

Department of Accounts Payroll Bulletin

Calendar Year 2017

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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

Director **Lora L. George**

Assistant Director Cathy C. McGill

Agency CIPPS Training Courses

CIPPS Introductory Training Courses

The Department of Accounts will offer both the CIPPS Introductory Payroll and Introductory Leave Accounting training courses March 28 – 31, 2016. A brief description of the introductory training courses and related dates and location is outlined below. Please review the information and complete the registration for the course you or your staff would like to attend.

To sign up for these courses, please go to <https://covlc.virginia.gov> and follow the instructions for registering.

- The registration deadline for the Payroll and Leave course is **March 24th**.

Go to **Training Catalog > Browse Training Catalog > Keyword: cipps 2017, DOA, CIPPS, CIPPS Leave** If for any reason you cannot attend either class after enrolling, be sure to remove your name so others may attend. Your “Learning Center Domain Administrator” must pull this session into your agency domain before you can view it. For questions concerning registration for these training courses, please contact **Jane Kearney at 804-225-3181**.

Class Information

Due to the interactive on-line requirements, the classes will be held in the DOA Training Room and *are limited to 16 students*. Therefore we ask that agencies do not sign up numerous employees for the same class. **Also, it is imperative that attendees have keyboard experience and should have spent some time navigating through the CIPPS screens.** If you are not directly responsible for processing but *oversee the function* you can contact State Payroll Operations (payroll@doa.virginia.gov) to discuss the option to audit the class without hands-on access. The courses are not open to the General Public.

Agency CIPPS Training Courses, continued

**Interactive
CIPPS
Introductory
Training**

The Interactive CIPPS Introductory Payroll/Leave Training courses accommodate agency personnel who have limited CIPPS experience and are **directly responsible** for processing payroll or leave. The courses will follow a lecture/on-line example format with the lecture focused on CAPP topic material.

**CIPPS
Introductory
Payroll**

All attendees are required to bring the current version of the Introductory CIPPS Training Manual (Modules 1 – 6) updated October 2016 to class. Copies will not be furnished. To print the training manual go to:

http://www.doa.virginia.gov/Payroll/Training/CIPPS_Intro_Training/CIPPS_Training_Manual.cfm

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

Course Length: Three full days (8:45 AM to 5:00 PM each day)

Date Offered: **March 28 - 30, 2017**

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

Targeted Audience: Agency personnel who have not previously attended formal CIPPS Payroll training *and* are directly responsible for processing payroll.

Course Synopsis: **Day 1** – Performing Maintenance to Employee Records; Deduction Maintenance and Garnishments.

Day 2 – Adding A New Employee Record; Batch Entry Processing.

Day 3 – Special Payments; Error Corrections and Edit Requests; Employee Refunds and Manual Pay Adjustments; Payroll Reporting Systems and Certification Review

Maximum Attendees: 16 students

Agency CIPPS Training Courses, continued

**CIPPS
Introductory
Leave**

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

Course Length: One full day (8:45 AM to 5:00 PM)

Date Offered: **March 31, 2017**

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 dated March 2016. *Copies will not be furnished.*

To print the training manual go to:

http://www.doa.virginia.gov/Payroll/Training/Leave_Intro_Training/LEAVE_Intro_Training_Manual.cfm

Maximum Attendees: 16 students

“VRS-VSDP-Worker’s Compensation and Payroll – Exploring the Jungle”

**Upcoming
DHRM-MCI
Training**

DHRM and MCI have dedicated their annual “Roadshow” meetings to be held in April and May to a session called **“VRS-VSDP-Worker’s Compensation and Payroll – Exploring the Jungle”**. State Payroll Operations, along with DHRM, MCI and VRS, will provide an in depth course on processing VSDP and Worker’s Compensation claims from start to finish.

A description for the course is provided in the next section. Each agency is encouraged to send representatives from **both** payroll **and** human resources to gain a comprehensive overview of the processes involved with these benefits.

Please go to

<https://covlc.virginia.gov/DL.aspx?id=3FD27EA202664053B6F180A2DD375A45>

to sign up for this course and follow the instructions for registering.

Go to **Training Catalog > Browse Training Catalog > Keyword: WCS**

Roadshow. If for any reason you cannot attend either class after enrolling, be sure to remove your name so others may attend. Your “Learning Center Domain Administrator” must pull this session into your agency domain before you can view it.

“VRS-VSDP-Worker’s Compensation and Payroll – Exploring the Jungle”, continued

“VRS-VSDP-Worker’s Compensation and Payroll – Exploring the Jungle”

A course description for this session is provided below:

Join a team of experts from Workers’ Compensation, VSDP, VRS and DOA-State Payroll Operations to explore multiple scenarios of Workers’ Compensation and/or VSDP claims from start to finish. We will work through demonstrated situational claims to help attendees review the policies, procedures and calculations necessary to manage employee disability and workers’ compensation benefits. Discover how to report lost time from work, process indemnity checks and reinstate leave. We will explore unusual situations and the policies behind them.

The agenda will also include a Virginia Sickness and Disability Program update to include an overview of ReedGroup’s disability claim management process, the return to work process, complex claim escalations and who to call for what, the transition from STD to LTD and its effects on benefits, Daily Action Report enhancements, an overview of the appeal process, and how to use the ReedGroup self-service portal.

Each agency is encouraged to send a team of Human Resources, Benefits Administration **and** Payroll staff as they will all benefit from a comprehensive understanding of the entire process. Coordination of these services is essential to providing the employee the best experience possible during their disability/injury.
