

Department of Accounts Payroll Bulletin

Calendar Year 2007

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the Payroll
Bulletin.....*

✓ **Payline**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

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PAYLINE

Introduction This Payroll Bulletin addresses recent changes to Payline. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

Payline Logon Page Payline's logon page has been modified to allow the user to enter either their Employee Number, Social Security Number, or their Personal ID (created by user on the Personal Options Page) to enter Payline. The same unique password will work with any of these choices.

W-2 Information Employees' original W-2s are now available for employees and agency personnel with masking to view and/or print. DOA no longer produces employer copies of the W-2s and encourages appropriate agency personnel to obtain Payline Masking to facilitate the use of this feature. The W-2s will be available for a period of 5 years.

Note: Employee's who receive W-2Cs must get copies from the agency's Payroll Office, since the W-2c information is not in Payline.

Employee Number Look-up Payline has been modified with an employee number look-up function. The user enters the employee's Social Security Number and Payline will display the 9 digit employee number.

The function is available either alone or with the masking function and must be requested on the Payline Security Form. Please complete a new Payline Security Authorization Request and submit it to DOA for processing. The form can be found at the following link:

<http://www.doa.virginia.gov/Payroll/Forms/PaylineSecurityForm.pdf>

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PAYLINE, continued

Reporting Features

The layout for selection of agencies has changed in the Payline Reporting. Agencies are now grouped numerically (i.e. all agencies starting with 1XX are grouped together and so forth). The selection method has not changed; place the cursor on the appropriate box and left click to select.

The reporting results are still display:

- number of employees who receive checks
- number of Direct Deposit Notices
- number of Total Payments
- number of Payline Participants
- number of Payline Participants with Direct Deposit
- number of Payline Participants that opt-out of receiving DDs
- number of DD Notices printed
- number of DD Notices eliminated from print

Earnings Notice Status by Agency

PAYMENT DATES 01/01/2006 - 06/15/2007

ALL EMPLOYEES

Agency	#Checks	#DDs	Total #Pmts	Payline Participants	Payline Participants w/DD	Payline Participants w/DD Opt-Out	DD Notices Printed	DD Notices Eliminated
000 Salary	0	1	1	1	1	0	1	0
<u>000 Total</u>	0	1	1	1	1	0	1	0
Total All Agencies:	0	1	1	1	1	0	1	0

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PAYLINE, continued

Other Reporting Features

By clicking the highlighted agency total, agencies are able to access employee level information concerning their payroll. Agencies can select to view by agency or organizational code:

- All employees or wage only or salary only
- Employees who are Payline Participants or employee who have no Payline Security Record or all
- Employees who have earnings notices printed or those who have opted out or those who have checks printed or all

Earnings Notice Status by Employee 01/01/2006 - 06/15/2007

Agency:	Payline Participation:	ORG Code	Pay Type	Payment Status:	
00000	Payline Participant		All	DD Notice Printed	<<< <u>S</u> ubmit

Employee Listing for Demo Agency (00000)

Agency allows printed DD notices for all employees

Records 1 - 1 of 1

Agency	Employee Number	Personal ID	Name	Payline DD Selection	ORG Code	Pay Type	Payment Status
00000	123456789 00	DemoUser	Demo User	Yes	99999999999	Salary	DD Printed

Using the reporting feature helps an agency with payment distribution, identify which organizational codes may need further information on using Payline, etc.

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PAYLINE, continued

Receipt of Temporary Payline Passwords

Payline has been modified to allow agencies the options of receiving employee's initial temporary Payline passwords via email. The temporary password will be forwarded to an agency designee, and the designee would then responsible for giving the temporary password to the employee. The benefits of selecting this function are:

- Employees will no longer have to wait until the next earnings notice for the temporary password
- Agency personnel will have an excellent opportunity to show the employee some of Payline features
- Agency personnel will have an excellent opportunity to show the employee how to opt-out of receiving an earnings notice

Please complete the Payline Agency Contact Form on the next page and return to DOA.

The form will be available on the DOA web page under the Payline Forms selection.

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PAYLINE AGENCY CONTACT FORM

Please FAX this form to 804-225-3499

or

Mail this form to:

J.R. Rodgers
Department of Accounts
Monroe Building - 2nd Floor
P.O. Box 1971
Richmond, VA 23218-1971

FROM:

(Name)

(Agency Name)

(Agy #)

(Phone #)

Payroll Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	

Human Resources Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	

Payroll Service Bureau Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	

Allow Initial Temporary Payline Passwords to be emailed to the Payroll Contact: YES NO
(Default is Yes)

Fiscal Officer Signature: _____

Date: _____

PAYLINE, continued

Opt-Out of Earnings Notices

Opting out of receiving earnings notices not only saves the Commonwealth of Virginia money by not having to print earnings notices, but agencies can also realize savings:

- through reduced mailing costs (i.e. 41 cents per earnings notice times 24 pay periods)
- employee time sorting and distributing earning notices is eliminated
- security is increased since there is no chance the earnings notices can be lost or stolen
- Complies with Governor Kaine's E-Commerce initiative

Modifications have been made to allow an agency more choice in deciding which earning notices to receive:

- Opt-Out receipt of earnings notices for the complete agency
- Opt-Out receipt of earnings notices for salaried employees only
- Opt-Out receipt of earnings notices for wage employees only

If your agency would like to explore any of these opt-out options, please contact Lora George at lora.george@doa.virginia.gov ; Cathy McGill at cathy.mcgill@doa.virginia.gov or J.R. Rodgers at john.rodgers@doa.virginia.gov. Any of us will gladly answer your questions and help you start saving the Commonwealth of Virginia and your agency time and money.

Deduction 069 or 070

In order for employees to opt-out of receiving earnings notices, either Deduction 069 (DDCHKING) or Deduction 070(DDSAVING) must be active with 100% of the net earnings going to either deduction. All other DD Deductions (059, 060, 067, 068) are for fixed amounts which results in an employee receiving a check. This is highly discouraged as it is not saving the Commonwealth money as well as costing the Commonwealth money for the physical check and a separate ACH transaction. Please encourage all employees (salaried or wage) to go Direct Deposit as well as opting out of receiving an earnings notice.