

HUMAN CAPITAL MANAGEMENT

Payroll WorkCenter

July 23, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

Payroll WorkCenter & Enhancements

03

Live Demonstration

04

Wrap-Up and Q&A

Welcome to Today's Webinar!

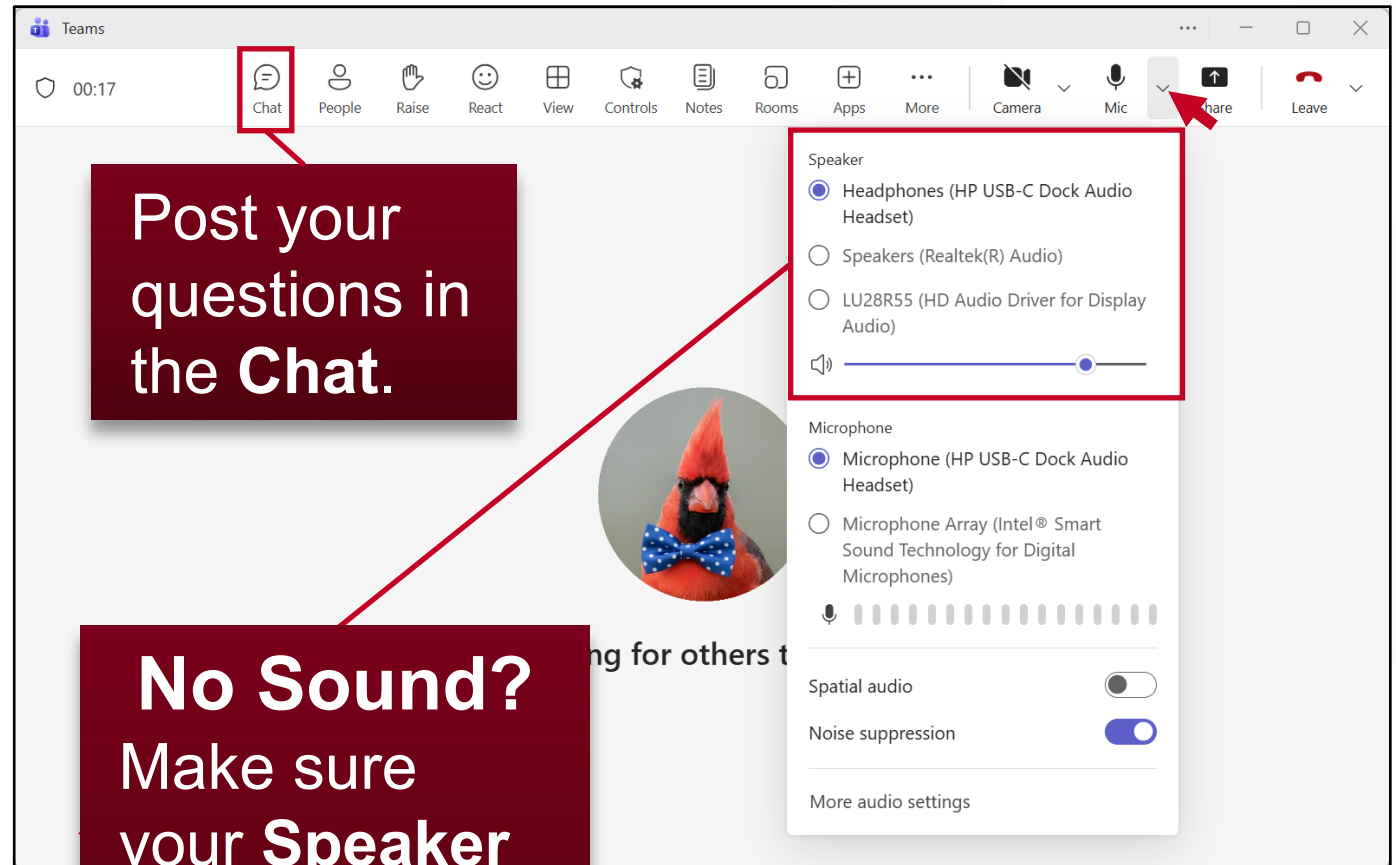
Q&A Format

Post your questions in the Chat.
While we may not answer every question during today's session, all inquiries will be captured for follow-up.

Agency-Specific Questions

Will **not** be addressed today – please open a ticket instead.

All attendees have been muted.

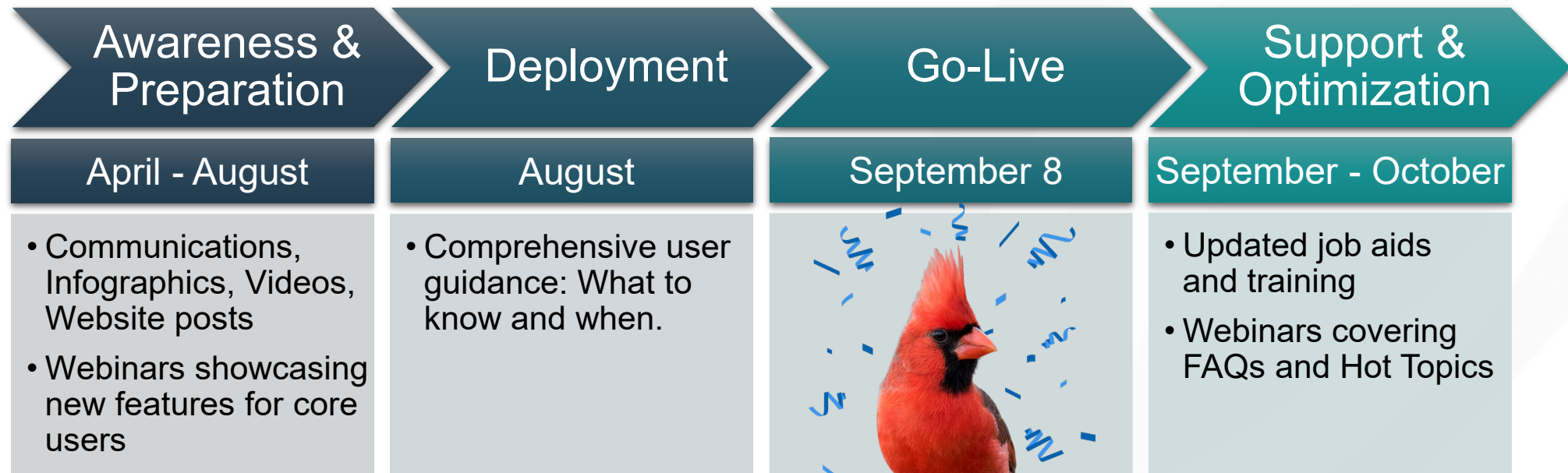


What to Expect in This Webinar

- ✓ This session highlights new features and changes in the Cardinal Upgrade. It is an informational overview, not a formal training class.
- ✓ If we do not discuss a particular Cardinal function, it is likely unchanged as part of the upgrade.
- ✓ All job aids, training, and support materials are being updated for the upgrade.
- ✓ Retaking completed Cardinal training is **not required**.
- ✓ **This session is being recorded.** The recording will be made available shortly after the event.

What is the Cardinal Upgrade?

- The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.
- This upgrade will deliver a range of new features designed to improve system functionality and your overall user experience.
- Scheduled to go live on **September 8, 2026**.



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WorkCenters

Payroll WorkCenter

The screenshot displays the U.S. Payroll WorkCenter interface. At the top, there is a navigation bar with icons for back, clock, heart, and user profile, along with a search bar labeled "Search in Menu". Below this, the main header reads "U.S. Payroll WorkCenter". The left sidebar contains a menu with sections: "My Work" (with a refresh and settings icon), "Audit Exceptions", "Payroll Error Messages" (highlighted in orange with a "263" badge), "Links", "Employee Data Maintenance", "Process Payroll", "Other Links", "Queries", and "Reports/Processes". The main content area is titled "Payroll Error Messages" and features a table with a "Pay Run ID" column. The table lists several entries with the ID "SM1092425". A large blue rounded rectangle is overlaid on the right side of the interface, containing white text that describes the Payroll WorkCenter as a central hub for payroll administrators.

