

# Department of Accounts

## Payroll Bulletin

Calendar Year 2016

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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

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### Pay Card Changes

#### **Pay Card (EPPICard) Account Number Changes**

The contract for the pay card has been renewed with Xerox. However effective April 1; the platform Xerox will use for the pay card will be changing. The pay card will change from “Eppicard” to the “GoProgram”. Detailed information will be distributed by Xerox to card holders.

This change will also require some system changes that will disrupt the ability to place funds on those cards for a short period in April. The account numbers found on H0BB1 for all participants will be changed. The new account information will not be available until Xerox has made the system conversion scheduled for the early morning hours of Saturday April 2. Cardholders will continue to use their current card for purchases until a later date when the cards will be replaced. However, after the final certification (3/25) for the semi-monthly check date of March 31 all direct deposit deductions for funds going to routing number 072000096 will be deactivated. Any **net pay amounts** which would normally go to the pay card processed between March 28 and *approximately* April 5 will be made by paper check. All **fixed amounts** will be suspended. Please ensure you communicate this information to affected employees as soon as possible.

By April 4 the Department of Accounts should receive the new account information from Xerox. DOA will use this information to create transactions to update H0BB1 with the account data. DOA will also reactivate the associated direct deposit deduction. Again, at this time cardholders will continue to use the same card they already have in their possession regardless of the account number change on H0BB1.

If you have a wage payroll that will have a check date between April 1 and April 5, please coordinate with DOA to obtain a listing of those employees who may be affected.

We will distribute a mass update once the changes have been completed so you will know when direct deposits will resume.

## Child Support

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### **Absolutely No Deduction Refunds**

If a child support payment has been withheld in error from an employee, please do not perform a deduction refund through CIPPS. You will need to contact the Division of Child Support Services at 1-800-468-8894 to recover the incorrectly paid amount.

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## Health Insurance Reconciliations

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### **New Email Address**

Everyone should be aware by now that the health insurance reconciliation process changed somewhat with the implementation of Cardinal effective February 1, 2016.

Agencies no longer key adjustment IATs into CARS. Agencies enter adjustment information in an Agency to Agency transfer (ATA) using the templates provided at the bottom of the Cardinal website Forms page:

<http://www.cardinalproject.virginia.gov/Statewide%20Forms.shtml>

Follow steps 1 – 19 on the Job Aid for Uploading a Spreadsheet Journal (GL332)

<http://www.cardinalproject.virginia.gov/Statewide%20Training/Simulations/GL332Simulation/toc0.html>

The resulting file should be saved as a .txt file and sent to the following email address **dedicated to health recons:**

[HealthRecons@doa.virginia.gov](mailto:HealthRecons@doa.virginia.gov)

Please send only the ATA file to this email. Supporting documentation should continue to be sent as before, either by fax or interoffice mail.

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