

Introduction to Payline

Viewing Leave Information



Virginia Department of Accounts

Photo by Karl Steinbrenner

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Introduction To Payline

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.



Introduction To Payline

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.)**



Introduction To Payline

Log into Payline

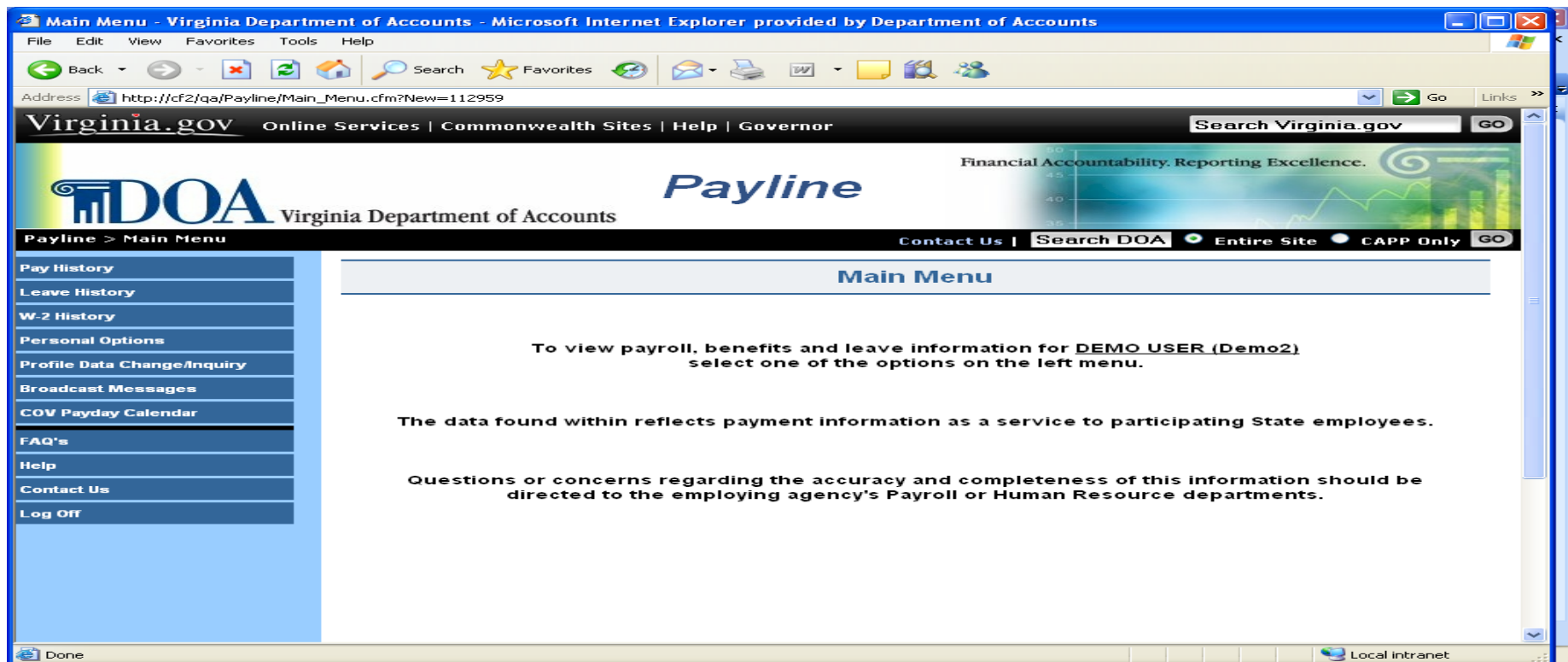
- **Follow the log on procedures described in the Power Point presentation “Logging On/Forgot Password”.**
- **You will be brought to Broadcast page to begin navigation in Payline. The Broadcast page gives you general information and if there are personal or special messages. The page allows you to navigate to the Main Menu page to begin viewing your payroll, benefit and leave information.**



