Introduction to Payline

Payline Features

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Introduction To 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 https://payline.doa.virginia.gov.

Note: WWW does not precede the web address.

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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.**

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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.

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Security Features

- Information NOT 'available on the internet' – Data is stored on a secured, encrypted database.

- Safer than paper for avoiding identity theft.

- Application Security – requires a User ID (Employee ID or Personal ID) and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to their individual records.

Security Features – cont.

- Secure Socket Layer – SSL – uses a 128 bit encryption routine to protect the data as it travels back and forth over the Internet.

- Elliptic Curve Cryptograph – ECC- is a *server-based program* that protects sensitive data and prevents unauthorized access to the server.

System Requirements

– **Browser must be enabled for Java Script.**

– **Browser must be enabled for Cookies**

– **Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).**

– **Connection speed of 56k modem (or higher) is highly recommended.**

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Security Requirements – cont.

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

– **_Internet Explorer_ or _Netscape_ browsers, version 4.0 or higher.**

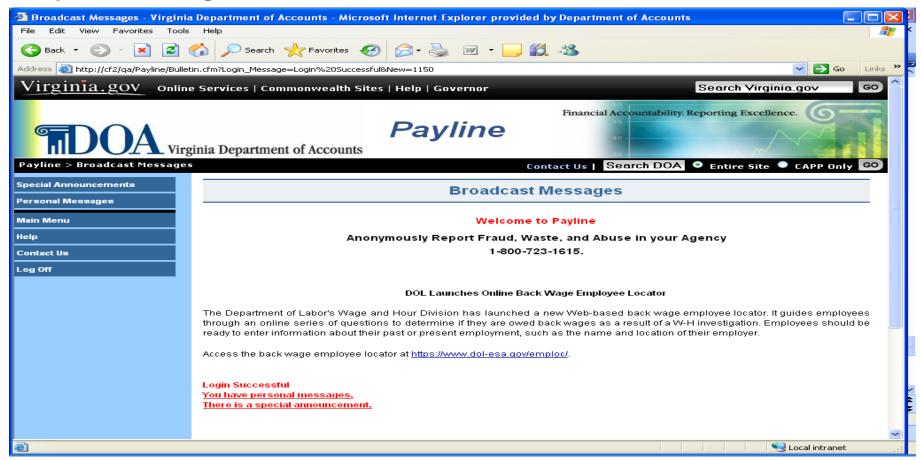– **Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.**

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.)

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The Broadcast Messages screen is displayed each time Payline is accessed. This screen provides the user general information and if there are personal or special messages.
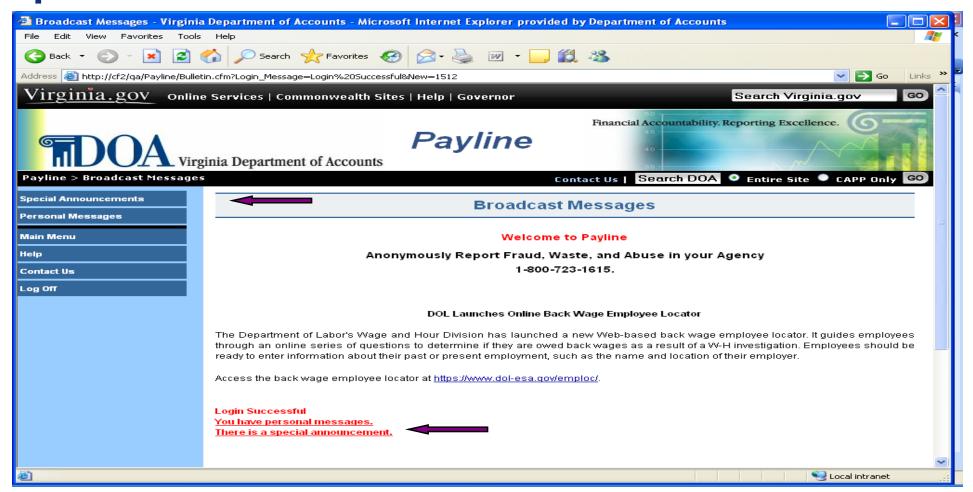
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Special Announcements

- The Special Announcements page is used to communicate longer global messages to the Payline user population.

- These announcements (e.g., letter from the Governor granting additional paid holidays at Christmas), will be displayed in the center of the page.

- To view the announcements click on the "Special Announcement" button or the underscored notice "There is a Special Announcement."

