# Department of Accounts
# Payroll Bulletin

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

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## 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 **April 2010**. 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.

# 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 **April 2, 2010**

Interactive CIPPS Beginners Payroll:  register
by **April 7, 2010**

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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 .  To print training manual go to 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 – **April 13 – 16, 2010**

**Course Locations:**     DOA Training Room - 2nd 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 | | 50810 | Pre-Certification Activities |
| | 50310 | Rehires and Employee Data | | 50815 | Payroll Certification |
| | 50315 | Employee Tax Maintenance | | 50820 | Post-Certification Activities |
| | 50320 | Terminations | 50090 | 50905 | Monthly Reconciliation |
| 50400 | 50405 | Court-ordered Withholdings | | 50910 | Quarterly Reconciliation and Certification |
| | 50410 | Retirement – VRS and ORP | | 50915 | Cal. Year-end Recon and Certification |
| | 50415 | Retirement – Salary Reduction Plans | | | |

# Agency Training Courses, continued

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

**CIPPS Introductory Leave**

**CIPPS Introductory Leave**

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

**Dates Offered:** **April 8 or 9, 2010  (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 . **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 .

**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

# Agency Training Courses, continued

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