

# Department of Accounts

## 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](mailto:payroll@doa.virginia.gov)

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### Direct Deposit Prenote Update

#### Shortened Prenote Period

The programs for direct deposit prenotes have been modified to reduce the total time it takes to prenote account changes. This should also help reduce the number of checks printed. Prenotes are sent each time a payroll runs regardless of employee type and agency. The result of this change is that direct deposit account changes should go into effect no later than the second payroll after the change and in some cases may go into effect on the first payroll depending on the timing of when the change was made.

Remember that changes to remove the prenote cannot be made once the process has begun. Check the prenote status.

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### Federal Tax Table

#### Federal Tax Table Change

The most recent federal tax update was recently applied to Cardinal HCM. As a result, some employees may have noticed a reduction in taxes withheld based on their individual filing status.

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### SPOT Update

#### Separate Check Indicator

A field has been added to the SPOT Deduction tool for 'Separate Check'. This addition will allow specific deductions to be taken from specific earnings. The value used for a separate check in the deduction page should correlate with the separate check value used in the respective earnings page.

For example, if a bonus is paid and the employee wishes to have an additional amount of deferred comp withheld from that payment only, then the a value of "1" should be included in the SPOT earnings transaction for the bonus payment and the separate check field in the SPOT deduction transaction for deferred comp must also have a value of '1'.

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