

Document the Department of Criminal Justice (DCJS) process to record payroll costs for employees, specifically as related to the process of recording federal payroll charges. Many times payroll costs must be split among grants/state initiatives for employees that work on at least one federal grant and another initiative (grant or state funded). Their payroll costs are split between the federal grant(s)/initiatives based on timesheets.

When an employee is hired

When an employee is hired, the funding source for the position is determined by the hiring manager. If the employee is working solely on **one** federal grant or only on state initiatives, the employee's payroll costs can go directly to that grant/those state initiatives. This is accomplished by assigning a CIPPS cost code(s) to the employee that corresponds to an existing Cardinal Speedtype that generates the correct funding source to the payroll when it interfaces to Cardinal from CIPPS. If no existing speedtype matches the desired funding stream, then a speedtype must be established that will translate to the correct funding source (Fund, Department, Program, Project...) in Cardinal. Once the new speedtype is established, the CIPPS data must be updated to include this speedtype as the employee's "Cost Code" in CIPPS.

Cardinal page where new SpeedTypes can be added:

The screenshot shows the Cardinal web application interface. The browser address bar displays the URL: https://cardinalfin.cov.virginia.gov/psp/finprd/EMPLOYEE/ERP/c/DESIGN_CHARTFIELDS.FS_CF_VALUE_HOME.GBL?Folder=MYFAVORITES. The page header includes the Cardinal logo and a search bar with the text "All Search" and "Advanced Search". The breadcrumb navigation shows: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes. The main content area is titled "SpeedTypes" and contains two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons are four input fields with search icons: "SetID" (containing "14000"), "SpeedType Key", "User ID", and "Primary Permission List". An "Add" button is located below the input fields. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

This is an example of an existing speedtype. It shows the configuration for payroll costs related to the Public Safety Training unit employees that work on the 18 STOP School Violence program. This should only be used for employees that work solely on that program and would not need to split their time between grants/other state initiatives.

SpeedType

SetID 14000 Publish Data

SpeedType Key 314

Type of SpeedType Universal (All Users)

Description CIPPS - 314

Account	<input type="text"/>	
Fund	10000	Federal Trust
Program	390004	Criminal Justice Policy and Pr
Department	10520	Public Safety Training
Cost Center	<input type="text"/>	
Task	<input type="text"/>	
FIPS	<input type="text"/>	
Asset	<input type="text"/>	
Agency Use 1	<input type="text"/>	
Agency Use 2	<input type="text"/>	
PC Business Unit	14000	Dept of Criminal Justice Svcs
Project	0000114614	18 STOP School Violence
Activity	STATE	
Source Type	<input type="text"/>	
Category	<input type="text"/>	
Sub-Category	<input type="text"/>	

If an employee is going to work on more than one grant or their time needs to be tracked for some other reason, they should use Cost Code 125 in their CIPPS and PMIS records. This translates to Speedtype 125 in Cardinal and Speedtype 125 will post their payroll to Project CJS73000, Fund 01000. All CJS73000 payroll costs are moved out of this project monthly and posted to the correct projects/initiatives based on the employees' timesheets. This is how

Speedtype 125 appears in Cardinal and these are the ChartFields used on those payrolls.

SpeedType

SetID 14000 Publish Data

SpeedType Key 125

Type of SpeedType Universal (All Users)

Description CIPPS - 125

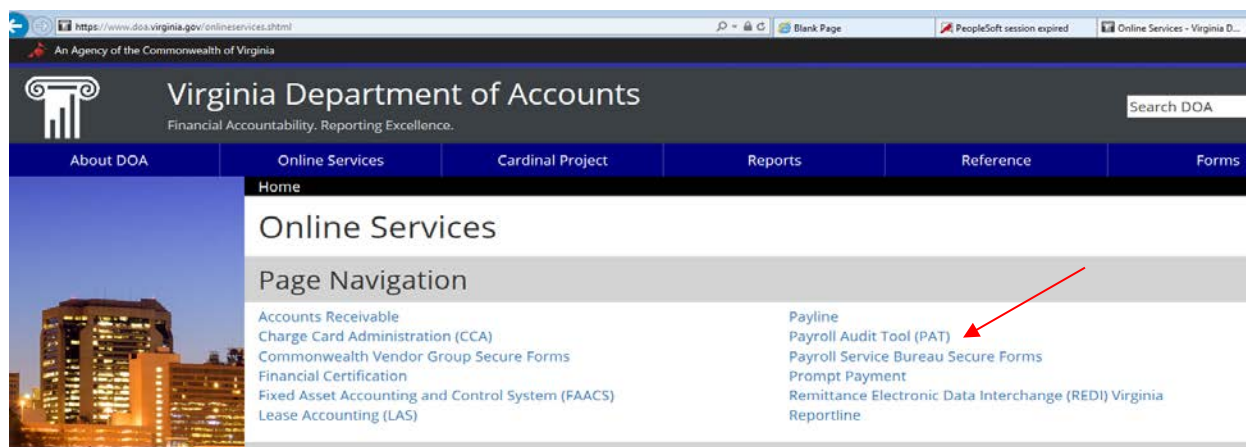
Account	<input type="text"/>	
Fund	01000	General Fund
Program	390004	Criminal Justice Policy and Pr
Department	99999	Agency Wide
Cost Center	<input type="text"/>	
Task	<input type="text"/>	
FIPS	<input type="text"/>	
Asset	<input type="text"/>	
Agency Use 1	<input type="text"/>	
Agency Use 2	<input type="text"/>	
PC Business Unit	14000	Dept of Criminal Justice Svcs
Project	CJS73000	Federal TS Employees
Activity	STATE	
Source Type	<input type="text"/>	
Category	<input type="text"/>	
Sub-Category	<input type="text"/>	

Buttons: Save, Return to Search, Notify, Refresh, Add, Update

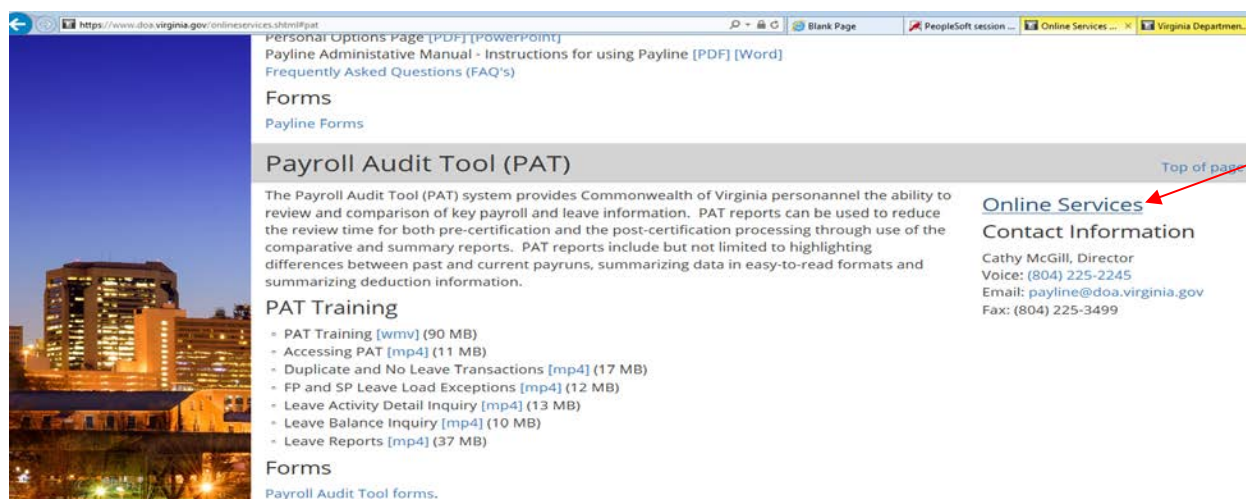
Obtain CIPPS Data from DOA's Payroll Audit Tool (PAT)

Once a payroll has been certified and posted to Cardinal, download the U033 CIPPS data from DOA's Payroll Audit Tool (PAT). Separate access is required.

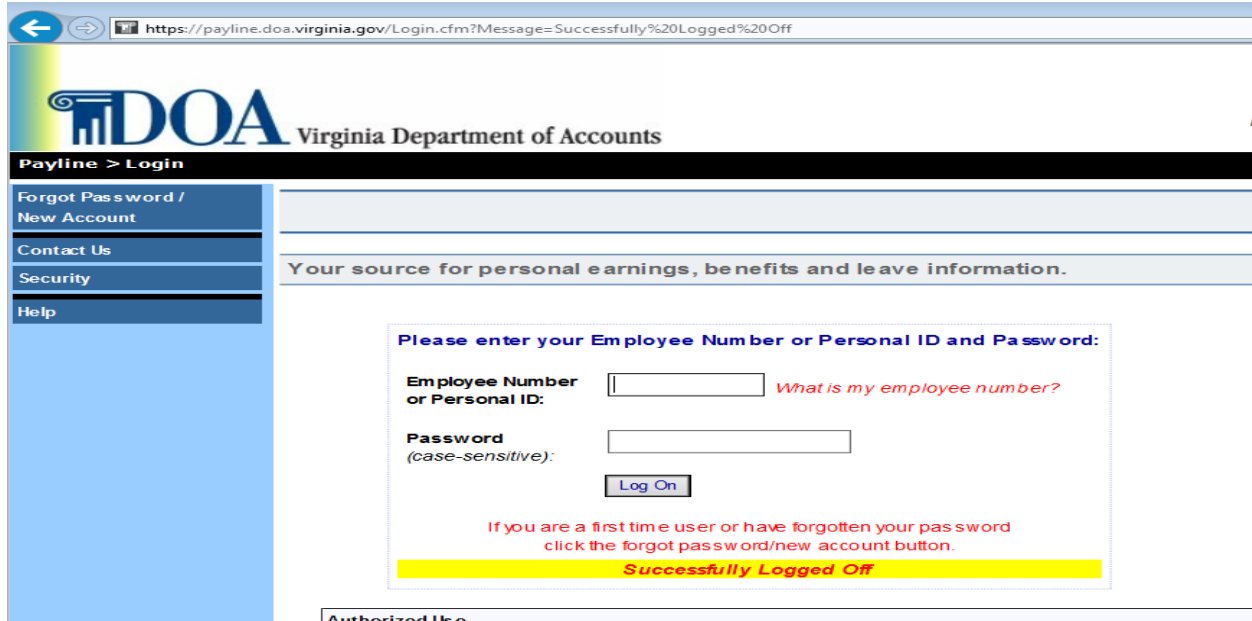
Choose Payroll Audit Tool (PAT)



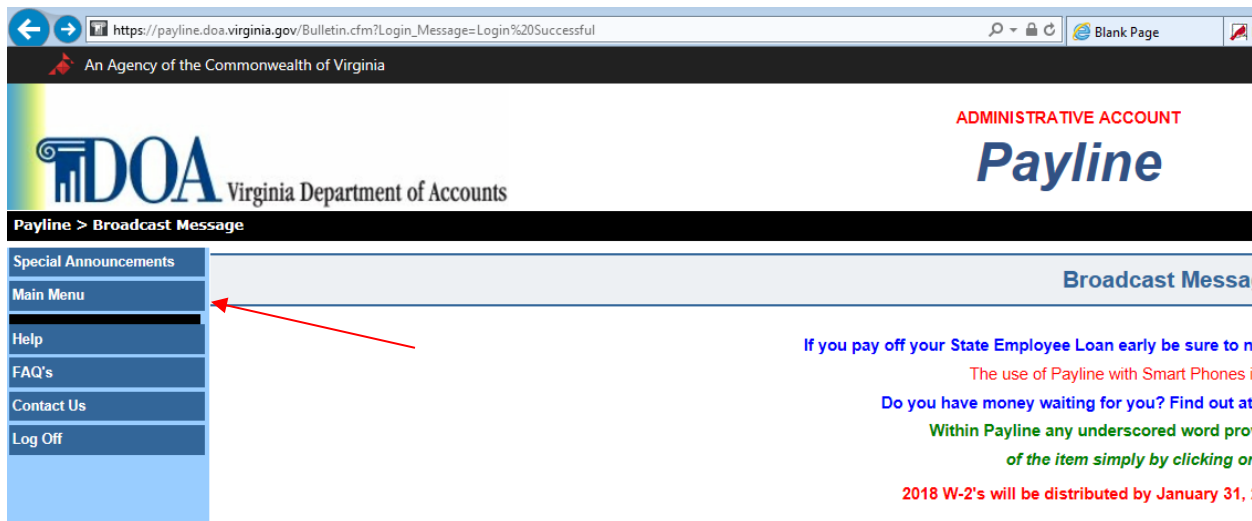
Click on Online Services



Enter Employee Number and Password (obtain access and information from Payroll Operations at DOA)



Click on Main Menu



Click on Payroll Audit Tool (PAT)

https://payline.doa.virginia.gov/Main_Menu.cfm

An Agency of the Commonwealth of Virginia

DOA Virginia Department of Accounts

ADMINISTRATIVE ACCOUNT
Payline

Payline > Main Menu

Payroll Audit Tool (PAT) Main Menu

Personal Options

Broadcast Message

2018 COV Payday Calendar

2019 COV Payday Calendar

Help

FAQ's

Contact Us

Log Off

To view payroll, benefits and leave information select one of the options on th

The data found within reflects payment information as a s

Select Payroll Queries

https://payline.doa.virginia.gov/PAT/Report_Process.cfm

DOA Virginia Department of Accounts

Payroll Audit Tool

Payline > Payroll Audit Tool > Report Menu

Return to Payline

Help

Contact Us

Log Off

PAT Menu

Payroll Audit Reports and Queries

Payroll Reports

Employee Position Report

1500 Hour Wage Processing

Report 33 - Quarterly Control Totals

Payroll Queries

Leave Audit Reports and Queries

Leave Audit Reports

Duplicate and No Leave Transactions

Leave Activity Detail Inquiry - For Transactions dated on or after 3/25/2010

Leave Activity Detail Inquiry - For Transactions dated before 3/25/2010

Leave Balance Inquiry

2-1-1 VIRGINIA
Get Connected. Get Answers.

