

**BENEFITS PROCESSING SEMINAR
REPORT APPENDIX**

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

MONTHLY VNAV to CIPPS INTERFACE

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U184	VNAV/CIPPS Transaction Error Listing	Identifies items that could not be processed during the VNAV/CIPPS interface.	Review and manually enter the appropriate update into CIPPS as soon as possible.
U185	VNAV/CIPPS Update Listing	Identifies items that successfully updated CIPPS for the current month.	Review to ensure changes are accurate. Note: VRS is <i>the</i> source for plan code eligibility. Agencies should consult with VRS if they disagree on the plan code which has been assigned to the employee.
U186	VNAV/CIPPS Retro Transaction Listing	Identifies items that successfully updated CIPPS and are effective in a previous month.	Review and make any manual adjustments necessary to prior-month(s) retirement contributions or purchases of prior service.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U184 PAYB0027

DEPARTMENT OF ACCOUNTS
 VNAV/CIPPS TRANSACTION ERROR LISTING

RUN ON 05/02/2014 AT 19:11:06
 PAGE 42

DEPARTMENT OF ACCOUNTS TEST AGCY FOR MONTH OF MAY 2014

FIELD DESCRIPTION	FIELD VALUE	ERROR MESSAGE

EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH VRS PLAN CODE	VS	EMPLOYEE NOT FOUND ON CIPPS MASTER
VSDP PARTICIPANT INDICATOR	Y	
VOLUNTARY HYBRID 457 PERCENTAGE	0.0	
EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH VRS PLAN CODE	VS	EMPLOYEE NOT FOUND ON CIPPS MASTER
VSDP PARTICIPANT INDICATOR	Y	
VOLUNTARY HYBRID 457 PERCENTAGE	0.0	
EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH VRS PLAN CODE	HB	EMPLOYEE NOT FOUND ON CIPPS MASTER
VSDP PARTICIPANT INDICATOR	Y	
VOLUNTARY HYBRID 457 PERCENTAGE	0.0	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U185 PAYB0027

DEPARTMENT OF ACCOUNTS
VNAV/CIPPS UPDATE LISTING

RUN ON 05/02/2014 AT 19:11:06
PAGE 3

DEPARTMENT OF ACCOUNTS TEST AGCY FOR MONTH OF MAY 2014

TRN	FIELD DESCRIPTION	FIELD VALUE
	EMPLOYEE NAME/NUMBER: XXXXXX X XXXXXXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 05/01/2014
	NEW HIRE	04/07/2014
	VRS PLAN CODE	VS
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
	EMPLOYEE NAME/NUMBER: XXXXXX X XXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 05/01/2014
	NEW HIRE	04/10/2014
	VRS PLAN CODE	HB
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
	EMPLOYEE NAME/NUMBER: XXXXXXXX X XXXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 05/01/2014
	NEW HIRE	04/10/2014
	VRS PLAN CODE	HB
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U186 PAYB0027

DEPARTMENT OF ACCOUNTS
VNAV/CIPPS RETRO TRANSACTION LISTING

RUN ON 05/02/2014 AT 19:11:06
PAGE 3

DEPARTMENT OF ACCOUNTS TEST AGCY FOR MONTH OF MAY 2014

** THESE ARE RETROACTIVE TRANSACTIONS **
MANUAL ACTION / PAY ADJUSTMENTS MAY BE NECESSARY

TRN	FIELD DESCRIPTION	FIELD VALUE
	EMPLOYEE NAME/NUMBER: XXXXX X XXXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 04/01/2014
	NEW HIRE	03/25/2014
	VRS PLAN CODE	VS
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
	EMPLOYEE NAME/NUMBER: XXXXX X XXXXXXXX,/ 00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 01/01/2014
	NEW HIRE	12/10/2013
	VRS PLAN CODE	VN
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
	EMPLOYEE NAME/NUMBER: XXXXXXXXXX XXXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 04/01/2014
	NEW HIRE	03/10/2014
	VRS PLAN CODE	HB
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
	EMPLOYEE NAME/NUMBER: XXXXXXXXXXXX X XXXXX/00NNNNNNN00	
XAH	EFFECTIVE DATE VRS PLAN CODE	: 04/01/2014
	NEW HIRE	03/25/2014
	VRS PLAN CODE	HB
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

MONTHLY VRS AUTOMATED RECONCILIATION

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U170	Employer Retirement And VSDP/(LTD) Plan Related Benefits	Identifies CIPPS and/or VRS records, which have a variance for Employer Retirement and VSDP (LTD).	Compares amount certified on monthly Contributions Snapshot to the amount collected in CIPPS for each employee. If the difference is greater than 0.05 an automated IAT is generated for the amount.
U171	Employer Group Life & Health Insurance (Retiree) Credit Non Plan Related Benefits	Identifies CIPPS and/or VRS records, which have a variance for Employer Group Life premiums and Retiree Credit (HIC) contributions.	Compares amount certified on monthly Contributions Snapshot to the amount collected in CIPPS for each employee. If the difference is greater than 0.05 an automated IAT is generated for the amount.
U172	Employee Contributions	Identifies CIPPS and/or VRS records, which have a variance for Employee Retirement and Buyback Contributions	Compares amount certified on monthly Contributions Snapshot to the amount collected in CIPPS for each employee. If the difference is greater than 0.05 an automated IAT is generated for the amount.
U173	CIPPS Activity For Employees Not On VRS Monthly Snapshot File	Identifies CIPPS records where no VRS record exists	Report broken down by VRS Org Code (Retirement Plan) and lists each employee with a discrepancy
U174	VRS Billing Summary	Lists all employees with an invalid plan or provider code in BES or CIPPS.	Summarizes the activity detailed on the U170, U171, U172 and U173 by VRS Org Code (Retirement Plan) and object code. Includes total of VRS billing, total of CIPPS amount collected and the difference. In addition, a summary of the automated IAT charges is shown.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U170 PAYB1310
 RUN ON 04/28/2014 AT 12:42:26
 PAGE 199

