

Paperless Payroll Enrollment

For Payline Participants with all net pay deposited via direct deposit (to include the EPPICard)



Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.

Paperless Payroll Enrollment

Log into Payline by entering your Employee ID and Password. Click on Log On.

Login - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

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Address <http://cf2/cfdevAshlyn/payline/login.cfm> Go

DOA Virginia Department of Accounts **Payline**

Payline > Login Contact Us | Search DOA | Entire Site | CAPP Only | GO

Welcome to Payline!!!

Your source for personal earnings, benefits and leave information.

Please enter your Employee Number or Personal ID and Password:

Employee Number or Personal ID:

Password:

If you are a first time user or have forgotten your password click the forgot password/new account button.

Unused temporary Payline passwords are deleted 90 days after issuance.

The security of your personal information is important to us!

Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a [keylogger](#). The way to protect against this is to maintain current Anti-Virus and security patches.

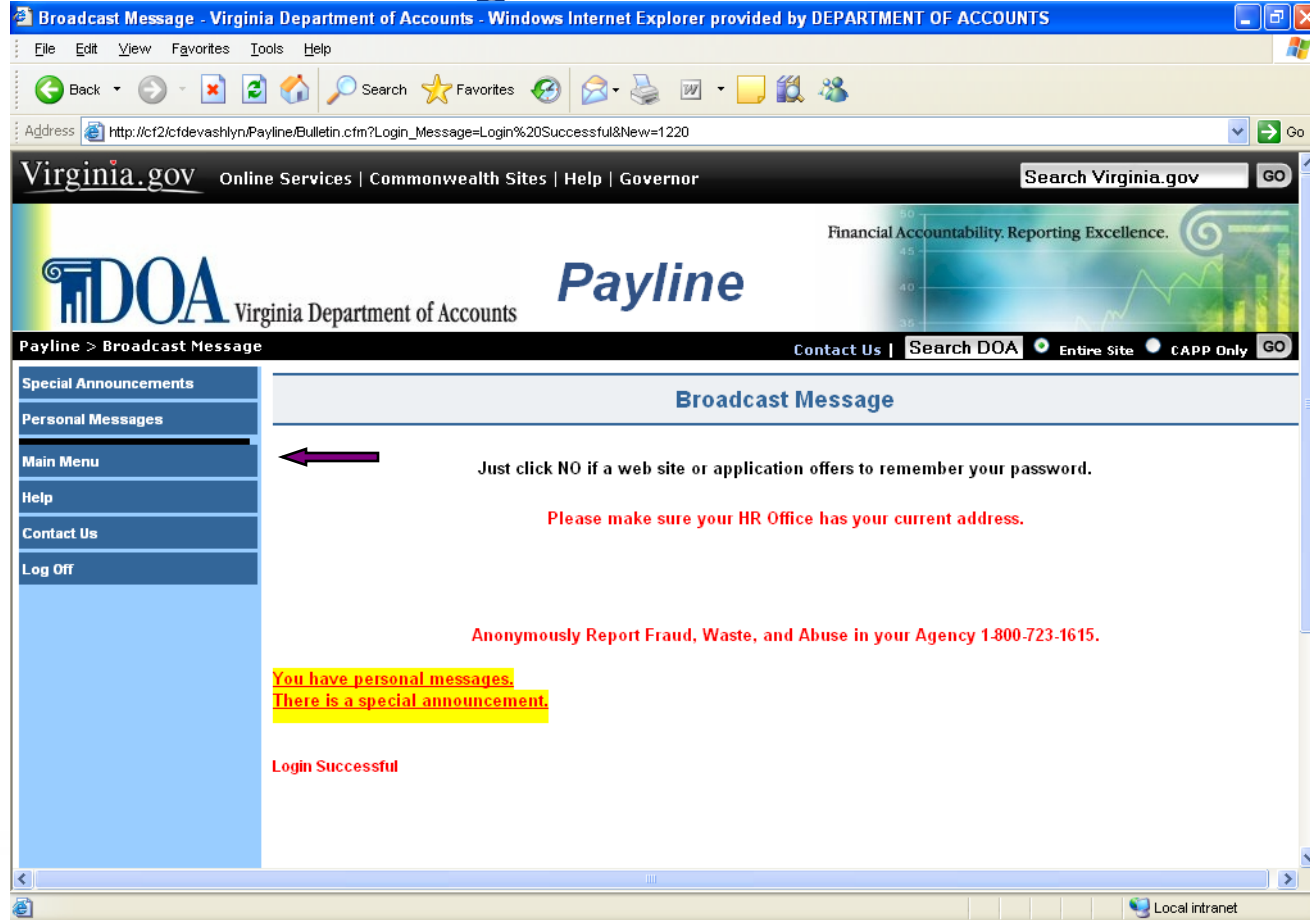
Links....

- How to Become a Payline Participant [PDF] [PowerPoint]
- Paperless Payroll Enrollment [PDF] [PowerPoint]
- Introduction to Payline - Viewing Leave Information [PDF] [PowerPoint]
- Introduction to Payline - Viewing Payroll Information [PDF] [PowerPoint]
- Payline FAQ's
- Payline Manuals and Forms

Local intranet

Paperless Payroll Enrollment

Go to Main Menu Page



Broadcast Message - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

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Address http://cf2/cfdevashlyn/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1220 Go

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

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DOA Virginia Department of Accounts Payline

Payline > Broadcast Message Contact Us | Search DOA Entire Site CAPP Only GO

Broadcast Message

Special Announcements
Personal Messages
Main Menu
Help
Contact Us
Log Off

Just click NO if a web site or application offers to remember your password.

Please make sure your HR Office has your current address.

Anonymously Report Fraud, Waste, and Abuse in your Agency 1-800-723-1615.

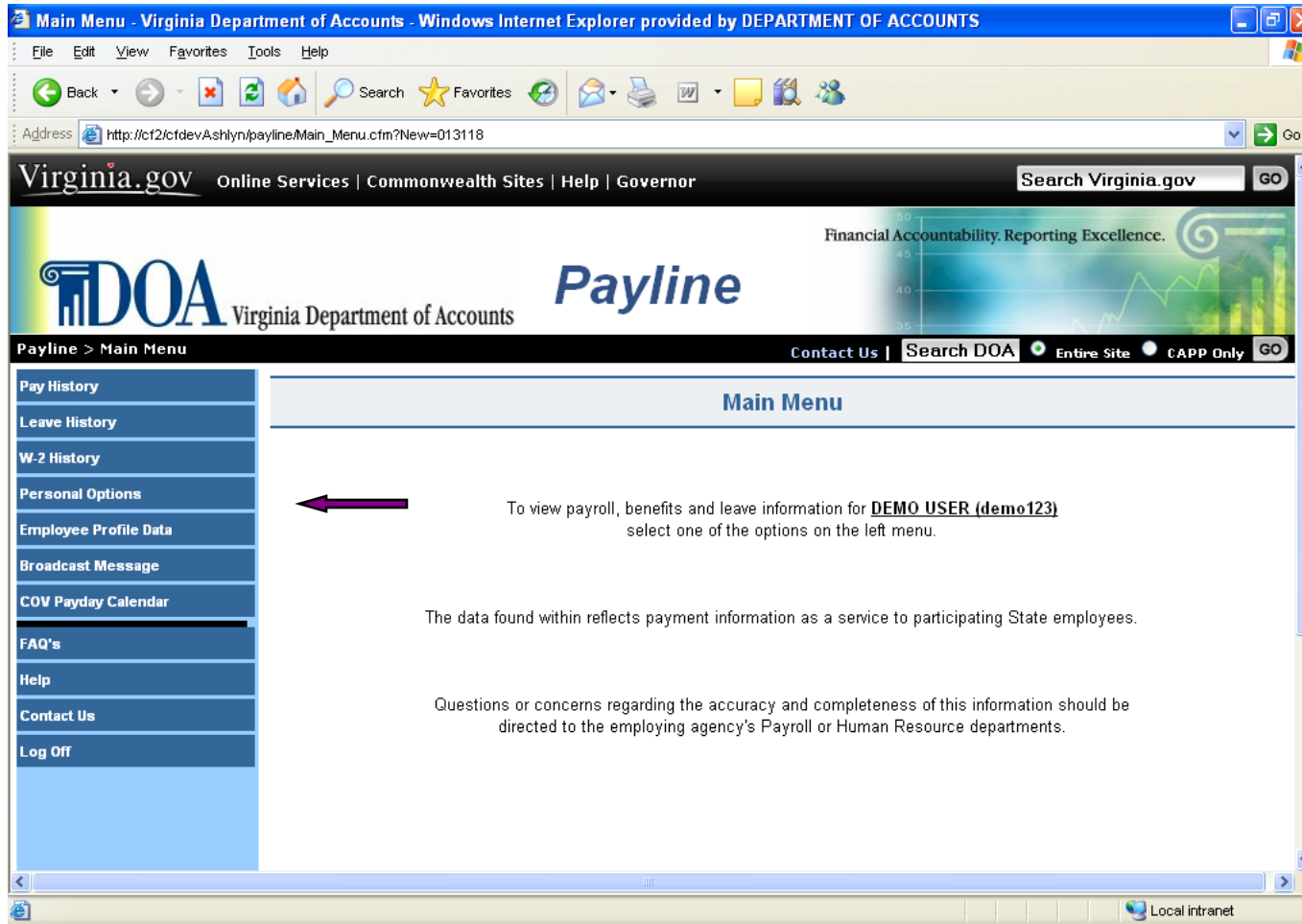
You have personal messages.
There is a special announcement.

Login Successful

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Paperless Payroll Enrollment

Select Personal Options



The screenshot shows a web browser window titled "Main Menu - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows the URL: http://cf2/cfdevAshlyn/payline/Main_Menu.cfm?New=013118. The page header includes the Virginia.gov logo, navigation links (Online Services, Commonwealth Sites, Help, Governor), and a search bar. The main content area features the DOA logo, the word "Payline", and a graph with the text "Financial Accountability. Reporting Excellence." Below this is a navigation bar with "Payline > Main Menu", "Contact Us", "Search DOA", "Entire Site", "CAPP Only", and a "GO" button. A left sidebar contains a list of menu items: Pay History, Leave History, W-2 History, Personal Options, Employee Profile Data, Broadcast Message, COV Payday Calendar, FAQ's, Help, Contact Us, and Log Off. A pink arrow points to the "Personal Options" item. The main content area has a heading "Main Menu" and contains the following text: "To view payroll, benefits and leave information for **DEMO USER (demo123)** select one of the options on the left menu." Below this is a paragraph: "The data found within reflects payment information as a service to participating State employees." and another paragraph: "Questions or concerns regarding the accuracy and completeness of this information should be directed to the employing agency's Payroll or Human Resource departments." The browser's status bar at the bottom shows "Local intranet".

Paperless Payroll Enrollment

Click on Edit Personal Options

Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

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Address http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?New=013120 Go

Main Menu
[Help](#)
[Contact Us](#)
[Log Off](#)

View Personal Options

[Edit Personal Options](#) ←

Employee Number:	008888888
Personal ID:	demo123
Password:	*****
Email Address 1:	Payline@doa.virginia.gov
Email Address 2:	Payline@doa.virginia.gov
Challenge Question 1:	Mother's maiden name
Challenge Question 2:	City in which you were born
Hint:	Leewee1241
Receive Printed Earnings Notices:	No
Display W2s:	Yes
Date Password Changed:	11/16/2009 10:52:00 AM
Date Last Updated:	11/11/2009 11:33:00 AM

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Select 'NO' for Rec Earnings Notice and click Accept

Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

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Address http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=121353 Go

Main Menu
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Edit Personal Options

Accept Cancel

Employee Number: 008888888

Personal ID: demo123

Password: (Leave blank for no change)

Email Address 1: Payline@doa.virginia.gov

Verify Email Address 1: (Leave blank if no change to Email Address 1)

Email Address 2: Payline@doa.virginia.gov

Verify Email Address 2: (Leave blank if no change to Email Address 2)

Challenge Question 1: Mother's maiden name (Leave blank for no change)

Challenge Question 2: City in which you were born (Leave blank for no change)

Hint: 12345

Receive Printed Earnings Notices: **No**

Display W2s: Yes (You will be required to answer challenge questions to change this option)

Date Password Changed: 11/04/2009 04:50:00 PM

Accept Cancel

Done Local intranet



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Your Personal Option Record has been updated. Click Main Menu to continue in Payline.

Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

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Address http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=120945 Go

DOA Virginia Department of Accounts **Payline**

Payline > Main Menu > Personal Options Contact Us | Search DOA Entire Site CAPP Only GO

Main Menu **Help** **Contact Us** **Log Off**

Personal Options

[Edit Personal Options](#)

Record Updated

Employee Number:	00888888
Personal ID:	demo123
Password:	*****
Email Address 1:	Payline@doa.virginia.gov
Email Address 2:	Payline@doa.virginia.gov
Challenge Question 1:	Mother's maiden name
Challenge Question 2:	City in which you were born
Hint:	12345
Receive Printed Earnings Notices:	No
Display W2s:	Yes
Date Password Changed:	11/04/2009 04:50:00 PM
Date Last Updated:	11/09/2009 12:10:00 PM

Done Local intranet