



Cardinal HCM Payroll Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 10/7/2025



Table of Contents

Revision History	6
Learning Materials and Resources	7
Payroll Queries	8
Additional Pay Employee Data (RPY550)	9
Audit Report for Pay Deduction Query	11
Audit Report for Pay Earnings Query	12
Audit Report for Pay Garnishment Query	13
Audit Report for Pay Other Earnings Query	14
Audit Report for Pay Tax Query	15
Payroll Calendar Status	16
Child Support Garnishment with Administrative Fee	17
PY Deductions Balances Extract Query (RPY532)	18
Department Budget Carry Over Errors Query (RPY543)	19
Dependent Care Balance Greater Than IRS CY Limit Query (RPY558)	20
Direct Deposit Audit Query (RPY527)	21
Direct Deposit Distribution Query (RPY514)	22
Earnings Balances Query (RPY531)	24
Earnings Extract Query	25
Employees Last Pay Date Query (RPY536)	26
Employee Tax Data Extract Query (RPY529)	27
FAD File Negative Balances Query	29
FICA Tax Variance Query	30
Employees with FICA Exempt Query (PY232)	31
Employees with Multiple Open Payrolls Query	32
Employees with Negative Balances Query (PY499)	33
Employees with No Net Balance DD Query	34
Employees with State and Federal Tax Status Query	35
Federal and State Taxable Variance Report Query (RPY517)	36
Gross Pay Balances from Check Year-to-Date Query (RPY553)	37
General Deduction Mass Query	38
Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query	39
Garnishment Query (RPY501)	40
Garnishment Vendor Information Query (RPY513)	42



General Deduction Query (RPY534).....	44
High Pay Employee Extract (RPY538).....	45
Imputed Income Zero Net Pay Query (RPY564).....	46
Incomplete Payroll Data in GL (RPY523).....	47
Paycheck Data Query (RPY554)	48
Paygroup Mismatch Report Query (RPY547)	49
Payroll Tax Balances Query (RPY530).....	50
Payroll Deduction Extract Query (PY519)	51
Payroll Error Messages Query	52
Payroll Quarterly Statistics Query (RPY557).....	53
Payroll Tax Extract Query (PY520).....	54
Payroll Tax Payment Summary (RPY525)	55
Paysheets to add for SPOT Query.....	56
V_PY_PAYSHEETS_TO_ADD_SPOT	56
Paysheets to add for TL Query	57
Paysheets without Paychecks Query.....	58
Reset VA-4 Exempt Employees Query	59
SPOT Online Query.....	60
Tax Details by Paygroup Query	62
Tax Location Recon Query	63
VRS Missing Query	64
W2 Summary Report (RPY462).....	66
Workers' Compensation Report Query (RPY256).....	67
Payroll Reports	68
Base Pay Compare Report (RPY555)	69
ChartField Validation Error Report (RPY410)	74
COVA Error Listing Report (RPY261, TAX900)	76
COVA Balance Adjustment Report (RPY452).....	79
COVA Check Reconciliation Report (RPY175)	81
COVA Check Register Report (RPY145).....	83
Condensed Payroll Register (RPY087).....	85
COVA Deduction Register Report (RPY146)	87
COVA Deductions not Taken Report (RPY140).....	90
COVA Detail Payroll Expenditures Report (RPY287).....	92
COVA Direct Deposit Register Report (RPY199).....	94



COVA ER Benefit Contributions Report (RPY516)	96
COVA Federal Tax Summary (RPY242, TAX007)	98
COVA Local Tax Summary Report (RPY446, TAX002LC)	100
COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)	102
COVA Other Earnings Register (RPY088).....	104
COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)	107
COVA Payroll Advice Register Report (RPY200).....	109
COVA Payroll Error Messages Report (RPY142)	111
COVA Payroll Register (RPY137).....	113
COVA Payroll Summary Report (RPY138)	116
COVA Post Freeze Change Report (RPY545).....	118
COVA Preconfirm Audit Report (RPY123)	120
COVA Presheet Audit Report (RPY114).....	122
COVA Quarterly Tax Balances Audit Report (RPY227)	124
COVA QTR State Tax – EE Detail (RPY243, TAX008).....	126
COVA QTR State Tax Summary Report (RPY508)	128
COVA State W-2 Tax Totals Summary Report (RPY264, TAX916ST).....	130
COVA Suspense Reconciliation Register (RPY444).....	132
COVA Tax Deposit Summary (VPYR0509)	134
COVA W-2 Count Report (RPY541)	136
Deduction Change Amount Report (RPY089).....	138
Deduction Vendor Remittance Report (RPY380).....	140
Employee Benefit Enrollment Report (RPY528).....	142
Employees not Processed in Current Payroll Report (RPY141).....	144
Employee SSN Verification Report (TAX109)	146
FBMC Deduction Extract Report (RPY458)	148
Federal Liability by State Report (TAX014).....	150
Federal Tax Summary (TAX010FD)	152
Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134).....	154
FSA Deduction Extract Report (RPY457)	156
Garnishment Check Register Report (RPY502).....	158
HR Accounting Line Reconciliation Report (RPY447).....	160
TPA_Retire Extract Report (RHR144)	162
Minnesota Life Deduction Extract Report (RHR145).....	165
Minnesota Life Upload Error Report (RPY172)	167



Multiple Worksite Report (RPY241)	169
Net Negatives by Employee/Vendor Report (RPY383)	171
Optional Retirement Plan Extract Control Report for TIAA (RPY453)	173
Paycheck History Report (RPY515).....	175
Precalculation Audit Report (RPY122).....	177
PRWORA-New Hire (RPY249)	179
Reset W-4 Exempt List (TAX103).....	181
Retroactive Enrollment Report (RPY365)	183
Salary Rate and Regular Pay Comparison Report (RPY086)	185
SPOT Transactions Not Loaded to Payline Report (RPY449).....	187
Tax Deposit Summary Report (TAX001).....	189
Tax Remittance Report (RPY174)	191
Total Number of Direct Deposit/Check by Employee Type Report (RPY163)	193
US Census Annual Survey Report (RPY247)	195
Virginia DSS Child Support Report (RPY461).....	197
Virginia Quarterly UI Wage Report (RPY246)	199
W-3 Transmittal Totals Report (RPY450, TAX915).....	202
W-4 Exemptions - Federal Tax Data Status Report (TAX100)	204
Year End Data Audit Report (TAX910AU)	206
Year End Record Error Report (TAX910ER).....	208



Revision History

Revision Date	Summary of Changes
10/7/2025	Added new query titled Imputed Life Net Zero Query .
9/8/2025	Updated the screenshots for the Garnishment Check Register Report (added Dept ID field) and the Garnishment Query (added the Garnishment Support Type field).
8/18/2025	Updated two queries titled Employees with No Net Balance DD Query and FICA Tax Variance Query .
7/15/2025	Minor verbiage updates for the COVA Error Listing Report .
6/2/2025	Report Title for RPY243 updated to COVA QTR State Tax – EE Detail . Added new Report titled COVA QTR State Tax Summary Report .
4/9/2025	Added new report titled Base Pay Compare Report .
3/10/2025	Added new query titled Dependent Care Balance Greater than IRS CY Limit . Updated the COVA Post Freeze Change Report to add the Department ID field. Updated the Direct Deposit Distribution Query to add the Account Number field.
11/26/2024	Baseline



Learning Materials and Resources

The **Cardinal HCM Payroll Reports Catalog** covers the Payroll (PY) functional area within Cardinal HCM. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please review the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Payroll Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **NAV225_Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
 - Key concepts in Cardinal HCM reporting
 - How to navigate to the Query Viewer
 - How to search for and run an HCM query
 - How to access query results online or by download
 - How to run HCM reports
 - How to navigate to the Report Manager and view reports



Payroll Queries

<This page is intended to be blank>



Additional Pay Employee Data (RPY550) V_PY_ADDL_PAY

REVISED: 4/29/2024

DESCRIPTION:

This query pulls the information from the fields on the Additional Pay page to include ChartFields as well as Benefit and General Deduction override information. This data assists payroll administrators with payroll management and analysis.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ADDL_PAY

INPUT / SEARCH CRITERIA:

Company
Employee ID
Earnings Code
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Screenshot of the Additional Pay Employee Data Query

V_PY_ADDL_PAY - Additional Pay Employee Data																								
Company (Optional) NSU																								
Employee ID (Optional)																								
Earnings Code (Optional) TMP																								
From Date (Optional)																								
To Date (Optional)																								
View Results																								
Download results in : Excel Spreadsheet CSV Text File XML File (31 kb)																								
View All																								
Row	Emplid	Name	Empl Record	Company	Earnings Code	Effective Date	Addl Seq #	Rate Code	Earnings	Hours	Goal Amount	Sep Check Nbr	End Date	Reason	Hourly Rate	Goal Balance	OK to Pay	First	Second	Third	Fourth	Fifth	Benefit Deductions Taken	Benefit Ded Subset ID
1			0	NSU	TMP	02/09/2023	1		208.33	0.00	0.00	0	02/09/2023	N	0.000000	0.00	Y	Y	Y	N	N	N	R	
2			0	NSU	TMP	06/10/2023	1		416.67	0.00	10000.00	0	06/09/2024	JOB	0.000000	5833.38	Y	Y	Y	N	N	N	R	
3			0	NSU	TMP	03/01/2024	1		684.33	0.00	10265.00	0	09/30/2024	JOB	0.000000	6914.07	Y	Y	Y	N	N	N	R	
4			0	NSU	TMP	02/26/2023	1		1333.33	0.00	10000.00	0	06/30/2023	JOB	0.000000	5333.32	Y	Y	Y	N	N	N	R	
5			0	NSU	TMP	05/16/2023	1		1428.57	0.00	10000.00	0	08/15/2023	N	0.000000	8571.42	Y	Y	Y	N	N	N	R	
6			0	NSU	TMP	10/01/2023	1		325.00	0.00	0.00	0		N	0.000000	0.00	Y	Y	Y	N	N	N	R	
7			0	NSU	TMP	01/02/2024	1		909.09	0.00	10000.00	0	05/31/2024	N	0.000000	2727.27	Y	Y	Y	N	N	N	R	



Screenshot of the Additional Pay Employee Data Query (scrolled right)

General Deductions Taken	General Ded Subset ID	Combination Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
R																				
R																				
R																				
R																				
R																				
R		000758425	599999	03020	110004	14999	2015_10			F2140312	102	61201								
R																				



Audit Report for Pay Deduction Query V_PY_PAYSHEET_AUDIT_DED_BEN

REVISED: 9/15/2021

DESCRIPTION:

This query is used by State Payroll Operations (SPO) and authorized Agency staff to audit manually keyed online changes to Paysheets for pay deductions.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Deduction Query

V_PY_PAYSHEET_AUDIT_DED_BEN - Audit Report for Pay Deduction

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in:

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

First 1-14 of 14 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Plan Typ	Benefit Plan	Deductn Cd	Dedn Class	One Tm Cd	Rate/Pct	Flat Amt
1	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 9:49:15PM	Add	00		OPTLIF	A	O	0.000	50.00
2	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 9:56:59PM	Add	00		DGPRKB	B	R	0.000	20.00
3	DGS	SM1	12/24/2019	N	48	5	0			0 V_PY_SPO_PROCESSOR	09/14/2020 11:39:45AM	Add	00		OPTLIF	A	O	0.000	99.99
4	DGS	SM1	12/24/2019	N	48	5	0			0 V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	99.99
5	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	50.00
6	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 12:13:44PM	Add	00		OPTLIF	A	O	0.000	50.00
7	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 1:45:18PM	Add	00		OPTLIF	A	O	0.000	50.00
8	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 4:44:57PM	Delete	00		OPTLIF	A	O	0.000	50.00
9	DGS	SM1	12/09/2019	N	10	8	0			0 V_PY_SPO_PROCESSOR	08/13/2020 10:35:08PM	Add	10	KP	KAISER	B	O	0.000	46.00
10	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:36:21PM	Add	00		OPTLIF	A	O	0.000	50.00
11	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	00		DGPRKA	A	R	0.000	20.00
12	DOA	SM1	11/24/2019	N	18	1	0			0 V_PY_SPO_PROCESSOR	06/30/2020 10:55:51AM	Add	00		AGYMSC	A	O	0.000	100.00
13	RBC	SM1	12/25/2019	Y	210	1	0			1 V_PY_SPO_PROCESSOR	09/25/2020 9:18:25AM	Add	00		GRNFEE	A	O	0.000	5.00
14	SOV	WK1	11/09/2019	N	1	1	2			1 V_PY_SPO_PROCESSOR	08/25/2020 4:30:21PM	Delete	00		CVC	A	A	0.000	200.00



Audit Report for Pay Earnings Query V_PY_PAYSHEET_AUDIT_PAYEARN

REVISED: 9/15/2021

DESCRIPTION:

This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay earnings.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYEARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Earnings Query

V_PY_PAYSHEET_AUDIT_PAYEARN - Audit Report for Pay Earnings

Company

*From Date

*To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

View All

First 1-33 of 33 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Add #	ID	Empl Record	User	Date/Time	Action	OK to Pay	Job Pay	Gross-Up	Reg Hours	Hrly Rate	Reg Eams	OT Hrs	OT Eams	Eams Begin	Eams End
1	ABC	SM1	08/24/2025	N	238	2	0		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	210.74	0.00	0.00	08/22/2025	08/24/2025
2	ABC	SM1	08/24/2025	N	238	2	1		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	1053.71	0.00	0.00	08/15/2025	08/21/2025
3	ABC	SM1	08/24/2025	N	238	2	2		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	842.97	0.00	0.00	08/10/2025	08/14/2025
4	ABC	SM1	08/24/2025	N	238	2	3		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	0.00	0.00	0.00	07/25/2025	07/31/2025
5	ABC	SM1	08/24/2025	N	238	2	4		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	0.00	0.00	0.00	08/01/2025	08/07/2025
6	ABC	SM1	08/24/2025	N	238	2	0		0		08/21/2025 2:58:36PM	Change Old (PPR Only)	N	Y	N	0.00	24.316346	210.74	0.00	0.00	08/22/2025	08/24/2025
7	ABC	SM1	08/24/2025	N	238	2	0		0		08/22/2025 10:09:09AM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	210.74	0.00	0.00	08/22/2025	08/24/2025
8	ABC	SM1	08/24/2025	N	238	2	1		0		08/22/2025 10:09:09AM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	1053.71	0.00	0.00	08/15/2025	08/21/2025
9	ABC	SM1	08/24/2025	N	238	2	2		0		08/22/2025 10:09:09AM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	842.97	0.00	0.00	08/10/2025	08/14/2025
10	ABC	SM1	08/24/2025	N	238	2	3		0		08/22/2025 10:09:09AM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	0.00	0.00	0.00	07/25/2025	07/31/2025
11	ABC	SM1	08/24/2025	N	238	2	4		0		08/22/2025 10:09:09AM	Change Old (PPR Only)	Y	Y	N	0.00	24.316346	0.00	0.00	0.00	08/01/2025	08/07/2025
12	ABC	SM1	08/24/2025	N	238	2	0		0		08/22/2025 10:09:13AM	Change Old (PPR Only)	N	Y	N	0.00	24.316346	210.74	0.00	0.00	08/22/2025	08/24/2025



Audit Report for Pay Garnishment Query V_PY_PAYSHEET_AUDIT_PAYGARN

REVISED: 9/15/2021

DESCRIPTION:

This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from Pay Garnishments.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYGARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report of Pay Garnishment Query

V_PY_PAYSHEET_AUDIT_PAYGARN - Audit Report for Pay Garnish

Company

DOA

From Date

10/01/2019

To Date

08/31/2021

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(1 kb)

View All

First 1-4 of 4 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Garn ID	Flat Amt	Overtime Cd	Priority	Ded Calc
1	DOA	SM1	03/24/2020	N	8	11	0		0		11/15/2020 2:47:10PM	Add	0916B	200.00	R	1	P
2	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - Old Values	0916B	200.00	R	1	P
3	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - New Values	0916B1	200.00	R	1	P
4	DOA	SM1	06/09/2020	N	10	13	0		0		02/14/2021 11:49:57AM	Add	SITCM4	9.99	R	0	P



Audit Report for Pay Other Earnings Query V_PY_PAYSHEET_AUDIT_PAYOTHR

REVISED: 9/15/2021

DESCRIPTION:

This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay other earnings.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYOTHR

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Other Earnings Query

V_PY_PAYSHEET_AUDIT_PAYOTHR - Audit Report for Pay Oth Erns																	
Company: ABC																	
*From Date: 08/01/2025																	
*To Date: 09/01/2025																	
View Results																	
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)																	
View All																	
First 1-4 of 4 Last																	
Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Add #	ID	Empl Record	User	Date/Time	Action	Earn Code	Add Gross	Oth Hrs	Oth Earns	Oth Py
1	ABC	SM1	08/29/2025	Y	1	1	5		1		08/26/2025 2:53:24PM	Change Old (PPR Only)	STD		0.00	560.04	560.04
2	ABC	SM1	08/24/2025	N	238	2	0		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	VRS	N	0.00	210.74	210.74
3	ABC	SM1	08/24/2025	N	238	2	1		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	VRS	N	0.00	1053.71	1053.71
4	ABC	SM1	08/24/2025	N	238	2	2		0		08/21/2025 2:58:33PM	Change Old (PPR Only)	VRS	N	0.00	842.97	842.97



Audit Report for Pay Tax Query V_PY_PAYSHEET_AUDIT_PAYTAX

REVISED: 9/15/2021

DESCRIPTION:

This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay taxes.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYTAX

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Tax Query

V_PY_PAYSHEET_AUDIT_PAYTAX - Audit Report for Pay Tax

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(7 kb)

View All

First 1-21 of 21 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	State	Locality	Tax Class	Onetime Tx	Sep Check Nbr	One Tm Cd
1	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	F		40.92		0 O
2	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	Q		40.92		0 O
3	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	D		174.96		0 O
4	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	E		174.96		0 O
5	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	H		519.49		0 O
6	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	VA	H		145.73		0 O
7	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 10:21:22PM	Add	VA	H		100.00		0 A
8	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 1:13:52PM	Delete	VA	H		100.00		0 A
9	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 5:31:18PM	Add	VA	H		100.00		0 A
10	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	VA	H		100.00		0 A
11	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/30/2020 10:39:12AM	Change Old (PPR Only)	VA	H		100.00		0 A
12	GOV	SM1	12/28/2019	Y	1	15	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	D		5.15		0 O
13	GOV	SM1	12/28/2019	Y	1	15	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	H		5.15		0 R
14	GOV	SM1	12/28/2019	Y	1	9	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	D		0.38		0 O
15	GOV	SM1	12/28/2019	Y	1	9	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	H		0.38		0 R
16	HRM	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	D		66.08		0 O
17	HRM	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	H		66.08		0 R
18	OAG	SM1	12/28/2019	Y	1	2	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	D		4.75		0 O
19	OAG	SM1	12/28/2019	Y	1	2	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	H		4.75		0 R
20	OAG	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	D		0.06		0 O
21	OAG	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	H		0.06		0 R



Payroll Calendar Status V_PY_CALEDAR

REVISED: 8/28/2023

DESCRIPTION:

This query lists the status of the payroll run. It includes all companies and what processes have been run along with the number of checks. This query helps confirm that processes are completed successfully for all Agencies. SPO uses this query to confirm which processes have been completed for all Agencies prior to proceeding to the next process step.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CALEDAR

INPUT / SEARCH CRITERIA:

Current Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Current Pay Run ID** field is required.

Screenshot of the Payroll Calendar Status Query

V_PY_CALEDAR - Payroll Calendar Status												
*Current Pay Run ID SM1082423 Q												
View Results												
Download results in: Excel Spreadsheet CSV Text File XML File (25 kb)												
View All												
											First 1-100 of 259 Last	
Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks	
1	ABC	SL2	08/24/2023	SM1082423	Y	Y	N	N	N	N	95	
2	ABC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1372	
3	ACC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	119	
4	ACC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	83	
5	ACS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	472	
6	APA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	117	
7	ARC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	32	
8	ARS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	908	
9	ARV	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	6	
10	ASA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	8	
11	ATP	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1	
12	BBE	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	9	
13	BCC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	195	
14	BCC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	84	
15	BHC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	3	
16	BHD	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	587	



Child Support Garnishment with Administrative Fee V_PY_CHILD SUPT_ ADMIN_FEES

REVISED: 8/28/2023

DESCRIPTION:

This query lists all employees having active Child Support deductions with Administrative Fees.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHILD_SUPT_ ADMIN_FEES

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Child Support Garnishment without Administrative Fee Query

V_PY_CHILD_SUPT_ADMIN_FEES - Child Support Garn w Adm Fee								
Company (Blank for All) ABC Q								
View Results								
Download results in : Excel Spreadsheet CSV Text File XML File (20 kb)								
View All First 1-97 of 87 Last								
Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	# of Child Support Orders	Total GRNFEE Deduction	
1	ABC			VCE001	R	1	5.00	
2	ABC			OCS001	R	1	5.00	
3	ABC			DCSESP	R	1	5.00	
4	ABC			DCSESP	R	1	5.00	
5	ABC			VCS001	R	1	5.00	
6	ABC			SUPP02	R	1	5.00	
7	ABC			OCS001	R	1	5.00	
8	ABC			VCS001	R	1	5.00	
9	ABC			OCS001	R	1	5.00	
10	ABC			OCS001	R	1	5.00	
11	ABC			OCS001	R	3	15.00	
12	ABC			VCS001	R	3	15.00	
13	ABC			VCS002	R	3	15.00	
14	ABC			VCS001	R	1	5.00	
15	ABC			VCS001	R	2	10.00	
16	ABC			VCS002	R	2	10.00	



PY Deductions Balances Extract Query (RPY532) V_PY_DED_BALANCES

REVISED: 8/5/2024

DESCRIPTION:

This query provides deductions balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DED_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Plan Type (Optional)
Dedcd (Optional)
Employee ID (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Deductions Balances Extract Query

V_PY_DED_BALANCES - PY Deductions Balances Extract

*Balance ID

*Balance Year

Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

Plan Type (Optional)

Dedcd (Optional)

Employee ID (Optional)

*Extract All Rows for Year? ☐

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1297 kb)

View All

First 1-100 of 2834 Last

Row	Company	Empl ID	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Plan Type	Benefit Plan	Deduction Code	Deduction Description	Deduction Class	Deduction YTD	Deduction QTD	Deduction MTD
1	ABC			FY	2024	1		1 Medical	ACC2	CVACRE	CoVA Care	Before-Tax	140.00	140.00	140.00
2	ABC			FY	2024	1		1 Medical	ACC2	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
3	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
4	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
5	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
6	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
7	ABC			FY	2024	1		1 Medical	ACC0	CVACRE	CoVA Care	Before-Tax	47.00	47.00	47.00
8	ABC			FY	2024	1		1 Medical	ACC0	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
9	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
10	ABC			FY	2024	1		1 Medical	ACC4	CVACRE	CoVA Care	Before-Tax	158.00	158.00	158.00
11	ABC			FY	2024	1		1 Medical	ACC3	CVACRE	CoVA Care	Before-Tax	157.00	157.00	157.00
12	ABC			FY	2024	1		1 Medical	ACC3	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00

Rev 10/7/2025

Page 18 of 209



Department Budget Carry Over Errors Query (RPY543) V_PY_NEWFY_ROLLOVER_ERRORS

REVISED: 6/6/2024

DESCRIPTION:

This query provides a list of any generated errors, within a specified Business Unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified Business Unit.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS

INPUT / SEARCH CRITERIA:

Year
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The Year field is a required field.

Screenshot of the Department Budget Carry Over Errors Query

V_PY_NEWFY_ROLLOVER_ERRORS - Dept Budget Carry Over Errors

Year2025

Business Unit50100

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (128 kb)

View All

First 1-100 of 143

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001												000000136	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501												000553071	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501												000553073	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501												000553077	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501													Invalid Combo Code



Dependent Care Balance Greater Than IRS CY Limit Query (RPY558) V_PY_DEPCARE_DEDBAL_LIMIT

REVISED: 3/10/2025

DESCRIPTION:

This query will help Payroll Administrators monitor employees that may be reaching or have met the maximum amount allowed, in a calendar year, for dependent care deductions.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DEPCARE_DEDBAL_LIMIT

INPUT / SEARCH CRITERIA:

Calendar Year
Dollar Limit
Balance Quarter
Balance Period
Company
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** and **Dollar Limit** fields are required fields.

Screenshot of the Dependent Care Balance Greater Than IRS CY Limit Query

V_PY_DEPCARE_DEDBAL_LIMIT - Dependent Care Balance > Limit

*Calendar Year (Required) 2024Q

Dollar Limit (Required) 2500.00

Balance Quarter (Optional) 0Q

Balance Period (Optional) 0Q

Company (Optional) ABCQ

Employee ID (Optional) Q

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-6 of 6 Last

Row	Employee ID	Employee Status	Balance ID	Balance Year	Balance Quarter	Balance Period	Company	State	Combined YTD	FLXDCR Total	FLXDCP Total
1		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	
2		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	
3		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	
4		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	
5		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	
6		A	CY	2024	4	12 ABC	VA		5000.00	5000.00	



Direct Deposit Audit Query (RPY527) V_PY_DIR_DEP_AUDIT

REVISED: 2/27/2023

DESCRIPTION:

This query provides the ability to see changes made to an employee's direct deposit distributions or all changes made to direct deposit distributions within an Agency for a given period of time. This information includes changes made online by Payroll Administrators and changes made by employees via Employee Self-Service (ESS).

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_AUDIT

INPUT / SEARCH CRITERIA:

From Date
To Date
Company
Empl ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Direct Deposit Audit Query

V_PY_DIR_DEP_AUDIT - Direct Deposit Audit Query													
*From Date 07/01/2025													
*To Date 09/24/2025													
Empl ID													
Company ABC													
View Results													
Download results in: Excel Spreadsheet CSV Text File XML File (96 kb)													
View All													
First 1-100 of 242 Last													
Row	Employee ID	Employee Name	Company	Pay Group	Dir Dep Effective Date	Priority	Amount \$	Amount %	Account Type	Bank ID	Deposit Type	Prenote Required	Last Updated By
1			ABC	BW3	07/01/2025	999	0.00	0.00	Checking	251082615	B	Y	99900
2			ABC	BW3	07/11/2025	100	25.00	0.00	Checking	256075025	A	Y	99900
3			ABC	BW3	07/11/2025	999	0.00	0.00	Checking	254074345	B	Y	99900
4			ABC	BW3	06/27/2025	999	0.00	0.00	Checking	253177049	B	Y	99900
5			ABC	SM1	07/11/2025	120	375.00	0.00	Savings	251480592	A	Y	99900
6			ABC	SM1	07/11/2025	167	400.00	0.00	Checking	251480592	A	Y	99900
7			ABC	SM1	07/11/2025	999	0.00	0.00	Checking	051409278	B	Y	99900
8			ABC	SM1	06/30/2025	167	400.00	0.00	Checking	251480592	A	Y	99900
9			ABC	SM1	06/30/2025	999	0.00	0.00	Checking	051409278	B	Y	99900
10			ABC	BW3	07/14/2025	100	300.00	0.00	Checking	314074269	A	N	99900



Direct Deposit Distribution Query (RPY514) V_PY_DIR_DEP_DISTRIB

REVISED: 3/10/2025

DESCRIPTION:

This query provides direct deposit distribution information by employee and company. Users can select the option to include if Prenote has been completed or not. The query provides audit information which includes the date the direct deposit was last updated and who updated it (e.g., system, employee, or online user). If the last update was done by an online user, the specific user's name displays.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_DISTRIB

INPUT / SEARCH CRITERIA:

Pre-Note Completed? (checkbox option)
Company
Empl ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Direct Deposit Distribution Query

V_PY_DIR_DEP_DISTRIB - Direct Dep Dist info for Activ												
*Pre-note Completed? ☒												
Company DLI												
Empl ID												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (63 kb)												
View All												
Row	Employee ID	Name	Co	Pay Group	Pay Status	HR Status	Dept ID	Dir Dep Eff Date	Priority	Account Number	Amount \$	Amount %
1			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
2			DLI	SM1	A	A	18100	09/09/2022	168		500.00	0.00
3			DLI	SM1	A	A	18100	09/09/2022	999		0.00	0.00
4			DLI	SM1	A	A	18100	10/10/2023	999		0.00	0.00
5			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
6			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
7			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
8			DLI	SM1	A	A	18100	04/10/2024	160		50.00	0.00
9			DLI	SM1	A	A	18100	04/10/2024	167		150.00	0.00
10			DLI	SM1	A	A	18100	04/10/2024	999		0.00	0.00
11			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
12			DLI	SM1	A	A	18100	09/25/2022	160		100.00	0.00
13			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00



Screenshot of the Direct Deposit Distribution Query (scrolled right)

First 1-100 of 117  Last							
Account Type	Bank ID	Prenote Required	Prenote Status	Prenote Date	Dt. of last upd	Last Updated by	Last Updated by User
C	051409016	Y	Completed	10/05/2022	09/25/2022	System	
S	251082615	Y	Completed	09/19/2022	09/25/2022	System	
C	051400549	Y	Completed	09/19/2022	09/25/2022	System	
C	251082615	Y	Completed	10/05/2022	10/26/2023	Online User	
C	051404914	Y	Completed	10/05/2022	09/25/2022	System	
C	051400549	Y	Completed	10/05/2022	09/25/2022	System	
C	251082615	Y	Completed	10/05/2022	09/25/2022	System	
S	251082194	Y	Completed	10/05/2022	04/24/2024	Online User	
C	051409029	Y	Completed	10/05/2022	04/24/2024	Online User	
C	251082194	Y	Completed	10/05/2022	04/24/2024	Online User	
C	251082615	Y	Completed	10/05/2022	09/25/2022	System	
S	251082194	Y	Completed	10/05/2022	09/25/2022	System	
C	251082194	Y	Completed	10/05/2022	09/25/2022	System	



Earnings Balances Query (RPY531) V_PY_ERN_BALANCES

REVISED: 5/10/2023

DESCRIPTION:

This query provides earnings balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? (Checkbox option)
(Optional)
Extract All Rows for Year? (Checkbox option)
(Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_ERN_BALANCES - Earnings Balances Query

Balance ID

FY

Balance Year

2023

Balance Quarter (Optional)

1

Balance Period (Optional)

2

Company (Optional)

Employee ID (Optional)

Earn Code (Optional)

Include Accumulators?

Extract All Rows for Year?

