

Department of Accounts

Payroll Bulletin

Calendar Year 2022

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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

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Release 3 – Go-Live

Important Dates for Release 3 Agencies

Conversion activities begin on 9/14 and will continue through 10/3. Strict adherence to the following dates is required.

- 9/13 - last day for transactions entered in BES/PMIS to interface to CIPPS; all changes after this date that affect pay/health insurance premiums for salaried employees for the 9/10-9/24 pay period must be communicated in writing from HR/Benefits to Payroll
- 9/16 – complete all data clean-up activities in CIPPS
- 9/16 – last day to terminate records for employees not paid in 2022; job records must be provided for all those not terminated or with YTD balances in 2022
- 9/16 – submit all active garnishment orders in encrypted emails to rr-garnadmin@doa.virginia.gov or SPO SharePoint. Include “AGY # - Active” in Subject line or file name.
- 9/19 – last day to upload batches for wage employees for pay periods ending 9/10, 9/11 or 9/08 to CIPPS
- 9/20 – last day to upload batches for pay period ending 9/24 for salary employees to CIPPS
- 9/20 – last day to enter garnishment information in Payline Garnishment Utility for upload to CIPPS;
- 9/20 – final bi-weekly certification in CIPPS for ppe 9/10, 9/11 and 9/8
- 9/21 – final salary certification in CIPPS for ppe 9/24 and 9/30
- 9/21 - Payline security for all utilities changes to read-only
- 9/22 – CIPPS QTR 3 processing completed
- 9/22 – all CIPPS leave transactions must be entered by noon; final leave processing for ppe 9/24
- 9/22 – 5:00 pm, Cardinal FIN and HCM are closed
- 9/23 – CIPPS security changes to read-only
- 9/26 - New garnishments received after 9/16 should be sent via encrypted email to rr-garnadmin@doa.virginia.gov or uploaded to SPO SharePoint with “AGY # - NEWGRN” in the Subject line or file name.
- 9/27 – Cardinal FIN open @ noon
- 9/30 – time and attendance files must be submitted to HCM Inbound folder on the Cardinal HCM Production file server (see Cardinal communication distributed 9/13)
- 10/3 – Cardinal HCM open @ 8 am
- 10/5 – first wage confirmation for pay periods ending 9/24, 9/25, 9/22 and 9/27
- 10/7 – first semi-monthly confirmation for pay periods ending 10/9 and 10/15

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Release 3 – Go-Live, continued

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| Changes to Pay after 9/13 and before 9/21 | PMIS will be the system of record for personnel information for R3 agencies for data entered through the close of business on 9/13. After that date, changes will be coordinated with Cardinal through Task 98C. In the event that a change affecting pay for pay period ending 9/24 MUST be made in CIPPS for an employee in a Release 3 agency, that change must also be communicated by the agency HR office to the agency payroll office in writing so the change can be made in CIPPS. |
| Changes to Health Insurance Coverage on or before 4/1 | DHRM-OHB will remove update access for all Release 3 agencies in BES effective 9/14. Agencies have been instructed to enter all coverage changes effective on or before October 1 in BES on or before 5 pm on 9/13. In the event there is an employee who has an immediate need for coverage between 9/14 and October 2, that change must be communicated by the agency HR/Benefits office to DHRM. All other changes must be held and entered in HCM after conversion. Changes that impact health care deductions that should be processed in the 9/10 – 9/24 pay period must also be provided to the agency payroll office in writing so the change can be made in CIPPS and any premium adjustments that are required can be processed |
| Active Garnishments Received Prior to 9/16 – send by 9/16 | R3 agencies will need to send all active garnishment court orders to the garnishment team no later than 9/16. They may be sent by encrypted email to rr-garnadmin@doa.virignia.gov or uploaded to SPO SharePoint. If you have any other documentation such as spreadsheets with YTD totals, please include that as well. Please include the word “Active” in the file name if uploading to SPO SharePoint or in the subject line if emailing. |
| Garnishments Received after 9/16 – begin sending on 9/26 | <p>State Payroll Operations must establish all new garnishment records received after 9/16 in HCM. Beginning 09/24/2022 all new garnishments received after 9/16 should be sent by encrypted email to: rr-garnadmin@doa.virignia.gov OR uploaded to SPO SharePoint. Garnishment request forms should be sent with the garnishments and completely filled out before sending to the garnishment team. The forms can be found using the following link: https://www.cardinalproject.virginia.gov/resources/forms. Under Find a form, type in the word "garnishments" and the search results will populate with the Garnishment Request Form. Complete the form and send to DOA. This form is required when sending in all new orders.</p> <p>When sending orders to SPO SharePoint, it is very important that the garnishment team be notified as soon as possible. The subject line should contain the agency number - NEWGRN. This will advise the team that this is a new order requiring attention since all court orders are time sensitive. A confirmation email will be sent upon receipt and setup of the garnishment. Once the garnishment is set up, it is the agency’s responsibility to review the paycheck for accuracy. If you have questions, please email rr-garnadmin@doa.virignia.gov.</p> |

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Release 3 – Go-Live, continued

Special Notes for Garns If you have an employee who is changing status (i.e., wage to salary or salary to wage) please fill out and send the garnishment request form and notify Trenika Satterwhite immediately as this will affect calculation in HCM.

