



Volume No. 2—Classification & Coding Structure	TOPIC NO.	60201 – Cardinal
Function No. 60200—CIPPS	TOPIC	CIPPS CODES
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Overview

Introduction

This topic provides a consolidated reference to the most frequently used CIPPS codes including:

- Programmatic Pay Types
- Retirement Plan Codes
- State/Local Codes
- Health Care
- CIPPS Transaction Codes
- Special Pays
- Standard Statewide Deductions
- Workers' Compensation Codes

FIPS Codes are located in CAPP – Cardinal Topic No. 60102, *Agency Codes, Business Unit FIPS Codes*. FIPS codes are three digit codes that relate to the workers' physical location and are entered on the employee's H0BUO screen preceded by the numbers 51.


Programmatic Pay Types

Programmatic Pay Types

If the R1 (Regular Pay) funding information established during the New Hire process is incorrect for the type of pay due the employee (e.g., annual leave payout, OT1 or OT2 payments earned in other cost centers), an additional programmatic record must be entered. Each programmatic is distinguishable through the use of the Pay Type field. Use the following Pay Type values when establishing the programmatic data during the new hire process:

Pay Type	Description
OR1	Regular earnings*
OO1	Overtime 1 (OT1) earnings*
OO2	Overtime 2 (OT2) earnings*
OS2	Shift 2 Differential earnings*
OS3	Shift 3 Differential earnings*
001 - 250 (numeric)	Special Pay Number assigned to each earnings **

*NOTE: Be sure to use zero (0) in first position.

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Programmatic Pay Types, Continued


Programmatic Data Entry information is located in CAPP – Cardinal Topic No. 50125, *Programmatic Data*.

****NOTE:** Although CIPPS can accommodate 250 special pays, we have not yet expanded the capability to establish programmatic data beyond Special Pay 099.

Retirement Codes

Retirement Plan Codes

Retirement Plan Codes are entered on HMCU1, which automatically establishes the appropriate deduction codes on H0ZDC. For a listing of valid codes reference CAPP – Cardinal Topic 50410, *Retirement – VRS and ORP*.

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State/Local Codes

Introduction State Codes are used to identify the employee's primary work location as well as their resident state. Local Codes are used to identify the employee's resident location and withhold taxes, if required, for that locality. These codes are entered on the employee's H0ATX and H0BID screens.

Current reciprocity agreements are in effect for Virginia with Kentucky, the District of Columbia, Maryland, West Virginia, and Pennsylvania. State and Local Codes (if applicable) are provided for these states. For employees in any other states, contact DOA.

State Code	State Name and Abbreviation	Locality Code	Locality Name
09	DISTRICT OF COLUMBIA - DC	No Local Taxing	
18	KENTUCKY - KY	01	AUBURN
		02	BENTON
		03	BEREA
		04	BOWLING GREEN
		05	BURKESVILLE
		06	CATLETTSBURG
		07	COVINGTON
		08	CYNTHIANA
		09	DANVILLE
		10	DAWSON SPRING
		11	ELIZABETHTOWN
		12	FLEMINGSBURG
		13	FRANKFORT
		14	FULTON
		15	GAMALIEL
		16	GLASGOW
		17	HAZARD
		18	HICKMAN
19	HOPKINSVILLE		
20	NR JEFFERSON		
21	RS JEFFERSON		
22	LEICHFIELD		
23	LEXINGTON		
24	NR LOUISVILLE		
25	SR LOUISVILLE		
26	LUDLOW		


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State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
18	KENTUCKY - KY	27	MARSHALL CO.
		28	MAYFIELD
		29	MAYSVILLE
		30	MIDDLEBOROUGH
		31	MORGANTOWN
		32	NEWPORT
		33	OWENSBORO
		34	PADUCAH
		35	PIKEVILLE
		36	PRESTONBURG
		37	PRINCETON
		38	RICHMOND
		39	RUSSELLVILLE
		40	SPRINGFIELD
		41	VERSAILLES
		42	WILDER
		43	WINCHESTER
		44	WOODFORD CO.
		45	LEXINGTON
		46	CADIZ
		47	HANCOCK CITY
		48	MADISONVILLE
		49	DAYTON
		50	HARRODSBURG
		51	PARIS
		52	BOYLE COUNTY
		53	GEORGETOWN
		54	EDGEWOOD
		55	MOREHEAD
		56	PAINTSVILLE
		57	SHIVELY
		58	WILMORE
		59	CAMPBELL COUNTY
		60	KENTON COUNTY
		61	BOONE COUNTY
		62	JEFFERSON
		63	MIDWAY


