Introduction to Payline

Viewing Leave Information
Payline is a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information.

This presentation describes how to navigate Payline to view Leave History information.

Employees may access Payline using the internet at https://payline.doa.virginia.gov.

Note: WWW does not precede the web address.
Screen Setup
• DOA Logo at top of each screen.

• Navigational Buttons on left side of screen.

• Help features throughout Payline:
  – Help button on left hand side describes functions of the screen.
  – Underscored text activates pop up boxes with additional information. (Pop-Up blocker must be disabled for this application.)
Log into Payline

- Follow the log on procedures described in the Power Point presentation “Logging On/Forgot Password”.

- You will be brought to Broadcast page to begin navigation in Payline. The Broadcast page gives you general information and if there are personal or special messages. The page allows you to navigate to the Main Menu page to begin viewing your payroll, benefit and leave information.
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Main Menu

The Main Menu 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.
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Click on the button (on the left) labeled 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.)

- The desired ‘leave as of period’ may be viewed by moving the mouse pointer over the underscored date and clicking the left mouse button. This will link you to the Reported Leave Balances screen.
Leave History - cont.

Employee Name: DEMO USER
Employee Number: 123456789

<table>
<thead>
<tr>
<th>Leave as of Date</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24/2006</td>
<td>Demo Agency</td>
</tr>
</tbody>
</table>

Click on Leave as of Date for Leave Balances by Category.
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## Leave Balances

The following table shows the leave balances as of March 31, 2006:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Balance as of 1/1/2006</th>
<th>Accrued Current</th>
<th>Accrued Year-to-date</th>
<th>Used Current</th>
<th>Used Year-To-Date</th>
<th>Period Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>192.0</td>
<td>4.0</td>
<td>32.0</td>
<td>0.0</td>
<td>-8.0</td>
<td>232.0</td>
</tr>
<tr>
<td>Family/Personal</td>
<td>32.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td>64.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>64.0</td>
</tr>
<tr>
<td>Overtime</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Compensatory</td>
<td>9.2</td>
<td></td>
<td>27.0</td>
<td>0.0</td>
<td>6.2</td>
<td>30.0</td>
</tr>
<tr>
<td>Recognition</td>
<td>15.5</td>
<td></td>
<td></td>
<td>1.0</td>
<td>1.0</td>
<td>14.5</td>
</tr>
<tr>
<td>Disability Credit</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>On Call</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Bonus</td>
<td>10.0</td>
<td></td>
<td></td>
<td>2.0</td>
<td>2.0</td>
<td>8.0</td>
</tr>
</tbody>
</table>


Estimated Annual Hours Loss: 710
Leave Balances – cont.

• The Leave Balances page lists leave balances by type. From this list you are able to view leave balances for:
  – All decremented leave types (e.g. annual, sick, etc.)
  – Year-to-date usage of accumulated leave types (e.g. military, disability, worker’s comp, etc.)

NOTE: You will need to scroll down the page to see some balance data.

• The annual leave accrual rate and maximum year-end leave balances carryover limit based on years of service is also displayed.
Leave Balances – cont.

- Balances reflect the most recent leave activity reported and keyed at the close of the last leave period.

- If an employee has earned Compensatory, Bonus or Recognition leave, supporting detail for these balances are reflected on a separate screen. Click on the button ‘Bonus, Compensatory, Recognition Leave Detail’ button on the left to see the detail and any related messages related to their expiration.

- If a State agency does not use CIPPS Leave, the following message is displayed:

  “NO LEAVE HISTORY RECORDS FOUND. AGENCY MAY NOT PARTICIPATE IN CIPPS LEAVE”
Leave Detail

• The Leave Detail page provides you the ability to view all detail leave transactions that were entered or system generated (i.e., accruals) 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.
Leave Detail – cont.

**Leave Detail**

**EE Name:** JOHN R RODGERS  
**EE Number:** 001909927  
**Agency:** Department of Accounts

Transactions keyed during period ending: 11/24/2009

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Transaction Description</th>
<th>Hours</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF</td>
<td>Family Personal Taken</td>
<td>4.0</td>
<td>11/13/2009</td>
<td>11/13/2009</td>
</tr>
<tr>
<td>AT</td>
<td>Annual Leave Taken</td>
<td>1.0</td>
<td>11/20/2009</td>
<td>11/20/2009</td>
</tr>
</tbody>
</table>
Leave History Detail Inquiry

- The Leave History Detail Inquiry screen provides a means 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.

- To access the Leave History Detail Inquiry screen:
  - Click on Leave History button
  - Click on Leave History Detail Inquiry button
  - Instructions follow on competing the request.
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Leave History Detail Inquiry - cont.

Employee Name: DEMO USER
Employee Number: 123456789

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</table>
Leave History Detail Inquiry- cont.

• Steps to Perform Request
  – Use the drop down box on the right to select the specific agency.
  – Select the Inquiry Type
    • All transactions within a date range – shows all transactions that were entered during the dates specified.
    • A specific transaction type within a date range – this shows only the specified transaction types that are selected in the Leave Type and/or Activity type areas.
  – Leave Type – select the types of leave to be shown.
  – Activity Type – select the type of activity needed.
  – Date Range – enter the beginning and ending dates of the leave transaction(s).
  – Click on the Submit Request button to generate the request.
Leave History Detail Inquiry - cont.
Leave History Detail Inquiry – cont.

Review the Leave Inquiry Results Screen

- The transactions show only the end result, not necessarily what the original leave slip shows. These results may differ due to the chaining of one leave type to another when insufficient balances exist.

- Negative leave hours may be possible if your agency personnel entered a maintenance transaction to adjust your records.

- Notice the selection buttons across the top of the screen. These will allow you to download the inquiry results into either an excel spreadsheet, a comma-separated value file (.csv) or a text file for your future reference.
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Leave History Detail Inquiry – cont.

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**Leave Detail**

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</table>
This concludes the Viewing Leave Information presentation.

Be sure to review the Introduction to Payline: Viewing Payroll Information for the navigation process to view Payroll information.