

Department of Accounts

Payroll Bulletin

Calendar Year 2020

November 30, 2020

Volume 2020-17

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

✓ Premium Holiday

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 McGill

Assistant Director

Carmelita Holmes

Health Insurance Premium Holiday

Begin Date on H0ZDC

The premium holiday approved in the budget signed by Governor Northam on November 18 will take place during the month of December 2020. Payroll deductions for eligible employee and employer health insurance premiums will not be taken on the 12/16 or 12/31 pay dates. Department of Accounts will load mass transactions the night of November 30 to add a “Begin Date” of 01/01/2021 to deductions 024, 025 and 026 on H0ZDC. This will stop the deductions from processing during the month of December.

Please note that the “Begin Date” must be removed if adjustments for prior month’s collections, refunds, etc are required during December. If a refund for a prior month is needed during December, an override for \$0.00 will also be necessary to prevent the normal premium from processing as well. The “Begin Date” of 01/01/2021 must be re-entered on the H0ZDC screen after certification to prevent premiums from processing for the second half of the month. Employees whose enrollment records are effective December 1 but may not interface from BES into CIPPS until January are still eligible for the premium holiday for premiums that normally would have been due for December. The deduction overrides normally done in January to collect the retroactive premiums for October will be unnecessary.

TRICARE

The mass transactions that will load the “Begin Date” will impact all health care deductions, regardless of Provider Code. On December 1, DOA will manually remove the “Begin Date” for employees in TRICARE since they are not included in the premium holiday. It is recommended that agency review of records for those employees should be conducted on December 2 or 3 to ensure all TRICARE participants have been updated.

BES Daily Interface

PMIS files will continue to interface with CIPPS on a daily basis. Enrollments or changes that come through the interface will require agency intervention to add or replace the “Begin Date” on deductions 024, 025 and 026 on H0ZDC.

Monthly Reconciliation

The normal monthly reconciliation will still process at the end of December; however, it is unlikely that there will be many, if any, auto charges since nothing will be due for the month of December for all plans except TRICARE. Agencies will still need to complete the monthly recon and submit ATAs to receive any credits due as a result of adjustments for prior months that may have been processed during December.