

Department of Accounts

Payroll Bulletin

Calendar Year 2018

June 7, 2018

Volume 2018-07

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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 CIPPS Training Courses

CIPPS Introductory Training Courses

The Department of Accounts will offer CIPPS Introductory Payroll training and Introductory Leave Accounting training courses June 18-21, 2018. A one-day Advanced Payroll training course will also be held on several dates at various locations around the state. A brief description of each training course and related dates and locations is outlined below. Please review the information and complete the registration for the course you or your staff would like to attend. Due to limited space, please choose to attend either the Introductory Training OR the Advanced Payroll Training, but not both.

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

- The registration deadline for these courses is **June 13th**.

Go to **Training Catalog > Browse Training Catalog > Keyword: cipps 2018, DOA, CIPPS, CIPPS Leave, Advanced Payroll**. If for any reason you cannot attend a class after enrolling, be sure to remove your name so others may attend. Your "Learning Center Domain Administrator" must pull this session into your agency domain before you can view it.

For questions concerning registration for these training courses, please contact **Jane Kearney** at jane.kearney@doa.virginia.gov.

Agency CIPPS Training Courses, continued

Class Information

Due to the interactive on-line requirements, the **CIPPS Introductory Payroll Training and Introductory Leave Accounting Training** 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. **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.

CIPPS Introductory Payroll Training

The Interactive CIPPS Introductory Payroll/Leave Training courses accommodate agency personnel who have 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 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:

https://www.doa.virginia.gov/reference/payroll/CIPPS_Training_Manual.shtml

Course Format: On-site Lecture/Data Entry Example Completion

Course Length: Three full days (8:45 AM to 5:00 PM each day)

Date Offered: **June 18 - 20, 2018**

Course Locations: DOA Training Room - 2nd Floor, James Monroe Bldg.

Targeted Audience: Agency personnel who have not previously attended formal CIPPS Payroll training *and* are directly responsible for processing payroll.

Course Synopsis: **Day 1** – Performing Maintenance to Employee Records; Deduction Maintenance and Garnishments.
Day 2 – Adding A New Employee Record; Batch Entry Processing.
Day 3 – Special Payments; Error Corrections and Edit Requests; Employee Refunds and Manual Pay Adjustments; Payroll Reporting Systems and Certification Review

Maximum Attendees: **16 students**

Agency CIPPS Training Courses, continued

CIPPS Introductory Leave Training	Course Format: On-site Lecture/Data Entry Example Completion
	Course Length: One full day (8:45 AM to 5:00 PM)
	Date Offered: June 21, 2018
	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.
	Leave Manual: Attendees are required to bring a copy of the most recent CIPPS-Leave training manual. <i>Copies will not be furnished.</i> To print the training manual go to: https://www.doa.virginia.gov/reference/payroll/Leave_Intro_Training/Intro_Leave_Training_Manual.pdf
	Maximum Attendees: 16 students

Agency Advanced Payroll Training Courses

Advanced Payroll Training	The Advanced Payroll training courses accommodate agency personnel who are well versed in CIPPS, but would like additional information on more advanced payroll topics.
	Course Format: On-site Lecture
	Course Length: One full day (9:00 AM to 4:00 PM)
	Dates / Locations Offered: <ul style="list-style-type: none">• June 27, 2018 / Department of Accounts - Richmond• July 11, 2018 / Department of Fire Programs – Glen Allen• July 18, 2018 / Patrick Henry Community College - Martinsville• August 2, 2018 / Northern Virginia VDOT - Fairfax

Agency Advanced Payroll Training Courses, Continued

**Advanced
Payroll
Training**
(Continued)

Targeted Audience: Agency personnel who are well versed in CIPPS, and would benefit from advanced payroll training including the following topics:

- Tax Reconciliations
- Quarterly/Year End Adjustment Forms
- Manual Payset Processing
- Certification Checklist
- Stop Payment Processing
- 457 & 403(b) Deduction Review
- Out of State Taxes
- Additional topics may be covered if time permits

Maximum Attendees: 30 students
