



**ESS\_ How to View and Print a Paycheck/W-2**

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

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

There is also a section for Paycheck reversals. A Paycheck reversal displays a payment that has been reversed through Payroll.

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

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

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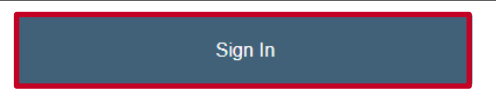
# Employee Self-Service Job Aid

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

### Revision History

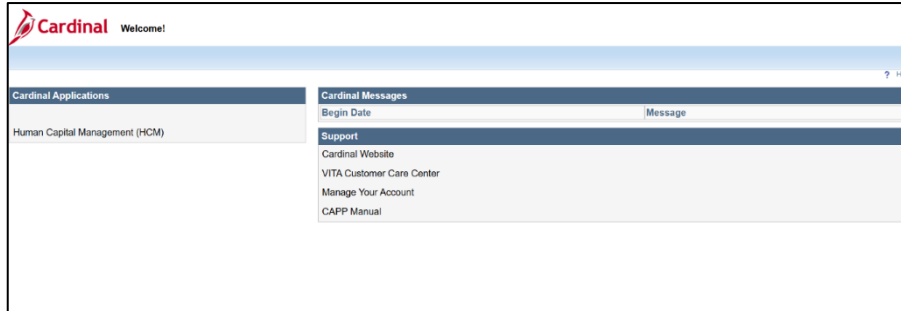
Revision Date	Summary of Changes
4/21/2025	Added a new section on how to view <a href="#">Paycheck Reversals</a> .
2/18/2025	Baseline

### Viewing and Printing Paychecks

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled <b>Cardinal Registration Quick Start Guide</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
<p>The <b>Cardinal Homepage</b> displays.</p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; width: 60%;">  <p style="font-size: small; margin-top: 5px;"><b>Notice and Warning</b> This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <div style="margin-top: 10px;"> <input type="text" value="Cardinal Username"/> </div> <div style="margin-top: 5px;"> <input type="password" value="Password"/> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Sign In"/> </div> <div style="font-size: x-small; margin-top: 10px;"> <a href="#">Forgot Username</a>    <a href="#">Forgot Password</a>  <a href="#">User Registration</a>    <a href="#">Sign-on Help</a> </div> </div> </div>	
2.	Enter the Employee Username and Password in the <b>Cardinal Username</b> and <b>Password</b> field. <div style="margin-top: 10px;">     </div>
3.	Click the <b>Sign In</b> button. <div style="margin-top: 10px;">  </div>

Step	Action
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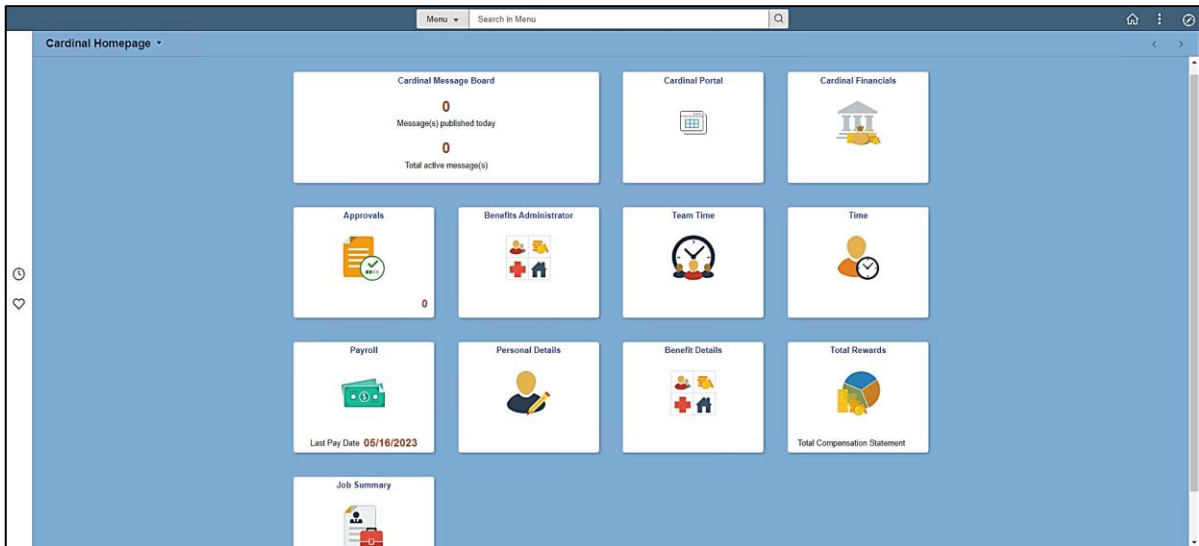
The **Portal Welcome** page displays.



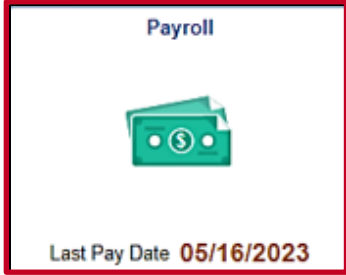
4. Click the **Human Capital Management** link.

**Human Capital Management (HCM)**

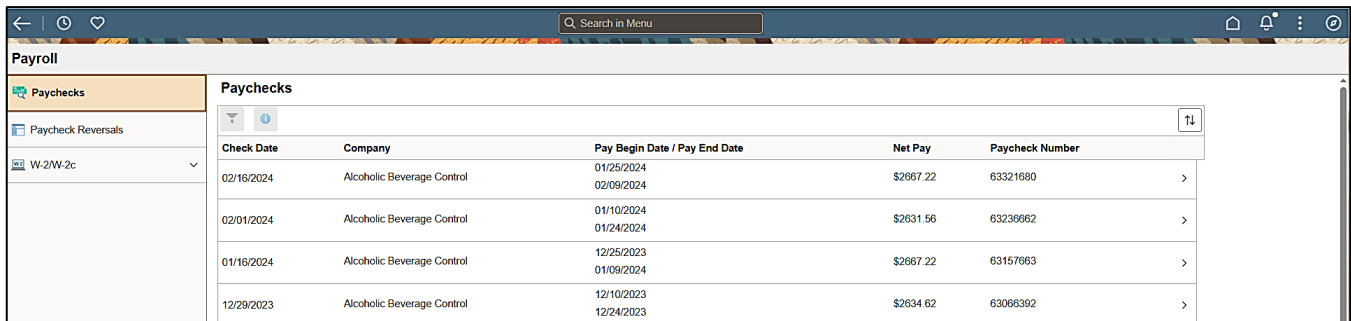
The **Cardinal Homepage** displays.



The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	Click the <b>Payroll</b> tile. <div style="border: 2px solid red; padding: 10px; margin: 10px 0; text-align: center;">  </div>

The **Payroll** page displays.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/16/2024	Alcoholic Beverage Control	01/25/2024 02/09/2024	\$2667.22	63321680
02/01/2024	Alcoholic Beverage Control	01/10/2024 01/24/2024	\$2631.56	63236662
01/16/2024	Alcoholic Beverage Control	12/25/2023 01/09/2024	\$2667.22	63157663
12/29/2023	Alcoholic Beverage Control	12/10/2023 12/24/2023	\$2634.62	63066392



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

6.	Click the corresponding row for the Paycheck you need to view or print. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Check Date</th> <th>Company</th> <th>Pay Begin Date / Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>02/16/2024</td> <td>Alcoholic Beverage Control</td> <td>01/25/2024 02/09/2024</td> <td>\$2521.49</td> <td>63303450</td> </tr> <tr> <td>02/01/2024</td> <td>Alcoholic Beverage Control</td> <td>01/10/2024 01/24/2024</td> <td>\$2474.68</td> <td>63236659</td> </tr> <tr> <td>01/16/2024</td> <td>Alcoholic Beverage Control</td> <td>12/25/2023 01/09/2024</td> <td>\$2517.24</td> <td>63157660</td> </tr> <tr> <td>12/29/2023</td> <td>Alcoholic Beverage Control</td> <td>12/10/2023 12/24/2023</td> <td>\$2478.81</td> <td>63066389</td> </tr> </tbody> </table> </div>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	02/16/2024	Alcoholic Beverage Control	01/25/2024 02/09/2024	\$2521.49	63303450	02/01/2024	Alcoholic Beverage Control	01/10/2024 01/24/2024	\$2474.68	63236659	01/16/2024	Alcoholic Beverage Control	12/25/2023 01/09/2024	\$2517.24	63157660	12/29/2023	Alcoholic Beverage Control	12/10/2023 12/24/2023	\$2478.81	63066389
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# Employee Self-Service Job Aid

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

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

**Alcoholic Beverage Control**  
2901 Hermitage Road  
Richmond, VA 23220

Pay Group: SM1-Semi-monthly Class (FRITHU07)  
Pay Begin Date: 04/10/2020  
Pay End Date: 04/24/2020

Business Unit: 99900  
Advice #: 00000060136210  
Advice Date: 05/01/2020

**JOHN DOE**  
100 MAIN ST  
RICHMOND, VA 22701-6014

Employee ID: 226313-Store 313  
Department: VA Alcoholic Bev Control Auth  
Location: Retail Manager II  
Job Title: Retail Manager II  
Pay Rate: \$2,083.33 Semi-monthly

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

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

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care	153.50	500.00	DOA Admin Fee for Misc Ins	0.15	500.00	CoVA Care	614.50	500.00
457 Deferred Compensation	50.00	500.00	Optional Group Life	23.40	500.00	457 Deferred Compensation	20.00	500.00
Medical FSA	75.00	500.00	Posttax Misc Insurance	30.45	500.00	Employee Retirement DB	304.62	500.00
Employee Retirement DB	112.66	500.00			Group Term Life	29.52	500.00	
Flex Administrative Fee	0.00	500.00			Retiree Health Credit	26.36	500.00	
					Imputed Life*	0.00	500.00	
<b>TOTAL:</b>	<b>391.16</b>	<b>2,500.00</b>	<b>TOTAL:</b>	<b>54.00</b>	<b>1,500.00</b>	<b>*TAXABLE</b>		


	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,253.13	1,861.97	439.82	445.16	1,368.15
YTD	11,000.00	5,500.00	4,400.00	3,300.00	3,200.00

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

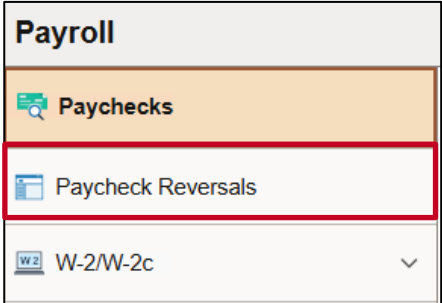
NET PAY DISTRIBUTION		
Account Type	Routing Number	Deposit Amount
Advice #00000060136210	Savings XXXXX2615	100.00
	Savings XXXXX2615	1,268.15
<b>TOTAL:</b>		<b>1,368.15</b>

MESSAGE: For Training Purposes Only

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

Step	Action
8.	Save or print the document as needed. 

### Viewing Paycheck Reversals

Step	Action
1.	Click the <b>Paycheck Reversals</b> menu item. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>


The **Paycheck Reversals** page displays.

New Window |

**Paycheck Reversals**

☰ 🔍
|< < 1-2 of 2 > >| View All

Paycheck Issue Date	Company	Pay Period Begin Date	Pay Period End Date	Paycheck Number	View Paycheck
02/21/2025	J Sargeant Reynolds Cmnty Coll	01/24/2025	02/06/2025	65426006	<a href="#">View Paycheck</a>
01/31/2025	J Sargeant Reynolds Cmnty Coll	01/10/2025	01/24/2025	65273821	<a href="#">View Paycheck</a>

	If there are no Paycheck Reversals, a message displays indicating “there are no Reversals available for review”.				
2.	Click the <b>View Paycheck</b> link for the reversal you want to review. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 60%;">Paycheck Number</th> <th>View Paycheck</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">65426006</td> <td style="text-align: center;"><a href="#">View Paycheck</a></td> </tr> </tbody> </table> </div>	Paycheck Number	View Paycheck	65426006	<a href="#">View Paycheck</a>
Paycheck Number	View Paycheck				
65426006	<a href="#">View Paycheck</a>				



Step	Action
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The **Paycheck Reversals** page for the selected paycheck displays in a pop-up window.

ESS - Paycheck Reversals X Help

**Paycheck Reversals**

Empl ID  Name   
 Company J Sargeant Reynolds Cmnty Coll Business Unit 28300  
 Pay Group BW3 Biweekly Wage (FRITHU07)  
 Paycheck Number 65426006

**Dates**

Original Period End Date	02/06/2025	Reversed on Pay End Date	02/20/2025
Original Check Date	02/21/2025		

**Paycheck Totals**

	Original	Reversed
Earnings	338.63	-338.63
Taxes	26.14	-26.14
Deductions	0.00	0.00
Net Pay	312.49	-312.49

**Hours and Earnings**

Description	Original Hours	Reversed Hours	Original Earnings	Reversed Earnings
Adjunct Py			338.63	-338.63

**Deductions**

Deduction Type	Description	Original Deductions	Reversed Deductions

**Taxes**

Description	Original Taxes	Reversed Taxes
Fed OASDI/EE	21.00	-21.00
Fed OASDI/ER	21.00	-21.00

Review the information in the following sections as needed:

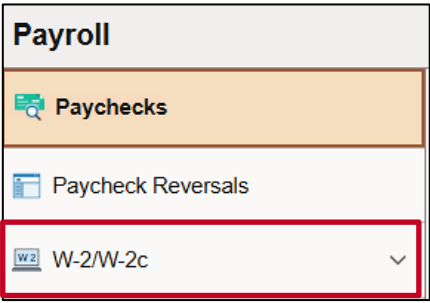
- **Dates**
  - Displays the date of the original pay period end date, original check date and the pay period end date when the check was reversed in Cardinal.
- **Paycheck Totals**
  - Displays the original and reversed amounts for Earnings, Taxes, Deductions, and Net Pay as applicable.
- **Hours and Earnings**
  - Displays the specific earnings as well as the original and reversed amounts for each earning listed in this section.
- **Deductions**
  - Displays the specific deduction(s) type, description as well as the original and reversed amount for each deduction listed in this section.
- **Taxes**
  - Displays the description of the tax, along with the original amount and reversed amount listed in this section.



Reach out to your agency Payroll Administrator if you have questions about reversals.

### Viewing and Printing W-2 Documents

W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks.

Step	Action
1.	<p>Click the <b>W-2/W-2c</b> menu item.</p>  <p>The screenshot shows a 'Payroll' menu with three items: 'Paychecks' (highlighted in orange), 'Paycheck Reversals', and 'W-2/W-2c' (highlighted with a red border). The 'W-2/W-2c' item has a small 'W2' icon and a dropdown arrow.</p>
2.	<p>Follow the steps provided in the <a href="#">Viewing and Printing Paychecks</a> section of this Job Aid.</p>



# Employee Self-Service Job Aid

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

### Viewing and Printing Prior Year W-2 Documents

To view a prior year W-2 you, navigate to the **View W-2/W-2c Forms** page.

Step	Action
1.	Click the <b>W-2/W-2c</b> menu item. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Payroll</b></p> <p> Paychecks</p> <p> Paycheck Reversals</p> <p> W-2/W-2c</p> </div>
2.	Click the <b>Tax Year</b> dropdown menu. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Tax Year <span style="border: 1px solid red; padding: 2px;">2023</span> ▼</p> <p>2023</p> <p style="background-color: #0070c0; color: white;">2022</p> <p>2021</p> </div>
3.	Select the Year for the prior W-2 that you want to view/print. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Tax Year <span style="border: 1px solid red; padding: 2px;">2023</span> ▼</p> <p>2023</p> <p style="background-color: #0070c0; color: white;">2022</p> <p>2021</p> </div>
4.	Click the <b>View Form</b> button. <div style="border: 1px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <p style="color: #0070c0; text-decoration: underline;">View Form</p> </div>

The selected prior year W-2 form displays.

Form **W-2 Wage and Tax Statement** 2022

c Employer's name, address, and ZIP code		7 Social security tips	1 Wages, tips, other comp.	2 Federal income tax withheld
e Employee's name, address, and ZIP code		8 Allocated tips	3 Social security wages	4 Social security tax withheld
		9	5 Medicare wages and tips	6 Medicare tax withheld
b Employer identification number (EIN)		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
		13 <input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay	14 Other	12b
		a Employee's social security no.		12c
15 State VA	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
		19 Local income tax	20 Locality name	

Copy B To Be Filed With Employee's FEDERAL Tax Return     
 This information is being furnished to the Internal Revenue Service.     
 Dept. of the Treasury - IRS     
 Visit the IRS Web Site at [www.irs.gov/efile](http://www.irs.gov/efile)

OMB No. 1545-0046     
 This information is being furnished to the Internal Revenue Service, if you are required to file a tax return, a