

Department of Accounts

Payroll Bulletin

Calendar Year 2014

October 8, 2014

Volume 2014-12

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

✓ **PMIS to CIPPS Interface
Enhancement: New Hires**

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 Interface Enhancement: New Hires

**Beginning
October 14,
2014**

On October 14, 2014 we will begin interfacing *salaried* (not wage) new hire/rehire records from PMIS to CIPPS. The process is outlined below:

Day 1 - A salaried record is entered into PMIS using one of the following Reason Codes:

- Reason Code 301 – Original Appointment
- Reason Code 302 – Rehire (Re-Establish)
- Reason Code 304 – Reinstate

Day 2 – DHRM passes a file to CIPPS representing transactions keyed in PMIS the previous day. Based on the PMIS effective date of the hire, the program will either process and update CIPPS or be suspended. This is the same process that currently is in place for change transactions. (Note: The day after final certification the “release date” is changed to the top of the next pay period – 25th or 10th.)

Day 3 – Non-suspended records will be available in CIPPS as an inactive “shell” record.

When moving an employee from a wage position to a salaried position consideration should be given to the timing of the final wage payment and the update to PMIS.

**New Hire
“Shell”
Record**

After the interface processes, CIPPS will contain a “shell” record for the new-hire. Those items normally updated for changes through the PMIS to CIPPS interface will be populated. In addition other fields are set to a default value which must be updated prior to paying the employee.

The new hire record will be established with frequency “89” as “non-auto” and pay type of “3”. These settings will prevent the record from being pulled into to normal payroll processing until you have changed the frequency. Since frequency 89 has been designated to hold the “shell” records for new hires, **agencies should not use this frequency for any other purpose in CIPPS.**

The populated fields and default values can be found on the PMIS to CIPPS crosswalk found at the end of this bulletin.

To prepare this record for processing the following must be performed:

- Change the frequency from “89” to your normal frequency for active salaried employees (usually frequency 70).
- Change the time-card status to “1” – Automatic Pay
- Change the pay type to “2” – Salaried
- Enter the appropriate organizational code
- Complete the tax profile based upon the W-4 and VA-4
- Provide the programmatic coding for payroll expenditures
- Set up all applicable deductions

**New Hire
Interface
Reports**

When CIPPS establishes a new hire “shell” record for your agency, you will receive Report U179, PMIS/CIPPS New Hire & Transfer Updates, showing the information updated for the employee. A sample of this report can be found at the end of this bulletin. If the effective date is mid-pay period or retroactive manual updates to override the current pay for the employee will be required. Informational messages will print on the right hand side of the report.

Report U178, PMIS/CIPPS New Hire and Transfer Errors, lists new hire/rehire transactions that were rejected. While rare new hire transactions may be rejected for incompatible data (e.g., establishment code not valid for company) and manual data entry will be required.

**Timing and
Other
Interfaces**

If another interface attempts to update CIPPS the same night that the new hire record is created, the item from the **other** interface will error out due to the record not existing and require manual entry. For example, if a new hire transaction is passed to CIPPS on the same night a VNAV interface transaction is passed for the same employee the VNAV information (e.g., retirement plan code) will not update CIPPS and will need to be entered manually from Report U184, VNAV/CIPPS Transaction Error Listing.

Timely data entry of new hires in PMIS will help to avoid such errors.

