Department of Accounts

Payline

Introduction

- DOA has developed a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information. Employees may access Payline using the internet at http://payline.doa.virginia.gov.

- Note: WWW does not precede the web address.

Introduction

- View current payment information at least 4 working days before the payment date.
- View current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.
- View current and year-to-date deductions withheld (both employee and employer).

Introduction

- View Federal and State taxable wages as well as individual tax elections and associated withholdings.
- View direct deposit information and associated deposit amounts.

Introduction

- **View leave information on-line as soon as period end processing is completed *eliminating* the pay period lag for access to leave balances (if the agency participates in CIPPS Leave).**

- **Provide historical payment and leave information on the system for 24 months.**

Security Features

- **Information NOT “available on the internet”**
- **Safer than paper for avoiding identity theft.**
- **Application Security - requires a user id and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to their individual records.**

Security Features

- **Secure Socket Layer - SSL - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.**

- **Elliptic Curve Cryptograph - ECC - is a *server-based program* that protects sensitive data and prevents unauthorized access to the server.**

System Requirements

- **Browser must be enabled for Java Script.**
- **Browser must be enabled for Cookies.**
- **Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).**
- **Connection speed of 56k modem (or higher) is highly recommended.**

System Requirements

- **If connecting to the site from behind a firewall or proxy server it must allow SSL (port 443) communication.**

- ***Internet Explorer*** **or** ***Netscape*** **browsers, version 4.0 or higher.**

- **Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.**

Screen Setup

- Payline 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.

Web Address

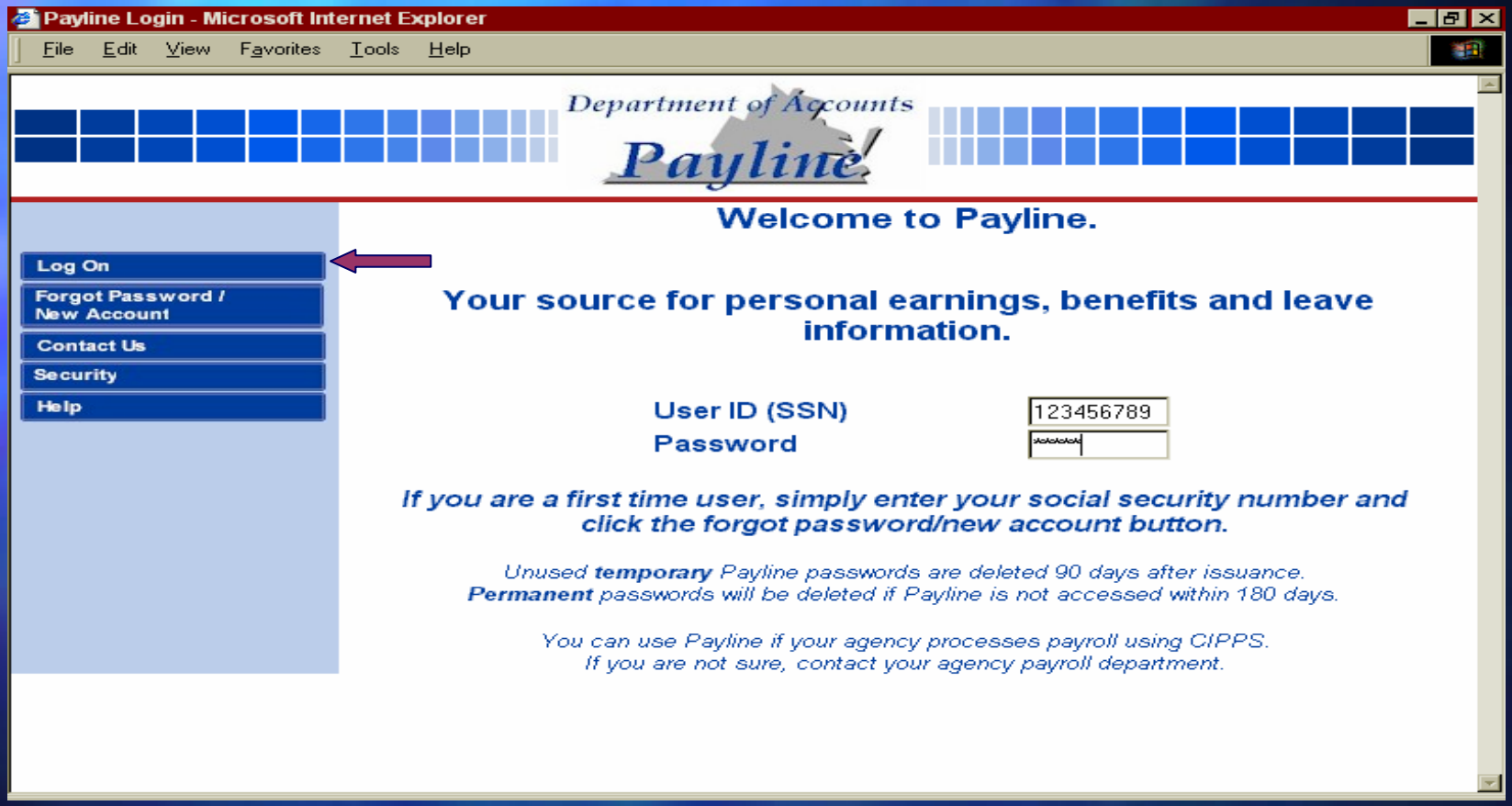
http://payline.doa.virginia.gov

Note: WWW does not precede the web address.

Valid Password Logon

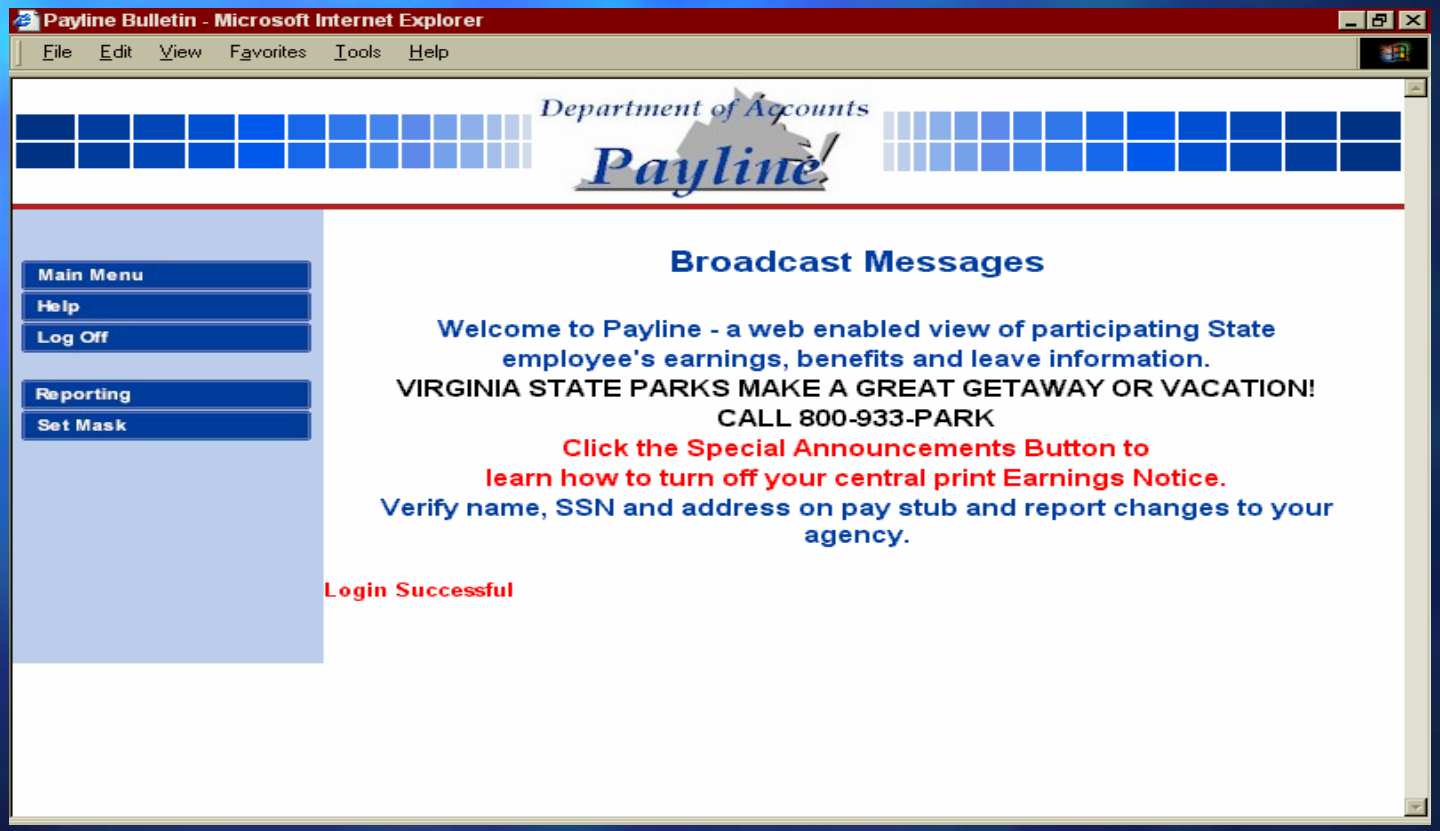
- **Enter User ID (employee's Social Security Number).**
- **Enter the User Password.**
- **Click on the Log On button.**

Valid Password Logon



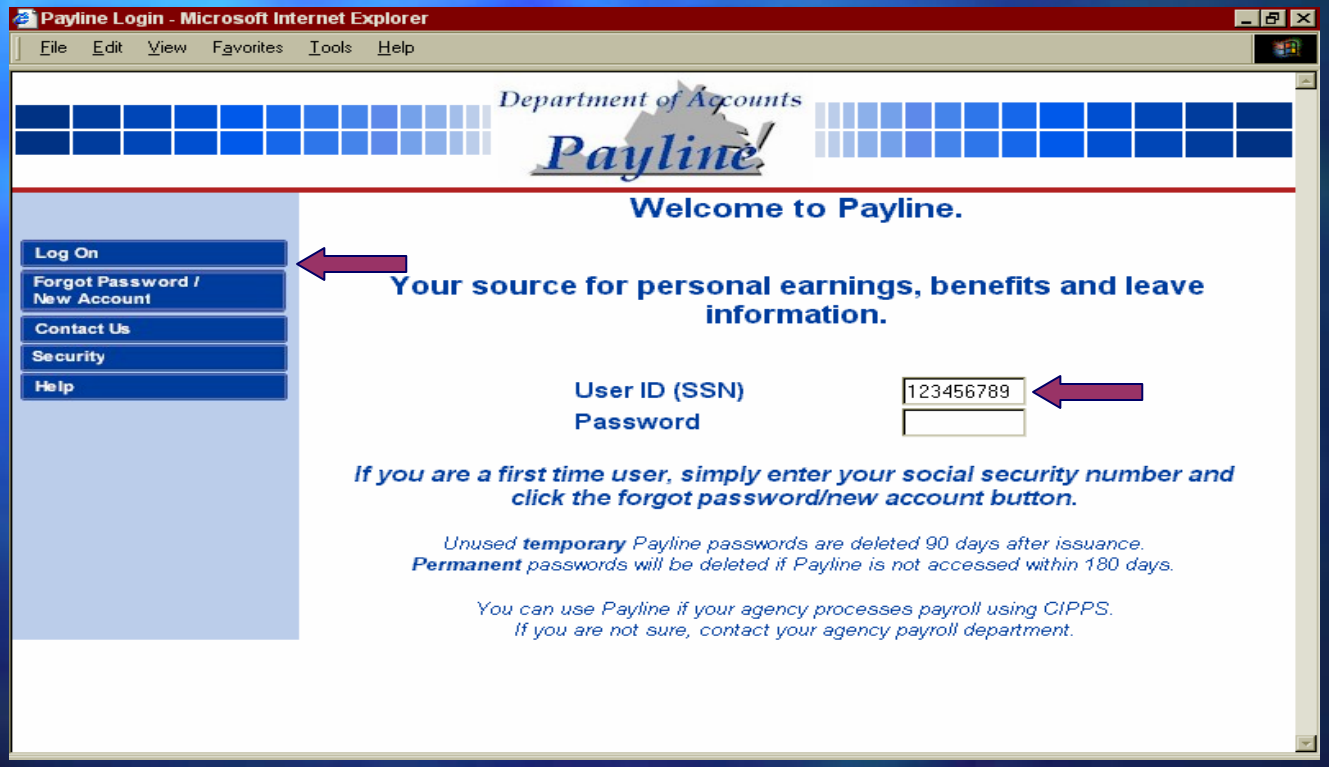
Valid Password Logon

- **If a correct password is entered, the Broadcast Messages page displays.**



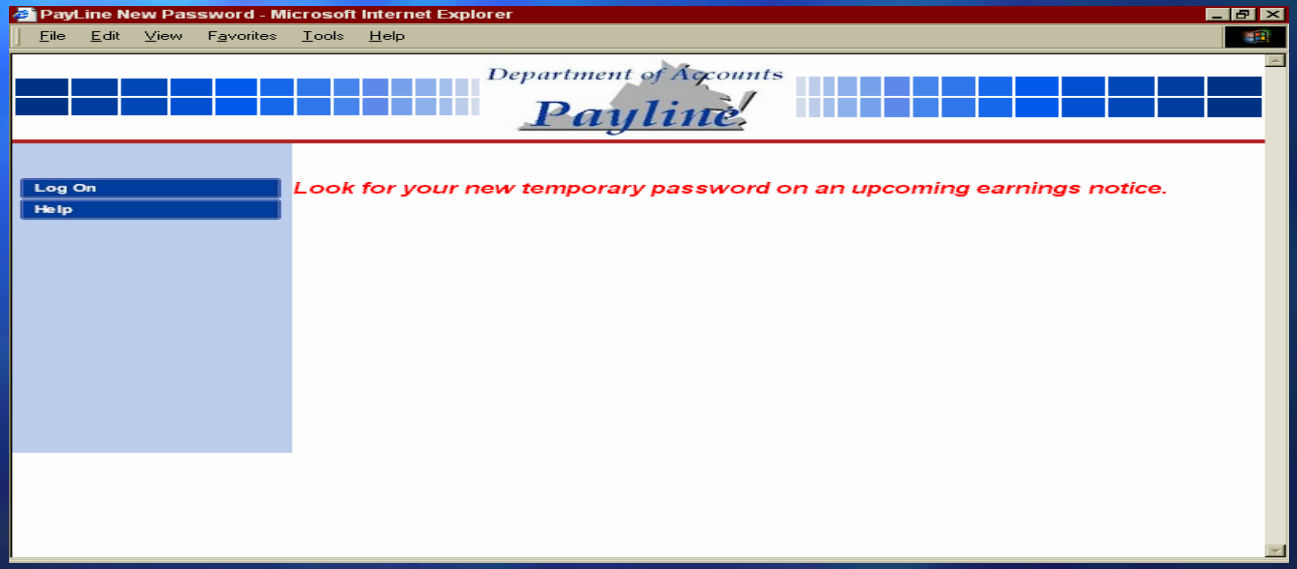
New User Logon

- **First time Payline users must enter their SSN and click on the Forgot Password / New Account button.**



