Administrative Manual For Employers

February 7, 2005

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Payline Overview

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.

Payline has been designed to be as user-friendly as possible and require little intervention from outside resources. However, DOA realizes that there may be some functions that individuals may need assistance with and has developed this administration manual to aid agency personnel in responding to employee inquiries.

PAYLINE Features

Payline provides Commonwealth of Virginia Employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS) the means to:

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

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Payline Overview, Continued

Security

State-of-the-art security features are provided to maintain confidentiality of the individual employee's personal payroll information.

- 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.
- 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.

Access 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).
- 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.
- Connection speed of 56k modem (or higher) is highly recommended.

Web Address

http://payline.doa.virginia.gov

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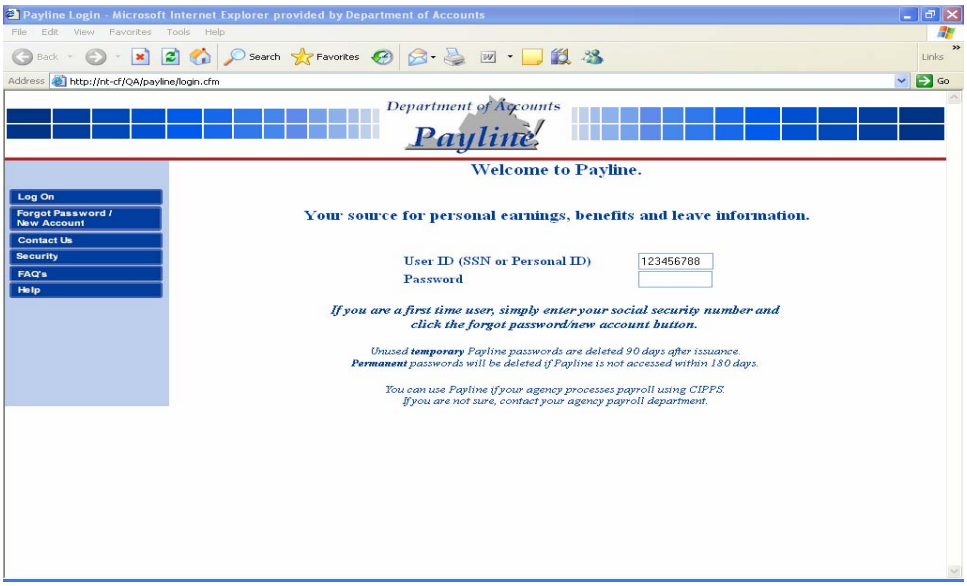
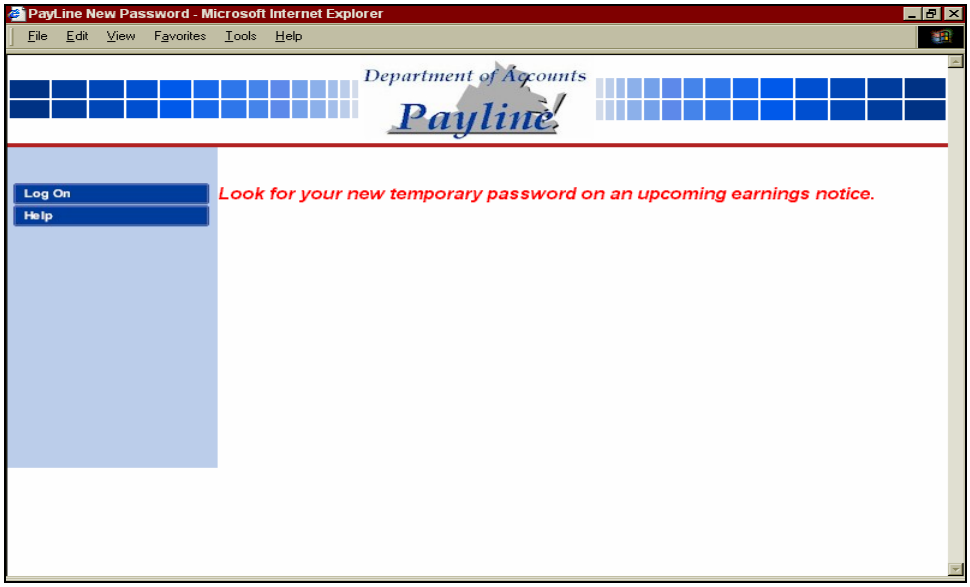
Accessing Payline

First Access for New Users

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



If a valid SSN is entered, the following message is displayed "Look for the temporary password on an upcoming earnings notice." The user must wait for receipt of the temporary password before being able to logon to **Payline.**



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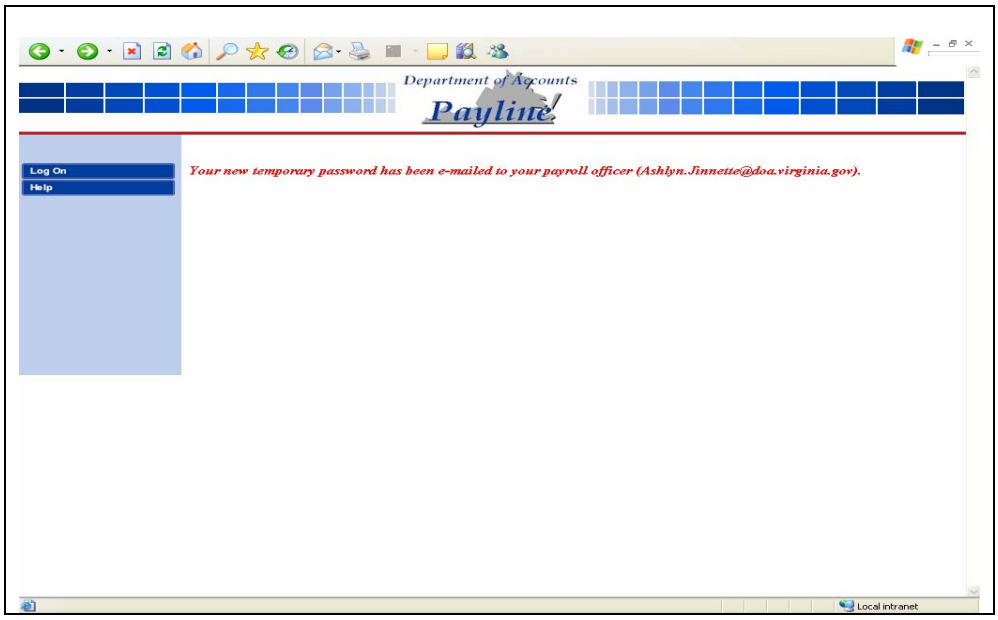
Accessing Payline, Continued

If the user's agency has opted out of receiving printed earnings notices, the message will read "Your new temporary password has been e-mailed to your payroll officer (payroll officers email address)."



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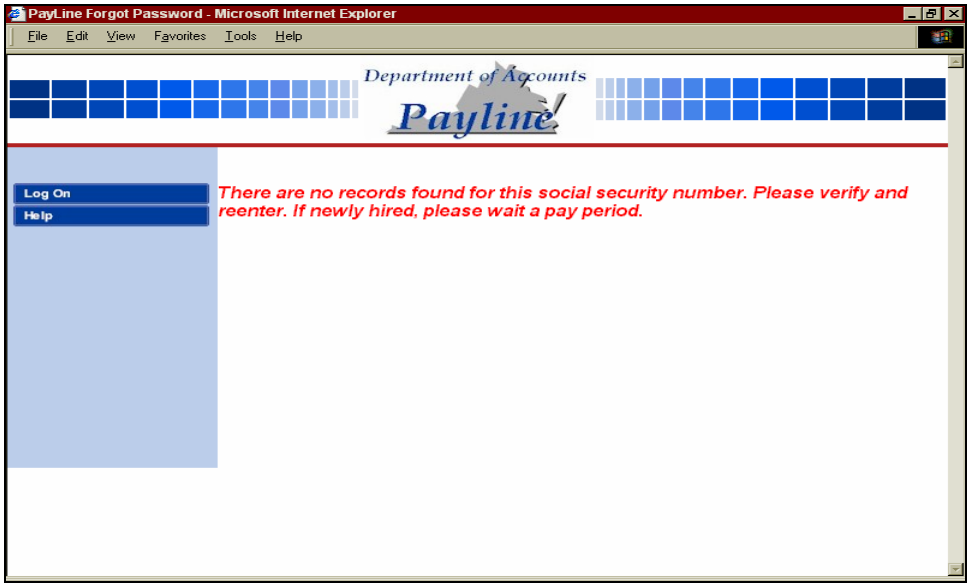
Accessing Payline, Continued

If an invalid SSN is entered, the following message is displayed "There are no records found for this social security number. Please verify and reenter. If newly hired, please wait a pay period."



This message indicates that there are no records for the SSN entered in Payline. Payline uses the first 9 characters of the employee's CIPPS employee ID as the SSN. Either a data entry error was made in the User ID on the Log On screen or the employee has not been paid through CIPPS using the SSN entered as the employee ID. The employee may click on the 'Log On' button to return to the Log On screen and re-enter the SSN.

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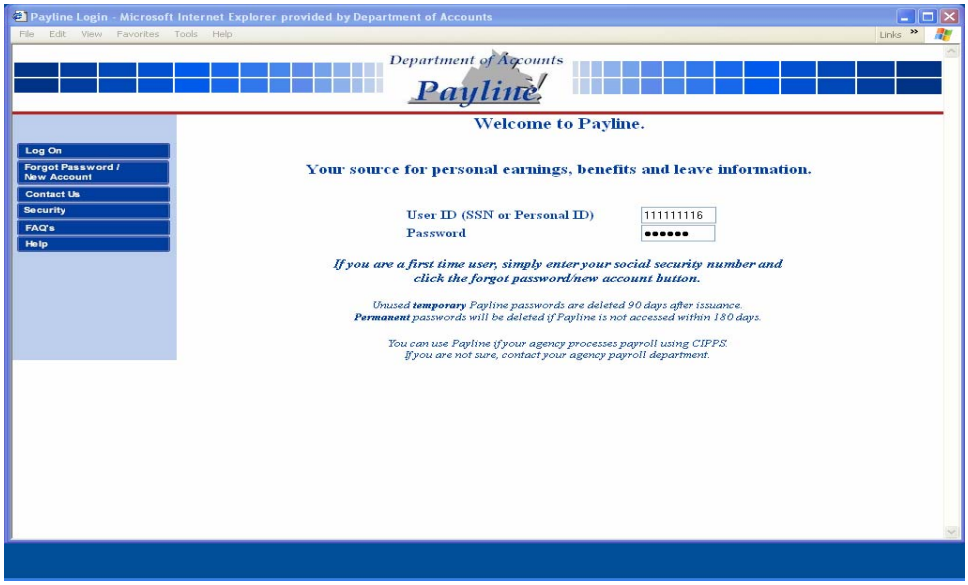
Accessing Payline, Continued

New Users with a Temporary Password

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



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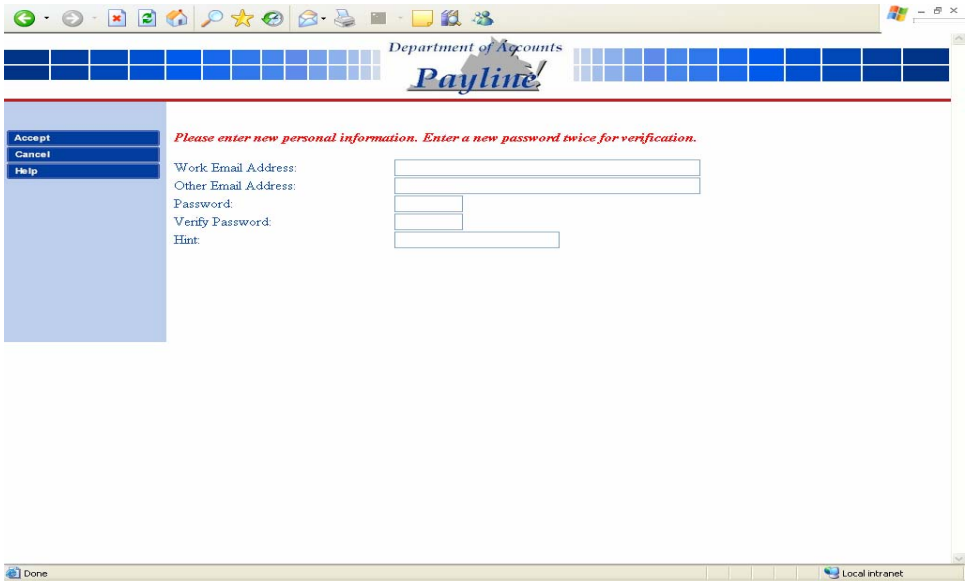
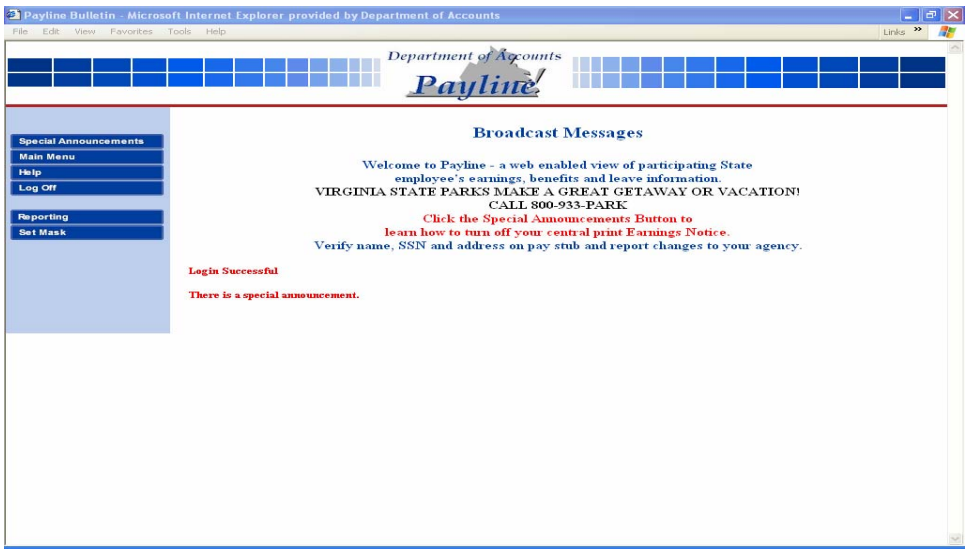
Accessing Payline, Continued

Upon entering Payline the new personal information screen prompts the user to establish a personalized password of 5 to 8 characters (entered twice for verification), establish a 'hint' for their password and up to two e-mail addresses if desired. To establish the permanent security record, the user must click on the "Accept" button, and is then taken to the *Broadcast Messages* Page. The user may then use the Main Menu link to access the *Edit Personal Options* page where a personalized 5 to 8 character user id may be created (see page 24).





