

# Department of Accounts

## Payroll Bulletin

Calendar Year 2014

March 26, 2014 – Revised 4/1/2014

Volume 2014-05

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

- ✓ **VRS Hybrid Plan FAQs**
  - New Hires
  - ORP-Eligible Employees
  - Purchase Prior Service (PPS)
  - Transfer Employees
  - Automated Reconciliation
  - Retirement Calculation Spreadsheet
- ✓ **Revised Payroll Operations Calendars, March - May**

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](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

**Director** Lora L. George  
Assistant Director Cathy C. McGill

---

## VRS Hybrid Plan FAQs

---

**New Hire  
FAQs**

### **Where does the Retirement Plan code in VNAV come from?**

If you are a PMIS agency, VNAV receives daily profile information regarding the employee from PMIS. This information includes the employee's social security number, date of birth, date of employment, role code and SOC code. VNAV will evaluate the job type and date of employment along with any previous VRS service history recorded. Based on those factors VNAV assigns the appropriate VRS Plan. The PMIS retirement code **DOES NOT** update the retirement plan in VNAV. Only VRS has the authority to determine and assign the proper retirement plan code.

Non-PMIS agencies manually enter profile data regarding the employee in VNAV. Agencies do not select a retirement plan in VNAV; rather, VNAV interprets the profile data regarding the employee to determine the proper VRS plan code.

### **I entered a new hire in PMIS, why doesn't VNAV have the record?**

There is a daily interface of PMIS information into VNAV. However, conflicts with key information will cause VNAV to reject the transaction and the agency will have to enter the information manually.

It is imperative that agencies review the "PMIS Cancelled Records Report" in VNAV on a regular basis. This report shows any transaction that was rejected by VNAV because of a conflict.

As stated in [Payroll Bulletin 2013\\_02](#), agencies should reconcile the creditable compensation in PMIS to the creditable compensation in VNAV when the VRS Snapshot is confirmed. This is a control to ensure that all rejected transactions have been reviewed and processed.

## VRS Hybrid Plan FAQs, continued

---

### New Hire FAQs (continued)

#### **What Retirement code should I enter on HMCU1 when there is a new hire?**

Do not enter a retirement plan code on HMCU1 for new hires. The VNAV to CIPPS interface will update the retirement plan code at the beginning of each month with the code authorized by VRS.

Only VRS has the employee's official record of prior service which includes service to localities and previous withdrawals of service. Therefore, HR and Payroll should not try to anticipate the retirement plan code. It is imperative that VNAV remain the sole source for this information.

In rare cases there may be a timing issue for a new hire that requires manual data entry of the retirement plan code. In these cases, agencies should refer to the newly added VNAV record and establish the retirement plan code on HMCU1 accordingly.

Refer to the [VRS Modernization Examples](#) for specific instructions regarding new hires.

#### **What happens if I start deducting Hybrid retirement deductions and there is no VNAV record?**

When an employee is in the Hybrid retirement plan portions of the employee and employer contributions are sent to a Defined Contributions account maintained by a Third Party Administrator (TPA). According to IRS regulations the TPA cannot hold funds for unidentified employees for more than 5 days. If you attempt to send Defined Contribution amounts (deductions 015, 016, 105 and 106) to the TPA and there is no VNAV record for the employee the funds will be returned.

Please avoid the special processing involved when employees are prematurely or incorrectly placed in the Hybrid plan. Do not establish the Hybrid plan code in CIPPS until the employee's eligibility for that plan has been confirmed through VNAV.

#### **How can I be sure that I set up a new hire correctly with all the new rules?**

Use the [VRS Modernization Examples](#). Select the appropriate new hire situation to receive specific instructions on how to establish the retirement deductions for a new hire.

#### **VNAV does not have a record, should I use the Member Plan Inquiry feature in myVRS to determine the employee's retirement plan?**

The results from the Member Plan Inquiry are not official. The employee's record must be added to VNAV to get the official retirement plan information.

---

*Continued on the next page*

## VRS Hybrid Plan FAQs, continued

---

### ORP-Eligible Employee FAQs **I have a new hire that is ORPHE-eligible (Higher Education). When do I start collecting the retirement funds through CIPPS?**

New hires are entered in VNAV daily by either the PMIS to VNAV interface or manual keying. VNAV will detect that a position is ORPHE-eligible according to the job type. (The PMIS to VNAV interface feeds the role and SOC codes to VNAV which are translated into a job type in VNAV.)

