

Managing Direct Deposits Overview

This Job Aid provides the step by step instructions that you can utilize to manage your Direct Deposit Accounts using the Employee Self-Service portal (ESS).

Below are some important points to remember about direct deposits in Cardinal for self-service users:

- There is only one Direct Deposit record for each employee in Cardinal. If you have multiple jobs within the same Agency or at different Agencies, all deposits will be distributed the same way
- You can have up to 10 Direct Deposit Accounts on your Direct Deposit record
- If you remove all your Direct Deposit Accounts, you will not be able to make updates until the next day, so it is recommended to make edits instead of removing an account
- Direct Deposits are effective dated with the date that the entry and/or update is made in Cardinal. Employees cannot future date Direct Deposits in Cardinal. Future dated entries can only be made by your agency Payroll Administrator
- You must have one **Remaining Balance** Account set up on your Direct Deposit Account(s)
- You can view the full Account Number information for any Direct Deposit Account(s) on the **Direct Deposit** page

Email Notification of Changes to Direct Deposit

When changes are made to an employee's direct deposit by the employee or the agency Payroll Administrator, an email notification is sent to the employee indicating an update was made and the date it was made.

If you receive a notification, please do the following:

- View your employee Direct Deposit information via the Employee Self-Service portal (ESS)
- If you did not authorize a change, contact your agency Payroll Office immediately
- If the agency Payroll Office cannot confirm the changes, the Payroll Administrator will submit a Help Desk ticket to vccc@vita.virginia.gov with the following in the subject line "Cardinal Direct Deposit Change Not Authorized" and include your contact information.

Note: The **Print Option** section at the bottom of the Direct Deposit page is not used in Cardinal. For details on printing your pay statements, see the Job Aid titled **ESS_How to View and Print a Paycheck/W-2**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.



Table of Contents

Revision History	3
Entering an Initial Direct Deposit Account	4
Adding a New Direct Deposit Account.....	12
Updating an Existing Direct Deposit Account	20
Reordering (Prioritizing) Direct Deposit Accounts.....	25
Removing a Direct Deposit Account.....	31



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Revision History

Revision Date	Summary of Changes
11/18/2025	Baseline.



Employee Self-Service Job Aid

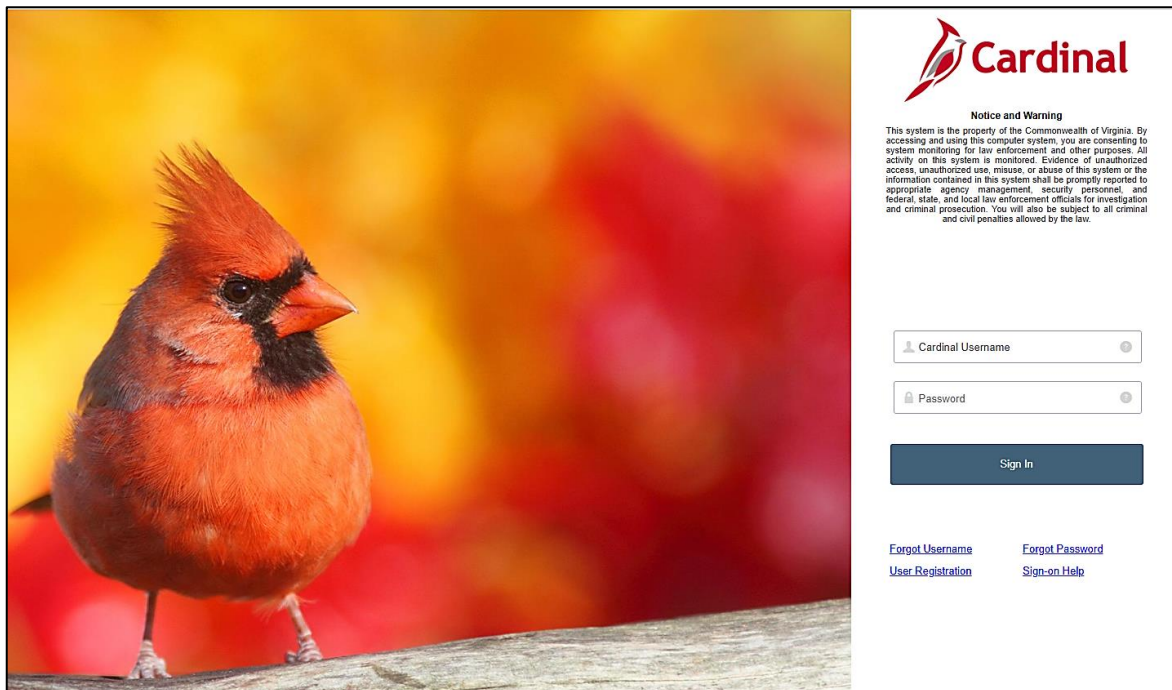
ESS Managing Direct Deposits

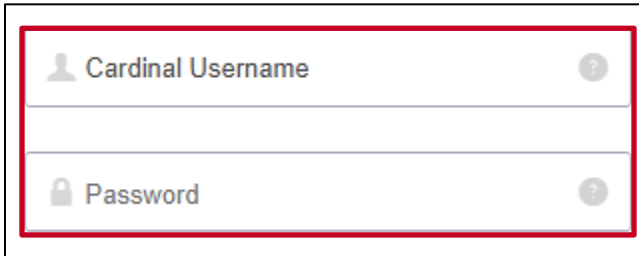
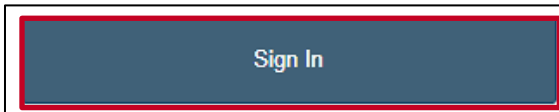
Entering an Initial Direct Deposit Account

If you are setting up multiple accounts, you must set up your Remaining Balance account first.

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The Cardinal log in page displays.

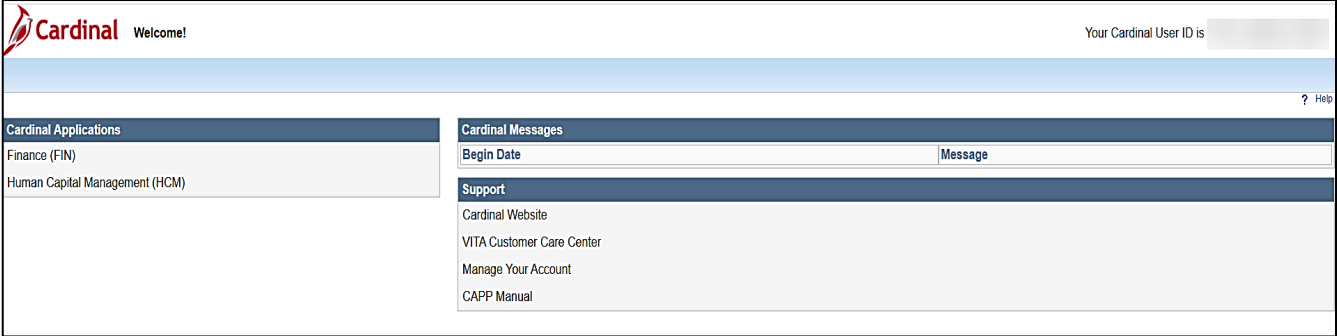
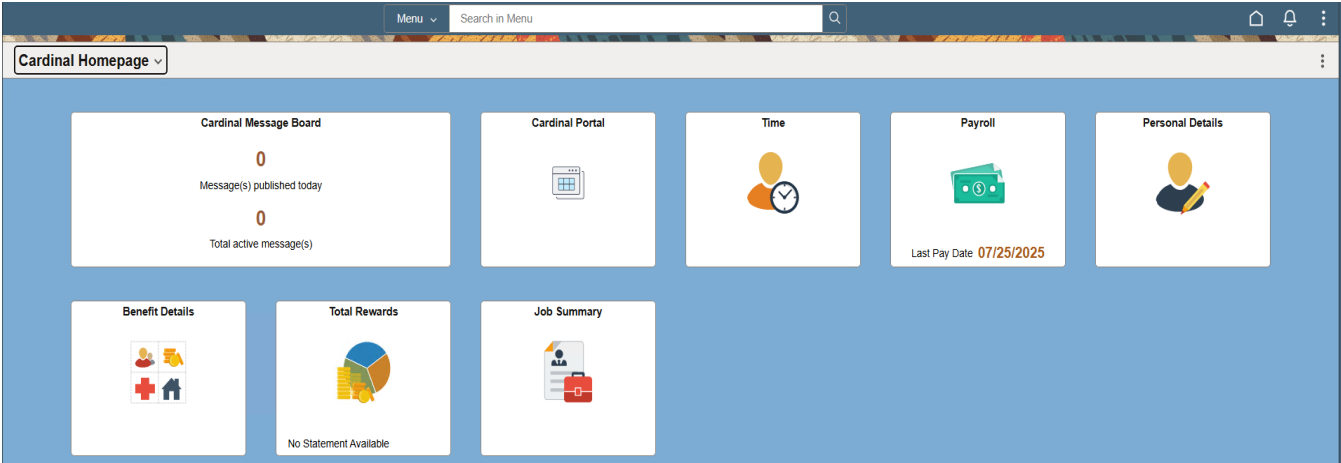


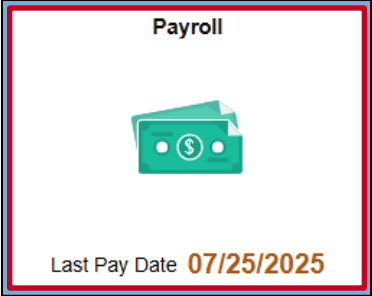
2.	Enter your Cardinal Username and Password . 
3.	Click the Sign In button. 



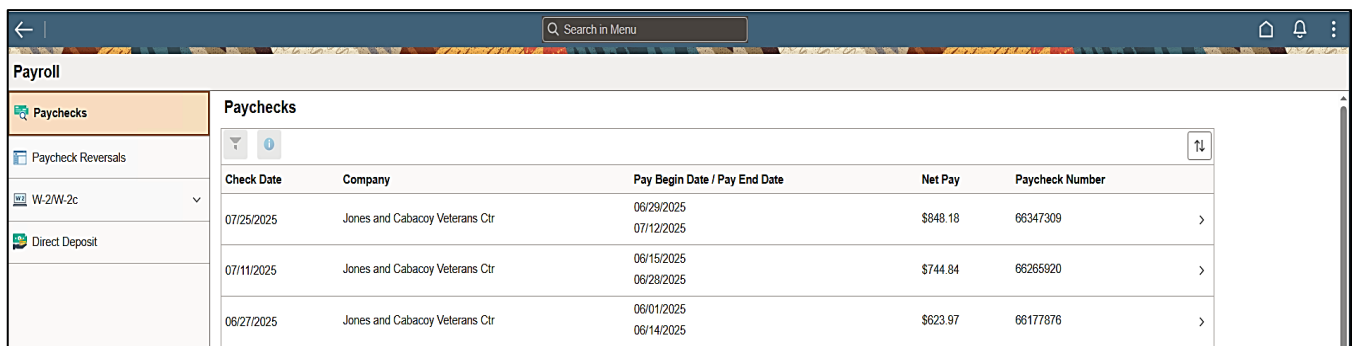
Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
	The Portal Welcome page displays. 
4.	Click the Human Capital Management (HCM) link. 
	The Cardinal Homepage displays. 
	Tile availability and placement on the Cardinal Homepage for each user is dependent upon individual user and security settings.

Step	Action
5.	Click the Payroll tile. 

