



# **Cardinal HCM Payroll Reports Catalog**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 10/22/2024**



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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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## Additional Pay Employee Data (RPY550) V\_PY\_ADDL\_PAY

REVISED: 04/29/2024

### DESCRIPTION:

This query pulls the information from the fields on the Additional Pay page to include ChartFields as well as Benefit and General Deduction override information. This data assists payroll administrators with payroll management and analysis.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_PY\_ADDL\_PAY

### INPUT / SEARCH CRITERIA:

Company  
Employee ID  
Earnings Code  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

#### Screenshot of the Additional Pay Employee Data Query

V\_PY\_ADDL\_PAY - Additional Pay Employee Data

Company (Optional)

Employee ID (Optional)

Earnings Code (Optional)

From Date (Optional)

To Date (Optional)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (31 kb)

View All

Row	Emplid	Name	Empl Record	Company	Earnings Code	Effective Date	Addl Seq #	Rate Code	Earnings	Hours	Goal Amount	Sep Check Nbr	End Date	Reason	Hourly Rate	Goal Balance	OK to Pay	First	Second	Third	Fourth	Fifth	Benefit Deductions Taken	Benefit Ded Subset ID
1			0	NSU	TMP	02/09/2023	1		208.33	0.00	0.00	0	02/09/2023	N	0.000000	0.00	Y	Y	Y	N	N	N	R	
2			0	NSU	TMP	06/10/2023	1		416.67	0.00	10000.00	0	06/09/2024	JOB	0.000000	5833.38	Y	Y	Y	N	N	N	R	
3			0	NSU	TMP	03/01/2024	1		684.33	0.00	10265.00	0	09/30/2024	JOB	0.000000	6914.07	Y	Y	Y	N	N	N	R	
4			0	NSU	TMP	02/26/2023	1		1333.33	0.00	10000.00	0	06/30/2023	JOB	0.000000	5333.32	Y	Y	Y	N	N	N	R	
5			0	NSU	TMP	05/16/2023	1		1428.57	0.00	10000.00	0	08/15/2023	N	0.000000	8571.42	Y	Y	Y	N	N	N	R	
6			0	NSU	TMP	10/01/2023	1		325.00	0.00	0.00	0		N	0.000000	0.00	Y	Y	Y	N	N	N	R	
7			0	NSU	TMP	01/02/2024	1		909.09	0.00	10000.00	0	05/31/2024	N	0.000000	2727.27	Y	Y	Y	N	N	N	R	

#### Screenshot of the Additional Pay Employee Data Query (scrolled right)

General Deductions Taken	General Ded Subset ID	Combination Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
R																				
R																				
R																				
R																				
R		000758425	599999	03020	110004	14999	2015_10			F2140312	102	61201								
R																				



# Audit Report for Pay Deduction Query V\_PY\_PAYSHEET\_AUDIT\_DED\_BEN

REVISED: 09/15/2021

### DESCRIPTION:

This query is 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

To Date

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 is 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

To Date

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 Earns	OT Hrs	OT Earns	Earns Begin	Earns 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 5:48:35PM	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 is 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

Company

From Date

To Date

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

View All First 1-4 of 4 Last

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 is 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  Q

From Date 10/01/2019

To Date 12/31/2019

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 is 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  Q

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\_CALEDAR

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\_CALEDAR

### 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\_CALEDAR - Payroll Calendar Status

\*Current Pay Run ID

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(25 kb\)](#)

View All First 1-100 of 259

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)  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: 08/05/2024

### 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

\*Balance Year

Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

Plan Type (Optional)

Dedcd (Optional)

Employee ID (Optional)

\*Extract All Rows for Year?

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1297 kb\)](#)

View All First 1-100 of 2834

Row	Company	Empl ID	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Plan Type	Benefit Plan	Deduction Code	Deduction Description	Deduction Class	Deduction YTD	Deduction QTD	Deduction MTD
1	ABC			FY	2024	1	1	Medical	ACC2	CVACRE	CoVA Care	Before-Tax	140.00	140.00	140.00
2	ABC			FY	2024	1	1	Medical	ACC2	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
3	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
4	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
5	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
6	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
7	ABC			FY	2024	1	1	Medical	ACC0	CVACRE	CoVA Care	Before-Tax	47.00	47.00	47.00
8	ABC			FY	2024	1	1	Medical	ACC0	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
9	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
10	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	158.00	158.00	158.00
11	ABC			FY	2024	1	1	Medical	ACC3	CVACRE	CoVA Care	Before-Tax	157.00	157.00	157.00
12	ABC			FY	2024	1	1	Medical	ACC3	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00



## Department Budget Carry Over Errors Query (RPY543) V\_PY\_NEWFY\_ROLLOVER\_ERRORS

REVISED: 06/06/2024

### DESCRIPTION:

This query will provide a list of any generated errors, within a specified business unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified business unit.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_PY\_NEWFY\_ROLLOVER\_ERRORS

### INPUT / SEARCH CRITERIA:

Year  
Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Year is a required field.

### Screenshot of the Department Budget Carry Over Errors Query

V\_PY\_NEWFY\_ROLLOVER\_ERRORS - Dept Budget Carry Over Errors

Year: 2025  
Business Unit: 50100

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (128 kb)

View All First 1-100 of 143 Last

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg		
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001													000000136	Position does not exist in POSN_BDGT_WV OR POSITION_DATA	
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501														000553071	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001														000000317	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001														000180340	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001														000180340	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001														000000317	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001														000000317	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001														000180340	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001														000180340	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001														000180340	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501														000553073	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501														000553076	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501														000553076	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501														000553076	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501														000553076	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501														000553077	Position does not exist in POSN_BDGT_WV OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501															Invalid Combo Code



# 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 Date  To Date   
 Empl ID  Company

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

View All First 1-100 of 183 Last

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	251491614	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 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

[View Results](#)

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

Amount %	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  Q  
 Balance Year  Q  
 Balance Quarter (Optional)  Q  
 Balance Period (Optional)  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 Mid	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)

\*Check Date To (required)

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 19373 Last

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: 08/01/2024

### 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
- Employee ID (Optional)

### 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)

Paygroup(Optional)

\*As Of Date

Employee ID (Optional)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(961 kb\)](#)

View All First 1-100 of 4294

Row	Company	Dept ID	Emplid	Employee Rcd	Employee Name	HR Status	PY Status	Group	Last Check Date	Hire Date
1	ABC	226184		0		A	A	BW3	07/26/2024	04/13/2019
2	ABC	226151		0		A	A	BW3	07/26/2024	04/06/2023
3	ABC	410830		0		A	A	BW3	03/08/2024	11/05/2008
4	ABC	226213		0		A	A	BW3	07/26/2024	09/25/2019
5	ABC	226051		0		A	A	BW3	07/26/2024	11/26/2021
6	ABC	180781		0		A	A	BW3	07/26/2024	11/09/2010
7	ABC	226284		0		A	A	BW3	07/26/2024	05/01/2010
8	ABC	226038		0		A	A	BW3	07/26/2024	09/27/2006
9	ABC	110701		0		A	A	BW3	07/26/2024	01/01/1976
10	ABC	226126		0		A	A	BW3	07/26/2024	12/10/2020
11	ABC	226337		2		A	A	BW3	07/26/2024	12/07/2022
12	ABC	226192		0		A	A	BW3	07/26/2024	04/21/2020



## 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)

Employee ID (Optional)

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 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					
N	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					
N	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					



# 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	VSU	SU	05/19/2023	0.00	05/16/2023
7	VSU	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

\*Balance Period

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

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 and displays 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  Q

Calendar Year  Q

[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	OVT		-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	OVT		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

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

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

Calendar Year

Balance Quarter

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



## Gross Pay Balances from Check Year-to-Date Query (RPY553) V\_PY\_CHECKYTD\_BALANCES

REVISED: 06/06/2024

### DESCRIPTION:

This query provides payroll administrators with access to balances on the check year-to-date table, including gross pay, to facilitate payroll management and analysis.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_PY\_CHECKYTD\_BALANCES

### INPUT / SEARCH CRITERIA:

Balance ID  
Balance Year  
Balance Quarter  
Balance Period  
Company  
Employee ID

\*Extract all rows for a year? (checkbox)

### OUTPUT FORMAT:

HTML  
Excel

**ADDITIONAL INFORMATION:** Balance ID and Balance Year fields are required fields.

\*Extract all rows for a year? checkbox:

- When it is selected, the query will retrieve all transaction rows for the specified balance year, across all balance periods.
- When not selected, the query will limit its data extraction to the most current balance period for the specified balance year.

### Screenshot Of Gross Pay Balances from Check Year-to-Date Query

V\_PY\_CHECKYTD\_BALANCES - Gross Pay Bal from Check YTD

\*Balance ID [CY] Q  
\*Balance Year [2024] Q  
Balance Quarter (Optional) [0] Q  
Balance Period (Optional) [0] Q  
Company (Optional) [ABC] Q  
Employee ID (Optional) [ ] Q  
\*Extract all rows for a year?

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1385 kb\)](#)

View All First 1-100 of 4712 (1) Last

Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Total YTD Gross	Total YTD Taxes	Total YTD Deductions	Net Pay YTD
1	ABC			CY	2024	1	1	554.42	42.41	0.00	512.01
2	ABC			CY	2024	1	1	512.55	141.47	0.00	371.08
3	ABC			CY	2024	1	1	3.21	0.25	1.92	1.04
4	ABC			CY	2024	1	1	1942.58	286.09	194.26	1462.23
5	ABC			CY	2024	1	1	8651.59	3062.67	0.00	5588.92
6	ABC			CY	2024	1	1	209.16	16.00	0.00	193.16
7	ABC			CY	2024	1	1	396.93	30.72	0.00	366.21
8	ABC			CY	2024	1	1	12571.20	4450.19	0.00	8121.01
9	ABC			CY	2024	1	1	205.00	75.68	0.00	129.32
10	ABC			CY	2024	1	1	116.04	58.87	0.00	57.17



# General Deduction Mass Query V\_GENL\_DEDUCTION\_MASS

REVISED: 09/20/2023

### DESCRIPTION:

This query extracts 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

\*General Deduction Code

\*As of Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(81 kb\)](#)

View All First 1-100 of 332

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

[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	MIME	454.55	772.72	553421.95
6	NSU	138638.66	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: ABC

Audit Begin Date: 01/01/2023

Audit End Date: 02/16/2023

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	0006387394	Court: Bowles	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- Garnishment 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 provides 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

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)  Q

PayRun ID(Leave blank for all)  Q

From Check Date(Optional)  B

To Check Date(Optional)  B

[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

Check Date To

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 identifies 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  Q

[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

Balance Year

Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

State (Optional)

Employee ID (Optional)

Tax Class (Optional)

Extract All Rows for Year?

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	H	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	DJU			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 From: 11/01/2023

\*Check Date To: 12/01/2023

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

Company

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	Instance
1	000017	DEM	SM1	08/09/2020	N	3	20		0				Federal Tax Data Not Found	1335616
2	000018	DEM	SM1	08/09/2020	N	3	20		0 **				State Tax Data Not Found	1335616
3	000019	DEM	SM1	08/09/2020	N	3	20		0 00900079900	0			No UI Jurisdiction	1335616
4	000010	DEM	SM1	08/09/2020	N	37	1		0 00	DUEAGY	A		Invalid One-Time Deduction	1335616
5	000010	DEM	SM1	08/09/2020	N	37	1		0 10	CVACRE	B		Invalid One-Time Deduction	1335616
6	000025	DEM	SM1	08/09/2020	N	37	1		0 DUEAGY				General Deduction Not Found	1335616
7	000018	DOA	SM1	08/09/2020	N	8	2		0 AL				State Tax Data Not Found	1335616
8	000059	DOA	SM1	08/09/2020	N	9	18		0 PSBDEMOSM				Cannot Calculate for Employee	1335616



# Payroll Quarterly Statistics Query (RPY557) V\_PY\_QUARTERLY\_STATISTICS

REVISED: 10/22/2024

**DESCRIPTION:**

This is a query that can be run ad-hoc and will display the following:

- Counts of Active Salaried Employees for each month for the year selected for all paygroups other than 'MNP'.
- Counts of Active Wage Employees for each month for the year selected for all paygroups other than 'MNP'.
- Counts of salaried employees paid in each month for the year selected.
- Counts of wage employees paid in each month for the year selected.

**NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_PY\_QUARTERLY\_STATISTICS

**INPUT / SEARCH CRITERIA:**

Calendar Year  
Company

**OUTPUT FORMAT:**

HTML  
Excel

**ADDITIONAL INFORMATION:**

Calendar Year field is a required field.

**Screenshot of the Quarterly Statistics Query**

Row	Active Employees	Count Of	Month Name	Month Number	Employee Count	Employee Type
1	Active Employees		JAN	01	16	Hourly
2	Active Employees		FEB	02	15	Hourly
3	Active Employees		MAR	03	15	Hourly
4	Active Employees		APR	04	15	Hourly
5	Active Employees		MAY	05	15	Hourly
6	Active Employees		JUN	06	15	Hourly
7	Active Employees		JUL	07	17	Hourly
8	Active Employees		AUG	08	18	Hourly
9	Active Employees		SEP	09	18	Hourly
10	Active Employees		OCT	10	18	Hourly
11	Active Employees		NOV	11	17	Hourly
12	Active Employees		DEC	12	17	Hourly
13	Active Employees		JAN	01	163	Salaried
14	Active Employees		FEB	02	163	Salaried
15	Active Employees		MAR	03	162	Salaried
16	Active Employees		APR	04	165	Salaried
17	Active Employees		MAY	05	167	Salaried
18	Active Employees		JUN	06	166	Salaried
19	Active Employees		JUL	07	146	Salaried
20	Active Employees		AUG	08	148	Salaried
21	Active Employees		SEP	09	146	Salaried
22	Active Employees		OCT	10	144	Salaried
23	Active Employees		NOV	11	144	Salaried
24	Active Employees		DEC	12	144	Salaried
25	Paid Employees		JAN	01	14	Hourly
26	Paid Employees		FEB	02	13	Hourly
27	Paid Employees		MAR	03	14	Hourly



## 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)

\*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)

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

View All First 1-100 of 87652

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 identifies 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:

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

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

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 enables 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: 11/23/2020  
Company: [Search]

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

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 Typ	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 is 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 Date:

\*To Date:

Company:

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

View All First 1-1 of 1 Last

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



## VRS Missing Query V\_PY\_VRS\_MISSING

REVISED: 04/15/2024

### DESCRIPTION:

This query provides 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)

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	HBY0000	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

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	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	0.00	0	6285521	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	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	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	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	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	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	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	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	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	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

\*To CHECK\_DT

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19649 kb)

[View All](#) First 1-100 of 79232

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

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## Base Pay Compare Report (RPY555)

REVISED: 08/23/2024

### DESCRIPTION:

This report compares:

- The salaried base pay (RGS) in HR from the last confirmed payroll to the current payroll and
- The salaried based pay (RGS) between HR and Payroll.

There are two sections to this report. The Summary section (see below) shows the comparison totals for HR Data and Payroll Data. The Detailed section lists all employees that determined each of these totals.

### NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Base Pay Compare Report

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Base Pay Compare Report Control Page

The screenshot shows the control page for the Base Pay Compare Report. At the top, there is a blue header with the text "Base Pay Compare Report". Below this, the "Run Control ID" is displayed as "BASE\_PAY\_COMPARE". To the right, there are links for "Report Manager" and "Process Monitor", and a "Run" button. The "Process Request Parameter(s)" section contains an "On-Cycle Run" box with two input fields: "\*Pay Run ID" with the value "SM1080924" and a search icon, and "\*Company" with the value "ABC" and a search icon. Below this is the "Report Format Selection" section with a checkbox labeled "Run to CSV". At the bottom left, there is a "Save" button.

### ADDITIONAL INFORMATION:

Pay Run ID and Company fields are required fields.



Screenshot of the Summary Section of the Report – PDF Version

		Commonwealth of Virginia	Run Date: 08/23/2024
Report ID: RPY555		BASE PAY COMPARISON REPORT	Run Time: 11:29 00
Company: ABC Alcoholic Beverage Control		Page No. 1 of 42	
Run ID : SM1080924			
<u>Summary</u>			
<u>HR Data</u>			
Total Salaried Base Pay Previous Period	:	3,883,354.99	
Add New Employees	:	3,500.00	
Minus Termed Employees	:	2,442.13	
Add Salary Changes	:	340.04	
Calculated Salaried Base Pay Current Period	:	3,884,752.90	
Actual Salaried Base Pay Current Period	:	3,884,752.90	
Difference	:	0.00	
<u>Payroll Data</u>			
Actual Salaried Base Pay Current Period	:	3,884,752.90	
Employees with No Paycheck	:	-3,884,752.90	
Payroll Auto Pay turned off	:	0.00	
Partial Pay for mid period Hires	:	0.00	
Partial Pay for mid period Terms	:	0.00	
Pay Rate Change mid period	:	0.00	
Calculated Base Pay Earnings for Payroll	:	0.00	
Actual Base Pay Earnings for Payroll	:	0.00	
Difference	:	0.00	
Base Pay SPOT Adjustments to Payroll	:	0.00	
Calculated Total Base pay (Pay Earnings + SPOT)	:	0.00	
Base Pay Total (RGA Accumulator)	:	0.00	
Difference	:	0.00	

**HR Data**

This portion of the report looks at the employee compensation rate from the job data record. It compares the data from the job data record as of the last confirmed payroll to the current payroll.

- **Total Salaried Base Pay Previous Period** – totals the base compensation from the employee’s job data records as of the pay end date of the last confirmed payroll
- **Add New Employees** – totals pay for employees hired or rehired as of the current pay period. This includes employees hired with an effective date in the prior period after that payroll was confirmed
- **Minus Termed Employees** – totals pay for employees that have been terminated as of the current pay period. This includes employees terminated with an effective date in the prior period after that payroll was confirmed
- **Add Salary Changes** – totals pay for employees that had pay rate changes since the prior pay period pay end date. This includes salary changes entered with an effective date in the prior period after the payroll was confirmed
- **Calculated Base Pay Earnings** – Prior period total + Hires – Terms + Salary Changes
- **Actual Salaried Base Pay Current Period** – totals the base compensation from employee job records as of the pay end date of the current payroll

**Note:**

- There should be no differences found.
- HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion.



## **Payroll Data**

This portion of the report compares the employee compensation rate from their job record to the base pay on the current payroll.

**Note:** HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion.

- **Actual HR Salaried Base Pay Current Period** – totals the base compensation from employee job data records as of the pay end date of the current payroll (pulled from the HR Data section)
- **Employees with No Paycheck** – totals pay for employees who are active as of the pay end date but have no check.
  - Employees on an unpaid leave status are considered active but do not receive base pay
  - A check was turned off by SPO
  - Pay docking removed the full amount of the base pay
- **Payroll Auto Pay turned off** – totals pay for employees that have auto pay turned off as of the pay end date.
- **Mid Period Hires** – totals pay for employees hired during the pay period. These employees will have a partial payment (i.e., their payroll reg pay will be less than their HR base pay)
- **Mid Period Terms** – totals pay for any employees termed during the pay period. These employees will have a partial payment (i.e., their payroll reg pay will be greater than their HR base pay)
- **Mid Period Rate Changes** – totals pay for any employees with a pay rate change effective during the pay period. These employees will have a partial payment (i.e., their payroll reg pay will be different from their HR base pay). This category includes active employees whose HR base pay differs from the amount of base pay on the paycheck for other reasons. In many cases the employee received a zero net check, but unlike the first category, these employees did receive a check.
- **Calculated Base Pay Earnings for Payroll** – Sum of the categories above to reflect the expected base pay that is included in the payroll.
- **Actual Base Pay Earnings for Payroll** – Sum of all base pay on the checks for the current payroll

**Note:** There should be no differences found.

- **Base Pay SPOT adjustments** – Sum of all SPOT adjustments to base pay (i.e., earning code RGS) entered during the pay period, regardless of begin and end date on the SPOT.
- **Calculated Total Base Pay (Pay Earnings + SPOT)** – Sum of the actual Base Pay Earnings for Payroll and the SPOT adjustments to RGS.
- **Base Pay Total (RGA Accumulator)** – Sum of all the base pay for the current payroll reflected in the RGA accumulator.

The Calculated Total Base Pay and the Base Pay Total can be compared to other payroll reports such as the COVA Payroll Register, COVA Payroll Summary Report or the Condensed Payroll Register.

**Note:** There should be no differences found.



**Detailed Section of the Report**

Sample screenshots of some of the detailed reports pages

		Commonwealth of Virginia				Run Date: 08/23/2024				
Report ID: RPY555		BASE PAY COMPARISON REPORT				Run Time: 11:29 00				
Page No. 2 of 42										
Company: ABC Alcoholic Beverage Control										
Run ID : SM1080924										
<u>New Employees</u>										
<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
		0	SM1	A	3,500.00	07/25/2024	HIR	07/25/2024	07/25/2024	
Total					3,500.00					

		Commonwealth of Virginia				Run Date: 08/23/2024				
Report ID: RPY555		BASE PAY COMPARISON REPORT				Run Time: 11:29 00				
Page No. 3 of 42										
Company: ABC Alcoholic Beverage Control										
Run ID : SM1080924										
<u>Termed Employees</u>										
<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
		0	SM1	A	2,442.13	06/10/2024	PAY	06/17/2024	03/25/2021	07/24/2024
Total					2,442.13					

		Commonwealth of Virginia				Run Date: 08/23/2024					
Report ID: RPY555		BASE PAY COMPARISON REPORT				Run Time: 11:29 00					
Page No. 4 of 42											
Company: ABC Alcoholic Beverage Control											
Run ID : SM1080924											
<u>Pay Rate Changes</u>											
<u>Emplid</u>	<u>Name</u>	<u>Empl Rcd</u>	<u>Paygroup</u>	<u>Status</u>	<u>SM Base Pay</u>	<u>Change Amt</u>	<u>Eff Date</u>	<u>Action</u>	<u>Action Dt</u>	<u>Hire Dt</u>	<u>Term Dt</u>
		0	SM1	A	2,177.29	340.04	07/25/2024	XFR	07/25/2024	08/25/2021	
Total					2,177.29	340.04					



### Screenshot of Base Pay Compare Report – CSV Version

Commonwealth of Virginia													
BASE PAY COMPARISON REPORT		Run Date: 08/23/2024											
Report ID: RPY555		Run Time: 11:34 00											
Page No. 1	of											42	
Company:	ABC	Alcoholic Beverage Control											
Run ID :	SM1080924												
Summary													
HR Data													
Total Salaried Base Pay Previous Period	:		3,883,354.99										
Add New Employees	:		3,500.00										
Minus Termed Employees	:		2,442.13										
Add Salary Changes	:		340.04										
Calculated Salaried Base Pay Current Period	:		3,884,752.90										
Actual Salaried Base Pay Current Period	:		3,884,752.90										
Difference	:		0										
Payroll Data													
Actual Salaried Base Pay Current Period	:		3,884,752.90										
Employees with No Paycheck	:		-3,884,752.90										
Payroll Auto Pay turned off	:		0										
Partial Pay for mid period Hires	:		0										
Partial Pay for mid period Terms	:		0										
Pay Rate Change mid period	:		0										
Calculated Base Pay Earnings for Payroll	:		0										
Actual Base Pay Earnings for Payroll	:		0										
Difference	:		0										
Base Pay SPOT Adjustments to Payroll	:		0										
Calculated Total Base pay (Pay Earnings + SPOT)	:		0										
Base Pay Total (RGA Accumulator)	:		0										
Difference	:		0										
Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt			
			0 SM1	A	3,500.00	7/25/2024	HIR	7/25/2024	7/25/2024				
Total		3,500.00											
Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt			
			0 SM1	A	2,442.13	6/10/2024	PAY	6/17/2024	3/25/2021	7/24/2024			
Total		2,442.13											
Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Change Amt	Eff Date	Action	Action Dt	Hire Dt	Term Dt		
			0 SM1	A	2,177.29	340.04	7/25/2024	XFR	7/25/2024	8/25/2021			
Total		2,177.29			340.04								



## ChartField Validation Error Report (RPY410)

REVISED: 08/01/2024

### 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  
Run to CSV checkbox  
Business Unit

### OUTPUT FORMAT:

PDF/CSV

### Screenshot of the ChartField Validation Error Report Run Control Page

#### ChartField Validation Error Report

Run Control ID    CHARTFIELD\_VALID    Report Manager    Process Monitor   

\*Pay Run ID   

#### Report Format Selection

Run to CSV

#### Business Unit Selection

   1-1 of 1

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

### ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.



### Screenshot of the ChartField Validation Error Report (PDF)

Cardinal		Commonwealth of Virginia										Run Date: 07/17/2024		
Report ID: RPY410		CHARTFIELD VALIDATION ERROR REPORT										Run Time: 02:12 00		
Business Unit : 26200-Dept for Aging & Rehab Svcs												Page No. 1 of 4		
Run ID: SM1022424														
EMPLID: [REDACTED]		EMPL_RCD: 0		Name: [REDACTED]										
Error String:		Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Suspense String:		50112302	10000	454004	10073					0000122138	STATE			
Error Code		Error Description		Chartfield Value										
E1		Inactive Project ID		PROJECT_ID										
		DUR	TRC	ERNC	Hours	Amount								
		01/15/2024	HOL	HOL	-8	-911.93								
		01/15/2024	HOL	HOL	8	521.10								
		02/19/2024	HOL	HOL	8	607.95								
Error String:		Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Suspense String:		50112304	10000	454004	10073					0000122138	STATE			
Error Code		Error Description		Chartfield Value										
E1		Inactive Project ID		PROJECT_ID										
		DUR	TRC	ERNC	Hours	Amount								
		02/09/2024	PER	OTL	8	364.76								
		02/13/2024	PER	OTL	4	303.98								

### Screenshot of the ChartField Validation Error Report (CSV)

Report ID: RPY410		Commonwealth of Virginia										Run Date: 17-Jul-24						
		ChartField Validation Error Report										Run Time: 02:15:55.0						
Business Unit	EMPLID	D	Name	Error Code	Error Description	Chartfield Value	Account	FUND	PROGRAM	Department	Cost Center	String	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		
26200	[REDACTED]	0	[REDACTED]	E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		

### Screenshot of the ChartField Validation Report (CSV) scrolled right

															Run Date: 17-Jul-24				
															Run Time: 02:15:55.0				
Error String	Error String	Suspense	Suspense	Suspense String	Suspense String	Suspense String	Suspense	Suspense	Suspense	Suspense	Suspense String	Suspense String	Suspense String	Suspense String	DUR	TRC	ERNC	Hours	Amount
Agency Use 2	Source Type	String	Account	String	FUND	PROGRAM	Department	Cost Center	String	Task	String	FIPS	String	Asset	String	Project	Activity	Agency Use 1	Agency Use 2
		50112399	02800	499001	99999	900010									1/15/2024	HOL	HOL	-8	-911.93
		50112399	02800	499001	99999	900010									1/15/2024	HOL	HOL	8	521.1
		50112399	02800	499001	99999	900010									2/19/2024	HOL	HOL	8	607.95
		50112399	02800	499001	99999	900010									2/9/2024	PER	OTL	8	364.76
		50112399	02800	499001	99999	900010									2/13/2024	PER	OTL	4	303.98
		50112399	02800	499001	99999	900010									1/10/2024	SDP	SCK	-8	-911.93
		50112399	02800	499001	99999	900010									1/10/2024	SDP	SCK	8	521.1
		50112399	02800	499001	99999	900010									1/11/2024	SDP	SCK	8	521.1



## COVA Error Listing (RPY261, TAX900)

REVISED: 09/23/2024

### 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 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:

Balances for Calendar Year  
Quarter  
Run to CSV Checkbox  
Company

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the COVA Error Listing Report Run Control Page

The screenshot shows the 'COVA Error Listing Report' run control page. At the top, there is a 'Run Control ID' field with the value 'COVA\_ERROR\_LISTING' and a 'Run' button. Below this, the 'Report Request Parameters' section is visible, containing three sub-sections: 'Balance Parameters' with input fields for '\*Balances for Calendar Year' and '\*Quarter', 'Report Format Selection' with a checkbox for 'Run to CSV', and 'Company Selection' which includes a table with one row and columns for 'Company' and 'Description'. At the bottom of the page, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

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



**Screenshot of the COVA Annual Reporting Error Listing Report (PDF version)**

		Commonwealth of Virginia ERROR LISTING REPORT										Run Date: 09/18/2024 Run Time: 01:07:00	
Report ID: RPY261													
Company ABC Alcoholic Beverage Control Tax Year 2023 Quarter 4											Page No. 1 of 1		
Employee ID	Employee Name	St	Locality	Work	Res	Tax	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
		\$U				MED/EE	-210.94	-3.87	-0.81	6,426.29	92.37	-0.81	Medicare Calc Tax <> Tax Balance
		\$U				OASDI/EE	-210.94	-16.54	-3.46	6,426.29	394.97	-3.46	OASDI Calc Tax <> Tax Balance
													Invalid SSN
End of VPYR0261 Report													

**Screenshot of the COVA Annual Reporting Error Listing Report (CSV version)**

Report ID:	RPY261	Commonwealth of Virginia										Run Date:	18-Sep-24		
		ERROR LISTING REPORT										Run Time:	01:07:09.000000_PM		
Tax Year:	2023														
Quarter:	4														
Company	Employee ID	Employee Name	State	Locality	Work	Res	PSD	Tax Class	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
ABC Alcoholic Beverage Control			\$U					MED/EE	-210.94	-3.87	-0.81	6426.29	92.37	-0.81	Medicare Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			\$U					OASDI/EE	-210.94	-16.54	-3.46	6426.29	394.97	-3.46	OASDI Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control															Invalid SSN



## 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

The screenshot shows the 'COVA Balance Adjustment Report' run control page. It includes a 'Run Control ID' of 'BALANCE\_ADJUSTMENT\_RPT', a 'Run' button, and sections for 'Report Request Parameter(s)', 'Report Format Selection', and 'Company Selection'. The 'Date Range' section shows 'Start Date' as 12/01/2023 and 'As Of Date' as 03/20/2024. The 'Select Date Type' section has 'Use Balance Date' selected. The 'Report Format Selection' section has 'Run to CSV' checked. The 'Company Selection' section shows a table with one entry: 'CJS' (Dept of Criminal Justice Svcs).

**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**

Company	Description		
1 CJS	Dept of Criminal Justice Svcs	+	-

[Save](#)    [Return to Search](#)

### ADDITIONAL INFORMATION:

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



**Screenshot of the COVA Balance Adjustment Report – PDF**

Company CJS Dept of Criminal Justice Svcs										Page No. 5 of 8			
For the period 12/01/2023 through 03/20/2024													
Tax YTD Balance Adjustments													
Balance ID: CY													
EmplID/ Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	State	Locality/ Work PSD/ Res PSD	Tax Class	
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD		0.55	0.55	US Federal		MED/EE	
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD			0.55				
						Total Taxes MTD			0.55				
						Taxable Gross YTD	38.10		38.10				
						Taxable Gross QTD							
						Taxable Gross MTD							
						No Limit Gross YTD	38.10		38.10				
						No Limit Gross QTD							
						No Limit Gross MTD							
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD		2.36	2.36	US Federal		OASDI/EE	
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD			2.36				
						Total Taxes MTD			2.36				
						Taxable Gross YTD	38.10		38.10				
						Taxable Gross QTD							
						Taxable Gross MTD							
						No Limit Gross YTD	38.10		38.10				
						No Limit Gross QTD							
						No Limit Gross MTD							
00637189900	1	08-JAN-2024	2023	4	12	Total Taxes YTD	-2.56	2.56		US Federal		OASDI/EE	
2 - FICA refunded in error due to imp life reversa						Total Taxes QTD	-2.56						
						Total Taxes MTD			2.56				
						Taxable Gross YTD							
						Taxable Gross QTD	-41.28		-41.28				
						Taxable Gross MTD							
						No Limit Gross YTD							
						No Limit Gross QTD	-41.28		-41.28				
						No Limit Gross MTD							

**Screenshot of the COVA Balance Adjustment Report – CSV**

#NAME?													Commonwealth of Virginia	
Report ID: RPY452													COVA BALANCE ADJUSTMENT AUDIT	
For the period 01-DEC-2023 through 20-MAR-2024														
Company	YTD Balan	Balance ID	EmplID	Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes YTD	0	0.55		0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes QTD	0	0.55		0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes MTD	0	0.55		0.55
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross YTD	38.1	0		38.1
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross QTD	0	0		0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross MTD	0	0		0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross YTD	38.1	0		38.1
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross QTD	0	0		0
CJS	Tax	CY	00438747800	1- Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross MTD	0	0		0

**Screenshot of the COVA Balance Adjustment Report – CSV (scrolled right)**

													Run Date:	20-Mar-24
													Run Time:	03:11:56.000000_PM
Earn Code	Plan Type	Benefit Plan	Deduction Code	Deduction Class	Garnish ID	State	Locality	Work PSD	Res PSD	Tax Class	Country	Income Code	Tax Rate	
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				
						US Federal				MED/EE				





## COVA Check Reconciliation Report (RPY175)

REVISED: 07/14/2023

### DESCRIPTION:

This report displays 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 breadcrumb trail: '< Process List' and 'COVA Check Recon Report'. Below this, there is a 'Check Recon Report' tab. The main area contains the following elements:

- Run Control ID:** Check\_Recom\_Report
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** Run
- Report Request Parameter(s):**
  - On-Cycle Run:** Pay Run ID (required field)
  - Off-Cycle Pay Calendar:** Company, Pay Group, Pay End Date, Process Page, Thru
- Payroll Cycle:** Radio buttons for On-Cycle, Off-Cycle, and Both (selected).
- Company Selection:** A table with columns for Company and Description. The table contains one entry with a search icon and plus/minus buttons.
- Output to File Server:** A checkbox.
- Buttons:** 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' run control page. At the top left is a 'Process List' button. The page title is 'COVA Check Register'. Below the title, there are links for 'Run Control ID COVA\_Check\_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Report Request Parameter(s)' and is divided into 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', and 'Process Page' through 'Thru'. Below these columns is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section includes a table with columns for 'Company' and 'Description', and a search icon. 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

		Commonwealth of Virginia				Run Date: 09/13/2021						
Report ID: RPY145		COVA CHECK REGISTER				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 Code	Pay Group	Address Option
0000000000000000		07/16/2020	0.00				FMS	170704	99900	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 provides 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    or    Off-Cycle Pay Calendar

Pay Run ID: SM1072423

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

Payroll Cycle:  On-Cycle     Off-Cycle     Both

Report Format Selection:  Run to CSV

Company Selection

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												Page No. 7 of 26				
Pay Period End Date: 24-JUL-2023																
Department: 10260 - Computer Svcs																
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	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	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	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	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	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	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	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	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	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	0.00	0.00	563.92	264.80	61.93	189.25	606.04	2,770.02	51.41
3,963.71	88.00	3,963.71	0.00	0.00	0.00	0.00	0.00	8.50	0.00	472.58	241.22	56.42	167.60	528.97	2,498.92	45.64
3,963.71	88.00	3,963.71	0.00	0.00	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	1,056.00	47,438.72	0.00	0.00	0.00	17.00	0.00	4,280.89	2,832.12	662.34	1,985.67	5,637.40	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 ID: DED\_REG      Report Manager      Process Monitor     

**Report Request Parameter(s)**

On-Cycle Run      or      Off-Cycle Pay Calendar

Pay Run ID: SM1062423      Company:

SM1062423      Pay Group:

Pay End Date:

Process Page:  Thru

**Payroll Cycle**

On-Cycle       Off-Cycle       Both

**Report Format Selection**

Run to CSV

**Company Selection**

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

### ADDITIONAL INFORMATION:

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



### Screenshot of the COVA Deduction Register Report (PDF)

		Commonwealth of Virginia					COVA DEDUCTION REGISTER		Run Date: 02/23/2024		Run Time: 11:59 00	
Report ID: RPY146											Page No. 1 of 188	
Company ABC Alcoholic Beverage Control												
Pay Period End 06/24/2023												
Pay Group SL2 Semimonthly Law14 (FRITHU14)							On/Off Cycle CONFIRMED					
Deduction Type ASSOC2 Association 2 General 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	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)

Commonwealth of Virginia								COVA DEDUCTION REGISTER	
Report ID: RPY146									
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	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

Process List COVA Deductions Not Taken

Run Control ID: Deductions\_Not\_Taken Report Manager Process Monitor Run

**Report 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**

Personalize | Find | View All |   First  1 of 1  Last

Company	Description
1 <input type="text"/> <input type="button" value="🔍"/>	

### ADDITIONAL INFORMATION:

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



**Screenshot of the COVA Deductions not Taken Report**

 <b>Report ID: RPY140</b>		<b>Commonwealth of Virginia</b> <b>COVA DEDUCTIONS NOT TAKEN REPORT</b>				<b>Run Date: 08/09/2023</b> <b>Run Time: 07:34 00</b>				
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			00000970022303
		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			00000970022302
		SM1	OPTLIF	Opt Life	999	2.58	N Net			00000970022302
		SM1	DOAFEE	Admn Fee	999	0.15	N Net			00000970022305
		SM1	PSTTAX	Misc Ins	999	22.06	N Net			00000970022305
		SM1	CVACRE	COVACARE	1	48.50	N Net			00000970022304
		SM1	DEFCMP	Def Comp	0	2,400.00	F 457 Limit			00000062247403
				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 is 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

COVA Dtl Payroll Expenditures

Run Control ID DTL\_PY\_EXPENDITURES Report Manager Process Monitor Run

**Report Request Parameters**

Pay Run ID  SM1 Second PP Jul 2023

**Check Date Range**

From Date  To Date

**Report Output Format**

PDF  CSV

**Employee Search**

Empl ID

**Earnings Selection**

Earnings Code	Description		
1		+	-

**Company Selection**

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				Run Date: 08/09/2023	
Report ID: RPY287														Run Time: 11:54 00	
Pay Run ID: SM1072423														Page No. 1 of 264	
Pay End Dt: 07/24/2023															
Company : ABC															
Employee ID	Employee Name	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					110701				
	DEPARTMENT		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				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				410806				
		RGS	6891.33	77.18	0.00	42.04	20.00	2817.28	99900	05001	304003	5011270			
				1695.27	521.45	92.34	369.00				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		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	Department	Position Nbr	Empl ID	Name	Earn CD	Earnings	FICA+Othr	Retiree Cr	Retireme	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	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	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	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 U	Funding D	Agency U	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' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Direct Deposit Register'. Below the title, there are links for 'Run Control ID', 'Direct\_Deposit\_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main area is titled 'Process Request Parameter(s)' and contains several sections: 'On-Cycle Run' with a 'Pay Run ID' search field; 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields and 'Process Page' and 'Thru' input fields; 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected); and 'Company Selection' with a table. The table has columns for 'Company' and 'Description', and a 'View All' link. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

### ADDITIONAL INFORMATION:

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



Screenshot of the COVA Direct Deposit Register Report

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



## 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 displays the information for agencies the user has access to. The report provides detail by company if run for multiple companies, and the last page of the report displays 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](#)

Process Instance:2834082

**Process Request Parameter(s)**

**On-Cycle Run**

Pay Run ID

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**

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

### ADDITIONAL INFORMATION:

This report has no required fields.

### Screenshot of the COVA ER Benefit Contributions Report (PDF)

Rev 10/22/2024



		Commonwealth of Virginia COVA ER BENEFIT CONTRIBUTIONS				Run Date: 01/24/2024 Run Time: 02:44 00			
Report ID: RPY516		On Cycle CONFIRMED				Page No. 11 of 4613			
Company ABC Alcoholic Beverage Control Pay Period End 10/09/2023 Department 110701 Administration Pay Group SM1 Semimonthly Class (FRITHU07)									
Deduction DEFEMP 457 Deferred Compensation Type 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				20.00			20.00	20.00	380.00
0				20.00			20.00	20.00	380.00
0				20.00			20.00	20.00	380.00
0				20.00			20.00	20.00	380.00
0					15.00		15.00	15.00	285.00
0				5.00			5.00	5.00	95.00
0					20.00		20.00	20.00	380.00
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	DEFEMP	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

\*Balances for Year   

\*Quarter

Report Manager    Process Monitor

1-1 of 1

[View All](#)

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

### 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 -----		----- Unemployment -----		----- FICA - OASDI -----		----- FICA - Medicare -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	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	0.00
						EMPLOYER:	111,116.96	6,889.25	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 a web interface for the 'COVA Local Tax Summary' report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'COVA Local Tax Summary' on the right. Below the navigation bar, the 'Run Control ID' is 'LOCAL\_TAX\_SUMMARY'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Company Selection' section contains a search box with 'ABC' entered, a 'View All' link, and a table with one row: 'Alcoholic Beverage Control'. Below the table are '+', '-', 'Save', 'Return to Search', '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

		Commonwealth of Virginia		Run Date: 08/09/2023	
Report ID: VPYR0446		COVA LOCAL TAX SUMMARY REPORT		Run Time: 07:54 00	
Pennsylvania CHAMBERSBURG BORO		09/30/2023	Page 1	Page No. 1 of 2	
<p>VA Dept of Transportation          1401 East Broad Street          Richmond, VA 23219</p> <p>501280101</p>					
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 is a title bar with the text 'COVA Local W-2 Tax Totals Report'. Below this, the main content area is titled 'COVA Local W-2 Tax Totals Report'. On the left, there is a 'Run Control' section with a 'COVA\_Local\_W-2\_Tax\_Totals\_Rpt' ID and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this is the 'Tax Locality Print Parameters' section, which contains three radio button options: 'Totals Only' (selected), 'Employee Detail (Local Only)', and 'Employee Detail-Local and Fed'. The 'Company Selection' section features a search bar, a table with one row, and 'Add' and 'Update/Display' buttons. The table has columns for 'Company' and 'Description'. The 'Company' column contains a search icon and a plus sign. The 'Description' column contains a search icon and a minus sign. At the bottom left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

Company	Description
1	

### 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 <b>COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT</b>		Run Date: 06/01/2021 Run Time: 12:52 00	
W2 Rpt Company VSU Virginia State University Federal EIN [REDACTED]			Tax Year 2019		Page No. 1 of 1
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 shows the 'COVA Other Earnings Register' run control page. At the top, there is a header bar with the title 'COVA Other Earnings Register'. Below the header, the page title 'COVA Other Earnings Register' is repeated. The page contains several sections for configuring the report run:

- Run Control ID:** OTHER\_EARNINGS\_REGISTER
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** A button labeled 'Run'.
- Report Request Parameter(s):** A section with two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'.
  - On-Cycle Run:** Includes a 'Pay Run ID' field with the value 'SM1040923' and a search icon.
  - Off-Cycle Pay Calendar:** Includes fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field).
- Payroll Cycle:** A section with three radio buttons: 'On-Cycle' (selected), 'Off-Cycle', and 'Both'.
- Report Format Selection:** A section with a checkbox labeled 'Run to CSV' which is checked.
- Company Selection:** A section with a search bar and a table of companies.

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 runs both the CSV and PDF versions.

**Screenshot of the COVA Other Earnings Register CSV Version**

								Commonwealth of Virginia	
Report ID: RPY088								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	

**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	
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 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	
			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

The screenshot shows the 'COVA PA Local EIT W-2 Tax Total Rpt' run control page. At the top right, the title 'COVA PA Local EIT W-2 Tax Total Rpt' is displayed. Below the title, the 'Run Control ID' is 'PA\_Local\_EIT\_W2\_Tax\_Total'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section includes 'Balances for Year' set to '2019'. Under 'Show Employee Detail Report?', there is a checkbox for 'Show Employee Detail' which is currently unchecked. The 'Sort Option' is set to 'Company within Work PSD'. The 'Company Selection' section features a table with one row. The table has columns for 'Company' and 'Description'. The first row has the number '1' in the first column, a search icon in the second, and '+' and '-' icons in the third and fourth columns respectively. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Company	Description		
1		+	-

### ADDITIONAL INFORMATION:

This report has no required fields.

Rev 10/22/2024



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 ID    ADVICE\_REGISTER                      Report Manager    Process Monitor                     

**Process Request Parameter(s)**

<b>On-Cycle Run</b>	or	<b>Off-Cycle Pay Calendar</b>
Pay Run ID <input type="text" value="SM1072423"/> <input type="button" value="Q"/> SM1072423		Company <input type="text"/> Pay Group <input type="text"/> Pay End Date <input type="text"/> Process Page <input type="text"/> Thru <input type="text"/>
<b>Payroll Cycle</b>		
<input type="radio"/> On-Cycle <input type="radio"/> Off-Cycle <input checked="" type="radio"/> Both		

**Company Selection**

<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="◀"/>	<input type="button" value="▶"/>	1-1 of 1	<input type="button" value="▶"/>	<input type="button" value=" "/>	View All
Company	Description						
1   ABC <input type="button" value="Q"/>	Alcoholic Beverage Control	<input type="button" value="+"/>	<input type="button" value="-"/>				

### ADDITIONAL INFORMATION:

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



# Screenshot of the COVA Payroll Advice Register Report

 Report ID: RPY200	Commonwealth of Virginia <b>COVA PAYROLL ADVICE REGISTER</b>	Run Date: 08/09/2023 Run Time: 08:01 00
-----------------------	---	--

Company: ABC Alcoholic Beverage Control      Page No. 1 of 38  
 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
00000062247072		08/01/2023	5,679.56				Admin Exp	110701	99900	10000	10000	SL2	Home Addr
00000062247073		08/01/2023	4,312.11				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
00000062247074		08/01/2023	3,062.77				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
00000062247075		08/01/2023	3,492.22				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
00000062247076		08/01/2023	3,789.76				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
00000062247077		08/01/2023	2,252.40				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247078		08/01/2023	2,412.29				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247079		08/01/2023	3,749.05				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247080		08/01/2023	2,961.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247081		08/01/2023	2,689.01				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247082		08/01/2023	2,554.38				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247083		08/01/2023	2,356.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
00000062247084		08/01/2023	2,578.42				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247085		08/01/2023	2,845.04				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247086		08/01/2023	2,508.29				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247087		08/01/2023	3,312.96				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247088		08/01/2023	2,895.95				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247089		08/01/2023	2,557.41				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247090		08/01/2023	3,207.80				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247091		08/01/2023	2,943.21				Reg 2	410809	99900	10502	10502	SL2	Home Addr
00000062247092		08/01/2023	2,203.61				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247093		08/01/2023	2,555.90				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247094		08/01/2023	2,410.45				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247095		08/01/2023	2,599.01				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247096		08/01/2023	2,115.11				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247097		08/01/2023	3,144.56				Reg 3	410810	99900	10503	10503	SL2	Home Addr
00000062247098		08/01/2023	2,930.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247099		08/01/2023	2,537.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247100		08/01/2023	2,594.77				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247101		08/01/2023	3,208.46				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247102		08/01/2023	2,483.25				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247103		08/01/2023	3,194.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247104		08/01/2023	3,278.18				Reg 4	410811	99900	10504	10504	SL2	Home Addr
00000062247105		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

**Report Request Parameter(s)**

Pay Run ID   SM1 First PP Aug 2023

	Company	Description		
1	<input type="text" value="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 field or a pay calendar specification is a required field(s).



## Screenshot of the COVA Payroll Error Messages Report

CARDINAL		Commonwealth of Virginia		COVA PAYROLL ERROR MESSAGES REPORT				Run Date: 08/09/2023
Report ID: RPY142						Run Time: 08:06 00		
Company: SPC Sussex I and II Prison Complex								
Pay period End: 08/09/2023								
Pay Group: SL1 Semimonthly Law28 (MONSUN28)								
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 is a 'Process List' breadcrumb and a 'Run' button. Below this, the 'Run Control ID' is 'PAYROLL\_REGISTER', and there are links for 'Report Manager' and 'Process Monitor'. The main section is titled 'Process Request Parameter(s)' and contains several input fields:

- On-Cycle Run:** A search box for 'Pay Run ID' with the value 'SM1070923' entered.
- Off-Cycle Pay Calendar:** Fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field).
- Payroll Cycle:** Radio buttons for 'On-Cycle' (selected), 'Off-Cycle', and 'Both'.
- Report Format Selection:** A checkbox for 'Run to CSV' which is checked.
- Company Selection:** A table with one entry: '1 VDH Department of Health'. The table has search, pagination, and expand/collapse controls.

### 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 runs 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

Cardinal		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----->		<----- Current ----->		<-----YTD----->		<----- Current ----->		<-----YTD----->	
Check Date	Comp Rate	Hours	Earnings	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	2,873.25												
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	1,637.38												
000000063630229	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----->								Net Pay	
<-Current->	<---YTD--->	<-Current->	<---YTD--->								
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	40.94	PTax Ben	4W-HYBDC	245.64					
			65.50	Before-Tax	4W-HYBDC	393.00					
			40.94	PTax Ben	4W-HYBDC	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-HYBDC	98.22					
			16.37	Nontaxable	7Z-HYBDC	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](#)   

**Report Request Parameter(s)**

**On-Cycle Run**    or    **Off-Cycle Pay Calendar**

Pay Run ID    
SM1072423

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.



Screenshot of the COVA Payroll Summary Report

 <b>Report ID: RPY138</b>	Commonwealth of Virginia	Run Date: 08/09/2023
	US PAYROLL SUMMARY REPORT	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 lists all changes to gross pay after the Freeze until confirm. The report lists 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 changes 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**

1-1 of 1

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

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**

Commonwealth of Virginia  
 COVA POST FREEZE CHANGE REPORT

Run Date: 02/26/2024  
 Run Time: 07:41 00

Report ID: RPY545 Page No. 1 of 159

Company: ABC Alcoholic Beverage Control  
 Pay Run ID: SM1020924

	Employee ID	Empl Rcd	Name		Changes			Net Pay	Differences			Net Pay
					Gross	Taxes	Deduction		Gross	Taxes	Deduction	
Change	[REDACTED]	0	[REDACTED]	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	[REDACTED]	0	[REDACTED]	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	[REDACTED]	0	[REDACTED]	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	[REDACTED]	0	[REDACTED]	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	[REDACTED]	0	[REDACTED]	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 ID PRECONFIRM\_AUDIT\_REPORT Report Manager Process Monitor

Language

**Report Request Parameter(s)**

Pay Run ID   SM1 First PP Aug 2023

		1-1 of 1	View All	
#	Company	Description		
1	<input type="text" value="CJS"/> <input type="button" value="Q"/>	Dept of Criminal Justice Svcs	<input type="button" value="+"/>	<input type="button" value="-"/>

### ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the COVA Preconfirm Audit Report

		Commonwealth of Virginia		PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM		Run Date: 08/09/2023		
Report ID: RPY123						Run Time: 08:20 00		
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: 08/05/2024

### DESCRIPTION:

This report verifies the integrity of the payroll and benefits setup and employee data. Before creating Paysheets, run this optional report.

Once Paysheets are created please refer to the **Payroll Error Messages Query** (V\_PY\_MESSAGES).

### 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

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	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

1-1 of 1 View All

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** only displays findings for the Pay Run ID selected.

**Screenshot of the COVA Presheet Audit Report**

		Commonwealth of Virginia		Run Date: 04/22/2022
Report ID: RPY114		COVA PRESHEET AUDIT REPORT		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	NC
VDH		0	State is not in Company Tax Table	TN
DMV		0	State is not in Company Tax Table	TN
DAN		0	State is not in Company Tax Table	NC
DSP		0	State is not in Company Tax Table	NC
ITA		0	State is not in Company Tax Table	NC
IDC		0	State is not in Company Tax Table	NC
NSU		0	State is not in Company Tax Table	NC
ARS		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	NC
ACC		0	State is not in Company Tax Table	NC
BUC		0	State is not in Company Tax Table	NC
VEC		0	State is not in Company Tax Table	TN
DCC		0	State is not in Company Tax Table	NC
DSS		0	State is not in Company Tax Table	NC
DJJ		0	State is not in Company Tax Table	NC
DWC		0	State is not in Company Tax Table	NC
DCC		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	TN



## COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.

This quarterly report is used by SPO and agencies to identify problems with the Quarterly Tax balances.

### NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page

The screenshot shows the 'COVA Tax Balance Audit' interface. At the top, there is a header 'COVA Tax Balance Audit'. Below it, a green box contains the text 'COVA Tax Balance Audit'. The main area has a 'Run Control ID' field with the value 'COVA\_Tax\_Balance\_Audit'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the title 'COVA Tax Balance Audit' is repeated. There are input fields for 'Balance ID' and 'CY', and a search icon. Below these are 'Balances for Year' and 'Quarter' fields, each with a search icon. A checkbox labeled 'Include 1042 Balances' is present. 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 icon, a '+' button, and a '-' button. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



# Screenshot of the COVA Quarterly Tax Balances Audit Report

Commonwealth of Virginia											
QUARTER TAX BALANCES AUDIT REPORT											
Run Date: 05/28/2021											
Run Time: 11:25 00											
Page No. 1 of 6207											
Company ABC											
Balance for Year: 2019											
Quarter: 4											
Employee ID Name											
Dept. ID	St	Locality	Work	Res	PSD	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference	
150736	VA					OASDI/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						OASDI/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						OASDI/EE	Tax	\$439.30	\$884.62	\$445.32-	
						OASDI/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						OASDI/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						OASDI/ER	Tax	\$439.30	\$884.62	\$445.32-	
						MED/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						MED/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						MED/EE	Tax	\$102.74	\$206.89	\$104.15-	
						Withholding	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.87-	
						Withholding	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.87-	
						Withholding	Tax	\$873.12	\$1,731.06	\$857.94-	
						Med/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						Med/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-	
						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	VA					OASDI/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						OASDI/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						OASDI/EE	Tax	\$449.29	\$905.95	\$456.66-	
						OASDI/ER	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						OASDI/ER	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						OASDI/ER	Tax	\$449.29	\$905.95	\$456.66-	
						MED/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						MED/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-	
						MED/EE	Tax	\$105.08	\$211.88	\$106.80-	
						Withholding	No-Limit Taxable Gross	\$0.00	\$6,878.13	\$6,878.13-	
						Withholding	Taxable Gross	\$6,921.61	\$13,799.74	\$6,878.13-	
						Withholding	Tax	\$890.70	\$1,761.96	\$871.26-	
						VA	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

The screenshot shows the 'Run Control' page for the report 'STATE\_TAX\_SUMMARY'. It includes a 'Run' button, search criteria for 'Balances for Year' (2023) and '\*Quarter' (3), and a 'Company Selection' table with one entry: 'ABC' (Alcoholic Beverage Control). Navigation buttons like 'Save', 'Return to Search', 'Add', and 'Update/Display' are also visible.

Run Control ID STATE\_TAX\_SUMMARY Report Manager Process Monitor Run

\*Balances for Year 2023

\*Quarter 3

**Company Selection**

Company	Description		
1 ABC <input type="text"/>	Alcoholic Beverage Control	<input data-bbox="690 1360 727 1402" type="button" value="+"/>	<input data-bbox="760 1360 797 1402" type="button" value="-"/>

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				Run Date: 11/13/2023			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL				Run Time: 10:06 00			
Virginia		09/30/2023	1	3rd Quarter 2023		Page No. 2 of 567			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116 Employer ID [REDACTED] 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
[REDACTED]	[REDACTED]	2,140.35	17.01	2,140.35	2,140.35	0.00	ER		
[REDACTED]	[REDACTED]	18,302.83	824.14	0.00	20,011.34	0.00	ER		
[REDACTED]	[REDACTED]	262.50	0.00	262.50	262.50	0.00	ER		
[REDACTED]	[REDACTED]	3,712.30	67.32	451.58	3,712.30	0.00	ER		
[REDACTED]	[REDACTED]	18,166.61	833.97	0.00	19,259.09	0.00	ER		
[REDACTED]	[REDACTED]	11,967.18	532.84	0.00	12,672.51	0.00	ER		
[REDACTED]	[REDACTED]	5,522.03	154.70	5,522.03	5,522.03	0.00	ER		
[REDACTED]	[REDACTED]	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				Run Date: 11/13/2023			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING				Run Time: 10:06 00			
Virginia		09/30/2023	1	3rd Quarter 2023		Page No. 1 of 1			
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116 Employer ID [REDACTED] 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
[REDACTED]	[REDACTED]	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
State Total		1,255.66-	42.30-	996.96-	1,255.66-	0.00	ER	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 is 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 located on the right. Below this, there is 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' cell has a search icon and a plus sign, while the 'Description' cell has a minus sign. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report has no required fields.



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

		Commonwealth of Virginia		Run Date: 06/01/2021	
Report ID: VPYR0264		COVA STATE W-2 TAX TOTALS SUMMARY REPORT		Run Time: 12:47 00	
Page No. 1 of 5					
W2 Rpt Company	GOV	Office of the Governor	Tax Year 2019		
Federal EIN	[REDACTED]				
		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 indicates the current page. The main area shows the 'Run Control ID' as 'COVA-Suspense\_Recon\_Register' and a 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A 'Parameters' section contains a required '\*Pay Run ID' field with a search icon. Below the parameters is a table with columns for 'Company' and 'Description'. The table has one row with 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 form.

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

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Suspense Reconciliation Register Report

		Commonwealth of Virginia Suspense Reconciliation Register As of: 04/09/2020		Run Date: 09/10/2021 Run Time: 01:28 00	
Report ID: RPY444				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			
QASDI/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 '< Quarterly State Tax Summary' and 'COVA Tax Deposit Summary Report'. Below this, a green button labeled 'COVA Tax Deposit Summary' is visible. The main content area is titled 'COVA Tax Deposit Summary Report' and includes a 'Run Control ID' field with the value 'TAX\_DEP\_SUMMARY'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. 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 a search icon and the value 'SM1060922'. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' with a 'Thru' field. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. The 'Company Selection' section features a table with a search bar and pagination controls. The table has columns for 'Company' and 'Description'. One row is visible with 'DOT' as the company and 'VA Dept of Transportation' as the description. There are '+' and '-' buttons next to the row.

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

State/ SWT EIN		Locality /Abbrv County/Loc EIN		<----- WITHHOLDING ----->		<----- OTHER ----->		Total Deposit	<----- UI ----->	
		Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer		Taxable Gross	Tax Rate
<b>Federal Totals</b>		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	NA									0.000
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)

State/ SWT EIN		Locality /Abbrv County/Loc EIN		<----- WITHHOLDING ----->		<----- OTHER ----->		Total Deposit	<----- UI ----->	
		Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer		Taxable Gross	Tax Rate
		3,196,797.88				1,775,425.11	1,775,431.39	6,747,654.38		
		3,196,797.88				1,775,425.11	1,775,431.39	6,747,654.38		
		3,196,797.88				1,775,425.11	1,775,431.39	6,747,654.38		
		2,207,018.26				1,775,425.11	1,775,431.39	5,757,874.76		
		20,758.42						20,758.42		
		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 lists 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

The screenshot shows the 'COVA W-2 Count Report' run control page. At the top, there is a tab labeled 'COVA W-2 Count Report'. Below the tab, the 'Run Control ID' is 'W2\_COUNT'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A '\*Year' field is set to '2023'. Under 'Report Format Selection', the 'Detail' checkbox is unchecked. The 'Company Selection' section contains a table with one entry: 'DLI' (Dept of Labor and Industry). The table has columns for 'Company', 'Description', and two action buttons (+ and -). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Company	Description		
1 DLI	Dept of Labor and Industry	+	-

### ADDITIONAL INFORMATION:

Year field is a required field.





## Deduction Change Amount Report (RPY089)

REVISED: 04/29/2024

### DESCRIPTION:

This report identifies deductions that were on the last paycheck but are not on the current paycheck. The current period amount displays as \$0.00. It displays deduction name, current amount and previous amount 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 Report Run Control Page

prim

The screenshot shows the 'Run Control' page for the report 'DED\_CHANGE\_AMT\_RPT'. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains a 'Pay Run ID' field with the value 'SM1022424' and a search icon, and another field with the value 'SM1070923'. Below this is the 'Report Format Selection' section with a checkbox for 'Run to CSV'. The 'Company Selection' section features a table with one entry: 'ABC' (Company) and 'Alcoholic Beverage Control' (Description). The table has search, add, and minus buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

### ADDITIONAL INFORMATION:

Pay Run ID is a required field.



### Screenshot of Deduction Change Amount Report - PDF

Commonwealth of Virginia										
DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS										
Report ID: RPY089										
Run Date: 03/18/2024										
Run Time: 02:34 00										
Company: ABC - Alcoholic Beverage Control										
Page No. 1 of 383										
Current Pay End Date: 24-FEB-2024 Current Check Status: Calculated										
Prior Pay End Date: 09-FEB-2024										
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 Rmtmt	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 Change Amount Report – 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 Rmtmt	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 includes 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 shows the 'Deduction Vendr Remittance Rpt' run control page. At the top right, the report title is displayed. Below it, there is a 'Run Control ID' field with the value 'Deduction\_Vendr\_Remittance\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right side. The main area is divided into several sections: 'Date', 'Vendor', 'Company', and 'Level'. Each section contains a search table with columns for ID, field name, and description. The 'Date' section includes a 'Pay Run ID' search table and 'Pay Check Date From/To' date pickers. The 'Vendor' section includes a 'Vendor ID' search table. The 'Company' section includes a 'Company' search table. The 'Level' section has radio buttons for 'Summary' and 'Detail', with 'Detail' selected. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### 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				Page No. 7 of 44			
Vendor ID: 0001736668 LNB SOLUTIONS INC							
Detail							
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					769.21		
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

The screenshot shows the 'EE Benefit Enrollment Rpt' run control page. At the top, there is a blue header with the report name. Below this, the 'Run Control ID' is 'EMPLOYEE\_BEN\_ENROLL\_RPT'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main area contains search criteria fields: '\*As Of Date' (11/13/2023), '\*Company' (ABC), 'Plan Type' (Medical), 'Empl ID', and 'Pay Group' (SM1). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and '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



## 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

Employees Not Processed Report

COVA EE Not Proc

Employees Not Processed Report

Run Control ID Ee\_Not\_Processed\_Report      Report Manager Process Monitor

Language English

**Report Request Parameter(s)**

Pay Run ID

Personalize | Find | View All |  |       First 1 of 1 Last

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

          

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



### Screenshot of the Employees not Processed In Current Payroll Report

 <span style="float: right;">Commonwealth of Virginia</span>													
Report ID: RPY141										EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL		Run Date: 12/07/2023	
												Run Time: 11:47 00	
Company: DLI Dept of Labor and Industry										Page No. 2		of 2	
Pay Period End: 07/24/2023													
Pay Group SM1 Semimonthly Class (SATFRI07)													
Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Add1	<----- 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' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Employee SSN Verification' on the right. Below the navigation bar, the page title 'Employee SSN Verification' is displayed. To the right of the title, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control ID' is set to '01'. 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' sub-section with 'From Date' and 'End Date' fields, each with a calendar icon. At the bottom, there are several buttons: '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.





## 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' run control page. 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\_Repor', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these is a section titled 'Report Request Parameters' which includes a 'Company' search field, a 'Run to CSV' checkbox, and a 'Date Selection' section with '\*From Check Date' and '\*Check Thru Date' fields, each with a calendar icon. At the bottom, there are buttons for '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							
CHECK DT	EMPLID	NAME	ANNUTY EE A/T	ANNUTY EE B/T	ANNUTY ER NONTAX	PSTTAX	TPAFEE
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
<b>Check Date Total:</b>			\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.27	\$ 0.00
01/16/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
<b>Check Date Total:</b>			\$ 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

The screenshot shows the 'Federal Liability by State Report' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Federal Liability by State Report'. Below the title, there is a 'Run Control ID' field containing 'Federal\_Liability\_by\_State', 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' with a 'Pay Run ID' search field, and 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields, and 'Process Page' and 'Thru' input fields. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.





## 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 a web application interface for the 'Federal Tax Summary Report'. At the top left is a navigation link '< Cardinal Homepage'. The page title is 'Federal Tax Summary Report'. Below the title, there is a 'Run Control ID' field containing 'Federal\_Tax\_Summary', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. A section titled 'Report Request Parameter(s)' 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

		PeopleSoft QUARTERLY FEDERAL TAX SUMMARY REPORT 4th Quarter 2020					Page No. 1 Run Date 08/10/2021 Run Time 09:53:33	
Report ID: TAX010FD Company: ABC Alcoholic Beverage Control Federal EIN: [REDACTED]		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 Earns-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 left is a 'Process List' button. The main title is 'Fiscal YTD Earnings-Ded-Tax Rpt'. Below the title, there is a 'Run Control ID' field containing 'Fiscal\_YTD\_Earns\_Ded\_Tax\_Rpt', a 'Report Manager' field, a 'Process Monitor' field, and a 'Run' button. A section titled 'Fiscal YTD Earnings-Ded-Tax Report Request Parameters' 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 and a search icon in the 'Description' column. At the bottom of the page, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Fiscal year field is a required field.





## 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

The screenshot shows the 'FSA Deduction Extract Report' Run Control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'FSA Deduction Extract Report' on the right. Below this is a sub-header 'FSA Deduction Extract'. The main area contains a 'Run Control ID' field with the value '115', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The 'Report Request Parameters' section includes two date pickers for '\*From Check Date' and '\*To Check Date', and a checkbox for 'Run To CSV'. Below these is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column and a search icon in the second. Navigation arrows and a 'View All' link are present above the table. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



Screenshot of the FSA Deduction Extract Report

		Commonwealth of Virginia		Run Date: 11/22/2020	
Report ID: RPY457		FSA DEDUCTION EXTRACT REPORT		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	FLXMGD	FLXDCR
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

The screenshot shows the 'Garnishment Check Register Rpt' run control page. At the top, the report title is displayed. Below it, the 'Run Control ID' is 'GARNISHMENT\_CK\_REG', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is present. The 'Report Request Parameter(s)' section contains a search for '\*Pay Run ID' with the value 'SM1020922' and a description 'SM1 First PP Feb 2022'. Below this is a 'Company Selection' section with a table. The table has columns for 'Company' and 'Description'. One row is visible with 'Company' 'ABC' and a search icon. There are '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1 ABC	



### Screenshot of the COVA Garnishment Check Register Report



Report ID: VPYR0502

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

The screenshot shows the 'HR Accounting Line Recon' run control page. At the top, the 'Run Control ID' is 'HR\_ACCOUNTING\_LINE\_RECON'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameters' section. It contains two main areas: 'Run Date Selection' and 'Business Unit Selection'. The 'Run Date Selection' area has two date pickers: '\*Integration Date From' and '\*Integration Date To'. The 'Business Unit Selection' area features a search bar, a table with one row, and 'Add' and 'Remove' buttons. At the bottom of the form are 'Save', 'Refresh', 'Add', and 'Update/Display' buttons.

Business Unit	Agency Description		
1		+	-

### ADDITIONAL INFORMATION:

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



### Screenshot of the HR Accounting Line Reconciliation Report

		Commonwealth of Virginia	Run Date: 03/29/2023
Report ID: RPY447		HR ACCOUNTING LINE RECON	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			
<b>ASSETS</b>			
Account	Amount		
101010	20,788,047.62-		
Total Assets:	20,788,047.62-		
<b>LIABILITIES</b>			
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 displays 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

The screenshot shows the 'Run Control' page for the 'TPA\_Retire Extract Report'. At the top left is a 'Process List' button with a back arrow. The page title is 'TPA\_Retire Extract Report'. Below the title, the 'Run Control ID' is 'AD\_HOC'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form area contains the following fields: 'Company (Leave Blank for All)' with a search box containing 'ABC' and a dropdown menu showing 'Alcoholic Beverage Control'; '\*From Check Date' with a date picker set to '08/01/2023'; '\*To Check Date' with a date picker set to '08/30/2023'; and a checked checkbox for 'Run to CSV'.

### ADDITIONAL INFORMATION:

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



Screenshot of TPA Retire Extract Report - PDF

CARDINAL		Commonwealth of Virginia				TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT		Run Date: 09/27/2023 Run Time: 11:02 00	
Report ID: RHR144									
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	

CARDINAL		Commonwealth of Virginia				TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT		Page No. 78 of 78 Run Date: 09/27/2023 Run Time: 11:02 00	
Report ID: RHR144								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	HYBDC	8/1/2023		0		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		0		9.74	0	9.74	0
ABC	HYBDC	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	HYBDC	8/1/2023		0		22.70	0	0	22.70
ABC	HYBVDC	8/1/2023		0		90.80	0	56.75	0
ABC	HYBDC	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	HYBDC	8/1/2023		0		37.09	0	0	37.09
ABC	HYBVDC	8/1/2023		0		148.35	0	92.72	0
ABC	HYBDC	8/1/2023		0		27.13	0	0	27.13
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	HYBDC	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	HYBDC	8/1/2023		0		28.48	0	0	28.48



## Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays 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 a web application interface for the 'MN Life Deductions Extr Report'. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'MN Life Deductions Extr Report'. Below this, a green box contains the text 'Minnesota Life Deductions Rpt'. The main area displays the 'Run Control ID' as 'MN\_Life\_Deductions\_Extr\_Report', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A search form is present with fields for 'Company' (with a search icon), '\*From Check Date' (with a calendar icon), and '\*To Check Date' (with a calendar icon). There is also a 'Run To CSV' checkbox. At the bottom, there 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

		Commonwealth of Virginia		Run Date: 09/22/2021	
Report ID: RHRI45		MINNESOTA LIFE DEDUCTION EXTRACT REPORT		Run Time: 10:48 00	
Report ID: RHRI45		FOR CHECKS DATED 04/01/2020 - 04/30/2020		Page No. 1 of 124	
Company: ABC					
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

The screenshot shows the 'Minnesota Life Upload Error Report' interface. At the top, it displays 'Run Control ID 0001', 'Report Manager', and 'Process Monitor' with a 'Run' button. Below this is the 'Report Request Parameter(s)' section, which includes fields for '\*From Date' and '\*To Date' with calendar icons. A search bar with a magnifying glass icon and a 'View All' link is also present. A table with columns 'Company' and 'Description' is shown, with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



# Screenshot of the Minnesota Life Upload Error Report

		Commonwealth of Virginia		MINNESOTA LIFE UPLOAD ERROR REPORT		Run Date: 09/10/2021
Report ID: RPY172						Run Time: 09:15 00
Company: (Non-Payroll)						Page No. 1 of 8
Process Date Range: 01/01/2020 - 12/31/2020						
EMPLID	LAST NAME	FIRST NAME	EFFDT	DED AMT	ERROR MESSAGE	
			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	11.00	Employee Not Found	
			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: 06/06/2024

### 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) Only displays for SPO  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Multiple Worksite Report Run Control Page

COVA Multiple Worksite

### COVA Multiple Worksite Report

Run Control ID AD\_HOC Report Manager Process Monitor Run

**Report Request Parameters**

**Balance Parameters**

Balance ID CY  
Balances for Year    
Quarter   Quarter 3 (Jul - Sep)

**Company Selection**

1-1 of 1

#	Company	Description		
1	<input type="text" value="SOV"/> <input type="button" value="Q"/>	Senate of Virginia	<input type="button" value="+"/>	<input type="button" value="-"/>

Save
Return to Search
Notify



**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**

		Commonwealth of Virginia			Run Date: 06/05/2024	
Report ID: RPY241		MULTIPLE WORKSITE REPORT			Run Time: 12:35 00	
Company SOV Senate of Virginia		Quarter 2, 2024			Page No. 1 of 1	
Fed EIN: [REDACTED]		VIRGINIA UI Number: [REDACTED]				
Worksite (or Trade) Name Street Address UI-Rpt-Cd Tax-Locatn Short-Desc -----	Employees in Pay Period Which Includes the 12th of			Total Quarterly Wages Of Worksite -----		
	Apr	May	Jun			
Richmond (City) Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 760 760 760	182	39	0	1,209,743		
State Total	182	39	0	1,209,743		
Company Total (All States)	182	39	0	1,209,743		
Grand Total (All Companies)	182	39	0	1,209,743		



## 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 'Run Control' page for the 'Net Negatives by Emp/Vendr Rpt'. At the top, there is a breadcrumb trail: '< Cardinal Homepage' and 'Net Negatives by Emp/Vendr Rpt'. Below this, the report title 'Net Negatives by Emp/Vendr Rpt' is displayed in a green box. The main area contains the 'Run Control ID' 'Nte\_Negatives\_by\_Emp/Vendr\_Rpt', links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section includes fields for '\*Begin Check Date' and '\*End Check Date', each with a calendar icon. Below this is the 'Vendor Selection' section, which features a search bar, a table with one row, and 'Add' and 'Update/Display' buttons. The table has columns for 'Vendor' and 'Vendor Name'. The 'Vendor' column contains the number '1' and a search icon. The 'Vendor Name' column is empty. To the right of the table are '+' and '-' buttons. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

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

Commonwealth of Virginia									
NET NEGATIVES BY EMPLOYEE/VENDOR									
 Report ID: RPY383								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 Name	Employee ID	Employee Name	Status	Check Date	Pay Period End Date	Employee Deduction	Employer Deduction	Off-Cycle 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' interface. At the top, there is a header 'TIAA Extract Report'. Below it, a tab labeled 'TIAA Extract Report' is active. 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 located on the right. Below this is the 'Report Request Parameters' section, which includes a 'Date Selection' box with fields for '\*From Check Date' and '\*To Check Date', each with a calendar icon, and a 'Run to CSV' checkbox. 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 and '+' and '-' buttons in the 'Description' cell. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

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



### Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

 Report ID: RPY453		Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020			Run Date: 09/08/2021 Run Time: 03:45 00
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 interface. At the top, it displays the report title and a 'Run' button. Below this, the 'Run Control ID' is 'PAYCHECK\_HISTORY\_RPT', and there are links for 'Report Manager' and 'Process Monitor'. The 'Employee Search' section includes fields for 'Empl ID' (with a search icon), 'Empl Record' (set to '0'), 'All Empl Rcds' (checkbox), and 'Company' (set to 'DOT' with a search icon and 'VA Dept of Transportation' below it). The 'Check Date Range' section has '\*From Check Date:' set to '07/25/2022' and '\*To Check Date:' set to '09/09/2022'. The 'Earnings / Deductions / Taxes' section has three checkboxes: 'Earnings' (unchecked), 'Deductions' (unchecked), and 'Taxes' (checked). Below this is the 'Tax Selection' section, which contains a table with one row: '1 | VA | Virginia | Tax Class | Description | + | -'. The table has search icons in the 'State' and 'Tax Class' columns.





## 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

The screenshot shows the 'Precalculation Audit Report' interface. At the top, there is a title bar 'Precalculation Audit Report'. Below it, the main heading is 'Precalculation Audit Report'. The interface includes a 'Run Control ID' field with the value 'Precalculation\_Audit\_Report', a 'Language' dropdown menu 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 'Pay Run ID' search field. Below this is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column and a search icon in the second. To the right of the table are '+' and '-' buttons. At the bottom of the interface are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

There are no required fields.



### Screenshot of the Precalculation Audit Report

		Commonwealth of Virginia		Report ID: RPY122		PRECALCULATION AUDIT REPORT		Run Date: 09/16/2021		Run Time: 04:21 00	
Page No. 1 of 1											
Pay Run-Id: PSBDEMOSM											
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 contains 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   Test Mode

Multi Company Organization       Payroll Agencies only

Multi-State Employer      Company  🔍

From Date  📅      Thru Date  📅

File Name [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**

Commonwealth of Virginia PRWORA - STATE NEW HIRE REPORTING										
Report ID: VPYR0249									Page No. 1	
For the period 10/01/2023 through 12/31/2023									Run Date 01/17/2024	
Run Time 14:08:30										
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

The screenshot shows the 'Reset W-4 Exempt List' report run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Reset W-4 Exempt List'. Below the title, the 'Run Control ID' is 'Reset\_W\_4\_Exempt\_List'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section contains two date input fields: 'Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)' and 'Date to be Used for Effective Date on Inserted Records'. The 'Scope' section has radio buttons for 'All Employees' and 'By Company', with a 'Company' search field. The 'Report Mode' section has radio buttons for 'Report Only' and 'Update' (which is selected). At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



**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 is 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

The screenshot shows the 'Run Control' page for the report. At the top, the 'Run Control ID' is 'RETRO\_ENROLLMENT\_RPT'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there are two date fields: '\*From Date' with the value '10/01/2023' and '\*Thru Date' with the value '11/01/2023'. A table below shows one entry with 'Company' 'DOT' and 'Description' 'VA Dept of Transportation'. The table has a search icon and '+' and '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1 DOT	VA Dept of Transportation

### 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 navigation bar with a back arrow and 'Process List' on the left, and the report title 'Salary Rate Comparison Report' on the right. Below this, a green tab labeled 'Salary Rate Comparison Report' is active. The main area contains the following elements:

- Run Control ID: salary\_rate\_comparison\_report
- Report Manager and Process Monitor links.
- A 'Run' button.
- A section titled 'Report Request Parameters' containing:
  - A search input field with a magnifying glass icon.
  - A label '\*Pay Run ID'.
  - A 'Company Selection' section with a table:

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

At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID is a required field.



Screenshot of the Salary Rate and Regular Pay Comparison Report

Commonwealth of Virginia		SALARY RATE AND REGULAR PAY COMPARISON REPORT			Run Date: 06/02/2021 Run Time: 02:46 00			
Report ID: RPY086		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

The screenshot shows the 'SPOT Entries Not on PayLine' run control page. At the top right, the title 'SPOT Entries Not on PayLine' is displayed. Below the title, there is a green button labeled 'SPOT Entries Not on PayLine'. The 'Run Control ID' is 'SPOT\_Entries\_Not\_on\_PayLine'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control Parameters' section is divided into two parts: 'Batch Parameters' and 'Company Parameters'. The 'Batch Parameters' section has a 'Batch Id' field with a search icon. The 'Company Parameters' section has 'Company', 'Pay Group', and 'Pay Period End Date' fields, each with a search icon. A note below the parameters states: '\*\*Pay Group and Company not mandatory in Company Param list'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### 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	
Report ID: RP449								Run Time: 09:05 00	
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	Separate 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 right, the title 'Tax Deposit Summary Report' is displayed. Below the title, the page is divided into sections. On the left, 'Run Control ID' is 'Tax\_Deposit\_Summary'. In the center, there are links for 'Report Manager' and 'Process Monitor'. On the right, there is a 'Run' button. Below this, the 'Process Request Parameter(s)' section is visible. It contains two main areas: 'On-Cycle Run' with a 'Pay Run ID' search field, and 'Off-Cycle Pay Calendar' with search fields for 'Company', 'Pay Group', and 'Pay End Date', along with 'Process Page' and 'Thru' fields. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are buttons for '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		On/Off Cycle CONFIRMED						Run Date 09/08/2021		
Pay Period End 07/09/2020								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
<b>Federal Totals</b>		7,447,875.64	2,143,062.95	MEDEE	7,574,633.49	147,224.49	109,832.04	2,703,976.64		0.600
				OASEE	2,374,633.49					
				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		



# Tax Remittance Report (RPY174)

REVISED: 09/15/2021

### DESCRIPTION:

This Tax Remittance report provides the amount and other details to be paid to state and localities manually via Accounts Payable.

### NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Tax Remittance Report

### INPUT / SEARCH CRITERIA:

- Company
- Pay Run ID or From/To Check Date
- State
- Locality
- Sub-Totals (checkbox)

### OUTPUT FORMAT:

PDF

## Screenshot of the Tax Remittance Report Run Control Page

< Cardinal Homepage
Tax Remittance Report

### Tax Remittance Report

Run Control ID Tax\_Remittance\_Report
Report Manager Process Monitor
Run

**Report Request Parameter(s)**

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

Pay Run ID

OR

From Check Date

To Check Date

Sub-Totals

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

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

Save
Add Update/Display



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				Run Date: 01/11/2021		
		TAX REMITTANCE REPORT				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>	<u>Check Date</u>	<u>Local Tax</u>	<u>State Tax</u>
	0		RCB	WV		03/31/2020		96.00
State Total (WV)								96.00
Company Total								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

The screenshot shows a web interface for running a report. At the top left is a 'Process List' button with a back arrow. The page title is 'Number of DD's and Checks'. Below the title, there is a 'Run Control ID' field containing 'Number\_of\_DDs\_and\_Checks', a 'Report Manager' field with 'Process Monitor', and a 'Run' button. A 'Report Request Parameter(s)' section contains two date fields: '\*From Date' and '\*To Date', each with a calendar icon. At the bottom, there are three buttons: 'Save', 'Add', and '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

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										
Report ID: RPY163	#PAID IN MONTH	#SALARY RECORDS	#SALARY DIR DEP	#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEP	#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 a web interface for the 'U S Census Annual Survey'. At the top left is a 'Cardinal Homepage' link. The main title is 'U S Census Annual Survey'. Below the title, there is a 'Run Control ID' field containing 'US\_Census\_Annual\_Survey'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these is a 'Report Request Parameter(s)' section containing a required field '\*Calendar Year' with an input box. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

### 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' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Virginia DSS Child Support'. Below the title is a 'DSS Child Support' tab. The main content area shows 'Run Control ID' as 'Virginia\_DSS\_Child\_Support'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'DSS Child Support Extract' section, 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 are 'Save', 'Add', and 'Update/Display' buttons.

### 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
<b>Check Date Total:</b>				<b>\$ 3,967.25</b>
<b>Company Total:</b>				<b>\$ 3,967.25</b>



## Virginia Quarterly UI Wage Report (RPY246)

REVISED: 09/23/2024

### DESCRIPTION:

This regulatory Unemployment Insurance (UI) report creates a list of unemployment wages submitted quarterly.

This report displays a list of the employees and their quarter to date UI taxable wages reported to VEC. Agencies only see info for the agencies they have access to. Negative amounts in the QTD SUI Wage column are reported in a separate section or report and totaled separately from the positive amounts. These amounts must be manually submitted as adjustments to VEC by the individual agencies.

### NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > VA Qtrly UI Wage Rpt

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Virginia Quarterly UI Wage Report Run Control Page

The screenshot shows the 'Run Control' page for the 'VA Qtrly UI Wage Rpt'. The page title is 'Virginia Quarterly UI Wage Report'. It includes a 'Run Control ID' of 'QTRLY\_WAGE\_FILE', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. The 'Report Request Parameters' section contains 'Balance Parameters' with fields for 'Balance ID' (set to 'CY'), 'Balances for Year' (set to '2024'), and 'Quarter' (set to '2'). Below this is a 'Company Selection' section with a search bar, a table with one row for 'Alcoholic Beverage Control', and 'Add' and 'Update/Display' buttons. At the bottom, there are 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

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

**Note:** This report produces two PDF files. One is the positive QTD SUI wage totals used by the agencies in online reporting to VEC. The second displays employees with negative QTD SUI wage amounts which must be submitted separately to VEC.



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

		Commonwealth of Virginia				
Report ID: VPYR0246		VIRGINIA QUARTERLY UI WAGE REPORT			Run Date: 09/18/2024 Run Time: 12:13 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 68				
UI Account Number [REDACTED]		Quarter/Year: 2/2024				
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
		244.80	244.80	244.80	16.00	0.00
		14,504.95	14,462.45	0.00	440.70	14,462.45
		183.20	183.20	183.20	11.40	0.00
		3,599.69	3,599.69	3,599.69	224.00	0.00
		5,383.36	5,383.36	5,383.36	335.20	0.00
		14,542.55	14,167.55	0.00	444.60	14,167.55
		9,521.99	9,196.99	0.00	440.20	9,196.99
		6,145.70	6,145.70	2,120.06	370.00	4,025.64
		562.79	562.79	562.79	29.10	0.00
		5,347.52	5,347.52	2,434.60	306.80	2,912.92
		20,722.90	20,437.90	0.00	440.00	20,437.90
		9,001.50	8,014.00	6,204.67	440.80	1,809.33
		4,684.02	4,684.02	4,241.73	282.00	442.29
		3,399.72	3,399.72	3,399.72	207.30	0.00
		1,306.36	1,306.36	1,306.36	68.90	0.00
		1,035.78	1,035.78	1,035.78	50.60	0.00
		4,831.61	4,831.61	3,759.26	277.20	1,072.35
		3,252.47	3,252.47	3,252.47	186.60	0.00
		5,505.96	5,505.96	2,221.21	282.50	3,284.75
		14,993.95	14,935.57	0.00	440.00	14,935.57
		5,676.97	5,676.97	2,377.07	325.70	3,299.90
		19,220.85	18,323.35	0.00	444.00	18,323.35
Page No. 68 of 68						
		QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
File Transfer Totals		29,839,581.75	29,117,768.71	7,158,565.83	1,171,920.30	21,959,202.88
File Total Number of Employees Reported:		4,541				
File Total Records Reported:		4,541				

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

		Commonwealth of Virginia				
Report ID: VPYR0246		VA QUARTERLY UI WAGE RPT- NEGATIVE WAGE LISTING			Run Date: 09/18/2024 Run Time: 12:13 00	
Company ABC Alcoholic Beverage Control		Page No. 1 of 2				
UI Account Number 000008009996		Quarter/Year: 2/2024				
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	
		485.30-	485.30-	485.30-	63.00	
		1,533.17	5,036.64-	0.00	1.00-	
Company Total:		1,047.87	5,521.94-	485.30-	62.00	
Company Total Number of Employees Reported:		2				
Company Total Number of Records Reported:		2				



## 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 interface for the 'W-3/W-3SS Transmittal Report'. At the top left is a 'Cardinal Homepage' link. The main title is 'W-3/W-3SS Transmittal Report'. Below the title is a green button labeled 'W-3/W-3SS Transmittal Report'. The main content area contains the text 'Run Control ID W\_3\_W\_3SS\_Transmittal\_Report' followed by links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. At the bottom of the page 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

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



### 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**

Report Manager    Process Monitor   

Run Control ID    YEAR\_END\_AUDIT

\*Balances for Year   

\*Sort Report By   

Within Sort, Order By   

---

**Employees**

**Processing Options**

All Employees     Selected Employees

---

**Employees Selected for Printing**

   << < 1-1 of 1 > >> | View All

Employee ID	Name		
<input type="text" value=""/> <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

---

**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		
<input type="text" value=""/> <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

### 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	Nonq1fd 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' interface. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Error Listing'. Below this, a 'COVA Error Listing Report' tab is active. The main area displays 'Run Control ID 001' and a 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A search bar with a magnifying glass icon and a 'View All' link is present. Below the search bar is a table with columns 'Company' and 'Description'. The table contains one row with '1' in the first column, 'DEL' in the 'Company' column, and 'House of Delegates' in the 'Description' column. There are '+' and '-' buttons next to the row. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1 DEL	House of Delegates

### ADDITIONAL INFORMATION:

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



### Screenshot of the Year End Record Error Report

Employee ID	Employee Name	SSN	Taxform	Message
			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
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			W-2	Incomplete employee address
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