If VNAV detects that the employee's position is ORPHE-eligible, it will place the employee in "pending" status in VNAV. ORPHE-eligible employees have 60 days to make a retirement plan election. During the 60-day election period, no retirement plan should be keyed in CIPPS as stated in [VRS Modernization Working Example V1A](#).

The employee completes VRS Form 65-C to indicate whether they have chosen to participate in an ORP plan or a VRS plan. VRS Form 65-C has recently been updated to include the employee's election into either plan. The agency should fax the completed form immediately to Employer Services at VRS so that VNAV can be updated with the employee's plan election.

Once the VRS Form 65-C has been faxed to VRS, the retirement plan code can be entered on screen HMCU1 in CIPPS and deductions can begin. Use the [VRS Modernization Working Examples V2A and V3A](#) to help you determine the steps necessary to retroactively collect deductions. **DO NOT withhold deductions until VRS Form 65-C is faxed to VRS with the employee's plan election.**

If the employee selects a VRS plan wait for VRS to enter the Form 65-C so that the proper VRS plan code can be entered in CIPPS. If an employee is placed in the Hybrid plan incorrectly it causes issues with the Defined Contributions amounts sent to the TPA and funds must be reversed or refunded immediately.

If the employee does not complete VRS Form 65-C during the 60-day election period, they are automatically enrolled into the appropriate VRS plan according to their service history with VRS. Screen HMCU1 should be updated with the retirement plan code after the 60-day election period has passed as shown in [VRS Modernization Working Example V4A](#).

---

*Continued on the next page*

---

## VRS Hybrid Plan FAQs, continued

---

ORP-Eligible  
Employee  
FAQs  
(continued)

### **When will an ORPHE-eligible (Higher Education) employee be reported on my VRS Automated Reconciliation?**

An ORPHE-eligible (Higher Education) employee will be included in the VRS Snapshot as soon as VRS enters Form 65-C or the 60-day election period is complete; whichever comes sooner.

If the employee chooses the VRS plan, all of their retirement deductions are included in the VRS Automated Reconciliation. If they choose an ORPHE plan, only Group Life (120) and Retiree Credit (115) deductions will be included in the VRS Automated Reconciliation.

### **I have a new hire that is ORPPA-eligible (Political Appointee). When do I start collecting the retirement funds through CIPPS?**

New hires are entered in VNAV daily by either the PMIS to VNAV interface or manual keying. VNAV will NOT necessarily detect that a position is ORPPA eligible according to the job type. Agencies should submit VRS Form 65-B to VRS to establish that a position is ORPPA-eligible.

Once VRS receives Form 65-B and validates that the position is ORPPA-eligible, they will send a packet to the employee explaining all of their retirement plan options. Included in that packet is a VRS Form 65 that the employee must complete within a 30-day election period. During this part of the process no retirement plan code should be entered in CIPPS as shown in [VRS Modernization Working Example V1B](#).

The completed VRS Form 65 that was included in the enrollment packet should be faxed immediately to VRS so that VNAV can be updated with the employee's election. **DO NOT withhold deductions until VRS Form 65 has been faxed to VRS with the employee's election.**

If the employee selects a VRS plan, be sure to wait for VRS to enter the Form 65 so that the proper VRS plan code can be entered in CIPPS. If an employee is incorrectly placed in the Hybrid plan it causes issues with the Defined Contributions amounts sent to the TPA and funds must be reversed or refunded immediately.

Deductions can begin in CIPPS once the VRS Form 65 has been faxed to VRS. Follow [VRS Modernization Working Examples V2B and V3B](#) for specific instructions on how to retroactively collect retirement deductions for these employees.

If the employee does not complete VRS Form 65 within the 30-day election period, VRS will automatically enroll the employee in the appropriate VRS plan according to their service history with VRS. Establish the appropriate retirement plan code on HMCU1 in CIPPS for the employee after the 30 days has passed. (Check VNAV to identify the correct plan based on the employee profile.). Follow [VRS Modernization Working Example V4B](#) for more specific instructions.