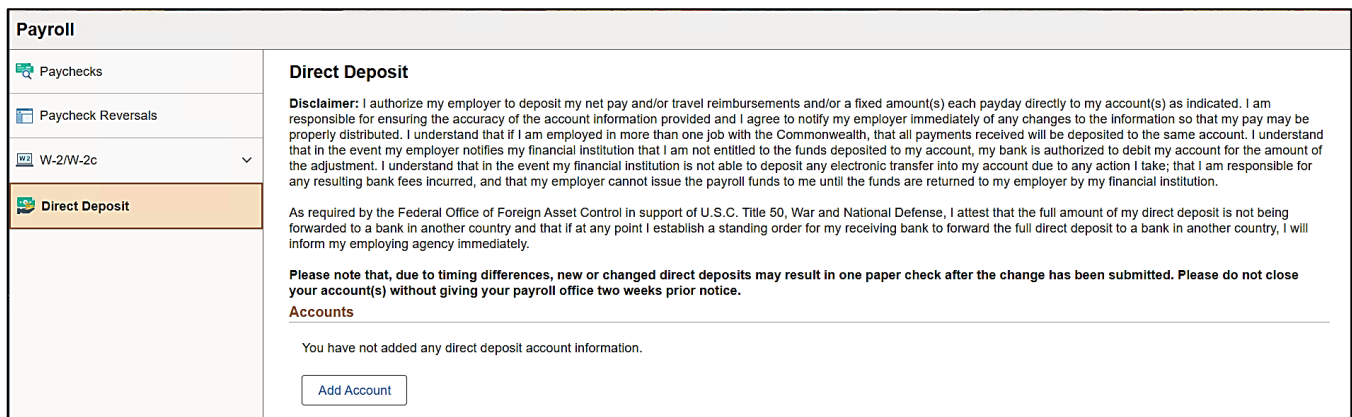
The **Payroll** page displays with the **Paychecks** menu item selected by default.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
07/25/2025	Jones and Cabacoy Veterans Ctr	06/29/2025 07/12/2025	\$848.18	66347309
07/11/2025	Jones and Cabacoy Veterans Ctr	06/15/2025 06/28/2025	\$744.84	66265920
06/27/2025	Jones and Cabacoy Veterans Ctr	06/01/2025 06/14/2025	\$623.97	66177876

6.	Click the Direct Deposit menu item. 
----	---

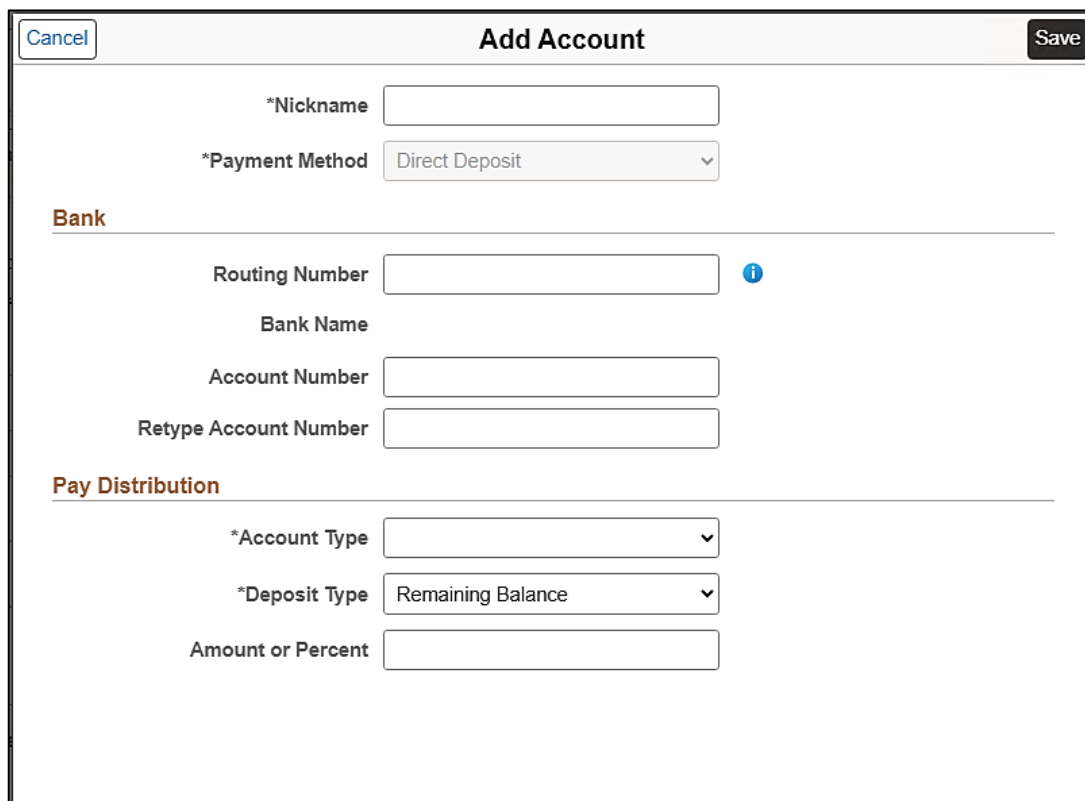
The **Direct Deposit** page displays.



Payroll	Direct Deposit
- Paychecks - Paycheck Reversals - W-2/W-2c Direct Deposit	Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution. As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately. Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice. Accounts You have not added any direct deposit account information. Add Account

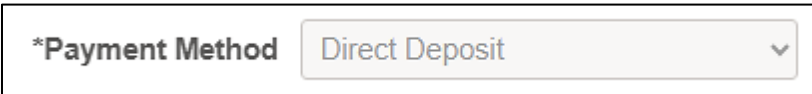
Step	Action
7.	Click the Add Account button. 
	If you are setting up multiple accounts, you must set up your Remaining Balance account first.

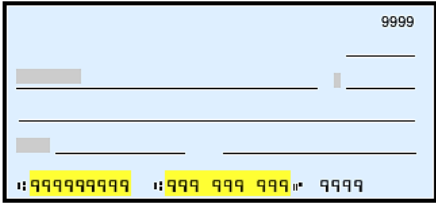
The **Add Account** page displays in a pop-up window.



The screenshot shows a pop-up window titled "Add Account" with "Cancel" and "Save" buttons. The form contains the following fields:

- *Nickname: Text input field
- *Payment Method: Dropdown menu with "Direct Deposit" selected
- Bank** section:
 - Routing Number: Text input field with an information icon
 - Bank Name: Text input field
 - Account Number: Text input field
 - Retype Account Number: Text input field
- Pay Distribution** section:
 - *Account Type: Dropdown menu
 - *Deposit Type: Dropdown menu with "Remaining Balance" selected
 - Amount or Percent: Text input field

8.	Enter a name for the Direct Deposit account in the Nickname field. 
	The Payment Method field defaults to "Direct Deposit" and cannot be changed. 

Step	Action
9.	Enter your Bank's Routing Number in the Routing Number field and press the Tab key. Routing Number 
	Routing Numbers are validated to the Bank Table in Cardinal to verify the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have it added.
10.	Click the Information icon next to the Routing Number field to view where the Bank Routing Numbers are displayed on the check. If you do not need to review this information, proceed to Step 12. 
The Check Example page displays in a pop-up window. Check Example The Routing Number and Account Number can be obtained from your check. In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.  1 2 1 - Routing Number 2 - Account Number	
	This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.
11.	Click the "X" to close the pop-up window. Check Example 



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
	The Add Account page refreshes with the name of the Bank displayed in the Bank Name field. Cancel Add Account Save *Nickname Main Checking *Payment Method Direct Deposit Bank Routing Number 061000104 i Bank Name Sun Trust Account Number Retype Account Number Pay Distribution *Account Type *Deposit Type Remaining Balance Amount or Percent

Step	Action
15.	Select the applicable account type using the Account Type dropdown button. *Account Type
i	Options for the Account Type field include the following: • COVA Paycard • Checking • Savings A COVA Paycard can only be entered by the Agency Payroll Administrator. Once the Payroll Administrator adds the COVA Paycard account, you will be able to view it on your Direct Deposit page. You can also set up a Commonwealth Savers account using the “Savings” Account Type.
16.	Do not change the Deposit Type. This field defaults to “Remaining Balance” and should be the first account you set up. You must enter the Remaining Balance account first. *Deposit Type Remaining Balance
i	There are three options for Deposit Type which include the following: • Remaining Balance: This is the default value. Use this selection to deposit the remaining balance of your Net Pay (after all other applicable accounts have been distributed) Note: All employees must have one “Remaining Balance” Direct Deposit account. • Amount: Use this selection to deposit a specified flat dollar amount to this Direct Deposit account • Percentage: Use this selection to deposit a specified percentage of Net Pay to this Direct Deposit account
17.	Do not enter a value in the Amount or Percent field when the Deposit Type is “Remaining Balance”. *Deposit Type Remaining Balance Amount or Percent Leave this field blank
i	If you enter a value in the Amount or Percent field and the Deposit Type is “Remaining Balance”, once you click the Save button, Cardinal will not retain the Amount or Percent information since the Deposit Type is “Remaining Balance”.



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
18.	Click the Save button. Cancel Add Account Save

The **Direct Deposit** page displays with the new Direct Deposit account in the **Accounts** section.



You can view your full account number on the **Direct Deposit** page. If you notice something is incorrect, you can edit any of the information you entered. See the [Updating an Existing Direct Deposit Account](#) section of this Job Aid.

To add an additional account(s) see the [Adding a New Direct Deposit Account](#) section of this Job Aid.



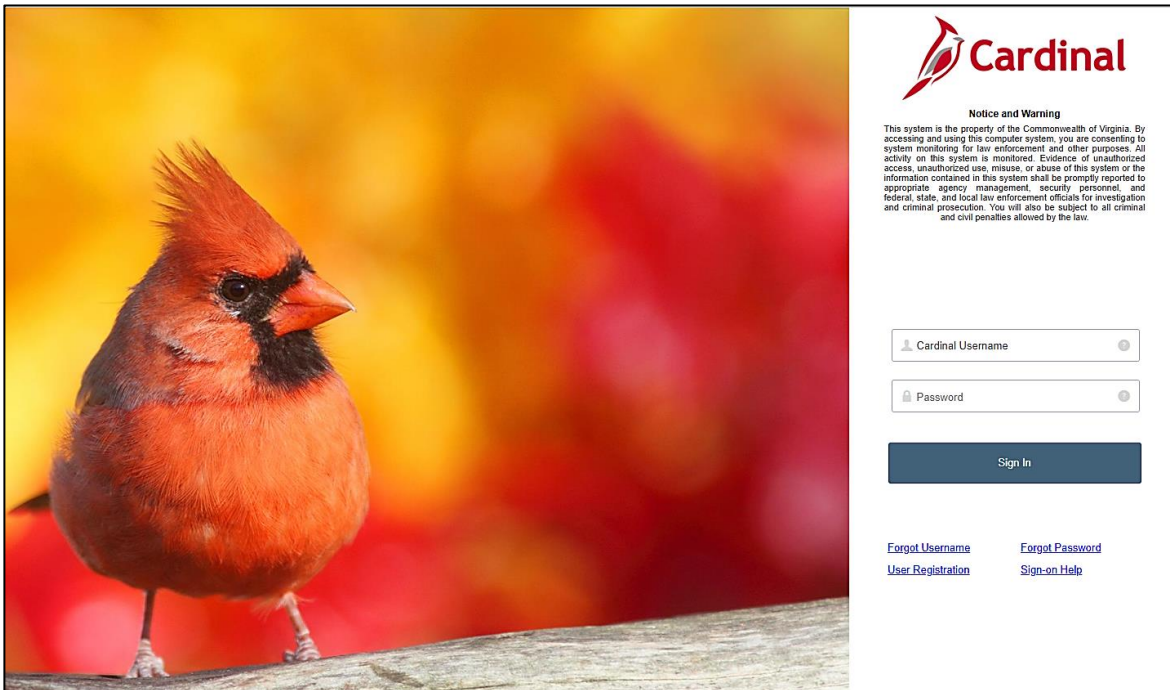
Employee Self-Service Job Aid

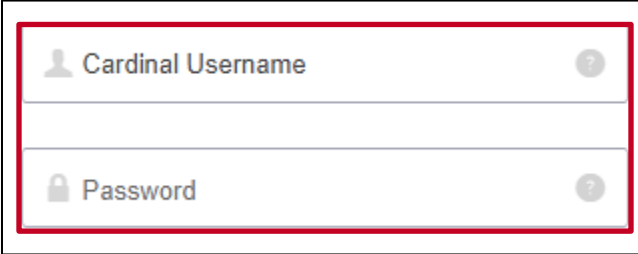
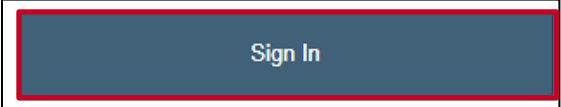
ESS Managing Direct Deposits

Adding a New Direct Deposit Account

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The Cardinal log in page displays.

