

Department of Accounts Payroll Bulletin

Calendar Year 2020

December 1, 2020

Volume 2020-18

PAYROLL PROCESSING - CALENDAR YEAR-END 2020

*In This Issue of
the Payroll
Bulletin.....*

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- ✓ Key Dates
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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) 225-2245 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director Cathy C. McGill

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Introduction

This Payroll Bulletin addresses payroll and leave processing for calendar year-end 2020. A separate bulletin will be distributed to address 4th Quarter and CYE reconciliations.

All dates noted in this bulletin are final completion dates. Adherence to these dates is imperative in order to complete all regulatory reporting requirements.

Copy this bulletin and distribute it to all appropriate personnel within your agency.

Issues Requiring Special Attention

- Review all items in the CIPPS Pending File (H1K01, H1K02, H1K03). You may need to delete items applying only to 2020. **DO NOT DELETE TRANSACTIONS RELATED TO MANUAL PAYSETS.** To remove the effect of manual payset transactions, 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 '-'.
- Be careful with employee records you established using a Goal Amount for stopping deductions (e.g., garnishments). **Depending on how these deductions were established, they may automatically reactivate on January 1, 2021, when DOA resets the year-to-date fields to zero.**
- Payroll adjustments that have been identified during the year but have not been processed should be submitted to DOA for processing as soon as possible and **before the agency certifies for pay period ending 12/24.** See **Payroll Adjustments** subsection on Page 2.
- **Remote print agencies must leave their remote-print printers on from December 30, 2020, through January 4, 2021.** Quarter-end and year-end reports will be processed and distributed to agencies during this time.

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Payroll Processing - Calendar Year-End 2020

Key Dates

- **Monday, November 30** – all ORPHE Retiree Group Life Imputed Income adjustments due to SPO
- **Tuesday, December 1** – Bi-weekly wage certification cut-off
- **Friday, December 4** – SPO will enter transactions to record taxable wages for employees with flex account deductions in excess of annual IRS maximums
- **Wednesday, December 9** – All Prior and current quarter adjustments requiring input by SPO due
- **Thursday, December 10** – Semi-monthly salary certification cut-off
- **Friday, December 11** – W-2 distribution form due to DOA (available on website by 12/4).
- **Friday, December 11 – Wednesday, December 23** – adjustments for unadjudicated flex reimbursements processed by agencies using special pay 051 (information for agency data entry is expected to be available no later than 12/11 – for processing details, see Bulletin 2020-19)
- **Tuesday, December 15** - Bi-weekly wage certification cut-off
- **Wednesday, December 23** – Bi-Weekly wage and Semi-monthly certification cut-off
- **Thursday, December 24; Friday, December 25** – Holidays (files open, no jobs will run)
- **Monday, December 28** – Last day to request voids for stop payments on deposits dated 12/31 (must be received prior to 3:00 pm); requests received after this date will be reversals and will require adjustment by agency (see page 6) when funds are returned
- **Tuesday, December 29** – Last day to certify off cycle pay runs, must have a December check date (31st is regular bi-weekly wage and semi-monthly pay date; notify cathy.gravatt@doa.virginia.gov and marvin.simon@doa.virginia.gov if next day check date is required).
- **Wednesday, December 30** – **Files close at noon.** Leave keying deadline for period 12/10-24/2020. Agencies can process edits, non-paid updates, manual pay sets, and voids but **no pay certifications**. Last day to correct employee personal information (e.g. employee's new home address) for inclusion on W-2s.
- **Thursday, December 31** – CIPPS closed for CYE processing
- **Friday, January 1** – Holiday (files open, no jobs run)
- **Friday, January 8** – Calendar Year End certifications due to DOA.
- **Monday, January 11** – Semi-monthly certification cut-off
- **Tuesday, January 12** – Bi-weekly wage certification cut-off
- **Thursday, January 14** - Leave keying deadline for period 12/25/2020 -1/9/2021; Calendar year-end leave processing.
- **Monday, January 18** – Holiday (no jobs will run)
- **Tuesday, January 26** – Semi-monthly and Bi-weekly wage certification cut-off
- **Thursday, January 28** – last day for W-2s to agencies
- **Friday, January 29** – Leave keying deadline for period 1/10-24/2021 and last day for W-2s to employees.

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Payroll Processing - Calendar Year-End 2020, continued

Payroll Adjustments Overview

Agencies certify quarterly to DOA that they have reconciled their payroll records and all adjustments have been identified and resolved. In prior years, many agency adjustments submitted for processing at year-end were noted as occurring throughout the year. In addition, many new adjustment requirements are identified during the review of Miscellaneous Exception Reports (see page 7) and during the year-end reconciliation process.

To expedite year-end processing and facilitate the issuance of W-2s, you must review your payroll records and key all necessary manual pay-sets in CIPPS, or submit any manual (off-line) adjustments that have been identified to DOA for processing by the established deadlines. Processing adjustments with CIPPS manual pay-sets is highly recommended and encouraged. It is highly recommended that all YTD amounts are reviewed via the U092/U093 produced at the end of November and necessary adjustments made in December, rather than waiting until after CYE.

Note: Manual pay-sets are most effective when keyed prior to the agency's final (PE 12/24) payroll certification and may require the employee to have some amount of regular pay.

Adjustment Types and Deadlines

There are three basic types of adjustments used to make changes to CIPPS records. The following table lists the deadlines for each adjustment type:

Adjustment Type	Deadline
Off-line YTD Earnings and Tax Accumulator adjustments submitted directly to DOA.(e.g. 10/33 corrections)	Received by DOA on/before 12/9.
CIPPS Manual Pay-sets	Most effective if keyed prior to PE 12/24 certification (reflected on Report 10), but may be entered through 12/30 by 11:00 am.
Year-end (Report 883) Adjustments	Friday, January 8 – 5:00 p.m.

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Payroll Processing - Calendar Year-End 2020, continued

Adjustment Type Advantages & Disadvantages The following table lists the common uses and the advantages/disadvantages for each adjustment type. Agencies should carefully consider these when determining which type of adjustment best fits their needs.

Adjust Type	Common Uses	Advantages/Disadvantages
CIPPS Manual Pay-set	Salary repayments; Tax and Deduction refunds and/or adjustments; Manual Voids; Earnings reclassification; Misc. Exception Report adjustments (e.g., Imputed Life)	<p><u>Advantages:</u></p> <ul style="list-style-type: none"> • All refunds and collections processed through CIPPS (if employee receives regular pay). • Changes reflect on employee's 12/31 earnings notice if keyed prior to 12/24 certification. • FICA refunds/collections processed through PE 12/24 payroll (if prior to PE 12/24 certification). • FIT adjustments paid/collected through FAD (if prior to PE 12/24 certification). • SIT adjustments paid/collected through Cardinal. • Most deductions recovered through negative deduction process. • Will reflect on year-end reports - less work reconciling year-end. <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> • If paid adjustment, employee must receive a regular pay amount of at least .01 (one cent). • Terminated employees must be reactivated in order to properly process. • Special processing (page 5) required after PE 12/24
Off-Line Adjustments submitted directly to DOA	Prior quarter adjustments (unprocessed); "10 to 33" adjustments; Misc Exception Report adjustments	<p><u>Advantages:</u></p> <ul style="list-style-type: none"> • YTD adjustments will reflect on employee's 12/31 earnings notice and W-2, if submitted by certification. • FICA refunds/collections processed through PE 12/24 payroll. • Will reflect on year-end reports - less work reconciling year-end. <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> • FIT/SIT tax adjustments not processed through CIPPS without tax overrides. • Any "net" collections require manual deposits. • FIT adjustments reflect on Form 941 return. • SIT adjustments require coordination w/ VA Dept of Taxation.
Year-end (Report 883) Adjustments	Manual Voids; Late salary repayments; Late taxable-nontaxable earnings reclassifications (i.e. late workers comp check); Uncollected Employee FICA; errors discovered during CYE reconciliation.	<p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Changes reflect on employee's W-2. • Changes reflect on agency's W-2 magnetic-media information returns. <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> • Changes do not appear on employee's earnings notice. • FICA/FIT adjustments require manual 941 return deposit or refund. • SIT adjustments require recovery through Cardinal (call State Payroll Ops for instructions). • Gross/net adjustments require manual deposit or Cardinal GL Journal entry. • Deductions must be manually recovered. • Time consuming - more work during YE reconciliation.

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Payroll Processing - Calendar Year-End 2020, continued

How to Process Manual Pay Sets and Void Checks The following must be performed no later than 11:00 a.m. on Wednesday, December 30:

- Key MANUAL PAY SETS into CIPPS
- Stop payment requests for direct deposits must have been received by 12/28
- Physical checks to be voided must be received by DOA

A special "Dummy" payrun will be scheduled Wednesday, December 30, to process manual pay sets and void checks. This procedure will correct an employee's record on the Report 883 (*CALENDAR YEAR-END EMPLOYEE DETAIL AUDIT LISTING*). Because no checks will be written, third-party suspense items will be created for all federal tax, OASDI, HI, and miscellaneous third-party amounts that are part of the voids and/or manual paysets. The following steps must be taken to clear these items.

Step	Action	Done by
1.	Prepare a journal entry charging the agency in Cardinal for the total of the suspense items created.	DOA
2.	Delete all items from the Third Party Suspense File as part of the year-end process. These are listed on the U014 report and affect only Federal Tax Deposits (FAD) and agency-level third-party remittances (i.e. Reciprocal State Taxes, Employee Associations, Pre-tax Transportation programs, etc.).	DOA
3.	Recover overpayment of Federal, OASDI, and HI taxes when 4th quarter Form 941 is filed. Agencies will receive refund checks from the IRS (unless the refund is off-set by other charges).	DOA
4.	Recover overpayments to miscellaneous vendors identified in step 2 above (other than FAD). This may require depositing the agency-level check, subtracting the employee deduction, and processing a payment voucher for the revised amount.	Agency
5.	Like normal payruns, the "dummy" payrun will recover most employee-level deductions through the negative deduction process. Therefore, if the funds are collected outside of CIPPS and the adjustment is for "Masterfile only" updates contact payroll@doa.virginia.gov .	Agency

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Payroll Processing - Calendar Year-End 2020, continued

How to Process Void Checks External to CIPPS For year-end processing, it is sometimes necessary to process 2020 VOID checks **externally** to CIPPS. Agencies must complete the following procedures if it is necessary to void CY 2020 checks after 12/30/2020.

Step	Action																		
1.	Do not write on or stamp the check "VOID."																		
2.	Endorse the check "For Deposit Only - by: (agency name)" and deposit it to a Treasurer of Virginia account. Follow established procedures for entering Deposit Certificates in Cardinal. Deposit any employee-level third party checks (i.e. garnishments) also.																		
3.	Agency-level third-party deductions (i.e. Employee Associations and Pre-tax Transportation programs) - Recover from vendor or deposit the next check into your agency account, recalculate the amount less the employee deduction, and process a payment voucher to vendor for the correct amount.																		
4.	Direct Deposit (all ACH DD deductions) - To retrieve money from the bank, contact Payroll Production at 371-8385, or 371-4883 or e-mail ach@doa.virginia.gov . Direct Deposit stops must be submitted within 5 business days of the check date.																		
5.	Contact Department of Accounts State Payroll Ops for directions on how to request refund from Virginia Department of Taxation for state tax withholdings. If reciprocal/non-Virginia state taxes require adjustment, then your agency must request a refund on your Annual Reconciliation & Return for the other state.																		
6.	If Optional Retirement Plan, request a refund from DOA; otherwise, contact VRS for further instructions.																		
7.	Adjust employee records, as required, using year-end procedures, or request a corrected W-2 (form W-2C) if past the YE certification deadline.																		
8.	Recover miscellaneous employee-level deductions through the following instructions. Refunds requested through DOA will be credited to the agency by Cardinal journal entry.																		
	<table border="1"> <thead> <tr> <th>If deduction is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Combined VA campaign</td> <td>Request refund from the vendor.</td> </tr> <tr> <td>Deferred Compensation</td> <td>Submit a Mistake of Fact to VRS to request refund. A 1099 may be issued to the employee by the TPA for the amount.</td> </tr> <tr> <td>DSS Child Support (Ded 001)</td> <td>Request a refund from Department of Social Services.</td> </tr> <tr> <td>Flexible Reimbursement Account</td> <td>Request a refund from DHRM, Office of Health Benefits.</td> </tr> <tr> <td>Garnishment Fees</td> <td>Request a refund from DOA.</td> </tr> <tr> <td>Health Care</td> <td>Request a refund on the Health Care Certification.</td> </tr> <tr> <td>Supplemental Insurance and Tax Sheltered Annuities</td> <td>Request a refund from vendor(s).</td> </tr> <tr> <td>Optional Group Life</td> <td>Request a refund from Securian.</td> </tr> </tbody> </table>	If deduction is...	Then...	Combined VA campaign	Request refund from the vendor.	Deferred Compensation	Submit a Mistake of Fact to VRS to request refund. A 1099 may be issued to the employee by the TPA for the amount.	DSS Child Support (Ded 001)	Request a refund from Department of Social Services.	Flexible Reimbursement Account	Request a refund from DHRM, Office of Health Benefits.	Garnishment Fees	Request a refund from DOA.	Health Care	Request a refund on the Health Care Certification.	Supplemental Insurance and Tax Sheltered Annuities	Request a refund from vendor(s).	Optional Group Life	Request a refund from Securian.
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Payroll Processing - Calendar Year-End 2020, continued

Correct Reporting of Employee Social Security Numbers

On November 25 DOA submitted a complete file of data to SSA for verification in an effort to provide cleansed data when performing W-2 reporting. Agencies will be notified of any name/SSN match discrepancies to be researched and corrected. Agencies should ensure the information for anyone hired after 11/24 is verified. The Internal Revenue Service can fine agencies \$100 for every incorrect social security number remitted for W-2 reporting.

To identify potentially incorrect social security numbers, Report 808, *VERIFICATION REPORT - USED TO VERIFY EMPLOYEE NAMES AND ADDRESSES PRIOR TO ISSUING W-2S*, displays for each individual employee the SSN, address, and withholding information. If any discrepancy is identified, your agency should correct the CIPPS masterfile information prior to year-end certification (**NO LATER THAN 11:00 a.m. on 12/30/2020**).

Excess Deferrals

DOA establishes a goal amount for Deferred Compensation and Annuities based on the employees' age each year. This should prevent excess deferrals. However, should an excess deferral occur, employers must contact the appropriate vendor to ensure the excess is returned to the employee and a Form 1099 generated. Please check participants' withholdings prior to year-end to identify anyone who has exceeded maximum withholding limits. The limits for CY 2020 are:

Deferral Category	457 Deferred Compensation Plan	403(b) Tax-Deferred Account
Normal Annual Limit	\$19,500	\$19,500
Age 50 Catch-Up	\$6,500	\$6,500
457 Standard Catch-Up	\$19,5000	N/A
403(b) 15-Year Catch-Up	N/A	\$3,000

NOTE: See Payroll Bulletin 2020-01 for more information on limits and exceptions.
<https://www.doa.virginia.gov/reference/payroll/bulletins/2020/2020-01.pdf>

Terminated Employee Records

Report 860, CIPPS Employees to be Purged at Year-End Processing, identifies those employees who will be purged at the end of December.

