

**Commonwealth Integrated**

**Payroll/Personnel System**

**CIPPS**

**Introductory Payroll Training Manual**

Training Course Presented by:

Payroll Staff of the Department of Accounts

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**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING**

**General Course Outline, Continued**

**Daily Schedule (continued)**

<b>Session</b>	<b>Topic</b>	<b>Module</b>
Day 2 Morning	Finish any topics not completed from Day 1  Benefits and Deduction Processing <ul style="list-style-type: none"> <li>• Statewide Deduction Reference Sheet</li> <li>• Deduction Features</li> <li>• Deduction Calculation Features/Options</li> <li>• Agency-Paid Benefit Deductions</li> <li>• Employee Voluntary Deductions</li> <li>• Overriding Standard Deductions</li> </ul>	3
Day 2 Afternoon	Processing Regular Employee Payments <ul style="list-style-type: none"> <li>• Features</li> <li>• Standard Time Reporting</li> <li>• Internal Batch Control</li> <li>• Hourly – Time Card Required</li> <li>• Salary – No Time Card Required</li> </ul>	4
	Processing Special/Non Routine Payments <ul style="list-style-type: none"> <li>• Features</li> <li>• Company Special Pays</li> <li>• Special Pay Reference Sheet</li> <li>• Special Pay Transactions</li> <li>• Special Payment Control Balancing</li> <li>• Paying Special Payments as Regular Pay</li> </ul>	5

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**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING**

**General Course Outline, Continued**

<b>Session</b>	<b>Topic</b>	<b>Module</b>
Day 3 Morning	Finish any topics not completed from Day 2  Error Correction/Edit and Certification Requests <ul style="list-style-type: none"> <li>• Deleting Payroll Transactions</li> <li>• Information Required</li> <li>• Certification Dates</li> </ul>	6
	Masterfile Updates <ul style="list-style-type: none"> <li>• Features</li> <li>• Paid Updates – Refunds</li> <li>• Non-Paid Updates – Adjustments</li> <li>• Void Check Process</li> </ul>	7
Day 3 Afternoon	Review of Payroll Related Reconciliations <ul style="list-style-type: none"> <li>• Pay Period</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• Calendar Year End</li> </ul>	8
Day 4	Finish any topics not completed from Day 3  Payroll Audit Tool (PAT)  Payroll Related Reports	9

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