

# **Department of Accounts Payroll Bulletin**

Calendar Year 2016

May 11, 2016 REVISÉD

Volume 2016-06

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June – November, 2016**

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 2016, Fiscal Year 2017 benefit rates (including healthcare rate tables) and the June – November 2016 payroll operations calendars. Please provide a copy of this bulletin to all appropriate personnel within your agency.

**Key Payroll  
Operations  
Dates for  
June 2016**

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 15** - Leave keying deadline for PPE 6/9.
- **June 15** - Healthcare reconciliations and related ATAs due to DOA for the May coverage month.
- **June 22** – Last day to certify wage/special payrolls charged to **FY 16**. **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 17 and must have July check dates.**
- **June 27** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 17.**
- **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, 2016, payday) will be charged to FY 2017 without exception.** Cardinal postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2016, or later will be charged to FY 2017.

**Non-salaried and special pays certified between June 11 and June 22 will be charged to FY 2016.** 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 17. 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 the plan year that begins July 1, 2016, (checks dated 7/1/2016 – 6/30/2017) 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.

**VRS Retirement Rates**

Contribution rates for VRS-administered programs are found below. The rates presented were approved by the Legislature. The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2016, (pay periods 6/25/2016 – 06/24/2017) 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 – 5011110</b>	<b>127 - 5011650</b>	<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
<b>Retirement - Plan 1</b>				
State Employees – Elected Officials	13.49%	5.00%*	18.49%	18.49%
State Employees – All Others	13.49%	N/A	18.49%	13.49%
State Police (SPORS)	28.54%	N/A	33.54%	28.54%
Judicial	41.97%	5.00%*	46.97%	46.97%
VaLORS	21.05%	N/A	26.05%	21.05%
<b>Retirement - Plan 2</b>				
State Employees	13.49%	N/A	18.49%	13.49%
State Police (SPORS)	28.54%	N/A	33.54%	28.54%
Judicial	41.97%	N/A	46.97%	41.97%
VaLORS	21.05%	N/A	26.05%	21.05%
<b>Hybrid</b>				
	<b>116- 5011110</b>	<b>105- 5011660</b>	<b>106- 5011660</b>	<b>Total Charged Agency</b>
State Employees	9.99% - 12.49%	1.0%	.5% - 2.5%	13.49%
Judicial	43.47% - 45.97%	1.0%	.5% - 2.5%	46.97%
<b>Group Life Insurance</b>				
	<b>120 - 5011140</b>		<b>Amt Reported to VRS</b>	<b>Total Charged Agency</b>
	1.31%		1.31%	1.31%
<b>Retiree Health Insurance Credit</b>				
	<b>115 - 5011160</b>			
	1.18%		1.18%	1.18%
<b>VSDP</b>				
	<b>136/144 - 5011170</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**

**Default Coding** Even though CARS will be decommissioned effective July 1, 2016, the programmatic coding used on HMBU1 will still follow the CARS format. More information will be forthcoming on a replacement for the NSSA table.

**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	
No Pays	Amt	No Pays	Amt
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.

**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 2017 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 06/30/2017.

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

On July 1, 2016, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2016 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 And Task</b>
COVA Care Basic (Includes basic dental)	42	92	AHI100 10
COVA Care Expanded Dental	44	94	AHI100 10
COVA Care Out-of-Network	43	93	AHI100 10
COVA Care Out-of-Network and Expanded Dental	45	95	AHI100 10
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	AHI100 10
COVA Care Vision, Hearing and Expanded Dental	46	96	AHI100 10
COVA HDHP (High Deductible Health Plan)	50	90	AHI300 10
COVA HDHP ED (High Deductible Health Plan Expanded Dental)	105	155	AHI300 10
COVA Health Aware Basic	101	151	AHI200 10
COVA HealthAware and Expanded Dental	103	153	AHI200 10
COVA HealthAware, Expanded Dental and Vision	102	152	AHI200 10
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	AHI810 40
TRICARE	110	160	AHI820 40

Healthcare premium changes will occur July 1, 2016, 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	\$41.00	\$297.50	\$338.50		\$82.00	\$595.00	\$677.00
D - Employee Plus One	\$94.00	\$533.00	\$627.00		\$188.00	\$1,066.00	\$1,254.00
F - Family	\$127.00	\$781.50	\$908.50		\$254.00	\$1,563.00	\$1,817.00
O - Employee Only - Part Time	\$338.50	\$0.00	\$338.50		\$677.00	\$0.00	\$677.00
T - Employee Plus One - Part Time	\$627.00	\$0.00	\$627.00		\$1,254.00	\$0.00	\$1,254.00
M - Family - Part Time	\$908.50	\$0.00	\$908.50		\$1,817.00	\$0.00	\$1,817.00

