

# 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 call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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## HCM Pay Group Change

### NS Pay Group discontinued

Effective Monday, August 29, 2022, use of the NS pay group to put employees into a non-auto status will be discontinued.

A new feature, Turn Off Auto Pay, has been added to the Job Data record to allow agencies to identify whether or not an employee should receive the full amount of regular pay during the pay period. All employees in an NS pay group will automatically be returned to the SM group and “Yes” will be activated in the Turn Off Auto Pay field. Agencies do not need to change anything. Reports run on Monday, August 29, will reflect the changes.

**Turn Off Auto Pay**

Yes No

The Turn Off Auto Pay field does not need to be updated on the pay period begin date but requires a new effective dated row.

- If the Paid Leave of Absence effective day occurs at the beginning or in the middle of a pay period and the TOAP field is changed to “Yes”, the salary and additional pay will be turned **off** for the entire pay period. Updating the TOAP field in the middle of the pay period will not prorate the employee’s pay. A SPOT transaction must be keyed to ADD the regular pay due the employee for the pay period and for any Additional Pay, including (VRS) that should continue to process.
- While the employee is on Paid Leave of Absence and the TOAP field is set to “Yes”, SPOT transactions for earnings must include any Additional Pay that should continue to process.
- If the Return from Paid Leave effective day occurs in the middle of a pay period and the TOAP field is changed to “No”, the salary and additional pay will be turned **on** for the entire pay period. A SPOT transaction must be keyed to REDUCE the regular pay for the portion of the pay period the employee was on leave. Additional Pay will process and should be reviewed for applicable SPOT adjustments.

Cardinal job aids will be updated to reflect this change and reports/queries will be modified to include this field.