

Department of Accounts

Payroll Bulletin

Calendar Year 2021

September 23, 2021

Volume 2021-08

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the Payroll
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 email SPO at payroll@doa.virginia.gov

State Payroll Operations

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SPO SharePoint

Introduction

This Payroll Bulletin addresses the launch of the DOA State Payroll Operations SharePoint site which will be used to send and receive all sensitive documents between SPO and the agencies.

Emails have been distributed to notify users that access has been provided. Based on information from your agency, you should be able to add, modify, or edit documents within the designated folders for sensitive documents. In addition, you will receive an email alert when a document has been added to one of the folders SPO uses to provide information to the agencies

This is a link to the SPO SharePoint site:

<https://covgov.sharepoint.com/sites/doa/SPO/>

If you have trouble accessing the site, first check with your agency Fiscal Officer to be sure that you have been given access. If so, then please send an email to the payroll@doa.virginia.gov email box and describe the problem you are having. Please be sure to include any error messages you may receive.

Using SPO SharePoint

SPO SharePoint must be used to transfer all documents that flow between the agencies and State Payroll Operations. It is mandatory if the document contains sensitive data.

In order to add a document, simply drag and drop from your origination location (Folder or desktop) to the appropriate folder in SPO SharePoint. A list of the folders and their purpose is included on the next page.

Word or Excel documents can be opened and completed as necessary. SharePoint will save changes automatically, but you can also download a copy of the document, make your changes and submit it to SharePoint again.

SPO SharePoint, continued

Folders

Each agency has the following set of folders:

ACH Returns – SPO will notify you when you have funds that have been rejected or returned by the bank using this folder. Please complete and return ACH Return form to the folder as soon as possible.

Confirmation – this will be used by agency Fiscal Officers or designated proxies to transfer the completed Agency HCM Payroll Certification form required prior to each HCM payroll confirmation.

Garnishments – Release 1 agencies will need to submit copies of all garnishments along with the Garnishment Request form as soon as they are received so that SPO can set up the garnishment screens in HCM. **Release 2 agencies should continue to use Payline and submit the Request To Add Garnishment/Vendor form to payroll@doa.virginia.gov and should not post copies of garnishments to SPO SharePoint until notified to do so.)**

General Deduction Mass Upload Requests – agencies will submit spreadsheets that will be used for mass uploads to general deductions when required. **Agencies will also submit requests for off-cycle paysheets and balance adjustments to this folder (forms will be available by 10/1).**

Gross Pay Differences – the requirement to explain any differences between the certified amount and the actual amount of gross pay processed will continue to be enforced. Gross Pay Difference reports will be submitted to this folder.

Health Care Reconciliations – all documentation and ATA’s currently sent to the healthrecons@doa.virginia.gov mailbox will be submitted here instead

HR Payroll Exception Reports – also known as the PMIS/CIPPS Audit, this report will continue in HCM. All agencies will be required to submit responses to discrepancies to this folder.

Quarterly Reporting – all employee adjustment forms, quarterly and calendar year-end certifications will be submitted to this folder

SPO to Agency – SPO will use this folder to transfer any other documents containing sensitive data to the agencies

Stop Payment – agencies will submit all requests for stop payments to this folder

W2C Requests – agencies will submit all requests and documentation for changes to W2s to this folder

SPO SharePoint Access Forms

A new form will be added to the Payroll Forms section of the website that agencies will use to add, change or delete access to the various folders for users, as appropriate.

Questions

Please send all questions related to SPO SharePoint access and use to payroll@doa.virginia.gov

DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests

Payroll Security User Requests SPO has implemented the use of DocuSign, an electronic signature and digital transaction management tool that **is used to** replace manual, paper-based transactions and processes. The DocuSign forms for CIPPS access and the Fiscal Officer Proxy for Payroll Certifications are located on DOA's website under Payroll Forms-CIPPS Security Forms. The DocuSign form for Payline/PAT Security is located under Forms-Payline/PAT.

