



Cardinal HCM Payroll Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 4/15/2024



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Learning Materials and Resources

The **Cardinal HCM Payroll Reports Catalog** covers the Payroll (PY) functional area within Cardinal HCM. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please review the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Payroll Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
 - Key concepts in Cardinal HCM reporting
 - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
 - How to run HCM reports and how to navigate to the Report Manager and view reports



Payroll Queries

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Audit Report for Pay Deduction Query V_PY_PAYSHEET_AUDIT_DED_BEN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by State Payroll Operations (SPO) and authorized agency staff to audit manually keyed online change to Paysheets for Pay Deductions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Deduction Query

V_PY_PAYSHEET_AUDIT_DED_BEN - Audit Report for Pay Deduction

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

First 1-14 of 14 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Plan Typ	Benefit Plan	Deductn Cd	Dedn Class	One Tm Cd	Rate/Pct	Flat Amt
1	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 9:49:15PM	Add	00		OPTLIF	A	O	0.000	50.00
2	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 9:56:59PM	Add	00		DGPRKB	B	R	0.000	20.00
3	DGS	SM1	12/24/2019	N	48	5	0			0 V_PY_SPO_PROCESSOR	09/14/2020 11:39:45AM	Add	00		OPTLIF	A	O	0.000	99.99
4	DGS	SM1	12/24/2019	N	48	5	0			0 V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	99.99
5	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	50.00
6	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 12:13:44PM	Add	00		OPTLIF	A	O	0.000	50.00
7	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 1:45:18PM	Add	00		OPTLIF	A	O	0.000	50.00
8	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 4:44:57PM	Delete	00		OPTLIF	A	O	0.000	50.00
9	DGS	SM1	12/09/2019	N	10	8	0			0 V_PY_SPO_PROCESSOR	08/13/2020 10:35:08PM	Add	10	KP	KAISER	B	O	0.000	46.00
10	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:36:21PM	Add	00		OPTLIF	A	O	0.000	50.00
11	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	00		DGPRKA	A	R	0.000	20.00
12	DOA	SM1	11/24/2019	N	18	1	0			0 V_PY_SPO_PROCESSOR	06/30/2020 10:55:51AM	Add	00		AGYMSC	A	O	0.000	100.00
13	RBC	SM1	12/25/2019	Y	210	1	0			1 V_PY_SPO_PROCESSOR	09/25/2020 9:18:25AM	Add	00		GRNFEE	A	O	0.000	5.00
14	SOV	WK1	11/09/2019	N	1	1	2			1 V_PY_SPO_PROCESSOR	08/25/2020 4:30:21PM	Delete	00		CVC	A	A	0.000	200.00



Audit Report for Pay Earnings Query V_PY_PAYSHEET_AUDIT_PAYEARN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Earnings.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYEARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Earnings Query

V_PY_PAYSHEET_AUDIT_PAYEARN - Audit Report for Pay Earnings

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(791 kb)

View All

First 1-100 of 1705

Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	OK to Pay	Job Pay	Gross-Up	Reg Hours	Hrly Rate	Reg Earnings	OT Hrs	OT Earnings	Earnings Begin	Earnings End
1	ABC	BW3	12/05/2019	N	120	15	0		0	V_PY_SPO_PROCESSOR	10/15/2020 5:45:58PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/29/2019	12/05/2019
2	ABC	BW3	12/05/2019	N	120	15	1		0	V_PY_SPO_PROCESSOR	10/15/2020 5:46:35PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/22/2019	11/28/2019
3	ABC	BW3	12/05/2019	N	357	6	0		0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:14PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/29/2019	12/05/2019
4	ABC	BW3	12/05/2019	N	357	6	1		0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:23PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/22/2019	11/28/2019
5	ABC	BW3	12/05/2019	N	357	7	0		1	V_PY_SPO_PROCESSOR	10/15/2020 5:47:33PM	Change Old (PPR Only)	N	Y	N	0.00	10.200000	0.00	0.00	0.00	11/29/2019	12/05/2019
6	ABC	SM1	12/24/2019	N	11	3	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.64	0.00	0.00	12/20/2019	12/24/2019
7	ABC	SM1	12/24/2019	N	11	3	1		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	1149.40	0.00	0.00	12/13/2019	12/19/2019
8	ABC	SM1	12/24/2019	N	11	3	2		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.63	0.00	0.00	12/10/2019	12/12/2019
9	ABC	SM1	12/09/2019	N	63	1	0		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/06/2019	12/09/2019
10	ABC	SM1	12/09/2019	N	63	1	1		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/29/2019	12/05/2019
11	ABC	SM1	12/09/2019	N	63	1	2		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/25/2019	11/28/2019
12	ABC	SM1	12/24/2019	N	62	1	0		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/20/2019	12/24/2019
13	ABC	SM1	12/24/2019	N	62	1	1		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/13/2019	12/19/2019
14	ABC	SM1	12/24/2019	N	62	1	2		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/10/2019	12/12/2019



Audit Report for Pay Garnishment Query V_PY_PAYSHEET_AUDIT_PAYGARN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Garnishments.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYGARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report of Pay Garnishment Query

V_PY_PAYSHEET_AUDIT_PAYGARN - Audit Report for Pay Garnish

CompanyDOA

From Date10/01/2019

To Date08/31/2021

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First1-4 of 4Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Garn ID	Flat Amt	Overtime Cd	Priority	Ded Calc
1	DOA	SM1	03/24/2020	N	8	11	0		0		11/15/2020 2:47:10PM	Add	0916B	200.00	R	1	P
2	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - Old Values	0916B	200.00	R	1	P
3	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - New Values	0916B1	200.00	R	1	P
4	DOA	SM1	06/09/2020	N	10	13	0		0		02/14/2021 11:49:57AM	Add	SITCM4	9.99	R	0	P



Audit Report for Pay Other Earnings Query V_PY_PAYSHEET_AUDIT_PAYOTHR

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Other Earnings.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYOTHR

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Other Earnings Query

V_PY_PAYSHEET_AUDIT_PAYOTHR - Audit Report for Pay Oth Erns

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(122 kb)

View All

First 1-100 of 326

Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Earn Code	Add Gross	Oth Hrs	Oth Earns	Oth Py	Sep Check Nbr	Job Pay	Tax Method
1	ABC	BW3	12/19/2019	N	1	23	6		0		11/04/2020 5:00:27PM	Add	RGH		40.00	0.00	0.00	0	N	
2	ABC	BW3	12/05/2019	N	1	18	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
3	ABC	BW3	12/05/2019	N	1	18	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
4	ABC	BW3	12/05/2019	N	1	17	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
5	ABC	BW3	12/05/2019	N	1	17	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
6	ABC	BW3	12/05/2019	N	1	13	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
7	ABC	BW3	12/05/2019	N	1	13	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
8	ABC	BW3	12/05/2019	N	1	14	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
9	ABC	BW3	12/05/2019	N	1	14	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
10	ABC	SM1	12/24/2019	N	11	2	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	DHL	N	8.00	0.00	0.00	0	Y	A
11	ABC	SM1	12/24/2019	N	11	2	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A
12	ABC	SM1	12/24/2019	N	11	2	1		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	836.80	836.80	0	Y	A
13	ABC	SM1	12/24/2019	N	11	2	2		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A



Audit Report for Pay Tax Query V_PY_PAYSHEET_AUDIT_PAYTAX

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Tax.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYTAX

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Tax Query

V_PY_PAYSHEET_AUDIT_PAYTAX - Audit Report for Pay Tax

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(7 kb)

View All

First 1-21 of 21 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	State	Locality	Tax Class	Overtime Tx	Sep Check Nbr	One Tm Cd
1	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU		F	40.92		0 O
2	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU		Q	40.92		0 O
3	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU		D	174.96		0 O
4	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU		E	174.96		0 O
5	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU		H	519.49		0 O
6	DGS	BW1	12/12/2019	Y	200	1	0			0 V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	VA		H	145.73		0 O
7	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/13/2020 10:21:22PM	Add	VA		H	100.00		0 A
8	DGS	SM1	12/24/2019	N	48	5	3			0 V_PY_SPO_PROCESSOR	09/14/2020 1:13:52PM	Delete	VA		H	100.00		0 A
9	DGS	SM1	12/24/2019	N	48	5	4			0 V_PY_SPO_PROCESSOR	09/14/2020 5:31:18PM	Add	VA		H	100.00		0 A
10	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	VA		H	100.00		0 A
11	DOA	SM1	11/24/2019	N	10	3	0			0 V_PY_SPO_PROCESSOR	06/30/2020 10:39:12AM	Change Old (PPR Only)	VA		H	100.00		0 A
12	GOV	SM1	12/28/2019	Y	1	15	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU		D	5.15		0 O
13	GOV	SM1	12/28/2019	Y	1	15	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU		H	5.15		0 R
14	GOV	SM1	12/28/2019	Y	1	9	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU		D	0.38		0 O
15	GOV	SM1	12/28/2019	Y	1	9	0			0 V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU		H	0.38		0 R
16	HRM	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU		D	66.08		0 O
17	HRM	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU		H	66.08		0 R
18	OAG	SM1	12/28/2019	Y	1	2	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU		D	4.75		0 O
19	OAG	SM1	12/28/2019	Y	1	2	0			0 V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU		H	4.75		0 R
20	OAG	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU		D	0.06		0 O
21	OAG	SM1	12/28/2019	Y	1	1	0			0 V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU		H	0.06		0 R



Payroll Calendar Status V_PY_CALENDAR

REVISED: 08/28/2023

DESCRIPTION:

This query lists the status of the payroll run. It includes all companies and what processes have been run along with the number of checks. This query helps confirm that processes completed successfully for all agencies. SPO uses this query to confirm which processes have been completed for all agencies prior to proceeding to the next process step.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_CALENDAR

INPUT / SEARCH CRITERIA:

Current Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Current Pay Run ID is required.

Screenshot of the Payroll Calendar Status Query

V_PY_CALENDAR - Payroll Calendar Status												
*Current Pay Run ID <input type="text" value="SM1082423"/> <input type="button" value="Q"/>												
<input type="button" value="View Results"/>												
Download results in: Excel Spreadsheet CSV Text File XML File (25 kb)												
View All First 1-100 of 259 <input type="button" value="Last"/>												
Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks	
1	ABC	SL2	08/24/2023	SM1082423	Y	Y	N	N	N	N	95	
2	ABC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1372	
3	ACC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	119	
4	ACC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	83	
5	ACS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	472	
6	APA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	117	
7	ARC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	32	
8	ARS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	908	
9	ARV	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	6	
10	ASA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	8	
11	ATP	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1	
12	BBE	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	9	
13	BCC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	195	
14	BCC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	84	
15	BHC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	3	
16	BHD	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	587	



Child Support Garnishment with Administrative Fee V_PY_CHILD_SUPT_ADMIN_FEES

REVISED: 08/28/2023

DESCRIPTION:

This query lists all employees having active Child Support deductions with Administrative Fees.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_CHILD_SUPT_ADMIN_FEES

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Child Support Garnishment without Administrative Fee Query

V_PY_CHILD_SUPT_ADMIN_FEES - Child Support Garn w Adm Fee							
Company (Blank for All) ABC Q							
View Results							
Download results in: Excel Spreadsheet CSV Text File XML File (20 kb)							
View All							
First 1-87 of 87 Last							
Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	# of Child Support Orders	Total GRNFEE Deduction
1	ABC			VCE001	R	1	5.00
2	ABC			OCS001	R	1	5.00
3	ABC			DCSESP	R	1	5.00
4	ABC			DCSESP	R	1	5.00
5	ABC			VCS001	R	1	5.00
6	ABC			SUPP02	R	1	5.00
7	ABC			OCS001	R	1	5.00
8	ABC			VCS001	R	1	5.00
9	ABC			OCS001	R	1	5.00
10	ABC			OCS001	R	1	5.00
11	ABC			OCS001	R	3	15.00
12	ABC			VCS001	R	3	15.00
13	ABC			VCS002	R	3	15.00
14	ABC			VCS001	R	1	5.00
15	ABC			VCS001	R	2	10.00
16	ABC			VCS002	R	2	10.00



PY Deductions Balances Extract Query (RPY532) V_PY_DED_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides deductions balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_DED_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Plan Type (Optional)
Dedcd (Optional)
Employee ID (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Balance ID and Balance Year fields are required.

Screenshot of the Deductions Balances Extract Query

V_PY_DED_BALANCES - PY Deductions Balances Extract

Balance ID

PY

Balance Year

2023

Balance Quarter (Optional)

2

Balance Period (Optional)

0

Company (Optional)

ABC

Plan Type (Optional)

Flex Spending Medical

Dedcd (Optional)

FLXMED

Employee ID (Optional)

Extract All Rows for Year?

☐

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(66 kb)

View All

First 1-100 of 150

Last

Row	Company	Empl ID	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Plan Type	Deduction Code	Deduction Description	Deduction Class	Deduction YTD	Deduction QTD	Deduction MTD
1	ABC			PY	2023	2		4 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	211.47	30.21	30.21
2	ABC			PY	2023	2		5 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	208.31	83.33	41.67
3	ABC			PY	2023	2		5 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00	250.00	125.00
4	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1200.00	600.00	200.00
5	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	375.00	187.50	62.50
6	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	600.00	300.00	100.00
7	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	500.02	250.00	83.33
8	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	600.00	300.00	100.00
9	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	240.00	120.00	40.00
10	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1425.00	712.50	237.50
11	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	750.00	375.00	125.00
12	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1425.00	712.50	237.50
13	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1425.00	712.50	237.50
14	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1425.00	712.50	237.50
15	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	396.00	198.00	66.00
16	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	1425.00	712.50	237.50
17	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	362.52	181.26	60.42
18	ABC			PY	2023	2		6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	360.00	180.00	60.00



Direct Deposit Audit Query (RPY527) V_PY_DIR_DEP_AUDIT

REVISED: 02/27/2023

DESCRIPTION:

This query provides the ability to see changes made to an employee's direct deposit distributions or all changes made to direct deposit distributions within an agency for a given period of time. This information includes changes made online by Payroll Administrators and changes made by employees via ESS.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_AUDIT

INPUT / SEARCH CRITERIA:

From Date
To Date
Company
Empl ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Direct Deposit Audit Query

V_PY_DIR_DEP_AUDIT - Direct Deposit Audit Query

From Date02/01/2023

To Date02/16/2023

Empl ID

CompanyABC

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (81 kb)

View All

First 1-100 of 183Last

Row	Employee ID	Employee Name	Company	Pay Group	Dir Dep Effective Date	Priority	Amount \$	Amount %	Account Type	Bank ID	Deposit Type	Prenote Required	Last Updated By	Last Updated Date	Last Updated Action
1			ABC	SM1	02/14/2023	168	200.00	0.00	Savings	251082615	A	Y		02/14/2023 11:23:49AM	Add
2			ABC	SM1	02/14/2023	999	0.00	0.00	Checking	051404846	B	Y		02/14/2023 11:23:49AM	Add
3			ABC	BW3	01/24/2023	999	0.00	0.00	Checking	051403164	B	Y		02/03/2023 10:21:47AM	Add
4			ABC	BW3	02/14/2023	100	200.00	0.00	Checking	251082194	A	Y		02/15/2023 9:14:58AM	Add
5			ABC	BW3	02/14/2023	200	50.00	0.00	Savings	071000152	A	Y		02/15/2023 9:14:58AM	Add
6			ABC	BW3	02/14/2023	999	0.00	0.00	Checking	314074269	B	N		02/15/2023 9:14:58AM	Add
7			ABC	SM1	02/12/2023	168	200.00	0.00	Savings	256074974	A	Y		02/13/2023 8:52:27AM	Add
8			ABC	SM1	02/12/2023	999	0.00	0.00	Checking	251481614	B	Y		02/13/2023 8:52:27AM	Add
9			ABC	SM1	02/13/2023	159	850.00	0.00	Checking	051404260	A	Y		02/14/2023 8:34:17AM	Add
10			ABC	SM1	02/13/2023	200	100.00	0.00	Savings	051404260	A	Y		02/14/2023 8:34:17AM	Add



Direct Deposit to Goal Query V_PY_DIR_DEP_GOAL

REVISED: 11/13/2023

DESCRIPTION:

A query by agency of Virginia Credit Union (VACU) direct deposits from Pay Distribution against the goal balance for the Virginia State Employee Loan Program (VSELP) by employee (using account/routing number).

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_GOAL

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Direct Deposit to Goal Query

V_PY_DIR_DEP_GOAL - VSELP Dir Dep to Goal Qry									
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>									
<input type="button" value="View Results"/>									
Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)									
View All First 1-11 of 11 Last									
Row	Company	Employee ID Number	Direct Deposit Effdt	Amount Deposited To Date	Deposit Amount	Goal Amount	HR Status	Date of Last Deposit	
1	ABC		06/16/2023	276.00	46.00	552.00	A	08/24/2023	
2	ABC		04/10/2023	414.00	46.00	552.00	A	08/24/2023	
3	ABC		07/25/2023	92.00	46.00	552.00	A	07/27/2023	
4	ABC		06/21/2023	368.00	46.00	552.00	A	08/24/2023	
5	ABC		06/16/2023	184.00	46.00	552.00	A	07/27/2023	
6	ABC		07/17/2023	92.00	46.00	552.00	A	07/27/2023	
7	ABC		05/16/2023	230.00	46.00	552.00	A	07/27/2023	
8	ABC		12/16/2022	516.27	46.00	552.00	I	07/09/2023	
9	ABC		05/17/2023	322.00	46.00	552.00	A	08/24/2023	
10	ABC		05/17/2023	322.00	46.00	552.00	A	08/24/2023	
11	ABC		02/16/2023	598.00	46.00	552.00	A	08/24/2023	



Direct Deposit Distribution Query (RPY514) V_PY_DIR_DEP_DISTRIB

REVISED: 02/27/2023

DESCRIPTION:

This query provides direct deposit distribution information by employee and company. User can select the option to include if Pre-note has been completed or not. The query provides audit information which includes the date the direct deposit was last updated, and who updated it (e.g., system, employee or online user). If the last update was done by an online user, the specific user's name displays.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_DISTRIB

INPUT / SEARCH CRITERIA:

Pre-Note Completed? (checkbox)
Company
Empl ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Direct Deposit Distribution Query

V_PY_DIR_DEP_DISTRIB - Direct Dep Dist info for Activ

Pre-note Completed? ☐

Company

Empl ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (45 kb)

[View All](#)

Row	Employee ID	Name	Co	Pay Group	Pay Status	HR Status	Dept ID	Dir Dep Eff Date	Priority	Amount \$	Amount %	Account
1			ABC	SM1	A	A	190494	02/14/2023	999	0.00	0.00	C
2			ABC	BW3	A	A	226085	04/05/2022	999	0.00	0.00	C
3			ABC	BW3	A	A	226150	02/11/2023	999	0.00	0.00	S
4			ABC	SM1	A	A	226104	12/28/2022	1	46.00	0.00	V
5			ABC	BW3	A	A	420712	02/14/2023	999	0.00	0.00	C
6			ABC	BW3	A	A	226363	10/14/2022	999	0.00	0.00	C
7			ABC	BW3	A	A	226204	12/10/2022	3	50.00	0.00	S
8			ABC	BW3	A	A	226204	12/10/2022	2	47.00	0.00	S
9			ABC	SM1	A	A	226063	09/25/2021	999	0.00	0.00	P
10			ABC	SM1	A	A	210504	02/13/2023	159	850.00	0.00	C
11			ABC	SM1	A	A	210504	02/13/2023	200	100.00	0.00	S



Screenshot of the Direct Deposit Distribution Query (scrolled right)

First 1-91 of 91 Last

Print %	Account Type	Bank ID	Prenote Required	Prenote Status	Prenote Date	Dt. of last upd	Last Updated by	Last Updated by User
0.00	C	051404846	Y	Not Submitted		02/14/2023	Online User	
0.00	C	256078514	N	Not Submitted		04/05/2022	Online User	
0.00	S	251082615	Y	Not Submitted		02/16/2023	Online User	
0.00	V	251082615	N	Not Submitted		12/28/2022	Employee Self Service User	
0.00	C	314074269	N	Not Submitted		02/15/2023	Online User	
0.00	C	051409016	N	Not Submitted		10/17/2022	Online User	
0.00	S	051404901	N	Not Submitted		12/16/2022	Online User	
0.00	S	251082615	N	Not Submitted		12/16/2022	Online User	
0.00	P	072000096	N	Not Submitted		04/26/2022	Online User	
0.00	C	051404260	Y	Not Submitted		02/14/2023	Online User	
0.00	S	051404260	Y	Not Submitted		02/14/2023	Online User	



Earnings Balances Query (RPY531) V_PY_ERN_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides earnings balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? Checkbox (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Balance ID and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_ERN_BALANCES - Earnings Balances Query

Balance ID

FY

Q

Balance Year

2023

Q

Balance Quarter (Optional)

1

Q

Balance Period (Optional)

2

Q

Company (Optional)

Q

Employee ID (Optional)

Q

Earn Code (Optional)

Q

Include Accumulators?

Extract All Rows for Year?

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(46935 kb)

View All

First 1-100 of 104301

Last

Row	Company	Empl ID	Name	Employee Record	Earnings Code	Description	Balance ID	Balance Year	Balance Quarter	Balance Period	Special Accumulator/Bal	Hours YTD	Hours QTD	Hours Mtd	Gross YTD	Gross Qtd	Gross MTD
1	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		257.10	257.10	106.00	3694.16	3694.16	1566.67
2	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		263.00	263.00	89.00	7844.62	7844.62	2741.20
3	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		128.00	128.00	65.40	1739.18	1739.18	909.71
4	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		161.00	161.00	69.80	2135.15	2135.15	951.37
5	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		116.10	116.10	43.10	1566.79	1566.79	599.52
6	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		149.30	149.30	60.60	1977.31	1977.31	825.98
7	ABC				0 HOL	Holiday Time	FY	2023	1	2 N		24.00	24.00	8.00	590.64	590.64	196.88
8	ABC				0 OSS	Overtime- Salaried Straight	FY	2023	1	2 N		23.20	23.20	5.30	570.96	570.96	130.44
9	ABC				0 OTS	Overtime- Salaried Time + Half	FY	2023	1	2 N		46.10	46.10	8.90	1707.19	1707.19	333.91
10	ABC				0 RGS	Regular Time - Salaried	FY	2023	1	2 N		246.10	246.10	136.00	6335.61	6335.61	3494.71
11	ABC				0 VAC	Vacation Leave Used	FY	2023	1	2 N		73.90	73.90	32.00	1818.71	1818.71	787.53
12	ABC				0 VRS	VRS Contribution Base	FY	2023	1	2 N		0.00	0.00	0.00	8638.32	8638.32	4372.48
13	ABC				0 RGH	Regular Time - Hourly	FY	2023	1	2 N		141.00	141.00	51.40	1863.59	1863.59	700.58



Earnings Extract Query V_PY_ERN_EXTRACT

REVISED: 11/13/2023

DESCRIPTION:

This query provides agencies a list of the earnings data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Earnings Extract Query

V_PY_ERN_EXTRACT - Payroll Earnings Extract

*Check Date From (required)10/01/2023

*Check Date To (required)10/15/2023

Company (blank for all)

Earn Code (blank for all)

Employee ID (blank for all)

Paygroup (blank for all)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (7129 kb)

View All

First 1-100 of 19373Last

Row	Company	Dept ID	Employee ID	Employee Record	Employee Name	Earn Code	Description	Hours	Amount	Add to Gross	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC	226184		0		RGH	Regular Time - Hourly	28.00	478.52		09/21/2023	10/06/2023	BW3	BW3092123	A
2	ABC	410830		0		RGH	Regular Time - Hourly	37.00	1196.58		09/21/2023	10/06/2023	BW3	BW3092123	A
3	ABC	226059		0		RGH	Regular Time - Hourly	4.00	64.32		09/21/2023	10/06/2023	BW3	BW3092123	C
4	ABC	226213		0		RGH	Regular Time - Hourly	21.40	337.06		09/21/2023	10/06/2023	BW3	BW3092123	A
5	ABC	226051		0		RGH	Regular Time - Hourly	34.00	581.06		09/21/2023	10/06/2023	BW3	BW3092123	A
6	ABC	226046		0		RGH	Regular Time - Hourly	8.80	138.60		09/21/2023	10/06/2023	BW3	BW3092123	A
7	ABC	180781		0		RGH	Regular Time - Hourly	35.80	2401.11		09/21/2023	10/06/2023	BW3	BW3092123	A
8	ABC	226038		0		RGH	Regular Time - Hourly	43.10	750.81		09/21/2023	10/06/2023	BW3	BW3092123	A
9	ABC	110701		0		RGH	Regular Time - Hourly	72.00	5795.28		09/21/2023	10/06/2023	BW3	BW3092123	A
10	ABC	226126		0		RGH	Regular Time - Hourly	14.90	234.68		09/21/2023	10/06/2023	BW3	BW3092123	A



Employees Last Pay Date Query (RPY536) V_PY_EE_LAST_PAY

REVISED: 01/26/2024

DESCRIPTION:

This query pulls all active employees, using the date entered in the "As of Date" field, that includes the last check date processed for each employee. This can be used to determine if an employee should be terminated.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY

INPUT / SEARCH CRITERIA:

Company (Optional)
Paygroup (Optional)
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.