VRS AUTOMATED RECON (PLAN RELATED BENEFITS)
 EMPLOYER RETIREMENT AND VSDF/ (LTD)

AGENCY 230

BILLING MONTH: MARCH 2014

ORG CODE - 3-0230

ERROR CODE	EIN	NAME	CIPPS PLAN CODE	VRS PLAN CODE	VRS ER RETIREMENT BILL AMOUNT	CIPPS ER RETIREMENT	EMPLR RET CREDIT (-) CHARGE (+) OBJ 1111	VRS LTD BILL AMOUNT	CIPPS LTD AMOUNT	VSDP CREDIT (-) CHARGE (+) OBJ 1117
2	00NNNNNNN00	XXXXXXXX	C	VS	VS			15.79	0.00	15.79
1,2,3	00NNNNNNN00	XXXXXXXX		VS	VS	185.63-	0.00	9.96-	0.00	9.96-
1,2	00NNNNNNN00	XXXXXXXX	N	VS	VS	497.62	501.14	26.70	26.88	0.18-
3	00NNNNNNN00	XXXXXXXX	L	VN	VS					
1,2	00NNNNNNN00	XXXXXXXX	V	VN	VN	209.77	104.88	11.25	5.63	5.62
1,2	00NNNNNNN00	XXXXXXXX	V	VN	VN	236.87	213.18	12.71	11.44	1.27
1,2	00NNNNNNN00	XXXXXXXX	M	VN	VN	213.57	106.78	11.46	5.73	5.73
1,2,3	00NNNNNNN00	XXXXXXXX		VN	VN	224.24	0.00	12.03	0.00	12.03
1,2,3	00NNNNNNN00	XXXXXXXX		VN	VN	213.57	0.00	11.46	0.00	11.46
ORG CODE EXCEPTION TOTALS								484.03		41.76

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U171 PAYB1320
 RUN ON 04/28/2014 AT 12:42:30
 PAGE 174

VRS AUTOMATED RECON (NON PLAN RELATED BENEFITS)
 EMPLOYER GROUP LIFE AND HEALTH INSURANCE (RETIREE) CREDIT

AGENCY 230

BILLING MONTH: MARCH 2014

ORG CODE - 3-0230

ERROR CODE	EIN	NAME		VRS GROUP LIFE BILL AMOUNT	CIPPS MTD GROUP LIFE MTD	GROUP LIFE CREDIT (-) CHARGE (+) OBJ 1114	VRS HIC BILL AMOUNT	CIPPS RETIREE CREDIT MTD	HIC CREDIT (-) CHARGE (+) OBJ 1116
5,6	00NNNNNNN00			25.22-	0.00	25.22-	21.19-	0.00	21.19-
5,6	00NNNNNNN00	XXXXXXXX	X	67.60	68.08	0.48-	56.81	57.20	0.39-
5,6	00NNNNNNN00	XXXXXXXX	X	28.49	14.25	14.24	23.95	11.97	11.98
5,6	00NNNNNNN00	XXXXXXXX	X	32.18	28.96	3.22	27.04	24.34	2.70
5,6	00NNNNNNN00	XXXXXXXX	X	29.01	14.51	14.50	24.38	12.19	12.19
5,6	00NNNNNNN00			30.46	0.00	30.46	25.60	0.00	25.60
5,6	00NNNNNNN00			29.01	0.00	29.01	24.38	0.00	24.38
ORG CODE EXCEPTION TOTALS						65.73			55.27

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U172 PAYB1330
 RUN ON 04/28/2014 AT 12:42:31
 PAGE 174

VRS AUTOMATED RECON
 EMPLOYEE CONTRIBUTIONS

AGENCY 230

BILLING MONTH: MARCH 2014

ORG CODE - 3-0230

ERROR	EIN	NAME		VRS PRETAX INDICATOR	VRS BUYBACK BILL AMOUNT	VRS EMPLOYEE RETIREMENT	CIPPS MTD BUYBACK	CIPPS MTD EE RETIREMENT	EMPL CONTRIB CREDIT (-) CHARGE (+) OBJ 1111
7	00NNNNNNN00	XXXXXXXX	X	Y		169.00		0.00	169.00
8	00NNNNNNN00			N		105.95-		0.00	105.95-
8	00NNNNNNN00	XXXXXXXX	X	N		284.03		286.04	2.01-
8	00NNNNNNN00	XXXXXXXX	X	N		119.73		59.86	59.87
8	00NNNNNNN00	XXXXXXXX	X	N		135.20		121.68	13.52
8	00NNNNNNN00	XXXXXXXX	X	N		121.90		60.95	60.95
8	00NNNNNNN00			N		127.99		0.00	127.99
8	00NNNNNNN00			N		121.90		0.00	121.90
ORG CODE EXCEPTION TOTALS									445.27

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U173 PAYB1340
RUN ON 04/28/2014 AT 12:42:32
PAGE 91

VRS AUTOMATED RECON
CIPPS ACTIVITY FOR EMPLOYEES NOT ON VRS MONTHLY SNAPSHOT FILE

AGENCY 230

BILLING MONTH: MARCH 2014

ORG CODE - 3-0230

EIN	NAME	RETIREMENT PLAN	EMPLR RETIRE DED 12	BUYBACK DED 17 & 43	EMPLR RETIRE DED 116 & 127	HEALTH INS (RETIRE) CRDT DED 115	GROUP INS DED 120	VSDP (LTD) DED 136 & 144
00NNNNNNN00	XXXXXXXXXX	T VS	292.88	0.00	513.10	58.58	69.70	27.52
00NNNNNNN00	XXXXXXXXXX	K VS	87.99	0.00	154.15	17.60	20.94	8.27
00NNNNNNN00	XXXXXXXXXX	J VN	502.36	0.00	880.12	100.48	119.56	47.22

AUTOMATIC IATS GENERATED

| (CREDIT) /CHRG |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 1111 | 1111 | 1111 | 1116 | 1114 | 1117 |
| 883.23- | 0.00 | 1,547.37- | 176.66- | 210.20- | 83.01- |

