



**Cardinal Reports Catalog**  
**HCM**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 11/3/2022**



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## Learning Materials and Resources

The **Human Capital Management (HCM) Reports Catalog** covers the four functional areas of **Benefits (BN)**, **Human Resources (HR)**, **Payroll (PY)**, and **Time & Attendance (TA)**. Each functional area contains queries and reports specific to that area.

Reports and queries are located in the functional area of this reports catalog based on their navigation path. For example, the **Employee SSN Verification** report has the navigation path: Navigator > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification, and would be found in the Payroll section.

**Note:** Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the entire **HCM Reports Catalog**, as the report or query may be located in a different functional area.

After reviewing this **HCM Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports



## **Benefits Queries**

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## Benefit Audit Queries

- V\_OHB\_AUDIT\_DEP\_ADR
- V\_OHB\_AUDIT\_DEP\_MEDICARE
- V\_OHB\_AUDIT\_DEP\_NAME
- V\_OHB\_AUDIT\_EVENTS
- V\_OHB\_AUDIT\_PAR\_MEDICARE
- V\_OHB\_AUDIT\_QMCSO

REVISED: 09/15/2021

### DESCRIPTION:

This audit query is used to investigate benefit changes and is identified by the user, date, and time of the change.

**Note:** This query is for Office of Health Benefits (OHB); however, due to query export size limitations, it is not for OHB Statewide use.

### NAVIGATION PATH:

- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_DEP\_ADR
- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_DEP\_MEDICARE
- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_DEP\_NAME
- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_EVENTS
- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_PAR\_MEDICARE
- Navigator > Reporting Tools > Query > Query Viewer > V\_OHB\_AUDIT\_QMCSO

### INPUT / SEARCH CRITERIA:

- Employee ID
- From Date
- To Date

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

Employee ID, From Date and To Date fields are required fields.

### Screenshot of the Dependent/Beneficiary Address Query

V\_OHB\_AUDIT\_DEP\_ADR - Dependent/Beneficiary Address

Employee ID:

From Date:

To Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-3 of 3 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Emp ID	Dependent/Beneficiary ID	Effective Date	Same Address as Employee	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Number 1	Number 2	House Type	Address Field 1	Address Field 2	Address Field 3	County	State	Postal Code	Tax Vendor Geographical Code	In City Limit	Address Type
1		09/26/2020 7:27:11PM	A	DEP_BEN_ADDR		03	01/01/1901	Y	USA																	HOME
2		09/26/2020 7:55:16PM	A	DEP_BEN_ADDR		01	01/01/1901	Y	USA																	HOME
3		09/26/2020 7:55:17PM	A	DEP_BEN_ADDR		02	01/01/1901	Y	USA																	HOME



## Screenshot of the Dependent/Beneficiary Medicare Effective Date Query

V\_OHB\_AUDIT\_DEP\_MEDICARE - Dependent/Beneficiary Effdt

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

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

View All First 1-1 of 1 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason
1		06/02/2021 10:03:31AM	A	BN_DEPBEN_EFFDT		01	06/02/2021	Y	Y	N	123456789					

## Screenshot of the Dependent/Beneficiary Name Query

V\_OHB\_AUDIT\_DEP\_NAME - Dependent/Beneficiary Name

Employee ID:

From Date: 01/01/2020

To Date: 12/31/2020

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

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Format Using	Name	Name Initials	Name Prefix	Name Suffix	Name Royal Prefix	Name Royal Suffix	Title	Last Name	First Name	Last Name	First Name	
1		06/26/2020 7:27:11PM	A	DEP_BEN_NAME		03	01/01/1901	001												
2		06/26/2020 7:55:16PM	A	DEP_BEN_NAME		01	01/01/1901	001												
3		06/26/2020 7:55:17PM	A	DEP_BEN_NAME		02	01/01/1901	001												

## Screenshot of the Dependent/Beneficiary Name Query (scrolled right)

First 1-3 of 3 Last

Title	Last Name	First Name	Last Name	First Name	Middle Name	Second Last Name	Second Last Name	Alternate Character Name	Preferred First Name	Last Name Partner	Prefix Partner	Last Name Preference	Display Name	Formal Name	Entity Name	Tax ID	Document ID	Documentation Date
					R							1						
					R							1						
					A							1						

## Screenshot of the Update Event Status Query

V\_OHB\_AUDIT\_EVENTS - Update Event Status

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

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

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Schedule ID	Benefit Record Number	Event Identification	Address Effective Date	Empl Record	Job Effective Date	Job Effective Sequence	Benefit Program	Event Classification	Event Status	Process Status	Process Indicator	Address Eligibility Changed	MultiJob Eligibility Changed	Job Eligibility Changed	Event Disconnected	Event Out of Sequence	Address Elig Changed Date
1		06/02/2021 10:20:19AM	C	BAS_PARTIC		EM00	0	1	11/10/2018	0	11/09/2019	0	SAL	BIR	O	PR	N	N	N	N	N	N	



### Screenshot of the Update Event Status Query (scrolled right)

Event Out of Sequence	Address Elig Changed Date	MultiJob Effective Date	Job Elig Changed Date	Event Disconnect Date	Event Changed Date	Finalize/Apply Defaults	Excess Credit Rollover To	Election Source	Event Empl Record	Event Date	Effective Sequence of Event	Event Priority	Source of Action	Multi-Activity Indicator	Status Date	Date Notified of Options	Elections Received Date	Date Notified of Confirmation	Confirmation Received Date	Service Date	COBRA Action	Available through Self Service	Hire Date	Service Comp Date - TSP	Print Option	Days to Print
N						N	F	N	0	06/01/2021	0	410	ME	N	06/02/2021					11/10/2018		Y			B	0

### Screenshot of the Benefit Person Effective Date

**V\_OHB\_AUDIT\_PAR\_MEDICARE - Benefit Person Effective Date**

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Champus Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason
1		06/02/2021 10:07:15AM	A	BN_PERSON_EFFDT		06/01/2021	Y	Y	N	N						0

### Screenshot of the Dependent/Beneficiary Rider

**V\_OHB\_AUDIT\_QMCSO - Dependent/Beneficiary Rider**

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Plan Type	Start Date	Effective Sequence	Status as of Effective Date	End Date	State	Court Order Number	Comment	Rider Type
1		06/02/2021 10:28:48AM	A	DEPBEN_RIDER		04	10	06/01/2021	1	A	08/31/2023	VA		C	



# COVA Health Plan Participants Query

## V\_BN\_COVA\_HLTH\_PARTC

REVISED: 09/15/2021

### DESCRIPTION:

This query lists all employees enrolled in a health benefit plan as of a certain date. This report can be run for all carriers or for a specific carrier. The output can be used mailing labels for open enrollment.

Note: Due to query export size limitations, this query is not for OHB Statewide use.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_COVA\_HLTH\_PARTC

### INPUT / SEARCH CRITERIA:

As Of Date  
 Business Unit (Blank for All)  
 Carrier (Blank for All)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the COVA Health Plan Participants Query

V\_BN\_COVA\_HLTH\_PARTC - COVA Health Plan Partic Query

As Of Date

Business Unit (Blank for All)

Carrier (Blank for All)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(290 kb\)](#)

[View All](#) First 1-100 of 382 Last

Row	Carrier	Business Unit	Company	Employee ID	Empl Rcd	Ben Rcd Nbr	Employee Name	Address 1	Address 2	Address 3	City	State	Zip Code	Benefit Plan	Coverage Code	Coverage Begin	Coverage End	Deductn Cd
1	Aetna Health Insurance Company	40300	GIF		0	0					RICHMOND	VA	23229-7026	CHA1	2	07/01/2019		CVAHAW
2	Aetna Health Insurance Company	40300	GIF		0	0					GUM SPRING	VA	23065-2236	CHA2	2	07/01/2019		CVAHAW
3	Aetna Health Insurance Company	40300	GIF		0	0					STAUNTON	VA	24401-1641	CHA1	4	07/01/2019		CVAHAW
4	Aetna Health Insurance Company	40300	GIF		0	0					GLEN ALLEN	VA	23059-1666	CHA	4	07/01/2019		CVAHAW
5	Aetna Health Insurance Company	40300	GIF		0	0					CHURCH ROAD	VA	23833-2906	CHA1	4	07/01/2019		CVAHAW
6	Aetna Health Insurance Company	40300	GIF		0	0					RUTHER GLEN	VA	22546-3834	CHA	4	07/01/2019		CVAHAW
7	Aetna Health Insurance Company	40300	GIF		0	0					MONROE	VA	24574-2902	CHA2	4	07/01/2019		CVAHAW
8	Aetna Health Insurance Company	40300	GIF		0	0					FREDERICKSBURG	VA	22407-2215	CHA	1	07/01/2019		CVAHAW



# Data Sheet Status Query

## V\_BN\_EMPL\_DATA\_SHEET\_STATUS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used by OHB to monitor the status of The Local Choice (TLC) jurisdictions who have or have not completed and certified their Employer Data Sheet.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_EMPL\_DATA\_SHEET\_STATUS

### INPUT / SEARCH CRITERIA:

TLC Group (Blank for All)  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Data Sheet Status Query

V\_BN\_EMPL\_DATA\_SHEET\_STATUS - Data Sheet Status Query

TLC Group (Blank for All)

As of Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(103 kb\)](#)

View All First 1-100 of 366  Last

Row	TLC Grp Number	TLC Name	TLC Certifier	Status	Certification Date
1	04707400	Town Of Strasburg		NOT CERTIFIED	
2	04709000	Town Of Kenbridge		NOT CERTIFIED	
3	04709500	Town Of Gate City		NOT CERTIFIED	
4	04713000	Town Of Wakefield		NOT CERTIFIED	
5	04715600	Town Of Clintwood		NOT CERTIFIED	
6	04716100	Town Of Remington		NOT CERTIFIED	
7	04726600	Rockbridge County		NOT CERTIFIED	
8	04726700	Shenandoah County		NOT CERTIFIED	
9	04726800	Town Of Courtland		NOT CERTIFIED	
10	04727800	Town Of Iron Gate		NOT CERTIFIED	
11	04729000	Town Of Keysville		NOT CERTIFIED	
12	04729200	Town Of Haymarket		NOT CERTIFIED	
13	04734900	Town Of Saltville		NOT CERTIFIED	



## Defaulted OE Elections Query V\_BN\_OE\_DEFLT\_EE

REVISED: 09/15/2021

### DESCRIPTION:

This query lists employees whose Open Enrollment (OE) health benefit plan defaults to a new plan if no action is taken because the old plan is no longer offered.

This query is used by agency Benefits Administrators.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_OE\_DEFLT\_EE

### INPUT / SEARCH CRITERIA:

Schedule ID  
COMMIT (checkbox)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

During OE, run this query with the COMMIT checkbox unchecked. At the end of OE, run this query with the COMMIT checkbox checked.

### Screenshot of the Defaulted OE Elections Query

V\_BN\_OE\_DEFLT\_EE - Defaulted OE Elections Query

Schedule ID

COMMIT

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

[View All](#) First 1-7 of 7 Last

Row	Employee ID	Empl Rcd	Name	Business Unit	Department	Address 1	Address 2	City	State	Postal	Phone Number	Email Address	Benefit Program	Old Benefit Plan	New Benefit Plan	Coverage Code	Time Date Stamp
1		0		35000	350			RICHMOND	VA	23222-3213			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
2		0		10900	10900			MIDLOTHIAN	VA	23114-4550			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
3		0		10900	10900			RICHMOND	VA	23225-1072			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
4		0		85100	80100			FERRUM	VA	24088-3308			SAL	OH	CHA3	3	04/16/2021 4:36:18PM
5		0		10900	10900			HENRICO	VA	23231-6516			SAL	OH	CHA3	4	04/16/2021 4:36:18PM
6		0		35000	350			GLEN ALLEN	VA	23060-2267			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
7		0		10900	10900			RICHMOND	VA	23220-3905			SAL	OH	CHA3	1	05/04/2021 2:44:47PM



## Employee Benefit Data Query V\_BN\_EMPL\_BEN\_DATA

REVISED: 09/15/2021

### DESCRIPTION:

This query lists employee benefit enrollments as of a certain date with parameters to filter data for a specified population.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_EMPL\_BEN\_DATA

### INPUT / SEARCH CRITERIA:

As Of Date  
Business Unit  
Department  
Location

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Employee Benefit Data Query

V\_BN\_EMPL\_BEN\_DATA - Employee Benefit Data Query

As Of Date: 11/30/2020  
 Business Unit: 50100  
 Department:   
 Location:   
 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15361 kb)  
 View All

Row	Employee ID	Employee Record	Ben Record	Name	Birthdate	Address 1	Address 2	City	State	Postal	Phone Number	Email Type	Email Address	Sex	Disability	Medicare Entitled Date	Business Unit	Company	Location	Class	Benefit Program
1		0	0					SKIPWITH	VA	23968-0155		BUSN		M	N	11/01/2018	50100	DOT	CENTR	CLS	
2		0	0					FARMVILLE	VA	23901-2747		BUSN		M	N	09/01/2020	50100	DOT	CENTR	CLS	
3		0	0					RUSTBURG	VA	24588-2601		BUSN		M	N	02/01/2020	50100	DOT	CENTR	CLS	
4		0	0					RUSTBURG	VA	24588-2601		BUSN		M	N	02/01/2020	50100	DOT	CENTR	CLS	
5		0	0					WAYNESBORO	VA	22980-9131		BUSN		F	N	10/01/2019	50100	DOT	CENTR	CLS	
6		0	0					CLIFTON FORGE	VA	24422-3632		BUSN		M	N	09/01/2019	50100	DOT	CENTR	CLS	
7		0	0					CLIFTON FORGE	VA	24422-3632		BUSN		M	N	09/01/2019	50100	DOT	CENTR	CLS	
8		0	0					MECHANICSVILLE	VA	23116-3974		BUSN		M	N	06/01/2022	50100	DOT	CENTR	CLS	



**Screenshot of the Employee Benefit Data Query (scrolled right)**

Class	Benefit Program	Eligibility 1	Eligibility 2	Eligibility 3	Eligibility 4	Eligibility 5	Eligibility 6	Eligibility 7	Eligibility 8	Eligibility 9	Linked Employee ID	Coverage Begin Date	Coverage End Date	Coverage Election	Benefit Plan	Coverage Code	FSA Effective Date	FSA Coverage Begin Date	FSA Election Date	FSA Coverage End Date	FSA Plan	FSA Annual Pledge	FSA Deduction Override	Start Date
LS	VSN0000	501042000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06/30/2020
LS	VSN0000	501082000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC2	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06/30/2020
LS	VSN0000	501062000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC4	4	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019

**Screenshot of the Employee Benefit Data Query (continued scrolled right)**

First 1-100 of 10172 Last																
FSA Deduction Override	Simple Benefit Begin Date	Simple Benefit Election	Simple Benefit Plan	Savings Effective Date	Savings Coverage Begin Date	Savings Election Date	Savings End Date	Savings Plan	Deduction Amount	Percent of Gross	Deduction Amt After-Tax	Percent of Gross After-Tax	Agency Use 1	Agency Use 2	Agency Use 3	
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	50.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	125.00	0.000	0.00	0.000				



# Employee Search - FSA Query

## V\_FSA\_BENEFITS

REVISED: 09/15/2021

### DESCRIPTION:

This query lists Flexible Spending Account (FSA) enrollment data for a Company.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_FSA\_BENEFITS

### INPUT / SEARCH CRITERIA:

Enter Company  
 (Optional) Elect or Waived

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

Company field is a required field.

### Screenshot of the Employee Search - FSA Query

Row	ID	Empl Record	Ben Record	HR Status	Pay Status	Location	Reg/Temp	Full/Part	Co	Group	Elig Fld 1	Elig Fld 2	Elig Fld 3	Elig Fld 4	Elig Fld 5	Elig Fld 6	Elig Fld 7	Elig Fld 8	Elig Fld 9	Type	Empl Class	Comp Freq	Unit	Reg Region	Benefits System	CBR Cvt ID	Plan Typ	Eff Date	Covg Bgn	Covrg Elec	Elect Date	Plan	Empl Amt	Annl Pledg
1		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
2		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
3		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	E	08/04/2020	FLXMED	60.00	720.00	
4		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
5		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
6		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
7		0	0	A	A	CENTR	X	F	RCB	SM1	VSY0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	E	08/04/2020	FLXMED	80.00	960.00	
8		0	0	A	A	CENTR	X	F	RCB	SM1	VSY0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
9		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	11/10/2019	11/09/2019	W	02/24/2021		0.00	0.00	
10		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	11/10/2019	11/09/2019	W	02/24/2021		0.00	0.00	
11		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
12		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
13		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	
14	28895000	0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-24	SF-GB	S	CLS	S	26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00	



# Events Closing Date Query (RBN296) V\_BN\_EVNT\_NEAR\_CLSDT

REVISED: 09/15/2021

### DESCRIPTION:

This query lists events on the Benefits Administration System (BAS) Activity Table that are within 15 days of the closing date defined by event rules.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_EVNT\_NEAR\_CLSDT

### INPUT / SEARCH CRITERIA:

Schedule ID

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

This query has no required fields.

### Screenshot of the Events Closing Date Query

V\_BN\_EVNT\_NEAR\_CLSDT - RBN296 - Events Closing Date

Sched ID

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3223 kb\)](#)

View All First 1-100 of 9593 Last

Row	Employee ID	Name	Business Unit	Company	Email Type	Email	Event Type	Event Date	Enrollment Days Allowed
1	00271365200	BAKER,DEBORAH R	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
2	00296461200	ANDERSON,THERESAA	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
3	00370100100	HOUNSHELL,MARSHAM	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
4	00455924100	BAKER,CYNTHIA L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
5	00478146600	ROGERS,MELISSA A	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
6	00490216600	LAWSON,COURTNE L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
7	00493310200	FLANARY,KRISTI R	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
8	00536362700	RUTHERFORD,LISA B	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
9	00536783900	ROBERTS,MARY A	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
10	00537063200	YOUNG,MONA L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
11	00537305000	FORTNER,ROSS P	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
12	00538547700	CRABTREE,CINDY	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
13	00539022900	BAILEY,DEBRA K	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
14	00539176300	BIEDERMAN,L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45



## FSA and Admin Fee Errors- Balance Audit Query V\_BN\_HMO\_PYMNT\_DETAIL

REVISED: 09/15/2021

### DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Admin Fee.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_FSA\_ADMINFEE\_BAL\_AUDIT

### INPUT / SEARCH CRITERIA:

Year  
Period

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Year and Period fields are required fields.

### Screenshot of the FSA Account and Admin Fee Errors - Balance Audit Query

V\_BN\_FSA\_ADMINFEE\_BAL\_AUDIT - FSA and Admin Fee Errors

Year   
 Period

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All First 1-16 of 16 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	Descr	HR Status	Payroll Status	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Admin Fee Mthly Bal	Email Type	Elig Fld 8	Email
1		0		ABC	SM1	Store 250	A	A	07/01/2019	E	FLXFEE	2.10 BUSN		10-20	
2		0		ABC	SM1	Store 118	A	A	07/01/2019	E	FLXFEE	2.10 BUSN		09-18	
3		1		CCA	SM1	CHILD & ADOL SVCS (GEN)	A	A	11/01/2019	E	FLXFEE	2.10 BUSN			
4		1		DEM	SM1	Business Systems & Analytics	A	A	07/01/2019	E	FLXFEE	2.10 BUSN			
5		0		DEM	SM1	Situation Awareness Unit	A	A	07/01/2019	E	FLXFEE	2.10 BUSN			
6		1		DGS	SM1	Central Procurement	A	A	07/01/2019	E	FLXFEE	2.10 BUSN			
7		0		DGS	SM1	Human Resources	A	A	10/25/2019	E	FLXFEE	0.00 BUSN		12-24	
8		1		NSU	SM1	Facilities Mgmt	A	A	07/01/2019	E	FLXFEE	2.10 BUSN			
9		1		SOV	WK1	Clerk's Administration	A	A	07/01/2019	E	FLXFEE	2.10 BUSN			
10		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00 BUSN		12-24	
11		0		UMW	SM1	Art and Art History	A	A	10/25/2019	E	FLXFEE	2.10 BUSN			
12		0		UMW	SM1	Art and Art History	A	A	04/01/2020	E	FLXFEE	0.00 BUSN		12-24	
13		0		UMW	SM1	Art and Art History	A	L	11/25/2019	E	FLXFEE	0.00 BUSN		12-24	
14		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00 BUSN		12-24	
15		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00 BUSN		12-24	
16		0		UMW	SM1	Art and Art History	A	A	12/01/2019	E	FLXFEE	0.00 BUSN		12-24	



# FSA and Admin Fee Errors- Enroll Audit Query

## V\_BN\_FSA\_ADMINFEE\_ENROLL\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Administrative Fee.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_FSA\_ADMINFEE\_ENROLL\_AUDIT

### INPUT / SEARCH CRITERIA:

Effective Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Effective Date field is a required field.

### Screenshot of the FSA and Admin Fee Errors -Enroll Audit Query

V\_BN\_FSA\_ADMINFEE\_ENROLL\_AUDIT - FSA and Admin Fee Errors

Effective Date: 04/30/2020

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(14 kb\)](#)

[View All](#) First 1-29 of 29 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	HR Status	Dept Descr	HCARE Effdt	HCARE Election	HCARE Benefit Plan	DCARE Effdt	DCARE Election	DCARE Benefit Plan	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Email Type	Email
1		0		ABC	SM1	A	Store 356	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
2		0		ABC	SM1	A	Store 356				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
3		0		DMA	SM1	A	Fort Pickett DPW	07/01/2019	E	FLXMED				11/10/2019	W		BUSN	
4		0		DOA	SM1	A	Payroll Service Bureau	07/01/2019	E	FLXMED							BUSN	
5		0		DOA	SM1	A	Payroll Service Bureau				07/01/2019	E	FLXDCR				BUSN	
6		0		JMU	MNP	A	James Madison University	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
7		0		JSR	SM1	A	Summary Department	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
8		0		JSR	SM1	A	Summary Department				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
9		0		ODU	MNP	A	Old Dominion University	07/01/2019	E	FLXMED				07/01/2019	W		BUSN	
10		0		SCC	SM1	A	Securities/Retail Franchising	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
11		0		SCC	SM1	A	Securities/Retail Franchising				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
12		0		SOV	SM1	A	Clerk's Administration	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
13		0		SOV	SM1	A	Clerk's Administration				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
14		0		JMW			Library	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	joan.pope@virgin



## Health Census Query V\_BN\_HEALTH\_CENSUS

REVISED: 07/26/2022

### DESCRIPTION:

This query provides a listing of employee and dependents that are enrolled in healthcare as of a certain date. The report includes employees who are active, on paid or unpaid leave, and who are suspended. Terminated employees will remain on the report for 90 days from date of termination. Employees who are enrolled in COBRA will also appear on this report.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_HEALTH\_CENSUS

### INPUT / SEARCH CRITERIA:

As of Date  
Business Unit  
Company (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **As of Date** is the only required field; however, it is suggested that the user enter other search criteria.

### Screenshot of the Health Census Query

Health Census Query	10															
Business Unit	Company	Employee ID	Employee Name	Empl Record	Benefit Record	Cobra Event ID	Coverage Begin	Coverage End	Coverage Elect	Benefit Plan	Coverage Code	Dependent ID	Dependent Name	Relationship	Gender	Birthdate
23300	BBE			0	0	0	7/1/2021		E	ACC5	3	01		C	M	
23300	BBE			0	0	0	7/1/2021		E	ACC1	4	01		C	M	
23300	BBE			0	0	0	7/1/2021		E	ACC1	4	02		SP	M	
23300	BBE			0	0	0	7/1/2021		E	ACC1	4	03		C	F	
23300	BBE			0	0	0	1/1/2014		W							
23300	BBE			0	0	0	7/1/2021		E	ACC4	1					
23300	BBE			0	0	0	7/1/2022		E	ACC2	3	01		C	F	
23300	BBE			0	0	0	7/1/2021		E	ACC5	1					
23300	BBE			0	0	0	7/1/2021		E	ACC0	2	01		SP	M	
23300	BBE			0	0	0	7/1/2021		E	ACC5	1					



# HMO Payment Query V\_BN\_HMO\_PYMNT\_DETAIL

REVISED: 09/15/2021

**DESCRIPTION:**

This query lists all current month enrollments and premium amounts by Health Maintenance Organization (HMO) supplier and billing method. The query includes retroactive changes that affect previously paid amounts.

**NAVIGATION PATH:**

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_HMO\_PYMNT\_DETAIL

**INPUT / SEARCH CRITERIA:**

Vendor  
Billing Month

**OUTPUT FORMAT:**

HTML  
Excel

**ADDITIONAL INFORMATION:**

Vendor and Billing Month fields are required fields.

**Screenshot of the HMO Payment Query**

V\_BN\_HMO\_PYMNT\_DETAIL - HMO Payment Query

Vendor: KAISER

Billing Month: 04/01/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (925 kb)

View All First 1-100 of 1739 Last

Row	Vendor	Plan	Agency	Subgroup	SSN	Line	Employee ID	Employee Record	Last Name	First Name	MI	Age	Gender	Billing Code	Covers Month	Premium	Reason	BA Status	Coverage Type	Coverage Month
1	KAISER	KP	005	00		1		0			Nyein	64	M	Direct Bill	04/01/2020	1766.00000	Current Month Premium	RR-DB	4	04/01/2020
2	KAISER	KP	005	00		1		0			W	60	M	Direct Bill	04/01/2020	659.00000	Current Month Premium	RD-DB	1	04/01/2020
3	KAISER	KP	005	00		1		0				62	F	Direct Bill	04/01/2020	659.00000	Current Month Premium	SS-DB	1	04/01/2020
4	KAISER	KP	006	10		1		0			L	58	F	Direct Bill	04/01/2020	1212.00000	Current Month Premium	RC-PP	3	04/01/2020
5	KAISER	KP	005	00		1		0			M	63	M	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB	1	04/01/2020
6	KAISER	KP	182	00		1		0			E	69	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB	2	04/01/2020
7	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	1212.00000	Current Month Premium	RR-GB	2	04/01/2020
8	KAISER	KP	280	00		1		0			P	78	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
9	KAISER	KP	280	00		1		0			H	72	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB	2	04/01/2020
10	KAISER	KP	156	00		1		0			M	58	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
11	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB	1	04/01/2020
12	KAISER	KP	707	01		1		0			F	65	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
13	KAISER	KP	262	00		1		0			M	66	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020



## Missing ACA Certification Query V\_BN\_MISSING\_ACA\_CERT

REVISED: 09/15/2021

### DESCRIPTION:

This query lists agencies who have not completed their Affordable Care Act (ACA) Certification in Cardinal. Report used by OHB during the ACA Certification period (December - January).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_MISSING\_ACA\_CERT

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

### Screenshot of the Missing ACA Certification Query

V\_BN\_MISSING\_ACA\_CERT- Missing ACA Cert Query

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(226 kb\)](#)

View All First 1-100 of 621 [Last](#)

Row	ALE Member	Company Name	Contact Name	Phone Number	Email Address
1	A01	Lee County - DSS			
2	A02	King William County - County			
3	A03	King William County - DSS			
4	A04	Amherst Co Service Auth			
5	A05	Woodstock, Town Of			
6	A06	New Kent County			
7	A07	King George County			
8	A08	Farmville, Town Of			
9	A09	Hampton Roads - PDC			
10	A10	Sussex County			
11	A11	Brunswick County - County			
12	A12	Brunswick County - DSS			
13	A13	Brunswick County - Library			



## QMCSO Participants Query V\_BN\_PARTIC\_QMCSO

REVISED: 09/15/2021

### DESCRIPTION:

This query lists any employee with an active Qualified Medical Child Support Order (QMCSO) court order/rider on the dependent record and reflects information used to confirm enrollment in court-ordered coverage.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_PARTIC\_QMCSO

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

### Screenshot of the QMCSO Participants Query

V\_BN\_PARTIC\_QMCSO- Query of QMCSO Participants

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First 1-7 of 7 Last

Row	Business Unit	Company	Department ID	Employee ID	Employee Name	Email Type	Employee Email	Dependent Name	Plan Type	Effect Status	Start Date	End Date	Court Order Number	State	Dependent Birth Date
1	99900	ABC	410806			BUSN			10	Active	12/01/2020	12/31/2021	678Y1Q998P	VA	
2	18100	DLI	18100			BUSN			10	Active	02/01/2021	02/01/2022	123456		
3	12300	DMA	FACILITIES			BUSN			10	Active	01/01/2021	12/31/2021	A00987554	VA	
4	12300	DMA	CHALLENGE			BUSN			10	Active	10/01/2020		COURT_ORDER_NUMBER		
5	50100	DOT	15021			BUSN			10	Active	11/10/2021	01/22/2038	VA-JAN-2021-123456789	VA	
6	21500	UMW	402000			BUSN			10	Active	08/01/2020	09/01/2021	3247879	VA	
7	21500	UMW	203101			BUSN			10	Active	08/04/2020	08/04/2021	QMCS01	VA	



## **TLC Data Queries**

**V\_BA\_CONTACT**

**V\_BA\_CNTCT\_ADDR**

**V\_TLC\_CONTACT**

**V\_TLC\_EE\_CLASS**

**V\_TLC\_GRP\_DEPT**

**V\_TLC\_GRP\_PLAN**

**V\_TLC\_GRP\_PROF**

**V\_TLC\_HC\_RATES**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

Eight queries provide the OHB a means to extract the data in Cardinal and load it to a tool to perform data mining, statistical reporting, and program planning.

These queries will be used by OHB only.

### **NAVIGATION PATH:**

Navigator > Reporting Tools > Query > Query Viewer > V\_BA\_CONTACT

Navigator > Reporting Tools > Query > Query Viewer > V\_BA\_CNTCT\_ADDR

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_CONTACT

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_EE\_CLASS

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_GRP\_DEPT

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_GRP\_PLANTLC

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_GRP\_PROF

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_HC\_RATES

### **INPUT / SEARCH CRITERIA:**

From Date

To Date

### **OUTPUT FORMAT:**

HTML

Excel

### **ADDITIONAL INFORMATION:**

**From Date** and **To Date** fields are required fields.



## Screenshot of the V\_BA\_Contact Query

**V\_BA\_CONTACT - V\_BA\_CONTACT Query**

From Date: 01/01/1901  
To Date: 07/01/2019

Download results in: Excel Spreadsheet CSV Text File XML File (21 kb)

View All First 1-100 of 375 Last

Row	Unit	Group ID	Eff Date
1	70600	706005000	01/01/1901
2	70600	706006000	01/01/1901
3	70600	706007000	01/01/1901
4	70600	706010000	01/01/1901
5	70600	706011000	01/01/1901
6	70600	706012000	01/01/1901
7	70600	706013000	01/01/1901
8	70700	707001000	01/01/1901
9	70700	707002000	01/01/1901
10	70700	707003000	01/01/1901
11	70700	707004000	01/01/1901
12	70700	707005000	01/01/1901
13	70700	707007000	01/01/1901

## Screenshot of the V\_BA\_Contact\_Address Query

**V\_BA\_CNTCT\_ADDR - V\_BA\_CNTCT\_ADDR Query**

From Date: 01/01/1901  
To Date: 07/01/2019

Download results in: Excel Spreadsheet CSV Text File XML File (1551 kb)

View All First 1-100 of 1500 Last

Row	Unit	Group ID	Eff Date	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	73300	733001000	01/01/1901	BA								VA	23891			WAVERLY	VA	23891
2	73300	733001000	01/01/1901	BE								VA	23891			WAVERLY	VA	23891
3	73300	733001000	01/01/1901	BIA								VA	23891			WAVERLY	VA	23891
4	60100	601006000	01/01/1901	BE								VA	22302			ALEXANDRIA	VA	22302
5	60100	601006000	01/01/1901	BIA								VA	22302			ALEXANDRIA	VA	22302
6	60100	601006000	01/01/1901	BIE								VA	22302			ALEXANDRIA	VA	22302
7	60100	601008000	01/01/1901	BA								VA	23219			RICHMOND	VA	23219

## Screenshot of the V\_TLC\_Contact Query

**V\_TLC\_CONTACT - V\_TLC\_CONTACT Query**

From Date: 01/01/1901  
To Date: 07/01/2019

Download results in: Excel Spreadsheet CSV Text File XML File (1874 kb)

View All First 1-100 of 1768 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	LOCAL	04820400	01/01/1901	1	048204000	BA							WEST POINT	VA	23181			WEST POINT	VA	23181
2	LOCAL	04743400	01/01/1901	1	047434000	BIE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
3	LOCAL	04743400	01/01/1901	1	047434001	BA							LUNENBURG	VA	23952			LUNENBURG	VA	23952
4	LOCAL	04743400	01/01/1901	1	047434001	BE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
5	LOCAL	04743400	01/01/1901	1	047434001	BIA							LUNENBURG	VA	23952			LUNENBURG	VA	23952
6	LOCAL	04743400	01/01/1901	1	047434001	BIE							LUNENBURG	VA	23952			LUNENBURG	VA	23952



## Screenshot of the V\_TLC\_EE\_Class Query (Employee)

**V\_TLC\_EE\_CLASS - V\_TLC\_EE\_CLASS Query**

From Date: 01/01/1901  
 To Date: 07/01/2019  
 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (303 kb)

View All First 1-100 of 2975 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Empl Classif	Billing Method
1	LOCAL	04727400	01/01/1901	1	047274000	FT	GB
2	LOCAL	04727400	01/01/1901	1	047274000	MR	DB
3	LOCAL	04727400	01/01/1901	1	047274000	SCR	DB
4	LOCAL	04727400	01/01/1901	1	047274000	SCRM	DB
5	LOCAL	04727500	01/01/1901	1	047275000	CBD	DB
6	LOCAL	04727500	01/01/1901	1	047275000	CBR	DB
7	LOCAL	04727500	01/01/1901	1	047275000	ER	DB
8	LOCAL	04727500	01/01/1901	1	047275000	FT	GB
9	LOCAL	04727500	01/01/1901	1	047275000	FTEO	GB
10	LOCAL	04727500	01/01/1901	1	047275000	MR	DB
11	LOCAL	04727500	01/01/1901	1	047275000	RSM	DB
12	LOCAL	04727500	01/01/1901	1	047275000	RSNM	DB
13	LOCAL	04727500	01/01/1901	1	047275000	SCR	DB

## Screenshot of the V\_TLC\_Group\_Department Query

**V\_TLC\_GRP\_DEPT - V\_TLC\_GRP\_DEPT Query**

From Date: 01/01/1901  
 To Date: 07/01/2019  
 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (57 kb)

View All First 1-100 of 442 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Primary	OE Begin Date	OE End Date
1	LOCAL	04742600	01/01/1901	1	047426004	N	04/11/2019	05/07/2019
2	LOCAL	04742700	01/01/1901	1	047427000	Y	05/06/2019	05/10/2019
3	LOCAL	04742800	01/01/1901	1	047428000	Y	04/15/2019	05/06/2019
4	LOCAL	04742800	01/01/1901	1	047428001	N	04/15/2019	05/06/2019
5	LOCAL	04742800	01/01/1901	1	047428002	N	04/15/2019	05/06/2019
6	LOCAL	04742800	01/01/1901	1	047428003	N	04/15/2019	05/06/2019
7	LOCAL	04742800	01/01/1901	1	047428004	N	04/15/2019	05/06/2019
8	LOCAL	04742900	01/01/1901	1	047429000	Y	04/01/2019	04/30/2019
9	LOCAL	04743100	01/01/1901	1	047431000	Y	04/15/2019	05/14/2019
10	LOCAL	04743200	01/01/1901	1	047432000	Y	05/03/2019	05/15/2019
11	LOCAL	04743300	01/01/1901	1	047433000	Y	04/01/2019	04/28/2019
12	LOCAL	04743400	01/01/1901	1	047434000	Y	04/28/2019	05/06/2019
13	LOCAL	04743400	01/01/1901	1	047434001	N	04/28/2019	05/06/2019

## Screenshot of the V\_TLC\_Group\_Plan Query

**V\_TLC\_GRP\_PLAN - V\_TLC\_GRP\_PLAN Query**

From Date: 01/01/1901  
 To Date: 07/01/2019  
 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (785 kb)

View All First 1-100 of 10614 Last

Row	Unit	TLC Group	Eff Date	Sequence	Plan
1	LOCAL	04701000	01/01/1901	1	009P02
2	LOCAL	04701000	01/01/1901	1	009P03
3	LOCAL	04701000	01/01/1901	1	009P04
4	LOCAL	04701000	01/01/1901	1	009P05
5	LOCAL	04701000	01/01/1901	1	009P06
6	LOCAL	04701000	01/01/1901	1	009P07
7	LOCAL	04701000	01/01/1901	1	009P08
8	LOCAL	04701000	01/01/1901	1	009P09
9	LOCAL	04701000	01/01/1901	1	009P10
10	LOCAL	04701000	01/01/1901	1	009P11
11	LOCAL	04701000	01/01/1901	1	009P12
12	LOCAL	04701000	01/01/1901	1	009P13
13	LOCAL	04701300	01/01/1901	1	011F01



## Screenshot of the V\_TLC\_Group\_Prof Query

V\_TLC\_GRP\_PROF - V\_TLC\_GRP\_PROF Query

From Date: 01/01/1901  
To Date: 07/01/2019

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (170 kb)

View All First 1-100 of 366 Last

Row	Unit	TLC Group	Eff Date	Sequence	Status	Group Type	Group Descr	Renewal Period	Wait Prd Days	Prem Avg Used?	Ben Progm	Total Emp Enrol	Total Emp Waive	Employer Contri	Certified	Certifier Name	CertificationDt by	Last Upd DtTm
1	LOCAL	04707400	01/01/1901	1	A	G	Town Of Strasburg	J	0	N	069	60	0		N			
2	LOCAL	04709000	01/01/1901	1	A	G	Town Of Kenbridge	J	0	N	080	16	0		N			
3	LOCAL	04709500	01/01/1901	1	A	G	Town Of Gate City	J	0	N	085	16	0		N			
4	LOCAL	04713000	01/01/1901	1	A	G	Town Of Wakefield	J	60	N	104	4	0		N			
5	LOCAL	04715600	01/01/1901	1	A	G	Town Of Clintwood	J	0	N	117	14	0		N			
6	LOCAL	04716100	01/01/1901	1	A	G	Town Of Remington	J	0	N	119	5	0		N			
7	LOCAL	04726600	01/01/1901	1	A	G	Rockbridge County	J	15	N	222	178	0		N			
8	LOCAL	04726700	01/01/1901	1	A	G	Shenandoah County	J	0	N	223	326	0		N			
9	LOCAL	04726800	01/01/1901	1	A	G	Town Of Courtland	J	0	N	224	2	0		N			
10	LOCAL	04727800	01/01/1901	1	A	G	Town Of Iron Gate	J	0	N	234	3	0		N			
11	LOCAL	04729000	01/01/1901	1	A	G	Town Of Keysville	J	60	N	244	4	0		N			
12	LOCAL	04729200	01/01/1901	1	A	G	Town Of Haymarket	J	0	N	246	9	0		N			
13	LOCAL	04734900	01/01/1901	1	A	G	Town Of Saltville	J	0	N	288	16	0		N			

## Screenshot of the V\_TLC\_HC\_Rates Query (Health Care)

V\_TLC\_HC\_RATES - V\_TLC\_HC\_RATES Query

From Date: 01/01/1901  
To Date: 07/01/2019

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (9544 kb)

View All First 1-100 of 47722 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Plan	Coverage Type	Employee Rate	Employer Rate	Total Rate
1	LOCAL	04817600	01/01/1901	1	048176000	133F13	4	763.60	1145.40	1909.00
2	LOCAL	04817600	01/01/1901	1	048176000	133F15	1	0.00	0.00	0.00
3	LOCAL	04817600	01/01/1901	1	048176000	133F16	1	80.40	120.80	201.00
4	LOCAL	04817600	01/01/1901	1	048176000	133F17	1	0.00	0.00	0.00
5	LOCAL	04817600	01/01/1901	1	048176000	133P01	1	335.60	503.40	839.00
6	LOCAL	04817600	01/01/1901	1	048176000	133P01	2	620.80	931.20	1552.00
7	LOCAL	04817600	01/01/1901	1	048176000	133P01	3	620.80	931.20	1552.00
8	LOCAL	04817600	01/01/1901	1	048176000	133P01	4	906.00	1359.00	2265.00
9	LOCAL	04817600	01/01/1901	1	048176000	133P02	1	329.20	493.80	823.00
10	LOCAL	04817600	01/01/1901	1	048176000	133P02	2	609.02	913.53	1522.55
11	LOCAL	04817600	01/01/1901	1	048176000	133P02	3	609.02	913.53	1522.55
12	LOCAL	04817600	01/01/1901	1	048176000	133P02	4	888.84	1333.26	2222.10
13	LOCAL	04817600	01/01/1901	1	048176000	133P03	1	314.00	471.00	785.00



## TLC Employer Data Sheet Queries

V\_TLC\_BEN\_DEFN\_COST

V\_TLC\_BEN\_DEFN\_OPTN

V\_TLC\_BEN\_DEFN\_PGM

V\_TLC\_BEN\_DEFN\_PLAN

V\_TLC\_BN\_RATE\_DATA

V\_BN\_ENROLL\_DAYS

REVISED: 09/15/2021

### DESCRIPTION:

Six queries used by OHB to collect the TLC-entered employer health benefit offerings in order to update benefit plans, rates, and other configuration tables.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_BEN\_DEFN\_COST

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_BEN\_DEFN\_OPTN

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_BEN\_DEFN\_PGM

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_BEN\_DEFN\_PLAN

Navigator > Reporting Tools > Query > Query Viewer > V\_TLC\_BN\_RATE\_DATA

Navigator > Reporting Tools > Query > Query Viewer > V\_BN\_ENROLL\_DAYS

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

As of Date fields is a required field.