- If no Special Announcements exist, neither will be presented.
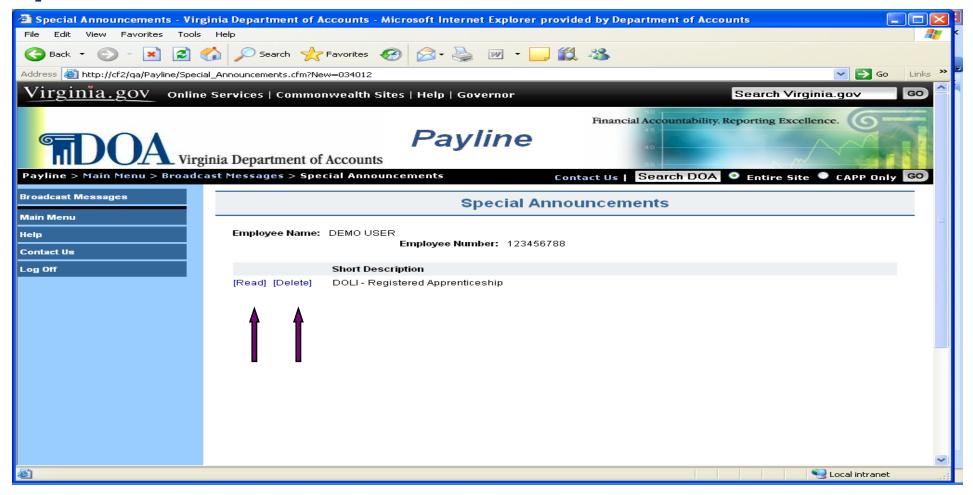
Special Announcements – cont.

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Special Announcements– cont.

- **To view the text of the special announcements click on the 'Read' prompt to the left of the message. Once read, remove the message by clicking on the 'Delete' prompt.**

- **Any announcement not read or deleted within 30 days will be automatically deleted.**

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Special Announcements – cont.
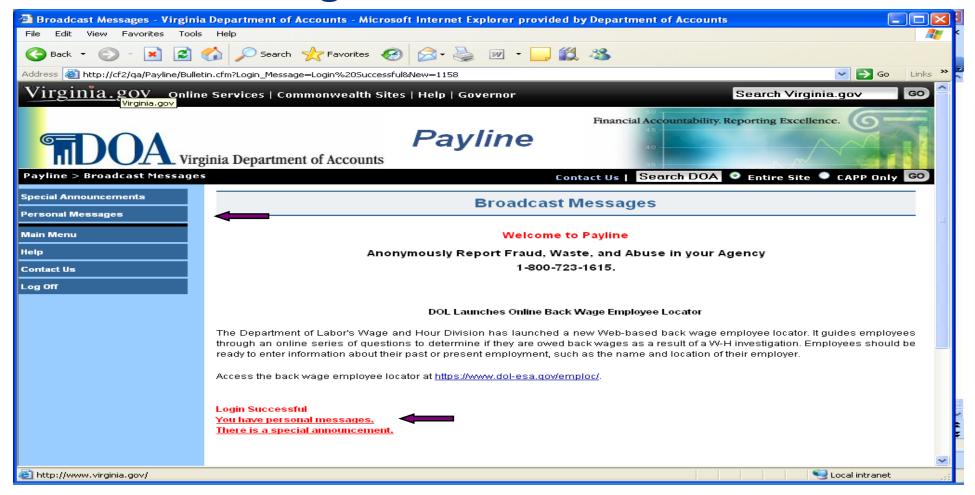
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Personal Messages

- The Personal Message page communicates messages intended solely for the individual Payline user logged on.

- To view the Personal Messages click on the Personal Message button on the left of the screen or the underscored notice "You have Personal Messages."

- These messages will be displayed in the center of the page showing Employee Name and Number, Date of the message, and Message Content.

Personal Messages – cont.
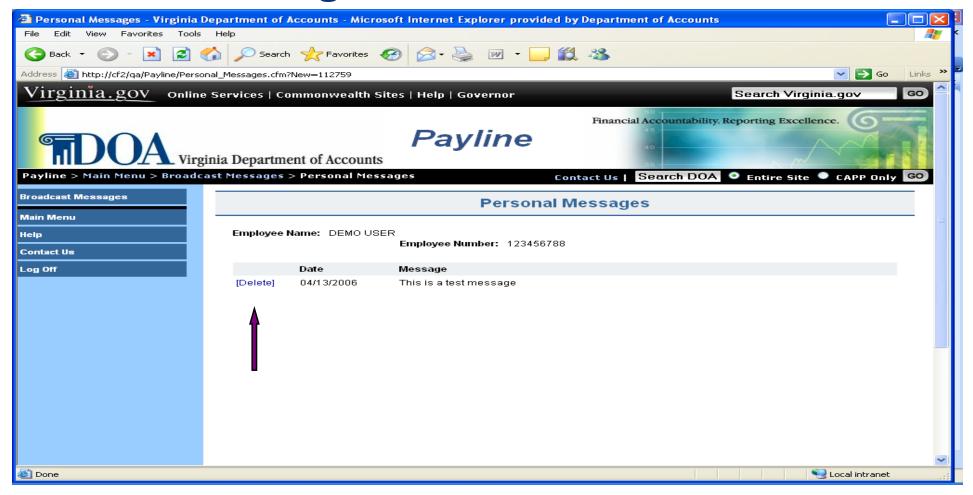
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Personal Messages – cont.

