Module 5:
Employee Refunds and Manual Pay Adjustments

Learning Points

The Masterfile Updates module introduces the use of Manual Pay Sets to adjust the accumulated balances stored in the CIPPS Employee and Tax Masterfiles. CAPP Topic 50705. Manual Pay Sets are used for

- Deduction Refunds/Adjustments

- Tax Refunds/Adjustments

- Earnings Reclassifications

- Adjustments to any accumulated balance involved in the gross-to-net payroll calculation

This module also introduces the basic concepts of Payroll Reporting Systems:

- Accessing Payroll Audit Reports:
  - Reportline Security Form:
    http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf
  - PAT (Payroll Audit Tool) Security Form:
    http://www.doa.virginia.gov/Payroll/Forms/PaylinePATSecurityForm.pdf

- Critical Review Elements during the Edit Process (Pre-certification Review)

- Critical Review Elements after the payroll is certified (Post-Certification Review)

- The training manual is a guide for beginners, users should review the following CAPP Topics to ensure proper Pre and Post Certification procedures are in place:

  - **Batch Processing and Balancing: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50130.pdf**
  - **Pre-Certification Activities: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50810.pdf**
  - **Payroll Audit Tool (PAT): http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/70735.pdf**
  - **Post Certification Activities: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50820.pdf**

Manual Paysets – Tips

Careful Review

When entering a value into an amount field the operator may key the amount starting in the far-most left position and after entering the value clears the remainder of the field using the 'END' or 'EOF' button. This action causes the amount to be correctly positioned to the right once 'ENTER' is pressed. However, if the 'END' or 'EOF' button is not used to clear the field, then the amount entered becomes a value in the millions. The number of occurrences of this type of error has increased recently.

Carefully review your data entry when entering batches (or have someone else look over the data entry). In particular, with manual paysets and deduction overrides, ensure the batch balances and perhaps have a second party review the data entry.

Never Remove Using BFM

Once a manual payset (including deduction and tax refunds) is processed, the employee masterfile has been updated. This is true even if no payrun (edit or pay) has been requested for that employee's frequency. You can see the effects of this update on the Report 1006, Change Listing. Therefore, it is imperative that those transaction lines generated by a manual payset NEVER be removed using HSBFM.

If a manual payset needs to be backed out, enter another manual payset identical to the first with the exception of the Adjustment Indicator (AI). Enter the opposite values in the AI field as originally entered. If a 'P' was used, enter an 'M'. If a "+" was used, enter a '-'. This will systematically reverse the effect of the original manual payset.

Electronic Error Adjustments to Retirement (Electronic 1501)

Adjustments to retirement-related accounts administered by VRS may be made electronically through the Commonwealth Integrated Payroll and Personnel System (CIPPS), eliminating the need for completion of Form 1501, Error Adjustment Report, as long as processing months are not overlapped.

The adjustment is made using the HTODA screen in CIPPS. Information relayed to VRS from this screen includes Check Date, (pay period) End Date, Employee Number, Deduction Number and Amount. Posting month and year is determined by VRS based on the date used in the "End Date" field. The amount to be reported for each month/calendar year must be entered as a **separate** manual adjustment. Remember that negative adjustments can only be made if there is enough money accumulated YTD in that deduction to cover the amount of the adjustment.

Tax Masterfile Records

```
> GD    100XX,01003258400,  1,  1,47                              ON H0ATA

                  EMPLOYEE COMPANY PAID TAX ACCUMULATIONS-

   COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
   TAX UNIT-> 001    STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> ALICIA              J                    JOHNSON
 __     FUTA TXBL        FUTA TAX         FUTA NXTBL       TRANSFER FUTA GROSS
   Y          .00             .00              .00               .00
   Q          .00             .00              .00
   M          .00             .00              .00
   P          .00             .00              .00
        SUI TXBL         SUI TAX          SUI NTXBL        SUI GROSS
   Y        7652.75          .00              .00             7652.75
   Q        2186.50          .00              .00             2186.50
   M           .00           .00              .00                .00
   P        5466.25          .00              .00             5466.25
        DI TAX         -----WEEKS WORKED-----
   Y          .00       UNDER   .0  OVER 15.2
   Q          .00               .0       4.2
   M          .00               .0        .0
   P          .00               .0      11.0

                                     12/02/04  08:38:16 1 M3LL CIDL _____
```

```
> GD    100XX,010032548400,  1,  1,47                             ON H0ATB

                  ----EMPLOYEE TAX FILE ACCUMULATIONS-----

   COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
   TAX UNIT-> 001    STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> ALICIA              J                    JOHNSON
 __    GROSS         FIT TXBL        FIT TAX      FIT NTXBL       EIC PAID
   Y     7655.07       7630.57         479.22          .00             .00
   Q     2187.66       2180.66         136.92          .00             .00
   M        .00           .00            .00           .00             .00
   P     5467.41       5449.91         342.30          .00             .00
       SIT TXBL        SIT TAX      SIT NTXBL     PEN FIT TXBL   PEN FIT TAX
   Y     7628.25        321.58          .00           .00             .00
   Q     2179.50         91.88          .00           .00             .00
   M        .00           .00           .00           .00             .00
   P     5448.75        229.70          .00           .00             .00
       DI TXBL         DI TAX       DI NTXBL      DI GROSS       ST AEIC
   Y        .00           .00           .00           .00             .00
   Q        .00           .00           .00           .00             .00
   M        .00           .00           .00           .00             .00
   P        .00           .00           .00           .00             .00

                                     12/02/04  08:41:15 1 M3LL CIDL _____
```

Tax Masterfile Records, Continued

```
> GD    100XX,01003258400,  1,  1,47                              ON H0ATC

                   --EMPLOYEE/COMPANY OASDI TAX ACCUMULATIONS---

   COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400 COUNTRY CODE--> 001
   TAX UNIT-> 001    STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> ALICIA                J                      JOHNSON

__    OASDI TXBL      OASDI TAX      OASDI NTXBL       TRANSFER OASDI GROSS
   Y     7630.57         473.10            .00              7655.07
   Q     2180.66         135.21            .00
   M        .00             .00            .00
   P     5449.91         337.89            .00


      CO OASDI TXBL  CO OASDI TAX   CO OASDI NTXBL    TRANSFER CO OASDI GROSS
   Y     7630.57         473.10            .00              7655.07
   Q     2180.66         135.21            .00
   M        .00             .00            .00
   P     5449.91         337.89            .00




                                   12/02/04  08:43:20 1 M3LL CIDL _____
```

Legend:

Y – Year-to-date accumulation

Q – Quarter-to-date accumulation

M – Month-to-date accumulation

P – Prior Quarter accumulation

Employee Masterfile Records

```
 > C     100XX,01003258400                                       ON H0BTT

                -EMPLOYEE FEDERAL TAX & TAXABLE AMOUNTS-

   COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400
   NAME> ALICIA              J                JOHNSON


            TAX AMOUNT      TXBL WAGES     NON-TXBL AMT    GROSS TXBL
__  FIT------->      479.22         7630.57          .00
    FUTA------>         .00            .00           .00           .00
    OASDI----->      473.10         7630.57          .00       7655.07
    HI-------->      110.64         7630.57          .00
    MED------->         .00            .00           .00
    CO OASDI-->      473.10         7630.57          .00       7655.07
    CO HI----->      110.64         7630.57          .00
    CO MED---->         .00            .00           .00
    PEN FIT--->         .00            .00
    EIC PAY--->         .00
    UNC OASDI->         .00
    UNC HI---->         .00


 A205W-END OF LIST                         12/02/04  08:46:02 1 M3LL CIDL _____
```

```
 > C     100XX,01003258400,014                                   ON H10SA

                --EMPLOYEE SPECIAL PAY ACCUMULATIONS--

   COMPANY--> 100XX   EMPLOYEE NUMBER---> 01003258400
   NAME> ALICIA              J                JOHNSON

    NO       NAME      MTD HOURS  YTD HOURS  MTD AMOUNT    YTD AMOUNT
__  14   IMPLIFE            .00        .00         .00          2.32












 A205W-END OF LIST
                                          12/02/04  08:47:57 1 M3LL CIDL _____
```