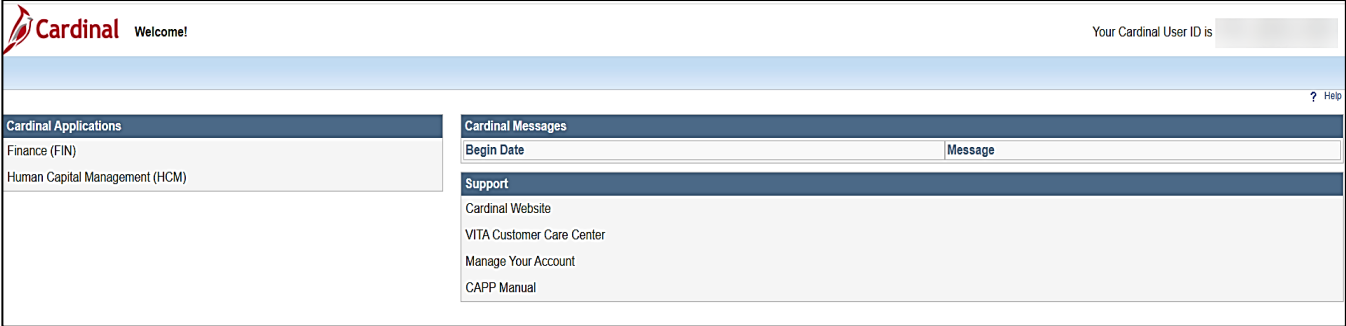
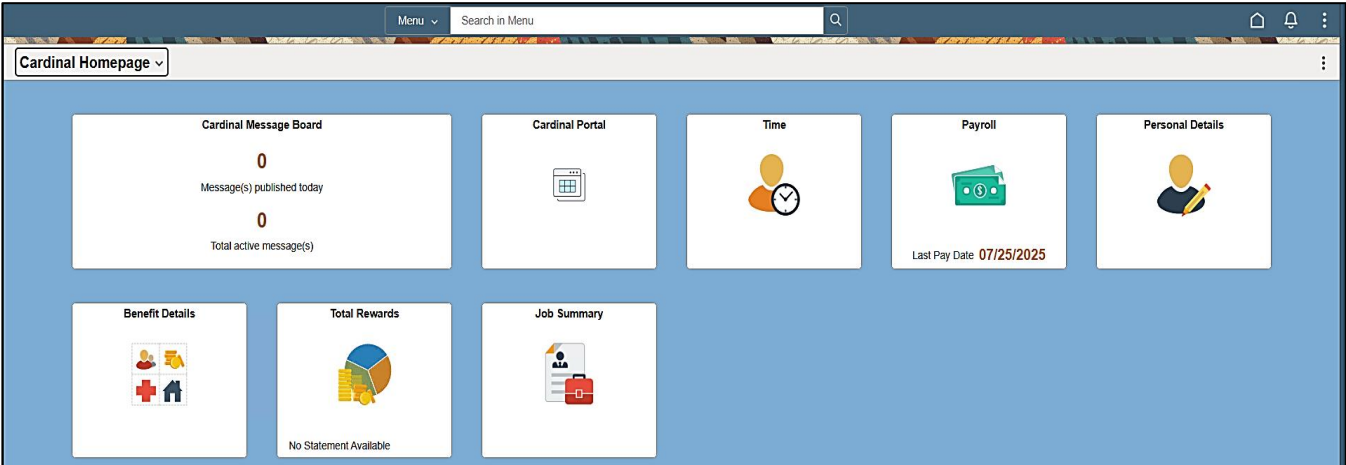


2.	Enter your Cardinal Username and Password . 
3.	Click the Sign In button. 



Employee Self-Service Job Aid

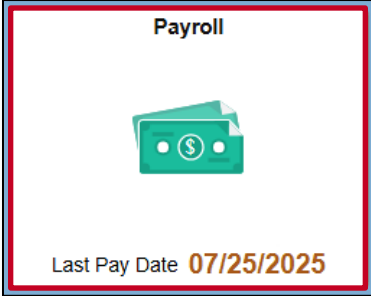
ESS Managing Direct Deposits

Step	Action
	The Portal Welcome page displays. 
4.	Click the Human Capital Management (HCM) link. 
	The Cardinal Homepage displays. 
	Tile availability and placement on the Cardinal Homepage for each user is dependent upon individual user and security settings.

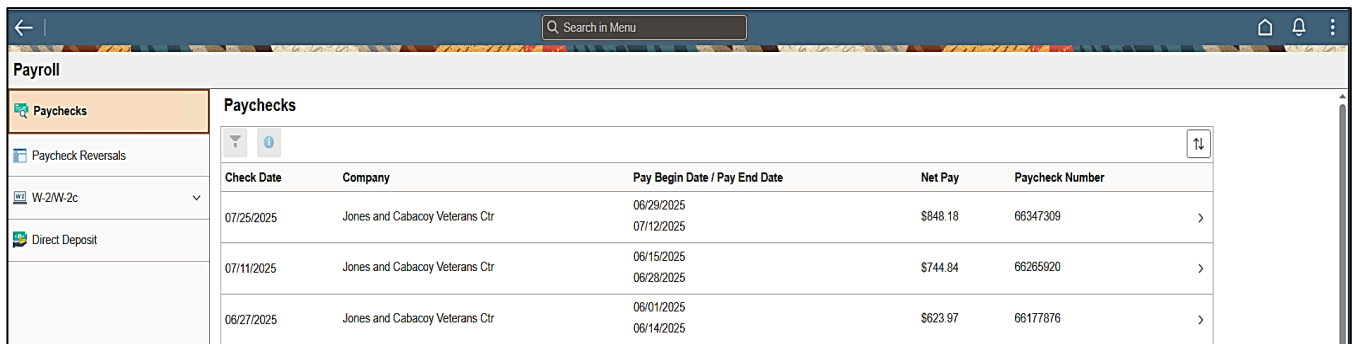


Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
5.	Click the Payroll tile. 

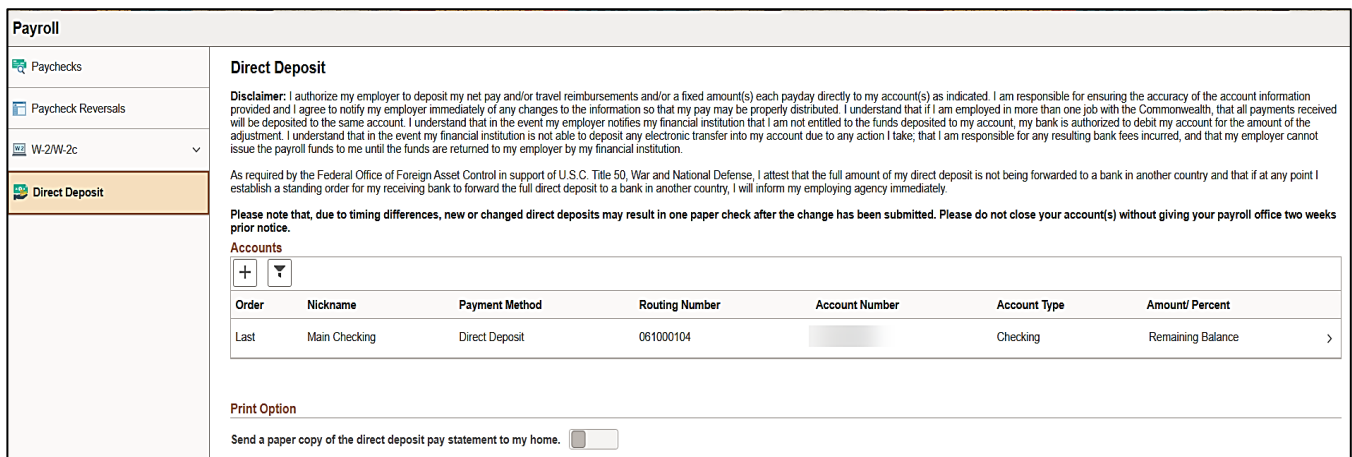
The **Payroll** page displays with the **Paychecks** menu item selected by default.



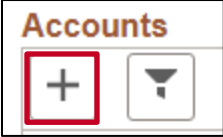
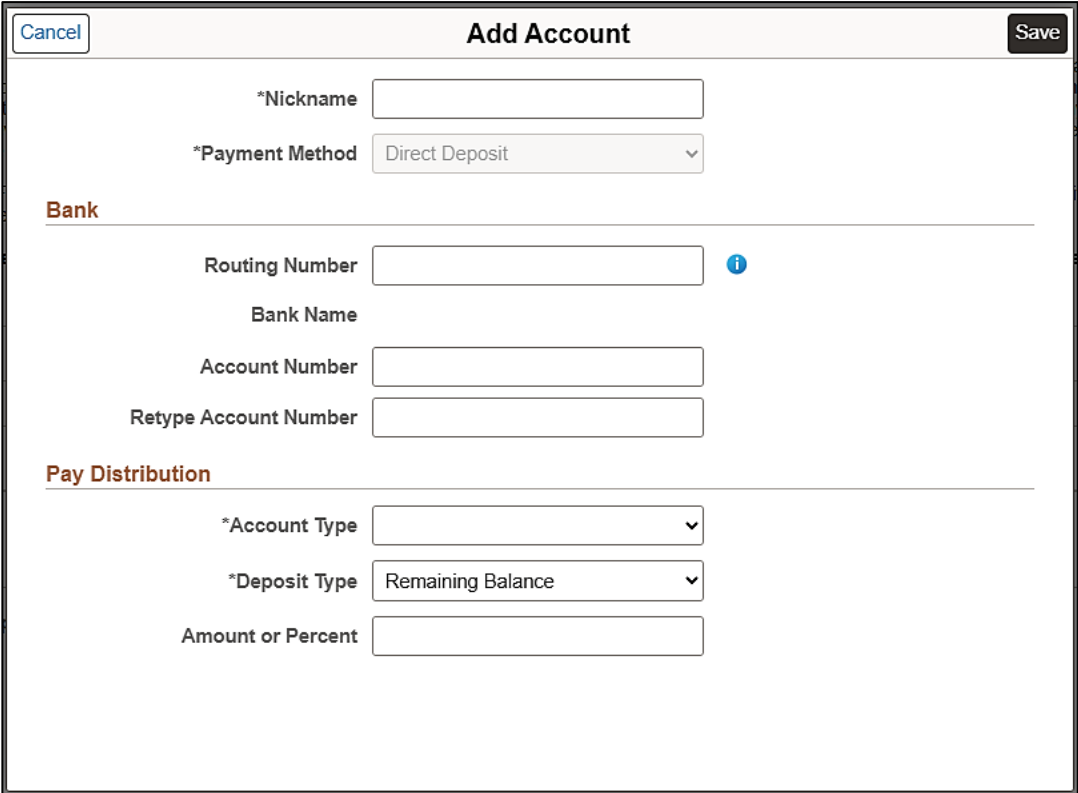
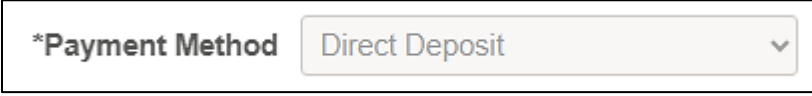
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
07/25/2025	Jones and Cabacoy Veterans Ctr	06/29/2025 07/12/2025	\$848.18	66347309
07/11/2025	Jones and Cabacoy Veterans Ctr	06/15/2025 06/28/2025	\$744.84	66265920
06/27/2025	Jones and Cabacoy Veterans Ctr	06/01/2025 06/14/2025	\$623.97	66177876

