

Viewing Payroll Information

Financial Accountability. Reporting Excellence.



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 Payroll History information.

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

Note: WWW does not precede the web address.



Information available for viewing:

- Current payment information at least 4 working days before the payment date.
- Current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.
- Current and year-to-date deductions withheld for both employee and employer.
- Federal and State taxable wages as well as individual tax elections and associated withholdings.



Information available for viewing -cont:

- Direct Deposit information and associated deposit amounts.
- Leave information on pay day *eliminating* the pay period lag for access to leave balances (available only for agencies using the CIPPS leave system).
- Historical payment and leave information on the system for a rolling 24 month period.
- W-2 information for 5 years.



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.)



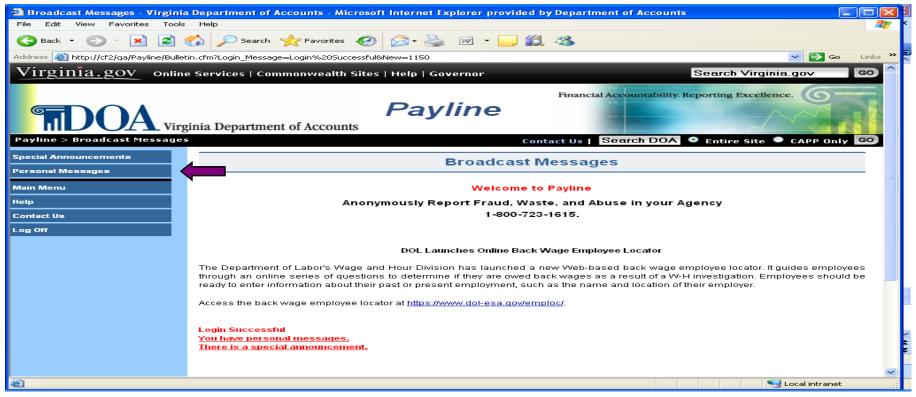
Log into Payline

- 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.



Broadcast Message Page

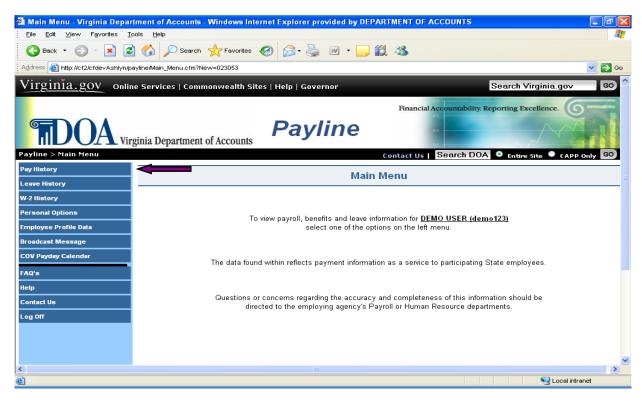
Click on the "You have personal messages" and/or "There is a special announcement" to read any messages or click on Main Menu button to access your payroll, benefits and leave information.





Main Menu

The Main Menu is the primary navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions. To access your Payroll Information, click on the Pay History button.





