

Department of Accounts

Payroll Bulletin

Calendar Year 2021

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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 email SPO at payroll@doa.virginia.gov

State Payroll Operations

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Release 1 – Go-Live

Important Dates for Release 1 Agencies

Conversion activities begin on 9/15 and will continue through 10/1. Strict adherence to the following dates is required.

- 9/14 – complete all data clean-up activities in CIPPS
- 9/14 – last day to terminate records for employees not paid in 2021; job records must be provided for all those not terminated or with YTD balances in 2021
- 9/15 - last day for transactions entered in BES/PMIS to interface to CIPPS; all changes after this date that affect pay/health insurance premiums for salaried employees for the 9/10-9/24 pay period must be communicated in writing from HR/Benefits to Payroll
- 9/15 – last day to enter garnishment information in Payline Garnishment Utility for upload to CIPPS
- 9/15 – submit all active garnishment orders to SPO SharePoint
- 9/16 – Payline access to Garnishment utility will be changed to view only
- 9/20 – last day to upload batches for wage employees for pay periods ending 9/9, 9/11 or 9/12 to CIPPS
- 9/21 – Last bi-weekly wage certification in CIPPS for pay periods ending 9/9, 9/11 or 9/12
- 9/23 – last day to upload batches for pay period ending 9/24 for salary employees to CIPPS
- 9/24 – last day to enter leave in CIPPS leave for all transactions on or before pay period ending 9/24
- 9/24 - agencies uploading batches to CIPPS will be removed from batch security
- 9/25 – CIPPS security changes to read-only
- 9/25 - Payline NSSA security changes to read-only
- 9/25 through 09/29 – Cardinal Financial is closed
- 10/2 – first day that agency core users can access Cardinal HCM
- 10/4 – first day that interfacing agencies can upload files to agency HCM_Inbound folder on the Cardinal HCM Production file server
- 10/9 – CIPPS security deleted

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Release 1 – Go-Live, continued

Changes to Pay after 9/15 and before 9/25 DHRM has requested all Release 1 agencies freeze personnel changes for the period of 9/16 through 9/24. In the event that a change affecting pay for pay period ending 9/24 must be made for an employee in a Release 1 agency, that change must be communicated by the agency HR office to DHRM who will make the change in PMIS. After approval from DHRM, HR must also provide notice to the agency payroll office in writing so the change can be made in CIPPS.

Changes to Health Insurance Coverage on or before 10/1 DHRM-OHB has requested all Release 1 agencies enter all health insurance coverage changes that are effective prior to October 1 in BES on or before 5 pm on 9/15. In the event there is an employee who has an immediate need for coverage prior to 10/1, that change must be communicated by the agency HR/Benefits office to DHRM who will make the change in BES. After approval from DHRM-OHB, HR/Benefits must also provide notice to the agency payroll office in writing so the change can be made in CIPPS and any premium adjustments that are required can be processed.

Active Garnishments Received Prior to 9/15 Existing garnishment records will be converted to HCM as of 9/24 and State Payroll Operations will become responsible for establishing new garnishment records in HCM effective 10/2. To facilitate verification of converted records, please upload a copy of all active involuntary deduction documentation to the SPO SharePoint folder for Garnishments no later than 9/15. Involuntary deductions that do not extend beyond pay period ending 9/24 are not required.

Garnishments Received after 9/15 State Payroll Operations must provide a file containing all of the garnishment vendor information to the Cardinal Conversion team at the close of business on 9/15; therefore, security for the Garnishment utility in Payline will be modified to View Only on 9/16 for Release 1 users. All garnishments received after 9/15 must be submitted to the SPO SharePoint folder for Garnishments. New records will be added as needed to the H0901 screen in CIPPS and the new garnishments will be added to Cardinal on 10/2. Agencies will receive notification from SPO when CIPPS has been updated.

Voids/Stop Payments for PP Ending on or Before 9/24 There is no change to the process for agencies that need to request stop payments on paper checks or direct deposits processed for the 9/24 or 9/30 check dates; however, there will be a difference in how funds returned for void payments are handled. If the full payment should be voided and the full amount is returned, then State Payroll Operations will make a balance adjustment on the employee's Cardinal record on or after October 2. If the full amount is not returned, then SPO will follow the existing procedure to transfer the amount received back to the agency with one difference. Instead of recording the funds in the agency's Payroll Warrant Suspense Account, a credit will be posted to

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Release 1 – Go-Live, continued

Off-cycle Payments for PP Ending on or Before 9/24

If, for any reason, a payment must be processed for an employee after 9/24 but prior to the next regular pay date (see CAPP Topic 50530) the agency must make the payment to the employee outside of the payroll system in one of two ways. If the agency has a petty cash or other local funds account that may be used, then a check for the net amount due to the employee should be written from the account and given to the employee. Otherwise, agencies will have to wait until Cardinal Fin reopens on 9/30 to process a payment to the employee for the net amount due using the Employee Expense module in Cardinal Fin where it will post as a debit to the agency's liability account. Either way, the payment must also be entered in Cardinal HCM during the next pay cycle using SPOT. The Due Agency deduction should be entered for the net amount. When the pay is confirmed, the employee's pay and benefit records will be updated and the Due Agency amount will post as a credit to the agency liability account, offsetting the amount originally paid to the employee. Of course, if payment was made with local funds, the agency will need to take the appropriate steps to create a payment to the local account from the liability account.

Agency Contacts

The following does not apply to DOA Payroll Service Bureau agencies – contact information for those agencies will be gathered from the PSB.

State Payroll Operations is redesigning its contact page to allow for contact information based on the HCM role codes assigned to agency staff. A file provided from the role-mapping spreadsheets submitted to Cardinal will be used to populate the names and email addresses for staff assigned to the Benefits Administrator, HR Administrator, Payroll Administrator and Time and Labor Administrator roles. The Agency Fiscal Officer information will be pulled from the DOA FO Contact List maintained by DOA Compliance and Assurance. Payline contacts will be maintained separately.

The populated forms will be distributed to agencies and they will be asked to add the following information to the form and update any other information as needed:

- FO Proxies – staff authorized to:
 - certify the payroll prior to confirmation,
 - certify agency health care reconciliations
 - certify quarterly and CYE tax reports
 - HCM Payroll Security Officers
 - Additional contacts – anyone who should be included in mass emails or bulletin distributions
 - Emergency Contact and emergency phone number –one or two people who are available after-hours in the event of an emergency
 - Daytime numbers for all contacts
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Post Production Support

If you have a system issue after 10/2 you will need to submit a ticket to the VCCC and include the words Cardinal HCM in the subject line.

If you have a normal payroll processing issue, please send an email to payroll@doa.virginia.gov. Be sure to include an explanation of the problem and the employee number.

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2021 HCM Pay Cycle Calendars

2021 Calendars The HCM Pay Cycle Calendars for the remainder of 2021 have been posted to the SPO website in the Payroll Navigation section. There are separate documents for the S/M salary and the B/W Wage and Monthly schedules.

Keep in mind that SPOT batches can be entered before paysheets are created. Submitted transactions will then show up when the first pay calculation is run.

Remember that each payrun is identified by a payrun id which consists of paygroup followed by MMDDYY where MMDDYY equals the pay period end date. There will be one off-cycle payrun for each pay period. The off-cycle schedules are indicated in the blue shaded lines with a payrun that begins with OSM for semi-monthly and monthly payruns and OSW for bi-weekly wage payruns.

HCM Payroll Certification Form

Fiscal Officer or Proxy Agencies will no longer enter their own certification amounts into the system. However, Fiscal Officers or designated proxies are still required to review all of the transactions and changes affecting the current payroll and certify as to the accuracy and appropriateness of the payments prior to the payroll confirmation each pay period. Failure to submit the certification documentation prior to the deadline may be reported in the Comptroller's Quarterly Report.

The form will be available on the DOA SPO website prior to Go-Live.

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