



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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Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Revision History

Revision Date	Summary of Changes
12/1/2025	Updated Direct Deposit 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 (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1; Section 5 , after Step 1; Section 6 , after Step 1; Section 7 , after Step 1; Section 8 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



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.

Step	Action
1.	Navigate to the Create General Deductions page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

The **Create General Deductions Find an Existing Value** page displays.

Create General Deductions
Find an Existing Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

^ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

	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 .
2.	Enter the employee's Employee ID in the Empl ID field. Note: 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. <div>Empl ID begins with</div>



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Step	Action
3.	Click the Search button. <div><div>Search</div><div>Clear</div></div>

The **Create General Deductions** page displays for the applicable employee.

Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction

Q | < > 1 of 1 View All

*Deduction Code

Deduction Details

Q | < > 1 of 2 View All

*Effective Date 01/22/2025

*Calculation Routine Default to Deduction Table

Deduction End Date

Loan Interest %

Goal Amount

☐ Take on all Paygroups

☐ Ded stopped by Self Serv User

Deduction Rate or %

Flat/Addl Amount

Current Goal Balance

This data was last updated by Data last updated on

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History



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General Deduction and Deduction Details fields:

Field	Description
Deduction Code	Identifies the type of deduction. See the Job Aid titled PY381_General Deduction Codes for a list of the general deduction's codes.
Effective Date	The beginning date for when the deduction started.
Calculation Routine	One of two options display: <ul style="list-style-type: none">• Default to Deduction Table: the amount of the deduction based on the predefined deduction table in Cardinal.• Flat Amount: the amount of the deduction displays in the Flat/Additional Amount field.
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.



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.

Step	Action
1.	Navigate to the Update Employee Tax Data page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

The **Update Employee Tax Data Find an Existing Value** page displays.

Update Employee Tax Data

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Empl ID

begins with

Company

begins with

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

^ Show fewer options

☐ Case Sensitive

☐ Include History

☐ Correct History

Search

Clear



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**.

2.

Enter the employee's Employee ID in the **Empl ID** field.

Note: 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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Step	Action
3.	Click the Search button. <div><div>Search</div><div>Clear</div></div>

The **Update Employee Tax Data** page displays for the applicable employee.

Federal Tax Data

State Tax Data

Local Tax Data

Person ID

Tax Data ?

1 of 1

View All

Company

DLI

Dept of Labor and Industry

Effective Date

07/10/2023

Updated By

Online Usr

Date Last Updated

01/03/2024

Federal Form Version ?

Form Version

W-4 - 2020 or Later

Federal Withholding Elements ?

Special Withholding Tax Status

None

Tax Status

Single

Single

☒ Multiple Jobs or Spouse Works

Dependent Amount

\$0.00

Other Income

\$0.00

Deductions

\$0.00

Extra Withholding

\$0.00

▶ Federal Unemployment Tax ?

▶ W-4 Processing Status ?

▶ Lock-In Letter Details ?

▶ State Tax Options ?

▶ Tax Treaty/Non-Resident Data ?



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Federal Tax Withholding Elements fields:

Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status. Options include: <ul style="list-style-type: none">• None• Maintain Taxable Gross (Exempt from withholding)
Tax Status	<ul style="list-style-type: none">• 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.



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 Details ?

☒ Letter Received

Withholding Status	Single	Single
Withholding Rate	Higher withholding rate	
Annual Withholding Reductions	\$0.00	
Other Income	\$0.00	
Deductions	\$0.00	
Additional Amount	\$0.00	

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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State Tax Data Page

Federal Tax Data

State Tax Data

Local Tax Data

Person ID

Tax Data

1 of 1

View All

Company

DLI

Dept of Labor and Industry

Effective Date

07/10/2023

State Information

1 of 1

View All

State

VA

Virginia

☒ Resident

☐ Non-Residency Statement Filed

☒ UI Jurisdiction

☐ Exempt From SUT

State Withholding Elements

Special Withholding Tax Status

None

Tax Status

N

Not applicable

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

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

State Withholding Elements ?

Special Withholding Tax Status	None
Tax Status	N
	<input type="text" value="Not applicable"/>

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 ?