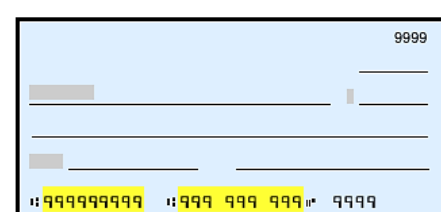
6.	Click the Direct Deposit menu item. 
----	---

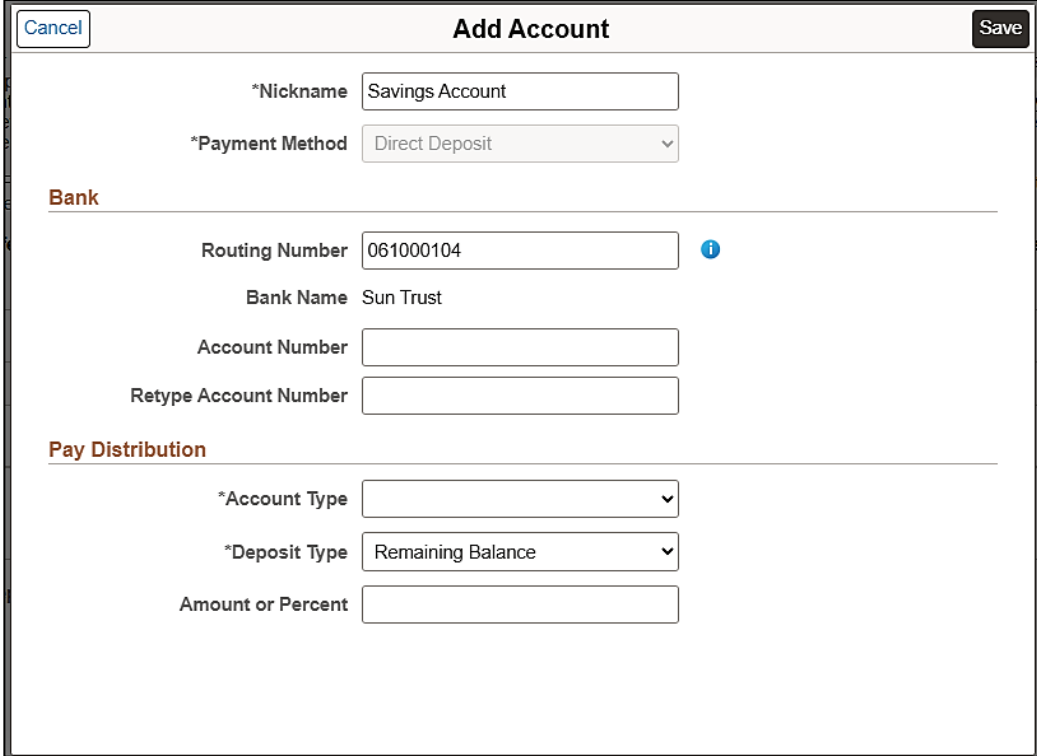
The **Direct Deposit** page displays.



Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance

Step	Action
7.	Click the Add a New Row icon (+). 
The Add Account page displays. 	
8.	Enter a name for the Direct Deposit account in the Nickname field. 
	The Payment Method field defaults to “Direct Deposit” and cannot be changed. 

Step	Action
9.	Enter your Bank's routing number in the Routing Number field and press the Tab key. Routing Number 
	Routing Numbers are validated to the Bank Table in Cardinal to pull up the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have the Bank added.
10.	Click the Information icon next to the Routing Number field to view where the Bank Routing Numbers are displayed on the check. If you do not need to review this information, proceed to Step 12. 
The Check Example page displays in a pop-up window. Check Example  The Routing Number and Account Number can be obtained from your check. In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.  1 2 1 - Routing Number 2 - Account Number	
	This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.
11.	Click the "X" to close the pop-up window. Check Example 

Step	Action
	The Add Account page refreshes with the name of the Bank displayed in the Bank Name field. 
	Once a valid Routing number is entered, the Bank's name will display in the Bank Name field.
12.	Review the Bank Name field to verify it is accurate.
	If the Bank Name is not correct, verify the correct routing number was entered and update the information as applicable.
13.	Enter your Bank Account Number in the Account Number field. 
14.	Reenter the Account Number in the Retype Account Number field. 

Step	Action
15.	Select the applicable account type using the Account Type dropdown button. *Account Type ▼
	Options for the Account Type field include the following: • COVA Paycard • Checking • Savings A COVA Paycard can only be entered by the Agency Payroll Administrator. Once the Payroll Administrator adds the COVA Paycard account, you will be able to view it on your Direct Deposit page. You can also set up a Commonwealth Savers account using the “Savings” Account Type.
16.	Select the applicable Deposit Type using the Deposit Type dropdown button. This field defaults to “Remaining Balance” and should be the first account you set up. You must enter the Remaining Balance account first. *Deposit Type Remaining Balance ▼
	Options for Deposit Type include the following: • Remaining Balance: This is the default value. Use this selection to deposit the remaining balance of Net Pay (after all other applicable accounts have been distributed to this Direct Deposit account) Note: All employees must have one “Remaining Balance” Direct Deposit account. • Amount: Use this selection to deposit a specified flat dollar amount to this Direct Deposit account • Percentage: Use this selection to deposit a specified percentage of Net Pay to this Direct Deposit account
	After selecting the Deposit Type, an additional field may display as noted below: • When “Amount” is selected, an Amount field displays • When “Percentage” is selected, a Percent field displays
17.	If “Amount” or “Percentage” is selected, proceed to the next Step. If the default value of “Remaining Balance” is not updated, proceed to Step 19.



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
18.	Enter the applicable amount or percentage in the Amount or Percent field. Proceed to Step 19. *Deposit Type Amount Amount *Deposit Type Percent Percent
19.	Do not enter a value in the Amount or Percent field when the Deposit Type is “Remaining Balance”. *Deposit Type Remaining Balance Amount or Percent Leave this field blank
	If you enter a value in the Amount or Percent field and the Deposit Type is “Remaining Balance”, once you click the Save button, Cardinal will not retain the Amount or Percent information since the Deposit Type is Remaining Balance. It will display “Remaining Balance” in the Amount/ Percent field on the Direct Deposit page.
20.	Click the Save button. Cancel Add Account Save

The **Direct Deposit** page displays with the new Direct Deposit Account in the **Accounts** section.

Payroll																									
Paychecks Paycheck Reversals W-2W-2c Direct Deposit	Direct Deposit Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution. As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately. Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice. Accounts + ▼ <table><thead><tr><th>Order</th><th>Nickname</th><th>Payment Method</th><th>Routing Number</th><th>Account Number</th><th>Account Type</th><th>Amount/ Percent</th><th></th></tr></thead><tbody><tr><td>1</td><td>Savings Account</td><td>Direct Deposit</td><td>061000104</td><td></td><td>Savings</td><td>\$200.00</td><td>></td></tr><tr><td>Last</td><td>Main Checking</td><td>Direct Deposit</td><td>061000104</td><td></td><td>Checking</td><td>Remaining Balance</td><td>></td></tr></tbody></table> Print Option Send a paper copy of the direct deposit pay statement to my home. ☐	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		1	Savings Account	Direct Deposit	061000104		Savings	\$200.00	>	Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance	>
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent																			
1	Savings Account	Direct Deposit	061000104		Savings	\$200.00	>																		
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance	>																		



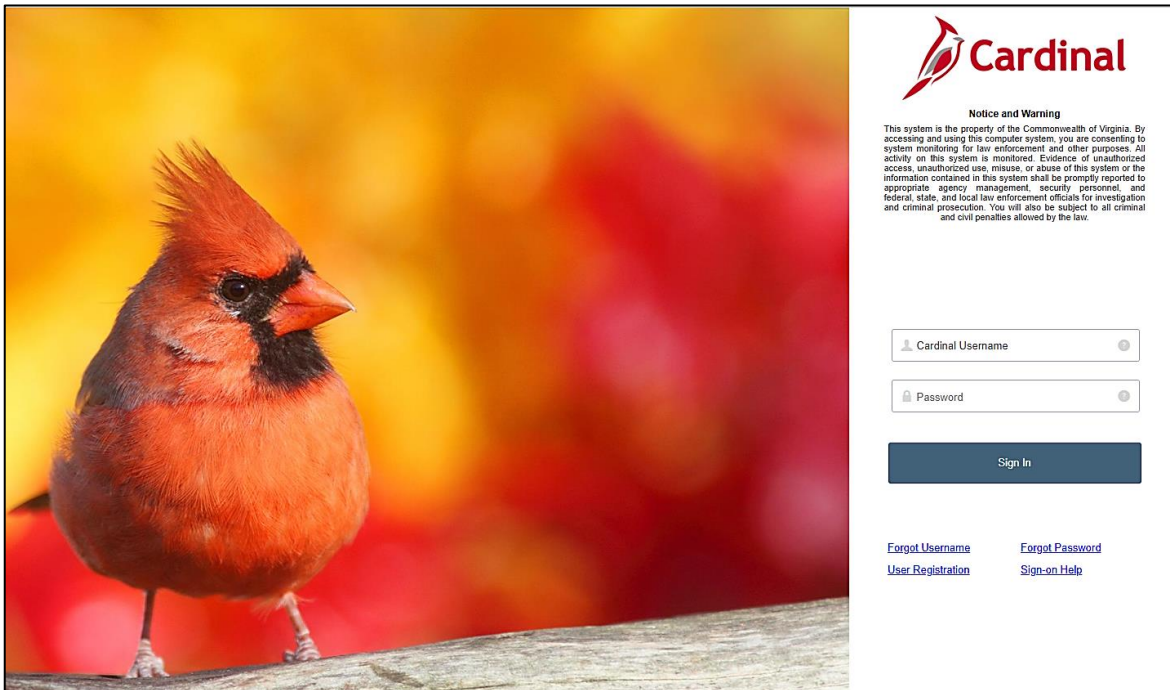
Employee Self-Service Job Aid

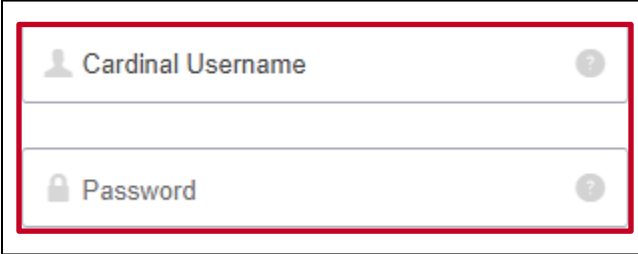
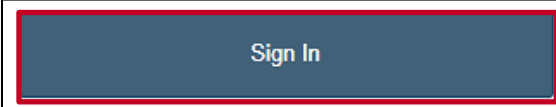
ESS Managing Direct Deposits

Updating an Existing Direct Deposit Account

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The Cardinal log in page displays.

