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<b>Section No. 50700—Masterfile Updates</b>	<b>TOPIC EMPLOYEE and TAX MASTERFILE UPDATES</b>	
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## Deduction Refund/Adjustment Processing, Continued

**Y** **Period Indicator** – Enter the value indicating the accumulation fields to adjust. Each transaction line must be the same.  
(Required)

Value	Description
<b>Blank</b>	Adjust the Year, Quarter, and Month-to-Date fields.
<b>Q</b>	Adjust the year and quarter-to-date fields only.
<b>C</b>	Adjust the year-to-date and prior quarter fields only.
<b>Y</b>	Adjust the year-to-date fields only.

**Note:** A value of Y is recommended.

**HTODA, 500 Line** Not used for deduction refunds/adjustments.

**HTODA, 550 Line** **NO** **Deduction Number** - Enter a value from 001 to 250 to identify the deduction number being adjusted.  
(Required)

**AMOUNT** Enter the amount of the adjustment for the deduction indicated in the Deduction Number field.  
(Required)

**Note:** Multiple deduction numbers and amount fields can be used for different deductions. Also, the total of all deduction amounts in the pay set (excluding employer-paid deduction adjustments processed with Paid Updates) must equal the Net pay amount on the 503 line.

**+** **Adjustment Indicator** - Enter the type of adjustment needed. Use the offsetting sign or letter from that used on the 503 transaction line.  
(Required)

Value	Paid/ Non Paid	Purpose
+ or <b>Blank</b>	Non Paid	Adds the deduction Amount entered to the employee record.
-		Subtracts the deduction Amount entered from the employee record.
<b>P</b>	Paid	Adds the deduction Amount entered to the employee net pay.
<b>M</b>		Subtracts the deduction Amount entered from the employee net pay.

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## Deduction Refund/Adjustment Processing, Continued

**Note:** Refer to the important section in the Overview cautioning against mixing +/- and P/M values, and highlighting the importance of balancing +/- and P/M transaction lines within each pay set.

*Y (Required)* **Period Indicator** – Enter the same value on the 550 transaction line as entered on the 503 transaction line.

### HTODA Control Balancing

Control balancing for deduction adjustments is displayed at the bottom of HTODA after pressing “Enter”. The system will indicate if the transactions balance. If the transactions are out-of-balance, an error message will display. If the errors are not corrected, they will be rejected during the nightly edit process and appear on Reports 1001 or 1009.

Keep in mind, for employee-paid deduction refunds, the total deduction amount(s) on the 550 transaction line(s) must equal the Net pay amount on the 503 transaction line. Agency-paid deduction adjustments are not included in the balancing process when adjusted in the same pay set as a Paid Update to employee-paid deductions (i.e., healthcare).

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## Tax Refund/Adjustment Processing

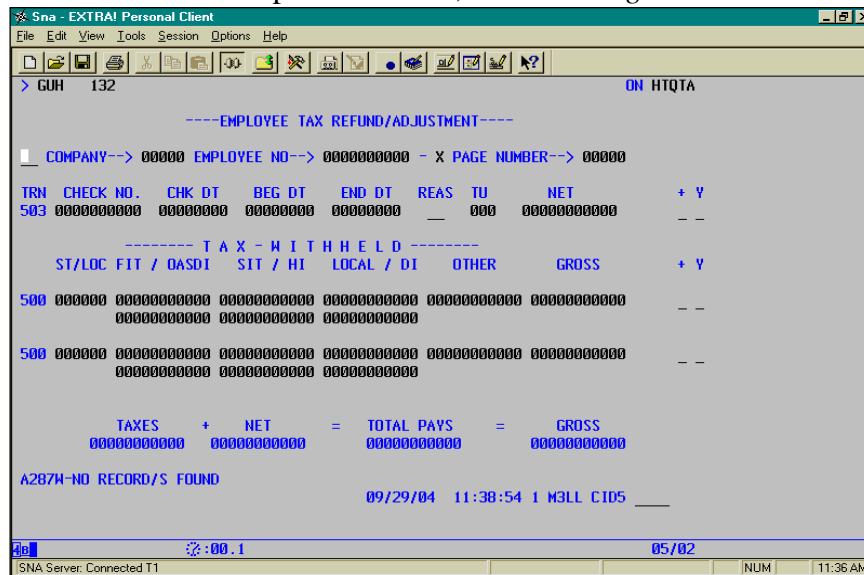
### Introduction and Form Preparation

Use the following procedures to make adjustments to payroll tax balances. Tax adjustments can either be Paid or Non-paid.

In addition to making the applicable screen prints outlined in the Overview, completing the Tax Refund Form (PR-8) prior to entering the adjustment online is recommended. The fields on this form correspond to the fields on the data entry screens. Although use of this form is optional, it can facilitate data entry and serve as a source document for the transaction entered. Copies of this form are available on the DOA website at [www.doa.virginia.gov](http://www.doa.virginia.gov).

### HTQTA

Access HTQTA, Employee Tax Refund/Adjustment screen as instructed in CAPP – Cardinal Topic No. 50110, *CIPPS Navigation*.