Select U033 Detail Inquiry

Select All Details; Date Range to include checkwrite(s) desired for download; Agency #; Entire Agency; Sort by Employee Name; Download to EXCEL; Click on Submit Request

Payline > Payroll Audit Tool > Report Menu > U033 Detail Inquiry

U033 Detail Inquiry

Back

Detail Type:

All Details FINDS Format FINDS Delimited, No Spaces FINDS Delimited With Spaces

OR

Company - U033 Last Name - U033 Service Area - U033

Report ID - U033 U033 Pay Type - U033 Element - U033

Run Date - U033 Earnings - U033 Object - U033

Run Time - U033 Retiree Object - U033 Project - U033

Checkwrite Date - U033 Retirement - U033 Tax - U033

Pay Frequency - U033 FICA - U033 Phase - U033

Voucher - U033 Group Insurance - U033 Cost Code - U033

Check Write - U033 Health Insurance - U033 Percent - U033

Organization Code - U033 Total Costs - U033 LTD - U033

Employee Number - U033 Funding Agency - U033 DC/ANN Cash Match - L

First Name - U033 Fund - U033 Hybrid - U033

Middle Name - U033 Program - U033

Run Date Range:

Beginning Date: 1/1/19 Ending Date: 1/11/19

Agency:

All Agencies

OR

140

Selection:

Entire Agency

Employee Number + 11 Digit EIN

Org Code Use Percent (%) for wildcard

Frequency 001

Sort by:

Employee Name

Format Type:

Excel

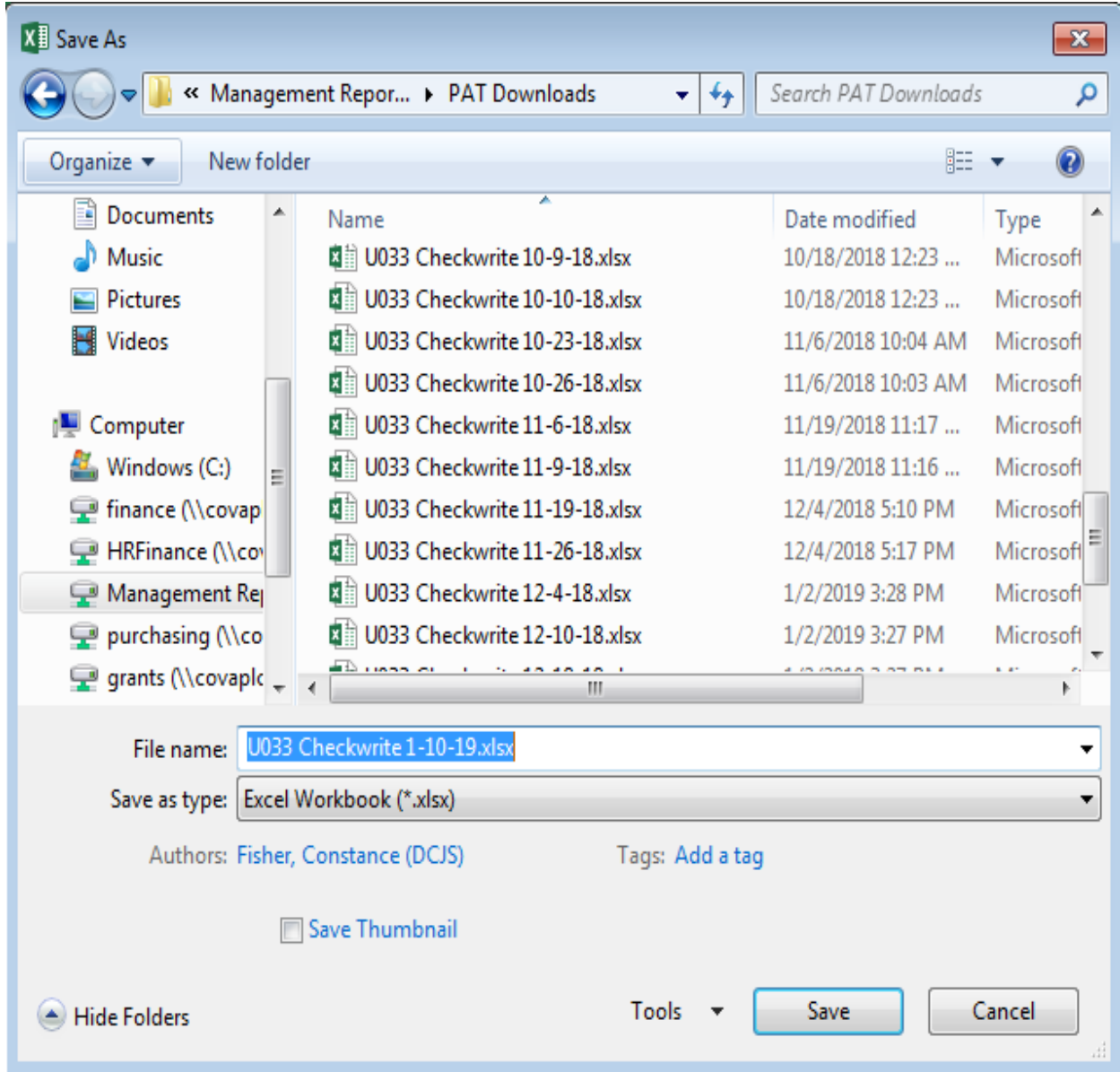
Submit Request

Choose Open when file is brought down by PAT.

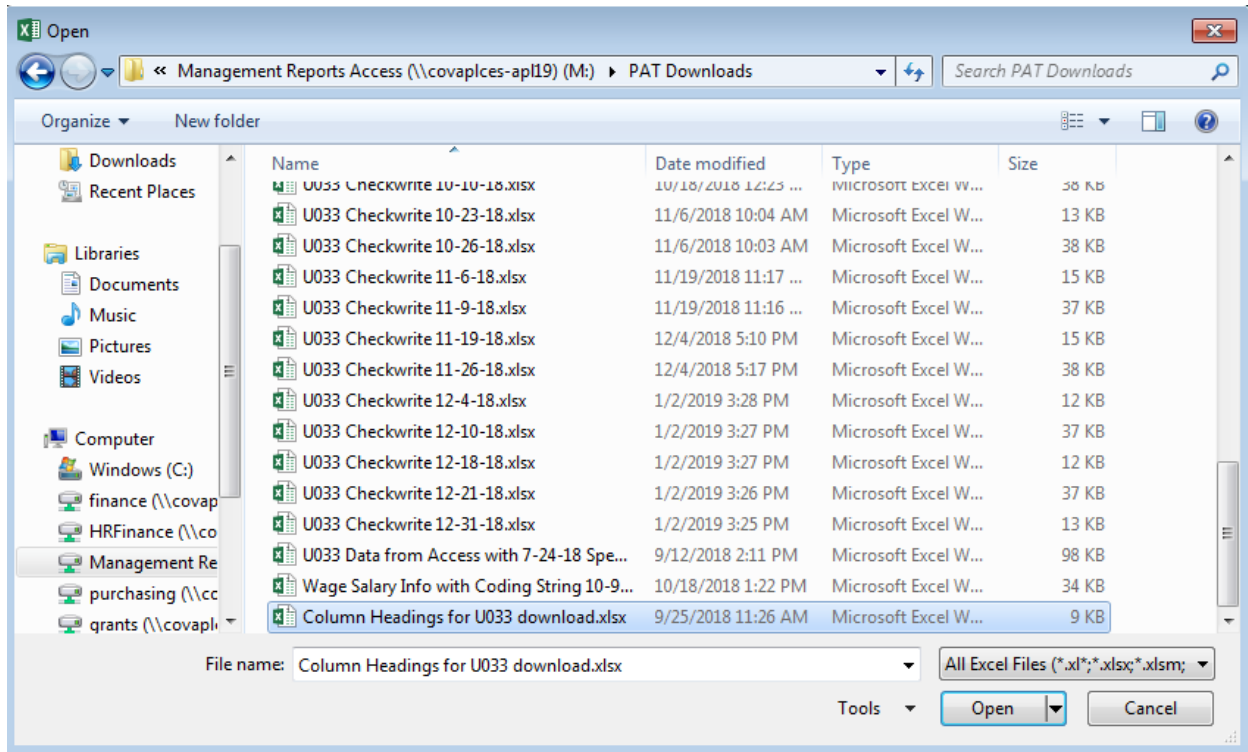
Do you want to open or save U033_Inquiry.xls (32.1 KB) from payline.doa.virginia.gov?

Open Save Cancel

Then save as an EXCEL file in the PAT Downloads folder in the Management Reports Access Drive ([\\covaplces-apl19](#)).



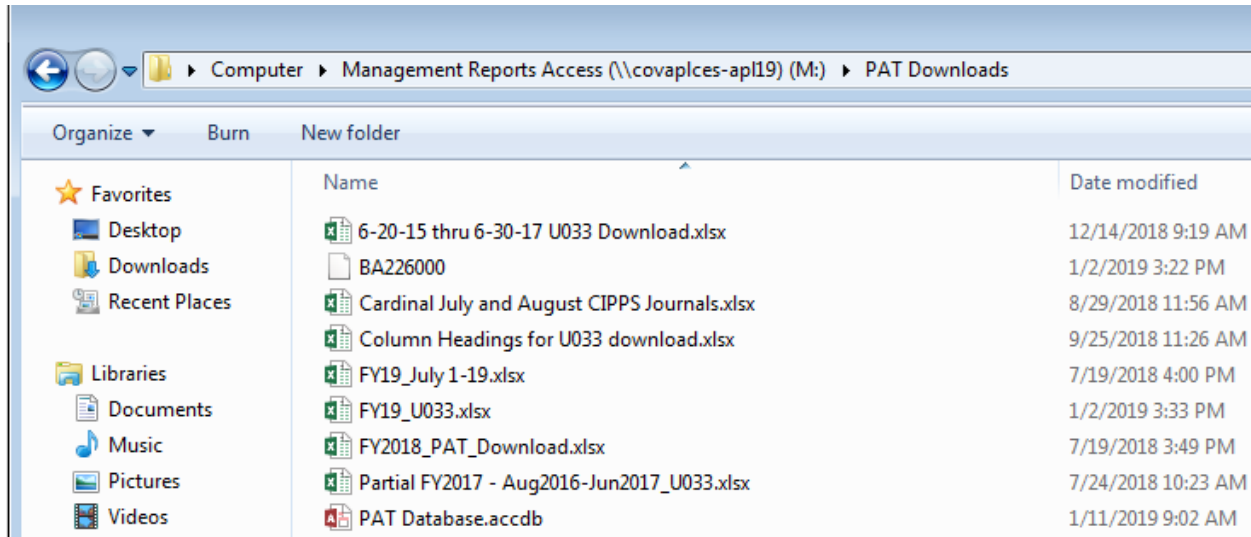
Replace the column headings in the download with the headings found in the Excel file “Column Headings for U033 download”. This is required so that the data can be uploaded into a database and appended to an existing table. The headings must match the database table to import correctly



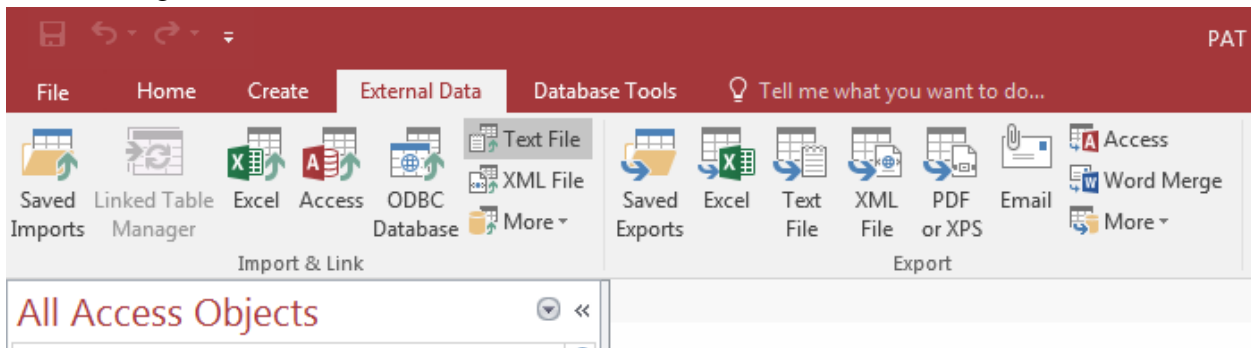
Verify that the checkwrite dates returned in the download are only those checkwrites desired. Save each checkwrite as its own file.

