

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

State Payroll Operations

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### New Process for Involuntary Deductions

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**New Process  
Requirements  
Effective June  
2, 2017**

Current processing for involuntary deductions in CIPPS allows agencies to create a “free-form” third party check which is printed during payroll processing. These checks are then sent by the agency to the appropriate entity.

After conversion to Cardinal HCM each entity receiving payments for involuntary withholdings must have a vendor (“supplier”) record in Cardinal. Cardinal records are statewide and vendor name and address information is shared across agencies. (Employee information related to that vendor is not included in the vendor record.) As a result, a new process is required to standardize the payment information that will be provided to Cardinal.

**Effective June 2, 2017, line agencies will no longer be permitted to make online changes to screen H0901 (Deduction Payment Name and Address).** Instead, H0901 will be established or changed using a new Payline application. Similar to NSSA procedures, information entered before 2 pm will be sent to CIPPS each night. Agencies can view the new/updated H0901 information the following day and establish the deduction on screen H0ZDC (Employee Deductions).

Please begin using the new process immediately for each new order received. Deductions established prior to June 2 require change **ONLY** if they will remain active beyond the June 25 – July 9, 2017, pay period AND do not match the supplier information provided in Payline. Agencies should follow the procedures provided below to update H0901 as necessary.

Questions regarding the new process should be sent to [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov).

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## New Process for Involuntary Deductions, continued

### How to Access the Payline Garnishment Utility

Agencies should use the newly revised Payline Security Form located at <http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf> to request access to the new “Garnishment Maintenance” Utility for appropriate staff.

After State Payroll Operations has received and processed the security form, the “Garnishment Maintenance” button will be visible on the left hand side of the screen of the Payline Main Menu. This feature is only accessible using an Administrative (99 + EIN) logon. Click the “Garnishment Maintenance” button to access the new utility.



### Part 1 - Establish the H0901 Record Through Payline

Clicking on “Garnishment Maintenance” returns the screen shown below:

**Garnishment Maintenance**

Agency: 00000 EE No: EE Name: Vendor/Payee: Sent to CIPPS: All

Record Type: All

Record updated

Record(s)

	Agency	EE No	EE Name	H0901 Name #	Record Type
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	00000	880004354 00	Example Employee	03	110 - FEDERAL LEVY - SINGLE - NO EXEMPTIONS
			Vendor: ACS SUPPORT HCM Class: G - GARN PAYEE Payee: INTERNAL REVENUE SERVICE Address: PO BOX 8208 PHILADELPHIA, PA 19101-8208 Case Number: 18-38239837 Case Name: RE: JANE DOE RET DATE 8/9/2017		

Records added since the advent of this new utility will automatically be displayed for the selected agency. Agencies can see only the records for their agency.

*Continued on the next page*

## New Process for Involuntary Deductions, continued

**Part 1 -  
Establish the  
H0901 Record  
Through  
Payline,  
continued**

Click on the “Add New Record” button to create the record for the Involuntary Deduction.

**Garnishment Maintenance**

Agency: 00000 EE No: EE Name: Vendor/Payee: Sent to CIPPS: All

Record Type: All

Record updated

Record(s)					
	Agency	EE No	EE Name	H0901 Name #	Record Type
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	00000	880004354 00	Example Employee	03	110 - FEDERAL LEVY - SINGLE - NO EXEMPTIONS
			Vendor: HCM Class: Payee: Address: Case Number: Case Name:	ACS SUPPORT G - GARN PAYEE INTERNAL REVENUE SERVICE PO BOX 8208 PHILADELPHIA, PA 19101-8208 18-38239837 RE: JANE DOE RET DATE 8/9/2017	

The screen shot below shows the entry screen:

**Garnishment Maintenance - Add Record**

Agency: 00000

Employee Number: Enter EE No or Name to search

Employee Name:

H0901 Name Number:

Record Type:

Case Number: Case Number

Case Name: Case Name

Vendor/Payee Search: Enter text to search

Vendor Name: NO VENDOR SELECTED

Payee Name: NO PAYEE SELECTED

Address 1:

Address 2:

City:

State:

ZIP Code:

**Field Entry  
for the  
Garnishment  
Maintenance -  
Add Record  
Screen**

Update the following fields to add a new record:

**Agency:** Using the drop down box, select the appropriate agency.

**Employee Number:** A special “Search and Select” feature has been developed to help enter valid employee numbers. Begin typing either the employee number or the last name and a list of employees that match the criteria will be shown on the right hand side of the screen. Click on the desired entry and the information will be posted to the pertinent fields on the left hand side of the form. This table contains all employees who have received a payment through CIPPS by agency. Examples are provided on the following pages.

*Continued on the next page*

### New Process for Involuntary Deductions, continued

**Field Entry for the Garnishment Maintenance - Add Record Screen,**  
*continued*

Entering “ex” in the “Employee Number” field...

Agency:	00000 ▼
Employee Number:	ex

Presents a list of employees with “Ex” in their name in the selection box on the right.

**Click employee number to select:**

Agency	EE Number	EE Name
00000	880004354 00	Example Employee
00000	880013907 00	PAT Example
00000	880018383 00	Example Employee
00000	880020415 00	Example Employee
00000	880021260 00	Example Employee
00000	880021671 00	Example Employee
00000	880023945 00	Example Employee
00000	880025383 00	Example Employee
00000	880028129 00	Example Employee
00000	880035024 00	Example Employee
00000	880035671 00	Example Employee



Double click on the correct employee information in the selection box (in this example 88002126000) to fill in the pertinent fields on the form.

Agency:	00000 ▼
Employee Number:	88002126000
Employee Name:	Example Employee

The Employee Number field and the Employee Name are automatically filled in after clicking on the employee information in the selection box.

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**New Process for Involuntary Deductions, continued**

**Field Entry for the Garnishment Maintenance - Add Record Screen,**  
*continued*

**H0901 Name Number:** Choose the Name Number record in the drop down box. This number corresponds to the “Name Number” field on the H0901 as shown below:

GUH 230 ON H0901

--DEDUCTION PAYMENT NAME & ADDRESS--

COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 NAME NUMBER--> 0  
NAME-

The information entered on this record will establish/update the H0901 information for that Name Number if it does not already exist. If a record already exists in CIPPS the utility will overwrite the existing information for that Name Number.

**Record Type:** Choose the appropriate code from the drop down list. The list of codes is shown below. A default code of “000” indicates the deduction is for Child Support for another state if used for Deduction #002; for all other deduction numbers (003-008) the default code of “000” will indicate that the item is a Court Ordered Garnishment or Writ. If neither of those types apply please choose the appropriate code.

Note: This code will not be interfaced to CIPPS. Instead, the code should be established manually on H0ZDC as described in the section entitled “**Add the Involuntary Deduction to H0ZDC**”.

Line agencies that receive an order that does not conform to one of the available designations should contact State Payroll Ops immediately.

Record Type	Designation
000	DEDUCTION DEFAULT ( CHILD SUPPORT OR COURT ORDERED GARNISHMENT)
020	DEPENDENT SUPPORT
030	SPOUSAL SUPPORT
110-186	FEDERAL LEVY – REVIEW THE COMPLETE OPTIONS IN THE PAYLINE UTILITY. CODES ARE BASED ON PUBLICATION 1494 REQUIREMENTS.
195	BANKRUPTCY
210	STUDENT LOAN
220	STUDENT LOAN HARDSHIP
230	SOCIAL SECURITY NON TAX ADMINISTRATIVE WAGE GARNISHMENT
240	STATE OR LOCAL TAX LEIN
241	STATE OR LOCAL TAX LEIN - HARDSHIP

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## New Process for Involuntary Deductions, continued