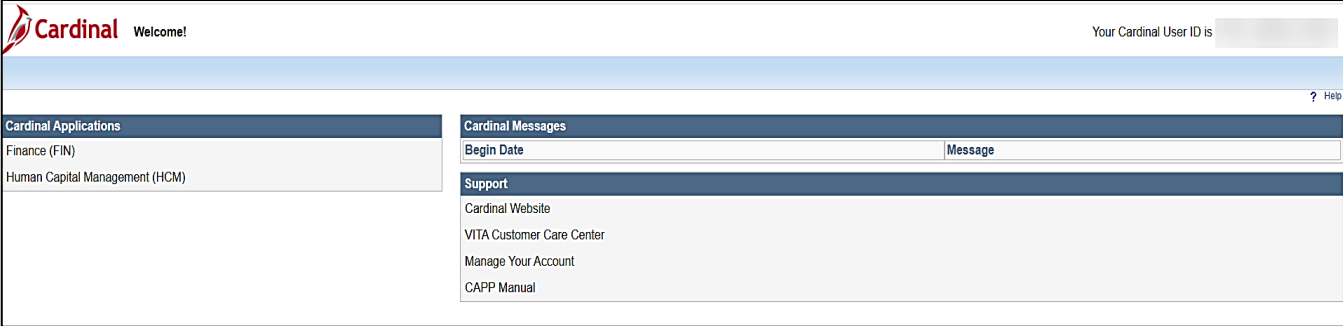
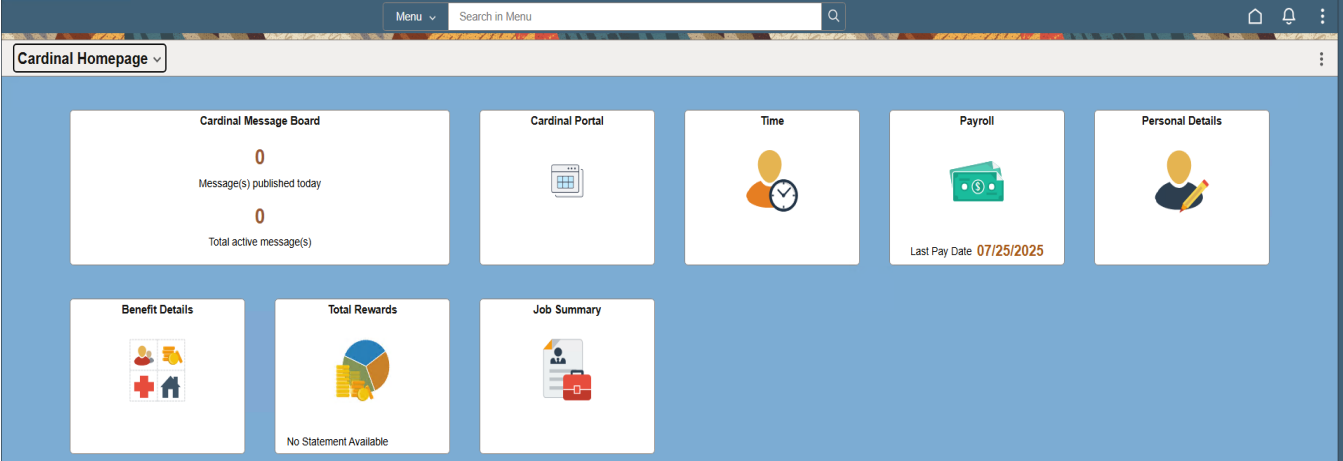


2.	Enter your Cardinal Username and Password . 
3.	Click the Sign In button. 



Employee Self-Service Job Aid

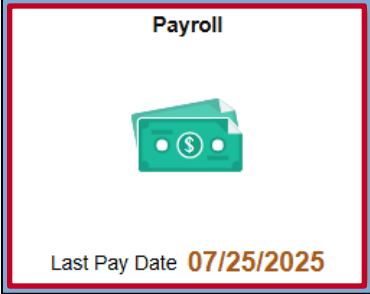
ESS Managing Direct Deposits

Step	Action
	The Portal Welcome page displays. 
4.	Click the Human Capital Management (HCM) link. 
	The Cardinal Homepage displays. 
	Tile availability and placement on the Cardinal Homepage for each user is dependent upon individual user and security settings.

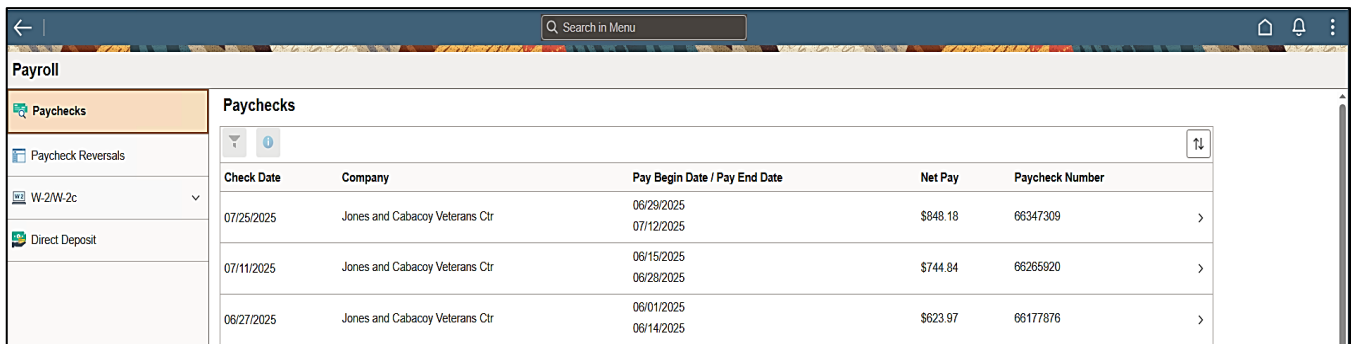


Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
5.	Click the Payroll tile. 

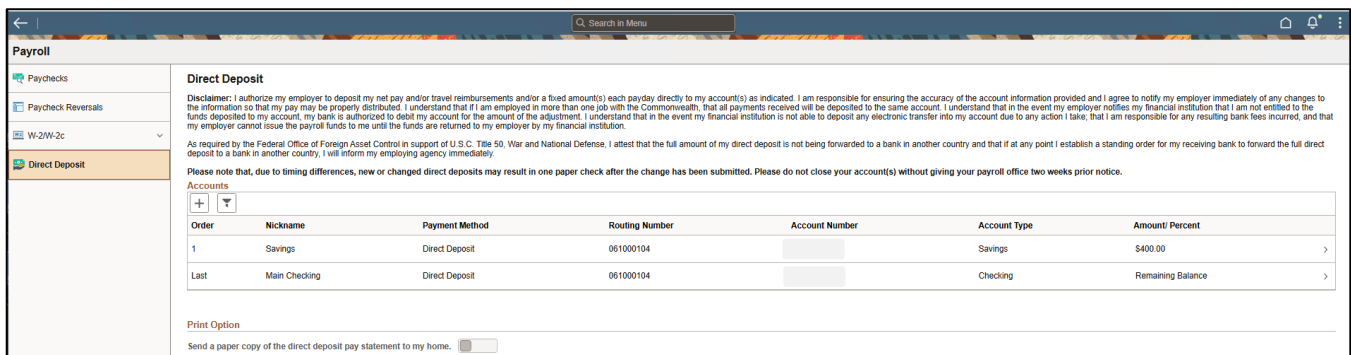
The **Payroll** page displays with the **Paychecks** menu item selected by default.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
07/25/2025	Jones and Cabacoy Veterans Ctr	06/29/2025 07/12/2025	\$848.18	66347309
07/11/2025	Jones and Cabacoy Veterans Ctr	06/15/2025 06/28/2025	\$744.84	66265920
06/27/2025	Jones and Cabacoy Veterans Ctr	06/01/2025 06/14/2025	\$623.97	66177876

6.	Click the Direct Deposit menu item. 
----	---

The **Direct Deposit** page displays.

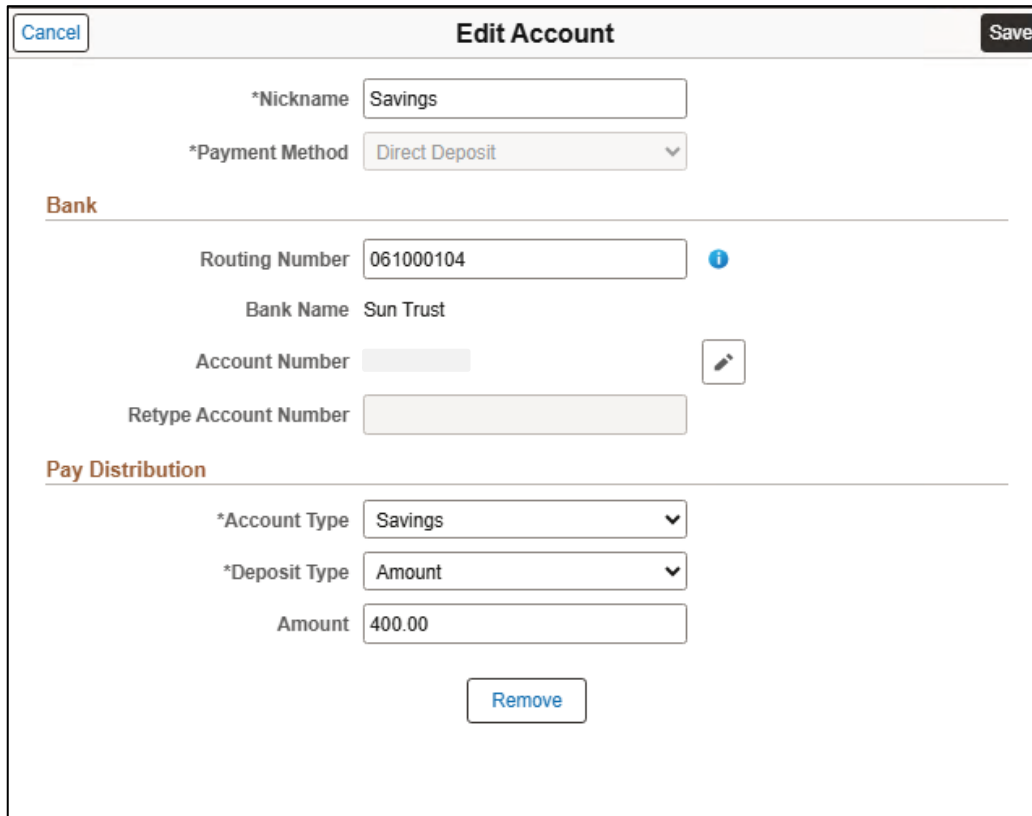


Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	061000104		Savings	\$400.00
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance

	Any current Direct Deposit Accounts display in the Accounts section.
---	---

Step	Action
7.	Click the corresponding row for the Direct Deposit Account that you want to view and/or update.
	If you have a COVA Paycard, once it has been added by the Payroll Administrator, updates can be made to the amount.

The **Edit Account** page for the applicable Direct Deposit Account displays in a pop-up window.



The screenshot shows the 'Edit Account' pop-up window. It has a 'Cancel' button on the top left and a 'Save' button on the top right. The form is divided into two main sections: 'Bank' and 'Pay Distribution'.
 In the 'Bank' section, there are fields for:

- *Nickname: Savings
- *Payment Method: Direct Deposit (dropdown menu)
- Routing Number: 061000104 (with an information icon)
- Bank Name: Sun Trust
- Account Number: (empty field with an edit icon)
- Retype Account Number: (empty field)

 In the 'Pay Distribution' section, there are fields for:

- *Account Type: Savings (dropdown menu)
- *Deposit Type: Amount (dropdown menu)
- Amount: 400.00

 At the bottom of the form is a 'Remove' button.

	Any of the fields on this page can be updated except for the Payment Method field.
8.	Enter or select the applicable field(s) that need to be updated.
9.	Click the Edit button to update the Account Number information. 
	If the Account Number is updated, you must reenter the Account Number in the Retype Account Number field.



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
10.	Click the Save button once all updates have been completed. Cancel Edit Account Save

The **Direct Deposit** page redisplay.

Payroll

Paychecks

Paycheck Reversals

W-2W-2c

Direct Deposit

Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Accounts

+

-

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	061000104		Savings	\$600.00
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance

Print Option

Send a paper copy of the direct deposit pay statement to my home. ☐



If you have made any changes to your banking information, confirm the updates display.