The screenshot shows a terminal window titled 'Sna - EXTRA! Personal Client'. The main screen displays the 'HTQTA' (Employee Tax Refund/Adjustment) screen. At the top, it says '----EMPLOYEE TAX REFUND/ADJUSTMENT----'. Below this, there are input fields for 'COMPANY-->' (00000), 'EMPLOYEE NO-->' (0000000000), and 'X PAGE NUMBER-->' (00000). The screen then displays a table with columns: TRN, CHECK NO., CHK DT, BEG DT, END DT, REAS, TU, NET, and a right-aligned column '+ Y'. The first row shows '503' in the TRN column and '0000000000' in the NET column. Below the table, there is a section for 'TAX - WITHHELD' with columns: ST/LOC FIT / OASDI, SIT / HI, LOCAL / DI, OTHER, GROSS, and '+ Y'. The screen also shows a summary section with 'TAXES + NET = TOTAL PAYS = GROSS' and values of '0000000000'. At the bottom, it says 'A287M-NO RECORD/S FOUND' and '09/29/04 11:38:54 1 M3LL CID5'. The status bar at the bottom indicates 'SNA Server: Connected T1' and '05/02'.

**COMPANY** Enter the employee's assigned agency number.

**EMPLOYEE NO** Enter the assigned employee number.

**PAGE NUMBER** Enter the page number, starting with page one and number each page consecutively.

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## Tax Refund/Adjustment Processing, Continued

<b>HTQTA, 503 Line</b>	<b>CHECK NO (Required)</b>	Enter a unique 10-character payment adjustment number. May be the actual check number or a unique number determined by the agency.
	<b>CHK DT, BEG DT, END DT (Required)</b>	Enter valid dates in MMDDYYYY format. Although these fields are required, any dates meaningful to the agency may be used.
	<b>REAS, TU</b>	Currently not used.
	<b>NET (Required for Paid Updates)</b>	Enter the total amount of the adjustment(s) to be added to Net pay. <b>Note:</b> Refer to the important section in the Overview for more information.
	<b>+ (Required)</b>	<b>Adjustment Indicator</b> - Enter the type of adjustment needed. Use the offsetting sign or letter from that used on the 500 transaction line.

Value	Paid/ Non Paid	Description
+ or <b>Blank</b>	Non Paid	For balancing only. Used when no Net amount is entered for Non Paid Updates.
-		
<b>P</b>	Paid	Adds the Net amount entered to the employee net pay.
<b>M</b>		Subtracts the Net amount entered from the employee net pay.

**Note:** Refer to the important section in the Overview cautioning against mixing +/- and P/M values, and highlighting the importance of balancing +/- and P/M transaction lines within each pay set.

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## Tax Refund/Adjustment Processing, Continued

*Y (Required)* **Period Indicator** – Enter the value indicating the appropriate accumulation fields to adjust. The Period Indicator must be the same for each transaction line.

<b>Value</b>	<b>Description</b>
<b>Blank</b>	Adjust the Year, Quarter, and Month-to-Date fields.
<b>Q</b>	Adjust the year and quarter-to-date fields only.
<b>C</b>	Adjust the year-to-date and prior quarter fields only.
<b>Y</b>	Adjust the year-to-date fields only.

**Note:** A value of Y is recommended.

<b>HTQTA, 500 Line</b>	<b>ST/L</b>	<b>State/Local Tax Codes</b> – Defaults to Virginia. If adjusting state taxes other than Virginia, Enter the state and local codes to be adjusted. When both State and local taxes apply to the payset, both codes must be provided.
	<b>FIT/ OASDI</b>	<b>Federal Withholding Tax</b> - Enter the amount of Federal Income Tax to be adjusted.  <b>OASDI TAX</b> - CIPPS self-adjusts FICA taxes. Contact Payroll/Benefits Accounting at DOA for assistance.
	<b>SIT/ HI</b>	<b>State Withholding Tax</b> - Enter the amount of State Income Tax to be adjusted.  <b>HI Tax</b> - CIPPS self-adjusts FICA taxes. Contact Payroll/Benefits Accounting at DOA for assistance.
	<b>LOCAL/ DI</b>	<b>Local Tax Withholding</b> - Enter the amount of local tax to be adjusted, if applicable, and ensure local code under ST/L field is entered.  <b>Disability Tax Withholding</b> – Not applicable in Virginia. If applicable, enter the amount of disability tax to be adjusted.

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## Tax Refund/Adjustment Processing, Continued

**OTHER** Enter the amount of special local tax to be adjusted, if applicable.

**GROSS** Not entered for tax refunds/adjustments.

+ (*Required*) **Adjustment Indicator** - Enter the type of adjustment needed. Use the offsetting sign or letter from that used on the 503 transaction line.

<b>Value</b>	<b>Paid/ Non Paid</b>	<b>Purpose</b>
+ or <b>Blank</b>	Non Paid	Adds the tax adjustment amount entered to the employee record.
-		Subtracts the tax adjustment amount entered from the employee record.
<b>P</b>	Paid	Adds the tax adjustment amount entered to the employee net pay.
<b>M</b>		Subtracts the tax adjustment amount entered from the employee net pay.

