

Department of Accounts

Payroll Bulletin

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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

State Payroll Operations

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H0901 Clean Up

H0901 Clean Up of Inactive Records	Early in September, State Payroll Operations will remove any H0901 record that is not attached to an active garnishment deduction on H0ZDC. All H0901 records that are not linked to deductions “002” through “008” with a frequency of “09” will be removed from the system.
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H0901 Notes

- **SOCIAL SECURITY NUMBERS SHOULD NOT BE FOUND ON ANY H0901 SCREEN.**
 - The Garnishment Case Number and Case Name print on the actual check, but will not print on the outside of the self-sealed mailer. We have contacted the Treasury and corrected the issue of the Garnishment Case Number printing over Garnishment Case Name which previously made some of that information illegible. This information should be included on the H0901 to comply with the instructions to the garnishee on form DC-451 (garnishment summons) that require inclusion of the return date, case number and judgement debtor’s name on the check or written answer.
 - We have confirmed that line agencies are allowed to mail the checks individually to the Court as payments are processed instead of waiting until the return date of the order.
 - Some line agencies prefer to attach a formal letter along with the checks when they are sending the funds to the entity, but regardless of line agency preferences for mailing the garnishment checks, information contained on the H0901 screen should conform to the United States Postal Service (USPS) Standards as outlined in their Publication 28.
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Way2Go Paycards

New Cards Xerox will begin to issue new cards with the EMV (chip) technology in three distributions beginning the end of September. New cards will be sent to employees with active cards AND a balance greater than zero AND an expiration date beyond December 31, 2016. Cards that expire between the end of September and December will be replaced according to the normal schedule for expiring cards. Employees will have 30 - 45 days from the date of issue to activate the new card before the old card is suspended. Call center volumes seem to be greater during the first half of the month, therefore, employees are encouraged to be patient and try again before reporting a problem.

It is imperative that employees ensure that Xerox has their most current address so that cards will not be lost in the mail. Employees should contact the program either by phone (800-961-8423) or online (<https://goprogram.com/goedcclient/>) to update their address information. Callers wishing to speak to a representative should allow the menu to repeat a second time which will include that option.

Enrollment Application There is no longer a special link to the Virginia program on the Way2Go website; therefore, the application form is now available on the DOA website under Payroll Operations Forms: Direct Deposit Forms (http://www.doa.virginia.gov/Payroll/Forms/VA-GO_Enrollment_Form_v01.3-Trifold.pdf). This is a fillable form and should be completed online, then printed whenever possible to ensure legibility.
