

Department of Accounts

Payroll Bulletin

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the Payroll
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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 call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director **Lora L. George**
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Virginia State Employee Loan Program

Virginia State Employee Loan Program

The Virginia State Employee Assistance Fund was created in 2007. The purpose of this 501(c)3 charity was to make grants available to employees who were facing a financial crisis due to an emergency (home repairs due to storm damage, funeral expenses, and other unplanned events). Since then it was determined that some employees may have an equally urgent need for financial help that was not related to an emergency or unplanned event. As a result, the **Virginia State Employee Loan Program** was created. The program provides small, short-term loans through the Virginia Credit Union (VACU) in partnership with the Virginia State Employee Assistance Fund. Please direct all questions to Anne Dinterman at Anne.Dinterman@DHRM.Virginia.gov or Nicole Mason at Nicole.Mason@dhrm.virginia.gov or call 804-225-2159.

Eligible employees

Currently only full-time, classified employees in a non-probationary status, who are paid either monthly or semi-monthly, are eligible to participate. As the program grows, employees in other pay categories will be added. Membership in the VACU is required and employees must complete and pass an on-line training course and agree to repay the loan through direct deposit payroll deduction not to exceed six months. A copy of the direct deposit form is attached for reference.

Payroll Responsibilities

Before loan proceeds are disbursed to the employee, the employee is required to complete and submit to Payroll a direct deposit authorization form created especially for the program. Once the employee's payroll office has received the form and updated CIPPS to reflect any changes indicated on the form, the payroll office must send a confirmation email to the Program email address: FSPRMB@dhrm.virginia.gov. This email address is to be used exclusively for correspondence between the Payroll Office and the Program. Loan payoff amounts for terminating employees should be requested prior to final payout of wages and/or leave balances. **Changes in the employee's employment status affecting the employee's ability to repay the loan should be communicated promptly to the Program by email or phone.**

Virginia State Employee Loan Program, continued

Summary of Payroll Responsibilities

Coordination between the VSEAF and payroll offices is essential to ensure success of the loan program:

- 1) Payroll confirmation of direct deposit form processing
Send email to FSPRMB@dhrm.virginia.gov after processing the employee direct deposit form. In the email, include “The payroll direct deposit form has been completed for “John Q. Public, Employee ID 1234567 for his new loan.”
If payroll has questions about the form or the direct deposit process, they should email the loan administrators at the same email address.
 - 2) Payroll notification of change in employee status
Notify VSAEF promptly of terminations, transfers or other issues with employees with Program loans FSPRMB@dhrm.virginia.gov or call 804-225-2159 (Anne Dinterman). Balance of loan to be collected from final paycheck.
 - 3) Payroll confirmation that employee is separating from the agency or the state
Send an email to FSPRMB@dhrm.virginia.gov stating “Jane Doe will be separating from our agency on dd/mm/yyyy. Please advise amount of loan balance to be deducted from her last paycheck.”
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EMPLOYEE DIRECT DEPOSIT AUTHORIZATION OR CONFIRMATION

Agency Name: [prefilled from application]
 Employee Name: [prefilled from application] Employee ID #: [prefilled from application]

Unless a sufficient direct deposit to Virginia Credit Union (VACU) already exists, then I wish to have my employer deposit the amount below each payday directly to my VACU account as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my financial institution is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, my employer can not issue the funds to me until the funds are returned to my employer by my financial institution.

Further I understand:

1. I am responsible for repayment of the Virginia State Employee Loan in accordance with the terms and conditions of the Virginia State Employee Loan Program Credit Agreement.
2. Should I need to close my VACU account for any reason, then after opening a new VACU account, I will immediately provide a revised Virginia State Employee Loan Direct Deposit Authorization or Confirmation form to my employer's payroll office.
3. Should I become delinquent or not repay my Virginia State Employee Loan in accordance with the Virginia State Employee Loan Program Credit Agreement, or should I terminate employment with the state, I then authorize my employer, if so requested by an authorized Virginia State Employee Loan Program Administrator at VSEAF, to deduct in full the entire loan payoff amount owed by me from any future payments due me.
4. In accordance with policy I must have my net pay deposited electronically in order to benefit from a fixed direct deposit deduction. Therefore if my net is not already being deposited electronically, I then authorize deposit of my net pay to the VACU account noted.
5. The information below provides details about my direct deposit authorization or confirmation.

FINANCIAL INSTITUTION: Virginia Credit Union	<p align="center">SELECT ONE OF THE FOLLOWING</p> <input type="checkbox"/> NEW FIXED Deposit. I authorize a new direct deposit from my pay in the amount of [\$100.00 prefilled] and request that such funds be deposited to the VACU account number indicated. I further authorize VACU each pay period to transfer my Virginia State Employee Loan payment from this account. <input type="checkbox"/> NET PAY Deposit. I authorize direct deposit of my net pay to VACU and request that such funds be deposited to the VACU account number indicated. I further authorize VACU each pay period to transfer my Virginia State Employee Loan payment from this account. <input type="checkbox"/> CHANGE FIXED Deposit. Currently I have a VACU direct deposit in the amount of \$ _____. I authorize that this direct deposit be increased by [\$100.00 prefilled pay] , for a new TOTAL direct deposit amount of \$ _____ and request that these funds be deposited to the VACU account number indicated. I further authorize VACU each pay period to transfer my Virginia State Employee Loan payment from this account. <input type="checkbox"/> Certification of Sufficient Existing Direct Deposit to VACU. I certify that I currently have an existing direct deposit (fixed or net) going to the VACU account number indicated that is sufficient to cover my Virginia State Employee Loan payment. No change to my existing VACU direct deposit is required at this time. I authorize VACU each pay period to transfer my Virginia State Employee Loan payment from this account.
ROUTING #: 251082615	
VACU ACCOUNT #: Auto fill from application	
ACCOUNT TYPE <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
LOAN PAYMENT PER PAY PERIOD: \$\$.\$\$ prefill	
PAY DAY FREQUENCY: <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	
REQUEST TYPE <input type="checkbox"/> New <input type="checkbox"/> Change	

By signing below, I acknowledge that I understand and agree to all applicable terms and conditions in this Virginia State Employee Loan Program Employee Direct Deposit Authorization or Confirmation form.

EMPLOYEE'S SIGNATURE _____ DATE SIGNED _____

ATTENTION: STATE PAYROLL USE	
<p>PAYROLL OFFICE INSTRUCTIONS: (1) Please email a confirmation note to the Virginia State Employee Loan Program Administrator when you have processed this form (Note: should include employee's name & State I.D. number). Employee will not receive loan until confirmation email is received. (2) Establish direct deposit as follows: If you are notified on the 1st – 15th of the month, start direct deposits on 1st day of the following month. If notified on the 16th – 31st of the month, start direct deposit on the 1st day of the second month.</p>	
(This section completed by Payroll unit)	
I have notified the Virginia State Employee Loan Program Administrator by via email confirmation on date: ___/___/___	
CIPPS Updated by: _____ Date ___/___/___ Reviewed by: _____ Date ___/___/___	
Employee Transfer: Receiving agency must receive a copy of this completed form to establish direct deposit deduction ensuring continuance of repayment.	