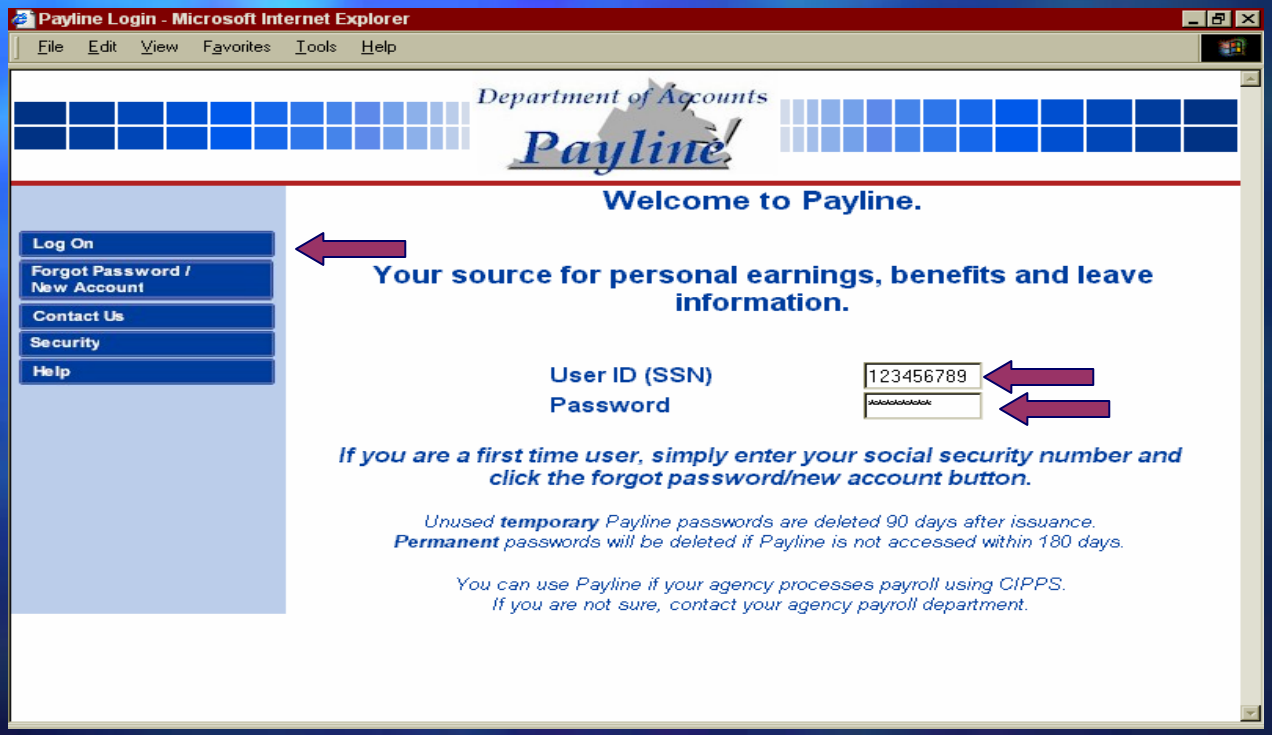
New User Logon

- **If a valid SSN is entered, the following message is displayed "LOOK FOR THE TEMPORARY PASSWORD ON AN UPCOMING EARNINGS NOTICE." A temporary password must be received before being able to logon to Payline.**



New User Logon

- **Once the temporary password has been received, enter the SSN and the temporary password on the Log On screen, then click the LOG ON button.**



New User Logon

- **Upon entering Payline the personal information screen prompts for:**
  - **the setting of the password to a personalized 5 to 8 character value (entered twice for verification)**
  - **establish a 'hint' for the password**
  - **two e-mail addresses if desired.**

New User Logon

PayLine Forgot Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Accept

Cancel

Help

Please enter new personal information. Enter a new password twice for verification.

Email Address: myworkemail@state.va.us

Email Address 2: myhomeemail@home.com

Password: ******

Verify Password: ******

Hint: puppy name

New User Logon

- **To establish the permanent security record, click on the 'Accept' button, and then the Broadcast Message Page is displayed.**

- **Email addresses are valuable as a tool for new temporary passwords to be emailed within minutes only if they exist on the security record.**

New User Logon

Payline Bulletin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Special Announcements

Main Menu

Help

Log Off

Broadcast Messages

Welcome to the DOA Website

Login Successful

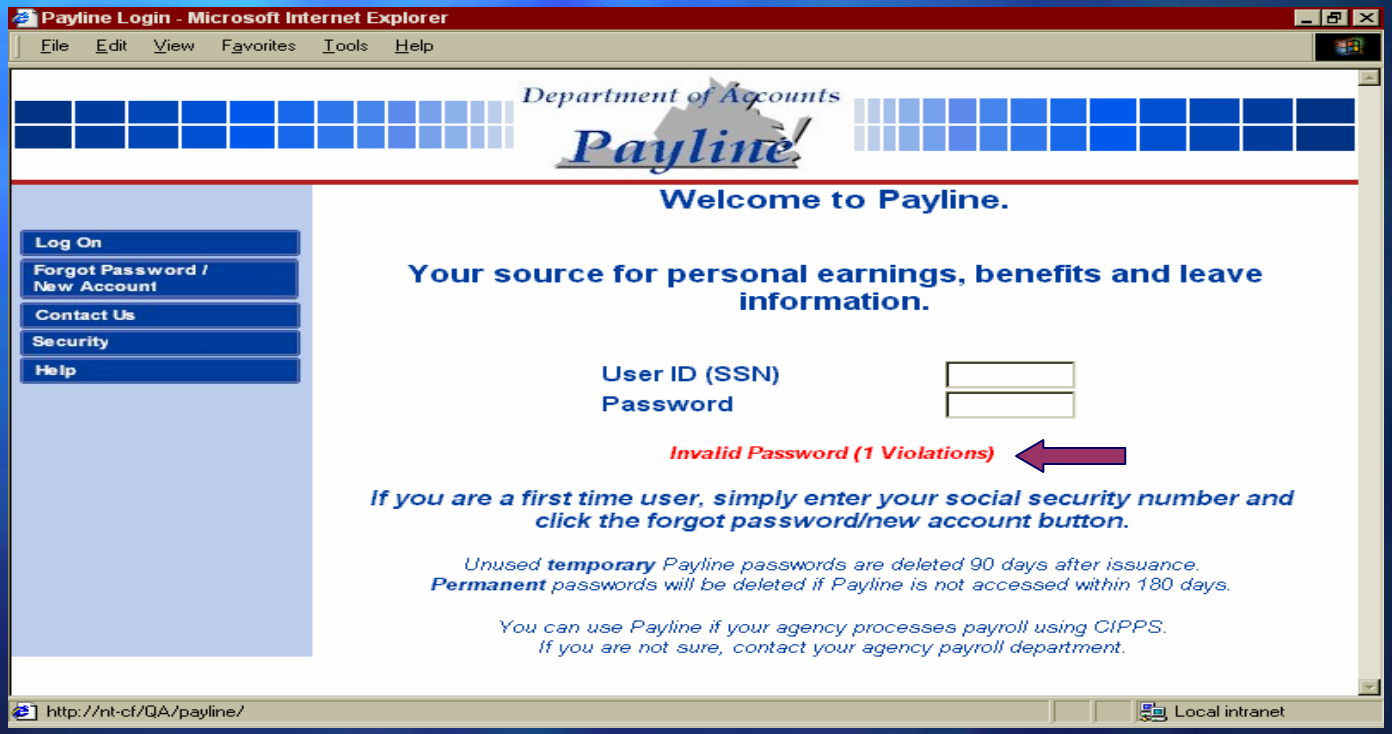
There is a special announcement.

Done

Local intranet

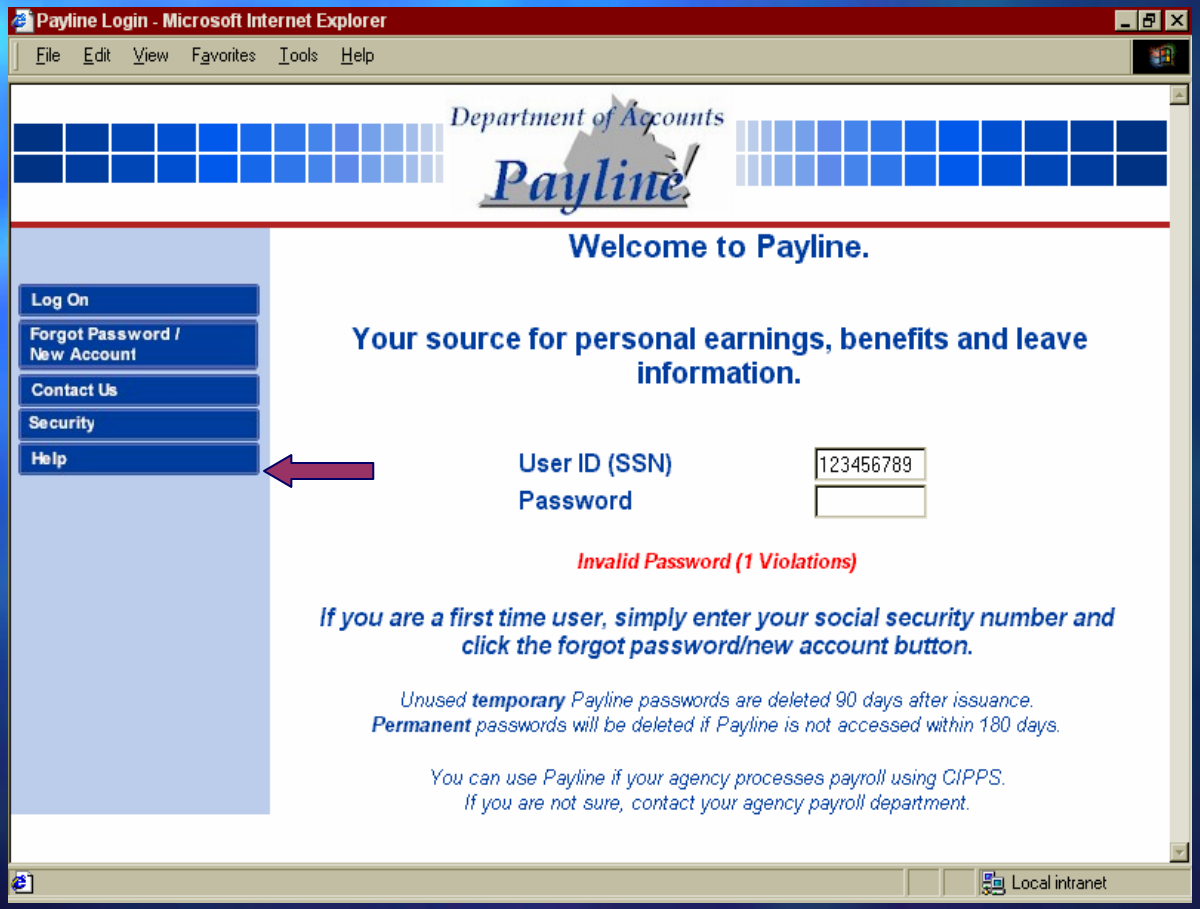
Forgotten Password

- **If the correct Social Security Number and an incorrect password is entered, the message "Invalid Password" is displayed.**



