

# Paperless Payroll Enrollment

**For Payline Participants with all net pay deposited via direct deposit (to include the EPPICard)**



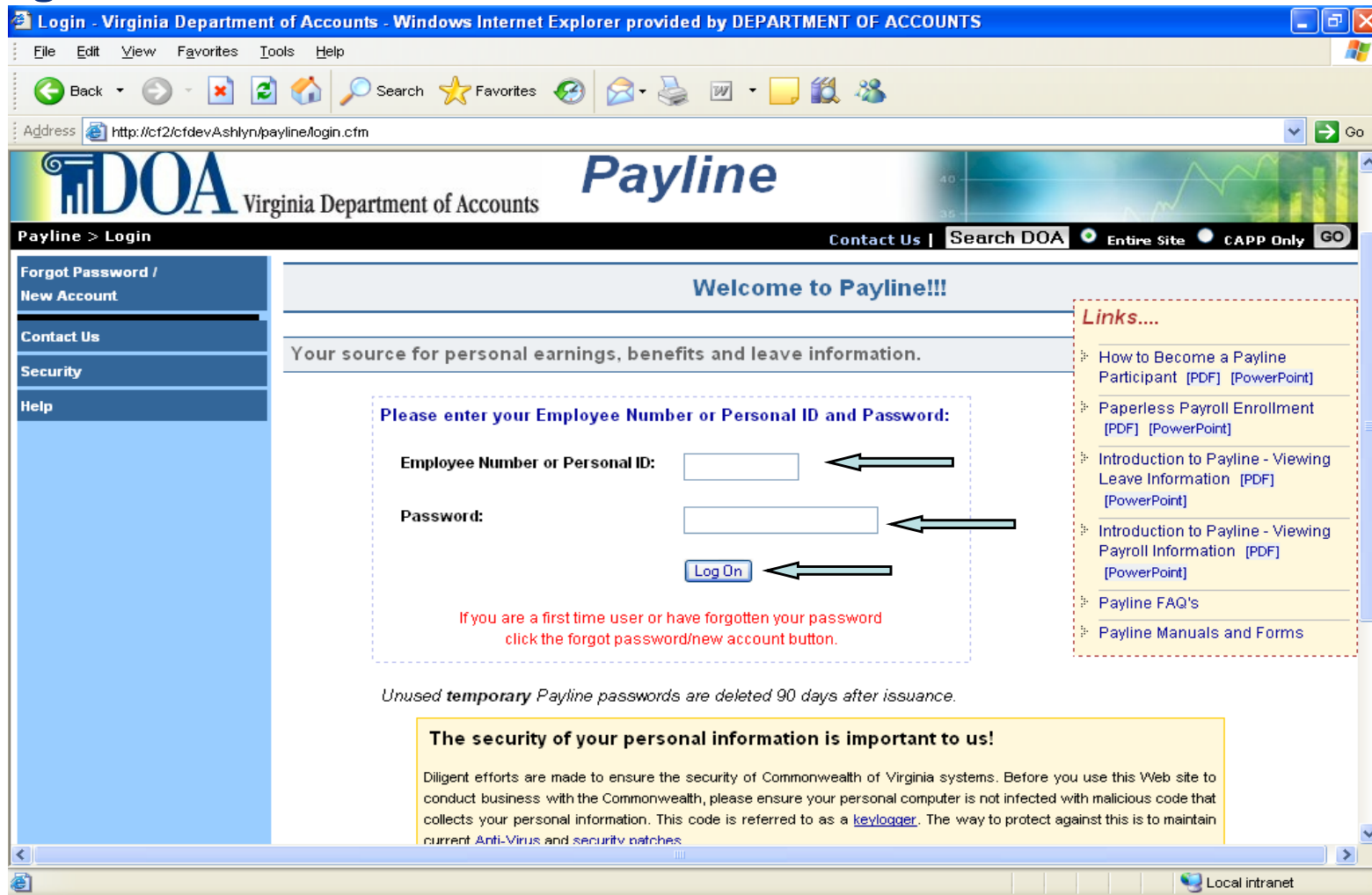
**Virginia Department of Accounts**

Photo by Karl Steinbrenner

*Financial Accountability. Reporting Excellence.*

# Paperless Payroll Enrollment

Log into Payline by entering your Employee ID and Password. Click on Log On.



