

Department of Accounts

Payroll Bulletin

Calendar Year 2020

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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 payroll@doa.virginia.gov.

State Payroll Operations

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PAYROLL PROCESSING - FISCAL YEAR-END

Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year End 2020, Fiscal Year 2021 benefit rates (including healthcare rate tables) and the June – December 2020 payroll operations calendars for CIPPS processing. Please provide a copy of this bulletin to all appropriate personnel within your agency.

Key Payroll Operations Dates for June 2020

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 10** – Confirmation of VRS Snapshot for May due.
- **June 12** - Healthcare reconciliations and related ATAs due to DOA for the May coverage month.
- **June 15** - Leave keying deadline for PPE 6/9.
- **June 16** – Bi-weekly wage certification deadline for check date 06/19. This is the last wage payroll charged to FY 20.
- **June 19** – Last day to certify off-cycle payrolls charged to **FY20**. **You must use a June check date, no July check dates will be allowed.**
- **June 22** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 22 will be charged to FY 21 and must have July check dates.**
- **June 25** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 21.**
- **June 29** - Bi-weekly wage certification deadline for check date 07/03. This wage payroll will be charged to FY 21.
- **June 30** – Leave keying deadline. **CIPPS files close at noon** for fiscal year end processing.

Payroll Expenditures

Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2020, payday) will be charged to FY 2021 without exception. Cardinal postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 22, 2020, or later will be charged to FY 2021.

Off-cycle pays certified between June 11 and June 19 will be charged to FY 2020. These payruns are for off-cycle payrolls only. *Salaried payroll certifications for the period ending June 24th will not be permitted during this period. Bi-weekly payroll certifications for the periods ending June 18, 20 and 21 will not be permitted during this period.*

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

Default Coding Even though CARS was decommissioned effective July 1, 2016, the programmatic coding used on HMBU1 still follows the CARS format. Speedtypes are used to translate the expenditure coding to the appropriate coding in Cardinal. If you have changes to the default coding for FY 2021, please submit the GLI Default Coding form found under Miscellaneous Forms on the Payroll Forms webpage. A separate form is available for changes to default coding used in retirement and health care automated recons. These transactions are formatted according to Cardinal values. Please ensure that the account has been properly established in Cardinal before submitting your change. Forms may be emailed to payroll@doa.virginia.gov.

Discontinued Subject Code Effective with the 06/10 – 06/24 pay period, the following subobject codes become obsolete and should no longer be used: 1128, 1129 and 1149. The Department of Planning and Budget has indicated that it is no longer necessary to record IT personnel costs separately. Agencies will need to update programmatic data prior to certification for the July 3 checkdate.

CIPPS Security Individuals authorized to certify payroll expenditures are no longer identified on the Authorized Signatories Form (DA-04-121); instead, please submit a CIPPS Security form signed by the appropriate security officer (listed on the Authorized Signatories Form) if adding or deleting users. Also keep in mind that updates to Payline/PAT Masking access may also be necessary as assignments change.

Financial Reporting – Attachment HE-6

Each fiscal year, higher education institutions report employee and employer deduction amounts related to optional retirement plans (Fidelity, TIAA and the DC Plan) on Attachment HE-6, Optional Retirement Plans, as required by the Comptroller’s Directive for higher education institutions. In the past SPO provided information needed for this report; however, effective in 2019, the information was made available to agencies in the Payroll Audit Tool (PAT) through Payline.

A deduction history for the fiscal year can be obtained by clicking on “Deductions History Detail Inquiry”, then select the check date range that is appropriate to capture the deductions made in that fiscal year.

Optional Retirement Rates

The rates for ORPs will not change for FY 21. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2020, (checks dated 7/16/2020 – 7/01/2021) is \$285,000 for participants with membership dates on or after April 9, 1996. The maximum is \$425,000 for employees who became plan members with any VRS-covered employer before April 9, 1996. Please provide DOA with a list of employees whose annual salary exceeds the maximums no later than July 6 so proper goals can be established. Also, contact DOA if new employees with salaries that exceed the maximum are added during the year.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

**VRS
Retirement
Rates**

Contribution rates for VRS-administered programs are found below. *As of the date of this bulletin, the budget has not yet been signed; therefore, rates may be subject to change.* The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2020, (checks dated 07/16/2020 – 07/01/2021) is \$285,000 for participants with membership dates on or after April 9, 1996. The maximum is \$425,000 for employees who became plan members with any VRS-covered employer before April 9, 1996. Please provide DOA with a list of employees whose annual salary exceeds the maximums no later than July 6 so proper goals can be established. Also, contact DOA if new employees with salaries that exceed the maximum are added during the year.