**Note:** Refer to the important section in the Overview cautioning against mixing +/- and P/M values, and highlighting the importance of balancing +/- and P/M transaction lines within each pay set.

### **HTQTA Control Balancing**

Control balancing is displayed at the bottom of HTQTA after pressing “Enter.” If the fields are out-of-balance, an error message will display and if not corrected, the pay set will be rejected during the nightly edit process and appear on Reports 1001 or 1009.

Keep in mind, for employee-paid tax adjustments, the total deduction amount(s) on the 500 transaction line(s) must equal the Net pay amount on the 503 transaction line.



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## Earnings Reclassification

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### Introduction

Earnings reclassifications are Non Paid Updates to adjust employee earnings paid in prior periods. Earnings reclassifications typically transfer amounts from a special pay accumulator to Regular pay, or vice versa, facilitating accurate earnings reporting at year-end. For example, if an employee is paid regular earnings and a portion of those earnings should have been paid as workers' compensation; use HTPSA to make the adjustment. The +/- signs are used in the Adjustment Indicator field since earnings reclassifications are Non Paid Updates (i.e., no effect on net pay).

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### Balancing

Transaction balancing is automatic on HTPSA with totals displaying on the bottom line of the screen. If the pay set is out-of-balance, the message will appear on the lower left portion of the screen. When this occurs, research the error to determine if it is valid. Remember, although certain special pay adjustments (i.e., Reportable Meals, Company Vehicle, or Imputed Life) will appear out-of-balance, they will still process.

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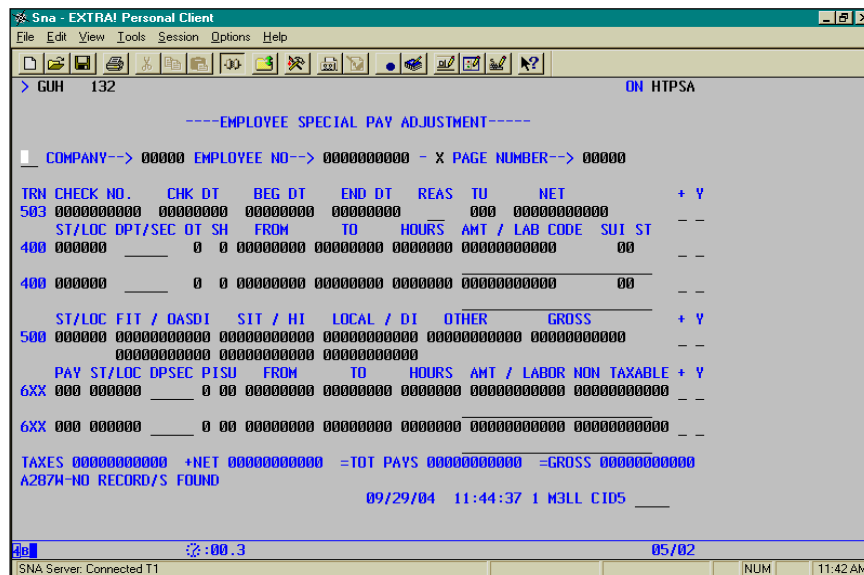
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## Earnings Reclassification, Continued

### HTPSA

Access HTPSA by completing the Command Line and entering the appropriate subcommand.



**COMPANY** Enter the employee's assigned agency number.

**EMPLOYEE NO** Enter the assigned employee number.

**PAGE NUMBER** Enter the page number, starting with page one and number each page consecutively.

### HTPSA, 503 Line

**CHECK NO**  
*(Required)* Enter a unique 10-character payment adjustment number. May be the actual check number or a unique number determined by the agency.

**CHK DT, BEG DT, END DT**  
*(Required)* Enter valid dates in MMDDYYYY format. Although these fields are required, any dates meaningful to the agency may be used.

**REAS, TU** Currently not used.

**NET** Not used for Earnings Reclassifications.

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## Earnings Reclassification, Continued

**+**  
*(Required)*      **Adjustment Indicator** - Enter the offsetting sign (+/-) from that used on the 400, 500, and/or 600 transaction line(s). Since no Net amount is entered on HTPSA, no amount is added or subtracted. However, a + or – sign must be entered to balance the pay set.

**Y**  
*(Required)*      **Period Indicator** – Enter the value indicating the accumulation fields to adjust. Each transaction line must be the same.

Value	Description
Blank	Adjust the Year, Quarter, and Month-to-Date fields.
Q	Adjust the year and quarter-to-date fields only.
C	Adjust the year-to-date and prior quarter fields only.
Y	Adjust the year-to-date fields only.

**Note:** A value of Y is recommended.

**HTPSA, 400 Line**      **ST/LOC**      Enter the valid state and local codes to be adjusted if overriding those established on H0BAD (Employee Taxing Information). If not entered, they default to the employee's 1<sup>ST</sup> Work State and 1<sup>ST</sup> Work Local fields.

