



**PAYROLL PROCESSING - FISCAL YEAR-END, continued**

**FY 15 VRS Retirement Rates**

Contribution rates for VRS-administered programs are found below. The rates presented are in the Appropriations Act, but have not yet been approved. Notice will be provided should the final rates differ. The maximum annual compensation for retirement contributions for Plan Year 2015 (pay periods 6/25/2014 – 06/24/2015) is \$260,000 for participants with membership dates on or after April 9, 1996. The maximum is \$385,000 for employees who became plan members before April 9, 1996.

	<b>116 – 1111</b>	<b>127 - 1165</b>	<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
<b>Retirement - Plan 1</b>				
State Employees – Elected Officials	12.33%	5.00%*	17.33%	17.33%
State Employees – All Others	12.33%	N/A	17.33%	12.33%
State Police (SPORS)	25.82%	N/A	30.82%	25.82%
Judicial	51.66%	5.00%*	56.66%	56.66%
VaLORS	17.67%	N/A	22.67%	17.67%
<b>Retirement - Plan 2</b>				
State Employees	12.33%	N/A	17.33%	12.33%
State Police (SPORS)	25.82%	N/A	30.82%	25.82%
Judicial	51.66%	N/A	56.66%	51.66%
VaLORS	17.67%	N/A	22.67%	17.67%
<b>Hybrid</b>				
State Employees	8.83% - 11.33%	1.0%	.5% - 2.5%	12.33%
Judicial	48.16% - 50.66%	1.0%	.5% - 2.5%	51.66%
<b>Group Life Insurance</b>				
	<b>120 - 1114</b>		<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
	1.19%		1.19%	1.19%
<b>Retiree Health Insurance Credit</b>				
	<b>115 - 1116</b>			
	1.05%		1.05%	1.05%
<b>VSDP</b>				
	<b>136/144 - 1117</b>			
	0.66%		0.66%	0.66%

\* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees pay the member portion.

**Optional Retirement Rates**

The rates for ORPs will not change for FY 15. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

The maximum annual compensation for retirement contributions for Plan Year 2015 (checks dated 7/1/2014 – 6/30/2015) is \$260,000 for participants with membership dates on or after April 9, 1996. The maximum is \$385,000 for employees who became plan members before April 9, 1996.

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**PAYROLL PROCESSING - FISCAL YEAR-END**, continued**“P” and “N”  
Vouchers**

Agencies are not required to use the “P” or “N” on payroll vouchers processed through CIPPS. CIPPS payrolls post to CARS as a batch type 9, which does not require the “P/N” voucher process.

**Optional  
Group Life  
Premium  
Update**

Effective July 1, 2014 (July 16, 2014 payday) the Optional Group Life rates for the age brackets shown below will be reduced. The rates will continue to be based on the salary of the member and the age of the member or spouse as of January 1, 2014. Rates for coverage of dependent children remain unchanged.

Age 30 – 34 Reduced \$0.01 from \$0.06 to \$0.05, per month, per \$1,000 of coverage

Age 35 – 39 Reduced \$0.01 from \$0.07 to \$0.06, per month, per \$1,000 of coverage

Age 55 – 59 Reduced \$0.01 from \$0.34 to \$0.33, per month, per \$1,000 of coverage

Age 60 – 64 Reduced \$0.01 from \$0.66 to \$0.65, per month, per \$1,000 of coverage

Age 65 – 69 Reduced \$0.12 from \$1.27 to \$1.15, per month, per \$1,000 of coverage

Reports documenting the coverage and premium amounts will be distributed around the middle of June. The file to change the Deduction 035 amounts will be loaded on June 30. Be sure to review the Report U024, OPTIONAL GROUP LIFE PREMIUM LISTING, and Report U025, OPTIONAL GROUP LIFE ERROR REPORT, in sufficient time to identify and make any necessary adjustments prior to certification.