At year-end all employee records with an employment status of 3 and year-to-date gross equal to zero will be purged.

Employee Records to be Terminated

Report 861, CIPPS Employees Whose Status Should Be Changed to a '3', identifies those employees that have not received a payment through CIPPS in the current calendar year. **This year DOA will terminate records for employees with hire dates prior to 2020 AND who have no check date listed on the report or whose last check date is before 2020. These records will be purged at year end.**

Miscellaneous Exception Reports

Agency Review & Corrective Action Required

DOA has developed several "exception" type reports to assist agencies in identifying possible problems prior to year-end processing. Agencies should request the following reports (must be set up on Company header) no later than early December to ensure adequate time for review and correction. Note that these reports may not apply to all agencies. They are produced based on exception criteria; therefore, if you do not receive any of these reports, your agency did not meet the exception criteria and no action is required.

Report #	Report Name (Short)	Purpose
844*	YTD OASDI Tax - Employee not equal to employer.	Identifies employees who may have OASDI Tax withheld incorrectly.
846*	YTD OASDI Taxable - Employee not equal to employer.	Identifies employees who may have OASDI Taxable amounts reported incorrectly.
848*	YTD HI Tax - Employee not equal to employer.	Identifies employees who may have HI Tax withheld incorrectly.
850*	YTD HI Taxable - Employee not equal to employer.	Identifies employees who may have HI Taxable amounts reported incorrectly
858*	Uncollected FICA	Identifies employees who may have uncollected FICA. Uncollected FICA is allowable only in cases where imputed life or tips are reported for employees with no pay. All other uncollected FICA must be investigated and collected from employees.
860	List of Employees to be Purged at Year End Processing	Identifies employees with Employee Status "3" and YTD Gross equal to zero. These records will be deleted from the masterfile during calendar year end processing. See additional information on page 7.
861	List of Employees Whose Status Should Be Changed to 3	Identifies employees with YTD Gross equal to zero. Employee status on HOBES should be updated to "3" so that these records can be deleted during calendar year end processing. See additional information on page 7.
891	Employees with YTD Deceased Pay (Special Pay 054, 055)	Identifies employees who received Deceased Pay (Special Pay Codes 054, 055) during the calendar year.
912	CIPPS Employees Who Have Reached the Maximum Social Security Wage Base	Identifies employees who reached the maximum OASDI withholding amount during the calendar year. Should be used before certification of first pay in new calendar year to ensure OASDI taxes are withheld.
915	YTD State Taxable Wages Different from Federal	Identifies employees whose state taxable wages do not equal federal taxable wages.

* It is essential this report be reviewed and corrective action taken prior to the final payroll certification of 2020. Contact payroll@doa.virginia.gov for procedural clarification if necessary.

Year-End Leave Processing

Calendar Year-End Processing for CIPPS Leave Accounting

In accordance with DHRM policy annual leave balances will be reduced to the maximum accrual limits (indicated in the Annual Leave Policy, Number 4.10) as of the close of business (leave keying deadline) on January 14, 2021.

DOA will provide agencies with Report U028 (*Leave Accounting Pending Annual Leave Lost*) to identify employees who may lose annual leave at the end of the established calendar year.

- Report U028 will be generated on November 30 and December 15. Individuals listed will have a warning message on their earnings notices dated 12/16 and 12/31 stating that annual leave may be lost if not used by January 9, 2021.
- The Report U028 generated for leave as of 11/24 around 11/30/2020 **will only reflect accruals for two pay periods (PE 12/9 & 12/24)**. This means you will have to **add another period** of annual leave accruals (for 1/9) to these individuals' balances to reflect a more accurate number of hours that may be deleted on the close of business 1/14/2021. Additionally, this report will **not** list employees that may only exceed their annual leave limits with the third, or un-projected, period.
- The report generated for leave as of 12/9 on 12/15/19 **will reflect the accruals for the remaining two pay periods** (12/24 & 1/9) of the leave calendar year. This report **will** also **list** those employees who at that time may exceed their annual leave limits.

