

# Department of Accounts

## Payroll Bulletin

Calendar Year 2020

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Bulletin.....*

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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

**Director**

**Cathy McGill**

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### Shared Savings Incentives

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#### Agency Responsibility

Effective immediately, DOA will no longer upload transactions for payments due for the SmartShopper (Shared Savings) incentive program. Agencies will need to retrieve the reports available in HURMan and enter the transactions directly. The monthly reports are normally ready in the repository on or about the tenth of each month and should be included in processing for the second pay period of each month with a usual pay date of the 1<sup>st</sup>. The file name is BES-Shared Savings. Files for this month are now available in HURMan.

In addition, the Office of Health Benefits has determined that the employer FICA costs associated with SmartShopper incentive payments cannot be borne by the Health Insurance Fund, so agencies will receive only the amount of the employee incentive. If you have any questions regarding FICA please contact Jian Martin at [Jian.Martin@dhrm.virginia.gov](mailto:Jian.Martin@dhrm.virginia.gov)

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#### Transactions

Transactions for the incentives should be entered using special pay 033, Health Incentives, and tax/check/deduction indicators of 5/0/0.

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#### Questions

Questions regarding the Shared Savings plan should be directed to [OHB@DHRM.Virginia.gov](mailto:OHB@DHRM.Virginia.gov).

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### Department of Education Student Loan Garnishments

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#### Forbearance Date Extended

The Department of Education has extended the suspension of payments on student loan garnishments through September 30, 2020.

<https://studentaid.gov/announcements-events/coronavirus>

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**WW Subsidies**

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**Program Change** Effective July 2019 employees no longer receive reimbursements for participation in the Weight Watchers program. Instead, employees receive a discounted rate when they enroll and DHRM is paying the difference directly to Weight Watchers on the employee's behalf. The amount of the state-paid subsidy to Weight Watchers is still taxable income to employees receiving the benefit, even if they are not receiving the amount directly.

In addition, the Office of Health Benefits has determined that the employer FICA costs associated with Weight Watchers subsidies cannot be borne by the Health Insurance Fund so there will be no agency reimbursement related to this program. If you have any questions regarding FICA please contact Jian Martin at [Jian.Martin@dhrm.virginia.gov](mailto:Jian.Martin@dhrm.virginia.gov).

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**Transactions** Transactions for the subsidy should be entered using special pay 049, Non-cash awards, and tax/check/deduction indicators of 5/0/0.

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**Questions** Questions regarding the Weight Watchers program should be directed to the Office of Workforce Engagement at DHRM.

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**Change to Bi-Weekly Certification Schedule**

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**Election Day Holiday** Election Day will replace Lee-Jackson Day effective November 2020. The bi-weekly wage certification deadline for pay date of 11/06/2020 was originally scheduled for November 3 has been changed to November 2. A revised Bi-Weekly Certification Calendar is available on the website.

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