

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 Direct Deposit Data Used for EDI

**Travel
Reimburse-
ments**

Per Chapter 3, 2012 Special Session I, Virginia Acts of Assembly (current Appropriation Act) §4-5.04 e.5. *State employees traveling on official business of state government shall be reimbursed for their travel costs using the same bank account authorized by the employee in which their net pay is direct deposited.*

For state employees whose payroll is processed in CIPPS, the Department of Accounts (DOA) has executed the necessary systemic changes in CIPPS and CARS to populate CARS with the employee's payment data (bank account and routing number) utilized in CIPPS for net pay (not fixed) direct deposit payments. DOA will begin implementing this process by rolling out groups of agencies over the next several months. CIPPS employees whose net pay is distributed via direct deposit will no longer be required to complete an EDI enrollment form. In addition, if an employee's existing banking information changes, the employee no longer needs to complete an EDI change form. The employee will use the Direct Deposit Authorization form to enroll or change banking data with the agency's payroll officer. Once completed, the new bank account data will be automatically populated into CARS for EDI transactions upon the next processed payroll.

This change will not affect employees who receive a printed check or employees whose net pay goes to the EPPICard. For this population use of the Employee EDI form to enroll or change bank information in the EDI program will continue to be required.