

Department of Accounts

Payroll Bulletin

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In This Issue of the Payroll Bulletin.....

- ✓ HCM Updates – Garnishments
- ✓ HCM Updates – Payroll Processing

The Payroll Bulletin is published periodically to provide 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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HCM UPDATES - Garnishments

New Report

A new garnishment report is available in HCM. Here is the path to the report which is run according to payrunid and provides a list of garnishment check numbers by agency and employee.

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Garnishment Check Register Report

It includes employee number, pay end date, employee name, check number, check date, amount and garn payee. Records going to Virginia Department of Child Support Enforcement have no garn payee name. The check number shown refers to the employee's payment number since all payments to DCSE are sent via ACH files.

New Data Query

There is also a new data query available related to garnishments. This data query provides a list of all of the existing garnishment vendors.

V_PY_GARN_VENDOR_INFO

HCM UPDATES – Payroll Processing

Data Queries

There are several updates to existing data queries:

V_PY_EMPL_NO_NET_DD - added employees missing direct deposits entirely (Missing Direct Deposit); also includes employees set up incorrectly with fixed amounts and no net pay account defined (No Net Balance Defined). SPO monitors the No Net Balance Defined errors and will make corrections if necessary. Agencies will continue to be notified when changes are made to the direct deposit page by SPO.

V_PY_EE_FICA_TAX_EXEMP – run by company id and provides a list of all employees who are set up as FICA Exempt on the tax data record.

Payroll Earning Register

The Payroll Earnings Register has been updated to include Premium Rewards (PRW).

HCM UPDATES – Payroll Processing

Deduction Change Report

This report provides a list of deduction amount changes between the paysheet for the current pay period and what was processed for the previous pay period. It includes deduction name, current amount and previous amount and is sorted by Empl ID. It has been updated to exclude the deductions for Imputed Life and any fees that are collected on a monthly basis as opposed to per pay period.

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

Employees Not Processed Report

Fatal payroll errors are caused when paysheets are created with VRS creditable comp and there is no gross pay processing for the employee. A new program has been added to automatically uncheck the OK to Pay box for those employees.

The “Employees Not Processed Report” returns a list of employees who were bypassed during the pay calculation process because the Ok to Pay on the job record is turned off. This report pulls only rows WITH EARNINGS that are marked OK TO PAY = 'N'. It should be run after pay calc to look for rows where OK to Pay has been turned off. It does not include rows that have payroll error messages or NS1 rows with no earnings. It does not show BW rows with no time. This report includes the unprocessed hours/earnings amounts.

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVE EE Not Processed Report

USAGE - review to see if anyone with earnings is turned off. This will also show employees previously turned off because they had Hybrid Retirement deductions but no pay and now they have earnings. Please submit an Update Paysheet request to have the “Ok to Pay” turned back on if the earnings amount changes to allow processing of the Hybrid Retirement deductions.

Missing Paychecks Data Query

V_PY_MISSING_PAYCHECKS - Paysheets without Paychecks

This query lists active employees with paysheets and no check (includes the OK To Pay indicator and an indicator to show if the payline had a payroll error message).

The indicators provide insight into possible causes:

- 1) They may have no time or earnings loaded (e.g. NS1 or BW with no time)
- 2) They may have a payroll error message preventing a check,
- 3) OK to PAY may have been turned off

USAGE - review for payments missing for SM1/SM2 employees; make sure all NS1 employees are paid, if appropriate. Review BW employees to confirm whether expected earnings have processed.

Paycalc Updates

V_PY_PAYCALC_UPDATES

This is a new data query added to provide details regarding changes made to HR, BN and Payroll pages after the “Final Calc – No Data Change” has been run. This change has been put into effect with the SM payruns for June. This data query can be run after the final calc to show changes that will be effective in the next pay period.