Retirement - Plan 1	116 - 5011110	127 - 5011650	Amt Reported to VRS	Total Charged Agency
State Employees – Elected Officials	14.46%	5.00%*	19.46%	19.46%
State Employees – All Others	14.46%	N/A	19.46%	14.46%
State Police (SPORS)	26.26%	N/A	31.26%	26.26%
Judicial	29.84%	5.00%*	34.84%	34.84%
VaLORS	21.88%	N/A	26.88%	21.88%

Retirement - Plan 2				
State Employees	14.46%	N/A	19.46%	14.46%
State Police (SPORS)	26.26%	N/A	31.26%	26.26%
Judicial	29.84%	N/A	34.84%	29.84%
VaLORS	21.88%	N/A	26.88%	21.88%

Hybrid	116- 5011110	105- 5011660	106- 5011660	Total Charged Agency
State Employees	10.96% - 13.46%	1.0%	.5% - 2.5%	14.46%
Judicial	26.34% - 28.84%	1.0%	.5% - 2.5%	29.84%

Group Life Insurance	120 - 5011140	Amt Reported to VRS	Total Charged Agency
	1.34%	1.34%	1.34%

Retiree Health Insurance Credit	115 - 5011160		
	1.12%	1.12%	1.12%

VSDP	136/144 - 5011170		
	0.61%	0.61%	0.61%

* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees pay the member portion.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

Deferred Comp and Annuity Cash Match The maximum amount of Supplemental Plan cash match that may be made for eligible s/m employees continues to be \$20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.67
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

Note: Hybrid employees contributing less than 4% voluntary contribution to the hybrid plan are not eligible for the cash match on either the Supplemental Plan or an annuity.

Flexible Benefits for Plan Year 2021 Mass transactions to deactivate the current flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 30.

DOA will then establish the new deduction amounts for Plan Year 2021 and administrative fees from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, BES/CIPPS TRANSACTION ERROR LISTING. Please review all transactions for accuracy.

Flexible Benefit Admin Fee The flexible spending account administrative fee (Deduction 023) remains at \$25.20 per year. This is an employee-paid, pre-tax fee withheld the first pay period of each month. The annual fee of \$25.20 is pro-rated based on the employee's number of pays (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$2.10	\$2.29	\$2.52	\$2.80
YTD Amount (Goal)	\$25.20	\$25.20	\$25.20	\$25.20

The deduction goal will be set with a deduction end date of 06/30/2021.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

Flex Deductions for PY 2020 YTD balances in deductions 021, Dependent Care, 022, Medical Reimbursement and 023, Admin Fees existing as of 6/30/2020 will automatically be transferred to deduction numbers: 055, PY Dependent, 056, PY Medical Reimbursement and 057, PY Admin Fees. **Adjustments or special pays made through the payroll system after June 30 that impact Plan Year 2020 must be made using these deduction numbers.**

VOID Payment Processing – Payments with Flex Deductions and Dated on or before 7/1/2020 **Due to the conversion of the flex deduction numbers for Plan Year 2020 as of July 1, we will be unable to process any voids for payments to employees with flex deductions created prior to July 1 in the normal manner.** This does not mean that you cannot request a stop on these payments; only that the adjustment for the returned payment will have to be processed manually using HTM00. If you need to void a payment for an employee with flex deductions from a payroll that was certified before July 1, you will need to request return of the funds to your agency's payroll warrant suspense account. Once you have been notified that the stop was successful, process a transaction on the HTM00 screen to back out all pay and deductions (make sure you use the prior year flex deduction numbers, 055, 056 and/or 057). Payments that do not include flex deductions can be voided normally. If you have any further questions, please contact Carmelita Holmes at (804) 371-7800.

Recycling Transactions or Retroactive Collections Review Report 14, Deductions Not Taken and the pending transactions on H1K03 **before you certify the 6/25 – 7/9 pay period** to ensure that all transactions that are recycling for the flex deductions 021, 022 and 023 are deleted since these are related to Plan Year 2020. Contact Brian Warner at DHRM-OHB to determine if it is necessary to collect these amounts. If so, activate the appropriate deductions for prior plan year (**055**, PY Dependent Care; **056**, PY Medical Reimbursement; and/or **057**, PY Admin Fees) with frequency 09 and replace the goal date of 06/30/2020 with an end date for the current period.

PAYROLL PROCESSING - FISCAL YEAR-END, continued**Healthcare
Premium
Schedules**

On July 1, 2020, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2020 Open Enrollment Issue will take effect. ***As noted in the Spring 2020 issue, premium amounts and plan benefits MAY CHANGE subject to final state budget approval.*** All codes and rates for CIPPS processing are provided on the following pages. These rates do not include the premium reward.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code And Task
COVA Care Basic (Includes basic dental)	42	92	AHI100 10
COVA Care Expanded Dental	44	94	AHI100 10
COVA Care Out-of-Network	43	93	AHI100 10
COVA Care Out-of-Network and Expanded Dental	45	95	AHI100 10
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	AHI100 10
COVA Care Vision, Hearing and Expanded Dental	46	96	AHI100 10
COVA HDHP (High Deductible Health Plan)	50	90	AHI300 10
COVA HDHP ED (High Deductible Health Plan Expanded Dental)	105	155	AHI300 10
COVA Health Aware Basic	101	151	AHI200 10
COVA HealthAware and Expanded Dental	103	153	AHI200 10
COVA HealthAware, Expanded Dental and Vision	102	152	AHI200 10
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	AHI810 40
Optima Health Vantage HMO (Available in Hampton Roads only)	30	80	0000115265
TRICARE	110	160	AHI820 40

Healthcare premium changes will occur July 1, 2020, with the BES to CIPPS automated update. If you have any questions about the schedules, contact Trenika Satterwhile, via e-mail at trenika.satterwhite@doa.virginia.gov or (804) 225-2246.

COVA Care Basic (BES – ACC0)

Provider Code: 42/92

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$47.00	\$351.50	\$398.50	\$94.00	\$703.00	\$797.00
D - Employee Plus One	\$107.50	\$629.50	\$737.00	\$215.00	\$1,259.00	\$1,474.00
F - Family	\$147.00	\$922.50	\$1,069.50	\$294.00	\$1,845.00	\$2,139.00
O - Employee Only - Part Time	\$389.50	\$0.00	\$389.50	\$797.00	\$0.00	\$797.00
T - Employee Plus One - Part Time	\$737.00	\$0.00	\$720.00	\$1,474.00	\$0.00	\$1,474.00
M - Family - Part Time	\$1,069.50	\$0.00	\$1,069.50	\$2,139.00	\$0.00	\$2139.00

COVA Care OON (BES – ACC1)

Provider Code: 43/93

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$56.00	\$351.50	\$407.50	\$112.00	\$703.00	\$815.00
D - Employee Plus One	\$124.50	\$629.50	\$754.00	\$249.00	\$1,259.00	\$1,508.00
F – Family	\$172.00	\$922.50	\$1,094.50	\$344.00	\$1,845.00	\$2,189.00
O - Employee Only - Part Time	\$407.50	\$0.00	\$407.50	\$815.00	\$0.00	\$815.00
T - Employee Plus One - Part Time	\$754.00	\$0.00	\$754.00	\$1,508.00	\$0.00	\$1,508.00
M - Family - Part Time	\$1,094.50	\$0.00	\$1,094.50	\$2,189.00	\$0.00	\$2,189.00

COVA Care ED (BES – ACC2)

Provider Code: 44/94

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$64.00	\$353.00	\$415.50	\$128.00	\$703.00	\$831.00
D - Employee Plus One	\$138.50	\$629.50	\$768.00	\$277.00	\$1,259.00	\$1,536.00
F – Family	\$192.50	\$922.50	\$1,115.00	\$385.00	\$1,845.00	\$2,230.00
O - Employee Only - Part Time	\$415.50	\$0.00	\$415.50	\$831.00	\$0.00	\$831.00
T - Employee Plus One - Part Time	\$768.00	\$0.00	\$768.00	\$1,536.00	\$0.00	\$1,536.00
M - Family - Part Time	\$1,115.00	\$0.00	\$1,115.00	\$2,230.00	\$0.00	\$2,230.00

