

Department of Accounts

Payroll Bulletin

Calendar Year 2008

June 19, 2008

Volume 2008-10

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

- ✓ Distribution of checks for July
payday
- ✓ July – November Operations
Calendar

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

CHECK DISTRIBUTION

July Check Dates

Under no circumstances are payroll checks with any July 2008 check date to be placed into the U.S. mail prior to June 30, 2008.

Additionally, under no circumstances are checks with a July 2008 check date to be placed into an employee's possession prior to July 1, 2008.

PAYROLL PROCESSING – July through November, 2008

Introduction

This Payroll Bulletin addresses payroll operations for the first five months of Fiscal Year 2009. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semimonthly salaried employees	2	3	4 HOLIDAY 9AM - CIPPS files open - no edits or payruns	5 9AM - CIPPS files open - no edits or payruns
6 9AM - CIPPS files open - no edits or payruns	7	8	9	10 Semimonthly salaried certification Period# 1-(6/25-7/09)	11	12 9AM - CIPPS files open - no edits or payruns
13 9AM - CIPPS files open - no edits or payruns	14	15 Leave keying Deadline (6/25-7/09) 2nd Qtr Recon of taxable wages due to DOA.	16 Payday for semimonthly salaried employees	17	18	19 9AM - CIPPS files open - no edits or payruns
20 9AM - CIPPS files open - no edits or payruns	21	22	23	24	25	26 9AM - CIPPS files open - no edits or payruns
27 9AM - CIPPS files open - no edits or payruns	28 Semimonthly salaried certification Period #2 (7/10-7/24)	29	30	31 Leave keying Deadline (7/10-7/24) June Healthcare Certification due		

August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semimonthly salaried employees	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4	5	6	7	8	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 Semimonthly salaried certification Period# 1 (7/25-8/09)	12	13	14 Leave keying Deadline (7/25-8/09)	15 Payday for semimonthly salaried employees	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18	19	20	21	22	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25 Semimonthly salaried certification Period #2 (8/10-8/24)	26	27	28 Leave keying Deadline (8/10-8/24)	29 Payday for semimonthly salaried employees July Healthcare Certification due	30 9AM - CIPPS files open - no edits or payruns
31 9AM - CIPPS files open - no edits or payruns						

September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY 9AM - CIPPS files open - no edits or payruns	2	3	4	5	6 9AM - CIPPS files open - no edits or payruns
<i>NATIONAL PAYROLL WEEK</i>						
7 9AM - CIPPS files open - no edits or payruns	8	9	10 Semimonthly salaried certification Period#1 (8/25-9/9)	11	12	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 Leave keying Deadline (8/25-9/09)	16 Payday for semimonthly salaried employees	17	18	19	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24 Semimonthly salaried certification Period#2 (9/10-9/24)	25	26	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29 Leave keying Deadline (9/10-9/24) Military Leave Reset	30 Payday for semimonthly salaried employees August Healthcare Certification due				

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 9AM - CIPPS files open - no edits or payruns
5 9AM - CIPPS files open - no edits or payruns	6	7	8	9 Semimonthly salaried certification Period #1 (9/25-10/09)	10	11 9AM - CIPPS files open - no edits or payruns
12 9AM - CIPPS files open - no edits or payruns	13 HOLIDAY 9AM - CIPPS files open - no edits or payruns	14	15 Leave keying Deadline (9/25-10/09) 3 rd Qtr Recon of taxable wages due to DOA.	16 Payday for semimonthly salaried employees	17	18 9AM - CIPPS files open - no edits or payruns
19 9AM - CIPPS files open - no edits or payruns	20	21	22	23	24	25 9AM - CIPPS files open - no edits or payruns
26 9AM - CIPPS files open - no edits or payruns	27 Semimonthly salaried certification Period#2 (10/10-10/24)	28	29	30 Leave keying Deadline (10/10-10/24)	31 Payday for semimonthly salaried employees September Healthcare Certification Due	

November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM - CIPPS files open - no edits or payruns
2 9AM - CIPPS files open - no edits or payruns	3	4	5	6	7 Semimonthly salaried certification Period #1 (10/25-11/09)	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10	11 HOLIDAY 9AM - CIPPS files open - no edits or payruns	12	13 Leave keying Deadline (10/25-11/09)	14 Payday for semimonthly salaried employees	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17	18	19	20	21 Semimonthly salaried certification Period#2 (11/10-11/24)	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24	25	26 Half-Day Holiday Files close at Noon Cert deadline is 11:00 am Leave keying Deadline (11/10-11/24) October Healthcare Certification due	27 HOLIDAY 9AM - CIPPS files open - no edits or payruns	28 HOLIDAY 9AM - CIPPS files open - no edits or payruns	29 9AM - CIPPS files open - no edits or payruns
30 9AM - CIPPS files open - no edits or payruns						