**Login - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://cf2/cfdevAshlyn/payline/login.cfm> Go

**DOA** Virginia Department of Accounts **Payline**

Payline > Login Contact Us | Search DOA Entire Site CAPP Only GO

**Welcome to Payline!!!**

Your source for personal earnings, benefits and leave information.

**Please enter your Employee Number or Personal ID and Password:**

Employee Number or Personal ID:

Password:

If you are a first time user or have forgotten your password click the forgot password/new account button.

Unused temporary Payline passwords are deleted 90 days after issuance.

**The security of your personal information is important to us!**

Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a [keylogger](#). The way to protect against this is to maintain current Anti-Virus and security patches.

**Links....**

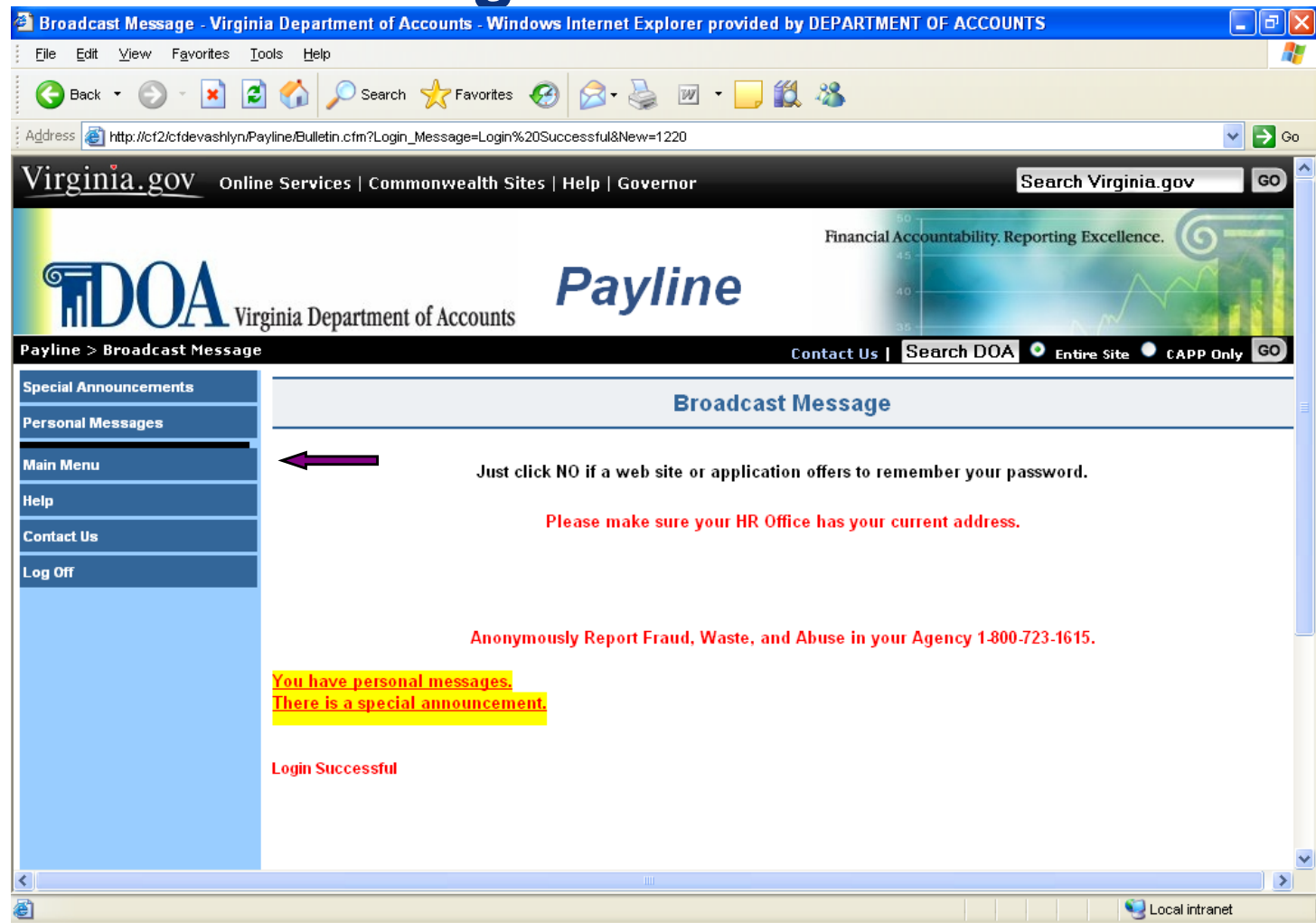
- How to Become a Payline Participant [PDF] [PowerPoint]
- Paperless Payroll Enrollment [PDF] [PowerPoint]
- Introduction to Payline - Viewing Leave Information [PDF] [PowerPoint]
- Introduction to Payline - Viewing Payroll Information [PDF] [PowerPoint]
- Payline FAQ's
- Payline Manuals and Forms

