

**Using the Single-Use Payroll Online Tool (SPOT) Overview**

The Single-Use Payroll Online Tool (SPOT) tool is used by Payroll Administrators to enter one-time transactions affecting pay or deductions in Cardinal. Transactions can be entered online in SPOT or through a spreadsheet upload.

This Job Aid provides information on entering earnings and deduction transactions (online or spreadsheet upload), deleting SPOT batches, SPOT transaction approvals, and reviewing batches after approval.

**Note:** Users can only view or submit transactions for employees within their Company and Department. Approvers cannot submit or approve their own transactions, and employees cannot submit or approve their own payroll entries.

This Job Aid also contains a SPOT scenario section which provides various examples to assist with SPOT entry. Utilize the **Table of Contents** section of this Job Aid to see a listing of the scenarios included.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

**Table of Contents**

|   |    |
|---|----|
| Revision History .....                            | 3  |
| Entering an Earnings Transaction in SPOT.....     | 4  |
| Entering a Deduction Transaction in SPOT.....     | 21 |
| Using the SPOT Template Upload Process .....      | 35 |
| Deleting a SPOT Batch.....                        | 57 |
| Approving SPOT Transactions Overview .....        | 60 |
| Closing a SPOT Batch .....                        | 66 |
| Sending Back a SPOT Batch.....                    | 69 |
| Reviewing Batches Sent Back by the Approver ..... | 72 |
| Monitoring SPOT Transactions .....                | 79 |
| Reviewing Employee Paycheck Information.....      | 80 |
| SPOT Scenarios .....                              | 81 |
| Entering Pay Docking (LNP) .....                  | 81 |
| Review Paycheck Page – Pay Docking (LNP).....     | 82 |



**PY381 Using the Single-Use Payroll Online Tool (SPOT)**

Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period ..... 83

Review Paycheck Page – Entering Adjustments to Reg Pay (Hired/Termed Mid Pay Period) ..... 84

Entering Adjustments to Regular Pay – Change in Compensation from Prior Period ..... 85

Review Paycheck Page – Change in Compensation for Prior Pay Period ..... 86

Deceased Pay ..... 87

Review Paycheck Page with Due Agency Deduction - Deceased Pay ..... 89

Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued) ..... 90

Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued) ..... 91

Review Paycheck Page with Additional Before - Tax Medical Deduction ..... 92

Review Paycheck Page with Additional Before - Tax Medical Deduction (continued) ..... 93

Review Paycheck Page with Additional Before - Tax Medical Deduction (continued) ..... 94

Adjusting VRS Retirement Benefit Deductions ..... 95

Employee Enrolled in the Retirement Plan ..... 95

Review Paycheck Page – Employee Enrolled in in the Retirement Plan ..... 99

Employee Not Enrolled in the Retirement Plan ..... 102

SPOT Entry for an Additional Pay ..... 104

Employee with Two (2) Hourly Jobs with a Due Agency Deduction ..... 106

SPOT Scenarios for Bonus Payments Entered on a Separate Check ..... 109

    Bonus Payment with Supplemental Tax Only ..... 109

    Bonus Payment with Garnishment Deduction Only ..... 114

    Bonus Payment with Garnishment and One-Time Deferral ..... 117



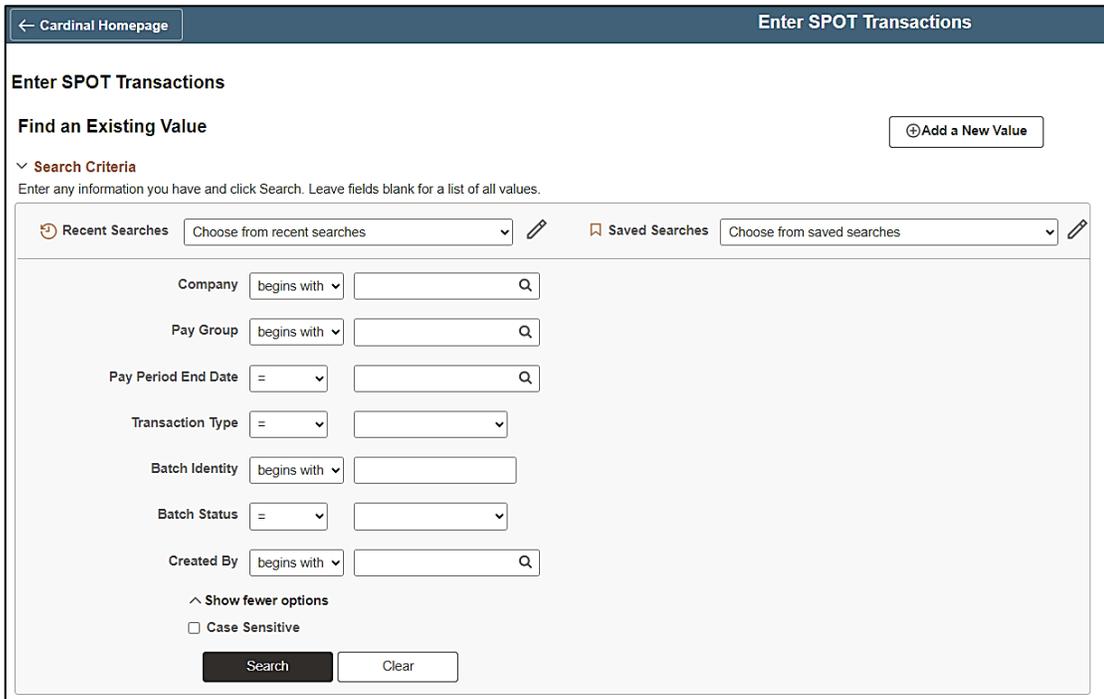
**Revision History**

| Revision Date | Summary of Changes  |
|---------------|---|
| 12/8/2025     | Added new section for entering bonus payments entered on a separate check <a href="#">SPOT Scenarios for Bonus Payments Entered on a Separate Check</a><br><br>Added new scenario for entering a Due Agency SPOT transaction for an employee with two jobs <a href="#">Employee with Two (2) Hourly Jobs with a Due Agency Deduction</a>  |
| 3/1/2025      | Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 19; <a href="#">Section 4</a> , after Step 1; <a href="#">Section 5</a> , after Step 1; <a href="#">Section 6</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |

**Entering an Earnings Transaction in SPOT**

| Step | Action  |
|------|---|
| 1.   | Navigate to the <b>Enter SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b> |

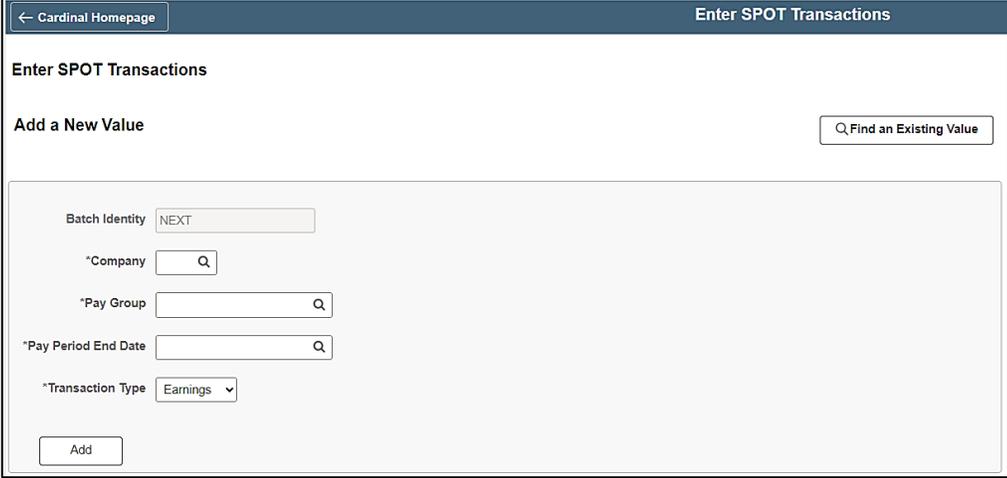
The **Enter SPOT Transactions Find an Existing Value Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

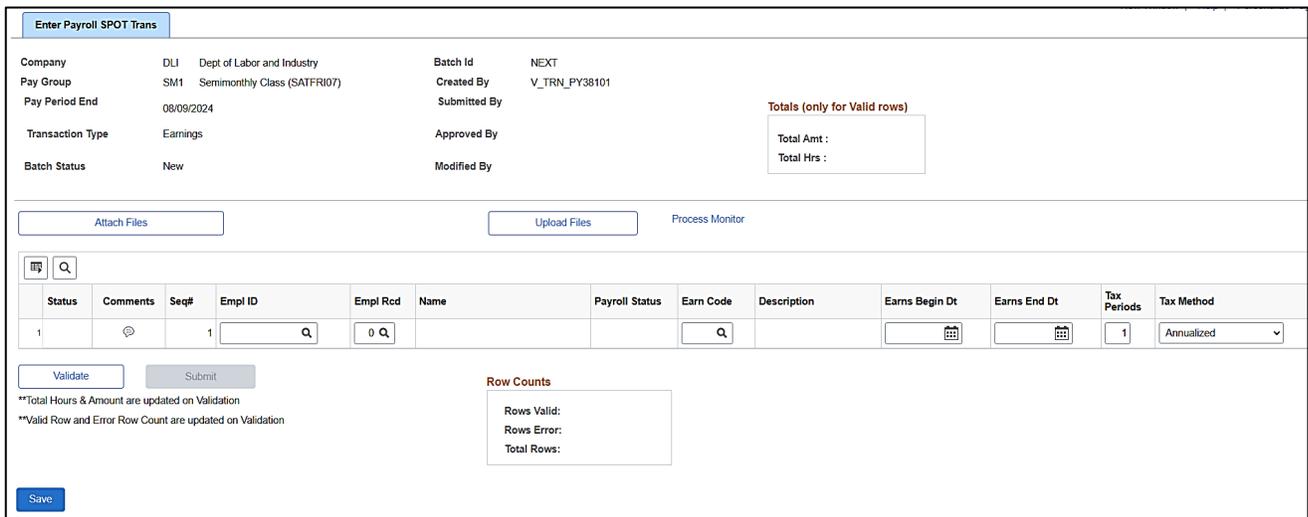
2. Click the **Add a New Value** button.



| Step  | Action  |
|---|---|
|   | <p>The <b>Add a New Value</b> page displays.</p>    |
|    | <p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>   |
| 3.  | <p>Click the <b>Company Look Up</b> icon and select the company’s 3-digit alpha code.</p>    |
| 4.  | <p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p>    |
|  | <p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p> |
| 5.  | <p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p>                              |
| 6.  | <p>Verify that the <b>Transaction Type</b> field defaults to “Earnings”.</p>    |

| Step  | Action   |
|---|--|
|  | There are only two values for this field which are “Earnings” or “Deduction”. See the section of this Job Aid titled <a href="#">Entering a Deduction Transaction in SPOT</a> for details on entering SPOT deduction transactions. |
| 7.  | Click the <b>Add</b> button.<br>  |

The **Enter Payroll SPOT Trans** page displays.



The screenshot shows the 'Enter Payroll SPOT Trans' page with the following details:

- Company:** DLI Dept of Labor and Industry
- Batch Id:** NEXT
- Pay Group:** SM1 Semimonthly Class (SATFR107)
- Created By:** V\_TRN\_PY38101
- Pay Period End:** 08/09/2024
- Submitted By:**
- Transaction Type:** Earnings
- Approved By:**
- Batch Status:** New
- Modified By:**

Buttons: Attach Files, Upload Files, Process Monitor, Validate, Submit, Save.

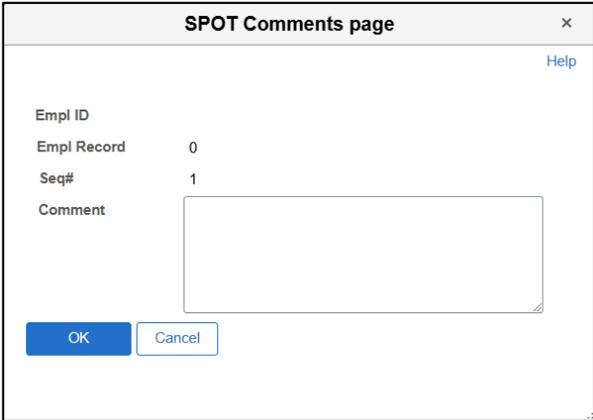
**Totals (only for Valid rows):**  
Total Amt :  
Total Hrs :

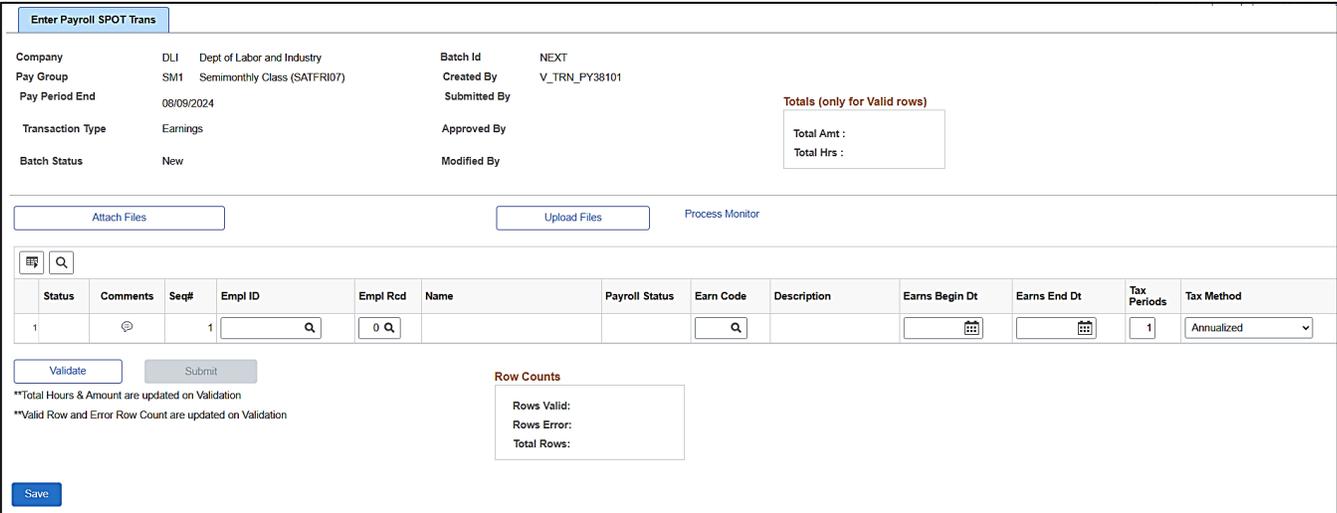
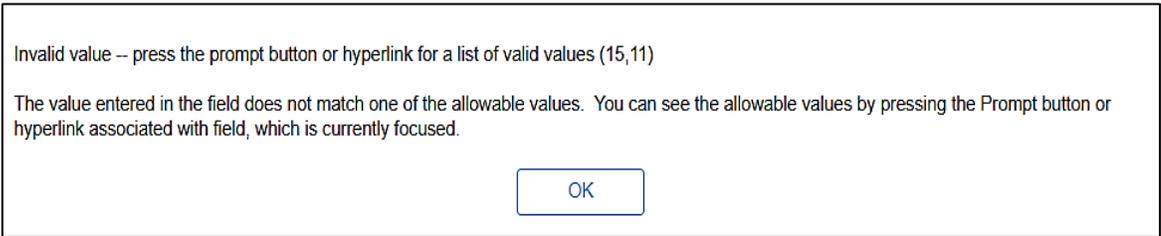
| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description | Earns Begin Dt | Earns End Dt | Tax Periods | Tax Method |
|--------|----------|------|---------|----------|------|----------------|-----------|-------------|----------------|--------------|-------------|------------|
| 1      |          | 1    |         | 0        |      |                |           |             |                |              | 1           | Annualized |

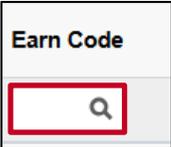
**Row Counts:**  
Rows Valid:  
Rows Error:  
Total Rows:

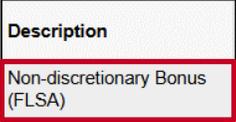
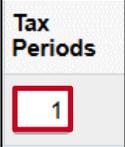
\*\*Total Hours & Amount are updated on Validation  
\*\*Valid Row and Error Row Count are updated on Validation

|   |   |
|---|---|
|  | The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> page.   |
|  | <p>The <b>Batch Status</b> field updates based on the action taken on the batch and includes:</p> <ul style="list-style-type: none"> <li>• <b>New</b> – when a new batch is initiated</li> <li>• <b>Created</b> – when the batch is saved</li> <li>• <b>Validated</b> – when the batch is validated</li> <li>• <b>Modified after Validation</b> – when the batch is changed after validation</li> <li>• <b>Submitted</b> – when the batch is submitted for approval</li> <li>• <b>In Review</b> – when the approver is reviewing the batch for approval</li> <li>• <b>Closed</b> – after the approver has submitted the batch to payroll</li> </ul>  |
|  | The <b>Status</b> field displays the status of each specific transaction after the batch has been validated.  |

| Step  | Action   |
|---|--|
| 8.  | <p>Click the <b>Comments</b> icon if there are comments to add for the transaction.<br/>If not, skip to Step 11.</p>  |
| <p>The <b>SPOT Comments page</b> displays in a pop-up window.</p>  |  |
| 9.  | <p>Enter comments as applicable in the <b>Comment</b> field.</p>   |
| 10.   | <p>Click the <b>OK</b> button.</p>    |

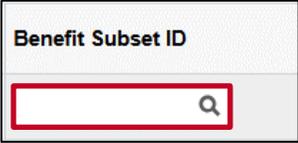
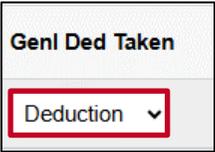
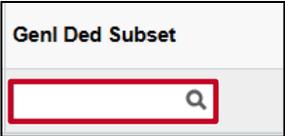
| Step  | Action   |
|---|--|
|   | <p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p>  <p>The screenshot shows the 'Enter Payroll SPOT Trans' page with the following details:</p> <ul style="list-style-type: none"> <li>Company: DLI Dept of Labor and Industry</li> <li>Pay Group: SM1 Semimonthly Class (SATFR107)</li> <li>Pay Period End: 08/09/2024</li> <li>Transaction Type: Earnings</li> <li>Batch Status: New</li> <li>Batch Id: NEXT</li> <li>Created By: V_TRN_PY38101</li> <li>Submitted By: [blank]</li> <li>Approved By: [blank]</li> <li>Modified By: [blank]</li> </ul> <p>Buttons: Attach Files, Upload Files, Process Monitor, Validate, Submit, Save.</p> <p>Row Counts: Rows Valid: [blank], Rows Error: [blank], Total Rows: [blank].</p> |
|    | <p>The <b>Seq#</b> field auto-populates and is read-only.</p>    |
| <p>11.</p>  | <p>Click the <b>Empl ID Look Up</b> icon and select the applicable employee's Employee ID.</p>    |
|  | <p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p>  <p>The error message dialog box contains the following text:</p> <p>Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</p> <p>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</p> <p>Buttons: OK</p>  |

| Step  | Action   |
|---|--|
| 12.   | Click the <b>Empl Rcd Look Up</b> icon and select the applicable Employee Record.<br>   |
|    | This field defaults to "0".  |
| 13.   | Verify that the correct employee's name displays in the <b>Name</b> field (auto-populates based on the Employee ID selected).<br> |
| 14.   | Review the <b>Payroll Status</b> field. This field populates based on the Payroll Status from the employee's Job Data.<br>      |
|  | A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".  |
| 15.   | Click the <b>Earn Code Look Up</b> icon and select the appropriate Earnings Code.<br>For this scenario, "BON" is selected.<br>  |

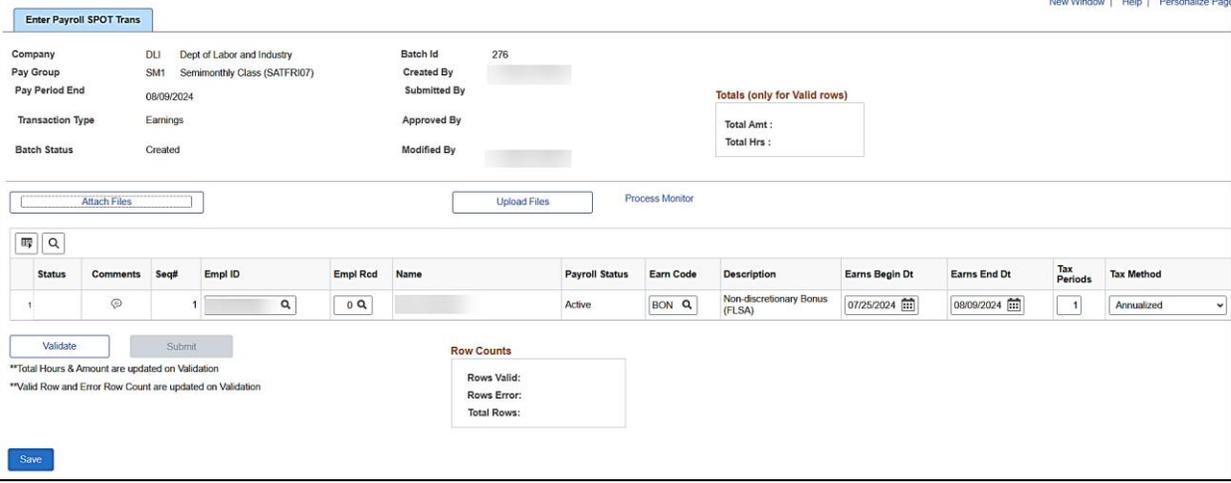
| Step  | Action  |
|---|---|
|    | <p>If the Earnings Code is not valid for the Employee Type (Hourly vs Salaried) an error displays when the <b>Validate</b> button is clicked. For a listing of Earnings Codes, see the Job Aid titled <b>PY381_Earnings Codes</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <p>The following Earnings Codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error:</p> <ul style="list-style-type: none"> <li>• <b>LSH</b> – Leave Share</li> <li>• <b>STD</b> – Short Term Disability</li> <li>• <b>WCL</b> – VSDP Work Comp Pay</li> <li>• <b>WCP</b> – Workers Comp</li> <li>• <b>WCS</b> – Work Comp Supplement</li> </ul> |
| 16.   | <p>Verify that the <b>Description</b> field auto-populates correctly based on the Earnings Code selected.</p>    |
|   | <p>If it is not accurate, update the <b>Earn Code</b> field as applicable.</p>  |
| 17.   | <p>Enter or select the appropriate earnings begin and end dates using the <b>Earns Begin Dt</b> and <b>Earns End Dt Calendar</b> icons.</p>    |
|  | <p>These fields are required fields for all earnings transactions. If left blank, an error will occur when the <b>Validate</b> button is clicked.</p> <p>When entering a SPOT transaction, the <b>Earns Begin Date</b> should not be prior to the employee's hire date on the <b>Job Data</b> record.</p> <p>If the employee's payroll status is "Terminated" or "Retired", the <b>Earns End Date</b> field cannot be after the termination date on the <b>Job Data</b> record.</p>   |
| 18.   | <p>The <b>Tax Periods</b> field defaults to "1" and refers to the number of Pay Periods covered by the earnings payment.</p>   |

| Step  | Action  |         |             |        |  |  |      |
|---|---|---------|-------------|--------|--|--|------|
|    | The <b>Tax Periods</b> field is used in conjunction with the “Annualized” tax method.   |         |             |        |  |  |      |
| 19.   | Click the <b>Tax Method</b> dropdown button and select the appropriate tax method. <div data-bbox="293 489 638 625" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Tax Method</b></p> <p>Annualized ▾</p> </div>  |         |             |        |  |  |      |
|    | There are two selections available for Tax Method: <ul style="list-style-type: none"> <li>• <b>Annualized</b> – this tax method multiplies the earnings by the pay periods and is taxed based upon the annualized amount (the <b>Tax Period</b> field impacts how the earnings are annualized)</li> <li>• <b>Supplemental</b> – this tax method is most often used for bonus payments and leave payouts and should not be used for earnings related to hours worked. See the Job Aid titled <b>PY381_Earnings Codes</b> for a list of Earning Codes that use the “Supplemental” tax method. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b></li> </ul> |         |             |        |  |  |      |
| 20.   | Next, enter the applicable field information based on the type of Earnings Code. The <b>Oth Hrs</b> , <b>Hourly Rate</b> , and <b>Amount</b> fields are available only if applicable based upon the value selected in the <b>Earn Code</b> field. <p>For this scenario, the <b>Amount</b> is entered.</p> <table border="1" data-bbox="293 1163 943 1325" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Oth Hrs</th> <th style="width: 25%;">Hourly Rate</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table>               | Oth Hrs | Hourly Rate | Amount |  |  | 0.00 |
| Oth Hrs   | Hourly Rate   | Amount  |             |        |  |  |      |
|   |   | 0.00    |             |        |  |  |      |
|  | The following guidelines apply for entry of the <b>Oth Hrs</b> , <b>Hourly Rate</b> , and <b>Amount</b> fields. <ul style="list-style-type: none"> <li>• <b>Oth Hrs</b>: Enter the applicable number of hours in the <b>Oth Hrs</b> field to one decimal place (e.g., 8.0)</li> <li>• <b>Hourly Rate</b>: Enter the applicable hourly rate in the <b>Hourly Rate</b> field to two decimal places (e.g., 22.55)</li> <li>• <b>Amount</b>: Enter the applicable amount in the <b>Amount</b> field to two decimal places (e.g., 200.00). The amount can be a positive or negative number based upon the value selected in the <b>Earn Code</b> field</li> </ul>                                    |         |             |        |  |  |      |
| 21.   | Click the horizontal scrollbar at the bottom of the page to scroll to the right as needed.  |         |             |        |  |  |      |

| Step  | Action  |                   |                   |                |                 |          |           |  |           |  |   |
|---|---|-------------------|-------------------|----------------|-----------------|----------|-----------|--|-----------|--|---|
|    | <p>The <b>Benefit Ded Taken</b>, <b>Benefit Subset ID</b>, <b>Genl Ded Taken</b>, and <b>Genl Ded Subset</b> fields are not enabled. Entry of these fields is triggered based on the value in the <b>Sepchk #</b> field.</p> <table border="1" data-bbox="293 411 1269 569"> <thead> <tr> <th data-bbox="293 411 483 491">Benefit Ded Taken</th> <th data-bbox="483 411 721 491">Benefit Subset ID</th> <th data-bbox="721 411 911 491">Genl Ded Taken</th> <th data-bbox="911 411 1138 491">Genl Ded Subset</th> <th data-bbox="1138 411 1269 491">Sepchk #</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 491 483 569">Deduction</td> <td data-bbox="483 491 721 569"></td> <td data-bbox="721 491 911 569">Deduction</td> <td data-bbox="911 491 1138 569"></td> <td data-bbox="1138 491 1269 569">0</td> </tr> </tbody> </table> | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Deduction |  | Deduction |  | 0 |
| Benefit Ded Taken   | Benefit Subset ID   | Genl Ded Taken    | Genl Ded Subset   | Sepchk #       |                 |          |           |  |           |  |   |
| Deduction   |   | Deduction         |                   | 0              |                 |          |           |  |           |  |   |
| 22.   | <p>The <b>Sepchk #</b> field defaults to “0” indicating that the earnings will be added to the employee’s regular check for the Pay Period being processed.</p> <p>Incrementally update this field by one if the employee requires one or more separate checks.</p> <ul style="list-style-type: none"> <li>• If this value will remain as “0”, proceed to Step 27</li> <li>• If this value will be changed to “1” (or higher), proceed to the next Step</li> </ul> <div data-bbox="293 831 410 968" style="border: 1px solid gray; padding: 5px;"> <p>Sepchk #</p> <div style="border: 1px solid red; display: inline-block; padding: 2px;">0</div> </div>  |                   |                   |                |                 |          |           |  |           |  |   |
|  | <p>When the <b>Sepchk #</b> field value is changed from the default of “0”, the <b>Benefit Ded Taken</b>, <b>Benefit Subset ID</b>, <b>Genl Ded Taken</b>, and <b>Genl Ded Subset</b> fields become enabled and are required to be completed.</p> <p>Complete Steps 23 - 26 to make the appropriate updates to each of these fields if applicable.</p> <p>If the <b>Sepchk #</b> value is set to “1” or higher, the same number must be used in the corresponding Deduction transaction.</p>  |                   |                   |                |                 |          |           |  |           |  |   |
| 23.   | <p>Click the <b>Benefit Ded Taken</b> dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>Deduction</b> – all benefit deductions are taken from the earnings</li> <li>• <b>None</b> – no benefit deductions are taken from the earnings</li> <li>• <b>Subset</b> – a subset of benefit deductions is taken from the earnings</li> </ul> <div data-bbox="293 1478 506 1614" style="border: 1px solid gray; padding: 5px;"> <p>Benefit Ded Taken</p> <div style="border: 1px solid red; display: inline-block; padding: 2px;">Deduction ▾</div> </div>  |                   |                   |                |                 |          |           |  |           |  |   |
|  | <p>A Benefit Subset ID value must be selected in the <b>Benefit Subset ID</b> field if the “Subset” value is selected in the <b>Benefit Ded Taken</b> field. If “Subset” was not selected, do not select a value in the <b>Benefit Subset ID</b> field.</p>   |                   |                   |                |                 |          |           |  |           |  |   |

| Step  | Action  |
|---|---|
| 24.   | <p>Click the <b>Benefit Subset ID Look Up</b> icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>BNS</b> (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings</li> <li>• <b>GRN</b> (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken</li> <li>• <b>SPT</b> (SPOT Allow) – Not used by Cardinal</li> <li>• <b>LVS</b> (Leave Share) – All deductions will be taken from the earnings</li> </ul>  |
| 25.   | <p>Click the <b>Genl Ded Taken</b> dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>Deduction</b> – all benefit deductions are taken from the earnings</li> <li>• <b>None</b> – no benefit deductions are taken from the earnings</li> <li>• <b>Subset</b> – a subset of benefit deductions is taken from the earnings</li> </ul>    |
|  | <p>A general deduction subset value must be selected in the <b>Genl Ded Subset</b> field if the “Subset” value is selected in the <b>Genl Ded Taken</b> field. If “Subset” was not selected, do not select a value in the <b>Genl Ded Subset</b> field.</p>   |
| 26.   | <p>Click the <b>Genl Ded Subset Look Up</b> icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>BNS</b> (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings</li> <li>• <b>GRN</b> (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken</li> <li>• <b>SPT</b> (SPOT Allow) – Not used by Cardinal</li> <li>• <b>LVS</b> (Leave Share) – All deductions will be taken from the earnings</li> </ul>  |

| Step  | Action   |
|---|--|
| 27.   | <p>Enter the additional pay sequence number in the <b>Addl Seq Nbr</b> field if the SPOT transaction is related to additional pay that contains a “Goal Balance”.</p> <p>If this is not applicable, leave this field blank and proceed to the next Step.</p>    |
|  | <p>The <b>Addl Seq Nbr</b> field is used to tie the SPOT entry to the respective Additional Pay record as each Additional Pay record is created with a sequence number. The <b>Addl Seq Nbr</b> field is only required if the Additional Pay record has a Goal Balance. Cardinal needs the Addl Seq Nbr to recognize which record to update.</p> |
| 28.   | <p>Click the <b>Add a Row</b> icon to create additional SPOT transactions and then repeat Steps 12-27.</p>    |
| 29.   | <p>Click the <b>Delete a Row</b> icon to delete a line (SPOT transaction) as needed.</p>    |
| 30.   | <p>Click the horizontal scrollbar to scroll to the left.</p>   |
| 31.   | <p>Click the <b>Save</b> button to save the batch so that additional transactions can be entered.</p> <p>If the batch is ready to be submitted, go to Step 34.</p>    |

| Step  | Action  |
|---|---|
| <p>The <b>Enter SPOT Trans</b> page refreshes.</p>  |   |
| 32.   | <p>Verify that the <b>Batch Id</b> field populates with a number. For this scenario, the Batch ID is “276”.</p>   |
| 33.   | <p>Verify that the <b>Batch Status</b> field updates to “Created”.</p>   |
|    | <p>After a batch is saved, additional items can still be added as needed.</p>   |
| 34.   | <p>To submit the batch for approval, click the <b>Validate</b> button. Cardinal will validate all of the individual fields as well as combinations of fields.</p>  |

| Step | Action |
|------|--------|
|------|--------|

The **Enter Payroll SPOT Trans** page redisplay and the **Batch Status** field updates to “Validated”.