Introduction To Payline

Main Menu

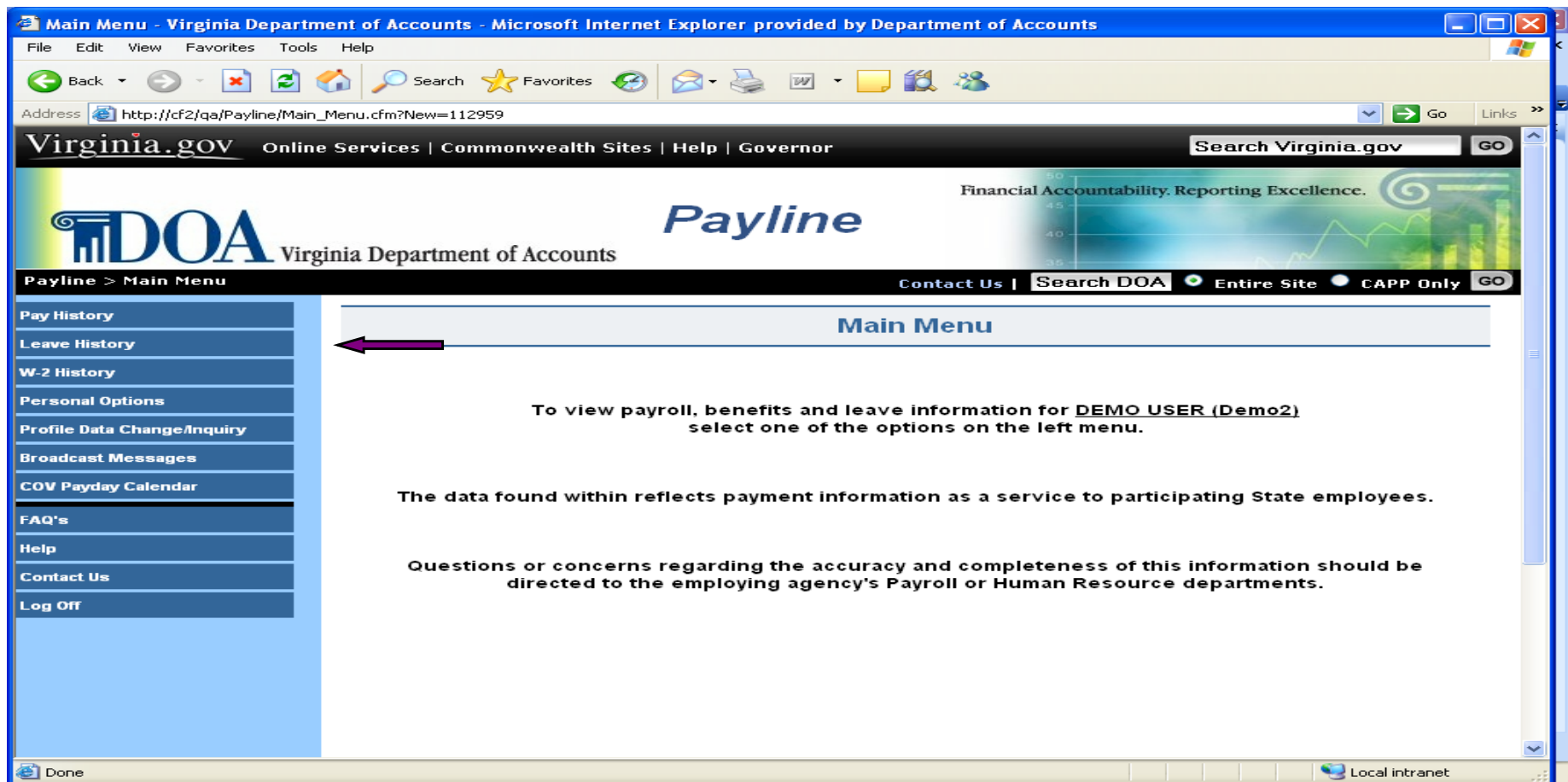
The Main Menu is the central navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions.





Introduction To Payline

Click on the button (on the left) labeled Leave History





Introduction To Payline

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.

Introduction To Payline

Leave History - cont.

Leave History - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/qa/Payline/Leave_History.cfm?New=112759

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DOA Virginia Department of Accounts Payline

Payline > Main Menu > Leave History

Contact Us | Search DOA Entire Site CAPP Only GO

Leave History Detail Inquiry

Main Menu

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Log Off

Leave History

Employee Name: DEMO USER Employee Number: 123456789

Click on Leave As of Date for Leave Balances by Category.

Leave as of Date	Agency
03/24/2006	Demo Agency

↑

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Introduction To Payline

Leave Balances

Leave Balances - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Address http://cf2/qa/Payline/Leave_Balances.cfm?Fresh=112801 Go Links

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

Leave Detail
Bonus, Compensatory & Recognition Leave Detail
Leave History
Main Menu
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Log Off

Leave Balances

EE Name: DEMO USER **EE Number:** 123456789 **Agency:** Demo Agency
Leave Balances as of: 03/24/2006 **Current Annual Leave Accrual Rate:** 4.0 hours per pay period

Maximum annual leave balances carryover: 240 hours as of January 9, 2007 **Estimated Annual Hours Loss:** 71.0

Leave Type	Balance as of 1/10/2006	Accrued Current	Accrued Year-to-date	Used Current	Used Year-To-Date	Period Ending Balance
Annual	192.0	4.0	32.0	0.0	-8.0	232.0
Family/Personal	32.0			0.0	0.0	32.0
Sick	64.0	0.0	0.0	0.0	0.0	64.0
Overtime	0.0	0.0	0.0	0.0	0.0	0.0
Compensatory	9.2	0.0	27.0	0.0	6.2	30.0
Recognition	15.5	0.0	0.0	1.0	1.0	14.5
Disability Credit	0.0			0.0	0.0	0.0
On Call	0.0	0.0	0.0	0.0	0.0	0.0
Bonus	10.0	0.0	0.0	2.0	2.0	8.0

Done Local intranet



Introduction To Payline

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.**



Introduction To Payline

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”**



Introduction To Payline

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.**

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Leave Detail – cont.

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File Edit View Favorites Tools Help

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Address: https://secure.doa.virginia.gov/payline/Leave_Detail.cfm?New=104136 Go

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Payline > Main Menu > Leave History > Leave Balances > Leave Detail Contact Us | Search DOA Entire Site CAPP Only GO

Reported Leave Balances

Main Menu

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Employee Number Lookup

Reporting

Set Mask

Leave Detail

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

Transactions keyed during period ending: 11/24/2009

Leave Type	Transaction Description	Hours	Date From	Date To
FP	Family Personal Taken	4.0	11/13/2009	11/13/2009
AT	Annual Leave Taken	1.0	11/20/2009	11/20/2009
FP	Family Personal Taken	16.0	11/23/2009	11/24/2009
AE	Annual Leave Earned	8.0	11/24/2009	11/24/2009

Done Internet



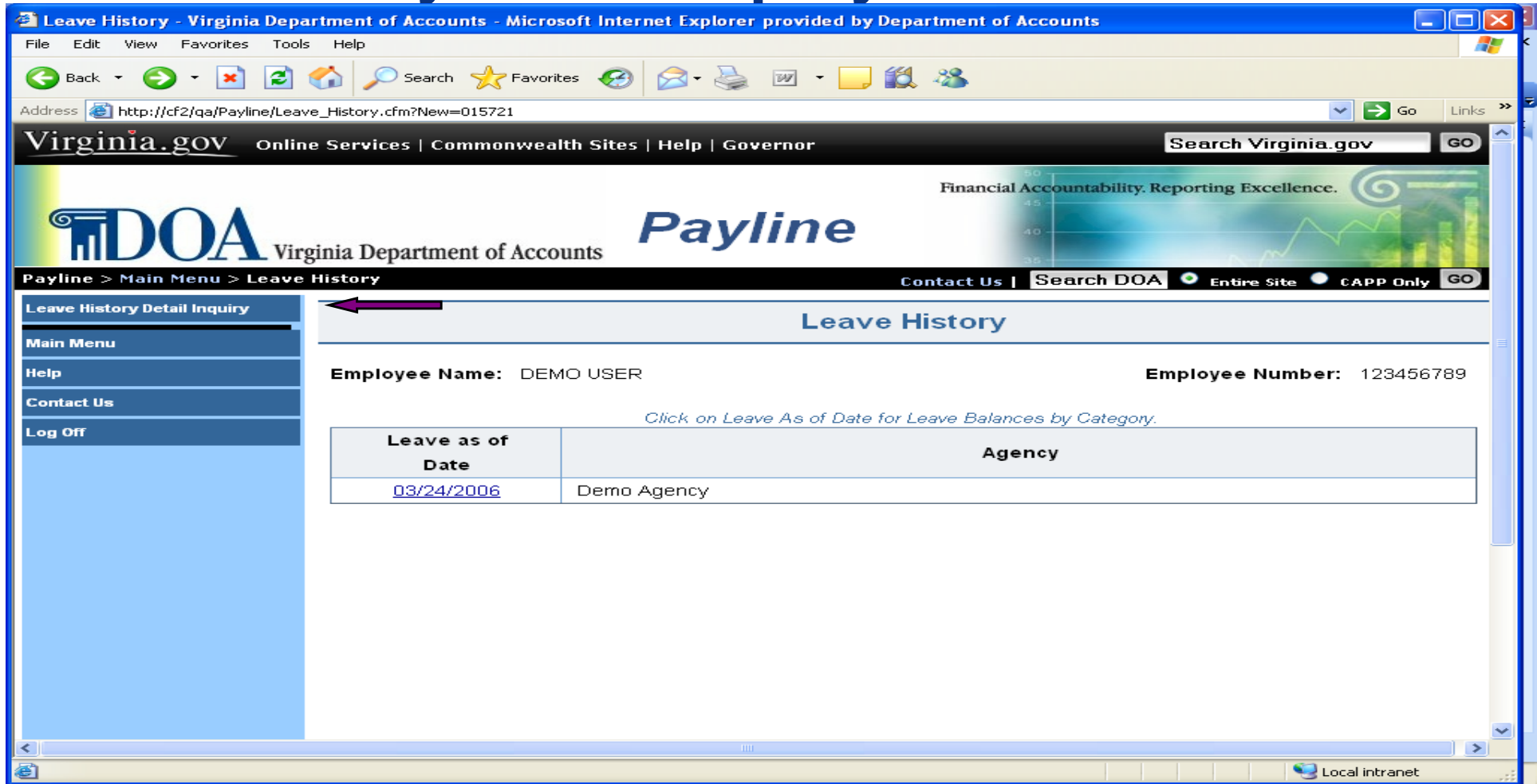
Introduction To Payline

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 completing the request.

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Leave History Detail Inquiry- cont.



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Payline > Main Menu > Leave History

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Leave History Detail Inquiry

Main Menu

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Log Off

Leave History

Employee Name: DEMO USER Employee Number: 123456789

Click on Leave As of Date for Leave Balances by Category.

Leave as of Date	Agency
03/24/2006	Demo Agency

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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.

Introduction To Payline

Leave History Detail Inquiry- cont.

Leave Detail Inquiry - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Address http://cf2/qa/Payline/Leave_Detail_Inquiry.cfm?New=020948 Go Links

DOA Virginia Department of Accounts

Payline > Main Menu > Leave History > Leave Detail Inquiry

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Leave History Detail Inquiry

EE Name: DEMO USER EE Number: 123456789 Agency: Demo Agency

Inquiry Type

☒ All transactions within a date range
☐ A specific transaction type within a date range

Leave Type

☐ Annual ☐ Sick ☐ Overtime ☐ Recognition
☐ Compensatory ☐ Family/Personal ☐ All Others

Activity type (leave boxes blank for all activity types):

☐ Taken ☐ Earned ☐ Lost ☐ Other

Date Range

Beginning Date: mm/dd/yyyy Ending Date: mm/dd/yyyy

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Introduction To Payline

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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Payline > Main Menu > Leave History > Leave Balances > Leave Detail Contact Us | Search DOA | Entire Site | CAPP Only | GO

Reported Leave Balances

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Employee Number Lookup
Reporting
Set Mask

Leave Detail

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FP	Family Personal Taken	16.0	11/23/2009	11/24/2009
AE	Annual Leave Earned	8.0	11/24/2009	11/24/2009

Done Internet



Introduction To Payline

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.