ORG CODE - 7-0230

00NNNNNNN00	XXXXXXXXXX	K LN	116.82	0.00	345.76	23.36	27.80	10.98
00NNNNNNN00	XXXXXXXXXX	L LS	135.20	0.00	400.20	27.04	32.18	12.70
00NNNNNNN00	XXXXXXXXXX	D LN	116.82	0.00	345.76	23.36	27.80	10.98
00NNNNNNN00	XXXXXXXXXX	R LN	135.20	0.00	400.20	27.04	32.18	12.70
00NNNNNNN00	XXXXXXXXXX	O LN	116.82	0.00	345.76	23.36	27.80	10.98
00NNNNNNN00	XXXXXXXXXX	C LN	116.82	0.00	345.76	23.36	27.80	10.98

AUTOMATIC IATS GENERATED

| (CREDIT) /CHRG |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 1111 | 1111 | 1111 | 1116 | 1114 | 1117 |
| 737.68- | 0.00 | 2,183.44- | 147.52- | 175.56- | 69.32- |

TOTAL UNBILLED CIPPS DOLLARS

1,620.91-	0.00	3,730.81-	324.18-	385.76-	152.33-
-----------	------	-----------	---------	---------	---------

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U174 PAYB1350
RUN ON 04/28/2014 AT 12:42:39
PAGE 179

VRS AUTOMATED RECON
VRS BILLING SUMMARY

AGENCY 230

BILLING MONTH: MARCH 2014

ORG CODE	BENEFIT TYPE	OBJECT CODE	VRS BILL AMT	AMT COLLECTED	DIFFERENCE	(CRDT)/CHARGE AUTOMATED IAT	ROUNDING NON BILLED
NON-BILLED CIPPS ACTIVITY							
30230	EMPLOYER RETIREMENT CONTRIBUTIONS	1111	0.00	1,547.37	1,547.37-	1,547.37-	0.00
	VSDP LTD	1117	0.00	83.01	83.01-	83.01-	0.00
	GROUP LIFE	1114	0.00	210.20	210.20-	210.20-	0.00
	RETIRE CREDIT	1116	0.00	176.66	176.66-	176.66-	0.00
	EMPLOYEE RETIREMENT CONTRIBUTIONS	1111	0.00	883.23	883.23-	883.23-	0.00
70230	EMPLOYER RETIREMENT CONTRIBUTIONS	1111	0.00	2,183.44	2,183.44-	2,183.44-	0.00
	VSDP LTD	1117	0.00	69.32	69.32-	69.32-	0.00
	GROUP LIFE	1114	0.00	175.56	175.56-	175.56-	0.00
	RETIRE CREDIT	1116	0.00	147.52	147.52-	147.52-	0.00
	EMPLOYEE RETIREMENT CONTRIBUTIONS	1111	0.00	737.68	737.68-	737.68-	0.00
BILLED VRS ACTIVITY							
30230	EMPLOYER RETIREMENT CONTRIBUTIONS	1111	64,899.91	64,415.78	484.13	484.03	0.10
	VSDP LTD	1117	2,729.50	2,687.84	41.66	41.76	0.10-
	GROUP LIFE	1114	8,853.47	8,787.78	65.69	65.73	0.04-
	RETIRE CREDIT	1116	7,408.81	7,353.40	55.41	55.27	0.14
	EMPLOYEE RETIREMENT CONTRIBUTIONS	1111	37,485.85	37,040.57	445.28	445.27	0.01
70230	EMPLOYER RETIREMENT CONTRIBUTIONS	1111	268,538.34	266,410.70	2,127.64	2,127.66	0.02-
	VSDP LTD	1117	6,254.54	6,107.24	147.30	147.14	0.16
	GROUP LIFE	1114	21,650.67	21,550.94	99.73	99.31	0.42
	RETIRE CREDIT	1116	18,144.45	18,000.62	143.83	143.76	0.07
	EMPLOYEE RETIREMENT CONTRIBUTIONS	1111	90,871.65	90,306.70	564.95	565.38	0.43-
TOTAL							
	EMPLOYER RETIREMENT CONTRIBUTIONS	1111	333,438.25	334,557.29	1,119.04-	1,119.12-	0.08
	VSDP LTD	1117	8,984.04	8,947.41	36.63	36.57	0.06
	GROUP LIFE	1114	30,504.14	30,724.48	220.34-	220.72-	0.38
	RETIRE CREDIT	1116	25,553.26	25,678.20	124.94-	125.15-	0.21
	EMPLOYEE RETIREMENT CONTRIBUTIONS	1111	128,357.50	128,968.18	610.68-	610.26-	0.42-

October 2014

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

MONTHLY AUTOMATED RECONCILIATION OF HEALTH CARE COSTS

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U107	Health Care Exception Report	Identifies CIPPS and/or BES records, which have a variance.	The individual variances are netted together to determine the group bill "Difference" as found on the Report U108. Each variance must be reviewed to determine if adjustments to the automated reconciliation are required.
U108	Monthly Health Care Reconciliation Summary	Provides a summary of the total health care costs for the coverage selected in BES, the total amount collected in CIPPS, and the identified difference. (totals of U107 & U110)	Enter any adjustment amount carried forward from the Health Care Adjustments Worksheet to determine the Adjusted Difference amount.
U110	Benefits Eligibility System (BES) Premium Listing	Provides a listing of the eligibility information in BES by provider and group number.	This report is a BES bill for the self-insured products (Cost Alliance and Key advantage) which supports the BES premiums due amount on the summary. It may be used to determine an employee's coverage in BES.
U111	Invalid Health Care Plan/Provider Codes	Lists all employees with an invalid plan or provider code in BES or CIPPS.	Review each exception and take corrective action. Transactions found on this report have not been included in the automated reconciliation.

**DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U107 PAYB0056
RUN ON 06/01/2007 AT 22:25:50
PAGE 1

HEALTH CARE EXCEPTION REPORT (BES/CIPPS)
FOR THE MONTH OF February

PROVIDER: COVA CARE BASIC

GROUP NUMBER: 101003

C	EMPLOYEE NAME			EMP NUM	PLAN		BES TOTAL	PAYROLL TOTAL	CREDIT DUE AGENCY	CHARGE TO AGENCY (AUTOMATED IAT)
	LAST	F	M		B	P				
-	-----	--	-	-----	--	--	-----	-----	-----	-----
4	STROUD	JO	T	01155053600	S		\$418.00	\$0.00	\$0.00	\$418.00
	GROUP SUBTOTALS			01155053600			\$418.00	\$0.00	\$0.00	\$418.00

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U108 PAYB0056
RUN ON 06/01/2007 AT 22:25:50
PAGE 1

MONTHLY HEALTH CARE RECONCILIATION SUMMARY

HEALTH CARE PROGRAM: KAISER PERMANENTE HMO

MONTH: FEBRUARY
GROUP NUMBER: 100090

PREMIUMS DUE ACCORDING TO BES:

CODE	COVERAGE TYPE	PREMIUM RATE	NUMBER IN PLAN	PREMIUM DUE
S	EMPLOYEE ONLY	\$404.00	1	\$404.00
			TOTALS	\$404.00
				PREMIUMS COLLECTED: \$404.00
				CREDIT DUE AGENCY \$0.00
				CHARGE TO AGENCY (AUTOMATED IAT) \$0.00

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10010

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ACCOUNTS

REPORT U110 PAYB0056
 RUN ON 06/01/2007 AT 22:25:50
 PAGE 1

BENEFITS ELIGIBILITY SYSTEM (BES) PREMIUM LISTING
 FOR THE MONTH OF FEBRUARY

PROVIDER: KAISER PERMANENTE HMO

GROUP NUMBER: 100090

EFFECTIVE	EMPLOYEE NAME				PLAN	BES
DATE	LAST	FIRST	MI	EMP NUM	CODE	TOTAL
07/01/2005	O'REILLY	SHANNON	E	01258645300	S	\$404.00
GROUP SUBTOTALS						\$404.00

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10010
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

REPORT U111 PAYB0055
RUN ON 06/01/2007 AT 22:13:21
PAGE 3

INVALID HEALTH CARE PLAN/PROVIDER CODES
FOR THE MONTH OF FEBRUARY

PAY OR BES	EMPLOYEE NAME	EMPLOYEE NO	PROV CODE	PLAN CODE
PAY STROUD	JOHN T	01155053600	40	X
PAY STROUD	JOHN T	01155053600	40	X
PAY STROUD	JOHN T	01155053600	40	X

DUE TO AN INVALID PLAN/PROVIDER THESE RECORDS WERE EXCLUDED FROM THE AUTOMATED HEALTH RECON PROCESS.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Nightly Auto Update of PMIS to CIPPS

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U082	PMIS/CIPPS Update Listing	Reflects the old and new values of the fields that are being updated. If asterisks are found under the "Hold in Suspense" column, this transaction will be held until the appropriate pay period.	Review to ensure changes are accurate.
U080	PMIS/CIPPS Transaction Error Listing	Identifies transactions passed for a terminated employee, a non salaried employee, or for a company/employee number combination that is not found in CIPPS.	Research and update values in CIPPS
U053	PMIS/CIPPS Data Discrepancies	Provides an itemization of information included in the update process but for which the current values are different between PMIS and CIPPS. This report groups differing data elements together by employee. The PMIS Value column displays not only the CIPPS translated value, but the actual PMIS value as well (in parentheses).	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.
U077	PMIS/CIPPS Data Discrepancies By Element	Lists the same differing data as the U053 but groups the information by data type as opposed to employee.	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.
U181	Special Pay 99 Contributions Base Transactions Pending	Records transactions that will update SP 099 at a later date.	Review to ensure the updates take place at the appropriate time.
U180	Special Pay 99 Contributions Base Transactions Released	Identifies transactions as they are released from suspense to update SP 099 in CIPPS. It should be noted that the initial PMIS event that generated the transaction to update SP 099 may have been edited or superseded by another transaction in PMIS.	Review and make manual adjustments as necessary in CIPPS.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS UPDATE LISTING
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/22/2011 AT 19:41:28
 PAGE 34

TRAINING CO

PMIS TRANSACTION EFFECTIVE DATE OF 08/16/2011

** THESE ARE RETROACTIVE TRANSACTIONS **
 MANUAL ACTION / PAY ADJUSTMENTS MAY BE NECESSARY

FIELD	OLD PMIS VALUE	/	NEW PMIS VALUE	OUT OF SUSPENSE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00				
STATE SALARY	35,996.00	/	45,261.00	
POS ROLE CODE	011xx	/	011xx	
LAST SALARY CHANGE DATE	06/25/2011	/	08/16/2011	
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxxxxxx/#####				
EMPLOYEE OT ELIGIBILITY CODE	N	/	C	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U080 PAYB2500

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS TRANSACTION ERROR LISTING
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/20/2011 AT 19:37:02
 PAGE 4

** MUST MANUALLY ENTER CHANGE INTO CIPPS **

VIRGINIA DEPARTMENT OF

FIELD	NEW PMIS VALUE	ERROR MESSAGE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 07/24/2011 TERMINATION DATE	07/23/2011	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 08/09/2011 VSDP CODE VSDP BEGIN DATE VSDP END DATE	11 20100210 20110811	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT ZIP CODE	23233-3372	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 09/19/2011 HOME PHONE	(804)6XX-XXXX	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT STREET ADDRESS	2702 TRAINING LN APT 2	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U053 PAYB2600