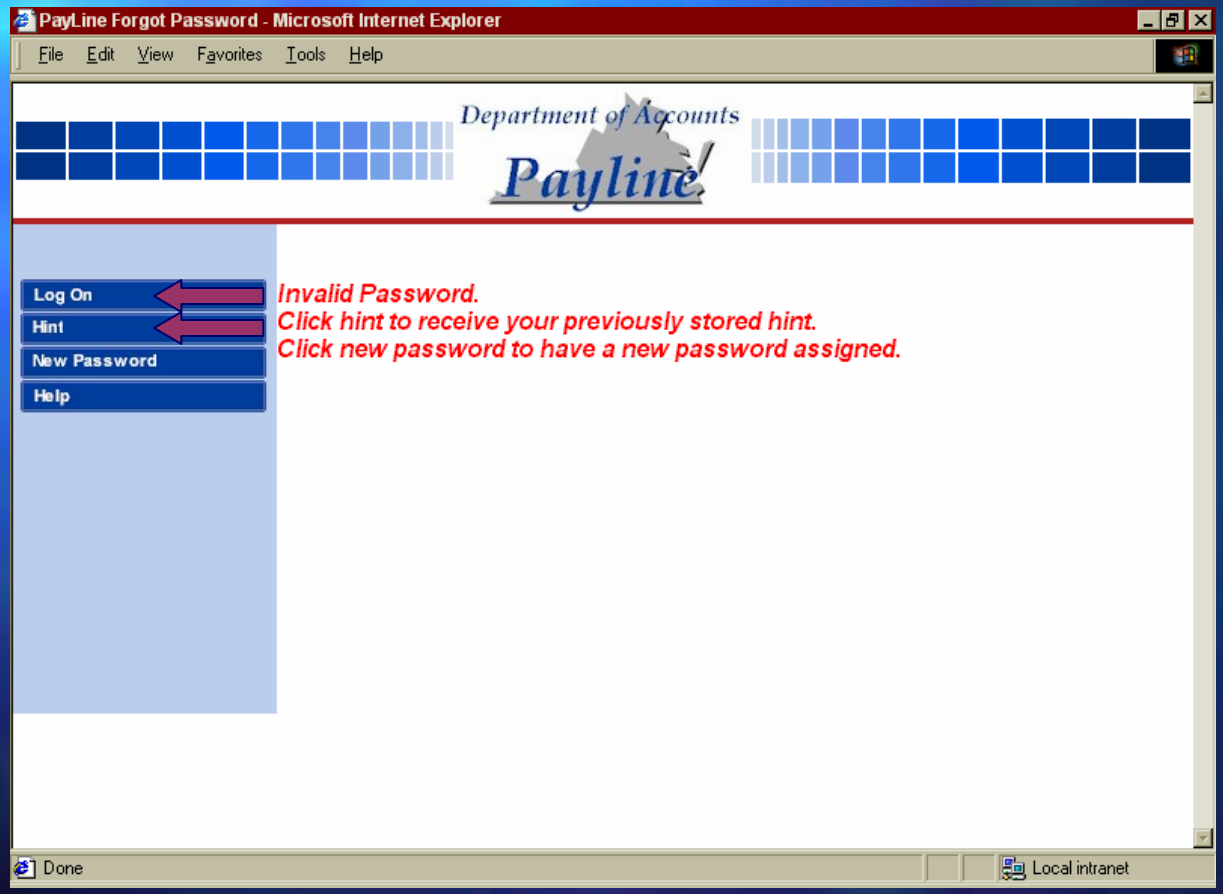
Forgotten Password

- **Verify the SSN and re-enter the password or click on the 'Forgot Password / New Account' button.**



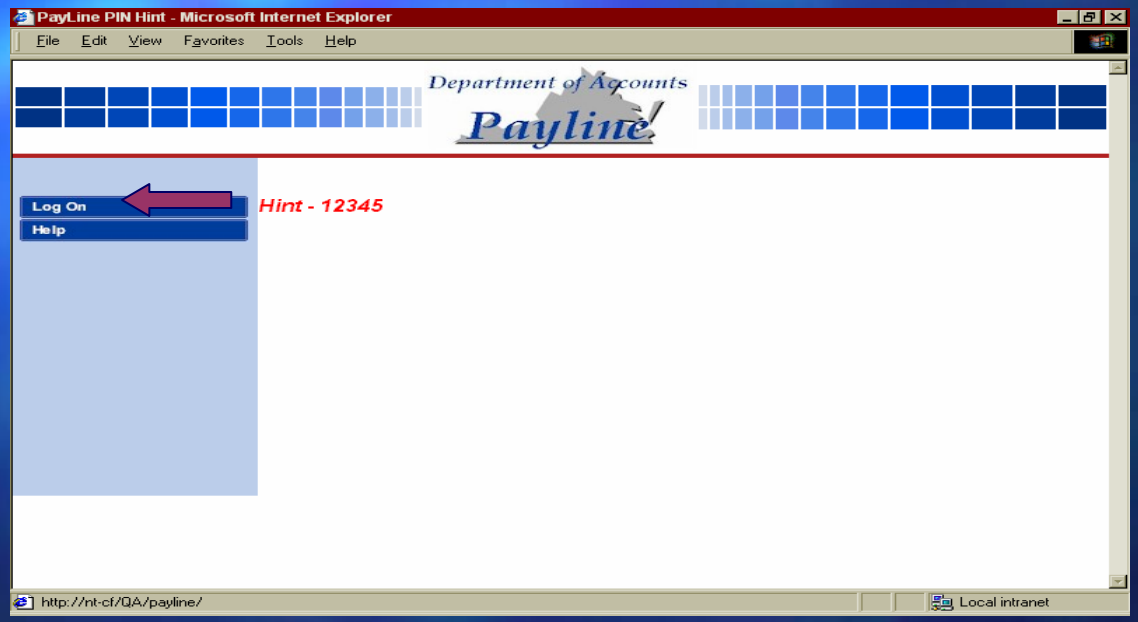
Forgotten Password

- **Two options are offered:**
  - **receive their previously stored hint or**
  - **request a new temporary password.**



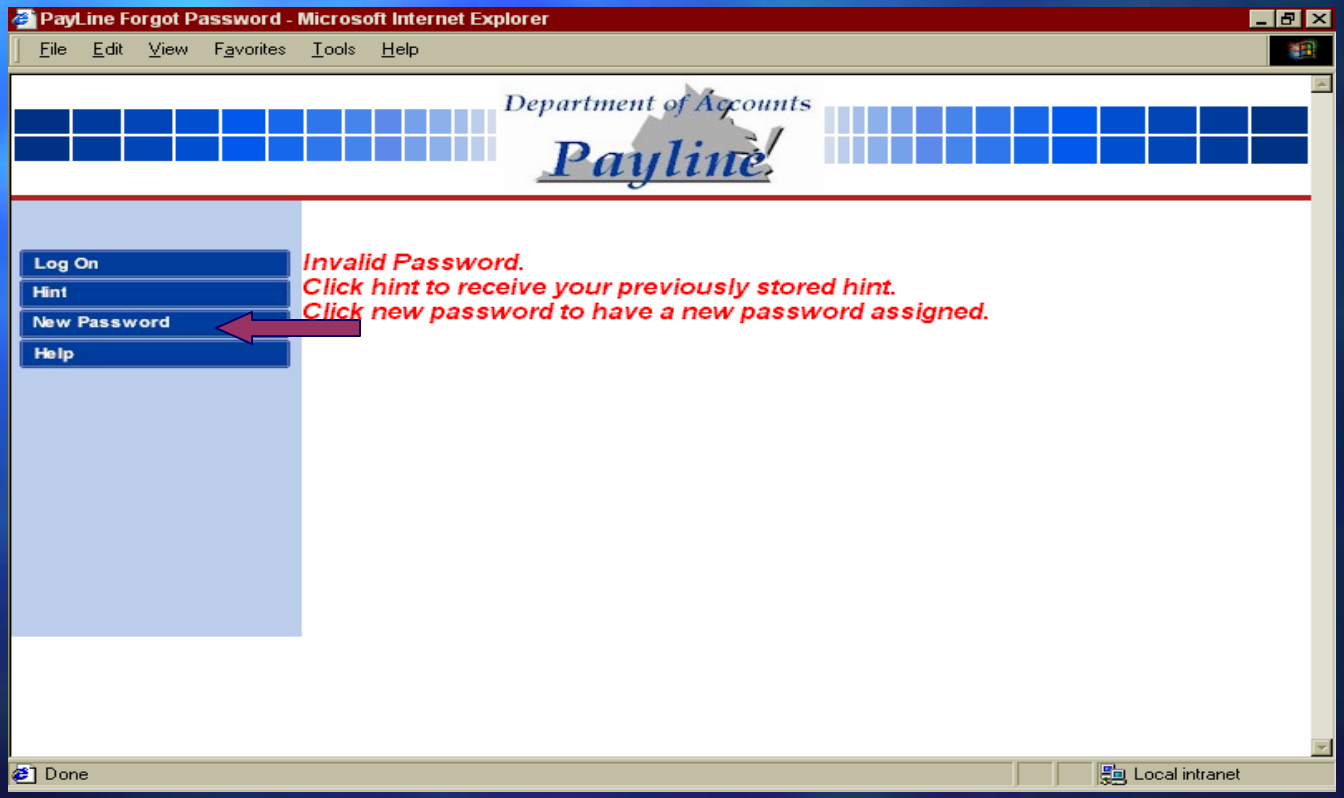
Forgotten Password

- **If the 'Hint' button is selected, the previously stored hint is displayed. Click the 'Log On' button and be returned to the Welcome to Payline Screen to log in using the correct password.**



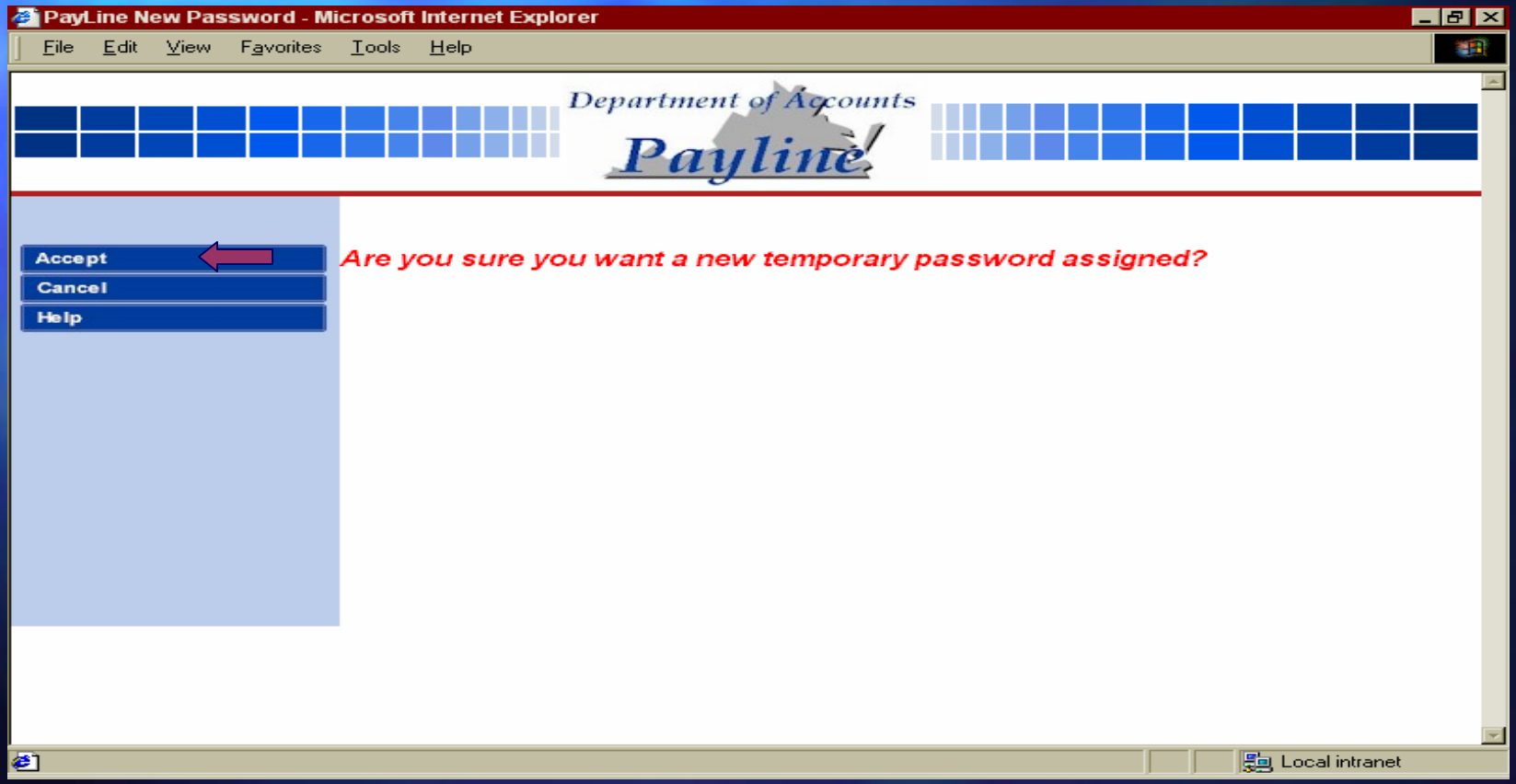
Forgotten Password

- **If unable to remember the password with the hint, one can choose to have a new temporary password assigned by clicking on the 'New Password' button.**



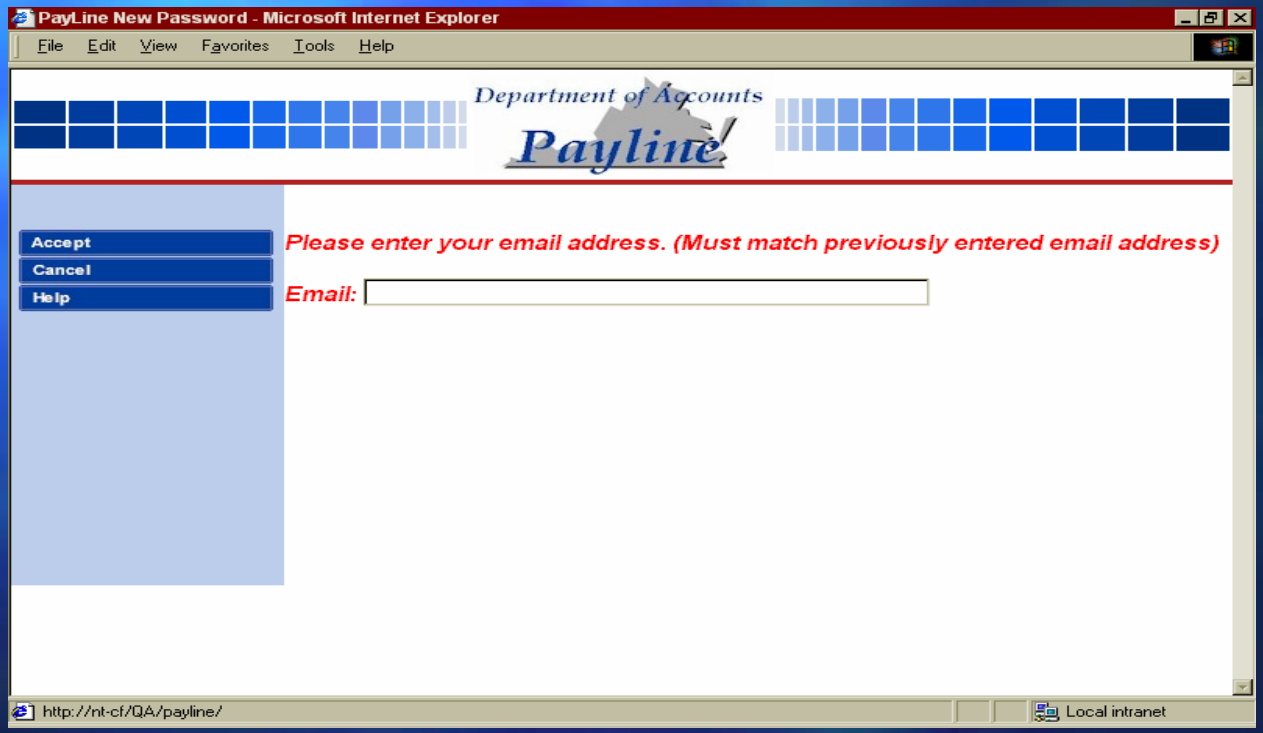
Forgotten Password

- **Payline will ask if the user wants a new temporary password assigned. If so, click on "Accept".**



Forgotten Password

- **If the 'Accept' button is selected and there is an e-mail address in Personal Options, Payline will provide an opportunity to receive the password via e-mail.**



Forgotten Password

- **Enter the e-mail address and click on the "Accept' button. If the e-mail address does not match the one stored in the security record, the message " Email address did not match previously entered address! Please enter your email address. (Must match previously entered email address)" will be displayed and another opportunity to enter the correct e-mail address will be provided.**

Forgotten Password

PayLine New Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Accept

Cancel

Help

Email address did not match previously entered address!

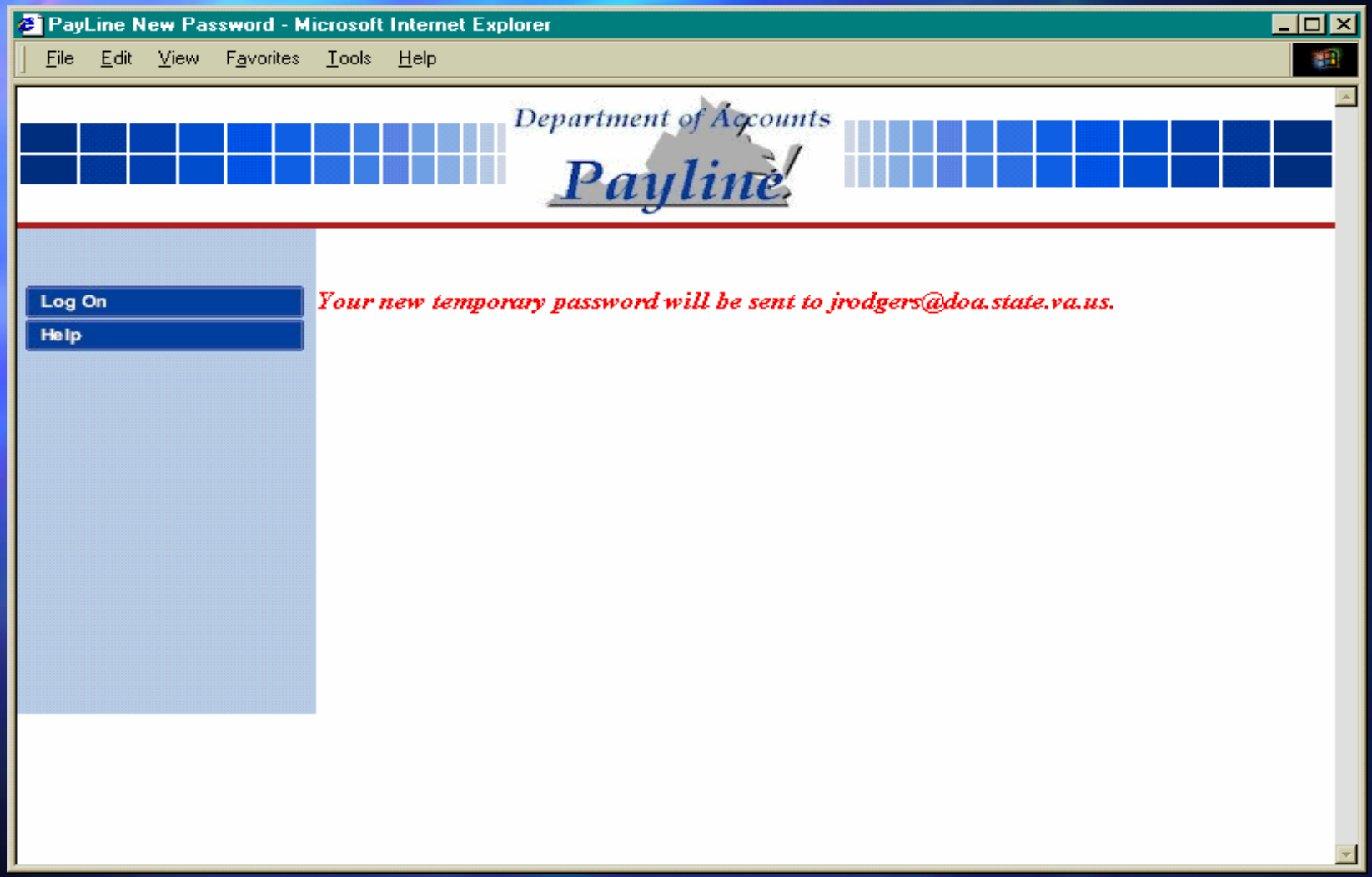
Please enter your email address. (Must match previously entered email address)

Email:

http://nt-cf/QA/payline/

Local intranet

Forgotten Password



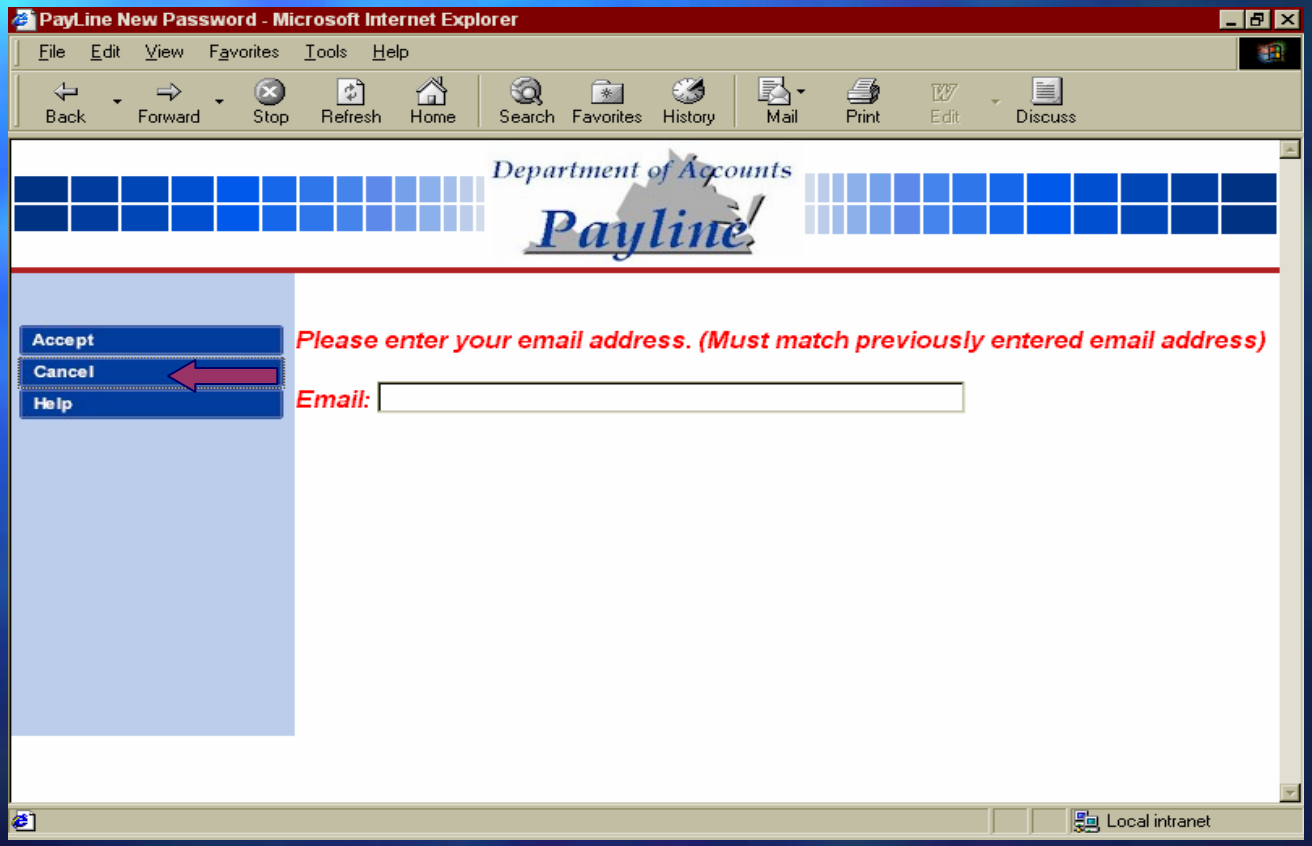
Forgotten Password

- ***** THIS RESPONSE IS BEING SENT AUTOMATICALLY PLEASE DO NOT REPLY TO THIS EMAIL *****

  Per your request, your confidential temporary Payline password is: TDRYWR6E

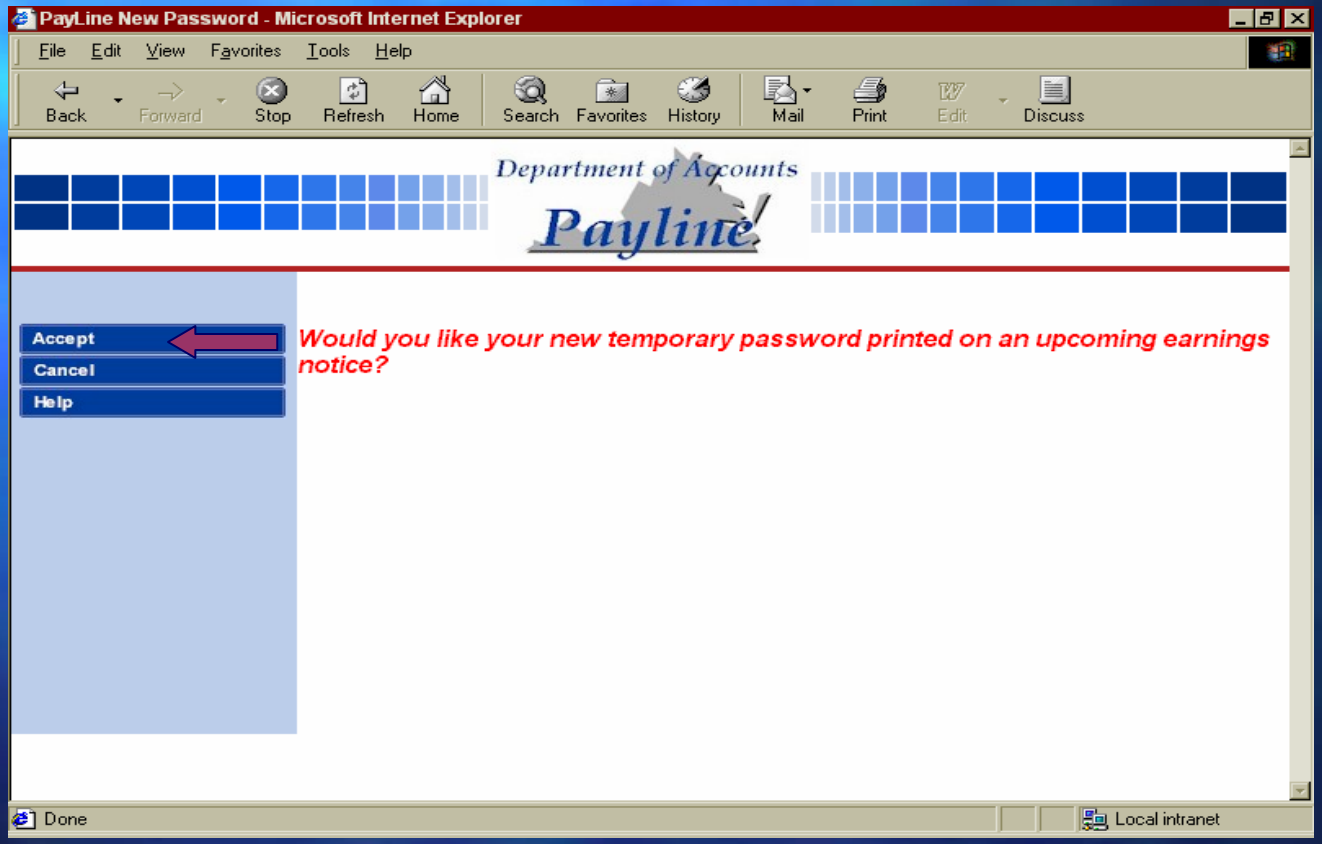
Forgotten Password

- **If an e-mail address does not exist or the option not to receive the new temporary password via e-mail is selected, click "Cancel".**