### Screenshot of the TLC Query 4 – Ben Defn Cost

V\_TLC\_BEN\_DEFN\_COST - TLC Query 4

ASOFDATE

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4293 kb\)](#)

[View All](#) First 1-100 of 42090  Last

Row	Ben Progrm	Efdtd	Plan Typ	Option ID	Cost ID	Cost Type	Earn Code	Rate Type	Rate ID	Calc TblID
1	037	12/31/2019	10	3	1 P			7	037	PSX
2	037	12/31/2019	10	4	2 P			7	037	PSX
3	037	12/31/2019	10	5	3 P			7	037	PSX
4	037	12/31/2019	10	6	4 P			7	037	PSX
5	037	12/31/2019	10	7	5 P			7	037	PSX
6	037	12/31/2019	10	8	6 P			7	037	PSX
7	037	12/31/2019	10	9	7 P			7	037	PSX
8	037	12/31/2019	10	10	8 P			7	037	PSX
9	037	12/31/2019	10	11	9 P			7	037	PSX
10	037	12/31/2019	10	12	10 P			7	037	PSX
11	037	12/31/2019	10	13	11 P			7	037	PSX
12	037	12/31/2019	10	14	12 P			7	037	PSX
13	037	12/31/2019	10	15	13 P			7	037	PSX



### Screenshot of the TLC Query 3 – Ben Defn Optn

**V\_TLC\_BEN\_DEFN\_OPTN - TLC Query 3**

ASOFDATE: 03/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)

View All First 1-100 of 85333 Last

Row	Ben Progm	Effdt	Plan Typ	Option ID	DispOptSeq	Opt Type	Plan	Covg Cd	OptionCd	Opt Level	Deductn Cd	Dflt Opt	ELIG_RULE_ID	Locn TblID	XPType	XPlan	XLimPct	XDep
1	009	03/31/2020	10	93	92	O	009P08	4	91	1	TLCMED	N	009P				0.00	
2	009	03/31/2020	10	93	92	O	009P08	4	91	1	TLCMED	N	009P				0.00	
3	009	03/31/2020	10	93	92	O	009P08	4	91	1	TLCMED	N	009P				0.00	
4	009	03/31/2020	10	93	92	O	009P08	4	91	1	TLCMED	N	009P				0.00	
5	009	03/31/2020	10	94	93	O	009P09	1	92	1	TLCMED	N	009P				0.00	
6	009	03/31/2020	10	94	93	O	009P09	1	92	1	TLCMED	N	009P				0.00	
7	009	03/31/2020	10	94	93	O	009P09	1	92	1	TLCMED	N	009P				0.00	
8	009	03/31/2020	10	94	93	O	009P09	1	92	1	TLCMED	N	009P				0.00	
9	009	03/31/2020	10	95	94	O	009P09	2	93	1	TLCMED	N	009P				0.00	
10	009	03/31/2020	10	95	94	O	009P09	2	93	1	TLCMED	N	009P				0.00	
11	009	03/31/2020	10	95	94	O	009P09	2	93	1	TLCMED	N	009P				0.00	
12	009	03/31/2020	10	95	94	O	009P09	2	93	1	TLCMED	N	009P				0.00	
13	009	03/31/2020	10	95	94	O	009P09	3	94	1	TLCMED	N	009P				0.00	

### Screenshot of the TLC Query 1 – Ben Defn Pgm

**V\_TLC\_BEN\_DEFN\_PGM - TLC Query 1**

ASOFDATE: 06/30/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (102 kb)

View All First 1-100 of 366 Last

Row	Ben Progm	Effdt	Status	Descr	Short Desc	Prog Type	FSA Run ID	MaxAnlPldg	Currency	DaysTilDfl	Apply Excs	COBRA %	Disabled %	Plan ID	Show Credits	Cost Freq	Handbook URL ID	Incl Sales Tax	Show ER Costs	Show Tax Impact	Contact ID
1	001	06/30/2020	A	TLC 047001000 Ben Program	047001000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
2	002	06/30/2020	A	TLC 047002000 Ben Program	047002000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
3	003	06/30/2020	A	TLC 047004000 Ben Program	047004000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
4	004	06/30/2020	A	TLC 047005000 Ben Program	047005000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
5	005	06/30/2020	A	TLC 048005000 Ben Program	048005000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
6	006	06/30/2020	A	TLC 047007000 Ben Program	047007000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
7	007	06/30/2020	A	TLC 047009000 Ben Program	047009000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1
8	007	06/30/2020	A	TLC 048009000 Ben Program	048009000 A			7750.00	USD		0 F	0	50	N	D			N	Y	N	1

### Screenshot of the TLC Query 2 – Ben Defn Plan

**V\_TLC\_BEN\_DEFN\_PLAN - TLC Query 2**

ASOFDATE: 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (143 kb)

View All First 1-100 of 732 Last

Row	Ben Progm	Effdt	Plan Typ	DispPlnSeq	Min Contrb	Max Contrb	Waive OK	RestrictMM	EventRules	COBRA Plan	HIPAA	Collect Dep/Ben	Collect Funds	Show no choice	Handbook URL ID	Dep Rules ID
1	268	12/31/2020	01	01	0.00	0.00	X		0 268P	N	N	N	N	N		
2	268	12/31/2020	10	10	0.00	0.00	Y		0 268P	Y	Y	Y	N	N		COVA
3	001	12/31/2020	01	01	0.00	0.00	X		0 001P	N	N	N	N	N		
4	001	12/31/2020	10	10	0.00	0.00	Y		0 001P	Y	Y	Y	N	N		COVA
5	002	12/31/2020	01	01	0.00	0.00	X		0 002P	N	N	N	N	N		
6	002	12/31/2020	10	10	0.00	0.00	Y		0 002P	Y	Y	Y	N	N		COVA
7	003	12/31/2020	01	01	0.00	0.00	X		0 003P	N	N	N	N	N		
8	003	12/31/2020	10	10	0.00	0.00	Y		0 003P	Y	Y	Y	N	N		COVA
9	004	12/31/2020	01	01	0.00	0.00	X		0 004P	N	N	N	N	N		
10	004	12/31/2020	10	10	0.00	0.00	Y		0 004P	Y	Y	Y	N	N		COVA
11	006	12/31/2020	01	01	0.00	0.00	X		0 006P	N	N	N	N	N		
12	006	12/31/2020	10	10	0.00	0.00	Y		0 006P	Y	Y	Y	N	N		COVA
13	007	12/31/2020	01	01	0.00	0.00	X		0 007P	N	N	N	N	N		



### Screenshot of the TLC Query 5 – BN Rate Data

V\_TLC\_BN\_RATE\_DATA - TLC Query 5

ASOFDATE | 12/31/2020 |

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)

View All First 1-100 of 42666 Last

Row	Rate ID	Effdt	Key 1	Key 2	Key 3	Employee Rate	Employer Rate	B-Tax Rate	A-Tax Rate	N-Tax Rate	T-Tax Rate	NonTx BTx Rt	Others Rt Exist
1	251	12/31/2020	251P02	1		326.00	489.00	0.0000	0.0000	0.0000	0.0000	0.0000	N
2	251	12/31/2020	251P02	2		603.20	904.80	0.0000	0.0000	0.0000	0.0000	0.0000	N
3	251	12/31/2020	251P02	3		603.20	904.80	0.0000	0.0000	0.0000	0.0000	0.0000	N
4	251	12/31/2020	251P02	4		880.40	1320.60	0.0000	0.0000	0.0000	0.0000	0.0000	N
5	251	12/31/2020	251P03	1		302.40	453.60	0.0000	0.0000	0.0000	0.0000	0.0000	N
6	251	12/31/2020	251P03	2		559.60	839.40	0.0000	0.0000	0.0000	0.0000	0.0000	N
7	251	12/31/2020	251P03	3		559.60	839.40	0.0000	0.0000	0.0000	0.0000	0.0000	N
8	251	12/31/2020	251P03	4		816.40	1224.60	0.0000	0.0000	0.0000	0.0000	0.0000	N
9	251	12/31/2020	251P04	1		296.00	444.00	0.0000	0.0000	0.0000	0.0000	0.0000	N
10	251	12/31/2020	251P04	2		547.60	821.40	0.0000	0.0000	0.0000	0.0000	0.0000	N
11	251	12/31/2020	251P04	3		547.60	821.40	0.0000	0.0000	0.0000	0.0000	0.0000	N
12	251	12/31/2020	251P04	4		799.20	1198.80	0.0000	0.0000	0.0000	0.0000	0.0000	N
13	251	12/31/2020	251P05	1		279.20	418.80	0.0000	0.0000	0.0000	0.0000	0.0000	N

### Screenshot of the TLC Query RBN332 – BN ENROLL DAYS

V\_BN\_ENROLL\_DAYS - V\_BN\_ENROLL\_DAYS Query RBN332

Download results in : Excel Spreadsheet CSV Text File XML File (321 kb)

View All First 1-100 of 13405 Last

Row	Benefit Program	Event Classification	Enrollment Days
1	089	DIV	60
2	089	DLE	60
3	089	DSP	60
4	089	ELG	60
5	089	FPP	60
6	089	FSC	60
7	089	FSD	60
8	089	GEM	60
9	089	HIP	60
10	089	HIR	30
11	089	JOB	60
12	089	LAT	0
13	089	LEG	30
14	002	LAT	0



# VRS Billing Detail Query

## V\_VRS\_BILLING\_REPORT

REVISED: 09/15/2021

### DESCRIPTION:

This query provides the agency with both a summary of deductions taken and details on any discrepancies that exist on Virginia Retirement System (VRS) billing details.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_VRS\_BILLING\_REPORT

### INPUT / SEARCH CRITERIA:

Year  
 Month (Leave Blank for All)  
 Emplid (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The Year field is a required field.

### Screenshot of the VRS Billing Detail Query

V\_VRS\_BILLING\_REPORT - VRS Billing Detail Report

Year

Month (Leave Blank for All)

Emplid (Leave Blank for All)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(8 kb\)](#)

View All First 1-24 of 24 Last

Row	EMPLID	Name	COMPANY	BUSINESS_UNIT	DEPTID	EMPL_STATUS	MONTH	YEAR	PLAN_CODE	RETIRE_EE_AMT	RETIRE_ER_AMT	PPS_TAX	PPS_AMT	GRP_LIFE_AMT	LTD_AMT	HIC_AMT
1			CCV	11300	10000	A	1	2020	HJ	586.09	4892.34	N	0.00	191.95	0.00	171.45
2			CCV	11300	10000	A	2	2020	HJ	586.09	4892.34	N	0.00	191.95	0.00	171.44
3			CCV	11300	10000	A	2	2020	JN	732.60	5038.88	N	0.00	191.94	0.00	171.44
4			CCV	11300	10000	A	1	2020	JN	732.60	5038.88	N	0.00	191.94	0.00	171.44
5			DEL	10100	2202	A	1	2020	HB	175.01	504.00	N	0.00	57.32	27.12	51.18
6			DEL	10100	2201	A	1	2020	VN	73.50	198.74	N	0.00	19.26	9.11	17.20
7			DEL	10100	2201	A	2	2020	VN	73.50	198.74	N	0.00	19.26	9.11	17.20
8			DEL	10100	2201	A	1	2020	VN	77.08	208.43	N	0.00	20.20	0.00	18.04
9			DEL	10100	2201	A	2	2020	VN	77.08	208.43	N	0.00	20.20	0.00	18.04
10			DEL	10100	2202	A	1	2020	XB	219.99	594.85	Y	0.00	57.64	27.28	51.48
11			DEL	10100	2202	A	2	2020	XB	219.99	594.85	Y	0.00	57.64	27.28	51.48
12			DOT	50100	10003	A	2	2020	VS	166.66	450.66	N	0.00	43.67	20.67	39.00
13			DOT	50100	10003	A	1	2020	VS	166.66	450.66	N	0.00	43.66	20.66	39.00
14			DSP	15600	232201	A	1	2020	LN	379.24	819.52	N	0.00	49.68	23.52	44.38
15			DSP	15600	232201	A	2	2020	LN	189.62	819.52	N	0.00	49.68	23.52	44.38
16			DSP	15600	271001	A	2	2020	SN	126.20	1255.94	Y	252.40	56.66	31.30	50.62
17			DSP	15600	271001	A	1	2020	SN	126.20	1255.94	Y	252.40	56.12	31.30	50.62
18			NSU	21300	04004	A	1	2020	HB	302.00	945.26	N	0.00	98.90	46.81	88.34
19			NSU	21300	04004	A	2	2020	HB	302.00	945.26	N	0.00	98.90	46.81	88.34
20			NSU	21300	04019	A	1	2020	HB	257.50	645.04	N	0.00	84.34	39.92	75.32
21			NSU	21300	50006	A	2	2020	LS	262.01	0.00	N	0.00	68.65	0.00	61.31
22			NSU	21300	50006	A	1	2020	LS	262.00	0.00	N	0.00	68.64	0.00	61.30
23			NSU	21300	04022	A	1	2020	VN	308.33	833.73	N	0.00	80.78	38.23	72.14
24			NSU	21300	04022	A	2	2020	VN	308.33	833.73	N	0.00	80.78	38.23	72.15



## **Benefits Reports**

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## ACA Reconciliation Report (RBN218)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists individual health benefit information for agencies to validate prior to Affordable Care Act (ACA) reporting, containing a line for each participant and dependent with coverage in the calendar year.

### NAVIGATION PATH:

Navigator > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report

### INPUT / SEARCH CRITERIA:

Company  
 Department  
 As of Date

### OUTPUT FORMAT:

Excel

### Screenshot of the ACA Reconciliation Report Run Control Page

### ADDITIONAL INFORMATION:

Company field is a required field.

### Screenshot of the ACA Reconciliation Report

Company	Department ID	FEIN	SSN	Employee ID	Empl Record	Last Name	First Name	Middle Name	Sfx	Seq	ValHC	Dep DOB	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ATP	60200	814405060		00197940100	0			C		1	20715.00000		SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E
ATP	60200	814405060		00197940100	0			S		1	0.00000	11/7/1997	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E
ATP	60200	814405060		00197940100	0			F	JR	2	0.00000	10/13/1955	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E
ATP	60200	814405060		00197940100	0			C		3	0.00000	7/10/1995	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E	-E



## Base Benefit Consistency Audit Report (RBN304)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays data that has been entered into the benefit plan, employee data, dependent data, or enrollment data pages which does not appear to follow policy or regulations. The identified items could simply require corrections to some data elements or could require enrollment changes.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Base Benefits Consistency Audit

### INPUT / SEARCH CRITERIA:

### OUTPUT FORMAT:

PDF

### Screenshot of the Base Benefit Consistency Audit Report Run Control Page

The screenshot shows the 'Base Benefit Consistency Audit' run control page. At the top right, the title 'Base Benefit Consistency Audit' is displayed. Below the title, the main heading 'Base Benefit Consistency Audit' is centered. On the left, there are two input fields: 'Run Control ID' with the value 'Base\_Benefit\_Consistency\_Audit' and 'Language' with a dropdown menu set to 'English'. On the right, there are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. At the bottom left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

There are no required fields for this query

### Screenshot of the BAS Benefit Consistency Audit Report

The screenshot shows the output of the 'BASE BENEFITS AUDIT REPORT'. At the top, it displays 'Report ID: BEN733', 'PeopleSoft', and 'BASE BENEFITS AUDIT REPORT'. On the right side, it shows 'Page No. 1', 'Run Date 05/25/2021', and 'Run Time 14:11:55'. The main content is a table titled 'Employees Less Than 16 Years Old'. The table has three columns: 'Employee Name', 'Employee ID', and 'Birthdate'. The data rows are mostly obscured by a large grey redaction box, with only the column headers and a few characters visible at the bottom left.



## BenAdmin Missing Elections Report (RBN045)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides information for participants who did not return enrollment statements or enroll in a plan. Report includes sections for participants' phone numbers.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Missing Elections Rpt

### INPUT / SEARCH CRITERIA:

Schedule ID

### OUTPUT FORMAT:

PDF

### Screenshot of the BenAdmin Missing Elections Report Run Control Page

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.

### Screenshot of the BenAdmin Missing Elections Report

Report ID: BAS006

PeopleSoft  
BenAdmin Missing Elections Report

Page No. 1  
Run Date 05/20/2021  
Run Time 13:50:54

Employee Name	Employee ID	Sched ID	BEN Event Pgm Date	Department ID	Department Descr	Loctn ID	Location Descr	Phone
		EM00	SNB 11/12/2020	2202	LA	CENTR	CENTR	



## BenAdmin Preparation and Election Errors Report (RBN041)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows invalid benefit elections, by schedule and event, participants, and their dependents. Report includes errors, such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, etc.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

### INPUT / SEARCH CRITERIA:

Schedule ID

### OUTPUT FORMAT:

PDF

### Screenshot of the BenAdmin Preparation and Election Errors Report Run Control Page

The screenshot shows the 'Invalid Elections Rpt' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Invalid Elections Rpt'. Below the title, there are fields for 'Run Control ID' (set to 'Invalid\_Elections\_Rpt') and 'Language' (set to 'English'). To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Schedule ID' search field with a magnifying glass icon and the text '(Leave blank for all schedules)'. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



## Screenshot of the BenAdmin Preparation and Election Errors Report

Report ID: BAS003		PeopleSoft		BenAdmin Preparation and Election Errors		Page No. 1		
						Run Date 05/20/2021		
						Run Time 13:28:20		
Sched ID	Employee ID	Rcd#	Event ID	Optn ID	Cost ID	Msg-ID	Message-Data 1/2/3	
		0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: MJ
			0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: MJ
		0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-12-14 3: MAR
		0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-04-30 3: MAR
		0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-07-21 3: BIR
		0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-08-04 3: MSA
		0	0	0	0	000325	A Primary Job for this Benefit Record does not exist as of the event date of the Bas_Activity trigger row. The Bas_Activity trigger has not been deleted - please ensure that there is a Primary Job in effect for this Benefit Record prior to scheduling events in Event Maintenance again. (MSGData1: BAS Action Source, MSGData2: Event Dt, MSGData3: Event Effseq)	1: TJ 2: 2020-07-01 3: 000
			0	0	0	000325	A Primary Job for this Benefit Record does not exist as of the event date of the Bas_Activity trigger row. The Bas_Activity trigger has not been deleted - please ensure that there is a Primary Job in effect for this Benefit Record prior to scheduling events in Event Maintenance again. (MSGData1: BAS Action Source, MSGData2: Event Dt, MSGData3: Event Effseq)	1: TJ 2: 2020-07-01 3: 000



## Benefit Change Compliance Report (RBN337)

REVISED: 03/16/2022

### DESCRIPTION:

This report is used by OHB to monitor the compliance of benefit life events.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Benefit Change Compliance Rpt

### INPUT / SEARCH CRITERIA:

Report Mode (radio button): Mid-Year Life Events  
or Family Coverage  
Business Unit  
Benefit Program  
Date Range

### OUTPUT FORMAT:

PDF

### Screenshot of the Benefit Change Compliance Report Run Control Page

The screenshot shows the 'Benefit Change Compliance Rpt' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Benefit Change Compliance Rpt'. Below this is a green button labeled 'Benefit Compliance Rpt'. The main area displays 'Run Control ID: Benefit\_Change\_Compliance\_Rpt' and 'Report Manager: Process Monitor'. A 'Run' button is located on the right. Under 'Report Request Parameters', there are radio buttons for 'Report Mode' with 'Mid-Year Life Events' selected and 'Family Coverage' unselected. Below are search fields for 'Business Unit' and 'Benefit Program', both marked as '(Optional)'. At the bottom, there are two date range fields labeled '\*Date Range' with calendar icons. At the very bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Date Range fields are required fields.



## Screenshot of the Benefit Change Compliance Report

		<b>Commonwealth of Virginia</b> Benefit Change Compliance Report				<b>Run Date:</b> 03/15/2022 <b>Run Time:</b> 3:07:17 PM <b>Page No:</b> 1 of 3	
<b>Report ID:</b> RBN337							
<b>Report Mode:</b>	Mid-Year Life Events						
<b>Business Unit:</b>							
<b>Benefit Program:</b>							
<b>Date Range:</b>	12/01/2021 to 12/31/2021						

Emplid	EmplRcd	Name	Email Address	Event	Date	Source	BU	Company
	0			MAR	12/01/2021	ME	18100	DLI
<b>Field Changed</b>		<u>Old Value</u>	<u>New Value</u>					
ELIG_CONFIG2			181001000					
ELIG_CONFIG8			12-24					
ELIG_CONFIG9			SF-GB					
10-COVERAGE_BEGIN_DT			12/01/2021					
10-COVERAGE_ELECT			E					
10-BENEFIT_PLAN			ACC2					
10-COVRG_CD			2					
60-COVERAGE_BEGIN_DT			12/01/2021					
60-COVERAGE_ELECT			E					
60-BENEFIT_PLAN			FLXMED					
60-ANNUAL_PLEDGE			1000					
60-EMPL_CONTRBUTN_AMT			0					

Dependent covered before:

Name	Relationship	DOB	Disability Indicator

Dependent covered after:

Name	Relationship	DOB	Disability Indicator
	SP		N



## Benefit Contribution Register Report (RBN055)

REVISED: 09/15/2021

### DESCRIPTION:

This report summarizes benefit contributions made in payroll by employee and employer for Cardinal Payroll agencies.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Contributions and Deductions > Benefit Contribution Register

### INPUT / SEARCH CRITERIA:

As of Date  
Reporting Period

### OUTPUT FORMAT:

PDF

### Screenshot of the Benefit Contribution Register Report Run Control Page

The screenshot shows the 'Benefit Contribution Register' run control page. At the top, there is a dark blue header with the text 'Benefit Contribution Register'. Below the header, the page title 'Benefit Contribution Register' is displayed. The main content area contains the following elements: 'Run Control ID' with the value 'Benefit\_Contribution\_Register', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. A 'Language' dropdown menu is set to 'English'. Below a horizontal line, there are two input fields: 'As Of Date' (a text box) and 'Reporting Period' (a dropdown menu). At the bottom of the page, there are four buttons: 'Save' (green), 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field is a required field.

**Reporting Period** options are **Month** or **Quarterly**.



**Screenshot of the Benefit Contribution Register Report (Quarterly)**

Report ID: BEN003		PeopleSoft				Page No. 1		
Company: ABC Alcoholic Beverage Control		QUARTERLY BENEFIT CONTRIBUTIONS REGISTER				Run Date 05/20/2021		
As Of Date:12/31/2019						Run Time 16:42:41		
Ben Program Salaried Employee Benefit Pgm								
Plan Type Medical								
Ben Plan ACC0								
Employee Name	Ben Employee Rcd ID	Empl Status	Department ID	Department Name	----- Employee Deductions -----		----- Company Contributions -----	
					This Period	YTD	This Period	YTD
	0	A	226073	Store 073	287.00	3,493.50	1,802.00	18,921.00
	0	A	226319	Store 319	92.00	966.00	687.00	7,213.50
	0	A	300501	Warehouse	211.00	2,215.50	1,229.00	12,904.50
	0	A	180779	EntArch	92.00	804.50	687.00	7,213.50
	0	A	150736	Purchasing	211.00	2,113.50	1,229.00	12,904.50
	0	A	170704	FMS	287.00	2,911.50	1,802.00	18,921.00
	0	A	420707	Tax Audit	211.00	527.50	1,229.00	3,072.50
	0	A	226137	Store 137	92.00	920.00	687.00	6,870.00
	0	A	226263	Store 263	92.00	966.00	687.00	7,213.50
	0	A	226392	Store 392	211.00	949.50	1,229.00	5,530.50
	0	A	226162	Store 162	92.00	966.00	687.00	7,213.50
	0	A	226068	Store 068	92.00	966.00	687.00	7,213.50
	0	A	226243	Store 243	92.00	138.00	687.00	1,030.50
	0	A	226075	Store 075	92.00	874.00	687.00	6,526.50
	0	A	226232	Store 232	92.00	966.00	687.00	7,213.50
	0	A	180779	EntArch	287.00	3,013.50	1,802.00	18,921.00
	0	A	210504	Ret Ops	92.00	594.50	687.00	5,799.50
	0	A	410806	Cent Offc	211.00	2,215.50	1,229.00	12,904.50
	0	A	410816	LRM	287.00	3,013.50	1,802.00	18,921.00



**Benefit Eligibility Audits (RBN301)  
Dependent Waiting Approval  
Retired, Tricare and TLC Employees Approaching 65  
Dependent of Retirees/Tricare, TLC employees Approaching 65  
Dependent Child Approaching 26  
Disabled Over-Age Dependent Child**

REVISED: 05/20/2022

**DESCRIPTION:**

The Benefit Eligibility Audits contains five reports that may be run individually or at the same time, based on the checkboxes selected in the Process Request Parameters.

This group of reports lists employees and associated dependents approaching an age-related milestone that requires health care enrollment changes to remain compliant with policy. Some of the reports also identifies outstanding approvals for new dependents and disabled dependents that may need to be re-certified as disabled.

**NAVIGATION PATH:**

Navigator > Benefits > Reports > Audits > Benefit Eligibility Audits

**INPUT / SEARCH CRITERIA:**

Company (Leave Blank for All)  
Report Type Parameter (checkboxes)

**OUTPUT FORMAT:**

PDF

**Screenshot of the Benefit Eligibility Audits Report Run Control Page**

The screenshot shows a web interface for running reports. At the top, there is a tab labeled "Benefit Eligibility Audits". Below the tab, the "Run Control ID" is "Dependent\_Approval\_Report". To the right, there are links for "Report Manager" and "Process Monitor", and a "Run" button. The main section is titled "Process Request Parameter(s)" and contains a search box for "Company (Leave Blank for All)" with a magnifying glass icon. Below the search box are five checkboxes, each corresponding to a report type: "Dependent Waiting Approval", "Retired, Tricare and TLC Employees Approaching 65", "Dependent of Retirees/Tricare, TLC employees Approaching 65", "Dependent Child Approaching 26", and "Disabled Over-Age Dependent Child". At the bottom of the form, there are four buttons: "Save", "Notify", "Add", and "Update/Display".



**ADDITIONAL INFORMATION:**

A Report Type **Parameter** field is a required field. And there are two additional required fields, the **From Date** and **To Date** fields, for only the **Dependent Child Approaching 26** option.

**Screenshot of the Dependent Waiting Approval Report**

Dependent Waiting Approval													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Depend/Benef	Dep Last	Dep First	Dep Middle	DEP DOB	Relation	Disabl ed	Effect
ABC		1			L	01			Troy		SP	N	4/25/22
ABC		1			L	02					C	N	4/25/22
ABC		1			L	03					C	N	4/25/22
ABC		0				03			Lee		SP	N	5/16/22
ABC		0			D	01					SP	N	5/16/22
ABC		0				01					SP	N	5/11/22
ABC		0				02			Marie		C	N	5/11/22

**Screenshot of the Dependent Waiting Approval Report (scrolled right)**

Tabl	Effective Date	Disabled As of Date	Medicare Date	Address 1	Address 2	City	State	Postal	Email Address	Email Type	Benefit Group	Unit	Dept ID	Audit Reason
	4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
	4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
	4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
	5/12/2022					Sandston	VA	23150-2323		PERS	999001000	99900	410830	Documentation Approval
	5/16/2022	5/16/2022				SUFFOLK	VA	23434-7294		PERS	999001000	99900	226413	Documentation Approval
	5/11/2022					Richmond	VA	23235-1504		PERS	999001000	99900	190498	Documentation Approval
	5/11/2022					Richmond	VA	23235-1504		PERS	999001000	99900	190498	Documentation Approval

**Screenshot of the Retired, Tricare and TLC Employees Approaching 65 Report**

Retired Employees Approaching 65																	
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Birthdate	Address 1	Address 2	City	State	Postal	Email Address	Email Type	Benefit Group	Unit	Dept ID	Audit Reason
AES		0			L				BRODNAX	VA	23920-3356		BUSN	007108000	22900	99999	Participant Approaching Medicare Eligibility
B48		0			B				WYTHEVILLE	VA	24382-5039		BUSN	047213001	LOCAL	047212001	Participant Approaching Medicare Eligibility
B48		0			M				WYTHEVILLE	VA	24382-5054		PERS	047212001	LOCAL	047212001	Participant Approaching Medicare Eligibility
CWM		0			W				ALQUIPPA	PA	15001-9999		BUSN	007108000	20400	99999	Participant Approaching Medicare Eligibility
CWM		0			L				WILLIAMSBURG	VA	23185-3943		PERS	007108000	20400	99999	Participant Approaching Medicare Eligibility
D83		0			D				BURGESS	VA	22432-2103		BUSN	048213000	LOCAL	048213000	Participant Approaching Medicare Eligibility
E01		0			L				LAWRENCEVILLE	VA	23868-3430		PERS	048005000	LOCAL	048005000	Participant Approaching Medicare Eligibility



**Screenshot of the Dependent of Retirees/Tricare, TLC employees Approaching 65 Report**

Dependent of Retiree Approaching 65										
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	Depend/ Benef	Dep Last
AES		0			L		BUSN	007108000	01	
D83		0					BUSN	048213000	02	
E01		0			H		BUSN	048005000	04	
E02		0			S		BUSN	048009000	01	
E04		0			J		BUSN	048019000	01	
E04		0			S		BUSN	048019000	01	
E04		0			L		BUSN	048019000	02	

**Screenshot of the Dependent of Retirees/Tricare, TLC employees Approaching 65 Report (scrolled right)**

Dep First	Dep Middle	Relation	DEP DOB	Benefit Plan	Covrg Cd	Dep Address 1	Dep Address 2	Dep City	Dep State	Dep Postal	Unit	Dept ID	Audit Reason
	R	SP		ACCS	2			BRODNAX	VA	23920-3356	22900	99999	Dependent
		SP		378F09	4			WHITE STONE	VA	22578-1027	LOCAL	048213000	Dependent Approaching
		SP		005F05	4			LAWRENCEVILLE	VA	23868-2605	LOCAL	048005000	Dependent Approaching
	E	SP		008F03	2			NEW CASTLE	VA	24127-6518	LOCAL	048009000	Dependent Approaching
	H	SP		017F05	2			HILLSVILLE	VA	24343-4208	LOCAL	048019000	Dependent Approaching
	A	SP		017F05	2			CANA	VA	24317-5007	LOCAL	048019000	Dependent Approaching
	E	SP		017P05	2			HILLSVILLE	VA	24343-7506	LOCAL	048019000	Dependent Approaching



Screenshot of the Dependent Child Approaching 26 Report

Dependent Child Approaching 26													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	Depend/ Benef	Dep Last	Dep First	Dep Middle	DEP DOB
ARS		0			D		BUSN	262001000	04			A	
CNU		0			ANTHONY		BUSN	242001000	01				
DGS		0			E		BUSN	194010000	01			K	
DJJ		0			K		BUSN	777001000	09			E	
DJJ		0			D		BUSN	777712000	01			K	
DMV		0			L		BUSN	154001000	01			L	

Screenshot of the Dependent Child Approaching 26 Report (scrolled right)

DOB	Relation	Benefit Plan	Covrg Cd	Dep Address 1	Dep Address 2	Dep City	Dep State	Dep Postal	Unit	Dept ID	Audit Reason
1996	C	ACC0	4			STUARTS DRAFT	VA	24477-2514	26200	30015	Dependent Approaching 26 - Loss of Eligibility after 12/31
1996	C	ACC4	4			NEWPORT NEWS	VA	23607-5234	24200	85140	Dependent Approaching 26 - Loss of Eligibility after 12/31
1996	C	ACC4	4			MIDLOTHIAN	VA	23112-4132	19400	194201	Dependent Approaching 26 - Loss of Eligibility after 12/31
1996	C	ACC4	4			NORTH CHESTERFIELD	VA	23225-7434	77700	50001	Dependent Approaching 26 - Loss of Eligibility after 12/31
1996	C	ACC2	4			AMELIA COURT HOUSE	VA	23002-2006	77700	50712	Dependent Approaching 26 - Loss of Eligibility after 12/31
1996	C	ACC3	4			LEXINGTON	VA	24450-3358	15400	31KD0	Dependent Approaching 26 - Loss of Eligibility after 12/31



Screenshot of the Disabled Over-Age Dependent Child Report

Disabled Over-Age Dependent Child									
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	Dep B
ABC		0			R		PERS	999001000	02
ABC		0			A		PERS	999001000	02
AES		0			J		BUSN	229102000	02
AES		0			H		BUSN	229102000	02
ARS		0			F		BUSN	262001000	01
CCV		0			R		BUSN	113001000	03

Screenshot of the Disabled Over-Age Dependent Child Report (scrolled right)

Group	Depend/ Benef	Dep Last	Dep First	Dep Middle	DEP DOB	Relation	Benefit Plan	Covrg Cd	Unit	Dept ID	Audit Reason
	02			D		C	ACC5	4	99900	226334	Employee has Over-Age Disabled Dependent
	02			G		C	ACC2	3	99900	180786	Employee has Over-Age Disabled Dependent
	02			S		C	ACC2	4	22900	044000	Employee has Over-Age Disabled Dependent
	02			J		C	ACC2	4	22900	044000	Employee has Over-Age Disabled Dependent
	01			P		C	ACC4	3	26200	14309	Employee has Over-Age Disabled Dependent
	03			L		C	ACC5	4	11300	10000	Employee has Over-Age Disabled Dependent



## Benefit Enrollment Changes Report (RBN287)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all employees who enrolled in benefits or made changes to existing benefits within a specific date range.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Benefit Enrollment Changes

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Plan Type (s)  
Company (s)

### OUTPUT FORMAT:

PDF

### Screenshot of the Benefit Enrollment Changes Report Run Control Page

Cardinal Homepage Benefit Enrollment Changes

Run Control ID: Benefit\_Enrollment\_Changes Report Manager Process Monitor Run

**Run Control Parameters**

\*From Date   \*To Date

Select each Plan Type to be included in the Report:

- Health
- Annuity
- Deferred Compensation
- Medical Flex Account
- Dependent Flex Account
- Retirement
- Group Life
- LTD/VSDP
- Retiree Credit
- Premium Reward
- Flex Spending Admin Fee

#	Company	Description		
1	<input type="text"/>		+	-

1-1 of 1 View All


Save Return to Search Previous in List Next in List Notify Add Update/Display

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields. At least one **Plan Type** must be selected.