**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	\$49.00	\$297.50	\$346.50		\$98.00	\$595.00	\$693.00
D - Employee Plus One	\$105.00	\$533.00	\$638.00		\$210.00	\$1,066.00	\$1,276.00
F - Family	\$142.00	\$781.50	\$923.50		\$284.00	\$1,563.00	\$1,847.00
O - Employee Only - Part Time	\$346.50	\$0.00	\$346.50		\$693.00	\$0.00	\$693.00
T - Employee Plus One - Part Time	\$638.00	\$0.00	\$638.00		\$1,276.00	\$0.00	\$1,276.00
M - Family - Part Time	\$923.50	\$0.00	\$923.50		\$1,847.00	\$0.00	\$1,847.00

**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	\$55.50	\$297.50	\$353.00		\$111.00	\$595.00	\$706.00
D - Employee Plus One	\$121.50	\$533.00	\$654.50		\$243.00	\$1,066.00	\$1,309.00
F - Family	\$169.00	\$781.50	\$950.50		\$338.00	\$1,563.00	\$1,901.00
O - Employee Only - Part Time	\$353.00	\$0.00	\$353.00		\$706.00	\$0.00	\$706.00
T - Employee Plus One - Part Time	\$654.50	\$0.00	\$654.50		\$1,309.00	\$0.00	\$1,309.00
M - Family - Part Time	\$950.50	\$0.00	\$950.50		\$1,901.00	\$0.00	\$1,901.00

**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	\$63.50	\$297.50	\$361.00		\$127.00	\$595.00	\$722.00
D - Employee Plus One	\$132.50	\$533.00	\$665.50		\$265.00	\$1,066.00	\$1,331.00
F - Family	\$184.00	\$781.50	\$965.50		\$368.00	\$1,563.00	\$1,931.00
O - Employee Only - Part Time	\$361.00	\$0.00	\$361.00		\$722.00	\$0.00	\$722.00
T - Employee Plus One - Part Time	\$665.50	\$0.00	\$665.50		\$1,331.00	\$0.00	\$1,331.00
M - Family - Part Time	\$965.50	\$0.00	\$965.50		\$1,931.00	\$0.00	\$1,931.00

**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	\$64.00	\$297.50	\$361.50		\$128.00	\$595.00	\$723.00
D - Employee Plus One	\$136.00	\$533.00	\$669.00		\$272.00	\$1,066.00	\$1,338.00
F - Family	\$188.50	\$781.50	\$970.00		\$377.00	\$1,563.00	\$1,940.00
O - Employee Only - Part Time	\$361.50	\$0.00	\$361.50		\$723.00	\$0.00	\$723.00
T - Employee Plus One - Part Time	\$669.00	\$0.00	\$669.00		\$1,338.00	\$0.00	\$1,338.00
M - Family - Part Time	\$970.00	\$0.00	\$970.00		\$1,940.00	\$0.00	\$1,940.00

**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	\$72.00	\$297.50	\$369.50		\$144.00	\$595.00	\$739.00
D - Employee Plus One	\$147.00	\$533.00	\$680.00		\$294.00	\$1,066.00	\$1,360.00
F - Family	\$203.50	\$781.50	\$985.00		\$407.00	\$1,563.00	\$1,970.00
O - Employee Only - Part Time	\$369.50	\$0.00	\$369.50		\$739.00	\$0.00	\$739.00
T - Employee Plus One - Part Time	\$680.00	\$0.00	\$680.00		\$1,360.00	\$0.00	\$1,360.00
M - Family - Part Time	\$985.00	\$0.00	\$985.00		\$1,970.00	\$0.00	\$1,970.00

**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	\$10.50	\$297.50	\$308.00		\$21.00	\$595.00	\$616.00
D - Employee Plus One	\$38.00	\$533.00	\$571.00		\$76.00	\$1,066.00	\$1,142.00
F - Family	\$43.50	\$781.50	\$825.00		\$87.00	\$1,563.00	\$1,650.00
O - Employee Only - Part Time	\$308.00	\$0.00	\$308.00		\$616.00	\$0.00	\$616.00
T - Employee Plus One - Part Time	\$571.00	\$0.00	\$571.00		\$1,142.00	\$0.00	\$1,142.00
M - Family - Part Time	\$825.00	\$0.00	\$825.00		\$1,650.00	\$0.00	\$1,650.00

**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	\$297.50	\$327.00		\$59.00	\$595.00	\$654.00
D - Employee Plus One	\$73.50	\$533.00	\$606.50		\$147.00	\$1,066.00	\$1,213.00
F – Family	\$95.50	\$781.50	\$877.00		\$191.00	\$1,563.00	\$1,754.00
O - Employee Only - Part Time	\$327.00	\$0.00	\$327.00		\$654.00	\$0.00	\$654.00
T - Employee Plus One - Part Time	\$606.50	\$0.00	\$606.50		\$1,213.00	\$0.00	\$1,213.00
M - Family - Part Time	\$877.00	\$0.00	\$877.00		\$1,754.00	\$0.00	\$1,754.00

