



Overview of Using the Single-Use Payroll Online Tool (SPOT)

The Single-Use Payroll Online Tool (SPOT) tool is used by Payroll Administrators to enter one-time transactions affecting pay or deductions in Cardinal. Transactions can be entered online in SPOT or through a spreadsheet upload.

This Job Aid provides information on entering earnings and deduction transactions (online or spreadsheet upload), deleting SPOT batches, SPOT transaction approvals, and reviewing batches after approval.

This Job Aid also contains a SPOT scenario section which provides various examples to assist with SPOT entry.

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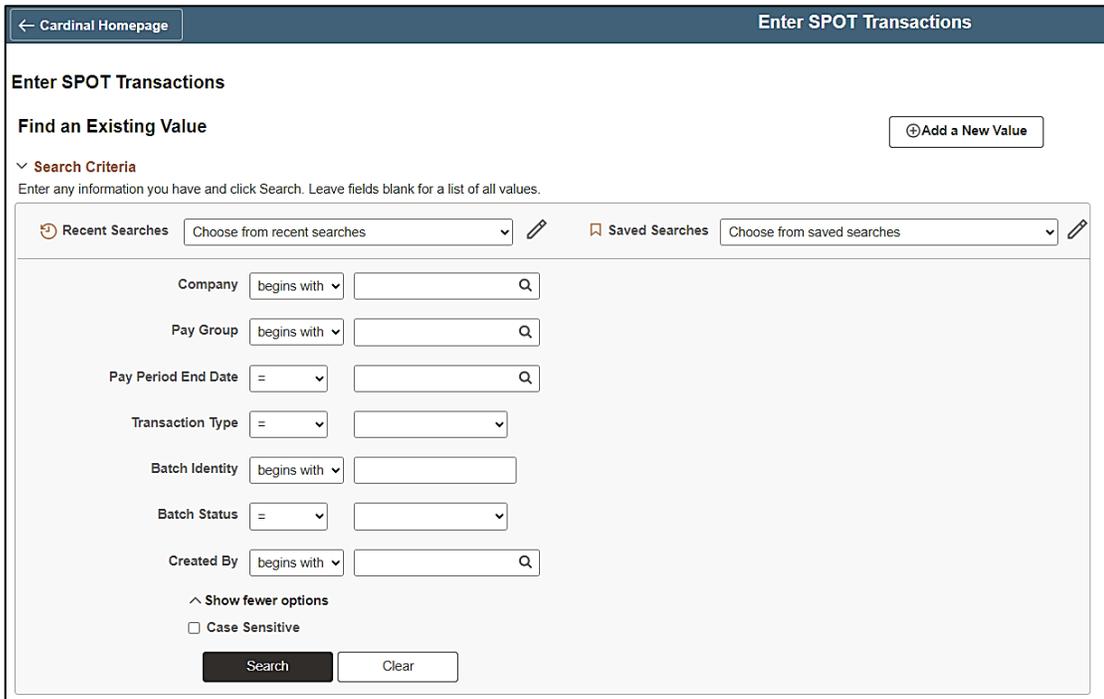
Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 19; Section 4 , after Step 1; Section 5 , after Step 1; Section 6 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Entering an Earnings Transaction in SPOT

Step	Action
1.	Navigate to the Enter SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

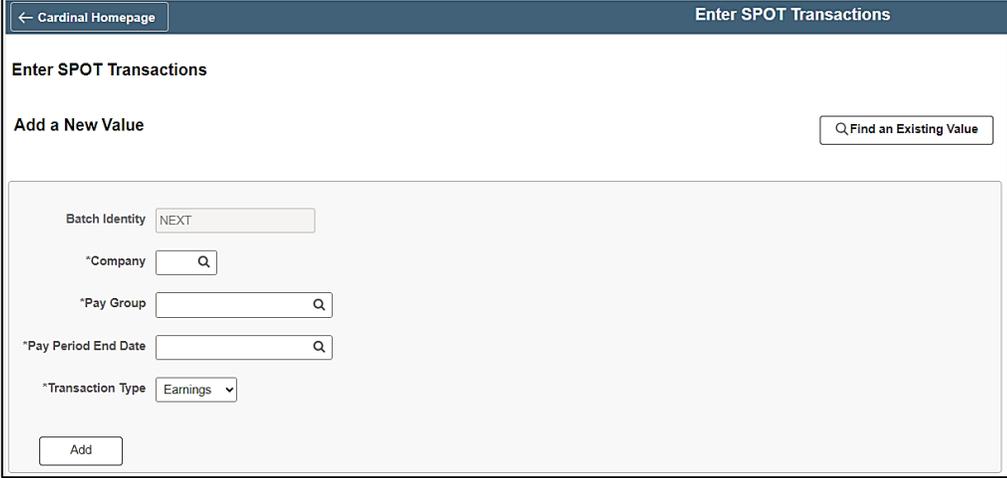
The **Enter SPOT Transactions Find an Existing Value** page displays.




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**.

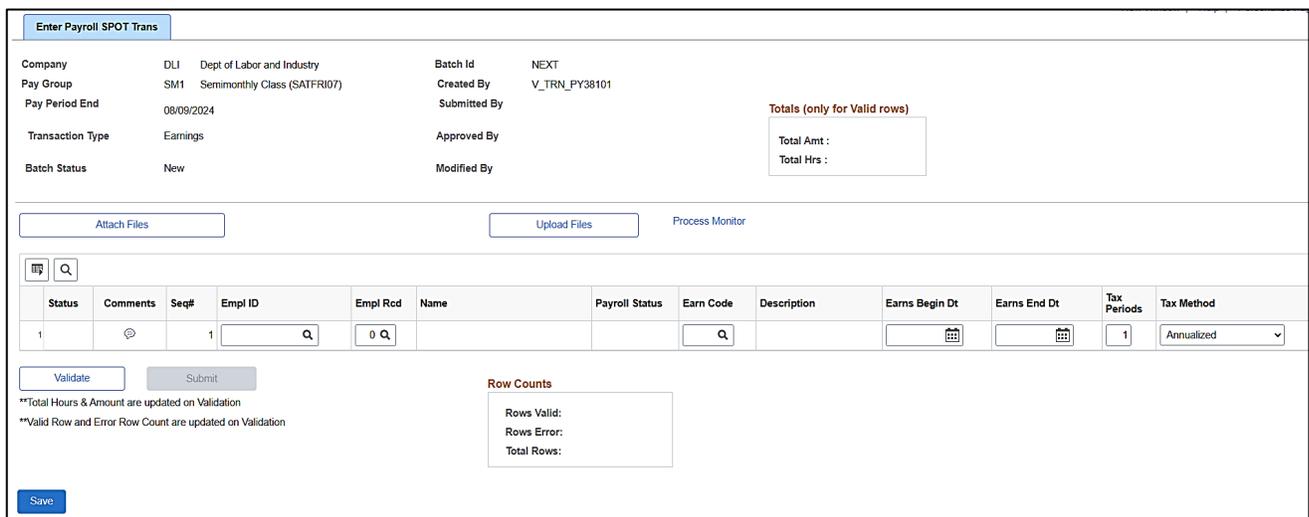
2. Click the **Add a New Value** tab.



Step	Action
	<p>The Add a New Value page displays.</p> 
	<p>The Batch Identity field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
3.	<p>Click the Company Look Up icon and select the company’s 3-digit alpha code.</p> 
4.	<p>Click the Pay Group Look Up icon and select the applicable pay group.</p> 
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
5.	<p>Click the Pay Period End Date Look Up icon and select the applicable pay period end date.</p> 
6.	<p>Verify that the Transaction Type field defaults to “Earnings”.</p> 

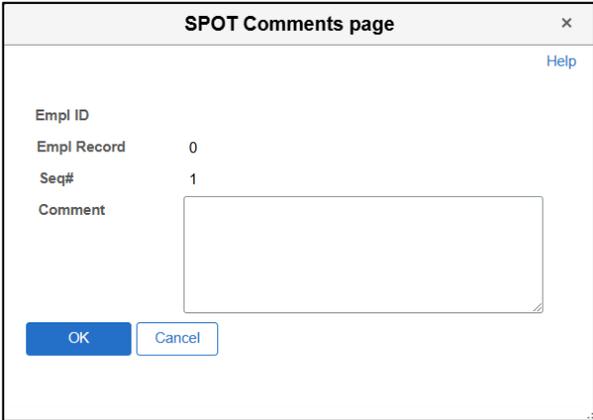
Step	Action
	There are only two values for this field which are “Earnings” or “Deduction”. See the section of this Job Aid titled Entering a Deduction Transaction in SPOT for details on entering SPOT deduction transactions.
7.	Click the Add button. 

The **Enter SPOT Trans** page displays.

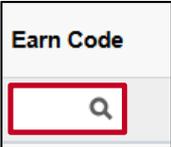


The screenshot shows the 'Enter Payroll SPOT Trans' interface. It includes a header section with fields for Company (DLI Dept of Labor and Industry), Batch Id (NEXT), Pay Group (SM1 Semimonthly Class (SATFR07)), Created By (V_TRN_PY38101), Pay Period End (08/09/2024), Submitted By, Transaction Type (Earnings), Approved By, Batch Status (New), and Modified By. There are also 'Attach Files', 'Upload Files', and 'Process Monitor' buttons. Below this is a table with columns: Status, Comments, Seq#, Empl ID, Empl Rcd, Name, Payroll Status, Earn Code, Description, Earns Begin Dt, Earns End Dt, Tax Periods, and Tax Method. A 'Validate' button and a 'Submit' button are present. A 'Row Counts' box shows 'Rows Valid: 0', 'Rows Error: 0', and 'Total Rows: 0'. A 'Save' button is at the bottom left.

	The Header section populates with the information previously entered on the Add a New Value tab.
	<p>The Batch Status field updates based on the action taken on the batch and includes:</p> <ul style="list-style-type: none"> • New – when a new batch is initiated • Created – when the batch is saved • Validated – when the batch is validated • Modified after Validation – when the batch is changed after validation • Submitted – when the batch is submitted for approval • In Review – when the approver is reviewing the batch for approval • Closed – after the approver has submitted the batch to payroll 
	The Status field displays the status of each specific transaction after the batch has been validated.

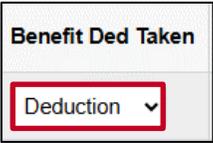
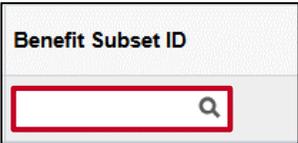
Step	Action
8.	<p>Click the Comments icon if there are comments for the transaction. If not, skip to Step 12.</p> 
<p>The SPOT Comments page displays in a pop-up window.</p> 	
9.	<p>Enter comments as applicable in the Comment field.</p> 
10.	<p>Click the OK button.</p> 

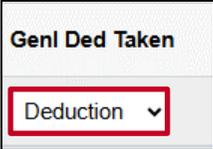
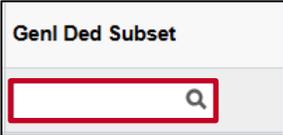
Step	Action																																																								
	<p>The Enter Payroll SPOT Trans page redispays.</p> <div data-bbox="168 375 1507 888" style="border: 1px solid black; padding: 5px;"> <p>Enter Payroll SPOT Trans</p> <table border="0"> <tr> <td>Company</td><td>DLI Dept of Labor and Industry</td><td>Batch Id</td><td>NEXT</td><td></td></tr> <tr> <td>Pay Group</td><td>SM1 Semimonthly Class (SATFRID7)</td><td>Created By</td><td>V_TRN_PY38101</td><td></td></tr> <tr> <td>Pay Period End</td><td>08/09/2024</td><td>Submitted By</td><td></td><td></td></tr> <tr> <td>Transaction Type</td><td>Earnings</td><td>Approved By</td><td></td><td>Totals (only for Valid rows)</td></tr> <tr> <td>Batch Status</td><td>New</td><td>Modified By</td><td></td><td>Total Amt :</td></tr> <tr> <td></td><td></td><td></td><td></td><td>Total Hrs :</td></tr> </table> <p> <input type="button" value="Attach Files"/> <input type="button" value="Upload Files"/> Process Monitor </p> <table border="1"> <thead> <tr> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Earns End Dt</th> <th>Tax Periods</th> <th>Tax Method</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td><input type="text"/></td> <td>0</td> <td></td> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>1</td> <td>Annualized</td> </tr> </tbody> </table> <p> <input type="button" value="Validate"/> <input type="button" value="Submit"/> </p> <p> Row Counts Rows Valid: Rows Error: Total Rows: </p> <p> <small>**Total Hours & Amount are updated on Validation **Valid Row and Error Row Count are updated on Validation</small> </p> <p><input type="button" value="Save"/></p> </div>	Company	DLI Dept of Labor and Industry	Batch Id	NEXT		Pay Group	SM1 Semimonthly Class (SATFRID7)	Created By	V_TRN_PY38101		Pay Period End	08/09/2024	Submitted By			Transaction Type	Earnings	Approved By		Totals (only for Valid rows)	Batch Status	New	Modified By		Total Amt :					Total Hrs :	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	1		1	<input type="text"/>	0			<input type="text"/>		<input type="text"/>	<input type="text"/>	1	Annualized
Company	DLI Dept of Labor and Industry	Batch Id	NEXT																																																						
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Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method																																													
1		1	<input type="text"/>	0			<input type="text"/>		<input type="text"/>	<input type="text"/>	1	Annualized																																													
	<p>The Seq# field auto-populates and is read-only.</p> <div data-bbox="292 976 406 1113" style="border: 1px solid gray; padding: 5px;"> <p>Seq#</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;">1</div> </div>																																																								
<p>11.</p>	<p>Click the Empl ID Look Up icon and select the applicable employee's Employee ID.</p> <div data-bbox="292 1197 565 1333" style="border: 1px solid gray; padding: 5px;"> <p>Empl ID</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"><input type="text"/></div> <input type="button" value="🔍"/> </div>																																																								
	<p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p> <div data-bbox="292 1486 1453 1722" style="border: 1px solid black; padding: 10px;"> <p>Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</p> <p>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																																																								

Step	Action
12.	Click the Empl Rcd Look Up icon and select the applicable Employee Record. 
	This field defaults to "0".
13.	Verify that the correct employee's name displays in the Name field (auto-populates based on the Employee ID selected). 
14.	Review the Payroll Status field. This field populates based on the Payroll Status from the employee's Job Data. 
	A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".
15.	Click the Earn Code Look Up icon and select the appropriate Earnings Code. For this scenario, "BON" is selected. 

Step	Action				
	<p>An Earnings Code not valid for the Employee Type (Hourly vs Salaried) will create an error when the Validate button is clicked. For a listing of Earnings Codes, see the Job Aid titled PY381_Earnings Codes located on the Cardinal Website in Job Aids under Learning. The following Earnings Codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error:</p> <ul style="list-style-type: none"> • LSH – Leave Share • STD – Short Term Disability • WCL – VSDP Work Comp Pay • WCP – Workers Comp • WCS – Work Comp Supplement 				
16.	<p>Verify that the Description field auto-populates correctly based on the Earnings Code selected.</p> <div data-bbox="293 764 529 890" style="border: 1px solid gray; padding: 5px;"> <p>Description</p> <p>Non-discretionary Bonus (FLSA)</p> </div>				
	<p>If it is not accurate, update the Earn Code field as applicable.</p>				
17.	<p>Enter or select the appropriate earnings begin and end dates using the Earns Begin Dt and Earns End Dt Calendar icons.</p> <div data-bbox="293 1121 805 1272" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Earns Begin Dt</th> <th style="width: 50%; padding: 5px;">Earns End Dt</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: center;"> <input style="width: 90%; height: 20px;" type="text"/>  </td> <td style="padding: 5px; text-align: center;"> <input style="width: 90%; height: 20px;" type="text"/>  </td> </tr> </tbody> </table> </div>	Earns Begin Dt	Earns End Dt	<input style="width: 90%; height: 20px;" type="text"/> 	<input style="width: 90%; height: 20px;" type="text"/> 
Earns Begin Dt	Earns End Dt				
<input style="width: 90%; height: 20px;" type="text"/> 	<input style="width: 90%; height: 20px;" type="text"/> 				
	<p>These fields are required fields for all earnings transactions. If left blank, an error will occur when the Validate button is clicked.</p>				
18.	<p>The Tax Periods field defaults to “1” and refers to the number of Pay Periods covered by the earnings payment.</p> <div data-bbox="293 1509 418 1661" style="border: 1px solid gray; padding: 5px;"> <p>Tax Periods</p> <p style="text-align: center;">1</p> </div>				
	<p>The Tax Periods field is used in conjunction with the “Annualized” tax method.</p>				

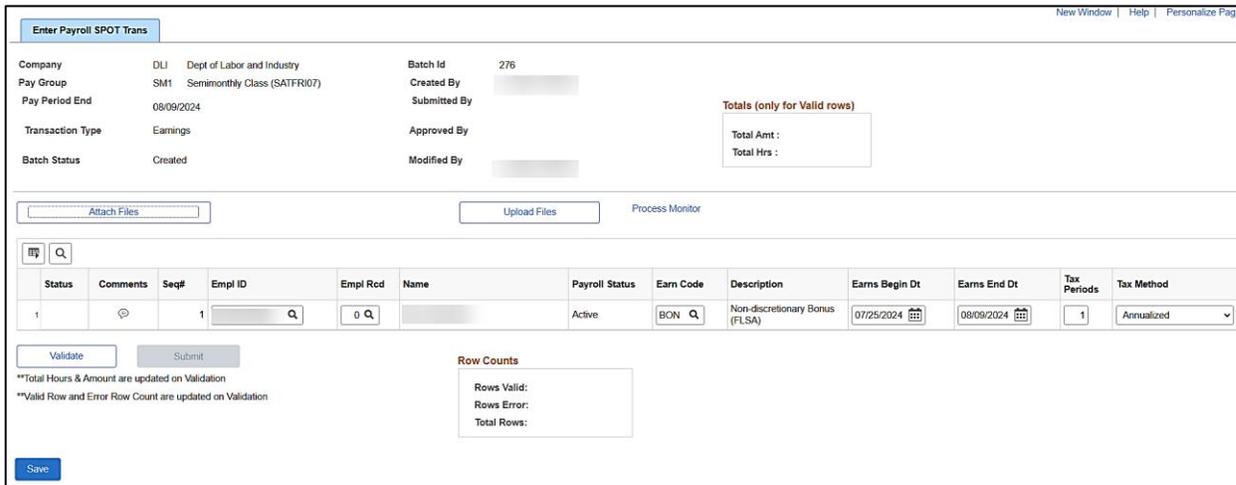
Step	Action										
19.	<p>Click the Tax Method dropdown button and select the appropriate tax method.</p> <div data-bbox="293 380 638 510" style="border: 1px solid gray; padding: 5px;"> <p>Tax Method</p> <div style="border: 1px solid gray; padding: 2px;"> Annualized </div> </div>										
	<p>There are two selections available for Tax Method:</p> <ul style="list-style-type: none"> • Annualized – this tax method multiplies the earnings by the pay periods and is taxed based upon the annualized amount (the Tax Period field impacts how the earnings are annualized) • Supplemental – this tax method is most often used for bonus payments and leave payouts and should not be used for earnings related to hours worked. See the Job Aid titled PY381_Earnings Codes for a list of Earning Codes that use the “Supplemental” tax method. This Job Aid is located on the Cardinal Website in Job Aids under Learning. 										
20.	<p>Next, enter the applicable field information based on the type of Earning Code. The Oth Hrs, Hourly Rate, and Amount fields are available only if applicable based upon the value selected in the Earn Code field.</p> <p>For this scenario, the Amount is entered.</p> <div data-bbox="293 1052 943 1213" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Oth Hrs</th> <th style="width: 25%;">Hourly Rate</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table> </div>	Oth Hrs	Hourly Rate	Amount			0.00				
Oth Hrs	Hourly Rate	Amount									
		0.00									
	<p>The following guidelines apply for entry of the Oth Hrs, Hourly Rate, and Amount fields.</p> <ul style="list-style-type: none"> • Oth Hrs: Enter the applicable number of hours in the Oth Hrs field to one decimal place (e.g., 8.0) • Hourly Rate: Enter the applicable hourly rate in the Hourly Rate field to two decimal places (e.g., 22.55) • Amount: Enter the applicable amount in the Amount field to two decimal places (e.g., 200.00). The amount can be a positive or negative number based upon the value selected in the Earn Code field 										
21.	<p>Click the horizontal scrollbar at the bottom of the page to scroll to the right as needed.</p>										
	<p>The Benefit Ded Taken, Benefit Subset, Genl Ded Taken, and Genl Ded Subset fields are not enabled. Entry of these fields is triggered based on the value in the Sepchk# field.</p> <div data-bbox="293 1724 1268 1885" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Benefit Ded Taken</th> <th style="width: 25%;">Benefit Subset ID</th> <th style="width: 25%;">Genl Ded Taken</th> <th style="width: 25%;">Genl Ded Subset</th> <th style="width: 20%;">Sepchk #</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;">Deduction</td> <td style="height: 20px;"></td> <td style="height: 20px;">Deduction</td> <td style="height: 20px;"></td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </div>	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Deduction		Deduction		0
Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #							
Deduction		Deduction		0							

Step	Action
22.	<p>The Sepchk# field defaults to “0” indicating that the earnings will be added to the employee’s regular check for the Pay Period being processed.</p> <p>Incrementally update this field by one if the employee requires one or more separate checks.</p> <ul style="list-style-type: none"> • If this value will remain as “0”, proceed to Step 27 • If this value will be changed to “1” (or higher), proceed to the next Step. 
	<p>When the Sepchk# field value is changed from the default of “0”, the Benefit Ded Taken, Benefit Subset ID, Genl Ded Taken, and Genl Ded Subset fields become enabled and are required to be completed.</p> <p>Complete Steps 23 - 26 to make the appropriate updates to each of these fields if applicable.</p>
23.	<p>Click the Benefit Ded Taken dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"> • Deduction – all benefit deductions are taken from the earnings • None – no benefit deductions are taken from the earnings • Subset – a subset of benefit deductions is taken from the earnings 
	<p>A Benefit Subset ID value must be selected in the Benefit Subset ID field if the “Subset” value is selected in the Benefit Ded Taken field. If “Subset” was not selected, do not select a value in the Benefit Subset ID field.</p>
24.	<p>Click the Benefit Subset ID Look Up icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> • BNS (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings • GRN (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken • SPT (SPOT Allow) – Not used by Cardinal • LVS (Leave Share) – All deductions will be taken from the earnings 

Step	Action
25.	<p>Click the Genl Ded Taken dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"> • Deduction – all benefit deductions are taken from the earnings • None – no benefit deductions are taken from the earnings • Subset – a subset of benefit deductions is taken from the earnings 
	<p>A general deduction subset value must be selected in the Genl Ded Subset field if the “Subset” value is selected in the Genl Ded Taken field. If “Subset” was not selected, do not select a value in the Genl Ded Subset field.</p>
26.	<p>Click the Genl Ded Subset Look Up icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> • BNS (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings • GRN (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken • SPT (SPOT Allow) – Not used by Cardinal • LVS (Leave Share) – All deductions will be taken from the earnings 
27.	<p>Enter the additional pay sequence number in the Addl Seq Nbr field if the SPOT transaction is related to additional pay that contains a “Goal Balance”.</p> <p>If this is not applicable, leave this field blank and proceed to the next Step.</p> 
	<p>The Addl Seq Nbr field is used to tie the SPOT entry to the respective Additional Pay record as each Additional Pay record is created with a sequence number. The Addl Seq Nbr field is only required if the Additional Pay record has a Goal Balance. Cardinal needs the Addl Seq Nbr to recognize which record to update.</p>

Step	Action
28.	To create additional SPOT transactions, click the Add a Row (+) icon and then repeat Steps 12-27. 
29.	Click the Delete a Row (-) icon to delete a line (SPOT transaction) as needed. 
30.	Click the horizontal scrollbar to scroll to the left.
31.	Click the Save button to save the batch so that additional transactions can be entered. If the batch is ready to be submitted, go to Step 34. 

The **Enter SPOT Trans** page refreshes.



32.	Verify that the Batch Id field populates with a number. For this scenario “276”. 
33.	Verify that the Batch Status field updates to “Created”. 
	After a batch is saved, additional items can still be added as needed.

Step	Action
34.	To submit the batch for approval, click the Validate button. Cardinal will validate all of the individual fields as well as combinations of fields.



The **Enter SPOT Trans** page redisplay and the **Batch Status** field updates to “Validated”.

