# Cardinal HCM Payroll Reports Catalog

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 07/15/2025**

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## Revision History

| Revision Date | Summary of Changes |
|---|---|
| 7/15/2025 | Minor verbiage updates for the COVA Error Listing Report. |
| 6/2/2025 | Report Title for RPY243 updated to COVA QTR State Tax – EE Detail. Added new Report titled COVA QTR State Tax Summary Report. |
| 4/9/2025 | Added new report titled Base Pay Compare Report. |
| 3/10/2025 | Added new query titled Dependent Care Balance Greater than IRS CY Limit.<br>Updated the COVA Post Freeze Change Report to add the Department ID field.<br>Updated the Direct Deposit Distribution Query to add the Account Number field. |
| 11/26/2024 | Baseline |

## 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:**
NavBar > 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) NSU
Employee ID (Optional)
Earnings Code (Optional) TMP
From Date (Optional)
To Date (Optional)
View Results

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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | [illegible] | [illegible] | 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 | | | | | | | | | | | | | | | | | | | | |
| 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

**INPUT / SEARCH CRITERIA:**

Company
From Date
To Date

**OUTPUT FORMAT:**

HTML
Excel

**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

**Screenshot of the Audit Report for Pay Deduction Query**

**V_PY_PAYSHEET_AUDIT_DED_BEN - Audit Report for Pay Deduction**

Company
From Date 10/01/2019
To Date 12/31/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

First 1-14 of 14 Last

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

# Audit Report for Pay Earnings Query
# V_PY_PAYSHEET_AUDIT_PAYEARN

**REVISED:** 09/15/2021

**DESCRIPTION:**
This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Earnings.

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYEARN

**INPUT / SEARCH CRITERIA:**
Company
From Date
To Date

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

**Screenshot of the Audit Report for Pay Earnings Query**

**V_PY_PAYSHEET_AUDIT_PAYEARN - Audit Report for Pay Earnings**

Company
From Date 10/01/2019
To Date 12/31/2019
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (791 kb)
View All
First 1-100 of 1705 Last

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

# Audit Report for Pay Garnishment Query
# V_PY_ PAYSHEET_AUDIT_PAYGARN

**REVISED:** 09/15/2021

**DESCRIPTION:**
This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Garnishments.

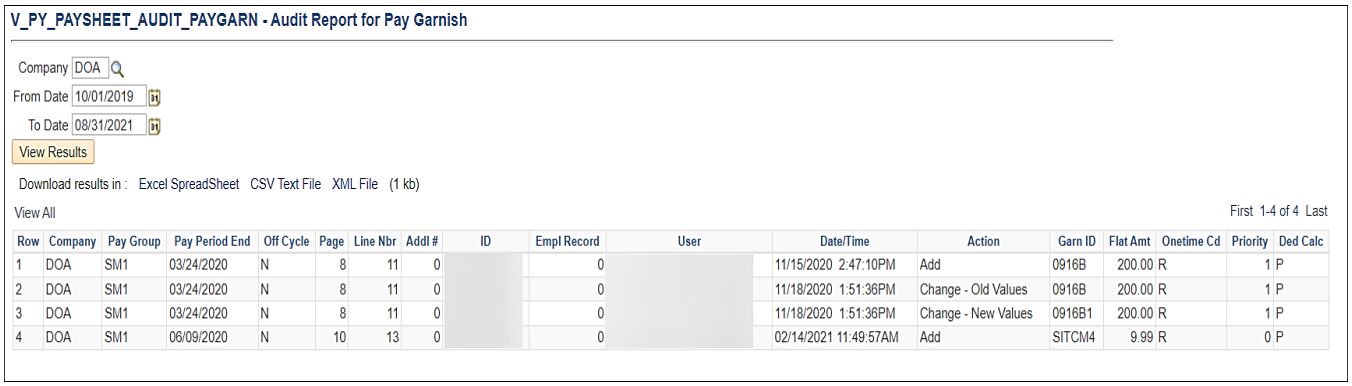
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ PAYSHEET_AUDIT_PAYGARN

**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 DOA
From Date 10/01/2019
To Date 08/31/2021
View Results

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 | Onetime 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.

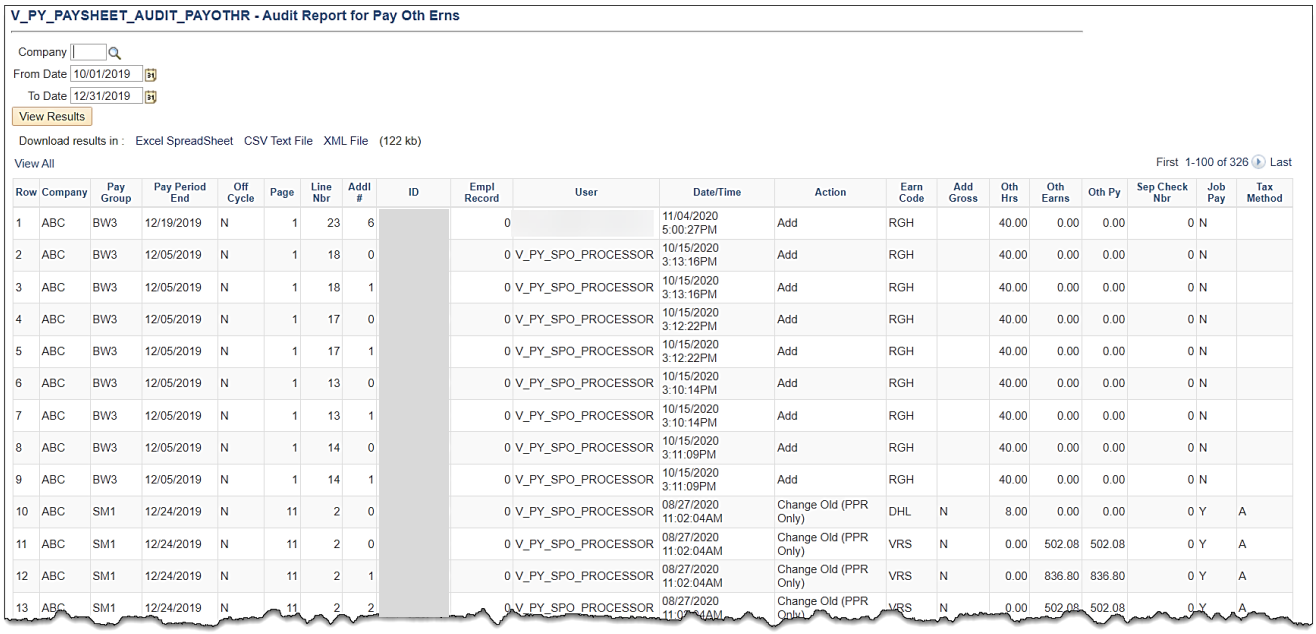
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYOTHR

**INPUT / SEARCH CRITERIA:**
Company
From Date
To Date

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

**Screenshot of the Audit Report for Pay Other Earnings Query**



V_PY_PAYSHEET_AUDIT_PAYOTHR - Audit Report for Pay Oth Erns

Company
From Date 10/01/2019
To Date 12/31/2019
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (122 kb)
View All
First 1-100 of 326 Last

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

# Audit Report for Pay Tax Query
# V_PY_ PAYSHEET_AUDIT_PAYTAX

**REVISED:** 09/15/2021

**DESCRIPTION:**
This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Tax.

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ PAYSHEET_AUDIT_PAYTAX

**INPUT / SEARCH CRITERIA:**

Company
From Date
To Date

**OUTPUT FORMAT:**

HTML
Excel

**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

**Screenshot of the Audit Report for Pay Tax Query**

**V_PY_PAYSHEET_AUDIT_PAYTAX - Audit Report for Pay Tax**

Company
From Date 10/01/2019
To Date 12/31/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

First 1-21 of 21 Last

| Row | Company | Pay Group | Pay Period End | Off Cycle | Page | Line Nbr | Addl # | ID | Empl Record | User | Date/Time | Action | State | Locality | Tax Class | Onetime 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | 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 | $U | | H | 0.06 | 0 | R |

# Payroll Calendar Status
# V_PY_CALENDAR

**REVISED:** 08/28/2023

**DESCRIPTION:**
This query lists the status of the payroll run. It includes all companies and what processes have been run along with the number or 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.

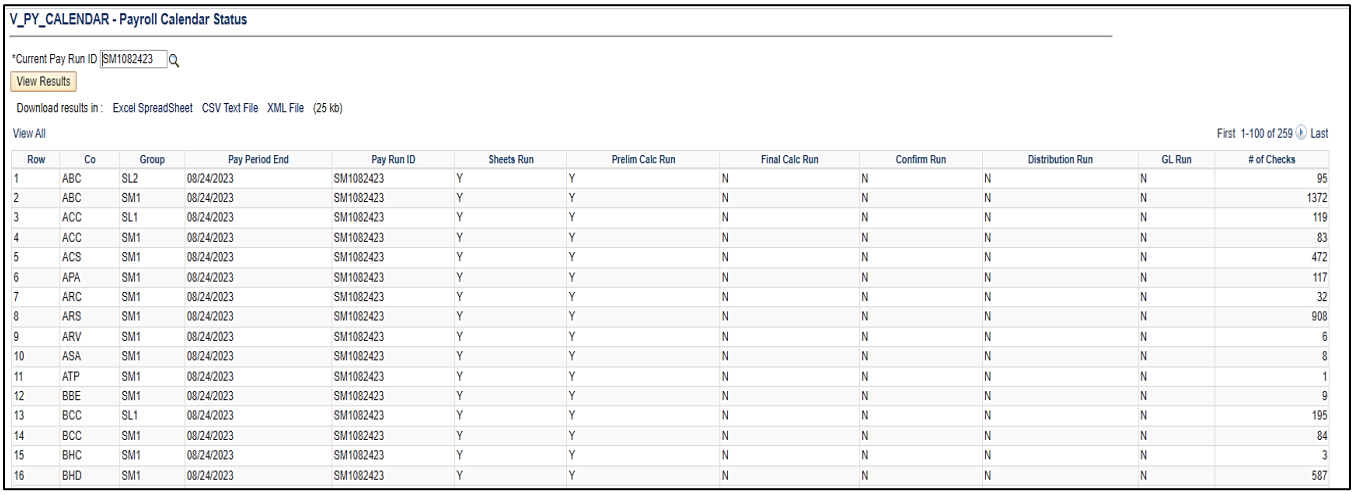
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CALENDAR

**INPUT / SEARCH CRITERIA:**
Current Pay Run ID

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
Current Pay Run ID is required.

**Screenshot of the Payroll Calendar Status Query**



V_PY_CALENDAR - Payroll Calendar Status

*Current Pay Run ID SM1082423

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All

First 1-100 of 259 Last

| Row | Co | Group | Pay Period End | Pay Run ID | Sheets Run | Prelim Calc Run | Final Calc Run | Confirm Run | Distribution Run | GL Run | # of Checks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ABC | SL2 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 95 |
| 2 | ABC | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 1372 |
| 3 | ACC | SL1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 119 |
| 4 | ACC | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 83 |
| 5 | ACS | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 472 |
| 6 | APA | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 117 |
| 7 | ARC | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 32 |
| 8 | ARS | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 908 |
| 9 | ARV | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 6 |
| 10 | ASA | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 8 |
| 11 | ATP | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 1 |
| 12 | BBE | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 9 |
| 13 | BCC | SL1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 195 |
| 14 | BCC | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 84 |
| 15 | BHC | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 3 |
| 16 | BHD | SM1 | 08/24/2023 | SM1082423 | Y | Y | N | N | N | N | 587 |

# Child Support Garnishment with Administrative Fee
# V_PY_CHILD SUPT_ ADMIN_FEES

**REVISED:** 08/28/2023

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

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHILD_SUPT_ ADMIN_FEES

**INPUT / SEARCH CRITERIA:**
Company

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
This query has no required fields.

**Screenshot of the Child Support Garnishment without Administrative Fee Query**

V_PY_CHILD_SUPT_ADMIN_FEES - Child Support Garn w Adm Fee

Company (Blank for All) ABC

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:**
NavBar > 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 FY
*Balance Year 2024
Balance Quarter (Optional) 0
Balance Period (Optional) 0
Company (Optional) ABC
Plan Type (Optional) Medical
Dedcd (Optional)
Employee ID (Optional)
*Extract All Rows for Year? ☐

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1297 kb)

View All

First 1-100 of 2834 Last

| 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:**
NavBar > 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_VW OR POSITION_DATA |
| 2 | 2025 | 50100 | 10012 | DOT23122 | 04100 | 10012 | 11070010 | 60400501 | | | | | | | | | | | | 000553071 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 3 | 2025 | 50100 | 10014 | DOT01294 | 04100 | 10014 | 11120010 | 699001 | | | | | | | | | | | | 000000317 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 4 | 2025 | 50100 | 10014 | DOT04894 | 04100 | 10076 | 11120010 | 699001 | | | | | | | | | | | | 000180340 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 5 | 2025 | 50100 | 10014 | DOT12836 | 04100 | 10076 | 11120010 | 699001 | | | | | | | | | | | | 000180340 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 6 | 2025 | 50100 | 10014 | DOT19900 | 04100 | 10014 | 11120010 | 699001 | | | | | | | | | | | | 000000317 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 7 | 2025 | 50100 | 10014 | DOT21350 | 04100 | 10014 | 11120010 | 699001 | | | | | | | | | | | | 000000317 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 8 | 2025 | 50100 | 10014 | DOT21593 | 04100 | 10076 | 11120010 | 699001 | | | | | | | | | | | | 000180340 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 9 | 2025 | 50100 | 10014 | DOT22174 | 04100 | 10076 | 11120010 | 699001 | | | | | | | | | | | | 000180340 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 10 | 2025 | 50100 | 10014 | DOT22955 | 04100 | 10076 | 11120010 | 699001 | | | | | | | | | | | | 000180340 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 11 | 2025 | 50100 | 10021 | DOT19742 | 04100 | 10021 | 11070010 | 60400501 | | | | | | | | | | | | 000553073 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 12 | 2025 | 50100 | 10030 | DOT09023 | 04100 | 10030 | 11070010 | 60400501 | | | | | | | | | | | | 000553076 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 13 | 2025 | 50100 | 10030 | DOT22098 | 04100 | 10030 | 11070010 | 60400501 | | | | | | | | | | | | 000553076 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 14 | 2025 | 50100 | 10030 | DOT22902 | 04100 | 10030 | 11070010 | 60400501 | | | | | | | | | | | | 000553076 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 15 | 2025 | 50100 | 10030 | DOT23131 | 04100 | 10030 | 11070010 | 60400501 | | | | | | | | | | | | 000553076 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 16 | 2025 | 50100 | 10038 | DOT21391 | 04100 | 10038 | 11070010 | 60400501 | | | | | | | | | | | | 000553077 | Position does not exist in POSN_BDGT_VW OR POSITION_DATA |
| 17 | 2025 | 50100 | 10053 | | 04100 | 10053 | 11070010 | 60400501 | | | | | | | | | | | | | Invalid Combo Code |

# Dependent Care Balance Greater Than IRS CY Limit Query (RPY558) V _PY_DEPCARE_DEDBAL_LIMIT

**REVISED:** 03/10/2025

**DESCRIPTION:**
This query will help payroll administrators monitor employees that may be reaching or have met the maximum amount allowed, in a calendar year, for dependent care deductions.

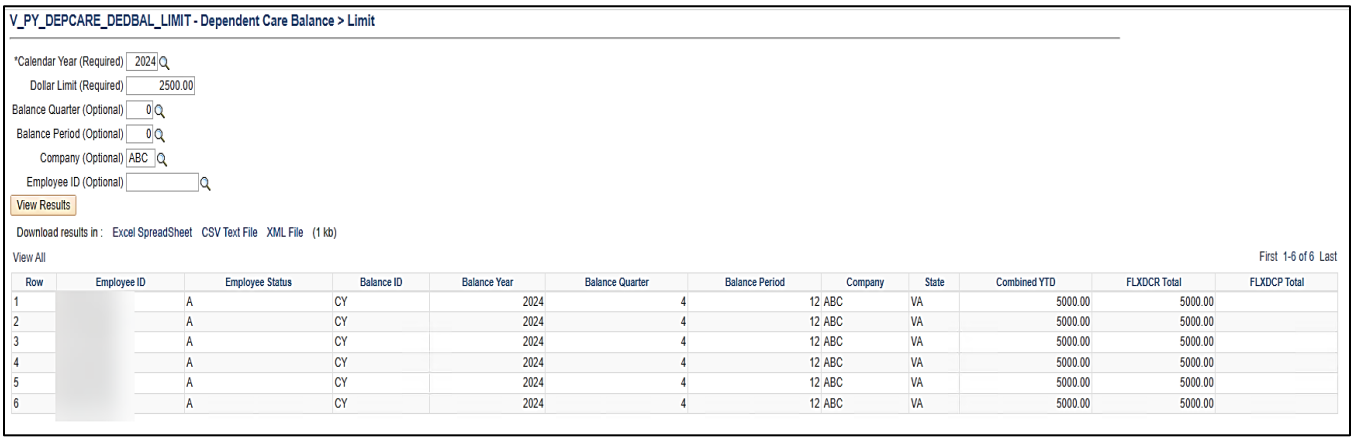
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DEPCARE_DEDBAL_LIMIT

**INPUT / SEARCH CRITERIA:**
Calendar Year
Dollar Limit
Balance Quarter
Balance Period
Company
Employee ID

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
**Calendar Year** and **Dollar Limit** fields are required fields.

### Screenshot of the Dependent Care Balance Greater Than IRS CY Limit Query



V_PY_DEPCARE_DEDBAL_LIMIT - Dependent Care Balance > Limit

*Calendar Year (Required) 2024
Dollar Limit (Required) 2500.00
Balance Quarter (Optional) 0
Balance Period (Optional) 0
Company (Optional) ABC
Employee ID (Optional)

View Results

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

View All First 1-6 of 6 Last

| Row | Employee ID | Employee Status | Balance ID | Balance Year | Balance Quarter | Balance Period | Company | State | Combined YTD | FLXDCR Total | FLXDCP Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |
| 2 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |
| 3 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |
| 4 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |
| 5 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |
| 6 | | A | CY | 2024 | 4 | 12 | ABC | VA | 5000.00 | 5000.00 | |

# Direct Deposit Audit Query (RPY527)
# V _PY_DIR_DEP_AUDIT

**REVISED:** 02/27/2023

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

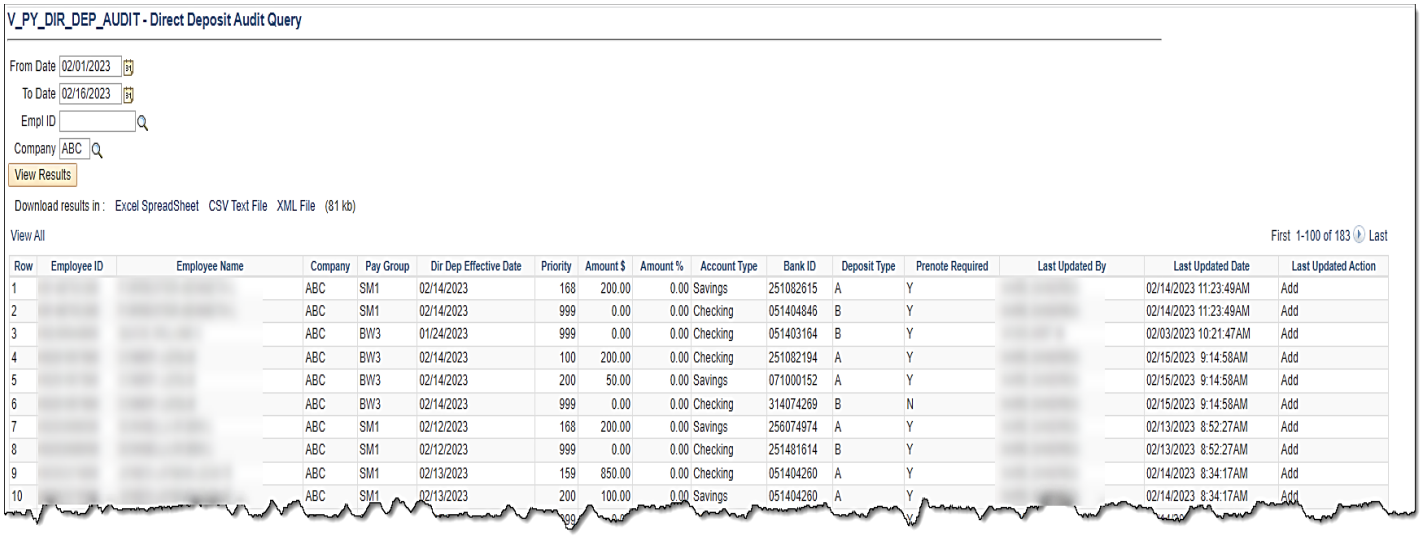
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DIR_DEP_AUDIT

**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 02/01/2023
To Date 02/16/2023
Empl ID
Company ABC
View Results

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 | 251481614 | B | Y | | 02/13/2023 8:52:27AM | Add |
| 9 | | | ABC | SM1 | 02/13/2023 | 159 | 850.00 | 0.00 | Checking | 051404260 | A | Y | | 02/14/2023 8:34:17AM | Add |
| 10 | | | ABC | SM1 | 02/13/2023 | 200 | 100.00 | 0.00 | Savings | 051404260 | A | Y | | 02/14/2023 8:34:17AM | Add |

# Direct Deposit Distribution Query (RPY514)
# V _PY_DIR_DEP_DISTRIB

**REVISED:** 03/10/2025

**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:**
NavBar > 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 DLI
Empl ID
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (63 kb)
View All

| Row | Employee ID | Name | Co | Pay Group | Pay Status | HR Status | Dept ID | Dir Dep Eff Date | Priority | Account Number | Amount $ | Amount % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |
| 2 | | | DLI | SM1 | A | A | 18100 | 09/09/2022 | 168 | | 500.00 | 0.00 |
| 3 | | | DLI | SM1 | A | A | 18100 | 09/09/2022 | 999 | | 0.00 | 0.00 |
| 4 | | | DLI | SM1 | A | A | 18100 | 10/10/2023 | 999 | | 0.00 | 0.00 |
| 5 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |
| 6 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |
| 7 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |
| 8 | | | DLI | SM1 | A | A | 18100 | 04/10/2024 | 160 | | 50.00 | 0.00 |
| 9 | | | DLI | SM1 | A | A | 18100 | 04/10/2024 | 167 | | 150.00 | 0.00 |
| 10 | | | DLI | SM1 | A | A | 18100 | 04/10/2024 | 999 | | 0.00 | 0.00 |
| 11 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |
| 12 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 160 | | 100.00 | 0.00 |
| 13 | | | DLI | SM1 | A | A | 18100 | 09/25/2022 | 999 | | 0.00 | 0.00 |

**Screenshot of the Direct Deposit Distribution Query** (scrolled right)

First 1-100 of 117 Last

| Account Type | Bank ID | Prenote Required | Prenote Status | Prenote Date | Dt. of last upd | Last Updated by | Last Updated by User |
|---|---|---|---|---|---|---|---|
| C | 051409016 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| S | 251082615 | Y | Completed | 09/19/2022 | 09/25/2022 | System | |
| C | 051400549 | Y | Completed | 09/19/2022 | 09/25/2022 | System | |
| C | 251082615 | Y | Completed | 10/05/2022 | 10/26/2023 | Online User | |
| C | 051404914 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| C | 051400549 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| C | 251082615 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| S | 251082194 | Y | Completed | 10/05/2022 | 04/24/2024 | Online User | |
| C | 051409029 | Y | Completed | 10/05/2022 | 04/24/2024 | Online User | |
| C | 251082194 | Y | Completed | 10/05/2022 | 04/24/2024 | Online User | |
| C | 251082615 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| S | 251082194 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |
| C | 251082194 | Y | Completed | 10/05/2022 | 09/25/2022 | System | |

# 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.

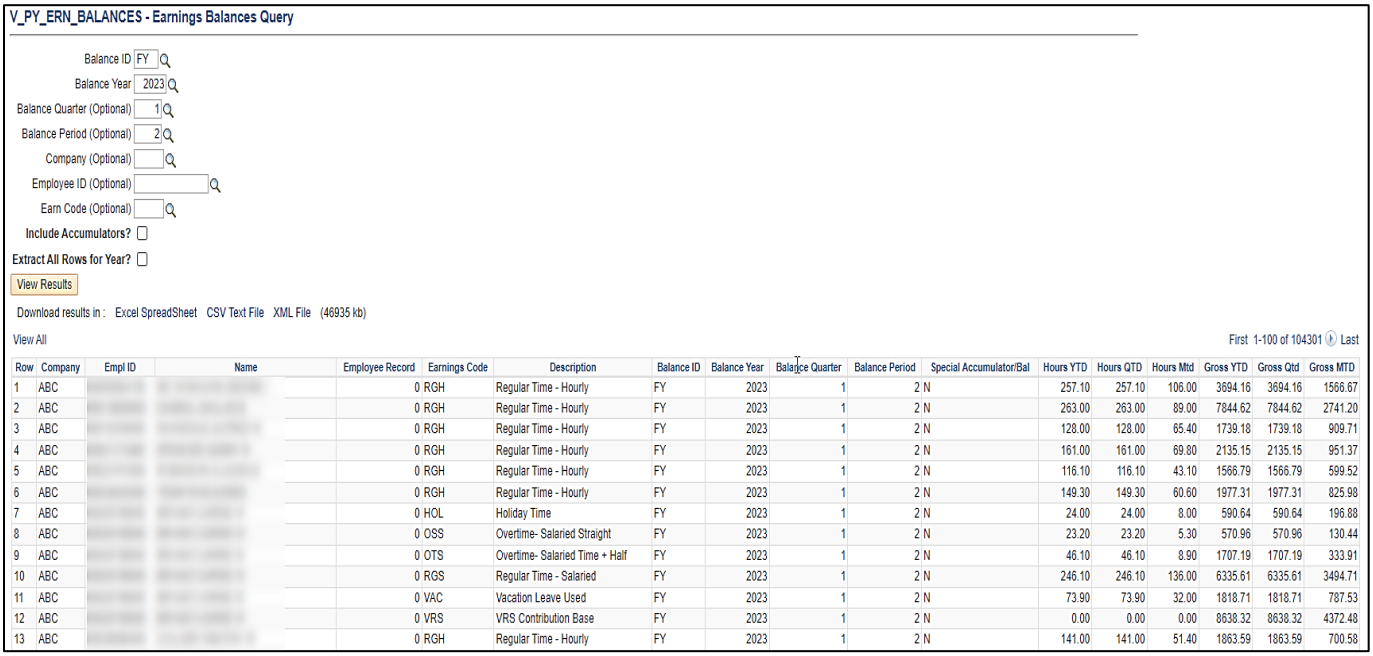
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_ERN_BALANCES

**INPUT / SEARCH CRITERIA:**
Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? Checkbox (Optional)
Extract All Rows for Year? Checkbox (Optional)

**OUTPUT FORMAT:**
HTML
Excel

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

**Screenshot of the Earnings Balances Query**



V_PY_ERN_BALANCES - Earnings Balances Query

Balance ID FY
Balance Year 2023
Balance Quarter (Optional) 1
Balance Period (Optional) 2
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? ☐
Extract All Rows for Year? ☐
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (46935 kb)

View All First 1-100 of 104301 Last

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

# Earnings Extract Query
# V_PY_ERN_EXTRACT

**REVISED:** 11/13/2023

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

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_EXTRACT

**INPUT / SEARCH CRITERIA:**

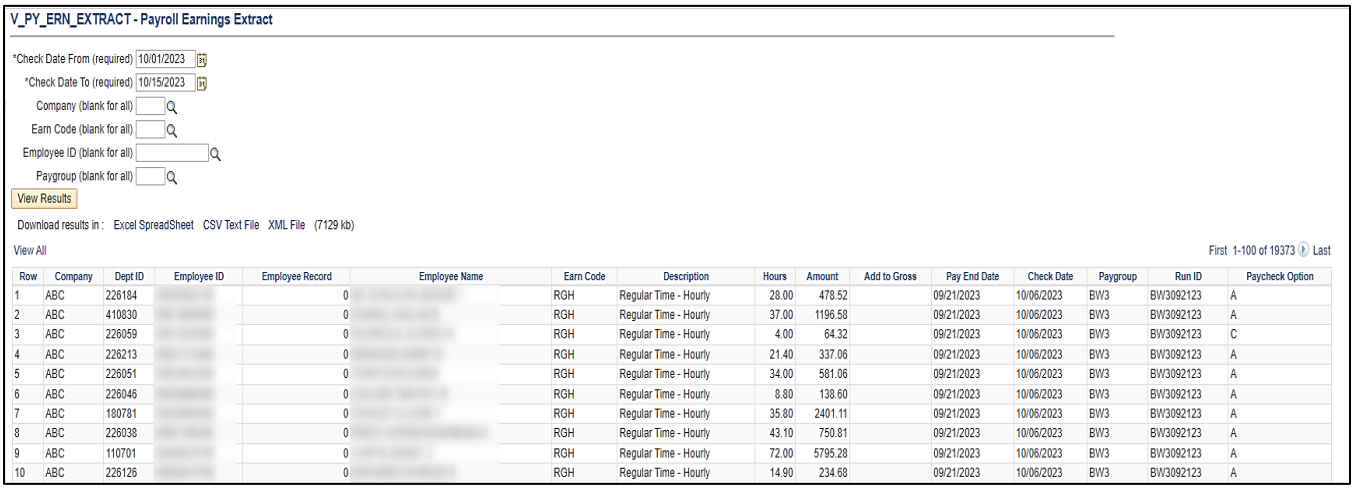
Check Date From (required)
Check Date To (required)
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

**OUTPUT FORMAT:**

HTML
Excel
CSV

**ADDITIONAL INFORMATION:**
**Check Date From** and **Check Date To** fields are required fields.

**Screenshot of the Earnings Extract Query**



V_PY_ERN_EXTRACT - Payroll Earnings Extract

*Check Date From (required) 10/01/2023
*Check Date To (required) 10/15/2023
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)
View Results

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

View All

First 1-100 of 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.

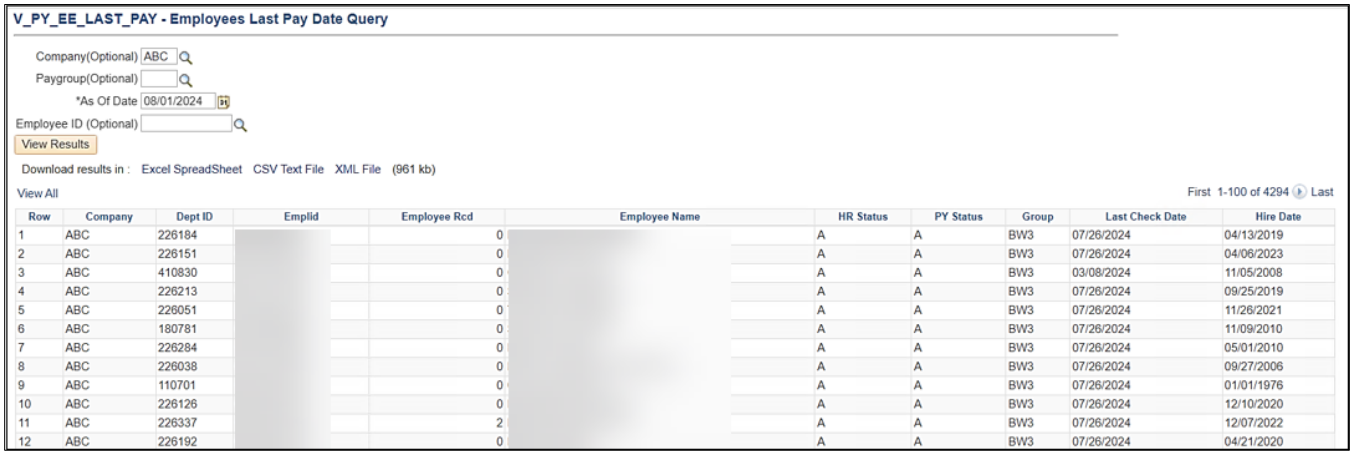
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY

**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) ABC
Paygroup(Optional)
*As Of Date 08/01/2024
Employee ID (Optional)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (961 kb)

View All First 1-100 of 4294 Last

| 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:**
NavBar > 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) ABC

Employee ID (Optional)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3513 kb)

View All

| Row | Company | Effective Date | Employee Number | Employee Name | Created Date | Fed Special Withholding Tax | Fed Tax Status | Fed Withholding Allowances | Fed Additional Amount | Fed Dependent Amount | Fed Other Income | Fed Deductions | Fed Extra Withholding | Exempt from FUT | Lock Le Rec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 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 | | | | | |
| | | VA | Y | Y | Non | | | 0.00 | | | 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:**
NavBar > 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 | WSH | SU | 05/19/2023 | 0.00 | 05/16/2023 |
| 9 | WSH | 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:**
NavBar > 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 2023
*Balance Period 2
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (45 kb)

View All First 1-100 of 150 Last

| Row | Employee ID | Employee Name | Company | Balance Year | Tax Class | Tax Class Description | YTD Taxable Gross | YTD Tax | Balance Period | Calculated Tax | YTD Tax Difference |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | GCC | 2023 | D | OASDI/EE | 7559.12 | 458.59 | 2 | 468.67 | -10.08 |
| 2 | | | GCC | 2023 | F | MED/EE | 7559.12 | 107.25 | 2 | 109.61 | -2.36 |
| 3 | | | GCC | 2023 | D | OASDI/EE | 104.14 | 0.00 | 1 | 6.46 | -6.46 |
| 4 | | | GCC | 2023 | F | MED/EE | 104.14 | 0.00 | 1 | 1.51 | -1.51 |
| 5 | | | DOT | 2023 | D | OASDI/EE | 7468.82 | 458.32 | 2 | 463.07 | -4.75 |
| 6 | | | DOT | 2023 | F | MED/EE | 7468.82 | 107.19 | 2 | 108.30 | -1.11 |
| 7 | | | ABC | 2023 | D | OASDI/EE | 11758.91 | 722.75 | 2 | 729.05 | -6.30 |
| 8 | | | ABC | 2023 | F | MED/EE | 11758.91 | 169.03 | 2 | 170.50 | -1.47 |
| 9 | | | HCD | 2023 | D | OASDI/EE | 154.44 | 0.00 | 1 | 9.58 | -9.58 |
| 10 | | | HCD | 2023 | F | MED/EE | 154.44 | 0.00 | 1 | 2.24 | -2.24 |
| 11 | | | SNR | 2023 | D | OASDI/EE | 212.52 | 0.00 | 2 | 13.18 | -13.18 |
| 12 | | | SNR | 2023 | F | MED/EE | 212.52 | 0.00 | 2 | 3.08 | -3.08 |
| 13 | | | GOV | 2023 | D | OASDI/EE | 101.60 | 0.00 | 2 | 6.30 | -6.30 |
| 14 | | | GOV | 2023 | F | MED/EE | 101.60 | 0.00 | 2 | 1.47 | -1.47 |

# Employees with FICA Exempt Query (PY232)
# V_PY_EE_FICA_TAX_EXEMPT

**REVISED:** 04/15/2024

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

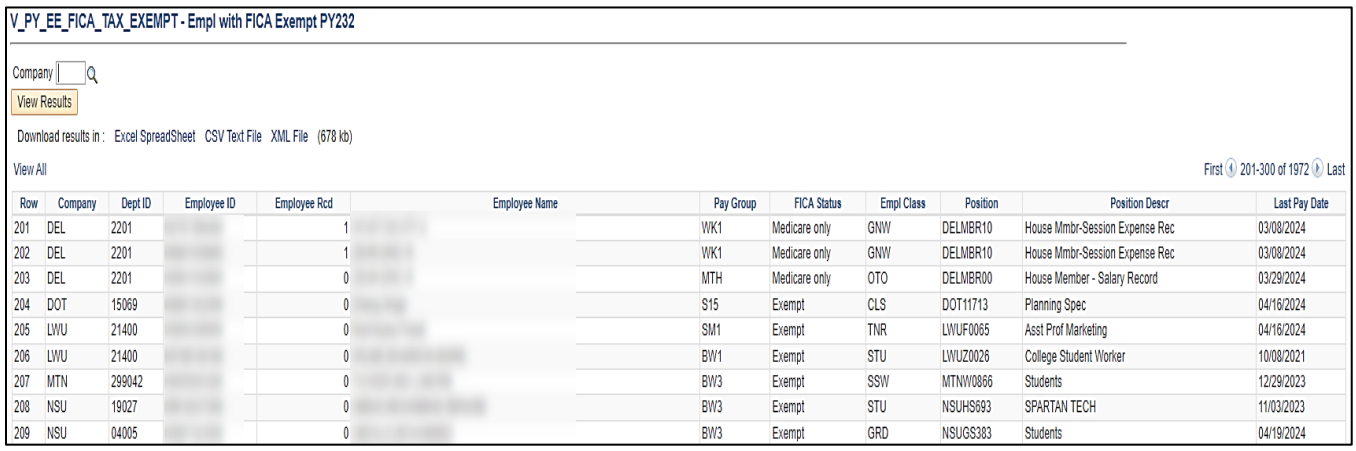
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

**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

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (678 kb)

View All

First 201-300 of 1972 Last

| Row | Company | Dept ID | Employee ID | Employee Rcd | Employee Name | Pay Group | FICA Status | Empl Class | Position | Position Descr | Last Pay Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 201 | DEL | 2201 | [illegible] | 1 | [illegible] | WK1 | Medicare only | GNW | DELMBR10 | House Mmbr-Session Expense Rec | 03/08/2024 |
| 202 | DEL | 2201 | [illegible] | 1 | [illegible] | WK1 | Medicare only | GNW | DELMBR10 | House Mmbr-Session Expense Rec | 03/08/2024 |
| 203 | DEL | 2201 | [illegible] | 0 | [illegible] | MTH | Medicare only | OTO | DELMBR00 | House Member - Salary Record | 03/29/2024 |
| 204 | DOT | 15069 | [illegible] | 0 | [illegible] | S15 | Exempt | CLS | DOT11713 | Planning Spec | 04/16/2024 |
| 205 | LWU | 21400 | [illegible] | 0 | [illegible] | SM1 | Exempt | TNR | LWUF0065 | Asst Prof Marketing | 04/16/2024 |
| 206 | LWU | 21400 | [illegible] | 0 | [illegible] | BW1 | Exempt | STU | LWUZ0026 | College Student Worker | 10/08/2021 |
| 207 | MTN | 299042 | [illegible] | 0 | [illegible] | BW3 | Exempt | SSW | MTNW0866 | Students | 12/29/2023 |
| 208 | NSU | 19027 | [illegible] | 0 | [illegible] | BW3 | Exempt | STU | NSUHS693 | SPARTAN TECH | 11/03/2023 |
| 209 | NSU | 04005 | [illegible] | 0 | [illegible] | 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:**
NavBar > 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.

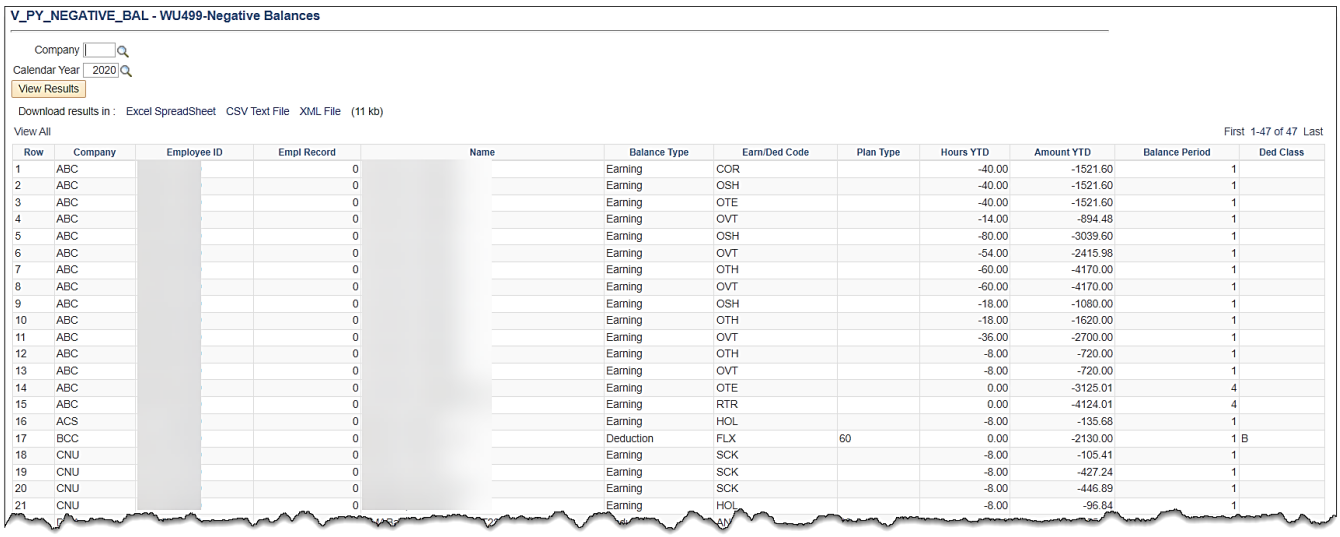
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL

**INPUT / SEARCH CRITERIA:**
Company
Calendar Year

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
**Calendar Year** field is a required field.

**Screenshot of the Employees with Negative Balances Query**



V_PY_NEGATIVE_BAL - WU499-Negative Balances

Company
Calendar Year 2020
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (11 kb)

View All First 1-47 of 47 Last

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

# Employees with No Net Balance DD Query
# V_PY_EMPL_NO_NET_DD

**REVISED:** 12/7/2023

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

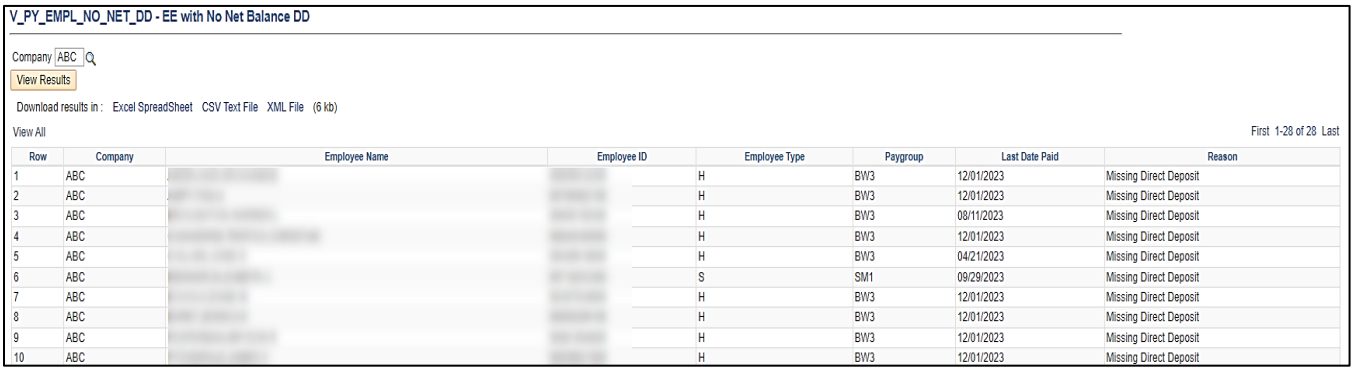
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

**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 ABC

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All

First 1-28 of 28 Last

| Row | Company | Employee Name | Employee ID | Employee Type | Paygroup | Last Date Paid | Reason |
|---|---|---|---|---|---|---|---|
| 1 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 2 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 3 | ABC | | | H | BW3 | 08/11/2023 | Missing Direct Deposit |
| 4 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 5 | ABC | | | H | BW3 | 04/21/2023 | Missing Direct Deposit |
| 6 | ABC | | | S | SM1 | 09/29/2023 | Missing Direct Deposit |
| 7 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 8 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 9 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |
| 10 | ABC | | | H | BW3 | 12/01/2023 | Missing Direct Deposit |

# Employees with State and Federal Tax Status Query
# V_EE_INCOME_TAX_EXEMPT

**REVISED:** 09/15/2021

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

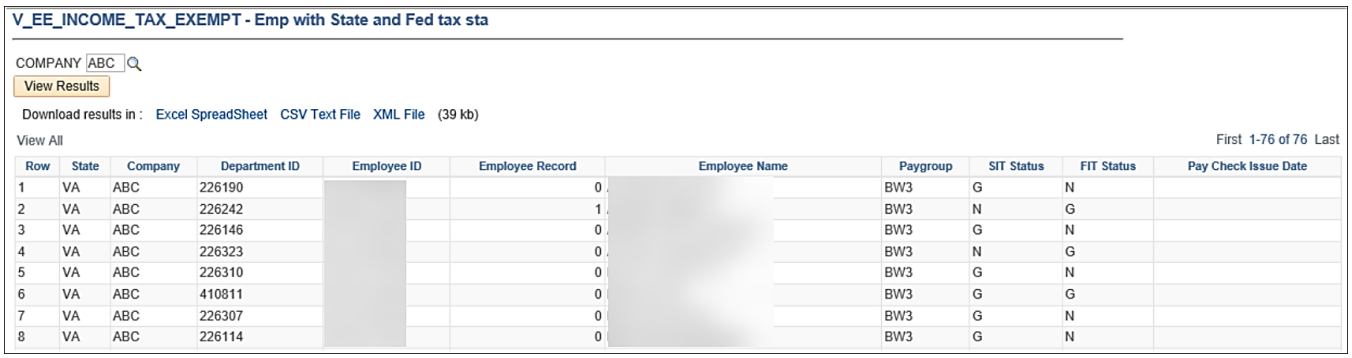
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

**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 ABC

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (39 kb)

View All

First 1-76 of 76 Last

| Row | State | Company | Department ID | Employee ID | Employee Record | Employee Name | Paygroup | SIT Status | FIT Status | Pay Check Issue Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | VA | ABC | 226190 | | 0 | | BW3 | G | N | |
| 2 | VA | ABC | 226242 | | 1 | | BW3 | N | G | |
| 3 | VA | ABC | 226146 | | 0 | | BW3 | G | N | |
| 4 | VA | ABC | 226323 | | 0 | | BW3 | N | G | |
| 5 | VA | ABC | 226310 | | 0 | | BW3 | G | N | |
| 6 | VA | ABC | 410811 | | 0 | | BW3 | G | G | |
| 7 | VA | ABC | 226307 | | 0 | | BW3 | G | N | |
| 8 | VA | ABC | 226114 | | 0 | | BW3 | G | N | |

# Federal and State Taxable Variance Report Query (RPY517) V_PY_FIT_SIT_TAXABLE_VARIANCE

**REVISED:** 02/27/2023

**DESCRIPTION:**

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

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

**NAVIGATION PATH:**

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FIT_SIT_TAXABLE_VARIANCE

**INPUT / SEARCH CRITERIA:**

Company
Calendar Year
Balance Quarter

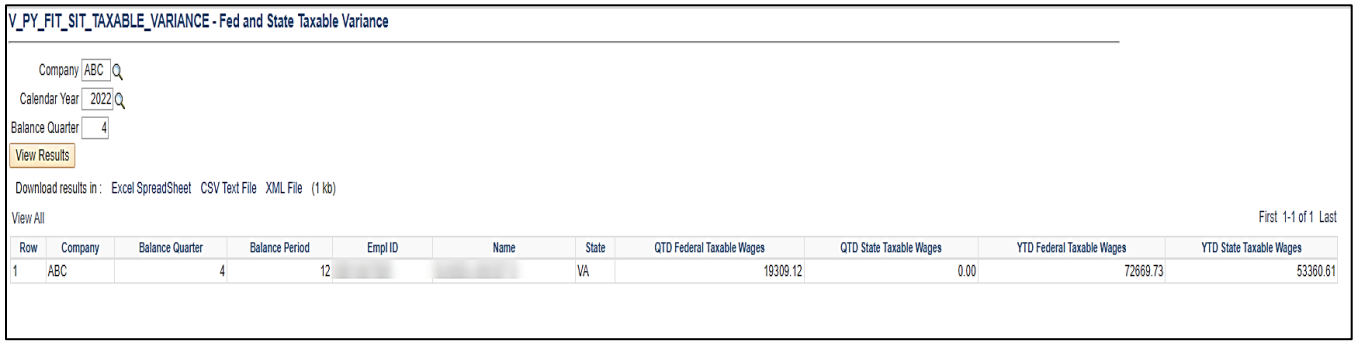
**OUTPUT FORMAT:**

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 ABC
Calendar Year 2022
Balance Quarter 4
View Results

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

View All First 1-1 of 1 Last

| Row | Company | Balance Quarter | Balance Period | Empl ID | Name | State | QTD Federal Taxable Wages | QTD State Taxable Wages | YTD Federal Taxable Wages | YTD State Taxable Wages |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ABC | 4 | 12 | [illegible] | [illegible] | 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHECKYTD_BALANCES

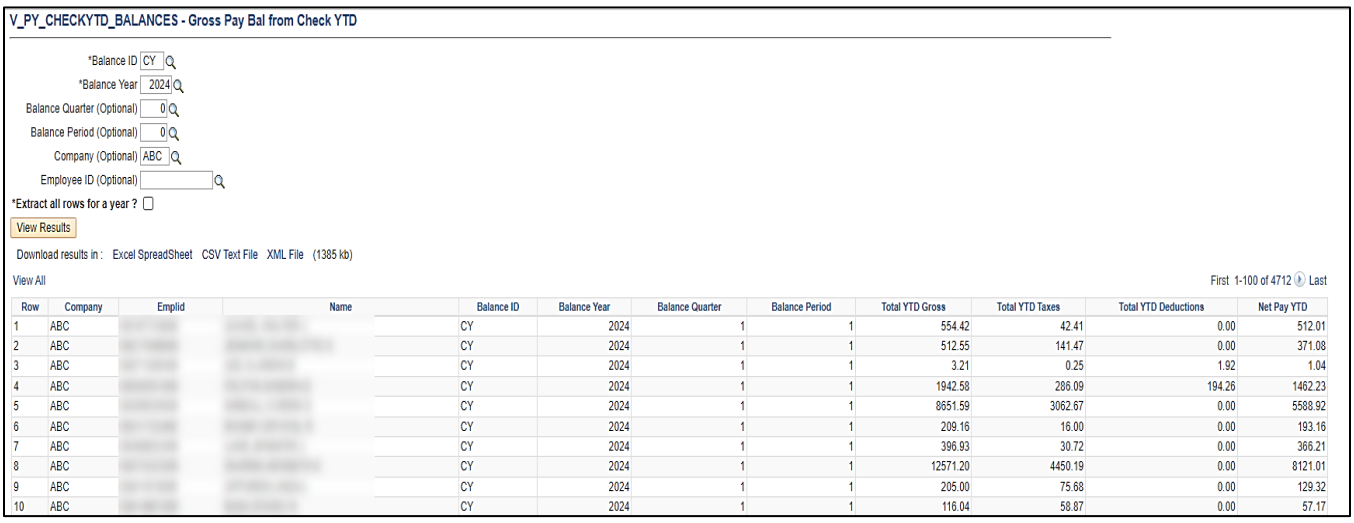
**INPUT / SEARCH CRITERIA:**
Balance ID
Balance Year
Balance Quarter
Balance Period
Company
Employee ID
*Extract all rows for a year? (checkbox)

**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




| 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.