---

*Continued on the next page*

---

**VRS Hybrid Plan FAQs, continued**

---

**Purchase  
Prior Service  
(PPS/  
Buyback)  
Deduction  
FAQs****When should I establish a new Purchase of Prior Service (Buyback) deduction in CIPPS?**

Do not establish new Purchase of Prior Service (PPS/Buyback) deductions in CIPPS using the old paper enrollment forms. Each agency should have someone established in VNAV in the “PPS Coordinator” role. New Purchase of Prior Service (Buyback) contracts are not valid unless they are properly established in VNAV by the PPS Coordinator. If a PPS deduction is established in CIPPS and it has not been properly entered in VNAV the funds collected will be credited back to the agency on the next VRS Automated Reconciliation. The employee will not receive any credit for the purchase of service until the contract has been properly established in VNAV.

New Purchase of Prior Service deductions will be established in CIPPS via the VNAV to CIPPS interface. Agencies should only establish these deductions manually if the item was rejected on the Report U184 or if timing does not permit the agency to wait until the next monthly interface.

**Note:** An 8XX transaction to collect retroactive amounts due is generated by the VNAV to CIPPS interface when a PPS contract is entered in VNAV with retroactive dates. If PPS deductions have been taken prior to the VNAV update these 8XX transactions should be deleted from CIPPS (assuming the deductions were not previously refunded to the employee.)

**Why are PPS (Buyback) deductions established with flat dollar amounts rather than percentages?**

Employees no longer have to purchase full months of service at a time. In addition, the employee’s plan type regulates the percentage rate at which service is purchased. Therefore, it is impossible to use a standard percentage as in previous years.

Because a flat dollar amount is being used, the VNAV/CIPPS interface will send an updated amount for existing PPS contracts when the employee receives a salary change in the appropriate month for the change.

When a retroactive salary change is processed in VNAV, a subsequent HUD01 - 8XX transaction will also be sent through the VNAV/CIPPS interface to collect any retroactive monies due as a result of the salary change. This transaction will be listed on the U186 Report and can be found in Batch 0 on your CIPPS transaction reports.

---

*Continued on the next page*

**VRS Hybrid Plan FAQs, continued**

**Purchase  
Prior Service  
(PPS/  
Buyback)  
Deduction  
FAQs**  
(continued)

**How should a sick leave payout used to purchase retirement service credit be processed?**

Sick leave payouts are taxable wages and must be reported on the employee’s W-2 regardless of whether or not they are used to purchase additional service credit. According to IRS regulations leave payouts are subject to the supplemental tax rate unless they are accompanied by regular pay. The total supplemental tax rate (FICA, Federal and Virginia State) for a leave payout is currently 38.4%. Employees may purchase service credit in whole month increments up to the maximum gross value of the sick leave payout; however, they will have to reimburse the agency for the difference between the net leave payout and the cost of the purchased service.

The first step in determining how many service credit months may be purchased is to use the “Estimate the Cost of Purchasing Prior Service Credit” online calculator available on the VRS website to determine the approximate cost to purchase additional service from the sick leave conversion. It is important to note that the estimated cost is based on actuarial tables taking into account the employee’s age, retirement date, years and months of service at retirement and current annual salary or average final compensation. Accurate information must be entered to ensure the estimated cost is approximately the same as the actual cost. The amount will differ from employee to employee and maybe even month to month. The maximum number of months that may be purchased is dependent upon the gross sick leave payout amount. Employees who do not wish to pay additional out-of-pocket amounts should base their decision on the net amount of the leave payout after taxes.

**For example**, the online calculator estimated the following purchase cost for an employee:

Gross Sick Leave Payout		\$5,000
Net Sick Leave Payout		\$3,080
<b>Month(s)</b>	<b>Purchase Cost</b>	<b>Balance Due to or (From) Employee</b>
1	\$1,186.23	\$ 1,893.77
2	\$2,372.46	\$ 707.54
3	\$3,558.68	\$ (478.68)
4	\$4,744.91	\$(1,664.91)

The employee is eligible for the maximum sick leave payout of \$5,000 but only \$3,080 is left after the applicable taxes have been withheld. (38.4% of \$5,000 is \$1,920 in taxes due.) This employee can choose to purchase one or two months of service with no additional money owed to the agency and still receive cash from the sick leave payout. Or the employee can choose to purchase three or four months of service and give the agency a check for the additional amount owed. The maximum number of months that this employee can purchase is four.

