

Department of Accounts Payroll Bulletin

Calendar Year 2020

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

✓ **Quarterly
Certification/Reconciliation
Reminders**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please email payroll@doa.virginia.gov

State Payroll Operations

Director **Cathy C. McGill**

Assistant Director Carmelita Holmes

Quarterly Certification/Reconciliation Reminders

Quarterly Certification

Please take note of the following reminders in order to ensure a smooth quarter-end.

- Make sure the amount of Uncollected FICA located on page 2 of Report U092 is entered in the designated area at the bottom of the Reports Reconciliation Tab.
- FIT Non-Taxable for any reason other than Deceased Pay 054 must be corrected.
- All pages of the Quarterly Certification containing entries and a signed copy of the last 2 pages (Company Totals) of Report 56 MUST be submitted.
- The Quarterly Certification must be signed by your agency's Fiscal Officer or Proxy. **Electronic signatures will be accepted for this quarter, but reports must be emailed by the Certifying Officer.**
- On the Quarterly Certification page all differences in section 1 MUST be zero before submitting.
- On the Quarterly Certification page all differences in section 2-5 MUST be explained on the Differences Explanation Tab and must be corrected through payroll or by submitting an Employee Adjustment Form.
- If PAT does not balance to Report 56/U092 an adjusting entry must be entered in PAT to balance (see instructions below). Research to find the employee(s) causing the difference and the reason.
- All adjustment forms submitted MUST have a detailed explanation and MUST be signed by the Certifying Officer or designated proxy.
- Any manual adjustments submitted to DOA must be keyed into PAT.
- Prior to submission, please check the Quarterly Certification Packet for errors and completeness. Incorrect or incomplete certifications will not be accepted.
- DO NOT DELETE MANUAL PAYSETS!!! Manual Paysets have 4xx, 5xx, and 6xx Transaction Codes. Delete only those transactions that are IBC or in the 7xx, 8xx, or 9xx transaction code series. The H1K01, H1K02, and H1k03 screens in CIPPS should be used when keying deletions.
- See Payroll Bulletin (Volume 2019-04) dated March 29, 2019, for additional guidance.

Continued on the next page

Quarterly Certification/Reconciliation Reminders, continued

**Quarterly
Reconciliation**

Steps to Key Adjustments In PAT

1. Log into Payline
 2. Click on Main Menu
 3. Click Payroll Audit Tool (PAT)
 4. Select Agency #
 5. Under the Quarterly Totals Adjustment section, select an As of Date and click Adjustment View
 - a. ****NOTE: The As of Date must fall within the quarter being reconciled. If the wrong date is selected, the adjustment may be entered in the incorrect quarter.
 - b. ****NOTE: If you don't see the Adjustment View option you will need to submit a Payline Access Form to upgrade your access. Select PAT Security Level 2 or 5 on the form.
 6. Select the Category (e.g. Gross Pay, Company OASDI Taxable, etc.)
 7. Key in the amount and explanation. The explanation **MUST** include the employee's name, employee ID#, and a brief explanation. **The explanation CANNOT be "To make PAT balance"**.
 8. Repeat Steps 7-8 until the information for every category and employee has been entered.
 9. Click Submit Adjustment when complete.
 10. After the adjustments have been keyed into PAT, re-run the report to confirm that it balances. Reports can be re-run immediately after adjustments have been entered.
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