**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	\$297.50	\$322.00		\$49.00	\$595.00	\$644.00
D - Employee Plus One	\$65.50	\$533.00	\$598.50		\$131.00	\$1,066.00	\$1,197.00
F – Family	\$85.00	\$781.50	\$866.50		\$170.00	\$1,563.00	\$1,733.00
O - Employee Only - Part Time	\$322.00	\$0.00	\$322.00		\$644.00	\$0.00	\$644.00
T - Employee Plus One - Part Time	\$598.50	\$0.00	\$598.50		\$1,197.00	\$0.00	\$1,197.00
M - Family - Part Time	\$866.50	\$0.00	\$866.50		\$1,733.00	\$0.00	\$1,733.00

**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	\$255.50	\$255.50		\$0.00	\$511.00	\$511.00
D - Employee Plus One	\$0.00	\$474.50	\$474.50		\$0.00	\$949.00	\$949.00
F - Family	\$0.00	\$693.50	\$693.50		\$0.00	\$1,387.00	\$1,387.00
O - Employee Only - Part Time	\$255.50	\$0.00	\$255.50		\$511.00	\$0.00	\$511.00
T - Employee Plus One - Part Time	\$474.50	\$0.00	\$474.50		\$949.00	\$0.00	\$949.00
M - Family - Part Time	\$693.50	\$0.00	\$693.50		\$1,387.00	\$0.00	\$1,387.00

**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	\$14.00	\$255.50	\$269.50		\$28.00	\$511.00	\$539.00
D - Employee Plus One	\$27.50	\$474.50	\$502.00		\$55.00	\$949.00	\$1,004.00
F - Family	\$41.50	\$693.50	\$735.00		\$83.00	\$1,387.00	\$1,470.00
O - Employee Only - Part Time	\$269.50	\$0.00	\$269.50		\$539.00	\$0.00	\$539.00
T - Employee Plus One - Part Time	\$502.00	\$0.00	\$502.00		\$1,004.00	\$0.00	\$1,004.00
M - Family - Part Time	\$735.00	\$0.00	\$735.00		\$1,470.00	\$0.00	\$1,470.00

**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	\$32.50	\$265.00	\$297.50		\$65.00	\$530.00	\$595.00
D - Employee Plus One	\$77.00	\$470.50	\$547.50		\$154.00	\$941.00	\$1,095.00
F - Family	\$110.00	\$687.50	\$797.50		\$220.00	\$1,375.00	\$1,595.00
O - Employee Only - Part Time	\$297.50	\$0.00	\$297.50		\$595.00	\$0.00	\$595.00
T - Employee Plus One - Part Time	\$547.50	\$0.00	\$547.50		\$1,095.00	\$0.00	\$1,095.00
M - Family - Part Time	\$797.50	\$0.00	\$797.50		\$1,595.00	\$0.00	\$1,595.00



**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 2016

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

## July 2016

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 <b>State Holiday: Independence Day</b>	5 VNAV/CIPPS Interface	6 Deferred Comp Transaction Upload  TPA Upload  New Hire Center Report	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 (6/25-7/09)	12	13 2nd Qtr Recon of taxable wages due to DOA	14 Leave keying deadline (6/25-7/09)	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	19 TPA Upload	20 New Hire Center Report	21	22	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25	26 Semi-monthly salaried certification deadline Period #2 (7/10-7/24)	27	28	29 Leave keying deadline (7/10-7/24)  June Healthcare Cert Due	30 9AM - CIPPS files open - no edits or payruns
31 9AM - CIPPS files open - no edits or payruns						

## August 2016

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

## September 2016

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 <b>State Holiday: Labor Day</b>	6 Deferred Comp Transaction Upload  TPA Upload	7	8	9	10 9AM - CIPPS files open - no edits or payruns
----- NATIONAL PAYROLL WEEK -----						
11 9AM - CIPPS files open - no edits or payruns	12 Semi-monthly salaried certification deadline Period #1 (8/25-9/9)	13	14 New Hire Center Report	15 Leave keying deadline (8/25-9/09)	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 (9/10-9/24)	27	28 New Hire Center Report	29 Leave keying deadline (9/10-9/24)	30 Payday for semi-monthly salaried employees  Military Leave Reset  August Healthcare Cert Due	

## October 2016

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  TPA Upload	6	7 Semi-monthly salaried certification deadline Period #1 (9/25-10/09)	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10 <b>State Holiday: Columbus Day</b>	11	12 New Hire Center Report	13 Leave keying deadline (9/25-10/09)	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 3RD Qtr Recon of Taxable Wages due to DOA	18	19 TPA Upload	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 (10/10-10/24)  New Hire Center Report	27	28	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns	31 Leave keying deadline (10/10-10/24)  September Healthcare Cert Due					

## November 2016

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