

Module 3:

Adding a New Employee Record

Learning Points

In this Module you will be introduced to the basic information required to establish a new employee. Following each working example are the applicable source documents.

Three Methods of Data Entry:

Direct Entry (Individual Screen Access)

Refer to CAPP Topics 50110, 50125, 50305, 50310

LINK

Refer to CAPP Topic 50115

MENU

Refer to CAPP Topic 50115

Screens used to enter new employee data

CIPPS Best Practices

Using Online Help

Refer to CAPP Topic 50110

Payroll@doa.virginia.gov

The best way to reach us with questions and requests for support is via email. Please add State Payroll Operations to your Outlook contacts.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 1: Add New Employee Using Direct Entry

**H0BNE:
New
Employee
Add**

Using the PSE311 and PSE305 screens with the W-4, Employee's Withholding Allowance Certificate, and VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate, complete the H0BNE screen for **John Thomas Stroud, employee 01155053600**. He is a salaried employee and your agency uses pay frequency 70 for salaried employees. This employee has **no prior state service**.

Field	Employee Information
Social Security Number	262-62-6262
Timecard Status	1 – Automatic
Pay Type	2 – Salaried
Pay Frequency	70
Org Code	122 856 000 00

**Example1:
PSE311
Screen**

```

PSE311,01155053600          ACTIVE PMIS EMPLOYEE PERSON DISPLAY
-----
93 PER000ABC      02/01/20XX 10:39:20
Soc-Sec-Num ClickToView      +Addr1 42 MAPLE ST
Employee ID 155-05-36         Addr2  APT #4
Last Name STROUD              City  RICHMOND
First Name JOHN                State VA  Virginia
Middle Name THOMAS            ZIP  23222-1234
Mid/Sec/Suffix T - -          Country US  United States
Sex/Race/Title M - A - MR     Locality 760  Richmond City
Alien/Nation C - US           Phone 804-285-0867
Veterans/NG/MS N - N
Birthdate 02/27/1956
Prior Service 000
State Begin Date 01/10/20XX
State Sep Date
Last Anniv Num 00
Next Lv Ann Date 01/10/20AA
WTA/IP Code 00
WTA/IP Date
Education Code 08 High School Graduate or Equivalent
Degree Inst Code 000000 Claim          VSDP Y  Coverage Efft 01/10/20XX
Higher Ed/Fac ORP 00 - N Hdcp          VSDP Months 1          As of 01/10/20XX
VRS Plan (New) VRS                    Wage3/none  BES Active  PMIS Active
000001 Transaction Complete >> WARNING! This Screen Contains Sensitive Data <<

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**DEPARTMENT OF ACCOUNTS
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Example 1: Add New Employee Using Direct Entry, Continued

**Example 1:
PSE305
Screen**

PSE305,01155053600		ACTIVE EMPLOYEE - CURRENT DISPLAY	
-----^-----		9 PER000ABC	02/01/20XX 10:38:14
Agy/Positn	LXX 00123 CTC	Name	STROUD, JOHN THOMAS
Soc-Sec	ClickToView	Sx/Rc	M/A
Last-Trans	PSE301	Birth	02/27/1956
Effrt-Date	01/10/20XX	Nation	C/US
SOC	11-1021	St-Bg	01/10/20XX
Role/PA/S	19034 SW/D	Subdivision	
Months/Pct	12.00 100.00	Anniv	00
State Sal	42,604.00	Nxt-Ann	01/10/20NN
Non-St Sal		Education	8
Spec Rate		Prb-Exp	01/10/20PP
Temp Pay		Role-Bg	01/10/20XX
Total Sal	42,604.00	SW/D Min	41,778
Telephone	804-664-2198	SW/D Max	91,896
Cell Phone		Stat/Dur	F/P
Pager/PDA		Sal-Chg	01/10/20XX
Role	Financial Services Manager I	Pay Sch	24
E-Mail	john.stroud@pocctc.virginia.gov	Agy-Bg	01/10/20XX
Pos Title	19034 Financial Services Mgr I	Pos-Bg	01/10/20XX
Agy Note	first day worked 1/10/XX	PI Elig	11/25/20XX
		Sal-Review	
		WMode/Alt	W/N
		Apt-Exp	
		Pr	000
		Tr-Date	01/30/20xx 17:52:37
		Opr	PER000ABC
		Prev:	\$38731.00
Opt Data			
000001 Transaction Complete >> WARNING! This Screen Contains Sensitive Data <<			

If the CIPPS Salary/Rate is not given to you, below is the formula to calculate this amount. Refer to the PMIS to CIPPS Update Crosswalk on the State Payroll Operations website at www.doa.virginia.gov:

1. State Sal + Non-St Sal + Spec Rate = CIPPS Annual Salary
2. CIPPS Annual Salary divided by Pay Sch = CIPPS Salary or Rate

**John Stroud
Form W-4**

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		01155053600 OMB No. 1545-0074 2014
1 Your first name and middle initial John T		Last name Stroud		2 Your social security number 262-62-6262
Home address (number and street or rural route) 42 Maple St, Apt #4		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Richmond, VA 23222-1234		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 4		
6 Additional amount, if any, you want withheld from each paycheck		6 \$		
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7				
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶ John Thomas Stroud		Date ▶ 01/09/20xx		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2014)				

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**DEPARTMENT OF ACCOUNTS
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Module 3 – Adding a New Employee Record**

Example 1: Add New Employee Using Direct Entry, Continued

**John Stroud
Form VA-4**

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your Social Security Number 262-62-6262	Name John T Stroud	
Street Address 42 Maple St, Apt #4		
City Richmond	State VA	Zip Code 23222-1234

COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on:

(a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet.....

(b) Subtotal of Exemptions for Age and Blindness line 7 of the Personal Exemption Worksheet.....

(c) Total Exemptions - line 8 of the Personal Exemption Worksheet..... **4**

2. Enter the amount of additional withholding requested (see instructions).....

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act (check here)

2601064 Rev 08/11

John Thomas Stroud _____ *01/09/20xx* _____
Signature Date

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037. Note: Employers may establish a system to electronically receive Forms VA-4 from employees, provided the system meets Internal Revenue Service requirements as specified in § 31.3402(f)(5)-1(c) of the Treasury Regulations (26 CFR).

01155053600

**H0BID:
Basic
Employee
Identification**

Tab to the Salary/Rate field. Re-type the zero (0) in the first position – do not delete any remaining numerals. **This will automatically establish special pay 014, IMP LIFE, on the H10AS screen.**

Depending upon your agency preference, you may also use the PSE305 and PSE311 screens to complete additional options fields on the H0BID screen for the new employee such as:

- Home Phone
- Business Phone
- Sex (gender)
- Pay Band

Continued on next page

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Example 1: Add New Employee Using Direct Entry, Continued

**H0BB1:
 Employee
 Banking
 Information**

Using the direct deposit form on the next page complete the H0BB1 screen to add Mr. Stroud’s banking information as **Set Number 01** to CIPPS. The Prenote Date field is not used.

Notes:

1. Set #9 is used by DOA for the EPPICard bank & account numbers.
2. Set 10 is used to set-up Virginia State Employee VACU Loans.
3. Never blank out the bank number or the account number, if there is an active deduction on H0ZDC. This can cause problems with the Direct Deposit File.

**H0ZDC:
 Employee
 Deductions**

Notice that there is no company number or employee number. You must enter this information. Back Tab (<SHIFT + TAB>) to the company number field, then add the direct deposit deduction using the information below:

Field	Employee Information
Company Number	100XX
Employee Number	01155053600
Direct Deposit Checking	169
AMT/PCT	1.000
Utility	20000000001000000000 (1 goes above decimal in position 10)
FR	09

NEVER key over an existing deduction to add a new one. ALWAYS use a blank line.

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Example 1: Add New Employee Using Direct Entry, continued

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION Agency Name: Training Company # _____

Print Employee Full Name: John T Stroud Employee ID #: 01155053600

I wish to have my employer deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer can not issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after this form has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Employee Signature John Thomas Stroud Date 01/09/20xx

CHECKING ACCOUNTS. Attach a voided check for each account. If a voided check is not attached, this section should be completed by your financial institution's representative including name and signature in the section below**.

NET Direct Deposit to the following CHECKING account:

<u>National Bank of Training</u>	<u>051401001</u>	<u>2121 2121 212</u>	<u>NET</u>	<input checked="" type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

FIXED Amount to the following CHECKING account(s):

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

**Print name of Financial Representative: _____ Phone: _____

**Signature of Financial Representative: _____ Date: _____

SAVINGS ACCOUNTS. Deposit slips can NOT be used. This section and the routing and account numbers below should be completed by your financial institution's representative including name and signature in the section above**.

NET Direct Deposit to the following SAVINGS account:

_____	_____	_____	<u>NET</u>	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

FIXED Amount to the following SAVINGS account(s):

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop

To be completed by the Agency Payroll Section:
 Checking deduction numbers: fixed 159, 163, 167 Net checking 169 Savings deduction numbers: fixed 160, 164, 168 Net savings 170
 CIPPS Updated by: _____ Date ____/____/____ Reviewed by: _____ Date ____/____/____ 04/14

Continue on next page

Example 1: Add New Employee Using Direct Entry, Continued

**HMCU1:
Employee
Benefits**

See CIPPS Best Practices later in this module

In the event that an employee was hired prior to the first of the month, but the BES and VRS VNAV interfaces were unable to establish the Employee Benefits screen in CIPPS, you will need to manually update this screen using information provided on valid source documents. Such is the case in this example. In the Example 1 Source Documents section, a screen print from BES (PSB305) is provided as source for Healthcare benefits information.

Again, notice that there is no company number or employee number. Back Tab to the company number field then complete the HMCU1 screen using the following information: It is understood this information is taken from VNAV.

Field	Employee Information
Company	100XX
Employee No	01155053600
Retire Plan Code	HB
Ded Start Date	01/25/20XX
VSDP Indicator	Y

**H10AS:
Employee
Automatic
Special Pay**

See CIPPS Best Practices later in this module

Special Pay 014 – IMPLIFE

IMPLIFE is used to calculate the taxable portion of Group Term Life insurance which is taxed for FICA on the paycheck and added to taxable wages on Form W-2. If you entered a zero in the first position of the Salary/Rate field on H0BID, Special Pay 014, Imputed Life, will be added for you automatically.

If you did not enter a zero in the first position of the Salary/Rate field on the H0BID screen, it is recommended that you return to H0BID to complete the instructions found under “Basic Employee Identification” earlier in this example.

Special Pay 099 – CONTBASE

CONTBASE is used by the system to calculate all retirement benefits. If this is incorrect, overridden, turned off, or processed incorrectly – the employee’s retirement information will be incorrect and will require further work to correct their VRS record.

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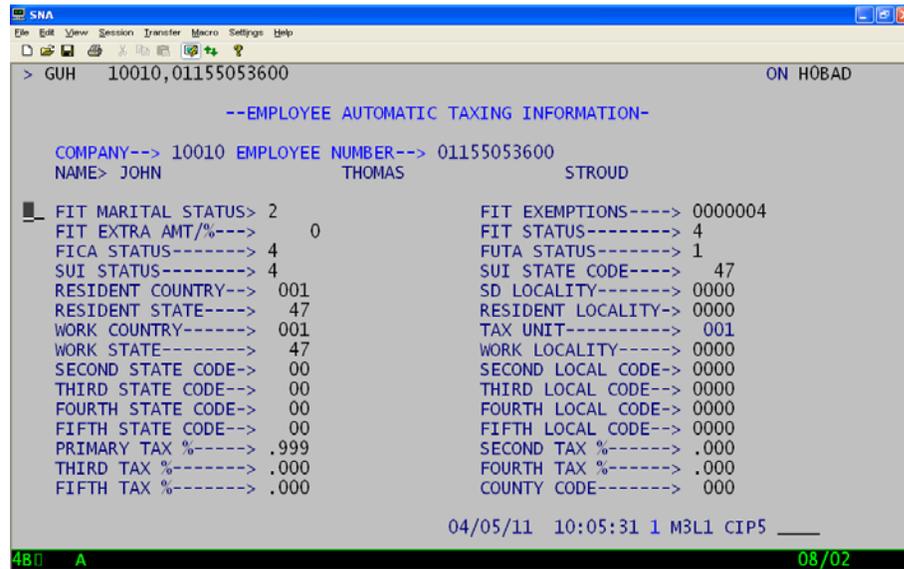
Example 1: Add New Employee Using Direct Entry, Continued

HMBU1: Complete the HMBU1 screen using the information below:
General
Ledger Codes

Field	Employee Information
Company	100XX
Employee No	01155053600
Pay Type	ØR1
Sequence No	001
Company Account Code	010032102__1123_____001 (2) (9 spaces)
CARS Funding Agency	100XX
CARS Percent	100

HØBAD: Federal Tax information is established on HØBAD as a result of data entry on the new employee add screen (HØBNE).

Employee Automatic Taxing Information



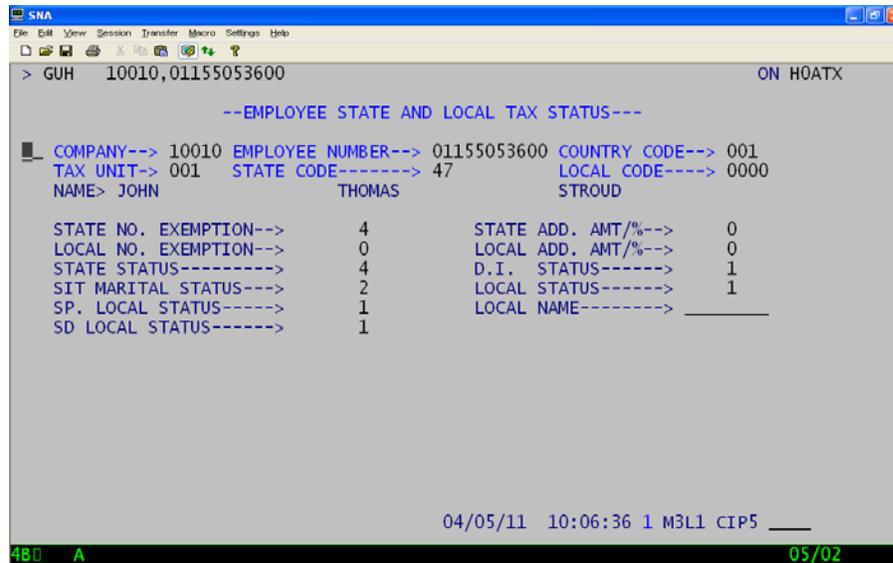
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Example 1: Add New Employee Using Direct Entry, Continued

**H0ATX:
Employee State
and Local Tax
Status**

Separate Federal (H0BAD) and State (H0ATX) Tax information are established as a result of data entry on the New Employee Add Screen, H0BNE.



**H0ZDC:
Employee
Deductions**

If you have any other deductions to add, continue scrolling until you get a blank line. After you enter the new deduction, CIPPS will place the new deduction in its place in the sequence. Simply scroll through the deductions again to verify what you keyed.

To scroll through the deductions, on the command line type:

GU <TAB> Company #, Employee # <TAB> H0ZDC.

Review all deductions and verify that all retirement and health care deductions are correct. CIPPS always displays employee deductions in ascending, numerical order.

NEVER key over an existing deduction to add a new one. **ALWAYS** use a blank line.

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 1: Add New Employee Using Direct Entry, Continued

**HOBES:
Employee
Status
Information**

The Employee Status Information screen is established with an active status (1) in the EMPLOYMENT STATUS field based on the H0BNE information. Once the employee is paid, the LAST CHECK DATE field will automatically be updated.

