Department of Accounts Payroll Bulletin

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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

State Payroll Operations

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CIPPS Leave Conversion to Lag Pay Period Dates

Pay Period Changes

After the completion of the period-end processing jobs to be executed on November 13, 2009, the CIPPS Leave Accounting system will be updated to reflect the same "Lag Pay" dating as is currently used for payroll. That is, CIPPS Leave transactions and reports through the October 25 to November 9, 2009 period will reflect reporting periods of 1^{st} through 15^{th} and the 16^{th} through the end of the month. Effective with the November 10-24, 2009 reporting period, the processing date ranges will follow the pattern as shown in the chart below:

Semi-monthly	Pay Period/Leave Period
Date From	Date To
January 25 th	February 9 th

Changes to the HPIUS Screen

Conversion will be performed on the dates stored on HPIUS. Period Start Dates will be converted to 11/10/2009. The Adjusted Employment Dates (AED) will be converted to reflect either the 10th or 25th. (For example, a AED of 09/16/1984 will be converted to 09/10/1984.) The SDP Employment Date will not be affected.

Edits have been put in place so all future Period Start Dates and Adjusted Employment Dates can only be the 10th or 25th. Use the chart below to help in establishing the appropriate dates:

Hire	Date	Period Start	Adjusted	SDP Employ Date
Date From	Date To	Date	Emp Date	
January 25	January 25	January 25	January 25	January 01
January 26	January 31	January 25	February 10	January 01
February 1	February 9	January 25	February 10	February 01
February 10	February 10	February 10	February 10	February 01
February 11	February 24	February 10	February 25	February 01

CIPPS Leave Conversion to Lag Pay Period Dates, continued

Changes to HPFUN, HPEUN and HPDUN

All dates on these screens will reflect the new lag pay periods. See example of the HPFUN screen below. (Dates on the HPEUN and HPDUN will be displayed in the same manner.)

> GD	230,12345	5678900				ON HPFUN		
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NAME->	Test	T		Emplo	yee			
	COI	MPENSATOR	Y BALAN	ICE TOTALS				
	E/	ARNED	1	USED	CURF	RENT		
STATUS	PERIO	D YTD	PERIO	O YTD	BALA	ANCE		
YES	.0	7.0	.0	7.0	.0			
						PERIOD		
START B	ALANCE	START B.	ALANCE	START	BALA	NCE START	BALANCE	
09/25/2009	.0	06/25/2009	.0	03/25/2009	.0	12/25/2008	.0	
09/10/2009	.0	06/10/2009	.0	03/10/2009	.0	12/10/2008	.0	
08/25/2009	.0	05/25/2009	.0	02/25/2009	.0	11/25/2008	.0	
08/10/2009	.0	05/10/2009	.0	02/10/2009	.0	11/10/2008	.0	
07/25/2009	.0	04/25/2009	.0	01/25/2009	.0	10/25/2008	.0	
07/10/2009	.0	04/10/2009	.0	01/10/2009	.0	10/10/2008	.0	
						09/25/2008	.0	
				11/05/	09 10:	26:16 1 M3LL CII	D5	

Note: During this conversion process any leave that would have expired based on the old dates will now be deleted at the end of the new lag period dates.

Report Dates

Where applicable, the "For Period Ending" will reflect the 9th or 24th in accordance with the pay period being processed.

Payline

Leave-earned transactions reflected in Payline will still reflect the original period end dates of the 15th or end of month for periods prior to the 11/16/2009 conversion. The disclosure note of "Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th." will continue to be displayed for those periods. Thereafter the accrual date will be the 9th or 24th and no disclosure statement will be provided.

Questions or Concerns

If you have any questions or concerns as a result of this change, feel free to contact Ervin Farmer at Ervin.farmer@doa.virginia.gov or John Rodgers at john.rodgers@doa.virginia.gov.