

#### **PY382 Reviewing the Payroll Read Only Pages**

#### **Payroll Read Only Overview**

This Job Aid provides an overview of the key Payroll and Time & Attendance pages that the Payroll Read Only role can access. It includes an overview of the page as well as a table which lists the key fields and descriptions.

The following Payroll pages are covered in this Job Aid:

- General Deductions
- Update Employee Tax Data
- Direct Deposit
- Review Paycheck
- Review FLSA Pay Data

The following Time & Attendance pages are covered in this Job Aid. These are only available to Agencies that use Cardinal Absence Management:

- Review Absence Balances
- Absences
- Absence Event

**Navigation Note**: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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### **PY382 Reviewing the Payroll Read Only Pages**

### **Revision History**

Revision Date	Summary of Changes
12/1/2025	Updated <u>Direct Deposit</u> overview section to include the return of Employee Self Service and the Prenote period being increased from 3 to 5 days.
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> , after Step 1; <u>Section 2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 4</u> , after Step 1; <u>Section 5</u> , after Step 1; <u>Section 6</u> , after Step 1; <u>Section 7</u> , after Step 1; <u>Section 8</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

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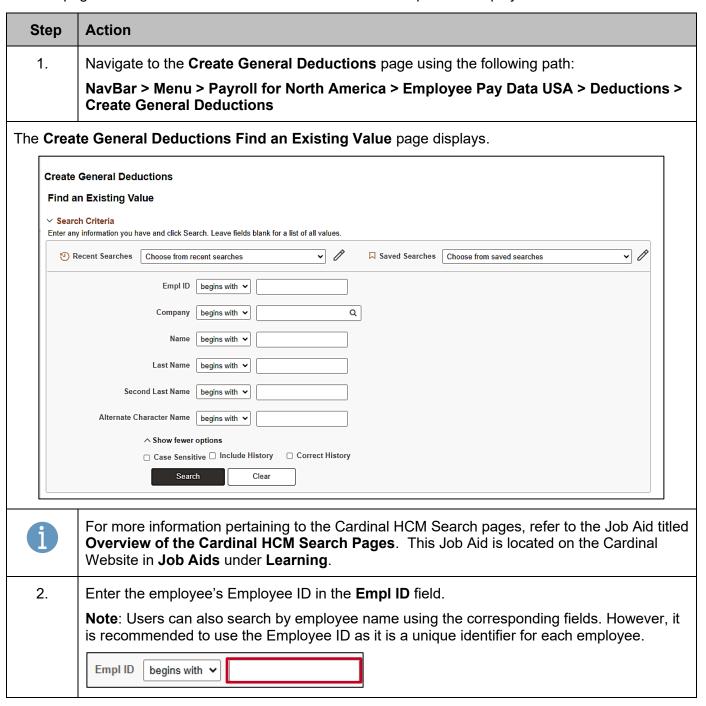


### **PY382 Reviewing the Payroll Read Only Pages**

#### **Viewing the General Deductions Page**

General Deductions are non-benefit deductions, such as charity, garnishments, and parking. General Deductions can be both pre-tax and post-tax based on setup from the General Deductions or Garnishment tables in Cardinal. Deductions are set up at the Company (Agency) level for eligible employees and display on the **Create General Deductions** page.

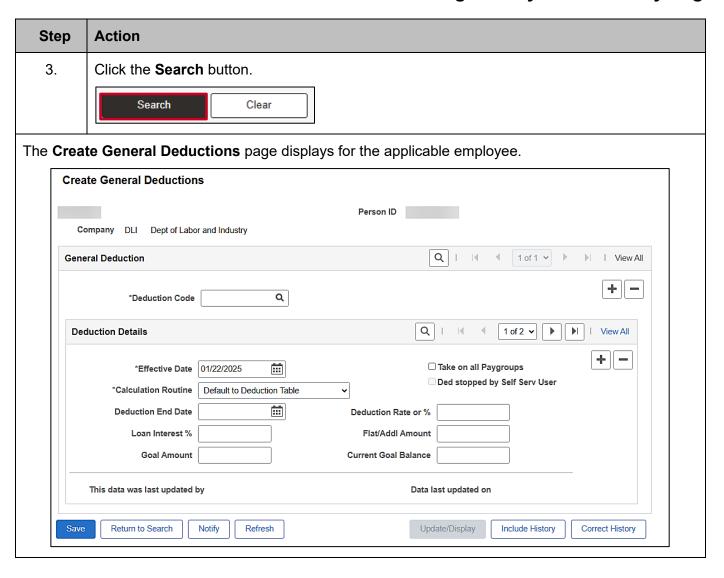
Use this page to view General Deductions that have been set up for an employee.



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#### **General Deduction and Deduction Details fields:**

Field	Description
Deduction Code	Identifies the type of deduction. See the Job Aid titled <b>PY381_General Deduction Codes</b> for a list of the general deduction's codes.
Effective Date	The beginning date for when the deduction started.
Calculation Routine	<ul> <li>One of two options display:</li> <li>Default to Deduction Table: the amount of the deduction based on the predefined deduction table in Cardinal.</li> <li>Flat Amount: the amount of the deduction displays in the Flat/Additional Amount field.</li> </ul>
Flat Amount	When this value is selected, a specific amount displays in the Flat/Additional Amount field.
Deduction End Date	Displays a date if the Deduction was set up to stop on a specific date. If this date is in the middle of the pay period, the deduction is not prorated and Cardinal processes the full amount.
Goal Amount	Displays an amount when the deduction was set up to stop when a specific total amount was reached.
Current Goal Balance	If a Goal Amount was set up, this field displays the total amount that has been deducted so far.

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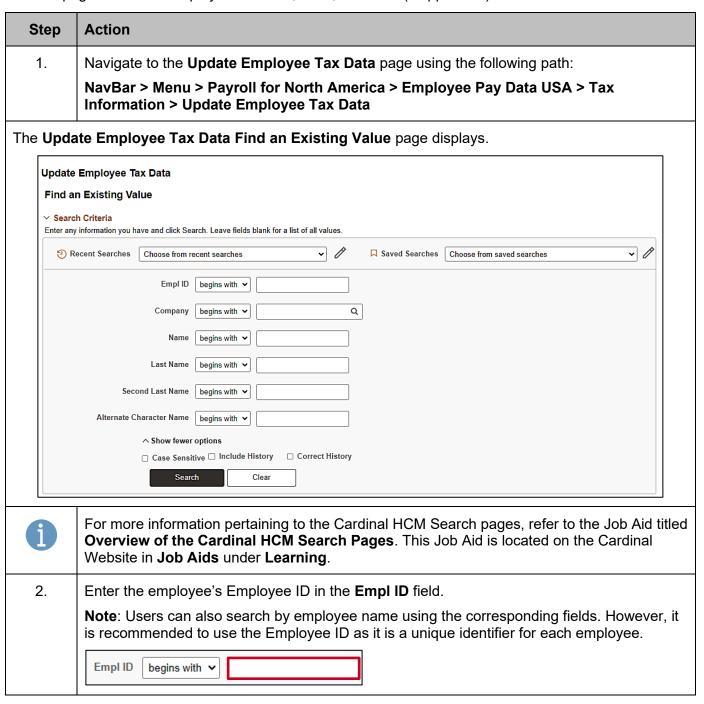


### **PY382 Reviewing the Payroll Read Only Pages**

#### Viewing the Update Employee Tax Data page

In Cardinal, every employee must have a Federal, State, and Local (if applicable) tax record set up. Employees with multiple jobs within the same company will have one tax record for both jobs. Employees with multiple jobs across Agencies will have one tax record for each company.

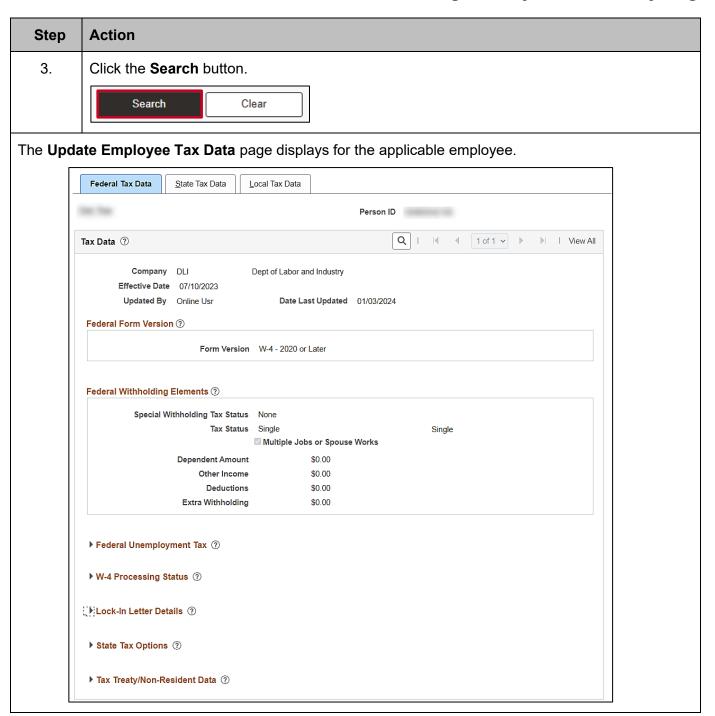
Use this page to view an employee's federal, state, and local (if applicable) tax information.



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### **PY382 Reviewing the Payroll Read Only Pages**

#### Federal Tax Withholding Elements fields:

Field	Description	
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status. Options include:	
	• None	
	Maintain Taxable Gross (Exempt from withholding)	
Tax Status	Single	
	Head of Household	
	Married	
	Exempt (defaults when Maintain Taxable Gross option is selected in the Special Withholding Tax Status field)	
Multiple Jobs or Spouse Works	Used to indicate if the employee has multiple jobs or if their spouse works.	
Dependent Amount	Used to enter a specific dependent (dollar amount).	
Other Income	Used to enter an additional income amount for the employee.	
Deductions	Used to enter the total deductions amount for the employee.	
Extra Withholding	Used to enter the total extra withholding amount elected by the employee.	

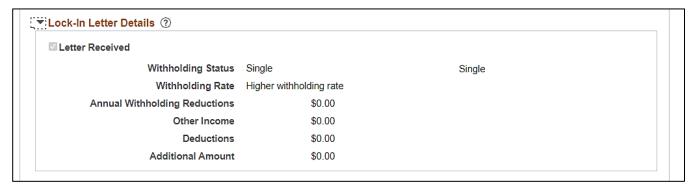
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#### **PY382 Reviewing the Payroll Read Only Pages**

#### Lock-In Letter Details section

This section is only used when the IRS has sent a Lock-In Letter for the employee. When a Lock-In Letter is received, the values noted in the letter must be entered in this section. This locks-in those limits and prevents the employee from making changes in the **Federal Withholding Elements** section based on the guidelines provided in the table below.



#### Lock-In Letter fields:

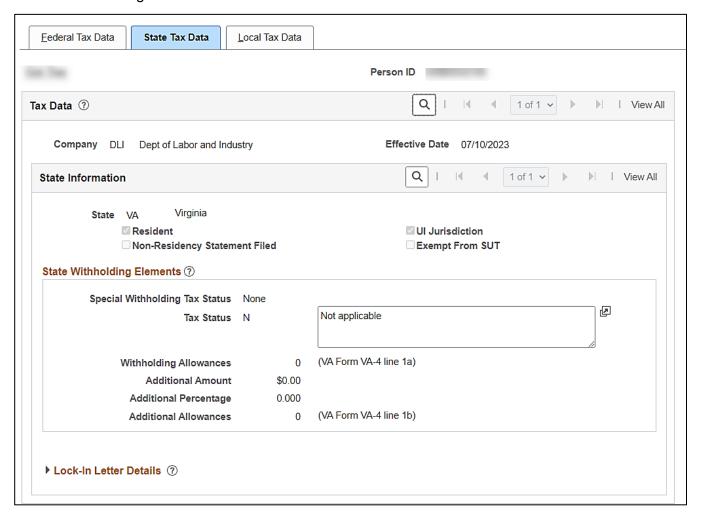
Field	Description
Letter Received	Check this box to indicate that a Lock-In letter was received.
Withholding Status	Prevents the employee's Tax Status from being changed to a different value than what is displayed in this field.
Withholding Rate	Prevents the employee's special withholding tax status from being changed to a value different value than what is displayed in this field.
Annual Withholding Reductions	Prevents a Dependent amount from being entered that is less than the value in this field.
Other Income	Prevents another income amount from being entered that is less than the amount in this field.
Deductions	Prevents an amount from being entered that is greater than the amount in this field.
Additional Amount	Prevents an amount from being entered that is less than the amount in this field.

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#### **PY382 Reviewing the Payroll Read Only Pages**

#### State Tax Data Page



#### State Information fields:

Field	Description
State	Used to select the applicable State.
*Resident	Used to denote the employee's State residence.
*UI Jurisdiction	Used to denote what State the employee works in. This is based on the employees Tax Location.
Non-Residency Statement Filed	Used to denote whether the employee has filed a Non-Residency Statement for the State.
Exempt from SUT	Used to indicate if the employee is exempt from State Unemployment Tax (SUT).

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#### State Withholding Elements and Lock-In Letter Details section

Special Withholding Tax Status	None		
Tax Status	N	Not applicable	æ
Withholding Allowances	0	(VA Form VA-4 line 1a)	
Additional Amount	\$0.00		
Additional Percentage	0.000		
Additional Allowances	0	(VA Form VA-4 line 1b)	
Lock-In Letter Details ②			
☑ Letter Received	Limit On All	owances 2	

#### State Withholding Elements and Lock-In Letter Details fields:

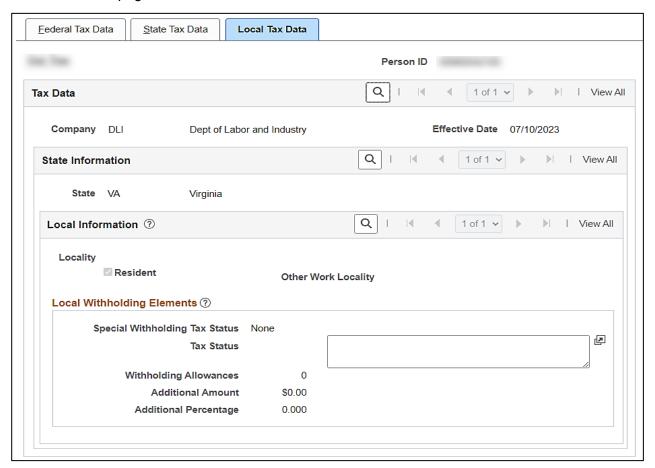
Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status.
Tax Status	Used to denote whether the employee is claiming a withholding (Married).  X = Claiming exemption from withholding  N = Not applicable
Withholding Allowances	Displays the number of withholding allowances the employee is claiming.
Additional Amount	Used to enter an additional amount that the employee is electing to pay.
Additional Percentage	Used to enter an additional percentage that the employee is electing to pay.
Additional Allowances	Used to enter the number of additional allowances the employee is claiming.
Lock-In Letter Details Letter Received	Used to denote whether a Lock-In Letter has been sent by the State for the employee. When received, this letter locks-in a limit on Allowances for the employee.
Lock-In Letter Details: Limit on Allowances	Used to enter the limit number of Allowances when a Lock-In Letter is received for the employee.

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#### **PY382 Reviewing the Payroll Read Only Pages**

#### Local Tax Data page



#### Local Information fields:

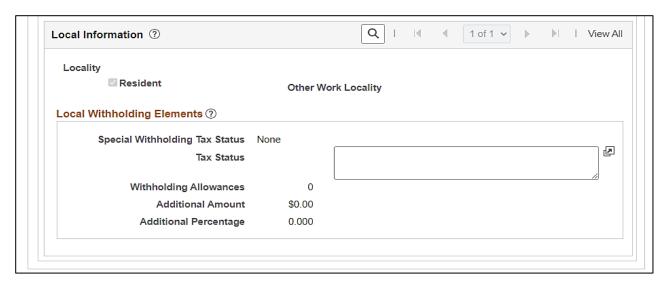
Field	Description
Locality	Used to select the applicable Locality.
Other Work Locality	Used to select another work locality if the employee has more than one work tax for a given locality. The entry in this field is used to link to another local work tax code.
Resident	Used to denote whether the employee is a resident of the Locality.

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### **PY382 Reviewing the Payroll Read Only Pages**

#### **Local Withholding Elements** section screenshot



#### **Local Withholding Elements** fields:

Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status.
Tax Status	Used to denote whether the employee is claiming a withholding (Married). <b>X</b> = Claiming exemption from withholding <b>N</b> = Not applicable
Withholding Allowances	Denotes the number of withholding allowances the employee is claiming.
Additional Amount	Denotes an additional amount that the employee is electing to pay.
Additional Percentage	Denotes an additional percentage that the employee is electing to pay.

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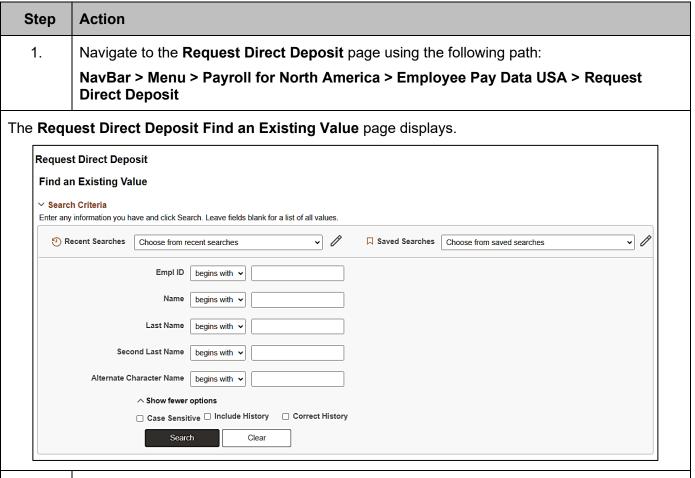


### **PY382 Reviewing the Payroll Read Only Pages**

#### **Viewing the Request Direct Deposit Page**

Direct Deposit is a requirement at the Commonwealth of Virginia. Agency Payroll Administrators enter and update the Direct Deposit information on behalf of the employee. Employees can complete and submit an **Employee Direct Deposit Authorization** form to their Agency Payroll Administrator to keep on file or enter their Direct Deposits using Cardinal Employee Self Service (ESS). Employees are allowed to have up to 10 Direct Deposit accounts.

New and updated Direct Deposits accounts require validation of the routing and account number from the employee's financial institution; this process is called Prenoting. The Prenoting process can take up to five (5) days to get established.



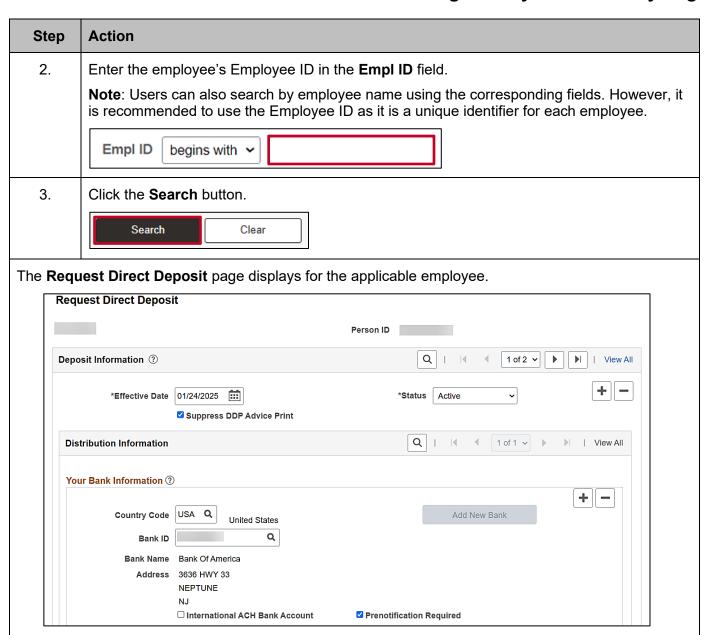


For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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### PY382 Reviewing the Payroll Read Only Pages

#### Your Bank Information and Distribution fields:

Field	Description
Bank ID	Displays the Bank Routing Number.
Bank Name and Address	Displays the Bank Name and address information.
Account Type	There are three account types:  COVA Paycard Checking Savings
Deposit Type	<ul> <li>There are three deposit types:</li> <li>Balance of Net Pay (all employees must have a balance of net pay account setup in Cardinal)</li> <li>Percentage</li> <li>Amount</li> </ul>
Net Pay Percent	Displays the applicable percentage when the Deposit Type is "Percentage".
Net Pay Amount	Displays the appliable amount when the Deposit Type is "Amount".
Priority Field	Determines the order in which distributions are made.  Note: The Balance of Net Pay account priority is always "999".
Account Number	Displays the associated account number for each Direct Deposit account.
Prenote Date and Prenote Status	These fields provide the Prenote status and whether it has been completed or not.

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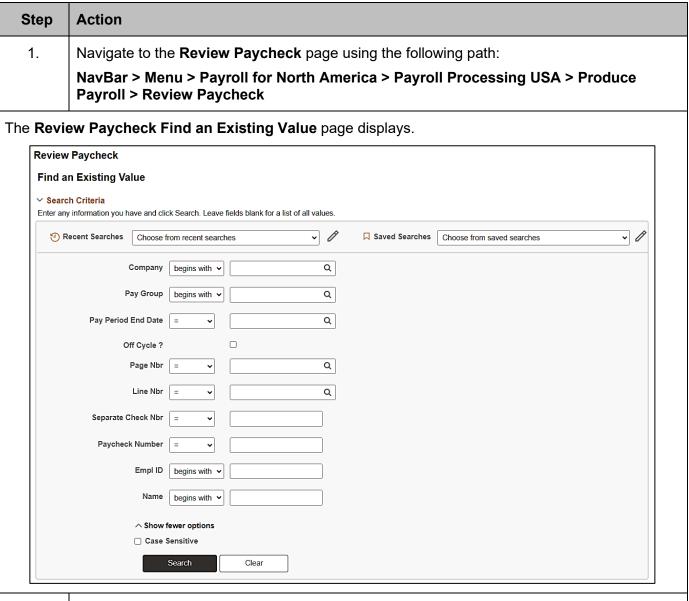


#### **PY382 Reviewing the Payroll Read Only Pages**

#### **Viewing the Review Paycheck Page**

In Cardinal, users can view an employee's paycheck on the **Review Paycheck** page once the payroll has been calculated. Even though an employee's pay can be viewed, payroll may not be finalized at the time of viewing.

Use this page to view the details of an employee's pay.



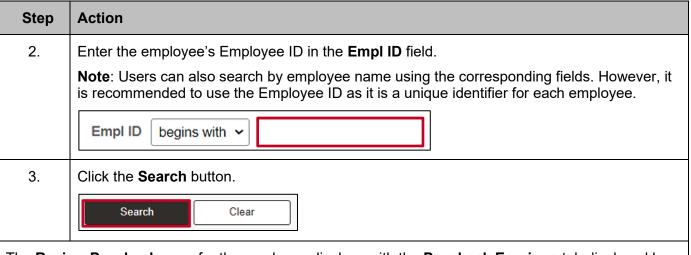


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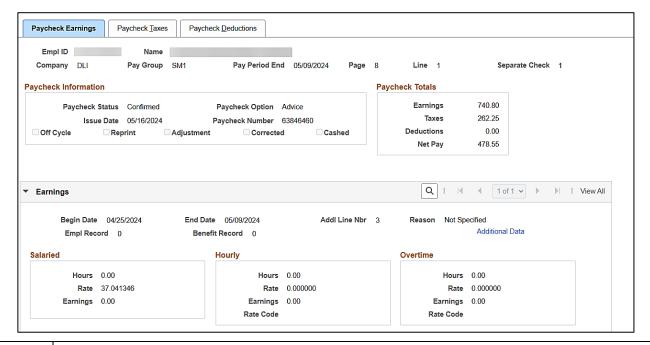
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The **Review Paycheck** page for the employee displays with the **Paycheck Earnings** tab displayed by default.





The Review Paycheck page contains the Paycheck Earnings, Paycheck Taxes, and Paycheck Deductions tabs. The Header section displays on all three pages.

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## PY382 Reviewing the Payroll Read Only Pages

#### **Header** section fields:

Field Name	Description
Empl ID	Displays the employee's Employee ID Number.
Name	Displays the employee's name.
Company	Displays the company (Agency) for which the employee works.
Pay Group	Displays the Pay Group that the employee is assigned. The Pay Group is a logical grouping of employees based on shared characteristics for payroll processing.
Pay Period End	Displays the end date for the associated pay period.
Separate Check	Displays the number of additional checks issued to the employee for this pay period.

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### **PY382 Reviewing the Payroll Read Only Pages**

#### Paycheck Information and Paycheck Totals screenshot:

-	
Earnings	740.80
Taxes	262.25
Deductions	0.00
Net Pay	478.55
	Taxes Deductions

#### Paycheck Information and Paycheck Totals sections fields:

Field Name	Description
Paycheck Status	Displays one of the following statuses:
	<ul> <li>Calculated: the paycheck has been calculated but not finalized. Corrections and changes can still be made</li> <li>Confirmed: the paycheck has been finalized</li> <li>Reversing Check: the paycheck is in the process of being reversed</li> <li>Reversed: the paycheck has completed the reversal process</li> </ul>
Paycheck Option	Displays one of the following options for the paycheck:
	<ul> <li>Check: pay was issued in the form of a check</li> <li>Advice: pay was issued via direct deposit</li> <li>Check &amp; Advice: pay was issued via direct deposit. However, the balance of net was issued in the form of a check</li> <li>Check Reversal: the payment was reversed</li> </ul>
Issue Date	Displays the date the payment was issued.
Paycheck Number	Displays the check or advice number; only displays when the payroll has been confirmed.
Off Cycle Checkbox	Checked (checkbox) when the payment was processed as a standalone Off Cycle or reversal.
Reprint, Adjustment, Corrected, and Cashed Checkboxes	Not used in Cardinal.
Earnings	Displays the employee's gross earnings before taxes and deductions.
Taxes	Displays the total taxes deducted (employee portion).
Deductions	Displays the deduction amount.

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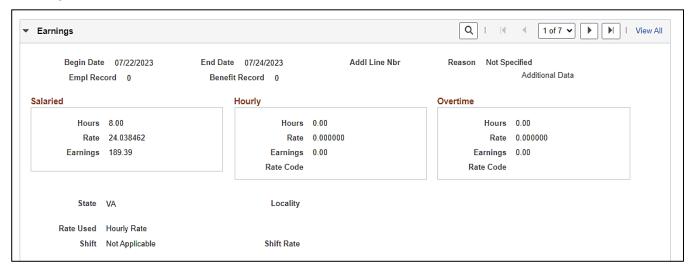
Field Name	Description
Net Pay	Displays the net pay based on the following:  (Earnings – Taxes – Deductions = Net Pay)

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### **PY382 Reviewing the Payroll Read Only Pages**

#### **Earnings** section screenshot:



#### Earnings fields:

Field Name	Description
Begin Date	Displays the begin date of the FLSA period.
End Date	Displays the end date of the FLSA period.
	Displays the following for salaried employees:
	Hours: Standard hours from job data
Salaried	Rate: Calculated Hourly rate that displays in the Pay Rate section on the Compensation tab of Job Data
	Earnings: displays the earnings for the FLSA period
	<b>Note</b> : For an hourly employee, the rate displays in the Rate field in this section as well.
Hourly	Not used in Cardinal
	Not used in Cardinal
Overtime	<b>Note</b> : The only time data displays is if SPO enters it directly on the employee's paysheet.
Rate Used	Displays the rate used to calculate the earnings.
Locality	Will only display if the employee pays local taxes.

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#### **PY382 Reviewing the Payroll Read Only Pages**

#### Other Earnings section

**The Other Earnings** section reflects holiday and absence hours, additional pay, SPOT earnings, and time from Time and Labor as applicable for an employee.

**Note**: Holiday and absence time get rolled into regular time in the employee self-service view.



#### Other Earnings Details fields:

Field Name	Description
Code	Displays the applicable earnings code.
Description	Defaults to the description based on the earnings code.
Rate Used	Defaults to "Hourly Rate".
Hours	Displays the hours coming from Time & Labor or SPOT.
Rate	Displays the rate coming from Time & Labor or SPOT.
Amount	Displays the total amount for the earnings code.
Source	<ul> <li>This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are:</li> <li>OP – SPOT transaction</li> <li>OL – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation)</li> <li>OT – Other source (third party sources)</li> <li>Blank – Additional Pay, Time &amp; Labor, or online entries on the paysheet (SPO)</li> </ul>

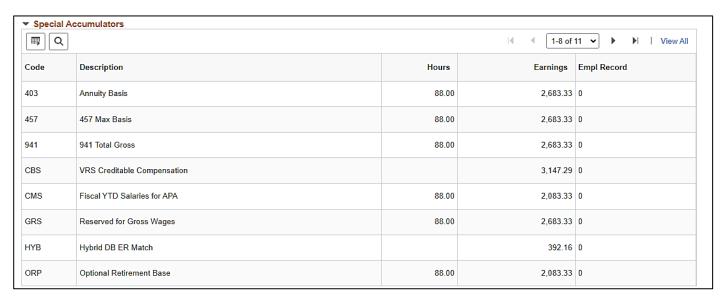
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#### **PY382 Reviewing the Payroll Read Only Pages**

#### **Special Accumulators section**

A special Accumulator is used to create a running total of specific groups of earnings codes. This section keeps track of all eligible earnings to apply limits and/or percentages.



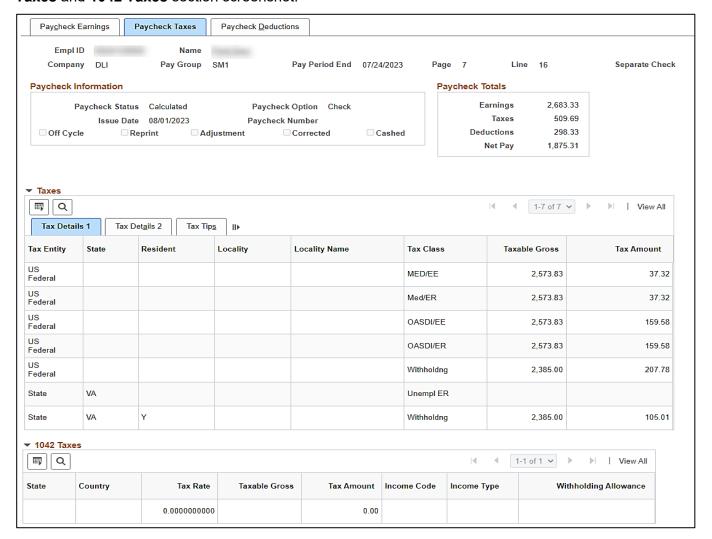
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#### **PY382 Reviewing the Payroll Read Only Pages**

#### Paycheck Taxes tab

The **Taxes** section displays a breakdown of the federal, state, and local (if applicable) tax amounts that were withheld from the employee's paycheck. It also displays the employee's paid taxes and the taxable gross on which the tax withholdings were calculated.

#### Taxes and 1042 Taxes section screenshot:



#### Taxes and 1042 Taxes fields:

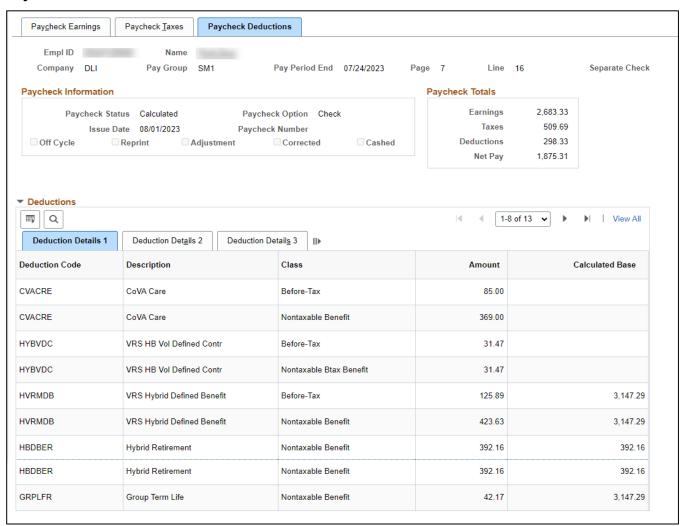
Field Name	Description
Tax Class	Displays the different types of taxes withheld.
1042 Taxes	This section is not currently being used in Cardinal.

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#### **PY382 Reviewing the Payroll Read Only Pages**

#### **Paycheck Deductions tab**



#### **Deductions** fields:

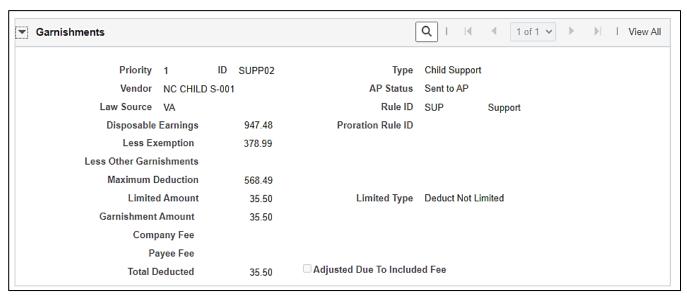
Field Name Description	
Deduction Code	Displays the code associated with the deduction.
Description	Displays the description associated with the Deduction Code.
Class	The tax class for each deduction:      Before Tax     After Tax     Nontaxable     Taxable
Amount	Displays the dollar amount being deducted from the pay.

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#### **PY382 Reviewing the Payroll Read Only Pages**

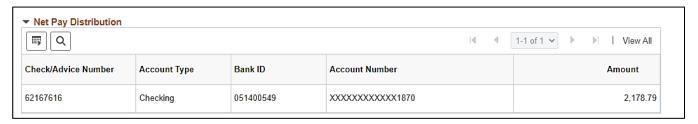
#### **Garnishments** section:

When an employee has a garnishment, the calculation displays in this section. The total deducted amount of all garnishments is equal to the GARN deduction displayed in the **Deductions** section.



#### Net Pay Distribution section:

Provides details about how the employee received pay. It displays the direct deposit and/or check disbursement information.



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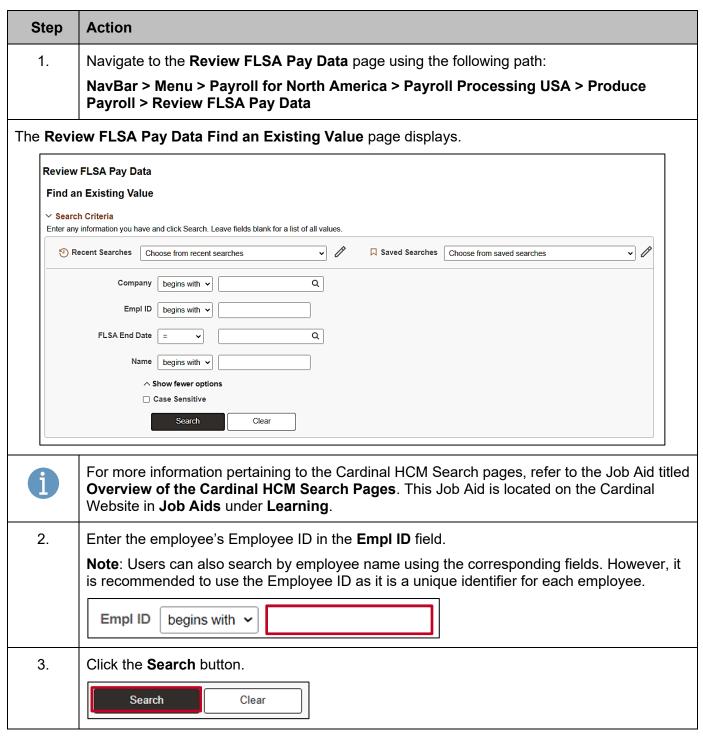


### **PY382 Reviewing the Payroll Read Only Pages**

#### Viewing the Review FLSA Pay Data Page

In Cardinal, users can view the information for an FLSA period.

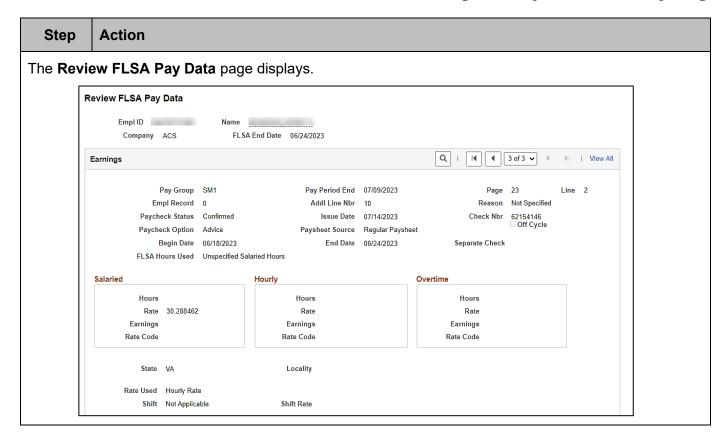
Use this page to view the details of an employee's pay for a specific FLSA period.



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#### **Header and Earnings Header fields:**

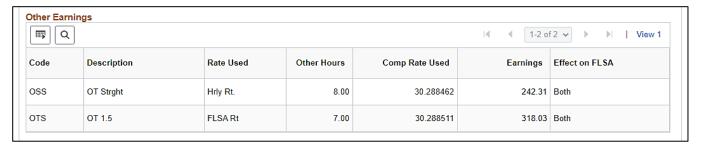
Field Name	Description
FLSA End Date	Displays the FLSA period end date.
Pay Period End Date	Provides the end date for the pay period that the FLSA rate was calculated.
Issue Date	Displays the date the payment was issued to the employee.
Rate	Displays the hourly rate for the employee which is based on the <b>Compensation</b> tab in Job Data.

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### **PY382 Reviewing the Payroll Read Only Pages**

#### Other Earnings section



#### **Other Earnings** fields:

Field	Definition
Code	Displays the applicble Earnings Code(s).
Description	Displays the description of the Earnings Code(s).
Rate Used	Hrly Rt. – Hourly Rate from Job Data (Compensation tab).
	<b>FLSA Rt.</b> – This is the calculated overtime rate. This rate is used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.
Other Hours	Displays the hours associated with the Earnings Code.
Comp Rate Used	Displays the rate used for the hours in the <b>Other Hours</b> field.
Earnings	Earnings that display are equal to the Other Hours multiplied by the rate indicated in the <b>Rate Used</b> and/or <b>Comp Rate Used</b> fields.
	For this Scenario (screenshot above):
	OSS is 30.288462 x 8 hours = 242.31
	OTS is 30.288511 x 1.5 x 7 hours = 318.03
Effect on FLSA	There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the <b>Code</b> field. They are:
	Both – amounts and hours are used
	Amounts only – amounts only are used
	Hours only – hours only are used
	None – no impact

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### **PY382 Reviewing the Payroll Read Only Pages**

#### **Additional Information** section

Note: This section only displays values for Semimonthly employees.

When a pay period has less or more hours based on the FLSA calculation, the following displays:



#### Additional Information section fields:

Field	Definition	
Туре	Will always display "Weekly Wage Equivalent".	
FLSA Earnings	This field displays the weekly wage equivalent amount. This is derived by using the following formula:	
	$FLSA \ Earnings = \frac{\text{semimonthly pay} \times \text{daily hours (8)} \times \text{number of days in FLSA Period}}{\text{standard hours (86.666)}}$	
	Example 1:       Example 2:         Semimonthly Reg Pay = 2083.33       Semimonthly Reg Pay = 2083.33         FLSA Period 10/16 – 10/22 = 5 days       FLSA Period 10/23 – 10/24 = 1 day $\frac{2083.33 \times 8 \times 5}{86.666} = 961.54$ $\frac{2083.33 \times 8 \times 1}{86.666} = 192.30$	

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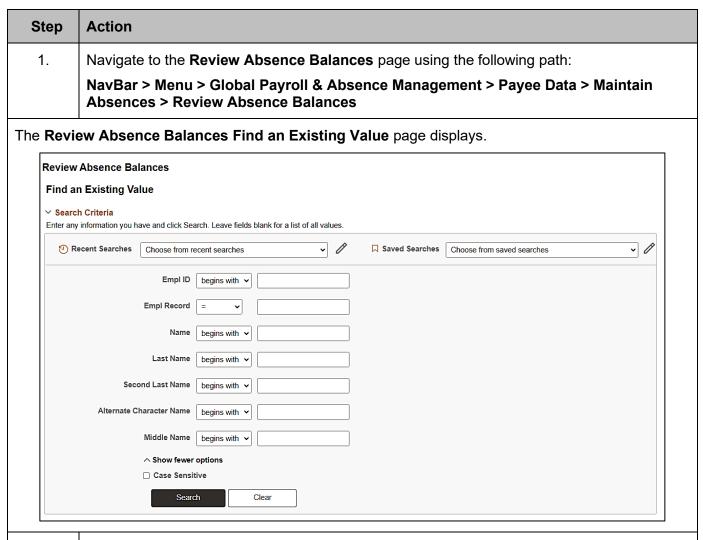


### **PY382 Reviewing the Payroll Read Only Pages**

#### Viewing the Review Absence Balances Page

The **Review Absence Balances** page displays the employee's absence balances as of the most recently closed pay period. Absences are closed on the pay date. These balances do not reflect accruals earned, hours taken, or any retroactive changes processed in the current leave period.

This page does not display the balances for Comp or Overtime leave. Those balances display on the employee's Timesheet and are not accessible to users with the Read Only role. See an Agency Absence Management Administrator or Time & Labor Administrator for questions regarding those balances.



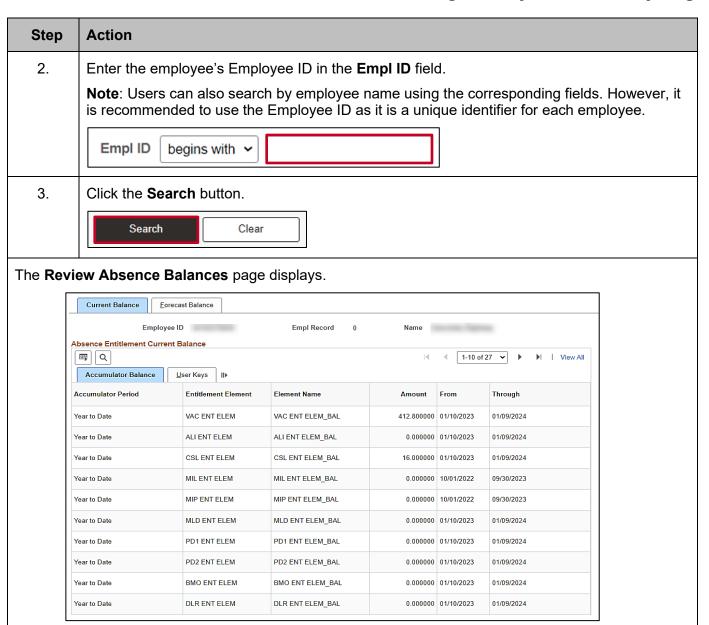


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#### **PY382 Reviewing the Payroll Read Only Pages**



#### Absence Entitlement Current Balance tab fields:

Field	Definition
Entitlement Element	Displays the type of absence.
Amount	Displays the current accumulator balance the employee has for each Absence Type.
From and Through fields	Indicates the balance accumulator period such as the leave year which is Jan $10^{\text{th}}$ – Jan $9^{\text{th}}$ .

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### **PY382 Reviewing the Payroll Read Only Pages**

#### **Viewing the Absences Page**

The **Absences** page is where users can review adjustments made to an employee's absence balances.

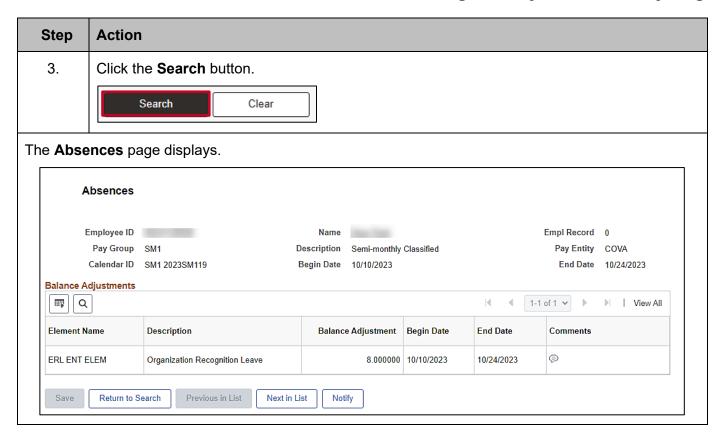
Use this page to view absence entitlements granted to an employee.

St	ер	Action
1.		Navigate to the <b>Absences</b> page using the following path:
		NavBar > Menu > Global Payroll & Absence Management > Payee Data > Adjust Balances > Absences
The A	Abse	ences Find an Existing Value page displays.
	Absend	ces
		n Existing Value
		th Criteria y information you have and click Search. Leave fields blank for a list of all values.
	⊕ R	ecent Searches Choose from recent searches Saved Searches Choose from saved searches
		Empl ID begins with
		Empl Record = v
		Pay Group begins with V Q
		Calendar ID begins with ✓ Q
		Name begins with →
		Period Begin Date >= 🔻
		Period End Date <= v
		Search Clear
		For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled
1		Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2	2. Enter the employee's Employee ID in the <b>Empl ID</b> field.	
		<b>Note</b> : Users can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
		Empl ID begins with >

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### **PY382 Reviewing the Payroll Read Only Pages**



#### **Balance Adjustments** fields:

Field	Definition
Description	Displays the name of the absence that was adjusted.
Balance Adjustment	Displays the number of hours that the employee was granted. A positive number means the hours were increased. A negative number means the hours were decreased.
Begin Date and Begin Date	Displays the leave period that this adjustment is effective.

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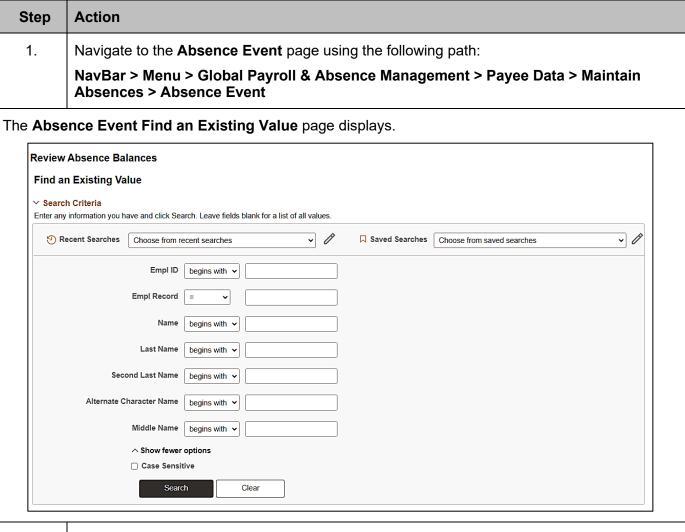


#### **PY382 Reviewing the Payroll Read Only Pages**

#### **Viewing the Absence Event Page**

The **Absence Event** page is where users can view all absences that have been entered by an employee or for an employee except for Comp and Overtime leave. This page also displays any extended leave types entered by an Absence Administrator for the employee (e.g., short term disability and worker's comp).

Use this page to view absences for an employee.



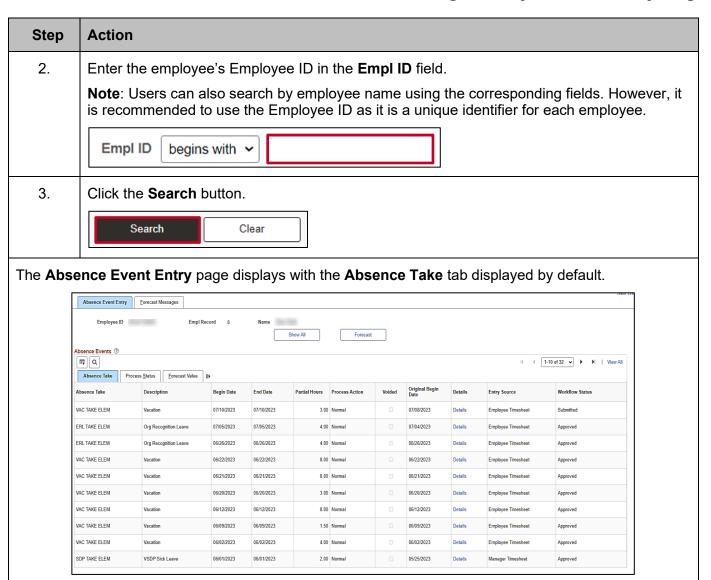


For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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#### **PY382 Reviewing the Payroll Read Only Pages**



#### Absence Take tab fields:

Field	Definition
Absence Take and Description	Displays the name of the absence that was requested.
Begin Date and End Date	Displays the dates for the Absence Event.
Partial Hours	The number of hours requested for that absence type by the employee.
Voided	Contains a check mark if the Absence Event was voided.

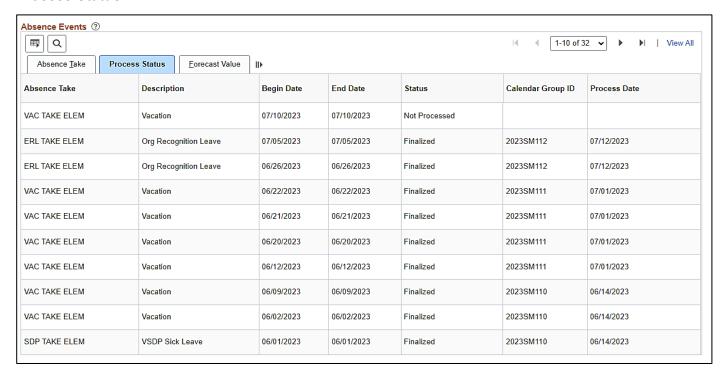
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### **PY382 Reviewing the Payroll Read Only Pages**

Field	Definition
Entry Source	Displays where the absence was entered. Option include:  • Employee Timesheet  • Manager Timesheet  • Absence Management Administrator  • Uploaded via the TA758 Absence Upload
Workflow Status	Displays the status of the request (Absence Event).

#### **Process Status** tab screenshot:



#### Process Status fields:

Field	Definition
Status	Displays whether the Absence Event was not processed or finalized.
Process Date	Displays the date the Absence Event was finalized when applicable.

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