

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Table of Contents

---

|   |    |
|---|----|
| Overview.....   | 2  |
| Payroll Administration and Responsibility.....              | 2  |
| CIPPS Payroll Statistics.....                               | 2  |
| History of CIPPS.....                                       | 2  |
| State Administered Benefit Programs.....                    | 3  |
| Management’s Responsibility for Payroll Administration..... | 3  |
| Agency Head Responsibility.....                             | 3  |
| Internal Control.....                                       | 3  |
| CIPPS Controls.....   | 4  |
| CIPPS Security.....   | 4  |
| CIPPS Passwords.....  | 4  |
| Payroll Certification.....                                  | 5  |
| Payroll Staff Training.....                                 | 6  |
| Payroll Education and Training.....                         | 7  |
| DOA Training Programs.....                                  | 7  |
| Introductory Payroll Training.....                          | 7  |
| Course Objectives.....                                      | 7  |
| Introductory Leave Training.....                            | 8  |
| Course Objectives.....                                      | 8  |
| CIPPS Processing.....                                       | 8  |
| CIPPS Payroll Process.....                                  | 8  |
| Early Paycheck Distribution.....                            | 9  |
| Reports Distribution.....                                   | 9  |
| Reportline.....   | 10 |
| CIPPS System Interfaces.....                                | 11 |
| External Data Users.....                                    | 11 |
| DOA Contacts.....   | 12 |
| DOA Contacts.....   | 12 |
| Subject Cross References.....                               | 12 |
| References.....   | 12 |

---

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Overview

---

### **Payroll Administration and Responsibility**

Payroll administration includes a broad range of activities that can include the following:

- Employee masterfile establishment
- Collecting and processing time and attendance data
- Leave authorization and monitoring
- Benefits administration
- Maintaining & updating employee data on pay rates, deductions, and other information subject to change
- Tax monitoring, reconciliation and reporting
- Pay edit and calculation
- Check and direct deposit administration

All employees have some level of responsibility for proper payroll administration and pay accuracy. Management is responsible for ensuring that a professional, supportive environment exists for administering payroll activities. Supervisors ensure that employees comply with established work schedules and authorize and report absences and overtime. Human Resources authorize pay changes through timely updates to the Personnel Management Information System (PMIS). Employees update their W-4 forms, inform payroll administrators of discretionary deduction changes, and regularly review pay stubs to ensure information accuracy. Managers, supervisors, employees, and payroll professionals must work together to ensure pay is timely and accurate.

---

### **CIPPS Payroll Statistics**

As of December 2010, approximately 107,400 salaried and hourly employees were being paid using CIPPS, the state’s central payroll system. On average, 92,300 employees were paid each month, of which 68,700 are salaried employees. Direct deposit of employee pay is used by 98% of salaried and 97% of all hourly employees.

---

### **History of CIPPS**

Development work for CIPPS began in 1984 and implementation was completed in 1986. CIPPS is based on packaged software developed by McCormack and Dodge, now Infor.

---

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Overview, Continued

---

### State Administered Benefit Programs

Benefit programs offered through CIPPS include:

- VRS Administered retirement plans
  - Optional Retirement Plans for higher education institutions and political appointees
  - Deferred compensation and tax-sheltered annuity plans and cash match programs
  - Health insurance
  - Flexible spending accounts for medical and dependent care
  - Miscellaneous insurances
  - Group and Optional life insurances
  - Combined Virginia Campaign
  - Virginia Short-term Disability Plan
  - Virginia Prepaid Education Program
  - Virginia Education Savings Trust
- 

## Management’s Responsibility for Payroll Administration

---

### Agency Head Responsibility

Agency heads are ultimately responsible for the fiscal management of their agencies and/or institutions. Although fiscal activities can usually be delegated to their staff, agency heads should be aware of the problems that could arise if policies and procedures are not followed and should ensure that their employees incorporate and use the controls available to minimize this risk.

---

### Internal Control

CIPPS and its related procedures are constructed to provide reasonable, but not absolute, control over the payroll process. Some payroll activities are not controlled by CIPPS such as:

- Compliance with work schedules
  - Authorization of overtime
  - Proper tax withholding based on accurate employee information
- 

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Management’s Responsibility for Payroll Administration, Continued

---

**CIPPS Controls** No payroll system or set of controls will stop all errors in pay generation. However, agency management and staff should gain an understanding of the controls available within the system, ensure that they are properly employed, and establish additional controls, if warranted, to reduce possible misuse of the payroll process and detect errors when they occur.

---

**CIPPS Security** Agencies must submit to DOA’s Disbursements Review and Assistance Section an annual Authorized Signatories Form DA-04-121 to identify those persons with payroll “disbursement” authority. These individuals are the only agency employees authorized to certify payroll and have the responsibility for establishing and controlling CIPPS user security for their agency. Proper implementation of security assignments and observance of security measures ensure that only authorized persons have access to essential data and are able to make changes to employee pay records.

DOA performs a semi-annual audit of all agencies’ security access to ensure the security information is current for each agency and to assist agencies in monitoring and maintaining accurate security access within their agency. Refer to CAPP Topic 50210, “*User System Security*,” for detailed information on CIPPS security.

