

# Department of Accounts

## Payroll Bulletin

Calendar Year 2017

September 7, 2017

Volume 2017-09

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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**

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## Internal Controls

### Data Entry

Changes made to master file records in CIPPS directly impact employees' pay. Documentation supporting all changes made in CIPPS must be completed and authorized prior to data entry. Once the change has been entered, it should be reviewed by a second person to ensure accuracy and completeness. This is especially true regarding changes made to employee direct deposit deductions/bank account information. One wrong digit may add several days beyond pay day to posting of the credit to the employee's account. Another example where review is essential is on applications for the pay card. Applications should be carefully reviewed for legibility and completeness before faxing to DOA. In-house policy and procedures governing the data entry and review processes should be developed and documented. All applicable forms/applications used to establish an employee record or to change the current information must be maintained by the agency for audit purposes.

### Certification

Accuracy and proper authorization of changes are the goal in the certification process. In addition to confirming that the amounts are correct, certifiers and reviewers should verify that the frequency, pay period and check date are also valid. Report 2001 can be used to compare final cert to the most recent edit information.

Agencies must have policies and procedures governing the certification process. The following are the minimum guidelines to use when developing your policies:

- The person responsible for data entry of the payroll cannot be the person responsible for certification of the payroll,
- A second person should review the certification once it has been entered to ensure all information is correct,
- Assign a primary certifier and a backup in cases when the primary certifier is not available,
- Steps should be taken to ensure that unauthorized personnel do not breach the certification security, and that security is continuously updated.
- Agencies should have at a minimum a primary certifier and a backup certifier, in case the primary certifier is unavailable.

Insufficient coverage for certification or gross pay differences greater than \$20,000 may lead to mention in the 'Report on Statewide Financial Management and Compliance', commonly known as the Quarterly Report.

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## General Guidelines for September 2017 Salary Increase

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### Agencies Using PMIS

As stated in the [DHRM Compensation Memo](#) dated May 11, 2017 eligible employees will receive an additional 2% salary increase effective 9/10/2017.

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 H0BID 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 the following month(October). See the "Salary Regrade Processing Calendar" section below for specific dates.

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 September 12<sup>th</sup>.**

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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### Imputed Life

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

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### 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.

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## General Guidelines for September 2017 Salary Increase, cont.

### Non-PMIS Agencies

As usual, Non-PMIS agencies will key these salary increases manually in CIPPS. DOA has no way to anticipate which employees are eligible for the 9/10/2017 increase. As such, we will not be able to override the SP 99 CONTBASE automatically.

Therefore, as increases are keyed in CIPPS keep in mind that the SP 99 CONTBASE will automatically update on H10AS prematurely. The new salary should NOT be used to calculate the retirement deductions for 9/10-24/2017.

To prevent incorrect retirement contributions, Non-PMIS agencies should key an HUE01 override for SP 99 CONTBASE reflecting the pre-increase salary amount.

### Salary Regrade Processing Calendar

Sept	PMIS Agencies
11	Semi-Monthly salaried certification deadline (8/25-9/9/2017)
12	Regrade file will be processed overnight for employees automatically processed by DHRM as listed on the "INCREASE-agency-date.txt" file. – (please see messages posted to DHRM ITECH portal for more information.)
25	Semi-Monthly salaried certification deadline (9/10-24/2017)
26	CONTBASE (SP 99) transactions created from regrade file processed on 9/12 released.
27	CONTBASE (SP 99) transactions created during daily PMIS to CIPPS interface activity released.
27	Report U180 available showing CONTBASE (SP 99) transaction updates that occurred July 27. Edits requested July 27 can be used to review final CONTBASE (SP 99) updates.

## Optional Group Life Premium Update

### Optional Group Life Premium Update

Effective September 1, 2017 (September 15, 2017 payday) the Optional Group Life rates for the three age brackets shown below will be reduced. The rates will continue to be based on the salary of the member and the age of the member or spouse as of January 1, 2017 (the July 10, 2017 and September 10, 2017 salary increase will not be reflected in the optional life premium until January 1, 2018.)

