



Volume No. 1—Policies & Procedures	TOPIC NO.	50115 – Cardinal
Section No. 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)	TOPIC	MENU/LINK FUNCTIONS
	DATE	November 2015

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Overview

Introduction The CIPPS Menu and Link functions expedite data entry and masterfile maintenance by facilitating navigation to the different screens involved in certain core payroll activities (e.g., new hires, rehiring terminated employees, terminations). Screen navigation is achieved automatically either through user-selected (Menu) or system-established (Link) screen-to-screen navigation patterns. When using these functions, users are required to enter any data correctly in the screens associated with the chosen payroll activity.


Link and Menu Functions Contrasted Menu and Link are both CIPPS navigation tools, but there are fundamental differences in their operation:

Menu	Link
Payroll activity selection displays a menu of screens that <u>may</u> need to be accessed during the payroll activity.	Payroll activity selection automatically invokes a link of commonly used screens, unique to the chosen payroll activity.
CMD Qualifier (key data elements) must be entered following payroll activity selection.	CMD Qualifier must be entered along with payroll activity selection above.
User selects screens to be accessed from the screen menu.	N/A
After screen selections are made, users are automatically navigated to the selected screens.	Link navigates users automatically between the established link of screens related to the chosen payroll activity.
Users are intermittently returned to the menu of screens before navigating to the next selected screen.	Users are not returned to a menu. Navigation between screens is automatic.
Menu offers Employee Reciprocal Tax and Employee Pay/Tax payroll activities.	Employee Reciprocal Tax and Employee Pay/Tax payroll activities are not supported.

Payroll Activities Menu and Link display the data entry screens supporting the following core payroll activities:

Payroll Activity	Description	CAPP - Cardinal Topic
New Hire - Salary	Set-up a salaried employee.	50305, 50310
New Hire - Wage	Set-up an hourly employee.	

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Payroll Activities, continued


Payroll Activity		Description	CAPP - Cardinal Topic
Rehire – Salary or Wage		Rehire an employee.	50310
Pay Type Change		Move an employee from a wage position to a salaried position <i>or vice versa</i> .	
Pay Rate Change		Maintenance when <i>any compensation change occurs</i> .	
Final Terminations		Maintenance when an employee is terminated.	50320
Employee Reciprocal Tax	Menu Function Only	Maintenance when an employee requests reciprocal taxing.	50315
Employee Pay/Tax		Process Manual Pay Sets. Review and print screens before and after processing to ensure proper processing.	50705

Screens IDs

In Menu and Link the original CIPPS screen is duplicated and sometimes, but not always, assigned a different screen ID. Therefore, certain CIPPS screen IDs, such as H0BNE, may be different when accessed using the Menu or Link functions. The information and data entry procedures are identical even though the screen ID may be different. A matrix of CIPPS screen IDs and the corresponding Menu and Link screen IDs follows:

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	Link	Menu	
New Hire - Salary	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
	H0BID	H0BUB	H0BID	Employee Identification
	H0BNE	H0BUA	H0BUK	New Employee Add
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	HMCU1	HMCUA	HMCUB	Employee Benefits

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Screen IDs, continued

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	Link	Menu	
New Hire - Wage	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
	H0BID	H0BUB	H0BID	Employee Identification
	H0BNE	H0BUA	H0BUK	New Employee Add
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	HMBU1	HMBUA	HMBUB	General Ledger Codes
Rehire – Salary or Wage	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
	H0BES	H0BUC	H0BES	Employee Status Information
	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	HMCU1	HMCUA	HMCUB	Employee Benefits
Pay Type Changes (Wage to Salary or Salary to Wage)	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
	H0BES	H0BUC	H0BES	Employee Status Information
	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	HMCU1	HMCUA	HMCUB	Employee Benefits