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State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
18	KENTUCKY - KY	64	NICHOLSVILLE
		65	MARION
		66	BELLEVUE
		67	EDMONTON
		68	SCOTTSVILLE
		69	SOUTHGATE
		70	JEFF TOWN NON
		71	BROWNSVILLE
		72	ELKTON
		73	MT. STARLING
		74	ROWAN COUNTY
		75	FLORENCE
		76	SHIVELY JEFF
		77	PINEVILLE
		78	STANTON
		79	VANCEBURG
		80	BENTON/NR
		81	PARK HILLS
		82	FORT MITCHELL
		83	ADAIRVILLE
		84	CRESENT SPRINGS
		85	CRESTVIEW HILLS
		86	FORT THOMAS
		87	FORT WRIGHT
		88	WARREN COUNTY
		89	LEXINGTON
		90	SCOTT COUNTY
		91	ST. MATTHEWS JEFF RS
		92	ST. MATTHEWS JEFF NR
		93	SHELBYVILLE
94	W BUECHEL RS		
95	W BUECHEL NR		
96	MONTGOMERY CO.		
97	GARRARD CO.		
98	JESSAMINE CO.		
99	RUSSELL SPRING		


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State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
21	MARYLAND - MD	01	ALLEGANY
		02	ANNE ARUNDEL
		03	BALTIMORE CO.
		04	BALTIMORE CITY
		05	CALVERT
		06	CAROLINE
		07	CARROLL
		08	CECIL
		09	CHARLES
		10	DORCHESTER
		11	FREDERICH
		12	GARRETT
		13	HARFORD
		14	HOWARD
		15	KENT
		16	MONTGOMERY
		17	PRINCE GEORGE'S
		18	QUEEN ANNES
		19	SAINT MARYS
		20	SOMERSET
		21	TALBOT
		22	WASHINGTON
		23	WICOMICO
		24	WORCHESTER
39	Pennsylvania	<i>Employee must complete Residency Certificate before agency contacts DOA for four-digit locality code required by PA Act 32.</i>	


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State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
47	VIRGINIA – VA	No Local Taxing	
49	WEST VIRGINIA - WV	No Local Taxing	

Information on data entry of State and Local Codes can be found in CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*.

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Health Care Codes

Health Care Health care premiums are dependent on the provider (e.g. COVACARE) and coverage type (e.g. single). A daily automated update from the Benefits Eligibility System (BES) populates CIPPS with the valid set of codes. Should manual intervention be required, these codes are entered on the employee's HMCU1 screen. For listing of valid codes reference CAPP – Cardinal Topic 50430, *Health Insurance*.


CIPPS Transaction Codes

CIPPS Transaction Codes Batch transactions are identified in CIPPS by a Transaction Code (TRN CDE) indicator, which:

- Controls how CIPPS processes the data elements entered in the transaction.
- Tracks the transaction through processing by printing the TRN CDE on CIPPS reports.

The first position of the TRN CDE indicates the type of transaction. The last two positions can contain an additional pay rate, a special pay number, or deduction number. The following chart identifies applicable CIPPS transaction codes and their respective data entry screens.

TRN CDE	Description	Data Entry Screen
4XX 5XX 6XX	Manual Payment Processing	HTM00, HTMPA,HTMSP, HTMTD,HTMCK; HTPSA, HTODA, HTQTA
700	Regular Pay Transactions	HUA03
7XX (01-04)	Time Reporting for Additional Pay Rates	HUB01
7XX	Special Payments as Regular Payments	HUC01
8XX	Deduction Overrides	HUD01
9XX	Special Payments	HUE01

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Statewide Standard Special Pay Codes

Special Pay Codes

The Standard special pay codes along with tax reporting/withholding indicators for FIT, SIT, and FICA (OASDI and HI for Social Security Withholding) are listed on DOA’S web site. These codes may or may not be set-up for your agency. Each agency has been approved for only selected special pay numbers. Special Pays must be set-up centrally at the agency level in order to be processed. To request that a new special pay be established for your agency, send a written request to payroll@doa.virginia.gov . Include the type of special payment needed and taxing and reporting requirements.


http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm

Statewide Standard Deductions

Standard Deduction Codes

Standard statewide deduction codes along with utility field descriptions are listed on DOA’S web site. These may or may not be set up for your agency. Deductions must be set up at the agency level in order to be processed. To request that a new deduction be established for your agency, send a written request to the payroll@doa.virginia.gov. Include type of deduction needed to include taxing and reporting requirements.

http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm


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Workers' Compensation Codes


Worker's Compensation Codes

Employees must have a valid Workers' Compensation Code entered on H0BUO to identify the general type of work they perform. This classification helps to determine an agency's Workers' Compensation premiums.