## Screenshot of the Benefit Enrollment Changes Report

 Report ID: RBN287			Commonwealth of Virginia BENEFIT ENROLLMENT CHANGES REPORT				Run Date: 05/24/2021 Run Time: 04:27 00	
COMPANY: A02 - King William County - County PLAN TYPE(S): 10, 46, 49, 60, 61, 70, 4W, 7Z, 7W, 7Y, 7X, AY, AZ From Date: 01/01/2021 - To Date: 04/30/2021						Page No. 1 of 53488		
EMPLID	BEN		PLAN	BENEFIT	DATE OF	FIELD	PRIOR	CURRENT
	RCD	NAME						
	0		10	002KA500C	01/13/2021	Coverage Begin Date	09/01/2018	12/01/2020
	0		10	002KA500C	01/13/2021	Coverage Code	Family	EE+Spouse
	0		10	002KA500C	01/13/2021	Coverage Elect Date	08/04/2020	01/13/2021



## Benefit Event Statistical Report (RBN295)

REVISED: 09/15/2021

### DESCRIPTION:

This report summarizes counts of benefit events by election source (e.g., Benefits Administrator, self-service, or none) within a specified period of time.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Review Processing Results > Benefit Event Statistical Rpt

### INPUT / SEARCH CRITERIA:

Event Date From  
Event Date To

### OUTPUT FORMAT:

PDF

### Screenshot of the Benefit Event Statistical Report Run Control Page

The screenshot shows a web interface for the 'Benefit Event Statistical Rpt'. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and the report title 'Benefit Event Statistical Rpt' on the right. Below the navigation bar, there is a green tab labeled 'Benefit Event Statistical Rpt'. The main content area displays 'Run Control ID Benefit\_Event\_Statistical\_Rpt' and 'Report Manager Process Monitor' with a 'Run' button. A section titled 'Report Request Parameters' contains two date input fields: '\*Event Date (From)' and '\*Event Date (To)', each with a calendar icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Event Date (From) and Event Date (To) field are required fields.



### Screenshot of the Benefit Event Statistical Report

01/01/2020 - 05/26/2021		Benefit Event Statistical Report																											
		January	February	March	April	May	June	July	August	September	October	November	December	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Covered Child Lost Eligibility	None Entered	0	0	0	0	0	0	0	0	1	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	2	0	1	2	1	1	0	0	0.0%	0	0.0%	0	0.0%	2	3.3%	1	1.3%	2	2.3%	1	1.1%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Address Change	None Entered	0	0.0%	1	5.9%	1	8.3%	9	20.5%	2	3.3%	1	1.3%	8	7.5%	3	3.4%	0	0.0%	0	0.0%	0	0.0%	1	1.1%	0	0.0%	0	0.0%
	BA Entry	0	0	1	5.9%	0	0	1	8.3%	9	20.5%	2	3.3%	1	1.3%	8	7.5%	3	3.4%	0	0.0%	0	0.0%	1	1.1%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Benefits Change (OHB Only)	None Entered	15	18.1%	2	11.8%	2	16.7%	1	2.3%	2	3.3%	1	1.3%	21	19.8%	5	5.7%	15	18.5%	3	4.2%	6	6.7%	5	8.5%	0	0.0%	0	0.0%
	BA Entry	1	1	1	1	1	1	0	0	3	0	0	0	0	0.0%	1	1.1%	2	2.3%	1	1.1%	2	2.3%	4	4.2%	4	4.2%	0	0.0%
	Self Service	14	17.0%	1	7.9%	1	7.9%	0	0.0%	2	2.3%	1	1.3%	18	16.6%	4	4.6%	14	17.0%	2	2.3%	4	4.2%	1	1.1%	0	0.0%	0	0.0%
Birth or Adoption	None Entered	4	4.8%	0	0.0%	1	8.3%	2	4.5%	5	8.3%	4	5.0%	6	5.7%	9	10.2%	12	14.8%	11	15.3%	20	22.2%	5	8.5%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	1	8.3%	2	4.5%	5	8.3%	4	5.0%	6	5.7%	9	10.2%	12	14.8%	11	15.3%	20	22.2%	5	8.5%	0	0.0%	0	0.0%
	Self Service	2	2.4%	0	0.0%	1	8.3%	1	2.3%	3	4.5%	3	3.8%	4	4.6%	7	8.1%	5	6.3%	3	3.8%	17	19.0%	5	5.7%	0	0.0%	0	0.0%
Death of Child	None Entered	0	0.0%	0	0.0%	0	0.0%	1	2.3%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	1	1.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	1	2.3%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	1	1.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Dpdnri Gained Eligibility w/ER	None Entered	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	1	1.7%	0	0.0%	0	0.0%	3	3.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Divorce	None Entered	2	2.4%	1	5.9%	0	0.0%	1	2.3%	1	1.7%	5	6.3%	4	3.8%	2	2.3%	4	4.9%	11	15.3%	3	3.3%	3	3.5%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	1	1.7%	1	1.3%	1	0.9%	1	1.1%	7	8.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	1	1.1%	1	5.9%	0	0.0%	1	2.3%	0	0.0%	4	4.6%	3	2.7%	1	1.1%	4	4.6%	4	4.9%	3	3.3%	3	3.5%	0	0.0%	0	0.0%
Dpdnri Lost Eligibility w/ER	None Entered	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	1	1.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Death of Spouse	None Entered	1	1.2%	0	0.0%	0	0.0%	1	2.3%	0	0.0%	2	1.9%	2	2.3%	1	1.2%	1	1.1%	3	3.3%	2	2.3%	2	2.3%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	1	1.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	1	1.1%	0	0.0%	0	0.0%	1	2.3%	0	0.0%	2	1.9%	2	2.3%	1	1.2%	1	1.1%	3	3.3%	2	2.3%	2	2.3%	0	0.0%	0	0.0%
Deceased EE w/Covered Dpdnri	None Entered	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	1	1.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Elig Confirg Change	None Entered	5	6.0%	0	0.0%	2	16.7%	1	2.3%	1	1.7%	2	2.5%	7	6.6%	2	2.3%	4	4.9%	0	0.0%	13	14.4%	14	15.5%	0	0.0%	0	0.0%
	BA Entry	2	2.4%	0	0.0%	2	16.7%	1	2.3%	0	0.0%	1	1.3%	2	2.3%	1	1.1%	0	0.0%	12	13.3%	9	9.9%	5	5.5%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.1%	5	5.5%	0	0.0%	0	0.0%
Failure to Pay Premium	None Entered	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Family Status Change	None Entered	2	2.4%	1	5.9%	0	0.0%	2	4.5%	3	5.0%	3	3.8%	4	3.8%	2	2.3%	1	1.2%	0	0.0%	2	2.2%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	1	8.3%	0	0	2	3.3%	0	0	0	0.0%	1	1.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	1	5.9%	0	0	3	4.5%	1	1.3%	1	1.3%	4	3.8%	1	1.1%	0	0.0%	2	2.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Dependent Care Cost/Covrg Chg	None Entered	5	6.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.1%	1	1.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Gain Eligibility Medicare/caid	None Entered	0	0.0%	0	0.0%	0	0.0%	2	4.5%	3	5.0%	0	0.0%	1	0.9%	1	1.1%	0	0.0%	1	1.1%	2	2.2%	0	0.0%	0	0.0%	0	0.0%
	BA Entry	0	0	0	0	1	8.3%	1	2.3%	0	0.0%	0	0.0%	0	0.0%	1	1.1%	0	0.0%	1	1.1%	2	2.2%	0	0.0%	0	0.0%	0	0.0%
	Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%



## Benefit Event Status Report (RBN300)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all participants in a particular process status or set of status levels.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Benefit Event Status Report

### INPUT / SEARCH CRITERIA:

- Schedule ID
- From Date
- To Date
- Event Status
- Display Message Date (checkbox)
- Process Status to Include (checkboxes)

### OUTPUT FORMAT:

PDF

### Screenshot of the Benefit Event Status Report Run Control Page

**Benefit Event Status Report**

Benefit Event Status Report

**Benefit Event Status Report**

Run Control ID  [Report Manager](#) [Process Monitor](#)

Language

---

Schedule ID   (Leave blank for all schedules)

\*From Date   \*To Date

\*Event Status   Display Message Data

**Process Status to Include:**

(Leave all boxes unchecked to include all)

<input type="checkbox"/> Assign None	<input type="checkbox"/> Elections Entered
<input type="checkbox"/> Assign Error	<input type="checkbox"/> Election Error
<input type="checkbox"/> Assigned	<input type="checkbox"/> Re-Enter
<input type="checkbox"/> Prepare Error	<input type="checkbox"/> Finalized - Benefit Prog None
<input type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None
<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



### Screenshot of the Benefit Event Status Report

Report ID: VBNR0300		PeopleSoft Benefit Event Status Report							Page No. 1 Run Date 05/25/2021 Run Time 13:43:33	
Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Process Indicator	Benefit Program	
AE			EM00	1	07/01/2020	HIR	O	N	N	
AE			EM00	1	09/30/2020	RET	O	N	N	
AE			EM00	1	06/29/2020	HIR	O	N	N	
AE			EM00	1	07/01/2020	HIR	O	N	N	



## Cardinal Enrollment Report (RBN350)

REVISED: 07/26/2022

### DESCRIPTION:

This report provides employee benefit enrollment information including health, FSA, premium reward, and medical premiums. The report includes employees who are active, on paid or unpaid leave, and who are suspended. Terminated employees remain on the report for 90 days from date of termination. Employees who are enrolled in COBRA also appear on this report.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Cardinal Enrollment

### INPUT / SEARCH CRITERIA:

As of Date  
Business Unit (Optional)  
Company (Optional)

### OUTPUT FORMAT:

Excel

### Screenshot of the Cardinal Enrollment Report Run Control Page

The screenshot shows the 'Cardinal Enrollment Report' run control interface. At the top left is the Cardinal logo. A dark blue header bar contains the text 'Cardinal Enrollment Report'. Below this, a breadcrumb trail reads 'Cardinal Enrollment Report'. The main area displays 'Run Control ID: CARDINAL\_ENROLLMENT\_RPT' followed by 'Report Manager' and 'Process Monitor' links, and a 'Run' button. A 'Run Control Parameters' section contains three input fields: '\*As Of Date' (required), 'Business Unit (Optional)', and 'Company (Optional)'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

The **As of Date** is the only required field; however, it is suggested that the user enter other **Run Control Parameters**.



### Screenshot of the Cardinal Enrollment Report

Cardinal Enrollment Report

Process Instance: 1748814  
 Process Run Date: 7/26/2022  
 Process AsOfDate: 7/1/2022  
 Process Business Unit:  
 Process Company: BBE

Employee	Last Name Suffix	First Name MI	Birthdate	Sex	SSN	Business U Com	Status/BPr	Coverage	Benefit Plc Descr	Coverage 1	Coverage 1 Employer	Employee	PRW Rate	PRW Bene	PRW Cove	HFSA Annu	HFSA Ded	HFSA O
				M		23300 BBE	COVA 100'W				1/1/2014	0	0	0		0	0	
				F		23300 BBE	COVA FT E E	ACC1	COVACr+Prev Den+Out-of-ntwk	Family	7/1/2021	1859	346	0		0	0	
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Single	7/1/2021	709	166	0		2400	0	7/1/2
				F		23300 BBE	COVA FT E E	ACC0	COVA Care + Prev Dental	Self + Spok	7/1/2021	1268	217	0		1200	0	7/1/2
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Self + Chik	7/1/2021	1268	350	0		0	0	
				F		23300 BBE	COVA FT E E	ACC4	COVA Cr+Exp Den+Vision&Hrng	Single	7/1/2021	709	148	0		0	0	
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Single	7/1/2021	709	166	0		0	0	
				F		23300 BBE	COVA FT E E	ACC2	COVA Care + Expanded Dental	Self + Chik	7/1/2022	1268	280	0		0	0	

### Screenshot of the Cardinal Enrollment Report (scrolled right)

Ded	HFSA Cove	HFSA Cove	DCFSAnr	DCFSADec	DCFSACov	DCFSACov	Pay Code	Address	City	State	Zip	Phone	Email Addr	Empl Statu	Last Date	Expected F	Continuous	State	Service Dt	Org Start Dt	Linked Em	Termination
0			0	0			24			VA	23225-116			Active					12/16/1994	12/16/1994		
0			0	0			24			VA	23221-113			Active					12/1/1995	12/1/1995		
0	7/1/2022		0	0			24			VA	23222-252			Active					10/4/2002	10/4/2002		
0	7/1/2022		0	0			24			VA	23069-184			Active					6/1/2001	6/1/2001		
0			0	0			24			VA	23086-365			Active					12/5/2005	12/5/2005		
0			0	0			24			VA	23005-208			Active					6/10/2006	6/10/2006		
0			0	0			24			VA	23294-643			Active					4/22/2013	4/22/2013		
0			0	0			24			VA	23223-17C			Active					3/31/2021	3/31/2021		



## Combined Virginia Campaign Deductions Report (RPY454)

REVISED: 09/15/2021

### DESCRIPTION:

This is a report of extract audits for semi-monthly outbound vendor file to Combined Virginia Campaign (CVC) deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a summary of amounts by company.

### NAVIGATION PATH:

Navigator > Benefits > Reports > CVC Deduction Report

### INPUT / SEARCH CRITERIA:

Company  
From Check Date  
To Check Date  
Run to CSV (checkbox)

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Combined Virginia Campaign Deductions Report Run Control Page


The screenshot shows the 'CVC Deduction Report' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'CVC Deduction Report'. Below the title, there is a 'Run Control ID' field containing 'CVC\_Deduction\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Process Request Parameter(s)' and contains a search box for 'Company (Leave Blank for All)', two date pickers for '\*From Check Date' and '\*To Check Date', and a checkbox for 'Run To CSV'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

**From Check Date** and **To Check Date** fields are required fields.



### Screenshot of the Combined Virginia Campaign Deductions Report

		Commonwealth of Virginia COMBINED VIRGINIA CAMPAIGN DEDUCTIONS FOR CHECKS DATED 10/01/2019 - 12/31/2019		Run Date: 08/23/2021 Run Time: 02:32 00
Company: ABC - Alcoholic Beverage Control			Page No. 1 of 23	
CHECK_DT	EMPLID	NAME	DEDCD	EE A/T
16-DEC-2019			CVC	0.55
16-DEC-2019			CVC	5.00
16-DEC-2019			CVC	16.67
Check Date Total:				22.22
31-DEC-2019			CVC	0.55
31-DEC-2019			CVC	5.00
31-DEC-2019			CVC	16.67
Check Date Total:				22.22
Company Total:				44.44



## Confirmation Statement (RBN037)

REVISED: 09/15/2021

### DESCRIPTION:

This report is a confirmation statement of the elections that the employee has selected for Health, FSA, and Premium Rewards. Report lists the selected plans, costs, and dependents covered.

### NAVIGATION PATH:

Benefits Administrator Tile > Review Employee Benefits > Review Employee Statements > Enter EMPLID > Click Right Arrow > Select Statement Type > Confirmation Statement

### INPUT / SEARCH CRITERIA:

Employee ID

### OUTPUT FORMAT:

PDF

### ADDITIONAL INFORMATION:

Employee ID field is a required field.

### Screenshot of the Confirmation Statement Report

**Cardinal**  
Department of Military Affairs  
Salaried Employee Benefit Pgm

**CONFIRMATION OF 2020 ELECTIONS**  
EVENT MAINTENANCE  
Statement Issue Date: 01/26/2021  
Enrollment Effective Date: 10/31/2020

Employee2 [redacted] Employee ID: [redacted]

This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.

**PERSONAL INFORMATION**

Home Address [redacted]  
Email Address [redacted]  
Gender [redacted]  
Marital Status [redacted]  
Birthdate [redacted]

ELECTION SUMMARY			
Benefit	Coverage	Category Base	Your Cost Per Pay Period
Optima HMO	Emp+Child		\$ 88.50
Flex Spending Medical			
Flex Spending Dependent Care			
Health Premium Reward	No Coverage		
Flex Spending Admin Fee			

\*Cost Reflected above are per pay period for agencies paid by the cardinal system, monthly for all others

HEALTH DEPENDENTS			
Name	Date of Birth	Relationship	Dependent Benefit Type
Newbaby2	11/11/2020	Child	

DEPENDENTS ENROLLMENTS	
Benefit Option	Dependent
Optima HMO	Newbaby2



## COBRA Audit Report (RBN171)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides data about Consolidated Omnibus Budget Reconciliation Act (COBRA) participants. This report displays information on: Employees enrolled in Active and COBRA Health Coverage; Employee and Spouse (or other dependent) electing health benefits for the same Dependent ID;

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Audit Report

### INPUT / SEARCH CRITERIA:

As Of Date

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Audit Report Run Control Page

The screenshot shows a web interface for running an audit report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Audit Report' on the right. Below this, the page title 'Audit Report' is displayed. The main content area contains several controls: 'Run Control ID' with the value 'LLB', 'Language' with a dropdown menu set to 'English', and a 'Run' button. Below these, there is an 'As Of Date' field with the value '01/01/2020'. At the bottom of the form, there are five buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The 'Run' button is highlighted with a grey background.

### ADDITIONAL INFORMATION:

As of Date field is a required field.



**Screenshot of the COBRA Audit Report**

Report ID: CBR007 PeopleSoft  
COBRA AUDIT REPORT

As Of Date: 06/07/2021

Employees Enrolled in Active and COBRA Health Coverage

Employee ID	Event ID
-----	
[REDACTED]	1
[REDACTED]	1
[REDACTED]	1
[REDACTED]	1



## COBRA Enrollment Report (RBN170)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all COBRA participants and their current elections, including coverage begin dates.

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Enrollment Report

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Sort Report By

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Enrollment Report Run Control Page

Enrollment Report

### Enrollment Report

Run Control ID: Enrollment\_Report Report Manager Process Monitor Run

---

From Date   Sort Report By:

Thru Date

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.

### Screenshot of the COBRA Enrollment Report

PeopleSoft									
COBRA ENROLLMENT REPORT									
Report ID: CBR006									Page No. 1
From Date: 01-JAN-2021									Run Date 05/24/2021
Thru Date: 24-APR-2021									Run Time 13:53:46
Benefit Program: 010									
Employee ID	Empl Rcd#	COBRA ID	Event ID	Dep ID	Participant Name	Plan Type	Covrg Elect	Benefit Plan	Coverage Coverage
									Elect Date Begin Date End Date
	0	1	00			10	E	Single	08/10/2020 11/01/2019
Benefit Program 010 Total:				1					



## COBRA Event Summary Report (RBN168)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides data about COBRA beneficiaries at the Event Level. The report lists all employees to whom a COBRA event has occurred. The qualified status indicates whether the event is Qualified (QL), Not Qualified (NQ), Not qualified/duplicate (ND) or Qualify Error (QE).

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Event Summary Report

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Sort Report By

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Event Summary Report Run Control Page

The screenshot shows the 'Event Summary Report' run control page. At the top, there is a dark blue header with the text 'Event Summary Report'. Below the header, the page title 'Event Summary Report' is displayed. Underneath, there is a 'Run Control ID' field containing 'Event\_Summary\_Report', and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below this, there are two date pickers for 'From Date' and 'Thru Date', and a 'Sort Report By' dropdown menu currently set to 'EmpId'. At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the COBRA Event Summary Report

Report ID: CBR005		PeopleSoft COBRA EVENT REPORT					Page No. 1 Run Date 05/24/2021 Run Time 13:17:53		
For the period 01/01/2021 through 04/30/2021									
Employee Id	Name	Ben Rcd#	COBRA Event ID	COBRA Event Class	COBRA Event Date	COBRA Process Status	COBRA Qualified Status	BAS Data Change	COBRA Event Conflict
		0	2	DIV	01/01/2021	Closed	Not Qual	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	01/13/2021	Open	Qualified	N	N
		0	1	DIV	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		3	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	TER	01/05/2021	Closed	Not Qual	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	2	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N



## COBRA Initial Letter (RBN190)

REVISED: 09/15/2021

### DESCRIPTION:

This letter is generated by OHB and distributed to employees via email with a link to Report offering COBRA coverage as the result of an initial qualifying COBRA event.

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Initial Letter

### INPUT / SEARCH CRITERIA:

As of Date  
Reprint Letter (checkbox)  
'Reprint' Appears on Letters (checkbox)  
Reprint ID

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Initial Letter Run Control Page

The screenshot shows a web application interface for creating a COBRA initial letter. At the top, there is a navigation bar with a back arrow and the text 'Cardinal Homepage' on the left, and 'Create Initial Letter' on the right. Below the navigation bar, the page title 'Create Initial Letter' is displayed. Underneath the title, there is a breadcrumb trail: 'Run Control ID Create\_Initial\_Letter'. To the right of the breadcrumb trail are two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. Below the breadcrumb trail, there is a section for input fields. The first field is 'As Of Date', which is a date picker. Below this is a 'Reprint Parameters' section, which contains two checkboxes: 'Reprint Letter' and ''Reprint' Appears on Letters'. Below the checkboxes is a 'Reprint ID' field with a search icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

As Of Date field is a required field.



Screenshot of the COBRA Initial Letter

INITIAL LETTER



EMILY S. ELLIOTT  
DIRECTOR

COMMONWEALTH OF VIRGINIA  
Department Of Human Resource Management

James Monroe Building  
101 N. 34th Street, 12th floor  
Richmond, Virginia 23219  
Tel: (800) 225-2121  
(773) 714

06/03/2021

[REDACTED]  
HENRICO, VA 23231-7049

Dear [REDACTED],

**This notice has important information about your right to continue your health care coverage in the Medical Plan(s), as well as other health coverage options that may be available to you, including coverage through the Health Insurance Marketplace at [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596. You may be able to get coverage through the Health Insurance Marketplace that costs less than COBRA continuation coverage.**

Please read the information in this notice very carefully before you make your decision. If you choose to elect COBRA continuation coverage, you should use the election form provided later in this notice.

**Why am I getting this notice?**

You're getting this notice because your coverage under the Plan will end on 12/31/2020 due to

- End of employment
- Reduction in hours of employment resulting in loss of coverage
- Death of employee or former employee
- Divorce from employee or former employee
- Loss of dependent child status

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage through COBRA continuation coverage when there's a "qualifying event" that would result in a loss of coverage under an employer's plan.

**What is COBRA continuation coverage?**

COBRA continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries who aren't getting continuation coverage. Each "qualified beneficiary" (described below) who elects COBRA continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan.

**What is loss of coverage?**

Loss of coverage includes a change in the terms and conditions of coverage, so some other types of coverage, such as coverage during leave without pay or at retirement, may run concurrently with Extended Coverage/COBRA. Some leaves of absence without pay allow for continuation of the employer contribution toward the cost of coverage. This is an Extended Coverage/COBRA qualifying event since it results in a change in the terms and conditions of coverage. The period after the end of the month in which the reduction-of-hours event takes place will run concurrently with the Extended Coverage/COBRA eligibility period. If you elect to continue coverage with the employer contribution at the start of the Extended Coverage/COBRA period, and that contribution ends prior to the full 18-month eligibility period for the reduction-of-hours event, you may



## COBRA Secondary Letter (RBN191)

REVISED: 09/15/2021

### DESCRIPTION:

This letter is generated by OHB and distributed to employees via email with a link to Report offering COBRA coverage as the result of a secondary qualifying COBRA event.

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Secondary Letter

### INPUT / SEARCH CRITERIA:

As Of Date  
Reprint Letter (checkbox)  
'Reprint' Appears on Letters (checkbox)  
Reprint ID

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Secondary Letter Run Control Page

**Create Secondary Letter**

Run Control ID Create\_Secondary\_Letter [Report Manager](#) [Process Monitor](#) **Run**

As Of Date

**Reprint Parameters**

Reprint Letter

'Reprint' Appears on Letters

Reprint ID

**Save** **Notify** **Add** **Update/Display**

### ADDITIONAL INFORMATION:

As Of Date field is a required field.



Screenshot of the COBRA Secondary Letter

SECONDARY LETTER



EMILY S. ELLIOTT  
DIRECTOR

COMMONWEALTH OF VIRGINIA  
Department Of Human Resource Management

James Monroe Building  
101 N. 14<sup>th</sup> Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219  
Tel: (804) 225-2131  
(TTY) 711

EmplID: C0000000006  
Benefit Rcd#: 0  
Event ID: 2  
Related EmplID: [REDACTED]  
Related ID: 02

10/29/2020

[REDACTED]

Dear [REDACTED],

On 10/01/2020, you experienced a secondary qualifying event, Medicare Entitlement. Your COBRA benefits have been extended to the maximum COBRA continuation coverage period and will now continue until:

Plan Type	Benefit Plan	Coverage Code	Coverage End Date
* Medical	ACC4	Single	03/31/2022

\* Automatic Enrollment as of event date - COBRA enrollment during initial event occurred as dependent of another COBRA participant

Your benefits will continue to the date(s) listed above unless any one of the following events occur:

- you become a covered individual under any group health plan
- you fail to pay the monthly charge for the elected coverage
- our Employee health plan(s) is no longer in force for all active employees

Should you have any questions, you may contact me at the address below.

Sincerely,

Office of Health Benefits - DHRM  
COBRA Administrator

101 N. 14th Street, 12th Fl  
Richmond, VA 23219  
804/225-2131



## COBRA Termination Letter (RBN192)

REVISED: 09/15/2021

### DESCRIPTION:

This letter is generated by Cardinal and mailed to employees whose COBRA coverage has been involuntarily terminated.

### NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Terminate COBRA Coverage > Create Termination Letter

### INPUT / SEARCH CRITERIA:

Start Date  
End Date  
Reprint Letter (checkbox)  
'Reprint' Appears on Letters (checkbox)  
Reprint ID

### OUTPUT FORMAT:

PDF

### Screenshot of the COBRA Termination Letter Run Control Page

**Create Termination Letter**

Run Control ID: Create\_Termination\_Letter      Report Manager      Process Monitor      **Run**

Start Date: [ ] [Calendar Icon]  
End Date: [ ] [Calendar Icon]

**Reprint Parameters**

Reprint Letter  
 'Reprint' Appears on Letters  
Reprint ID: [ ] [Search Icon]

**Save**      **Notify**      **Add**      **Update/Display**

### ADDITIONAL INFORMATION:


No Input/Search fields are required fields.



Screenshot of the COBRA Termination Letter

**TERMINATION LETTER**

EMILY S. ELLIOTT  
DIRECTOR



**COMMONWEALTH OF VIRGINIA**  
*Department Of Human Resource Management*

James Monroe Building  
101 N. 14<sup>th</sup> Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219  
Tel: (804) 225-2131  
(TTY) 711

01/06/2021

EmplID: [REDACTED]  
Benefit Rcd#: 0  
Event ID: 2  
Related ID: 01

To: [REDACTED]

This is to notify you that your COBRA coverages listed below will terminate as of the date(s) indicated for the reason listed.

Plan Type	Termination Date	Termination Reason
Medical	02/01/2021	Covered by Another Plan

Claims incurred after the date your COBRA continuation coverage terminates (see date above) will not be paid by the Plan.  
If you have any questions about this notice or COBRA continuation coverage, Please contact

Office of Health Benefits - DHRM  
COBRA Administrator

101 N. 14th Street, 12th Fl  
Richmond, VA 23219  
804/225-2131



## Dependent/Beneficiary Audit Report (RBN056, BEN734)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees not compliant with court-ordered dependent benefit coverage or minimum spousal coverage.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Court Ordered Coverage Audit

### INPUT / SEARCH CRITERIA:

As of Date  
Plan Type (checkboxes)  
Audit Type (checkboxes)

### OUTPUT FORMAT:

PDF

### Screenshot of the Dependent/Beneficiary Rider Audit Report Run Control Page

The screenshot shows the 'Court Ordered Coverage Audit' run control page. At the top, there is a navigation bar with a back arrow and the text 'Create Initial Letter', and the page title 'Court Ordered Coverage Audit'. Below the navigation bar, the main content area has the title 'Court Ordered Coverage Audit'. It includes a 'Run Control ID' field with the value 'Court\_Ordered\_Coverage\_Audit', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. There is also a 'Language' dropdown menu set to 'English'. Below this, there is an 'As Of Date' field with a calendar icon. The 'Plan Type' section contains four checkboxes: 'Health', 'Life', 'Savings', and 'Pension', all of which are checked. The 'Audit Type' section contains three checkboxes: 'Missing Elections', 'Uncovered Individuals', and 'Spousal Allocation', all of which are checked. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the Dependent/Beneficiary Rider Audit Report

Report ID: BEN734		PeopleSoft DEPENDENT/BENEFICIARY RIDER AUDIT				Page No. 1	
As Of Date: 04/30/2021						Run Date 05/24/2021	
Selected Plan Types: Health: '1%', Life and AD/D: '2%', Savings: '4%', Pension: '8%'						Run Time 11:03:03	
Audit: Employees who have not enrolled in court-ordered coverage							
Emplid	Name	Plan	ID	Dependent / Beneficiary	Court Order Information		
=====	=====	====	==	=====	=====		
		10	01		VA 9876543	11/11/2020	
		10	01		VA 123456	11/19/2020	



## Dependent/Beneficiary Election Report (RBN048)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all dependents, along with benefit elections made by the participant for the dependent. Report includes sections for the plan type and amount.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Participant Enrollment > Dep/Beneficiary Election Rpt

### INPUT / SEARCH CRITERIA:

Schedule ID

### OUTPUT FORMAT:

PDF

### Screenshot of the Dependent/Beneficiary Election Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Dep/Beneficiary Election Rpt'. The page has a dark blue header with the report name. Below the header, the report title is repeated. There are two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is present. The 'Run Control ID' is set to 'Dep\_Beneficiary\_Election\_Rpt'. The 'Language' is set to 'English' with a dropdown arrow. A 'Schedule ID' search field is available with a magnifying glass icon and a note '(Leave blank for all schedules)'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the Dependent/Beneficiary Election Report

PeopleSoft  
Dependent/Beneficiary Elections Report

Report ID: BAS007  
Schedule Id:0721 (OE July 2021)  
Benefit Program:SAL (Salaried Employee Benefit Pgm)

Page No. 1  
Run Date 05/20/2021  
Run Time 14:09:10

Employee ID	Employee Name	Dep ID	Dependent/Beneficiary Name	Event Date	Plan Type	Ben Flat Pct Amt	Excess Contingent
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		05		07/01/2021	10-Medical		
		06		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		



## Eligible Participants Report (RBN039)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows eligible participants by schedule and benefit program, employees who are eligible to participate in company benefit programs with details on plan and option eligibility.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Eligible Participants Rpt

### INPUT / SEARCH CRITERIA:

Schedule ID  
Include Option Detail (checkbox)

### OUTPUT FORMAT:

PDF

### Screenshot of the Eligible Participants Report Run Control Page

The screenshot shows the 'Eligible Participants Rpt' run control page. At the top left is a navigation link '< Cardinal Homepage'. The page title 'Eligible Participants Rpt' is at the top right. Below the title, the 'Run Control ID' is 'Eligible\_Participants\_Rpt' and the 'Language' is 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A search field for 'Schedule ID' is present with a magnifying glass icon and the instruction '(Leave blank for all schedules)'. Below the search field is a checkbox for 'Include Option Detail'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the Eligible Participants Report

		PeopleSoft			
Report ID: BAS001		Eligible Participants Report			Page No. 1
Schedule Id:0721 (OE July 2021)					Run Date 05/20/2021
Benefit Program:SAL (Salaried Employee Benefit Pgm)					Run Time 10:21:03
Employee ID	Name	Effective Date	Plan Type	Plan Description	
=====					
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	



## Employer Cash Match Error Report (RPY373)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees for whom the Employer Cash Match Enrollment program corrected the 457 deferred compensation plan enrollment, hybrid voluntary plan or 403(b) annuity plan enrollment to comply with employer cash match rules. Report also lists minimum contribution errors, which may require agency action to correct.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Employer Cash Match Error Rpt

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Employer Cash Match Error Report Run Control Page


The screenshot shows the 'Employer Cash Match Error Rpt' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Employer Cash Match Error Rpt'. Below this, there is a 'Run Control ID' field containing 'Employer\_Cash\_Match\_Report' and a 'Report Manager' field. A 'Process Monitor' button and a 'Run' button are also visible. The 'Parameters' section includes fields for '\*From Date' and '\*Thru Date', both with calendar icons. Below these is a search bar with a magnifying glass icon and a '1-1 of 1' dropdown. A table with two columns, 'Company' and 'Description', is shown. The 'Company' column has a search icon and a plus sign. The 'Description' column has a plus sign and a minus sign. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.



## Screenshot of the Employer Cash Match Error Report

 Report ID: RPY373		Commonwealth of Virginia							EMPLOYER CASH MATCH ERROR REPORT		Run Date: 09/14/2021 Run Time: 11:46 00	
Company : ABC - Alcoholic Beverage Control											Page No. 1 of 91	
From Date: 01/01/2019												
TO Date : 09/01/2021												
Plan enrollment errors listed have been identified and corrected by Employer Cash Match Enrollment program. Review for accuracy.												
Contribution amount errors are identified for line agency action. No changes were made by Employer Cash Match Enrollment program.												
Empl ID	Name	Empl Rcd	Empl Type	Ben Prog	Months & Pays	Hybrid Vol Plan	Plan Type	Original Ben Plan	Corrected Ben Plan	Error Message		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.		



## FBMC Upload Error Report (RHR147)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees on the semi-monthly Fringe Benefits Management Company (FBMC) Enrollment Data Upload file whose annuity or miscellaneous insurance changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

### NAVIGATION PATH:

Navigator > Benefits > Reports > FBMC Upload Error Report

### INPUT / SEARCH CRITERIA:

Effective Date From  
Effective Date To  
State Payroll Office Totals (checkbox)  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the FBMC Upload Error Report Run Control Page

FBMC Upload Error Report

Run Control ID: FBMC\_Upload\_Error\_Report    Report Manager    Process Monitor    Run

**FBMC Upload Error Report**

**Report Filters**

\*Effective Date From: [ ] [ ]  
 \*Effective Date To: [ ] [ ]  
 State Payroll Office Totals

Company	Description		
1	[ ] [ ]	+	-

Save    Add    Update/Display

### ADDITIONAL INFORMATION:

Effective Date from and Effective Date To fields are required fields.



