Department of Accounts Payroll Bulletin			
Calendar Year 2019	March 22, 2019		Volume 2019-03
In This Issue of the Payroll Bulletin	 ✓ CIPPS Training Courses ● CIPPS Intro – Certifying Officer 	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	
		State Payroll Operation	ons Cathy C. McGill
		Assistant Director	Carmelita Holmes

CIPPS Training Courses

New CIPPS Training Class	A growing number of users are new to CIPPS and have the responsibility of certifying the payroll, but may not be familiar with the reports required for review prior to certification. Therefore, a one-day session of CIPPS training that will focus on the skills and resources necessary to audit and certify a payroll has been added to the schedule.	
	The new "CIPPS Introductory Certifying Officer" training will be offered on April 11, 2019 and due to interest, a second class will be offered on April 12, 2019.	
	The registration deadline for these courses is April 10, 2019.	
Class Information	Due to the interactive on-line requirements, the CIPPS Introductory Certifying Officer training will be held in the DOA Training Room and <i>is limited to 16 students</i> . It is imperative that attendees have keyboard experience and should have spent some time navigating through the CIPPS screens. This course is not open to the General Public.	
Registration	To register for one of the CIPPS Introductory Certifying Officer Training classes, click the following link:	
	https://www.eventbrite.com/o/doa-state-payroll-operations-11490937420	