

# Department of Accounts

## Payroll Bulletin

Calendar Year 2017

November 28, 2017

Volume 2017-15

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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](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

**Director** Lora L. George

Acting Director Cathy C. McGill

### Holiday Schedule for Bi-Weekly Wage Certification

**Bi-Weekly  
Wage Cert  
Deadline for  
January 5,  
2018, Check  
Date**

The Calendar Year End bulletin previously distributed provided deadlines for certifying the first bi-weekly wage payroll for 2018. This bulletin provides additional information regarding when the system will be available and when jobs will be run to create edits for review prior to certification on January 2, 2018. Note that certifications for wage payroll, check date 1/5/2018, may be entered on Friday, 12/29.

The system schedule for the bi-weekly pay periods ending December 21, 23 and 24 with a check date of January 5 is as follows:

Wednesday, December 27 – CIPPS available for interface of batches (including TAL transmissions) and data entry for pay periods ending 12/21, 12/23 and 12/24. Edits only for wage payrolls – **no wage certifications may be entered**. Last day for specials for salaried employees and check date 12/28 or 12/29 (if previously unused).

Thursday, December 28 – CIPPS available for interface of batches (including TAL) and batch data entry until noon. Edits only – **no certifications of any kind**. CIPPS closes at noon for Calendar Year End processing.

Friday, December 29 – CIPPS CYE is expected to finish mid-afternoon. A mass email will be distributed once the files have been opened. Batch interface and TAL file transmission will occur according to normal schedule. **Edits and certifications for wage payrolls only – check date must be 01/05/2018.**

Monday, January 1 – no jobs will be run

Tuesday, January 2 – normal processing schedule will resume; **certification deadline for bi-weekly wage check date of January 5**. Agencies who do not have staff on hand to enter the certification may provide the attached form to DOA no later than 3:30 pm on Friday, December 29. DOA will enter certifications on January 2 for all forms received by the deadline. Forms should be emailed to [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov) – DO NOT FAX.

## AGENCY AUTHORIZATION FOR CERTIFICATION OF BI-WEEKLY WAGE PAYROLL

DATE: \_\_\_\_\_

TO: Department of Accounts

Attention: Payroll Production

AGENCY NAME: \_\_\_\_\_

AGENCY NUMBER: \_\_\_\_\_

Pay Frequency	Voucher Number	Pay Per	Period Begin Date	Period End Date	Check Date	Current Gross Amount	Pay Type
							-
							-
							-

I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE WITH PROCEDURES OUTLINED

IN THE CAPP MANUAL VOL. 1, SECTION 50815. I BELIEVE THAT THESE TRANSACTIONS ARE ACCURATE AND APPROPRIATE.

AS THE AGENCY PAYROLL OFFICER/ \_\_\_\_\_, I AUTHORIZE THE DEPARTMENT OF ACCOUNTS

TO KEY OUR CERTIFICATION DATA ON CIPPS AS I HAVE EXHAUSTED ALL OPTIONS AVAILABLE FOR INTERNAL CERTIFICATION.

REQUESTER'S SIGNATURE: \_\_\_\_\_

**EMAIL REQUEST FORM TO [PAYROLL@DOA.VIRGINIA.GOV](mailto:PAYROLL@DOA.VIRGINIA.GOV) NO LATER THAN 3:30 PM ON DECEMBER 29, 2017.**