```

> GU          100XX,01155053600                                ON HOBES

-----EMPLOYEE STATUS INFORMATION-----

COMPANY--> 100XX EMPLOYEE NUMBER--> 01155053600
NAME> JOHN          THOMAS          STROUD

__ EMPLOYMENT STATUS-----> 1          TERMINATION CODE-----> __
TERMINATION DATE-----> 00/00/0000    RETIREMENT DATE-----> 00/00/0000
START LEAVE DATE-----> 00/00/0000    RETURN LEAVE DATE----> 00/00/0000
CONT SERVICE DATE-----> 00/00/0000    DT LAST STATUS CHG--> 00/00/0000
DATE OF LAST CHANGE---> 01/24/20XX    DATE LAST PAY CHG---> 00/00/0000
DATE OF LAST REVIEW---> 00/00/0000    LAST CHECK DATE-----> 00/00/0000
PREVIOUS W-2 ISSUED---> 0              REASON LAST PAY CHG-> 0
COMP HOURS TO DATE-----> 00000.00    COMP HOURS YTD-----> 00000.00
INCOME OUT OF CNTRY--->                .00    DAYS OUT OF CNTRY---> 000
FLEX SPENDING AMT----->                .00    FLEX NON TAXABLE----->                .00
TOTAL 401K AMT----->                .00    DED PRIORITY SW----->
YTD SUPPL WAGES----->                .00    ADVICE SWITCH-----> _
CHECK SWITCH-----> _                FIT-LOCK - MS -----> _
REDUCE DED OVERRIDE---> _                FIT-LOCK - EXMPTS --> 000