U.S. Payroll WorkCenter

Payroll Error Messages

Pay Run ID

SM1092425

SM1092425

SM1092425

SM1092425

SM1092425

SM1092425

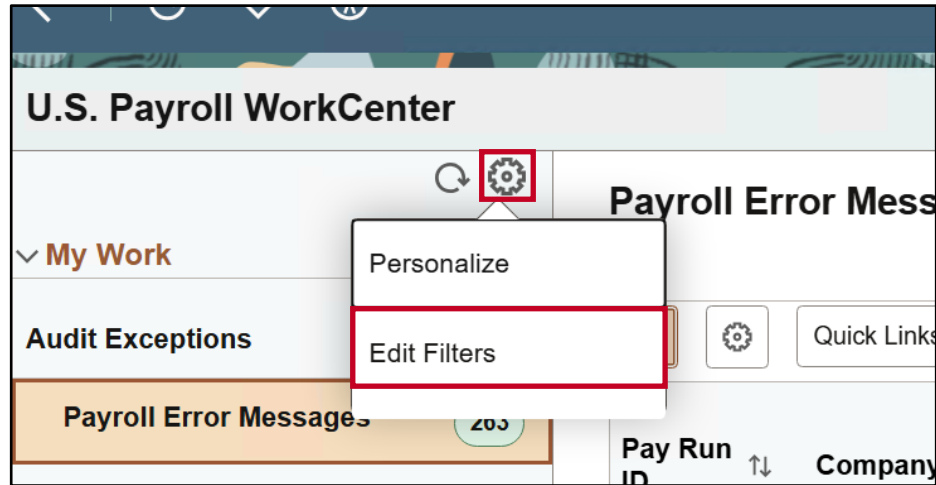
The **Payroll WorkCenter** is a central hub for Payroll Administrators that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform PY related job functions.

Payroll WorkCenter

The screenshot shows the U.S. Payroll WorkCenter interface. The left sidebar contains a navigation menu with the following items: **My Work** (with a refresh and settings icon), **Audit Exceptions**, **Payroll Error Messages** (highlighted in orange with a count of 263), **Links**, **Employee Data Maintenance**, **Process Payroll**, **Other Links**, **Queries**, and **Reports/Processes**. The main area displays a table with columns for Payroll ID, Date, and other data. Four callout boxes provide descriptions for the highlighted sections:

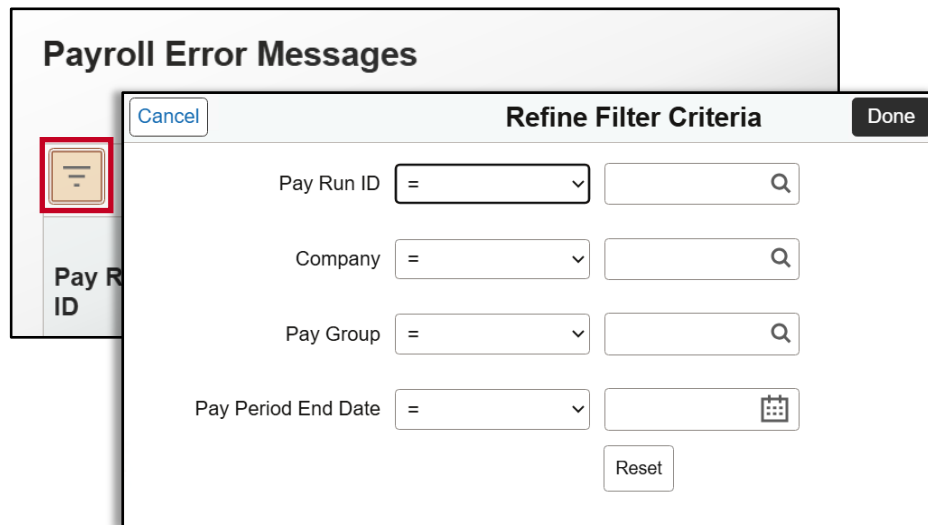
- My Work:** Your “To-Do” list. This section displays error messages requiring review or correction. Corrections will be applied after each Payroll Calc and the control count will update accordingly.
- Links:** Direct navigation to your most frequently visited day-to-day task pages.
- Queries:** Run PY (Payroll) queries directly within the workspace.
- Reports/Processes:** Direct access to common PY reports and automated system processes.

