

Cardinal HCM: Differences in Cardinal Paycheck

1 message

DOA - Cardinal Project <projectcardinal@doa.virginia.gov>
To: rr DOA-Cardinal Project <ProjectCardinal@doa.virginia.gov>

Wed, Apr 6, 2022 at 2:24 PM

This communication is being sent to the Primary Contact, Payroll SME, Payroll Administrators, and Payroll Read-Only users for Release 2 Payroll agencies.



Differences in the Cardinal Paycheck

Due to system differences, some earnings, deductions, and taxes will be displayed differently on the employee's paycheck (pay stub) in Cardinal. In some cases, these differences result in small variances in the timing or amount of pay. The following chart describes the differences which may result in employee questions upon receiving their first check in Cardinal.

Impact to Pay?	Visually Different?	Difference	Impacted Employees
Amount		Overtime rounding is different due to the precision of values; Cardinal uses more decimal places for hours and rates than CIPPS, which may result in small amount differences typically less than +/- 5 cents.	Employees with Overtime
Timing		Overtime pay date lag is based on the FLSA period end date plus 14 days, so in some cases, overtime may be paid a period earlier or a period later in Cardinal, depending on when the FLSA period ends.	Depends on Timing
Amount		In CIPPS, garnishment fees are set up by agencies. In Cardinal, DOA State Payroll Operations (SPO) will manage these fees centrally. Some employees may see garnishment fees that were not previously entered.	Employees with Garnishments
N/A	✓	In Cardinal, Maryland local withholdings are combined with Maryland state withholding on the check. In CIPPS, they appeared on separate lines.	Employees with Maryland Taxes
N/A	✓	In Cardinal, direct deposits are listed as distributions. In CIPPS, they were listed as deductions.	All
N/A	✓	In Cardinal, premium rewards are earnings. In CIPPS, they appeared as reductions in the amount of the health deduction.	Employees with Premium Rewards
N/A	✓	In Cardinal, Imputed Life is a taxable deduction. In CIPPS, they appeared as a taxable earning.	All Salaried
N/A	✓	In Cardinal, deferred compensation cash match shows as Deduction Class P (non-taxable tax benefit) and N (non-taxable). In CIPPS, this appeared as one line.	Employees with Deferred Compensation
N/A	✓	In Cardinal, earnings are displayed by detailed components (e.g., call out pay, on-call pay) due to FLSA impacts. In CIPPS these were combined into the Overtime Pay component.	All

Refer to the attached **Understanding Your New Paycheck** document for additional guidance on employee paycheck differences.

If you have any questions related to this information, please submit a help desk ticket to vccc@vita.virginia.gov and include the word "Cardinal Paycheck" in the subject line. Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal HCM Project Team



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Employee Self-Service (ESS) users will notice some differences when viewing their paycheck (i.e., pay stub) online in Cardinal HCM.

Note: For tips on viewing/printing paychecks, see the job aid titled [ESS: How to View and Print a Paycheck](#).

Viewing a PDF Paycheck

In Cardinal HCM, you can select a Paycheck and view the PDF version.

Pay Group: SMI-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020		Business Unit: Advice #: Advice Date:	
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Federal: Married VA State: N/A Allowances: 0 Addl. Percent: 0 Addl. Amount:	
HOURS AND EARNINGS			
		TAXES	
Description	Current	YTD	
Regular Time - Salaried	Hours	Earnings	Hours
Premium Reward			Earnings
VRS Contribution Base			
TOTAL:		0.00	TOTAL:
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS	
Description	Current	YTD	Description
CoVA Care			DOA Admin Fee for Misc Ins
457 Deferred Compensation			Posttax Misc Insurance
Medical FSA			
Employee Retirement DB			
Flex Administrative Fee			
DGS Parking Pre Tax			
TOTAL:			TOTAL:
EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description
CoVA Care			CoVA Care
Imputed Life*			Imputed Life*
457 Deferred Compensation			457 Deferred Compensation
Employee Retirement DB			Employee Retirement DB
Group Term Life			Group Term Life
Retiree Health Credit			Retiree Health Credit
			*TAXABLE
TOTAL GROSS		FED TAXABLE GROSS	
TOTAL TAXES		TOTAL DEDUCTIONS	
NET PAY			
Current			
YTD			
YEAR-TO-DATE		NET PAY DISTRIBUTION	
	PAID TIME OFF	SICK LEAVE	
Start Balance	0.0	0.0	Account Type
+ Earned	0.0	0.0	Routing Number
+ Bought	0.0	0.0	Deposit Amount
- Taken	0.0	0.0	Advice #0: Checking XXXX
- Sold	0.0	0.0	Checking XXXX
+ Adjustments	0.0	0.0	Checking XXXX
End Balance	0.0	0.0	TOTAL:
MESSAGE:			



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Understanding the Paycheck Sections

Hours and Earnings

This section displays the earnings in the current period and the year-to-date (YTD) amounts.

