***Department of Accounts***

***Payroll Bulletin***

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| **Calendar Year 2018** | **October 15, 2018** | **Volume 2018-14** |

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| *In This Issue of the Payroll Bulletin…....* | * **Advanced Payroll 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.govState Payroll Operations**Acting Director Cathy C. McGill** |

#### **Advanced Payroll Training Courses**

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| 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-siteLecture**Course Length:** One full day (9:00 AM to 4:00 PM)**Dates / Locations Offered:** * **October 29, 2018 / Northern Virginia VDOT – Fairfax**
* **October 30, 2018 / Department of Accounts – Richmond (Monroe Building)**
* **November 1, 2018 / Patrick Henry Community College - Martinsville**
* **November 6, 2018 / VCCS (Virginia Community College System) -Richmond (Arboretum Place)**

**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** |

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

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| Registration Information | To enroll in one of these courses, please click the link below and choose the appropriate session from page that follows: <https://www.eventbrite.com/o/doa-state-payroll-operations-11490937420> |