                                07/10/14  11:03:36 1 M3L1 CIP5 ____

```

Example 2: Add New Employee Using LINK

Add New Salary Employee Using the LINK Function

Press F3 to clear the screen, if necessary. To access the LINK function, type the following on the command line and press ENTER:

Field	Employee Information
Command	gu
Command Qualifier	lcip
Database/Screen ID	cmexx

On the next screen, use <TAB> to navigate:

Field	Employee Information
Enter Cmd Qualifier	100XX (company)
Description	Put an X next to NEW HIRE SALARY

NOTE: The screen names in LINK are different, but they are largely clones of the original ones.

New Employee Add

Using the PSE311 and PSE305 source screens, as well as tax forms, W-4 and VA-4, complete the New Employee Add screen, H0BUA.

Shannon Elaine O'Reilly, employee 01258645300, is transferring in from another Virginia state agency. Again, your agency uses pay frequency 70 for salaried employees. There is no break in service between agencies.

Field	Employee Information
Social Security Number	717-17-1717
Timecard Status	1 – Automatic
Pay Type	2 – Salaried
Pay Frequency	70
Org Code	001 941 000 00

Continued on next page

**DEPARTMENT OF ACCOUNTS
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Module 3 – Adding a New Employee Record**

Example 2: Add New Employee Using LINK, Continued

**PSE311
Screen**

```

PSE311,01258645300          ACTIVE PMIS EMPLOYEE PERSON DISPLAY
-----
          93 PER000ABC      02/01/20XX 10:39:20
Soc-Sec-Num ClickToView      +Addr1 1771 Southhampton Blvd
Employee ID 258-64-53        Addr2 #4
  Last Name O'REILLY          City RICHMOND
  First Name SHANNON          State VA      Virginia
  Middle Name ELAINE          ZIP 23225-1234
Mid/Sec/Suffix E - -          Country US     United States
Sex/Race/Title F - A - MRS    Locality 760   Richmond City
Alien/Nation C - US           Phone 804-622-1237
Veterans/NG/MS Y - N
  Birthdate 01/07/1963
Prior Service 000
State Begin Date 01/25/1997
State Sep Date
Last Anniv Num 15
Next Lv Ann Date 01/10/20AA
WTA/IP Code 00
WTA/IP Date
Education Code 04 Bachelors
Degree Inst Code 198419 Claim
Higher Ed/Fac ORP 00 - N Hdcp
VRS Plan (Old) VRS
000001 Transaction Complete >> WARNING! This Screen Contains Sensitive Data <<
          LEAVE BALANCE DATA
          Hours      Amount
Disability Credits 0.00 0.00
Comp Leave 0.00 0.00
Annual Leave 0.00 0.00
VSDP Y Coverage Effct 07/01/1999
VSDP Months 181 As of 01/25/20XX
Wage3/none BES Active PMIS Active
  
```

**PSE305
Screen**