Enter Payroll SPOT Trans
[New Window](#) | [Help](#) | [Personalize Page](#)

Company	DLI Dept of Labor and Industry	Batch Id	276		
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By			
Pay Period End	08/09/2024	Submitted By			
Transaction Type	Earnings	Approved By		Totals (only for Valid rows) Total Amt : 200.00 Total Hrs :	
Batch Status	Validated	Modified By			

Attach Files
Upload Files
Process Monitor

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08/09/2024	1	Annualized

Validate
Submit

Row Counts

Rows Valid:	1
Rows Error:	0
Total Rows:	1

Save

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation



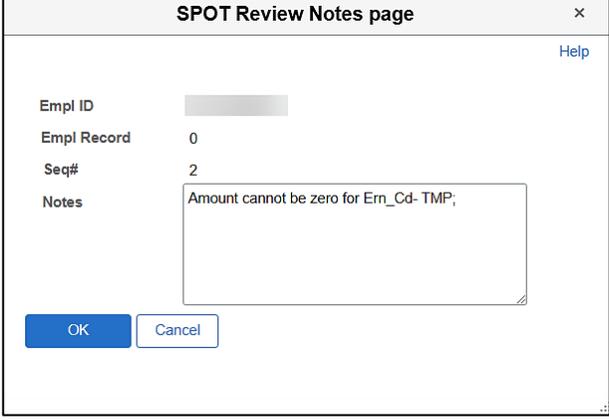
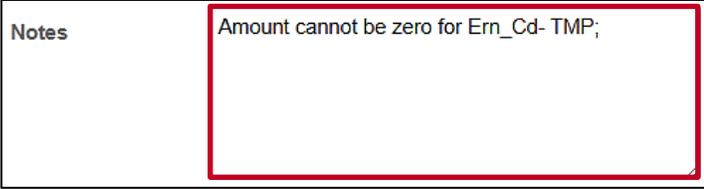
The **Totals (only for Valid rows)** section provides the following summary information for the batch:

- **Total Amt** – the sum of the values entered in the **Amount** field for the batch
- **Total Hrs** – the sum of the values entered in the **Oth Hrs** field for the batch

Totals (only for Valid rows)

Total Amt :	200.00
Total Hrs :	

Step	Action																																										
	<p>The Row Counts section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> • Rows Valid – the number of valid rows in the batch • Rows Error – the number or rows in the batch containing errors • Total Rows – the total number of rows in the batch (sum of Rows Valid and Rows Error fields) <div data-bbox="293 531 669 722" style="border: 1px solid black; padding: 5px;"> <p>Row Counts</p> <table> <tr> <td>Rows Valid:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Rows Error:</td> <td></td> </tr> <tr> <td>Total Rows:</td> <td style="text-align: right;">1</td> </tr> </table> </div>	Rows Valid:	1	Rows Error:		Total Rows:	1																																				
Rows Valid:	1																																										
Rows Error:																																											
Total Rows:	1																																										
35.	<p>Verify that the Rows Error field is blank indicating that all rows are valid. If there are no errors, go to Step 40.</p> <p>If the Rows Error field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>																																										
<p>Example of a batch with an error.</p> <div data-bbox="168 991 1510 1346" style="border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin D</th> </tr> </thead> <tbody> <tr> <td>OK</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> </tr> <tr> <td>Error</td> <td></td> <td></td> <td></td> <td>2</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> <td>07/25/2024</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Validate Submit</p> <p><small>**Total Hours & Amount are updated on Validation</small></p> <p><small>**Valid Row and Error Row Count are updated on Validation</small></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Row Counts</p> <table> <tr> <td>Rows Valid:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Rows Error:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Total Rows:</td> <td style="text-align: right;">2</td> </tr> </table> </div> <p>Save</p> </div> </div>		Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin D	OK				1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	Error				2		0		Active	TMP	Temporary Pay	07/25/2024	Rows Valid:	1	Rows Error:	1	Total Rows:	2
Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin D																																
OK				1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024																																
Error				2		0		Active	TMP	Temporary Pay	07/25/2024																																
Rows Valid:	1																																										
Rows Error:	1																																										
Total Rows:	2																																										
	<p>The Status field updates with one of the following values:</p> <ul style="list-style-type: none"> • OK – no errors • Error – issue with the line <p>The Status field populates with “Error” for all lines containing an error and a Bubble icon populates in the Error Msg field for all lines containing an error.</p>																																										
36.	Click the Bubble icon in the Error Msg field to view the error message.																																										

Step	Action
	<p>The SPOT Review Notes page displays in a pop-up window.</p> 
37.	<p>Review the Notes field to determine the error.</p> 
38.	<p>Click the OK button.</p> 

Step	Action
------	--------

The Enter Payroll SPOT Trans page redisplay.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	276	
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Validated	Modified By		

Totals (only for Valid rows)

Total Amt :	200.00
Total Hrs :	

Attach Files
Upload Files
Process Monitor

Status	Error Msg	Comments	Seq#	Empl ID	Empl Rod	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1 OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
2 Error			2		0		Active	TMP	Temporary Pay	07/25/2024

Validate
Submit

Row Counts

Rows Valid:	1
Rows Error:	1
Total Rows:	2

Save

39. Update the applicable fields to correct the identified errors.

40. Click the **Validate** button.



All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated successfully.



Step	Action
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The Enter Payroll SPOT Trans page refreshes.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	276	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		Totals (only for Valid rows) Total Amt : 300.00 Total Hrs :
Batch Status	Validated	Modified By		

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
2 OK		2		0		Active	TMP	Temporary Pay	07/25/2024

Row Counts

Rows Valid:	2
Rows Error:	
Total Rows:	2

41. Verify that the **Batch Status** field updates to "Validated".

Batch Status Validated

42. Verify that the **Rows Error** field is blank indicating that all errors have been corrected.

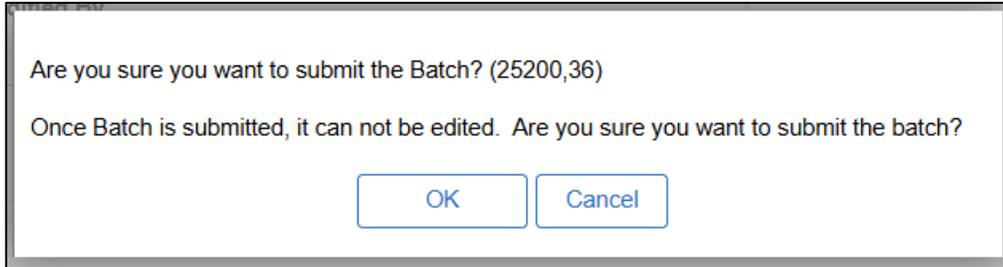
Row Counts

Rows Valid:	2
Rows Error:	
Total Rows:	2

43. Click the **Submit** button to submit the batch for review.

Step	Action
------	--------

A **Submit Confirmation** message displays in a pop-up window.



44. Click the **OK** button to submit the batch for review.



A batch cannot be edited after it has been submitted.

The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	276	
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		Totals (only for Valid rows)
Batch Status	Submitted	Modified By		Total Amt : 300.00
				Total Hrs :

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08/09/2024
2 OK		2		0		Active	TMP	Temporary Pay	07/25/2024	08/09/2024

Row Counts

Rows Valid:	2
Rows Error:	
Total Rows:	2

****Total Hours & Amount are updated on Validation**
****Valid Row and Error Row Count are updated on Validation**

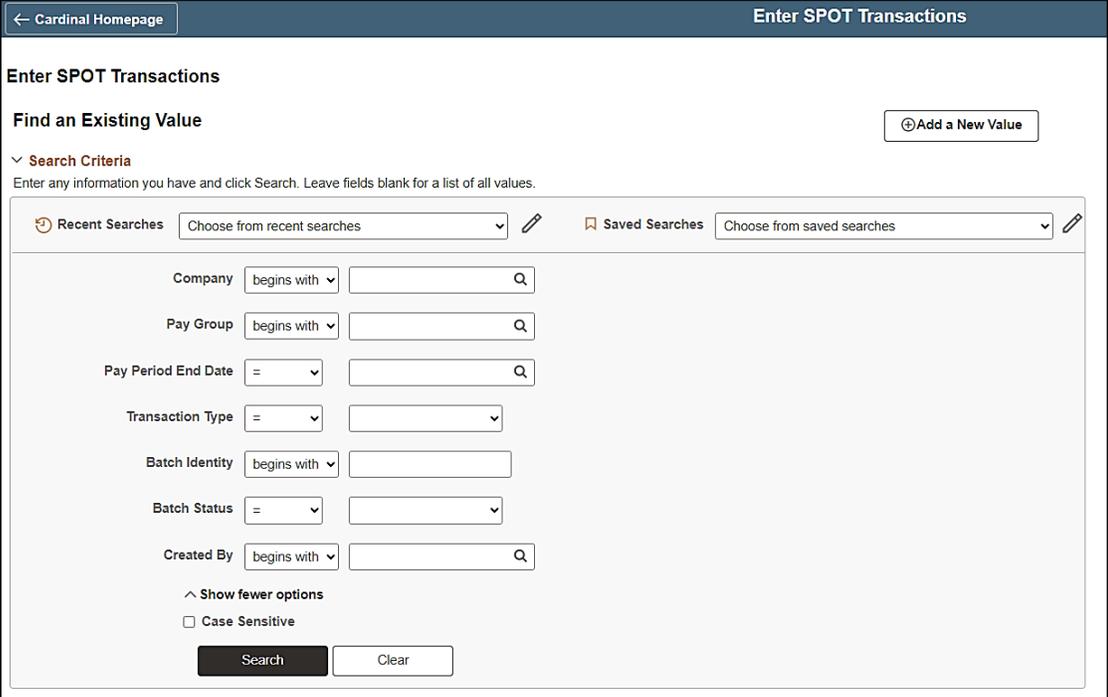
45. Verify that the **Batch Status** field updates to “Submitted”.

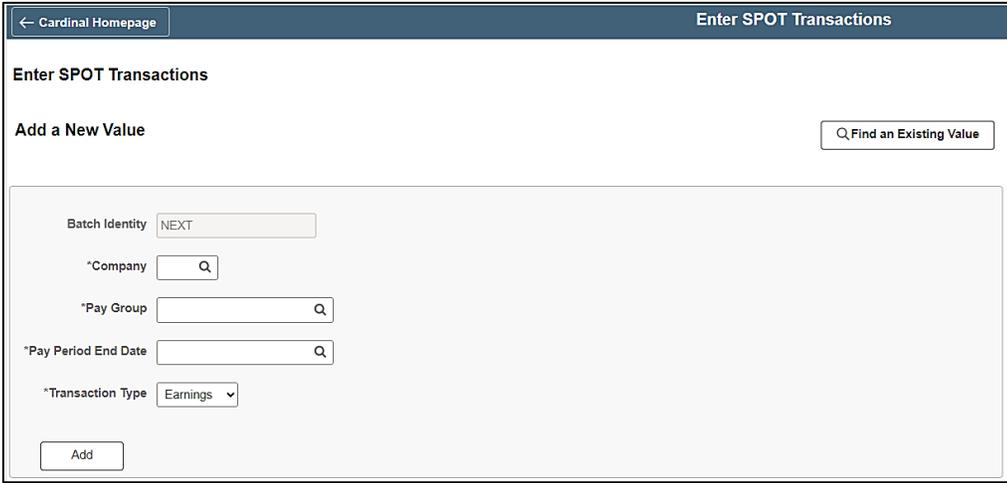


46. Verify that the **Submitted By** field updates as appropriate with the user’s ID.



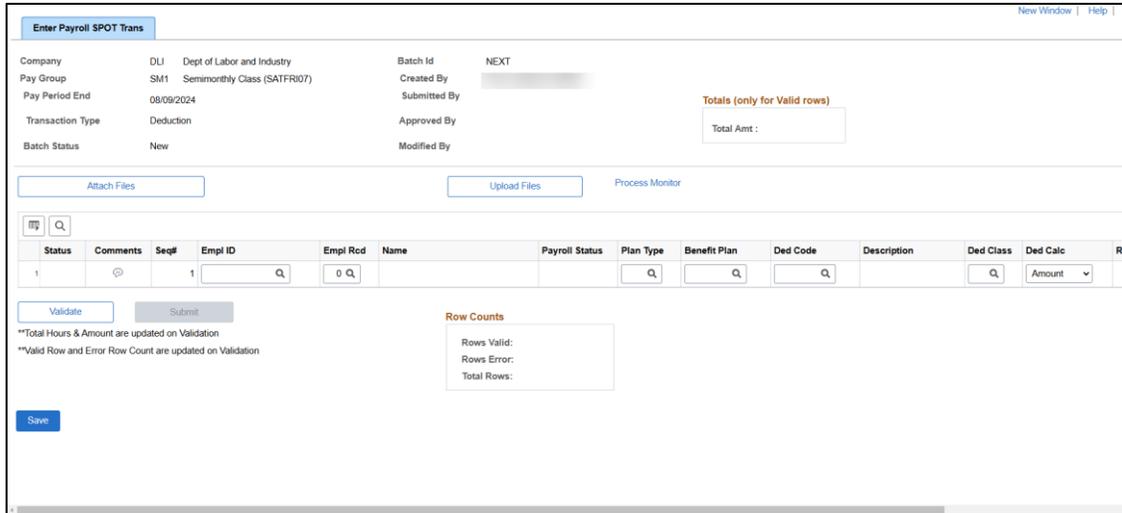
Entering a Deduction Transaction in SPOT

Step	Action
1.	Navigate to the Enter SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions
<p>The Enter SPOT Transactions Find an Existing Value page displays.</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 .
2.	Click the Add a New Value tab. 

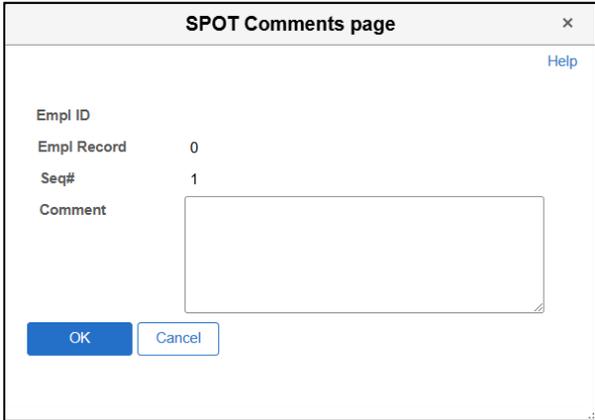
Step	Action
	<p>The Add a New Value page displays.</p> 
	<p>The Batch Identity field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
<p>3.</p>	<p>Click the Company Look Up icon and select the company’s 3-digit alpha code.</p> 
<p>4.</p>	<p>Click the Pay Group Look Up icon and select the applicable pay group.</p> 
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
<p>5.</p>	<p>Click the Pay Period End Date Look Up icon and select the applicable pay period end date.</p> 
<p>6.</p>	<p>Click the Transaction Type dropdown button and select “Deduction”.</p> 

Step	Action
7.	Click the Add button. 

The **Enter Payroll SPOT Trans** page displays.

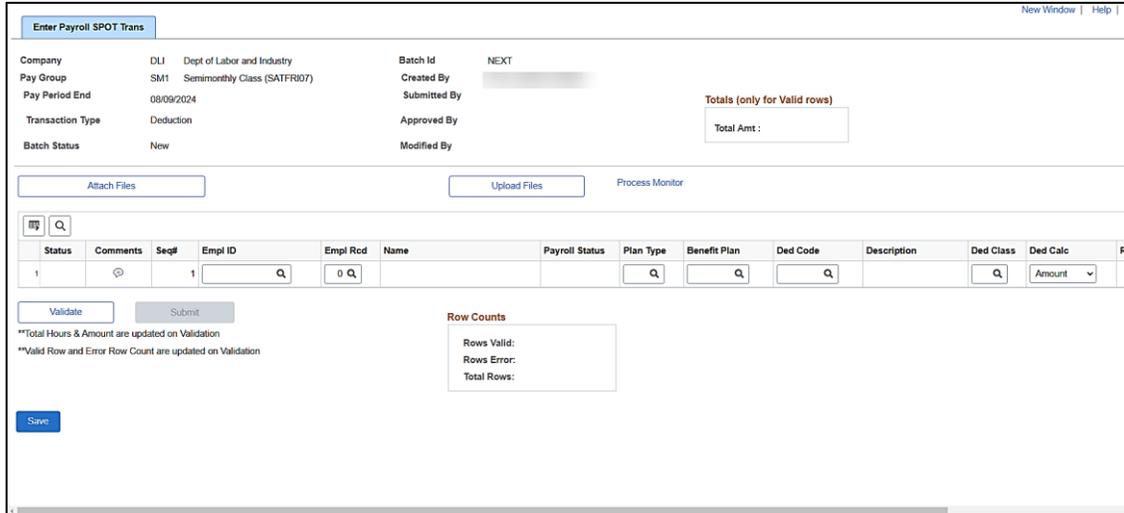


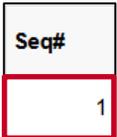
	The Header section populates with the information previously entered on the Add a New Value tab.
	<p>The Batch Status field updates based on the action taken on the batch and include:</p> <ul style="list-style-type: none"> • New – when a new batch is initiated • Created – when the batch is saved • Validated – when the batch is validated • Modified after Validation – when the batch is changed after validation • Submitted – when the batch is submitted for approval • In Review – when the approver is reviewing the batch for approval • Closed – after the approver has submitted the batch to payroll 
	The Status field displays the status of each specific transaction after the batch has been validated.

Step	Action
8.	<p>Click the Comments icon if there are comments for the transaction. If not, skip to Step 12.</p> 
<p>The SPOT Comments page displays in a pop-up window.</p> 	
9.	<p>Enter comments as applicable in the Comment field.</p> 
10.	<p>Click the OK button.</p> 

Step	Action
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The Enter Payroll SPOT Trans page redisplay.



	<p>The Seq# field auto-populates and is read-only.</p> 
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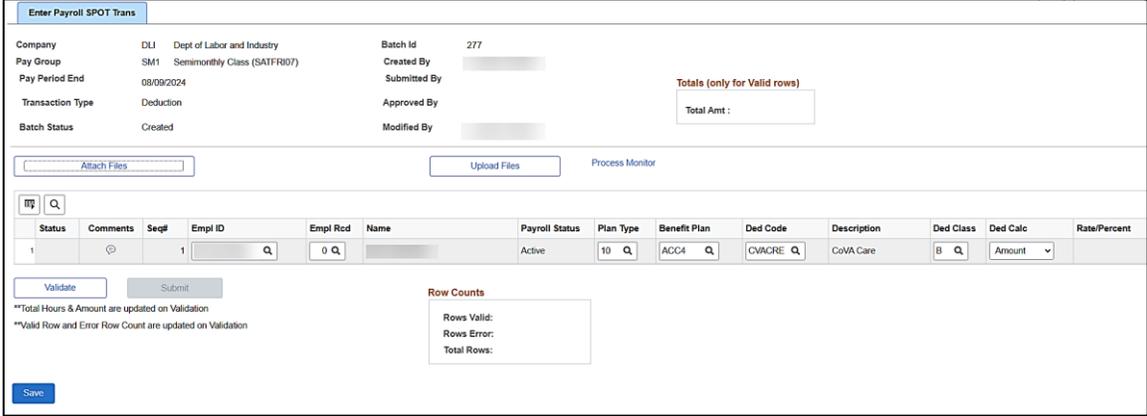
11.	<p>Click the Empl ID Look Up icon and select the applicable employee's Employee ID.</p> 
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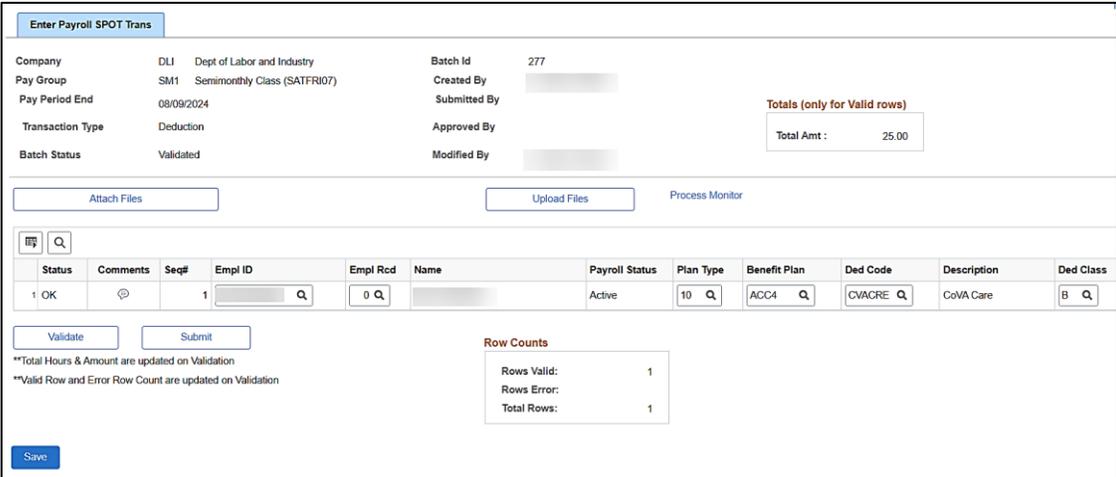
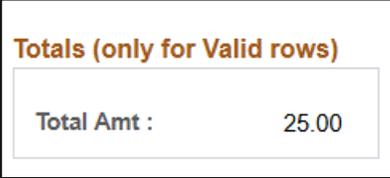
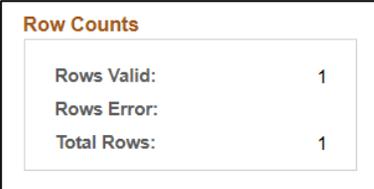
	<p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</p> <p>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </div> </div>
---	--

Step	Action
12.	Click the Empl Rcd Look Up icon and select the applicable Employee Record. <div data-bbox="256 378 393 504" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Empl Rcd</p> <div style="border: 1px solid gray; padding: 2px;"> 0 🔍 </div> </div>
	This field defaults to "0".
13.	Verify that the correct employee's name displays in the Name field (auto-populates based on the Employee ID selected). <div data-bbox="256 735 673 892" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Name</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div>
14.	Review the Payroll Status field. This field populates based on the Payroll Status from the employee's Job Data. <div data-bbox="256 1008 462 1165" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Payroll Status</p> <div style="border: 1px solid gray; padding: 2px;">Active</div> </div>
	A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".
15.	Click the Plan Type Look Up icon and select the applicable Plan Type. <div data-bbox="256 1354 462 1512" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Plan Type</p> <div style="border: 1px solid gray; padding: 2px;"> 🔍 </div> </div>
	For detailed information about the Plan Type , Benefit Plan , Ded Code , and Ded Class fields, see the Job Aid titled PY381_General and Benefit Deduction Codes . This Job Aid is located on the Cardinal Website in Job Aids under Training .
16.	Click the Benefit Plan Look Up icon and select the applicable Benefit Plan. <div data-bbox="256 1732 552 1890" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Benefit Plan</p> <div style="border: 1px solid gray; padding: 2px;"> 🔍 </div> </div>

Step	Action
17.	Click the Ded Code Look Up icon and select the applicable Deduction Code. <div data-bbox="256 373 558 533" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Ded Code</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; height: 20px;" type="text"/> 🔍 </div> </div>
	When the Validate button is clicked, the Deduction Code selected is verified as a valid code for the Benefit Plan selected. An error will occur if this is an invalid combination.
18.	Verify that the Description field auto-populates correctly based on the Deduction Code selected. If it is not accurate, then update the Ded Code field. <div data-bbox="256 764 493 890" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Description</p> <div style="border: 1px solid gray; padding: 2px;"> Non-discretionary Bonus (FLSA) </div> </div>
19.	Click the Ded Class Look Up icon and select the appropriate Deduction Classification. <div data-bbox="256 974 451 1138" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Ded Class</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; height: 20px;" type="text"/> 🔍 </div> </div>
	The following values are available, but only valid values display based on the Deduction Code previously selected: <ul style="list-style-type: none"> • Before-Tax • After-Tax • Non-Taxable • Tax Ben • Taxable
20.	Click the Ded Calc dropdown button and select the appropriate deduction calculation option. <div data-bbox="256 1516 550 1680" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Ded Calc</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Amount ▼ </div> </div>
	The option of “Amount” is typically selected. The “Percentage” option can be selected when the Deduction Code is “DUEAGY” and a percentage of net pay needs to be entered. Confirm with SPO prior to selecting any other deduction calculation options.

Step	Action										
	<p>The Rate/Percent field enables when the Deduction Code is “DUEAGY” and the Deduction Calculation is “Percentage”. This allows the entry of a percentage of net pay to be collected.</p> <table border="1" data-bbox="256 411 1370 541"> <thead> <tr> <th>Ded Code</th> <th>Description</th> <th>Ded Class</th> <th>Ded Calc</th> <th>Rate/Percent</th> </tr> </thead> <tbody> <tr> <td>DUEAGY </td> <td>Due Agency</td> <td>A </td> <td>Percentage </td> <td><input type="text"/></td> </tr> </tbody> </table>	Ded Code	Description	Ded Class	Ded Calc	Rate/Percent	DUEAGY 	Due Agency	A 	Percentage 	<input type="text"/>
Ded Code	Description	Ded Class	Ded Calc	Rate/Percent							
DUEAGY 	Due Agency	A 	Percentage 	<input type="text"/>							
21.	<p>Click the One Time Cd dropdown button and select the appropriate code.</p> <div data-bbox="256 625 493 764" style="border: 1px solid gray; padding: 5px;"> <p>One Time Cd</p> <p>Addition </p> </div>										
	<p>This field defaults to “Addition”. The following options are available:</p> <ul style="list-style-type: none"> • Addition – Add to the current deduction(s) • Arns Paybk – Not used by Cardinal • Override – Alter amount that would have been deducted • Refund – Amount due back to the employee; DO NOT enter a negative value in the Amount field if this option is selected 										
22.	<p>The Sepchk# field defaults to “0” indicating that the deductions will be taken from the employee’s regular check for the Pay Period being processed.</p> <div data-bbox="256 1142 375 1281" style="border: 1px solid gray; padding: 5px;"> <p>Sepchk #</p> <p><input type="text" value="0"/></p> </div>										
	<p>For a separate check, the Sepchk# value will be greater than “0” and should correspond with the separate check number entered on the SPOT earnings batch. This will ensure that the deductions are taken from the correct check.</p> <p>An error will occur when the batch is validated if a SPOT deduction transaction for a separate check is entered prior to entering the corresponding SPOT earnings transaction.</p>										
23.	<p>To create additional SPOT transactions, click the Add a Row (+) icon and then repeat Steps 12-23.</p> <div data-bbox="256 1619 412 1667" style="border: 1px solid gray; padding: 5px;"> <p> </p> </div>										
	<p>Click the Delete a Row (-) icon to delete a line (SPOT transaction) as needed.</p> <div data-bbox="256 1755 423 1803" style="border: 1px solid gray; padding: 5px;"> <p> </p> </div>										
24.	<p>Click the horizontal scrollbar to scroll to the left as needed.</p>										

Step	Action
25.	<p>Click the Save button to save the batch so that additional transactions can be entered. If the batch is ready to be submitted, go to Step 29.</p> 
<p>The Enter SPOT Trans page redisplay.</p> 	
26.	<p>Verify that the Batch Id field populates with a number. For this scenario “27”.</p> 
27.	<p>Verify that the Batch Status field updates to “Created”.</p> 
	<p>After a batch is saved, additional items can still be added as necessary.</p>
28.	<p>To submit the batch for approval, click the Validate button. Cardinal will validate all of the individual fields as well as combinations of fields.</p> 

Step	Action
	<p>The Enter Payroll SPOT Trans page redispays and the Batch Status updates to “Validated”.</p> 
	<p>The Totals (only for Valid rows) section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> • Total Amt – the sum of the values entered in the Amount field for the batch 
	<p>The Row Counts section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> • Rows Valid – the number of valid rows in the batch • Rows Error – the number or rows in the batch containing errors • Total Rows – the total number of rows in the batch (sum of Rows Valid and Rows Error fields) 
<p>29.</p>	<p>Verify that the Rows Error field is blank indicating that all rows are valid. If there are no errors, go to Step 38.</p> <p>If the Rows Error field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>

Step	Action
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Example of a batch with an error.

Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code
OK				1		0		Active	10	ACC4	CVACRE
Error				2		0		Active	00		ASSOC1

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Row Counts	
Rows Valid:	1
Rows Error:	1
Total Rows:	2



The **Status** field updates with one of the following values:

- **OK** – no errors
- **Error** – issue with the line

The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.

30.

Click the **Bubble** icon in the **Error Msg** field to view the error message.



The **SPOT Review Notes** page displays in a pop-up window.

SPOT Review Notes page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

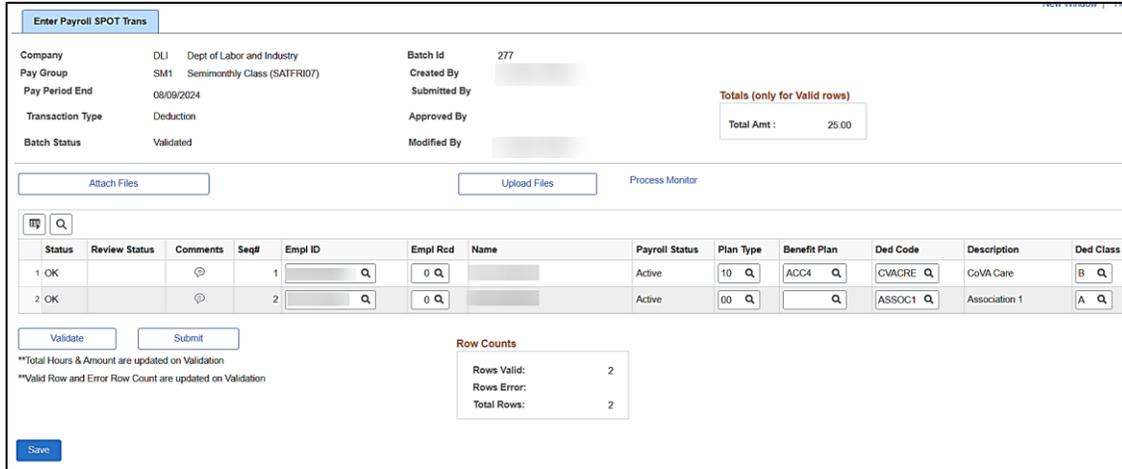
Notes

Deduction Class not selected ;

Step	Action																																																									
31.	Review the Notes field to determine the error. <div data-bbox="256 380 894 552" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <tr> <td style="width: 15%;">Notes</td> <td style="border: 2px solid red; padding: 5px;">Deduction Class not selected ;</td> </tr> </table> </div>	Notes	Deduction Class not selected ;																																																							
Notes	Deduction Class not selected ;																																																									
32.	Click the OK button. <div data-bbox="256 638 634 722" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">OK</td> <td style="padding: 5px 15px;">Cancel</td> </tr> </table> </div>	OK	Cancel																																																							
OK	Cancel																																																									
<p>The Enter Payroll SPOT Trans page redisplay.</p> <div data-bbox="256 810 1398 1247" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Enter Payroll SPOT Trans New Window Help Personalize Page </div> <table border="0" style="width: 100%; font-size: small;"> <tr> <td>Company: DU Dept of Labor and Industry</td> <td>Batch Id: 277</td> <td></td> </tr> <tr> <td>Pay Group: SM1 Semimonthly Class (SATFR107)</td> <td>Created By: [Redacted]</td> <td></td> </tr> <tr> <td>Pay Period End: 08/09/2024</td> <td>Submitted By: [Redacted]</td> <td>Totals (only for Valid rows)</td> </tr> <tr> <td>Transaction Type: Deduction</td> <td>Approved By: [Redacted]</td> <td>Total Amt: 25.00</td> </tr> <tr> <td>Batch Status: Validated</td> <td>Modified By: [Redacted]</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Attach Files Upload Files Process Monitor </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rod</th> <th>Name</th> <th>Payroll Status</th> <th>Plan Type</th> <th>Benefit Plan</th> <th>Ded Code</th> <th>Description</th> <th>Ded Class</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Active</td> <td>10</td> <td>ACC4</td> <td>CVACRE</td> <td>CoVA Care</td> <td>B</td> </tr> <tr> <td>2 Error</td> <td></td> <td></td> <td></td> <td>2</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Active</td> <td>00</td> <td></td> <td>ASSOC1</td> <td>Association 1</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Validate Submit </div> <div style="font-size: x-small; margin-top: 5px;"> <p>**Total Hours & Amount are updated on Validation</p> <p>**Valid Row and Error Row Count are updated on Validation</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> Row Counts Rows Valid: 1 Rows Error: 1 Total Rows: 2 </div> <div style="margin-top: 5px;"> Save </div> </div>		Company: DU Dept of Labor and Industry	Batch Id: 277		Pay Group: SM1 Semimonthly Class (SATFR107)	Created By: [Redacted]		Pay Period End: 08/09/2024	Submitted By: [Redacted]	Totals (only for Valid rows)	Transaction Type: Deduction	Approved By: [Redacted]	Total Amt: 25.00	Batch Status: Validated	Modified By: [Redacted]		Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rod	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	1 OK				1	[Redacted]	[Redacted]	[Redacted]	Active	10	ACC4	CVACRE	CoVA Care	B	2 Error				2	[Redacted]	[Redacted]	[Redacted]	Active	00		ASSOC1	Association 1	
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2 Error				2	[Redacted]	[Redacted]	[Redacted]	Active	00		ASSOC1	Association 1																																														
33.	Update the applicable fields to correct the identified errors.																																																									
34.	Click the Validate button. <div data-bbox="256 1404 594 1495" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;">Validate</td> </tr> </table> </div>	Validate																																																								
Validate																																																										
	All line items in a batch must pass validation before the batch can be submitted for approval. The Submit button is not enabled until all lines are validated successfully.																																																									

Step	Action
------	--------

The Enter Payroll SPOT Trans page refreshes.



Enter Payroll SPOT Trans

Company: DU Dept of Labor and Industry Batch Id: 277
 Pay Group: SM1 Semimonthly Class (SATFR07) Created By: [redacted]
 Pay Period End: 08/09/2024 Submitted By: [redacted]
 Transaction Type: Deduction Approved By: [redacted]
 Batch Status: Validated Modified By: [redacted]

Totals (only for Valid rows)
Total Amt: 25.00

Buttons: Attach Files, Upload Files, Process Monitor

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class
1 OK			1	[redacted]	0	[redacted]	Active	10	ACC4	CVACRE	CoVA Care	B
2 OK			2	[redacted]	0	[redacted]	Active	00		ASSOC1	Association 1	A

Buttons: Validate, Submit

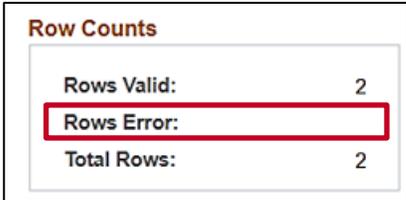
Row Counts
 Rows Valid: 2
 Rows Error: 2
 Total Rows: 2

Buttons: Save

35.	Verify that the Batch Status field updates to “Validated”.
-----	---



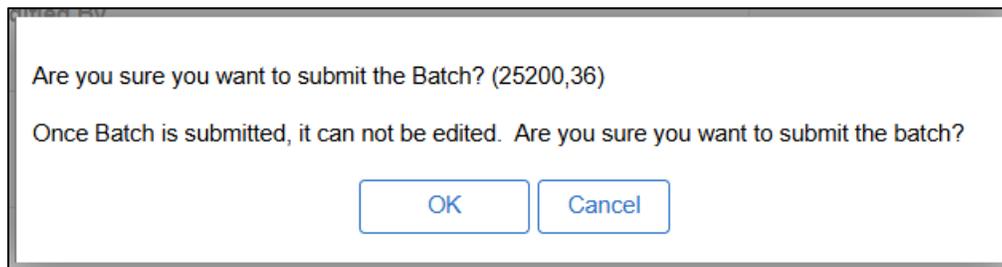
36.	Verify that the Rows Error field is blank indicating that all errors have been corrected.
-----	--



37.	Click the Submit button to submit the batch for review.
-----	--



A **Submit Confirmation** message displays in a pop-up window.



Are you sure you want to submit the Batch? (25200,36)

Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?

Buttons: OK, Cancel



Step	Action
38.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: inline-block; border: 1px solid red; padding: 2px 10px; margin-right: 10px;">OK</div> <div style="border: 1px solid blue; padding: 2px 10px;">Cancel</div> </div>

The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	277	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Deduction	Approved By		Totals (only for Valid rows)
Batch Status	Submitted	Modified By		Total Amt : 25.00

Attach Files
Upload Files
Process Monitor

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class
1 OK			1		0		Active	10	ACC4	CVACRE	CoVA Care	B
2 OK			2		0		Active	00		ASSOC1	Association 1	A

Validate
Submit

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Row Counts
 Rows Valid: 2
 Rows Error: 0
 Total Rows: 2

Save

39.	Verify that the Batch Status field updates to “Submitted”. <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> Batch Status Submitted </div>
-----	--

40.	Verify that the Submitted By field updates as appropriate with the user’s ID. <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> Submitted By </div>
-----	---

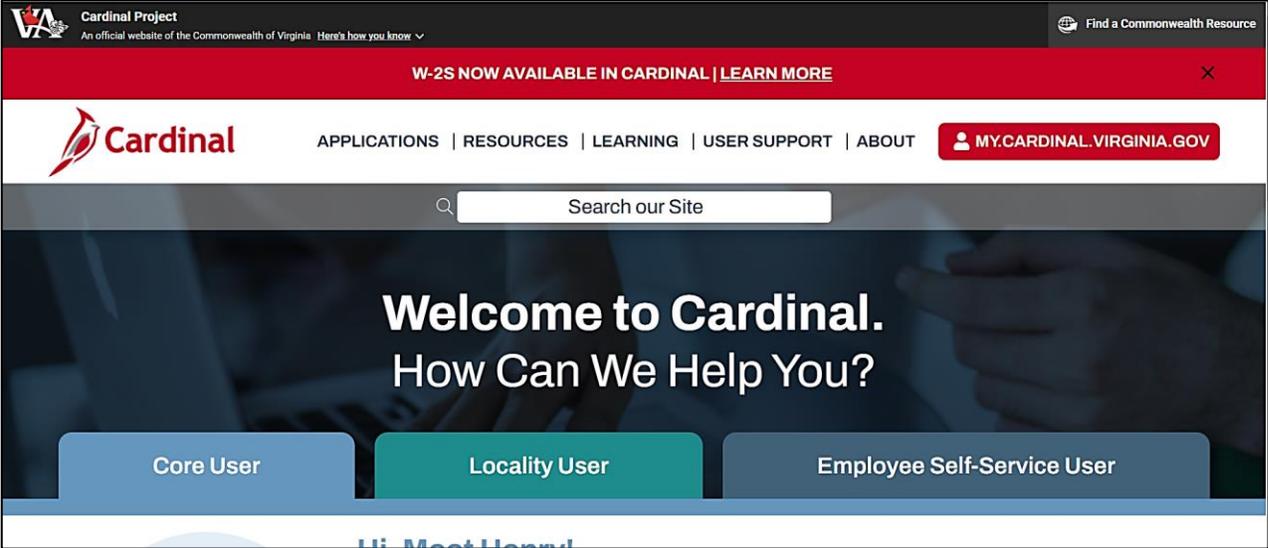
Using the SPOT Template Upload Process

The SPOT Template Upload process can be used to enter a large volume of transactions into SPOT. There are two Template Uploads:

- Earnings
- Deductions

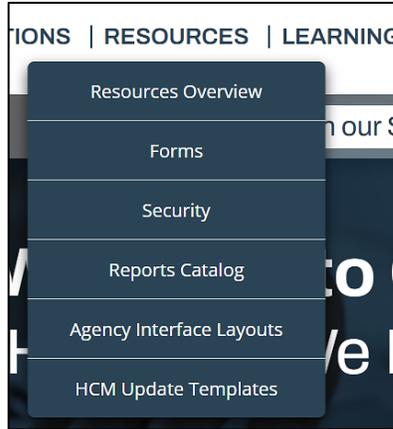
The templates are located on the Cardinal website in **HCM Update Templates** under **Resources**.

Note: Batches should not exceed more than 100 lines. If more than 100 lines need to be uploaded, separate them and upload it as a separate batch.

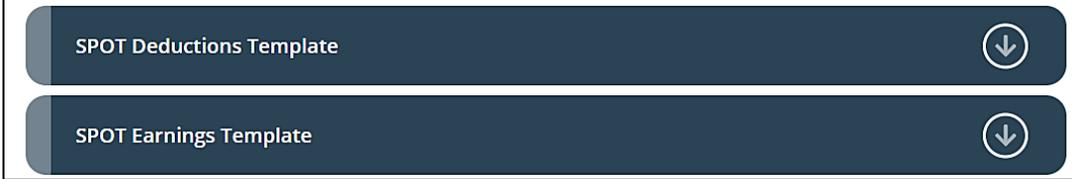
Step	Action
1.	<p>From the internet browser, enter cardinalproject.virginia.gov.</p> 
	<p>The Cardinal Project website displays.</p> 
2.	<p>Click the Resources option.</p> 

Step	Action
------	--------

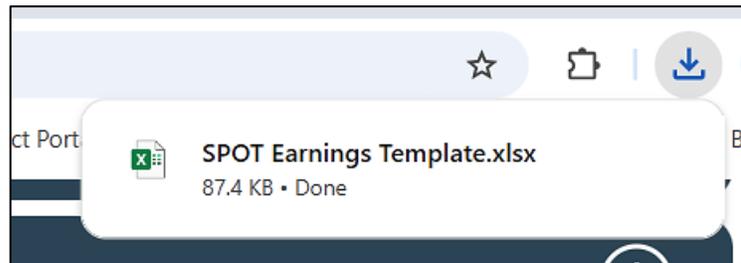
The **Resources** menu options display.



3.	<p>Click HCM Update Templates list item.</p> 
----	---

4.	<p>Select the SPOT Template to be used (SPOT Earnings Template in this scenario).</p> 
----	--

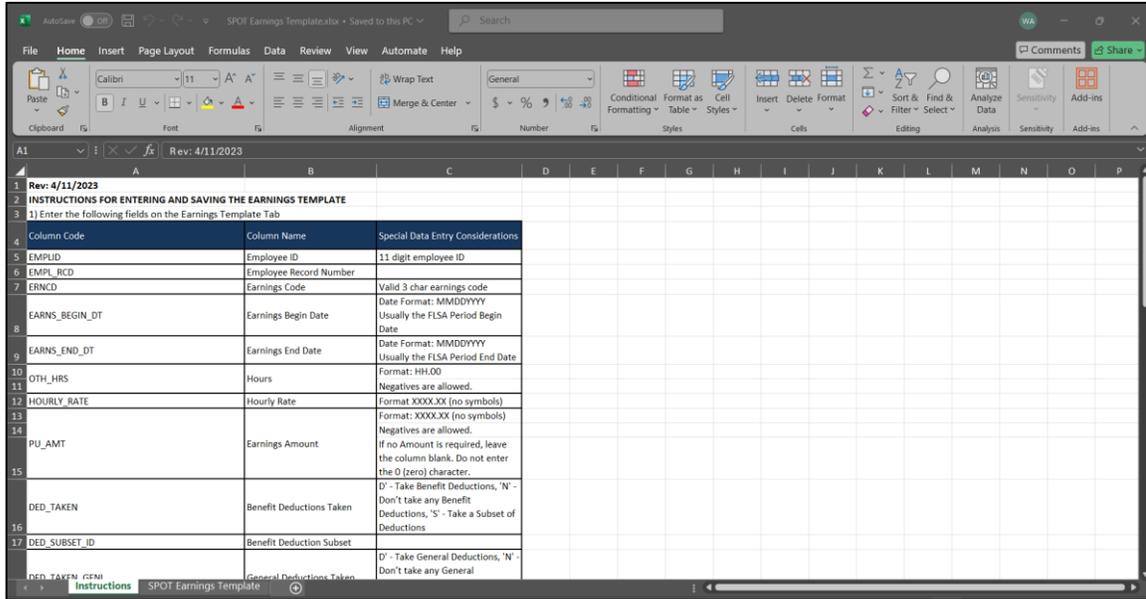
The selected template downloads.



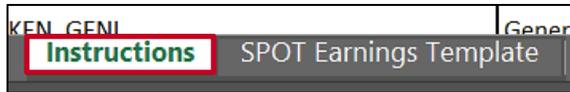
5.	<p>Click the downloaded template to open the file.</p> 
----	---

Step	Action
------	--------

The **Template** opens with the **Instructions** tab displayed by default.



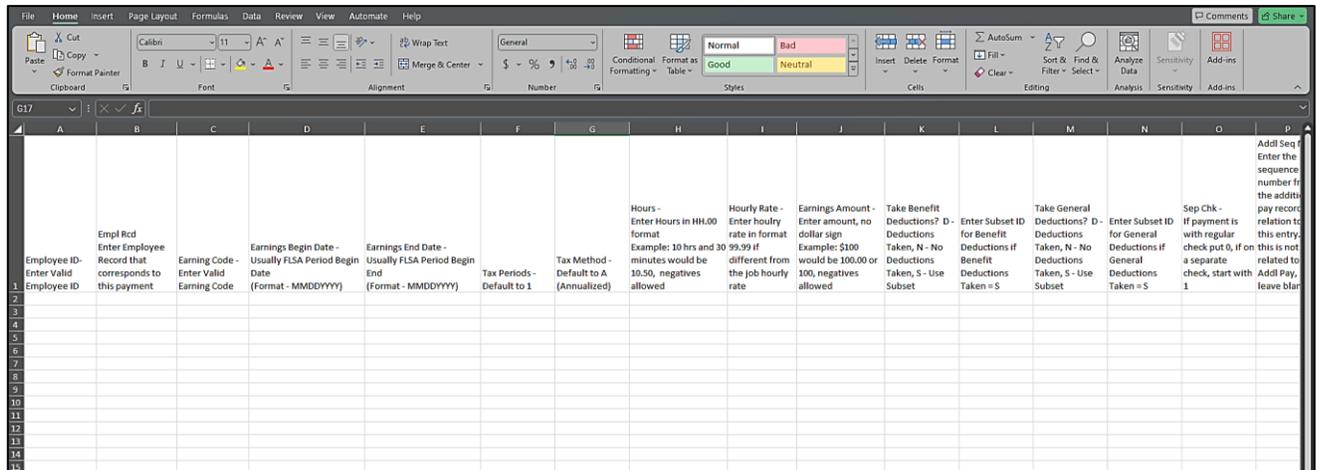
6. Review the **Instructions** tab.



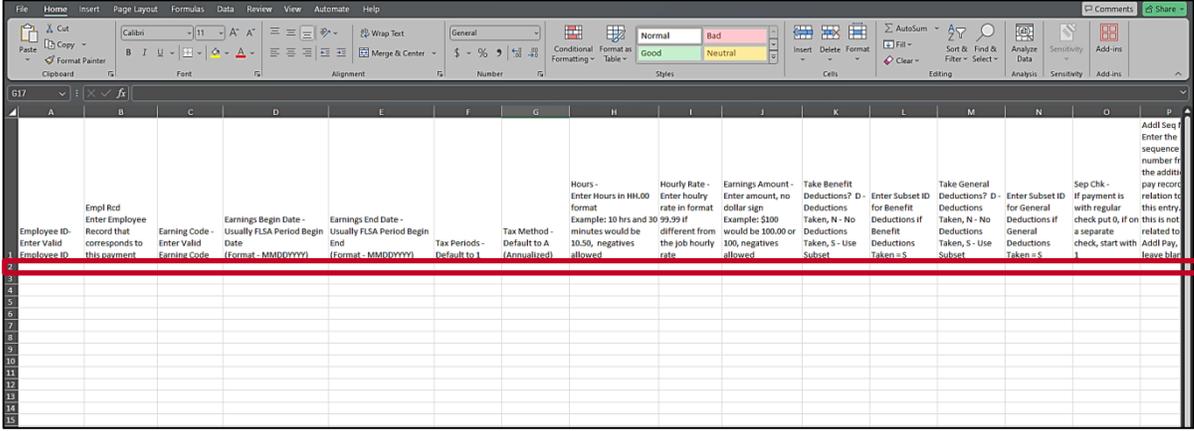
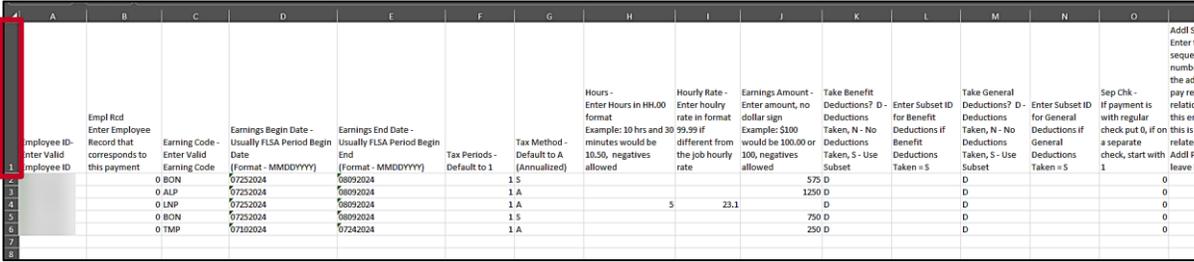
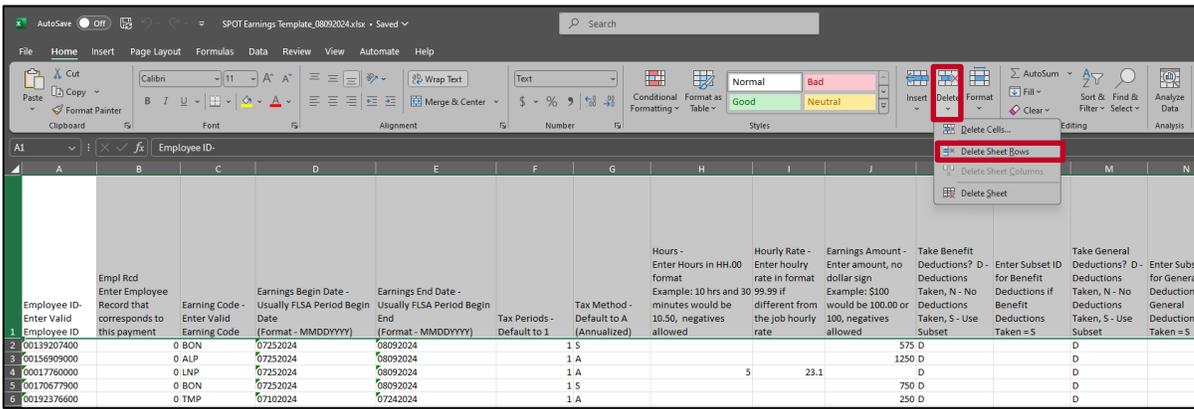
7. Click the **SPOT Earnings Template** tab.