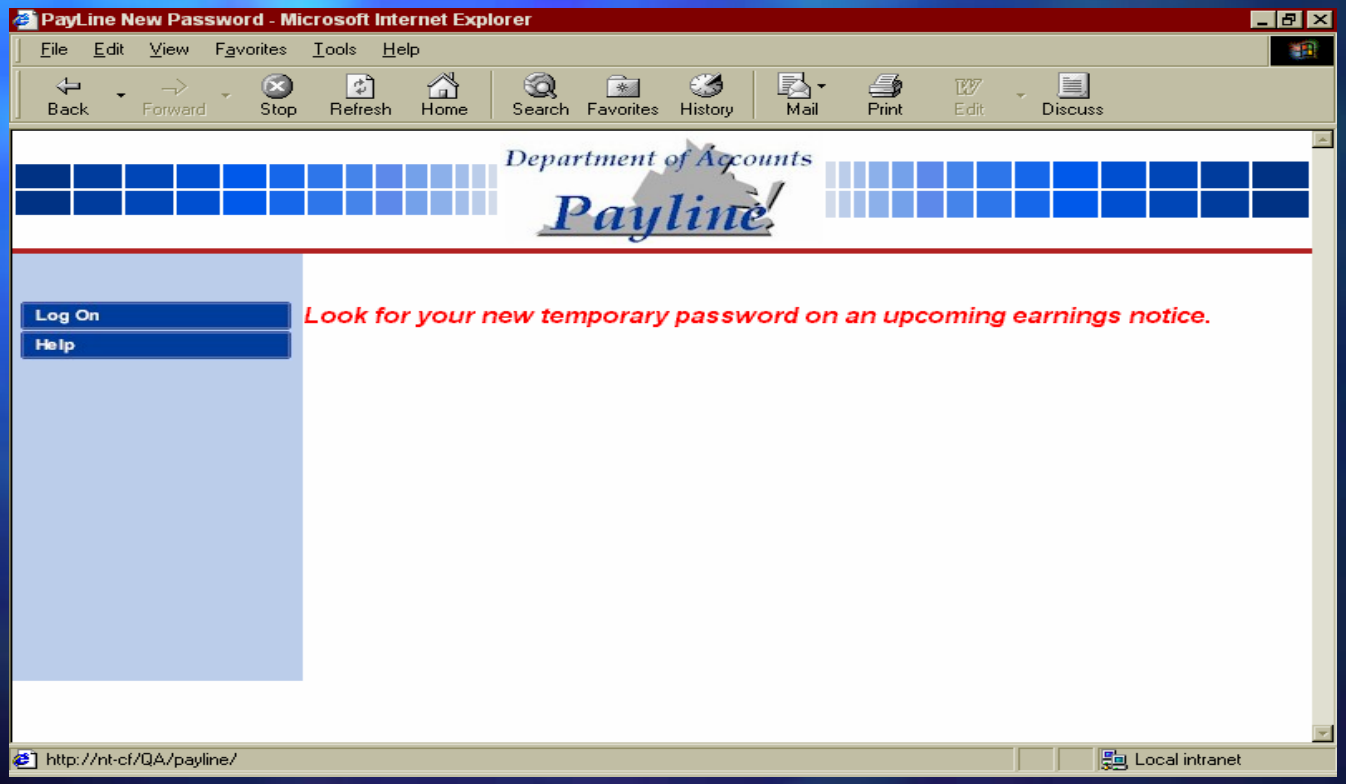
Forgotten Password

- **The new temporary password will be transmitted on an upcoming earnings notice.**



Forgotten Password

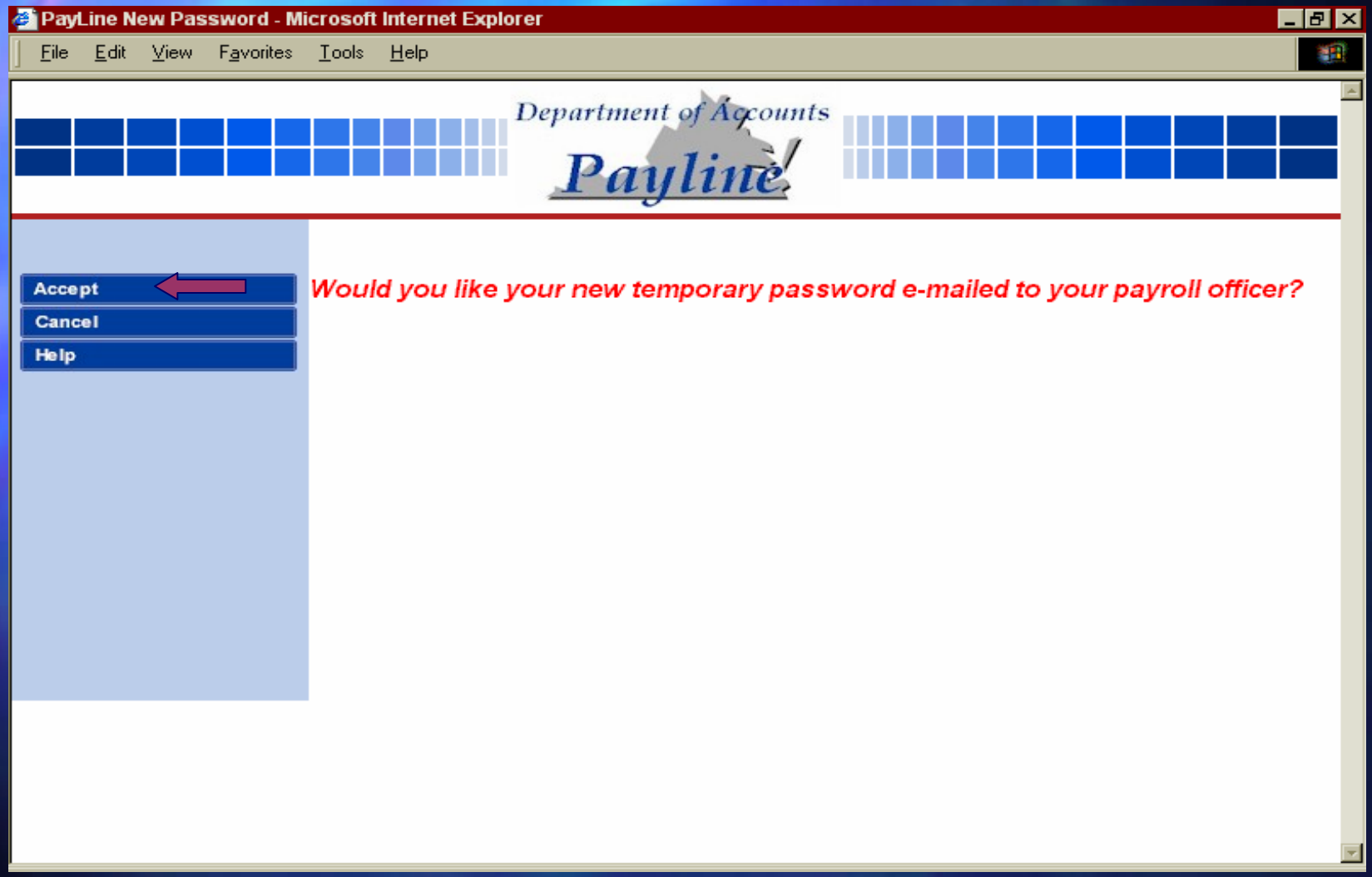
- **Once the 'Accept' button is selected, there is no Payline access until the new temporary password is received. That's why it is important to store an e-mail address.**



Forgotten Password

- **If a direct deposit notice is no longer printed, and there is no stored personal e-mail address, the message "Would you like your new temporary password e-mailed to your payroll officer?" is displayed. Click “Accept”.**

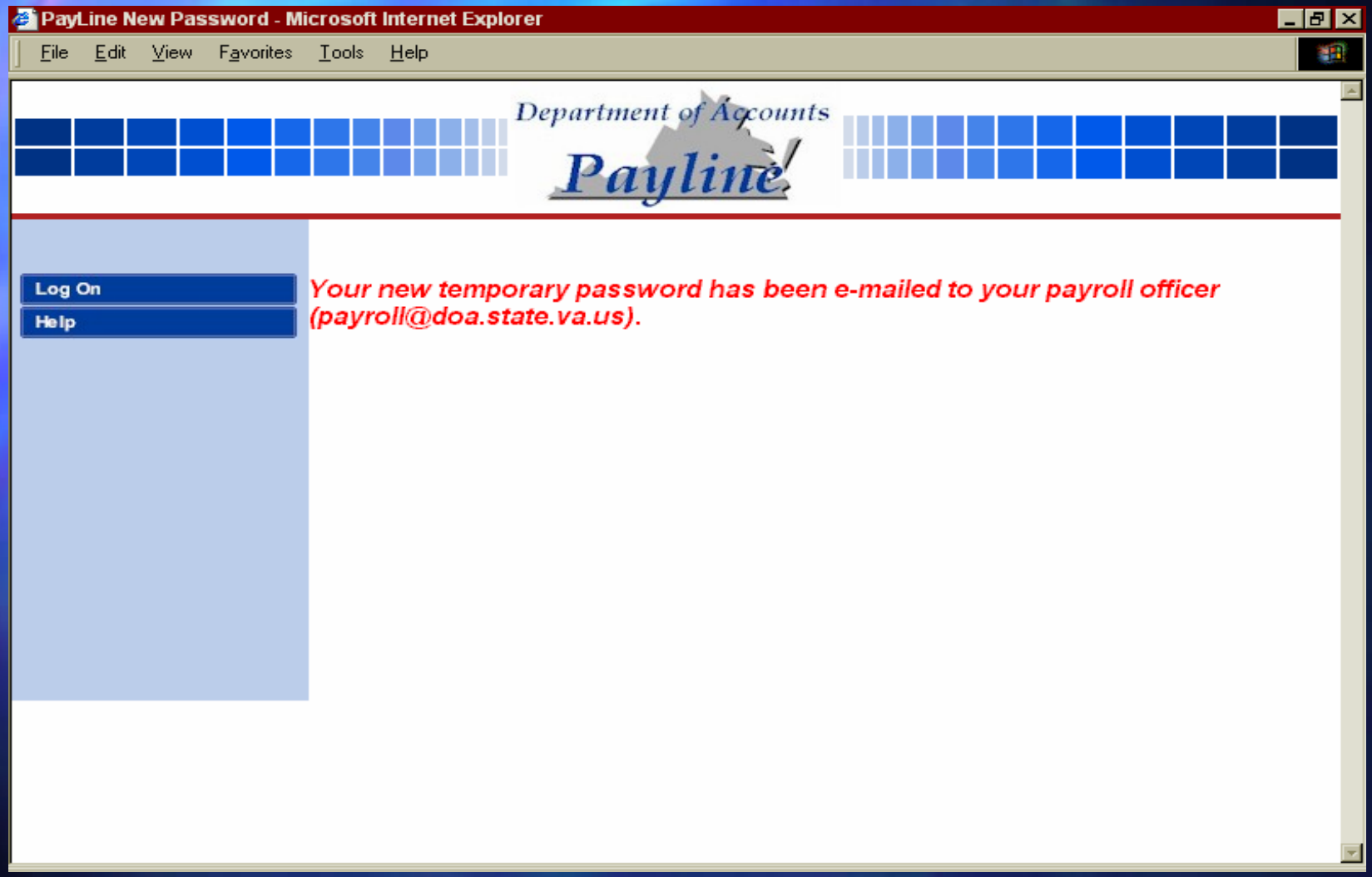
Forgotten Password



Forgotten Password

- **A message showing who will receive the the emailed password is displayed. It is the responsibility of that individual to distribute the new temporary password to the requestor.**

Forgotten Password



Forgotten Password

The email received by the payroll officer states:

***** THIS RESPONSE IS BEING SENT AUTOMATICALLY PLEASE DO NOT REPLY TO THIS EMAIL *****

A confidential temporary Payline password for CHARLES C CONNER (SSN is 111111113) of agency 00230 was requested and provided in this email. Please forward this message to the requestor.

