

Department of Accounts

Payroll Bulletin

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

- ✓ **CIPPS Introductory Payroll Training**
- ✓ **CIPPS Introductory Leave Training**
- ✓ **Developing a Basic In-House Training Program**

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**
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Agency Training Courses

CIPPS Introductory Training Courses

The Department of Accounts will offer both the Interactive CIPPS Introductory Payroll and Introductory Leave Accounting training courses in April/May 2012. 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 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 **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 Training Courses, continued

**Interactive
CIPPS
Introductory
Training**

The Interactive CIPPS Introductory Payroll/Leave Training courses accommodate agency personnel who have no or 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. **All attendees are required to bring a copy of the updated CAPP topics listed and a copy of the applicable Introductory Training Manual.** Copies will not be provided.

**Registration
Deadlines**

CIPPS Introductory Leave: register
by **April 20, 2012**

Interactive CIPPS Introductory Payroll: register
by **April 24, 2012**

**Payroll Course
Information****CIPPS Introductory 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 the 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 30 to May 3, 2012**

Course Locations: DOA Training Room - 2nd Floor, James 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, 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 | 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 | 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 | | | |
| | 50445 | Direct Deposit | | | |
| | 50450 | Parking/Transportation | | | |
| | 50455 | Misc Employee Deductions | | | |

Leave Course Information

CIPPS Introductory Leave

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

Dates Offered: **May 4, 2012**

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.

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

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.