The **individual earnings** on the check include a more detailed breakdown of earnings than currently shown (e.g., overtime is broken down into the separate components – Call Out Pay, On-Call Pay). Overtime amounts may vary slightly compared to CIPPS (typically +/- 5 cent variances) due to the difference in the precision of values between the two systems. Additionally, timing for the payment of overtime is different and overtime may be included a pay period earlier or later depending on FLSA period end dates. If you have questions, contact your agency's Payroll support staff.

The Premium Reward for the healthcare credit shows as an earning rather than a lower healthcare premium. Additionally, **VRS Contribution Base** shows the base salary which is used for VRS retirement calculations (this amount does not add to gross pay).

Richmond, VA		Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020	Business Unit: Advice #: Advice Date:
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA:	Federal VA State
		Tax Status: Married	N/A
		Allowances: 0	0
		Addl. Percent:	
		Addl. Amount:	
HOURS AND EARNINGS			
Description	Current	YTD	
	Hours	Earnings	Hours Earnings
Regular Time - Salaried			752.00
Premium Reward			
VRS Contribution Base			
TOTAL:	0.00		
TAXES			
Description	Current	YTD	
Fed Withholding			
Fed MED/EE			
Fed OASDI/EE			
VA Withholding			
TOTAL:			



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Taxes

This section shows the employee paid taxes in the current period and the YTD amounts.

Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020	Business Unit: Advice #: Advice Date:																																																	
Employee ID: Department: Location: Job Title: Pay Rate:	TAX DATA: Tax Status: Married Allowances: 0 Addl. Percent: Addl. Amount:	VA State N/A 0																																																	
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Before-Tax Deductions

This section shows the Before-Tax deductions in the current period and the YTD amounts.

In some instances, 457 Deferred Compensation deductions will be in both the Before-Tax and After-Tax Deduction sections, depending on the employee's situation.

<table border="1"> <thead> <tr> <th>BEFORE-TAX DEDUCTIONS</th> <th colspan="2">AFTER-TAX DEDUCTIONS</th> <th colspan="2">EMPLOYER PAID BENEFITS</th> </tr> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> <th>Description</th> <th>Current</th> <th>YTD</th> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>CoVA Care</td> <td></td> <td></td> <td>DOA Admin Fee for Misc Ins</td> <td></td> <td></td> <td>CoVA Care</td> <td></td> <td></td> </tr> <tr> <td>457 Deferred Compensation</td> <td></td> <td></td> <td>Posttax Misc Insurance</td> <td></td> <td></td> <td>Imputed Life*</td> <td></td> <td></td> </tr> <tr> <td>Medical FSA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>457 Deferred Compensation</td> <td></td> <td></td> </tr> <tr> <td>Employee Retirement DB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Employee Retirement DB</td> <td></td> <td></td> </tr> <tr> <td>Flex Administrative Fee</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Group Term Life</td> <td></td> <td></td> </tr> <tr> <td>DGS Parking Pre Tax</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Retiree Health Credit</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> <td>TOTAL:</td> <td></td> <td></td> <td>*TAXABLE</td> <td></td> <td></td> </tr> </tbody> </table>			BEFORE-TAX DEDUCTIONS	AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS		Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care			457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*			Medical FSA						457 Deferred Compensation			Employee Retirement DB						Employee Retirement DB			Flex Administrative Fee						Group Term Life			DGS Parking Pre Tax						Retiree Health Credit			TOTAL:			TOTAL:			*TAXABLE			<table border="1"> <thead> <tr> <th>TOTAL GROSS</th> <th>FED TAXABLE GROSS</th> <th>TOTAL TAXES</th> <th>TOTAL DEDUCTIONS</th> <th>NET PAY</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>YTD</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY	Current					YTD				
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Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

After-Tax Deductions

This section shows the After-Tax deductions in the current period and the YTD amounts.

If there is more than one court-ordered garnishment processed in a pay period, there will only be ONE deduction code (**GARN**) listed with the total of all garnishments deducted.

Garnishment fees will be applied centrally, so all policies regarding applicable fees will be enforced. Employees may see a change in the fees withheld.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	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			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

Employer Paid Benefits

This section shows Employer Paid Benefits in the current period and the YTD amounts.

The amounts displayed show the benefits paid by COVA on behalf of the employee. They do not reduce the Net Pay received by the employee.

Imputed Life shows as a taxable employer benefit and increases the taxable gross (it no longer appears a taxable earning but has the same impact of increasing the taxable gross).

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	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			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Year-To-Date/Paid Time Off/Sick Leave

This section does NOT show leave balances and will always show 0.0 for balances.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
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TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	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			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

Note: If your agency uses Cardinal Absence Management, you are able to view your leave balances through **ESS**. Follow the navigational path below to view your leave summary:

Navigator > Self Service > Time Reporting > View Time > Time > Comprehensive/Absence Summary

Net Pay Distribution

This section shows a breakdown of how the Net Pay was distributed.

The information in this area includes Checking accounts, Savings accounts, COVA Paycards, Virginia State Employee Loan Program (VSELP) Repayments, and Virginia College Savings Plan account payments. Note: the Virginia College Savings Plan account payments will no longer show as a deduction.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
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TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	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			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE: