

# Department of Accounts Payroll Bulletin

Calendar Year 2019

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*In This Issue of  
the Payroll  
Bulletin.....*

- ✓ CIPPS Training Courses
- ✓ Attachment HE-6 Optional Retirement Plans Data Retrieval
- ✓ Tips for Contacting Us
- ✓ Direct Deposit Security Reminder
- ✓ PMIS to CIPPS New Hire Interface Update

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) 225-2245 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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## CIPPS Training Courses

### CIPPS Introductory Training Courses

The Department of Accounts will offer CIPPS Introductory Payroll training and Introductory Leave Accounting training courses April 15 – 18, 2019. Please review the information and complete the registration for the course you or your staff would like to attend. The registration deadline for these courses is **April 12, 2019**.

### 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](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.

### Registration

To register for CIPPS Introductory Payroll Training, click the following link:

<https://www.eventbrite.com/e/cipps-introductory-payroll-training-tickets-58435482100>

To register for CIPPS Introductory Leave Training, click the following link:

<https://www.eventbrite.com/e/cipps-introductory-leave-training-tickets-58435719811>

**Register early as classes fill up quickly.**

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## CIPPS Training Courses, continued

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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-site Lecture/Data Entry Example Completion

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

**Date Offered:** April 15-17, 2019

**Course Locations:** DOA Training Room - 2<sup>nd</sup> 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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## CIPPS Training Courses, continued

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**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:** **April 18, 2019**

**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.* Prior to class, print the Introductory Leave Accounting Training Manual and Leave Accounting Reports available at the link below:

<https://www.doa.virginia.gov/reference/payroll/index.shtml#LEAVE>

**Maximum Attendees: 16 students**

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## Attachment HE-6 Optional Retirement Plans Data Retrieval

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**Change in  
Process**

Each fiscal year, higher education institutions report employee and employer deduction amounts related to optional retirement plans (Fidelity, TIAA and the DC Plan) on Attachment HE-6, Optional Retirement Plans, as required by the Comptroller's Directive for higher education institutions.

Traditionally line agencies glean this information from reports provided by State Payroll Operations (SPO). Beginning this year, SPO will no longer provide these reports.

Line agencies can download all of the necessary information from the Payroll Audit Tool (PAT). Line agencies should be prepared to meet the upcoming CAFR deadlines by ensuring they have access to PAT. To gain access complete the following form:

<https://www.doa.virginia.gov/forms/Payline/PaylinePATSecurityForm.pdf>

A deduction history for the fiscal year can be obtained by clicking on "Deductions History Detail Inquiry", then select the check date range that is appropriate to capture the deductions made in that fiscal year.

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## Tips for Contacting Us

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**Subject Lines** When contacting us through email, be sure that the “Subject Line” accurately reflects the content. Doing so will help us quickly disseminate the information to the proper contact.

When forwarding emails, review the “Subject Line” to make sure it is relevant. The inherited “Subject Line” from a forwarded email (example “RE: Scanned Document”) can impair our ability to get it to the right person.

If your agency uses Gmail, click “Forward” then click on the drop down arrow to the left of the email addresses to select the “Edit Subject” option.

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## Direct Deposit Security Reminder

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**New Scams** Several agencies have recently received email requests to make changes to direct deposit accounts, only to find on payday that the employee did not request the change. The requests appear to come from the employee’s work email account. In many cases, the money was directed to a pre-paid card, which makes it impossible to recover the funds.

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**Precautions** The fraudulent emails appear to be from an agency employee, i.e. John Smith in IT. The email sender is “John Smith”. However, when the cursor is placed over the sender name, the email address is [wrts436@gmail.com](mailto:wrts436@gmail.com). **As a precaution, never reply to an email that does not match the employees work email account, i.e. [john.smith@doa.virginia.gov](mailto:john.smith@doa.virginia.gov).**

To ensure that the request was actually initiated by an employee, the following precautions are recommended:

- Verify the requestor with a phone call, email, or both using the contact information you have on file.
  - If you received the request by mail, fax, or email, verify it with a phone call.
  - If you received the request by phone, verify it by email.
- Require a voided check attached to the request (not a counter check, but one that at least has the employee’s name printed on it)
- Always require the official direct deposit form found on the DOA website <https://www.doa.virginia.gov/forms/Payroll/DirectDeposit.pdf>
- Require a copy of the employee badge or other form of identification for changes not requested in person

Take the following steps as soon as fraud is suspected:

- Submit a stop payment request (must be done within five days of payment date)
  - Report the situation to your agency IT security officer
  - Report the potential fraud to the receiving bank (RDFI)
  - If it is a local bank, contact Treasury for assistance in finding the proper contact or if assistance is needed in completing a Fraud Affidavit
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## PMIS to CIPPS New Hire Interface Update

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**Additional  
PMIS Reason  
Codes**

The PMIS New Hire Interface was updated in February 2018 to allow CIPPS to create a new hire "shell" record for additional PMIS Reason Codes. A complete listing of PMIS Reason Codes that generate a new hire "shell" record in CIPPS is available below. If a different reason code is used, agencies must enter the new hire manually into CIPPS.

- Reason Code 301 Original Appointment
- Reason Code 302 - Rehire (Re-Establish)
- Reason Code 304 - Reinstate
- Reason Code 013 - Lateral/Competitive Voluntary Transfer
- Reason Code 040 - Promotion
- Reason Code 045 - Faculty Promotion
- Reason Code 046 – Voluntary Demotion
- Reason Code 050 - Faculty Demotion
- Reason Code 080 - Exceptional Promotion
- Reason Code 081 - Exceptional Demotion
- Reason Code 084 - Exceptional Transfer-In

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