***Department of Accounts***

***Payroll Bulletin***

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| **Calendar Year 2018** | **September 14, 2018** | **Volume 2018-11** |

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| *In This Issue of the Payroll Bulletin…....* | * **CIPPS Introductory Payroll Training** * **CIPPS Introductory Leave 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](mailto:cathy.mcgill@doa.virginia.gov)  State Payroll Operations  **Acting Director Cathy McGill** |

#### **Agency CIPPS Training Courses**

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| CIPPS Introductory Training Courses | The Department of Accounts will offer CIPPS Introductory Payroll training and Introductory Leave Accounting training courses October 16-19th, 2018. Please review the information and complete the registration for the course you or your staff would like to attend.  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 **October 10, 2018**.   Go to **Training Catalog** > **Browse Training Catalog** > **Keyword**: **cipps 2018, DOA, CIPPS, CIPPS Leave.** If for any reason you cannot attend a 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** [jane.kearney@doa.virginia.gov](mailto:jane.kearney@doa.virginia.gov).  **Your “Learning Center Domain Administrator” must pull this session into your agency domain before you can view it.** |

#### **Agency CIPPS Training Courses,** continued

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| 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. I**t 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](mailto: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. |

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| 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**](https://www.doa.virginia.gov/reference/payroll/CIPPS_Training_Manual.shtml)  **Course Format:** On-siteLecture/Data Entry Example Completion  **Course Length:** Three full days (8:45 AM to 5:00 PM each day)    **Date Offered:** **October 17-19, 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** |

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#### **Agency CIPPS Training Courses,** continued

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| CIPPS Introductory Leave Training | **Course Format:** On-siteLecture/Data Entry Example Completion  **Course Length:** One full day (8:45 AM to 5:00 PM)  **Date Offered:** **October 16, 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. *Copies will not be furnished*. **T**o print the training manual go to:    [**https://www.doa.virginia.gov/reference/payroll/Leave\_Intro\_Training/Intro\_Leave\_Training\_Manual.pdf**](https://www.google.com/url?q=https://www.doa.virginia.gov/reference/payroll/Leave_Intro_Training/Intro_Leave_Training_Manual.pdf&sa=D&source=hangouts&ust=1527187755416000&usg=AFQjCNF1YTcatU-tU7FEUzRLVNmUH3pJlQ)    **Maximum Attendees:** **16 students** |
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