Ages 40-44: Reduced from \$0.09 to \$0.08 per month per \$1,000 of coverage

Ages 60-64: Reduced from \$0.65 to \$0.59 per month per \$1,000 of coverage

Ages 65-69: Reduced from \$1.15 to \$1.06 per month per \$1,000 of coverage

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## Optional Group Life Premium Update, continued

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### U024, U025 Reports

Reports documenting the coverage and premium amounts were run on September 5, 2017. Be sure to review the Report U024, OPTIONAL GROUP LIFE PREMIUM LISTING, and Report U025, OPTIONAL GROUP LIFE ERROR REPORT, in sufficient time to identify and make any necessary adjustments prior to certification.

The file to change the Deduction 35 amounts on H0ZDC was loaded on the night of September 6, 2017.

Questions regarding coverage or premiums should be directed to Joe Chang at Minnesota Life at:

Joe Chang, Richmond Branch Office  
joseph.chang@minnesotalife.com  
Phone: 1-800-441-2258, ext. 101  
Fax: 804-644-2460

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## Garnishment Entry and Vendor/Payee Request Reminders

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### Garnishment Entry Reminders when entering a Garnishment in Payline and CIPPS:

- When entering a Virginia Child Support Garnishment, no H0901 record is required in CIPPS, therefore, do not enter these garnishments in Payline. These payments are sent via EFT, and the employee information associated with the deduction will be sufficient to ensure the appropriate payment is made.
  - Always use deduction number 001 for Virginia Child Support garnishments on H0ZDC.
  - Always place a “0” in position 17 of the utility field of deduction number 1 on the H0ZDC screen in CIPPS.
- When entering a garnishment in Payline, remember the “Name” number selected for this garnishment. Enter the same name/number into position 17 of the utility field on H0ZDC when setting up the deduction. This is how the system ensures the correct deduction is associated with the correct garnishment payee information.
- When entering data into the “Employee Number” or “Vendor/Payee Search” boxes in Payline, select the appropriate record by clicking on the Employee ID/Name or the Vendor/Payee in the box on the right. Simply typing in the information is not sufficient. You must select your entry from the box on the right to avoid errors. When searching for a Vendor/Payee combination, enter the Payee information into the search box for best results.

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## Garnishment Entry and Vendor/Payee Request Reminders, continued

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**Garnishment Entry** Reminders when entering a Garnishment in Payline and CIPPS, continued:

- If the box on the right side of the page is not populating as you type into the search boxes, make these changes to your Internet Explorer settings:
  - Go to Tools > Internet Options > Security (tab at the top) > Trust Sites (check mark). Click on the “Sites” button. Make sure <https://payline.doa.virginia.gov> is listed under “Websites”. If it is listed in the box labeled, “Add this website to this zone:”, click on the “Add” button to add Payline to your list of trusted sites. Choose Close > Ok
  - Next go to Tools > Compatibility View Settings. If <https://payline.doa.virginia.gov> is listed in the box labeled, “Websites you’ve added to Compatibility View”, selected the site in the list and choose the “Remove” button to remove it from your Compatibility View list.

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**Vendor/Payee Request Reminders** Reminders when filling out the “Request to Add Garnishment Vendor/Payee” form:

- Think about *who* the garnishment check is supposed to be mailed to, and *where* the garnishment check is to be mailed to. The “Vendor” on the request form will be who the check is to be mailed to along with that vendor’s address information.
- The “Payee” on the request form is the entity who will receive the funds from the payment.
- In some instances, the Vendor and the Payee may be the same. For example, in the case of fees owed to the court, the court may be the Vendor and the Payee. When this is the case, the court name only needs to be entered once in the “Vendor Name” field. When no “Payee Name” is listed, the Vendor also becomes the Payee.
- When requesting a new vendor, such as a court, city or county government, always use the PO Box when one is available.

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## U053/U077 PMIS/CIPPS Data Discrepancy Reports Schedule

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**New Run Schedule for U053/U077 Reports**

The PMIS data used for the U053/U077 PMIS/CIPPS Discrepancy reports is provided to DOA twice a month at the end of each pay period. The U053 and U077 reports will now be run automatically on the first business night of each pay period. For example, DOA will receive a new file on Monday, 9/11 and reports will be run that night. This eliminates the need to request these reports manually and provides more timely information since they will be run each time updated PMIS data is provided to DOA.