Screenshot of the Employees Last Pay Date Query

V_PY_EE_LAST_PAY - Employees Last Pay Date Query											
Company(Optional) <input type="text" value="DLI"/> <input type="button" value="Q"/>											
Paygroup(Optional) <input type="text" value="SM1"/> <input type="button" value="Q"/>											
*As Of Date <input type="text" value="01/25/2024"/> <input type="button" value="G"/>											
<input type="button" value="View Results"/>											
Download results in : Excel Spreadsheet CSV Text File XML File (36 kb)											
View All First 1-100 of 162 <input type="button" value="Last"/>											
Row	Company	Dept ID	Emplid	Employee Rcd	Employee Name	HR Status	PY Status	Group	Last Check Date	Hire Date	
1	DLI	18100		0		A	A	SM1	01/16/2024	09/16/1974	
2	DLI	18100		2		A	A	SM1	01/16/2024	07/10/2003	
3	DLI	18100		0		A	A	SM1	01/16/2024	03/16/1991	
4	DLI	18100		0		A	A	SM1	01/16/2024	03/11/1991	
5	DLI	18100		0		A	A	SM1	01/16/2024	06/10/2023	
6	DLI	18100		0		A	A	SM1	01/16/2024	12/08/2000	
7	DLI	18100		0		A	A	SM1	01/16/2024	07/25/2023	
8	DLI	18100		0		A	A	SM1	01/16/2024	12/01/1985	
9	DLI	18100		0		A	A	SM1	01/16/2024	11/10/2015	
10	DLI	18100		0		A	A	SM1	01/16/2024	05/01/1987	



Employee Tax Data Extract Query (RPY529) V_PY_EMP_TAX_SETUP

REVISED: 03/29/2023

DESCRIPTION:

This query pulls the most current effective dated row for active employee's tax data setup including federal, state, and local that is used for payroll calculations.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EMP_TAX_SETUP

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employee Tax Data Extract query

V_PY_EMP_TAX_SETUP - Employee Tax Data Extract															
Company (Leave blank for all) <input type="text" value="ABC"/> <input type="button" value="Q"/>															
Employee ID (Optional) <input type="text"/> <input type="button" value="Q"/>															
<input type="button" value="View Results"/>															
Download results in : Excel Spreadsheet CSV Text File XML File (3513 kb)															
View All															
Row	Company	Effective Date	Employee Number	Employee Name	Created Date	Fed Special Withholding Tax	Fed Tax Status	Fed Withholding Allowances	Fed Additional Amount	Fed Dependent Amount	Fed Other Income	Fed Deductions	Fed Extra Withholding	Exempt from FUT	Lock Le Recd
1	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N
2	ABC	12/31/2019			09/29/2021	None	Single	1	50.00	0.00	0.00	0.00	50	Yes	N
3	ABC	01/18/2023			01/18/2023	None	Single	0	115.00	0.00	0.00	0.00	115	Yes	N
4	ABC	04/29/2022			04/29/2022	None	Married	0	40.00	0.00	0.00	0.00	40	Yes	N
5	ABC	02/17/2023			02/16/2023	None	Single	0	40.00	0.00	0.00	0.00	40	Yes	N
6	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N
7	ABC	11/02/2021			11/02/2021	None	Married	0	0.00	0.00	0.00	0.00	0	Yes	N
8	ABC	03/16/2022			03/16/2022	None	Single	0	250.00	0.00	0.00	0.00	250	Yes	N
9	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N
10	ABC	12/31/2019			09/29/2021	None	Married	0	0.00	0.00	0.00	0.00	0	Yes	N
11	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N
	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N



Screenshot of the Employee Tax Data Extract query (scrolled right)

Lock-in Letter Received	Lock-in Limit On Allowances	State	State Resident	State UI Jurisdiction	State Special Withholding Tax	State Tax Status	State Withholding Allowances	State Additional Amount	State Additional Allowances	Locality	Local Resident	Other Work Locality	Local Special Withholding Tax	Local Tax Status	Local Withholding Allowances	Local Additional Amount
		0 VA	Yes	Yes	None	N/A	1	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	1	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
		0 VA	Yes	Yes	None	N/A	2	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	1	0.00	0		No					
		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	2	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		0 VA	Yes	Yes	None	N/A	0	0.00	0		No					



FAD File Negative Balances Query V_PY_FAD_NEG_BALS

REVISED: 08/22/2023

DESCRIPTION:

This query identifies agencies that have a negative balance on the Federal Automated Deposit (FAD). This report is for SPO use only.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_FAD_NEG_BALS

INPUT / SEARCH CRITERIA:

No input criteria

OUTPUT FORMAT:

HTML

Excel

Screenshot of the FAD File Negative Balances Query

V_PY_FAD_NEG_BALS- FAD File Negative Balances						
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)						
View All						
First 1-9 of 9 Last						
Row	Company	State	Check Dt	Curr Tax	Date Cleared	
1	MFA	SU	06/16/2023	0.00	06/12/2023	
2	MFA	SU	06/07/2023	-93787.17		
3	MFA	SU	06/02/2023	-93885.40		
4	UMW	DC	08/01/2023	0.00	07/26/2023	
5	UMW	DC	06/30/2023	-32.31		
6	VSIU	SU	05/19/2023	0.00	05/16/2023	
7	VSIU	SU	05/17/2023	-354.18		
8	WISH	SU	05/19/2023	0.00	05/16/2023	
9	WISH	SU	05/17/2023	-151.84		



FICA Tax Variance Query V_PY_FICA_TAX_VARIANCE

REVISED: 10/23/2023

DESCRIPTION:

This query extracts tax balance data and allows SPO and agencies to review records for all employees where FICA taxes have been collected in excess of what is due based on the taxable wages at that agency. The query includes records for all employees where FICA tax amounts are less than what is due based on the taxable wages at the agency.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_FICA_TAX_VARIANCE

INPUT / SEARCH CRITERIA:

Balance Year
Balance Period

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Balance Year** and **Balance Period** fields are both required.

Screenshot of the FICA Tax Variance Query

V_PY_FICA_TAX_VARIANCE - Payroll FICA Tax Variances Ext											
*Balance Year <input type="text" value="2023"/>											
*Balance Period <input type="text" value="2"/>											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (45 kb)											
View All First 1-100 of 150 Last											
Row	Employee ID	Employee Name	Company	Balance Year	Tax Class	Tax Class Description	YTD Taxable Gross	YTD Tax	Balance Period	Calculated Tax	YTD Tax Difference
1			GCC	2023 D	OASDI/EE		7559.12	458.59	2	468.67	-10.08
2			GCC	2023 F	MED/EE		7559.12	107.25	2	109.61	-2.36
3			GCC	2023 D	OASDI/EE		104.14	0.00	1	6.46	-6.46
4			GCC	2023 F	MED/EE		104.14	0.00	1	1.51	-1.51
5			DOT	2023 D	OASDI/EE		7468.82	458.32	2	463.07	-4.75
6			DOT	2023 F	MED/EE		7468.82	107.19	2	108.30	-1.11
7			ABC	2023 D	OASDI/EE		11758.91	722.75	2	729.05	-6.30
8			ABC	2023 F	MED/EE		11758.91	169.03	2	170.50	-1.47
9			HCD	2023 D	OASDI/EE		154.44	0.00	1	9.58	-9.58
10			HCD	2023 F	MED/EE		154.44	0.00	1	2.24	-2.24
11			SNR	2023 D	OASDI/EE		212.52	0.00	2	13.18	-13.18
12			SNR	2023 F	MED/EE		212.52	0.00	2	3.08	-3.08
13			GOV	2023 D	OASDI/EE		101.60	0.00	2	6.30	-6.30
14			GOV	2023 F	MED/EE		101.60	0.00	2	1.47	-1.47



Employees with FICA Exempt Query (PY232) V_PY_EE_FICA_TAX_EXEMPT

REVISED: 04/15/2024

DESCRIPTION:

This query identifies all the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to "Exempt" or "Medicare Only" to help verify employees are assigned the correct status.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with FICA Exempt Query

V_PY_EE_FICA_TAX_EXEMPT - Empl with FICA Exempt PY232												
Company <input type="text"/> <input type="button" value="Q"/>												
<input type="button" value="View Results"/>												
Download results in : Excel Spreadsheet CSV Text File XML File (678 kb)												
View All First 201-300 of 1972 Last												
Row	Company	Dept ID	Employee ID	Employee Rcd	Employee Name	Pay Group	FICA Status	Empl Class	Position	Position Descr	Last Pay Date	
201	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024	
202	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024	
203	DEL	2201		0		MTH	Medicare only	OTO	DELMBR00	House Member - Salary Record	03/29/2024	
204	DOT	15069		0		S15	Exempt	CLS	DOT11713	Planning Spec	04/16/2024	
205	LWU	21400		0		SM1	Exempt	TNR	LWUF0065	Asst Prof Marketing	04/16/2024	
206	LWU	21400		0		BW1	Exempt	STU	LWUZ0026	College Student Worker	10/08/2021	
207	MTN	299042		0		BW3	Exempt	SSW	MTNW0866	Students	12/29/2023	
208	NSU	19027		0		BW3	Exempt	STU	NSUHS693	SPARTAN TECH	11/03/2023	
209	NSU	04005		0		BW3	Exempt	GRD	NSUGS383	Students	04/19/2024	



Employees with Multiple Open Payrolls Query V_PY_UNCHECK_OK_TO_PAY

REVISED: 09/15/2021

DESCRIPTION:

This query shows employees with multiple jobs in concurrent pay runs where the 'OK to Pay' has been unchecked on one pay run to prevent errors while confirming the second pay run.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

There are no required fields.

Screenshot of the Employees with multiple Open Payrolls Query

V_PY_UNCHECK_OK_TO_PAY-EE with multiple Open Payrolls									
No matching values were found.									
Row	Check Date	Pay Period End Date	Company	Pay Group	Empl ID	Employee Name	Employee Record	Employee Gross Earnings	Employee Hours



Employees with Negative Balances Query (PY499) V_PY_NEGATIVE_BAL

REVISED: 09/15/2021

DESCRIPTION:

This query can be run ad-hoc by authorized agency and SPO users that will display employees that have negative Calendar year (CY) balances for earnings or deductions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL

INPUT / SEARCH CRITERIA:

Company
Calendar Year

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Employees with Negative Balances Query

V_PY_NEGATIVE_BAL - WU499-Negative Balances

Company

Calendar Year

2020

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(11 kb)

View All

First 1-47 of 47

Last

Row	Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Class
1	ABC		0		Earning	COR		-40.00	-1521.60	1	
2	ABC		0		Earning	OSH		-40.00	-1521.60	1	
3	ABC		0		Earning	OTE		-40.00	-1521.60	1	
4	ABC		0		Earning	OVT		-14.00	-894.48	1	
5	ABC		0		Earning	OSH		-80.00	-3039.60	1	
6	ABC		0		Earning	OVT		-54.00	-2415.98	1	
7	ABC		0		Earning	OTH		-60.00	-4170.00	1	
8	ABC		0		Earning	OVT		-60.00	-4170.00	1	
9	ABC		0		Earning	OSH		-18.00	-1080.00	1	
10	ABC		0		Earning	OTH		-18.00	-1620.00	1	
11	ABC		0		Earning	OVT		-36.00	-2700.00	1	
12	ABC		0		Earning	OTH		-8.00	-720.00	1	
13	ABC		0		Earning	OVT		-8.00	-720.00	1	
14	ABC		0		Earning	OTE		0.00	-3125.01	4	
15	ABC		0		Earning	RTR		0.00	-4124.01	4	
16	ACS		0		Earning	HOL		-8.00	-135.68	1	
17	BCC		0		Deduction	FLX	60	0.00	-2130.00	1 B	
18	CNU		0		Earning	SCK		-8.00	-105.41	1	
19	CNU		0		Earning	SCK		-8.00	-427.24	1	
20	CNU		0		Earning	SCK		-8.00	-446.89	1	
21	CNU		0		Earning	HOL		-8.00	-96.84	1	



Employees with No Net Balance DD Query V_PY_EMPL_NO_NET_DD

REVISED: 12/7/2023

DESCRIPTION:

This query identifies employees that have a fixed direct deposit (DD) amount, and the balance is set to a check.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with No Net Balance DD Query

V_PY_EMPL_NO_NET_DD - EE with No Net Balance DD							
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>							
<input type="button" value="View Results"/>							
Download results in: Excel Spreadsheet CSV Text File XML File (6 kb)							
View All First 1-28 of 28 Last							
Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid	Reason
1	ABC			H	BW3	12/01/2023	Missing Direct Deposit
2	ABC			H	BW3	12/01/2023	Missing Direct Deposit
3	ABC			H	BW3	08/11/2023	Missing Direct Deposit
4	ABC			H	BW3	12/01/2023	Missing Direct Deposit
5	ABC			H	BW3	04/21/2023	Missing Direct Deposit
6	ABC			S	SM1	09/29/2023	Missing Direct Deposit
7	ABC			H	BW3	12/01/2023	Missing Direct Deposit
8	ABC			H	BW3	12/01/2023	Missing Direct Deposit
9	ABC			H	BW3	12/01/2023	Missing Direct Deposit
10	ABC			H	BW3	12/01/2023	Missing Direct Deposit



Employees with State and Federal Tax Status Query V_EE_INCOME_TAX_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees for whom State Income Tax (SIT) and Federal Income Tax (FIT) status are set to "do not calculate wages and do not take taxes".

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Company field is a required field.

Screenshot of the Employees with State and Federal Tax Status Query

V_EE_INCOME_TAX_EXEMPT - Emp with State and Fed tax sta										
COMPANY <input type="text" value="ABC"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (39 kb)										
View All First 1-76 of 76 Last										
Row	State	Company	Department ID	Employee ID	Employee Record	Employee Name	Paygroup	SIT Status	FIT Status	Pay Check Issue Date
1	VA	ABC	226190		0		BW3	G	N	
2	VA	ABC	226242		1		BW3	N	G	
3	VA	ABC	226146		0		BW3	G	N	
4	VA	ABC	226323		0		BW3	N	G	
5	VA	ABC	226310		0		BW3	G	N	
6	VA	ABC	410811		0		BW3	G	G	
7	VA	ABC	226307		0		BW3	G	N	
8	VA	ABC	226114		0		BW3	G	N	



Federal and State Taxable Variance Report Query (RPY517) V_PY_FIT_SIT_TAXABLE_VARIANCE

REVISED: 02/27/2023

DESCRIPTION:

Payroll is responsible for completing Quarterly and Year end reconciliations for taxable wages and taxes collected during the payroll processing for 941, W2\, and state reporting purposes. A comparison to the Federal and State Taxable wages is a part of this reconciliation. The taxable wages should always equal, even when the employee may have had taxes collected in multiple states.

This query lists all employees with a variance between YTD Federal Taxable Wages and State Taxable Wages. It includes the Employee ID, Name, YTD Federal Taxable Wages, YTD State Taxable Wages and State.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_FIT_SIT_TAXABLE_VARIANCE

INPUT / SEARCH CRITERIA:

Company
Calendar Year
Balance Quarter

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Federal and State Taxable Variance Report Query

V_PY_FIT_SIT_TAXABLE_VARIANCE - Fed and State Taxable Variance										
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>										
Calendar Year <input type="text" value="2022"/> <input type="button" value="Q"/>										
Balance Quarter <input type="text" value="4"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)										
View All First 1-1 of 1 Last										
Row	Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wages	QTD State Taxable Wages	YTD Federal Taxable Wages	YTD State Taxable Wages
1	ABC	4	12			VA	19309.12	0.00	72669.73	53360.61



General Deduction Mass Query V_GENL_DEDUCTION_MASS

REVISED: 09/20/2023

DESCRIPTION:

This query will extract out of Cardinal a csv file of existing General Deduction data in the format of the template to be used by the General Deduction Mass Upload program. Agencies can use the output file to change the General Deduction amount to accommodate mass data updates.

The Mass Upload queries are covered in the Job Aid titled, **Performing a Mass Upload**, located on the Cardinal website under **Learning**. Please refer to this Job Aid for assistance when processing mass uploads.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_GENL_DEDUCTION_MASS

INPUT / SEARCH CRITERIA:

Company
General Deduction Code
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION: General Deduction Code and As of Date fields are required fields.

Screenshot Of General Deduction Query

V_GENL_DEDUCTION_MASS - General Deduction Query										
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>										
*General Deduction Code <input type="text" value="OPTLIF"/> <input type="button" value="Q"/>										
*As of Date <input type="text" value="09/20/2023"/> <input type="button" value="B"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (81 kb)										
View All First 1-100 of 332 <input type="button" value="Last"/>										
Row	Employee ID	Company	General Deduction Code	Effective Date	Ded Calc Method	Deduction Amount	Deduction Rate/Percent	Deduction End Date	Deduction Goal Amount	Deduction Goal Balance
1		ABC	OPTLIF	07/02/2023	Flat Amount	211.80	0.000		0.00	0.00
2		ABC	OPTLIF	07/02/2023	Flat Amount	13.50	0.000		0.00	0.00
3		ABC	OPTLIF	07/02/2023	Flat Amount	44.02	0.000		0.00	0.00
4		ABC	OPTLIF	07/02/2023	Flat Amount	45.24	0.000		0.00	0.00
5		ABC	OPTLIF	07/02/2023	Flat Amount	105.30	0.000		0.00	0.00
6		ABC	OPTLIF	07/02/2023	Flat Amount	33.21	0.000		0.00	0.00
7		ABC	OPTLIF	07/02/2023	Flat Amount	21.06	0.000		0.00	0.00
8		ABC	OPTLIF	07/02/2023	Flat Amount	28.00	0.000		0.00	0.00



Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query V_PY_YTD_COST_ORPS

REVISED: 09/15/2021

DESCRIPTION:

This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_YTD_COST_ORPS

INPUT / SEARCH CRITERIA:

Plan Year

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Plan Year field is a required field. The CSV output can be opened in Excel.

Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V_PY_YTD_COST_ORPS - Fiscal YTD Cost Report ORP					
Plan Year <input type="text" value="2020"/>					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)					
View All First 1-9 of 9 Last					
Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES	
1	ABC	615.44	1046.22	78092350.50	
2	CNU	54050.23	193569.44	2587763.56	
3	DGS	1025.15	1742.75	18442353.11	
4	MFA	1152.53	4082.22	6408716.25	
5	MME	454.55	772.72	553421.95	
6	NSU	138638.68	507008.44	20244709.28	
7	RBC	22361.22	86572.92	3332131.28	
8	UMW	131241.87	559014.31	16968637.77	
9	VSU	39926.36	223582.88	15574453.47	



Garnishment Query (RPY501) V_PY_GARNSPEC_DATA

REVISED: 02/27/2023

DESCRIPTION:

This query provides SPO garnishment processors and agency PY administrators a listing of all active and inactive employees who have a garnishment. It is used to review all court orders that are keyed in Cardinal daily; to audit all active court orders for accuracy and monitor goal balances to ensure deductions are accurate.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_GARNSPEC_DATA

INPUT / SEARCH CRITERIA:

Company
Audit Begin Date
Audit End Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Audit Begin Date and **Audit End Date** fields are all required.

Note: Additions and changes entered between the Audit Begin Date and Audit End Date display on the report.

Screenshot of the Garnishment Query

V_PY_GARNSPEC_DATA - Garnishment Query																						
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>																						
Audit Begin Date <input type="text" value="01/01/2023"/> <input type="button" value="C"/>																						
Audit End Date <input type="text" value="02/16/2023"/> <input type="button" value="C"/>																						
<input type="button" value="View Results"/>																						
Download results in : Excel Spreadsheet CSV Text File XML File (162 kb)																						
View All																						
Row	Employee Number	Employee Name	First Name	Last Name	Company	Business Unit	Paygroup	Garnishment ID	Garnishment Status	Court Name	Document ID	Document ID2	Received Date	Request Date	Garn Limit Amount	Garn Limit Balance	Start Date	Stop Date	Garn Deduction Amount	Vendor ID	Vendor Name	Vendor Location
1					ABC	99900	BIW3	VCE001	Garnishment Request Received	Virginia Child Support Enforcement	0005036227		10/06/2021	10/06/2021	0.00	0.00			886.59			
2					ABC	99900	SM1	DCSESP	Garnishment Request Received	DCSE	X		09/25/2021	09/25/2021	0.00	0.00			0.00			
3					ABC	99900	BIW3	DCSESP	Garnishment Request Received	DCSE	X		09/10/2021	09/10/2021	0.00	0.00			0.00			
4					ABC	99900	BIW3	VCS001	Garnishment Request Received	VA CHILD SUPPORT ENFORCEMENT	0005296986	SHAUNA BABER	01/25/2023	01/25/2023	0.00	0.00			0.00			
5					ABC	99900	BIW3	GARN01	Garnishment Request Received	INTERNAL REVENUE SERVICE-MO	YATE A 02	AVA YATES	09/10/2021	09/10/2021	7712.66	0.00			0.00	0001736625	INTERNAL REVENUE SERVICE-MO	MAIN
6					ABC	99900	SM1	SUPP02	Garnishment Request Received	NC CHILD SUPPORT CNTRL COLLECT	0007506998	CODY BOSLEY	09/25/2021	09/25/2021	0.00	0.00			0.00	0001736732	NC CHILD SUPPORT CNTRL COLLECT	MAIN
7					ABC	99900	BIW3	VCS001	Garnishment Request Received	Virginia Child Support Enforcement	000638594	Court of Boules	11/10/2021	11/10/2021	0.00	0.00			0.00			



Screenshot of the Garnishment Query (scrolled right)

First 1-100 of 108 ▶ Last																	
Address 1	Address 2	City	State	Postal	Payee Name	Garnishment Type	Garnishment Priority	Rule ID	Law Source	Garnishment Deduction SW	Exempt Amount	Exempt Percent	Month To Date Balance	Year to Date Balance	Created By	Created Date	Action
						C	0 SUP/DEP12	VA			0.00	0.00	153.12	554.86			
						C	1 SUP	VA			0.00	0.00	402.10	603.15			
						C	1 SUP/DEP12	VA			0.00	0.00	384.75	1154.25			
						C	1 SUP/DEP12	VA			0.00	0.00	61.38	61.38		01/27/2023 9:19:06AM	A
PO BOX 219690		KANSAS CITY	MO	64121-9690		W	1 GENERAL1	VA			0.00	0.00					
PO BOX 900012		RALEIGH	NC	27675-9012		C	1 SUP	VA			0.00	0.00	71.00	106.50			
						C	1 SUP/DEP	VA			0.00	0.00	45.69	137.07			
5201 MONTICELLO	STE 2	WILLIAMSBURG	VA	23188-8219	MIDLAND FUNDING LLC	W	5 GENERAL1	VA			0.00	0.00	799.34	1383.71			



Garnishment Vendor Information Query (RPY513) V_PY_GARN_VENDOR_INFO

REVISED: 03/18/2024

DESCRIPTION:

This query lists all garnishment vendor information from Cardinal HCM and includes Vendor/Supplier ID, Vendor Status, Name, Location, Address, Address Sequence Number, Alternate Payee Name, and Payment information (i.e., Separate payment, Payment Handling and Pay Terms) and Financial Sanctions Status.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_GARN_VENDOR_INFO

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Garnishment Vendor Information Query

V_PY_GARN_VENDOR_INFO- Ganrishment Vendor Information											
Download results in : Excel Spreadsheet CSV Text File XML File (2225 kb)											
View All											
Row	Vendor/Supplier ID	Vendor Status	Location	Location Status	Supplier Name	Location Effective Date	Address 1	Address 2	City	State	Postal
1	0001736312	A	MAIN	A	ACCOMACK CIRCUIT COURT	09/21/2021	PO BOX 126		ACCOMACK	VA	23301-0126
2	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
3	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
4	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
5	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
6	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276

Screenshot of the Garnishment Vendor Information Query scrolled right

Address Sequence Number	Alternative Payee Name	Separate	Handling	Terms	Financial Sanctions Status
1		Y	PY	00	Valid
1		Y	PY	00	Valid
2	BANK OF AMERICA	Y	PY	00	Valid
3	CREDIT ACCEPTANCE CORPORATION	Y	PY	00	Valid
4	DELMARVA HEART LLC	Y	PY	00	Valid
5	EASTERN SHORE RURAL HEALTH	Y	PY	00	Valid





General Deduction Query (RPY534) V_PY_GEN_DED_SETUP

REVISED: 09/27/2023

DESCRIPTION:

This new report will provide active employee general deductions setup data based on a specified as of date.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_GEN_DED_SETUP

INPUT / SEARCH CRITERIA:

Company
Employee ID
Employee Type
Deduction Code
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is required.

Screenshot of the General Deduction Query

V_PY_GEN_DED_SETUP

Company (Optional)ABC

Employee Id (Optional)

Employee Type (Optional)Salaried

Deduction Code (Optional)

*As of Date (Required)09/24/2023

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (332 kb)

View All

First 1-100 of 879Last

Row	Company	Employee Number	Employee Record	Employee Class	Job Pay Group	Payroll Pay Group	Employee Name	Business Unit	General Deduct Effective Date	General Deduction Code	Deduction Code Description	General Deduct End Date	General Deduction Amount	Gen Deduct Take All Paygroups	General Deduction Goal Amount	General Deduction Goal Balance
1	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
2	ABC		0 ONC	SM1	SM1			99900	02/25/2023	PSTTAX	Posttax Misc Insurance		241.58	Y	0.00	0.00
3	ABC		0 ONC	SM1	SM1			99900	12/25/2022	OPTLIF	Optional Group Life		43.37	N	0.00	0.00
4	ABC		0 ONC	SM1	SM1			99900	10/04/2021	PPSRTB	PPS-VRS Pre Tax	09/30/2022	0.00	Y	0.00	0.00
5	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
6	ABC		0 ONC	SM1	SM1			99900	08/25/2023	PSTTAX	Posttax Misc Insurance		13.71	Y	0.00	0.00
7	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
8	ABC		0 ONC	SM1	SM1			99900	09/25/2021	PSTTAX	Posttax Misc Insurance		44.25	N	0.00	0.00
9	ABC		0 ONC	SM1	SM1			99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00



High Pay Employee Extract (RPY538) V_PY_HIGH_CHECK

REVISED: 12/7/2023

DESCRIPTION:

This query extracts employees where the gross pay is higher than:

- Two (2) times the semi-monthly rate for a salaried employee and
- Three (3) times the calculated rate of Hourly Rate times 40 hours for the hourly employee

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK

INPUT / SEARCH CRITERIA:

Company
PayRun ID
From Check Date
To Check Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the High Pay Employee Extract Query

V_PY_HIGH_CHECK - High Pay Employee Extract											
Company(Leave blank for all) ABC Q											
PayRun ID(Leave blank for all) SM1112423 Q											
From Check Date(Optional) [BY]											
To Check Date(Optional) [TH]											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (67 kb)											
View All First 1-100 of 230 Last											
Row	Company	Dept ID	Empl ID	Employee Rcd	Employee Name	Check Date	Pay Run ID	Compensation Rate	Gross Pay	Earnings Code	Amount
1	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	AGY	1200.00
2	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	RGS	1500.00
3	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	RGS	7101.66
4	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	VRS	7101.66
5	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	RGS	7656.26
6	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	VRS	7656.26
7	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	RGS	5666.66
8	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	VRS	5666.66
9	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	PRW	17.00
10	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	RGS	7262.50



Incomplete Payroll Data in GL (RPY523) V_PY_PRECLOSE_GL

REVISED: 02/27/2023

DESCRIPTION:

Payroll data needs to be in GL in the period that it is created in PY. This query can be used to verify that the data has been run, sent to GL, journaled and posted.

This query displays the data between a particular date range for:

- Payrolls that have not been run
- Payrolls that have not been sent to GL
- Payroll Journals that have not been journaled
- Payroll Journals that have not been posted

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PRECLOSE_GL

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Incomplete Payroll data in GL Query

V_PY_PRECLOSE_GL - Incomplete Payroll data in GL					
Check Date From 02/01/2023					
Check Date To 02/16/2023					
View Results					
Download results in: Excel Spreadsheet CSV Text File XML File (43 kb)					
View All					
First 1-100 of 440 Last					
Row	Pay Run ID/Journal ID	Journal Date	Company/Business Unit	Status	
1	SM1020923	02/16/2023	ABC	Not Run	
2	SM1020923	02/16/2023	ABC	Not Sent to GL	
3	SM1020923	02/16/2023	ACC	Not Run	
4	SM1020923	02/16/2023	ACC	Not Sent to GL	
5	SM1020923	02/16/2023	ACS	Not Run	
6	SM1020923	02/16/2023	ACS	Not Sent to GL	
7	SM1020923	02/16/2023	APA	Not Run	
8	SM1020923	02/16/2023	APA	Not Sent to GL	
9	SM1020923	02/16/2023	ARC	Not Run	
10	SM1020923	02/16/2023	ARC	Not Sent to GL	
11	SM1020923	02/16/2023	ARS	Not Run	
12	SM1020923	02/16/2023	ARS	Not Sent to GL	
13	SM1020923	02/16/2023	ASA	Not Run	
14	SM1020923	02/16/2023	ASA	Not Sent to GL	
15	SM1020923	02/16/2023	ATP	Not Run	



Paygroup Mismatch Report Query (RPY547) V_PY_PAYGROUP_MISMATCH

REVISED: 02/26/2024

DESCRIPTION:

The query will identify employees with discrepancies between their primary job data paygroup and the payroll options paygroup. This query includes information such as Employee ID, Employee Name, Company, Primary Job Data Paygroup, and Payroll Options Paygroup.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYGROUP_MISMATCH

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Paygroup Mismatch Report Query

V_PY_PAYGROUP_MISMATCH - Paygroup Mismatch Report							
Company <input type="text" value="ABC"/> <input type="button" value="Q"/>							
<input type="button" value="View Results"/>							
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)							
View All First 1-10 of 10 Last							
Row	Employee ID	Employee Rcd	Name	Company	Job Data Paygroup	Payroll Options Paygroup	
1		1		ABC	SM1	BW3	
2		1		ABC	SM1	BW3	
3		1		ABC	BW3	SM1	
4		1		ABC	SM1	BW3	
5		1		ABC	BW3	SM1	
6		1		ABC	BW3	SM1	
7		2		ABC	BW3	SM1	
8		1		ABC	BW3	SM1	
9		1		ABC	SM1	BW3	
10		1		ABC	SL2	BW3	



Payroll Tax Balances Query (RPY530) V_PY_TAX_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides tax balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
State (Optional)
Employee ID (Optional)
Tax Class (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Balance ID and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_TAX_BALANCES - Payroll Tax Balances Extract

Balance ID

FY

Q

Balance Year

2023

Q

Balance Quarter (Optional)

0

Q

Balance Period (Optional)

3

Q

Company (Optional)

Q

State (Optional)

DC

Q

Employee ID (Optional)

Q

Tax Class (Optional)

Q

Extract All Rows for Year?

☐

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(14 kb)

View All

First 1-26 of 26 Last

Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	State	Locality	Tax Class	Tax Class Description	Taxable Gross YTD	Taxable Gross QTD	Taxable Gross MTD	Tax YTD	Tax QTD	Tax MTD	No Limit Gross YTD	No Limit Gross QTD	No Limit Gross MTD
1	ARS			FY	2023	1	3	DC		H	Withholding	18283.40	18283.40	7942.80	990.38	990.38	431.67	0.00	0.00	0.00
2	ARS			FY	2023	1	3	DC		4	Family Leave Insurance - ER	13235.65	13235.65	7941.39	34.41	34.41	1.59	13235.65	13235.65	7941.39
3	ARS			FY	2023	1	3	DC		H	Withholding	17384.26	17384.26	7548.99	697.71	697.71	305.52	0.00	0.00	0.00
4	ARS			FY	2023	1	3	DC		U	Unemployment ER	0.00	0.00	0.00	0.00	0.00	0.00	18277.81	18277.81	7941.39
5	BVI			FY	2023	1	3	DC		U	Unemployment ER	0.00	0.00	0.00	0.00	0.00	0.00	15449.58	15449.58	6250.50
6	CAV			FY	2023	1	3	DC		H	Withholding	14265.79	14265.79	2902.39	804.72	804.72	165.34	0.00	0.00	0.00
7	CAV			FY	2023	1	3	DC		H	Withholding	4389.52	4389.52	4389.52	229.08	229.08	229.08	0.00	0.00	0.00
8	CAV			FY	2023	1	3	DC		H	Withholding	3086.75	3086.75	3086.75	166.31	166.31	166.31	0.00	0.00	0.00
9	DJJ			FY	2023	1	3	DC		H	Withholding	5531.07	5531.07	1555.91	283.54	283.54	78.27	0.00	0.00	0.00
10	DMV			FY	2023	1	3	DC		H	Withholding	11441.72	11441.72	4964.54	626.79	626.79	272.51	0.00	0.00	0.00



Payroll Deduction Extract Query (PY519) V_PY_DED_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This query provides agencies a list of the deduction data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_DED_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From
Check Date To
Company (blank for all)
Plan Type (blank for all)
Deduction Code (blank for all)
Deduction Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Payroll Deduction Extract Query

V_PY_DED_EXTRACT - Payroll Deduction Extract

*Check Date From11/01/2023

*Check Date To12/01/2023

Company (blank for all)ABC

Plan Type (blank for all)

Deduction Code (blank for all)

Deduction Class(blank for all)

Employee ID (blank for all)

Paygroup (blank for all)SM1

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (17889 kb)

View All

First 1-100 of 46346 Last

Row	Company	Employee ID	Empl Record	Employee Name	Deduction Code	Description	Deduction Class	Deduction Amount	Pay End Date	Check Date	Plan Type	Benefit Plan	Paygroup	Run ID	Dept ID	Paycheck Option
1	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
2	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
3	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
4	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
5	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
6	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
7	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A
8	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/09/2023	11/16/2023	49	457P24	SM1	SM1110923	410816	A
9	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/24/2023	12/01/2023	49	457P24	SM1	SM1112423	410816	A
10	ABC		0		DEFCMP	457 Deferred Compensation	PTax Ben	10.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A



Payroll Error Messages Query V_PY_MESSAGES

REVISED: 09/15/2021

DESCRIPTION:

This query provides a list of the system error messages generated during the Payroll process. Use this query to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_MESSAGES

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Payroll Error Messages Query

V_PY_MESSAGES - Payroll Error Messages													
Pay Run ID <input type="text" value="PSBDEMOSM"/> Q													
Company <input type="text"/> Q													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (3 kb)													
View All													
												First 1-8 of 8 Last	
Row	Msg ID	Company	Paygroup	Pay Period End	Off Cycle	Page	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr
1	000017	DEM	SM1	08/09/2020	N	3	20		0				Federal Tax Data Not Found
2	000018	DEM	SM1	08/09/2020	N	3	20		0 **				State Tax Data Not Found
3	000019	DEM	SM1	08/09/2020	N	3	20		0 00900079900		0		No UI Jurisdiction
4	000010	DEM	SM1	08/09/2020	N	37	1		0 00		DUEAGY	A	Invalid One-Time Deduction
5	000010	DEM	SM1	08/09/2020	N	37	1		0 10		CVACRE	B	Invalid One-Time Deduction
6	000025	DEM	SM1	08/09/2020	N	37	1		0 DUEAGY				General Deduction Not Found
7	000018	DOA	SM1	08/09/2020	N	8	2		0 AL				State Tax Data Not Found
8	000059	DOA	SM1	08/09/2020	N	9	18		0 PSBDEMOSM				Cannot Calculate for Employee



Payroll Tax Extract Query (PY520) V_PY_TAX_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This query provides agencies a list of tax data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_EXTRACT

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Check Date From and **Check Date To** fields are required fields.

Screenshot of the Payroll Extract Query

V_PY_TAX_EXTRACT - Payroll Tax Extract

*Check Date From (required) 11/01/2023

*Check Date To (required) 12/01/2023

Company (blank for all) ABC

State (blank for all)

Locality (blank for all)

Tax Class (blank for all)

Employee ID (blank for all)

Paygroup (blank for all)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (30678 kb)

View All

First 1-100 of 87652 Last

Row	Company	Employee ID	Employee Name	State	Locality	Tax Class	Tax Amount	Taxable Gross Amount	No Limit Gross Amount	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC			Federal		OASDI/EE	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
2	ABC			Federal		OASDI/ER	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
3	ABC			Federal		MED/EE	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
4	ABC			Federal		Withholding	36.41	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
5	ABC			Federal		Med/ER	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
6	ABC			Federal		Withholding	39.83	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
7	ABC			Federal		Med/ER	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
8	ABC			Federal		MED/EE	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
9	ABC			Federal		OASDI/ER	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
10	ABC			Federal		OASDI/EE	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A



Payroll Tax Payment Summary (RPY525) V_PY_TAX_PAYMENT_SUMMARY

REVISED: 11/1/2023

DESCRIPTION:

This query can be used by SPO and agencies to pull tax payment information by check date range and by individual agency or all agencies into Excel.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY

INPUT / SEARCH CRITERIA:

Check Date From (required)
Check Date To (required)
Company (blank for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Payroll Tax Payment Summary Query

V_PY_TAX_PAYMENT_SUMMARY - Payroll Tax Info Extract									
*Check Date From (Required) 10/10/2023									
*Check Date To (Required) 10/24/2023									
Company (Leave blank for all) DLI									
View Results									
Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)									
View All									
First 1-12 of 12 Last									
Row	Company	Run ID	Check Date	Tax State	Tax Class	Tax Class Description	EE Tax Amount	ER Tax Amount	
1	DLI	SM1100923	10/16/2023	SU	Q	Med/ER	0.00	6614.02	
2	DLI	SM1100923	10/16/2023	SU	H	Withholding	38981.66	0.00	
3	DLI	SM1100923	10/16/2023	SU	F	MED/EE	6614.02	0.00	
4	DLI	SM1100923	10/16/2023	SU	E	OASDI/ER	0.00	28280.28	
5	DLI	SM1100923	10/16/2023	SU	D	OASDI/EE	28280.28	0.00	
6	DLI	SM1100923	10/16/2023	VA	H	Withholding	19059.47	0.00	
7	DLI	BW3100523	10/20/2023	SU	Q	Med/ER	0.00	350.27	
8	DLI	BW3100523	10/20/2023	SU	H	Withholding	2107.48	0.00	
9	DLI	BW3100523	10/20/2023	SU	F	MED/EE	350.27	0.00	
10	DLI	BW3100523	10/20/2023	SU	E	OASDI/ER	0.00	1497.67	
11	DLI	BW3100523	10/20/2023	SU	D	OASDI/EE	1497.67	0.00	
12	DLI	BW3100523	10/20/2023	VA	H	Withholding	1102.89	0.00	



Paysheets to add for SPOT Query V_PY_PAYSHEETS_TO_ADD_SPOT

REVISED: 09/15/2021

DESCRIPTION:

This query will identify Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the pay period end date for employees in those company/paygroups who do not have a paysheet.

SPO and agencies use this query to see what SPOT transaction have not currently been loaded to payroll.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for SPOT Query

V_PY_PAYSHEETS_TO_ADD_SPOT - Paysheets to add for SPOT

Pay Run ID BW1010420

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	CNU	BW1	CNU	BW1	Active		0		BON	0.00			10.00
2	SCC	BW1	SCC	BW1	Active		0		AGY	0.00			10.00



Paysheets to add for TL Query V_PY_PAYSHEETS_TO_ADD_TL

REVISED: 09/15/2021

DESCRIPTION:

This query shows all the time rejected by payroll within 30 days of the pay period end date for employees in those companies who do not have a paysheet with pending Time and Labor (TL) transactions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for TL Query

V_PY_PAYSHEETS_TO_ADD_TL - Paysheets to add for TL

Pay Run ID

View Results

Row	Company	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Rpt Dt	TRC	Quantity
-----	---------	-----------------	------------------	------------	----	-------------	------	--------	-----	----------



Paysheets without Paychecks Query V_PY_MISSING_PAYCHECKS

REVISED: 09/15/2021

DESCRIPTION:

This query shows all paysheets that do not have associated paychecks. Shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_MISSING_PAYCHECKS

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets without Paychecks Query

V_PY_MISSING_PAYCHECKS - Paysheets without Paychecks									
Pay Run ID <input type="text" value="PSBDEMOSM"/>									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)									
View All First 1-8 of 8 Last									
Row	Company	Pay Group	Pay Period End	ID	Empl Record	Name	Hours/Earnings Loaded?	Payroll Errors?	
1	DEM	NS1	08/09/2020		0		N	N	
2	DEM	NS1	08/09/2020		0		Y	N	
3	DEM	SM1	08/09/2020		0		Y	N	
4	DEM	SM1	08/09/2020		0		Y	Y	
5	DOA	NS1	08/09/2020		0		N	N	
6	DOA	SM1	08/09/2020		0		Y	N	
7	DOA	SM1	08/09/2020		0		Y	Y	
8	DOA	SM1	08/09/2020		0		Y	Y	



Reset VA-4 Exempt Employees Query V_PY_RESET_VA4_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This regulatory query Identifies employees claiming a full exemption from Virginia Income tax withholding which has expired or which is about to expire at the end of the current year.

This query will enable agency payroll processors to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by the Payroll office.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

INPUT / SEARCH CRITERIA:

Expiration Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Expiration Date field is a required field.

Screenshot of the Reset VA-4 Exempt Employees Query

V_PY_RESET_VA4_EXEMPT - Reset VA-4 Exempt Employees

Expiration Date

12/31/2020

Company

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(485 kb)

View All

First 1-100 of 2961

Last

Row	Company	Empl ID	Empl Record	Name	Tax Data Effdt
1	ABC		0		11/08/2019
2	ABC		0		11/08/2019
3	ABC		0		11/08/2019
4	ABC		0		11/08/2019
5	ABC		0		11/08/2019
6	ABC		0		11/08/2019
7	ABC		0		11/08/2019
8	ABC		0		11/08/2019
9	ABC		0		11/08/2019
10	ABC		0		11/08/2019
11	ABC		0		11/08/2019
12	ABC		0		11/08/2019
13	ABC		0		11/25/2019



SPOT Online Query V_PY_SPOT_TRANS_RPT

REVISED: 08/08/2023

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a pay period or date range for all employees within the Company or an individual employee. It includes the Transaction Type (Earnings or Deductions), Batch Status, who entered the batch and who approved it as well as a date and time stamp of when the batch was approved. The query also displays any comments and errors in the SPOT batches.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_SPOT_TRANS_RPT

INPUT / SEARCH CRITERIA:

Company
Paygroup
Pay Run ID
From Date
To Date
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the SPOT Online Query

V_PY_SPOT_TRANS_RPT - SPOT Online Query																		
Company <input type="text" value="DLI"/>																		
Paygroup <input type="text" value="SM1"/>																		
Pay Run ID <input type="text" value="SM1072423"/>																		
From Date <input type="text" value=""/>																		
To Date <input type="text" value=""/>																		
Employee ID <input type="text" value=""/>																		
<input type="button" value="View Results"/>																		
Download results in : <input type="button" value="Excel Spreadsheet"/> <input type="button" value="CSV Text File"/> <input type="button" value="XML File (26 kb)"/>																		
<input type="button" value="View All"/>																		
Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours	Hrly Rate
1	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	BON	100.00	0.00	0.000000
2	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK			0		Active	ALP	1750.00	0.00	0.000000
3	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	ALP	2000.00	0.00	0.000000
4	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	TMP	180.00	0.00	0.000000
5	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	CVACRE	12.50	0.00	0.000000
6	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	FLXMED	50.00	0.00	0.000000
7	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	152	Validated	Earnings	Error			0		Active	AGY	0.00	0.00	0.000000
8	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK			0		Active	STD	2033.00	0.00	0.000000



Screenshot of the SPOT Online Query (scrolled right)

Hrly Rate	Earns Begin	Earns End	Plan Type	Plan	Dedn Class	One Tm Cd	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset	Tax Method	Sep Check Nbr	By	Approved at	by	Comment	Error Text
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Supplemntl	0					
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	07/09/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					
0.000000			10	ACC0	B	Refund	Deduction		Deduction			0					
0.000000			60	FLXMED	B	Addition	Deduction		Deduction			0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					Amount cannot be zero for Ern_Cd-AGY;
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0				reclassified hours for STD	



Tax Details by Paygroup Query V_PY_TAX_DETAILS_BY_PYGRP

REVISED: 09/15/2021

DESCRIPTION:

A query of Virginia Department of Transportation (VDOT) Tax totals by paygroup from paycheck data for reconciliation of tax reports by paygroup (district).

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

INPUT / SEARCH CRITERIA:

Company
Check From Date
Check To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Company, **Check From Date** and **Check To Date** fields are required fields.

Screenshot of the Tax Details by Paygroup Query

V_PY_TAX_DETAILS_BY_PYGRP - Tax Details by Pay Group

Company:

Check From Date:

Check To Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

Row	Company (Agency)	Pay Group	Pay Period End	Paycheck Issue Date	State Value	State Name	Locality Name	Tax Class	Locality	Sum Taxable Gross	Sum Tax Amount
1	ABC	SM1	04/09/2020	04/16/2020	MD	Maryland	031	H	MONTGOMERY	17318.45	197.28
2	ABC	SM1	04/24/2020	05/01/2020	MD	Maryland	031	H	MONTGOMERY	2166.67	154.03



Tax Location Recon Query V_PY_TAX_LOCATION_RECON

REVISED: 02/09/2024

DESCRIPTION:

The Tax Location Reconciliation Report will be used by agencies to perform monthly reconciliations, ensuring that the tax location code on the job data record matches the UI state on the tax data record and the state on the state distribution record.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From Date** and **To Date** fields are required fields.

Screenshot of the Tax Location Recon Query

V_PY_TAX_LOCATION_RECON - Tax Location Code Recon

*From Date01/01/2024

*To Date02/09/2024

CompanyABC

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View AllFirst 1-1 of 1 Last

Row	Company	Employee ID	Empl Record	Name	Job Tax Location State	UI Tax Data Stte	Tax Distribution State
1	ABC		0		VA	VA	MD



VRS Missing Query V_PY_VRS_MISSING

REVISED: 04/15/2024

DESCRIPTION:

This query will provide agencies the missing setup for the Retirement Benefit Deductions. It includes employees that are missing any of the following:

- Eligible Config 1 value from Job data for the salaried employees
- Additional Pay VRS earnings code or VRS exists and the Ok to Pay is Unchecked or the End Date is populated, and
- The Benefit Enrollment for Retirement Plan Type 70

The query includes a field that provides the Problem which will display one of the following:

- Missing Elig Config 1
- Missing VRS Addl Pay
- Missing Retirement Plan

Some additional fields are displayed to assist users with analyzing the issue and making the necessary corrections timely.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_VRS_MISSING

INPUT / SEARCH CRITERIA:

Company
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the VRS Missing Query

V_PY_VRS_MISSING - Missing VRS Data Query

Company (Optional)

Employee ID (Optional)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Unit	Company	Employee ID	Name	Empl Rcd	Ben Rcd	Pay Group	Status	Ben Prog	Empl Class	Elig Config1	Elig Config6
1	50100	DOT			2	0	S14	Active	SAL	CLS	HBV0000	30501

Screenshot of the VRS Missing Query (scrolled right)

											First 1-1 of 1 Last	
Eff Date	Action	Reason	Last Hire	Days Since Hire	Plan	AutoPay Off?	Mths / Pay Pds	VRS Plan Code	VRS ER Amt	Problem		
03/25/2024	HIR	XPO	03/25/2024	17		N	12-24			Missing Retirement Plan		



W2 Summary Report (RPY462) V_PY_W2_SUMMARY_RPT

REVISED: 09/15/2021

DESCRIPTION:

This query provides company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_W2_SUMMARY_RPT

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Summary Report of W-2 Print File to Treasury Query

V_PY_W2_SUMMARY_RPT - W2 Summary report

Calendar Year

2019

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(23 kb)

View All

First

1-14 of 14

Last

Row	Agency	Agency Description	Count of Employees	Federal Wages	Federal Income Tax Withheld	Social Security Wages	Social Security Tax Withheld	Medicare Wages and Tips	Medicare Tax Withheld	Social Security Tips	Allocated Tips	Dependare Care Benefits	Imputed Income	Annuities	Deferred Compensation	Uncollected OASDI	Uncollected HI	Roth 403(b)	Cost of Health Care	Roth 457	Other Compensation	State	State Wages, Tips, Etc	State Income Tax	Locality Name	Local Wages, Tips, Etc	Local Income Tax
1	ABC	Alcoholic Beverage Control	5142	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	80744795	3349287	0	0	0
2	APA	Auditor of Public Accounts	116	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	6265521	310741	0	0	0
3	DEL	House of Delegates	550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	12893617	582244	0	0	0
4	DEM	Dept of Emergency Management	246	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	8291785	405623	0	0	0
5	DOA	Department of Accounts	202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	14357690	750709	0	0	0
6	DOT	VA Dept of Transportation	8726	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	374368443	18274491	0	0	0
7	GOV	Office of the Governor	64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	3247589	164395	0	0	0
8	HRM	Dept of Human Resource Mgt	144	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	7769759	386843	0	0	0
9	LTG	Lieutenant Governor	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	202104	9413	0	0	0
10	OAG	Attorney General & Dept of Law	437	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	25874817	1295886	0	0	0
11	ROP	Red Onion State Prison	458	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	11740643	524753	0	0	0



Workers' Compensation Report Query (RPY256) V_PY_WORKERS_COMPENSATION

REVISED: 01/26/2024

DESCRIPTION:

This query is used to provide Workers' Compensation information to DHRM and individual agencies can run to review employee's code setup.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

INPUT / SEARCH CRITERIA:

From CHECK_DT
To CHECK_DT

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **From CHECK_DT** and **To CHECK_DT** fields are required.

Screenshot of the Workers' Compensation Report Query

V_PY_WORKERS_COMPENSATION - Workers' Compensation Rep							
*From CHECK_DT 10/01/2023							
*To CHECK_DT 11/01/2023							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (19649 kb)							
View All							
First 1-100 of 79232 Last							
Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Regular Earnings	Position
1	ABC	99999			8017	4584.16	ABC21801
2	ABC	110701			8810	11349.09	ABCW113A
3	ABC	110701			8810	19845.00	ABC00565
4	ABC	110701			7720	20034.00	ABC00026
5	ABC	110701			8810	1500.00	ABC00577
6	ABC	110701			8810	1470.00	ABC00573
7	ABC	110701			8810	25265.66	ABC00046
8	ABC	110701			8810	6371.92	ABC01043
9	ABC	110701			8810	20125.00	ABC00550
10	ABC	110701			8810	22601.26	ABC01020



Payroll Reports

<This page is intended to be blank>



ChartField Validation Error Report (RPY410)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField String.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the ChartField Validation Error Report Run Control Page

Cardinal Homepage

ChartField Validation Error Report

ChartField Validation Error Report

Run Control ID ChartField_Validation_Error

Report Manager

Process Monitor

Run

*Pay Run ID

Business Unit Selection

Q

1-1 of 1

	Business Unit	Agency Description		
1			+	-

Save

Add


Update/Display

ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.



Screenshot of the ChartField Validation Error Report

 Report ID: RPY410	Commonwealth of Virginia CHARTFIELD VALIDATION ERROR REPORT	Run Date: 08/17/2021 Run Time: 12:14 00
Business Unit : 50100-VA Dept of Transportation Run ID: BW1120719		Page No. 1 of 1
**** NO CHARTFIELD VALIDATION ERRORS FOUND ***		



COVA Annual Reporting Error Listing (RPY261, TAX900)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report will be used by SPO and agencies.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Annual Reporting Error Listing Report Run Control Page

The screenshot shows the 'COVA Error Listing' report interface. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'COVA Error Listing'. Below this, a green tab labeled 'COVA Error Listing Report' is active. The main area displays 'Run Control ID 0001' and links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A table with columns 'Company' and 'Description' is shown, with a search icon and a 'View All' link. The table has one row with a search input field and expand/collapse buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.