Only requests submitted via DocuSign will be accepted.

Document Workflow

When a new "envelope" is created, the first step that is required is to identify the recipients. Each individual identified will receive a copy of the final signed document once it has been approved by DOA. The first name that is required is the name of the individual initiating the form ("Requestor"). The second name and email address that must be entered is for the Agency Payroll Security Officer ("PSO"). PSOs are identified on the DA-04-121-Cardinal Authorized Signatories form and are the only ones authorized to approve the request. The third name and email address required is for the employee/user ("User"). Once the required information has been completed, click "Begin Signing".

PAYLINE/PAT AND CIPPS:

New/Change

Requestor > Payroll Security Officer > Employee > SPO

Delete

Requestor > Payroll Security Officer > SPO

AGENCY FISCAL OFFICER PROXY:

New/Change

Requestor > Agency Fiscal Officer > Proxy(s) > SPO

Delete

Requestor > Agency Fiscal Officer > SPO

Virginia Department of Accounts

Signer Information

Payline/PAT Security Authorization Request Form

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

- After all signatures have been completed, each signer will receive a copy of the completed form.
- A completed copy of the form will also be sent to the Department of Accounts.

Please enter your name and email to begin the signing process.

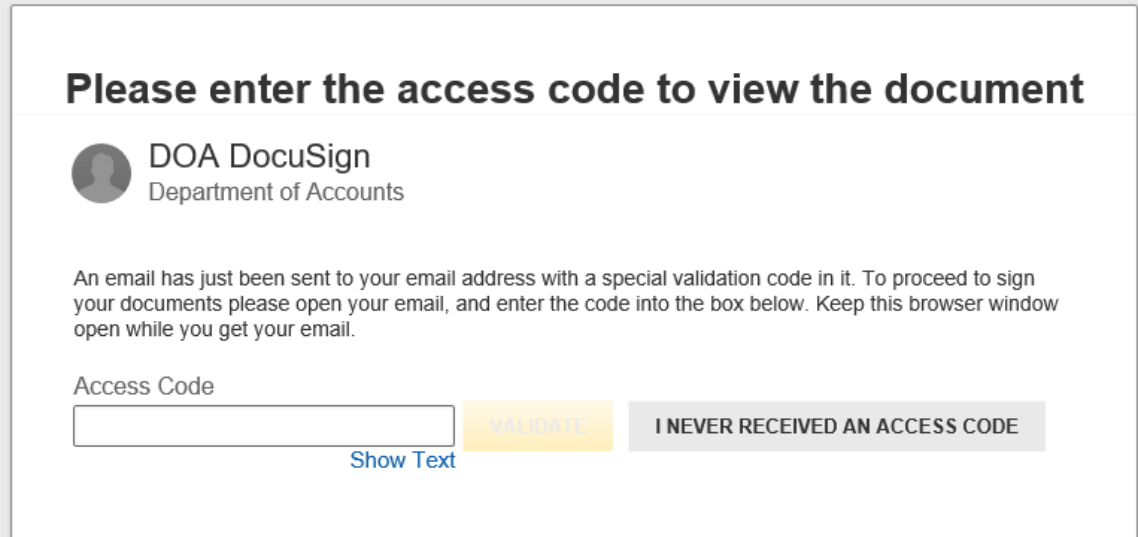
Continued on the next page

DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests, continued

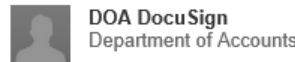
Document Workflow, cont.

The Requestor will receive a notice from DocuSign and an email notification providing an Access Code for use on the notice.

