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](https://payline.doa.virginia.gov)

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 Javascript 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

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## 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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