

## November 30, 2012 Bonus Payment Pre-Lists for Review

If your agency receives a bar-delimited file named *BONUS-AWD-agency-date.txt* in your HuRMan files & reports repository folder, the list contains PMIS employees selected as eligible for the employee bonus payable November 30, 2012. Please review the calculated bonus amount and the included supporting data for your employees.

For CIPPS agencies in PMIS, DHRM will produce a file after COB 11/16 for use within CIPPS providing the special pay transactions. The input file will be available to DOA by November 19, 2012 for loading into CIPPS. On the effective date 11/24, a file will be produced from PMIS as basis for storing the bonus actions in PMIS Pay History. Please be aware that any salary adjustments that are effective between November 17, 2012 and November 24, 2012, inclusive, may require manual payroll adjustments to the calculated bonus amounts.

In addition, agencies must be diligent in processing return-to-work actions for employees with expired leave. The PSL001, agency transaction lists employees with expired leave/STD and leave/STD due to expire in the next 45 days.

If your agency receives a bar-delimited file named *BONUS-EXC-agency-date.txt* in your HuRMan files & reports repository folder, the list contains PMIS employees otherwise eligible for the November 30, 2012 bonus payment, but are:

- excluded due to expired ordinary leave-with-pay return dates (record tagged with “LV-EXP”),
- **OR** excluded due to a written notice (record tagged with “NOTICE”),
- **OR** excluded due to their performance evaluation rating (record tagged with “BELOWC”),
- **OR** excluded manually (record tagged with “MANUAL”) by file input (file named *BONUS-MANUAL-EXCLUDES* listing agency/position/employee-ID) as another method to exclude when not already excluded such as for faculty who are not rated in the Performance Management database (IPP).

Please review and take action as appropriate if your agency receives a file named *BONUS-EXC-agency-date.txt* in your HuRMan files & reports repository folder because **DHRM cannot process bonuses for these excluded employees.**

*BONUS-AWD-agency-date.txt* and *BONUS-EXC-agency-date.txt* files will be delivered to the applicable HuRMan files & reports repository folders on 11/7, 11/14, 11/17, 11/21, and 11/25. For review purposes, we suggest importing this bar-delimited text file into Excel choosing “Delimited” file type, “Other” type

delimiter (the “bar” key is the shifted key over the backslash key), and make the column data format “text” for all of the fields. But before importing, first add column headings to your text file: copy the column heading listed below and use Notepad to open your BONUS-AWD and/or BONUS-EXC file, insert a blank row as the first row (place cursor at top left position and press the enter key), and then paste the heading as the first row of the text file.

AGY|POSITION|EMPL-ID|LAST-NAME|FIRST-NAME|BONUS-PMT|STATE-SAL|SPEC-RATE|NON-STATE-SAL|LV-CODE|LV-EFFT-DT|LV-RETN-DT|STD-CODE|STD-EFFT-DT|STD-RETN-DT|EMPL-MONTHS|EMPL-PCT-TIME|PAYROLL-NUM|PAY-SCHEDULE|MESSAGE

Guidance regarding the November 30, 2012 employee bonus payment is at <http://www.dhrm.virginia.gov/compensation/communication/BonusFAQsfor2012.pdf>

Please direct questions or problems regarding the November 30, 2012 Employee Bonus Payment technical implementation to the DHRM Help Desk via [ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov). Please contact [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov) for questions related to CIPPS payroll processing.