

Department of Accounts Payroll Bulletin

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Salary Increase**

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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General Guidelines for July 2017 Salary Increase

DHRM Policy and Guidance

The Department of Human Resource Management distributed a memorandum dated May 11, 2017, entitled Authorizations and Compensation Activities for Fiscal Year 2018. Within this document DHRM provided an explanation of the policies related to the July salary increase. Additionally, DHRM has provided more information in the form of Frequently Asked Questions.

<http://www.dhrm.virginia.gov/agencyhumanresourceservices/compensationmemos>

Agencies Using PMIS

DHRM will produce a file for use in DOA's "salary regrade" program in lieu of the daily CIPPS to PMIS interface for those agencies that enter data into PMIS. This program will create transactions to update the pay period amount and date of last pay change on HOBID along with updating the IMP LIFE (SP 14) amount on H10AS. As this is a mid-month salary increase, the CONTBASE (SP 99) transactions produced by this file will not be updated in CIPPS until July 27th (the first processing day for the month of August).

As stated in the guidance, DHRM will automatically apply the increase to the "State Salary". If an increase on the "Non-State Salary" or the "Special Rate" has been approved by the agency, it must be keyed manually by the line agency into PMIS. Increases keyed directly into PMIS will come to CIPPS through the daily interface file. **To avoid timing differences with the PMIS regrade file DO NOT key adjustments of this nature into PMIS until July 11th.**

Mid-month salary changes processed through the daily PMIS to CIPPS interface automatically suspend updates to the CONTBASE (SP 99) amount until the first processing day of the next month.

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General Guidelines for July 2017 Salary Increase, cont.

Agencies Using PMIS, continued

To avoid timing issues DOA will release the CONTBASE (SP 99) transactions produced from the initial regrade file on July 27th, and then the CONTBASE (SP 99) transactions produced by the daily PMIS to CIPPS interface will be processed by DOA on the night of July 28th.

This schedule will ensure that the more recent updates to the CONTBASE (SP 99) will overwrite the original transaction updates created using the initial DHRM regrade file.

PMIS agencies should NOT key salary changes directly into CIPPS. ALWAYS let the PMIS to CIPPS interface schedule the proper update of the CONTBASE (SP 99) amount to avoid retirement processing errors.

If the CIPPS salary absolutely must be updated online to meet a certification deadline, please remember this action will automatically update the CONTBASE (SP 99) amount. As this is a mid-month salary increase a special pay transaction (HUE01) must also be processed by the agency to prevent the retirement benefits from calculating on the new value prematurely.

Agencies NOT Using PMIS

Agencies that do not enter data into PMIS should wait until July 11 to manually update CIPPS for the new salaries. The manual entry will automatically update the CONTBASE (SP 99) amount. As this is a mid-month salary increase a special pay transaction (HUE01) will be required to prevent the retirement benefits from calculating on the new value prematurely. DOA will capture the pre-increase value of CONTBASE (SP 99) on July 10. Using this information DOA will create and load 9XX override transactions on July 11 to prevent premature calculation of retirement benefits on the new value.

Imputed Life

As the Imputed Life will be increased mid-month additional taxes will be withheld in the second half of July as Imputed Life is self-adjusting.

Employees Who Exceed Maximum Pay Band Amount

Base pay is restricted to the appropriate pay band maximum for the position. If the computed salary increase exceeds the limit, DHRM will send only the maximum allowed amount in the regrade file.

Excess amounts are paid as a one-time bonus to the employee. PI Bonus (SP 24) should be used to make these payments. This bonus amount will not be updated in CIPPS automatically. They must be manually entered into CIPPS.

Contact DHRM for instructions on obtaining the proper bonus amount to pay.

General Guidelines for July 2017 Salary Increase, cont.

Salary Regrade Processing Calendar	July	PMIS Agencies	NON-PMIS Agencies
	10	Semi-Monthly salaried certification deadline (6/25-7/9/2017)	Semi-Monthly salaried certification deadline (6/25-7/9/2017) – SPO will copy the SP 99 CONTBASE on H10AS.
11	Regrade file processes overnight. To avoid timing issues, salary corrections effective during the July 10-24 pay period should NOT be keyed into PMIS until this day.	Begin keying increases in CIPPS. SPO loads CONTBASE (SP 99) 9XX overrides based on amounts copied on July 10.	
12	New salaries and Imputed Life amounts available in CIPPS and visible on edits requested July 11.	Review CONTBASE (SP 99) overrides entered by SPO when edits received for the 7/10-24/2017 payroll.	
26	Semi-Monthly salaried certification deadline (7/10-24/2017)	Semi-Monthly salaried certification deadline (7/10-24/2017)	
27	CONTBASE (SP 99) transactions created from initial regrade file released.	The H10AS CONTBASE (SP 99) amount for NON-PMIS agencies is already correct on H10AS. Review pending reports to ensure that no overrides keyed by SPO are stuck in pending.	
28	CONTBASE (SP 99) transactions created during daily PMIS to CIPPS interface activity released.		
29	Report U180 available showing CONTBASE (SP 99) transaction updates that occurred July 28. Edits requested July 28 can be used to review final CONTBASE (SP 99) updates.		