### Field Entry for the Garnishment Maintenance - Add Record Screen, *continued*

**Case Number:** This field is optional. This 20 character field may be used to print required information on the check such as the case number referenced on the order. This information will print on the check face only. It will not appear on the outside of the self-sealed mailer. **DO NOT INCLUDE SOCIAL SECURITY NUMBERS.**

**Case Name:** This field is optional. This 30 character field may be used to print required information on the check such as the return date and/or the employee name. This information will print on the check face only. It will not appear on the outside of the self-sealed mailer. **DO NOT INCLUDE SOCIAL SECURITY NUMBERS.**

**Vendor/Payee Search:** Begin typing the name of the desired entity to receive a list of available entities in the selection box on the right.

“Vendor Name” is the name of the entity who is receiving the check. The address information is unique to the “Vendor Name”.

“Payee Name” is the name of the entity to whom the check is payable. “Payee Name” is only required if the check will be made payable to an entity other than the vendor who is receiving the check.

For example, an order is received with instructions to mail the check to “Richmond General District Court” and make the check payable to “ACME Company”. In this case “Richmond General District Court” is the Vendor Name and “ACME Company” is the Payee Name.

In another example, an order is received for a tax lien from the “City of Richmond”. The lien instructs you to mail the check to the “City of Richmond” and make the check payable to the “City of Richmond”. In this case “City of Richmond” is the Vendor Name and there is no need for a Payee Name.

Begin typing “Richmond” in the Vendor/Payee Search field to get a list of all Vendor and Payee Names that contain the word “Richmond”:

**Click vendor or payee name to select:**

Vendor	Payee
DEPT OF FINANCE	CITY OF RICHMOND
RICHMOND CITY CIRCUIT COURT	NO PAYEE
RICHMOND DEPARTMENT OF FINANCE	NO PAYEE
RICHMOND GEN DIST COURT	NO PAYEE
RICHMOND GEN DIST COURT	CITY OF RICHMOND-PARKING TICK
RICHMOND GEN DIST COURT-CIVIL	NO PAYEE
TACS	CITY OF RICHMOND FINANCE DEPT

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## New Process for Involuntary Deductions, continued

### Field Entry for the Garnishment Maintenance - Add Record Screen, *continued*

Begin typing “ACME” in the Vendor/Payee Search field to get a list of all Vendor and Payee Names that contain the word “ACME”:

**Click vendor or payee name to select:**

Vendor	Payee
RICHMOND GEN DIST COURT	ACME COMPANY
VIRGINIA BEACH GEN DIST COURT	ACME COMPANY

Double click the desired Vendor/Payee combination on the right hand side of the screen to populate the relative fields on the form. Notice that address is automatically provided for the selected vendor.

Agency:	00000
Employee Number:	88002126000
Employee Name:	Example Employee
H0901 Name Number:	01
Record Type:	000 - DEDUCTION DEFAULT (CHILD SUPPORT OR COURT ORDERED GARNISHMENT)
Case Number:	18-18393382
Case Name:	RE: JANE DOE RET DATE 7/6/2017
Vendor/Payee Search:	Enter text to search
Vendor Name:	RICHMOND GEN DIST COURT
Payee Name:	ACME COMPANY
Address 1:	400 N 9TH ST
Address 2:	
City:	RICHMOND
State:	VA
ZIP Code:	23219

Click “Accept” at the top of the form to add the record.

If the appropriate Vendor/Payee combination is not found, or the address listed is not correct, complete the [“Request to Add Garnishment Vendor/Payee Form”](#) found on the DOA website at:

<http://www.doa.virginia.gov/Payroll/Forms/GarnishmentVendorRequestForm.xlsx>

Fill in the required fields on the spreadsheet and email it to [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov) when complete. State Payroll Operations will review the request and inform the specified contact on the same day of the action taken so that there are no interruptions to garnishment processing.

