

- Log on to Payline
- Click on 'Main Menu'
- Click on 'Personal Options'
- Click on 'Edit'
- Click on the drop down arrow beside 'Rec Earnings Notices'
- Select 'No'
- Click on 'Accept'

That's it! You are now one of the 68,000 state employees with Direct Deposit that can help to save the state's budget.

Now you can have convenient, secure, and repeat access to printable personal payroll data (including an electronic pay-stub) from anywhere with Internet access, whether at work, home, or the local library.

If you have questions about Direct Deposit or the **Payline** process, please contact your Human Resource Department.

Don't forget a penny saved is a penny saved (or something like that)!

Is the paper piling up on your desk weighing you down?



One piece you can eliminate is your paper copy of your earnings notice/pay check stub.



Payline, the Commonwealth's web-based pay-stub introduced in July 2001, allows state employees secure access to detailed information about their individual earnings, deductions, and leave balances, including a locally printable electronic pay-stub.

As you know, times are tight and every dollar saved results in saving programs and saving jobs. If every employee in the Commonwealth would utilize **Payline** for their earnings and leave balance needs, the savings would be thousands of dollars.

Together we can make a difference. And remember, you can still print a copy of your earnings and leave information at any time; and it is available to you **3-4 days earlier** than your printed pay stub. **Payline** also provides you with access to earnings and deduction history for the entire year, not just one pay period.

How do you do it? It is so easy. First, if you do not already have Direct Deposit, you need to sign up. In addition to access to **Payline**, there are many advantages to Direct Deposit. It increases security and control because your information and funds pass through fewer hands; it saves time that would otherwise be spent in bank teller or ATM lines, and; it ensures that funds are deposited even when you are not in the office on payday.

You can get a copy of the Employee Direct Deposit Authorization Form at http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm

Next, if you are not already accessing **Payline**, go to <http://payline.doa.virginia.gov>. Simply enter your social security number and click the forgot password/new account button. You will receive your new temporary password on your next pay stub.

Once your account access has been established or if you are already a Payline user, follow these simple steps:

