

# Department of Accounts

## Payroll Bulletin

Calendar Year 2015

May 15, 2015

Volume 2015-05

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

State Payroll Operations

**Director** Lora L. George

Assistant Director Cathy C. McGill

### PAYROLL PROCESSING - FISCAL YEAR-END

#### Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year End 2015, Fiscal Year 2015 benefit rates (including healthcare rate tables) and the June – November 2015 payroll operations calendars. Please provide a copy of this bulletin to all appropriate personnel within your agency.

#### Key Payroll Operations Dates for June 2015

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 15** - Leave keying deadline.
- **June 15** - Healthcare reconciliations and related IATs due to DOA for the May coverage month.
- **June 22** – Last day to certify wage/special payrolls charged to **FY 15**. **You must use a June check date, no July check dates will be allowed.**
- **June 23** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 23 will be charged to FY 16 and must have July check dates.**
- **June 25** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 16.**
- **June 30** – Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing.

#### Payroll Expenditures

**Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2015, payday) will be charged to FY 2016 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2015, or later will be charged to FY 2016.

**Non-salaried and special pays certified between June 11 and June 22 will be charged to FY 2015. These payruns are for non-salaried (e.g., hourly) and special payrolls only. Salaried payroll certifications for the period ending June 24<sup>th</sup> will not be permitted on these dates.**

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

**Optional Retirement Rates**

The rates for ORPs will not change for FY 16. 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 2016 (checks dated 7/1/2015 – 6/30/2016) is \$265,000 for participants with membership dates on or after April 9, 1996. The maximum is \$395,000 for employees who became plan members with any VRS-covered employer before April 9, 1996.

**July 2015 VRS Retirement Rates**

Contribution rates for VRS-administered programs are found below. The rates presented are in the Appropriations Act. Notice will be provided should the final rates differ. The maximum annual compensation for retirement contributions for Plan Year 2016 (pay periods 6/25/2015 – 06/24/2016) is \$265,000 for participants with membership dates on or after April 9, 1996. The maximum is \$395,000 for employees who became plan members with any VRS-covered employer 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	49.62%	5.00%*	54.62%	54.62%
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	49.62%	N/A	54.62%	49.62%
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	46.12% - 48.62%	1.0%	.5% - 2.5%	49.62%
<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.

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

**August 2015  
VRS Retirement  
Rates – Blended  
Rates**

The revised FY 16 rates are effective August 10<sup>th</sup> per language in the budget and are **contingent on the revenue forecast** for fiscal year ending June 30, 2015. If revenues are not met, rates will remain the same as shown for July. If revenues are met, there will be a blended rate for August since the new rates are effective in the middle of the retirement reporting period. Rates below reflect the blended rate.

	<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	13.28%	5.00%*	18.28%	18.28%
State Employees – All Others	13.28%	N/A	18.28%	13.28%
State Police (SPORS)	26.83%	N/A	31.83%	26.83%
Judicial	49.82%	5.00%*	54.82%	54.82%
VaLORS	18.34%	N/A	23.34%	18.34%
<b>Retirement - Plan 2</b>				
State Employees	13.28%	N/A	18.28%	13.28%
State Police (SPORS)	26.83%	N/A	31.83%	26.83%
Judicial	49.82%	N/A	54.82%	49.82%
VaLORS	18.34%	N/A	23.34%	18.34%
<b>Hybrid</b>				
State Employees	9.78% - 12.28%	1.0%	.5% - 2.5%	13.28%
Judicial	46.32% - 48.82%	1.0%	.5% - 2.5%	49.82%

**September 2015  
to June 2016  
VRS Retirement  
Rates**

	<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	14.22%	5.00%*	19.22%	19.22%
State Employees – All Others	14.22%	N/A	19.22%	14.22%
State Police (SPORS)	27.83%	N/A	32.83%	27.83%
Judicial	50.02%	5.00%*	55.02%	55.02%
VaLORS	19.00%	N/A	24.00%	19.00%
<b>Retirement - Plan 2</b>				
State Employees	14.22%	N/A	19.22%	14.22%
State Police (SPORS)	27.83%	N/A	32.83%	27.83%
Judicial	50.02%	N/A	55.02%	50.02%
VaLORS	19.00%	N/A	24.00%	19.00%
<b>Hybrid</b>				
State Employees	10.72% - 13.22%	1.0%	.5% - 2.5%	14.22%
Judicial	46.52% - 49.02%	1.0%	.5% - 2.5%	50.02%

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

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**“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.

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**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.

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**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 2016 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 continue to be \$3.65 per month. 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 06/30/2016.

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

On July 1, 2015, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2015 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.

<b>Provider</b>	<b>Active Provider Code</b>	<b>Involuntary Separation Provider Code</b>	<b>Project Code</b>
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, 2015, 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.

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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	\$38.00	\$271.50	\$309.50		\$76.00	\$543.00	\$619.00
D - Employee Plus One	\$87.50	\$486.50	\$574.00		\$175.00	\$973.00	\$1,148.00
F - Family	\$117.50	\$713.50	\$831.00		\$235.00	\$1,427.00	\$1,662.00
O - Employee Only - Part Time	\$309.50	\$0.00	\$309.50		\$619.00	\$0.00	\$619.00
T - Employee Plus One - Part Time	\$574.00	\$0.00	\$574.00		\$1,148.00	\$0.00	\$1,148.00
M - Family - Part Time	\$831.00	\$0.00	\$831.00		\$1,662.00	\$0.00	\$1,662.00

**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	\$45.50	\$271.50	\$317.00		\$91.00	\$543.00	\$634.00
D - Employee Plus One	\$97.50	\$486.50	\$584.00		\$195.00	\$973.00	\$1,168.00
F – Family	\$131.50	\$713.50	\$845.00		\$263.00	\$1,427.00	\$1,690.00
O - Employee Only - Part Time	\$317.00	\$0.00	\$317.00		\$634.00	\$0.00	\$634.00
T - Employee Plus One - Part Time	\$584.00	\$0.00	\$584.00		\$1,168.00	\$0.00	\$1,168.00
M - Family - Part Time	\$845.00	\$0.00	\$845.00		\$1,690.00	\$0.00	\$1,690.00

**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	\$51.50	\$271.50	\$323.00		\$103.00	\$543.00	\$646.00
D - Employee Plus One	\$113.00	\$486.50	\$599.50		\$226.00	\$973.00	\$1,199.00
F – Family	\$156.50	\$713.50	\$870.00		\$313.00	\$1,427.00	\$1,740.00
O - Employee Only - Part Time	\$323.00	\$0.00	\$323.00		\$646.00	\$0.00	\$646.00
T - Employee Plus One - Part Time	\$599.50	\$0.00	\$599.50		\$1,199.00	\$0.00	\$1,199.00
M - Family - Part Time	\$870.00	\$0.00	\$870.00		\$1,740.00	\$0.00	\$1,740.00

**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	\$59.00	\$271.50	\$330.50		\$118.00	\$543.00	\$661.00
D - Employee Plus One	\$123.00	\$486.50	\$609.50		\$246.00	\$973.00	\$1,219.00
F - Family	\$170.50	\$713.50	\$884.00		\$341.00	\$1,427.00	\$1,768.00
O - Employee Only - Part Time	\$330.50	\$0.00	\$330.50		\$661.00	\$0.00	\$661.00
T - Employee Plus One - Part Time	\$609.50	\$0.00	\$609.50		\$1,219.00	\$0.00	\$1,219.00
M - Family - Part Time	\$884.00	\$0.00	\$884.00		\$1,768.00	\$0.00	\$1,768.00

**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	\$59.50	\$271.50	\$331.00		\$119.00	\$543.00	\$662.00
D - Employee Plus One	\$126.50	\$486.50	\$613.00		\$253.00	\$973.00	\$1,226.00
F - Family	\$174.50	\$713.50	\$888.00		\$349.00	\$1,427.00	\$1,776.00
O - Employee Only - Part Time	\$331.00	\$0.00	\$331.00		\$662.00	\$0.00	\$662.00
T - Employee Plus One - Part Time	\$613.00	\$0.00	\$613.00		\$1,226.00	\$0.00	\$1,226.00
M - Family - Part Time	\$888.00	\$0.00	\$888.00		\$1,776.00	\$0.00	\$1,776.00

**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	\$67.00	\$271.50	\$338.50		\$134.00	\$543.00	\$677.00
D - Employee Plus One	\$136.50	\$486.50	\$623.00		\$273.00	\$973.00	\$1,246.00
F - Family	\$188.50	\$713.50	\$902.00		\$377.00	\$1,427.00	\$1,804.00
O - Employee Only - Part Time	\$338.50	\$0.00	\$338.50		\$677.00	\$0.00	\$677.00
T - Employee Plus One - Part Time	\$623.00	\$0.00	\$623.00		\$1,246.00	\$0.00	\$1,246.00
M - Family - Part Time	\$902.00	\$0.00	\$902.00		\$1,804.00	\$0.00	\$1,804.00



**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	\$11.50	\$271.50	\$283.00		\$23.00	\$543.00	\$566.00
D - Employee Plus One	\$39.00	\$486.50	\$525.50		\$78.00	\$973.00	\$1,051.00
F - Family	\$45.00	\$713.50	\$758.50		\$90.00	\$1,427.00	\$1,517.00
O - Employee Only - Part Time	\$283.00	\$0.00	\$283.00		\$566.00	\$0.00	\$566.00
T - Employee Plus One - Part Time	\$525.50	\$0.00	\$525.50		\$1,051.00	\$0.00	\$1,051.00
M - Family - Part Time	\$758.50	\$0.00	\$758.50		\$1,517.00	\$0.00	\$1,517.00

