

Department of Accounts

Payroll Bulletin

Calendar Year 2011

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the Payroll
Bulletin.....*

- ✓ **CIPPS Beginners Payroll Training**
- ✓ **CIPPS Introductory Leave Training**

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 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 **October 2011**. 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.**

Contact

For questions concerning registration for these training courses, please contact **Jane Kearney at 804-225-3181**.

Agency Training Courses, cont.

**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.

**Registration
Deadlines**

CIPPS Introductory Leave:
Register By **October 07, 2011**

Interactive CIPPS Beginners Payroll:
Register By **October 07, 2011**

**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. We are updating the training manuals and some CAPP topics, so please wait until the week before the class to print off these documents. 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 – **October 17 to October 20, 2011**

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.

Agency Training Courses, cont.

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			

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Agency Training Courses, cont.

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			
	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: **October 21, 2011**

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.

CAPP Topics: 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