

Introduction to Payline

Viewing Payroll Information



Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.



Introduction To Payline

Payline is a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information.

This presentation describes how to navigate Payline to view Payroll History information.

Employees may access Payline using the internet at <https://payline.doa.virginia.gov>.

Note: WWW does not precede the web address.



Introduction To Payline

Information available for viewing:

- **Current payment information at least 4 working days before the payment date.**
- **Current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.**
- **Current and year-to-date deductions withheld for both employee and employer.**
- **Federal and State taxable wages as well as individual tax elections and associated withholdings.**



Introduction To Payline

Information available for viewing -cont:

- **Direct Deposit information and associated deposit amounts.**
- **Leave information on pay day *eliminating* the pay period lag for access to leave balances (available only for agencies using the CIPPS leave system).**
- **Historical payment and leave information on the system for a rolling 24 month period.**
- **W-2 information for 5 years.**



Introduction To Payline

Screen Setup

- **DOA Logo at top of each screen.**
- **Navigational Buttons on left side of screen.**
- **Help features throughout Payline:**
 - **Help button on left hand side describes functions of the screen.**
 - **Underscored text activates pop up boxes with additional information. (Pop-Up blocker must be disabled for this application.)**



Introduction To Payline

Log into Payline

- **Follow the log on procedures described in the Power Point presentation “Logging On/Forgot Password”.**
- **You will be brought to Broadcast page to begin navigation in Payline. The Broadcast page gives you general information and if there are personal or special messages. The page allows you to navigate to the Main Menu page to begin viewing your payroll, benefit and leave information.**



Introduction To Payline

Broadcast Message Page

Click on the “You have personal messages” and/or “There is a special announcement” to read any messages or click on Main Menu button to access your payroll, benefits and leave information.

Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Address http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1150

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Broadcast Messages Contact Us | Search DOA | Entire Site | CAPP Only GO

Special Announcements
Personal Messages
 Main Menu
 Help
 Contact Us
 Log Off

Broadcast Messages

Welcome to Payline
 Anonymously Report Fraud, Waste, and Abuse in your Agency
 1-800-723-1615.

DOL Launches Online Back Wage Employee Locator

The Department of Labor's Wage and Hour Division has launched a new Web-based back wage employee locator. It guides employees through an online series of questions to determine if they are owed back wages as a result of a W-H investigation. Employees should be ready to enter information about their past or present employment, such as the name and location of their employer.

Access the back wage employee locator at <https://www.dol-esa.gov/emploc/>.

Login Successful
 You have personal messages.
 There is a special announcement.

Local intranet



Introduction To Payline

Main Menu

The Main Menu is the primary navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions. To access your Payroll Information, click on the Pay History button.

The screenshot displays the Payline Main Menu interface. The browser window title is "Main Menu - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows the URL: "http://cf2/ctdev/Ashlyn/payline/Main_Menu.cfm?New=023053". The page header includes "Virginia.gov", "Online Services | Commonwealth Sites | Help | Governor", and a search bar. The main content area features the DOA logo, "Payline", and a navigation menu on the left. The menu items are: Pay History, Leave History, W-2 History, Personal Options, Employee Profile Data, Broadcast Message, COV Payday Calendar, FAQ's, Help, Contact Us, and Log Off. A pink arrow points to the "Pay History" button. The main content area contains the following text: "Main Menu", "To view payroll, benefits and leave information for **DEMO USER (demo123)** select one of the options on the left menu.", "The data found within reflects payment information as a service to participating State employees.", and "Questions or concerns regarding the accuracy and completeness of this information should be directed to the employing agency's Payroll or Human Resource departments."



Introduction To Payline

Pay History

- **This screen provides a listing of payments showing the payment date, agency name and pay period date. (The complete history listing can be viewed by using the scroll bar.) A rolling 24 months of payments are stored.**
- **The payment indicator denotes the type of payment shown. This can be:**
 - **Blank – regular pay made in the form of a check or direct deposit**
 - **VC – reversal or voiding of a previous payment**
 - **NP – payments made outside of the payroll system (i.e., Petty cash payment.)**

Introduction To Payline

View Pay Stub

To view or print a facsimile of the pay stub, click on “View Pay Stub”.

The screenshot shows a web browser window displaying the 'Pay History' page. The page header includes the Virginia Department of Accounts logo and the 'Payline' title. Below the header, there is a navigation menu and a search bar. The main content area displays the following information:

Pay History

Employee Name: DEMO USER Employee Number: 123456788

*Click on Payment Date for detail pay information.
(Payments are displayed in the order in which they are calculated in the payroll system.)*

	Payment Date	Agency	Pay Period	Payment Indicator
View Pay Stub	04/14/2006	Demo Agency	03/25/2006 - 04/09/2006	

A purple arrow points to the 'View Pay Stub' link in the first row of the table.