Enter Payroll SPOT Trans
[New Window](#) | [Help](#) | [Personalize Page](#)

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 276 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Validated                        | Modified By  |     |  |

Attach Files

Upload Files

Process Monitor

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt | Tax Periods | Tax Method |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|--------------|-------------|------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     | 08/09/2024   | 1           | Annualized |

Validate
Submit

**Row Counts**

Rows Valid: 1

Rows Error: 0

Total Rows: 1

\*\*Total Hours & Amount are updated on Validation  
 \*\*Valid Row and Error Row Count are updated on Validation

Save



The **Totals (only for Valid rows)** section provides the following summary information for the batch:

- **Total Amt** – the sum of the values entered in the **Amount** field for the batch
- **Total Hrs** – the sum of the values entered in the **Oth Hrs** field for the batch

**Totals (only for Valid rows)**

|             |        |
|-------------|--------|
| Total Amt : | 200.00 |
| Total Hrs : |        |



The **Row Counts** section provides the following summary information for the batch:

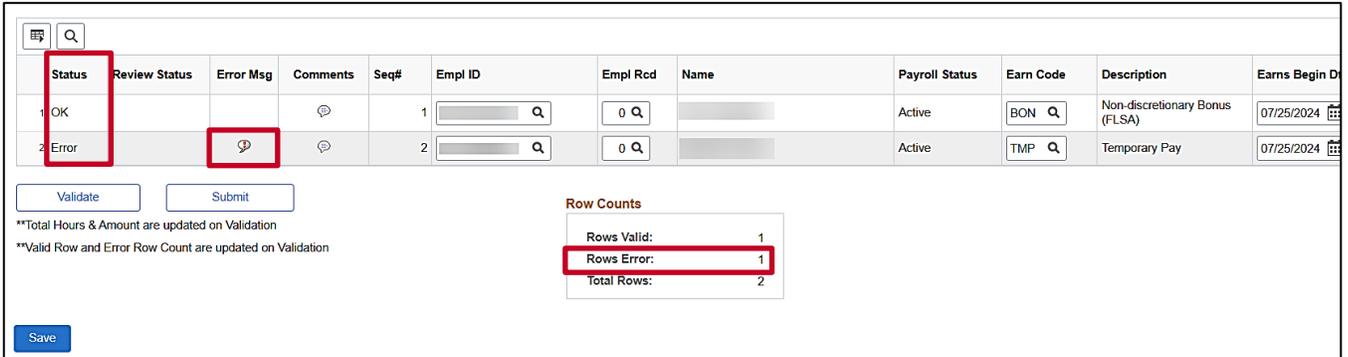
- **Rows Valid** – the number of valid rows in the batch
- **Rows Error** – the number or rows in the batch containing errors
- **Total Rows** – the total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)

**Row Counts**

|             |   |
|-------------|---|
| Rows Valid: | 1 |
| Rows Error: |   |
| Total Rows: | 1 |

| Step | Action  |
|------|---|
| 35.  | <p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 40.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p> |

Example of a batch with an error.



| Status | Review Status | Error Msg | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin D |
|--------|---------------|-----------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|---------------|
| OK     |               |           |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024    |
| Error  |               |           |          | 2    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/25/2024    |

**Row Counts**

Rows Valid: 1

**Rows Error: 1**

Total Rows: 2



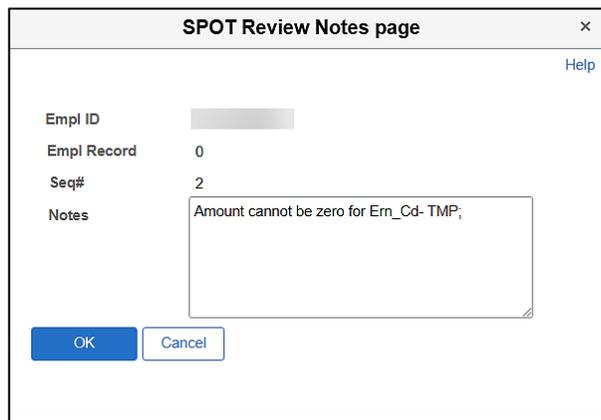
The **Status** field updates with one of the following values:

- **OK** – no errors
- **Error** – issue with the line

The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.

|     |   |
|-----|---|
| 36. | Click the <b>Bubble</b> icon in the <b>Error Msg</b> field to view the error message. |
|-----|---|

The **SPOT Review Notes** page displays in a pop-up window.



SPOT Review Notes page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Notes: Amount cannot be zero for Ern\_Cd- TMP;

| Step   | Action  |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
|--|---|--------------|--|----------|----------|-----------|----------------------------------|------------|--------------------------------|----------------|------------|--------------|--|------------------|----------|-------------|--|--------------|-----------|-------------|--|-------------|--------|-------------|--|--------|-----------|----------|------|---------|----------|------|----------------|-----------|-------------|----------------|------|--|--|---|--|---|--|--------|-----|--------------------------------|------------|---------|--|--|---|--|---|--|--------|-----|---------------|------------|-------------|---|-------------|---|-------------|---|
| 37.  | Review the <b>Notes</b> field to determine the error. <div data-bbox="293 380 995 562" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"><b>Notes</b></td> <td style="padding: 5px;">Amount cannot be zero for Ern_Cd- TMP;</td> </tr> </table> </div>  | <b>Notes</b> | Amount cannot be zero for Ern_Cd- TMP; |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| <b>Notes</b>   | Amount cannot be zero for Ern_Cd- TMP;  |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| 38.  | Click the <b>OK</b> button. <div data-bbox="293 653 667 737" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; text-align: center;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0; text-align: center;">Cancel</div> </div> </div> |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| <p>The <b>Enter Payroll SPOT Trans</b> page redisplay.</p> <div data-bbox="215 829 1458 1444" style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <table border="0" style="width: 100%; font-size: small;"> <tr> <td style="width: 20%;">Company</td><td>DLI Dept of Labor and Industry</td> <td style="width: 20%;">Batch Id</td><td>276</td> </tr> <tr> <td>Pay Group</td><td>SM1 Semimonthly Class (SATFR107)</td> <td>Created By</td><td></td> </tr> <tr> <td>Pay Period End</td><td>08/09/2024</td> <td>Submitted By</td><td></td> </tr> <tr> <td>Transaction Type</td><td>Earnings</td> <td>Approved By</td><td></td> </tr> <tr> <td>Batch Status</td><td>Validated</td> <td>Modified By</td><td></td> </tr> </table> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p style="margin: 0;"><b>Totals (only for Valid rows)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Total Amt :</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Total Hrs :</td> <td></td> </tr> </table> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Attach Files</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Upload Files</div> <div style="color: #0056b3; font-size: x-small;">Process Monitor</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small; margin-top: 5px;"> <thead> <tr> <th>Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> <td>07/25/2024</td> </tr> <tr> <td>2 Error</td> <td></td> <td></td> <td>2</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> <td>07/25/2024</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Validate</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Submit</div> </div> <p style="font-size: x-small; margin-top: 5px;">             **Total Hours &amp; Amount are updated on Validation<br/>             **Valid Row and Error Row Count are updated on Validation           </p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p style="margin: 0;"><b>Row Counts</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Rows Valid:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Rows Error:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Total Rows:</td> <td style="text-align: right;">2</td> </tr> </table> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #0056b3; color: white; text-align: center; width: 50px; float: left;">Save</div> </div> </div> </div> |   | Company      | DLI Dept of Labor and Industry         | Batch Id | 276      | Pay Group | SM1 Semimonthly Class (SATFR107) | Created By |                                | Pay Period End | 08/09/2024 | Submitted By |  | Transaction Type | Earnings | Approved By |  | Batch Status | Validated | Modified By |  | Total Amt : | 200.00 | Total Hrs : |  | Status | Error Msg | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description | Earns Begin Dt | 1 OK |  |  | 1 |  | 0 |  | Active | BON | Non-discretionary Bonus (FLSA) | 07/25/2024 | 2 Error |  |  | 2 |  | 0 |  | Active | TMP | Temporary Pay | 07/25/2024 | Rows Valid: | 1 | Rows Error: | 1 | Total Rows: | 2 |
| Company  | DLI Dept of Labor and Industry  | Batch Id     | 276                                    |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Pay Group  | SM1 Semimonthly Class (SATFR107)  | Created By   |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Pay Period End   | 08/09/2024  | Submitted By |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Transaction Type   | Earnings  | Approved By  |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Batch Status   | Validated   | Modified By  |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Total Amt :  | 200.00  |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Total Hrs :  |   |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Status   | Error Msg   | Comments     | Seq#                                   | Empl ID  | Empl Rcd | Name      | Payroll Status                   | Earn Code  | Description                    | Earns Begin Dt |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| 1 OK   |   |              | 1                                      |          | 0        |           | Active                           | BON        | Non-discretionary Bonus (FLSA) | 07/25/2024     |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| 2 Error  |   |              | 2                                      |          | 0        |           | Active                           | TMP        | Temporary Pay                  | 07/25/2024     |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Rows Valid:  | 1   |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Rows Error:  | 1   |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| Total Rows:  | 2   |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| 39.  | Update the applicable fields to correct the identified error(s).  |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
| 40.  | Click the <b>Validate</b> button. <div data-bbox="293 1598 630 1682" style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0; text-align: center; color: #0056b3;">Validate</div> </div>   |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |
|   | All line items in a batch must pass validation before the batch can be submitted for approval. The <b>Submit</b> button is not enabled until all lines are validated successfully.  |              |  |          |          |           |                                  |            |                                |                |            |              |  |                  |          |             |  |              |           |             |  |             |        |             |  |        |           |          |      |         |          |      |                |           |             |                |      |  |  |   |  |   |  |        |     |                                |            |         |  |  |   |  |   |  |        |     |               |            |             |   |             |   |             |   |



| Step | Action |
|------|--------|
|------|--------|

The Enter Payroll SPOT Trans page refreshes.

Enter Payroll SPOT Trans

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 276 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Validated                        | Modified By  |     |  |

Totals (only for Valid rows)

|             |        |
|-------------|--------|
| Total Amt : | 300.00 |
| Total Hrs : |        |

Attach Files

Upload Files

Process Monitor

| Status | Comments | Seq# | Empl ID   | Empl Rcd                           | Name | Payroll Status | Earn Code                            | Description                    | Earns Begin Dt                                     |
|--------|----------|------|---|------------------------------------|------|----------------|--------------------------------------|--------------------------------|--|
| 1 OK   |          | 1    | <input type="text"/> <input type="button" value="Q"/> | 0 <input type="button" value="Q"/> |      | Active         | BON <input type="button" value="Q"/> | Non-discretionary Bonus (FLSA) | 07/25/2024 <input type="button" value="calendar"/> |
| 2 OK   |          | 2    | <input type="text"/> <input type="button" value="Q"/> | 0 <input type="button" value="Q"/> |      | Active         | TMP <input type="button" value="Q"/> | Temporary Pay                  | 07/25/2024 <input type="button" value="calendar"/> |

Validate

Submit

\*\*Total Hours & Amount are updated on Validation

\*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**  
 Rows Valid: 2  
 Rows Error:  
 Total Rows: 2

Save

41. Verify that the **Batch Status** field updates to "Validated".

|                     |           |
|---------------------|-----------|
| <b>Batch Status</b> | Validated |
|---------------------|-----------|

42. Verify that the **Rows Error** field is blank indicating that all errors have been corrected.

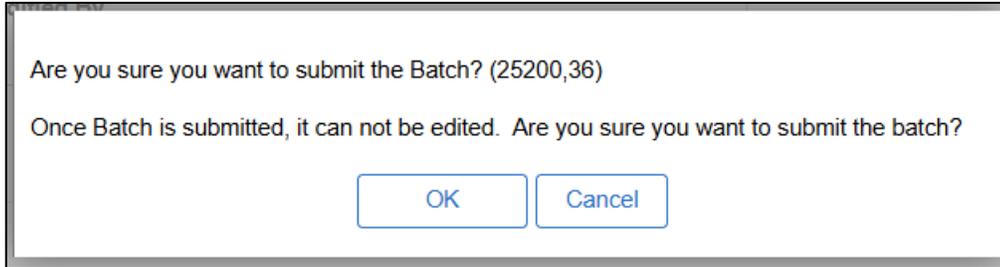
| Row Counts         |   |
|--------------------|---|
| Rows Valid:        | 2 |
| <b>Rows Error:</b> |   |
| Total Rows:        | 2 |

43. Click the **Submit** button to submit the batch for review.

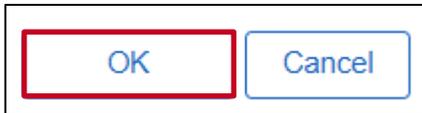
|   |
|---|
| <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Validate</div> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Submit</div> </div> |
|---|

| Step | Action |
|------|--------|
|------|--------|

A **Submit Confirmation** message displays in a pop-up window.



44. Click the **OK** button to submit the batch for review.



A batch cannot be edited after it has been submitted.

The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

|                  |                                  |              |     |                                     |
|------------------|----------------------------------|--------------|-----|-------------------------------------|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 276 |                                     |
| Pay Group        | SM1 Semimonthly Class (SATFR107) | Created By   |     |                                     |
| Pay Period End   | 08/09/2024                       | Submitted By |     |                                     |
| Transaction Type | Earnings                         | Approved By  |     | <b>Totals (only for Valid rows)</b> |
| Batch Status     | Submitted                        | Modified By  |     | Total Amt : 300.00                  |
|                  |                                  |              |     | Total Hrs :                         |

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|--------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     | 08/09/2024   |
| 2 OK   |          | 2    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/25/2024     | 08/09/2024   |

\*\*Total Hours & Amount are updated on Validation

\*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**

Rows Valid: 2

Rows Error: 0

Total Rows: 2

45. Verify that the **Batch Status** field updates to “Submitted”.



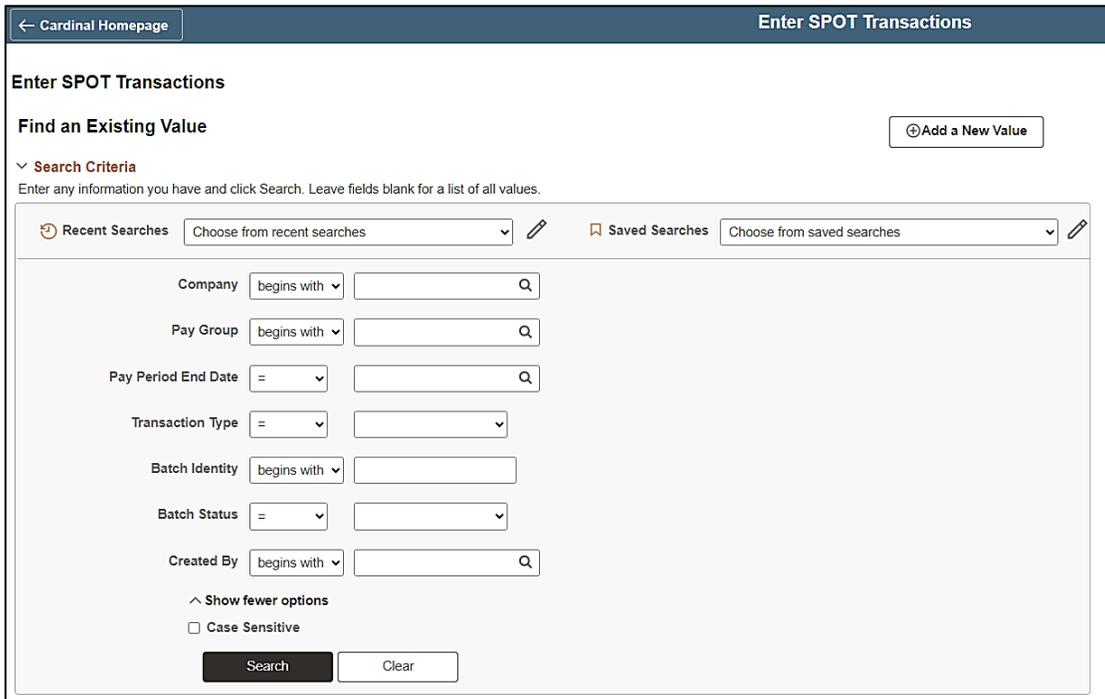
46. Verify that the **Submitted By** field updates as appropriate with the User’s ID.



**Entering a Deduction Transaction in SPOT**

| Step | Action  |
|------|---|
| 1.   | Navigate to the <b>Enter SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b> |

The **Enter SPOT Transactions Find an Existing Value Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

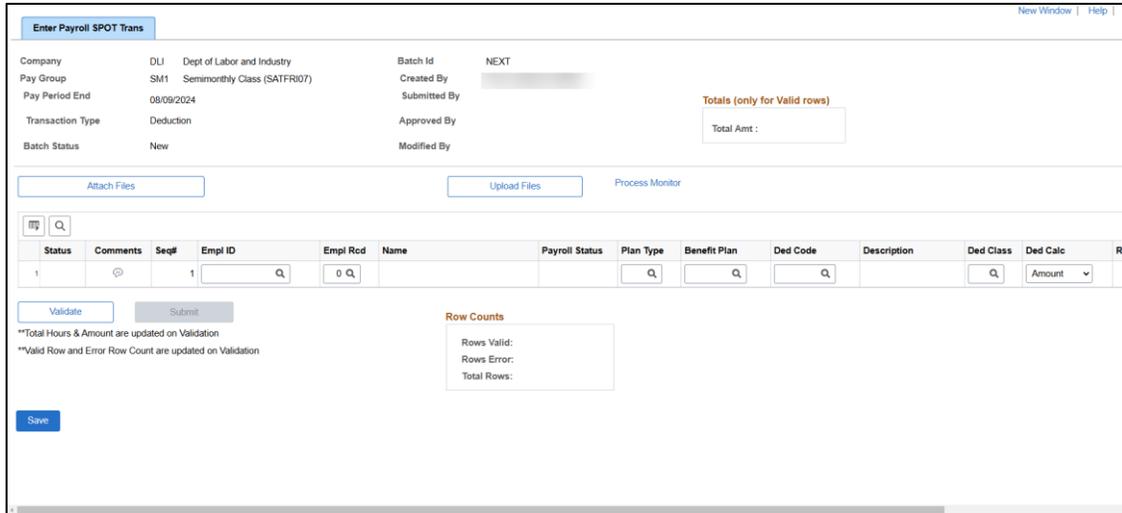
2. Click the **Add a New Value** button.



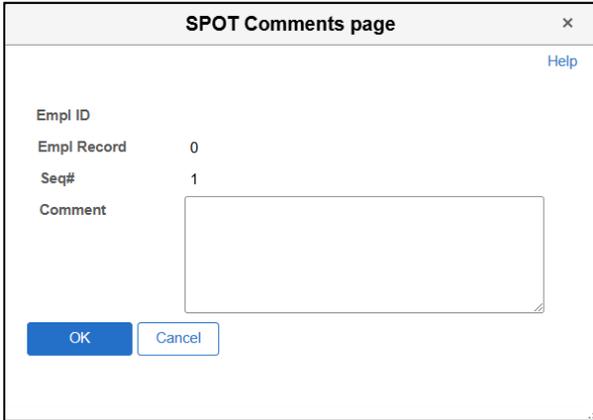
| Step  | Action  |
|---|---|
|   | <p>The <b>Enter SPOT Transactions Add a New Value</b> page displays.</p>    |
|    | <p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>   |
| 3.  | <p>Click the <b>Company Look Up</b> icon and select the company’s 3-digit alpha code.</p>    |
| 4.  | <p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p>    |
|  | <p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p> |
| 5.  | <p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p>                              |
| 6.  | <p>Click the <b>Transaction Type</b> dropdown button and select “Deduction”.</p>   |

| Step | Action  |
|------|---|
| 7.   | Click the <b>Add</b> button.<br> |

The **Enter Payroll SPOT Trans** page displays.

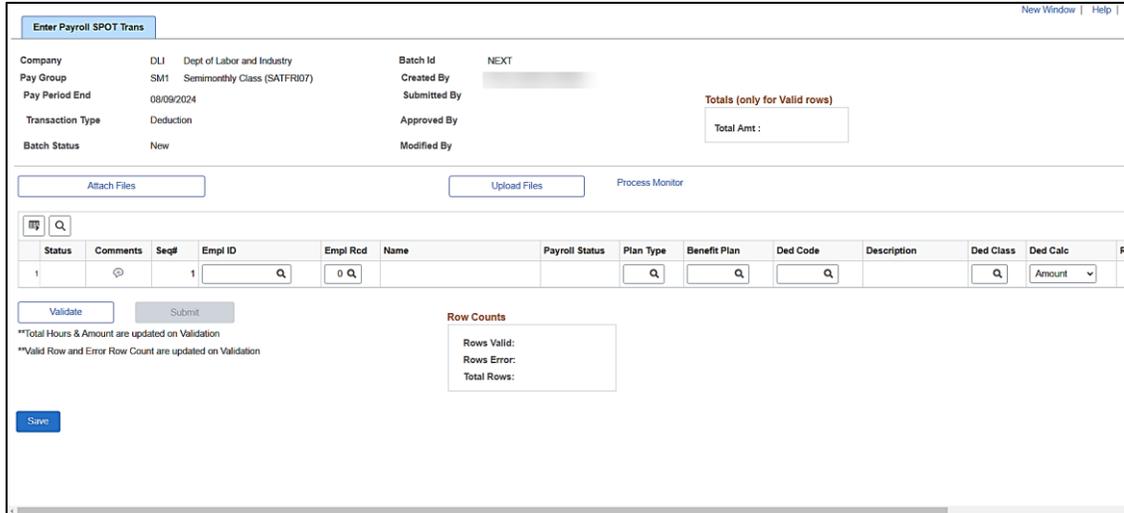


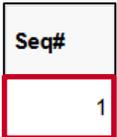
|   |  |
|---|--|
|  | The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> tab.   |
|  | <p>The <b>Batch Status</b> field updates based on the action taken on the batch and include:</p> <ul style="list-style-type: none"> <li>• <b>New</b> – when a new batch is initiated</li> <li>• <b>Created</b> – when the batch is saved</li> <li>• <b>Validated</b> – when the batch is validated</li> <li>• <b>Modified after Validation</b> – when the batch is changed after validation</li> <li>• <b>Submitted</b> – when the batch is submitted for approval</li> <li>• <b>In Review</b> – when the approver is reviewing the batch for approval</li> <li>• <b>Closed</b> – after the approver has submitted the batch to payroll</li> </ul>  |
|  | The <b>Status</b> field displays the status of each specific transaction after the batch has been validated.   |

| Step  | Action  |
|---|---|
| 8.  | <p>Click the <b>Comments</b> icon if there are comments for the transaction.<br/>If not, skip to Step 11.</p>  |
| <p>The <b>SPOT Comments page</b> displays in a pop-up window.</p>  |   |
| 9.  | <p>Enter comments as applicable in the <b>Comment</b> field.</p>    |
| 10.   | <p>Click the <b>OK</b> button.</p>   |

| Step | Action |
|------|--------|
|------|--------|

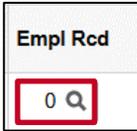
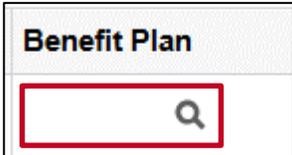
The Enter Payroll SPOT Trans page redisplay.



|   |  |
|---|--|
|  | <p>The <b>Seq#</b> field auto-populates and is read-only.</p>  |
|---|--|

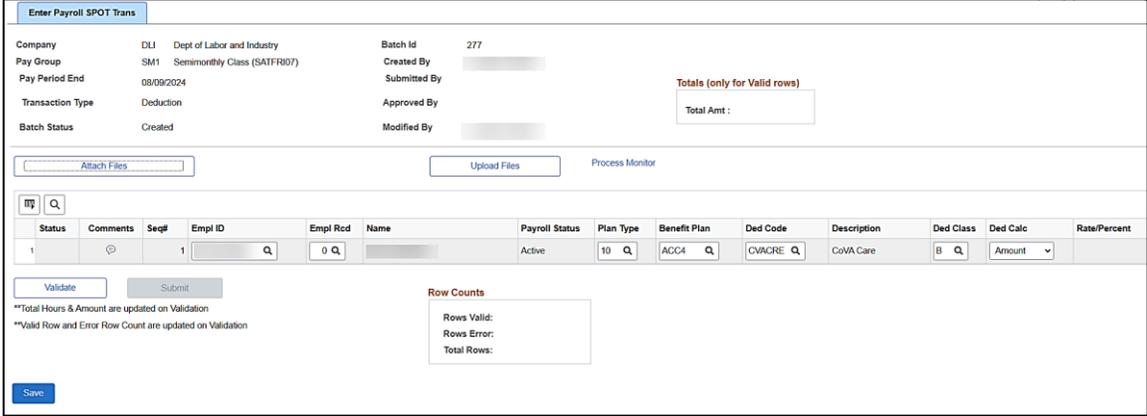
|     |  |
|-----|--|
| 11. | <p>Click the <b>Empl ID Look Up</b> icon and select the applicable employee's Employee ID.</p>  |
|-----|--|

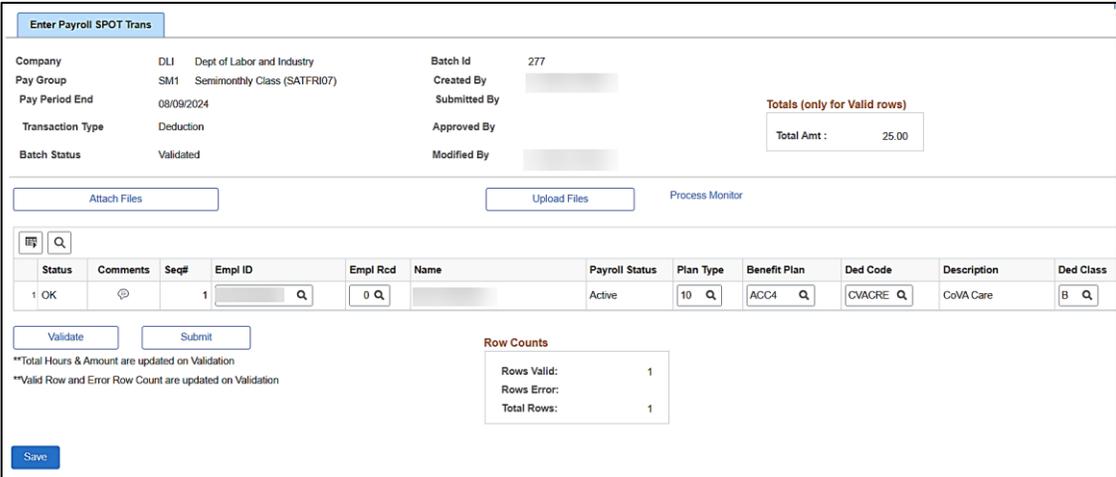
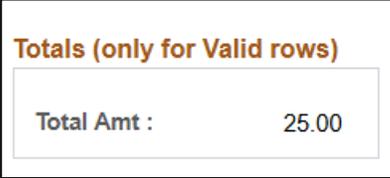
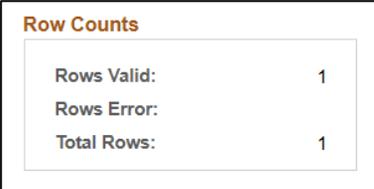
|   |  |
|---|--|
|  | <p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</p> <p>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </div> </div> |
|---|--|

| Step  | Action  |
|---|---|
| 12.   | Click the <b>Empl Rcd Look Up</b> icon and select the applicable Employee Record.<br>  |
|    | This field defaults to "0".   |
| 13.   | Verify that the correct employee's name displays in the <b>Name</b> field (auto-populates based on the Employee ID selected).<br>  |
| 14.   | Review the <b>Payroll Status</b> field. This field populates based on the Payroll Status from the employee's Job Data.<br>   |
|  | A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".   |
| 15.   | Click the <b>Plan Type Look Up</b> icon and select the applicable Plan Type.<br>   |
|  | For detailed information about the <b>Plan Type</b> , <b>Benefit Plan</b> , <b>Ded Code</b> , and <b>Ded Class</b> fields, see the Job Aid titled <b>PY381_General and Benefit Deduction Codes</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> . |
| 16.   | Click the <b>Benefit Plan Look Up</b> icon and select the applicable Benefit Plan.<br>   |

| Step  | Action   |
|---|--|
| 17.   | Click the <b>Ded Code Look Up</b> icon and select the applicable Deduction Code. <div data-bbox="256 373 558 533" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Ded Code</b></p> <input style="width: 100%; height: 20px;" type="text"/> </div>   |
|    | When the <b>Validate</b> button is clicked, the Deduction Code selected is verified as a valid code for the Benefit Plan selected. An error will occur if this is an invalid combination.  |
| 18.   | Verify that the <b>Description</b> field auto-populates correctly based on the Deduction Code selected. If it is not accurate, then update the <b>Ded Code</b> field. <div data-bbox="256 764 493 890" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Description</b></p> <p>Non-discretionary Bonus (FLSA)</p> </div> |
| 19.   | Click the <b>Ded Class Look Up</b> icon and select the appropriate Deduction Classification. <div data-bbox="256 974 451 1138" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Ded Class</b></p> <input style="width: 100%; height: 20px;" type="text"/> </div>   |
|  | The following values are available, but only valid values display based on the Deduction Code previously selected: <ul style="list-style-type: none"> <li>• <b>Before-Tax</b></li> <li>• <b>After-Tax</b></li> <li>• <b>Non-Taxable</b></li> <li>• <b>Tax Ben</b></li> <li>• <b>Taxable</b></li> </ul>                                       |
| 20.   | Click the <b>Ded Calc</b> dropdown button and select the appropriate deduction calculation option. <div data-bbox="256 1516 550 1680" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Ded Calc</b></p> <p>Amount ▼</p> </div>   |
|  | The option of “Amount” is typically selected.<br>The “Percentage” option can be selected when the Deduction Code is “DUEAGY” and a percentage of net pay needs to be entered.<br>Confirm with SPO prior to selecting any other deduction calculation options.  |

| Step   | Action  |   |  |                      |          |              |  |            |   |  |                      |
|--|---|---|--|----------------------|----------|--------------|--|------------|---|--|----------------------|
|         | <p>The <b>Rate/Percent</b> field enables when the Deduction Code is “DUEAGY” and the Deduction Calculation is “Percentage”. This allows the entry of a percentage of net pay to be collected.</p> <table border="1" data-bbox="256 411 1370 541"> <thead> <tr> <th>Ded Code</th> <th>Description</th> <th>Ded Class</th> <th>Ded Calc</th> <th>Rate/Percent</th> </tr> </thead> <tbody> <tr> <td>DUEAGY </td> <td>Due Agency</td> <td>A </td> <td>Percentage </td> <td><input type="text"/></td> </tr> </tbody> </table> | Ded Code  | Description  | Ded Class            | Ded Calc | Rate/Percent | DUEAGY  | Due Agency | A  | Percentage  | <input type="text"/> |
| Ded Code   | Description   | Ded Class   | Ded Calc   | Rate/Percent         |          |              |  |            |   |  |                      |
| DUEAGY  | Due Agency  | A  | Percentage  | <input type="text"/> |          |              |  |            |   |  |                      |
| 21.  | <p>Click the <b>One Time Cd</b> dropdown button and select the appropriate code.</p> <div data-bbox="256 625 493 764" style="border: 1px solid gray; padding: 5px;"> <p><b>One Time Cd</b></p> <p>Addition </p> </div>   |   |  |                      |          |              |  |            |   |  |                      |
|         | <p>This field defaults to “Addition”. The following options are available:</p> <ul style="list-style-type: none"> <li>• <b>Addition</b> – Adds to the current deduction(s)</li> <li>• <b>Arns Paybk</b> – Not used by Cardinal</li> <li>• <b>Override</b> – Alters amount that would have been deducted</li> <li>• <b>Refund</b> – Amount due back to the employee; <b>DO NOT</b> enter a negative value in the <b>Amount</b> field if this option is selected</li> </ul>   |   |  |                      |          |              |  |            |   |  |                      |
| 22.  | <p>The <b>Sepchk #</b> field defaults to “0” indicating that the deductions will be taken from the employee’s regular check for the Pay Period being processed.</p> <div data-bbox="256 1142 375 1281" style="border: 1px solid gray; padding: 5px;"> <p><b>Sepchk #</b></p> <p><input type="text" value="0"/></p> </div>   |   |  |                      |          |              |  |            |   |  |                      |
|       | <p>For a separate check, the <b>Sepchk #</b> value will be greater than “0” and should correspond with the separate check number entered on the SPOT earnings batch. This will ensure that the deductions are taken from the correct check.</p> <p>An error will occur when the batch is validated if a SPOT deduction transaction for a separate check is entered prior to entering the corresponding SPOT earnings transaction.</p>   |   |  |                      |          |              |  |            |   |  |                      |
| 23.  | <p>To create additional SPOT transactions, click the <b>Add a Row</b> icon and then repeat Steps 12-23.</p> <div data-bbox="256 1583 412 1633" style="border: 1px solid gray; padding: 5px;"> <p> </p> </div>   |   |  |                      |          |              |  |            |   |  |                      |
|       | <p>Click the <b>Delete a Row</b> icon to delete a line (SPOT transaction) as needed.</p> <div data-bbox="256 1717 423 1768" style="border: 1px solid gray; padding: 5px;"> <p> </p> </div>  |   |  |                      |          |              |  |            |   |  |                      |
| 24.  | <p>Click the horizontal scrollbar to scroll to the left as needed.</p>  |   |  |                      |          |              |  |            |   |  |                      |

| Step   | Action  |
|--|---|
| 25.  | <p>Click the <b>Save</b> button to save the batch so that additional transactions can be entered. If the batch is ready to be submitted, go to Step 28.</p>          |
| <p>The <b>Enter Payroll SPOT Trans</b> page redisplay.</p>  |   |
| 26.  | <p>Verify that the <b>Batch Id</b> field populates with a number. For this, scenario Batch ID is “277”.</p>    |
| 27.  | <p>Verify that the <b>Batch Status</b> field updates to “Created”.</p>   |
|   | <p>After a batch is saved, additional items can still be added as necessary.</p>  |
| 28.  | <p>To submit the batch for approval, click the <b>Validate</b> button. Cardinal will validate all of the individual fields as well as combinations of fields.</p>  |

| Step  | Action   |
|---|--|
|   | <p>The <b>Enter Payroll SPOT Trans</b> page redispays and the <b>Batch Status</b> updates to “Validated”.</p>  <p>The screenshot shows the 'Enter Payroll SPOT Trans' interface. At the top, it displays 'Company: DLI Dept of Labor and Industry', 'Batch Id: 277', and 'Batch Status: Validated'. A 'Totals (only for Valid rows)' box shows 'Total Amt: 25.00'. Below this is a table with columns: Status, Comments, Seq#, Empl ID, Empl Rcd, Name, Payroll Status, Plan Type, Benefit Plan, Ded Code, Description, and Ded Class. The first row shows '1 OK' with a search icon. At the bottom, a 'Row Counts' box shows 'Rows Valid: 1', 'Rows Error: 0', and 'Total Rows: 1'. Buttons for 'Attach Files', 'Upload Files', 'Process Monitor', 'Validate', 'Submit', and 'Save' are also visible.</p> |
|    | <p>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li>• <b>Total Amt</b> – the sum of the values entered in the <b>Amount</b> field for the batch</li> </ul>    |
|  | <p>The <b>Row Counts</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li>• <b>Rows Valid</b> – the number of valid rows in the batch</li> <li>• <b>Rows Error</b> – the number or rows in the batch containing errors</li> <li>• <b>Total Rows</b> – the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</li> </ul>    |
| <p>29.</p>  | <p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 37.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>  |

| Step | Action |
|------|--------|
|------|--------|

Example of a batch with an error.

| Status | Review Status | Error Msg   | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code |
|--------|---------------|---|----------|------|---------|----------|------|----------------|-----------|--------------|----------|
| OK     |               |   |          | 1    |         | 0        |      | Active         | 10        | ACC4         | CVACRE   |
| Error  |               |  |          | 2    |         | 0        |      | Active         | 00        |              | ASSOC1   |

**Row Counts**  
 Rows Valid: 1  
**Rows Error: 1**  
 Total Rows: 2

\*\*Total Hours & Amount are updated on Validation  
 \*\*Valid Row and Error Row Count are updated on Validation



The **Status** field updates with one of the following values:

- **OK** – no errors
- **Error** – issue with the line

The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.