---

*Continued on the next page*

---

**VRS Hybrid Plan FAQs, continued**

---

**Purchase  
Prior Service  
(PPS/  
Buyback)  
Deduction  
FAQs  
(continued)**

**There is a spreadsheet on DOA's website that may be used to calculate the amount of net pay due for a sick leave payout:**

[http://www.doa.virginia.gov/Payroll/Forms/Payroll\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm)

Once the employee has decided how many months of service they wish to purchase, HR enters the number of months in VNAV. This action adds the actual purchase cost to the agency Snapshot for that month. The VRS Automated Reconciliation will bill the agency under the Buyback deduction amount on Report U172. This amount may differ somewhat from the estimated cost since it is based on the employee's actual VNAV record. Verify that the final cost does not exceed the maximum gross sick leave payout. HR should provide Payroll with a screen print showing the calculated cost when the number of months is added to VNAV so the proper amount may be deducted from the payout.

The Payroll Office should collect the amount due from the sick leave payout using deduction 018 (Post Tax Buyback). If the amount of the bill is collected in the same month that VNAV was updated, there will be no exception on the VRS Automated Reconciliation unless the employee owes the agency for the difference between the net amount of the sick leave payout and the cost of purchased service. The employee **MUST** refund the agency for the difference if they purchased the maximum number of months using the full gross amount of the payout; otherwise, the agency is paying for part of the employee's purchase. (This should be the amount of the automated IAT created on the VRS Automated Reconciliation.)

**How are Disability Credits used to purchase retirement service credit?**

The conversion of Disability Credits to service credit is much simpler and involves no money. The number of credits is entered in VNAV and the converted months are added to the employee's record.

---

**Transfer  
Employee  
FAQs**

**Will transfer employees come through the new VNAV to CIPPS interface?**

Yes. If an employee transfers to a new CIPPS agency a transaction will come through the new VNAV to CIPPS interface to establish the retirement plan code in CIPPS. The update will occur at the beginning of the month in which deductions should begin with the new agency provided the record was updated correctly and timely in VNAV.

**Will supplemental Deferred Compensation deductions be established automatically for the new agency via the monthly Deferred Compensation interface?**

No. When the employee transfers from one CIPPS employer to another in VNAV, a letter will automatically be sent to the employee with instructions on how to access the TPA's website to request that deductions resume at the new agency. Once the employee re-enrolls through the website, the Deferred Compensation interface will update CIPPS accordingly.

---

*Continued on the next page*

## VRS Hybrid Plan FAQs, continued

---

### Automated Reconciliation FAQs

#### **Why are Plan 1 employees, who were moved into Plan 2 because they were not vested as of 12/31/2013, still showing on the U170 with an Error Code 3?**

When VRS moved these employees into Plan 2, they classified them as Plan 1 – Non Vested Employees (even though they are truly Plan 2 employees). Subsequently, they are sending a code of “VS” to CIPPS instead of “VN”. VRS is aware of the situation and is looking into system changes that will prevent the item from showing as an exception.

#### **PMIS and/or CIPPS has a different retirement plan code than VNAV, which one is correct?**

VNAV is the official source for the retirement plan code. Contact VRS Employer Services if you do not agree with the retirement plan code in VNAV. They will explain how the employee qualifies for that particular plan. Remember, only VRS has the employee’s complete service history which includes service to localities and withdrawals of service.

#### **PMIS and/or CIPPS has a different VSDP Participant Indicator than VNAV; how do I resolve this?**

The employee’s VSDP status was recorded in VNAV if VRS received a paper Opt-Out form for the employee. If VRS never received or recorded the form, the employee will show in VNAV as a VSDP participant. If the agency has the employee’s Opt-Out form, immediately forward it to Employer Services at VRS so that it can be recorded in VNAV.

Subsequently, if an employee was a non-VSDP participant and was rehired after a break in service VRS may not be aware that the employee is no longer a non-VSDP participant.

Agencies should make every effort to resolve Participant Indicator errors with VRS Employer Services as soon as possible to avoid the risk of the employee receiving VSDP benefits they are not eligible for or vice versa.

#### **Are ORP employees included in the VRS Automated Reconciliation?**

Yes, but only Group Life Insurance (deduction 120) and Retiree Credit (deduction 115) are included. Fidelity (deductions 009 and 109), TIAACREF (deductions 014 and 114) and ORPPA (deductions 011 and 111) are not included on the VRS Automated Reconciliation.

---

*Continued on the next page*



---

## VRS Hybrid Plan FAQs, continued

---

**Automated  
Reconciliation  
FAQs**  
(continued)

### **Are LWOP employees included in the VRS Automated Reconciliation?**

If the employee was on LWOP status on the first working day of the month, VRS will only bill for the employee's Group Life deduction (120) during that month.