Company	Description
<input type="text"/>	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Annual Reporting Error Listing Report



Report ID: VPYR0261

Commonwealth of Virginia

ANNUAL REPORTING ERROR LISTING

Run Date: 05/27/2021

Run Time: 03:34 00

CompanyABC Alcoholic Beverage Control

Tax Year2019

Page No. 1 of 215

Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message
			\$U				D	137.30	0.02	OASDI Calc Tax <> Tax Balance
			\$U				D	21,317.82	1,325.62	OASDI Calc Tax <> Tax Balance
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN
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COVA Balance Adjustment Report (RPY452)

REVISED: 03/20/2024

DESCRIPTION:

This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

NAVIGATION PATH:

Menu > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

INPUT / SEARCH CRITERIA:

Start Date
As of Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Balance Adjustment Report Run Control Page

COVA Balance Adjustment Report

Balance Adjustment Report

Run Control ID BALANCE_ADJUSTMENT_RPT Report Manager Process Monitor Run

Report Request Parameter(s)

Date Range

Start Date 12/01/2023
As Of Date 03/20/2024

Select Date Type

☒ Use Balance Date
☐ Use Adjustment Date

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1 View All

Company	Description		
1 CJS	Dept of Criminal Justice Svcs	+	-

Save

Return to Search

ADDITIONAL INFORMATION:

As of Date field is a required field.





COVA Check Reconciliation Report (RPY175)

REVISED: 07/14/2023

DESCRIPTION:

This report will display a summary of the manual checks, direct deposit, and federal and state automated deposits for a specific pay period.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

TXT

Screenshot of the Check Reconciliation Report Run Control Page

The screenshot shows the 'COVA Check Recon Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'COVA Check Recon Report' on the right. Below this is a green button labeled 'Check Recon Report'. The main area contains a 'Run Control ID' field with the value 'Check_Recom_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these is a section for 'Report Request Parameter(s)' with two tabs: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' tab is active, showing a 'Pay Run ID' search field. The 'Off-Cycle Pay Calendar' tab shows fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with 'Thru' field). Below the tabs is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Underneath is a 'Company Selection' section with a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. At the bottom left is a checkbox for 'Output to File Server'. At the bottom right are 'Save', 'Add', and 'Update/Display' buttons.

Run Control ID: Check_Recom_Report Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID: [Search]

Company: [Search] Pay Group: [Search] Pay End Date: [Search] Process Page: [] Thru: []

Payroll Cycle: ☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

[Search] 1-1 of 1 View All

Company	Description		
1	[Search]	+	-

☐ Output to File Server

Save Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Check Reconciliation Report

Commonwealth of Virginia - Check Reconciliation Report

Run Date: 07/13/2023

Run Time: 12:36 00

Report ID: RPY175

On/Off Cycle CONFIRMED

Pay Run ID : SM1070923

Check Number	FROM	TO
	70024293	70024296

Sequence	From Chk#	To Chk#	Check Date
1	70024293	70024538	07/14/2023

Total Number of Checks: 4

Total Amount of Checks: 4677.32

Total Number of Advices to be Printed: 0

Total Amount of All Direct Deposit Advices: 2801763.59

Total Amount of Federal Automated Deposit: 1005068.32

State Automated Deposit Amount for MD - Maryland: 715.92

State Automated Deposit Amount for VA - Virginia: 167967.03

State Automated Deposit Amount for WV - West Virginia: 318.00

Total Amount of VA Child Support Checks: 4061.94

VOIDED CHECKS

COMPANY	EMPLID	CHECK NUMBER	CHECK AMOUNT	CHECK DATE
TOTAL 0.00				

VOIDED DIRECT DEPOSITS

COMPANY	EMPLID	CHECK NUMBER	CHECK AMOUNT	CHECK DATE
TOTAL 0.00				

CHILD SUPPORT REVERSALS

COMPANY	EMPLID	CHECK NUMBER	GARN AMOUNT	CHECK DATE
TOTAL 0.00				



COVA Check Register Report (RPY145)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of all checks, in check number order, written in the pay period for each company in the organization.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Check Register Report Run Control Page


The screenshot shows the 'COVA Check Register' report run control page. At the top, there is a 'Process List' button and the report title 'COVA Check Register'. Below this, the 'Run Control ID' is 'COVA_Check_Register', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Report Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' search field, 'Off-Cycle Pay Calendar' with fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru', and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below these is a 'Company Selection' section with a table showing 'Company' and 'Description' columns, and a '1' in the first row. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Check Register Report

 Report ID: RPY145	Commonwealth of Virginia COVA CHECK REGISTER	Run Date: 09/13/2021 Run Time: 03:03 00											
On/Off Cycle CONFIRMED		Page No. 1 of 47											
Company: ABC Alcoholic Beverage Control Form ID:													
Check No.	Source	Check Date	Check Amount	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Location Code	Pay Group	Address Option
0000000000000000		07/16/2020	0.00				FMS	170704	99900	CENTR	CENTR	SM1	Home Addr



Condensed Payroll Register (RPY087)

REVISED: 11/1/2023

DESCRIPTION:

This report condenses employee gross to net calculation from Payroll Register (PAY002) into one line.

This report will provide Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific pay period.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Run to CSV checkbox
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Condensed Payroll Register Run Control Page

Run Control ID

CONDENSED_PAYROLL_REG

Report Manager

Process Monitor

Run

Report Request Parameter(s)

On-Cycle Run

Pay Run ID

SM1072423

SM1072423

or

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page

Thru

Payroll Cycle

☐ On-Cycle

☐ Off-Cycle

☒ Both

Report Format Selection

☐ Run to CSV

Company Selection

1-1 of 1

View All

Company	Description		
1 CJS	Dept of Criminal Justice Svcs	+	-

Save

Return to Search

Add


Update/Display

ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



Screenshot of the Condensed Payroll Register - PDF



Report ID: RPY087

Commonwealth of Virginia

COVA CONDENSED PAYROLL REGISTER

Run Date: 11/01/2023

Run Time: 11:01 00

Company: CJS - Dept of Criminal Justice Svcs

Pay Period End Date: 24-JUL-2023

Department: 10260 - Computer Svcs

Page No. 7 of 26

Emplid	Name	Gross Earnings	Regular Hours	Regular Earnings	Overtime Hours	Overtime Earnings	Other Hours	Other Earnings	Non-Cash	Federal Tax	OASDI Tax	HI Tax	State Tax	Total Deductions	Net Pay	Hourly Rate
		3,400.00	88.00	3,400.00	0.00	0.00	0.00	0.00	0.00	350.06	206.28	48.24	145.88	352.15	2,297.39	39.23
		4,134.38	88.00	4,134.38	0.00	0.00	0.00	0.00	0.00	486.52	251.06	58.71	181.55	457.10	2,699.44	47.70
		5,250.00	88.00	5,250.00	0.00	0.00	0.00	0.00	0.00	299.55	310.09	72.53	231.38	588.20	3,748.25	60.58
		3,675.00	88.00	3,675.00	0.00	0.00	0.00	0.00	0.00	339.52	222.58	52.05	164.91	287.13	2,608.81	42.40
		3,567.29	88.00	3,567.29	0.00	0.00	0.00	0.00	0.00	214.50	204.16	47.74	143.58	476.14	2,481.17	41.16
		4,823.46	88.00	4,823.46	0.00	0.00	0.00	0.00	0.00	613.59	290.72	67.99	208.07	577.76	3,065.33	55.66
		2,985.96	88.00	2,985.96	0.00	0.00	0.00	0.00	0.00	291.70	183.27	42.86	128.40	194.23	2,145.50	34.45
		2,652.92	88.00	2,652.92	0.00	0.00	0.00	0.00	0.00	102.92	149.08	34.86	85.72	490.32	1,790.02	30.61
		4,583.33	88.00	4,583.33	0.00	0.00	0.00	0.00	0.00	280.67	268.66	62.84	193.66	593.89	3,183.61	52.88
		4,455.96	88.00	4,455.96	0.00	0.00	0.00	0.00	0.00	563.92	264.80	61.93	189.25	606.04	2,770.02	51.41
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	472.58	241.22	56.42	167.60	528.97	2,496.92	45.64
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	265.36	240.20	56.17	145.67	485.47	2,770.84	45.64
Department Sub-Totals		47,455.72		47,438.72	0.00	0.00		17.00		4,280.89		662.34		5,637.40		
			1,056.00		0.00		0.00		0.00		2,832.12		1,985.67		32,057.30	

Screenshot of the Condensed Payroll Register - CSV

Report ID:	RPY087														
COMPANY	PAY	DEPARTMENT	EMPLID	NAME	GROSS EARNINGS	REGULAR HOURS	REGULAR EARNINGS	OVERTIME HOURS							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			5855.38	88	5855.38	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3077.54	88	3077.54	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			6640.83	88	6640.83	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3718.75	88	3718.75	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			0	0	0	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3858.75	88	3858.75	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3384.92	88	3376.42	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3062.5	88	3062.5	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10210 - Div Director Office			6540.13	88	6523.13	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			5367.88	88	5359.38	0							
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			2010.25	88	2001.75	0							

Screenshot of the COVA Condensed Payroll Register – CSV (continued)

Commonwealth of Virginia COVA CONDENSED PAYROLL REGISTER										Run Date:	1-Nov-23
										Run Time:	11:06:36.000000_AM
OVERTIME EARNINGS	OTHER HOURS	OTHER EARNINGS	NON-CASH	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX	TOTAL DEDUCTIONS	NET PAY	HOURLY RATE	
0	0	0	0	788.48	351.56	82.22	207.44	1727.77	2697.91	67.562019	
0	0	0	0	327.99	171.88	40.2	119.51	479.21	1938.75	35.510096	
0	0	0	0	764.73	394.71	92.32	252.39	1731.54	3405.14	76.625	
0	0	0	0	467.02	224.39	52.48	163.06	285.44	2526.36	42.908654	
0	0	0	0	0	0	0	0	0	0	37.860577	
0	0	0	0	229.41	237.72	55.6	119.82	1177.55	2038.65	44.524038	
0	0	8.5	0	344.68	206.86	48.38	142.25	452.38	2190.37	38.958654	
0	0	0	0	183.53	185.35	43.34	128.74	226.13	2295.41	35.336538	
0	0	17	0	726.19	398.7	93.24	304.36	707.81	4309.83	75.266827	
0	0	8.5	0	613.34	317.12	74.17	237.66	688.25	3437.34	61.838942	
0	0	8.5	0	96.59	119.09	27.85	72.49	313.3	1380.93	23.097115	



COVA Deduction Register Report (RPY146)

REVISED: 02/26/2024

DESCRIPTION:

This Deduction Register Report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals. This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a pay period. It can be run by Company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Deduction Register Report Run Control Page

COVA Deduction Register

Run Control IDDED_REGReport ManagerProcess MonitorRun

Report Request Parameter(s)

On-Cycle Run

Pay Run IDSM1062423SM1062423

or

Off-Cycle Pay Calendar

CompanyPay GroupPay End DateProcess PageThru

Payroll Cycle

☐ On-Cycle☐ Off-Cycle☒ Both

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1View All

Company	Description		
1ABC	Alcoholic Beverage Control	+	-

ADDITIONAL INFORMATION:


Pay Run ID field or a pay calendar specification is a required field(s).

Rev 04/15/2024

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Screenshot of the COVA Deduction Register Report (PDF)



Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 02/23/2024

Run Time: 11:59 00

CompanyABC Alcoholic Beverage Control

Pay Period End06/24/2023

Pay GroupSL2 Semimonthly Law14 (FRITHU14)

On/Off Cycle CONFIRMED

Page No. 1 of 188

DeductionASSOC2 Association 2

TypeGeneral Deduction

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	129.25	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
999			11.75					23.50	23.50	152.75	
Deduction Total			152.75	0.00	0.00	0.00		305.50	305.50	1,962.25	

Screenshot of the COVA Deduction Register Report (CSV)

Report ID: RPY146								Commonwealth of Virginia
								COVA DEDUCTION REGISTER
Company	Pay Period End	Pay Group	Deduction	Type	Employee ID	Name	Ben Rcd	Off Cycle
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999 N	

Screenshot of the COVA Deduction Register Report (CSV) scrolled right

							Run Date:	23-Feb-24
							Run Time:	11:59:18.000000_AM
Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	129.25	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0



COVA Deductions not Taken Report (RPY140)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of employees who had benefits deductions omitted for a pay period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the check number that the deduction not taken affected. The deductions are totaled at the bottom of the page by Pay Period, by Company, and a Grand total for all companies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Deductions not Taken Report Run Control Page

The screenshot shows the 'COVA Deductions Not Taken' report run control page. At the top, there is a 'Process List' button and the report title. Below this, the 'Run Control ID' is 'Deductions_Not_Taken', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Report Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' field, 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru' fields, and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below these is the 'Company Selection' section, which includes a table with columns 'Company' and 'Description'. The table has one row with a search icon and '+'/'-' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



Screenshot of the COVA Deductions not Taken Report

Report ID: RPY140

Commonwealth of Virginia

COVA DEDUCTIONS NOT TAKEN REPORT

Run Date: 08/09/2023

Run Time: 07:34 00

Company: ABC Alcoholic Beverage Control
Pay Period End: 07/24/2023

On/Off Cycle CONFIRMED

Page No. 1 of 1

Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
		SM1	CVACRE	COVACARE	0	75.00	N Net			000000970022303
		SM1	CVAHAW	COVA HA	0	66.50	N Net			000000000000000
		SM1	GRNFEE	ChSupFee	999	5.00	N Net			000000000000000
		SM1	OPTIMA	Optima	0	40.00	N Net			000000970022302
		SM1	OPTLIF	Opt Life	999	2.58	N Net			000000970022302
		SM1	DOAFEE	Admn Fee	999	0.15	N Net			000000970022305
		SM1	PSTTAX	Misc Ins	999	22.06	N Net			000000970022305
		SM1	CVACRE	COVACARE	1	48.50	N Net			000000970022304
		SM1	DEFCMP	Def Comp	0	2,400.00	F 457 Limit			000000062247403
Pay Period Total						2,659.79			0.00	
Company Total						2,659.79			0.00	
Grand Total						2,659.79			0.00	



COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 08/08/2023

DESCRIPTION:

This report lists employee-level payroll expenditure detail by company. It can be run for a pay period or check range date as well as for the entire company or a specific employee. This report can also be run for a specific earnings code or a several earnings codes. The default output will be by ChartField string.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

INPUT / SEARCH CRITERIA:

Pay Run ID
From Date
To Date
PDF or CSV (checkbox)
Empl ID
Earnings Code
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page

The screenshot shows the 'COVA Dtl Payroll Expenditures' report run control page. It includes a 'Run Control ID' field with the value 'DTL_PY_EXPENDITURES', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. The 'Report Request Parameters' section contains several input fields: 'Pay Run ID' (SM1072423), 'Check Date Range' (From Date and To Date), 'Report Output Format' (PDF selected, CSV unselected), 'Employee Search' (Empl ID), 'Earnings Selection' (table with 1 row), and 'Company Selection' (table with 1 row).

Earnings Code	Description
1	


Company	Description
1 ABC	Alcoholic Beverage Control

ADDITIONAL INFORMATION:

Pay Run ID or From Date and To Date fields are required.



Screenshot of the COVA Detail Payroll Expenditures Report - PDF



Commonwealth of Virginia

DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES

Report ID: RPY287

Run Date: 08/08/2023
Run Time: 11:54 00

Pay Run ID: SM1072423
Pay End Dt: 07/24/2023
Company : ABC

Page No. 1 of 264

Employee ID	Employee Name Position Nbr	EARN CODE	EARNINGS	RET CRDT	HYBRID	LT DISAB	DC/ANN	TOTAL COSTS	BUSINESS UNIT	FUND	PROGRAM	EARNINGS ACCOUNT	PROJECT	ACT	TASK
				RETIREMENT	SOC SEC+Othr	GRPINS	HEALTH		COST CNTR	AGENCY USE1	DEPARTMENT	AGENCY USE2 FIPS			ASSET
Paygroup: SL2 Semimonthly Law14 (FRITHU14)															
Dept ID : 110701 Administration															
		RGS	10017.00	112.19	0.00	61.10	20.00	4499.74	99900	05001	801001	5011270			
			2464.18		740.54	134.23	967.50				110701				
DEPARTMENT	110701	TOTALS:	10017.00	112.19	0.00	61.10	20.00	4499.74							
			2464.18		740.54	134.23	967.50								
Paygroup: SL2 Semimonthly Law14 (FRITHU14)															
Dept ID : 410806 Central Office															
		VAC	2500.61	44.01	0.00	23.97	12.50	2079.56	99900	05001	304003	50112703			
				966.66	319.76	52.66	660.00				410806				
		TMP	392.95	0.00	0.00	0.00	0.00	0.00	99900	05001	304003	5011270			
				0.00	0.00	0.00	0.00	0.00			410806				
		RGS	1428.89	0.00	0.00	0.00	0.00	0.00	99900	05001	304003	5011270			
				0.00	0.00	0.00	0.00	0.00			410806				
		RGS	6891.33	77.18	0.00	42.04	20.00	3100.37	99900	05001	304003	5011270			
			1695.27	521.45	92.34	369.00	2817.28				410806				
		ALP	12925.44	0.00	0.00	0.00	0.00	988.80	99900	05001	304003	5011620			
				0.00	988.80	0.00	0.00				410806				
		RGS	5940.63	66.54	0.00	36.24	20.00	3068.59	99900	05001	304003	5011270			
				1461.39	437.32	79.60	967.50				410806				
		RGS	6891.33	77.18	0.00	42.04	20.00	3100.37	99900	05001	304003	5011270			
				1695.27	513.54	92.34	660.00				410806				
DEPARTMENT	410806	TOTALS:	36971.18	264.91	0.00	144.29	72.50	12054.60							
				5818.59	2780.87	316.94	2656.50								
Paygroup: SL2 Semimonthly Law14 (FRITHU14)															
Dept ID : 410808 Region 1 Roanoke/Abingdon															

Screenshot of the COVA Detail Payroll Expenditures Report – CSV

1	Company	Report ID	Run Date	Run Time	Paygroup	Pay Run ID	Pay End C	Departme	Position Nbr	Empl ID	Name	Earn CD	Earnings	FICA+Othr	Retiree Cr	Retiremer	Group	Ins	Health	Ins	LTD
2	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	110701				RGS	10017	740.54	112.19	2464.18	134.23	967.5	61.1		
3	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				VAC	2500.61	319.76	44.01	966.66	52.66	660	23.97		
4	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				TMP	392.95	0	0	0	0	0	0		
5	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	1428.89	0	0	0	0	0	0		
6	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	6891.33	521.45	77.18	1695.27	92.34	369	42.04		
7	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				ALP	12925.44	988.8	0	0	0	0	0		
8	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	5940.63	437.32	66.54	1461.39	79.6	967.5	36.24		

Screenshot of the COVA Detail Payroll Expenditures Report – CSV (scrolled right)

DC/Ann C	Hybrid	Total Cost	Business U	Fund	Program	Earnings Account	Project	Activity	Task	Cost Cent	Agency Use	Funding D	Agency Use	FIPS	Asset
20	0	4499.74	99900	05001	801001	5011270								110701	
12.5	0	2079.56	99900	05001	304003	50112703								410806	
0	0	0	99900	05001	304003	5011270								410806	
0	0	0	99900	05001	304003	5011270								410806	
20	0	2817.28	99900	05001	304003	5011270								410806	
0	0	988.8	99900	05001	304003	5011620								410806	
20	0	3068.59	99900	05001	304003	5011270								410806	



COVA Direct Deposit Register Report (RPY199)

REVISED: 09/15/2021

DESCRIPTION:

This is a report listing all direct deposits for employees in each company in the organization.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Direct Deposit Register Report Run Control Page

The screenshot shows the 'COVA Direct Deposit Register' report run control page. The page has a header with 'Cardinal Homepage' and 'COVA Direct Deposit Register'. Below the header, there's a section for 'Run Control ID' with the value 'Direct_Deposit_Register'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameter(s)' and contains two tabs: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' tab has a 'Pay Run ID' field. The 'Off-Cycle Pay Calendar' tab has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru'. Below these tabs is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). At the bottom is a 'Company Selection' section with a table showing a list of companies. The table has columns for 'Company' and 'Description'. The first row shows '1' in the 'Company' column and an empty 'Description' column. There are also 'Add' and 'Update/Display' buttons at the bottom right.

Cardinal Homepage COVA Direct Deposit Register

COVA Direct Deposit Register

Run Control ID Direct_Deposit_Register Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID Company Pay Group Pay End Date Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

Company	Description
1	


Save Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the COVA Direct Deposit Register Report

 Report ID: RPY199		Commonwealth of Virginia COVA DIRECT DEPOSIT REGISTER		Run Date: 08/09/2023 Run Time: 07:39 00	
Company: DLI Dept of Labor and Industry Pay Period End: 07/24/2023 Pay Group SMI Semimonthly Class (SATFRI07)				Page No. 1 of 14	
Employee Name	Dept. ID	Check	<----->	Deposit Detail	<----->
Employee Id	Check Date	Advice No.	Src	Net Pay	Amount Type Transit # Account Number IAT Amount
Business Unit					
18100	08/01/2023	000000062262414		1,647.41	0.00 Checking 1,647.41
18100	08/01/2023	000000062262415		1,477.17	0.00 Savings 20.00 Checking 1,457.17
18100	08/01/2023	000000062262416		2,419.97	0.00 Checking 2,419.97
18100	08/01/2023	000000062262417		1,268.20	0.00 Checking 1,268.20
18100	08/01/2023	000000062262418		2,234.05	0.00 Checking 2,234.05



COVA ER Benefit Contributions Report (RPY516)

REVISED: 01/26/2024

DESCRIPTION:

This report lists U.S. employer paid benefits and includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.

This report will be limited to only show the information for agencies the user has access to. The report will detail by company if run for multiple companies, and the last page of the report will show grand totals.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters
On-Cycle, Off-Cycle or Both (check boxes)
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA ER Benefit Contributions Report Run Control Page

COVA ER Benefit Contributions

COVA ER Benefit Contributions

Run Control ID ER_BEN_CONTRIB

Report Manager Process Monitor

Run

Process Instance:2834082

Process Request Parameter(s)

On-Cycle Run

Pay Run ID SM1100923

SM1100923

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1

View All


	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA ER Benefit Contributions Report (PDF)



Report ID: RPY516

Commonwealth of Virginia

COVA ER BENEFIT CONTRIBUTIONS

Run Date: 01/24/2024

Run Time: 02:44 00

On Cycle CONFIRMED

Page No. 11 of 4613

CompanyABC Alcoholic Beverage Control

Pay Period End10/09/2023

Department110701 Administration

Pay GroupSM1 Semimonthly Class (FRITHU07)

Deduction TypeDEFCMP 457 Deferred Compensation
49 Section 457

Employee ID	Empl Rcd	Name	Current Taxable	Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0			20.00			20.00	20.00	380.00
0	0				15.00		15.00	15.00	285.00
0	0			5.00			5.00	5.00	95.00
0	0				20.00		20.00	20.00	380.00
0	0			10.00			10.00	10.00	190.00
Deduction Total			0.00	95.00	35.00		130.00	130.00	2,470.00

Screenshot of the COVA ER Benefit Contributions Report (CSV)

1									Commonwealth of Virginia	
2	Report ID: RPY516								COVA ER BENEFIT CONTRIBUTIONS	
3										
4	Company	Department	Pay Period End	Pay Group	Deduction	Type	Employee ID	Empl Rcd	Name	Current Taxable
5	ABC	110701	9-Oct-23	SL2	CVACRE	10		0		0
6	ABC	110701	9-Oct-23	SL2	IMPLIF	23		0		99.36
7	ABC	110701	9-Oct-23	SL2	DEFCMP	49		0		0
8	ABC	110701	9-Oct-23	SL2	VALORS	70		0		0
9	ABC	110701	9-Oct-23	SL2	GRPLFV	7W		0		0
10	ABC	110701	9-Oct-23	SL2	RETHCV	7X		0		0

Screenshot of the COVA ER Benefit Contributions Report (CSV) scrolled right

				Run Date:	24-Jan-24
				Run Time:	02:44:34.000000_PM
Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	967.5	0	967.5	967.5	17926.5
0	0	482000	99.36	99.36	954.96
20	0	0	20	20	380
0	2464.18	10017	2464.18	2464.18	45145.66
0	134.23	10017	134.23	134.23	2459.17
0	112.19	10017	112.19	112.19	2055.41



COVA Federal Tax Summary (RPY242, TAX007)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report lists report by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), and unemployment taxes, and includes state-specific Federal Unemployment Tax Act (FUTA) Credit Reduction gross and tax amounts. It lists employees by employee ID number and name, and it provides page and company totals.

This quarterly report is used by agencies for 941 reporting.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Federal Tax Summary Run Control Page

COVA Federal Tax Summary

Run Control ID

FEDERAL_TAX_SUMMARY

Report Manager

Process Monitor

Run

*Balances for Year

2023

*Quarter

3

1-1 of 1

View All

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

Save

Notify

Add


Update/Display

ADDITIONAL INFORMATION:

Balances for Year and **Quarter** fields are required fields.



Screenshot of the COVA Federal Tax Summary

 Report ID: RPY242		Commonwealth of Virginia QUARTERLY FEDERAL TAX REPORT - EMPLOYEE DETAIL				Run Date: 11/13/2023 Run Time: 10:40 00			
Federal		09/30/2023		3rd Quarter 2023		Page No. 1 of 364			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
Employer ID									
Employee ID	Name	----- Withholding ----- TxGrS QTD Tax QTD		----- Unemployment ----- TxGrS QTD Tax QTD		----- FICA - OASDI ----- TxGrS QTD Tax QTD		----- FICA - Medicare ----- TxGrS QTD Tax QTD	
		2,140.35	162.88	0.00	0.00	2,140.35	132.70	2,140.35	31.04
		18,302.83	1,172.90	0.00	0.00	20,070.68	1,244.38	20,070.68	291.02
		262.50	0.00	0.00	0.00	262.50	16.27	262.50	3.80
		3,712.30	60.00	0.00	0.00	3,712.30	230.16	3,712.30	53.83
		18,166.61	2,010.12	0.00	0.00	19,282.31	1,195.50	19,282.31	279.59
		11,967.18	1,187.28	0.00	0.00	12,679.71	786.14	12,679.71	183.86
		5,522.03	235.50	0.00	0.00	5,522.03	342.37	5,522.03	80.07
		685.03	0.00	0.00	0.00	685.03	42.48	685.03	9.93
		5,076.56	413.04	0.00	0.00	5,076.56	314.75	5,076.56	73.61
		25,491.97	3,861.85	0.00	0.00	28,189.57	1,747.76	28,189.57	408.75
		4,267.82	107.16	0.00	0.00	4,267.82	264.60	4,267.82	61.88
		4,193.44	111.16	0.00	0.00	4,193.44	259.99	4,193.44	60.80
		3,822.01	274.01	0.00	0.00	3,822.01	236.96	3,822.01	55.42
		1,212.65	0.00	0.00	0.00	1,212.65	75.19	1,212.65	17.58
Page Total		104,823.28	9,595.90	0.00	0.00	111,116.96	6,889.25	111,116.96	1,611.18
					ADDL MED EE:				0.00
					EMPLOYER:	111,116.96	6,889.25	111,116.96	1,611.18
			FUT CR:	0.00	0.00				



COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 09/15/2021

DESCRIPTION:

This summary report lists employee Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. This report lists employees by SSN and name.

This quarterly report is used by SPO and agencies.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Local Tax Deposit Summary Report Run Control Page

The screenshot shows the 'COVA Local Tax Summary' Run Control page. At the top, there is a 'Process List' link and the report title. Below this, the 'Run Control ID' is 'LOCAL_TAX_SUMMARY'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Company Selection' and contains a table with one row: '1 | ABC | Alcoholic Beverage Control'. Above the table is a search bar with a magnifying glass icon and a 'View All' link. Below the table are 'Save' and 'Return to Search' buttons. At the bottom right are 'Add' and 'Update/Display' buttons.


Company	Description
1 ABC	Alcoholic Beverage Control

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the Local Tax Deposit Summary Report

 Report ID: VPYR0446		Commonwealth of Virginia COVA LOCAL TAX SUMMARY REPORT		Run Date: 08/09/2023 Run Time: 07:54 00	
Pennsylvania CHAMBERSBURG BORO		09/30/2023	Page 1	Page No. 1 of 2	
VA Dept of Transportation 1401 East Broad Street Richmond, VA 23219 501280101					
SSN	Name	Work PSD	Residence PSD	QTD Wages	QTD Tax Withheld
		880000	280101	15,742.13	267.61



COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists local W-2 data that is used to reconcile the W-2s. Produces a listing of local W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:

Tax Locality Print Parameters
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page

The screenshot shows the 'COVA Local W-2 Tax Totals Report' run control page. At the top, there's a header bar with the title. Below it, the main title 'COVA Local W-2 Tax Totals Report' is displayed. Underneath, there's a section for 'Run Control' with a 'COVA_Local_W-2_Tax_Totals_Rpt' ID, links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Tax Locality Print Parameters' section contains three radio buttons: 'Totals Only' (selected), 'Employee Detail (Local Only)', and 'Employee Detail-Local and Fed'. The 'Company Selection' section features a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table has one row with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

COVA Local W-2 Tax Totals Report

COVA Local W-2 Tax Totals Report

Run Control ID COVA_Local_W-2_Tax_Totals_Rpt Report Manager Process Monitor Run

Tax Locality Print Parameters

☒ Totals Only
☐ Employee Detail (Local Only)
☐ Employee Detail-Local and Fed

Company Selection

1-1 of 1 View All

Company	Description
1	


Save Notify Add Update/Display

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Local W-2 Tax Totals Summary Report

 Report ID: VPYR0262		Commonwealth of Virginia COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT		Run Date: 06/01/2021 Run Time: 12:52 00	
W2 Rpt Company VSU Virginia State University		Tax Year 2019		Page No. 1 of 1	
Federal EIN [REDACTED]					
State:					
Locality	W-2 Local Name	Employer ID LWT	Number of W-2 Statements	Total Local Wages	Total Local Income Tax
Grand Totals:					



COVA Other Earnings Register (RPY088)

REVISED: 04/18/2023

DESCRIPTION:

This report is a listing of employees and amounts within earnings codes (not including Regular or Overtime) being processed on the current payroll.

The report lists all employees receiving a specific earnings code, includes each employee's hours and amounts, and provides the separate check ID, if the earnings were issued to an employee separately.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Other Earnings Register Run Control Page

The screenshot displays the 'COVA Other Earnings Register' Run Control Page. The page title is 'COVA Other Earnings Register'. Below the title, there are tabs for 'Run Control ID' and 'OTHER_EARNINGS_REGISTER', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The main section is titled 'Report Request Parameter(s)' and contains several input fields and checkboxes. Under 'On-Cycle Run', there is a 'Pay Run ID' field with the value 'SM1040923'. Under 'Off-Cycle Pay Calendar', there are fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field). The 'Payroll Cycle' section has three radio buttons: 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. The 'Report Format Selection' section has a checkbox for 'Run to CSV' which is checked. The 'Company Selection' section shows a table with one row: '1 | ABC | Alcoholic Beverage Control'. The table has columns for 'Company' and 'Description'. There are also navigation controls like '1-1 of 1' and 'View All'.

Company	Description
1 ABC	Alcoholic Beverage Control



ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).

The **Begin Date** and **End Date** fields are included in the CSV version and are referencing the FLSA period.

Note: When selecting to Run to CSV, the report will run both the CSV and PDF versions.

Screenshot of the COVA Other Earnings Register CSV Version


Report ID: RPY088							Commonwealth of Virginia COVA OTHER EARNINGS REGISTER	
Company	Paygroup	Pay Period End	Employee ID	Name	Separate Check ID	Earnings	Begin Date	End Date
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 LNP Insufficient Leave	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	24-Feb-23	9-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23				0 OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23

Screenshot of the COVA Other Earnings Register CSV Version (scrolled right)

						Run Date:	17-Apr-23
						Run Time:	12:39:42.000
Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date Amount
0	1000	0	1000	0	1000	0	1000
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
48	1647.69	48	1647.69	48	1647.69	48	1647.69
8	274.62	8	274.62	8	274.62	19.7	676.24
5.3	207.08	5.3	207.08	5.3	207.08	28.7	1121.37
2	77.07	2	77.07	2	77.07	2	77.07
1	39.07	1	39.07	1	39.07	9	351.64
8	343.13	8	343.13	8	343.13	22.6	969.34
2	72.09	2	72.09	2	72.09	10	360.43
4.8	176.16	4.8	176.16	4.8	176.16	45.6	1673.51



Screenshot of the COVA Other Earnings Register (PDF Version)



Report ID: RPY088

Commonwealth of Virginia

COVA OTHER EARNINGS REGISTER

Run Date: 04/17/2023

Run Time: 12:39 00

Page No. 3 of 62

Company

ABC Alcoholic Beverage Control

Pay Period End

04/09/2023

Pay Group

SL2 Semimonthly Law14 (FRITHU14)

Earnings

OSS Overtime- Salaried Straight

Employee ID	Name	Separate Check ID	Current Period		Month-to-Date		Quarter-to-Date		Year-to-Date	
			Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
			8.00	274.62	8.00	274.62	8.00	274.62	19.70	676.24
			5.30	207.08	5.30	207.08	5.30	207.08	28.70	1,121.37
			2.00	77.07	2.00	77.07	2.00	77.07	2.00	77.07
			1.00	39.07	1.00	39.07	1.00	39.07	9.00	351.64
			8.00	343.13	8.00	343.13	8.00	343.13	22.60	969.34
			2.00	72.09	2.00	72.09	2.00	72.09	10.00	360.43
			4.80	176.16	4.80	176.16	4.80	176.16	45.60	1,673.51
			3.50	134.87	3.50	134.87	3.50	134.87	18.50	712.89
			17.30	593.86	17.30	593.86	17.30	593.86	18.60	638.49
			6.30	270.22	6.30	270.22	6.30	270.22	18.30	784.92
			0.10	3.43	0.10	3.43	0.10	3.43	0.10	3.43
Other Earnings Total			58.30	2,191.60	58.30	2,191.60	58.30	2,191.60	193.10	7,369.33



COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting agencies. Report is grouped by Work Political Subdivision (PSD) within company and includes SSN, Employee Name, Home Address, YTD Taxable Wages, YTD Earned Income Tax (EIT) withheld and Resident PSD.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

INPUT / SEARCH CRITERIA:

Show Employee Detail (checkbox)
Sort Option
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page

COVA PA Local EIT W-2 Tax Total Rpt

Run Control ID PA_Local_EIT_W2_Tax_Total

Report Manager Process Monitor

Run

Report Request Parameter(s)

Balances for Year 2019

Show Employee Detail Report?

☐ Show Employee Detail

Sort Option

Company within Work PSD

Company Selection

1-1 of 1

View All

	Company	Description		
1	<input type="text"/>		+	-

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:


This report has no required fields.

Rev 04/15/2024

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Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

 Report ID: VPYR0263	Commonwealth of Virginia COVA PA LOCAL EIT W-2 TAX TOTALS REPORT	Run Date: 08/17/2021 Run Time: 10:13 00
By Company within Work PSD	2019	Page No. 1 of 1
No data selected		



COVA Payroll Advice Register Report (RPY200)

REVISED: 09/15/2021

DESCRIPTION:

This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits> COVA Advice Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Advice Register Report Run Control Page

COVA Advice Register

Run Control IDADVICE_REGISTERReport ManagerProcess MonitorRun

Process Request Parameter(s)

On-Cycle Run

Pay Run IDSM1072423SM1072423

or

Off-Cycle Pay Calendar

CompanyPay GroupPay End DateProcess PageThru

Payroll Cycle

☐ On-Cycle☐ Off-Cycle☒ Both

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

Rev 04/15/2024

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Screenshot of the COVA Payroll Advice Register Report

Report ID: RPY200

Commonwealth of Virginia

COVA PAYROLL ADVICE REGISTER

Run Date: 08/09/2023

Run Time: 08:01 00

Page No. 1 of 38

Company: ABC Alcoholic Beverage Control
Form ID: COVADV

On/Off Cycle CONFIRMED

Advice No.	Source	Check Date	Deposit Amt	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Locn Code	Pay Group	Address Option
000000062247072		08/01/2023	5,679.56				Admin Exp	110701	99900	10000	10000	SL2	Home Addr
000000062247073		08/01/2023	4,312.11				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247074		08/01/2023	3,062.77				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247075		08/01/2023	3,492.22				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247076		08/01/2023	3,789.76				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247077		08/01/2023	2,252.40				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247078		08/01/2023	2,412.29				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247079		08/01/2023	3,749.05				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247080		08/01/2023	2,961.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247081		08/01/2023	2,689.01				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247082		08/01/2023	2,554.38				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247083		08/01/2023	2,356.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247084		08/01/2023	2,578.42				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247085		08/01/2023	2,845.04				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247086		08/01/2023	2,508.29				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247087		08/01/2023	3,312.96				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247088		08/01/2023	2,895.95				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247089		08/01/2023	2,557.41				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247090		08/01/2023	3,207.80				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247091		08/01/2023	2,943.21				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247092		08/01/2023	2,203.61				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247093		08/01/2023	2,555.90				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247094		08/01/2023	2,410.45				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247095		08/01/2023	2,599.01				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247096		08/01/2023	2,115.11				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247097		08/01/2023	3,144.56				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247098		08/01/2023	2,930.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247099		08/01/2023	2,537.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247100		08/01/2023	2,594.77				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247101		08/01/2023	3,208.46				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247102		08/01/2023	2,483.25				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247103		08/01/2023	3,194.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247104		08/01/2023	3,278.18				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247105		08/01/2023	2,611.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr



COVA Payroll Error Messages Report (RPY142)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Error Messages Report Run Control Page

Payroll Error Message Report

Run Control ID PAYROLL_ERROR_MESSAGES

Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Pay Run ID SM1080923

SM1 First PP Aug 2023

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add


Update/Display

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the COVA Payroll Error Messages Report



Report ID: RPY142

Company: SPC Sussex I and II Prison Complex

Pay period End: 08/09/2023

Pay Group: SL1 Semimonthly Law28 (MONSUN28)

Commonwealth of Virginia

COVA PAYROLL ERROR MESSAGES REPORT

Run Date: 08/09/2023

Run Time: 08:06 00

Page No. 12 of 16

Employee Name	Employee ID	Dept ID	Business Unit	Page/Line	Sep	Check	Message ID	Message
		733	77900	3	10	0	000406	Company State Tax Tb not found The Company State Tax Table for the Company and State displayed below was not found. SPC;NC;
		734	77900	6	8	0	000143	Benefit Rate Key not Matched During benefit rate processing, the system was unable to find an acceptable match between the rate key value for the employee and the rates defined in the benefit Rate Data table. Therefore, a rate could not be assigned and a deduction could not be calculated. (MsgData1: Plan Type and Benefit Rate ID; MsgData2: Rate Key field; MsgData3: Target key value). 23 / IRS;SEX / Gender;U
		734	77900	9001	1	0	000366	Negative Gross Pay The total of the earnings being processed for this check is a negative value. If you wish to "pay" a negative gross check, you must do it as a manual check. 178.23-;
Pay Group Total - Number of messages:						3		
Pay Period Total - Number of messages:						3		
Company Total - Number of messages:						3		



COVA Payroll Register (RPY137)

REVISED: 04/15/2024

DESCRIPTION:

This report displays the Payroll Register, by agency, showing employee gross to net including hours and amounts for the pay period. The Payroll Register lists employees by their pay groups and provides totals, sorted by department and company. The details in the report include earnings hours, gross taxes, deductions, and net pay amounts for the period run.

Note: Non-productive hours/earnings are included in the regular totals. SPOT Transactions for RGS and RGH are also included in the regular earnings.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle parameters
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Payroll Register Run Control Page

The screenshot shows the 'COVA Payroll Register' Run Control page. At the top, there's a navigation bar with '< Process List' and 'COVA Payroll Register'. Below this is a 'Payroll Register' tab. The main area contains several sections: 'Run Control ID' with the value 'PAYROLL_REGISTER', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section has two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' section has a 'Pay Run ID' field with the value 'SM1070923'. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. The 'Report Format Selection' section has a checkbox for 'Run to CSV' which is checked. The 'Company Selection' section shows a table with one entry: 'VDH' (Department of Health). The table has columns for 'Company' and 'Description', and buttons for '+', '-', and 'View All'.

Company	Description
1 VDH	Department of Health

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

Note: When selecting to Run to CSV, the report will run both the CSV and PDF versions.



Screenshot of the COVA Payroll Register CSV

1									Commonwealth of Virginia
2	Report ID:	RPY137							COVA PAYROLL REGISTER
3									
4	COMPANY	PAYGROUP	PAY END DATE	DEPT ID	EMPLOYEE NAME	EMPLOYEE ID	BUSINESS	EMPL CLASS	CHECK DT
5	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
6	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
7	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
8	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
9	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
10	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
11	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
12	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
13	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
14	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
15	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24

Screenshot of the COVA Payroll Register CSV (scrolled right)

							Run Date:	10-Apr-24
							Run Time:	11:31:41.000000_AM
CHECK NO	SEPCHK	COMP RATE	TYPE	CODE	CURRENT	CURRENT	YTD HOURS	YTD AMOUNT
63630228	0	2873.25	Earnings	REGULAR	80	2873.25	520	17239.5
63630228	0	2873.25	Earnings	VRS	0	2873.25	0	17239.5
63630228	0	2873.25	Gross			2873.25		17239.5
63630228	0	2873.25	Net			2038.35		
63630228	0	2873.25	Taxes	OASDI		167.08		1014.37
63630228	0	2873.25	Taxes	MEDI		39.07		237.23
63630228	0	2873.25	Taxes	FWT		182.6		1103.94
63630228	0	2873.25	Taxes	VASWT		113.99		675.72
63630228	0	2873.25	Deductions	Before-Tax 10-CVACRE		178.5		1214
63630228	0	2873.25	Deductions	Nontaxable 10-CVACRE		660		4575
63630228	0	2873.25	Deductions	Before-Tax 49-DEFCMP		10		60



Screenshot of the COVA Payroll Register PDF

		Commonwealth of Virginia									
Report ID: RPY137		COVA PAYROLL REGISTER									
Company: VDH Department of Health		On Cycle CONFIRMED									
Pay Period End: 03/24/2024											
Pay Group: SM1 Semimonthly Class (FRITHU07)											
Employee Name/ID	Emp Class	<----- REGULAR ----->				<----- OVERTIME ----->				<----- OTHER ----->	
Dept. ID	Business Unit	<----- Current ----->				<----- YTD ----->				<----- YTD ----->	
Check Date	Comp Rate	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings
Check No.	Sepchk#										
110010 60100		80.00	2,873.25	520.00	17,239.50					2,873.25N VRS	17,239.50
03/29/2024 A											
000000063630228 0											
110010 60100		80.00	1,637.38	520.00	9,824.28					1,637.38N VRS	9,824.28
03/29/2024 A											
000000063630228 0											

Screenshot of the COVA Payroll Register PDF (scrolled right)

Run Date: 04/10/2024									
Run Time: 11:31 00									
Page No. 1 of 1386									
<----- Taxes Type ----->		<----- Deduction Cd & Class ----->							
<-Current->	<---YTD---	<-Current->	<---YTD---	Net Pay					
167.08	OASDI	1,014.37	178.50	Before-Tax	10-CVACRE	1,214.00			2,038.35A
39.07	MEDI	237.23	660.00	Nontaxable	10-CVACRE	4,575.00			
182.60	FWT	1,103.94	10.00	Before-Tax	49-DEFCNP	60.00			
113.99	VASWT	675.72	5.00	PTax Ben	49-DEFCNP	30.00			
			143.66	Before-Tax	70-VRSRET	861.96			
			415.47	Nontaxable	70-VRSRET	2,492.82			
			38.50	Nontaxable	7W-GRPLFR	231.00			
			32.18	Nontaxable	7X-RETHCR	193.08			
			17.53	Nontaxable	7Y-SDLTDR	105.18			
				Taxable	23-IMPLIF	335.28			
92.03	OASDI	552.75	277.17	After-Tax	GR-GRN002	831.27			821.54A
21.52	MEDI	129.27	153.00	Before-Tax	10-CVACRE	918.00			
77.77	FWT	479.37	967.50	Nontaxable	10-CVACRE	5,805.00			
46.98	VASWT	281.88	65.50	Before-Tax	4W-HYBVC	393.00			
			40.94	PTax Ben	4W-HYBVC	245.64			
			65.50	Before-Tax	70-HVRMDB	393.00			
			220.39	Nontaxable	70-HVRMDB	1,322.34			
			179.45	Nontaxable	7V-HBDBER	1,076.70			
			21.94	Nontaxable	7W-GRPLFR	131.64			
			18.34	Nontaxable	7X-RETHCR	110.04			
			9.99	Nontaxable	7Y-SDLTDR	59.94			
			16.37	Before-Tax	7Z-HYBVC	98.22			
			16.37	Nontaxable	7Z-HYBVC	98.22			
				After-Tax	00-GRNFE2	10.00			
				Taxable	23-IMPLIF	9.00			



COVA Payroll Summary Report (RPY138)

REVISED: 09/15/2021

DESCRIPTION:

This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID by Company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Report Style
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Summary Report Run Control Page

Payroll Summary Report

Run Control ID PAYROLL_SUMMARY [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

On-Cycle Run

Pay Run ID
SM1072423

or

Off-Cycle Pay Calendar

Company
Pay Group
Pay End Date
Process Page Thru

Report Style

☒ Summary by Selection ☐ Detail Report

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

1-1 of 1

	Company	Description		
1	CJS <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>


ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Rev 04/15/2024



Screenshot of the COVA Payroll Summary Report

 Report ID: RPY138		Commonwealth of Virginia US PAYROLL SUMMARY REPORT		Run Date: 08/09/2023 Run Time: 08:12 00		
Page No. 1 of 7						
Company: CJS Pay Period End: 07/24/2023 Run ID: SM1072423						
On/Off Cycle CONFIRMED						
Pay Check Summary						
All Checks (Including On-line)						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
154	525689.81	108478.04	66503.67	350708.10		
On-line Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Batch Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
On-line Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Pay Earnings Summary						
Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
507	518063.06	13064	-399.70	-11436.22	0.00	0.00



COVA Post Freeze Change Report (RPY545)

REVISED: 02/26/2024

DESCRIPTION:

This report provides a snapshot of the gross pay that is taken immediately after the HR data Freeze. It will list all changes to gross pay after the Freeze until confirm. The report will list new checks, checks with changes, and removed checks.

New checks:

- New hire (all new hires are loaded with every pay calc)
- Corrected payroll errors (employees with payroll errors preventing a check)

Changed checks:

- SPOT loads (remember a SPOT entry triggers the entire check to be recalculated which may pull in other data changes)
- Updates made directly by SPO

Removed checks:

- Checks turned off by SPO
- Check with a payroll error (should be corrected prior to confirm)

This report will change as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the Freeze, or it can be run after confirmation to show all the changes along with the final total gross.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Post Freeze Change Report



INPUT / SEARCH CRITERIA:

Pay Run ID
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Post Freeze Change Report Control Page

COVA Post Freeze Change Report

Run Control ID POST_CHANGE_FREEZE [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

On-Cycle Run

*Pay Run ID
SM1020924

Company Selection


Company	Description		
1 ABC <input type="button" value="Q"/>	Alcoholic Beverage Control	<input type="button" value="+"/>	<input type="button" value="-"/>

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

ADDITIONAL INFORMATION:

Pay Run ID is a required field.

Screenshot of the COVA Post Freeze Change Report



Report ID: RPY545

Commonwealth of Virginia

COVA POST FREEZE CHANGE REPORT

Run Date: 02/26/2024

Run Time: 07:41 00

Company: ABC Alcoholic Beverage Control

Pay Run ID: SM1020924

Page No. 1 of 159

Employee ID	Emp. Rcd	Name		Gross	Changes		Net Pay	Gross	Differences		Net Pay
					Taxes	Deduction			Taxes	Deduction	
Change	0		Freeze	2398.58	488.93	456.66	1452.99				
			Current	2398.58	484.68	456.66	1457.24	0.00	-4.25	0.00	4.25
Change	0		Freeze	3647.63	880.90	492.88	2273.85				
			Current	3647.63	863.42	492.88	2291.33	0.00	-17.48	0.00	17.48
Change	0		Freeze	3621.96	890.89	276.10	2454.97				
			Current	3621.96	873.41	276.10	2472.45	0.00	-17.48	0.00	17.48
Change	0		Freeze	5030.13	1034.27	451.16	3544.70				
			Current	5030.13	1025.77	451.16	3553.20	0.00	-8.50	0.00	8.50
Change	0		Freeze	2149.83	444.38	202.07	1503.38				
			Current	2149.83	440.13	202.07	1507.63	0.00	-4.25	0.00	4.25



COVA Preconfirm Audit Report (RPY123)

REVISED: 09/15/2021

DESCRIPTION:

This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The detailed information includes listing by company, calendar year, pay group, month code, pay end date and employee ID.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Preconfirm Audit Report Run Control Page

COVA Preconfirm Audit Report

Run Control IDPRECONFIRM_AUDIT_REPORT

Report ManagerProcess MonitorRun

LanguageEnglish

Report Request Parameter(s)

Pay Run IDSM1080923SM1 First PP Aug 2023

1-1 of 1

View All

	Company	Description		
1	CJS	Dept of Criminal Justice Svcs	+	-

SaveReturn to Search

AddUpdate/Display

ADDITIONAL INFORMATION:

There are no required fields.

Rev 04/15/2024

Page 105 of 190



Screenshot of the COVA Preconfirm Audit Report

Commonwealth of Virginia									
PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM									
Run Date: 08/09/2023									
Run Time: 08:20 00									
Report ID: RPY123									
Company: CJS Dept of Criminal Justice Svcs									
Pay period End: 08/09/2023									
Pay Group: SM1 Semimonthly Class (SUNSAT07)									
Page No. 3 of 3									
CJS	SM1	08/09/2023	SM1080923						
Cal Yr/	Month Cd/								
Company	Paygroup	Pay_End_Dt	Off Cycle	Page#	Line#	Emplid	OK_To_Pay	Message	
CJS	SM1	08/09/2023	N	23	1			Uncalculated check	
CJS	SM1	08/09/2023	N	23	2			Uncalculated check	
CJS	SM1	08/09/2023	N	23	3			Uncalculated check	
CJS	SM1	08/09/2023	N	23	4			Uncalculated check	
CJS	SM1	08/09/2023	N	23	5			Uncalculated check	
CJS	SM1	08/09/2023	N	24	1			Uncalculated check	
CJS	SM1	08/09/2023	N	24	2			Uncalculated check	
CJS	SM1	08/09/2023	N	24	3			Uncalculated check	
CJS	SM1	08/09/2023	N	25	1			Uncalculated check	
CJS	SM1	08/09/2023	N	25	2			Uncalculated check	
CJS	SM1	08/09/2023	N	25	3			Uncalculated check	
CJS	SM1	08/09/2023	N	27	1			Uncalculated check	
CJS	SM1	08/09/2023	N	26	1			Uncalculated check	
Total Number of Errors Found:							151		



COVA Presheet Audit Report (RPY114)

REVISED: 04/22/2022

DESCRIPTION:

This report verifies the integrity of the payroll and benefits setup and employee data. Before creating Paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

INPUT / SEARCH CRITERIA:

Report Option (checkboxes)
Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Presheet Audit Report Run Control Page

The screenshot shows the 'Presheet Audit Report' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the title 'Presheet Audit Report'. Below the navigation bar, the page title 'Presheet Audit Report' is displayed. The main content area includes a 'Run Control ID' field set to 'COVA_PreSheet_Audit_Report', a 'Language' dropdown set to 'English', and a 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A section titled 'Report Request Parameter(s)' contains a 'Report Option' section with two radio buttons: 'Full report ?' and 'Run ID Report ?'. The 'Run ID Report ?' option is selected. Below the radio buttons is a 'Pay Run ID' field with a search icon and the text 'SM1 First PP Apr 2022'. Another section titled 'Company Options' contains a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column and a search icon in the 'Description' column. There are also '+' and '-' buttons next to the row. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Cardinal Homepage Presheet Audit Report

Presheet Audit Report

Run Control ID COVA_PreSheet_Audit_Report Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Report Option

☐ Full report ? ☒ Run ID Report ?

