

# Department of Accounts

## Payroll Bulletin

Calendar Year 2006

June 7, 2006

Volume 2006-09

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

#### State Payroll Operations

Director Lora L. George

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## PAYROLL PROCESSING - FISCAL YEAR-END 2006

### Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year-End 2006 and the June operations calendar. Once a budget has been approved for FY 2007, another bulletin addressing payroll processing for the new fiscal year will be distributed. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

### Agency Appropriations

DPB will increase agency appropriations in response to the advancement of the July 3 paydate to June 30 by the entire amount of that payroll. A deficit authorization has been approved by the Governor and this GF appropriation will be created in Central Accounts. This GF amount will be distributed to the programs in each GF agency from which the June 30 payroll will be expended (per agency payroll certification). Some time in FY 2007, a like amount of GF dollars will be transferred out of each agency's FY 2007 appropriation to pay back the deficit loan.

For nongeneral agencies, a blanket NGF increase will also be created in Central Accounts. This NGF spending authority will be transferred to the agencies, programs, and fund details from which the June 30 payroll will be expended (also per agency payroll certification).

These GF and NGF transactions will be handled centrally by DPB so no agency action is necessary.

### Payroll Expenditures

**Salaried payroll expenditures for the June 10 - 24 pay period will be charged to FY2006. Payday has been changed to June 30, 2006. Final certification must take place by Monday, June 26. Expenditures associated with this payroll will be charged to FY 2006.** Do not change your programmatic data to reflect the July 1, 2006 changes to the service area structure until **after** you have certified this pay period. **Only check dates during the month of June will be accepted.**

**June 28 will be the last day that non-salaried and special pays may be certified for FY 2006. These payruns are for non-salaried (e.g., hourly) and special payrolls only. Salaried payroll certifications for the period ending June 24<sup>th</sup> will not be permitted on this date.** If you plan to certify on this date, contact Annie Callanta, via e-mail [annie.callanta@doa.virginia.gov](mailto:annie.callanta@doa.virginia.gov) or (804) 371-7799. **These expenditures will be charged to the programmatic data existing on the HMBU1 screen as of June 28.** If the programmatic data has already been changed to reflect the new service area structure, you will need to modify it before you certify on this day.

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**PAYROLL PROCESSING - FISCAL YEAR-END 2006, continued**

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**CARS  
Processing**

- The June 30 payroll covers all salaried employees and will be charged to FY 2006. As such, the FY 2006 program/subprogram coding will be used.
- All agencies must submit and certify the payroll by the specified deadline.
- While all paychecks will be issued on June 30, this payroll will not post to CARS until budget transactions have posted. This will allow normal vendor payments to process.
- DOA will provide DPB a listing of all June 30 certified payroll amounts by agency, program, subprogram and fund detail. This applies to both general and nongeneral funds.
- DPB will use this information to increase agency appropriations, both general and nongeneral, by fund detail, program, and subprogram consistent with the information provided by DOA.
- DPB will transmit the increased appropriations to DOA.
- DOA will load the increased appropriations to CARS. *Once the appropriations are posted, the June 30 payroll will be released to CARS.*
- During FY 2007, DPB will reduce agency FY 2007 general fund appropriations by the June 30 payroll amount. Since the reduction will be processed in FY 2007, the new program/service area taxonomy will be required. DPB will work with the agencies to coordinate the required reductions. The exact date for these reductions will be communicated later.
- **For nongeneral funds only** - If the agency has insufficient nongeneral fund cash to cover the June 30 payroll, DOA will provide a temporary treasury loan if **requested by Wednesday, June 28**. In order to obtain a temporary treasury loan, send an e-mail no later than June 28 to [sharon.lawrence@doa.virginia.gov](mailto:sharon.lawrence@doa.virginia.gov) specifying the agency number, fund detail(s), and amount(s). DOA will verify the requested treasury loan does not exceed the agency's June 30 certified nongeneral fund payroll amounts. These treasury loans must be repaid by August 31, 2006.

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**Key Payroll  
Operations  
Dates for  
FYE 2006**

- **June 12** – Semi-monthly salary certification deadline for PPE 6/9.
- **June 15** - Healthcare reconciliations and related IATs due to DOA for the May coverage month.
- **June 15** - Return Default Coding form to DOA.
- **June 16** – Deadline to submit requests to DOA for mass transactions to update employee programmatic data.
- **June 26** – **Semi-monthly salary certification deadline for PPE 6/24, Payday June 30** – all transactions will be charged to programmatic codes for FY06.
- **June 28** – Last day to request temporary treasury loan to cover insufficient nongeneral fund cash for June 30 payroll.
- **June 28** – Last opportunity to certify wage/special payrolls charged to **FY 06**. **You must use a June 30 check date.**
- **June 29** – Leave keying deadline.

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## June 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semimonthly salaried employees	2	3
4	5	6	7	8	9	10
11	12 Semimonthly salaried certification Period# 1-(5/25- 6/09)	13	14	15 Leave keying Deadline (5/25-6/09)  May Healthcare Certification due	16 <b>Payday for semimonthly salaried employees</b>	17
18	19	20	21	22	23	24
25	26  Semimonthly salaried certification Period #2 (6/10-6/24), <b>charged to FY 06 – must have check date of June 30.</b>  <b>NO PAYRUNS FOR FY07</b>	27  <b>NO PAYRUNS FOR FY07</b>	28  <b>Last Day to certify Special/Wage payrolls for FY 06 – must have check date of June 30.</b>  <b>NO PAYRUNS FOR FY07</b>	29  Leave keying Deadline (6/10-6/24)  <b>NO PAYRUNS FOR FY07</b>	30  <b>Payday for semimonthly salaried employees</b>  <b>NO PAYRUNS FOR FY07</b>	