



COMMONWEALTH of VIRGINIA

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August 20, 2009

TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 103 / Payroll Accounting (CIPPS)

**CIPPS Topics
Revised**

This Update contains the following Payroll Accounting-related topics. No revision change bars are included for this payroll accounting review.

Topic No.	Topic
50305	New Employee Add
50310	Rehires and Employee Data Changes
50320	Terminations
50415	Salary Reduction Plans
50445	Direct Deposit
50450	Parking and Transportation
50455	Miscellaneous Employee Deductions
50515	Special Payments

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

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**Recent
Updates**

- Update 103 (CIPPS))—included here
- Update 102 (CARS
- Update 101 (CARS and CIPPS)

**DOA's CAPP
Manual
Contact**

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(capp memo 103.doc)