Screenshot of the FBMC Upload Error Report

CARDINAL		Commonwealth of Virginia										Run Date: 06/03/2021		
Report ID: RHR147		FBMC UPLOAD ERROR REPORT										Run Time: 03:59 00		
FILE PROCESSED DATE FROM 01-JAN-2021 TO 30-JUN-2021													Page No. 1 of 35	
CMP	EMPLID	LAST NAME	EFF DATE	POST-TAX GEN DED	FBMC FEE	DOA FEE	403B TYPE	403B AMOUNT	CATCHUP AMOUNT	TOTAL AMOUNT	ROTH TYPE	ROTH TAX AMT	POST	ERROR MSG
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, Both EMPLID and SSN not found on incoming file.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	FBMC Agency 00100 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Benefit Plan Error - Employee either didn't have benefit eligibility or missing benefit mapping in Cardinal
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	FBMC Agency 00200 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Invalid company for the Employee in Cardinal . Please Research and Manually Update.
			04/01/2020	25.00	0.00	0.00	%	35.00	0.00	35.00	%	0.00	0.00	Company does not exist in Default Mapping



## Flagged Participants Report (RBN050)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists benefit events that have had job or address eligibility information changes, events that have been processed out of sequence, and events that have been disconnected during processing. Report includes sections for each type of flag and displays the benefit event details as well as employee information.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Report On Flagged Items

### INPUT / SEARCH CRITERIA:

Schedule ID  
From Date  
Thru Date  
Include Summary (checkbox)  
Flagged Reason(s) (checkboxes)

### OUTPUT FORMAT:

PDF

### Screenshot of the Flagged Participants Report Run Control Page

### ADDITIONAL INFORMATION:

**From Date** and **Thru Date** fields are required fields. **Thru Date** defaults to current day, but can be updated.

At least one of the **Report Participants Flagged for** reason checkboxes is a required field.



## Screenshot of the Flagged Participants Report

PeopleSoft									
Report ID: BAS008		FLAGGED PARTICIPANTS - ADDRESS ELIGIBILITY DATA CHANGED						Page No. 1	
For the period 01/01/2021 through 05/20/2021									
Run Date 05/20/2021									
Run Time 14:59:13									
Nbr	Sched ID	Employee ID	Employee Name	Ben Rcd#	Event ID	Event Date	Event Status	Process Status	Address Eligibility Data Flagged Dt EffDt
1	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
2	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
3	2107			1	0	07/01/2021	V	PR	05/06/2021 04/21/2021
4	EM00			0	1	06/01/2020	O	PR	03/03/2021 12/16/1982
5	EM00			0	1	12/01/2020	C	FE	03/01/2021 12/01/2020
6	SNAP			0	0	11/09/2019	C	PR	03/01/2021 08/28/2019



## FSA Contribution Election Audit Report (RBN238)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees who make a midyear enrollment or midyear change to their Flexible Spending Account (FSA) annual election that could result in a suspension of their deduction, due to an Internal Revenue Service (IRS) calendar year limit.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > FSA Contrib Election Audit

### INPUT / SEARCH CRITERIA:

Enrollment As of Date

### OUTPUT FORMAT:

Excel

### Screenshot of the FSA Contribution Election Audit Report Run Control Page

The screenshot shows the 'FSA Contrib Election Audit' run control page. At the top, the title 'FSA Contrib Election Audit' is displayed in a dark blue header. Below the header, the 'Run Control ID' is 'FSA\_Contrib\_Election\_Audit'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Process Request Parameter(s)' contains a text box with the label '\*Enrollment As of Date' and a date picker icon. At the bottom of the page, there are four buttons: 'Save' (green), 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Enrollment As of Date** field is a required field.



**Screenshot of the FSA Contribution Election Audit Report**

EMPLID	Emp Rcd	Benefit Record	Name	Phone	Email	Company	Department	Location	EFF Date	Plan	Plan Year Max	Annual PY Pledge	PY YTD Balance	PY Remaining Balances	CY Remaining Pays	Period Deduction	Current CY Balance	Reported Overages
	0	0				DOT	Right of Way Hampton Roads	Dept of Transportation	2019-07-01	FLXME D	2750	2160	0	2160	45	65.45	0	195.25
	0	0				SOV	Fund 1 LA	Senate of Virginia	2019-07-01	FLXME D	2750	1800	0	1800	21	200	0	1450
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2544	0	2544	26	181.71	0	1974.46
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1992	0	1992	26	142.29	0	949.54
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1800	0	1800	26	128.57	0	592.82
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Bar Services	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2040	0	2040	26	145.71	0	1038.46
	0	0				VSB	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2592	0	2592	26	185.14	0	2063.64
	0	0				VSB	Communications	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Discipline	Virginia State Bar	2019-07-01	FLXME D	2750	1920	0	1920	26	137.14	0	815.64



## Health Benefit Recon Exception Report (RHR070)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all employees for whom a variance was identified between the expected health premium amounts, based on employee elections in Benefits, with the actual health premiums collected through Payroll. Report also lists employees whose Health Premium Reward processed through Payroll does not match the Health Premium Reward enrollment in Benefits.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Health Benefit Recon Exception

### INPUT / SEARCH CRITERIA:

Year  
Month  
Business Unit

### OUTPUT FORMAT:

PDF

### Screenshot of the Health Benefit Recon Exceptions Report Run Control Page

The screenshot shows the 'Health Benefit Recon Exception' report run control page. At the top, there is a title bar with the text 'Health Benefit Recon Exception'. Below this, there is a tab labeled 'Health Benefit Recon Exception'. The main area contains the following elements:

- Run Control ID: Health\_Benefit\_Recon\_Exception
- Report Manager
- Process Monitor
- Run button
- Parameters section with dropdowns for \*Year and \*Month.
- Business Unit Selection section with a search bar, a table with columns 'Business Unit' and 'Agency Description', and a '1-1 of 1' indicator.
- Buttons: Save, Notify, Add, and Update/Display.


Business Unit	Agency Description
1	

### ADDITIONAL INFORMATION:

Year and Month fields are required fields.



Screenshot of the Health Benefit Recon Exceptions Report

		Commonwealth of Virginia									
Report ID: RHR070		HEALTH BENEFITS RECON EXCEPTIONS REPORT									
Business Unit: 15600 - Department of State Police											
Benefit Group ID: DSP010000											
Coverage Year: 2020 Coverage Month: January											
Health Plan	Employee Name	EMPLID	Cvg Cd	Ded Cls	Expected Premium	Collected Premium	GL Actvy Charge (Credit)	Pending Arrears	Arrears Paid Back	Refunds Processed	
Deduction: CoVA Care											
ACCO	02PY0707, Emplid 3 Redo bz		1	B	687.00	0.00	687.00	0.00	0.00	0.00	
	02PY0707, Emplid 3 Redo bz		1	N	92.00	0.00	92.00	0.00	0.00	0.00	
	ACCO Total						779.00				



## Health Plan Participants Report (RBN054)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists active health plan participants as of a specified date. Report also displays Coverage Begin Date, Coverage End Date, and COBRA Event ID.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Participation > Health Plan Participants

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Health Plan Participants Report Run Control Page

The screenshot shows a web interface for the 'Health Plan Participants' report. At the top, there is a dark blue header with the text 'Health Plan Participants'. Below the header, the page title 'Health Plan Participants' is displayed. The main content area contains several controls: a 'Run Control ID' field with the value 'Health\_Plan\_Participants', a 'Language' dropdown menu currently set to 'English', and a 'Run' button. To the right of the 'Run Control ID' field are links for 'Report Manager' and 'Process Monitor'. Below these controls is an 'As Of Date' field. At the bottom of the page, there are four buttons: 'Save' (green), 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the Health Plan Participants Report

													PeopleSoft			
													Health Plan Participants			
Report ID:	BEN001											Page No.	1			
Company:	A01 Lee County - DSS											Run Date	05/20/2021			
Setid:	STATE											Run Time	16:03:51			
Provider:	Anthem Blue Cross Blue Shield															
AsOfDate:	05/20/2021															
Plan Type	Benefit Plan	Department ID	Department Name	Employee Name	Employee ID	Empl Status	Empl Type	Reg/Temp	Full/Part	Pay Group	Coverage	Coverage Begin	Coverage End	COBRA Evt ID		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2017		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	10/01/2017		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	03/01/2014		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	06/01/2019		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	06/01/2018		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	05/01/2014		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	01/01/2017		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	02/01/2015		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	10/01/2019		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	01/01/2019		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	11/01/2015		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0		
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	01/01/2017		0		



## HMO Risk Equalization Report (RBN290)

REVISED: 09/15/2021

### DESCRIPTION:

This report details the payment due to the suppliers, as well as the current enrollment by gender and age tier, for the current billing month. This report is attached to the payment and sent to the supplier and this report identifies enrollment counts and total dollars owed for the current billing month.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Participation > HMO Risk Equalization

### INPUT / SEARCH CRITERIA:

Billing Date  
Vendor Selection (checkbox)  
Premium Rates

### OUTPUT FORMAT:

PDF

### Screenshot of the HMO Risk Equalization Report Run Control Page

The screenshot shows the 'HMO Risk Equalization Report Run Control Page' in a web application. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'HMO Risk Equalization' on the right. Below the navigation bar, there is a tab labeled 'HMO Risk Equalzn'. The main content area has a header with 'Run Control ID HMO\_Risk\_Equalization', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, the text 'HMO Risk Equalization Report' is displayed. A section titled 'Report Only Processing' contains a form with the following fields: '\*Billing Date' with a calendar icon, 'Vendor Selection' with radio buttons for 'KAISER' (selected) and 'OPTIMA', and 'Premium Rates' with two sub-sections: 'Kaiser' and 'Optima'. Each sub-section has three input fields: '\*Single', '\*EE + 1', and '\*Family'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Billing Date, Kaiser and Optima fields are required fields.



Screenshot of the HMO Risk Equalization Report

		Commonwealth of Virginia HMO RISK Equalization			<b>Run Date</b> 06/03/2021  <b>Run Time</b> 4:23:45 PM  <b>Page</b> 1 of 1
<b>Report ID: BN290</b>					
<b>Calculation Of Premium</b> <b>OPTIMA</b> <b>Premium Rates</b>					
<b>1-Aug-20</b>					
<b>786</b> <b>1454</b> <b>2106</b>					
<b>Active Contracts</b>					
Male	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	0	0	0	0
	30-39	1	1	0	2
	40-44	0	0	0	0
	45-49	0	0	4	4
	50-54	0	0	0	0
	55-59	2	0	0	2
	60-64	0	1	0	1
	65+	0	1	0	1
Female	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	2	0	0	2
	30-39	0	1	0	1
	40-44	0	0	0	0
	45-49	0	0	0	0
	50-54	2	1	0	3
	55-59	1	0	0	1
	60-64	1	2	0	3
	65+	0	0	0	0
<b>Active Total</b>		<b>9</b>	<b>7</b>	<b>4</b>	<b>20</b>
Active Premium: \$ 25,676.00					



## ICMA-RC Upload Error Report (RHR148)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees on the monthly International City/County Management Association (ICMA-RC) Upload file whose deferred compensation changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

### NAVIGATION PATH:

Navigator > Benefits > Reports > ICMA Upload Error Report

### INPUT / SEARCH CRITERIA:

Effective Date (1<sup>st</sup> Of The Month)  
State Payroll Office Totals (checkbox)  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the ICMA-RC Upload Error Report Run Control Page

The screenshot shows the 'ICMA Upload Error Report' run control page. At the top, there is a header 'ICMA Upload Error Report' and a sub-header 'ICMA Error Report'. Below this, the 'Run Control ID' is 'ICMA\_Upload\_Error\_Report', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Process Request Parameters' section includes a date picker for '\*Effective Date' (set to '(1st Of The Month)'), a checkbox for 'State Payroll Office Totals', and a table with one row. The table has columns for 'Company' and 'Description'. Below the table are 'Add' and 'Update/Display' buttons. A 'Save' button is at the bottom left.

Company	Description
1	

### ADDITIONAL INFORMATION:

Effective Date field is a required field.



## Screenshot of the ICMA-RC Upload Error Report

CARDINAL		Commonwealth of Virginia		ICMA-RC UPLOAD ERROR REPORT				Run Date: 05/26/2021				
Report ID: RHR148						Run Time: 04:45 00						
EFFECTIVE DATE - 11/01/2020												
Page No. 1 of 3												
CMP	EMPLID	NAME	BEN PLAN	COVG ELCT	PRE-TAX AMOUNT	POST-TAX AMOUNT	EFF DATE	PLN TYP	MNTH-PAYS	ERR TYP	ERROR MSG	
			457P24	E	90.00	10.00	11/01/2020	49		E	ERROR: Election Not Processed No EMPLID or SSN Found in Cardinal	
			457P24	E	90.00	10.00	11/01/2020	49		E	ERROR: ICMA-RC Agency does not use Cardinal Payroll.	
			457P24	E	90.00	10.00	11/01/2020	49		E	ICMA-RC Agency has no matching Company in Cardinal.	
			457P24	E	90.00	10.00	11/01/2020	49		E	Warning - No benefit plan found for employee Months and Pay Periods value on Job. Election loaded using default of value, 12-24. Verify and correct Months and Pay Periods. Update 457 plan election if necessary.	
			457P24	E	90.00	10.00	11/01/2020	49		E	Invalid Employee ID	
			457P24	E	90.00	10.00	11/01/2020	49		E	Employee ID does not exist in BEN_FROG_PARTIC record.	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	The Company associated with the Employee in the file is different from PS_JOB	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	Warning - No benefit plan found for employee Months and Pay Periods value on Job. Election loaded using default of value, 12-24. Verify and correct Months and Pay Periods. Update 457 plan election if necessary.	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	Loaded Using EMPLID. SSN not on file at ICMA	
ABC			13	457P24	E	110.00	0.00	11/01/2020	49	12-24	W	The Date of Birth in Cardinal is showing the employee as younger than 50 years of age.
ABC			13	457P24	E	110.00	0.00	11/01/2020	49	12-24	W	50PLUS indicator is populated. Please refer to the Benefit Management Table
CCV			12	457P24	E	0.00	100.00	11/01/2020	49	12-24	E	Election Not Processed - SSN Does Not Match EMPLID. Research and Manually Add if Necessary.
CCV			12	457P24	E	0.00	100.00	11/01/2020	49	12-24	E	ERROR: Election Not Processed No EMPLID or SSN Found in Cardinal



## Ineligible Participant Report (RBN051)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists all participants who are ineligible for any benefit program and their eligibility parameters, such as birth date and status. Report includes sections for job eligibility data.

### NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Ineligible Participants Rpt

### INPUT / SEARCH CRITERIA:

Schedule ID

### OUTPUT FORMAT:

PDF

### Screenshot of the Ineligible Participant Report Run Control Page

The screenshot shows a web application interface for the 'Ineligible Participants Rpt'. At the top left is a 'Cardinal Homepage' link. The page title is 'Ineligible Participants Rpt'. Below the title, there are fields for 'Run Control ID' (set to 'Ineligible\_Participants\_Rpt') and 'Language' (set to 'English'). To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this section is a 'Schedule ID' search field with a magnifying glass icon and the instruction '(Leave blank for all schedules)'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



### Screenshot of the Ineligible Participant Report

Report ID: BAS010	PeopleSoft Ineligible Participant Report	Page No. 1																	
		Run Date 05/20/2021																	
		Run Time 15:45:04																	
Sched ID	Employee ID	Employee Name	Event ID	Benefit Rcd#	Process Status	Birthdate	Country State												
Empl Rcd#	Service Date	Class	Benefits Status	Empl Type	Full Part	Reg Temp	Officer Code	Union Code	Std Hrs	FTE	Company	Pay Grp	Loctn	Country State	FLSA Stat	Reg Regn	Business Unit	Plan	Grade
0721			0	0		Pgm None		USA/VA											
	0	11/16/1978	CLS	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	3
	1	06/01/2019	RET	Active	S	F	R	N	40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSTR	UG	
									005001000	N									RR-GB
0721			0	0		Pgm None		USA/VA											
	0	09/16/1984	APF	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
	1	05/01/2019	RET	Active	S	F	R	N	40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSTR	UG	
									005001000	N									RR-GB
0721			0	0		Pgm None		USA/VA											
	0	11/10/2000	APF	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
	1	06/01/2019	RET	Terminated	S	F	R	N	40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSTR	UG	
0721			0	0		Pgm None		USA/VA											
	0	03/01/1985	CLS	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
	1	03/01/2019	RET	Active	S	F	R	N	40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSTR	UG	
									005001000	N									RR-GB
0721			0	0		Pgm None		USA/VA											
	0	08/25/2000	APF	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
0721			0	0		Pgm None		USA/VA											
	0	09/10/2017	TNR	Terminated	S	P	X	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
0721			0	0		Pgm None		USA/VA											
	0	01/25/2018	CLS	Terminated	S	F	R	N	16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
	1	03/01/2019	LOC	Active	S	F	R	N	40.00	1.000000	E55	MNP	OHB	USA/VA	N	USA	LOCAL	UG	
									048206000	N									TF-GB



## IRS 401a Maximum Compensation Report (RPY358)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists highly compensated employees (HCE) whose retirement contributions must stop when their annual creditable compensation reaches the IRS 401(a) limit in effect.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > IRS 401a Max Comp Report

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

PDF

### Screenshot of the IRS 401a Maximum Compensation Report Run Control Page

The screenshot shows a web interface for the 'IRS 401a Max Comp Report'. At the top, there is a dark blue header with the text 'IRS 401a Max Comp Report'. Below the header, there is a light green tab labeled 'IRS 401a Max Comp Report'. The main content area contains the text 'Run Control ID IRS\_401a\_Max\_Comp\_Report' on the left, and 'Report Manager' and 'Process Monitor' in blue links in the center. On the right side of this row is a grey button labeled 'Run'. At the bottom of the page, there are four buttons: 'Save' (green), 'Notify' (grey), 'Add' (grey), and 'Update/Display' (grey).

### ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



## Screenshot of the IRS 401a Maximum Compensation Report

Cardinal		Commonwealth of Virginia				Run Date: 05/24/2021 Run Time: 11:56:14 Page: 1 of 1			
Report ID: RPY358		IRS 401a Maximum Compensation Report							
Company : ABC - Alcoholic Beverage Control									
Limit Effdt : 7/1/2019									
IRS 401a Limit : 280000									
Emplid	Empl Rod	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		--- ORP Base (ORP) ---	
	0			0	280000	YTD Amount	Amt to Limit	YTD Amount	Amt to Limit
						27777.8	252222.2	4891666.68	-4861666.68
Limit Effdt : 7/1/2020									
IRS 401a Limit : 285000									
Emplid	Empl Rod	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		--- ORP Base (ORP) ---	
	1			0	285000	YTD Amount	Amt to Limit	YTD Amount	Amt to Limit
						555.56	27944.44	5204166.67	-4919166.67
Company : CMU - Christopher Newport University									
Limit Effdt : 7/1/2019									
IRS 401a Limit : 280000									
Emplid	Empl Rod	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		--- ORP Base (ORP) ---	
	1			0	280000	YTD Amount	Amt to Limit	YTD Amount	Amt to Limit
						25690	254310	28901.25	251098.75
Company : DEM - Dept of Emergency Management									
Limit Effdt : 7/1/2019									
IRS 401a Limit : 280000									
Emplid	Empl Rod	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		--- ORP Base (ORP) ---	
	0		HMN0000	0	280000	YTD Amount	Amt to Limit	YTD Amount	Amt to Limit
						700000	-420000	750909.09	-470909.09
Company : DMA - Department of Military Affairs									
Limit Effdt : 7/1/2019									
IRS 401a Limit : 280000									
Emplid	Empl Rod	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		--- ORP Base (ORP) ---	
	0			0	280000	YTD Amount	Amt to Limit	YTD Amount	Amt to Limit
	1			0	280000	0	280000	12399999.96	-12199999.96
	0			0	280000	0	280000	2333333.38	-2053333.38
Limit Effdt : 7/1/2020									
IRS 401a Limit : 285000									



## Premium Rewards Audit Report (RBN063)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees whose health premium reward enrollment or additional pay amount require updating to align with their current health benefit enrollment.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Premium Rewards Audit Report

### INPUT / SEARCH CRITERIA:

As of Date  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Premium Rewards Audit Report Run Control Page

The screenshot shows the 'Premium Rewards Audit Report' run control interface. At the top, there is a title bar 'Premium Rewards Audit Report'. Below it, a tab labeled 'Premium Rewards Audit Report' is active. The main area contains the following elements:

- Run Control ID: Premium\_Rewards\_Audit\_Report
- Report Manager
- Process Monitor
- Run button

**Run Control Parameters**

\*As of Date

1-1 of 1 | View All

Company	Description		
1 <input type="text"/>		+	-

Company (If Blank run for all)

Buttons: Save, Notify, Add, Update/Display

### ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the Premium Rewards Audit Report

Cardinal		Commonwealth of Virginia Premium Rewards Audit Report													
Report ID: RBN063														Run Date: 05/24/2021	
As of Date: 4/30/2021														Run Time: 11:37:57	
														Page 1 of 1893	
ABC: Alcoholic Beverage Control															
Employee	Employee Name	EMPL RCD	BEN RCD	Hlth Effdt	Hlth Elec	Hlth Plan	Hlth CvCd	Smpl Effdt	Smpl Elec	Smpl Plan	Addl Effdt	AddlPay Amount	AddlEnd Effdt	Audit Code	
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	2/10/2020	T			6/30/2020	T		7/1/2019	17	6/30/2020	2	
		0	0	8/1/2019	E	ACC2	1	6/30/2020	T		8/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	CHA1	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
AES: Coop Extension & Agr Experimnt															
Employee	Employee Name	EMPL RCD	BEN RCD	Hlth Effdt	Hlth Elec	Hlth Plan	Hlth CvCd	Smpl Effdt	Smpl Elec	Smpl Plan	Addl Effdt	AddlPay Amount	AddlEnd Effdt	Audit Code	
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	8/1/2019	E	ACC4	1	6/30/2020	T		8/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC4	3	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	8/1/2019	E	ACC4	3	6/30/2020	T		8/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	8/1/2019	E	ACC2	1	6/30/2020	T		8/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC0	3	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6	
		0	0	8/1/2019	E	ACC3	1	6/30/2020	T		8/1/2019	17	6/30/2020	6	
		0	0	8/1/2019	E	ACC5	1	6/30/2020	T		8/1/2019	17	6/30/2020	6	



## Section 415 Compliance Report (RBN144)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employee amounts either over or under the Section 415 limit. Fields include Company, Employee ID, Effective Date, Special Accumulator, Benefit Program, Percent of Salary, Maximum Benefit Base, and Gross Amount Year-to-Date (YTD).

### NAVIGATION PATH:

Navigator > Benefits > Reports > Regulatory and Compliance > Section 415 Compliance

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Section 415 Compliance Report Run Control Page

Section 415 Compliance

**Section 415 Compliance**

Run Control ID: Section\_415\_Compliance Report Manager Process Monitor

Language:  ▼

---

As Of Date:

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Section 415 Compliance Report

PeopleSoft SECTION 415														Page No. 1604
Report ID: BEN008														Run Date 06/07/2021
As Of Date: 01/01/2020														Run Time 14:00:21
Employee ID	Effective Date	Spcl Accum	Max % Earns	Max Yearly Earnings	Max Allowed Deduction	Plans to Limit	Excluded	Imputed	Amount	Over Limit/Under Limit				
ID	Date			Amount	Deduction	Type Plan	Type Plan	Type Plan	Amount	Amount				
	01/01/2020	403	100.000	57,000.00	4,166.66	4,171.66			0.00	0.00	23	IMPLIF	5.00	0.00/
Total Include							0.00	Total Exclude	0.00	Total Imputed	5.00		4,171.66	



## Section 415 Noncompliance Report (RBN145)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees who have exceeded the Section 415 limits.

### NAVIGATION PATH:

Navigator > Benefits > Reports > Regulatory and Compliance > Section 415 Noncompliance

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Section 415 Noncompliance Report Run Control Page

**Section 415 Noncompliance**

### Section 415 Noncompliance

Run Control ID Section\_415\_Noncompliance Report Manager Process Monitor

Language  v

---

As Of Date

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Section 415 Noncompliance Report

PeopleSoft																	
SECTION 415 NON COMPLIANCE																	
Report ID: BEN009											Page No. 1						
As Of Date: 12/31/2019											Run Date 06/07/2021						
										Run Time 10:56:08							
Employee ID	Effective Date	Spcl Accum	Max % Earns	Max Yearly Earnings	Deduction Amount	Max Allowed Deduction	Plans to Limit	Benefit Plan	Amount	Excluded	Benefit Plan	Amount	Imputed	Benefit Plan	Amount	Over Limit	
							Type	Plan		Type	Plan		Type	Plan			
	01/01/2019	403	100.000	56,000.00	0.01	-124.99				0.00	10	ACC2	125.00			0.00	124.99
							Total Include			0.00	Total Exclude			125.00	Total Imputed		0.00



## VNAV Elections Upload Error Report (RHR149)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees on the semi-monthly VNAV (myVRSNavigator) Upload file whose retirement enrollment changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

### NAVIGATION PATH:

Navigator > Benefits > Reports > VNAV Elections Upload Err Rpt

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the VNAV Elections Upload Error Report Run Control Page

The screenshot shows the 'VNAV Elections Upload Err Rpt' run control page. At the top, the title 'VNAV Elections Upload Err Rpt' is displayed. Below the title, the 'Run Control ID' is 'VNAV\_Elections\_Upload\_Err\_Rpt'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains two date pickers for '\*From Date' and '\*To Date'. Below these is a table with one row and two columns: 'Company' and 'Description'. The 'Company' cell contains a search icon and a plus sign. The 'Description' cell contains a search icon and a minus sign. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

Company	Description
1	

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



## Screenshot of the VNAV Elections Upload Error Report

Commonwealth of Virginia														
VNAV ELECTIONS UPLOAD ERROR REPORT										Run Date: 05/25/2021				
Report ID: RHR149										Run Time: 04:34 00				
Company: ABC-Alcoholic Beverage Control										Page No. 1 of 10				
From Date: 01/01/2020														
To Date: 12/31/2020														
Transaction Errors. Online Entry Required														
Emplid	Empl Rcd	Empl Name	Company	Department	Hire Date	Status	Plan	EFFDT	VOL PCT	PSBB VSDP CODE	PSBB AMNT	PSBB ADJ	PSBB ADJ AMT	
0			ABC		07/01/2020		70	12/01/2020	0.00%		0.00		0.00	
0			ABC				70		0.00%		0.00		0.00	
0			ABC		07/01/2020		VS	12/01/2020	0.00%		0.00		0.00	
0			ABC				VS		0.00%		0.00		0.00	
<b>Error Message</b>														
EMPLID Not Found														
Elig_configl value cannot be found in V_ELIG_CN1_FRMT														
Plan Type	Coverage	Deduction	Participant	Election	Benefit	Before Tax	Before Tax %	After Tax	After Tax %					
	Begin Date	Begin Date	Election	Date	Plan	Flat Amount	of Earnings	Flat Amount	of Earnings					
70 - Employee Retirement DB						0.00	0.00%	0.00	0.00%					
VS -						0.00	0.00%	0.00	0.00%					
Emplid	Empl Rcd	Empl Name	Company	Department	Hire Date	Status	Plan	EFFDT	VOL PCT	PSBB VSDP CODE	PSBB AMNT	PSBB ADJ	PSBB ADJ AMT	
0			ABC	100000	10/01/2019	A	VS	05/01/2020	0.00%	Y	0.00		0.00	
0			ABC	100000	10/01/2019	A	VS	08/01/2020	0.00%	Y	0.00		0.00	
<b>Error Message</b>														
Election Date more than 120 DAYS in the past														
Election Date more than 180 DAYS in the past														
Plan Type	Coverage	Deduction	Participant	Election	Benefit	Before Tax	Before Tax %	After Tax	After Tax %					
	Begin Date	Begin Date	Election	Date	Plan	Flat Amount	of Earnings	Flat Amount	of Earnings					
-						0.00	0.00%	0.00	0.00%					



## VRS Billing Exceptions Report (RHR078)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays employee-level detail of the variances between Virginia Retirement System (VRS) billed amounts and those amounts collected through payroll. Agency benefits administrators and payroll processors use this report to validate the General Ledger (GL) adjustments automatically created and to correct employee retirement enrollment or premiums, as needed.

### NAVIGATION PATH:

Navigator > Benefits > Reports > VRS Billing Exceptions

### INPUT / SEARCH CRITERIA:

Employee  
Business Unit  
Benefit Plan (checkboxes)  
Month  
Calendar Year

### OUTPUT FORMAT:

PDF

### Screenshot of the VRS Billing Exceptions Report Run Control Page


The screenshot shows the 'VRS Billing Exceptions' report run control page. At the top left is a link to 'Cardinal Homepage'. The page title is 'VRS Billing Exceptions'. Below the title, there is a 'Run Control ID' field with the value 'VRS\_Billing\_Exceptions'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Report Filters' section contains several input fields: 'Employee' (text search), 'Business Unit' (text search), 'Benefit Plan' (radio buttons for VRS RET, VRS - HYB, VSDP, LIFE, HIC, Prior Svs, and ALL), '\*Month' (dropdown), and '\*Calendar Year' (dropdown). At the bottom are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

**Month** and **Calendar Year** fields are required fields.  
Employee Search criteria is Empl ID.



Screenshot of the VRS Billing Exceptions Report

 Report ID: RHR078		Commonwealth of Virginia						VRS BILLING EXCEPTIONS REPORT			Run Date: 05/25/2021	Run Time: 03:09 00
Business Unit: 50100 - VA Dept of Transportation		Current Year: 2020		POSTED		Current Month: JAN		Page No. 1 of 3				
EMPLID	Name	Pay Status	Dedcd	Benefit Plan	EE VRS Bill	EE Payroll Deduction	EE Recon GL Adjustment	ER VRS Bill	ER Payroll Deduction	ER Recon GL Adjustment		
VRS ORG CODE: 30501												
Benefit Section: Employee Retirement DB												
		A	VRSRET	VRSMDB	0.00	141.13	141.13	0.00	381.60	381.60		
		A	VRSRET	VRSMDB	0.00	114.59	114.59	0.00	309.86	309.86		
		A	VRSRET	VRSMDB	0.00	1,164.46	1,164.46	0.00	3,148.71	3,148.71		
		A	VRSRET	VRSMDB	0.00	285.74	285.74	0.00	772.64	772.64		
		A	VRSRET	VRSMDB	0.00	666.67	666.67	0.00	1,802.67	1,802.67		
		A	VRSRET	VRSMDB	0.00	811.74	811.74	0.00	2,194.95	2,194.95		
		P	VRSRET	VRSMDB	0.00	531.90	531.90	0.00	1,438.27	1,438.27		
		P	VRSRET	VRSMDB	0.00	544.78	544.78	0.00	1,473.09	1,473.09		
		A	VRSRET	VRSMDB	0.00	106.18	106.18	0.00	287.10	287.10		
		P	VRSRET	VRSMDB	0.00	633.88	633.88	0.00	1,714.02	1,714.02		
		P	VRSRET	VRSMDB	0.00	704.36	704.36	0.00	1,904.58	1,904.58		
		A	VRSRET	VRSMDB	0.00	145.48	145.48	0.00	393.38	393.38		
		A	VRSRET	VRSMDB	0.00	970.26	970.26	0.00	2,623.56	2,623.56		
		A	VRSRET	VRSMDB	0.00	880.26	880.26	0.00	2,380.24	2,380.24		
		F	VRSRET	VRSMDB	0.00	492.15	492.15	0.00	1,330.77	1,330.77		
		F	VRSRET	VRSMDB	0.00	446.28	446.28	0.00	1,206.75	1,206.75		
		F	VRSRET	VRSMDB	0.00	546.78	546.78	0.00	1,478.49	1,478.49		
		P	VRSRET	VRSMDB	0.00	433.68	433.68	0.00	1,172.66	1,172.66		
		A	VRSRET	VRSMDB	0.00	130.11	130.11	0.00	351.81	351.81		
		A	VRSRET	VRSMDB	0.00	103.04	103.04	0.00	278.62	278.62		
		A	VRSRET	VRSMDB	0.00	99.56	99.56	0.00	269.21	269.21		
		A	VRSRET	VRSMDB	166.66	0.00	-166.66	450.66	0.00	-450.66		
		A	VRSRET	VRSMDB	0.00	155.57	155.57	0.00	420.66	420.66		
<b>Section Total</b>					<b>166.66</b>	<b>10,108.60</b>	<b>9,941.94</b>	<b>450.66</b>	<b>27,333.64</b>	<b>26,882.98</b>		
Benefit Section: Hybrid Retirement												
		A	HDBER	HDBER	0.00	104.65	104.65	0.00	327.55	327.55		
<b>Section Total</b>					<b>0.00</b>	<b>104.65</b>	<b>104.65</b>	<b>0.00</b>	<b>327.55</b>	<b>327.55</b>		
Benefit Section: Group Term Life												
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	36.97	36.97		
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	30.02	30.02		
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	305.09	305.09		



## VRS Billing Summary Report (RHR079)

REVISED: 09/15/2021

### DESCRIPTION:

This report compares the totals for the employee/employer contributions for Retirement, Virginia Sickness and Disability Program (VSDP), Group Life, Retiree Health Credit and Purchase Prior Service plans to the VRS billing file. It is used to ensure the reconciliation of all contributions on a monthly basis.

### NAVIGATION PATH:

Navigator > Benefits > Reports > VRS Billing Summary

### INPUT / SEARCH CRITERIA:

Business Unit  
Month  
Year

### OUTPUT FORMAT:

PDF

### Screenshot of the VRS Billing Summary Report Run Control Page

The screenshot shows the 'VRS Billing Summary' report run control page. At the top, there is a dark blue header with the text 'VRS Billing Summary'. Below this, a light blue tab labeled 'VRS Billing Summary Report' is active. The main content area includes a 'Run Control ID' field with the value 'VRS\_Billing\_Summary', and links for 'Report Manager' and 'Process Monitor'. A yellow 'Run' button is located on the right. Below these elements is a 'Process Request Parameters' section with a light blue header. It contains three input fields: 'Business Unit' with a search icon, '\*Month', and '\*Year'. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Month and Year fields are required fields.



## Screenshot of the VRS Billing Summary Report

Commonwealth of Virginia												
VRS BILLING SUMMARY REPORT											Run Date: 05/25/2021	Run Time: 03:27:00
POSTED												
Billing Month : January 2020												
BU	VRS Org Code	Benefit Plan Type	GL Acct EE	VRS Bill Amt ER	Payroll Amt EE	GL Adjstmt EE	Rounding Non Billed EE	GL Acct ER	VRS Bill Amt ER	Payroll Amt ER	GL Adjstmt ER	Rounding Non Billed ER
10000	30100	Employee Retirement DB	22051424	0.00	16,625.70	-16,625.70	0.00	5011110	0.00	52,734.42	-52,734.42	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	6,835.28	-6,835.28	0.00
		Hybrid Retirement	22051448	0.00	5,890.26	-5,890.26	0.00	5011110	0.00	18,436.46	-18,436.46	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	6,104.70	-6,104.70	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	1,453.96	-1,453.96	0.00
	Org Code Total			0.00	22,515.96	-22,515.96	0.00		0.00	85,564.82	-85,564.82	0.00
	XB100	Employee Retirement DB	22051424	0.00	103.20	-103.20	0.00	5011110	0.00	279.05	-279.05	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	27.04	-27.04	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	24.15	-24.15	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	12.80	-12.80	0.00
	Org Code Total			0.00	103.20	-103.20	0.00		0.00	343.04	-343.04	0.00
	Plan Type Total			0.00	16,728.90	-16,728.90	0.00		0.00	53,013.47	-53,013.47	0.00
		Employee Retirement DB	22051448	0.00	5,890.26	-5,890.26	0.00	5011110	0.00	18,436.46	-18,436.46	0.00
		Hybrid Retirement	22051448	0.00	0.00	0.00	0.00	5011140	0.00	1,466.76	-1,466.76	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011160	0.00	6,862.32	-6,862.32	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011170	0.00	6,128.85	-6,128.85	0.00
	BU Total			0.00	22,619.16	-22,619.16	0.00		0.00	85,907.86	-85,907.86	0.00
10100	101	Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	12.84	-12.84	0.00
		Hybrid Retirement	22051448	0.00	39.20	-39.20	0.00	5011110	0.00	122.70	-122.70	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	11.47	-11.47	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	6.08	-6.08	0.00
	Org Code Total			0.00	39.20	-39.20	0.00		0.00	153.09	-153.09	0.00
	30101	Employee Retirement DB	22051424	370.57	23,827.46	-23,456.89	0.00	5011110	1,002.02	78,329.93	-77,327.91	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		General Deduction	22051411	0.00	0.00	0.00	0.00	5011140	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011110	154.42	11,902.74	-11,748.32	0.00
		Hybrid Retirement	22051448	175.01	14,337.32	-14,162.31	0.00	5011110	504.00	44,828.67	-44,324.67	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	137.90	10,630.45	-10,492.55	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	63.51	3,009.33	-2,945.82	0.00



## Human Resources Queries

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## Active Written Agreement Query V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Active Written Agreement Query

V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS - Active Written Agreement Query

Bus Unit(Leave Blank for All)

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	Business Unit	Department	Employee ID	Employee Rcd	Name	Effective Date	Created Date	Expiration Date	Reward Type	Reward Description	Award Date	Award Hours	Award Amount	Comments
1	70100	99999		1		01/15/2020	09/30/2020		ERL		01/15/2020	16.00	0.00	



# Cardinal HRPY Reconciliation Query V\_HR\_REW\_PAY\_RECON

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_REW\_PAY\_RECON

### INPUT / SEARCH CRITERIA:

- Business Unit
- Department
- Employee ID
- From Date
- To Date

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Cardinal HRPY Reconciliation Query

V\_HR\_REW\_PAY\_RECON - Cardinal HRPY Reconciliation

Business Unit  Department  Employee ID

From Date 01/01/2020 To Date 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (292 kb)

View All First 1-100 of 1126 Last

Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176600	0	02PY0706,Employee5 CM	DEL	10100	MTH	Payroll Earnings	01/01/2020	0 BON		1000.00
2	00900025900	0	01PY0702,Sample3 CM	DOA	15100	SM1	Payroll Earnings	01/09/2020	0 BON		3511.23
3	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/09/2020	0 BON		500.00
4	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/24/2020	0 BON		500.00
5	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/09/2020	0 BON		500.00
6	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/24/2020	0 BON		500.00
7	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/09/2020	0 BON		500.00
8	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/24/2020	0 BON		500.00
9	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/09/2020	0 BON		500.00
10	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0 BON		500.00
11	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/09/2020	0 BON		500.00
12	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/24/2020	0 BON		500.00
13	00923572100	0	02.PY.09.20,EmployeeID2 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0 DBN		1000.00
14				DGS	19400	SM1	Payroll Earnings	01/09/2020	0 BON		500.00
15	00900040700	0	T01PY0504,Employee ID 1	DGS	19400	SM1	Payroll Earnings	01/09/2020	0 BON		8000.00



# Compensation Frequency Compare Query

## V\_HR\_COMP\_FREQ\_COMPARE

REVISED: 09/15/2021

### DESCRIPTION:

This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_COMP\_FREQ\_COMPARE

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

There are no required fields.