Code	Job Classification
0005	FARM: NURSERY EMPLOYEES & DRIVERS
0037	FARM: FIELD CROPS
0042	LANDSCAPE GARDENING
0113	FISH HATCHERY / MARINE RESOURCES
1624	QUARRY / QUARRIES
2501	CLOTHING MFG. / SHIRT LETTERING
2503	TAILORING
2570	MATTRESS OR BOX SPRING MFG
2670	GLOVE MFG - LEATHER OR TEXTILE
2835	BRUSH OR BROOM MFG
3365	WELDING OR CUTTING
3724	MILLWRIGHT, ELEC APPARATUS, HEAT PUMP, ETC
4299	PRINTING
4304	PRINTERS & PHOTOGRAPHERS
4361	PHOTOGRAPHERS
4511	LAB - ANALYTICAL CHEMISTS
5022	MASONRY WORK
5160	ELEVATOR ELECTION OR REPAIR
5183	PLUMBING
5190	ELECTRICAL WIRING WITHIN BUILDINGS
5191	OFFICE MACHINE INSTALL 'N, REPAIR, SERVICE
5222	CONCRETE CONSTR: BRIDGES OR CULVERTS
5403	CARPENTRY, NOC
5474	PAINTING OR PAPERHANGING
5480	PLASTERING
5506	STREET OR ROAD CONSTRUCTION - PAVING
5538	SHEET METAL NOC & DRIVERS
5606	CONTRACTOR: EXECUTIVE SUPERVISOR
6204	DRILLING
6217	EXCAVATION OR GRADING NOC
7016	VESSELS - WATERWAYS
7019	FERRIES - INCL DOCK OPERATIONS
7380	DRIVERS, CHAUFFERS & HELPERS
7418	AIRCRAFT OR HELICOPTER OPERATIONS
7421	AIRCRAFT OPERATIONS: FLYING CREW
7423	AIRPORT OPERATIONS - GROUND PERSONNEL
7520	WATERWORKS
7580	SEWAGE DISPOSAL PLANT

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7605	BURGLAR ALARM INSTALL
7610	TV/RADIO BROADCASTING
7704	FIREFIGHTERS & DRIVERS
7720	POLICE OFFICERS & DRIVERS
7724	NATIONAL GUARD
8010	STORE: HARDWARE, WHOLESALE OR RETAIL
8017	STORE: RETAIL
8102	STORE: SEED MERCHANT
8227	CONTRACTORS PERMANENT YARD
8292	STORAGE WAREHOUSE
8380	GASOLINE STATION, SERVICE OR RETAIL SHOP
8391	SERVICE STATION, MECHANICS, REPAIR SHOP
8601	ENGINEER OR ARCHITECT - CONSULTING
8720	INSPECTION OF BUILDINGS
8742	HUMAN RESOURCES - FIELD - SALES
8803	AUDITORS - TRAVELING
8810	CLERICAL OFFICE EMPLOYEES
8820	ATTORNEYS, LAW OFFICES
8833	HOSPITALS: PROFESSIONAL EMPLOYEES
8868	SCHOOLS: PROFESSIONAL EMPLOYEES & CLERICAL
9014	BUILDINGS: OPERATION BY CONTRACTOR
9015	BUILDING MAINTENANCE BY OWNER
9019	BRIDGES OR VEHICLE TUNNEL OPERATIONS
9040	HOSPITAL OTHERS
9060	GOLF COURSE
9079	RESTAURANTS
9101	SCHOOLS: ALL OTHERS
9102	PARKS NOC
9154	CIVIC AUDITORIUM
9156	THEATERS
9179	ATHLETICS
9410	MUNICIPAL EMPLOYEES
9521	HOUSE FURNISHINGS INSTALL: CARPET, FLOOR
9522	UPHOLSTERING
9522	SIGN MFG.
9586	BARBER - BEAUTICIAN

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Contacts

DOA Contact Director, State Payroll Operations
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Payroll Support Analyst/Trainer
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E-mail: Payroll@doa.virginia.gov

Subject Cross References

References

- CAPP – Cardinal Topic No. 50125, *Programmatic Data*
- CAPP – Cardinal Topic No. 50315, *Employee Tax Maintenance*
- 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. 60102, *Agency Codes, Business Unit FIPS Codes.*

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.
