Managing Direct Deposits Overview

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

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

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

Email Notification of Changes to Direct Deposit

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

If you receive a notification, please do the following:

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

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

Table of Contents

Revision History

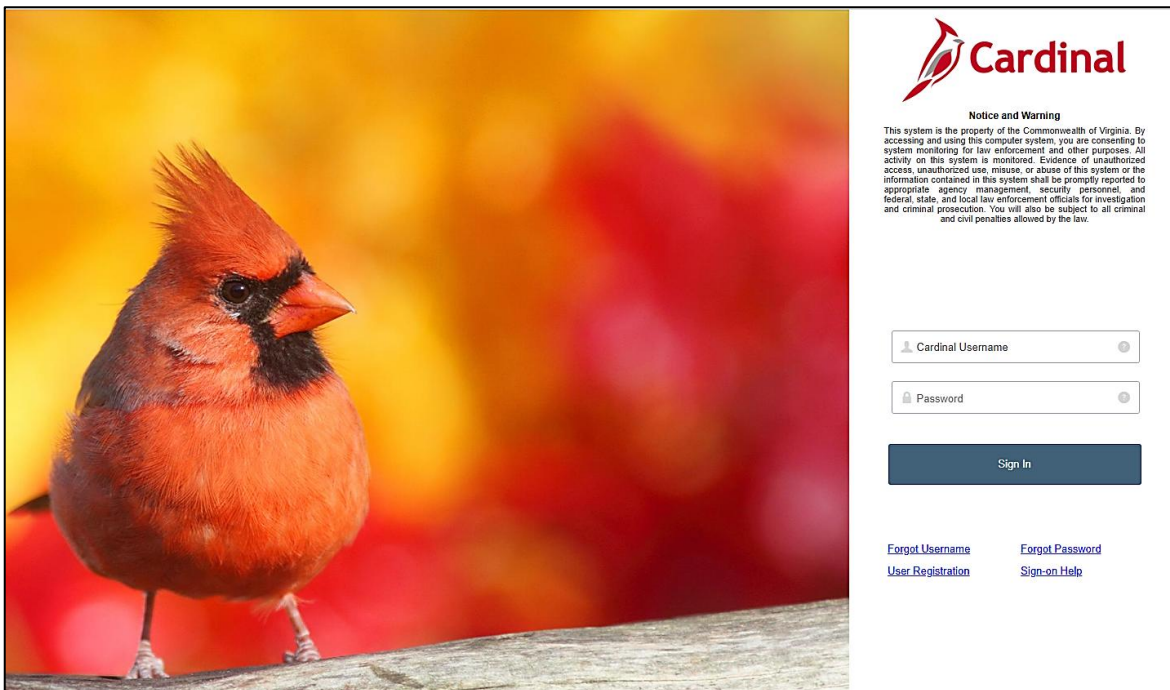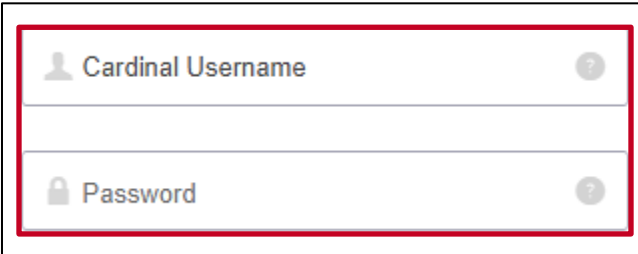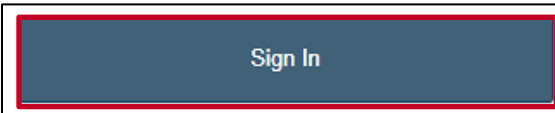| Revision Date	Summary of Changes
1/28/2026	Adding a note in the Updating an Existing Account section indicating a pop up message displays which instructs the user to click the **Cancel** button not the **Save** button if no changes were made to the account.
11/18/2025	Baseline.

Entering an Initial Direct Deposit Account

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

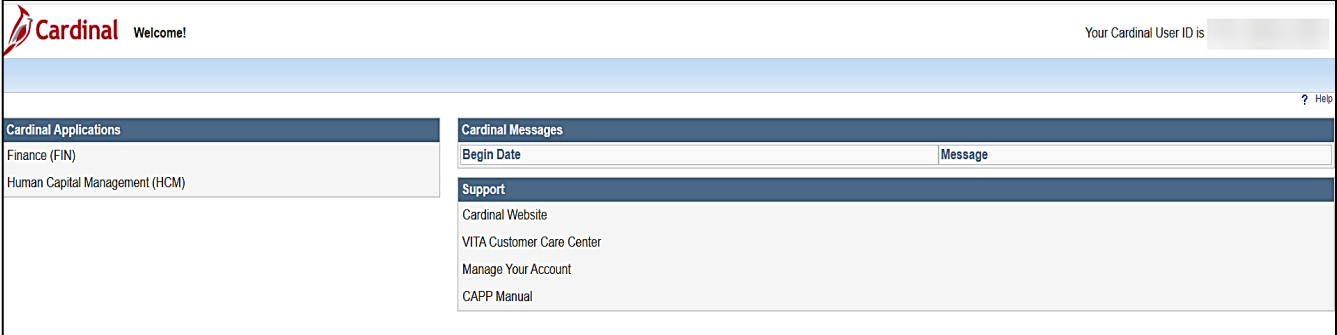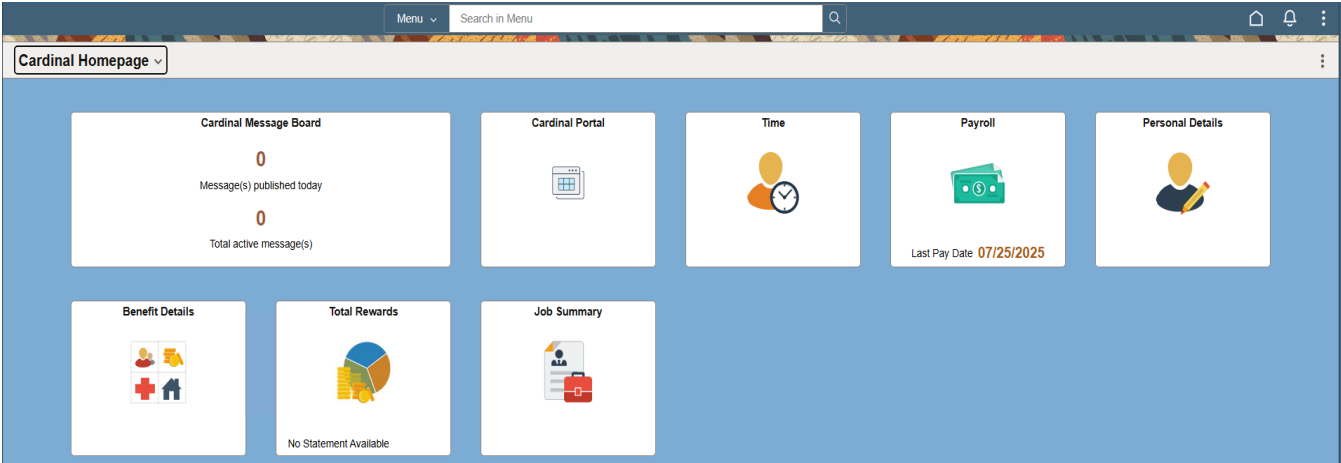| Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ℹ️	For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The Cardinal log in page displays.