### **Are all of the Hybrid Plan deductions included in the VRS Automated Reconciliation?**

No. Defined Contribution retirement deductions (deduction 015, 016, 105 and 106) are not included in the VRS Automated Reconciliation. These dollar amounts are reconciled by the TPA administer for the Defined Contribution plan. However, the VRS-managed Defined Benefit retirement deductions are included for Hybrid employees on the Reconciliation.

Hybrid Plan employees with differences reported on the VRS Automated Reconciliation more than likely also need adjustments in the Defined Contribution deductions as well. Likewise, if adjustments are made to correct the VRS-managed retirement deductions and the employee is in the Hybrid Plan, check to see if adjustments are also needed for the Defined Contribution deductions.

It is usually best to override SP 099 CONTBASE when catching up on missed contributions as this will systematically include all appropriate retirement-related deductions.

### **Human Resources established a new hire in PMIS, but the agency is not being billed for the employee in VNAV?**

As stated in [Payroll Bulletin 2013\\_02](#), agencies should reconcile the creditable compensation in PMIS to the creditable compensation amount in VNAV each month before they confirm the Snapshot in VNAV. Creditable compensation for the Hybrid plan is shown as a separate line item. Agencies can determine the creditable compensation in PMIS by creating a HuRMan download of annual salaries and dividing that by the number of employee months in PMIS. This amount can be compared to the combined total regular and Hybrid creditable compensation amounts in VNAV.

PMIS should be reconciled to VNAV in this manner on a regular basis to ensure that all employee records are reflected.

---

*Continued on the next page*

## VRS Hybrid Plan FAQs, continued

---

### Automated Reconciliation FAQs (continued)

#### **How are Highly Compensated Employees (HCAs) billed on the VRS Automated Reconciliation?**

A Highly Compensated Employee is someone who has an annual income that will cause the 401(a) retirement plan maximums to be exceeded within the VRS Plan Year (Fiscal Year).

VNAV records the monthly service for HCAs as the maximum annual amount divided by 12. However, the full amount due each pay period should be deducted in CIPPS. Deductions should cease once the 401(a) maximum for the plan year is reached.

This will cause a valid exception on the reconciliation for HCA employees.

#### **What risks are involved for agencies who fail to reconcile and clear exceptions from the VRS Automated Reconciliation reports?**

Potential risks for agencies who fail to clear VRS Automated Reconciliation errors include, but are not limited to:

- Inaccurate retirement records for employees - Funds for employees listed on the U173, CIPPS Activity for Employees Not on VRS Monthly Snapshot File, are credited back to the agency. This indicates that VNAV does not have an active record for that employee and no service credit is being given to the employee. VNAV should be reviewed to ensure that an active record is established for the employee. Once the employee record is established in VNAV, a retroactive charge will come through on the next available Snapshot. Provided that no other action has been taken, previous credits that the agency received for that employee will be offset by the retroactive charge once the employee's record has been resolved.
- Missed employee contributions - Retirement Plan Code Error #3 on the Report U170, Employer Retirement and VSDP/(LTD) report, may indicate that the agency is inappropriately paying the employee's member-portion. In addition, discrepancies between Hybrid and traditional retirement plan codes may result in missed employee contributions to the Defined Contribution portion of the plan possibly resulting in a QNEC where the agency will then be responsible for paying 50% of the missed employee contributions plus lost interest.
- Inaccurate employee eligibility for VSDP benefits - VSDP/(LTD) Deduction Code Error #4 on the Report U170 means that VRS and the agency do not agree on whether or not the employee opted out of the VSDP program. If this occurs the employee may receive VSDP STD/LTD benefits that they are not eligible for or vice versa.