Employee Self-Service Job Aid

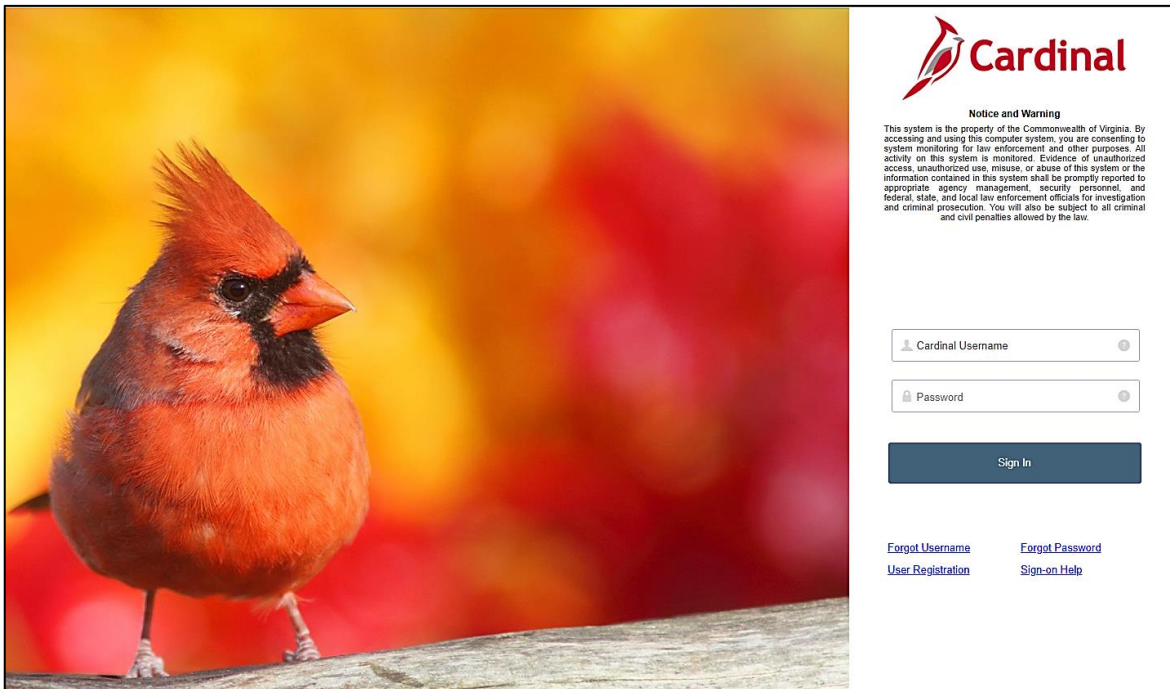
ESS Managing Direct Deposits

Reordering (Prioritizing) Direct Deposit Accounts

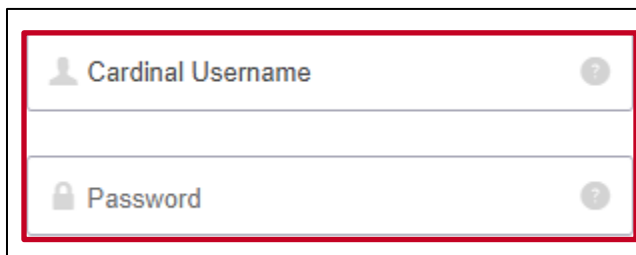
You must have three (3) or more Direct Deposit Accounts for the Reorder option to be available. Reordering the accounts impacts the order (priority) of how funds are distributed to the various accounts.

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The Cardinal log in page displays.



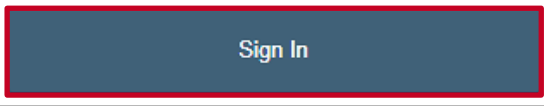
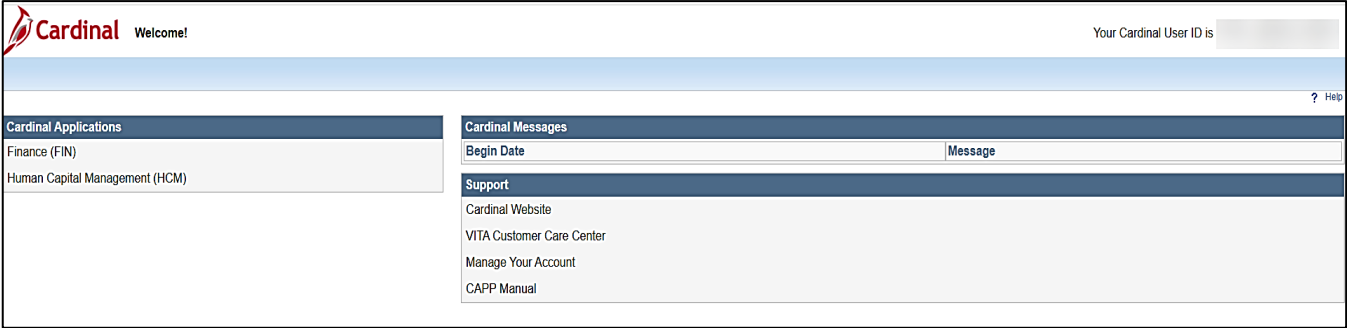
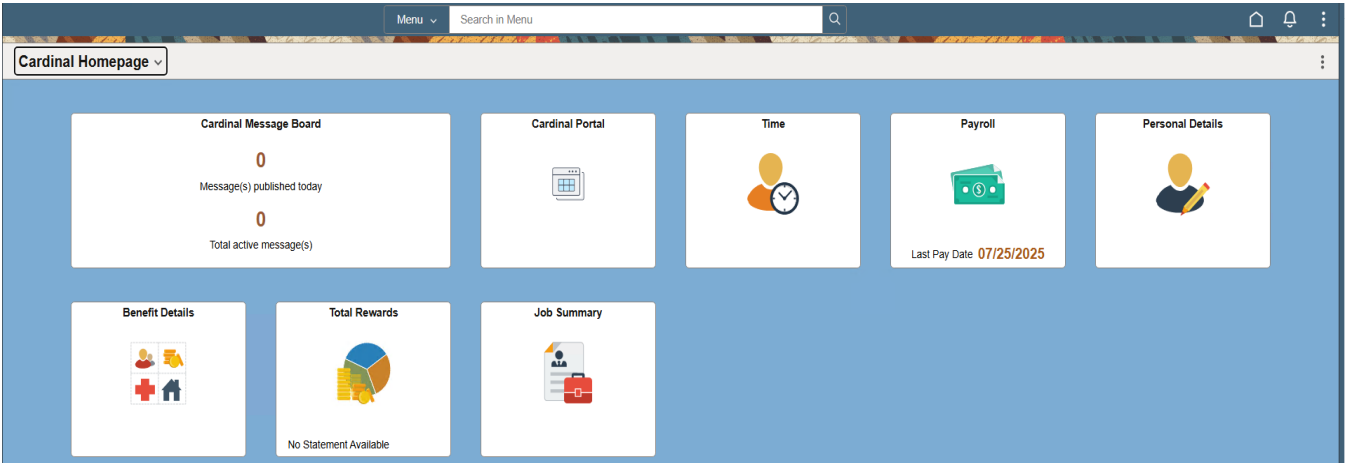
2. Enter your **Cardinal Username** and **Password**.

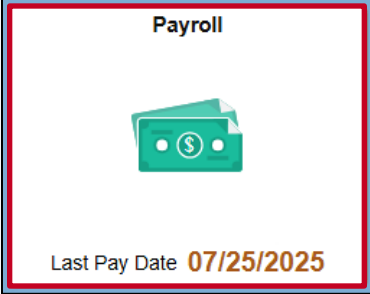




Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
3.	Click the Sign In button.  A rectangular button with a dark blue background and the text "Sign In" in white, outlined with a red border.
The Portal Welcome page displays.  A screenshot of the Portal Welcome page. It features the Cardinal logo and "Welcome!" on the left. On the right, it says "Your Cardinal User ID is" followed by a greyed-out field. Below this, there are two main sections: "Cardinal Applications" on the left with links for "Finance (FIN)" and "Human Capital Management (HCM)", and "Cardinal Messages" on the right with a "Begin Date" field, a "Message" field, and a "Support" section containing links for "Cardinal Website", "VITA Customer Care Center", "Manage Your Account", and "CAPP Manual".	
4.	Click the Human Capital Management (HCM) link.  A screenshot of the "Cardinal Applications" section. It has a dark blue header with the text "Cardinal Applications". Below the header, there are two links: "Finance (FIN)" and "Human Capital Management (HCM)". The "Human Capital Management (HCM)" link is highlighted with a red rectangular border.
The Cardinal Homepage displays.  A screenshot of the Cardinal Homepage. It features a top navigation bar with a "Menu" dropdown, a search bar, and icons for home, notifications, and settings. Below the navigation bar, there is a "Cardinal Homepage" dropdown menu. The main content area is divided into two rows of tiles. The first row includes "Cardinal Message Board" (showing 0 messages published today and 0 total active messages), "Cardinal Portal" (with a calendar icon), "Time" (with a clock icon), "Payroll" (with a wallet icon and "Last Pay Date 07/25/2025"), and "Personal Details" (with a person icon). The second row includes "Benefit Details" (with a medical and home icon), "Total Rewards" (with a pie chart icon and "No Statement Available"), and "Job Summary" (with a document and briefcase icon).	
	Tile availability and placement on the Cardinal Homepage for each user is dependent upon individual user and security settings.

Step	Action
5.	Click the Payroll tile. 

The **Payroll** page displays with the **Paychecks** menu item selected by default.

Search in Menu

Payroll

Paychecks

Paycheck Reversals

W-2/W-2c

Direct Deposit

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
07/25/2025	Jones and Cabacoy Veterans Ctr	06/29/2025 07/12/2025	\$848.18	66347309	>
07/11/2025	Jones and Cabacoy Veterans Ctr	06/15/2025 06/28/2025	\$744.84	66265920	>
06/27/2025	Jones and Cabacoy Veterans Ctr	06/01/2025 06/14/2025	\$623.97	66177876	>

6.	Click the Direct Deposit menu item. 
----	---



Employee Self-Service Job Aid

ESS Managing Direct Deposits

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

The **Direct Deposit** page displays.

	All current Direct Deposit Accounts displays in the Accounts section.
7.	Click the Reorder button under the Accounts section of the page.

The **Reorder Accounts** page displays in a pop-up window.