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

3.	Click the **Sign In** button.

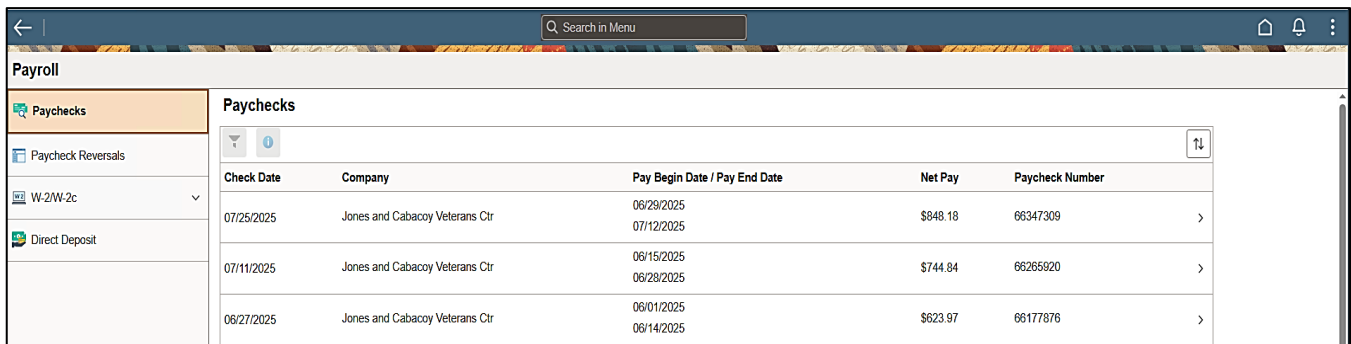| Step	Action
	The **Portal Welcome** page displays.
4.	Click the **Human Capital Management (HCM)** link.
	The **Cardinal Homepage** displays.
ℹ	Tile availability and placement on the **Cardinal Homepage** for each user is dependent upon individual user and security settings.

![Cardinal logo]

Step	Action
5.	Click the **Payroll** tile. Payroll Last Pay Date 07/25/2025

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

| 6. | Click the **Direct Deposit** menu item.

 Direct Deposit |

The **Direct Deposit** page displays.

Direct Deposit

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

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

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

Accounts

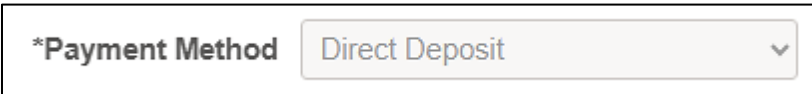You have not added any direct deposit account information.

Add Account

![Cardinal logo]

Step	Action
7.	Click the **Add Account** button. [Add Account]
ℹ	If you are setting up multiple accounts, you must set up your Remaining Balance account first.
	The **Add Account** page displays in a pop-up window. **Add Account** Cancel — Add Account — Save *Nickname [ ] *Payment Method [Direct Deposit ▼] **Bank** Routing Number [ ] ℹ Bank Name Account Number [ ] Retype Account Number [ ] **Pay Distribution** *Account Type [▼] *Deposit Type [Remaining Balance ▼] Amount or Percent [ ]
8.	Enter a name for the Direct Deposit account in the **Nickname** field. *Nickname [ ]
ℹ	The **Payment Method** field defaults to "Direct Deposit" and cannot be changed. *Payment Method [Direct Deposit ▼]

Step	Action
9.	Enter your Bank's Routing Number in the **Routing Number** field and press the **Tab** key. Routing Number [　　　　　　　　　　] ⓘ
ⓘ	Routing Numbers are validated to the Bank Table in Cardinal to verify the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have it added.
10.	Click the **Information** icon next to the **Routing Number** field to view where the Bank Routing Numbers are displayed on the check. If you do not need to review this information, proceed to **Step 12**. ⓘ
	The **Check Example** page displays in a pop-up window. **Check Example** ✕ The Routing Number and Account Number can be obtained from your check. In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number. 9999 ⑈999999999⑈ ⑈999 999 999⑈ 9999 1 2 1 - Routing Number 2 - Account Number
ⓘ	This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.
11.	Click the "X" to close the pop-up window. **Check Example** ✕

Cardinal

Step	Action
	The **Add Account** page refreshes with the name of the Bank displayed in the **Bank Name** field.
	Add Account
	Cancel Save
	*Nickname: Main Checking
	*Payment Method: Direct Deposit
	Bank
	Routing Number: 061000104
	Bank Name: Sun Trust
	Account Number:
	Retype Account Number:
	Pay Distribution
	*Account Type:
	*Deposit Type: Remaining Balance
	Amount or Percent:
🛈	Once a valid Routing number is entered, the Bank's name will display in the **Bank Name** field.
12.	Review the **Bank Name** field to verify it is accurate.
🛈	If the Bank Name is not correct, verify the correct routing number was entered and update the information as applicable.
13.	Enter your Bank account number in the **Account Number** field. Account Number [ ]
14.	Reenter the account number in the **Retype Account Number** field. Retype Account Number [ ]

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

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

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

	You can view your full account number on the **Direct Deposit** page. If you notice something is incorrect, you can edit any of the information you entered. See the Updating an Existing Direct Deposit Account section of this Job Aid. To add an additional account(s) see the Adding a New Direct Deposit Account section of this Job Aid.

