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.

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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 is limited to 16 students. 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