

To: Constitutional Officers, Regional Jail Superintendents and
County/City Administrators

From: Robyn M. de Socio, Executive Secretary

Subject: COIN December Schedule

Date: December 4, 2007

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. 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 you entering personnel changes affecting December salaries. Please read this email carefully.

Personnel and Reimbursement Processing

- **Monday, December 3, 2007 –** The November 2007 Payroll & Expense Reimbursements will be available for certification by both the Officer and County/City Administrators.
- **December 3-14, 2007 –**
 - Please continue to enter personnel changes with effective dates of **NOVEMBER** or earlier. All November personnel changes must be entered prior to certifying the November reimbursements. Failure to do so will cause problems when the December salary increases are applied;
 - Please **DO NOT** enter **DECEMBER** Personnel changes (CB10s) in COIN during this time period (menu options 2 through 9 and 11);
 - December Personnel changes entered during this time period will be deleted from the COIN system.
- **December 3-28, 2007 –**
 - You may continue to update Locality Salaries and monthly premiums when applicable (menu option 12); See further detailed information below;
 - You may enter fund transfer requests in COIN.

- **December 6, 2007** - Officer & County/City Administrators must certify November 2007 Payroll & Expense Reimbursement (both signatures).
- **December 12, 2007** – Compensation Board Docket Cut-off.
- **December 13, 2007** – Verify the December Salary increase screen for accuracy. COIN Main Menu – Option 4 - Personnel Processing, then Option 15 - December Salary Increase.
- **December 17-28, 2007** – Enter **DECEMBER** Personnel Changes (CB10s) in COIN.
- **December 19, 2007** - Compensation Board Meeting.
- **December, 24-25, 2007** – Christmas holiday, Compensation Board offices will be closed.
- **December 28, 2007** – Last day to enter taxable salary information and December personnel changes (CB10s).

Monthly pre-tax premiums and locality paid annual salaries (December 3-28, 2007)

Monthly pre-tax 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-tax premiums and locality paid annual 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 December 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 employee's **monthly** pre-tax premium, if applicable or if the premium changed (i.e. insurance

premium, flexible benefit deductions, etc.) Please **do not** enter the employee's monthly salary in this field.

- **Effective Date:** MM/DD/YYYY – You must enter **12/01/2007** for the effective date on this screen unless this change really should affect the November reimbursement.

- **Option 2** – Instructions to have Compensation Board IT Staff upload the locality paid annual salaries and the pre-tax premiums.

- Provide the Compensation Board IT staff with an EXCEL spreadsheet and include the following information ONLY:
 - Locality FIPS Code – 001 - 840
 - Office Code – 307- Sheriff/Reg Jail, 772- Commonwealth's Attorney, 773- Clerk, 717- Director of Finance, 774 – Treasurer or 771- Commissioner
 - Compensation Board Position Number – 00001-99999
 - Last four digits of the employee's SSN – 9999
 - Employee's **annual** Locality paid salary
 - Employee's **monthly** pre-tax 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

COIN Budget Request Training

- **December 3–14, 2007** – 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 3–5, 2007** – Richmond – Compensation Board Training Room
- **December 13-14, 2007** – Lynchburg – Central Virginia Criminal Justice Training Academy

Please remember the preceding processes must be completed prior to December 28th in order for the December reimbursements to reflect accurate salary, temporary and office expense information on January 1, 2008.

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

Sheriffs and Regional Jail Superintendents:

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

Clerks and Commonwealth's Attorneys:

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

Treasurers, Finance Directors and Commissioners of the Revenue:

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

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