30.

Click the **Bubble** icon in the **Error Msg** field to view the error message.



The **SPOT Review Notes** page displays in a pop-up window.

**SPOT Review Notes page** x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

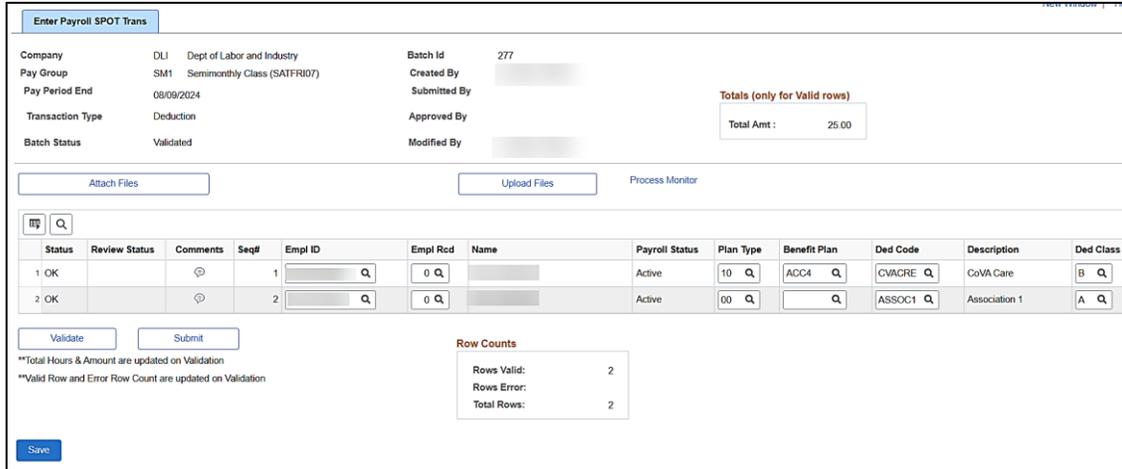
Notes 

Deduction Class not selected ;

| Step  | Action  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
|---|---|--|--------------------------------|------|---|------------------------|------------|----------------------------|--------------------------|------------------------------|-----------------------------|-------------------------|------------------|-------------------------|-------------------------|--|--------|---------------|-----------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|-------------|-----------|------|--|--|--|---|------------|------------|------------|--------|----|------|--------|-----------|---|---------|--|--|--|---|------------|------------|------------|--------|----|--|--------|---------------|--|
| 31.   | Review the <b>Notes</b> field to determine the error. <div data-bbox="256 380 894 552" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Notes</td> <td style="padding: 2px;">Deduction Class not selected ;</td> </tr> </table> </div>       | Notes                                  | Deduction Class not selected ; |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Notes   | Deduction Class not selected ;  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| 32.   | Click the <b>OK</b> button. <div data-bbox="256 638 634 722" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"><b>OK</b></td> <td style="width: 50%; text-align: center; padding: 5px;">Cancel</td> </tr> </table> </div> | <b>OK</b>                              | Cancel                         |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| <b>OK</b>   | Cancel  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| <p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p> <div data-bbox="256 810 1398 1247" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Enter Payroll SPOT Trans</span> <span style="font-size: small;">New Window   Help   Personalize Page</span> </div> <table border="0" style="width: 100%; font-size: small;"> <tr> <td>Company: DU Dept of Labor and Industry</td> <td>Batch Id: 277</td> <td></td> </tr> <tr> <td>Pay Group: SM1 Semimonthly Class (SATFR107)</td> <td>Created By: [Redacted]</td> <td></td> </tr> <tr> <td>Pay Period End: 08/09/2024</td> <td>Submitted By: [Redacted]</td> <td style="text-align: right;">Totals (only for Valid rows)</td> </tr> <tr> <td>Transaction Type: Deduction</td> <td>Approved By: [Redacted]</td> <td style="text-align: right;">Total Amt: 25.00</td> </tr> <tr> <td>Batch Status: Validated</td> <td>Modified By: [Redacted]</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Attach Files</span> <span>Upload Files</span> <span>Process Monitor</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rod</th> <th>Name</th> <th>Payroll Status</th> <th>Plan Type</th> <th>Benefit Plan</th> <th>Ded Code</th> <th>Description</th> <th>Ded Class</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Active</td> <td>10</td> <td>ACC4</td> <td>CVACRE</td> <td>CoVA Care</td> <td>B</td> </tr> <tr> <td>2 Error</td> <td></td> <td></td> <td></td> <td>2</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Active</td> <td>00</td> <td></td> <td>ASSOC1</td> <td>Association 1</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Validate</span> <span>Submit</span> </div> <div style="font-size: x-small; margin-top: 5px;"> <p>**Total Hours &amp; Amount are updated on Validation</p> <p>**Valid Row and Error Row Count are updated on Validation</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> <b>Row Counts</b><br/>       Rows Valid: 1<br/>       Rows Error: 1<br/>       Total Rows: 2     </div> <div style="margin-top: 5px;"> <span>Save</span> </div> </div> |   | Company: DU Dept of Labor and Industry | Batch Id: 277                  |      | Pay Group: SM1 Semimonthly Class (SATFR107) | Created By: [Redacted] |            | Pay Period End: 08/09/2024 | Submitted By: [Redacted] | Totals (only for Valid rows) | Transaction Type: Deduction | Approved By: [Redacted] | Total Amt: 25.00 | Batch Status: Validated | Modified By: [Redacted] |  | Status | Review Status | Error Msg | Comments | Seq# | Empl ID | Empl Rod | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description | Ded Class | 1 OK |  |  |  | 1 | [Redacted] | [Redacted] | [Redacted] | Active | 10 | ACC4 | CVACRE | CoVA Care | B | 2 Error |  |  |  | 2 | [Redacted] | [Redacted] | [Redacted] | Active | 00 |  | ASSOC1 | Association 1 |  |
| Company: DU Dept of Labor and Industry  | Batch Id: 277   |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Pay Group: SM1 Semimonthly Class (SATFR107)   | Created By: [Redacted]  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Pay Period End: 08/09/2024  | Submitted By: [Redacted]  | Totals (only for Valid rows)           |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Transaction Type: Deduction   | Approved By: [Redacted]   | Total Amt: 25.00                       |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Batch Status: Validated   | Modified By: [Redacted]   |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| Status  | Review Status   | Error Msg                              | Comments                       | Seq# | Empl ID                                     | Empl Rod               | Name       | Payroll Status             | Plan Type                | Benefit Plan                 | Ded Code                    | Description             | Ded Class        |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| 1 OK  |   |  |                                | 1    | [Redacted]                                  | [Redacted]             | [Redacted] | Active                     | 10                       | ACC4                         | CVACRE                      | CoVA Care               | B                |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| 2 Error   |   |  |                                | 2    | [Redacted]                                  | [Redacted]             | [Redacted] | Active                     | 00                       |                              | ASSOC1                      | Association 1           |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| 33.   | Update the applicable fields to correct the identified error(s).  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| 34.   | Click the <b>Validate</b> button. <div data-bbox="256 1404 594 1495" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"><b>Validate</b></td> </tr> </table> </div>   | <b>Validate</b>                        |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
| <b>Validate</b>   |   |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |
|    | All line items in a batch must pass validation before the batch can be submitted for approval. The <b>Submit</b> button is not enabled until all lines are validated successfully.  |  |                                |      |   |                        |            |                            |                          |                              |                             |                         |                  |                         |                         |  |        |               |           |          |      |         |          |      |                |           |              |          |             |           |      |  |  |  |   |            |            |            |        |    |      |        |           |   |         |  |  |  |   |            |            |            |        |    |  |        |               |  |

| Step | Action |
|------|--------|
|------|--------|

The Enter Payroll SPOT Trans page refreshes.



Enter Payroll SPOT Trans

Company: DU Dept of Labor and Industry      Batch Id: 277  
 Pay Group: SM1 Semimonthly Class (SATFR07)      Created By: [redacted]  
 Pay Period End: 08/09/2024      Submitted By: [redacted]  
 Transaction Type: Deduction      Approved By: [redacted]  
 Batch Status: Validated      Modified By: [redacted]

Totals (only for Valid rows)  
Total Amt: 25.00

Buttons: Attach Files, Upload Files, Process Monitor

| Status | Review Status | Comments | Seq# | Empl ID    | Empl Rcd | Name       | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description   | Ded Class |
|--------|---------------|----------|------|------------|----------|------------|----------------|-----------|--------------|----------|---------------|-----------|
| 1 OK   |               |          | 1    | [redacted] | 0        | [redacted] | Active         | 10        | ACC4         | CVACRE   | CoVA Care     | B         |
| 2 OK   |               |          | 2    | [redacted] | 0        | [redacted] | Active         | 00        |              | ASSOC1   | Association 1 | A         |

Buttons: Validate, Submit

Row Counts  
 Rows Valid: 2  
 Rows Error: 2  
 Total Rows: 2

Buttons: Save

|     |   |
|-----|---|
| 35. | Verify that the <b>Batch Status</b> field updates to “Validated”. |
|-----|---|

**Batch Status**      Validated

|     |  |
|-----|--|
| 36. | Verify that the <b>Rows Error</b> field is blank indicating that all errors have been corrected. |
|-----|--|

**Row Counts**

Rows Valid: 2

Rows Error:

Total Rows: 2

|     |  |
|-----|--|
| 37. | Click the <b>Submit</b> button to submit the batch for review. |
|-----|--|

Buttons: Validate, **Submit**

A **Submit Confirmation** message displays in a pop-up window.

Are you sure you want to submit the Batch? (25200,36)

Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?

Buttons: OK, Cancel



| Step   | Action   |               |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
|--|--|---------------|--------------------------------|-------------------------------------|---------|----------|-----------|----------------------------------|------------|--------------|----------|----------------|------------|--------------|--|--|------------------|-----------|-------------|--|-------------------------------------|--------------|-----------|-------------|--|-------------------|--|--------|---------------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|-------------|-----------|---|----|--|--|---|--|---|--|--------|----|------|--------|-----------|---|---|----|--|--|---|--|---|--|--------|----|--|--------|---------------|---|
| 38.  | <p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-right: 10px;">OK</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Cancel</div> </div> |               |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| <p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Enter Payroll SPOT Trans</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Company</td> <td style="width: 20%;">DLI Dept of Labor and Industry</td> <td style="width: 20%;">Batch Id</td> <td style="width: 20%;">277</td> <td style="width: 20%;"></td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFRI07)</td> <td>Created By</td> <td></td> <td></td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Deduction</td> <td>Approved By</td> <td></td> <td style="text-align: right;"><b>Totals (only for Valid rows)</b></td> </tr> <tr> <td>Batch Status</td> <td>Submitted</td> <td>Modified By</td> <td></td> <td style="text-align: right;">Total Amt : 25.00</td> </tr> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid blue; padding: 2px 5px;">Attach Files</div> <div style="border: 1px solid gray; padding: 2px 5px;">Upload Files</div> <div style="color: blue; font-size: small;">Process Monitor</div> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;">Status</th> <th style="width: 10%;">Review Status</th> <th style="width: 10%;">Comments</th> <th style="width: 5%;">Seq#</th> <th style="width: 10%;">Empl ID</th> <th style="width: 5%;">Empl Rcd</th> <th style="width: 15%;">Name</th> <th style="width: 10%;">Payroll Status</th> <th style="width: 5%;">Plan Type</th> <th style="width: 10%;">Benefit Plan</th> <th style="width: 5%;">Ded Code</th> <th style="width: 10%;">Description</th> <th style="width: 5%;">Ded Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>OK</td> <td></td> <td></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>10</td> <td>ACC4</td> <td>CVACRE</td> <td>CoVA Care</td> <td>B</td> </tr> <tr> <td>2</td> <td>OK</td> <td></td> <td></td> <td>2</td> <td></td> <td>0</td> <td></td> <td>Active</td> <td>00</td> <td></td> <td>ASSOC1</td> <td>Association 1</td> <td>A</td> </tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Validate</div> <div style="border: 1px solid gray; padding: 2px 5px;">Submit</div> </div> <p style="font-size: x-small; margin-top: 5px;">                     **Total Hours &amp; Amount are updated on Validation<br/>                     **Valid Row and Error Row Count are updated on Validation                 </p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small; margin: 0;"><b>Row Counts</b></p> <p style="font-size: x-small; margin: 0;">Rows Valid: 2</p> <p style="font-size: x-small; margin: 0;">Rows Error: 0</p> <p style="font-size: x-small; margin: 0;">Total Rows: 2</p> </div> </div> <div style="margin-top: 10px; text-align: left;"> <div style="border: 1px solid blue; padding: 2px 5px; display: inline-block;">Save</div> </div> </div> </div> |  | Company       | DLI Dept of Labor and Industry | Batch Id                            | 277     |          | Pay Group | SM1 Semimonthly Class (SATFRI07) | Created By |              |          | Pay Period End | 08/09/2024 | Submitted By |  |  | Transaction Type | Deduction | Approved By |  | <b>Totals (only for Valid rows)</b> | Batch Status | Submitted | Modified By |  | Total Amt : 25.00 |  | Status | Review Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description | Ded Class | 1 | OK |  |  | 1 |  | 0 |  | Active | 10 | ACC4 | CVACRE | CoVA Care | B | 2 | OK |  |  | 2 |  | 0 |  | Active | 00 |  | ASSOC1 | Association 1 | A |
| Company  | DLI Dept of Labor and Industry   | Batch Id      | 277                            |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| Pay Group  | SM1 Semimonthly Class (SATFRI07)   | Created By    |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| Pay Period End   | 08/09/2024   | Submitted By  |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| Transaction Type   | Deduction  | Approved By   |                                | <b>Totals (only for Valid rows)</b> |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| Batch Status   | Submitted  | Modified By   |                                | Total Amt : 25.00                   |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
|  | Status   | Review Status | Comments                       | Seq#                                | Empl ID | Empl Rcd | Name      | Payroll Status                   | Plan Type  | Benefit Plan | Ded Code | Description    | Ded Class  |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| 1  | OK   |               |                                | 1                                   |         | 0        |           | Active                           | 10         | ACC4         | CVACRE   | CoVA Care      | B          |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| 2  | OK   |               |                                | 2                                   |         | 0        |           | Active                           | 00         |              | ASSOC1   | Association 1  | A          |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| 39.  | <p>Verify that the <b>Batch Status</b> field updates to “Submitted”.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>Batch Status</b> Submitted         </div>  |               |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |
| 40.  | <p>Verify that the <b>Submitted By</b> field updates as appropriate with the User’s ID.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>Submitted By</b> </div>   |               |                                |                                     |         |          |           |                                  |            |              |          |                |            |              |  |  |                  |           |             |  |                                     |              |           |             |  |                   |  |        |               |          |      |         |          |      |                |           |              |          |             |           |   |    |  |  |   |  |   |  |        |    |      |        |           |   |   |    |  |  |   |  |   |  |        |    |  |        |               |   |

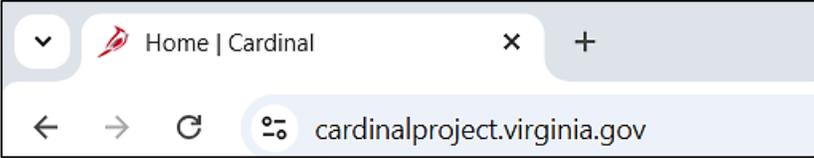
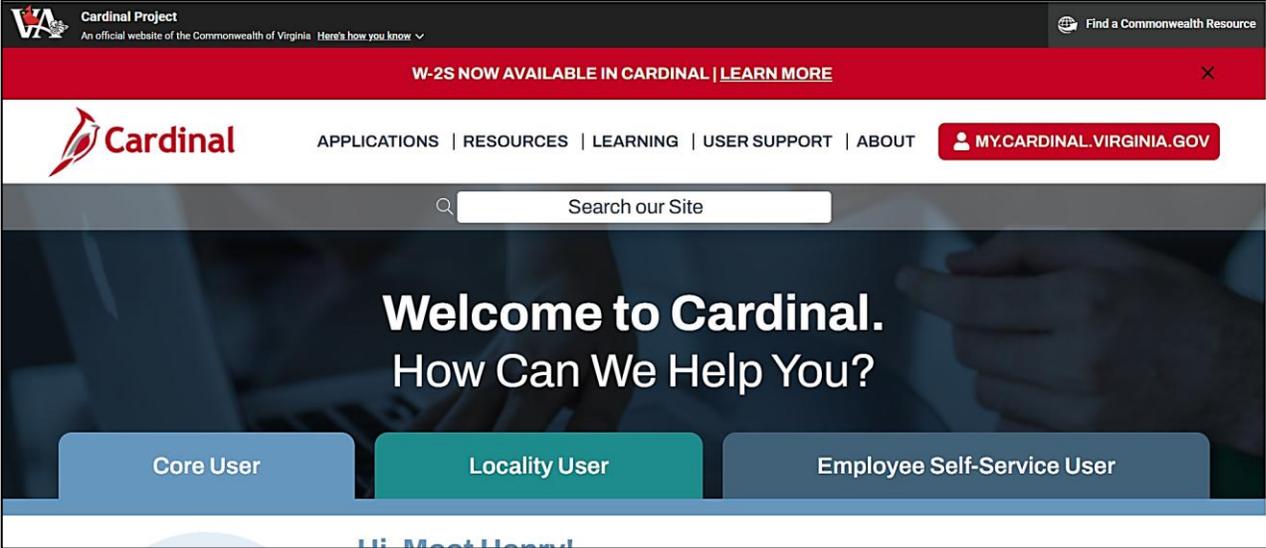
**Using the SPOT Template Upload Process**

The SPOT Template Upload process can be used to enter a large volume of transactions into SPOT. There are two Template Uploads:

- Earnings
- Deductions

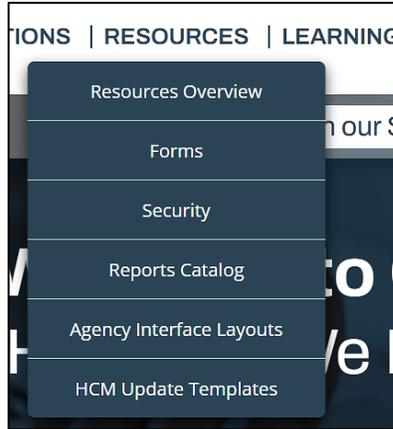
The templates are located on the Cardinal website in **HCM Update Templates** under **Resources**.

**Note:** Batches should not exceed more than 100 lines. If more than 100 lines need to be uploaded, create and upload an additional batch.

| Step   | Action   |
|--|--|
| 1.   | <p>From the internet browser, enter <a href="http://cardinalproject.virginia.gov">cardinalproject.virginia.gov</a>.</p>  |
| <p>The <b>Cardinal Project</b> website displays.</p>                                 |  |
|  |  |
| 2.   | <p>Click the <b>Resources</b> option.</p>   |

| Step | Action |
|------|--------|
|------|--------|

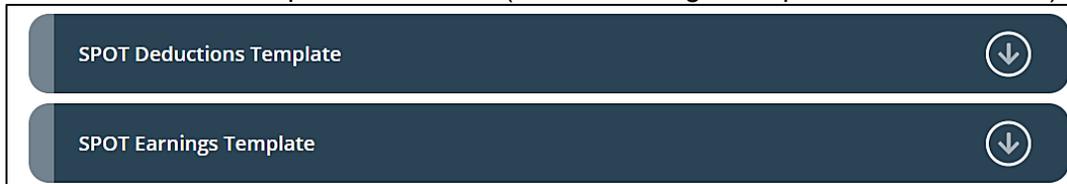
The **Resources** menu options display.



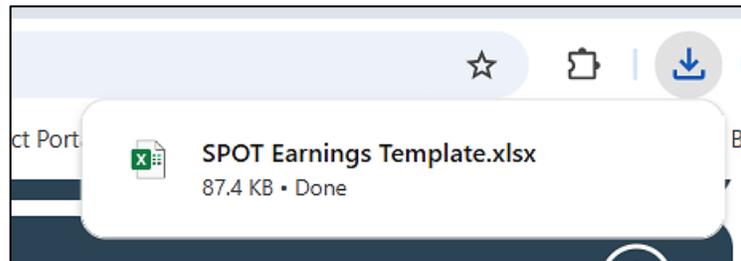
3. Click **HCM Update Templates** list item.



4. Select the SPOT Template to be used (SPOT Earnings Template in this scenario).



The selected template downloads.

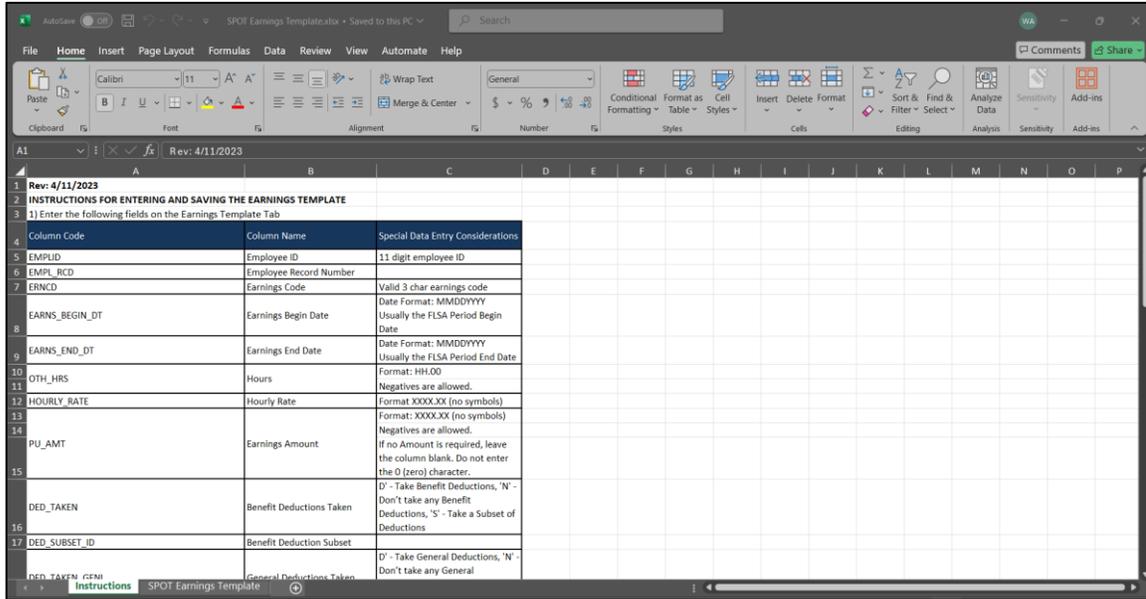


5. Click the downloaded template to open the file.

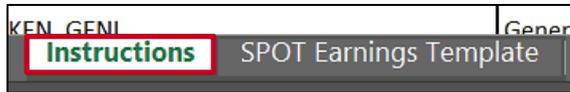


| Step | Action |
|------|--------|
|------|--------|

The **Template** opens with the **Instructions** tab displayed by default.



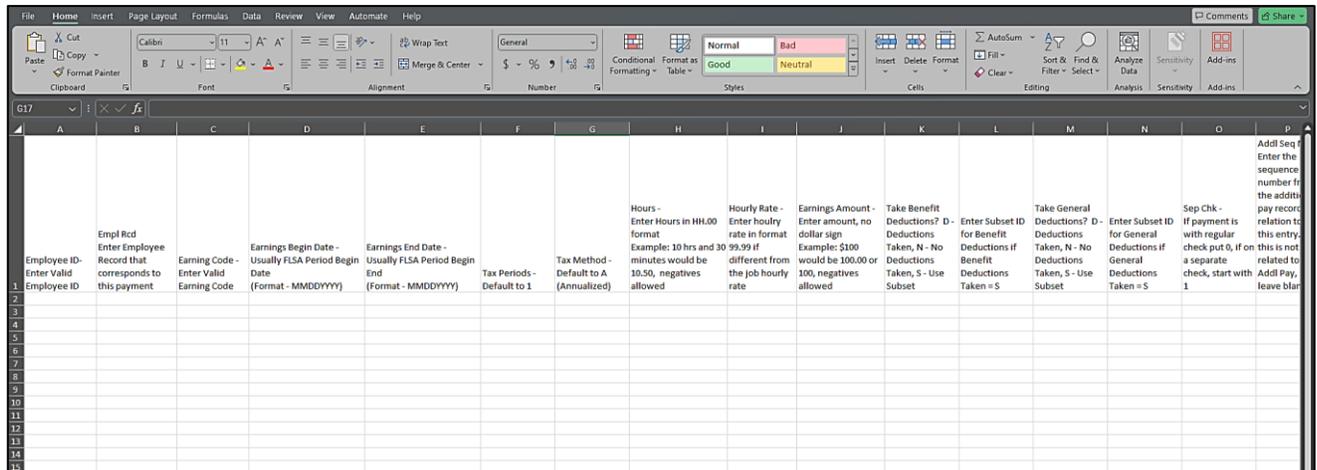
6. Review the **Instructions** tab.



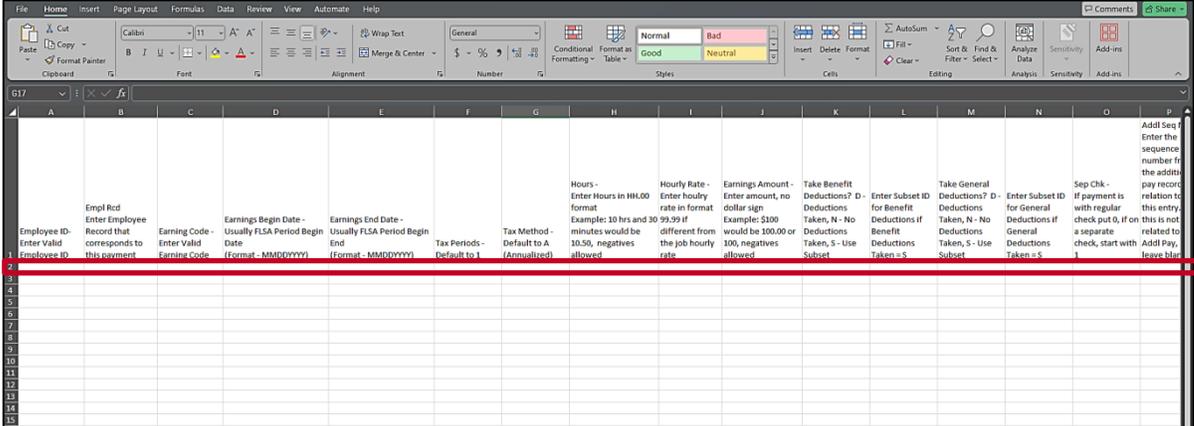
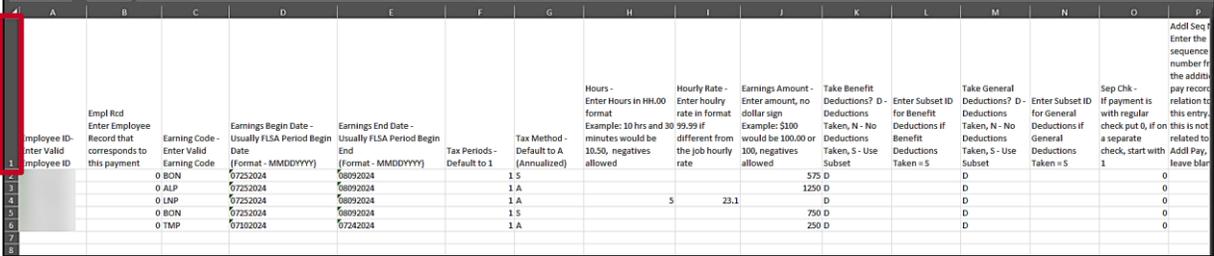
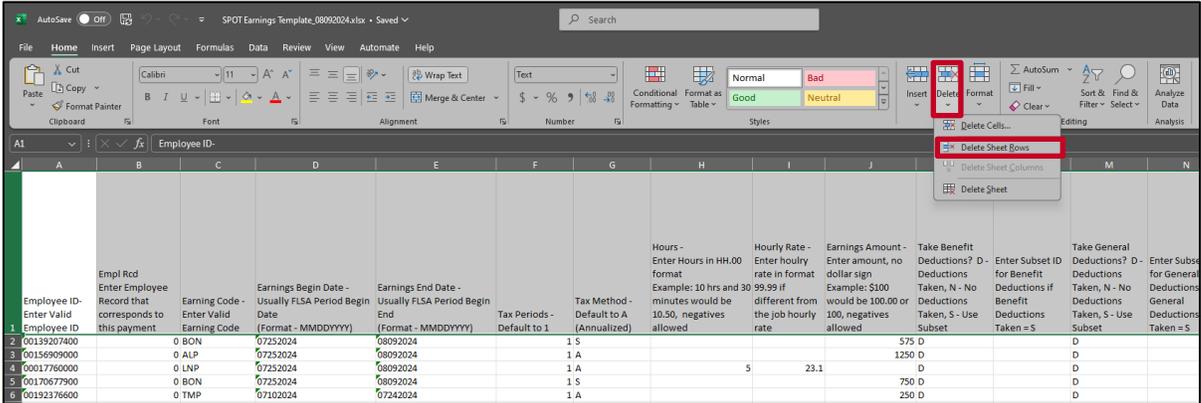
7. Click the **SPOT Earnings Template** tab.