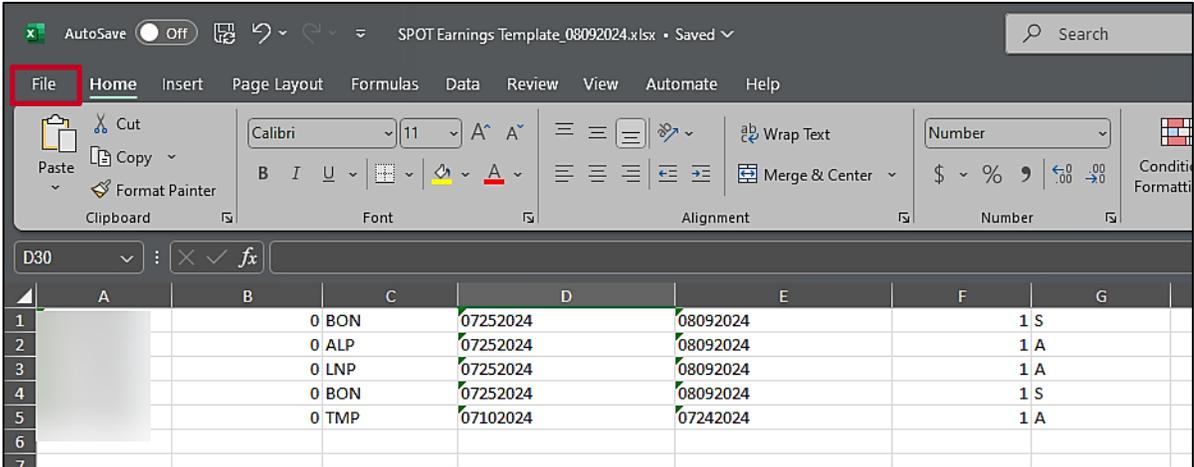
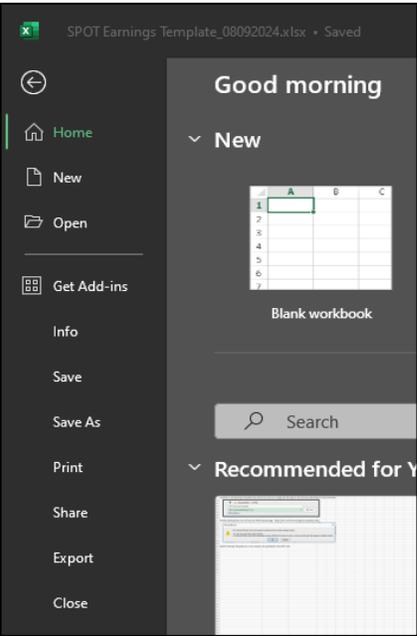


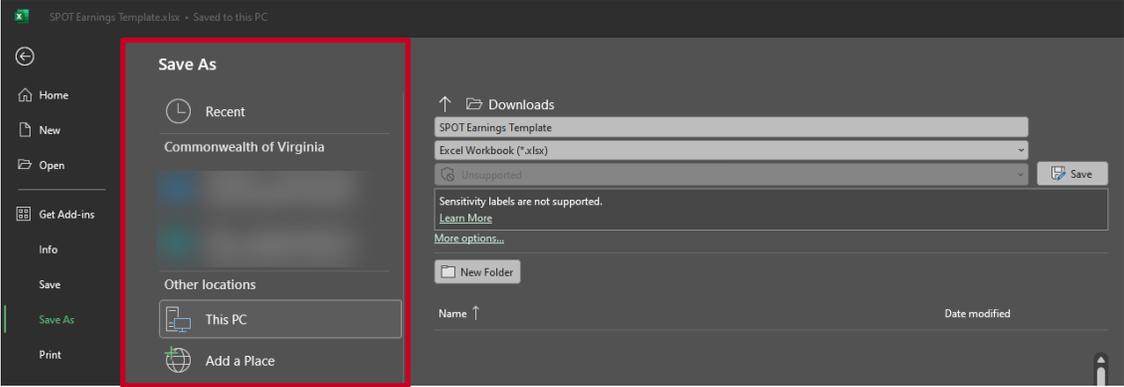
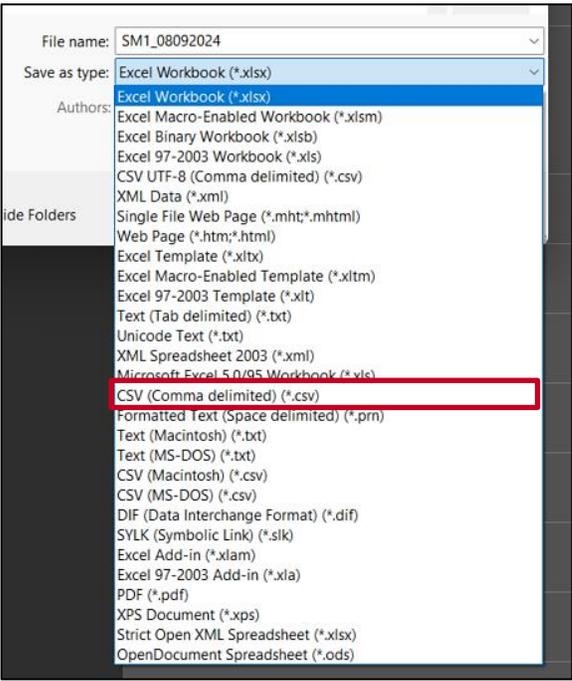
The **SPOT Earnings Template** tab displays.

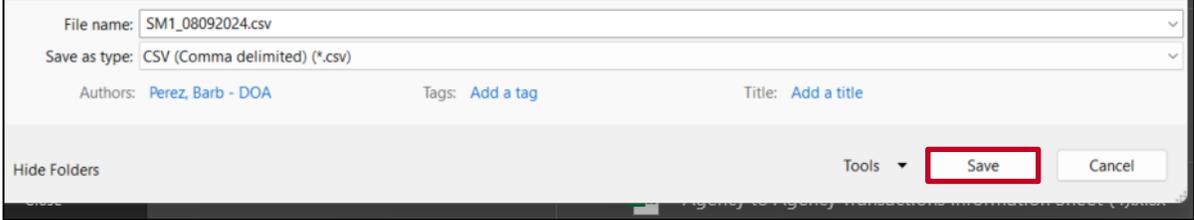
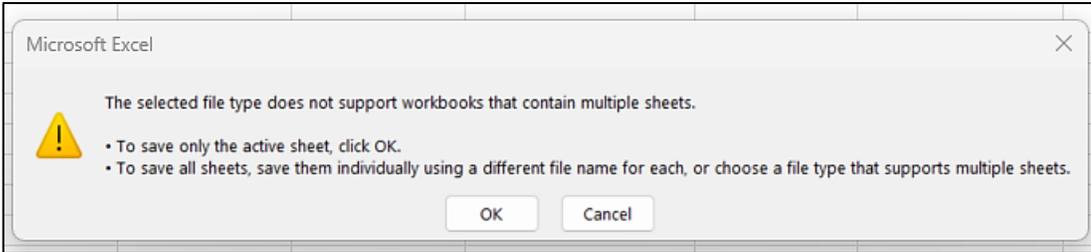
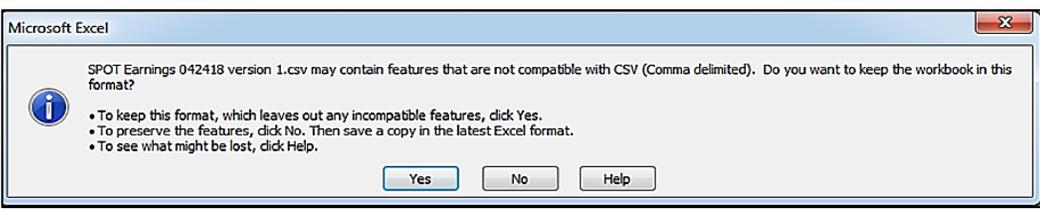


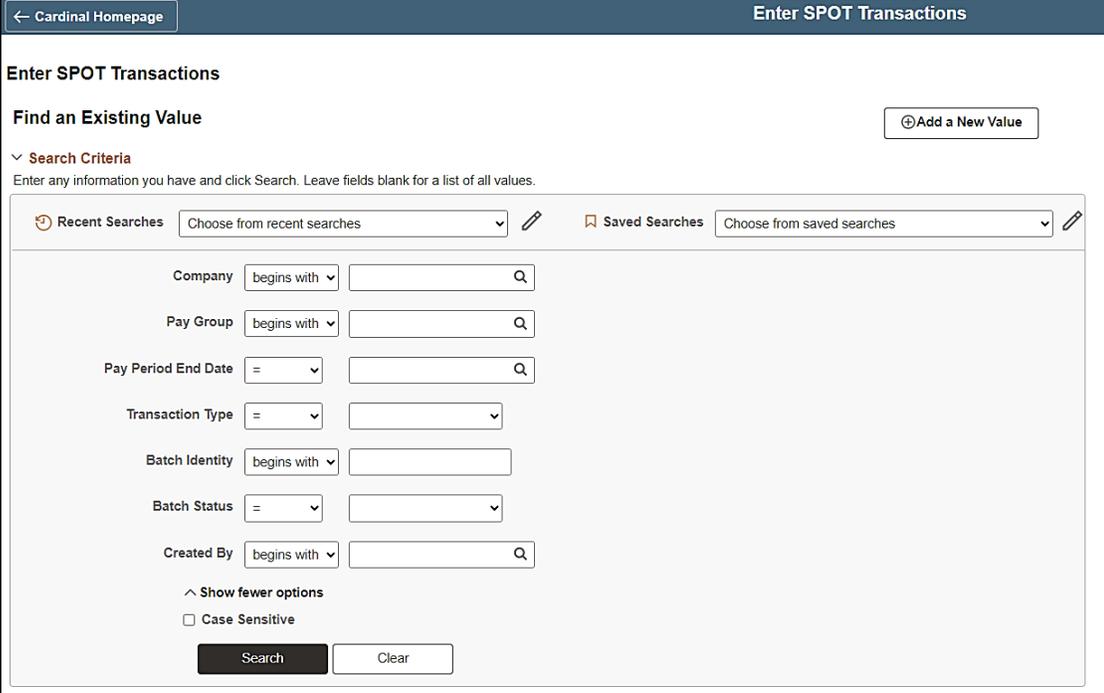


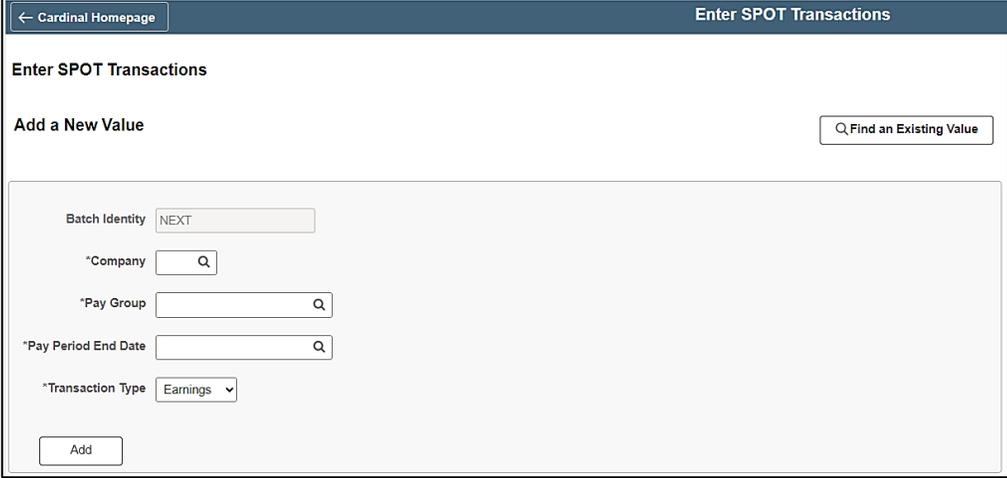
Step	Action
8.	<p>Enter the transactions starting in Row 2 on the template following the instructions listed on the Instructions tab until all transactions for the batch have been entered.</p> 
9.	<p>Use the mouse or track pad to right click in the cell labeled "1" to select the entire Header row.</p> 
10.	<p>Click the Delete icon and select the Delete Sheet Rows menu item to delete the entire Header row.</p> 

Step	Action
11.	<p>Click the File button on the Excel Ribbon at the top of the page.</p> 
	<p>The Excel File options page displays.</p> 
12.	<p>Click the Save As menu item.</p> 
	<p>The menu item name depends upon the version of Microsoft Excel and personalized settings on the computer, but the functionality is the same.</p>

Step	Action
13.	<p>Select a destination using the Save Destination dropdown menu.</p> 
14.	<p>Enter a unique name for the file in the File Name field.</p> 
15.	<p>Click the Save as type dropdown menu and select the “CSV (Comma Delimited) option.</p> 

Step	Action
16.	Click the Save button. 
A Microsoft Excel Warning Message displays. 	
17.	Click the OK button. 
A second Microsoft Excel Warning Message displays. 	
18.	Click the No button. 
	The file is now saved and ready to be uploaded.
19.	Navigate to the Enter SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

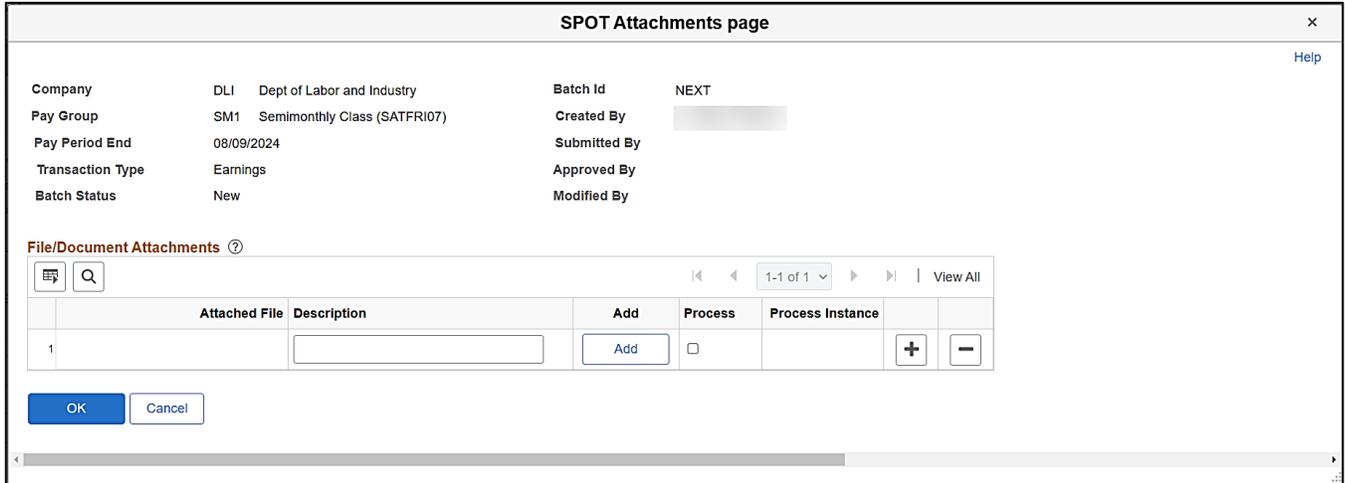
Step	Action
	<p>The Enter SPOT Transactions Find an Existing Value page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
<p>20.</p>	<p>Click the Add a New Value tab.</p> 

Step	Action
	<p>The Add a New Value page displays.</p> 
	<p>The Batch Identity field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
21.	<p>Click the Company Look Up icon and select the company’s 3-digit alpha code.</p> 
22.	<p>Click the Pay Group Look Up icon and select the applicable pay group.</p> 
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
23.	<p>Click the Pay Period End Date Look Up icon and select the applicable pay period end date.</p> 
24.	<p>Click the Transaction Type dropdown button and select the appropriate option (“Earnings” or “Deduction”).</p> 

Step	Action																																														
25.	Click the Add button. <div data-bbox="269 380 529 474" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; padding: 5px; display: inline-block;">Add</div> </div>																																														
	The Enter SPOT Trans page displays. <div data-bbox="285 562 1386 995" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Enter Payroll SPOT Trans</div> <table border="0" style="width: 100%; font-size: small;"> <tr> <td>Company</td><td>DLI Dept of Labor and Industry</td> <td>Batch Id</td><td>NEXT</td> </tr> <tr> <td>Pay Group</td><td>SM1 Semimonthly Class (SATFR07)</td> <td>Created By</td><td>V_TRN_PY38101</td> </tr> <tr> <td>Pay Period End</td><td>08/09/2024</td> <td>Submitted By</td><td></td> </tr> <tr> <td>Transaction Type</td><td>Earnings</td> <td>Approved By</td><td></td> </tr> <tr> <td>Batch Status</td><td>New</td> <td>Modified By</td><td></td> </tr> </table> <div style="margin-top: 10px;"> <div style="float: right; border: 1px solid #ccc; padding: 2px;"> Totals (only for Valid rows) Total Amt : Total Hrs : </div> <div style="clear: both;"></div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Attach Files Upload Files Process Monitor </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Earns End Dt</th> <th>Tax Periods</th> <th>Tax Method</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td></td> <td></td> <td><input type="text" value=""/></td> <td></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td>1</td> <td>Annualized</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Validate Submit </div> </div> <div style="margin-top: 10px;"> <div style="float: right; border: 1px solid #ccc; padding: 2px;"> Row Counts Rows Valid: Rows Error: Total Rows: </div> <div style="clear: both;"></div> </div> <div style="margin-top: 10px;"> <div style="font-size: x-small;"> **Total Hours & Amount are updated on Validation **Valid Row and Error Row Count are updated on Validation </div> </div> <div style="margin-top: 10px;"> Save </div> </div> </div>	Company	DLI Dept of Labor and Industry	Batch Id	NEXT	Pay Group	SM1 Semimonthly Class (SATFR07)	Created By	V_TRN_PY38101	Pay Period End	08/09/2024	Submitted By		Transaction Type	Earnings	Approved By		Batch Status	New	Modified By		Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	1		1	<input type="text" value=""/>	<input type="text" value="0"/>			<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	1	Annualized
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1		1	<input type="text" value=""/>	<input type="text" value="0"/>			<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	1	Annualized																																			
	The Header section populates with the information previously entered on the Add a New Value tab.																																														
	The Batch Status field updates based on the action taken on the batch and includes: <ul style="list-style-type: none"> New – when a new batch is initiated Created – when the batch is saved Validated – when the batch is validated Modified after Validation – when the batch is changed after validation Submitted – when the batch is submitted for approval In Review – when the approver is reviewing the batch for approval Closed – after the approver has submitted the batch to payroll <div data-bbox="269 1461 802 1539" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Batch Status New </div> </div>																																														
26.	Click the Attach Files button. <div data-bbox="269 1625 906 1730" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; padding: 5px; display: inline-block;">Attach Files</div> </div>																																														

Step	Action
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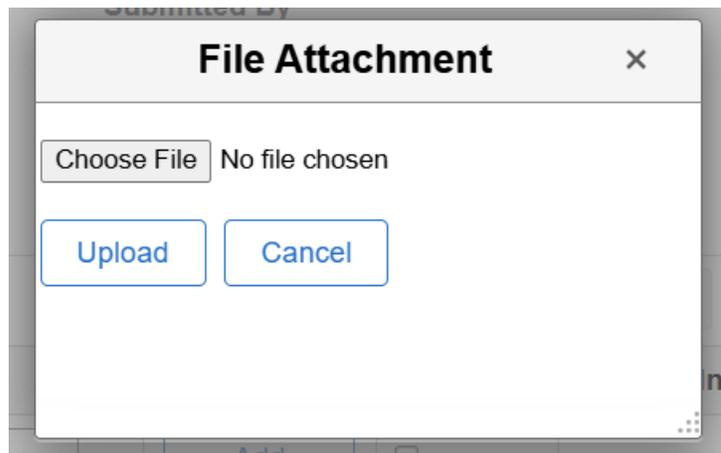
The **SPOT Attachments** page displays in a pop-up window.



27. Click the **Add** button.



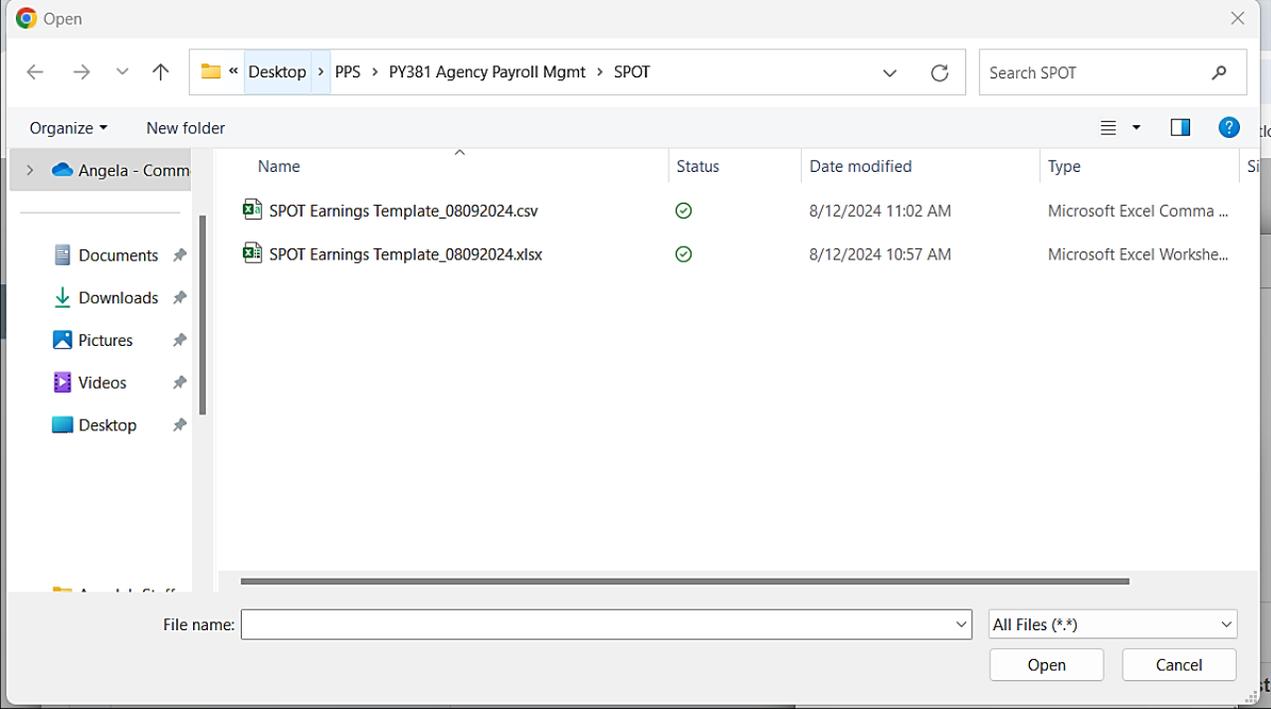
The **File Attachment** page opens in a pop-up window.



28. Click the **Choose File** button.

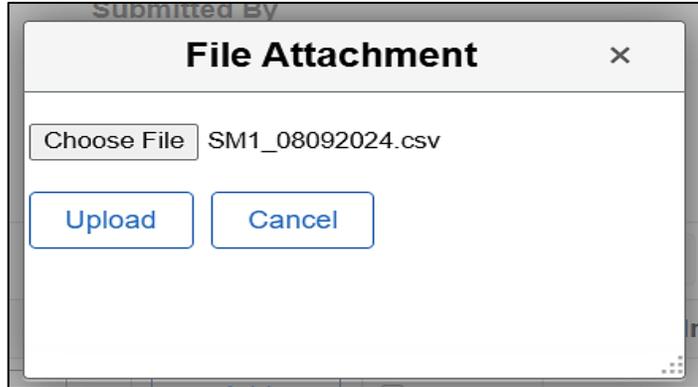


Depending on the browser used, a **Browse** button may appear in place of the **Choose File** button.