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action																									
	The Direct Deposit Accounts are listed in their current order (priority). The Remaining Balance Account does not have a priority order as it will always be the last account that funds are routed to.																									
8.	Update the value in the New Order field to reorder (prioritize) the Direct Deposit Accounts. Accounts  <table><tr><th>Current Order</th><th>*New Order</th><th>Nickname</th><th>Account Number</th><th>Amount/ Percent</th></tr><tr><td>1</td><td> 1 </td><td>Savings 1</td><td> </td><td>\$500.00</td></tr><tr><td>2</td><td> 2 </td><td>Vacation Savings</td><td> </td><td>\$200.00</td></tr><tr><td>3</td><td> 3 </td><td>Checking 2</td><td> </td><td>\$500.00</td></tr><tr><td>Last</td><td></td><td>Main Checking</td><td> </td><td>Remaining Balance</td></tr></table>	Current Order	*New Order	Nickname	Account Number	Amount/ Percent	1	1	Savings 1		\$500.00	2	2	Vacation Savings		\$200.00	3	3	Checking 2		\$500.00	Last		Main Checking		Remaining Balance
Current Order	*New Order	Nickname	Account Number	Amount/ Percent																						
1	1	Savings 1		\$500.00																						
2	2	Vacation Savings		\$200.00																						
3	3	Checking 2		\$500.00																						
Last		Main Checking		Remaining Balance																						
	The “Remaining Balance” field will always display as “Last” and cannot for be reordered.																									
9.	Click the Save button. Cancel Reorder Accounts Save Accounts  <table><tr><th>Current Order</th><th>*New Order</th><th>Nickname</th><th>Account Number</th><th>Amount/ Percent</th></tr><tr><td>1</td><td> 2 </td><td>Savings 1</td><td> </td><td>\$500.00</td></tr><tr><td>2</td><td> 3 </td><td>Vacation Savings</td><td> </td><td>\$200.00</td></tr><tr><td>3</td><td> 1 </td><td>Checking 2</td><td> </td><td>\$500.00</td></tr><tr><td>Last</td><td></td><td>Main Checking</td><td> </td><td>Remaining Balance</td></tr></table>	Current Order	*New Order	Nickname	Account Number	Amount/ Percent	1	2	Savings 1		\$500.00	2	3	Vacation Savings		\$200.00	3	1	Checking 2		\$500.00	Last		Main Checking		Remaining Balance
Current Order	*New Order	Nickname	Account Number	Amount/ Percent																						
1	2	Savings 1		\$500.00																						
2	3	Vacation Savings		\$200.00																						
3	1	Checking 2		\$500.00																						
Last		Main Checking		Remaining Balance																						



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action																																			
	The Direct Deposit page redisplay and the Direct Deposit Accounts are now reordered within the Accounts section. Payroll Paychecks Paycheck Reversals W-2/W-2c Direct Deposit Direct Deposit Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution. As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately. Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice. Accounts <table><thead><tr><th>Order</th><th>Nickname</th><th>Payment Method</th><th>Routing Number</th><th>Account Number</th><th>Account Type</th><th>Amount/ Percent</th></tr></thead><tbody><tr><td>1</td><td>Checking 2</td><td>Direct Deposit</td><td>251082615</td><td></td><td>Checking</td><td>\$500.00 ></td></tr><tr><td>2</td><td>Savings 1</td><td>Direct Deposit</td><td>061000104</td><td></td><td>Savings</td><td>\$500.00 ></td></tr><tr><td>3</td><td>Vacation Savings</td><td>Direct Deposit</td><td>061000104</td><td></td><td>Savings</td><td>\$200.00 ></td></tr><tr><td>Last</td><td>Main Checking</td><td>Direct Deposit</td><td>061000104</td><td></td><td>Checking</td><td>Remaining Balance ></td></tr></tbody></table> Reorder Print Option Send a paper copy of the direct deposit pay statement to my home. ☐	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	1	Checking 2	Direct Deposit	251082615		Checking	\$500.00 >	2	Savings 1	Direct Deposit	061000104		Savings	\$500.00 >	3	Vacation Savings	Direct Deposit	061000104		Savings	\$200.00 >	Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance >
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent																														
1	Checking 2	Direct Deposit	251082615		Checking	\$500.00 >																														
2	Savings 1	Direct Deposit	061000104		Savings	\$500.00 >																														
3	Vacation Savings	Direct Deposit	061000104		Savings	\$200.00 >																														
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance >																														

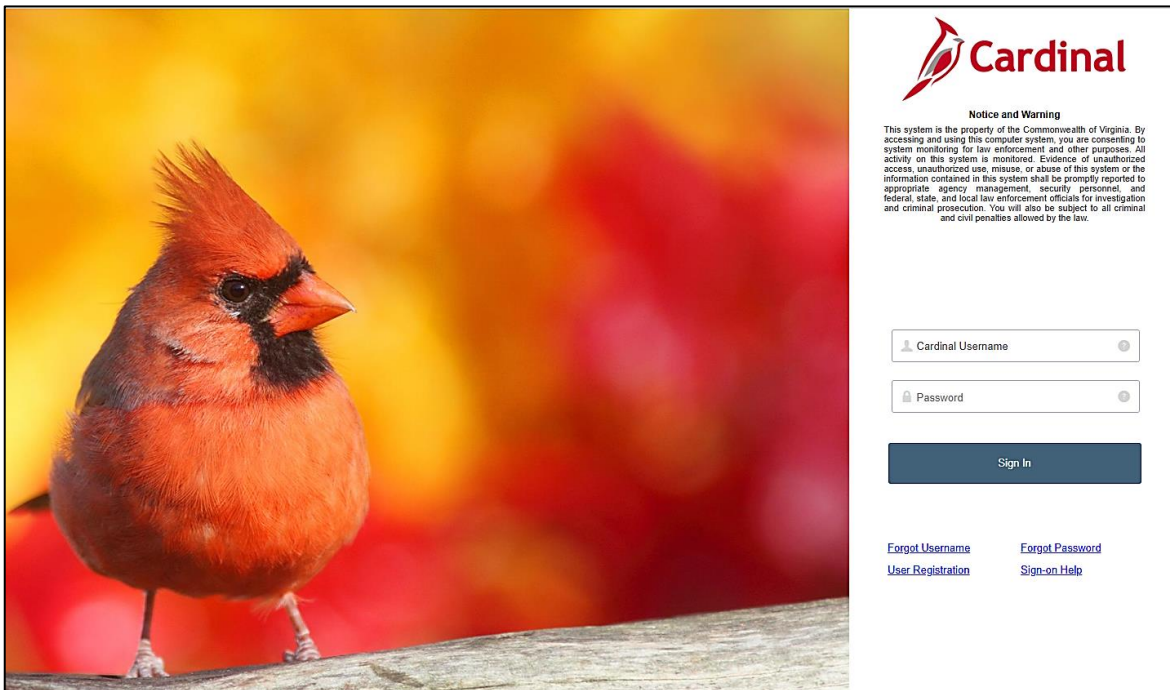


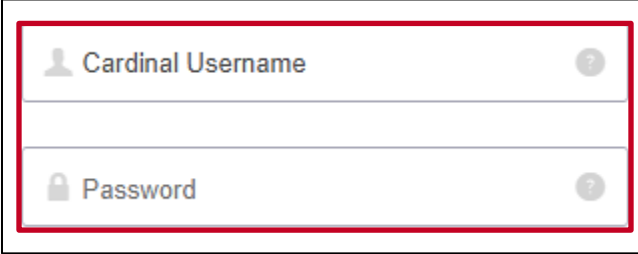
Removing a Direct Deposit Account

You can remove any of your Direct Deposit Accounts (including the COVA Paycard). If you have one (1) Direct Deposit Account, it is not recommended to remove that account. If your intention is to remove the account and then add a new Direct Deposit Account, simply update the existing account. If you do remove your last Direct Deposit Account, you will be locked from adding a new account until the next day as a security precaution.

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The Cardinal log in page displays.

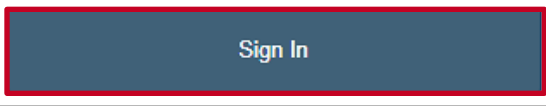
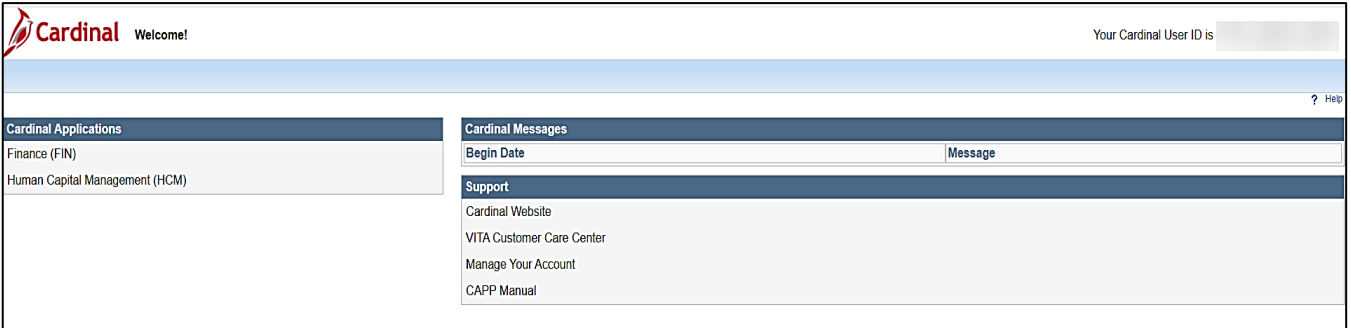
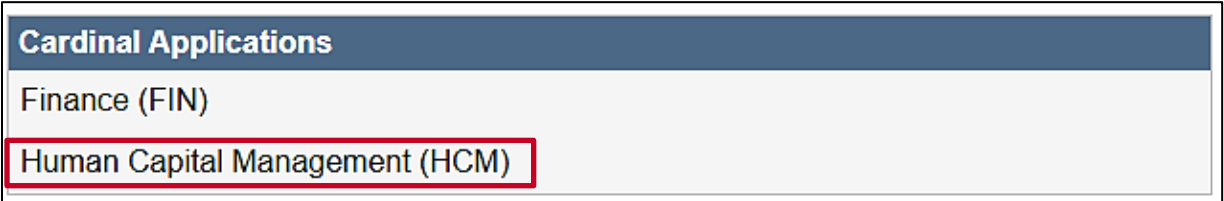
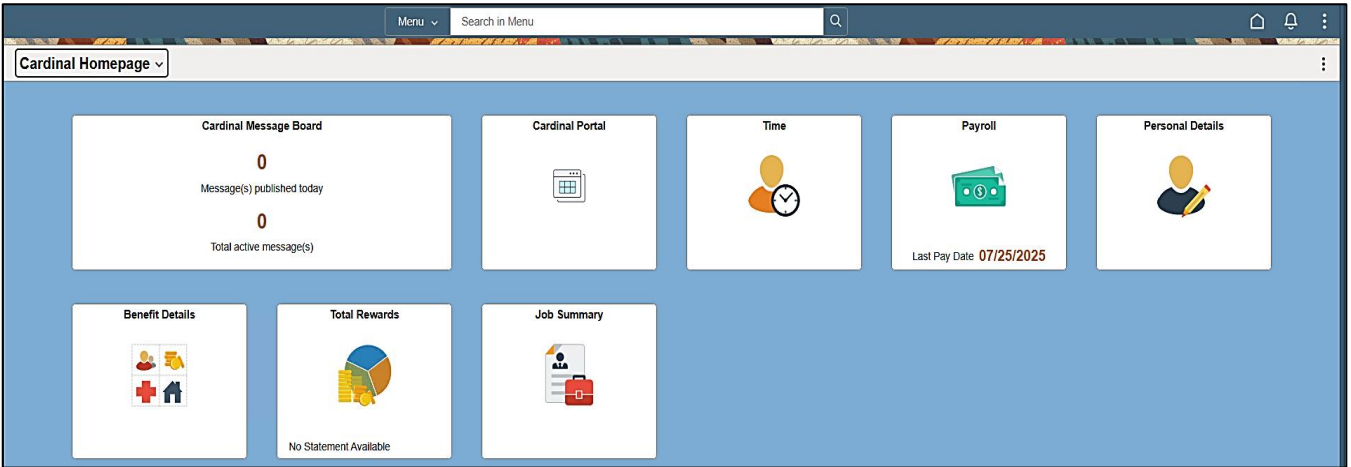