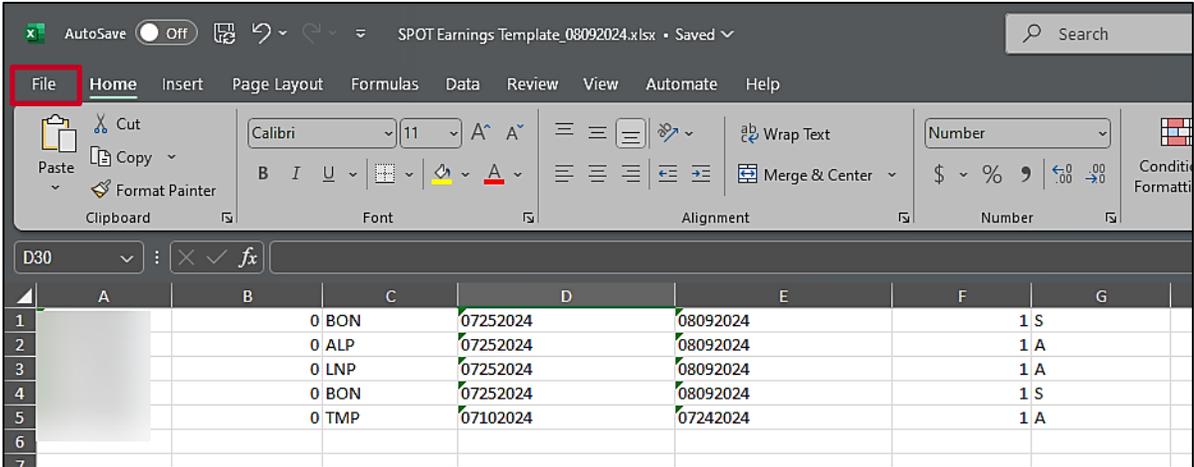
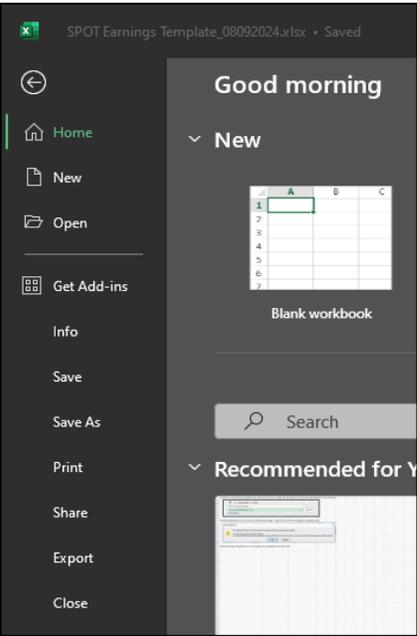


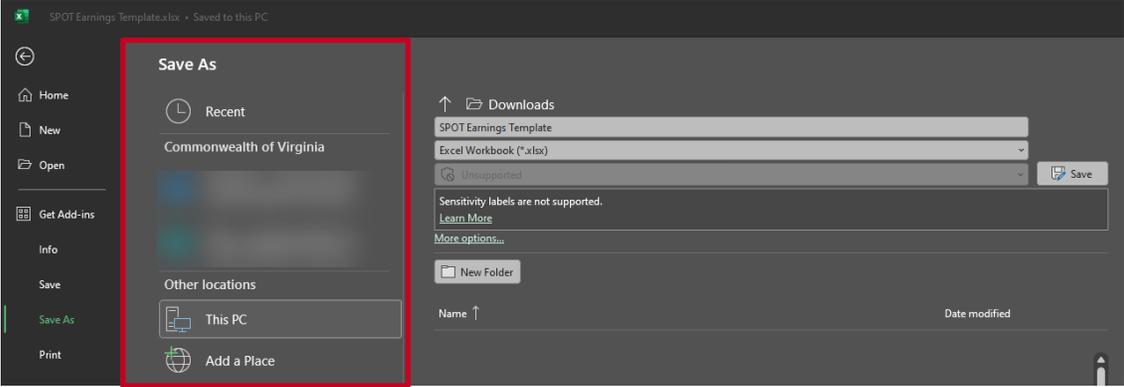
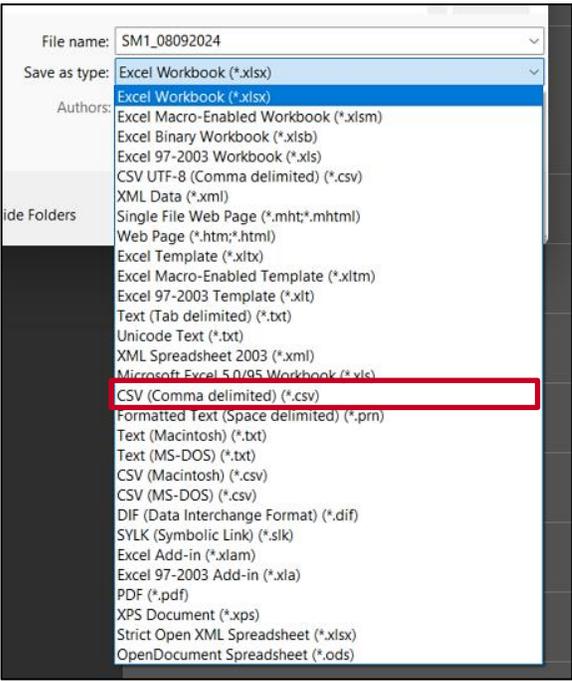
The **SPOT Earnings Template** tab displays.

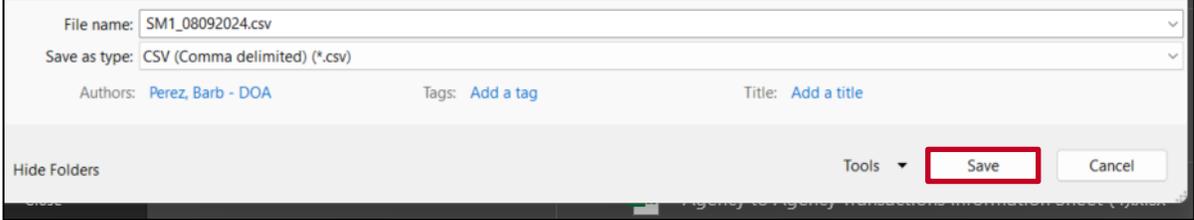
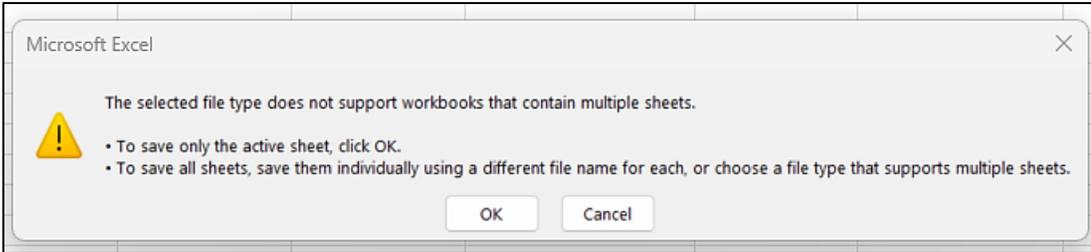
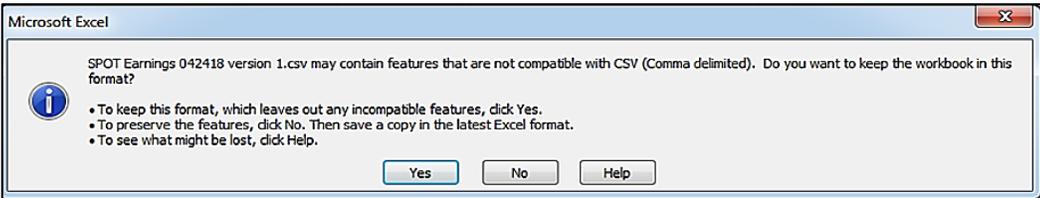


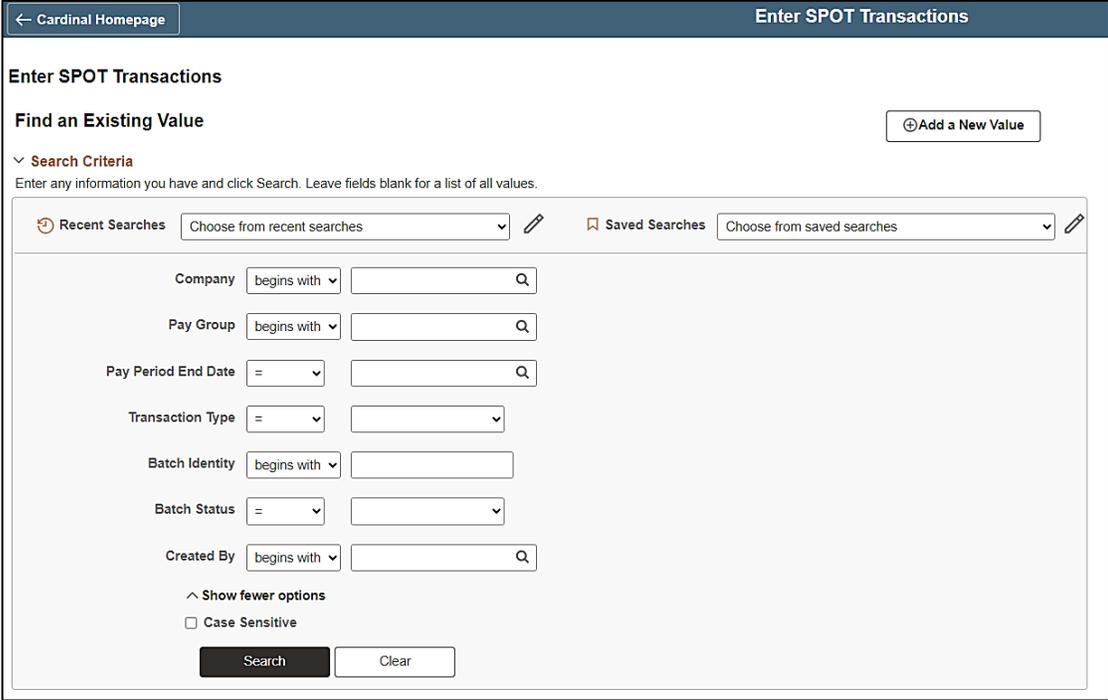


| Step | Action  |
|------|---|
| 8.   | <p>Enter the transactions starting in Row 2 on the template following the instructions listed on the <b>Instructions</b> tab until all transactions for the batch have been entered.</p>  |
| 9.   | <p>Use the mouse or track pad to right click in the cell labeled "1" to select the entire <b>Header</b> row.</p>   |
| 10.  | <p>Click the <b>Delete</b> icon and select the <b>Delete Sheet Rows</b> menu item to delete the entire <b>Header</b> row.</p>   |

| Step  | Action   |
|---|--|
| 11.   | <p>Click the <b>File</b> button on the Excel Ribbon at the top of the page.</p>  |
|   | <p>The <b>Excel File</b> options page displays.</p>                             |
| 12.   | <p>Click the <b>Save As</b> menu item.</p>                                      |
|  | <p>The menu item name depends upon the version of Microsoft Excel and personalized settings on the computer, but the functionality is the same.</p>                |

| Step | Action  |
|------|---|
| 13.  | <p>Select a destination using the <b>Save As Destination</b> dropdown menu.</p>                   |
| 14.  | <p>Enter a unique name for the file in the <b>File Name</b> field.</p>                            |
| 15.  | <p>Click the <b>Save as type</b> dropdown menu and select the “CSV (Comma Delimited) option.</p>  |

| Step  | Action  |
|---|---|
| 16.   | Click the <b>Save</b> button.   |
|   | A <b>Microsoft Excel</b> Warning Message displays.    |
| 17.   | Click the <b>OK</b> button.    |
|   | A second <b>Microsoft Excel</b> Warning Message displays.   |
| 18.   | Click the <b>No</b> button.    |
|  | The file is now saved and ready to be uploaded.   |
| 19.   | Navigate to the <b>Enter SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b> |

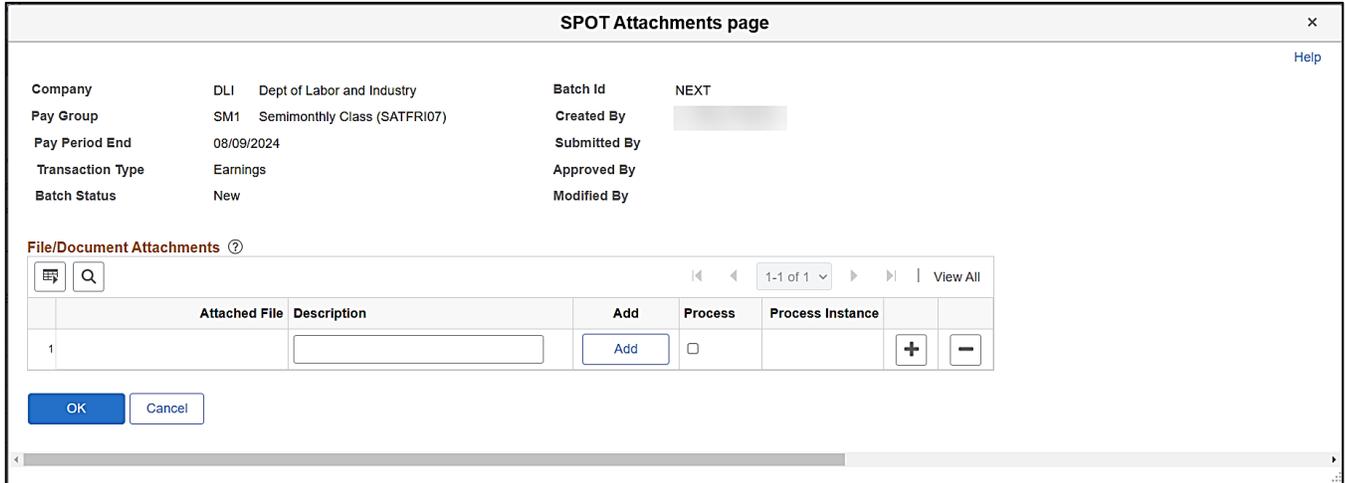
| Step  | Action  |
|---|---|
|   | <p>The Enter SPOT Transactions Find an Existing Value Search page displays.</p>  <p>The screenshot shows the 'Enter SPOT Transactions' interface. At the top, there is a navigation bar with '← Cardinal Homepage' and 'Enter SPOT Transactions'. Below this, the page title 'Enter SPOT Transactions' is followed by the sub-section 'Find an Existing Value'. A button labeled '+ Add a New Value' is located in the top right corner. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus: 'Recent Searches' and 'Saved Searches', both with 'Choose from recent/saved searches' and a search icon. The main search area contains several criteria: 'Company' (begins with), 'Pay Group' (begins with), 'Pay Period End Date' (=), 'Transaction Type' (=), 'Batch Identity' (begins with), 'Batch Status' (=), and 'Created By' (begins with). Each criterion has a dropdown menu and a search input field. At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons.</p> |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>  |
| <p>20.</p>  | <p>Click the <b>Add a New Value</b> button.</p>  <p>The image shows a close-up of the '+ Add a New Value' button, which is highlighted with a red rectangular border.</p>  |

| Step  | Action  |
|---|---|
|   | <p>The <b>Enter SPOT Transactions Add a New Value</b> page displays.</p>    |
|    | <p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>   |
| 21.   | <p>Click the <b>Company Look Up</b> icon and select the company’s 3-digit alpha code.</p>    |
| 22.   | <p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p>    |
|  | <p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p> |
| 23.   | <p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p>                              |
| 24.   | <p>Click the <b>Transaction Type</b> dropdown button and select the appropriate option (“Earnings” or “Deduction”).</p>             |

| Step  | Action  |              |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
|---|---|--------------|--------------------------------|--------------------------------|------|----------------|---------------------------------|-------------|-------------------------------|-------------------------------|-------------|--------------|--|------------------|----------|-------------|--|--------------|-----|-------------|--|--------|----------|------|---------|----------|------|----------------|-----------|-------------|----------------|--------------|-------------|------------|---|--|---|-------------------------------|--------------------------------|--|--|-------------------------------|--|-------------------------------|-------------------------------|---|------------|
| 25.   | Click the <b>Add</b> button. <div data-bbox="269 380 529 474" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; display: inline-block; padding: 5px 15px; background-color: #f0f0f0;">Add</div> </div>   |              |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
|   | The <b>Enter Payroll SPOT Trans</b> page displays. <div data-bbox="285 562 1386 995" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Enter Payroll SPOT Trans</div> <table style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <tr> <td style="width: 30%;">Company</td> <td style="width: 30%;">DLI Dept of Labor and Industry</td> <td style="width: 15%;">Batch Id</td> <td style="width: 25%;">NEXT</td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFR07)</td> <td>Created By</td> <td>V_TRN_PY38101</td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Earnings</td> <td>Approved By</td> <td></td> </tr> <tr> <td>Batch Status</td> <td>New</td> <td>Modified By</td> <td></td> </tr> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="button" value="Attach Files"/> <input type="button" value="Upload Files"/> <input type="button" value="Process Monitor"/> </div> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> <b>Totals (only for Valid rows)</b><br/>           Total Amt :<br/>           Total Hrs :         </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em; margin-top: 10px;"> <thead> <tr> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Earns End Dt</th> <th>Tax Periods</th> <th>Tax Method</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td></td> <td></td> <td><input type="text" value=""/></td> <td></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td>1</td> <td>Annualized</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <input type="button" value="Validate"/> <input type="button" value="Submit"/> <div style="margin-left: 20px; font-size: 0.8em;"> <b>Row Counts</b><br/>           Rows Valid:<br/>           Rows Error:<br/>           Total Rows:         </div> </div> <div style="font-size: 0.7em; margin-top: 5px;">           **Total Hours &amp; Amount are updated on Validation<br/>           **Valid Row and Error Row Count are updated on Validation         </div> <div style="margin-top: 5px;"> <input type="button" value="Save"/> </div> </div> </div> </div> | Company      | DLI Dept of Labor and Industry | Batch Id                       | NEXT | Pay Group      | SM1 Semimonthly Class (SATFR07) | Created By  | V_TRN_PY38101                 | Pay Period End                | 08/09/2024  | Submitted By |  | Transaction Type | Earnings | Approved By |  | Batch Status | New | Modified By |  | Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description | Earns Begin Dt | Earns End Dt | Tax Periods | Tax Method | 1 |  | 1 | <input type="text" value=""/> | <input type="text" value="0"/> |  |  | <input type="text" value=""/> |  | <input type="text" value=""/> | <input type="text" value=""/> | 1 | Annualized |
| Company   | DLI Dept of Labor and Industry  | Batch Id     | NEXT                           |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| Pay Group   | SM1 Semimonthly Class (SATFR07)   | Created By   | V_TRN_PY38101                  |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| Pay Period End  | 08/09/2024  | Submitted By |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| Transaction Type  | Earnings  | Approved By  |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| Batch Status  | New   | Modified By  |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| Status  | Comments  | Seq#         | Empl ID                        | Empl Rcd                       | Name | Payroll Status | Earn Code                       | Description | Earns Begin Dt                | Earns End Dt                  | Tax Periods | Tax Method   |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| 1   |   | 1            | <input type="text" value=""/>  | <input type="text" value="0"/> |      |                | <input type="text" value=""/>   |             | <input type="text" value=""/> | <input type="text" value=""/> | 1           | Annualized   |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
|  | The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> tab.  |              |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
|  | The <b>Batch Status</b> field updates based on the action taken on the batch and includes: <ul style="list-style-type: none"> <li><b>New</b> – when a new batch is initiated</li> <li><b>Created</b> – when the batch is saved</li> <li><b>Validated</b> – when the batch is validated</li> <li><b>Modified after Validation</b> – when the batch is changed after validation</li> <li><b>Submitted</b> – when the batch is submitted for approval</li> <li><b>In Review</b> – when the approver is reviewing the batch for approval</li> <li><b>Closed</b> – after the approver has submitted the batch to payroll</li> </ul> <div data-bbox="269 1461 802 1539" style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Batch Status</span> <span>New</span> </div> </div>  |              |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |
| 26.   | Click the <b>Attach Files</b> button. <div data-bbox="269 1625 906 1730" style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid red; display: inline-block; padding: 5px 20px; background-color: #f0f0f0;">Attach Files</div> </div>  |              |                                |                                |      |                |                                 |             |                               |                               |             |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |             |            |   |  |   |                               |                                |  |  |                               |  |                               |                               |   |            |

| Step | Action |
|------|--------|
|------|--------|

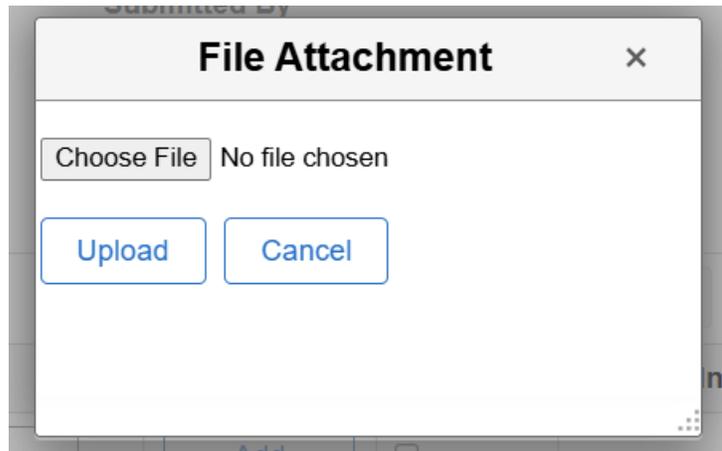
The **SPOT Attachments** page displays in a pop-up window.



27. Click the **Add** button.



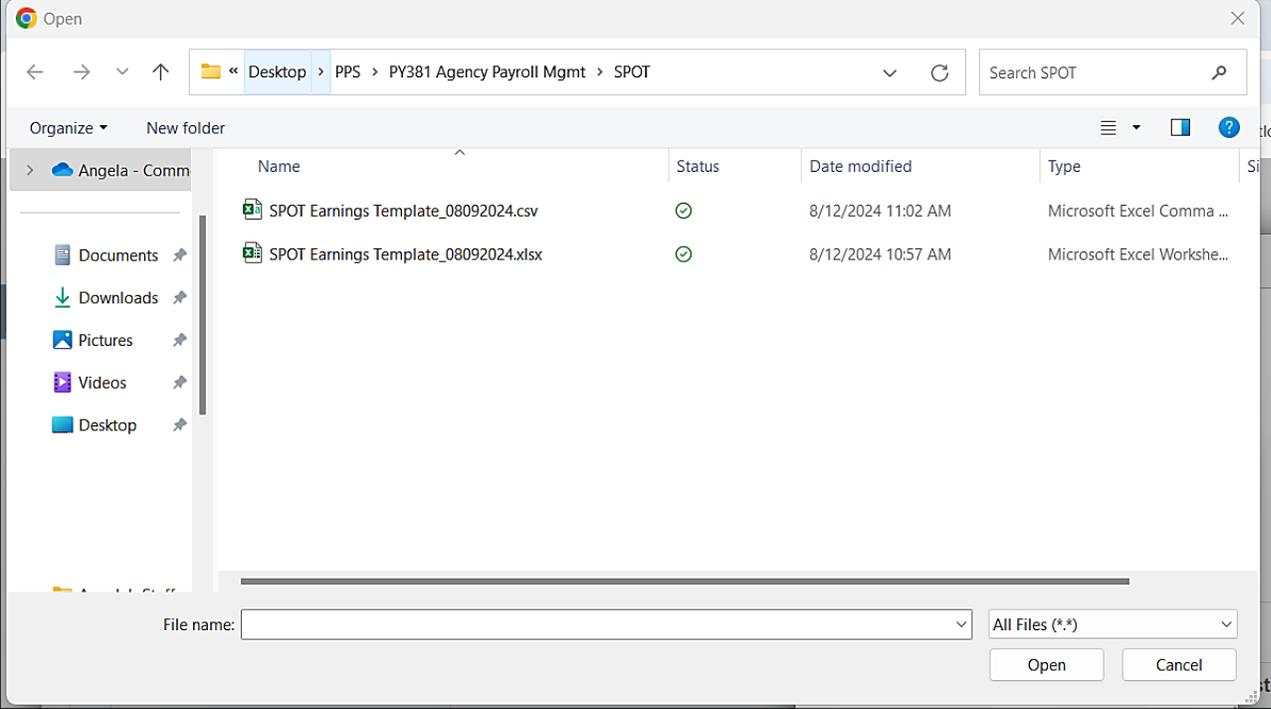
The **File Attachment** page opens in a pop-up window.



28. Click the **Choose File** button.

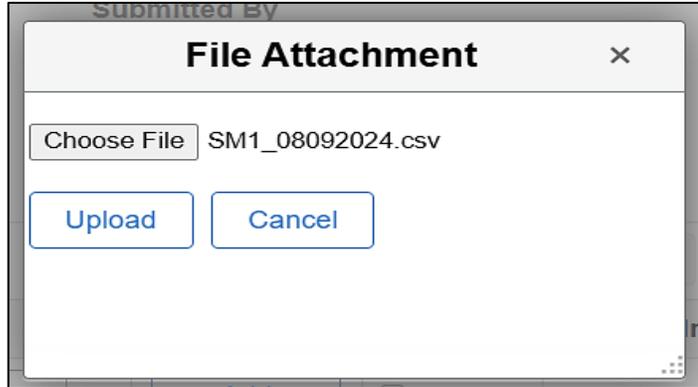


Depending on the browser used, a **Browse** button may appear in place of the **Choose File** button.

| Step  | Action   |
|---|--|
|   | <p>The <b>Open</b> files page displays in a pop-up window.</p>  |
| 29.   | <p>Navigate to and select the applicable file.</p>             |
|  | <p>Be sure to select the .csv file.</p>  |
| 30.   | <p>Click the <b>Open</b> button.</p>                            |

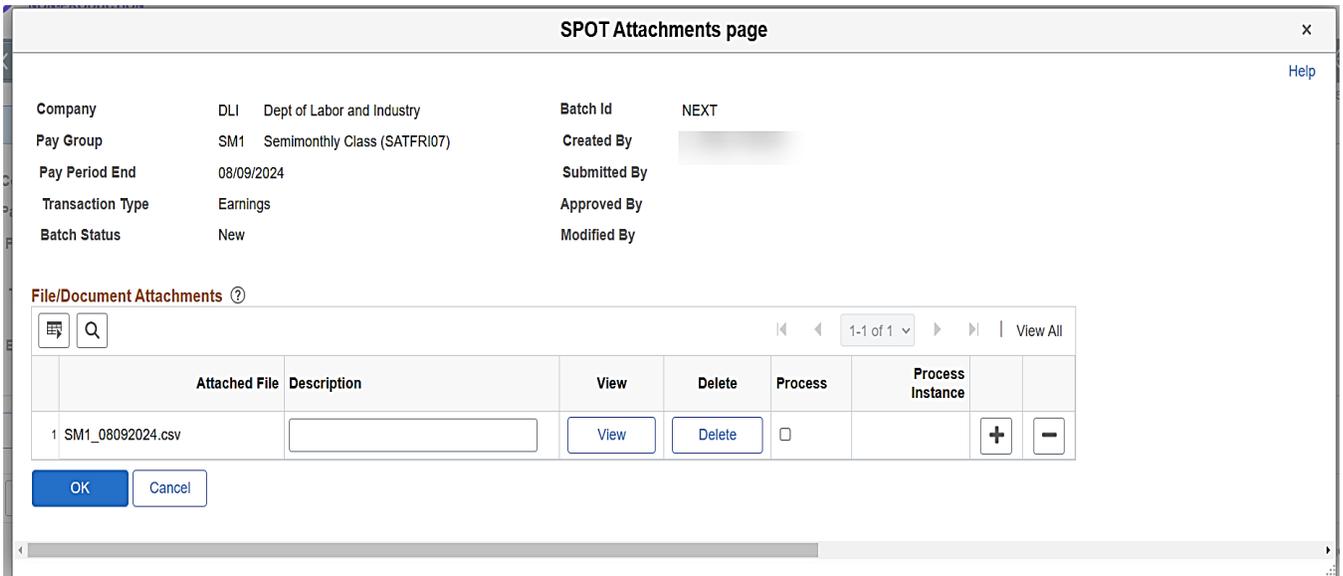
| Step | Action |
|------|--------|
|------|--------|

The **File Attachment** page refreshes with the selected file displayed next to the **Choose File** button.



|     |   |
|-----|---|
| 31. | Click the <b>Upload</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px;">Upload</div> <div style="border: 1px solid blue; display: inline-block; padding: 2px 10px; margin-left: 20px;">Cancel</div> </div> |
|-----|---|

The **SPOT Attachments** page redisplay and the selected file name displays in the **Attached File** field.

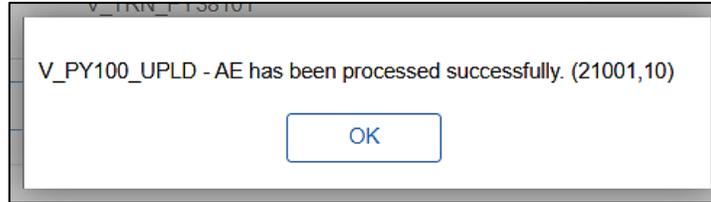


|   |  |
|---|--|
|  | The file is now connected to the batch but the individual transactions are not uploaded. |
|---|--|

| Step   | Action   |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
|--|--|--------------|--------------------------------|--------------------------------|------|----------------|----------------------------------|-------------|-------------------------------|-------------------------------|------------|--------------|--|------------------|----------|-------------|--|--------------|-----|-------------|--|--------|----------|------|---------|----------|------|----------------|-----------|-------------|----------------|--------------|---|--|---|-------------------------------|--------------------------------|--|--|-------------------------------|--|-------------------------------|-------------------------------|
| 32.  | Enter a description in the <b>Description</b> field as needed. <div data-bbox="269 375 743 527" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Description</b></p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>   |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
|   | A description is not required.   |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| 33.  | Click the <b>Process</b> checkbox. <div data-bbox="269 724 449 919" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Process</b></p> <div style="border: 2px solid red; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div> </div>  |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| 34.  | Click the <b>OK</b> button. <div data-bbox="269 1005 686 1102" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</div> </div> </div> |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| <p>The <b>Enter Payroll SPOT Trans</b> page redisplay.</p> <div data-bbox="284 1190 1390 1677" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">Enter Payroll SPOT Trans</span> </div> <table style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <tr> <td style="width: 33%;">Company</td> <td style="width: 33%;">DLI Dept of Labor and Industry</td> <td style="width: 33%;">Batch Id</td> <td style="width: 33%;">NEXT</td> </tr> <tr> <td>Pay Group</td> <td>SM1 Semimonthly Class (SATFRI07)</td> <td>Created By</td> <td></td> </tr> <tr> <td>Pay Period End</td> <td>08/09/2024</td> <td>Submitted By</td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>Earnings</td> <td>Approved By</td> <td></td> </tr> <tr> <td>Batch Status</td> <td>New</td> <td>Modified By</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><a href="#">Attach Files</a></div> <div style="width: 30%;"><a href="#">Upload Files</a></div> <div style="width: 30%;"><a href="#">Process Monitor</a></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> <th>Earns Begin Dt</th> <th>Earns End Dt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td></td> <td></td> <td><input type="text" value=""/></td> <td></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> <a href="#">Validate</a> <a href="#">Submit</a> <p style="font-size: 0.7em; margin-top: 5px;">           **Total Hours &amp; Amount are updated on Validation<br/>           **Valid Row and Error Row Count are updated on Validation         </p> </div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px; font-size: 0.8em;"> <p><b>Row Counts</b></p> <p>Rows Valid:</p> <p>Rows Error:</p> <p>Total Rows:</p> </div> </div> <div style="margin-top: 10px;"><a href="#">Save</a></div> </div> |  | Company      | DLI Dept of Labor and Industry | Batch Id                       | NEXT | Pay Group      | SM1 Semimonthly Class (SATFRI07) | Created By  |                               | Pay Period End                | 08/09/2024 | Submitted By |  | Transaction Type | Earnings | Approved By |  | Batch Status | New | Modified By |  | Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description | Earns Begin Dt | Earns End Dt | 1 |  | 1 | <input type="text" value=""/> | <input type="text" value="0"/> |  |  | <input type="text" value=""/> |  | <input type="text" value=""/> | <input type="text" value=""/> |
| Company  | DLI Dept of Labor and Industry   | Batch Id     | NEXT                           |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| Pay Group  | SM1 Semimonthly Class (SATFRI07)   | Created By   |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| Pay Period End   | 08/09/2024   | Submitted By |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| Transaction Type   | Earnings   | Approved By  |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| Batch Status   | New  | Modified By  |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| Status   | Comments   | Seq#         | Empl ID                        | Empl Rcd                       | Name | Payroll Status | Earn Code                        | Description | Earns Begin Dt                | Earns End Dt                  |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| 1  |  | 1            | <input type="text" value=""/>  | <input type="text" value="0"/> |      |                | <input type="text" value=""/>    |             | <input type="text" value=""/> | <input type="text" value=""/> |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |
| 35.  | Click the <b>Upload Files</b> button. <div data-bbox="269 1764 657 1833" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">Upload Files</div> </div>  |              |                                |                                |      |                |                                  |             |                               |                               |            |              |  |                  |          |             |  |              |     |             |  |        |          |      |         |          |      |                |           |             |                |              |   |  |   |                               |                                |  |  |                               |  |                               |                               |

| Step | Action |
|------|--------|
|------|--------|

A **Successful Upload** message displays in a pop-up window.



|   |  |
|---|--|
|  | <p>If the file does not successfully load, verify the following:</p> <ul style="list-style-type: none"> <li>• All mandatory fields were properly filled out in the template</li> <li>• The fields were entered using the correct format per the instructions</li> <li>• The file was saved in the .csv format</li> </ul> <p>Fix any issues with the file and repeat Steps 27-35.</p> |
|---|--|

|     |  |
|-----|--|
| 36. | <p>Click the <b>OK</b> button.</p>  |
|-----|--|

The **Enter Payroll SPOT Trans** page redisplay with the uploaded file data loaded on the page.

