

# Department of Accounts Payroll Bulletin

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Bulletin.....*

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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## Agency Training Courses

### **CIPPS Introductory Training Courses**

The Department of Accounts will offer the Interactive CIPPS Beginners Payroll and Leave training courses in March 2005. A brief description of the introductory training courses and their related dates and locations are outlined below. Please review the information and complete the registration request on the DOA web site for the course(s) you or your staff would like to attend. In consideration of others in your agency who may want to attend training, please distribute a copy of this Payroll Bulletin to your Human Resources and Fiscal Officers. **All registrations for these classes must be completed via the DOA web site: [www.doa.virginia.gov](http://www.doa.virginia.gov) . A confirmation will be sent to the email address provided with the registration.**

### **Interactive CIPPS Beginners Payroll Training**

The Interactive CIPPS Beginners Payroll Training course accommodates agency personnel who have **no or limited CIPPS experience** and are directly responsible for processing payroll. The course will follow a lecture/on-line example format with the lecture focused on introductory-level CAPP topic material. **All attendees are required** to bring a copy of the **updated CAPP topics** listed. Due to its interactive on-line requirements, this class will be held in the DOA Training Room and *is limited to 16 students*.

## Agency Training Courses, continued

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**Registration  
Deadlines**

CIPPS Introductory Leave: register  
by **March 7, 2005**

Interactive CIPPS Beginners Payroll: register  
by **March 9, 2005**

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**Interactive  
CIPPS  
Beginners  
Payroll****CIPPS Beginners Payroll**

**All attendees are required** to bring a copy of the listed CAPP topics to this class. CAPP is available on-line at the DOA web site at [www.doa.virginia.gov](http://www.doa.virginia.gov) .

**Course Length:** Lecture/ Example Completion/Online - Four full days (8:30 AM to 4:30 PM each day)

**Date Offered:** Lecture/Example Completion/ Online – **March 15-18, 2005**

**Course Locations:** DOA Training Room - 2<sup>nd</sup> Floor, Monroe Bldg.

**Targeted Audience:** Agency personnel who have not previously attended formal CIPPS Payroll training or would benefit from a review of this material *and* are directly responsible for processing payroll.

**Course Synopsis:** **Day 1** - Payroll Administration, CIPPS Processing, Overview and New Hires/Employee Set-up  
**Day 2** - Employee Masterfile Maintenance, Deduction Processing, and Time and Attendance  
**Day 3** - Special Payments, Certification, Manual Payments, Bonds, and Special Payroll Processing  
**Day 4** – Reports Review, and CIPPS/CARS Reconciliation

## Agency Training Courses, continued

**CAPP Topics** Attendees are required to bring their copy of the following CAPP topics. Copies will not be available at training. *Be sure to bring the recently updated versions of CAPP which reflect Field Expansion procedures.*

Section	Topic No	Topic	Section	Topic No	Topic
50100	50105	CIPPS Intro	50500	50505	Time and Attendance
	50110	CIPPS Navigation		50510	Unpaid Leaves of Absences/Overpayments
	50115	Menu/Link		50515	Special Payments
	50120	Automated Changes		50530	Void Payments
	50125	Programmatic Data	50600	50605	Tax and Deduction Adjustments
	50130	Batch Processing/Balancing	50700	50705	Employee and Tax Masterfile Updates
	50135	Pending File	50800	50805	Certification Overview
50300	50305	New Employee Adds		50810	Pre-Certification Activities
	50310	Rehires and Employee Data		50815	Payroll Certification
	50315	Employee Tax Maintenance	50820	Post-Certification Activities	
	50320	Terminations	50090	50905	Monthly Reconciliation
50400	50405	Court-ordered Withholdings		50910	Quarterly Reconciliation and Certification
	50410	Retirement – VRS and ORP	50915	Cal. Year-end Recon and Certification	
	50415	Retirement – Salary Reduction Plans			
	50420	Retirement – Cash Match Plans			
	50425	Group and Optional Group Life Insurance			
	50430	Health Insurance			
	50435	Flexible Spending Accounts			
	50440	Savings Bonds			
	50445	Direct Deposit			
	50450	Parking/Transportation			
	50455	Misc Employee Deductions			

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## Agency Training Courses, continued

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**CIPPS  
Introductory  
Leave**

**CIPPS Introductory Leave**

**Course Length:** One full day (8:30 AM to 4:30 PM)

**Date Offered:** **March 11, 2005**

**Course Location:** DOA Training Room - Second Floor, Monroe Building

**Targeted Audience:** Agency personnel who have not previously attended formal CIPPS Leave training and are directly responsible for Leave Accounting.

**Targeted Audience:** Attendees are required to bring with them a copy of the CAPP Manual, Volume 1, function #40000, Leave Accounting and CAPP topic #50110, CIPPS Navigation. *Be sure to bring the recently updated versions of CAPP which reflect Field Expansion procedures.*

**Course Synopsis:** Employee Set-up and Maintenance of Employee Leave Data  
Online Entry of Leave Activity  
Online Entry of Maintenance of Employees' Leave Balances  
Leave Accounting Reports Review and Reconciliation

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