Introduction To Payline


View Pay Stub – cont.

Adobe Reader - [Pay_Stub_123456788_04142006[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 61% Help YTM Create an Adobe PDF from your desktop

COMMONWEALTH OF VIRGINIA
DEMO AGENCY



OFFICIAL PAY RECORD

Leave as of: 03/24/2006

Leave Type	Balance as of 1/10/2006	Accrued Current	Accrued YTD	Used Current	Used YTD	Period Ending Balance
Annual	192.0	4.0	32.0	0.0	0.0	-8.0 232.0
Sick	64.0	0.0	0.0	0.0	0.0	64.0
Overtime	0.0	0.0	0.0	0.0	0.0	0.0
Comp	9.2	0.0	27.0	0.0	6.2	30.0
On Call	0.0	0.0	0.0	0.0	0.0	0.0
FP	32.0			0.0	0.0	32.0

Employee
DEMO USER

Address
1234 ANY ROAD
RICHMOND VA 23231

Soc Sec Number
***-**-5788

Pay Period Date: 03/25/2006 - 04/09/2006
Payment Date: 04/14/2006

Earnings				Deductions			
Units	Description	Current	YTD	Description	Current	YTD	
86.87	Regular Pay	2,927.33	58,546.60	Pretax Hlth Care	49.50	936.00	
				Pretax DCS Parking	21.00	369.00	
				Deferred Comp	40.00	800.00	
				Federal Inc Tax	366.12	7,341.16	
				HI Tax	41.42	830.90	
				OASDI	177.12	3,552.82	
				State Inc Tax	139.74	2,799.04	

Gross Pay	Current 2,927.33	YTD 58,546.60	Deductions	Current 834.90	YTD 16,658.92	Net Pay 2,092.43
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Current YTD
2,092.43 41,887.68 DEPOSITED BANK 589521586 ACT *****4567

Anonymously Report Fraud, Waste, and Abuse In your Agency 1-800-723-1615.

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Introduction To Payline

View Pay Stub – cont.

- **Financial Institutions should accept a printed pay stub from Payline as it contains both:**
 - **The statement “Official Pay Record” and**
 - **The State Seal of Virginia (Permission to use the State Seal has been granted by the Secretary of the Commonwealth)**



Introduction To Payline

Pay History Detail Inquiry

- **The Pay History Detail Inquiry page provides the ability to query the database and produce a printable report about:**
 - **Pay types**
 - **Deductions (employee and employer paid)**
 - **Healthcare/Retirement plans**
 - **Federal/State Tax Elections**
 - **Direct Deposit**
 - **Other information**

Introduction To Payline

Pay History Detail Inquiry – cont.

The screenshot shows a web browser window titled "Pay History Detail Inquiry - Virginia Department of Accounts". The browser address bar shows the URL: `http://cf2/qa/Payline/Pay_History_Detail_Select.cfm?New=025753`. The page content includes a navigation menu on the left with items like "Submit Request", "Pay History", "Main Menu", "Help", "Contact Us", and "Log Off". The main content area is titled "Pay History Detail Inquiry" and displays the following information:

- Employee Name:** DEMO USER
- Employee Number:** 123456788
- Detail Type:** A section with a "Select All" label and radio buttons for "Yes" and "No".
- Check Date Range:** A section with "From" and "To" input fields, both containing the placeholder text "mm/dd/yyyy".

Below the "Detail Type" section, there is a grid of items, each with "Yes" and "No" radio buttons:

Earnings	<input type="radio"/> Yes <input checked="" type="radio"/> No	Current Pay	<input type="radio"/> Yes <input checked="" type="radio"/> No
Net Pay	<input type="radio"/> Yes <input checked="" type="radio"/> No	Employee Paid Deductions	<input type="radio"/> Yes <input checked="" type="radio"/> No
Employer Paid Deductions	<input type="radio"/> Yes <input checked="" type="radio"/> No	Direct Deposit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Federal Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	State Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No
Local Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	Health Care Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No
Retirement Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	Fed/St Taxable Wages	<input type="radio"/> Yes <input checked="" type="radio"/> No
FICA Taxable Wages	<input type="radio"/> Yes <input checked="" type="radio"/> No		



Introduction To Payline

Pay History Detail Inquiry – cont.

- **Click on the radio buttons corresponding to the type of desired information and enter the specified beginning and ending check dates for the inquiry.**
- **Selection of one or more specific radio buttons can limit the information displayed.**
- **After clicking on the desired buttons and completing the check date range, click on ‘Submit Request’ and the results will be displayed.**

Introduction To Payline

Pay History Detail Inquiry – cont.

