

Introduction to Payline

Payline Features



Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.



Introduction To Payline

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 <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.**



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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

Security Features

- Information NOT ‘available on the internet’ – Data is stored on a secured, encrypted database.
- Safer than paper for avoiding identity theft.
- Application Security – requires a User ID (Employee ID or Personal ID) and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to their individual records.



Introduction To Payline

Security Features – cont.

- **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.**



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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.**



Introduction To Payline

Security Requirements – cont.

- 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.



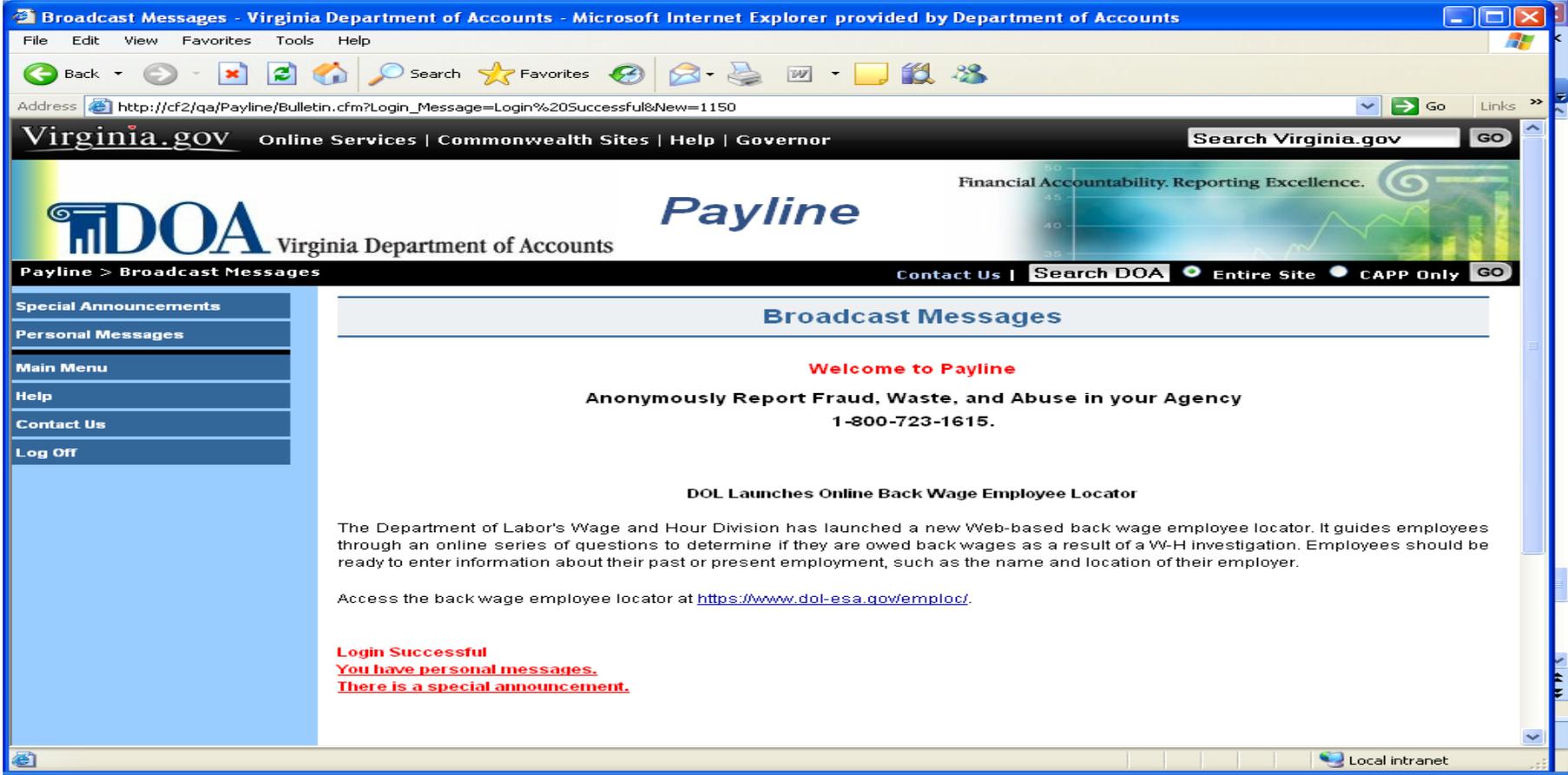
Introduction To Payline

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.)**

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The Broadcast Messages screen is displayed each time Payline is accessed. This screen provides the user general information and if there are personal or special messages.