Adding a New Direct Deposit Account

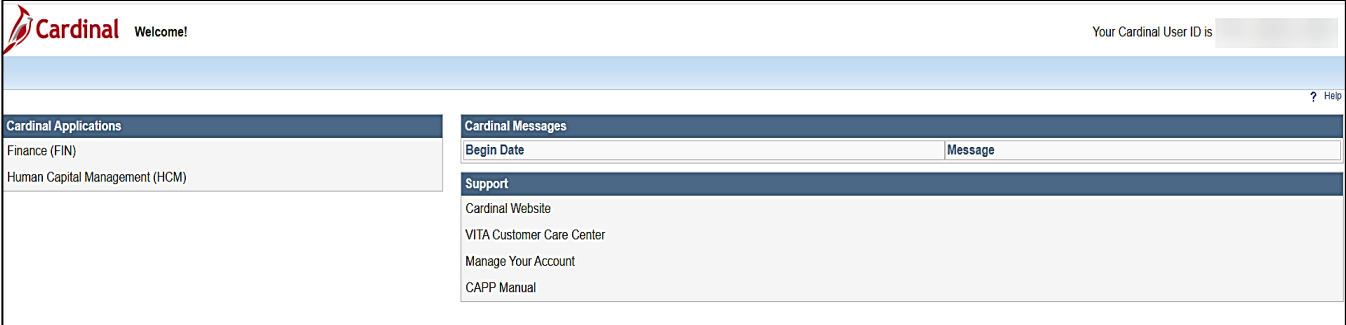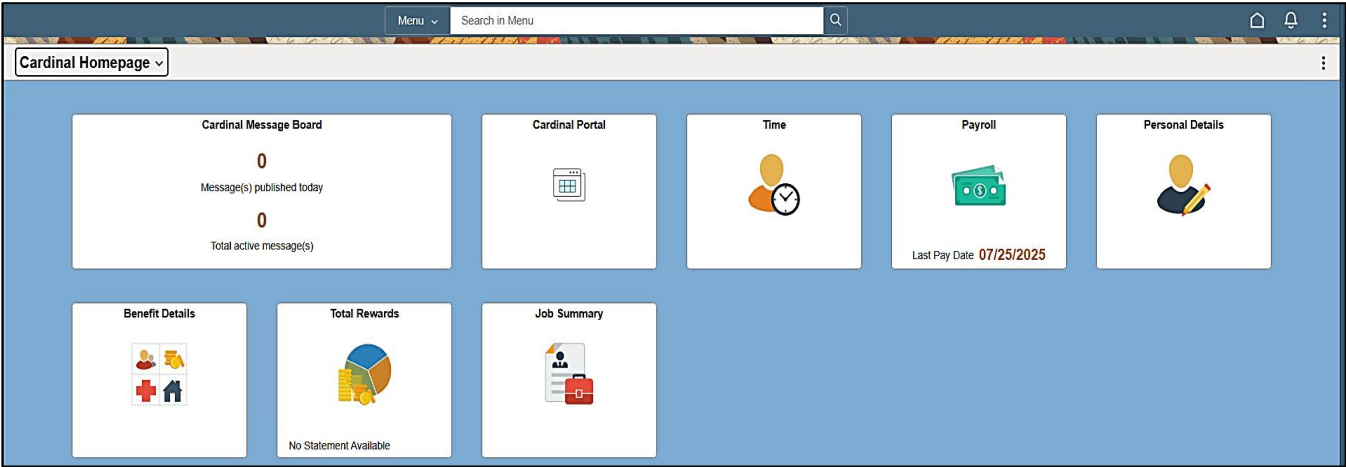| Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ℹ	For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The Cardinal log in page displays.

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

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

The **Portal Welcome** page displays.

Cardinal Welcome!	Your Cardinal User ID is

Cardinal Applications
Finance (FIN)
Human Capital Management (HCM)

Cardinal Messages
Begin Date | Message

Support
Cardinal Website
VITA Customer Care Center
Manage Your Account
CAPP Manual

Step	Action
4.	Click the **Human Capital Management (HCM)** link.

Cardinal Applications

Finance (FIN)

Human Capital Management (HCM)

The **Cardinal Homepage** displays.

Menu ∨   Search in Menu

Cardinal Homepage ∨

Cardinal Message Board
0
Message(s) published today
0
Total active message(s)

Cardinal Portal

Time

Payroll
Last Pay Date 07/25/2025

Personal Details

Benefit Details

Total Rewards
No Statement Available

Job Summary

	Tile availability and placement on the **Cardinal Homepage** for each user is dependent upon individual user and security settings.