Employee Masterfile Records, Continued

```
> C     100XX,01003258400                                          ON H0BPA


               --------EMPLOYEE PAY ACCUMULATION-------
  COMPANY--> 100XX EMPLOYEE NUMBER--> 01003258400
  NAME> ALICIA              J                    JOHNSON

                       ** PAY ACCUMULATIONS **
 __     GROSS           REGULAR          OT. 1            OT. 2
 Y     7655.07          7652.75            .00              .00
 Q     2187.66          2186.50            .00              .00
 M        .00              .00             .00              .00

        SICK           PENSION          SHIFT 2          SHIFT 3
 Y        .00              .00             .00              .00
 Q        .00              .00             .00              .00
 M        .00                              .00              .00

      VACATION          BONUS             NET            TOT VOL
 Y        .00              .00          6138.71           129.50
 Q                                      1753.87            37.00
 M        .00              .00             .00              .00

A205W-END OF LIST
                                  12/02/04  08:50:17 1 M3LL CIDL _____
```

```
> GU    10010,01003258400,062                                    ON H0ZDC

               ---------EMPLOYEE DEDUCTIONS-----------

  COMPANY--> 10010  EMPLOYEE NUMBER---> 01003258400
  NAME-----> ALICIA              J                 JOHNSON

   NO     NAME          AMT/PCT          GOAL         UTILITY
     CALC GN FR  PRTY START DATE     END DATE       DED MTD        DED YTD

 __   12 EMP RET            .00000           .00  300000000022200000
      85  1 09  000  00/00/0000   00/00/0000           .00            .00

 __   24 PRM CONV           27.50           .00  000000000022000100
      85  1 09  000  00/00/0000   00/00/0000           .00          24.50

 __   26 AGY HLTH          186.50           .00  000000000000000000
      96  2 09  000  00/00/0000   00/00/0000           .00         574.00

 __   62 CVC               15.00           .00  000000000000000000
      76  2 09  000  00/00/0000   00/00/0000           .00         105.00


                                  08/31/10  14:57:32 1 M3LL CID5 _____
```

Example #1 Paid Updates – Deduction Refunds

Post-Tax Deduction Refund

Phillip Randall had his parking deduction set up incorrectly. Instead of $7.50, $75 was withheld in error. Using a manual pay set refund him the amount over paid.

```
> GU    10010,01325687400,105                                      ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 10010  EMPLOYEE NUMBER---> 01325687400
  NAME-----> PHILLIP                             RANDALL

  NO      NAME            AMT/PCT         GOAL        UTILITY
    CALC GN FR  PRTY START DATE     END DATE         DED MTD       DED YTD

__   26 AGY HLTH             186.50          .00  00000000000000000
       96   2 09  000  00/00/0000   00/00/0000            .00        574.00

__   28 PARKING              75.00           .00  00000000000000000
       96   2 09  000  00/00/0000   00/00/0000            .00         75.00

__  102 GRPINS-X               .00           .00  00000000000000000
       04   1 09  000  00/00/0000   00/00/0000            .00           .00

__  105 RETCRD-X             .00890          .00  30000000000000000
       96   1 09  000  00/00/0000   00/00/0000            .00           .00


                                08/31/10  14:47:54 1 M3LL CID5 ____
```

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Example #1 Paid Updates – Deduction Refunds, Continued

Using the table information complete the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01325687400
PAGE NUMBER	00001
TRN 503	
CHECK NO	09169323
CHK DT	091620XX
BEG DT	082520XX
END DT	090920XX
NET	6750
+	P
Y	Y
TRN 500	
+	P
Y	Y
TRN 550	
NO	028
AMT	6750
+	M
Y	Y
TRN 550	
+	M
Y	Y

Example #1 Paid Updates – Deduction Refunds, Continued

```
> GUH   100XX,01325687400,036                                    ON HTODA

                   --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

__  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN  CHECK NO.     CHK DT     BEG DT     END DT    REAS   TU         NET          + Y
503 0000000000    00000000   00000000   00000000    __    000    00000000000      _ _

     ST/LOC    FIT           OASDI          HI        OTHER        GROSS          + Y
               SIT           LOCAL          DI
500 000000 00000000000    00000000000 00000000000 00000000000 00000000000        _ _
           00000000000    00000000000 00000000000

                     *------ VOLUNTARY DEDUCTIONS ------*
550   000 00000000000   000 00000000000   000 00000000000   000 00000000000      _ _
      000 00000000000   000 00000000000   000 00000000000
550   000 00000000000   000 00000000000   000 00000000000   000 00000000000      _ _
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS    +    TAXES    +      NET     =  TOTAL PAYS   =    GROSS
 00000000000      00000000000     00000000000    00000000000     00000000000
A287W-NO RECORD/S FOUND
                                  12/02/04  08:58:51 1 M3LL CIDL _____
```

Example #1 Paid Updates – Deduction Refunds, Continued

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 > GUH    10010,01325687400                                    ON HTODA

                  --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 i_ COMPANY--> 10010 EMPLOYEE NO--> 0132568740 - 0 PAGE NUMBER--> 1

 TRN   CHECK NO.     CHK DT     BEG DT      END DT    REAS   TU      NET        + Y
 503 09169323      09162011   08252011  09092011    __    000   6750        p y

     ST/LOC    FIT          OASDI          HI        OTHER      GROSS        + Y
               SIT          LOCAL          DI
 500 000000 00000000000  00000000000 00000000000 00000000000 00000000000    p y
         00000000000   00000000000 00000000000

                *------ VOLUNTARY DEDUCTIONS ------*
 550  028 6750          000 00000000000  000 00000000000  000 00000000000    m y
      000 00000000000   000 00000000000  000 00000000000
 550  000 00000000000   000 00000000000  000 00000000000  000 00000000000    m y
      000 00000000000   000 00000000000  000 00000000000

 DEDUCTIONS   +   TAXES   +     NET    =  TOTAL PAYS  =   GROSS
  00000000000      00000000000   00000000000    00000000000    00000000000
 A287W-NO RECORD/S FOUND
                              09/27/11  11:02:08 1 M3L1 CIP5 ____

4B      A                                                          19/07
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)      CIP03340 (CIP03340)    OVR    NUM
```

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Example #1 Paid Updates – Deduction Refunds, Continued

```
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 > GUH   10010,01325687400                                      ON HTODA

              --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 ▌_  COMPANY--> 10010 EMPLOYEE NO--> 0132568740 - 0 PAGE NUMBER--> 00001

 TRN  CHECK NO.     CHK DT     BEG DT     END DT    REAS  TU     NET        + Y
 503 0009169323     09162011   08252011   09092011   __   000   00000006750  P Y

      ST/LOC    FIT          OASDI         HI         OTHER      GROSS       + Y
                SIT          LOCAL         DI
 500 000000 00000000000   00000000000 00000000000 00000000000 00000000000   P Y
            00000000000   00000000000 00000000000

              *------ VOLUNTARY DEDUCTIONS ------*
 550  028 00000006750   000 00000000000  000 00000000000  000 00000000000    M Y
      000 00000000000   000 00000000000  000 00000000000
 550  000 00000000000   000 00000000000  000 00000000000  000 00000000000    M Y
      000 00000000000   000 00000000000  000 00000000000

 DEDUCTIONS   +   TAXES    +      NET    =  TOTAL PAYS   =   GROSS
 00000006750-    00000000000    00000006750    00000000000    00000000000

                              09/27/11  11:04:07 1 M3L1 CIP5 ____

4B⬚   A                                                           05/02
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)      CIP03340 (CIP03340)    OVR   NUM
```

Note: Be sure to carefully review or have someone review your manual paysets.

Example #2 Paid Updates – Deduction Refunds

**Pre-tax
Deduction
Refund**

A Premium Conversion deduction was established for Sally Strider and processed in error. Please refund this amount to her on the next check.

```
> GU    10010,01688732600,062                                    ON H0ZDC

                  ---------EMPLOYEE DEDUCTIONS------------

   COMPANY--> 10010   EMPLOYEE NUMBER---> 01688732600
   NAME-----> SALLY                  S              STRIDER

   NO       NAME          AMT/PCT        GOAL        UTILITY
     CALC GN FR  PRTY START DATE    END DATE      DED MTD        DED YTD

__   12 EMP RET               .00000         .00  300000000022200000
     85   1 09  000  00/00/0000    00/00/0000          .00            .00

__   24 PRM CONV            26.00            .00  000000000022000100
     85   1 09  000  00/00/0000    00/00/0000          .00          24.50

__   26 AGY HLTH           186.50           .00  000000000000000000
     96   2 09  000  00/00/0000    00/00/0000          .00         186.50

__   62 CVC                  3.50           .00  000000000000000000
     76   2 09  000  00/00/0000    00/00/0000          .00            .00


                                    08/31/10  14:58:33 1 M3LL CID5 _____
```

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Example #2 Paid Updates – Deduction Refunds, Continued

Using the table information below complete the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01688732600
PAGE NUMBER	00001
TRN 503	
CHECK NO	03169309
CHK DT	031620XX
BEG DT	022520XX
END DT	030920XX
NET	9250
+	P
Y	Y
TRN 500	
+	P
Y	Y
TRN 550	
NO	024
AMT	9250
NO	26
AMT	18650
+	M
Y	Y
TRN 550	
+	M
Y	Y

Example #2 Paid Updates – Deduction Refunds, Continued

```
> GUH   100XX,01688732600                                          ON HTODA

                    --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN  CHECK NO.    CHK DT     BEG DT     END DT    REAS   TU        NET        + Y
503 0000000000   00000000   00000000   00000000   __    000    00000000000   _ _

    ST/LOC    FIT          OASDI         HI        OTHER      GROSS         + Y
              SIT          LOCAL         DI
500 000000 00000000000   00000000000 00000000000 00000000000 00000000000    _ _
           00000000000   00000000000 00000000000

                   *------ VOLUNTARY DEDUCTIONS ------*
550  000 00000000000   000 00000000000   000 00000000000   000 00000000000  _ _
     000 00000000000   000 00000000000   000 00000000000
550  000 00000000000   000 00000000000   000 00000000000   000 00000000000  _ _
     000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS   +   TAXES    +     NET    =  TOTAL PAYS   =   GROSS
 00000000000      00000000000     00000000000     00000000000     00000000000
A287W-NO RECORD/S FOUND
                                  12/02/04  09:04:37 1 M3LL CIDL _____
```

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Example #2 Paid Updates – Deduction Refunds, Continued

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 > GUH    10010,01688732600                                    ON HTODA

              --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 i_ COMPANY--> 10010 EMPLOYEE NO--> 0168873260 - 0 PAGE NUMBER--> 1

 TRN  CHECK NO.     CHK DT     BEG DT     END DT   REAS  TU      NET        + Y
 503  03169309      03162011   02252011   03092011  __   000  00000009250   p y

      ST/LOC    FIT          OASDI         HI        OTHER      GROSS       + Y
                SIT          LOCAL         DI
 500  000000 00000000000  00000000000 00000000000 00000000000 00000000000   p y
             00000000000   00000000000 00000000000

                 *------ VOLUNTARY DEDUCTIONS ------*
 550  024 00000009250  026 00000018650  000 00000000000  000 00000000000    m y
      000 00000000000  000 00000000000  000 00000000000
 550  000 00000000000  000 00000000000  000 00000000000  000 00000000000    m y
      000 00000000000  000 00000000000  000 00000000000

 DEDUCTIONS   +   TAXES   +     NET    =  TOTAL PAYS  =   GROSS
  00000000000     00000000000   00000000000  00000000000   00000000000
 A287W-NO RECORD/S FOUND
                           09/27/11  11:06:19 1 M3L1 CIP5 ____

4B☐   A                                                        19/07
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)      CIP03340 (CIP03340)        OVR    NUM
```

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Example #2 Paid Updates – Deduction Refunds, Continued

```
SNA                                                                         _ ☐ ✕
File  Edit  View  Session  Transfer  Macro  Settings  Help
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 > GUH    10010,01688732600                                        ON HTODA

                  --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 ▉_ COMPANY--> 10010 EMPLOYEE NO--> 0168873260 - O PAGE NUMBER--> 00001

 TRN  CHECK NO.     CHK DT     BEG DT     END DT    REAS   TU       NET       + Y
 503 0003169309    03162011   02252011   03092011   __    000   00000009250   P Y

     ST/LOC    FIT          OASDI        HI          OTHER       GROSS        + Y
               SIT          LOCAL        DI
 500 000000 00000000000  00000000000 00000000000 00000000000 00000000000      P Y
            00000000000  00000000000 00000000000

                 *------ VOLUNTARY DEDUCTIONS ------*
 550  024 00000009250  026 00000018650  000 00000000000  000 00000000000      M Y
      000 00000000000  000 00000000000  000 00000000000
 550  000 00000000000  000 00000000000  000 00000000000  000 00000000000      M Y
      000 00000000000  000 00000000000  000 00000000000

 DEDUCTIONS   +   TAXES    +     NET    =  TOTAL PAYS   =   GROSS
 00000009250-    00000000000    00000009250   00000000000   00000000000

                            09/27/11  11:11:03 1 M3L1 CIP5 ____

4B☐   A                                                              05/02
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)        CIP03340 (CIP03340)    OVR    NUM
```

Note: Be sure to carefully review or have someone review your manual paysets.

Example #3 Non Paid Updates – Adjustments to Deductions

Post Tax Deduction Adjustment

Alfred Nelson, had his post-tax parking deduction set up incorrectly, over withholding the parking fee. 75.00 was withheld instead of 7.50. Since the error created a financial hardship, the agency gave him a petty cash difference. Please make the appropriate adjustment to his record. Make the required masterfile change so this error is not repeated.

```
> GU    10010,01046284200,039                                    ON H0ZDC

                  ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 10010   EMPLOYEE NUMBER---> 01046284200
  NAME-----> ALFRED                              NELSON

   NO       NAME          AMT/PCT          GOAL          UTILITY
      CALC GN FR   PRTY START DATE    END DATE        DED MTD         DED YTD

 __   24 PRM CONV             72.00          .00  000000000022000100
        85   1 09   000  00/00/0000    00/00/0000            .00           24.50

 __   26 AGY HLTH            487.00          .00  000000000000000000
        96   2 09   000  00/00/0000    00/00/0000            .00          574.00

 __   28 PARKING             75.00          .00  000000000000000000
        96   2 09   000  00/00/0000    00/00/0000          75.00           75.00

 __   39 PRE TAX            150.00          .00  000000000022200000
        98   1 09   000  00/00/0000    00/00/0000            .00             .00


                                      08/31/10  14:59:49 1 M3LL CID5 _____
```

Example #3 Non Paid Updates – Adjustments to Deductions,
Continued

Using the table information make the adjustment to the employee's record using the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01046284200
PAGE NUMBER	00001
TRN 503	
CHECK NO	09169323
CHK DT	091620XX
BEG DT	082520XX
END DT	090920XX
NET	6750
+	+
Y	Y
TRN 500	
+	+
Y	Y
TRN 550	
NO	028
AMT	6750
+	-
Y	Y
TRN 550	
+	-
Y	Y

Example #3 Non Paid Updates – Adjustments to Deductions,
Continued

```
> GUH   100XX,01046284200                                           ON HTODA

                    --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 __  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN  CHECK NO.    CHK DT      BEG DT     END DT    REAS   TU        NET          + Y
503 0000000000    00000000    00000000   00000000   __    000    00000000000      _ _

     ST/LOC    FIT          OASDI        HI         OTHER       GROSS         + Y
               SIT          LOCAL        DI
500 000000 00000000000   00000000000 00000000000 00000000000 00000000000      _ _
           00000000000   00000000000 00000000000

                   *------ VOLUNTARY DEDUCTIONS ------*
550   000 00000000000   000 00000000000   000 00000000000  000 00000000000     _ _
      000 00000000000   000 00000000000   000 00000000000
550   000 00000000000   000 00000000000   000 00000000000  000 00000000000     _ _
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS   +   TAXES    +     NET    =  TOTAL PAYS   =   GROSS
 00000000000      00000000000    00000000000    00000000000    00000000000
A287W-NO RECORD/S FOUND
                                12/03/04  08:46:39 1 M3LL CIDL ____
```

Example #3 Non Paid Updates – Adjustments to Deductions,
Continued

```
📺 SNA                                                                   ☐ 🗗 ✖
File  Edit  View  Session  Transfer  Macro  Settings  Help
 🗋 🖆 🖫  🖨   🔏 🖺 🛢  🗐 🡱  ❓
 > GUH    10010,01046284200                                      ON HTODA

                  --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 __  COMPANY--> 10010 EMPLOYEE NO--> 0104628420 - 0 PAGE NUMBER--> 00001

 TRN  CHECK NO.     CHK DT      BEG DT      END DT    REAS   TU       NET          + Y
 503 0091689323    09162011    08252011   09092011    __     000   00000006750     + Y

      ST/LOC     FIT           OASDI         HI        OTHER        GROSS          + Y
                 SIT           LOCAL         DI
 500 000000 00000000000   00000000000 00000000000 00000000000 00000000000         + Y
            00000000000   00000000000 00000000000

                  *------ VOLUNTARY DEDUCTIONS ------*
 550  028 00000006750   000 00000000000   000 00000000000   000 00000000000       - Y
      000 00000000000   000 00000000000   000 00000000000
 550  000 00000000000   000 00000000000   000 00000000000   000 00000000000       - Y
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS    +   TAXES     +      NET     =  TOTAL PAYS   =   GROSS
 00000006750-    00000000000    00000006750    00000000000    00000000000

                              09/27/11  14:00:15 1 M3L1 CIP5 ____
4B⬚   A                                                          05/02
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)        CIP01321 (CIP01321)        OVR    NUM
```

Note: Be sure to carefully review or have someone review your manual paysets.

Example #4 Non Paid Updates – Adjustments to Deductions

Deferred Compensation Adjustment

Wayne White deferred $200 in excess of the maximum allowable for Deferred Compensation. This amount was refunded by the provider, but Wayne's masterfile must be updated to ensure correct W-2 reporting. Review the appropriate screens and make the adjustment to reflect refund of the excess deferred compensation premium.

```
> GU    10010,01000625000,102                                      ON H0ZDC
                   --------EMPLOYEE DEDUCTIONS------------
  COMPANY--> 10010   EMPLOYEE NUMBER---> 01000625000
  NAME-----> WAYNE              W                WHITE
   NO      NAME        AMT/PCT        GOAL         UTILITY
     CALC GN FR  PRTY START DATE    END DATE      DED MTD         DED YTD

 __   24 PRM CONV           104.00          .00  000000000022000100
       85  1 09  000  00/00/0000   00/00/0000            .00           24.50

 __   26 AGY HLTH           487.00          .00  000000000000000000
       96  2 09  000  00/00/0000   00/00/0000            .00          574.00

 __   38 DEF COMP           750.00          .00  000000000022200000
       98  1 00  000  00/00/0000   00/00/0000            .00         8200.00

 __  102 GRPINS-X              .00          .00  000000000000000000
       04  1 09  000  00/00/0000   00/00/0000            .00             .00


                                    08/31/10  15:02:19 1 M3LL CID5 ____
```

```
> GUH   100XX,01000625000                                         ON H0ATB
                 ----EMPLOYEE TAX FILE ACCUMULATIONS-----
   COMPANY--> 100XX EMPLOYEE NUMBER--> 01000625000 COUNTRY CODE--> 001
   TAX UNIT-> 001   STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> WAYNE              W                WHITE
 __      GROSS        FIT TXBL       FIT TAX      FIT NTXBL      EIC PAID
   Y    9120.86        9096.36       1188.14          .00            .00
   Q    2606.62        2599.62        330.54          .00            .00
   M        .00            .00           .00          .00            .00
   P    6514.24        6496.74        857.60          .00            .00
     SIT TXBL       SIT TAX       SIT NTXBL      PEN FIT TXBL   PEN FIT TAX
   Y    9093.28        398.86           .00          .00            .00
   Q    2598.08        108.96           .00          .00            .00
   M        .00            .00          .00          .00            .00
   P    6495.20        289.90           .00          .00            .00
     DI TXBL        DI TAX        DI NTXBL       DI GROSS       ST AEIC
   Y        .00            .00          .00          .00            .00
   Q        .00            .00          .00          .00            .00
   M        .00            .00          .00          .00            .00
   P        .00            .00          .00          .00            .00

                                    12/03/04  09:21:58 1 M3LL CIDL ____
```

Continued on next page

23

Example #4 Non Paid Updates – Adjustments to Deductions,
Continued

Using the information in the table below enter the adjustment for Wayne White on the Employee Deduction Refund/Adjustment (HTODA) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NO	01000625000
PAGE NUMBER	00001
TRN 503	
CHECK NO	1001224444
CHK DT	111620XX
BEG DT	102520XX
END DT	110920XX
NET	20000
+	+
Y	Y
TRN 500	
+	+
Y	Y
TRN 550	
NO	038
AMT	20000
+	-
Y	Y
TRN 550	
+	-
Y	Y

Example #4 Non Paid Updates – Adjustments to Deductions,
Continued

```
> GUH   100XX,01000625000                                          ON HTODA

                    --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

__  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN  CHECK NO.    CHK DT     BEG DT     END DT    REAS   TU       NET        + Y
503 0000000000   00000000   00000000   00000000    __    000    00000000000  _ _

     ST/LOC    FIT          OASDI        HI         OTHER       GROSS        + Y
               SIT          LOCAL        DI
500 000000 00000000000  00000000000 00000000000 00000000000 00000000000     _ _
           00000000000  00000000000 00000000000

                    *------ VOLUNTARY DEDUCTIONS ------*
550   000 00000000000   000 00000000000   000 00000000000   000 00000000000  _ _
      000 00000000000   000 00000000000   000 00000000000
550   000 00000000000   000 00000000000   000 00000000000   000 00000000000  _ _
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS   +   TAXES    +     NET     =  TOTAL PAYS   =    GROSS
 00000000000      00000000000    00000000000    00000000000    00000000000
A287W-NO RECORD/S FOUND
                                  12/03/04  09:33:38 1 M3LL CIDL _____
```

Example #4 Non Paid Updates – Adjustments to Deductions,
Continued

```
SNA
File  Edit  View  Session  Transfer  Macro  Settings  Help

> GUH   10010,01000625000                                          ON HTODA

              --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

__ COMPANY--> 10010 EMPLOYEE NO--> 0100062500 - 0 PAGE NUMBER--> 00001

TRN  CHECK NO.     CHK DT     BEG DT     END DT    REAS  TU       NET        + Y
503  0100122444   11162011   10252011   11092011   __   000   00000020000    + Y

     ST/LOC    FIT          OASDI          HI         OTHER       GROSS       + Y
              SIT          LOCAL          DI
500 000000 00000000000   00000000000 00000000000 00000000000 00000000000     + Y
          00000000000   00000000000 00000000000

            *------ VOLUNTARY DEDUCTIONS ------*
550   038 00000020000   000 00000000000   000 00000000000   000 00000000000  - Y
      000 00000000000   000 00000000000   000 00000000000
550   000 00000000000   000 00000000000   000 00000000000   000 00000000000  - Y
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS    +   TAXES     +      NET     =  TOTAL PAYS   =   GROSS
 00000020000-    00000000000     00000020000    00000000000     00000000000

                          09/27/11  14:01:55 1 M3L1 CIP5 ____

4B   A                                                          05/02
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)          CIP01321 (CIP01321)       OVR    NUM
```

Note: Be sure to carefully review or have someone review your manual paysets.

Example #5 Non Paid Adjustment – Salary Reclassification

Salary Reclassification Using HTM00 Manual Payset Builder

Joseph Reid was paid $870 as regular pay during the May 10-24 pay period pending approval of his Workers' Compensation claim. He is now back at work and a Workers' Compensation check for $650 and has been received by the agency. Additionally, Joseph is a VSDP employee, the $220 supplement to Workers' Compensation needs to moved to the appropriate special pay. Review the appropriate screens and reclassify his pay to the correct pay types.

```
 > GUH   100XX,01879425500                                      ON H0ATB


                   ----EMPLOYEE TAX FILE ACCUMULATIONS-----

   COMPANY--> 100XX EMPLOYEE NUMBER--> 01879425500 COUNTRY CODE--> 001
   TAX UNIT-> 001   STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> JOSEPH                                REID
 __     GROSS          FIT TXBL        FIT TAX      FIT NTXBL      EIC PAID
   Y     8725.96         8701.46        1089.97           .00           .00
   Q     2493.86         2486.86         311.42           .00           .00
   M        .00             .00            .00           .00           .00
   P     6232.10         6214.60         778.55           .00           .00
     SIT TXBL         SIT TAX        SIT NTXBL     PEN FIT TXBL   PEN FIT TAX
   Y     8698.06          383.11           .00           .00           .00
   Q     2485.16          109.46           .00           .00           .00
   M        .00             .00            .00           .00           .00
   P     6212.90          273.65           .00           .00           .00
      DI TXBL          DI TAX        DI NTXBL        DI GROSS       ST AEIC
   Y        .00             .00            .00           .00           .00
   Q        .00             .00            .00           .00           .00
   M        .00             .00            .00           .00           .00
   P        .00             .00            .00           .00           .00

                                    12/03/04  10:42:31 1 M3LL CIDL _____
```

Example #5 Non Paid Adjustment – Salary Reclassification,
Continued

```
> GUH   10010,01879425500                                        ON H0ATC

                   --EMPLOYEE/COMPANY OASDI TAX ACCUMULATIONS---

   COMPANY--> 10010 EMPLOYEE NUMBER--> 01879425500  COUNTRY CODE--> 001
   TAX UNIT-> 001   STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> JOSEPH                                    REID

__    OASDI TXBL      OASDI TAX      OASDI NTXBL      TRANSFER OASDI GROSS
   Y     8701.46         539.49             .00            8725.96
   Q     2486.86         154.18             .00
   M        .00             .00             .00
   P     6214.60         385.31             .00

      CO OASDI TXBL  CO OASDI TAX   CO OASDI NTXBL    TRANSFER CO OASDI GROSS
   Y     8701.46         539.49             .00            8725.96
   Q     2486.86         154.18             .00
   M        .00             .00             .00
   P     6214.60         385.31             .00




                                    12/03/04  10:43:56 1 M3LL CIDL ____
```

```
> GUH   10010,01879425500                                        ON H0ATG

                   ----EMPLOYEE/COMPANY HI TAX ACCUMULATIONS----

   COMPANY--> 10010 EMPLOYEE NUMBER--> 01879425500 COUNTRY CODE--> 001
   TAX UNIT-> 001   STATE CODE-------> 47          LOCAL CODE----> 0000
   NAME> JOSEPH                                    REID

__     HI TXBL         HI TAX        HI NTXBL
   Y     8701.46         126.17             .00
   Q     2486.86          36.06             .00
   M        .00             .00             .00
   P     6214.60          90.11             .00

      CO HI TXBL     CO HI TAX      CO HI NTXBL
   Y     8701.46         126.17             .00
   Q     2486.86          36.06             .00
   M        .00             .00             .00
   P     6214.60          90.11             .00




                                    12/03/04  10:45:23 1 M3LL CIDL ____
```

28

Example #5 Non Paid Adjustment – Salary Reclassification,
Continued

```
> GD    100XX,01879425500                                                ON H10SA

                        --EMPLOYEE SPECIAL PAY ACCUMULATIONS--

    COMPANY--> 100XX  EMPLOYEE NUMBER---> 01879425500
    NAME-----> JOSEPH      _ REID

    NO        NAME    MTD HOURS   YTD HOURS      MTD AMOUNT     YTD AMOUNT
 _   2     WRK COMP      .00         .00              .00        9080.25
 _  14     IMPLIFE       .00         .00              .00          11.48
 _  62     WCSDPBEN      .00         .00              .00        3564.46
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
 _   0                   .00         .00              .00            .00
                                          04/04/01  16:00:57   M3LL CIP5 ____
```

Example #5 Non Paid Adjustment – Salary Reclassification,
Continued

Using the table information below enter the data on the Employee Special Pay
Adjustment screen HTPSA to reclassify Mr. Reid's regular wages to the
appropriate special pay types for Workers' Compensation and VDSP.

Field	Employee Information
HTPSA	
COMPANY	100XX
EMPLOYEE NO	01879425500
PAGE NUMBER	00001
CHECK NO	1001255555
CHK DT	060120XX
BEGINNING DT	051020XX
ENDING DT	052420XX
ADJ	-
Y/Q	Y
400	
SALARY/AMOUNT	87000
ADJ	-
Y/Q	Y
400	
ADJ	-
Y/Q	Y
500	
ADJ	-
Y/Q	Y
6XX	
PAY #	062
SPL PAY AMT	220.00
ADJ	+
Y/Q	Y

Example #5 Non Paid Adjustment – Salary Reclassification,
Continued

6XX	
PAY #	002
SPL PAY AMT	650.00
ADJ	+
Y/Q	Y
REVIEW FOR BALANCING	

```
> GUH   100XX,01879425500                                              ON HTPSA

                     ----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

 _I_ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN CHECK NO.     CHK DT     BEG DT     END DT    REAS   TU       NET           + Y
503 0000000000  00000000   00000000   00000000    __    000   00000000000         _ _
    ST/LOC DPT/SEC OT SH   FROM       TO      HOURS   AMT / LAB CODE  SUI ST
400 000000  _____   0  0 00000000 00000000 0000000 00000000000        00        _ _
                                                   _____
400 000000  _____   0  0 00000000 00000000 0000000 00000000000        00        _ _
                                                   _____
    ST/LOC FIT / OASDI   SIT / HI   LOCAL / DI   OTHER      GROSS          + Y
500 000000 00000000000 00000000000 00000000000 00000000000 00000000000       _ _
           00000000000 00000000000 00000000000
    PAY ST/LOC DPSEC PISU   FROM       TO     HOURS   AMT / LABOR NON TAXABLE + Y
6XX 000 000000 _____ 0 00 00000000 00000000 0000000 00000000000 00000000000 _ _
                                                   _____
6XX 000 000000 _____ 0 00 00000000 00000000 0000000 00000000000 00000000000 _ _
                                                   _____
TAXES 00000000000  +NET 00000000000  =TOT PAYS 00000000000  =GROSS 00000000000
A287W-NO RECORD/S FOUND
                                    12/03/04  14:38:05 1 M3LL CIDL _____
```

