

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

Director Lora L. George
Assistant Director Cathy C. McGill

PMIS to CIPPS Update Change

HPIUS Percent Employment Change

Effective July 22nd the PMIS to CIPPS update no longer updates CIPPS when a change is made to Percent Employed in PMIS. Percent Employed should be manually changed on HPIUS after the accrual has processed at the correct rate. Accruals for the current pay period are done the night before payday, therefore, changes to the employee Percent Employed should be keyed no earlier than on the payday before for the next payroll period. For example, if an employee changes to 80% employed effective 7/10/10, the first day the new percentage should be keyed into CIPPS is 7/16/10 (as the accruals for 6/25-7/9 processed on the night of 7/15/10). You should also notify your leave coordinator of this change. The PMIS/CIPPS Update Listing, Report U082 will continue to show the Old and New PMIS values, but the Field notation will now indicate

%EMP- MANUALLY ENTER ON HPIUS TIMELY

In addition whenever a PMIS/CIPPS Transaction Error Listing U080 is created, the following message will appear at the end of your U082 report:

Your agency has errors on the U080 today, be sure to review that report.

DHRM Thanks You!

VA State Employee Loan Program

Sara Redding Wilson, agency head for the Department of Human Resource Management, asked DOA to pass on the appreciation of both herself and the Combined Virginia Campaign (CVC) for the stellar support Payroll Officers across the Commonwealth have provided to the Virginia State Employee Loan Program. It is recognized that without your assistance the program would not have the success that it has.

Free IRS Webinar

IRS Fringe Benefits Webinar

Internal Revenue Service Webinar
Taxability of Certain Fringe Benefits for State & Local Governments
Know the Law. Ask the Right Questions. Get the Facts.
Presented by Small Business/Self-Employed Division and
Federal, State and Local Governments
Date: August 25, 2010
This FREE webinar is for:

State and Local Government Entities
Tax professionals
Learn about:

- What is a fringe benefit?
- How to I report taxable fringe benefits?
- What is an accountable plan?
- Which fringe benefits are taxable?
- What are the withholding requirements on taxable fringe benefits?
- What resources are available to determine taxable fringe benefits?

E-MAIL QUESTIONS:

We will try to address e-mail questions that are sent in prior to the event at the end of our presentation. Send your specific questions to the FSLG Feedback Mailbox. All questions must be received prior to August 2, 2010 to be considered.

Earn Continuing Professional Education credit:

Other tax professionals may receive credit if the webinar meets your organization's or state's CPE requirements.

To receive credit, you must attend the presentation on August 25. Register for the webinar using your e-mail address, and use the same e-mail address to log in to attend. This will confirm your attendance and generate your Certificate of Completion.

Register on-line at:

<http://www.visualwebcaster.com/event.asp?id=69748>

Visit www.irs.gov and search Webinars for information on other programs available in the future.

The event will be archived for later viewing, approximately two weeks after the date of the event, on [IRS.gov](http://www.irs.gov).

VSDP Spreadsheets Available Online

VSDP Spreadsheets

Two versions of VSDP spreadsheets are available on the DOA Website. Both have the appropriate retirement deductions as noted in Bulletin 2010-07.

http://www.doa.virginia.gov/Payroll/VSDP/VSDP_Main.cfm

Version 1 – One Page Enhanced VSDP Spreadsheet

- Appropriate Retirement Calculations will populate based on Retirement Code selected
- Calculates Non-Work Related and Work-Related Claims based on VSDP dates of coverage
- Special instructions posted for use and Tool Tips are on the Spreadsheet

Version 2 – Traditional VSDP Spreadsheet(s) for Work-Related/Non Work-Related Claims

- Appropriate Retirement Calculations will populate based on Retirement Code selected
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Hire Act Reports

Hire Act Reports

Two new reports have been created for Hire Act reporting. Both reports have been set up for higher education institutions only.

- Report 963, “FICA Status Equal to 2, 7, 8, 9” provides the current pay period OASDI tax amount and should be used with the Report 10 to balance CO OASDI tax withheld on the Report 33. This report cannot be requested using HSRPT.
- Report 964, “FICA Status Equal to 2, 7, 8, 9” provides YTD Taxables and Tax withheld for OASDI and also the Hire Credit amount. You can request this report using HSRPT.

Remember that the HIRE Act is only applicable to qualifying Higher Educational Institutions.

PAT (Payroll Audit Tool) Available Online

Web-based Version of PAT

The Payroll Audit Tool (PAT) is now a web-based program accessible through Payline. It has been included as an option on the Payline Security Form on our website at:

<http://www.doa.virginia.gov/Payroll/Forms/PaylineSecurityForm.pdf>

The advantages of the new version are:

- You do not need individual FINDS files to run the reports.
- No client software is necessary.
- User-friendly, just point and click to run the reports.
- Use the same password as the Payline Administrative Account (99+EIN) Userid
- Reports of Interest include:
 - Payroll PreCertification Reports – Select Report 10 files to compare and highlight specific changes. The Salary/Reg. Pay Compare Report lists any employee on the selected Report 10 file who is receiving more or less Regular Pay than their Salary Rate Amount.
 - Payroll Post Certification Report – Compare the last Report 10 Edit to the Final Pay Report 10 to identify employees with Gross Pay differences.
 - Agency-wide 1500 Hours Accounting for Wage Employees – Historical data is gleaned from the Payline Earnings History. Agencies do not need to load any previous data.
 - EPR Summary – Calculates the FTE from the Monthly Wage Hours earned by Fund and prints a report of items to key on the EPR420/EPR421 in PMIS.
 - U033 Reports – View cumulative payroll costs by programmatic detail for an employee or agency during a particular period. Project payroll costs by multiplying a selected U033 by a factor. Compare U033 Reports to find where programmatic changes have occurred.
 - Leave Reports – Print a list of employees with low leave balances to avoid potential LWOP.

More details are provided on the revised CAPP Topic 70735 (Payroll Audit Tool) which we will send upon request until the new version is available on our website.

PAT Training Sessions

**Training
Information**

DOA will be providing a 1 ½ hour training session to introduce users to PAT. You do not need security for PAT to attend the training.

Please call or email Shannon Gulasky (shannon.gulasky@doa.virginia.gov) at (804) 225-3065 to reserve your seat as space is limited. You cannot park in the James Monroe Building, but there are private lots with reasonable fees within a two-block walk of the building. Please call if you need parking information or directions.

Four sessions are available:

Tuesday, August 31st from 10:00 – 11:30 am

Tuesday, August 31st from 1:30 – 3:00 pm

Thursday, September 2nd from 10:00 – 11:30 am

Thursday, September 2nd from 1:30 – 3:00 pm

Location:

DOA Training Room
James Monroe Building
Second Floor
(101 N. 14th Street, Richmond, VA 23219)