WorkCenter Filters



Set Default Filters

Users may update the pre-set filters using the **Edit Filters** available in the Navigation panel. This is saved and will be applied every time the user accesses the WorkCenter.



Set Temporary Filters

While working with a category, a user may refine the filter in the Transaction panel to temporarily focus on a particular Business Unit(s) or other criteria by using the **Refine Filter** option.

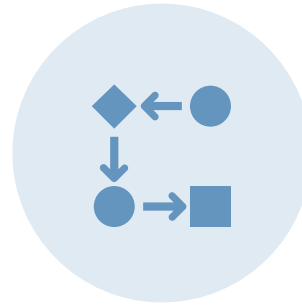
What's Changing?

Additional payroll enhancements coming with the Cardinal Upgrade



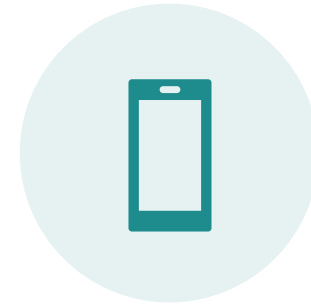
ESS Payroll Tiles

Dashboard-style payroll view



Direct Deposit

New "Edit Account Number"
checkbox



Mobile Functionality

Paychecks easier to view on
mobile devices

Employee Self-Service Payroll Tile

What changes after the upgrade?

- Users still click the Payroll Tile, but the landing page layout changes.
- Paycheck info is now displayed as dashboard-style cards instead of a scrollable list.
- Navigation to Paychecks, W-2, Direct Deposit is through icons rather than a sidebar.
- Cleaner layout improves readability on mobile devices.

Today – Current ESS Payroll Tile View

Payroll				
Paychecks	Paychecks			
Paycheck Reversals				
W-2/W-2c				
Direct Deposit				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
07/16/2025	Dept of Labor and Industry	06/25/2025 07/09/2025	\$1858.42	66297144
07/01/2025	Dept of Labor and Industry	06/10/2025 06/24/2025	\$1936.88	66215071
06/16/2025	Dept of Labor and Industry	05/25/2025 06/09/2025	\$1805.36	66080292

After Upgrade – ESS Payroll Tile View

Payroll			
	Paychecks Pay Date: 01/16/2025 Net Pay: \$2,285.47 Taxes: \$525.03 Deductions: \$189.50 Total Gross: \$3,000.00		Paycheck Reversals
			W-2/W-2c Forms
			 1 Account Updated 03/21/2025

Direct Deposit – Edit Account Number

New Feature: Added an Edit Account Number checkbox.

- Securely modify account numbers without deleting and recreating entries.
- Checking the box clears the old number for quick, seamless entry.