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS DATA DISCREPANCIES

RUN ON 04/25/2014 AT 22:40:42
 PAGE 1

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER: XXXXX X XXXXXXXXXXXX/00NNNNNNN00			
HOME PHONE	(804)999-9999	/	(000)000-0000
ADDR: STREET ADDRESS	0001 OLD MEMORIAL DRIVE	/	0001 OLD MEMORIAL DR
ADDR: ZIP CODE	99999-9876	/	99999
BUSINESS PHONE	(804)999-9996	/	(000)000-0000
STATE BEGIN DATE	01/10/2008	/	03/10/2014
LAST SALARY CHANGE DATE	03/10/2014	/	00/00/0000
PAY BAND	03	/	
EMPLOYEE NAME/NUMBER: XXXXXXX X XXXXXX/00NNNNNNN00			
ADDR: STREET ADDRESS	1234 XXXXXXX XX	/	0000 XXXXXX XX
ADDR: CITY	RICHMOND	/	RICHMOND
ADDR: ZIP CODE	99999-9999	/	99999
EMPLOYEE NAME/NUMBER: XXXXXX XXXXXX/00NNNNNNN00			
NAME, MIDDLE NAME		/	J
HOME PHONE	(804)999-9998	/	(000)000-0000
ADDR: ZIP CODE	99998-7766	/	99998
BUSINESS PHONE	(804)999-9997	/	(000)000-0000
LAST SALARY CHANGE DATE	03/10/2014	/	00/00/0000
PAY BAND	05	/	
OT ELIGIBILITY CODE	1 (N)	/	3

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U077 PAYB2700

DEPARTMENT OF ACCOUNTS
 PMIS/CIPPS DATA DISCREPANCIES
 BY ELEMENT

RUN ON 11/15/2013 AT 23:44:21
 PAGE 143

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER ADDR: BOX APARTMENT			
XXXXX X XXXXXXXX/00NNNNNNN00	PO BOX 165	/	
EMPLOYEE NAME/NUMBER ADDR: STREET ADDRESS			
XXXXX X XXXXXXXX/00NNNNNNN00		/	0000 US HIGHWAY 999
EMPLOYEE NAME/NUMBER ADDR: ZIP CODE			
XXXXX X XXXXXXXX/00NNNNNNN00	99999-8888	/	99999-0000
EMPLOYEE NAME/NUMBER AGENCY BEGIN DATE			
XXXXXXXX XXXXXX/00NNNNNNN00	09/25/2013	/	08/10/2013
EMPLOYEE NAME/NUMBER ANNUAL SALARY			
XXXXXXXXXX X XXXXXXXXX/00NNNNNNN00	48,859.00	/	51,301.92
XXXXXXXX X XXXXXX/00NNNNNNN00	32,765.00	/	36,042.00
EMPLOYEE NAME/NUMBER BIRTH DATE			
XXXXXXXX X XXXXX/00NNNNNNN00	09/15/1958	/	10/14/2013
XXXXXXXXXX X XXXXX/00NNNNNNN00	03/01/1989	/	09/01/1989
EMPLOYEE NAME/NUMBER HOME PHONE			
XXXXXXXX XXXXXX/00NNNNNNN00	(999)999-9999	/	(000)000-0000

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 1230

COMMONWEALTH OF VIRGINIA

REPORT U181 PAYB2500

DEPARTMENT OF ACCOUNTS
SPECIAL PAY 99 CONTRIBUTIONS BASE TRANSACTIONS PENDING
PAY PERIOD 04/10/2014 - 04/24/2014

RUN ON 04/23/2014 AT 19:29:30
PAGE 1

DEPARTMENT OF ACCOUNTS TEST AGCY

-----EMPLOYEE ID-----	AMOUNT	-----EFFECTIVE RELEASE DATE-----
00NNNNNNN00	1,283.33	05/01/2014

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U180 PAYB2500

DEPARTMENT OF ACCOUNTS
SPECIAL PAY 99 CONTRIBUTIONS BASE TRANSACTIONS RELEASED
PAY PERIOD 04/25/2014 - 05/09/2014

RUN ON 04/28/2014 AT 19:14:48
PAGE 3

DEPARTMENT OF ACCOUNTS TEST AGCY

THE INITIAL PMIS EVENT THAT GENERATED THE TRANSACTION BELOW MAY HAVE BEEN
SUPERSEDED BY A SECONDARY PMIS EVENT WHICH NOW MAKES THIS TRANSACTION OBSOLETE.

** VERIFY AND MAKE MANUAL ADJUSTMENTS TO CIPPS IF NECESSARY **

-----EMPLOYEE ID-----	AMOUNT	-----EFFECTIVE RELEASE DATE-----
00NNNNNNN00	830.25	05/01/2014
00NNNNNNN00	830.25	05/01/2014

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Daily PMIS to CIPPS Salaried New Hire Interface

REPORT NAME	DESCRIPTION	USAGE
U178	PMIS/CIPPS NEW HIRE & TRANSFER ERRORS	New Hires that attempted to come over to CIPPS, but could not be updated
U179	PMIS/CIPPS NEW HIRE & TRANSFER UPDATES	New Hires that have been updated in CIPPS. These employees have been put in Frequency 89 in a Non-Auto status.

**DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix**

CO. NO. 000
PAYB2450

COMMONWEALTH OF VIRGINIA

REPORT U178

09:23:09

DEPARTMENT OF ACCOUNTS

RUN ON 09/23/2014 AT

PMIS/CIPPS NEW HIRE & TRANSFER ERRORS
PAY PERIOD 08/25/2014 - 09/09/2014

PAGE 1

** MUST MANUALLY ENTER CHANGE INTO CIPPS **

XX

FIELD	NEW PMIS VALUE	ERROR MESSAGE
EMPLOYEE NAME/NUMBER: HAM SANDWICH/0099999999900		NEW AGENCY 105 NOT FOUND
TRANS EFFECTIVE DATE: 08/18/2014		
BOX APARTMENT		
STREET ADDRESS	23000 UNDER THE SEA	
CITY	GLEN ALLEN	
STATE	VA	
ZIP CODE	23060-4144	
SEMI MONTHLY	1,458.33	
PAY SCHEDULE	24	
EMPLOYEE MONTHS/CONTRACT LENGTH	12.00	
TEMPORARY PAY	0.00	
EMPLOYEE OT ELIGIBILITY CODE	N	
SEX	F	
BIRTH DATE	09/02/1989	
EMPLOYMENT DATE	08/18/2014	
POS ROLE CODE	01281	
POS CLASS PAY BAND	000	
WORKERS COMP	8868	
STATE PHONE	(804) 524-8346	
HOME PHONE	(804) 564-3920	
ALIEN CODE	C	
FIPS CODE	041	
AGENCY BEGIN DATE	08/18/2014	
PERCENT EMPLOYEE	100.00	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10100
 PAYB2450

