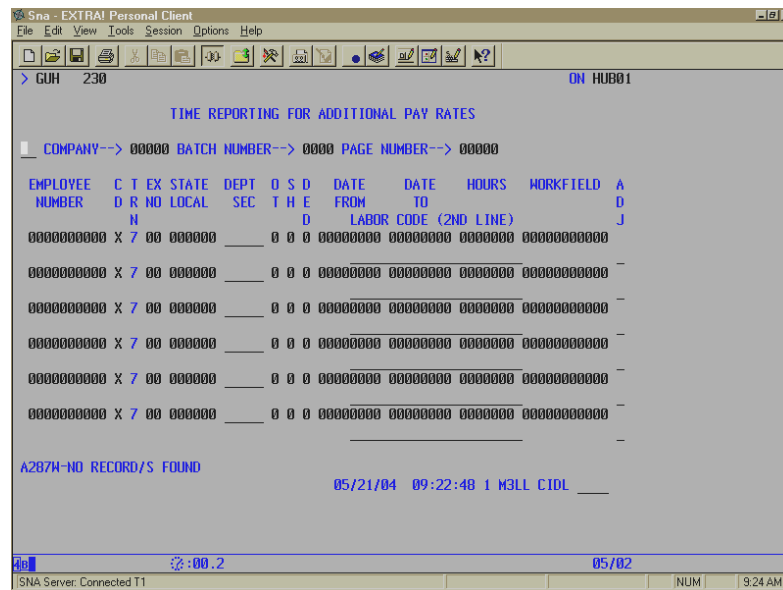
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## Additional Rate Data Entry

### HUB01, Time Reporting for Additional Pay Rates

Use HUB01 when paying additional pay rates other than the Salary/Rate entered on HOBID. These rates (Additional Rates 1-4) must be established on HOBBN prior to entering the time and attendance transactions.

HUB01 allows regular 700 transactions to become 7XX transactions, where the XX identifies which Additional Rate is being used in the pay transaction. The system treats 701 through 704 transactions like a 700 transaction that pulls the Salary Rate from the employee masterfile. If overtime hours are entered on an additional pay rate transaction, the system will use the additional pay rate to calculate overtime pay. Flat amounts cannot be entered on HUB01. Access HUB01 by completing the Command Line and entering the appropriate subcommand.



**COMPANY** Enter the agency number preceded by two zeroes.

**BATCH NUMBER** Enter the assigned numeric value identifying this batch.

**PAGE NUMBER** Enter the appropriate number starting with page 1.

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## Additional Rate Data Entry, Continued

**EMPLOYEE NUMBER & TCD** Enter the assigned Employee Number.

**TRN** Transaction code 700 where the 00 is the additional pay rate (01-04 from H0BBN) entered in the EX NO field below.

**EX NO** Identifies which additional pay rate on the H0BBN screen to be used with this transaction (01-04).

**ST LOC, DEP SEC** Leave blank. These fields are not used.

**OT** Overtime Indicator. The system will calculate overtime entered on the additional pay rate specified. Enter one of the following values:

| Value | Description   |
|-------|---|
| 1     | Overtime will be calculated as overtime 1 (normally straight time) as defined on H0BBN      |
| 2     | Overtime will be calculated as overtime 2 (normally time and one-half) as defined on H0BBN. |

**SH** **Shift Indicator** – Enter based on the eligibility established on H0BBN.

| Value | Description                                  |
|-------|--|
| 0/1   | No shift is to be paid.                      |
| 2     | Second shift pay differential is to be used. |
| 3     | Third shift pay differential is to be used.  |

**DED** **Deduction Descriptor** - Enter to override the EMF:

| Value | Description                           |
|-------|---------------------------------------|
| 0     | Withhold normal deductions.           |
| 7     | Withhold only percentage deductions.  |
| 8     | Do not withhold deductions.           |
| 9     | Withhold only direct deposit banking. |

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## Additional Rate Data Entry, Continued

### HUB01, continued

**DATE FROM and DATE TO** Enter to provide the ability to tax the payment on a daily basis. Use carefully since this tax option may be in violation of IRS regulations. Refer to Circular E for clarification.

**HOURS** Enter the number of hours the employee worked this pay period. Ex. Enter 40 hours as 4000.

**WKFLD LABOR, DIST CDE** Leave blank. These fields are not used.

**ADJ** **Adjustment Indicator** - Enter one of the following values:

| Value        | Description                                   |
|--------------|---|
| +            | Add amount to current pay.                    |
| -            | Subtract amount from current pay.             |
| <i>Blank</i> | Override the current pay and pay this amount. |

## Online Error Correction

**HUA03/HUB01 Online Error Correction** If CIPPS cannot find an employee number entered, the employee number in question is highlighted. Other online edits are performed for individual values, (e.g., numeric values entered in alpha fields, required information missing from input). For every online error detected, the field in question is highlighted and an error message appears at the bottom of the screen. The error message is explained in greater detail by moving the cursor onto the error message and pressing the PF1 or PF13 Help key. Research and correct any errors so the pay transaction will not reject during the nightly processing.

**Note:** A transaction can be deleted by keying over the unwanted value(s) with zeros. Be sure to replace the employee number with zeros and insert an "X" in the TCD column.

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## Batch Balancing

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**Batch Balancing Overview** After the time and attendance batch is entered, totals must be verified through the Pay Transaction Balancing (IBC) function on HRSBB. This is done by manually adding the "Control Totals" for regular and overtime hours, and regular and overtime rates/amounts. The manual calculation is entered and then compared to the system-calculated totals from the batch data entry. Differences must be researched and corrected. Refer to CAPP Topic No. 50130, *Batch Processing and Balancing*.

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## Batch Transactions

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**Magnetic Media Interface** CIPPS accepts the input of time and attendance transactions through a batch interface process. This process allows agencies with agency-based time and attendance systems to submit a file to automatically create CIPPS time and attendance transactions. This avoids duplicate data entry. Agencies must submit this data for interface via disk residing at the Virginia Information Technology Agency (VITA). For more detailed information on this option, refer to CAPP Topic No. 70525, *CIPPS Magnetic Media Interface Requirements*.

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## Internal Control

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**Internal Control** Agencies must verify that all source documents such as timecards, timesheets, or any other authorization used to pay or adjust an employee's, have been properly completed, authorized by the appropriate party, and entered accurately into CIPPS.

The technical accuracy of payroll actions made into CIPPS is a shared responsibility of the person who collects and processes the source documents and the agency fiscal managers who must oversee the payroll operations to ensure consistent application of internal control procedures. Proper source documentation must be maintained and accessible for current or future review.

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## Records Retention

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**Time Period** Retain the following reports for 60 days:

- Input Transaction Listing (Report 1001)
- Transaction Batch Balance Summary (Report 1005)

All other reports associated with Time & Attendance must be retained for 5 years or whenever audited, whichever is later. The retention of Time & Attendance source documents/records is determined by agency policy and applicable State and/or Federal Labor Laws.

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## Contacts

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**DOA Contact** Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

Payroll Business Analyst/Trainer  
Voice: (804) 225-3065; (804) 225-2382  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

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## Subject Cross References

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**References** CAPP Topic No. 50130, *Batch Processing and Balancing*  
CAPP Topic No. 50305, *New Employee Adds*  
CAPP Topic No. 50515, *Special Payments*  
CAPP Topic No. 70525, *Magnetic Media Interface Requirements*

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