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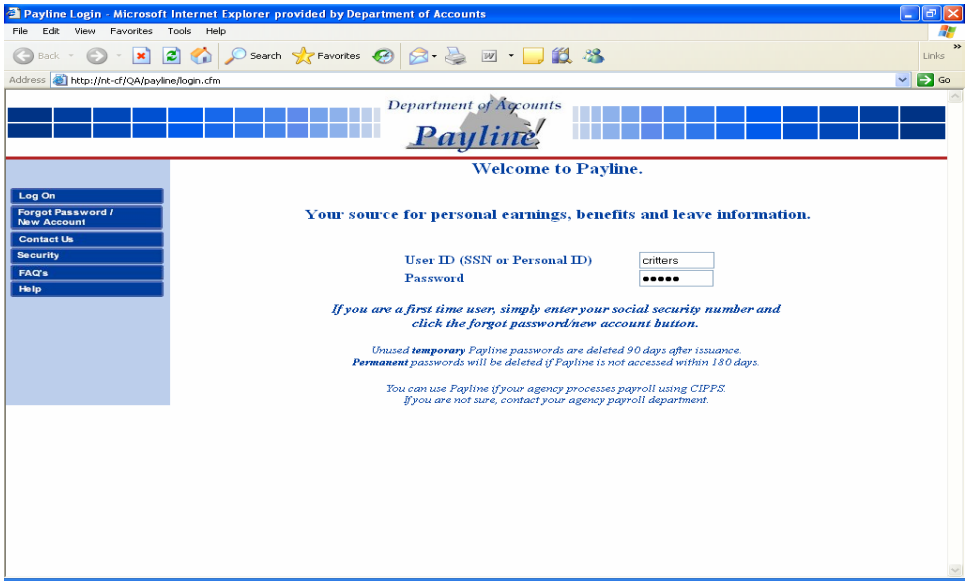
Accessing Payline, Continued

General Logon with a Valid Password

The employee enters their User ID and password and clicks on the Log On button. This links the employee to the *Broadcast Messages* page for personal messages and other menu selection items.



Step	Action
1	Enter User ID (employee's Social Security Number or User-Defined Logon ID)
2	Enter the User Password
3	Click on the Log On button.
If a correct password is entered, the Broadcast Messages page displays	

Navigation

Navigation buttons located in the left-hand margin of the page will link the user to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Log On	Clicking on this button will initiate the logon process for **Payline** with entry of a valid SSN or User-Defined Logon ID and password**.**
Forgot Password/New Account	Clicking on this button links user to the Forgot Password/New Account page where user can request a temporary password or receive the 'hint' entered to help the user remember the user password.
Contact Us	Clicking on this button will allow the user to send an e-mail with suggestions and/or questions to DOA.
Security	Clicking on this button links the user to information on application security and access requirements that support **Payline**.
FAQs	Frequently Asked Questions

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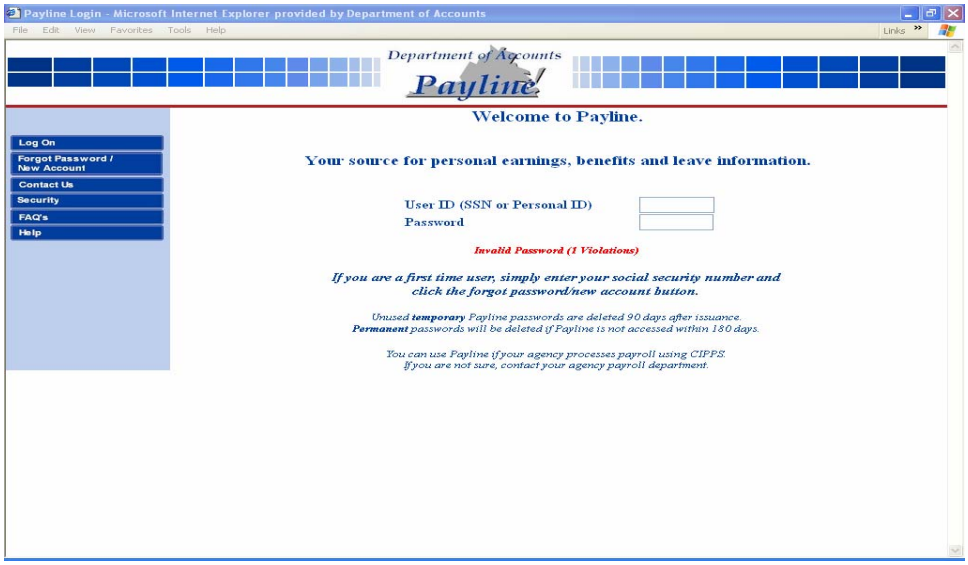
Accessing Payline, Continued

Forgotten Password

If the employee enters their User ID and an *invalid* password, they will receive the message "Invalid Password (# Violations)."



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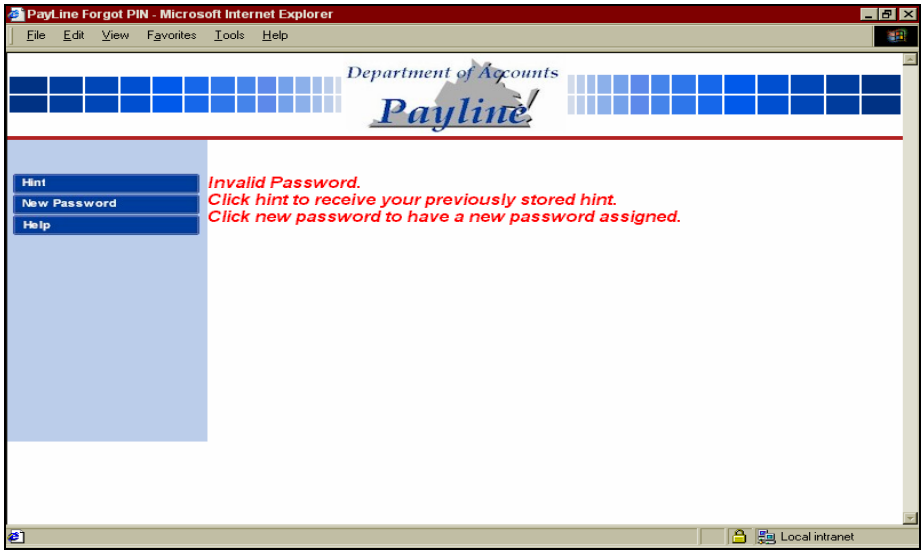
Accessing Payline, Continued

Forgotten Password, continued

They may attempt to enter the User ID and password again or click on the 'Forgot Password/New Account' button. The employee will be given two options: receive their previously stored hint or request a new temporary password.

Note: After 5 (five) failed logon attempts the following message is displayed "Account suspended due to security violations." The employee must request another temporary password by clicking the 'Forgot Password/New Account' button and follow the prompts. Security violations are cleared each work day. The employee may choose to wait until the following day to attempt to access Payline again in lieu of requesting a new temporary password immediately.



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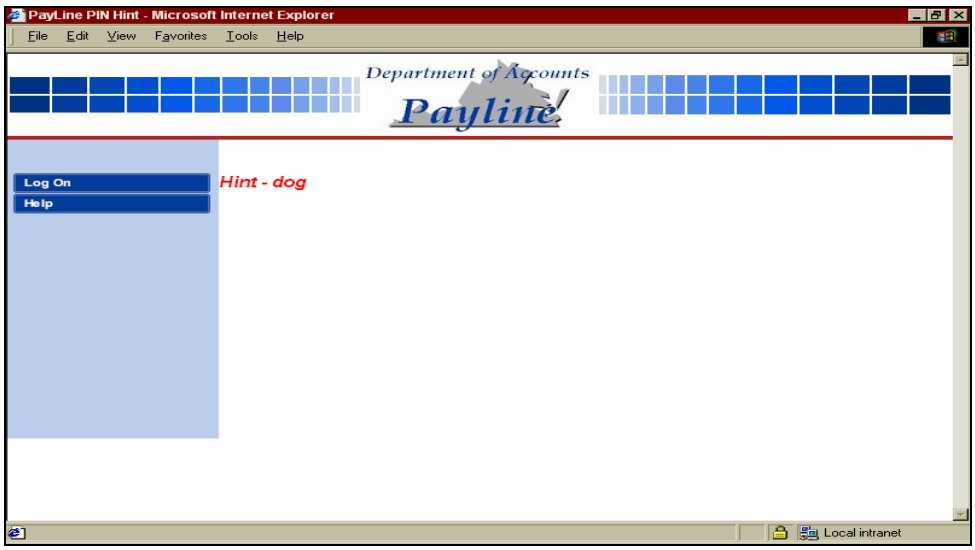
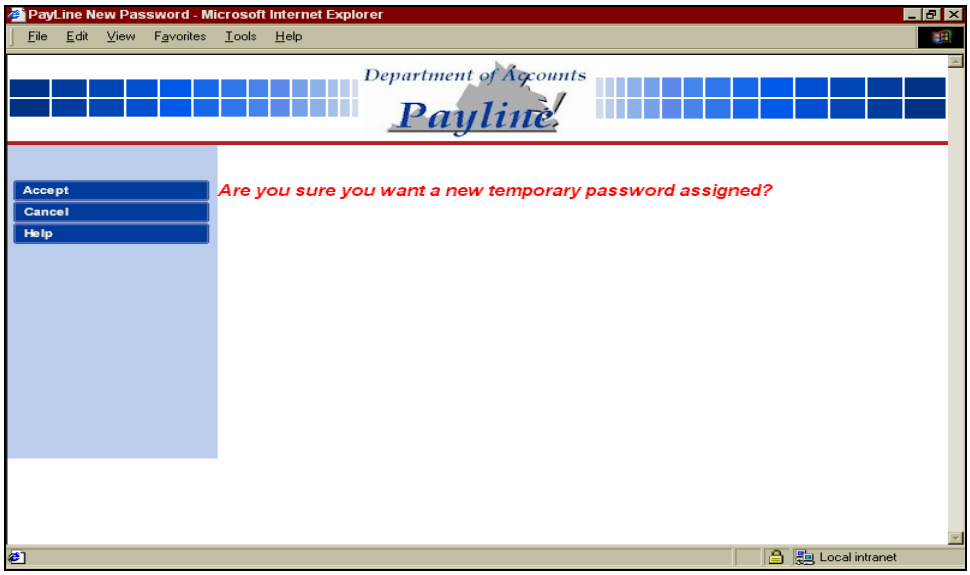
Accessing Payline, Continued

If the 'Hint' button is selected, the previously stored hint is displayed. The employee would then click on the 'Log On' button and be returned to the Welcome to Payline Screen to log in using the correct password.



Employees unable to remember the password with the hint can choose to have a new temporary password assigned by clicking on the 'New Password' button. Payline will ask if the user wants a new temporary password assigned.



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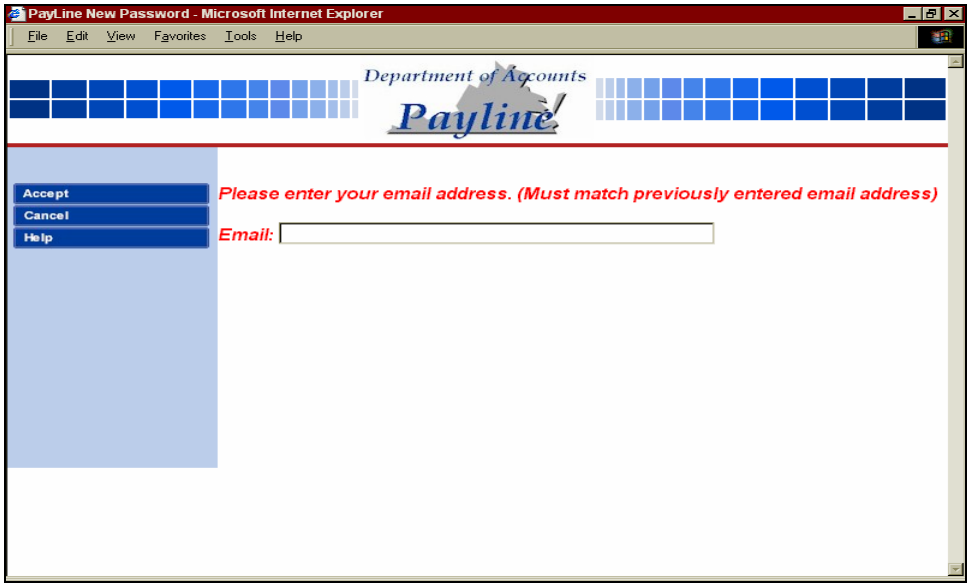
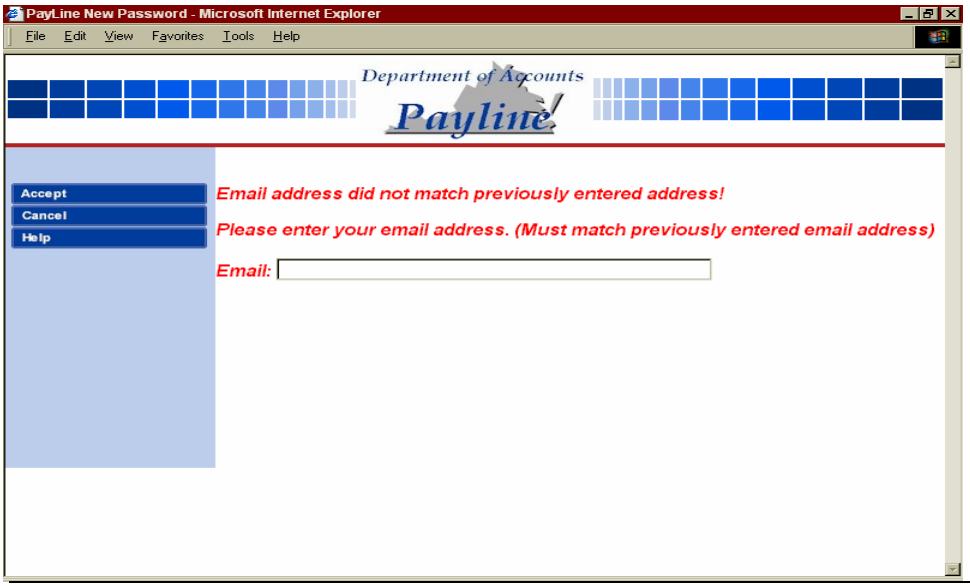
Accessing Payline, Continued

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



After entering the e-mail address, the user will 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 the user will be provided another opportunity to enter the correct e-mail address.



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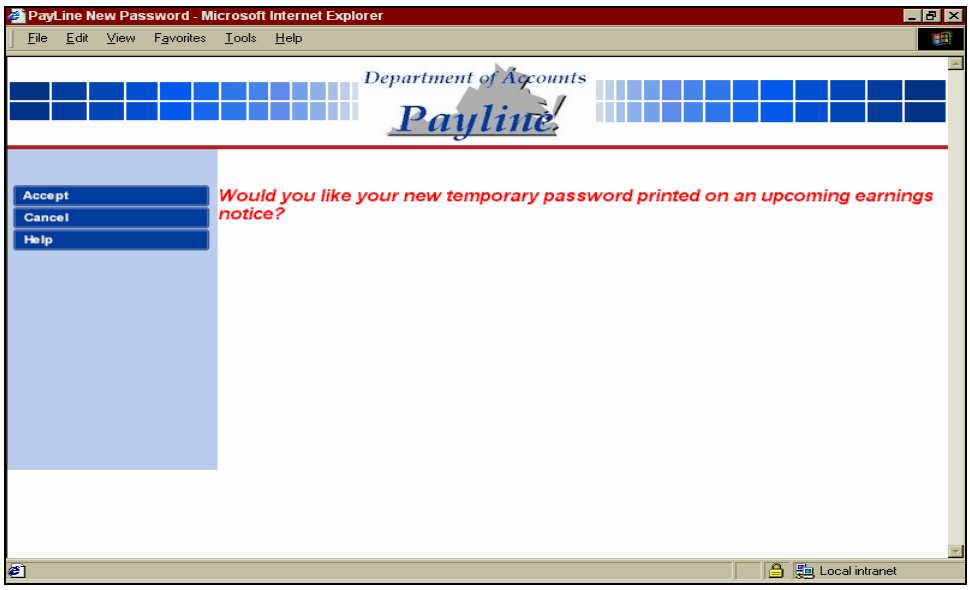
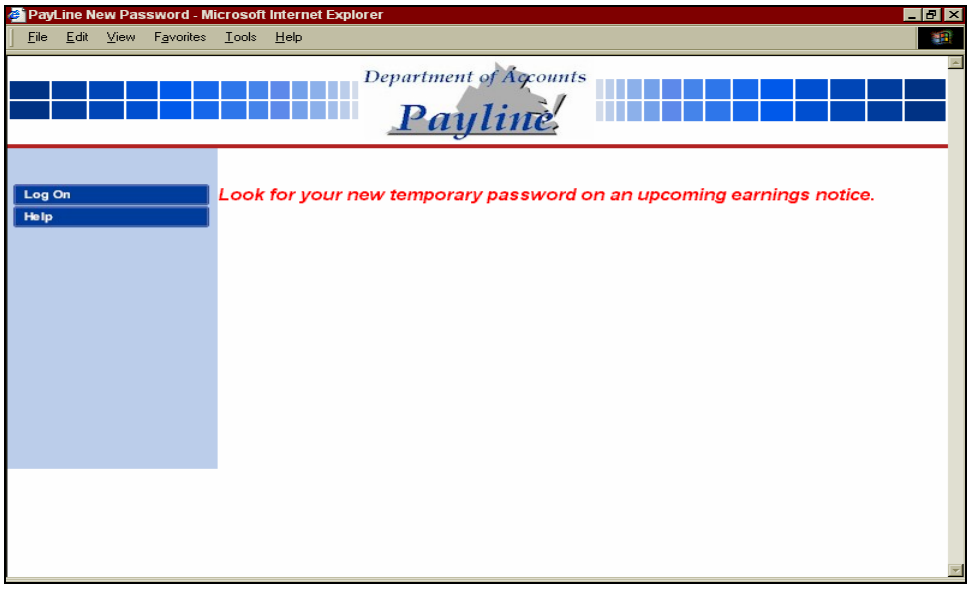
Accessing Payline, Continued

If no previously stored e-mail address exists or if the employee chooses not to receive the new temporary password via e-mail, the employee will click cancel and be given the opportunity to receive the new temporary password on an upcoming earnings notice or elect to have the temporary password emailed to the Agency's Payroll Officer if the Agency has suppressed printing of all earning notices (see below).



Once the 'Accept' button is selected, the employee may no longer access Payline until the new temporary password is received.



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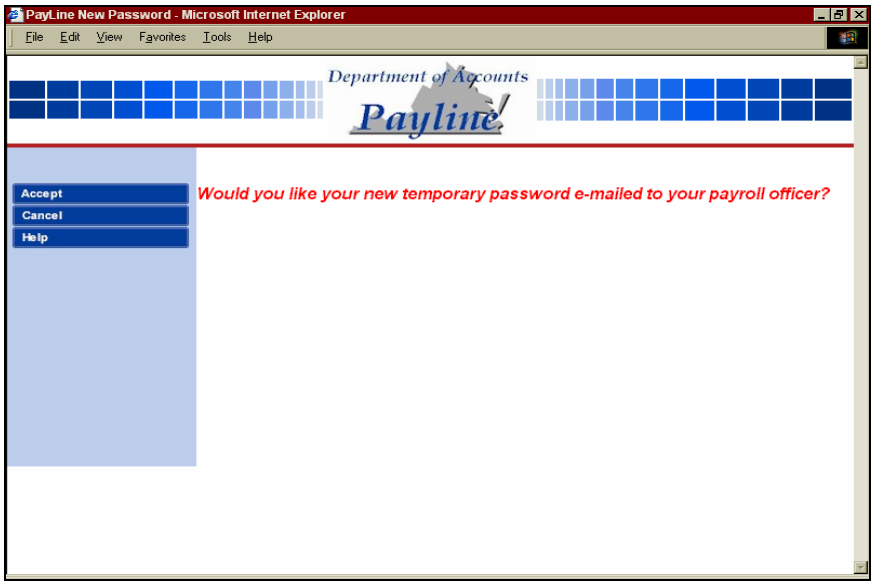
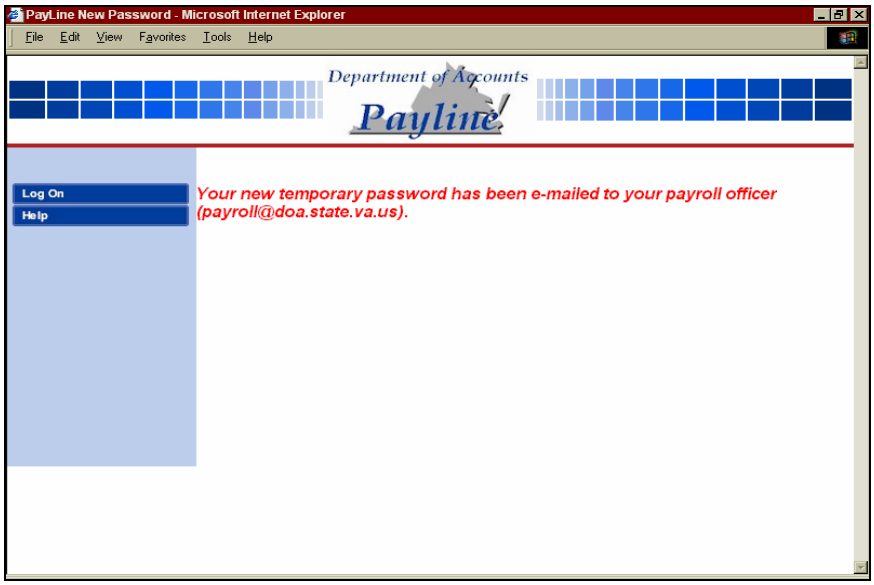
Accessing Payline, Continued

If an employee who participates in direct deposit has elected to discontinue the printing of the earnings notice *(See Personal Options section)*, but has not stored a personal e-mail address, the message "Would you like your new temporary password e-mailed to your payroll officer?" is displayed.



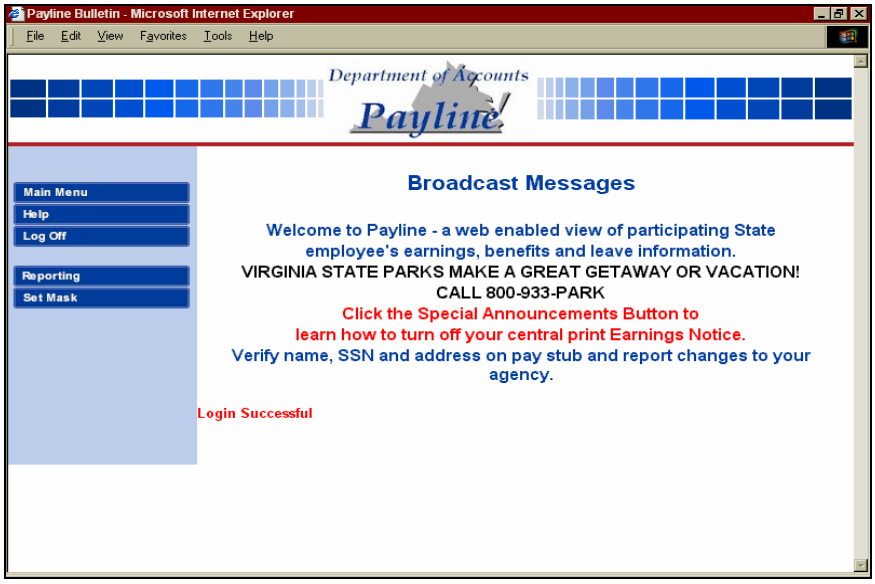
Upon acceptance, an email will be distributed to the employing agency Payroll Officer and the message "Your new temporary password has been e-mailed to your payroll officer (*email address of Payroll Officer*)" is displayed.



Broadcast Messages Page

Message Pages

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. 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), actions which should be taken (e.g., You have personal messages).



Navigation

Navigation buttons located in the left-hand margin of the page link the user to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Special Announcement	**If** a special announcement (e.g., letter from Governor granting additional paid holidays at Christmas) is available for viewing, this button will be displayed. Additionally, the informational message 'There is a Special Announcement" will appear in the bottom left corner of the Broadcast Message page. Clicking on this button will link the user to the Special Announcement page displaying additional global announcements directed to all **Payline** users.

Continued on next page

Broadcast Messages Page, Continued

BUTTON	DESCRIPTION
Personal Messages	**If** a personal announcement is available for viewing, this button will be displayed. Additionally, the informational message 'You have personal messages' will appear in the bottom left corner of the Broadcast Message page. Clicking on this button will link the user to the Personal Messages page displaying notices solely for the individual **Payline** user logged in.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button will return the user to the Log On page and sign the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

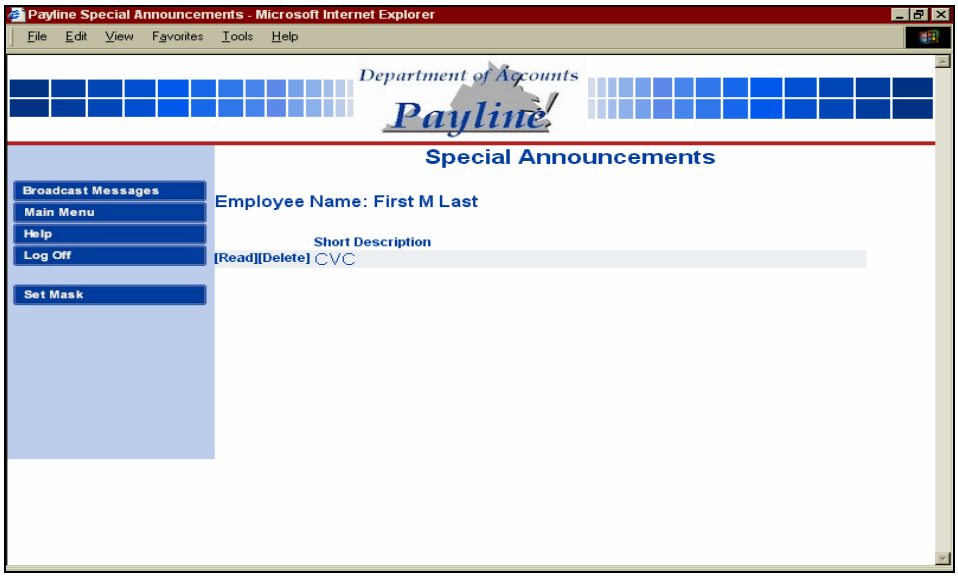
Note: For more information on Masking, see *Mask Function* section. For more information on Reporting Query Function, See Statistical Reporting Section.

Special Announcements Page

Special Announcement

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.

Payline users may read the announcement by clicking on the 'Read' prompt to the left of the message or remove the display of an announcement by clicking on the 'Delete' prompt. Any announcement not read or deleted within 30 days will be automatically deleted.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Broadcast Messages	Clicking on this button will link the user to the Broadcast Message page.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

Special Announcements Page, Continued

Navigation (continued)

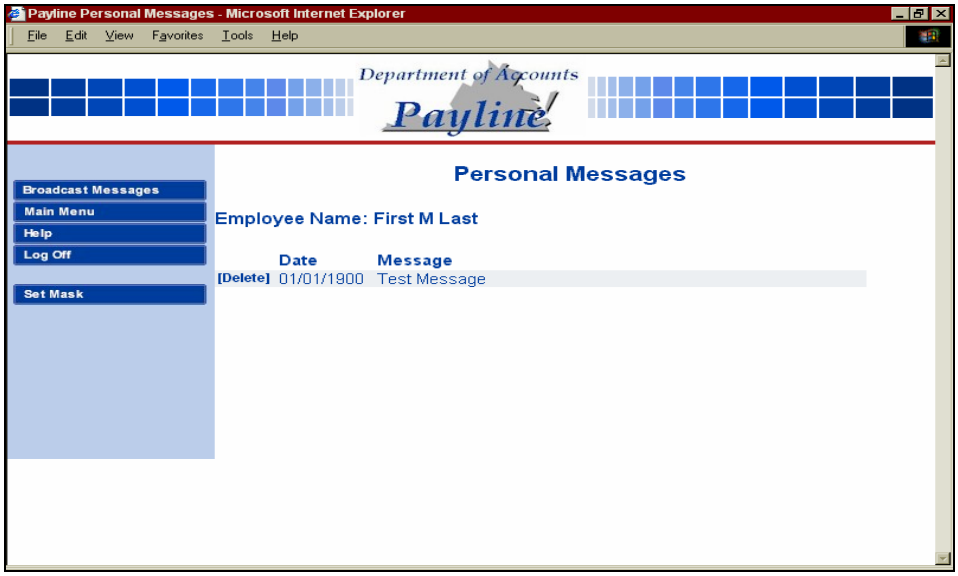
BUTTON	DESCRIPTION
Log off	Clicking on this button will return the user to the Log On page and sign the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Personal Messages Page

Personal Messages

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.

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.



Navigation

Navigation buttons located in the left-hand margin of the page will link to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Broadcast Messages	Clicking on this button will link the user to the Broadcast Message page.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button will return the user to the Log On page and sign the user out of **Payline.**

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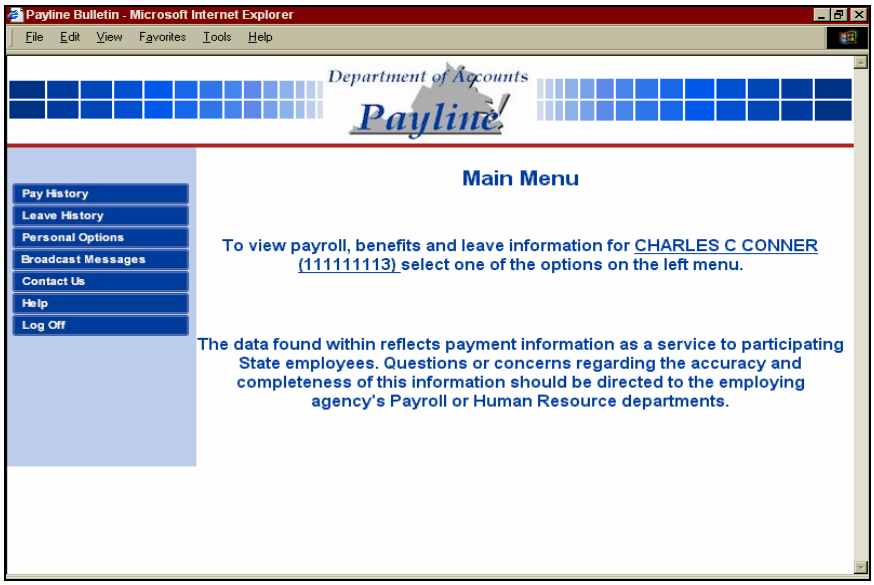
Personal Messages Page, Continued

BUTTON	DESCRIPTION
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Main Menu Page

Main Menu

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 as described below.



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Main Menu Page, Continued

Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Pay History	Clicking on this button will link the employee to a listing of payroll payment information. From this list, the employee will be able to view a detailed break out of his earnings, deductions, and agency paid benefits along with other personal information. Additionally, a link is provided on this page 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 periods end dates. From this list, the employee will be able to obtain a complete display of their detailed leave balances for each period.
Personal Options	Clicking on this button links the employee to a page containing their personal data such as name, personal id, e-mail address and password. Changes to personal information are made on this 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.
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.
Log Off	Clicking on this button will return the employee to the Log On page and sign the user out of **Payline**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

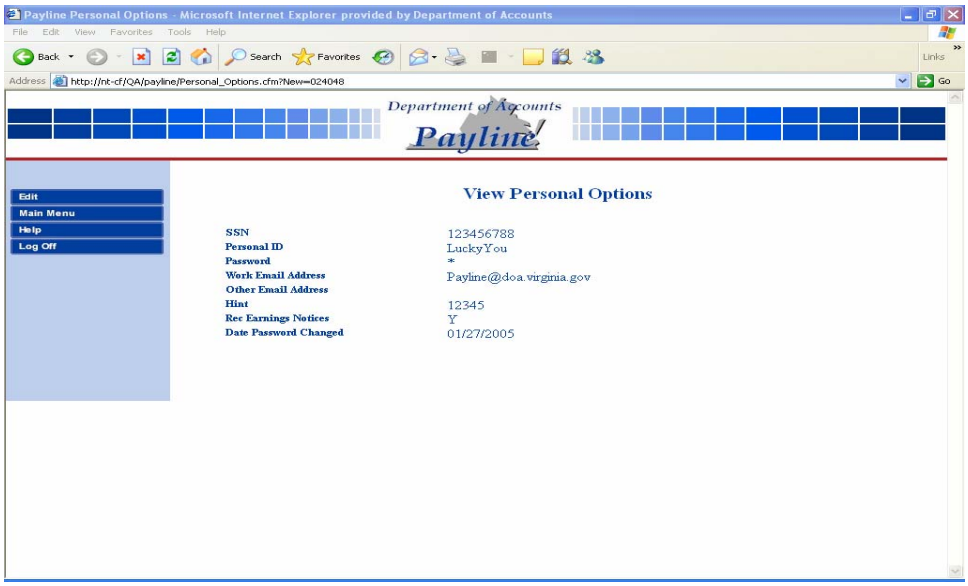
Personal Options Page

View Personal Options

The *View Personal Options* page allows **Payline** users to view the existing information regarding their:

- Social Security Number
- Personal ID
- Password (the actual password is not displayed, but an * indicates it does exist.)
- Work Email Address
- Other Email Address
- 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.

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.



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Personal Options Page, Continued

Personal Options Page

An e-mail address is necessary if a user forgets his password and would like a new temporary password e-mailed to him instead of receiving the new temporary password on the next available earnings statement.

If a user is a direct deposit participant he can also elect to stop the hard copy print of the earnings notice. The same information currently being printed on the earnings notice is available using the *View Pay Stub* link on Pay History. However, more information than is displayed on the physical earnings notice is available by clicking on the *Payment Date* on Pay History.

If a Payline user alters the election to receive earnings notice print, an email will be distributed to the Payroll Officer. When electing to discontinue print, the e-mail message states "The following employee has elected to **stop receiving** earnings notices" followed by the employee name, agency and SSN. Similarly, if the employee re-elects to begin receiving print, an email message stating "The following employee has elected to once again **receive** earnings notices" will be distributed to the Payroll Officer.

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Edit	Clicking on this button links the employee to a page where the user may change their User ID, password, e-mail address, hint, and/or earnings notice election.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

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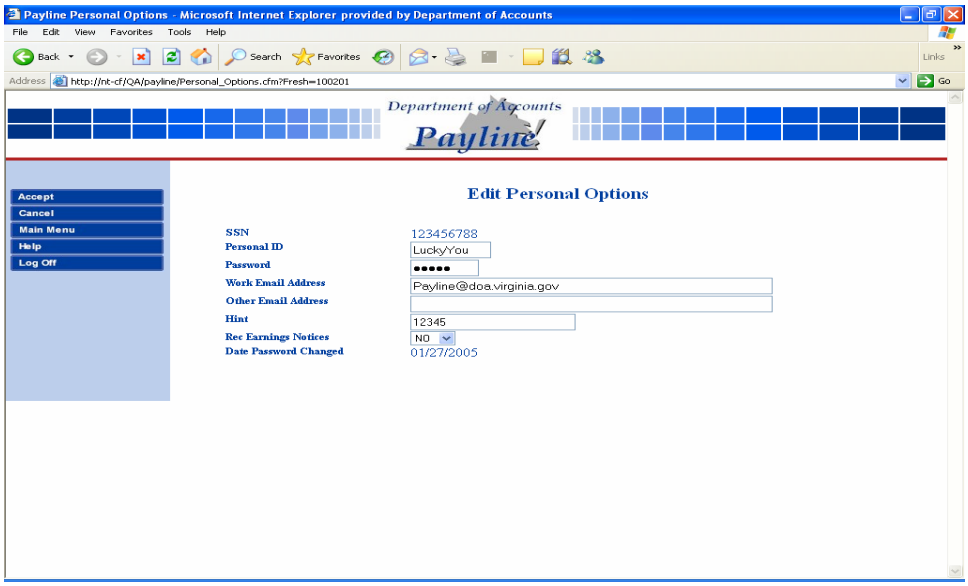
Personal Options Page, Continued

Edit Personal Options

The *Edit Personal Options* page provides the **Payline** user the ability to change any one or all of the following:

- Personal ID (must be 5 – 8 characters in length)
- Password (the actual password is not displayed, but an * is displayed for each password character.)
- Work Email Address
- Other Email Address
- 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.



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Personal Options Page, Continued

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

If the information entered is not correct or if the employee is not satisfied with the changes, press the cancel button and he will be returned to the View Personal Options Page.

Navigation

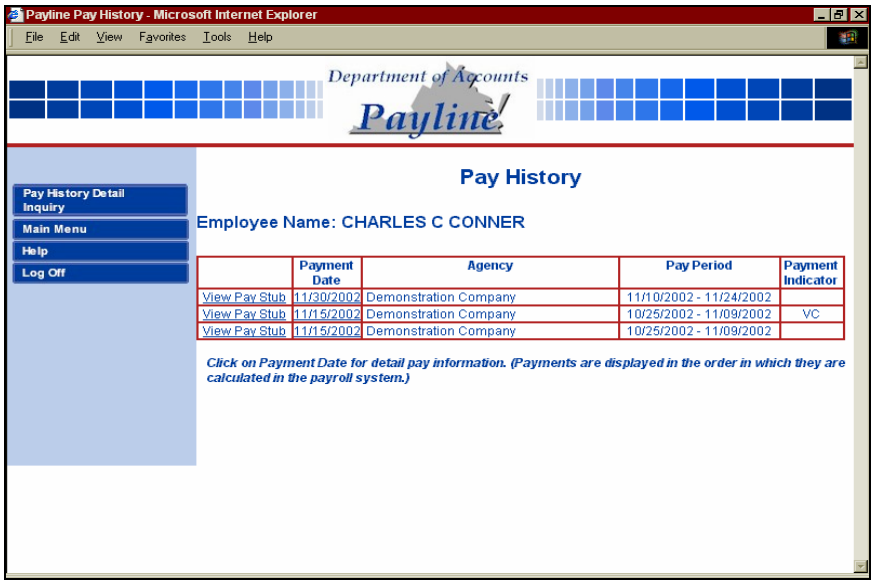
Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Accept	Clicking on this button will allow the information entered above to be updated. It will be effective immediately.
Cancel	Clicking on this button will link the employee back to the *View Personal Options* page. No changes entered on the *Edit Personal Options* page will be accepted.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the Log On page and signs them out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Pay History Screen

Pay History

The *Pay History* page provides a listing of payroll 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. A "VC' 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. A "NP" 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.



	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	

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.

NOTE 3: See Attachment A for a crosswalk of standard deduction and earnings descriptions from CIPPS to Payline.

Continued on next page

Pay History Screen, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Pay History Detail Inquiry	Clicking on this button links the employee to a page where they may perform a query of specific payment information for a range of check dates.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the Log On page and sign the user out of **Payline**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.
View Pay Stub	Clicking on this links the employee to a facsimile of the pay stub which can be viewed and printed. The leave displayed will reflect the **prior** leave balance as is currently reflected on paper earnings notices. See example which follows:
Payment Date	Clicking on this button links the employee to the corresponding Payment information page.

Note: See Pay History Detail Inquiry section for more information on this topic.

Continued on next page

Pay History Screen, Continued

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 11/10/2002 - 11/24/2002
Payment Date 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**

Financial Institutions should accept a printed pay stub from Payline as it contains both:

1. the statement "Offical Pay Record" and
2. the State Seal of Virginia (Use of the State Seal must be granted by the Secretary of Administration.)

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.

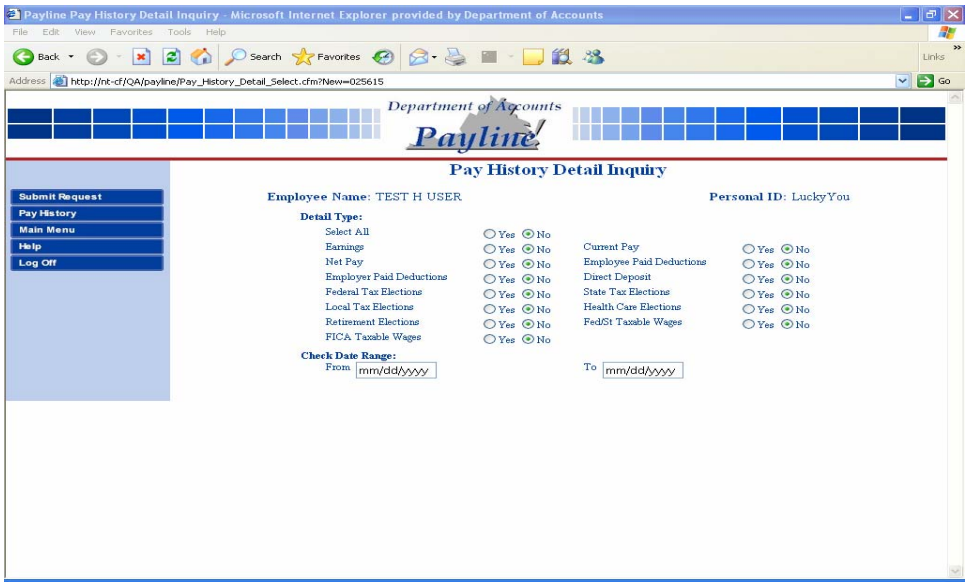
A description of each earnings and deduction can be displayed by placing the cursor on the underscored word and clicking the left-mouse button.

Pay History Detail Inquiry

Pay History Detail Inquiry

The *Pay History Detail Inquiry* page provides the **Payline** user the ability to inquire about all pay types, deductions (employee and employer paid), healthcare/retirement plans, federal/state tax elections, and direct deposit information for a specific time period. The information presented is determined by clicking on the radio buttons corresponding to the type of information to be displayed and entering the specified beginning and ending **check dates** for the inquiry. By clicking the 'Select All' radio button, all available information will be displayed. Alternatively, selection of one or more specific radio buttons can limit the information 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.

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.



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Pay History Detail Inquiry, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Submit Request	Clicking on this button submits the user request and display the results.
Pay History	Clicking on this button links the employee to a listing of payments by payment date, agency and pay period. Detail of each payment can be displayed by clicking on the payment date.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Steps to Perform Request

Step	Action
1	Select the type of Pay History Detail Inquiry desired by clicking on associated radio button. • Select All - displays all detailed information available for the employee for the check date range provided; or • Select specific detailed information to be displayed for the check date range provided.
2	Date Range - complete the beginning and ending check dates for the range to show the requested Pay History Detail Inquiry transaction(s).
3	Click on the Submit Request button.
4	Review the Pay History Detail Inquiry Results Screen.

Continued on next page

Pay History Detail Inquiry, Continued

An example of a pay history query requesting specific detailed information is displayed below.

Payline Pay History Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Pay History Detail Inquiry

Pay History Detail

Employee Name: John D Doe SSN: 555555555 Selection Dates: 01/01/2001 - 09/16/2001

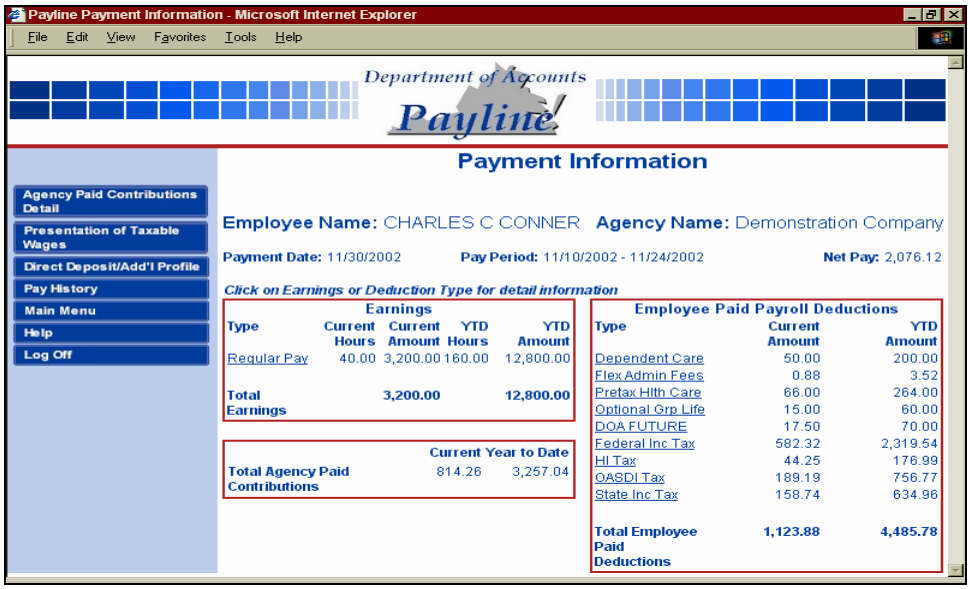
Check Date	Pay Period	Total Earnings	Employer Paid Deductions		Local Tax Elections		FICA Taxable Wages
			Deduction	Amount	Allowance	Add Amt	
06/02/2001	05/06/2001 - 05/12/2001	358.80			0	0.00	358.80
07/16/2001	06/25/2001 - 07/09/2001	2,003.39	Retiree Hlth Cred	24.19	0	0.00	1,985.89
			Retirement	184.73			
			Group Life Ins	15.99			
			Agy Pd Healthcare	232.00			
			Longtrm Disbility	16.59			
			HI Tax	28.80			
			OASDI Tax	123.12			
08/31/2001	08/10/2001 - 08/24/2001	1,999.25	Retiree Hlth Cred	24.19	0	0.00	1,981.75
			Retirement	184.73			
			Group Life Ins	15.99			
			Agy Pd Healthcare	232.00			
			Longtrm Disbility	16.59			
			HI Tax	28.73			
			OASDI Tax	122.87			

Done Local intranet

Payment Information

Payment Information

The *Payment Information* page displays a detailed breakout of earnings, deductions and net pay as well as a summary of agency paid contributions to benefits and taxes corresponding to the payment selected on the Pay History page.



Within the Earnings box a detailed break down of Total Earnings is displayed. The detail provided includes:

- Earnings type
- Current and YTD hours
- Current and YTD amounts

Within the Employee Paid Payroll Deductions box a detailed break down of employee deductions is displayed. The detail provided includes:

- Deduction type
- Current amount
- YTD amount.

Continued on next page

Payment Information, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

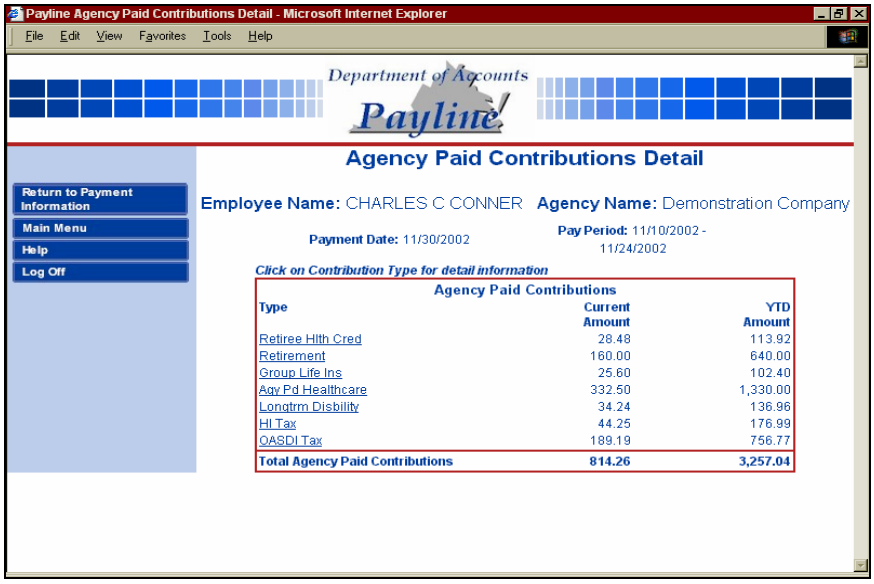
Button	Description
Agency Paid Contributions Detail	Clicking on this button links the employee to a presentation of agency paid contributions to benefits and taxes corresponding to this Payment Information page.
Presentation of Taxable Wages	Clicking on this button links the employee to a presentation of how federal, state and FICA taxable wages were determined as it corresponds to this Payment Information.
Direct Deposit/Add'l Profile	Clicking on this button links the employee to a presentation of how direct deposit monies are distributed, federal and state tax filing status, and health care and retirement elections corresponding to this Payment Information page
Pay History	Clicking on this button links the employee to a listing of payments by payment date, agency and pay period. Detail of each payment can be displayed by clicking on the payment date.
Reported Leave Balances	If leave balances are available for viewing for this payment, this button will be displayed. Clicking on this button will display all leave balances reported with this Payment Information.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
TYPE	A description of each earnings and deduction can be displayed by placing the mouse pointer on the earnings or deduction name and clicking the left-mouse button.
Log off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.
Set Mask	Clicking on this button will link the user to the Masking Page where employee's Social Security Number is entered.

Continued on next page

Agency Paid Contributions Detail

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.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the corresponding payment information page associated with the agency paid contributions displayed.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Type	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.

Continued on next page

Agency Paid Contributions Detail, Continued

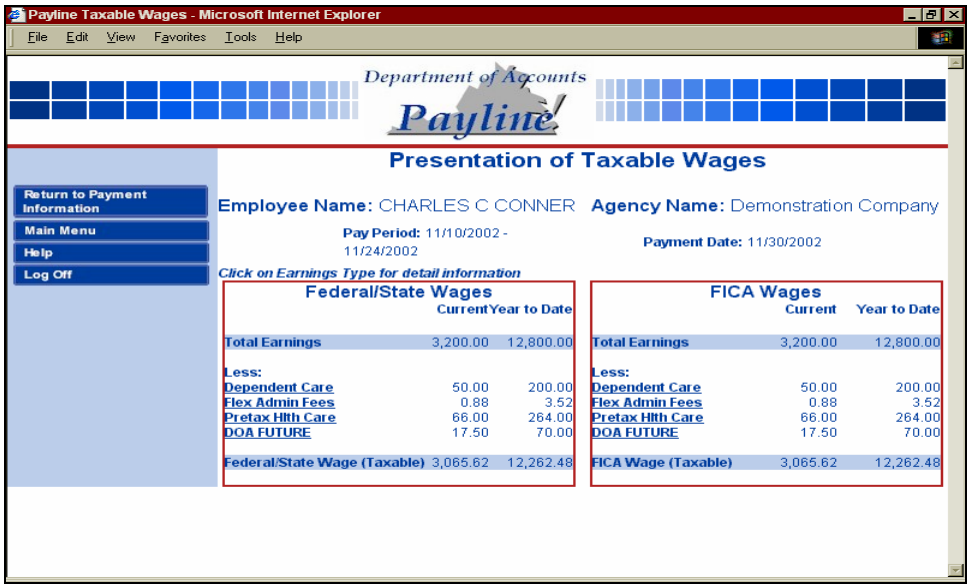
Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Presentation of Taxable Wages

Presentation of Taxable Wages

The *Presentation of Taxable Wages* page displays how federal, state and FICA taxable wages were calculated for the payment selected on the Pay History page. 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.



Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the Payment Information page previously viewed.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Type	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.

Continued on next page

Presentation of Taxable Wages, Continued

Navigation (continued)

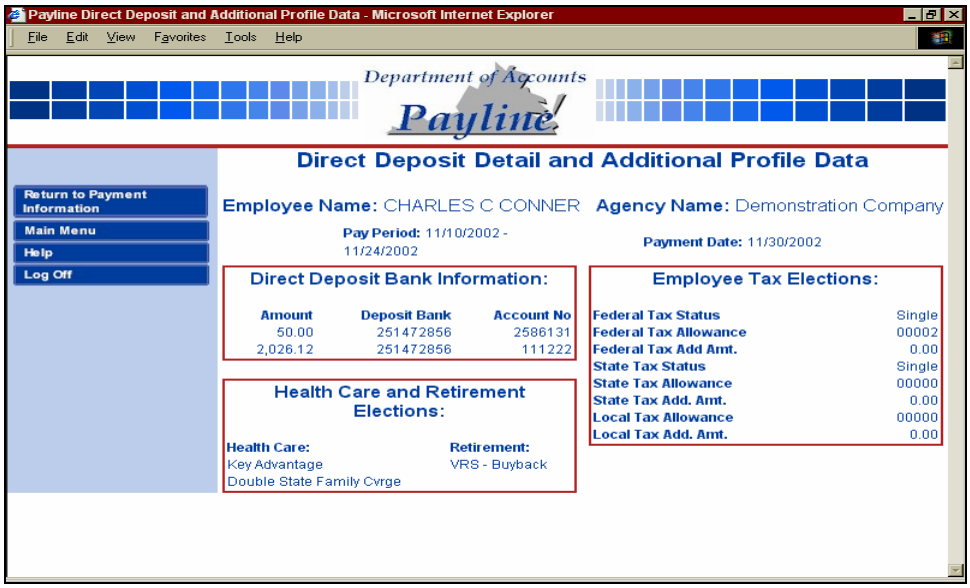
Button	Description
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Direct Deposit Detail and Additional Profile Data

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.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the Payment Information page previously viewed.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

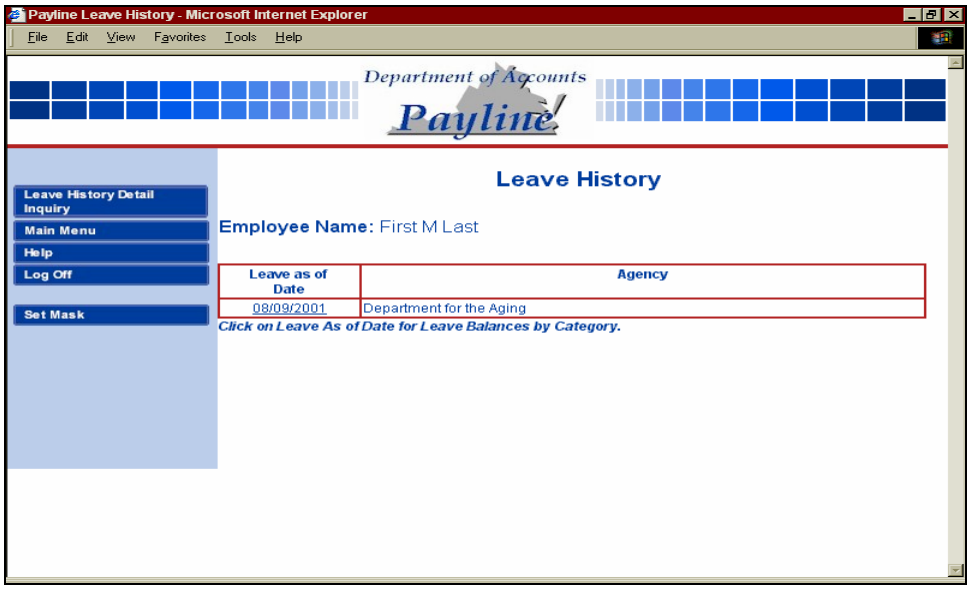
Direct Deposit Detail and Additional Profile Data, Continued

Button	Description
Type	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Leave History

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.) **Payline** users may view any 'as of period' by moving the mouse pointer over the desired period and click the left mouse button. This will link the user to the *Reported Leave Balances* page.



Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Leave History Detail Inquiry	Clicking on this button links the employee to a page where they may request a detailed listing of leave transactions which have been processed.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Leave As Of Date	Clicking on this button links the employee to the chosen leave period information shown by category.
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.

Continued on next page

Leave History, Continued

Navigation (continued)

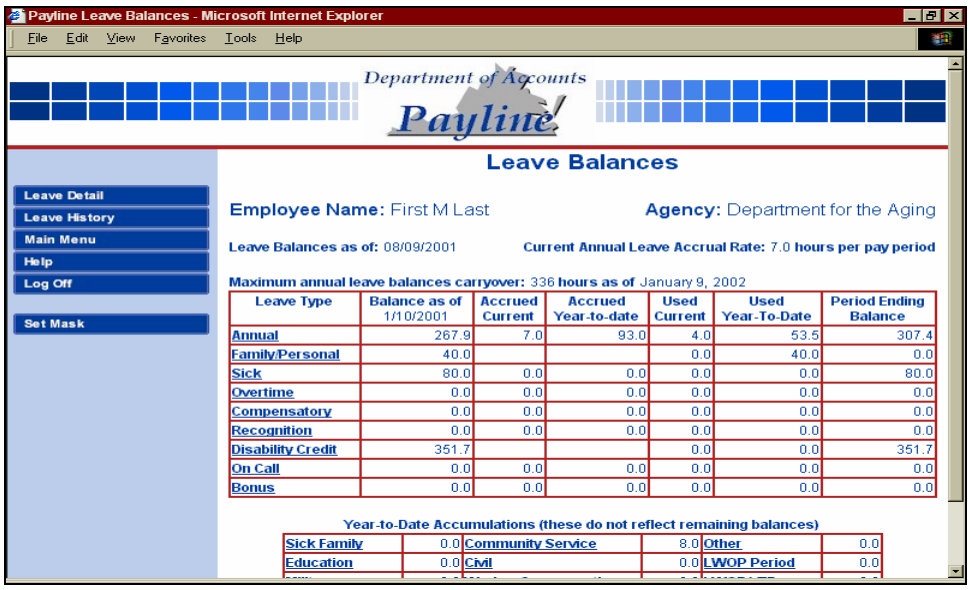
Button	Description
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Leave Balances

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) and 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.

Disclaimer: Balances reflect the most recent leave activity reported and keyed at the close of the last leave period. The close of the leave period is two workdays after the final certification.



Leave Type	Balance as of 1/10/2001	Accrued Current	Accrued Year-to-date	Used Current	Used Year-To-Date	Period Ending Balance
Annual	267.9	7.0	93.0	4.0	53.5	307.4
Family/Personal	40.0			0.0	40.0	0.0
Sick	80.0	0.0	0.0	0.0	0.0	80.0
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	351.7			0.0	0.0	351.7
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

Sick Family	0.0	Community Service	8.0	Other	0.0
Education	0.0	Civil	0.0	LWOP Period	0.0

Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below

Continued on next page

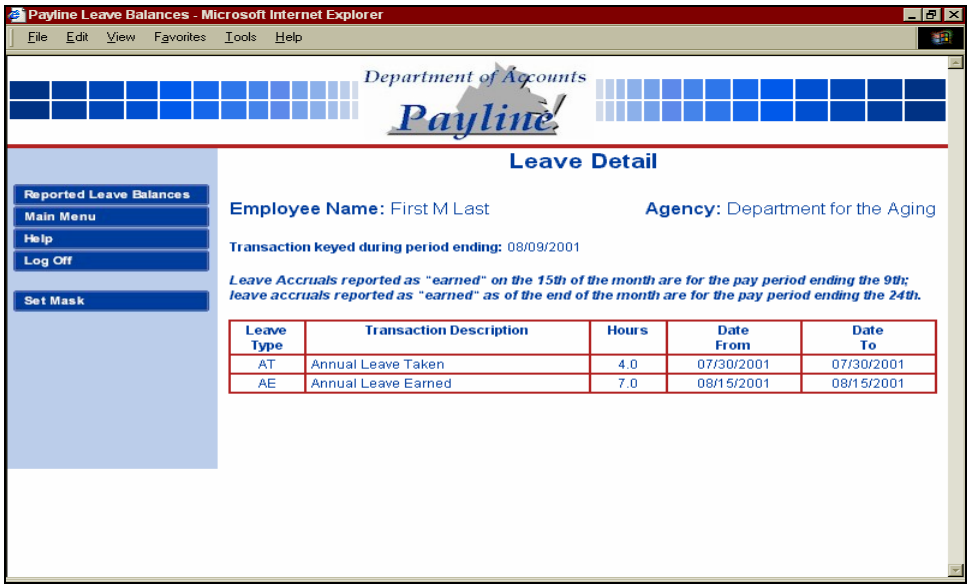
Leave Balances, Continued

Button	Description
Leave Detail	Clicking on this button links the employee to a detailed listing of transactions keyed during the leave reporting period.
Leave History	Clicking on this button links the employee to a listing of leave periods end dates. From this list, the employee can obtain a complete display of their detailed leave balances for each period.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.
TYPE	A description of each leave type can be displayed by placing the mouse pointer on the leave type/name and clicking the left-mouse button.
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Leave Detail

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.



Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Reported Leave Balances	Clicking on this button links the employee back to the Leave Balance page where they can view the selected 'as of' leave period balances.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline**.
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Leave History Detail Inquiry

Leave History Detail Inquiry

The *Leave Detail Inquiry* page provides the **Payline** user 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.

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Submit Request	Clicking on this button links the employee to the Leave Detail Request page where the user can view the information requested on the Leave Detail Inquiry page.
Leave History	Clicking on this button returns the employee to the Leave History page.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

Leave History Detail Inquiry, Continued

Leave History Detail Inquiry (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Steps to Perform Request

Step	Action
1	Use the drop down box to select all agencies or a specific agency.
2	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.
3	Select Leave Type - choose the leave transaction type to be displayed for the dates specified.
4	Date Range - complete the beginning and ending dates for the period to show all or specified leave transaction(s). See note below.
5	Click on the Submit Request button.
6	Review the Leave Inquiry Results Screen.

Displays the results of the employee's Leave History Inquiry. The screen lists in descending date order the agency number, leave type used, the number of hours keyed, and the dates the leave was taken/earned.

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

Continued on next page

Leave History Detail Inquiry, Continued

Agency	Leave Type	Transaction Description	Hours	Date From	Date To
00163	AE	Annual Leave Earned	7.0	08/15/2001	08/15/2001
00163	AT	Annual Leave Taken	4.0	07/30/2001	07/30/2001
00163	SE	Sick Personal Earned	5.0	07/15/2001	07/15/2001
00163	AE	Annual Leave Earned	7.0	07/15/2001	07/15/2001
00163	SE	Sick Personal Earned	5.0	06/30/2001	06/30/2001
00163	AE	Annual Leave Earned	7.0	06/30/2001	06/30/2001
00163	RE	Recognition Leave Earned	8.0	06/16/2001	06/16/2001
00163	SE	Sick Personal Earned	5.0	06/15/2001	06/15/2001
00163	AE	Annual Leave Earned	7.0	06/15/2001	06/15/2001
00163	SE	Sick Personal Earned	5.0	05/31/2001	05/31/2001
00163	AE	Annual Leave Earned	7.0	05/31/2001	05/31/2001
00163	XX	Leave Without Pay	4.0	05/01/2001	05/01/2001
00163	WT	Workers Compensation	8.0	05/01/2001	05/01/2001

Due to systems resource limitations, CIPPS-Leave has not yet been modified to conform leave periods with the revised semi-monthly pay periods. The period variation is described in the following table using January and February as an example:

Semi-monthly Pay Period		CIPPS-Leave Period	
Date From	**Date To**	**Date From**	**Date To**
January 25th	February 9th	February 1st	February 15th
February 10th	February 24th	February 16th	February 28th

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Leave History Detail Inquiry	Clicking on this button returns the employee to the Leave History Detail Inquiry page.
Main Menu	Clicking on this button will link the user to the Main Menu page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

Leave History Detail Inquiry, Continued

Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the Log On page and signs the user out of **Payline.**
Reporting	Clicking on this button will link the user to the reporting query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the Masking Page where the employee's Social Security Number is entered.

Mask Function

Definition

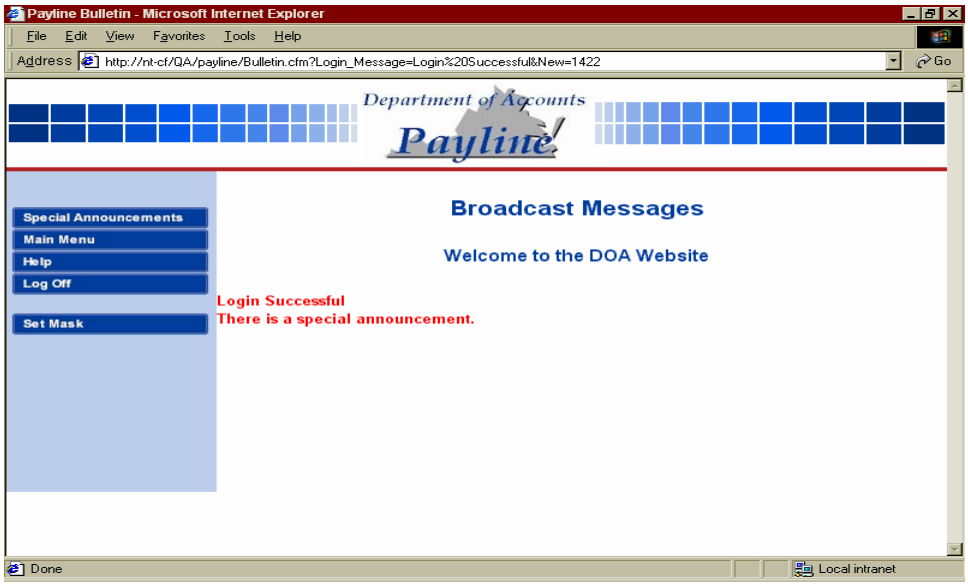
The mask function is the process where agency personnel can access an employee's Payline information to view and query the information as if they are the employee.

Security

Access to the mask function will generally be the same as the user currently has in CIPPS Leave and/or Payroll. The security form is located at this link: http://www.doa.virginia.gov/procedures/Payroll/Payline/payline.htm. Exceptions to parallel access must be justified on the security request form.

Accessing the Mask Function

The user enters Payline in the normal manner. See the Accessing Payline Section for more information. Once the user has logged into Payline, the masking function can be accessed from any screen.



Step	Action
1	Click on the Set Mask button.

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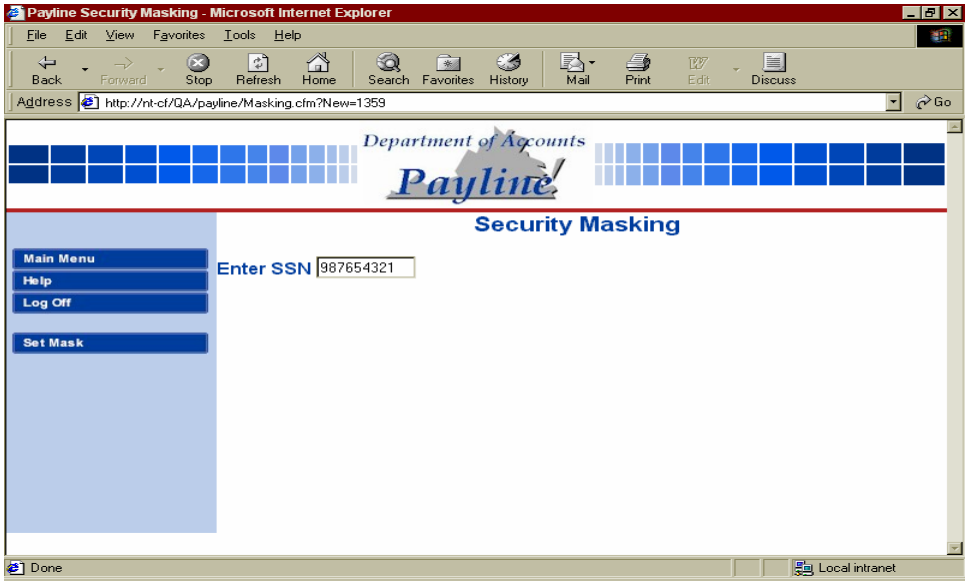
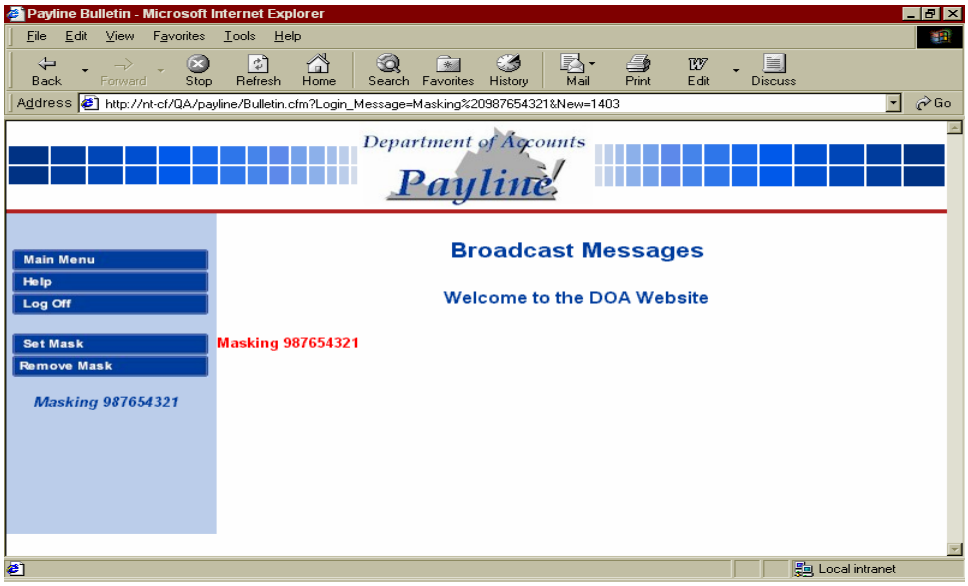
Mask Function, Continued



Step	Action
1	Enter Employee's Social Security Number.
2	Click on Set Mask

The following message " Masking (SSN)" will be displayed:



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Mask Function, Continued

A reminder that the user is masking the specific employee number is provided in the left hand column of each page.

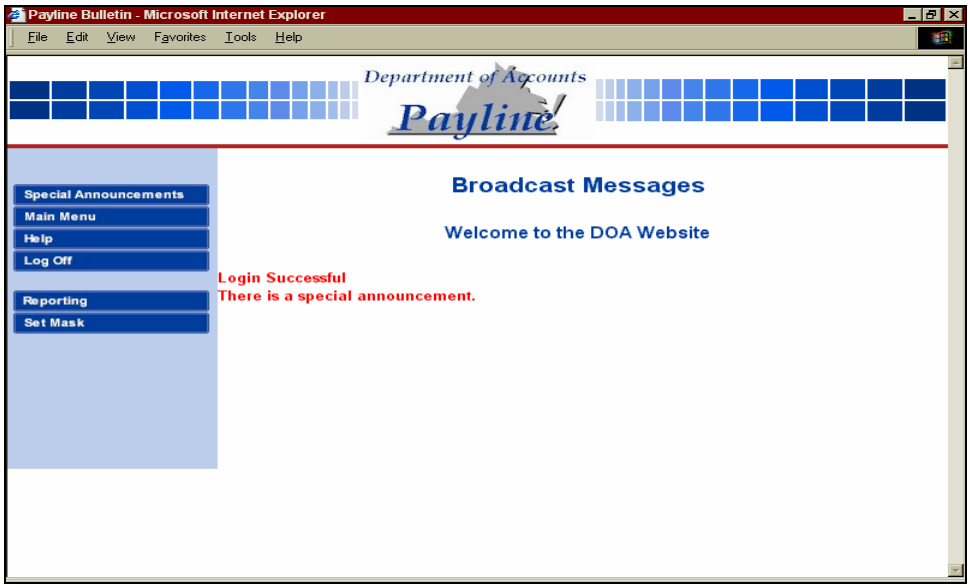
And now the employee's information can be displayed as if the user is the employee.

Masking does not provide access to the employee's Personal Option Page where the individual password information is maintained.

Statistical Reporting

Statistical Reporting Feature

Payline has been enhanced for those *line agency personnel who have been granted masking access* to obtain statistical reporting of both Payline participation and earnings notice elimination. After logging into Payline, a button in the left-hand side entitled 'Reporting' is displayed



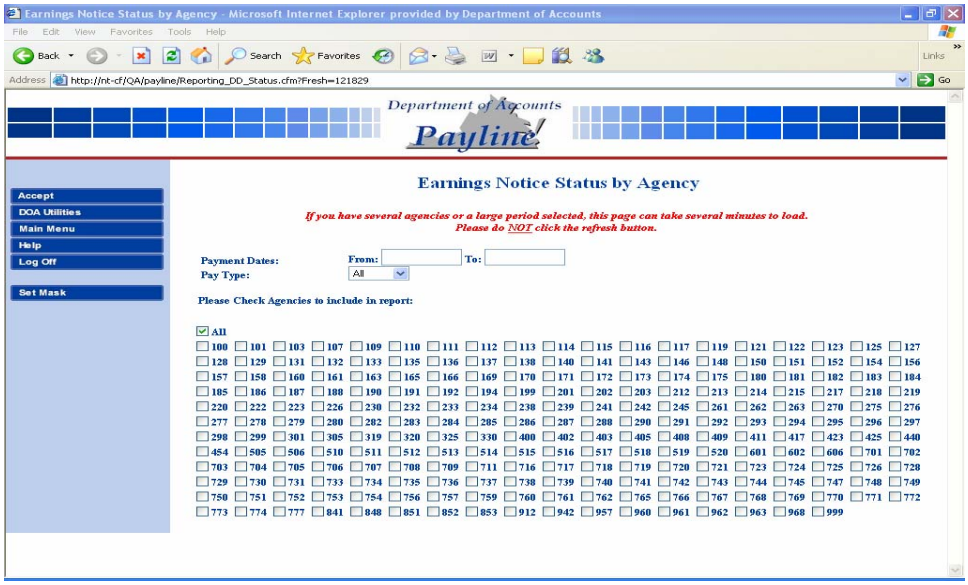
Step	Action
1	Click on the Reporting button.

Earnings Notice Status by Agency

The *Earnings Notice Status by Agency* pages provide statistical information for those agencies for which masking access has been established. The inquiry is completed as follows:

Continued on next page

Statistical Reporting, Continued



Step	Action
1	**Enter Payment Dates to include in report:** Enter the range of check dates for which statistical information is desired. (The request must use the actual check date and not the pay period dates or processing date.)
2	**Select the Pay Type of the employees to be generated:** • Click on 'ALL' from the dropdown to request data for all employees within agencies for which masking access has been granted, or • Click on 'WAGE' from the dropdown to request wage data for those agencies for which masking access has been granted, or • Click on 'SALARIED' from the dropdown to request only salaried data for all agencies for which masking access has been granted.
3	**Check Agencies to include in report:** Click on the specific agency for which the statistical information is desired. Data for multiple agencies may be requested at one time.

Continued on next page

Statistical Reporting, Continued

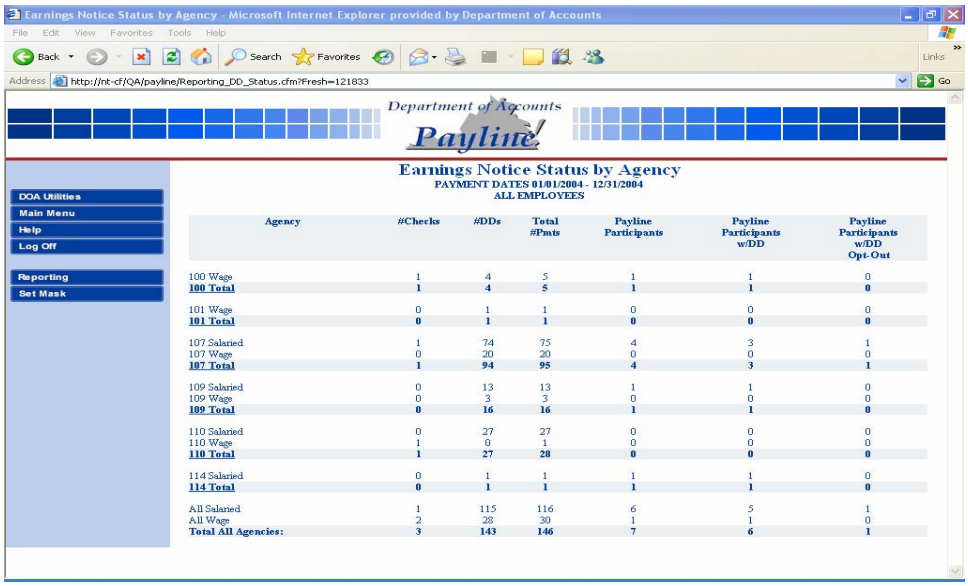
Earnings Notice Status by Agency (continued)

4	**Click on Accept:** Please note the message at the top of the page. "If you have several agencies or a large period selected, this page can take several minutes to load. Please do NOT click the refresh button."

Results Page

The following statistical information will be provided on the results page:

- Agency
- #Checks
- #DDs
- Total #Pmts
- Payline Participants
- Payline Participants w/DD
- Payline Participants w/DD Opt-Out



Agency	#Checks	#DDs	Total #Pmts	Payline Participants	Payline Participants w/DD	Payline Participants w/DD Opt-Out
100 Wage	1	4	5	1	1	0
100 Total	**1**	**4**	**5**	**1**	**1**	**0**
101 Wage	0	1	1	0	0	0
101 Total	**0**	**1**	**1**	**0**	**0**	**0**
107 Salaried	1	74	75	4	3	1
107 Wage	0	20	20	0	0	0
107 Total	**1**	**94**	**95**	**4**	**3**	**1**
109 Salaried	0	13	13	1	1	0
109 Wage	0	3	3	0	0	0
109 Total	**0**	**16**	**16**	**1**	**1**	**0**
110 Salaried	0	27	27	0	0	0
110 Wage	1	0	1	0	0	0
110 Total	**1**	**27**	**28**	**0**	**0**	**0**
114 Salaried	0	1	1	1	1	0
114 Total	**0**	**1**	**1**	**1**	**1**	**0**
All Salaried	1	115	116	6	5	1
All Wage	2	28	30	1	1	0
Total All Agencies:	**3**	**143**	**146**	**7**	**6**	**1**

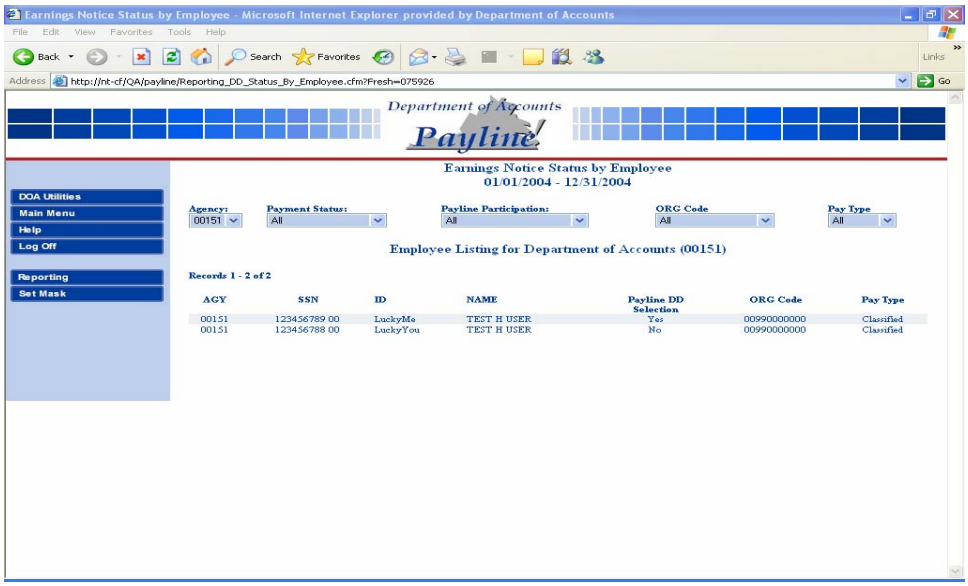
The results page is displayed and the detailed information can be viewed by clicking on the underscored agency number for which detailed data is desired. The *Earnings Notice Status by Employee* page provides detailed employee information representing the check dates for which the inquiry was performed for all agencies selected. To select a particular agency, please select the underlined agency number desired.

Continued on next page

The following information is displayed:

- Agency
- SSN
- ID
- NAME
- Payline DD Selection
- ORG Code
- Pay Type

The results presented can vary depending on the combination of values chosen from the various drop down boxes across the top (e.g., Payment Status, Payline Participation, etc.). The Payment Status is defaulted to 'DD Notice Printed' that represents a listing of those employees who have *opted out* of receiving printed earnings notices for direct deposit. The Payline Participation is defaulted to "Payline Participant". Selecting another agency or other values in the drop down boxes can modify the results presented. (Only those agencies for which masking access has been granted will display in the Agency drop down list.)



NOTE:
1. Use the scroll bar to view the entire record.
2. The data is displayed in ascending order of the encrypted Social Security Number (not alphabetical or unencrypted employee number order).
3. Users can highlight the data and copy the information into a spreadsheet for resorting if desired.

Continued on next page

Statistical Reporting, Continued

Payment Status Options

- *All* - Lists all employees who received payments within the range of check dates requested.
- *DD Notice Printed* - Displays those individuals who participate in direct deposit and have NOT opted out of receiving a printed earnings notice.
- *DD Notice Eliminated* - Displays those individuals who participate in direct deposit and have OPTED OUT of receiving a printed earnings notice.
- *Check Printed* - Displays those individuals who do not participate in direct deposit.

Payline Participation Options

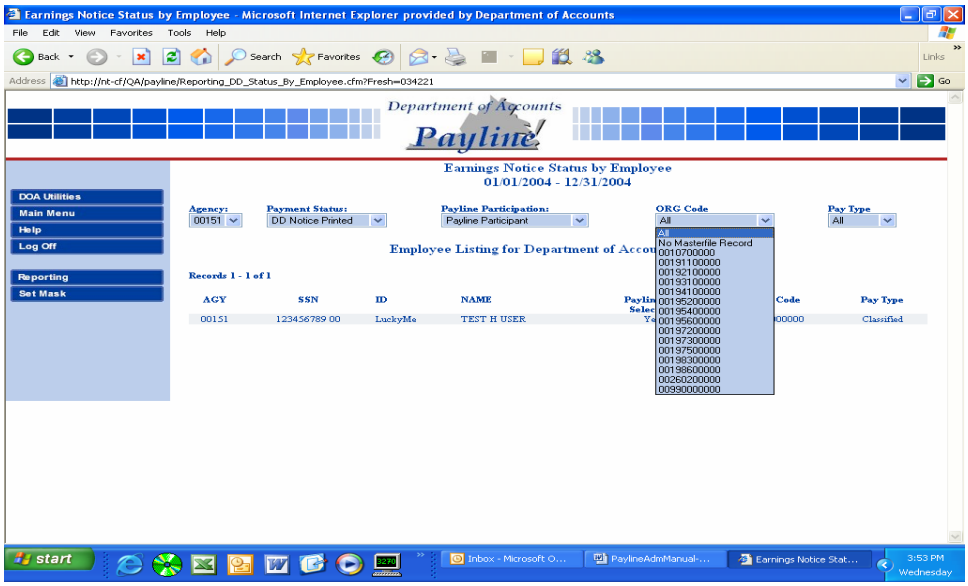
- *All* - Displays all employees within the group identified by the Payment Status option and check range entered on the inquiry screen.
- *Payline Participant* - Displays only those who have a Payline permanent security record.
- *No Payline Security Record* - Displays only those who have not established a Payline permanent security record.

Continued on next page

Statistical Reporting, Continued

ORG Code Options

- *All* - Displays all employees within the group identified by the Payment Status option and check range entered on the inquiry screen.
- *Each ORG Code used by the agency is individually listed* - Displays all records for the specific ORG code chosen.



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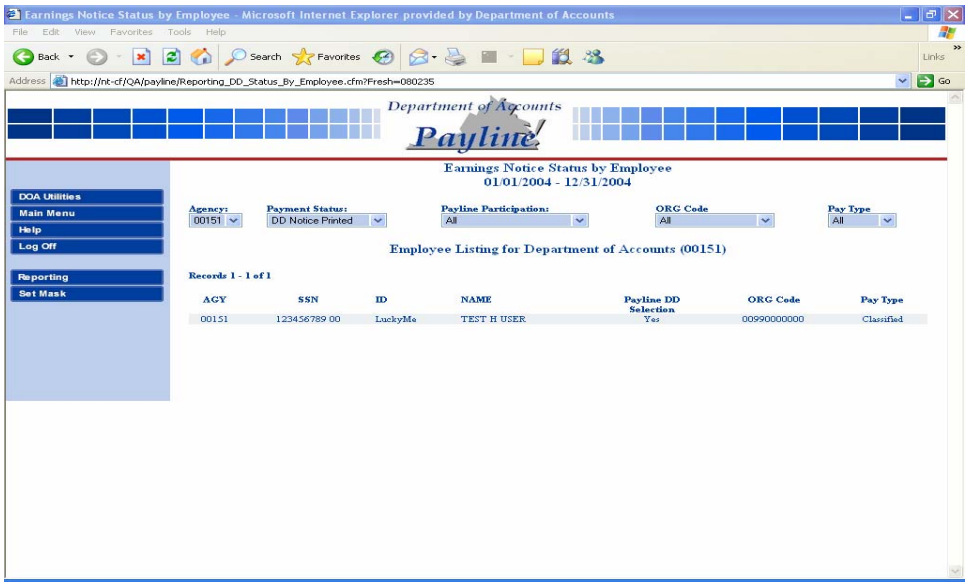
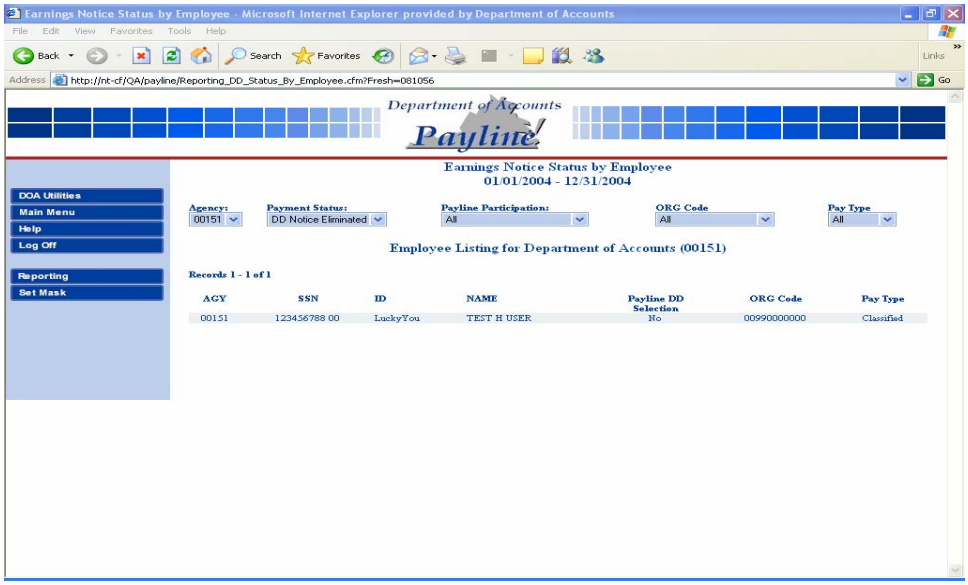
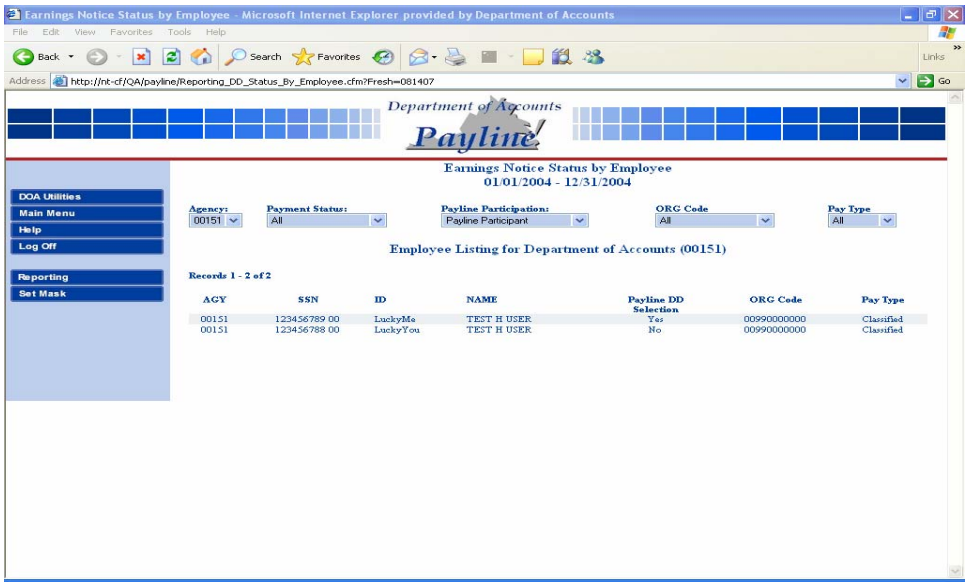
Statistical Reporting, Continued

Below are examples of possible queries and the associated results:





Statistical Reporting, Continued



Attachment A

CIPPS Nomenclature	Payline Earnings Nomenclature	Earnings Description
ANNUAL	Annual Lve Payout	Annual Leave Payout
ANNUAL	Annual Lve Payout	Annual Leave Balance Invol. Sep. Pay
BONUS	Bonus	Bonus Payment
CO. CAR	Company Car	Company Car
COMP LV	Comp Leave Payout	Compensatory Lve Balance Invol. Sep. Pay
COMP LV	Comp Leave Payout	Compensatory Leave Payout
DEC-PAY1	Deceased Pay	Deceased Pay 1
DEC-PAY2	Deceased Pay	Deceased Pay 2
IMPLIFE	Imputed Life	Imputed Life
INV SEP	Invol Separation	Involuntary Separation
LV SHARE	Leave Share	Leave Share
LWOP-PAY	LWOP Pay	Leave Without Pay Earnings
M&R NTAX	Mov/Reloc NonTax	Moving/Relocation-Non-Taxable Earnings
M&R TXBL	Mov/Reloc Taxable	Moving/Relocation-Taxable Earnings
MIL SUPP	Military Supplement	Military Supplement
NONTAXBL	NonTaxable Income	Non-Taxable Income
OTIME 1	Overtime 1	Overtime 1 Earnings
OTIME 2	Overtime 2	Overtime 2 Earnings
PAYAREA	Pay Area Diff'ntl	Pay Area Differential
PI BONUS	Pay Plan Bonus	Pay Plan Bonus Payment
REGULAR	Regular Pay	Regular Earnings
RPTMEALS	Reportable Meals	Reportable Meals
SEVR PAY	Severance Pay	Severance Pay
SHIFT	Shift Pay	Shift Differential Earnings
SHIFT 2	Second Shift Pay	Shift 2 Differential Earnings
SHIFT 3	Third Shift Pay	Shift 3 Differential Earnings
SICK LV	Sick Leave Payout	Sick Leave Balance Invol Sep. Pay
SICK LV	Sick Leave Payout	Sick Leave Payout
TAXABLE	Taxable Income	Taxable Income
TEMP PAY	Temporary Pay	Temporary Pay

Continued on next page

Attachment A, Continued

Earnings Descriptions (continued)

CIPPS Nomenclature	Payline Earnings Nomenclature	Earnings Description
VSDP BEN	Disablity Benefit	VSDP Benefit Earnings
WC SUPP	Workers Comp Supp	Worker's Compensation State Supplemental Earnings
WCSDPBEN	Workers Comp Supp	VSDP Worker's Compensation Benefit Earnings
WRK COMP	Workers Comp	Worker's Compensation

CIPPS Nomenclature	Payline Deduction Nomenclature	Deduction Description
AGY HLTH	Agy Pd Healthcare	Agency Paid Health Care Withholding
AN MATCH	Annuity Cash Mat	Annuity Cash Match
BUYBACK	VRS Ret Buyback	VRS Retirement Buy Back Withholding (Post-Tax)
CVC	C V C	Combined VA Campaign
DC MATCH	Def Comp Cash Mat	Deferred Compensation Cash Match
DCSE-SUP	DSS Child Support	Division of Child Support Withholding
DDCHKING	Direct Deposit	Direct Deposit to a Checking Account - Net Amount
DDCHKNG1	Direct Deposit	Direct Deposit to a Checking Account - Fixed Amount
DDCHKNG2	Direct Deposit	Direct Deposit to a Checking Account - Fixed Amount
DDSAVING	Direct Deposit	Direct Deposit to a Savings Account - Net Amount
DDSAVNG1	Direct Deposit	Direct Deposit to a Savings Account - Fixed Amount
DDSAVNG2	Direct Deposit	Direct Deposit to a Savings Account - Fixed Amount
DEF COMP	Deferred Com	Deferred Compensation Withholding (Pre- Federal and State Tax)
DEP CARE	Depedent Care	Dependent Care Withholding (Flex Account)
EEBOND1	Series EE Bond	Series EE-BOND Withholding1
EEBOND2	Series EE Bond	Series EE-BOND Withholding1
EEBOND3	Series EE Bond	Series EE-BOND Withholding1
EEBOND4	Series EE Bond	Series EE-BOND Withholding1
EMP HLTH	Health Care Prem	Employee Health Premium (Post-Tax Health Care Withholding)
EMPASOC1	Association	Employee Association Withholding
EMPASOC2	Association	Employee Association Withholding
FED TAX	Federal Inc Tax	Federal Income Tax Withholding
FID INVS	Fidelity Inv Ret	Retirement Provider - Fidelity Investments

Continued on next page

Attachment A, Continued

Deduction Descriptions (continued)

CIPPS Nomenclature	Payline Deduction Nomenclature	Deduction Description
GARN FEE	Garnishment Fee	Garnishment Fee
GARNISH1	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH2	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH3	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH4	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH5	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH6	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GRPINSR	Group Life Ins	Group Insurance Withholding
HI	HI Tax	Hospitalization Tax (Part of Social Security)
I-BOND1	Series I Bond	Series I-BOND Withholding
I-BOND2	Series I Bond	Series I-BOND Withholding
LT DISAB	Long Term Disability	Long Term Disability Withholding
MED REIM	Medical Reimbsmnt	Medical Reimbursement Withholding (Flex Account)
OASDI	OASDI Tax	Old Age Survivor Disability Insurance Tax (Part of Social Security)
OPT LIFE	Optional Grp Life	Optional Group Life Insurance Withholding
ORPAPPTE	Pol Appointee Ret	Optional Retirement Provider
PARKING	Parking	DGS Parking Withholding (Post-Tax)
PETTYCSH	Petty Cash	Petty Cash Withholding
POOL VEH	Pool Vehicle	Pool Vehicle Withholding
POST TAX	Misc Insurance	Miscellaneous Insurance Withholding (Post-Tax)
PRE TAX	Pretax Annuity	Annuity Withholding (Pre- Federal and State Tax)
PREBUYBK	Pretax Buyback	VRS Retirement Buy Back Withholding (Pre-Tax)
PRETXPRK	Pretax DGS Parkng	DGS Parking Withholding (Pre-Tax)
PRETXPRK	Pretax Parking	Non-DGS Pre-Tax Parking Withholding
PRETXTRN	Pretax Transport	Non-DGS Pre-Tax Transportation Withholding
PRM CONV	Pretax Hlth Care	Premium Conversion (Pre-Tax Health Care Withholding)
RET CRDT	Retiree Hlth Cred	Retiree Health Care Credit - VRS
RETIRMNT	Retirement	Retirement Provider -VRS
SUPPORT2	Child Support	Child Support Withholding
TIAACREF	TIAA/CREF Rtirmnt	Retirement Provider -TIAACREF
TPA ADM	TPA Admin Fee	Third Party Administrator Withholding
VA TAX	State Inc Tax	State Income Tax Withholding
VEST	Vest	Virginia Educational Savings Trust
VPEP	Va Prepaid Educ	VA Pre-Paid Education Program

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