Enter Payroll SPOT Trans

|                  |                                  |              |     |                                     |
|------------------|----------------------------------|--------------|-----|-------------------------------------|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 278 |                                     |
| Pay Group        | SM1 Semimonthly Class (SATFR107) | Created By   |     |                                     |
| Pay Period End   | 08/09/2024                       | Submitted By |     |                                     |
| Transaction Type | Earnings                         | Approved By  |     | <b>Totals (only for Valid rows)</b> |
| Batch Status     | Created                          | Modified By  |     | Total Amt :<br>Total Hrs :          |

| Status | Review Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|--------|---------------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| 1      |               |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 2      |               |          | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 3      |               |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4      |               |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 5      |               |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     |

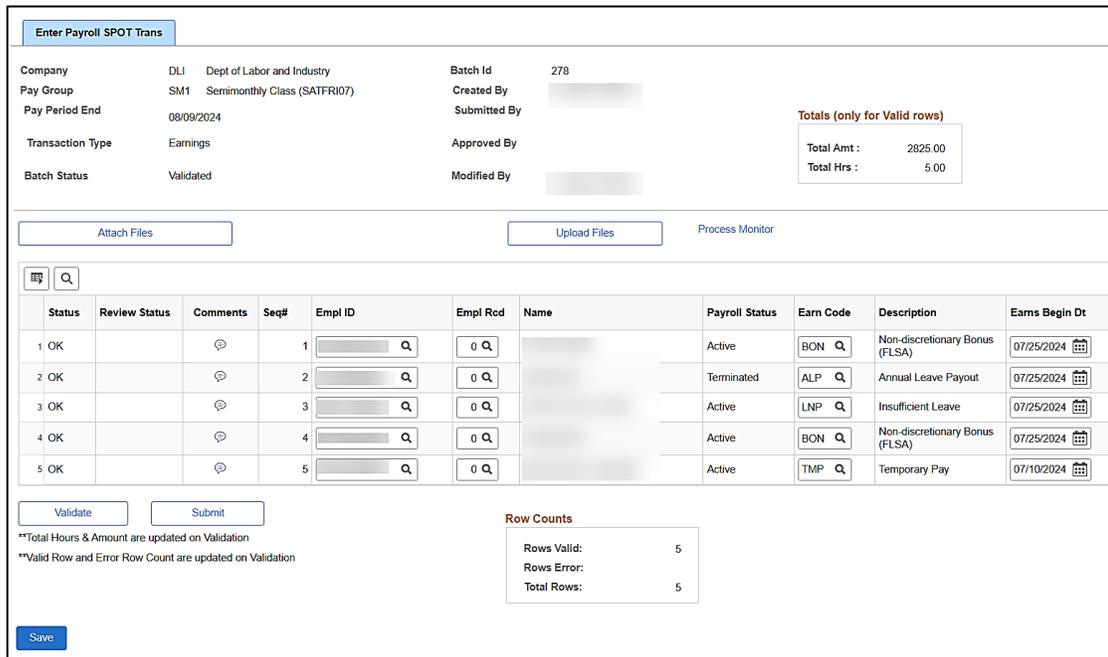
**Row Counts**

Rows Valid:  
Rows Error:  
Total Rows:

|     |   |
|-----|---|
| 37. | <p>Verify that the <b>Batch Id</b> field populates with a number. For this scenario, the Batch ID is “278”.</p>  |
|-----|---|

| Step  | Action   |
|---|--|
| 38.   | Verify that the <b>Batch Status</b> field updates to “Created”.<br> |
| 39.   | Verify that the required fields populated correctly and update if required.  |
| 40.   | Click the <b>Validate</b> button.<br>                               |
|  | Edits that occur when keying the batch online are applied when the <b>Validate</b> button is clicked for the uploaded template.                      |

The **Enter Payroll SPOT Trans** page refreshes.



**Enter Payroll SPOT Trans**

|                  |                                  |              |     |
|------------------|----------------------------------|--------------|-----|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 278 |
| Pay Group        | SM1 Semimonthly Class (SATFR107) | Created By   |     |
| Pay Period End   | 08/09/2024                       | Submitted By |     |
| Transaction Type | Earnings                         | Approved By  |     |
| Batch Status     | Validated                        | Modified By  |     |

**Totals (only for Valid rows)**

|             |         |
|-------------|---------|
| Total Amt : | 2825.00 |
| Total Hrs : | 5.00    |

Buttons: Attach Files, Upload Files, Process Monitor

| Status | Review Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|--------|---------------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| 1 OK   |               |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 2 OK   |               |          | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 3 OK   |               |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4 OK   |               |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 5 OK   |               |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     |

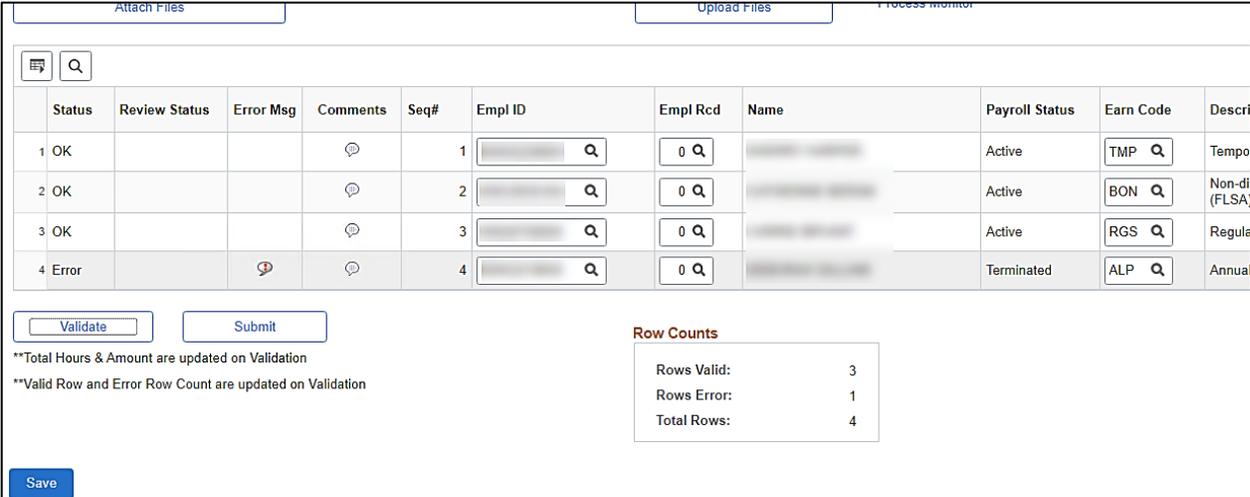
Buttons: Validate, Submit, Save

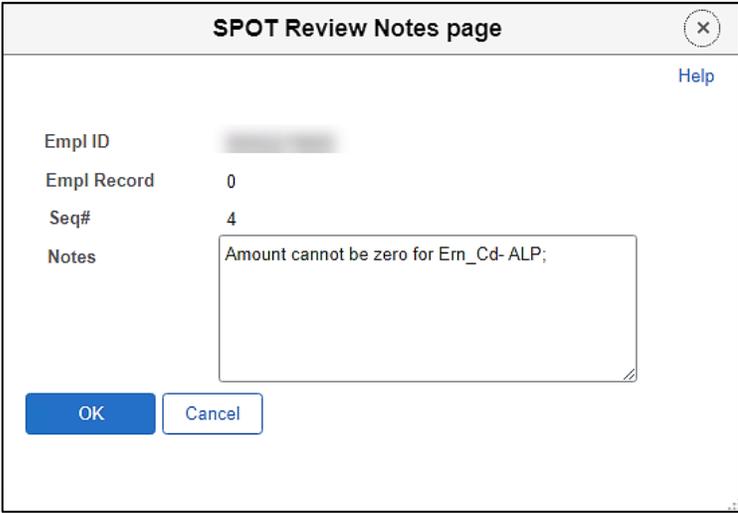
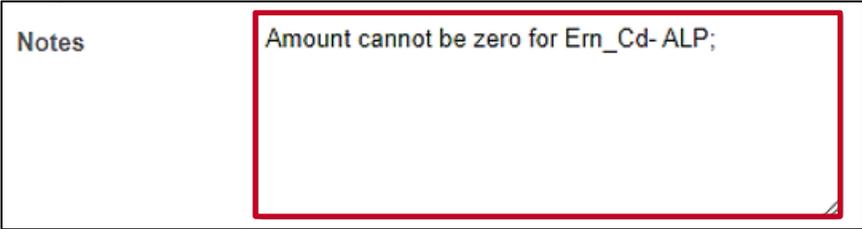
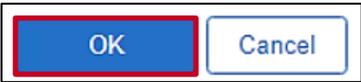
**Row Counts**

|             |   |
|-------------|---|
| Rows Valid: | 5 |
| Rows Error: |   |
| Total Rows: | 5 |

\*\*Total Hours & Amount are updated on Validation  
\*\*Valid Row and Error Row Count are updated on Validation

|   |  |
|---|--|
| 41.   | The <b>Batch Status</b> field updates to “Validated”.  |
|  | <p>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li>• <b>Total Amt</b> – the sum of the values entered in the <b>Amount</b> field for the batch</li> <li>• <b>Total Hrs</b> – the sum of the values entered in the <b>Oth Hrs</b> field for the batch</li> </ul> |

| Step   | Action   |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
|--|--|-----------|---------------|-----------|------------|----------|------------|----------------|-----------|----------------|-----------|-------------|------|--|--|--|---|------------|---|------------|--------|-----|-------|------|--|--|--|---|------------|---|------------|--------|-----|----------------|------|--|--|--|---|------------|---|------------|--------|-----|--------|---------|--|--|--|---|------------|---|------------|------------|-----|--------|
|   | <p>The <b>Row Counts</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li>• <b>Rows Valid</b> – the number of valid rows in the batch</li> <li>• <b>Rows Error</b> – the number or rows in the batch containing errors</li> <li>• <b>Total Rows</b> – the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</li> </ul> |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 42.  | <p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 48.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>  |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| <p>Example of a batch that contains an error.</p>  |  |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
|  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>TMP</td> <td>Tempo</td> </tr> <tr> <td>2 OK</td> <td></td> <td></td> <td></td> <td>2</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-dir (FLSA)</td> </tr> <tr> <td>3 OK</td> <td></td> <td></td> <td></td> <td>3</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>RGS</td> <td>Regula</td> </tr> <tr> <td>4 Error</td> <td></td> <td></td> <td></td> <td>4</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Terminated</td> <td>ALP</td> <td>Annual</td> </tr> </tbody> </table> <p>Below the table, the <b>Row Counts</b> section displays:</p> <ul style="list-style-type: none"> <li>Rows Valid: 3</li> <li>Rows Error: 1</li> <li>Total Rows: 4</li> </ul> |  | Status    | Review Status | Error Msg | Comments   | Seq#     | Empl ID    | Empl Rcd       | Name      | Payroll Status | Earn Code | Description | 1 OK |  |  |  | 1 | [Redacted] | 0 | [Redacted] | Active | TMP | Tempo | 2 OK |  |  |  | 2 | [Redacted] | 0 | [Redacted] | Active | BON | Non-dir (FLSA) | 3 OK |  |  |  | 3 | [Redacted] | 0 | [Redacted] | Active | RGS | Regula | 4 Error |  |  |  | 4 | [Redacted] | 0 | [Redacted] | Terminated | ALP | Annual |
| Status   | Review Status  | Error Msg | Comments      | Seq#      | Empl ID    | Empl Rcd | Name       | Payroll Status | Earn Code | Description    |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 1 OK   |  |           |               | 1         | [Redacted] | 0        | [Redacted] | Active         | TMP       | Tempo          |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 2 OK   |  |           |               | 2         | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-dir (FLSA) |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 3 OK   |  |           |               | 3         | [Redacted] | 0        | [Redacted] | Active         | RGS       | Regula         |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 4 Error  |  |           |               | 4         | [Redacted] | 0        | [Redacted] | Terminated     | ALP       | Annual         |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 43.  | <p>The <b>Status</b> field updates with one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>OK</b> – no errors</li> <li>• <b>Error</b> – issue with the line</li> <li>• The <b>Status</b> field populates with “Error” for all lines containing an error and a <b>Bubble</b> icon populates in the <b>Error Msg</b> field for all lines containing an error</li> </ul>                            |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
|   | <p>If there is an error during validation, the <b>Row Counts</b> section displays the number of lines with an error in the <b>Rows Error</b> field, the <b>Status</b> field populates with “Error” for all lines containing an error, and a bubble populates in the <b>Error Msg</b> field for all lines containing an error.</p>  |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |
| 44.  | <p>Click the <b>Bubble</b> icon in the <b>Error Msg</b> field to view the error message.</p>   |           |               |           |            |          |            |                |           |                |           |             |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |                |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |

| Step | Action   |
|------|--|
|      | <p>The <b>SPOT Review Notes</b> page displays in a pop-up window.</p>  |
| 45.  | <p>Review the <b>Notes</b> field to determine the error.</p>          |
| 46.  | <p>Click the <b>OK</b> button.</p>                                    |



| Step        | Action  |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
|-------------|---|-----------|---------------|-----------|------------|----------|------------|----------------|-----------|----------------|-----------|--------|------|--|--|--|---|------------|---|------------|--------|-----|-------|------|--|--|--|---|------------|---|------------|--------|-----|---------------|------|--|--|--|---|------------|---|------------|--------|-----|--------|---------|--|--|--|---|------------|---|------------|------------|-----|--------|-------------|---|-------------|---|-------------|---|
|             | <p>The Enter Payroll SPOT Trans page redisplay.</p> <div data-bbox="212 373 1463 877"> <table border="1"> <thead> <tr> <th>Status</th> <th>Review Status</th> <th>Error Msg</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Descri</th> </tr> </thead> <tbody> <tr> <td>1 OK</td> <td></td> <td></td> <td></td> <td>1</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>TMP</td> <td>Tempo</td> </tr> <tr> <td>2 OK</td> <td></td> <td></td> <td></td> <td>2</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>BON</td> <td>Non-df (FLSA)</td> </tr> <tr> <td>3 OK</td> <td></td> <td></td> <td></td> <td>3</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Active</td> <td>RGS</td> <td>Regula</td> </tr> <tr> <td>4 Error</td> <td></td> <td></td> <td></td> <td>4</td> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>Terminated</td> <td>ALP</td> <td>Annual</td> </tr> </tbody> </table> <p>Row Counts</p> <table> <tr> <td>Rows Valid:</td> <td>3</td> </tr> <tr> <td>Rows Error:</td> <td>1</td> </tr> <tr> <td>Total Rows:</td> <td>4</td> </tr> </table> </div> | Status    | Review Status | Error Msg | Comments   | Seq#     | Empl ID    | Empl Rcd       | Name      | Payroll Status | Earn Code | Descri | 1 OK |  |  |  | 1 | [REDACTED] | 0 | [REDACTED] | Active | TMP | Tempo | 2 OK |  |  |  | 2 | [REDACTED] | 0 | [REDACTED] | Active | BON | Non-df (FLSA) | 3 OK |  |  |  | 3 | [REDACTED] | 0 | [REDACTED] | Active | RGS | Regula | 4 Error |  |  |  | 4 | [REDACTED] | 0 | [REDACTED] | Terminated | ALP | Annual | Rows Valid: | 3 | Rows Error: | 1 | Total Rows: | 4 |
| Status      | Review Status   | Error Msg | Comments      | Seq#      | Empl ID    | Empl Rcd | Name       | Payroll Status | Earn Code | Descri         |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 1 OK        |   |           |               | 1         | [REDACTED] | 0        | [REDACTED] | Active         | TMP       | Tempo          |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 2 OK        |   |           |               | 2         | [REDACTED] | 0        | [REDACTED] | Active         | BON       | Non-df (FLSA)  |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 3 OK        |   |           |               | 3         | [REDACTED] | 0        | [REDACTED] | Active         | RGS       | Regula         |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 4 Error     |   |           |               | 4         | [REDACTED] | 0        | [REDACTED] | Terminated     | ALP       | Annual         |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| Rows Valid: | 3   |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| Rows Error: | 1   |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| Total Rows: | 4   |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 47.         | Make the correction as applicable.  |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |
| 48.         | <p>Click the <b>Validate</b> button.</p> <div data-bbox="269 1035 850 1100"> </div>   |           |               |           |            |          |            |                |           |                |           |        |      |  |  |  |   |            |   |            |        |     |       |      |  |  |  |   |            |   |            |        |     |               |      |  |  |  |   |            |   |            |        |     |        |         |  |  |  |   |            |   |            |            |     |        |             |   |             |   |             |   |

| Step | Action |
|------|--------|
|------|--------|

The **Enter Payroll SPOT Trans** page redispays and the **Batch Status** updates to “Validated”.

Enter Payroll SPOT Trans

|                  |                                  |              |     |
|------------------|----------------------------------|--------------|-----|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 278 |
| Pay Group        | SM1 Semimonthly Class (SATFR107) | Created By   |     |
| Pay Period End   | 08/09/2024                       | Submitted By |     |
| Transaction Type | Earnings                         | Approved By  |     |
| Batch Status     | Validated                        | Modified By  |     |

**Totals (only for Valid rows)**  
 Total Amt : 2825.00  
 Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

☰ 🔍

| Status | Review Status | Comments | Seq# | Empl ID                       | Empl Rcd | Name | Payroll Status | Earn Code | Description                   |
|--------|---------------|----------|------|-------------------------------|----------|------|----------------|-----------|-------------------------------|
| 1 OK   |               | 🗨        | 1    | <input type="text" value=""/> | 0        |      | Active         | BON       | Non-discretionary Bonu (FLSA) |
| 2 OK   |               | 🗨        | 2    | <input type="text" value=""/> | 0        |      | Terminated     | ALP       | Annual Leave Payout           |
| 3 OK   |               | 🗨        | 3    | <input type="text" value=""/> | 0        |      | Active         | LNP       | Insufficient Leave            |
| 4 OK   |               | 🗨        | 4    | <input type="text" value=""/> | 0        |      | Active         | BON       | Non-discretionary Bonu (FLSA) |
| 5 OK   |               | 🗨        | 5    | <input type="text" value=""/> | 0        |      | Active         | TMP       | Temporary Pay                 |

Validate

Submit

\*\*Total Hours & Amount are updated on Validation

\*\*Valid Row and Error Row Count are updated on Validation

Save

**Row Counts**  
 Rows Valid: 5  
 Rows Error:    
 Total Rows: 5

|          |   |
|----------|---|
| <b>i</b> | All line items in a batch must pass validation before the batch can be submitted for approval. The <b>Submit</b> button is not enabled until all lines are validated successfully.  |
| 49.      | Verify that the <b>Batch Status</b> field updates to “Validated”.<br><div style="border: 2px solid red; padding: 5px; margin: 5px 0; display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid black; padding: 2px;">Batch Status</span> <span>Validated</span> </div>   |
| 50.      | Verify that the <b>Rows Error</b> field is blank indicating that all errors have been corrected.<br><div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <b>Row Counts</b><br/> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; display: flex; justify-content: space-between;"> <span>Rows Valid:</span> <span>5</span> </div> <div style="border: 2px solid red; padding: 2px; margin: 2px 0; display: flex; justify-content: space-between;"> <span>Rows Error:</span> <span> </span> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; display: flex; justify-content: space-between;"> <span>Total Rows:</span> <span>5</span> </div> </div> |

| Step | Action   |
|------|--|
| 51.  | Click the <b>Submit</b> button to submit the batch for review.<br><div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 5px;">Validate</div> <div style="border: 2px solid red; padding: 5px 15px; border-radius: 5px;">Submit</div> </div> </div> |

A **Submit Confirmation** message displays in a pop-up window.

Are you sure you want to submit the Batch? (25200,36)

Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?

OK

Cancel

|     |   |
|-----|---|
| 52. | Click the <b>OK</b> button.<br><div style="border: 2px solid red; padding: 5px; margin: 10px 0; text-align: center;"> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 5px;">OK</div> </div> |
|-----|---|

The **Enter Payroll SPOT Trans** page refreshes.

**Enter Payroll SPOT Trans**

Company: DLI Dept of Labor and Industry      Batch Id: 278

Pay Group: SM1 Semimonthly Class (SATFR107)      Created By: [Redacted]

Pay Period End: 08/09/2024      Submitted By: [Redacted]

Transaction Type: Earnings      Approved By: [Redacted]

Batch Status: Submitted      Modified By: [Redacted]

**Totals (only for Valid rows)**

Total Amt : 2825.00

Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

|   | Status | Review Status | Comments | Seq# | Empl ID    | Empl Rcd | Name       | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|---|--------|---------------|----------|------|------------|----------|------------|----------------|-----------|--------------------------------|----------------|
| 1 | OK     |               |          | 1    | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 2 | OK     |               |          | 2    | [Redacted] | 0        | [Redacted] | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 3 | OK     |               |          | 3    | [Redacted] | 0        | [Redacted] | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4 | OK     |               |          | 4    | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 5 | OK     |               |          | 5    | [Redacted] | 0        | [Redacted] | Active         | TMP       | Temporary Pay                  | 07/10/2024     |

Validate      Submit

\*\*Total Hours & Amount are updated on Validation

\*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**

Rows Valid: 5

Rows Error: 0

Total Rows: 5

Save

|     |  |
|-----|--|
| 53. | Verify that the <b>Batch Status</b> field updates to “Submitted”.<br><div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px 15px;">Batch Status</div> <div style="border: 1px solid gray; padding: 5px 15px;">Submitted</div> </div> |
|-----|--|

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 54.         | Verify that the <b>Submitted By</b> field updates as appropriate with the User's ID.<br> |

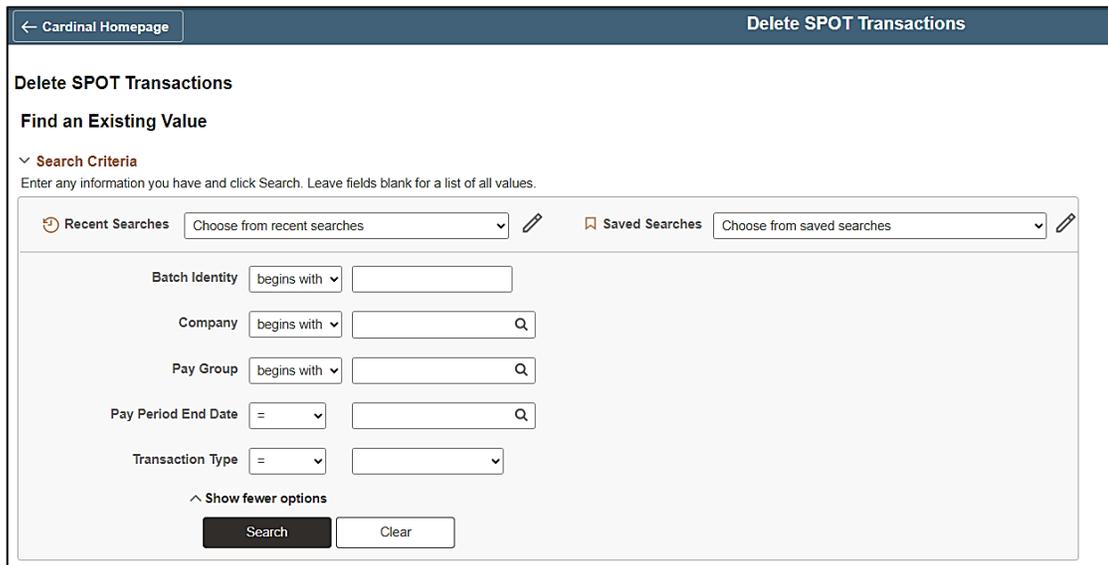
**Deleting a SPOT Batch**

Payroll Administrators can delete SPOT batches that have not been closed. When a batch is deleted, all transactions within the batch are deleted and will not process. Once a batch is deleted, it cannot be undone.

**Note:** To delete specific transaction(s) in a batch, utilize the **Delete a Row** icon.

| Step | Action  |
|------|---|
| 1.   | Navigate to the <b>Delete SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Delete SPOT Transactions</b> |

The **Delete SPOT Transactions Find an Existing Value Search** page displays.



The screenshot shows the 'Delete SPOT Transactions' page with the following search criteria fields:

- Recent Searches: Choose from recent searches
- Saved Searches: Choose from saved searches
- Batch Identity: begins with [text input]
- Company: begins with [text input] [Q icon]
- Pay Group: begins with [text input] [Q icon]
- Pay Period End Date: [=] [text input] [Q icon]
- Transaction Type: [=] [dropdown menu]

Buttons: Search, Clear



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

|    |   |
|----|---|
| 2. | Enter the SPOT Batch Number in the <b>Batch Identity</b> field.<br>                    |
| 3. | Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.<br> |

| Step | Action                          |
|------|---------------------------------|
| 4.   | Click the <b>Search</b> button. |

Search

Clear

The **Delete Payroll SPOT Trans** page displays for the applicable batch.

Delete Payroll SPOT Trans

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 270 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 07/24/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Created                          |              |     |  |

**Totals (only for Valid rows)**  

Total Amt :

Total Hrs :

View Supporting Documents

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| 1      |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/10/2023     |
| 2      |          | 2    |         | 0        |      | Terminated     | AGY       | Misc Agency Specific Pay       | 07/10/2023     |
| 3      |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/10/2023     |
| 4      |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/10/2023     |
| 5      |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 06/25/2023     |

Delete Batch

Return to Search

|    |                                       |
|----|---------------------------------------|
| 5. | Click the <b>Delete Batch</b> button. |
|----|---------------------------------------|

Delete Batch

The **Delete Batch** confirmation message displays in a pop-up window.

Are you sure you want to delete the Batch? (25200,38)

Once Batch is deleted it can not be opened or edited again. Are you sure you want to Delete the batch?

OK

Cancel

|    |   |
|----|---|
| 6. | Click the <b>OK</b> button to delete the batch. |
|----|---|

OK

Cancel

| Step | Action |
|------|--------|
|------|--------|

The **Delete SPOT Transactions Find an Existing Value Search** page redisplay with the **Batch Identity** and **Company** fields populated with the deleted values.

**Delete SPOT Transactions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**▼ Search Criteria**

Batch Identity

Company

Pay Group

Pay Period End Date

Transaction Type

Limit the number of results to (up to 300):

[Basic Search](#)



The Batch is deleted and cannot be reopened or edited.

Deleted SPOT Transactions can be viewed on the **SPOT Online Query**. For details on the **SPOT Online Query (V\_PY\_SPOT\_TRANS\_RPT)**, see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**.

If a transaction in a deleted batch needs to be processed, it will need to be entered in a new batch.

## Approving SPOT Transactions Overview

Each Agency designates at least one person as the SPOT Approver to review and approve, deny or send back SPOT transactions. Approvers cannot submit or approve their own transactions, and employees cannot submit or approve their own payroll entries.

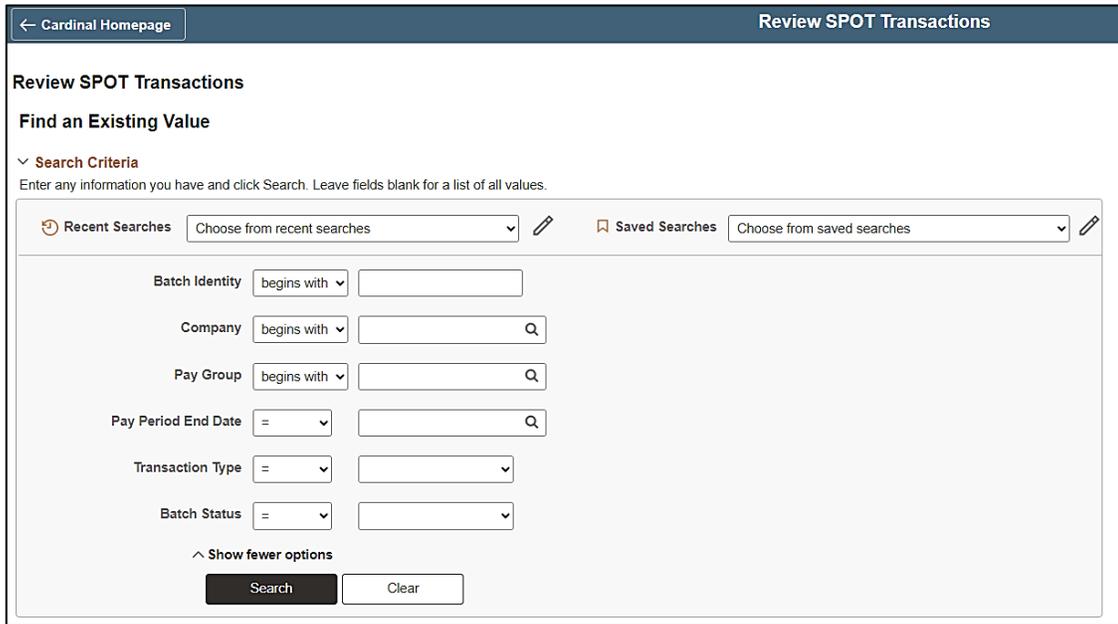
SPOT Approvers can take the following actions on the SPOT transactions within the batch:

- **Approve:** Approved SPOT transactions are loaded to employee paysheets for processing once the batch is Closed.
- **Deny:** Denied transactions will not load to employee's paysheets. When a transaction is marked as denied, it cannot be updated. If the transaction needs to be processed, it must be entered in a new batch. SPOT Approvers should include comments for transactions that are denied for tracking and audit purposes.
- **Send Back:** Transactions that require updates will be sent back to the Payroll Administrator for review and correction. These transactions are not marked as Approved or Denied. The SPOT Approver should enter comments indicating the required revision. When a batch contains these types of transactions, the batch cannot be Closed. The batch will be sent back to the Payroll Administrator so that those transactions can be modified and resubmitted for approval. When batches are sent back, the only transactions that can be updated are those not marked as Approved or Denied. SPOT transactions that are sent back do not generate an email, therefore Payroll Administrators should use the SPOT Online Query to identify batches that require updates.

This section of the Job Aid will walk through the approval process and the options noted above.

| Step | Action  |
|------|---|
| 1.   | Navigate to the <b>Review SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Review SPOT Transactions</b> |

The **Review SPOT Transactions Find an Existing Value Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

| Step  | Action  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
|---|---|--------|--------------|-----------------------|------------------------------|----------------|----------------------------------|------------------|-----------------------------------|----------------------------|--|--------------------------|--|---------------------|--|
|    | <p>Enter the applicable/known search criteria to find the appropriate batch. The search options include the following:</p> <table border="1" data-bbox="337 407 1362 1205"> <thead> <tr> <th data-bbox="337 407 651 470">Fields</th> <th data-bbox="651 407 1362 470">Descriptions</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 470 651 533"><b>Batch Identity</b></td> <td data-bbox="651 470 1362 533">Number assigned to the Batch</td> </tr> <tr> <td data-bbox="337 533 651 596"><b>Company</b></td> <td data-bbox="651 533 1362 596">The three-character company code</td> </tr> <tr> <td data-bbox="337 596 651 659"><b>Pay Group</b></td> <td data-bbox="651 596 1362 659">Pay group options for the Company</td> </tr> <tr> <td data-bbox="337 659 651 764"><b>Pay Period End Date</b></td> <td data-bbox="651 659 1362 764">Select the pay period end date for the batch you want to approve</td> </tr> <tr> <td data-bbox="337 764 651 869"><b>Transaction Types</b></td> <td data-bbox="651 764 1362 869">           Select the appropriate option:           <ul style="list-style-type: none"> <li>• <b>Earnings</b></li> <li>• <b>Deduction</b></li> </ul> </td> </tr> <tr> <td data-bbox="337 869 651 1205"><b>Batch Status</b></td> <td data-bbox="651 869 1362 1205">           Options include:           <ul style="list-style-type: none"> <li>• <b>Closed</b></li> <li>• <b>Created</b></li> <li>• <b>Deleted</b></li> <li>• <b>In Review</b></li> <li>• <b>Modified After Validation</b></li> <li>• <b>New</b></li> <li>• <b>Submitted</b></li> <li>• <b>Validated</b></li> </ul> </td> </tr> </tbody> </table> | Fields | Descriptions | <b>Batch Identity</b> | Number assigned to the Batch | <b>Company</b> | The three-character company code | <b>Pay Group</b> | Pay group options for the Company | <b>Pay Period End Date</b> | Select the pay period end date for the batch you want to approve | <b>Transaction Types</b> | Select the appropriate option: <ul style="list-style-type: none"> <li>• <b>Earnings</b></li> <li>• <b>Deduction</b></li> </ul> | <b>Batch Status</b> | Options include: <ul style="list-style-type: none"> <li>• <b>Closed</b></li> <li>• <b>Created</b></li> <li>• <b>Deleted</b></li> <li>• <b>In Review</b></li> <li>• <b>Modified After Validation</b></li> <li>• <b>New</b></li> <li>• <b>Submitted</b></li> <li>• <b>Validated</b></li> </ul> |
| Fields  | Descriptions  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Batch Identity</b>   | Number assigned to the Batch  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Company</b>  | The three-character company code  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Pay Group</b>  | Pay group options for the Company   |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Pay Period End Date</b>  | Select the pay period end date for the batch you want to approve  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Transaction Types</b>  | Select the appropriate option: <ul style="list-style-type: none"> <li>• <b>Earnings</b></li> <li>• <b>Deduction</b></li> </ul>  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| <b>Batch Status</b>   | Options include: <ul style="list-style-type: none"> <li>• <b>Closed</b></li> <li>• <b>Created</b></li> <li>• <b>Deleted</b></li> <li>• <b>In Review</b></li> <li>• <b>Modified After Validation</b></li> <li>• <b>New</b></li> <li>• <b>Submitted</b></li> <li>• <b>Validated</b></li> </ul>  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
|  | <p>Entering a specific <b>Batch Identity</b> number opens only that specific batch.<br/>         Leaving the <b>Batch Identity</b> field blank brings in all batches that meet the remaining search criteria.</p>   |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| 2.  | <p>Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.</p> <div data-bbox="256 1423 613 1507" style="border: 1px solid black; padding: 5px;"> <span>*Company</span> <input style="border: 1px solid red;" type="text"/>  </div>   |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| 3.  | <p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p> <div data-bbox="256 1600 646 1684" style="border: 1px solid black; padding: 5px;"> <span>*Pay Group</span> <input style="border: 1px solid red;" type="text"/>  </div>   |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |
| 4.  | <p>Click the <b>Pay Period End Date Calendar</b> icon and select the applicable pay period end date.</p> <div data-bbox="263 1768 880 1852" style="border: 1px solid black; padding: 5px;"> <span>*Pay Period End Date</span> <input style="border: 1px solid red;" type="text"/>  </div>  |        |              |                       |                              |                |                                  |                  |                                   |                            |  |                          |  |                     |  |

| Step  | Action  |
|---|---|
| 5.  | Click the <b>Batch Status</b> dropdown button and select "Submitted".<br> |
| 6.  | Click the <b>Search</b> button.<br>  |
|  | If only one batch meets the search criteria, the <b>Review Payroll SPOT Trans</b> page displays.  |

The **Review Payroll SPOT Trans** page displays for the selected batch.

