

# Department of Accounts Payroll Bulletin

Calendar Year 2009

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the Payroll  
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

**Director** Lora L. George

Assistant Director Cathy C. McGill

## Agency Training Courses

### **CIPPS Introductory Training Courses**

The Department of Accounts will offer both the Interactive CIPPS Beginners Payroll and Beginners Leave Accounting training courses in **October 2009**. A brief description of the introductory training courses and related dates and location is outlined below. Please review the information and complete the registration (instructions below) for the course 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.

**PLEASE NOTE THAT REGISTRATION PROCEDURES HAVE CHANGED!** To sign up for this class, please go to <https://covkc.virginia.gov> and follow the instructions for registering. Go to **Learning Center > Course Information & Enrollment > Keyword: CIPPS**. **If for any reason you cannot attend either class after enrolling, be sure to remove your name so others may attend.**

For questions concerning registration for these training courses, please contact Meg Ridley at (804) 225-2446.

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## Agency Training Courses, Continued

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### 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 and a copy of the Introductory Payroll Training Manual.** Copies will not be provided. Due to its interactive on-line requirements, this class will be held in the DOA Training Room and *is limited to 16 students*. Dress casual.

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### Registration Deadlines

CIPPS Introductory Leave: register  
By **October 2, 2009**

Interactive CIPPS Beginners Payroll: register  
by **October 5, 2009**

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### Interactive CIPPS Beginners Payroll

#### **CIPPS Beginners Payroll**

**All attendees are required to bring a copy of the listed CAPP topics and Introductory Payroll Training Manual (Modules 1 – 9, and PPTS) to this class.** CAPP and training manuals are available on-line at the DOA web site at [www.doa.virginia.gov](http://www.doa.virginia.gov). To print training manual go to [http://www.doa.virginia.gov/Payroll/Training/CIPPS\\_Intro\\_Training/CIPPS\\_Training\\_Manual.cfm](http://www.doa.virginia.gov/Payroll/Training/CIPPS_Intro_Training/CIPPS_Training_Manual.cfm). **Copies of CAPP and training manuals will not be provided.**

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

**Date Offered:** Lecture/Example Completion/ Online – **October 13-16, 2009**

**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.

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## Agency Training Courses, Continued

**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, and Special Payroll Processing  
**Day 4** – Reports Review, and Manual Pay Processing

### CAPP Topics

**Attendees are required** to bring a copy of the following CAPP topics. Copies **will not be available** at training. *Be sure to bring the current versions from the web. The training manual is also found online on the DOA website and **will not** be furnished at training.*

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	50090	50810	Pre-Certification Activities
	50310	Rehires and Employee Data		50815	Payroll Certification
	50315	Employee Tax Maintenance		50820	Post-Certification Activities
	50320	Terminations	50905	Monthly Reconciliation	
50400	50405	Court-ordered Withholdings	50910	50910	Quarterly Reconciliation and Certification
	50410	Retirement – VRS and ORP		50915	Cal. Year-end Recon and Certification
	50415	Retirement – Salary Reduction Plans			

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## Agency Training Courses, Continued

Section	Topic No	Topic	Section	Topic No	Topic
50400	50420	Retirement – Cash Match Plans		50440	Savings Bonds
	50425	Group and Optional Group Life Insurance		50445	Direct Deposit
	50430	Health Insurance		50450	Parking/Transportation
	50435	Flexible Spending Accounts		50455	Misc Employee Deductions

### CIPPS Introductory Leave

#### CIPPS Introductory Leave

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

**Dates Offered:** **October 8 or 9, 2009 (register for only 1 of these dates)**

**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, CAPP topic #50110, CIPPS Navigation and the CIPPS leave training manual. CAPP and training manuals (including reports manual) are available on-line at the DOA web site at [www.doa.virginia.gov](http://www.doa.virginia.gov) . **Copies will not be available in class.** To print the training manual go to [http://www.doa.virginia.gov/Payroll/Training/Leave\\_Intro\\_Training/LEAVE\\_Intro\\_Training\\_Manual.cfm](http://www.doa.virginia.gov/Payroll/Training/Leave_Intro_Training/LEAVE_Intro_Training_Manual.cfm) .

**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

For questions concerning registration for these training courses, please contact Meg Ridley at (804) 225-2446.