COMMONWEALTH OF VIRGINIA

REPORT U179

09:23:09

DEPARTMENT OF ACCOUNTS

RUN ON 09/23/2014 AT

PMIS/CIPPS NEW HIRE & TRANSFER UPDATES
 PAY PERIOD 08/25/2014 - 09/09/2014

PAGE 3

DEPARTMENT OF IMPORTANT STUFF

FIELD	NEW PMIS VALUE	MESSAGE
EMPLOYEE NAME/NUMBER: EUGENIUS SMARTGUY/009999999900		EMPLOYEE IS A REHIRE. ALREADY EXISTS IN CIPPS
TRANS EFFECTIVE DATE: 08/25/2014		
BOX APARTMENT		
STREET ADDRESS	12 TOY STORY LANE	
CITY	STAUNTON	
STATE	VA	
ZIP CODE	24401-5065	
SEMI MONTHLY	7,145.83	
PAY SCHEDULE	24	
EMPLOYEE MONTHS/CONTRACT LENGTH	12.00	
TEMPORARY PAY	0.00	
EMPLOYEE OT ELIGIBILITY CODE	N	
SEX	M	
BIRTH DATE	09/09/1977	
EMPLOYMENT DATE	08/25/2014	
POS ROLE CODE	49152	
POS CLASS PAY BAND	008	
WORKERS COMP	8833	
STATE PHONE	(540) 332-8211	
HOME PHONE	(703) 626-6257	
ALIEN CODE	C	
FIPS CODE	790	
AGENCY BEGIN DATE	08/25/2014	
PERCENT EMPLOYEE	100.00	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Daily BES to CIPPS Interface

REPORT NAME	DESCRIPTION	USAGE
U130 – BES/CIPPS Transaction Error Listing	Provides a list of those items that did not update in CIPPS.	These items must be entered manually into CIPPS.
U131 BES/CIPPS Update Listing	Provides a list of those items that updated CIPPS successfully.	Review and if the effective date requires premium adjustments, they need to be manually entered into CIPPS.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U130 PAYB2300

DEPARTMENT OF ACCOUNTS
 BES/CIPPS TRANSACTION ERROR LISTING
 PAY PERIOD 04/25/2014 - 05/09/2014

RUN ON 05/08/2014 AT 19:10:57
 PAGE 1

DEPARTMENT OF ACCOUNTS TEST AGCY

** MUST MANUALLY ENTER CHANGE INTO CIPPS **

CHG IND	FIELD	OLD BES VALUE	ERROR MESSAGE/ NEW BES VALUE
	EMPLOYEE NAME/NUMBER: XXXXX X XXXX/00NNNNNNN00		NO CIPPS RECORD
	TRANS EFFECTIVE DATE: 05012014		
	PROVIDER CODE:	042	044
	PLAN CODE:	W	S
	EE HC PREMIUM-DED 24-SEMI-MONTHLY:	0.00	48.00
	HC REWARD (DED 25) - SEMI-MONTHLY:	0.00	0.00
	ER HC PREMIUM-DED 26-SEMI-MONTHLY:	0.00	251.00
	EMPLOYEE NAME/NUMBER: XXXX X XXXXXXXX/00NNNNNNN00		NO CIPPS RECORD
	TRANS EFFECTIVE DATE: 05012014		
	PROVIDER CODE:	042	046
	PLAN CODE:	W	F
	EE HC PREMIUM-DED 24-SEMI-MONTHLY:	0.00	160.50
	HC REWARD (DED 25) - SEMI-MONTHLY:	0.00	0.00
	ER HC PREMIUM-DED 26-SEMI-MONTHLY:	0.00	660.50

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U131 PAYB2300

DEPARTMENT OF ACCOUNTS
 BES/CIPPS UPDATE LISTING
 PAY PERIOD 04/25/2014 - 05/09/2014

RUN ON 05/02/2014 AT 19:08:29
 PAGE 18

DEPARTMENT OF ACCOUNTS TEST AGCY

BES TRANSACTION EFFECTIVE DATE OF: 05012014

CHG IND ---	FIELD -----	OLD BES VALUE -----	/	NEW BES VALUE -----
NW	EMPLOYEE NAME/NUMBER: XXXXXXXX X XXXXX/00NNNNNNN00			
	PROVIDER CODE:			046
	PLAN CODE:			F
	DEPENDENT CARE (DED 21):	0.00		208.00
	MEDICAL SPENDING ACCOUNT (DED 22):	0.00		104.00
	FLEX FEE (DED 23):			3.65
	EE HC PREMIUM-DED 24-PAY PER AMT:			160.50
	HC REWARD (DED 25) - PAY PER AMT:			0.00
	ER HC PREMIUM-DED 26-PAY PER AMT:			660.50
NW	EMPLOYEE NAME/NUMBER: XXXXXXXX X XXXXXXXXXX/00NNNNNNN00			
	PROVIDER CODE:			042
	PLAN CODE:			S
	EE HC PREMIUM-DED 24-PAY PER AMT:			36.00
	HC REWARD (DED 25) - PAY PER AMT:			0.00
	ER HC PREMIUM-DED 26-PAY PER AMT:			251.00
NW	EMPLOYEE NAME/NUMBER: XXXXXXXX X XXXXXXXX/00NNNNNNN00			
	PROVIDER CODE:			046
	PLAN CODE:			S
	EE HC PREMIUM-DED 24-PAY PER AMT:			55.00
	HC REWARD (DED 25) - PAY PER AMT:			0.00
	ER HC PREMIUM-DED 26-PAY PER AMT:			251.00
NW	EMPLOYEE NAME/NUMBER: XXXXXXXX X XXXXX/00NNNNNNN00			
	PROVIDER CODE:			042
	PLAN CODE:			W