Temporary password is: CW2V5XCX

Broadcast Messages Page

- **The Broadcast Messages page welcomes Payline users to the Commonwealth of Virginia's employee self-service website, and invites users to view personal payroll, benefit and leave information.**
- **It is used to communicate messages both globally and individually to the Payline user population. In the center of the page, a global message intended for all Payline users is displayed.**

Broadcast Messages Page

- **Additionally, in the bottom left hand corner, informational messages may appear which provide feedback to the user regarding actions which have been taken (e.g., Login Successful), or actions which should be taken (e.g., You have personal messages).**

Broadcast Messages Page

Payline Bulletin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Main Menu
Help
Log Off

Reporting
Set Mask

Broadcast Messages

Welcome to Payline - a web enabled view of participating State employee's earnings, benefits and leave information.

VIRGINIA STATE PARKS MAKE A GREAT GETAWAY OR VACATION!
CALL 800-933-PARK

Click the Special Announcements Button to learn how to turn off your central print Earnings Notice.

Verify name, SSN and address on pay stub and report changes to your agency.

Login Successful

Special Announcements Page

- **The Special Announcements page is used to communicate global messages to the Payline user population.**
- **These announcements (e.g., letter from the Governor granting additional paid holidays at Christmas), will be displayed in the center of the page.**
- **To view the special announcements, click on the “Special Announcements” button.**

Special Announcements Page

Payline Bulletin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Special Announcements

Main Menu

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Reporting

Set Mask

Broadcast Messages

Welcome to Payline - a web enabled view of participating State employee's earnings, benefits and leave information.

VIRGINIA STATE PARKS MAKE A GREAT GETAWAY OR VACATION!

CALL 800-933-PARK

Click the Special Announcements Button to learn how to turn off your central print Earnings Notice.

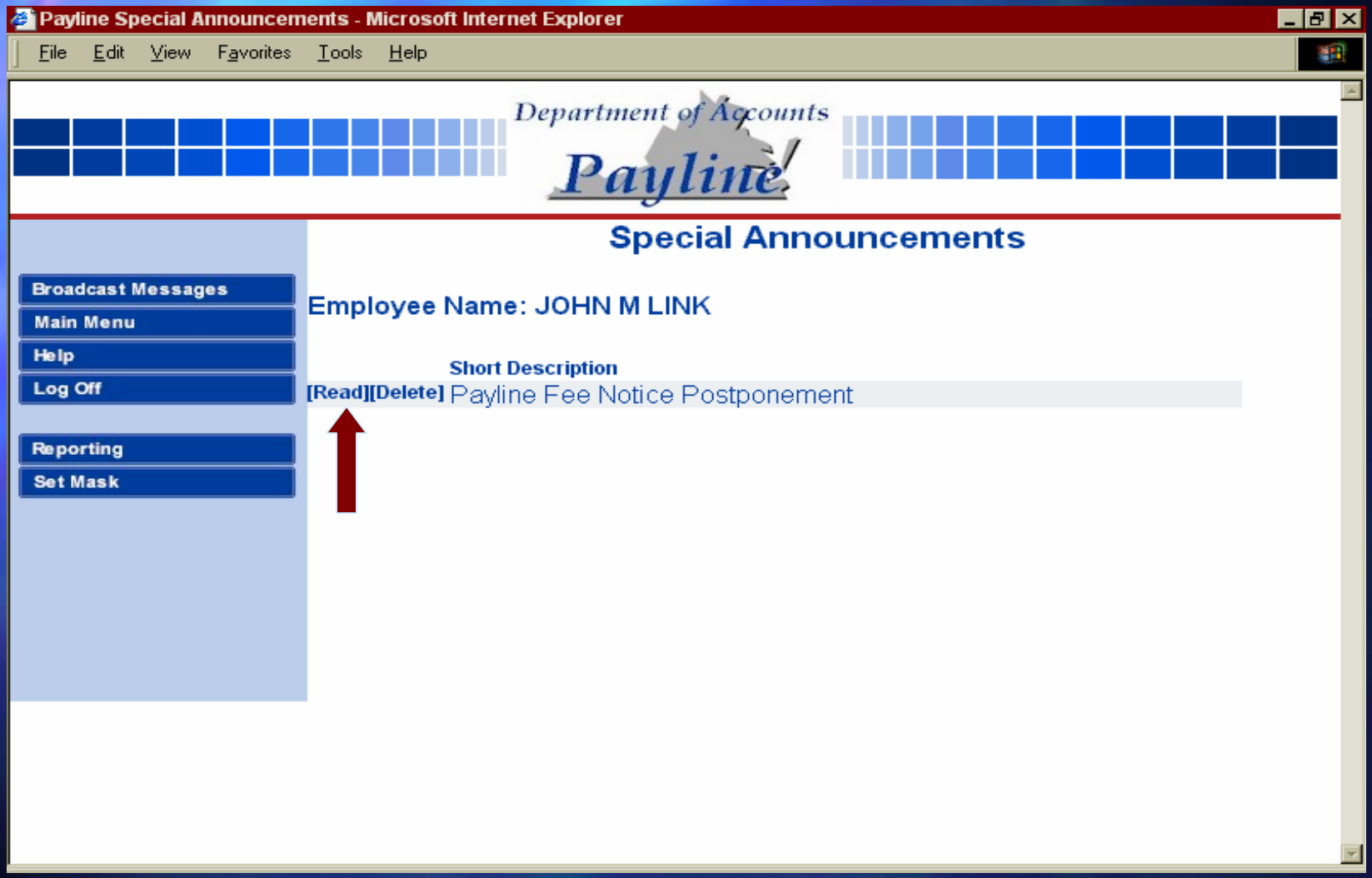
Verify name, SSN and address on pay stub and report changes to your agency.

There is a special announcement.

Special Announcements Page

- **To view the text of the special announcement(s) click on the 'Read' prompt to the left of the message. Once read, the announcement can be removed by clicking on the 'Delete' prompt.**
- **Any announcement not read or deleted within 30 days will be automatically deleted.**

Special Announcements Page



Personal Messages Page

- **The Personal Messages page is used to communicate messages intended solely for the individual Payline user logged on.**

- **These messages will be displayed in the center of the page showing: Employee Name, Date of the message, and Message Content.**

Personal Messages Page

Payline Personal Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Broadcast Messages

Main Menu

Help

Log Off

Set Mask

Personal Messages

Employee Name: First M Last

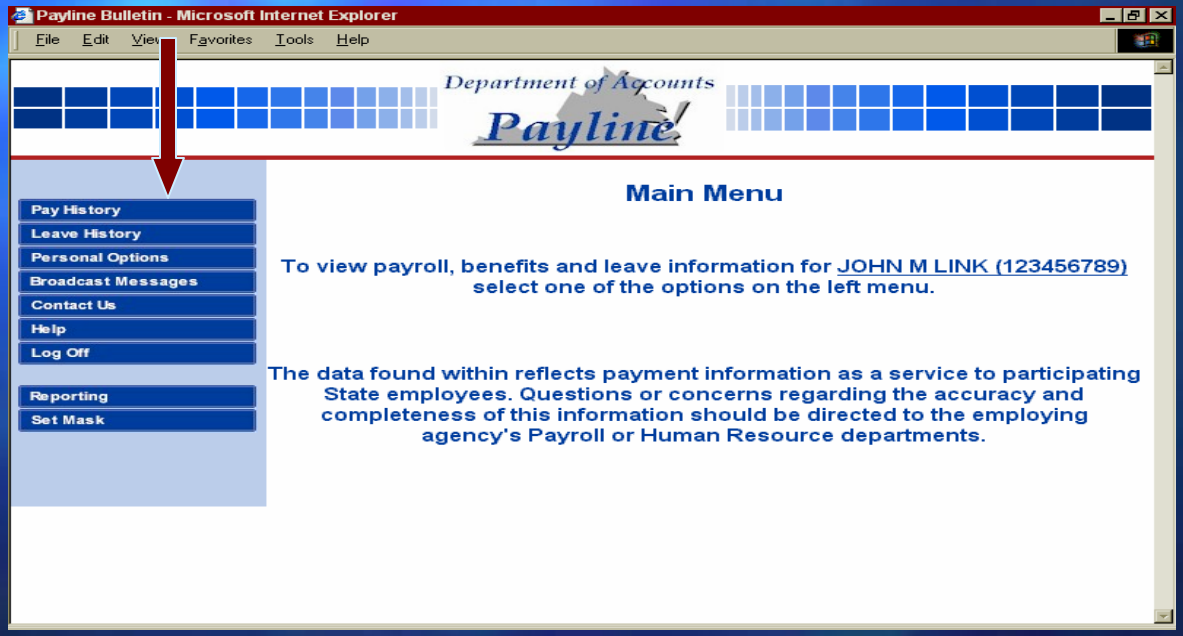
	Date	Message
[Delete]	01/01/1900	Test Message

Personal Messages Page

- **Payline users may remove a message by clicking on the ‘delete’ prompt shown to the left of the date.**
- **An informational message will be displayed stating the message has been deleted.**
- **Any message not deleted by the user will automatically be deleted within thirty days.**

Main Menu Page

- **The Main Menu page is the central navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions.**



Main Menu Page

- **Pay History - Clicking on this button will link the employee to a listing of payment information showing :**
  - **a detailed breakout of his earnings**
  - **deductions**
  - **agency paid benefits**
  - **personal information.**
  - **A link to view and print a facsimile of the earnings notice.**
- **Leave History - Clicking on this button will link the employee to a listing of leave period end dates. From this list, the employee will be able to obtain a complete display of their detailed leave balances for each period.**

Main Menu Page

- **Personal Options - Clicking on this button links the employee to a page containing their personal data, where changes to personal information is made:**
  - **name**
  - **password**
  - **hint**
  - **e-mail address**
  - **paperless payroll election.**

- **Paperless payroll allows convenient, secure, and repeat access to pay information, as well as saving the State money by eliminating their centrally printed earnings notice.**

Main Menu Page

- **Broadcast Messages - Clicking on this button links the employee to the Broadcast Messages page where global and individual messages for all Payline users can be viewed.**

- **Questions concerning HR, changing addresses, taxes, etc. should be directed to appropriate agency personnel.**

Main Menu Page

- **Contact Us - Clicking on this button links the employee to a page where the user can contact DOA regarding:**
  - **problems they are incurring with this site**
  - **suggested enhancements**
  - **compliments.**

- **Log Off - Clicking on this button will return the employee to the Log On page and sign the user out of Payline.**

Personal Options Page

- **The View Personal Options page allows Payline users to view the existing information regarding their:**
  - **Social Security Number**
  - **Password (the actual password is not displayed, but an * indicates it does exist.)**
  - **Email Address**
  - **Email Address 2**
  - **Hint (to help in remembering current password.)**
  - **Rec Earnings Notice (Election regarding receiving a printed earnings notice)**
  - **Date Password Changed - reflects last date your password was altered.**

Personal Options Page

Payline Personal Options - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline!

Edit

Main Menu

Help

Log Off

View Personal Options

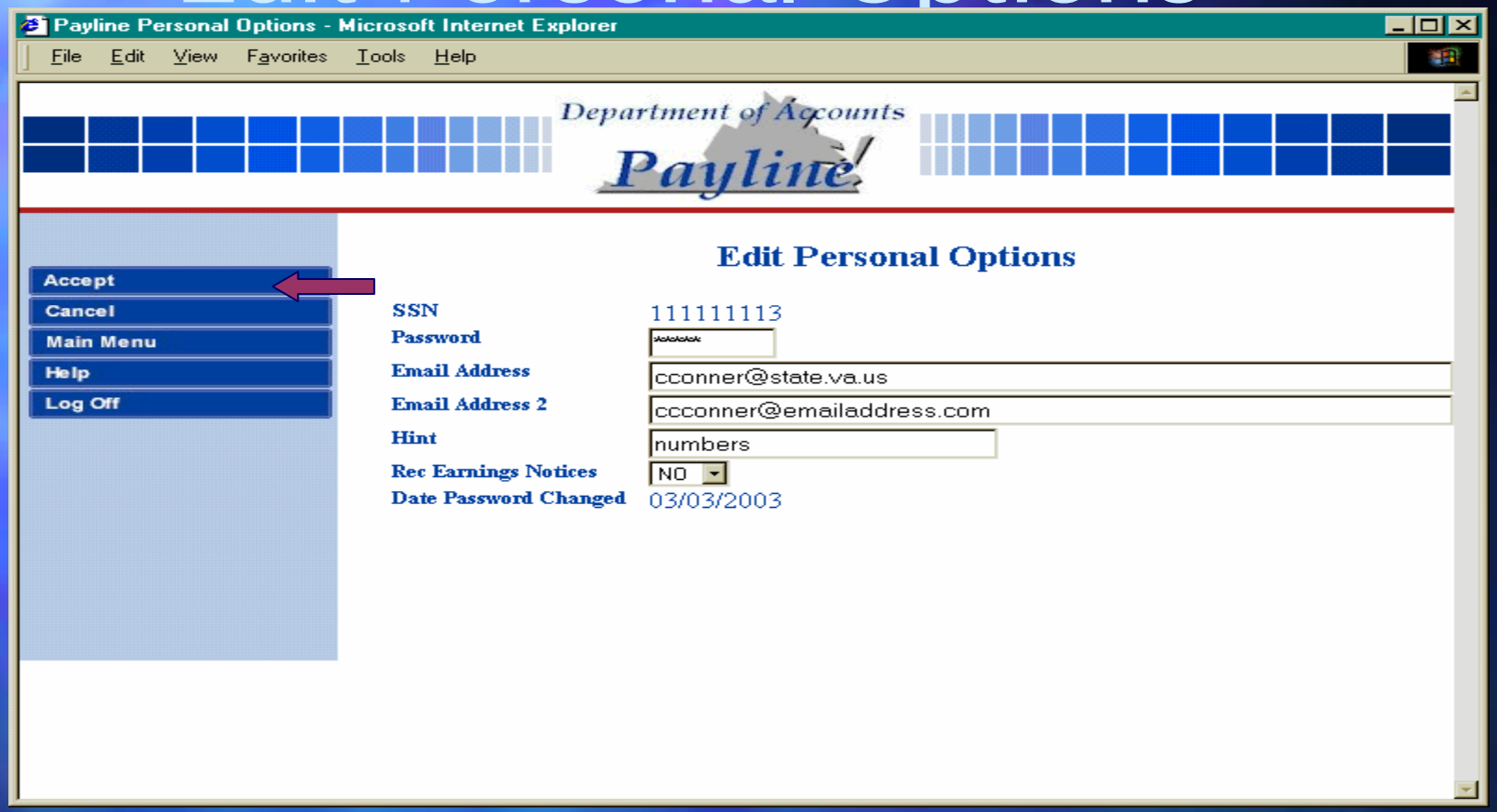
SSN	111111113
Password	*
Email Address	cconner@state.va.us
Email Address 2	ccconner@emailaddress.com
Hint	numbers
Rec Earnings Notices	N
Date Password Changed	03/03/2003

