

# What is Payline?

The Department of Accounts announces a web-based service available to all Commonwealth of Virginia employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS).

Payline provides you with the means to view and print personal earnings, benefits, and leave information (for CIPPS Leave Users) for each payday.

<https://payline.doa.virginia.gov>

## PAYLINE ACCESS

When you first access Payline, you will request a **Temporary Password** by entering your Employee Number and clicking the **Forgot Password/New Account** button. You will also need to enter the first three letters of your last name to verify identity.

Dependent on the agency, the employee can choose to have the **Temporary Password** printed on:

- their next earnings notice, or
- sent via email to their Payroll and HR Officers

Once this selection is made, the user will be prompted to enter a personal pass phrase to be used in conjunction with the temporary password.

After receiving the temporary Password and entering your personal pass phrase, you will be able to change your temporary Password to a **Permanent Password**. You will also be required to select/answer two challenge questions. Your Password is your security access to Payline; keep it strictly confidential.

## PAYLINE FEATURES

Current & Year-to-Date **Earnings** — regular pay, overtime, special pays, and shift pay.

**Deductions** withheld from your pay such as parking, healthcare, flex benefits, and others.

Federal & State Tax elections and associated **Tax Withholdings** based upon your W-4 and VA-4 information.

Direct Deposit/**Banking** information and deposit amounts.

Current and Year-to-Date **Taxable Wages** subject to FIT, FICA, and SIT.

**Employer-Paid Benefit Contributions** with associated employee retirement and healthcare elections.

Employees whose **Leave Records** are maintained in CIPPS can view their accrual rate, usage information, leave balances, leave history, and leave carry-over limits.

**Current payday information** will be available at least 4 days prior to payday. **Historical information** is maintained for a rolling 24 months of history.

**Payline** retains employee's **W-2s** for a period 5 years. The employee can print or view their W-2s at anytime. Also, the employee can choose not to have their W-2s displayed.

## SECURITY FEATURES

Payline provides **state-of-the-art** security features to maintain strict confidentiality of your personal payroll information.

**Application Security** requires a user id and password for system access. And, there are two levels of security to protect the data—

- **SSL** — Secure Socket Layer — uses a 128-bit encryption routine to protect data as it moves back and forth across the Internet. This technology is used widely by financial institutions to provide a high level of protection.
- **ECC** — Elliptic Curve Cryptography — a server-based technology to protect sensitive data and to prevent unauthorized server access.

## ACCESS REQUIREMENTS

### Browser

Internet Explorer or Netscape, Ver. 4.0 or higher. Enabled for Java Script and Secure Socket Layer (SSL) Security (128 bit version).

### Connection

When connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.

### Screen Resolution

800 x 600 or greater, with a minimum of 256 colors.

### Modem Speed

Connection speed of 56K modem (or higher) is recommended.

# How to Navigate in Payline

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|---|
| <b>Enter Payline</b>  |
| <a href="https://payline.doa.virginia.gov">https://payline.doa.virginia.gov</a> |
| <b>Security</b>   |
| Employee ID Number and Password   |
| <b>Broadcast Screen</b>   |
| Displays pertinent messages   |

|                  |              |               |
|------------------|--------------|---------------|
| <b>Main Menu</b> |              |               |
| Pay History      | Profile Data | Leave History |

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|---|
| <b>Payment History</b>                      |
| Current or past period earnings information |

|                          |
|--------------------------|
| <b>Personal Messages</b> |
| Messages to the employee |

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| <b>Leave History</b>                     |
| Current or past leave period information |

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|---|
| <b>Payment Information</b>  |
| Earnings and employee-paid deductions for the period and year-to date |

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| <b>Update Personal Info</b>   |
| Name, E-mail address, Password, Password personalized reminder "hints", challenge questions, ability to view W-2s |

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| <b>Leave Balances</b>                    |
| Leave balances as of the period selected |

|                                  |
|----------------------------------|
| <b>Agency Paid Contributions</b> |
| Benefits paid by agency          |

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|---|
| <b>Direct Deposit / Additional Profile Information</b>            |
| Banking Information, Tax Status, Health and Retirement selections |

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| <b>Leave Detail</b>   |
| Detailed leave transactions associated with the period selected |

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| <b>Presentation of Taxable Wages</b>                         |
| Calculated taxable wages for current period and year-to-date |

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| <b>Leave History Detail Inquiry</b>  |
| Request detail of leave transaction(s) by leave type and/or period of time |



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