Local intranet



# Paperless Payroll Enrollment

## Go to Main Menu Page





# Paperless Payroll Enrollment

## Select Personal Options

Main Menu - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

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Address http://cf2/cfdevAshlyn/payline/Main\_Menu.cfm?New=013118 Go

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

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DOA Virginia Department of Accounts Payline

Payline > Main Menu Contact Us | Search DOA Entire Site CAPP Only GO

**Main Menu**

Pay History  
Leave History  
W-2 History  
Personal Options  
Employee Profile Data  
Broadcast Message  
COV Payday Calendar  
FAQ's  
Help  
Contact Us  
Log Off

To view payroll, benefits and leave information for **DEMO USER (demo123)** select one of the options on the left menu.

The data found within reflects payment information as a service to participating State employees.

Questions or concerns regarding the accuracy and completeness of this information should be directed to the employing agency's Payroll or Human Resource departments.

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# Paperless Payroll Enrollment

## Click on Edit Personal Options

Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

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Address http://cf2/cfdevAshlyn/payline/Personal\_Options.cfm?New=013120 Go

**Main Menu**  
[Help](#)  
[Contact Us](#)  
[Log Off](#)

**View Personal Options**

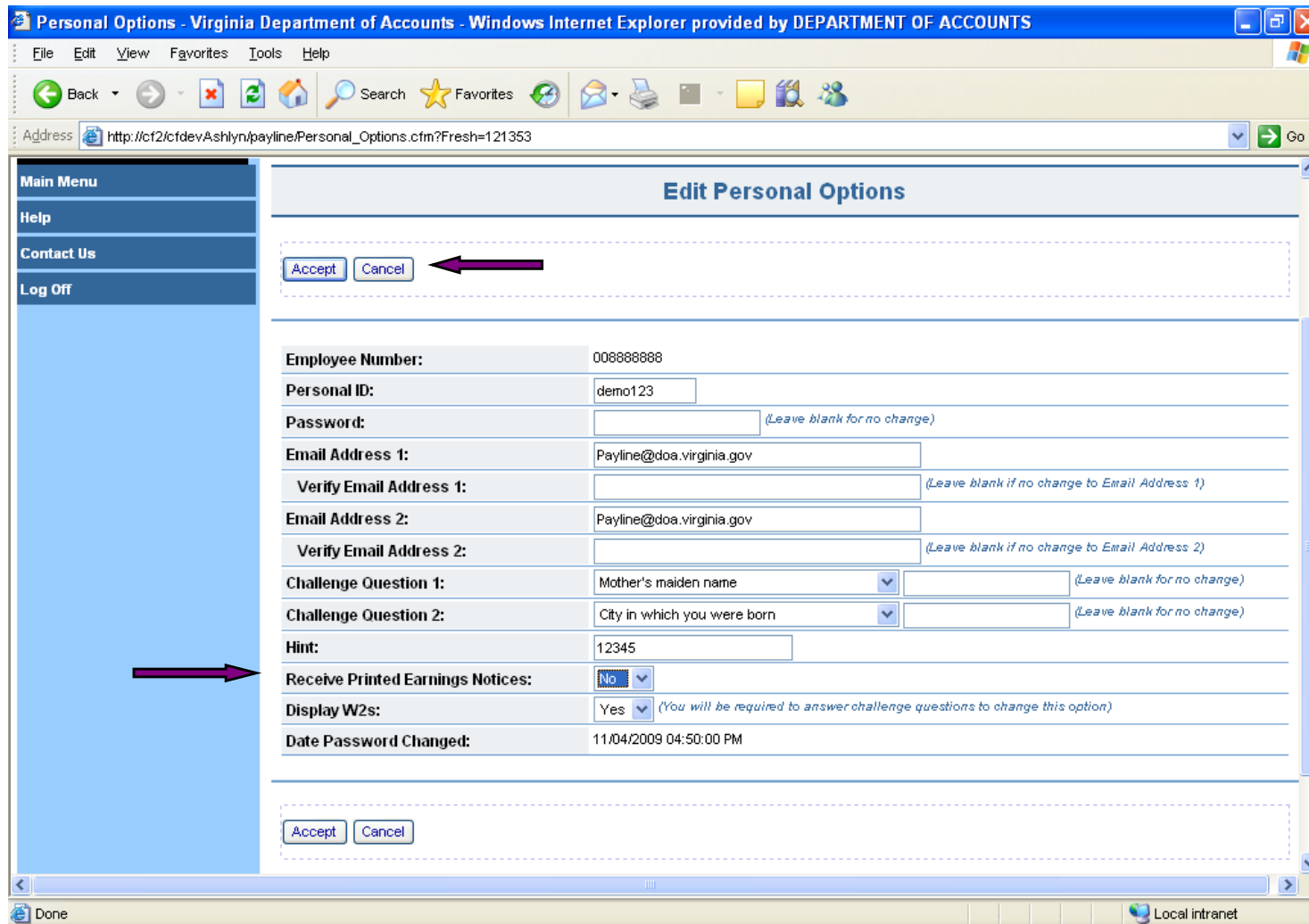
[Edit Personal Options](#)

<b>Employee Number:</b>	008888888
<b>Personal ID:</b>	demo123
<b>Password:</b>	*****
<b>Email Address 1:</b>	Payline@doa.virginia.gov
<b>Email Address 2:</b>	Payline@doa.virginia.gov
<b>Challenge Question 1:</b>	Mother's maiden name
<b>Challenge Question 2:</b>	City in which you were born
<b>Hint:</b>	Leewee1241
<b>Receive Printed Earnings Notices:</b>	No
<b>Display W2s:</b>	Yes
<b>Date Password Changed:</b>	11/16/2009 10:52:00 AM
<b>Date Last Updated:</b>	11/11/2009 11:33:00 AM

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# Paperless Payroll Enrollment

Select 'NO' for Rec Earnings Notice and click Accept



Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

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Address [http://cf2/cfdevAshlyn/payline/Personal\\_Options.cfm?Fresh=121353](http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=121353) Go

**Main Menu**  
[Help](#)  
[Contact Us](#)  
[Log Off](#)

**Edit Personal Options**

Accept Cancel

Employee Number: 008888888

Personal ID: demo123

Password:  (Leave blank for no change)

Email Address 1: Payline@doa.virginia.gov

Verify Email Address 1:  (Leave blank if no change to Email Address 1)

Email Address 2: Payline@doa.virginia.gov

Verify Email Address 2:  (Leave blank if no change to Email Address 2)

Challenge Question 1: Mother's maiden name  (Leave blank for no change)

Challenge Question 2: City in which you were born  (Leave blank for no change)

Hint: 12345

Receive Printed Earnings Notices: **No** (You will be required to answer challenge questions to change this option)

Display W2s: Yes (You will be required to answer challenge questions to change this option)

Date Password Changed: 11/04/2009 04:50:00 PM

Accept Cancel

Done Local intranet



# Paperless Payroll Enrollment

**Your Personal Option Record has been updated. Click Main Menu to continue in Payline.**

Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Address Book Favorites

Address [http://cf2/cfdevAshlyn/payline/Personal\\_Options.cfm?Fresh=120945](http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=120945) Go

**DOA** Virginia Department of Accounts **Payline**

Payline > Main Menu > Personal Options Contact Us | Search DOA | Entire Site | CAPP Only GO

**Main Menu**

- Help
- Contact Us
- Log Off

**Personal Options**

[Edit Personal Options](#)

**Record Updated**

Employee Number:	008888888
Personal ID:	demo123
Password:	*****
Email Address 1:	Payline@doa.virginia.gov
Email Address 2:	Payline@doa.virginia.gov
Challenge Question 1:	Mother's maiden name
Challenge Question 2:	City in which you were born
Hint:	12345
Receive Printed Earnings Notices:	No
Display W2s:	Yes
Date Password Changed:	11/04/2009 04:50:00 PM
Date Last Updated:	11/09/2009 12:10:00 PM

Done Local intranet