2020

**CIPPS Summer Faculty Procedures**

**Nine-Month Faculty Receiving 18 Paychecks during the Academic Year**

Nine-month faculty employees who teach classes during the summer session (May 16 through August 15) will continue to be paid on Frequency 71. For your convenience, Special Pay “012” may be used to designate summer wages**.** Frequency 71 cannot be used in HRMS during the summer (May 16 – August 15). All summer payments to 9-month 18 pay faculty must be processed exclusively in CIPPS.

**May 1 – May 15**

**Retirement:**

Reminder – VRS Modernization requires the collection of VRS retirement-related deductions during the contract period. The contract period for the 9-month faculty is September through May. Consequently, VRS related retirement deductions 012, 015, 016, 018, 044, 105, 106, 115, 116, 120, 127, and 136 (if applicable) are to be collected for the entire month of May during this pay period.

*Note: Since deductions 115 and 120 apply to all (VRS and ORP), the Contribution Base amount must be doubled for all 9-month 18 pay faculty. Do not change the retirement code on HMCU1.*

* Deduction overrides are not required.
* Process special pay 099 (Contribution Base) on-screen HUE01:

1. Look up Special Pay 099 on CIPPS screen H10AS.  
   (H10AS Amount = $2,500.00)
2. Multiply the amount on H10AS by 2.  
   (2500\*2 = $5,000.00)
3. Key the amount in step 2 on HUE01 with “0” for all indicators, ADJ as blank, and AMT as “1”

**Health Care*:***

* For employees working during the summer months:
  + Single deduction.
* For employees who are not working during the summer months:
  + Take four (4) semi-monthly deductions for PRM CONV (deduction 024) for the periods' May 1, 2020, through June 30, 2020, using HUD01. This is 3 additional deductions along with the normal deduction.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.

**Flexible Reimbursement Accounts:**

* Single Deduction

**Group Life Insurance:**

* Deduction 120 will be doubled along with all other VRS related deductions from the HUE01 entry to increase CONTBASE.

**Optional Life Insurance*:***

* Take two (2) semi-monthly deductions (deduction 035) for the periods' May 1, 2020, through May 31, 2020, using HUD01. *Note: Optional Life Insurance premiums are not deducted from summer faculty wages.*

**Imputed Life:**

* Imputed life calculates the first pay period of the month for the entire month. **An override is not required.**

## VRS Buy Back:

* Process deduction overrides (two semi-monthly deductions) for individuals with VRS Buyback deductions 018 and 044 on HUD01.

**UNUM:**

* Single deduction. (Normal deductions should be taken for employees who are working).
* For employees not working the summer months, if the premium was calculated to be deducted over 18 pay periods, take one (1) semi-monthly deduction.

Note: When calculating the semi-monthly premium, the formula is: Annual (9-month) salary rate/100 x rate /18.

As a reminder, VRS related deductions are not withheld during the summer contract period (May 16, 2020 - August 15, 2020). The Shared Services Center will request that the Department of Accounts (DOA) process a mass transaction to change the auto-pay status and change the start date on HMCU1 and H0ZDC for all nine-month faculty with a contract length of “09” on screen H0BUO and an employment status of “1” on screen H0BES to September 1, 2020, on May 12, 2020. The process may take more than one night. Please refrain from certifying until you have confirmed the transactions are complete for your agency.

***Special Pay notes:***

* To ensure the proper recording of expenditures in Cardinal and AIS, special pay programmatic coding must be established for the employee on HMBU1 if different from the employee’s 0R1 (Regular Earnings) programmatic record.
* Retirement (deduction #s 009, 018, 044, 012, 014, 109, 114, 116, 117), Retiree Credit (deduction # 115), Group Insurance (deduction #120), and Long Term Disability (deduction #s 136, 144) are not charged on summer faculty wages.

**May 16 – May 31**

**Health Care*:***

* *For employees working during the summer months:*
  + Single deduction.
* *For employees who are not working during the summer months:*
  + No deduction for PRM CONV (deduction 024). This was taken May 1-May 15.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.

***Note:***

With the Automated Healthcare Reconciliation process, agencies are charged monthly for health care premiums, for those eligible employees (as shown in BES) not having premiums deducted.

* Your May healthcare reconciliation should reflect a credit balance, due to multiple deductions taken in May to cover charges for those employees not working in June (current fiscal year).
* Your June healthcare reconciliation should reflect a charge to your agency for those eligible employees not working in June (next fiscal year).
* To receive credit for the balance on the May healthcare reconciliation, the college must prepare a Cardinal GL Journal Spreadsheet Upload Excel Template with the appropriate coding and submit the GL Spreadsheet Journal text file to DOA; they will load the journal into Cardinal. A separate entry will be necessary to record in AIS.

**June 1 – June 15**

**Health Care:**

* For employees working during the summer months:
  + Single deduction.
* For employees who are not working during the summer months:
  + No deduction for PRM CONV (deduction 024). This was taken May 1-May 15.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.

**June 16 – June 30**

**(This payroll will be charged to the fiscal year ending June 30, 2020)**

**Health Care:**

* For employees working during the summer months:
  + Single deduction.
* For employees who are not working during the summer months:
  + No deduction for PRM CONV (deduction 024). This was taken May 1 - May 15.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.

**July 1 – July 15**

**Health Care:**

* New premiums are effective.
* For employees working during the summer months:
  + Single deduction.
* For employees who are not working during the summer months:
  + No deduction for PRM CONV (deduction 024). This will be taken August 16 - August 31.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.

**July 16 – July 31**

**Health Care*:***

* Same as July 1 – July 15.

**August 1 – August 15**

**Health Care*:***

* Same as July 1 – July 15.

**August 16 – August 31**

**Health Care*:***

* For employees working during the summer months:
  + Single deduction.
* For employees who are not working during the summer months:
  + Take four (4) semi-monthly deductions for PRM CONV (deduction 024) for the periods July 1, 2020, through August 31, 2020, using HUD01. This is three (3) in addition to the normal deduction.   
    Reminder: new premiums were effective July 1st.
  + Take one (1) semi-monthly deduction for AGY HLTH (deduction 026). No override required.
* For new employees:
  + No deductions.

**Flexible Reimbursement Accounts:**

* Single Deduction

**Reminders:**

* The Shared Services Center will request that the Department of Accounts process a mass transaction to add the auto-pay status for all nine-month faculty with a contract length of “09” on screen H0BUO and an employment status of “1” on screen H0BES. Please refrain from certifying until you have confirmed the transactions are complete for your agency.
* The automated update from PMIS to CIPPS is in effect. Salary/contract amounts must be entered in PMIS. A thorough review of these transactions is warranted.
* ORP (Optional Retirement Plan) deductions (009, 014, 109, and 114) resume. VRS related deductions resume with the September 1 – September 15 pay period.
* With the Automated Healthcare reconciliation process, excess healthcare premiums collected will be reflected in the Monthly Healthcare Reconciliation Summary (U107). To receive credit for excess premiums, the college must complete the GL Journal Spreadsheet Upload Excel Template with the appropriate coding and submit the GL Spreadsheet Journal text file to DOA.

**SEPTEMBER 1 – SEPTEMBER 15**

**Health Care*:***

* Normal deductions resume.

**Retirement:**

* Normal deductions will resume for all VRS related deductions based on the start date on HMCU1 (September 1, 2020).

**Group Life Insurance:**

* Normal deductions resume.

**Optional Life Insurance*:***

* Normal deductions resume.

## VRS Buy Back:

* Normal deductions resume.

**UNUM*:***

* Normal deductions resume.