Continued on next page

Example #5 Non Paid Adjustment – Salary Reclassification,
Continued

```
 SNA                                                                    _ ⊡ X
File  Edit  View  Session  Transfer  Macro  Settings  Help
  ⌸ ⌸ ⊟  ⎙   ⌧ ⬚ ⬚  ⬚↕  ?
  > GUH    10010,01879425500                                      ON HTPSA

                    ----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

  __  COMPANY--> 10010 EMPLOYEE NO--> 0187942550 - 0 PAGE NUMBER--> 00001

  TRN CHECK NO.     CHK DT     BEG DT     END DT    REAS   TU     NET          + Y
  503 1001255555  06012011  05102011  05242011    __    000   00000000000    - Y
      ST/LOC DPT/DIV OT SH    FROM      TO      HOURS   AMT / LAB CODE  SUI ST
  400 000000 _____    0  0 00000000 00000000 0000000 00000087000       00     - Y
         _____                               _____
  400 000000 _____    0  0 00000000 00000000 0000000 00000000000       00     - Y
         _____                               _____
      ST/LOC FIT / OASDI   SIT / HI   LOCAL / DI   OTHER      GROSS         + Y
  500 000000 00000000000 00000000000 00000000000 00000000000 00000000000    - Y
            00000000000 00000000000 00000000000
      PAY ST/LOC DP/DV PISU   FROM      TO     HOURS  AMT / LABOR NON TAXABLE + Y
  6XX 062 000000 _____ 0 00 00000000 00000000 0000000 00000022000 00000000000 + Y
         _____                               _____
  6XX 002 000000 _____ 0 00 00000000 00000000 0000000 00000065000 00000000000 + Y
         _____                               _____
  TAXES 00000000000  +NET 00000000000  =TOT PAYS 00000000000  =GROSS 00000000000

                          09/27/11  14:08:44 1 M3L1 CIP5 ____

4B⬚   A                                                              05/02
Connected to ditmvs2.cov.virginia.gov (165.176.127.4)        CIP01321 (CIP01321)    OVR    NUM
```

Note: Be sure to carefully review or have someone review your manual paysets.

Example #6 Non Paid Adjustment –Void Check

Void Check Proceessing

David Namesmith terminated employment on January 30. A check was issued in error. Unfortunately, this check was locked in a safe until June, which is too late to void using automated void check process. Using the information in the table below (from the payroll register) prepare a manual pay set to reduce David's records for this erroneous payment.

NOTE: If there are no deductions to reverse, you use HTPSA. If there are deductions to reverse you can either use HTPSA and HTODA or the manual pay builder as shown below.

Field	Employee Information
HTM00	
COMPANY	100XX
EMPLOYEE NO	01100560500
PAGE NUMBER	00001
CHECK NO	1001211117
OLD CHK NO	0000000001
CHK DT	043020XX
BEGINNING DT	041020XX
ENDING DT	042420XX
TAX UNIT	001
SUI STATE	047
YQ INDICATOR	Y
HTMPA	
SALARY/AMOUNT	2085.92
ADJ	-
HTMSP	
SP NO	14
SP PAY AMOUNT	17.80
ADJ	-
HTMTD	
FIT	300.59
SIT	91.50
OASDI	124.18
HI	29.04

Example #6 Non Paid Adjustment –Void Check, Continued

Field	Employee Information
HTMTD – cont.	
NO	12
AMT	15.44
ADJ	-
NO	24
AMT	83.00
ADJ	-
NO	26
AMT	343.00
ADJ	-
ADJ	-
NO	105
AMT	18.56
ADJ	-
NO	106
AMT	13.77
ADJ	-
NO	115
AMT	2.09
ADJ	-
NO	116
AMT	44.43
ADJ	-
NO	117
AMT	92.82
ADJ	-
NO	120
AMT	5.84
ADJ	-
NO	127
AMT	104.30
ADJ	-
NO	136
AMT	20.86
ADJ	-
HTMCK	
Review for balancing and press enter.	

Example #6 Non Paid Adjustment –Void Check, Continued

```
> GUH    10010,01100560500                                      ON HTM00


            ---------- MANUAL PAY BUILDER ----------

i_ COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 1


                    CHECK NUMBER          1001211117
                    OLD CHECK NUMBER      0000000001
                    CHECK DATE              04302010
                    BEGINNING DATE          04102010
                    ENDING DATE             04242010
                    TAX UNIT                     001
                    SUI STATE                     47
                    REASON                      __
                    METHOD
                    Y/Q INDICATOR                 y

        * * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *
                    PAYS ------------------->  HTMPA
                    SPECIAL PAYS ----------->  HTMSP
                    TAXES AND DEDUCTIONS --->  HTMTD
                    BALANCE DETAILS -------->  HTMCK

 A287W-NO RECORD/S FOUND            09/27/11  15:30:10 1 M3L1 CIP5 █___

4B□    A                                                       24/73
Connected to tn3270.cov.virginia.gov (165.176.127.4)        CIP00522 (CIP00522)        OVR    NUM
```

Example #6 Non Paid Adjustment –Void Check, Continued

```
SNA                                                                    _ □ ×
File  Edit  View  Session  Transfer  Macro  Settings  Help
 □ ☞ ■  ☺  ✂ ▣ ▣  ☑ ↿  ?

> C      10010,01100560500,00001                                  ON HTMPA
                                                      LEVEL 01 LINK FROM HTM00
                   -- MANUAL PAYS - REGULAR PAYS (400) --

R   COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0  PAGE NUMBER--> 00001

   OT SH    HOURS    SAL /AMOUNT  DPT/SEC LABOR CODE          ST/LOC  ADJ
                                  DIV/OF  FR-DATE   TO-DATE
    0  0      .00   2085.92       _____   _____  000000   -
                                  █_____  00000000  00000000
    0  0      .00        .00      _____   _____  000000   _
                                  _____  00000000  00000000
    0  0      .00        .00      _____   _____  000000   _
                                  _____  00000000  00000000
    0  0      .00        .00      _____   _____  000000   _
                                  _____  00000000  00000000
    0  0      .00        .00      _____   _____  000000   _
                                  _____  00000000  00000000
    0  0      .00        .00      _____   _____  000000   _
                                  _____  00000000  00000000


   A205W-END OF LIST
                                  09/27/11  15:31:39 1 M3L1 CIP5 ____

4B     A                                                           10/35
Connected to tn3270.cov.virginia.gov (165.176.127.4)        CIP00522 (CIP00522)      OVR    NUM
```

Example #6 Non Paid Adjustment –Void Check, Continued

```
SNA                                                                    _ □ X
File  Edit  View  Session  Transfer  Macro  Settings  Help
 D ☞ 🖫  🖨   🖰 🖹 🖺  🔁 ↨  ?
 > C      10010,01100560500,00001                              ON HTMSP
                                                    LEVEL 01 LINK FROM HTM00
                     -- MANUAL PAYS - SPECIAL PAYS (6XX) --

 R   COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001

     PAY#   HOURS   SPL PAY AMT  DPT/SEC LABOR CODE           ST/LOC   PI ADJ
                                 DIV/OF FR-DATE  TO-DATE       NON-TAXABLE
     014      .00  17.80        _____ _____ 000000   0  -
                                _____ 00000000  00000000            .00
     000      .00        .00    _____ _____ 000000   0  _
                                _____ 00000000  00000000            .00
     000      .00        .00    _____ _____ 000000   0  _
                                _____ 00000000  00000000            .00
     000      .00        .00    _____ _____ 000000   0  _
                                _____ 00000000  00000000            .00
     000      .00        .00    _____ _____ 000000   0  _
                                _____ 00000000  00000000            .00
     000      .00        .00    _____ _____ 000000   0  _
                                _____ 00000000  00000000            .00


  A205W-END OF LIST
                                09/27/11  15:32:31 1 M3L1 CIP5 ____

 4B▯   A                                                          10/34
 Connected to tn3270.cov.virginia.gov (165.176.127.4)          CIP00522 (CIP00522)        OVR    NUM
```

Example #6 Non Paid Adjustment –Void Check, Continued

```
SNA                                                                    _ □ x
File  Edit  View  Session  Transfer  Macro  Settings  Help
D 🖙 🔲  🖨  ✂ 🖿 🖺  🗐 ↟  ?
 > C     10010,01100560500,00001                               ON HTMTD
                                                   LEVEL 01 LINK FROM HTM00
                       MANUAL PAYS  TAXES AND DEDUCTIONS

 R   COMPANY--> 10010 EMPLOYEE NO--> 0110056050 - 0 PAGE NUMBER--> 00001

                       *---- TAXES (500) ----*
     ST/LOC   FIT / SIT      OASDI / LOCAL      HI / DI       OTHER / GROSS  ADJ
     470000  300.59          124.18             29.04                   .00   -
             91.50                      .00              .00     2103.72
     000000           .00            .00              .00            .00   _
                      .00            .00              .00            .00
     000000           .00            .00              .00            .00   _
                      .00            .00              .00            .00
     000000           .00            .00              .00            .00   _
                      .00            .00              .00            .00
                      *----- DEDUCTIONS (550) -----*
     012 15.44       024 83.00         026 343.00        105 18.56         -
                     106 13.77         115 2.09          116 44.43
     117 92.82       120 5.84          127 104.30        136 20.86         -
                   █ 0              .00   0           .00   0          .00
        0        .00   0              .00   0           .00   0          .00   _
                     0              .00   0           .00   0          .00
     A205W-END OF LIST                09/27/11  15:34:17 1 M3L1 CIP5 ____
4B🔲   A                                                          21/24
Connected to tn3270.cov.virginia.gov (165.176.127.4)          CIP00522 (CIP00522)        OVR    NUM
```

Continued on next page

Example #6 Non Paid Adjustment –Void Check, Continued

```
SNA                                                                    _ □ ×
File  Edit  View  Session  Transfer  Macro  Settings  Help

> C     10010,01100560500,00001                            ON HTMCK
                                               LEVEL 01 LINK FROM HTM00
█___
                       MANUAL PAY SUMMARY
   COMPANY--> 10010  EMPLOYEE NO--> 0110056050 - 0  PAGE NUMBER--> 00001
   NAME-> DAVID                          NAMESMITH
   CHECK NUMBER 1001211117  CHECK DATE  04302010
   BEGIN DATE   04102010      END DATE  04242010  GROSS PAY      2103.72-
   .......... BALANCING CALCULATIONS ..........  ......... TAXES .........
   REG  PAY          2085.92-                     FEDERAL         300.59-
   SPEC PAY  +         17.80- TAXES      545.31-  STATE            91.50-
   NONPAID   -         17.80- DEDS  +     98.44-  LOCAL/SD           .00
    -        ------------         ------------    OASDI           124.18-
   TOT PAYS          2085.92- TAX/DED    643.75-  HI               29.04-
   TAX/DED   -        643.75-                     D.I.               .00
   NET-ONLY  +           .00                      SPEC. LOCAL        .00
                    ------------
   NET PAY           1442.17- <====== EQUAL ======> NET           1442.17-
   ........................... VOLUNTARY DEDUCTIONS ........................
    12       15.44-   24       83.00-   26     343.00- 105          18.56-
   106       13.77-  115        2.09-  116      44.43- 117          92.82-
   120        5.84-  127      104.30-  136      20.86-


 A205W-END OF LIST                      09/27/11  15:40:14 1 M3L1 CIP5 ____

4B   A                                                              03/02
Connected to tn3270.cov.virginia.gov (165.176.127.4)    CIP00522 (CIP00522)    OVR   NUM
```

Press Enter and you will be brought back to the HTM00 screen. **You will need to PRESS ENTER once more in order for the builder to be complete.**

Note: Be sure to carefully review or have someone review your manual paysets.

Finding Payroll Reports

- **Reportline -** Reportline is a web-based system that provides user access to an electronic version of all CIPPS reports generated. CIPPS reports are provided in a "static" format. Items found on CIPPS reports include:

  o Changes made to the masterfile by Operator ID. (Reports 1006/1010 shown on Pages 6 and 7 of Module 6)

  o Batch transactions keyed (Report 1004 shown on Page 13 of Module 6)

  o Current Gross-to-net calculation of all employees as requested by the user. (Report 10 shown on Page 18 of Module 6)

  o CIPPS Ad Hoc Reports requested on HSRUT and HSRPT as listed on http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf)

- **PAT (Payroll Audit Tool) –** PAT is a web-based system that allows users to compare, review and to download certain CIPPS reports that are available in Reportline. Reports found in PAT include:

  o Salary Regular Pay Comparison – Uses the selected "soft copy" Report 10 file to compare the H0BID salary to the amount of Regular Pay Received.

  o Special Pays Listing – Uses the selected "soft copy" Report 10 file to list Special Pays that are processed on the payroll.

  o Report 10 Comparison – Compares two "soft copy" Report 10 files and prints the gross pay differences between the two.

Pre-Certification Review – New Hires

- The following reports are automatically run the night a new hire is added:
  - CIPPS Reports (Reportline):
    - Report 1013 – New Employees Added (Page 9 of Module 6)
    - Report 1006/1010 – Changes made to the employee's record with an "R" will be reported on the Change Listings, however, the initial "I" screen inserts are not reported because they are not a "change" to the record. (Page 6 and 7 of Module 6)
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Employee Information One Page Printout (Page 71 of Module 6)– Shows the content of all relevant data fields on the employee's masterfile record.

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare (Page 69 of Module 6)
      - Compare your edit report to the last pay processed to view all changes to the H0BID salary/rate amounts. New Hires will show $0.00 dollars on the previous payroll and the new amount on the new payroll.
    - Salary/Rate and Regular Pay Comparison Report (Page 65 of Module 6)
      - For Salary employees – this report compares the H0BID rate/amount to the amount of regular pay that the employee is receiving. New hires that begin mid pay period should show on this report. New hires that start on the first day of the pay period are receiving a full check and should not appear on this report. If they do appear, their pay may be incorrect.
  - CIPPS Reports (Reportline):
    - Report 10 (Page 18 of Module 6) – You should ALWAYS review a new hire on the Report 10. Incorrect dates on the masterfile can cause prorating and the employee may not receive the correct pay. For hourly employees – multiply the rate times the amount of hours to ensure that the amount of regular pay is correct.

- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 (Page 73 of Module 6) - Automatic Special Pay #14 - Incorrect Imputed Life Report) – this report will notify you if the imputed life rate on H10AS does not appear to match the rate on H0BID or it is not set up correctly.