Pay Run ID SM1 First PP Apr 2022

Company Options

Company	Description
1	


Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

Agencies should run the report with the **Run ID Report?** radio button selected to allow them to specify the Pay Run ID. If the **Full report?** radio button is selected, the **Pay Run ID** field becomes read-only. When run for a specific Run ID, the **Presheet Audit Report** will only report findings for the Pay Run ID selected.




Screenshot of the COVA Presheet Audit Report

 Report ID: RPY114		Commonwealth of Virginia COVA PRESHEET AUDIT REPORT		Run Date: 04/22/2022 Run Time: 06:05 00
Run ID: SM1040922		Page No. 1 of 7		
Company	Emplid	Empl Rcd #	Message	
		0	Birth Date is missing	
		0	Service Date is missing	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DEQ		0	State is not in Company Tax Table	
VDH		0	State is not in Company Tax Table	
DMV		0	State is not in Company Tax Table	
DAN		0	State is not in Company Tax Table	
DSP		0	State is not in Company Tax Table	
ITA		0	State is not in Company Tax Table	
IDC		0	State is not in Company Tax Table	
NSU		0	State is not in Company Tax Table	
ARS		0	State is not in Company Tax Table	
DSS		0	State is not in Company Tax Table	
ACC		0	State is not in Company Tax Table	
BUC		0	State is not in Company Tax Table	
VEC		0	State is not in Company Tax Table	
DCC		0	State is not in Company Tax Table	
DSS		0	State is not in Company Tax Table	
DJJ		0	State is not in Company Tax Table	
DWC		0	State is not in Company Tax Table	
DCC		0	State is not in Company Tax Table	
VDH		0	State is not in Company Tax Table	
DSS		0	State is not in Company Tax Table	



Screenshot of the COVA Quarterly Tax Balances Audit Report



Report ID: VPYR0227

Commonwealth of Virginia

QUARTER TAX BALANCES AUDIT REPORT

Run Date: 05/28/2021
Run Time: 11:25 00

Company ABC

Balance for Year: 2019

Quarter: 4

Employee ID Name

Page No. 1 of 6207

Dept. ID	St	Locality	Work	Res	PSD	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference
150736	\$U					OASDI/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/EE	Tax	\$439.30	\$884.62	\$445.32-
	\$U					OASDI/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/ER	Tax	\$439.30	\$884.62	\$445.32-
	\$U					MED/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					MED/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					MED/EE	Tax	\$102.74	\$206.89	\$104.15-
	\$U					Withholding	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.87-
	\$U					Withholding	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.87-
	\$U					Withholding	Tax	\$873.12	\$1,731.06	\$857.94-
	\$U					Med/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					Med/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					Med/ER	Tax	\$102.74	\$206.89	\$104.15-
	VA					Withholding	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.87-
VA					Withholding	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.87-	
VA					Withholding	Tax	\$330.10	\$658.15	\$328.05-	
150735	\$U					OASDI/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/EE	Tax	\$449.29	\$905.95	\$456.66-
	\$U					OASDI/ER	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/ER	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/ER	Tax	\$449.29	\$905.95	\$456.66-
	\$U					MED/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					MED/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					MED/EE	Tax	\$105.08	\$211.88	\$106.80-
	\$U					Withholding	No-Limit Taxable Gross	\$0.00	\$6,878.13	\$6,878.13-
	\$U					Withholding	Taxable Gross	\$6,921.61	\$13,799.74	\$6,878.13-
	\$U					Withholding	Tax	\$890.70	\$1,761.96	\$871.26-
	\$U					Med/ER	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-



COVA State Tax Summary (RPY243, TAX008)

REVISED: 11/13/2023

DESCRIPTION:

This regulatory report is a summary of employee Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability Insurance (SDI).

This quarterly report is used by agencies.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the State Tax Summary Run Control Page

Run Control ID

STATE_TAX_SUMMARY

Report Manager

Process Monitor

Run

*Balances for Year

2023

*Quarter

3

Company Selection

1-1 of 1

View All

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Add

Update/Display

ADDITIONAL INFORMATION:

Balances for Year and **Quarter** fields are required fields.



Screenshot of the COVA State Tax Summary – Employee Detail

Commonwealth of Virginia		QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL		Run Date: 11/13/2023 Run Time: 10:06 00					
Virginia		09/30/2023	1	3rd Quarter 2023					
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
Employer ID		SUT Rate							
Employee ID Name		Withholding		Unemployment		Disability		VPDI/FLI/MLI/EIC	
		TxGrS QTD	Tax QTD	TxGrS QTD	NL Gross QTD	Tax QTD	TxGrS QTD	Tax QTD	TxGrS QTD
		2,140.35	17.01	2,140.35	2,140.35	0.00 ER			
		18,302.83	824.14	0.00	20,011.34	0.00 ER			
		262.50	0.00	262.50	262.50	0.00 ER			
		3,712.30	67.32	451.58	3,712.30	0.00 ER			
		18,166.61	833.97	0.00	19,259.09	0.00 ER			
		11,967.18	532.84	0.00	12,672.51	0.00 ER			
		5,522.03	154.70	5,522.03	5,522.03	0.00 ER			
		685.03	0.00	685.03	685.03	0.00 ER			
Page Total		60,758.83	2,429.98	1	9,061.49	64,265.15	0.00 ER	0.00	0.00

Screenshot of the COVA State Tax Summary – Negative Wage Listing

Commonwealth of Virginia		QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING		Run Date: 11/13/2023 Run Time: 10:06 00					
Virginia		09/30/2023	1	3rd Quarter 2023					
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
Employer ID		SUT Rate							
Employee ID Name		Withholding		Unemployment		Disability		VPDI/FLI/MLI/EIC	
		TxGrS QTD	Tax QTD	TxGrS QTD	NL Gross QTD	Tax QTD	TxGrS QTD	Tax QTD	TxGrS QTD
		1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER			
Page Total		1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER	0.00	0.00	0.00
State Total		1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER	0.00	0.00	0.00



COVA State W-2 Tax Totals Summary Report (RPY264, TAX916ST)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists state W-2 data that is used to reconcile the W-2s. Produces a listing of state W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA State W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA State W-2 Tax Totals Summary Report Run Control Page

The screenshot shows the 'COVA State W-2 Tax Totals Report' run control page. At the top, there's a title bar with the report name and a 'New' link. Below the title bar, the report name is repeated, followed by 'Run Control ID COVA_State_W-2_Tax_Totals_Rpt', 'Report Manager', and 'Process Monitor'. A 'Run' button is on the right. Below this, there's a checkbox for 'Print Employee Detail Listing'. A 'Company Selection' section contains a table with one row and two columns: 'Company' and 'Description'. The 'Company' column has a search icon and a dropdown menu. The 'Description' column has a search icon and a dropdown menu. Below the table, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA State W-2 Tax Totals Summary Report

 Report ID: VPYR0264	Commonwealth of Virginia COVA STATE W-2 TAX TOTALS SUMMARY REPORT	Run Date: 06/01/2021 Run Time: 12:47 00
--	--	--

Page No. 1 of 5

W2 Rpt Company	GOV	Office of the Governor	Tax Year 2019
Federal EIN			

	Number of W-2 Statements	Total State Wages	Total State Income Tax	Total State EIC
MD	1	5438.94	309.01	
VA	64	3247574.29	164395.18	
W2 Rpt Company Totals:	65	3253013.23	164704.19	



COVA Suspense Reconciliation Register (RPY444)

REVISED: 09/15/2021

DESCRIPTION:

This is a Pay Period Report listing of all deductions, by company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA), and vendor extracts.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Suspense Reconciliation Register Report Run Control Page

The screenshot shows the 'COVA Suspense Recon Register' report run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title 'COVA Suspense Recon Register'. Below this, a green tab labeled 'COVA Suspense Recon Register' is active. The main area displays the 'Run Control ID' as 'COVA-Suspense_Recon_Register' and includes links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A 'Parameters' section contains a required '*Pay Run ID' field with a search icon. Below the field is a table with one row, showing 'Company' and 'Description' columns. The table has a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. A 'Save' button is located at the bottom left of the parameters section.

Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Suspense Reconciliation Register Report

Report ID: RPY444

Commonwealth of Virginia
Suspense Reconciliation Register As of: 04/09/2020

Run Date: 09/10/2021
Run Time: 01:28 00

Page No. 1 of 42

Company : ABC - Alcoholic Beverage Control
Paygroup : SL2 Semimonthly Law14 (FRITHU14)

Gross/Taxes/Deductions	DEDCD	GROSS/TAX AMT	DEDUCT AMT
GROSS EARNINGS		\$ 211,249.62	
FICA Med Hospital Ins / EE		\$ 2,932.13	
OASDI/Disability - EE		\$ 12,537.25	
Withholding		\$ 28,191.06	
457 Deferred Compensation	DEFCMP		\$ 4,985.00
Association 2	ASSOC2		\$ 152.75
COVA Health Aware	CVAHAW		\$ 391.00
CoVA Care	CVACRE		\$ 9,816.50
DOA Admin Fee for Misc Ins	DOAFEE		\$ 1.05
Employee Retirement DB	VALORS		\$ 9,537.30
Employee Retirement DB	VRSRET		\$ 208.10
Flex Administrative Fee	FLXFEE		\$ 14.70
Kaiser-Permanente HMO	KAISER		\$ 37.50
Medical FSA	FLXMED		\$ 372.00
Optional Group Life	OPTLIF		\$ 93.34
Posttax Misc Insurance	PSTTAX		\$ 213.80
Total Paygroup SL2 Amount			\$ 25,823.04



COVA Tax Deposit Summary (VPYR0509)

REVISED: 08/08/2023

DESCRIPTION:

This report is a list of employees for the pay period showing taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability (SDI).

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > COVA Tax Deposit Summary

INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters
On-Cycle, Off-cycle, or Both (checkboxes)
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Tax Deposit Summary Report Run Control Page

The screenshot shows the 'COVA Tax Deposit Summary Report' run control page. At the top, there is a navigation bar with a back arrow and 'Quarterly State Tax Summary' on the left, and 'COVA Tax Deposit Summary Report' on the right. Below this is a green button labeled 'COVA Tax Deposit Summary'. The main title 'COVA Tax Deposit Summary Report' is displayed. Underneath, there is a 'Run Control ID' field with the value 'TAX_DEP_SUMMARY', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Process Request Parameter(s)' section contains two main areas: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' area has a 'Pay Run ID' field with the value 'SM1060922' and a search icon. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru'. Below these is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. At the bottom is a 'Company Selection' section with a table. The table has columns for 'Company' and 'Description'. The first row shows 'DOT' and 'VA Dept of Transportation'. There are search icons and a 'View All' link above the table.

COVA Tax Deposit Summary Report

Run Control ID: TAX_DEP_SUMMARY

Report Manager Process Monitor

Run

Process Request Parameter(s)

On-Cycle Run

Pay Run ID: SM1060922

Off-Cycle Pay Calendar

Company: Pay Group: Pay End Date: Process Page: Thru:

Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

Company Selection

Company	Description
1 DOT	VA Dept of Transportation

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Tax Deposit Summary Report

CARDINAL		Commonwealth of Virginia		COVA TAX DEPOSIT SUMMARY		Run Date: 07/18/2023 Run Time: 11:07 00					
Report ID: VPYR0509						Page No. 1 of 2					
Company DOT VA Dept of Transportation Pay Period End 07/09/2023 Check Date 07/14/2023											
On Cycle CONFIRMED											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrev County/Loc EIN	<----- WITHHOLDING -----> Taxable Gross	Tax	Type	<----- OTHER -----> Taxable Gross	Tax	Employer	Total Deposit	<----- UI -----> Taxable Gross	Tax	Rate
Federal Totals		21,223,420.56	2,207,018.26	OASEE	23,208,250.11	1,438,906.55		5,757,874.76			0.600
				OASER	23,208,250.11		1,438,911.64				
				MEDEE	23,208,250.11	336,518.56					
				MEDER	23,208,250.11		336,519.75				
District of Columbia		17,590.43	1,089.45					1,089.45			0.000
Florida											0.000
NA											
Maryland		193,294.25	13,615.77					13,615.77			0.000
North Carolina		7,832.93	317.00					317.00			0.000
Pennsylvania		8,930.67	274.17					274.17			0.000
Pennsylvania	280101 FRANKLIN	5,247.21	89.20					89.20			
Pennsylvania	400103 LUZERNE	3,683.46	36.83					36.83			
Texas											0.000
Virginia		20,877,219.61	969,021.20					969,021.20	197,534.55		0.000
West Virginia		114,168.32	5,336.00					5,336.00	4,328.25		0.000

Screenshot of the COVA Tax Deposit Summary Report (Page 2 with overall totals)

CARDINAL		Commonwealth of Virginia		COVA TAX DEPOSIT SUMMARY		Run Date: 07/18/2023 Run Time: 11:07 00					
Report ID: VPYR0509						Page No. 2 of 2					
Company DOT VA Dept of Transportation Pay Period End 07/09/2023 Check Date 07/14/2023											
On Cycle CONFIRMED											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrev County/Loc EIN	<----- WITHHOLDING -----> Taxable Gross	Tax	Type	<----- OTHER -----> Taxable Gross	Tax	Employer	Total Deposit	<----- UI -----> Taxable Gross	Tax	Rate
	Check Date Total		3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
	Pay Period Total		3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
	Company Total		3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			
	Grand Total (Federal)		2,207,018.26			1,775,425.11	1,775,431.39	5,757,874.76			
	Grand Total (States except VA)		20,758.42					20,758.42			
	Grand Total		3,196,797.88			1,775,425.11	1,775,431.39	6,747,654.38			



COVA W-2 Count Report (RPY541)

REVISED: 02/26/2024

DESCRIPTION:
This is a report lists W2 counts by agency, employee type and state (VA and Non-VA). If the detail option is selected, the report will list the employee information for each employee included in the counts by employee type.

NAVIGATION PATH:
Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-2 Count Report

INPUT / SEARCH CRITERIA:
Year
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA W-2 Count Report Run Control Page

COVA W-2 Count Report

Run Control IDW2_COUNT

Report ManagerProcess Monitor

Run

*Year2023

Report Format Selection

☐ Detail

Company Selection

1-1 of 1

View All

	Company	Description		
1	DLI	Dept of Labor and Industry	+	-

SaveReturn to SearchNotify

AddUpdate/Display

ADDITIONAL INFORMATION:
Year field is a required field.

Rev 04/15/2024

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Deduction Change Amount Report (RPY089)

REVISED: 03/18/2024

DESCRIPTION:

This is a report that pulls Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period showing deduction name, current amount and previous amount and sorted by Empl ID.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Deduction Amount Change Comparison Between Pay Periods Report Run Control Page

Run Control ID

DED_CHANGE_AMT_RPT

Report Manager

Process Monitor

Run

Report Request Parameter(s)

Pay Run ID

SM1022424

SM1022424

Report Format Selection

☒ Run to CSV

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Pay Run ID is a required field.



Screenshot of Deduction - PDF

<div><div></div><div>Commonwealth of Virginia</div><div>Report ID: RPY089</div></div> <div>DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS</div> <div>Run Date: 03/18/2024 Run Time: 02:34 00</div>										
Company: ABC - Alcoholic Beverage Control Current Pay End Date: 24-FEB-2024 Prior Pay End Date: 09-FEB-2024 Current Check Status: Calculated Page No. 1 of 383										
Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
)	A			226047	COVACARE	B	10	0.00	142.50	
)	A			226047	COVACARE	N	10	0.00	660.00	
)	A			226047	Grp Life	N	7W	0.00	26.62	
)	A			226047	HVRMDB	N	70	0.00	267.38	
)	A			226047	HVRMDB	B	70	0.00	79.46	
)	A			226047	HYB MDC	B	7Z	0.00	19.87	
)	A			226047	HYB MDC	N	7Z	0.00	19.87	
)	A			226047	HYB Rtmt	N	7V	0.00	257.45	
)	A			226047	HYB VDC	B	4W	0.00	9.93	
)	A			226047	HYB VDC	P	4W	0.00	9.93	
)	A			226047	Ret Hlth	N	7X	0.00	22.25	
)	A			226047	VSDP LTD	N	7Y	0.00	12.12	
)	A			226443	Grp Life	N	7W	0.00	39.48	
)	A			226443	HVRMDB	B	70	0.00	117.84	
)	A			226443	HVRMDB	N	70	0.00	396.53	
)	A			226443	HYB MDC	B	7Z	0.00	29.46	

Screenshot of Deduction – CSV

	Commonwealth of Virginia												Run Date:	18-Mar-24
RPY089	DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS												Run Time:	02:33:29.000000_PM
Dept ID	Current Pay End Date	Prior Pay End Date	Current Check Status	Empl ID	Empl Rcd	Empl Status	Name	Deduction Type	Deductior	Plan Type	Current Amount	Prior Amount	Reason Deduct	Not Taken
226047	24-Feb-24	9-Feb-24	Calculated		0	A		COVACARE	B	10	0	142.5		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		COVACARE	N	10	0	660		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		Grp Life	N	7W	0	26.62		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HVRMDB	N	70	0	267.38		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HVRMDB	B	70	0	79.46		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB MDC	B	7Z	0	19.87		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB MDC	N	7Z	0	19.87		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB Rtmt	N	7V	0	257.45		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB VDC	B	4W	0	9.93		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB VDC	P	4W	0	9.93		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		Ret Hlth	N	7X	0	22.25		
226047	24-Feb-24	9-Feb-24	Calculated		0	A		VSDP LTD	N	7Y	0	12.12		
226443	24-Feb-24	9-Feb-24	Calculated		0	A		Grp Life	N	7W	0	39.48		
226443	24-Feb-24	9-Feb-24	Calculated		0	A		HVRMDB	B	70	0	117.84		



Deduction Vendor Remittance Report (RPY380)

REVISED: 09/15/2021

DESCRIPTION:

This Deduction Vendor Remittance report can be pulled by vendor and check date and will include deduction and vendor information.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Pay Check Date From/To
Vendor ID
Company
Summary or Detail (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Deduction Vendor Remittance Report Run Control Page

The screenshot displays the 'Deduction Vendr Remittance Rpt' Run Control page. The page has a dark blue header with the report name. Below the header, there's a breadcrumb trail: 'Deduction Vendr Remittance Rpt'. The main area contains several sections for input criteria:

- Date:** Includes a 'Personalize | Find | View All' menu, a table with 'Pay Run ID' and 'Description' columns, and a search bar. Below this is an 'OR' section with 'Pay Check Date From' and 'Pay Check Date To' date pickers.
- Vendor:** Similar to the Date section, with a 'Personalize | Find | View All' menu, a table with 'Vendor ID' and 'Description' columns, and a search bar.
- Company:** Similar to the Date section, with a 'Personalize | Find | View All' menu, a table with 'Company' and 'Description' columns, and a search bar.
- Level:** Contains two radio buttons: 'Summary' and 'Detail' (which is selected).


At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'. A 'Run' button is also visible in the top right corner of the main content area.

ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the Deduction Vendor Remittance Report



Report ID: RPY380

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Run Date: 12/07/2023

Run Time: 10:49 00

Pay Check Date From: 01/01/2023 To: 12/07/2023

Vendor ID: 0001736668 LNB SOLUTIONS INC

Detail

Page No. 7 of 44

Employee ID	Employee Name	Company	Deduction/Benefit Code	Invoice Number	Deduction Amount	Sent To AP
		ACS	CVC	P0009151	30.00	S
		ACS	CVC	P0009787	30.00	S
		ACS	CVC	P0010416	30.00	S
		ACS	CVC	P0011057	30.00	S
		ACS	CVC	P0011789	30.00	S
		ACS	CVC	P0012497	30.00	S
		ACS	CVC	P0013319	30.00	S
		ACS	CVC	P0014023	30.00	S
		ACS	CVC	P0014697	30.00	S
		ACS	CVC	P0015396	30.00	S
		ACS	CVC	P0016132	30.00	S
		ACS	CVC	P0016864	30.00	S
		ACS	CVC	P0017570	30.00	S
		ACS	CVC	P0009151	29.17	S
		ACS	CVC	P0009787	29.17	S
		ACS	CVC	P0010416	29.17	S
		ACS	CVC	P0011057	29.17	S
		ACS	CVC	P0011789	29.17	S
		ACS	CVC	P0015396	29.17	S
		ACS	CVC	P0016132	29.17	S
		ACS	CVC	P0016864	29.17	S
		ACS	CVC	P0017570	29.17	S
Company Total					769.21	
Vendor Total			769.21			
Deduction/Benefit Code Totals						
CVC			769.21			



Employee Benefit Enrollment Report (RPY528)

REVISED: 11/13/2023

DESCRIPTION:

This report provides active employee benefit enrollment of all plan types based on a specified as of date, plan type, and employee number along with the company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > EE Benefit Enrollment Report

INPUT / SEARCH CRITERIA:

As of Date
Company
Plan Type
Empl ID
PayGroup

OUTPUT FORMAT:

Excel

Screenshot of the Employee Benefit Enrollment Report Run Control Page

EE Benefit Enrollment Rpt

Run Control ID EMPLOYEE_BEN_ENROLL_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

*As Of Date 11/13/2023

*Company ABC

Plan Type Medical

Empl ID

Pay Group SM1

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

ADDITIONAL INFORMATION:

As of Date and **Company** fields are required fields.



Screenshot of the Employee Benefit Enrollment Report

1	Company	Business Unit	Paygroups	Empl ID	Empl Rcd	Ben Rcd	Employee Name	Payroll Status	Employee Class	Benefit Program	Plan type	Plan Type Description	Benefit Plan	Deduction Code
2	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
3	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
4	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
5	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
6	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC5	CVACRE
7	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
8	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
9	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
10	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Coverage Begin Date	Deduction Begin Date	Coverage Election Date	Coverage Election	Med Coverage Code	Medical EE	Medical ER	Savings B Tax Amount	Savings B Tax Percentage	Savings Amount After tax	Savings Percent Gross After
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2022	6/25/2022	5/4/2022	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
6/1/2012	6/1/2012	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	357	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2020	12/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2021	7/1/2021	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2012	12/1/2012	9/28/2021	W		0	0	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Savings Percent Gross After Tax	Retirement Percent EE	Retirement Percent ER	FSA Annual Pledge	FSA YTD Contrib	Accumulator Code	Eligible Config 1 (VRS Plan Code)	Eligible Config 2 (Benefit Group#)	Eligible Config 4	Eligible Config 5
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Eligible Config 6 (VRS Org Code)	Eligible Config 7	Eligible Config 8 (Contract Mth-#Pay)	Eligible Config 9 (Emplmt Type – Bill Method)
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB



Employees not Processed in Current Payroll Report (RPY141)

REVISED: 09/15/2021

DESCRIPTION:

Reports employee hours and earnings that were not processed for the pay period.

This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the paygroup and pay period for each company including a grand total for all companies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA EE Not Processed Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Employees not Processed In Current Payroll Report Run Control Page

The screenshot shows the 'Employees Not Processed Report' run control page. At the top, there is a 'Process List' button and the report title. Below the title, there is a tab labeled 'COVA EE Not Proc'. The main heading is 'Employees Not Processed Report'. The 'Run Control ID' is 'Ee_Not_Processed_Report' and the 'Language' is set to 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Report Request Parameter(s)' section contains a 'Pay Run ID' field with a search icon. Below this is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. Navigation buttons for 'First', '1 of 1', and 'Last' are present. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Employees not Processed In Current Payroll Report

<div><div>Commonwealth of Virginia</div><div>Report ID: RPY141</div></div> <div>EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL</div> <div>Run Date: 12/07/2023 Run Time: 11:47 00</div>											
Company: DLI Dept of Labor and Industry Pay Period End: 07/24/2023 Pay Group SM1 Semimonthly Class (SATFRI07) Page No. 2 of 2											
Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Addl	<----- REGULAR ----->		<- OVERTIME ->		<----- OTHER ----->		
					Hours	Earnings	Hours		Type	Hours	Earnings
...	...	18100	18100	2 4 3					DBN		181.82
...	...	18100	18100	2 4 4					DBN		909.09
...	...	18100	18100	2 4 5					DBN		909.09
...	...	18100	18100	4 9 3					DBN		181.82
...	...	18100	18100	4 9 4					DBN		909.09
...	...	18100	18100	4 9 5					DBN		909.09
...	...	18100	18100	4 20 3					DBN		181.82
...	...	18100	18100	4 20 4					DBN		909.09
...	...	18100	18100	4 20 5					DBN		909.09
...	...	18100	18100	7 16 6					BON		2,000.00
Pay Group Total					0.00	0.00	0.00			0.00	8,000.00
Pay Period Total					0.00	0.00	0.00			0.00	8,000.00
Company Total					0.00	0.00	0.00			0.00	8,000.00
Grand Total					0.00	0.00	0.00			0.00	8,000.00
End of Report											



Employee SSN Verification Report (TAX109)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

Menu > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

INPUT / SEARCH CRITERIA:

Processing Options
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Employee SSN Verification Report Run Control Page

The screenshot shows the 'Employee SSN Verification' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Employee SSN Verification'. Below the title, the 'Run Control ID' is set to '01'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Processing Options' section contains four radio buttons: 'Within Selected Hire Dates' (selected), 'Within Selected Companies', 'Within Selected Paygroups', and 'Selected EMPLIDs'. There is also a checkbox for 'Balance Year'. The 'Selection Criteria' section has a 'Hire Dates' subsection with 'From Date' and 'End Date' fields, each with a calendar icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Date** and **End Date** fields are required fields.