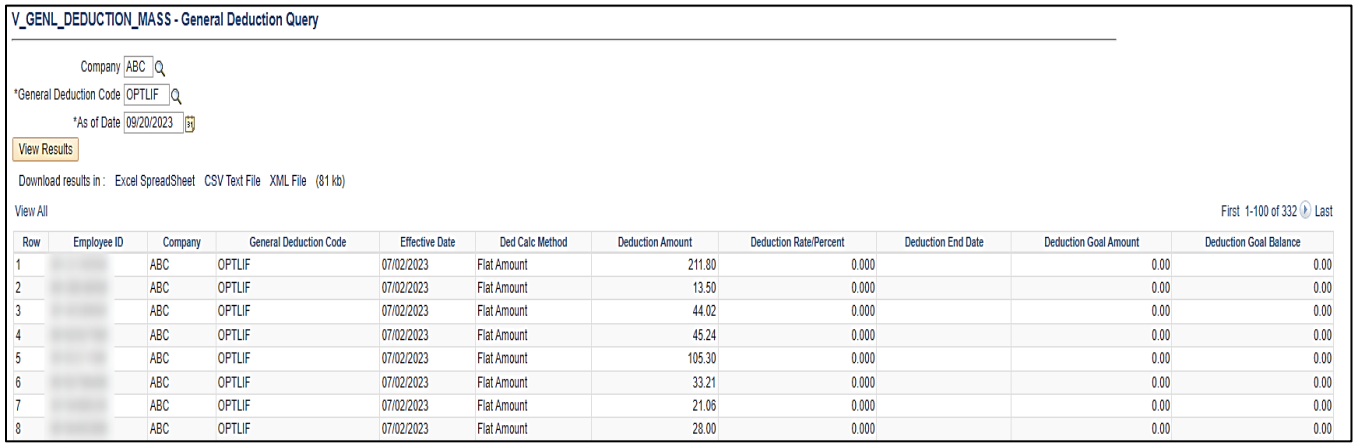
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GENL_DEDUCTION_MASS

**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 ABC
*General Deduction Code OPTLIF
*As of Date 09/20/2023

View Results

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

View All

First 1-100 of 332 Last

| Row | Employee ID | Company | General Deduction Code | Effective Date | Ded Calc Method | Deduction Amount | Deduction Rate/Percent | Deduction End Date | Deduction Goal Amount | Deduction Goal Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 211.80 | 0.000 | | 0.00 | 0.00 |
| 2 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 13.50 | 0.000 | | 0.00 | 0.00 |
| 3 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 44.02 | 0.000 | | 0.00 | 0.00 |
| 4 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 45.24 | 0.000 | | 0.00 | 0.00 |
| 5 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 105.30 | 0.000 | | 0.00 | 0.00 |
| 6 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 33.21 | 0.000 | | 0.00 | 0.00 |
| 7 | [illegible] | ABC | OPTLIF | 07/02/2023 | Flat Amount | 21.06 | 0.000 | | 0.00 | 0.00 |
| 8 | [illegible] | 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:**
NavBar > 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 2020
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All First 1-9 of 9 Last

| Row | COMPANY | EE PEN COST | ER PEN COST | TOTAL WAGES |
|---|---|---|---|---|
| 1 | ABC | 615.44 | 1046.22 | 78092350.50 |
| 2 | CNU | 54050.23 | 193569.44 | 2587763.56 |
| 3 | DGS | 1025.15 | 1742.75 | 18442353.11 |
| 4 | MFA | 1152.53 | 4082.22 | 6408716.25 |
| 5 | MME | 454.55 | 772.72 | 553421.95 |
| 6 | NSU | 138638.66 | 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARNSPEC_DATA

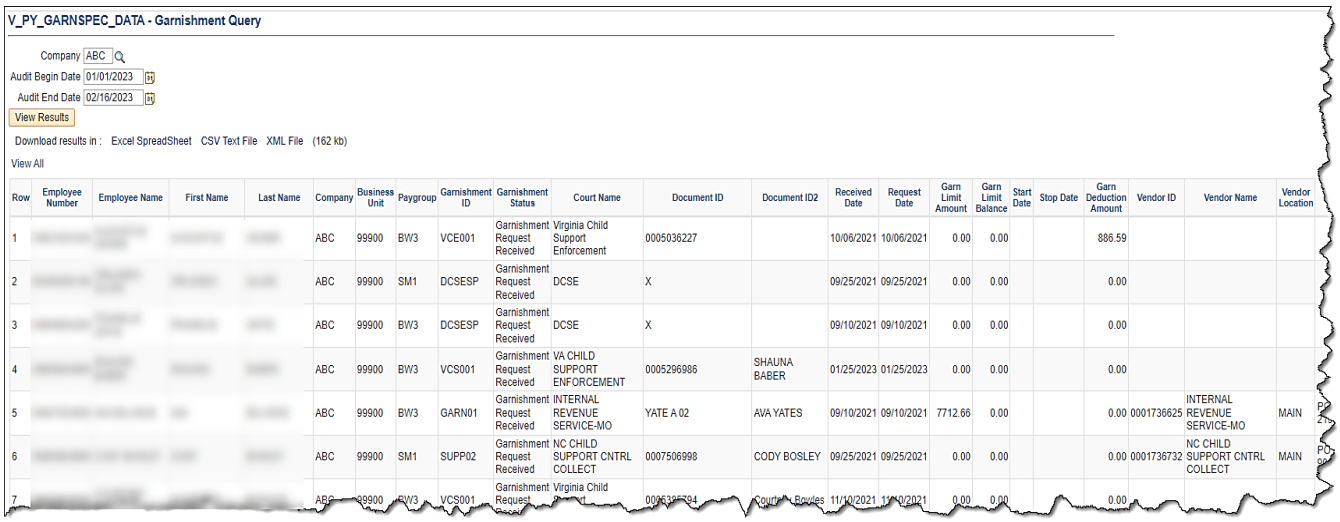
**INPUT / SEARCH CRITERIA:**
Company
Audit Begin Data
Audit End Date

**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 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | BW3 | VCE001 | Garnishment Request Received | Virginia Child Support Enforcement | 0005036227 | | 10/06/2021 | 10/06/2021 | 0.00 | 0.00 | | | 886.59 | | | |
| 2 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | SM1 | DCSESP | Garnishment Request Received | DCSE | X | | 09/25/2021 | 09/25/2021 | 0.00 | 0.00 | | | 0.00 | | | |
| 3 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | BW3 | DCSESP | Garnishment Request Received | DCSE | X | | 09/10/2021 | 09/10/2021 | 0.00 | 0.00 | | | 0.00 | | | |
| 4 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | BW3 | VCS001 | Garnishment Request Received | VA CHILD SUPPORT ENFORCEMENT | 0005296986 | SHAUNA BABER | 01/25/2023 | 01/25/2023 | 0.00 | 0.00 | | | 0.00 | | | |
| 5 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | BW3 | 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 | [illegible] | [illegible] | [illegible] | [illegible] | 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 | [illegible] | [illegible] | [illegible] | [illegible] | ABC | 99900 | BW3 | VCS001 | Garnishment Request [illegible] | Virginia Child [illegible] | 0005[illegible]594 | [illegible] | 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

| dor | 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 | 23188-8218 | 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARN_VENDOR_INFO

**INPUT / SEARCH CRITERIA:**
None

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
This query has no required fields.

### Screenshot of the Garnishment Vendor Information Query

V_PY_GARN_VENDOR_INFO- Ganrishment Vendor Information

Download results in : Excel SpreadSheet CSV Text File XML File (2225 kb)

View All

| Row | Vendor/Supplier ID | Vendor Status | Location | Location Status | Supplier Name | Location Effective Date | Address 1 | Address 2 | City | State | Postal |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0001736312 | A | MAIN | A | ACCOMACK CIRCUIT COURT | 09/21/2021 | PO BOX 126 | | ACCOMACK | VA | 23301-0126 |
| 2 | 0001736313 | A | MAIN | A | ACCOMACK GEN DIST COURT | 09/21/2021 | PO BOX 276 | | ACCOMACK | VA | 23301-0276 |
| 3 | 0001736313 | A | MAIN | A | ACCOMACK GEN DIST COURT | 09/21/2021 | PO BOX 276 | | ACCOMACK | VA | 23301-0276 |
| 4 | 0001736313 | A | MAIN | A | ACCOMACK GEN DIST COURT | 09/21/2021 | PO BOX 276 | | ACCOMACK | VA | 23301-0276 |
| 5 | 0001736313 | A | MAIN | A | ACCOMACK GEN DIST COURT | 09/21/2021 | PO BOX 276 | | ACCOMACK | VA | 23301-0276 |
| 6 | 0001736313 | A | MAIN | A | ACCOMACK GEN DIST COURT | 09/21/2021 | PO BOX 276 | | ACCOMACK | VA | 23301-0276 |

**Screenshot of the Garnishment Vendor Information Query** scrolled right

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

# General Deduction Query (RPY534)
# V_PY_GEN_DED_SETUP

**REVISED:** 09/27/2023

**DESCRIPTION:**
This new report provides active employee general deductions setup data based on a specified as of date.

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GEN_DED_SETUP

**INPUT / SEARCH CRITERIA:**

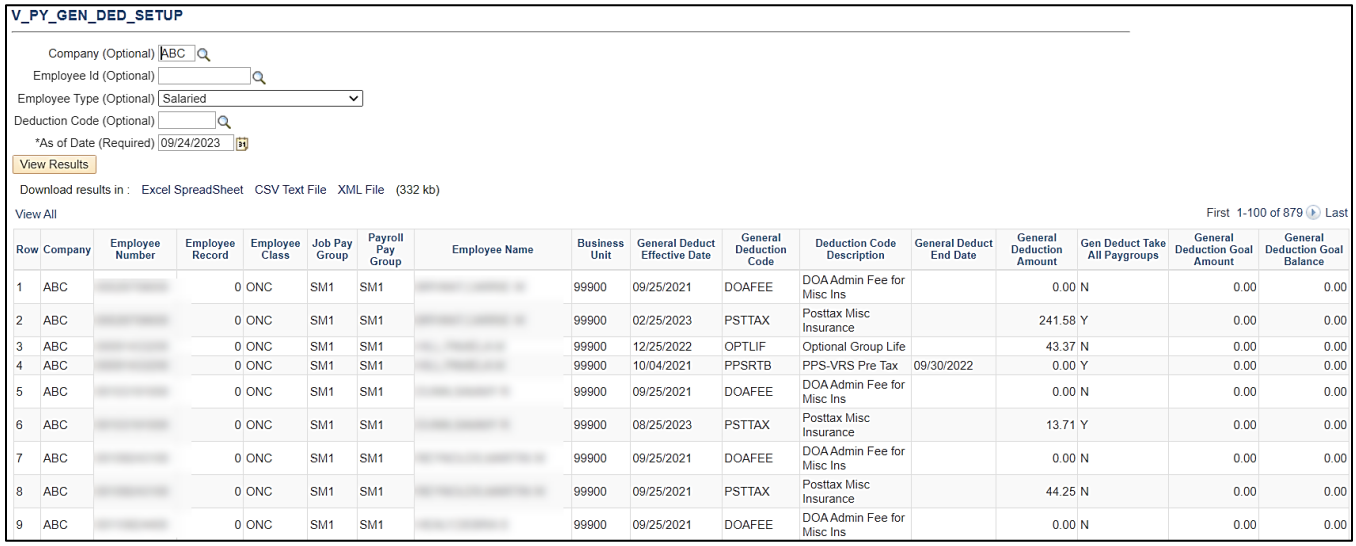
Company
Employee ID
Employee Type
Deduction Code
As of Date

**OUTPUT FORMAT:**

HTML
Excel

**ADDITIONAL INFORMATION:**
**As of Date** field is required.

## Screenshot of the General Deduction Query



V_PY_GEN_DED_SETUP

Company (Optional) ABC
Employee Id (Optional)
Employee Type (Optional) Salaried
Deduction Code (Optional)
*As of Date (Required) 09/24/2023

View Results

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

View All

First 1-100 of 879 Last

| 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK

**INPUT / SEARCH CRITERIA:**
Company
PayRun ID
From Check Date
To Check Date

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
This query has no required fields.

### Screenshot of the High Pay Employee Extract Query

V_PY_HIGH_CHECK - High Pay Employee Extract

Company(Leave blank for all) ABC
PayRun ID(Leave blank for all) SM1112423
From Check Date(Optional)
To Check Date(Optional)
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 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 1350.00 | AGY | 1200.00 |
| 2 | ABC | 110701 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 1350.00 | RGS | 1500.00 |
| 3 | ABC | 120711 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 3550.83 | RGS | 7101.66 |
| 4 | ABC | 120711 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 3550.83 | VRS | 7101.66 |
| 5 | ABC | 140732 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 3828.13 | RGS | 7656.26 |
| 6 | ABC | 140732 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 3828.13 | VRS | 7656.26 |
| 7 | ABC | 150736 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 2833.33 | RGS | 5666.66 |
| 8 | ABC | 150736 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 2833.33 | VRS | 5666.66 |
| 9 | ABC | 170704 | [illegible] | 1 | [illegible] | 12/01/2023 | SM1112423 | 0.000000 | 3639.75 | PRW | 17.00 |
| 10 | ABC | 170704 | [illegible] | 1 | [illegible] | 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:

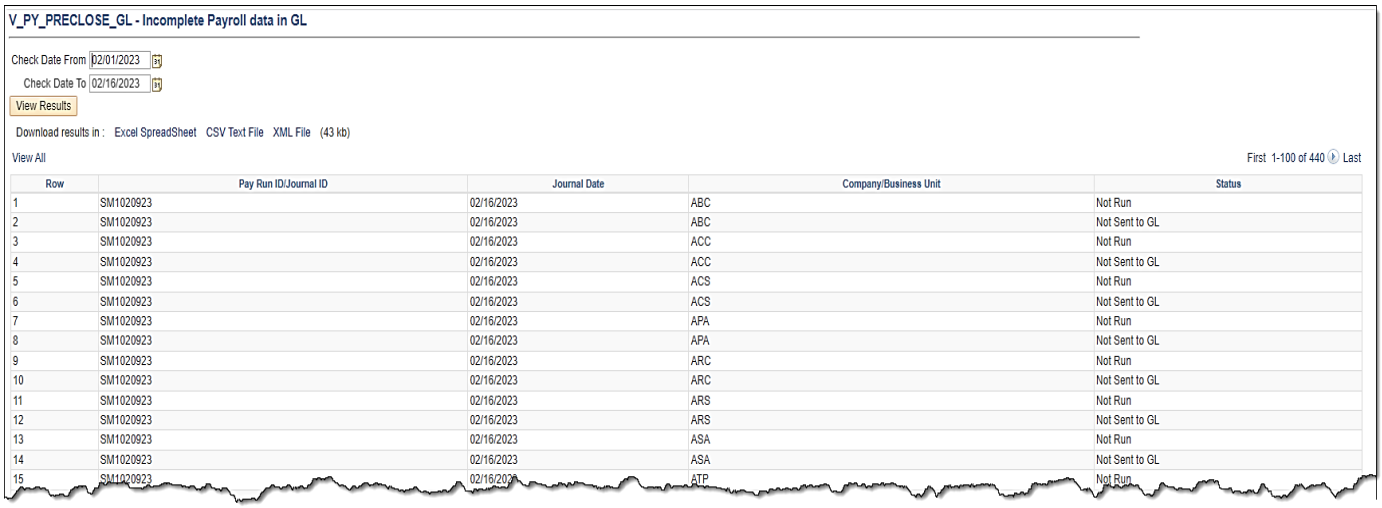
- Payrolls that have not been run
- Payrolls that have not been sent to GL
- Payroll Journals that have not been journaled
- Payroll Journals that have not been posted

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PRECLOSE_GL

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Check Date From | HTML |
| Check Date To | Excel |

**ADDITIONAL INFORMATION:**
**Check Date From** and **Check Date To** fields are required fields.

**Screenshot of the Incomplete Payroll data in GL Query**




| 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 |

# Paycheck Data Query (RPY554)
# V_PY_CHK_DATA

**REVISED:** 11/26/2024

**DESCRIPTION:**
This query provides all checks issued for a selected date range.

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHK_DATA

**INPUT / SEARCH CRITERIA:**

From Date
To Date
Company

**OUTPUT FORMAT:**

HTML
Excel

**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

**Screenshot of the Paycheck Data Query**

V_PY_CHK_DATA - Payroll Check Data Query

*From Date 10/01/2024
*To Date 11/26/2024
Company (Optional) ABC
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-20 of 20 Last

| Row | Last Name | Check Date | Amount | Check Nbr |
|---|---|---|---|---|
| 1 | | 10/04/2024 | 4.37 | 70043882 |
| 2 | | 10/04/2024 | 285.27 | 70043883 |
| 3 | | 10/04/2024 | 411.36 | 70043884 |
| 4 | | 10/04/2024 | 304.96 | 70043885 |
| 5 | | 10/04/2024 | 48.78 | 70043886 |
| 6 | | 10/04/2024 | 270.53 | 70043887 |
| 7 | | 10/04/2024 | 61.14 | 70043888 |
| 8 | | 10/04/2024 | 128.40 | 70043889 |
| 9 | | 10/04/2024 | 356.81 | 70043890 |
| 10 | | 10/04/2024 | 58.22 | 70043891 |
| 11 | | 10/04/2024 | 395.96 | 70043892 |
| 12 | | 10/04/2024 | 277.99 | 70043893 |
| 13 | | 10/04/2024 | 477.01 | 70043894 |
| 14 | | 10/04/2024 | 269.25 | 70043895 |
| 15 | | 10/04/2024 | 94.82 | 70043896 |
| 16 | | 10/04/2024 | 913.24 | 70043897 |
| 17 | | 10/04/2024 | 440.55 | 70043898 |
| 18 | | 10/04/2024 | 135.07 | 70043899 |
| 19 | | 10/04/2024 | 179.02 | 70043900 |
| 20 | | 10/04/2024 | 203.83 | 70043901 |

# 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYGROUP_MISMATCH

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Check Date From | HTML |
| Check Date To | Excel |

**ADDITIONAL INFORMATION:**
This query has no required fields.

**Screenshot of the Paygroup Mismatch Report Query**

V_PY_PAYGROUP_MISMATCH - Paygroup Mismatch Report

Company ABC

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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_TAX_BALANCES

**INPUT / SEARCH CRITERIA:**

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

**OUTPUT FORMAT:**

HTML
Excel

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

### Screenshot of the Earnings Balances Query

V_PY_TAX_BALANCES - Payroll Tax Balances Extract

Balance ID FY
Balance Year 2023
Balance Quarter (Optional) 0
Balance Period (Optional) 3
Company (Optional)
State (Optional) DC
Employee ID (Optional)
Tax Class (Optional)
Extract All Rows for Year?
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (14 kb)

View All First 1-26 of 26 Last

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

# Payroll Deduction Extract Query (PY519)
# V_PY_DED_EXTRACT

**REVISED:** 1/5/2024

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

**NAVIGATION PATH:**
NavBar > 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:**
NavBar > 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 PSBDEMOSM
Company
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

First 1-8 of 8 Last

| Row | Msg ID | Company | Paygroup | Pay Period End | Off Cycle | Page | Line Nbr | Empl ID | Empl Record | Msg Data | Msg Data | Msg Data | Descr | 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:**
NavBar > 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**

V_PY_QUARTERLY_STATISTICS - Payroll Quarterly Statistics

*Calendar Year 2024
Company DLI
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (9 kb)

View All First 1-44 of 44 Last

| Row | 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_EXTRACT

**INPUT / SEARCH CRITERIA:**

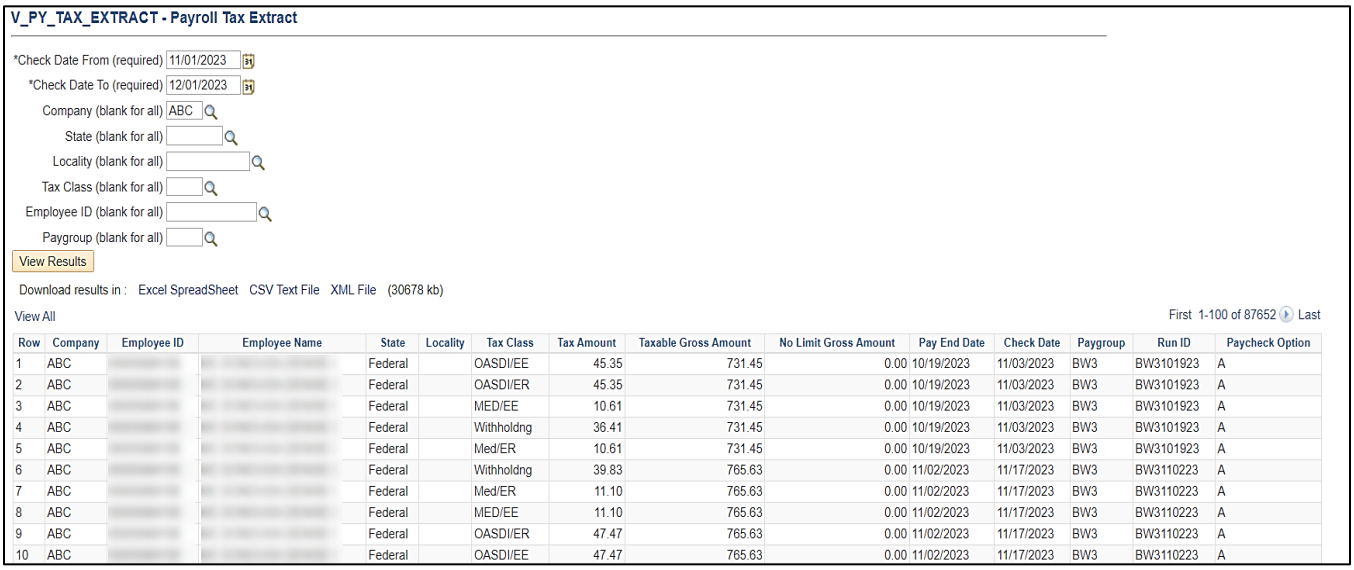
Check Date From (required)
Check Date To (required)
Company (blank for all)
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

**OUTPUT FORMAT:**

HTML
Excel
CSV

**ADDITIONAL INFORMATION:**
**Check Date From** and **Check Date To** fields are required fields.

**Screenshot of the Payroll Extract Query**



V_PY_TAX_EXTRACT - Payroll Tax Extract

*Check Date From (required) 11/01/2023
*Check Date To (required) 12/01/2023
Company (blank for all) ABC
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

View Results

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

View All

First 1-100 of 87652 Last

| Row | Company | Employee ID | Employee Name | State | Locality | Tax Class | Tax Amount | Taxable Gross Amount | No Limit Gross Amount | Pay End Date | Check Date | Paygroup | Run ID | Paycheck Option |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ABC | | | Federal | | OASDI/EE | 45.35 | 731.45 | 0.00 | 10/19/2023 | 11/03/2023 | BW3 | BW3101923 | A |
| 2 | ABC | | | Federal | | OASDI/ER | 45.35 | 731.45 | 0.00 | 10/19/2023 | 11/03/2023 | BW3 | BW3101923 | A |
| 3 | ABC | | | Federal | | MED/EE | 10.61 | 731.45 | 0.00 | 10/19/2023 | 11/03/2023 | BW3 | BW3101923 | A |
| 4 | ABC | | | Federal | | Withholdng | 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 | | Withholdng | 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

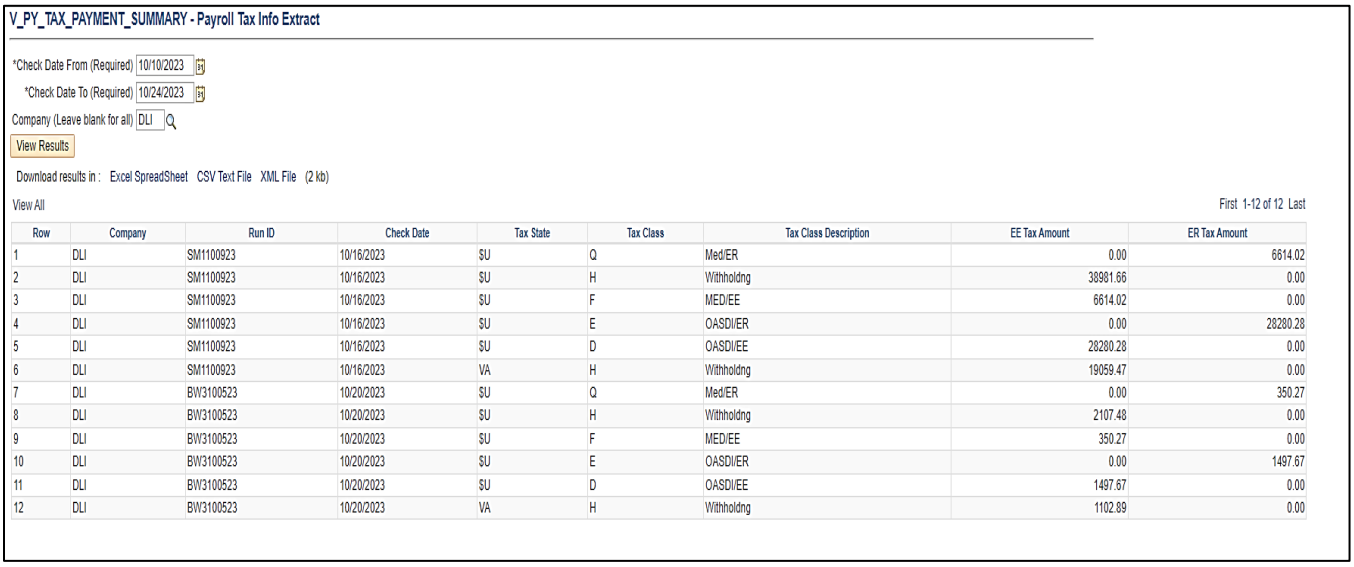
**DESCRIPTION:**
This query can be used by SPO and agencies to pull tax payment information by check date range and by individual agency or all agencies into Excel.

**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Check Date From (required) | HTML |
| Check Date To (required) | Excel |
| Company (blank for all) | 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 | $U | Q | Med/ER | 0.00 | 6614.02 |
| 2 | DLI | SM1100923 | 10/16/2023 | $U | H | Withholdng | 38981.66 | 0.00 |
| 3 | DLI | SM1100923 | 10/16/2023 | $U | F | MED/EE | 6614.02 | 0.00 |
| 4 | DLI | SM1100923 | 10/16/2023 | $U | E | OASDI/ER | 0.00 | 28280.28 |
| 5 | DLI | SM1100923 | 10/16/2023 | $U | D | OASDI/EE | 28280.28 | 0.00 |
| 6 | DLI | SM1100923 | 10/16/2023 | VA | H | Withholdng | 19059.47 | 0.00 |
| 7 | DLI | BW3100523 | 10/20/2023 | $U | Q | Med/ER | 0.00 | 350.27 |
| 8 | DLI | BW3100523 | 10/20/2023 | $U | H | Withholdng | 2107.48 | 0.00 |
| 9 | DLI | BW3100523 | 10/20/2023 | $U | F | MED/EE | 350.27 | 0.00 |
| 10 | DLI | BW3100523 | 10/20/2023 | $U | E | OASDI/ER | 0.00 | 1497.67 |
| 11 | DLI | BW3100523 | 10/20/2023 | $U | D | OASDI/EE | 1497.67 | 0.00 |
| 12 | DLI | BW3100523 | 10/20/2023 | VA | H | Withholdng | 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.

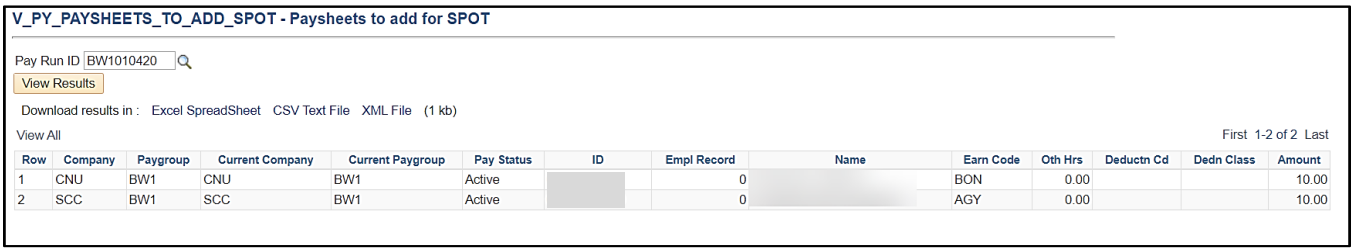
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

**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**




| 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.

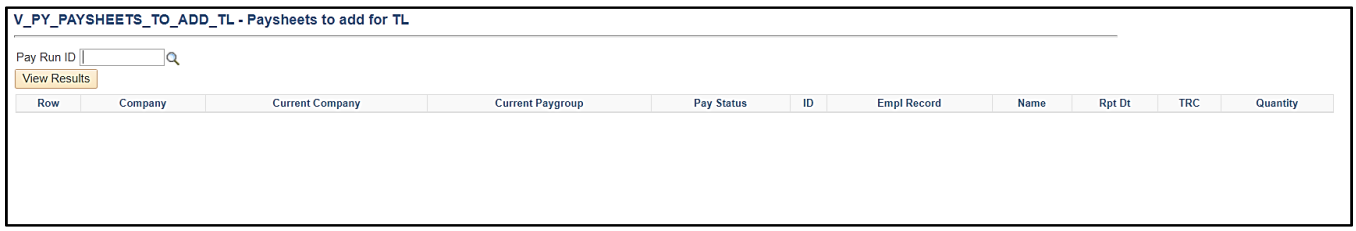
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

**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**



# 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.

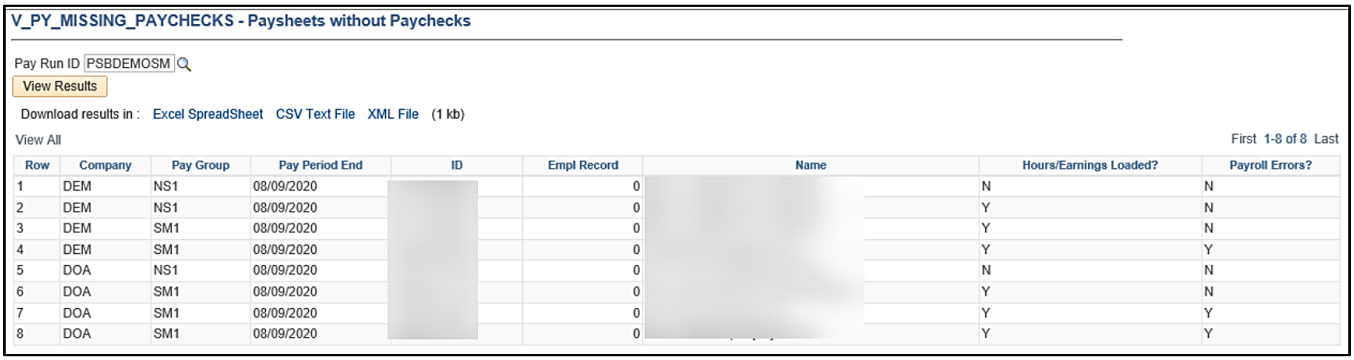
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ MISSING_PAYCHECKS

**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 PSBDEMOSM

View Results

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

View All First 1-8 of 8 Last

| Row | Company | Pay Group | Pay Period End | ID | Empl Record | Name | Hours/Earnings Loaded? | Payroll Errors? |
|---|---|---|---|---|---|---|---|---|
| 1 | DEM | NS1 | 08/09/2020 | | 0 | | N | N |
| 2 | DEM | NS1 | 08/09/2020 | | 0 | | Y | N |
| 3 | DEM | SM1 | 08/09/2020 | | 0 | | Y | N |
| 4 | DEM | SM1 | 08/09/2020 | | 0 | | Y | Y |
| 5 | DOA | NS1 | 08/09/2020 | | 0 | | N | N |
| 6 | DOA | SM1 | 08/09/2020 | | 0 | | Y | N |
| 7 | DOA | SM1 | 08/09/2020 | | 0 | | Y | Y |
| 8 | DOA | SM1 | 08/09/2020 | | 0 | | Y | Y |

# Reset VA-4 Exempt Employees Query
# V_PY_RESET_VA4_EXEMPT

**REVISED:** 09/15/2021

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

This query 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.

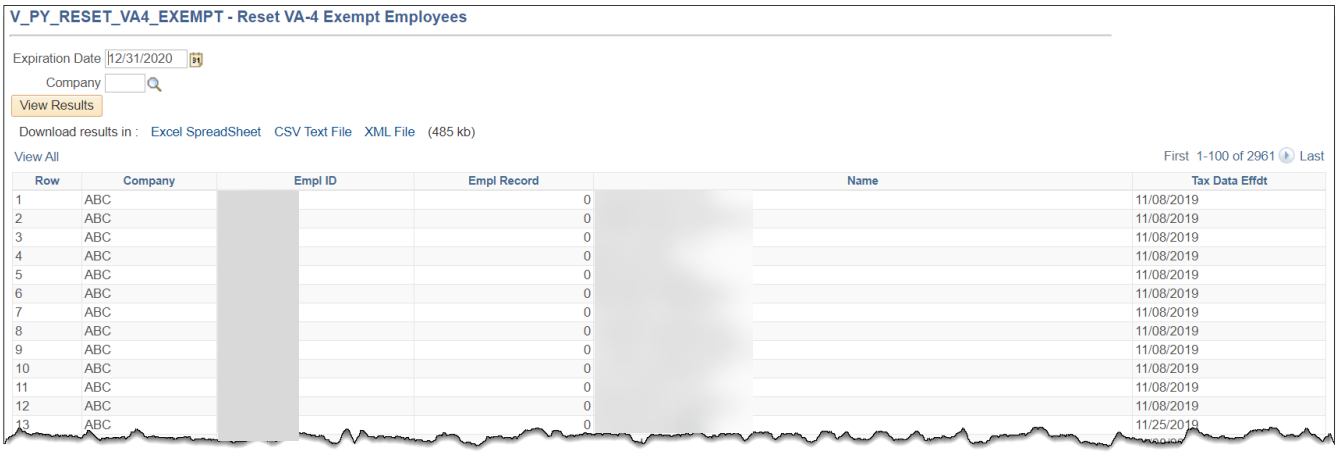
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

**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**




| 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_SPOT_TRANS_RPT

**INPUT / SEARCH CRITERIA:**
Company
Paygroup
Pay Run ID
From Date
To Date
Employee ID

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
This query has no required fields.

**Screenshot of the SPOT Online Query**

V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company DLI
Paygroup SM1
Pay Run ID SM1072423
From Date
To Date
Employee ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (26 kb)

View All

| Row | Agency (Company) | Paygroup | Business Unit | Agency Description | Pay Period End Date | Batch ID | Batch Status | Transaction Type | Valid Status | Review Status | Employee ID | Empl Record | Employee Name | Employee Status | Deduction or Earnings Code | Deduction or Earnings Amount | Other Hours | Hrly Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 148 | Submitted | Earnings | OK | | [illegible] | 0 | [illegible] | Active | BON | 100.00 | 0.00 | 0.000000 |
| 2 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 151 | Validated | Earnings | OK | | [illegible] | 0 | [illegible] | Active | ALP | 1750.00 | 0.00 | 0.000000 |
| 3 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 148 | Submitted | Earnings | OK | | [illegible] | 0 | [illegible] | Active | ALP | 2000.00 | 0.00 | 0.000000 |
| 4 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 148 | Submitted | Earnings | OK | | [illegible] | 0 | [illegible] | Active | TMP | 180.00 | 0.00 | 0.000000 |
| 5 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 149 | Submitted | Deduction | OK | | [illegible] | 0 | [illegible] | Active | CVACRE | 12.50 | 0.00 | 0.000000 |
| 6 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 149 | Submitted | Deduction | OK | | [illegible] | 0 | [illegible] | Active | FLXMED | 50.00 | 0.00 | 0.000000 |
| 7 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 152 | Validated | Earnings | Error | | [illegible] | 0 | [illegible] | Active | AGY | 0.00 | 0.00 | 0.000000 |
| 8 | DLI | SM1 | 18100 | Dept of Labor and Industry | 07/24/2023 | 151 | Validated | Earnings | OK | | [illegible] | 0 | [illegible] | 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 | | | [illegible] | | |
| 0.000000 | 07/10/2023 | 07/24/2023 | | | | | Deduction | | Deduction | | Annualized | 0 | | | [illegible] | | |
| 0.000000 | 07/09/2023 | 07/24/2023 | | | | | Deduction | | Deduction | | Annualized | 0 | | | [illegible] | | |
| 0.000000 | 06/25/2023 | 07/09/2023 | | | | | Deduction | | Deduction | | Annualized | 0 | | | [illegible] | | |
| 0.000000 | | | 10 | ACC0 | B | Refund | Deduction | | Deduction | | | 0 | | | [illegible] | | |
| 0.000000 | | | 60 | FLXMED | B | Addition | Deduction | | Deduction | | | 0 | | | [illegible] | | |
| 0.000000 | 06/25/2023 | 07/09/2023 | | | | | Deduction | | Deduction | | Annualized | 0 | | | [illegible] | | Amount cannot be zero for Ern_Cd-AGY; |
| 0.000000 | 07/10/2023 | 07/24/2023 | | | | | Deduction | | Deduction | | Annualized | 0 | | | [illegible] | reclassed 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).

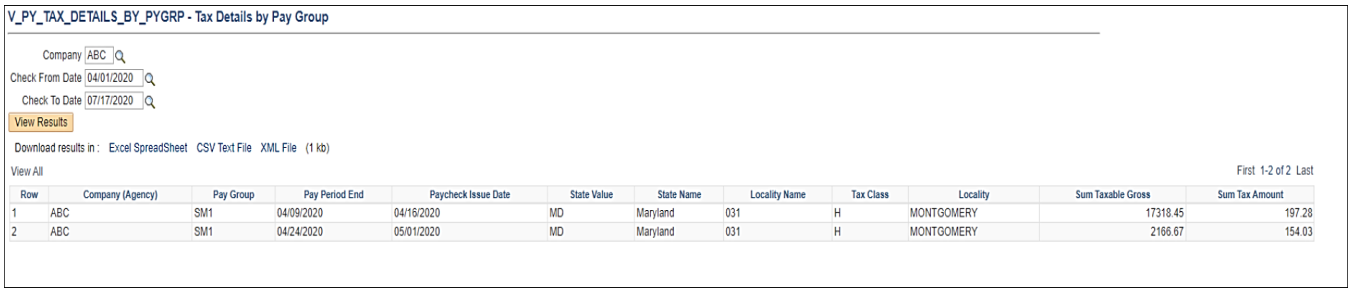
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

**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 ABC
Check From Date 04/01/2020
Check To Date 07/17/2020
View Results

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.

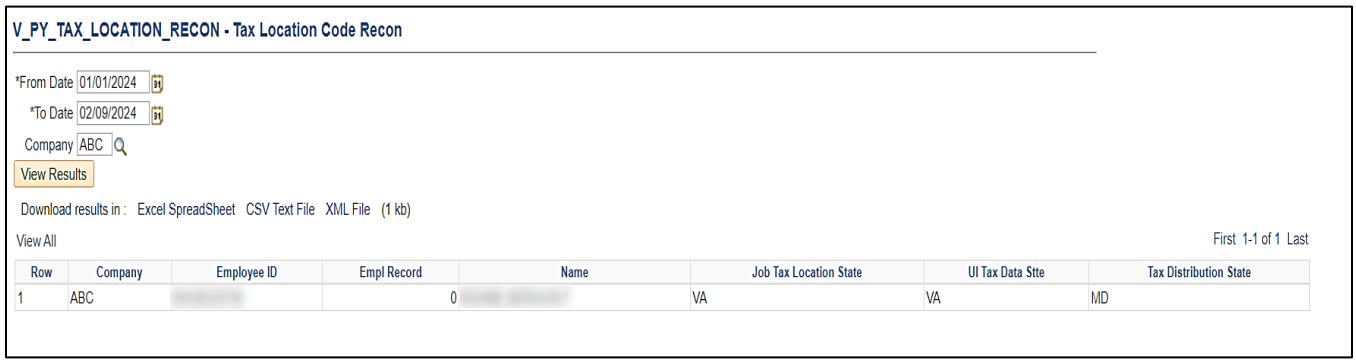
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON

**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**



# 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.

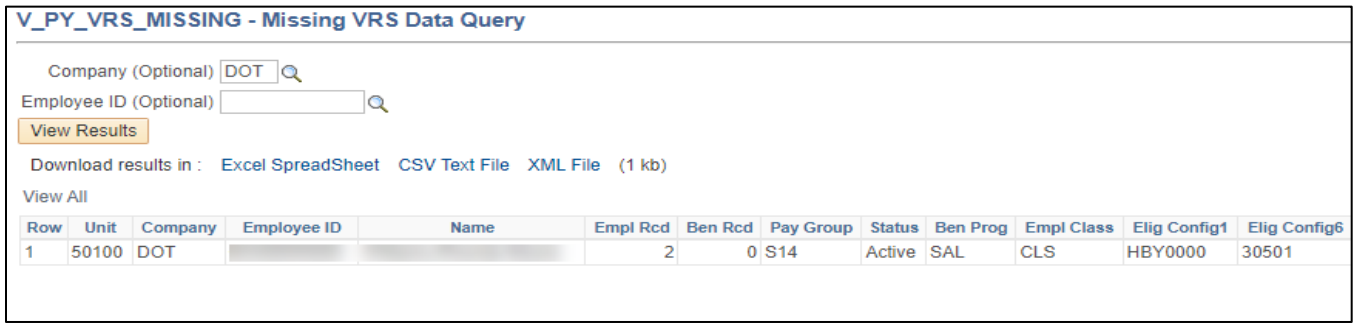
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_VRS_MISSING

**INPUT / SEARCH CRITERIA:**
Company
Employee ID

**OUTPUT FORMAT:**
HTML
Excel

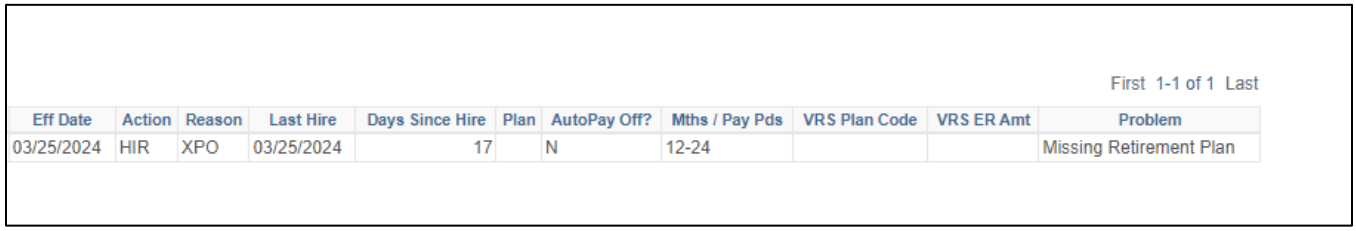
**ADDITIONAL INFORMATION:**
This query has no required fields.

**Screenshot of the VRS Missing Query**




| 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)**




| 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:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_W2_SUMMARY_RPT

**INPUT / SEARCH CRITERIA:**
Calendar Year

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
**Calendar Year** field is a required field.

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

**V_PY_W2_SUMMARY_RPT - W2 Summary report**

Calendar Year 2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (23 kb)

View All

First 1-14 of 14 Last

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

# Workers' Compensation Report Query (RPY256)
# V_PY_WORKERS_COMPENSATION

**REVISED:** 01/26/2024

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

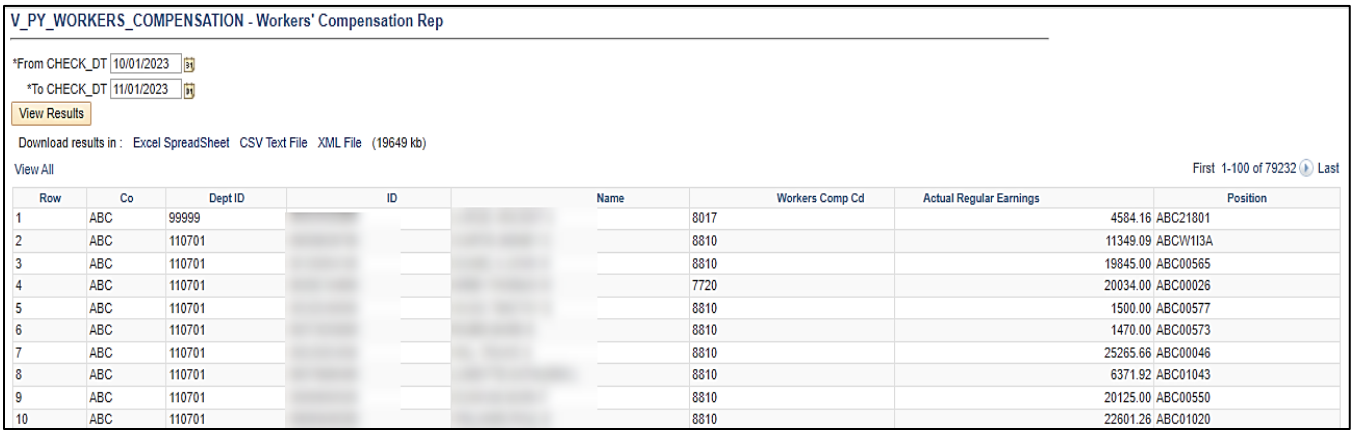
**NAVIGATION PATH:**
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

**INPUT / SEARCH CRITERIA:**
From CHECK_DT
To CHECK_DT

**OUTPUT FORMAT:**
HTML
Excel

**ADDITIONAL INFORMATION:**
The **From CHECK_DT** and **To CHECK_DT** fields are required.

**Screenshot of the Workers' Compensation Report Query**


V_PY_WORKERS_COMPENSATION - Workers' Compensation Rep

*From CHECK_DT 10/01/2023
*To CHECK_DT 11/01/2023
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (19649 kb)

View All

First 1-100 of 79232 Last

| Row | Co | Dept ID | ID | Name | Workers Comp Cd | Actual Regular Earnings | Position |
|---|---|---|---|---|---|---|---|
| 1 | ABC | 99999 | | | 8017 | 4584.16 | ABC21801 |
| 2 | ABC | 110701 | | | 8810 | 11349.09 | ABCW1I3A |
| 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 |

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# Base Pay Compare Report (RPY555)

**REVISED:** 04/09/2025

**DESCRIPTION:**
This report compares:

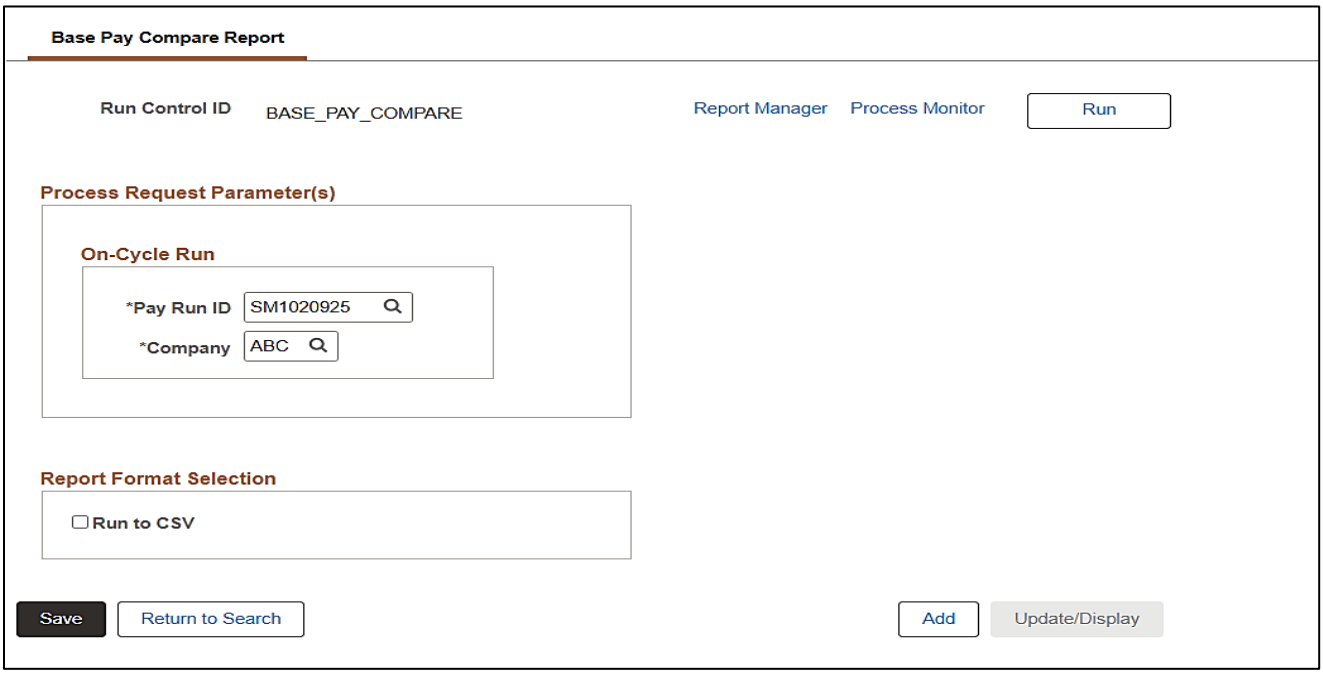
- The salaried base pay (RGS) in HR from the last confirmed payroll to the current payroll and
- The salaried based pay (RGS) between HR and Payroll.

