

# *Department of Accounts*

## *Payroll Bulletin*

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*In This Issue of  
the Payroll  
Bulletin.....*

- ✓ **Way 2 Go Card Reminders**
- ✓ **CIPPS Conversion Requirements  
for Person Data**

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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### **Way 2 Go Card Reminders**

#### **Submission Guidelines**

Before submitting Way 2 Go card applications to DOA please:

- Confirm the employee profile has been set up in CIPPS
- If faxing, include a cover letter with agency contact information and number of applications included
- Review for legibility
- Review to ensure there are NO blank fields on the form (the most common field left blank is Phone Number-we CANNOT process a form that is missing information)
- Confirm agency and employee number are listed on the form and correct information is provided

Also, please be reminded that:

- Employees must be at least 18 years of age to have a Way 2 Go card
- The account number in CIPPS on the H0BB1 screen is system-generated by Way2Go and will not be the same number that is on the employee's card.
- If the employee already has an existing profile with Way 2 Go, a new card is not automatically reissued when DOA sets up the payroll account. If the employee does not have a card, they will need to call Way 2 Go to have a new one mailed out. Please ensure they have received and activated the card before starting the deduction.

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## CIPPS Conversion Requirements for Person Data

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### CIPPS Conversion Guidelines

SPO has been working closely with Cardinal to test and review the conversion files that will facilitate the transfer of critical data elements from CIPPS to Cardinal HCM.

As implementation draws closer, it becomes increasingly important that line agencies exercise additional care when entering new data into CIPPS and the systems of record that interface with CIPPS. This is especially true when the employee is a student, adjunct faculty, AmeriCorps employee, or any other job category not maintained in PMIS. In all cases, agencies need to ensure accuracy of entered data through appropriate review.

Errors in the CIPPS data may cause conversion issues that could result in records loading improperly or not at all. Every effort must be made to prevent errors that may cause problems at “go-live”.

It is imperative that agencies understand how the data will flow from CIPPS into Cardinal HCM. To help agencies understand the requirements, SPO will begin providing a series of bulletins that highlight critical fields in CIPPS and how they relate to conversion. Suggestions for maintenance of these fields until “go-live” will also be presented.

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### Person Data

Person data consists of basic demographic information for the employee. The following data elements will be sent to Cardinal HCM from CIPPS:

- **Employee ID** (every 11 digit Employee ID is converted to end in “00” as there is only one person-record for every employee in Cardinal HCM).
- **Name**
- **Birthdate**
- **Date of Hire** (Employment Date on H0BID)
- **Gender** (Defaults to male if not filled in on H0BID; a valid value of male or female must be present but does not affect any calculations in Cardinal HCM).
- **Social Security Number**
- **Address**
- **Citizenship** (Alien CD from H0BUO)

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## CIPPS Conversion Requirements for Person Data, continued

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### Handling Multiple Records in CIPPS

The person data conversion file is not agency specific. To be considered for a person data record, the CIPPS record must first meet one of the following criteria:

- Active status on HOBES (employee status of “1”)
- Terminated status on HOBES (employee status of “3”) with gross pay in the current calendar year greater than zero

When multiple records are found for the same employee (the first 9 positions of the Employee ID match regardless of the agency number), the program will choose which record to use based on the following additional criteria:

- Active records are chosen over terminated records
- Active salaried records are chosen over active wage/hourly records
- Salaried records with timecard status of “Automatic” are chosen over salaried records with timecard status of “Non-Auto”
- Of the remaining records, the program chooses the one with the most recent date of hire. The program determines the date of hire by comparing the HOBID “Employment Date” (State Begin Date) and the H0BUO “Ag Emp Start” (Agency Begin Date). It uses the record with whichever date is most recent.
- When all other means are exhausted, the program will choose the first record found by numerical order.

When multiple records exist for the same employee within an agency, the name, birthdate, address, and social should be the same on each record to avoid issues.

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### Importance of Terminating Old Records in CIPPS

As explained in the previous section, any record marked as “Active” (employment status “1” on HOBES) may be sent to Cardinal HCM for conversion.

The intent is to send a record for every active employee employed in an active position as well as terminated employees with wages for the current year.

Nonessential active records at one agency may override an essential record at another agency sending the wrong information to Cardinal HCM. If the agency has “active” employee records that have not been paid in the current calendar year, the record should be terminated. Additionally, agencies must provide a *job record* for each employee for whom a person data record is established.

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## CIPPS Conversion Requirements for Person Data, continued

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**Key Points for Selection** Follow the guidance stated below to ensure the selection is accurate:

**Criteria fields**

- Employment Status on H0BES – Use ONLY status “1” or “3”. If the employee is in LWOP, keep them in status “1” and make the timecard status “0” (Non-Auto)
- Pay Type on H0BID – limit Pay Type to:
  - Salaried Employees – Pay Type “2” (or “3” with frequency 89)
  - Wage Employee – Pay Type “1” if Hourly; Pay Type “3” if flat dollar amount
- Timecard Status on H0BID – change to timecard status “0” as soon as possible when an employee is transferring to another agency
- Employment Date on H0BID (State Begin Date) –The first day of continuous state employment for a salaried employee.
- Ag Emp Start on H0BUO (Agency Begin Date) – The first day the employee started with the agency. This date is critical when choosing the most recent record when a salaried employee transfers between agencies.