Screenshot of the Employee SSN Verification Report

Report ID: TAX109		PeopleSoft EMPLOYEE SSN VERIFICATION RPT			Page No. 1 Run Date 09/10/2021 Run Time 08:16:10	
Social Sec Nbr	Empl ID	Last Name	First Name	Middle Name/Initial	Date of Birth	Gender
						F
						M
						M
						F
						F
						M
						F
						F
						F
						F
						M
						M
						M
						M
						M
						F
						F
						F
						M
						M
						M
						F
						M
						M
						M
						F



FBMC Deduction Extract Report (RPY458)

REVISED: 09/15/2021

DESCRIPTION:

This Extract audit report for semi-monthly outbound vendor file to Third-Party Administrator, currently Fringe Benefits Management Company (FBMC), for miscellaneous insurance and annuity deductions.

NAVIGATION PATH:

Menu > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

INPUT / SEARCH CRITERIA:

Company
Run to CSV (checkbox)
From Check Date
Check Thru Date

OUTPUT FORMAT:

PDF

Screenshot of the FBMC Deduction Extract Report Run Control Page

The screenshot shows the 'FBMC Deduction Extract Report' interface. At the top, there is a header bar with the title 'FBMC Deduction Extract Report'. Below this, a green button labeled 'FBMC Deductions Extract Report' is visible. The main area contains a 'Run Control ID' field with the value 'FBMC_Deductions_Extract_Report'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'Report Request Parameters'. This section includes a 'Company' field with a search icon, a checkbox for 'Run to CSV', and a 'Date Selection' section. The 'Date Selection' section contains two date pickers: '*From Check Date' and '*Check Thru Date'. At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date field and Check Thru Date field are required fields.



Screenshot of the FBMC Deduction Extract Report

Report ID: RPY458

Commonwealth of Virginia

FBMC DEDUCTION EXTRACT REPORT

Run Date: 09/08/2021

Run Time: 12:36 00

COMPANY: DOT - VA Dept of Transportation

Page No. 1 of 55

FOR CHECKS DATED 12/30/2019 - 06/01/2020

<u>CHECK DT</u>	<u>EMPLID</u>	<u>NAME</u>	<u>ANNUTY EE A/T</u>	<u>ANNUTY EE B/T</u>	<u>ANNUTY ER NONTAX</u>	<u>PSTTAX</u>	<u>TPAFEE</u>
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.66	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 55.06	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.27	\$ 0.00
01/16/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 195.76	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00



Federal Liability by State Report (TAX014)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) for each state. This report is used by SPO only.

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the Federal Liability by State Report Run Control Page

[< Cardinal Homepage](#)Federal Liability by State Report

Federal Liability by State Report

Run Control ID: Federal_Liability_by_StateReport ManagerProcess MonitorRun

Process Request Parameter(s)

On-Cycle Run

Pay Run ID

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

SaveNotifyAddUpdate/Display

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Rev 04/15/2024

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Federal Tax Summary (TAX010FD)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non-Resident Alien Tax 1042 Agency quarterly certification.

This quarterly report is used by SPO to balance to 941 reporting.

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Period

OUTPUT FORMAT:

PDF

Screenshot of the Federal Tax Summary Report Run Control Page

The screenshot shows the 'Federal Tax Summary Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Federal Tax Summary Report'. Below the title, the 'Run Control ID' is 'Federal_Tax_Summary'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains three input fields: 'Balances for Year', 'Quarter or', and 'Period', each with a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Balances for Year field is required and also **Quarter** field or **Period** field is a required field.



Screenshot of the Federal Tax Summary Report

Report ID: TAX010FD		PeopleSoft				Page No. 1	
Company ABC Alcoholic Beverage Control		QUARTERLY FEDERAL TAX SUMMARY REPORT				Run Date 08/10/2021	
Federal EIN: [REDACTED]		4th Quarter 2020				Run Time 09:53:33	
		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages
Jurisdiction: U.S. excluding Puerto Rico & Territories							
U.S. Federal Income Tax [H]	QTD						
	YTD	102,528,351.81	29,928,330.35				
FICA/OASDI [D,E]	QTD						
	YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74	104,199,195.06
FICA/OASDI Tips [G,J]	QTD						
	YTD						
FICA Medicare [F,Q]	QTD						
	YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32	104,199,195.06
FICA Medicare Tips [T,Z]	QTD						
	YTD						
Additional Medicare Tax [7]	QTD						
	YTD	72,915,489.06	656,239.40	72,915,489.06			
Non Resident Alien Tax 1042 [A]	QTD						
	YTD						



Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 09/15/2021

DESCRIPTION:

This is a report that pulls employee earnings, deductions, and tax cumulative amounts within a company for the specified date range.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earnings-Ded-Tax Report

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report Run Control Page

The screenshot shows the 'Fiscal YTD Earnings-Ded-Tax Rpt' Run Control page. At the top, there is a 'Process List' button and the report title. Below the title, the 'Run Control ID' is 'Fiscal_YTD_Earns_Ded_Tax_Rpt', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. The main section is titled 'Fiscal YTD Earnings-Ded-Tax Report Request Parameters'. It contains a '*Fiscal Year' field. Below this is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

Fiscal year field is a required field.

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report

[illegible]



FSA Deduction Extract Report (RPY457)

REVISED: 09/15/2021

DESCRIPTION:

This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor file to PayFlex Flexible Reimbursement Account Plans. Report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run by CSV (checkbox)
Company

OUTPUT FORMAT:

Excel
CSV

Screenshot of the FSA Deduction Extract Report Run Control Page

Process List

FSA Deduction Extract Report

FSA Deduction Extract

Run Control ID 115

Report Manager

Process Monitor

Run

Report Request Parameters

*From Check Date

☐ Run To CSV

*To Check Date

Q

1-1 of 1

View All

Company	Description		
1		+	-

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the FSA Deduction Extract Report

Report ID: RPT457

Commonwealth of Virginia

FSA DEDUCTION EXTRACT REPORT

Run Date: 11/22/2020

Run Time: 12:53 00

COMPANY: ABC - Alcoholic Beverage Control

Page No. 1 of 62

FOR CHECKS DATED 03/16/2020 - 03/20/2020

CHECK DT	EMPLID	NAME	FLXPER	FLXMRD	FLXNDCE
03/16/2020			\$ 2.10	\$ 92.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 75.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 83.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 50.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 60.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 38.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 55.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 16.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 108.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 15.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 85.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 125.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 150.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 10.00
03/16/2020			\$ 2.10	\$ 35.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 32.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 80.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 90.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 110.00	\$ 0.00



Garnishment Check Register Report (RPY502)

REVISED: 02/27/2023

DESCRIPTION:

This report lists all of the garnishment checks processed for the Pay Run ID entered and includes Employee ID, Employee Name, Check Number, Check Date, Amount, Vendor (payee) and the total number of checks. It can be used to confirm and reconcile all garnishment payments after each payroll confirmation. It can also assist SPO with the issued/distributed garnishment checks to the agencies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Garnishment Check Register Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Garnishment Check Register Report Run Control Page

Garnishment Check Register Rpt

Garnishment Check Register Rpt

Run Control ID

GARNISHMENT_CK_REG

Report Manager

Process Monitor

Run

Report Request Parameter(s)

*Pay Run ID

SM1020922

SM1 First PP Feb 2022

Company Selection

1-1 of 1

View All

Company	Description		
1 ABC		+	-

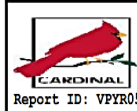
Save

Add

Update/Display



Screenshot of the COVA Garnishment Check Register Report



Commonwealth of Virginia
COVA GARNISHMENT CHECK REGISTER REPORT

Run Date: 02/16/2023
Run Time: 11:33 00

Page No. 1 of 2

Company: Alcoholic Beverage Control
Pay Period End: 02/09/2022

Company	Employee Number	Pay End Date	Employee Name	AP Check Number	AP Check Date	AP Check Amount	Vendor
ABC		09-FEB-22		24028420	16-FEB-22	200.00	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028421	16-FEB-22	893.00	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028370	16-FEB-22	600.00	CARL M BATES CH 13 TRUSTEE
ABC		09-FEB-22		24028359	16-FEB-22	392.72	AMHERST GEN DIST COURT
ABC		09-FEB-22		24028360	16-FEB-22	184.17	AR CHILD SUPPORT CLEARINGHOUSE
ABC		09-FEB-22		24028395	16-FEB-22	395.83	MADISON GEN DIST COURT
ABC		09-FEB-22		24028422	16-FEB-22	537.50	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028431	16-FEB-22	419.08	TRANSWORLD SYSTEMS INC
ABC		09-FEB-22		24028363	16-FEB-22	171.87	CA STATE DISBURSEMENT UNIT
ABC		09-FEB-22		24028403	16-FEB-22	326.75	NORFOLK GEN DIST COURT
ABC		09-FEB-22		24028400	16-FEB-22	50.00	NC CHILD SUPPORT CNTRL COLLECT

Total number of Rows for Company ABC : 11 Total Amount: \$4,170.92
Total number of Checks for Company ABC : 11



HR Accounting Line Reconciliation Report (RPY447)

REVISED: 3/29/2023

DESCRIPTION:

This report is an HR Accounting Line to General Ledger (GL) Reconciliation report. This report reads HR accounting line detail and creates company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds or expenditure categories and includes statewide Grand Totals.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

INPUT / SEARCH CRITERIA:

Integration Date From
Integration Date To
Business Unit

OUTPUT FORMAT:

PDF

Screenshot of the HR Accounting Line Reconciliation Report Run Control Page

HR Accounting Line Recon

Run Control ID HR_ACCOUNTING_LINE_RECON

Report Manager

Process Monitor

Run

Report Request Parameters

Run Date Selection

*Integration Date From

*Integration Date To

Business Unit Selection

Q

1-1 of 1

	Business Unit	Agency Description		
1	<input type="text"/>		+	-

Save

Refresh

Add


Update/Display

ADDITIONAL INFORMATION:

Integration Date From and Integration Date To fields are required fields.



Screenshot of the HR Accounting Line Reconciliation Report

 Report ID: RPY447		Commonwealth of Virginia HR ACCOUNTING LINE RECON	Run Date: 03/29/2023 Run Time: 07:40 00
Business Unit: 50100 - VA Dept of Transportation		Page No. 1 of 8	
Integration From Date: 02/10/2023			
Integration Thru Date: 02/24/2023			
Run Date: 02/16/2023			
ASSETS			
Account	Amount		
101010	20,788,047.62-		
Total Assets:	20,788,047.62-		
LIABILITIES			
Account	Amount		
22051401	20,100.75-		
22051402	685.00-		
22051404	147.90-		
22051406	4,608,435.25-		
22051407	449,591.50-		
22051408	37,854.50-		
22051409	127,010.00-		
22051410	341.00-		
22051411	3,301.11-		
22051416	1,201.75-		
22051424	2,683,215.00-		
22051426	27,667.50		
22051427	295,893.53-		
22051428	124,888.06-		
22051429	247,334.45-		
22051439	3,162.00-		
22051441	16,047.50-		
22051442	2,738.81-		
22051443	68,404.20-		
22051444	35,603.79-		
22051446	73,787.50-		
22051447	212,529.78-		
22051448	1,319,333.14-		
22051452	639.75-		
22051454	15,980.47-		
22051455	61,173.86-		
22051456	2,049.60-		
22051457	51,136.50-		
22051461	687,127.52-		



TPA_Retire Extract Report (RHR144)

REVISED: 02/05/2024

DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to third party administrator and are additional benefits provided in accordance with the employee's retirement plan. The rates for these are established in the Appropriations Act each year and the benefits are managed by VRS for all employees including ORP employees.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TPA_Retire Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (check box)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the TPA_Retire Extract Report Run Control Page

[< Process List](#)

TPA_Retire Extract Report

Run Control ID AD_HOC

Report Manager

Process Monitor

Run

Company (Leave Blank for All) ABC Alcoholic Beverage Control

*From Check Date 08/01/2023

*To Check Date 08/30/2023


☒ Run to CSV

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of TPA Retire Extract Report - PDF



Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT


Run Date: 09/27/2023
Run Time: 11:02 00

Report ID: RHR144
Company: ABC

-----DEDUCTION CLASSIFICATIONS-----
FOR CHECKS DATED 08/01/2023 - 08/30/2023

Page No. 1 of 78

CHECK DT	EMPLID	NAME	HYBDC	EE B/T	HYBVDC	EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
08/01/23				19.48		9.74	9.74	19.48
08/01/23				28.88		115.53	72.21	28.88
08/01/23				22.70		90.80	56.75	22.70
08/01/23				18.48		0.00	0.00	18.48
08/01/23				37.09		148.35	92.72	37.09
08/01/23				27.13		0.00	0.00	27.13
08/01/23				19.48		9.74	9.74	19.48
08/01/23				28.48		113.92	71.20	28.48
08/01/23				28.48		42.72	35.60	28.48
08/01/23				20.72		10.36	10.36	20.72
08/01/23				21.40		10.70	10.70	21.40
08/01/23				21.16		0.00	0.00	21.16
08/01/23				23.49		11.75	11.75	23.49
08/01/23				23.27		0.00	0.00	23.27
08/01/23				18.48		9.24	9.24	18.48
08/01/23				22.70		90.82	56.76	22.70
08/01/23				23.82		11.91	11.91	23.82
08/01/23				35.51		142.04	88.78	35.51
08/01/23				23.89		0.00	0.00	23.89
08/01/23				24.74		12.37	12.37	24.74
08/01/23				18.48		9.24	9.24	18.48
08/01/23				103.79		415.17	259.48	103.79
08/01/23				19.48		0.00	0.00	19.48
08/01/23				22.92		34.38	28.65	22.92
08/01/23				19.48		9.74	9.74	19.48
08/01/23				19.41		9.70	9.70	19.41


Report ID: RHR144

Commonwealth of Virginia
TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

Page No. 78 of 78
Run Date: 09/27/2023
Run Time: 11:02 00

Page No. 78 of 78

Negative Deductions

COMPANY	CHECK DT	EMPLID	NAME	DEDCD	EE A/T	EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax	NET DEDUCTION
ABC	08/01/23			HYBDC	0.00	-17.88	0.00	0.00	-17.88
ABC	08/01/23			HYBVDC	0.00	-71.53	0.00	0.00	-71.53
Grand Total:									-89.41
Overall Total:									390,625.44

Screenshot of TPA Retire Extract Report- CSV

Report ID:	RPY137				TPA_Retirement Contributions-Extract Report			Run Date:	9/27/2023
					Check Date Range 08/01/2023 - 08/30/2023			Run Time:	11:02:05.000000_AM
COMPANY	Ded Code	Check Dt	EMPLID	EMPL_RCD	Name	EE B/T	EE A/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
ABC	HYBMDC	8/1/2023		0		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		0		9.74	0	9.74	0
ABC	HYBMDC	8/1/2023		0		28.88	0	0	28.88
ABC	HYBVDC	8/1/2023		0		115.53	0	72.21	0
ABC	DEFCMP	8/1/2023		0		300	50	20	0
ABC	HYBMDC	8/1/2023		0		22.7	0	0	22.7
ABC	HYBVDC	8/1/2023		0		90.8	0	56.75	0
ABC	HYBMDC	8/1/2023		1		18.48	0	0	18.48
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	DEFCMP	8/1/2023		0		100	100	20	0
ABC	HYBMDC	8/1/2023		0		37.09	0	0	37.09
ABC	HYBVDC	8/1/2023		0		148.35	0	92.72	0
ABC	HYBMDC	8/1/2023		0		27.13	0	0	27.13
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	HYBMDC	8/1/2023		1		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		1		9.74	0	9.74	0
ABC	DEFCMP	8/1/2023		0		250	0	20	0
ABC	HYBMDC	8/1/2023		0		28.48	0	0	28.48



Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Deduction Extract Report Run Control Page


The screenshot shows the 'MN Life Deductions Extr Report' page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title. Below this, a green tab labeled 'Minnesota Life Deductions Rpt' is active. The main content area displays the 'Run Control ID' as 'MN_Life_Deductions_Extr_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these links is a search form with three fields: 'Company' with a search icon, '*From Check Date' with a calendar icon, and '*To Check Date' with a calendar icon. To the right of these fields is a 'Run To CSV' checkbox. At the bottom of the form are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date and **To Check Date** fields are required fields.



Screenshot of the Minnesota Life Deduction Extract Report

<div><div><div>Report ID: RHR145</div></div><div>Commonwealth of Virginia</div><div>MINNESOTA LIFE DEDUCTION EXTRACT REPORT</div><div>Run Date: 09/22/2021 Run Time: 10:48 00</div></div>					
Report ID: RHR145 Company: ABC					
FOR CHECKS DATED 04/01/2020 - 04/30/2020					
Page No. 1 of 124					
CHECK DT	EMPLID	NAME	DECD	EE A/T	
04/16/20			OPTLIF	50.00	
04/16/20			OPTLIF	16.00	
04/16/20			OPTLIF	2.00	
04/16/20			OPTLIF	9.56	
04/16/20			OPTLIF	1.40	
04/16/20			OPTLIF	4.50	
04/16/20			OPTLIF	49.26	
04/16/20			OPTLIF	21.78	
04/16/20			OPTLIF	4.96	
04/16/20			OPTLIF	59.16	
04/16/20			OPTLIF	30.36	
04/16/20			OPTLIF	28.50	
04/16/20			OPTLIF	1.83	
04/16/20			OPTLIF	27.12	
04/16/20			OPTLIF	10.20	
04/16/20			OPTLIF	3.19	
04/16/20			OPTLIF	5.76	
04/16/20			OPTLIF	8.64	
04/16/20			OPTLIF	40.00	
04/16/20			OPTLIF	3.72	
04/16/20			OPTLIF	26.40	
04/16/20			OPTLIF	1.85	
04/16/20			OPTLIF	28.71	
04/16/20			OPTLIF	3.55	
04/16/20			OPTLIF	46.53	
04/16/20			OPTLIF	3.20	
04/16/20			OPTLIF	6.51	
04/16/20			OPTLIF	1.60	
04/16/20			OPTLIF	20.46	
04/16/20			OPTLIF	0.75	
04/16/20			OPTLIF	8.20	
04/16/20			OPTLIF	12.08	
04/16/20			OPTLIF	24.51	
04/16/20			OPTLIF	60.54	
04/16/20			OPTLIF	14.85	
04/16/20			OPTLIF	5.04	
04/16/20			OPTLIF	2.88	
04/16/20			OPTLIF	8.51	



Minnesota Life Upload Error Report (RPY172)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Upload Error Report Run Control Page

Minnesota Life Upload Error Report

Run Control ID 0001

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameter(s)

*From Date

*To Date

Q

1-1 of 2

View All

	Company	Description		
1	<input type="text"/>		<div><div>+</div></div>	<div><div>-</div></div>

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.

Rev 04/15/2024

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Screenshot of the Minnesota Life Upload Error Report

Commonwealth of Virginia

MINNESOTA LIFE UPLOAD ERROR REPORT

Run Date: 09/10/2021

Run Time: 09:15 00

Company: (Non-Payroll)
Process Date Range: 01/01/2020 - 12/31/2020

Page No. 1 of 8

<u>EMPLID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>EFFDT</u>	<u>DED AMT</u>	<u>ERROR MESSAGE</u>
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	13.00	Invalid SSN
			01/01/2020	13.00	This Employee has duplicate row in the input file.
			01/01/2020	13.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	14.00	This Employee has duplicate row in the input file.
			01/01/2020	14.00	Invalid SSN
			01/01/2020	14.00	Employee Not Found
			01/01/2020	15.00	This Employee has duplicate row in the input file.
			01/01/2020	15.00	Invalid SSN
			01/01/2020	15.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	.00	This Employee has duplicate row in the input file.
			01/01/2020	.00	Invalid SSN
			01/01/2020	.00	No value provided for required field: SSN (Minnesota Optional Life Upload



Multiple Worksite Report (RPY241)

REVISED: 03/30/2022

DESCRIPTION:

This regulatory report lists each tax location used to calculate the employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

Every quarter, SPO produces the Multiple Worksite Report (RPY241) for the calendar year and calendar quarter specified on the run control page. Agencies will also be able to generate the PDF for their agencies only. The Multiple Worksite Report provides the employee count as of the 12th of the last month in the quarter and the total State Unemployment Insurance (SUI) wages paid in the quarter per worksite.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Multiple Worksite

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Write Flat File (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Multiple Worksite Report Run Control Page

< Cardinal Homepage COVA Multiple Worksite

COVA Multiple Worksite

COVA Multiple Worksite Report

Run Control ID 001 Report Manager Process Monitor Run

Report Request Parameters

Balance Parameters

Balance ID CY VDOT Calendar Year

Balances for Year []

Quarter []

Report Selection

☒ Write Flat File

Company Selection

1-1 of 3 View All

Company	Description
1	

Save Return to Search Notify Add Update/Display



ADDITIONAL INFORMATION:

Balances for Year and **Quarter** fields are required fields for both SPO and agency users.

The **Write Flat File** checkbox will be available for SPO to generate the text file. The **Write Flat File** checkbox is not available for an agency user.

Screenshot of the Multiple Worksite Report

Report ID: RPY241

Commonwealth of Virginia

MULTIPLE WORKSITE REPORT

Run Date: 09/07/2021

Run Time: 04:06 00

Company SOV Senate of Virginia

Quarter 1, 2020

Fed EIN:

VIRGINIA UI Number:

Page No. 109 of 117

Worksite (or Trade) Name Street Address UI-Rpt-Cd Tax-Locatn Short-Desc -----	Employees in Pay Period Which Includes the 12th of Jan Feb Mar -----			Total Quarterly Wages Of Worksite -----
	Accomack Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 001 001	1	1	1
Richmond (City) Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 760 760 760	178	178	138	2,086,585
Staunton Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 790 790	0	0	1	6,167
State Total	179	179	140	2,110,482
Company Total (All States)	179	179	140	2,110,482



Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 09/15/2021

DESCRIPTION:

This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

INPUT / SEARCH CRITERIA:

Begin Check Date
End Check Date
Vendor

OUTPUT FORMAT:

PDF

Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page

The screenshot shows the 'Net Negatives by Emp/Vendr Rpt' Run Control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below this, a green tab labeled 'Net Negatives by Emp/Vendr Rpt' is active. The main area contains a 'Run Control ID' field with the value 'Nte_Negatives_by_Emp/Vendr_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. The 'Report Request Parameters' section includes fields for '*Begin Check Date' and '*End Check Date', each with a calendar icon. Below this is a 'Vendor Selection' section featuring a search bar, a table with one row (Vendor 1), and buttons for '+', '-', and 'View All'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Cardinal Homepage Net Negatives by Emp/Vendr Rpt

Net Negatives by Emp/Vendr Rpt

Run Control ID Nte_Negatives_by_Emp/Vendr_Rpt Report Manager Process Monitor Run

Report Request Parameters

*Begin Check Date *End Check Date

Vendor Selection

Vendor	Vendor Name		
1		+	-


Save Add Update/Display

ADDITIONAL INFORMATION:

Begin Check Date and **End Check Date** fields are required fields.



Screenshot of the Net Negatives by Employee/Vendor Report


Report ID: RPY383

Commonwealth of Virginia

NET NEGATIVES BY EMPLOYEE/VENDOR

Run Date: 08/23/2021
Run Time: 11:07 00

Vendor : BN00000001 - VRS - Retirement Fund

Date range : 10/01/2019 - 12/31/2019

Deduction : Employee Retirement DB

Page No. 1 of 11

Company	Agency	Employee	Employee	Status	Check	Pay Period	Employee	Employer	Off-Cycle
	Name	ID	Name		Date	End Date	Deduction	Deduction	Check
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y
Vendor Subtotal							-193.59	-523.44	



Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. Report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled by Company, the report includes Employee Name, EmplID, Benefit Plan, Before-Tax Deduction Amount, Employer Contribution Amount, and Void Check Indicator.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run to CSV (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page

The screenshot shows the 'TIAA Extract Report' Run Control page. At the top, there's a header bar with the title 'TIAA Extract Report'. Below it, a tab labeled 'TIAA Extract Report' is selected. The main area contains a 'Run Control ID' field with the value 'TIAA_Extract_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. Below this is the 'Report Request Parameters' section. It includes a 'Date Selection' box with fields for '*From Check Date' and '*To Check Date', each with a calendar icon, and a checkbox for 'Run to CSV'. Below the date selection is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' cell. Above the table are navigation controls: a search icon, a '1-1 of 1' dropdown, and 'View All' link. At the bottom of the table are '+' and '-' buttons. At the bottom of the page, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

From Check Date and To Check Date are required fields.



Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

<div><div>Report ID: RPY453</div></div> <div>Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020</div> <div>Run Date: 09/08/2021 Run Time: 03:45 00</div>				
COMPANY : ABC - Alcoholic Beverage Control				
PAYROLL DATE: 03/31/2020				
Page No. 1 of 37				
<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>EMPLOYEE CONTRIBUTION</u>	<u>EMPLOYER CONTRIBUTION</u>	<u>TOTAL CONTRIBUTION</u>
		439.60	747.30	1,186.90
ABC - Company Total:		1	\$ 439.60	\$ 747.30
				\$ 1,186.90



Paycheck History Report (RPY515)

REVISED: 10/17/2022

DESCRIPTION:

This report provides the history of the confirmed paychecks information for an employee including earnings, taxes, and deductions for research purposes by the agencies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Paycheck History Report

INPUT / SEARCH CRITERIA:

Empl ID
Empl Record
All Empl Rcds (checkbox)
Company
From Check Date
To Check Date
Earnings/Deductions/Taxes (checkboxes)
Tax Selection options

OUTPUT FORMAT:

CSV

Screenshot of the Paycheck History Report Run Control Page

The screenshot shows the 'Paycheck History Report' Run Control page. At the top, there's a header bar with the title 'Paycheck History Report'. Below it, a green tab also displays 'Paycheck History Report'. The main area contains several sections for configuring the report run:

- Run Control ID:** PAYCHECK_HISTORY_RPT. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button.
- Employee Search:** Includes input fields for 'Empl ID' (with a search icon), 'Empl Record' (with a dropdown showing '0'), and 'Company' (with a dropdown showing 'DOT' and 'VA Dept of Transportation'). There is also an 'All Empl Rcds' checkbox.
- Check Date Range:** Features 'From Check Date' (07/25/2022) and 'To Check Date' (09/09/2022), each with a calendar icon.
- Earnings / Deductions / Taxes:** A section with checkboxes for 'Earnings', 'Deductions', and 'Taxes' (which is checked).
- Tax Selection:** A table with columns for 'State', 'Description', 'Tax Class', and 'Description'. It shows one entry for 'VA' (Virginia) with a search icon in the 'Tax Class' column. Navigation controls like '1-1 of 1' and 'View All' are present.

ADDITIONAL INFORMATION:

Empl ID, From Check Date and To Check Date fields are required fields.

Screenshot of the Paycheck History Report

Report ID:	RPY515										
Report Name:	Paycheck History Report										
EMPLID:		EMPL_RCD:	0								
Name:											
From Check Date:	7/25/2022										
To Check Date:	9/9/2022										
Company	Empl Record	Check Date	Check#	Pay Run ID	Pay Period	Total Earnings	Net Pay	Earn Code	Description	Hours	Amount
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03				
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03				
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77				
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77				
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62				
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62				

Screenshot of the Paycheck History Report (scrolled right)

Count	Plan Type	Deduction	Dedcd	Des	Deduction	Amount	State	Tax Class	Description	Local	Work PSD	Tax Amount
							VA	H	Withholding			160.83
							VA	U	Unemployment ER			
							VA	H	Withholding			160.92
							VA	U	Unemployment ER			
							VA	H	Withholding			160.58
							VA	U	Unemployment ER			



Precalculation Audit Report (RPY122)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Precalculation Audit Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Precalculation Audit Report Run Control Page

Precalculation Audit Report

Precalculation Audit Report

Run Control ID

Precalculation_Audit_Report

Report Manager

Process Monitor

Run

Language

English

Report Request Parameter(s)

Pay Run ID

1-1 of 1

View All

	Company	Description		
1	<div></div>		<div>+</div>	<div>-</div>

Save

Notify

Add


Update/Display

ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Precalculation Audit Report

 Report ID: RPY122		Commonwealth of Virginia PRECALCULATION AUDIT REPORT		Run Date: 09/16/2021 Run Time: 04:21 00				
Pay Run-Id: PSBDEMOSM				Page No. 1 of 1				
Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
Error Records:			8					



PRWORA-New Hire (RPY249)

REVISED: 01/26/2024

DESCRIPTION:

The report will contain employees hired and paid by the Commonwealth for a specific date range, including employees who transfer between agencies. In addition, the report also contains new hire statistics to support garnishment data.

NAVIGATION PATH:

Menu > Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-New Hire

INPUT / SEARCH CRITERIA:

Regulatory Region - State (Required)
Multi Company Organization checkbox (Do Not Use)
Multi-State Employer (Do Not Use)
Test Mode Checkbox (Do Not Use)
Payroll Agencies only Checkbox (Do Not Use)
Company
From Date
Thru Date

OUTPUT FORMAT:

PDF

Screenshot of the PRWORA-New Hire Report Run Control Page

New Hire Report Generation

Run Control ID NEWHIRE_REPORT [Report Manager](#) [Process Monitor](#) [Run](#)

New Hire Report Parameters

*Regulatory Region

Virginia

☐ Multi Company Organization

☐ Multi-State Employer

From Date

10/01/2023

File Name

☐ Test Mode

☐ Payroll Agencies only

Company

DLI

Thru Date

12/31/2023

[View Log](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)



ADDITIONAL INFORMATION:
Regulatory Region is a required field.

Screenshot of the PRWORA - State New Hire Report

Report ID: VPYR0249					Commonwealth of Virginia PRWORA - STATE NEW HIRE REPORTING				Page No. 1 Run Date 01/17/2024 Run Time 14:08:30	
For the period 10/01/2023 through 12/31/2023										
EMPLOYER	FEDERAL EIN	LAST_NAME	FIRST_NAME	MIDDLE_NAME	STREET	ADDRESS 2	ADDRESS 3	CITY	STATE	POSTAL NATIONAL ID
Dept of Labor and Industry 600 East Main St, Suite 207 Richmond, VA 23219										



Reset W-4 Exempt List (TAX103)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

This calendar year-end report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

INPUT / SEARCH CRITERIA:

Due Date for W-4 Forms
Date to be Used for Eff. Date on Inserted Records
Scope - All Employees or By Company
Company
Report Mode (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Reset W-4 Exempt List Report Run Control Page

[< Cardinal Homepage](#)Reset W-4 Exempt List

Reset W-4 Exempt List

Run Control ID `Reset_W_4_Exempt_List`[Report Manager](#)[Process Monitor](#)Run

Process Request Parameter(s)

Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)

Date to be Used for Effective Date on Inserted Records

Scope

☐ All Employees

☐ By Company

Company

Report Mode

☐ Report Only

☒ Update

SaveNotify

AddUpdate/Display



ADDITIONAL INFORMATION:

This report has no required fields.

Screenshot of the Reset W-4 Exempt List Report

	A	B	C	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCSS		
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							



Retroactive Enrollment Report (RPY365)

REVISED: 11/13/2023

DESCRIPTION:

This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online. This report will be used by the Agency Payroll Administrators.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Company

OUTPUT FORMAT:

CSV

Screenshot of the Retroactive Enrollment Report Run Control Page

Run Control ID

RETRO_ENROLLMENT_RPT

Report Manager

Process Monitor

Run

*From Date

10/01/2023

*Thru Date

11/01/2023

Personalize

Find

View All

First

1 of 1

Last

Company	Description	
1 DOT	VA Dept of Transportation	

Save

Add

Update/Display

ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.



Screenshot of the Retroactive Enrollment Report

Report ID: VPYR365																			
Report Name: Retroactive Enrollment Report																			
Run Date: 11/01/2023																			
Date Range: 10/01/2023 thru 11/01/2023																			
Row Type	Company	Deptid	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt		Elect Dt		Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax	Annual Pledge
Current	DOT	13024		0		00		8/1/2023		10/19/2023				PPSRTA			159.33	0	
Prior	DOT	13024		0		00		NONE FOUND											



Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 09/15/2021

DESCRIPTION:

A report that pulls employees where current pay period earnings is different than per pay period compensation on their job record.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page

The screenshot shows the 'Salary Rate Comparison Report' run control page. At the top, there is a 'Process List' button and the report title. Below this, a green tab labeled 'Salary Rate Comparison Report' is active. The page displays the 'Run Control ID' as 'salary_rate_comparison_report' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The 'Report Request Parameters' section contains a search bar and a 'Company Selection' table. The table has columns for 'Company' and 'Description'. A single row is visible with a search icon in the 'Company' column. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Salary Rate Comparison Report

Run Control ID salary_rate_comparison_report Report Manager Process Monitor Run

Report Request Parameters

*Pay Run ID

Company Selection

Company	Description
1	


Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID is a required field.



Screenshot of the Salary Rate and Regular Pay Comparison Report



Report ID: RPY086

Commonwealth of Virginia

SALARY RATE AND REGULAR PAY COMPARISON REPORT

Run Date: 06/02/2021

Run Time: 02:46 00

Company: ABC

Payroll Status - Confirmed 06/02/2021 02:46 00

Page No. 1 of 27

Department	Employee ID	Employee Name	Job Comp Rate	Regular Pay	Difference	Gross Pay	Special Pay Type	Special Pay Amount.
100000			2500.00	2045.45	454.55	2045.45		0.00
120711			4527.08	2208.33	2318.75	4527.08		0.00
120711			4527.08	2318.75	2208.33	4527.08		0.00
100000			3071.47	1532.26	1539.21	3088.46	Prm Rwrdd	17.00
100000			3071.47	1539.20	1532.27	3088.46	Prm Rwrdd	17.00
300501			No Paycheck Record					
100000			No Paycheck Record					
120711			No Paycheck Record					
410806			No Paycheck Record					
100000			No Paycheck Record					
300501			No Paycheck Record					
226190			No Paycheck Record					



SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to identify those transactions that have been approved on Single Use Payroll Online Transactions (SPOT) in closed batches but have not been updated on the employee's payline(s).

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

Batch ID
Company Parameters

OUTPUT FORMAT:

PDF

Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page

SPOT Entries Not on PayLine

Run Control ID

SPOT_Entries_Not_on_PayLine

Report Manager

Process Monitor

Run

Run Control Parameters

Batch Parameters

Batch Id

Or

Company Parameters

Company

Pay Group

Pay Period End Date

**Pay Group and Company not mandatory in Company Param list

Save

Add

Update/Display

ADDITIONAL INFORMATION:

Batch ID field is a required field or **Company Parameters** are required.



Screenshot of the SPOT Transactions Not Loaded to Payline Report

CARDINAL		Commonwealth of Virginia		SPOT TRANSACTIONS NOT LOADED TO PAYLINE		Run Date: 09/15/2021 Run Time: 09:05 00			
Report ID: RPY449		Page No. 1 of 1							
Batch Id : 10 Pay Period End : 31-MAR-2020 Business Unit : 21500 University of Mary Washington Company : UMW Pay Group : SM2 Batch Type : E Batch_Status : Closed									
Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Seperate Tax Method Check#
2		0		A	IAP	Annual Leave Payout - WTA		600.00	A 0
1		0		A	IAP	Annual Leave Payout - WTA		675.00	A 0
2		0		A	VRS	VRS Contribution Base		-6666.67	A 0
3		0		A	RTR	Retroactive Regular Pay		194.29	A 0
1		0		A	VRS	VRS Contribution Base		-8117.42	A 0
4		0		A	RTR	Retroactive Regular Pay		-194.29	A 0



Tax Deposit Summary Report (TAX001)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

This quarterly report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Tax Deposit Summary Report Run Control Page

The screenshot shows the 'Tax Deposit Summary Report' Run Control page. At the top, there is a header bar with the title 'Tax Deposit Summary Report'. Below the header, the page is titled 'Tax Deposit Summary Report'. There are two tabs: 'Run Control ID' and 'Tax_Deposit_Summary'. To the right of the tabs are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameter(s)'. It contains two columns: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' column has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' column has fields for 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' (both with input fields). Below these columns is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the Tax Deposit Summary Report


Report ID: TAX001		PeopleSoft TAX DEPOSIT SUMMARY						Page No. 1		
Company ABC Alcoholic Beverage Control								Run Date 09/08/2021		
Pay Period End 07/09/2020		On/Off Cycle CONFIRMED						Run Time 18:03:04		
Check Date 07/16/2020										
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**										
State/ SWT EIN	Locality /Abbrv County/Loc EIN	<----- WITHHOLDING ----->		<----- OTHER ----->	<----- UI ----->					
		Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer	Total Deposit	Taxable Gross	Tax Rate
Federal Totals		7,447,875.64	2,143,062.95	MEDER	7,574,633.49		109,832.04	2,703,976.64		0.600
				OASER	2,374,633.49	147,224.49				
				OASER	2,374,633.49		147,227.21			
				MEDEE	7,574,633.49	109,829.95				
				ADDL MED	5,200,000.00	46,800.00				
District of Columbia		2,040.04	115.10					115.10		0.000
Maryland		14,456.74	922.59					922.59		0.000
Virginia		7,415,054.03	399,547.16					399,547.16	5,960.62	0.000
West Virginia		16,324.83	729.00					729.00		0.000
Check Date Total			2,544,376.80			303,854.44	257,059.25	3,105,290.49		
Pay Period Total			2,544,376.80			303,854.44	257,059.25	3,105,290.49		
Company Total			2,544,376.80			303,854.44	257,059.25	3,105,290.49		



ADDITIONAL INFORMATION:

Pay Run ID or **From/To Check Date** fields are required fields.

Screenshot of the Tax Remittance Report

 Report ID: RPY174		Commonwealth of Virginia TAX REMITTANCE REPORT		Run Date: 01/11/2021 Run Time: 03:51 00	
Company: Pay Run ID: STSM10324 From Check: To Check: State: Locality:				Page No. 20 of 26	
<u>Emplid</u>	<u>Empl Rcd</u>	<u>Name</u>	<u>Company</u>	<u>State</u>	<u>Locality</u>
	0		RCB	WV	
State Total (WV)				<u>Check Date</u>	<u>Local Tax</u>
Company Total				03/31/2020	<u>State Tax</u>
					96.00
					96.00
					398.01



Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 09/15/2021

DESCRIPTION:

This report lists percentage and number of direct deposit and paper checks processed on a payroll and sorted by employee type.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

INPUT / SEARCH CRITERIA:

From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report Run Control Page

Process List

Number of DD's and Checks

Run Control ID

Number_of_DDs_and_Checks

Report Manager

Process Monitor

Run

Report Request Parameter(s)

*From Date

*To Date

Save

Add

Update/Display

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report

Report ID: RPY163

Commonwealth of Virginia
TOTAL NUMBER OF RECORDS IN CARDINAL PAID AND WITH DIRECT DEPOSIT / CHECK TOTALS
BETWEEN 25-MAR-2020 AND 09-APR-2020

Run Date: 09/10/2021
Run Time: 10:11 00

Page No. 1 of 5

#PAID IN MONTH	#SALARY RECORDS	#SALARY DIR DEF	#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEF	#HOURLY BY CHK	%DD OF HOURLY	%DD OF NET PAID
-------------------	--------------------	--------------------	-------------------	------------------	--------------------	--------------------	-------------------	------------------	--------------------

ABC - Alcoholic Beverage Control

Paygroup	SL2	TOTAL	85	85	83	2	97.6	0	0	0	0.0	97.6
Paygroup	SM1	TOTAL	1,110	1,110	1,071	39	96.5	0	0	0	0.0	96.5
Company	ABC	TOTALS	1,195	1,195	1,154	41	96.6	0	0	0	0.0	96.6

APA - Auditor of Public Accounts

Paygroup	SM1	TOTAL	125	125	115	10	92.0	0	0	0	0.0	92.0
Company	APA	TOTALS	125	125	115	10	92.0	0	0	0	0.0	92.0

BCC - Bland Correctional Center

Paygroup	SL1	TOTAL	193	193	193	0	100.0	0	0	0	0.0	100.0
Paygroup	SM1	TOTAL	90	90	65	25	72.2	0	0	0	0.0	72.2
Company	BCC	TOTALS	283	283	258	25	91.2	0	0	0	0.0	91.2

BVI - Dept for Blind/Vision Impaired

Paygroup	BW1	TOTAL	1	0	0	0	0.0	1	1	0	100.0	100.0
Paygroup	SM1	TOTAL	286	286	274	12	95.8	0	0	0	0.0	95.8
Company	BVI	TOTALS	287	286	274	12	95.8	1	1	0	100.0	95.8

CBR - VA Center for Behavioral Rehab

Paygroup	SM1	TOTAL	558	558	532	26	95.3	0	0	0	0.0	95.3
Company	CBR	TOTALS	558	558	532	26	95.3	0	0	0	0.0	95.3

CCA - Center Children & Adolescents

Paygroup	SM1	TOTAL	166	166	154	12	92.8	0	0	0	0.0	92.8
Company	CCA	TOTALS	166	166	154	12	92.8	0	0	0	0.0	92.8



US Census Annual Survey Report (RPY247)

REVISED: 09/15/2021

DESCRIPTION:

This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

PDF

Screenshot of the US Census Annual Survey Report Run Control Page

The screenshot shows the 'U S Census Annual Survey' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the title 'U S Census Annual Survey'. Below the navigation bar, the 'Run Control ID' is 'US_Census_Annual_Survey'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a 'Report Request Parameter(s)' section with a table containing one row: '*Calendar Year' followed by an empty text input field. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

Run Control ID	US_Census_Annual_Survey	Report Manager	Process Monitor	Run
Report Request Parameter(s)				
*Calendar Year <input type="text"/>				

Save Add Update/Display

ADDITIONAL INFORMATION:

Calendar Year field is a required field.



Virginia DSS Child Support Report (RPY461)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the Virginia DDS Child Support Report Run Control Page


The screenshot shows the 'Virginia DSS Child Support' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Virginia DSS Child Support'. Below this, a green button labeled 'DSS Child Support' is visible. The main area contains a 'Run Control ID' field with the value 'Virginia_DSS_Child_Support'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'DSS Child Support Extract' which contains three input fields: 'From Check Date' with a calendar icon, 'To Check Date' with a calendar icon, and 'Pay Run ID' with a search icon. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date and **To Check Date** fields or **Pay Run ID** field are required fields.




Screenshot of the Virginia DDS Child Support Extract Report


 Report ID: RPY461		Commonwealth of Virginia DSS CHILD SUPPORT EXTRACT REPORT		Run Date: 08/24/2021 Run Time: 11:03 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 30	
FOR CHECKS DATED 10/01/2019 - 12/31/2019					
CHECK DT	EMPLID	NAME	GARN ID	GARN AMOUNT	
12/16/2019			000001	\$ 201.05	
12/16/2019			000001	\$ 276.92	
12/16/2019			000001	\$ 81.94	
12/16/2019			000001	\$ 169.50	
12/16/2019			000001	\$ 172.00	
12/16/2019			000001	\$ 91.37	
12/16/2019			000001	\$ 299.50	
12/16/2019			000001	\$ 1,402.50	
12/16/2019			000001	\$ 65.46	
12/16/2019			000001	\$ 218.00	
12/16/2019			000001	\$ 129.21	
12/16/2019			000001	\$ 204.00	
12/16/2019			000001	\$ 113.50	
12/16/2019			000001	\$ 184.17	
12/16/2019			000001	\$ 358.13	
Check Date Total:				\$ 3,967.25	
Company Total:				\$ 3,967.25	



Screenshot of the Virginia Quarterly UI Wage Report – PDF (1 of 2)

		Commonwealth of Virginia		Run Date: 08/22/2023	
Report ID: VPYR0246		VIRGINIA QUARTERLY UI WAGE REPORT		Run Time: 10:38 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 71		Quarter/Year: 3/2023	
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		910.35	910.35	910.35	59.90
		11,363.01	11,363.01	0.00	345.30
		183.75	183.75	183.75	12.00
		1,842.76	1,842.76	451.58	118.50
		11,362.72	11,063.72	0.00	348.20
		7,501.38	7,250.88	0.00	345.70
		2,797.28	2,797.28	2,797.28	180.90
		444.24	444.24	444.24	24.00
		2,318.23	2,318.23	0.00	137.80
		16,147.32	15,983.32	0.00	344.00
		2,261.26	2,261.26	2,261.26	146.10
		2,468.27	2,468.27	0.00	135.10
		1,413.22	1,413.22	440.72	90.20
		615.89	615.89	615.89	33.80
		595.01	595.01	595.01	29.80
		2,821.86	2,821.86	0.00	167.80
		1,163.55	1,163.55	1,163.55	68.80
		11,760.00	11,710.66	0.00	344.00
		2,222.99	2,222.99	0.00	131.90
		40,250.00	39,372.98	0.00	344.00
		19,112.40	23,826.52	0.00	342.00
Company Total:		21,806,828.83	21,706,534.42	2,773,444.67	843,938.20
Company Total Number of Employees Reported:		4,807			
Company Total Number of Records Reported:		4,807			

Screenshot of the Virginia Quarterly UI Wage Report – Negative Wage Listing PDF (2 of 2)

		Commonwealth of Virginia		Run Date: 08/22/2023	
Report ID: VPYR0246		VA QUARTERLY UI WAGE RPT- NEGATIVE WAGE LISTING		Run Time: 10:39 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 2		Quarter/Year: 3/2023	
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		0.00	1,255.66-	996.96-	0.00
Company Total:		0.00	1,255.66-	996.96-	0.00
Company Total Number of Employees Reported:		1			
Company Total Number of Records Reported:		1			
		QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
Negative Wage Totals		0.00	1,255.66-	996.96-	0.00
Total Number of Employees Reported:		1			
Total Records Reported:		1			



W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report used by line agency for calendar year-end certification and verification of company-level totals. This calendar year-end report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

PDF

Screenshot of the W-3 Transmittal Totals Report Run Control Page

The screenshot shows a web application interface for the 'W-3/W-3SS Transmittal Report'. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'W-3/W-3SS Transmittal Report'. Below this, a green tab labeled 'W-3/W-3SS Transmittal Report' is active. The main content area displays 'Run Control ID' followed by the text 'W_3_W_3SS_Transmittal_Report'. To the right of this text are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the W-3 Transmittal Totals Report

Report ID: TAX915	PeopleSoft	Page No. 1
Company ABC	W-3 TRANSMITTAL - TOTALS REPORT	Run Date 08/31/2021
	Tax Year 2019	Run Time 16:03:52

W-3 Box	Description	Contents / Amount
b	Kind of Payer	Regular (All Others)
	Kind of Employer	None Apply
	Third-party sick pay	No
c	Total number of Forms W-2	5150
e	Employer identification number	
f	Employer name	Alcoholic Beverage Control
g	Employer address	2901 Hermitage Road Richmond, VA 23220
h	Other EIN used this year	
1	Wages, tips, other compensation	81039820.25
2	Federal income tax withheld	7998976.04
3	Social security wages	80425815.76
4	Social security tax withheld	4986395.97
5	Medicare wages and tips	84709000.85
6	Medicare tax withheld	1264599.15
7	Social security tips	0.00
8	Allocated tips	0.00
10	Dependent care benefits	29762.50
11	Nonqualified plans	0.00
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91



W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 12/12/2023

DESCRIPTION:

This regulatory report is a listing of all employees whose U.S. Tax Data records indicate they are exempt from federal income tax withholding (W-4).

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

INPUT / SEARCH CRITERIA:

As Of Date

OUTPUT FORMAT:

PDF

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report Run Control Page

W-4 Exemptions Report

Run Control ID W_4_EXEMPTIONS_RPT
Language English

Report Manager Process Monitor Run
Process Instance:2886677

Report Request Parameter(s)

As Of Date 12/12/2023

Company Selection

1-1 of 1

View All

	Company	Description		
1	ABC	Alcoholic Beverage Control	+	-

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.

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Screenshot of the W-4 Exemptions - Federal Tax Data Status Report

Report ID: TAX100				PeopleSoft				Page No. 1			
Company ABC Alcoholic Beverage Control				FEDERAL TAX DATA STATUS REPORT				Run Date 12/12/2023			
As Of Date: 12/12/2023								Run Time 13:38:34			
Employee ID	Name	Effective Date	Dept. ID	Dept. Name	Taxable Gross YTD	Allow-ances	Special FWT Status	Additional W/H %	Additional W/H Amount	NRA W/H Rule	
		10/04/2023	226112	Store 112	42,552.90	0	Zero W/H...				
		12/31/2019	110701	Admin Exp	227,466.15	11	None				
		05/05/2023	226059	Store 059	46,744.52	0	Zero W/H...				
		10/05/2023	226112	Store 112	41,324.63	0	Zero W/H...				
		05/05/2023	226196	Store 196	31,291.53	0	Zero W/H...				
		01/01/2023	300507	WarePo1Rd	44,094.30	0	Zero W/H...				
		07/28/2023	300507	WarePo1Rd	20,183.64	0	Zero W/H...				



Year End Data Audit Report (TAX910AU)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report a listing of the amounts loaded in the year end files and identifies certain errors. This calendar year-end report is used by SPO and agency Payroll Administrators.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

INPUT / SEARCH CRITERIA:

Balances for Year
Sort/Order Report By
Employees Options (All or Selected)
Employee ID
W-2 Reporting Companies (All or Selected)

OUTPUT FORMAT:

PDF

Screenshot of the Year End Audit Report Run Control Page

Year End Data Audit Report

Run Control ID

YEAR_END_AUDIT

Report Manager

Process Monitor

Run

*Balances for Year

2022

*Sort Report By

None

Within Sort, Order By

Employees

Processing Options

All Employees

Selected Employees

Employees Selected for Printing

1-1 of 1

View All

Employee ID	Name		
		+	-

W-2 Reporting Companies

Processing Options

All Companies

Selected Companies

W-2 Reporting Companies Selected for Printing

1-1 of 1

View All

Company	Description		
		+	-

ADDITIONAL INFORMATION:

Balances for Year is a required field.



Screenshot of the Year End Data Audit Report

Report ID: TAX910AU		PeopleSoft				Page No. 1			
W2 Rpt Company ABC Alcoholic Beverage Control		YE DATA AUDIT REPORT				Run Date 12/07/2023			
Federal EIN [REDACTED]		Tax Year 2022				Run Time 07:36:19			
	Taxable Gross/ Tax	OASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqld Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips
**** [REDACTED] ****									
Federal	17765.23 931.35	17765.23 1101.44	17765.23 257.60						
VA	17765.23 487.02								
**** [REDACTED] ****									
Federal	6.82	6.82 0.43	6.82 0.10						
VA	6.82								
**** [REDACTED] ****									
Federal	40621.00 4939.41	40621.00 2518.50	40621.00 589.00						
VA	40621.00 1765.98								



Year End Record Error Report (TAX910ER)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report Identifies errors in the year-end data.

This calendar year-end report is used by SPO and agencies.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Year End Record Error Report Run Control Page

The screenshot shows the 'COVA Error Listing' page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the page title 'COVA Error Listing'. Below this, a green tab labeled 'COVA Error Listing Report' is active. The main content area displays 'Run Control ID 001' and links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A table with columns 'Company' and 'Description' is shown, containing one entry: 'DEL' (with a search icon) and 'House of Delegates'. The table has a '1-1 of 9' pagination indicator and a 'View All' link. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Company	Description
1 DEL	House of Delegates

ADDITIONAL INFORMATION:

The **Company** field is a required field.



Screenshot of the Year End Record Error Report

Report ID: TAX910ER		PeopleSoft		Page No. 1
W2 Rpt Company ABC		YE RECORD ERROR REPORT		Run Date 09/08/2021
Federal EIN [REDACTED]		Tax Year 2019		Run Time 17:51:33
Employee ID	Employee Name	SSN	Taxform	Message
[REDACTED]	[REDACTED]	[REDACTED]	W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	Incomplete employee address