

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

Director **Lora L. George**
Assistant Director Cathy C. McGill

Agency Training Courses

New Modular Training Sessions Offered

State Payroll Operations will begin offering “modular” training opportunities to line agencies for the first time later this month. These training sessions will be presented throughout the year at various locations and will offer line agencies an opportunity to gain greater understanding on specific topics such as VSDP and workers’ compensation calculations, retirement processing, and payroll certification.

The modular training sessions are intended to make it more convenient for agencies to attend as their schedules allow. In addition, these groups will be limited in size, thereby providing a more “hands on” setting. The material covered in the session will also be available online. **Participation in these training opportunities must not impair an agency from completing tasks related to the Cardinal Payroll project.**

These short sessions also provide the opportunity for involvement by other centralized agencies to promote greater understanding of common items of interest for the human resource and payroll communities.

Three sessions on VSDP and workers’ compensation calculations will be provided over the next two months. Agencies unable to participate at this time will have the opportunity to attend these and other sessions on various topics in the future.

Larger agencies with multiple payroll officers that may benefit from a modular training session on a specific topic are encouraged to request group training for those officers. Please send an email to Cathy.McGill@doa.virginia.gov specifying the proposed date, location, anticipated audience and nature of the session desired.

Agency Training Courses, continued

VSDP and Workers' Compensation Workshop

This “hands-on” workshop will provide attendees with practical working examples of various VSDP and workers’ compensation calculations from the claims request process to the payroll check. Representatives from DHRM and DOA will be on-site to answer questions and receive feedback. Various resources, including the State Payroll Operations VSDP and Workers’ Compensation spreadsheets, will be presented and explained.

Targeted Audience: Human Resource and Payroll Processors responsible for communicating and calculating VSDP claims.

Course Synopsis: Workflow of Claims, Calculating VSDP (with and without workers’ compensation), Calculating Non-VSDP Workers’ Compensation Claims.

Maximum Attendance: 30 participants for each session

Workshop #1

Course Format: On-site Lecture and Hands-On Workbook Examples

Course Length: 3.5 hours (1:00 PM to 4:45 PM with break)

Date Offered: October 27, 2016

Course Location: Department for the Aging & Rehabilitative Services –
8004 Franklin Farms Drive, Richmond VA 23229.
Conference Room 103-105.

To register for this workshop, cut and paste the URL below into your web browser and click “Register”. You will need to enter an event password of “DOA” to complete registration.

<http://www.eventbrite.com/e/vsdp-and-workers-comp-workshop-oct-27-tickets-28608145734>

Agency Training Courses, continued

Workshop #2

Course Format: On-site Lecture and Hands-On Workbook Examples

Course Length: **3.5 hours** (1:00 PM to 4:45 PM with break)

Date Offered: November 1, 2016

Course Location: James Monroe Building Conference Room E
101 North 14th Street
Richmond, VA 23219

To register for this workshop, cut and paste the URL below into your web browser and click "Register". You will need to enter an event password of "DOA" to complete registration.

<https://www.eventbrite.com/e/vsdp-and-workers-comp-workshop-nov-1-tickets-28609371400>

Workshop #3

Course Format: On-site Lecture and Hands-On Workbook Examples

Course Length: **3.5 hours** (8:30 AM to 12:15 PM with break)

Date Offered: November 3, 2016

Course Locations: Piedmont Virginia Community College
501 College Dr, Charlottesville, VA 22902

To register for this workshop, cut and paste the URL below into your web browser and click "Register". You will need to enter an event password of "DOA" to complete registration.

<http://www.eventbrite.com/e/vsdp-and-workers-comp-workshop-nov-3-tickets-28609447628>

Healthcare ATA Checker

Healthcare Journal Entries Issues Continue to Increase

State Payroll Operations continues to receive journal entries (ATAs) from agencies that do not pass the necessary edits for upload in Cardinal.

Common errors that prevent successful processing of the ATAs include:

- Multiple Header Records in the file
- The Journal Date is not for the current month
- Project ID does not begin with “AHI”
- Journal Line values must be sequential
- Reversal Codes should equal “N”
- Total value of Foreign Amount should be \$0
- The Actual and Ledger Values must be “ACTUALS”

To reduce errors, a new spreadsheet has been created that is a “Healthcare ATA Checker”. Agencies should download the spreadsheet from the website at:

http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm

Once the ATA file for the reconciliation has been created but BEFORE it is sent to State Payroll Operations, open the “Healthcare ATA Checker” and press “CTRL” + “SHIFT” + “J”.

You will be prompted to browse to the ATA file that you created using the Cardinal Job Aide. After the file is selected the spreadsheet will review it for errors. If it passes, you will be asked if you would like to send the file to State Payroll Operations. If you click “Yes”, an Outlook email will be created with the file attached. If your agency does not use Outlook, you will have to click “No” and send the file manually. If there are errors, the message will be displayed with the error.

Follow the Cardinal Job Aide again to make the corrections. Run the new ATA file through the “Healthcare ATA Checker”. Repeat this process until you receive the message that the file has passed the error check and can be sent to State Payroll Operations.

Agencies are required to submit the Healthcare Certification, documentation and any necessary ATAs to State Payroll Operations by the end of the following month. Healthcare reconciliation reports for the prior month are provided to line agencies at the beginning of the month prior to the deadline. The reconciliation process should be completed as soon as possible to avoid processing issues that might result in late submission. Agencies that miss the deadline will be reported in the Comptroller’s Quarterly Report.