The screenshot displays the 'Request Direct Deposit' web application. The top section, 'Deposit Information', includes fields for 'Effective Date' (05/01/2026), 'Status' (Active), and a 'Suppress DDP Advice Print' checkbox. Below this is the 'Distribution Information' section, which contains 'Your Bank Information' (Country Code: USA, Bank ID: 251082615, Bank Name: VIRGINIA CREDIT UNION INC., Address: PO BOX 1902, RICHMOND, VA) and a 'Prenotification Required' checkbox. The bottom section, 'Distribution', contains fields for '*Account Type' (Checking), '*Deposit Type' (Amount), 'Net Pay Percent', 'Net Pay Amount' (1200.00), '*Priority' (1), 'Prenote Date', 'Prenote Status' (Not Submitted), and 'Account Number'. A red box highlights the 'Edit Account Number' checkbox, which is currently unchecked.

Request Direct Deposit

Person ID [REDACTED]

Deposit Information ⓘ

*Effective Date: 05/01/2026 *Status: Active
[+ -]
[x] Suppress DDP Advice Print

Distribution Information ⓘ

Your Bank Information ⓘ

Country Code: USA United States
Bank ID: 251082615
Bank Name: VIRGINIA CREDIT UNION INC.
Address: PO BOX 1902
RICHMOND
VA
[x] International ACH Bank Account [x] Prenotification Required
[+ -] Add New Bank