At close of business January 14:

- Leave balances will be updated with leave transactions that have been entered for the period ending January 9.
- Accruals for annual and sick leave will be generated.
- Year-to-date leave usage accumulators with the exception of military leave will be zeroed (i.e., sick family, family/personal, civil, community service, etc.) and any excess annual leave will be deleted based on the employee's years of service.
- Yearly allocations of VSDP leave will load.

Note: Maintenance entries may be required for receipt of late leave slips.

VSDP Recipients

Employees coded as "VSDP Recipients" on the HPIUS will not receive their annual Sick Personal (SP) and Family Personal (FP) leave allocations. Some employees who received prior STD benefits may have returned to work, but still have the SDP Recipient indicator coded "Y". DOA has developed Report #902 to identify all employees with an active SDP recipient indicator. Agencies interested in requesting this report should submit a request to payroll@doa.virginia.gov to have their CIPPS Company Header updated prior to using the on-line request (HSRUP).

Leave Questions

Direct questions or comments regarding leave to payroll@doa.virginia.gov

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Nov 30 - Imputed Income for ORPHE Retirees due to DOA*	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	3 Deferred Comp Transaction Upload TPA Upload	4 Payday for bi-weekly wage employees Adj for Flex Accts in Excess of Max by SPO	5
6	7	8	9 CYE Employee Adjustment forms due to DOA*	10 Semimonthly salaried certification Period 1-(11/25-12/9)	11 Unadj. Flex Account adjustment information available to agy for entry W-2 Dist form due to DOA	12
13	14	15 Bi-weekly wage certification deadline period #2 (PE: 12/3 12/5; 12/6) Leave keying deadline (11/25-12/09)	16 Payday for semi-monthly salaried employees New Hire Center Report TPA Upload	17 VNAV/CIPPS Update-ORPHE	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 3:00 pm - Deadline for Void DD Stop Payment requests	29 Last day for Off-cycle cert – must have December check date	30 CYE Processing - CIPPS closes at Noon Leave keying deadline (12/10-12/24) New Hire Center Report	31 Payday for semi-monthly salaried employees Payday for bi-weekly wage employees CYE Processing - Files closed Healthcare Cert Due		

*Denotes a change from the December calendar published at FYE
January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 State Holiday: New Year's Day Files closed	2 CIPPS files open - no edits or payruns
3 CIPPS files open - no edits or payruns	4 VNAV/CIPPS Update	5 Deferred Comp Transaction Upload TPA Upload	6	7	8 CYE Cert Due	9 CIPPS files open - no edits or payruns
10 CIPPS files open - no edits or payruns	11 Semi-monthly salaried certification Period #1 (12/25-01/09)	12 Bi-weekly wage certification deadline period #2 (PE: 1/2, 1/4, 1/5)	13 New Hire Report	14 Leave keying deadline (12/25-01/09) CYE Leave processing	15 Payday for bi-weekly wage employees Payday for semi-monthly salaried employees	16 CIPPS files open - no edits or payruns
17 CIPPS files open - no edits or payruns	18 State Holiday: M L King, Jr. Day CIPPS files open - no edits or payruns	19 TPA Upload	20 VNAV-ORPHE Interface	21	22	23 CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25	26 Bi-weekly wage certification deadline period #2 (PE: 1/16, 1/18, 1/19) Semi-monthly salaried certification deadline Period #2 (01/10-01/24)	27 New Hire Report	28 All W2s to agencies Leave keying Deadline (01/10-01/24)	29 All W2s to Employees December Healthcare Cert Due Payday for bi-weekly wage employees	30 CIPPS files open - no edits or payruns
31						