

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2009

June 24, 2009

Volume 2009-12

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the Payroll  
Bulletin.....*

- ✓ Distribution of Checks for July Payday
- ✓ July – November Operations Calendar

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

<b>Director</b>	<b>Lora L. George</b>
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## CHECK DISTRIBUTION

### **July Check Dates**

Under no circumstances are payroll checks with any July 2009 check date to be placed into the U.S. mail prior to June 30, 2009.

Additionally, under no circumstances are checks with a July 2009 check date to be placed into an employee's possession prior to July 1, 2009.

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## PAYROLL PROCESSING – July through November, 2009

### **Introduction**

This Payroll Bulletin addresses payroll operations for the first five months of Fiscal Year 2010. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

## July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Payday for semimonthly salaried employees  <b>Deferred Comp Transaction Upload</b>	<b>2</b>	<b>3</b> <span style="background-color: blue; color: white; padding: 2px;"><b>HOLIDAY</b></span>  9AM - CIPPS files open - no edits or payruns	<b>4</b> 9AM - CIPPS files open - no edits or payruns
<b>5</b> 9AM - CIPPS files open - no edits or payruns	<b>6</b> <b>Deferred Comp Transaction Upload</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Semimonthly salaried certification Period# 1-(6/25-7/09)	<b>11</b> 9AM - CIPPS files open - no edits or payruns
<b>12</b> 9AM - CIPPS files open - no edits or payruns	<b>13</b> <b>2nd Qtr</b> Recon of taxable wages due to DOA.	<b>14</b>	<b>15</b> Leave keying Deadline (6/25-7/09)	<b>16</b> Payday for semimonthly salaried employees	<b>17</b>	<b>18</b> 9AM - CIPPS files open - no edits or payruns
<b>19</b> 9AM - CIPPS files open - no edits or payruns	<b>20</b> <b>Deferred Comp Transaction Upload</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 9AM - CIPPS files open - no edits or payruns
<b>26</b> 9AM - CIPPS files open - no edits or payruns	<b>27</b> Semimonthly salaried certification Period #2 (7/10-7/24)	<b>28</b>	<b>29</b>	<b>30</b> Leave keying Deadline (7/10-7/24)	<b>31</b> Payday for semimonthly salaried employees  June Healthcare Certification due	

## August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> 9AM - CIPPS files open - no edits or payruns
<b>2</b> 9AM - CIPPS files open - no edits or payruns	<b>3</b> <b>Deferred Comp Transaction Upload</b>	<b>4</b>	<b>5</b>	<b>6</b> <b>Deferred Comp Transaction Upload</b>	<b>7</b>	<b>8</b> 9AM - CIPPS files open - no edits or payruns
<b>9</b> 9AM - CIPPS files open - no edits or payruns	<b>10</b> Semimonthly salaried certification Period# 1 (7/25-8/09)	<b>11</b>	<b>12</b>	<b>13</b> Leave keying Deadline (7/25-8/09)	<b>14</b> Payday for semimonthly salaried employees	<b>15</b> 9AM - CIPPS files open - no edits or payruns
<b>16</b> 9AM - CIPPS files open - no edits or payruns	<b>17</b>	<b>18</b>	<b>19</b> <b>Deferred Comp Transaction Upload</b>	<b>20</b>	<b>21</b> <b>Deferred Comp Transaction Upload</b>	<b>22</b> 9AM - CIPPS files open - no edits or payruns
<b>23</b> 9AM - CIPPS files open - no edits or payruns	<b>24</b>	<b>25</b>	<b>26</b> Semimonthly salaried certification Period #2 (8/10-8/24)	<b>27</b>	<b>28</b>	<b>29</b> 9AM - CIPPS files open - no edits or payruns
<b>30</b> 9AM - CIPPS files open - no edits or payruns	<b>31</b> Leave keying Deadline (8/10-8/24)  July Healthcare Certification due					