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Pay Run ID | PDF |
| Company | CSV |

**Screenshot of the Base Pay Compare Report Run Control Page**




**ADDITIONAL INFORMATION:**
**Pay Run ID and Company** fields are required fields.

## Screenshot of the Summary Section of the Report – PDF Version

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 1 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Summary

| | | |
|---|---|---|
| **HR Data** | | |
| Total Salaried Base Pay Previous Period | : | 3,820,724.84 |
| Add New Employees | : | 11,336.88 |
| Minus Termed Employees | : | 20,919.04 |
| Add Salary Changes | : | 741.46 |
| Calculated Salaried Base Pay Current Period | : | 3,811,884.14 |
| Actual Salaried Base Pay Current Period | : | 3,811,884.14 |
| Difference | : | 0.00 |
| **Payroll Data** | | |
| Actual Salaried Base Pay Current Period | : | 3,811,884.14 |
| Employees with No Paycheck | : | -89,835.56 |
| Payroll Auto Pay turned off | : | 0.00 |
| Partial Pay for mid period Hires | : | 0.00 |
| Partial Pay for mid period Terms | : | 9,317.66 |
| Pay Rate Change mid period | : | -12,817.59 |
| Calculated Base Pay Earnings for Payroll | : | 3,718,548.65 |
| Actual Base Pay Earnings for Payroll | : | 3,718,548.65 |
| Difference | : | 0.00 |
| Base Pay SPOT Adjustments to Payroll | : | -51,775.62 |
| Base Pay Impacts of Reversals | : | 0.00 |
| Calculated Total Base pay (Pay Earnings + SPOT + Reversals) | : | 3,666,773.03 |
| Base Pay Total (RGA Accumulator) | : | 3,666,773.03 |
| 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.
- **Base Pay Impact of Reversals** – Sum of reversals (voided) checks from prior pay periods processed in the current pay period.
- **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

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 2 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

New Employees

| Emplid | Name | Empl Rcd | Paygroup | Status | SM Base Pay | Eff Date | Action | Action Dt | Hire Dt | Term Dt |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | SM1 | A | 1,461.58 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | 1 | SM1 | A | 2,260.46 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | 1 | SM1 | A | 1,885.92 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | 1 | SM1 | A | 1,921.50 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | 1 | SM1 | A | 1,885.92 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | 1 | SM1 | A | 1,921.50 | 01/25/2025 | HIR | 01/27/2025 | 01/25/2025 | |
| | | | | Total | 11,336.88 | | | | | |

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 3 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Termed Employees

| Emplid | Name | Empl Rcd | Paygroup | Status | SM Base Pay | Eff Date | Action | Action Dt | Hire Dt | Term Dt |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 0 | SM1 | A | 2,958.33 | 08/27/2024 | POS | 08/27/2024 | 08/10/2021 | 02/05/2025 |
| | | 1 | SM1 | S | 1,808.54 | 01/10/2025 | SUS | 01/10/2025 | 06/25/2024 | 01/23/2025 |
| | | 0 | SM1 | A | 2,385.33 | 11/14/2024 | POS | 11/14/2024 | 08/10/2022 | 02/06/2025 |
| | | 3 | SM1 | A | 3,118.21 | 10/08/2024 | POS | 10/08/2024 | 03/25/2022 | 01/26/2025 |
| | | 0 | SM1 | A | 2,502.92 | 06/10/2024 | PAY | 06/17/2024 | 12/10/2020 | 02/02/2025 |
| | | 0 | SM1 | A | 2,659.63 | 09/04/2024 | POS | 09/04/2024 | 12/25/2018 | 01/29/2025 |
| | | 0 | SM1 | A | 3,849.29 | 06/10/2024 | PAY | 06/17/2024 | 09/01/1986 | 01/31/2025 |
| | | 1 | SM1 | A | 1,636.79 | 06/10/2024 | PAY | 06/17/2024 | 10/10/2022 | 01/21/2025 |
| | | | | Total | 20,919.04 | | | | | |

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 4 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Pay Rate Changes

| Emplid | Name | Empl Rcd | Paygroup | Status | SM Base Pay | Change Amt | Eff Date | Action | Action Dt | Hire Dt | Term Dt |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | SM1 | A | 4,366.67 | 127.84 | 01/25/2025 | PAY | 01/27/2025 | 03/25/2022 | |
| | | 0 | SM1 | A | 4,166.67 | 209.21 | 01/25/2025 | PAY | 01/27/2025 | 08/10/2022 | |
| | | 0 | SM1 | A | 2,346.08 | 404.41 | 01/25/2025 | XFR | 01/27/2025 | 11/25/2020 | |
| | | | | Total | 10,879.42 | 741.46 | | | | | |

## Detailed Section of the Report (continued)

Sample screenshots of some of the detailed reports pages

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Page No. 9 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Mid Period Rate Changes

| Emplid | Name | Empl Rcd | Paygroup | Status | SM Base Pay | Payroll Reg Pay | Eff Date | Action | Action Dt | Hire Dt | Term Dt |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | SM1 | L | 1,960.13 | 1,176.08 | 02/04/2025 | LOA | 02/06/2025 | 05/25/2022 | |
| | | 0 | SM1 | S | 6,727.75 | 0.00 | 09/25/2024 | LOF | 09/30/2024 | 11/07/1995 | 09/24/2024 |
| | | 0 | SM1 | S | 2,353.25 | 0.00 | 07/01/2024 | POS | 07/08/2024 | 01/25/2020 | 06/30/2024 |
| | | 0 | SM1 | S | 2,952.54 | 0.00 | 07/01/2024 | LOF | 07/08/2024 | 04/25/2009 | 06/30/2024 |
| | | | | Total | 13,993.67 | 1,176.08 | | | | | |

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Page No. 11 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Reversals

| Emplid | Name | Empl Rcd | Paygroup | Status | Erncd | Amount | Earn Begin Dt | Earn End Dt |
|---|---|---|---|---|---|---|---|---|

## Screenshot of Base Pay Compare Report – CSV Version

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Commonwealth of Virginia | | | | | | | | Run Date: | 20-Mar-25 |
| Report ID: | RPY555 | | | | | | | BASE PAY COMPARISON REPORT | | | | | | | | Run Time: | 08:10:57.000000_AM |
| | Summary | | | | | | | | | | | | | | | | |
| | | HR Data | | | | | | | | | | | | | | | |
| | | Total Salaried Base Pay Previous Period: | 3820724.84 | | | | | | | | | | | | | | |
| | | Add New Employees: | 11336.88 | | | | | | | | | | | | | | |
| | | Minus Termed Employees: | 20919.04 | | | | | | | | | | | | | | |
| | | Add Salary Changes: | 741.46 | | | | | | | | | | | | | | |
| | | Calculated Salaried Base Pay Current Period: | 3811884.14 | | | | | | | | | | | | | | |
| | | Actual Salaried Base Pay Current Period: | 3811884.14 | | | | | | | | | | | | | | |
| | | Difference | 0 | | | | | | | | | | | | | | |
| | | Payroll Data | | | | | | | | | | | | | | | |
| | | Actual Salaried Base Pay Current Period: | 3811884.14 | | | | | | | | | | | | | | |
| | | Employees with No Paycheck: | -89835.56 | | | | | | | | | | | | | | |
| | | Payroll Auto Pay turned off: | 0 | | | | | | | | | | | | | | |
| | | Partial Pay for mid period Hires: | 0 | | | | | | | | | | | | | | |
| | | Partial Pay for mid period Terms: | 9317.66 | | | | | | | | | | | | | | |
| | | Pay Rate Change mid period: | -12817.59 | | | | | | | | | | | | | | |
| | | Calculated Base Pay Earnings for Payroll: | 3718548.65 | | | | | | | | | | | | | | |
| | | Actual Base Pay Earnings for Payroll: | 3718548.65 | | | | | | | | | | | | | | |
| | | Difference | 0 | | | | | | | | | | | | | | |
| | | Base Pay SPOT Adjustments to Payroll: | -51775.62 | | | | | | | | | | | | | | |
| | | Base Pay Impacts of Reversals: | 0 | | | | | | | | | | | | | | |
| | | Calculated Total Base pay (Pay Earnings + SPOT + Reversals): | 3666773.03 | | | | | | | | | | | | | | |
| | | Base Pay Total (RGA Accumulator): | 3666773.03 | | | | | | | | | | | | | | |
| | | Difference | 0 | | | | | | | | | | | | | | |
| Section | Emplid | Name | Empl_Rcd | Paygroup | Status | SM Base Pay | Payroll Reg Pay | Change Amt | Eff Date | Action | Action Dt | Hire Dt | Term Dt | Erncd | Amount | Earn Begin Dt | Earn End Dt |
| New Employees | | | 1 | SM1 | A | 1461.58 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |
| New Employees | | | 1 | SM1 | A | 2260.46 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |
| New Employees | | | 1 | SM1 | A | 1885.92 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |
| New Employees | | | 1 | SM1 | A | 1921.5 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |
| New Employees | | | 1 | SM1 | A | 1885.92 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |
| New Employees | | | 1 | SM1 | A | 1921.5 | | | 1/25/2025 | HIR | 1/27/2025 | 1/25/2025 | | | | | |

# ChartField Validation Error Report (RPY410)

**REVISED:** 08/01/2024

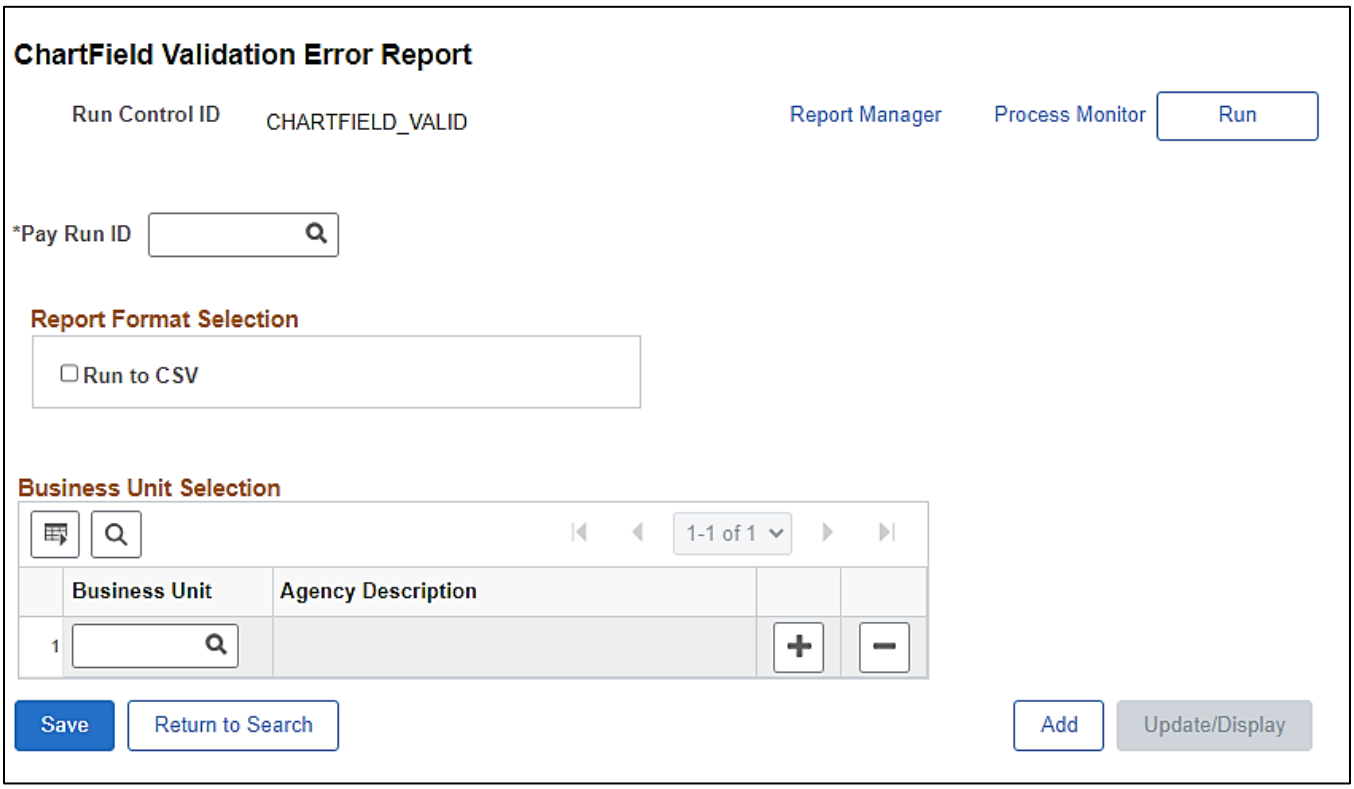
**DESCRIPTION:**
This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField String.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID and Business Unit** fields are required fields.

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

Cardinal

Report ID: RPY410

Commonwealth of Virginia

CHARTFIELD VALIDATION ERROR REPORT

Run Date: 07/17/2024
Run Time: 02:12 00

Page No. 1 of 4

Business Unit : 26200-Dept for Aging & Rehab Svcs
Run ID: SMI022424

EMPLID: EMPL_RCD: 0 Name:

| | Account | FUND | PROGRAM | Department | Cost Center | Task | FIPS | Asset | Project | Activity | Agency Use 1 | Agency Use 2 | Source Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Error String: | 50112302 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | | |
| Suspense String: | 50112399 | 02800 | 499001 | 99999 | 900010 | | | | | | | | |

| Error Code | Error Description | Chartfield Value |
|---|---|---|
| E1 | Inactive Project ID | PROJECT_ID |

| DUR | TRC | ERNCD | 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 |

| | Account | FUND | PROGRAM | Department | Cost Center | Task | FIPS | Asset | Project | Activity | Agency Use 1 | Agency Use 2 | Source Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Error String: | 50112304 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | | |
| Suspense String: | 50112399 | 02800 | 499001 | 99999 | 900010 | | | | | | | | |

| Error Code | Error Description | Chartfield Value |
|---|---|---|
| E1 | Inactive Project ID | PROJECT_ID |

| DUR | TRC | ERNCD | 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)

Commonwealth of Virginia
Report ID: RPY410 ChartField Validation Error Report

| Business Unit | EMPLID | EMPL_RCD | Name | Error Code | Error Description | Chartfield Value | Error String Account | Error String FUND | Error String PROGRAM | Error String Department | Error String Cost Center | Error String | Error String FIPS | Error String Asset | Error String Project | Error String Activity | Error String Agency Use 1 | Error String Agency Use 2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112302 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112302 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112302 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112304 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112304 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112305 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | E1 | Inactive Project ID | PROJECT_ID | 50112305 | 10000 | 454004 | 10073 | | | | | 0000122138 | STATE | | |
| 26200 | | 0 | | 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 Agency Use 2 | Error String Source Type | Suspense String Account | Suspense String FUND | Suspense String PROGRAM | Suspense String Department | Suspense String Cost Center | Suspense String Task | Suspense String FIPS | Suspense String Asset | Suspense String Project | Suspense String Activity | Suspense String Agency Use 1 | Suspense String Agency Use 2 | Suspense String Source Type | DUR | TRC | ERNCD | Hours | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 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 Report (RPY261, TAX900)

**REVISED:** 07/15/2025

**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.

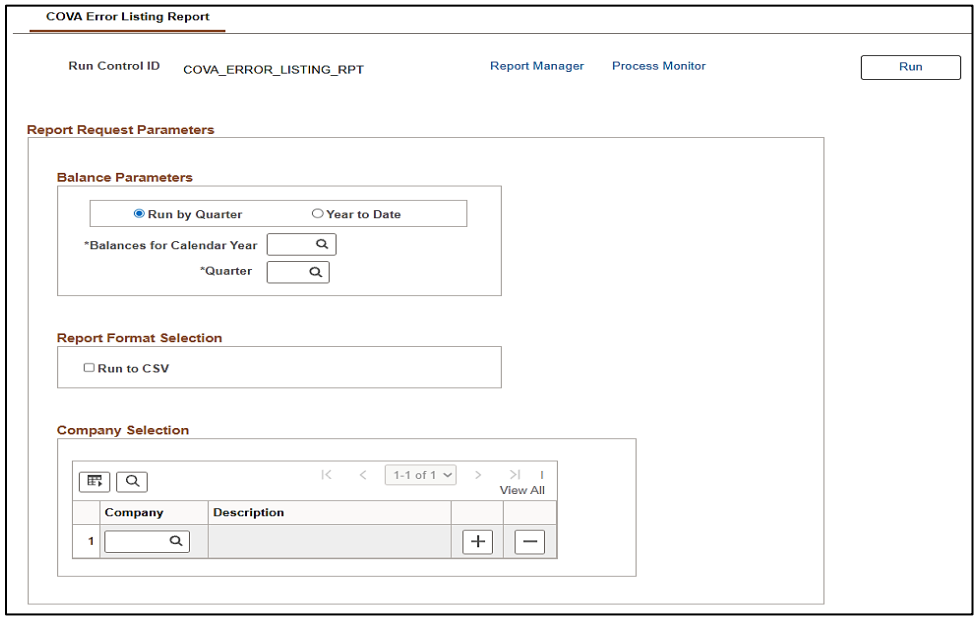
Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report is used by SPO and agencies and can be run by quarter or year to date.

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

**INPUT / SEARCH CRITERIA:**
Run by Quarter
Year to Date
Balances for Calendar Year
Quarter
Run to CSV Checkbox
Company

**OUTPUT FORMAT:**
PDF
CSV

**Screenshot of the COVA Error Listing Report Run Control Page (Run by Quarter)**




**ADDITIONAL INFORMATION:**
**Balances for Calendar Year** and **Quarter** fields are required fields.
When the Report is **Run by Quarter**, it will only include the errors within the quarter selected.

## Screenshot of the COVA Annual Reporting Error Listing Report Run by Quarter

## (PDF version)

Cardinal

Commonwealth of Virginia

ERROR LISTING REPORT

Report ID: RPY261

Run Date: 07/15/2025
Run Time: 07:10 00

Company ABC Alcoholic Beverage Control
Tax Year 2025
Quarter 2

Page No. 1 of 1

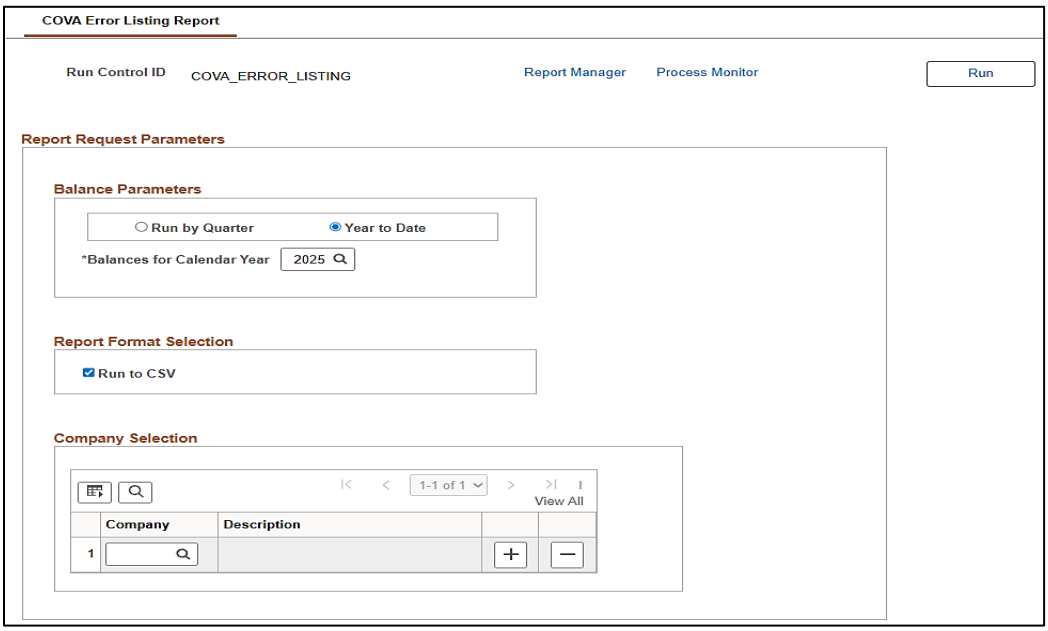
| Employee ID | Employee Name | St | Locality | Work PSD | Res PSD | Tax | QTD Gross | QTD Tax | QTD Tax Diff | YTD Gross | YTD Tax | YTD Tax Diff | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | $U | | | | MED/EE | 22,785.12 | 329.79 | -0.59 | 49,823.70 | 721.85 | -0.59 | Medicare Calc Tax <> Tax Balance |
| | | $U | | | | OASDI/EE | 22,785.12 | 1,410.14 | -2.54 | 49,823.70 | 3,086.53 | -2.54 | OASDI Calc Tax <> Tax Balance |

End of VPYR0261 Report

## (CSV version)

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Commonwealth of Virginia | | | | | | Run Date: | 15-Jul-25 |
| Report ID: | RPY261 | | | | | | ERROR LISTING REPORT | | | | | | Run Time: | 07:09:24.000000_AM |
| | | | | | | | | | | | | | | |
| Tax Year: | 2025 | | | | | | | | | | | | | |
| Quarter: | 2 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Company | Employee ID | Employee Name | State | Locality | Work PSD | 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 | 22785.12 | 329.79 | -0.59 | 49823.7 | 721.85 | -0.59 | Medicare Calc Tax <> Tax Balance |
| ABC Alcoholic Beverage Control | | | $U | | | | OASDI/EE | 22785.12 | 1410.14 | -2.54 | 49823.7 | 3086.53 | -2.54 | OASDI Calc Tax <> Tax Balance |

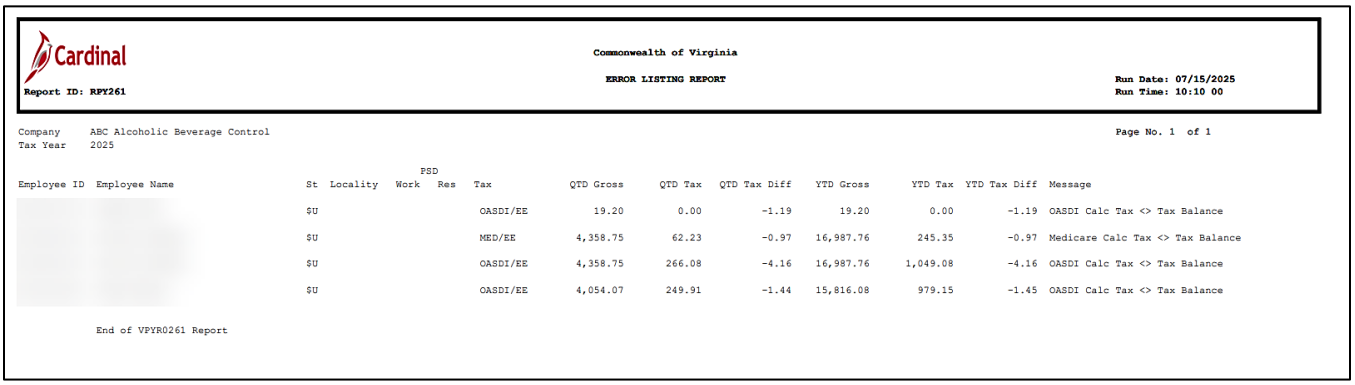
## Screenshot of the COVA Error Listing Report Run Control Page (Year to Date)




**ADDITIONAL INFORMATION:**
**Balances for Calendar Year** is a required field.
When the Report is run for **Year to Date**, it will include the accumulated errors for the year selected.

## Screenshot of the COVA Annual Reporting Error Listing Report Year to Date

## (PDF version)



Cardinal

Report ID: RPY261

Commonwealth of Virginia

ERROR LISTING REPORT

Run Date: 07/15/2025
Run Time: 10:10 00

Company ABC Alcoholic Beverage Control
Tax Year 2025

Page No. 1 of 1

| Employee ID | Employee Name | St | Locality | Work PSD | Res PSD | Tax | QTD Gross | QTD Tax | QTD Tax Diff | YTD Gross | YTD Tax | YTD Tax Diff | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | $U | | | | OASDI/EE | 19.20 | 0.00 | -1.19 | 19.20 | 0.00 | -1.19 | OASDI Calc Tax <> Tax Balance |
| | | $U | | | | MED/EE | 4,358.75 | 62.23 | -0.97 | 16,987.76 | 245.35 | -0.97 | Medicare Calc Tax <> Tax Balance |
| | | $U | | | | OASDI/EE | 4,358.75 | 266.08 | -4.16 | 16,987.76 | 1,049.08 | -4.16 | OASDI Calc Tax <> Tax Balance |
| | | $U | | | | OASDI/EE | 4,054.07 | 249.91 | -1.44 | 15,816.08 | 979.15 | -1.45 | OASDI Calc Tax <> Tax Balance |

End of VPYR0261 Report

## (CSV version)

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Commonwealth of Virginia | | | | | | Run Date: | 15-Jul-25 |
| Report ID: | RPY261 | | | | | | ERROR LISTING REPORT | | | | | | Run Time: | 10:09:05.000000_AM |
| | | | | | | | | | | | | | | |
| Tax Year: | 2025 | | | | | | | | | | | | | |
| Quarter: | 4 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Company | Employee ID | Employee Name | State | Locality | Work PSD | Res PSD | Tax Class | QTD Gross | QTD Tax | QTD Tax Diff | YTD Gross | YTD Tax | YTD Tax Diff | Message |
| ABC Alcoholic Beverage Control | | | $U | | | | OASDI/EE | 19.2 | 0 | -1.19 | 19.2 | 0 | -1.19 | OASDI Calc Tax <> Tax Balance |
| ABC Alcoholic Beverage Control | | | $U | | | | MED/EE | 4358.75 | 62.23 | -0.97 | 16987.76 | 245.35 | -0.97 | Medicare Calc Tax <> Tax Balance |
| ABC Alcoholic Beverage Control | | | $U | | | | OASDI/EE | 4358.75 | 266.08 | -4.16 | 16987.76 | 1049.08 | -4.16 | OASDI Calc Tax <> Tax Balance |
| ABC Alcoholic Beverage Control | | | $U | | | | OASDI/EE | 4054.07 | 249.91 | -1.44 | 15816.08 | 979.15 | -1.45 | OASDI Calc Tax <> Tax Balance |

# COVA Balance Adjustment Report (RPY452)

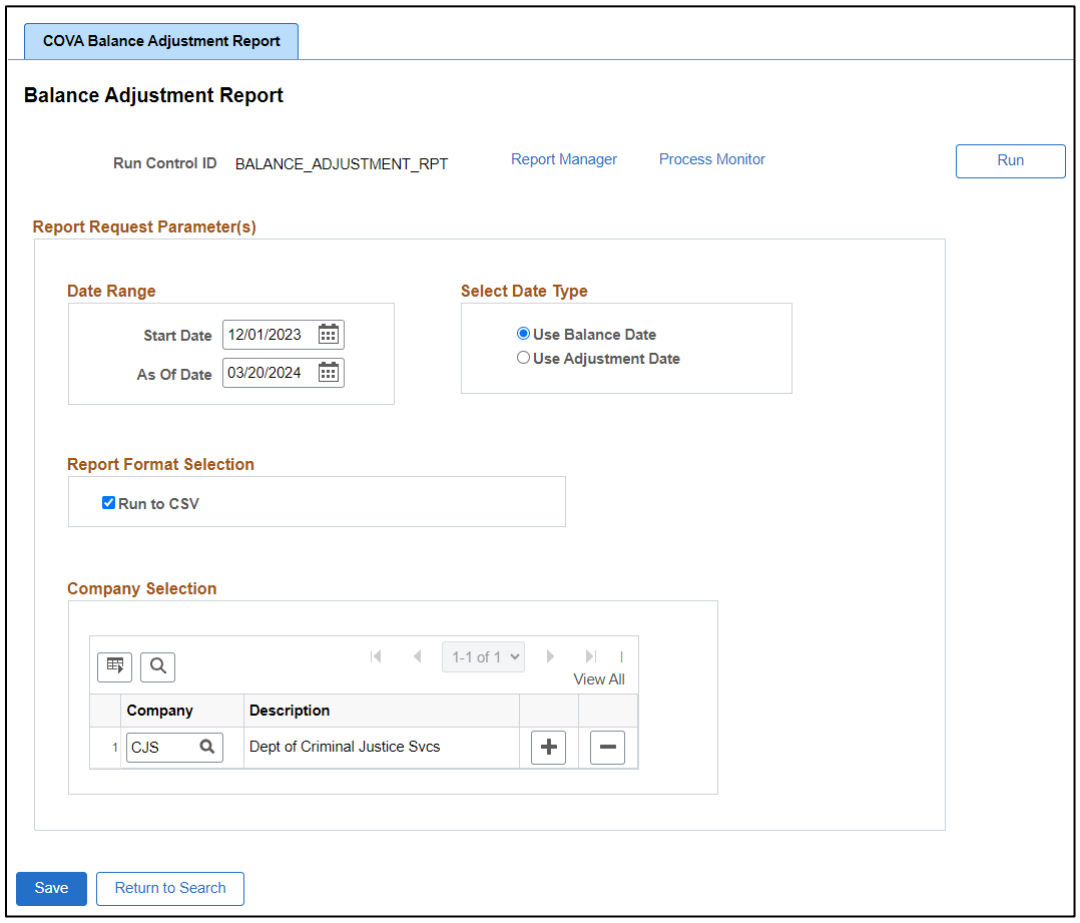
**REVISED:** 03/20/2024

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Start Date | PDF |
| As of Date | CSV |

**Screenshot of the COVA Balance Adjustment Report Run Control Page**




**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
                                                                                                                                  Locality/
EmplID/      Adj Date       Balance  Qtr  Month     Field                          Before        Adjustment            After                Work PSD/   Tax
Reason       Seq Adjusted   Year     Code Code      Name                       Adjustment            Amount       Adjustment  State        Res PSD     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 | | | |
| | | | | | | US Federal | | | | MED/EE | | | |

# COVA Check Reconciliation Report (RPY175)

**REVISED:** 07/14/2023

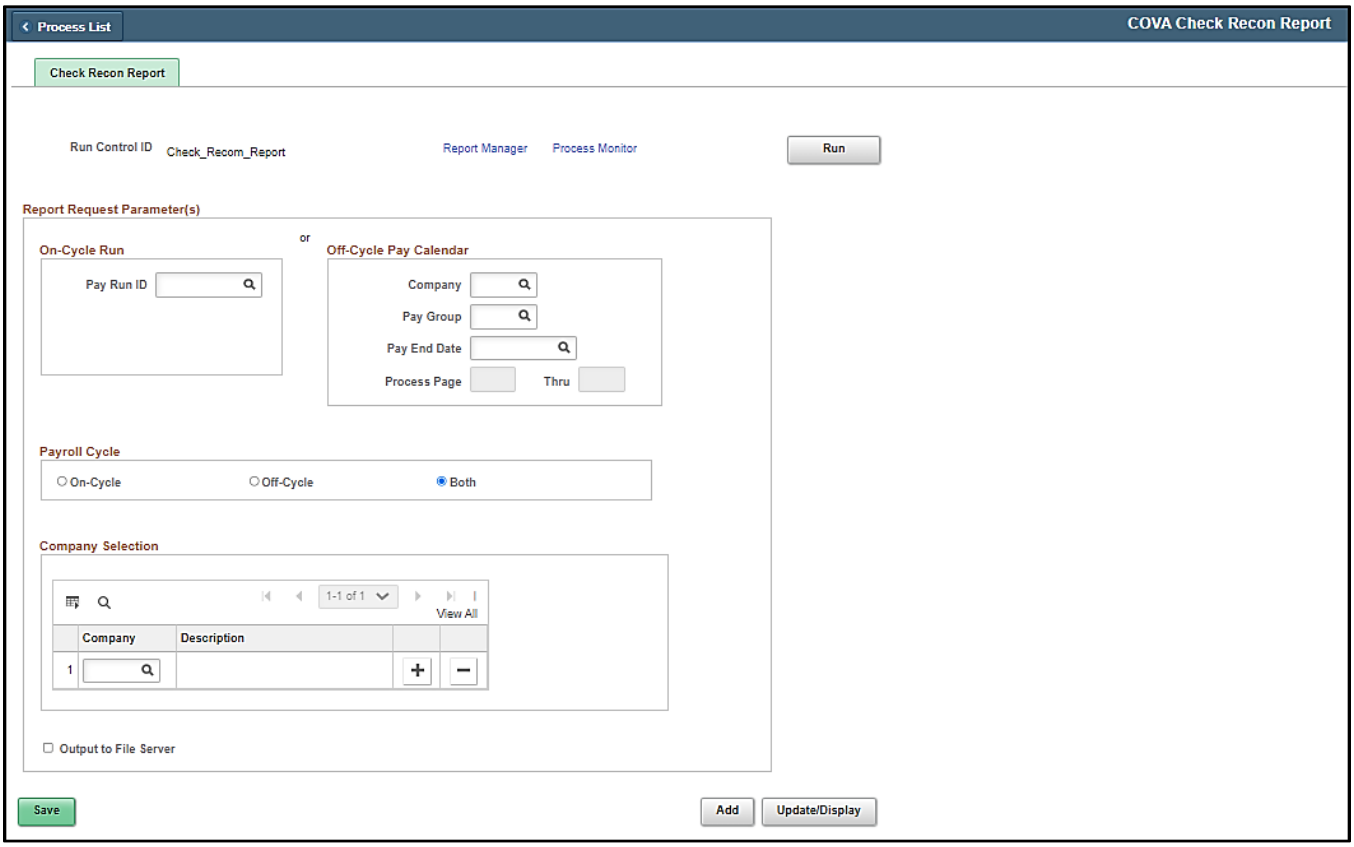
**DESCRIPTION:**
This report displays a summary of the manual checks, direct deposit, and federal and state automated deposits for a specific pay period.

**NAVIGATION PATH:**
NavBar > 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**




**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

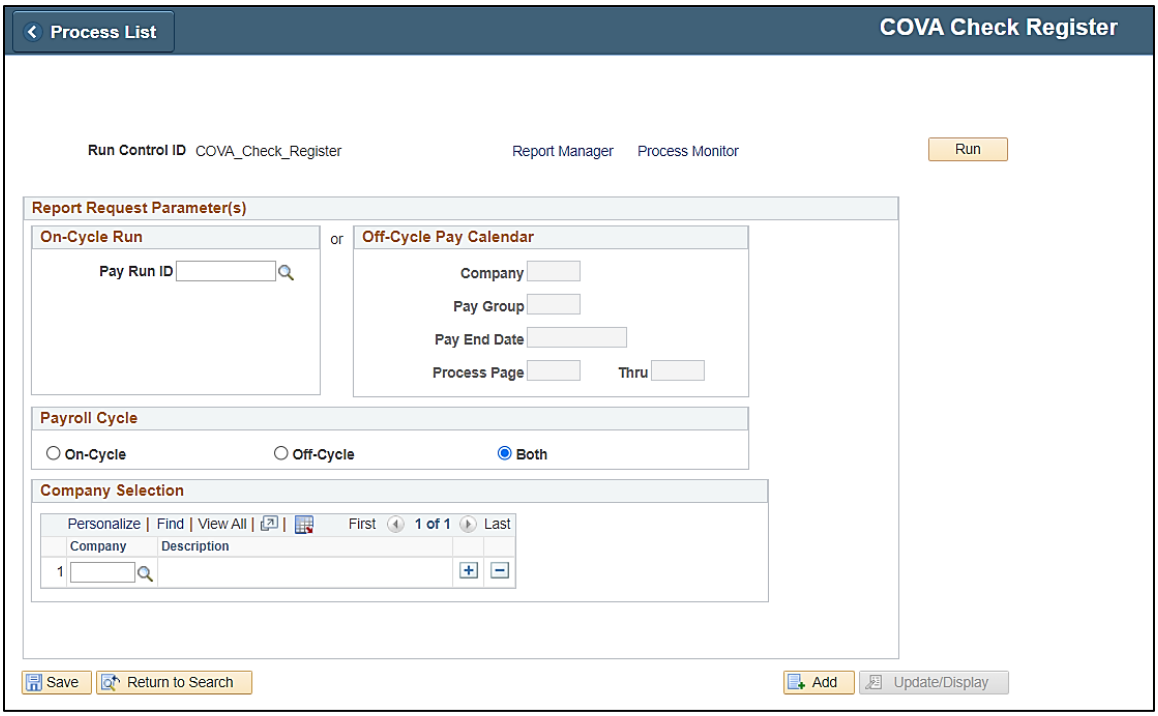
**DESCRIPTION:**
This report is a listing of all checks, in check number order, written in the pay period for each company in the organization.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

## Screenshot of the COVA Check Register Report

Report ID: RPY145

**Commonwealth of Virginia**

**COVA CHECK REGISTER**

**Run Date: 09/13/2021**
**Run Time: 03:03 00**

On/Off Cycle CONFIRMED

Page No. 1 of 47

Company: ABC Alcoholic Beverage Control
Form ID:

| Check No. | Source | Check Date | Check Amount | Sep Chk | Employee Name | Employee ID | Department | Dept. ID | Business Unit | Location | Location Code | Pay Group | Address Option |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000000000000000 | | 07/16/2020 | 0.00 | | | | FMS | 170704 | 99900 | CENTR | CENTR | SM1 | Home Addr |

# Condensed Payroll Register (RPY087)

**REVISED:** 11/1/2023

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

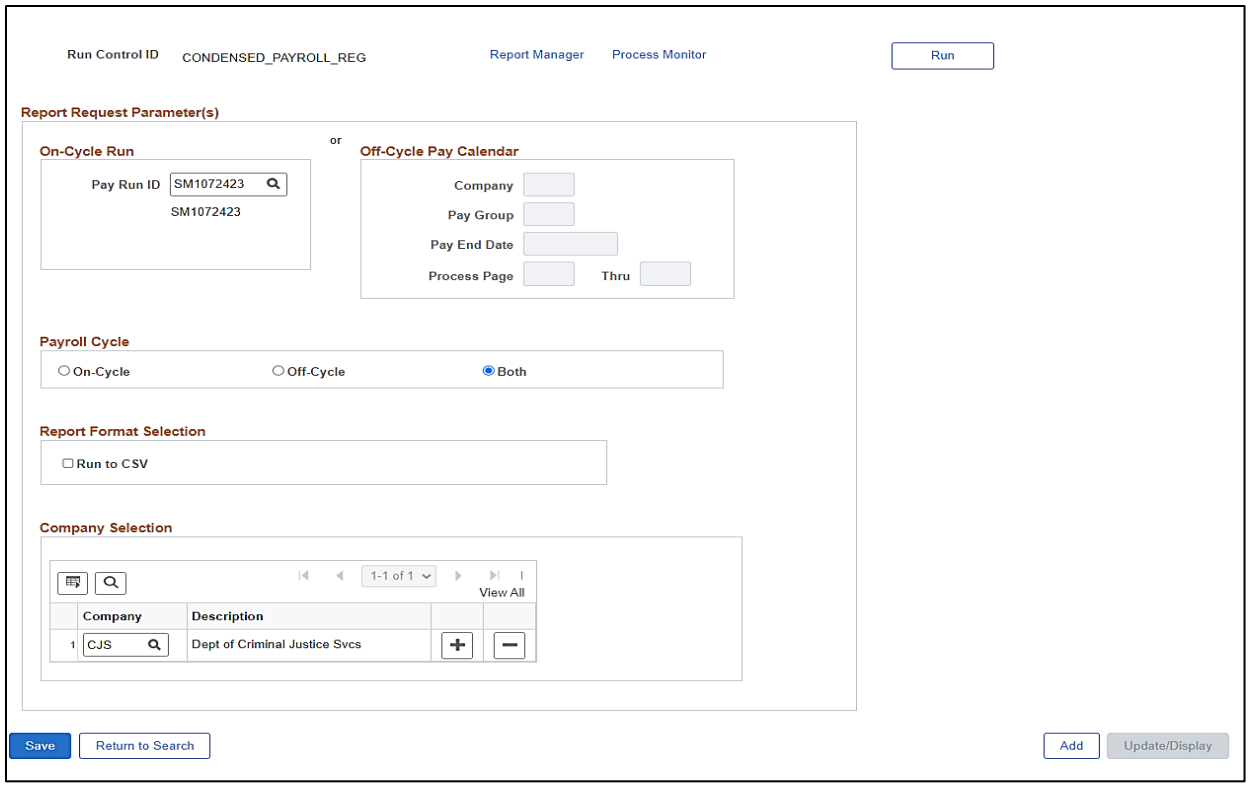
This report provides Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific pay period.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
Pay Run ID or a pay calendar specification is a required field(s).

## Screenshot of the Condensed Payroll Register - PDF

Report ID: RPY087

Commonwealth of Virginia

COVA CONDENSED PAYROLL REGISTER

Run Date: 11/01/2023
Run Time: 11:01 00

Company: CJS - Dept of Criminal Justice Svcs
Pay Period End Date: 24-JUL-2023
Department: 10260 - Computer Srvs

Page No. 7 of 26

| Emplid | Name | Gross Earnings | Regular Hours | Regular Earnings | Overtime Hours | Overtime Earnings | Other Hours | Other Earnings | Non-Cash | Federal Tax | OASDI Tax | HI Tax | State Tax | Total Deductions | Net Pay | Hourly Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 3,400.00 | 88.00 | 3,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 350.06 | 206.28 | 48.24 | 145.88 | 352.15 | 2,297.39 | 39.23 |
| | | 4,134.38 | 88.00 | 4,134.38 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 486.52 | 251.06 | 58.71 | 181.55 | 457.10 | 2,699.44 | 47.70 |
| | | 5,250.00 | 88.00 | 5,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 299.55 | 310.09 | 72.53 | 231.38 | 588.20 | 3,748.25 | 60.58 |
| | | 3,675.00 | 88.00 | 3,675.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 339.52 | 222.58 | 52.05 | 164.91 | 287.13 | 2,608.81 | 42.40 |
| | | 3,567.29 | 88.00 | 3,567.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 214.50 | 204.16 | 47.74 | 143.58 | 476.14 | 2,481.17 | 41.16 |
| | | 4,823.46 | 88.00 | 4,823.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 613.59 | 290.72 | 67.99 | 208.07 | 577.76 | 3,065.33 | 55.66 |
| | | 2,985.96 | 88.00 | 2,985.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 291.70 | 183.27 | 42.86 | 128.40 | 194.23 | 2,145.50 | 34.45 |
| | | 2,652.92 | 88.00 | 2,652.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 102.92 | 149.08 | 34.86 | 85.72 | 490.32 | 1,790.02 | 30.61 |
| | | 4,583.33 | 88.00 | 4,583.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 280.67 | 268.66 | 62.84 | 193.66 | 593.89 | 3,183.61 | 52.88 |
| | | 4,455.96 | 88.00 | 4,455.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 563.92 | 264.80 | 61.93 | 189.25 | 606.04 | 2,770.02 | 51.41 |
| | | 3,963.71 | 88.00 | 3,955.21 | 0.00 | 0.00 | 0.00 | 8.50 | 0.00 | 472.58 | 241.22 | 56.42 | 167.60 | 528.97 | 2,496.92 | 45.64 |
| | | 3,963.71 | 88.00 | 3,955.21 | 0.00 | 0.00 | 0.00 | 8.50 | 0.00 | 265.36 | 240.20 | 56.17 | 145.67 | 485.47 | 2,770.84 | 45.64 |
| Department Sub-Totals | | 47,455.72 | 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 | | | | | | | | | Run Date: | 1-Nov-23 |
|---|---|---|---|---|---|---|---|---|---|---|
| COVA CONDENSED PAYROLL REGISTER | | | | | | | | | 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

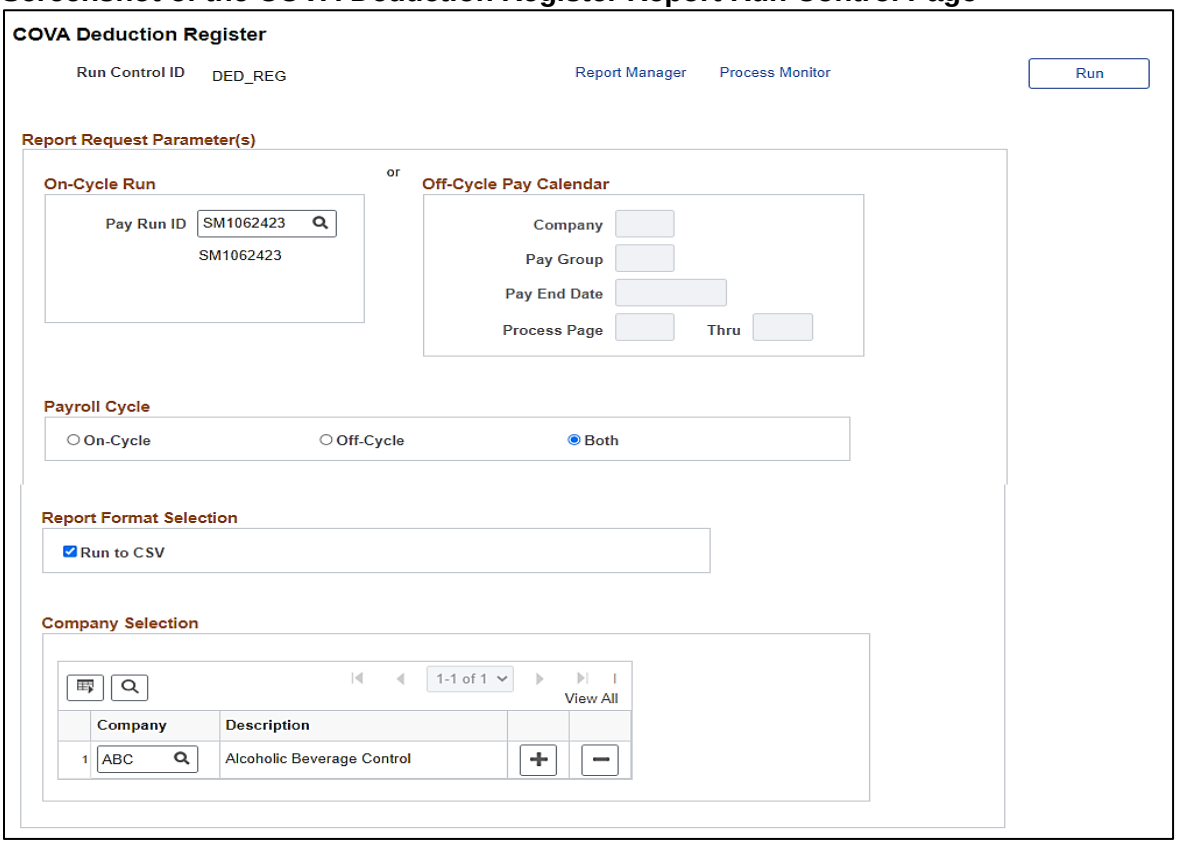
**DESCRIPTION:**
This Deduction Register Report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column 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:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field or a pay calendar specification is a required field(s).

