

# Department of Accounts

## Payroll Bulletin

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

- ✓ **Health Care Project & Activity ID Codes**
- ✓ **New Parental Leave Codes (CIPPS Leave Agencies)**
- ✓ **VNAV Duplicate Report U190 Update**
- ✓ **Moving and Relocation Tax Status**
- ✓ **Employee Loan Reminders/Change in Handling Returns**

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)

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## Health Care Project & Activity ID Codes

### **Use the ATA Checker**

Please download and use the new version of the ATA Checker found on the DOA website at:

<https://www.doa.virginia.gov/forms/Payroll/HealthcareATAChecker.xlsm>

Recent Cardinal changes require the use of the “Activity ID” field whenever a “Project ID” is used. The value for that field should always be “STATE”. The ATA’s that are sent to DOA during the healthcare reconciliation process must pass the ATA Checker before they are sent to the [Healthrecons@doa.virginia.gov](mailto:Healthrecons@doa.virginia.gov) mailbox.

ATA’s that do not pass the test will be returned to the agency. The monthly healthcare certification is considered incomplete until the corrected ATA is submitted. If the corrected ATA is not submitted prior to the deadline, the certification will be marked as late on the Quarterly Comptroller’s Report.

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## New Parental Leave Codes (CIPPS Leave Agencies)

### **Bonus Leave Re-purposed**

DHRM Policy 4.21 provides policy guidance for the new Parental Leave type approved by Governor Northam effective 6/26/2018. Eligibility questions should be sent to DHRM.

CIPPS Leave will be modified to re-purpose the existing “Bonus Leave” for tracking this new leave type. It is not quite ready for agencies to use the existing “BE” and “BT” leave codes for “Parental Leave” but specific usage instructions will be provided as soon as the new functions are available.

In the meantime, please track usage of the “Parental Leave” type on a spreadsheet that can be used to update CIPPS when the system is ready.

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## VNAV/CIPPS Duplicate Transaction Report U190

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### Report U190 Revisions

As mentioned in Payroll Bulletin #2018-02, agencies should review the U190 report twice a month when retirement updates are processed.

Report U190 has been enhanced as follows:

- If the file contains multiple transactions for the same employee with different effective dates, the most recent transaction will be processed and the older one(s) will be rejected. The rejected transaction(s) will be shown on Report U190 with “REJ” as the type. The accepted transaction will be shown on Reports U185 (Update Listing) or U186 (Retro Transaction Listing).
  - If the file contains multiple transactions for the same employee and the effective dates are the same, the program cannot determine which transaction is correct. The rejected transactions will be listed with “DUP” as the type. The agency should review VNAV and update CIPPS using a screen print as the source document in these cases.
  - If multiple transactions are sent for the same employee ID and the same effective date, but one transaction is for a Purchase Prior Service (PPS) and the other contains retirement plan changes, both transactions will be sent to the program for processing. The transactions will be shown on Reports U185 (Update Listing) or U186 (Retro Transaction Listing).
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## Moving and Relocation Changes

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### Special Pay 003 Moving and Relocation Non-Taxable removed

Effective January 1, 2018, the passage of the Federal “Tax Cuts and Jobs Act” made all qualifying moving expense reimbursements taxable. This includes all reimbursements made in 2018 even if the move occurred in 2017.

Special Pay 003 “M&R NTAX” has been removed from CIPPS. Agencies should use Special Pay 004 “M&R TXBL” to appropriately tax payouts to employees for moving and relocation expenses.

Form DA-02-182 “Employee Moving and Relocation Expense Information” has not yet been updated to reflect these changes.

In the meantime, it is suggested that agencies fill in the existing form according to the applicable line item regardless of the taxability specified and note across the top of the form that “ALL MOVING EXPENSES ARE TAXABLE”.

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## Employee Loan Reminders & Change in Handling Returns

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### Employee Loan Reminders

Since the Virginia State Employee Loan Program (VSELP) was launched in July 2009 the program has loaned over \$20,000,000 (yes, that's *millions*) in VACU funds to eligible state employees, \$500 at a time. They receive between 30 and 45 payroll requests to fund loans daily.

To send information to the VSELP office at DHRM, send it ONLY to

[FSPRMB@dhrm.virginia.gov](mailto:FSPRMB@dhrm.virginia.gov).

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## Employee Loan Reminders & Change in Handling Returns, cont.

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### Employee Loan Reminders, cont.

In that email, the following must be included - these items are found on the credit agreement document the employee/borrower brings to you.

- Full name of borrower/employee and agency name
- The 9-digit employee ID number
- The amount of the loan (almost always \$500)
- The loan number that is on the document (10 digits)
- "The loan has been setup in CIPPS/other payroll for payroll deductions"

Upon receipt of the credit document, please try to turn it around to VSELP within 24 hours.

Keep in mind that the "clock starts ticking" when the email providing this information is sent to VSELP. The borrower, of course, wants the loan funded right away. VSELP staff has 1-3 business days to process and fund each loan from the time the email from payroll is received at VSELP.

Please do not issue phone numbers for the borrower to use to check on the status of the loan. If more than 3 business days have passed since the information was provided to payroll, the borrower should first start with their payroll office to see if it has been forwarded to VSELP.

Things that will delay the funding of a loan include:

1. Borrower did not successfully complete the **BALANCE Financial Quiz with at least 8 correct answers.**
2. **Employee still has a loan that is not fully paid with a pay-off confirmation letter.**
3. **Payroll was delayed in sending** the loan set-up notice to VSELP.
4. The VACU loan system may be down (not often but does occur).
5. **Internet connections** in Payroll or VSELP are interrupted or down.

VSELP has one person funding loans and lots of borrowers so they request the use of **email** to send a quick note to [FSPRMB@dhrm.virginia.gov](mailto:FSPRMB@dhrm.virginia.gov) . They will answer the emails in the order received.

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### Returned Loan Payments

DOA receives a large number of VACU loan payments as returned items each pay period. Most of these are for accounts that have been paid off at the VACU, but not stopped in CIPPS. Previously, each return was researched so that the amount could be forwarded to the employee's net pay account. This has become a very time-consuming effort due to the increasing number of returns received each pay period.

Effective August 1, 2018, funds returned for loan payments will be deposited in the agency's Payroll Suspense account (255630) in Cardinal. It will be up to the agency to provide these funds to the employee using the Cardinal Expense module to produce a paper check or send to the employee's net pay account on file in Cardinal, as applicable. A copy of the AR voucher and a list of the employees and amounts will be provided to the agency to facilitate distribution to the employees. DOA will continue to change the frequency on the Loan Direct Deposit deduction to 00 to prevent future payments on that account.