**DPT SEC**      Enter the department and or section if overriding those on H0BID.

**OT**      **Overtime** - Enter the applicable value to adjust overtime.

Value	Description
1	Overtime 1 (straight time)
2	Overtime 2 (time and one half)

**SH**      **Shift Hours** - Enter applicable value to adjust shift.

Value	Description
0 or 1	Shift 1
2	Shift 2
3	Shift 3

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## Earnings Reclassification, Continued

**DATE FROM and TO** Enter the period beginning date and end date only if different from the BEG DT and END DT entered on the 503 line. Generally not used.

**HOURS** Enter the number of regular hours to adjust.

**SALARY/ AMOUNT** Enter the Amount or Salary to adjust.

**SU ST** Enter an alternate state code if the SUI State code on the H0BAD screen is to be overridden.

**LABOR DISTRIB CODE** Currently not used.

+ (*Required*) **Adjustment Indicator** - Enter the type of adjustment needed.

Value	Non Paid	Description
+ or <b>Blank</b>	Non Paid Only	Adds the amount entered on the Salary/Amount field to the employee record.
-		Subtracts the amount entered on the Salary/Amount field from the employee record.

**Note:** Refer to the important section in the Overview cautioning against mixing +/- values, and highlighting the importance of balancing +/- transaction lines within each pay set.

**Y (Required)** **Period Indicator** – Enter the same value on the 500 transaction line as entered on the 503 transaction line.

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## Earnings Reclassification, Continued

<b>HTPSA, 500 Line</b>	<b><i>ST/LOC</i></b>	Enter the valid state and local codes to be adjusted if overriding those established on HOBAD (Employee Taxing Information). If not entered, they default to the employee's 1 <sup>ST</sup> Work State and 1 <sup>ST</sup> Work Local fields.
	<b><i>FIT/ OASDI</i></b>	<b>Federal Withholding Tax</b> - Enter the amount of Federal Income Tax to be adjusted.  <b>OASDI Tax</b> - CIPPS self-adjusts FICA taxes. Contact DOA for assistance
	<b><i>SIT/ HI</i></b>	<b>State Withholding Tax</b> - Enter the amount of State Income Tax to be adjusted.  <b>HI Tax</b> - CIPPS self-adjusts FICA taxes. Contact DOA for assistance.
	<b><i>LOCAL/ DI</i></b>	<b>Local Tax Withholding</b> - Enter the amount of local tax to be adjusted, if applicable, and ensure local code under ST/L field is entered.  <b>Disability Tax Withholding</b> – Not applicable in Virginia. If applicable, Enter the amount of disability tax to be adjusted.
	<b><i>OTHER</i></b>	Enter the amount of special local tax to be adjusted, if applicable.
	<b><i>GROSS</i></b>	Enter the amount of the Gross pay adjustment. Typically entered only when adjusting for disbursement/receipt of a check outside of CIPPS (except when adjusting employer provided fringe benefits). The Gross field must equal the sum of all adjustment amounts (excluding employer-paid deductions) entered on the 400, 500 and 600 transaction lines.

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## Earnings Reclassification, Continued

+ (*Required*) **Adjustment Indicator** - Enter the type of adjustment needed.

Value	Paid/ Non Paid	Purpose
+ or <b>Blank</b>	Non Paid	Adds the tax adjustment amount(s) entered to the employee record.
-		Subtracts the tax adjustment amount(s) entered from the employee record.

**Note:** Refer to the important section in the Overview cautioning against mixing +/- and P/M values, and highlighting the importance of balancing +/- and P/M transaction lines within each pay set.

*Y (Required)* **Period Indicator** – Enter the same value on the 500 transaction line as entered on the 503 transaction line.

**HTPSA, 600  
Line**

**PAY** Enter the three-digit special pay number to be adjusted.

**ST/LOC** Enter the state and local codes for this adjustment.

**DPSEC** Enter the department/section code to override the current values on HOBID.

**PI** Currently not used.

**SU** Enter an alternate state code if the SUI State code on the HOBAD screen is to be overridden..

**DATE FROM and TO** Enter the period beginning date and end date only if different from the BEG DT and END DT entered on the 503 line. Generally not used.

**HOURS** Enter the number of special pay hours to be adjusted.

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## Earnings Reclassification, Continued

**AMOUNT/  
LAB CODE**

**Amount** - Enter the amount of the special pay adjustment.

**Labor code** - Currently not used.

**NONTAXABLE**

Currently not used.

+ (*Required*)

**Adjustment Indicator** - Enter the type of adjustment.

Value	Paid/Non Paid	Purpose
+ or Blank	Non Paid	Adds hours or amount(s) entered to the employee record.
-		Subtracts hours or amount(s) entered from the employee record.

**Note:** Refer to the important section in the Overview cautioning against mixing +/- and P/M values, and highlighting the importance of balancing +/- and P/M transaction lines within each pay set.