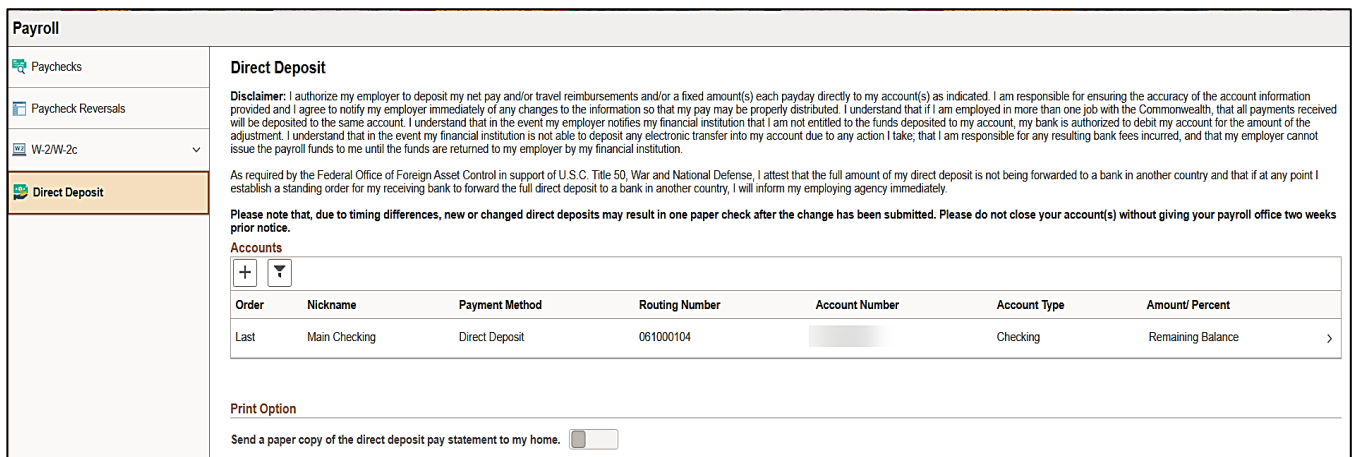| Step	Action
5.	Click the **Payroll** tile.

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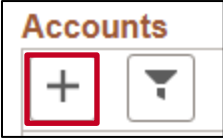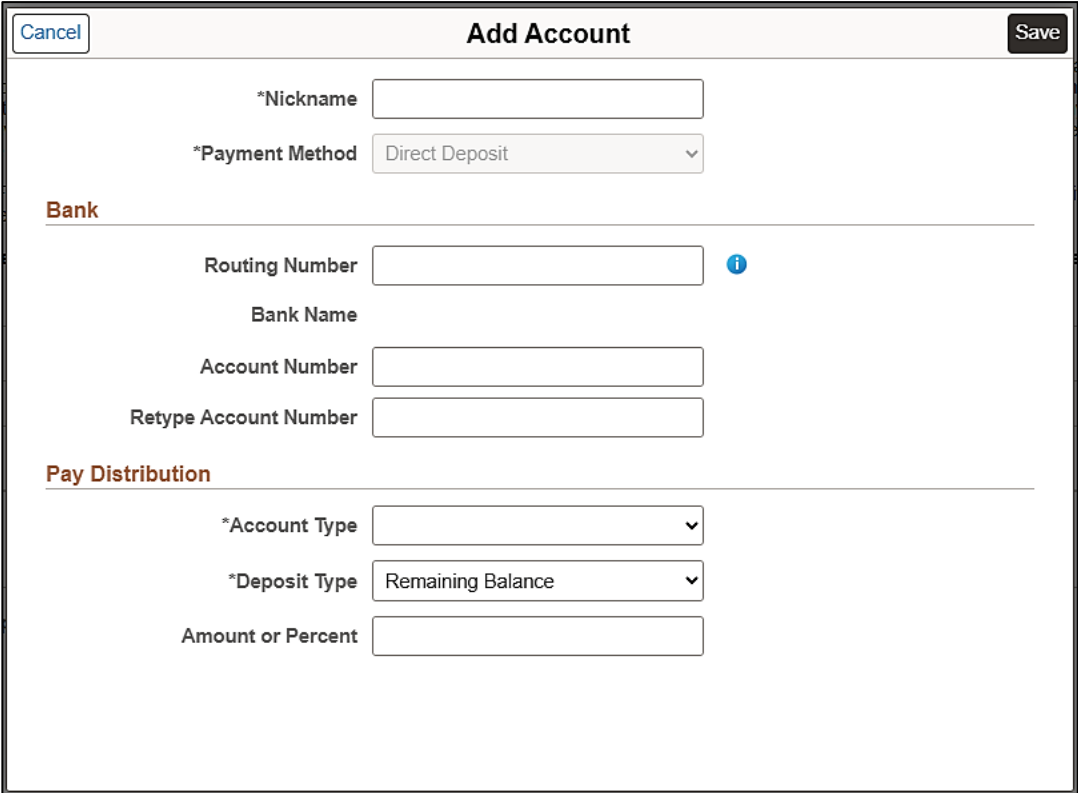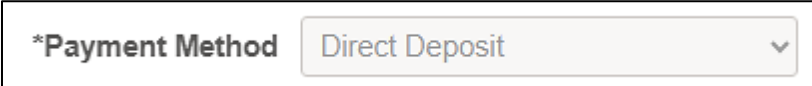
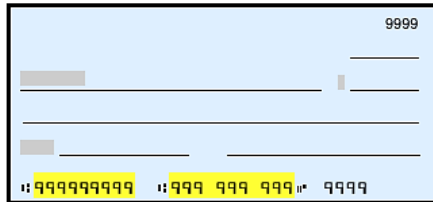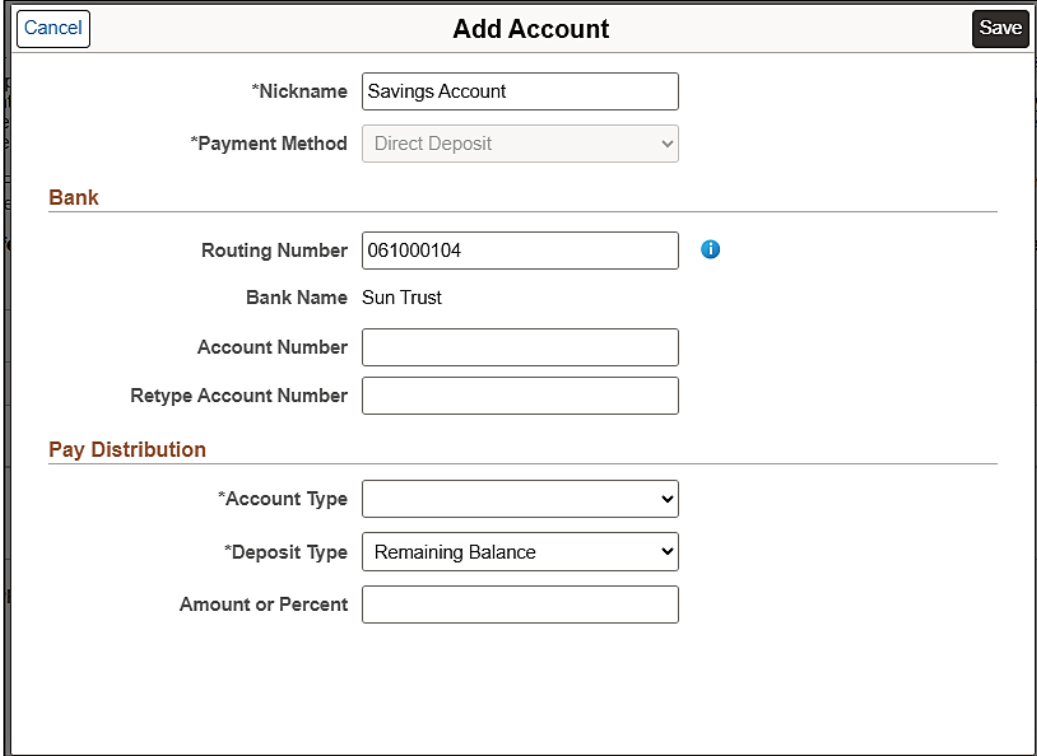| Step	Action
6.	Click the **Direct Deposit** menu item.

