



# COMMONWEALTH of VIRGINIA

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**TO:** Agency Fiscal Officers & CAPP Manual Users  
**FROM:** Michael E. Rider  
**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 116 / Leave, Payroll, and General Accounting

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## Revised Text Areas

### **PAYROLL AND LEAVE TOPICS (Revisions Not Marked)**

Although revision bars are not included, items changed include the following:

- Removed references to Savings Bonds
- Removed instructions for AEIC (Advanced Earned Income Credit)
- Updated FICA status values to eliminate Hire Act values
- Updated *CONTACT US* phone numbers
- Revised information and screen shots for H0BUO due to removal of a number of fields

### **CARS TOPIC NO. 10305, INTERNAL CONTROL (Revision Bars Included)**

- Page 5—Beginning in fiscal year 2011, the ARMICS annual certification must be submitted to the Department of Accounts by September 30<sup>th</sup> of each year.
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## 17 Topics Revised

### **Leave Accounting—Six Topics**

- 40105—CIPPS Leave System Overview**
- 40205—Employee Leave Profile Data**
- 40210—Leave Maintenance**
- 40305—Leave Activity Reporting**
- 40405—Online Inquiry and Reporting**
- 40410—Error Messages**

**Payroll Accounting—10 Topics**

**50105—Introduction**

**50115—Menu / Link Functions**

**50120—Automated Changes**

**50125—Programmatic Data**

**50130—Batch Processing and Balancing**

**50135—Pending File**

**50305—New Employee Add**

**50310—Rehires and Employee Data Changes**

**50315—Employee Tax Maintenance**

**50320—Terminations**

**General Accounting—One Topic**

**10305—Internal Control**

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**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](http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf)

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