Table of Contents

Table of Contents .....................................................................................................................................1
Overview ..................................................................................................................................................2
   Introduction.........................................................................................................................................2
Mass Transactions .....................................................................................................................................2
   Introduction.........................................................................................................................................2
   Agency Request for Mass Transactions ..............................................................................................3
   Edit Report Review .............................................................................................................................3
   Employee Transfers ............................................................................................................................4
   Requesting Employee Transfers .........................................................................................................4
   Report Review ....................................................................................................................................4
Automated Interfaces ...............................................................................................................................4
   Automatically Charged Object Code .................................................................................................4
   BES/CIPPS Interface ..........................................................................................................................5
   Third Party Interfaces .........................................................................................................................5
Internal Control ........................................................................................................................................5
   Internal Control ................................................................................................................................5
Records Retention ...................................................................................................................................6
   Time Period .......................................................................................................................................6
Contacts ...................................................................................................................................................6
   DOA Contact .....................................................................................................................................6
Subject Cross References .........................................................................................................................6
   References ...........................................................................................................................................6
References ..............................................................................................................................................6
CARS to Cardinal Transition .....................................................................................................................6
   Cardinal Transition .............................................................................................................................6
Overview

Introduction

Automated changes modify CIPPS records for an employee or group of employees within a single agency or for all employees statewide. Some of the more commonly used automated change processes are:

- Mass transactions
- Employee transfers
- Automated Interfaces

Mass Transactions

Introduction

Mass transactions are used to change employee masterfile records for selected groups of employees. There are limits to the selection criteria for determining the group of employees to be changed as well as limits to the CIPPS fields that can be changed. Examples of typical employee masterfile changes that can be accomplished using mass transactions follow:

- Change the amount or pay frequency of a specific deduction.
- Establish deductions.
- Change programmatic data (limited use).
- Change hourly rates.
- Change employee status, set termination codes and termination dates.

Note: Data can only be changed from one value to another value (e.g. hourly rate change from $8.25 to $8.50). Data cannot be changed based on a factor (e.g. current hourly rate times 1.1%).

Mass transactions are performed centrally by DOA following approval of the Director of State Payroll Operations either at agency request or to update employee records to reflect statewide program implementation. Agencies may opt-out of certain statewide mass transactions initiated by DOA, in which case the agency is responsible for entering the applicable changes for its employees.

Continued on next page
Mass Transactions, Continued

Agency Request for Mass Transactions

Agencies must submit requests for mass transactions to the State Payroll Operations Director via email at Payroll@doa.virginia.gov. Include the following information:

- A detailed description of what the employees to be changed have in common (e.g., same pay frequency, organization code, etc.).
- The specific data elements to change from, and change to.
- The effective date of the transaction changes.
- The name, telephone and email address of agency contacts.

Agencies are notified by email when the mass transaction is complete.

Edit Report Review

The Mass Transaction Generation Report (Report 1002), the Change Listing (Report 1006) and the Employee Diagnostics Listing (Report 1009) are created from the payrun in which mass transactions process. After processing, agencies should review these reports to confirm that the requested changes were made and that the change affected all applicable employees.

Report 1002 – Provides an audit trail of transactions generated for employees as a result of the mass generation process. If transactions do not appear on this report, they were not generated, and the changes were not made.

Report 1006 – Lists changes made to existing employee records during the mass process.

Report 1009 – Lists employee transactions not processed during the mass transaction process.

Refer to CAPP – Cardinal Topic No. 50815, Payroll Certification, for detailed explanations of the fields on these reports.

Continued on next page
Employee Transfers

Upon request, DOA will perform transfers of employee masterfile data between agencies with the same FEIN. DOA can also transfer any employee masterfile information set-up under the wrong Employee ID number into the correct Employee ID number.

Additionally 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.

To request a transfer of employee information, e-mail the following information to DOA Payroll Operations at Payroll@doa.virginia.gov.

Existing Master file Information
- Agency number
- Employee name and Employee ID number

NEW Masterfile Information
- Agency number
- Employee ID number

The Change Listing (Report 1006) is produced when changes are made to the CIPPS masterfiles. Review this report for all agencies involved in the employee transfer process to verify the masterfile changes.

The CIPPS/Cardinal automated interface automatically charges certain Special Pays to a particular account code, while maintaining all the other information contained on the employee’s programmatic record (HMBU1). This process ensures that Special Pays are charged correctly in Cardinal. See CAPP – Cardinal Topic No. 50515, Special Payments, for more information.

Continued on next page
Automated Interfaces, Continued

**BES/CIPPS Interface**

The BES/CIPPS automated interface automatically establishes and maintains employee healthcare coverage data, such as healthcare plan and provider, on HMCU1, and establishes the related employee and employer deductions on H0ZDC. Additionally, the interface automatically establishes and maintains employee Flexible Reimbursement Account (Dependent Care and Medical Reimbursement) data and establishes the related employee deductions on H0ZDC. *BES/CIPPS interface processing occurs nightly based on the transaction effective date and produces a BES/CIPPS Update Listing Report daily.* This report should be reviewed daily to verify healthcare coverage changes made to employee master file records. Refer to CAPP – Cardinal Topic No. 50420, *Health Insurance* for more information on BES/CIPPS interface processing.

**Third Party Interfaces**

Other interfaces are received from third party vendors identified as record keepers of enrollment information for those deductions. More detailed information related to these interfaces is found in the corresponding CAPP – Cardinal Topics. Included in this category are:

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>CAPP - Cardinal Topic No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Compensation/Cash Match</td>
<td>50415 and 50420</td>
</tr>
<tr>
<td><em>VRS Retirement Elections</em></td>
<td>50410</td>
</tr>
<tr>
<td>Misc Insurances/Annuities/Cash Match</td>
<td>50415, 50420, and 50455</td>
</tr>
<tr>
<td>Optional Group Life – Annual Update only</td>
<td>50425</td>
</tr>
</tbody>
</table>

---

**Internal Control**

Since the use of mass transactions and automated interface processes can have a broad and pervasive effect on employee masterfile records, all reports generated from these processes should be reviewed to verify the accuracy of masterfile changes and updates.
Records Retention

Time Period
All payroll reports generated for mass transactions must be retained at the agency for at least 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 Support Analyst/Trainer
Voice: (804) 786-1083
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References
CAPP – Cardinal Topic No. 50410, Retirement—VRS and ORP
CAPP – Cardinal Topic No. 50425, Group and Optional Life Insurance
CAPP – Cardinal Topic No. 50430, Health Insurance
CAPP – Cardinal Topic No. 50455, Miscellaneous Employee Deductions
CAPP – Cardinal Topic No. 50515, Special Payments
CAPP – Cardinal Topic No. 50815, Payroll Certification

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.