<input checked="" type="checkbox"/> Letter Received	Limit On Allowances	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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Local Tax Data page

Federal Tax DataState Tax DataLocal Tax Data

Person ID

Tax Data

Company DLIDept of Labor and IndustryEffective Date 07/10/2023

State Information

State VAVirginia

Local Information

Locality
☒ ResidentOther Work Locality

Local Withholding Elements

Special Withholding Tax StatusNone

Tax Status

Withholding Allowances0

Additional Amount\$0.00

Additional Percentage0.000

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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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). X = Claiming exemption from withholding N = 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.



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.

Step	Action
1.	Navigate to the Request Direct Deposit page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

The **Request Direct Deposit Find an Existing Value** page displays.

Request Direct Deposit
Find an Existing Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

🔖 Saved Searches

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

^ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History



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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Step	Action
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div>
3.	<p>Click the Search button.</p> <div><div>Search</div><div>Clear</div></div>

The **Request Direct Deposit** page displays for the applicable employee.

Request Direct Deposit

Person ID

Deposit Information ?

Q

|

◀

◀

1 of 2 ▾

▶

▶

|

View All

*Effective Date

01/24/2025

*Status

Active ▾

+

-

☒ Suppress DDP Advice Print

Distribution Information

Q

|

◀

◀

1 of 1 ▾

▶

▶

|

View All

Your Bank Information ?

+

-

Country Code

USA

Q

United States

Bank ID

Q

Bank Name

Bank Of America

Address

3636 HWY 33

NEPTUNE

NJ

☐ International ACH Bank Account

☒ Prenotification Required

Add New Bank



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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: <ul style="list-style-type: none">• COVA Paycard• Checking• Savings
Deposit Type	There are three deposit types: <ul style="list-style-type: none">• Balance of Net Pay (all employees must have a balance of net pay account setup in Cardinal)• Percentage• Amount
Net Pay Percent	Displays the applicable percentage when the Deposit Type is "Percentage".
Net Pay Amount	Displays the applicable 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.



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.

Step	Action
1.	Navigate to the Review Paycheck page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

The **Review Paycheck Find an Existing Value** page displays.

Review Paycheck

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

▼

Saved Searches

Choose from saved searches

▼

Company

begins with

▼

Q

Pay Group

begins with

▼

Q

Pay Period End Date

=

▼

Q

Off Cycle ?

☐

Page Nbr

=

▼

Q

Line Nbr

=

▼

Q

Separate Check Nbr

=

▼

Paycheck Number

=

▼

Empl ID

begins with

▼

Name

begins with

▼

^ Show fewer options

☐ Case Sensitive

Search

Clear

i

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**.



Payroll Read Only Job Aid

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Step	Action
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div>
3.	<p>Click the Search button.</p> <div><div>Search</div><div>Clear</div></div>

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

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company

DLI

Pay Group

SM1

Pay Period End

05/09/2024

Page

8

Line

1

Separate Check

1

Paycheck Information

Paycheck Status

Confirmed

Paycheck Option

Advice

Issue Date

05/16/2024

Paycheck Number

63846460

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

740.80

Taxes

262.25

Deductions

0.00

Net Pay

478.55

▼ Earnings

Begin Date

04/25/2024

End Date

05/09/2024

Add Line Nbr

3

Reason

Not Specified

Empl Record

0

Benefit Record

0

[Additional Data](#)

Salaried

Hours

0.00

Rate

37.041346

Earnings

0.00

Hourly

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code

Overtime

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code



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



Payroll Read Only Job Aid

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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.



Payroll Read Only Job Aid

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Paycheck Information and Paycheck Totals screenshot:

Paycheck Information		Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Advice
Issue Date	05/16/2024	Paycheck Number	63846460
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
			<input type="checkbox"/> Cashed
		Earnings	740.80
		Taxes	262.25
		Deductions	0.00
		Net Pay	478.55

Paycheck Information and Paycheck Totals sections fields:

Field Name	Description
Paycheck Status	Displays one of the following statuses: <ul style="list-style-type: none">• Calculated: the paycheck has been calculated but not finalized. Corrections and changes can still be made• Confirmed: the paycheck has been finalized• Reversing Check: the paycheck is in the process of being reversed• Reversed: the paycheck has completed the reversal process
Paycheck Option	Displays one of the following options for the paycheck: <ul style="list-style-type: none">• Check: pay was issued in the form of a check• Advice: pay was issued via direct deposit• Check & Advice: pay was issued via direct deposit. However, the balance of net was issued in the form of a check• Check Reversal: the payment was reversed
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 stand-alone 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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Earnings section screenshot:

Earnings

Begin Date 07/22/2023

End Date 07/24/2023

Addl Line Nbr

Reason Not Specified

Empl Record 0

Benefit Record 0

Additional Data

Salaried

Hours 8.00

Rate 24.038462

Earnings 189.39

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

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.
Salaried	<p>Displays the following for salaried employees:</p> <ul style="list-style-type: none">Hours: Standard hours from job dataRate: Calculated Hourly rate that displays in the Pay Rate section on the Compensation tab of Job DataEarnings: displays the earnings for the FLSA period <p>Note: For an hourly employee, the rate displays in the Rate field in this section as well.</p>
Hourly	<ul style="list-style-type: none">Not used in Cardinal
Overtime	<ul style="list-style-type: none">Not used in Cardinal <p>Note: The only time data displays is if SPO enters it directly on the employee's paysheet.</p>
Rate Used	<ul style="list-style-type: none">Displays the rate used to calculate the earnings.
Locality	<ul style="list-style-type: none">Will only display if the employee pays local taxes.



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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						
<div>1-1 of 1 View All</div>						
Other Earnings Details 1 Other Earnings Details 2 II>						
Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			286.12	

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	<p>This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are:</p> <ul style="list-style-type: none">• OP – SPOT transaction• OL – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation)• OT – Other source (third party sources)• Blank – Additional Pay, Time & Labor, or online entries on the paysheet (SPO)



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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.

▼ Special Accumulators				
		1-8 of 11		
Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	88.00	2,683.33	0
457	457 Max Basis	88.00	2,683.33	0
941	941 Total Gross	88.00	2,683.33	0
CBS	VRS Creditable Compensation		3,147.29	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,683.33	0
HYB	Hybrid DB ER Match		392.16	0
ORP	Optional Retirement Base	88.00	2,083.33	0



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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:

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company

DLI

Pay Group

SM1

Pay Period End

07/24/2023

Page

7

Line

16

Separate Check

Paycheck Information

Paycheck Status

Calculated

Paycheck Option

Check

Issue Date

08/01/2023

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

2,683.33

Taxes

509.69

Deductions

298.33

Net Pay

1,875.31

Taxes

1-7 of 7

View All

Tax Details 1

Tax Details 2

Tax Tips

III>

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,573.83	37.32
US Federal					Med/ER	2,573.83	37.32
US Federal					OASDI/EE	2,573.83	159.58
US Federal					OASDI/ER	2,573.83	159.58
US Federal					Withholding	2,385.00	207.78
State	VA				Unempl ER		
State	VA	Y			Withholding	2,385.00	105.01

1042 Taxes

1-1 of 1

View All

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.0000000000		0.00			

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.



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Paycheck Deductions tab

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company

DLI

Pay Group

SM1

Pay Period End

07/24/2023

Page

7

Line

16

Separate Check

Paycheck Information

Paycheck Status

Calculated

Paycheck Option

Check

Issue Date

08/01/2023

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

2,683.33

Taxes

509.69

Deductions

298.33

Net Pay

1,875.31

▼ Deductions

1-8 of 13

View All

Deduction Details 1

Deduction Details 2

Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	85.00	
CVACRE	CoVA Care	Nontaxable Benefit	369.00	
HYBVDC	VRS HB Vol Defined Contr	Before-Tax	31.47	
HYBVDC	VRS HB Vol Defined Contr	Nontaxable Btax Benefit	31.47	
HVRMDB	VRS Hybrid Defined Benefit	Before-Tax	125.89	3,147.29
HVRMDB	VRS Hybrid Defined Benefit	Nontaxable Benefit	423.63	3,147.29
HBDBER	Hybrid Retirement	Nontaxable Benefit	392.16	392.16
HBDBER	Hybrid Retirement	Nontaxable Benefit	392.16	392.16
GRPLFR	Group Term Life	Nontaxable Benefit	42.17	3,147.29

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: <ul style="list-style-type: none">• Before Tax• After Tax• Nontaxable• Taxable
Amount	Displays the dollar amount being deducted from the pay.



Payroll Read Only Job Aid

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.