Questions regarding coverage or premiums should be directed to Joe Chang at Minnesota Life at:

Joe Chang, Richmond Branch Office  
joseph.chang@minnesotalife.com  
Phone: 1-800-441-2258, ext. 101  
Fax: 804-644-2460

**CIPPS Security**

If you make changes to the individuals authorized to approve payroll expenditures on the Authorized Signatories Form (DA-04-121), be sure that you also complete the CIPPS Security Authorization form to add or remove that person’s access to CIPPS. Also keep in mind that updates to Payline/PAT Masking and CIPPS FINDS access may be necessary.

**Deferred Comp  
and Annuity  
Cash Match**

The maximum amount of Supplemental Plan cash match that may be made for eligible employees continues to be \$20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.67
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

Note: Hybrid employees contributing less than 4% voluntary contribution to the hybrid plan are not eligible for this supplemental cash match.

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**PAYROLL PROCESSING - FISCAL YEAR-END**, continued**Flexible Benefits**

Mass transactions to deactivate the flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 30.

**DOA will then establish the new deduction amounts for Plan Year 2015 and administrative fees from data provided through BES.** No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, BES/CIPPS TRANSACTION ERROR LISTING. Please review all transactions for accuracy.

**Flexible Benefit Admin Fee**

The flexible spending account administrative fee (Deduction 023) will be \$3.65 per month effective July 1, 2014 (July 16 check date). This is an employee-paid, pre-tax fee withheld the first pay period of each month. The annual fee of \$43.80 is pro-rated based on the employee's number of pays (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$3.65	\$3.99	\$4.38	\$4.87
YTD Amount (Goal)	\$43.80	\$43.80	\$43.80	\$43.80

The deduction goal will be set to decrement (a value of "1" in the eighth position in the utility field) with a deduction end date of 06/30/2015.

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**PAYROLL PROCESSING - FISCAL YEAR-END**, continued**Healthcare  
Premium  
Schedules**

On July 1, 2014, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2014 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages. These rates do not include the premium reward and are subject to final state budget approval.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code
COVA Care Basic (Includes basic dental)	42	92	93002
COVA Care Expanded Dental	44	94	93002
COVA Care Out-of-Network	43	93	93002
COVA Care Out-of-Network and Expanded Dental	45	95	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	93002
COVA Care Vision, Hearing and Expanded Dental	46	96	93002
COVA HDHP (High Deductible Health Plan)	50	90	93005
COVA HDHP ED (High Deductible Health Plan Expanded Dental)	105	155	93005
COVA Health Aware Basic	101	151	93033
COVA HealthAware and Expanded Dental	103	153	93033
COVA HealthAware, Expanded Dental and Vision	102	152	93033
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	93003
TRICARE	110	160	93038

Healthcare premium changes will occur July 1, 2014, with the BES to CIPPS automated update. If you have any questions about the schedules, contact Denise Halderman, via e-mail at [denise.halderman@doa.virginia.gov](mailto:denise.halderman@doa.virginia.gov) or (804) 371-8912.

**LWOP and  
Health  
Insurance**

Effective December 1, 2012, codes used on HMCU1 to indicate employees in a LWOP status were discontinued in CIPPS. Previously these codes established the employee-paid deduction for health insurance premiums at a rate of zero (\$0) and the employer-paid deduction at the full premium amount. In lieu of LWOP health care codes the automated reconciliation between BES and CIPPS will ensure that the Health Insurance Fund (HIF) receives all the funds due. The automated recon provides a clear audit trail for audit/fiscal staff to identify employees whose entire health insurance premium is paid by the agency due to LWOP or insufficient pay situations. It is the agency's responsibility to collect the funds from the identified employee in accordance with DHRM's guidelines.

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**COVA Care Basic (BES – ACC0)****Provider Code: 42/92****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$37.50	\$264.50	\$302.00		\$75.00	\$529.00	\$604.00
D - Employee Plus One	\$85.50	\$474.00	\$559.50		\$171.00	\$948.00	\$1,119.00
F - Family	\$115.00	\$695.00	\$810.00		\$230.00	\$1,390.00	\$1,620.00
O - Employee Only - Part Time	\$302.00	\$0.00	\$302.00		\$604.00	\$0.00	\$604.00
T - Employee Plus One - Part Time	\$559.50	\$0.00	\$559.50		\$1,119.00	\$0.00	\$1,119.00
M - Family - Part Time	\$810.00	\$0.00	\$810.00		\$1,620.00	\$0.00	\$1,620.00

**COVA Care OON (BES – ACC1)****Provider Code: 43/93****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$44.50	\$264.50	\$309.00		\$89.00	\$529.00	\$618.00
D - Employee Plus One	\$95.00	\$474.00	\$569.00		\$190.00	\$948.00	\$1,138.00
F – Family	\$128.00	\$695.00	\$823.00		\$256.00	\$1,390.00	\$1,646.00
O - Employee Only - Part Time	\$309.00	\$0.00	\$309.00		\$618.00	\$0.00	\$618.00
T - Employee Plus One - Part Time	\$569.00	\$0.00	\$569.00		\$1,138.00	\$0.00	\$1,138.00
M - Family - Part Time	\$823.00	\$0.00	\$823.00		\$1,646.00	\$0.00	\$1,646.00

**COVA Care ED (BES – ACC2)****Provider Code: 44/94****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$50.00	\$264.50	\$314.50		\$100.00	\$529.00	\$629.00
D - Employee Plus One	\$109.50	\$474.00	\$583.50		\$219.00	\$948.00	\$1,167.00
F – Family	\$151.50	\$695.00	\$846.50		\$303.00	\$1,390.00	\$1,693.00
O - Employee Only - Part Time	\$314.50	\$0.00	\$314.50		\$629.00	\$0.00	\$629.00
T - Employee Plus One - Part Time	\$583.50	\$0.00	\$583.50		\$1,167.00	\$0.00	\$1,167.00
M - Family - Part Time	\$846.50	\$0.00	\$846.50		\$1,693.00	\$0.00	\$1,693.00

**COVA Care OON/ED (BES – ACC3)****Provider Code: 45/95****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$57.00	\$264.50	\$321.50		\$114.00	\$529.00	\$643.00
D - Employee Plus One	\$119.00	\$474.00	\$593.00		\$238.00	\$948.00	\$1,186.00
F - Family	\$164.50	\$695.00	\$859.50		\$329.00	\$1,390.00	\$1,719.00
O - Employee Only - Part Time	\$321.50	\$0.00	\$321.50		\$643.00	\$0.00	\$643.00
T - Employee Plus One - Part Time	\$593.00	\$0.00	\$593.00		\$1,186.00	\$0.00	\$1,186.00
M - Family - Part Time	\$859.50	\$0.00	\$859.50		\$1,719.00	\$0.00	\$1,719.00

**COVA Care V/H/ED (BES – ACC4)****Provider Code: 46/96****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$57.50	\$264.50	\$322.00		\$115.00	\$529.00	\$644.00
D - Employee Plus One	\$122.00	\$474.00	\$596.00		\$244.00	\$948.00	\$1,192.00
F - Family	\$168.50	\$695.00	\$863.50		\$337.00	\$1,390.00	\$1,727.00
O - Employee Only - Part Time	\$322.00	\$0.00	\$322.00		\$644.00	\$0.00	\$644.00
T - Employee Plus One - Part Time	\$596.00	\$0.00	\$596.00		\$1,192.00	\$0.00	\$1,192.00
M - Family - Part Time	\$863.50	\$0.00	\$863.50		\$1,727.00	\$0.00	\$1,727.00

**COVA Care FULL (BES – ACC5)****Provider Code: 47/97****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$64.50	\$264.50	\$329.00		\$129.00	\$529.00	\$658.00
D - Employee Plus One	\$131.50	\$474.00	\$605.50		\$263.00	\$948.00	\$1,211.00
F - Family	\$181.50	\$695.00	\$876.50		\$363.00	\$1,390.00	\$1,753.00
O - Employee Only - Part Time	\$329.00	\$0.00	\$329.00		\$658.00	\$0.00	\$658.00
T - Employee Plus One - Part Time	\$605.50	\$0.00	\$605.50		\$1,211.00	\$0.00	\$1,211.00
M - Family - Part Time	\$876.50	\$0.00	\$876.50		\$1,753.00	\$0.00	\$1,753.00