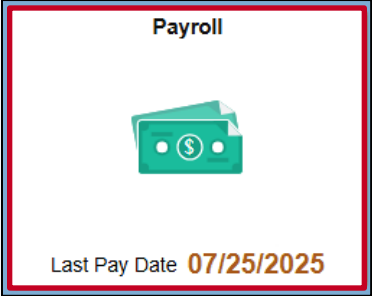
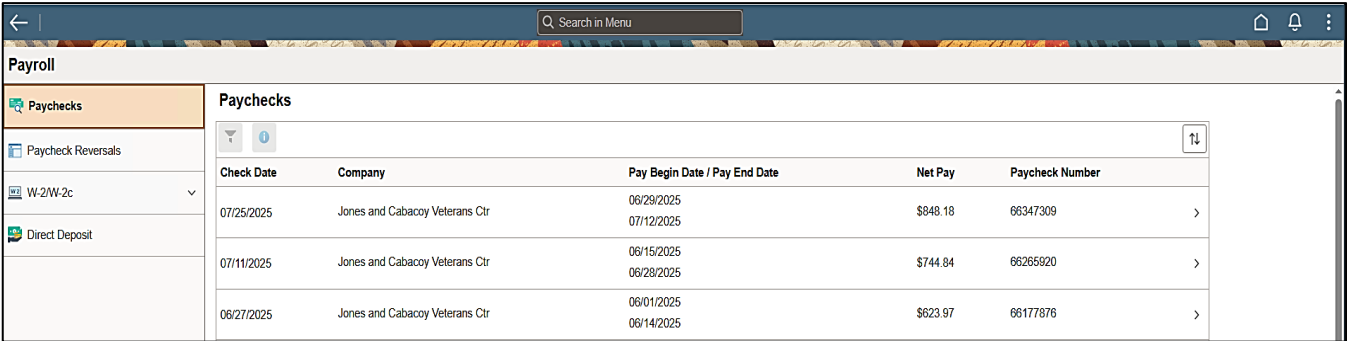
2.	Enter your Cardinal Username and Password . 
----	--



Employee Self-Service Job Aid

ESS Managing Direct Deposits

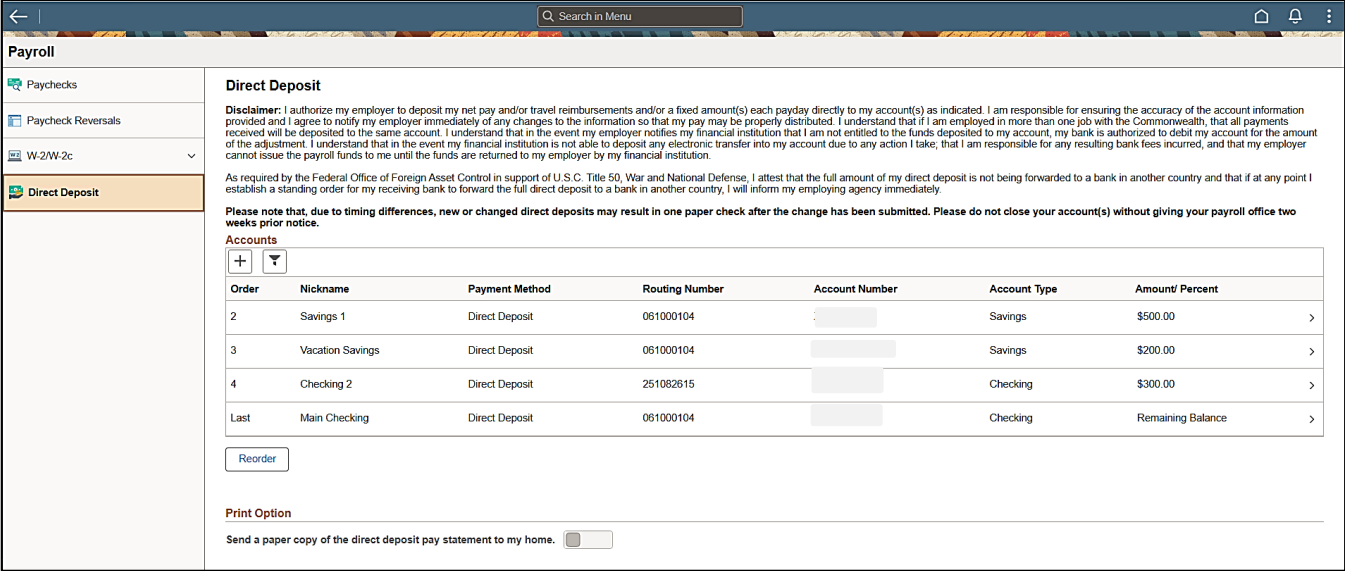
Step	Action
3.	Click the Sign In button. 
The Portal Welcome page displays. 	
4.	Click the Human Capital Management (HCM) link. 
The Cardinal Homepage displays. 	
	Tile availability and placement on the Cardinal Homepage for each user is dependent upon individual user and security settings.

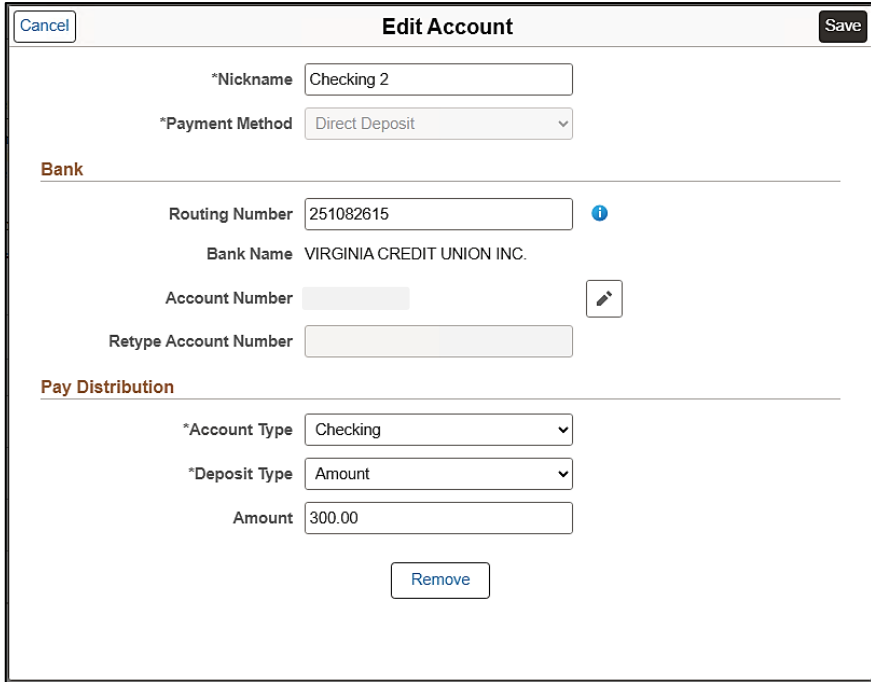
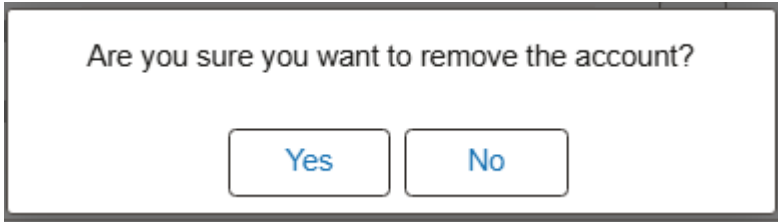
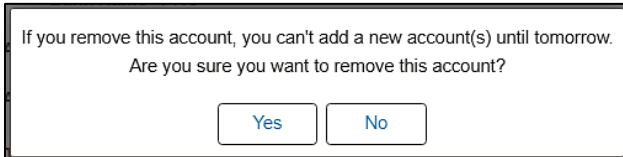
Step	Action
5.	Click the Payroll tile. 
The Payroll page displays with the Paychecks menu item selected by default. 	
6.	Click the Direct Deposit menu item. 



Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
	The Direct Deposit page displays. 
	All current Direct Deposit Accounts display in the Accounts section.
7.	Click the corresponding row for the Direct Deposit Account to be removed. 

Step	Action
	The Edit Account page for the applicable Direct Deposit Account displays in a pop-up window. 
8.	Click the Remove button. 
	A confirmation message displays in a pop-up window. 
	If the account being removed is the only account, a message displays indicating you will not be able to add a new account until the next day.  If the account is removed, only the Payroll Administrator can add an account on the same day.

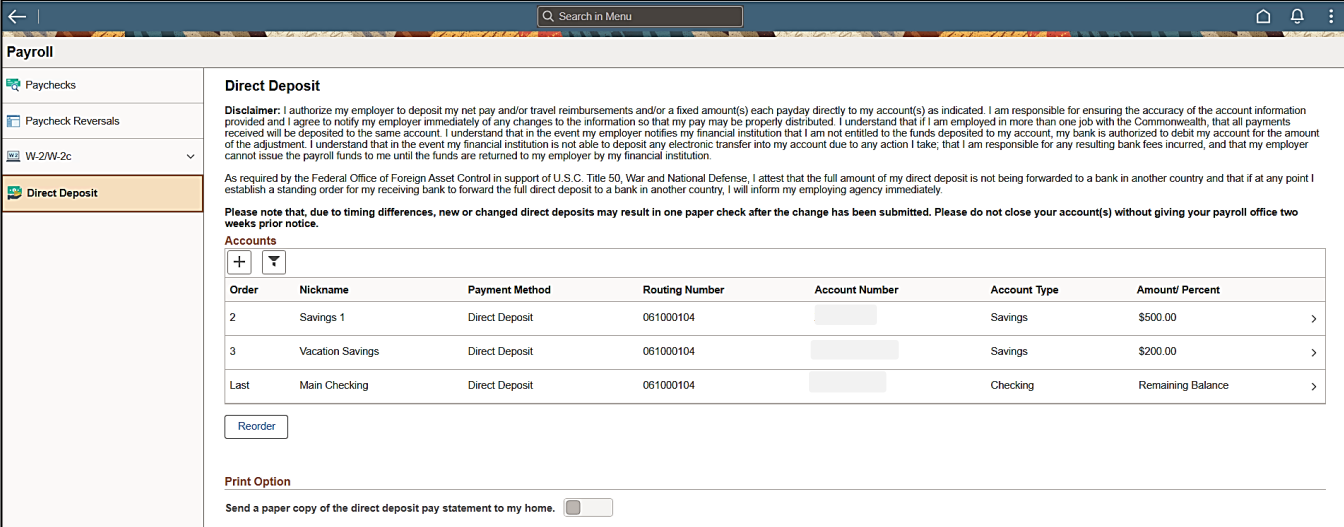


Employee Self-Service Job Aid

ESS Managing Direct Deposits

Step	Action
9.	Click the Yes button to remove the selected account. 

The **Direct Deposit** page returns with the applicable account removed.



Payroll

Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Accounts

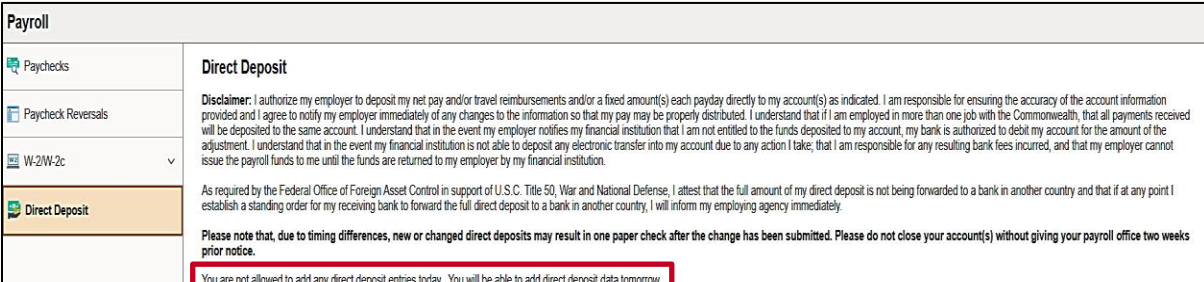
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
2	Savings 1	Direct Deposit	061000104		Savings	\$500.00
3	Vacation Savings	Direct Deposit	061000104		Savings	\$200.00
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance

[Reorder](#)

Print Option

Send a paper copy of the direct deposit pay statement to my home. ☐

If you remove all your Direct Deposit Accounts the following message will display on the **Direct Deposit** page.



Payroll

Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

You are not allowed to add any direct deposit entries today. You will be able to add direct deposit data tomorrow.

You are not allowed to add any direct deposit entries today. You will be able to add direct deposit data tomorrow.

Note: Only your agency Payroll Administrator can enter accounts when this message displays or you must wait until the next day to make your own updates.