

# Department of Accounts Payroll Bulletin

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

✓ **General Guidelines for July 2022  
Salary Increase**

- Release 3 Agencies
- HCM Agencies

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

<b>Director</b>	<b>Cathy C. McGill</b>
Assistant Director	Carmelita Holmes

## General Guidelines for July 10, 2022 Salary Increase

### **DHRM Policy and Guidance**

The Department of Human Resource Management distributed a memorandum dated April 26, 2021, entitled Authorizations and Compensation Activities for Fiscal Year 2022. Within this document DHRM provided an explanation of the policies related to the June 10 salary increase.

<https://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/fy23-compensation-memo.pdf>

Additional resources, including a FAQ, are available here:

<https://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/fy23-compensation-faqs.pdf>

### **Release 3 PMIS Agencies**

DHRM will send salary increases through the normal daily log file with an effective date of 07/10/2021. Transactions will update CIPPS once the pay period date has been changed to reflect the July 10 – 24 pay period the night of 07/15/2022. The file will update the Salary Rate on HOBID as well as the Imputed Life amount on H10AS.

Since the effective date of the increases is 07/10/2022, transactions to update the retirement contributions basis (SP 99 – CONTBASE) will be held until the next pay period update to July 25 – August 9 occurs on August 1. IF more than one increase comes through the PMIS to CIPPS interface during the period of July 10 – July 30, the interface may have two suspense items to release in the CONBASE file, but only one will be correct. When DHRM sends the log file with the base salary update, the U181 will show the pending Contbase release for that increase. If the agency makes another change affecting total salary, the interface will update CIPPS again with the corrected salary amount, but the U181 will show a second Contbase transaction that goes into pending for the update. On August 1, U180 will release two transactions for that employee with different Contbase amounts and the one with the later date will update CIPPS. Contbase changes should be reviewed for accuracy in the pay period ending August 9.

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**General Guidelines for July 10, 2022 Salary Increase, cont.**

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**R3 Agencies  
Using PMIS,  
continued**

The following formula is used to calculate the semi-monthly salary rate in CIPPS:

PMIS: (STATE SALARY + NON-STATE SALARY + SPECIAL RATE) divided by  
PMIS: PAY SCHEDULE

Changes needed in Non-State or Special Rates should not be entered in PMIS until the state salary increase has been updated (on or after 07/12). Pay particular attention to pay schedules in PMIS as well. If the pay schedule has “12” instead of “24”, the employee will end up with double pay in CIPPS. Please review these fields for accuracy in PMIS to ensure a successful regrade process in CIPPS.

PMIS agencies should NOT key salary changes directly into CIPPS. ALWAYS let the PMIS to CIPPS interface schedule the proper update of the CONTBASE (SP 99) amount to avoid retirement processing errors.

If the CIPPS salary absolutely must be updated online to meet a certification deadline, please remember this action will automatically update the CONTBASE (SP 99) amount. As this is a mid-month salary increase a special pay transaction (HUE01) must also be processed by the agency to prevent the retirement benefits from calculating on the new value prematurely.

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**R3 Non-PMIS  
Agencies**

Non-PMIS agencies must key increases manually online.

Keep in mind that SP 99 - CONTBASE and SP 14 – IMPUTED LIFE will automatically update on H10AS when the semi-monthly salary is updated on H0BID.

It is acceptable for SP 14 – IMPUTED LIFE to change effective 7/10/2022. However, because the effective date of the increase is 7/10/2022, SP 99 – CONTBASE should not change until the 7/25-8/9 pay period. Use HUE01 to key a special pay override for SP 99 with the old rate to avoid withholding too much for the retirement contributions in the second half of June.

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**R3 Imputed  
Life**

As the Imputed Life will be increased mid-month additional taxes will be withheld in the second half of July as Imputed Life is self-adjusting.

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## General Guidelines for July 10, 2022 Salary Increase, cont.

### R3 Salary Regrade Processing Calendar

July	PMIS Agencies	NON-PMIS Agencies
11	Semi-Monthly salaried certification deadline (6/25-7/9/2022)	Semi-Monthly salaried certification deadline (6/25-7/9/2022)
12	To avoid timing issues, salary corrections effective during the July 10-24 pay period should NOT be keyed into PMIS until this day.	Begin keying increases in CIPPS – key overrides for Special Pay 099 to calculate based on old rate.
18	New salaries and Imputed Life amounts available in CIPPS and visible on edits requested July 15.	
22	First day that Semi-Monthly salaried certifications may be entered for 8/1 check date	
26	Semi-Monthly salaried certification deadline (7/10-24/2022) for check date 8/1	
August	PMIS Agencies	NON-PMIS Agencies
1	CONTBASE (SP 99) transactions created during daily PMIS to CIPPS interface activity released.	
2	Report U180 available showing CONTBASE (SP 99) transaction updates that occurred August 1. Edits requested August 1 can be used to review final CONTBASE (SP 99) updates.	The H10AS CONTBASE (SP 99) amount for NON-PMIS agencies is already correct on H10AS.

### HCM Agencies

Salary increases for agencies that provided spreadsheets to DHRM were updated with an effective date of 07/10/2022 the night of July 10. Paysheets for the 07/10 – 07/24 pay period will be created on Friday, July 15.

Imputed life in HCM is calculated during the first pay period of each month. Mid-month changes do not trigger a recalculation of imputed income for the month and agencies are NOT required to manually calculate and enter.

Changes to retirement creditable comp will process on August 2 with the VNAV interface from VRS.

### Employees Who Exceed Maximum Pay Band Amount

Base pay is restricted to the appropriate pay band maximum for the position. If the computed salary increase exceeds the limit, rates will be increased by the maximum allowed amount. Excess amounts are paid as a one-time non-discretionary bonus to the employee. This bonus amount will not be updated in CIPPS or HCM automatically. PI Bonus (SP 24) should be used to make these payments in CIPPS; BON is the earnings code for HCM. Contact your HR department for a list of employees and amounts.