

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2017

June 23, 2017

Volume 2017-07

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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

**Director**                      **Lora L. George**

Acting Director              Cathy C. McGill

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### Special Reminders for the July 3, 2017 Pay Date/Holiday

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#### **Payday is on July 3, 2017 (Holiday)**

Please communicate to your salaried, classified employees that in accordance with the established pay schedule, payment for the June 10 – 24 pay period will be dated Monday, July 3, 2017. Even though July 3 is a state holiday, the Federal Reserve Bank is open. As stated in Payroll Bulletin 2017-05, salaried payroll expenditures for the June 10 – 24 pay period (July 3, 2017, payday) will be charged to FY 2018 without exception.

**Under no circumstances are payroll (including third party) checks with any July 2017 check date to be placed into the U.S. mail prior to 2:00 p.m. on June 30, 2017. Additionally, under no circumstances are checks with a July 2017 check date to be placed into an employee's possession prior to July 3, 2017.**

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#### **First Business Day of July for VRS Business Rules**

VRS business rules define creditable compensation according to the employee's pay and status on the first available work day of the month.

VRS system defaults consider only banking holidays and weekends when determining the first business day of a month. As a result, VRS will default the first working day of the month as July 3.

Because July 3 is a state holiday, the first business day of the month for most state employees will be July 5. System defaults prevent VRS from automatically reflecting changes effective that day in the July creditable compensation. Please keep in mind that manual intervention may be required in their system to accurately reflect these changes. Contact VRS for assistance if necessary.

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#### **Bi-Weekly Wage Payrolls**

All wage employees processed in FY 2018 must be bi-weekly. The payroll calendars distributed in Payroll Bulletin 2017-05 reflect the mandatory certification deadlines.

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**Special Reminders for the July 3, 2017 Pay Date/Holiday**

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**No Pay or  
Edits  
Requests  
July 3-4**

CIPPS files will close at **NOON** on June 30 for fiscal year end processing. Please note this change from prior communications. Any changes keyed after CIPPS becomes available will be reflected on system reports generated on the night of July 5. Requests for edits or pay will not be processed until the night of July 5.

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