Step	Action
	<p>The Open files page displays in a pop-up window.</p> 
29.	<p>Navigate to and select the applicable file.</p> 
	<p>Be sure to select the .csv file.</p>
30.	<p>Click the Open button.</p> 

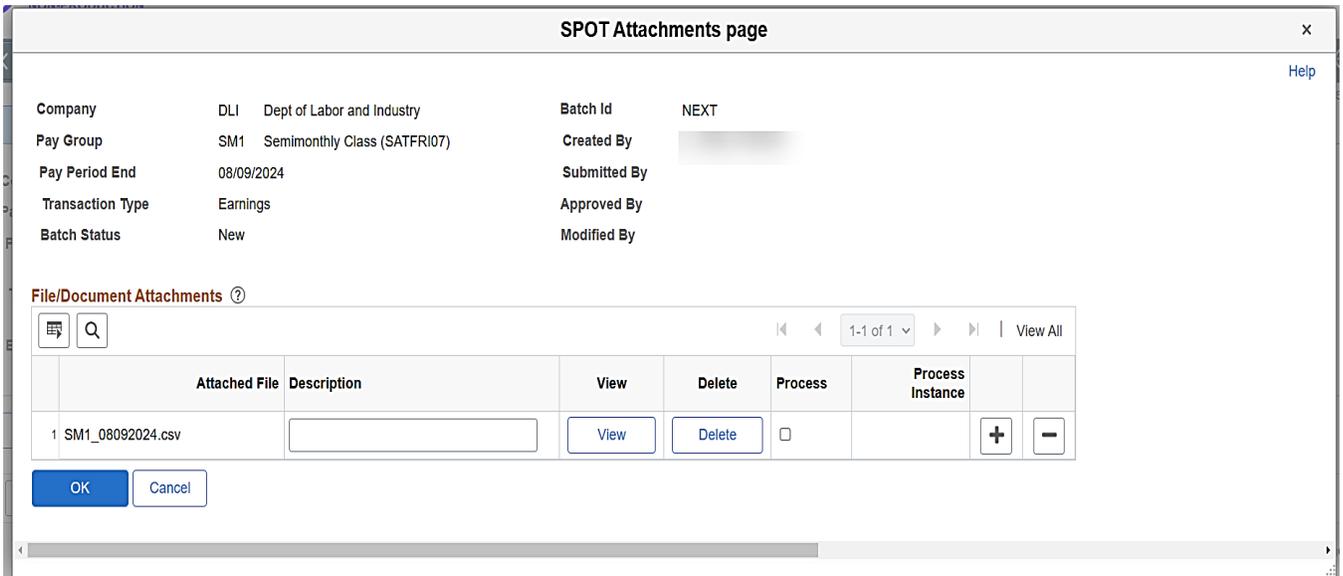
Step	Action
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The **File Attachment** page refreshes with the selected file displayed next to the **Choose File** button.



31.	Click the Upload button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px;">Upload</div> <div style="border: 1px solid blue; display: inline-block; padding: 2px 10px; margin-left: 20px;">Cancel</div> </div>
-----	---

The **SPOT Attachments** page redisplay and the selected file name displays in the **Attached File** field.

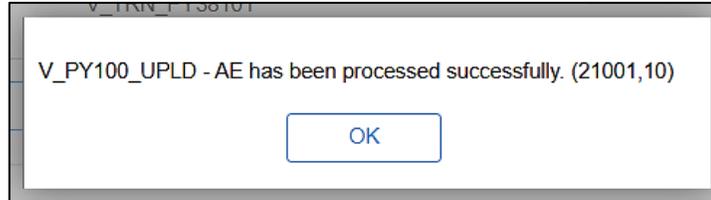


	The file is now connected to the batch but the individual transactions are not uploaded.
---	--

Step	Action																																										
32.	Enter a description in the Description field as needed. <div data-bbox="269 378 743 527" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Description</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>																																										
	A description is not required.																																										
33.	Click the Process checkbox. <div data-bbox="269 726 449 919" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Process</p> <div style="border: 2px solid red; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> </div>																																										
34.	Click the OK button. <div data-bbox="269 1008 686 1102" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; width: 100px; height: 25px; background-color: #0056b3; color: white; text-align: center; line-height: 25px;">OK</div> <div style="border: 1px solid black; display: inline-block; width: 100px; height: 25px; margin-left: 10px; text-align: center; line-height: 25px;">Cancel</div> </div>																																										
<p>The Enter Payroll SPOT Trans page redisplay.</p> <div data-bbox="284 1192 1390 1680" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Enter Payroll SPOT Trans </div> <table style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <tr> <td style="width: 33%;">Company</td> <td style="width: 33%;">DLI Dept of Labor and Industry</td> <td style="width: 33%;">Batch Id</td> <td style="width: 33%;">NEXT</td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFRI07)</td> <td>Created By</td> <td></td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Earnings</td> <td>Approved By</td> <td></td> </tr> <tr> <td>Batch Status</td> <td>New</td> <td>Modified By</td> <td></td> </tr> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Attach Files</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Upload Files</div> <div style="font-size: 0.8em; color: #0056b3;">Process Monitor</div> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Earns End Dt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td><input style="width: 60px;" type="text"/></td> <td><input style="width: 30px;" type="text"/></td> <td></td> <td></td> <td><input style="width: 40px;" type="text"/></td> <td></td> <td><input style="width: 60px;" type="text"/></td> <td><input style="width: 60px;" type="text"/></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Validate</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Submit</div> </div> <p style="font-size: 0.7em; margin-top: 5px;"> **Total Hours & Amount are updated on Validation **Valid Row and Error Row Count are updated on Validation </p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 10px;"> <p style="font-size: 0.7em; margin: 0;">Row Counts</p> <p style="font-size: 0.7em; margin: 0;">Rows Valid:</p> <p style="font-size: 0.7em; margin: 0;">Rows Error:</p> <p style="font-size: 0.7em; margin: 0;">Total Rows:</p> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #0056b3; padding: 2px 5px; background-color: #0056b3; color: white; font-weight: bold;">Save</div> </div> </div> </div>		Company	DLI Dept of Labor and Industry	Batch Id	NEXT	Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		Pay Period End	08/09/2024	Submitted By		Transaction Type	Earnings	Approved By		Batch Status	New	Modified By		Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	1		1	<input style="width: 60px;" type="text"/>	<input style="width: 30px;" type="text"/>			<input style="width: 40px;" type="text"/>		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
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Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt																																	
1		1	<input style="width: 60px;" type="text"/>	<input style="width: 30px;" type="text"/>			<input style="width: 40px;" type="text"/>		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>																																	
35.	Click the Upload Files button. <div data-bbox="269 1766 657 1835" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; width: 150px; height: 25px; background-color: #0056b3; color: white; text-align: center; line-height: 25px;">Upload Files</div> </div>																																										

Step	Action
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A **Successful Upload** message displays in a pop-up window.



	<p>If the file does not successfully load, verify the following:</p> <ul style="list-style-type: none"> • All mandatory fields were properly filled out in the template • The fields were entered using the correct format per the instructions • The file was saved in the .csv format <p>Fix any issues with the file and repeat Steps 27-36.</p>
---	--

36.	<p>Click the OK button.</p> 
-----	--

The **Enter Payroll SPOT Trans** page redisplayes with the uploaded file data loaded on the page.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	278	
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		Totals (only for Valid rows)
Batch Status	Created	Modified By		Total Amt : Total Hrs :

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
2			2		0		Terminated	ALP	Annual Leave Payout	07/25/2024
3			3		0		Active	LNP	Insufficient Leave	07/25/2024
4			4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
5			5		0		Active	TMP	Temporary Pay	07/10/2024

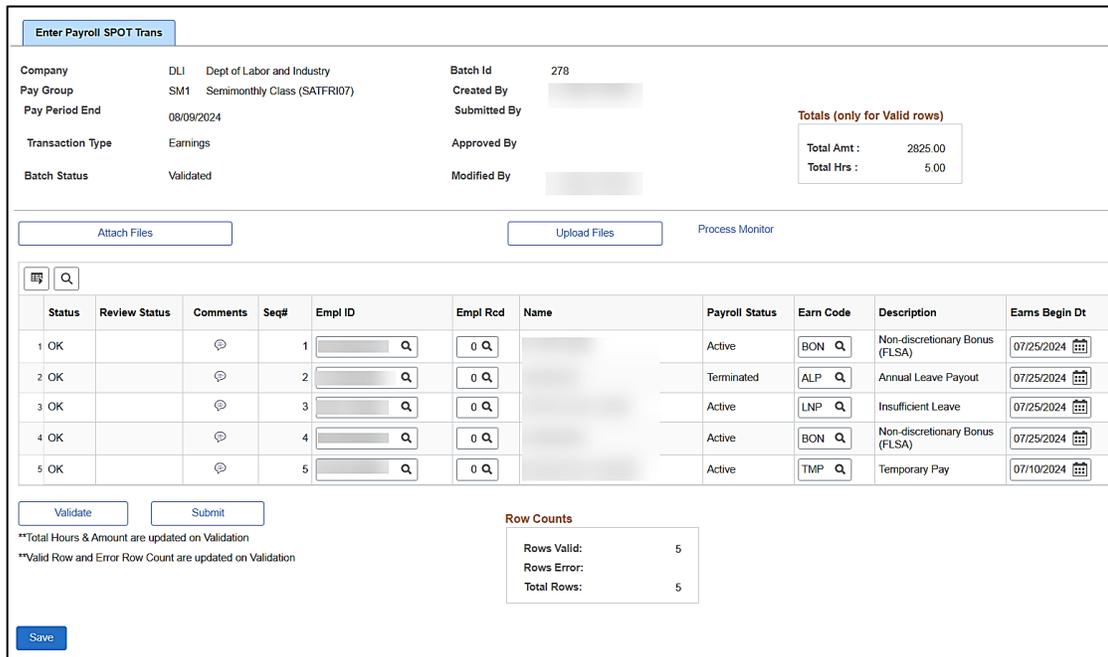
Row Counts

Rows Valid:
Rows Error:
Total Rows:

37.	<p>Verify that the Batch Id field populates with a number. For this scenario "276".</p> 
-----	--

Step	Action
38.	Verify that the Batch Status field updates to “Created”. 
39.	Verify that the required fields populated correctly and update if required.
40.	Click the Validate button. 
	Edits that occur when keying the batch online are applied when the Validate button is clicked for the uploaded template.

The **Enter Payroll SPOT Trans** page refreshes.



Enter Payroll SPOT Trans

Company: DLI Dept of Labor and Industry Batch Id: 278
 Pay Group: SM1 Semimonthly Class (SATFR107) Created By: [Redacted]
 Pay Period End: 08/09/2024 Submitted By: [Redacted]
 Transaction Type: Earnings Approved By: [Redacted]
 Batch Status: Validated Modified By: [Redacted]

Totals (only for Valid rows)
 Total Amt : 2825.00
 Total Hrs : 5.00

Buttons: Attach Files, Upload Files, Process Monitor

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1 OK			1	[Redacted]	0 Q	[Redacted]	Active	BON Q	Non-discretionary Bonus (FLSA)	07/25/2024
2 OK			2	[Redacted]	0 Q	[Redacted]	Terminated	ALP Q	Annual Leave Payout	07/25/2024
3 OK			3	[Redacted]	0 Q	[Redacted]	Active	LNP Q	Insufficient Leave	07/25/2024
4 OK			4	[Redacted]	0 Q	[Redacted]	Active	BON Q	Non-discretionary Bonus (FLSA)	07/25/2024
5 OK			5	[Redacted]	0 Q	[Redacted]	Active	TMP Q	Temporary Pay	07/10/2024

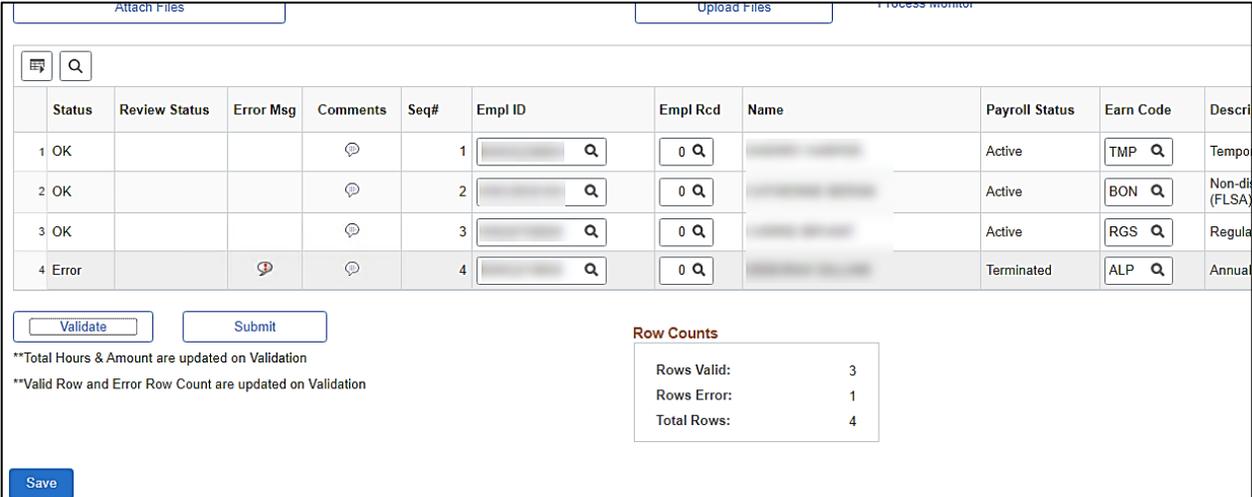
Buttons: Validate, Submit

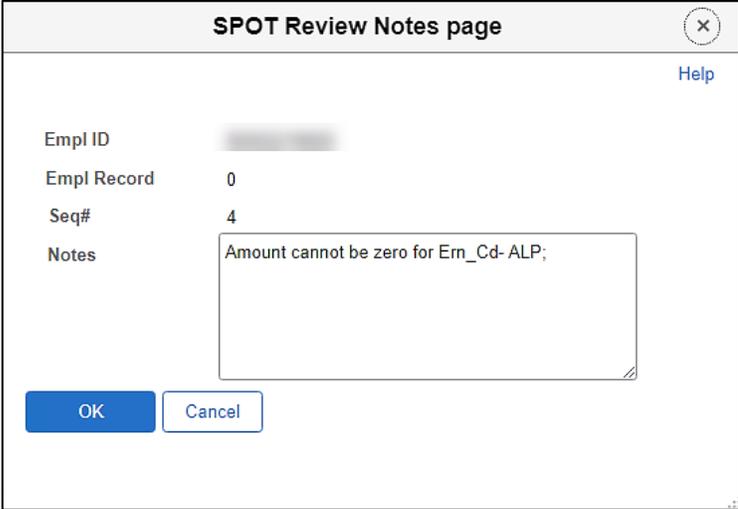
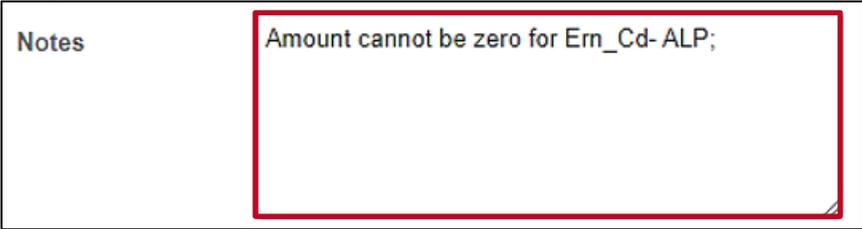
**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Row Counts
 Rows Valid: 5
 Rows Error: 0
 Total Rows: 5

Buttons: Save

41.	The Batch Status field updates to “Validated”.
	<p>The Totals (only for Valid rows) section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> • Total Amt – the sum of the values entered in the Amount field for the batch • Total Hrs – the sum of the values entered in the Oth Hrs field for the batch

Step	Action																																																							
	<p>The Row Counts section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> • Rows Valid – the number of valid rows in the batch • Rows Error – the number or rows in the batch containing errors • Total Rows – the total number of rows in the batch (sum of Rows Valid and Rows Error fields) 																																																							
42.	<p>Verify that the Rows Error field is blank indicating that all rows are valid. If there are no errors, go to Step 50.</p> <p>If the Rows Error field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>																																																							
<p>Example of a batch that contains an error.</p>																																																								
 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Descri</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>TMP</td> <td>Tempo</td> </tr> <tr> <td>2 OK</td> <td></td> <td></td> <td></td> <td>2</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-di (FLSA)</td> </tr> <tr> <td>3 OK</td> <td></td> <td></td> <td></td> <td>3</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>RGS</td> <td>Regula</td> </tr> <tr> <td>4 Error</td> <td></td> <td></td> <td></td> <td>4</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Terminated</td> <td>ALP</td> <td>Annual</td> </tr> </tbody> </table> <p>Below the table, the Row Counts section displays:</p> <ul style="list-style-type: none"> Rows Valid: 3 Rows Error: 1 Total Rows: 4 		Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Descri	1 OK				1	[Redacted]	0	[Redacted]	Active	TMP	Tempo	2 OK				2	[Redacted]	0	[Redacted]	Active	BON	Non-di (FLSA)	3 OK				3	[Redacted]	0	[Redacted]	Active	RGS	Regula	4 Error				4	[Redacted]	0	[Redacted]	Terminated	ALP	Annual
Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Descri																																														
1 OK				1	[Redacted]	0	[Redacted]	Active	TMP	Tempo																																														
2 OK				2	[Redacted]	0	[Redacted]	Active	BON	Non-di (FLSA)																																														
3 OK				3	[Redacted]	0	[Redacted]	Active	RGS	Regula																																														
4 Error				4	[Redacted]	0	[Redacted]	Terminated	ALP	Annual																																														
43.	<p>The Status field updates with one of the following values:</p> <ul style="list-style-type: none"> • OK – no errors • Error – issue with the line • The Status field populates with “Error” for all lines containing an error and a Bubble icon populates in the Error Msg field for all lines containing an error. 																																																							
	<p>If there is an error during validation, the Row Counts section displays the number of lines with an error in the Rows Error field, the Status field populates with “Error” for all lines containing an error, and a bubble populates in the Error Msg field for all lines containing an error.</p>																																																							
44.	<p>Click the Bubble icon in the Error Msg field to view the error message.</p>																																																							

Step	Action
	<p>The SPOT Review Notes page displays in a pop-up window.</p> 
45.	<p>Review the Notes field to determine the error.</p> 
46.	<p>Click the OK button.</p> 



Step	Action																																																													
	<p>The Payroll SPOT Trans page redispays.</p> <div data-bbox="212 375 1463 877"> <table border="1"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Descri</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>TMP</td> <td>Tempo</td> </tr> <tr> <td>2 OK</td> <td></td> <td></td> <td></td> <td>2</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>BON</td> <td>Non-dt (FLSA)</td> </tr> <tr> <td>3 OK</td> <td></td> <td></td> <td></td> <td>3</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>RGS</td> <td>Regula</td> </tr> <tr> <td>4 Error</td> <td></td> <td></td> <td></td> <td>4</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Terminated</td> <td>ALP</td> <td>Annual</td> </tr> </tbody> </table> <p>Row Counts</p> <table border="1"> <tr> <td>Rows Valid:</td> <td>3</td> </tr> <tr> <td>Rows Error:</td> <td>1</td> </tr> <tr> <td>Total Rows:</td> <td>4</td> </tr> </table> </div>	Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Descri	1 OK				1	[REDACTED]	0	[REDACTED]	Active	TMP	Tempo	2 OK				2	[REDACTED]	0	[REDACTED]	Active	BON	Non-dt (FLSA)	3 OK				3	[REDACTED]	0	[REDACTED]	Active	RGS	Regula	4 Error				4	[REDACTED]	0	[REDACTED]	Terminated	ALP	Annual	Rows Valid:	3	Rows Error:	1	Total Rows:	4
Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Descri																																																				
1 OK				1	[REDACTED]	0	[REDACTED]	Active	TMP	Tempo																																																				
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4 Error				4	[REDACTED]	0	[REDACTED]	Terminated	ALP	Annual																																																				
Rows Valid:	3																																																													
Rows Error:	1																																																													
Total Rows:	4																																																													
47.	Make the correction as applicable.																																																													
48.	<p>Click the Validate button.</p> <div data-bbox="269 1035 850 1104"> </div>																																																													

Step	Action
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The **Enter SPOT Trans** page redispays and the **Batch Status** updates to “Validated”.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	278
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By	
Pay Period End	08/09/2024	Submitted By	
Transaction Type	Earnings	Approved By	
Batch Status	Validated	Modified By	

Totals (only for Valid rows)
 Total Amt : 2825.00
 Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description
1 OK			1		0		Active	BON	Non-discretionary Bonu (FLSA)
2 OK			2		0		Terminated	ALP	Annual Leave Payout
3 OK			3		0		Active	LNP	Insufficient Leave
4 OK			4		0		Active	BON	Non-discretionary Bonu (FLSA)
5 OK			5		0		Active	TMP	Temporary Pay

Validate

Submit

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Row Counts
 Rows Valid: 5
 Rows Error:
 Total Rows: 5

Save

i	All line items in a batch must pass validation before the batch can be submitted for approval. The Submit button is not enabled until all lines are validated successfully.
49.	Verify that the Batch Status field updates to “Validated”. <div style="border: 2px solid red; padding: 5px; margin: 5px 0; display: inline-block;"> Batch Status Validated </div>
50.	Verify that the Rows Error field is blank indicating that all errors have been corrected. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Row Counts Rows Valid: 5 <div style="border: 2px solid red; padding: 2px; display: inline-block;">Rows Error: </div> Total Rows: 5 </div>

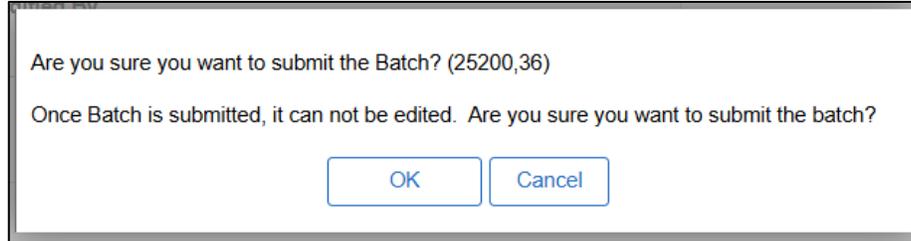
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Step	Action
51.	Click the Submit button to submit the batch for review. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Validate Submit </div>

A **Submit Confirmation** message displays in a pop-up window.



52.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> OK </div>
-----	--

The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	278	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Submitted	Modified By		

Totals (only for Valid rows)

Total Amt :	2825.00
Total Hrs :	5.00

Attach Files
Upload Files
Process Monitor

	Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
2	OK			2		0		Terminated	ALP	Annual Leave Payout	07/25/2024
3	OK			3		0		Active	LNP	Insufficient Leave	07/25/2024
4	OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
5	OK			5		0		Active	TMP	Temporary Pay	07/10/2024

Validate
Submit

Row Counts

Rows Valid:	5
Rows Error:	
Total Rows:	5

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Save

53.	Verify that the Batch Status field updates to “Submitted”. <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> Batch Status Submitted </div>
-----	--

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Step	Action
54.	Verify that the Submitted By field updates as appropriate with the user's ID.  A screenshot of a software interface showing a text input field with the label "Submitted By" in a grey font. The field is highlighted with a red rectangular border.

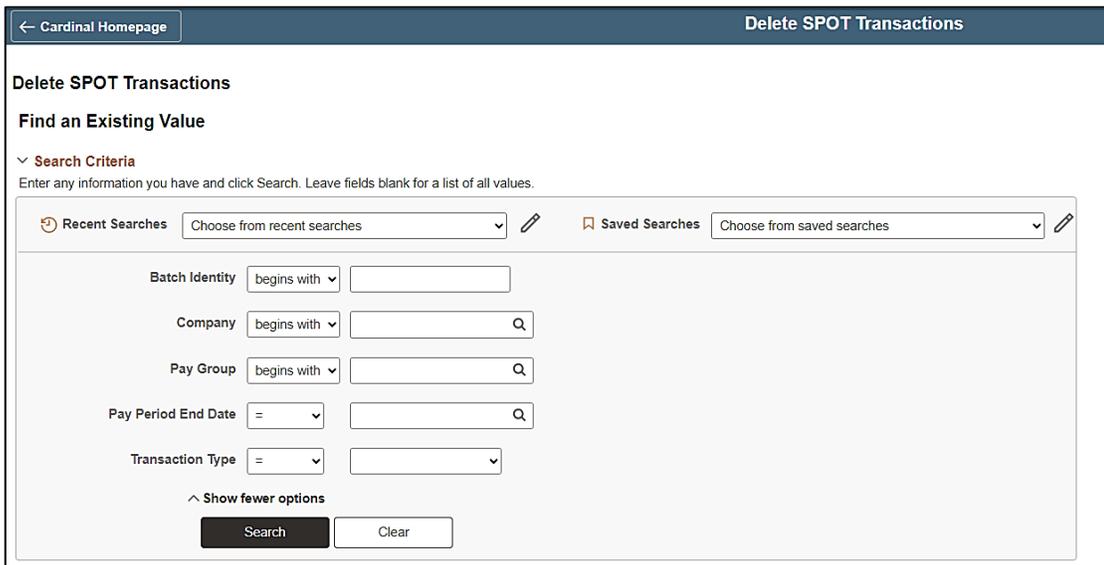
Deleting a SPOT Batch

Payroll Administrators can delete SPOT batches that have not been closed. When a batch is deleted, all transactions within the batch are deleted and will not process. Once a batch is deleted, it cannot be undone.

Utilize the **Delete a Row** icon (-) to delete specific transactions within a batch.

Step	Action
1.	Navigate to the Delete SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Delete SPOT Transactions

The **Delete SPOT Transactions Find an Existing Value** page displays.



