



# Employee Self-Service Job Aid

## ESS\_How to View and Print a Paycheck/W-2

### How to View and Print a Paycheck/W-2

The purpose of this Job Aid is to walk through the process to view and print Paychecks/W-2 documents through Employee Self-Service.

The term “Paycheck” in Cardinal is also commonly referred to as a Paystub or Pay Advice.

**NOTE: Please review the following information before proceeding to Step 1 of this Job Aid:**

- When accessing Cardinal, be sure you are using a computer or laptop. Paycheck stubs and W-2 will not display on a mobile phone
- Use one of the preferred browsers: Google Chrome or Microsoft Edge
- Turn off pop-up blockers as this may prevent the file from opening

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## ESS\_How to View and Print a Paycheck/W-2

### Viewing and Printing Paychecks

1. Log into Cardinal (my.cardinal.virginia.gov).

**Note:** For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

**Cardinal**

**Notice and Warning**

This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

Username:

Password:

**Sign In**

[Forgot Username](#) [Forgot Password](#)

[User Registration](#) [Sign-on Help](#)

2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

The **Portal Welcome** page displays.

**Cardinal** Welcome!

Your Cardinal User ID is:

**Cardinal Applications**

Human Capital Management (HCM)
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**Cardinal Messages**

Begin Date	Message

**Support**

- Cardinal Website
- VITA Customer Care Center
- Manage Your Account
- CAPP Manual

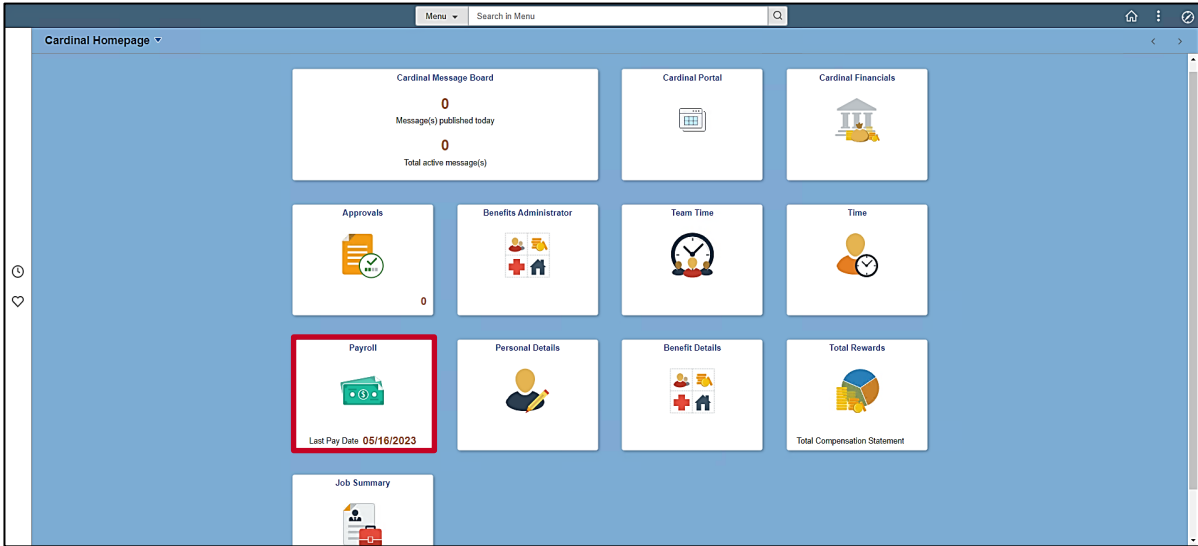
4. Click the **Human Capital Management** link.



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The **Cardinal HCM Homepage** displays.



**Note:** Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.

5. Click the **Payroll** tile.

The **Payroll** page displays.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210	>
04/16/2020	Alcoholic Beverage Control	03/25/2020 04/09/2020	\$1365.74	60124294	>
03/31/2020	Alcoholic Beverage Control	03/10/2020 03/24/2020	\$1368.15	60110504	>
03/16/2020	Alcoholic Beverage Control	02/25/2020 03/09/2020	\$1365.75	60100531	>
02/28/2020	Alcoholic Beverage Control	02/10/2020 02/24/2020	\$1368.15	60088495	>
02/14/2020	Alcoholic Beverage Control	01/25/2020 02/09/2020	\$1365.74	60076690	>

**Note:** All of your Paychecks (regardless of disbursement type (check, direct deposit, etc.)) display within the summary table.

6. Click the corresponding row for the Paycheck you need to view or print.



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The applicable paycheck displays in a new browser tab as a PDF document.