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Screens IDs, continued

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	Link	Menu	
<i>Pay Rate Changes</i>	H0BBN	H0BUI	H0BBN	<i>Pay Rates and Factors</i>
	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMBU1	HMBUA	HMBUB	General Ledger Codes
<i>Final Terminations</i>	H0BES	H0BUC	H0BES	Employee Status Information
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMCU1	HMCUA	HMCUB	Employee Benefits
Employee Reciprocal Tax	H0ATX	N/A	H0AUG	Employee State Local Tax
	H0BAD		H0BAD	Employee Auto Tax Info
Employee Pay/Tax	H0ATA		H0ATA	Employee Company Paid Tax Accumulations
	H0ATB		H0ATB	Employee Tax File Accumulations
	H0ATC		H0ATC	Employee/Company OASDI Tax Accumulations
	<i>H0ATD</i>		<i>H0ATD</i>	<i>Employee Third Party Accumulation</i>
	H0ATF		H0ATF	Employee Local Tax Accumulations
	H0ATG		H0ATG	Employee/Company HI Tax Accumulations
	H0ATH		H0ATH	Employee/Company Med Tax Accumulations
	H0ATX		H0AUG	Employee State Local Tax
	H0BAD		H0BAD	Employee Auto Tax Info
	<i>H0BHA</i>		<i>H0BHA</i>	<i>Employee Hour Accumulation</i>
	H0BPA		H0BPA	Employee Pay Accumulation
	<i>H0BTS</i>		<i>H0BTS</i>	<i>Employee State Tax and Taxable Amounts</i>
	H0BTT		H0BTT	Employee Federal Tax & Taxable Amounts
	H10SA		H10SA	Employee Special Pay Accumulations

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Screens IDs, continued

*Scroll All
H0ZDC,
HMBU1,
H0ATX*

The Menu function also provides an option to scroll the entire company for the following screens.

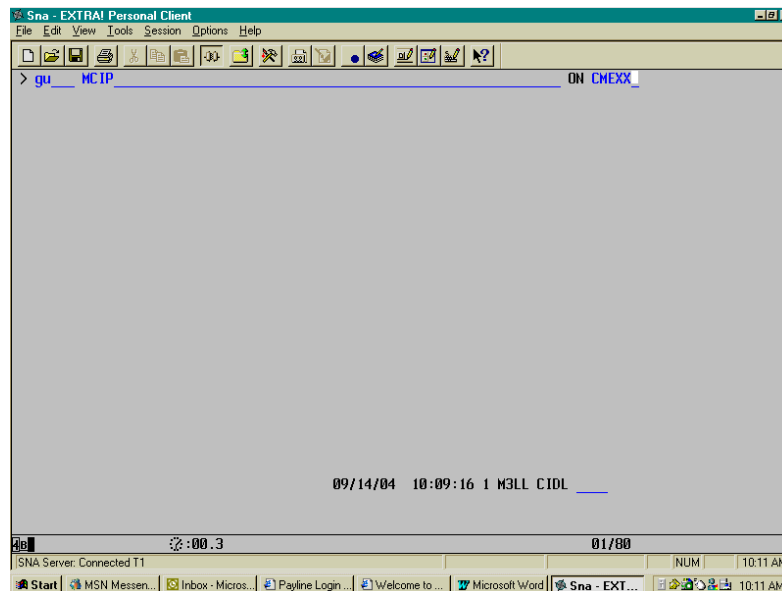
- *H0ZUB (H0ZDC) - EMPLOYEE DEDUCTIONS*
- *HMBUB (HMBU1) - GENERAL LEDGER CODES*
- *H0AUG (H0ATX) - EMPLOYEE ST\LOC TAX INFO*


Menu Function

Menu Function Access To initiate the Menu function, enter the function identification – MCIP on the command line along with the CMEXX screen ID and press Enter.

DO NOT USE THE TOP LINE COMMAND AND COMMAND QUALIFIER FIELDS ONCE THE MENU FUNCTION HAS BEEN INITIATED. Use only the **Command Qualifier** and **screen selection fields** to move within the Menu function.

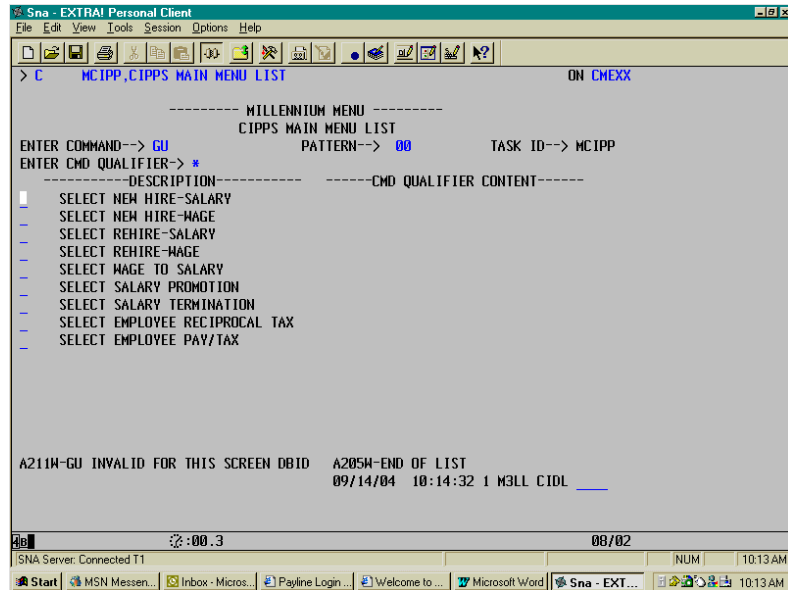
Screen prints displaying access into the Menu function follow:



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Menu Function, Continued


MENU CMEXX Screen I



The Menu CMEXX Screen I lists the core payroll activities available for use. To select, tab to the appropriate payroll activity and enter an X. Do not enter data in the Command, Pattern, and Task ID fields. Press Enter to display the available screens associated with the selected payroll activity.

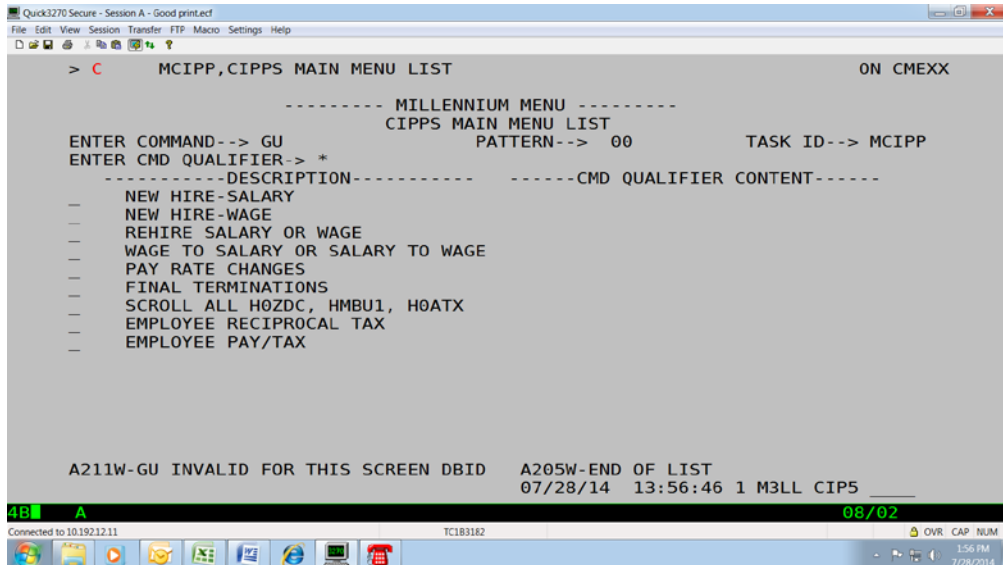
A sample screen is shown on the following page.

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Menu Function, Continued

MENU CMEXX Screen II



```

Quick3270 Secure - Session A - Good print.ecf
File Edit View Session Transfer FTP Macro Settings Help
D [Icons]
> C MCIPP,CIPPS MAIN MENU LIST ON CMEXX
----- MILLENNIUM MENU -----
CIPPS MAIN MENU LIST
ENTER COMMAND--> GU PATTERN--> 00 TASK ID--> MCIPP
ENTER CMD QUALIFIER-> *
-----DESCRIPTION-----
NEW HIRE - SALARY
NEW HIRE - WAGE
REHIRE SALARY OR WAGE
WAGE TO SALARY OR SALARY TO WAGE
PAY RATE CHANGES
FINAL TERMINATIONS
SCROLL ALL H0ZDC, HMBU1, H0ATX
EMPLOYEE RECIPROCAL TAX
EMPLOYEE PAY/TAX

A211W-GU INVALID FOR THIS SCREEN DBID A205W-END OF LIST
07/28/14 13:56:46 1 M3LL CIP5
4B A 08/02
Connected to 10.192.12.11 TC1B3182 OVR CAP NUM 1:56 PM 7/28/2014


```

Note: The payroll activity selected displays in the top middle of the screen.

Command (CMD) Qualifier Content

Beside each screen **DESCRIPTION**, there is a field called **CMD QUALIFIER CONTENT**. This field informs you of the minimal information required to be entered in the CMD Qualifier Content field for each screen. The CMD Qualifier replaces the Command Line. See helpful hints at the end of this topic.

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Menu Function, Continued

Data Entry Procedures

The following step/action table describes the data entry process for the sample screen above, described as Menu CMEXX Screen II. The basic steps and actions are the same no matter what payroll activity is selected.

Step	Action
1	Tab to the ENTER CMD QUALIFIER field, ensure the cursor is over the *. Enter the Agency and Employee (if required) number.
2	Tab to the desired screen name(s) and enter an X. Single, multiple, or all screens can be selected in any combination needed.
3	Press Enter.
4	The first selected screen will display. Perform necessary data entry.
5	Press Enter.
6	The Payroll Activity Menu (CMEXX, screen 1) will display. Make sure the CMD QUALIFIER field is completed as required. If you pre-selected multiple screens in step 2, go to step 7. If not, tab to the next screen selection and place an X beside your selection.
7	Press Enter.
8	Continue steps 4-7 until all desired screens have been accessed and/or the payroll activity is complete.
9	To exit the Payroll Activity Menu, press the PF3 key to access the main Menu screen. If no other payroll activities are desired, press the PF3 key again to obtain a blank command line.

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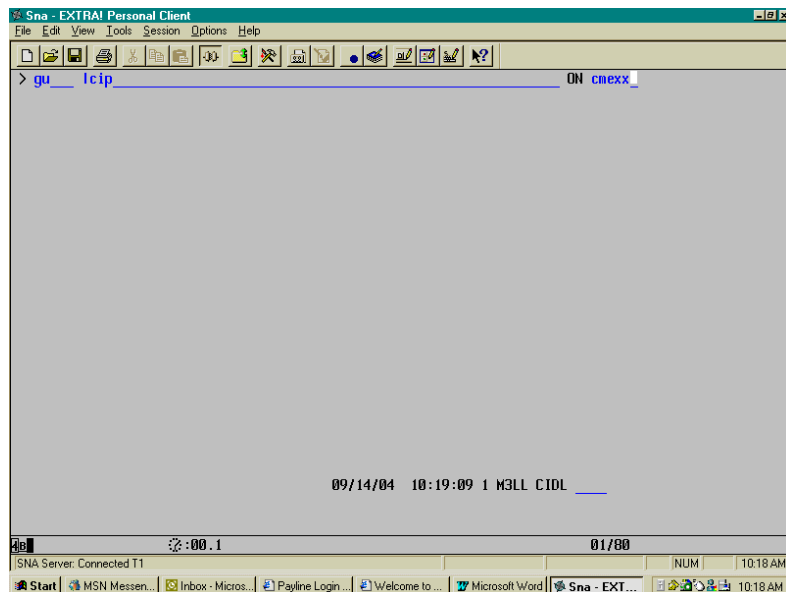
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Link Function


Link Function Access To initiate the Link Function place the function identification - LCIP on the command line along with the CMEXX screen ID and press Enter.

DO NOT USE THE TOP LINE COMMAND AND COMMAND QUALIFIER FIELDS ONCE THE LINK FUNCTION HAS BEEN INITIATED. Use only the **Command Qualifier** and **selection fields** to move within the link function.

Screen prints displaying access into the Link function follow:

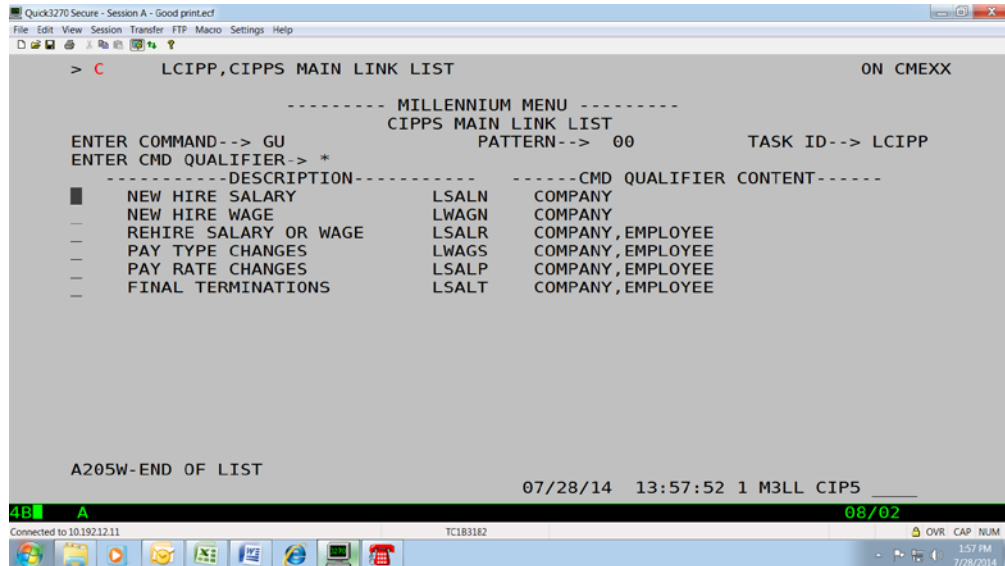


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Link Function, Continued

LINK CMEXX Screen I



Link CMEXX Screen I lists the various payroll activities available in the Link Function.

Command (CMD) Qualifier Content


Beside each screen **DESCRIPTION**, there is a field called **CMD QUALIFIER CONTENT**. This field presents the minimal information required in the CMD Qualifier Content field for each screen. The CMD Qualifier replaces the Command Line. See the helpful hints at the end of this topic.

Data Entry Procedures

The following step/action table describes the data entry process for the Link Function. The basic steps and actions are the same no matter what payroll activity is selected.

Step	Action
1	Tab to the ENTER CMD QUALIFIER field, ensure the cursor is over the *. Enter the Agency and Employee number (if required).
2	Tab to the desired payroll activity and enter an X.
3	Press Enter.
4	The first screen of the selected payroll function will display. Perform necessary data entry.

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Link Function, Continued

Data Entry Procedures, continued

Step	Action
5	Press Enter.
6	The next screen in the link will display for data entry. Following data entry, press Enter. Continue this process until the link ends.
7	To exit the Link function, press the PF3 key to display the main Link screen. If no other payroll activity is desired, press the PF3 key again to get a blank command line.


Helpful Hints for Menu and Link

Command Qualifier Content Hints

The following hints relate to the use of the Command Qualifier Content field in either the Menu or Link functions, or both.

Hint	Applies to...
For new hires, you must enter the company number when accessing H0BUK (H0BNE). Once H0BUK is completed, enter the employee's ID number or the system will default to the lowest employee number in the company.	Menu only
If screen prints are required, select the screen (except for the New Employee Add) again, and the updated screen will display.	
Company and Employee refer to the Agency and Employee numbers.	Menu and Link
If no Company number is entered, the system defaults to the lowest Company number for which the user has security. If the employee number is not entered, the system will default to the lowest employee number in the company.	
Company and Employee number will carry forward to the activity menu selected and display along with the Employee name.	
For HMBUB, the Pay Type and Sequence is required only if there are multiple programmatic records.	
If the "No Records Found" error message displays, use an "I" in the subcommand to insert the record. If the "End of List" error message displays, use an "R" in the subcommand to update the record.	

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Helpful Hints for Menu and Link, Continued

General Hints The following hints relate generally to the use of the Menu or Link functions, or both.


Hint	Applies to...
Press Enter or the PF3 Key to return to the Menu or Link screen.	Menu and Link
On Terminations, be sure to go to the employee's HOBID screen and turn the employee to NON-AUTO status for extra security against erroneous payments. This screen is not supported by the Menu or Link functions.	
The company number, employee number, and employee name will be automatically displayed on the data entry screen.	

Internal Control

Internal Control Proper paperwork and authorizations should be in place prior to entering payroll data. Agency payroll and fiscal officers should review data entry prior to certification. All applicable forms/applications used to establish an employee record or to make a change to the current information must be maintained by the agency for audit purposes.

Records Retention

Time Period The Input Transaction Listing, Report 1001, and the Transaction Batch Balance Summary, Report 1005, must be retained for 60 days. All other reports should be retained for five (5) years or until audited, whichever is later.

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Contacts

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Voice: (804) 225-2245
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Payroll Support Analyst/Trainer
Voice: (804) 786-1083
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References
CAPP - Cardinal Topic No. 50305, *Employee Adds*
CAPP - Cardinal Topic No. 50310, *Rehires and Employee Data Maintenance*
CAPP - Cardinal Topic No. 50315, *Employee Tax Maintenance*
CAPP - Cardinal Topic No. 50320, *Terminations*
CAPP - Cardinal Topic No. 50705, *Employee and Tax Masterfile Updates*

CARS to Cardinal Transition

Cardinal Transition
CIPPS interfaces to both CARS and Cardinal. No additional action needs to be taken by agencies in order to record CIPPS entries. After CARS has been decommissioned, agencies will no longer use NSSA to establish programmatic data in CIPPS. Instructions on how to load this information to CIPPS will be distributed at a later time.