The screenshot shows the 'Delete SPOT Transactions' page with the following search criteria fields:

- Recent Searches: Choose from recent searches
- Saved Searches: Choose from saved searches
- Batch Identity: begins with [input field]
- Company: begins with [input field] [Q icon]
- Pay Group: begins with [input field] [Q icon]
- Pay Period End Date: [=] [input field] [Q icon]
- Transaction Type: [=] [input field]

Buttons: 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 SPOT Batch Number in the **Batch Identity** field.



Batch Identity begins with [input field]

3. Click the **Company Look Up** icon and select the company's 3-digit alpha code.



*Company [input field] [Q icon]

Step	Action
4.	Click the Search button.

Search

Clear

The **Delete SPOT Trans** page displays for the applicable batch.

Delete Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	270	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	07/24/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Created			

Totals (only for Valid rows)

Total Amt :

Total Hrs :

View Supporting Documents

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2023
2		2		0		Terminated	AGY	Misc Agency Specific Pay	07/10/2023
3		3		0		Active	LNP	Insufficient Leave	07/10/2023
4		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2023
5		5		0		Active	TMP	Temporary Pay	06/25/2023

Delete Batch

Return to Search

5.	Click the Delete Batch button.
----	---------------------------------------

Delete Batch

The **Delete Batch** confirmation message displays in a pop-up window.

Are you sure you want to delete the Batch? (25200,38)

Once Batch is deleted it can not be opened or edited again. Are you sure you want to Delete the batch?

OK

Cancel

6.	Click the OK button to delete the batch.
----	---

OK

Cancel

Step	Action
------	--------

The **Delete SPOT Transactions Find an Existing Value** page redisplay with the **Batch Identity** and **Company** fields populated with the deleted values.

Delete SPOT Transactions

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

▼ Search Criteria

Batch Identity

Company

Pay Group

Pay Period End Date

Transaction Type

Limit the number of results to (up to 300):



The Batch is deleted and cannot be reopened or edited.

Deleted SPOT Transactions can be viewed on the **SPOT Online Query**. For details on the **SPOT Online Query (V_PY_SPOT_TRANS_RPT)**, see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**.

If a transaction in a deleted batch needs to be processed, it will need to be entered in a new batch.

Approving SPOT Transactions Overview

Each Agency designates at least one person as the SPOT Approver to review and approve, deny or send back SPOT transactions. SPOT Approvers are not able to approve their own batches.

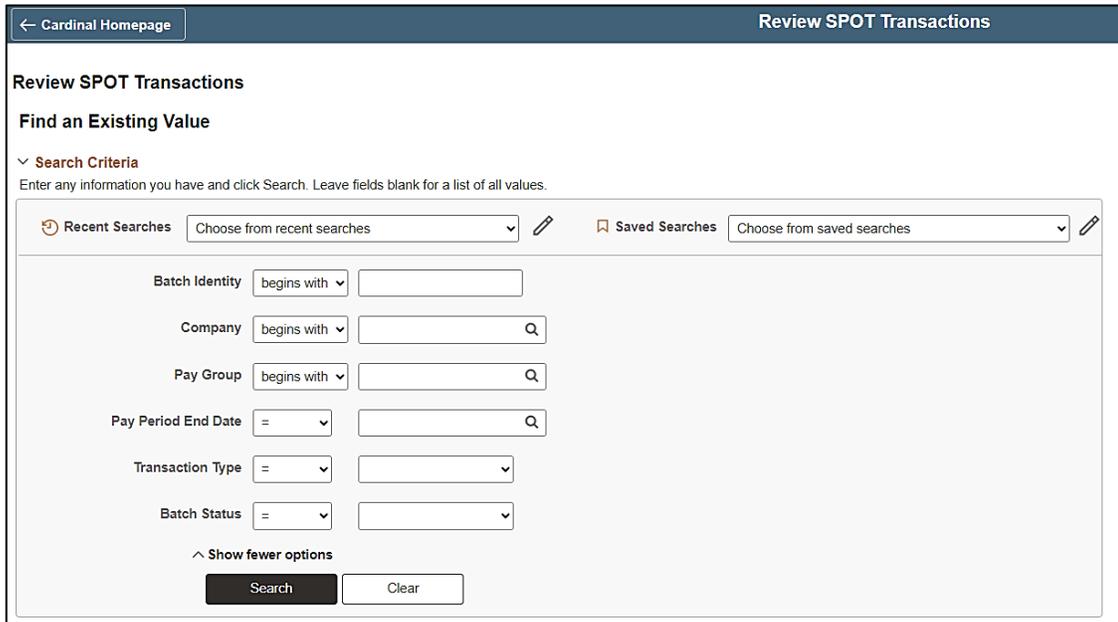
SPOT Approvers can take the following actions on the SPOT transactions within the batch:

- **Approve:** Approved SPOT transactions are loaded to employee paysheets for processing once the batch is Closed
- **Deny:** Denied transactions will not load to employee's paysheets. When a transaction is marked as denied, it cannot be updated. If the transaction needs to be processed, it must be entered in a new batch. SPOT Approvers should include comments for transactions that are denied for tracking and audit purposes
- **Send Back:** Transactions that require updates will be sent back to the Payroll Administrator for review and correction. These transactions are not marked as Approved or Denied. The SPOT Approver should enter comments indicating the required revision. When a batch contains these types of transactions, the batch cannot be Closed. The batch will be sent back to the Payroll Administrator so that those transactions can be modified and resubmitted for approval. When batches are sent back, the only transactions that can be updated are those not marked as Approved or Denied. SPOT transactions that are sent back do not generate an email, therefore Payroll Administrators should use the SPOT Online Query to identify batches that require updates

This section of the Job Aid will walk through the approval process and the options noted above.

Step	Action
1.	Navigate to the Enter SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review SPOT Transactions

The **Review SPOT Transactions Find an Existing Value** page displays.



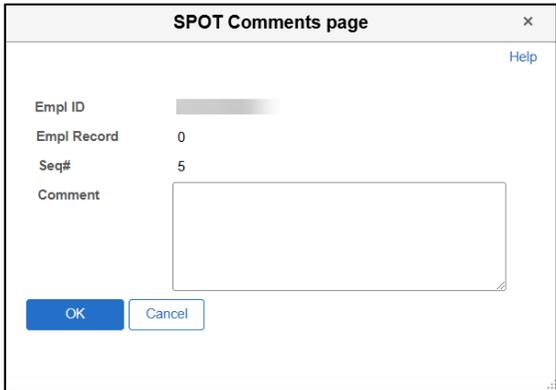
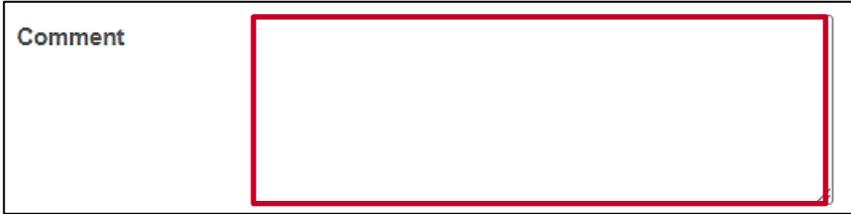
The screenshot shows the 'Review SPOT Transactions' interface. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Review SPOT Transactions' on the right. Below this is the main heading 'Review SPOT Transactions' and a sub-heading 'Find an Existing Value'. Underneath, there is a section for 'Search Criteria' with a dropdown arrow and a note: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several fields: 'Batch Identity' (dropdown 'begins with' and text input), 'Company' (dropdown 'begins with', text input, and search icon), 'Pay Group' (dropdown 'begins with', text input, and search icon), 'Pay Period End Date' (dropdown '=', text input, and search icon), 'Transaction Type' (dropdown '=', dropdown menu), and 'Batch Status' (dropdown '=', dropdown menu). At the bottom of the search area, there is a link '^ Show fewer options', a 'Search' button, and a 'Clear' button.



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**.

Step	Action														
	<p>Enter the applicable/known search criteria to find the appropriate batch. The search options include the following:</p> <table border="1" data-bbox="337 407 1362 1205"> <thead> <tr> <th data-bbox="337 407 651 470">Fields</th> <th data-bbox="651 407 1362 470">Descriptions</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 470 651 537">Batch Identity</td> <td data-bbox="651 470 1362 537">Number assigned to the Batch</td> </tr> <tr> <td data-bbox="337 537 651 604">Company</td> <td data-bbox="651 537 1362 604">The three-character company code</td> </tr> <tr> <td data-bbox="337 604 651 672">Pay Group</td> <td data-bbox="651 604 1362 672">Pay group options for the Company</td> </tr> <tr> <td data-bbox="337 672 651 772">Pay Period End Date</td> <td data-bbox="651 672 1362 772">Select the pay period end date for the batch you want to approve</td> </tr> <tr> <td data-bbox="337 772 651 882">Transaction Types</td> <td data-bbox="651 772 1362 882"> Select the appropriate option: <ul style="list-style-type: none"> • Earnings • Deduction </td> </tr> <tr> <td data-bbox="337 882 651 1205">Batch Status</td> <td data-bbox="651 882 1362 1205"> Options include: <ul style="list-style-type: none"> • Closed • Created • Deleted • In Review • Modified After Validation • New • Submitted • Validated </td> </tr> </tbody> </table>	Fields	Descriptions	Batch Identity	Number assigned to the Batch	Company	The three-character company code	Pay Group	Pay group options for the Company	Pay Period End Date	Select the pay period end date for the batch you want to approve	Transaction Types	Select the appropriate option: <ul style="list-style-type: none"> • Earnings • Deduction 	Batch Status	Options include: <ul style="list-style-type: none"> • Closed • Created • Deleted • In Review • Modified After Validation • New • Submitted • Validated
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Batch Status	Options include: <ul style="list-style-type: none"> • Closed • Created • Deleted • In Review • Modified After Validation • New • Submitted • Validated 														
	<p>Entering a specific Batch Identity number opens only that specific batch. Leaving the Batch Identity field blank brings in all batches that meet the remaining search criteria.</p>														
2.	<p>Click the Company Look Up icon and select the company's 3-digit alpha code.</p> <div data-bbox="256 1423 613 1507" style="border: 1px solid #ccc; padding: 5px;"> *Company <input style="border: 2px solid red;" type="text"/>  </div>														
3.	<p>Click the Pay Group Look Up icon and select the applicable pay group.</p> <div data-bbox="256 1596 646 1680" style="border: 1px solid #ccc; padding: 5px;"> *Pay Group <input style="border: 2px solid red;" type="text"/>  </div>														
4.	<p>Click the Pay Period End Date Calendar icon and select the applicable pay period end date.</p> <div data-bbox="264 1768 881 1852" style="border: 1px solid #ccc; padding: 5px;"> *Pay Period End Date <input style="border: 2px solid red;" type="text"/>  </div>														

Step	Action																																																																																																																
5.	Click the Batch Status dropdown button and select “Submitted”. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Batch Status = ▼ ▼ </div>																																																																																																																
6.	Click the Search button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0; display: flex; justify-content: center; gap: 20px;"> <div style="background-color: black; color: white; padding: 5px 15px; border: 2px solid red;">Search</div> <div style="border: 1px solid black; padding: 5px 15px;">Clear</div> </div>																																																																																																																
	If only one batch meets the search criteria, the Review SPOT Trans page displays.																																																																																																																
<p>The Review Payroll SPOT Trans page displays for the selected batch.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Review Payroll SPOT Trans </div> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 20%;">Company</td> <td style="width: 30%;">DLI Dept of Labor and Industry</td> <td style="width: 20%;">Batch Id</td> <td style="width: 10%;">274</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFRI07)</td> <td>Created By</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Earnings</td> <td>Approved By</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Batch Status</td> <td>Submitted</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> Totals (only for Valid rows) <table style="border: 1px solid #ccc; padding: 2px; font-size: 0.7em;"> <tr> <td style="padding: 2px;">Total Amt :</td> <td style="padding: 2px;">2825.00</td> </tr> <tr> <td style="padding: 2px;">Total Hrs :</td> <td style="padding: 2px;">5.00</td> </tr> </table> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between; font-size: 0.8em;"> View Supporting Documents Send Back Close Batch Process Monitor </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%;"></th> </tr> <tr> <th>Approve</th> <th>Deny</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Red</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">5</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">Active</td> <td style="text-align: center;">TMP</td> <td>Temporary Pay</td> <td style="text-align: center;">07/10/2024</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">4</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">Active</td> <td style="text-align: center;">BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td style="text-align: center;">07/25/2024</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">3</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">Active</td> <td style="text-align: center;">LNP</td> <td>Insufficient Leave</td> <td style="text-align: center;">07/25/2024</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">2</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">Terminated</td> <td style="text-align: center;">ALP</td> <td>Annual Leave Payout</td> <td style="text-align: center;">07/25/2024</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">Active</td> <td style="text-align: center;">BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td style="text-align: center;">07/25/2024</td> </tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between; font-size: 0.8em;"> Approve All Deny All </div> <div style="margin-top: 5px; display: flex; justify-content: space-between; font-size: 0.8em;"> Save Return to Search Previous in List Next in List </div> </div>		Company	DLI Dept of Labor and Industry	Batch Id	274			Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By				Pay Period End	08/09/2024	Submitted By				Transaction Type	Earnings	Approved By				Batch Status	Submitted					Total Amt :	2825.00	Total Hrs :	5.00													Approve	Deny	Comments	Seq#	Empl ID	Empl Red	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	<input type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	<input type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	<input type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	<input type="checkbox"/>	<input type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	<input type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
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7.	Review each of the entries in the batch.																																																																																																																
8.	Take the appropriate action for each entry using one of the following options: <ul style="list-style-type: none"> Approve: Click the Approve checkbox option next to individual transactions to approve them Deny: Click the Deny checkbox option next to individual transactions to deny them. When denying an individual transaction, enter a comment to note why for tracking and audit purposes Send Back: To send back an individual transaction, leave the Approve and Deny checkbox options unchecked 																																																																																																																

Step	Action
	SPOT Approvers cannot edit SPOT transactions.
9.	To add a comment, click the Comments icon for the specific transaction. 
	Cardinal does not require a comment, but comments are strongly recommended for audit purposes.
<p>The SPOT Comments page displays in a pop-up window.</p> 	
10.	Enter the applicable comment for the transaction in the Comment field. 
11.	Click the OK button. 



Step	Action
------	--------

The Review Payroll SPOT Trans page redisplay.

Review Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	274	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	In Review			

Totals (only for Valid rows)

Total Amt : 2825.00

Total Hrs : 5.00

View Supporting Documents
Send Back
Close Batch
Process Monitor

	Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Ea
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	07
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	08
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	08
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08

Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

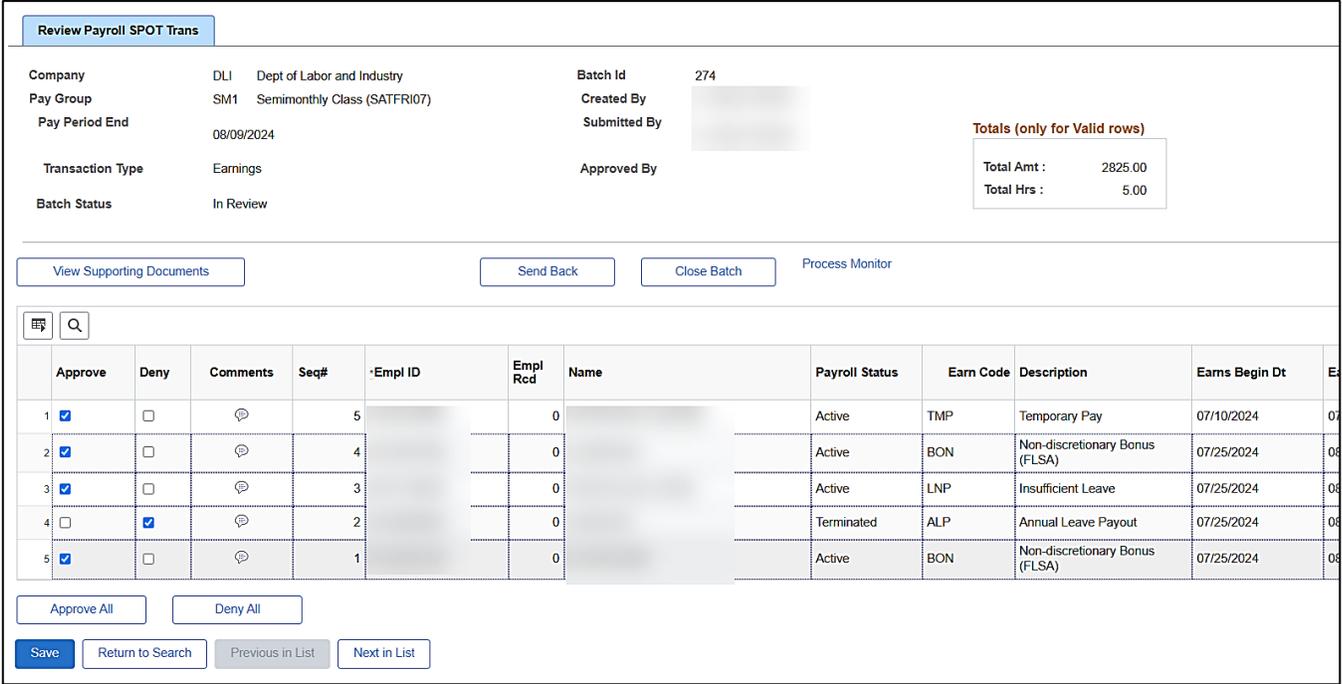
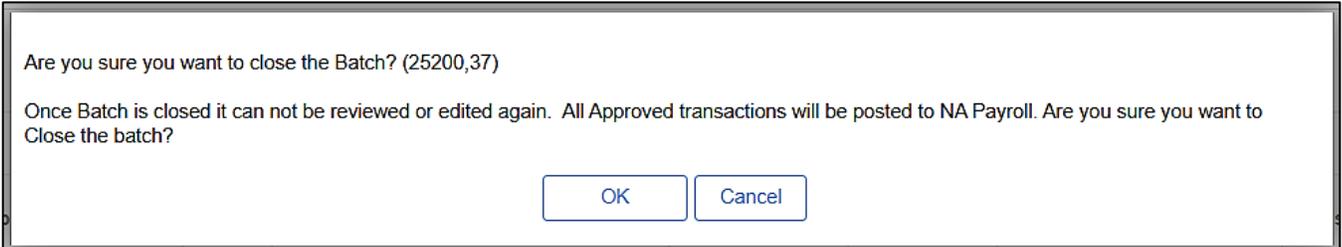
12. Choose the appropriate action for the batch:

- Close the Batch. Go to the section in this Job Aid titled [Closing a SPOT Batch](#)
- Send Back the Batch. Go to the section in this Job Aid titled [Sending Back a SPOT Batch](#)



Closing a SPOT Batch

Once all transactions in a batch have been reviewed and either approved or denied, the approver must close the batch for it to be picked up by the SPOT load process. This section covers the process to close a SPOT batch.

Step	Action																																																																														
	<p>The Review Payroll SPOT Trans page.</p>  <p>The screenshot shows the 'Review Payroll SPOT Trans' page with the following details:</p> <ul style="list-style-type: none"> Company: DLI Dept of Labor and Industry Pay Group: SM1 Semimonthly Class (SATFRI07) Pay Period End: 08/09/2024 Transaction Type: Earnings Batch Status: In Review Batch Id: 274 Totals (only for Valid rows): Total Amt : 2825.00, Total Hrs : 5.00 <p>Buttons visible include: View Supporting Documents, Send Back, Close Batch, Process Monitor, Approve All, Deny All, Save, Return to Search, Previous in List, Next in List.</p> <table border="1"> <thead> <tr> <th></th> <th>Approve</th> <th>Deny</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Ea</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>5</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> <td>07/10/2024</td> <td>07</td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>4</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> <td>06</td> </tr> <tr> <td>3</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>3</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>LNP</td> <td>Insufficient Leave</td> <td>07/25/2024</td> <td>05</td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td>2</td> <td></td> <td>0</td> <td></td> <td>Terminated</td> <td>ALP</td> <td>Annual Leave Payout</td> <td>07/25/2024</td> <td>04</td> </tr> <tr> <td>5</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> <td>03</td> </tr> </tbody> </table>		Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Ea	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	07	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	06	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	05	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	04	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	03
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1.	Verify that all transactions in the batch have been approved or denied.																																																																														
2.	<p>Close the Close Batch button.</p> 																																																																														
	<p>A Confirmation message displays in a pop-up window.</p> 																																																																														

Step	Action
	If a user tries to close a batch and all the transactions have not been approved or denied, a message displays indicating that “Some transactions are neither accepted nor denied. All transactions must be reviewed and can be accepted or denied”. The user will have to click the OK button on this message then go back and approve or deny any transaction that may have been missed.
3.	Click the OK button. 
	A batch cannot be edited after it has been closed.

The **Review SPOT Trans** page refreshes.

Review Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	274	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Closed			

Totals (only for Valid rows)	
Total Amt :	2825.00
Total Hrs :	5.00

View Supporting Documents
Send Back
Close Batch
Process Monitor
Instance 3418948

	Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024

Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

4.	Verify that the Batch Status field displays “Closed”. 
5.	Verify that the Approved By field updates with the appropriate information. 

Step	Action
	Only the approved transactions will load to payroll during the next SPOT Load to Payroll process.

Sending Back a SPOT Batch

This section of the job aid covers the process to Send Back a batch to the Payroll Administrator so that updates can be made.

Step	Action																																																																																														
<p>The Review Payroll SPOT Trans page.</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Review Payroll SPOT Trans</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td style="width: 30%;">DLI Dept of Labor and Industry</td> <td style="width: 15%;">Batch Id</td> <td style="width: 10%;">275</td> <td style="width: 15%;"></td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFR107)</td> <td>Created By</td> <td></td> <td></td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Earnings</td> <td>Approved By</td> <td></td> <td></td> </tr> <tr> <td>Batch Status</td> <td>In Review</td> <td colspan="3"></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> Totals (only for Valid rows) <table style="border: 1px solid #ccc; padding: 5px;"> <tr> <td>Total Amt :</td> <td style="text-align: right;">2825.00</td> </tr> <tr> <td>Total Hrs :</td> <td style="text-align: right;">5.00</td> </tr> </table> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> View Supporting Documents Send Back Close Batch Process Monitor </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Approve</th> <th>Deny</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>5</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> <td>07/10/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>4</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>3</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>LNP</td> <td>Insufficient Leave</td> <td>07/25/2024</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>2</td> <td></td> <td>0</td> <td></td> <td>Terminated</td> <td>ALP</td> <td>Annual Leave Payout</td> <td>07/25/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Approve All Deny All </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Save Return to Search Previous in List Next in List </div> </div> </div>	Company	DLI Dept of Labor and Industry	Batch Id	275		Pay Group	SM1 Semimonthly Class (SATFR107)	Created By			Pay Period End	08/09/2024	Submitted By			Transaction Type	Earnings	Approved By			Batch Status	In Review				Total Amt :	2825.00	Total Hrs :	5.00	Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	<input type="checkbox"/>	<input type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
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Step	Action
3.	Enter comments regarding what needs to be updated for the transaction in the Comment field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Comment </p> </div>
4.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; text-align: center;">OK</div> <div style="border: 1px solid blue; padding: 5px 15px; text-align: center;">Cancel</div> </div> </div>

The **Review Payroll SPOT Trans** page redispays.

Review Payroll SPOT Trans

Company: DLI Dept of Labor and Industry	Batch Id: 275	Totals (only for Valid rows) Total Amt : 2825.00 Total Hrs : 5.00
Pay Group: SM1 Semimonthly Class (SATFR107)	Created By: [Redacted]	
Pay Period End: 08/09/2024	Submitted By: [Redacted]	
Transaction Type: Earnings	Approved By: [Redacted]	
Batch Status: In Review		

View Supporting Documents

Send Back

Close Batch

Process Monitor

	Approve	Deny	Comments	Seq#	Empl ID	Empl Recd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay	07/10/2024
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	07/25/2024
4	<input type="checkbox"/>	<input type="checkbox"/>		2	[Redacted]	0	[Redacted]	Terminated	ALP	Annual Leave Payout	07/25/2024
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024

Approve All

Deny All

Save

Return to Search

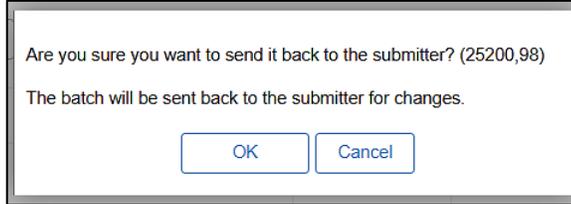
Previous in List

Next in List

5.	Click the Send Back button. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; gap: 20px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; text-align: center;">Send Back</div> <div style="border: 1px solid blue; padding: 5px 15px; text-align: center;">Close Batch</div> <div style="color: #0056b3; text-decoration: underline;">Process Monitor</div> </div> </div>
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Step	Action
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A **Confirmation** message displays in a pop-up window.



6. Click the **OK** button.



The **Review Payroll SPOT Trans** page refreshes.