Update the DCJS PAT Database

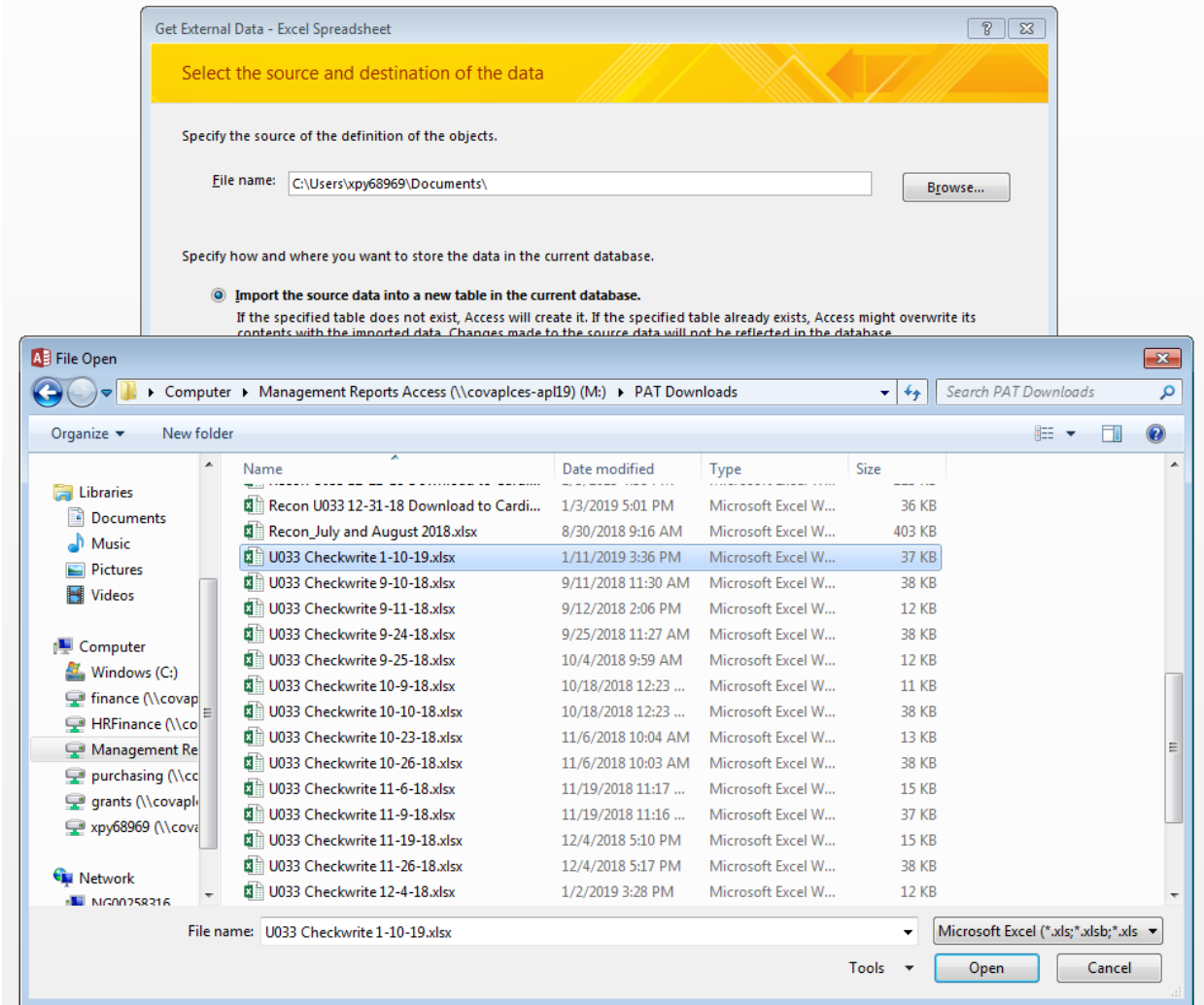
Open the PAT Database (PAT Database.accdb) created by DCJS to hold the CIPPS data.



Load the newly downloaded information into the database by choosing the External Data tab and then clicking on the Excel icon



When the popup window appears, click on the browse button and then find the checkwrite file to be imported into the database. Click on that file and then click on Open



Once the correct file is chosen, select the “Append a copy of the records to the table:” radio button.

From the dropdown, choose the table to which the new information is to be added. (See below for FY19. A new table can be started each fiscal year).

Click OK.

Get External Data - Excel Spreadsheet

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: M:\PAT Downloads\U033 Checkwrite 1-10-19.xlsx Browse...

Specify how and where you want to store the data in the current database.

Import the source data into a new table in the current database.
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

Append a copy of the records to the table: FY19_U033
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Link to the data source by creating a linked table.
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

OK Cancel

Click Next

Import Spreadsheet Wizard

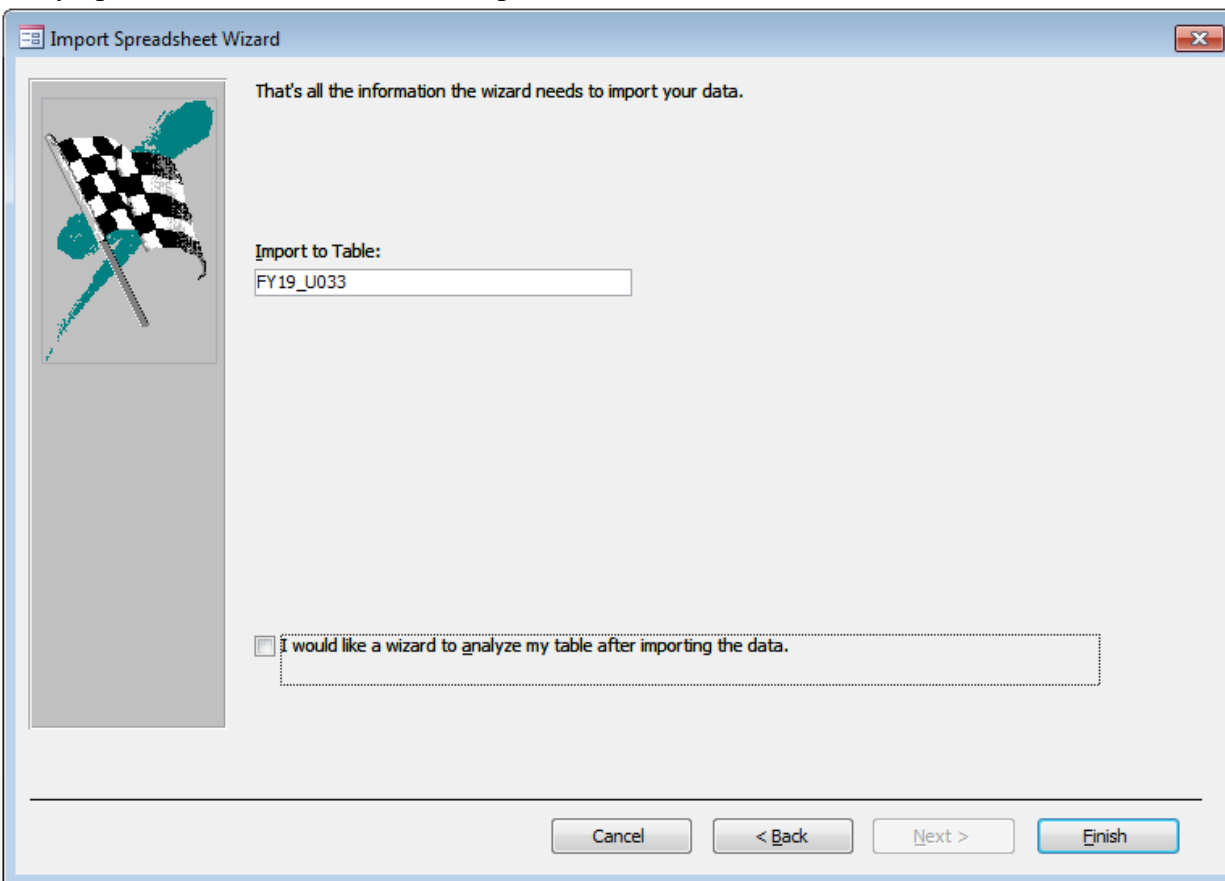
Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

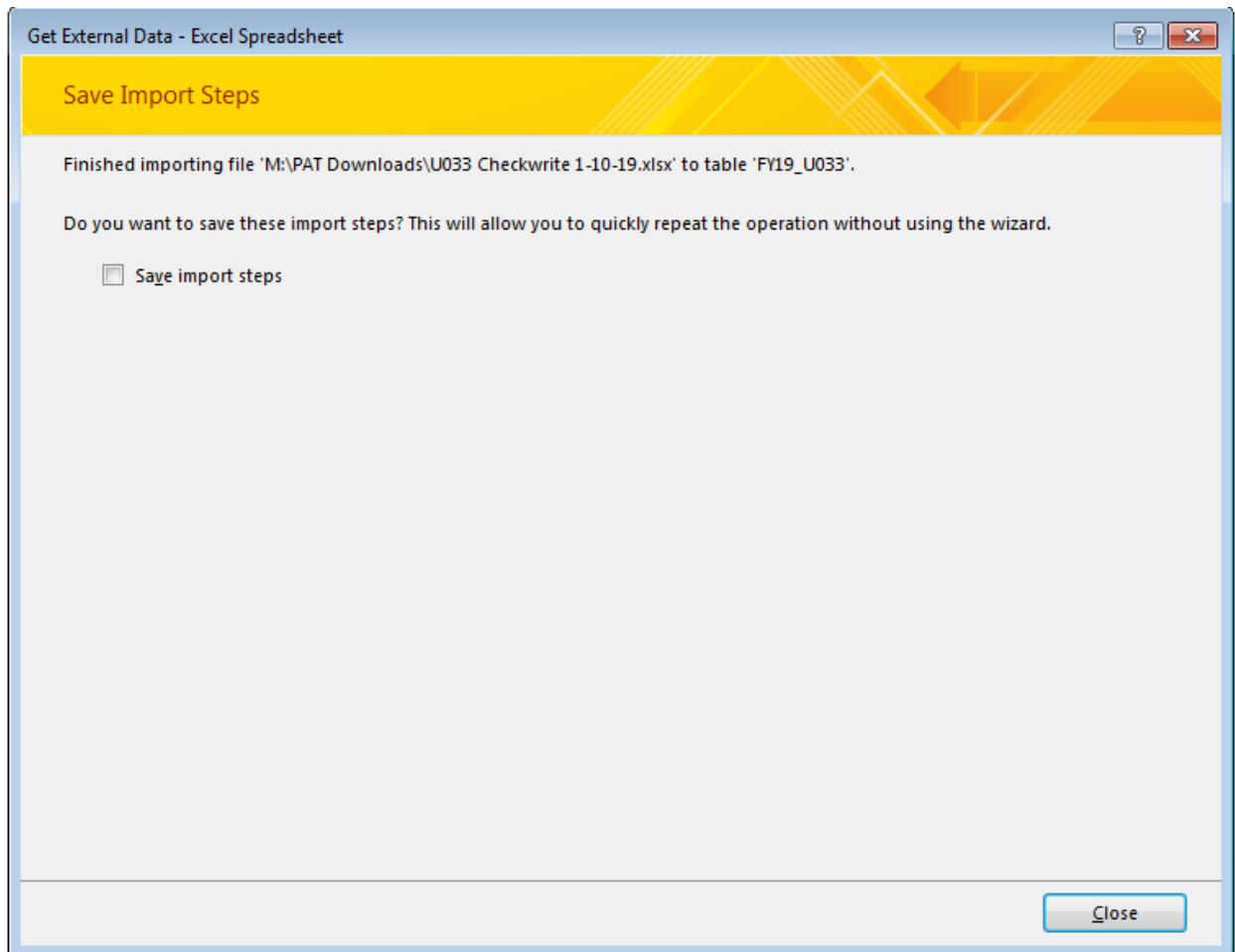
	Company	ReportID	RunDate	RunTime	CheckwriteDate	PayFrequency	Voucher	CheckWrite
1	140	U033	43475	0.86159722222	43475	70	1285	11004
2	140	U033	43475	0.86159722222	43475	70	1285	11004
3	140	U033	43475	0.86159722222	43475	70	1285	11004
4	140	U033	43475	0.86159722222	43475	70	1285	11004
5	140	U033	43475	0.86159722222	43475	70	1285	11004
6	140	U033	43475	0.86159722222	43475	70	1285	11004
7	140	U033	43475	0.86159722222	43475	70	1285	11004
8	140	U033	43475	0.86159722222	43475	70	1285	11004
9	140	U033	43475	0.86159722222	43475	70	1285	11004
10	140	U033	43475	0.86159722222	43475	70	1285	11004
11	140	U033	43475	0.86159722222	43475	70	1285	11004
12	140	U033	43475	0.86159722222	43475	70	1285	11004
13	140	U033	43475	0.86159722222	43475	70	1285	11004
14	140	U033	43475	0.86159722222	43475	70	1285	11004