**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	\$29.00	\$271.50	\$300.50		\$58.00	\$543.00	\$601.00
D - Employee Plus One	\$72.00	\$486.50	\$558.50		\$144.00	\$973.00	\$1,117.00
F – Family	\$93.50	\$713.50	\$807.00		\$187.00	\$1,427.00	\$1,614.00
O - Employee Only - Part Time	\$300.50	\$0.00	\$300.50		\$601.00	\$0.00	\$601.00
T - Employee Plus One - Part Time	\$558.50	\$0.00	\$558.50		\$1,117.00	\$0.00	\$1,117.00
M - Family - Part Time	\$807.00	\$0.00	\$807.00		\$1,614.00	\$0.00	\$1,614.00

**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	\$24.50	\$271.50	\$296.00		\$49.00	\$543.00	\$592.00
D - Employee Plus One	\$64.50	\$486.50	\$551.00		\$129.00	\$973.00	\$1,102.00
F – Family	\$83.50	\$713.50	\$797.00		\$167.00	\$1,427.00	\$1,594.00
O - Employee Only - Part Time	\$296.00	\$0.00	\$296.00		\$592.00	\$0.00	\$592.00
T - Employee Plus One - Part Time	\$551.00	\$0.00	\$551.00		\$1,102.00	\$0.00	\$1,102.00
M - Family - Part Time	\$797.00	\$0.00	\$797.00		\$1,594.00	\$0.00	\$1,594.00

**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	\$232.50	\$232.50		\$0.00	\$465.00	\$465.00
D - Employee Plus One	\$0.00	\$432.00	\$432.00		\$0.00	\$864.00	\$864.00
F - Family	\$0.00	\$631.00	\$631.00		\$0.00	\$1,262.00	\$1,262.00
O - Employee Only - Part Time	\$232.50	\$0.00	\$232.50		\$465.00	\$0.00	\$465.00
T - Employee Plus One - Part Time	\$432.00	\$0.00	\$432.00		\$864.00	\$0.00	\$864.00
M - Family - Part Time	\$631.00	\$0.00	\$631.00		\$1,262.00	\$0.00	\$1,262.00

**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	\$13.00	\$232.50	\$245.50		\$26.00	\$465.00	\$491.00
D - Employee Plus One	\$25.50	\$432.00	\$457.50		\$51.00	\$864.00	\$915.00
F - Family	\$38.50	\$631.00	\$669.50		\$77.00	\$1,262.00	\$1,339.00
O - Employee Only - Part Time	\$245.50	\$0.00	\$245.50		\$491.00	\$0.00	\$491.00
T - Employee Plus One - Part Time	\$457.50	\$0.00	\$457.50		\$915.00	\$0.00	\$915.00
M - Family - Part Time	\$669.50	\$0.00	\$669.50		\$1,339.00	\$0.00	\$1,339.00

**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	\$29.50	\$257.00	\$286.50		\$59.00	\$514.00	\$573.00
D - Employee Plus One	\$70.50	\$456.50	\$527.00		\$141.00	\$913.00	\$1,054.00
F - Family	\$100.50	\$667.50	\$768.00		\$201.00	\$1,335.00	\$1,536.00
O - Employee Only - Part Time	\$286.50	\$0.00	\$286.50		\$573.00	\$0.00	\$573.00
T - Employee Plus One - Part Time	\$527.00	\$0.00	\$527.00		\$1,054.00	\$0.00	\$1,054.00
M - Family - Part Time	\$768.00	\$0.00	\$768.00		\$1,536.00	\$0.00	\$1,536.00

**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 2015

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

## July 2015

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

## August 2015

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	4 VNAV/CIPPS Interface	5 Deferred Comp Transaction Upload  New Hire Center Report	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 deadline Period #1 (7/25-8/09)	11	12	13 Leave keying deadline (7/25-8/09)	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	19 TPA Upload  New Hire Center Report	20	21	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24	25	26 Semi-monthly salaried certification deadline Period #2 (8/10-8/24)	27	28	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns	31 Leave keying deadline (8/10-8/24)  July Healthcare Cert Due					

## September 2015

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

## October 2015

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



## November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9AM - CIPPS files open - no edits or payruns	2 TPA Upload	3 VNAV/CIPPS Interface	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 Semi-monthly salaried certification Period #1 (10/25-11/09)	10	11 <b>State Holiday: Veterans' Day</b>	12 New Hire Center Report	13 Leave keying deadline (10/25-11/09)	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  TPA Upload	17	18	19	20	21 9AM - CIPPS files open - no edits or payruns
22 9AM - CIPPS files open - no edits or payruns	23 Semi-monthly salaried certification deadline Period #2 (11/10-11/24)	24	25 New Hire Center Report <b>Half-Day Holiday</b> Files close at noon	26 <b>State Holiday: Thanksgiving Day</b>	27 <b>State Holiday: Day After Thanksgiving</b>	28 9AM - CIPPS files open - no edits or payruns
29 9AM - CIPPS files open - no edits or payruns	30 Leave keying Deadline (11/10-11/24)  October Healthcare Cert Due					