### Screenshot of the Compensation Frequency Compare Query

V\_HR\_COMP\_FREQ\_COMPARE - Compensation Frequency Compare

Bus Unit (Leave Blank for All)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

View All First 1-100 of 29538 [Last](#)

Row	Employee ID	Empl Rcd	Effective Date	Effective Sequence	Employee Name	Business Unit	Department	Employee Type	HR Status	Annual Rate	Hourly Rate	Job Comp Freq	Job Comp Rate	Rate Code	Compensation Freq	Compensation Rate	Last Upd DtTm	Updated By
1		0	01/01/2019	0		50100	15048	H	A	61526.400	29.580000	B	2366.400000	NAHRLY H		29.580000	10/27/2020 12:05:26PM	
2		1	06/04/2020	0		70100	99999	S	A	31200.000	30.000000	B	1200.000000	NAHRLY H		30.000000	06/04/2020 11:09:01AM	
3		0	10/31/2019	0		20700	20700	S	A	132360.480	63.634846	M	11030.040000	STATE A	A	132360.480000	06/03/2020 12:42:06AM	V_CONV_LOAD
4		0	04/01/2020	0		15100	10001	S	A	52907.000	25.436058	A	52907.000000	NAANNL A	A	52907.000000	11/10/2020 1:50:26PM	
5		1	09/16/2020	0		15100	94400	S	A	150000.000	72.115385	A	150000.000000	STATE A	A	150000.000000	09/16/2020 1:36:20PM	V_HR_ADMINISTRATOR
6		0	10/31/2019	0		20700	20700	S	A	105290.040	50.620212	M	8774.170000	STATE A	A	105290.040000	06/03/2020 12:40:54AM	V_CONV_LOAD
7		0	10/31/2019	0		23600	1000	S	A	158166.000	76.041346	M	13180.500000	STATE A	A	158166.000000	06/03/2020 12:43:39AM	V_CONV_LOAD
8		0	11/28/2019	0		50100	13080	S	A	33675.200	16.190000	A	1295.200000	NAHRLY H		16.190000	09/08/2020 2:22:16PM	
9		0	10/31/2019	0		23600	1000	S	A	377220.000	181.355769	M	31435.000000	STATE A	A	377220.000000	06/03/2020 12:43:40AM	V_CONV_LOAD
10		0	10/31/2019	0		20800	99999	S	A	51225.000	61.568510	M	4268.750000	STATE A	A	51225.000000	06/03/2020 12:41:00AM	V_CONV_LOAD
11		0	10/31/2019	0		20700	20700	S	A	149620.950	71.933149	M	12468.412500	STATE A	A	149620.950000	06/03/2020 12:42:23AM	V_CONV_LOAD
12		0	10/31/2019	0		23600	1000	S	A	99093.000	47.640865	M	8257.750000	STATE A	A	99093.000000	06/03/2020 12:43:41AM	V_CONV_LOAD
13		1	11/10/2019	0		18400	194201	S	A	60000.000	28.846154	A	60000.000000	NAANNL A	A	60000.000000	08/21/2020 1:47:39AM	



## Disciplinary Actions Audit Query V\_HR\_DISC\_ACTIONS\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query details changes made on the Disciplinary Actions pages including deleted rows.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)  
 Department (Blank for All)  
 Employee ID (Blank for All)  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Disciplinary Actions Audit Query

V\_HR\_DISC\_ACTIONS\_AUDIT - RHR249 - Disc Actn Audit Qry

Business Unit (Blank for All)

Department (Blank for All)

Employee ID (Blank for All)

From Date

To Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-5 of 5 Last

Row	Business Unit	Department	Employee ID	Name	Empl Record	Reported Date	Type	Description	Supervisor ID	Purge Date	Entered By	Date/Time	Action
1	70100	125			0	01/10/2021	1	Test issue		01/10/2023	V_HR_ADMINISTRATOR	01/10/2021 5:37:19PM	Add
2	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:40:35PM	Add
3	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:48:04PM	Delete
4	76500	4001000			3	01/10/2021	2	group 2 see p file		01/10/2024		02/08/2021 10:40:51AM	Add
5	76500	4001000			3	01/10/2021	1	group 1 see file		01/10/2023		02/08/2021 10:40:51AM	Add



## Disciplinary Actions (Detailed) Query V\_HR\_DISC\_ACTIONS\_DETAIL

REVISED: 09/15/2021

### DESCRIPTION:

This query lists disciplinary actions along with relevant employee demographic data.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_DETAIL

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)  
 Department ID (Blank for all)  
 Employee ID (Blank for all)  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Disciplinary Actions (Detailed) Query

V\_HR\_DISC\_ACTIONS\_DETAIL - Disciplinary Actions Query

Business Unit (Blank for all)

Department ID (Blank for all)

Employee ID (Blank for all)

\*From Date

\*To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

View All First 1-4 of 4 Last

Row	Business Unit	Department	Employee ID	Empl Record	Name	Job Code	Role	Reported Date	Expiration Date	Status	Type	Description	Offense Code	Offense Date	Action	Comments	Agency Begin Date	Age	Sex	Race	Mil Status	EEO Code
1	12700	94000000		0		92007	Support Services Accountant	01/27/2020	01/27/2023	Active	2	Failure to follow Supervisor's directions.	D56	01/27/2020	NON	Verbal reprimand regarding following the directions	01/01/2020	52	Female	ALATHAB		3
2	12700	94000000		0		92007	Support Services Accountant	01/30/2020	01/30/2023	Active	2	Second failure to follow Supervisor's directions.	D56	01/30/2020	DIP	5% Pay reduced and 5 day suspension	01/01/2020	52	Female	ALATHAB		3
3	12700	94100000		0		91011	Claims Processing Manager	02/07/2020	02/07/2022	Active	1	Verbal Warning regarding full uniform dress	D12	02/07/2020	NON		12/02/2019	31	Male	APACHE	1	2
4	12700	94100000		0		91011	Claims Processing Manager	03/25/2020	03/25/2023	Active	2	No call no show.	D03	03/25/2020	NON		12/02/2019	31	Male	APACHE	1	2



## Disciplinary Actions History Query V\_HR\_DISC\_ACTIONS\_HISTORY

REVISED: 09/15/2021

### DESCRIPTION:

This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_HISTORY

### INPUT / SEARCH CRITERIA:

Employee ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Employee ID** field is a required field.

### Screenshot of the Disciplinary Actions History Query

V\_HR\_DISC\_ACTIONS\_HISTORY - RHR247 - Disciplin Action Hist

Employee ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

[View All](#) First 1-2 of 2 Last

Row	Name	Employee ID	Business Unit	Department	Empl Record	Type	Reported Date	Description	Supervisor ID	Expiration Date	Written Notice Status	Offense Code	Offense Date	Disciplinary Action	Action Date	Comments	HR Status
1			12700	94000000	0	2	01/27/2020	Failure to follow Supervisor's directions.		01/27/2023	Active	D56	01/27/2020	NON	01/27/2020	Verbal reprimand regarding following the directions	Suspended
2			12700	94000000	0	2	01/30/2020	Second failure to follow Supervisor's directions.		01/30/2023	Active	D56	01/30/2020	DIP	06/09/2020	5% Pay reduced and 5 day suspension	Suspended



# EEO4 State and Local Government Listing Query V\_HR\_EEO4\_STATE\_AGENCY\_LIST

REVISED: 09/15/2021

### DESCRIPTION:

This query provides an agency listing for the federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Report contains a list of the Virginia state agencies that were counted to build matrix file EEO4-FEDTOTS.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_EEO4\_STATE\_AGENCY\_LIST

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

### Screenshot of the EEO4 State and Local Government Listing Query

V\_HR\_EEO4\_STATE\_AGENCY\_LIST- EEO4 State Agency Listing Qry

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

View All First 1-100 of 213 [Last](#)

Row	Agency Code	Agency Description
1	30100	Agriculture & Consumer Svcs
2	99900	Alcoholic Beverage Control
3	14100	Attorney General & Dept of Law
4	13300	Auditor of Public Accounts
5	75400	Augusta Correctional Center
6	76100	Baskerville Correctional Cntr
7	71800	Bland Correctional Center
8	29100	Blue Ridge Community College
9	22600	Board of Accountancy
10	23300	Board of Bar Examiners
11	74900	Buckingham Correctional Center
12	82000	Capitol Square Preservation Cn
13	72400	Catawba Hospital
14	70800	Center Children & Adolescents
15	70300	Central State Hospital
16	29200	Central VA Community College
17	70700	Central VA Training Center
18	84200	Chesapeake Bay Commission
19	20000	Children's Services
20	24200	Christopher Newport University
21	11300	Circuit Courts
22	77300	Coffeewood Correctional Center
23	20400	College of William and Mary
24	11600	Combined District Courts
25	95700	Comm Attys' Services Council
26	41300	Comm on VA Alcohol Safety Pgm
27	15700	Compensation Board
28	87600	Conflict Int & Ethics Adv Cncl
29	22900	Coop Extension & Agr Experimnt
30	23400	Coop Extension & Agr Experimnt



## Employees with Temporary SSNs Query V\_HR\_TEMP\_SSN

REVISED: 09/15/2021

### DESCRIPTION:

This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_TEMP\_SSN

### INPUT / SEARCH CRITERIA:

Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

There are no required fields for this query.

### Screenshot of the Employees with Temporary SSNs Query

V\_HR\_TEMP\_SSN - Employees with Temp SSN

Business Unit

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1	12700				97130000	01/01/1980	08/02/2020	907020107
2	71800				100	09/01/1999	09/01/2020	907123456



## EPR Certification Query V\_HR\_EPR\_CERT

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_EPR\_CERT

### INPUT / SEARCH CRITERIA:

As Of Date (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

### Screenshot of the EPR Certification Query

V\_HR\_EPR\_CERT - EPR Certification Query

As Of Date(blank for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(56 kb\)](#)

[View All](#) First 1-100 of 1490 Last

Row	Effective Date	Business Unit	Certification Status
1	08/01/2020	10000	N
2	12/16/2020	10000	N
3	12/15/2020	10000	N
4	11/01/2020	10000	N
5	01/08/2021	10000	N
6	02/01/2021	10000	N
7	12/14/2020	10000	N
8	12/15/2020	10100	N
9	11/01/2020	10100	N
10	08/01/2020	10100	N
11	12/14/2020	10100	N
12	01/08/2021	10100	N
13	07/01/2020	10100	N
14	12/16/2020	10100	N
15	12/15/2020	10300	N
16	12/16/2020	10300	N
17	08/01/2020	10300	N
18	02/01/2021	10300	N
19	01/08/2021	10300	N
20	11/01/2020	10300	N
21	12/14/2020	10300	N
22	12/15/2020	10700	N



## Job Code Table Query V\_HR\_JOBCODE\_SALARY

REVISED: 09/15/2021

### DESCRIPTION:

This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_JOBCODE\_SALARY

### INPUT / SEARCH CRITERIA:

Set ID

### OUTPUT FORMAT:

HTML  
Excel  
XML

### ADDITIONAL INFORMATION:

The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

### Screenshot of the Job Code Table Query

V\_HR\_JOBCODE\_SALARY - Job code Table Query

Set ID

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1104 kb\)](#)

View All First 1-100 of 3657  Last

Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	A	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	A	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.000000
3	STATE	00122	01/01/1901	A	Director of Planning & Budget	00122	UGR	AH	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	A	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.000000
5	STATE	00127	01/01/1901	A	St Coor of Emergency Mgmt	00127	UGR	AH	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	AH	129	0	11000	0.000000	0.000000	0.000000
7	STATE	00132	01/01/1901	A	Commissioner Dept of Elections	00132	UGR	AH	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	A	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.000000
9	STATE	00140	01/01/1901	A	Dir Dept of Crim Justice Servc	00140	UGR	AH	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	A	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000



## Job Data Query / Query to Report Job Info V\_HR\_JOB\_QUERY

REVISED: 02/17/2022

### DESCRIPTION:

This query provides job and employee demographic details by action and action reason over a period of time.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_JOB\_QUERY

### INPUT / SEARCH CRITERIA:

- As of date
- Bus Unit (Leave Blank for All)
- Dept ID (Leave Blank for All)
- Action (Leave Blank for All)
- Reason (Leave Blank for All)
- Virginia Personnel Act (VPA) Only (Leave Blank for All)
- Empl\_Type (Leave Blank for All)
- Job Code (Leave Blank for All)
- SOC (Leave Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of date field is a required field.

### Screenshot of the Job Data Query

V\_HR\_JOB\_QUERY - Query to report Job Info.

As of date: 03/31/2020

Bus Unit (Leave Blank for All):

Dept ID (Leave Blank for All):

Action (Leave Blank for All):

Reason (Leave Blank for All):

VPA Only (Leave Blank for All):

Empl\_Type (Leave Blank for All):

Job Code (Leave Blank for All):

SOC (Leave Blank for All):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

[View All](#)

Row	Business Unit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description
1	09000	PRF	99999					0 10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
2	09000	PRF	99999					0 05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
3	09000	PRF	99999					0 05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
4	09000	PRF	99999					0 10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
5	09000	PRF	99999					0 05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
6	09000	PRF	99999					0 05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
7	09000	PRF	99999					3 11/25/2019	0	HIR	NEW	10/12/2020	PRFHBO00	PRF	CLS	MNP	S	021	E	40.00			N	CNV Only-HBO Position
8	09000	PRF	99999					0 10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
9	09000	PRF	99999					0 05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
10	09000	PRF	99999					0 10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO



Screenshot of the Job Data Query (scrolled right)

STD Claim Number	Recall Elig Flag	Position Description	HR Status	Ben Status	Payroll Status	VPA Only	Job Code	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full Part Time	Elig config	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Service Date	Company Seniority Date	Employee State Begin Date	Agency Use Field 1	Agency Use Field 2	Agency Use Field 3
	N	CNV Only-HBO Position	A	A	A	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		01/01/1989		01/01/1989			
	N	COV Default	I	R	R	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		01/01/2012		01/01/2012			
	N	COV Default	I	R	R	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		09/01/2006		09/01/2006			
	N	CNV Only-HBO Position	A	A	A	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		08/01/2001		08/01/2001			
	N	COV Default	I	R	R	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		11/30/2008		11/30/2008			
	N	COV Default	I	R	R	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		07/01/2013		07/01/2013			
	N	CNV Only-HBO Position	A	A	A	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		11/25/2019	09/25/2018	06/10/2015			
	N	CNV Only-HBO Position	A	A	A	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		01/01/2012		01/01/2012			
	N	COV Default	I	R	R	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		06/30/2013		06/30/2013			
	N	CNV Only-HBO	A	A	A	N	COVA99			UG			0 R	F		40.00		CENTR	1.000000		08/01/2013		08/01/2013			



**Mass Upload Queries**

- V\_HR\_JOB\_MASS\_DATA\_CHANGE
- V\_HR\_PERFORMANCE\_RATING
- V\_HR\_PERFORMANCE\_RATING
- V\_HR\_POS\_FUNDING\_MASS\_LOAD
- V\_HR\_REWARD\_RECOGN\_MASS\_DATA
- V\_TA\_LEAVE\_BAL\_ADJ
- V\_GENL\_DEDUCTION\_MASS
- V\_ADDLPAY\_MASS

REVISED: 02/1/2022

**DESCRIPTION:**

The Mass Upload Queries are covered in the **Performing a Mass Upload** Job Aid, located on the Cardinal website under **Learning**. Please refer to this Job aid for assistance when processing mass uploads.

Mass Upload Description	Upload prepared by	Review by DHRM	Upload loaded by
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass Upload	Agency	N/A	Agency
Additional Pay	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO



# Missing Email Query V\_HR\_MISSING\_EMAIL

REVISED: 07/26/2022

### DESCRIPTION:

This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of "noemail@virginia.gov". Without a valid email address, the employee will not be able to log into Cardinal.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_MISSING\_EMAIL

### INPUT / SEARCH CRITERIA:

Email Option

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Email Options are Agency Provided Email (A), Employee Provided Email (E) or Pending Agency Provided Email (P). The report displays only the business units the user has access to.

### Screenshot of the Missing Email Query

V\_HR\_MISSING\_EMAIL - Missing Email Query

Email Option: Pending Agency Provided Email

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1548 kb)

View All

Row	Last Name	First Name	Employee ID	Email Option	Employee Rcd	Business Unit	HR Status	Benefits Status	Payroll Status	Hire Date	Termination Date	Email Address
1				P	0 99900		I	T	T	11/21/2020	11/21/2020	noemail@virginia.gov
2				P	0 99900		I	T	T	04/30/2021	04/30/2021	noemail@virginia.gov
3				P	0 21400		I	T	T	05/09/2021	06/22/2021	noemail@virginia.gov
4				P	0 50100		I	T	T	08/01/1987	12/24/2020	noemail@virginia.gov
5				P	0 50100		I	T	T	11/10/2019	06/29/2021	noemail@virginia.gov
6				P	0 50100		I	T	T	01/10/2019	12/06/2020	noemail@virginia.gov
7				P	0 99900		I	T	T	05/12/2021	05/12/2021	noemail@virginia.gov
8				P	0 99900		I	T	T	09/28/2020	09/28/2020	noemail@virginia.gov

First 1-100 of 4118 Last



## Multiple Active Jobs Query V\_HR\_MULT\_JOBS\_QRY

REVISED: 09/15/2021

### DESCRIPTION:

This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_MULT\_JOBS\_QRY

### INPUT / SEARCH CRITERIA:

As Of Date  
Bus Unit (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Multiple Active Job Query

V\_HR\_MULT\_JOBS\_QRY - Multiple Active Jobs Query

As Of Date:

Bus Unit (Leave Blank for All):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1874 kb)

View All First 1-100 of 12018 [Last](#)

Row	Emplid	Empl Rcd	Eff Seq	Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		0	0	10/26/2019	12900	HRM	80100	A	A	A	W39113	H	GNW	
2		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
3		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
4		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
5		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
6		0	0	10/24/2019	29000	JTC	290999	A	A	A	01011	H	FAC	
7		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
8		1	0	03/23/2020	99900	ABC	226130	A	A	A	96714	H	GNW	
9		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
10		0	0	10/24/2019	28200	PVA	282999	A	A	A	W19013	H	GNW	
11		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
12		0	0	10/24/2019	60100	VDH	406020	A	A	A	W19211	H	GNW	
13		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
14		0	0	10/26/2019	15400	DMV	76200	A	A	A	W19091	H	GNW	
15		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
16		0	0	10/26/2019	70300	CSH	00340	A	A	A	W19011	H	GNW	
17		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
18		0	0	10/26/2019	74200	ERT	080	A	A	A	W19013	H	GNW	



# Performance Ratings Audit Query

## V\_PERFORMANCE\_RATINGS\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/user name of person who made the change, and the date the change was made.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PERFORMANCE\_RATINGS\_AUDIT

### INPUT / SEARCH CRITERIA:

- Business Unit
- Department ID
- Employee ID
- From Date
- To Date

### OUTPUT FORMAT:

- Excel
- CSV

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Performance Ratings Audit Query

V\_PERFORMANCE\_RATINGS\_AUDIT - Performance Ratings Audit Qry

Business Unit (Blank for All)  Q

Department ID (Blank for All)  Q

Employee ID (Blank for All)  Q

From Date  B

To Date  B

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#) First 1-6 of 6 Last

Row	Business Unit	Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	Action
1	21500	203101		0		UMWHR008	01/05/2021	0	A	PY 2021	C				IP	01/30/2021		V_HR_ADMINISTRATOR	01/11/2021 11:39:58AM	A
2	23600	1000		0		VCUR5514	01/01/2021	0	A	C7 2020	B		00359030600	00098030400					01/14/2021 2:33:44PM	A
3	50100	10024		1		DOTHR678	02/25/2020	0	C	PY 2020A	C							V_HR_ADMINISTRATOR	01/11/2021 11:39:11AM	A
4	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	B				IP	05/24/2021	PIP underway with weekly updates	V_HR_ADMINISTRATOR	01/11/2021 11:27:29AM	A
5	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	C				IP	05/24/2021	his re-evaluation was lost, just received and entered late	V_HR_ADMINISTRATOR	01/11/2021 11:30:50AM	A
6	70100	99999		0		DOCHR030	01/04/2021	0	A	PY 2021	C				IP			V_HR_ADMINISTRATOR	01/11/2021 11:35:49AM	A



# Personal Data Query V\_HR\_PERSONAL\_DATA

REVISED: 2/17/2022

### DESCRIPTION:

This query displays personal data as of a specific date.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_PERSONAL\_DATA

### INPUT / SEARCH CRITERIA:

- As of Date
- Bus Unit (Leave Blank for All)
- Dept ID (Leave Blank for All)
- Emp Status ((Leave Blank for All)
- Empl Type (Leave Blank for All)
- VPA Only (Leave Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Personal Data Query

V\_HR\_PERSONAL\_DATA - Query to pull Personal Data

As of Date

Bus Unit (Leave Blank for All)

Dept ID (Leave Blank For All)

Emp Statu(Leave Blank for All)

Empl Type(Leave Blank for All)

VPA Only (Leave Blank for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9652 kb)

View All

Row	Emplid	Empl Recd	Business Unit	Dept	Empl Class	Empl Status	Job Code	Hire Date	Termination Date	First Name	Middle Name	Last Name	Date of Birth	Date of Death	Gender	Marital Status	Address 1	Address 2	City	State
1		0	99900	226183	GNW	Terminated	W96711	11/05/2020	11/05/2020						Male	Unknown			KING GEORGE	VA
2		0	99900	150736	CLS	Terminated	96151	08/16/1990	10/31/2020						Female	Unknown			RICHMOND	VA
3		0	99900	226184	GNW	Active	W96711	04/13/2019				I			Female	Unknown			ROCKINGHAM	VA
4		0	99900	150735	CLS	Terminated	96834	01/23/1978	02/28/2021						Male	Unknown			AYLETT	VA



Screenshot of the Personal Data Query (scrolled right)

First 1-100 of 7860 [▶](#) Last

Postal Code	Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description
22485-6964				BUSN		BLACK			4	Veteran
23222-1520	HOME			BUSN		WHITE			1	Not indicated
22802-2616				PERS		NSPEC			1	Not indicated
23009-2615	HOME			BUSN		WHITE			1	Not indicated



## Position Data Information Query V\_HR\_POSITION\_DATA

REVISED: 09/15/2021

### DESCRIPTION:

This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_POSITION\_DATA

### INPUT / SEARCH CRITERIA:

As of Date  
Bus Unit (Leave Blank for All)  
Deptid (Leave Blank for All)  
Posn# (Leave Blank for All)  
Title (Leave Blank for All)  
Full/Part (Leave Blank for All)  
Pos Status (Leave Blank for All)  
Status (Leave Blank for All)  
Job Code (Leave Blank for All)  
Grade (Leave Blank for All)  
SOC (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**As of Date** field is a required field.



### Screenshot of the Position Data Information Query

**V\_HR\_POSITION\_DATA - Position Data information**

As of Date: 03/31/2020

Bus Unit (Leave Blank for All)   
 Deptid (Leave Blank for All)   
 Posn# (Leave Blank for All)   
 Title (Leave Blank for All)   
 Full/Part(Leave Blank for All)   
 PosStatus(Leave Blank for All)   
 Status(Leave Blank for All)   
 Job Code (Leave Blank for All)   
 Grade (Leave Blank for All)   
 SOC (Leave Blank for All)

[View Results](#)

Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)

View All

Row	Position Nbr	Effective Date	Effective Status	Descr	Business Unit	Dept ID	Job Code	Status	Company	Reg - Temp	Full - Part Time	Sal Plan	Grade	Position Action	Position Reason	Action Date	Confidential Position	Filled/Vacant	Reports To	Location	Std Hours	FLSA Stat	FTE	F P
1	PRFBN777	01/01/2020	A	CNV Only-HBO Position	09000	99999	COVA99 A	PRF	PRF	R	F	UG		POS	NEW	01/01/2020	N	5		CENTR	40.00	N	1.000000	
2	PRFHBO00	01/01/1901	A	CNV Only-HBO Position	09000	99999	COVA99 A	PRF	PRF	R	F	UG		POS	NEW	05/31/2020	N	5		CENTR	40.00	N	1.000000	
3	PRFORP00	01/01/1901	A	COV Default	09000	99999	COVA99 A	PRF	PRF	R	F	UG		POS	NEW	05/31/2020	N	0		CENTR	40.00	N	1.000000	
4	NREHBO00	01/01/1901	A	COV Default	09100	99999	COVA99 A	NRE	PRF	R	F	UG		POS	NEW	05/30/2020	N	4		CENTR	40.00	N	1.000000	
5	SOV00111	01/01/1901	A	COV Default	10000	1100111	COVA99 A	SOV	SOV	R	P	UG		POS	NEW	05/31/2020	N	0	SOVCLK27	CENTR	40.00	P	1.000000	
6	SOV3334T	01/01/1901	A	COV Default	10000	1100101	COVA99 A	SOV	SOV	R	P	UG		POS	NEW	06/23/2020	N	0	SOVCLK27	CENTR	40.00	N	1.000000	
7	SOV7501A	01/01/1901	A	Leg Asst - Benefited-Salary	10000	1113001	COVA99 A	SOV	SOV	R	F	UG		POS	NEW	05/31/2020	N	3	SOVCLK27	CENTR	40.00	P	1.000000	

### Screenshot of the Position Data Information Query (scrolled right)

First 1-100 of 26574 Last

FTE	Position Review Date	Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	SOC	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field1	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	Position License 1	Position Licenses 2	Position Licenses 3	Critical-Hard-to-Hire	VPA Covered
1.000000		12.00	N	N	N	N	N	N					8810				N	N
.000000		12.00	N	N	N	N	N	N					8810				N	N
1.000000		12.00	N	N	N	N	N	N					8810				N	N
.000000		12.00	N	N	N	N	N	N					8810				N	N
.000000		12.00	N	N	N	N	N	N				SOVCLK29	8810				Y	N
1.000000		12.00	N	N	N	N	N	N				SOVCLK29	8810				Y	N
1.000000		12.00	N	N	N	N	N	N				SOVCLK29	8810				Y	N



# Position Default Funding Query V\_HR\_POSN\_DFLT\_EMPL\_DATA

REVISED: 09/15/2021

### DESCRIPTION:

This query pulls Position Default Funding (or Department if Position is not present) for incumbents, and includes the employee's pay rate (compensation).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_POSN\_DFLT\_EMPL\_DATA

### INPUT / SEARCH CRITERIA:

- As of Date
- Business Unit (Blank for All)
- Department (Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Position Default Funding by Employee

Row	Business Unit	Department	Position Number	Headcount Status	Position Status	Incumbent Emplid	Empl Recd Nbr	Empl Type	Compensation Rate	Comp Frequency	Percent of Distribution	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Future Use 1	
1	10000	1100	SOVCLK01	1	A		0	S	8809.708333	S	100.000	01000	782004	1100														
2	10000	1100	SOVCLK02	3	A		0	S	5728.458333	S	100.000	01000	782004	1100														
3	10000	1100	SOVCLK02	3	A		0	S	2500.000000	S	100.000	01000	782004	1100														
4	10000	1100	SOVCLK02	3	A		0	S	74000.000000	A	100.000	01000	782004	1100														
5	10000	1100	SOVCLK03	1	A		0	S	2166.666667	S	100.000	01000	782004	1100														
6	10000	1100	SOVCLK04	1	A		0	S	3156.166667	S	100.000	01000	782004	1100														
7	10000	1100	SOVCLK05	2	A		1	S	576.923077	W	100.000	01000	782004	1100														
8	10000	1100	SOVCLK05	2	A		0	S	2264.583333	S	100.000	01000	782004	1100														
9	10000	1100	SOVCLK06	1	A		0	S	1875.000000	S	100.000	01000	782004	1100														
10	10000	1100	SOVCLK07	1	A		0	S	2523.666667	S	100.000	01000	782004	1100														
11	10000	1100	SOVCLK08	1	A		0	S	3534.291667	S	100.000	01000	782004	1100														
12	10000	1100	SOVCLK09	1	A		0	S	2042.250000	S	100.000	01000	782004	1100														
13	10000	1100	SOVCLK10	1	A		0	S	3832.666667	S	100.000	01000	782004	1100														
14	10000	1100	SOVCLK11	1	A		0	S	3181.416667	S	100.000	01000	782004	1100														
15	10000	1100	SOVCLK12	1	A		0	S	1958.333333	S	100.000	01000	782004	1100														
16	10000	1100	SOVCLK13	1	A		0	S	3874.958333	S	100.000	01000	782004	1100														
17	10000	1100	SOVCLK14	1	A		0	S	2064.000000	S	100.000	01000	782004	1100														
18	10000	1100	SOVCLK15	1	A		0	S	3154.375000	S	100.000	01000	782004	1100														
19	10000	1100	SOVCLK16	1	A		0	S	5788.166667	S	100.000	01000	782004	1100														
20	10000	1100	SOVCLK17	1	A		0	S	6220.916667	S	100.000	01000	782004	1100														



## Privatization Query V\_HR\_PRIVATIZED

REVISED: 0/15/2021

### DESCRIPTION:

This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

### NAVIGATION PATH:

Navigator> Reporting Tools > Query Viewer - Search V\_HR\_PRIVATIZED

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)  
As Of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Privatization Query

V\_HR\_PRIVATIZED - Privatization Query

Bus Unit (Leave Blank for All)

As Of Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

[View All](#) First 1-2 of 2 Last

Row	Business Unit	Position Number	Effective Date	Job Code	Grade	Position Type
1	70100	100HR102	12/01/2020	W89214		F
2	71800	BCCHR001	01/25/2021	91512		F



# Salary Grade Query

## V\_HR\_SAL\_GRADE

REVISED: 09/15/2021

### DESCRIPTION:

This query provides existing Salary Plan structures associated with the Agency Head Salary Plan as well as the Job Code min/max structures attached to the Faculty (FA) and Ungraded (UG) salary plans and alternate grades assigned at the agency level.

### NAVIGATION PATH:

Navigator> Reporting Tools > Query Viewer > V\_HR\_SAL\_GRADE

### INPUT / SEARCH CRITERIA:

Set ID  
Salary Plan

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

There are no required fields for this query.

### Screenshot of the Salary Grade Query

V\_HR\_SAL\_GRADE - Salary Grade Query

Set ID

Salary Plan

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(307 kb\)](#)

View All First 1-100 of 1291

Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	01/01/1901	A	Agency Head, DSP	169179.000	181616.500	194054.000
2	15600	NV	1	01/01/1901	A	Northern VA Extended Range 1	17296.000	39504.000	61712.000
3	15600	NV	2	01/01/1901	A	Northern VA Extended Range 2	22597.000	49570.500	76544.000
4	15600	NV	3	01/01/1901	A	Northern VA Extended Range 3	27004.000	57944.000	88884.000
5	15600	NV	4	01/01/1901	A	Northern VA Extended Range 4	35278.000	73659.000	112040.000
6	15600	NV	5	01/01/1901	A	Northern VA Extended Range 5	46087.000	94189.500	142292.000
7	15600	NV	6	01/01/1901	A	Northern VA Extended Range 6	60209.000	121011.500	181814.000
8	15600	NV	7	01/01/1901	A	Northern VA Extended Range 7	78659.000	147351.000	216043.000
9	15600	NV	8	01/01/1901	A	Northern VA Extended Range 8	102756.000	190532.000	278308.000
10	15600	NV	9	01/01/1901	A	Northern VA Extended Range 9	134245.000	317122.500	500000.000
11	15600	SW	1	01/01/1901	A	Statewide Salary Grade 1	17296.000	33206.500	49117.000
12	15600	SW	2	01/01/1901	A	Statewide Salary Grade 2	22597.000	41561.500	60526.000
13	15600	SW	3	01/01/1901	A	Statewide Salary Grade 3	27004.000	48510.500	70017.000
14	15600	SW	4	01/01/1901	A	Statewide Salary Grade 4	35278.000	61554.500	87831.000



## Salary Grade/Step Query

### V\_HR\_SALARY\_GRADE\_STEP\_QUERY

REVISED: 09/15/2021

#### DESCRIPTION:

This query provides existing step structures within the agency. If access to multiple agencies, the table configuration values displays for all applicable Business units.

#### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_SALARY\_GRADE\_STEP\_QUERY

#### INPUT / SEARCH CRITERIA:

Set ID (blank for all)  
Salary Plan (blank for all)

#### OUTPUT FORMAT:

HTML  
Excel

#### ADDITIONAL INFORMATION:

There are no required fields for this query.

#### Screenshot of the Salary Grade/Step Query

V\_HR\_SALARY\_GRADE\_STEP\_QUERY - Salary Grade-Step Query

Set ID(blank for all)

Salary Plan(blank for all)

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

View All First 1-94 of 94 Last

Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
1	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
2	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
3	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
4	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
5	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
6	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
7	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
15	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38,267-70,017



## Seniority Date Review Query V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW)

REVISED: 09/15/2021

### DESCRIPTION:

This query displays all users (User ID) that have a specific role. Query identifies changes made to the seniority date or if the seniority date is missing.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW

### INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

### Screenshot of the Seniority Date Review Query

V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW - Seniority Date Review

Business Unit

Department ID

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

View All First 1-6 of 6 Last

Row	Business Unit	Department ID	Name	Employee ID	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	Reason
1	24200	11025			1	CNUTA12	CENTR					Missing Seniority Date
2	24200	11485			1	CNU00075	CENTR					Missing Seniority Date
3	24200	11600			1	CNUTA17	CENTR					Missing Seniority Date
4	24200	28025			1	CNUTA18	CENTR					Missing Seniority Date
5	24200	99999			1	CNUORP00	CENTR					Missing Seniority Date
6	24200	99999			0	CNUORP00	CENTR					Missing Seniority Date



# Terminated Employee Query for DGS V\_HR\_DGS\_TERM\_EMPLOYEES

REVISED: 09/15/2021

### DESCRIPTION:

This query provides Department of General Services (DGS) the ability to identify terminated employees to support the building security process.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_HR\_DGS\_TERM\_EMPLOYEES

### INPUT / SEARCH CRITERIA:

Business (Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Terminated Employee Query for DGS

V\_HR\_DGS\_TERM\_EMPLOYEES - Terminated empl query for DGS

Business Unit (Blank for ALL)  Q

From Date  B

To Date  B

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

[View All](#) First 1-23 of 23 Last

Row	ID	Name	Unit	Term Date
1			12300	03/10/2021
2			15100	01/02/2021
3			15100	01/19/2021
4			15100	03/01/2021
5			19100	01/31/2021
6			21200	01/01/2021
7			21200	02/23/2021
8			21500	02/23/2021
9			21500	01/12/2021
10			50100	02/28/2021
11			50100	02/23/2021
12			50100	01/15/2021
13			50100	01/01/2021
14			50100	01/01/2021
15			70100	02/10/2021
16			70100	01/06/2021
17			70100	01/25/2021
18			70200	02/23/2021
19			74500	01/31/2021
20			77700	01/31/2021
21			99900	01/03/2021
22			OHBBN	03/29/2021
23			OHBBN	03/30/2021



## Human Resources Reports

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## Action Reason Validation Report (RHR489)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met.