Cancel < Back Next > Finish

Verify/update the table name in the “Import to Table” box, then Click Finish

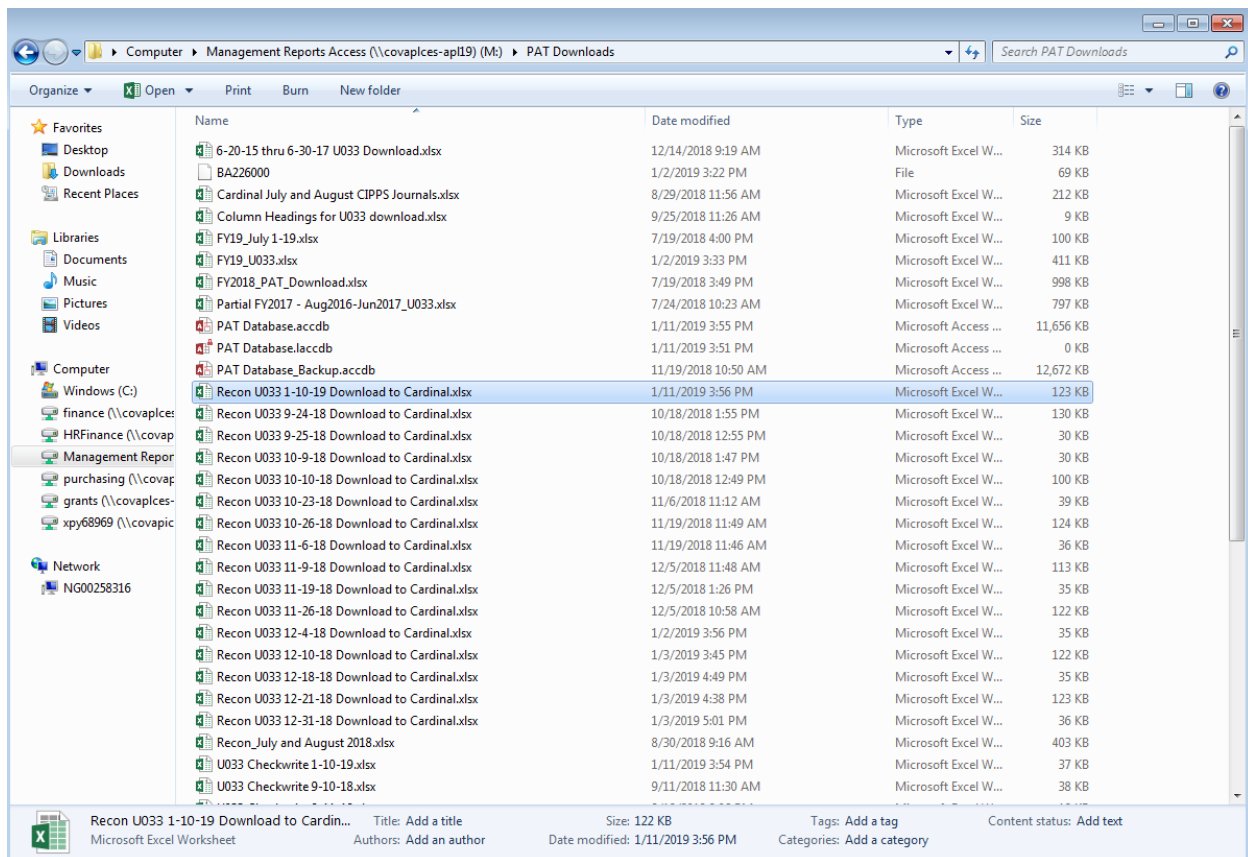


Click Close



Reconcile CIPPS data to the Cardinal Payroll Journal

Create a new excel file “Recon U033...” and prepare a reconciliation of the PAT download to Cardinal to ensure that all the CIPPS data made it to the database



In the PAT Database, run the query “Q Summary FY19 U033 Information” by double clicking on the query in the Queries list on the left side of the screen. Copy the results into the Reconciliation spreadsheet and name the Tab “Recon High Level”

Checkwrite#	SumOfEarni	SumOfRetir	SumOfRetir	SumOfFICA	SumOfGroup	SumOfHealthInsur	SumOfTotalCosts
6/26/2018	271316.85	3190.77	35322.73	19517.89	3593.79	55428.5	120707.82
7/3/2018	13846.42	0	0	1053.63	0	0	1053.63
7/10/2018	274374.22	3243.58	36323.9	19846.37	3631.66	59383.5	126028.66
7/17/2018	12119.76	0	0	921.56	0	0	921.56
7/25/2018	272121.47	3178.1	35567.19	19482.64	3558.34	57581.5	122932.72
7/31/2018	15739.37	0	0	1198.41	0	0	1198.41
8/10/2018	274908.98	3212.23	35932.36	19910.18	3596.55	58211.5	124500.02
8/14/2018	13407.31	0	0	1020.06	0	0	1020.06
8/27/2018	280847.06	3212.23	35723.08	20148.19	3596.55	58211.5	124528.75
8/28/2018	13378.54	0	0	1023.46	0	0	1023.46
9/10/2018	283673.79	3216.92	36092.21	20549.64	3601.79	58482.5	125619.85
9/11/2018	12301.31	0	0	933.55	0	0	933.55
9/24/2018	286581.96	3290.05	36937.21	20562.75	3683.67	58482.5	126651.72
9/25/2018	13356.18	0	0	1014.25	0	0	1014.25
10/9/2018	13772.96	0	0	1046.12	0	0	1046.12
10/10/2018	290345.01	3341.12	37426.71	21037.1	3740.87	61524	130943.31
10/23/2018	12698.05	0	0	962.04	0	0	962.04
10/26/2018	288354.11	3444.51	38771.64	20660.16	3856.63	60847	131358.02
11/6/2018	16597.74	0	0	1260.36	0	0	1260.36
11/9/2018	280374.56	3304.38	37152.47	20297.61	3699.74	59659.5	127827.54
11/19/2018	16743.2	0	0	1271.5	0	0	1271.5
11/26/2018	303982.64	3197.2	35913.9	21960.67	3579.73	57170.5	125439.04
12/4/2018	12757.06	0	0	966.52	0	0	966.52
12/10/2018	277167.84	3238.64	36392.73	20090.57	3626.13	58071.5	125088.57
12/18/2018	12487.59	0	0	945.95	0	0	945.95
12/21/2018	277167.84	3238.64	36392.73	19848.18	3626.13	59217.5	125992.18
12/31/2018	17164.54	0	0	1303.72	0	0	1303.72
1/10/2019	278492.84	3269.65	36751.01	20216.44	3660.85	58087	125700.38

Desk Procedures

File Home Insert Page Layout Formulas Data Review View Add-ins DYMO Label ACROBAT Tell me what you want to do...										
Clipboard		Font			Alignment			Number		
O35										
1	Source CIPPS (PAT Database)									
2	Checkwrite	SumOfEarnings	SumOfRetiree Credit	SumOfRetiree ment	SumOfFICA	SumOfGroup Insurance	SumOfHealth Insurance	SumOfTotal Costs		
3	Date									
4	6/26/2018	271,316.85	3,190.77	35,322.73	19,517.89	3,593.79	55,428.50	120,707.82	Pivot of Cardinal Journal CIP110350	
5	7/3/2018	13,846.42	-	-	1,053.63	-	-	1,053.63	Row Label	Sum of Amount
6	7/10/2018	274,374.22	3,243.58	36,323.90	19,846.37	3,631.66	59,383.50	126,028.66	101010	(402,257.72)
7	7/17/2018	12,119.76	-	-	921.56	-	-	921.56	111220	(1,935.50)
8	7/25/2018	272,121.47	3,178.10	35,567.19	19,482.64	3,558.34	57,581.50	122,932.72	5011110	36,432.26 *
9	7/31/2018	15,739.37	-	-	1,198.41	-	-	1,198.41	5011120	20,216.44 *
10	8/10/2018	274,908.98	3,212.23	35,932.36	19,910.18	3,596.55	58,211.50	124,500.02	5011140	3,660.85 *
11	8/14/2018	13,407.31	-	-	1,020.06	-	-	1,020.06	5011150	58,087.00 *
12	8/27/2018	280,847.06	3,212.23	35,723.08	20,148.19	3,596.55	58,211.50	124,528.75	5011160	3,269.65 *
13	8/28/2018	13,378.54	-	-	1,023.46	-	-	1,023.46	5011170	1,650.18 *
14	9/10/2018	283,673.79	3,216.92	36,092.21	20,549.64	3,601.79	58,482.50	125,619.85	5011190	318.75 *
15	9/11/2018	12,301.31	-	-	933.55	-	-	933.55	5011220	6,875.00
16	9/24/2018	286,581.96	3,290.05	36,937.21	20,562.75	3,683.67	58,482.50	126,651.72	5011230	245,791.73
17	9/25/2018	13,356.18	-	-	1,014.25	-	-	1,014.25	5011280	24,361.11
18	10/9/2018	13,772.96	-	-	1,046.12	-	-	1,046.12	5011380	1,222.50 *
19	10/10/2018	290,345.01	3,341.12	37,426.71	21,037.10	3,740.87	61,524.00	130,943.31	5011530	1,375.00
20	10/23/2018	12,698.05	-	-	962.04	-	-	962.04	5011660	842.75 *
21	10/26/2018	288,354.11	3,444.51	38,771.64	20,660.16	3,856.63	60,847.00	131,358.02	5012170	90.00
22	11/6/2018	16,597.74	-	-	1,260.36	-	-	1,260.36	Grand Total (0.00)	
23	11/9/2018	280,374.56	3,304.38	37,152.47	20,297.61	3,699.74	59,659.50	127,827.54		
24	11/19/2018	16,743.20	-	-	1,271.50	-	-	1,271.50	* Total Costs per CIPPS	
25	11/26/2018	303,982.64	3,197.20	35,913.90	21,960.67	3,579.73	57,170.50	125,439.04		
26	12/4/2018	12,757.06	-	-	966.52	-	-	966.52		
27	12/10/2018	277,167.84	3,238.64	36,392.73	20,090.57	3,626.13	58,071.50	125,088.57		
28	12/18/2018	12,487.59	-	-	945.95	-	-	945.95		
29	12/21/2018	277,167.84	3,238.64	36,392.73	19,848.18	3,626.13	59,217.50	125,992.18		
30	12/31/2018	17,164.54	-	-	1,303.72	-	-	1,303.72		
31	1/10/2019	278,492.84	3,269.65	36,751.01	20,216.44	3,660.85	58,087.00	125,700.38	*	
32										
33										
34	Accounts									
35	5011110	Employer Retire Contrb-Def Be	Cost							
36	5011120	Salary Social Security&Medicare	Cost							
37	5011140	Group Life Insurance	Cost							
38	5011150	Employer Health Ins Premium	Cost							
39	5011160	Retiree Health Ins Cr Premium	Cost							
40	5011170	VSDB & Longterm Disability Ins	Cost							
41	5011190	Employer Retire-Defined Contr	Cost							
42	5011220	Salaries, Appointed Officials	Earnings							
43	5011230	Salaries, Classified	Earnings							
44	5011280	Salaries, Info Techn Employees	Earnings							
Recon High Level Recon Fund Program Account U033 with Speedtypes Xwalked CIP1103506 (+)										

Review the set up of the U033-All Details query to ensure that the latest speedtypes are being used in the design and that the correct checkwrite date is being pulled for reconciliation. If speedtypes have been updated but not loaded into the PAT database, download a copy of the latest speedtypes from Cardinal using Cardinal query “FIN0007_SPEEDTYPES” and add as a table to the database.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

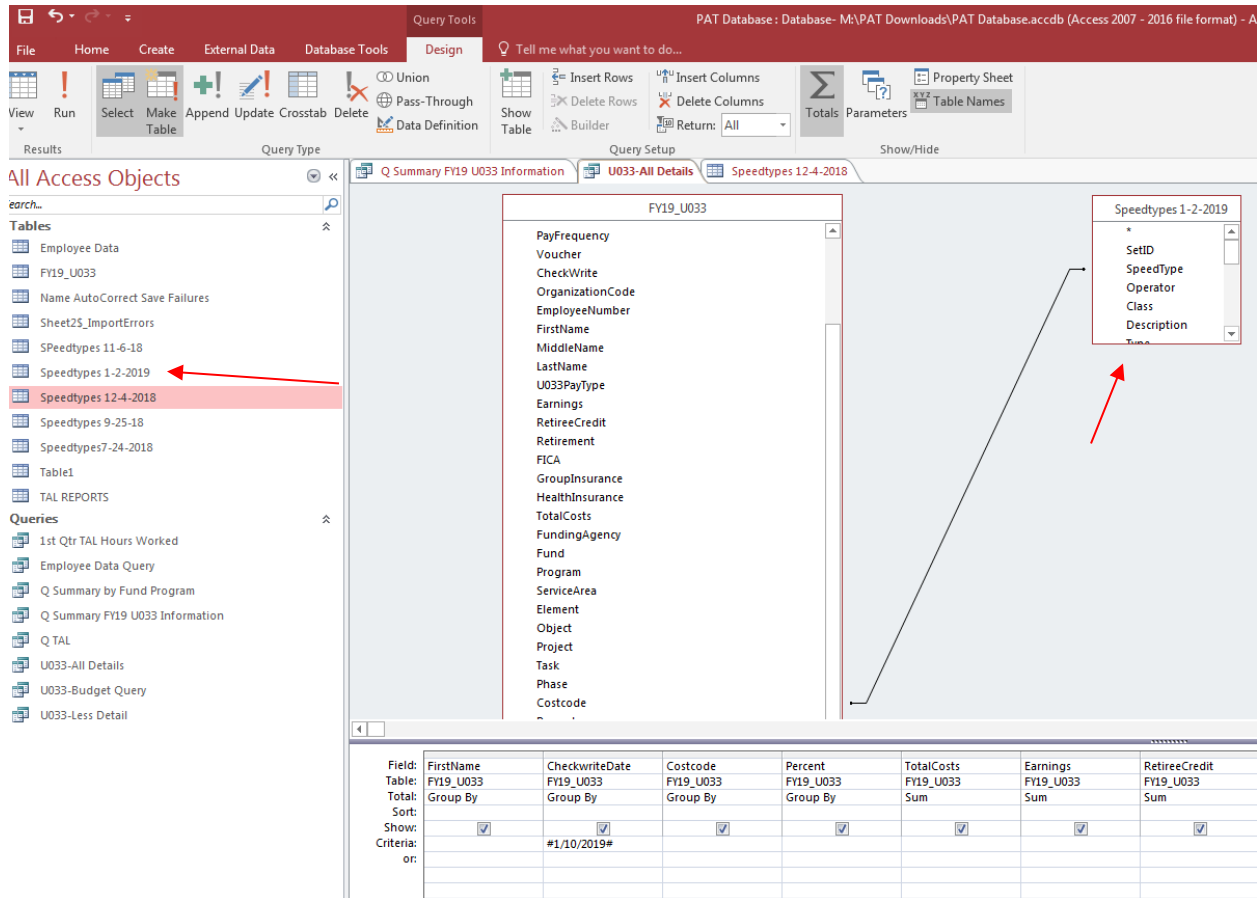
*Search By begins with

[Advanced Search](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
FIN0007_SPEEDTYPES	FIN0007-SpeedTypes	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

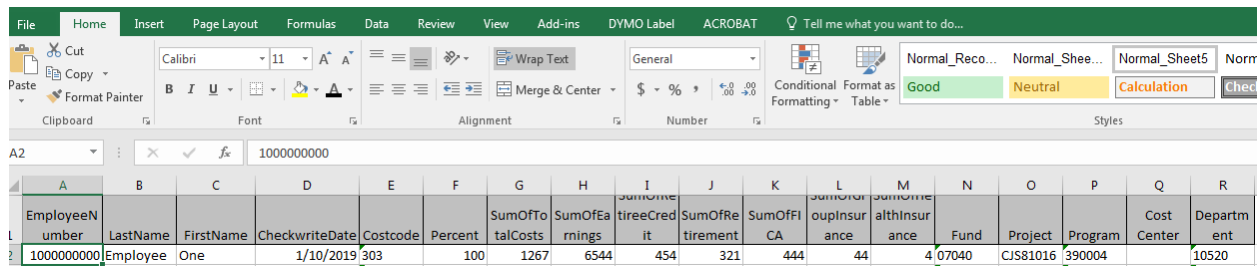
In this example, no updates to speedtypes have been made since 1/2/19, so this table is used in the design. Then Click Run. This query returns the details of the payroll by employee and funding stream based on speedtypes in use when the payroll was certified.

Desk Procedures

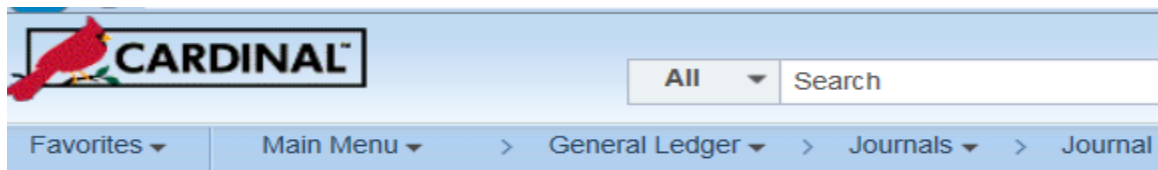


Copy the results of the query into the Reconciliation spreadsheet and name the tab “U033 with Speedtypes Xwalked”. This will provide detail by fund, program and project for a lower level recon of CIPPS data/Database to Cardinal. Example below shows an example employee.

Employee data includes CIPPS payroll data and the funding strings based on the speedtypes in the query design:



Log into Cardinal and pull up the CIP Journal that relates to the CIPPS checkwrite being reconciled. Then download the CIP Journal into the reconciliation file and name the tab with the name of the CIP Journal



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit =

Journal ID CIP

Journal Date =

Document Sequence Number

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

User ID

Attachment Exist =

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit
14000	CIP1103506	01/10/2019	0	(blank)	14000

[Find an Existing Value](#) | [Add a New Value](#)

Recon U033 1-10-19 Download to Cardinal.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins DYMO I

Clipboard Font Alignment Number

J45 14000

	A	B	C	D	E	F	G	H	I	J	K	L
1	Select	Line	Unit	Ledger	SpeedType	Speed Type	Account	Fund	Program	PC Bus Unit	Project	Activ
2	N	1	14000	ACTUALS			111220	2700				
3	N	2	14000	ACTUALS			5011220	1000	303004	14000	CJS70030	STATE
4	N	3	14000	ACTUALS			5011110	1000	303004	14000	CJS70030	STATE
5	N	4	14000	ACTUALS			5011120	1000	303004	14000	CJS70030	STATE
6	N	5	14000	ACTUALS			5011140	1000	303004	14000	CJS70030	STATE
7	N	6	14000	ACTUALS			5011150	1000	303004	14000	CJS70030	STATE
8	N	7	14000	ACTUALS			5011160	1000	303004	14000	CJS70030	STATE
9	N	8	14000	ACTUALS			5011170	1000	303004	14000	CJS70030	STATE
10	N	9	14000	ACTUALS			5011380	1000	303004	14000	CJS70030	STATE
11	N	10	14000	ACTUALS			5011230	1000	303003	14000	CJS70030	STATE
12	N	11	14000	ACTUALS			5011230	1000	303003	14000	CJS70030	STATE

Recon High Level U033 with Speedtypes Xwalked CIP1103506

Desk Procedures

Pivot the Cardinal Journal by Account and Amount and place in the Recon High Level Tab next to the CIPPS data. Reconcile the Data in the Pivot to the data from CIPPS (PAT database).

File Home Insert Page Layout Formulas Data Review View Add-ins DYMO Label ACROBAT Tell me what you want to do...

Clipboard Font Alignment Number

O35

1	Source CIPPS (PAT Database)									
2	Checkwrite Date	SumOfEarnings	SumOfRetiree Credit	SumOfRetirement	SumOfFICA	SumOfGroup Insurance	SumOfHealth Insurance	SumOfTotal Costs		
3										Pivot of Cardinal Journal CIP110356
4	6/26/2018	271,316.85	3,190.77	35,322.73	19,517.89	3,593.79	55,428.50	120,701.82		Row Labels Sum of Amount
5	7/3/2018	13,846.42	-	-	1,053.63	-	-	1,053.63	101010	(402,257.72)
6	7/10/2018	274,374.22	3,243.58	36,323.90	19,846.37	3,631.66	59,383.50	126,028.66	111220	(1,935.50)
7	7/17/2018	12,119.76	-	-	921.56	-	-	921.56	5011110	36,432.26 *
8	7/25/2018	272,121.47	3,178.10	35,567.19	19,482.64	3,558.34	57,581.50	122,932.72	5011120	20,216.44 *
9	7/31/2018	15,739.37	-	-	1,198.41	-	-	1,198.41	5011140	3,660.85 *
10	8/10/2018	274,908.98	3,212.23	35,932.36	19,910.18	3,596.55	58,211.50	124,500.02	5011150	58,087.00 *
11	8/14/2018	13,407.31	-	-	1,020.06	-	-	1,020.06	5011160	3,269.65 *
12	8/27/2018	280,847.06	3,212.23	35,723.08	20,148.19	3,596.55	58,211.50	124,528.75	5011170	1,650.18 *
13	8/28/2018	13,378.54	-	-	1,023.46	-	-	1,023.46	5011190	318.75 *
14	9/10/2018	283,673.79	3,216.92	36,092.21	20,549.64	3,601.79	58,482.50	125,619.85	5011220	6,875.00
15	9/11/2018	12,301.31	-	-	933.55	-	-	933.55	5011230	245,791.73
16	9/24/2018	286,581.96	3,290.05	36,937.21	20,562.75	3,683.67	58,482.50	125,651.72	5011280	24,361.11
17	9/25/2018	13,356.18	-	-	1,014.25	-	-	1,014.25	5011380	1,222.50 *
18	10/9/2018	13,772.96	-	-	1,046.12	-	-	1,046.12	5011530	1,375.00
19	10/10/2018	290,345.01	3,341.12	37,426.71	21,037.10	3,740.87	61,524.00	130,913.31	5011660	842.75 *
20	10/23/2018	12,698.05	-	-	962.04	-	-	962.04	5012170	90.00
21	10/26/2018	288,354.11	3,444.51	38,771.64	20,660.16	3,856.63	60,847.00	131,358.02		Grand Total (0.00)
22	11/6/2018	16,597.74	-	-	1,260.36	-	-	1,260.36		
23	11/9/2018	280,374.56	3,304.38	37,152.47	20,297.61	3,699.74	59,659.50	127,827.54		
24	11/19/2018	16,743.20	-	-	1,271.50	-	-	1,271.50		* Total Costs per CIPPS
25	11/26/2018	303,982.64	3,197.20	35,913.90	21,960.67	3,579.73	57,170.50	125,439.04		
26	12/4/2018	12,757.06	-	-	966.52	-	-	966.52		
27	12/10/2018	277,167.84	3,238.64	36,392.73	20,090.57	3,626.13	58,071.50	125,088.57		
28	12/18/2018	12,487.59	-	-	945.95	-	-	945.95		
29	12/21/2018	277,167.84	3,238.64	36,392.73	19,848.18	3,626.13	59,217.50	125,992.18		
30	12/31/2018	17,164.54	-	-	1,303.72	-	-	1,303.72		
31	1/10/2019	278,492.84	3,269.65	36,751.01	20,216.44	3,660.85	58,087.00	125,700.38 *		
32										
33										
34	Accounts									
35	5011110	Employer Retire Contrb-Def Be	Cost							
36	5011120	Salary Social Security&Medicare	Cost							
37	5011140	Group Life Insurance	Cost							
38	5011150	Employer Health Ins Premium	Cost							
39	5011160	Retiree Health Ins Cr Premium	Cost							
40	5011170	VSDB & Longterm Disability Ins	Cost							
41	5011190	Employer Retire-Defined Contr	Cost							
42	5011220	Salaries, Appointed Officials	Earnings							
43	5011230	Salaries, Classified	Earnings							
44	5011280	Salaries, Info Techn Employees	Earnings							

Recon High Level Recon Fund Program Account U033 with Speedtypes Xwalked CIP1103506

Use the following guide to crosswalk the Cardinal Accounts to the Description in the PAT database

Accounts	Description	Category
5011110	Employer Retire Contrb-Def Ben	Cost
5011120	Salary Social Securty&Medicare	Cost
5011140	Group Life Insurance	Cost
5011150	Employer Health Ins Premium	Cost
5011160	Retiree Health Ins Cr Premium	Cost
5011170	VSDB & Longterm Disability Ins	Cost
5011190	Employer Retire-Defined Contrb	Cost
5011220	Salaries, Appointed Officials	Earnings
5011230	Salaries, Classified	Earnings
5011280	Salaries, Info Techn Employees	Earnings
5011380	Deferred Comp Match Payments	Cost
5011410	Wages, General	Earnings
5011530	Short-Term Disability Benefits	Cost
5011620	Salaries, Annual Leave Balance	Cost
5011640	Salaries, Comp Leave Balances	Cost
5011660	DefContMatch-VRS HybridRetPlan	Cost
5012170	Telecom Services (Non-State)	Earnings

If any discrepancies are found, resolve before continuing to use the data from the database. If no discrepancies are found, complete a more detailed recon by Fund and Program.

Reconcile the data in the U033 PAT Database with the CIP Journal to the Fund, Program and Account level as follows:Pivot data in “U033 with Speedtypes Xwalked” Tab as follows:

PivotTable Fields

Choose fields to add to report:

Search

- EmployeeNumber
- LastName
- FirstName
- CheckwriteDate
- Costcode
- Percent
- SumOfTotalCosts
- SumOfEarnings
- SumOfRetireeCredit
- SumOfRetirement
- SumOfFICA
- SumOfGroupInsurance
- SumOfHealthInsurance
- Fund
- Project
- Program
- Cost Center

Drag fields between areas below:

FILTERS

COLUMNS

Σ Values

ROWS

Fund

Program

VALUES

Sum of SumOfTotalCosts

Sum of SumOfEarnings

Sum of SumOfRetireeCredit

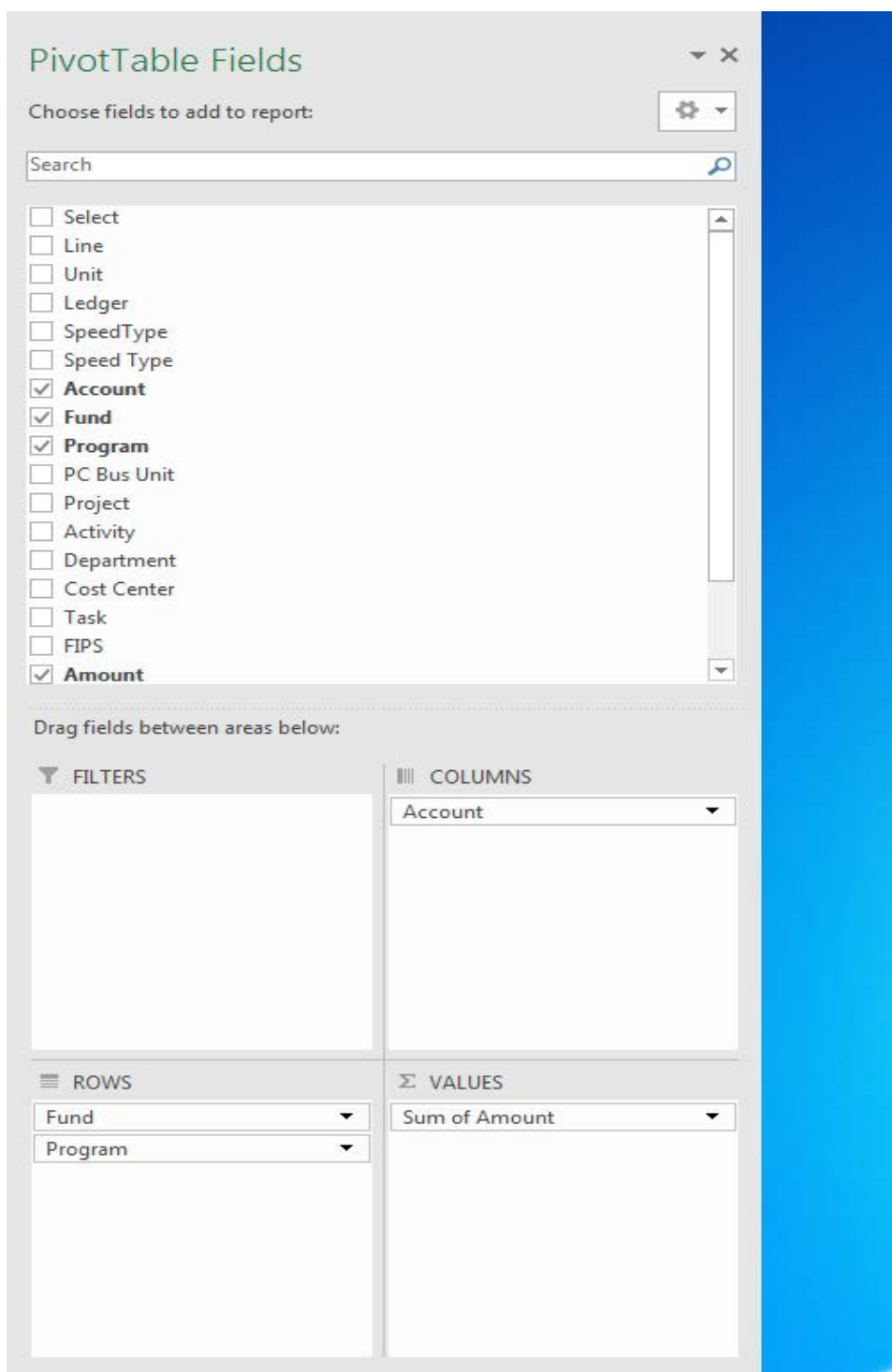
Sum of SumOfRetirement

Sum of SumOfFICA

Sum of SumOfGroupInsurance

Sum of SumOfHealthInsurance

1. Pivot the CIP Journal Data as follows:



2. Compare results. If all amounts match by Fund, Program and Account, use the data in the database for detailed information by employee.

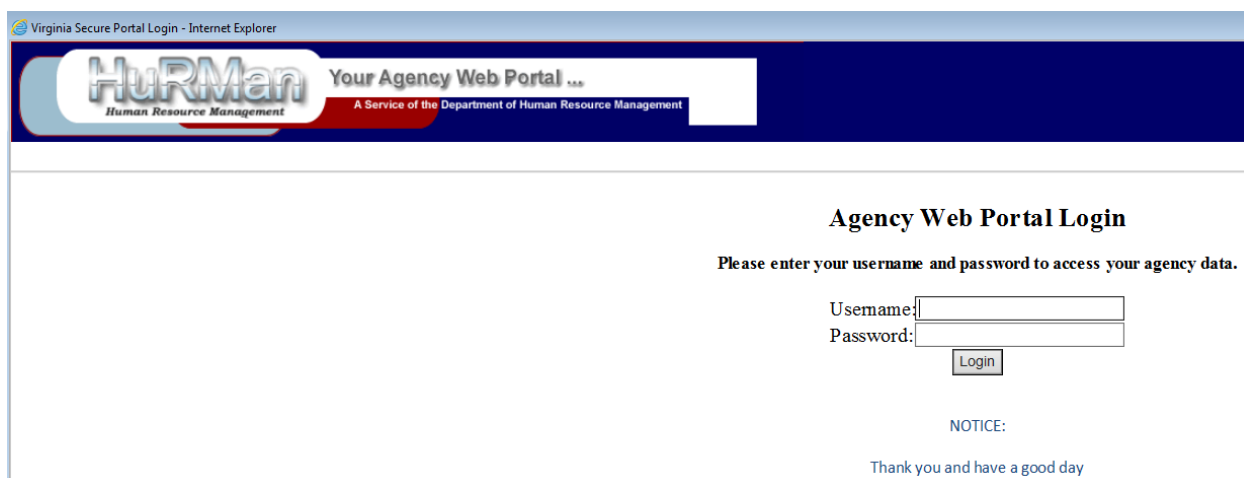
Obtain Employee Timesheet Information from TAL

Obtain employee timesheet information by logging into TAL. Access is given by DHRM and you must login using Internet Explorer

DHRM TAL Project, rr <tal@dhrm.virginia.gov> (sent by jamie.norman@dhrm.virginia.gov)
to me ▾

To do administrative work you should log into HuRMan. Be sure to use Internet Explorer: <https://secure.dhrm.virginia.gov/Portal/SecureLogin.aspx>

Virginia Secure Portal Login - Internet Explorer



HuRMan
Human Resource Management

Your Agency Web Portal ...
A Service of the Department of Human Resource Management

Agency Web Portal Login

Please enter your username and password to access your agency data.

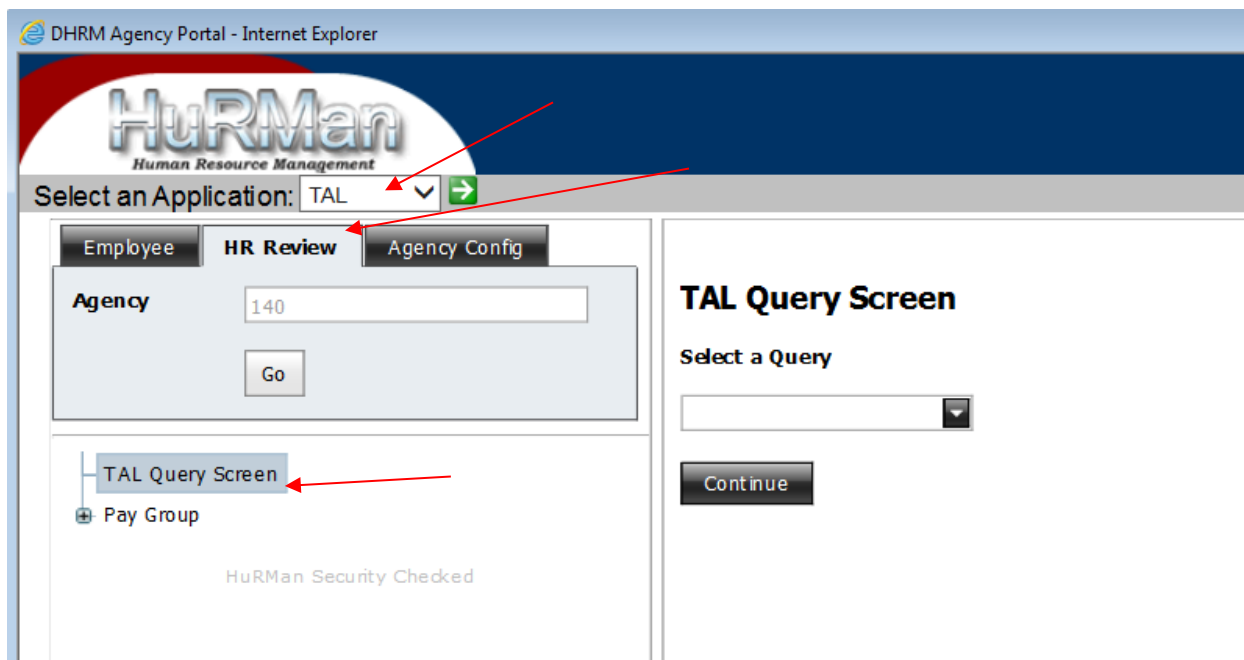
Username:

Password:

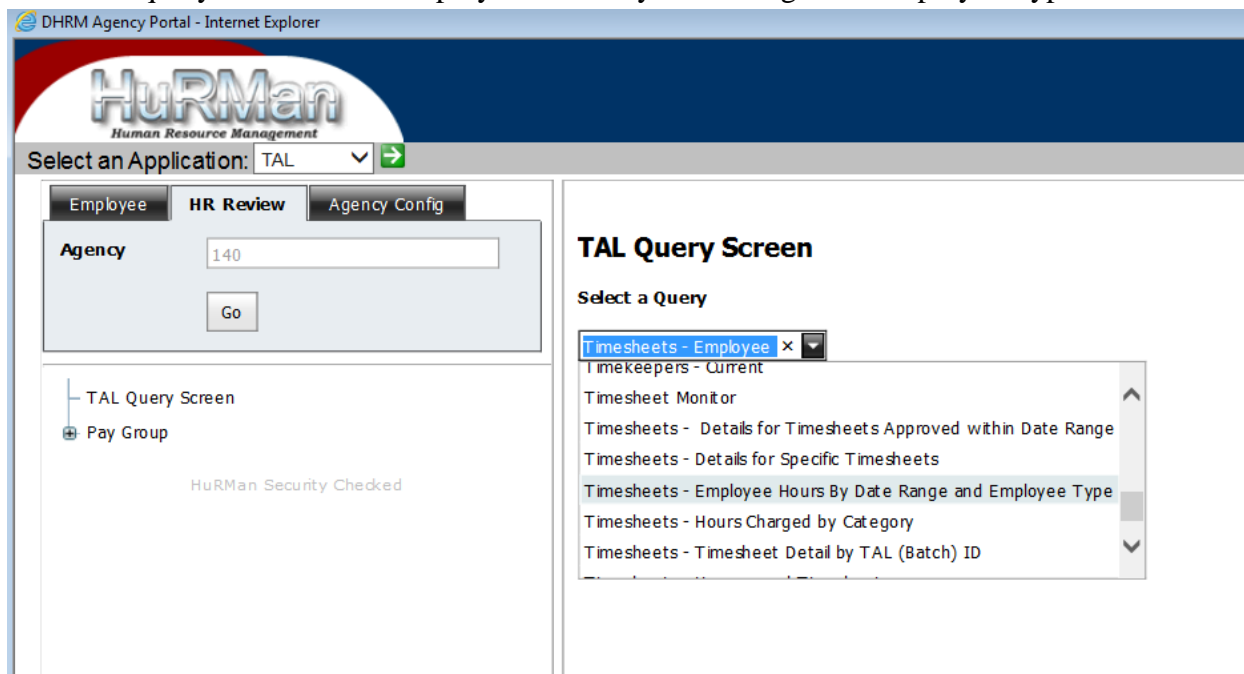
NOTICE:

Thank you and have a good day

Select the TAL application, HR Review Tab and then click on TAL Query Screen.



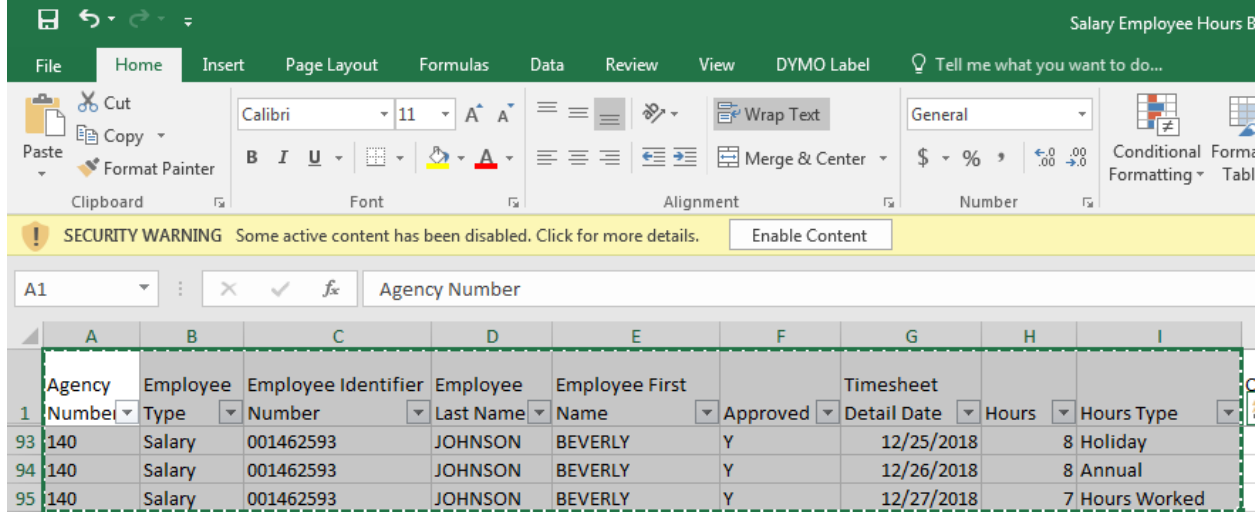
Select the query “Timesheets-Employee Hours By Date Range and Employee Type”



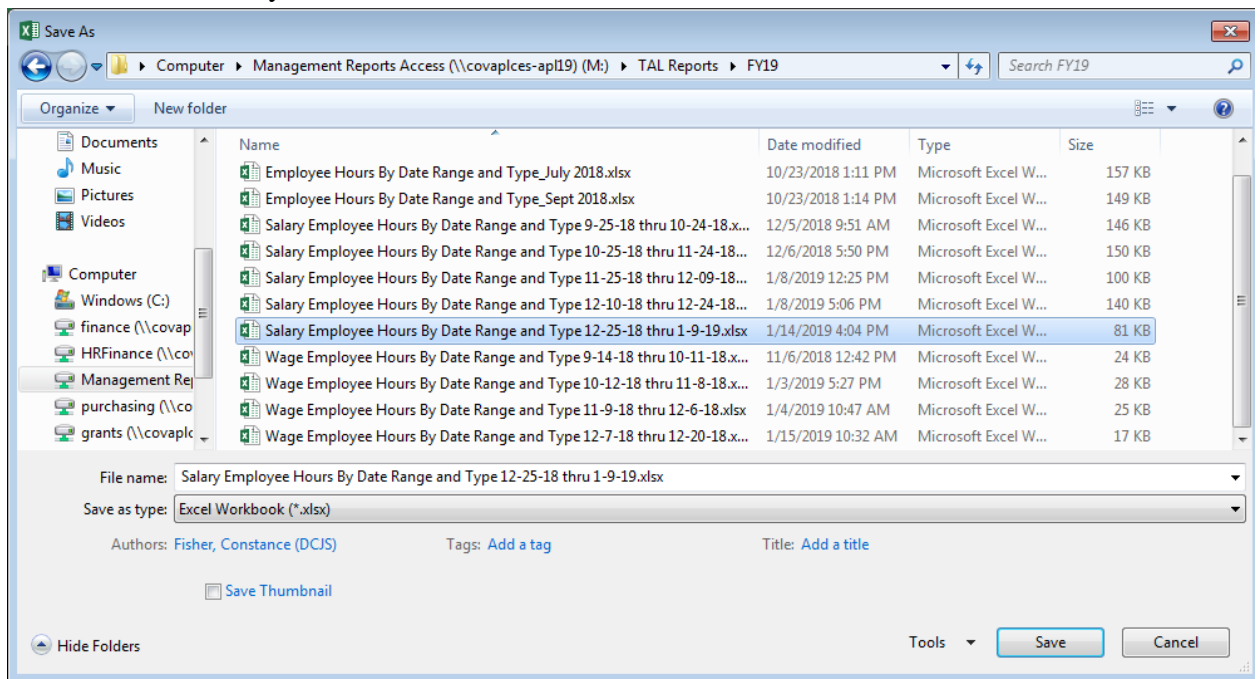
Click Continue

Enter the parameters when the following screen appears. In this scenario, the date range related to the payroll was 12/25/18-1/9/19 and only Salaried payroll was included. Choose all employees regardless of whether or not they entered a category. Click the “Submit Data Query” button

Choose Export to XLSX. Then click open.



Save the TAL download with the dates worked in the file name. Save in the “TAL Reports” folder in the correct year.



Determine which employees are charged to CJS73000

Return to the reconciliation of the PAT Tool to Cardinal to determine which employees were charged to CJS73000. This is available on the Tab “U033 with Speedtypes Xwalked” and filtered by Project CJS73000. Their earnings and total costs are included in the query results (hidden here).

Verify that the total earnings and costs for these employees match CJS73000 in Cardinal (either the journal or the Trial Balance for Fund 01000, CJS73000 if this is the only checkwrite posted and not cleared at this time).

	B	C	N	O	P	Q	R	S	T	U
	LastNar	FirstNar	Fund	Projct	Progra	Post Cer	Departm			
5	MILES	CANDAC	01000	CJS73000	390004		99999			
14	MCDONO	JAMES	01000	CJS73000	390004		99999			
17	O'NEILL	MELISSA	01000	CJS73000	390004		99999			
15	MARKS	LAUREL	01000	CJS73000	390004		99999			
11	VADAS	KRISTINA	01000	CJS73000	390004		99999			
1	FULLER	JULIA	01000	CJS73000	390004		99999			
15	FOSTER	PATRICIA	01000	CJS73000	390004		99999			
18	MILES	MICHELLE	01000	CJS73000	390004		99999			
19	KINCH	ANDREW	01000	CJS73000	390004		99999			
11	JACKSON	MONICA	01000	CJS73000	390004		99999			
19	SHAFFER	ANYA	01000	CJS73000	390004		99999			
13	SELF	LISA	01000	CJS73000	390004		99999			
20	FITZPATR	THOMAS	01000	CJS73000	390004		99999			
21	SMITH	TIERRA	01000	CJS73000	390004		99999			
23	BARROW	AMIA	01000	CJS73000	390004		99999			
29	BASSETT	DIONE	01000	CJS73000	390004		99999			
38	MEYER	COURTNE	01000	CJS73000	390004		99999			
52										
53										
54										
55										
56										
57										
58										
59										
60										
61										
62										
63										
64										
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										
75										
76										
77										
78										

Analyze the Employee Time

Once the list of employees posted to CJS73000 is confirmed, analyze their timesheets. Verify that all the days in the payperiod are included in the timesheet information and that the time is approved. If the time is not approved or days are missing for an employee, contact HR and ask them to contact the employee/employee supervisor to make updates in TAL. Then download the information again to have complete data.

Agency Number	Employee Type	Employee Identifier Number	Employee Last Name	Employee First Name	Approved	Timesheet Detail Date
140	Salary	006746445	BARROWS	AMIA	Y	12/25/2018
140	Salary	006746445	BARROWS	AMIA	Y	12/26/2018

Once all timesheet data is confirmed to be included and approved, run a pivot table of the data for the employees charged to CJS73000. See the Pivot table below. Use only Hours Worked. Then determine the percentage worked by category.

Employee Last Name	Employee First Name	Category Name	Category Code	Total
BARROWS	AMIA	CJS7651602 16 VSTOP	CJS7651602	1
		Viic Wit SF Admin (V/W) 99002	99002	1
		VOCA Admin 7601602	7601602	7
AMIA Total				9
BARROWS Total				9
BASSETT	DIONE	CJS7651602 16 VSTOP	CJS7651602	6
		Viic Wit SF Admin (V/W) 99002	99002	3
		VOCA Admin 7601602	7601602	8
DIONE Total				17
BASSETT Total				17

Determine Payroll Costs based on Timesheets

Record each person’s total Earnings and Salary by Object Code. This requires downloading the U033 in paper form from DOA’s Reportline because the CIPPS U033 downloaded to PAT does not show the breakout of the phone from Earnings or the breakout of Hybrid, LT Disability or Deferred Comp, which are included in total costs.

The screenshot shows a web browser window with the URL <https://reportline.doa.virginia.gov/>. The page header includes the DOA logo and the word "Reportline". A navigation bar contains "Reportline > Login" and "Contact Us". A left sidebar lists links: "Forgot Password", "Security Features and Access Requirements", "Available Reports", and "Help". Below the sidebar are logos for "Virginia Performs" and "2-1-1 VIRGINIA Get Connected. Get Answers." The main content area features a "Reportline Login" heading, a "Welcome to Reportline!!" message, and a login form titled "Enter your User ID and Password". The form has fields for "User ID" and "Password", a "Log On" button, and a note: "If you have forgotten your password click the Forgot Password button." Below the form is a warning box: "***ATTENTION ALL STATE AGENCY USERS*** Every state agency should have a designated Reportline Security Officer, who can add and delete users. Please contact your agency's Reportline Security Officer if you need to be added to Reportline or if you are having trouble logging in and need your password reset. If your agency doesn't have a Reportline Security Officer - please have someone designated, fill out and sign the Reportline Request form and send to DOA via Reportline@doa.virginia.gov to have them added." At the bottom, there is an "Authorized Use" section with the text: "This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been".