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Scheduled Deferred Compensation Transaction Update

REPORT NAME	DESCRIPTION	USAGE
U062, Deferred Comp/Cash Match Update Listing	Provides a list of Deferred Comp and Cash Match deductions that updated CIPPS successfully.	Review for accuracy.
U063, Deferred Comp/Cash Match Error Report	Provides a list of Deferred Comp and Cash Match items that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U062 PAYB0019

DEPARTMENT OF ACCOUNTS
 DC/CIPPS DEFERRED COMP/CASH MATCH UPDATE LISTING

RUN ON 05/05/2014 AT 19:29:05
 PAGE 1

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

FIELD	OLD VALUE	/	NEW VALUE	STANDARD CATCH UP INDICATOR
EMPLOYEE NAME/NUMBER: XXXX, XXXXXXXXXXXX X/00NNNNNNNN00				
DEDUCTION 38 AMOUNT	40.00	/	50.00	
DEDUCTION 45 AMOUNT	20.00	/	20.00	
EMPLOYEE NAME/NUMBER: XXXXX, XXXXXX X/00NNNNNNNN00				
DEDUCTION 38 AMOUNT	0.00	/	20.00	
DEDUCTION 45 AMOUNT	0.00	/	10.00	
EMPLOYEE NAME/NUMBER: XXXXX, XXXXXX X/00NNNNNNNN00				
DEDUCTION 38 AMOUNT	0.00	/	80.00	
DEDUCTION 45 AMOUNT	0.00	/	40.00	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U063 PAYB0019

DEPARTMENT OF ACCOUNTS
DC/CIPPS DEFERRED COMP/CASH MATCH ERROR REPORT

RUN ON 02/03/2014 AT 19:15:36
PAGE 13

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

EMPLOYEE NAME	EMPLOYEE NO	PARTIAL SSN	ERROR MESSAGE	DED 38 AMOUNT
XXXXXXXX, XXXXXX X	00NNNNNNN00	*****NNNN	TERMINATED EMPLOYEE	15.00
XXXXX, XXXX	00NNNNNNN00	*****NNNN	NO CORRESPONDING CIPPS RECORD FOUND	400.00

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Scheduled Miscellaneous Insurance, Annuities and Fees Transaction Update

REPORT NAME	DESCRIPTION	USAGE
U147, Misc Ins/Annuity/Fee Update Listing	Provides a list of Miscellaneous Insurance, Annuities and Administrative Fees that updated CIPPS successfully.	Review for accuracy.
U148 Misc Ins/Annuity/Fee Error Listing	Provides a listing of Miscellaneous Insurance, Annuities and Administrative Fees that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U147 PAYB0020

DEPARTMENT OF ACCOUNTS
MISC INS/ANNUITY/FEE UPDATE LISTING

RUN ON 05/06/2014 AT 19:39:54
PAGE 1

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

FIELD	OLD VALUE	/	NEW VALUE	50+ CATCH UP INDICATOR
EMPLOYEE NAME/NUMBER: XXXXX XXXXX/00NNNNNNN00 DEDUCTION 41 AMOUNT	41.80	/	72.95	
EMPLOYEE NAME/NUMBER: XXXXXX XXXXXX/00NNNNNNN00 DEDUCTION 41 AMOUNT	27.46	/	46.33	
EMPLOYEE NAME/NUMBER: XXXXXXXX XXXXXX/00NNNNNNN00 DEDUCTION 41 AMOUNT	100.21	/	108.19	
EMPLOYEE NAME/NUMBER: XXXXX XXXXXXXXXXXX/00NNNNNNN00 DEDUCTION 41 AMOUNT	44.88	/	50.13	

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U148 PAYB0020

DEPARTMENT OF ACCOUNTS
MISC INS/ANNUITY/FEE ERROR LISTING

RUN ON 05/06/2014 AT 19:39:54
PAGE 1

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

EMPLOYEE NAME	EMPLOYEE NO	PARTIAL SSN	ERROR MESSAGE
XXXXXX	XXXXX	00NNNNNNN00	*****NNNN NO CORRESPONDING CIPPS RECORD FOUND
XXXXX	XXXXXXXXXX	00NNNNNNN00	*****NNNN NO CORRESPONDING CIPPS RECORD FOUND

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Other Payroll Certification Reconciliations

REPORT NAME	DESCRIPTION	WHEN AVAILABLE	USAGE
U149, Cash Match (DED 45 + 46) Discrepancy Listing	Prints an exception if the Cash Match for the Annuity or Deferred Comp is over the YTD or Pay Period maximum or if the Cash Match amount is greater than 50% of the Annuity Deduction Amount.	Available two days after Certification Deadline	Review and correct CIPPS as necessary.
U075 Flexible Reimbursement Accounts Error Report	Prints an exception if errors exists for Medical/Dependent Care Reimbursement and Admin Fees for those accounts	Available the day before Payday	Review and correct CIPPS as necessary

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 00230

COMMONWEALTH OF VIRGINIA

REPORT U149 PAYB0807
 RUN ON 04/28/2014 AT 22:08:52
 PAGE 33

CASH MATCH (DED 45 + 46) DISCREPANCY LISTING
 FOR CHECKS DATED 04/17/2014 - 05/01/2014

EMPLOYEE NUMBER NAME	PAY TYPE	NO OF PAYS	38 AMT 45 AMT 45 YTD	39 AMT 46 AMT 46 YTD	45 + 46 COMBINED YTD	ERROR NUMBER AND DESCRIPTION	
00NNNNNNN00 XXXXXXXX	XXX	X 2	24	0.00 20.00 160.00	0.00 0.00 0.00	160.00	03 - HAS DED 45 WITH NO DED 38
00NNNNNNN00 XXXXXX	XXXXXX	X 2	24	10.00 0.00 0.00	0.00 0.00 0.00	0.00	05 - INCORRECT CASH MATCH AMOUNT