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(46935 kb)

View All

First 1-100 of 104301

Last

Row	Company	Empl ID	Name	Employee Record	Earnings Code	Description	Balance ID	Balance Year	Balance Quarter	Balance Period	Special Accumulator/Bal	Hours YTD	Hours QTD	Hours Mtd	Gross YTD	Gross Qtd	Gross MTD
1	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		257.10	257.10	105.00	3694.16	3694.16	1566.67
2	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		263.00	263.00	89.00	7844.62	7844.62	2741.20
3	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		128.00	128.00	65.40	1739.18	1739.18	909.71
4	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		161.00	161.00	69.80	2135.15	2135.15	951.37
5	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		116.10	116.10	43.10	1566.79	1566.79	599.52
6	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		149.30	149.30	60.60	1977.31	1977.31	825.98
7	ABC				0 HOL	Holiday Time	FY	2023	1	2 N		24.00	24.00	8.00	590.64	590.64	196.88
8	ABC				0 OSS	Overtime- Salaried Straight	FY	2023	1	2 N		23.20	23.20	5.30	570.96	570.96	130.44
9	ABC				0 OTS	Overtime- Salaried Time + Half	FY	2023	1	2 N		46.10	46.10	8.90	1707.19	1707.19	333.91
10	ABC				0 RGS	Regular Time - Salaried	FY	2023	1	2 N		246.10	246.10	136.00	6335.61	6335.61	3494.71
11	ABC				0 VAC	Vacation Leave Used	FY	2023	1	2 N		73.90	73.90	32.00	1818.71	1818.71	787.53
12	ABC				0 VRS	VRS Contribution Base	FY	2023	1	2 N		0.00	0.00	0.00	8638.32	8638.32	4372.48
13	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		141.00	141.00	51.40	1863.59	1863.59	700.58



Earnings Extract Query V_PY_ERN_EXTRACT

REVISED: 11/13/2023

DESCRIPTION:

This query provides Agencies with a list of the earnings data based on a specified check date range.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Earnings Extract Query

V_PY_ERN_EXTRACT - Payroll Earnings Extract															
*Check Date From (required) 10/01/2023															
*Check Date To (required) 10/15/2023															
Company (blank for all)															
Earn Code (blank for all)															
Employee ID (blank for all)															
Paygroup (blank for all)															
View Results															
Download results in: Excel Spreadsheet CSV Text File XML File (7129 kb)															
View All															
First 1-100 of 19373 Last															
Row	Company	Dept ID	Employee ID	Employee Record	Employee Name	Earn Code	Description	Hours	Amount	Add to Gross	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC	226184		0		RGH	Regular Time - Hourly	28.00	478.52		09/21/2023	10/06/2023	BW3	BW3092123	A
2	ABC	410830		0		RGH	Regular Time - Hourly	37.00	1196.58		09/21/2023	10/06/2023	BW3	BW3092123	A
3	ABC	226059		0		RGH	Regular Time - Hourly	4.00	64.32		09/21/2023	10/06/2023	BW3	BW3092123	C
4	ABC	226213		0		RGH	Regular Time - Hourly	21.40	337.06		09/21/2023	10/06/2023	BW3	BW3092123	A
5	ABC	226051		0		RGH	Regular Time - Hourly	34.00	581.06		09/21/2023	10/06/2023	BW3	BW3092123	A
6	ABC	226046		0		RGH	Regular Time - Hourly	8.80	138.60		09/21/2023	10/06/2023	BW3	BW3092123	A
7	ABC	180781		0		RGH	Regular Time - Hourly	35.80	2401.11		09/21/2023	10/06/2023	BW3	BW3092123	A
8	ABC	226038		0		RGH	Regular Time - Hourly	43.10	750.81		09/21/2023	10/06/2023	BW3	BW3092123	A
9	ABC	110701		0		RGH	Regular Time - Hourly	72.00	5795.28		09/21/2023	10/06/2023	BW3	BW3092123	A
10	ABC	226126		0		RGH	Regular Time - Hourly	14.90	234.68		09/21/2023	10/06/2023	BW3	BW3092123	A



Employees Last Pay Date Query (RPY536) V_PY_EE_LAST_PAY

REVISED: 8/1/2024

DESCRIPTION:

This query pulls all active employees, using the date entered in the **As of Date** field, that includes the last check date processed for each employee. This can be used to determine if an employee should be terminated.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY

INPUT / SEARCH CRITERIA:

Company (Optional)
Paygroup (Optional)
As of Date
Employee ID (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.

Screenshot of the Employees Last Pay Date Query

V_PY_EE_LAST_PAY - Employees Last Pay Date Query										
Company(Optional) ABC										
Paygroup(Optional)										
*As Of Date 08/01/2024										
Employee ID (Optional)										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (961 kb)										
View All										
First 1-100 of 4294 Last										
Row	Company	Dept ID	Emplid	Employee Rcd	Employee Name	HR Status	PY Status	Group	Last Check Date	Hire Date
1	ABC	226184		0		A	A	BW3	07/26/2024	04/13/2019
2	ABC	226151		0		A	A	BW3	07/26/2024	04/06/2023
3	ABC	410830		0		A	A	BW3	03/09/2024	11/05/2008
4	ABC	226213		0		A	A	BW3	07/26/2024	09/25/2019
5	ABC	226051		0		A	A	BW3	07/26/2024	11/26/2021
6	ABC	180781		0		A	A	BW3	07/26/2024	11/09/2010
7	ABC	226284		0		A	A	BW3	07/26/2024	05/01/2010
8	ABC	226038		0		A	A	BW3	07/26/2024	09/27/2006
9	ABC	110701		0		A	A	BW3	07/26/2024	01/01/1976
10	ABC	226126		0		A	A	BW3	07/26/2024	12/10/2020
11	ABC	226337		2		A	A	BW3	07/26/2024	12/07/2022
12	ABC	226192		0		A	A	BW3	07/26/2024	04/21/2020



Employee Tax Data Extract Query (RPY529) V_PY_EMP_TAX_SETUP

REVISED: 3/29/2023

DESCRIPTION:

This query pulls the most current effective dated row for active employee's tax data setup including federal, state, and local that is used for payroll calculations.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EMP_TAX_SETUP

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employee Tax Data Extract query

V_PY_EMP_TAX_SETUP - Employee Tax Data Extract																
Company (Leave blank for all) ABC Q																
Employee ID (Optional) Q																
View Results																
Download results in : Excel Spreadsheet CSV Text File XML File (3360 kb)																
View All																
Row	Company	Effective Date	Employee Number	Employee Name	Created Date	Fed Special Withholding Tax	Fed Tax Status	Fed Withholding Allowances	Fed Additional Amount	Fed Dependent Amount	Fed Other Income	Fed Deductions	Fed Extra Withholding	Exempt from FUT	Lock-in Letter Received	Lock-In Limit On Allowances
1	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N	0
2	ABC	04/07/2023			04/11/2023	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N	0
3	ABC	09/11/2025			09/11/2025	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N	0
4	ABC	04/29/2022			04/29/2022	None	Married	0	40.00	0.00	0.00	0.00	40	Yes	N	0
5	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N	0
6	ABC	03/16/2022			03/16/2022	None	Single	0	250.00	0.00	0.00	0.00	250	Yes	N	0
7	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N	0
8	ABC	12/31/2019			09/29/2021	None	Married	0	0.00	0.00	0.00	0.00	0	Yes	N	0
9	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N	0
10	ABC	06/26/2025			06/26/2025	None	Married	0	200.00	0.00	0.00	0.00	200	Yes	N	0



Screenshot of the Employee Tax Data Extract query (scrolled right)

State	State Resident	State UI Jurisdiction	State Special Withholding Tax	State Tax Status	State Withholding Allowances	State Additional Amount	State Additional Allowances	Locality	Local Resident	Other Work Locality	Local Special Withholding Tax	Local Tax Status	Local Withholding Allowances	Local Additional Amount
VA	Yes	Yes	None	N/A	1	0.00	0		No					
VA	Yes	Yes	None	N/A	1	0.00	1		No					
VA	Yes	Yes	None	N/A	0	0.00	1		No					
VA	Yes	Yes	None	N/A	2	0.00	0		No					
VA	Yes	Yes	None	N/A	0	0.00	0		No					
VA	Yes	Yes	None	N/A	0	0.00	0		No					
VA	Yes	Yes	None	N/A	0	0.00	0		No					
VA	Yes	Yes	None	N/A	0	0.00	0		No					
VA	Yes	Yes	None	N/A	0	0.00	0		No					
VA	Yes	Yes	None	N/A	0	100.00	0		No					



FAD File Negative Balances Query V_PY_FAD_NEG_BALS

REVISED: 8/22/2023

DESCRIPTION:

This query identifies Agencies that have a negative balance on the Federal Automated Deposit (FAD). This report is for SPO use only.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FAD_NEG_BALS

INPUT / SEARCH CRITERIA:

No input criteria

OUTPUT FORMAT:

HTML
Excel

Additional Information:

There are no required fields for this query.

Screenshot of the FAD File Negative Balances Query

V_PY_FAD_NEG_BALS- FAD File Negative Balances						
Download results in : Excel Spreadsheet CSV Text File XML File (15 kb)						
View All						
Row	Company	State	Check Dt	Curr Tax	Date Cleared	
1	ABC	\$U	12/31/2023	0.00	12/31/2023	
2	ABC	\$U	12/30/2023	-1152.30		
3	ARS	\$U	06/27/2025	0.00	06/25/2025	
4	ARS	\$U	06/17/2025	-337.94		
5	BHD	\$U	12/31/2023	0.00	12/31/2023	
6	BHD	\$U	12/30/2023	-998.57		
7	BUC	\$U	06/27/2025	0.00	06/25/2025	
8	BUC	\$U	06/17/2025	-303.64		
9	CAT	\$U	07/25/2025	0.00	07/21/2025	
10	CAT	\$U	06/17/2025	-188.00		
11	CAT	\$U	01/02/2025	0.00	12/31/2024	
12	CAT	\$U	12/30/2024	-558.22		
13	CCA	\$U	07/25/2025	0.00	07/21/2025	
14	CCA	\$U	06/17/2025	-669.96		
15	CCA	\$U	12/31/2023	0.00	12/31/2023	



FICA Tax Variance Query V_PY_FICA_TAX_VARIANCE

REVISED: 8/18/2025

DESCRIPTION:

This query extracts tax balance data and allows SPO and Agencies to review records for all employees where FICA taxes have been collected in excess of what is due based on the taxable wages at that Agency. The query includes records for all employees where FICA tax amounts are less than what is due based on the taxable wages at the Agency.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FICA_TAX_VARIANCE

INPUT / SEARCH CRITERIA:

Balance Year
Balance Period

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance Year** and **Balance Period** fields are both required.

Screenshot of the FICA Tax Variance Query

V_PY_FICA_TAX_VARIANCE - Payroll FICA Tax Variances Ext												
*Balance Year 2025												
*Balance Period 2												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (29 kb)												
View All First 1-83 of 83 Last												
Row	Employee ID	Company	Balance ID	Balance Year	Balance Period	Employee Name	State	Tax Class/ Description	YTD Taxable Gross	YTD Tax	Calculated Tax	YTD Tax Difference
1		ARS	CY	2025	2		SU	D - OASDI/EE	10835.08	655.40	671.77	-16.37
2		ARS	CY	2025	2		SU	F - MED/EE	10835.08	153.28	157.11	-3.83
3		NVA	CY	2025	1		SU	D - OASDI/EE	131.84	0.00	8.17	-8.17
4		NVA	CY	2025	1		SU	F - MED/EE	131.84	0.00	1.91	-1.91
5		VVC	CY	2025	2		SU	D - OASDI/EE	33.00	0.00	2.05	-2.05
6		CSH	CY	2025	2		SU	D - OASDI/EE	5450.50	334.58	337.93	-3.35
7		CSH	CY	2025	2		SU	F - MED/EE	5450.50	78.25	79.03	-0.78
8		SPC	CY	2025	2		SU	D - OASDI/EE	330.20	0.00	20.47	-20.47
9		SPC	CY	2025	2		SU	F - MED/EE	330.20	0.00	4.79	-4.79
10		MAR	CY	2025	2		SU	D - OASDI/EE	2085.21	128.54	129.28	-0.74
11		JYF	CY	2025	2		SU	D - OASDI/EE	3823.53	235.95	237.06	-1.11
12		HCC	CY	2025	2		SU	D - OASDI/EE	12.00	0.00	0.74	-0.74
13		SPC	CY	2025	2		SU	D - OASDI/EE	27.60	0.00	1.71	-1.71
14		VSU	CY	2025	2		SU	D - OASDI/EE	898.88	56.82	55.11	1.71
15		ABC	CY	2025	1		SU	D - OASDI/EE	2450.55	142.08	151.93	-9.85



Employees with FICA Exempt Query (PY232) V_PY_EE_FICA_TAX_EXEMPT

REVISED: 4/15/2024

DESCRIPTION:

This query identifies all of the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to “Exempt” or “Medicare Only” to help verify that employees are assigned the correct status.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with FICA Exempt Query

V_PY_EE_FICA_TAX_EXEMPT - Empl with FICA Exempt PY232											
Company Q											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (678 kb)											
View All First 201-300 of 1972 Last											
Row	Company	Dept ID	Employee ID	Employee Rcd	Employee Name	Pay Group	FICA Status	Empl Class	Position	Position Descr	Last Pay Date
201	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
202	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
203	DEL	2201		0		MTH	Medicare only	OTO	DELMBR00	House Member - Salary Record	03/29/2024
204	DOT	15069		0		S15	Exempt	CLS	DOT11713	Planning Spec	04/16/2024
205	LWU	21400		0		SM1	Exempt	TNR	LWUF0065	Asst Prof Marketing	04/16/2024
206	LWU	21400		0		BW1	Exempt	STU	LWUZ0026	College Student Worker	10/08/2021
207	MTN	299042		0		BW3	Exempt	SSW	MTNW0066	Students	12/29/2023
208	NSU	19027		0		BW3	Exempt	STU	NSUHS993	SPARTAN TECH	11/03/2023
209	NSU	04005		0		BW3	Exempt	GRD	NSUGS383	Students	04/19/2024



Employees with Multiple Open Payrolls Query V_PY_UNCHECK_OK_TO_PAY

REVISED: 9/15/2021

DESCRIPTION:

This query shows employees with multiple jobs in concurrent pay runs where the **OK to Pay** checkbox option has been unchecked on one pay run to prevent errors while confirming the second pay run.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Employees with multiple Open Payrolls Query

V_PY_UNCHECK_OK_TO_PAY-EE with multiple Open Payrolls									
No matching values were found.									
Row	Check Date	Pay Period End Date	Company	Pay Group	Empl ID	Employee Name	Employee Record	Employee Gross Earnings	Employee Hours



Employees with Negative Balances Query (PY499)

V_PY_NEGATIVE_BAL

REVISED: 9/15/2021

DESCRIPTION:

This query can be run ad-hoc by authorized Agency and SPO users and displays employees that have negative calendar year balances for earnings or deductions.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL

INPUT / SEARCH CRITERIA:

Company
Calendar Year

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.

Screenshot of the Employees with Negative Balances Query

V_PY_NEGATIVE_BAL - WU499-Negative Balances											
Company ABC Q											
*Calendar Year 2024 Q											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)											
View All First 1-10 of 10 Last											
Row	Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Class
1	ABC		1		Deduction	HVR	70	0.00	-86.87	11 B	
2	ABC		0		Earning	STB		0.00	-6505.90	12	
3	ABC		0		Earning	CRD		-8.00	-146.69	7	
4	ABC		0		Earning	CRD		311.00	-484.10	9	
5	ABC		0		Earning	STB		0.00	-2159.81	7	
6	ABC		1		Earning	RGS		-44.30	-963.57	1	
7	ABC		1		Earning	CRD		79.00	-148.08	7	
8	ABC		1		Earning	RGS		46.00	-976.62	4	
9	ABC		0		Earning	OTH		-1.90	-57.20	1	
10	ABC		0		Earning	OVT		-1.90	-57.20	1	



Employees with No Net Balance DD Query V_PY_EMPL_NO_NET_DD

REVISED: 8/18/2025

DESCRIPTION:

This query identifies employees that have a fixed direct deposit (DD) amount and the balance is set to a check. This query can pull all employees, active employees only, or inactive employees only based on the selection in the **Account Type** field.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

INPUT / SEARCH CRITERIA:

Company
Account Type (Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Employees with No Net Balance DD Query

V_PY_EMPL_NO_NET_DD - EE with No Net Balance DD							
Company: ABC							
Account Type (Blank for All)							
View Results							
Download results in: Excel Spreadsheet CSV Text File XML File (6 kb)							
View All First 1-28 of 28 Last							
Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid	Reason
1	ABC			H	BW3	08/22/2025	Missing Direct Deposit
2	ABC			H	BW3	08/22/2025	Missing Direct Deposit
3	ABC			H	BW3	08/22/2025	Missing Direct Deposit
4	ABC			H	BW3	07/25/2025	Missing Direct Deposit
5	ABC			H	BW3	08/22/2025	Missing Direct Deposit
6	ABC			H	BW3	08/22/2025	Missing Direct Deposit
7	ABC			H	BW3	08/22/2025	Missing Direct Deposit
8	ABC			H	BW3	08/22/2025	Missing Direct Deposit
9	ABC			H	BW3	08/22/2025	Missing Direct Deposit
10	ABC			H	BW3	08/22/2025	Missing Direct Deposit
11	ABC			H	BW3	08/22/2025	Missing Direct Deposit
12	ABC			H	BW3	08/22/2025	Missing Direct Deposit
13	ABC			H	BW3	08/27/2025	Missing Direct Deposit
14	ABC			H	BW3	08/22/2025	Missing Direct Deposit
15	ABC			H	BW3	08/22/2025	Missing Direct Deposit
16	ABC			H	BW3	08/22/2025	Missing Direct Deposit
17	ABC			H	BW3	08/08/2025	Missing Direct Deposit
18	ABC			H	BW3	08/22/2025	Missing Direct Deposit
19	ABC			H	BW3	08/22/2025	Missing Direct Deposit
20	ABC			H	BW3	07/11/2025	Missing Direct Deposit



Employees with State and Federal Tax Status Query V_EE_INCOME_TAX_EXEMPT

REVISED: 9/15/2021

DESCRIPTION:

This query identifies employees for whom the State Income Tax (SIT) and Federal Income Tax (FIT) statuses are set to "do not calculate wages and do not take taxes".

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Company** field is a required field.

Screenshot of the Employees with State and Federal Tax Status Query

V_EE_INCOME_TAX_EXEMPT - Emp with State and Fed tax sta										
COMPANY ABC										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (39 kb)										
View All First 1-76 of 76 Last										
Row	State	Company	Department ID	Employee ID	Employee Record	Employee Name	Paygroup	SIT Status	FIT Status	Pay Check Issue Date
1	VA	ABC	226190		0		BW3	G	N	
2	VA	ABC	226242		1		BW3	N	G	
3	VA	ABC	226146		0		BW3	G	N	
4	VA	ABC	226323		0		BW3	N	G	
5	VA	ABC	226310		0		BW3	G	N	
6	VA	ABC	410811		0		BW3	G	G	
7	VA	ABC	226307		0		BW3	G	N	
8	VA	ABC	226114		0		BW3	G	N	



Federal and State Taxable Variance Report Query (RPY517) V_PY_FIT_SIT_TAXABLE_VARIANCE

REVISED: 2/27/2023

DESCRIPTION:

Payroll is responsible for completing Quarterly and Year end reconciliations for taxable wages and taxes collected during the payroll processing for 941, W2, and state reporting purposes. A comparison to the Federal and State Taxable wages is a part of this reconciliation. The taxable wages should always equal, even when the employee may have had taxes collected in multiple states.

This query lists all employees with a variance between YTD Federal Taxable Wages and State Taxable Wages. It includes the Employee ID, Name, YTD Federal Taxable Wages, YTD State Taxable Wages, and State.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FIT_SIT_TAXABLE_VARIANCE

INPUT / SEARCH CRITERIA:

Company
Calendar Year
Balance Quarter

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.

Screenshot of the Federal and State Taxable Variance Report Query

V_PY_FIT_SIT_TAXABLE_VARIANCE - Fed and State Taxable Variance										
Company: ABC Q										
Calendar Year: 2022 Q										
Balance Quarter: 4										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)										
View All										
First 1-1 of 1 Last										
Row	Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wages	QTD State Taxable Wages	YTD Federal Taxable Wages	YTD State Taxable Wages
1	ABC	4	12			VA	19309.12	0.00	72669.73	53360.61



Gross Pay Balances from Check Year-to-Date Query (RPY553) V_PY_CHECKYTD_BALANCES

REVISED: 6/6/2024

DESCRIPTION:

This query provides Payroll Administrators with access to balances on the check year-to-date table, including gross pay, to facilitate payroll management and analysis.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHECKYTD_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID
Balance Year
Balance Quarter
Balance Period
Company
Employee ID
*Extract all rows for a year? (checkbox)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance ID** and **Balance Year** fields are required fields.

*Extract all rows for a year? Checkbox option:

- When it is selected, the query will retrieve all transaction rows for the specified balance year across all balance periods
- When not selected, the query will limit its data extraction to the most current balance period for the specified balance year

Screenshot Of Gross Pay Balances from Check Year-to-Date Query

V_PY_CHECKYTD_BALANCES - Gross Pay Bal from Check YTD													
*Balance ID CY Q													
*Balance Year 2024 Q													
Balance Quarter (Optional) 0 Q													
Balance Period (Optional) 0 Q													
Company (Optional) ABC Q													
Employee ID (Optional) Q													
*Extract all rows for a year ? ☐													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (1385 kb)													
View All													
First 1-100 of 4712 First Last													
Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Total YTD Gross	Total YTD Taxes	Total YTD Deductions	Net Pay YTD		
1	ABC			CY	2024	1	1	554.42	42.41	0.00	512.01		
2	ABC			CY	2024	1	1	512.55	141.47	0.00	371.08		
3	ABC			CY	2024	1	1	3.21	0.25	1.92	1.04		
4	ABC			CY	2024	1	1	1942.58	286.09	194.26	1462.23		
5	ABC			CY	2024	1	1	8651.59	3062.67	0.00	5588.92		
6	ABC			CY	2024	1	1	209.16	16.00	0.00	193.16		
7	ABC			CY	2024	1	1	396.93	30.72	0.00	366.21		
8	ABC			CY	2024	1	1	12571.20	4450.19	0.00	8121.01		
9	ABC			CY	2024	1	1	205.00	75.68	0.00	129.32		
10	ABC			CY	2024	1	1	116.04	58.87	0.00	57.17		



General Deduction Mass Query V_GENL_DEDUCTION_MASS

REVISED: 9/20/2023

DESCRIPTION:

This query extracts a .csv file out of Cardinal of existing General Deduction data in the format of the template to be used by the General Deduction Mass Upload program. Agencies can use this output file to change the General Deduction amount to accommodate mass data updates.

The Mass Upload queries are covered in the Job Aid titled **Performing a Mass Upload**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. Please refer to this Job Aid for assistance when processing mass uploads.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GENL_DEDUCTION_MASS

INPUT / SEARCH CRITERIA:

Company
General Deduction Code
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **General Deduction Code** and **As of Date** fields are required fields.

Screenshot of the General Deduction Query

V_GENL_DEDUCTION_MASS - General Deduction Query										
Company: ABC Q										
*General Deduction Code: OPTLIF Q										
*As of Date: 09/20/2023										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (81 kb)										
View All										
First 1-100 of 332 Last										
Row	Employee ID	Company	General Deduction Code	Effective Date	Ded Calc Method	Deduction Amount	Deduction Rate/Percent	Deduction End Date	Deduction Goal Amount	Deduction Goal Balance
1		ABC	OPTLIF	07/02/2023	Flat Amount	211.80	0.000		0.00	0.00
2		ABC	OPTLIF	07/02/2023	Flat Amount	13.50	0.000		0.00	0.00
3		ABC	OPTLIF	07/02/2023	Flat Amount	44.02	0.000		0.00	0.00
4		ABC	OPTLIF	07/02/2023	Flat Amount	45.24	0.000		0.00	0.00
5		ABC	OPTLIF	07/02/2023	Flat Amount	105.30	0.000		0.00	0.00
6		ABC	OPTLIF	07/02/2023	Flat Amount	33.21	0.000		0.00	0.00
7		ABC	OPTLIF	07/02/2023	Flat Amount	21.06	0.000		0.00	0.00
8		ABC	OPTLIF	07/02/2023	Flat Amount	28.00	0.000		0.00	0.00



Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query V_PY_YTD_COST_ORPS

REVISED: 9/15/2021

DESCRIPTION:

This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_YTD_COST_ORPS

INPUT / SEARCH CRITERIA:

Plan Year

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Plan Year** field is a required field. The .csv output can be opened in Excel.

Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V_PY_YTD_COST_ORPS - Fiscal YTD Cost Report ORP					
Plan Year 2020					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)					
View All First 1-9 of 9 Last					
Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES	
1	ABC	615.44	1046.22	78092350.50	
2	CNU	54050.23	193569.44	2587763.56	
3	DGS	1025.15	1742.75	18442353.11	
4	MFA	1152.53	4082.22	6408716.25	
5	MME	454.55	772.72	553421.95	
6	NSU	138638.66	507008.44	20244709.28	
7	RBC	22361.22	86572.92	3332131.28	
8	UMW	131241.87	559014.31	16968637.77	
9	VSU	39926.36	223582.88	15574453.47	



Garnishment Query (RPY501) V_PY_GARNSPEC_DATA

REVISED: 9/8/2025

DESCRIPTION:

This query provides SPO garnishment processors and Agency Payroll Administrators with a listing of all active and inactive employees who have a garnishment. It is used to review all court orders that are keyed in Cardinal daily in order to audit all active Court Orders for accuracy and monitor goal balances to ensure that deductions are accurate.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARNSPEC_DATA

INPUT / SEARCH CRITERIA:

Company
Audit Begin Date
Audit End Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Audit Begin Date** and **Audit End Date** fields are required fields.

Note: Additions and changes entered between the defined audit begin date and audit end date display on the report.

Screenshot of the Garnishment Query

V_PY_GARNSPEC_DATA - Garnishment Query

Company

ABC

Q

*Audit Begin Date

07/10/2025

ts

*Audit End Date

07/24/2025

ts

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(239 kb)

View All

Row	Employee Number	Employee Name	First Name	Last Name	Company	Business Unit	Effective Date	HR Status	Pay Status	Paygroup	Garnishment ID	Garnishment Status	Court Name	Document ID	Document ID2	Received Date	Request Date	Garn Limit Amount	Garn Limit Balance	Start Date	Stop Date	Garn Deduction Amount
1	C				ABC	99900	06/13/2025	A	A	BW3	VCS001	Garnishment Request Received	Virginia Child Support Enforcement	0005036227		10/06/2021	10/06/2021	0.00	0.00			0.00
2	C				ABC	99900	06/13/2025	A	A	BW3	OCS001	Garnishment Request Received	MARYLAND CHILD SUPPORT ACCOUNT	CASE ID 820123218		05/30/2023	05/30/2023	0.00	0.00			0.00
3	C				ABC	99900	06/10/2025	A	A	SM1	DCSESP	Garnishment Request Received	DCSE	X		09/25/2021	09/25/2021	0.00	0.00			0.00
4	C				ABC	99900	06/13/2025	A	A	BW3	GRN001	Garnishment Request Received	HENRICO GEN DIST COURT	CASE# GV23008191-02		06/17/2025	06/17/2025	12537.14	0.00	10/18/2025		0.00
5	C				ABC	99900	06/13/2025	A	A	BW3	GARN01	Garnishment Request Received	INTERNAL REVENUE SERVICE-MO	YATE A 02		09/10/2021	09/10/2021	7712.66	0.00			0.00
6	C				ABC	99900	06/13/2025	A	A	BW3	STL001	Garnishment Request Received	VA DEPT OF TAXATION	CLIENT ID 15720679		03/17/2025	03/17/2025	6463.66	1391.14			0.00
7	C				ABC	99900	06/13/2025	A	A	BW3	STL002	Garnishment Request Received	STAFFORD COUNTY TREASURER	PAYMENT ID 523937		03/13/2025	03/13/2025	1161.43	519.91			0.00



Screenshot of the Garnishment Query (scrolled right)

Vendor ID	Vendor Name	Vendor Location	Address 1	Address 2	City	State	Postal	Payee Name	Garnishment Type	Garnishment Support Type	Garnishment Priority	Rule ID	Law Source	Garnishment Deduction SW	Exempt Amount	Exempt Percent	Month To Date Balance	Year to Date Balance	Created By	Created Date	Action
									C	Current	1	SUP/DEP12	VA		0.00	0.00	333.34	7053.06			
0001736696	MARYLAND CHILD SUPPORT ACCOUNT	MAIN	PO BOX 17396		BALTIMORE	MD	21297-1396	MARYLAND CHILD SUPPORT ACCOUNT	C	Current	1	SUP12	MD		0.00	0.00	230.77	4153.86			
									C	Current	1	SUP	VA		0.00	0.00	603.15	3216.80			
0001736596	HENRICO GEN DIST COURT	MAIN	PO BOX 90775		HENRICO	VA	23273-0775	CREDIT ACCEPTANCE CORP	W	Current	5	GENERAL1	VA		0.00	0.00					
0001736625	INTERNAL REVENUE SERVICE-MO	MAIN	PO BOX 219690		KANSAS CITY	MO	64121-9690		W	Current	1	GENERAL1	VA		0.00	0.00					
0001736771	OFFICE OF COMPLIANCE-RICHMOND	MAIN	PO BOX 27407		RICHMOND	VA	23261-7407	VIRGINIA DEPT OF TAXATION	L	Current	4	TAX LEVY	VA		0.00	0.00	128.15	1391.14			
0001736891	STAFFORD COUNTY TREASURER	MAIN	PO BOX 68		STAFFORD	VA	22555-0068	STAFFORD COUNTY TREASURER	L	Current	4	TAX LEVY	VA		0.00	0.00	128.14	519.91			



Garnishment Vendor Information Query (RPY513) V_PY_GARN_VENDOR_INFO

REVISED: 3/18/2024

DESCRIPTION:

This query lists all garnishment vendor information from Cardinal HCM and includes Vendor/Supplier ID, Vendor Status, Name, Location, Address, Address Sequence Number, Alternate Payee Name, Payment information (i.e., Separate payment, Payment Handling and Pay Terms), and Financial Sanctions Status.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARN_VENDOR_INFO

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Garnishment Vendor Information Query

V_PY_GARN_VENDOR_INFO- Garnishment Vendor Information											
Download results in : Excel Spreadsheet CSV Text File XML File (2225 kb)											
View All											
Row	Vendor/Supplier ID	Vendor Status	Location	Location Status	Supplier Name	Location Effective Date	Address 1	Address 2	City	State	Postal
1	0001736312	A	MAIN	A	ACCOMACK CIRCUIT COURT	09/21/2021	PO BOX 126		ACCOMACK	VA	23301-0126
2	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
3	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
4	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
5	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
6	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276



Screenshot of the Garnishment Vendor Information Query (scrolled right)

Address Sequence Number	Alternative Payee Name	Separate	Handling	Terms	Financial Sanctions Status
1		Y	PY	00	Valid
1		Y	PY	00	Valid
2	BANK OF AMERICA	Y	PY	00	Valid
3	CREDIT ACCEPTANCE CORPORATION	Y	PY	00	Valid
4	DELMARVA HEART LLC	Y	PY	00	Valid
5	EASTERN SHORE RURAL HEALTH	Y	PY	00	Valid



General Deduction Query (RPY534) V_PY_GEN_DED_SETUP

REVISED: 9/27/2023

DESCRIPTION:

This query provides active employee general deductions setup data based on a specified as of date.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GEN_DED_SETUP

INPUT / SEARCH CRITERIA:

Company
Employee ID
Employee Type
Deduction Code
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **As of Date** field is required.