Garnishments		1 of 1		View All	
Priority	1	ID	SUPP02	Type	Child Support
Vendor	NC CHILD S-001	AP Status	Sent to AP		
Law Source	VA	Rule ID	SUP	Support	
Disposable Earnings	947.48	Proration Rule ID			
Less Exemption	378.99				
Less Other Garnishments					
Maximum Deduction	568.49				
Limited Amount	35.50	Limited Type	Deduct Not Limited		
Garnishment Amount	35.50				
Company Fee					
Payee Fee					
Total Deducted	35.50	<input type="checkbox"/> Adjusted Due To Included Fee			

Net Pay Distribution section:

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


Net Pay Distribution				
Check/Advice Number	Account Type	Bank ID	Account Number	Amount
62167616	Checking	051400549	XXXXXXXXXXXX1870	2,178.79



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.

Step	Action
1.	<p>Navigate to the Review FLSA Pay Data page using the following path:</p> <p>NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data</p>
<p>The Review FLSA Pay Data Find an Existing Value page displays.</p> <div><p>Review FLSA Pay Data</p><p>Find an Existing Value</p><p>▼ Search Criteria</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>🕒 Recent Searches Choose from recent searches ▼ ✎</div><div>🔖 Saved Searches Choose from saved searches ▼ ✎</div><div><div>Company begins with ▼ <input type="text"/></div><div>Empl ID begins with ▼ <input type="text"/></div><div>FLSA End Date = ▼ <input type="text"/></div><div>Name begins with ▼ <input type="text"/></div><div>^ Show fewer options</div><div><input type="checkbox"/> Case Sensitive</div><div>Search Clear</div></div></div></div>	
	<p>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.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><div>Empl ID</div><div>begins with ▼</div><div><input type="text"/></div></div>
3.	<p>Click the Search button.</p> <div><div>Search</div><div>Clear</div></div>



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Step	Action																																																																								
	<p>The Review FLSA Pay Data page displays.</p> <div><p>Review FLSA Pay Data</p><p>Empl ID <input type="text"/> Name <input type="text"/> Company ACS FLSA End Date 06/24/2023</p><p>Earnings <input type="text"/> <input type="text"/> <input type="text"/> 3 of 3 <input type="text"/> <input type="text"/> <input type="text"/> View All</p><table><tr><td>Pay Group</td><td>SM1</td><td>Pay Period End</td><td>07/09/2023</td><td>Page</td><td>23</td><td>Line</td><td>2</td></tr><tr><td>Empl Record</td><td>0</td><td>Addl Line Nbr</td><td>10</td><td>Reason</td><td colspan="3">Not Specified</td></tr><tr><td>Paycheck Status</td><td>Confirmed</td><td>Issue Date</td><td>07/14/2023</td><td>Check Nbr</td><td colspan="3">62154146</td></tr><tr><td>Paycheck Option</td><td>Advice</td><td>Paysheet Source</td><td>Regular Paysheet</td><td><input type="checkbox"/> Off Cycle</td><td colspan="3"></td></tr><tr><td>Begin Date</td><td>06/18/2023</td><td>End Date</td><td>06/24/2023</td><td>Separate Check</td><td colspan="3"></td></tr><tr><td>FLSA Hours Used</td><td colspan="7">Unspecified Salaried Hours</td></tr></table><div><div><p>Salaried</p><table><tr><td>Hours</td><td></td></tr><tr><td>Rate</td><td>30.288462</td></tr><tr><td>Earnings</td><td></td></tr><tr><td>Rate Code</td><td></td></tr></table></div><div><p>Hourly</p><table><tr><td>Hours</td><td></td></tr><tr><td>Rate</td><td></td></tr><tr><td>Earnings</td><td></td></tr><tr><td>Rate Code</td><td></td></tr></table></div><div><p>Overtime</p><table><tr><td>Hours</td><td></td></tr><tr><td>Rate</td><td></td></tr><tr><td>Earnings</td><td></td></tr><tr><td>Rate Code</td><td></td></tr></table></div></div><p>State VA Locality</p><p>Rate Used Hourly Rate</p><p>Shift Not Applicable Shift Rate</p></div>	Pay Group	SM1	Pay Period End	07/09/2023	Page	23	Line	2	Empl Record	0	Addl Line Nbr	10	Reason	Not Specified			Paycheck Status	Confirmed	Issue Date	07/14/2023	Check Nbr	62154146			Paycheck Option	Advice	Paysheet Source	Regular Paysheet	<input type="checkbox"/> Off Cycle				Begin Date	06/18/2023	End Date	06/24/2023	Separate Check				FLSA Hours Used	Unspecified Salaried Hours							Hours		Rate	30.288462	Earnings		Rate Code		Hours		Rate		Earnings		Rate Code		Hours		Rate		Earnings		Rate Code	
Pay Group	SM1	Pay Period End	07/09/2023	Page	23	Line	2																																																																		
Empl Record	0	Addl Line Nbr	10	Reason	Not Specified																																																																				
Paycheck Status	Confirmed	Issue Date	07/14/2023	Check Nbr	62154146																																																																				
Paycheck Option	Advice	Paysheet Source	Regular Paysheet	<input type="checkbox"/> Off Cycle																																																																					
Begin Date	06/18/2023	End Date	06/24/2023	Separate Check																																																																					
FLSA Hours Used	Unspecified Salaried Hours																																																																								
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Rate	30.288462																																																																								
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Rate Code																																																																									

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 Compensation tab in Job Data.



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Other Earnings section

Other Earnings						
<div><div><div></div><div></div></div><div>1-2 of 2</div><div>View 1</div></div>						
Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OSS	OT Strght	Hrly Rt.	8.00	30.288462	242.31	Both
OTS	OT 1.5	FLSA Rt	7.00	30.288511	318.03	Both

Other Earnings fields:

Field	Definition
Code	Displays the applicable Earnings Code(s).
Description	Displays the description of the Earnings Code(s).
Rate Used	Hrly Rt. – Hourly Rate from Job Data (Compensation tab). FLSA Rt. – 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 Other Hours field.
Earnings	Earnings that display are equal to the Other Hours multiplied by the rate indicated in the Rate Used and/or Comp Rate Used fields. For this Scenario (screenshot above): OSS is $30.288462 \times 8 \text{ hours} = 242.31$ OTS is $30.288511 \times 1.5 \times 7 \text{ hours} = 318.03$
Effect on FLSA	There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the Code field. They are: <ul style="list-style-type: none">• Both – amounts and hours are used• Amounts only – amounts only are used• Hours only – hours only are used• None – no impact



Payroll Read Only Job Aid

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						
1-1 of 1 View All						
Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Day Hours	Pay Period Earnings
Weekly Wage Equivalent			192.30			

Additional Information section fields:

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



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.

Step	Action
1.	Navigate to the Review Absence Balances page using the following path: NavBar > Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances

The **Review Absence Balances Find an Existing Value** page displays.

Review Absence Balances
Find an Existing Value
▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear



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**.



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Step	Action
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div>
3.	<p>Click the Search button.</p> <div><div>Search</div><div>Clear</div></div>

The **Review Absence Balances** page displays.

Current Balance

Forecast Balance

Employee ID Empl Record 0 Name

Absence Entitlement Current Balance

Q

1-10 of 27 ▾

View All

Accumulator Balance

User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	412.800000	01/10/2023	01/09/2024
Year to Date	ALI ENT ELEM	ALI ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	CSL ENT ELEM	CSL ENT ELEM_BAL	16.000000	01/10/2023	01/09/2024
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	10/01/2022	09/30/2023
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	10/01/2022	09/30/2023
Year to Date	MLD ENT ELEM	MLD ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	PD1 ENT ELEM	PD1 ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	PD2 ENT ELEM	PD2 ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	BMO ENT ELEM	BMO ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	DLR ENT ELEM	DLR ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024

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 th – Jan 9 th .




Payroll Read Only Job Aid

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.

Step	Action
1.	<p>Navigate to the Absences page using the following path:</p> <p>NavBar > Menu > Global Payroll & Absence Management > Payee Data > Adjust Balances > Absences</p>
<p>The Absences Find an Existing Value page displays.</p> <div><p>Absences</p><p>Find an Existing Value</p><p>▼ Search Criteria</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Recent Searches</div><div>Choose from recent searches</div><div></div><div>Saved Searches</div><div>Choose from saved searches</div><div></div></div><div><div>Empl ID</div><div>begins with</div><div></div></div><div><div>Empl Record</div><div>=</div><div></div></div><div><div>Pay Group</div><div>begins with</div><div></div><div></div></div><div><div>Calendar ID</div><div>begins with</div><div></div><div></div></div><div><div>Name</div><div>begins with</div><div></div></div><div><div>Period Begin Date</div><div>>=</div><div></div><div></div></div><div><div>Period End Date</div><div><=</div><div></div><div></div></div><div><div>^ Show fewer options</div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div></div></div>	
	<p>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.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><div>Empl ID</div><div>begins with</div><div></div></div>



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Step	Action
3.	Click the Search button. <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>

The **Absences** page displays.