COVA Care OON/ED (BES – ACC3)**Provider Code: 45/95**

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$73.00	\$351.50	\$424.50	\$146.00	\$703.00	\$849.00
D - Employee Plus One	\$155.50	\$629.50	\$785.00	\$311.00	\$1,259.00	\$1,570.00
F - Family	\$232.50	\$922.50	\$1,140.00	\$435.00	\$1,845.00	\$2,280.00
O - Employee Only - Part Time	\$424.50	\$0.00	\$424.50	\$849.00	\$0.00	\$849.00
T - Employee Plus One - Part Time	\$785.00	\$0.00	\$785.00	\$1,570.00	\$0.00	\$1,570.00
M - Family - Part Time	\$1140.00	\$0.00	\$1,140.00	\$2,280.00	\$0.00	\$2,280.00

COVA Care V/H/ED (BES – ACC4)**Provider Code: 46/96**

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$73.50	\$351.50	\$425.00	\$147.00	\$703.00	\$850.00
D - Employee Plus One	\$156.50	\$629.50	\$786.00	\$313.00	\$1,259.00	\$1,572.00
F - Family	\$218.50	\$922.50	\$1,141.00	\$437.00	\$1,845.00	\$2,282.00
O - Employee Only - Part Time	\$425.00	\$0.00	\$425.00	\$850.00	\$0.00	\$850.00
T - Employee Plus One - Part Time	\$786.00	\$0.00	\$786.00	\$1,572.00	\$0.00	\$1,572.00
M - Family - Part Time	\$1,141.00	\$0.00	\$1,141.00	\$2,282.00	\$0.00	\$2,282.00

COVA Care FULL (BES – ACC5)**Provider Code: 47/97**

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$82.50	\$351.50	\$434.00	\$165.00	\$703.00	\$868.00
D - Employee Plus One	\$173.50	\$629.50	\$803.00	\$347.00	\$1,259.00	\$1,606.00
F - Family	\$243.50	\$922.50	\$1,166.00	\$487.00	\$1,845.00	\$2,332.00
O - Employee Only - Part Time	\$434.00	\$0.00	\$434.00	\$868.00	\$0.00	\$868.00
T - Employee Plus One - Part Time	\$803.00	\$0.00	\$803.00	\$1,606.00	\$0.00	\$1,606.00
M - Family - Part Time	\$1,166.00	\$0.00	\$1,166.00	\$2,332.00	\$0.00	\$2,332.00

COVA HealthAware Basic (BES – CHA)**Provider Code: 101/151****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$8.50	\$330.50	\$339.00		\$17.00	\$661.00	\$678.00
D - Employee Plus One	\$17.00	\$611.50	\$628.50		\$34.00	\$1223.00	\$1,257.00
F - Family	\$17.00	\$892.00	\$909.00		\$34.00	\$1784.00	\$1,818.00
O - Employee Only - Part Time	\$339.00	\$0.00	\$339.00		\$678.00	\$0.00	\$678.00
T - Employee Plus One - Part Time	\$628.50	\$0.00	\$628.50		\$1,257.00	\$0.00	\$1,257.00
M - Family - Part Time	\$909.00	\$0.00	\$909.00		\$1,818.00	\$0.00	\$1,818.00

COVA HealthAware + ED & Vision (BES – CHA1)**Provider Code: 102/152****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$29.00	\$330.50	\$359.50		\$58.00	\$661.00	\$719.00
D - Employee Plus One	\$55.00	\$611.50	\$666.50		\$110.00	\$1,223.00	\$1,333.00
F – Family	\$72.00	\$392.00	\$964.00		\$144.00	\$1,784.00	\$1,928.00
O - Employee Only - Part Time	\$359.50	\$0.00	\$359.50		\$719.00	\$0.00	\$719.00
T - Employee Plus One - Part Time	\$666.50	\$0.00	\$666.50		\$1,333.00	\$0.00	\$1,333.00
M - Family - Part Time	\$964.00	\$0.00	\$964.00		\$1,928.00	\$0.00	\$1,928.00