```

PSE305,01258645300          ACTIVE EMPLOYEE - CURRENT DISPLAY
-----
          9 PER000ABC      02/01/20XX 10:38:14
Agy/Positn 1XX 00124 CTC      Name O'REILLY, SHANNON ELAINE      ID 258-64-53
Soc-Sec ClickToView          Sx/Rc F/A      Birth 01/07/1963      Subdivision
Last-Trans PSE013            Nation C/US     St-Bg 01/25/1997     Sub Unit 100XX
Effct-Date 01/25/20XX        Anniv 15       Nxt-Ann 01/25/2017   Education 4
SOC 13-1073                  Hndcp         Prb-Exp 01/25/1998   SW/D Min 24,479
Role/PA/S 29112 SW/D         Band 3         Role-Bg 01/25/20XX   SW/D Max 54,653
Months/Pct 12.00 100.00      Stat/Dur F/P   Sal-Chg 01/25/20XX   Prev-Pos 2XX 00456
State Sal 24,933.00          Pay Sch 24     Agy-Bg 01/25/20XX
Non-St Sal                    Location 760    Pos-Bg 01/25/20XX    PI Elig 11/25/20XX
Spec Rate                    Payroll 001    Pos-Sep              Sal-Review
Temp Pay                      Activity 002    Pos-Exp
Total Sal 24,933.00          WMode/Alt W/N  Apt-Exp
Telephone 804-225-3491      Pr 000        Tr-Date 01/30/20xx 17:52:37 Opr PER000ABC
Cell Phone
Pager/PDA
  Role Trainer and Instructor II
  E-Mail shannon.oreilly@pocctc.virginia.gov
  Pos Title 29112 Trainer and Instructor II
  Agy Note first day worked 1/10/XX
          Prev: $22666.00
Opt Data
000001 Transaction Complete >> WARNING! This Screen Contains Sensitive Data <<
  
```

If the CIPPS Salary/Rate is not given to you, below is the formula to calculate this amount. Refer to the PMIS to CIPPS Update Crosswalk on the State Payroll Operations website at www.doa.virginia.gov:

1. State Sal + Non-St Sal + Spec Rate = CIPPS Annual Salary
2. CIPPS Annual Salary divided by Pay Sch = CIPPS Salary or Rate

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**DEPARTMENT OF ACCOUNTS
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Module 3 – Adding a New Employee Record**

Example 2: Add New Employee Using LINK, Continued

**Shannon
O'Reilly Form
W-4**

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2014
<small>► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</small>				
1 Your first name and middle initial Shannon E		Last name O'Reilly		2 Your social security number 717-17-1717
Home address (number and street or rural route) 1771 Southhampton Blvd, #4			3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>	
City or town, state, and ZIP code Richmond, VA 23225-1234			4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 1
6 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here. ► 7				
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ► Shannon E O'Reilly Date ► 01/25/20xx				
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)	10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 102200 Form W-4 (2014)				

01258645300

**Shannon
O'Reilly Form
VA-4**

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your Social Security Number 717-17-1717		Name Shannon E O'Reilly	
Street Address 1771 Southhampton Blvd #4			
City Richmond		State VA	Zip Code 23225-1234

COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on:

(a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet.....

(b) Subtotal of Exemptions for Age and Blindness line 7 of the Personal Exemption Worksheet.....

(c) Total Exemptions - line 8 of the Personal Exemption Worksheet..... **1**

2. Enter the amount of additional withholding requested (see instructions).....

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act (check here)

Shannon E O'Reilly **01/25/20xx**

Signature Date

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037. Note: Employers may establish a system to electronically receive Forms VA-4 from employees, provided the system meets Internal Revenue Service requirements as specified in § 31.3402(f)(5)-1(c) of the Treasury Regulations (26 CFR).

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Continued on next page

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 3 – Adding a New Employee Record**

Example 2: Add New Employee Using LINK, Continued

Employee Job Description Using the PSE305 and PSP999 screens, complete the Employee Job Description screen, H0BUF. When you press enter, CIPPS will default the establishment code if you did not enter it.

Notes:

1. Contract Length and Number of Pays factor into calculating Special Pay 099 – CONTBASE and Special Pay 014 – IMPLIFE. If Contract Length and Number of Pays are incorrect, the employee’s Retirement and Group Life benefits will also be incorrect.
2. If you hire Non-US citizens, please contact the Office of Attorney General or your agency’s legal counsel for information regarding the proper taxing of these employee(s).

General Ledger Codes Using the information below complete the General Ledger Codes screen HMBUA:

Field	Employee Information
Pay Type	0R1
Sequence No	001
Company Account Code	962
CARS Funding Agency	100XX
CARS Percent	100

Employee Automatic Taxing Information Separate Federal and State Tax information screens are established as a result of data entry on the new employee add Screen, H0BNE. At this point in LINK, you are able to review the Employee Automatic Taxing Information screen. This screen, H0BUJ, is a clone of the H0BAD screen used in direct entry and Masterfile maintenance.

Continued on next page

Example 2: Add New Employee Using LINK, Continued

Employee Benefits

See CIPPS Best Practices later in this module

Due to the timing of interfaces, this employee was not included on the healthcare and VRS files. Using the information on PSB305 (found in the Example 2 Source Documents) and the information below, complete the Employee Benefits screen HMCUA.

Field	Retirement Plan as in VNAV
Retire Plan Code	VS

“G” = Group Insurance Deduction Only – This value is appropriate for an employee that is receiving 12 months of Severance Benefits or Military Leave Without Pay. In addition, when an employee is on LWOP for the entire month, Group Insurance contributions are still due even though the employee has not earned creditable compensation for the month.

Employee Automatic Special Pay

See CIPPS Best Practices later in this module

Special Pay 014 – IMPLIFE

IMPLIFE is used to calculate the taxable portion of Group Term Life insurance which is taxed for FICA on the paycheck and added to taxable wages on Form W-2. If you entered a zero in the first position of the Salary/Rate field on H0BID, Special Pay 014, Imputed Life, will be added for you automatically.

If you did not enter a zero in the first position of the Salary/Rate field on the H0BID screen, it is recommended that you return to H0BID to complete the instructions found under “Basic Employee Identification” earlier in this example.

