



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 106 / Leave & Payroll Accounting (CIPPS)

**Six Topics
Revised**

This Update contains six topics. Revision change bars are included for the LEAVE topics; however, there are no change bars for the PAYROLL topic as this was a general review to bring the topic up to date.

Topic No.	Topic
40105	System Overview (LEAVE)
40205	Employee Leave Profile Data
40210	Leave Maintenance
40305	Leave Activity Reporting
40405	Online Inquiry and Reporting
50410	Retirement—VRS and ORP

**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 106 (CIPPS)—included here
 - Update 105 (CARS & CIPPS)
 - Update 104 (CARS)
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**DOA's CAPP
Manual
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