**Y** (*Required*)

**Period Indicator** – Enter the same value on the 600 transaction line as entered on the 503 transaction line.

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## Gross-to-Net Adjustments

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**Introduction to Manual Pay Builder** The screens previously introduced, HTODA, HTQTA and HTPSA, are condensed to focus attention on particular transactions that can easily be adjusted on a single screen. A Manual Pay Builder application should be used to process Non Paid Updates, such as manual voids, which update gross-to net balances in the EMF and TMF. The screens covered in this section (HTM00, HTMPA, HTMSP, HTMTD, and HTMCK) contain all of the previously introduced Manual Pay Set transaction codes (i.e. 503, 400, 500, 550, and 600).

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**Examples** These screens are most commonly used to manually update employee records for activity occurring outside CIPPS, such as:

- To record a personal check from an employee due to an overpayment.
- To manually adjust for an erroneous check that was not returned to DOA in time to use the void check process.

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**Manual Voids Using Manual Pay Screens** Manual Voids are NON PAID updates since no money is paid to the employee. When manually voiding payments, enter all pay information from the check stub or payroll report 10 into the appropriate fields on HTM00, HTMPA, HTMSP, HTMTD:

- For 503 and 550 lines, refer to Non Paid Update data entry guidelines and field definitions for HTODA; for 400, 500, and 600 lines, refer to HTPSA.
- One exception to the data entry guidelines referenced above is that you must use a – in all Adjustment Indicator fields to reverse all applicable entries from the employee’s record.
- Contact DOA if the void involves deductions for deferred compensation, flex spending and/or any third party vendors.
- Deposit the check to be voided as an expenditure credit to the same programmatic coding as the original gross payroll expenditure

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## Gross-to-Net Adjustments, Continued

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To process the Manual Void correctly and ensure it is reported on the final pay report 10 generated from the certification, the employee must:

- Remain in an 'active' status on H0BES (a value of 1).
- The employee's pay frequency must be certified.

If the manual void is for a terminated employee, also enter a value of 0 (indicating “non-auto”) in the Time Card Status field on H0BID to ensure the employee is non-automatic and no regular pay check is generated upon certification. The employee status on H0BES must be a value of “1” (i.e., active).

Once the payroll processes and checks/earnings notices are generated, the employee may be terminated if applicable. Reference CAPP – Cardinal Topic 50320, *Terminations*, for further instructions on the termination process.

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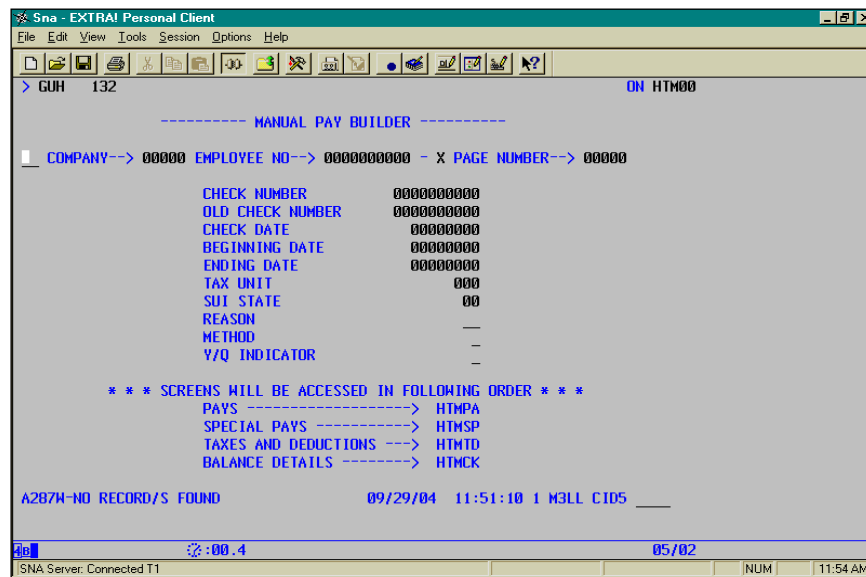
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## Gross-to-Net Adjustments, Continued

### HTM00

The HTM00 and associated data screens HTMPA (Regular Pays), HTMTD (Taxes & Deductions), HTMSP (Special Pays) and HTMCK (Manual Pay Summary) are used to record payments that were issued manually to employees, or to complete manual voids.

The HTM00 screen records check information, pay period dates, the tax unit, reason code, and year-quarter indicators. It is the online equivalent of the 503 transaction. Gross and Net Pay will be calculated as the manual pay set is built with the HTMPA, HTMSP, HTMTD and displayed on the HTMCK. This ensures that the manual pay set is in balance. Automatic linking to the remaining Manual Pay Builder screens will occur once the HTM00 has been completed. *Initial data entry on the HTM00 requires a subcommand of “I”.* (Subsequent activity on HTM00 will require a subcommand of “R”.) As the manual pay builder links to the remaining screens, a subcommand of “R” will automatically populate.



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## Gross-to-Net Adjustments, Continued

**CHECK NO** Enter a unique 10-character payment adjustment number. May be the  
(Required) actual check number or a unique number determined by the agency.

