

Department of Accounts

Payroll Bulletin

Calendar Year 2022

May 31, 2022

Volume 2022-04

*In This Issue of
the Payroll
Bulletin*

RELEASE 3 AGENCIES ✓ **Payroll Processing – FYE 2022**

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 C McGill

Assistant Director

Carmelita Holmes

PAYROLL PROCESSING - FISCAL YEAR-END

Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year End 2022, Fiscal Year 2023 and benefit rates (including healthcare rate tables). Please provide a copy of this bulletin to all appropriate personnel within your agency.

Key Payroll Operations Dates for June 2021

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 10** – Confirmation of VRS Snapshot for May due.
- **June 14** – Bi-weekly wage certification deadline for check date 6/17. This is the last wage payroll charged to FY 22.
- **June 15** - Healthcare reconciliations and related ATAs due to DOA for the May coverage month.
- **June 15** - Leave keying deadline for PPE 6/9.
- **June 22** – Last day to certify off-cycle payrolls charged to **FY22**. **You must use a June check date, no July check dates will be allowed.**
- **June 23** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 23 will be charged to FY 23 and must have July check dates.**
- **June 27** - Semi-monthly salary certification deadline for **PPE 6/24**. Will be charged to FY 23.
- **June 28** - Bi-weekly wage certification deadline for check date 07/01. This wage payroll will be charged to FY 23.
- **June 30** – Leave keying deadline. **CIPPS files close at noon** for fiscal year end processing.

Payroll Expenditures

Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2022, payday) will be charged to FY 2023 without exception. Cardinal postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2022, or later will be charged to FY 2023.

Off-cycle pays certified between June 15 and June 22 will be charged to FY 2022. These payruns are for off-cycle payrolls only. Salaried payroll certifications for the period ending June 24th will not be permitted during this period. Bi-weekly payroll certifications for the periods ending June 16, 18 and 19 will not be permitted during this period.

Continued on next page

PAYROLL PROCESSING - FISCAL YEAR-END, continued

Default Coding Even though CARS was decommissioned effective July 1, 2016, the programmatic coding used on HMBU1 still follows the CARS format. Speedtypes are used to translate the expenditure coding to the appropriate coding in Cardinal. If you have changes to the default coding for FY 2023, please submit the GLI Default Coding form found under Miscellaneous Forms on the Payroll Forms webpage. A separate form is available for changes to default coding used in retirement and health care automated recons. These transactions are formatted according to Cardinal values. Please ensure that the account has been properly established in Cardinal before submitting your change. Forms may be emailed to payroll@doa.virginia.gov.

CIPPS Security Individuals authorized to certify payroll expenditures are no longer identified on the Authorized Signatories Form (DA-04-121); instead, please submit a CIPPS Security form signed by the appropriate security officer (listed on the Authorized Signatories Form) if adding or deleting users. Also keep in mind that updates to Payline/PAT Masking access may also be necessary as assignments change.

Financial Reporting – Attachment HE-6 Each fiscal year, higher education institutions report employee and employer deduction amounts related to optional retirement plans (TIAA and the DC Plan) on Attachment HE-6, Optional Retirement Plans, as required by the Comptroller’s Directive for higher education institutions. In the past SPO provided information needed for this report; however, beginning in 2019, the information was made available to agencies in the Payroll Audit Tool (PAT) through Payline.

A deduction history for the fiscal year can be obtained by clicking on “Deductions History Detail Inquiry”, then select the check date range that is appropriate to capture the deductions made in that fiscal year.

Flexible Benefits for Plan Year 2022-2023 Mass transactions to deactivate the current flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 30.

DOA will then establish the new deduction amounts for Plan Year 2022-2023 and administrative fees from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, BES/CIPPS TRANSACTION ERROR LISTING. Please review all transactions for accuracy.

Flex Deductions for PY 2021-2022 YTD balances in deductions 021, Dependent Care, 022, Medical Reimbursement and 023, Admin Fees existing as of 6/30/2022 will automatically be transferred to deduction numbers: 055, PY Dependent, 056, PY Medical Reimbursement and 057, PY Admin Fees. **Adjustments or special pays made through the payroll system after June 30 that impact Plan Year 2021-2022 must be made using these deduction numbers.**

Continued on the next page

PAYROLL PROCESSING - FISCAL YEAR-END, continued

VOID Payment Processing – Payments with Flex Deductions and Dated on or before 7/1/2022 **Due to the conversion of the flex deduction numbers for Plan Year 2021-2022 as of July 1, we will be unable to process any voids for payments to employees with flex deductions created prior to July 1 in the normal manner.** This does not mean that you cannot request a stop on these payments; only that the adjustment for the returned payment will have to be processed manually using HTM00. If you need to void a payment for an employee with flex deductions from a payroll that was certified before July 1, you will need to request return of the funds to your agency's payroll warrant suspense account. Once you have been notified that the stop was successful, process a transaction on the HTM00 screen to back out all pay and deductions (make sure you use the prior year flex deduction numbers, 055, 056 and/or 057). Payments that do not include flex deductions can be voided normally. If you have any further questions, please contact Carmelita Holmes at (804) 371-7800.

Recycling Transactions or Retroactive Collections Review Report 14, Deductions Not Taken and the pending transactions on H1K03 **before you certify the 6/25 – 7/9 pay period** to ensure that all transactions that are recycling for the flex deductions 021, 022 and 023 are deleted since these are related to Plan Year 2021-2022. Contact Brian Warner at DHRM-OHB to determine if it is necessary to collect these amounts. If so, activate the appropriate deductions for prior plan year (**055**, PY Dependent Care; **056**, PY Medical Reimbursement; and/or **057**, PY Admin Fees) with frequency 09 and replace the goal date of 06/30/2022 with an end date for the current period.

Operations Calendar Reminder – the CIPPS Operations Calendar can now be found on the State Payroll Operations webpage under **Important Documents**:

<https://www.doa.virginia.gov/reference/payroll/>