**PMIS to CIPPS Automated New Hire Process
Crosswalk of CIPPS and PMIS Fields as of 10/14/2014**

Field Name	PMIS		CIPPS	
	Field	Screen	Field	Screen
Name	Name	PSE305	Name	H0BID
Address	Addr2	PSE311	P O Box/Apt/Suite	H0BID
	Addr1	PSE311	Street Address	H0BID
	City	PSE311	City	H0BID
	State	PSE311	State	H0BID
	Zip	PSE311	Zip	H0BID
Agency Begin Date	Agy-Bg	PSE305	Ag Emp Start	H0BUO
Alien Code	Nation	PSE305	Alien Cd	H0BUO
Annual Salary	State Sal + Non-St Sal+ Spec Rate	PSE305	Annual Salary	H0BID
Business Phone	Telephone	PSE305	Business Phone	H0BID
Birth Date	Birth	PSE305	Birth Date	H0BID
Contract Length	Employment Months (rounded to nearest whole number)	PSE305	Contract Length	H0BUO
FIPS code	"51" + Location code	PSE305	FIPS Code	H0BUO
Gender	Sx/Rc	PSE305	Sex	H0BID
Home Phone	Phone	PSE311	Home Phone	H0BID
Imputed Life	Annual Salary rounded up to nearest whole dollar X 2 and divided by 1,000	PSE305	SP 14 Dollar Amount	
Number of Pays	Pay Sch	PSE305	Number of Pays	H0BUO
OT Eligibility Code	Overtime (codes C, N, Y)	PSP999	Overtime Status & Factors	H0BBN
Pay Band	Band	PSE305	Pay Band	H0BID
Pay Period Salary	(State Sal + Non-St Sal+ Spec Rate) / Pay Sch	PSE305	Salary or Rate	H0BID
Percent Employed	Percent	PSE305	Percent Employment *	HPIUS
Role Code	Role/PA/S	PSE305	Role Code	H0BUO
Social Security Number	Soc-Sec-Num	PSE305	Social Security	H0BID
Standard Hours 1	((173.33XCT Length)/Pay Sch) X (Percent/100)	PSE305	Standard Hours 1	H0BID
State Begin Date	St-Bg	PSE305	Employment Date	H0BID
Temporary Pay	Temporary Pay/Pay Sch	PSE305	SP 32 Dollar Amount	H10AS
Workers' Compensation Code	Wrkr Cmp	PSP999	Worker's Comp Code	H0BUO

New Hire Defaulted Field Values in CIPPS

Field Name	Default Value	CIPPS	
Frequency	089	Frequency	H0BID
Time Card Status	0 - Non Auto	Time Card Status	H0BID
Pay Type	3 - Variable	Pay Type	H0BID
Employment Status	1 - Active	Employment Status	H0BES
Establishment Code	Table lookup for Agency Number	Establishment Code	H0BUO
Federal Taxes	Single	Married Status	H0BAD
Federal Taxes	0	Federal Exemptions	H0BAD
State Taxes	Work State	Virginia - 047	H0ATX
State Taxes	Single	Married Status	H0ATX
State Taxes	0	State Exemptions	H0ATX

CO. NO. 10100

COMMONWEALTH OF VIRGINIA

REPORT U179 PAYB2450

DEPARTMENT OF ACCOUNTS
PMIS/CIPPS NEW HIRE & TRANSFER UPDATES
PAY PERIOD 08/25/2014 - 09/09/2014

RUN ON 09/23/2014 AT 09:23:09
PAGE 3

DEPARTMENT OF IMPORTANT STUFF

FIELD	NEW PMIS VALUE	MESSAGE
EMPLOYEE NAME/NUMBER: EUGENIUS SMARTGUY/009999999900		EMPLOYEE IS A REHIRE. ALREADY EXISTS IN CIPPS
TRANS EFFECTIVE DATE: 08/25/2014		
BOX APARTMENT		
STREET ADDRESS	12 TOY STORY LANE	
CITY	STAUNTON	
STATE	VA	
ZIP CODE	24401-5065	
SEMI MONTHLY	7,145.83	
PAY SCHEDULE	24	
EMPLOYEE MONTHS/CONTRACT LENGTH	12.00	
TEMPORARY PAY	0.00	
EMPLOYEE OT ELIGIBILITY CODE	N	
SEX	M	
BIRTH DATE	09/09/1977	
EMPLOYMENT DATE	08/25/2014	
POS ROLE CODE	49152	
POS CLASS PAY BAND	008	
WORKERS COMP	8833	
STATE PHONE	(555)320-8282	
HOME PHONE	(555)626-6262	
ALIEN CODE	C	
FIPS CODE	790	
AGENCY BEGIN DATE	08/25/2014	
PERCENT EMPLOYEE	100.00	