The **Direct Deposit** page displays.

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

Step	Action
9.	Enter your Bank's routing number in the **Routing Number** field and press the **Tab** key. Routing Number [ ] ⓘ
ⓘ	Routing Numbers are validated to the Bank Table in Cardinal to pull up the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have the Bank added.
10.	Click the **Information** icon next to the **Routing Number** field to view where the Bank Routing Numbers are displayed on the check. If you do not need to review this information, proceed to **Step 12**. ⓘ
	The **Check Example** page displays in a pop-up window. **Check Example** [×] The Routing Number and Account Number can be obtained from your check. In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number. 9999 ⑈999999999⑈ ⑆999 999 999⑆ 9999 1 2 1 - Routing Number 2 - Account Number
ⓘ	This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.
11.	Click the "X" to close the pop-up window. **Check Example** [×]

Step	Action
	The **Add Account** page refreshes with the name of the Bank displayed in the **Bank Name** field. **Add Account** Cancel Save *Nickname: Savings Account *Payment Method: Direct Deposit **Bank** Routing Number: 061000104 ⓘ Bank Name: Sun Trust Account Number: Retype Account Number: **Pay Distribution** *Account Type: *Deposit Type: Remaining Balance Amount or Percent:
ⓘ	Once a valid Routing number is entered, the Bank's name will display in the **Bank Name** field.
12.	Review the **Bank Name** field to verify it is accurate.
ⓘ	If the Bank Name is not correct, verify the correct routing number was entered and update the information as applicable.
13.	Enter your Bank Account Number in the **Account Number** field. Account Number [ ]
14.	Reenter the Account Number in the **Retype Account Number** field. Retype Account Number [ ]

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

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

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

Payroll

- Paychecks
- Paycheck Reversals
- W-2/W-2c
- **Direct Deposit**

Direct Deposit

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

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

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

Accounts

[+] [▼]

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings Account	Direct Deposit	061000104		Savings	$200.00	>
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance	>

Print Option

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

Updating an Existing Direct Deposit Account

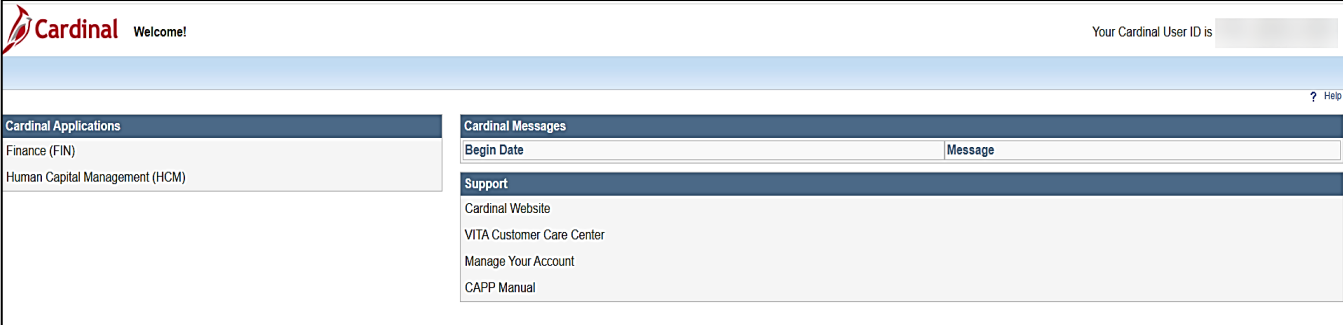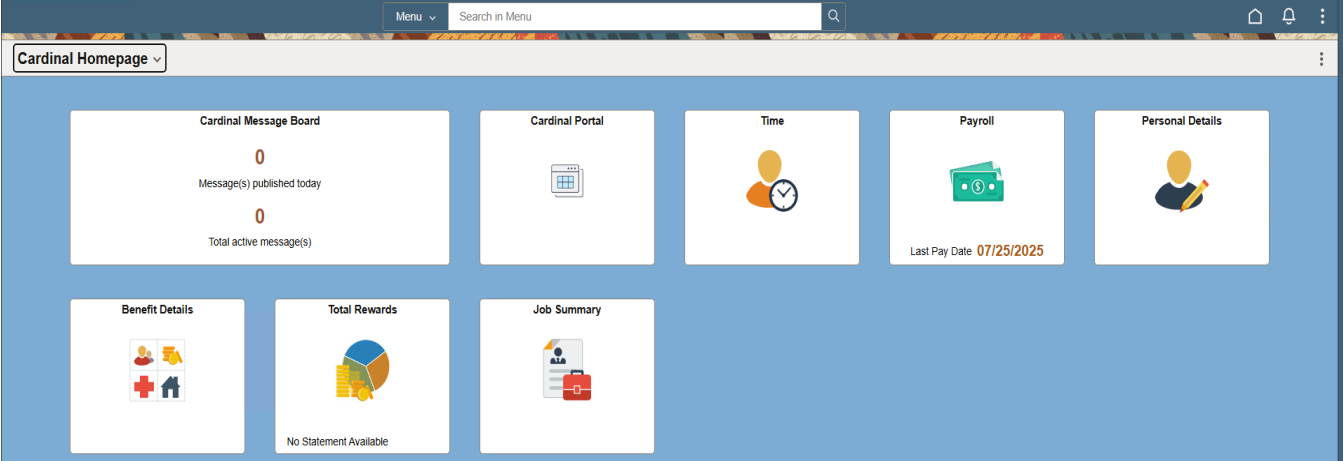| Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ℹ	For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The Cardinal log in page displays.

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

Step	Action
3.	Click the **Sign In** button.

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

Step	Action
5.	Click the **Payroll** tile. **Payroll** Last Pay Date **07/25/2025**

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

Payroll					
Paychecks	**Paychecks**				
Paycheck Reversals	**Check Date**	**Company**	**Pay Begin Date / Pay End Date**	**Net Pay**	**Paycheck Number**
W-2/W-2c	07/25/2025	Jones and Cabacoy Veterans Ctr	06/29/2025 07/12/2025	$848.18	66347309
Direct Deposit	07/11/2025	Jones and Cabacoy Veterans Ctr	06/15/2025 06/28/2025	$744.84	66265920
	06/27/2025	Jones and Cabacoy Veterans Ctr	06/01/2025 06/14/2025	$623.97	66177876

Step	Action
6.	Click the **Direct Deposit** menu item. Direct Deposit

The **Direct Deposit** page displays.

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

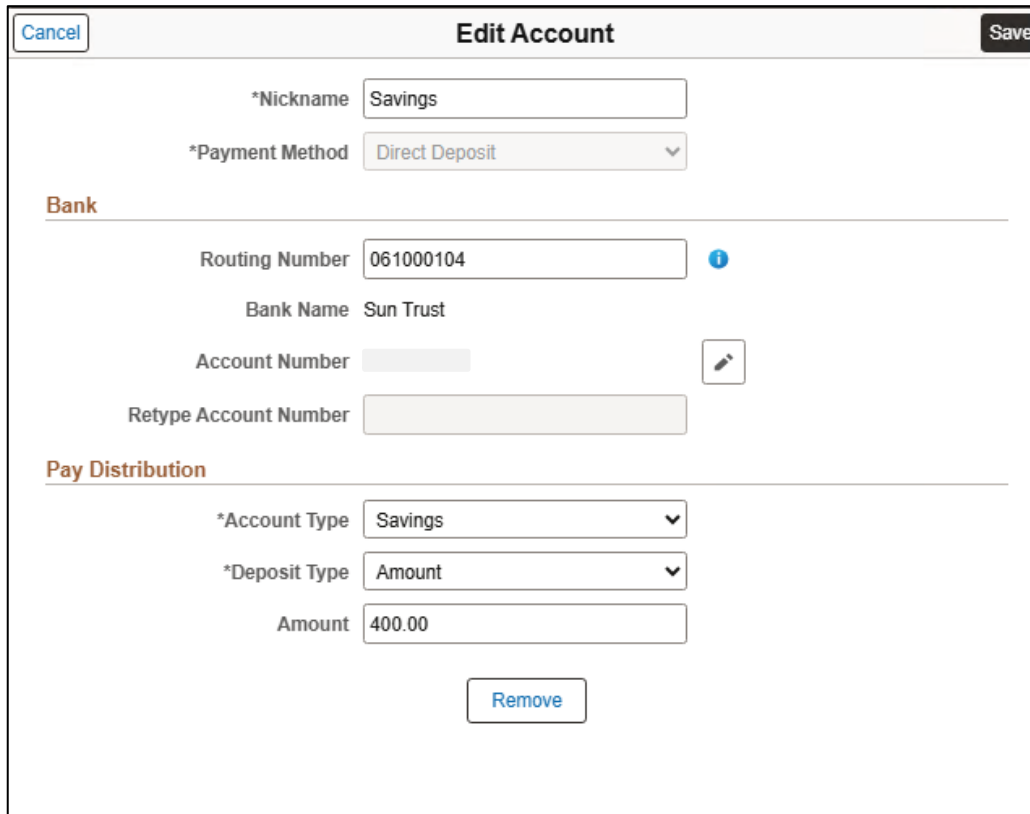| Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	061000104		Savings	$400.00
Last	Main Checking	Direct Deposit	061000104		Checking	Remaining Balance

Print Option

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

ℹ️	Any current Direct Deposit Accounts display in the **Accounts** section.

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

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

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

Step	Action
10.	Click the **Save** button once all updates have been completed.

| Cancel | **Edit Account** | Save |

ℹ️ If you did not make any changes to the account do not click the **Save** button.

If you click the **Save** button and no changes were made:

- A message displays indicating "Your direct deposit information has not changed. Click the Cancel button to return to the Direct Deposit Page."

> Your direct deposit information has not changed.
> Click the Cancel button to return to the Direct Deposit Page.
>
> OK

- Click the **OK** button
- Click the **Cancel** button.

| Cancel | **Edit Account** | Save |

The **Direct Deposit** page redisplays.