Edit Personal Options

- **The Edit Personal Options page provides the Payline user the ability to change any one or all of the following:**
  - **Password (the actual password is not displayed, but an * is displayed for each password character.)**
  - **Email Address**
  - **Email Address 2**
  - **Hint (to help in remembering current password.)**
  - **Rec Earnings Notice (Election regarding receiving a printed earnings notice)****

**** If the employing agency has elected to stop printing ALL earnings notices, this field cannot be changed.**

Edit Personal Options



- **After entering the new information, press the Accept button and the information will be displayed on the View Personal Options page.**

Pay History Screen

- **The *Pay History* page provides a listing of payments displaying the payment date, agency name and pay period date. (The complete history listing can be viewed by using the scroll bar.)**
- **The payment indicator denotes the type of payment represented. This may be one of three values. A blank denotes a typical payment made in the form of a check or direct deposit.**

Pay History Screen

Payline Pay History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

- Pay History Detail Inquiry
- Main Menu
- Help
- Log Off

Pay History

Employee Name: CHARLES C CONNER

	Payment Date	Agency	Pay Period	Payment Indicator
View Pay Stub	11/30/2002	Demonstration Company	11/10/2002 - 11/24/2002	
View Pay Stub	11/15/2002	Demonstration Company	10/25/2002 - 11/09/2002	VC
View Pay Stub	11/15/2002	Demonstration Company	10/25/2002 - 11/09/2002	

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

Pay History Screen

- **A "VC' in the payment indicator column, represents the reversing or voiding of one of those payments due to processing errors, retrievals of the payment due to time lost from work, or perhaps a lost payment.**

- **An "NP", in the payment indicator column, represents a transaction entered into the payroll system to record a payment made outside of the payroll system. This is considered a "non-paid" payment as the actual payment was made through petty cash or some other mechanism.**

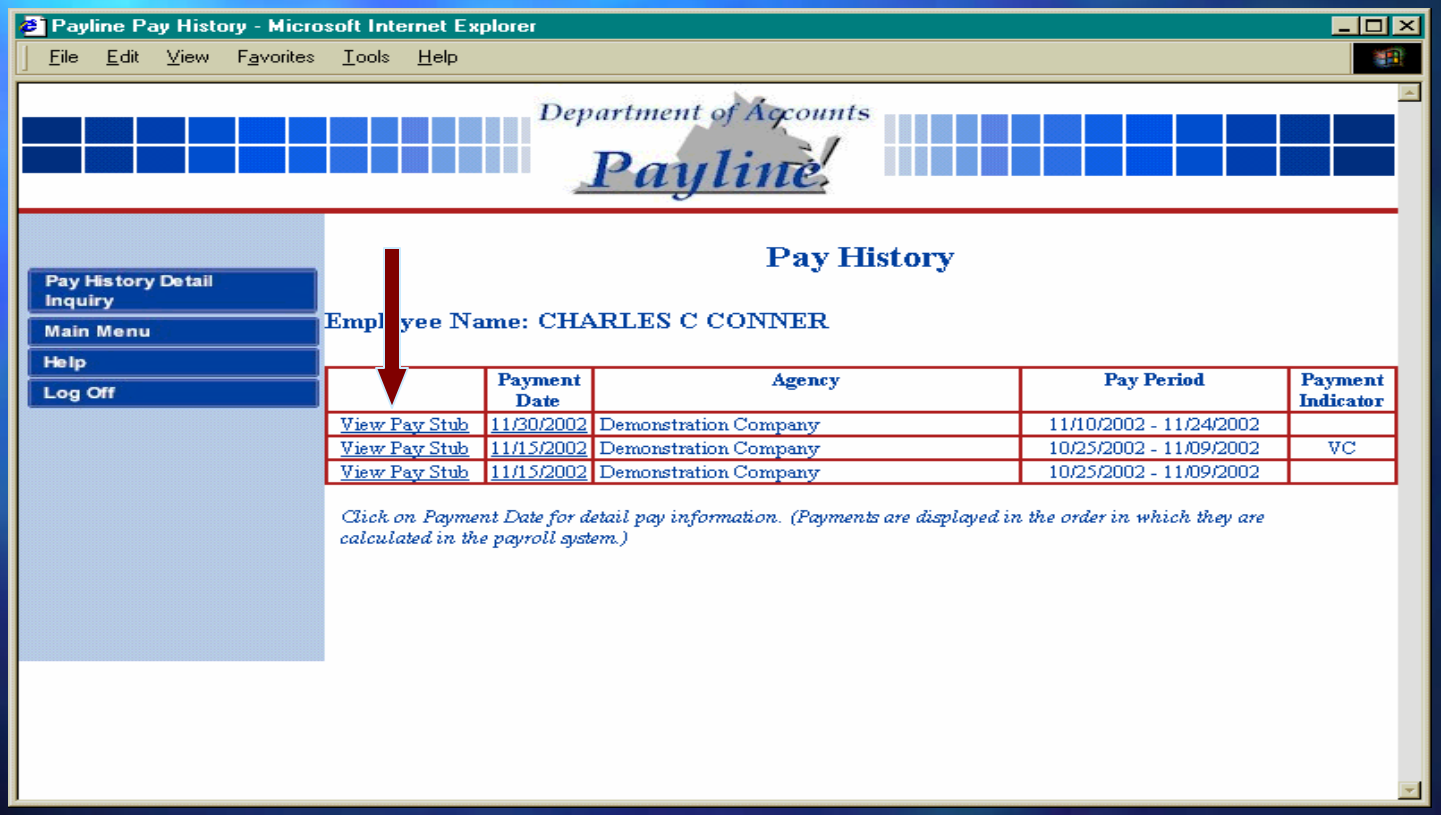
Pay History Screen

- **NOTE 1: If an employee has multiple pay instruments for one payment date, all payment information will be collated into one record.**

- **NOTE 2: Voids (VC) and non-paid manual paysets (NP) are listed separately.**

View Pay Stub

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



View Pay Stub

Payline - View Pay Stub - Microsoft Internet Explorer

Print Close

COMMONWEALTH OF VIRGINIA
DEMONSTRATION COMPANY

OFFICIAL PAY RECORD

No Leave Information Available

Employee
CHARLES C CONNER

Address
TEST DR
RICHMOND VA 23233

Soc Sec Number
111111113

Pay Period Date	Payment Date
11/10/2002 - 11/24/2002	11/30/2002

Earnings

Units	Description	Current	YTD
40.00	Regular Pay	3,200.00	12,800.00

Deductions

Description	Current	YTD
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
Optional Grp Life	15.00	60.00
DOA FUTURE	17.50	70.00
Federal Inc Tax	582.32	2,319.54
HI Tax	44.25	176.99
OASDI Tax	189.19	756.77
State Inc Tax	158.74	634.96

	Current	YTD		Current	YTD		
Gross Pay	3,200.00	12,800.00	**Deductions**	1,123.88	4,485.78	**Net Pay**	2,076.12

50.00 DEPOSITED BANK **251472856** ACT **2586131**

View Pay Stub

- **Financial Institutions should accept a printed pay stub from Payline as it contains both:**
  - **the statement "Offical Pay Record" and**
  - **the State Seal of Virginia (Permission to use the State Seal has been granted by the Secretary of the Commonwealth.)**
- **The displayed stub is shaded in green, but changes to white when the underscored 'print' function is used. This is done to save ink on color printers.**
- **A description of each earnings type and deduction can be displayed by placing the cursor on the underscored word and clicking the left-mouse button.**

Pay History Detail Inquiry

- **The Pay History Detail Inquiry page provides the ability to query the database and produce a printable report about:**
  - **<u>all</u> pay types**
  - **deductions (employee and employer paid)**
  - **healthcare/retirement plans**
  - **federal/state tax elections**
  - **direct deposit information.**

Pay History Detail Inquiry

Payline Pay History Detail Inquiry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Pay History Detail Inquiry

- Submit Request
- Pay History
- Main Menu
- Help
- Log Off

Employee Name: CHARLES C CONNER **SSN:** 111111113

Detail Type:

Select All	Yes	No			
Earnings	Yes	No	Current Pay	Yes	No
Net Pay	Yes	No	Employee Paid Deductions	Yes	No
Employer Paid Deductions	Yes	No	Direct Deposit	Yes	No
Federal Tax Elections	Yes	No	State Tax Elections	Yes	No
Local Tax Elections	Yes	No	Health Care Elections	Yes	No
Retirement Elections	Yes	No	Fed/St Taxable Wages	Yes	No
FICA Taxable Wages	Yes	No			

Check Date Range:

From 11/01/2002 To 11/30/2002

Pay History Detail Inquiry

- **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, click on 'submit request' and the results will be displayed.**

Pay History Detail Inquiry

Payline Pay History Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Pay History Detail Inquiry

Pay History Detail

Employee Name: CHARLES C CONNER SSN: 111111113 Selection Dates: 11/01/2002 - 11/30/2002

Check Date	Pay Period	Total Earnings	Net Pay	Local Tax Elections	
				Allowance	Add Amt
11/15/2002	10/25/2002 - 11/09/2002	3,200.00	2,076.12	0	0.00
11/15/2002	10/25/2002 - 11/09/2002	-3,200.00	-2,076.12	0	0.00
11/30/2002	11/10/2002 - 11/24/2002	3,200.00	2,076.12	0	0.00

Pay History Detail Inquiry

- **By clicking the 'Select All' radio button, all listed information will be displayed.**

- **If the results do not display the information the user is looking for the user may need to enter a new range of dates and submit the inquiry again.**

Pay History Detail Inquiry

- **Printing: If the SELECT ALL option is chosen or if numerous radio buttons are selected, the user will not be able to print all the information shown. Limiting your selections will allow for printing of the requested information.**

Payment Information

- Click on the payment date not view pay stub.
- The Payment Information page displays:
  - a detailed breakout of earnings
  - deductions
  - net pay
  - summary of agency paid contributions
  - benefits
  - taxes.
- Descriptions of earnings and/or taxes can be accessed by using the underscored link.
- Navigation to detailed payment information is accessed through link buttons on left.