## September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Payday for semimonthly salaried employees  <b>Deferred Comp Transaction Upload</b>	<b>2</b>	<b>3</b>	<b>4</b> <b>Deferred Comp Transaction Upload</b>	<b>5</b> 9AM - CIPPS files open - no edits or payruns
<b>6</b> 9AM - CIPPS files open - no edits or payruns	<b>7</b> <b>HOLIDAY</b>	<b>8</b>	<b>9</b>	<b>10</b> Semimonthly salaried certification Period#1 (8/25-9/9)	<b>11</b>	<b>12</b> 9AM - CIPPS files open - no edits or payruns
----- <b>NATIONAL PAYROLL WEEK</b> ----- --						
<b>13</b> 9AM - CIPPS files open - no edits or payruns	<b>14</b>	<b>15</b> Leave keying Deadline (8/25-9/09)	<b>16</b> Payday for semimonthly salaried employees	<b>17</b>	<b>18</b> <b>Deferred Comp Transaction Upload</b>	<b>19</b> 9AM - CIPPS files open - no edits or payruns
<b>20</b> 9AM - CIPPS files open - no edits or payruns	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Semimonthly salaried certification Period#2 (9/10-9/24)	<b>25</b>	<b>26</b> 9AM - CIPPS files open - no edits or payruns
<b>27</b> 9AM - CIPPS files open - no edits or payruns	<b>28</b>	<b>29</b> Leave keying Deadline (9/10-9/24)  <b>Military Leave reset</b>	<b>30</b> Payday for semimonthly salaried employees  August Healthcare Certification due			

## October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> Deferred Comp Transaction Upload	<b>2</b>	<b>3</b> 9AM - CIPPS files open - no edits or payruns
<b>4</b> 9AM - CIPPS files open - no edits or payruns	<b>5</b>	<b>6</b> Deferred Comp Transaction Upload	<b>7</b>	<b>8</b>	<b>9</b> Semimonthly salaried certification Period #1 (9/25- 10/09)	<b>10</b> 9AM - CIPPS files open - no edits or payruns
<b>11</b> 9AM - CIPPS files open - no edits or payruns	<b>12</b> <b>HOLIDAY</b>  9AM - CIPPS files open - no edits or payruns	<b>13</b> 3 <sup>rd</sup> Qtr Recon of taxable wages due to DOA.	<b>14</b>	<b>15</b> Leave keying Deadline (9/25-10/09)	<b>16</b> Payday for semimonthly salaried employees	<b>17</b> 9AM - CIPPS files open - no edits or payruns
<b>18</b> 9AM - CIPPS files open - no edits or payruns	<b>19</b>	<b>20</b> Deferred Comp Transaction Upload	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 9AM - CIPPS files open - no edits or payruns
<b>25</b> 9AM - CIPPS files open - no edits or payruns	<b>26</b> Semimonthly salaried certification Period#2 (10/10- 10/24)	<b>27</b>	<b>28</b>	<b>29</b> Leave keying Deadline (10/10-10/24)	<b>30</b> Payday for semimonthly salaried employees  September Healthcare Certification Due	<b>31</b> 9AM - CIPPS files open - no edits or payruns

## November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 9AM - CIPPS files open - no edits or payruns	<b>2</b> <b>Deferred Comp Transaction Upload</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>Deferred Comp Transaction Upload</b>	<b>6</b>	<b>7</b> 9AM - CIPPS files open - no edits or payruns
<b>8</b> 9AM - CIPPS files open - no edits or payruns	<b>9</b> Semimonthly salaried certification Period #1 (10/25-11/09)	<b>10</b>	<b>11</b> <b>HOLIDAY</b>  9AM - CIPPS files open - no edits or payruns	<b>12</b>	<b>13</b> Leave keying Deadline (10/25-11/09)	<b>14</b> 9AM - CIPPS files open - no edits or payruns
<b>15</b> 9AM - CIPPS files open - no edits or payruns	<b>16</b> Payday for semimonthly salaried employees	<b>17</b>	<b>18</b> <b>Deferred Comp Transaction Upload</b>	<b>19</b> <b>Deferred Comp Transaction Upload</b>	<b>20</b>	<b>21</b> 9AM - CIPPS files open - no edits or payruns
<b>22</b> 9AM - CIPPS files open - no edits or payruns	<b>23</b> Semimonthly salaried certification Period#2 (11/10-11/24)	<b>24</b>	<b>25</b> <b>Half-Day Holiday</b> <b>Files close at Noon</b>	<b>26</b> <b>HOLIDAY</b>  9AM - CIPPS files open - no edits or payruns	<b>27</b> <b>HOLIDAY</b>  9AM - CIPPS files open - no edits or payruns	<b>28</b> 9AM - CIPPS files open - no edits or payruns
<b>29</b> 9AM - CIPPS files open - no edits or payruns	<b>30</b> Leave keying Deadline (11/10-11/24)  October Healthcare Certification due					