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- Employee Number Conversion in CIPPS – Mandatory for All CIPPS records

Employee Number Conversion

Introduction

An ever-increasing number of employees are reporting concern over the use of the Social Security Number in the Employee Number in CIPPS. Employees are concerned that this value appears on timesheets and leave slips that often pass through several hands for processing and are displayed on workstations during the process. Therefore, the Department of Accounts and the Department of Human Resource Management have been working together to eliminate the use of Social Security Number in the Employee Number in CIPPS. Effective April 1, 2007, the unique ID number that has always been maintained in PMIS will become the Employee Number in CIPPS. This conversion will be *required* of all agencies whether or not the agency uses PMIS as its personnel system and will apply to all employees to include wage, adjunct faculty, or any other employee type that is not currently recorded in PMIS.

PMIS Transaction to Obtain an Unique ID

Although DOA periodically provides data to DHRM to systematically establish the unique ID for existing CIPPS employees, agency action to establish the record will be required in the near future. Effective 2/20/2007 PMIS will be modified to include a transaction used to obtain a unique ID for employees not typically mandated in PMIS. A PSE300 transaction will bring up a screen requiring minimal data about the employee. Upon completion of the data entry, a unique ID number will be displayed at the bottom of the screen. (Displayed on the following page.) *Usage of this transaction is mandatory for new employees effective 3/19/2007 to ensure a successful conversion.*

Please note that this procedural change will require intensive coordination and communication between Human Resource and Payroll units.

Employee Number Conversion, continued

PMIS
Transaction to
Obtain a
Unique ID cont.

Before 3/19/07:
1. Employees that are in PMIS agencies and on CIPPS already have the unique ID.
2. Employees that are in non-PMIS agencies and those PMIS agency employees not typically entered in PMIS (e.g., hourly, adjunct faculty, and others) will be provided with unique IDs via batch updates coordinated between DOA and DHRM.

After 3/19/2007:
1. New hires for PMIS agencies that are on CIPPS will be added to PMIS as usual, which will generate the unique ID.
2. New hires for non-PMIS agencies and those PMIS agency employees not typically entered in PMIS (e.g., hourly, adjunct faculty, and others) will require use of transaction PSE300 to generate a unique ID.

On a nightly basis, DHRM will provide DOA all new unique IDs created to be loaded to a CIPPS validation table. Generally, data entry of new hires in CIPPS can occur on the next business day after the new hire is entered in PMIS. **The system generated unique ID and SSN must reside in the validation table prior to entering the new hire in CIPPS or a fatal message will prevent the establishment of that masterfile record in CIPPS regardless of the use of H0BNE or the menu/linking options.**

Non-PMIS agencies that need to establish access to PMIS and the PSE300 transaction should refer to the section, "*Obtaining PMIS Access For Non-PMIS Agencies*" later in this bulletin.

PSE300 screen

The image below demonstrates the PSE300 transaction. This is only to be used for non-PMIS agencies and those PMIS agency employees not typically entered in PMIS (e.g., hourly, adjunct faculty, and others).

```
PSE300,123456789          ESTABLISH CIPPS EMPLOYEE-ID
 ------------------------------------- 212 PER123XYZ   01/01/2007 10:10:03

                      Soc-Sec-Num 123 - 45 - 6789
                        Last Name SMITH
                       First Name JOHN
                      Middle Name WILLIAM
                   Second Initial
                           Suffix JR              RACE:
                        Sex (M/F) M               A White
                             Race A               B Black
                        Birthdate 123155          C Hispanic
                                                  D Asian
                                                  E American Indian

  >>>>>>>>>>>>> New Employee ID Is:  001550532          <<<<<<<<<<<<<<
  >>>>>>>>>>>>> (PMIS and CIPPS)                        <<<<<<<<<<<<<<
  >>>>>>>>>>>>>                   ( 00 - 155 - 05 - 32 )    <<<<<<<<<<<<<<


000001 >>>>>>>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<<<<<<<<
```

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Employee Number Conversion, continued

PSE300 screen, cont.

In the example above, the CIPPS Employee Number is 001550532##, allowing the line agency to define the last two digits. Typically the last two digits will be 00, but there are some conditions that require alternative values. During conversion, the original values in the last two digits will be maintained.

Example: Employee Number in CIPPS is originally 123456789*40*, the converted number will be 001550532*40*.