**NOTE: Forms received by DOA after 1:30 pm may not be processed in time to meet the 2 pm deadline for CIPPS processing. Requests for adding Vendors/Payees should be submitted as early as possible.**

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# New Process for Involuntary Deductions, continued

## Editing an Existing Record (Garnishment Maintenance-Edit Record Screen)

To edit an existing record, return to the “Garnishment Maintenance” Screen. All records for the agency number selected in the drop down box are automatically displayed.

Garnishment Maintenance						
Agency: 00000   EE No:   EE Name:   Vendor/Payee:   Sent to CIPPS: All						
Record Type: All   [View]   [Add New Record]						
1 Record(s)						
	Agency	EE No	EE Name	H0901 Name #	Record Type	Date to CIPPS
[Edit] [Delete]	00000	880004354 00	Example Employee Vendor: ACS SUPPORT HCM Class: G - GARN/PAYEE Payee: INTERNAL REVENUE SERVICE Address: P.O. BOX 8028 PHILADELPHIA, PA 19101-8208 Case Number: 18-3823937 Case Name: RE: JANE DOE RET DATE 6/9/2017	03	115 - FEDERAL LEVY - DRGLE - NO EXEMPTIONS	95/04/2017
[Edit] [Delete]	00000	880021260 00	Example Employee Vendor: RICHMOND GEN DIST COURT HCM Class: G - GARN/PAYEE Payee: ACME COMPANY Address: 400 N 9TH ST RICHMOND, VA 23219 Case Number: 18-18393382 Case Name: RE: JANE DOE RET DATE 7/6/2017	01	000 - DEDUCTION DEFAULT (CHILD SUPPORT OR COURT ORDERED GARNISHMENT)	95/04/2017

Click the edit button to the left of the record requiring an update.

Note: The “Delete” button is only available if the record has never been sent to CIPPS. Once the record has been sent to CIPPS, the “Delete” option will be grayed out and a date will be populated in the “Date to CIPPS” column on the right hand side of the screen.

The current information for the record is displayed. Make the necessary changes and click “Accept” at the top of the form:

Garnishment Maintenance - Edit Record

[Accept] [Cancel] [Clear Form]

Agency: 00000

Employee Number: 88002126000

Employee Name: Example Employee

H0901 Name Number: 01

Record Type: 000 - DEDUCTION DEFAULT (CHILD SUPPORT OR COURT ORDERED GARNISHMENT)

Case Number: 18-18393382

Case Name: RE: JANE DOE RET DATE 7/6/2017

Vendor/Payee Search: [Enter text to search]

Vendor Name: RICHMOND GEN DIST COURT

Payee Name: ACME COMPANY

Address 1: 400 N 9TH ST

Address 2:

City: RICHMOND

State: VA

ZIP Code: 23219

Record changes keyed before 2 pm will create a transaction that completely overwrites the applicable H0901-Name Number screen that night.

Making a record change will clear the “Date to CIPPS” field on the “Garnishment Maintenance” screen. When the records are sent to CIPPS that night, the field will be re-populated with the new date.

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## New Process for Involuntary Deductions, continued

### Part 2 – Complete the Process in CIPPS

Garnishment records added to Payline before 2 pm will be visible in CIPPS the next business day.

The fields will be formatted as shown below. As mentioned at the beginning of this bulletin changes cannot be made directly to the H0901 screen. Required changes must be made through Payline.

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GUH 000,88002126000                                ON H0901

--DEDUCTION PAYMENT NAME & ADDRESS--

COMPANY--> 00000 EMPLOYEE NUMBER--> 88002126000 NAME NUMBER--> 1
NAME> JANE                                           DOE
PAYEE NAME-----> ACME COMPANY
ADDRESS 2-----> RICHMOND GEN DIST COURT
ADDRESS 3-----> 400 N 9TH STREET
ADDRESS 4----->
ADDRESS 5-----> RICHMOND VA 23219
GARNISHMENT CASE NUMBER--> 18-18393382
GARNISHMENT CASE NAME----> RE: JANE DOE RET DATE 7/6/2017

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The lines from Payee Name to Address 5 will print on the check and the outside of the self-sealed mailer in the order shown on the H0901 screen. The Garnishment Case Number and Case Name will print at the top of the check face.