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

Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 02/23/2024
Run Time: 11:59 00

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

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

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

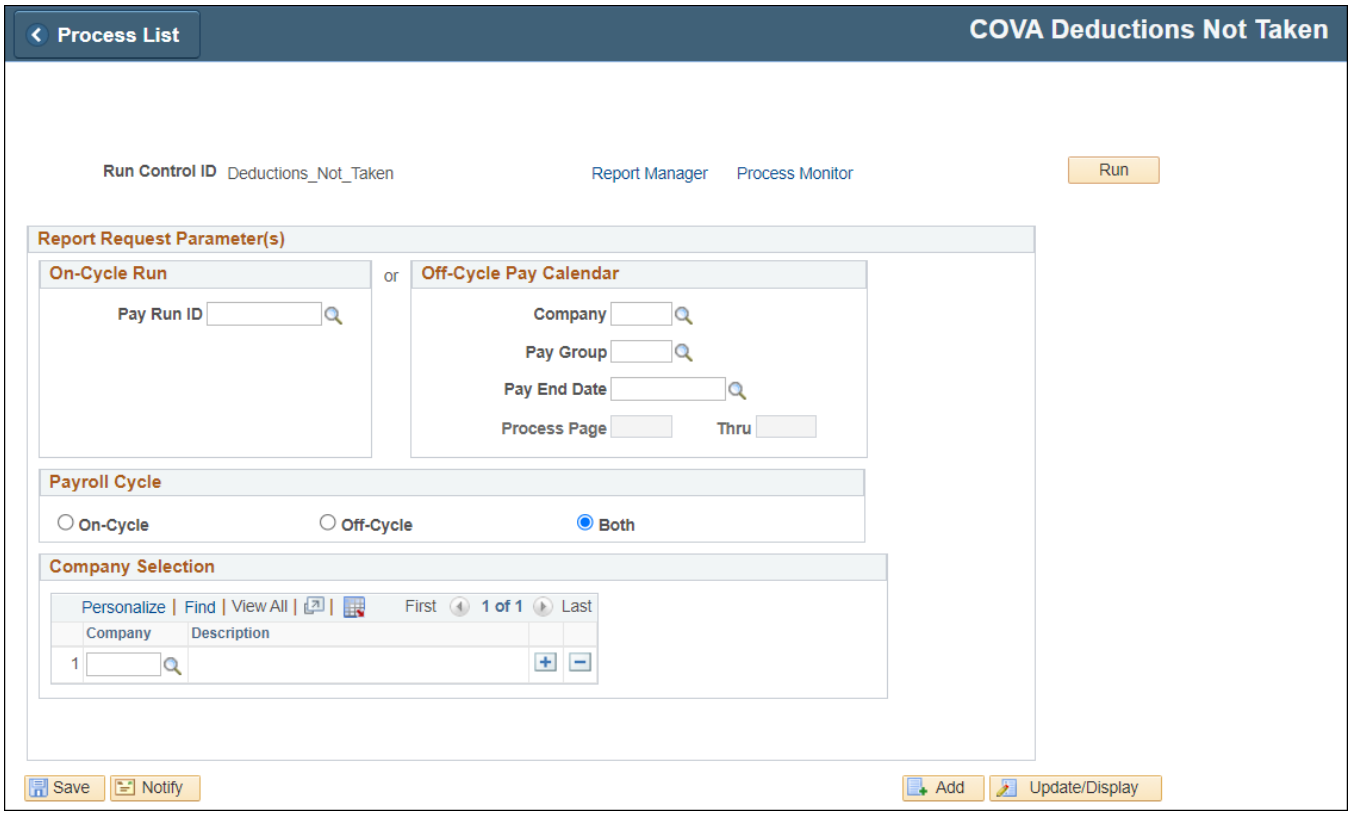
**DESCRIPTION:**
This report is a listing of employees who had benefits deductions omitted for a pay period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the check number that the deduction not taken affected.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

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
Pay Run ID or a pay calendar specification is a required field(s).

## Screenshot of the COVA Deductions not Taken Report

Report ID: RPY140

**Commonwealth of Virginia**

**COVA DEDUCTIONS NOT TAKEN REPORT**

**Run Date: 08/09/2023**
**Run Time: 07:34 00**

Page No. 1 of 1

Company: ABC Alcoholic Beverage Control
Pay Period End: 07/24/2023 On/Off Cycle CONFIRMED

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

# COVA Detail Payroll Expenditures Report (RPY287)

**REVISED:** 08/08/2023

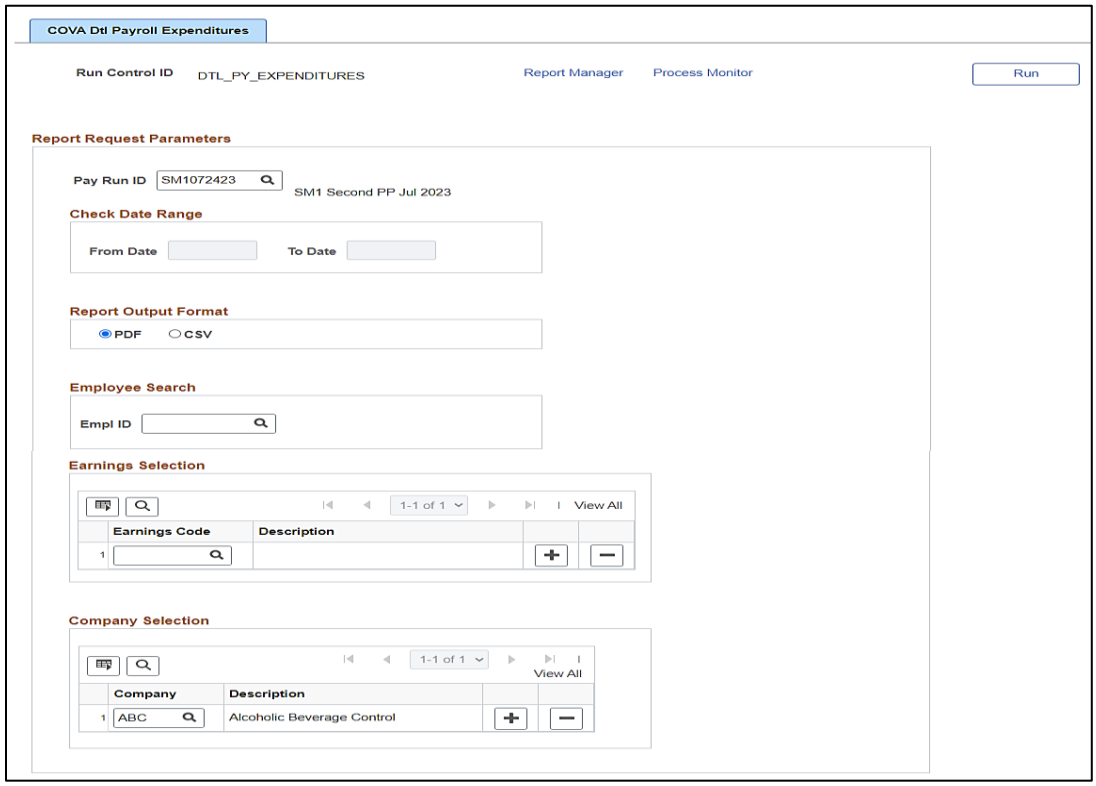
**DESCRIPTION:**
This is report lists employee-level payroll expenditure detail by company. It can be run for a pay period or check range date as well as for the entire company or a specific employee. This report can also be run for a specific earnings code or a several earnings codes. The default output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

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** or **From Date** and **To Date** fields are required.

## Screenshot of the COVA Detail Payroll Expenditures Report - PDF

Report ID: RPY287

Commonwealth of Virginia

DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES

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

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

Page No. 1 of 264

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

## Screenshot of the COVA Detail Payroll Expenditures Report – CSV

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

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

| DC/Ann C | Hybrid | Total Cost | Business U | Fund | Program | Earnings Account | Project | Activity | Task | Cost Cent | Agency Us | Funding D | Agency Us | 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

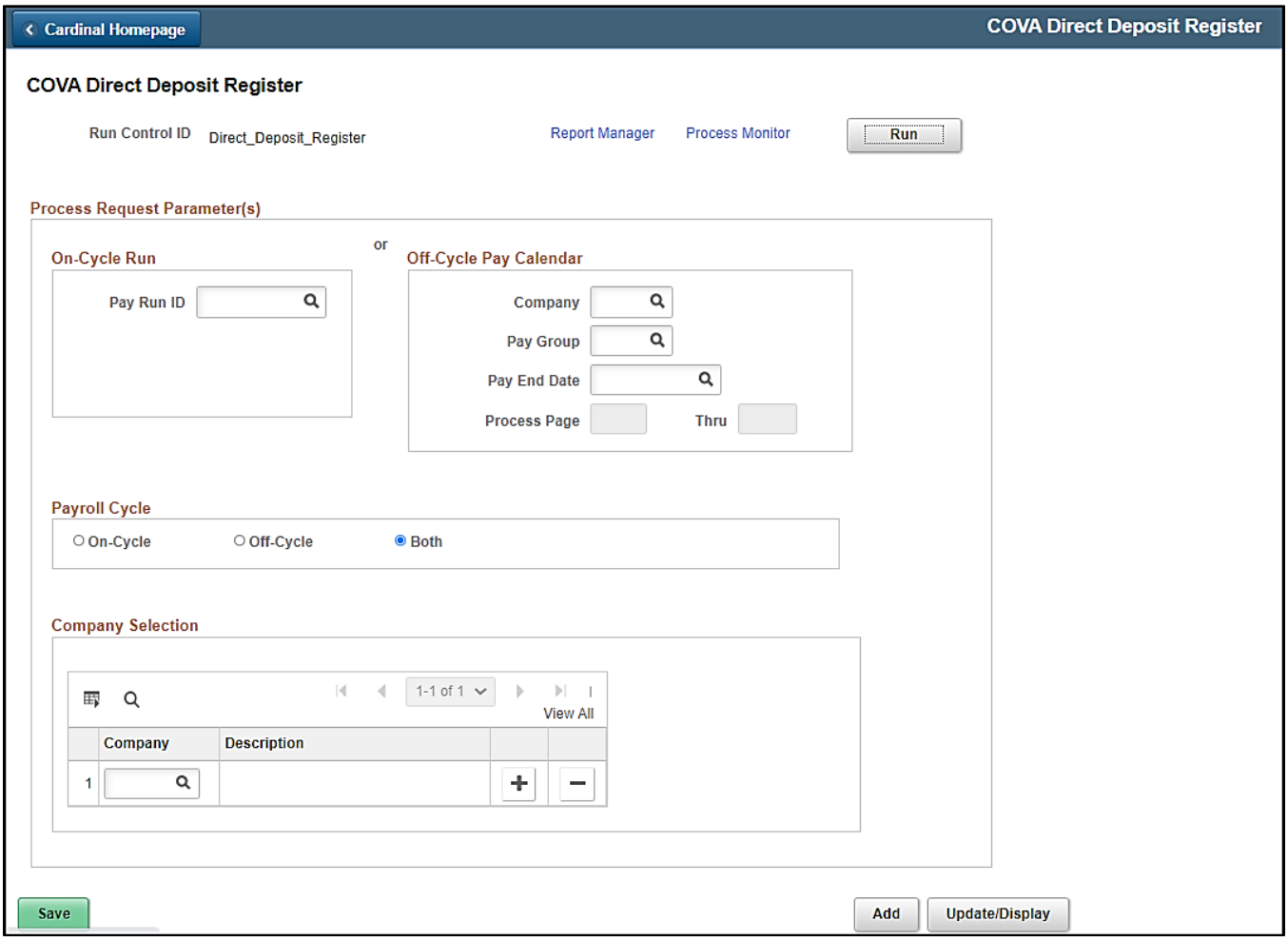
**DESCRIPTION:**
This is a report listing all direct deposits for employees in each company in the organization.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** or **Pay Check Data From/To** fields are required fields.

## Screenshot of the COVA Direct Deposit Register Report

Report ID: RPY199

**Commonwealth of Virginia**

**COVA DIRECT DEPOSIT REGISTER**

**Run Date: 08/09/2023**
**Run Time: 07:39 00**

Page No. 1 of 14

Company: DLI Dept of Labor and Industry
Pay Period End:07/24/2023
Pay Group SM1 Semimonthly Class (SATFRI07)

| Employee Name / Employee Id / Business Unit | Check Date | Dept. ID / Advice No. | Src | Net Pay | Check Amount | Deposit Detail Type | Transit # | Account Number | IAT | Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | 08/01/2023 | 18100 / 000000062262414 | | 1,647.41 | 0.00 | Checking | [redacted] | [redacted] | N | 1,647.41 |
| 18100 | | | | | | | | | | |
| [redacted] | 08/01/2023 | 18100 / 000000062262415 | | 1,477.17 | 0.00 | Savings | [redacted] | [redacted] | N | 20.00 |
| 18100 | | | | | | Checking | [redacted] | [redacted] | N | 1,457.17 |
| [redacted] | 08/01/2023 | 18100 / 000000062262416 | | 2,419.97 | 0.00 | Checking | [redacted] | [redacted] | N | 2,419.97 |
| 18100 | | | | | | | | | | |
| [redacted] | 08/01/2023 | 18100 / 000000062262417 | | 1,268.20 | 0.00 | Checking | [redacted] | [redacted] | N | 1,268.20 |
| 18100 | | | | | | | | | | |
| [redacted] | 08/01/2023 | 18100 / 000000062262418 | | 2,234.05 | 0.00 | Checking | [redacted] | [redacted] | N | 2,234.05 |
| 18100 | | | | | | | | | | |

# COVA ER Benefit Contributions Report (RPY516)

**REVISED:** 01/26/2024

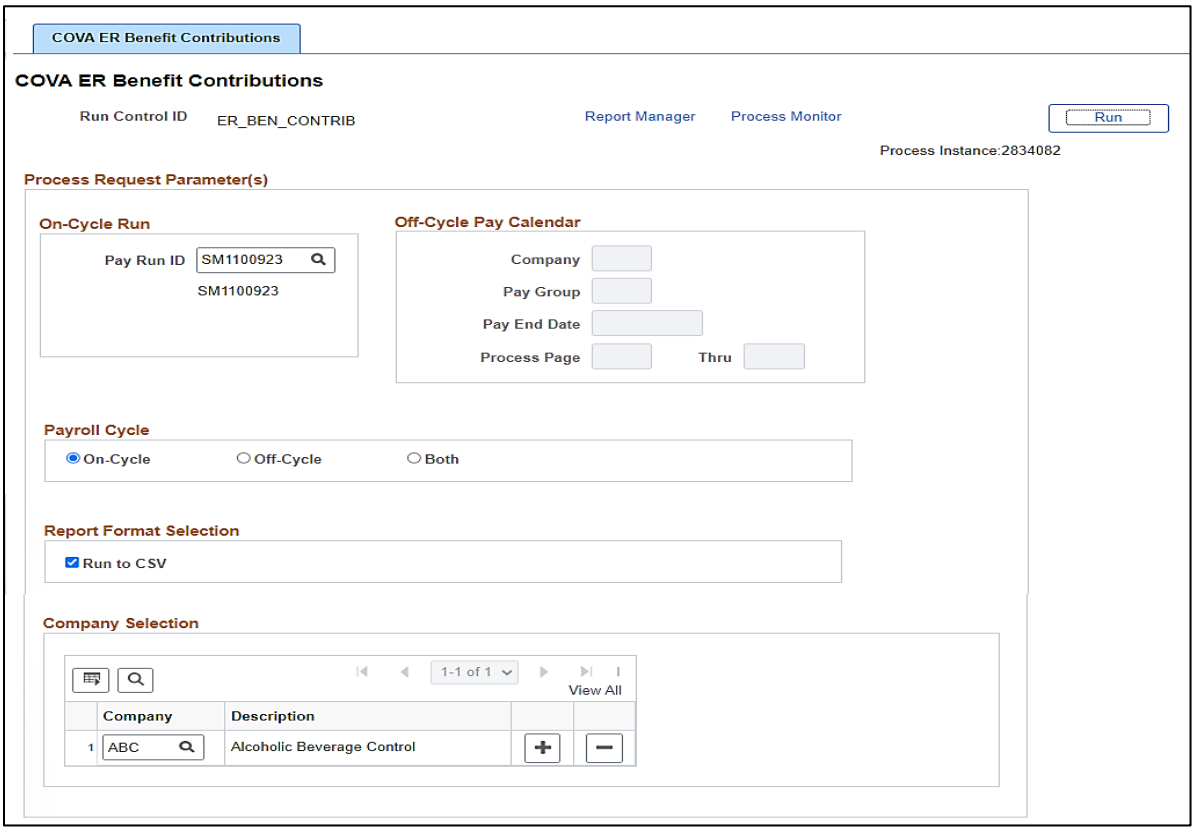
**DESCRIPTION:**
This report lists U.S. employer paid benefits and includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| On-Cycle or Off-Cycle Parameters | PDF |
| On-Cycle, Off-Cycle or Both (check boxes) | CSV |
| Company | |

**Screenshot of the COVA ER Benefit Contributions Report Run Control Page**




**ADDITIONAL INFORMATION:**
This report has no required fields.

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

Report ID: RPY516

Commonwealth of Virginia

COVA ER BENEFIT CONTRIBUTIONS

Run Date: 01/24/2024
Run Time: 02:44 00

On Cycle CONFIRMED

Page No. 11 of 4613

Company ABC Alcoholic Beverage Control
Pay Period End 10/09/2023
Department 110701 Administration
Pay Group SM1 Semimonthly Class (FRITHU07)

Deduction DEFCMP 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 | DEFCMP | 49 | | 0 | | 0 |
| 8 | ABC | 110701 | 9-Oct-23 | SL2 | VALORS | 70 | | 0 | | 0 |
| 9 | ABC | 110701 | 9-Oct-23 | SL2 | GRPLFV | 7W | | 0 | | 0 |
| 10 | ABC | 110701 | 9-Oct-23 | SL2 | RETHCV | 7X | | 0 | | 0 |

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

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

# COVA Federal Tax Summary (RPY242, TAX007)

**REVISED:** 12/7/2023

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

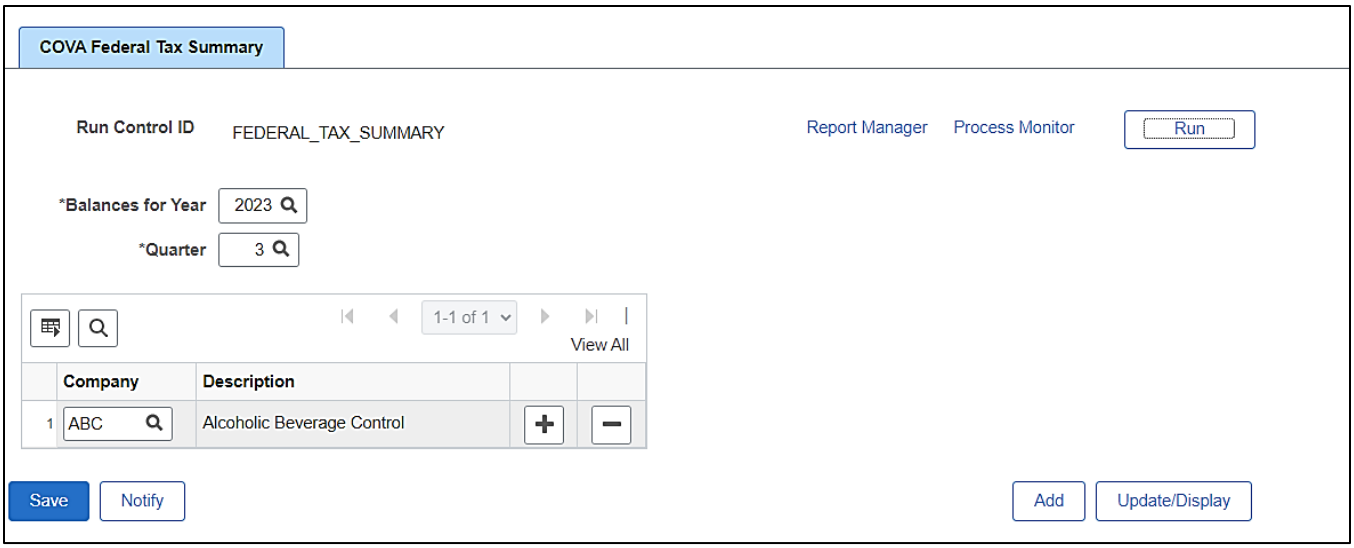
This quarterly report is used by agencies for 941 reporting.

**NAVIGATION PATH:**
NavBar > 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**




**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 [illegible]

| Employee ID | Name | Withholding TxGrs QTD | Withholding Tax QTD | Unemployment TxGrs QTD | Unemployment Tax QTD | FICA - OASDI TxGrs QTD | FICA - OASDI Tax QTD | FICA - Medicare TxGrs QTD | FICA - Medicare Tax QTD |
|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | 2,140.35 | 162.88 | 0.00 | 0.00 | 2,140.35 | 132.70 | 2,140.35 | 31.04 |
| [illegible] | [illegible] | 18,302.83 | 1,172.90 | 0.00 | 0.00 | 20,070.68 | 1,244.38 | 20,070.68 | 291.02 |
| [illegible] | [illegible] | 262.50 | 0.00 | 0.00 | 0.00 | 262.50 | 16.27 | 262.50 | 3.80 |
| [illegible] | [illegible] | 3,712.30 | 60.00 | 0.00 | 0.00 | 3,712.30 | 230.16 | 3,712.30 | 53.83 |
| [illegible] | [illegible] | 18,166.61 | 2,010.12 | 0.00 | 0.00 | 19,282.31 | 1,195.50 | 19,282.31 | 279.59 |
| [illegible] | [illegible] | 11,967.18 | 1,187.28 | 0.00 | 0.00 | 12,679.71 | 786.14 | 12,679.71 | 183.86 |
| [illegible] | [illegible] | 5,522.03 | 235.50 | 0.00 | 0.00 | 5,522.03 | 342.37 | 5,522.03 | 80.07 |
| [illegible] | [illegible] | 685.03 | 0.00 | 0.00 | 0.00 | 685.03 | 42.48 | 685.03 | 9.93 |
| [illegible] | [illegible] | 5,076.56 | 413.04 | 0.00 | 0.00 | 5,076.56 | 314.75 | 5,076.56 | 73.61 |
| [illegible] | [illegible] | 25,491.97 | 3,861.85 | 0.00 | 0.00 | 28,189.57 | 1,747.76 | 28,189.57 | 408.75 |
| [illegible] | [illegible] | 4,267.82 | 107.16 | 0.00 | 0.00 | 4,267.82 | 264.60 | 4,267.82 | 61.88 |
| [illegible] | [illegible] | 4,193.44 | 111.16 | 0.00 | 0.00 | 4,193.44 | 259.99 | 4,193.44 | 60.80 |
| [illegible] | [illegible] | 3,822.01 | 274.01 | 0.00 | 0.00 | 3,822.01 | 236.96 | 3,822.01 | 55.42 |
| [illegible] | [illegible] | 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 | 111,116.96 | 1,611.18 |
| | | | FUT CR: | 0.00 | 0.00 | | | | |

# COVA Local Tax Summary Report (RPY446, TAX002LC)

**REVISED:** 09/15/2021

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

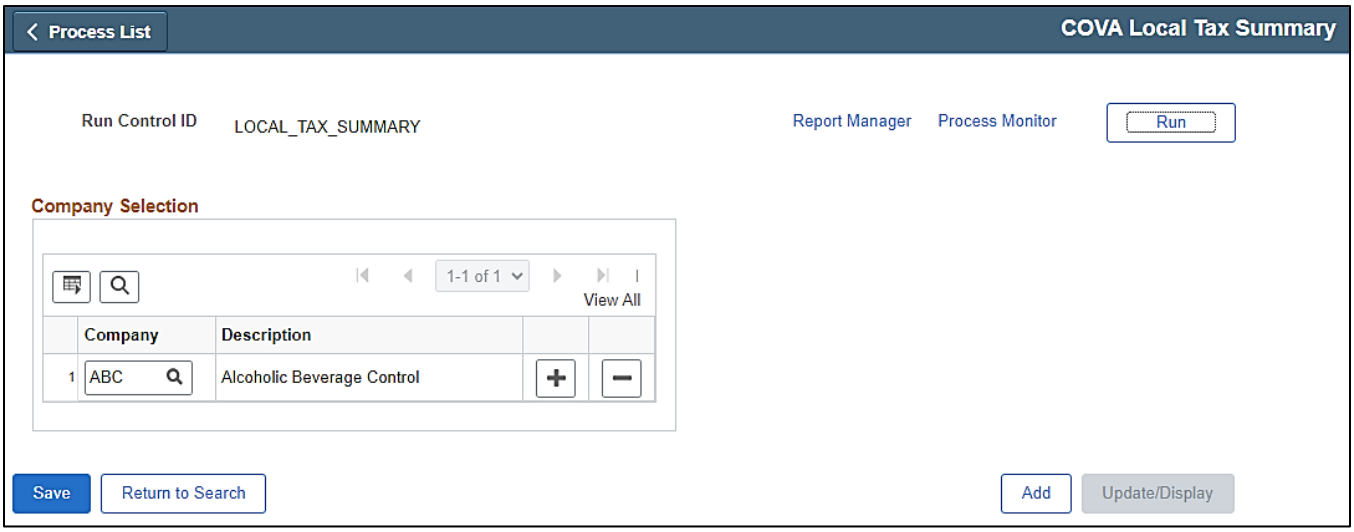
This quarterly report is used by SPO and agencies.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
This report has no required fields.

## Screenshot of the Local Tax Deposit Summary Report

Commonwealth of Virginia

COVA LOCAL TAX SUMMARY REPORT

Report ID: VPYR0446

Run Date: 08/09/2023
Run Time: 07:54 00

Pennsylvania CHAMBERSBURG BORO 09/30/2023 Page 1 Page No. 1 of 2

VA Dept of Transportation
1401 East Broad Street
Richmond, VA 23219

501280101

| SSN | Name | Work PSD | Residence PSD | QTD Wages | QTD Tax Withheld |
|---|---|---|---|---|---|
| [illegible] | [illegible] | 880000 | 280101 | 15,742.13 | 267.61 |

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

**REVISED:** 09/15/2021

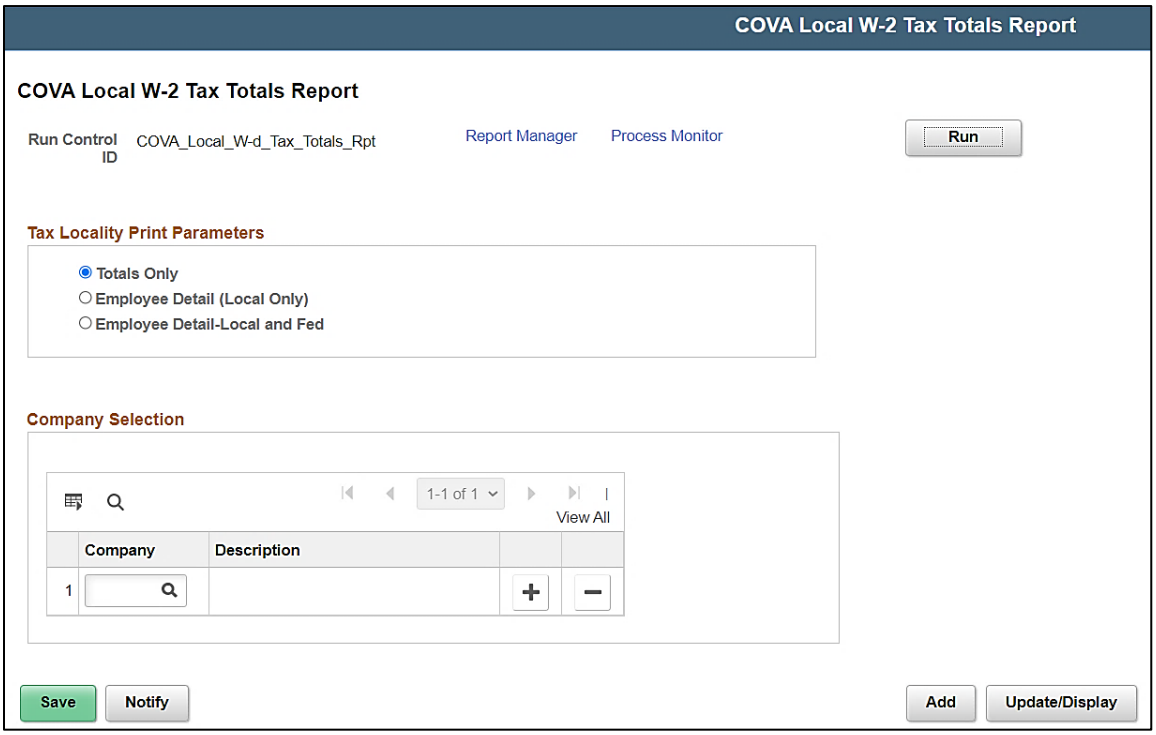
**DESCRIPTION:**
This regulatory report lists local W-2 data that is used to reconcile the W-2s. Produces a listing of local W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
This report has no required fields.

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

Commonwealth of Virginia

COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT

Report ID: VPYR0262

Run Date: 06/01/2021
Run Time: 12:52 00

Page No. 1 of 1

W2 Rpt Company VSU Virginia State University Tax Year 2019
Federal EIN

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

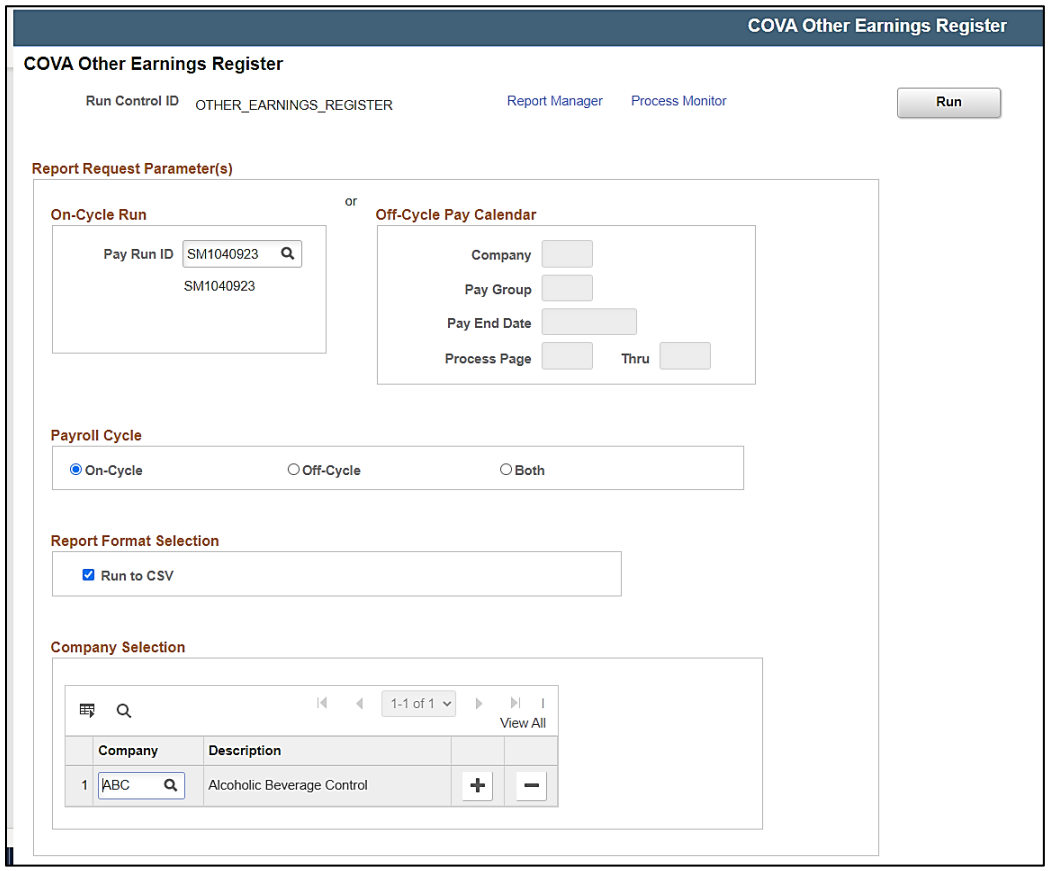
**DESCRIPTION:**
This report is a listing of employees and amounts within earnings codes (not including Regular or Overtime) being processed on the current payroll.

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Pay Run ID or Off-Cycle Pay Calendar | PDF |
| Payroll Cycle (checkboxes) | CSV |
| Company Selection | |

**Screenshot of the COVA Other Earnings Register Run Control Page**



**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



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 |
|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | | 8.00 | 274.62 | 8.00 | 274.62 | 8.00 | 274.62 | 19.70 | 676.24 |
| [illegible] | [illegible] | | 5.30 | 207.08 | 5.30 | 207.08 | 5.30 | 207.08 | 28.70 | 1,121.37 |
| [illegible] | [illegible] | | 2.00 | 77.07 | 2.00 | 77.07 | 2.00 | 77.07 | 2.00 | 77.07 |
| [illegible] | [illegible] | | 1.00 | 39.07 | 1.00 | 39.07 | 1.00 | 39.07 | 9.00 | 351.64 |
| [illegible] | [illegible] | | 8.00 | 343.13 | 8.00 | 343.13 | 8.00 | 343.13 | 22.60 | 969.34 |
| [illegible] | [illegible] | | 2.00 | 72.09 | 2.00 | 72.09 | 2.00 | 72.09 | 10.00 | 360.43 |
| [illegible] | [illegible] | | 4.80 | 176.16 | 4.80 | 176.16 | 4.80 | 176.16 | 45.60 | 1,673.51 |
| [illegible] | [illegible] | | 3.50 | 134.87 | 3.50 | 134.87 | 3.50 | 134.87 | 18.50 | 712.89 |
| [illegible] | [illegible] | | 17.30 | 593.86 | 17.30 | 593.86 | 17.30 | 593.86 | 18.60 | 638.49 |
| [illegible] | [illegible] | | 6.30 | 270.22 | 6.30 | 270.22 | 6.30 | 270.22 | 18.30 | 784.92 |
| [illegible] | [illegible] | | 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

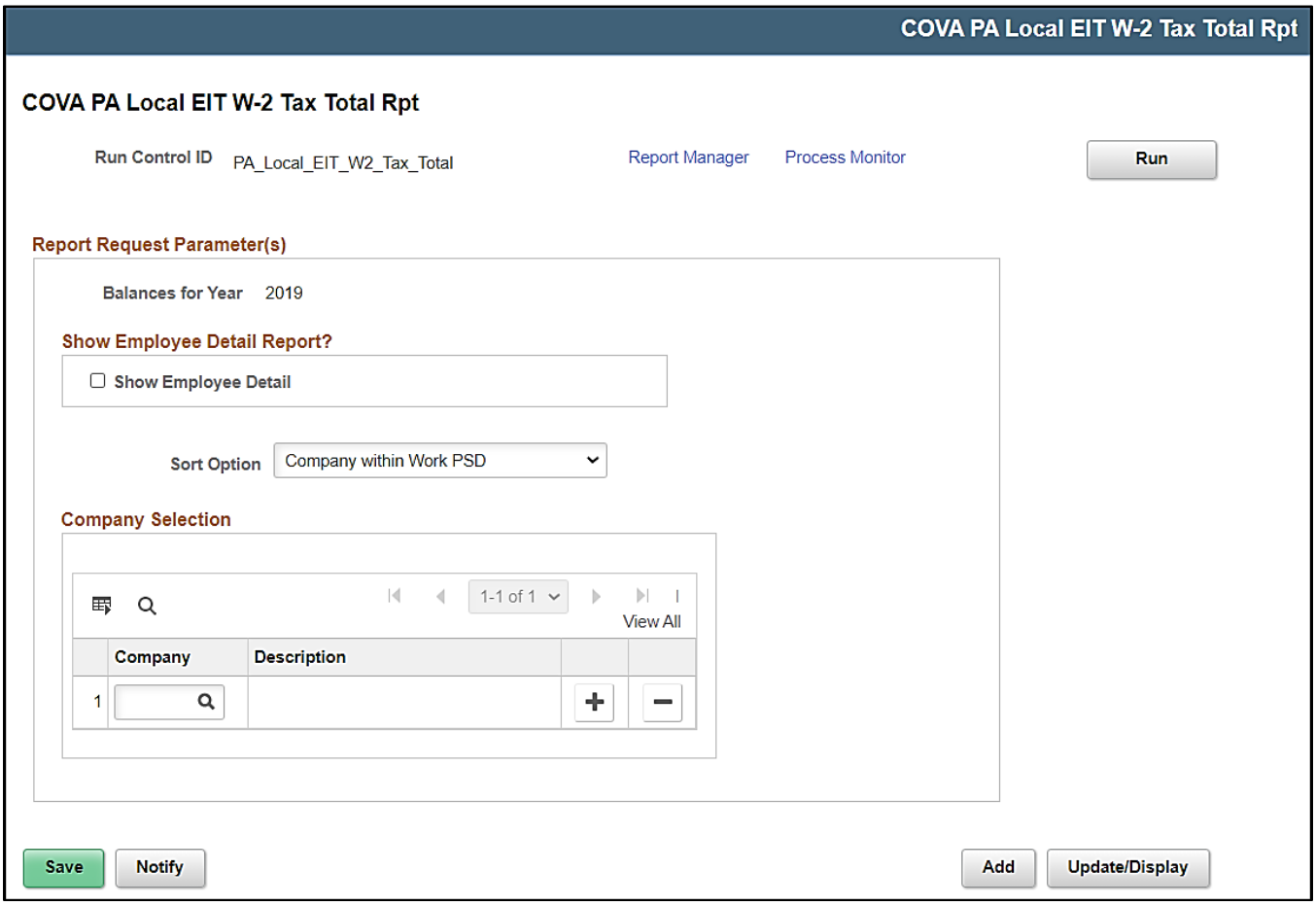
**DESCRIPTION:**
This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting agencies. Report is grouped by Work Political Subdivision (PSD) within company and includes SSN, Employee Name, Home Address, YTD Taxable Wages,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

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**

This report has no required fields.

**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

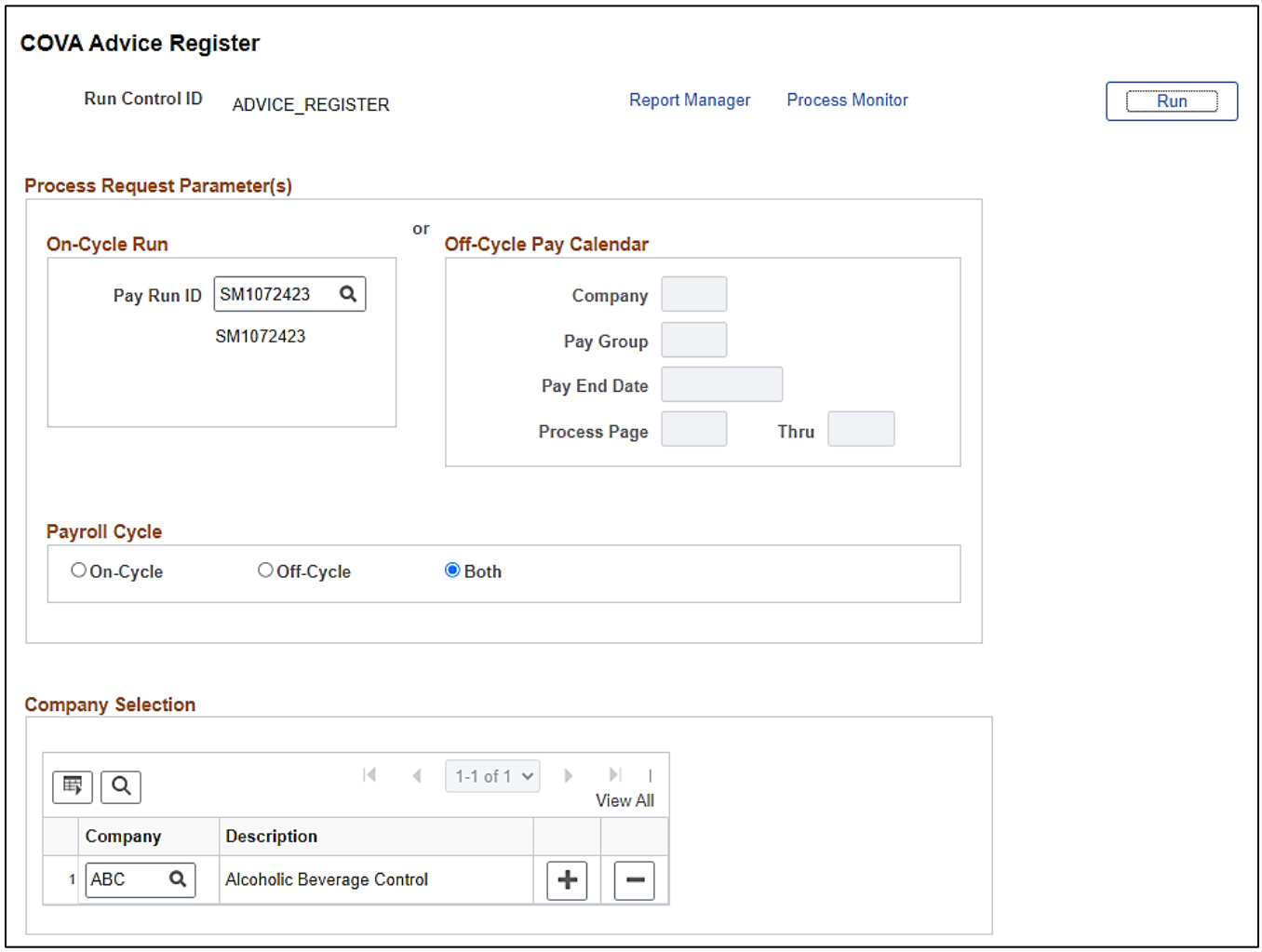
**DESCRIPTION:**
This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

**NAVIGATION PATH:**
NavBar > 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**



**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

COVA PAYROLL ADVICE REGISTER

Run Date: 08/09/2023
Run Time: 08:01 00

Page No. 1 of 38

Company: ABC Alcoholic Beverage Control
Form ID: COVADV

On/Off Cycle CONFIRMED

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

# COVA Payroll Error Messages Report (RPY142)

**REVISED:** 09/15/2021

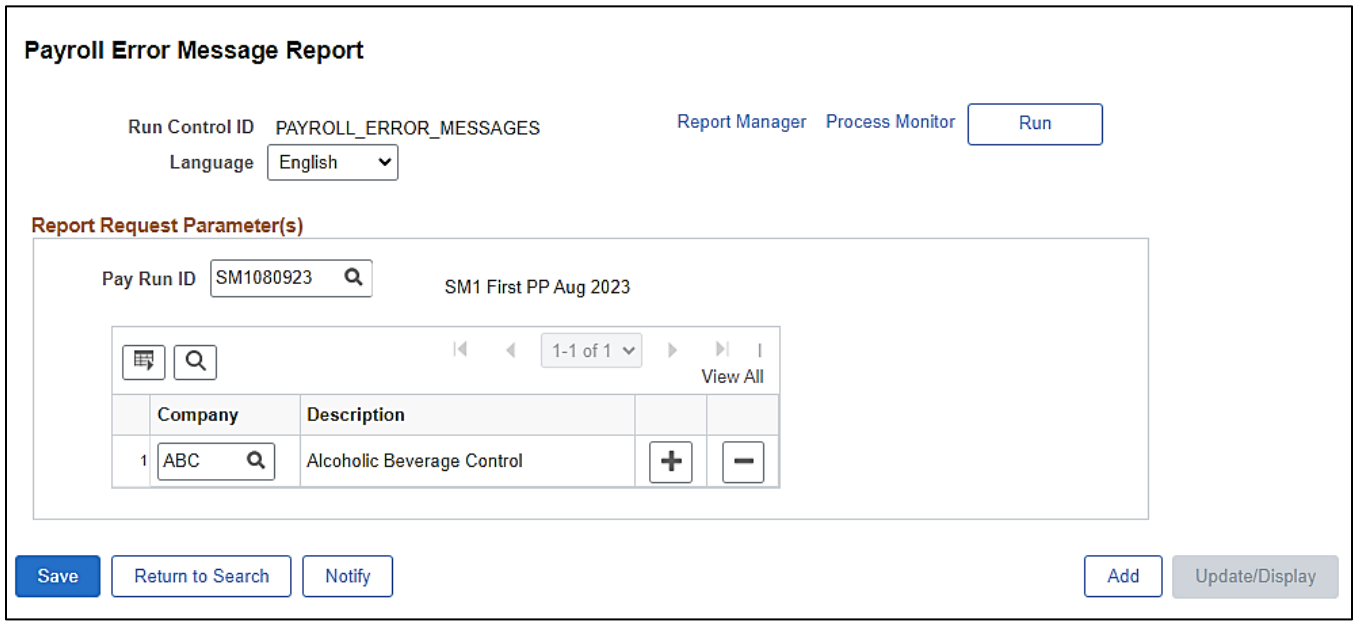
**DESCRIPTION:**
This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field or a pay calendar specification is a required field(s).