**OLD** Enter the old check number if applicable.  
**CHECK**  
**NUMBER**

**CHK DT,** Enter valid dates in MMDDYYYY format. Although these fields are  
**BEG DT,** required, any dates meaningful to the agency may be used.  
**END DT**  
(Required)

**TAX UNIT** Enter 001 or leave blank.

**SUI STATE** Enter an alternate state code if the SUI State code on the H0BAD screen is to be overridden..

**REASON** Currently not used.

**METHOD** Currently not used.

**Y (Required) Period Indicator** – Enter the value indicating the accumulation fields to adjust. Each transaction line must be the same.

Value	Description
Blank	Adjust the Year, Quarter, and Month-to-Date fields.
Q	Adjust the year and quarter-to-date fields only.
C	Adjust the year-to-date and prior quarter fields only.
Y	Adjust the year-to-date fields only.

Upon pressing ‘Enter’, a link to HTMPA (manual pays – regular pays) will occur.

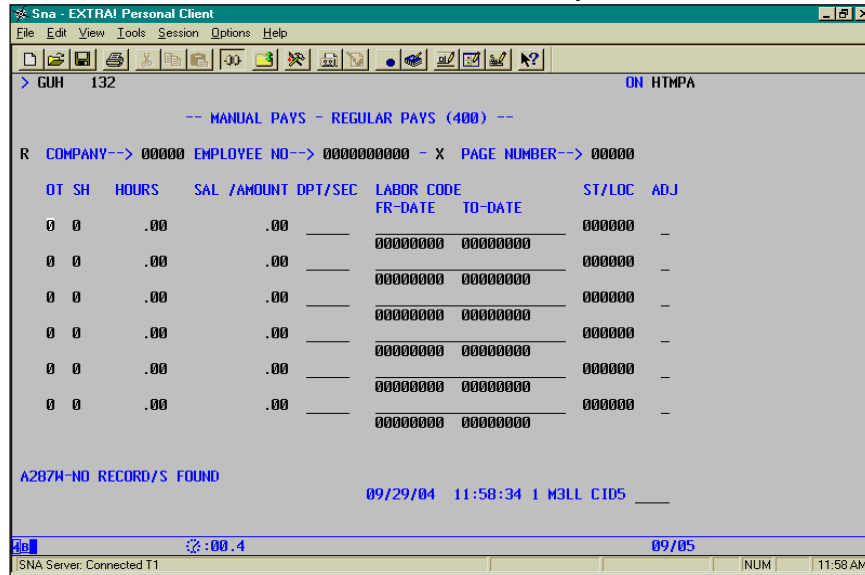
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## Gross-to-Net Adjustments, Continued

### HTMPA

The HTMPA screen is used to adjust pays or hours for overtime, shift and regular pay(s). It is the online data entry equivalent of the 400 transaction. The sub-command field will be automatically filled with the value of “R”.



### *OT*

**Overtime** - Enter the applicable value to adjust overtime.

Value	Description
1	Overtime 1 (straight time)
2	Overtime 2 (time and one half)

### *SH*

**Shift Hours** - Enter applicable value to adjust shift.

Value	Description
0 or 1	Shift 1
2	Shift 2
3	Shift 3

### *HOURS*

Enter the number of regular hours to adjust.

### *SALARY/ AMOUNT*

Enter the Amount or Salary to adjust.

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## Gross-to-Net Adjustments, Continued

**DPT/SEC** Enter values to override the values on HOBID. Generally left blank.

**LABOR CODE** Currently not used.

**FR DATE/ TO DATE** Enter the period beginning date and end date only if different from the BEG DT and END DT entered on the 503 line. Generally not used.

**ST/LOC** Enter the valid state and local codes to be adjusted if overriding those established on HOBAD (Employee Taxing Information). If not entered, they default to the employee's 1<sup>ST</sup> Work State and 1<sup>ST</sup> Work Local fields. Generally not used.

+ (*Required*) **Adjustment Indicator** - Enter the type of adjustment needed.

Value	Non Paid	Description
+ or <b>Blank</b>	Non Paid Only	Adds the amount entered on the Salary/Amount field to the employee record.
-		Subtracts the amount entered on the Salary/Amount field from the employee record.

Upon pressing 'Enter', a link to HTMSP (manual pays – special pays) will occur.

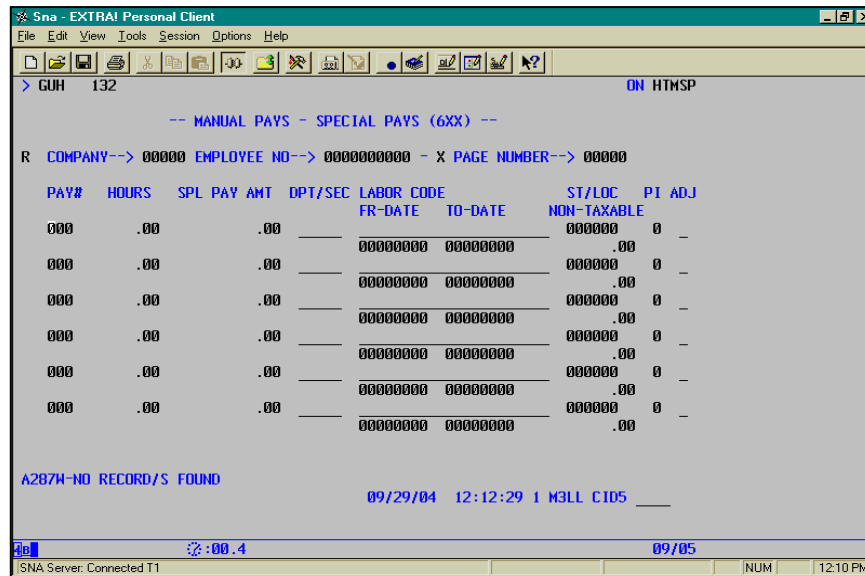
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## Gross-to-Net Adjustments, Continued