Review Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	275	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Sent Back to Submitter			

Totals (only for Valid rows)	
Total Amt :	2825.00
Total Hrs :	5.00

View Supporting Documents
Send Back
Close Batch
Process Monitor

Approve	Deny	Comments	Seq#	Empl ID	Empl Red	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024
<input type="checkbox"/>	<input type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024

Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

7. Verify that the **Batch Status** field updates to “Sent Back to Submitter”.

8. Verify that the **Approved By** field is blank.

9. The Batch is sent back to the Payroll Administrator that entered it so that updates can be made.

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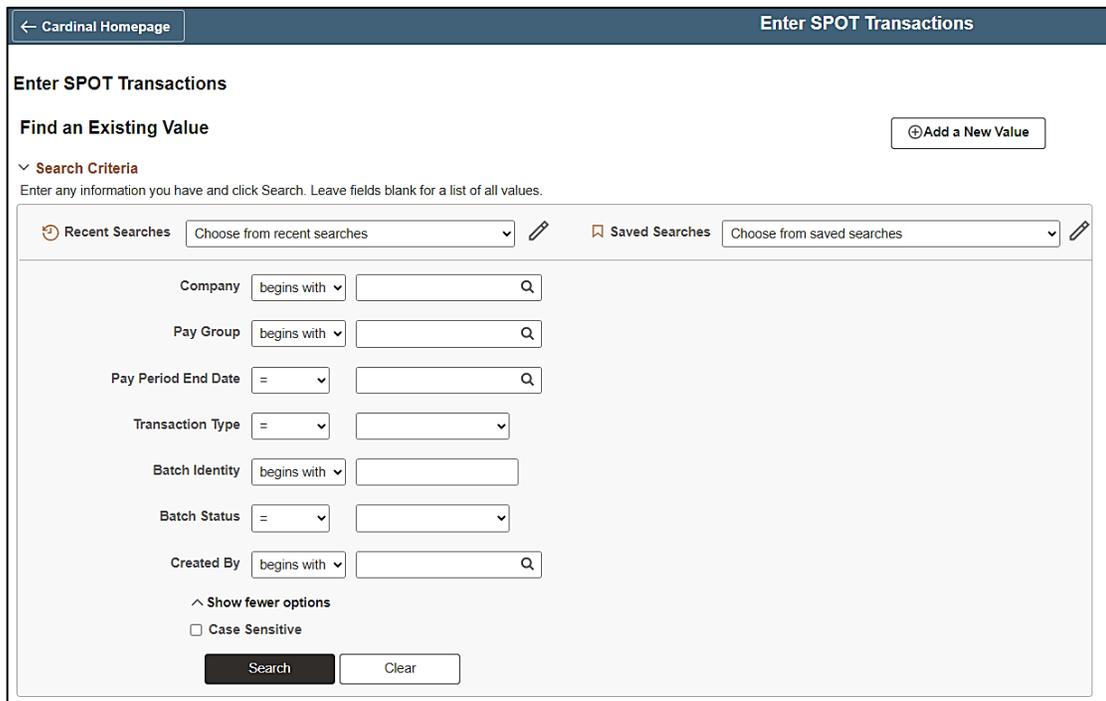
Reviewing Batches Sent Back by the Approver

After a SPOT Approver has taken action on a Batch, the Payroll Administrator can review the Batch.

- If a SPOT transaction was denied and needs to be processed, it will need to be entered in a new batch
- If a SPOT transaction was sent back for revisions, the entire batch is sent back. The Payroll Administrator will need to review the comments, make the necessary updates, and resubmit the batch for approval

Step	Action
1.	To review a batch, navigate to the Enter SPOT Transactions page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Find an Existing Value** page displays.



	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 appropriate data in the corresponding Search Criteria fields. For this scenario, the Company and Batch Status fields are used.

Step	Action
	Using the Batch Status field option is helpful when looking for batches in a status of “Closed” or “Sent Back to Submitter”.
3.	Click the Search button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 20px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 5px 20px;">Clear</div> </div> </div>

The **Enter Payroll SPOT Trans** page displays for the applicable batch.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	275	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Sent Back to Submitter	Modified By		

Totals (only for Valid rows)

Total Amt :	2825.00
Total Hrs :	5.00

Attach Files
Upload Files
Process Monitor

Approve	Deny	Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)
<input type="checkbox"/>	<input type="checkbox"/>	OK			2	<input type="text" value=""/>	<input type="text" value="0"/>		Terminated	ALP	Annual Leave Payout
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			3		0		Active	LNP	Insufficient Leave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			5		0		Active	TMP	Temporary Pay

Validate
Submit

**Total Hours & Amount are updated on Validation
Row Counts

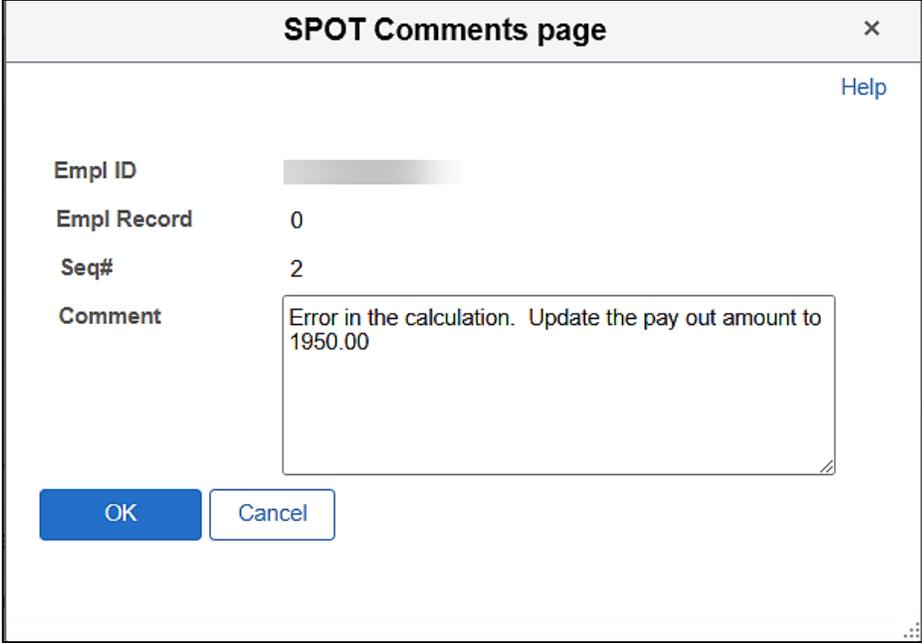
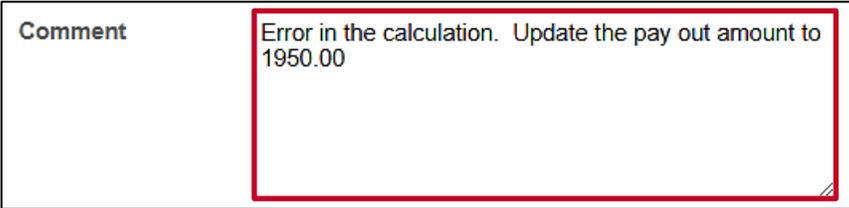
Rows Valid:	5
Rows Error:	
Total Rows:	5

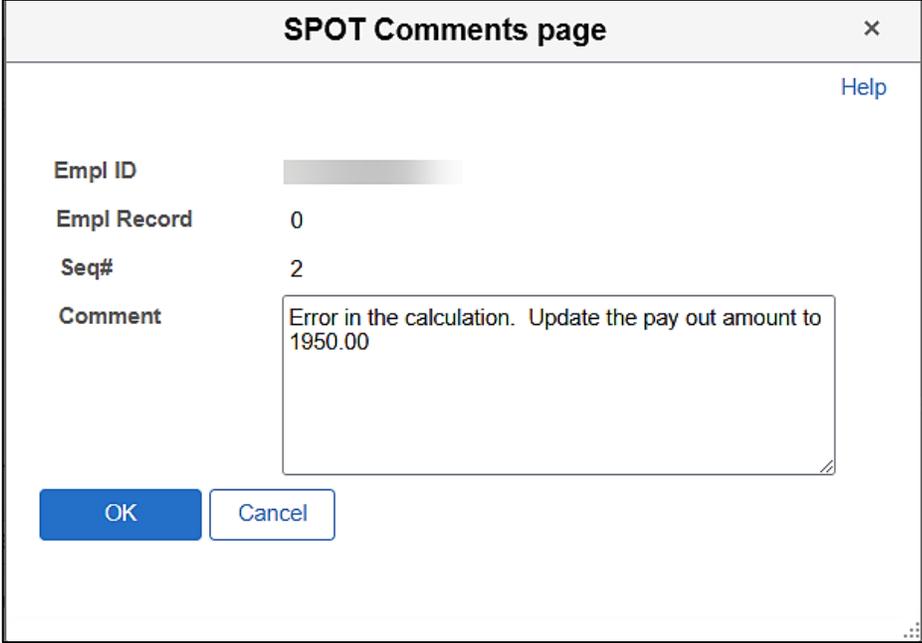
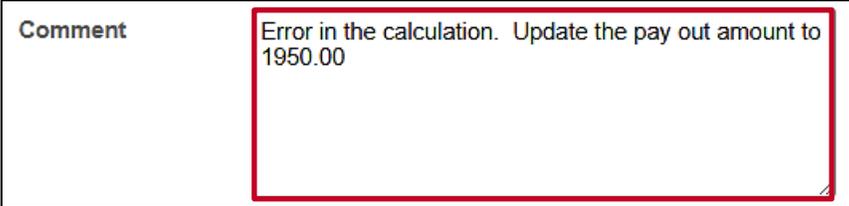
Save
Return to Search

4.	An Error Message (Bubble icon) displays on the line for transactions that require revision. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; text-align: center;">  </div> Transactions that have been marked as approved or denied by the approver cannot be edited.
5.	Click the Comments icon for the transaction that requires updates. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; text-align: center;">  </div>

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Step	Action
	<p>The SPOT Comments page displays in a pop-up window.</p> 
6.	<p>Review the comments in the Comment field.</p> 
7.	<p>Click the OK button.</p> 
8.	<p>Make the update(s) as applicable.</p>
9.	<p>Click the Comment icon.</p> 

Step	Action
	<p>The SPOT Comments page redisplay in a pop-up window.</p> 
10.	<p>Enter comments below any existing comments, as applicable, regarding the update(s) in the Comment field.</p> 
	<p>Do not overwrite existing comments in this field as it is open and does not lock down comments.</p>
11.	<p>Click the OK button.</p> 



Step	Action
------	--------

The Enter Payroll SPOT Trans page redispays.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	275	
Pay Group	SM1 Semimonthly Class (SATFRI07)	Created By		
Pay Period End	08/09/2024	Submitted By		
Transaction Type	Earnings	Approved By		
Batch Status	Sent Back to Submitter	Modified By		

Totals (only for Valid rows)
 Total Amt : 2825.00
 Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

	Approve	Deny	Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)
2	<input type="checkbox"/>	<input type="checkbox"/>	OK			2		0		Terminated	ALP	Annual Leave Payout
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			3		0		Active	LNP	Insufficient Leave
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			5		0		Active	TMP	Temporary Pay

Validate

Submit

**Total Hours & Amount are updated on Validation
 **Valid Row and Error Row Count are updated on Validation

Row Counts
 Rows Valid: 5
 Rows Error: 0
 Total Rows: 5

Save

Return to Search

12. Click the **Validate** button.

Validate

Submit

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Step	Action
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The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

Company	DLI Dept of Labor and Industry	Batch Id	275
Pay Group	SM1 Semimonthly Class (SATFR107)	Created By	
Pay Period End	08/09/2024	Submitted By	
Transaction Type	Earnings	Approved By	
Batch Status	Validated	Modified By	

Totals (only for Valid rows)
 Total Amt : 3525.00
 Total Hrs : 5.00

Attach Files
Upload Files
Process Monitor

Approve	Deny	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)
<input type="checkbox"/>	<input type="checkbox"/>	OK		2		0		Terminated	ALP	Annual Leave Payout
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		3		0		Active	LNP	Insufficient Leave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		4		0		Active	BON	Non-discretionary Bonus (FLSA)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		5		0		Active	TMP	Temporary Pay

Validate
Submit

Row Counts
 Rows Valid: 5
 Rows Error: 0
 Total Rows: 5

Save
Return to Search

13. Verify that the **Batch Status** field updates to “Validated”.

Batch Status Validated

14. Verify that the **Row Counts, Rows Error** field does not display any row errors.

Row Counts

Rows Valid:	5
Rows Error:	0
Total Rows:	5

15. Click the **Submit** button.

Validate
Submit

The **Submit Confirmation** message displays in a pop-up window.

Are you sure you want to submit the Batch? (25200,36)

Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?

OK
Cancel

Step	Action																																																																		
16.	Click the OK button. <div data-bbox="269 386 581 464" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px;">OK</div> <div style="border: 1px solid blue; padding: 2px 10px;">Cancel</div> </div> </div>																																																																		
	<p>The Enter Payroll SPOT Trans page refreshes.</p> <div data-bbox="334 560 1338 1167" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Enter Payroll SPOT Trans</p> <p>Company: DLI Dept of Labor and Industry Batch Id: 275</p> <p>Pay Group: SM1 Semimonthly Class (SATFR107) Created By: [Redacted]</p> <p>Pay Period End: 08/09/2024 Submitted By: [Redacted]</p> <p>Transaction Type: Earnings Approved By: [Redacted]</p> <p>Batch Status: Submitted Modified By: [Redacted]</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Totals (only for Valid rows)</p> <p>Total Amt : 3525.00</p> <p>Total Hrs : 5.00</p> </div> </div> </div> <div style="padding: 5px 0;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Attach Files Upload Files Process Monitor </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <input type="text" value=""/> <input type="button" value="Q"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Approve</th> <th>Deny</th> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>1</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>2</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Terminated</td> <td>ALP</td> <td>Annual Leave Payout</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>3</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>LNP</td> <td>Insufficient Leave</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>4</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>5</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <p><input type="button" value="Validate"/> <input type="button" value="Submit"/></p> <p><small>**Total Hours & Amount are updated on Validation</small></p> <p><small>**Valid Row and Error Row Count are updated on Validation</small></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Row Counts</p> <p>Rows Valid: 5</p> <p>Rows Error: 0</p> <p>Total Rows: 5</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </div> </div> </div>	Approve	Deny	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		1	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	<input type="checkbox"/>	<input type="checkbox"/>	OK		2	[Redacted]	0	[Redacted]	Terminated	ALP	Annual Leave Payout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		3	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		4	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay
Approve	Deny	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description																																																									
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		4	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)																																																									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK		5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay																																																									
17.	Verify that the Batch Status field updates to “Submitted”. <div data-bbox="266 1257 724 1318" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> Batch Status Submitted </div>																																																																		
18.	Verify that the Modified By field updates as appropriate with the user’s ID. <div data-bbox="266 1411 647 1493" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> Modified By [Redacted] </div>																																																																		
	For additional information on entering SPOT transactions, see the following sections in this Job Aid: Entering an Earnings Transaction in SPOT and Entering a Deduction Transaction in SPOT .																																																																		

Monitoring SPOT Transactions

There are two key SPOT tools to help monitor transactions:

- **SPOT Online Query (V_PY_SPOT_TRANS_RPT)** – This query provides the status information for all SPOT batches for a specific pay period. It can be run by Payroll Run ID or a specific date range and can be run for all employees or a specific employee
- **SPOT Transactions Not Loaded to Payline Report** - Batches are loaded to the Paysheet Transaction Table after they are closed. The delivered Paysheet Transaction Process runs according to the operation calendars. This report reflects transactions that are both “Accepted” and “Closed” but do not appear in the employee’s paycheck. This report can be accessed using the following path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline

Note: For further information on the **SPOT Online Query** and **SPOT Transaction Not Loaded to Pay lines Report**, see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**.

Reviewing Employee Paycheck Information

There are two key pages that can be accessed to view employee's paycheck information:

- The **Review Paycheck Page** provides details regarding an employee's earnings, deductions, and taxes. See the Job Aid titled **PY381_Overview of the Review Paycheck Page**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. Access this page using the following path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

- The **View Self Service Paycheck** page allows Payroll Administrators to see the employee's self-service view of the paycheck. Access this page using the following path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck



SPOT Scenarios

This section reviews various scenarios regarding how to enter specific transactions into SPOT. Each scenario will show how to enter the transaction into SPOT and how it displays on the Review Paycheck page.

Entering Pay Docking (LNP)

In this scenario, 8 hours of pay docking are being entered for an employee in the current payroll (pay period ending 04/09/2021).

The screenshot shows the SPOT interface with a search bar at the top. Below it are tabs for 'Detail Data' and 'Validation'. A table lists employee details for a transaction with sequence number 1. The employee is active, with an earn code of 'LNP' and a description of 'Insufficient Leave'. The earnings period is from 03/25/2021 to 03/25/2021, with 1 tax period and an annualized tax method.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
	1	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	03/25/2021	03/25/2021	1	Annualized

Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
8	21.71	200.00	Deduction		Deduction		0	

1. Enter/select the following:

- **Empl ID**
- **Empl Rcd:** Defaults to "0". Update if necessary
- **Earn Code:** "LNP"
- **Earns Begin Dt:** enter the begin date of the period the employee is being docked
- **Earns End Dt:** enter the end date of the period the employee is being docked
Note: If the pay docking is for a prior period, the employee must have regular pay in that period for the LNP to process. If the employee does not have regular pay, process the LNP in the current period
- **Oth Hrs:** enter the hours to be docked (in this scenario 8)
- **Hourly Rate:** Enter the hourly rate for the period

2. Validate and submit the batch for approval.



Review Paycheck Page – Pay Docking (LNP)

In the **Other Earnings** section of the **Review Paycheck** page, view the SPOT transaction that processed for the employee.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 3 Reason Additional Data
 Empl Record 0 Benefit Record 0

Salaried
 Hours 0.00
 Rate 24.038462
 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

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LNP	Insufficient Leave	Hourly Rate	8.00	21.710000	173.68	OP

The LNP displays in the **Other Earnings** section for the specific period that it was entered in SPOT.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 4 Reason Additional Data
 Empl Record 0 Benefit Record 0

Salaried
 Hours 0.00
 Rate 24.038462
 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

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-8.00	21.710000	-173.68	OP

A second line for **Regular Time – Salaried** (RGS) is automatically created by Cardinal during the SPOT Load Process for LNP.

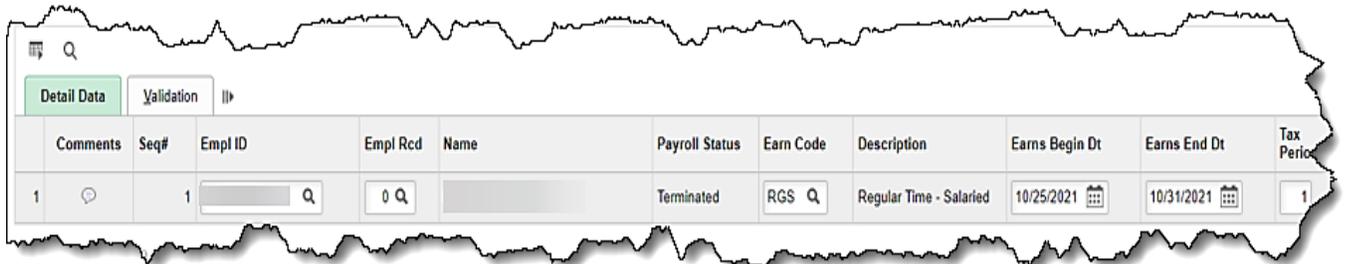
Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period

If an employee is hired/terminated in the middle of the pay period, a reduction of regular pay may be necessary. When an employee is hired or terminated within the pay period, the system calculates partial pay based on an annualized hourly rate and not the pay period hourly rate.

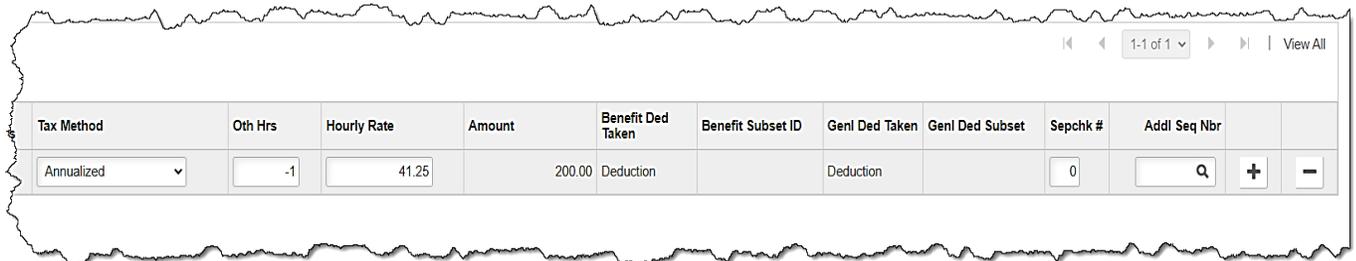
Payroll Administrators will need to calculate what the employee is due using the pay period hourly rate and enter the adjustment in SPOT.

In this scenario, an employee terminates in the middle of the pay period (11/1).

- The system will calculate the partial pay from 10/25 – 10/31 that is due to the employee at an annualized hourly rate
- Payroll will need to calculate the amount due using the pay period hourly rate and then enter the adjustment in SPOT
- For this scenario, the employee needs to have a pay reduction of \$41.25



Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Period
1		1	0		Terminated	RGS	Regular Time - Salaried	10/25/2021	10/31/2021	1



Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
Annualized	-1	41.25	200.00	Deduction		Deduction		0	

1. Enter the following:

- **Empl ID**
- **Empl Rcd:** Defaults to “0”. Update if necessary
- **Earn Code:** “RGS”
- **Earns Begin Dt:** enter the begin date of the period in which the termination occurred
- **Earns End Dt:** enter the employee’s last day worked
- **Oth Hrs:** enter “-1”
- **Hourly Rate:** Enter the amount of pay to be reduced (“41.25” for this scenario)

2. Validate and submit the batch for approval.



Review Paycheck Page – Entering Adjustments to Reg Pay (Hired/Termed Mid Pay Period)

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

▼ Earnings Q | << < 4 of 4 > >> | View All

Begin Date 10/25/2021 End Date 10/31/2021 Addl Line Nbr 3 Reason
 Empl Record 0 Benefit Record 0 Additional Data

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 24.697596	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings Q << >> 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | >>

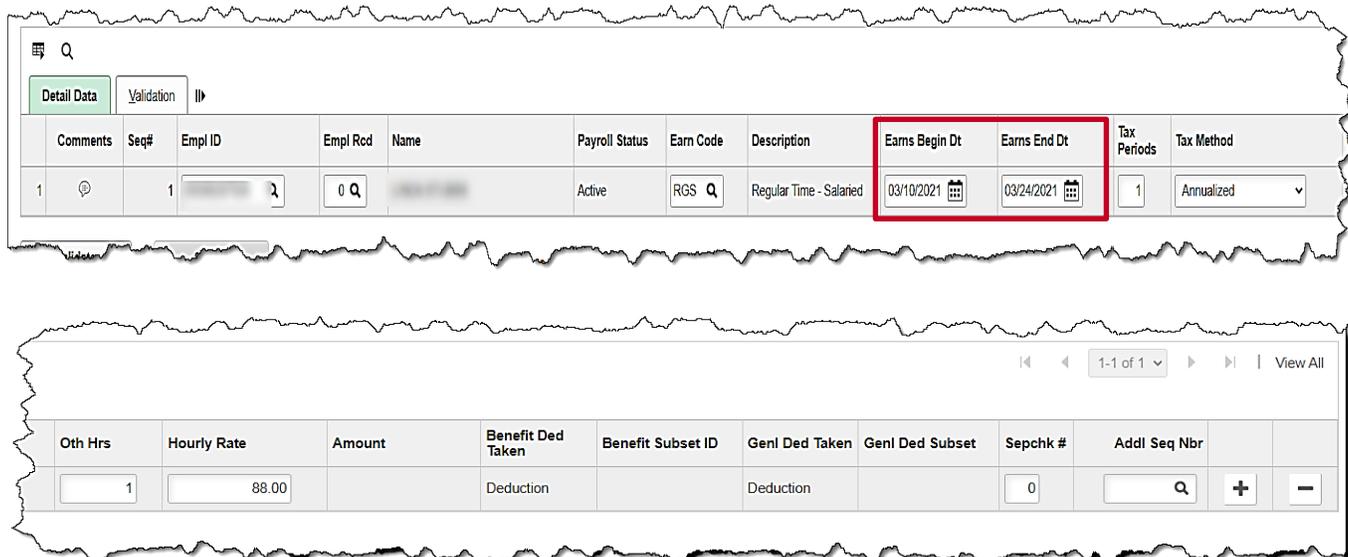
Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-1.00	41.250000	-41.25	OP

Entering Adjustments to Regular Pay – Change in Compensation from Prior Period

If an employee has a change in compensation, an addition to regular pay may be necessary.

When an employee receives an increase to their regular pay rate in the prior period, the Payroll Administrator will calculate the amount of the increase and enter it into SPOT.

In this scenario, the current pay period is 3/25 – 4/9/2021. The increase is \$1 an hour based on 88 hours in the prior pay period, 3/10 - 3/24/2021. The prior dates will need to be entered in the **Earns Begin Dt** and **Earns End Dt** fields.



