

Department of Accounts

Payroll Bulletin

Calendar Year 2019

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the Payroll
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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) 225 -2245 or Email at cathy.mcgill@doa.virginia.gov

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Direct Deposit Security

Direct Deposit Security

As part of our continued efforts to reduce direct deposit fraud, SPO removed the employee direct deposit form from the public website in September of 2019 (Payroll Bulletin 2019-07). Employees are required to log into Payline to print the deposit form and submit to the agency Payroll or HR office personally or using a secure method of communication (not email).

Fraudsters continue to target businesses of all types convincing Payroll and Human Resources employees to change direct deposit banking information. The most common ploy is to send an email that appears to be from the employee. Scammers can generate fake email accounts by using free services so emails appear to come from actual employee email addresses. The request is brief, polite and urgent requesting that the direct deposit information be changed “before the next paycheck”. If you receive such a request, ALWAYS direct the employee to use the form provided in Payline and do not email the form in the reply.

As a reminder:

- Do not share the direct deposit form electronically.
- Never accept a direct deposit change received through email OR fax UNLESS you confirm directly with the employee, either in person or by phone (using a phone number already in your file).
- ALWAYS make sure that the most current version of the Commonwealth DD form is used. The form was revised as of 08/19 and earlier versions SHOULD NOT BE ACCEPTED.
- NEVER accept a direct deposit change that is not completely filled out and signed by the employee.
- Agencies that are victims of direct deposit scams are liable for the funds that have been misdirected if they are not recovered AND are required to pay the affected employee as soon as is administratively possible.
- Encourage employees to review their direct deposit routing number (bank) and account number(s) in Payline two (2) business days before payday. **Early detection of changes NOT AUTHORIZED by the employee will substantially reduce direct deposit fraud.**

Reminder – Net Pay Direct Deposit Policy

Direct Deposit of Net Pay

As stated in Payroll Bulletin #2017-04 effective July 1, 2017, employees paid in CIPPS are REQUIRED to deposit their NET PAY into a single bank account regardless of how many separate agencies they are employed by or how many jobs they have within the same agency (i.e. classified and adjunct at a higher education agency). The policy is applicable to net pay only.

The employee may continue to have various fixed amount direct deposit distributions while still being paid in CIPPS.

Agencies are responsible for coordination with employees to ensure compliance. State Payroll Operations will monitor compliance until CIPPS is decommissioned.

Calendar Year End Adjustment Form

Employee Adjustment Form

The Employee File Adjustment Form that was included with the Calendar Year End 2019 Payroll Bulletin (Volume 2019-09) **should not** be utilized to make required adjustments.

Please use the Employee File Adjustment Form (spreadsheet) that is located on our website (payroll operations/ payroll forms/quarterly reconciliation forms). The form will be modified and replaced on the website no later than December 30. It will include a summary sheet in the same format as the adjustment form included in the CYE bulletin, but it will be populated automatically from the entries made in the spreadsheet. It is not necessary to print the CYE adjustment form, but please send the spreadsheet(s) along with your CYE certification package due to DOA NO LATER THAN January 10. There is a very small window of time for the adjustments to be made and payment of any additional FICA taxes that may be due from the agency to be made without penalty.