**Review Payroll SPOT Trans**

|                  |                                  |              |            |
|------------------|----------------------------------|--------------|------------|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 274        |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   | [Redacted] |
| Pay Period End   | 08/09/2024                       | Submitted By | [Redacted] |
| Transaction Type | Earnings                         | Approved By  | [Redacted] |
| Batch Status     | Submitted                        |              |            |

**Totals (only for Valid rows)**

|             |         |
|-------------|---------|
| Total Amt : | 2825.00 |
| Total Hrs : | 5.00    |

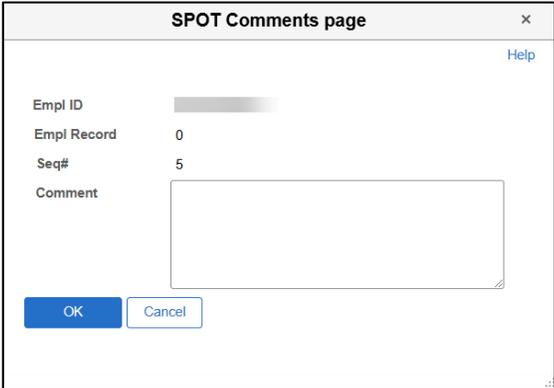
[View Supporting Documents](#)    [Send Back](#)    [Close Batch](#)    Process Monitor

| Approve                  | Deny                     | Comments | Seq# | Empl ID    | Empl Red | Name       | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|--------------------------|--------------------------|----------|------|------------|----------|------------|----------------|-----------|--------------------------------|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> |          | 5    | [Redacted] | 0        | [Redacted] | Active         | TMP       | Temporary Pay                  | 07/10/2024     |
| <input type="checkbox"/> | <input type="checkbox"/> |          | 4    | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| <input type="checkbox"/> | <input type="checkbox"/> |          | 3    | [Redacted] | 0        | [Redacted] | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| <input type="checkbox"/> | <input type="checkbox"/> |          | 2    | [Redacted] | 0        | [Redacted] | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| <input type="checkbox"/> | <input type="checkbox"/> |          | 1    | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |

[Approve All](#)    [Deny All](#)

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)

|    |   |
|----|---|
| 7. | Review each of the entries in the batch.  |
| 8. | Take the appropriate action for each entry using one of the following options: <ul style="list-style-type: none"> <li>• <b>Approve</b> - Click the <b>Approve</b> checkbox option next to individual transactions to approve them</li> <li>• <b>Deny</b> - Click the <b>Deny</b> checkbox option next to individual transactions to deny them. When denying an individual transaction, enter a comment to note why for tracking and audit purposes</li> <li>• <b>Send Back</b> - To send back an individual transaction, leave the <b>Approve</b> and <b>Deny</b> checkbox options unchecked</li> </ul> |

| Step  | Action  |
|---|---|
|    | SPOT Approvers cannot edit SPOT transactions.   |
| 9.  | To add a comment, click the <b>Comments</b> icon for the specific transaction.<br>   |
|    | Cardinal does not require a comment, but comments are strongly recommended for audit purposes.  |
| <p>The <b>SPOT Comments page</b> displays in a pop-up window.</p>  |   |
| 10.   | Enter the applicable comment for the transaction in the <b>Comment</b> field.<br> |
| 11.   | Click the <b>OK</b> button.<br>  |



| Step | Action |
|------|--------|
|------|--------|

The Review Payroll SPOT Trans page redispays.

**Review Payroll SPOT Trans**

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 274 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | In Review                        |              |     |  |

**Totals (only for Valid rows)**

Total Amt : 2825.00

Total Hrs : 5.00

View Supporting Documents
Send Back
Close Batch
Process Monitor

|   | Approve                             | Deny                                | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | E  |
|---|-------------------------------------|-------------------------------------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|----|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     | 07 |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     | 08 |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     | 08 |
| 4 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     | 08 |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     | 08 |

Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

12. Choose the appropriate action for the batch:

- “Close Batch” - Go to the section in this Job Aid titled [Closing a SPOT Batch](#)
- “Send Back” - Go to the section in this Job Aid titled [Sending Back a SPOT Batch](#)



Closing a SPOT Batch

Once all transactions in a batch have been reviewed and either approved or denied, the approver must close the batch for it to be picked up by the SPOT Load to Payroll process. This section covers the process to close a SPOT batch.

| Step | Action   |
|------|--|
|      | <p>The <b>Review Payroll SPOT Trans</b> page.</p> <p>The screenshot shows the 'Review Payroll SPOT Trans' page. At the top, there is a summary of the batch: Company (DLI - Dept of Labor and Industry), Pay Group (SM1 - Semimonthly Class (SATFRI07)), Pay Period End (08/09/2024), Transaction Type (Earnings), and Batch Status (In Review). The Batch ID is 274. A 'Totals (only for Valid rows)' box shows Total Amt: 2825.00 and Total Hrs: 5.00. Below the summary are buttons for 'View Supporting Documents', 'Send Back', 'Close Batch', and 'Process Monitor'. A table of transactions is displayed with columns for Approve, Deny, Comments, Seq#, Empl ID, Empl Rcd, Name, Payroll Status, Earn Code, Description, and Earns Begin Dt. The table contains 5 rows of transactions. Below the table are buttons for 'Approve All', 'Deny All', 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p> |
| 1.   | Verify that all transactions in the batch have been approved or denied.  |
| 2.   | <p>Close the <b>Close Batch</b> button.</p> <p>The screenshot shows the 'Close Batch' button highlighted with a red border in the interface, next to 'Send Back' and 'Process Monitor' buttons.</p>  |
|      | <p>A <b>Confirmation</b> message displays in a pop-up window.</p> <p>The screenshot shows a confirmation pop-up window with the text: 'Are you sure you want to close the Batch? (25200,37)'. Below this is a message: 'Once Batch is closed it can not be reviewed or edited again. All Approved transactions will be posted to NA Payroll. Are you sure you want to Close the batch?'. At the bottom of the window are 'OK' and 'Cancel' buttons.</p>  |

| Step  | Action  |
|---|---|
|  | <p>If a user tries to close a batch and all the transactions have not been approved or denied, a message displays indicating that “Some transactions are neither accepted nor denied. All transactions must be reviewed and can be accepted or denied”.</p> <p>The user will have to click the <b>OK</b> button on this message then go back and approve or deny any transaction that may have been missed.</p> |
| 3.  | <p>Click the <b>OK</b> button.</p>   |
|  | A batch cannot be edited after it has been closed.  |

The **Review SPOT Trans** page refreshes.

**Review Payroll SPOT Trans**

|                  |                                  |              |     |  |  |
|------------------|----------------------------------|--------------|-----|--|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 274 |  |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |  |
| Transaction Type | Earnings                         | Approved By  |     |  |  |
| Batch Status     | Closed                           |              |     |  |  |

**Totals (only for Valid rows)**

|             |         |
|-------------|---------|
| Total Amt : | 2825.00 |
| Total Hrs : | 5.00    |

View Supporting Documents    Send Back    Close Batch    Process Monitor    Instance    3418948

|   | Approve                             | Deny                                | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|---|-------------------------------------|-------------------------------------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |

Approve All    Deny All

Save    Return to Search    Previous in List    Next in List

|   |  |
|---|--|
| 4.  | <p>Verify that the <b>Batch Status</b> field displays “Closed”.</p>   |
|  | <p>Once a batch is Closed, it becomes read-only.</p> <ul style="list-style-type: none"> <li>• Only “Approved” transactions within the batch are sent to Payroll for processing</li> <li>• Denied lines are excluded</li> </ul> |

| Step  | Action  |
|---|---|
| 5.  | Verify that the <b>Approved By</b> field updates with the appropriate information.<br>   |
|  | <p>Only the approved transactions will load to payroll during the next SPOT Load to Payroll process.</p> <p>Denied SPOT Transactions can be viewed on the <b>SPOT Online Query</b>. For details on the <b>SPOT Online Query (V_PY_SPOT_TRANS_RPT)</b>, see the <b>Cardinal HCM Payroll Reports Catalog</b> located on the Cardinal website under <b>Resources</b>.</p> <p>If a transaction in a closed batch was “denied” and needs to be processed, it will need to be entered in a new batch.</p> |

**Sending Back a SPOT Batch**

This section of the job aid covers the process to Send Back a batch to the Payroll Administrator so that updates can be made.

| Step | Action |
|------|--------|
|------|--------|

The **Review Payroll SPOT Trans** page.

Review Payroll SPOT Trans

|                  |                                  |              |     |
|------------------|----------------------------------|--------------|-----|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 275 |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |
| Pay Period End   | 08/09/2024                       | Submitted By |     |
| Transaction Type | Earnings                         | Approved By  |     |
| Batch Status     | In Review                        |              |     |

**Totals (only for Valid rows)**  
 Total Amt : 2825.00  
 Total Hrs : 5.00

View Supporting Documents
Send Back
Close Batch
Process Monitor

| Approve                             | Deny                     | Comments  | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|-------------------------------------|--------------------------|---|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |    | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |    | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |   | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| <input type="checkbox"/>            | <input type="checkbox"/> |  | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |  | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |

Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

1. Do not click the “Approve” or “Deny” checkbox option for any transaction that requires updating.

2. Click the **Comments** icon for the applicable transaction(s).



The **SPOT Comments** page displays in a pop-up window.

SPOT Comments page x

[Help](#)

|             |  |
|-------------|--|
| Empl ID     | [Redacted]   |
| Empl Record | 0  |
| Seq#        | 4  |
| Comment     | <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> |

OK
Cancel



| Step | Action  |
|------|---|
| 3.   | Enter comments regarding what needs to be updated for the transaction in the <b>Comment</b> field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Comment <span style="border: 2px solid red; display: inline-block; width: 300px; height: 60px; vertical-align: middle;"></span> </div>                |
| 4.   | Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; margin-right: 10px;">OK</span> <span style="border: 1px solid black; padding: 5px 15px; background-color: #e0e0e0;">Cancel</span> </div> |

The **Review Payroll SPOT Trans** page redisplay.

Review Payroll SPOT Trans

|   |                          |  |
|---|--------------------------|--|
| Company: DLI Dept of Labor and Industry     | Batch Id: 275            | <b>Totals (only for Valid rows)</b><br>Total Amt : 2825.00<br>Total Hrs : 5.00 |
| Pay Group: SM1 Semimonthly Class (SATFR107) | Created By: [Redacted]   |  |
| Pay Period End: 08/09/2024                  | Submitted By: [Redacted] |  |
| Transaction Type: Earnings                  | Approved By:             |  |
| Batch Status: In Review                     |                          |  |

View Supporting Documents
Send Back
Close Batch
Process Monitor

|   | Approve                             | Deny                     | Comments | Seq# | Empl ID    | Empl Recd | Name       | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|---|-------------------------------------|--------------------------|----------|------|------------|-----------|------------|----------------|-----------|--------------------------------|----------------|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          | 5    | [Redacted] | 0         | [Redacted] | Active         | TMP       | Temporary Pay                  | 07/10/2024     |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          | 4    | [Redacted] | 0         | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          | 3    | [Redacted] | 0         | [Redacted] | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4 | <input type="checkbox"/>            | <input type="checkbox"/> |          | 2    | [Redacted] | 0         | [Redacted] | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          | 1    | [Redacted] | 0         | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |

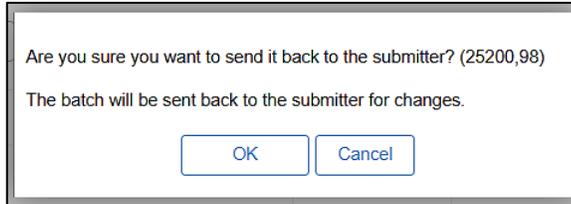
Approve All
Deny All

Save
Return to Search
Previous in List
Next in List

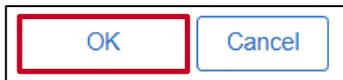
|    |   |
|----|---|
| 5. | Click the <b>Send Back</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #e0e0e0; margin-right: 10px;">Send Back</span> <span style="border: 1px solid black; padding: 5px 15px; background-color: #e0e0e0; margin-right: 10px;">Close Batch</span> <span style="color: #0056b3; font-size: small;">Process Monitor</span> </div> |
|----|---|

| Step | Action |
|------|--------|
|------|--------|

A **Confirmation** message displays in a pop-up window.



6. Click the **OK** button.



The **Review Payroll SPOT Trans** page refreshes.

Review Payroll SPOT Trans

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 275 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Sent Back to Submitter           |              |     |  |

| Totals (only for Valid rows) |         |
|------------------------------|---------|
| Total Amt :                  | 2825.00 |
| Total Hrs :                  | 5.00    |

View Supporting Documents

Send Back

Close Batch

Process Monitor

☰

Q

|   | Approve                             | Deny                     | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt |
|---|-------------------------------------|--------------------------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 💬        | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  | 07/10/2024     |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 💬        | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 💬        | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             | 07/25/2024     |
| 4 | <input type="checkbox"/>            | <input type="checkbox"/> | 💬        | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            | 07/25/2024     |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 💬        | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) | 07/25/2024     |

Approve All

Deny All

Save

Return to Search

Previous in List

Next in List

7. Verify the **Batch Status** field updates to “Sent Back to Submitter”.



**Batch Status**                      Sent Back to Submitter

8. Verify the **Approved By** field is blank.



**Approved By**

9. The Batch is sent back to the Payroll Administrator that entered it so updates can be made.

Rev 12/8/2025

Page 71 of 120

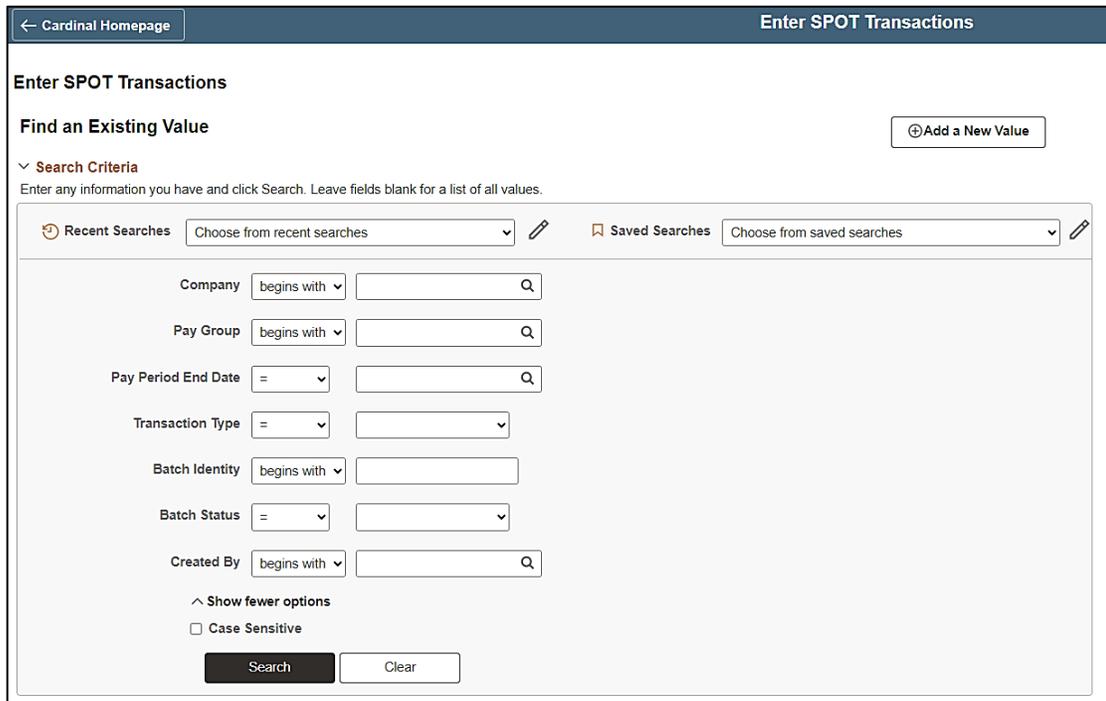
**Reviewing Batches Sent Back by the Approver**

After a SPOT Approver has taken action on a Batch, the Payroll Administrator can review the Batch.

- If a SPOT transaction was denied and needs to be processed, it will need to be entered in a new Batch.
- If a SPOT transaction was sent back for revisions, the entire Batch is sent back. The Payroll Administrator will need to review the comments, make the necessary updates, and resubmit the batch for approval.

| Step | Action   |
|------|--|
| 1.   | To review a batch, navigate to the <b>Enter SPOT Transactions</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b> |

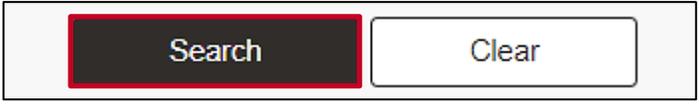
The **Enter SPOT Transactions Find an Existing Value Search** page displays.



The screenshot shows the 'Enter SPOT Transactions' interface. At the top, there is a navigation bar with '← Cardinal Homepage' and 'Enter SPOT Transactions'. Below this, the page title 'Enter SPOT Transactions' is followed by the sub-section 'Find an Existing Value' and a button '⊕ Add a New Value'. A section titled 'Search Criteria' includes the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains several fields: 'Company' (begins with), 'Pay Group' (begins with), 'Pay Period End Date' (=), 'Transaction Type' (=), 'Batch Identity' (begins with), 'Batch Status' (=), and 'Created By' (begins with). At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons.

|   |   |
|---|---|
|  | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> . |
|---|---|

|    |  |
|----|--|
| 2. | Enter the appropriate data in the corresponding <b>Search Criteria</b> fields.<br>For this scenario, the <b>Company</b> and <b>Batch Status</b> fields are used. |
|----|--|

| Step | Action   |
|------|--|
| 3.   | Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.<br>  |
| 4.   | Click the <b>Batch Status</b> dropdown button and select "Sent Back to Submitter".<br> |
| 5.   | Click the <b>Search</b> button.<br>   |

The **Enter Payroll SPOT Trans** page displays for the applicable batch.

Enter Payroll SPOT Trans

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 275 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Sent Back to Submitter           | Modified By  |     |  |

**Totals (only for Valid rows)**  

|             |         |
|-------------|---------|
| Total Amt : | 2825.00 |
| Total Hrs : | 5.00    |

Attach Files
Upload Files
Process Monitor

| Approve                             | Deny                     | Status | Error Msg | Comments | Seq# | Empl ID                       | Empl Rcd                       | Name | Payroll Status | Earn Code | Description                    |
|-------------------------------------|--------------------------|--------|-----------|----------|------|-------------------------------|--------------------------------|------|----------------|-----------|--------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 1    |                               | 0                              |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| <input type="checkbox"/>            | <input type="checkbox"/> | OK     |           |          | 2    | <input type="text" value=""/> | <input type="text" value="0"/> |      | Terminated     | ALP       | Annual Leave Payout            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 3    |                               | 0                              |      | Active         | LNP       | Insufficient Leave             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 4    |                               | 0                              |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 5    |                               | 0                              |      | Active         | TMP       | Temporary Pay                  |

Validate
Submit

\*\*Total Hours & Amount are updated on Validation  
\*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**  

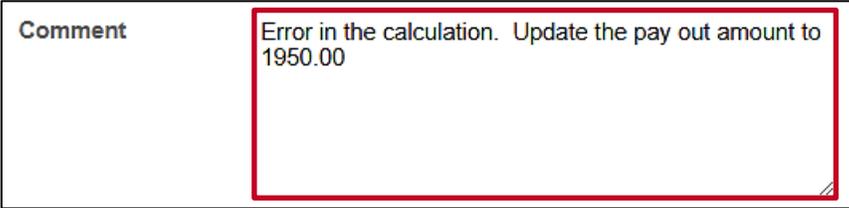
|             |   |
|-------------|---|
| Rows Valid: | 5 |
| Rows Error: |   |
| Total Rows: | 5 |

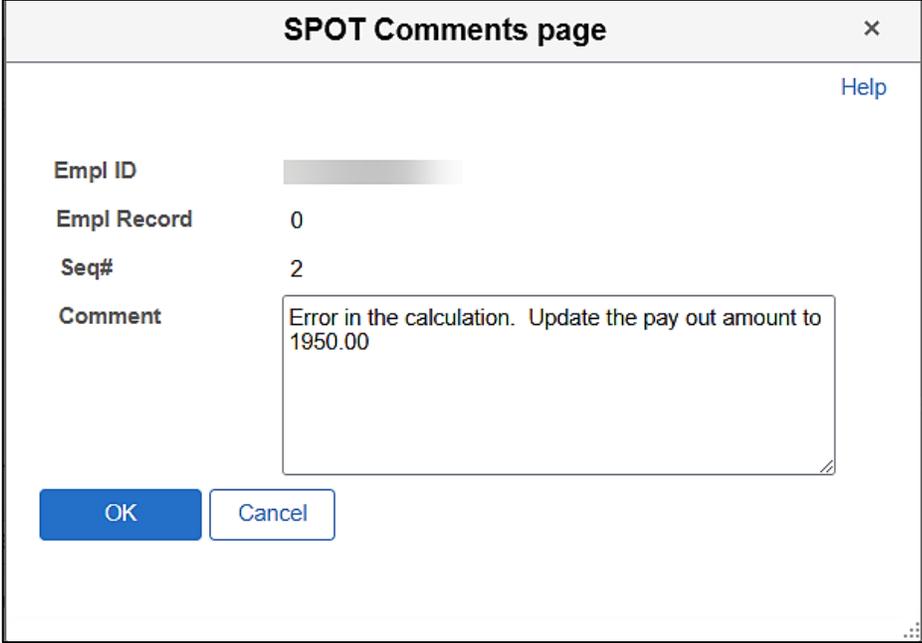
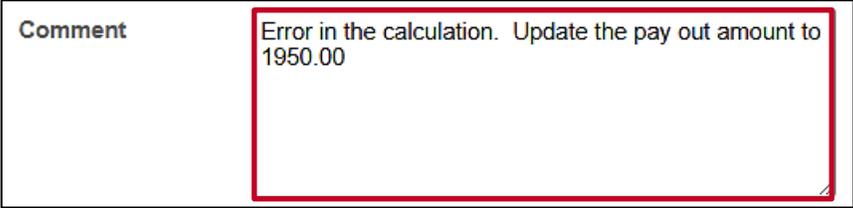
Save
Return to Search

6. An Error Message (**Bubble** icon) displays on the line for transactions that require revision.



Transactions that have been marked as approved or denied by the approver cannot be edited.

| Step  | Action   |         |            |             |   |      |   |         |   |
|---|--|---------|------------|-------------|---|------|---|---------|---|
| 7.  | Click the <b>Comments</b> icon for the transaction that requires updates.<br> |         |            |             |   |      |   |         |   |
| <p>The <b>SPOT Comments</b> page displays in a pop-up window.</p> <div data-bbox="375 537 1297 1180" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>SPOT Comments page</b> <span style="float: right;">×</span></p> <p style="text-align: right; margin: 0;"><a href="#">Help</a></p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Empl ID</td> <td style="padding: 5px;">██████████</td> </tr> <tr> <td style="padding: 5px;">Empl Record</td> <td style="padding: 5px;">0</td> </tr> <tr> <td style="padding: 5px;">Seq#</td> <td style="padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Comment</td> <td style="padding: 5px;"> <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">           Error in the calculation. Update the pay out amount to 1950.00         </div> </td> </tr> </table> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> |  | Empl ID | ██████████ | Empl Record | 0 | Seq# | 2 | Comment | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">           Error in the calculation. Update the pay out amount to 1950.00         </div> |
| Empl ID   | ██████████   |         |            |             |   |      |   |         |   |
| Empl Record   | 0  |         |            |             |   |      |   |         |   |
| Seq#  | 2  |         |            |             |   |      |   |         |   |
| Comment   | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">           Error in the calculation. Update the pay out amount to 1950.00         </div>  |         |            |             |   |      |   |         |   |
| 8.  | Review the comments in the <b>Comment</b> field.<br>                       |         |            |             |   |      |   |         |   |
| 9.  | Click the <b>OK</b> button.<br>   |         |            |             |   |      |   |         |   |
| 10.   | Make the update(s) as applicable.  |         |            |             |   |      |   |         |   |
| 11.   | Click the <b>Comment</b> icon.<br>  |         |            |             |   |      |   |         |   |

| Step  | Action  |
|---|---|
|   | <p>The <b>SPOT Comments</b> page redispays in a pop-up window.</p>   |
| 12.   | <p>Enter comments below any existing comments, as applicable, regarding the update(s) in the <b>Comment</b> field.</p>  |
|  | <p>Do not overwrite existing comments in this field as it is open and does not lock down comments.</p>  |
| 13.   | <p>Click the <b>OK</b> button.</p>   |



| Step | Action |
|------|--------|
|------|--------|

The Enter Payroll SPOT Trans page redispays.

Enter Payroll SPOT Trans

|                  |                                  |              |     |  |
|------------------|----------------------------------|--------------|-----|--|
| Company          | DLI Dept of Labor and Industry   | Batch Id     | 275 |  |
| Pay Group        | SM1 Semimonthly Class (SATFRI07) | Created By   |     |  |
| Pay Period End   | 08/09/2024                       | Submitted By |     |  |
| Transaction Type | Earnings                         | Approved By  |     |  |
| Batch Status     | Sent Back to Submitter           | Modified By  |     |  |

**Totals (only for Valid rows)**  
 Total Amt : 2825.00  
 Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

|   | Approve                             | Deny                     | Status | Error Msg | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    |
|---|-------------------------------------|--------------------------|--------|-----------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| 2 | <input type="checkbox"/>            | <input type="checkbox"/> | OK     |           |          | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     |           |          | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  |

Validate

Submit

**Row Counts**  
 Rows Valid: 5  
 Rows Error: 0  
 Total Rows: 5

Save

Return to Search

14. Click the **Validate** button.

Validate

Submit

Rev 12/8/2025

Page 76 of 120

| Step | Action |
|------|--------|
|------|--------|

The **Enter Payroll SPOT Trans** page refreshes.

Enter Payroll SPOT Trans

|                  |                                 |              |     |
|------------------|---------------------------------|--------------|-----|
| Company          | DLI Dept of Labor and Industry  | Batch Id     | 275 |
| Pay Group        | SM1 Semimonthly Class (SATFRID) | Created By   |     |
| Pay Period End   | 08/09/2024                      | Submitted By |     |
| Transaction Type | Earnings                        | Approved By  |     |
| Batch Status     | Validated                       | Modified By  |     |

**Totals (only for Valid rows)**  

|             |         |
|-------------|---------|
| Total Amt : | 3525.00 |
| Total Hrs : | 5.00    |

Attach Files
Upload Files
Process Monitor

| Approve                               | Deny                     | Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    |
|---------------------------------------|--------------------------|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|
| 1 <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     | ⊙        | 1    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| 2 <input type="checkbox"/>            | <input type="checkbox"/> | OK     | ⊙        | 2    |         | 0        |      | Terminated     | ALP       | Annual Leave Payout            |
| 3 <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     | ⊙        | 3    |         | 0        |      | Active         | LNP       | Insufficient Leave             |
| 4 <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     | ⊙        | 4    |         | 0        |      | Active         | BON       | Non-discretionary Bonus (FLSA) |
| 5 <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK     | ⊙        | 5    |         | 0        |      | Active         | TMP       | Temporary Pay                  |

Validate
Submit

\*\*Total Hours & Amount are updated on Validation  
 \*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**  

|             |   |
|-------------|---|
| Rows Valid: | 5 |
| Rows Error: | 0 |
| Total Rows: | 5 |

Save
Return to Search

15. Verify that the **Batch Status** field updates to “Validated”.

**Batch Status**
Validated

16. Verify that the **Row Counts, Rows Error** field does not display any row errors.

**Row Counts**

|             |   |
|-------------|---|
| Rows Valid: | 5 |
| Rows Error: | 0 |
| Total Rows: | 5 |

17. Click the **Submit** button.

Validate

Submit

The **Submit Confirmation** message displays in a pop-up window.

Are you sure you want to submit the Batch? (25200,36)

Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?

OK

Cancel

| Step  | Action   |         |          |        |            |          |            |                |           |                                |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
|---|--|---------|----------|--------|------------|----------|------------|----------------|-----------|--------------------------------|-----------|-------------|-------------------------------------|--------------------------|----|--|---|------------|---|------------|--------|-----|--------------------------------|--------------------------|--------------------------|----|--|---|------------|---|------------|------------|-----|---------------------|-------------------------------------|--------------------------|----|--|---|------------|---|------------|--------|-----|--------------------|-------------------------------------|--------------------------|----|--|---|------------|---|------------|--------|-----|--------------------------------|-------------------------------------|--------------------------|----|--|---|------------|---|------------|--------|-----|---------------|
| 18.   | Click the <b>OK</b> button. <div data-bbox="269 386 581 464" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px;">OK</div> <div style="border: 1px solid blue; padding: 2px 10px;">Cancel</div> </div> </div>  |         |          |        |            |          |            |                |           |                                |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
|   | <p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> <div data-bbox="334 560 1338 1169" style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p><b>Enter Payroll SPOT Trans</b></p> <p>Company: DLI Dept of Labor and Industry      Batch Id: 275</p> <p>Pay Group: SM1 Semimonthly Class (SATFR107)      Created By: [Redacted]</p> <p>Pay Period End: 08/09/2024      Submitted By: [Redacted]</p> <p>Transaction Type: Earnings      Approved By: [Redacted]</p> <p>Batch Status: Submitted      Modified By: [Redacted]</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Totals (only for Valid rows)</b></p> <p>Total Amt : 3525.00</p> <p>Total Hrs : 5.00</p> </div> </div> </div> <div style="padding: 5px 0 5px 20px;"> <p>Attach Files      Upload Files      Process Monitor</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Approve</th> <th>Deny</th> <th>Status</th> <th>Comments</th> <th>Seq#</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Payroll Status</th> <th>Earn Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>1</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>2</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Terminated</td> <td>ALP</td> <td>Annual Leave Payout</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>3</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>LNP</td> <td>Insufficient Leave</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>4</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>BON</td> <td>Non-discretionary Bonus (FLSA)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>OK</td> <td></td> <td>5</td> <td>[Redacted]</td> <td>0</td> <td>[Redacted]</td> <td>Active</td> <td>TMP</td> <td>Temporary Pay</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Validate      Submit</p> <p><small>**Total Hours &amp; Amount are updated on Validation</small></p> <p><small>**Valid Row and Error Row Count are updated on Validation</small></p> </div> <div style="margin-top: 10px;"> <p><b>Row Counts</b></p> <p>Rows Valid: 5</p> <p>Rows Error: 0</p> <p>Total Rows: 5</p> </div> <div style="margin-top: 10px;"> <p>Save      Return to Search</p> </div> </div> | Approve | Deny     | Status | Comments   | Seq#     | Empl ID    | Empl Rcd       | Name      | Payroll Status                 | Earn Code | Description | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK |  | 1 | [Redacted] | 0 | [Redacted] | Active | BON | Non-discretionary Bonus (FLSA) | <input type="checkbox"/> | <input type="checkbox"/> | OK |  | 2 | [Redacted] | 0 | [Redacted] | Terminated | ALP | Annual Leave Payout | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK |  | 3 | [Redacted] | 0 | [Redacted] | Active | LNP | Insufficient Leave | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK |  | 4 | [Redacted] | 0 | [Redacted] | Active | BON | Non-discretionary Bonus (FLSA) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | OK |  | 5 | [Redacted] | 0 | [Redacted] | Active | TMP | Temporary Pay |
| Approve   | Deny   | Status  | Comments | Seq#   | Empl ID    | Empl Rcd | Name       | Payroll Status | Earn Code | Description                    |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | OK      |          | 1      | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| <input type="checkbox"/>  | <input type="checkbox"/>   | OK      |          | 2      | [Redacted] | 0        | [Redacted] | Terminated     | ALP       | Annual Leave Payout            |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | OK      |          | 3      | [Redacted] | 0        | [Redacted] | Active         | LNP       | Insufficient Leave             |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | OK      |          | 4      | [Redacted] | 0        | [Redacted] | Active         | BON       | Non-discretionary Bonus (FLSA) |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/>   | OK      |          | 5      | [Redacted] | 0        | [Redacted] | Active         | TMP       | Temporary Pay                  |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| 19.   | Verify that the <b>Batch Status</b> field updates to “Submitted”. <div data-bbox="266 1257 724 1318" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <b>Batch Status</b>      Submitted           </div>   |         |          |        |            |          |            |                |           |                                |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
| 20.   | Verify that the <b>Modified By</b> field updates as appropriate with the User’s ID. <div data-bbox="266 1411 647 1493" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <b>Modified By</b>      [Redacted]           </div>   |         |          |        |            |          |            |                |           |                                |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |
|  | For additional information on entering SPOT transactions, see the following sections in this Job Aid: <a href="#">Entering an Earnings Transaction in SPOT</a> and <a href="#">Entering a Deduction Transaction in SPOT</a> .  |         |          |        |            |          |            |                |           |                                |           |             |                                     |                          |    |  |   |            |   |            |        |     |                                |                          |                          |    |  |   |            |   |            |            |     |                     |                                     |                          |    |  |   |            |   |            |        |     |                    |                                     |                          |    |  |   |            |   |            |        |     |                                |                                     |                          |    |  |   |            |   |            |        |     |               |

## Monitoring SPOT Transactions

There are two key SPOT tools to help monitor transactions:

- **SPOT Online Query (V\_PY\_SPOT\_TRANS\_RPT)** – This query provides the status information for all SPOT batches for a specific pay period. It can be run by Payroll Run ID or a specific date range and can be run for all employees or a specific employee.
- **SPOT Transactions Not Loaded to Payline Report** – Batches are loaded to the Paysheet Transaction Table after they are closed. The delivered Paysheet Transaction Process runs according to the operation calendars. This report reflects transactions that are both “Accepted” and “Closed” but do not appear in the employee’s paycheck. This report can be accessed using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline**

**Note:** For further information on the **SPOT Online Query** and **SPOT Transaction Not Loaded to Paylines Report**, see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**.