### HTMSP

The HTMSP screen is used to adjust Special Pay hours and pay. It is the online data entry equivalent of the 600 transaction. The sub-command field will be automatically filled with the value of “R”.



- PAY** Enter the three-digit special pay number to be adjusted.
- HOURS** Enter the number of special pay hours to be adjusted.
- AMOUNT** Enter the amount of the special pay adjustment.
- DPT/SEC** Enter the department/section code to override the current values on H0BID. Generally left blank.
- LABOR CODE/** Currently not used.
- FR DATE/ TO DATE** Enter the period beginning date and end date only if different from the BEG DT and END DT entered on the 503 line. Generally not used.

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## Gross-to-Net Adjustments, Continued

**ST/LOC** Enter the valid state and local codes to be adjusted if overriding those established on HOBAD (Employee Taxing Information). If not entered, they default to the employee's 1<sup>ST</sup> Work State and 1<sup>ST</sup> Work Local fields. Generally not used.

**NONTAXABLE** Currently not used.

**PI** Not used at this time.

**ADJ (Required)** **Adjustment Indicator** - Enter the type of adjustment.

Value	Paid/Non Paid	Purpose
+ or <b>Blank</b>	Non Paid	Adds hours or amount(s) entered to the employee record.
-		Subtracts hours or amount(s) entered from the employee record.

Upon pressing 'Enter', a link to HTMTD (manual pays – taxes and deductions) will occur.

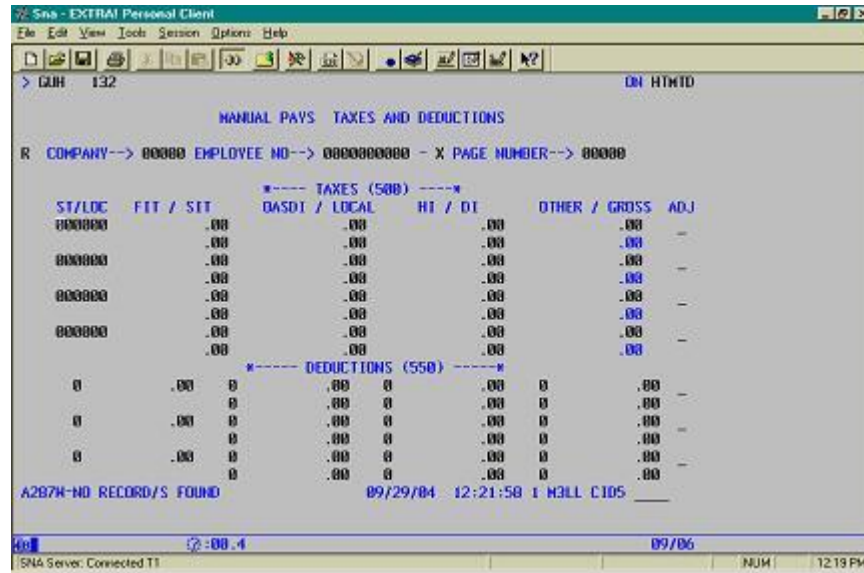
### HTMTD

The HTMTD screen is used to record the taxes and deductions withheld associated with the manual void. This screen is the online data entry equivalent of the 500 and 550 transactions. Gross Pay will be automatically updated by the system. If you entered multiple state/local codes on HTMPA and HTMSP, the Gross pay associated with each will be displayed. The sub-command field will be automatically filled with the value of "R".

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## Gross-to-Net Adjustments, Continued



**ST/L** Enter the valid state and local codes to be adjusted if overriding those established on HOBAD (Employee Taxing Information). If not entered, they default to the employee's 1<sup>ST</sup> Work State and 1<sup>ST</sup> Work Local fields. Generally not used.

**FIT/ SIT** **Federal Withholding Tax** - Enter the amount of Federal Income Tax to be adjusted.

**State Withholding Tax** - Enter the amount of State Income Tax to be adjusted.

**OASDI/ LOCAL** **OASDI TAX** - CIPPS self-adjusts FICA taxes. DO NOT ENTER. Contact DOA for assistance.

**Local Tax Withholding** - Enter the amount of local tax to be adjusted, if applicable, and ensure local code under ST/L field is entered.

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## Gross-to-Net Adjustments, Continued

**HI/** **HI Tax** - CIPPS self-adjusts FICA taxes. DO NOT ENTER.  
**DI** Contact DOA for assistance.

**Disability Tax Withholding** – Not applicable in Virginia. If applicable, enter the amount of disability tax to be adjusted.

