

Department of Accounts

Payroll Bulletin

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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

State Payroll Operations

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Agency Training Courses

CIPPS Introductory Training Courses

The Department of Accounts will offer both the Interactive CIPPS Introductory Payroll and Introductory Leave Accounting training courses in April 2014. A brief description of the introductory training courses and related dates and location is outlined below. Please review the information and complete the registration for the course you or your staff would like to attend.

To sign up for this class, please go to <https://covkc.virginia.gov> and follow the instructions for registering. The registration deadline is **April 10, 2014**.

Go to **Learning Center > Course Catalog > 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 **Jane Kearney at 804-225-3181**.

Class Information

Due to the interactive on-line requirements, the classes will be held in the DOA Training Room and *are limited to 16 students*. Therefore we ask that agencies do not sign up numerous employees for the same class. **Also, it is imperative that attendees have keyboard experience and should have spent some time navigating through the CIPPS screens.** If you are not directly responsible for processing but *oversee the function* you can contact State Payroll Operations (payroll@doa.virginia.gov) to discuss the option to audit the class without hands-on access. The courses are not open to the General Public.

Be sure to bring the *current* version of the training manual from the web. Copies will not be furnished.

Agency Training Courses, continued

**Interactive
CIPPS
Introductory
Training**

The Interactive CIPPS Introductory Payroll/Leave Training courses accommodate agency personnel who have limited CIPPS experience and are **directly responsible** for processing payroll or leave. The courses will follow a lecture/on-line example format with the lecture focused on CAPP topic material.

**Payroll Course
Information****CIPPS Introductory Payroll**

All attendees are required to bring the current version of the Introductory CIPPS Training Manual (Modules 1 – 9) dated 2014 to class. We will email you when the manual has been updated and ready to print.

To print the training manual go to

http://www.doa.virginia.gov/Payroll/Training/CIPPS_Intro_Training/CIPPS_Training_Manual.cfm

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

Date Offered: Lecture/Example Completion/ Online –
April 14 - 16, 2014

Course Locations: DOA Training Room - 2nd Floor, James 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.

Please review the following power point presentation found on the following link prior to class. Be sure to read each slide and the notes at the bottom. Bring any questions to class.

http://www.doa.virginia.gov/Payroll/Training/CIPPS_Intro_Training/CIPPS_Training_Manual.cfm

Course Synopsis: **Day 1** - New Hires/Employee Set-up and Maintenance.
Day 2 – Deduction Processing, Time and Attendance, Special Payments
Day 3 – Manual Payments/Updates, Payroll Audit Tool, Error Correction, Certification, Reconciliation, and Reports Review.

**Leave Course
Information****CIPPS Introductory Leave****Course Length:** One full day (8:30 AM to 4:30 PM)**Dates Offered:** **April 17, 2014****Course Location:** DOA Training Room - Second Floor, James Monroe Building**Targeted Audience:** Agency personnel who have not previously attended formal CIPPS Leave training and are directly responsible for Leave Accounting.**Leave Manual:** **Attendees are required to bring a copy of the most recent CIPPS leave training manual dated April 2012.** To print the training manual go to http://www.doa.virginia.gov/Payroll/Training/Leave_Intro_Training/LEAVE_Intro_Training_Manual.cfm

You are no longer required to bring copies of the CAPP manual as we will access them together in class on our web site. Be sure to bring the current version of the leave training manual. *Copies will not be furnished.*

Developing a Basic In-House Training Program

**DOA
Assistance**

Some agencies have numerous leave (possibly payroll) processors across the state to accommodate a widely decentralized operational base. In lieu of sending individuals to the semi-annual CIPPS training provided by the Department of Accounts in Richmond, it is highly recommended that these agencies establish in-house training programs. Such training programs should include basic keyboard navigation, CIPPS screen navigation, commonly used function (PF) keys, a review of Federal and State regulations and policies as deemed appropriate, and a discussion of common data-entry situations. While CIPPS training files cannot be made available for hands-on data entry, the training manuals are available online at DOA's website to aid in the discussion.

If your agency is considering developing an in-house training program and would like input from DOA's trainers, please contact us at payroll@doa.virginia.gov .