In This Issue of the Payroll Bulletin…….	✓ Release 2 Go-Live ✓ HCM Pay Cycle Calendars ✓ HCM Payroll Certification form	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 **Director** **Cathy C. McGill** Assistant Director Carmelita Holmes

Release 2 – Go-Live

Important Dates for Release 2 Agencies

Conversion activities began on 3/14 and will continue through 4/3. Strict adherence to the following dates is required.

- 3/14 - 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 3/10-3/24 pay period must be communicated in writing from HR/Benefits to Payroll
- 3/16 – complete all data clean-up activities in CIPPS
- 3/16 – last day to terminate records for employees not paid in 2022; job records must be provided for all those not terminated or with YTD balances in 2022
- 3/21 – submit all active garnishment orders in encrypted emails to garnadmin@doa.virginia.gov. Include "Existing Garn" in Subject line. Please do not use SPO SharePoint
- 3/21 – last day to upload batches for pay period ending 3/24 for salary employees to CIPPS
- 3/21 – last day to upload batches for wage employees for pay periods ending 3/10, 3/11 or 3/13 to CIPPS
- 3/21 – last day to enter garnishment information in Payline Garnishment Utility for upload to CIPPS; new garnishments received after this date should be emailed to garnadmin@doa.virginia.gov with "New Garn" in the Subject line.
- 3/22 - Payline security for all utilities changes to read-only
- 3/22 – Last bi-weekly wage certification in CIPPS for pay periods ending 3/10, 3/11 or 3/13
- 3/22 – Last semi-monthly payroll certification in CIPPS for pay period ending 03/24
- 3/23 through 03/29 – Cardinal Financial is closed
- 3/23 - agencies uploading batches to CIPPS will be removed from batch security
- 3/24 – last day to enter leave in CIPPS Leave for all transactions on or before pay period ending 3/24
- 3/25 – CIPPS security changes to read-only
- 3/30 – time and attendance files submitted to HCM Inbound folder on the Cardinal HCM Production file server
- 4/4 – first day that agency core users can access Cardinal HCM
- 4/6 – first wage confirmation for pay periods ending 3/24, 3/26 and 3/27

Release 2 – Go-Live, continued

Changes to Pay after 3/14 and before 3/22

DHRM has removed update access for all Release 2 agencies in PMIS effective 3/15. In the event that a change affecting pay for pay period ending 3/24 MUST be made for an employee in a Release 2 agency, that change must be communicated by the agency HR office to DHRM who will make the change in PMIS. HR must also provide notice to the agency payroll office in writing so the change can be made in CIPPS. Keep in mind that those changes will not be part of the conversion and will need to be updated in HCM on 4/4.

Changes to Health Insurance Coverage on or before 4/1

DHRM-OHB has removed update access for all Release 2 agencies in BES effective 3/15. Agencies were instructed to enter all coverage changes effective PRIOR to April 1 in BES on or before 5 pm on 3/14. In the event there is an employee who has an immediate need for coverage prior to 4/1, 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. Keep in mind that those changes will not be part of the conversion and will need to be updated in HCM on 4/4.

Active Garnishments Received Prior to 3/21

Existing garnishment records for Release 2 agencies will be converted to HCM as of 3/22. State Payroll Operations is responsible for establishing new garnishment records in HCM. To facilitate verification of converted records, please email a copy of all active involuntary deduction documentation to garnadmin@doa.virginia.gov no later than 3/21. Please include "Existing Garnishment" in the subject line. Involuntary deductions that do not extend beyond pay period ending 3/24 are not required.

Garnishments Received after 3/21

State Payroll Operations must establish all new garnishment records received after 3/21 in HCM. Please email a copy of all new garnishments received after 3/21 to garnadmin@doa.virginia.gov. Identify whether the garnishment is for a salaried or a wage employee by including "New Garn- Wage" OR "New Garn – Salary" in the subject line so special attention can be given to setting these records up in time for agency review before final calc. Agencies will receive notification from SPO when HCM has been updated. Reminder: agencies are responsible for review of all garnishments and deductions.

Voids for PP Ending on or Before 3/24

There is no change to the process for agencies that need to request reversals on paper checks or direct deposits processed for the 3/25 or 3/31 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 April 4. 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 22051900, Pay Susp-Due Agency. The agency will be required to collect the remainder and submit a request for a balance adjustment for the amount collected. Please see guidance provided on making Balance Adjustments on the DOA SPO website.

Release 2 – Go-Live, continued

Off-cycle Payments for Pay Dates on or before 3/31

If, for any reason, a payment must be processed for an employee after 3/22 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. In either case, approval from the Director or Assistant Director of State Payroll Operations should first be obtained. 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 3/29 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 regular on 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 has redesigned 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 prior to Release 1 was 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 is 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. Please be sure all information is provided:
- 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

Post Production Support

If you have a system issue after 4/4 you will need to submit a ticket to the VCCC and include the words Cardinal HCM in the subject line. It is also helpful to include the area impacted: Benefits, Payroll, HR, T&A, Absence Management.

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. The more information provided, the faster we will be able to assist.

2022 HCM Pay Cycle Calendars

2022 Calendars   The HCM Pay Cycle Calendars for 2022 have been posted to the SPO website in the Payroll Navigation section. There are separate documents for the S/M salary and Monthly and the B/W Wage 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 is available on the DOA SPO website.