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**Name Errors** To prevent errors in the name fields, use the following guidelines.

- Name information for a salaried employee in a PMIS agency will interface to CIPPS with the correct format. The name entered in PMIS should match the employee’s social security card to avoid IRS compliance issues.
- When manually entering hourly employees maintained in PMIS, the name in CIPPS should match PMIS. If PMIS is incorrect, update PMIS and then update CIPPS.
- Be sure to use the “tab” key when entering data on H0BNE/H0BID. This allows a user to start typing in the first position of a field and eliminates blank spaces at the beginning of the field.
- The first, middle and last name should match the employee’s social security card. Agencies should consider obtaining access to the Social Security Number Verification Service (SSNVS) to verify the correct entry of the employee’s name at the time they are hired. For example, the social security card may read “Diane Smith Taylor”. One might assume that “Smith” is the middle name, but SSNVS could reveal that the name is actually: first name “Diane”, no middle name, and last name “Smith Taylor”.
- As stated in CAPP Topic 50305 “**For suffixes, enter the last name followed by a comma then a space and the suffix (e.g., Smith, Jr). This MUST match the employee’s SS card.**” Agencies MUST follow this convention to translate the name correctly to Cardinal HCM.
- Unless supported by a social security card to the contrary, both first and last names are required.

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## CIPPS Conversion Requirements for Person Data, continued

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### Address Errors

To prevent errors in the Address fields, use the following guidelines.

- Salaried employees at PMIS agencies - let the record interface from PMIS.
- If the employee is hourly and the record exists in PMIS, the address should match PMIS. If the address is wrong, correct PMIS and then correct CIPPS.
- "STREET ADDRESS" on H0BID is required. If the employee has information in the "PO BOX/APT/SUITE" and no "STREET ADDRESS", the program sends the information in the "PO BOX/APT/SUITE" field as the "STREET ADDRESS" to Cardinal.
- "PO BOX/APT/SUITE" on H0BID is optional. If both the "STREET ADDRESS" and "PO BOX/APT/SUITE" fields are populated, the program sends both lines to Cardinal.
- Use the tab key on H0BID/H0BNE. This is particularly important when keying the "CITY", "STATE" and "ZIP" fields because you may not be able to see where the first position begins.
- The "STATE" should contain a valid two character state abbreviation. No punctuation should be in this field.
- The "CITY" should not contain any punctuation (example, comma).
- The proper format for the "ZIP" field is stated in CAPP TOPIC 50305 "**either the five-digit or nine-digit number, with a dash separating the zip code from the extension. (e.g., 23225-1234) Be sure to start in the first position of the field.**"
- If you do not have the nine-digit "ZIP", only key the five-digit zip. **Do not key the dash unless you have a nine-digit ZIP.**
- If you have the nine-digit zip, include the dash between the first five and last four digits as stated in the CAPP Topic.
- Make sure that the correct number of digits exist for the "ZIP" (five digits, not six before the dash). If you have a dash, you need at least four digits behind the dash.
- Street Address, City, State and Zip are required in Cardinal. These should never be left blank.
- Foreign addresses may be entered without regard to the rules above. Cardinal will contact you to coordinate the address update for foreign countries.

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### Citizenship

For employees maintained in PMIS, the citizenship status on H0BUO should match the Alien Code in PMIS. Non-Resident Aliens that require special taxing should have the country code of "901" on H0BAD.

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## CIPPS Conversion Requirements for Person Data, continued

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**Birth Date**

To prevent errors in the Birth Date field, use the following guidelines.

- Be careful not to key the current year as the birth date year. CIPPS has no edit that will prevent invalid birth dates.
- For salaried employees, the birth date is important for determining the proper 457/403(B) goals as well as calculating imputed life.
- Birth date information in PMIS and CIPPS should match.

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**Employment Date**

To prevent errors in the Employment Date field, use the following guidelines.

- The Employment Date from the H0BID screen is used (not the Agency Begin Date on H0BUO). This represents the first day of continuous state employment for salaried employees. This field should match the “State Begin Date” in PMIS.
- For hourly employees, this field should represent their first day with the current agency.
- Cardinal HCM will not load future-dated hires. Some agencies establish new hires months in advance when large numbers of new hires are expected to begin work at the same time. As “go-live” approaches, agencies should not key employees into CIPPS that will begin employment after the conversion date.

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**SSN Errors**

SPO will routinely use SSNVS (Social Security Number Validation Service) to compare name/SSN to what is on record with the SSA. Name/number combinations that are flagged as errors will be provided to agencies. When the SSA error says “Name Does Not Match Social”, this could mean that either the employee name is incorrect or the social security number used by the employee belongs to another US citizen. Birth dates are also part of the data validated with the SSA so these errors need to be resolved as well.

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**Audit Reports**

To help agencies monitor the accuracy of these fields, SPO will begin placing error reports in agency folders on CN SharePoint. Line agencies will be responsible for making all corrections as soon as possible. At go-live, SPO will require line agencies to sign a form stating that all errors submitted to them have been reviewed and resolved.

Given the importance of converting correct data to Cardinal HCM, additional care should be taken to ensure that data is entered correctly in all systems of record, as well as CIPPS. Resolve all reported errors as soon as possible. If you have any questions, do not hesitate to contact SPO for assistance.

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