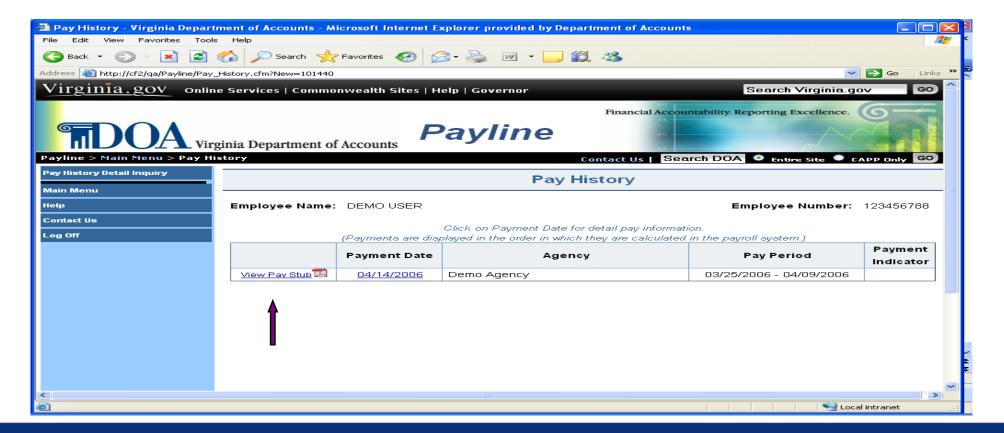
Pay History

- This screen provides a listing of payments showing the payment date, agency name and pay period date. (The complete history listing can be viewed by using the scroll bar.) A rolling 24 months of payments are stored.
- The payment indicator denotes the type of payment shown. This can be:
 - Blank regular pay made in the form of a check of direct deposit
 - VC reversal or voiding of a previous payment
 - NP payments made outside of the payroll system (i.e., Petty cash payment.)



View Pay Stub

To view or print a facsimile of the pay stub, click on "View Pay Stub".





View Pay Stub – cont.

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Comments		



View Pay Stub – cont.

- Financial Institutions should accept a printed pay stub from Payline as it contains both:
 - The statement "Official Pay Record" and
 - The State Seal of Virginia (Permission to use the State Seal has been granted by the Secretary of the Commonwealth)



Pay History Detail Inquiry

- The Pay History Detail Inquiry page provides the ability to query the database and produce a printable report about:
 - Pay types
 - Deductions (employee and employer paid)
 - Healthcare/Retirement plans
 - Federal/State Tax Elections
 - Direct Deposit
 - Other information



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- Click on the radio buttons corresponding to the type of desired information and enter the specified beginning and ending check dates for the inquiry.
- Selection of one or more specific radio buttons can limit the information displayed.
- After clicking on the desired buttons and completing the check date range, click on 'Submit Request' and the results will be displayed.



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- The information displayed is downloadable in three formats for your convenience:
 - XLS Excel Spreadsheets
 - CSV Comma Delimited Text file
 - TXT Flat Text file



- By clicking the 'Select All' radio button, all listed information will be displayed. You will need to use the scroll bar at the bottom of the page to view all the results.
- If the results do not display the information you are looking for then you may need to enter a new range of dates and submit the inquiry again.



Pay History Detail Inquiry – cont.

• Printing: If the 'Select All' option is chosen or if numerous radio buttons are selected, the print will flow over numerous pages. Limiting your selections will allow for printing the requested information.



Payment Information

On the Pay History Page

- Click on the underscored Payment Date (not View Pay Stub).
- This will display:
 - Detailed breakout of earnings
 - Deductions
 - Net Pay
 - Summary of agency paid contributions
 - Taxes
- Descriptions of earnings and /or taxes can be accessed by clicking on the underscored words.
- Navigation to additional payment information is accessed through link buttons on the left.



Payment Information – cont.

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Agency Paid Contributions Detail

 The Agency Paid Contributions Detail page displays a detailed presentation of the current and year-todate agency paid contributions to benefits and taxes for the payment date selected.



Agency Paid Contributions Detail – cont.

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Presentation of Taxable Wages

- The displays how the federal, state and FICA taxable wages were calculated based on a standard non-exempt employee profile.
- The year-to-date values shown are as of the time the payment was calculated.
- Total Earnings are reduced by those non-taxable earnings and pre-tax deductions to which some taxes are not applied.



Presentation of Taxable Wages – cont.

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Direct Deposit Detail and Add'l Profile Data

- This page displays additional personal information related to the payment selected from the Pay History page.
 - Direct Deposit Bank Information the amount, the deposit bank (ABA routing #) and the last four digits of the account number where the deposit has been made.
 - Health Care and Retirement Elections the name of the provider and the membership type elected by the employee for their healthcare and the retirement plan the employee is enrolled in.
 - Employee Tax Elections the employee's federal, state and local tax withholding elections submitted on the Forms W4 and VA4.



Direct Deposit Detail and Add'l Profile Data – cont.

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This concludes the Viewing Payroll Information presentation.

Be sure to review the Introduction to Payline: Viewing Leave Information module for the navigation process to view leave information for those agencies that use the CIPPS Leave Accounting System.