In-house Documents/ Systems

Any in-house documents such as time sheets and leave slips or systems loaded with payroll or leave data may have to be modified to accommodate the new Employee Number. All data entry in CIPPS will require the use of this new number.

The new Employee Number will have to be communicated to all employees. If the employee participates with Anthem for health care coverage, it can be communicated that the digits found between the letters of the subscriber ID equate to the new Employee Number with two additional zeroes preceding that number and the two digit suffix assigned by the agency (typically 00). For example, if the subscriber number is ABC1512521XX, the employee ID will be 00151252100. This does not hold true for the subscriber numbers for employees participating with Kaiser.

Test Files Received

During our testing process DOA can provide test files to agencies who currently receive output from DOA (i.e., the Expanded Current Earnings). Since the file format of the ECE is not changing, testing can be completed using production files changing agency programs to pull the social security number (G-SOC-SEC-NO) in lieu of the Employee Number (REPORT-EMPLOYEE) where appropriate.

Test Files Sent to DOA

For those agencies that submit batch transaction files (e.g., time and attendance) to be loaded into CIPPS, test files should be generated using the new Employee Number assigned by PMIS in lieu of the current convention of SSN plus two digits. **Any agency that does not provide a test file by March 15, 2007, will be removed from the batch input programs until a test file is received. Manual data entry will be required until a successful test file is received**.

Employee Number Conversion, continued

Test Files Sent to DOA cont.

Beginning February 20, 2007 PMIS agencies can identify unique IDs for employees in PMIS by using the Workforce Planning e480 query tool available at the DHRM-ITECH webpage: http://web1.dhrm.virginia.gov/itech/. Users must register with DHRM to access the tool. (Refer to the following section, "Obtaining Access to the DHRM e480 Workforce Query Tool".)

- To access the tool, select the "Workforce Planning" tab in the left panel of the web page.

Non-PMIS CIPPS agencies can obtain a file of unique IDs for their employees by contacting Steve.Hastey@dhrm.virginia.gov for file instructions.

Obtaining Access to the DHRM e480 Workforce Query Tool

To request access to the DHRM e480 Workforce Query tool:

A. Go to the DHRM ITECH webpage, http://web1.dhrm.virginia.gov/itech/.
B. Click on "Request Access" in the left panel of the web page.
C. Click on the "**DHRM Computer Applications Access Request Form**".
D. Complete the form.
- Check the box: ***Query Tool (e-480)***.
- The form must be signed by you, your agency HR Director and your agency PMIS Security Officer (PSO).
- If your agency does not have a PMIS Security Officer (PSO), the PSO information can be left blank.
E. Follow the submission instructions at the bottom of the form. Direct questions regarding the form to the DHRM Help Desk:
- Web: http://ihelp.virginia.gov
- Email: ihelp@dhrm.virginia.gov.

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Employee Number Conversion, continued

Obtaining PMIS Access for Non-PMIS Agencies

The PMIS database resides on the Unisys mainframe computer at VITA. The most common way agencies connect to PMIS today is via the browser-based secure access method using Web-UTS. To establish PMIS connectivity, there are two separate parts to complete:

1. **Establish a Connection to the VITA Unisys Mainframe Computer**
   Please involve your agency technical network and/or desktop support staff as needed. Your agency network configuration may already allow this secure VITA connection. If not, your agency technical staff will need to work with VITA to establish the connection (see "B" below).

   A. **How to Connect Your PC Browser to the VITA Secure Server and PMIS**
      1) Open Internet Explorer.
      2) In the address bar of your browser, type in the secure VITA website: **https://www.uts.vita.virginia.gov/web-uts/dhrm-uts.htm**, then press Enter
      3) If you get any "security certificate" messages, just click as directed to "continue" through them.
      4) Download the two "client-side" ActiveX controls to install them on your work PC. If the client-side controls are successfully installed, you will get the VITA Unisys mainframe logon prompt:
         "**Enter your user-id/password and clearance level**"
      5) Enter your PMIS Userid, a slash ("/") and your password, and then press Enter. (If you are prompted for your security or access level, just press Enter.) (See 2 below)
      6) With the cursor at the "Home" position, you are ready enter "PSE300" transactions. (Refer to above Section, PSE300 Screen.)
         - **To end your PMIS session**, simply close your browser window.
         - **To open a new session** after Web-UTS has been successfully installed on your PC, simply click on the link (#2 above) and you should automatically be presented with the Unisys logon prompt.
      .
   B. **Involve VITA Support to Establish Connectivity to Unisys**
      If you were not able to complete the steps in "A" above and successfully logon to PMIS, have your agency's technical support staff contact the VITA Customer Care Center (Help Desk) at 804 786-3932 to help establish Unisys connectivity using Web-UTS. That may involve network-type firewall or router changes to establish the secure connection.

