

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 email payroll@doa.virginia.gov.

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FY 25 Salary Expenditure Code Update

**Effective
7/1/2024**

DPB has made the following updates to the expenditure codes used to record payroll salaries. Cardinal has updated configurations in HCM to properly record expenditures as defined by DPB effective July 1, 2024. This includes payroll expenditures for the 6/10-24 and 6/16-30 payrolls.

1121	Salaries, Administrative or Professional Faculty Higher Education	Salaries, Administrative or Professional Faculty Higher Education: Include expenses for compensation to persons for professional services rendered on a full-time (temporary, restricted, or permanent) basis or a permanent, part-time basis in administrative or professional positions carrying faculty appointment in institutions of higher education. Include educational leave. Do not include final compensation to employees for annual, sick, or compensatory leave balances.
1122	Salaries, Appointed Officials	Salaries, Appointed Officials: Include expenses for compensation, severance pay, and incentive awards to persons who are appointed to their position and are paid at a yearly rate specified in Part 4 (General Provisions) of the Appropriation Act. Include expenses for compensation, severance pay, and incentive awards for judges and justices.
1123	Salaries, Classified	Salaries, Classified: Include expenses for compensation and severance pay to persons who are paid at an established yearly rate in positions which are covered by the Virginia Personnel Act. Do not include final compensation to employees for annual, sick, or compensatory leave balances. Charge expenses for VALORS participants to 1127. [Rev. eff. 7/1/01]
1124	Salaries, Other Officials	Salaries, Other Officials: Include expenses for compensation, severance pay, and incentive awards to persons who are paid at a yearly rate and are in positions which are exempt from the Virginia Personnel Act and whose salaries are not specified in Part 4 (General Provisions) of the Appropriation Act including staff at Tier III institutions who qualify as "university staff" but do not carry a faculty designation. Include expenses for compensation and severance pay for persons participating in the State Police Officers Retirement System. Do not include final compensation to employees for annual, sick, or compensatory leave balances. Charge expenses for VALORS participants to 1127. [Rev. eff. 7/1/24]
1125	Salaries, Overtime	Salaries, Overtime: Include expenses for compensation to persons who are paid at an established yearly rate, for hours worked in excess of their normal workweek.
1126	Salaries, Teaching and Research Faculty	Salaries, Teaching and Research Faculty: Include expenses for compensation to persons for professional services rendered on a full-time (temporary, restricted or permanent) basis or a permanent, part-time basis in research and teaching faculty positions in institutions of higher education. Include educational leave. Do not include final compensation to employees for annual, sick, or compensatory leave balances.
1127	Salaries, Virginia Law Officers' Retirement System Participants	Salaries, Virginia Law Officers' Retirement System Participants: Include expenses for compensation and severance pay for persons participating in the Virginia Law Officers' Retirement System (VALORS). [Eff. 7/1/01]

Healthcare Recon Report

Health Benefits Recon Exceptions Report (RHR070)

Beginning 6/12 this report may now be run in a CSV version. The report lists all employees for whom a variance was identified between the expected health premium amounts, based on the employee elections in Benefits, with the actual health premiums collected through payroll. The report also lists employees whose Health Premium Reward processed through payroll does not match the Health Premium Reward enrollment in Benefits.

The CSV version includes the following fields which, due to space constraints, are not included in the PDF version:

- Company
- Department ID
- Job Effective Date
- HR Status
- Payroll Status
- Plan Type
- Coverage Begin Date
- Deduction Begin Date (Health Benefit Effective Date)
- Coverage Elect (E – Elect; W – Waived; T – Terminate)
- Expected Total Monthly Premium

The CSV version presents the Health Recon Exceptions data as it is in the underlying table in Cardinal. As such, this version does not include any grouping, subtotals, and grand totals which, along with Ded Class and Possible Action Required, are unique to the PDF version.

The Arrears Paid Back field is intentionally omitted from the CSV version. Automated arrears processing is not implemented in Cardinal HCM; therefore, the value in this field is always 0.00. Cardinal intends to remove Arrears Paid Back from the PDF version at a later date.

Navigation: Menu > Benefits > Reports > Health Benefit Recon Exception

HCM Updates

COVA Payroll Register Report

Negative values are now identified by “-“ found to the left of the number.

SPOT transactions for Regular pay will be displayed separately from the calculation of Regular pay pulled from Job Data to allow the user to see an accurate breakdown of the Regular pay amount (from Job Data and the amount entered in SPOT).

Non-Productive time is processed as Regular pay in Cardinal and will no longer be displayed on the Payroll Register.

Employees with FICA Exempt Query

V_PY_EE_FICA_TAX_EXEMPT query updated to pull employees set to a status of exempt and Medicare Only. Includes Employee Class, Position and Last Pay Date.

VRS Missing Query

Various updates to include pulling action reason, date of hire, and Problem field which clearly identifies the issue.

Additional Pay Query

Chartfields specified in additional pay records are now included in the Addl Pay Data Query.
