
Department of Accounts

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*In This Issue of
the Payroll
Bulletin.....*

- ✓ **Data Entry of Addresses on H0BID**
- ✓ **Payline User Demo**
- ✓ **Maryland State and Local Tax Reporting**
- ✓ **July Check Distribution**
- ✓ **Quarterly Reporting with Virginia Employment Commission (VEC)**

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

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Data Entry of Addresses on H0BID

Keying Guidelines

Attention should be given to where your cursor is before performing data entry when entering the address for an employee,. Numerous external systems use the address in CIPPS to populate system records. Data entry errors and missing data cause exceptions and manual intervention to correct. Listed below are some keying guidelines that should be followed.

- Tab from one field to the next – do not click into the field
- Always include a PO Box or street address, the city, the two-character state and a zip code
- Be sure to start data entry in the first position of the field (Also to be applied when entering the employee name, bank account information, etc.)
- Enter only the USPS approved two-character value for the state
- Enter only the five-digit zip code; or if using the complete nine-digit zip code, enter a dash between the first five digits and the final four digits (e.g. 12345-6789)

Always require an address be provided for newly hired employees. Once received use the USPS address validation tool to ensure the information you have received is correct. While the tool at the link below is a “zip lookup” tool the entire address is validated with or without the zip code being provided.

<https://tools.usps.com/go/ZipLookupAction!input.action?mode=0&refresh=true>

Payline User Demo

Employee Presentations Did you know you can demonstrate how Payline works for your employees? To provide this demonstration access the Payline logon page and use User Demo User Id of “123456789” and a password of “Password1”. This is a good tool to use at new employee orientation.

Maryland State and Local Tax Reporting

Electronic Payments & Reports In Payroll Bulletin 2012-012 it was announced that beginning January 1, 2012 paper checks for withholding state and local taxes for **Maryland** will no longer be produced as DOA has developed a process that allows payroll taxes withheld for states other than Virginia to be paid electronically in much the same manner that employee/employer taxes are paid to the IRS..

At that time DOA was unaware that the process used for remitting the Maryland taxes also produces the associated reporting for the deposit. Therefore, agencies are only responsible for sending the annual return (MW508) and copies of W-2s to Maryland.

July Check Distribution

July Check Dates Under no circumstances are payroll checks with any July 2012 check date to be placed into the U.S. mail prior to June 29, 2012.

Additionally, under no circumstances are checks with a July 2012 check date to be placed into an employee’s possession prior to July 2, 2012.

DHRM’s Time Attendance and Leave (TAL) Project

TAL to Replace CIPPS Leave The Department of Human Resource Management established a project in October of 2011 to bring up a Time Attendance and Leave system that can be used by any PMIS agency. DOA encourages each agency to go the DHRM’s TAL web page (link provided below) and review the information available on the project.

<http://www.dhrm.virginia.gov/tal.html>

Quarterly Reporting with Virginia Employment Commission (VEC)

Electronic Submission of Report U057

Effective with the quarter ending June 30, 2012, CIPPS agencies should not perform any Multiple Worksite Reporting (MWR) to VEC. DOA will create an electronic file to provide VEC with all of the detailed information found on the Report U057, QUARTERLY EMPLOYEE COUNT FOR SUI PURPOSES BY FIPS.

DOA will also provide VEC with a copy of the Report U090, FIPS CODE ERROR REPORT. VEC will contact the employing agency to obtain the necessary information to correctly report those items found on the error report. (Each agency should review the Report U090 each quarter and perform maintenance in CIPPS for the employee(s) reported to provide a valid FIPS code.)

Agencies WILL continue to log on to the VEC I-File to report the quarterly tax information. Report all information requested by the application, except details of wages by employee. Continue to attach a file containing the phrase "Employee wages for the agency will be submitted to VEC through Department of Accounts."