

Department of Accounts Payroll Bulletin

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the 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

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 October/November 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 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 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.

Copies of CAPP and training manuals will not be provided.

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.

Registration Deadlines

CIPPS Introductory Leave: register
by **October 19, 2012**

Interactive CIPPS Introductory Payroll: register
by **October 19, 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 .

Course Length: Lecture/ Example Completion/Online - Three full days (8:30 AM to 4:30 PM each day)

Date Offered: Lecture/Example Completion/ Online – **October 30 – November 1, 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.

Please review the following power point presentation found on the following link prior to class. Be sure to read each slide and the notes at the bottom. Bring any questions to class.

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

Agency Training Courses, continued

Course Synopsis: **Day 1** - CIPPS Processing, Navigation 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, Reports Review, and Manual Pay Processing

CAPP Topics

Be sure to bring the current versions of the CAPP and training manuals from the web. Copies 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:** **October 29, 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 . To print the training manual go to http://www.doa.virginia.gov/Payroll/Training/Leave_Intro_Training/LEAVE_Intro_Training_Manual.cfm . *Be sure to bring the current versions of the CAPP and training manuals from the web. Copies will not be furnished at training.*

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.