Pay History Detail - DEMO USER (EE# - 123456789) - Virginia Department of Accounts - Microsoft Internet Explorer provided by De

Address: https://secure.doa.virginia.gov/payline/Pay_History_Detail.cfm?Fresh=103536

<< Return to Pay History Detail Inquiry Download XLS Download CSV Download TXT

Pay History Detail

Employee Name: DEMO USER **Employee Number:** 123456789 **SSN:** ***-**-6789 **Selection Dates:** 01/01/2006 - 03/01/2008

Check Date	Pay Period	Total Earnings	Current Pay			Net Pay	Employee Paid Deductions		Employer Paid Deductions		Direct Deposit		
			Pay Type	Hours	Amount		Deduction	Amount	Deduction	Amount	Amount	Deposit Bank	Acco
04/14/2006	03/25/2006 - 04/09/2006	2,927.33	Regular Pay	86.67	2,927.33	2,092.43	Pretax Hlth Care	49.50	Retiree Hlth Cred	31.32	2,092.43	589521586	000000
							Pretax DGS Parking	21.00	Retirement	314.40			
							Deferred Comp	40.00	Group Life Ins	33.08			
							Federal Inc Tax	366.12	Agy Pd Healthcare	337.50			
							HI Tax	41.42	Longtrm Disability	52.11			
							OASDI	177.12	Def Comp \$ Match	20.00			
							State Inc Tax	139.74	OASDI	177.12			

Done Internet



Introduction To Payline

Pay History Detail Inquiry – cont.

- **The information displayed is downloadable in three formats for your convenience:**
 - **XLS – Excel Spreadsheets**
 - **CSV – Comma Delimited Text file**
 - **TXT – Flat Text file**



Introduction To Payline

Pay History Detail Inquiry – cont.

- **By clicking the ‘Select All’ radio button, all listed information will be displayed. You will need to use the scroll bar at the bottom of the page to view all the results.**
- **If the results do not display the information you are looking for then you may need to enter a new range of dates and submit the inquiry again.**



Introduction To Payline

Pay History Detail Inquiry – cont.

- **Printing:** If the ‘Select All’ option is chosen or if numerous radio buttons are selected, the print will flow over numerous pages. Limiting your selections will allow for printing the requested information.



Introduction To Payline

Payment Information On the Pay History Page

- Click on the underscored Payment Date (not View Pay Stub).
- This will display:
 - Detailed breakout of earnings
 - Deductions
 - Net Pay
 - Summary of agency paid contributions
 - Taxes
- Descriptions of earnings and /or taxes can be accessed by clicking on the underscored words.
- Navigation to additional payment information is accessed through link buttons on the left.

Introduction To Payline

Payment Information – cont.

The screenshot shows a web browser window displaying the 'Pay History' page. The browser title is 'Pay History - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts'. The address bar shows 'http://cf2/qa/Payline/Pay_History.cfm?New=101440'. The page header includes 'Virginia.gov' and 'Payline'. The main content area shows 'Employee Name: DEMO USER' and 'Employee Number: 123456788'. Below this is a table with the following data:

	Payment Date	Agency	Pay Period	Payment Indicator
View Pay Stub	04/14/2006	Demo Agency	03/25/2006 - 04/09/2006	

A purple arrow points to the '04/14/2006' date in the table. Above the table, there is a note: 'Click on Payment Date for detail pay information. (Payments are displayed in the order in which they are calculated in the payroll system.)'

Introduction To Payline

Payment Information – cont.

The screenshot shows a web browser window displaying the 'Payment Information' page. The browser title is 'Payment Information - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts'. The address bar shows 'http://cf2/qa/Payline/Payment_Information.cfm?Fresh=031334'. The page header includes the DOA logo and 'Payline' text. A navigation breadcrumb shows 'Payline > Main Menu > Pay History > Payment Information'. There are links for 'Contact Us', 'Search DOA', 'Entire Site', and 'CAPP Only'. A left sidebar contains menu items: 'Agency Paid Contributions Detail', 'Presentation of Taxable Wages', 'Direct Deposit / Additional Profile', 'Pay History', 'Reported Leave Balances', 'Main Menu', 'Help', 'Contact Us', and 'Log Off'. The main content area is titled 'Payment Information' and displays the following details:

- EE Name:** DEMO USER
- EE Number:** 123456788
- Agency:** Demo Agency
- Payment Date:** 04/14/2006
- Pay Period:** 03/25/2006 - 04/09/2006
- Net Pay:** 2,092.43

Below these details is a link: 'Click on Earnings or Deduction Type for detail information'. There are three tables:

Type	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	86.67	2,927.33	1733.40	58,546.60
Total Earnings		2,927.33		58,546.60

	Current	YTD
Total Agency Paid Contributions	965.53	18,091.98

	Current	YTD
Pretax Hlth Care	49.50	936.00
Pretax DGS Parkng	21.00	399.00
Deferred Comp	40.00	800.00
Federal Inc Tax	366.12	7,341.16
HI Tax	41.42	830.90
OASDI	177.12	3,552.82
State Inc Tax	139.74	2,799.04
Total Deductions	834.90	16,658.92



Introduction To Payline

Agency Paid Contributions Detail

- **The Agency Paid Contributions Detail page displays a detailed presentation of the current and year-to-date agency paid contributions to benefits and taxes for the payment date selected.**

Introduction To Payline

Agency Paid Contributions Detail – cont.

