

Department of Accounts

Payroll Bulletin

Calendar Year 2015

April 7, 2015

Volume 2015-03

*In This Issue of
the Payroll
Bulletin.....*

- ✓ **CIPPS Training Courses**
- ✓ **Payroll Course Information**
- ✓ **Developing a Basic In-House Training Program**

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

Director **Lora L. George**
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CIPPS Training Courses

Modular CIPPS Training Format

Based on agency feedback, State Payroll Operations will again offer the Introductory CIPPS Payroll and Leave training for beginners in addition to a two day Payroll Conference option for advanced users. Only new CIPPS users are encouraged to attend the Introductory CIPPS-Payroll and Leave training as it will solely focus on how to key data into CIPPS. Policies, highlights and recent changes will be covered during the Payroll Conference to allow for Payroll, Fiscal and Human Resource Officers to receive important information.

The modular format allows users to select any or all courses which are applicable to their needs.

CIPPS Training Courses

The Department of Accounts will offer the CIPPS-Payroll training courses and the Introductory CIPPS-Leave Accounting training course April 27 - 29, 2015. A brief description for each of the training courses and seminars, including related dates and locations is outlined below. Please review the information and complete the registration for the course which you or your staff would like to attend.

To sign up for any of these on-site classes or seminars, please go to <https://covkc.virginia.gov> and follow the instructions for registering. The registration deadline for the Introductory Payroll and CIPPS-Leave classes is **April 23, 2015**.

Go to **Learning Center > Course Catalog > Keywords: DOA, PAYROLL, 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 any or all of the training courses, please contact **Jane Kearney at (804) 225-3181**.

Payroll Course Information

CIPPS Introductory Payroll

All attendees are required to bring to class the current version of the Introductory CIPPS Training Manual (Modules 1 – 6 and Module 6 workbook) dated September 2014.

Course Format: Lecture/Data Entry Example Completion

Course Length: Two full days (8:45AM to 4:45 PM each day)

Date Offered: **April 27 – 28, 2015**

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

Targeted Audience: Agency personnel who need to learn how to key payroll batches and employee masterfile changes into CIPPS.

Course Synopsis: **Day 1** - New Hires/Employee Set-up and Maintenance.
Day 2 – Deductions; Garnishments overview; Time and Attendance, Special Payments; Manual Pay adjustments; Edit Requests.

Maximum Attendees: **16 students.**

CIPPS Introductory Leave

Course Format: On-site Lecture/Data Entry Example Completion

Course Length: One full day (8:45 AM to 4:45 PM)

Dates Offered: **April 29, 2015**

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. You will be notified via email when the manual has been updated and ready to print.**

Maximum Attendees: **16 students.**

Payroll Course Information, continued

Payroll Conference Day 1

Course Format:	On-site lecture (register through COVKC) and teleconference (registration, dial in information will be distributed closer to date).
Course Length:	One full day (8:45 AM to 4:45 PM)
Date Offered:	June 2, 2015
Course Location:	Conference Rooms C & D – 1st Floor, James Monroe Building
Targeted Audience:	Payroll and Fiscal Officers who are involved in payroll and processing for employees on any level.
Course Synopsis:	Fiscal Year end changes and updates, Quarterly Reconciliations, Cardinal impact on payroll, PAT (Payroll Audit Tool) training and introduction of new Payroll Queries.
Maximum Attendees:	<u>On-site</u> is limited to 100 students.

Payroll Conference Day 2

Course Format:	On-site lecture (register through COVKC) and teleconference (registration, dial in information will be distributed closer to date).
Course Length:	One full day (8:45 AM to 4:45 PM)
Date Offered:	June 3, 2015
Course Location:	Conference Rooms C & D – 1st Floor, James Monroe Building
Targeted Audience:	Payroll and Human Resource Officers who are involved in payroll and benefits processing on any level.
Course Synopsis:	VSDP Processing, VRS Recons, VRS Fiscal Year Changes, Internal Time and Leave interfaces with CIPPS (TAL, KRONOS, etc), PAT EPR and 1500 Hour Tracking
Maximum Attendees:	<u>On-site</u> is limited to 100 students.

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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.