---

*Continued on the next page*

## VRS Hybrid Plan FAQs, continued

---

### Automated Reconciliation FAQs (continued)

- Improper payment of employee contributions - Differences in Employee (Member) Contributions on the Report U172, Employee Contributions, result in a charge/credit to the agency's default coding. If not corrected, the agency may be paying for the mandatory member-portion of retirement which is not permitted. If the employee fails to pay the mandatory member contributions for the plan VNAV must be updated to note the loss of service. Both employer and employee retirement contributions will be refunded to the agency when VNAV is updated and any partial month payments collected from the employee should be returned to them through CIPPS.
- Inaccurate taxable wage reporting - Errors noted on Report U172, Employee Contributions, may have an impact on the employee's W-2 FIT and SIT Taxable amounts. The employee's record may need to be manually updated if the correction cannot be processed through CIPPS.
- Inaccurate retirement records for employees - Purchase of Prior Service (Buyback) deduction amounts returned to the agency on Report U172, Employee Contributions, mean that the PPS (Buyback) Contract was not properly established in VNAV. If this is the case, the employee's purchase of prior service is not being recorded in VNAV despite the employee's payments through CIPPS. Payroll should never establish a PPS (Buyback) deduction without documentation that the contract has been established in VNAV.
- Improper payment of employee contributions - Charges for PPS (Buyback) deductions that were under-collected in CIPPS mean that the agency has been charged for service purchased on behalf of the employee. Again, employee payments must come from the employee's pay. Be sure to review any purchase of service made from sick leave and disability payouts. As mentioned in a previous section, the employee can purchase service using the total gross payment; however, they must reimburse the agency for the difference between the net pay and cost of purchased service. The amount of the reimbursement due will show as a charge on the Report U172.

Agencies are encouraged to maintain a spreadsheet that tracks the Automated Reconciliation IAT charges from month to month. Failure to do so may result in overpayments to the employee or incorrect payments made by the agency. A sample spreadsheet is available on our website at:

[http://www.doa.virginia.gov/Payroll/Forms/Payroll\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm)

---

### Retirement Calculations Spreadsheet

The Retirement Calculations Spreadsheet has been updated for the new HB and HJ codes and is available on our website at:

[http://www.doa.virginia.gov/Payroll/Forms/Payroll\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm)

**March 2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM - CIPPS files open - no edits or payruns
2 9AM - CIPPS files open - no edits or payruns	3 TPA Upload VNAV/CIPPS Interface	4 Deferred Comp Transaction Upload	5	6	7	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10 Semi-monthly salaried certification Period #1 (02/25-03/09)	11	12	13 Leave keying deadline (02/25-03/09)	14 Payday for semi-monthly salaried employees	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17	18 TPA Upload	19	20	21	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24	25 Semi-monthly salaried certification Period #2 (03/10-03/24)	26	27	28 Leave keying deadline (03/10-03/24)	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns	31 Payday for semi-monthly salaried employees  February Healthcare Cert Due					

**April 2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 VNAV/CIPPS Interface	3 TPA Upload Deferred Comp Transaction Upload	4	5 9AM - CIPPS files open - no edits or payruns
6 9AM - CIPPS files open - no edits or payruns	7 <b>1<sup>st</sup> QTR Cert Due</b>	8	9	10 Semi-monthly salaried certification Period #1 (03/25-04/09)	11	12 9AM - CIPPS files open - no edits or payruns
13 9AM - CIPPS files open - no edits or payruns	14	15 Leave keying deadline (03/25- 04/09)	16 Payday for semi-monthly salaried employees	17	18 TPA Upload	19 9AM - CIPPS files open - no edits or payruns
20 9AM - CIPPS files open - no edits or payruns	21	22	23	24	25 Semi- monthly salaried certification Period #2 (04/10- 04/24)	26 9AM - CIPPS files open - no edits or payruns
27 9AM - CIPPS files open - no edits or payruns	28	29	30 Leave keying deadline (04/10-04/24)  March Healthcare Cert Due			

## May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semi-monthly salaried employees	2 VNAV/CIPPS Interface	3 9AM - CIPPS files open - no edits or payruns
4 9AM - CIPPS files open - no edits or payruns	5 TPA Upload Deferred Comp Transaction Upload	6	7	8	9	10 9AM - CIPPS files open - no edits or payruns
11 9AM - CIPPS files open - no edits or payruns	12 Semi-monthly salaried certification Period #1 (04/25-05/09)	13	14	15 Leave keying deadline (04/25-05/09)	16 Payday for semi-monthly salaried employees  TPA Upload	17 9AM - CIPPS files open - no edits or payruns
18 9AM - CIPPS files open - no edits or payruns	19	20	21	22	23 Semi-monthly salaried certification Period #2 (05/10-05/24)	24 9AM - CIPPS files open - no edits or payruns
25 9AM - CIPPS files open - no edits or payruns	26 <b>State Holiday: Memorial Day</b>  9AM - CIPPS files open - no edits or payruns	27	28	29 Leave keying deadline (05/10-05/24)	30 Payday for semi-monthly salaried employees  April Healthcare Cert Due	31 9AM - CIPPS files open - no edits or payruns