This Business Intelligence (BI) Publisher Report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Action Reason Validation Report Run Control page

The screenshot shows the 'Action Reason Validation Rpt' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Action Reason Validation Rpt'. Below the title, there is a 'Run Control ID' field containing 'Action\_Reason\_Validation\_Rpt', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



## Screenshot of the Action Reason Validation Report

Employee ID		EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Sal Admin Plan	Grade	Position Number	Department	Comp Rate
	0			11/30/2019	0	XFR	REA	12700	SW	4	DEM3336T	98313000	60000.00
	0			11/30/2019	0	XFR	REA	12700	SW	4	DEM3336T	98313000	60000.00
	1			12/10/2019	0	HIR	XPO	19400	SW	5	DGSP010	194114	2500.00
	0			12/10/2019	0	HIR	XPO	21300	SW	5	NSU00689	52012	2994.79
	1			10/01/2019	0	HIR	XPO	24100	SW	4	RBCPY011	4000	2500.00
	0			10/01/2019	0	XFR	PRO	24100	SW	4	RBCPY011	4000	2500.00
	0			11/27/2019	0	XFR	PRO	40300	SW	5	GIF13021	51000	2500.00
	0			11/25/2019	0	XFR	PRO	40300	SW	5	GIF1302B	51000	2500.00
	0			11/30/2019	0	XFR	PRO	40300	SW	5	GIF13023	51000	2500.00
	0			11/25/2019	0	XFR	PRO	40300	SW	5	GIF1302D	51000	2500.00
	0			10/08/2019	0	XFR	PRO	70100	SW	3	DOCPY012	121	0.00
	0			10/01/2019	0	XFR	PRO	70100	SW	5	DOCPY011	105	2583.33
	1			11/30/2019	0	HIR	XPO	79400	SW	1	CBR0017T	00290	1250.00
	0			11/30/2019	0	XFR	PRO	26300	SW	2	RCB2225T	10312	2500.00



## Compensation Eligibility Report (RHR361)

REVISED: 09/15/2021

### DESCRIPTION:

This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Department ID (Leave Blank for All)  
Employee ID  
Virginia Personnel Act (VPA) Only? (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Compensation Eligibility Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Compensation Eligibility Rpt'. At the top, there is a navigation bar with a '< Process List' button and the title 'Compensation Eligibility Rpt'. Below this, a green tab labeled 'Compensation Eligibility Repor' is active. The main content area is titled 'Compensation Eligibility Report' and contains the following elements:

- 'Run Control ID' with the value 'Compensation\_Eligibility\_Rpt'.
- 'Report Manager' and 'Process Monitor' labels.
- A 'Run' button.
- A 'Group Box' containing search criteria:
  - 'Business Unit (Leave Blank for All)' with a search input field.
  - 'Department (Leave Blank for All)' with a search input field.
  - 'Employee ID' with a search input field.
  - 'VPA Only?:' with an unchecked checkbox.
- At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



**Screenshot of the Compensation Eligibility Report**

Bus Unit	Department	Employee ID	Empl Rcd	Name	Position	Company	Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non-State Salary	Special Pay	VPA?	Leave Service Date	Cont State Service Date	Prior Months of Service	Job Entry Date	Performance Rating Date
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01-08	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	

**Screenshot of the Compensation Eligibility Report (scrolled right)**

Performance Rating Date	Performance Rating Cycle	Performance Rating Type	Performance Rating	Effective Date	Action	Action Reason	Compensation Rate	Compensation Frequency	Change Amount	Change Percent	Reward ID	Reward Dt	Reward Type	Reward Amt
				2019-11-15	DTA	CNV	614.541667	S	0	0				0
				2018-12-01	HIR	CNV	1604.166667	S	0	0				0
				2019-11-15	DTA	CNV	1604.166667	S	0	0				0
				2018-05-06	HIR	CNV	220.833333	S	0	0				0
				2019-11-15	DTA	CNV	220.833333	S	0	0				0
				2019-08-01	HIR	CNV	220.833333	S	0	0				0
				2019-11-15	DTA	CNV	220.833333	S	0	0				0



## Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 09/15/2021

### DESCRIPTION:

This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles.

The end users are Agency HR and DHRM HR Staff.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

### INPUT / SEARCH CRITERIA:

Business Unit (Leave blank for all)  
As of Date  
Department (Leave blank for all)  
VPA Only (checkbox)  
Radio button for Code Level (Job Code, SOC Code, or Both)

### OUTPUT FORMAT:

Excel

### Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Comp Levels by Job Code & SOC' report. The page has a dark blue header with a 'Cardinal Homepage' link on the left and the report title on the right. Below the header is a green button labeled 'Comp Levels by Job & SOC Code'. The main content area includes a 'Run Control ID' field with the value 'Comp\_by\_Job\_and\_SOC\_Code', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below this is the title 'Compensation Levels by Job Code and SOC'. There are three search criteria fields: 'Business Unit (Leave blank for all)' with a search icon, '\*As Of Date' with a calendar icon, and 'Department (Leave blank for all)' with a search icon. A checkbox for 'VPA Only' is present. A 'Code Level' section contains three radio buttons: 'Job Code', 'SOC Code', and 'Both' (which is selected). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

As of Date field is a required field.



### Screenshot of the Compensation Levels by Job Code and SOC Report

Cardinal		Commonwealth of Virginia Compensation Levels by Job Code and SOC By Role Code and SOC Code				Run Date: 04/26/2021				
Report ID: RHR427										
As Of Date: 2021-03-31										
VPA Only: N										
Business Unit: 11000										
Department: 11000										
Code Level: Both										
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
94112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000
COVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000
COVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000
As Of Date: 2021-03-31										
VPA Only: N										
Business Unit: 12700										
Department: 98312600										
Code Level: Both										
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries



## COVA Personnel Actions History Report (RHR086)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Show Components  
Company  
Actions

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the COVA Personnel Actions History Report Run Control Page


The screenshot shows the 'COVA Personnel Actions History' report run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'COVA Personnel Actions History' on the right. Below the navigation bar, the report title is repeated. The main area contains several sections: 1. Run Control ID: 'COVA\_Personnel\_Actions\_History'. 2. Language: A dropdown menu set to 'English'. 3. Report Request Parameters: A section with 'From Date' and 'Thru Date' date pickers, and a 'Show Components' checkbox. 4. Search and List: A search bar with a magnifying glass icon, a 'View All' link, and a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column and a search icon in the second. 5. Actions: A section with a search bar and a dropdown menu. 6. Buttons: At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. The 'Run' button is also visible at the top right of the main area.

### ADDITIONAL INFORMATION:

Select **Actions** to display on the report.



## Screenshot of the COVA Personnel Actions History Report

Commonwealth of Virginia												
										Run Date: 04/27/2021		
Report ID: RHR086										Run Time: 05:19 00		
Personnel Action: Data Change												
For the period 01/01/1900 through 04/27/2021												
										Page No. 1 of 18		
Effective Date	Action Reason	Employee Name	Hire Employee ID	Hire Date	Emp Typ	Reg/Temp	Full/Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
SETID - 70200												
Department 20110 EXECUTIVE OFFICES												
11/09/2019	CNV			12/25/2014	4.8	S	X F	19221 19221	SW /4		2111.875000	S
11/09/2019	CNV			06/10/2019	0.3	S	X F	19032 19032	SW /5		3962.791667	S
11/09/2019	CNV			07/01/2008	11.3	S	X F	00702 00702	AH /702		5068.708333	S
11/09/2019	CNV			11/01/1985	34.0	S	X F	19224 19224	SW /6		4699.250000	S
11/09/2019	CNV			11/04/2013	6.0	S	X F	19013 19013	SW /3		1678.375000	S
11/09/2019	CNV			07/15/2011	8.3	S	X F	19224 19224	SW /6		4479.833333	S
10/26/2019	CNV			12/26/1972	46.8	H	T F	W19032 W19032	WG /		39.000000	H
10/26/2019	CNV			04/16/1984	35.5	H	T F	W19012 W19012	WG /		15.000000	H
10/26/2019	CNV			05/10/2008	11.4	H	T F	W19012 W19012	WG /		11.120000	H
10/26/2019	CNV			04/01/1992	27.5	H	T F	W79036 W79036	WG /		49.550000	H
10/26/2019	CNV			04/22/1985	34.5	H	T F	W39074 W39074	WG /		31.850000	H
SETID - 70200												
Department 20141 HEADQUARTERS, MAINTENANCE												
11/09/2019	CNV			08/18/2008	11.2	S	X F	79033 79033	SW /3		1568.250000	S
11/09/2019	CNV			04/01/2010	9.6	S	X F	79035 79035	SW /5		3333.125000	S
11/09/2019	CNV			10/01/2004	15.1	S	X F	79071 79071	SW /1		1242.208333	S
11/09/2019	CNV			09/25/2014	5.1	S	X F	79031 79031	SW /1		1200.250000	S
10/26/2019	CNV			09/29/2014	5.0	H	T F	W79031 W79031	WG /		10.800000	H
10/26/2019	CNV			12/20/2013	5.8	H	T F	W79071 W79071	WG /		10.980000	H
10/26/2019	CNV			01/01/2009	10.8	H	T F	W79071 W79071	WG /		11.720000	H
10/26/2019	CNV			08/13/2012	7.2	H	T F	W79071 W79071	WG /		10.900000	H
10/26/2019	CNV			04/06/2015	4.5	H	T F	W79031 W79031	WG /		10.800000	H



## Demotions with Salary Increase Report (RHR491)

REVISED: 09/15/2021

### DESCRIPTION:

This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This BI Publisher report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

### INPUT / SEARCH CRITERIA

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Demotions with Salary Increase Report Run Control Page

The screenshot shows a web interface for the 'Demotions with Salary Increase' report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'Demotions with Salary Increase' on the right. Below this is a green button labeled 'Demotion with Salary Increase'. The main area contains a 'Run Control ID' field with the value 'Demotions\_with\_Salary\_Increase', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is positioned to the right. Below these is a section titled 'Report Request Parameters' containing three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



## Screenshot of the Demotions with Salary Increase Report

Cardinal		Commonwealth of Virginia											
Report ID: RHR491		Demotions with Salary Increase Report											
Run Control Parameters		Run Date 04/26/2021 Run Time 12:41:09 PM Page No. 1 of 1											
Run Control Parameters													
BUSINESS_UNIT	(blank)												
FROM_DT	01/01/2020												
TO_DT	03/31/2021												
Employee ID	Employee Name	Empl Rcd	Effective Date	Action	Action Reason	Business Unit	Sal Admin Plan	Grade	Job Code	Position Number	Department	Location	Comp Rate
<b>21300- Norfolk State University</b>													
		1	08/25/2020	HIR	XCL	21300	SW	3	19013	NSU00215	50002	CENTR	\$55000.00
			08/24/2020	TER	XFO	21500	SW	4	79034	UMW00065	303106	CENTR	\$53994.00
<b>70100- Dept of Corr - Central Admin</b>													
		0	05/25/2020	XFR	PRO	70100	SW	3	19111	DOCHR066	308	PP319	\$52000.00
			05/16/2020	HIR	NEW	70100	SW	5	69034	DOCHR065	059	CENTR	\$50000.00
		0	10/15/2020	XFR	REA	70100	SW	1	69111	DOCHR048	99999	CENTR	\$53000.00
			05/25/2020	XFR	PRO	70100	SW	3	19111	DOCHR066	308	PP319	\$52000.00



## Disciplinary Actions Summary Report (RHR248)

REVISED: 09/15/2021

### DESCRIPTION:

This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Navigator > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

### INPUT / SEARCH CRITERIA:

Business Unit (Leave blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

PDF\*

### Screenshot of the Disciplinary Actions Summary Report Run Control Page

The screenshot shows the 'Disciplinary Actions Summary' run control page. At the top left is a 'Process List' button. The main title is 'Disciplinary Actions Summary'. Below the title is a green button labeled 'Disciplinary Actions Sum Rpt'. The 'Run Control ID' is 'Disciplinary\_Actions\_Summary'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains a search box for 'Business Unit (Leave blank for all)', and two date pickers for '\*From Date' and '\*To Date'. At the bottom are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.


### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.

\*Select XLS format on the Process Scheduler Request and the Report Output display in PDF.



### Screenshot of the Disciplinary Actions Summary Report

	<b>Commonwealth of Virginia</b>		<b>Run Date</b>	04/21/2021
	Disciplinary Actions Summary Report		<b>Run Time</b>	12:31:55 PM
<b>Report ID:</b> RHR248			<b>Page No</b>	1 of 29

#### Run Control Parameters

Business Unit	
From Date	01/01/2021
To Date	03/31/2021

<b>Business Unit</b>	10000	Senate
----------------------	-------	--------

Number of VPA employees	10	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	10100	House of Delegates
----------------------	-------	--------------------

Number of VPA employees	8	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	11300	Circuit Courts
----------------------	-------	----------------

Number of VPA employees	13	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	12200	Dept of Planning and Budget
----------------------	-------	-----------------------------

Number of VPA employees	44	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	12300	Department of Military Affairs
----------------------	-------	--------------------------------

Number of VPA employees	445	
Number of employees with disciplinary actions	0	0.00%



## EEO Data Reports (RHR198)

REVISED: 09/15/2021

### DESCRIPTION:

This Equal Employment Opportunity (EEO) report displays counts and percentages of the employee population based on selected data prompts.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EEO Data Reports

### INPUT / SEARCH CRITERIA:

VPA Only (checkbox)  
Report Selection (checkbox)  
As of Date  
Business Unit  
Job Code  
SOC Code

### OUTPUT FORMAT:

HTML  
Excel  
CSV

### Screenshot of the EEO Data Reports Run Control Page

The screenshot shows the 'EEO Data Reports' run control page. At the top right, the title 'EEO Data Reports' is displayed. Below the title, there is a tab labeled 'EEO Data Reports'. The main content area includes a 'Run Control ID' field with the value 'EEO\_Data\_Reports', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below this, there is a 'VPA Only' checkbox which is currently unchecked. Under the heading 'Report Selection', there are three radio button options: 'EEO Data Report' (selected), 'EEO Salary Report', and 'EEO Role Report'. The '\*As of Date' field is set to '03/31/2021' with a calendar icon. Below this are four search fields: 'Business Unit (Leave Blank for All)', 'Department (Leave Blank for All)', 'Job Code (Leave Blank for All)', and 'SOC Code (Leave Blank for All)', each with a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

As of Date field is a required field.

Rev 11/3/2022



### Screenshot of the EEO Data Report

Cardinal		Commonwealth of Virginia EEO Data Report														Run Date	05/05/2021
Report ID: VRHR198E																Run Time	05:08:38 PM
<b>Run Control Parameters</b>																	
Operator ID	V_HR_ADMINISTRATOR																
Run Control ID	EEO_Data_Reports																
As of Date	03/31/2021																
Business Unit																	
Department																	
Job Code																	
SOC Code																	
VPA Only	N																
Secretary	11																
Parent BU																	
Business Unit	Virginia Retirement System																
<b>Male</b>																	
Occupation Group	White	Black	HISP	AS-AM	AS-IN	Pacific	N/A	2+ Race	Male Total	Minority Males	Minority Females						
9898	33	19	4	2	0	0	136	0	194	161	206						
	7.66%	4.41%	0.93%	0.46%	0.00%	0.00%	31.55%	0.00%	45.01%	37.35%	47.80%						
	2	0	0	0	0	0	0	0	2	0	0						
	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%						
<b>Totals</b>	<b>35</b>	<b>19</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>136</b>	<b>0</b>	<b>196</b>	<b>161</b>	<b>206</b>						
	8.01%	4.35%	0.92%	0.46%	0.00%	0.00%	31.12%	0.00%	44.85%	36.84%	47.14%						
<b>Female</b>																	
Occupation Group	White	Black	HISP	AS-AM	AS-IN	Pacific	N/A	2+ Race	Female Total	Total White	Total Minorities						
9898	31	27	4	2	0	0	173	0	237	64	367						
	7.19%	6.26%	0.93%	0.46%	0.00%	0.00%	40.14%	0.00%	54.99%	14.85%	85.15%						
	4	0	0	0	0	0	0	0	4	6	0						
	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	100.00%	0.00%						
<b>Totals</b>	<b>35</b>	<b>27</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>241</b>	<b>70</b>	<b>367</b>						
	8.01%	6.18%	0.92%	0.46%	0.00%	0.00%	39.59%	0.00%	55.15%	16.02%	83.98%						



## Employee Activity Report (RHR223)

REVISED: 10/4/2022

### DESCRIPTION:

This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

### INPUT / SEARCH CRITERIA:

Employee ID  
Employee Record Number  
Effective Date  
Effective Sequence  
'Personal' or 'Job Change' (radio button)

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Activity Report Run Control Page


The screenshot shows the 'Employee Activity Report' run control page. At the top left is a 'Process List' button. The main title is 'Employee Activity Report'. Below the title is a 'HR Activity Report' tab. The page displays 'Run Control ID Employee\_Activity\_Report' and 'Report Manager Process Monitor' with a 'Run' button. A search box contains the following criteria: '\*Employee ID:' with a search icon, '\*Employee Record:' with a search icon, '\*Effective Date:' with a calendar icon, and '\*Effective Sequence:' with a text input field. Below these are radio buttons for 'Personal Change' (selected) and 'Job Change'. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**

**Employee Record** field and **Effective Sequence** field default to "0", but can be updated. **Employee ID**, **Employee Record**, **Effective Date** and **Effective Sequence** fields are all required fields. **Personal Change** or **Job Change** radio button must be selected.

**Screenshot of the Employee Activity Report**

	<b>Commonwealth of Virginia</b> HR Activity Report Personal Change	<b>Run Date:</b> 04/26/2021 <b>Run Time:</b> 13:25:41												
<b>Report ID:</b> RHR223														
<b>Page No: 1 of 1</b>														
<table border="1"><tr><td><b>Employee ID:</b></td><td></td></tr><tr><td><b>Employee Record:</b></td><td>0</td></tr><tr><td><b>Employee Name:</b></td><td></td></tr><tr><td><b>Effective Date:</b></td><td>01/01/2021</td></tr><tr><td><b>Effective Sequence:</b></td><td>0</td></tr></table>	<b>Employee ID:</b>		<b>Employee Record:</b>	0	<b>Employee Name:</b>		<b>Effective Date:</b>	01/01/2021	<b>Effective Sequence:</b>	0				
<b>Employee ID:</b>														
<b>Employee Record:</b>	0													
<b>Employee Name:</b>														
<b>Effective Date:</b>	01/01/2021													
<b>Effective Sequence:</b>	0													
<table border="1"><thead><tr><th>Field Name</th><th>Current Value</th><th>Previous Value</th></tr></thead><tbody><tr><td>Continuous State Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Leave Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Prior Service Months</td><td>0</td><td></td></tr></tbody></table>	Field Name	Current Value	Previous Value	Continuous State Service	03-JUN-2020		Leave Service	03-JUN-2020		Prior Service Months	0			
Field Name	Current Value	Previous Value												
Continuous State Service	03-JUN-2020													
Leave Service	03-JUN-2020													
Prior Service Months	0													
END OF REPORT														



## Employee Data Change Audit Report (RHR002)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays relevant Person and Job Data fields that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, and the details of the change to the fields.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Data Change Audit

### INPUT / SEARCH CRITERIA:

From Date  
End Date  
Business Unit

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Employee Data Change Audit Report Run Control Page

The screenshot shows the 'Employee Data Change Audit' run control page. At the top, there is a title bar 'Employee Data Change Audit'. Below it, a green tab labeled 'Employee Data Change Audit' is visible. The main area contains the following elements:

- Run Control ID: Employee\_Data\_Change\_Audit
- Report Manager and Process Monitor links.
- A 'Run' button.
- Report Request Parameters section with:
  - \*From Date: 01/01/2021
  - \*To Date: 03/31/2021
  - Business Unit Selection table with columns 'Business Unit' and 'Agency Description'. The table has one row with '1' in the Business Unit column and a search icon in the Agency Description column. There are '+' and '-' buttons to the right of the table.
- Buttons: Save, Return to Search, Add, and Update/Display.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to.



## Screenshot of the Employee Data Change Audit Report

Department		Emplid	Empl Name	Field	Change	User	Old	New
ID	Name		Rcd	Changed	Date	Change	Value	Value
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF



## Employee Data Upload Error Report (RHR005)

REVISED: 09/15/2021

### DESCRIPTION:

This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Tree Name BU\_HR003\_EXT  
How Specified Detail – Selected Parents

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Data Upload Error Report Run Control Page

The screenshot shows the 'Employee Data Upload Error Rpt' run control page. At the top, there is a breadcrumb 'Cardinal Homepage' and the report title 'Employee Data Upload Error Rpt'. Below this, the 'Run Control ID' is 'Employee\_Data\_Upload\_Error\_Rpt', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Date Range' section includes 'From Date' and 'To Date' fields with calendar icons. The 'File Parameters' section has an 'Output to File Server' checkbox. The 'Business Unit Selection' section features a '\*Tree Name' field with 'BU\_HR003\_EXT' and a search icon, and a '\*How Specified' dropdown menu set to 'Detail - Selected Parents'. The 'Tree Node Selector' section contains a tree view with a search icon and navigation buttons ('First', 'Previous', 'Next', 'Last', 'Left', 'Right'), showing a selected node 'BU\_HR003\_EXT - Demographics Upload'. The 'Select Values/Nodes' table has columns for 'Select Value' and 'Description', with a minus sign button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.




**ADDITIONAL INFORMATION:**

**Output to File Server** checkbox to only be used by Batch user.

**From Date** and **To Date** fields are required fields.

**Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

**Screenshot of the Employee Data Upload Error Report**

		Commonwealth of Virginia		Run Date: 08/19/2020		
Report ID: RHR005		EMPLOYEE DATA UPLOAD ERROR REPORT		Run Time: 11:33 00		
Page No. 1 of 1						
Transactional HR BU: 12700 Upload Date Range: 19-AUG-2020 to 19-AUG-2020  File Name: 12700_HR008_IN_08172020_1819_001.DAT Upload Date: 19-AUG-2020  File Processed: File processed successfully with one or more errors.						
HR Demographic BU: 12700						
Employee ID	Empl Rcd#	Error Field Name	Field Value	EffSeq	Error Type	Error Description
	999	PAYGROUP	ABC	000	E	Invalid Paygroup on file
	999	EMPL_CLASS		000	W	Employee class is invalid or blank on file; default to CLS
	999	ACTION	TER	000	E	Row could not be inserted because employee is inactive. Action "TER" for effective date "2020-08-02" could not be added. Or Emplid has multiple records; could not determine what record to update. Transaction was rejected.
Summary totals are only displayed when the report is run for a submitting Business Unit.						
End of Report						



## Employee Disability and Veteran Status Report (RHR294)

REVISED: 09/15/2021

### DESCRIPTION:

This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Disability and Veteran Status

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
As of Date  
VPA only (checkbox)  
Report Level (Detail or Summary)

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Disability and Veteran Status Report Run Control Page

The screenshot shows the 'Disability and Veteran Status' report run control page. At the top, there is a navigation bar with a 'Process List' link and the report title. Below this, a tab labeled 'Disability and Veteran Status' is active. The main area contains a 'Run Control ID' field with the value 'Disability\_and\_Veteran\_Status', a 'Report Manager' field, a 'Process Monitor' field, and a 'Run' button. Below this, the report title 'Employee Disability and Veteran Status Report' is displayed. The form includes a 'Business Unit (Leave Blank for All)' search field, an '\*As Of Date' field with a calendar icon, a 'VPA Only' checkbox, and a 'Report Level' section with radio buttons for 'Detail' and 'Summary' (selected). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

As of Date field is a required field.



### Screenshot of the Employee Disability and Veteran Status Report

Commonwealth of Virginia Employee Disability and Veteran Status Report Summary													Run Date: 04/21/2021 Run Time: 15:00:33 Page 1 of 1		
Business Unit	Total Employees	Hourly	Salary	DISABILITY STATUS						VETERAN STATUS					
				Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage		
09000	5	0	5	0	0%	1	20%	4	80%	5	100%	0	0%		
09100	4	0	4	0	0%	0	0%	4	100%	4	100%	0	0%		
10000	173	0	173	0	0%	5	3%	168	97%	173	100%	0	0%		
10100	547	181	366	0	0%	13	2%	534	98%	547	100%	0	0%		
10300	387	0	387	0	0%	4	1%	383	99%	387	100%	0	0%		
10700	54	4	50	0	0%	8	15%	46	85%	54	100%	0	0%		
10900	18	0	18	0	0%	0	0%	18	100%	18	100%	0	0%		
11000	31	0	31	0	0%	2	6%	29	94%	31	100%	0	0%		
11100	283	15	268	0	0%	10	4%	273	96%	283	100%	0	0%		
11200	3	0	3	0	0%	1	33%	2	67%	3	100%	0	0%		
11300	258	101	157	0	0%	1	0%	257	100%	258	100%	0	0%		
11400	1458	487	971	0	0%	15	1%	1443	99%	1458	100%	0	0%		
11500	1146	499	647	0	0%	12	1%	1134	99%	1146	100%	0	0%		
11600	598	436	162	0	0%	5	1%	593	99%	598	100%	0	0%		
11700	89	0	89	0	0%	1	1%	88	99%	89	100%	0	0%		
11900	4	0	4	0	0%	4	100%	0	0%	4	100%	0	0%		
12100	47	0	47	0	0%	10	21%	37	79%	47	100%	0	0%		
12200	3	1	2	0	0%	2	67%	1	33%	3	100%	0	0%		
12300	118	117	1	0	0%	17	14%	101	86%	118	100%	0	0%		
12500	75	6	69	0	0%	3	4%	72	96%	75	100%	0	0%		
12700	155	151	4	0	0%	6	4%	149	96%	155	100%	0	0%		
12800	72	72	0	0	0%	18	25%	54	75%	72	100%	0	0%		
12900	22	19	3	1	5%	2	9%	21	95%	22	100%	0	0%		
13200	8	5	3	0	0%	2	25%	6	75%	8	100%	0	0%		
13300	114	0	114	0	0%	3	3%	111	97%	114	100%	0	0%		
13600	1	0	1	0	0%	0	0%	1	100%	1	100%	0	0%		
14000	16	13	3	0	0%	6	38%	10	63%	16	100%	0	0%		
14100	395	8	387	0	0%	30	8%	365	92%	395	100%	0	0%		
14200	8	0	8	0	0%	0	0%	8	100%	8	100%	0	0%		



## Employee Position Summary Report (RHR019)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report is designed to meet the legislative requirement of providing manpower levels to the Governor, General Assembly (GA), and Department of Planning and Budgets (DPB) in accordance with the Legislation and Virginia Personnel Act (VPA). This report options are company summary or employee detailed levels. The report provides Full-Time Equivalent (FTE) count and type of funding source, based on available hours in a calendar month. Both Finance and HR staff use this report.

### **NAVIGATION PATH:**

Navigator > Organizational Development > Position Management> Position Reports > Position Summary Report

### **INPUT / SEARCH CRITERIA:**

As of Date  
Report Type (Detailed or Summary)  
Business Unit  
Job Code  
Department  
SOC Code  
Pos Status  
Sal Plan  
Pos EFF Status  
Grade

### **OUTPUT FORMAT:**

PDF



**Screenshot of Employee Position Summary Report Run Control Page.**

< Process List
Position Summary Report

**Position Summary Report**

Run Control ID: Position-Summary      Report Manager      Process Monitor     

**Report Request Parameters**

\*As Of Date:

Report Type:  Detailed     Summary

Leave Blank for All Parameters

Business Unit:

Department:

Pos Status:

Pos EFF Status:

Job Code:

SOC Code:

Sal Plan:

Grade:

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

**Screenshot of the Employee Position Summary Report**

Commonwealth of Virginia  
Position Summary Report  
Detailed Report

Run Date: 04/21/2021  
Run Time: 15:08:36  
Page 1 of 1

Report ID: RHR471

As of Date: 3/31/2021

Business Unit:  
Department:  
Position Status:  
Position Eff Status:  
Job Code:  
SOC Code:  
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Agriculture & Consumer Svcs	30100	732	8	0	0%
Agriculture & Consumer Svcs	30200	732	4	1	0%
Agriculture & Consumer Svcs	30300	732	2	0	0%
Agriculture & Consumer Svcs	30400	732	5	4	1%
Agriculture & Consumer Svcs	30500	732	3	0	0%
Agriculture & Consumer Svcs	30600	732	8	0	0%
Agriculture & Consumer Svcs	30700	732	1	0	0%
Agriculture & Consumer Svcs	31100	732	2	1	0%
Agriculture & Consumer Svcs	31200	732	9	5	1%
Agriculture & Consumer Svcs	31300	732	2	1	0%
Agriculture & Consumer Svcs	31400	732	15	4	1%
Agriculture & Consumer Svcs	31500	732	1	0	0%
Agriculture & Consumer Svcs	31600	732	4	1	0%
Agriculture & Consumer Svcs	31700	732	8	0	0%
Agriculture & Consumer Svcs	33100	732	5	0	0%
Agriculture & Consumer Svcs	33200	732	58	10	1%
Agriculture & Consumer Svcs	33300	732	40	12	2%
Agriculture & Consumer Svcs	33400	732	41	5	1%
Agriculture & Consumer Svcs	33500	732	21	8	1%
Agriculture & Consumer Svcs	34100	732	6	0	0%
Agriculture & Consumer Svcs	34200	732	5	0	0%
Agriculture & Consumer Svcs	34300	732	6	0	0%



## Employee Turnover Analysis (RHR422)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. End users are Agency HR and DHRM.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Employee Turnover Analysis

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)

Department (Leave Blank for All)

From Date

To Date

Totals By (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Employee Turnover Analysis Report Run Control Page.

< Process List Employee Turnover Analysis

Run Control ID Employee\_Turnover\_Analysis Report Manager Process Monitor Run

**Process Request Parameters**

Business Unit (Leave Blank for All)

Department (Leave Blank for All)

\*From Date

\*To Date

**Total By**

Job Code  Employee Class  Years of Service

Save Notify Add Update/Display

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields. Selection of an option to Total By **Job Code**, **Employee Class** or **Years of Service** is also required.



## Screenshot of the Employee Turnover Analysis Report

Commonwealth of Virginia													Run Date: 04/27/2021	
EMPLOYEE TURNOVER ANALYSIS													Run Time: 09:14 00	
Report ID: RHR422													Page No. 1 of 709	
From Date: 01/01/2020														
From Date: 03/31/2021														
Business Unit	Dept ID	Job Title	Job Code	Begin Count	Hires/Rehires	Transfer Ins	Retire ments	Term inations	Transfer Outs	Deaths	End Count	Total Turnovers	Turnover Rate	
10000	1000	Computer Operations Techn I	39011	0	1	1	0	0	0	0	1	1	0.00%	
10000	1100	Office Assistant	94121	21	0	0	0	1	0	0	20	1	4.76%	
10000	1100	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100100	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100101	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100102	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100103	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100106	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100107	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100108	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100109	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100110	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100112	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100114	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100115	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1100117	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1101	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113001	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113001B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113002	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113002B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113003	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113004	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113004B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113005	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113005B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113006	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113006B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113007	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113007B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113008	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113008B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113009	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	
10000	1113009B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%	



## EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 09/15/2021

### DESCRIPTION:

This report is an Employee Position Report (EPR) headcount report that displays a table of headcounts by agency and sums these values in totals by categories. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page

The screenshot shows the 'Run Control' page for the 'EPR FTE Totals by Agency' report. At the top left is a 'Cardinal Homepage' link. The page title is 'ERP FTE Totals by Agency'. Below the title is a green button labeled 'EPR Report FTE'. The 'Run Control ID' is 'EPR\_FTE\_Totals\_by\_Agency'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains an 'As of Date' field with a calendar icon. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field defaults to current day but can be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



**Screenshot of the EPR Full Time Equivalent Totals by Agency Report**

Date	Business Unit	Business Unit Name	Salaried Non-Faculty General Funded	Salaried Non-Faculty Non-General Funded	Salaried Non-Faculty Restricted	Salaried Non-Faculty Non-General Funded & Restricted	Wage Non-Faculty General
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	<b>Total</b>		150	80.25	1	11	

**Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)**

on-Faculty	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct Faculty	Wage Adjunct Faculty	Total	Total	Totals	MEL
al Funded	General	Non-General	General Funded	General Funded	Non-General Funded	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
icted	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	& Non-Restricted	Funded	Funded			& Wage	
11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234



## EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 09/15/2021

### DESCRIPTION:

This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

Report used by DHRM, and Agency HR SMEs and Managers.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

### INPUT / SEARCH CRITERIA:

From Date  
To Date

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR FTE Trend by Agency Report Run Control Page

The screenshot shows a web interface for the 'EPR FTE Trend by Agency' report. At the top, there is a navigation bar with a 'Process List' button and the report title. Below this, a tab labeled 'EPR FTE Trend by Agency' is active. The main area contains a 'Run Control ID' field with the value 'EPR\_FTE\_Trend\_by\_Agency', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these are two date selection fields: '\*From Date' and '\*To Date', each with a calendar icon. At the bottom, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



**Screenshot of the EPR Report - Full Time Equivalent Trend by Agency**

Commonwealth of Virginia											
Full-Time Equivalent (F.T.E.)											
Employment by Agency and Month											
Total Excluding Wage Employees											
Date	10000 (Senate)	10100 (House of Delegates)	10300 (Magistrate)	10700 (Div of Legislative)	10900 (Div Legislative)	11000 (Joint Legis Audit &)	11100 (Supreme)	11200 (Jud Inquiry and)	11300 (Circuit Courts)	11400 (General District Courts)	11500 (Jud Domes)
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638.00
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00



## EPR Monthly Employment Data Report (RHR305)

REVISED: 09/15/2021

### DESCRIPTION:

This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees.

Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

### INPUT / SEARCH CRITERIA:

Prior Administration End Date (End of Month Only)  
As Of Date (End of Month Only)

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR Monthly Employment Data Report Run Control Page

The screenshot shows the 'EPR Monthly Employment Data' report run control page. At the top, there is a dark blue header with the text 'EPR Monthly Employment Data'. Below the header, there is a light green tab labeled 'EPR Monthly Employment Data'. The main content area is white and contains the following elements:

- Run Control ID: EPR\_Monthly\_Employment\_Data
- Report Manager
- Process Monitor
- Run button
- Report Request Parameters section with two date pickers:
  - \*Prior Administration End Date (End of Month Only)
  - \*As Of Date (End of Month Only)
- Save button
- Notify button
- Add button
- Update/Display button

### ADDITIONAL INFORMATION:

Prior Administration End Date and As of Date fields are required fields.



**Screenshot of the EPR Monthly Employment Data Report Table One**

Commonwealth of Virginia Executive Department Salaried Employment (Includes Manpower Control Program Exceptions: Employees in auxiliary enterprises, sponsored programs, and teaching hospitals)									
Secretariat	(1)	(2)	(3)	(4)		(5)		(6)	
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.	
<b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	

**Screenshot of the EPR Monthly Employment Data Report Table Two**

Table Two Commonwealth of Virginia Full-Time Equivalent Employment									
Branch	(1)	(2)	(3)	(4)		(5)		(6)	
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.	
<b>Salaried Employees</b>									
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	
<b>Temporary Employees</b>									
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A	
<b>STATEWIDE TOTAL</b>	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A	



## Exceptional Transfer Report (RHR349)

REVISED: 09/15/2021

### DESCRIPTION:

This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Exceptional Transfer Report Run Control Page

The screenshot shows the 'Exceptional Transfer Report' run control page. At the top, there is a navigation bar with a 'Process List' button and the title 'Exceptional Transfer Report'. Below this, a green tab labeled 'Exceptional Transfer Report' is active. The main content area displays 'Run Control ID Exceptional\_Transfer\_Report' and 'Report Manager Process Monitor' with a 'Run' button. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



Screenshot of the Exceptional Transfer Report

12300		Commonwealth of Virginia Exceptional Transfer Report								Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1	
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator		
	1		2/23/2021	Hire	Reassign	Student	12300	DMA00037	Y		
	3		5/10/2019	Terminatn	TER CNV	Student	21500	UMWST656	N		
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST156	N		
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE180	N		
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y		
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N		

19400									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021	Posn Chg	Intr-Reorg	Agency Hd	19400	DGSHR007	Y
	0		1/18/2021	Pay Rt Chg	KSA	Agency Hd	19400	DGSHR004	N

71800									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/20/2021	Transfer	XFR Lat	Wage	71800	BCCHR018	Y
	0		1/19/2021	Data Chg	DTA	Wage	71800	BCCHR017	N



## Incumbent History Report (RHR461I)

REVISED: 09/15/2021

### DESCRIPTION:

Incumbent History Report contains compensation components and displays incumbent and compensation data.