Payroll

- Paychecks
- Paycheck Reversals
- W-2/W-2c
- **Direct Deposit**

Direct Deposit

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

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

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

Accounts

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

Print Option

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

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

Reordering (Prioritizing) Direct Deposit Accounts

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

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ℹ️	For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
	The Cardinal log in page displays.
2.	Enter your **Cardinal Username** and **Password**.

Step	Action
3.	Click the **Sign In** button. Sign In

The **Portal Welcome** page displays.

Step	Action
4.	Click the **Human Capital Management (HCM)** link. **Cardinal Applications** Finance (FIN) Human Capital Management (HCM)

The **Cardinal Homepage** displays.

	Tile availability and placement on the **Cardinal Homepage** for each user is dependent upon individual user and security settings.

Step	Action
5.	Click the **Payroll** tile. **Payroll** Last Pay Date **07/25/2025**

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

Paychecks	**Paychecks**
Paycheck Reversals	
W-2/W-2c ⌄	
Direct Deposit	

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

Step	Action
6.	Click the **Direct Deposit** menu item. Direct Deposit

CARDINAL

Step	Action
	The **Direct Deposit** page displays.

(i)	All current Direct Deposit Accounts displays in the **Accounts** section.

7.	Click the **Reorder** button under the **Accounts** section of the page.

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

Step	Action
ℹ	The Direct Deposit Accounts are listed in their current order (priority). The Remaining Balance Account does not have a priority order as it will always be the last account that funds are routed to.
8.	Update the value in the **New Order** field to reorder (prioritize) the Direct Deposit Accounts.

Accounts ℹ

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	1	Savings 1		$500.00
2	2	Vacation Savings		$200.00
3	3	Checking 2		$500.00
Last		Main Checking		Remaining Balance

Step	Action
ℹ	The "Remaining Balance" field will always display as "Last" and cannot for be reordered.
9.	Click the **Save** button.

Cancel   **Reorder Accounts**   Save

Accounts ℹ

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	2	Savings 1		$500.00
2	3	Vacation Savings		$200.00
3	1	Checking 2		$500.00
Last		Main Checking		Remaining Balance

Step	Action

The **Direct Deposit** page redisplays and the Direct Deposit Accounts are now reordered within the **Accounts** section.

Removing a Direct Deposit Account

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

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

The Cardinal log in page displays.

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

Step	Action
3.	Click the **Sign In** button. Sign In
	The **Portal Welcome** page displays. Cardinal Welcome! Your Cardinal User ID is _____ ? Help **Cardinal Applications** **Cardinal Messages** Finance (FIN) Begin Date Message Human Capital Management (HCM) **Support** Cardinal Website VITA Customer Care Center Manage Your Account CAPP Manual
4.	Click the **Human Capital Management (HCM)** link. **Cardinal Applications** Finance (FIN) Human Capital Management (HCM)
	The **Cardinal Homepage** displays. Menu ˅ Search in Menu 🔍 ⌂ 🔔 ⋮ Cardinal Homepage ˅ ⋮ **Cardinal Message Board** **Cardinal Portal** **Time** **Payroll** **Personal Details** 0 Message(s) published today 0 Total active message(s) Last Pay Date 07/25/2025 **Benefit Details** **Total Rewards** **Job Summary** No Statement Available
ℹ	Tile availability and placement on the **Cardinal Homepage** for each user is dependent upon individual user and security settings.

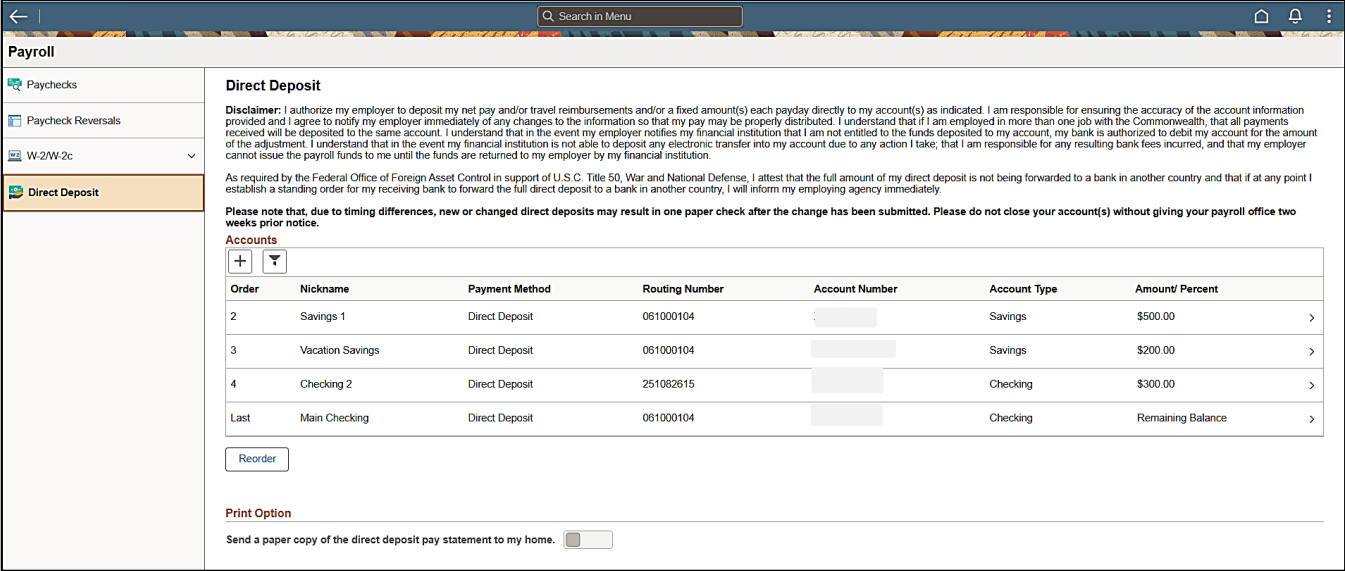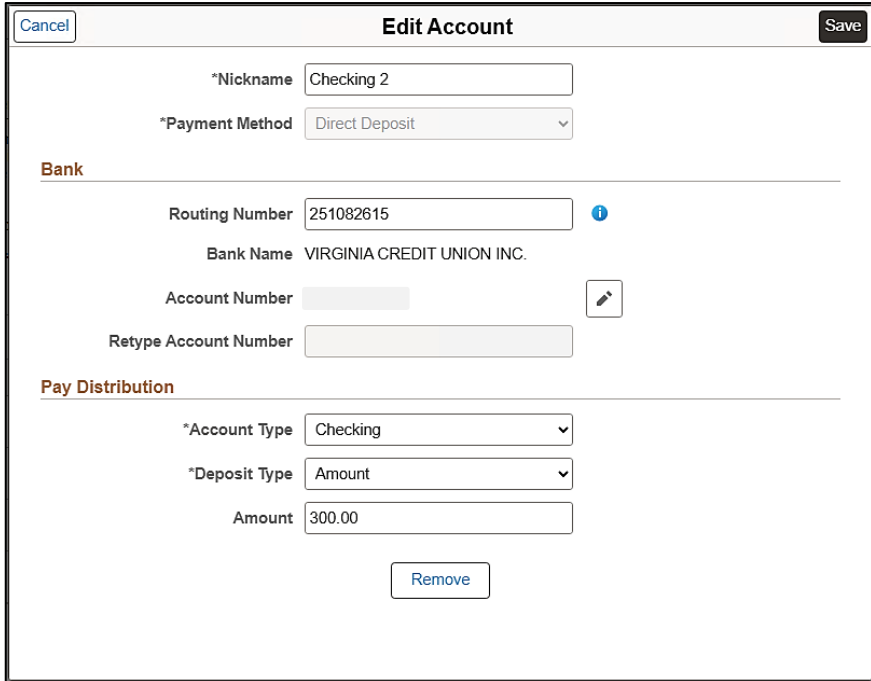| Step	Action
5.	Click the **Payroll** tile. **Payroll** Last Pay Date **07/25/2025**

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

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

Payroll menu items: Paychecks, Paycheck Reversals, W-2/W-2c, Direct Deposit

Step	Action
6.	Click the **Direct Deposit** menu item. Direct Deposit

Step	Action
	The **Direct Deposit** page displays.

(i)	All current Direct Deposit Accounts display in the **Accounts** section.

7.	Click the corresponding row for the Direct Deposit Account to be removed.

4	Checking 2	Direct Deposit	251082615		Checking	$300.00	›

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

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

Cancel	**Edit Account**	Save

*Nickname: Checking 2

*Payment Method: Direct Deposit

Bank

Routing Number: 251082615 ℹ

Bank Name: VIRGINIA CREDIT UNION INC.

Account Number: ▢ ✎

Retype Account Number: ▢

Pay Distribution

*Account Type: Checking

*Deposit Type: Amount

Amount: 300.00

Remove

8.	Click the **Remove** button.
	Remove

	A confirmation message displays in a pop-up window.

Are you sure you want to remove the account?

Yes   No

ℹ	If the account being removed is the only account, a message displays indicating you will not be able to add a new account until the next day.

If you remove this account, you can't add a new account(s) until tomorrow. Are you sure you want to remove this account?

Yes   No

If the account is removed, only the Payroll Administrator can add an account on the same day.

![Cardinal logo]
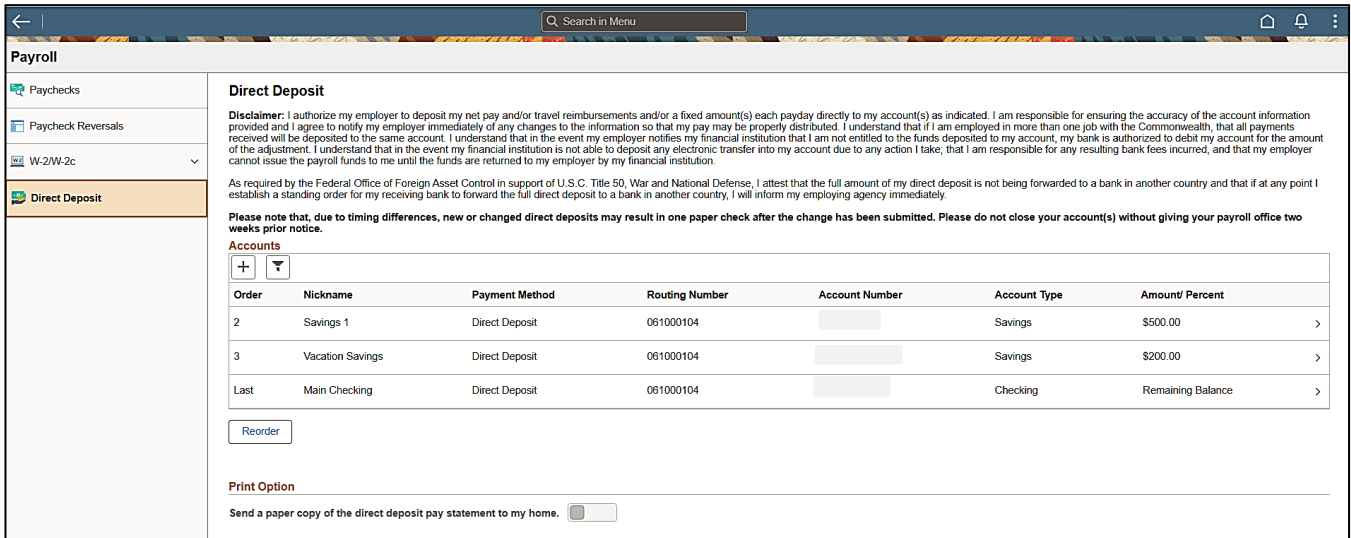
Step	Action
9.	Click the **Yes** button to remove the selected account. [Yes] [No]

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

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

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

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