### Special Processing for Deduction 001 - DCSE

#### **DO NOT set up a garnishment record in the Payline “Garnishment Maintenance” utility for Deduction 001.**

Deduction 001 – DCSE is the only involuntary deduction that is sent via EFTP to the Department of Social Services. Because this deduction does not create a third party check, it should ALWAYS have a “0” in position #17 of the utility field on H0ZDC.

Typing a name number in position #17 of the utility field causes CIPPS to generate a check to the wrong entity. This creates an out of balance situation in the DCSE extract and a correcting journal entry is required on behalf of your agency.

Establish Deduction 001 as described in Example A of [CAPP Topic 50405](#). The percentage specified in positions 7-10 of the utility field will be used to instruct Cardinal to establish the deduction using the proper withholding rules during conversion.

As described in the next section, agencies **MAY** enter a priority code on H0ZDC to designate if this is a child, dependent or spousal support order. Agencies who decide to do so should read the next section to determine how to specifically designate the nature of the support order.

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## New Process for Involuntary Deductions, continued

### Add the Involuntary Deduction to H0ZDC

After the H0901 record is transferred to CIPPS, add the appropriate involuntary deduction on H0ZDC as instructed in [CAPP Topic 50405](#).

Deductions 002 – 008 create a third party check and will require a matching H0901 record before they can be entered on H0ZDC.

To properly establish the involuntary deduction in Cardinal, it is necessary to identify the “type” of withholding. This information will be used to select the garnishment calculation rule that applies to the order.

When establishing the garnishment record in Payline, a “Record Type” was selected. The “Record Type” **does not** interface to CIPPS. Instead, it should be entered manually into the three-digit PRTY (Priority) field when establishing the deduction on H0ZDC.

-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 00000 EMPLOYEE NUMBER---> 88002126000  
 NAME-----> JANE DOE

NO	NAME	AMT/PCT	GOAL	UTILITY	DED YTD
CALC	GN FR	PRTY START DATE	END DATE	DED MTD	DED YTD
3	GARNISH1	.25000	1059.26	200011250000062911	
-	95 2 09	000 00/00/0000	00/00/0000	.00	.00

NOTE: Changing this code on the employee level does not affect the processing priority. CIPPS system settings defer to the priority codes established on the company level.

If the deduction number is “001” or “002” and the priority code is the default “000” the deduction is assumed to be a Child Support Deduction. Agencies **MAY** designate this deduction more specifically as either “dependent” or “spousal” support. The designation is purely informational and does not impact the amount of support withholding based on Virginia rules.

If the deduction number is 003-008 and the priority code is the default “000” the deduction is assumed to be a Court Ordered Garnishment (Writ).

To specify other withholding types, enter the three digit number that was selected as the “Record Type” in the Payline utility that established/changed the H0901 record. A complete list of codes is provided in the previous section entitled “**Field Entry for the Garnishment Maintenance -Add Record Screen**”.

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## New Process for Involuntary Deductions, continued

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### **Establishing H0901 For Deceased Payments**

In order to facilitate the new requirements, agencies will also be required to use the “Garnishment Maintenance” utility to establish the H0901 record for payments to Administrators/heirs/beneficiaries of deceased employees.

State Payroll Operations will establish the estate/survivor as a “Vendor” in the Payline utility after receiving the completed “Garnishment Vendor Request Form”. In the “Reason for Request” designate “Other” and specify “Deceased Payment” in the explanation area.

Unlike other “Vendor” records in the utility, this information will NOT be visible to other agencies.

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