Payment Information

Payline Payment Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts Payline

- Agency Paid Contributions Detail
- Presentation of Taxable Wages
- Direct Deposit/Add'l Profile
- Pay History
- Main Menu
- Help
- Log Off

Payment Information

Employee Name: CHARLES C CONNER **Agency Name:** Demonstration Company

Payment Date: 11/30/2002 **Pay Period:** 11/10/2002 - 11/24/2002 **Net Pay:** 2,076.12

Click on Earnings or Deduction Type for detail information

Earnings

Type	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	40.00	3,200.00	160.00	12,800.00
Total Earnings		**3,200.00**		**12,800.00**

	Current	Year to Date
Total Agency Paid Contributions	814.26	3,257.04

Employee Paid Payroll Deductions

Type	Current Amount	YTD Amount
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
Optional Grp Life	15.00	60.00
DOA FUTURE	17.50	70.00
Federal Inc Tax	582.32	2,319.54
HI Tax	44.25	176.99
OASDI Tax	189.19	756.77
State Inc Tax	158.74	634.96
Total Employee Paid Deductions	**1,123.88**	**4,485.78**

Agency Paid Contributions Detail

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

Agency Paid Contributions Detail

Payline Agency Paid Contributions Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Return to Payment Information

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Agency Paid Contributions Detail

Employee Name: CHARLES C CONNER **Agency Name:** Demonstration Company

Payment Date: 11/30/2002 **Pay Period:** 11/10/2002 - 11/24/2002

Click on Contribution Type for detail information

Agency Paid Contributions

Type	Current Amount	YTD Amount
Retiree Hlth Cred	28.48	113.92
Retirement	160.00	640.00
Group Life Ins	25.60	102.40
Agy Pd Healthcare	332.50	1,330.00
Longtrm Disbility	34.24	136.96
HI Tax	44.25	176.99
OASDI Tax	189.19	756.77
Total Agency Paid Contributions	**814.26**	**3,257.04**

Presentation of Taxable Wages

- **The Presentation of Taxable Wages displays how federal, state and FICA taxable wages were calculated.**
- **The year-to-date values shown are as of the time that payment was calculated.**
- **Total Earnings are reduced by those non-taxable earnings and pre-tax deductions to which some taxes are not applied.**

Presentation of Taxable Wages

Payline Taxable Wages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

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Presentation of Taxable Wages

Employee Name: CHARLES C CONNER **Agency Name:** Demonstration Company

Pay Period: 11/10/2002 - 11/24/2002

Payment Date: 11/30/2002

Click on Earnings Type for detail information

Federal/State Wages

	Current	Year to Date
Total Earnings	3,200.00	12,800.00
Less:		
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
DOA FUTURE	17.50	70.00
Federal/State Wage (Taxable)	3,065.62	12,262.48

FICA Wages

	Current	Year to Date
Total Earnings	3,200.00	12,800.00
Less:		
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
DOA FUTURE	17.50	70.00
FICA Wage (Taxable)	3,065.62	12,262.48

Direct Deposit Detail and Add'l Profile Data

- **The Direct Deposit Detail and Additional Profile Data 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 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 health care and the retirement plan the employee is enrolled in.**
  - **Employee Tax Elections – the employee's federal, state and local tax withholding elections submitted on Form W-4 and VA-4.**

Direct Deposit Detail and Add'l Profile Data

Payline Direct Deposit and Additional Profile Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Direct Deposit Detail and Additional Profile Data

Employee Name: CHARLES C CONNER **Agency Name:** Demonstration Company

Pay Period: 11/10/2002 - 11/24/2002

Payment Date: 11/30/2002

Direct Deposit Bank Information:

Amount	Deposit Bank	Account No
50.00	251472856	2586131
2,026.12	251472856	111222

Health Care and Retirement Elections:

Health Care:
Key Advantage
Double State Family Cvrge

Retirement:
VRS - Buyback

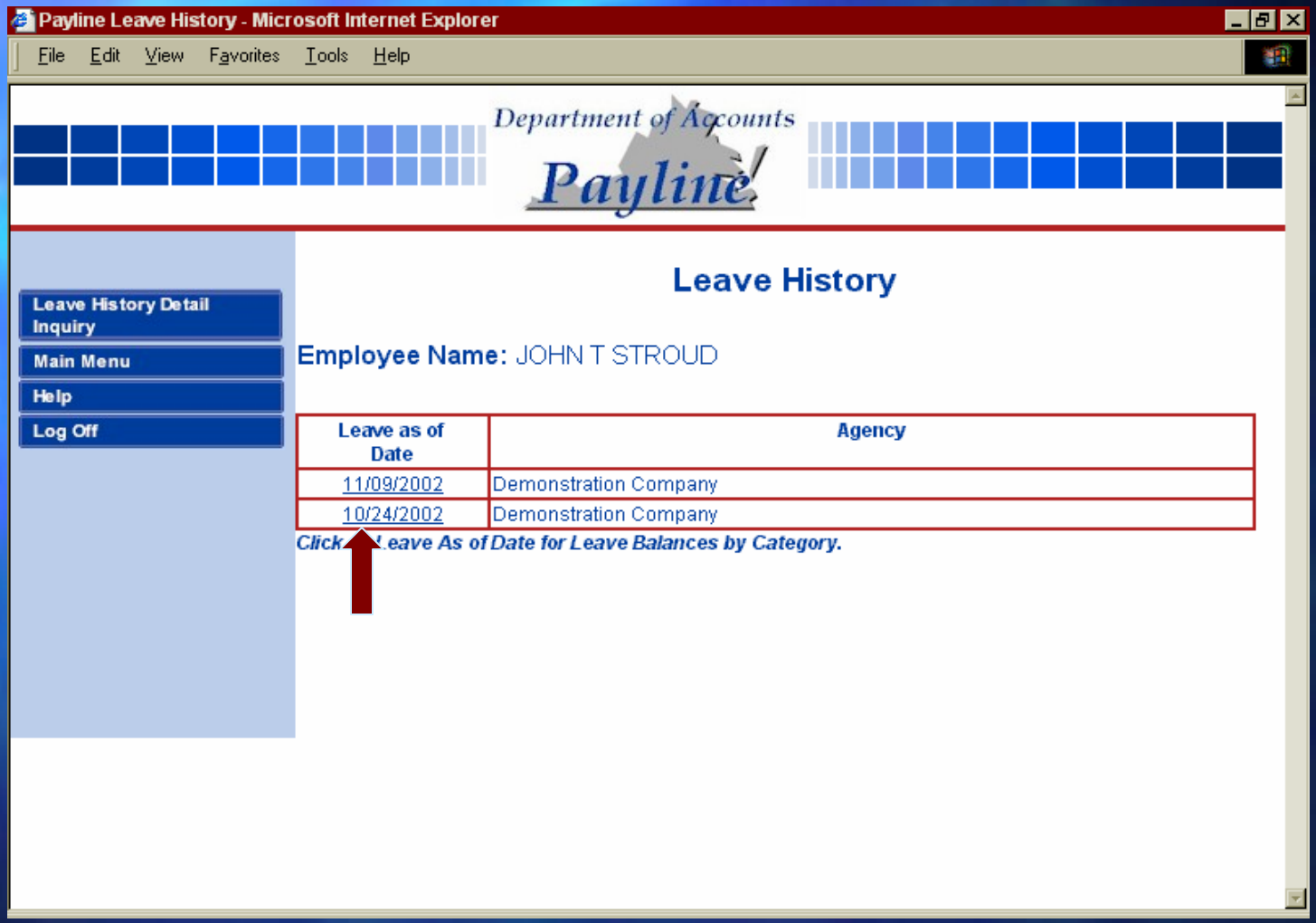
Employee Tax Elections:

Federal Tax Status	Single
Federal Tax Allowance	00002
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

Leave History

- **The *Leave History* page provides a listing of Leave as of Dates and agency names for which detailed information can be viewed. (The complete history listing can be viewed by using the scroll bar.)**
- **The desired 'leave as of period' may be viewed by moving the mouse pointer over and clicking the left mouse button. This will link the user to the *Reported Leave Balances* page.**

Leave History



Leave Balances

- **The Leave Balances page lists leave balances by type. From this list the employee is able to view leave balances for:**
  - **all decremented leave types (e.g. annual, sick, etc)**
  - **year-to-date usage of accumulated leave types (e.g. military, disability, worker's compensation, etc.).**
- **The annual leave accrual rate and maximum year-end leave balances carryover limit based on years of service is also displayed.**

Leave Balances

Payline Leave Balances - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Payline

- Leave Detail
- Leave History
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Leave Balances

Employee Name: JOHN T STROUD **Agency:** Demonstration Company

Leave Balances as of: 10/24/2002 **Current Annual Leave Accrual Rate:** 9.0 **hours per pay period**

Maximum annual leave balances carryover: 432 **hours as of** January 9, 2003

Leave Type	Balance as of 1/10/2002	Accrued Current	Accrued Year-to-date	Used Current	Used Year-To-Date	Period Ending Balance
Annual	132.0	9.0	18.0	0.0	0.0	150.0
Family/Personal	0.0			0.0	0.0	0.0
Sick	1,819.5	5.0	10.0	0.0	0.0	1,829.5
Overtime	0.0	0.0	0.0	0.0	0.0	0.0
Compensatory	0.0	0.0	0.0	0.0	0.0	0.0
Recognition	0.0	0.0	0.0	0.0	0.0	0.0
Disability Credit	0.0			0.0	0.0	0.0
On Call	0.0	0.0	0.0	0.0	0.0	0.0
Bonus	0.0	0.0	0.0	0.0	0.0	0.0

Year-to-Date Accumulations (these do not reflect remaining balances)

Sick Family	0.0	Community Service	0.0	Other	0.0
Education	0.0	Civil	0.0	LWOP Period	0.0
Military	0.0	Worker Compensation	0.0	LWOP YTD	0.0
Pre-Layoff	0.0	Short-Term Disability	0.0	BMOD YTD	0.0

Leave Balances

- **Balances reflect the most recent leave activity reported and keyed at the close of the last leave period.**

- **If a State agency does not use CIPPS Leave, the following message is displayed:**

"NO LEAVE HISTORY RECORDS FOUND. AGENCY MAY NOT PARTICIPATE IN CIPPS LEAVE."

Leave Detail

- **The Leave Detail page provides the Payline user the ability to inquire about all detail leave transactions that were entered during a specific ‘as of’ leave period.**
- **The period selected is displayed in the heading of the page. These detail transactions support the current hours information found on the Leave Balance page.**

Leave Detail

Payline Leave Balances - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Reported Leave Balances

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Leave Detail

Employee Name: JOHN T STROUD **Agency:** Demonstration Company

Transaction keyed during period ending: 10/24/2002

Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.

Leave Type	Transaction Description	Hours	Date From	Date To
AE	Annual Leave Earned	9.0	10/22/2002	10/23/2002
SE	Sick Personal Earned	5.0	10/22/2002	10/23/2002

Leave History Detail Inquiry

- **The Leave Detail Inquiry page provides a means to inquire about all leave types that were entered during a specific time period or specific leave types that were entered during a specified time period.**
- **These selections are determined by clicking on the appropriate radio buttons provided and entering the specified leave beginning and end period dates.**
- **When all transactions is selected, the leave type check boxes are grayed.**

Leave History Detail Inquiry

Payline Leave History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Payline

- Leave History Detail Inquiry
- Main Menu
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Leave History

Employee Name: JOHN T STROUD

Leave as of Date	Agency
11/09/2002	Demonstration Company
10/24/2002	Demonstration Company

Click on Leave As of Date for Leave Balances by Category.

Leave History Detail Inquiry

- **Steps to Perform Request**
  - **Use the drop down box to select all agencies or a specific agency.**
  - **Select the type of Inquiry desired.**
    - **All transactions within a date range - shows all transactions that were keyed during the dates specified.**
    - **A specific transaction type within a date range - shows the specified transaction type during the dates specified.**
  - **Select Leave Type - choose the leave transaction type to be displayed for the dates specified.**

Leave History Detail Inquiry

Payline Leave Detail Inquiry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Submit Request
Leave History
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Leave History Detail Inquiry

Employee Name: JOHN T STROUD **Agency:** Demonstration Company

Inquiry Type:

- (•) All transactions within a date range
- ( ) A specific transaction type within a date range

Leave type:

☐ Annual ☐ Sick ☐ Family/Personal ☐ Compensatory ☐ Overtime ☐ Recognition ☐ All Others

Date Range:

Beginning Date: mm/dd/yyyy Ending Date: mm/dd/yyyy

Leave History Detail Inquiry

- **Date Range - complete the beginning and ending dates for the period to show all or specified leave transaction(s). See note below.**
- **Click on the Submit Request button.**

NOTE: The 'Ending Date' value is used to determine which transactions to reflect.

Leave History Detail Inquiry

Payline Leave Detail Inquiry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts

Payline

Leave History Detail Inquiry

- Submit Request
- Leave History
- Main Menu
- Help
- Log Off

Employee Name: JOHN T STROUD

Agency: Demonstration Company

Inquiry Type:

- (●) All transactions within a date range
- ( ) A specific transaction type within a date range

Leave type:

☐ Annual ☐ Sick ☐ Family/Personal ☐ Compensatory ☐ Overtime ☐ Recognition ☐ All Others

Date Range:

Beginning Date: 11/01/2002 Ending Date: 11/30/2002

Leave History Detail Inquiry

Payline Inquiry Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Leave History Detail Inquiry
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Leave Inquiry Results

Employee Name: JOHN T STROUD **Agency:** Demonstration Company

Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.

Agency	Leave Type	Transaction Description	Hours	Date From	Date To
00230	SP	Sick Personal Taken	1.5	11/07/2002	11/08/2002
00230	SP	Sick Personal Taken	1.5	11/07/2002	11/08/2002
00230	SF	Sick Family Taken	8.0	11/07/2002	11/08/2002
00230	SF	Sick Family Taken	3.0	11/07/2002	11/08/2002
00230	SF	Sick Family Taken	2.0	11/07/2002	11/08/2002
00230	SE	Sick Personal Earned	5.0	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	1.5	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	4.0	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	0.5	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	1.0	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	3.5	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	1.5	11/07/2002	11/08/2002
00230	AT	Annual Leave Taken	2.0	11/07/2002	11/08/2002
00230	AE	Annual Leave Earned	9.0	11/07/2002	11/08/2002

- Review the Leave Inquiry Results Screen.
  - The transactions show only the end results, not necessarily what the leave slip shows. Results may differ due to chaining.
  - Negative leave hours are possible if agency personnel performed maintenance on your record.

Payline

- **For additional information on Payline or an explanation of CIPPS and/or Payline nomenclature, please see the Payline Administrative Manual (this is an employer manual but additional information can be found there) is located at the following web address:**

  http://www.doa.virginia.gov/Payroll/Payline/Payline_Main.cfm.