**Reviewing Employee Paycheck Information**

There are two key pages that can be accessed to view employee's paycheck information:

- The **Review Paycheck Page** provides details regarding an employee's earnings, deductions, and taxes. See the Job Aid titled **PY381\_Overview of the Review Paycheck Page**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. Access this page using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck**
- The **View Self Service Paycheck** page allows Payroll Administrators to see the employee's self-service view of the paycheck. Access this page using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck**



**SPOT Scenarios**

This section reviews various scenarios regarding how to enter specific transactions into SPOT. Each scenario will show how to enter the transaction into SPOT and how it displays on the **Review Paycheck** page.

**Entering Pay Docking (LNP)**

In this scenario, 8 hours of pay docking are being entered for an employee in the current payroll (pay period ending 04/09/2021).

**Note:** If the pay docking is for a prior period, the employee must have regular pay in that period for the LNP to process. If the employee does not have regular pay, process the LNP in the current period.

| Status | Comments | Seq# | Empl ID                       | Empl Rcd                       | Name | Payroll Status | Earn Code                        | Description        | Earns Begin Dt                          | Earns End Dt                            | Tax Periods                    |
|--------|----------|------|-------------------------------|--------------------------------|------|----------------|----------------------------------|--------------------|---|---|--------------------------------|
| 1      |          | 1    | <input type="text" value=""/> | <input type="text" value="0"/> |      | Active         | <input type="text" value="LNP"/> | Insufficient Leave | <input type="text" value="03/25/2021"/> | <input type="text" value="03/25/2021"/> | <input type="text" value="1"/> |

| Tax Method | Oth Hrs                        | Hourly Rate                        | Amount | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk #                       | Addl Seq Nbr                  |
|------------|--------------------------------|------------------------------------|--------|-------------------|-------------------|----------------|-----------------|--------------------------------|-------------------------------|
| Annualized | <input type="text" value="8"/> | <input type="text" value="21.71"/> | 0.00   | Deduction         |                   | Deduction      |                 | <input type="text" value="0"/> | <input type="text" value=""/> |



Review Paycheck Page – Pay Docking (LNP)

In the **Other Earnings** section of the **Review Paycheck** page, view the SPOT transaction that processed for the employee.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 3 Reason Additional Data  
 Empl Record 0 Benefit Record 0

**Salaried**  
 Hours 0.00  
 Rate 24.038462  
 Earnings 0.00

**Hourly**  
 Hours 0.00  
 Rate 0.000000  
 Earnings 0.00  
 Rate Code

**Overtime**  
 Hours 0.00  
 Rate 0.000000  
 Earnings 0.00  
 Rate Code

State VA Locality  
 Rate Used Hourly Rate  
 Shift Not Applicable Shift Rate

**Other Earnings**

Other Earnings Details 1 | Other Earnings Details 2

| Code | Description        | Rate Used   | Hours | Rate      | Amount | Source |
|------|--------------------|-------------|-------|-----------|--------|--------|
| LNP  | Insufficient Leave | Hourly Rate | 8.00  | 21.710000 | 173.68 | OP     |

The LNP displays in the **Other Earnings** section for the specific period that it was entered in SPOT.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 4 Reason Additional Data  
 Empl Record 0 Benefit Record 0

**Salaried**  
 Hours 0.00  
 Rate 24.038462  
 Earnings 0.00

**Hourly**  
 Hours 0.00  
 Rate 0.000000  
 Earnings 0.00  
 Rate Code

**Overtime**  
 Hours 0.00  
 Rate 0.000000  
 Earnings 0.00  
 Rate Code

State VA Locality  
 Rate Used Hourly Rate  
 Shift Not Applicable Shift Rate

**Other Earnings**

Other Earnings Details 1 | Other Earnings Details 2

| Code | Description             | Rate Used   | Hours | Rate      | Amount  | Source |
|------|-------------------------|-------------|-------|-----------|---------|--------|
| RGS  | Regular Time - Salaried | Hourly Rate | -8.00 | 21.710000 | -173.68 | OP     |

A second line for **Regular Time – Salaried** (RGS) is automatically created by Cardinal during the SPOT Load to Payroll Process for LNP.



**Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period**

If an employee is hired/terminated in the middle of the pay period, a reduction of regular pay may be necessary. When an employee is hired or terminated within the pay period, the system calculates partial pay based on an annualized hourly rate and not the pay period hourly rate.

Payroll Administrators will need to calculate what the employee is due using the pay period hourly rate and enter the adjustment in SPOT.

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee’s hire date on the **Job Data** record.

If the employee’s payroll status is “Terminated” or “Retired” the **Earns End Date** field cannot be after the termination date on the **Job Data** record.

In this scenario, an employee terminates in the middle of the pay period (11/1).

- The system will calculate the partial pay from 10/25 – 10/31 that is due to the employee at an annualized hourly rate
- Payroll will need to calculate the amount due using the pay period hourly rate and then enter the adjustment in SPOT
- For this scenario, the employee needs to have a pay reduction of \$41.25

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description             | Earns Begin Dt | Earns End Dt | Tax Periods |
|--------|----------|------|---------|----------|------|----------------|-----------|-------------------------|----------------|--------------|-------------|
| 1      |          | 1    |         | 0        |      | Active         | RGS       | Regular Time - Salaried | 10/25/2021     | 10/31/2021   | 1           |

| Tax Method | Oth Hrs | Hourly Rate | Amount | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Adtl Seq Nbr |
|------------|---------|-------------|--------|-------------------|-------------------|----------------|-----------------|----------|--------------|
| Annualized | -1.00   | 41.250000   | 0.00   | Deduction         |                   | Deduction      |                 | 0        |              |



Review Paycheck Page – Entering Adjustments to Reg Pay (Hired/Termed Mid Pay Period)

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

▼ Earnings Q | ⏪ | ⏩ | 4 of 4 | View All

Begin Date 10/25/2021 End Date 10/31/2021 Addl Line Nbr 3 Reason  
 Empl Record 0 Benefit Record 0 Additional Data

| Salaried       | Hourly        | Overtime      |
|----------------|---------------|---------------|
| Hours 0.00     | Hours 0.00    | Hours 0.00    |
| Rate 24.697596 | Rate 0.000000 | Rate 0.000000 |
| Earnings 0.00  | Earnings 0.00 | Earnings 0.00 |
| Rate Code      | Rate Code     | Rate Code     |

State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

---

**Other Earnings** Q | ⏪ | ⏩ | 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | ⏪

| Code | Description             | Rate Used   | Hours | Rate      | Amount | Source |
|------|-------------------------|-------------|-------|-----------|--------|--------|
| RGS  | Regular Time - Salaried | Hourly Rate | -1.00 | 41.250000 | -41.25 | OP     |



### Entering Adjustments to Regular Pay – Change in Compensation from Prior Period

If an employee has a change in compensation, an addition to regular pay may be necessary.

When an employee receives an increase to their regular pay rate in the prior period, the Payroll Administrator will calculate the amount of the increase and enter it into SPOT.

In this scenario, the current pay period is 3/25 – 4/9/2021. The increase is \$1 an hour based on 88 hours in the prior pay period, 3/10 - 3/24/2021. The prior dates will need to be entered in the **Earns Begin Dt** and **Earns End Dt** fields.

| Status | Comments | Seq# | Empl ID                       | Empl Rcd                       | Name | Payroll Status | Earn Code                         | Description             | Earns Begin Dt                          | Earns End Dt                            | Tax Periods |
|--------|----------|------|-------------------------------|--------------------------------|------|----------------|-----------------------------------|-------------------------|---|---|-------------|
| 1      |          | 1    | <input type="text" value=""/> | <input type="text" value="0"/> |      | Active         | RGS <input type="text" value=""/> | Regular Time - Salaried | <input type="text" value="03/10/2021"/> | <input type="text" value="03/24/2021"/> | 1           |

| Tax Method | Oth Hrs | Hourly Rate | Amount | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Addl Seq Nbr                  |                               |                               |                               |
|------------|---------|-------------|--------|-------------------|-------------------|----------------|-----------------|----------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Annualized | 1.00    | 88.000000   | 0.00   | Deduction         |                   | Deduction      |                 | 0        | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |



Review Paycheck Page – Change in Compensation for Prior Pay Period

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

Begin Date 03/10/2021 End Date 03/24/2021 Addl Line Nbr 3 Reason  
 Empl Record 0 Benefit Record 0 Additional Data

**Salaried**                      **Hourly**                      **Overtime**

|          |           |
|----------|-----------|
| Hours    | 0.00      |
| Rate     | 24.038462 |
| Earnings | 0.00      |

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

State VA                      Locality

Rate Used Hourly Rate                      Shift Rate

Shift Not Applicable

**Other Earnings**

Other Earnings Details 1    Other Earnings Details 2

| Code | Description             | Rate Used   | Hours | Rate      | Amount | Source |
|------|-------------------------|-------------|-------|-----------|--------|--------|
| RGS  | Regular Time - Salaried | Hourly Rate | 1.00  | 88.000000 | 88.00  | OP     |



Deceased Pay

All deceased pay is paid through the AP Expense Module. Payroll Administrators will need to calculate the gross to net pay to include the FICA tax deduction. Be sure to account for rounding differences and any funds due to the agency from the employee (i.e., medical, VSELP). The Net Pay amount requested from AP should be paid to the Employee's Estate.

- When the payment is not processed in the same year that the employee deceased, there is no further action in Cardinal Payroll
- When the payment is processed in the same year that the employee deceased, SPOT transactions must be processed for W2 reporting through Cardinal

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee's hire date on the **Job Data** record.

If the employee's payroll status is "Terminated" or "Retired" the **Earns End Date** field cannot be after the termination date on the **Job Data** record.

SPOT Earnings Batch:

| Status | Comments | Seq# | Empl ID              | Empl Rcd             | Name | Payroll Status | Earn Code                | Description               | Earns Begin Dt                  | Earns End Dt                    | Tax Periods |
|--------|----------|------|----------------------|----------------------|------|----------------|--------------------------|---------------------------|---------------------------------|---------------------------------|-------------|
| 1      |          | 1    | <input type="text"/> | <input type="text"/> |      | Deceased       | DPC <input type="text"/> | Deceased Pay Current Year | 03/25/2022 <input type="text"/> | 04/09/2022 <input type="text"/> | 1           |

| Tax Method                      | Oth Hrs | Hourly Rate | Amount                               | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk #               | Addl Seq Nbr                              |
|---------------------------------|---------|-------------|--------------------------------------|-------------------|-------------------|----------------|-----------------|------------------------|---|
| Annualized <input type="text"/> |         |             | <input type="text" value="1000.00"/> | Deduction         |                   | Deduction      |                 | 0 <input type="text"/> | <input type="text"/> <input type="text"/> |

1. Enter the deceased employee's Employee ID.
2. Enter the earnings code "DPC" (Deceased Pay/Current Year).  
**Note:** This earnings code is subject to FICA taxes only.
3. The Amount should be a sum of all earnings types owed to the deceased employee. For this scenario, the amount is "1000.00".
4. Enter the current pay period dates in the **Earns Begin Dt** and **Earns End Dt** fields.



**SPOT Deduction Batch:**

When entering the SPOT Deduction batch, determine if the employee has any additional deductions outside of the **Due Agency** that need to be deducted.

**Example A:**

The screenshot below is an example of the **SPOT Deduction** page with the **Due Agency** deduction only.

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|-------------|
| 1      |          | 1    |         | 0        |      | Deceased       | 00        |              | DUEAGY   | Due Agency  |

| Ded Class | Ded Calc | Rate/Percent | Amount | One Time Cd | Sepchk # |
|-----------|----------|--------------|--------|-------------|----------|
| A         | Amount   |              | 923.60 | Addition    | 0        |

- Enter the amount paid out to the employee’s estate minus any taxes

**Note:** The result is a ZERO NET PAY check.

**Example B:**

The screenshot below is an example of the **SPOT Deduction** page with an additional before tax medical deduction.

| Status | Review Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description |
|--------|---------------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|-------------|
| 1      |               |          | 1    |         | 0        |      | Deceased       | 10        | ACC1         | CVACRE   | CoVA Care   |
| 2      |               |          | 2    |         | 0        |      | Deceased       | 00        |              | DUEAGY   | Due Agency  |

| Ded Class | Ded Calc | Rate/Percent | Amount | One Time Cd | Sepchk # |
|-----------|----------|--------------|--------|-------------|----------|
| B         | Amount   |              | 10.00  | Override    | 0        |
| A         | Amount   |              | 914.26 | Override    | 0        |

- Enter any deductions due to the agency by the employee using the appropriate deduction code. In this scenario a medical deduction of “10.00”
- The net pay amount processed in AP should be entered using the “DUEAGY” deduction code. This prevents the employee’s estate from being overpaid

**Note:** The result is a ZERO NET PAY check.



Review Paycheck Page with Due Agency Deduction - Deceased Pay

On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users are able to view the SPOT Earnings Transaction for the deceased pay (\$1,000 for this scenario).

| Paycheck Earnings  |                                  | Paycheck Taxes                      |                                    | Paycheck Deductions |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|--|----------------------------------|-------------------------------------|------------------------------------|---------------------|------------|----------|-------------|-----------|------------|------------|------------|----------------|---------------|---------------------------|---------------|---------------|---------------|-----------|-----------|-----------|
| Empl ID  |                                  | Name                                |                                    | Company             | ABC        |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     |                                    | Pay Group           | SM1        |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     |                                    | Pay Period End      | 04/09/2022 |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     |                                    | Page                | 1          |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     |                                    | Line                | 1          |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     |                                    | Separate Check      |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Paycheck Information   |                                  |                                     | Paycheck Totals                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Paycheck Status  | Calculated                       | Paycheck Option                     | Check                              | Earnings            | 1,000.00   |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Issue Date   | 04/15/2022                       | Paycheck Number                     |                                    | Taxes               | 76.50      |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| <input checked="" type="checkbox"/> Off Cycle  | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected | Deductions          | 923.50     |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
|  |                                  |                                     | <input type="checkbox"/> Cashed    | Net Pay             | 0.00       |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| <p>▼ Earnings <span style="float: right;">Q   &lt;&lt; &lt; 1 of 2 &gt; &gt;&gt;   View All</span></p> <p>Begin Date 04/01/2022      End Date 04/09/2022      Addl Line Nbr 3      Reason Not Specified</p> <p>Empl Record 0      Benefit Record 0      <a href="#">Additional Data</a></p> <table border="1"> <thead> <tr> <th>Salaried</th> <th>Hourly</th> <th>Overtime</th> </tr> </thead> <tbody> <tr> <td>Hours 0.00</td> <td>Hours 0.00</td> <td>Hours 0.00</td> </tr> <tr> <td>Rate 37.163462</td> <td>Rate 0.000000</td> <td>Rate 0.000000</td> </tr> <tr> <td>Earnings 0.00</td> <td>Earnings 0.00</td> <td>Earnings 0.00</td> </tr> <tr> <td>Rate Code</td> <td>Rate Code</td> <td>Rate Code</td> </tr> </tbody> </table> <p>State VA      Locality</p> <p>Rate Used Hourly Rate      FLSA Rate</p> <p>Shift Not Applicable      Shift Rate</p> |                                  |                                     |                                    |                     |            | Salaried | Hourly      | Overtime  | Hours 0.00 | Hours 0.00 | Hours 0.00 | Rate 37.163462 | Rate 0.000000 | Rate 0.000000             | Earnings 0.00 | Earnings 0.00 | Earnings 0.00 | Rate Code | Rate Code | Rate Code |
| Salaried   | Hourly                           | Overtime                            |                                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Hours 0.00   | Hours 0.00                       | Hours 0.00                          |                                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Rate 37.163462   | Rate 0.000000                    | Rate 0.000000                       |                                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Earnings 0.00  | Earnings 0.00                    | Earnings 0.00                       |                                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| Rate Code  | Rate Code                        | Rate Code                           |                                    |                     |            |          |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| <p>Other Earnings <span style="float: right;">Q   &lt;&lt; &lt; 1-1 of 1 &gt; &gt;&gt;   View All</span></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Rate Used</th> <th>Hours</th> <th>Rate</th> <th>Amount</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>DPC</td> <td>Deceased Pay Current Year</td> <td>Hourly Rate</td> <td></td> <td></td> <td>1,000.00</td> <td>OP</td> </tr> </tbody> </table>   |                                  |                                     |                                    |                     |            | Code     | Description | Rate Used | Hours      | Rate       | Amount     | Source         | DPC           | Deceased Pay Current Year | Hourly Rate   |               |               | 1,000.00  | OP        |           |
| Code   | Description                      | Rate Used                           | Hours                              | Rate                | Amount     | Source   |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |
| DPC  | Deceased Pay Current Year        | Hourly Rate                         |                                    |                     | 1,000.00   | OP       |             |           |            |            |            |                |               |                           |               |               |               |           |           |           |



Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued)

On the Paycheck Taxes tab, users can view the taxes that were deducted from the deceased pay. When there are no deductions, the Taxable Gross equals the deceased pay amount (\$1,000 for this scenario).

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

Empl ID [redacted] Name [redacted]  
 Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

**Paycheck Information**

Paycheck Status Calculated Paycheck Option Check  
 Issue Date 04/15/2022 Paycheck Number  
 Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,000.00 |
| Taxes      | 76.50    |
| Deductions | 923.50   |
| Net Pay    | 0.00     |

**Taxes**

1-4 of 4 | View All

| Tax Entity | Resident | Locality | Locality Name | Tax Class | Taxable Gross | Tax Amount |
|------------|----------|----------|---------------|-----------|---------------|------------|
| US Federal |          |          |               | MED/EE    | 1,000.00      | 14.50      |
| US Federal |          |          |               | Med/ER    | 1,000.00      | 14.50      |
| US Federal |          |          |               | OASDI/EE  | 1,000.00      | 62.00      |
| US Federal |          |          |               | OASDI/ER  | 1,000.00      | 62.00      |

**1042 Taxes**

1-1 of 1 | View All

| State | Country | Tax Rate | Taxable Gross | Tax Amount | Income Code | Income Type | Withholding Allowance |
|-------|---------|----------|---------------|------------|-------------|-------------|-----------------------|
|       |         | 0.000000 |               | 0.00       |             |             |                       |





### Review Paycheck Page with Additional Before - Tax Medical Deduction

On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users can view the SPOT Earnings Transaction for deceased pay (\$1,000 for this scenario).

| Paycheck Earnings  | Paycheck Taxes  | Paycheck Deductions   |       |      |          |        |
|--|---|---|-------|------|----------|--------|
| Empl ID <input type="text"/>   | Name <input type="text"/>                                 |   |       |      |          |        |
| Company ABC  | Pay Group SM1   | Pay Period End 04/09/2022   |       |      |          |        |
| Page 1   |   | Line 1  |       |      |          |        |
| Separate Check   |   |   |       |      |          |        |
| <b>Paycheck Information</b>  |   | <b>Paycheck Totals</b>  |       |      |          |        |
| Paycheck Status <input checked="" type="checkbox"/> Calculated<br>Issue Date 04/15/2022<br><input checked="" type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed |   | Paycheck Option <input type="checkbox"/> Check<br>Paycheck Number <input type="text"/><br>Earnings 1,000.00<br>Taxes 75.74<br>Deductions 924.26<br>Net Pay 0.00 |       |      |          |        |
| <b>Earnings</b> <span style="float: right;">1 of 3   View All</span>   |   |   |       |      |          |        |
| Begin Date 04/01/2022  | End Date 04/09/2022                                       | Addl Line Nbr 3   |       |      |          |        |
| Empl Record 0  | Benefit Record 0  | Reason Not Specified  |       |      |          |        |
| <a href="#">Additional Data</a>  |   |   |       |      |          |        |
| <b>Salaried</b>  | <b>Hourly</b>   | <b>Overtime</b>   |       |      |          |        |
| Hours 0.00<br>Rate 37.163462<br>Earnings 0.00<br>Rate Code   | Hours 0.00<br>Rate 0.000000<br>Earnings 0.00<br>Rate Code | Hours 0.00<br>Rate 0.000000<br>Earnings 0.00<br>Rate Code   |       |      |          |        |
| State VA   | Locality  |   |       |      |          |        |
| Rate Used Hourly Rate  | FLSA Rate   |   |       |      |          |        |
| Shift Not Applicable   | Shift Rate  |   |       |      |          |        |
| <b>Other Earnings</b> <span style="float: right;">1-1 of 1   View All</span>   |   |   |       |      |          |        |
| <b>Other Earnings Details 1</b>  |   | <b>Other Earnings Details 2</b> II▶   |       |      |          |        |
| Code   | Description   | Rate Used   | Hours | Rate | Amount   | Source |
| DPC  | Deceased Pay Current Year                                 | Hourly Rate   |       |      | 1,000.00 | OP     |



Review Paycheck Page with Additional Before - Tax Medical Deduction (continued)

On the **Paycheck Taxes** tab, users can view the taxes that were deducted from the deceased pay.

**Note:** The **Taxable Gross** for FICA taxes were reduced due to the before tax medical. If there were no before tax medical deductions, the **Taxable Gross** would equal the deceased pay amount.

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

Empl ID [redacted] Name [redacted]  
 Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

**Paycheck Information**

Paycheck Status Calculated Paycheck Option Check  
 Issue Date 04/15/2022 Paycheck Number  
 Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,000.00 |
| Taxes      | 75.74    |
| Deductions | 924.26   |
| Net Pay    | 0.00     |

**Taxes**

☰ Q 1-4 of 4 View All

**Tax Details 1** | Tax Details 2 | Tax Tips

| Tax Entity | Resident | Locality | Locality Name | Tax Class | Taxable Gross | Tax Amount |
|------------|----------|----------|---------------|-----------|---------------|------------|
| US Federal |          |          |               | MED/EE    | 990.00        | 14.36      |
| US Federal |          |          |               | Med/ER    | 990.00        | 14.36      |
| US Federal |          |          |               | OASDI/EE  | 990.00        | 61.38      |
| US Federal |          |          |               | OASDI/ER  | 990.00        | 61.38      |

**1042 Taxes**

☰ Q 1-1 of 1 View All

| State | Country | Tax Rate | Taxable Gross | Tax Amount | Income Code | Income Type | Withholding Allowance |
|-------|---------|----------|---------------|------------|-------------|-------------|-----------------------|
|       |         | 0.000000 |               | 0.00       |             |             |                       |



### Review Paycheck Page with Additional Before - Tax Medical Deduction (continued)

On the **Paycheck Deductions** tab, in the **Deductions** section of the page, users can view the deductions that were entered in SPOT Deduction batch.

|                   |                |                            |
|-------------------|----------------|----------------------------|
| Paycheck Earnings | Paycheck Taxes | <b>Paycheck Deductions</b> |
|-------------------|----------------|----------------------------|

Empl ID  Name   
 Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

|   |                                  |                                     |                                    |                        |          |
|---|----------------------------------|-------------------------------------|------------------------------------|------------------------|----------|
| <b>Paycheck Information</b>                   |                                  |                                     |                                    | <b>Paycheck Totals</b> |          |
| Paycheck Status                               | Calculated                       | Paycheck Option                     | Check                              | Earnings               | 1,000.00 |
| Issue Date                                    | 04/15/2022                       | Paycheck Number                     |                                    | Taxes                  | 75.74    |
| <input checked="" type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected | Deductions             | 924.26   |
|   |                                  |                                     | <input type="checkbox"/> Cashed    | Net Pay                | 0.00     |

**▼ Deductions**

1-2 of 2  | View All

| <b>Deduction Details 1</b> | Deduction Details 2 | Deduction Details 3 | ▶      |                 |  |
|----------------------------|---------------------|---------------------|--------|-----------------|--|
| Deduction Code             | Description         | Class               | Amount | Calculated Base |  |
| DUEAGY                     | Due Agency          | After-Tax           | 914.26 |                 |  |
| CVACRE                     | CoVA Care           | Before-Tax          | 10.00  |                 |  |

**▶ Garnishments**

**▼ Net Pay Distribution**

1-1 of 1  | View All

| Check/Advice Number | Account Type | Bank ID | Account Number | Amount |
|---------------------|--------------|---------|----------------|--------|
|                     |              |         |                |        |

**Adjusting VRS Retirement Benefit Deductions**

Adjustments to the VRS Retirement Benefit Deductions may be needed for scenarios such as when an employee terminates in the middle of the month, or a retro pay rate change has been made. The adjustment can be made with a one-time override on the “VRS” Earnings Code or the impacted Retirement Benefit Deductions. How the adjustment is entered will depend on whether the employee is enrolled in the Retirement Plan.

**Employee Enrolled in the Retirement Plan**

- When the employee is enrolled in the Retirement Plan, the “VRS” Earnings Code (VRS Contribution Base) can be entered as a SPOT Earnings batch
- Enter the appropriate amount as a positive number to add to the amount already established as an Additional Pay or a negative number to reduce the amount. The impacted retirement benefit deductions will adjust based on the transaction that is keyed

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee’s hire date on the **Job Data** record.

If the employee’s payroll status is “Terminated” or “Retired” the **Earns End Date** field cannot be after the termination date on the **Job Data** record.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

For this scenario, the pay period is 5/25 – 6/09 and the employee is terminating on 6/09 (employee worked through 6/9 and term date is 6/10). The VRS Contribution Base will need to be increased.

### Additional Pay Page

Navigate to this page using the following path:

**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

This page shows the VRS Contribution Base for the employee.

### Create Additional Pay

Employee \_\_\_\_\_ Empl ID \_\_\_\_\_ Empl Record 0

**Additional Pay** Find | View All First 2 of 2 Last

\*Earnings Code  VRS Contribution Base

Effective Date Find | View All First 1 of 1 Last

Effective Date 05/01/2021

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr  End Date

Rate Code  Reason

**Earnings**  Hours

Hourly Rate

Goal Amount  Goal Balance

Sep Check Nbr

OK to Pay  Disable Direct Deposit  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

▶ Job Information

▶ Tax Information



Retirement Plan Page

The Retirement Plans page displays the plan type and indicates whether it is still Active or not.

NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans

**Retirement Plans**

Employee ID [redacted] Benefit Record Number 0

---

**Plan Type** 70 Employee Retirement DB

**Coverage**

Deduction Begin Date 04/25/2021  
 Participation Election  Elect  Waive  Terminate  
 Election Date 06/28/2021  
 Benefit Program Salaried Employee Benefit Pgm  
 Payroll Status Active  
 Benefit Plan VRSMDB VRS 5% EE Pay Defined Benefit  
 Option Code 18

---

**Plan Type** 7W Group Term Life

**Coverage**

Deduction Begin Date 04/25/2021  
 Participation Election  Elect  Waive  Terminate  
 Election Date 06/28/2021  
 Benefit Program Salaried Employee Benefit Pgm  
 Payroll Status Active  
 Benefit Plan GTLR Group Term Life-Regular  
 Option Code 2

---

**Plan Type** 7X Retiree Health Credit

**Coverage**

Deduction Begin Date 04/25/2021  
 Participation Election  Elect  Waive  Terminate  
 Election Date 06/28/2021  
 Benefit Program Salaried Employee Benefit Pgm  
 Payroll Status Active  
 Benefit Plan RTCRDR Retiree Health Credit-Regular  
 Option Code 2

---

**Plan Type** 7Y VSDP LTD

**Coverage**

Deduction Begin Date 04/25/2021  
 Participation Election  Elect  Waive  Terminate  
 Election Date 06/28/2021  
 Benefit Program Salaried Employee Benefit Pgm  
 Payroll Status Active  
 Benefit Plan VSDPR LTD/VSDP-Regular  
 Option Code 1



**SPOT Earnings Batch**

Once the VRS Contribution Base is determined and the active plan has been verified, enter the SPOT batch.

| Status | Comments | Seq# | Empl ID              | Empl Rcd               | Name | Payroll Status | Earn Code                | Description           | Earns Begin Dt                  | Earns End Dt                    | Tax Periods |
|--------|----------|------|----------------------|------------------------|------|----------------|--------------------------|-----------------------|---------------------------------|---------------------------------|-------------|
| 1      |          | 1    | <input type="text"/> | 0 <input type="text"/> |      | Terminated     | VRS <input type="text"/> | VRS Contribution Base | 05/25/2021 <input type="text"/> | 06/09/2021 <input type="text"/> | 1           |

| Tax Method                      | Oth Hrs | Hourly Rate | Amount  | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Addl Seq Nbr         |                      |                      |
|---------------------------------|---------|-------------|---------|-------------------|-------------------|----------------|-----------------|----------|----------------------|----------------------|----------------------|
| Annualized <input type="text"/> |         |             | 2500.00 | Deduction         |                   | Deduction      |                 | 0        | <input type="text"/> | <input type="text"/> | <input type="text"/> |



Review Paycheck Page – Employee Enrolled in in the Retirement Plan

Prior to VRS Adjustments

The screenshots below show the **Special Accumulators** section of the **Paycheck Earnings** tab and the **Deductions** section of the **Paycheck Deductions** tab. On these tabs, users are able to view the VRS deductions. These screenshots show how it displays prior to VRS Adjustments.

For more information, see the Job Aid titled **PY381\_General and Benefit Deductions** located on the Cardinal website in **Job Aids** under **Learning**.

▼ **Special Accumulators**

🔍 Q 1-8 of 10 | View All

| Code | Description                 | Hours | Earnings | Empl Record |
|------|-----------------------------|-------|----------|-------------|
| 403  | Annuity Basis               | 88.00 | 2,083.33 | 0           |
| 457  | 457 Max Basis               | 88.00 | 2,083.33 | 0           |
| 941  | 941 Total Gross             | 88.00 | 2,091.83 | 0           |
| CBS  | VRS Creditable Compensation |       | 2,500.00 | 0           |
| CMS  | Fiscal YTD Salaries for APA | 88.00 | 2,083.33 | 0           |
| GRS  | Reserved for Gross Wages    | 88.00 | 2,091.83 | 0           |
| ORP  | Optional Retirement Base    | 88.00 | 2,083.33 | 0           |
| OTE  | Other Earnings              |       | 8.50     | 0           |

▼ **Deductions**

🔍 Q 1-10 of 10 | View 8

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 |

| Deduction Code | Description               | Class                   | Amount | Calculated Base |
|----------------|---------------------------|-------------------------|--------|-----------------|
| CVACRE         | CoVA Care                 | Before-Tax              | 188.00 |                 |
| CVACRE         | CoVA Care                 | Nontaxable Benefit      | 901.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Before-Tax              | 100.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Nontaxable Btax Benefit |        |                 |
| FLXMED         | Medical FSA               | Before-Tax              | 25.00  |                 |
| VRSRET         | Employee Retirement DB    | Before-Tax              | 125.00 | 2,500.00        |
| VRSRET         | Employee Retirement DB    | Nontaxable Benefit      | 361.50 | 2,500.00        |
| GRPLFR         | Group Term Life           | Nontaxable Benefit      | 33.50  | 2,500.00        |
| RETHCR         | Retiree Health Credit     | Nontaxable Benefit      | 28.00  | 2,500.00        |
| SDLTDR         | VSDP LTD                  | Nontaxable Benefit      | 15.25  | 2,500.00        |



### Paycheck Deductions after SPOT Adjustments

On the **Paycheck Earnings** tab, in the **Other Earnings** section of the page, users are able to view the VRS Contribution Base amount that was entered in SPOT.