Screenshot of the General Deduction Query

V_PY_GEN_DED_SETUP

Company (Optional)ABC

Employee Id (Optional)

Employee Type (Optional)Salaried

Deduction Code (Optional)

*As of Date (Required)09/24/2023

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (332 kb)

View All

First 1-100 of 879Last

Row	Company	Employee Number	Employee Record	Employee Class	Job Pay Group	Payroll Pay Group	Employee Name	Business Unit	General Deduct Effective Date	General Deduction Code	Deduction Code Description	General Deduct End Date	General Deduction Amount	Gen Deduct Take All Paygroups	General Deduction Goal Amount	General Deduction Goal Balance
1	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00 N		0.00	0.00
2	ABC		0 ONC	SM1	SM1			99900	02/25/2023	PSTTAX	Posttax Misc Insurance		241.58 Y		0.00	0.00
3	ABC		0 ONC	SM1	SM1			99900	12/25/2022	OPTLIF	Optional Group Life		43.37 N		0.00	0.00
4	ABC		0 ONC	SM1	SM1			99900	10/04/2021	PPSRTB	PPS-VRS Pre Tax	09/30/2022	0.00 Y		0.00	0.00
5	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00 N		0.00	0.00
6	ABC		0 ONC	SM1	SM1			99900	08/25/2023	PSTTAX	Posttax Misc Insurance		13.71 Y		0.00	0.00
7	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00 N		0.00	0.00
8	ABC		0 ONC	SM1	SM1			99900	09/25/2021	PSTTAX	Posttax Misc Insurance		44.25 N		0.00	0.00
9	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00 N		0.00	0.00



High Pay Employee Extract (RPY538) V_PY_HIGH_CHECK

REVISED: 12/7/2023

DESCRIPTION:

This query extracts employees where the gross pay is higher than:

- Two (2) times the semi-monthly rate for a salaried employee or
- Three (3) times the calculated rate of Hourly Rate times 40 hours for an hourly employee

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK

INPUT / SEARCH CRITERIA:

Company
PayRun ID
From Check Date
To Check Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the High Pay Employee Extract Query

V_PY_HIGH_CHECK - High Pay Employee Extract												
Company(Leave blank for all) ABC Q												
PayRun ID(Leave blank for all) SM1112423 Q												
From Check Date(Optional) B												
To Check Date(Optional) B												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (67 kb)												
View All												
First 1-100 of 230 Last												
Row	Company	Dept ID	Empl ID	Employee Rcd	Employee Name	Check Date	Pay Run ID	Compensation Rate	Gross Pay	Earnings Code	Amount	
1	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	AGY	1200.00	
2	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	RGS	1500.00	
3	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	RGS	7101.66	
4	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	VRS	7101.66	
5	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	RGS	7656.26	
6	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	VRS	7656.26	
7	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	RGS	5666.66	
8	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	VRS	5666.66	
9	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	PRIV	17.00	
10	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	RGS	7262.50	



Imputed Income Zero Net Pay Query (RPY564) V_PY_IMPUTED_INCOME_NET_ZERO

REVISED: 10/7/2025

DESCRIPTION:

This query displays employees with imputed income and net zero pay in the Pay Period. The query includes the Employee ID, Employee Record, Employee Name, Company, Pay Run ID, Check Date, Imputed Life Amount, Net Pay Amount, Gross Pay Amount, OASDI/ Medicare Taxable Wages, and OASDI/Medicare Taxes for each employee.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_IMPUTED_INCOME_NET_ZERO

INPUT / SEARCH CRITERIA:

Paycheck Date From
Paycheck Date To
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Paycheck Date From** and **Paycheck Date To** fields are required fields.

Screenshot of the Imputed Income Net Zero Query

V_PY_IMPUTED_INCOME_NET_ZERO - RPY564 Imp Income Zero Net Pay												
*Paycheck Date From 09/10/2025												
*Paycheck Date To 09/24/2025												
Company DLI												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)												
View All												
Row	Company	Employee ID	Employee Record	Employee Name	Pay Run ID	Check Date	Imputed Life Amount	Gross Pay Amount	Net Pay Amount	OASDI/Disability EE Taxabl Grs	OASDI/Disability - EE Tax	FICA Med Hosp Ins EE Tax Grs
1	DLI		0		SM1090925	09/16/2025	3.80	0.00	0.00	3.80	0.00	3.80
												0.00



Incomplete Payroll Data in GL (RPY523) V_PY_PRECLOSE_GL

REVISED: 2/27/2023

DESCRIPTION:

Payroll data needs to be in the General Ledger (GL) in the period that it is created in Payroll. This query can be used to verify that the data has been run, sent to GL, journaled, and posted.

This query displays the data between a particular date range for:

- Payrolls that have not been run
- Payrolls that have not been sent to GL
- Payroll Journals that have not been journaled
- Payroll Journals that have not been posted

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PRECLOSE_GL

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Incomplete Payroll data in GL Query

V_PY_PRECLOSE_GL - Incomplete Payroll data in GL						
Check Date From 02/01/2023						
Check Date To 02/16/2023						
View Results						
Download results in: Excel Spreadsheet CSV Text File XML File (43 kb)						
View All						
First 1-100 of 440 Last						
Row	Pay Run ID/Journal ID	Journal Date	Company/Business Unit	Status		
1	SM1020923	02/16/2023	ABC	Not Run		
2	SM1020923	02/16/2023	ABC	Not Sent to GL		
3	SM1020923	02/16/2023	ACC	Not Run		
4	SM1020923	02/16/2023	ACC	Not Sent to GL		
5	SM1020923	02/16/2023	ACS	Not Run		
6	SM1020923	02/16/2023	ACS	Not Sent to GL		
7	SM1020923	02/16/2023	APA	Not Run		
8	SM1020923	02/16/2023	APA	Not Sent to GL		
9	SM1020923	02/16/2023	ARC	Not Run		
10	SM1020923	02/16/2023	ARC	Not Sent to GL		
11	SM1020923	02/16/2023	ARS	Not Run		
12	SM1020923	02/16/2023	ARS	Not Sent to GL		



Paycheck Data Query (RPY554) V_PY_CHK_DATA

REVISED: 11/26/2024

DESCRIPTION:

This query provides a listing of all checks issued for a selected date range.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHK_DATA

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Paycheck Data Query

V_PY_CHK_DATA - Payroll Check Data Query						
*From Date 10/01/2024 [sj]						
*To Date 11/26/2024 [sj]						
Company (Optional) ABC [Q]						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)						
View All						
First 1-20 of 20 Last						
Row	Last Name	Check Date	Amount	Check Nbr		
1		10/04/2024	4.37	70043882		
2		10/04/2024	285.27	70043883		
3		10/04/2024	411.36	70043884		
4		10/04/2024	304.96	70043885		
5		10/04/2024	48.78	70043886		
6		10/04/2024	270.53	70043887		
7		10/04/2024	61.14	70043888		
8		10/04/2024	128.40	70043889		
9		10/04/2024	356.81	70043890		
10		10/04/2024	58.22	70043891		
11		10/04/2024	395.96	70043892		
12		10/04/2024	277.99	70043893		
13		10/04/2024	477.01	70043894		
14		10/04/2024	269.25	70043895		
15		10/04/2024	94.82	70043896		
16		10/04/2024	913.24	70043897		
17		10/04/2024	440.55	70043898		
18		10/04/2024	135.07	70043899		
19		10/04/2024	179.02	70043900		
20		10/04/2024	203.83	70043901		



Paygroup Mismatch Report Query (RPY547) V_PY_PAYGROUP_MISMATCH

REVISED: 2/26/2024

DESCRIPTION:

The query identifies employees with discrepancies between their primary job data PayGroup and the payroll options Paygroup. This query includes information such as the Employee ID, Employee Name, Company, Primary Job Data Paygroup, and Payroll Options Paygroup.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYGROUP_MISMATCH

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query .

Screenshot of the Paygroup Mismatch Report Query

V_PY_PAYGROUP_MISMATCH - Paygroup Mismatch Report						
Company ABC Q						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)						
View All First 1-10 of 10 Last						
Row	Employee ID	Employee Rcd	Name	Company	Job Data Paygroup	Payroll Options Paygroup
1		1		ABC	SM1	BW3
2		1		ABC	SM1	BW3
3		1		ABC	BW3	SM1
4		1		ABC	SM1	BW3
5		1		ABC	BW3	SM1
6		1		ABC	BW3	SM1
7		2		ABC	BW3	SM1
8		1		ABC	BW3	SM1
9		1		ABC	SM1	BW3
10		1		ABC	SL2	BW3



Payroll Tax Balances Query (RPY530) V_PY_TAX_BALANCES

REVISED: 5/10/2023

DESCRIPTION:

This query provides tax balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
State (Optional)
Employee ID (Optional)
Tax Class (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_TAX_BALANCES - Payroll Tax Balances Extract

Balance ID

FY

Q

Balance Year

2023

Q

Balance Quarter (Optional)

0

Q

Balance Period (Optional)

3

Q

Company (Optional)

Q

State (Optional)

DC

Q

Employee ID (Optional)

Q

Tax Class (Optional)

Q

Extract All Rows for Year?

☐

View Results

Download results in:

Excel Spreadsheet

CSV Text File

XML File (14 kb)

View All

Print 1-26 of 26 Last

Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	State	Locality	Tax Class	Tax Class Description	Taxable Gross YTD	Taxable Gross QTD	Taxable Gross MTD	Tax YTD	Tax QTD	Tax MTD	No Limit Gross YTD	No Limit Gross QTD	No Limit Gross MTD
1	ARS			FY	2023	1	3	DC	H	Withholding		18283.40	18283.40	7942.80	990.38	990.38	431.67	0.00	0.00	0.00
2	ARS			FY	2023	1	3	DC	A	Family Leave Insurance - ER		13235.65	13235.65	7941.39	34.41	34.41	1.59	13235.65	13235.65	7941.39
3	ARS			FY	2023	1	3	DC	H	Withholding		17384.26	17384.26	7548.99	697.71	697.71	305.52	0.00	0.00	0.00
4	ARS			FY	2023	1	3	DC	U	Unemployment ER		0.00	0.00	0.00	0.00	0.00	0.00	18277.81	18277.81	7941.39
5	BVI			FY	2023	1	3	DC	U	Unemployment ER		0.00	0.00	0.00	0.00	0.00	0.00	15449.58	15449.58	6250.50
6	CAV			FY	2023	1	3	DC	H	Withholding		14265.79	14265.79	2902.39	804.72	804.72	165.34	0.00	0.00	0.00
7	CAV			FY	2023	1	3	DC	H	Withholding		4389.52	4389.52	4389.52	229.08	229.08	229.08	0.00	0.00	0.00
8	CAV			FY	2023	1	3	DC	H	Withholding		3086.75	3086.75	3086.75	166.31	166.31	166.31	0.00	0.00	0.00
9	DJJ			FY	2023	1	3	DC	H	Withholding		5531.07	5531.07	1555.91	283.54	283.54	78.27	0.00	0.00	0.00
10	DMV			FY	2023	1	3	DC	H	Withholding		11441.72	11441.72	4964.54	626.79	626.79	272.51	0.00	0.00	0.00



Payroll Deduction Extract Query (PY519) V_PY_DED_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This query provides Agencies a list of the deduction data based on a specified check date range.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DED_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To
Company (blank for all)
Plan Type (blank for all)
Deduction Code (blank for all)
Deduction Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Deduction Extract Query

V_PY_DED_EXTRACT - Payroll Deduction Extract

*Check Date From 11/01/2023

*Check Date To 12/01/2023

Company (blank for all) ABC

Plan Type (blank for all)

Deduction Code (blank for all)

Deduction Class(blank for all)

Employee ID (blank for all)

Paygroup (blank for all) SM1

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (17889 kb)

View All

Row	Company	Employee ID	Empl Record	Employee Name	Deduction Code	Description	Deduction Class	Deduction Amount	Pay End Date	Check Date	Plan Type	Benefit Plan	Paygroup	Run ID	Dept ID	Paycheck Option
1	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
2	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
3	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
4	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
5	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
6	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
7	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A
8	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/09/2023	11/16/2023	49	457P24	SM1	SM1110923	410816	A
9	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/24/2023	12/01/2023	49	457P24	SM1	SM1112423	410816	A
10	ABC		0		DEFCMP	457 Deferred Compensation	PTax Ben	10.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A

First 1-100 of 46346 Last



Payroll Error Messages Query V_PY_MESSAGES

REVISED: 9/15/2021

DESCRIPTION:

This query provides a list of the system error messages generated during the Payroll process. Use this query to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_MESSAGES

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Screenshot of the Payroll Error Messages Query

V_PY_MESSAGES - Payroll Error Messages														
Pay Run ID PSBDEMOSM / Q														
Company / Q														
View Results														
Download results in : Excel Spreadsheet CSV Text File XML File (3 kb)														
View All														
Row	Msg ID	Company	Paygroup	Pay Period End	Off Cycle	Page	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr	Instance
1	000017	DEM	SM1	08/09/2020	N	3	20		0				Federal Tax Data Not Found	1335616
2	000018	DEM	SM1	08/09/2020	N	3	20		0 **				State Tax Data Not Found	1335616
3	000019	DEM	SM1	08/09/2020	N	3	20		0 00900079900		0		No UI Jurisdiction	1335616
4	000010	DEM	SM1	08/09/2020	N	37	1		0 00		DUEAGY	A	Invalid One-Time Deduction	1335616
5	000010	DEM	SM1	08/09/2020	N	37	1		0 10		CVACRE	B	Invalid One-Time Deduction	1335616
6	000025	DEM	SM1	08/09/2020	N	37	1		0 DUEAGY				General Deduction Not Found	1335616
7	000018	DOA	SM1	08/09/2020	N	8	2		0 AL				State Tax Data Not Found	1335616
8	000059	DOA	SM1	08/09/2020	N	9	18		0 PSBDEMOSM				Cannot Calculate for Employee	1335616



Payroll Quarterly Statistics Query (RPY557) V_PY_QUARTERLY_STATISTICS

REVISED: 10/22/2024

DESCRIPTION:

This is a query that can be run ad-hoc and will display the following:

- Counts of Active Salaried Employees for each month for the year selected for all Paygroups other than "MNP"
- Counts of Active Wage Employees for each month for the year selected for all Paygroups other than "MNP"
- Counts of salaried employees paid in each month for the year selected
- Counts of wage employees paid in each month for the year selected

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_QUARTERLY_STATISTICS

INPUT / SEARCH CRITERIA:

Calendar Year
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.

Screenshot of the Payroll Quarterly Statistics Query

V_PY_QUARTERLY_STATISTICS - Payroll Quarterly Statistics							
*Calendar Year 2024							
Company DLI							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (9 kb)							
View All First 1-44 of 44 Last							
Row	Count Of	Month Name	Month Number	Employee Count	Employee Type		
1	Active Employees	JAN	01	16	Hourly		
2	Active Employees	FEB	02	15	Hourly		
3	Active Employees	MAR	03	15	Hourly		
4	Active Employees	APR	04	15	Hourly		
5	Active Employees	MAY	05	15	Hourly		
6	Active Employees	JUN	06	15	Hourly		
7	Active Employees	JUL	07	17	Hourly		
8	Active Employees	AUG	08	18	Hourly		
9	Active Employees	SEP	09	18	Hourly		
10	Active Employees	OCT	10	18	Hourly		
11	Active Employees	NOV	11	17	Hourly		
12	Active Employees	DEC	12	17	Hourly		
13	Active Employees	JAN	01	163	Salaried		
14	Active Employees	FEB	02	163	Salaried		
15	Active Employees	MAR	03	162	Salaried		
16	Active Employees	APR	04	165	Salaried		
17	Active Employees	MAY	05	167	Salaried		
18	Active Employees	JUN	06	166	Salaried		
19	Active Employees	JUL	07	146	Salaried		
20	Active Employees	AUG	08	148	Salaried		
21	Active Employees	SEP	09	146	Salaried		
22	Active Employees	OCT	10	144	Salaried		
23	Active Employees	NOV	11	144	Salaried		
24	Active Employees	DEC	12	144	Salaried		
25	Paid Employees	JAN	01	14	Hourly		
26	Paid Employees	FEB	02	13	Hourly		
27	Paid Employees	MAR	03	14	Hourly		



Payroll Tax Extract Query (PY520) V_PY_TAX_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This query provides Agencies a list of tax data based on a specified check date range.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Extract Query

V_PY_TAX_EXTRACT - Payroll Tax Extract

*Check Date From (required) 11/01/2023

*Check Date To (required) 12/01/2023

Company (blank for all) ABC

State (blank for all)

Locality (blank for all)

Tax Class (blank for all)

Employee ID (blank for all)

Paygroup (blank for all)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (30678 kb)

View All

First 1-100 of 87652 Last

Row	Company	Employee ID	Employee Name	State	Locality	Tax Class	Tax Amount	Taxable Gross Amount	No Limit Gross Amount	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC			Federal		OASDI/EE	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
2	ABC			Federal		OASDI/ER	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
3	ABC			Federal		MED/EE	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
4	ABC			Federal		Withholdng	36.41	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
5	ABC			Federal		Med/ER	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
6	ABC			Federal		Withholding	39.83	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
7	ABC			Federal		Med/ER	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
8	ABC			Federal		MED/EE	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
9	ABC			Federal		OASDI/ER	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
10	ABC			Federal		OASDI/EE	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A



Payroll Tax Payment Summary (RPY525) V_PY_TAX_PAYMENT_SUMMARY

REVISED: 11/1/2023

DESCRIPTION:

This query can be used by SPO and Agencies to pull tax payment information by check date range and by individual Agency or all Agencies.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Tax Payment Summary Query

V_PY_TAX_PAYMENT_SUMMARY - Payroll Tax Info Extract										
*Check Date From (Required) 10/10/2023										
*Check Date To (Required) 10/24/2023										
Company (Leave blank for all) DLI										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)										
View All										
First 1-12 of 12 Last										
Row	Company	Run ID	Check Date	Tax State	Tax Class	Tax Class Description	EE Tax Amount	ER Tax Amount		
1	DLI	SM1100923	10/16/2023	SU	Q	Med/ER	0.00	6614.02		
2	DLI	SM1100923	10/16/2023	SU	H	Withholding	38981.66	0.00		
3	DLI	SM1100923	10/16/2023	SU	F	MED/EE	6614.02	0.00		
4	DLI	SM1100923	10/16/2023	SU	E	OASDI/ER	0.00	28280.28		
5	DLI	SM1100923	10/16/2023	SU	D	OASDI/EE	28280.28	0.00		
6	DLI	SM1100923	10/16/2023	VA	H	Withholding	19059.47	0.00		
7	DLI	BW3100523	10/20/2023	SU	Q	Med/ER	0.00	350.27		
8	DLI	BW3100523	10/20/2023	SU	H	Withholding	2107.48	0.00		
9	DLI	BW3100523	10/20/2023	SU	F	MED/EE	350.27	0.00		
10	DLI	BW3100523	10/20/2023	SU	E	OASDI/ER	0.00	1497.67		
11	DLI	BW3100523	10/20/2023	SU	D	OASDI/EE	1497.67	0.00		
12	DLI	BW3100523	10/20/2023	VA	H	Withholding	1102.89	0.00		



Paysheets to add for SPOT Query V_PY_PAYSHEETS_TO_ADD_SPOT

REVISED: 9/15/2021

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the Pay Period end date for employees in those Companies/Paygroups who do not have a paysheet.

SPO and Agencies use this query to see what SPOT transactions have not currently been loaded to payroll.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Screenshot of the Paysheets to add for SPOT Query

V_PY_PAYSHEETS_TO_ADD_SPOT - Paysheets to add for SPOT													
Pay Run ID BW1010420													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)													
View All													
First 1-2 of 2 Last													
Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	CNU	BW1	CNU	BW1	Active		0		BON	0.00			10.00
2	SCC	BW1	SCC	BW1	Active		0		AGY	0.00			10.00



Paysheets to add for TL Query V_PY_PAYSHEETS_TO_ADD_TL

REVISED: 9/15/2021

DESCRIPTION:

This query shows all of the time rejected by payroll within 30 days of the Pay Period end date for employees in those Companies who do not have a paysheet with pending Time and Labor (TL) transactions.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Screenshot of the Paysheets to add for TL Query

V_PY_PAYSHEETS_TO_ADD_TL - Paysheets to add for TL

Pay Run ID

Row	Company	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Rpt Dt	TRC	Quantity
-----	---------	-----------------	------------------	------------	----	-------------	------	--------	-----	----------



Paysheets without Paychecks Query V_PY_MISSING_PAYCHECKS

REVISED: 9/15/2021

DESCRIPTION:

This query shows all paysheets that do not have associated paychecks. This query shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_MISSING_PAYCHECKS

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Screenshot of the Paysheets without Paychecks Query

V_PY_MISSING_PAYCHECKS - Paysheets without Paychecks									
Pay Run ID [PSBDEMOSM] Q									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)									
View All									
First 1-8 of 8 Last									
Row	Company	Pay Group	Pay Period End	ID	Empl Record	Name	Hours/Earnings Loaded?	Payroll Errors?	
1	DEM	NS1	08/09/2020		0		N	N	
2	DEM	NS1	08/09/2020		0		Y	N	
3	DEM	SM1	08/09/2020		0		Y	N	
4	DEM	SM1	08/09/2020		0		Y	Y	
5	DOA	NS1	08/09/2020		0		N	N	
6	DOA	SM1	08/09/2020		0		Y	N	
7	DOA	SM1	08/09/2020		0		Y	Y	
8	DOA	SM1	08/09/2020		0		Y	Y	



Reset VA-4 Exempt Employees Query V_PY_RESET_VA4_EXEMPT

REVISED: 9/15/2021

DESCRIPTION:

This regulatory query identifies employees claiming a full exemption from Virginia Income tax withholding which has expired, or which is about to expire at the end of the current year.

This query enables Agency Payroll Administrators to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by a Payroll Administrator.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

INPUT / SEARCH CRITERIA:

Expiration Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Expiration Date** field is a required field.

Screenshot of the Reset VA-4 Exempt Employees Query

V_PY_RESET_VA4_EXEMPT - Reset VA-4 Exempt Employees						
*Expiration Date 12/31/2025						
Company ABC						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (30 kb)						
View All First 1-100 of 188 Last						
Row	Company	Empl ID	Empl Record	Name	Tax Data Effdt	
1	ABC		0		09/15/2025	
2	ABC		0		07/22/2025	
3	ABC		0		03/13/2025	
4	ABC		0		02/14/2024	
5	ABC		0		02/14/2024	
6	ABC		0		02/08/2024	
7	ABC		0		03/19/2025	
8	ABC		0		09/13/2022	
9	ABC		0		05/19/2023	
10	ABC		1		12/04/2024	
11	ABC		0		07/22/2025	



SPOT Online Query V_PY_SPOT_TRANS_RPT

REVISED: 8/8/2023

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a Pay Period or date range for all employees within the Company or an individual employee. It includes the Transaction Type (Earnings or Deductions), Batch Status, who entered the batch, and who approved it as well as a date and time stamp of when the batch was approved. The query also displays any comments and errors in the SPOT batches.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_SPOT_TRANS_RPT

INPUT / SEARCH CRITERIA:

Company
Paygroup
Pay Run ID
From Date
To Date
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the SPOT Online Query

V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company

DLI

Paygroup

SM1

Pay Run ID

SM1072423

From Date

To Date

Employee ID

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(26 kb)

View All

Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours	Hrly Rate
1	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	BON	100.00	0.00	0.000000
2	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK			0		Active	ALP	1750.00	0.00	0.000000
3	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	ALP	2000.00	0.00	0.000000
4	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	TMP	180.00	0.00	0.000000
5	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	CVACRE	12.50	0.00	0.000000
6	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	FLXMED	50.00	0.00	0.000000
7	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	152	Validated	Earnings	Error			0		Active	AGY	0.00	0.00	0.000000
8	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK			0		Active	STD	2033.00	0.00	0.000000



Screenshot of the SPOT Online Query (scrolled right)

Hrly Rate	Earns Begin	Earns End	Plan Type	Plan	Dedn Class	One Tm Cd	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset	Tax Method	Sep Check Nbr	By	Approved at	by	Comment	Error Text
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Supplemntl	0					
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	07/09/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					
0.000000			10	ACC0	B	Refund	Deduction		Deduction			0					
0.000000			60	FLXMED	B	Addition	Deduction		Deduction			0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					Amount cannot be zero for Ern_Cd-AGY;
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0				reclassified hours for STD	



Tax Details by Paygroup Query V_PY_TAX_DETAILS_BY_PYGRP

REVISED: 9/15/2021

DESCRIPTION:

This query provides Virginia Department of Transportation (VDOT) tax totals by Paygroup from paycheck data for the reconciliation of tax reports by Paygroup (district).

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

INPUT / SEARCH CRITERIA:

Company
Check From Date
Check To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Company**, **Check From Date**, and **Check To Date** fields are required fields.

Screenshot of the Tax Details by Paygroup Query

V_PY_TAX_DETAILS_BY_PYGRP - Tax Details by Pay Group

Company

Check From Date

Check To Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-2 of 2 Last

Row	Company (Agency)	Pay Group	Pay Period End	Paycheck Issue Date	State Value	State Name	Locality Name	Tax Class	Locality	Sum Taxable Gross	Sum Tax Amount
1	ABC	SM1	04/09/2020	04/16/2020	MD	Maryland	031	H	MONTGOMERY	17318.45	197.28
2	ABC	SM1	04/24/2020	05/01/2020	MD	Maryland	031	H	MONTGOMERY	2166.67	154.03



Tax Location Recon Query V_PY_TAX_LOCATION_RECON

REVISED: 2/9/2024

DESCRIPTION:

This query is used by Agencies to perform monthly reconciliations, ensuring that the Tax Location Code on the job data record matches the UI state on the tax data record and the state on the state distribution record.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Tax Location Recon Query

V_PY_TAX_LOCATION_RECON - Tax Location Code Recon

*From Date 01/01/2024

*To Date 02/09/2024

Company ABC

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

Row	Company	Employee ID	Empl Record	Name	Job Tax Location State	UI Tax Data Sste	Tax Distribution State
1	ABC		0		VA	VA	MD



VRS Missing Query V_PY_VRS_MISSING

REVISED: 4/15/2024

DESCRIPTION:

This query provides Agencies the missing setup for the Retirement Benefit Deductions. It includes employees that are missing any of the following:

- **Eligible Config 1** field value from Job data for salaried employees
- Additional Pay VRS earnings code or VRS exists and the **Ok to Pay** checkbox option is unchecked or the **End Date** field is populated, and
- A Benefit Enrollment for Retirement Plan Type 70

The query includes a field that provides the problem which will display one of the following:

- Missing Elig Config 1
- Missing VRS Addl Pay
- Missing Retirement Plan

Some additional fields are displayed to assist users with analyzing the issue and making the necessary corrections in a timely manner.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_VRS_MISSING

INPUT / SEARCH CRITERIA:

Company
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the VRS Missing Query

V_PY_VRS_MISSING - Missing VRS Data Query

Company (Optional)

Employee ID (Optional)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Unit	Company	Employee ID	Name	Empl Rcd	Ben Rcd	Pay Group	Status	Ben Prog	Empl Class	Elig Config1	Elig Config6
1	50100	DOT			2	0	S14	Active	SAL	CLS	HBV0000	30501



Screenshot of the VRS Missing Query (scrolled right)

										First 1-1 of 1 Last
Eff Date	Action	Reason	Last Hire	Days Since Hire	Plan	AutoPay Off?	Mths / Pay Pds	VRS Plan Code	VRS ER Amt	Problem
03/25/2024	HIR	XPO	03/25/2024	17		N	12-24			Missing Retirement Plan



W2 Summary Report (RPY462) V_PY_W2_SUMMARY_RPT

REVISED: 9/15/2021

DESCRIPTION:

This query provides Company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_W2_SUMMARY_RPT

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.

Screenshot of the Summary Report of W-2 Print File to Treasury Query

V_PY_W2_SUMMARY_RPT - W2 Summary report

*Calendar Year 2024

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (337 kb)

View All

First 1-100 of 202Last

Row	Agency	Agency Description	Count of Employees	Federal Wages	Federal Income Tax Withheld	Social Security Wages	Social Security Tax Withheld	Medicare Wages and Tips	Medicare Tax Withheld	Social Security Tips	Allocated Tips	Dependare Care Benefits	Imputed Income	Annuities	Deferred Compensation	Uncollected OASDI	Uncollected HI	Roth 403(b)	Cost of Health Care	Roth 457	Other Compensation	State	State Wages, Tips, Etc	State Income Tax	Locality Name	Local Wages, Tips, Etc	Local Income Tax
1	ABC	Alcoholic Beverage Control	5823	125922741.84	10300405.09	132627858.33	8222926.58	133112106.90	1931891.83	0.00	0.00	44979.88	470352	0	2520556	0	0	0	20851645	288081	0.00	0	125922741	4721885	0	0	0
2	ACC	Augusta Correctional Center	197	4789516.03	403340.47	5061931.55	313806.15	5061931.55	73390.24	0.00	0.00	0.00	24373	0	45434	33	7	0	1377590	7215	0.00	0	4789516	211875	0	0	0
3	ACS	Agriculture & Consumer Svcs	711	32723941.95	2969102.60	35624478.52	2208717.59	35667597.31	517180.26	0.00	0.00	1700.02	194786	0	1214441	0	0	0	8704176	220200	0.00	0	32723941	1458769	0	0	0
4	APA	Auditor of Public Accounts	147	9869171.70	1154741.67	10590480.83	656609.81	10786302.32	156815.58	0.00	0.00	9583.33	33200	0	397070	0	0	0	1846552	80726	0.00	0	9817422	471440	0	0	0
5	ARC	Joint Legis Audit & Review Com	31	3168090.28	439427.55	3427996.18	212535.80	3532723.26	51261.28	0.00	0.00	7449.98	14636	0	184994	0	0	0	522574	16560	0.00	0	3168090	157922	0	0	0
6	ARS	Dept for Aging & Rehab Svcs	1085	64908534.43	6270748.25	70642163.18	4379814.11	70701445.16	1025170.98	0.00	0.00	69893.43	381315	0	2241821	0	0	0	15431525	335099	0.00	0	64764959	2978967	0	0	0
7	ARV	American Revolution Commission	13	1026448.61	112324.21	1097078.86	68018.88	1097078.86	15907.64	0.00	0.00	0.00	8501	0	20057	0	0	0	156218	0	0.00	0	1026448	52114	0	0	0
8	ASA	Comm on VA Alcohol Safety Pgm	10	636488.18	60590.09	689478.34	42747.65	689478.34	9997.43	0.00	0.00	4775.00	4620	0	17921	0	0	0	154607	0	0.00	0	636488	29263	0	0	0
9	ATP	Dept of Accounts Transfer Pmts	2	260643.42	25161.65	279608.15	17335.71	279608.15	4054.32	0.00	0.00	0.00	4268	0	4800	0	0	0	46338	2400	0.00	0	260643	12854	0	0	0
10	BBE	Board of Bar Examiners	11	720209.05	88461.06	750132.84	46508.23	784553.19	11403.20	0.00	0.00	0.00	10090	0	32780	0	0	0	126248	0	0.00	0	720209	34184	0	0	0



Workers' Compensation Report Query (RPY256) V_PY_WORKERS_COMPENSATION

REVISED: 1/26/2024

DESCRIPTION:

This query is used to provide Workers' Compensation information to DHRM and individual Agencies can run this query to review employee's code setup.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

INPUT / SEARCH CRITERIA:

From CHECK_DT
To CHECK_DT

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From CHECK_DT** and **To CHECK_DT** fields are required fields.

Screenshot of the Workers' Compensation Report Query

V_PY_WORKERS_COMPENSATION - Workers' Compensation Rep									
*From CHECK_DT 10/01/2023									
*To CHECK_DT 11/01/2023									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (19649 kb)									
View All									
First 1-100 of 79232 Last									
Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Regular Earnings	Position		
1	ABC	99999			8017	4584.16	ABC21801		
2	ABC	110701			8810	11349.09	ABCW113A		
3	ABC	110701			8810	19845.00	ABC00565		
4	ABC	110701			7720	20034.00	ABC00026		
5	ABC	110701			8810	1500.00	ABC00577		
6	ABC	110701			8810	1470.00	ABC00573		
7	ABC	110701			8810	25265.66	ABC00046		
8	ABC	110701			8810	6371.92	ABC01043		
9	ABC	110701			8810	20125.00	ABC00550		
10	ABC	110701			8810	22601.26	ABC01020		



Payroll Reports

<This page is intended to be blank>



Base Pay Compare Report (RPY555)

REVISED: 4/9/2025

DESCRIPTION:

This report compares:

- The salaried base pay (RGS) in HR from the last confirmed payroll to the current payroll and
- The salaried based pay (RGS) between HR and Payroll

There are two sections to this report. The **Summary** section (see below) shows the comparison totals for HR Data and Payroll Data. The **Detailed** section lists all employees that determined each of these totals.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Base Pay Compare Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Base Pay Compare Report Run Control Page

Base Pay Compare Report

Run Control ID BASE_PAY_COMPARE [Report Manager](#) [Process Monitor](#) Run

Process Request Parameter(s)

On-Cycle Run

*Pay Run ID SM1020925 🔍

*Company ABC 🔍

Report Format Selection

☐ Run to CSV

Save [Return to Search](#)

[Add](#) [Update/Display](#)

ADDITIONAL INFORMATION:

The **Pay Run ID** and **Company** fields are required fields.



Screenshot of the Summary Section of the Report – PDF Version



Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Page No. 1 of 11

Summary

HR Data

Total Salaried Base Pay Previous Period	:	3,820,724.84
Add New Employees	:	11,336.88
Minus Termed Employees	:	20,919.04
Add Salary Changes	:	741.46
Calculated Salaried Base Pay Current Period	:	3,811,884.14
Actual Salaried Base Pay Current Period	:	3,811,884.14
Difference	:	0.00

Payroll Data

Actual Salaried Base Pay Current Period	:	3,811,884.14
Employees with No Paycheck	:	-89,835.56
Payroll Auto Pay turned off	:	0.00
Partial Pay for mid period Hires	:	0.00
Partial Pay for mid period Terms	:	9,317.66
Pay Rate Change mid period	:	-12,817.59
Calculated Base Pay Earnings for Payroll	:	3,718,548.65
Actual Base Pay Earnings for Payroll	:	3,718,548.65
Difference	:	0.00
Base Pay SPOT Adjustments to Payroll	:	-51,775.62
Base Pay Impacts of Reversals	:	0.00
Calculated Total Base pay (Pay Earnings + SPOT + Reversals)	:	3,666,773.03
Base Pay Total (RGA Accumulator)	:	3,666,773.03
Difference	:	0.00

HR Data

This portion of the report looks at the employee compensation rate from the job data record. It compares the data from the job data record as of the last confirmed payroll to the current payroll.

- **Total Salaried Base Pay Previous Period** – totals the base compensation from the employee's job data records as of the pay end date of the last confirmed payroll
- **Add New Employees** – totals pay for employees hired or rehired as of the current Pay Period. This includes employees hired with an effective date in the prior period after that payroll was confirmed
- **Minus Termed Employees** – totals pay for employees that have been terminated as of the current Pay Period. This includes employees terminated with an effective date in the prior period after that payroll was confirmed
- **Add Salary Changes** – totals pay for employees that had pay rate changes since the prior Pay Period pay end date. This includes salary changes entered with an effective date in the prior period after the payroll was confirmed
- **Calculated Base Pay Earnings** – Prior period total + Hires – Terms + Salary Changes
- **Actual Salaried Base Pay Current Period** – totals the base compensation from employee job records as of the pay end date of the current payroll

Note:

- There should be no differences found
- HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion



Payroll Data

This portion of the report compares the employee compensation rate from their job record to the base pay on the current payroll.

Note: HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion.

- **Actual HR Salaried Base Pay Current Period** – totals the base compensation from employee job data records as of the pay end date of the current payroll (pulled from the HR Data section)
- **Employees with No Paycheck** – totals pay for employees who are active as of the pay end date but have no check
 - Employees on an unpaid leave status are considered active but do not receive base pay
 - A check was turned off by SPO
 - Pay docking removed the full amount of the base pay
- **Payroll Auto Pay turned off** – totals pay for employees that have auto pay turned off as of the pay end date
- **Mid Period Hires** – totals pay for employees hired during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be less than their HR base pay)
- **Mid Period Terms** – totals pay for any employees termed during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be greater than their HR base pay)
- **Mid Period Rate Changes** – totals pay for any employees with a pay rate change effective during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be different from their HR base pay). This category includes active employees whose HR base pay differs from the amount of base pay on the paycheck for other reasons. In many cases the employee received a zero net check, but unlike the first category, these employees did receive a check
- **Calculated Base Pay Earnings for Payroll** – Sum of the categories above to reflect the expected base pay that is included in the payroll
- **Actual Base Pay Earnings for Payroll** – Sum of all base pay on the checks for the current payroll

Note: There should be no differences found.

- **Base Pay SPOT adjustments** – Sum of all SPOT adjustments to base pay (i.e., earning code RGS) entered during the Pay Period, regardless of begin and end date on the SPOT
- **Base Pay Impact of Reversals** – Sum of reversals (voided) checks from prior Pay Periods processed in the current Pay Period
- **Calculated Total Base Pay (Pay Earnings + SPOT)** – Sum of the actual Base Pay Earnings for Payroll and the SPOT adjustments to RGS
- **Base Pay Total (RGA Accumulator)** – Sum of all the base pay for the current payroll reflected in the RGA accumulator

The Calculated Total Base Pay and the Base Pay Total can be compared to other payroll reports such as the COVA Payroll Register, COVA Payroll Summary Report, or the Condensed Payroll Register.

Note: There should be no differences found.



Detailed Section of the Report

Sample screenshots of some of the detailed reports pages:



Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Page No. 2 of 11

New Employees

<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
1		1	SM1	A	1,461.58	01/25/2025	HIR	01/27/2025	01/25/2025	
1		1	SM1	A	2,260.46	01/25/2025	HIR	01/27/2025	01/25/2025	
1		1	SM1	A	1,885.92	01/25/2025	HIR	01/27/2025	01/25/2025	
1		1	SM1	A	1,921.50	01/25/2025	HIR	01/27/2025	01/25/2025	
1		1	SM1	A	1,885.92	01/25/2025	HIR	01/27/2025	01/25/2025	
1		1	SM1	A	1,921.50	01/25/2025	HIR	01/27/2025	01/25/2025	
Total					11,336.88					



Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025

Run Time: 07:11 00

Company: ABC Alcoholic Beverage Control

Run ID : SM1020925

Page No. 3 of 11

Termed Employees

Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt
0		0	SM1	A	2,958.33	08/27/2024	POS	08/27/2024	08/10/2021	02/05/2025
1		1	SM1	S	1,808.54	01/10/2025	SUS	01/10/2025	06/25/2024	01/23/2025
0		0	SM1	A	2,385.33	11/14/2024	POS	11/14/2024	08/10/2022	02/06/2025
3		0	SM1	A	3,118.21	10/08/2024	POS	10/08/2024	03/25/2022	01/26/2025
0		0	SM1	A	2,502.92	06/10/2024	PAY	06/17/2024	12/10/2020	02/02/2025
0		0	SM1	A	2,659.63	09/04/2024	POS	09/04/2024	12/25/2018	01/29/2025
0		0	SM1	A	3,849.29	06/10/2024	PAY	06/17/2024	09/01/1986	01/31/2025
1		1	SM1	A	1,636.79	06/10/2024	PAY	06/17/2024	10/10/2022	01/21/2025
Total					20,919.04					



Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 4 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Pay Rate Changes

<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Change Amt</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
1		1	SM1	A	4,366.67	127.84	01/25/2025	PAY	01/27/2025	03/25/2022	
0		0	SM1	A	4,166.67	209.21	01/25/2025	PAY	01/27/2025	08/10/2022	
0		0	SM1	A	2,346.08	404.41	01/25/2025	XFR	01/27/2025	11/25/2020	
Total					10,879.42	741.46					



Detailed Section of the Report (continued)

Sample screenshots of some of the detailed reports pages:



Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Page No. 9 of 11

Mid Period Rate Changes

<u>EmplId</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Payroll Reg Pay</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
1		SM1	L		1,960.13	1,176.08	02/04/2025	LOA	02/06/2025	05/25/2022	
0		SM1	S		6,727.75	0.00	09/25/2024	LOF	09/30/2024	11/07/1995	09/24/2024
0		SM1	S		2,353.25	0.00	07/01/2024	POS	07/08/2024	01/25/2020	06/30/2024
0		SM1	S		2,952.54	0.00	07/01/2024	LOF	07/08/2024	04/25/2009	06/30/2024
Total					13,993.67	1,176.08					



Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Page No. 11 of 11

Reversals

<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>Erncd</u>	<u>Amount</u>	<u>Earn Begin Dt</u>	<u>Earn End Dt</u>
---------------	-------------	-----------------	-----------------	---------------	--------------	---------------	----------------------	--------------------

Screenshot of Base Pay Compare Report – CSV Version

Report ID:	RPY555													Commonwealth of Virginia				Run Date:	20-Mar-25
														BASE PAY COMPARISON REPORT				Run Time:	08:10:57.000000_AM
		</																	



ChartField Validation Error Report (RPY410)

REVISED: 8/1/2024

DESCRIPTION:

This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField string.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

INPUT / SEARCH CRITERIA:

Pay Run ID
Run to CSV checkbox
Business Unit

OUTPUT FORMAT:

PDF/CSV

Screenshot of the ChartField Validation Error Report Run Control Page

ChartField Validation Error Report

Run Control ID CHARTFIELD_VALID Report Manager Process Monitor Run

*Pay Run ID

Report Format Selection
☐ Run to CSV

Business Unit Selection

1-1 of 1

Business Unit	Agency Description		
1		+	-

Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** and **Business Unit** fields are required fields.



Screenshot of the ChartField Validation Error Report (PDF)



Cardinal

Commonwealth of Virginia

Report ID: RPY410

CHARTFIELD VALIDATION ERROR REPORT

Run Date: 07/17/2024
Run Time: 02:12 00

Business Unit : 26200-Dept for Aging & Rehab Svcs
Run ID: SM1022424

Page No. 1 of 4

EMPLID: EMPL_RCD: 0Name:

	Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Error String:	50112302	10000	454004	10073					0000122138	STATE			
Suspense String:	50112399	02800	499001	99999	900010								
Error Code	Error Description			Chartfield Value									
E1	Inactive Project ID			PROJECT_ID									
	DUR		TRC	ERNCD	Hours			Amount					
	01/15/2024		HOL	HOL	-8			-911.93					
	01/15/2024		HOL	HOL	8			521.10					
	02/19/2024		HOL	HOL	8			607.95					

	Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Error String:	50112304	10000	454004	10073					0000122138	STATE			
Suspense String:	50112399	02800	499001	99999	900010								
Error Code	Error Description			Chartfield Value									
E1	Inactive Project ID			PROJECT_ID									
	DUR		TRC	ERNCD	Hours			Amount					
	02/09/2024		PER	OTL	8			364.76					
	02/13/2024		PER	OTL	4			303.98					

Screenshot of the ChartField Validation Error Report (CSV)

Commonwealth of Virginia														
Report ID: RPY410														
ChartField Validation Error Report														
Business Unit	EMPLID	EMPL_RC	D	Name	Error Code	Error Description	Chartfield Value	Account	FUND	Error String PROGRAM	Department	Cost Center	Error String	Error String
26200		0			E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073		0000122138	STATE
26200		0			E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073		0000122138	STATE

Screenshot of the ChartField Validation Report (CSV) scrolled right

Run Date: 17-Jul-24														
Run Time: 02:15:55.0														
Error String	Error String	Suspense	Suspense	Suspense String	Suspense String	Suspense String	Suspense	Suspense	Suspense	Suspense	Suspense String	Suspense String	Suspense String	Suspense String
Agency Use 2	Source Type	String Account	String FUND	PROGRAM	Department	Cost Center	String Task	String FIPS	String Asset	String Project	Activity	Agency Use 1	Agency Use 2	Source Type
		50112399	02800	499001	99999	900010								1/15/2024 HOL
		50112399	02800	499001	99999	900010								1/15/2024 HOL
		50112399	02800	499001	99999	900010								2/19/2024 HOL
		50112399	02800	499001	99999	900010								2/9/2024 PER
		50112399	02800	499001	99999	900010								2/13/2024 PER
		50112399	02800	499001	99999	900010								1/10/2024 SDP
		50112399	02800	499001	99999	900010								1/10/2024 SDP
		50112399	02800	499001	99999	900010								1/11/2024 SDP



COVA Error Listing Report (RPY261, TAX900)

REVISED: 7/15/2025

DESCRIPTION:

This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report is used by SPO and Agencies and can be run by quarter or year to date.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Run by Quarter
Year to Date
Balances for Calendar Year
Quarter
Run to CSV Checkbox
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Error Listing Report Run Control Page (Run by Quarter)

The screenshot shows the 'COVA Error Listing Report' run control page. At the top, it displays 'Run Control ID: COVA_ERROR_LISTING_RPT' and navigation links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The main section is titled 'Report Request Parameters' and contains three sub-sections: 'Balance Parameters', 'Report Format Selection', and 'Company Selection'. In 'Balance Parameters', 'Run by Quarter' is selected, and there are input fields for '*Balances for Calendar Year' and '*Quarter'. 'Report Format Selection' has a checkbox for 'Run to CSV'. 'Company Selection' features a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table currently shows one entry with a search icon, a plus button, and a minus button.

ADDITIONAL INFORMATION:

The **Balances for Calendar Year** and **Quarter** fields are required fields. When the Report is Run by Quarter, it will only include the errors within the quarter selected.



Screenshot of the COVA Annual Reporting Error Listing Report Run by Quarter

(PDF version)



Cardinal

Report ID: RPY261

Commonwealth of Virginia

ERROR LISTING REPORT

Run Date: 07/15/2025
Run Time: 07:10 00

CompanyABC Alcoholic Beverage Control

Tax Year2025

Quarter2

Page No. 1 of 1

Employee ID	Employee Name	St	Locality	Work	Res	PSD	Tax	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
		\$U					MED/EE	22,785.12	329.79	-0.59	49,823.70	721.85	-0.59	Medicare Calc Tax <> Tax Balance
		\$U					OASDI/EE	22,785.12	1,410.14	-2.54	49,823.70	3,086.53	-2.54	OASDI Calc Tax <> Tax Balance

End of VPFYR0261 Report

(CSV version)

								Commonwealth of Virginia							Run Date:	15-Jul-25
Report ID:	RPY261							ERROR LISTING REPORT							Run Time:	07:09:24.000000_AM
Tax Year:	2025															
Quarter:	2															
Company	Employee ID	Employee Name	State	Locality	Work	PSD	Res PSD	Tax Class	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message	
ABC Alcoholic Beverage Control			\$U					MED/EE	22785.12	329.79	-0.59	49823.7	721.85	-0.59	Medicare Calc Tax <> Tax Balance	
ABC Alcoholic Beverage Control			\$U					OASDI/EE	22785.12	1410.14	-2.54	49823.7	3086.53	-2.54	OASDI Calc Tax <> Tax Balance	



Screenshot of the COVA Error Listing Report Run Control Page (Year to Date)

COVA Error Listing Report

Run Control ID: COVA_ERROR_LISTING Report Manager Process Monitor [Run](#)

Report Request Parameters

Balance Parameters

☐ Run by Quarter ☒ Year to Date

*Balances for Calendar Year: 2025

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1 View All

Company	Description		
1		+	-

ADDITIONAL INFORMATION:

The **Balances for Calendar Year** is a required field.

When the Report is run for Year to Date, it will include the accumulated errors for the year selected.

Screenshot of the COVA Annual Reporting Error Listing Report Year to Date

(PDF version)



Cardinal

Report ID: RPY261

Commonwealth of Virginia

ERROR LISTING REPORT

Run Date: 07/15/2025

Run Time: 10:10 00

CompanyABC Alcoholic Beverage Control

Tax Year2025

Page No. 1 of 1

Employee ID	Employee Name	St	Locality	Work	Res	PSD	Tax	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
		SU					OASDI/EE	19.20	0.00	-1.19	19.20	0.00	-1.19	OASDI Calc Tax <> Tax Balance
		SU					MED/EE	4,358.75	62.23	-0.97	16,987.76	245.35	-0.97	Medicare Calc Tax <> Tax Balance
		SU					OASDI/EE	4,358.75	266.08	-4.16	16,987.76	1,049.08	-4.16	OASDI Calc Tax <> Tax Balance
		SU					OASDI/EE	4,054.07	249.91	-1.44	15,816.08	979.15	-1.45	OASDI Calc Tax <> Tax Balance

End of VPFYR0261 Report

(CSV version)

Report ID:	RPY261						Commonwealth of Virginia							Run Date:	15-Jul-25	
							ERROR LISTING REPORT							Run Time:	10:09:05.000000_AM	
Tax Year:	2025															
Quarter:	4															
Company	Employee ID	Employee Name	State	Locality	Work	PSD	Res	PSD	Tax Class	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
ABC Alcoholic Beverage Control			\$U						OASDI/EE	19.2	0	-1.19	19.2	0	-1.19	OASDI Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			\$U						MED/EE	4358.75	62.23	-0.97	16987.76	245.35	-0.97	Medicare Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			\$U						OASDI/EE	4358.75	266.08	-4.16	16987.76	1049.08	-4.16	OASDI Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			\$U						OASDI/EE	4054.07	249.91	-1.44	15816.08	979.15	-1.45	OASDI Calc Tax <> Tax Balance



COVA Balance Adjustment Report (RPY452)

REVISED: 3/20/2024

DESCRIPTION:

This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

INPUT / SEARCH CRITERIA:

Start Date
As of Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Balance Adjustment Report Run Control Page

COVA Balance Adjustment Report

Balance Adjustment Report

Run Control IDBALANCE_ADJUSTMENT_RPTReport ManagerProcess MonitorRun

Report Request Parameter(s)

Date Range

Start Date12/01/2023
As Of Date03/20/2024

Select Date Type

Use Balance Date

Use Adjustment Date

Report Format Selection

Run to CSV

Company Selection

1-1 of 1View All

Company	Description		
1CJS	Dept of Criminal Justice Svcs	+	-

Save

Return to Search

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.



Screenshot of the COVA Balance Adjustment Report – PDF

Company CJS Dept of Criminal Justice Svcs For the period 12/01/2023 through 03/20/2024										Page No. 5 of 8		
Tax YTD Balance Adjustments Balance ID: CY												
EmplID/ Reason	Adj Date Seq Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	State	Locality/ Work PSD/ Res PSD	Tax Class	
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD	0.55	0.55	US Federal		MED/EE	
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD		0.55				
						Total Taxes MTD		0.55				
						Taxable Gross YTD	38.10	38.10				
						Taxable Gross QTD						
						Taxable Gross MTD						
						No Limit Gross YTD	38.10	38.10				
						No Limit Gross QTD						
						No Limit Gross MTD						
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD	2.36	2.36	US Federal		OASDI/EE	
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD		2.36				
						Total Taxes MTD		2.36				
						Taxable Gross YTD	38.10	38.10				
						Taxable Gross QTD						
						Taxable Gross MTD						
						No Limit Gross YTD	38.10	38.10				
						No Limit Gross QTD						
						No Limit Gross MTD						
00637189900	1	08-JAN-2024	2023	4	12	Total Taxes YTD	-2.56	2.56	US Federal		OASDI/EE	
2 - FICA refunded in error due to imp life reversa						Total Taxes QTD	-2.56					
						Total Taxes MTD		2.56				
						Taxable Gross YTD						
						Taxable Gross QTD	-41.28	-41.28				
						Taxable Gross MTD						
						No Limit Gross YTD						
						No Limit Gross QTD	-41.28	-41.28				
						No Limit Gross MTD						

Screenshot of the COVA Balance Adjustment Report – CSV

#NAME?																	Commonwealth of Virginia
Report ID:	RPV452																COVA BALANCE ADJUSTMENT AUDIT
For the period 01-DEC-2023 through 20-MAR-2024																	
Company	YTD Balan	Balance ID	EmplID	Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance			
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes YTD	0	0.55					0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes QTD	0	0.55					0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes MTD	0	0.55					0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross YTD	38.1	0					38.1
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross QTD	0	0					0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross MTD	0	0					0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross YTD	38.1	0					38.1
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross QTD	0	0					0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross MTD	0	0					0

Screenshot of the COVA Balance Adjustment Report – CSV (scrolled right)

													Run Date:	20-Mar-24
													Run Time:	03:11:56.000000_PM
Earn Code	Plan Type	Benefit Plan	Deduction Code	Deduction Class	Garnish ID	State	Locality	Work PSD	Res PSD	Tax Class	Country	Income Code	Tax Rate	
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				



COVA Check Reconciliation Report (RPY175)

REVISED: 7/14/2023

DESCRIPTION:

This report displays a summary of the manual checks, direct deposit, and federal and state automated deposits for a specific Pay Period.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

TXT

Screenshot of the Check Reconciliation Report Run Control Page

The screenshot shows the 'COVA Check Recon Report' run control page. At the top, there is a navigation bar with a '< Process List' button and the report title 'COVA Check Recon Report'. Below this is a 'Check Recon Report' tab. The main area contains a 'Run Control ID' field with the value 'Check_Recom_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Report Request Parameter(s)' section is divided into two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' option has a 'Pay Run ID' field. The 'Off-Cycle Pay Calendar' option has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru'. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section features a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table shows one entry with a search icon and '+'/'-' buttons. At the bottom, there is an 'Output to File Server' checkbox, a 'Save' button, and 'Add' and 'Update/Display' buttons.

Run Control ID: Check_Recom_Report

Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID [Search]

Company [Search] Pay Group [Search] Pay End Date [Search] Process Page [] Thru []

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

1-1 of 1 View All

Company	Description
1 [Search]	[+]

☐ Output to File Server

Save Add Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of the Check Reconciliation Report

Commonwealth of Virginia - Check Reconciliation Report

Run Date: 07/13/2023

Run Time: 12:36 00

Report ID: RPY175

On/Off Cycle CONFIRMED

Pay Run ID : SM1070923

Check Number	FROM	TO
	70024293	70024296

Sequence	From Chk#	To Chk#	Check Date
1	70024293	70024538	07/14/2023

Total Number of Checks: 4

Total Amount of Checks: 4677.32

Total Number of Advices to be Printed: 0

Total Amount of All Direct Deposit Advices: 2801763.59

Total Amount of Federal Automated Deposit: 1005068.32

State Automated Deposit Amount for MD - Maryland: 715.92

State Automated Deposit Amount for VA - Virginia: 167967.03

State Automated Deposit Amount for WV - West Virginia: 318.00

Total Amount of VA Child Support Checks: 4061.94

VOIDED CHECKS

COMPANY	EMPLID	CHECK NUMBER	CHECK AMOUNT	CHECK DATE
TOTAL 0.00				

VOIDED DIRECT DEPOSITS

COMPANY	EMPLID	CHECK NUMBER	CHECK AMOUNT	CHECK DATE
TOTAL 0.00				

CHILD SUPPORT REVERSALS

COMPANY	EMPLID	CHECK NUMBER	GARN AMOUNT	CHECK DATE
TOTAL 0.00				



COVA Check Register Report (RPY145)

REVISED: 9/15/2021

DESCRIPTION:

This report is a listing of all checks, in Check Number order, written in the Pay Period for each Company in the organization.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Check Register Report Run Control Page

The screenshot shows the 'COVA Check Register' run control page. At the top, there is a 'Process List' button and the title 'COVA Check Register'. Below this, the 'Run Control ID' is set to 'COVA_Check_Register', with links to 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains two main areas: 'On-Cycle Run' with a 'Pay Run ID' search field, and 'Off-Cycle Pay Calendar' with fields for 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru'. The 'Payroll Cycle' section has three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section includes a table with columns 'Company' and 'Description', and a search bar. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of the COVA Check Register Report

 Report ID: RPY145		Commonwealth of Virginia COVA CHECK REGISTER				Run Date: 09/13/2021 Run Time: 03:03 00							
On/Off Cycle CONFIRMED						Page No. 1 of 47							
Company: ABC Alcoholic Beverage Control Form ID:													
Check No.	Source	Check Date	Check Amount	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Location Code	Pay Group	Address Option
0000000000000000		07/16/2020	0.00				FMS	170704	99900	CENTR	CENTR	SM1	Home Addr



Condensed Payroll Register (RPY087)

REVISED: 11/1/2023

DESCRIPTION:

This report condenses employee gross to net calculation from the Payroll Register (PAY002) into one line.

This report provides Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific Pay Period.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Run to CSV checkbox
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Condensed Payroll Register Run Control Page

Run Control ID

CONDENSED_PAYROLL_REG

Report Manager

Process Monitor

Run

Report Request Parameter(s)

On-Cycle Run

Pay Run ID

SM1072423

SM1072423

or

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page

Thru

Payroll Cycle

☐ On-Cycle

☐ Off-Cycle

☒ Both

Report Format Selection

☐ Run to CSV

Company Selection

1-1 of 1

View All

Company	Description		
1	CJS	Dept of Criminal Justice Svcs	+ -

Save

Return to Search

Add

Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.



Screenshot of the Condensed Payroll Register - PDF



Report ID: RPY087

Commonwealth of Virginia

COVA CONDENSED PAYROLL REGISTER

Run Date: 11/01/2023
Run Time: 11:01 00

Company: CJS - Dept of Criminal Justice Svcs
Pay Period End Date: 24-JUL-2023
Department: 10260 - Computer Svcs

Page No. 7 of 26

Emplid	Name	Gross Earnings	Regular Hours	Regular Earnings	Overtime Hours	Overtime Earnings	Other Hours	Other Earnings	Non-Cash	Federal Tax	OASDI Tax	HI Tax	State Tax	Total Deductions	Net Pay	Hourly Rate
		3,400.00	88.00	3,400.00	0.00	0.00	0.00	0.00	0.00	350.06	206.28	48.24	145.88	352.15	2,297.39	39.23
		4,134.38	88.00	4,134.38	0.00	0.00	0.00	0.00	0.00	486.52	251.06	58.71	181.55	457.10	2,699.44	47.70
		5,250.00	88.00	5,250.00	0.00	0.00	0.00	0.00	0.00	299.55	310.09	72.53	231.38	588.20	3,748.25	60.58
		3,675.00	88.00	3,675.00	0.00	0.00	0.00	0.00	0.00	339.52	222.58	52.05	164.91	287.13	2,608.81	42.40
		3,567.29	88.00	3,567.29	0.00	0.00	0.00	0.00	0.00	214.50	204.16	47.74	143.58	476.14	2,481.17	41.16
		4,823.46	88.00	4,823.46	0.00	0.00	0.00	0.00	0.00	613.59	290.72	67.99	208.07	577.76	3,065.33	55.66
		2,985.96	88.00	2,985.96	0.00	0.00	0.00	0.00	0.00	291.70	183.27	42.86	128.40	194.23	2,145.50	34.45
		2,652.92	88.00	2,652.92	0.00	0.00	0.00	0.00	0.00	102.92	149.08	34.86	85.72	490.32	1,799.02	30.61
		4,583.33	88.00	4,583.33	0.00	0.00	0.00	0.00	0.00	280.67	268.66	62.84	193.66	593.89	3,183.61	52.88
		4,455.96	88.00	4,455.96	0.00	0.00	0.00	0.00	0.00	563.92	264.80	61.93	189.25	606.04	2,770.02	51.41
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	472.58	241.22	56.42	167.60	528.97	2,496.92	45.64
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	265.36	240.20	56.17	145.67	485.47	2,770.84	45.64
Department Sub-Totals		47,455.72		47,438.72	0.00	0.00		17.00		4,280.89		662.34		5,637.40		
			1,056.00		0.00		0.00		0.00		2,832.12		1,985.67		32,057.30	

Screenshot of the Condensed Payroll Register - CSV

Report ID:	RPY087														
COMPANY	PAY	DEPARTMENT	EMPLID	NAME	GROSS EARNINGS	REGULAR HOURS	REGULAR EARNINGS	OVERTIME HOURS							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			5855.38	88	5855.38	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3077.54	88	3077.54	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			6640.83	88	6640.83	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3718.75	88	3718.75	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			0	0	0	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3858.75	88	3858.75	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3384.92	88	3376.42	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3062.5	88	3062.5	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10210 - Div Director Office			6540.13	88	6523.13	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			5367.88	88	5359.38	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			2010.25	88	2001.75	0							

Screenshot of the COVA Condensed Payroll Register – CSV (continued)

Commonwealth of Virginia COVA CONDENSED PAYROLL REGISTER										Run Date:	1-Nov-23
										Run Time:	11:06:36.000000_AM
OVERTIME EARNINGS	OTHER HOURS	OTHER EARNINGS	NON-CASH	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX	TOTAL DEDUCTIONS	NET PAY	HOURLY RATE	
0	0	0	0	788.48	351.56	82.22	207.44	1727.77	2697.91	67.562019	
0	0	0	0	327.99	171.88	40.2	119.51	479.21	1938.75	35.510096	
0	0	0	0	764.73	394.71	92.32	252.39	1731.54	3405.14	76.625	
0	0	0	0	467.02	224.39	52.48	163.06	285.44	2526.36	42.908654	
0	0	0	0	0	0	0	0	0	0	37.860577	
0	0	0	0	229.41	237.72	55.6	119.82	1177.55	2038.65	44.524038	
0	0	8.5	0	344.68	206.86	48.38	142.25	452.38	2190.37	38.958654	
0	0	0	0	183.53	185.35	43.34	128.74	226.13	2295.41	35.336538	
0	0	17	0	726.19	398.7	93.24	304.36	707.81	4309.83	75.266827	
0	0	8.5	0	613.34	317.12	74.17	237.66	688.25	3437.34	61.838942	
0	0	8.5	0	96.59	119.09	27.85	72.49	313.3	1380.93	23.097115	



COVA Deduction Register Report (RPY146)

REVISED: 2/26/2024

DESCRIPTION:

This report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals.

This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a Pay Period. It can be run by Company.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Deduction Register Report Run Control Page

COVA Deduction Register

Run Control ID

DED_REG

Report Manager

Process Monitor

Run

Report Request Parameter(s)

On-Cycle Run

Pay Run ID

SM1062423

or

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC Q	Alcoholic Beverage Control	+	-

ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.

Rev 10/7/2025

Page 87 of 209



Screenshot of the COVA Deduction Register Report (PDF)



Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 02/23/2024

Run Time: 11:59 00

Company
ABC Alcoholic Beverage Control
Pay Period End
06/24/2023
Pay Group
SL2 Semimonthly Law14 (FRITHU14)

Deduction
ASSOC2 Association 2
Type
General Deduction

On/Off Cycle
CONFIRMED

Page No. 1 of 188

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50		

Screenshot of the COVA Deduction Register Report (CSV)

Report ID: RPY146								Commonwealth of Virginia COVA DEDUCTION REGISTER
Company	Pay Period End	Pay Group	Deduction	Type	Employee ID	Name	Ben Rcd	Off Cycle
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	



Screenshot of the COVA Deduction Register Report (CSV) scrolled right

							Run Date:	23-Feb-24
							Run Time:	11:59:18.000000_AM
Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	129.25	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0



COVA Deductions not Taken Report (RPY140)

REVISED: 9/15/2021

DESCRIPTION:

This report is a listing of employees who had benefits deductions omitted for a Pay Period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the Check Number that the deduction not taken affected. The deductions are totaled at the bottom of the page by Pay Period, by Company, and a grand total for all Companies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Deductions not Taken Report Run Control Page

The screenshot shows the 'COVA Deductions Not Taken' report run control page. At the top, there is a 'Process List' button and the report title. Below this, the 'Run Control ID' is 'Deductions_Not_Taken', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Report Request Parameter(s)' section contains two main input areas: 'On-Cycle Run' with a 'Pay Run ID' field, and 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field) inputs. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section features a table with columns 'Company' and 'Description', and a search bar. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.



Screenshot of the COVA Deductions not Taken Report

Report ID: RPY140

Commonwealth of Virginia

COVA DEDUCTIONS NOT TAKEN REPORT

Run Date: 08/09/2023

Run Time: 07:34 00

Page No. 1 of 1

Company: ABC Alcoholic Beverage Control

Pay Period End: 07/24/2023

On/Off Cycle CONFIRMED

Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
		SM1	CVACRE	COVACARE	0	75.00	N Net			000000970022303
		SM1	CVAHAW	COVA HA	0	66.50	N Net			000000000000000
		SM1	GRNFEE	ChSupFee	999	5.00	N Net			000000000000000
		SM1	OPTIMA	Optima	0	40.00	N Net			000000970022302
		SM1	OPTLIF	Opt Life	999	2.58	N Net			000000970022302
		SM1	DOAFEE	Admn Fee	999	0.15	N Net			000000970022305
		SM1	PSTTAX	Misc Ins	999	22.06	N Net			000000970022305
		SM1	CVACRE	COVACARE	1	48.50	N Net			000000970022304
		SM1	DEFCMP	Def Comp	0	2,400.00	F 457 Limit			000000062247403
Pay Period Total						2,659.79			0.00	
Company Total						2,659.79			0.00	
Grand Total						2,659.79			0.00	



COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 8/8/2023

DESCRIPTION:

This report lists employee-level payroll expenditure detail by Company. It can be run for a Pay Period or check range date as well as for the entire Company or a specific employee. This report can also be run for a specific Earnings Code or several Earnings Codes. The default output is by ChartField string.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

INPUT / SEARCH CRITERIA:

Pay Run ID
From Date
To Date
PDF or CSV (checkbox)
Empl ID
Earnings Code
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page

The screenshot shows the 'COVA Dtl Payroll Expenditures' report run control page. At the top, there's a header bar with 'COVA Dtl Payroll Expenditures' on the left, 'Run Control ID DTL_PY_EXPENDITURES' in the center, and 'Report Manager Process Monitor' on the right. A 'Run' button is located in the top right corner. Below the header, the 'Report Request Parameters' section contains several input fields: 'Pay Run ID' with the value 'SM1072423' and a search icon, 'Check Date Range' with 'From Date' and 'To Date' fields, 'Report Output Format' with radio buttons for 'PDF' (selected) and 'CSV', 'Employee Search' with 'Empl ID' field, and 'Earnings Selection' with a table showing 'Earnings Code' and 'Description'. Below this is a 'Company Selection' section with a table showing 'Company' and 'Description'. The tables for 'Earnings Selection' and 'Company Selection' both show one row with a search icon, a '+' button, and a '-' button. The 'Earnings Selection' table has a '1-1 of 1' dropdown and a 'View All' link. The 'Company Selection' table also has a '1-1 of 1' dropdown and a 'View All' link.

Earnings Code	Description
1	

Company	Description
1 ABC	Alcoholic Beverage Control

ADDITIONAL INFORMATION:

The **Pay Run ID** or **From Date** and **To Date** fields are required.



Screenshot of the COVA Detail Payroll Expenditures Report - PDF

Report ID: RPY287 Commonwealth of Virginia DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES Run Date: 08/08/2023 Run Time: 11:54 00													
Pay Run ID: SM1072423 Pay End Dt: 07/24/2023 Company : ABC													
Page No. 1 of 264													
Employee ID Employee Name Position Nbr	EARN CODE	EARNINGS	RET CRDT	HYBRID	LT DISAB	DC/ANN	TOTAL COSTS	BUSINESS UNIT	FUND	PROGRAM	EARNINGS ACCOUNT	PROJECT	ACT TASK
			RETIREMENT	SOC SEC+Othr	GRIPINS	HEALTH		COST CNTR	AGENCY USE1	DEPARTMENT	AGENCY USE2 FIPS		ASSET
Paygroup: SL2 Semimonthly Law14 (FRITHU14) Dept ID : 110701 Administration													
	RGS	10017.00	112.19	0.00	61.10	20.00		99900	05001	801001	5011270		
			2464.18	740.54	134.23	967.50	4499.74				110701		
DEPARTMENT 110701	TOTALS:	10017.00	112.19	0.00	61.10	20.00	4499.74						
			2464.18	740.54	134.23	967.50							
Paygroup: SL2 Semimonthly Law14 (FRITHU14) Dept ID : 410806 Central Office													
	VAC	2500.61	44.01	0.00	23.97	12.50		99900	05001	304003	50112703		
			966.66	319.76	52.66	660.00	2079.56				410806		
	TMP	392.95	0.00	0.00	0.00	0.00		99900	05001	304003	5011270		
			0.00	0.00	0.00	0.00	0.00				410806		
	RGS	1428.89	0.00	0.00	0.00	0.00		99900	05001	304003	5011270		
			0.00	0.00	0.00	0.00	0.00				410806		
	RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270		
			1695.27	521.45	92.34	369.00	2817.28				410806		
	ALP	12925.44	0.00	0.00	0.00	0.00		99900	05001	304003	5011620		
			0.00	988.80	0.00	0.00	988.80				410806		
	RGS	5940.63	66.54	0.00	36.24	20.00		99900	05001	304003	5011270		
			1461.39	437.32	79.60	967.50	3068.59				410806		
	RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270		
			1695.27	513.54	92.34	660.00	3100.37				410806		
DEPARTMENT 410806	TOTALS:	36971.18	264.91	0.00	144.29	72.50	12054.60						
			5818.59	2780.87	316.94	2656.50							
Paygroup: SL2 Semimonthly Law14 (FRITHU14) Dept ID : 410808 Region 1 Roanoke/Abingdon													

Screenshot of the COVA Detail Payroll Expenditures Report – CSV

1	Company	Report ID	Run Date	Run Time	Paygroup	Pay Run ID	Pay End C	Departme	Position Nbr	Empl ID	Name	Earn CD	Earnings	FICA+Othr	Retiree Cr	Retireme	Group	Ins	Health	Ins	LTD
2	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	110701				RGS	10017	740.54	112.19	2464.18	134.23	967.5	61.1		
3	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				VAC	2500.61	319.76	44.01	966.66	52.66	660	23.97		
4	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				TMP	392.95	0	0	0	0	0	0	0	
5	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	1428.89	0	0	0	0	0	0	0	
6	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	6891.33	521.45	77.18	1695.27	92.34	369	42.04		
7	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				ALP	12925.44	988.8	0	0	0	0	0	0	
8	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	5940.63	437.32	66.54	1461.39	79.6	967.5	36.24		

Screenshot of the COVA Detail Payroll Expenditures Report – CSV (scrolled right)

DC/Ann C	Hybrid	Total Cost	Business U	Fund	Program	Earnings Account	Project	Activity	Task	Cost Cent	Agency U	Funding D	Agency U	FIPS	Asset
20	0	4499.74	99900	05001	801001	5011270								110701	
12.5	0	2079.56	99900	05001	304003	50112703								410806	
0	0	0	99900	05001	304003	5011270								410806	
0	0	0	99900	05001	304003	5011270								410806	
20	0	2817.28	99900	05001	304003	5011270								410806	
0	0	988.8	99900	05001	304003	5011620								410806	
20	0	3068.59	99900	05001	304003	5011270								410806	



COVA Direct Deposit Register Report (RPY199)

REVISED: 9/15/2021

DESCRIPTION:

This is a report listing all direct deposits for employees in each Company within the organization.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Direct Deposit Register Report Run Control Page

The screenshot shows the 'COVA Direct Deposit Register' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Direct Deposit Register'. Below the title, there are tabs for 'Run Control ID', 'Direct_Deposit_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Process Request Parameter(s)' and contains two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' section has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' fields. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). The 'Company Selection' section features a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Cardinal Homepage COVA Direct Deposit Register

COVA Direct Deposit Register

Run Control ID Direct_Deposit_Register Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID Company Pay Group Pay End Date Process Page Thru

Payroll Cycle

On-Cycle Off-Cycle Both

Company Selection

Company	Description
1	

Save Add Update/Display

ADDITIONAL INFORMATION:

The Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the COVA Direct Deposit Register Report

CARDINAL		Commonwealth of Virginia		COVA DIRECT DEPOSIT REGISTER		Run Date: 08/09/2023		Run Time: 07:39 00		
Report ID: RPY199										
Page No. 1 of 14										
Company: DLI Dept of Labor and Industry										
Pay Period End:07/24/2023										
Pay Group SMI Semimonthly Class (SATFRI07)										
Employee Name	Dept. ID	Check	<-----	Deposit Detail	----->					
Employee Id	Check Date	Advice No.	Src	Net Pay	Amount	Type	Transit #	Account Number	IAT	Amount
Business Unit										
18100	08/01/2023	000000062262414		1,647.41	0.00	Checking			N	1,647.41
18100	08/01/2023	000000062262415		1,477.17	0.00	Savings			N	20.00
18100	08/01/2023	000000062262416		2,419.97	0.00	Checking			N	2,419.97
18100	08/01/2023	000000062262417		1,268.20	0.00	Checking			N	1,268.20
18100	08/01/2023	000000062262418		2,234.05	0.00	Checking			N	2,234.05



COVA ER Benefit Contributions Report (RPY516)

REVISED: 1/26/2024

DESCRIPTION:

This report lists U.S. employer paid benefits and includes both taxable and nontaxable amounts for the selected Pay Period and year-to-date (YTD) month, quarter, and year.

This report displays the information for Agencies the user has access to. The report provides detail by Company, if run for multiple Companies, and the last page of the report displays grand totals.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters
On-Cycle, Off-Cycle or Both (check boxes)
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA ER Benefit Contributions Report Run Control Page

COVA ER Benefit Contributions

COVA ER Benefit Contributions

Run Control ID ER_BEN_CONTRIB

Report Manager

Process Monitor

Run

Process Instance:2834082

Process Request Parameter(s)

On-Cycle Run

Pay Run ID SM1100923

SM1100923

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

Report Format Selection

☒ Run to CSV

Company Selection

1 of 1

View All

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the COVA ER Benefit Contributions Report (PDF)



Report ID: RPY516

Commonwealth of Virginia

COVA ER BENEFIT CONTRIBUTIONS

Run Date: 01/24/2024

Run Time: 02:44 00

On Cycle CONFIRMED

Page No. 11 of 4613

CompanyABC Alcoholic Beverage Control

Pay Period End10/09/2023

Department110701 Administration

Pay GroupSM1 Semimonthly Class (FRITHU07)

Deduction TypeDEFCMP 457 Deferred Compensation
49 Section 457

Employee ID	Empl Rcd	Name	Current Taxable	Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0				15.00		15.00	15.00	285.00
0	0			5.00			5.00	5.00	95.00
0	0				20.00		20.00	20.00	380.00
0	0			10.00			10.00	10.00	190.00
Deduction Total			0.00	95.00	35.00		130.00	130.00	2,470.00

Screenshot of the COVA ER Benefit Contributions Report (CSV)

1									Commonwealth of Virginia	
2	Report ID: RPY516								COVA ER BENEFIT CONTRIBUTIONS	
3										
4	Company	Department	Pay Period End	Pay Group	Deduction	Type	Employee ID	Empl Rcd	Name	Current Taxable
5	ABC	110701	9-Oct-23	SL2	CVACRE	10		0		0
6	ABC	110701	9-Oct-23	SL2	IMPLIF	23		0		99.36
7	ABC	110701	9-Oct-23	SL2	DEFCMP	49		0		0
8	ABC	110701	9-Oct-23	SL2	VALORS	70		0		0
9	ABC	110701	9-Oct-23	SL2	GRPLFV	7W		0		0
10	ABC	110701	9-Oct-23	SL2	RETHCV	7X		0		0

Screenshot of the COVA ER Benefit Contributions Report (CSV) (scrolled right)

				Run Date:	24-Jan-24
				Run Time:	02:44:34.000000_PM
Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	967.5	0	967.5	967.5	17926.5
0	0	482000	99.36	99.36	954.96
20	0	0	20	20	380
0	2464.18	10017	2464.18	2464.18	45145.66
0	134.23	10017	134.23	134.23	2459.17
0	112.19	10017	112.19	112.19	2055.41



COVA Federal Tax Summary (RPY242, TAX007)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report lists data by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), unemployment taxes, and includes state-specific Federal Unemployment Tax Act (FUTA) Credit Reduction gross and tax amounts. It lists employees by Employee ID Number and name and it provides page and Company totals.

This quarterly report is used by Agencies for 941 reporting.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Federal Tax Summary Run Control Page

COVA Federal Tax Summary

Run Control ID

FEDERAL_TAX_SUMMARY

Report Manager

Process Monitor

Run

*Balances for Year

2023

*Quarter

3

Q

1-1 of 1

View All

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

The **Balances for Year** and **Quarter** fields are required fields.



Screenshot of the COVA Federal Tax Summary

 Report ID: RPY242		Commonwealth of Virginia QUARTERLY FEDERAL TAX REPORT - EMPLOYEE DETAIL				Run Date: 11/13/2023 Run Time: 10:40 00			
Federal		09/30/2023		3rd Quarter 2023		Page No. 1 of 364			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
Employer ID									
Employee ID	Name	----- Withholding -----		----- Unemployment -----		----- FICA - OASDI -----		----- FICA - Medicare -----	
		TxGrS QTD	Tax QTD	TxGrS QTD	Tax QTD	TxGrS QTD	Tax QTD	TxGrS QTD	Tax QTD
		2,140.35	162.88	0.00	0.00	2,140.35	132.70	2,140.35	31.04
		18,302.83	1,172.90	0.00	0.00	20,070.68	1,244.38	20,070.68	291.02
		262.50	0.00	0.00	0.00	262.50	16.27	262.50	3.80
		3,712.30	60.00	0.00	0.00	3,712.30	230.16	3,712.30	53.83
		18,166.61	2,010.12	0.00	0.00	19,282.31	1,195.50	19,282.31	279.59
		11,967.18	1,187.28	0.00	0.00	12,679.71	786.14	12,679.71	183.86
		5,522.03	235.50	0.00	0.00	5,522.03	342.37	5,522.03	80.07
		685.03	0.00	0.00	0.00	685.03	42.48	685.03	9.93
		5,076.56	413.04	0.00	0.00	5,076.56	314.75	5,076.56	73.61
		25,491.97	3,861.85	0.00	0.00	28,189.57	1,747.76	28,189.57	408.75
		4,267.82	107.16	0.00	0.00	4,267.82	264.60	4,267.82	61.88
		4,193.44	111.16	0.00	0.00	4,193.44	259.99	4,193.44	60.80
		3,822.01	274.01	0.00	0.00	3,822.01	236.96	3,822.01	55.42
		1,212.65	0.00	0.00	0.00	1,212.65	75.19	1,212.65	17.58
Page Total		104,823.28	9,595.90	0.00	0.00	111,116.96	6,889.25	111,116.96	1,611.18
					ADDL MED EE:				0.00
					EMPLOYER:	111,116.96	6,889.25	111,116.96	1,611.18
			FUT CR:	0.00	0.00				



COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 9/15/2021

DESCRIPTION:

This summary report lists employee Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. This report lists employees by SSN and name.

This quarterly report is used by SPO and Agencies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Local Tax Deposit Summary Report Run Control Page

The screenshot shows the 'COVA Local Tax Summary' run control page. At the top, there is a 'Process List' link and the report title. Below this, the 'Run Control ID' is 'LOCAL_TAX_SUMMARY'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Company Selection'. It contains a search bar with a magnifying glass icon and a 'View All' link. Below the search bar is a table with two columns: 'Company' and 'Description'. The table has one row with the company 'ABC' and the description 'Alcoholic Beverage Control'. There are '+' and '-' buttons next to the row. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Company	Description
1 ABC	Alcoholic Beverage Control

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the Local Tax Deposit Summary Report

 Report ID: VPYR0446		Commonwealth of Virginia COVA LOCAL TAX SUMMARY REPORT		Run Date: 08/09/2023 Run Time: 07:54 00	
Pennsylvania CHAMBERSBURG BORO		09/30/2023	Page 1	Page No. 1 of 2	
VA Dept of Transportation 1401 East Broad Street Richmond, VA 23219 501280101					
SSN	Name	Work PSD	Residence PSD	QTD Wages	QTD Tax Withheld
		880000	280101	15,742.13	267.61



COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report lists local W-2 data that is used to reconcile the W-2s. The report produces a listing of local W-2 data used to reconcile the W-2s and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:

Tax Locality Print Parameters
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page

The screenshot shows the 'COVA Local W-2 Tax Totals Report' run control page. At the top, there's a title bar with the report name. Below it, the main heading is 'COVA Local W-2 Tax Totals Report'. Under this heading, there are links for 'Run Control', 'COVA_Local_W-2_Tax_Totals_Rpt', 'Report Manager', and 'Process Monitor'. A 'Run' button is located on the right. Below these links, there's a section titled 'Tax Locality Print Parameters' with three radio button options: 'Totals Only' (selected), 'Employee Detail (Local Only)', and 'Employee Detail-Local and Fed'. Below this, there's a 'Company Selection' section. It contains a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and a '+' button in the 'Description' column. Above the table, there's a search bar with a magnifying glass icon and a 'View All' link. Below the table, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

COVA Local W-2 Tax Totals Report

COVA Local W-2 Tax Totals Report

Run Control COVA_Local_W-2_Tax_Totals_Rpt Report Manager Process Monitor Run

Tax Locality Print Parameters

☒ Totals Only
☐ Employee Detail (Local Only)
☐ Employee Detail-Local and Fed

Company Selection

Company	Description
1	

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the COVA Local W-2 Tax Totals Summary Report

 Report ID: VPYR0262		Commonwealth of Virginia COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT		Run Date: 06/01/2021 Run Time: 12:52 00	
W2 Rpt Company VSU Virginia State University				Tax Year 2019	
Federal EIN [REDACTED]				Page No. 1 of 1	
State:					
Locality	W-2 Local Name	Employer ID LWT	Number of W-2 Statements	Total Local Wages	Total Local Income Tax
Grand Totals:					



COVA Other Earnings Register (RPY088)

REVISED: 4/18/2023

DESCRIPTION:

This report is a listing of employees and amounts with Earnings Codes (not including Regular or Overtime) being processed on the current payroll.

The report lists all employees receiving a specific Earnings Code, includes each employee's hours and amounts, and provides the separate Check ID if the earnings were issued to an employee separately.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Other Earnings Register Run Control Page

The screenshot shows the 'COVA Other Earnings Register' Run Control page. At the top, there's a header bar with the title 'COVA Other Earnings Register'. Below it, the page title 'COVA Other Earnings Register' is displayed. The page is divided into several sections for input and control.

Run Control ID: OTHER_EARNINGS_REGISTER

Report Manager: Process Monitor

Run Button: Run

Report Request Parameter(s):

- On-Cycle Run:** Pay Run ID: SM1040923
- Off-Cycle Pay Calendar:** Company, Pay Group, Pay End Date, Process Page, Thru

Payroll Cycle: ☒ On-Cycle ☐ Off-Cycle ☐ Both

Report Format Selection: ☒ Run to CSV

Company Selection:

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-



ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.

The **Begin Date** and **End Date** fields are included in the .csv version and are referencing the FLSA period.

Note: When selecting to Run to .csv, the report runs both the .csv and PDF versions.

Screenshot of the COVA Other Earnings Register CSV Version

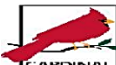
Report ID: RPY088							Commonwealth of Virginia COVA OTHER EARNINGS REGISTER	
Company	Paygroup	Pay Period End	Employee ID	Name	Separate Check ID	Earnings	Begin Date	End Date
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 LNP Insufficient Leave	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	24-Feb-23	9-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23

Screenshot of the COVA Other Earnings Register CSV Version (scrolled right)

						Run Date:	17-Apr-23
						Run Time:	12:39:42.000
Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date Amount
0	1000	0	1000	0	1000	0	1000
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
48	1647.69	48	1647.69	48	1647.69	48	1647.69
8	274.62	8	274.62	8	274.62	19.7	676.24
5.3	207.08	5.3	207.08	5.3	207.08	28.7	1121.37
2	77.07	2	77.07	2	77.07	2	77.07
1	39.07	1	39.07	1	39.07	9	351.64
8	343.13	8	343.13	8	343.13	22.6	969.34
2	72.09	2	72.09	2	72.09	10	360.43
4.8	176.16	4.8	176.16	4.8	176.16	45.6	1673.51



Screenshot of the COVA Other Earnings Register (PDF Version)


Report ID: RPY088

Commonwealth of Virginia
COVA OTHER EARNINGS REGISTER

Run Date: 04/17/2023
Run Time: 12:39 00

Page No. 3 of 62

Company ABC Alcoholic Beverage Control
Pay Period End 04/09/2023
Pay Group SL2 Semimonthly Law14 (FRITHU14)
Earnings OSS Overtime- Salaried Straight

Employee ID	Name	Separate Check ID	Current Period		Month-to-Date		Quarter-to-Date		Year-to-Date	
			Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
			8.00	274.62	8.00	274.62	8.00	274.62	19.70	676.24
			5.30	207.08	5.30	207.08	5.30	207.08	28.70	1,121.37
			2.00	77.07	2.00	77.07	2.00	77.07	2.00	77.07
			1.00	39.07	1.00	39.07	1.00	39.07	9.00	351.64
			8.00	343.13	8.00	343.13	8.00	343.13	22.60	969.34
			2.00	72.09	2.00	72.09	2.00	72.09	10.00	360.43
			4.80	176.16	4.80	176.16	4.80	176.16	45.60	1,673.51
			3.50	134.87	3.50	134.87	3.50	134.87	18.50	712.89
			17.30	593.86	17.30	593.86	17.30	593.86	18.60	638.49
			6.30	270.22	6.30	270.22	6.30	270.22	18.30	784.92
			0.10	3.43	0.10	3.43	0.10	3.43	0.10	3.43
Other Earnings Total			58.30	2,191.60	58.30	2,191.60	58.30	2,191.60	193.10	7,369.33



COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 9/15/2021

DESCRIPTION:

This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting Agencies. The report is grouped by Work Political Subdivision (PSD) within Company and includes the SSN, employee name, home address, YTD Taxable Wages, YTD Earned Income Tax (EIT) withheld, and Resident PSD.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

INPUT / SEARCH CRITERIA:

Show Employee Detail (checkbox)
Sort Option
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page

COVA PA Local EIT W-2 Tax Total Rpt

Run Control ID PA_Local_EIT_W2_Tax_Total

Report Manager

Process Monitor

Run

Report Request Parameter(s)

Balances for Year 2019

Show Employee Detail Report?

☐ Show Employee Detail

Sort Option

Company within Work PSD

Company Selection

1-1 of 1

View All

Company	Description		
1		+	-

Save

Notify

Add

Update/Display

Rev 10/7/2025

Page 107 of 209



ADDITIONAL INFORMATION:

There are no required fields for this report.

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

 Report ID: VPYR0263	Commonwealth of Virginia COVA PA LOCAL EIT W-2 TAX TOTALS REPORT	Run Date: 08/17/2021 Run Time: 10:13 00
By Company within Work PSD	2019	Page No. 1 of 1
No data selected		



COVA Payroll Advice Register Report (RPY200)

REVISED: 9/15/2021

DESCRIPTION:

This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits>
COVA Advice Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Advice Register Report Run Control Page

COVA Advice Register

Run Control ID ADVICE_REGISTER Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run

Pay Run ID Q
SM1072423

or

Off-Cycle Pay Calendar

Company
Pay Group
Pay End Date
Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

Q 1-1 of 1 View All

	Company	Description		
1	ABC Q	Alcoholic Beverage Control	+	-



ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the COVA Payroll Advice Register Report

Report ID: RPY200

Commonwealth of Virginia

COVA PAYROLL ADVICE REGISTER

Run Date: 08/09/2023

Run Time: 08:01 00

Page No. 1 of 38

Company: ABC Alcoholic Beverage Control
Form ID: COVADV

On/Off Cycle CONFIRMED

Advice No.	Source	Check Date	Deposit Amt	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Locn Code	Pay Group	Address Option
000000062247072		08/01/2023	5,679.56				Admin Exp	110701	99900	10000	10000	SL2	Home Addr
000000062247073		08/01/2023	4,312.11				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247074		08/01/2023	3,062.77				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247075		08/01/2023	3,492.22				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247076		08/01/2023	3,789.76				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247077		08/01/2023	2,252.40				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247078		08/01/2023	2,412.29				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247079		08/01/2023	3,749.05				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247080		08/01/2023	2,961.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247081		08/01/2023	2,689.01				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247082		08/01/2023	2,554.38				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247083		08/01/2023	2,356.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247084		08/01/2023	2,578.42				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247085		08/01/2023	2,845.04				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247086		08/01/2023	2,508.29				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247087		08/01/2023	3,312.96				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247088		08/01/2023	2,895.95				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247089		08/01/2023	2,557.41				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247090		08/01/2023	3,207.80				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247091		08/01/2023	2,943.21				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247092		08/01/2023	2,203.61				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247093		08/01/2023	2,555.90				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247094		08/01/2023	2,410.45				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247095		08/01/2023	2,599.01				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247096		08/01/2023	2,115.11				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247097		08/01/2023	3,144.56				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247098		08/01/2023	2,930.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247099		08/01/2023	2,537.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247100		08/01/2023	2,594.77				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247101		08/01/2023	3,208.46				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247102		08/01/2023	2,483.25				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247103		08/01/2023	3,194.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247104		08/01/2023	3,278.18				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247105		08/01/2023	2,611.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr



COVA Payroll Error Messages Report (RPY142)

REVISED: 9/15/2021

DESCRIPTION:

This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Error Messages Report Run Control Page

Payroll Error Message Report

Run Control ID PAYROLL_ERROR_MESSAGES

Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Pay Run ID SM1080923 SM1 First PP Aug 2023

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save Return to Search Notify

Add Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.



Screenshot of the COVA Payroll Error Messages Report



Report ID: RPY142
Company: SPC Sussex I and II Prison Complex
Pay period End: 08/09/2023
Pay Group: SL1 Semimonthly Law28 (MONSUN28)

Commonwealth of Virginia

COVA PAYROLL ERROR MESSAGES REPORT

Run Date: 08/09/2023
Run Time: 08:06 00

Page No. 12 of 16

Employee Name	Employee ID	Dept ID	Business Unit	Page/Line	Sep	Check	Message ID	Message
		733	77900	3	10	0	000406	Company State Tax Tb not found The Company State Tax Table for the Company and State displayed below was not found. SPC;NC;
		734	77900	6	8	0	000143	Benefit Rate Key not Matched During benefit rate processing, the system was unable to find an acceptable match between the rate key value for the employee and the rates defined in the benefit Rate Data table. Therefore, a rate could not be assigned and a deduction could not be calculated. (MsgData1: Plan Type and Benefit Rate ID; MsgData2: Rate Key field; MsgData3: Target key value). 23 / IRS;SEX / Gender;U
		734	77900	9001	1	0	000366	Negative Gross Pay The total of the earnings being processed for this check is a negative value. If you wish to "pay" a negative gross check, you must do it as a manual check. 178.23-;
Pay Group Total - Number of messages:						3		
Pay Period Total - Number of messages:						3		
Company Total - Number of messages:						3		



COVA Payroll Register (RPY137)

REVISED: 4/15/2024

DESCRIPTION:

This report displays the Payroll Register, by Agency, showing employee gross to net including hours and amounts for the Pay Period. The Payroll Register lists employees by their Paygroups and provides totals sorted by Department and Company. The details in the report include earnings hours, gross taxes, deductions, and net pay amounts for the period run.

Note: Non-productive hours/earnings are included in the regular totals. SPOT transactions for “RGS” and “RGH” are also included in the regular earnings.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle parameters
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Payroll Register Run Control Page

The screenshot shows the 'COVA Payroll Register' Run Control page. At the top, there's a 'Process List' tab and a 'Run' button. Below the header, the 'Run Control ID' is 'PAYROLL_REGISTER'. The page is divided into several sections for parameter selection:

- Process Request Parameter(s)**: This section contains two main options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'.
 - On-Cycle Run**: Includes a 'Pay Run ID' field with a search icon and a value 'SM1070923'.
 - Off-Cycle Pay Calendar**: Includes fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field).
- Payroll Cycle**: A section with three radio buttons: 'On-Cycle' (selected), 'Off-Cycle', and 'Both'.
- Report Format Selection**: A section with a checkbox labeled 'Run to CSV' which is checked.
- Company Selection**: A table showing the selected company.

The 'Company Selection' table is as follows:

Company	Description		
1 VDH	Department of Health	+	-



ADDITIONAL INFORMATION:

The **Pay Run ID** field or a Pay Calendar specification is a required field.

Note: When selecting to run to .csv, the report runs both the .csv and PDF versions.

Screenshot of the COVA Payroll Register CSV

1									Commonwealth of Virginia
2	Report ID:	RPY137							COVA PAYROLL REGISTER
3									
4	COMPANY	PAYGROUP	PAY END DATE	DEPT ID	EMPLOYEE NAME	EMPLOYEE ID	BUSINESS	EMPL CLASS	CHECK DT
5	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
6	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
7	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
8	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
9	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
10	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
11	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
12	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
13	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
14	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
15	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24

Screenshot of the COVA Payroll Register CSV (scrolled right)

							Run Date:	10-Apr-24
							Run Time:	11:31:41.000000_AM
CHECK NO	SEPCHK	COMP RATE	TYPE	CODE	CURRENT	CURRENT	YTD HOURS	YTD AMOUNT
63630228	0	2873.25	Earnings	REGULAR	80	2873.25	520	17239.5
63630228	0	2873.25	Earnings	VRS	0	2873.25	0	17239.5
63630228	0	2873.25	Gross			2873.25		17239.5
63630228	0	2873.25	Net			2038.35		
63630228	0	2873.25	Taxes	OASDI		167.08		1014.37
63630228	0	2873.25	Taxes	MEDI		39.07		237.23
63630228	0	2873.25	Taxes	FWT		182.6		1103.94
63630228	0	2873.25	Taxes	VASWT		113.99		675.72
63630228	0	2873.25	Deductions	Before-Tax 10-CVACRE		178.5		1214
63630228	0	2873.25	Deductions	Nontaxable 10-CVACRE		660		4575
63630228	0	2873.25	Deductions	Before-Tax 49-DEFCMP		10		60



Screenshot of the COVA Payroll Register PDF



Cardinal

Report ID: RPY137

Commonwealth of Virginia

COVA PAYROLL REGISTER

Company: VDH Department of Health

Pay Period End:03/24/2024

Pay Group SM1 Semimonthly Class (FRITHU07)

On Cycle CONFIRMED

Employee Name/ID	Emp Class	<----- REGULAR ----->				<----- OVERTIME ----->				<----- OTHER ----->				
Dept. ID	Business Unit	<----- Current ----->		<----- YTD ----->		<----- Current ----->		<----- YTD ----->		<----- Current ----->		Type	<----- YTD ----->	
Check Date	Comp Rate	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	
Check No.	Sepchk#													
[REDACTED]														
	CLS	80.00	2,873.25	520.00	17,239.50					2,873.25N	VRS		17,239.50	
110010	60100													
03/29/2024 A	2,873.25													
000000063630228	0													
[REDACTED]														
	CLS	80.00	1,637.38	520.00	9,824.28					1,637.38N	VRS		9,824.28	
110010	60100													
03/29/2024 A	1,637.38													
000000063630229	0													

Screenshot of the COVA Payroll Register PDF (scrolled right)

Run Date: 04/10/2024											
Run Time: 11:31 00											
Page No. 1 of 1386											
<-----Taxes Type----->											
<-----Deduction Cd & Class----->											
<-Current->		<---YTD--->		<-Current->		<---YTD--->		Net Pay			
167.08	OASDI	1,014.37		178.50	Before-Tax	10-CVACRE	1,214.00	2,038.35A			
39.07	MEDI	237.23		660.00	Nontaxable	10-CVACRE	4,575.00				
182.60	FWT	1,103.94		10.00	Before-Tax	49-DEFCNP	60.00				
113.99	VASWT	675.72		5.00	PTax Ben	49-DEFCNP	30.00				
				143.66	Before-Tax	70-VRSRET	861.96				
				415.47	Nontaxable	70-VRSRET	2,492.82				
				38.50	Nontaxable	7W-GRPLFR	231.00				
				32.18	Nontaxable	7X-RETHCR	193.08				
				17.53	Nontaxable	7Y-SDLTDR	105.18				
					Taxable	23-IMPLIF	335.28				
92.03	OASDI	552.75		277.17	After-Tax	GR-GRN002	831.27	821.54A			
21.52	MEDI	129.27		153.00	Before-Tax	10-CVACRE	918.00				
77.77	FWT	479.37		967.50	Nontaxable	10-CVACRE	5,805.00				
46.98	VASWT	281.88		65.50	Before-Tax	4W-HYBDC	393.00				
				40.94	PTax Ben	4W-HYBDC	245.64				
				65.50	Before-Tax	70-HVRMDB	393.00				
				220.39	Nontaxable	70-HVRMDB	1,322.34				
				179.45	Nontaxable	7V-HBDBER	1,076.70				
				21.94	Nontaxable	7W-GRPLFR	131.64				
				18.34	Nontaxable	7X-RETHCR	110.04				
				9.99	Nontaxable	7Y-SDLTDR	59.94				
				16.37	Before-Tax	7Z-HYBDC	98.22				
				16.37	Nontaxable	7Z-HYBDC	98.22				
					After-Tax	00-GRNFE2	10.00				
					Taxable	23-IMPLIF	9.00				



COVA Payroll Summary Report (RPY138)

REVISED: 9/15/2021

DESCRIPTION:

This report shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID and by Company.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Report Style
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Summary Report Run Control Page

Payroll Summary Report

Run Control ID PAYROLL_SUMMARY

Report Manager Process Monitor

Run

Report Request Parameter(s)

On-Cycle Run

Pay Run ID SM1072423

SM1072423

or Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Report Style

☒ Summary by Selection ☐ Detail Report

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

1-1 of 1

View All

	Company	Description		
1	CJS			

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Rev 10/7/2025

Page 116 of 209



Screenshot of the COVA Payroll Summary Report

 Report ID: RPY138		Commonwealth of Virginia US PAYROLL SUMMARY REPORT		Run Date: 08/09/2023 Run Time: 08:12 00		
Page No. 1 of 7						
Company: CJS Pay Period End: 07/24/2023 Run ID: SM1072423						
On/Off Cycle CONFIRMED						
Pay Check Summary						
All Checks (Including On-line)						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
154	525689.81	108478.04	66503.67	350708.10		
On-line Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Batch Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
On-line Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Pay Earnings Summary						
Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
507	518063.06	13064	-399.70	-11436.22	0.00	0.00



COVA Post Freeze Change Report (RPY545)

REVISED: 3/10/2025

DESCRIPTION:

This report provides a snapshot of the gross pay that is taken immediately after the HR Data Freeze. It lists all changes to gross pay after the Freeze until confirm. The report lists new checks, checks with changes, and removed checks.

New checks:

- New hire (all new hires are loaded with every pay calc)
- Corrected payroll errors (employees with payroll errors preventing a check)

Changed checks:

- SPOT loads (a SPOT entry triggers the entire check to be recalculated which may pull in other data changes)
- Updates made directly by SPO

Removed checks:

- Checks turned off by SPO
- Check with a payroll error (should be corrected prior to confirm)

This report changes as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the Freeze, or it can be run after confirmation to show all the changes along with the final total gross.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Post Freeze Change Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company Selection

OUTPUT FORMAT:

PDF



Screenshot of the COVA Post Freeze Change Report Run Control Page

COVA Post Freeze Change Report

Run Control ID: POST_CHANGE_FREEZE Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run

*Pay Run ID:
SM1020924

Company Selection

Company	Description		
1 ABC Q	Alcoholic Beverage Control	+	-

Save Return to Search Notify

Add Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.

Screenshot of the COVA Post Freeze Change Report

Report ID: RPY545

Commonwealth of Virginia
COVA POST FREEZE CHANGE REPORT

Run Date: 03/04/2025
Run Time: 01:52 00

Page No. 1 of 7

Company:
Pay Run ID: SM2022825

						Changes				Differences			
Employee ID	Empl Rcd	Name	Dept ID	Gross	Taxes	Deduction	Net Pay	Gross	Taxes	Deduction	Net Pay		
New		0		292077	Freeze	0.00	0.00	0.00					
				Current	6768.23	2102.87	0.00	4665.36				6768.23	2102.87
												0.00	4665.36
			Company Total	Freeze	376356.54	85831.02	33031.33	257494.19					
				Current	383124.77	87933.89	33031.33	262159.55				6768.23	2102.87
												0.00	4665.36



COVA Preconfirm Audit Report (RPY123)

REVISED: 9/15/2021

DESCRIPTION:

This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The detailed information includes listings by Company, calendar year, Paygroup, month, pay end date, and Employee ID.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Preconfirm Audit Report Run Control Page

COVA Preconfirm Audit Report

Run Control ID

PRECONFIRM_AUDIT_REPORT

Report Manager

Process Monitor

Run

Language

English

Report Request Parameter(s)

Pay Run ID

SM1080923

SM1 First PP Aug 2023

1-1 of 1

View All

	Company	Description		
1	CJS	Dept of Criminal Justice Svcs	+	-

Save

Return to Search

Add

Update/Display

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the COVA Preconfirm Audit Report

		Commonwealth of Virginia			
Report ID: RPY123				PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM	
Company: CJS Dept of Criminal Justice Svcs				Run Date: 08/09/2023	
Pay period End: 08/09/2023				Run Time: 08:20 00	
Pay Group: SM1 Semimonthly Class (SUNSAT07)					
				Page No. 3 of 3	
CJS	SM1	08/09/2023	SM1080923		
Cal Yr/	Month Cd/				
Company	Paygroup	Pay_End_Dt	Off Cycle	Page# Line#	Emplid OK_To_Pay Message
CJS	SM1	08/09/2023	N	23 1	Uncalculated check
CJS	SM1	08/09/2023	N	23 2	Uncalculated check
CJS	SM1	08/09/2023	N	23 3	Uncalculated check
CJS	SM1	08/09/2023	N	23 4	Uncalculated check
CJS	SM1	08/09/2023	N	23 5	Uncalculated check
CJS	SM1	08/09/2023	N	24 1	Uncalculated check
CJS	SM1	08/09/2023	N	24 2	Uncalculated check
CJS	SM1	08/09/2023	N	24 3	Uncalculated check
CJS	SM1	08/09/2023	N	25 1	Uncalculated check
CJS	SM1	08/09/2023	N	25 2	Uncalculated check
CJS	SM1	08/09/2023	N	25 3	Uncalculated check
CJS	SM1	08/09/2023	N	27 1	Uncalculated check
CJS	SM1	08/09/2023	N	26 1	Uncalculated check
Total Number of Errors Found:				151	



COVA Presheet Audit Report (RPY114)

REVISED: 8/5/2024

DESCRIPTION:

This report verifies the integrity of the payroll, benefits setup, and employee data. Before creating Paysheets, run this optional report.

Once Paysheets are created, please refer to the **Payroll Error Messages Query** (V_PY_MESSAGES).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

INPUT / SEARCH CRITERIA:

Report Option (checkboxes)
Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Presheet Audit Report Run Control Page

The screenshot shows the 'Presheet Audit Report' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Presheet Audit Report' on the right. Below the navigation bar, the page title 'Presheet Audit Report' is displayed. The main content area includes a 'Run Control ID' field with the value 'COVA_PreSheet_Audit_Report', a 'Language' dropdown menu set to 'English', and a 'Run' button. Below these fields, there is a 'Report Request Parameter(s)' section. This section contains a 'Report Option' group with two radio buttons: 'Full report ?' (unselected) and 'Run ID Report ?' (selected). Below the radio buttons, there is a 'Pay Run ID' input field with a search icon and a value 'SM1 First PP Apr 2022'. Below the 'Report Option' group, there is a 'Company Options' section. This section contains a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column and a search icon in the 'Description' column. Below the table, there are '+', '-', and 'View All' buttons. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Cardinal Homepage Presheet Audit Report

Presheet Audit Report

Run Control ID COVA_PreSheet_Audit_Report Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Report Option

☐ Full report ? ☒ Run ID Report ?

Pay Run ID SM1 First PP Apr 2022

Company Options

Company	Description
1	

1-1 of 1 View All

Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

Agencies should run this report with the **Run ID Report?** radio button selected to allow them to specify the Pay Run ID. If the **Full report?** radio button is selected, the **Pay Run ID** field becomes read-only. When run for a specific Pay Run ID, the Presheet Audit Report only displays findings for the Pay Run ID selected.



Screenshot of the COVA Presheet Audit Report

 Report ID: RPY114	Commonwealth of Virginia COVA PRESHEET AUDIT REPORT	Run Date: 10/03/2025 Run Time: 08:40 00
--	--	--

Run ID: SM1100925

Page No. 8 of 8

Company	Emplid	Empl Rcd #	Message	
VRA		0	State is not in Company Tax Table	WV
ABC		0	State is not in Company Tax Table	NC
ABC		0	State is not in Company Tax Table	TX
ABC		0	State is not in Company Tax Table	TX
ABC		0	State is not in Company Tax Table	OH
ABC		0	State is not in Company Tax Table	NC
ABC		0	State is not in Company Tax Table	NC



COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction. This makes it possible to verify that system computations are correct for these balances.

This quarterly report is used by SPO and Agencies to identify problems with the Quarterly Tax balances.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page

COVA Tax Balance Audit

COVA Tax Balance Audit

Run Control ID COVA_Tax_Balance_Audit

[Report Manager](#) [Process Monitor](#) Run

COVA Tax Balance Audit

Balance ID CY

Balances for Year

Quarter

☐ Include 1042 Balances

1-1 of 1

View All

Company	Description		
1		+	-

Save Notify Refresh Add Update/Display

ADDITIONAL INFORMATION:

The **Balances for Year** and **Quarter** fields are required fields.

Rev 10/7/2025

Page 124 of 209



Screenshot of the COVA Quarterly Tax Balances Audit Report

Cardinal Commonwealth of Virginia QUARTER TAX BALANCES AUDIT REPORT Run Date: 10/02/2025 Run Time: 12:21 00 Report ID: VPYR0227											
Company ABC						Page No. 1 of 1					
Balance for Year: 2025											
Quarter: 2											
Employee ID	Name	Dept. ID	St	Locality	Work Res	PSD	Tax Class	Balance Type	Payline	Balance	Difference
00201173600	SUSAN JOHNSON	110703	SU				OASDI/EE	No-Limit Taxable Gross	Detail Sum	Record Qtd	
			SU				OASDI/EE	Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				OASDI/EE	Tax	\$1,879.22	\$1,451.01	\$428.21
			SU				OASDI/ER	No-Limit Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				OASDI/ER	Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				OASDI/ER	Tax	\$1,879.22	\$1,451.01	\$428.21
			SU				MED/EE	No-Limit Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				MED/EE	Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				MED/EE	Tax	\$439.50	\$339.35	\$100.15
			SU				Withholding	Taxable Gross	\$30,309.88	\$23,739.78	\$6,570.10
			SU				Withholding	Tax	\$3,069.76	\$1,257.74	\$1,812.02
			SU				Med/ER	No-Limit Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				Med/ER	Taxable Gross	\$30,309.88	\$23,403.39	\$6,906.49
			SU				Med/ER	Tax	\$439.50	\$339.35	\$100.15
			VA				Withholding	Taxable Gross	\$30,309.88	\$23,739.78	\$6,570.10
			VA				Withholding	Tax	\$1,587.34	\$1,219.95	\$367.39
00858518100	NOAH DUNNING	226157	SU				OASDI/EE	No-Limit Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				OASDI/EE	Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				OASDI/EE	Tax	\$208.24	\$111.28	\$96.96
			SU				OASDI/ER	No-Limit Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				OASDI/ER	Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				OASDI/ER	Tax	\$208.24	\$111.28	\$96.96
			SU				MED/EE	No-Limit Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				MED/EE	Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				MED/EE	Tax	\$48.70	\$26.02	\$22.68
			SU				Withholding	Taxable Gross	\$3,127.41	\$1,563.53	\$1,563.88
			SU				Withholding	Tax	\$334.94	\$200.06	\$134.88
			SU				Med/ER	No-Limit Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				Med/ER	Taxable Gross	\$3,358.75	\$1,794.87	\$1,563.88
			SU				Med/ER	Tax	\$48.70	\$26.02	\$22.68
			VA				Withholding	Taxable Gross	\$3,127.41	\$1,712.25	\$1,415.16
			VA				Withholding	Tax	\$157.64	\$87.36	\$70.28
			VA				Unempl ER	No-Limit Taxable Gross	\$3,356.95	\$1,793.07	\$1,563.88



Screenshot of the Quarterly State Tax Report – Employee Detail

Cardinal		Commonwealth of Virginia				Run Date: 05/23/2025 Run Time: 07:55 00			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL							
Virginia		12/31/2024	1	4th Quarter 2024		Page No. 2 of 515			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
State Employer ID [REDACTED] State Unemp Employer ID [REDACTED] SUT Rate									
Employee ID	Name	Withholding		Unemployment		Disability		VPDI/FLI/MLI/EIC	
		TxGrds QTD	Tax QTD	TxGrds QTD	NL Gross QTD	Tax QTD	TxGrds QTD	Tax QTD	TxGrds QTD
[REDACTED]		2,919.45	10.97	380.63	2,919.45	0.00 ER			
[REDACTED]		6,069.63	145.82	5,715.30	6,069.63	0.00 ER			
[REDACTED]		12,566.57	533.49	0.00	13,295.39	0.00 ER			
[REDACTED]		12,840.54	546.60	0.00	13,642.74	0.00 ER			
[REDACTED]		26,569.14	1,324.80	0.00	29,367.00	0.00 ER			
[REDACTED]		2,838.37	32.68	2,838.37	2,838.37	0.00 ER			
[REDACTED]		13,113.06	552.54	0.00	14,177.76	0.00 ER			
[REDACTED]		3,194.55	56.74	3,194.55	3,194.55	0.00 ER			
Page Total		80,111.31	3,203.64	1	12,128.85	85,504.89	0.00 ER	0.00	0.00
								0.00	0.00 ER

Screenshot of the Quarterly State Tax Report – Negative Wage Listing

Cardinal		Commonwealth of Virginia				Run Date: 05/23/2025 Run Time: 07:55 00			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING							
Virginia		12/31/2024	1	4th Quarter 2024		Page No. 1 of 1			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
State Employer ID [REDACTED] State Unemp Employer ID [REDACTED] SUT Rate									
Employee ID	Name	Withholding		Unemployment		Disability		VPDI/FLI/MLI/EIC	
		TxGrds QTD	Tax QTD	TxGrds QTD	NL Gross QTD	Tax QTD	TxGrds QTD	Tax QTD	TxGrds QTD
[REDACTED]		21,309.54	1,037.32	3,617.70-	22,456.32	0.00 ER			
[REDACTED]		6,585.17-	122.45-	0.00	5,588.95-	0.00 ER			
[REDACTED]		2,883.65-	0.00	0.00	2,883.65-	0.00 ER			
Page Total		11,840.72	914.87	3,617.70-	13,983.72	0.00 ER	0.00	0.00	0.00 ER
State Total		11,840.72	914.87	3,617.70-	13,983.72	0.00 ER	0.00	0.00	0.00 ER



COVA QTR State Tax Summary Report (RPY508)

REVISED: 6/2/2025

DESCRIPTION:

This regulatory report is a summary of Agency Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability Insurance (SDI).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA QTR State Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter or
Period

OUTPUT FORMAT:

PDF

Screenshot of the COVA State Tax Summary Report Run Control Page

COVA State Tax Summary

COVA State Tax Summary Report

Run Control IDSTATE_TAX_SUMMARYReport ManagerProcess MonitorRun

Report Request Parameter(s)

Balances for Year2024 Q

Quarter or4 QQuarter 4 (Oct - Dec)

PeriodQ

Q

<<1-1 of 1>>View All

	Company	Description		
1	ABC Q	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add

Update/Display

Rev 10/7/2025

Page 128 of 209



Screenshot of the COVA State Tax Summary Report

		Commonwealth of Virginia			
Report ID: VPYR0508		COVA QUARTERLY STATE TAX SUMMARY REPORT		Run Date: 05/23/2025 Run Time: 07:37 00	
Company ABC Alcoholic Beverage Control		4th Quarter 2024		Page No. 1 of 2	
Federal EIN: [REDACTED]		Employee	Employee	Employer	
		Taxable Wages	Tax	Taxable Wages	No Limit Gross
Jurisdiction: MD =====					
State Unemployment Employer ID: [REDACTED]					
State Employer ID: [REDACTED]					
Withholding [H]	QTD	36,460.93	2,726.61		
	YTD	149,383.12	11,119.19		
Jurisdiction: VA =====					
State Unemployment Employer ID: [REDACTED]					
State Employer ID: [REDACTED]					
Withholding [H]	QTD	32,312,106.36	1,177,553.10		
	YTD	125,503,569.68	4,700,859.49		
State Unemployment Tax [U]	QTD			3,405,026.92	34,039,387.51
Current quarter tax rate = 0.00000%	YTD			34,915,637.46	132,625,897.49
Jurisdiction: WV =====					
State Unemployment Employer ID: [REDACTED]					
State Employer ID: [REDACTED]					
Withholding [H]	QTD	70,599.82	2,590.00		
	YTD	269,789.04	9,907.00		
Company Totals ++++++					
Withholding [H] (State)	QTD	32,419,167.11 *	1,182,869.71		
	YTD	125,922,741.84 *	4,721,885.68		
State Unemployment Tax ER [U]	QTD			3,405,026.92	34,039,387.51
	YTD			34,915,637.46	132,625,897.49
* These totals may reflect counting the same dollars multiple times as some employees are subject to taxation by more than one state or local jurisdiction.					



Screenshot of the COVA State W-2 Tax Totals Summary Report

 Report ID: VPYR0264	Commonwealth of Virginia COVA STATE W-2 TAX TOTALS SUMMARY REPORT	Run Date: 06/01/2021 Run Time: 12:47 00
--	--	--

Page No. 1 of 5

W2 Rpt Company	GOV	Office of the Governor	Tax Year 2019
Federal EIN			

	Number of W-2 Statements	Total State Wages	Total State Income Tax	Total State EIC
MD	1	5438.94	309.01	
VA	64	3247574.29	164395.18	
W2 Rpt Company Totals:	65	3253013.23	164704.19	



COVA Suspense Reconciliation Register (RPY444)

REVISED: 9/15/2021

DESCRIPTION:

This is a Pay Period report listing all deductions, by Company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA) transactions, and vendor extracts.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Suspense Reconciliation Register Report Run Control Page

The screenshot shows the 'COVA Suspense Recon Register' report run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title 'COVA Suspense Recon Register'. Below this, a green button labeled 'COVA Suspense Recon Register' is visible. The main section displays the 'Run Control ID' as 'COVA-Suspense_Recon_Register' and includes links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A 'Parameters' section contains a search field for '*Pay Run ID'. Below the search field is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. A 'Save' button is located at the bottom left of the form.

Company	Description
1	

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of the Suspense Reconciliation Register Report

Report ID: RPY444

Commonwealth of Virginia
Suspense Reconciliation Register As of: 04/09/2020

Run Date: 09/10/2021
Run Time: 01:28 00

Page No. 1 of 42

Company : ABC - Alcoholic Beverage Control
Paygroup : SL2 Semimonthly Law14 (FRITHU14)

Gross/Taxes/Deductions	DEDCD	GROSS/TAX AMT	DEDUCT AMT
GROSS EARNINGS		\$ 211,249.62	
FICA Med Hospital Ins / EE		\$ 2,932.13	
QASDI/Disability - EE		\$ 12,537.25	
Withholding		\$ 28,191.06	
457 Deferred Compensation	DEFCMP		\$ 4,985.00
Association 2	ASSOC2		\$ 152.75
COVA Health Aware	CVAHAW		\$ 391.00
CoVA Care	CVACRE		\$ 9,816.50
DOA Admin Fee for Misc Ins	DOAFEE		\$ 1.05
Employee Retirement DB	VALORS		\$ 9,537.30
Employee Retirement DB	VRSRET		\$ 208.10
Flex Administrative Fee	FLXFEE		\$ 14.70
Kaiser-Permanente HMO	KAISER		\$ 37.50
Medical FSA	FLXMED		\$ 372.00
Optional Group Life	OPTLIF		\$ 93.34
Posttax Misc Insurance	PSTTAX		\$ 213.80
Total Paygroup SL2 Amount			\$ 25,823.04



COVA Tax Deposit Summary (VPYR0509)

REVISED: 8/8/2023

DESCRIPTION:

This report is a list of employees for the Pay Period showing taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability (SDI).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > COVA Tax Deposit Summary

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters
On-Cycle, Off-cycle, or Both (checkboxes)
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Tax Deposit Summary Report Run Control Page

Quarterly State Tax Summary

COVA Tax Deposit Summary Report

COVA Tax Deposit Summary

COVA Tax Deposit Summary Report

Run Control ID TAX_DEP_SUMMARY Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run

Pay Run ID SM1060922 SM1060922

Off-Cycle Pay Calendar

Company Pay Group Pay End Date Process Page Thru

Payroll Cycle

On-Cycle Off-Cycle Both

Company Selection

1-1 of 1 View All

Company	Description		
1 DOT	VA Dept of Transportation	+	-

ADDITIONAL INFORMATION:

The Pay Run ID field is a required field.



Screenshot of the COVA Tax Deposit Summary Report

CARDINAL		Commonwealth of Virginia		COVA TAX DEPOSIT SUMMARY		Run Date: 07/18/2023 Run Time: 11:07 00					
Company DOT VA Dept of Transportation Pay Period End 07/09/2023 Check Date 07/14/2023						Page No. 1 of 2					
On Cycle CONFIRMED											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrev County/Loc EIN	<----- WITHHOLDING -----> Taxable Gross	Tax	Type	<----- OTHER -----> Taxable Gross	Tax	Employer	Total Deposit	<----- UI -----> Taxable Gross	Tax	Rate
Federal Totals		21,223,420.56	2,207,018.26	OASEE	23,208,250.11	1,438,906.55		5,757,874.76			0.600
				OASER	23,208,250.11		1,438,911.64				
				MEDEE	23,208,250.11	336,518.56					
				MEDEE	23,208,250.11		336,519.75				
District of Columbia		17,590.43	1,089.45					1,089.45			0.000
Florida											0.000
NA											
Maryland		193,294.25	13,615.77					13,615.77			0.000
North Carolina		7,832.93	317.00					317.00			0.000
Pennsylvania		8,930.67	274.17					274.17			0.000
Pennsylvania 280101 FRANKLIN		5,247.21	89.20					89.20			
Pennsylvania 400103 LUZERNE		3,683.46	36.83					36.83			
Texas											0.000
Virginia		20,877,219.61	969,021.20					969,021.20	197,534.55		0.000
West Virginia		114,168.32	5,336.00					5,336.00	4,328.25		0.000

Screenshot of the COVA Tax Deposit Summary Report (Page 2 with overall totals)

CARDINAL		Commonwealth of Virginia		COVA TAX DEPOSIT SUMMARY		Run Date: 07/18/2023 Run Time: 11:07 00					
Company DOT VA Dept of Transportation Pay Period End 07/09/2023 Check Date 07/14/2023						Page No. 2 of 2					
On Cycle CONFIRMED											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrev County/Loc EIN	<----- WITHHOLDING -----> Taxable Gross	Tax	Type	<----- OTHER -----> Taxable Gross	Tax	Employer	Total Deposit	<----- UI -----> Taxable Gross	Tax	Rate
Check Date Total			3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
Pay Period Total			3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
Company Total			3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
Grand Total (Federal)			2,207,018.26			1,775,425.11	1,775,431.39	5,757,874.76			
Grand Total (States except VA)			20,758.42					20,758.42			
Grand Total			3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			



COVA W-2 Count Report (RPY541)

REVISED: 2/26/2024

DESCRIPTION:
This report lists W2 counts by Agency, Employee Type, and state (VA and Non-VA). If the detail option is selected, the report lists the employee information for each employee included in the counts by Employee Type.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-2 Count Report

INPUT / SEARCH CRITERIA:
Year
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA W-2 Count Report Run Control Page

COVA W-2 Count Report

Run Control ID

W2_COUNT

Report Manager

Process Monitor

Run

*Year

2023

Report Format Selection

☐ Detail

Company Selection

1-1 of 1

View All

	Company	Description		
1	DLI	Dept of Labor and Industry	+	-

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:
The **Year** field is a required field.

Rev 10/7/2025

Page 136 of 209



Deduction Change Amount Report (RPY089)

REVISED: 11/26/2024

DESCRIPTION:

This report lists all employees that had changes to their deductions and deduction amounts between two Pay Periods. It contains a checkbox option that can be selected to exclude differences of one penny.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company Selection
Exclude penny differences checkbox

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Deduction Change Amount Report Run Control Page

Run Control ID

DED_CHANGE_AMT_RPT

Report Manager

Process Monitor

Run

Report Request Parameter(s)

Pay Run ID

SM1070924

SM1070924

Report Format Selection

☐ Run to CSV

☐ Exclude penny differences

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of Deduction Change Amount Report - PDF

 Commonwealth of Virginia Report ID: RPY089 DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS Run Date: 11/26/2024 Run Time: 10:57 00														
Company: ABC - Alcoholic Beverage Control Current Pay End Date: 09-JUL-2024 Prior Pay End Date: 24-JUN-2024 Current Check Status: Confirmed Page No. 1 of 338														
Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken				
0	A			226047	COVACARE	N	10	702.00	660.00					
0	A			226047	COVACARE	B	10	148.00	142.50					
0	A			226047	Grp Life	N	7W	24.14	26.62					
0	A			226047	HVRMDB	B	70	81.84	79.46					
0	A			226047	HVRMDB	N	70	256.17	267.38					
0	A			226047	HYB MDC	B	7Z	20.46	19.87					
0	A			226047	HYB MDC	N	7Z	20.46	19.87					
0	A			226047	HYB Rtmt	N	7V	0.00	257.45					
0	A			226047	HYB VDC	P	4W	10.23	9.93					
0	A			226047	HYB VDC	B	4W	10.23	9.93					
0	A			226047	Ret Hlth	N	7X	22.92	22.25					
0	A			226047	VSDP LTD	N	7Y	10.23	12.12					
0	A			226443	Grp Life	N	7W	35.81	39.48					
0	A			226443	HVRMDB	N	70	379.90	396.53					
0	A			226443	HVRMDB	B	70	121.37	117.84					
0	A			226443	HYB MDC	B	7Z	30.34	29.46					
0	A			226443	HYB MDC	N	7Z	30.34	29.46					

Screenshot of Deduction Change Amount Report – CSV

Commonwealth of Virginia														
Report ID: RPY089 DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS														
Run Date: 26-Nov-24 Run Time: 10:59:33.000000_AM														
Company	Dept ID	Current Pay End Date	Prior Pay End Date	Current Check Status	Empl ID	Empl Rcd	Empl Status	Name	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		COVACARE	N	10	702	660	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		COVACARE	B	10	148	142.5	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		Grp Life	N	7W	24.14	26.62	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	B	70	81.84	79.46	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	N	70	256.17	267.38	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB MDC	B	7Z	20.46	19.87	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB MDC	N	7Z	20.46	19.87	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB Rtmt	N	7V	0	257.45	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB VDC	P	4W	10.23	9.93	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB VDC	B	4W	10.23	9.93	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		Ret Hlth	N	7X	22.92	22.25	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		VSDP LTD	N	7Y	10.23	12.12	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		Grp Life	N	7W	35.81	39.48	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	N	70	379.9	396.53	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	B	70	121.37	117.84	



Deduction Vendor Remittance Report (RPY380)

REVISED: 9/15/2021

DESCRIPTION:

This report can be pulled by vendor and check date and includes deduction and vendor information.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Pay Check Date From/To
Vendor ID
Company
Summary or Detail (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Deduction Vendor Remittance Report Run Control Page

The screenshot displays the 'Deduction Vendr Remittance Rpt' Run Control page. At the top, the title 'Deduction Vendr Remittance Rpt' is shown in a dark blue header. Below the header, the page is divided into sections for input criteria. The 'Date' section includes a 'Personalize | Find | View All' menu, a table with columns 'Pay Run ID' and 'Description', and a search bar. Below this is an 'OR' section with 'Pay Check Date From' and 'Pay Check Date To' fields. The 'Vendor' section has a similar 'Personalize | Find | View All' menu and a table with columns 'Vendor ID' and 'Description'. The 'Company' section also has a 'Personalize | Find | View All' menu and a table with columns 'Company' and 'Description'. At the bottom, the 'Level' section has radio buttons for 'Summary' and 'Detail', with 'Detail' selected. A 'Run' button is located in the top right corner. At the bottom left, there is a 'Save' button, and at the bottom right, there are 'Add' and 'Update/Display' buttons.

Deduction Vendr Remittance Rpt

Run Control ID Deduction_Vendr_Remittance_Rpt Report Manager Process Monitor Run

Date

Personalize | Find | View All | First 1 of 1 Last

Pay Run ID	Description
1	

OR

Pay Check Date From

Pay Check Date To

Vendor

Personalize | Find | View All | First 1 of 1 Last

Vendor ID	Description
1	

Company

Personalize | Find | View All | First 1 of 1 Last

Company	Description
1	

Level

☐ Summary ☒ Detail

Save Add Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** or **Pay Check Data From/To** fields are required fields.



Screenshot of the Deduction Vendor Remittance Report



Report ID: RPY380

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Run Date: 12/07/2023

Run Time: 10:49 00

Pay Check Date From: 01/01/2023 To: 12/07/2023

Vendor ID: 0001736668 LNB SOLUTIONS INC

Detail

Page No. 7 of 44

Employee ID	Employee Name	Company	Deduction/Benefit Code	Invoice Number	Deduction Amount	Sent To AP
		ACS	CVC	P0009151	30.00	S
		ACS	CVC	P0009787	30.00	S
		ACS	CVC	P0010416	30.00	S
		ACS	CVC	P0011057	30.00	S
		ACS	CVC	P0011789	30.00	S
		ACS	CVC	P0012497	30.00	S
		ACS	CVC	P0013319	30.00	S
		ACS	CVC	P0014023	30.00	S
		ACS	CVC	P0014697	30.00	S
		ACS	CVC	P0015396	30.00	S
		ACS	CVC	P0016132	30.00	S
		ACS	CVC	P0016864	30.00	S
		ACS	CVC	P0017570	30.00	S
		ACS	CVC	P0009151	29.17	S
		ACS	CVC	P0009787	29.17	S
		ACS	CVC	P0010416	29.17	S
		ACS	CVC	P0011057	29.17	S
		ACS	CVC	P0011789	29.17	S
		ACS	CVC	P0015396	29.17	S
		ACS	CVC	P0016132	29.17	S
		ACS	CVC	P0016864	29.17	S
		ACS	CVC	P0017570	29.17	S
Company Total					769.21	
Vendor Total					769.21	
Deduction/Benefit Code Totals						
CVC					769.21	



Employee Benefit Enrollment Report (RPY528)

REVISED: 11/13/2023

DESCRIPTION:

This report provides a list of active employee benefit enrollments (all plan types) based on a specified as of date, Plan Type, and Employee ID Number along with the Company.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > EE Benefit Enrollment Report

INPUT / SEARCH CRITERIA:

As of Date
Company
Plan Type
Empl ID
PayGroup

OUTPUT FORMAT:

Excel

Screenshot of the Employee Benefit Enrollment Report Run Control Page

EE Benefit Enrollment Rpt

Run Control ID EMPLOYEE_BEN_ENROLL_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

*As Of Date 11/13/2023

*Company ABC

Plan Type Medical

Empl ID

Pay Group SM1

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

ADDITIONAL INFORMATION:

The **As of Date** and **Company** fields are required fields.



Screenshot of the Employee Benefit Enrollment Report

1	Company	Business Unit	Paygroups	Empl ID	Empl Rcd	Ben Rcd	Employee Name	Payroll Status	Employee Class	Benefit Program	Plan type	Plan Type Description	Benefit Plan	Deduction Code
2	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
3	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
4	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
5	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
6	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC5	CVACRE
7	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
8	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
9	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
10	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Coverage Begin Date	Deduction Begin Date	Coverage Election Date	Coverage Election	Med Coverage Code	Medical EE	Medical ER	Savings B Tax Amount	Savings B Tax Percentage	Savings Amount After tax	Savings Percent Gross After
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2022	6/25/2022	5/4/2022	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
6/1/2012	6/1/2012	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	357	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2020	12/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2021	7/1/2021	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2012	12/1/2012	9/28/2021	W		0	0	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Savings Percent Gross After Tax	Retirement Percent EE	Retirement Percent ER	FSA Annual Pledge	FSA YTD Contrib	Accumulator Code	Eligible Config 1 (VRS Plan Code)	Eligible Config 2 (Benefit Group#)	Eligible Config 4	Eligible Config 5
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Eligible Config 6 (VRS Org Code)	Eligible Config 7	Eligible Config 8 (Contract Mth-#Pay)	Eligible Config 9 (Emplmt Type – Bill Method)
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB



Employees not Processed in Current Payroll Report (RPY141)

REVISED: 9/15/2021

DESCRIPTION:

This report lists employee hours and earnings that were not processed for the Pay Period.

This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the Paygroup and Pay Period for each Company including a grand total for all Companies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA EE Not Processed Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Employees not Processed In Current Payroll Report Run Control Page

Process List

Employees Not Processed Report

COVA EE Not Proc

Employees Not Processed Report

Run Control ID Ee_Not_Processed_Report

Report Manager Process Monitor

Run

Language English

Report Request Parameter(s)

Pay Run ID

Personalize Find View All First 1 of 1 Last

Company Description

1

Save

Add

Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of the Employees not Processed In Current Payroll Report

 Report ID: RPY141 Commonwealth of Virginia EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL Run Date: 12/07/2023 Run Time: 11:47 00											
Company: DLI Dept of Labor and Industry Pay Period End: 07/24/2023 Pay Group SM1 Semimonthly Class (SATFRI07) Page No. 2 of 2											
Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Addl	<----- REGULAR ----->		<- OVERTIME ->		<----- OTHER ----->		
					Hours	Earnings	Hours		Type	Hours	Earnings
181 180	181000000	18100	18100	2 4 3					DBN		181.82
181 180	181000000	18100	18100	2 4 4					DBN		909.09
181 180	181000000	18100	18100	2 4 5					DBN		909.09
181 180	181000000	18100	18100	4 9 3					DBN		181.82
181 180	181000000	18100	18100	4 9 4					DBN		909.09
181 180	181000000	18100	18100	4 9 5					DBN		909.09
181 180	181000000	18100	18100	4 20 3					DBN		181.82
181 180	181000000	18100	18100	4 20 4					DBN		909.09
181 180	181000000	18100	18100	4 20 5					DBN		909.09
181 180	181000000	18100	18100	7 16 6					BON		2,000.00
Pay Group Total					0.00	0.00	0.00			0.00	8,000.00
Pay Period Total					0.00	0.00	0.00			0.00	8,000.00
Company Total					0.00	0.00	0.00			0.00	8,000.00
Grand Total					0.00	0.00	0.00			0.00	8,000.00
End of Report											



Employee SSN Verification Report (TAX109)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

This calendar year-end report is used by SPO and Agencies. This report can be run more than once a year as needed.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

INPUT / SEARCH CRITERIA:

Processing Options
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Employee SSN Verification Report Run Control Page

The screenshot shows the 'Employee SSN Verification' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the page title 'Employee SSN Verification'. Below the title, the 'Run Control ID' is set to '01'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Processing Options' section contains four radio buttons: 'Within Selected Hire Dates' (selected), 'Within Selected Companies', 'Within Selected Paygroups', and 'Selected EMPLIDs'. There is also a checkbox for 'Balance Year'. The 'Selection Criteria' section has a 'Hire Dates' subsection with 'From Date' and 'End Date' fields, each with a calendar icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Date** and **End Date** fields are required fields.



Screenshot of the Employee SSN Verification Report

Report ID: TAX109		PeopleSoft EMPLOYEE SSN VERIFICATION RPT			Page No. 1 Run Date 09/10/2021 Run Time 08:16:10	
Social Sec Nbr	Empl ID	Last Name	First Name	Middle Name/Initial	Date of Birth	Gender
						F
						M
						M
						F
						F
						M
						F
						F
						F
						F
						M
						M
						M
						M
						F
						F
						F
						M
						M
						M
						F
						M
						F
						M
						M
						M



FBMC Deduction Extract Report (RPY458)

REVISED: 9/15/2021

DESCRIPTION:

This is an audit report for semi-monthly outbound vendor files to a Third-Party Administrator for miscellaneous insurance and annuity deductions.

NAVIGATION PATH:

NavBar > Menu > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

INPUT / SEARCH CRITERIA:

Company
Run to CSV (checkbox)
From Check Date
Check Thru Date

OUTPUT FORMAT:

PDF

Screenshot of the FBMC Deduction Extract Report Run Control Page

The screenshot displays the 'FBMC Deduction Extract Report' interface. At the top, a dark blue header bar contains the title 'FBMC Deduction Extract Report'. Below this, a light green tab labeled 'FBMC Deductions Extract Report' is active. The main content area features a 'Run Control ID' field with the value 'FBMC_Deductions_Extract_Repot'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'Report Request Parameters'. This section contains a 'Company' field with a search icon, a checkbox for 'Run to CSV', and a 'Date Selection' box. The 'Date Selection' box includes fields for '*From Check Date' and '*Check Thru Date', each with a calendar icon. At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Check Date** and **Check Thru Date** fields are required fields.



Screenshot of the FBMC Deduction Extract Report

Report ID: RPY458

Commonwealth of Virginia

FBMC DEDUCTION EXTRACT REPORT

Run Date: 09/08/2021

Run Time: 12:36 00

COMPANY: DOT - VA Dept of Transportation

Page No. 1 of 55

FOR CHECKS DATED 12/30/2019 - 06/01/2020

<u>CHECK DT</u>	<u>EMPLID</u>	<u>NAME</u>	<u>ANNUTY EE A/T</u>	<u>ANNUTY EE B/T</u>	<u>ANNUTY ER NONTAX</u>	<u>PSTTAX</u>	<u>TPAFEE</u>
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.66	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 55.06	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.27	\$ 0.00
01/16/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 195.76	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00



Federal Liability by State Report (TAX014)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) information for each state. This report is used by SPO only.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the Federal Liability by State Report Run Control Page

The screenshot shows the 'Federal Liability by State Report' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below the title, the 'Run Control ID' is 'Federal_Liability_by_State', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Process Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' search field; 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields and 'Process Page' and 'Thru' range fields; and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

< Cardinal Homepage **Federal Liability by State Report**

Federal Liability by State Report

Run Control ID: Federal_Liability_by_State [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

On-Cycle Run

Pay Run ID

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Save **Notify** **Add** **Update/Display**

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Federal Tax Summary (TAX010FD)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non-Resident Alien Tax 1042 Agency quarterly certification information.

This quarterly report is used by SPO to balance for 941 reporting.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Period

OUTPUT FORMAT:

PDF

Screenshot of the Federal Tax Summary Report Run Control Page

The screenshot shows the 'Federal Tax Summary Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Federal Tax Summary Report'. Below the title, the 'Run Control ID' is 'Federal_Tax_Summary'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains three input fields: 'Balances for Year', 'Quarter or', and 'Period', each with a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Federal Tax Summary Report	
Run Control ID	Federal_Tax_Summary
Report Manager	Process Monitor
Run	
Report Request Parameter(s)	
Balances for Year	
Quarter or	
Period	
Save	Notify
Add	Update/Display

ADDITIONAL INFORMATION:

The **Balances for Year**, **Quarter**, and **Period** fields are all required fields.



Screenshot of the Federal Tax Summary Report

Report ID: TAX010FD		PeopleSoft QUARTERLY FEDERAL TAX SUMMARY REPORT 4th Quarter 2020					Page No. 1 Run Date 08/10/2021 Run Time 09:53:33	
Company ABC Alcoholic Beverage Control								
Federal EIN: [REDACTED]								
		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages	
Jurisdiction: U.S. excluding Puerto Rico & Territories								
U.S. Federal Income Tax [H]	QTD							
	YTD	102,528,351.81	29,928,330.35					
FICA/OASDI [D,E]	QTD							
	YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74	104,199,195.06	
FICA/OASDI Tips [G,J]	QTD							
	YTD							
FICA Medicare [F,Q]	QTD							
	YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32	104,199,195.06	
FICA Medicare Tips [T,Z]	QTD							
	YTD							
Additional Medicare Tax [7]	QTD							
	YTD	72,915,489.06	656,239.40	72,915,489.06				
Non Resident Alien Tax 1042 [A]	QTD							
	YTD							



Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 9/15/2021

DESCRIPTION:

This is a report that pulls employee earnings, deductions, and tax cumulative amounts within a Company for a specified fiscal year.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earnings-Ded-Tax Report

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report Run Control Page

The screenshot shows the 'Fiscal YTD Earnings-Ded-Tax Rpt' Run Control Page. At the top, there is a 'Process List' button and the report title. Below this, the 'Run Control ID' is 'Fiscal_YTD_Earns_Ded_Tax_Rpt', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. The main section is titled 'Fiscal YTD Earnings-Ded-Tax Report Request Parameters'. It contains a '*Fiscal Year' field. Below this is a table with columns 'Company' and 'Description'. The table has one row with '1' in the 'Company' column. Above the table are navigation buttons: 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last'. At the bottom of the page, there are buttons for 'Save', 'Add', and 'Update/Display'.

Company	Description
1	

ADDITIONAL INFORMATION:

The **Fiscal year** field is a required field.



Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report



Cardinal

Commonwealth of Virginia

Report ID: RPY134

FISCAL YTD EARNINGS, DEDUCTIONS, AND TAXES REPORT

Run Date: 10/02/2025
Run Time: 12:55 00

COMPANY: ABC - Alcoholic Beverage Control

FISCAL YEAR: 2026

Page No. 1 of 337

EMPLID	NAME	EMPL BCD	FISCAL YTD REG	FISCAL YTD OT	FISCAL YTD OTHER EARN	FISCAL YTD EE DED	FISCAL YTD ER DED	FISCAL YTD EE TAX	FISCAL YTD ER TAX
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		3	\$ 5,793.75	\$ 0.00	\$ 0.00	\$ 678.09	\$ 1,109.50	\$ 948.46	\$ 424.48
		0	\$ 1,656.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 217.06	\$ 126.70
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 1,580.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 199.98	\$ 120.93
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 342.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26.22	\$ 26.22
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 454.44	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36.61	\$ 34.77
		0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0	\$ 1,306.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 170.78	\$ 99.94



FSA Deduction Extract Report (RPY457)

REVISED: 9/15/2021

DESCRIPTION:

This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor files to PayFlex Flexible Reimbursement Account Plans. This report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run by CSV (checkbox)
Company

OUTPUT FORMAT:

Excel
CSV

Screenshot of the FSA Deduction Extract Report Run Control Page

The screenshot shows the 'FSA Deduction Extract Report' Run Control page. At the top, there is a 'Process List' tab and a 'Run Control ID' field with the value '115'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameters' section, which includes fields for '*From Check Date' and '*To Check Date', each with a calendar icon. There is also a checkbox for 'Run To CSV'. Below these fields is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. To the right of the table are navigation controls: '<<', '<', '1-1 of 1', '>', '>>', and a 'View All' link. At the bottom of the page are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Check Date** and **To Check Date** fields are required fields.



Screenshot of the FSA Deduction Extract Report

 Report ID: RPY457		Commonwealth of Virginia FSA DEDUCTION EXTRACT REPORT		Run Date: 11/22/2020 Run Time: 12:53 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 62	
FOR CHECKS DATED 03/16/2020 - 03/20/2020					
CHECK DT	EMPLID	NAME	FLXPER	FLXMGD	FLXNDCE
03/16/2020			\$ 2.10	\$ 92.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 75.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 83.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 50.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 60.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 38.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 55.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 16.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 108.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 15.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 85.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 125.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 150.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 10.00
03/16/2020			\$ 2.10	\$ 35.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 32.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 80.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 90.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 110.00	\$ 0.00



Garnishment Check Register Report (RPY502)

REVISED: 9/8/2025

DESCRIPTION:

This report lists all of the garnishment checks processed for the Pay Run ID entered and includes Employee ID, Employee Name, Check Number, Check Date, Amount, Vendor (payee), and the total number of checks. It can be used to confirm and reconcile all garnishment payments after each payroll confirmation. It can also assist SPO with the issued/distributed garnishment checks to the Agencies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Garnishment Check Register Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Garnishment Check Register Report Run Control Page

Garnishment Check Register Rpt

Run Control ID GARNISHMENT_CHK_REG [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

*Pay Run ID SM1 Second PP Aug 2025

Company Selection

< 1-1 of 1 > >| | View All

	Company	Description		
1	ABC Q	Alcoholic Beverage Control	+ -	

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)



Screenshot of the COVA Garnishment Check Register Report



Report ID: VPYR0502

Commonwealth of Virginia

COVA GARNISHMENT CHECK REGISTER REPORT

Run Date: 09/08/2025
Run Time: 09:15 00

Company: Alcoholic Beverage Control

Pay Period End: 08/24/2025

Page No. 1 of 2

Company	Employee Number	Pay End Date	Employee Name	AP Check Number	AP Check Date	AP Check Amount	Vendor	DeptID
ABC		24-AUG-25		26381843	28-AUG-25	1,021.15	TAXING AUTHORITY CONSULT SVS	226254
ABC		24-AUG-25		26381872	28-AUG-25	1,246.16	TREASURER CHESTERFIELD COUNTY	180783
ABC		24-AUG-25		26381185	28-AUG-25	1,030.00	CARL M BATES CH 13 TRUSTEE	180785
ABC		24-AUG-25		26381917	28-AUG-25	269.15	VIRGINIA DEPT OF TAXATION	226438
ABC		24-AUG-25		26381551	28-AUG-25	107.64	MADISON COMBINED COURT	226281
ABC		24-AUG-25		26381458	28-AUG-25	667.62	FAIRFAX CO GEN DIST COURT	226170
ABC		24-AUG-25		26381389	28-AUG-25	94.60	CITY OF HAMPTON	210504
ABC		24-AUG-25		26381723	28-AUG-25	181.49	PORTSMOUTH GEN DIST COURT	226355
ABC		24-AUG-25		26381750	28-AUG-25	473.45	RICHMOND CIVIL GEN DIST COURT	226386
ABC		24-AUG-25		26381390	28-AUG-25	296.30	CITY OF HAMPTON	226341
ABC		24-AUG-25		26381934	28-AUG-25	11.02	WMSBURG-JAMES CITY CO GEN DIST	226148
ABC		24-AUG-25		26381186	28-AUG-25	382.50	CARL M BATES CH 13 TRUSTEE	226116
ABC		24-AUG-25		26381391	28-AUG-25	141.68	CITY OF HAMPTON	226134
ABC		24-AUG-25		26381932	28-AUG-25	282.66	WISE/NORTON GEN DIST COURT	226206
ABC		24-AUG-25		26381918	28-AUG-25	304.17	VIRGINIA DEPT OF TAXATION	140720
ABC		24-AUG-25		26381510	28-AUG-25	444.34	HENRICO GEN DIST COURT	300507
ABC		24-AUG-25		26381919	28-AUG-25	498.46	VIRGINIA DEPT OF TAXATION	226157
ABC		24-AUG-25		26381668	28-AUG-25	198.84	NORFOLK GEN DIST COURT	226379
ABC		24-AUG-25		26381233	28-AUG-25	363.34	CHESAPEAKE GEN DIST COURT	226069
ABC		24-AUG-25		26381742	28-AUG-25	507.30	PRINCE WILLIAM GEN DIST COURT	226264
ABC		24-AUG-25		26381511	28-AUG-25	486.58	HENRICO GEN DIST COURT	226037
ABC		24-AUG-25		26381927	28-AUG-25	387.18	WINCHESTER GEN DIST COURT	226075
ABC		24-AUG-25		26381512	28-AUG-25	491.09	HENRICO GEN DIST COURT	226292
ABC		24-AUG-25		26381920	28-AUG-25	359.21	VIRGINIA DEPT OF TAXATION	226058
ABC		24-AUG-25		26381942	28-AUG-25	303.39	Richmond City Gen Dist Court	226441
ABC		24-AUG-25		26381856	28-AUG-25	121.87	TEXAS CHILD SUPPORT SDU	226071
ABC		24-AUG-25		26381743	28-AUG-25	472.79	PRINCE WILLIAM GEN DIST COURT	226264
ABC		24-AUG-25		26381469	28-AUG-25	385.05	FLUVANNA GEN DIST COURT	226189
ABC		24-AUG-25		26381187	28-AUG-25	205.00	CARL M BATES CH 13 TRUSTEE	226313
ABC		24-AUG-25		26381392	28-AUG-25	62.32	CITY OF HAMPTON	226198
ABC		24-AUG-25		26381393	28-AUG-25	283.15	CITY OF HAMPTON	226265

Total number of Rows for Company ABC : 31

Total Amount: \$12,079.50

Total number of Checks for Company ABC : 31



HR Accounting Line Reconciliation Report (RPY447)

REVISED: 3/29/2023

DESCRIPTION:

This report reads HR accounting line detail information and creates Company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds, or expenditure categories and includes statewide grand totals.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

INPUT / SEARCH CRITERIA:

Integration Date From
Integration Date To
Business Unit

OUTPUT FORMAT:

PDF

Screenshot of the HR Accounting Line Reconciliation Report Run Control Page

HR Accounting Line Recon

Run Control ID HR_ACCOUNTING_LINE_RECON

Report Manager

Process Monitor

Run

Report Request Parameters

Run Date Selection

*Integration Date From

*Integration Date To

Business Unit Selection

1-1 of 1

Business Unit	Agency Description		
1		+	-

Save

Refresh

Add

Update/Display

ADDITIONAL INFORMATION:

The **Integration Date From** and **Integration Date To** fields are required fields.



Screenshot of the HR Accounting Line Reconciliation Report

 Report ID: RPY447		Commonwealth of Virginia HR ACCOUNTING LINE RECON	Run Date: 03/29/2023 Run Time: 07:40 00
Business Unit: 50100 - VA Dept of Transportation		Page No. 1 of 8	
Integration From Date: 02/10/2023			
Integration Thru Date: 02/24/2023			
Run Date: 02/16/2023			
ASSETS			
Account	Amount		
101010	20,788,047.62-		
Total Assets:	20,788,047.62-		
LIABILITIES			
Account	Amount		
22051401	20,100.75-		
22051402	685.00-		
22051404	147.90-		
22051406	4,608,435.25-		
22051407	449,591.50-		
22051408	37,854.50-		
22051409	127,010.00-		
22051410	341.00-		
22051411	3,301.11-		
22051416	1,201.75-		
22051424	2,683,215.00-		
22051426	27,667.50		
22051427	295,893.53-		
22051428	124,888.06-		
22051429	247,334.45-		
22051439	3,162.00-		
22051441	16,047.50-		
22051442	2,738.81-		
22051443	68,404.20-		
22051444	35,603.79-		
22051446	73,787.50-		
22051447	212,529.78-		
22051448	1,319,333.14-		
22051452	639.75-		
22051454	15,980.47-		
22051455	61,173.86-		
22051456	2,049.60-		
22051457	51,136.50-		
22051461	687,127.52-		



TPA_Retire Extract Report (RHR144)

REVISED: 2/5/2024

DESCRIPTION:

This report displays employee-level deduction data that is used for auditing purposes by SPO and Agencies to monitor deductions submitted to third party administrators and any additional benefits provided in accordance with the employee's retirement plan. The rates for these are established in the Appropriations Act each year and the benefits are managed by VRS for all employees including ORP employees.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TPA_Retire Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (check box)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the TPA_Retire Extract Report Run Control Page

The screenshot shows the 'TPA_Retire Extract Report' Run Control page. At the top, there is a navigation bar with a '< Process List' button and the report title. Below the navigation bar, the 'Run Control ID' is 'AD_HOC'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form area contains the following fields: 'Company (Leave Blank for All)' with a search box containing 'ABC' and a dropdown showing 'Alcoholic Beverage Control'; '*From Check Date' with a date picker set to '08/01/2023'; '*To Check Date' with a date picker set to '08/30/2023'; and a checkbox labeled 'Run to CSV' which is checked.

ADDITIONAL INFORMATION:

The **From Check Date** and **To Check Date** fields are required fields.



Screenshot of TPA Retire Extract Report - PDF



Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

Run Date: 09/27/2023
Run Time: 11:02 00

Report ID: RHR144
Company: ABC

-----DEDUCTION CLASSIFICATIONS-----
FOR CHECKS DATED 08/01/2023 - 08/30/2023

Page No. 1 of 78

CHECK DT	EMPLID	NAME	HYBMDC	EE B/T	HYBVDC	EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
08/01/23				19.48		9.74	9.74	19.48
08/01/23				28.88		115.53	72.21	28.88
08/01/23				22.70		90.80	56.75	22.70
08/01/23				18.48		0.00	0.00	18.48
08/01/23				37.09		148.35	92.72	37.09
08/01/23				27.13		0.00	0.00	27.13
08/01/23				19.48		9.74	9.74	19.48
08/01/23				28.48		113.92	71.20	28.48
08/01/23				28.48		42.72	35.60	28.48
08/01/23				20.72		10.36	10.36	20.72
08/01/23				21.40		10.70	10.70	21.40
08/01/23				21.16		0.00	0.00	21.16
08/01/23				23.49		11.75	11.75	23.49
08/01/23				23.27		0.00	0.00	23.27
08/01/23				18.48		9.24	9.24	18.48
08/01/23				22.70		90.82	56.76	22.70
08/01/23				23.82		11.91	11.91	23.82
08/01/23				35.51		142.04	88.78	35.51
08/01/23				23.89		0.00	0.00	23.89
08/01/23				24.74		12.37	12.37	24.74
08/01/23				18.48		9.24	9.24	18.48
08/01/23				103.79		415.17	259.48	103.79
08/01/23				19.48		0.00	0.00	19.48
08/01/23				22.92		34.38	28.65	22.92
08/01/23				19.48		9.74	9.74	19.48
08/01/23				19.41		9.70	9.70	19.41


Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

Page No. 78 of 78

Run Date: 09/27/2023

Run Time: 11:02 00

Page No. 78 of 78

Negative Deductions

COMPANY	CHECK DT	EMPLID	NAME	DEDCD	EE A/T	EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax	NET DEDUCTION
ABC	08/01/23			HYBDC	0.00	-17.88	0.00	0.00	-17.88
ABC	08/01/23			HYBVDC	0.00	-71.53	0.00	0.00	-71.53
Grand Total:									-89.41
Overall Total:									390,625.44



Screenshot of TPA Retire Extract Report- CSV

Report ID:	RPY137				TPA_Retirement Contributions-Extract Report			Run Date:	9/27/2023
					Check Date Range 08/01/2023 - 08/30/2023			Run Time:	11:02:05.000000_AM
COMPANY	Ded Code	Check Dt	EMPLID	EMPL_RCD	Name	EE B/T	EE A/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
ABC	HYBMDC	8/1/2023		0		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		0		9.74	0	9.74	0
ABC	HYBMDC	8/1/2023		0		28.88	0	0	28.88
ABC	HYBVDC	8/1/2023		0		115.53	0	72.21	0
ABC	DEFCMP	8/1/2023		0		300	50	20	0
ABC	HYBMDC	8/1/2023		0		22.7	0	0	22.7
ABC	HYBVDC	8/1/2023		0		90.8	0	56.75	0
ABC	HYBMDC	8/1/2023		1		18.48	0	0	18.48
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	DEFCMP	8/1/2023		0		100	100	20	0
ABC	HYBMDC	8/1/2023		0		37.09	0	0	37.09
ABC	HYBVDC	8/1/2023		0		148.35	0	92.72	0
ABC	HYBMDC	8/1/2023		0		27.13	0	0	27.13
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	HYBMDC	8/1/2023		1		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		1		9.74	0	9.74	0
ABC	DEFCMP	8/1/2023		0		250	0	20	0
ABC	HYBMDC	8/1/2023		0		28.48	0	0	28.48



Minnesota Life Deduction Extract Report (RHR145)

REVISED: 9/15/2021

DESCRIPTION:

This report displays employee-level deduction data that is used for auditing purposes by SPO and Agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Deduction Extract Report Run Control Page

The screenshot shows the 'MN Life Deductions Extr Report' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below this, a green tab labeled 'Minnesota Life Deductions Rpt' is active. The main area displays the 'Run Control ID' as 'MN_Life_Deductions_Extr_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these, there is a search form with fields for 'Company' (with a search icon), '*From Check Date' (with a calendar icon), and '*To Check Date' (with a calendar icon). A 'Run To CSV' checkbox is also present. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

The **From Check Date** and **To Check Date** fields are required fields.



Screenshot of the Minnesota Life Deduction Extract Report

 Report ID: RHRI45		Commonwealth of Virginia MINNESOTA LIFE DEDUCTION EXTRACT REPORT		Run Date: 09/22/2021 Run Time: 10:48 00	
Report ID: RHRI45 Company: ABC		FOR CHECKS DATED 04/01/2020 - 04/30/2020		Page No. 1 of 124	
CHECK DT	EMPLID	NAME	DECD	EE A/T	
04/16/20			OPTLIF	50.00	
04/16/20			OPTLIF	16.00	
04/16/20			OPTLIF	2.00	
04/16/20			OPTLIF	9.56	
04/16/20			OPTLIF	1.40	
04/16/20			OPTLIF	4.50	
04/16/20			OPTLIF	49.26	
04/16/20			OPTLIF	21.78	
04/16/20			OPTLIF	4.96	
04/16/20			OPTLIF	59.16	
04/16/20			OPTLIF	30.36	
04/16/20			OPTLIF	28.50	
04/16/20			OPTLIF	1.83	
04/16/20			OPTLIF	27.12	
04/16/20			OPTLIF	10.20	
04/16/20			OPTLIF	3.19	
04/16/20			OPTLIF	5.76	
04/16/20			OPTLIF	8.64	
04/16/20			OPTLIF	40.00	
04/16/20			OPTLIF	3.72	
04/16/20			OPTLIF	26.40	
04/16/20			OPTLIF	1.85	
04/16/20			OPTLIF	28.71	
04/16/20			OPTLIF	3.55	
04/16/20			OPTLIF	46.53	
04/16/20			OPTLIF	3.20	
04/16/20			OPTLIF	6.51	
04/16/20			OPTLIF	1.60	
04/16/20			OPTLIF	20.46	
04/16/20			OPTLIF	0.75	
04/16/20			OPTLIF	8.20	
04/16/20			OPTLIF	12.08	
04/16/20			OPTLIF	24.51	
04/16/20			OPTLIF	60.54	
04/16/20			OPTLIF	14.85	
04/16/20			OPTLIF	5.04	
04/16/20			OPTLIF	2.88	
04/16/20			OPTLIF	8.51	



Minnesota Life Upload Error Report (RPY172)

REVISED: 9/15/2021

DESCRIPTION:

This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Upload Error Report Run Control Page

Minnesota Life Upload Error Report

Run Control ID 0001

Report Manager

Process Monitor

Run

Report Request Parameter(s)

*From Date

*To Date

1-1 of 2

View All

	Company	Description		
1			+	-

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.



Screenshot of the Minnesota Life Upload Error Report

Report ID: RPY172

Commonwealth of Virginia

MINNESOTA LIFE UPLOAD ERROR REPORT

Run Date: 09/10/2021

Run Time: 09:15 00

Company: (Non-Payroll)
Process Date Range: 01/01/2020 - 12/31/2020

Page No. 1 of 8

<u>EMPLID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>EFFDT</u>	<u>DED AMT</u>	<u>ERROR MESSAGE</u>
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	13.00	Invalid SSN
			01/01/2020	13.00	This Employee has duplicate row in the input file.
			01/01/2020	13.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	14.00	This Employee has duplicate row in the input file.
			01/01/2020	14.00	Invalid SSN
			01/01/2020	14.00	Employee Not Found
			01/01/2020	15.00	This Employee has duplicate row in the input file.
			01/01/2020	15.00	Invalid SSN
			01/01/2020	15.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN



Multiple Worksite Report (RPY241)

REVISED: 6/6/2024

DESCRIPTION:

This regulatory report lists each tax location used to calculate an employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

Every quarter, SPO produces the Multiple Worksite Report (RPY241) for the calendar year and calendar quarter specified on the **Run Control** page. Agencies will also be able to generate the PDF for their Agencies only. The Multiple Worksite Report provides the employee count as of the 12th of the last month in the quarter and the total State Unemployment Insurance (SUI) wages paid in the quarter per worksite.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Multiple Worksite

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Write Flat File (checkbox) Only displays for SPO
Company

OUTPUT FORMAT:

PDF

Screenshot of the Multiple Worksite Report Run Control Page

COVA Multiple Worksite

COVA Multiple Worksite Report

Run Control ID AD_HOC

Report Manager

Process Monitor

Run

Report Request Parameters

Balance Parameters

Balance ID

CY

Balances for Year

2024

Quarter

3

Quarter 3 (Jul - Sep)

Company Selection

1-1 of 1

View All

Company	Description		
1	SOV	Senate of Virginia	+ -

Save

Return to Search

Notify



ADDITIONAL INFORMATION:

The **Balances for Year** and **Quarter** fields are required fields for both SPO and Agency users. The **Write Flat File** checkbox option will be available for SPO to generate the text file. The **Write Flat File** checkbox option is not available for an Agency user.

Screenshot of the Multiple Worksite Report

		Commonwealth of Virginia		
Report ID: RPY241		MULTIPLE WORKSITE REPORT		Run Date: 06/05/2024 Run Time: 12:35 00
Company	SOV Senate of Virginia	Quarter 2, 2024		
Fed EIN:		VIRGINIA UI Number:		Page No. 1 of 1
Worksite (or Trade) Name		Employees in Pay Period		Total
Street Address		Which Includes the 12th of		Quarterly Wages
UI-Rpt-Cd Tax-Locatn Short-Desc		Apr	May	Jun
-----		-----	-----	-----
Richmond (City)		182	39	0
Senate of Virginia Fiscal Office				
PO Box 396				
Richmond, VA 23218				
760 760 760				
				1,209,743
State Total		182	39	0
				1,209,743
Company Total (All States)		182	39	0
				1,209,743
Grand Total (All Companies)		182	39	0
				1,209,743



Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 9/15/2021

DESCRIPTION:

This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

INPUT / SEARCH CRITERIA:

Begin Check Date
End Check Date
Vendor

OUTPUT FORMAT:

PDF

Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page

The screenshot shows the 'Net Negatives by Emp/Vendr Rpt' Run Control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below the title, there is a 'Run Control ID' field containing 'Nte_Negatives_by_Emp/Vendr_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. The 'Report Request Parameters' section includes fields for '*Begin Check Date' and '*End Check Date', each with a calendar icon. Below this is the 'Vendor Selection' section, which features a search bar, a table with columns 'Vendor' and 'Vendor Name', and a 'View All' link. The table has one row with a search icon in the 'Vendor' column and '+' and '-' buttons in the 'Vendor Name' column. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Cardinal Homepage **Net Negatives by Emp/Vendr Rpt**

Net Negatives by Emp/Vendr Rpt

Run Control ID Nte_Negatives_by_Emp/Vendr_Rpt [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Begin Check Date *End Check Date

Vendor Selection

1-1 of 1 View All

Vendor	Vendor Name
1	

Save Add Update/Display

ADDITIONAL INFORMATION:

The **Begin Check Date** and **End Check Date** fields are required fields.



Screenshot of the Net Negatives by Employee/Vendor Report



Report ID: RPY383

Commonwealth of Virginia

NET NEGATIVES BY EMPLOYEE/VENDOR

Run Date: 08/23/2021
Run Time: 11:07 00

Vendor

:

BN00000001 - VRS - Retirement Fund

Date range

:

10/01/2019 - 12/31/2019

Deduction

:

Employee Retirement DB

Page No. 1

of 11

Company	Agency	Employee	Employee	Status	Check	Pay Period	Employee	Employer	Off-Cycle
	Name	ID	Name		Date	End Date	Deduction	Deduction	Check
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y
Vendor Subtotal							-193.59	-523.44	



Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 9/15/2021

DESCRIPTION:

This report is an extract audit report for semi-monthly outbound vendor files to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. This report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled by Company, the report includes Employee Name, Employee ID, Benefit Plan, Before-Tax Deduction Amount, Employer Contribution Amount, and Void Check Indicator.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run to CSV (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page

The screenshot shows the 'TIAA Extract Report' Run Control page. At the top, there's a header bar with the title 'TIAA Extract Report'. Below it, a green button labeled 'TIAA Extract Report' is visible. The main area contains a 'Run Control ID' field with the value 'TIAA_Extract_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. Below this is the 'Report Request Parameters' section, which includes a 'Date Selection' box with fields for '*From Check Date' and '*To Check Date', each with a calendar icon, and a checkbox for 'Run to CSV'. Below the date selection is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' cell. To the right of the table are '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

The **From Check Date** and **To Check Date** are required fields.

Rev 10/7/2025



Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

 Report ID: RPY453		Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020			Run Date: 09/08/2021 Run Time: 03:45 00
COMPANY : ABC - Alcoholic Beverage Control		PAYROLL DATE: 03/31/2020			Page No. 1 of 37
<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>EMPLOYEE CONTRIBUTION</u>	<u>EMPLOYER CONTRIBUTION</u>	<u>TOTAL CONTRIBUTION</u>	
		439.60	747.30	1,186.90	
ABC - Company Total:		1	\$ 439.60	\$ 747.30	\$ 1,186.90



Screenshot of the Paycheck History Report

Report ID:	RPY515									
Report Name:	Paycheck History Report									
EMPLID:		EMPL_RCD:	0							
Name:										
From Check Date:	7/24/2025									
To Check Date:	10/24/2025									
Company	Empl Record	Check Date	Check#	Pay Run ID	Pay Period	Total Earnings	Net Pay	Earn Code	Description	Hours
ABC		0 1-Aug-25	66363708	SM1072425	10-JUL-2025 TO 24-JUL-2025	8215	5119.81			
ABC		0 1-Aug-25	66363708	SM1072425	10-JUL-2025 TO 24-JUL-2025	8215	5119.81			
ABC		0 1-Aug-25	66363708	SM1072425	10-JUL-2025 TO 24-JUL-2025	8215	5119.81			

Screenshot of the Paycheck History Report (scrolled right)

Amount	Plan Type	Deduction Code	Dedcd Description	Deduction Class	Amount	State
						VA
						VA
						VA



Precalculation Audit Report (RPY122)

REVISED: 9/15/2021

DESCRIPTION:

This report provides a detailed listing (by Company, Paygroup, and pay end date) of information that might cause problems during the Pay Calculation process.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Precalculation Audit Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Precalculation Audit Report Run Control Page

Precalculation Audit Report

Precalculation Audit Report

Run Control ID

Precalculation_Audit_Report

Report Manager

Process Monitor

Run

Language

English

Report Request Parameter(s)

Pay Run ID

1-1 of 1

View All

	Company	Description		
1			+	-

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the Precalculation Audit Report

 Report ID: RPY122		Commonwealth of Virginia PRECALCULATION AUDIT REPORT		Run Date: 09/16/2021 Run Time: 04:21 00				
Pay Run-Id: PSBDEMOSM				Page No. 1 of 1				
Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
Error Records:			8					



PRWORA-New Hire (RPY249)

REVISED: 1/26/2024

DESCRIPTION:

The report contains employees hired and paid by the Commonwealth for a specific date range, including employees who transfer between Agencies. In addition, the report also contains new hire statistics to support garnishment data.

NAVIGATION PATH:

NavBar > Menu > Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-New Hire

INPUT / SEARCH CRITERIA:

Regulatory Region - State (Required)
Multi Company Organization checkbox (Do Not Use)
Multi-State Employer (Do Not Use)
Test Mode Checkbox (Do Not Use)
Payroll Agencies only Checkbox (Do Not Use)
Company
From Date
Thru Date

OUTPUT FORMAT:

PDF

Screenshot of the PRWORA-New Hire Report Run Control Page

New Hire Report Generation

Run Control ID NEWHIRE_REPORT [Report Manager](#) [Process Monitor](#) [Run](#)

New Hire Report Parameters

*Regulatory Region

Virginia

☐ Multi Company Organization

☐ Multi-State Employer

From Date

10/01/2023

File Name

☐ Test Mode

☐ Payroll Agencies only

Company

DLI

Thru Date

12/31/2023

[View Log](#)

[Save](#) [Return to Search](#)

[Add](#) [Update/Display](#)



ADDITIONAL INFORMATION:

The **Regulatory Region** field is a required field.

Screenshot of the PRWORA - State New Hire Report

Report ID: VPYR0249					Commonwealth of Virginia PRWORA - STATE NEW HIRE REPORTING					Page No. 1 Run Date 01/17/2024 Run Time 14:08:30		
For the period 10/01/2023 through 12/31/2023												
EMPLOYER	FEDERAL EIN	LAST_NAME	FIRST_NAME	MIDDLE_NAME	STREET	ADDRESS 2	ADDRESS 3	CITY	STATE	POSTAL	NATIONAL ID	
Dept of Labor and Industry 600 East Main St, Suite 207 Richmond, VA 23219												



Reset W-4 Exempt List (TAX103)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

This calendar year-end report is used by SPO.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

INPUT / SEARCH CRITERIA:

Due Date for W-4 Forms
Date to be Used for Eff. Date on Inserted Records
Scope - All Employees or By Company
Company
Report Mode (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Reset W-4 Exempt List Report Run Control Page

The screenshot shows the 'Reset W-4 Exempt List' report run control page. The page has a dark blue header with a 'Cardinal Homepage' link on the left and the report title 'Reset W-4 Exempt List' on the right. Below the header, the title 'Reset W-4 Exempt List' is repeated. To the right of the title, there are links for 'Run Control ID', 'Reset_W_4_Exempt_List', 'Report Manager', and 'Process Monitor', followed by a 'Run' button. The main content area is titled 'Process Request Parameter(s)' and contains several input fields and radio buttons. There are two date input fields: 'Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)' and 'Date to be Used for Effective Date on Inserted Records'. Below these is a 'Scope' section with two radio buttons: 'All Employees' and 'By Company'. The 'By Company' option is selected, and there is a 'Company' input field with a search icon. At the bottom of the form is a 'Report Mode' section with two radio buttons: 'Report Only' and 'Update'. The 'Update' option is selected. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Cardinal Homepage Reset W-4 Exempt List

Reset W-4 Exempt List

Run Control ID Reset_W_4_Exempt_List Report Manager Process Monitor Run

Process Request Parameter(s)

Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)

Date to be Used for Effective Date on Inserted Records

Scope

☐ All Employees

☒ By Company

Company

Report Mode

☐ Report Only

☒ Update

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the Reset W-4 Exempt List Report

	A	B	C	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCSS		
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							



Retroactive Enrollment Report (RPY365)

REVISED: 11/13/2023

DESCRIPTION:

This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online. This report is used by the Agency Payroll Administrators.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Company

OUTPUT FORMAT:

CSV

Screenshot of the Retroactive Enrollment Report Run Control Page

The screenshot shows the 'Run Control ID' as RETRO_ENROLLMENT_RPT. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there are fields for '*From Date' (10/01/2023) and '*Thru Date' (11/01/2023). A table with columns 'Company' and 'Description' is displayed, showing one entry: '1 DOT VA Dept of Transportation'. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Company	Description
1 DOT	VA Dept of Transportation

ADDITIONAL INFORMATION:

The **From Date** and **Thru Date** fields are required fields.



Screenshot of the Retroactive Enrollment Report

Report ID: VPYR365																		
Report Name: Retroactive Enrollment Report																		
Run Date: 11/01/2023																		
Date Range: 10/01/2023 thru 11/01/2023																		
Row Type	Company	Deptid	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt	Elect Dt	Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax	Annual Pledge	
Current	DOT	13024		0		00		8/1/2023	10/19/2023			PPSRTA			159.33	0		
Prior	DOT	13024		0		00		NONE FOUND										



Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 9/15/2021

DESCRIPTION:

This report pulls employees where their current Pay Period earnings are different than the Pay Period compensation on their job record.

This calendar year-end report is used by SPO and Agencies. This report can be run more than once a year.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page

Process List

Salary Rate Comparison Report

Run Control ID

salary_rate_comparison_report

Report Manager

Process Monitor

Run

Report Request Parameters

Q

*Pay Run ID

Company Selection

Q

1-1 of 1

View All

	Company	Description		
1	Q		+	-

Save

Return to Search

Add

Update/Display

ADDITIONAL INFORMATION:

The **Pay Run ID** field is a required field.



Screenshot of the Salary Rate and Regular Pay Comparison Report



Report ID: RPY086

Commonwealth of Virginia

SALARY RATE AND REGULAR PAY COMPARISON REPORT

Run Date: 06/02/2021

Run Time: 02:46 00

Company: ABC

Payroll Status - Confirmed 06/02/2021 02:46 00

Page No. 1 of 27

Department	Employee ID	Employee Name	Job Comp Rate	Regular Pay	Difference	Gross Pay	Special Pay Type	Special Pay Amount.
100000			2500.00	2045.45	454.55	2045.45		0.00
120711			4527.08	2208.33	2318.75	4527.08		0.00
120711			4527.08	2318.75	2208.33	4527.08		0.00
100000			3071.47	1532.26	1539.21	3088.46	Prm Rwrdr	17.00
100000			3071.47	1539.20	1532.27	3088.46	Prm Rwrdr	17.00
300501			No Paycheck Record					
100000			No Paycheck Record					
120711			No Paycheck Record					
410806			No Paycheck Record					
100000			No Paycheck Record					
300501			No Paycheck Record					
226190			No Paycheck Record					



SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 9/15/2021

DESCRIPTION:

This report is used to identify those Single Use Payroll Online Transactions (SPOT) that have been approved in closed batches but have not been updated on the employee's payline(s).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

INPUT / SEARCH CRITERIA:

Batch ID
Company Parameters

OUTPUT FORMAT:

PDF

Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page

The screenshot shows the 'SPOT Entries Not on PayLine' Run Control Page. At the top, there is a header bar with the title 'SPOT Entries Not on PayLine'. Below this, there is a tab labeled 'SPOT Entries Not on PayLine'. The main area contains a 'Run Control ID' field with the value 'SPOT_Entries_Not_on_PayLine', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these elements is a section titled 'Run Control Parameters'. This section is divided into two parts: 'Batch Parameters' and 'Company Parameters', separated by an 'Or' label. The 'Batch Parameters' section has a 'Batch Id' field with a search icon. The 'Company Parameters' section has three fields: 'Company', 'Pay Group', and 'Pay Period End Date', each with a search icon. A note below the parameters states: '**Pay Group and Company not mandatory in Company Param list'. At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **Batch ID** field or Company Parameters are required.



Screenshot of the SPOT Transactions Not Loaded to Payline Report

CARDINAL		Commonwealth of Virginia		SPOT TRANSACTIONS NOT LOADED TO PAYLINE		Run Date: 09/15/2021 Run Time: 09:05 00			
Report ID: RPY449		Page No. 1 of 1							
Batch Id : 10 Pay Period End : 31-MAR-2020 Business Unit : 21500 University of Mary Washington Company : UMW Pay Group : SM2 Batch Type : E Batch_Status : Closed									
Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Seperate Tax Method Check#
2		0		A	IAP	Annual Leave Payout - WTA		600.00	A 0
1		0		A	IAP	Annual Leave Payout - WTA		675.00	A 0
2		0		A	VRS	VRS Contribution Base		-6666.67	A 0
3		0		A	RTR	Retroactive Regular Pay		194.29	A 0
1		0		A	VRS	VRS Contribution Base		-8117.42	A 0
4		0		A	RTR	Retroactive Regular Pay		-194.29	A 0



Tax Deposit Summary Report (TAX001)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report displays Pay Period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

This quarterly report is used by SPO.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Tax Deposit Summary Report Run Control Page

The screenshot shows the 'Tax Deposit Summary Report' run control page. At the top right, the title 'Tax Deposit Summary Report' is displayed. Below the title, the 'Run Control ID' is 'Tax_Deposit_Summary'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section contains two main areas: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' area has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' fields. Below these is the 'Payroll Cycle' section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

The **Pay Run ID** field or Pay Calendar specification is required.



Screenshot of the Tax Deposit Summary Report

Report ID: TAX001		PeopleSoft TAX DEPOSIT SUMMARY						Page No. 1		
Company ABC Alcoholic Beverage Control								Run Date 09/08/2021		
Pay Period End 07/09/2020		On/Off Cycle CONFIRMED						Run Time 18:03:04		
Check Date 07/16/2020										
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**										
State/ SWT EIN	Locality /Abbrv County/Loc EIN	<----- WITHHOLDING ----->		Type	<----- OTHER ----->		<----- UI ----->			
		Taxable Gross	Tax		Taxable Gross	Tax	Employer	Total Deposit	Taxable Gross	Tax Rate
Federal Totals		7,447,875.64	2,143,062.95	MEDER	7,574,633.49		109,832.04	2,703,976.64		0.600
				OASER	2,374,633.49	147,224.49				
				OASER	2,374,633.49		147,227.21			
				MEDEE	7,574,633.49	109,829.95				
				ADDL MED	5,200,000.00	46,800.00				
District of Columbia		2,040.04	115.10					115.10		0.000
Maryland		14,456.74	922.59					922.59		0.000
Virginia		7,415,054.03	399,547.16					399,547.16	5,960.62	0.000
West Virginia		16,324.83	729.00					729.00		0.000
Check Date Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
Pay Period Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
Company Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			



ADDITIONAL INFORMATION:

The **Pay Run ID** or **From/To Check Date** fields are required.

Screenshot of the Tax Remittance Report

 Report ID: RPY174		Commonwealth of Virginia TAX REMITTANCE REPORT		Run Date: 01/11/2021 Run Time: 03:51 00	
Company: Pay Run ID: STSM10324 From Check: To Check: State: Locality:				Page No. 20 of 26	
<u>Emplid</u>	<u>Empl Rcd</u>	<u>Name</u>	<u>Company</u>	<u>State</u>	<u>Locality</u>
	0		RCB	WV	
State Total (WV)				<u>Check Date</u>	<u>Local Tax</u>
				03/31/2020	96.00
Company Total					96.00
					398.01



Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 9/15/2021

DESCRIPTION:

This report lists the percentage and number of direct deposits and paper checks processed on a payroll (sorted by Employee Type).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

INPUT / SEARCH CRITERIA:

From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report Run Control Page

The screenshot shows a web application interface for running a report. At the top, there is a dark blue header bar with a back arrow and the text "Process List" on the left, and "Number of DD's and Checks" on the right. Below the header, the main content area has a light blue background. It features a "Run Control ID" field with the value "Number_of_DDs_and_Checks". To the right of this field are two links: "Report Manager" and "Process Monitor", and a yellow "Run" button. Below these elements is a section titled "Report Request Parameter(s)" in a light blue box. Inside this box, there are two date selection fields: "*From Date" and "*To Date", each with a calendar icon. At the bottom of the form, there are three buttons: a yellow "Save" button with a floppy disk icon, and two yellow buttons with icons: "Add" (plus icon) and "Update/Display" (pencil icon).

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.



Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report

Report ID: RPY163

Commonwealth of Virginia
TOTAL NUMBER OF RECORDS IN CARDINAL PAID AND WITH DIRECT DEPOSIT / CHECK TOTALS
BETWEEN 25-MAR-2020 AND 09-APR-2020

Run Date: 09/10/2021
Run Time: 10:11 00

Page No. 1 of 5

#PAID IN	#SALARY	#SALARY	#SALARY	%DD OF	#HOURLY	#HOURLY	#HOURLY	%DD OF	%DD OF
MONTH	RECORDS	DIR DEF	BY CHK	SALARY	RECORDS	DIR DEF	BY CHK	HOURLY	NET PAID

ABC - Alcoholic Beverage Control

Paygroup	SL2	TOTAL	85	85	83	2	97.6	0	0	0	0.0	97.6
Paygroup	SM1	TOTAL	1,110	1,110	1,071	39	96.5	0	0	0	0.0	96.5
Company	ABC	TOTALS	1,195	1,195	1,154	41	96.6	0	0	0	0.0	96.6

APA - Auditor of Public Accounts

Paygroup	SM1	TOTAL	125	125	115	10	92.0	0	0	0	0.0	92.0
Company	APA	TOTALS	125	125	115	10	92.0	0	0	0	0.0	92.0

BCC - Bland Correctional Center

Paygroup	SL1	TOTAL	193	193	193	0	100.0	0	0	0	0.0	100.0
Paygroup	SM1	TOTAL	90	90	65	25	72.2	0	0	0	0.0	72.2
Company	BCC	TOTALS	283	283	258	25	91.2	0	0	0	0.0	91.2

BVI - Dept for Blind/Vision Impaired

Paygroup	BW1	TOTAL	1	0	0	0	0.0	1	1	0	100.0	100.0
Paygroup	SM1	TOTAL	286	286	274	12	95.8	0	0	0	0.0	95.8
Company	BVI	TOTALS	287	286	274	12	95.8	1	1	0	100.0	95.8

CBR - VA Center for Behavioral Rehab

Paygroup	SM1	TOTAL	558	558	532	26	95.3	0	0	0	0.0	95.3
Company	CBR	TOTALS	558	558	532	26	95.3	0	0	0	0.0	95.3

CCA - Center Children & Adolescents

Paygroup	SM1	TOTAL	166	166	154	12	92.8	0	0	0	0.0	92.8
Company	CCA	TOTALS	166	166	154	12	92.8	0	0	0	0.0	92.8



US Census Annual Survey Report (RPY247)

REVISED: 9/15/2021

DESCRIPTION:

This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

PDF

Screenshot of the US Census Annual Survey Report Run Control Page

The screenshot shows the 'U S Census Annual Survey' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the title 'U S Census Annual Survey'. Below the navigation bar, the 'Run Control ID' is 'US_Census_Annual_Survey'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Report Request Parameter(s)' section contains a required field '*Calendar Year' with a text input box. At the bottom, there are three buttons: 'Save', 'Add', and 'Update/Display'.

Run Control ID	Report Manager	Process Monitor	Run
US_Census_Annual_Survey			

Report Request Parameter(s)
*Calendar Year

Save Add Update/Display

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.



Virginia DSS Child Support Report (RPY461)

REVISED: 9/15/2021

DESCRIPTION:

This is an extract audit report for the semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. This report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the Virginia DDS Child Support Report Run Control Page

The screenshot shows the 'Virginia DSS Child Support' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Virginia DSS Child Support'. Below this, a green button labeled 'DSS Child Support' is visible. The main area contains a 'Run Control ID' field with the value 'Virginia_DSS_Child_Support'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'DSS Child Support Extract' which contains three input fields: 'From Check Date' with a calendar icon, 'To Check Date' with a calendar icon, and 'Pay Run ID' with a search icon. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Check Date** and **To Check Date** fields or the **Pay Run ID** field are required.



Screenshot of the Virginia DDS Child Support Extract Report

 Report ID: RPY461		Commonwealth of Virginia DSS CHILD SUPPORT EXTRACT REPORT		Run Date: 08/24/2021 Run Time: 11:03 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 30	
FOR CHECKS DATED 10/01/2019 - 12/31/2019					
CHECK DT	EMPLID	NAME	GARN ID	GARN AMOUNT	
12/16/2019			000001	\$ 201.05	
12/16/2019			000001	\$ 276.92	
12/16/2019			000001	\$ 81.94	
12/16/2019			000001	\$ 169.50	
12/16/2019			000001	\$ 172.00	
12/16/2019			000001	\$ 91.37	
12/16/2019			000001	\$ 299.50	
12/16/2019			000001	\$ 1,402.50	
12/16/2019			000001	\$ 65.46	
12/16/2019			000001	\$ 218.00	
12/16/2019			000001	\$ 129.21	
12/16/2019			000001	\$ 204.00	
12/16/2019			000001	\$ 113.50	
12/16/2019			000001	\$ 184.17	
12/16/2019			000001	\$ 358.13	
Check Date Total:				\$ 3,967.25	
Company Total:				\$ 3,967.25	



Virginia Quarterly UI Wage Report (RPY246)

REVISED: 9/23/2024

DESCRIPTION:

This regulatory report provides a list of unemployment wages submitted quarterly.

This report displays a list of the employees and their quarter to date UI taxable wages reported to VEC. Users only see information for the Agencies they have access to. Negative amounts in the **QTD SUI Wage** column are reported in a separate section or report and totaled separately from the positive amounts. These amounts must be manually submitted as adjustments to VEC by the individual Agencies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > VA Qtrly UI Wage Rpt

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the Virginia Quarterly UI Wage Report Run Control Page

The screenshot shows the 'VA Qtrly UI Wage Rpt' run control page. It includes a title bar, a report title, and a 'Run' button. Below the title, there are fields for 'Run Control ID' (QTRLY_WAGE_FILE) and 'Report Manager'. The 'Report Request Parameters' section contains 'Balance Parameters' with fields for 'Balance ID' (CY), 'Balances for Year' (2024), and 'Quarter' (2). The 'Company Selection' section features a search bar, a table with columns 'Company' and 'Description', and a 'View All' button. The table lists '1 ABC' with 'Alcoholic Beverage Control' as the description. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Company	Description
1 ABC	Alcoholic Beverage Control

ADDITIONAL INFORMATION:

The **Balances for Year** and **Quarter** fields are required fields.

Note: This report produces two PDF files. One is the positive QTD SUI wage totals used by the Agencies in online reporting to VEC. The second file displays employees with negative QTD SUI wage amounts which must be submitted separately to VEC.



Screenshot of the Virginia Quarterly UI Wage Report – PDF (1 of 2)

		Commonwealth of Virginia				
Report ID: VPYR0246		VIRGINIA QUARTERLY UI WAGE REPORT			Run Date: 09/18/2024 Run Time: 12:13 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 68				
UI Account Number [REDACTED]		Quarter/Year: 2/2024				
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
		244.80	244.80	244.80	16.00	0.00
		14,504.95	14,462.45	0.00	440.70	14,462.45
		183.20	183.20	183.20	11.40	0.00
		3,599.69	3,599.69	3,599.69	224.00	0.00
		5,383.36	5,383.36	5,383.36	335.20	0.00
		14,542.55	14,167.55	0.00	444.60	14,167.55
		9,521.99	9,196.99	0.00	440.20	9,196.99
		6,145.70	6,145.70	2,120.06	370.00	4,025.64
		562.79	562.79	562.79	29.10	0.00
		5,347.52	5,347.52	2,434.60	306.80	2,912.92
		20,722.90	20,437.90	0.00	440.00	20,437.90
		9,001.50	8,014.00	6,204.67	440.80	1,809.33
		4,684.02	4,684.02	4,241.73	282.00	442.29
		3,399.72	3,399.72	3,399.72	207.30	0.00
		1,306.36	1,306.36	1,306.36	68.90	0.00
		1,035.78	1,035.78	1,035.78	50.60	0.00
		4,831.61	4,831.61	3,759.26	277.20	1,072.35
		3,252.47	3,252.47	3,252.47	186.60	0.00
		5,505.96	5,505.96	2,221.21	282.50	3,284.75
		14,993.95	14,935.57	0.00	440.00	14,935.57
		5,676.97	5,676.97	2,377.07	325.70	3,299.90
		19,220.85	18,323.35	0.00	444.00	18,323.35
Page No. 68 of 68						
		QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
File Transfer Totals		29,839,581.75	29,117,768.71	7,158,565.83	1,171,920.30	21,959,202.88
File Total Number of Employees Reported:		4,541				
File Total Records Reported:		4,541				



Screenshot of the Virginia Quarterly UI Wage Report – Negative Wage Listing PDF (2 of 2)

		Commonwealth of Virginia			
Report ID: VPYR0246		VA QUARTERLY UI WAGE RPT- NEGATIVE WAGE LISTING		Run Date: 09/18/2024 Run Time: 12:13 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 2			
UI Account Number 000008009996		Quarter/Year: 2/2024			
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		485.30-	485.30-	485.30-	63.00
		1,533.17	5,036.64-	0.00	1.00-
Company Total:		1,047.87	5,521.94-	485.30-	62.00
Company Total Number of Employees Reported:		2			
Company Total Number of Records Reported:		2			



W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report is used by Agencies for calendar year-end certification and verification of Company-level totals. This calendar year-end report is used by SPO.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

PDF

Screenshot of the W-3 Transmittal Totals Report Run Control Page

The screenshot shows a web application interface for the "W-3/W-3SS Transmittal Report". At the top, there is a dark blue header bar with a "Cardinal Homepage" link on the left and the report title "W-3/W-3SS Transmittal Report" on the right. Below the header, a green tab labeled "W-3/W-3SS Transmittal Report" is active. The main content area has a light gray background. On the left, it displays "Run Control ID" followed by the text "W_3_W_3SS_Transmittal_Report". To the right of this, there are two blue links: "Report Manager" and "Process Monitor". Further right is a gray button labeled "Run". At the bottom of the page, there are four buttons: "Save" (green), "Notify" (gray), "Add" (gray), and "Update/Display" (gray).

ADDITIONAL INFORMATION:

There are no required fields for this report.



Screenshot of the W-3 Transmittal Totals Report

Report ID: TAX915		PeopleSoft	Page No. 1
Company ABC		W-3 TRANSMITTAL - TOTALS REPORT	Run Date 08/31/2021
		Tax Year 2019	Run Time 16:03:52
W-3			
Box	Description	Contents / Amount	
b	Kind of Payer	Regular (All Others)	
	Kind of Employer	None Apply	
	Third-party sick pay	No	
c	Total number of Forms W-2	5150	
e	Employer identification number	[REDACTED]	
f	Employer name	Alcoholic Beverage Control	
g	Employer address	2901 Hermitage Road Richmond, VA 23220	
h	Other EIN used this year		
1	Wages, tips, other compensation	81039820.25	
2	Federal income tax withheld	7998976.04	
3	Social security wages	80425815.76	
4	Social security tax withheld	4986395.97	
5	Medicare wages and tips	84709000.85	
6	Medicare tax withheld	1264599.15	
7	Social security tips	0.00	
8	Allocated tips	0.00	
10	Dependent care benefits	29762.50	
11	Nonqualified plans	0.00	
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91	



W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 12/12/2023

DESCRIPTION:

This regulatory report is a listing of all employees whose U.S. Tax Data records indicate that they are exempt from federal income tax withholding (W-4).

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

INPUT / SEARCH CRITERIA:

As Of Date

OUTPUT FORMAT:

PDF

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report Run Control Page

W-4 Exemptions Report

Run Control ID W_4_EXEMPTIONS_RPT

Report Manager Process Monitor Run

Language English Process Instance:2886677

Report Request Parameter(s)

As Of Date 12/12/2023

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.

Rev 10/7/2025

Page 204 of 209



Screenshot of the W-4 Exemptions - Federal Tax Data Status Report

				PeopleSoft							
Report ID: TAX100				FEDERAL TAX DATA STATUS REPORT			Page No. 1				
Company ABC Alcoholic Beverage Control							Run Date 12/12/2023				
As Of Date: 12/12/2023							Run Time 13:38:34				
		Effective			Taxable	Allow-	Special		Additional	Additional	NRA W/H
Employee ID	Name	Date	Dept. ID	Dept. Name	Gross YTD	ances	FWT Status		W/H %	W/H Amount	Rule
		10/04/2023	226112	Store 112	42,552.90	0	Zero W/H...				
		12/31/2019	110701	Admin Exp	227,466.15	11	None				
		05/05/2023	226059	Store 059	46,744.52	0	Zero W/H...				
		10/05/2023	226112	Store 112	41,324.63	0	Zero W/H...				
		05/05/2023	226196	Store 196	31,291.53	0	Zero W/H...				
		01/01/2023	300507	WarePo1Rd	44,094.30	0	Zero W/H...				
		07/28/2023	300507	WarePo1Rd	20,183.64	0	Zero W/H...				



Year End Data Audit Report (TAX910AU)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report is a listing of the amounts loaded in the year end files and identifies certain errors. This calendar year-end report is used by SPO and Agency Payroll Administrators.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

INPUT / SEARCH CRITERIA:

Balances for Year
Sort/Order Report By
Employees Options (All or Selected)
Employee ID
W-2 Reporting Companies (All or Selected)

OUTPUT FORMAT:

PDF

Screenshot of the Year End Audit Report Run Control Page

Year End Data Audit Report

[Report Manager](#)[Process Monitor](#)

Run

Run Control ID YEAR_END_AUDIT
*Balances for Year 2022
*Sort Report By None
Within Sort, Order By

Employees

Processing Options

☒ All Employees ☐ Selected Employees

Employees Selected for Printing

1-1 of 1 View All

Employee ID	Name		
		+	-

W-2 Reporting Companies

Processing Options

☒ All Companies ☐ Selected Companies

W-2 Reporting Companies Selected for Printing

1-1 of 1 View All

Company	Description		
		+	-

ADDITIONAL INFORMATION:

The **Balances for Year** field is a required field.



Screenshot of the Year End Data Audit Report

Report ID: TAX910AU		PeopleSoft				Page No. 1			
W2 Rpt Company ABC Alcoholic Beverage Control		YE DATA AUDIT REPORT				Run Date 12/07/2023			
Federal EIN [REDACTED]		Tax Year 2022				Run Time 07:36:19			
	Taxable Gross/ Tax	OASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqld Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips
**** [REDACTED] ****									
Federal	17765.23 931.35	17765.23 1101.44	17765.23 257.60						
VA	17765.23 487.02								
**** [REDACTED] ****									
Federal	6.82	6.82 0.43	6.82 0.10						
VA	6.82								
**** [REDACTED] ****									
Federal	40621.00 4939.41	40621.00 2518.50	40621.00 589.00						
VA	40621.00 1765.98								



Year End Record Error Report (TAX910ER)

REVISED: 9/15/2021

DESCRIPTION:

This regulatory report identifies errors in the year-end data.

This calendar year-end report is used by SPO and Agencies.

NAVIGATION PATH:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Year End Record Error Report Run Control Page

The screenshot shows the 'COVA Error Listing' page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'COVA Error Listing' on the right. Below this is a green tab labeled 'COVA Error Listing Report'. The main content area has a 'Run Control ID' of '001' on the left. On the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these is a table with columns 'Company' and 'Description'. The first row shows '1' in the first column, 'DEL' in the second column, and 'House of Delegates' in the third column. There are also '+' and '-' buttons in the fourth and fifth columns. At the bottom left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons. A 'View All' link is also present near the table.

Company	Description
1 DEL	House of Delegates

ADDITIONAL INFORMATION:

The **Company** field is a required field.



Screenshot of the Year End Record Error Report

Report ID: TAX910ER		PeopleSoft		Page No. 1
W2 Rpt Company ABC		YE RECORD ERROR REPORT		Run Date 09/08/2021
Federal EIN [REDACTED]		Tax Year 2019		Run Time 17:51:33
Employee ID	Employee Name	SSN	Taxform	Message
[REDACTED]	[REDACTED]	[REDACTED]	W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	Incomplete employee address