## Screenshot of the COVA Payroll Error Messages Report

Commonwealth of Virginia

COVA PAYROLL ERROR MESSAGES REPORT

Run Date: 08/09/2023
Run Time: 08:06 00

Report ID: RPY142
Company: SPC Sussex I and II Prison Complex
Pay period End: 08/09/2023
Pay Group: SL1 Semimonthly Law28 (MONSUN28)



| Employee Name | Employee ID | Dept ID | Business Unit | Page | Line | Sep | Check | Message ID | Message |
|---|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | 733 | 77900 | 3 | 10 | 0 | | 000406 | Company State Tax Tb not found<br>The Company State Tax Table for the Company and State displayed below was not found.<br>SPC;NC; |
| [redacted] | [redacted] | 734 | 77900 | 6 | 8 | 0 | | 000143 | Benefit Rate Key not Matched<br>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).<br>23 / IRS;SEX / Gender;U |
| [redacted] | [redacted] | 734 | 77900 | 9001 | 1 | 0 | | 000366 | Negative Gross Pay<br>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.<br>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)

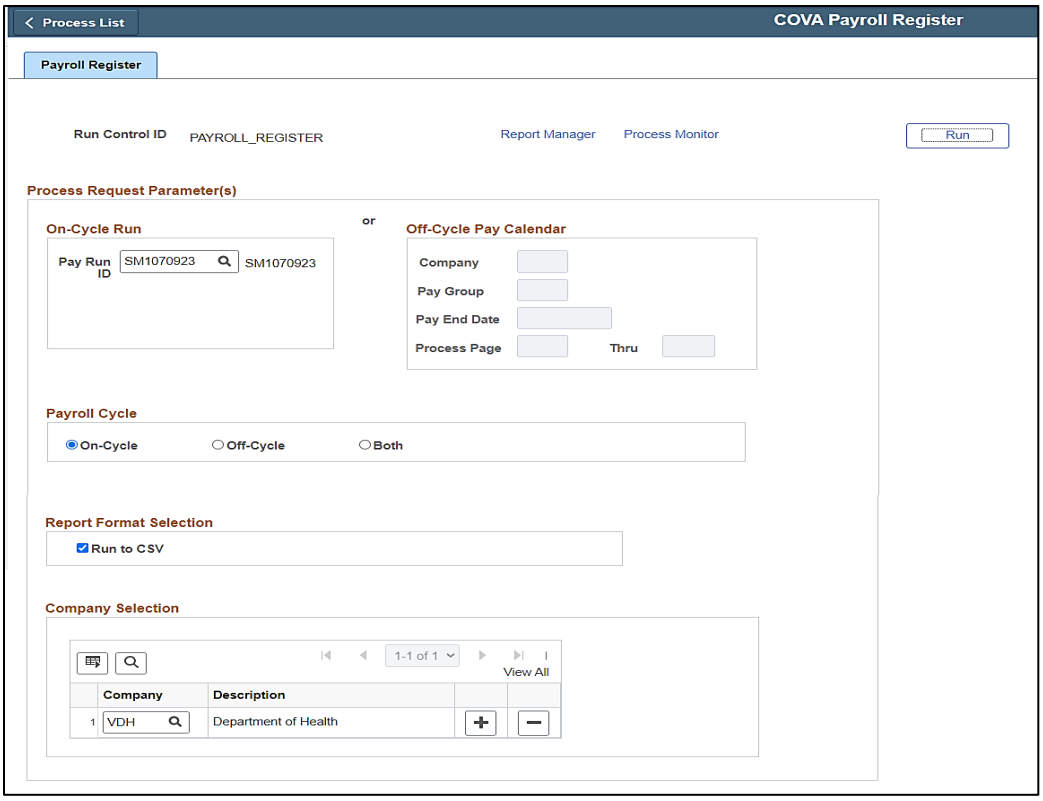
**REVISED:** 04/15/2024

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

| **INPUT / SEARCH CRITERIA:** | **OUTPUT FORMAT:** |
|---|---|
| On-Cycle or Off-Cycle parameters | PDF |
| Payroll Cycle (checkboxes) | CSV |
| Company Selection | |

**Screenshot of the COVA Payroll Register Run Control Page**



**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 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 6 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 7 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 8 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 9 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 10 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 11 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 12 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 13 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 14 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 60100 | CLS | 29-Mar-24 |
| 15 | VDH | SM1 | 24-Mar-24 | 110010 | [redacted] | [redacted] | 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

Report ID: RPY137

Commonwealth of Virginia

COVA PAYROLL REGISTER

Company: VDH Department of Health
Pay Period End:03/24/2024
Pay Group SM1 Semimonthly Class (FRITHU07)

On Cycle CONFIRMED

| Employee Name/ID<br>Dept. ID<br>Check Date<br>Check No. | Business Unit | Emp Class<br>Comp Rate<br>Sepchk# | REGULAR Current Hours | REGULAR Current Earnings | REGULAR YTD Hours | REGULAR YTD Earnings | OVERTIME Current Hours | OVERTIME Current Earnings | OVERTIME YTD Hours | OVERTIME YTD Earnings | OTHER Current Hours | OTHER Current Earnings | OTHER Type | OTHER YTD Hours | OTHER YTD Earnings |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | | CLS | 80.00 | 2,873.25 | 520.00 | 17,239.50 | | | | | | 2,873.25 | N VRS | | 17,239.50 |
| 110010 | 60100 | | | | | | | | | | | | | | |
| 03/29/2024 A | | 2,873.25 | | | | | | | | | | | | | |
| 000000063630228 | | 0 | | | | | | | | | | | | | |
| [redacted] | | CLS | 80.00 | 1,637.38 | 520.00 | 9,824.28 | | | | | | 1,637.38 | N VRS | | 9,824.28 |
| 110010 | 60100 | | | | | | | | | | | | | | |
| 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 Current | Taxes Type | Taxes Type YTD | Deduction Cd & Class Current | Deduction Cd & Class | Deduction Cd & Class YTD | Net Pay |
|---|---|---|---|---|---|---|
| 167.08 | OASDI | 1,014.37 | 178.50 | Before-Tax 10-CVACRE | 1,214.00 | 2,038.35A |
| 39.07 | MEDI | 237.23 | 660.00 | Nontaxable 10-CVACRE | 4,575.00 | |
| 182.60 | FWT | 1,103.94 | 10.00 | Before-Tax 49-DEFCMP | 60.00 | |
| 113.99 | VASWT | 675.72 | 5.00 | PTax Ben 49-DEFCMP | 30.00 | |
| | | | 143.66 | Before-Tax 70-VRSRET | 861.96 | |
| | | | 415.47 | Nontaxable 70-VRSRET | 2,492.82 | |
| | | | 38.50 | Nontaxable 7W-GRPLFR | 231.00 | |
| | | | 32.18 | Nontaxable 7X-RETHCR | 193.08 | |
| | | | 17.53 | Nontaxable 7Y-SDLTDR | 105.18 | |
| | | | | Taxable 23-IMPLIF | 335.28 | |
| 92.03 | OASDI | 552.75 | 277.17 | After-Tax GR-GRN002 | 831.27 | 821.54A |
| 21.52 | MEDI | 129.27 | 153.00 | Before-Tax 10-CVACRE | 918.00 | |
| 77.77 | FWT | 479.37 | 967.50 | Nontaxable 10-CVACRE | 5,805.00 | |
| 46.98 | VASWT | 281.88 | 65.50 | Before-Tax 4W-HYBVDC | 393.00 | |
| | | | 40.94 | PTax Ben 4W-HYBVDC | 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-HYBMDC | 98.22 | |
| | | | 16.37 | Nontaxable 7Z-HYBMDC | 98.22 | |
| | | | | After-Tax 00-GRNFE2 | 10.00 | |
| | | | | Taxable 23-IMPLIF | 9.00 | |

# COVA Payroll Summary Report (RPY138)

**REVISED:** 09/15/2021

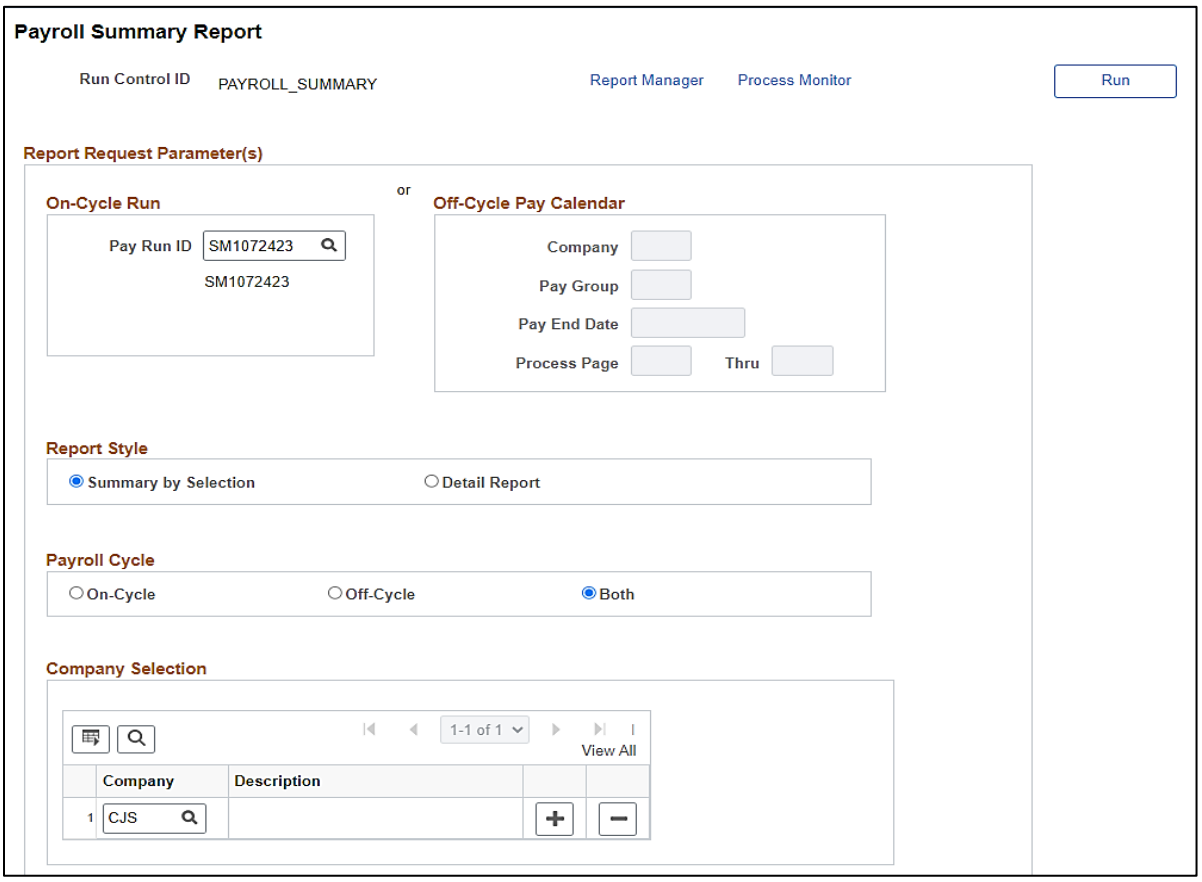
**DESCRIPTION:**
This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID by Company.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

## Screenshot of the COVA Payroll Summary Report

Report ID: RPY138

**Commonwealth of Virginia**

**US PAYROLL SUMMARY REPORT**

**Run Date: 08/09/2023**
**Run Time: 08:12 00**

Page No. 1 of 7

Company: CJS
Pay Period End: 07/24/2023 On/Off Cycle CONFIRMED
Run ID: SM1072423

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:** 03/10/2025

**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)

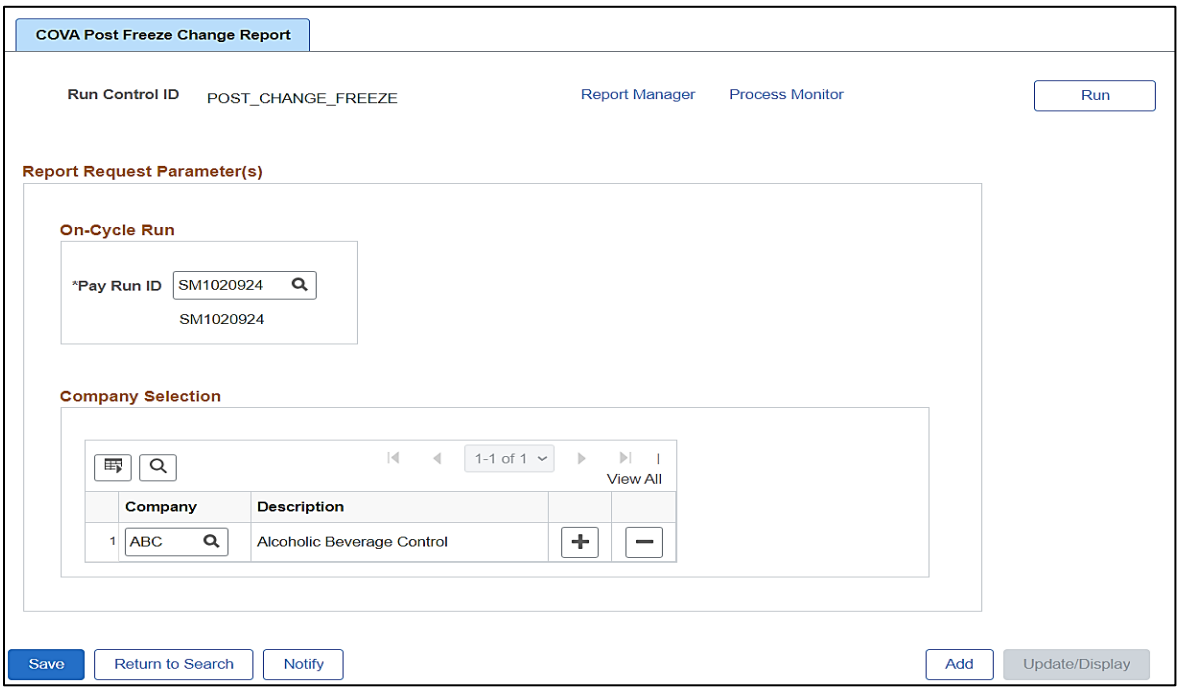
This report changes as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the Freeze, or it can be run after confirmation to show all the changes along with the final total gross.

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Post Freeze Change Report

**INPUT / SEARCH CRITERIA:**
Pay Run ID
Company Selection

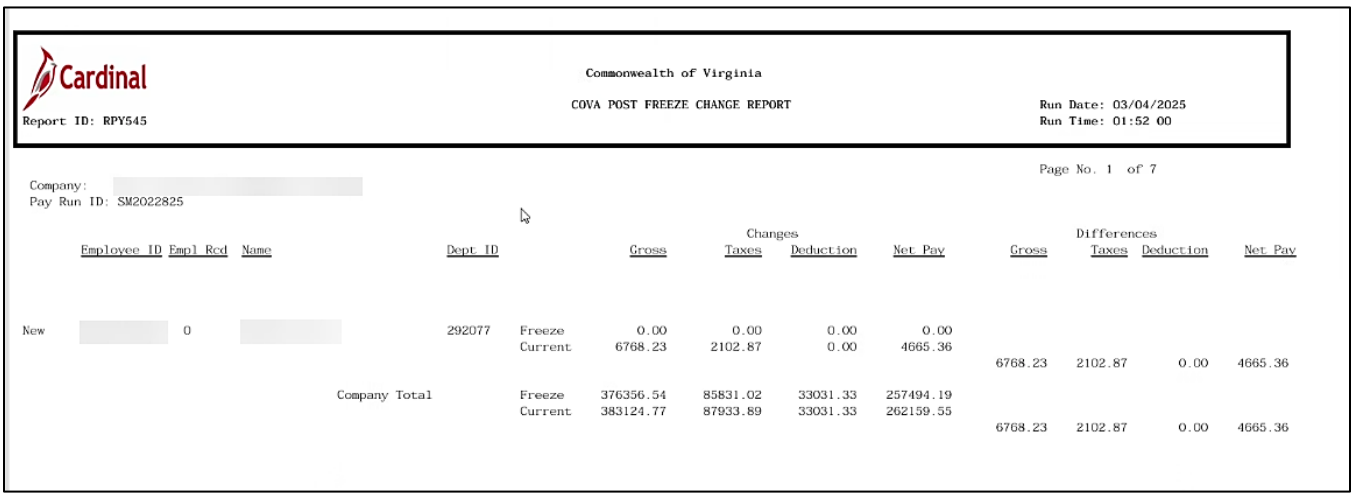
**OUTPUT FORMAT:**
PDF

## Screenshot of the COVA Post Freeze Change Report Run Control Page




**ADDITIONAL INFORMATION:**
**Pay Run ID** is a required field.

## Screenshot of the COVA Post Freeze Change Report



Cardinal

Commonwealth of Virginia

COVA POST FREEZE CHANGE REPORT

Report ID: RPY545

Run Date: 03/04/2025
Run Time: 01:52 00

Page No. 1 of 7

Company:
Pay Run ID: SM2022825

| | Employee ID | Empl Rcd | Name | | Dept ID | | Changes Gross | Changes Taxes | Changes Deduction | Changes Net Pay | Differences Gross | Differences Taxes | Differences Deduction | Differences Net Pay |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New | | 0 | | | 292077 | Freeze | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | | | | | | Current | 6768.23 | 2102.87 | 0.00 | 4665.36 | | | | |
| | | | | | | | | | | | 6768.23 | 2102.87 | 0.00 | 4665.36 |
| | | | | Company Total | | Freeze | 376356.54 | 85831.02 | 33031.33 | 257494.19 | | | | |
| | | | | | | Current | 383124.77 | 87933.89 | 33031.33 | 262159.55 | | | | |
| | | | | | | | | | | | 6768.23 | 2102.87 | 0.00 | 4665.36 |

# COVA Preconfirm Audit Report (RPY123)

**REVISED:** 09/15/2021

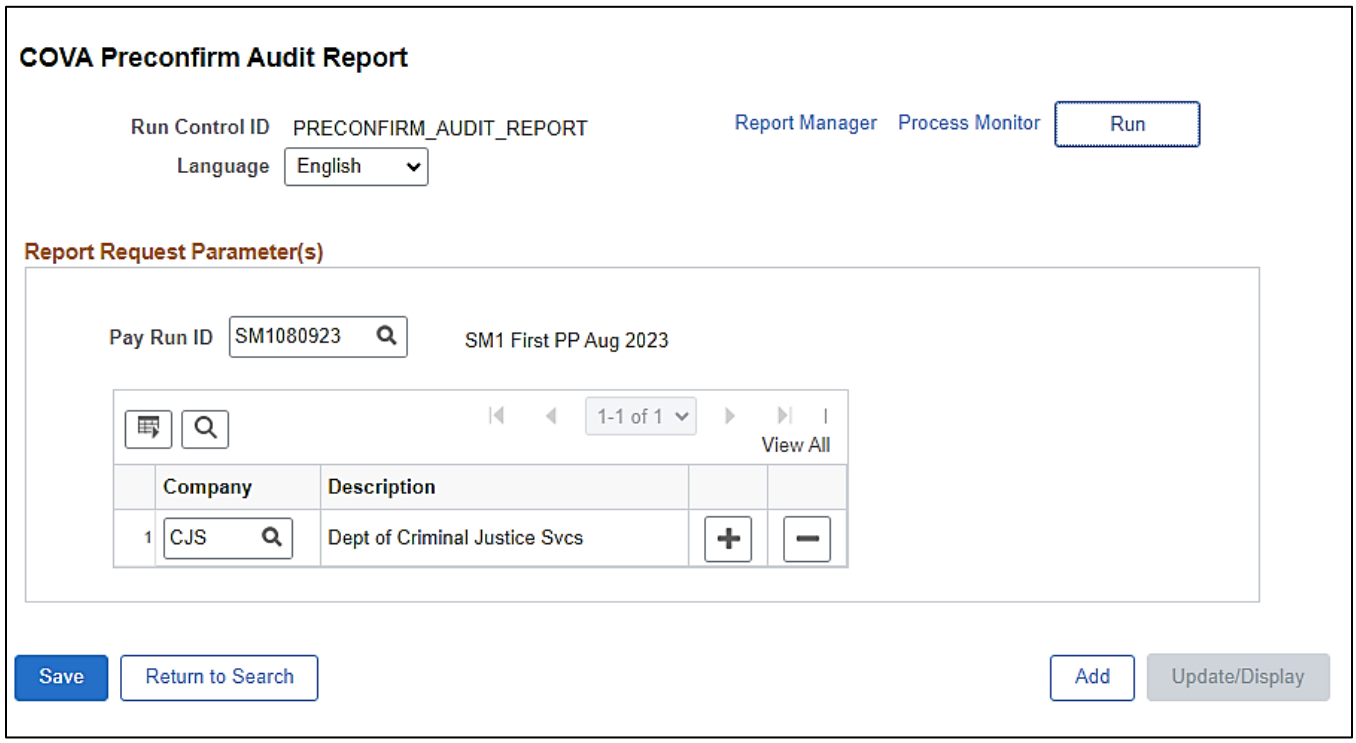
**DESCRIPTION:**
This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The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

**NAVIGATION PATH:**
NavBar > 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**




**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
Run Time: 08:20 00

Report ID: RPY123
Company: CJS Dept of Criminal Justice Svcs
Pay period End: 08/09/2023
Pay Group: SM1 Semimonthly Class (SUNSAT07)



CJS SM1 08/09/2023 SM1080923

| Cal Yr/ Company | Month Cd/ 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.

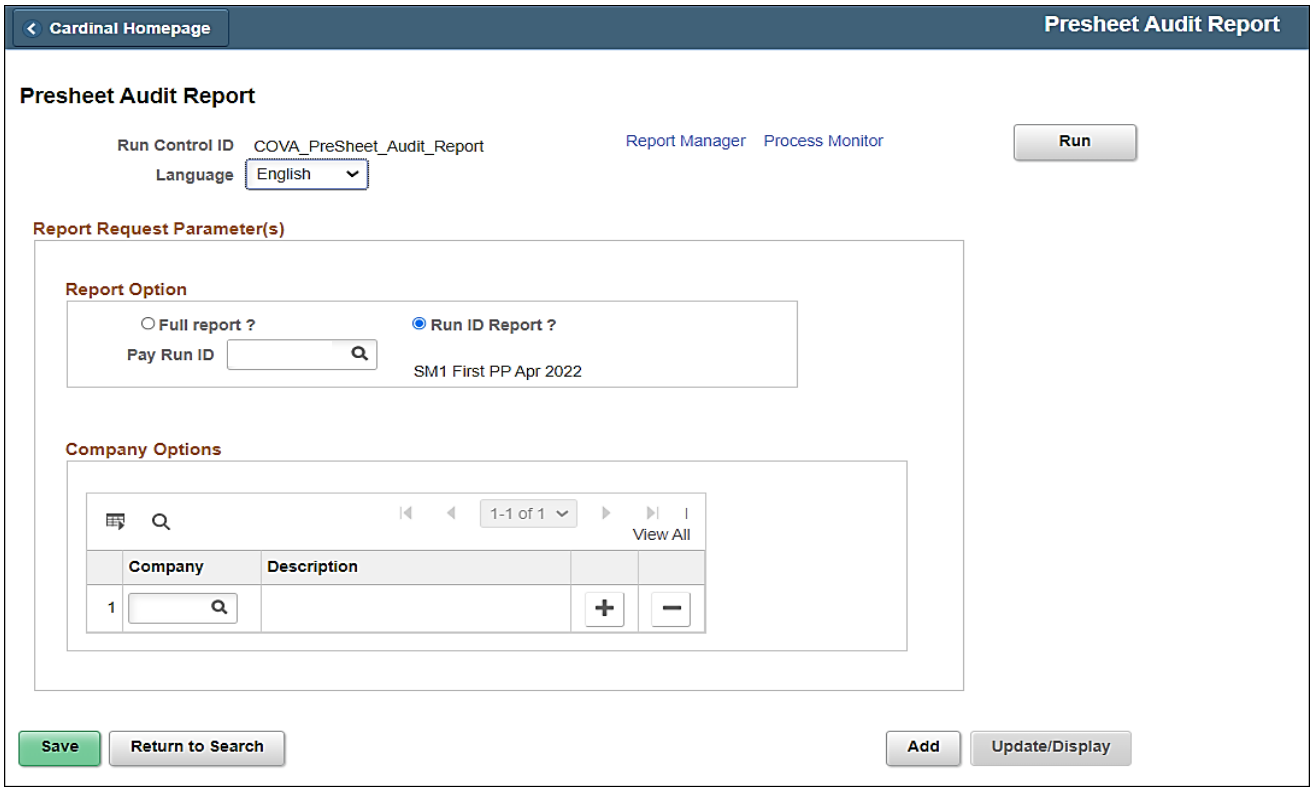
Once Paysheets are created please refer to the **Payroll Error Messages Query** (V_PY_MESSAGES).

**NAVIGATION PATH:**
NavBar > 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**




**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

Report ID: RPY114

Commonwealth of Virginia

COVA PRESHEET AUDIT REPORT

Run Date: 04/22/2022
Run Time: 06:05 00

Run ID: SM1040922



| 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.

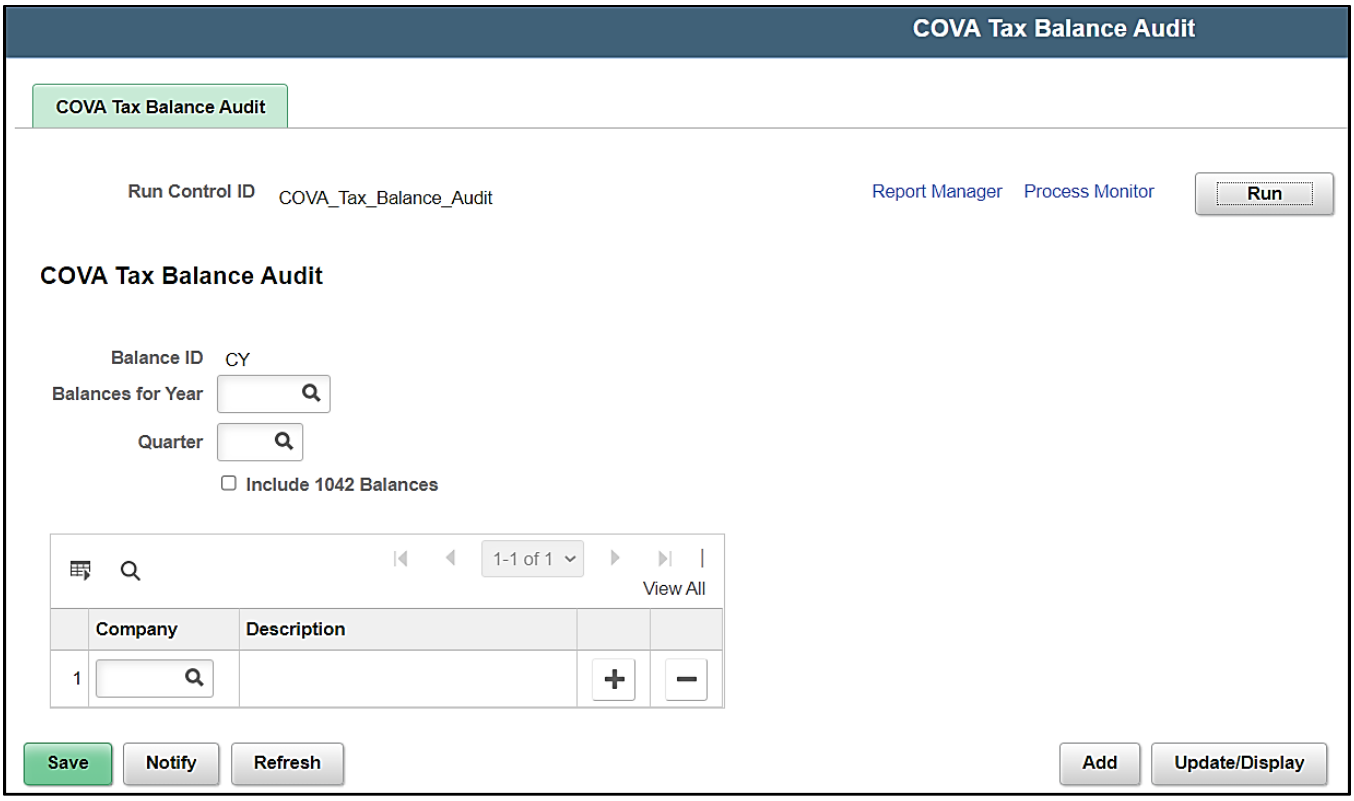
This quarterly report is used by SPO and agencies to identify problems with the Quarterly Tax balances.

**NAVIGATION PATH:**
NavBar > 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**




**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

Report ID: VPYR0227

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

Company ABC
Balance for Year: 2019
Quarter: 4



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

# COVA QTR State Tax – EE Detail (RPY243, TAX008)

**REVISED:** 06/02/2025

**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).

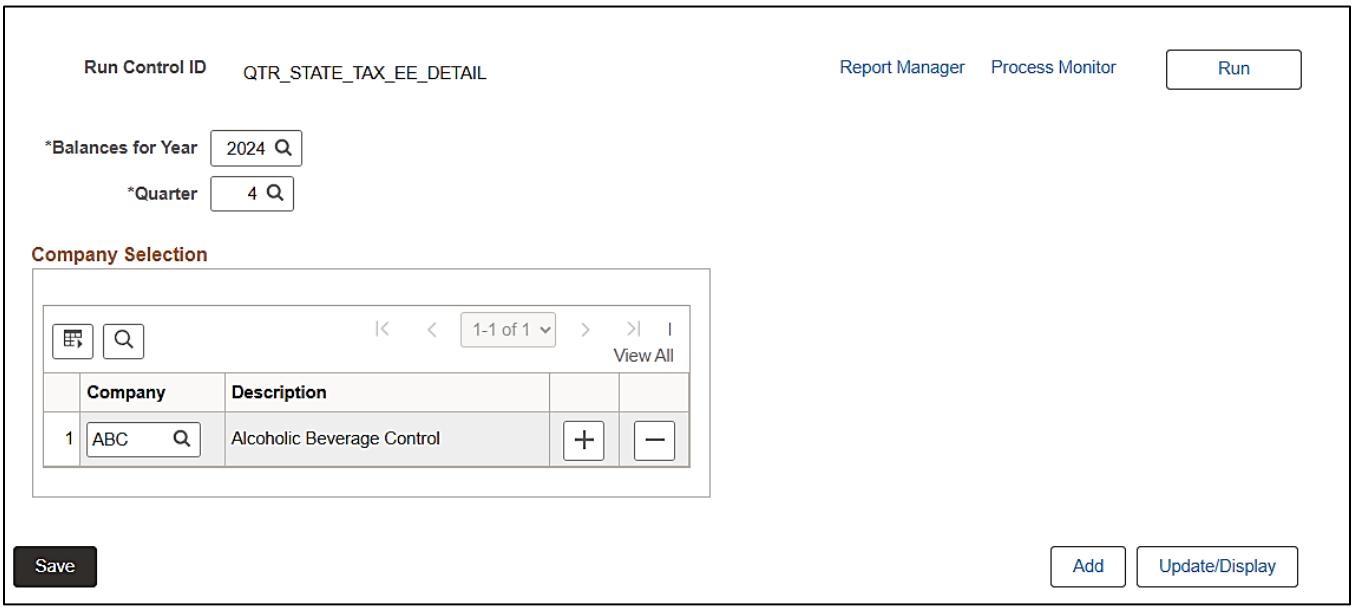
This quarterly report is used by agencies.

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA QTR State Tax – EE Detail

**INPUT / SEARCH CRITERIA:**
Balances for Year
Quarter
Company

**OUTPUT FORMAT:**
PDF

**Screenshot of the COVA QTR State Tax – EE Detail Run Control Page**




**ADDITIONAL INFORMATION:**
**Balances for Year** and **Quarter** fields are required fields.

## Screenshot of the Quarterly State Tax Report – Employee Detail

Cardinal

Report ID: VPYR0243

Commonwealth of Virginia

QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL

Run Date: 05/23/2025
Run Time: 07:55 00

Page No. 2 of 515

Virginia 12/31/2024 1 4th Quarter 2024

Alcoholic Beverage Control
7450 Freight Way
Mechanicsville, VA 23116

State Employer ID :
State Unemp Employer ID SUT Rate

| | | Withholding | | Unemployment | | | Disability | | VPDI/FLI/MLI/EIC | |
|---|---|---|---|---|---|---|---|---|---|---|
| Employee ID | Name | TxGrs QTD | Tax QTD | TxGrs QTD | NL Gross QTD | Tax QTD | TxGrs QTD | Tax QTD | TxGrs QTD | Tax QTD |
| | | 2,919.45 | 10.97 | 380.63 | 2,919.45 | 0.00 ER | | | | |
| | | 6,069.63 | 145.82 | 5,715.30 | 6,069.63 | 0.00 ER | | | | |
| | | 12,566.57 | 533.49 | 0.00 | 13,295.39 | 0.00 ER | | | | |
| | | 12,840.54 | 546.60 | 0.00 | 13,642.74 | 0.00 ER | | | | |
| | | 26,569.14 | 1,324.80 | 0.00 | 29,367.00 | 0.00 ER | | | | |
| | | 2,838.37 | 32.68 | 2,838.37 | 2,838.37 | 0.00 ER | | | | |
| | | 13,113.06 | 552.54 | 0.00 | 14,177.76 | 0.00 ER | | | | |
| | | 3,194.55 | 56.74 | 3,194.55 | 3,194.55 | 0.00 ER | | | | |
| | Page Total | 80,111.31 | 3,203.64 | 1 12,128.85 | 85,504.89 | 0.00 ER | 0.00<br>0.00 | 0.00<br>0.00 ER | | |

## Screenshot of the Quarterly State Tax Report – Negative Wage Listing

Cardinal

Report ID: VPYR0243

Commonwealth of Virginia

QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING

Run Date: 05/23/2025
Run Time: 07:55 00

Page No. 1 of 1

Virginia 12/31/2024 1 4th Quarter 2024

Alcoholic Beverage Control
7450 Freight Way
Mechanicsville, VA 23116

State Employer ID
State Unemp Employer ID SUT Rate

| | | Withholding | | Unemployment | | | Disability | | VPDI/FLI/MLI/EIC | |
|---|---|---|---|---|---|---|---|---|---|---|
| Employee ID | Name | TxGrs QTD | Tax QTD | TxGrs QTD | NL Gross QTD | Tax QTD | TxGrs QTD | Tax QTD | TxGrs QTD | Tax QTD |
| | | 21,309.54 | 1,037.32 | 3,617.70- | 22,456.32 | 0.00 ER | | | | |
| | | 6,585.17- | 122.45- | 0.00 | 5,588.95- | 0.00 ER | | | | |
| | | 2,883.65- | 0.00 | 0.00 | 2,883.65- | 0.00 ER | | | | |
| | Page Total | 11,840.72 | 914.87 | 3,617.70- | 13,983.72 | 0.00 ER | 0.00<br>0.00 | 0.00<br>0.00 ER | | |
| | State Total | 11,840.72 | 914.87 | 3,617.70- | 13,983.72 | 0.00 ER | 0.00<br>0.00 | 0.00<br>0.00 ER | | |

# COVA QTR State Tax Summary Report (RPY508)

**REVISED:** 06/02/2025

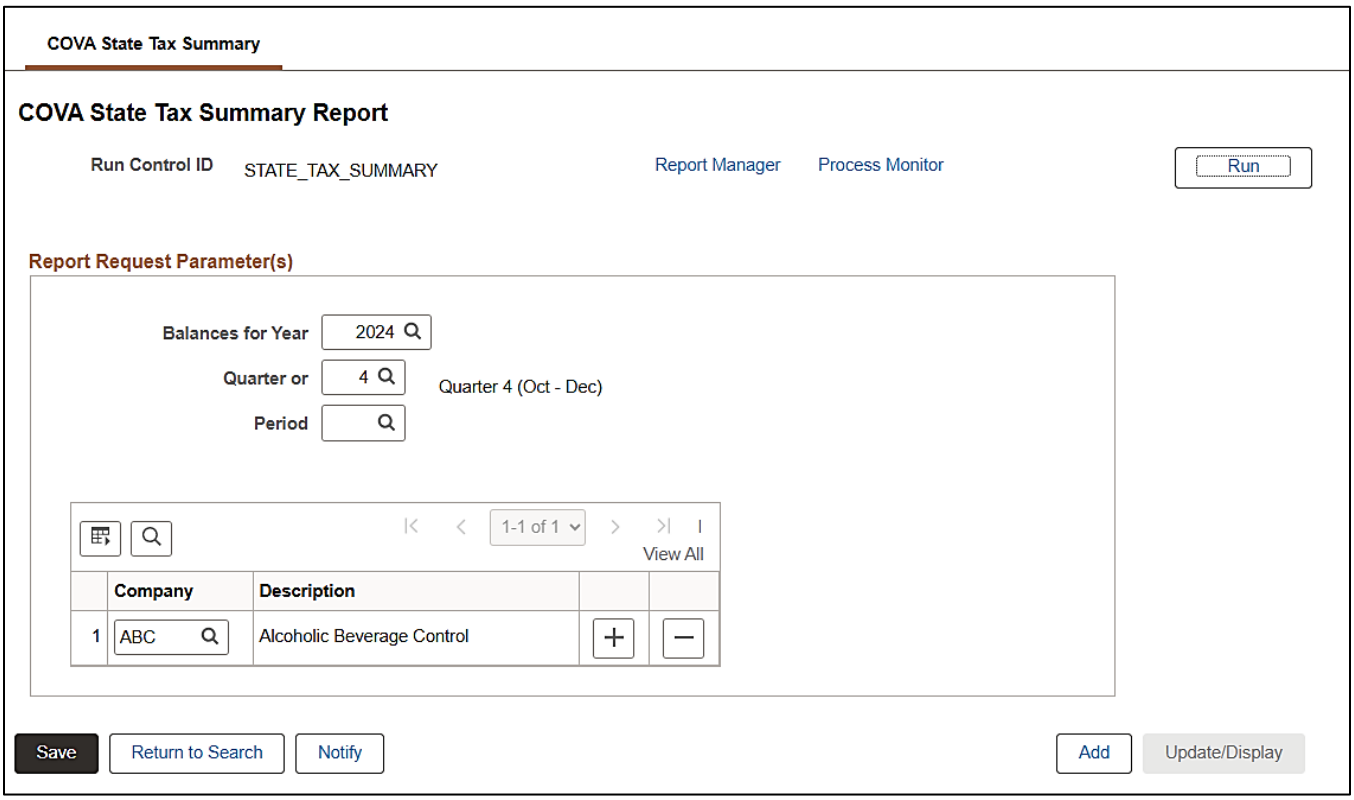
**DESCRIPTION:**
This regulatory report is a summary of agency Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability Insurance (SDI).

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA QTR State Tax Summary

**INPUT / SEARCH CRITERIA:**
Balances for Year
Quarter or
Period

**OUTPUT FORMAT:**
PDF

**Screenshot of the COVA State Tax Summary Report Run Control Page**



## Screenshot of the COVA State Tax Summary Report

Cardinal

Commonwealth of Virginia

COVA QUARTERLY STATE TAX SUMMARY REPORT

Report ID: VPYR0508

Run Date: 05/23/2025
Run Time: 07:37 00

Company ABC Alcoholic Beverage Control — 4th Quarter 2024

Federal EIN:

Page No. 1 of 2

| | | Employee Taxable Wages | Employee Tax | Employer Taxable Wages | Employer Tax | No Limit Gross |
|---|---|---|---|---|---|---|
| **Jurisdiction: MD** | | | | | | |
| State Unemployment Employer ID: | | | | | | |
| State Employer ID: | | | | | | |
| Withholding [H] | QTD | 36,460.93 | 2,726.61 | | | |
| | YTD | 149,383.12 | 11,119.19 | | | |
| **Jurisdiction: VA** | | | | | | |
| State Unemployment Employer ID: | | | | | | |
| State Employer ID: | | | | | | |
| Withholding [H] | QTD | 32,312,106.36 | 1,177,553.10 | | | |
| | YTD | 125,503,569.68 | 4,700,859.49 | | | |
| State Unemployment Tax [U] | QTD | | | 3,405,026.92 | | 34,039,387.51 |
| Current quarter tax rate = 0.00000% | YTD | | | 34,915,637.46 | | 132,625,897.49 |
| **Jurisdiction: WV** | | | | | | |
| State Unemployment Employer ID: | | | | | | |
| State Employer ID: | | | | | | |
| Withholding [H] | QTD | 70,599.82 | 2,590.00 | | | |
| | YTD | 269,789.04 | 9,907.00 | | | |
| **Company Totals** | | | | | | |
| Withholding [H] (State) | QTD | 32,419,167.11 * | 1,182,869.71 | | | |
| | YTD | 125,922,741.84 * | 4,721,885.68 | | | |
| State Unemployment Tax ER [U] | QTD | | | 3,405,026.92 | | 34,039,387.51 |
| | YTD | | | 34,915,637.46 | | 132,625,897.49 |

* These totals may reflect counting the same dollars multiple times as some employees are subject to taxation by more than one state or local jurisdiction.

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

**REVISED:** 09/15/2021

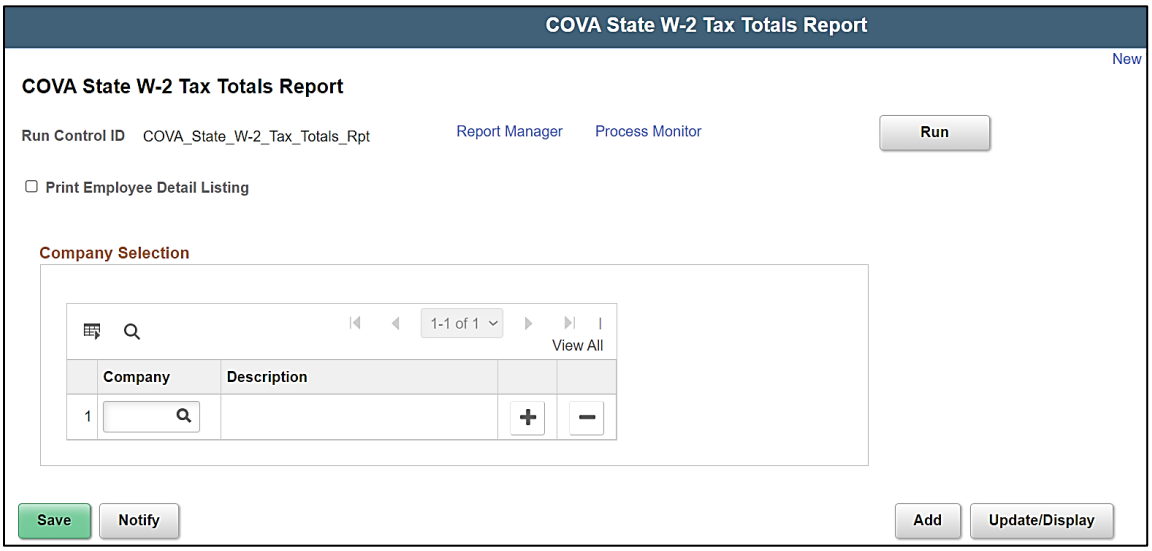
**DESCRIPTION:**
This regulatory report lists state W-2 data that is used to reconcile the W-2s. Produces a listing of state W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
This report has no required fields.

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

Report ID: VPYR0264

Commonwealth of Virginia

COVA STATE W-2 TAX TOTALS SUMMARY REPORT

Run Date: 06/01/2021
Run Time: 12:47 00

Page No. 1 of 5

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

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

# COVA Suspense Reconciliation Register (RPY444)

**REVISED:** 09/15/2021

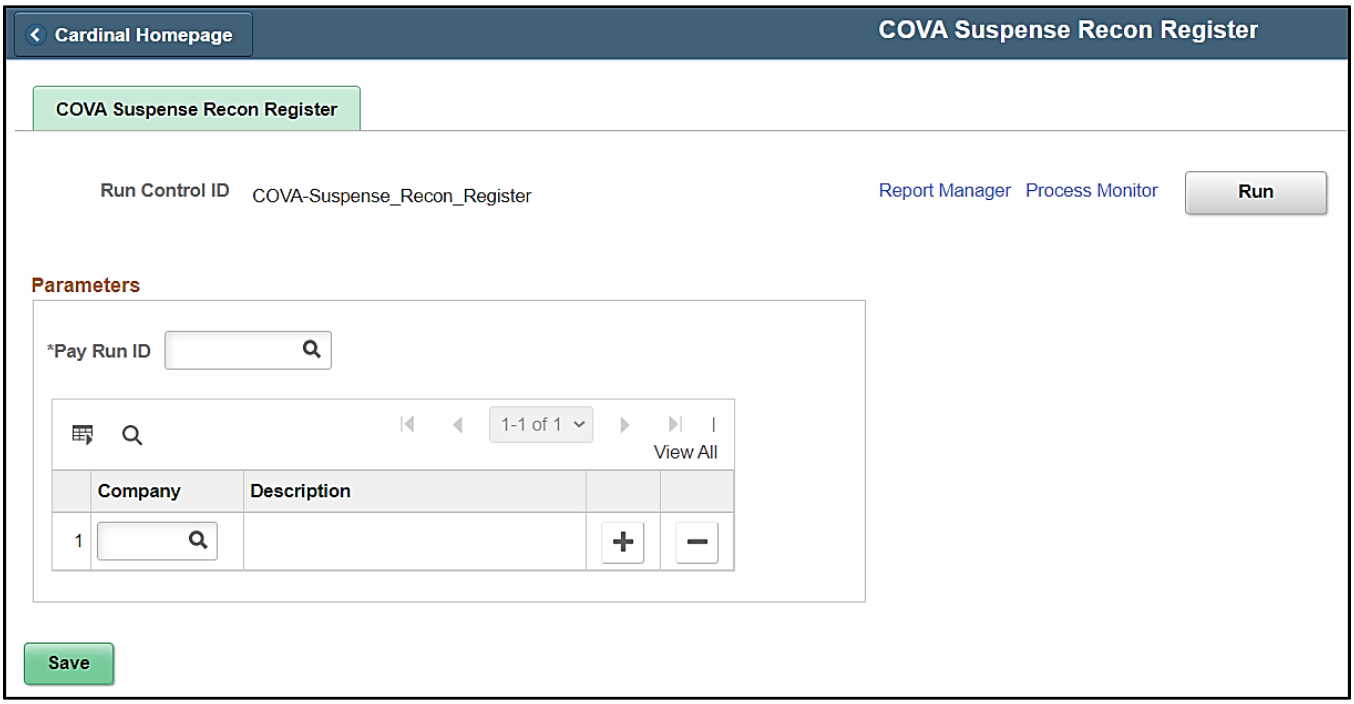
**DESCRIPTION:**
This is a Pay Period Report listing of all deductions, by company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA), and vendor extracts.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

## Screenshot of the Suspense Reconciliation Register Report

Report ID: RPY444

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

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

Page No. 1 of 42

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

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

# COVA Tax Deposit Summary (VPYR0509)

**REVISED:** 08/08/2023

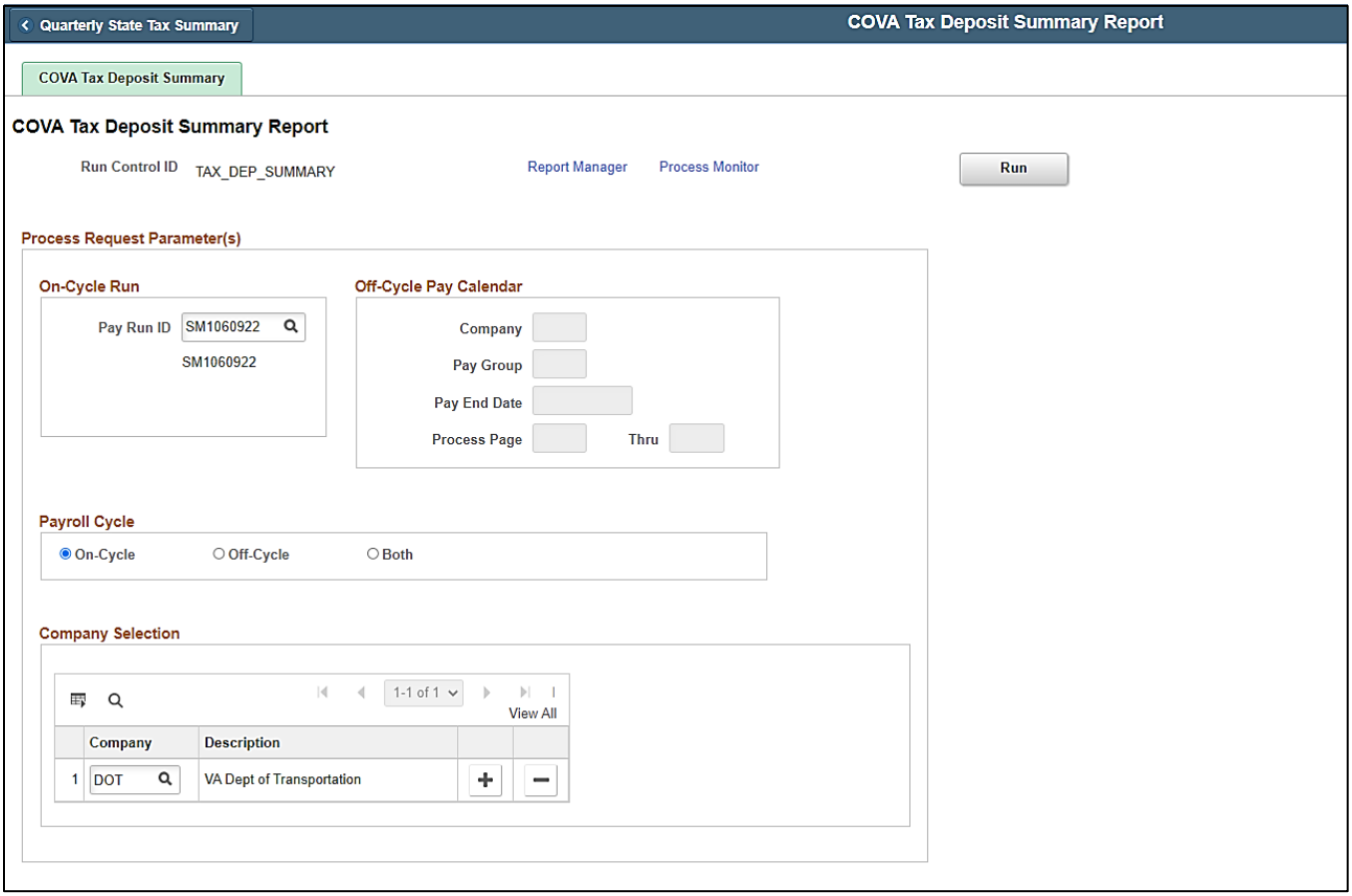
**DESCRIPTION:**
This report is a list of employees for the pay period showing taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability (SDI).

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

## Screenshot of the COVA Tax Deposit Summary Report

Report ID: VPYR0509

**Commonwealth of Virginia**

**COVA TAX DEPOSIT SUMMARY**

**Run Date: 07/18/2023**
**Run Time: 11:07 00**

Page No. 1 of 2

Company DOT VA Dept of Transportation
Pay Period End 07/09/2023
Check Date 07/14/2023

On Cycle CONFIRMED

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

| State/ SWT EIN | Locality /Abbrv County/Loc EIN | <------ WITHHOLDING ------> Taxable Gross | Tax | <---------- OTHER ----------> Type | Taxable Gross | Tax | Employer | Total Deposit | <---------- UI ----------> Taxable Gross | Tax | Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Federal Totals | | 21,223,420.56 | 2,207,018.26 | OASEE | 23,208,250.11 | 1,438,906.55 | | 5,757,874.76 | | | 0.600 |
| | | | | OASER | 23,208,250.11 | | 1,438,911.64 | | | | |
| | | | | MEDEE | 23,208,250.11 | 336,518.56 | | | | | |
| | | | | MEDER | 23,208,250.11 | | 336,519.75 | | | | |
| District of Columbia | | 17,590.43 | 1,089.45 | | | | | 1,089.45 | | | 0.000 |
| Florida | | | | | | | | | | | 0.000 |
| NA | | | | | | | | | | | |
| Maryland | | 193,294.25 | 13,615.77 | | | | | 13,615.77 | | | 0.000 |
| North Carolina | | 7,832.93 | 317.00 | | | | | 317.00 | | | 0.000 |
| Pennsylvania | | 8,930.67 | 274.17 | | | | | 274.17 | | | 0.000 |
| Pennsylvania | 280101 FRANKLIN | 5,247.21 | 89.20 | | | | | 89.20 | | | |
| Pennsylvania | 400103 LUZERNE | 3,683.46 | 36.83 | | | | | 36.83 | | | |
| Texas | | | | | | | | | | | 0.000 |
| Virginia | | 20,877,219.61 | 969,021.20 | | | | | 969,021.20 | 197,534.55 | | 0.000 |
| West Virginia | | 114,168.32 | 5,336.00 | | | | | 5,336.00 | 4,328.25 | | 0.000 |

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

Report ID: VPYR0509

**Commonwealth of Virginia**

**COVA TAX DEPOSIT SUMMARY**

**Run Date: 07/18/2023**
**Run Time: 11:07 00**

Page No. 2 of 2

Company DOT VA Dept of Transportation
Pay Period End 07/09/2023
Check Date 07/14/2023

On Cycle CONFIRMED

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

| State/ SWT EIN | Locality /Abbrv County/Loc EIN | <------ WITHHOLDING ------> Taxable Gross | Tax | <---------- OTHER ----------> Type | Taxable Gross | Tax | Employer | Total Deposit | <---------- UI ----------> Taxable Gross | Tax | Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Check Date Total | 3,196,797.88 | | | 1,775,425.11 | 1,775,431.39 | | 6,747,654.38 | | | |
| | Pay Period Total | 3,196,797.88 | | | 1,775,425.11 | 1,775,431.39 | | 6,747,654.38 | | | |
| | Company Total | 3,196,797.88 | | | 1,775,425.11 | 1,775,431.39 | | 6,747,654.38 | | | |
| | Grand Total(Federal) | 2,207,018.26 | | | 1,775,425.11 | 1,775,431.39 | | 5,757,874.76 | | | |
| | Grand Total(States except VA) | 20,758.42 | | | | | | 20,758.42 | | | |
| | Grand Total | 3,196,797.88 | | | 1,775,425.11 | 1,775,431.39 | | 6,747,654.38 | | | |

# COVA W-2 Count Report (RPY541)

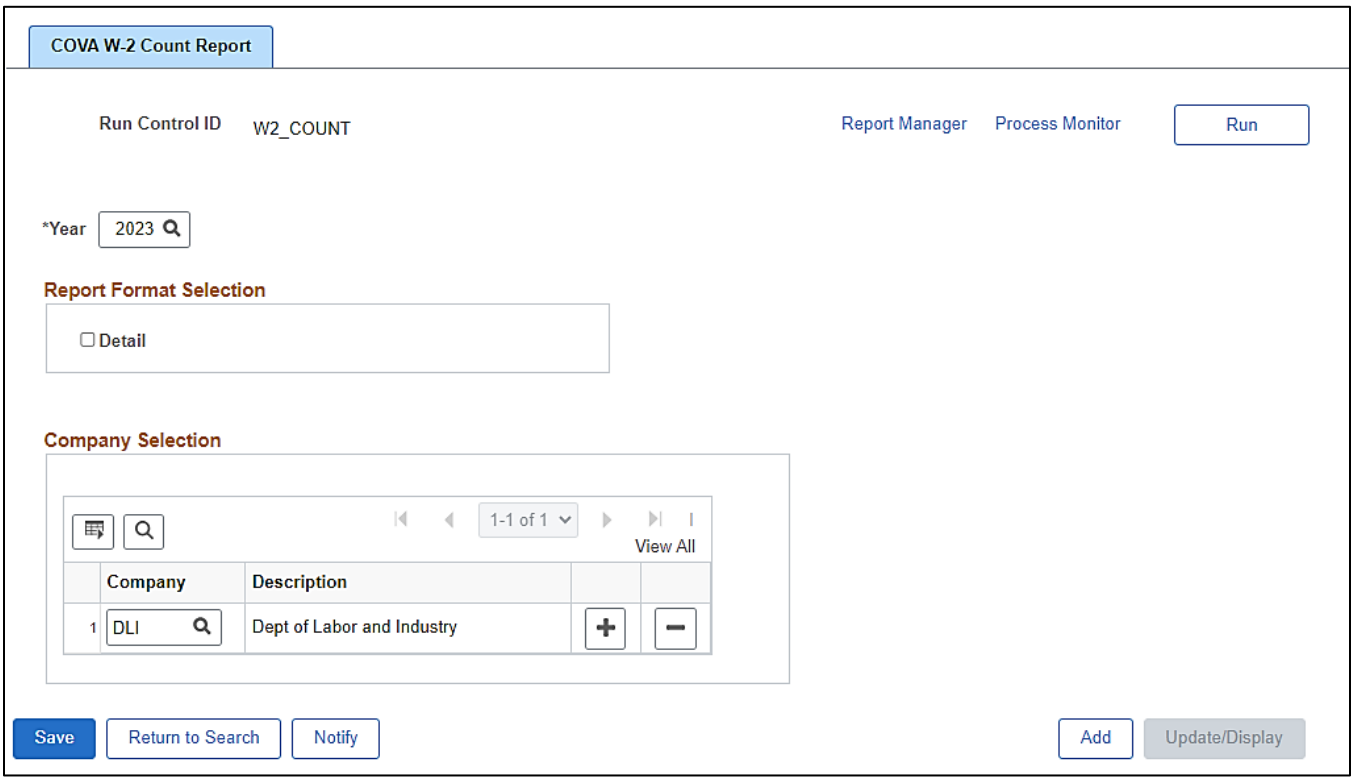
**REVISED:** 02/26/2024

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

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Year | PDF |
| Company Selection | CSV |

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




**ADDITIONAL INFORMATION:**
**Year** field is a required field.

## Screenshot of the COVA W-2 Count Report

Cardinal

Report ID: RPY541

Commonwealth of Virginia

COVA W-2 COUNT REPORT

Run Date: 02/26/2024
Run Time: 03:57 00

Page No. 1 of 1

Company DLI Dept of Labor and Industry

| Employee Type | State | Count |
|---|---|---|
| Hourly | VA | 18 |
| | Total | 18 |
| Salaried | VA | 214 |
| Salaried | Non-VA | 1 |
| | Total | 215 |
| | Company Total | 233 |

## Screenshot of the COVA W-2 Count Report (Detail)

Cardinal

Report ID: RPY541

Commonwealth of Virginia

COVA W-2 COUNT REPORT

Run Date: 02/26/2024
Run Time: 04:02 00

Page No. 1 of 7

Company DLI Dept of Labor and Industry

| Employee Type | State | Count | Employee ID | Name | Department | Employee Type | State |
|---|---|---|---|---|---|---|---|
| Hourly | VA | 18 | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | | [redacted] | [redacted] | 18100 | Wage | VA |
| | | Total 18 | | | | | |

# Deduction Change Amount Report (RPY089)

**REVISED:** 11/26/2024

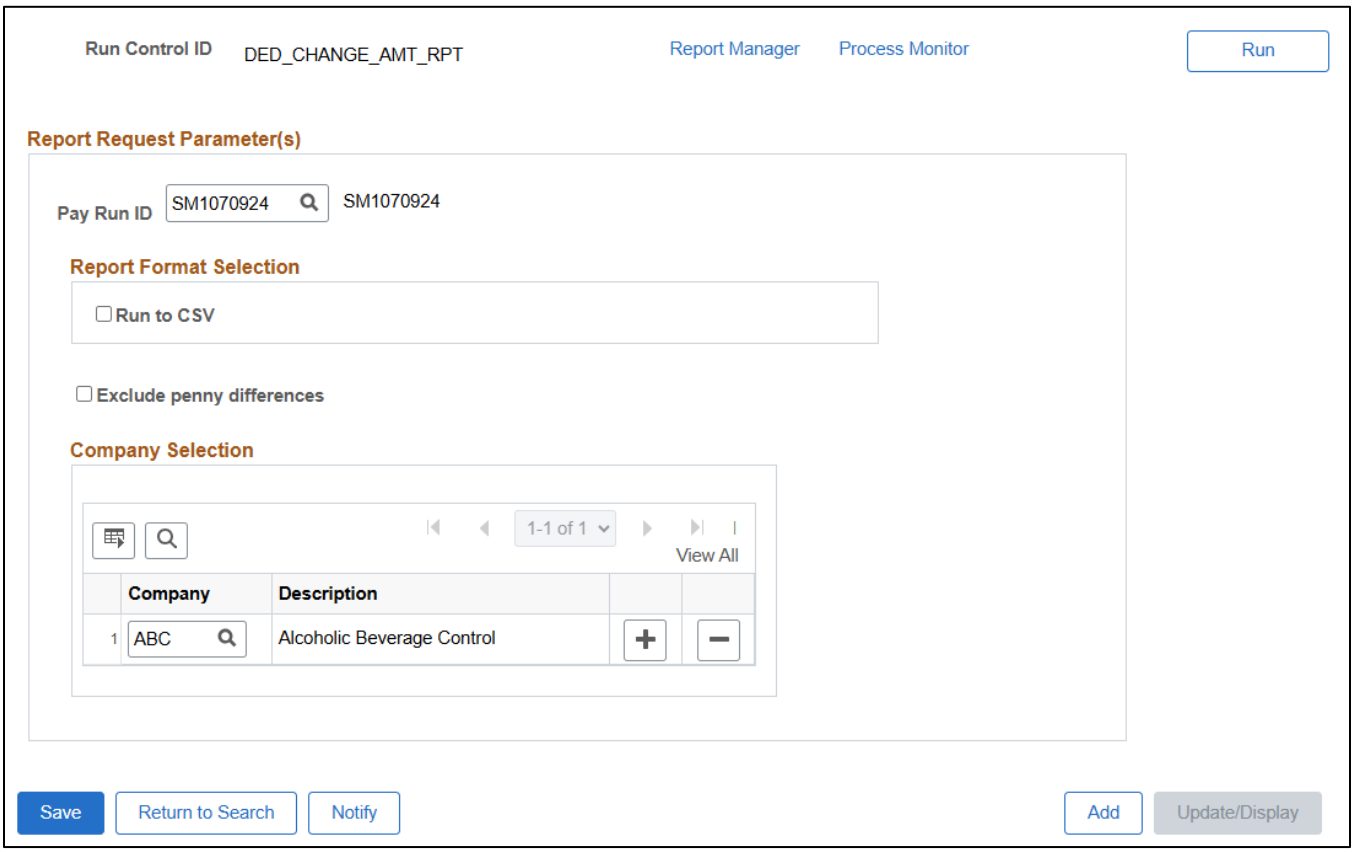
**DESCRIPTION:**
This report will show all employees that had changes to their deductions and deduction amounts between two pay periods. It contains a checkbox option that can be selected to exclude differences of one penny.

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

**INPUT / SEARCH CRITERIA:**
Pay Run ID
Company Selection
Exclude penny differences checkbox

**OUTPUT FORMAT:**
PDF
CSV

**Screenshot of the Deduction Change Amount Report Run Control Page**




**ADDITIONAL INFORMATION:**
**Pay Run ID** is a required field.

## Screenshot of Deduction Change Amount Report - PDF

Cardinal

Report ID: RPY089

Commonwealth of Virginia

DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS

Run Date: 11/26/2024
Run Time: 10:57 00

Company: ABC - Alcoholic Beverage Control
Current Pay End Date: 09-JUL-2024 Current Check Status: Confirmed
Prior Pay End Date: 24-JUN-2024

Page No. 1 of 338

| Empl ID | Empl Rcd | Empl Status | Name | Department ID | Deduction Type | Deduction Class | Plan Type | Current Amount | Prior Amount | Reason Deduct Not Taken |
|---|---|---|---|---|---|---|---|---|---|---|
| | 0 | A | | 226047 | COVACARE | N | 10 | 702.00 | 660.00 | |
| | 0 | A | | 226047 | COVACARE | B | 10 | 148.00 | 142.50 | |
| | 0 | A | | 226047 | Grp Life | N | 7W | 24.14 | 26.62 | |
| | 0 | A | | 226047 | HVRMDB | B | 70 | 81.84 | 79.46 | |
| | 0 | A | | 226047 | HVRMDB | N | 70 | 256.17 | 267.38 | |
| | 0 | A | | 226047 | HYB MDC | B | 7Z | 20.46 | 19.87 | |
| | 0 | A | | 226047 | HYB MDC | N | 7Z | 20.46 | 19.87 | |
| | 0 | A | | 226047 | HYB Rtmt | N | 7V | 0.00 | 257.45 | |
| | 0 | A | | 226047 | HYB VDC | P | 4W | 10.23 | 9.93 | |
| | 0 | A | | 226047 | HYB VDC | B | 4W | 10.23 | 9.93 | |
| | 0 | A | | 226047 | Ret Hlth | N | 7X | 22.92 | 22.25 | |
| | 0 | A | | 226047 | VSDP LTD | N | 7Y | 10.23 | 12.12 | |
| | 0 | A | | 226443 | Grp Life | N | 7W | 35.81 | 39.48 | |
| | 0 | A | | 226443 | HVRMDB | N | 70 | 379.90 | 396.53 | |
| | 0 | A | | 226443 | HVRMDB | B | 70 | 121.37 | 117.84 | |
| | 0 | A | | 226443 | HYB MDC | B | 7Z | 30.34 | 29.46 | |
| | 0 | A | | 226443 | HYB MDC | N | 7Z | 30.34 | 29.46 | |

## Screenshot of Deduction Change Amount Report – CSV

Commonwealth of Virginia

Report ID: RPY089 DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS

Run Date: 26-Nov-24
Run Time: 10:59:33.000000_AM

| Company | Dept ID | Current Pay End Date | Prior Pay End Date | Current Check Status | Empl ID | Empl Rcd | Empl Status | Name | Deduction Type | Deduction Class | Plan Type | Current Amount | Prior Amount | Reason Deduct Not Taken |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | COVACARE | N | 10 | 702 | 660 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | COVACARE | B | 10 | 148 | 142.5 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | Grp Life | N | 7W | 24.14 | 26.62 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HVRMDB | B | 70 | 81.84 | 79.46 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HVRMDB | N | 70 | 256.17 | 267.38 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HYB MDC | B | 7Z | 20.46 | 19.87 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HYB MDC | N | 7Z | 20.46 | 19.87 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HYB Rtmt | N | 7V | 0 | 257.45 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HYB VDC | P | 4W | 10.23 | 9.93 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HYB VDC | B | 4W | 10.23 | 9.93 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | Ret Hlth | N | 7X | 22.92 | 22.25 | |
| ABC | 226047 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | VSDP LTD | N | 7Y | 10.23 | 12.12 | |
| ABC | 226443 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | Grp Life | N | 7W | 35.81 | 39.48 | |
| ABC | 226443 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HVRMDB | N | 70 | 379.9 | 396.53 | |
| ABC | 226443 | 9-Jul-24 | 24-Jun-24 | Confirmed | | 0 | A | | HVRMDB | B | 70 | 121.37 | 117.84 | |

# Deduction Vendor Remittance Report (RPY380)

**REVISED:** 09/15/2021

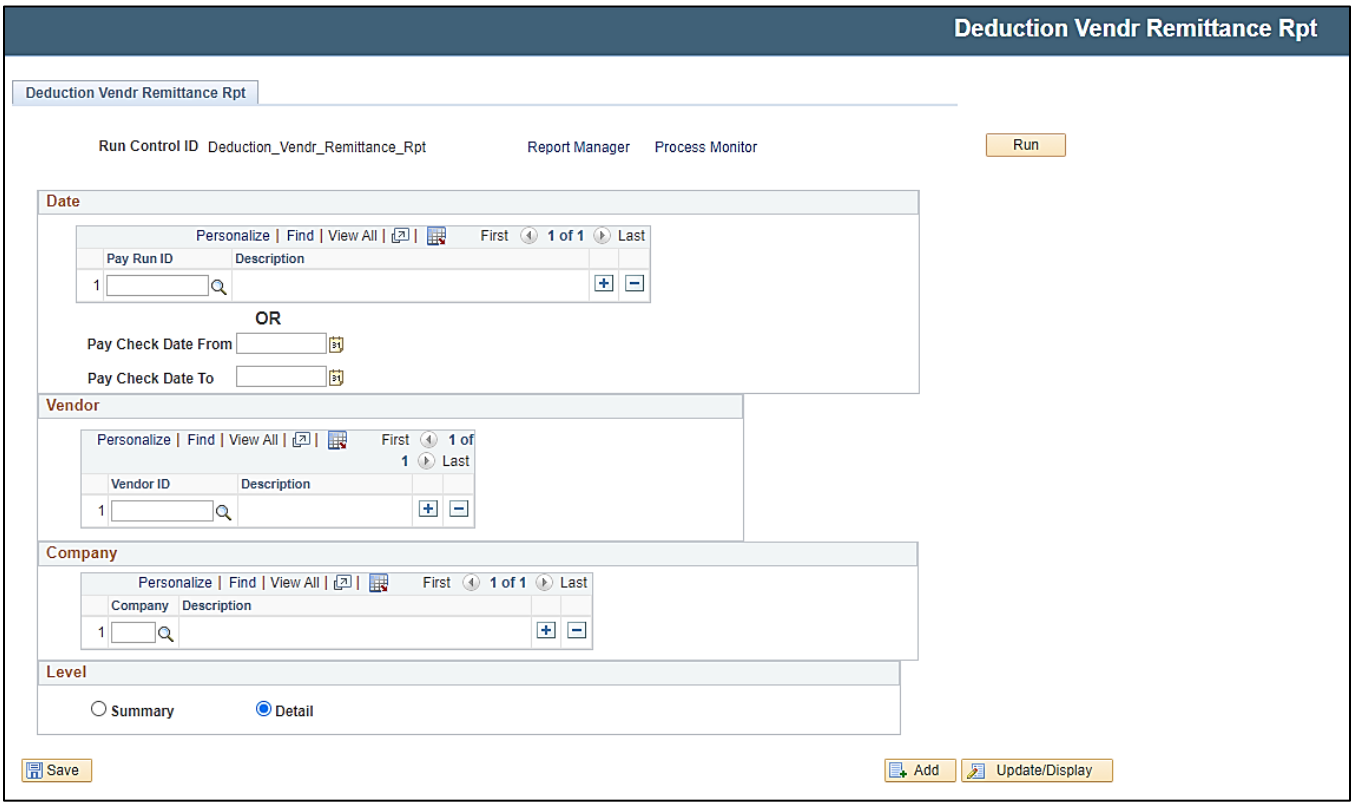
**DESCRIPTION:**
This Deduction Vendor Remittance report can be pulled by vendor and check date and includes deduction and vendor information.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** or **Pay Check Data From/To** fields are required fields.

## Screenshot of the Deduction Vendor Remittance Report

Report ID: RPY380

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Run Date: 12/07/2023
Run Time: 10:49 00

Pay Check Date From: 01/01/2023 To: 12/07/2023
Vendor ID: 0001736668 LNB SOLUTIONS INC
Detail



| Employee ID | Employee Name | Company | Deduction/Benefit Code | Invoice Number | Deduction Amount | Sent To AP |
|---|---|---|---|---|---|---|
| [redacted] | [redacted] | ACS | CVC | P0009151 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0009787 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0010416 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0011057 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0011789 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0012497 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0013319 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0014023 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0014697 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0015396 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0016132 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0016864 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0017570 | 30.00 | S |
| [redacted] | [redacted] | ACS | CVC | P0009151 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0009787 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0010416 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0011057 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0011789 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0015396 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0016132 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0016864 | 29.17 | S |
| [redacted] | [redacted] | ACS | CVC | P0017570 | 29.17 | S |

Company Total 769.21

Vendor Total 769.21

Deduction/Benefit Code Totals
CVC 769.21

# Employee Benefit Enrollment Report (RPY528)

**REVISED:** 11/13/2023

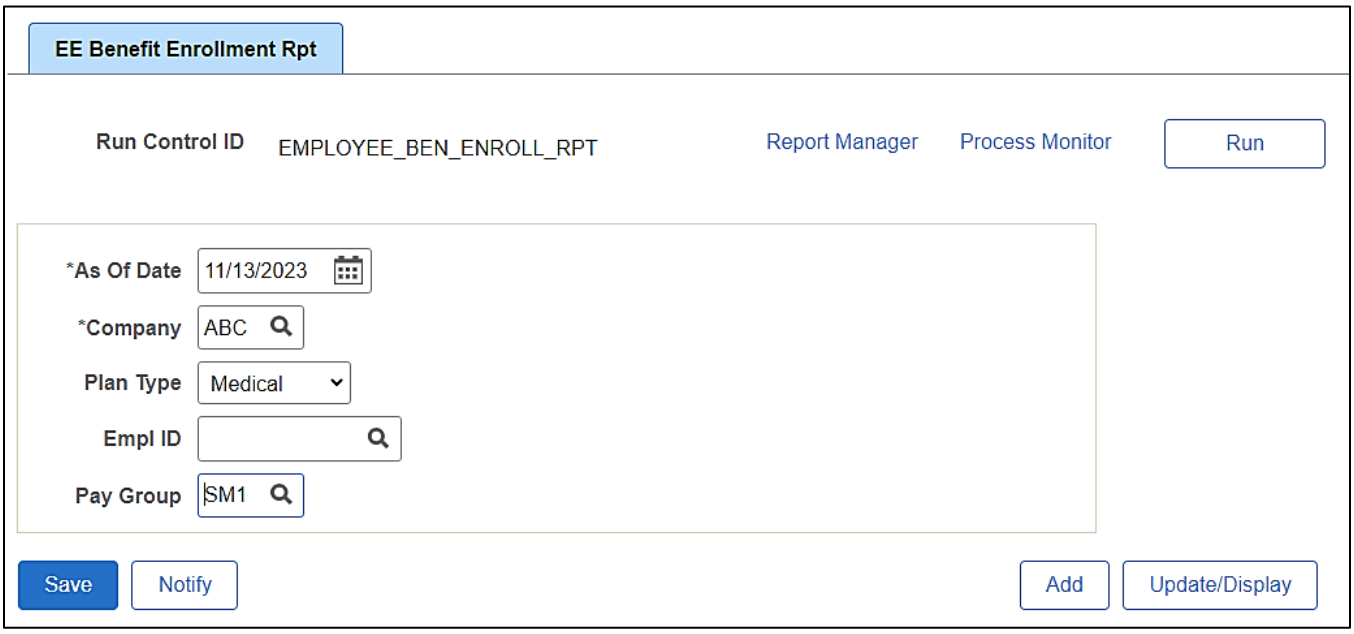
**DESCRIPTION:**
This report provides active employee benefit enrollment of all plan types based on a specified as of date, plan type, and employee number along with the company.

**NAVIGATION PATH:**
NavBar > 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**




**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 | Eligibile Config 8 (Contract Mth-#Pay | Eligible Config 9 (Emplmt Type – Bill Method |
|---|---|---|---|
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |
| 30999 | | 12-24 | SF-GB |

# Employees not Processed in Current Payroll Report (RPY141)

**REVISED:** 09/15/2021

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

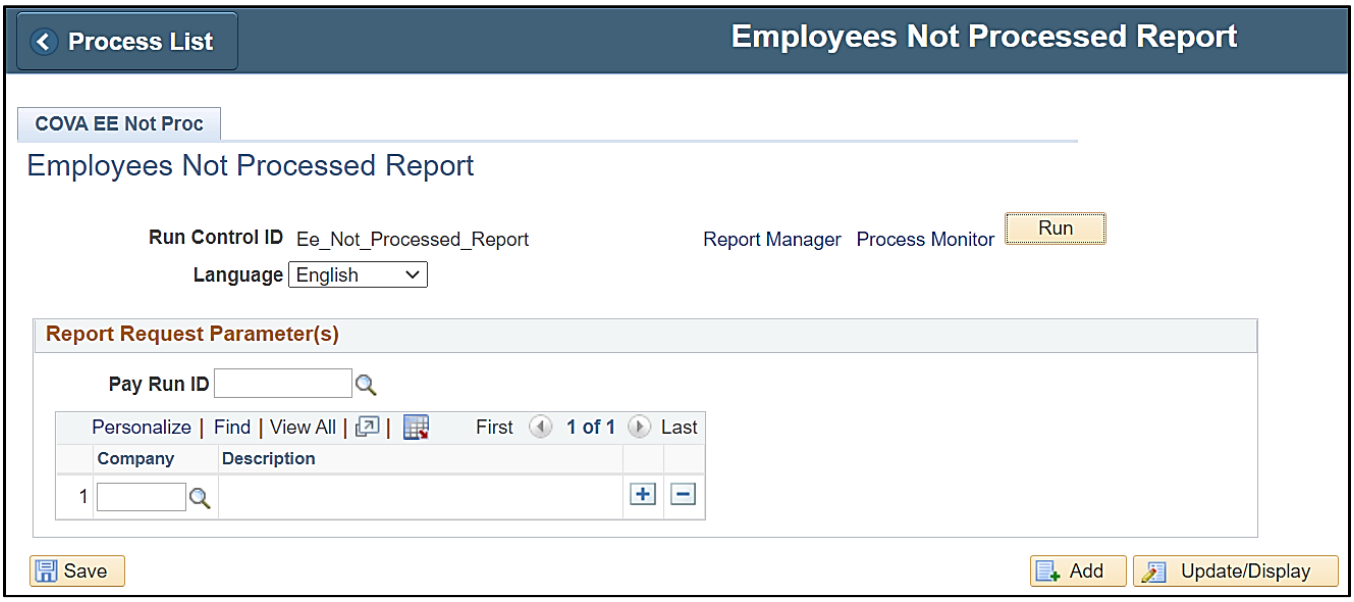
This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the paygroup and pay period for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

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

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

Report ID: RPY141

Commonwealth of Virginia

EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL

Run Date: 12/07/2023
Run Time: 11:47 00

Company: DLI Dept of Labor and Industry
Pay Period End:07/24/2023
Pay Group SM1 Semimonthly Class (SATFRI07)



| Employee Name | Employee ID | Dept Id | Business Unit | Page/Line/Add1 | <------- REGULAR -------> Hours | Earnings | <- OVERTIME -> Hours | <---------- OTHER ----------> Type | Hours | Earnings |
|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | 18100 | 18100 | 2 4 3 | | | | DBN | | 181.82 |
| [redacted] | [redacted] | 18100 | 18100 | 2 4 4 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 18100 | 18100 | 2 4 5 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 18100 | 18100 | 4 9 3 | | | | DBN | | 181.82 |
| [redacted] | [redacted] | 18100 | 18100 | 4 9 4 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 18100 | 18100 | 4 9 5 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 18100 | 18100 | 4 20 3 | | | | DBN | | 181.82 |
| [redacted] | [redacted] | 18100 | 18100 | 4 20 4 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 18100 | 18100 | 4 20 5 | | | | DBN | | 909.09 |
| [redacted] | [redacted] | 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.

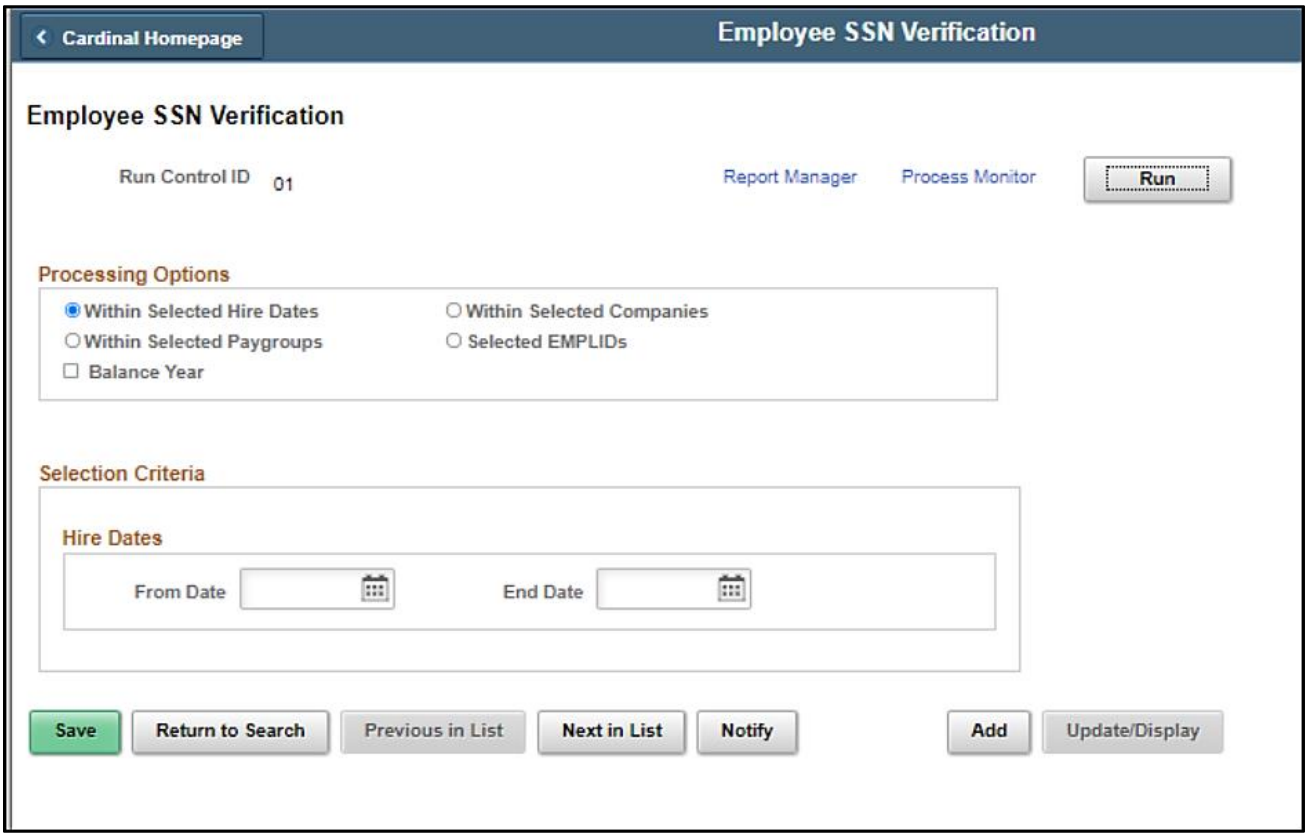
This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
The **From Date** and **End Date** fields are required fields.

## Screenshot of the Employee SSN Verification Report

PeopleSoft

Report ID: TAX109 EMPLOYEE SSN VERIFICATION RPT Page No. 1

Run Date 09/10/2021

Run Time 08:16:10

| Social Sec Nbr | Empl ID | Last Name | First Name | Middle Name/Initial | Date of Birth | Gender |
|---|---|---|---|---|---|---|
| | | | | | | F |
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# FBMC Deduction Extract Report (RPY458)

**REVISED:** 09/15/2021

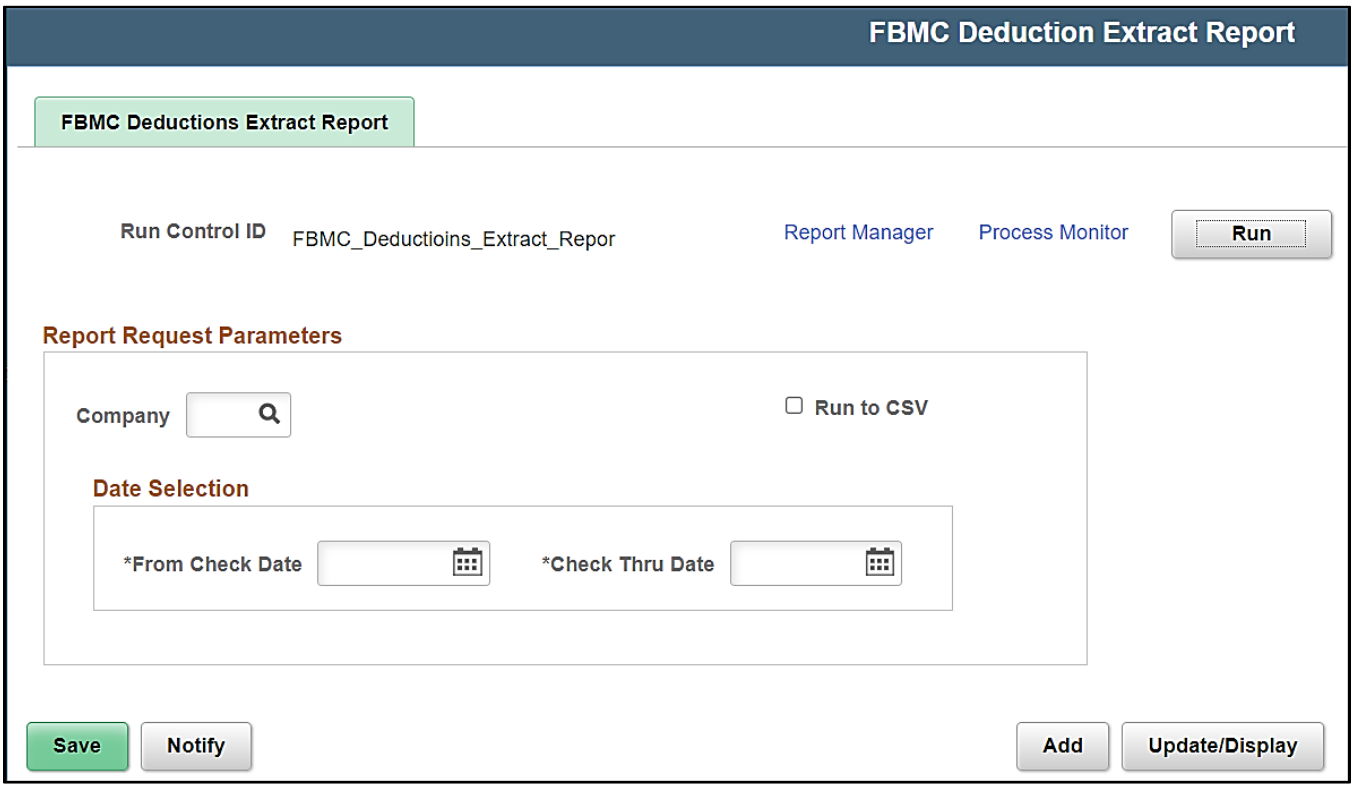
**DESCRIPTION:**
This Extract audit report for semi-monthly outbound vendor file to Third-Party Administrator, currently Fringe Benefits Management Company (FBMC), for miscellaneous insurance and annuity deductions.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Check Date** field and **Check Thru Date** field are required fields.

## Screenshot of the FBMC Deduction Extract Report

Commonwealth of Virginia

FBMC DEDUCTION EXTRACT REPORT

Report ID: RPY458

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 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 8.66 | $ 0.00 |
| 12/31/2019 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 6.55 | $ 0.00 |
| 12/31/2019 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 35.00 | $ 0.00 |
| 12/31/2019 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 55.06 | $ 0.00 |
| **Check Date Total:** | | | $ 0.00 | $ 0.00 | $ 0.00 | $ 105.27 | $ 0.00 |
| 01/16/2020 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 385.10 | $ 0.00 |
| **Check Date Total:** | | | $ 0.00 | $ 0.00 | $ 0.00 | $ 385.10 | $ 0.00 |
| 01/31/2020 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 385.10 | $ 0.00 |
| 01/31/2020 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 195.76 | $ 0.00 |
| 01/31/2020 | [redacted] | [redacted] | $ 0.00 | $ 0.00 | $ 0.00 | $ 6.55 | $ 0.00 |

# Federal Liability by State Report (TAX014)

**REVISED:** 09/15/2021

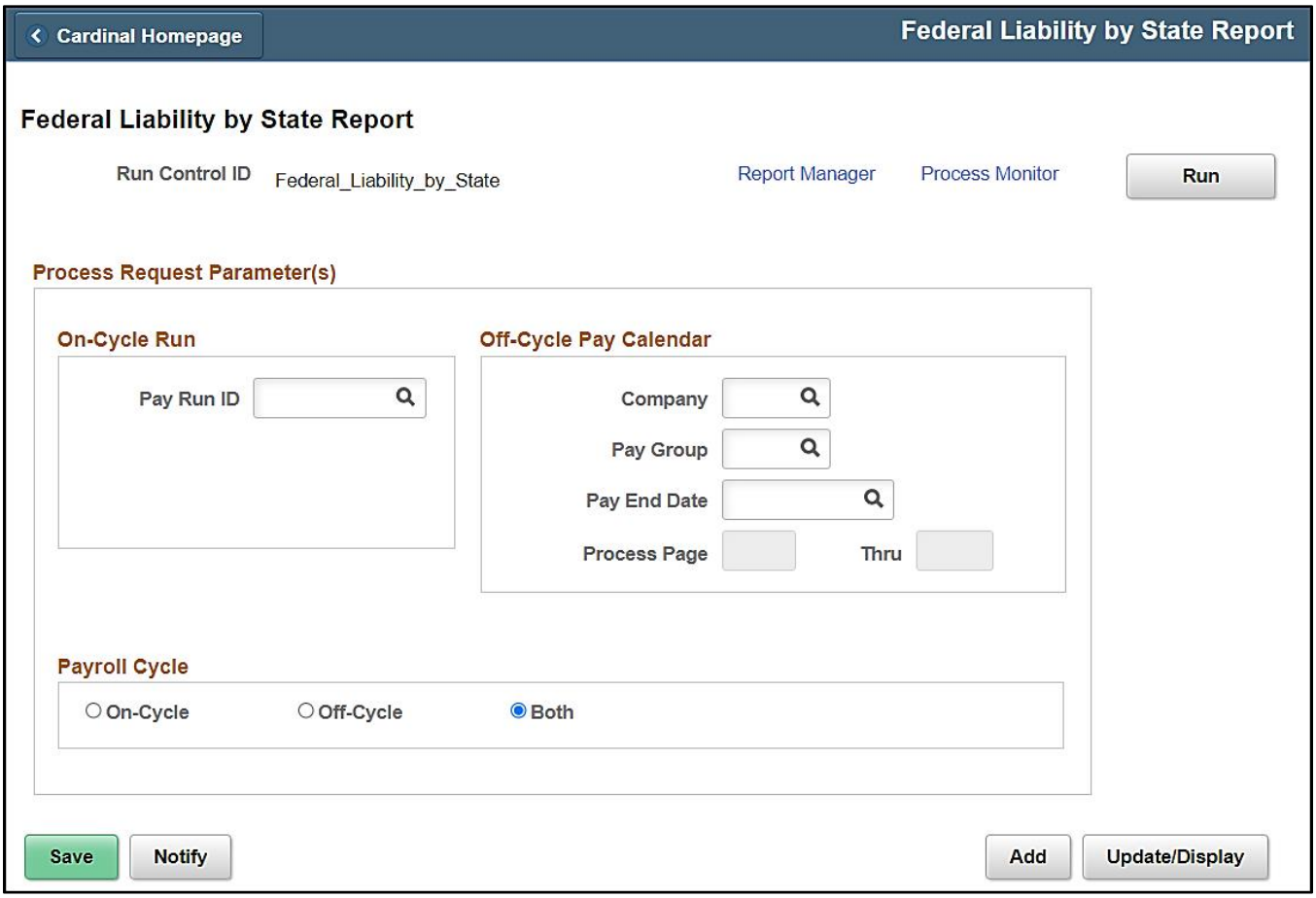
**DESCRIPTION:**
This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) for each state. This report is used by SPO only.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field is a required field.

## Screenshot of the Federal Liability by State Report

```
                                                               PeopleSoft
Report ID:  TAX014                                        FEDERAL LIABILITY BY STATE                                           Page No.  1
Company                                                                                                                        Run Date 06/01/2021
Pay Period End                                              On/Off Cycle CONFIRMED                                             Run Time 15:09:57
Check Date

       State             <----------- WITHHOLDING ----------->     <---------------------- OASDI/MEDICARE ----------------------->
     State EIN             Taxable Gross            Tax             Type     Taxable Gross          Tax              Employer           Total Liability
--------------------     -----------------   -----------------      -----   -----------------   -----------------   -----------------      -----------------



                   Check Date Total

                   Pay Period Total

                   Company Total

                   Grand Total
```

# 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:**
NavBar > 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**

**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

Report ID: TAX010FD
Company ABC Alcoholic Beverage Control
Federal EIN:

QUARTERLY FEDERAL TAX SUMMARY REPORT
4th Quarter 2020

Page No. 1
Run Date 08/10/2021
Run Time 09:53:33

Jurisdiction: U.S. excluding Puerto Rico & Territories

| | | Employee Taxable Wages | Employee Tax | Employee NL Wages | Employer Taxable Wages | Employer Tax | Employer NL Wages |
|---|---|---|---|---|---|---|---|
| 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)

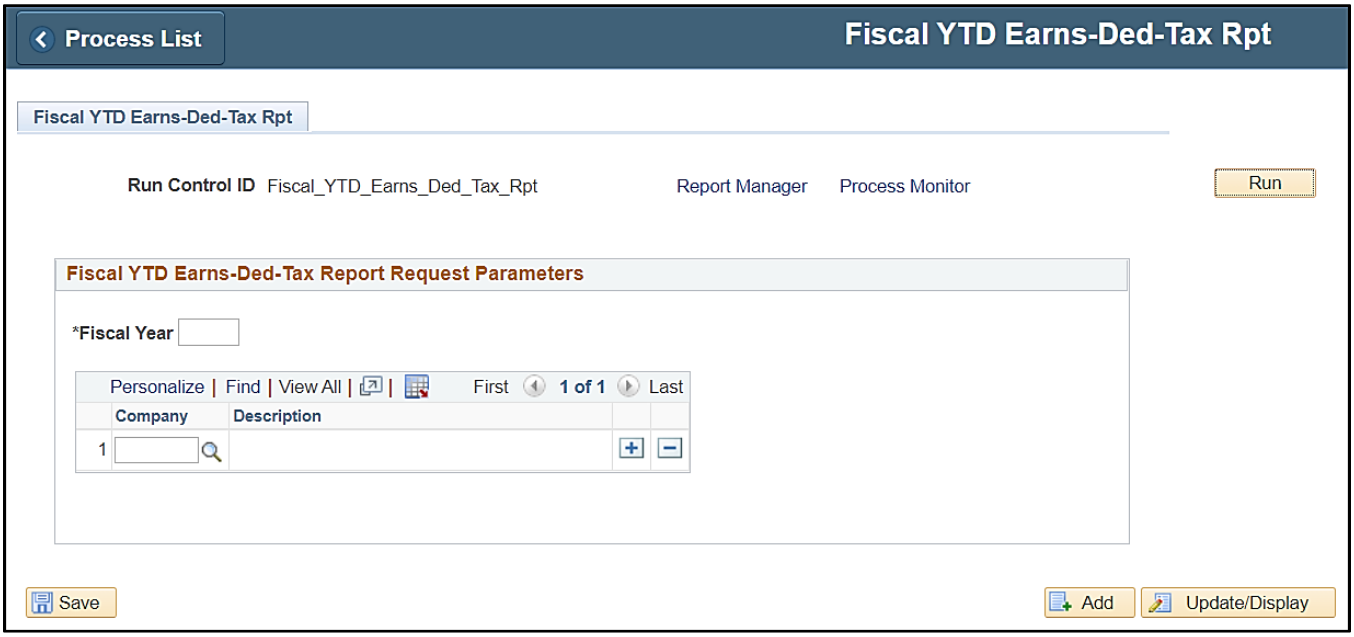
**REVISED:** 09/15/2021

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

**NAVIGATION PATH:**
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earns-Ded-Tax Report

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Company | PDF |

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




**ADDITIONAL INFORMATION:**
**Fiscal year** field is a required field.

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

Report ID: RPY134

Commonwealth of Virginia

FISCAL YTD EARNINGS, DEDUCTIONS, AND TAXES REPORT

Run Date: 08/06/2021
Run Time: 11:58 00

COMPANY: A01 - Lee County - DSS
FISCAL YEAR: 2020

Page No. 1 of 5360

| EMPLID | NAME | EMPL RCD | FISCAL YTD REG | FISCAL YTD OT | FISCAL YTD OTHER EARNS | FISCAL YTD EE DED | FISCAL YTD ER DED | FISCAL YTD EE TAX | FISCAL YTD ER TAX |
|---|---|---|---|---|---|---|---|---|---|
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| | | 0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |

# FSA Deduction Extract Report (RPY457)

**REVISED:** 09/15/2021

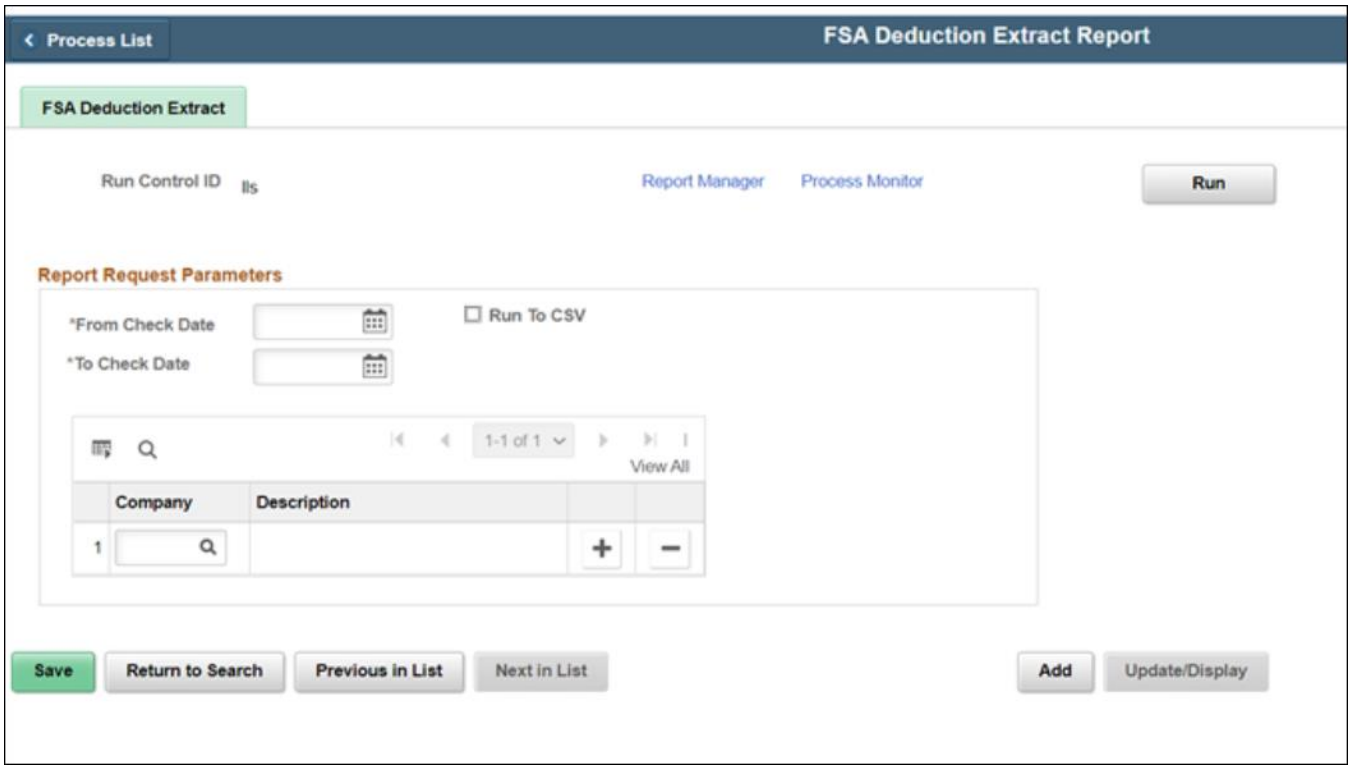
**DESCRIPTION:**
This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor file to PayFlex Flexible Reimbursement Account Plans. Report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Check Date** and **To Check Date** fields are required fields.

## Screenshot of the FSA Deduction Extract Report

Report ID: RFY457

Commonwealth of Virginia

FSA DEDUCTION EXTRACT REPORT

Run Date: 11/22/2020
Run Time: 12:53 00

COMPANY: ABC - Alcoholic Beverage Control

Page No. 1 of 62

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

| CHECK DT | EMPLID | NAME | FLXFEE | FLXMED | 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

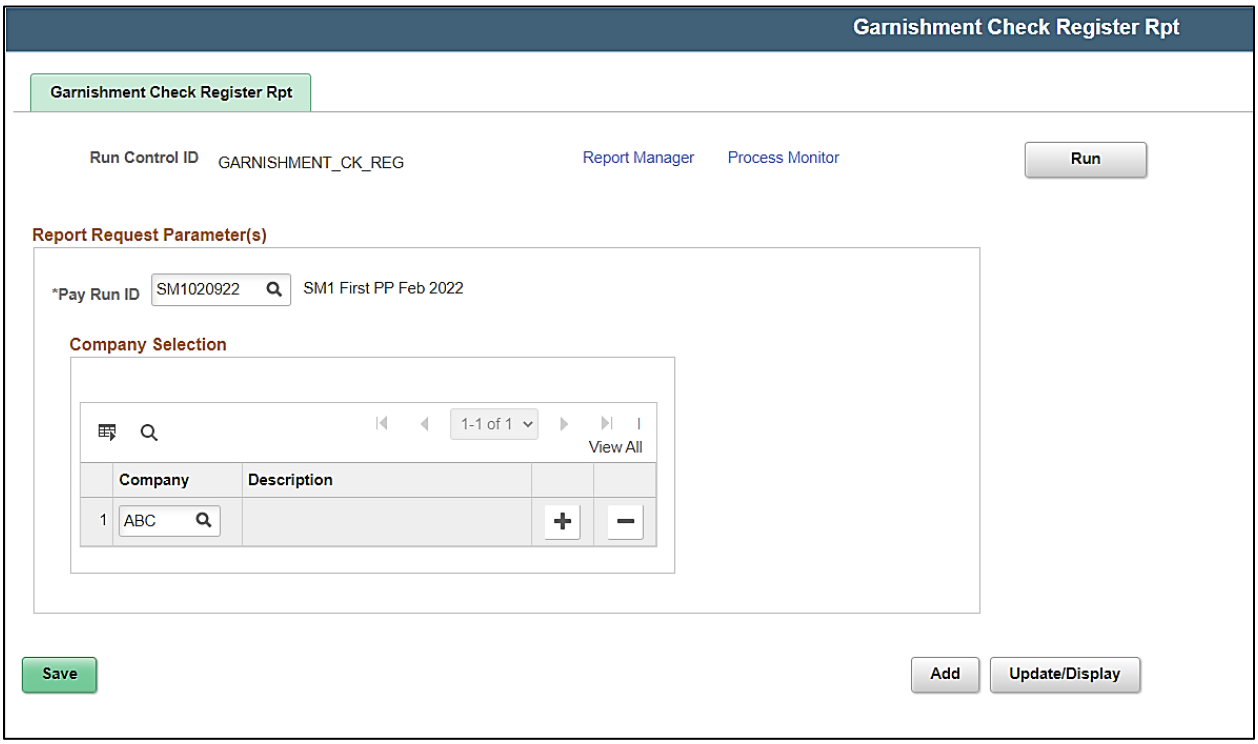
**DESCRIPTION:**
This report lists all of the garnishment checks processed for the Pay Run ID entered and includes Employee ID, Employee Name, Check Number, Check Date, Amount, Vendor (payee) and the total number or checks. It can be used to confirm and reconcile all garnishment payments after each payroll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

**NAVIGATION PATH:**
NavBar > 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**



## 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**



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 | [illegible] | 09-FEB-22 | [illegible] | 24028420 | 16-FEB-22 | 200.00 | SUZANNE E WADE CH 13 TRUSTEE |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028421 | 16-FEB-22 | 893.00 | SUZANNE E WADE CH 13 TRUSTEE |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028370 | 16-FEB-22 | 600.00 | CARL M BATES CH 13 TRUSTEE |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028359 | 16-FEB-22 | 392.72 | AMHERST GEN DIST COURT |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028360 | 16-FEB-22 | 184.17 | AR CHILD SUPPORT CLEARINGHOUSE |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028395 | 16-FEB-22 | 395.83 | MADISON GEN DIST COURT |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028422 | 16-FEB-22 | 537.50 | SUZANNE E WADE CH 13 TRUSTEE |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028431 | 16-FEB-22 | 419.08 | TRANSWORLD SYSTEMS INC |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028363 | 16-FEB-22 | 171.87 | CA STATE DISBURSEMENT UNIT |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 24028403 | 16-FEB-22 | 326.75 | NORFOLK GEN DIST COURT |
| ABC | [illegible] | 09-FEB-22 | [illegible] | 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

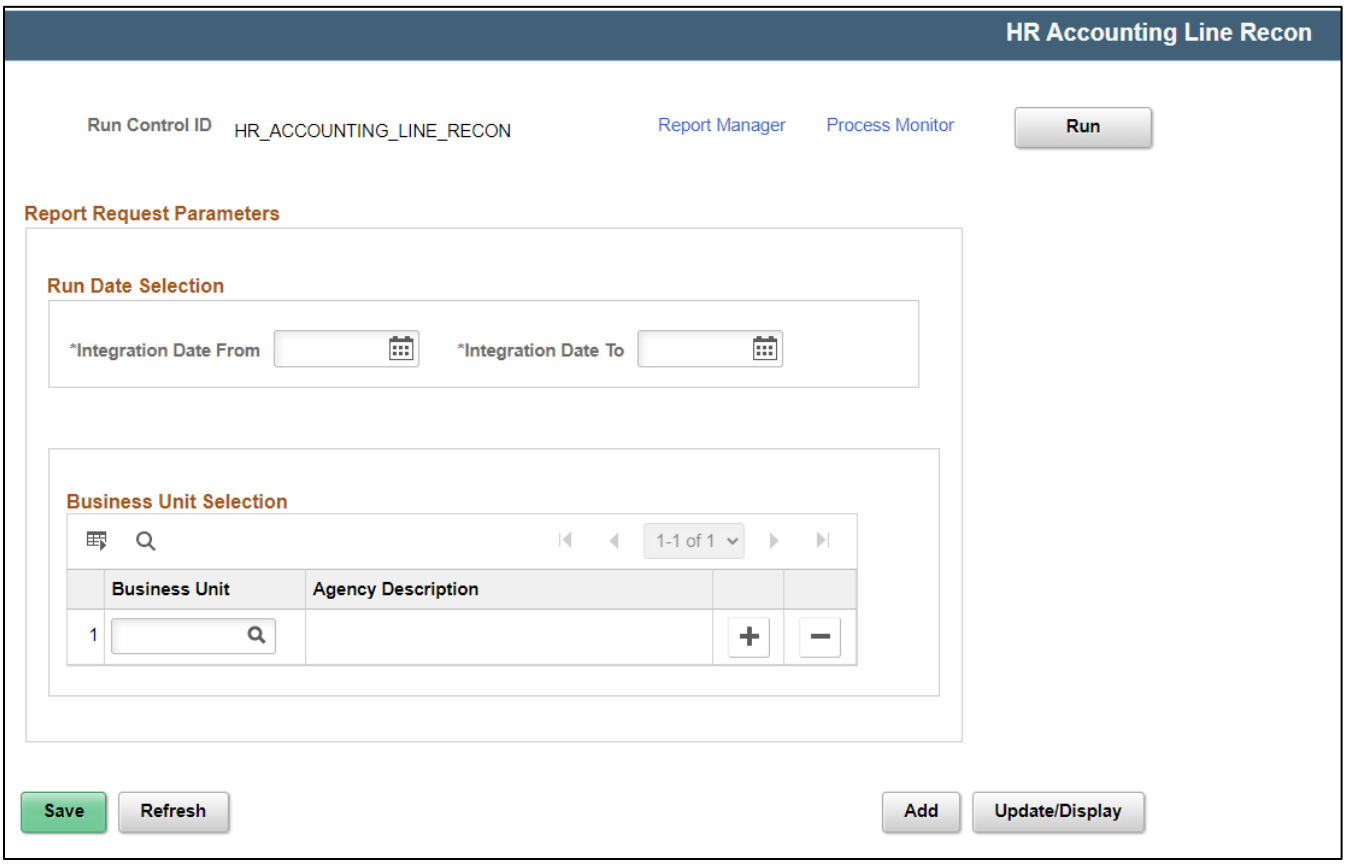
**DESCRIPTION:**
This report is an HR Accounting Line to General Ledger (GL) Reconciliation report. This report reads HR accounting line detail and creates company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds or expenditure categories and includes statewide Grand Totals.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Integration Date From** and **Integration Date To** fields are required fields.

## Screenshot of the HR Accounting Line Reconciliation Report

Report ID: RPY447

Commonwealth of Virginia

HR ACCOUNTING LINE RECON

Run Date: 03/29/2023
Run Time: 07:40 00

Business Unit: 50100 - VA Dept of Transportation



Integration From Date: 02/10/2023
Integration Thru Date: 02/24/2023
Run Date: 02/16/2023

**ASSETS**

| Account | Amount |
|---|---|
| 101010 | 20,788,047.62- |
| Total Assets: | 20,788,047.62- |

**LIABILITIES**

| Account | Amount |
|---|---|
| 22051401 | 20,100.75- |
| 22051402 | 685.00- |
| 22051404 | 147.90- |
| 22051406 | 4,608,435.25- |
| 22051407 | 449,591.50- |
| 22051408 | 37,854.50- |
| 22051409 | 127,010.00- |
| 22051410 | 341.00- |
| 22051411 | 3,301.11- |
| 22051416 | 1,201.75- |
| 22051424 | 2,683,215.00- |
| 22051426 | 27,667.50 |
| 22051427 | 295,893.53- |
| 22051428 | 124,888.06- |
| 22051429 | 247,334.45- |
| 22051439 | 3,162.00- |
| 22051441 | 16,047.50- |
| 22051442 | 2,738.81- |
| 22051443 | 68,404.20- |
| 22051444 | 35,603.79- |
| 22051446 | 73,787.50- |
| 22051447 | 212,529.78- |
| 22051448 | 1,319,333.14- |
| 22051452 | 639.75- |
| 22051454 | 15,980.47- |
| 22051455 | 61,173.86- |
| 22051456 | 2,049.60- |
| 22051457 | 51,136.50- |
| 22051461 | 687,127.52- |

# TPA_Retire Extract Report (RHR144)

**REVISED:** 02/05/2024

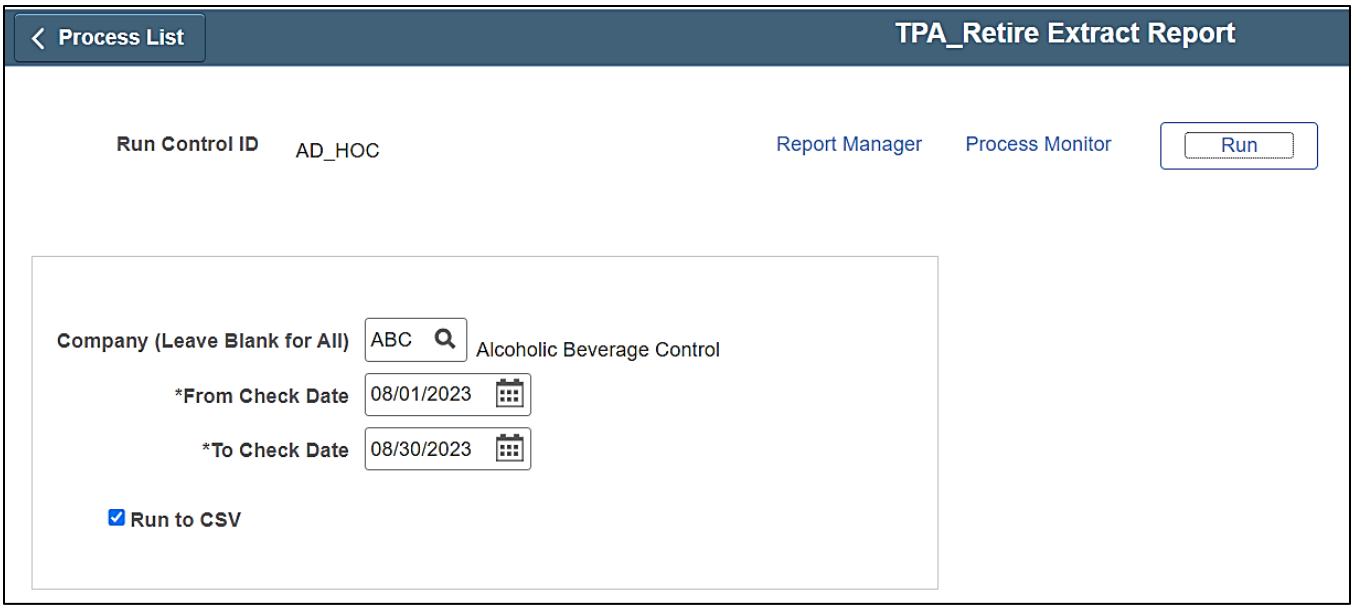
**DESCRIPTION:**
This report displays employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to third party administrator and are additional benefits provided in accordance with the employee's retirement plan. The rates for these are established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

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Check Date** and **To Check Date** fields are required fields.

## Screenshot of TPA Retire Extract Report - PDF

Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

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

Page No. 1 of 78

Report ID: RHR144
Company: ABC

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

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

Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

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

Page No. 78 of 78

Negative Deductions

| COMPANY | CHECK DT | EMPLID | NAME | DEDCD | EE A/T | EE B/T | ER Ptax Ben match for before-tax | ER Nontaxable match for after-tax | NET DEDUCTION |
|---|---|---|---|---|---|---|---|---|---|
| ABC | 08/01/23 | | | HYBMDC | 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

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

# Minnesota Life Deduction Extract Report (RHR145)

**REVISED:** 09/15/2021

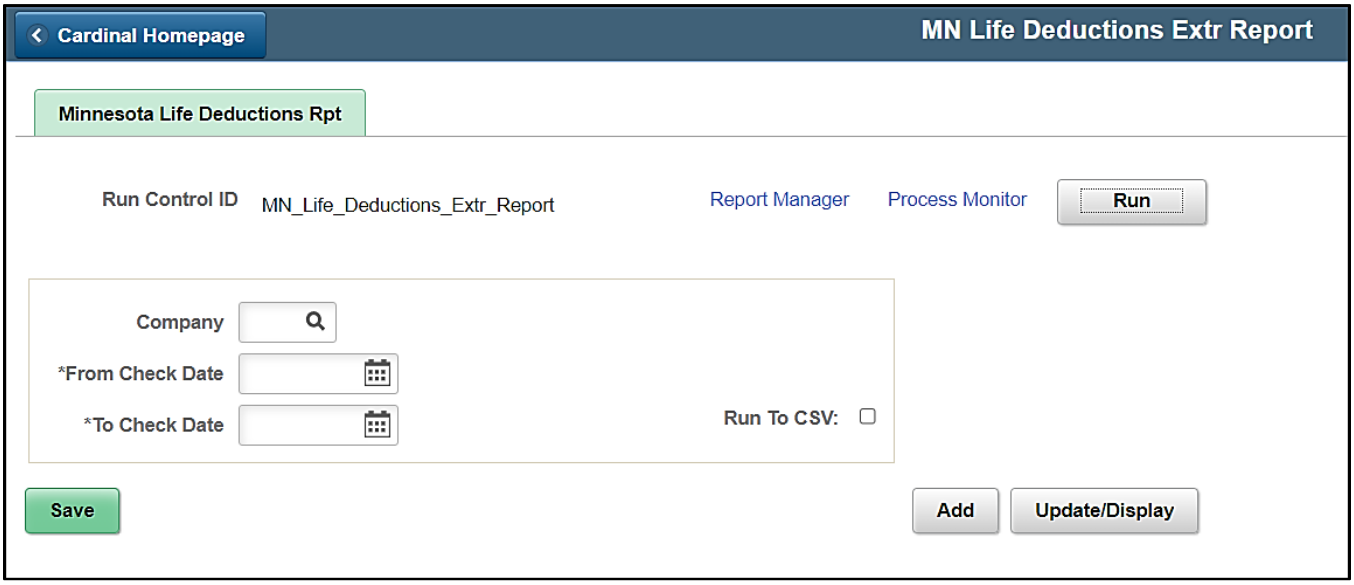
**DESCRIPTION:**
This report displays employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract .

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Check Date** and **To Check Date** fields are required fields.

## Screenshot of the Minnesota Life Deduction Extract Report

Report ID: RHR145

Commonwealth of Virginia

MINNESOTA LIFE DEDUCTION EXTRACT REPORT

Run Date: 09/22/2021
Run Time: 10:48 00

Page No. 1 of 124

Report ID: RHR145
Company: ABC

FOR CHECKS DATED 04/01/2020 - 04/30/2020

| CHECK DT | EMPLID | NAME | DEDCD | 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

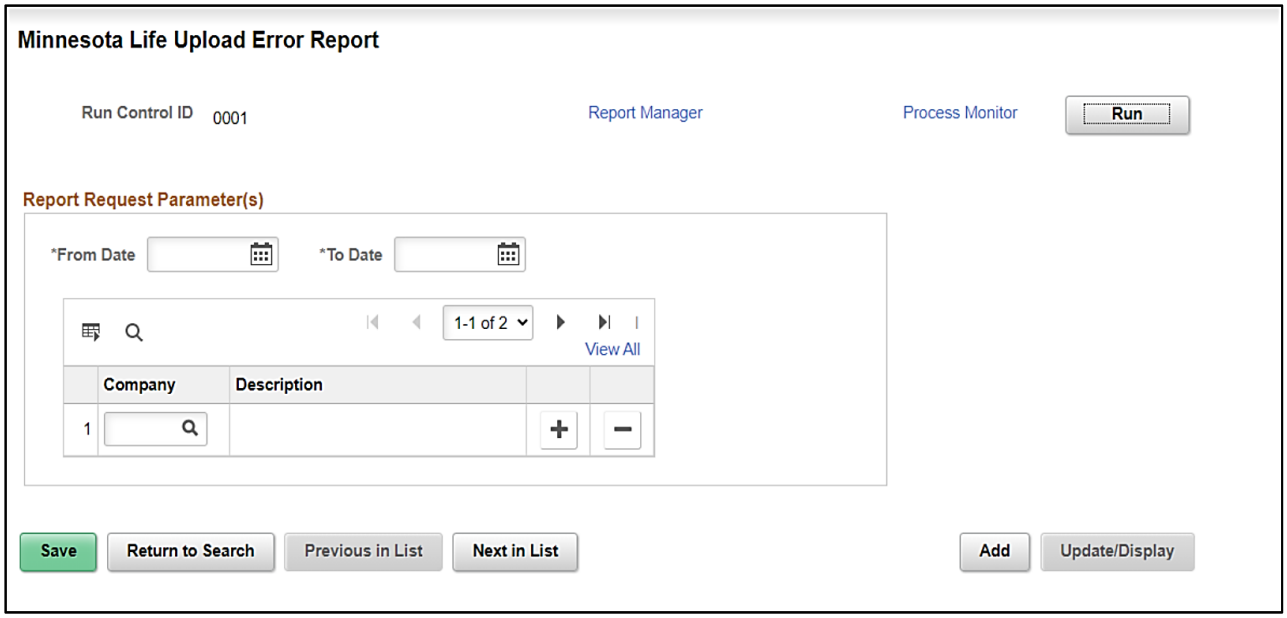
**DESCRIPTION:**
This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

## Screenshot of the Minnesota Life Upload Error Report

Report ID: RPY172

Commonwealth of Virginia

MINNESOTA LIFE UPLOAD ERROR REPORT

Run Date: 09/10/2021
Run Time: 09:15 00

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

Page No. 1 of 8

| 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.

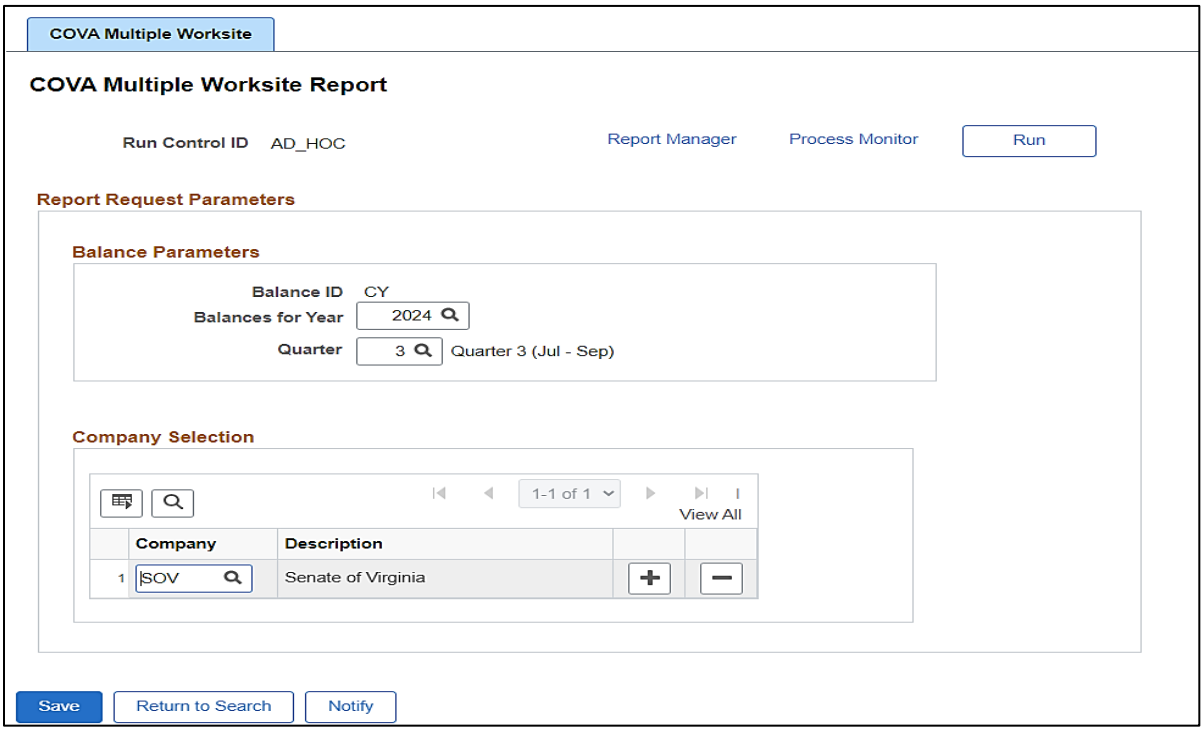
Every quarter, SPO produces the Multiple Worksite Report (RPY241) for the calendar year and calendar quarter specified on the run control page. Agencies will also be able to generate the PDF for their agencies only. The Multiple Worksite Report provides the employee count as of the 12th of the last month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

**NAVIGATION PATH:**
NavBar > 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**



**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**

Cardinal

Commonwealth of Virginia

MULTIPLE WORKSITE REPORT

Report ID: RPY241

Run Date: 06/05/2024
Run Time: 12:35 00

Company SOV Senate of Virginia
Fed EIN: [redacted]

Quarter 2, 2024
VIRGINIA UI Number: [redacted]

Page No. 1 of 1

| Worksite (or Trade) Name<br>Street Address<br>UI-Rpt-Cd Tax-Locatn Short-Desc | Employees in Pay Period Which Includes the 12th of<br>Apr | May | Jun | Total Quarterly Wages Of Worksite |
|---|---|---|---|---|
| Richmond (City)<br>Senate of Virginia Fiscal Office<br>PO Box 396<br>Richmond, VA 23218<br>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

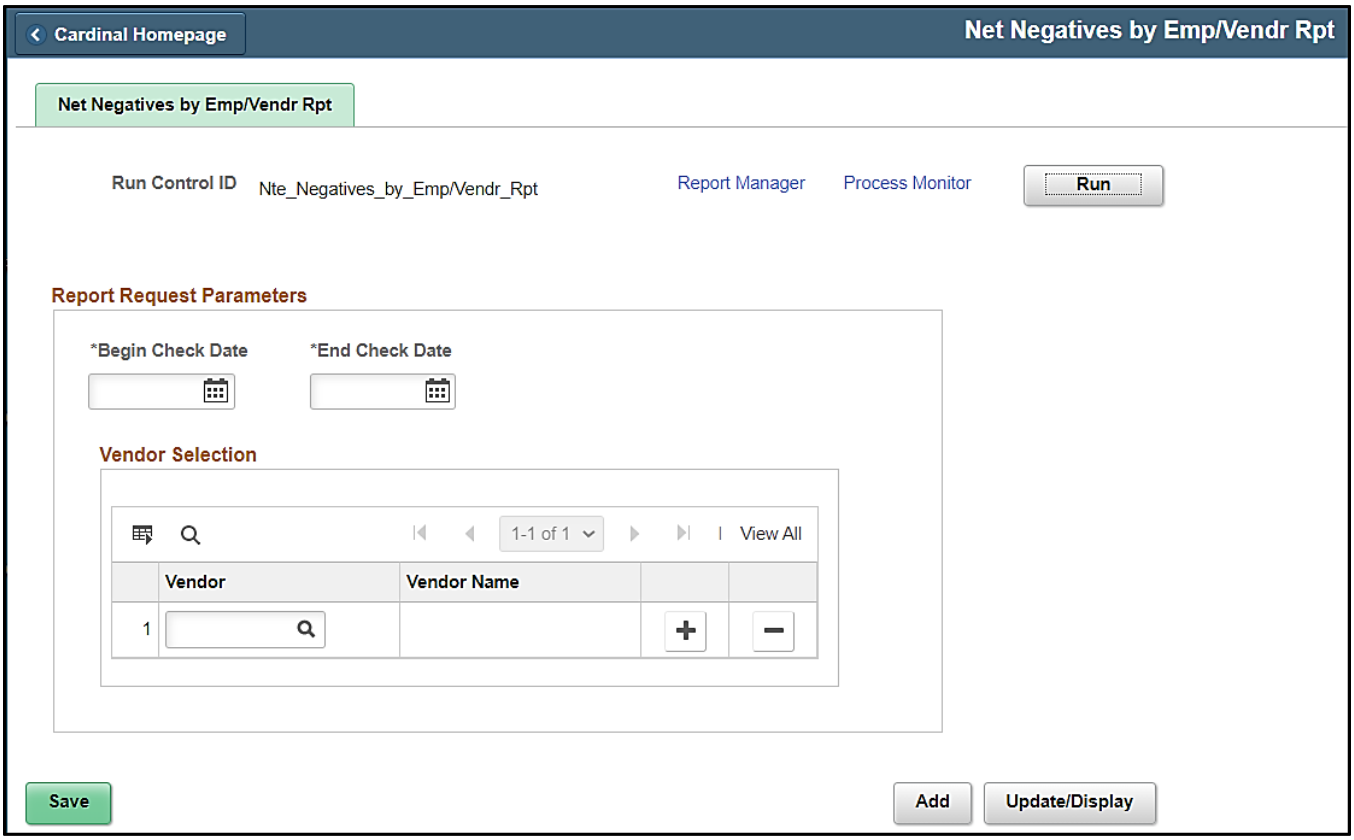
**DESCRIPTION:**
This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Begin Check Date** and **End Check Date** fields are required fields.

## Screenshot of the Net Negatives by Employee/Vendor Report

Report ID: RPY383

Commonwealth of Virginia

NET NEGATIVES BY EMPLOYEE/VENDOR

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

Vendor : BN00000001 - VRS - Retirement Fund
Date range : 10/01/2019 - 12/31/2019
Deduction : Employee Retirement DB

Page No. 1 of 11

| Company | Agency 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

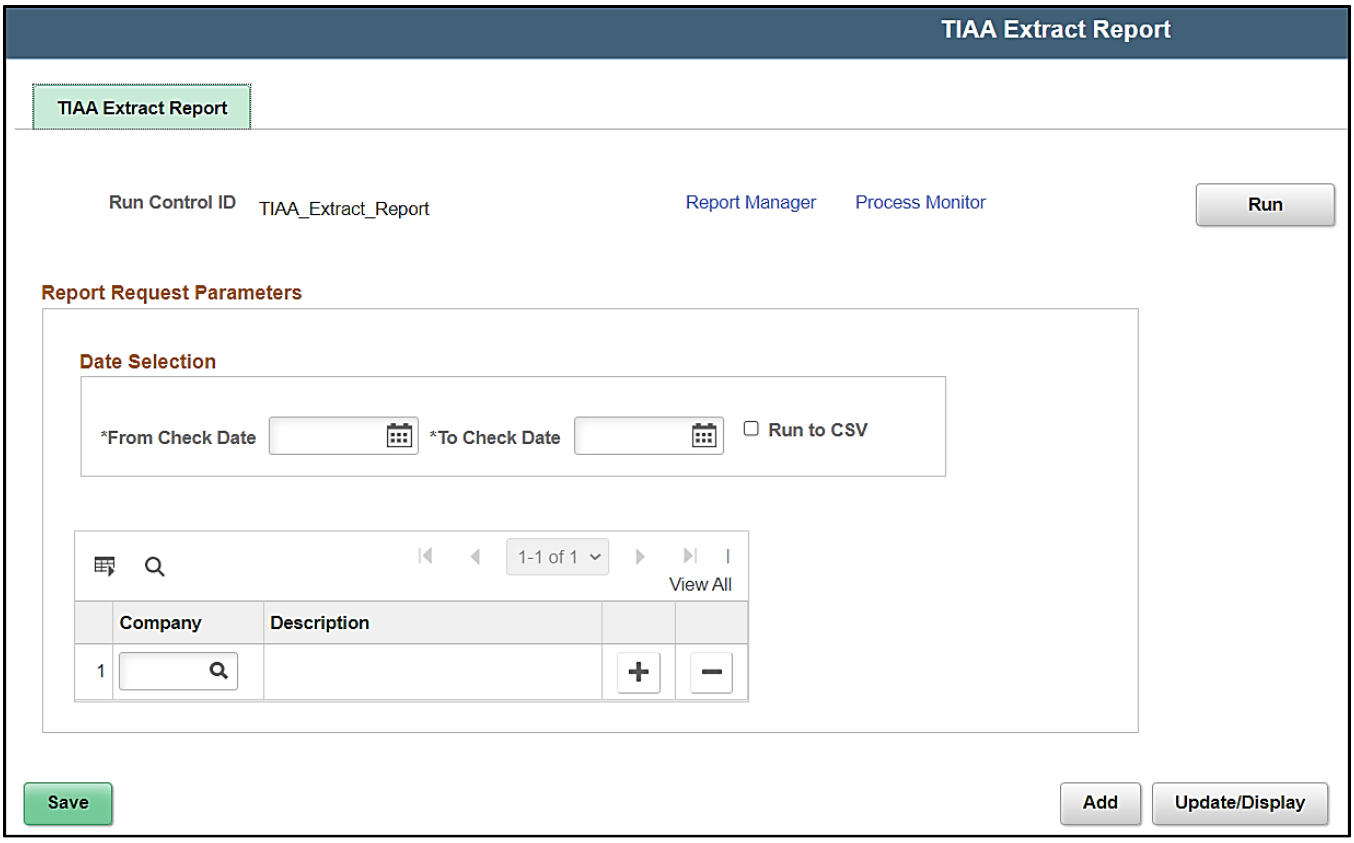
**DESCRIPTION:**
Extract audit reports for semi-monthly outbound vendor file to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. Report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled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

**NAVIGATION PATH:**
NavBar > 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**




**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

PAYROLL DATE: 03/31/2020

Page No. 1 of 37

COMPANY : ABC - Alcoholic Beverage Control

| EMPLOYEE NAME | EMPLOYEE ID | | EMPLOYEE CONTRIBUTION | EMPLOYER CONTRIBUTION | TOTAL CONTRIBUTION |
|---|---|---|---|---|---|
| | | | 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

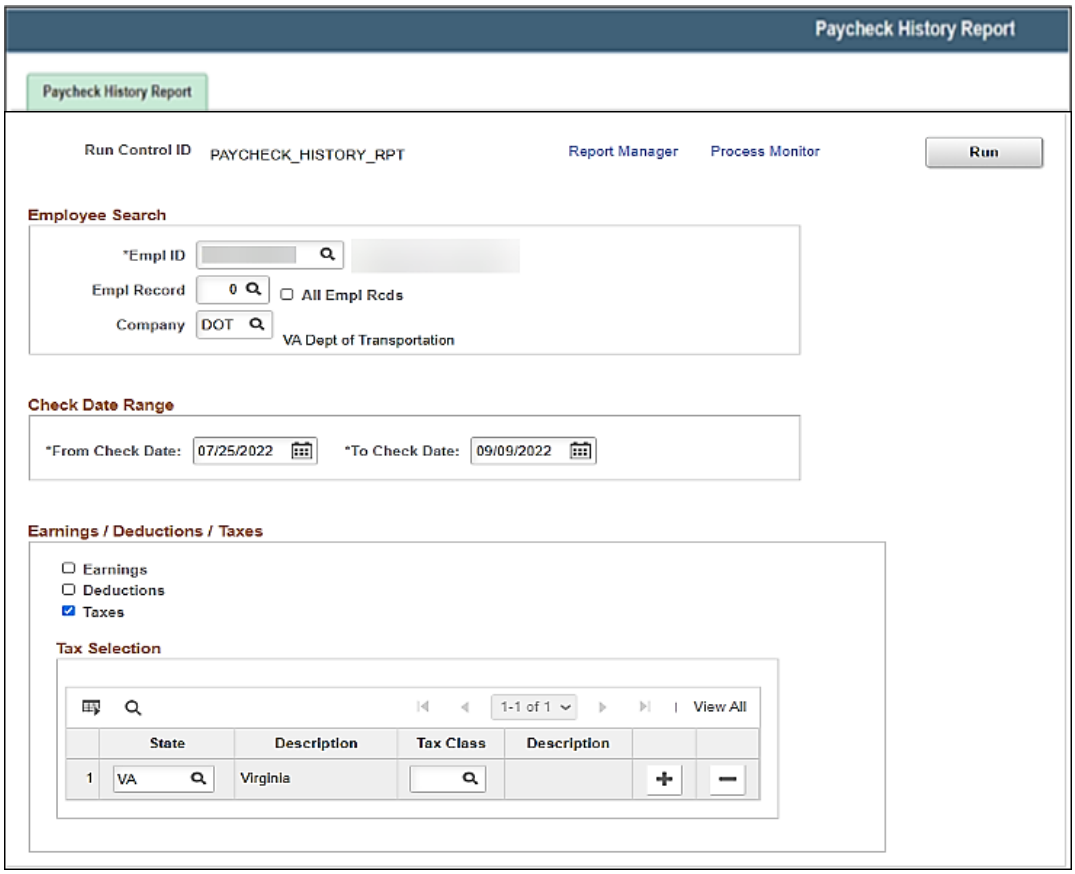
**DESCRIPTION:**
This report provides the history of the confirmed paychecks information for an employee including earnings, taxes, and deductions for research purposes by the agencies.

**NAVIGATION PATH:**
NavBar > 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**



**ADDITIONAL INFORMATION:**
**Empl ID**, **From Check Date** and **To Check Date** fields are required fields.

### Screenshot of the Paycheck History Report

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

### Screenshot of the Paycheck History Report (scrolled right)

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

# Precalcalculation Audit Report (RPY122)

**REVISED:** 09/15/2021

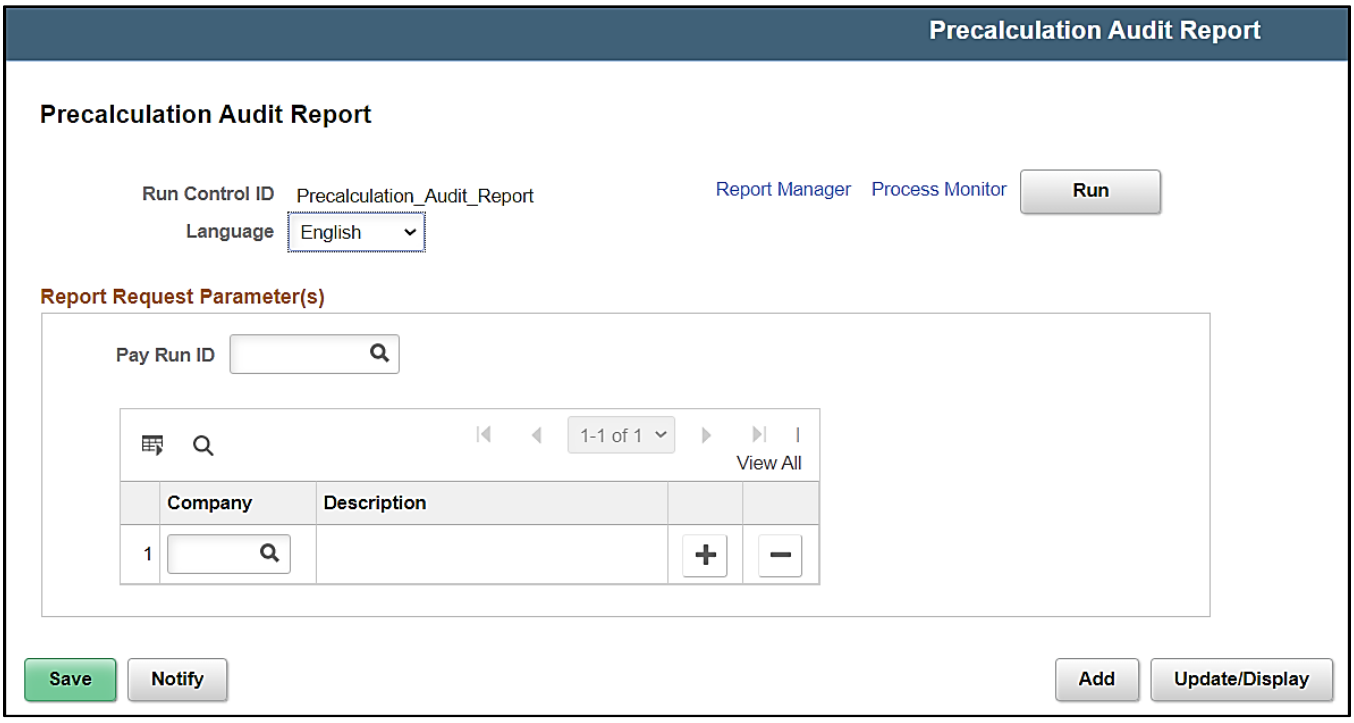
**DESCRIPTION:**
This report provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
There are no required fields.

## Screenshot of the Precalculation Audit Report

Report ID: RPY122

Commonwealth of Virginia

PRECALCULATION AUDIT REPORT

Run Date: 09/16/2021
Run Time: 04:21 00

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

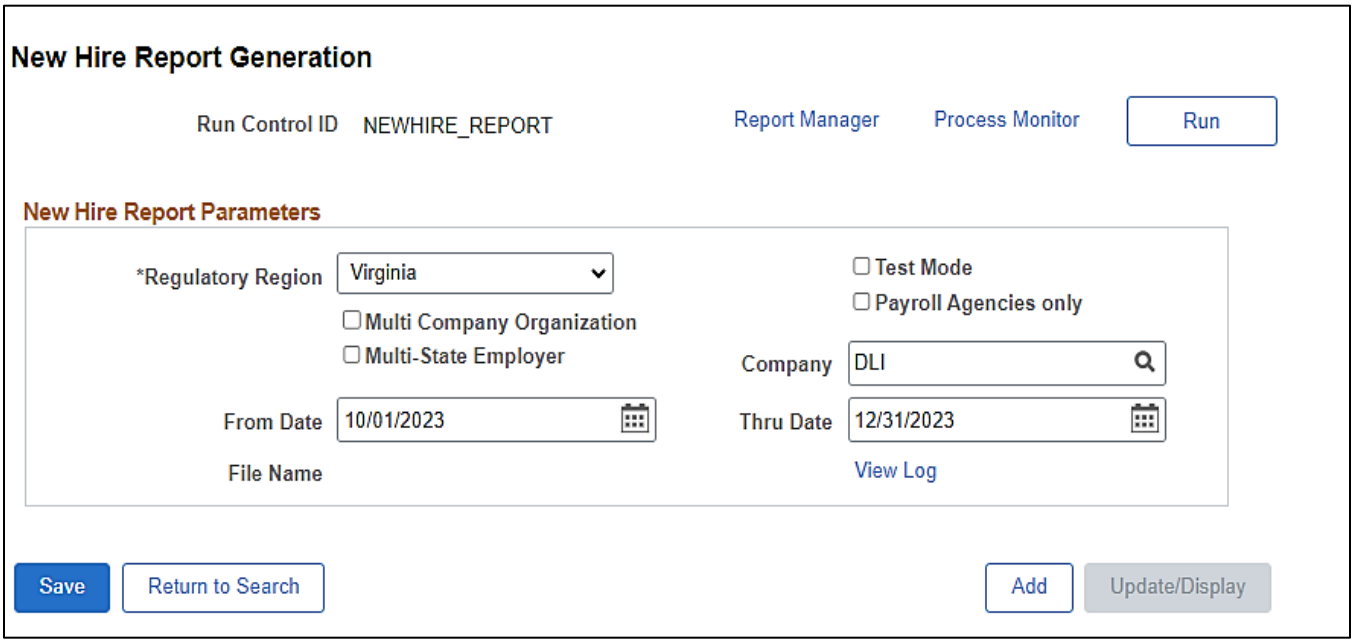
**DESCRIPTION:**
The report contains employees hired and paid by the Commonwealth for a specific date range, including employees who transfer between agencies. In addition, the report also contains new hire statistics to support garnishment data.

**NAVIGATION PATH:**
NavBar > 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**



**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
For the period 10/01/2023 through 12/31/2023

Page No. 1
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<br>600 East Main St, Suite 207<br>Richmond, VA 23219 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | | | [illegible] | [illegible] | [illegible] | [illegible] |

# 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.

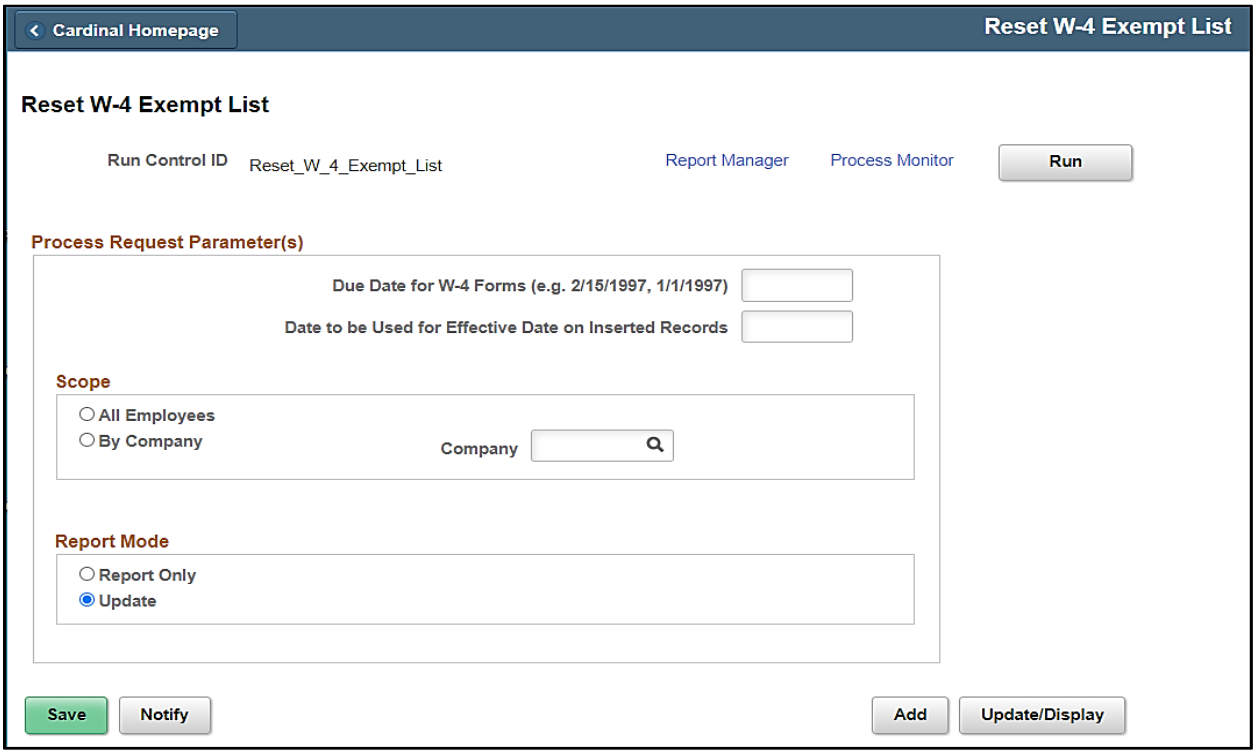
This calendar year-end report is used by SPO.

**NAVIGATION PATH:**
NavBar > 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**




**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

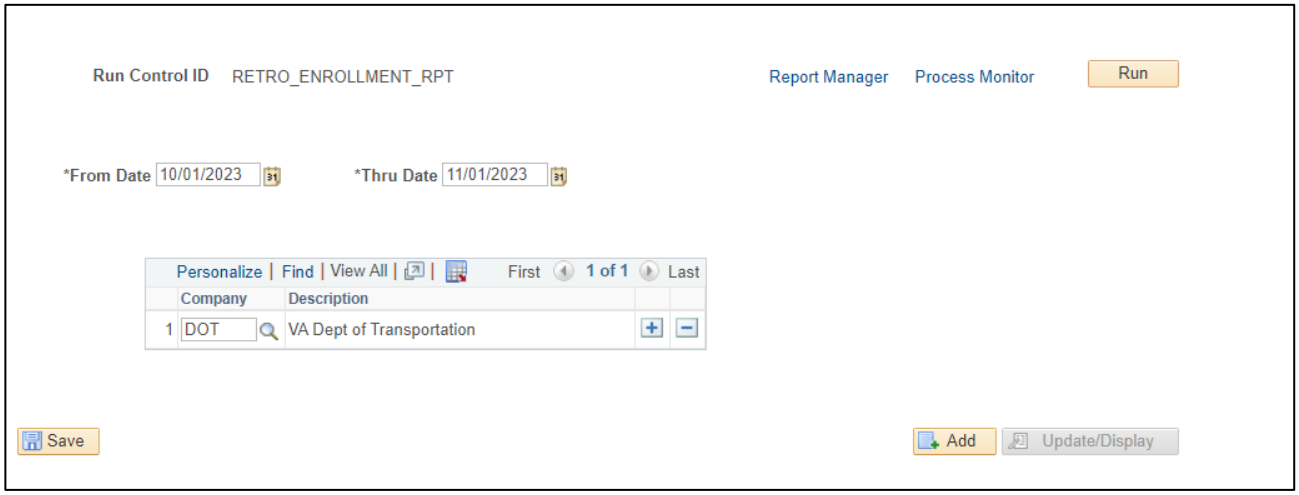
**DESCRIPTION:**
This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances).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

**NAVIGATION PATH:**
NavBar > 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**




**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 | [illegible] | 0 | | [illegible] | 00 | 8/1/2023 | 10/19/2023 | | | PPSRTA | | | 159.33 | 0 | |
| Prior | DOT | 13024 | [illegible] | 0 | | [illegible] | 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.

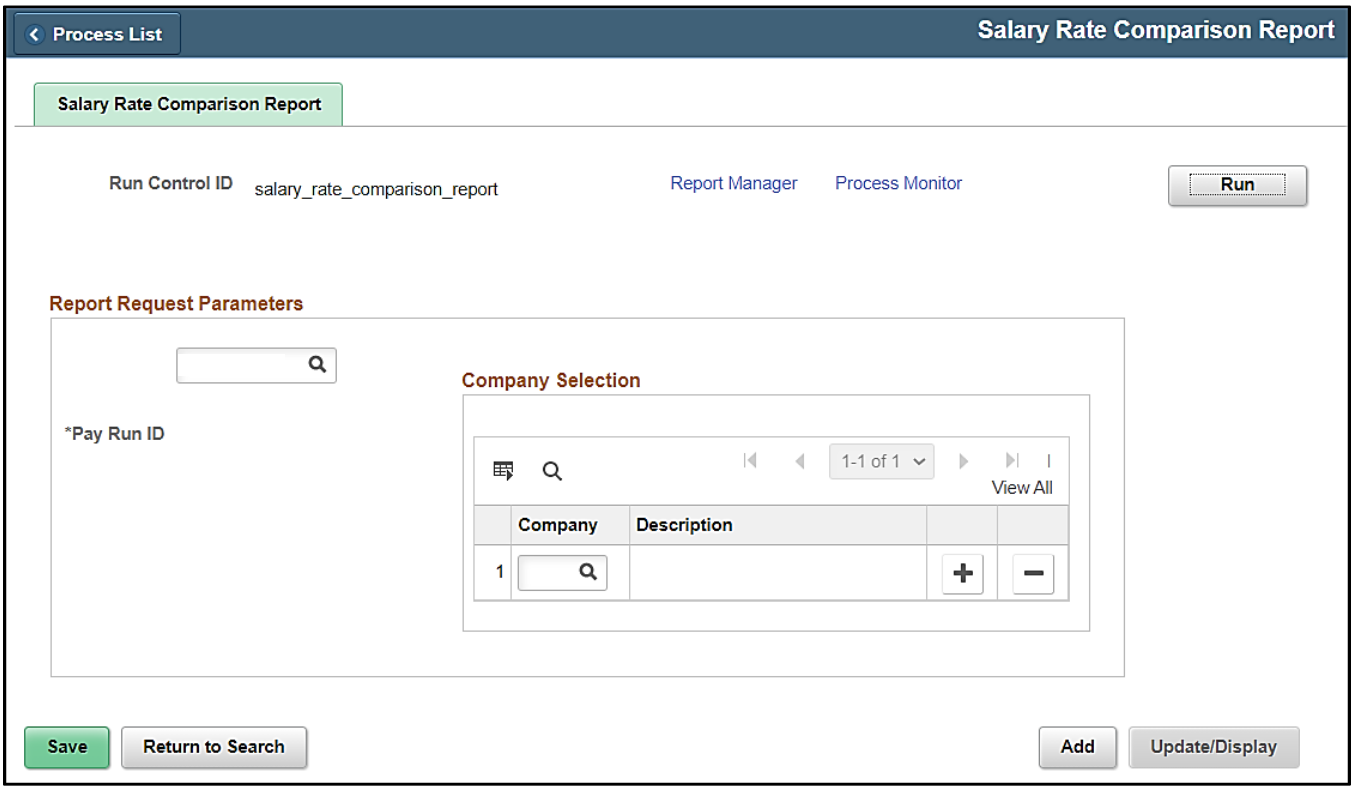
This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
Pay Run ID is a required field.

## Screenshot of the Salary Rate and Regular Pay Comparison Report

Report ID: RPY086

**Commonwealth of Virginia**

**SALARY RATE AND REGULAR PAY COMPARISON REPORT**

**Run Date: 06/02/2021**
**Run Time: 02:46 00**

Company: ABC

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

Page No. 1 of 27

| Department | Employee ID | Employee Name | Job Comp Rate | Regular Pay | Difference | Gross Pay | Special Pay Type | Special Pay Amount. |
|---|---|---|---|---|---|---|---|---|
| 100000 | | | 2500.00 | 2045.45 | 454.55 | 2045.45 | | 0.00 |
| 120711 | | | 4527.08 | 2208.33 | 2318.75 | 4527.08 | | 0.00 |
| 120711 | | | 4527.08 | 2318.75 | 2208.33 | 4527.08 | | 0.00 |
| 100000 | | | 3071.47 | 1532.26 | 1539.21 | 3088.46 | Prm Rwrd | 17.00 |
| 100000 | | | 3071.47 | 1539.20 | 1532.27 | 3088.46 | Prm Rwrd | 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

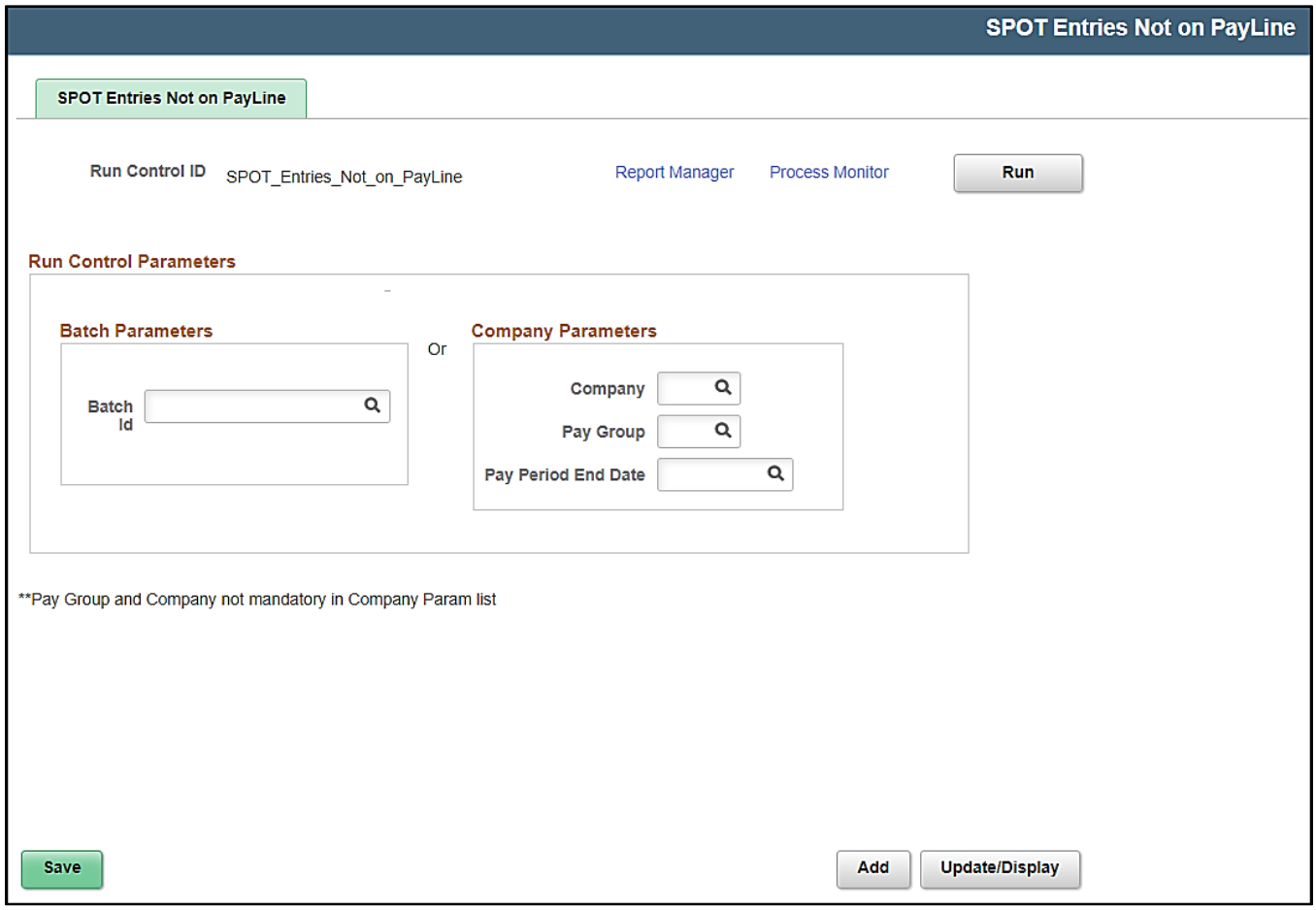
**DESCRIPTION:**
This report is used to identify those transactions that have been approved on Single Use Payroll Online Transactions (SPOT) in closed batches but have not been updated on the employee's payline(s).

**NAVIGATION PATH:**
NavBar > 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**




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

## Screenshot of the SPOT Transactions Not Loaded to Payline Report

Report ID: RPY449

Commonwealth of Virginia

SPOT TRANSACTIONS NOT LOADED TO PAYLINE

Run Date: 09/15/2021
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 | Tax Method | Seperate 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.

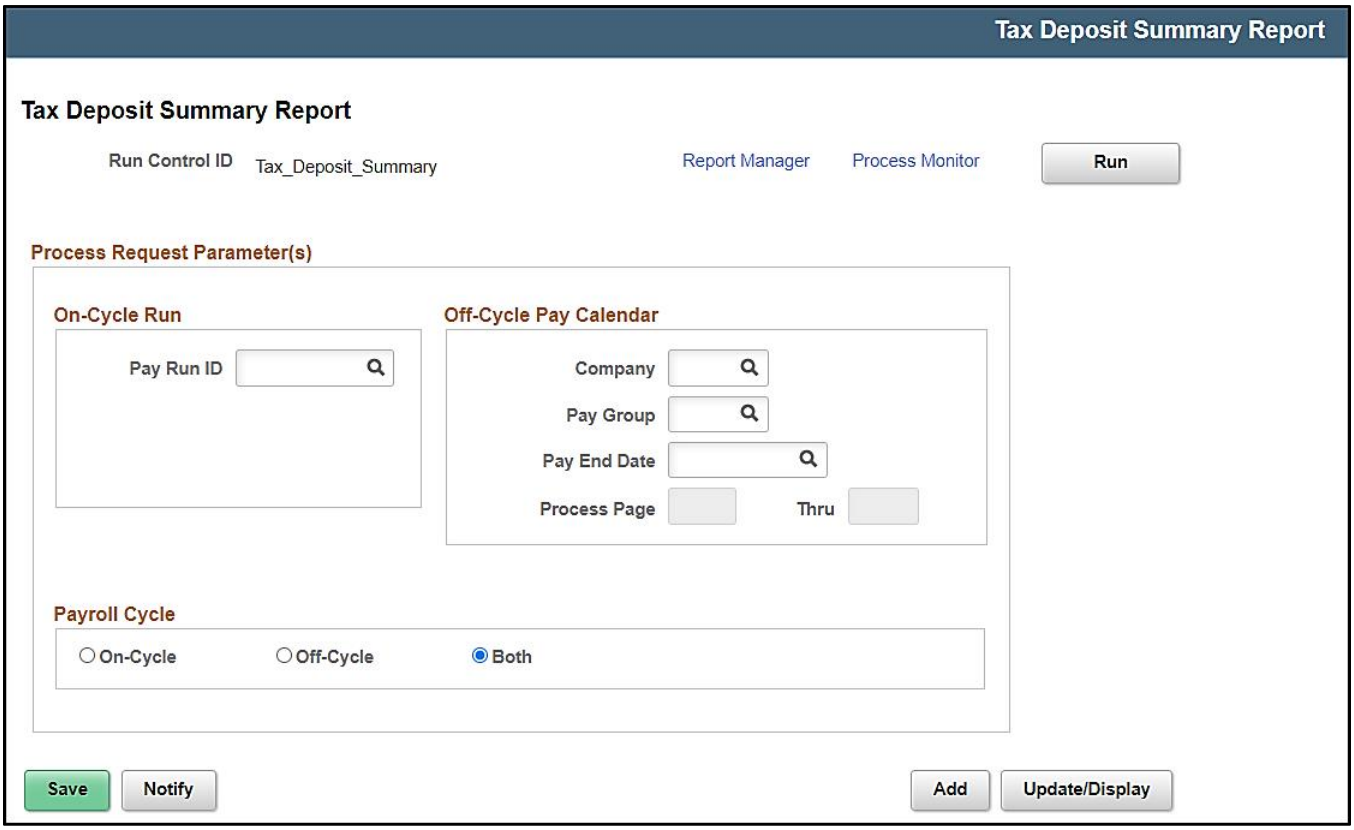
This quarterly report is used by SPO.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Pay Run ID** field or a pay calendar specification is a required field(s).

## Screenshot of the Tax Deposit Summary Report

PeopleSoft
TAX DEPOSIT SUMMARY
On/Off Cycle CONFIRMED

Report ID: TAX001
Company ABC Alcoholic Beverage Control
Pay Period End 07/09/2020
Check Date 07/16/2020

Page No. 1
Run Date 09/08/2021
Run Time 18:03:04

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

| State/ SWT EIN | Locality /Abbrv County/Loc EIN | <------ WITHHOLDING ------> Taxable Gross | Tax | <------ OTHER ------> Type | Taxable Gross | Tax | Employer | Total Deposit | <------ UI ------> Taxable Gross | Tax | Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Federal Totals | | 7,447,875.64 | 2,143,062.95 | MEDER | 7,574,633.49 | | 109,832.04 | 2,703,976.64 | | | 0.600 |
| | | | | OASER | 2,374,633.49 | 147,224.49 | | | | | |
| | | | | OASER | 2,374,633.49 | | 147,227.21 | | | | |
| | | | | MEDEE | 7,574,633.49 | 109,829.95 | | | | | |
| | | | | ADDL MED | 5,200,000.00 | 46,800.00 | | | | | |
| District of Columbia | | 2,040.04 | 115.10 | | | | | 115.10 | | | 0.000 |
| Maryland | | 14,456.74 | 922.59 | | | | | 922.59 | | | 0.000 |
| Virginia | | 7,415,054.03 | 399,547.16 | | | | | 399,547.16 | 5,960.62 | | 0.000 |
| West Virginia | | 16,324.83 | 729.00 | | | | | 729.00 | | | 0.000 |
| | Check Date Total | | 2,544,376.80 | | | 303,854.44 | 257,059.25 | 3,105,290.49 | | | |
| | Pay Period Total | | 2,544,376.80 | | | 303,854.44 | 257,059.25 | 3,105,290.49 | | | |
| | Company Total | | 2,544,376.80 | | | 303,854.44 | 257,059.25 | 3,105,290.49 | | | |

# Tax Remittance Report (RPY174)

**REVISED:** 09/15/2021

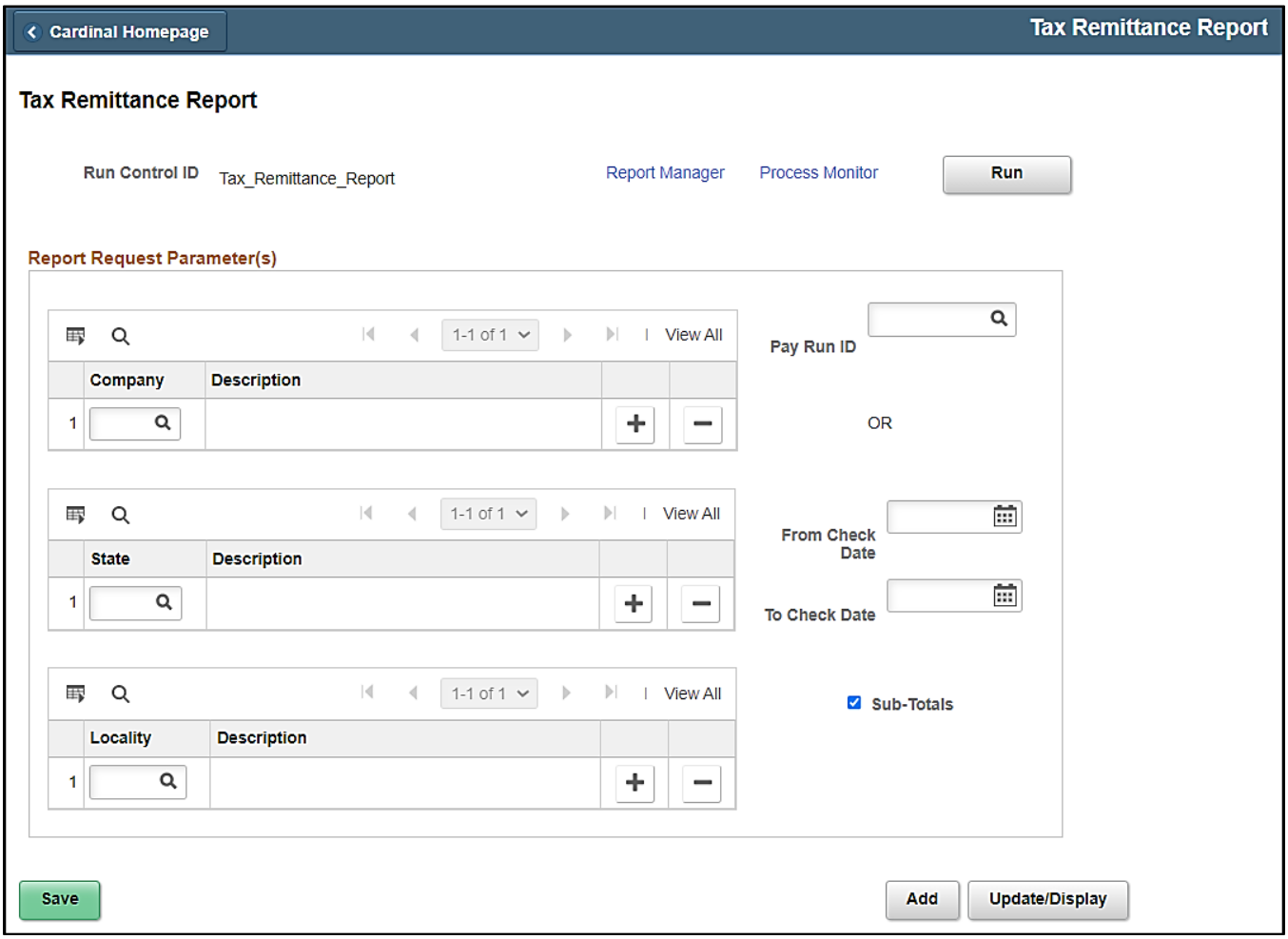
**DESCRIPTION:**
This Tax Remittance report provides the amount and other details to be paid to state and localities manually via Accounts Payable.

**NAVIGATION PATH:**
NavBar > 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**



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

**Screenshot of the Tax Remittance Report**

Report ID: RPY174

Commonwealth of Virginia

TAX REMITTANCE REPORT

Run Date: 01/11/2021
Run Time: 03:51 00

Page No. 20 of 26

Company:
Pay Run ID: STSM10324
From Check:
To Check:
State:
Locality:

| Emplid | Empl Rcd | Name | Company | State | Locality | Check Date | Local Tax | State Tax |
|---|---|---|---|---|---|---|---|---|
| | 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

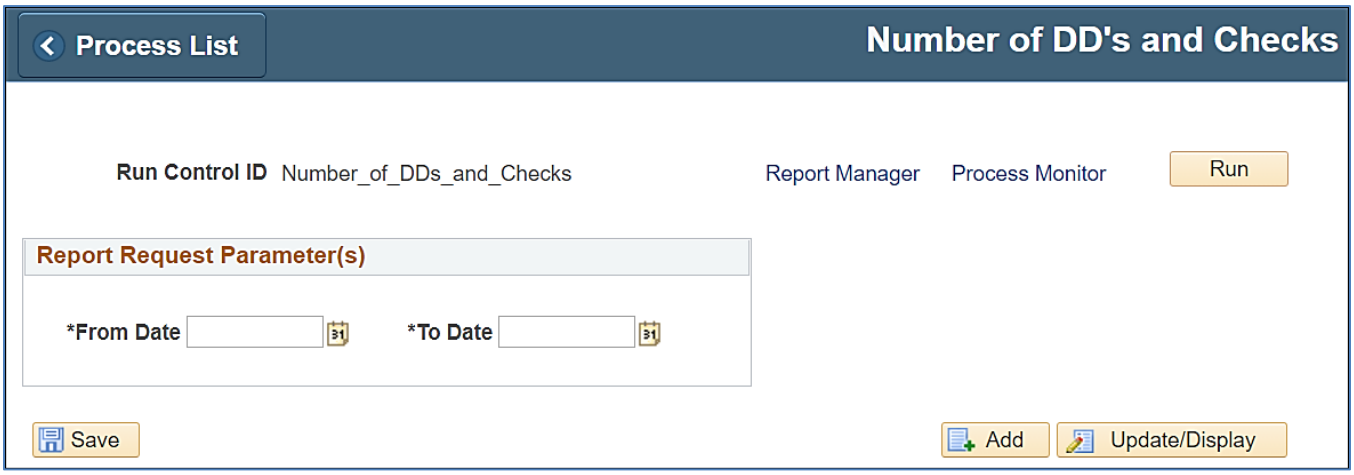
**DESCRIPTION:**
This report lists percentage and number of direct deposit and paper checks processed on a payroll and sorted by employee type.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**From Date** and **To Date** fields are required fields.

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

Report ID: RPY163

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

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

Page No. 1 of 5

| | #PAID IN MONTH | #SALARY RECORDS | #SALARY DIR DEP | #SALARY BY CHK | %DD OF SALARY | #HOURLY RECORDS | #HOURLY DIR DEP | #HOURLY BY CHK | %DD OF HOURLY | %DD OF NBR 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)

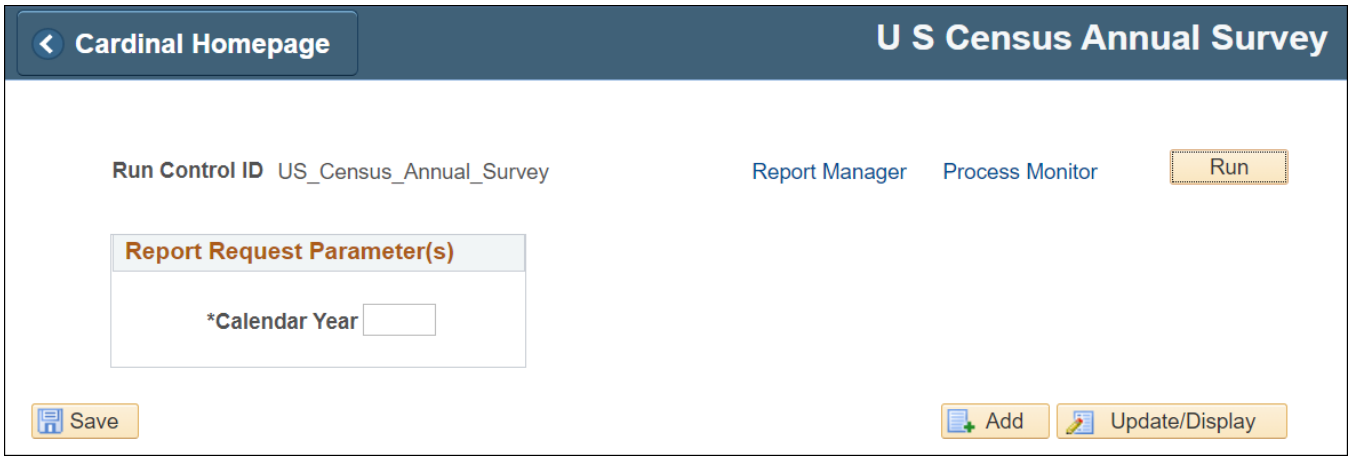
**REVISED:** 09/15/2021

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

| INPUT / SEARCH CRITERIA: | OUTPUT FORMAT: |
|---|---|
| Calendar Year | PDF |

**Screenshot of the US Census Annual Survey Report Run Control Page**




**ADDITIONAL INFORMATION:**
**Calendar Year** field is a required field.

## Screenshot of the US Census Annual Survey Report

```
ABC            Alcoholic Beverage Contro 0000001194000766245960000000000000000000000000000000000221
APA            Auditor of Public Account 0000000125000039711146000000000000000000000000000000000221
BCC            Bland Correctional Center 0000000283000048431336000000000000000000000000000000000221
BVI            Dept for Blind/Vision Imp 0000000286000056948961000000000100000000225000000000000221
CBR            VA Center for Behavioral  0000000558000090259241000000000000000000000000000000000221
CCA            Center Children & Adolesc 0000000166000034298952000000000000000000000000000000000221
CCV            Circuit Courts            0000000193000121600579000000000000000000000000000000000221
CVT            Central VA Training Cente 0000000189000037307851000000000000000000000000000000000221
DCR            Dept Conservation & Recre 0000000444000107634087000000000000000000000000000000000221
DEL            House of Delegates        0000000286000051620944000000000000000000000000000000000221
DEM            Dept of Emergency Managem 0000000161000051092019000000000000000000000000000000000221
DFP            Department of Fire Progra 0000000077000019576721000000000000000000000000000000000221
DGS            Department of General Ser 0000000664000165877563000000000000000000000000000000000221
DMA            Department of Military Af 0000000308000028667060000000000000000000000000000000000221
DOA            Department of Accounts    0000000192000073489862000000000100000000176100000000096221
DOC            Dept of Corr - Central Ad 0000000430000119138938000000000500000000112500000000000221
DSP            Department of State Polic 0000002685000706051725000000000000000000000000000000000221
FWC            Fluvanna Corr Ctr for Wom 0000000361000067425385000000000000000000000000000000000221
GIF            Dept of Wildlife Services 0000000479000142578213000000000000000000000000000000000221
HRM            Dept of Human Resource Mg 0000000115000038256339000000000000000000000000000000000221
MFA            Virginia Museum of Fine A 0000000265000059504142000000000000000000000000000000000221
NSU            Norfolk State University  0000000884000224570992000000000000000000000000000000000221
RBC            Richard Bland College     0000000142000034270845000000000000000000000000000000000221
RCB            Rehab Ctr for the Blind   0000000037000008877342000000000000000000000000000000000221
SBV            Sitter & Barfoot Vet Care 0000000296000075019237000000000000000000000000000000000221
SOV            Senate of Virginia        0000000140000033031899000000000000000000000000000000000221
UMW            University of Mary Washin 0000000813000210604855000000000000000000000000000000000221
VRS            Virginia Retirement Syste 0000000339000134810759000000000000000000000000000000000221
VSU            Virginia State University 0000000668000185564485000000000000000000000000000000000221
WSH            Western State Hospital    0000000660000163014204000000000000000000000000000000000221
WWR            Wilson Workforce & Rehab  0000000248000071918365000000000000000000000000000000000221
```

# Virginia DSS Child Support Report (RPY461)

**REVISED:** 09/15/2021

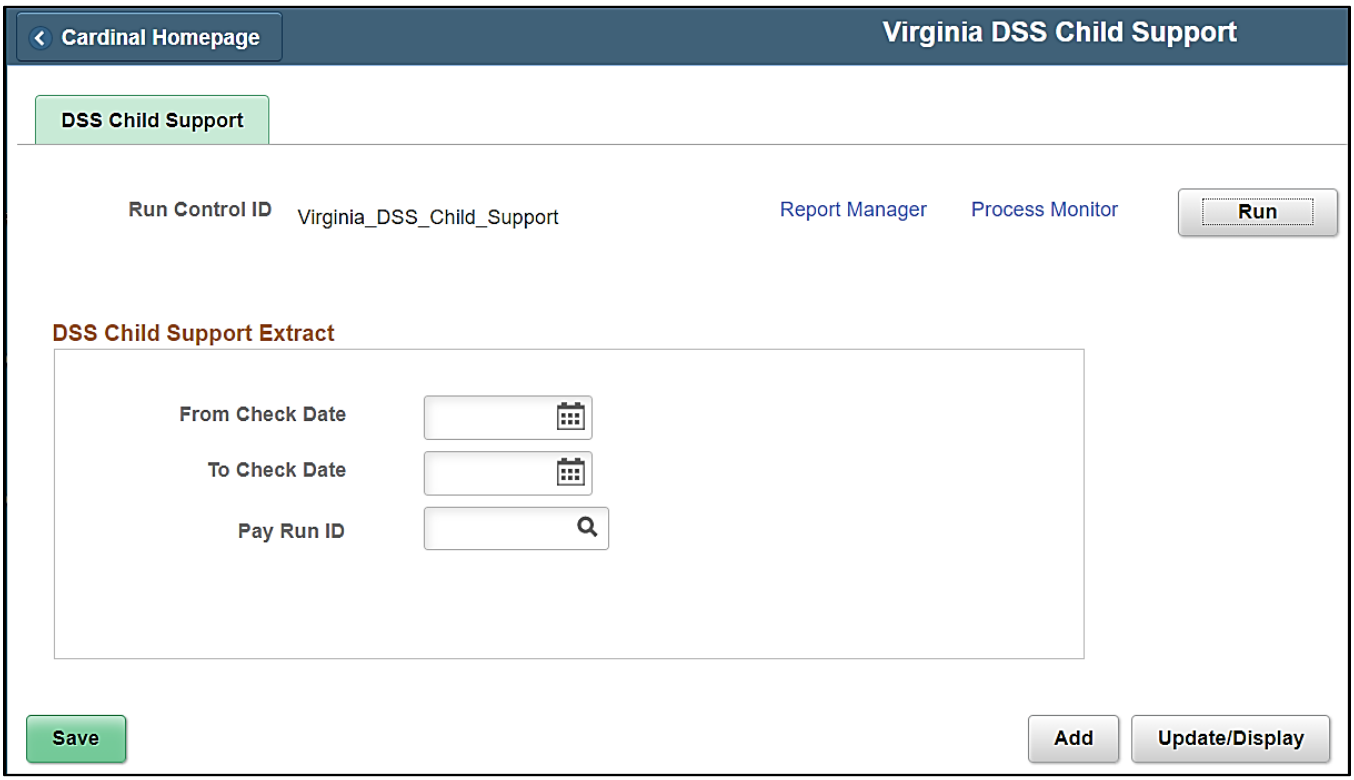
**DESCRIPTION:**
Extract audit reports for semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

**NAVIGATION PATH:**
NavBar > 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**




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

## Screenshot of the Virginia DDS Child Support Extract Report

Report ID: RPY461

Commonwealth of Virginia

DSS CHILD SUPPORT EXTRACT REPORT

Run Date: 08/24/2021
Run Time: 11:03 00

COMPANY: ABC - Alcoholic Beverage Control

Page No. 1 of 30

FOR CHECKS DATED 10/01/2019 - 12/31/2019

| CHECK DT | EMPLID | NAME | GARN ID | GARN AMOUNT |
|---|---|---|---|---|
| 12/16/2019 | | | 000001 | $ 201.05 |
| 12/16/2019 | | | 000001 | $ 276.92 |
| 12/16/2019 | | | 000001 | $ 81.94 |
| 12/16/2019 | | | 000001 | $ 169.50 |
| 12/16/2019 | | | 000001 | $ 172.00 |
| 12/16/2019 | | | 000001 | $ 91.37 |
| 12/16/2019 | | | 000001 | $ 299.50 |
| 12/16/2019 | | | 000001 | $ 1,402.50 |
| 12/16/2019 | | | 000001 | $ 65.46 |
| 12/16/2019 | | | 000001 | $ 218.00 |
| 12/16/2019 | | | 000001 | $ 129.21 |
| 12/16/2019 | | | 000001 | $ 204.00 |
| 12/16/2019 | | | 000001 | $ 113.50 |
| 12/16/2019 | | | 000001 | $ 184.17 |
| 12/16/2019 | | | 000001 | $ 358.13 |

Check Date Total: $ 3,967.25

Company Total: $ 3,967.25

# 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.

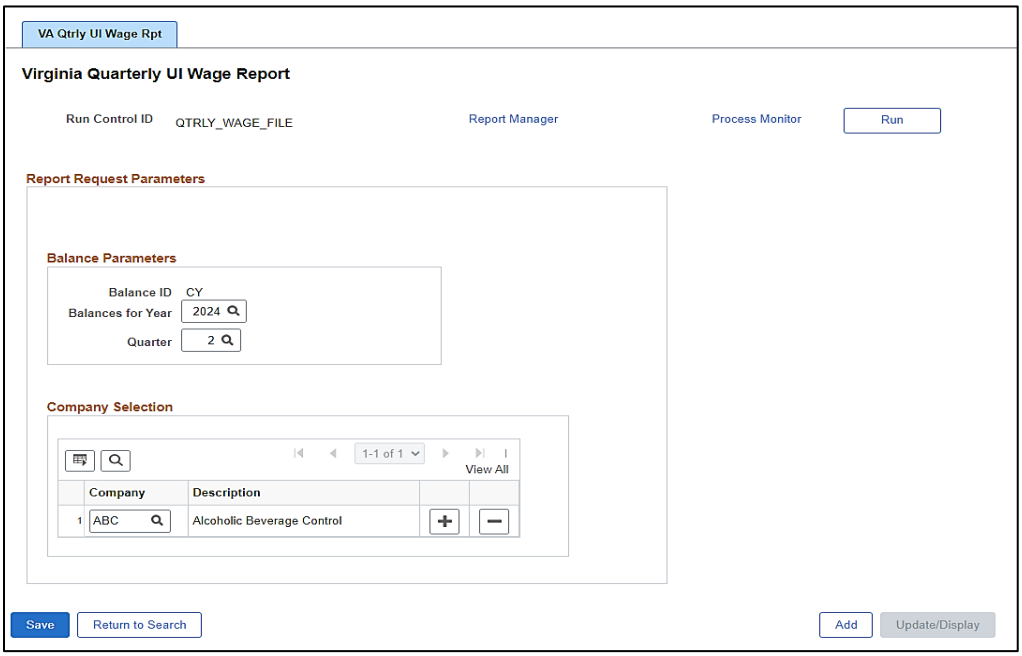
This report displays a list of the employees and their quarter to date UI taxable wages reported to VEC. Agencies only see info for the agencies they have access to. Negative amounts in the QTD SUI Wage column are reported in a separate section or report and totaled separately from the positive amounts.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

**NAVIGATION PATH:**
NavBar > 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**




**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)

Cardinal

Commonwealth of Virginia

VIRGINIA QUARTERLY UI WAGE REPORT

Report ID: VPYR0246

Run Date: 09/18/2024
Run Time: 12:13 00

Page No. 1 of 68

Company ABC Alcoholic Beverage Control
UI Account Number

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)

Cardinal

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
UI Account Number 000008009996

Quarter/Year: 2/2024

| Emplid | Name | QTD Gross Wages | QTD SUI Wages | QTD SUI Taxable | QTD Hours Worked |
|---|---|---|---|---|---|
| [redacted] | | 485.30- | 485.30- | 485.30- | 63.00 |
| [redacted] | | 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

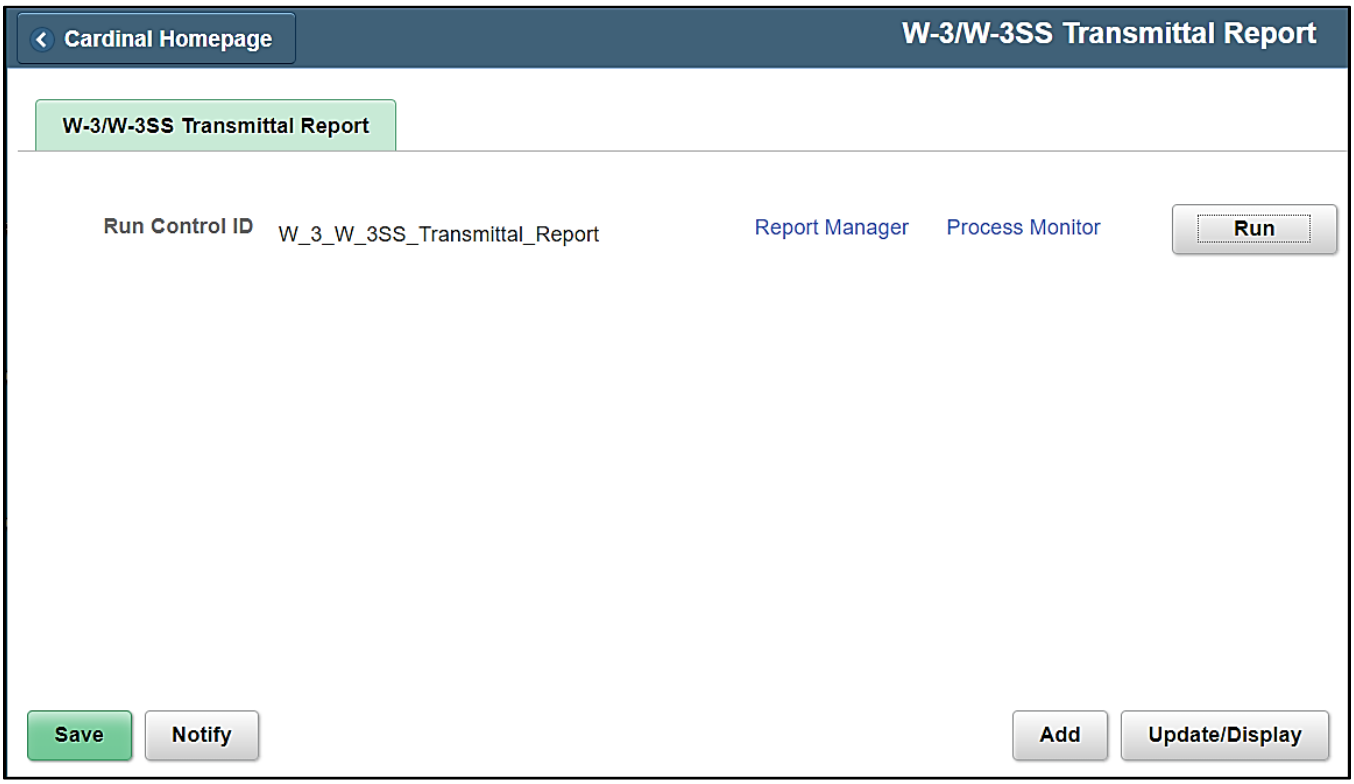
**DESCRIPTION:**
This regulatory report used by line agency for calendar year-end certification and verification of company-level totals. This calendar year-end report is used by SPO.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
This report has no required fields.

## Screenshot of the W-3 Transmittal Totals Report

PeopleSoft
W-3 TRANSMITTAL - TOTALS REPORT
Tax Year 2019

Report ID: TAX915
Company ABC

Page No. 1
Run Date 08/31/2021
Run Time 16:03:52

| W-3 Box | Description | Contents / Amount |
|---|---|---|
| b | Kind of Payer | Regular (All Others) |
| | Kind of Employer | None Apply |
| | Third-party sick pay | No |
| c | Total number of Forms W-2 | 5150 |
| e | Employer identification number | |
| f | Employer name | Alcoholic Beverage Control |
| g | Employer address | 2901 Hermitage Road<br>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<br>(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

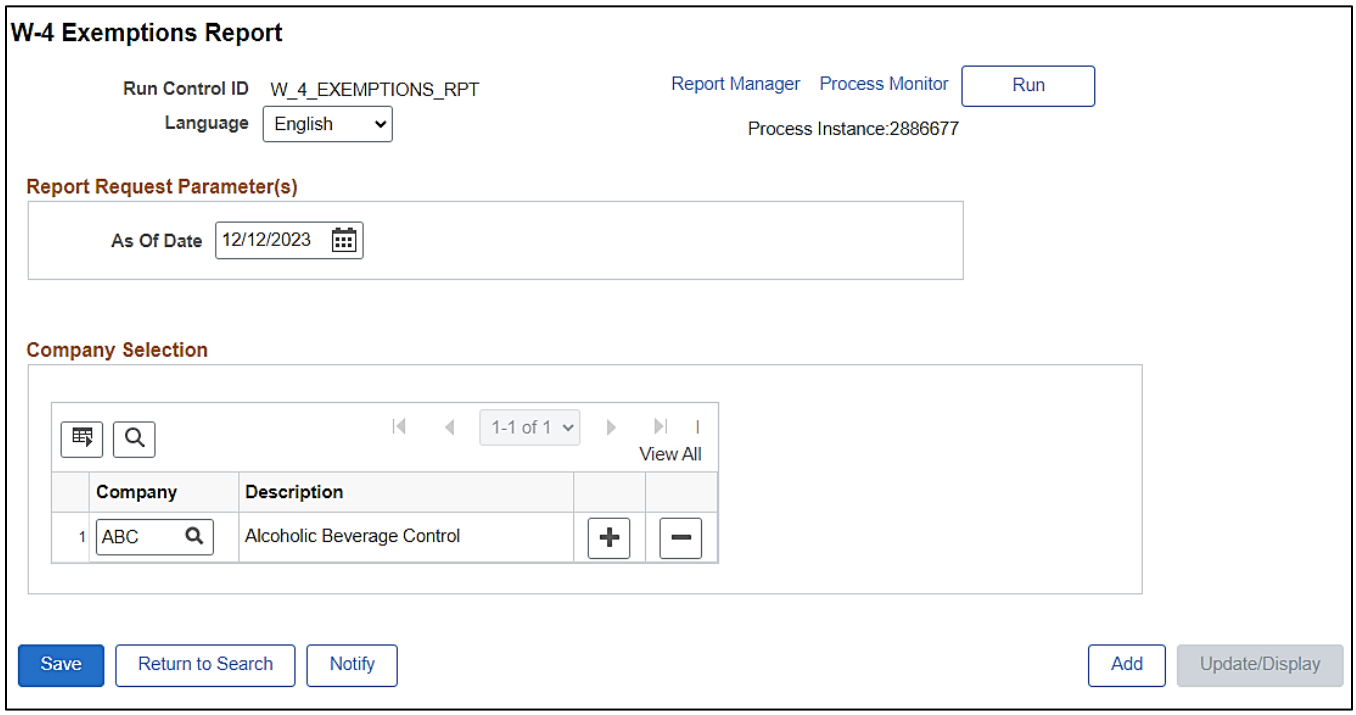
**DESCRIPTION:**
This regulatory report is a listing of all employees whose U.S. Tax Data records indicate they are exempt from federal income tax withholding (W-4).

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**As of Date** field is a required field.

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

PeopleSoft
FEDERAL TAX DATA STATUS REPORT

Report ID: TAX100
Company ABC Alcoholic Beverage Control
As Of Date: 12/12/2023

Page No. 1
Run 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | 10/04/2023 | 226112 | Store 112 | 42,552.90 | 0 | Zero W/H... | | | |
| [illegible] | [illegible] | 12/31/2019 | 110701 | Admin Exp | 227,466.15 | 11 | None | | | |
| [illegible] | [illegible] | 05/05/2023 | 226059 | Store 059 | 46,744.52 | 0 | Zero W/H... | | | |
| [illegible] | [illegible] | 10/05/2023 | 226112 | Store 112 | 41,324.63 | 0 | Zero W/H... | | | |
| [illegible] | [illegible] | 05/05/2023 | 226196 | Store 196 | 31,291.53 | 0 | Zero W/H... | | | |
| [illegible] | [illegible] | 01/01/2023 | 300507 | WarePolRd | 44,094.30 | 0 | Zero W/H... | | | |
| [illegible] | [illegible] | 07/28/2023 | 300507 | WarePolRd | 20,183.64 | 0 | Zero W/H... | | | |

# Year End Data Audit Report (TAX910AU)

**REVISED:** 12/7/2023

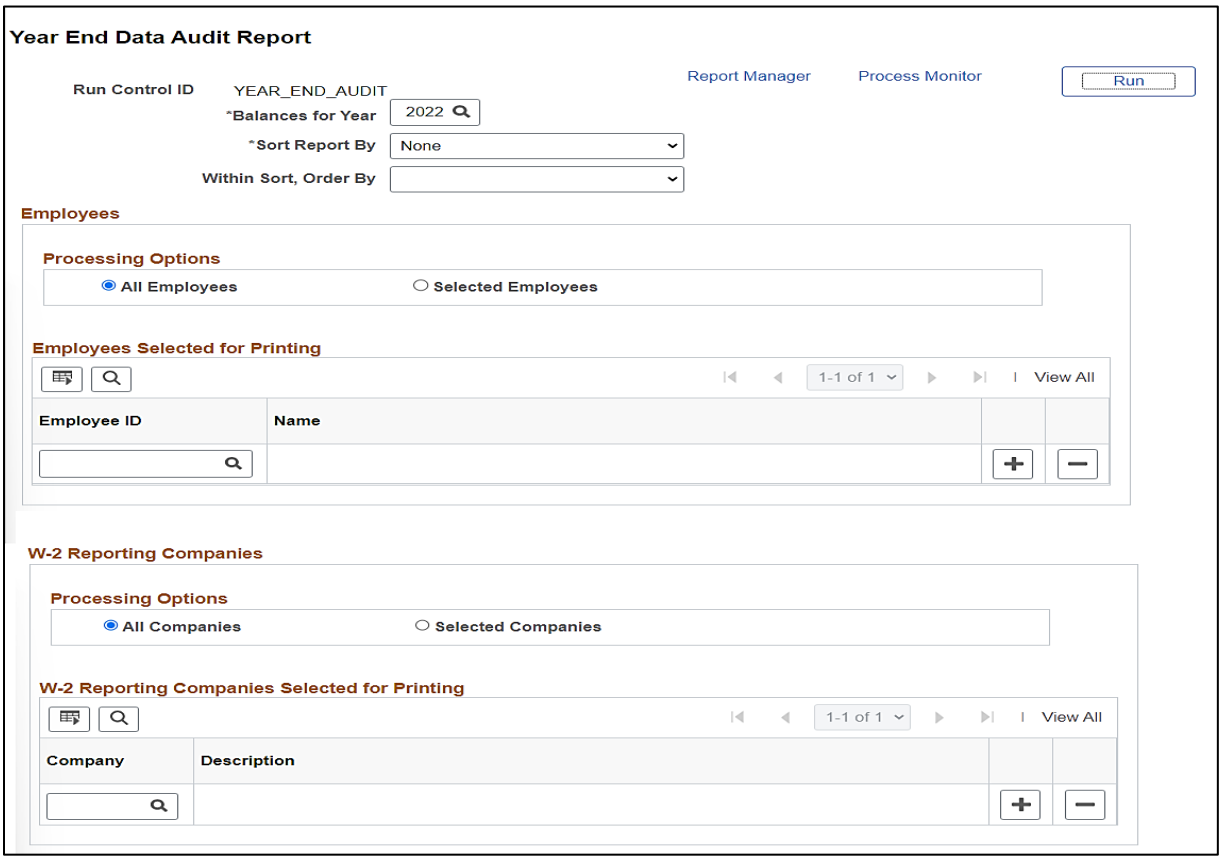
**DESCRIPTION:**
This regulatory report a listing of the amounts loaded in the year end files and identifies certain errors. This calendar year-end report is used by SPO and agency Payroll Administrators.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
**Balances for Year** is a required field.

## Screenshot of the Year End Data Audit Report

PeopleSoft
YE DATA AUDIT REPORT
Tax Year 2022

Report ID: TAX910AU
W2 Rpt Company ABC Alcoholic Beverage Control
Federal EIN [redacted]

Page No. 1
Run Date 12/07/2023
Run Time 07:36:19

| | Taxable Gross/ Tax | OASDI Gross/ Tax | Medicare Gross/ Tax | Advance EIC/ Dep Care | Nonqlfd Plans/ Benefits | Box 12 | Box 14 | Box 13 | SSTips/ Box 08 Tips |
|---|---|---|---|---|---|---|---|---|---|
| **** [redacted] **** | | | | | | | | | |
| Federal | 17765.23 | 17765.23 | 17765.23 | | | | | | |
| | 931.35 | 1101.44 | 257.60 | | | | | | |
| VA | 17765.23 | | | | | | | | |
| | 487.02 | | | | | | | | |
| **** [redacted] **** | | | | | | | | | |
| Federal | 6.82 | 6.82 | 6.82 | | | | | | |
| | | 0.43 | 0.10 | | | | | | |
| VA | 6.82 | | | | | | | | |
| **** [redacted] **** | | | | | | | | | |
| Federal | 40621.00 | 40621.00 | 40621.00 | | | | | | |
| | 4939.41 | 2518.50 | 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.

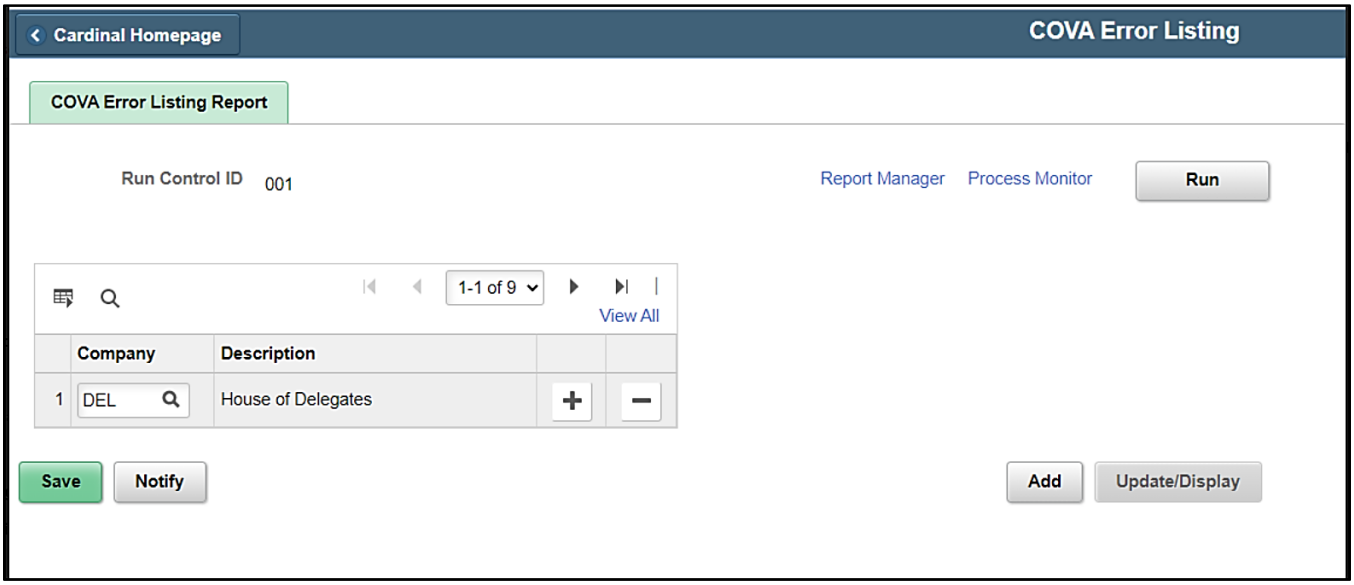
This calendar year-end report is used by SPO and agencies.

**NAVIGATION PATH:**
NavBar > 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**




**ADDITIONAL INFORMATION:**
The **Company** field is a required field.

## Screenshot of the Year End Record Error Report

PeopleSoft
YE RECORD ERROR REPORT
Tax Year 2019

Report ID: TAX910ER
W2 Rpt Company ABC
Federal EIN

Page No. 1
Run Date 09/08/2021
Run Time 17:51:33

| 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 |
| | | | W-2 | OASDI Calc Tax <> Tax Balance |
| | | | W-2 | Incomplete employee address |
| | | | W-2 | Incomplete employee address |