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

CO. NO. 10100

COMMONWEALTH OF VIRGINIA
 FLEX REIMBURSEMENT ACCOUNTS ERROR REPORT
 PAY PERIOD ENDING - 09/09/2014

REPORT U075 PAYB1274
 RUN ON 09/15/2014 AT 22:20:28
 PAGE 9

-----EMPLOYEE-----	# OF	DED 21	DED 22	DED 23				
NUMBER	PAYS	DEP CARE	MED R	FLEX ADM	ERROR MESSAGE			
	HOBUE	MTD	MTD	MTD				
0099999990	FROSTY	WENDY	L	24	0.00	125.01	0.00	EMPLOYEE HAS MED REIM WITH NO ADM FEE

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

PAT 1500 Hour Tracking (Affordable Care Act)

REPORT NAME	DESCRIPTION	USAGE
PAT	CIPPS 1500 HOUR REPORT SUMMARY	Tracks hours keyed in CIPPS since May
PAT	CIPPS 1500 HOUR REPORT WARNINGS	Shows employees close to 1500 Hour Limit

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Run Date - 09/30/2014

Company # - [REDACTED]

CIPPS 1500 Hour Report
As 9 / 2014

NAME	Org Code	EIN	EMPL DATE	MONTH	REG	OT	SPCLS	WORK YTD	HOURS REMAIN
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
				[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
				[REDACTED]	137.20	0.00	0.00		
				Aug	119.90	0.00	0.00		
				Sep	60.80	0.00	0.00		
				EIN Total:	569.20	0.00	0.00	569.20	930.80
				Employee Total:	569.20	0.00	0.00	569.20	930.80
[REDACTED] M	[REDACTED]	[REDACTED]	05/20/2013	May	28.30	0.00	0.00		
				Jun	106.30	0.00	0.00		
				Jul	108.30	0.00	0.00		
				Aug	39.10	0.00	0.00		
				EIN Total:	282.00	0.00	0.00	282.00	1218.00
				Employee Total:	282.00	0.00	0.00	282.00	1218.00

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Run Date - 09/30/2014

Company # - [REDACTED]

CIPPS 1500 Warning Report

The following employees have 1500 or fewer hours remaining

As of - 9 / 2014

EIN	NAME	ORG CODE	EMPL DATE	HOURS REMAINING
[REDACTED]	[REDACTED] D	SF	09/09/2013	969.30
[REDACTED]	[REDACTED]	SP	11/04/2013	919.50
[REDACTED]	[REDACTED]	MS	02/04/2008	1,151.60
[REDACTED]	[REDACTED]	FN	07/21/2014	1,306.70
[REDACTED]	[REDACTED]	WV	03/11/2013	916.00
[REDACTED]	[REDACTED]	RO	01/02/2014	986.93
[REDACTED]	[REDACTED]	HW	02/12/2014	960.80
[REDACTED]	[REDACTED] B	W3	06/18/2012	1,078.90

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

PAT 1500 EPR Reporting

REPORT NAME	DESCRIPTION	USAGE
PAT	EMPLOYEE POSITION REPORT FOR DHRM - SUMMARY	Calculates and displays the EPR data for wage FTE reporting for DHRM
PAT	EMPLOYEE POSITION REPORT FOR DHRM - DETAIL	Provides detail by employee for the calculations made on the Employee Position Report - Summary

**DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix**

Run Date - 09/30/2014 Company # - XXXXXXXXXX
EMPLOYEE POSITION REPORT FOR DHRM
Hourly (Pay Type 1) WAGE HOURS WORKED BY FUNDING SOURCE
SUMMARY FOR 9 - 2014

REPORT 10'S FROM	08/25/2014	TO	09/10/2014	
GENERAL FUND 0100 AND 1100		FACULTY (1142+1145)	NON FACULTY	
TOTAL HOURS		0.00	0.00	
AVAILABLE HOURS TO WORK IN MONTH				
FTE COUNT		0.00	0.00	
HEADCOUNT EMPLOYEE WITH NONZERO HOURS				
NON-GENERAL FUND (FACULTY E & G)				
TOTAL HOURS		0.00	32,183.07	
AVAILABLE HOURS TO WORK IN MONTH			200	
FTE COUNT		0.00	160.92	
HEADCOUNT EMPLOYEE WITH NONZERO HOURS			334	
NON-GENERAL FUND 0306 (AUXILIARY)				
TOTAL HOURS		0.00	0.00	
AVAILABLE HOURS TO WORK IN MONTH				
FTE COUNT		0.00	0.00	
HEADCOUNT EMPLOYEE WITH NONZERO HOURS				
NON-GENERAL FUND 0301, 0302, 0303, 0308 (Sponsored Programs)				
TOTAL HOURS		0.00	0.00	
AVAILABLE HOURS TO WORK IN MONTH				
FTE COUNT		0.00	0.00	
HEADCOUNT EMPLOYEE WITH NONZERO HOURS				

DEPARTMENT OF ACCOUNTS
Benefits Processing Seminar – Reports Appendix

Run Date - 09/30/2014

Company # - [REDACTED]

EMPLOYEE POSITION REPORT FOR DHRM
Hourly (Pay Type 1) WAGE HOURS WORKED BY FUNDING SOURCE
Detail For - 08/25/2014 Thru 09/10/2014

EMPLOYEE NAME	EIN	CHECK DATE	REGULAR	OVERTIME	TOTAL	PGM CODE	%	ADJ
[REDACTED]	[REDACTED]	08/29/2014	54.10	0.00	54.10	0454 1141	1.00	
[REDACTED]	[REDACTED]	09/16/2014	34.00	0.00	34.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	08/29/2014	65.00	0.00	65.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	09/16/2014	45.00	0.00	45.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	08/29/2014	58.00	0.00	58.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	09/16/2014	58.00	0.00	58.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	08/29/2014	29.00	0.00	29.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	09/16/2014	58.00	0.00	58.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	08/29/2014	42.00	0.00	42.00	0454 1141	1.00	
[REDACTED]	[REDACTED]	09/16/2014	37.50	0.00	37.50	0454 1141	1.00	