

# Department of Accounts Payroll Bulletin

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The Payroll Bulletin is published periodically to provide HCM 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 [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov)

State Payroll Operations

<b>Director</b>	<b>Cathy C. McGill</b>
Assistant Director	Carmelita Holmes

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## Cash Match

### Calculations

The cash match plan was re-evaluated during the development of Cardinal and it was determined that per Code of VA, the match should be calculated **only** on the amount of the contribution going to the plan associated with the match chosen by the employee. In other words, if the employee chooses the 457 plan match, the amount is calculated only on the 457 contribution. If they choose the match for the 403(b) plan, then it is calculated only on the contribution to the 403(b) plan.

When a new enrollment is interfaced the system looks to see if there is already a cash match plan in place. If so, then it does not change it and the match remains with the plan with the greater longevity. If new enrollments come in for both plans with the same effective date, then it defaults to the 457 cash match. The system will set the 403(B) up as no cash match. If the employee wanted the match based on the 403(b) contribution, then you will need to submit a ticket and ask Cardinal PPS BN to change it.

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## VRS DCP Payroll Guide

The updated Defined Contributions Plan VRS Centralized Agency Payroll Guide is now available:

<https://www.missionsq.org/prebuilt/apps/downloadDoc.asp>

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## Employee State Tax Set Up

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### Change in Default Set Up

Cardinal HCM was originally configured to automatically create the employee State Tax Data Record based on both the employee home address in the Person record and the tax location code on the Job Data record. The resident tax record was created for the state in the home address and the work (UI) tax record was created for the state in the tax location code. Unless the employee lives and works in states with a reciprocal agreement AND the agency has chosen to honor the reciprocal agreement, this set up is not usually correct. If there is no reciprocal agreement between two states (usually states that share a border), then the employee's taxable wages must always be reported to the state in which the employee physically works.

**Effective August 10, 2023, the State Tax Data records for all new hires will be set up based only on the state in the tax location code on the Job Data record. There will be one record and the boxes for resident and UI state will be checked. No changes will be made to existing records.**

If there is a reciprocal agreement between the state where the employee resides and the state where the employee physically works, then manual changes to the State Tax Data record may be required. It is imperative that the Tax Location Code on the job data record accurately reflects the physical work location.

There is a data query that may be used to review the Tax Data records for one or all employees: **V\_PY\_EMP\_TAX\_SETUP - Employee Tax Data Extract**. The tax location code can be obtained in the **V\_HR\_JOB\_QUERY - Query to report Job Info**. We hope to have an additional data query available soon that will provide the tax location code, the resident state and the work state in the same query.

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## Other Cardinal Updates

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### COVA Detail Payroll Expenditures

This report now includes:

- all employer taxes processed (FICA will be charged to 5011120 and other employer taxes paid will be charged to 5011550, Other Employer State Taxes)
  - includes employees with employer taxes or benefits processed and no earnings
  - includes employee department id and position number
  - check date range added to selection parameters
  - employee Id added to selection parameters
  - earnings code added to selection parameters
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### Employee Self Service Job Aid

A job aid has been added to Employee Self Service to include more detailed descriptions of the various earnings code, etc. so that employees may have a better understanding of the values on the earnings summary. ESS\_Understanding Your Paycheck includes an appendix containing short and long descriptions for earnings and deductions found on earnings notices.

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## Other Cardinal Updates, continued

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**Reports or  
Access  
Updated**

Payroll Administrators now have access to the following reports:

- COVA Federal Tax Summary Report (VPYR0507)
- COVA State Tax Summary Report (VPR0243)
- COVA Tax Deposit Summary (RPY509)
- COVA ER Benefits Contribution Report (RPY516)
- Garnishment Check Register Report (RPY502)
- Other Earnings Register by FLSA Week (RPY088)
- New Hire (RPY249)
- Employee Data Change Audit (RHR002)
- COVA Payroll Register (RPY137)

Additional information is available in the Reports Catalogs on the Cardinal Resources Page.

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**Data Queries  
Added**

Payroll Administrators now have access to the following data queries:

- Direct Deposit Distribution Query - V\_PY\_DIR\_DEP\_DISTIB
- Direct Deposit Audit Query - V\_PY\_DIR\_DEP\_AUDIT
- Earnings Extract Query - V\_PY\_ERN\_EXTRACT
- Payroll Deductions Extract Query – V\_PY\_DED\_EXTRACT
- Payroll Tax Extract Query – V\_PY\_TAX\_EXTRACT
- Garnishment Query - V\_PY\_GARN\_SPEC\_DATA
- VRS Missing Query - V\_PY\_VRS\_MISSING
- Garnishment Vendor Information Query - V\_PY\_GARN\_VENDOR\_INFO
- Garnishment Query - V\_PY\_GARNSPEC\_DATA
- Employee Tax Data Extract Query - V\_PY\_EMP\_TAX\_SETUP
- Earnings Balances Query – V\_PY\_ERN\_BALANCES
- PY Deductions Balances Extract Query - V\_PY\_DED\_BALANCES
- Payroll Tax Balances Query - V\_PY\_TAX\_BALANCE

Additional information is available in the Payroll Reports Catalog.

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**Updated Job  
Aids**

The following job aids have been updated:

- PY381, Agency Payroll Management Course
  - HR351, Viewing and Modifying Personal Data
  - PY381, Earnings Codes
  - PY381, General and Benefits Deductions Codes
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