

Volume No. 3—Automated Systems Applications	TOPIC NO.	70515
Function No. 70500— Payroll Accounting	TOPIC	PAYLINE
	DATE	July 2014

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Payline Overview

Payline

DOA has developed a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information. Employees may access **Payline** using the internet at <http://payline.doa.virginia.gov>. Benefits of using Payline are:

- View current payment information at least 4 working days before the payment date.
- View current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.
- View current and year-to-date deductions withheld (both employee and employer).
- View Federal and State taxable wages as well as individual tax elections and associated withholdings.
- View direct deposit information and associated deposit amounts.
- View leave information on-line as soon as period end processing is completed *eliminating* the pay period lag for access to leave balances (if the agency participates in CIPPS Leave).
- Provide historical payment and leave information on the system for 24 months.
- Allow the employee to alert the agency of desired changes to the employee's address or tax elections.
- View current and past years W-2s.

Payline has been designed to be as user-friendly as possible and requires little intervention from outside resources. However, an *Administration Manual for Employers*, along with additional Payline material, is available on DOA's website. (http://www.doa.virginia.gov/Payroll/Payline/Payline_Main.cfm)

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Employer Tools

Employer Tools Payline was originally designed as a tool for those State employees who are paid on the centralized payroll system, CIPPS. However, it has grown to include certain functionality for employers as well. Available tools include:

- **Masking**—while logged into Payline, access an employee’s Payline data to view or query historical information
- **Reporting**—obtain and review agency level and detailed statistical information regarding Payline participation, direct deposit participation, elimination of earnings notice print
- **Query Tools**—when masking, execute inquires to view earnings, deductions, tax elections, or leave data for a specified period of time; often used to analyze and document retroactive transactions or perform leave audits
- **Employee Number Lookup**—identify the employee number when provided only with an employee’s social security number or name
- **Announcements**—means to distribute an announcement to all employees within a specific agency or Statewide

Requesting Employer Access

To obtain access to the tools identified above, a Payline Security Authorization Request form must be completed and submitted to DOA. The Payline Authorization Request form may be found on DOA’s website: www.doa.virginia.gov/Payroll/Forms/PaylineSecurityForm.pdf

In general, security requested for Payline should emulate security granted for CIPPS. However, if additional access is justified security can be requested for individuals who do not have CIPPS security. Payline access can only be provided to qualifying employees of the Commonwealth.

Levels of Security

Seven security levels are available to Payline users. Agency CIPPS Security Officers are responsible for requesting appropriate security levels for agency staff and for monitoring security levels to ensure conformity with the requirements of their current duties.

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Employer Tools, Continued

Level	Tools Available
1. View Payroll	<ul style="list-style-type: none"> • Masking – payroll pages • Query – payroll information • Reporting
2. View Leave	<ul style="list-style-type: none"> • Masking – leave pages • Query – leave information • Reporting
3. View Payroll and Leave	<ul style="list-style-type: none"> • Masking – payroll and leave pages • Query – payroll and leave information. • Reporting
4. View Payroll and Employee Number Lookup	<ul style="list-style-type: none"> • Masking – payroll pages • Query – payroll information. • Reporting • Employee Number Lookup
5. View Leave and Employee Number Lookup	<ul style="list-style-type: none"> • Masking –leave pages • Query –leave information. • Reporting • Employee Number Lookup
6. View Payroll and Leave and Employee Number Lookup	<ul style="list-style-type: none"> • Masking – payroll and leave pages • Query – payroll and leave information. • Reporting • Employee Number Lookup
7. Employee Number Lookup Only	<ul style="list-style-type: none"> • Employee Number Lookup only.

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Earnings Notice Print

Elimination of Printed Earnings Notices

In support of the Commonwealth’s commitment to reducing physical print—thereby leading to cost-reductions Statewide—Payline offers a means to eliminate the hardcopy, printed earnings notice for employees participating in direct deposit. The options are:

- Employee level opt out via Payline
- Agency level opt out for Salaried employees only
- Agency level opt out for Hourly employees only
- Agency level opt out for all employees

All agency level elections must be communicated to the Director or Assistant Director of State Payroll Operations.

Elimination of Printed Earnings Notice Mandate

Effective January 1, 2009, all employees who have access to state-issued computers and internet access are required to use Payline and to opt out of earnings notice print. Agencies can implement this mandate in one of two ways. The agency may require its employees to access Payline and make the appropriate elections on the Personal Options Screen or the agency may decide to “opt out” on a global level.

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Internal Control

Internal Control

Employer access to Payline is provided solely for use by line agency staff in support of employee inquiries related to Payline or for use by the employer in the normal course of business. Use for employer access must be restricted to internet access obtained using equipment meeting VITA approved standards. *Misuse of this access is a Group II offense under Standards of Conduct and Performance failing under the category of “unauthorized use or misuse of State property or records.”*

Verification of the appropriateness of security actions and levels must be performed by the agency CIPPS Security Officer prior to submission of the Payline Security Authorization Request form to DOA. Agencies must develop in-house procedures governing the levels of security requested. Additionally, the timely submission of requests to delete access for terminated/transferred employees is imperative to safeguard the assets of the Commonwealth. All copies of CIPPS Security Authorization Requests and Agency Security Verification Reports must be maintained by the agency for audit purposes.

DOA Contacts

DOA Contacts Payroll Business Analyst/Trainer
Voice: (804) 225-3065; (804) 225-2004
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References *Payline Administrative Manual for Employers*