COVA HealthAware + ED (BES – CHA2)**Provider Code: 103/153****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$23.50	\$330.50	\$354.00		\$47.00	\$661.00	\$708.00
D - Employee Plus One	\$45.00	\$611.50	\$656.50		\$90.00	\$1,223.00	\$1,313.00
F – Family	\$58.00	\$892.00	\$950.00		\$116.00	\$1,784.00	\$1,900.00
O - Employee Only - Part Time	\$354.00	\$0.00	\$354.00		\$708.00	\$0.00	\$708.00
T - Employee Plus One - Part Time	\$656.50	\$0.00	\$656.50		\$1,313.00	\$0.00	\$1,313.00
M - Family - Part Time	\$950.00	\$0.00	\$950.00		\$1,900.00	\$0.00	\$1,900.00

COVA HIGH DEDUCTIBLE HEALTH PLAN (BES – CHD)

Provider Code: 50/90

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$0.00	\$299.00	\$299.00		\$0.00	\$598.00	\$598.00
D - Employee Plus One	\$0.00	\$556.00	\$556.00		\$0.00	\$1,112.00	\$1,112.00
F - Family	\$0.00	\$812.50	\$812.50		\$0.00	\$1,625.00	\$1,625.00
O - Employee Only - Part Time	\$299.00	\$0.00	\$299.00		\$598.00	\$0.00	\$598.00
T - Employee Plus One - Part Time	\$556.00	\$0.00	\$556.00		\$1,112.00	\$0.00	\$1,112.00
M - Family - Part Time	\$812.50	\$0.00	\$812.50		\$1,625.00	\$0.00	\$1,625.00

COVA HIGH DEDUCTIBLE HEALTH PLAN ED (BES – CHD1)

Provider Code: 105/155

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$16.50	\$299.00	\$315.50		\$33.00	\$598.00	\$631.00
D - Employee Plus One	\$30.00	\$556.00	\$586.00		\$60.00	\$1,112.00	\$1,172.00
F - Family	\$44.00	\$812.50	\$856.50		\$88.00	\$1,625.00	\$1,713.00
O - Employee Only - Part Time	\$315.50	\$0.00	\$315.50		\$631.00	\$0.00	\$631.00
T - Employee Plus One - Part Time	\$586.00	\$0.00	\$586.00		\$1,172.00	\$0.00	\$1,172.00
M - Family - Part Time	\$856.50	\$0.00	\$856.50		\$1,713.00	\$0.00	\$1,713.00

KAISER PERMANENTE HMO (BES – KP)

Provider Code: 06/56

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$38.50	\$306.00	\$344.50		\$77.00	\$612.00	\$689.00
D - Employee Plus One	\$90.50	\$542.50	\$633.00		\$181.00	\$1,085.00	\$1,266.00
F - Family	\$130.00	\$792.50	\$922.50		\$260.00	\$1,585.00	\$1,845.00
O - Employee Only - Part Time	\$344.50	\$0.00	\$344.50		\$689.00	\$0.00	\$689.00
T - Employee Plus One - Part Time	\$633.00	\$0.00	\$633.00		\$1,266.00	\$0.00	\$1,266.00
M - Family - Part Time	\$922.50	\$0.00	\$922.50		\$1,845.00	\$0.00	\$1,845.00

OPTIMA HEALTH VANTAGE (BES - OH130)**Provider Code: 30/80****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$38.50	\$354.50	\$393.00		\$77.00	\$709.00	\$786.00
D - Employee Plus One	\$90.50	\$636.50	\$727.00		\$181.00	\$1,273.00	\$1,454.00
F - Family	\$130.00	\$923.00	\$1,053.00		\$260.00	\$1,846.00	\$2,106.00
O - Employee Only - Part Time	\$393.00	\$0.00	\$393.00		\$786.00	\$0.00	\$786.00
T - Employee Plus One - Part Time	\$727.00	\$0.00	\$727.00		\$1,454.00	\$0.00	\$1,454.00
M - Family - Part Time	\$1053.00	\$0.00	\$1,053.00		\$2,106.00	\$0.00	\$2,106.00