- Payline users may remove a message by clicking on the 'delete' prompt shown to the left of the date.

- An informational message will be displayed stating the message has been deleted.

- Any message not deleted by the user will automatically be deleted within thirty days.
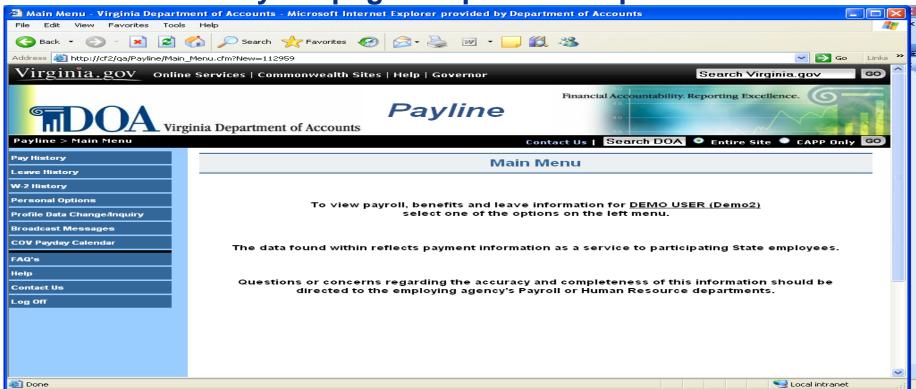
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Personal Messages – cont.

4/14/2010

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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Main Menu – cont.

- Pay History – links the employee to a listing of payment information showing:
  - A detailed breakout of earnings
  - Deductions
  - Agency paid benefits
  - Personal information
  - A link to view and print a facsimile of the earnings notice.

Main Menu – cont.

- Leave History – links the employee to the Leave history screen and further leave detail information. This is covered in the Introduction To Payline – Viewing Leave Information presentation.

- W2 History – links the employee to a list of W2 information which can be selected and printed.

Main Menu – cont.

- Personal Options – Links the employee to a page containing their personal data, where changes can be made to:
  - *Password*
  - *HINT*
  - *E-Mail Addresses*
  - *Challenge Questions*
  - *Displaying of W-2s*
  - *Paperless Payroll election or*
  - *Establish a Personal ID (One other than your Employee ID).*

NOTE: Paperless payroll allows convenient, secure,   and repeat access to pay information as well as saving the State money by eliminating the centrally printed earnings notices.

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Main Menu – cont.

– **Profile Data Change/Inquiry – Displays current demographic information and provides ability to send an email notifying the HR and Payroll departments of a change in one or all of the following fields:**

- **First Name**
- **Middle Name**
- **Last Name**
- **PO Box/Apt/Suite**
- **Street Address**
- **City, State and ZIP**
- **Home and/or Business Phone numbers**

cont.

Main Menu – cont.

Profile Data Change/Inquiry, cont.

- – To make changes to your Federal or State tax elections the appropriate forms must be completed and kept by your agency.

- – Links are provided to the appropriate forms which can be downloaded and given to your agency HR and Payroll departments.

- – Comments Box – Allows employees to add information to the change notification.

Main Menu – cont.

- Broadcasts Messages – Clicking on this button links the employee to the Broadcast Messages page previously discussed.

- COV Payday Calendar – This links you to the state holiday and pay calendar. All pay dates and holidays are noted.

- FAQ's – This links you to some frequently asked questions concerning Payline, ie., How to become a Payline User, How to receive Passwords, How long is Pay and Leave history retained online.

Main Menu – cont.

- Help – This offers a brief overview of the buttons (on the left side of the screen) available on each Payline page.

- Contact Us – This will link you to a page where you can contact DOA regarding:
  - Problems they are incurring with the site
  - Suggested enhancements
  - Compliments, etc.

- Log Off – Clicking on this button will return the user to the Log On page and sign the user out of Payline.
  NOTE: Always be sure to leave Payline using this button to ensure the log out process is complete.

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This concludes the Payline Features module.

Be sure to review the other presentations for help in accessing and navigating Payline.