**COVA HealthAware Basic (BES – CHA)****Provider Code: 101/151****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$13.00	\$264.50	\$277.50		\$26.00	\$529.00	\$555.00
D - Employee Plus One	\$40.50	\$474.00	\$514.50		\$81.00	\$948.00	\$1,029.00
F - Family	\$48.00	\$695.00	\$743.00		\$96.00	\$1,390.00	\$1,486.00
O - Employee Only - Part Time	\$277.50	\$0.00	\$277.50		\$555.00	\$0.00	\$555.00
T - Employee Plus One - Part Time	\$514.50	\$0.00	\$514.50		\$1,029.00	\$0.00	\$1,029.00
M - Family - Part Time	\$743.00	\$0.00	\$743.00		\$1,486.00	\$0.00	\$1,486.00

**COVA HealthAware + ED & Vision (BES – CHA1)****Provider Code: 102/152****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$29.50	\$264.50	\$294.00		\$59.00	\$529.00	\$588.00
D - Employee Plus One	\$71.50	\$474.00	\$545.50		\$143.00	\$948.00	\$1,091.00
F – Family	\$94.00	\$695.00	\$789.00		\$188.00	\$1,390.00	\$1,578.00
O - Employee Only - Part Time	\$294.00	\$0.00	\$294.00		\$588.00	\$0.00	\$588.00
T - Employee Plus One - Part Time	\$545.50	\$0.00	\$545.50		\$1,091.00	\$0.00	\$1,091.00
M - Family - Part Time	\$789.00	\$0.00	\$789.00		\$1,578.00	\$0.00	\$1,578.00

**COVA HealthAware + ED (BES – CHA2)****Provider Code: 103/153****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$25.50	\$264.50	\$290.00		\$51.00	\$529.00	\$580.00
D - Employee Plus One	\$64.50	\$474.00	\$538.50		\$129.00	\$948.00	\$1,077.00
F – Family	\$84.50	\$695.00	\$779.50		\$169.00	\$1,390.00	\$1,559.00
O - Employee Only - Part Time	\$290.00	\$0.00	\$290.00		\$580.00	\$0.00	\$580.00
T - Employee Plus One - Part Time	\$538.50	\$0.00	\$538.50		\$1,077.00	\$0.00	\$1,077.00
M - Family - Part Time	\$779.50	\$0.00	\$779.50		\$1,559.00	\$0.00	\$1,559.00

**COVA HIGH DEDUCTIBLE HEALTH PLAN (BES – CHD)****Provider Code: 50/90****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$0.00	\$228.00	\$228.00		\$0.00	\$456.00	\$456.00
D - Employee Plus One	\$0.00	\$423.50	\$423.50		\$0.00	\$847.00	\$847.00
F - Family	\$0.00	\$618.50	\$618.50		\$0.00	\$1,237.00	\$1,237.00
O - Employee Only - Part Time	\$228.00	\$0.00	\$228.00		\$456.00	\$0.00	\$456.00
T - Employee Plus One - Part Time	\$423.50	\$0.00	\$423.50		\$847.00	\$0.00	\$847.00
M - Family - Part Time	\$618.50	\$0.00	\$618.50		\$1,237.00	\$0.00	\$1,237.00

**COVA HIGH DEDUCTIBLE HEALTH PLAN ED (BES – CHD1)****Provider Code: 105/155****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$12.50	\$228.00	\$240.50		\$25.00	\$456.00	\$481.00
D - Employee Plus One	\$24.00	\$423.50	\$447.50		\$48.00	\$847.00	\$895.00
F - Family	\$36.50	\$618.50	\$655.00		\$73.00	\$1,237.00	\$1,310.00
O - Employee Only - Part Time	\$240.50	\$0.00	\$240.50		\$481.00	\$0.00	\$481.00
T - Employee Plus One - Part Time	\$447.50	\$0.00	\$447.50		\$895.00	\$0.00	\$895.00
M - Family - Part Time	\$655.00	\$0.00	\$655.00		\$1,310.00	\$0.00	\$1,310.00

**KAISER PERMANENTE HMO (BES – KP)****Provider Code: 06/56****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$29.00	\$245.50	\$274.50		\$58.00	\$491.00	\$549.00
D - Employee Plus One	\$68.50	\$436.50	\$505.00		\$137.00	\$873.00	\$1,010.00
F - Family	\$98.00	\$638.00	\$736.00		\$196.00	\$1,276.00	\$1,472.00
O - Employee Only - Part Time	\$274.50	\$0.00	\$274.50		\$549.00	\$0.00	\$549.00
T - Employee Plus One - Part Time	\$505.00	\$0.00	\$505.00		\$1,010.00	\$0.00	\$1,010.00
M - Family - Part Time	\$736.00	\$0.00	\$736.00		\$1,472.00	\$0.00	\$1,472.00

**TRICARE (BES – TRC)****Provider Code: 110/160****Employee Coverage Code****Semi-Monthly****Monthly**

	<b>Employee</b>	<b>Agency</b>	<b>Total</b>		<b>Employee</b>	<b>Agency</b>	<b>Total</b>
S - Employee Only	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
D - Employee Plus One	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
F - Family	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00
O - Employee Only - Part Time	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
T - Employee Plus One - Part Time	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
M - Family - Part Time	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00

## June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2	3 VNAV/CIPPS Interface TPA Upload	4 Deferred Comp Transaction Upload	5	6	7 9AM - CIPPS files open - no edits or payruns
8 9AM - CIPPS files open - no edits or payruns	9	10 Semi-monthly salaried certification deadline Period #1 (5/25-6/09)	11	12	13 Leave keying deadline Post leave accruals (5/25-6/09)  May Healthcare Cert Due	14 9AM - CIPPS files open - no edits or payruns
15 9AM - CIPPS files open - no edits or payruns	16 Payday for semi-monthly salaried employees	17  <b>CHARGE FY 14</b>	18 TPA Upload  <b>CHARGE FY 14</b>	19  <b>CHARGE FY 14</b>	20 Last day to certify wage/special for FY 14 – NO EXCEPTIONS  <b>CHARGE FY 14</b>	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23  <b>CHARGE FY 15 Must have July Check Date</b>	24  <b>CHARGE FY 15 Must have July Check Date</b>	25 Semi-monthly salaried certification deadline Period #2 (6/10-6/24)  <b>CHARGE FY 15 Must have July Check Date</b>	26  <b>CHARGE FY 15 Must have July Check Date</b>	27  <b>CHARGE FY 15 Must have July Check Date</b>	28 9AM - CIPPS files open - no edits or payruns
29 9AM - CIPPS files open - no edits or payruns	30 CIPPS close at 2 pm for FYE processing  Leave keying deadline 2 pm (6/10-6/24)  <b>CHARGE FY 15 Must have July Check Date</b>					

## July 2014

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

## August 2014

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

## September 2014

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

## October 2014

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

## November 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	4 VNAV/CIPPS Interface	5 Deferred Comp Transaction Upload	6	7 Semi-monthly salaried certification Period #1 (10/25-11/09)	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10	11 <b>State Holiday: Veterans' Day</b>	12	13 Leave keying deadline (10/25-11/09)	14 Payday for semi-monthly salaried employees  TPA Upload	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17	18	19	20	21 Semi-monthly salaried certification deadline Period #2 (11/10-11/24)	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24	25	26 Leave keying Deadline (11/10-11/24)  October Healthcare Cert Due  <b>Half-Day Holiday</b> Files close at noon	27 <b>State Holiday: Thanksgiving Day</b>	28 <b>State Holiday: Day After Thanksgiving</b>	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns						