

This email is to notify you of the monthly timelines for processing your COIN reimbursements, entering personnel changes, taxable salary information and fund transfer requests in the system during the month of December.

The December due dates are extremely important as the Compensation Board Staff must process ALL November payroll and expense reimbursements prior to applying December 1 salary increases to the current salaries in the COIN system and prior to your entering personnel changes affecting December salaries. Please read this email carefully.

NOVEMBER 2006

➤ **November 30, 2006 –**

- Please continue to enter personnel changes with an effective date of November or earlier.
- Enter fund transfer requests that effect the November reimbursement (if applicable).

DECEMBER 2006

➤ *December 1-29th, 2006 –*

Monthly pre-taxed premiums and locality paid annual salaries

Monthly pre-taxed premiums and locality paid annual salaries must be entered BEFORE the December reimbursement is made available to your offices in January. This information determines the taxable salary amount for your employees when applicable. You have the option of entering the monthly premiums and locality paid annual salaries or you may have the IT staff at the Compensation Board upload this data for you. Please follow the instructions below depending on your preference for updating these fields in COIN.

➤ **Option 1-** Instructions to enter pre-taxed premiums and locality paid annuals salaries.

- Enter changes on the employee information screen that may affect the taxable salaries in the December reimbursement.
 - COIN Main Menu
 - Option 4- Personnel processing,
 - Option 12. Employee update information

- **Locality Salary:** Enter the Annual Locality Salary of each employee, if different from Compensation Board December Salary. Note: the locality salary may not be less than 12/1 Compensation Board Salary.
 - If the Locality salary and the Compensation Board Salary are the same you may leave this field blank
 - **Monthly Premium:** Enter the employees' **monthly** pre-tax premium (i.e. insurance premium, flexible benefit deductions, etc.)
 - **Effective Date:** MM/DD/YYYY – You must enter **12/01/2006** for the effective date on this screen unless this change really should effect the November reimbursement.
- **Option 2** – Instructions to have Compensation Board IT Staff upload the locality paid annual salaries and the pre-taxed premiums.
- Provide the Compensation Board IT staff with an EXCEL spreadsheet and include the following information ONLY:
 - Locality Fips Code – 001 - 840
 - Office Code – 304- Sheriff, 320- Commonwealth Attorney, 321- Clerk, 717- Director of Finance, 732 – Treasurer or 734- Commissioner
 - Compensation Board Position Number – 00001-99999
 - Last four digits of the employee's SSN – 9999
 - Employees **annual** Locality paid salary
 - Employee's **monthly** pre-taxed premium
 - Email the spreadsheet to all of the IT staff listed below:
 - Anne Wilmoth at Anne.Wilmoth@scb.virginia.gov
 - Dan Munson at dan.munson@scb.virginia.gov
 - Craig Giegerich at craig.giegerich@scb.virginia.gov

● *December 2006 –*

Personnel and Reimbursement Processing

- **Friday, December 1, 2006** – The November 2006 Payroll & Expense Reimbursements will be available for certification by both the Officer and County/City Administrators.
- **December 1-15, 2006** –
- Please **DO NOT** enter **DECEMBER** Personnel changes in COIN during this time period. (Menu options 2-11
 - December Personnel changes entered before this date will be deleted from the COIN system.

- You may continue to enter CB10s with an effective date of November or earlier
- **December 8, 2006** - Officer & County/City Administrators must certify November 2006 Payroll & Expense Reimbursement (both signatures).
- **December 13, 2006** – Compensation Board Docket Cut-off.
- **December 14, 2006** – Verify the December Salary increase screen for accuracy. COIN Main Menu – Option 4- Personnel Processing, then option 15- December
- **December 18-29, 2006** –
 - Enter **December** Personnel Changes (CB10s) in COIN.
 - Enter fund transfer requests that effect the DECEMBER reimbursement (if applicable).
- **December 20, 2006** - Compensation Board Meeting.
- **December 22 @ 12 noon, 25-26, 2006** – Christmas Day holiday, Compensation Board offices will be closed
- **December 29, 2006** – Last day to enter taxable salary information and December personnel changes (CB10s)

- *December 2006* –

COIN Budget Request Training

- **December 1 –16**– COIN Budget Request Sub-System will be available in the test region **CIDC** for training purposes. If you have not registered for COIN training please access and familiarize yourself with the COIN Budget Request system so that problems will be minimal during the actual budget cycle January 1st thru February 1st.
- **December 11-12** – Lynchburg – Central Virginia Criminal Justice Training Academy,
- **December 13-14**– Richmond – Compensation Board Training Room

Please remember the preceding processes must be completed prior to December 29th in order for the December reimbursements to reflect accurate salary, temporary and office expense information on January 1st 2007.

Should you have questions regarding this email please contact your program technician, if your technician is not available contact any of the Customer Service Staff below.

City Sheriffs and Regional Jail Superintendents-

Chuck Redden at (804) 225-3463, email Chuck.Redden@scb.virginia.gov,

County Sheriffs-

Jennifer Styles, (804) 225- 3435, Jennifer.Styles@scb.virginia.gov

Clerks and Commonwealth's Attorneys-

Paige Christy, email at 804-225-3442 or paige.christy@scb.virginia.gov

Treasurers and Commissioners-

Kari Bullock at (804) 225-3475 or email kari.bullock@scb.virginia.gov.,

Charlene Rollins at (804) 225-3321 or email charlene.rollins@scb.virginia.gov