Absences

Employee ID

Name

Empl Record 0

Pay Group SM1

Description Semi-monthly Classified

Pay Entity COVA

Calendar ID SM1 2023SM119

Begin Date 10/10/2023

End Date 10/24/2023

Balance Adjustments

1-1 of 1

View All

Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
ERL ENT ELEM	Organization Recognition Leave	8.000000	10/10/2023	10/24/2023	

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.



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.

Step	Action
1.	Navigate to the Absence Event page using the following path: NavBar > Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event

The **Absence Event Find an Existing Value** page displays.

Review Absence Balances

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Show fewer options

☐ Case Sensitive

Search

Clear



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**.



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Step	Action
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div><input type="text" value="Empl ID"/> begins with <input type="text"/></div>
3.	<p>Click the Search button.</p> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>

The **Absence Event Entry** page displays with the **Absence Take** tab displayed by default.

Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	07/10/2023	07/10/2023	3.00	Normal	<input type="checkbox"/>	07/08/2023	Details	Employee Timesheet	Submitted
ERIL TAKE ELEM	Org Recognition Leave	07/05/2023	07/05/2023	4.00	Normal	<input type="checkbox"/>	07/04/2023	Details	Employee Timesheet	Approved
ERIL TAKE ELEM	Org Recognition Leave	06/26/2023	06/26/2023	4.00	Normal	<input type="checkbox"/>	06/26/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/22/2023	06/22/2023	8.00	Normal	<input type="checkbox"/>	06/22/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/21/2023	06/21/2023	8.00	Normal	<input type="checkbox"/>	06/21/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/20/2023	06/20/2023	3.00	Normal	<input type="checkbox"/>	06/20/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/12/2023	06/12/2023	8.00	Normal	<input type="checkbox"/>	06/12/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/09/2023	06/09/2023	1.50	Normal	<input type="checkbox"/>	06/09/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/02/2023	06/02/2023	4.00	Normal	<input type="checkbox"/>	06/02/2023	Details	Employee Timesheet	Approved
SDP TAKE ELEM	VSDP Sick Leave	06/01/2023	06/01/2023	2.00	Normal	<input type="checkbox"/>	05/25/2023	Details	Manager Timesheet	Approved

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.



Payroll Read Only Job Aid

PY382 Reviewing the Payroll Read Only Pages

Field	Definition
Entry Source	Displays where the absence was entered. Option include: <ul style="list-style-type: none">• 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:

Absence Events ?							
<div><div><div></div><div></div></div><div>1-10 of 32</div><div>View All</div></div>							
Absence Take	Process Status	Forecast Value	>				
Absence Take	Description	Begin Date	End Date	Status	Calendar Group ID	Process Date	
VAC TAKE ELEM	Vacation	07/10/2023	07/10/2023	Not Processed			
ERL TAKE ELEM	Org Recognition Leave	07/05/2023	07/05/2023	Finalized	2023SM112	07/12/2023	
ERL TAKE ELEM	Org Recognition Leave	06/26/2023	06/26/2023	Finalized	2023SM112	07/12/2023	
VAC TAKE ELEM	Vacation	06/22/2023	06/22/2023	Finalized	2023SM111	07/01/2023	
VAC TAKE ELEM	Vacation	06/21/2023	06/21/2023	Finalized	2023SM111	07/01/2023	
VAC TAKE ELEM	Vacation	06/20/2023	06/20/2023	Finalized	2023SM111	07/01/2023	
VAC TAKE ELEM	Vacation	06/12/2023	06/12/2023	Finalized	2023SM111	07/01/2023	
VAC TAKE ELEM	Vacation	06/09/2023	06/09/2023	Finalized	2023SM110	06/14/2023	
VAC TAKE ELEM	Vacation	06/02/2023	06/02/2023	Finalized	2023SM110	06/14/2023	
SDP TAKE ELEM	VSDP Sick Leave	06/01/2023	06/01/2023	Finalized	2023SM110	06/14/2023	

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.