Special Pay 099 – CONTBASE

CONTBASE is used by the system to calculate all retirement benefits. If this is incorrect, overridden, turned off, or processed incorrectly – the employee’s retirement information will be incorrect and will require further work to correct their VRS record.

Continued on next page

**DEPARTMENT OF ACCOUNTS
 CIPPS INTRODUCTORY PAYROLL TRAINING
 Module 3 – Adding a New Employee Record**

Example 2: Add New Employee Using LINK, Continued

**Employee
 Banking
 Information**

Complete the Employee Banking Information screen H0BUG, using the Direct Deposit Authorization form on the next page, to add Mrs. O'Reilly's banking information as **Set Number 01** and **Set Number 02** in CIPPS. The Pre-note Date field is not used.

Notes:

1. Set #9 is used by DOA for the EPPICard bank & account numbers.
2. Set 10 is used to set-up Virginia State Employee VACU Loans.
3. Never blank out the bank number or the account number, if there is an active deduction on H0ZDC. This can cause problems with the Direct Deposit File.

**Employee
 Deductions**

Scroll through the deductions on H0ZDC by pressing ENTER until you get a blank line. Then, using the information from the H0BB1 screen and the Direct Deposit Authorization form, add the direct deposit deductions.

NEVER key over an existing deduction to add a new one. ALWAYS use a blank line.

Field	Employee Information
Direct Deposit Checking (Fixed)	159
AMT/PCT	150.00
Utility	000000000100000000
FR (deduction frequency)	09
Direct Deposit Savings (NET)	170
AMT/PCT	1.000
Utility	200000000200000000
FR	09

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 2: Add New Employee Using LINK, Continued

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION Agency Name: Training Company #

Print Employee Full Name: Shannon E O'Reilly Employee ID #: 01258645300

I wish to have my employer deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer can not issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after this form has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Employee Signature Shannon E O'Reilly Date 01/19/20xx

CHECKING ACCOUNTS. Attach a voided check for each account. If a voided check is not attached, this section should be completed by your financial institution's representative including name and signature in the section below**.

<input type="checkbox"/> NET Direct Deposit to the following CHECKING account:				<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Checking Account Number	NET Amount	
<input checked="" type="checkbox"/> FIXED Amount to the following CHECKING account(s):				<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Suntrust Bank	051000020	2323 2323 232	150.00	
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop

**Print name of Financial Representative: Beverly A Brinker Phone: 804-555-9876
 **Signature of Financial Representative: Beverly A Brinker Date: 01/19/20xx

SAVINGS ACCOUNTS. Deposit slips can NOT be used. This section and the routing and account numbers below should be completed by your financial institution's representative including name and signature in the section above**.

<input checked="" type="checkbox"/> NET Direct Deposit to the following SAVINGS account:				<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Virginia Credit Union	251082615	5656 5656 5	NET Amount	
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
<input type="checkbox"/> FIXED Amount to the following SAVINGS account(s):				<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop

To be completed by the Agency Payroll Section:
 Checking deduction numbers: fixed 159, 163, 167 Net checking 169 Savings deduction numbers: fixed 160, 164, 168 Net savings 170
 CIPPS Updated by: _____ Date ___/___/___ Reviewed by: _____ Date ___/___/___ 04/14

Continued on next page

Example 3: Add New Employee Using MENU

**Add New
 Hourly
 (Wage)
 Employee
 Using the
 MENU
 Function**

Press F3 to clear the screen, if necessary. To access the MENU function, type the following on the command line. Press <ENTER>.

In this example, we are hiring a **new hourly (wage) employee**.

Field	Employee Information
Command	gu
Command Qualifier	mcip
Database/Screen ID	cmexx

On the next screen, use <TAB> to navigate:

Field	Employee Information
Description	X next to NEW HIRE-WAGE

Press <ENTER>

On the next screen, use <TAB> to navigate to the ENTER CMD QUALIFIER field:

Field	Employee Information
Enter Cmd Qualifier	100XX (company)
Description	X next to all screens listed

NOTE: Some screen names in MENU are different, but they are largely clones of the original ones.

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 3: Add New Employee Using MENU, Continued

New Employee Add

Using the PSW311 screen and the PSE305 screen, complete the New Employee Add screen, H0BUK. Also refer to the Federal Form W-4 and Virginia form VA-4 for employee withholding settings. Your agency separates its hourly employees from its classified, salaried employees by using pay frequency 71.

Field	Employee Information
Social Security Number	422-52-3417
Timecard Status	0 – Non-Auto
Pay Type	1 –Hourly
Pay Frequency	71
Org Code	233 967 000 00

**Example 3:
PSE311
Screen**

PSE311, 020356800		ACTIVE PMIS EMPLOYEE PERSON DISPLAY	
		93 PER000ABC	02/07/20XX 10:39:20
Soc-Sec-Num	ClickToView	+Addr1 30 E Rock Ave	
Employee ID	020-35-68	Addr2	
Last Name	ROGERS	City RICHMOND	
First Name	AMY	State VA Virginia	
Middle Name	S	ZIP 23222-1234	
Mid/Sec/Suffix	S - -	Country	US United States
Sex/Race/Title	F - A - MS	Locality	760 Richmond City
Alien/Nation	C - US	Phone	804-622-1237
Veterans/NG/MS	Y - N		
Birthdate	06/25/1967		
Prior Service	000	LEAVE BALANCE DATA	
State Begin Date	02/01/20XX		Hours Amount
State Sep Date		Disability Credits	0.00 0.00
Last Anniv Num	00	Comp Leave	0.00 0.00
Next Lv Ann Date	02/01/20AA	Annual Leave	0.00 0.00
WTA/IP Code	00		
WTA/IP Date			
Education Code	08 High School Graduate or Equivalent		
Degree Inst Code	000000 Claim	VSDP N	Coverage Effct 00/00/0000
Higher Ed/Fac	ORP 00 - N Hdcp	VSDP Months 0	As of 00/00/0000
VRS Plan (Old)	VRS	Wage3/none	BES Active PMIS Active
000001 Transaction	Complete >> WARNING! This Screen Contains Sensitive Data <<		

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 3: Add New Employee Using MENU, Continued

**New Hire
Wage MENU
screen**

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your Social Security Number 422-52-3417	Name Amy S Rogers		
Street Address 30 E Rock Ave			
City Richmond	State VA	Zip Code 23222-1234	

COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on:

(a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet..... _____

(b) Subtotal of Exemptions for Age and Blindness line 7 of the Personal Exemption Worksheet..... _____

(c) Total Exemptions - line 8 of the Personal Exemption Worksheet..... **0**

2. Enter the amount of additional withholding requested (see instructions)..... _____

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act (check here)

Amy S Rogers 02/01/20xx

Signature Date
EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037. Note: Employers may establish a system to electronically receive Forms VA-4 from employees, provided the system meets Internal Revenue Service requirements as specified in § 31.3402(f)(5)-1(c) of the Treasury Regulations (26 CFR).

01020356800

**New Hire
Wage MENU
screen**

Pressing <ENTER> returns you to the NEW HIRE WAGE MENU screen after any warnings. Modify the “Enter Cmd Qualifier” like this:

Company #, Employee #, * (asterisk)”

The asterisk (*) is a wildcard which allows the General Ledger screens and the Employee Deductions screens to scroll until a blank lines or screen are available. After reaching a blank or partially blank screen, CIPPS will return to the NEW HIRE WAGE MENU screen when <ENTER> is pressed again.

**Basic
Employee
Identification**

Review the information on H0BID making any necessary corrections. Some optional fields which your agency may wish to be entered on this screen are:

- Home Phone
- Sex (gender)
- Pay Band

Continued on next page

Example 3: Add New Employee Using MENU, Continued

Employee Banking Information Using the Direct Deposit Authorization form on the next, complete the Employee Banking Information screen H0BB1. Add the bank account as **Set Number 01**.

Notes:

1. Set #9 is used by DOA for the EPPICard bank & account numbers.
2. Set 10 is used to set-up Virginia State Employee VACU Loans.
3. Never blank out the bank number or the account number, if there is an active deduction on H0ZDC. This can cause problems with the Direct Deposit File.

Employee Deductions Scroll through the deductions on H0ZUB, to reach a blank line, then, using the information on H0BB1 and the Direct Deposit Authorization form, add the direct deposit deduction.

NEVER key over an existing deduction to add a new one. ALWAYS use a blank line.

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 3 – Adding a New Employee Record**

Example 3: Add New Employee Using MENU, Continued

General Ledger Codes Using the information below complete the General Ledger Codes screen HMBUA. This employee's pay is allocated across two accounts.

Field	Employee Information
Pay Type	0R1
Sequence No	001
Company Account Code	010032102__1141____001 (2) (9 spaces)
CARS Funding Agency	100XX
CARS Percent	050

Pay Type	0R1
Sequence No	002
Company Account Code	963
CARS Funding Agency	100XX
CARS Percent	050

Employee Automatic Taxing Information Federal Tax information is established on H0BAD as a result of data entry on the new employee add screen (H0BNE).

Employee State and Local Tax Status State and Local (if applicable) Tax information is established on H0ATX as a result of data entry on the new employee add screen (H0BNE). There will be one H0ATX screen for each state code.

Continued on next page

Example 3: Add New Employee Using MENU, Continued

**Additional
Employee
Deductions**

If you have any other deductions to add, return to the NEW HIRE WAGE MENU screen and 'X' the H0ZUB screen. Scroll until you get a blank line. After you enter the new deduction, CIPPS will place the new deduction in its place in the sequence. Simply scroll through the deductions again to verify what you keyed.

To scroll through the deductions, on the command line type:

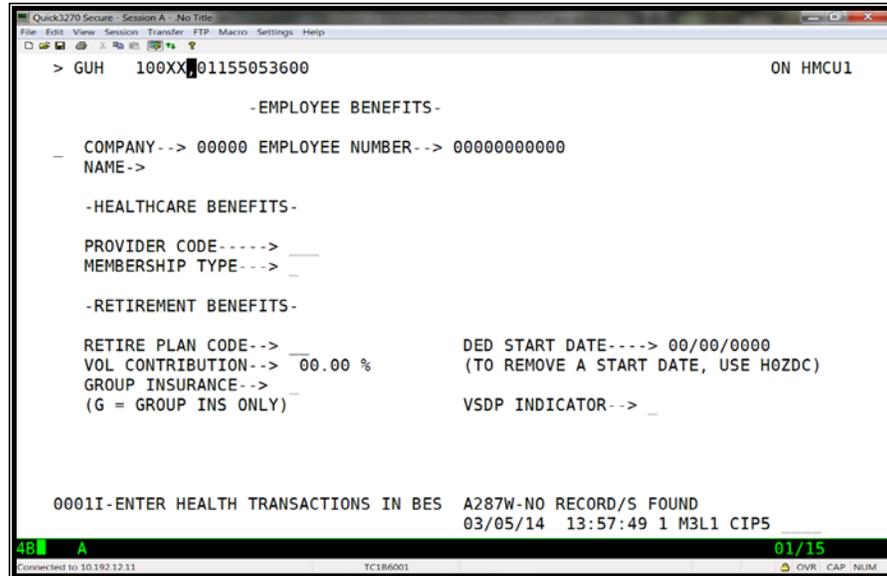
GU <TAB> Company #, Employee # <TAB> H0ZDC.

If you desire, scroll through again to review all deductions and verify that all retirement and health care deductions are correct. CIPPS always displays employee deductions in ascending, numerical order.

NEVER key over an existing deduction to add a new one. ALWAYS use a blank line.

CIPPS Best Practices

The HMCU1 Screen



Healthcare Benefits

Normally, no manual entry should be made on the HMCU1 screen. The Benefits Eligibility System (BES) interface should be allowed to update CIPPS.

The BES interface regularly updates HMCU1 screen, if the employee is found in CIPPS. To assure that the BES/CIPPS interface is successful, it is our recommended Best Practice that you enter basic employee information on H0BNE prior to the interface running.

Should the interface run before you are able to establish an employee record, CIPPS will generate Report U130, “BES/CIPPS Transaction Error Listing”. In this instance you must manually enter the employee’s Healthcare Benefits on HMCU1. Report U130 information includes: Provider Code and Membership Type as well as the correct amounts for all healthcare benefit deductions, including Dependent Care and Medical Reimbursement deductions.

Refer to the Payroll Bulletin 2013-08 for instructions on Manual Health Care Data Entry.

Continued on next page

CIPPS Best Practices, Continued

Retirement Benefits *Normally, no manual entry should be made on HMCU1. The myVRS Navigator (VNAV) interface should be allowed to update CIPPS.*

On the third business day (excluding holidays) of each month, the VNAV/CIPPS interface automatically updates the Retire Plan Code on HMCU1, if the employee is found in CIPPS. To assure that the VNAV-CIPPS interface is successful, it is our recommended Best Practice that you enter basic employee information on H0BNE prior to the interface running.

Should the interface run before you are able to establish the employee’s record, CIPPS will generate Report U184, “VNAV/CIPPS Transaction Error Listing”. In this instance you must manually enter the employee’s Retirement Benefits on HMCU1. Report U184 information includes: VRS Plan Code and VSDP Participant Indicator as well as the Voluntary Hybrid 457 Percentage. If applicable, PPS (Purchase Prior Service) agreement information is also reported.

Refer to the VRS Working Examples and Payroll Bulletins for the latest guidance regarding Retirement Benefits and HMCU1. All of these are located on the State Payroll Operations website.

**HMCU1:
Group
Insurance** Located beneath the Voluntary Contribution percentage field, enter the value of **G** if the employee is **EITHER**:

- receiving 12 months of Severance Benefits;
- in Military Leave Without Pay status; or
- on LWOP more than 14 consecutive calendar days

AND is on LWOP the first working day of the current month, they are not eligible for service during that month.

**Special Pay
099:
CONTBASE** 1. All VRS percentage retirement deductions in CIPPS will be based on a Contribution Base (Special Pay 099 – CONTBASE) amount that exists on H10AS. A whole month must be collected and reported per VRS reporting requirements.

