

# Department of Accounts

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

State Payroll Operations

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## New Virginia529 (VA529) Payroll Deduction Assistant

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**VA529 Update** VA529 is moving the payroll deduction authorization process to an employee self-service model effective June 12, 2018. CIPPS payroll offices will no longer receive deduction information directly from the Virginia College Savings Plan, but will add/stop deductions or make changes based on forms provided by employees.

Commonwealth of Virginia employees with VA529 accounts will have the ability to create new payroll deductions and view, modify or inactivate existing payroll deductions at Virginia529.com.

Employees log in through the 'My Account' option and select 'Manage My Accounts', then 'Payroll Deduction Assistant'. Once complete, the employee will print, sign and deliver this information to payroll officers for deduction set up or change. The CIPPS deductions codes for the Prepaid529 (058) and Invest529 (048) will be provided on the new form until CIPPS is decommissioned.

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