The screenshot displays the 'Earnings' section of the SPOT tool. At the top, it shows 'Begin Date' as 05/25/2021 and 'End Date' as 08/09/2021. Below this, there are three summary boxes: 'Salaried', 'Hourly', and 'Overtime'. Each box lists 'Hours', 'Rate', 'Earnings', and 'Rate Code'. The 'Salaried' box shows a rate of 24.038462 and earnings of 0.00. The 'Hourly' box shows a rate of 0.000000 and earnings of 0.00. The 'Overtime' box shows a rate of 0.000000 and earnings of 0.00. Below these boxes, there are fields for 'State' (VA), 'Locality', 'Rate Used' (Hourly Rate), 'FLSA Rate', and 'Shift' (Not Applicable). The 'Other Earnings' section is located below the main earnings summary. It contains a table with the following data:

| Code | Description           | Rate Used   | Hours | Rate | Amount   | Source |
|------|-----------------------|-------------|-------|------|----------|--------|
| VRS  | VRS Contribution Base | Hourly Rate |       |      | 2,500.00 | OP     |



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

The screenshots below show the **Special Accumulators** section of the **Paycheck Earnings** tab and the **Deductions** section of the **Paycheck Deductions** tab. On these tabs, users can view the VRS deductions. These screenshots show how it displays after VRS Adjustments.

▼ **Special Accumulators**

| Code | Description                 | Hours | Earnings | Empl Record |
|------|-----------------------------|-------|----------|-------------|
| 403  | Annuity Basis               | 96.00 | 2,083.33 | 0           |
| 457  | 457 Max Basis               | 96.00 | 2,083.33 | 0           |
| 941  | 941 Total Gross             | 96.00 | 2,091.83 | 0           |
| CBS  | VRS Creditable Compensation |       | 5,000.00 | 0           |
| CMS  | Fiscal YTD Salaries for APA | 88.00 | 2,083.33 | 0           |
| GRS  | Reserved for Gross Wages    | 88.00 | 2,091.83 | 0           |
| ORP  | Optional Retirement Base    | 96.00 | 2,083.33 | 0           |
| OTE  | Other Earnings              |       | 8.50     | 0           |

▼ **Deductions**

| Deduction Code | Description               | Class                   | Amount | Calculated Base |
|----------------|---------------------------|-------------------------|--------|-----------------|
| CVACRE         | CoVA Care                 | Before-Tax              | 188.00 |                 |
| CVACRE         | CoVA Care                 | Nontaxable Benefit      | 901.00 |                 |
| IMPLIF         | Imputed Life              | Taxable Benefit         | 5.00   | 100,000.00      |
| DEFCMP         | 457 Deferred Compensation | Before-Tax              | 100.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Nontaxable Btax Benefit |        |                 |
| FLXMED         | Medical FSA               | Before-Tax              | 25.00  |                 |
| VRSRET         | Employee Retirement DB    | Before-Tax              | 250.00 | 5,000.00        |
| VRSRET         | Employee Retirement DB    | Nontaxable Benefit      | 723.00 | 5,000.00        |
| GRPLFR         | Group Term Life           | Nontaxable Benefit      | 67.00  | 5,000.00        |
| RETHCR         | Retiree Health Credit     | Nontaxable Benefit      | 56.00  | 5,000.00        |
| SDLTDR         | VSDP LTD                  | Nontaxable Benefit      | 30.50  | 5,000.00        |
| FLXFEE         | Flex Administrative Fee   | Before-Tax              | 2.10   |                 |



**Employee Not Enrolled in the Retirement Plan**

When an employee has been terminated and no longer enrolled in the retirement plan, the user will need to enter a SPOT Deduction batch to override the impacted retirement benefit deductions. Navigate to the **Retirement Plans** or **Savings Plans** pages to see this information using the following paths:

**NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans**

**NavBar > Menu > Benefits > Enroll in Benefits > Savings Plans**

The screenshot below is an example of a prior paycheck showing the VRS retirement deductions and the amount that will be used for the SPOT entries.

The screenshot shows a web interface for 'Deductions' with a table of deduction details. The table has columns for Deduction Code, Description, Class, Amount, and Calculated Base. A red box highlights the rows for VRSRET (Employee Retirement DB) and other deductions.

| Deduction Code | Description               | Class                   | Amount | Calculated Base |
|----------------|---------------------------|-------------------------|--------|-----------------|
| CVACRE         | CoVA Care                 | Before-Tax              | 188.00 |                 |
| CVACRE         | CoVA Care                 | Nontaxable Benefit      | 901.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Before-Tax              | 100.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Nontaxable Btax Benefit |        |                 |
| FLXMED         | Medical FSA               | Before-Tax              | 25.00  |                 |
| VRSRET         | Employee Retirement DB    | Before-Tax              | 125.00 | 2,500.00        |
| VRSRET         | Employee Retirement DB    | Nontaxable Benefit      | 361.50 | 2,500.00        |
| GRPLFR         | Group Term Life           | Nontaxable Benefit      | 33.50  | 2,500.00        |
| RETHCR         | Retiree Health Credit     | Nontaxable Benefit      | 28.00  | 2,500.00        |
| SDLTDR         | VSDP LTD                  | Nontaxable Benefit      | 15.25  | 2,500.00        |



**SPOT Deduction Page**

Once the amounts are obtained, enter the VRS retirement deductions in SPOT.

| Status | Review Status | Comments | Seq# | Empl ID              | Empl Rcd             | Name | Payroll Status | Plan Type            | Benefit Plan         | Ded Code             | Description            |
|--------|---------------|----------|------|----------------------|----------------------|------|----------------|----------------------|----------------------|----------------------|------------------------|
| 1      |               |          | 1    | <input type="text"/> | <input type="text"/> |      | Terminated     | <input type="text"/> | <input type="text"/> | <input type="text"/> | Employee Retirement DB |
| 2      |               |          | 2    | <input type="text"/> | <input type="text"/> |      | Terminated     | <input type="text"/> | <input type="text"/> | <input type="text"/> | Employee Retirement DB |
| 3      |               |          | 3    | <input type="text"/> | <input type="text"/> |      | Terminated     | <input type="text"/> | <input type="text"/> | <input type="text"/> | Group Term Life        |
| 4      |               |          | 4    | <input type="text"/> | <input type="text"/> |      | Terminated     | <input type="text"/> | <input type="text"/> | <input type="text"/> | Retiree Health Credit  |
| 5      |               |          | 5    | <input type="text"/> | <input type="text"/> |      | Terminated     | <input type="text"/> | <input type="text"/> | <input type="text"/> | VSDP LTD               |

| Ded Class            | Ded Calc             | Rate/Percent | Amount | One Time Cd          | Seqchk # |   |   |
|----------------------|----------------------|--------------|--------|----------------------|----------|---|---|
| <input type="text"/> | <input type="text"/> |              | 125.00 | <input type="text"/> | 0        | + | - |
| <input type="text"/> | <input type="text"/> |              | 361.50 | <input type="text"/> | 0        | + | - |
| <input type="text"/> | <input type="text"/> |              | 33.50  | <input type="text"/> | 0        | + | - |
| <input type="text"/> | <input type="text"/> |              | 28.00  | <input type="text"/> | 0        | + | - |
| <input type="text"/> | <input type="text"/> |              | 15.25  | <input type="text"/> | 0        | + | - |

**Note:** Use the Override Code as applicable. In that case, enter the total amount that would need to be deducted from the pay.



**SPOT Entry for an Additional Pay**

When entering a SPOT transaction for an additional pay, the user must select the appropriate sequence number.

In this scenario, an adjustment to Temporary pay must be entered. The employee is owed \$100 because the effective date was entered incorrectly.

**Additional Pay Page**

Navigate to this page using the following path:

**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

This page shows the Temp pay which should have had an effective date of "03/10/2023".

**Create Additional Pay**

Employee [redacted] Empl ID [redacted] Empl Record 0

**Additional Pay** Find | View All First 2 of 3 Last

Earnings Code TMP Temporary Pay

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 03/29/2023

**Payment Details** Find | View All First 1 of 1 Last

Addl Seq Nbr 1 End Date

Rate Code Reason Not Specified

Earnings \$100.00

Hours Hourly Rate

Goal Amount \$1,000.00 Goal Balance \$500.00

Sep Check Nbr  Disable Direct Deposit

OK to Pay  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History



**SPOT Earnings Batch**

For the **Goal Amount** field to update on the **Additional Pay** record there must be a matching additional sequence number in SPOT.

| Status | Comments | Seq# | Empl ID                       | Empl Rcd | Name | Payroll Status | Earn Code | Description   | Earns Begin Dt | Earns End Dt | Tax Periods |
|--------|----------|------|-------------------------------|----------|------|----------------|-----------|---------------|----------------|--------------|-------------|
| 1      |          | 1    | <input type="text" value=""/> | 0        |      | Active         | TMP       | Temporary Pay | 03/09/2023     | 03/24/2023   | 1           |

| Tax Method | Oth Hrs | Hourly Rate | Amount | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Adtl Seq Nbr |   |   |
|------------|---------|-------------|--------|-------------------|-------------------|----------------|-----------------|----------|--------------|---|---|
| Annualized |         |             | 100.00 | Deduction         |                   | Deduction      |                 | 0        | 1            | + | - |



Employee with Two (2) Hourly Jobs with a Due Agency Deduction

When an employee has two hourly jobs at the same Company and the Payroll Administrator needs to process a Due Agency deduction for both jobs, only one SPOT transaction should be entered. If you enter one for each employee record, only one transaction will process. Calculate the total amount for Due Agency deduction for each job and process the total amount using one of the two employee job records.

Note: This scenario is not applicable for an employee that has a Salaried and Hourly position at the same Company.

For this scenario, the employee owes the agency \$250 from each job for a total of \$500. The Payroll Administrator should enter the SPOT batch as follows:

SPOT Deduction Batch

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code | Description |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|-------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | 00        |              | DUEAGY   | Due Agency  |

| Ded Class | Ded Calc | Rate/Percent | Amount | One Time Cd | Sepchk # |   |   |
|-----------|----------|--------------|--------|-------------|----------|---|---|
| A         | Amount   |              | 500.00 | Override    | 0        | + | - |



Review Paycheck Page

Paycheck Earnings tab

Paycheck Earnings    Paycheck Taxes    Paycheck Deductions Help

---

Empl ID [REDACTED]    Name [REDACTED]  
 Company DEL    Pay Group BW1    Pay Period End 11/29/2025    Page 3    Line 49    Separate Check

**Paycheck Information**

|                                    |                                  |                                     |                                    |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|
| Paycheck Status                    | Calculated                       | Paycheck Option                     | Check                              |
| Issue Date                         | 12/12/2025                       | Paycheck Number                     |                                    |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected |
| <input type="checkbox"/> Cashed    |                                  |                                     |                                    |

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,132.95 |
| Taxes      | 188.05   |
| Deductions | 500.00   |
| Net Pay    | 444.90   |

---

**Earnings** 1 of 4 | View All

Begin Date 11/16/2025    End Date 11/22/2025    Addl Line Nbr 2    Reason Not Specified  
 Empl Record 0    Benefit Record 0    [Additional Data](#)

**Salaried**

|          |           |
|----------|-----------|
| Hours    | 0.00      |
| Rate     | 21.580000 |
| Earnings | 0.00      |

**Hourly**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

**Overtime**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

State VA    Locality  
 Rate Used Hourly Rate    Shift Not Applicable    Shift Rate

**Other Earnings** 1-1 of 1 | View All

Other Earnings Details 1    Other Earnings Details 2

| Code | Description           | Rate Used   | Hours | Rate      | Amount | Source |
|------|-----------------------|-------------|-------|-----------|--------|--------|
| RGH  | Regular Time - Hourly | Hourly Rate | 14.50 | 21.580000 | 312.91 |        |



### Paycheck Deductions tab

Paycheck Earnings    Paycheck Taxes    **Paycheck Deductions**
Help

---

Empl ID     Name

Company DEL    Pay Group BW1    Pay Period End 11/29/2025    Page 3    Line 49    Separate Check

**Paycheck Information**

|                                    |                                  |                                     |  |
|------------------------------------|----------------------------------|-------------------------------------|--|
| Paycheck Status                    | Calculated                       | Paycheck Option                     | Check  |
| Issue Date                         | 12/12/2025                       | Paycheck Number                     |  |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed |

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,132.95 |
| Taxes      | 188.05   |
| Deductions | 500.00   |
| Net Pay    | 444.90   |

▼ **Deductions**

1-1 of 1
View All

Deduction Details 1    Deduction Details 2    Deduction Details 3    ▶▶

| Deduction Code | Description | Class     | Amount | Calculated Base |
|----------------|-------------|-----------|--------|-----------------|
| DUEAGY         | Due Agency  | After-Tax | 500.00 |                 |

▶ **Garnishments**

▼ **Net Pay Distribution**

1-1 of 1
View All

| Check/Advice Number | Account Type | Bank ID | Account Number | Amount |
|---------------------|--------------|---------|----------------|--------|
|                     |              |         |                |        |

[Paycheck Earnings](#) | 
 [Paycheck Taxes](#) | 
 [Paycheck Deductions](#)

Rev 12/8/2025

Page 108 of 120



**SPOT Scenarios for Bonus Payments Entered on a Separate Check**

When an employee receives earnings to be paid on a separate check, the Payroll Administrator will need to enter the SPOT Earnings transaction and update the **Sepchk#** field default value from “0” to “1”. If there are deductions that will need to be taken from the separate check, then a SPOT Deduction transaction will need to be entered (after the SPOT Earnings) and the **Sepchk#** field will need to be updated from “0” to “1” to ensure that the deductions are taken from the corresponding separate check.

**Note:** If there is more than one separate check with a deduction transaction, enter the next value (“2”, “3”, etc.) and make sure the deduction separate check corresponds (“2”, “3”, etc.).

**Bonus Payment with Supplemental Tax Only**

In this scenario, the employee is receiving a bonus of \$1500 with supplemental tax only (no deductions).

**SPOT Earnings Batch**

| Status | Comments | Seq# | Empl ID | Empl Recd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt |
|--------|----------|------|---------|-----------|------|----------------|-----------|--------------------------------|----------------|--------------|
| 1 OK   |          | 1    |         | 0         |      | Active         | DBN       | Discretionary Bonus (Not FLSA) | 07/10/2025     | 07/24/2025   |

| Tax Periods | Tax Method   | Oth Hrs | Hourly Rate | Amount  | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Addl Seq Nbr |
|-------------|--------------|---------|-------------|---------|-------------------|-------------------|----------------|-----------------|----------|--------------|
| 1           | Supplemental |         |             | 1500.00 | None              |                   | None           |                 | 1        |              |



Review Paycheck Page

| Paycheck Earnings  |                                  | Paycheck Taxes                      |                                    | Paycheck Deductions |            |        |
|--|----------------------------------|-------------------------------------|------------------------------------|---------------------|------------|--------|
| Empl ID  | ██████████                       | Name                                | ██████████                         | Company             | ABC        |        |
|  |                                  | Pay Group                           | SM1                                | Pay Period End      | 07/24/2025 |        |
|  |                                  |                                     |                                    | Page                | 30         |        |
|  |                                  |                                     |                                    | Line                | 1          |        |
|  |                                  |                                     |                                    | Separate Check      | 1          |        |
| <b>Paycheck Information</b>  |                                  |                                     | <b>Paycheck Totals</b>             |                     |            |        |
| Paycheck Status  | Calculated                       | Paycheck Option                     | Check                              | Earnings            | 1,500.00   |        |
| Issue Date   | 08/01/2025                       | Paycheck Number                     |                                    | Taxes               | 531.00     |        |
| <input type="checkbox"/> Off Cycle   | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected | Deductions          | 0.00       |        |
|  |                                  |                                     | <input type="checkbox"/> Cashed    | Net Pay             | 969.00     |        |
| <p>▼ <b>Earnings</b> <span style="float: right;">Q   &lt; &gt; 1 of 1   View All</span></p> <p>Begin Date 07/10/2025    End Date 07/24/2025    Addl Line Nbr 3    Reason Not Specified</p> <p>Empl Record 0    Benefit Record 0    <a href="#">Additional Data</a></p> |                                  |                                     |                                    |                     |            |        |
| <b>Salaried</b>  |                                  | <b>Hourly</b>                       |                                    | <b>Overtime</b>     |            |        |
| Hours  | 0.00                             | Hours                               | 0.00                               | Hours               | 0.00       |        |
| Rate   | 26.041667                        | Rate                                | 0.000000                           | Rate                | 0.000000   |        |
| Earnings   | 0.00                             | Earnings                            | 0.00                               | Earnings            | 0.00       |        |
| Rate Code  |                                  | Rate Code                           |                                    | Rate Code           |            |        |
| State  | VA                               | Locality                            |                                    |                     |            |        |
| Rate Used  | Hourly Rate                      | FLSA Rate                           |                                    |                     |            |        |
| Shift  | Not Applicable                   | Shift Rate                          |                                    |                     |            |        |
| <b>Other Earnings</b> <span style="float: right;">Q   &lt; &gt; 1-1 of 1   View All</span>   |                                  |                                     |                                    |                     |            |        |
| <b>Other Earnings Details 1</b>  |                                  | <b>Other Earnings Details 2</b> ▶▶  |                                    |                     |            |        |
| Code   | Description                      | Rate Used                           | Hours                              | Rate                | Amount     | Source |
| DBN  | Discretionary Bonus (Not FLSA)   | Hourly Rate                         |                                    |                     | 1,500.00   | OP     |
| <p>▼ <b>Special Accumulators</b> <span style="float: right;">Q   &lt; &gt; 1-6 of 6   View All</span></p>  |                                  |                                     |                                    |                     |            |        |
| Code   | Description                      | Hours                               | Earnings                           | Empl Record         |            |        |
| 403  | Annuity Basis                    |                                     | 1,500.00                           | 0                   |            |        |
| 457  | 457 Max Basis                    |                                     | 1,500.00                           | 0                   |            |        |
| 941  | 941 Total Gross                  |                                     | 1,500.00                           | 0                   |            |        |
| CMB  | Fiscal YTD Bonuses for APA       |                                     | 1,500.00                           | 0                   |            |        |
| GRS  | Reserved for Gross Wages         |                                     | 1,500.00                           | 0                   |            |        |
| OTE  | Other Earnings                   |                                     | 1,500.00                           | 0                   |            |        |



### Bonus Payment with One-time Deferral

In this scenario, the employee is receiving a bonus of \$1500 with supplemental tax and a one-time deferral of \$500.

### SPOT Earnings Batch

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|--------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | DBN       | Discretionary Bonus (Not FLSA) | 07/10/2025     | 07/24/2025   |

| Tax Periods | Tax Method   | Oth Hrs | Hourly Rate | Amount  | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Adtl Seq Nbr |
|-------------|--------------|---------|-------------|---------|-------------------|-------------------|----------------|-----------------|----------|--------------|
| 1           | Supplemental |         |             | 1500.00 | Subset            | BNS               | None           |                 | 1        |              |

### SPOT Deduction Batch

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | 49        | 457P24       |

| Ded Code | Description               | Ded Class | Ded Calc | Rate/Percent | Amount | One Time Cd | Sepchk # |
|----------|---------------------------|-----------|----------|--------------|--------|-------------|----------|
| DEFEMP   | 457 Deferred Compensation | B         | Amount   |              | 500.00 | Override    | 1        |



Review Paycheck Page – Paycheck Earnings Tab

Paycheck Earnings    Paycheck Taxes    Paycheck Deductions

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Empl ID [REDACTED]    Name [REDACTED]  
 Company ABC    Pay Group SM1    Pay Period End 07/24/2025    Page 1    Line 1    Separate Check 1

**Paycheck Information**

Paycheck Status Calculated    Paycheck Option Check  
 Issue Date 08/01/2025    Paycheck Number  
 Off Cycle     Reprint     Adjustment     Corrected     Cashed

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,500.00 |
| Taxes      | 312.75   |
| Deductions | 500.00   |
| Net Pay    | 687.25   |

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▼ **Earnings**    🔍 | < | < | 1 of 2 | > | > | View All

Begin Date 07/10/2025    End Date 07/24/2025    Addl Line Nbr 3    Reason Not Specified  
 Empl Record 0    Benefit Record 0    [Additional Data](#)

**Salaried**

|          |           |
|----------|-----------|
| Hours    | 0.00      |
| Rate     | 26.041667 |
| Earnings | 0.00      |

**Hourly**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

**Overtime**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

State VA    Locality  
 Rate Used Hourly Rate    Shift Not Applicable    Shift Rate

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**Other Earnings**

🔍 | < | < | 1-1 of 1 | > | > | View All

Other Earnings Details 1    Other Earnings Details 2    ▶▶

| Code | Description                    | Rate Used   | Hours | Rate | Amount   | Source |
|------|--------------------------------|-------------|-------|------|----------|--------|
| DBN  | Discretionary Bonus (Not FLSA) | Hourly Rate |       |      | 1,500.00 | OP     |

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▼ **Special Accumulators**

🔍 | < | < | 1-6 of 6 | > | > | View All

| Code | Description                | Hours | Earnings | Empl Record |
|------|----------------------------|-------|----------|-------------|
| 403  | Annuity Basis              |       | 1,500.00 | 0           |
| 457  | 457 Max Basis              |       | 1,500.00 | 0           |
| 941  | 941 Total Gross            |       | 1,500.00 | 0           |
| CMB  | Fiscal YTD Bonuses for APA |       | 1,500.00 | 0           |
| GRS  | Reserved for Gross Wages   |       | 1,500.00 | 0           |
| OTE  | Other Earnings             |       | 1,500.00 | 0           |



Review Paycheck Page - Paycheck Deductions Tab

Paycheck Earnings    Paycheck Taxes    **Paycheck Deductions**

Empl ID [redacted]    Name [redacted]  
 Company ABC    Pay Group SM1    Pay Period End 07/24/2025    Page 1    Line 1    Separate Check 1

**Paycheck Information**

Paycheck Status Calculated    Paycheck Option Check  
 Issue Date 08/01/2025    Paycheck Number  
 Off Cycle     Reprint     Adjustment     Corrected     Cashed

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 1,500.00 |
| Taxes      | 312.75   |
| Deductions | 500.00   |
| Net Pay    | 687.25   |

▼ **Deductions**

Grid icon    Search icon    < < 1-2 of 2 > > | View All

**Deduction Details 1**    Deduction Details 2    Deduction Details 3    ≡▶

| Deduction Code | Description               | Class                   | Amount | Calculated Base |
|----------------|---------------------------|-------------------------|--------|-----------------|
| DEFCMP         | 457 Deferred Compensation | Before-Tax              | 500.00 |                 |
| DEFCMP         | 457 Deferred Compensation | Nontaxable Btax Benefit | 20.00  |                 |

> **Garnishments**

▼ **Net Pay Distribution**

Grid icon    Search icon    < < 1-1 of 1 > > | View All

| Check/Advice Number | Account Type | Bank ID | Account Number | Amount |
|---------------------|--------------|---------|----------------|--------|
|                     |              |         |                |        |

**Note:** If the employer deferred compensation deductions should not be processed, an additional SPOT transaction is needed to override it.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Bonus Payment with Garnishment Deduction Only

In this scenario, the employee is receiving a bonus of \$3000 Bonus with supplemental taxing and a garnishment.

### SPOT Earnings Batch

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------------------------|----------------|--------------|
| 1 OK   |          | 1    |         | 0        |      | Active         | DBN       | Discretionary Bonus (Not FLSA) | 07/10/2025     | 07/24/2025   |

| Tax Periods | Tax Method   | Oth Hrs | Hourly Rate | Amount  | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Addl Seq Nbr |
|-------------|--------------|---------|-------------|---------|-------------------|-------------------|----------------|-----------------|----------|--------------|
| 1           | Supplemental |         |             | 3000.00 | None              |                   | Subset         | GRN             | 1        |              |



Review Paycheck Page – Paycheck Earnings Tab

Paycheck Earnings    Paycheck Taxes    Paycheck Deductions

Empl ID [redacted]    Name [redacted]  
 Company ABC    Pay Group SM1    Pay Period End 07/24/2025    Page 254    Line 2    Separate Check 1

**Paycheck Information**

Paycheck Status Calculated    Paycheck Option Check  
 Issue Date 08/01/2025    Paycheck Number  
 Off Cycle     Reprint     Adjustment     Corrected     Cashed

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 3,000.00 |
| Taxes      | 1,062.00 |
| Deductions | 484.50   |
| Net Pay    | 1,453.50 |

**Earnings**

Begin Date 07/10/2025    End Date 07/24/2025    Addl Line Nbr 3    Reason Not Specified  
 Empl Record 0    Benefit Record 0    Additional Data

**Salaried**

|          |           |
|----------|-----------|
| Hours    | 0.00      |
| Rate     | 26.041667 |
| Earnings | 0.00      |

**Hourly**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

**Overtime**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

State VA    Locality  
 Rate Used Hourly Rate  
 Shift Not Applicable    Shift Rate

**Other Earnings**

Other Earnings Details 1    Other Earnings Details 2

| Code | Description                    | Rate Used   | Hours | Rate | Amount   | Source |
|------|--------------------------------|-------------|-------|------|----------|--------|
| DBN  | Discretionary Bonus (Not FLSA) | Hourly Rate |       |      | 3,000.00 | OP     |

**Special Accumulators**

| Code | Description                | Hours | Earnings | Empl Record |
|------|----------------------------|-------|----------|-------------|
| 403  | Annuity Basis              |       | 3,000.00 | 0           |
| 457  | 457 Max Basis              |       | 3,000.00 | 0           |
| 941  | 941 Total Gross            |       | 3,000.00 | 0           |
| CMB  | Fiscal YTD Bonuses for APA |       | 3,000.00 | 0           |
| GRS  | Reserved for Gross Wages   |       | 3,000.00 | 0           |
| OTE  | Other Earnings             |       | 3,000.00 | 0           |





**Bonus Payment with Garnishment and One-Time Deferral**

In this scenario, the employee is receiving a bonus of \$3000 Bonus with supplemental taxing with a garnishment, and a one-time deferral of \$300.

**SPOT Earnings Batch**

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name        | Payroll Status | Earn Code | Description                    | Earns Begin Dt | Earns End Dt |
|--------|----------|------|---------|----------|-------------|----------------|-----------|--------------------------------|----------------|--------------|
| 1 OK   |          | 1    |         | 0        | Shoe Polish | Active         | DBN       | Discretionary Bonus (Not FLSA) | 07/10/2025     | 07/24/2025   |

| Tax Periods | Tax Method   | Oth Hrs | Hourly Rate | Amount  | Benefit Ded Taken | Benefit Subset ID | Genl Ded Taken | Genl Ded Subset | Sepchk # | Addl Seq Nbr |
|-------------|--------------|---------|-------------|---------|-------------------|-------------------|----------------|-----------------|----------|--------------|
| 1           | Supplemental |         |             | 3000.00 | Subset            | BNS               | Subset         | GRN             | 1        |              |

**SPOT Deduction Batch**

| Status | Comments | Seq# | Empl ID | Empl Rcd | Name | Payroll Status | Plan Type | Benefit Plan | Ded Code |
|--------|----------|------|---------|----------|------|----------------|-----------|--------------|----------|
| 1 OK   |          | 1    |         | 0        |      | Active         | 49        | 457P24       | DEFCMP   |

| Description               | Ded Class | Ded Calc | Rate/Percent | Amount | One Time Cd | Sepchk # |
|---------------------------|-----------|----------|--------------|--------|-------------|----------|
| 457 Deferred Compensation | B         | Amount   |              | 300.00 | Addition    | 1        |



Review Paycheck Page – Paycheck Earnings Tab

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

|         |      |           |     |                |            |                |    |
|---------|------|-----------|-----|----------------|------------|----------------|----|
| Empl ID | Name |           |     |                |            |                |    |
| Company | ABC  | Pay Group | SM1 | Pay Period End | 07/24/2025 | Page           | 36 |
|         |      |           |     | Line           | 1          | Separate Check | 1  |

**Paycheck Information**

|                                    |                                  |                                     |                                    |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|
| Paycheck Status                    | Calculated                       | Paycheck Option                     | Check                              |
| Issue Date                         | 08/01/2025                       | Paycheck Number                     |                                    |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected |
|                                    |                                  | <input type="checkbox"/> Cashed     |                                    |

**Paycheck Totals**

|            |          |
|------------|----------|
| Earnings   | 3,000.00 |
| Taxes      | 973.20   |
| Deductions | 826.70   |
| Net Pay    | 1,200.10 |

**Earnings** 1 of 2 | View All

|             |            |                |            |              |   |                                 |               |
|-------------|------------|----------------|------------|--------------|---|---------------------------------|---------------|
| Begin Date  | 07/10/2025 | End Date       | 07/24/2025 | Add Line Nbr | 3 | Reason                          | Not Specified |
| Empl Record | 0          | Benefit Record | 0          |              |   | <a href="#">Additional Data</a> |               |

**Salaried**

|           |           |
|-----------|-----------|
| Hours     | 0.00      |
| Rate      | 26.041667 |
| Earnings  | 0.00      |
| Rate Code |           |

**Hourly**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

**Overtime**

|           |          |
|-----------|----------|
| Hours     | 0.00     |
| Rate      | 0.000000 |
| Earnings  | 0.00     |
| Rate Code |          |

|           |                |            |  |
|-----------|----------------|------------|--|
| State     | VA             | Locality   |  |
| Rate Used | Hourly Rate    | FLSA Rate  |  |
| Shift     | Not Applicable | Shift Rate |  |

**Other Earnings** 1-1 of 1 | View All

Other Earnings Details 1    Other Earnings Details 2    ||>

| Code | Description                    | Rate Used   | Hours | Rate | Amount   | Source |
|------|--------------------------------|-------------|-------|------|----------|--------|
| DBN  | Discretionary Bonus (Not FLSA) | Hourly Rate |       |      | 3,000.00 | OP     |

**Special Accumulators** 1-6 of 6 | View All

| Code | Description                | Hours | Earnings | Empl Record |
|------|----------------------------|-------|----------|-------------|
| 403  | Annuity Basis              |       | 3,000.00 | 0           |
| 457  | 457 Max Basis              |       | 3,000.00 | 0           |
| 941  | 941 Total Gross            |       | 3,000.00 | 0           |
| CMB  | Fiscal YTD Bonuses for APA |       | 3,000.00 | 0           |
| GRS  | Reserved for Gross Wages   |       | 3,000.00 | 0           |
| OTE  | Other Earnings             |       | 3,000.00 | 0           |

Rev 12/8/2025

Page 118 of 120





Review Paycheck Page – Paycheck Deductions Tab for Regular Paycheck for the Period

| Paycheck Earnings |            | Paycheck Taxes |            | Paycheck Deductions |     |
|-------------------|------------|----------------|------------|---------------------|-----|
| Empl ID           | ██████████ | Name           | ██████████ | Company             | ABC |
| Pay Group         | SM1        | Pay Period End | 07/24/2025 | Page                | 36  |
| Line              | 1          | Separate Check |            |                     |     |

| Paycheck Information               |                                  | Paycheck Totals                     |                                    |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|
| Paycheck Status                    | Calculated                       | Paycheck Option                     | Check                              |
| Issue Date                         | 08/01/2025                       | Paycheck Number                     |                                    |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected |
|                                    |                                  | <input type="checkbox"/> Cashed     |                                    |

| Deductions   |                           |                         |        |                 |
|--|---------------------------|-------------------------|--------|-----------------|
| <div style="display: flex; justify-content: space-between;"> <span>1-8 of 10</span> <span>View All</span> </div> |                           |                         |        |                 |
| Deduction Code   | Description               | Class                   | Amount | Calculated Base |
| CVAHAW   | COVA Health Aware         | Before-Tax              | 31.00  |                 |
| CVAHAW   | COVA Health Aware         | Nontaxable Benefit      | 415.00 |                 |
| DEFCMP   | 457 Deferred Compensation | Before-Tax              | 20.00  |                 |
| DEFCMP   | 457 Deferred Compensation | Nontaxable Btax Benefit | 10.00  |                 |
| VRSRET   | Employee Retirement DB    | Before-Tax              | 127.68 | 2,553.67        |
| VRSRET   | Employee Retirement DB    | Nontaxable Benefit      | 319.72 | 2,553.67        |
| GRPLFR   | Group Term Life           | Nontaxable Benefit      | 30.13  | 2,553.67        |
| RETHCR   | Retiree Health Credit     | Nontaxable Benefit      | 28.60  | 2,553.67        |

| Garnishments            |                |                   |        |   |                                     |
|-------------------------|----------------|-------------------|--------|---|-------------------------------------|
| Priority                | 5              | ID                | GRN002 | Type  | Writ of Garnishment                 |
| Vendor                  | HENRICO GE-001 | AP Status         |        | Rule ID   | GENERAL1 General Exemption with SMW |
| Law Source              | VA             | Proration Rule ID |        | Limited Type  | Deduct Not Limited                  |
| Disposable Earnings     | 1,557.33       |                   |        |   |                                     |
| Less Exemption          | 1,168.00       |                   |        |   |                                     |
| Less Other Garnishments |                |                   |        |   |                                     |
| Maximum Deduction       | 389.33         |                   |        |   |                                     |
| Limited Amount          | 389.33         |                   |        |   |                                     |
| Garnishment Amount      | 389.33         |                   |        |   |                                     |
| Company Fee             |                |                   |        |   |                                     |
| Payee Fee               |                |                   |        |   |                                     |
| Total Deducted          | 389.33         |                   |        | <input type="checkbox"/> Adjusted Due To Included Fee |                                     |

| Net Pay Distribution |              |         |                |        |
|----------------------|--------------|---------|----------------|--------|
| Check/Advice Number  | Account Type | Bank ID | Account Number | Amount |
|                      |              |         |                |        |