The screenshot shows the SPOT payroll system interface. The top section is a table for entering adjustments. The 'Earns Begin Dt' and 'Earns End Dt' fields are highlighted with a red box. Below this is a table for deductions.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
	1		0		Active	RGS	Regular Time - Salaried	03/10/2021	03/24/2021	1	Annualized

Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	88.00		Deduction		Deduction		0	

1. Enter the following:
 - **Empl ID**
 - **Empl Rcd:** Defaults to "0". Update if necessary
 - **Earn Code:** "RGS"
 - **Earns Begin Dt:** enter the begin date of the prior pay period
 - **Earns End Dt:** enter the end date of the prior pay period
 - **Oth Hrs:** enter "1"
 - **Hourly Rate:** Enter the amount of pay to be added for the employee based on the calculation
2. Validate and submit the batch for approval.



Review Paycheck Page – Change in Compensation for Prior Pay Period

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

Begin Date 03/10/2021 End Date 03/24/2021 Addl Line Nbr 3 Reason
 Empl Record 0 Benefit Record 0 Additional Data

Salaried
 Hours 0.00
 Rate 24.038462
 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

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	1.00	88.000000	88.00	OP

Entering a Separate Check – Bonus Payment with One-Time Deferrals

When an employee receives earnings to be paid on a separate check, the Payroll Administrator will need to enter the SPOT Earnings transaction and update the **Sepchk#** field default value from “0” to “1”. If there are deductions that will need to be taken from the separate check, then a SPOT Deduction transaction will need to be entered (after the SPOT Earnings) and the **Sepchk#** field will need to be updated from “0” to “1” to ensure that the deductions are taken from the corresponding separate check.

Note: If there is more than one separate check with a deduction transaction, enter the next value (“2”, “3”, etc.) and make sure the deduction separate check corresponds (“2”, “3”, etc.).

In this scenario, the employee is receiving a bonus of \$5,000 for the pay period and deductions will be overridden to take out an additional VRS Retirement amount of \$2,500.

SPOT Earnings Batch


Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1	1		0		Active	BON	Non-discretionary Bonus (FLSA)	01/25/2022	02/09/2022

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
Annualized			5000.00	Deduction	BNS	None		1	

1. First, enter the SPOT Earnings batch for the Bonus (\$5,000) and change the **Sepchk#** field value from “0” to “1”. This will open the **Benefit Ded Taken** and **Genl Ded Taken** fields.
2. Make the appropriate adjustments to the **Benefit Ded Taken** and **Genl Ded Taken** fields. For this scenario the following are selected:
 - **Benefit Ded Taken:** “Subset”
 - **Benefit Subset ID:** “BNS”
 - **Genl Ded Taken:** “None” (no general deductions will come out of this check)
 - **Genl Ded Subset:** Leave blank

SPOT Deduction Batch

Next, enter the SPOT Deduction batch to take the additional \$2500 from the Bonus.

Note: This would work the same way for other deductions such as deferred compensation.



Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd	Sepchk#
1	1		0		Active	70	VRSMDB	VRSRET	Employee Retirement DB	B	Amount	2500.00	Override	1

1. Enter the same employee that was entered on the earnings batch.
2. Select the appropriate:
 - **Plan Type**
 - **Benefit Plan**
 - **Ded Code**
 - **Ded Class**
 - **Ded Calc**
 - **Amount** for the override (for this scenario \$2500)
3. In the **One Time Cd** field, select the “Override” option.
4. In the **Sepchk#** field, update from “0” to “1” to ensure that the deduction override is coming out of the correct check.



Review Paycheck Page - Bonus Payment with One-Time Deferrals

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT Bonus transaction on the **Paycheck Earnings** tab that processed for the employee on a Separate Check.

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID [redacted] Name [redacted]
 Company ABC Pay Group SM1 Pay Period End 02/09/2022 Page 2 Line 1 **Separate Check 1**

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 02/16/2022 Paycheck Number
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	5,000.00
Taxes	1,076.25
Deductions	2,500.00
Net Pay	1,423.75

Earnings [Search] [1 of 2] [View All]

Begin Date 01/25/2022 End Date 02/09/2022 Addl Line Nbr 3 Reason
 Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried **Hourly** **Overtime**

Hours	0.00	Hours	0.00	Hours	0.00
Rate	41.826923	Rate	0.000000	Rate	0.000000
Earnings	0.00	Earnings	0.00	Earnings	0.00
		Rate Code		Rate Code	

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings [Search] [1-1 of 1] [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Filter]

Code	Description	Rate Used	Hours	Rate	Amount	Source
BON	Non-discretionary Bonus (FLSA)	Hourly Rate			5,000.00	OP



PY381_Using the Single-Use Payroll Online Tool (SPOT)

On the **Paycheck Deductions** tab, users can view the deferred compensation amount (\$2500) coming out on the separate check under the **Deductions** section.

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [redacted] Name [redacted]
Company ABC Pay Group SM1 Pay Period End 02/09/2022 Page 2 Line 1 **Separate Check 1**

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	02/16/2022	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected <input type="checkbox"/> Cashed

Paycheck Totals

Earnings	5,000.00
Taxes	1,076.25
Deductions	2,500.00
Net Pay	1,423.75

Deductions

1-1 of 1 | View All

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
VRSRET	Employee Retirement DB	Before-Tax	2,500.00	

Garnishments



Deceased Pay

All deceased pay is paid through the AP Expense Module. Payroll Administrators will need to calculate the gross to net pay to include the FICA tax deduction. Be sure to account for rounding differences and any funds due to the agency from the employee (i.e., medical, VSELP). The Net Pay amount requested from AP should be paid to the Employee's Estate.

- When the payment is not processed in the same year that the employee deceased, there is no further action in Cardinal Payroll
- When the payment is processed in the same year that the employee deceased, SPOT transactions must be processed for W2 reporting through Cardinal

SPOT Earnings Batch:

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax
1	1	<input type="text"/>	0		Active	DPC	Deceased Pay Current Year	03/25/2022	04/09/2022	1	Ann

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized			1000.00	Deduction		Deduction		0	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	

1. Enter the deceased employee's Employee ID.
2. Enter the earnings code "DPC" (Deceased Pay/Current Year).
Note: This earnings code is subject to FICA taxes only.
3. The Amount should be a sum of all earnings types owed to the deceased employee. For this scenario, the amount is "1000.00".
4. Enter the current pay period dates in the **Earns Begin Dt** and **Earns End Dt** fields.

SPOT Deduction Batch:

When entering the SPOT Deduction batch, determine if the employee has any additional deductions outside of the **Due Agency** that need to be deducted.

Example A:

The screenshot below is an example of the **SPOT Deduction** page with the **Due Agency** deduction only.



Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd	Seqchk #
	1		0		Active	00		DUEAGY	Due Agency	A	Amount	923.50	Addition	0

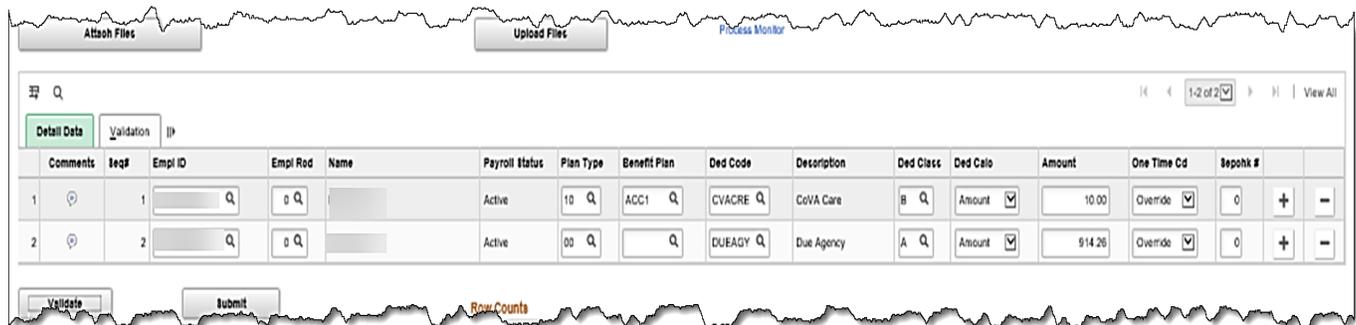
Row Counts
Rows Valid: 1

- Enter the amount paid out to the employee’s estate minus any taxes

Note: The result is a ZERO NET PAY check.

Example B:

The screenshot below is an example of the **SPOT Deduction** page with an additional before tax medical deduction.



Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd	Seqchk #
	1		0		Active	10	ACC1	CVACRE	CoVA Care	B	Amount	10.00	Override	0
	2		0		Active	00		DUEAGY	Due Agency	A	Amount	914.26	Override	0

Row Counts

- Enter any deductions due to the agency by the employee using the appropriate deduction code. In this scenario a medical deduction of “10.00”
- The net pay amount processed in AP should be entered using the “DUEAGY” deduction code. This prevents the employee’s estate from being overpaid

Note: The result is a ZERO NET PAY check.



Review Paycheck Page with Due Agency Deduction - Deceased Pay

On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users are able to view the SPOT Earnings Transaction for the deceased pay (\$1,000 for this scenario).

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID Name

Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	04/15/2022	Paycheck Number	
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed			

Paycheck Totals

Earnings	1,000.00
Taxes	76.50
Deductions	923.50
Net Pay	0.00

Earnings Q | < << 1 of 2 >> > | View All

Begin Date 04/01/2022 End Date 04/09/2022 Addl Line Nbr 3 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours	0.00
Rate	37.163462
Earnings	0.00
Rate Code	

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 FLSA Rate

Shift Not Applicable Shift Rate

Other Earnings Q | < << 1-1 of 1 >> > | View All

Other Earnings Details 1
Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
DPC	Deceased Pay Current Year	Hourly Rate			1,000.00	OP



Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued)

On the Paycheck Taxes tab, users are able to view the taxes that were deducted from the deceased pay. When there are no deductions, the Taxable Gross equals the deceased pay amount (\$1,000 for this scenario).

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

Empl ID [redacted] Name [redacted]
 Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 04/15/2022 Paycheck Number
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	1,000.00
Taxes	76.50
Deductions	923.50
Net Pay	0.00

Taxes

☰ Q 1-4 of 4 View All

Tax Details 1 | Tax Details 2 | Tax Tips

Tax Entity	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal				MED/EE	1,000.00	14.50
US Federal				Med/ER	1,000.00	14.50
US Federal				OASDI/EE	1,000.00	62.00
US Federal				OASDI/ER	1,000.00	62.00

1042 Taxes

☰ Q 1-1 of 1 View All

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			



Review Paycheck Page with Additional Before-Tax Medical Deduction

On the Paycheck Earnings tab in the Other Earnings section of the page, users are able to view the SPOT Earnings Transaction for deceased pay (\$1,000 for this scenario).

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions				
Empl ID <input type="text"/>	Name <input type="text"/>					
Company ABC	Pay Group SM1	Pay Period End 04/09/2022				
		Page 1 Line 1				
		Separate Check				
Paycheck Information		Paycheck Totals				
Paycheck Status <input checked="" type="checkbox"/> Calculated Issue Date 04/15/2022 <input checked="" type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed		Paycheck Option <input type="checkbox"/> Check Paycheck Number <input type="text"/> Earnings 1,000.00 Taxes 75.74 Deductions 924.26 Net Pay 0.00				
Earnings						
Begin Date 04/01/2022 End Date 04/09/2022 Addl Line Nbr 3 Reason Not Specified Empl Record 0 Benefit Record 0 Additional Data						
Salaried	Hourly	Overtime				
Hours 0.00 Rate 37.163462 Earnings 0.00 Rate Code	Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code	Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code				
State VA	Locality					
Rate Used Hourly Rate	FLSA Rate					
Shift Not Applicable	Shift Rate					
Other Earnings						
<input checked="" type="checkbox"/> Other Earnings Details 1 <input type="checkbox"/> Other Earnings Details 2 II▶						
Code	Description	Rate Used	Hours	Rate	Amount	Source
DPC	Deceased Pay Current Year	Hourly Rate			1,000.00	OP



Review Paycheck Page with Additional Before-Tax Medical Deduction (continued)

On the **Paycheck Taxes** tab, users can view the taxes that were deducted from the deceased pay.

Note: The **Taxable Gross** for FICA taxes were reduced due to the before tax medical. If there were no before tax medical deductions, the **Taxable Gross** would equal the deceased pay amount.

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID
Name

Company ABC
Pay Group SM1
Pay Period End 04/09/2022
Page 1
Line 1
Separate Check

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	04/15/2022	Paycheck Number	
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Paycheck Totals

Earnings	1,000.00
Taxes	75.74
Deductions	924.26
Net Pay	0.00

Taxes

☰ Q
1-4 of 4
View All

Tax Details 1
Tax Details 2
Tax Tips
||▶

Tax Entity	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal				MED/EE	990.00	14.36
US Federal				Med/ER	990.00	14.36
US Federal				OASDI/EE	990.00	61.38
US Federal				OASDI/ER	990.00	61.38

1042 Taxes

☰ Q
1-1 of 1
View All

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			



Review Paycheck Page with Additional Before-Tax Medical Deduction (continued)

On the Paycheck Deductions tab, in the Deductions section of the page, users are able to view the deductions that were entered in SPOT Deduction batch.

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
-------------------	----------------	----------------------------

Empl ID Name
 Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

Paycheck Information				Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check	Earnings	1,000.00
Issue Date	04/15/2022	Paycheck Number		Taxes	75.74
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	924.26
			<input type="checkbox"/> Cashed	Net Pay	0.00

▼ Deductions

1-2 of 2 | View All

Deduction Details 1	Deduction Details 2	Deduction Details 3	▶		
Deduction Code	Description	Class	Amount	Calculated Base	
DUEAGY	Due Agency	After-Tax	914.26		
CVACRE	CoVA Care	Before-Tax	10.00		

▶ Garnishments

▼ Net Pay Distribution

1-1 of 1 | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount



Adjusting VRS Retirement Benefit Deductions

Adjustments to the VRS Retirement Benefit Deductions may be needed for scenarios such as when an employee terminates in the middle of the month, or a retro pay rate change has been made. The adjustment can be made with a one-time override on the “VRS” Earnings Code or the impacted Retirement Benefit Deductions. How the adjustment is entered will depend on whether the employee is enrolled in the Retirement Plan.

Employee Enrolled in the Retirement Plan

- When the employee is enrolled in the Retirement Plan, the “VRS” Earnings Code (VRS Contribution Base) can be entered as a SPOT Earnings batch
- Enter the appropriate amount as a positive number to add to the amount already established as an Additional Pay or a negative number to reduce the amount. The impacted retirement benefit deductions will adjust based on the transaction that is keyed

For this scenario, the pay period is 5/25 – 6/09 and the employee is terminating on 6/09 (employee worked through 6/9 and term date is 6/10). The VRS contribution base will need to be increased.

Additional Pay Page

Navigate to this page using the following path:

NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

This page shows the VRS Contribution Base for the employee.

The screenshot shows the 'Create Additional Pay' interface. At the top, there are fields for Employee, Empl ID, and Empl Record (0). Below this is the 'Additional Pay' section, which is highlighted with a red box. It contains a search bar for '*Earnings Code' with 'VRS' entered and a magnifying glass icon, and a search bar for 'VRS Contribution Base'. Below the search bars is the 'Effective Date' section, showing '05/01/2021'. The 'Payment Details' section includes fields for '*Addl Seq Nbr' (1), 'Rate Code', 'End Date', 'Reason' (Not Specified), 'Hours', 'Hourly Rate', 'Goal Amount', 'Goal Balance', and 'Sep Check Nbr'. There is also a checkbox for 'OK to Pay' and two unchecked checkboxes for 'Disable Direct Deposit' and 'Prorate Additional Pay'. At the bottom, there is a section for 'Applies To Pay Periods' with checkboxes for First, Second, Third, Fourth, and Fifth. Below this are expandable sections for 'Job Information' and 'Tax Information'.



Retirement Plan Page

The Retirement Plans page displays the plan type and indicates whether it is still Active or not.

NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans

Retirement Plans

Employee ID [redacted] Benefit Record Number 0

Plan Type 70 Employee Retirement DB

Coverage

Deduction Begin Date 04/25/2021
 Participation Election Elect Waive Terminate
 Election Date 06/28/2021
 Benefit Program Salaried Employee Benefit Pgm
 Payroll Status Active
 Benefit Plan VRSMDB VRS 5% EE Pay Defined Benefit
 Option Code 18

Plan Type 7W Group Term Life

Coverage

Deduction Begin Date 04/25/2021
 Participation Election Elect Waive Terminate
 Election Date 06/28/2021
 Benefit Program Salaried Employee Benefit Pgm
 Payroll Status Active
 Benefit Plan GTLR Group Term Life-Regular
 Option Code 2

Plan Type 7X Retiree Health Credit

Coverage

Deduction Begin Date 04/25/2021
 Participation Election Elect Waive Terminate
 Election Date 06/28/2021
 Benefit Program Salaried Employee Benefit Pgm
 Payroll Status Active
 Benefit Plan RTCRDR Retiree Health Credit-Regular
 Option Code 2

Plan Type 7Y VSDP LTD

Coverage

Deduction Begin Date 04/25/2021
 Participation Election Elect Waive Terminate
 Election Date 06/28/2021
 Benefit Program Salaried Employee Benefit Pgm
 Payroll Status Active
 Benefit Plan VSDPR LTD/VSDP-Regular
 Option Code 1



SPOT Earnings Batch

Once the contribution base is determined and the active plan has been verified, enter the SPOT batch.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earnings Begin Dt	Earnings End Dt
1	1	<input type="text"/>	0	<input type="text"/>	Terminated	VRS	VRS Contribution Base	05/25/2021	06/09/2021

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchck #	Addl Seq Nbr
1	Annualized	<input type="text"/>	<input type="text"/>	2500.00	Deduction	<input type="text"/>	Deduction	<input type="text"/>	0	<input type="text"/>

1. Enter the **Empl ID** and **Empl Rcd**.
2. Enter the earning code "VRS" (VRS Contribution Base).
3. Enter the days worked in the current pay period in the **Earnings Begin Dt** and **Earnings End Dt** fields (5/25 – 6/9 in this scenario).
4. Enter the amount for the VRS Contribution Base pay period amount (from the **Additional Pay** page). This will double the contribution for the month.
5. Validate and submit the batch.



Review Paycheck Page – Employee Enrolled in in the Retirement Plan

Prior to VRS Adjustments

The screenshots below show the Special Accumulators section of the Paycheck Earnings tab and the Deductions section of the Paycheck Deductions tab. On these tabs, users are able to view the VRS deductions. These screenshots show how it displays prior to VRS Adjustments.

For more information, see the Job Aid titled PY381_General and Benefit Deductions located on the Cardinal Website in Job Aids under Learning.

Special Accumulators

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	88.00	2,083.33	0
457	457 Max Basis	88.00	2,083.33	0
941	941 Total Gross	88.00	2,091.83	0
CBS	VRS Creditable Compensation		2,500.00	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,091.83	0
ORP	Optional Retirement Base	88.00	2,083.33	0
OTE	Other Earnings		8.50	0

Deductions

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	125.00	2,500.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	361.50	2,500.00
GRPLFR	Group Term Life	Nontaxable Benefit	33.50	2,500.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	28.00	2,500.00
SDLTDR	VSDP LTD	Nontaxable Benefit	15.25	2,500.00



Paycheck Deductions after SPOT Adjustments

On the **Paycheck Earnings** tab, in the **Other Earnings** section of the page, users are able to view the VRS contribution base amount that was entered in SPOT.

The screenshot displays the 'Earnings' section of the SPOT tool. At the top, it shows 'Begin Date' as 05/25/2021 and 'End Date' as 08/09/2021. Below this, there are three summary boxes: 'Salaried', 'Hourly', and 'Overtime'. Each box lists 'Hours', 'Rate', 'Earnings', and 'Rate Code'. The 'Salaried' box shows a rate of 24.038462 and earnings of 0.00. The 'Hourly' box shows a rate of 0.000000 and earnings of 0.00. The 'Overtime' box shows a rate of 0.000000 and earnings of 0.00. Below these boxes, there are fields for 'State' (VA), 'Locality', 'Rate Used' (Hourly Rate), 'FLSA Rate', and 'Shift' (Not Applicable). The 'Other Earnings' section is located below the main earnings summary. It contains a table with the following data:

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			2,500.00	OP



PY381_Using the Single-Use Payroll Online Tool (SPOT)

The screenshots below show the **Special Accumulators** section of the **Paycheck Earnings** tab and the **Deductions** section of the **Paycheck Deductions** tab. On these tabs, users are able to view the VRS deductions. These screenshots show how it displays after VRS Adjustments.

▼ **Special Accumulators**

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	96.00	2,083.33	0
457	457 Max Basis	96.00	2,083.33	0
941	941 Total Gross	96.00	2,091.83	0
CBS	VRS Creditable Compensation		5,000.00	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,091.83	0
ORP	Optional Retirement Base	96.00	2,083.33	0
OTE	Other Earnings		8.50	0

▼ **Deductions**

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
IMPLIF	Imputed Life	Taxable Benefit	5.00	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	250.00	5,000.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	723.00	5,000.00
GRPLFR	Group Term Life	Nontaxable Benefit	67.00	5,000.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	56.00	5,000.00
SDLTDR	VSDP LTD	Nontaxable Benefit	30.50	5,000.00
FLXFEE	Flex Administrative Fee	Before-Tax	2.10	



Employee Not Enrolled in the Retirement Plan

When an employee has been terminated and no longer enrolled in the retirement plan, the user will need to enter a SPOT Deduction batch to override the impacted retirement benefit deductions. Navigate to the Retirement Plans or Savings Plans pages to see this information using the following paths:

NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans

NavBar > Menu > Benefits > Enroll in Benefits > Savings Plans

The screenshot below is an example of a prior paycheck showing the VRS retirement deductions and the amount that will be used for the SPOT entries.

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	125.00	2,500.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	361.50	2,500.00
GRPLFR	Group Term Life	Nontaxable Benefit	33.50	2,500.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	28.00	2,500.00
SDLTDR	VSDP LTD	Nontaxable Benefit	15.25	2,500.00



SPOT Deduction Page

Once the amounts are obtained, enter the VRS retirement deductions in SPOT.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd		
1	1		0		Terminated	70	VRSMDB	VRSRET	Employee Retirement DB	B	Amount	125.00	Addition	+	-
2	2		0		Terminated	70	VRSMDB	VRSRET	Employee Retirement DB	N	Amount	361.50	Addition	+	-
3	3		0		Terminated	7W	GTLR	GRPLFR	Group Term Life	N	Amount	33.50	Addition	+	-
4	4		0		Terminated	7X	RTCRDR	RETHCR	Retiree Health Credit	N	Amount	28.00	Addition	+	-
5	5		0		Terminated	7Y	VSDPR	SDLTDR	VSDP LTD	N	Amount	15.25	Addition	+	-

1. Enter the **Empl ID** and **Empl Rcd**.
2. Enter the appropriate retirement benefit deductions.
3. The amount entered in this example is the prior pay period amount.
4. Select "Addition" for the **One Time Cd**.

Note: Use the Override Code as applicable. In that case, enter the total amount that would need to be deducted from the pay.

5. Repeat steps 1-4 until all VRS retirement deductions have been entered.
6. Validate and submit the Batch.



SPOT Entry for an Additional Pay

When entering a SPOT transaction for an additional pay, the user must select the appropriate sequence number.

In this scenario, an adjustment to Temporary pay must be entered. The employee is owed \$100 because the effective date was entered incorrectly.

Additional Pay Page

Navigate to this page using the following path:

NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

This page shows the Temp pay which should have had an effective date of "03/10/2023".

Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 1 Last

Effective Date 03/29/2023

Payment Details Find | View All First 1 of 1 Last

Addl Seq Nbr 1	End Date
Rate Code	Reason Not Specified
Earnings \$100.00	
Hours	Hourly Rate
Goal Amount \$1,000.00	Goal Balance \$500.00
Sep Check Nbr	<input type="checkbox"/> Disable Direct Deposit
<input checked="" type="checkbox"/> OK to Pay	<input type="checkbox"/> Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History



SPOT Earnings Batch

In order for the **Goal Amount** field to update on the **Additional Pay** record there must be a matching additional sequence number in SPOT.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1	1	<input type="text" value=""/>	<input type="text" value="0"/>		Active	<input type="text" value="TMP"/>	Temporary Pay	<input type="text" value="03/09/2023"/>	<input type="text" value="03/24/2023"/>	<input type="text" value="1"/>

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
Annualized			<input type="text" value="100.00"/>	Deduction		Deduction		<input type="text" value="0"/>	<input type="text" value="1"/>

7. Enter/select the following:

- Enter the **Empl ID**
- **Empl Rcd**: Defaults to “0”. Update as needed
- **Earn Code**: select the appropriate code. “TMP” for this scenario
- **Earns Begin Date**: enter the begin date of the period when the temporary pay should have started
- **Earns End Dt**: enter the end date of the period
- **Amount**: Enter the amount for the temporary pay owed to the employee
- **Add'l Seq Nbr**: Enter the additional sequence number associated with the temporary pay

8. Validate and submit the batch for approval.