Pre-Certification Review – Salary Changes

- The following reports are automatically run the night the salary/rate amount on H0BID is changed:
  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee's record with an "R" will be reported on the Change Listings, however, the initial "I" screen inserts are not reported because they are not a "change" to the record. (Page 6 and 7 of Module 6)
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare (Page 69 of Module 6)
      - Compare this edit to the last final pay. Changes made to the H0BID between the two report 10 files, will be reported.
    - Salary/Rate and Regular Pay Comparison Report (Page 65 of Module 6)
      - Salaried employees who had a rate change at the top of the pay period should not show on this report.
      - Salaried employees who had a rate change mid pay period should show on this report.
  - CIPPS Reports – Reportline:
    - Report 10 (Page 18 of Module 6) –
      - If the pay change was for an hourly employee – multiply the rate times the number of hours to ensure that an incorrect date of last pay change did not cause an incorrect pay amount.
      - If the pay change was for an hourly employee, make sure that the hours worked were earned after the pay increase was effective. If not, key the previous rate with the hours worked on HUA03.
      - If the employee has overtime hours paid for time worked before the effective date of the salary change – an override on HUA03 is necessary.
    - Report 59 – Gross Pay Limit Exceeded – (Page 23 of Module 6) If the employee's pay is greater than an agency specified factor (generally two times their normal salary), they will be reported here.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 Automatic Special Pay #14 - Incorrect Imputed Life Report (Page 73 of Module 6) – this report will notify you if the imputed life rate on H10AS does not appear to match the rate on H0BID.

Pre-Certification Review – Deduction Changes

- The following reports are automatically run the night that deductions are changed on H0ZDC:

  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee's record with an "R" will be reported on the Change Listings, however, the initial "I" screen inserts are not reported because they are not a "change" to the record. (Page 6 and 7 of Module 6)

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency.

  - PAT (Payroll Audit Tool) Reports (Payline):
    - Deduction Change Comparison Report (Page 67 of Module 6) – Compare the Report 10 file from this edit to the last Report 10 file from final pay to view all of the deductions that have changed between the two files by employee number.

- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 906 Potential Cash Match Exceptions for Salaried Employees (Page 74 of Module 6) – This report will list employees with an incorrect cash match amount

Pre-Certification Review – Tax Changes

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency.

  - PAT (Payroll Audit Tool) Reports (Payline):
    - Tax Change Comparison Report (Page 68 of Module 6) – Compare the Report 10 file from this edit to the last Report 10 file from final pay to view changes in tax amounts when the employee has had no change in gross pay. Note: changes to the amount of taxes taken can also be caused by a change in the amount of pre-tax deduction.

Pre-Certification Review – Batch Transactions (HUA03, HUE01, HUC01, HUD01)

- The following reports are automatically run the night that batch transactions are keyed:
    - CIPPS Reports – Reportline:
        - Report 1001 – Input Transaction List (Page 4 of Module 6) - Lists all transactions that were keyed into CIPPS. Transactions will be grouped by batch number. If they had no batch number (example, manual pay sets) they will appear in batch "0". If the transaction does not pass the initial edits, it will be listed on the 1001 with an Error.
        - Report 1009 – Employee Diagnostics Listing (Page 8 of Module 6) – Transactions that pass the initial editing (i.e. no error on Report 1001) but were deleted due to additional edits as well as those that had an error on the 1001 will appear here with an explanation.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency:
    - CIPPS Reports – Reportline:
        - Report 1004 – Transaction Balance Report (Page 13 of Module 6) – Lists all of the transactions accepted in the pending file by batch number.
        - Report 1005 – Company Batch Summary (Page 14 of Module 6) – Lists all of the batch numbers and the status of those batches. If a batch is listed as "Out of Balance" it will not stop the batch from processing. However, "Out of Balance" batches should be reviewed to determine the cause of the error. In most cases, a transaction may have had an error and was deleted by CIPPS (as shown on the 1001 and the 1009 Report).
        - Report 10 (Page 18 of Module 6) – The resulting pay and deduction amounts will be shown here.
    - PAT (Payroll Audit Tool) Reports (Payline):
        - Salary/Rate Change Comparison (Page 65 of Module 6) – Employees with a Regular Pay Override should appear as well as VSDP and WC recipients. If the entire semi-monthly salary is not accounted for on the listing – check to see if the retirement overrides processed correctly.
        - Special Pays Listing – (Page 66 of Module 6) provides a printout of all the special pays (9XX transactions keyed on HUE01 and 7XX transactions keyed on HUC01) that were paid on the Report 10 file selected.
        - Deduction Change Comparison Report (Page 67 of Module 6) – This report lists changes in deduction amounts between the two Report 10 files selected. Most HUD01 overrides will show here.
        - Summary Report 10 – Employee Totals for Wage Employees (Page 64 of Module 6) – This report will list all the rate and hours keyed for wage employees on the selected Report 10 File.

Pre-Certification Review – Manual Pay sets and Deduction Refunds

- The following reports are automatically run the night that manual pay sets are keyed:
  - CIPPS Reports – Reportline:
    - Report 1001 – Input Transaction List (Page 4 of Module 6) – Lists the manual payset lines that were keyed. Some items may error on the 1001. If these items are for blank lines that were not used on the Manual Payset, it is OK.
    - Report 1009 – Employee Diagnostics Listing (Page 8 of Module 6) – Manual Pay sets that were deleted because they had an error will appear here with an explanation.
    - Report 1006/1010 – Change Listing (Pages 6 and 7 of Module 6) – Successful manual pay sets update the employee's tax accumulations on the masterfile the NIGHT that a manual payset is keyed. Changes to the masterfile are visible on this report immediately.

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency:
  - CIPPS Reports – Reportline:
    - Report 1004 – Transaction Balance Report (Page 13 of Module 6) – Lists manual pay sets under Batch "0".
    - Report 10 (Page 18 of Module 6) – The manual payset will be shown as a second line. If the manual payset does not appear on the Report 10 and it does not show on the Report 1009 with an error (this would have occurred the day it was keyed), then it is stuck in pending. Manual Pay sets will not processes unless:
      - The employee is in Active (1) Status on H0BES.
      - The employee is receiving regular pay. If the employee is not due any regular pay, you must key a penny on HUA03 to process the manual payset.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Salary/Rate Change Comparison (Page 65 of Module 6) – Manual Pay sets will be added to employee's regular pay and will show here as a combined total.
    - Special Pays Listing – (Page 66 of Module 6) if a special pay was changed with a manual payset, it will be listed here.
    - Deduction Change Comparison Report (Page 67 of Module 6) – If a deduction was refunded, it will be listed here.

Post-Certification Review

- The following reports are available the day after you certify a payroll on screen PYCTF:

  - CIPPS Reports – Reportline:

    - Report U118 –Gross Pay Differences (Page 30 of Module 6) – Shows the amount authorized for payment on screen PYCTF, the amount actually paid and any difference. If there is a total difference greater than $1, you must send an explanation of differences to DOA by close of business the day after certification. Large variances and unexplained variances are reported in the Comptroller's Report on Statewide Financial Management and Compliance.
    - Report 2007 - Recycled Pending Transactions (Page 25 of Module 6) – If any deductions or taxes could not be taken, CIPPS will print them on this report. Review the items for accuracy. You will need to remove these items from the pending file to prevent them from being deducted from the employee on the next available payroll.
    - Report U029 – CIPPS GLI Default Report (Page 38 of Module 6) – This report identifies errors encountered during the CIPPS to CARS update. If there was no programmatic coding, the agency default coding was used. Review and make adjustments by ATV if necessary.
    - Report 59 – Gross Pay Limit Exceeded – (Page 23 of Module 6) Lists employees who received gross wages greater than double their base salary.

  - PAT (Payroll Audit Tool) Reports (Payline):

    - Report 10 Comparison (Page 70 of Module 6) – Select the "Post" Certification Report 10 and compare it to the last "Pre" Edit Report 10 that was run to get a listing of all differences between the two files. This report gives the detail for the difference that is reported on Report U118. Research differences and verify for correctness.

END OF MODULE 5