Employee Number Conversion, continued

Obtaining PMIS Access for Non-PMIS Agencies, cont.

2. **Obtain a PMIS Userid From DHRM**

A. Go to the DHRM ITECH webpage, http://web1.dhrm.virginia.gov/itech/.
B. Click on "Request Access" in the left panel of the web page.
C. Click on the "**DHRM Computer Applications Access Request Form**".
D. Complete the form.
   - Check the boxes for ***PMIS Display and Update***. In the "*Justification*" section state, "***Requesting PMIS access to use the PSE300 transaction***".
   - The form must be signed by you and your agency HR Director.
   - If your agency does not have a PMIS Security Officer (PSO), the PSO information can be left blank.
E. Follow the submission instructions at the bottom of the form. Direct any questions regarding the form to the DHRM Help Desk:
   - Web: http://ihelp.virginia.gov
   - Email: ihelp@dhrm.virginia.gov.

If a non-PMIS agency needs further help in establishing PMIS connectivity or access to the PSE300 transaction, please contact Norman Christensen at Norman.Christensen@dhrm.virginia.gov for assistance.

CIPPS Schedule Change

To accommodate the extensive conversion requirements, the schedule for the March 10 to March 24 pay period will be modified. Payroll certification deadline will be Friday, March 23 and the leave certification deadline will be Wednesday, March 28. CIPPS files will remain closed on Friday, March 30.

CIPPS Pending File

Transactions that cannot be processed prior to March 29, 2007 should not be entered in CIPPS. As part of the conversion process, a Manual Pay Only run will be executed to pull through any manual pay sets or voids found in the pending file under the current Employee Number scheme.

Upon completion of that payrun**, all transactions in the pending file will be deleted.** It is suggested that a review of your pending file be performed to ensure there is not a requirement to re-enter certain transactions using the new Employee Number after conversion.

Employee Number Conversion, continued

Employee Communica-tion

DHRM will use the PMIS listserver to notify employees of the upcoming change. Additionally, DOA will put a message on the 3/1 and 3/16 pay stubs. Agencies will need to determine additional communication methods for notifying employees of the Employee Number project as well as providing the employee with the new value to be used on timesheets, leave slips, etc.

DOA will establish a secure web page available to employees where entry of the employee's SSN will return the new Employee Number. This will be a temporary web page available during March and April. Further details will be provided in a future payroll bulletin.

Open Forum

DHRM and DOA will hold a joint forum open to Human Resource and Payroll Officers to discuss the Employee Number conversion. The forum will be held Tuesday, February 27, from 9:00 to 12:00 in conference rooms D and E in the James Monroe Building at 101 North 14th Street in Richmond. While the conversion of Employee Numbers is mandatory, the forum will provide an opportunity to share communication concepts and best practices regarding this cultural change. Please communicate any questions you have or feel employees may have regarding this change to Cathy McGill at cathy.mcgill@doa.virginia.gov for the purpose of generating a Frequently Asked Questions document that can be shared statewide. From your input, a FAQ document will be compiled and ready for distribution at the forum.

Important Dates

Tuesday, February 20 – PSE300 transaction available in PMIS; Workforce Planning e480 query tool available
Tuesday, February 27 – Employee Number Conversion Forum
Thursday, March 15 – Agencies using batch interface will be deleted from interface program unless test batch has been submitted to DOA
Monday, March 18 – All existing employees have been assigned unique ID numbers in PMIS by DOA/DHRM
Tuesday, March 19 – all new hires must be entered in PMIS to get unique ID before adding to CIPPS
Friday, March 23 – Payroll certification deadline for 03/10 – 03/24 pay period
Wednesday, March 28 – Leave certification deadline for 03/10 – 03/24 pay period
Thursday, March 29 – Review all transactions in pending file; manual pay only run will delete those not processed
Friday, March 30 – CIPPS down for conversion and quarter-end processing
Sunday, April 1 – Employee ID Conversion complete