Continued on next page

CIPPS Best Practices, Continued

**Special Pay
099:
CONTBASE
(continued)**

2. The Contribution Base may or may not equal the amount of pay an employee receives nor the salary/rate amount reported on H0BID. The value for Special Pay 099 – CONTBASE is determined using several variables including employees' annual salary, Contract Length (H0BUO) and Number of Pays (H0BUO). Always ensure the correct values have been entered for these.
3. Special Pay 099 – CONTBASE does not add to an employee's gross wages, but will be reflected on the Report 10.
4. If the employee is hired mid-month – do not report any withholdings to VRS in the month they are hired (see example 1). **Reference the VRS working examples.**
5. If your agency is a PMIS agency, we recommend that you let Special Pay 099 – CONTBASE be updated or established through the CIPPS/PMIS Update anytime a salary change is required. If the effective date of the salary change is not the first of the month, a suspense transaction will be created and held to process at the first of the following month.
6. If your agency is a non-PMIS agency and a salary change is made at the first of the month, then you will need to refer to the **VRS working examples.**
7. Employees who are contracted for fewer than twelve months (usually higher education) need to be reported to VRS for the months in which they actually work – not the number of payments they receive. These employees will have higher CONTBASE than their H0BID salaries. The Deduction Start Date on the HMCU1 can stop the retirement deductions during periods of pay and not working. DOA can do a mass transaction to enter a start or stop date. The start of the contract equates to the employee's hire date, therefore if the employee is hired mid-month - no withholdings should be processed. At the end of the contract, an override may be required to report/collect a full month.

Please see DOA Website for all pertinent Payroll Bulletins and the **VRS working examples.** Please see VRS website for more information.

Continued on next page

CIPPS Best Practices, Continued

Where to Find More Information Given that each employee’s situation is unique, it is impossible to cover every possible scenario in any classroom training program. It is our objective to provide the fundamental hands-on experience and the knowledge of where to find more information.

The State Payroll Operations (SPO) section of the Department of Accounts’ website (www.doa.virginia.gov) should be your starting point for finding the latest guidance. We encourage you to bookmark this page, at the least. You may even want to set it as your homepage, if your agency allows. The SPO section provides access to the VRS Working Examples, Payroll Bulletins, Calculation Spreadsheets, Payroll Operations Forms, and the CAPP Manual. Access the SPO section by clicking the link in the left-hand (blue) navigation bar.

VRS Working Examples: found under “Important Links” on the SPO webpage, these examples will guide you through the most common scenarios and help you navigate the vast area of VRS compliance.

Payroll Bulletins: issued frequently throughout the year, Payroll Bulletins provide the most up-to-date information about the Payroll functions of the Commonwealth. If there is an important change, it will be released in a Payroll Bulletin. All Bulletins issued are available.

Calculation Spreadsheets: On the “Payroll Operations Forms page” of the SPO website, you will find several spreadsheets provide to facilitate the payroll process. Each spreadsheet found has been created to be in compliance with all known policies.

Payroll Operations Forms: Also, on its own page of the SPO website, there is a variety of payroll related forms. There is a form for every facet of the payroll process. Included are blank payroll processing forms created to assist users of all levels with preparing for batch entry.

CAPP Manual: The Commonwealth Accounting Policies and Procedures (CAPP) Manual is THE guide for all things financial in the Commonwealth of Virginia. Because of its size, however, it tends to be the last document updated for changes. Usually, updates are written after several changes have happened. A good guide for the basics of CIPPS (and to general ledger coding), refer to the CAPP Manual if you cannot locate any information in the VRS Working Examples and Payroll Bulletins.

Review Questions: Employee Set-Up

1. What is the **company number**?
2. Who assigns the **employee number**?
3. Date fields may affect an employee's pay. Which of the following date fields impact the amount of money an employee is to receive and why?
 - a. **EMPLOYMENT DATE** (State Employment Date)
 - b. **BIRTH DATE**
 - c. **DATE LAST PAY CHG**
 - d. **START PAY DATE**
 - e. **AG EMP START** (Agency Employment Date)
 - f. **PRENOTE** (Direct Deposit Pre-note Date)
 - g. **TERMINATION DATE**
 - h. **DT LAST STATUS CHG**
 - i. **DATE OF LAST CHANGE**
 - j. **LAST CHECK DATE**
4. The term **FREQUENCY** has been used several times throughout this module. Please explain:
 - a. **Pay Frequency** (H0BID)
 - b. **Deduction Frequency** (H0ZDC)
 - c. **Automatic Special Pay Frequency** (H10AS)

Continued on next page

Review Questions: Employee Set-Up, Continued

5. When establishing an employee's tax information, the values of "A" and "4" are most often used for FIT FICA, SIT, SUI, LOC and SP LOC. What do these values indicate?

6. A two-step process is involved when establishing Direct Deposit for an employee. Explain this procedure.

7. What is the difference between a value of "1" or "3" in the **OT STAT** field?

8. What is the relationship between the **SALARY OR RATE** field and the **ANNUAL SALARY** field?

9. How are Retirement, Group Life Insurance, Long-Term Disability and Health Care Deductions established?
10. How are changes made to the above?
11. How do you stop these deductions?

12. What is Imputed Life?
 - a. Why is it set up as an automatic special pay?
 - b. When should it be updated?
 - c. How is it established?
 - d. How is it turned off?
 - e. When does it calculate?

Continued on next page

Review Questions: Employee Set-Up, Continued

13. General Ledger Data must be established for each employee. Why? If it is not set up, how is the employee's pay charged?

14. What do the values of "1" or "2" indicate in the **PAY TYPE** field?

15. What do the values "0" and "1" indicate in the **TIME CARD STATUS** field?

16. If an employee submits a new W4 form to have an additional amount of federal tax withheld what two fields must be changed on **H0BAD**?

End of Module 3