2021

**CIPPS Summer Faculty Procedures**

**Nine-Month Faculty Receiving 24 Paychecks during the Fiscal Year**

Nine-month faculty employees who receive 24 paychecks during the fiscal year and teach classes during the summer session may continue to be paid on either Frequency 70 or Frequency 77. The employee will be paid on the Lag Pay Schedule for regular academic earnings and the Summer Faculty Pay Schedule for teaching performed during the summer session period May 16, 2021, through August 15, 2021.

Faculty will be receiving their regular academic paycheck in addition to Summer Wages during the period May 16th through August 15th. Normal deductions **(**excluding VRS related deductions) should be taken from regular pay. Only applicable federal and state taxes should be taken from summer wages. *Except for the June 16 – June 30 Summer Faculty payroll, which will be paid on a separate payroll due to fiscal year accounting, regular and Summer Faculty payrolls may be processed and paid at the same time. Payments should be processed in HRMS using the VCCS Additional Pay Page.*

***May 16 – May 31 (CIPPS/HRMS period May 10 – May 24)***

**Programmatic coding on HMBU1:**

* Establish **“Special Pay 012”** in CIPPS for summer wages.
  + Note: Object code 1145 designates summer faculty wages.

**Payment processing in HRMS when the semi-monthly amount will be the same each period:**

* Except for the 6/16/2021 - 6/30/2021 payment, special pay 012 should be processed in HRMS as follows:

1. Divide the total payment by six (6).  
   For example, the contract total is $12,000.00. 12,000/6 = $2,000.00
2. Subtract the 6/16/2021-6/30/2021 payment from the contract total.  
   (12,000 - 2,000.00 = $10,000.00)
3. Determine the amount for the periods 5/16/2021-6/15/2021 (2 periods).  
    (2,000\*2 = $4,000.00)
4. Determine the amount for the periods 7/1/2021-8/15/2021 (3 periods).  
   (2,000\*3 = $6,000.00)
5. Establish two (2) effective dated rows for special pay 012 in HRMS using the following navigation:

VCCS HRMS>PAYROLL>ADDITIONAL PAY DATA ENTRY

* On the VCCS Additional Pay entry tab, enter the following information:
  + Earnings Code: 012 (If the employee has received any type of additional payment on this page, click the plus (+) button to add a new row).
  + Effective Date: 05/10/2021 (first day of the pay period)
  + Addl Seq #: 1
  + Earnings: Amount calculated in step 1. (i.e. $2,000.00)
  + Goal Amount: Amount calculated in step 3. (i.e. $4,000.00)
  + Check the boxes for “OK to Pay” and applicable pay periods
  + Click Save.
* Repeat the above entries with these changes:
  + Addl Seq #: 2
  + Effective Date: 06/25/2021 (first day of the pay period)
  + Goal Amount: Amount calculated in step 4 (i.e. $6,000.00)
* On the CIPPS Indicators entry tab, complete the following fields for each Addl Seq #:
  + CIPPS Deduction Switch
  + CIPPS Tax Switch
  + CIPPS Check Indicator
  + Click Save

**Payment processing in HRMS when the semi-monthly amount will not be the same each period:**

* Except for the 6/16/2021 - 6/30/2021 payment, special pay 012 should be processed in HRMS as follows:

1. Establish five (5) effective dated rows for special pay 012 in HRMS using the following navigation:

VCCS HRMS>PAYROLL>ADDITIONAL PAY DATA ENTRY

* On the VCCS Additional Pay entry tab, enter the following information:
  + Earnings Code: 012 (If the employee has received any type of additional payment on this page, click the plus (+) button to add a new row).
  + Effective Date: first day of the pay period (i.e. 05/10/2021)
  + Addl Seq #: 1
  + Earnings: Amount to be paid in the processing period
  + Goal Amount: Same as the earnings
  + Check the boxes for “OK to Pay” and applicable pay periods
  + Click Save.
* On the CIPPS Indicators entry tab, complete the following fields for both Addl Seq #:
  + CIPPS Deduction Switch
  + CIPPS Tax Switch
  + CIPPS Check Indicator
  + Click Save

***Note:*** *With the addition of the “Special Pay”, court ordered deduction payments for child support, garnishments, tax liens, etc. may need to be recalculated before processing the May 10 – May 24 Regular Pay.*

***June 1 – June 15 (CIPPS/HRMS period May 25 – June 9)***

**Pay Transactions (HRMS):**

* Same as May 16 – May 31.

As a reminder, VRS related deductions are not withheld during the summer contract period (May 25, 2021 - August 24, 2021). The Shared Services Center will request that the Department of Accounts process a mass transaction to change the start date on HMCU1 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, 2021, on **May 26, 2021**. The process may take more than one night. Please refrain from certifying until you have confirmed the transactions are complete for your agency.

***June 16 – June 30***

**Pay Transactions:**

* **No entry in HRMS. This special pay must be processed exclusively in CIPPS.**
* Using “**Special Pay 012”**, key the Rate/Amount on HUE01. The Check Indicator should be “2”.
* When certifying pay, use pay type “9”.

***July 1 – July 15 (CIPPS/HRMS period June 25 – July 9)***

**Pay Transactions (HRMS):**

* New Healthcare Premium rates effective.
* Same as May 16 – May 31.

***July 16 – July 31 (CIPPS/HRMS period July 10 – July 24)***

**Pay Transactions (HRMS):**

* Same as May 16 – May 31.

***August 1 – August 15 (CIPPS/HRMS period July 25 – August 9)***

**Pay Transactions (HRMS):**

* Same as May 16 – May 31.

**Reminders:**

* This is the last Summer Faculty payroll to be processed for 2021 before paying regular wages for the period August 10 – August 24.
* ***VRS*** related deductions are not withheld until the beginning of the 2021/2022 contract period (08/25/2021 – 09/09/2021 pay period).
* Court-ordered deduction payments for child support, garnishments, tax liens, etc. may need to be recalculated.