---

**CIPPS Passwords** Password access to CIPPS is obtained from DOA by completing the CIPPS Security Authorization Request Form and returning the form to the CIPPS Security Coordinator at DOA. The CIPPS Security Coordinator then contacts the authorized users at the agency and provides the assigned password. Every 30 days CIPPS prompts users for a password change which must be changed online by the user. When employees terminate or no longer need access to CIPPS, another CIPPS Security Authorization Request Form, requesting termination of the employee’s security must be submitted. Passwords should never be shared at the agency between users.

The form referenced above is available on the DOA web site, at [www.doa.virginia.gov](http://www.doa.virginia.gov), under DOA Forms.

---

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Management’s Responsibility for Payroll Administration, Continued

---

**Use of CIPPS Access**

Access is provided for the sole purpose of performing duties. Use of this access for purposes other than those related to core job responsibilities is strictly prohibited. Misuse of this access is a Group II offense under Standards of Conduct and Performance falling under the category “unauthorized use or misuse of State property or records.” Passwords must not be shared with any other individual. Control and use of the access provided is exclusive to the individual assigned. If it is suspected a password has been compromised, contact DOA Payroll Operations immediately.

---

**Payroll Certification**

For each payroll cycle, the agency fiscal officer or designee is responsible for ensuring that pay is accurately calculated, reconciliations are performed and regulatory reports filed. This review can be performed solely by the fiscal officer or can be designed to enlist other agency staff to assist with the review. Prior to authorizing payroll processing, however, the responsible person must certify that a review has occurred and that the payroll is accurate. Refer to CAPP Topic No. 50810, “*CIPPS Payroll Certification*,” for detailed information regarding Payroll Certification.

---

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Management’s Responsibility for Payroll Administration, Continued

### Payroll Staff Training

An important factor to ensure pay accuracy is the training and qualifications of a professional payroll staff. Payroll administration is highly complicated and requires specialized skills and knowledge. Familiarity with tax law, labor law and regulation, accounting, and data processing are necessary to be a well-rounded payroll professional. Knowledge in these areas enables the payroll professional to be versatile and to manage payroll in virtually any environment. The shared body of knowledge and skills required of a payroll professional includes:

- Generally accepted accounting principles relating to wages, benefits, compensation and tax accounting
- Federal and state laws governing the taxation and reporting of wages and record keeping requirements
- Preparation of federal and state employment tax returns and information statements
- General knowledge of hardware and software technology, including the principles of operating automated payroll systems
- Application of managerial skills including communications, supervision, and financial planning and analysis
- Employee benefits administration, taxation, and reporting requirements
- Laws governing garnishments, levies, and other deductions from wages
- Federal and state wage-hour laws
- Customer service

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## Management’s Responsibility for Payroll Administration, Continued

### Payroll Education and Training

General education in payroll skills is provided by various payroll associations and communicated through professional periodicals. Agencies are encouraged to hire employees with specific payroll administration knowledge and experience, and support them with appropriate continuing education and training.

Specific CIPPS training is provided by DOA training sessions (discussed later in this topic). Separate sessions are routinely offered for payroll and leave administrators. Topic specific courses are presented as necessary.

## DOA Training Programs

### Introductory Payroll Training

Training is conducted as a lecture and hands-on workshop for agency personnel who process payroll or anyone who needs to understand the details of how CIPPS processes information. Training is conducted over 4 work days. This class is also recommended for fiscal and/or audit personnel who work with CIPPS generated reports to reconcile payroll expenditures in CARS or audit an agency’s payroll function.

### Course Objectives

The objective is to train agency personnel to:

- Establish and maintain employee masterfile data
- Enter regular, overtime and/or shift differential payments
- Establish and change employee deductions
- Enter special payments (other than regular and overtime)
- Process deduction and tax refunds
- Void payroll checks
- Review edit and payrun reports
- Enter all payroll information online

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## DOA Training Programs, Continued

---

**Introductory Leave Training** Training is conducted for individuals who currently process leave data on CIPPS, or for anyone interested in converting to the CIPPS leave accounting system. The class is both a lecture and hands-on workshop.

---

**Course Objectives** The objectives of CIPPS leave accounting training are to:

- Train agency personnel in the processing of leave data in CIPPS
  - Define how to establish and maintain employee leave data
  - Review the various reports and their uses
- 

## CIPPS Processing

---

**CIPPS Payroll Process** The table below describes the process followed by agency staff and DOA to initiate and complete payroll processing in CIPPS.

| <b>Stage</b> | <b>Description</b>   |
|--------------|--|
| 1            | Agency Payroll Staff use online interactive terminals to record employee masterfile and time and attendance changes in CIPPS. Staff may enter changes anytime they are received or collect them for entry all at once.   |
| 2            | CIPPS edits most employee masterfile information when entered online. Errors are detected and corrections made concurrently by agency payroll staff. Additional edits are applied during nightly payruns to detect errors not identified online. Errors are reported to agencies for resolution the next day. A report is also provided to agencies that shows how the payroll will look if approved for final processing. |
| 3            | The agency fiscal officer, or his designee, must authorize the payroll before DOA processes it in its final form. This authorization should not occur until the officer has reviewed the payroll and is confident the payroll information is reasonably correct and changes submitted are proper. For further information on the authorization guidelines, refer to CAPP Topic No. 50810, “Payroll Certification.”         |

---

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## CIPPS Processing, Continued

---

### CIPPS Payroll Process, continued

| <b>Stage</b> | <b>Description</b>  |
|--------------|---|
| 4            | Once authorization is received and payrolls are processed, paychecks, direct deposit notices, third party checks, and regulatory and management reports are produced. Reports are printed onsite at the agency or accessed using DOA's web enabled report repository known as report line. Checks and direct deposit notices are printed by the Department of Treasury and distributed. |

#### **Early Paycheck Distribution**

Paychecks should not be distributed early except when it is necessary to ensure that certain employees, such as field personnel, receive them timely. In instances where early distribution of paychecks is warranted, under no circumstances should these checks be deposited or cashed before the designated pay date. Agencies should implement policies to inform employees accordingly.

The pay day for the final period of the fiscal year will always be dated the first work day of July. Under no circumstances are payroll checks with any July check date to be placed in the U.S. mail prior to the last work day of June. Additionally, under no circumstances are checks to be placed directly into an employee's possession prior to the check date.

The Department of the Treasury monitors adherence to such policies and notifies specific agencies of deficiencies when detected.

#### **Reports Distribution**

Reports are electronically distributed to agencies for remote site printing using the reports management distribution system. Agencies decide how reports are received, but electronic transmission and remote site printing are required.

---

*Continued on next page*

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## **CIPPS Processing, Continued**

---

### **Reportline**

The Reportline is a web-based system for user access to an electronic version of all system reports. It provides a means to view reports not printed remotely onsite for three years past the report run date. It maintains secure user access and performs searches for specific verbiage found in the electronic reports. It also stores electronic versions of these reports on an agency or locality-based server or individual personal computer. Reportline is user-friendly and has two administrative manuals, the *Reportline Agency Security Officer Manual* and the *Reportline User Manual*, to help individuals with different functions that may need assistance with. The manuals are located at the DOA web site under REPORTLINE.

---

|   |                  |                     |
|---|------------------|---------------------|
| Volume No. 1—Policies and Procedures  | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting  | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## CIPPS System Interfaces

**External Data Users** CIPPS interfaces are provided to accommodate defined requirements of external payroll data users as follows:

| <b>State Agencies</b>   | <b>Third Party Administrators and Vendors</b>   |
|---|---|
| Virginia Retirement System <ul style="list-style-type: none"> <li>• Group Life Insurance</li> <li>• Long-term Disability</li> <li>• Retirement Contributions</li> <li>• Retirement Health Credit</li> </ul> | Flexible Spending Accounts <ul style="list-style-type: none"> <li>• Medical FSA</li> <li>• Dependent Care</li> </ul>                |
| Payroll accounting transactions for input into the Commonwealth Accounting and Reporting System (CARS)  | Deferred Compensation/Cash Match  |
| Auditor of Public Accounts  | Insurance and Annuities/Cash Match  |
| Department of Taxation—Calendar Year End Reporting of federal and state tax data  | Optional Retirement plans for faculty <ul style="list-style-type: none"> <li>• TIAA/CREF</li> <li>• Fidelity Investments</li> </ul> |
| Department of Treasury <ul style="list-style-type: none"> <li>• Check reconciliation tape</li> <li>• Check write file</li> <li>• Void check tape</li> <li>• Direct Deposit file</li> </ul>                  | Optional Retirement plan for political appointees   |
| Virginia Employment Commission <ul style="list-style-type: none"> <li>• Quarterly Tax Tape</li> </ul>   | Combined Virginia Campaign (CVC)  |
| Agency data extractions such as employee and earnings history   | Originating Financial Institutions <ul style="list-style-type: none"> <li>• Direct Deposit</li> <li>• FAD deposits</li> </ul>       |
| The Virginia College Savings Plans  | Optional Group Life Insurance   |
| Department of Social Services (Division of Child Support Enforcement) <ul style="list-style-type: none"> <li>• New Hire Report</li> </ul>   |   |

*Continued on next page*

|  |                  |                     |
|--|------------------|---------------------|
| Volume No. 1—Policies and Procedures   | <b>TOPIC NO.</b> | <b>50105</b>        |
| Function No. 50000— Payroll Accounting   | <b>TOPIC</b>     | <b>INTRODUCTION</b> |
| Section No. 50100— Overview of the Commonwealth<br>Integrated Payroll/Personnel System (CIPPS) | <b>DATE</b>      | April 2011          |

## DOA Contacts

---

**DOA Contacts** Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

Payroll Business Analyst/Trainer  
Voice: (804) 225-3079; (804) 225-3065; (804) 225-2382  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

---

## Subject Cross References

---

**References** CAPP Topic No. 50210, *User System Security*  
CAPP Topic No. 50815, *Payroll Certification*

---