

# COIN Basic Training Directions & Details

## Training facility

Hanover Sheriffs Office  
7522 County Complex Road  
Hanover, VA 23069  
(804) 365-6110

## Class times

9:00 a.m. – 2:00 p.m.  
Lunch break around noon (Lunch not provided)

## Dates

First Wednesday of each month beginning in April

April 1, 2020	August 5, 2020
May 6, 2020	September 2, 2020
June 3, 2020	October 7, 2020
No Class in July	November 4, 2020

## Training materials to bring with you

Bring your COIN logon ID and password.

## Directions to facility and parking

**From I-95 Southbound:** Take Exit 92 (Rt. 54) turn left at end of exit ramp toward Hanover. Travel approximately 5 miles to the intersection with Rt. 301. Turn right onto Rt. 301. Travel approximately one-quarter mile and take second left onto County Complex Rd. Park in center of complex and enter Sheriff's office in the Vaughn Building.

**From I-95 Northbound:** Take Exit 92A (Rt. 54 East) towards Hanover. Travel approximately 5 miles to the intersection with Rt. 301. Turn right onto Rt. 301. Travel approximately one-quarter mile and turn left onto County Complex Rd. Park in center of complex and enter Sheriff's office in the Vaughn Building.

**From the East:** Take I-295 and exit onto 301 North. Go approx. 12 miles, where the speed limit drops to 40mph as you enter the historic district. Take the second right onto County Complex Rd. (between the old Courthouse and the Wickham Building.) Park in center of complex and enter Sheriff's office in the Vaughn Building.

**From the West:** Go to I-95 and follow the directions for I-95 Northbound.

## Reimbursement

Mileage will be reimbursed through COIN at **\$0.246** per mile.

## Registration

To register, please contact your program Technician or Charlene Rollins by phone at 804-225-3321 or by email at [Charlene.rollins@scb.virginia.gov](mailto:Charlene.rollins@scb.virginia.gov).

# **COIN – Constitutional Officers’ Information Network**

## **Basic Training Agenda**

### **Reimbursement and Personnel Processing Systems**

**Class times: 9:00 a.m. – 2:00 p.m.**

#### **I. Welcome and Housekeeping**

#### **II. COIN sign on**

##### **A. Attachment**

#### **III. Navigational Paths and Tools**

##### **A. Function keys**

#### **IV. Personnel Sub-System**

- A. Personnel History**
- B. Personnel Actions available**
- C. Update Employee Information screen (Demographic)**
- D. Regrade by Law (Sheriff’s only)**
- E. December Salary Increase**

**LUNCH (on your own)**

#### **V. Reimbursement Sub-System**

- A. Monthly Reimbursement**
- B. Fund Transfers**
- C. Substitute Prosecutors (Com Attys only)**
- D. Clerk’s Excess Fees (Clerks only)**
- E. Reimbursement Processing**

#### **VI. Compensation Board Website Overview**

- A. Communications**
- B. Staff Directory**
- C. Docket Requests**
- D. Email Data Base**
- E. Calendar and Meetings**
- F. Policies and Procedures**