Department of Accounts
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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CIPPS Training Courses

New Modular CIPPS Payroll Training Format

Based on agency feedback, State Payroll Operations has revamped the Introductory CIPPS Payroll training into a new modular format. The modification will assist new CIPPS users by allowing them to have Day 1 and Day 2 solely dedicated to the data entry portion of CIPPS training. This change is also intended to allow advanced CIPPS users, Human Resources Officers and Fiscal Managers the opportunity to participate in lecture sessions on payroll auditing and reporting and benefit processing and reconciliation on Day 3 and Day 4.

The modular format allows users to select any or all courses that 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 the week of September 29 – October 3, 2014. 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 is **September 26, 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 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, Appendix A) dated September 2014. **You will be notified via email when the manual has been updated and ready to print.**

Course Format:	Lecture/Data Entry Example Completion
Course Length:	Two full days (8:45AM to 4:45 PM each day)
Date Offered:	**September 29 – 30, 2014**
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**.

Payroll Auditing and Reporting Seminar	**Course Format:** On-site lecture (register through COVKC) and teleconference (registration, dial in information and PowerPoint presentation will be distributed closer to date).

Course Length:	One full day (8:45 AM to 4:45 PM)
Date Offered:	**October 1, 2014**
Course Location:	Conference Room B – 1st Floor, James Monroe Building
Targeted Audience:	Payroll and Fiscal Officers who are involved in payroll auditing or reporting on any level.
Course Synopsis:	Payroll Pre-Certification and Post Certification Processes; PAT (Payroll Audit Tool); Quarterly Reconciliations; Report Writer
Maximum Attendees:	**On-site is limited to 56 students**.

Payroll Course Information, continued

Benefit Processing and Reconciliation Seminar		
	Course Format:	On-site lecture (register through COVKC) and teleconference (registration, dial in information and PowerPoint presentation will be distributed closer to date).
	Course Length:	One full day (8:45 AM to 4:45 PM)
	Date Offered:	**October 2, 2014**
	Course Location:	Conference Room B – 1st Floor, James Monroe Building
	Targeted Audience:	Payroll and Human Resource Officers who are involved in payroll and benefits processing for employees on any level.
	Course Synopsis:	Interfaces to CIPPS from systems of authority: BES (HC & Flex), PMIS, VNAV, Deferred Compensation (ICMA-RC), Misc Ins/Annuities (FBMC), OGL (Minn. Life); Healthcare Reconciliation, VRS Reconciliation
	Maximum Attendees:	<u>**On-site**</u> **is limited to 56 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:	**October 3, 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. You will be notified via email when the manual has been updated and ready to print.**
	Maximum Attendees:	**16 students**.

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 .