The screenshot shows a web browser window displaying the 'Agency Paid Contributions Detail' page. The page header includes the DOA logo and 'Payline' branding. A navigation breadcrumb trail reads: 'Payline > Main Menu > Pay History > Payment Information > Agency Paid Contributions'. A search bar and utility links are also present.

Key information displayed includes:

- EE Name:** DEMO USER
- EE Number:** 123456788
- Agency:** Demo Agency
- Payment Date:** 04/14/2006
- Pay Period:** 03/25/2006 - 04/09/2006

A table lists various contribution types with their current and YTD amounts. A note below the table states: 'Click on Contribution Type for detail information'.

Type	Current Amount	YTD Amount
Retiree Hlth Cred	31.32	615.84
Retirement	314.40	5,645.16
Group Life Ins	33.08	545.68
Agy Pd Healthcare	337.50	6,336.00
Longtrm Disability	52.11	996.48
Def Comp \$ Match	20.00	400.00
OASDI	177.12	3,552.82
Total Agency Paid Contributions	965.53	18,091.98



Introduction To Payline

Presentation of Taxable Wages

- **The displays how the federal, state and FICA taxable wages were calculated based on a standard non-exempt employee profile.**
- **The year-to-date values shown are as of the time the payment was calculated.**
- **Total Earnings are reduced by those non-taxable earnings and pre-tax deductions to which some taxes are not applied.**

Introduction To Payline

Presentation of Taxable Wages – cont.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

DOA Virginia Department of Accounts **Payline**

Financial Accountability. Reporting Excellence.

Payline > Main Menu > Pay History > Payment Information > Taxable Wages

EE Name: DEMO USER **EE Number:** 123456789 **Agency:** Demo Agency
Payment Date: 04/14/2006 **Pay Period:** 03/25/2006 - 04/09/2006

This presentation is based on your actual YTD amounts and a "standard" employee profile of non-exempt for federal, social security and state wages.

Click on Earnings Type for detail information

Federal/State Wages			FICA Wages		
	Current	Year to Date		Current	Year to Date
Total Earnings	2,927.33	58,546.60	Total Earnings	2,927.33	58,546.60
Less:			Less:		
Pretax Hlth Care	49.50	936.00	Pretax Hlth Care	49.50	936.00
Pretax DGS Parkng	21.00	399.00	Pretax DGS Parkng	21.00	399.00
Deferred Comp	40.00	800.00			



Introduction To Payline

Direct Deposit Detail and Add'l Profile Data

- **This page displays additional personal information related to the payment selected from the Pay History page.**
 - **Direct Deposit Bank Information** – the amount, the deposit bank (ABA routing #) and the last four digits of the account number where the deposit has been made.
 - **Health Care and Retirement Elections** – the name of the provider and the membership type elected by the employee for their healthcare and the retirement plan the employee is enrolled in.
 - **Employee Tax Elections** – the employee's federal, state and local tax withholding elections submitted on the Forms W4 and VA4.

Introduction To Payline

Direct Deposit Detail and Add'l Profile Data – cont.

Direct Deposit/Add'l Profile - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/qa/Payline/Direct_Deposit.cfm?New=033508

DOA Virginia Department of Accounts **Payline**

Payline > Main Menu > Pay History > Payment Information > Direct Deposit/Add'l Profile

Direct Deposit Detail and Additional Profile Data

EE Name: DEMO USER **EE Number:** 123456788 **Agency:** Demo Agency
Payment Date: 04/14/2006 **Pay Period:** 03/25/2006 - 04/09/2006

Direct Deposit Bank Information			
Current Amount	YTD Amount	Deposit Bank	Account No
2,092.43	41,887.68	589521586	*****4567

Employee Tax Elections	
Federal Tax Status	Single
Federal Tax Allowance	00000
Federal Tax Add Amt.	0.00
State Tax Status	Single
State Tax Allowance	00000
State Tax Add. Amt.	0.00
Local Tax Allowance	00000
Local Tax Add. Amt.	0.00

Health Care and Retirement Elections	
Health Care:	Retirement:
CovaCare Basic	Virginia Retirement Plan (VRS)
Dual (Employee plus One)	



Introduction To Payline

This concludes the Viewing Payroll Information presentation.

Be sure to review the Introduction to Payline: Viewing Leave Information module for the navigation process to view leave information for those agencies that use the CIPPS Leave Accounting System.