

# Department of Accounts

## Payroll Bulletin

Calendar Year 2020

April 16, 2020

Volume #2020-07

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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 send an email to [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov).

State Payroll Operations

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### PHEL and FFCRA in TAL

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#### Agencies with Batch Interfaces from TAL

This bulletin applies only to those non-PSB agencies that send batch interfaces from TAL to CIPPS for non-exempt salaried and wage employees.

The Payroll Service Bureau has already provided guidance to the agencies utilizing their services.

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#### TAL Timesheets

Earlier today, DHRM provided detailed instructions on the handling of Public Health Emergency Leave (PHEL), Emergency Sick Leave (ESL) and Expanded Family Medical Leave (EFML) in timesheets maintained in TAL. Please contact your agency HR office if you have not received a copy of that email.

TAL administrators were instructed to remove all hours used to record PHEL, ESL or EFML from timesheets submitted by non-exempt salaried and wage employees BEFORE the batches are submitted for transmission to CIPPS. Failure to do so may result in overpayments to employees as the hours will interface as “regular hours” and may be paid again as special payments unless reviewed carefully.

The creation of TAL batches was suspended while the guidance was formulated. Any batches requested since the directive went out on Tuesday, 04/14, will not be created.

**Coordination between the agency Payroll Office and HR is critical to ensure that employees are paid *all* hours due.**

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### DOA Spreadsheets

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#### Spreadsheets

DOA has added two additional spreadsheets to our website to aid agencies in communication of payable hours during a pay period. One is for salaried employees and the other is for wage. Those with access to PAT should be able to download employee numbers and names of active employees for use in these spreadsheets.

The spreadsheet for calculating PHEL, FFCRA-A and FFCRA-B for wage employees is also now available on the website.

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DOA Spreadsheets, continued

**PHEL&FFCRA Salary & Wage Hours Spreadsheets**

These spreadsheets are provided as a tool to assist in correctly classifying hours as regular, PHEL or FFCRA-A and/or FFCRA-B. You may choose to use them on a weekly basis or on a pay period basis or not at all.

There should be a row for each active employee and the total payable hours for the week or for the pay period should be provided in the appropriate columns.

This information can be compared to what has been transmitted through TAL in combination with what has been provided regarding emergency leave used to ensure overpayments do not occur.

**PAT Inquiry**

Employee numbers and names for active employees may be obtained using an Employee Masterfile Inquiry from PAT. Choose the Agency, Employee Number, First Name, Last Name and Frequency fields. You can sort by frequency to separate salary, wage and terminated employees. Alternatively, you may choose to download the Masterfile records for the entire agency or select a specific Pay Type or Employment Status. Make sure you use Excel as the Format Type so you can copy and paste the output into the PHEL&FFCRA Salary & Wage Hours Spreadsheets.

Masterfile Employee Inquiry

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Detail Type:

All Details

OR

<input checked="" type="checkbox"/> Agency - HOBID	<input type="checkbox"/> Shift 2 PR2 - HOBEN	<input type="checkbox"/> Resident State - HOBAD
<input checked="" type="checkbox"/> Employee Number - HOBID	<input type="checkbox"/> Shift 3 PR3 - HOBEN	<input type="checkbox"/> Resident Locality - HOBAD
<input checked="" type="checkbox"/> First Name - HOBID	<input type="checkbox"/> Establishment Code - HOBUD	<input type="checkbox"/> SUI State - HOBAD
<input type="checkbox"/> M - HOBID	<input type="checkbox"/> FIPS Code - HOBUD	<input type="checkbox"/> HC Provider Code - HMCU1
<input checked="" type="checkbox"/> Last Name - HOBID	<input type="checkbox"/> Role Code - HOBUD	<input type="checkbox"/> HC Membership Type - HMCU1
<input type="checkbox"/> Box Apt - HOBID	<input type="checkbox"/> Workers Comp - HOBUD	<input type="checkbox"/> Retirement Plan - HMCU1
<input type="checkbox"/> Street - HOBID	<input type="checkbox"/> Agency Begin Date - HOBUD	<input type="checkbox"/> Ret GL Only - HMCU1
<input type="checkbox"/> City - HOBID	<input type="checkbox"/> Contract Length - HOBUD	<input type="checkbox"/> VSDP Participant Indicator - HMCU1
<input type="checkbox"/> State - HOBID	<input type="checkbox"/> Number Pays - HOBUD	<input type="checkbox"/> State Code - H0ATX
<input type="checkbox"/> Zip - HOBID	<input type="checkbox"/> Alien Code - HOBUD	<input type="checkbox"/> SIT Status - H0ATX
<input type="checkbox"/> State Begin Date - HOBID	<input type="checkbox"/> Position Number - HOBUD	<input type="checkbox"/> SIT Married Status - H0ATX
<input type="checkbox"/> Birth Date - HOBID	<input type="checkbox"/> FIT Status - HOBAD	<input type="checkbox"/> SIT Exemptions - H0ATX
<input type="checkbox"/> Pay Type - HOBID	<input type="checkbox"/> FIT Married Status - H0BAD	<input type="checkbox"/> SIT Add. Amount - H0ATX
<input checked="" type="checkbox"/> Frequency - HOBID	<input type="checkbox"/> FIT Exemptions - H0BAD	<input type="checkbox"/> Local Code - H0ATX
<input type="checkbox"/> Organization Code - HOBID	<input type="checkbox"/> FIT Add. Amount - H0BAD	<input type="checkbox"/> Local Status - H0ATX
<input type="checkbox"/> Salary Rate/Amount - HOBID	<input type="checkbox"/> FIT Claim Dependents - HJT01	<input type="checkbox"/> Local Exemptions - H0ATX
<input type="checkbox"/> Annual Salary - HOBID	<input type="checkbox"/> FIT Deductions - HJT01	<input type="checkbox"/> Local Add. Amt - H0ATX

Selection:

Entire Agency

Employee Number  \* 11 Digit EIN

Pay Type

Org Code  Use Percent (%) for wildcard

Employment Status

Frequency

Sort by:

Format Type:

Excel

Submit Request

**FFCRA Wage Calculation Spreadsheet**

This spreadsheet is very similar to the spreadsheet for salaried employees, but is based on a bi-weekly pay cycle. Instructions are included in the spreadsheet.

For further information on how to complete the top section, please refer to Payroll Bulletin #2020-06.

## Weight Watchers Subsidies

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**Taxable Income** Reports for employees receiving the Weight Watchers subsidies should be available in HURMan folders very soon. These reports will include taxable amounts for January, February and March 2020.

Please remember that these subsidies have already been paid by the Commonwealth to WW and only need to be included in taxable income. Use Special Pay Code 049 on HUE01 with 0 0 0 indicators to add the WW subsidy amounts to employees' taxable wages.

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