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Special Announcements

- **The Special Announcements page is used to communicate longer 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 announcements click on the “Special Announcement” button or the underscored notice “There is a Special Announcement.”**
- **If no Special Announcements exist, neither will be presented.**

Introduction To Payline

Special Announcements – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Department of Accounts' Payline website. The browser's address bar shows the URL: http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1512. The website header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. The main content area features the DOA logo and the word "Payline". A navigation menu on the left lists Special Announcements, Personal Messages, Main Menu, Help, Contact Us, and Log Off. The main content area is titled "Broadcast Messages" and contains the following text:

Welcome to Payline
Anonymous 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.

Two purple arrows point to the "Broadcast Messages" header and the "There is a special announcement." message.



Introduction To Payline

Special Announcements– cont.

- **To view the text of the special announcements click on the ‘Read’ prompt to the left of the message. Once read, remove the message by clicking on the ‘Delete’ prompt.**
- **Any announcement not read or deleted within 30 days will be automatically deleted.**

Introduction To Payline

Special Announcements – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Special Announcements' page. The browser's address bar shows the URL: http://cf2/qa/Payline/Special_Announcements.cfm?New=034012. The page header includes the Virginia.gov logo and navigation links. The main content area is titled 'Special Announcements' and displays the following information:

Employee Name: DEMO USER
Employee Number: 123456788

Short Description	
[Read] [Delete]	DOLI - Registered Apprenticeship

Two red arrows point upwards to the [\[Read\]](#) and [\[Delete\]](#) links in the table row.



Introduction To Payline

Personal Messages

- **The Personal Message page communicates messages intended solely for the individual Payline user logged on.**
- **To view the Personal Messages click on the Personal Message button on the left of the screen or the underscored notice “You have Personal Messages.”**
- **These messages will be displayed in the center of the page showing Employee Name and Number, Date of the message, and Message Content.**

Introduction To Payline

Personal Messages – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Department of Accounts Payline website. The address bar shows the URL: http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1158. The page header includes the Virginia.gov logo and navigation links. The main content area is titled "Broadcast Messages" and features a "Welcome to Payline" message with the text: "Anonymously Report Fraud, Waste, and Abuse in your Agency 1-800-723-1615." Below this is a section titled "DOL Launches Online Back Wage Employee Locator" with a brief description and a link to <https://www.dol-esa.gov/emploc/>. A red notification box at the bottom left states: "Login Successful You have personal messages. There is a special announcement." Two purple arrows point to the "Broadcast Messages" header and the login notification box. The left sidebar contains navigation links: Special Announcements, Personal Messages, Main Menu, Help, Contact Us, and Log Off.



Introduction To Payline

Personal Messages – cont.

- **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.**

Introduction To Payline

Personal Messages – cont.