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Alcoholic Beverage Control  
2901 Hermitage Road  
Richmond, VA 23220

Pay Group: SM1-SemiMonthly Class (FRTHU07)  
Pay Begin Date: 04/10/2020  
Pay End Date: 04/24/2020

Business Unit: 99900  
Advice #: 000000060136210  
Advice Date: 05/01/2020

JOHN DOE  
100 MAIN ST  
RICHMOND, VA 22701-6014

Employee ID: 00446928800  
Department: 226113-Store 213  
Location: VA Alcoholic Bev Control Auth  
Job Title: Retail Manager II  
Pay Rate: \$2,083.33 SemiMonthly

TAX DATA: Federal VA State  
Tax Status: Single N/A  
Allowances: 0 0  
Addl. Percent:  
Addl. Amount:

HOURS AND EARNINGS					TAXES				
Description	Current	Earnings	Hours	YTD	Description	Current	YTD		
Regular Time - Salaried					Fed Withholding	199.38	4,400.00		
VRS Contribution Base					Fed MEDIE	29.36	4,400.00		
		2,253.13	800.00	11,000.00	Fed GASDUE	125.53	4,400.00		
					VA Withholding	85.55	4,400.00		
TOTAL:	0.00	2,253.13	1,600.00	11,000.00	TOTAL:	439.82	4,400.00		

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care	153.50	500.00	DOA Admin Fee for Misc Ins	0.15	500.00	CoVA Care	614.50	500.00
457 Deferred Compensation	50.00	500.00	Optional Group Life	23.40	500.00	457 Deferred Compensation	20.00	500.00
Medical FSA	75.00	500.00	Posttax Misc Insurance	30.45	500.00	Employee Retirement DB	304.62	500.00
Employee Retirement DB	112.66	500.00			Group Term Life	29.52	500.00	
Flex Administrative Fee	0.00	500.00			Retiree Health Credit	26.36	500.00	
					Imputed Life*	0.00	500.00	
TOTAL:	391.16	2,500.00	TOTAL:	\$4.00	1,500.00	*TAXABLE		

TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,253.13	1,861.97	439.82	445.16	1,368.15
YTD	11,000.00	8,590.00	4,400.00	3,300.00	

YEAR-TO-DATE		PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0	0.0
+ Earned	0.0	0.0	
+ Bought	0.0	0.0	
- Taken	0.0	0.0	
- Sold	0.0	0.0	
+ Adjustments	0.0	0.0	
End Balance	0.0	0.0	

NET PAY DISTRIBUTION		
Account Type	Routing Number	Deposit Amount
Advice #000000060136210	XXXXXX2615	100.00
Savings	XXXXXX2615	1,268.15
TOTAL:		1,368.15

MESSAGE: For Training Purposes Only

7. Review the information in the following sections as needed:
  - a. **HOURS AND EARNINGS:** Displays both your current and year-to-date hours and earnings depending on whether you are an Hourly or Salaried employee.
  - b. **TAXES:** Displays your current and year-to-date taxes (Fed Withholding, Medicare, State Withholding, etc.).
  - c. **BEFORE-TAX DEDUCTIONS:** Displays any current and year-to-date deductions that you have established wherein the deduction is made from your gross pay prior to calculating and deducting taxes (CoVA Care, 457 Deferred Compensation, etc.).
  - d. **AFTER-TAX DEDUCTIONS:** Displays any current and year-to-date deductions that you have established wherein the deduction is made from your net page after calculating and deducting taxes (Optional Group Life, DOA Admin Fees, etc.).
  - e. **EMPLOYER PAID BENEFITS:** Displays current and year-to-date contribution amounts from the employer (COVA Care, Employee Retirement DB, Group Term Life, etc.).
  - f. **Current** and Year-to-Date (YTD) Totals amounts (TOTAL GROSS, FED TAXABLE GROSS, TOTAL TAXES, TOTAL DEDUCTIONS, and NET PAY).
  - g. **PAID TIME OFF** and **SICK LEAVE** balance information section is not used.
  - h. **NET PAY DISTRIBUTION:** Displays how your net pay was distributed and the Advice # for the disbursement. If you have multiple Direct Deposit Accounts established, they will all show here with the corresponding deposit amounts.
8. Save or print the document as needed.



# Employee Self-Service Job Aid

## ESS\_How to View and Print a Paycheck/W-2

### Viewing and Printing W-2 Documents

W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks. From the **Payroll** page, click the **W-2/W-2c** menu item and then follow the steps provided in the previous section of this Job Aid.

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Cardinal Homepage

Payroll

Paychecks

W-2/W-2c

Direct Deposit

Paychecks

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