

What is Payline?

The Department of Accounts announces a web-based service available to all Commonwealth of Virginia employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS).

Payline provides you with the means to view and print personal earnings, benefits, and leave information (for CIPPS Leave Users) for each payday.

<https://payline.doa.virginia.gov>

PAYLINE ACCESS

When you first access Payline, you will request a **Temporary Password** by entering your Employee Number and clicking the **Forgot Password/New Account** button. You will also need to enter the first three letters of your last name to verify identity.

Dependent on the agency, the employee can choose to have the **Temporary Password** printed on:

- their next earnings notice, or
- sent via email to their Payroll and HR Officers

Once this selection is made, the user will be prompted to enter a personal pass phrase to be used in conjunction with the temporary password.

After receiving the temporary Password and entering your personal pass phrase, you will be able to change your temporary Password to a **Permanent Password**. You will also be required to select/answer two challenge questions. Your Password is your security access to Payline; keep it strictly confidential.

PAYLINE FEATURES

Current & Year-to-Date **Earnings** — regular pay, overtime, special pays, and shift pay.

Deductions withheld from your pay such as parking, healthcare, flex benefits, and others.

Federal & State Tax elections and associated **Tax Withholdings** based upon your W-4 and VA-4 information.

Direct Deposit/**Banking** information and deposit amounts.

Current and Year-to-Date **Taxable Wages** subject to FIT, FICA, and SIT.

Employer-Paid Benefit Contributions with associated employee retirement and healthcare elections.

Employees whose **Leave Records** are maintained in CIPPS can view their accrual rate, usage information, leave balances, leave history, and leave carry-over limits.

Current payday information will be available at least 4 days prior to payday. **Historical information** is maintained for a rolling 24 months of history.

Payline retains employee's **W-2s** for a period 5 years. The employee can print or view their W-2s at anytime. Also, the employee can choose not to have their W-2s displayed.

SECURITY FEATURES

Payline provides **state-of-the-art** security features to maintain strict confidentiality of your personal payroll information.

Application Security requires a user id and password for system access. And, there are two levels of security to protect the data—

- **SSL** — Secure Socket Layer — uses a 128-bit encryption routine to protect data as it moves back and forth across the Internet. This technology is used widely by financial institutions to provide a high level of protection.
- **ECC** — Elliptic Curve Cryptography — a server-based technology to protect sensitive data and to prevent unauthorized server access.

ACCESS REQUIREMENTS

Browser

Internet Explorer or Netscape, Ver. 4.0 or higher. Enabled for Java Script and Secure Socket Layer (SSL) Security (128 bit version).

Connection

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

Screen Resolution

800 x 600 or greater, with a minimum of 256 colors.

Modem Speed

Connection speed of 56K modem (or higher) is recommended.

How to Navigate in Payline

Enter Payline
<https://payline.doa.virginia.gov>

Security
 Employee ID Number and Password

Broadcast Screen
 Displays pertinent messages

Main Menu
 Pay History Profile Data Leave History

Payment History
 Current or past period earnings information

Personal Messages
 Messages to the employee

Leave History
 Current or past leave period information

Payment Information
 Earnings and employee-paid deductions for the period and year-to date

Update Personal Info
 Name, E-mail address, Password, Password personalized reminder "hints", challenge questions, ability to view W-2s

Leave Balances
 Leave balances as of the period selected

Agency Paid Contributions
 Benefits paid by agency

Direct Deposit / Additional Profile Information
 Banking Information, Tax Status, Health and Retirement selections

Leave Detail
 Detailed leave transactions associated with the period selected

Presentation of Taxable Wages
 Calculated taxable wages for current period and year-to-date

Leave History Detail Inquiry
 Request detail of leave transaction(s) by leave type and/or period of time



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