**OTHER/** **Other** - Enter the amount of special local tax to be adjusted,  
**GROSS** if applicable.

**GROSS** – Gross is automatically filled. No data entry required.

**ADJ** **Adjustment Indicator** - Enter the type of adjustment.  
**(Required)**

Value	Paid/Non Paid	Purpose
+ or <b>Blank</b>	Non Paid	Adds hours or amount(s) entered to the employee record.
-		Subtracts hours or amount(s) entered from the employee record.

Upon pressing ‘Enter’, a link to HTMCK (manual pay summary) will occur.

### Balancing Guidelines

The Manual Pay Set is balanced on the HMCK screen and must be verified. When verifying HTMCK, follow these guidelines:

- The cumulative total of all adjustments to Regular pay, overtime, and any special pays must equal Gross pay.
- The cumulative total of all adjustments to Net pay, tax withholdings, total employee-paid deductions, and non-paid special pays must equal Gross pay. Non-paid special pays are those that are not included in net pay (e.g., imputed life). Employer-paid deductions are not included in deduction totals but must be entered if they are to be adjusted.

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## Gross-to-Net Adjustments, Continued

### HTMCK

The HTMCK screen automatically displays when manual pay processing is completed. It contains information for the manual pay entered on the HTM00, HTMPA, HTMSP, and HTMTD screens, including:

- ◆ Gross pay
- ◆ Deductions
- ◆ Taxes
- ◆ Special payments
- ◆ Net pay

The HTMCK is the final screen of the manual pay builder sequence. Enter must be pressed once more to complete the process. This will return you to the HTM00.

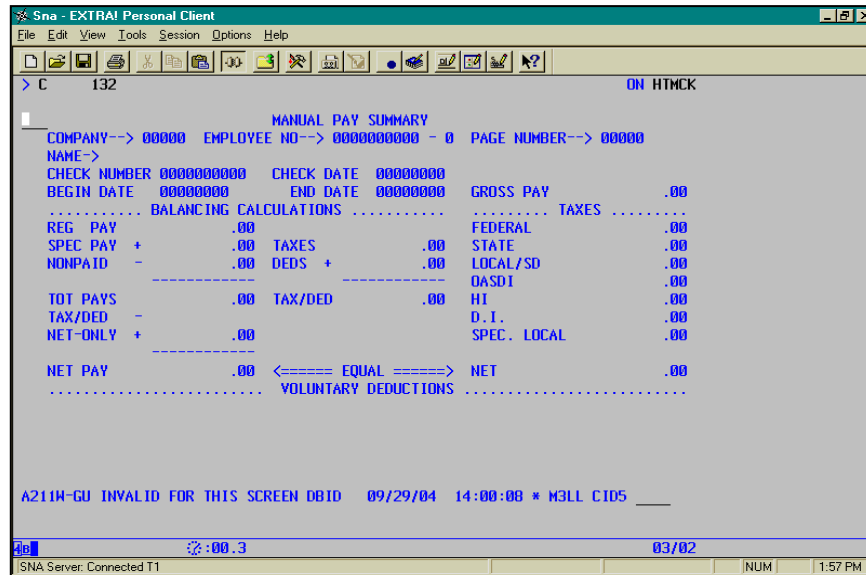
If changes to an existing manual pay set are required:

- ◆ Access the HTM00 (Online Check Calculation) screen for the existing record.
- ◆ Enter an R in the subcommand field and resolve any errors you made when you entered the check specifications.
- ◆ Press Enter: The pre-established linking pattern will be invoked. An 'R' will populate update subcommand. If changes are made to amounts on the manual pay screens (HTMPA, HTMSP, HTMTD), Gross and Net Pay will be recalculated and will be presented on HTMCK screen.
- ◆ Once completing any changes, verify the new totals on the HTMCK screen for accuracy. Once the changes are verified, press enter again to complete the manual pay set sequence.

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## Gross-to-Net Adjustments, Continued



## Internal Control

### Internal Control

Before entering a manual pay set, ensure proper documentation (i.e. memorandums, authorizations) has been received and approved by appropriate parties. This is critical to verification and certification of the payroll entries. Once the manual pay set has processed verify the results to ensure the entries processed as expected.

## Records Retention

### Time Period

All source documents are retained for 5 years or until audited, whichever is later.

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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)

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## Subject Cross References

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**References**     CAPP – Cardinal Topic 50110, *CIPPS Navigation*  
CAPP – Cardinal Topic 50320, *Termination*  
CAPP – Cardinal Topic 50605, *Tax and Deduction Overrides*  
CAPP – Cardinal Topic 50810 *Pre Certification Activities*

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## CIPPS to Cardinal Transition

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**Cardinal HCM Project**     The Cardinal HCM (Human Capital Management) Project will replace CIPPS in conjunction with the replacement of the Personnel Management Information System (PMIS). This project leverages the Commonwealth’s investment in the Oracle PeopleSoft application and allows for full integration to the Cardinal Financial application.