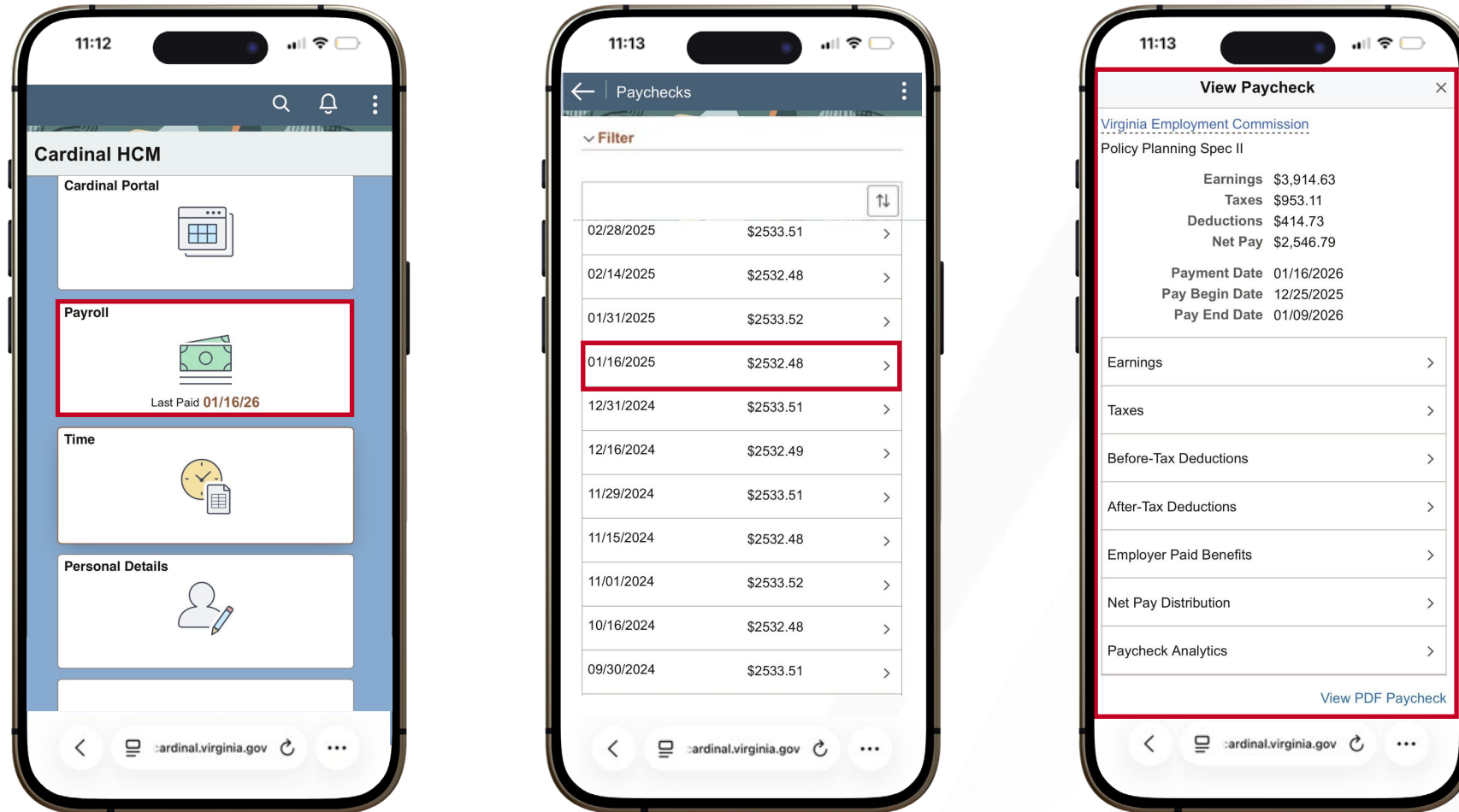
Distribution ⓘ

*Account Type: Checking *Deposit Type: Amount
Net Pay Percent: Net Pay Amount: 1200.00
*Priority: 1 Prenote Date:
[x] Edit Account Number Prenote Status: Not Submitted
Account Number: [REDACTED]

This data was last updated by: Online User Data last updated on: 05/12/2026

Save Return to Search Notify Refresh Update/Display

Mobile Functionality



LIVE DEMONSTRATION

Payroll WorkCenter



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Q & A

Next Steps

EXPLORE THE CARDINAL UPGRADE WEBPAGE

 cardinalproject.virginia.gov/upgrade



Communications & Infographics



Videos



Webinar Recordings & Presentations



Go-Live Resources (Coming Soon!)

Share Your Feedback!

Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/mn8Qni7PzF>

Important Job Data and Personal Data Changes

With the Cardinal Upgrade, the look and feel of the Job Data and Personal Data pages is substantially changing!

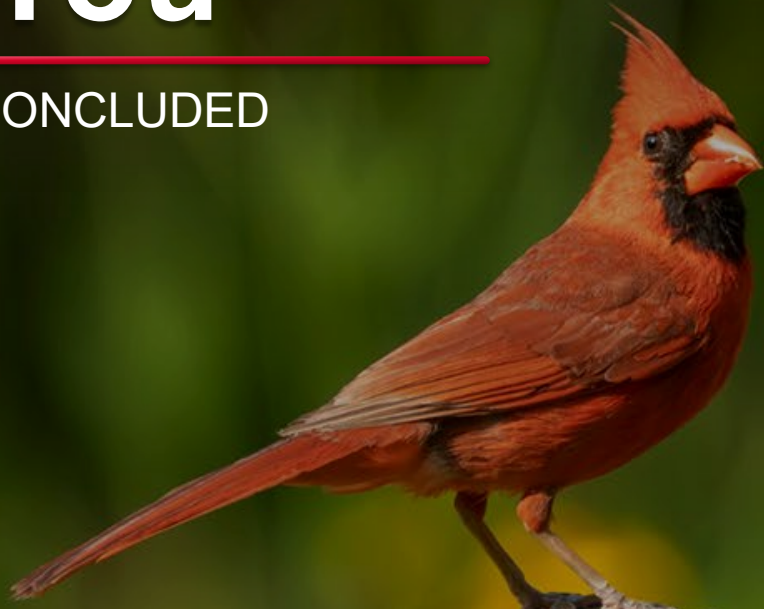
More information will be available later this summer, including:

- Communication announcing these changes
- Updated HR353 HR Read-Only Job Aid
- Updated HR353 HR Read-Only Web-based Training

The Cardinal Team strongly encourages you to review these materials prior to the Upgrade Go-Live.

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

Scan the QR code or click the link below to take a brief survey.



forms.office.com/g/mn8Qni7PzF

A copy of this presentation and the recording will be sent to all attendees and invitees.

www.cardinalproject.virginia.gov