TRICARE (BES – TRC)**Provider Code: 110/160****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
D - Employee Plus One	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
F - Family	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00
O - Employee Only - Part Time	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
T - Employee Plus One - Part Time	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
M - Family - Part Time	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Payday for semi-monthly salaried employees	2 Bi-weekly wage certification deadline period #1 (PE: 5/21; 5/23; 5/24) VNAV/CIPPS Update	3 New Hire Center Report Deferred Comp Transaction Upload TPA Upload	4	5 Payday for bi-weekly wage employees	6
7	8	9	10 Semimonthly salaried certification deadline period #1- (5/25-6/9)	11	12 Healthcare Cert Due	13
14	15 Leave keying deadline (5/25-6/09) CHARGE FY 2020	16 Payday for semi-monthly salaried employees Bi-weekly wage certification deadline period #2 (PE: 6/4; 6/7; 6/6) CHARGE FY 2020	17 New Hire Center Report VNAV/CIPPS Update-ORPHE CHARGE FY 2020	18 TPA Upload CHARGE FY 2020	19 Payday for bi-weekly wage employees Last day to certify off-cycle for FY 20 – NO EXCEPTIONS	20
21	22 <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	23 <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	24 <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	25 Semimonthly salaried certification deadline period #2- (6/10-6/24) <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	26 <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	27
28	29 Bi-weekly wage certification deadline period #1 (PE: 6/18; 6/20; 6/21) <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>	30 FYE Processing - CIPPS closes at Noon Leave keying deadline (6/10-6/24) <u>CHARGE FY 2021</u> <u>Must have July Check Date</u>				

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payday for semi-monthly salaried employees New Hire Center Report	2 VNAV/CIPPS Update	3 State Holiday: Independence Day Payday for bi-weekly wage employees	4
5	6 Deferred Comp Transaction Upload TPA Upload	7	8	9	10 QTR Cert Due Semimonthly salaried certification Deadline Period #1 (6/25-7/9)	11
12	13	14 Bi-weekly wage certification deadline period #2 (PE: 7/2; 7/4; 7/5)	15 New Hire Center Report Leave keying Deadline (6/25-7/9)	16 Payday for semi-monthly salaried employees	17 Payday for bi-weekly wage employees VNAV/CIPPS Update-ORPHE	18
19	20 TPA Upload	21	22	23	24	25
26	27 Semimonthly salaried certification Deadline Period #2 (7/10-7/24)	28 Bi-weekly wage certification deadline period #0 (PE:7/16;7/18; 7/19)	29 New Hire Center Report	30 Leave keying deadline (7/10-7/24)	31 Healthcare Cert Due Payday for bi-weekly wage employees Payday for semi-monthly salaried employees	

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 VNAV/CIPPS Update	5 Deferred Comp Transaction Upload TPA Upload	6	7	8
9	10 Semimonthly salaried certification deadline Period# 1 (7/25-8/9)	11 Bi-weekly wage certification deadline period #1 (PE:7/30; 8/1; 8/2)	12 New Hire Center Report	13 Leave keying deadline (7/25-8/09)	14 Payday for semi-monthly salaried employees Payday for bi- weekly wage employees	15
16	17	18 VNAV/CIPPS Update-ORPHE	19 TPA Upload	20	21	22
23	24	25 Bi-weekly wage certification deadline period #2 (PE: 8/13; 8/15; 8/16)	26 New Hire Center Report Semimonthly salaried certification deadline Period# 2 (8/10-8/24)	27	28 Payday for bi- weekly wage employees	29
30	31 Healthcare Cert Due Leave keying deadline (8/10- 8/24)					

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semi-monthly salaried employees	2 VNAV/CIPPS Update	3 Deferred Comp Transaction Upload TPA Upload	4	5
6	7 State Holiday Labor Day	8 Bi-weekly wage certification deadline period #1 (PE: 8/27; 8/29; 8/30)	9 New Hire Center Report	10 Semimonthly salaried certification deadline Period#1 (8/25-09/9)	11 Payday for bi-weekly wage employees	12
13	14	15 Leave keying deadline (8/25-9/09)	16 Payday for semi-monthly salaried employees	17 VNAV/CIPPS Update-ORPHE TPA Upload	18	19
20	21	22 Bi-weekly wage certification deadline period #2 (PE: 9/10; 9/12; 9/13)	23 New Hire Center Report	24 Semimonthly salaried certification deadline Period #2 (9/10-9/24)	25 Payday for bi-weekly wage employees	26
27	28	29 Leave keying deadline (9/10-9/24) Military Leave Reset	30 Payday for semi-monthly salaried employees Healthcare Cert Due End of Forbearance on Student Loan Garnishments			