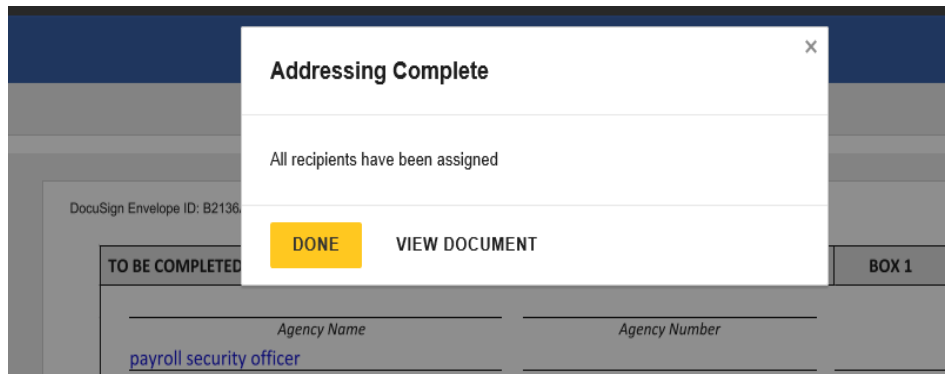
Copy and paste the Access Code into the notice and click “Validate” (yellow box beside the code). The document will be displayed and the Requestor will be asked to click the “Electronic Signature and Disclosure Agreement” and then “Continue” on the right side of the screen. The next message that displays indicates that all of the recipients have been identified and the form is ready for signing. Once the Requestor clicks “Done”, the document is sent to the PSO.



Review Your Documents



Please complete and DocuSign the Payline/PAT Security Authorization Request Form



Continued on the next page

DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests, continued

Document Workflow, cont.

The PSO receives an email containing a link to the document and is asked to also agree to the Electronic Record and Disclosure Agreement. Once the box has been checked the “Continue” button on the right appears (screen shots on the following page). The PSO clicks “Continue” and is asked to then complete the following information as applicable to the form.

CIPPS Security Authorization /Deletion Requests

The following information is **required**:

- Name and signature of agency’s Payroll Security Office (the date will auto fill).
- Request Type (new, change, delete).
- Security Access (multiple access allowed).
- Agency (s) the request is for.
- CIPPS User information (CIPPS user name, CIPPS user title, employee #, phone number, email address, CIPPS User ACF2 logon ID)
- CIPPS user signature (the date will auto fill).

Payline/PAT Authorization Requests

The following information is **required**:

- Name and signature of agency’s Payroll Security Office (the date will auto fill).
- Employee information (Name, employee 3, email address)..
- Security Level
- Agency (s) the request is for.
- Employee signature (the date will auto fill).