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

Address: http://cf2/qa/Payline/Personal_Messages.cfm?New=112759

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

Search Virginia.gov

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Payline

Payline > Main Menu > Broadcast Messages > Personal Messages

Contact Us | Search DOA | Entire Site | CAPP Only

Personal Messages

Employee Name: DEMO USER Employee Number: 123456788

	Date	Message
[Delete]	04/13/2006	This is a test message

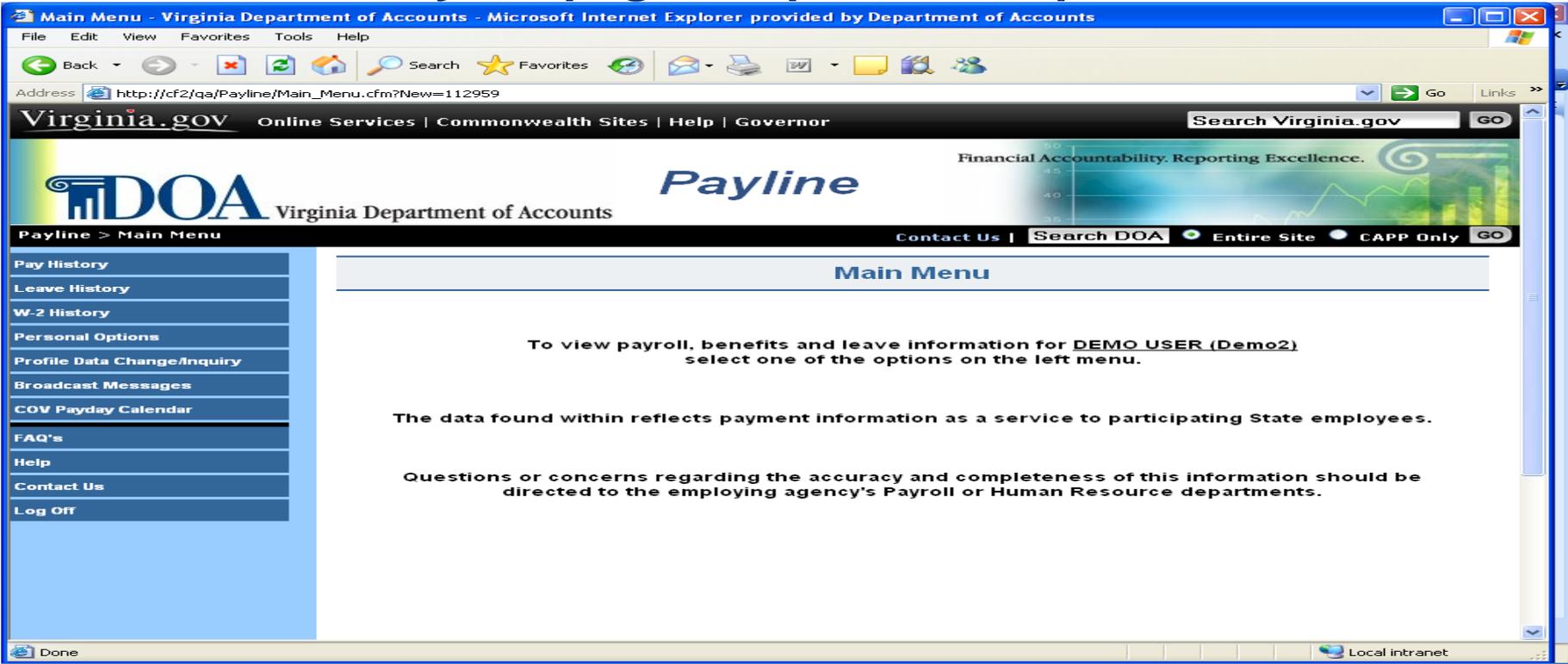
↑

Done Local intranet

Introduction To Payline

Main Menu

The Main Menu 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.





Introduction To Payline

Main Menu – cont.

- **Pay History** – links the employee to a listing of payment information showing:
 - **A detailed breakout of earnings**
 - **Deductions**
 - **Agency paid benefits**
 - **Personal information**
 - **A link to view and print a facsimile of the earnings notice.**



Introduction To Payline

Main Menu – cont.

- **Leave History** – links the employee to the Leave history screen and further leave detail information. This is covered in the Introduction To Payline – Viewing Leave Information presentation.
- **W2 History** – links the employee to a list of W2 information which can be selected and printed.



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Main Menu – cont.

- **Personal Options – Links the employee to a page containing their personal data, where changes can be made to:**
 - *Password*
 - *HINT*
 - *E-Mail Addresses*
 - *Challenge Questions*
 - *Displaying of W-2s*
 - *Paperless Payroll election or*
 - *Establish a Personal ID (One other than your Employee ID).*

NOTE: Paperless payroll allows convenient, secure, and repeat access to pay information as well as saving the State money by eliminating the centrally printed earnings notices.



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Main Menu – cont.

- **Profile Data Change/Inquiry – Displays current demographic information and provides ability to send an email notifying the HR and Payroll departments of a change in one or all of the following fields:**
 - **First Name**
 - **Middle Name**
 - **Last Name**
 - **PO Box/Apt/Suite**
 - **Street Address**
 - **City, State and ZIP**
 - **Home and/or Business Phone numbers**

cont.



Introduction To Payline

Main Menu – cont.

Profile Data Change/Inquiry, cont.
To make changes to your Federal or State tax elections the appropriate forms must be completed and kept by your agency.

- Links are provided to the appropriate forms which can be downloaded and given to your agency HR and Payroll departments.
- Comments Box – Allows employees to add information to the change notification.



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Main Menu – cont.

- **Broadcasts Messages – Clicking on this button links the employee to the Broadcast Messages page previously discussed.**
- **COV Payday Calendar – This links you to the state holiday and pay calendar. All pay dates and holidays are noted.**
- **FAQ's – This links you to some frequently asked questions concerning Payline, ie., How to become a Payline User, How to receive Passwords, How long is Pay and Leave history retained online.**



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Main Menu – cont.

- **Help** – This offers a brief overview of the buttons (on the left side of the screen) available on each Payline page.

- **Contact Us** – This will link you to a page where you can contact DOA regarding:
 - Problems they are incurring with the site
 - Suggested enhancements
 - Compliments, etc.

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

NOTE: Always be sure to leave Payline using this button to ensure the log out process is complete.



Introduction To Payline

This concludes the Payline Features module.

Be sure to review the other presentations for help in accessing and navigating Payline.