

Commonwealth Integrated Payroll/Personnel System (CIPPS)

Introductory Payroll/Leave Training Manual

Training Course Presented by:
State Payroll Operations Staff of the Department of Accounts
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 CIPPS INTRODUCTORY PAYROLL TRAINING
 State Payroll Operations Staff and Course Index**

General Course Daily Schedule

The schedule below lists the topic and module number for each morning and afternoon session.

Session	Topic	Module
Day 1 Morning (10/11/16)	Introductions and Housekeeping	
	CIPPS Navigation	CAPP 50110
	Performing Maintenance to Employee Records <ul style="list-style-type: none"> • Changes to Basic Information • Changes to Salary, Benefits, etc. • Employee Termination 	1
Day 1 Afternoon (10/11/16)	Deduction Maintenance and Garnishments <ul style="list-style-type: none"> • Statewide Deduction Matrix • H0ZDC Screen and Manual Deduction Entry • Deduction Features, Calculation Options • Agency-Paid Benefits • Employee Voluntary Deductions 	2

Continued on next page

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
State Payroll Operations Staff and Course Index**

General Course Daily Schedule, continued

Session	Topic	Module
Day 2 Morning (10/12/16)	Questions from Day 1	Review
	Adding A New Employee Record <ul style="list-style-type: none"> • New Employee Add • Basic Employee Information • Automatic Special Payments • Employee Job Description • Programmatic Data • Employee Banking Information • Employee Benefits • Employee Deductions • Additional Pay Rates and Factors • Employee Automatic Taxing Information • Employee State and Local Tax Status • Employee Status 	3
Day 2 Afternoon (10/12/16)	Batch Entry Processing <ul style="list-style-type: none"> • Time and Attendance • Screens, Forms and Features • Overtime and Shift Differentials • Adjustments to Current Pay • Tax and Deduction Overrides 	4

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
State Payroll Operations Staff and Course Index**

General Course Daily Schedule, continued

Session	Topic	Module
Day 3 Morning (10/13/16)	Questions from Day 2	Review
	Special Payments <ul style="list-style-type: none"> • Screens, Forms and Features • Company Special Pays • Special Pay Reference Sheet • Special Pay Transactions • Special Pay Control Balancing • Special Pay Only Payruns Error Corrections and Edit Requests <ul style="list-style-type: none"> • Online Pending File • Batch File Maintenance (Deleting Pending Payroll Transactions) • Requesting Edits 	5
Day 3 Afternoon (10/13/16)	Employee Refunds and Manual Pay Adjustments <ul style="list-style-type: none"> • Deduction Refunds and Adjustments • Tax Refunds and Adjustments • Earnings Reclassifications Payroll Reporting Systems and Certification Review <ul style="list-style-type: none"> • Reportline • Payroll Audit Tool (PAT) 	5
	Report Appendix	6
	Final Questions	
	Evaluations	