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 VNAV/CIPPS Update	3
4	5 Deferred Comp Transaction Upload TPA Upload	6 Bi-weekly wage certification deadline period #1 (PE: 9/24; 9/26; 9/27)	7 New Hire Center Report	8	9 Payday for bi- weekly wage employees Semi-monthly salaried certification deadline Period #1 (9/25-10/9) QTR Cert Due	10
11	12 State Holiday: Columbus Day	13	14	15 Leave keying deadline (9/25-10/09)	16 Payday for semi-monthly salaried employees	17
18	19 VNAV/CIPPS Update-ORPHE TPA Upload	20 Bi-weekly wage certification deadline period #2 (PE: 10/8; 10/10; 10/11)	21 New Hire Center Report	22	23 Payday for bi- weekly wage employees	24
25	26 Semi-monthly salaried certification deadline Period#2 (10/10-10/24)	27	28	29 Leave keying deadline (10/10-10/24)	30 Payday for semi-monthly salaried employees Healthcare Cert Due	31

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<p>2 Bi-weekly wage certification deadline period #1 (PE: 10/22; 10/24; 10/25)</p> <p>Unadjudicated Flex Adjustments to Agencies</p>	<p>3 State Holiday: Election Day</p>	<p>4 New Hire Center Report</p> <p>VNAV/CIPPS Update</p>	<p>5 Deferred Comp Transaction Upload</p> <p>TPA Upload</p>	<p>6 Payday for bi-weekly wage employees</p>	7
8	<p>9 Semimonthly salaried certification Period 1-(10/25-11/9)</p>	10	<p>11 State Holiday: Veterans' Day</p>	12	<p>13 Leave keying deadline (10/25-11/09)</p>	14
15	<p>16 Payday for semi-monthly salaried employees</p> <p>TPA Upload</p>	<p>17 Bi-weekly wage certification deadline period #2 (PE: 11/5; 11/7; 11/8)</p> <p>VNAV/CIPPS Update-ORPHE</p>	<p>18 New Hire Center Report</p>	19	<p>20 Payday for bi-weekly wage employees</p>	21
22	<p>23 Semimonthly salaried certification deadline Period #2 (11/10-11/24)</p>	24	<p>25</p> <p>Half-Day Holiday Files close at noon</p>	<p>26 State Holiday: Thanksgiving</p>	<p>27 State Holiday: Day After Thanksgiving Day</p>	28
29	<p>30 Healthcare Cert Due</p> <p>Leave keying deadline (11/10-11/24)</p>					

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semi-monthly salaried employees Bi-weekly wage certification deadline period #1 (PE: 11/19; 11/21; 11/22)	2 New Hire Center Report VNAV/CIPPS Update Imputed Income for ORPHE Retirees due to DOA	3 Deferred Comp Transaction Upload TPA Upload	4 Payday for bi-weekly wage employees	
6	7	8	9	10 Semimonthly salaried certification Period 1-(11/25-12/9)	11	12
13	14	15 Bi-weekly wage certification deadline period #2 (PE: 12/3 12/5; 12/6) Leave keying deadline (10/25-11/09)	16 New Hire Center Report Payday for semi-monthly salaried employees TPA Upload	17 VNAV/CIPPS Update-ORPHE CYE Employee Adjustment forms due to DOA	18 Payday for bi-weekly wage employees	19
20	21	22	23 Bi-weekly wage certification deadline period #0 (PE: 12/17; 12/19; 12/20) Semimonthly salaried certification deadline Period #2 (12/10-12/24)	24 State Holiday: Christmas Eve	25 State Holiday: Christmas	26
27	28 Healthcare Cert Due Leave keying deadline (11/10-11/24)	29	30 Leave keying deadline (12/10-12/24) CYE Processing - CIPPS closes at Noon	31 CYE Processing - Files closed Payday for semi-monthly salaried employees Payday for bi-weekly wage employees		