

Department of Accounts Payroll Bulletin

Calendar Year 2017

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✓ **CIPPS Introductory Payroll
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**
Acting Director Cathy C. McGill

CIPPS Agency Training Courses

CIPPS Introductory Training Course

The Department of Accounts will offer the Interactive CIPPS Introductory Payroll training course October 18-20, 2017. A brief description of the introductory training course and related dates and location is outlined below. Please review the information and complete the registration for the course if you or your staff would like to attend.

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

Go to **Training Catalog > Browse Training Catalog > Keyword: CIPPS Fall 2017, DOA, CIPPS**. If for any reason you cannot attend either class after enrolling, be sure to remove your name so others may attend. The registration deadline is **October 11th**.

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.

Be sure to bring the *current* version of the training manual(s) from the web. Copies will not be furnished.

CIPPS Agency Training Courses, continued

Interactive CIPPS Introductory Training

The Interactive CIPPS Introductory Payroll Training course accommodates agency personnel who have 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 CAPP topic material.

Payroll Course Information

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

Date Offered: Lecture/Example Completion/ Online – October 18-20, 2017

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

Course Synopsis: **Day 1** - New Hires/Employee Set-up and Maintenance.
Day 2 – Deduction Processing, Time and Attendance, Special Payments
Day 3 – Manual Payments/Updates, Payroll Audit Tool, Error Correction, Certification, Reconciliation, and Reports Review.