Click on Main Menu

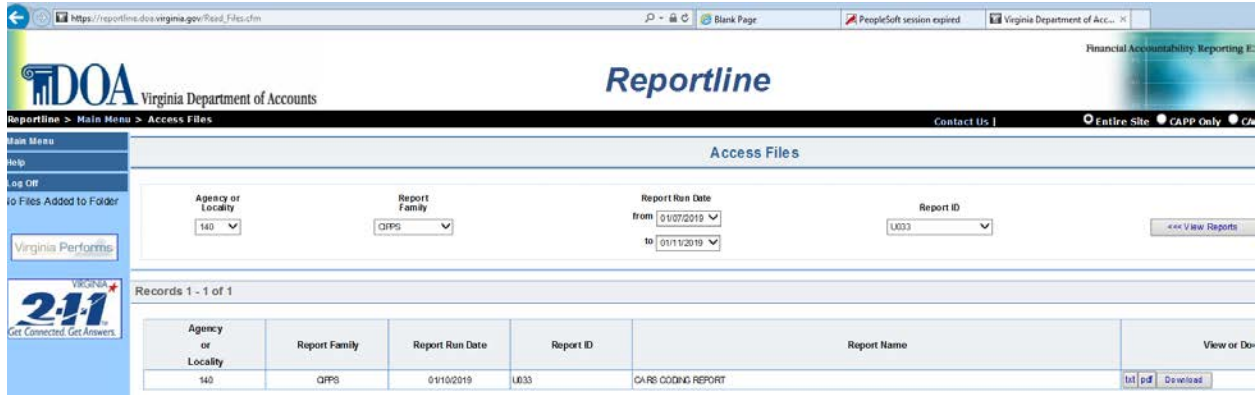


Click Access Files



Agency = 140; Report Family = CIPPS; Report Run Date = include checkwrite desired; Report ID = U033

Select the pdf version and click OPEN



For each employee posted to CJS73000, find the Hybrid, LT Disab and DC/ANN amounts. Put these amounts in the correct account codes so that the correct account codes can be cleared with the journal moving the costs out of CJS73000. Also, determine who has telephone charges that are in Total Earnings in CIPPS data that need to be posted to the Phone Account 5012170 (usually only directors).

CO. NO. 140	COMMONWEALTH OF VIRGINIA	REPORT U033	PAYB3050
CHECKWRITE DATE - 01/10/2019	DEPARTMENT OF ACCOUNTS	RUN ON 01/10/2019 AT 20:40:42	
	DETAIL PAYROLL EXPENDITURES BY CARS CODING	PAGE 549	
DEPARTMENT OF CRIMINAL JUSTICE SERVICES	PAY FREQ 070	VOUCHER NUMBER 00001285	CHECKWRITE NUMBER 011004
ORGANIZATION CODES	EMP NUMBER	NAME	CARS CODING
PAY TYPE	RET CRD	HYBRID	LT DISAB
EARNINGS	RETIREMENT	SOC SEC	GRPINS
		HEALTH	TOTAL COSTS
			FUND AGY FUND PRG SA ELE OBJ PROJ TSK PH CST %

Desk Procedures

A format is below for an example. The total payroll costs posted to CJS73000 would be put in the cost code 125 column using the PAT data and the U033 paper copy for 5011660, 5011170, 5011380, 5012170 and 5011230(reduced for phone). Then, TAL would be used to see how to actually split the total payroll by grant/initiative. (Amounts are hidden for these procedures).

NOTE!!! Only currency (2 decimal places) will work on the Cardinal Journal Upload.

Therefore, before moving the results into a journal spreadsheet, make sure all values are only 2 digits!

LastName		BARROWS				
FirstName		AMIA				
CheckwriteDate		1/10/2019				
Costcode		125	16 VSTOP (7651602)	Victim Witness (99001 Admin)	16 VOCA (7601602)	125
Percent	Object	100	0.11	0.11	0.78	
SumOfTotalCosts						1
SumOfEarnings**	5011230					2
SumOfRetireeCredit	5011160					
SumOfRetirement	5011110					
SumOfFICA	5011120					
SumOfGroupInsurance	5011140					
SumOfHealthInsurance	5011150					
Hybrid*	5011660					
LT Disability*	5011170					
Deferred Comp*	5011380					
Phone*	5012170					

Make a journal

Put each employee's payroll costs as determined using TAL by project, fund, account, program, task into a journal template (not the Cardinal spreadsheet upload template yet). Add the employee initials by their line so that the information can be used to consolidate payroll information by employee if necessary.

Entry - Distribute Jan 10 2019 Payroll - Excel

Long Description: Distribute Jan 10, 2019 Salary Payrolls (12/25/18-1/9/19 workdays) based on timesheets for federal grants

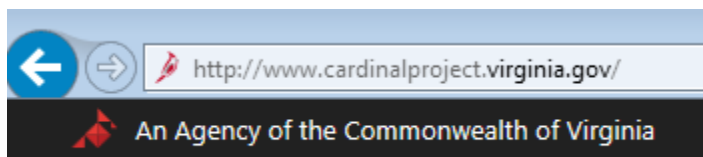
Ledger Group (if using spreadsheet journal, enter ledger in caps): ACTUALS Source: SPJ (e.g., ONL - online, ATA - agency-to-agency, SPJ - spreadsheet, etc.)

Line#	Unit#	Speed Type	Account#	Fund#	Program#	Project	Department#	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Amount	Reference	Journal Line Description
1	14000		5011110	01000	390004	CJS73000		99999					(5,873.61)		Distribute 01-10-19 Salary Payrolls
2	14000		5011120	01000	390004	CJS73000		99999					(3,180.24)		Distribute 01-10-19 Salary Payrolls
3	14000		5011140	01000	390004	CJS73000		99999					(588.03)		Distribute 01-10-19 Salary Payrolls
4	14000		5011150	01000	390004	CJS73000		99999					(11,583.00)		Distribute 01-10-19 Salary Payrolls
5	14000		5011160	01000	390004	CJS73000		99999					(525.21)		Distribute 01-10-19 Salary Payrolls
6	14000		5011170	01000	390004	CJS73000		99999					(278.32)		Distribute 01-10-19 Salary Payrolls
7	14000		5011230	01000	390004	CJS73000		99999					(43,513.22)		Distribute 01-10-19 Salary Payrolls
8	14000		5011380	01000	390004	CJS73000		99999					(210.00)		Distribute 01-10-19 Salary Payrolls
9	14000		5011530	01000	390004	CJS73000		99999					(1,375.00)		Distribute 01-10-19 Salary Payrolls
10	14000		5011660	01000	390004	CJS73000		99999					(195.29)		Distribute 01-10-19 Salary Payrolls
11	14000		5012170	01000	390004	CJS73000		99999					(45.00)		Distribute 01-10-19 Salary Payrolls
269	14000		5011160	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
270	14000		5011110	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
271	14000		5011120	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
272	14000		5011140	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
273	14000		5011150	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
274	14000		5011660	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
275	14000		5011170	10000	390004	CJS5651702		10330							Distribute 12/25-1/9 Pay-AB
276	14000		5011230	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
277	14000		5011160	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
278	14000		5011110	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
279	14000		5011120	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
280	14000		5011140	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
281	14000		5011150	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
282	14000		5011660	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
283	14000		5011170	09300	390004	CJS99001		10330	ADMIN						Distribute 12/25-1/9 Pay-AB
284	14000		5011230	10000	390004	CJS7601602		10330							Distribute 12/25-1/9 Pay-AB
285	14000		5011160	10000	390004	CJS7601602		10330							Distribute 12/25-1/9 Pay-AB
286	14000		5011110	10000	390004	CJS7601602		10330							Distribute 12/25-1/9 Pay-AB
287	14000		5011120	10000	390004	CJS7601602		10330							Distribute 12/25-1/9 Pay-AB
288	14000		5011140	10000	390004	CJS7601602		10330							Distribute 12/25-1/9 Pay-AB

Once the information is in the journal template, verify that the accounts net to zero and that the amount to be moved out of CJS73000 is correct.

Upload the Journal into Cardinal

Copy the data from the journal template above into the Cardinal Journal Upload template and upload the journal into Cardinal. The journal template **AND THE MACRO** that accompanies it are found in FORMS on the Cardinal Website.



http://www.cardinalproject.virginia.gov/

Blank Page

PeopleSoft session expired

An Agency of the Commonwealth of Virginia

Cardinal

In Cardinal, there are some processes that require users to complete a corresponding form.

Please use the menu below to select a form.

Agency:
Statewide

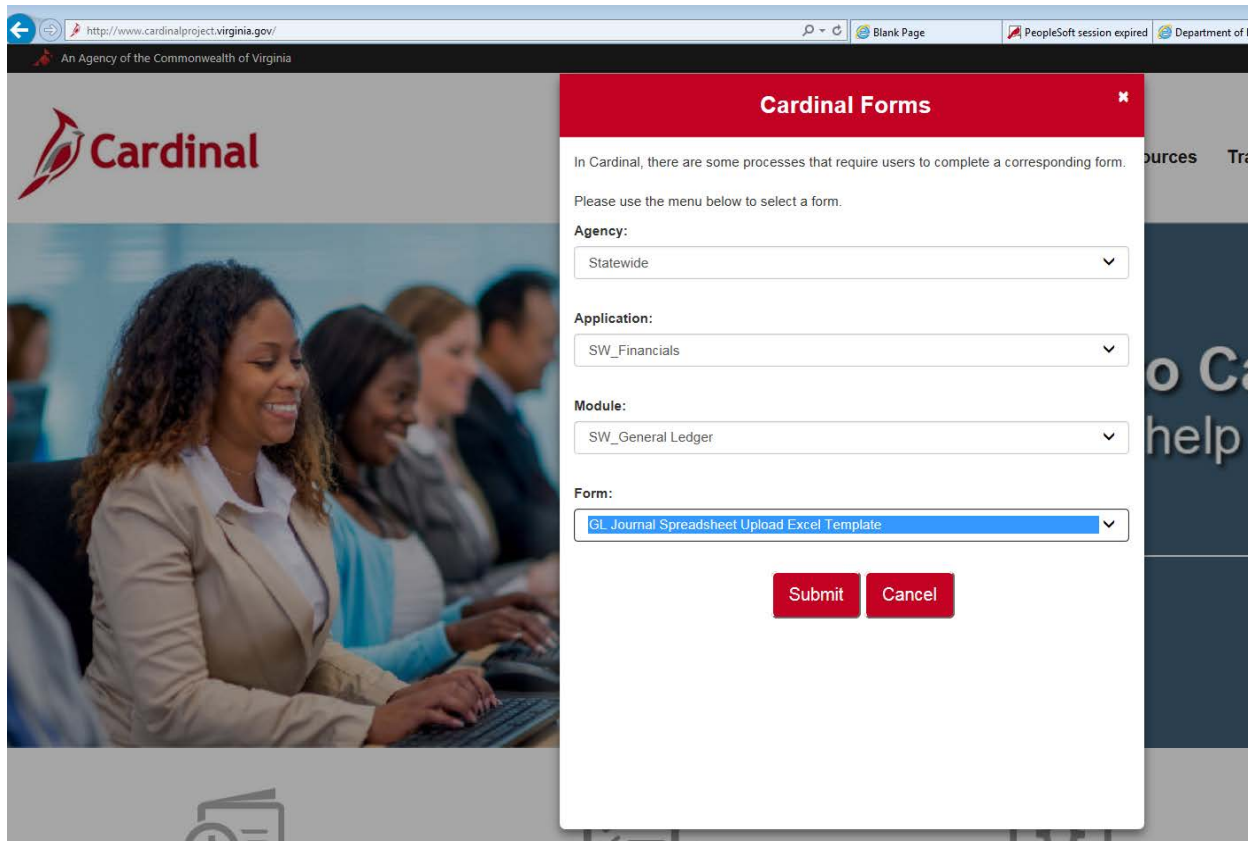
Application:
SW_Financials

Module:
SW_General Ledger

Form:
GL_Journal Spreadsheet Upload XLA Macro File (After download, rename as JRNLN)

Submit Cancel

Job Aids Forms Security



The screenshot shows a web browser window with the URL <http://www.cardinalproject.virginia.gov/>. The page features the Cardinal logo and a background image of people working at computers. A red modal window titled "Cardinal Forms" is open, displaying the following text and form elements:

In Cardinal, there are some processes that require users to complete a corresponding form. Please use the menu below to select a form.

Agency:
Statewide

Application:
SW_Financials

Module:
SW_General Ledger

Form:
GL_Journal Spreadsheet Upload Excel Template

At the bottom of the modal are two red buttons: "Submit" and "Cancel".

The job aid is also found on the Cardinal website. It gives directions for the actual populating and uploading of the journal to Cardinal

Once the Cardinal Journal is uploaded, run the Edit Process. Ensure that the journal goes to Valid "V" for Journal Status and Valid "V" for Budget Status. Once in valid status, submit the journal for approval. Make a hard copy of the support, record the journal in the GL Batch Log and create a header. Give the documentation to the CFO for review and posting.