Agency Fiscal Officer Proxy for Payroll Certifications

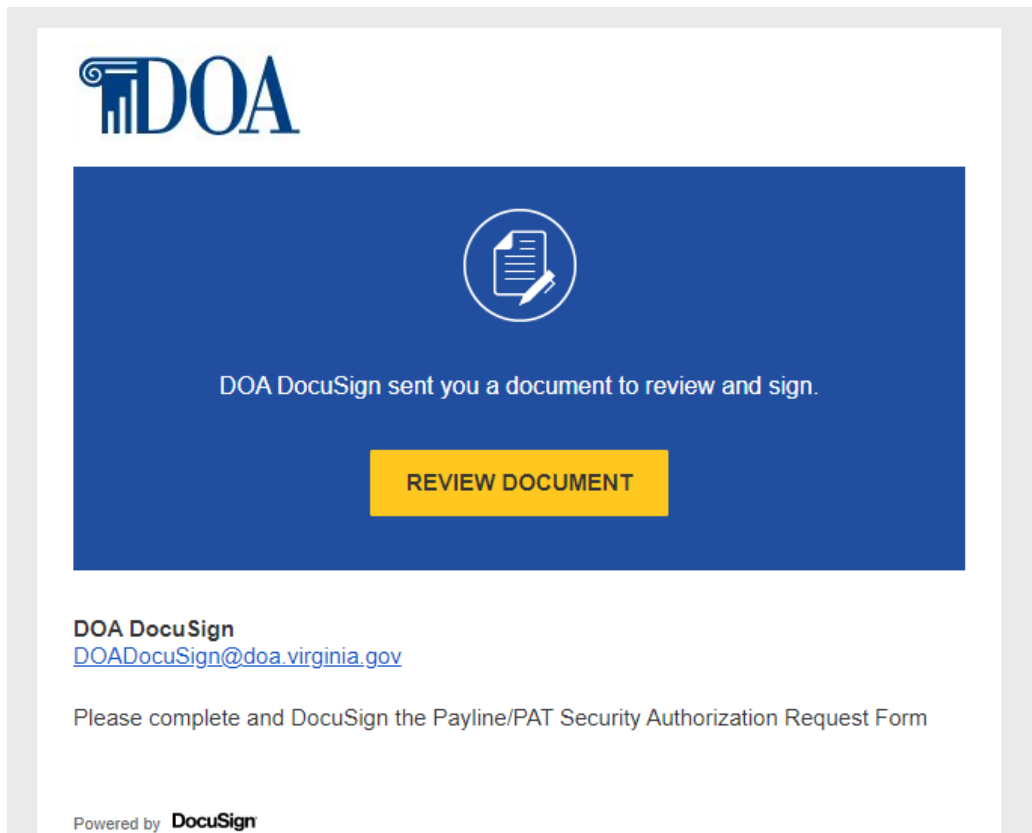
The following information is **required**:

- Name, signature, and email address of agency’s Fiscal Officer (the date will auto fill).
- Name, signature, and email address of Proxy 1 (the date will auto fill).
- Name, signature, and email address of Proxy 2 if applicable (the date will auto fill).


If, for some reason, the PSO declines to complete and approve the form, there are options available by clicking the “Other Actions” box. Otherwise, once the required information has been completed, the PSO clicks “Finish” and the form then goes to the User for completion, following the same steps to agree to the Electronic Record and Signature Agreement and sign the form.

Each signer is given the opportunity to download or print the form after they have signed; however, each recipient is also provided with a copy of the completed form by DocuSign once it has been approved by DOA. Be sure to “Close” the document or click “Finish” so that it will be forwarded to the next recipient.

Continued on the next page



DOA



DOA DocuSign sent you a document to review and sign.


REVIEW DOCUMENT

DOA DocuSign
DOADocuSign@doa.virginia.gov

Please complete and DocuSign the Payline/PAT Security Authorization Request Form

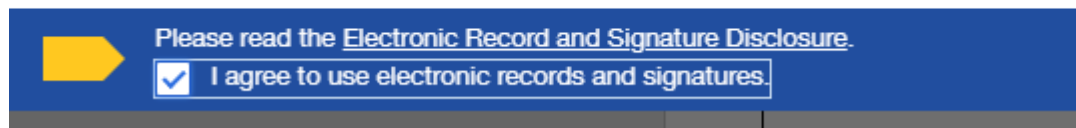
Powered by **DocuSign**


Please Review & Act on These Documents



DOA DocuSign
Department of Accounts

Please complete and DocuSign the Payline/PAT Security Authorization Request Form



 Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Continued on the next page

DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests, continued

Please review the documents below. **FINISH** OTHER ACTIONS ▾

DocuSign Envelope ID: B2136AFA-BA1C-4F13-8E8B-2B3320AD23E5

PAYLINE/PAT SECURITY AUTHORIZATION REQUEST

TO BE COMPLETED BY AGENCY PAYROLL SECURITY OFFICER: BOX 1

<input type="text"/>	<input type="text"/>
<small>Agency Name</small>	<small>Agency Number</small>
<small>payroll security officer</small>	<small>9/19/2021</small>
<small>Payroll Security Officer (PSO) Name</small>	<small>Payroll Security Officer (PSO) Signature</small>

Employee Information:

<input type="text"/>	<input type="text"/>
<small>Employee Name</small>	<small>Employee Number</small>
<small>Employee Email Address:</small> <input type="text"/>	

Select Appropriate Access and Security Level:

Payline Access	<input type="text" value="-- select --"/>
Requested Security Level	<input type="text"/>
PAT Access	<input type="text" value="-- select --"/>
Requested Security Level	<input type="text"/>
NSSA Access	<input type="text" value="-- select --"/>
Requested Security Level	<input type="text"/>
Garnishment Utility Access	<input type="text" value="-- select --"/>
Requested Security Level	<input type="text"/>

Requested Agency Number(s):

FINISH **OTHER ACTIONS ▾**

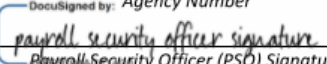
- Finish Later
- Decline to Sign
- Help & Support ↗
- About DocuSign ↗
- View History
- View Certificate (PDF) ↗
- View Electronic Record and Signature Disclosure
- Session Information

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DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests, continued


DocuSign Envelope ID: B2136AFA-BA1C-4F13-8E8B-2B3320AD23E5

PAYLINE/PAT SECURITY AUTHORIZATION REQUEST

TO BE COMPLETED BY AGENCY PAYROLL SECURITY OFFICER:		BOX 1
<input type="text" value="Your Agency Name"/> <small>Agency Name</small>	<input type="text" value="555"/> <small>Agency Number</small>	
<input type="text" value="payroll security officer signature"/> <small>Payroll Security Officer (PSO) Name</small>	 <small>Payroll Security Officer (PSO) Signature</small>	<input type="text" value="9/19/2021"/> <small>Date</small>
Employee Information:		
<input type="text" value="User's Name"/> <small>Employee Name</small>	<input type="text" value="001234567"/> <small>Employee Number</small>	
Employee Email Address:		<input type="text" value="user.email@agency.virginia.gov"/>
Select Appropriate Access and Security Level:		
Payline Access	<input type="text" value="New"/>	
Requested Security Level	<input type="text" value="View Payroll and Employee Number Look-up"/>	
PAT Access	<input type="text" value="New"/>	
Requested Security Level	<input type="text" value="Payroll Audit Reports"/>	
NSSA Access	<input type="text" value="New"/>	
Requested Security Level	<input type="text" value="View Only"/>	
Garnishment Utility Access	<input type="text" value="N/A"/>	
Requested Security Level		
Requested Agency Number(s):	<input type="text" value="555 or enter other information here"/>	

COMPLETED BY EMPLOYEE:	BOX 2
By signing below, I hereby certify that I will not allow another individual to know and/or utilize my access to Payline information.	

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.

Continued on the next page

DocuSign - CIPPS/Payline/PAT Security and FO Proxy Requests, continued

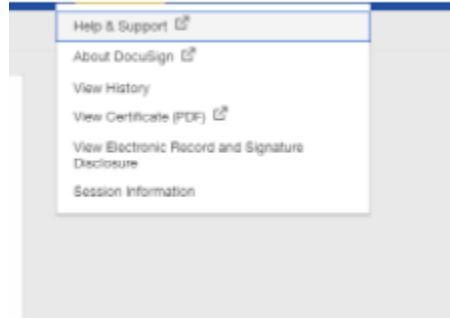
Declined Documents

Documents that do not contain the required information will be declined.

The Requestor will receive an email notification form DocuSign that the request has been declined. To see the reason it was declined, click on the Other Actions option, then View Certificate (see below).

Declined documents are voided.

A new request with the correct information is required.



Electronic Record and Signature Disclosure:

Accepted: 9/10/2021 5:05:45 PM
ID: 082b54a0-e1df-4577-88de-9733d465ad6d

DOA Security Authorization
payroll@doa.virginia.gov
Security Level: Email, Account Authentication
(None)

Declined
Decline Reason: User not authorized to app
their own form