Most importantly, please be aware of the data freeze dates. Orders need to be submitted to DOA as soon as you receive them. In some cases, vendor records are required before the garnishment can be established. This takes additional time and orders not received before the deadlines stated in the operations calendar will not be set up for that pay period. The sooner the order is submitted, the sooner the deduction will be available for review.

**Voids for PP
Ending on or
Before 9/24**

There is no change to the process for agencies that need to request reversals on paper checks or direct deposits processed for the 9/23 or 9/30 check dates; however, there will be a difference in how funds returned for void payments are handled. If the full payment should be voided and the full amount is returned, then State Payroll Operations will make a balance adjustment on the employee's Cardinal record on or after October 3. If the full amount is not returned, then SPO will follow the existing procedure to transfer the amount received back to the agency with one difference. Instead of recording the funds in the agency's Payroll Warrant Suspense Account, a credit will be posted to 22051900, Pay Susp-Due Agency. The agency will be required to collect the remainder and submit a request for a balance adjustment for the amount collected. Please see guidance provided on making Balance Adjustments on the DOA SPO website.

A new form has been added to the HCM Forms section of the SPO Forms webpage to request stop payments (reversals) on payments made through HCM: HCM Direct Deposit Reversal

**Off-cycle
Payments for
Pay Dates on or
before 9/30**

If, for any reason, a payment must be processed for an employee after 9/21 but prior to the next regular pay date (see CAPP Topic 50530) the agency must make the payment to the employee outside of the payroll system in one of two ways. In either case, approval from the Director or Assistant Director of State Payroll Operations should first be obtained. If the agency has a petty cash or other local funds account that may be used, then a check for the net amount due to the employee should be written from the account and given to the employee. Otherwise, agencies will have to wait until Cardinal Fin reopens about noon on 9/27 to process a payment to the employee for the net amount due using the Employee Expense module in Cardinal Fin where it will post as a debit to the agency's liability account. Either way, the payment must also be entered in Cardinal HCM during the next regular on cycle using SPOT. The Due Agency deduction should be entered for the net amount. When the pay is confirmed, the employee's pay and benefit records will be updated and the Due Agency amount will post as a credit to the agency liability account, offsetting the amount originally paid to the employee. Of course, if payment was made with local funds, the agency will need to take the appropriate steps to create a payment to the local account from the liability account.

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Release 3 – Go-Live, continued

Agency Contacts State Payroll Operations redesigned its contact page to allow for contact information based on the HCM role codes assigned to agency staff. A request for updated information will be distributed shortly before R3 Go-Live. Please update and return the spreadsheet as soon as possible. The Agency Fiscal Officer information is pulled from the DOA FO Contact List maintained by DOA Compliance and Assurance. Payline contacts will continue to be maintained separately. Remember that admin access to Payline can only be provided to employees who have a pre-existing payment record in Payline.

Post Production Support If you have a system issue after 10/3 you will need to submit a ticket to the VCCC and include the words Cardinal HCM in the subject line. It is also helpful to include the area impacted: Benefits, Payroll, HR, T&A, Absence Management.

If you have a normal payroll processing issue, please send an email to payroll@doa.virginia.gov. Be sure to include an explanation of the problem and the employee number. The more information provided, the faster we will be able to assist.

2022 HCM Pay Cycle Calendars

2022 Calendars The revised HCM Pay Cycle Calendars for 2022 have been posted to the SPO website in the Payroll Navigation section. There are separate documents for the S/M Salary and Monthly and the B/W Wage schedules. A detailed Operations Schedule is also posted and distributed on a monthly basis. It contains information on times and dates for most payroll processes.

Keep in mind that SPOT batches can be loaded/entered before paysheets are created. Submitted transactions will then show up when the first pay calculation is run.

Remember that each payrun is identified by a payrun id which consists of paygroup followed by MMDDYY where MMDDYY equals the pay period end date. There will be one off-cycle payrun for each pay period. The off-cycle schedules are indicated in the blue shaded lines with a payrun that begins with OSM for semi-monthly and monthly payruns and OBW for bi-weekly wage payruns.

HCM Payroll Certification Form

Fiscal Officer or Proxy Agencies will no longer enter their own certification amounts into the system. However, Fiscal Officers or designated proxies are still required to review all of the transactions and changes affecting the current payroll and certify as to the accuracy and appropriateness of the payments prior to the payroll confirmation each pay period. **Failure to submit the certification documentation prior to the deadline may be reported in the Comptroller's Quarterly Report.**

The form is available on the DOA SPO website.