### NAVIGATION PATH:

Navigator > Organizational Development > Position Management > Position Reports > Incumbent History

### INPUT / SEARCH CRITERIA:

As of Date  
Position Number  
Show Components (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Incumbent History Report Run Control Page

The screenshot shows the 'Incumbent History Report Run Control Page'. At the top, there is a dark blue header with the text 'Incumbent History'. Below the header, there is a green button labeled 'Incumbent History Report'. The main area contains the following elements:

- Run Control ID: Incumbent\_History\_report
- Language: English (dropdown menu)
- Buttons: Report Manager, Process Monitor, Run
- Section: Report Request Parameters
- As Of Date: [text input] [calendar icon]
- \*Position Number: [text input] [magnifying glass icon]
- Show Components:
- Buttons: Save, Add, Update/Display

### ADDITIONAL INFORMATION:

Position Number field is a required field.



## Screenshot of the Incumbent History Report

Commonwealth of Virginia																													
INCUMBENT POSITION HISTORY REPORT																													
Run Date: 09/17/2021																													
Report ID: RHR4611		Run Time: 01:32:00																											
Page No. 1		of 1																											
Run Control Parameters																													
As of Date :		3/31/2021																											
Position Number :		DOA00125																											
Show Components :		Y																											
POSITION																													
Bus Unit		15100																											
BU Descr		Department of Accounts																											
Company		DOA																											
Comp Descr		Department of Accounts																											
Deptid		95400																											
Dept Descr		General Accounting Operations																											
Job Code		19032																											
Position Nbr		DOA00125																											
Position Title		Accounting Analyst																											
Status		A																											
Sal Pln		SW																											
Sal Grd		5																											
Sal Step																													
POSITION INCUMBENT																													
Entry DT		Exit Date		Incumben Emplid		Cur Cd		Entry Sala		Comp Fre		Entry Pln/		Cur Cd		Exit Salary		Comp Fre		Exit Pln/G		Exit Reasc		US SOC		CL VPA		Elig	
1/10/2007						USD		3284.92		S		SW/5/00								//									
				Compens: STATE		USD		78838		A																			



## Job Group Diversity Analysis (RHR293)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides an analysis of the makeup of your workforce by job groups or job functions within each establishment. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender.

DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

### INPUT / SEARCH CRITERIA:

As of Date  
Job Category (Job Function or Job Code)  
Business Unit (Leave Blank for All)  
Department (Leave Blank for All)  
VPA only (checkbox)

### OUTPUT FORMAT:

Excel

## Screenshot of the Job Group Diversity Analysis Report Run Control Page

The screenshot shows the 'Job Group Diversity Analysis' report run control page. At the top, there is a green header with the title 'Job Group Diversity Analysis'. Below this, the 'Run Control ID' is 'Job\_Group\_Diversity\_Analysis', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Job Group Diversity Analysis' and contains several input fields: '\*As Of Date' with a calendar icon, 'Business Unit (Leave Blank for All)' with a search icon, 'Department (Leave Blank for All)' with a search icon, and a 'VPA Only' checkbox. To the right of these fields is a 'Job Catalog' section with radio buttons for 'Job Function' (selected) and 'Job Code'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field defaults to current day but may be updated.



## Screenshot of the Job Group Diversity Analysis Report

Cardinal		Commonwealth of Virginia Job Group Diversity Analysis										Run Date: 04/30/2021 Run Time: 14:15:55 Page No: 1 of 1									
Report ID: RHR293		As of Date: 03/21/2021																			
Job Function	Business Unit	Department	Total Employees	Total Minorities	Male							Female									
					White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total	
COO - Computer Operations	10000	9000	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UGR - Ungraded	10000	1000	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	0	5
UGR - Ungraded	10700	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	3
UGR - Ungraded	11000	16000	31	26	3	0	0	0	0	0	0	10	13	2	0	0	0	0	0	0	16
COO - Computer Operations	11000	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0	0
UGR - Ungraded	11000	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3
WGE - Wage Only	12000	12000	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
AGS - Admn & Office	12000	VAPA	8	5	1	1	2	0	0	0	0	4	2	1	1	0	0	0	0	0	4
WGE - Wage Only	12000	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
WGE - Wage Only	12000	CHALLENGE	7	5	1	0	2	0	0	0	0	3	1	1	2	0	0	0	0	0	4
WGE - Wage Only	12000	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	1
WGE - Wage Only	12000	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
WGE - Wage Only	12000	FACILITIES	35	11	22	3	7	1	0	0	0	33	2	0	0	0	0	0	0	0	2
WGE - Wage Only	12000	FTFCBLL	6	5	0	0	0	0	0	0	0	0	1	0	5	0	0	0	0	0	6
WGE - Wage Only	12000	FTFCDFPW	25	7	14	1	3	0	0	0	0	16	4	0	3	0	0	0	0	0	7
WGE - Wage Only	12000	FTFCDFIRE	3	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
WGE - Wage Only	12000	ITAM	2	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0



## Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender.

This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat. VPA governs promotions and appointment based on merit and fitness, and Secretariat is the office responsible for the administrative affairs of a legislative body executive council.

### NAVIGATION PATH:

Navigator> Workforce Administration > Workforce Reports > Job Group Diversity – New Hire

### INPUT / SEARCH CRITERIA:

- From Date
- To Date
- Business Unit (Leave Blank for All)
- Secretariat (Leave Blank for All)
- VPA Only (checkbox)

### OUTPUT FORMAT:

PDF

### Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page

**Job Group Diversity - New Hire**

Run Control ID: Job\_Group\_Diversity\_New\_Hire    Report Manager    Process Monitor    **Run**

**Report Request Parameters**

\*From Date: 01/01/2021

\*To Date: 03/31/2021

Business Unit (Leave Blank for All): [Search]

Secretariat (Leave Blank for All): 13 [Search]

VPA Only:

If running this report by Secretariat, your results will only include the Business Units you have access to.

**Save**    **Return to Search**    **Notify**    **Add**    **Update/Display**

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.

Rev 11/3/2022



Screenshot of the Job Group Diversity Analysis -New Hires Report

		Total New Hire	Total Minorities	MALE						FEMALE						Total	
				White	Hispanic	Black	Ans/Pcls	Amind	2+Race	White	Hispanic	Black	Ans/Pcls	Amind	2+Race		
Secretariat 3:Education BU:21300 Prof - Assistant Professor		1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Secty BU:71800 Corr Ent Systems Analyst		1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0
Secretariat 7:Legislative BU:10000 COV Default		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Secretariat 13:Finance BU:15100 Financial Services Spec I		1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade BU:85100 Financial Services Specialist II		2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0



## Leave of Absence Report (RHR205)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

Report is used by payroll and HR who are responsible for managing leave data.

### NAVIGATION PATH:

Navigator > Workforce Administration> Job Information > Reports > Leave of Absence Report

### INPUT / SEARCH CRITERIA:

- From Date
- To Date
- VPA Only (checkbox)
- Business Unit
- Department
- Action
- Reason Code
- Report Type (Summary or Detail)

### OUTPUT FORMAT:

Excel

### Screenshot of Leave of Absence Report Run Control Page

Cardinal Homepage Leave of Absence Report

Leave of Absence Report

Run Control ID: Leave\_of\_Absence\_Report Report Manager Process Monitor **Run**

**Report Request Parameters**

\*From Date   Business Unit

\*To Date   Department

VPA Only Action

Reason Code

**Report Type**

Summary  Detail

Save Notify Add Update/Display



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

**Screenshot of the Leave of Absence Report – Summary Report**

**Commonwealth of Virginia  
 Leave of Absence Report  
 Summary Report**

Report ID: RHR205S  
 Run Date: APR-14-2021  
 Run Time: 12:14:43

**From Date:** 2020-01-01  
**To Date:** 2020-01-31  
**Business Unit:** 24200  
**Department:**  
**VPA Only:** Y  
**Action:**  
**Action Reason:**

Business Unit	Department	Action	Action Reason	Num of Empl	Num of Empl on Leave	Average Leave Duration	Percent of Empl on Leave
24200	15600	DTA	Conversion	460	2	124	0%
24200	25015	DTA	Conversion	460	2	186	0%

**Total Num of Empl:** 460  
**Total Num of Empl on Leave:** 2  
**Total % of Empl on Leave:** 0%

**Screenshot of the Leave of Absence Report – Detail Report**

**Commonwealth of Virginia  
 Leave of Absence Report  
 Detail Report**

Report ID: RHR205  
 Run Date: APR-27-2021  
 Run Time: 15:51:45

**From Date:** 2021-01-01  
**To Date:** 2021-03-31  
**Business Unit:**  
**Department:**  
**VPA Only:** N  
**Action:**  
**Action Reason:**

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
10300	10000		0		SM1	DTA	Conversion			
10300	10000		0		SM1	DTA	Conversion			
10300	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			



## Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Navigator > Workforce Development > Performance Management > Reports > Performance Rating Report

### INPUT / SEARCH CRITERIA:

Effective Date  
Report Type (Detail or Summary)  
Business Unit  
Department  
Department Detail  
Department Detail (checkbox)  
Rating Type

### OUTPUT FORMAT:

PDF

### Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page

The screenshot shows the 'Performance Rating Report' run control page. At the top, there is a breadcrumb trail: '< Job Group Diversity - New Hire' and the page title 'Performance Rating Report'. Below this, a green button labeled 'Performance Rating Report' is visible. The main content area includes a 'Run Control ID' field with the value 'Job\_Group\_Diversity\_New\_Hire', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A section titled 'Report Request Parameters' contains several input fields: '\*Effective Date' with a calendar icon, 'Business Unit' with a search icon, 'Department' with a search icon and a 'Department Detail' checkbox, 'Report Type' with radio buttons for 'Detail' and 'Summary', 'Rating Type' with a dropdown menu, and 'Review Rating' with a checkbox. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**

**Effective Date** field is a required field. **Business Unit** and **Department** fields are optional fields; leave Blank for all results.

**Screenshot of the Performance Ratings Detail Report**

Business Unit	Department	Empl ID	Empl Rcd	Name	Position	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval Date	Age	Sex	EEO Code
10000	1100		0		SOVPY01 3									M	6
10000	1100		1		SOVPY01 4									M	6
10000	1100		0		SOVPY01 4									F	6
10000	1100		0		SOVPY01 5									M	6
10000	1100		0		SOVPY01 6									F	6
10000	1100		0		SOVPY01 7									M	6

**Screenshot of the Performance Ratings Summary Report**

Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
10000	11	Business Unit Totals		Not Rated	11	100%
10100	10	Business Unit Totals		Not Rated	10	100%
11300	13	Business Unit Totals		Not Rated	13	100%
12200	46	Business Unit Totals		Not Rated	46	100%
12300	504	Business Unit Totals		Not Rated	504	100%
12700	193	Business Unit Totals		Not Rated	193	100%
12800	337	Business Unit Totals		Not Rated	337	100%
12900	126	Business Unit Totals		Not Rated	126	100%
13200	52	Business Unit Totals		Not Rated	52	100%
13300	10	Business Unit Totals		Not Rated	10	100%



## Person Data Changes Report (RHR501)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This BI Publisher report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Person Data Changes Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Person Data Changes Report Run Control Page

The screenshot shows the 'Person Data Changes Report' run control page. At the top left is a navigation link '< Cardinal Homepage'. The page title is 'Person Data Changes Report'. Below the title is a green tab labeled 'Person Data Changes Report'. The main content area shows 'Run Control ID Person\_Data\_Changes\_Report' and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. Below this is a section titled 'Report Request Parameters' containing three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Person Data Changes Report

Business Unit:		Begin Date: 2021-01-01	End Date: 2021-03-31			Report ID: RHR501	Run Date: APR-27-2021	Run Time: 16:51:30
Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06		23220	23220
VRSRT		0		NAME_DISPLAY_S	2021-01-06			HREEHR
				RCH				
VRSRT		0		NAME_FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_L	2021-01-06			A
				VL				
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR_STATUS_DT	2021-01-06			2019-11-10
VRSRT		0		MAR_STATUS	2021-01-06			U
VRSRT		0		NAME_DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.
								02HR0122@perso
VRSRT		0		EMAIL_ADDR	2021-01-06			nal.com
								HREE3.
								02HR0122@VRA.
								virginia.gov
VRSRT		0		LAST_NAME_PRE	2021-01-06			1
				F_NLD				
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SR	2021-01-06			HREE
				CH				
VRSRT		0		LAST_NAME_SRC	2021-01-06			HR
				H				
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		0		COUNTRY_NM_F	2021-01-06			001
				ORMAT				
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		NAME_TYPE	2021-01-06			PRI
VRSRT		0		COUNTRY	2021-01-06			USA
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		ADDRESS_TYPE	2021-01-06			HOME
VRSRT		0		COUNTY	2021-01-06			Richmond City
VRSRT		0		STATE	2021-01-06			VA
VRSRT		0		CITY	2021-01-06			Richmond
VRSRT		0		ADDRESS1	2021-01-06			35 Main St



## Position Data Upload Error Report (RHR041)

REVISED: 09/15/2021

### DESCRIPTION:

This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Position Data Upload Error

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Tree Name BU\_HR006\_INTIN  
How Specified Detail Selected Parents

### OUTPUT FORMAT:

PDF

### Screenshot of the Position Data Upload Error Report Run Control Page

The screenshot shows the 'Position Data Upload Error' report run control page. At the top, there is a title bar with the text 'Position Data Upload Error'. Below this, there is a breadcrumb trail: 'Position Data Upload Error'. The main content area is divided into several sections:

- Run Control ID:** Position\_Data\_Upload\_Error
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run:** A button labeled 'Run'.
- Date Range:** Two date pickers labeled '\*From Date' and '\*To Date'.
- File Parameters:** A checkbox labeled 'Output to File Server'.
- Business Unit Selection:** A search box for '\*Tree Name' containing 'BU\_HR006\_INTIN' and a dropdown for '\*How Specified' set to 'Detail - Selected Parents'.
- Tree Node Selector:** A tree view area with a search icon and a refresh icon.
- Select Values/Nodes:** A table with columns 'Business Unit' and 'Description', and a minus sign button.

At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.




**ADDITIONAL INFORMATION:**

**Output to File Server** checkbox to only be used by Batch user.

**From Date** and **To Date** fields are required fields.

**Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired BU populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

**Screenshot of the Position Data Upload Error Report**

		Commonwealth of Virginia		Run Date: 08/23/2020	
Report ID: RHR041		POSITION DATA UPLOAD ERROR REPORT		Run Time: 05:10 00	
Page No. 1 of 6					
Transactional HR BU: 15600 Upload Date Range: 22-AUG-2020 to 23-AUG-2020					
File Name: 15600_HR006_IN_08222020_1843_001.DAT Upload Date: 23-AUG-2020					
HR Position BU: 15600					
	<b>Position</b>	<b>Error Field Name</b>	<b>Field Value</b>	<b>Error Type</b>	<b>Error Description</b>
	() #HR045	COMPANY	DSP	E	Invalid Company Code used with Position number in file; Default company code was used
	DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.
	DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.
	DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.
	DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.
	DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.
	DSPHR010	STEP	0	W	Step Field value set to default '0' because the field value was Invalid.
	DSPHR010	SUPV_LVL_ID		W	Supervisor Level ID was set to default 'E' because field value was blank or invalid.
	DSPHR010	V_LICENSE_CODE3		W	License Code was left blank because field value was invalid/Blank.



## Position History Report (RHR461H)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters.

This report is used by DHRM and Agency HR.

### NAVIGATION PATH:

Navigator > Organizational Development > Position Management > Position Reports > Position History

### INPUT / SEARCH CRITERIA:

As Of Date  
Position Number

### OUTPUT FORMAT:

CSV

### Screenshot of the Position History Report Run Control Page

The screenshot shows a web interface for the 'Position History Report'. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Position History' on the right. Below this is a green tab labeled 'Position History Report'. The main content area contains the following elements:

- Run Control ID: Position\_History\_Report
- Report Manager and Process Monitor links.
- A 'Run' button.
- Language: English (dropdown menu).
- A section titled 'Report Request Parameters' containing:
  - As Of Date: A text input field with a calendar icon.
  - \*Position Number: A text input field with a search icon.
- At the bottom, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Position Number** field is a required field. Report output only available in CSV format.



### Screenshot of the Position History Report

Commonwealth of Virginia																				
POSITION Run Date: 01/19/2021																				
Report ID: Run Time: 10:04 00																				
Page No. 1 of 1																				
Run Control Parameters																				
As of Date 1-Jan-21																				
Position N DOCHR076																				
Position N	Eff Dt	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Per	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR076	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00:DOC	CRO	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	1/19/2021 10
DOCHR076	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00:DOC	CRO	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	6/23/2020 11

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

Status Dt	Budg Posn	Last Update	Last Updat	Post Revi	Pos Month	Pos Econ	I	Agency Fld	Pos EEO C	Pos Safe	Si	US SOC Cd	Alt Work S	Sensitive	C Pos	Agenc	Pos Agenc	Supr Posn	Critical Ha	VPA Elig	Sal Plan	Sal Grade	Sal Step
1/1/1901	Y	1/19/2021 10:02	PP53_BRITTANY.HUD		12	N			2	N		N	N						N	Y	SW		3
1/1/1901	Y	6/23/2020 11:51	V_HR_POSITION_MG		12	N			2	N		N	N						N	Y	SW		3



## Position Summary Report (RHR471)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

This report is used by Agency HR and DHRM Analysts and Managers.

### NAVIGATION PATH:

Navigator> Organizational Development > Position Management > Position Reports > Position Summary Report

### INPUT / SEARCH CRITERIA:

As of Date  
Report Type (Detailed or Summary)  
Business Unit (Leave Blank for All)  
Job Code (Leave Blank for All)  
Department (Leave Blank for All)  
SOC Code (Leave Blank for All)  
Pos Status (Leave Blank for All)  
Sal Plan (Leave Blank for All)  
Pos EFF Status (Leave Blank for All)  
Grade (Leave Blank for All)

### OUTPUT FORMAT:

PDF

## Screenshot of the Position Summary Report Run Control Page

The screenshot shows the 'Position Summary Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Position Summary Report' on the right. Below this, a green tab labeled 'Position Summary Report' is active. The main area contains a 'Run Control ID' field with the value 'Position\_Summary', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is positioned to the right. Below these elements is a section titled 'Report Request Parameters'. It includes a '\*As Of Date' field with a calendar icon, and a 'Report Type' section with radio buttons for 'Detailed' and 'Summary' (which is selected). Underneath is a section titled 'Leave Blank for All Parameters' containing several search and dropdown fields: Business Unit, Department, Pos Status, Pos EFF Status, Job Code, SOC Code, Sal Plan, and Grade. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



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

**Screenshot of the Position Summary Report**

Report ID: RHR471

As of Date: 3/31/2021

Business Unit:  
 Department:  
 Position Status:  
 Position Eff Status:  
 JobCode:  
 SOC Code:  
 Grade:

Commonwealth of Virginia  
 Position Summary Report  
 Detailed Report

Run Date: 04/23/2021  
 Run Time: 12:19:09  
 Page 1 of 1

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Agriculture & Consumer Svcs	30100	732	8	0	0%
Agriculture & Consumer Svcs	30200	732	4	1	0%
Agriculture & Consumer Svcs	30300	732	2	0	0%
Agriculture & Consumer Svcs	30400	732	5	4	1%
Agriculture & Consumer Svcs	30500	732	3	0	0%
Agriculture & Consumer Svcs	30600	732	8	0	0%
Agriculture & Consumer Svcs	30700	732	1	0	0%
Agriculture & Consumer Svcs	31100	732	2	1	0%
Agriculture & Consumer Svcs	31200	732	9	5	1%
Agriculture & Consumer Svcs	31300	732	2	1	0%
Agriculture & Consumer Svcs	31400	732	15	4	1%
Agriculture & Consumer Svcs	31500	732	1	0	0%
Agriculture & Consumer Svcs	31600	732	4	1	0%
Agriculture & Consumer Svcs	31700	732	8	0	0%
Agriculture & Consumer Svcs	33100	732	5	0	0%
Agriculture & Consumer Svcs	33200	732	58	10	1%
Agriculture & Consumer Svcs	33300	732	40	12	2%
Agriculture & Consumer Svcs	33400	732	41	5	1%
Agriculture & Consumer Svcs	33500	732	21	8	1%
Agriculture & Consumer Svcs	34100	732	6	0	0%
Agriculture & Consumer Svcs	34200	732	5	0	0%
Agriculture & Consumer Svcs	34300	732	6	1	0%
Agriculture & Consumer Svcs	34400	732	8	0	0%
Agriculture & Consumer Svcs	34500	732	3	2	0%



## Reward and Recognition Compliance Report (RHR490)

REVISED: 09/15/2021

### DESCRIPTION:

This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

This BI Publisher report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

### NAVIGATION PATH:

Navigator > Workforce Development > Rwd and Recogn Compliance Rpt

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Reward Type (Leave or Monetary)  
Fiscal/Leave Year

### OUTPUT FORMAT:

Excel

### Screenshot of the Reward and Recognition Compliance Report Run Control Page

The screenshot shows the 'Rwd and Recogn Compliance Rpt' interface. At the top, there is a header bar with the report name. Below it, a green button labeled 'R and R Compliance Report' is visible. The main area contains a 'Run Control ID' field with the value 'R\_and\_R\_Compliance\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this is a section titled 'Report Request Parameters' which contains a form for the 'Reward and Recognition Compliance Report'. The form includes a search box for 'Business Unit (Leave Blank for All)', radio buttons for 'Reward Type' (with 'Leave' selected), and a text box for '\*Fiscal/Leave Year'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Fiscal/Leave year field is a required field.



**Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)**

Cardinal		Commonwealth of Virginia Reward and Recognition Compliance Report							Page No:	1
Report ID: RHR490									Run Date:	04/29/2021
									Run Time:	03:03:40 PM
<b>Business Unit</b>	%									
<b>Start Date</b>	07/01/2019									
<b>End Date</b>	06/30/2020									
<b>Reward Type</b>	Monetary: Annual									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
21500		0		12/16/2019	ERB	0.00	7000.00			
21500		0		12/23/2019	RNB	0.00	17000.00			
21500		0		12/26/2019	RNB	0.00	33000.00			
<b>Reward Type</b>	Monetary: One Time Limit									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
70500		0		08/10/2019	RLP	0.00	5000.00		007741807705	
72800		0		07/10/2019	RNB	0.00	25000.00			

**Screenshot of the Reward and Recognition Compliance Report (Leave Reward)**

Cardinal		Commonwealth of Virginia Reward and Recognition Compliance Report							Page No:	1
Report ID: RHR490									Run Date:	05/05/2021
									Run Time:	02:24:20 PM
<b>Business Unit</b>	%									
<b>Leave Year</b>	2019									
<b>Reward Type</b>	Leave: Absence Management									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	268.80	0.00			
70200		0		11/09/2019	ALI	283.50	0.00			
70200		0		11/09/2019	ALI	249.00	0.00			
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	344.00	0.00			
70200		0		11/09/2019	ALI	260.00	0.00			
70200		0		11/09/2019	ALI	259.00	0.00			
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	250.70	0.00			
70200		0		11/09/2019	ALI	250.50	0.00			
77700		0		11/09/2019	ERL	42.50	0.00			



## Reward and Recognition Leave Report (RHR280)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

### NAVIGATION PATH:

Navigator > Workforce Development > Rwd and Recogn Leave Rpt

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Business Unit (Leave Blank for All)  
Department (Leave Blank for All)  
Report Type (Summary or Detail)  
Absence Mgmt Agency? (Yes or No)  
VPA Only (Yes or No or Both)

### OUTPUT FORMAT:

Excel

### Screenshot of the Reward and Recognition Leave Report Run Control Page

The screenshot shows the 'Rwd and Recogn Leave Rpt' run control page. At the top, there is a header bar with the report name. Below it, a green button labeled 'Reward and Recog Leave Rpt' is visible. The main area contains a 'Run Control ID' field with the value 'Rewards\_and\_Recognition\_Leave', a 'Report Manager' field with 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameters' section with several input fields: '\*From Date' and '\*To Date' (both with calendar icons), 'Business Unit (Leave Blank for All)' (with a search icon), 'Department (Leave Blank for All)' (with a search icon), and 'VPA only' with radio buttons for 'Yes', 'No', and 'Both' (where 'Both' is selected). To the right of these fields is a 'Report Type' section with radio buttons for 'Summary' and 'Detail' (where 'Detail' is selected), and an 'Absence Mgmt Agency?' section with radio buttons for 'Yes' and 'No' (where 'No' is selected). At the bottom left, there are 'Save' and 'Return to Search' buttons.

### ADDITIONAL INFORMATION:



**From Date and To Date fields are required fields.  
Screenshot of the Rewards and Recognition Leave Report (Detail Report)**

		Commonwealth of Virginia Reward and Recognition Leave Report Reward and Recognition Detail Data										Run Date: 04/28/2021 Run Time: 1:36:12 PM Page No: 1 of 1							
Report ID: RHR280																			
From Date: 01/01/2021 To Date: 03/31/2021 Business Unit: Department: VPA Only: B																			
Business Unit	Department	EmpID	Empl Rcd	Award Effdt	Last Nam	First Name	Position Nbr	Jobcode Description	Critical/Hard to Hire	Reward ID	Reward Type	Written Agreemen	Authorized HRS	Authorized Amt	YTD Hours	YTD Amt	Issued	Reward HRS	Reward Amt
21500	01000		0	12/02/2020			UMv/HR026	Pres Univ of Marg	N	5	RPL	N	0	3000	0	3000		0	0
21500	01000		0	12/30/2020			UMv/HR026	Pres Univ of Marg	N	5	IBB	Y	0	100	0	100		0	0
21500	200500		0	12/02/2020			UMv/00285	Library Specialist II	N	2	ERL	N	8	0	0	0		0	0
21500	203115		0	07/29/2020			UMv/HR025	Professor	N	3	PBB	N	0	500	0	1000		0	0
21500	302516		0	12/02/2020			UMv/00404	Financial Services Spec I	N	3	ERB	N	0	35	0	35		0	0
21500	303200		0	12/02/2020			UMv/00191	Trades Technician III	N	2	ERB	N	0	35	0	35	#####	0	35
21500	303200		0	12/02/2020			UMv/00277	Trades Technician III	N	3	ERB	N	0	35	0	35		0	0
21500	303404		0	12/02/2020			UMv/00114	Hsekeep &/or Apparel Mgr	N	2	ERB	N	0	500	0	500		0	0
21500	303600		0	12/02/2020			UMv/00319	Hsekeep &/or Apparel Work	N	5	PBB	Y	0	2000	0	0		0	0
21500	303600		0	12/02/2020			UMv/00347	Trades Manager I	N	2	SOB	N	0	5000	0	5000		0	0
21500	304000		0	12/02/2020			UMv/00400	Human Resource Analyst I	N	2	ERL	N	5	0	0	0		0	0
21600	216		0	12/16/2020			JMU00009	Library Specialist III	N	1	RNB	Y	0	500	0	500		0	0
70100	125		0	08/18/2020			DOCHR001	Security Officer III	N	1	IBB	Y	0	1000	0	0		0	0
END OF REPORT																			

**Screenshot of the Rewards and Recognition Leave Report (Summary Report)**

		Commonwealth of Virginia Reward and Recognition Leave Report Summary Report										Run Date: 04/23/2021 Run Time: 12:47:47 PM Page No: 1 of 1																								
Report ID: RHR280																																				
From Date: 01/01/2021 To Date: 03/31/2021 Business Unit: Department: VPA Only: B																																				
Business Unit: 21500 Department: 303200																																				
<table border="1"> <thead> <tr> <th>Reward Type</th> <th>Number of Leave Awards</th> <th>PCT of Population</th> <th>Avg Amount of Leave Awards Granted</th> </tr> </thead> <tbody> <tr> <td>ERB</td> <td>1</td> <td>7%</td> <td>35.00</td> </tr> <tr> <td><b>Department Total: 303200</b></td> <td><b>1</b></td> <td><b>7%</b></td> <td><b>35.00</b></td> </tr> <tr> <td><b>Business Unit Total: 21500</b></td> <td><b>1</b></td> <td><b>0%</b></td> <td><b>35.00</b></td> </tr> <tr> <td><b>StateWide Total:</b></td> <td><b>1</b></td> <td><b>0%</b></td> <td><b>35.00</b></td> </tr> </tbody> </table>		Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted	ERB	1	7%	35.00	<b>Department Total: 303200</b>	<b>1</b>	<b>7%</b>	<b>35.00</b>	<b>Business Unit Total: 21500</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>	<b>StateWide Total:</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>															
Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted																																	
ERB	1	7%	35.00																																	
<b>Department Total: 303200</b>	<b>1</b>	<b>7%</b>	<b>35.00</b>																																	
<b>Business Unit Total: 21500</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>																																	
<b>StateWide Total:</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>																																	
END OF REPORT																																				



## Salary Above and Below Pay Grade Report (RHR177)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.

This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

### NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Department ID (Leave Blank for All)  
Report Type (checkbox)

### OUTPUT FORMAT:

CSV  
PDF

### Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.

< Cardinal Homepage **Salary Pay Grade Report**

Salary Pay Grade Report

Run Control ID Salary\_Pay\_Grade\_Report Report Manager Process Monitor **Run**

**Run Control Parameters:**

Business Unit: (Leave Blank for All)

Department: (Leave Blank for All)

**Report Type**

Above Maximum

Below Minimum

Both Reports


**Save** **Return to Search** **Notify** **Add** **Update/Display**

### ADDITIONAL INFORMATION:

If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).



Screenshot of the Salary Above and Below Pay Grade Report.

		Commonwealth of Virginia		Run Date: 04/21/2021					
Report ID: VHRR0177		SALARY ABOVE AND BELOW PAY GRADE REPORT		Run Time: 03:24 00					
Business Unit:									
Department ID:									
Report Type: Both Reports									
Business Unit: 12300 - Department of Military Affairs									
Report Section: Above Maximum									
<u>Empl</u>	<u>Rcd</u>	<u>Name</u>	<u>Jobcode</u>	<u>Deptid</u>	<u>Position Number</u>	<u>Salary Plan/Grade</u>	<u>Maximum Salary</u>	<u>Annual Rate</u>	<u>Above Amount</u>
Report Section: Below Minimum									
<u>Empl</u>	<u>Rcd</u>	<u>Name</u>	<u>Jobcode</u>	<u>Deptid</u>	<u>Position Number</u>	<u>Salary Plan/Grade</u>	<u>Minimum Salary</u>	<u>Annual Rate</u>	<u>Amount Below</u>
Salary Plan: SW - Statewide									
00923567500	0	T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	\$ 60,209.00	\$ 54,000.00	\$ 6,209.00



## Salary Grade/Step Components Table (PER706B)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

### NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

### INPUT / SEARCH CRITERIA:

Show Components (checkbox)

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Salary Grade/Step Components Table Run Control Page

The screenshot shows the 'Salary Grade/Step' Run Control page. At the top left is a 'Process List' link. The page title is 'Salary Grade/Step'. Below the title, there are fields for 'Run Control ID' (Salary\_Grade\_Step) and 'Language' (English). To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these fields is a 'Report Request Parameter(s)' section with a checkbox for 'Show Components'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report may be run with or without the **Show Components** checkbox checked. .



### Screenshot of the Salary Grade/Step Components Table

Report ID: PER706B PeopleSoft  
 Salary Plan/Grade/Step/Components Table Page No. 1  
 For the period 01/01/1900 through 04/14/2021 Run Date 04/14/2021  
Run Time 14:46:01

Salary SETID	Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901							Group		
19400	SW/4/ 1	SW Grade 4	01/01/1901									
19400	SW/5/ 1	SW Grade 5	01/01/1901									
20300	NV/4/ 1	NV Ext 4	01/01/1901									
20300	SW/1/ 1	SW Grade 1	01/01/1901									
20300	SW/3/ 1	SW Grade 3	01/01/1901									
20300	SW/3/ 2	SW Grade 3	01/01/1901									
20300	SW/3/ 3	SW Grade 3	01/01/1901									
20300	SW/4/ 1	SW Grade 4	01/01/1901									
20300	SW/4/ 2	SW Grade 4	01/01/1901									
20300	SW/4/ 3	SW Grade 4	01/01/1901									
20300	SW/4/ 4	SW Grade 4	01/01/1901									
20800	SW/3/ 1	SW Grade 3	01/01/1901									
21400	SW/3/ 1	SW Grade 3	01/01/1901									

### Screenshot of the Salary Grade/Step Components Table (Show Components)

Report ID: PER706B PeopleSoft  
 Salary Plan/Grade/Step/Components Table Page No. 1  
 For the period 01/01/1900 through 04/28/2021 Run Date 04/28/2021  
Run Time 14:06:24

Salary SETID	Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
19400	SW/4/ 1	SW Grade 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
19400	SW/5/ 1	SW Grade 5	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20300	NV/4/ 1	NV Ext 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20300	SW/1/ 1	SW Grade 1	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20300	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20300	SW/3/ 2	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20300	SW/3/ 3	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0
20400	SW/4/ 1	SW Grade 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000	0.000	0.000	0



## Salary Grade Table Report (PER706A)

REVISED: 09/15/2021

### DESCRIPTION:

This BI Publisher report displays Salary Plan and Grade table data.

### NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

### INPUT / SEARCH CRITERIA:

(No input required)

### OUTPUT FORMAT:

PDF

### Screenshot of the Salary Grade Table Report Run Control Page

The screenshot shows a web interface for the 'Salary Grade' report. At the top, there is a navigation bar with a 'Process List' button and the title 'Salary Grade'. Below this, a 'Salary Grade Table' tab is active. The main area contains a table with the following structure:

Run Control ID	Salary_Grade
----------------	--------------

Navigation links include 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of the table. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



## Screenshot of the Salary Grade Table Report

ORACLE® Report ID: PER706A		PeopleSoft SALARY PLAN / GRADE TABLE		Page No: 1 of 126	Run Date: 04/28/2021	Run Time: 14:21:42		
Setid	Salary Plan/Grade	Description	Effective Date	Curr Cd	<--Hourly Min--> <--Hourly Mid--> <--Hourly Max-->	<--Daily Min--> <--Daily Mid--> <--Daily Max-->	<-- Monthly Min --> <-- Monthly Mid --> <-- Monthly Max -->	<-- Annual Min --> <-- Annual Mid --> <-- Annual Max -->
STATE	AH/119	Agency Head, LTG	01/01/1901	USD	0.000 8.731 17.462	0.00 69.85 139.70	0.00 1,513.38 3,026.75	0 18,160 36,321
STATE	AH/121	Agency Head, GOV	01/01/1901	USD	0.000 42.067 84.135	0.00 336.54 673.08	0.00 7,291.67 14,583.33	0 87,500 175,000
STATE	AH/122	Agency Head, DPB	01/01/1901	USD	81.336 84.284 87.231	650.69 674.27 697.85	14,098.25 14,609.17 15,120.08	169,179 175,310 181,441
STATE	AH/123	Agency Head, DMA	01/01/1901	USD	57.218 63.869 70.520	457.75 510.96 564.16	9,917.83 11,070.63 12,223.42	119,014 132,848 146,681
STATE	AH/127	Agency Head, DEM	01/01/1901	USD	57.218 66.204 75.190	457.75 529.64 601.52	9,917.83 11,475.38 13,032.92	119,014 137,704 156,395
STATE	AH/129	Agency Head, HRM	01/01/1901	USD	56.478 69.231 81.983	451.82 553.85 655.87	9,789.50 11,999.96 14,210.42	117,474 144,000 170,525
STATE	AH/132	Agency Head, SBE	01/01/1901	USD	45.731 50.899 56.067	365.85 407.19 448.53	7,926.67 8,822.46 9,718.25	95,120 105,870 116,619
STATE	AH/136	Agency Head, ITA	01/01/1901	USD	81.336 88.467 95.598	650.69 707.74 764.78	14,098.25 15,334.29 16,570.33	169,179 184,012 198,844
STATE	AH/140	Agency Head, CJS	01/01/1901	USD	57.218 60.183 63.149	457.75 481.47 505.19	9,917.83 10,431.79 10,945.75	119,014 125,182 131,349
STATE	AH/141	Agency Head, OAG	01/01/1901	USD	0.000 36.058 72.115	0.00 288.46 576.92	0.00 6,250.00 12,500.00	0 75,000 150,000
STATE	AH/146	Agency Head, SMV	01/01/1901	USD	57.218	457.75	9,917.83	119,014



## Salary Structure Report (CMP001)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays Salary Grade Structures by SET ID.

### NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

### INPUT / SEARCH CRITERIA:

As Of Date

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Salary Structure Report Run Control Page

The screenshot shows the 'Salary Structure' report run control page. At the top left is a navigation link '< Cardinal Homepage'. The page title is 'Salary Structure'. Below the title, there are fields for 'Run Control ID' (Salary\_Structure) and 'Language' (English). To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section for 'Report Request Parameter(s)' with an 'As Of Date' field and a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Defaults to current day if **As Of Date** field is left blank.



Screenshot of the Salary Structure Report

Report ID: CMP001		PeopleSoft SALARY STRUCTURE REPORT				Page No. 1 Run Date 04/28/2021 Run Time 14:46:58	
As Of Date: 04/28/2021							
SETID	Salary Grade	Minimum	Midpoint	Maximum	Midpoint Differential	Range Spread	
STATE	AH/999	117,474	153,293	189,111		60.98%	
STATE	AH/960	24,162	62,725	101,288	144.39%	319.20%	
STATE	AH/957	95,120	104,168	113,215	-39.78%	19.02%	
STATE	AH/948	0	68,791	137,582	51.43%	100.00%	
STATE	AH/942	119,014	121,746	124,477	-43.50%	4.59%	
STATE	AH/938	0	74,166	148,332	64.15%	100.00%	
STATE	AH/937	0	68,983	137,966	7.51%	100.00%	
STATE	AH/912	117,474	136,002	154,529	-49.28%	31.54%	
STATE	AH/841	119,014	136,570	154,125	-0.42%	29.50%	
77800	AH/778	117,474	146,761	176,048	-6.94%	49.86%	
STATE	AH/777	117,474	141,292	165,110	3.87%	40.55%	
STATE	AH/766	119,014	128,486	137,957	9.97%	15.92%	
76500	AH/765	169,179	191,964	214,748	-33.07%	26.94%	
STATE	AH/751	24,162	62,664	103,266	200.50%	320.03%	
72000	AH/720	169,179	205,321	241,463	-68.90%	42.73%	
70200	AH/702	95,120	109,753	124,386	87.08%	30.77%	
STATE	AH/701	169,179	181,273	193,367	-39.45%	14.30%	
STATE	AH/602	169,179	190,879	212,578	-5.03%	25.65%	
60100	AH/601	169,179	202,785	236,390	-5.87%	39.73%	
STATE	AH/506	117,474	118,796	120,117	70.70%	2.25%	
STATE	AH/505	117,474	138,761	160,048	-14.39%	36.24%	
STATE	AH/501	169,179	193,844	218,509	-28.42%	29.16%	
50100	AH/501	169,179	193,844	218,509	0.00%	29.16%	
STATE	AH/454	0	90,353	180,706	114.54%	100.00%	
STATE	AH/440	169,179	184,497	199,815	-51.03%	18.11%	
STATE	AH/425	119,014	133,517	148,019	38.18%	24.37%	
STATE	AH/423	119,014	124,507	130,000	7.24%	9.23%	
STATE	AH/417	95,120	95,120	95,120	30.89%	0.00%	
STATE	AH/411	119,014	135,623	152,232	-29.86%	27.91%	
STATE	AH/409	117,474	135,839	154,204	-0.16%	31.27%	
STATE	AH/407	117,474	132,964	148,454	2.16%	26.37%	
STATE	AH/405	119,014	124,976	130,938	6.39%	10.02%	
STATE	AH/403	117,474	132,930	148,385	-5.98%	26.31%	
STATE	AH/402	117,474	131,690	145,905	0.94%	24.20%	
STATE	AH/350	117,474	132,000	146,525	-0.23%	24.73%	
STATE	AH/330	95,120	97,908	100,695	34.82%	5.86%	
STATE	AH/301	117,474	143,506	169,538	-31.77%	44.32%	
STATE	AH/299	0	250,000	500,000	-42.60%	100.00%	
STATE	AH/298	0	250,000	500,000	0.00%	100.00%	
STATE	AH/297	0	250,000	500,000	0.00%	100.00%	
STATE	AH/296	0	250,000	500,000	0.00%	100.00%	
STATE	AH/295	0	250,000	500,000	0.00%	100.00%	
STATE	AH/294	0	250,000	500,000	0.00%	100.00%	
STATE	AH/293	0	250,000	500,000	0.00%	100.00%	
STATE	AH/292	0	250,000	500,000	0.00%	100.00%	
STATE	AH/291	0	250,000	500,000	0.00%	100.00%	
STATE	AH/290	0	250,000	500,000	0.00%	100.00%	
STATE	AH/288	0	250,000	500,000	0.00%	100.00%	
STATE	AH/287	0	250,000	500,000	0.00%	100.00%	
STATE	AH/286	0	250,000	500,000	0.00%	100.00%	
STATE	AH/285	0	250,000	500,000	0.00%	100.00%	
STATE	AH/284	0	250,000	500,000	0.00%	100.00%	
STATE	AH/283	0	250,000	500,000	0.00%	100.00%	
STATE	AH/282	0	250,000	500,000	0.00%	100.00%	
STATE	AH/280	0	250,000	500,000	0.00%	100.00%	
STATE	AH/279	0	250,000	500,000	0.00%	100.00%	
STATE	AH/278	0	250,000	500,000	0.00%	100.00%	
STATE	AH/277	0	250,000	500,000	0.00%	100.00%	
STATE	AH/276	0	250,000	500,000	0.00%	100.00%	
STATE	AH/275	0	250,000	500,000	0.00%	100.00%	
26200	AH/262	117,474	140,630	163,786	77.77%	39.42%	
STATE	AH/261	0	92,977	185,953	51.25%	100.00%	
STATE	AH/247	0	80,856	161,712	14.99%	100.00%	
STATE	AH/246	0	65,358	130,716	23.71%	100.00%	
STATE	AH/245	0	102,483	204,965	-36.23%	100.00%	
STATE	AH/242	0	73,264	146,528	39.88%	100.00%	
STATE	AH/241	0	71,303	142,606	2.75%	100.00%	
STATE	AH/239	95,120	103,123	111,125	-30.86%	16.83%	
STATE	AH/238	119,014	135,317	151,620	-23.79%	27.40%	
23600	AH/236	0	93,192	186,383	45.20%	100.00%	



## Separation Report (including Layoff Details) (RHR423)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays separation details for a specified period of time.

End users for this report are Agency HR and DHRM.

### NAVIGATION PATH:

Navigator> Workforce Administration > Workforce Reports > Separation Detail Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Separation Report (Details) Run Control Page

The screenshot shows the 'Separation Detail Report' Run Control Page. At the top left is a '< List' button. The page title is 'Separation Detail Report'. Below the title, the 'Run Control ID' is 'Separation\_Detail\_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Process Request Parameters' contains a search box for 'Business Unit (Leave Blank for All)', and two date pickers for '\*From Date' and '\*To Date'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



## Screenshot of the Separation Report

Commonwealth of Virginia														
Separation Detail Report														
Report ID: RHR423												Run Date 04/28/2021 Run Time 3:05:34 PM Page No. 1 of 2		
Results for Effective Date Range: From Date: 1/1/2021 To Date: 3/31/2021														
Business Unit: 12300 Department of Military Affairs														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/11/2021	29112	2	M	WHITE	I	T	T		4	TER	RES
Business Unit: 15100 Department of Accounts														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/2/2021	19032	4	F	HISPA	I	T	T		5	TER	TER
	0		1/20/2021	39112	2	M	BLACK	I	T	T		5	TER	TER
	0		1/3/2021	19031	46	F	WHITE	I	T	T		4	TER	RES
Business Unit: 19100 VA Workers' Compensation Comm														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		2/1/2021	COVA99	10	M	NSPEC	I	T	A			TER	XFO
Business Unit: 20100 Dept of Ed Central Operations														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/1/2021	19032	17	F	HISPA	I	D	T		5	TER	DWD
Business Unit: 21200 Virginia State University														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/2/2021	29052	33	F	BLACK	I	T	T		4	TER	RES
Business Unit: 21500 University of Mary Washington														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/4/2021	01013	2	M		I	T	A			TER	XFO
	0		1/13/2021	79033	25	M	WHITE	I	T	T		3	TER	RES
	0		2/24/2021	01013	0	M		I	T	T			TER	TER
Business Unit: 50100 VA Dept of Transportation														



## Statewide Report for Veteran's Services (RHR394)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

### NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

### INPUT / SEARCH CRITERIA:

As of Quarter End Date  
VPA Only (checkbox)  
Business Unit

### OUTPUT FORMAT:

PDF

### Screenshot of the Statewide Report for Veteran's Services Run Control Page

The screenshot shows the 'Statewide Report for Veteran's Services' run control page. At the top, there is a header 'Statewide Report for Veteran's Services' and a sub-header 'Report for Veteran's Services'. Below this, the main title 'Statewide Report for Veteran's Services' is displayed. The page contains several input fields and buttons: 'Run Control ID' with the value 'Veterans\_Services\_Report', 'Report Manager', 'Process Monitor', and a 'Run' button. There is a field for '\*As Of Quarter End Date' with a calendar icon, and a 'VPA Only' checkbox. A 'Business Unit Selection' section includes a search bar, a table with one row, and navigation controls. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Statewide Report for Veteran's Services

Report for Veteran's Services

Statewide Report for Veteran's Services

Run Control ID Veterans\_Services\_Report Report Manager Process Monitor Run

\*As Of Quarter End Date [ ] [Calendar Icon]

VPA Only:

Business Unit Selection

Business Unit	Agency Description		
1 [ ] [Search Icon]		[+]	[-]


Save Return to Search Notify Add Update/Display

### ADDITIONAL INFORMATION:

As Of Quarter End Date field is a required field.



### Screenshot of the Statewide Report for Veterans Services

		Commonwealth of Virginia Statewide Report for Veteran's Services		Run Date: 04/14/2021 Run Time: 16:22:32
Report ID: RHR394				Page 1 of 1
As of Quarter End Date: 03/31/2020				
Business unit : 24200				
VPA Only : N				
	Percent of Workforce Veterans (%)	Average Current Tenure of Veterans	Percent of Workforce Non-Veterans (%)	Average Current Tenure of Non-Veterans
Overall Calculation:	5.48%	7.89	0%	9.14



## Transfer Report (RHR447)

REVISED: 09/15/2021

### DESCRIPTION:

This report is used to monitor intra-agency and inter-agency transfers.

The end users are Agency HR and DHRM.

### NAVIGATION PATH:

Navigator> Workforce Administration > Job Information > Reports > Transfer Report

### INPUT / SEARCH CRITERIA:

From Date

To Date

Intra Agency, Inter Agency or Both

### OUTPUT FORMAT:

Excel

### Screenshot of the Transfer Report Run Control page.

The screenshot shows the 'Transfer Report' Run Control page. At the top left is a '< Process List' button. The page title is 'Transfer Report'. Below the title, the 'Run Control ID' is 'Transfer\_Report'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains two date pickers for '\*From Date' and '\*To Date'. Below these are three radio button options: 'Intra Agency', 'Inter Agency', and 'Both Intra and Inter Agencies' (which is selected). At the bottom left is a 'Save' button and at the bottom right is an 'Add' button.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Transfer Report

Current Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10	21500	University of Mary	203201	Music
		1	2021-02-01	HIR	XNC	95012	1958.333333			85100	Tobacco Rgn Revitalizatn	80100	Tobacco Region Rev
		2	2021-01-04	HIR	XPO	19031	3125	4		70100	Dept of Corr - Central Admin	126	PAYROLL
		1	2021-01-07	TER	XFO	91566	0		2019-11-10	70100	Dept of Corr - Central Admin	125	PROCUREMENT & RISK MGMT
		1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15	71800	Bland Correctional Center	100	BLAND CORRECTIONAL CENTER
		0	2021-01-26	XFR	VDX	COVA99	0			LOCAL	The Local Choice Participants	047001000	Lee County - DSS

Screenshot of the Transfer Report (scrolled right)

Previous Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10	19100	VA Workers' Compensation	12050	Information Systems
		0	2021-01-16	TER	XFO	79152	1455.625	2		60100	VA Dept of Transportation	14067	Sturgeonsville Area Hdqtrs
		1	2021-01-04	TER	XFO	69034	2083.333333	5		99900	Alcoholic Beverage Control	100000	Administration
		0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15	70100	Dept of Corr - Central Admin	059	GENERAL SERVICES
		0	2021-01-25	HIR	NEW	COVA99	0			LOCAL	The Local Choice Participants	047001000	Lee County - DSS



## Years of Service Report (RHR475)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards.

### NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Years of Service

### INPUT / SEARCH CRITERIA:

As Of Date  
Business Unit (Leave Blank for All)  
Department (Leave Blank for All)

### OUTPUT FORMAT:

Excel

### Screenshot of the Years of Service Report Run Control Page

The screenshot shows a web interface for the 'Years of Service' report. At the top, there is a navigation bar with a 'Process List' button and the title 'Years of Service'. Below this, there is a 'Years of Service' tab. The main area contains a 'Run Control ID' field with the value 'Years\_of\_Service', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there is a section titled 'Years of Service' containing a form with the following fields: '\*As Of Date' (with a calendar icon and the value '04/14/2021'), 'Business Unit (Leave Blank for All)' (with a search icon), and 'Department (Leave Blank for All)' (with a search icon). At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field is a required field and defaults to current day but can be updated.



## Screenshot of the Years of Service Report

Cardinal		Commonwealth of Virginia Years of Service								
Report ID: RHR475									Run Date: 04/28/2021	
									Run Time: 16:09:23	
									Page 1 of 1	
As of Date : 3/31/2021										
Business Unit :										
Department :										
Business Unit	Department	Employee ID	Employee Name	Leave Service Date	Next Leave Anniversary Date	Employee Status	Anniversary Milestone	Job Code	Grade	Employee Email
VRSRT	99999			1/1/2016	1/1/2026	Active	10	COVA99		HREE3.02HR0122@VRA.
VRSRT	99999			7/25/1987	7/25/2022	Active	35	COVA99		noemail@virginia.gov
VRSRT	99999			2/10/2001	2/10/2026	Active	25	COVA99		noemail@virginia.gov
VRSRT	99999			9/10/1982	9/10/2022	Active	40	COVA99		noemail@virginia.gov
VRSRT	99999			1/25/1992	1/25/2022	Active	30	COVA99		noemail@virginia.gov
VRSRT	99999			5/10/1992	5/10/2022	Active	30	COVA99		noemail@virginia.gov
VRSRT	99999			6/25/1976	6/25/2021	Active	45	COVA99		noemail@virginia.gov
VRSRT	99999			2/10/1986	2/10/2026	Active	40	COVA99		noemail@virginia.gov
VRSRT	99999			7/10/2007	7/10/2022	Active	15	COVA99		noemail@virginia.gov
VRSRT	99999			10/10/1976	10/10/2021	Active	45	COVA99		noemail@virginia.gov



## Payroll Queries

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# Audit Report for Pay Deduction Query V\_PY\_PAYSHEET\_AUDIT\_DED\_BEN

REVISED: 09/15/2021

## DESCRIPTION:

This query will be used by State Payroll Operations (SPO) and authorized agency staff to audit manually keyed online change to Paysheets for Pay Deductions.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEET\_AUDIT\_DED\_BEN

## INPUT / SEARCH CRITERIA:

Company  
From Date  
To Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

## Screenshot of the Audit Report for Pay Deduction Query

V\_PY\_PAYSHEET\_AUDIT\_DED\_BEN - Audit Report for Pay Deduction

Company  Q

From Date 10/01/2019

To Date 12/31/2019

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All First 1-14 of 14 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Plan Typ	Benefit Plan	Deductn Cd	Dedn Class	One Tm Cd	Rate/Pct	Flat Amt
1	DGS	SM1	12/24/2019	N	48	5	3 00039893700		0	V_PY_SPO_PROCESSOR	09/13/2020 9:49:15PM	Add	00		OPTLIF	A	O	0.000	50.00
2	DGS	SM1	12/24/2019	N	48	5	3 00039893700		0	V_PY_SPO_PROCESSOR	09/13/2020 9:56:59PM	Add	00		DGPRKB	B	R	0.000	20.00
3	DGS	SM1	12/24/2019	N	48	5	0 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 11:39:45AM	Add	00		OPTLIF	A	O	0.000	99.99
4	DGS	SM1	12/24/2019	N	48	5	0 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	99.99
5	DGS	SM1	12/24/2019	N	48	5	3 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	50.00
6	DGS	SM1	12/24/2019	N	48	5	3 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 12:13:44PM	Add	00		OPTLIF	A	O	0.000	50.00
7	DGS	SM1	12/24/2019	N	48	5	4 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 1:45:18PM	Add	00		OPTLIF	A	O	0.000	50.00
8	DGS	SM1	12/24/2019	N	48	5	4 00039893700		0	V_PY_SPO_PROCESSOR	09/14/2020 4:44:57PM	Delete	00		OPTLIF	A	O	0.000	50.00
9	DGS	SM1	12/09/2019	N	10	8	0 00900085800		0	V_PY_SPO_PROCESSOR	08/13/2020 10:35:08PM	Add	10	KP	KAISER	B	O	0.000	46.00
10	DOA	SM1	11/24/2019	N	10	3	0 00900026000		0	V_PY_SPO_PROCESSOR	06/29/2020 3:36:21PM	Add	00		OPTLIF	A	O	0.000	50.00
11	DOA	SM1	11/24/2019	N	10	3	0 00900026000		0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	00		DGPRKA	A	R	0.000	20.00
12	DOA	SM1	11/24/2019	N	18	1	0 00900048200		0	V_PY_SPO_PROCESSOR	06/30/2020 10:55:51AM	Add	00		AGYMSC	A	O	0.000	100.00
13	RBC	SM1	12/25/2019	Y	210	1	0 00900085800		1	V_PY_SPO_PROCESSOR	09/25/2020 9:18:25AM	Add	00		GRNFEE	A	O	0.000	5.00
14	SOV	WK1	11/09/2019	N	1	1	2 00900083400		1	V_PY_SPO_PROCESSOR	08/25/2020 4:30:21PM	Delete	00		CVC	A	A	0.000	200.00



# Audit Report for Pay Earnings Query V\_PY\_PAYSHEET\_AUDIT\_PAYEARN

REVISED: 09/15/2021

## DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Earnings.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEET\_AUDIT\_PAYEARN

## INPUT / SEARCH CRITERIA:

Company  
From Date  
To Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

## Screenshot of the Audit Report for Pay Earnings Query

V\_PY\_PAYSHEET\_AUDIT\_PAYEARN - Audit Report for Pay Earnings

Company

From Date 10/01/2019

To Date 12/31/2019

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(791 kb\)](#)

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Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	OK to Pay	Job Pay	Gross-Up	Reg Hours	Hrly Rate	Reg Earns	OT Hrs	OT Earns	Earns Begin	Earns End
1	ABC	BW3	12/05/2019	N	120	15	0	00010392500	0	V_PY_SPO_PROCESSOR	10/15/2020 5:45:58PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/29/2019	12/05/2019
2	ABC	BW3	12/05/2019	N	120	15	1	00010392500	0	V_PY_SPO_PROCESSOR	10/15/2020 5:48:35PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/22/2019	11/28/2019
3	ABC	BW3	12/05/2019	N	357	6	0	00015191900	0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:14PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/29/2019	12/05/2019
4	ABC	BW3	12/05/2019	N	357	6	1	00015191900	0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:23PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/22/2019	11/28/2019
5	ABC	BW3	12/05/2019	N	357	7	0	00015191900	1	V_PY_SPO_PROCESSOR	10/15/2020 5:47:33PM	Change Old (PPR Only)	N	Y	N	0.00	10.200000	0.00	0.00	0.00	11/29/2019	12/05/2019
6	ABC	SM1	12/24/2019	N	11	3	0	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.64	0.00	0.00	12/20/2019	12/24/2019
7	ABC	SM1	12/24/2019	N	11	3	1	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	1149.40	0.00	0.00	12/13/2019	12/19/2019
8	ABC	SM1	12/24/2019	N	11	3	2	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.63	0.00	0.00	12/10/2019	12/12/2019
9	ABC	SM1	12/09/2019	N	63	1	0	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/06/2019	12/09/2019
10	ABC	SM1	12/09/2019	N	63	1	1	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/29/2019	12/05/2019
11	ABC	SM1	12/09/2019	N	63	1	2	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/25/2019	11/28/2019
12	ABC	SM1	12/24/2019	N	62	1	0	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/20/2019	12/24/2019
13	ABC	SM1	12/24/2019	N	62	1	1	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/13/2019	12/19/2019
14	ABC	SM1	12/24/2019	N	62	1	2	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/10/2019	12/12/2019



# Audit Report for Pay Garnishment Query V\_PY\_PAYSHEET\_AUDIT\_PAYGARN

REVISED: 09/15/2021

### DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Garnishments.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEET\_AUDIT\_PAYGARN

### INPUT / SEARCH CRITERIA:

Company  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Audit Report of Pay Garnishment Query

V\_PY\_PAYSHEET\_AUDIT\_PAYGARN - Audit Report for Pay Garnish

Company

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-4 of 4 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Garn ID	Flat Amt	Onetime Cd	Priority	Ded Calc
1	DOA	SM1	03/24/2020	N	8	11	0		0		11/15/2020 2:47:10PM	Add	0916B	200.00 R		1	P
2	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:38PM	Change - Old Values	0916B	200.00 R		1	P
3	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:38PM	Change - New Values	0916B1	200.00 R		1	P
4	DOA	SM1	06/09/2020	N	10	13	0		0		02/14/2021 11:49:57AM	Add	SITCM4	9.99 R		0	P



# Audit Report for Pay Other Earnings Query V\_PY\_PAYSHEET\_AUDIT\_PAYOTHR

REVISED: 09/15/2021

## DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Other Earnings.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEET\_AUDIT\_PAYOTHR

## INPUT / SEARCH CRITERIA:

Company  
From Date  
To Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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

V\_PY\_PAYSHEET\_AUDIT\_PAYOTHR - Audit Report for Pay Oth Ern

Company

From Date 10/01/2019

To Date 12/31/2019

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (122 kb)

View All First 1-100 of 326 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Earn Code	Add Gross	Oth Hrs	Oth Earns	Oth Py	Sep Check Nbr	Job Pay	Tax Method
1	ABC	BW3	12/19/2019	N	1	23	6	00900021100	0		11/04/2020 5:00:27PM	Add	RGH		40.00	0.00	0.00	0	N	
2	ABC	BW3	12/05/2019	N	1	18	0	00900020400	0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
3	ABC	BW3	12/05/2019	N	1	18	1	00900020400	0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
4	ABC	BW3	12/05/2019	N	1	17	0	00900020200	0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
5	ABC	BW3	12/05/2019	N	1	17	1	00900020200	0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
6	ABC	BW3	12/05/2019	N	1	13	0	00900020000	0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
7	ABC	BW3	12/05/2019	N	1	13	1	00900020000	0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
8	ABC	BW3	12/05/2019	N	1	14	0	00900019900	0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
9	ABC	BW3	12/05/2019	N	1	14	1	00900019900	0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
10	ABC	SM1	12/24/2019	N	11	2	0	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	DHL	N	8.00	0.00	0.00	0	Y	A
11	ABC	SM1	12/24/2019	N	11	2	0	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A
12	ABC	SM1	12/24/2019	N	11	2	1	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	836.80	836.80	0	Y	A
13	ABC	SM1	12/24/2019	N	11	2	2	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A



# Audit Report for Pay Tax Query

## V\_PY\_PAYSHEET\_AUDIT\_PAYTAX

REVISED: 09/15/2021

### DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Tax.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEET\_AUDIT\_PAYTAX

### INPUT / SEARCH CRITERIA:

Company  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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

V\_PY\_PAYSHEET\_AUDIT\_PAYTAX - Audit Report for Pay Tax

Company  Q

From Date 10/01/2019

To Date 12/31/2019

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All First 1-21 of 21 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	State	Locality	Tax Class	Overtime Tx	Sep Check Nbr	One Tm Cd
1	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	F		40.92	0	O
2	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	Q		40.92	0	O
3	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	D		174.96	0	O
4	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	E		174.96	0	O
5	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	H		519.49	0	O
6	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	VA	H		145.73	0	O
7	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/13/2020 10:21:22PM	Add	VA	H		100.00	0	A
8	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 1:13:52PM	Delete	VA	H		100.00	0	A
9	DGS	SM1	12/24/2019	N	48	5	4	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 5:31:18PM	Add	VA	H		100.00	0	A
10	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	VA	H		100.00	0	A
11	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/30/2020 10:39:12AM	Change Old (PPR Only)	VA	H		100.00	0	A
12	GOV	SM1	12/28/2019	Y	1	15	0	00735749700	0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	D		5.15	0	O
13	GOV	SM1	12/28/2019	Y	1	15	0	00735749700	0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	H		5.15	0	R
14	GOV	SM1	12/28/2019	Y	1	9	0	00687003900	0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	D		0.38	0	O
15	GOV	SM1	12/28/2019	Y	1	9	0	00687003900	0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	H		0.38	0	R
16	HRM	SM1	12/28/2019	Y	1	1	0	00264220700	0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	D		66.08	0	O
17	HRM	SM1	12/28/2019	Y	1	1	0	00264220700	0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	H		66.08	0	R
18	OAG	SM1	12/28/2019	Y	1	2	0	00740999000	0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	D		4.75	0	O
19	OAG	SM1	12/28/2019	Y	1	2	0	00740999000	0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	H		4.75	0	R
20	OAG	SM1	12/28/2019	Y	1	1	0	00740987400	0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	D		0.06	0	O
21	OAG	SM1	12/28/2019	Y	1	1	0	00740987400	0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	H		0.06	0	R



# Child Support Garnishment without Administrative Fee V\_PY\_CHILD SUPT\_NO ADMIN\_FEES

REVISED: 09/15/2021

### DESCRIPTION:

This query lists all employees having active Child Support deductions with no Administrative Fee established on Garnishment Specification page.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_CHILD SUPT\_NO ADMIN\_FEES

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

This query has no required fields.

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

V\_PY\_CHILD\_SUPT\_NO\_ADMIN\_FEES - Child Support Garn & No Adm Fee

Company (Blank for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-10 of 10 Last

Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	Garnish Flat Deduction Amount
1	BCC			01	R	0.00
2	CNU			021618	R	0.00
3	CNU			021618	R	0.00
4	CNU			021618	R	0.00
5	DGS			3	R	800.00
6	DGS			000001	R	0.00
7	DOA			SITCM2	R	0.00
8	DOA			0916A	A	500.00
9	MME			021618	R	0.00
10	VSU			0916F	A	600.00



# Direct Deposit to Goal Query V\_PY\_DIR\_DEP\_GOAL

REVISED: 09/15/2021

### DESCRIPTION:

A query by agency of Virginia Credit Union (VACU) direct deposits from Pay Distribution against the goal balance for that employee (using account/routing number).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_DIR\_DEP\_GOAL

### INPUT / SEARCH CRITERIA:

Company  
As Of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Direct Deposit to Goal Query

V\_PY\_DIR\_DEP\_GOAL - VSELP Dir Dep to Goal Qry

Company

As Of Date 12/31/2019

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(74 kb\)](#)

View All First 1-100 of 449

Row	Company	Employee ID Number	Direct Deposit Effdt	Deposit Amount	Amount Deposited To Date	Goal Amount
1	ABC	00015191900	11/25/2019		150.00	1200.00
2	ABC	00183887800	11/25/2019		46.00	322.00
3	ABC	00211936500	11/25/2019		46.00	0.00
4	ABC	00213036100	11/25/2019		150.00	1200.00
5	ABC	00284296800	11/25/2019		150.00	1200.00
6	ABC	00315401400	11/25/2019		46.00	92.00
7	ABC	00356066100	11/25/2019		150.00	1200.00
8	ABC	00390005800	11/25/2019		46.00	184.00
9	ABC	00400617300	11/25/2019		46.00	368.00
10	ABC	00419673900	11/25/2019		46.00	184.00
11	ABC	00448882900	11/25/2019		46.00	552.00
12	ABC	00469075800	11/25/2019		46.00	276.00
13	ABC	00477416400	11/25/2019		46.00	460.00
14	ABC	00482015000	11/25/2019		46.00	552.00
15	ABC	00520829400	11/25/2019		46.00	184.00
16	ABC	00570784500	11/25/2019		46.00	552.00
17	ABC	00617028600	11/25/2019		46.00	92.00
18	ABC	00617546600	11/25/2019		46.00	368.00
19	ABC	00631881200	11/25/2019		46.00	460.00
20	ABC	00635266200	11/25/2019		46.00	184.00
21	ABC	00674594500	11/25/2019		46.00	184.00



# Earnings Extract Query

## V\_PY\_ERN\_EXTRACT

REVISED: 10/17/2022

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_UNEMPLOYMENT\_TAX

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

- HTML
- Excel
- CSV

### ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

### Screenshot of the Earnings Extract Query

V\_PY\_ERN\_EXTRACT - Payroll Earnings Extract

Check Date From (required) 06/01/2022

Check Date To (required) 07/01/2022

Company (blank for all) DOT

Earn Code (blank for all)

Employee ID (blank for all)

Paygroup (blank for all)

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (21140 kb)

View All

First 1-100 of 63295 (1) Last

Row	Company	Employee ID	Employee Name	Earn Code	Description	Hours	Amount	Add to Gross	Pay End Date	Check Date	Paygroup	Run ID
1	DOT			RGS	Regular Time - Salaried	0.00	2866.42		05/24/2022	06/01/2022	S10	SM1052422
2	DOT			RGS	Regular Time - Salaried	0.00	2866.42		06/09/2022	06/16/2022	S10	SM1060922
3	DOT			RGS	Regular Time - Salaried	0.00	2866.42		06/24/2022	07/01/2022	S10	SM1062422
4	DOT			VRS	VRS Contribution Base	0.00	2866.42 N		05/24/2022	06/01/2022	S10	SM1052422
5	DOT			VRS	VRS Contribution Base	0.00	2866.42 N		06/09/2022	06/16/2022	S10	SM1060922
6	DOT			VRS	VRS Contribution Base	0.00	2866.42 N		06/24/2022	07/01/2022	S10	SM1062422
7	DOT			MLS	Meal Stipend	0.00	110.00		05/24/2022	06/01/2022	S18	SM1052422
8	DOT			RGS	Regular Time - Salaried	0.00	2314.67		05/24/2022	06/01/2022	S18	SM1052422
9	DOT			RGS	Regular Time - Salaried	0.00	2314.67		06/09/2022	06/16/2022	S18	SM1060922
10	DOT			RGS	Regular Time - Salaried	0.00	2314.67		06/24/2022	07/01/2022	S18	SM1062422
11	DOT			VRS	VRS Contribution Base	0.00	2314.67 N		05/24/2022	06/01/2022	S18	SM1052422
12	DOT			VRS	VRS Contribution Base	0.00	2314.67 N		06/09/2022	06/16/2022	S18	SM1060922
13	DOT			VRS	VRS Contribution Base	0.00	2314.67 N		06/24/2022	07/01/2022	S18	SM1062422
14	DOT			MLS	Meal Stipend	0.00	88.00		05/24/2022	06/01/2022	S14	SM1052422
15	DOT			OTH	Overtime- Hourly Time + Half	8.00	204.00		06/19/2022	07/01/2022	H13	BIV2061922
16	DOT			RGH	Regular Time - Hourly	39.50	671.50		05/22/2022	06/03/2022	H13	BIV2052222



# Employees Not FUT Exempt Query V\_PY\_UNEMPLOYMENT\_TAX

REVISED: 09/15/2021

## DESCRIPTION:

This query identifies employees that are not exempt from Federal Unemployment Tax (FUT) and are exempt from State Unemployment Tax (SUT). If employees do show up on this report, then a payroll administrator must correct the employee's tax data.

Employees for Whom:

"Exempt from FUT" is not checked on the Federal Tax Data page.

"Exempt from SUT" is checked on the State Tax Data page.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_UNEMPLOYMENT\_TAX

### INPUT / SEARCH CRITERIA:

Business Unit

### OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

This query has no required fields.

## Screenshot of the Employees Not FUT Exempt Query

V\_PY\_UNEMPLOYMENT\_TAX - Employees Not FUT Exempt Query

Business Unit

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (392 kb)

View All First 1-100 of 396 Last

Row	Agency	Agency Description	Employee ID	Employee Name	Employee Status	Department ID	Hire Date	Termination Date	FUT Exempt	SUT Exempt	SUT State
1	10100	House of Delegates			A	2207	11/10/2019		N	N	VA
2	10100	House of Delegates			A	2207	11/10/2019		N	N	VA
3	10300	Magistrate System			A	10000	10/10/2008		N	N	VA
4	10300	Magistrate System			A	10000	01/25/2014		Y	Y	VA
5	10300	Magistrate System			A	10000	10/01/2012		Y	Y	VA
6	10300	Magistrate System			A	10000	06/10/2018		Y	Y	VA
7	10300	Magistrate System			A	10000	07/10/2016		Y	Y	VA
8	10300	Magistrate System			A	10000	11/25/2014		Y	Y	VA
9	10300	Magistrate System			A	10000	12/19/2011		Y	Y	VA
10	10300	Magistrate System			A	10000	09/10/2019		Y	Y	VA
11	10300	Magistrate System			A	10000	03/25/2014		Y	Y	VA
12	10300	Magistrate System			A	10000	06/25/2019		Y	Y	VA
13	10300	Magistrate System			A	10000	04/18/2005		Y	Y	VA
14	10300	Magistrate System			A	10000	06/10/2019		Y	Y	VA
15	10300	Magistrate System			A	10000	09/01/1993		Y	Y	VA
16	10300	Magistrate System			A	10000	03/25/2019		Y	Y	VA
17	10300	Magistrate System			A	10000	12/25/2017		Y	Y	VA
18	10300	Magistrate System			A	10000	06/25/2016		Y	Y	VA
19	10300	Magistrate System			A	10000	03/10/2019		Y	Y	VA
20	10300	Magistrate System			A	10000	12/01/1995		Y	Y	VA
21	10300	Magistrate System			A	10000	07/01/2019		Y	Y	VA
22	10300	Magistrate System			A	10000	11/25/2014		Y	Y	VA
23	10300	Magistrate System			A	10000	07/10/2016		Y	Y	VA
24	10300	Magistrate System			A	10000	11/08/2005		Y	Y	VA
25	10300	Magistrate System			A	10000	09/01/1991		Y	Y	VA
26	10300	Magistrate System			A	10000	03/01/2005		Y	Y	VA



## Employees with FICA Exempt Query (PY232) V\_PY\_EE\_FICA\_TAX\_EXEMPT

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies all the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to "Exempt".

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_EE\_FICA\_TAX\_EXEMPT

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

This query has no required fields.

### Screenshot of the Employees with FICA Exempt Query

V\_PY\_EE\_FICA\_TAX\_EXEMPT - Empl with FICA Exempt PY232

Company

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (12 kb)

View All First 1-65 of 65 Last

Row	Company	Dept ID	Employee ID	Employee Record	Employee Name	Pay Group	FICA Status	Last Check Date
1	A01	047001000		0		MNP	E	
2	A01	047001000		0		MNP	E	
3	A02	047002000		0		MNP	E	
4	A07	047009000		1		MNP	E	
5	A21	047023000		0		MNP	E	
6	A43	047056002		0		MNP	E	
7	B20	047169001		0		MNP	E	
8	B20	047169001		0		MNP	E	
9	B51	047212007		0		MNP	E	
10	B51	047212007		0		MNP	E	
11	B51	047212007		0		MNP	E	
12	B51	047212007		0		MNP	E	
13	BCC	100		1		SM1	E	07/16/2020
14	D30	047409000		0		MNP	E	
15	D30	047409000		0		MNP	E	
16	D30	047409000		1		MNP	E	
17	D30	047409000		0		MNP	E	
18	DEM	97110000		0		BW3	E	
19	DEM	97110000		0		BW3	E	
20	DOA	95900		1		SM1	E	07/31/2020
21	DOC	125		0		SM1	E	07/16/2020
22	DOC	125		0		SM1	E	07/16/2020
23	DOC	99999		0		SM1	E	07/31/2020
24	DOC	459		0		SM1	E	07/16/2020
25	DOC	125		0		SM1	E	07/16/2020
26	E15	048047000		1		MNP	E	
27	E15	048047000		1		MNP	E	



## Employees with Multiple Open Payrolls Query V\_PY\_UNCHECK\_OK\_TO\_PAY

REVISED: 09/15/2021

### DESCRIPTION:

This query shows employees with multiple jobs in concurrent pay runs where the 'OK to Pay' has been unchecked on one pay run to prevent errors while confirming the second pay run.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_UNCHECK\_OK\_TO\_PAY

### INPUT / SEARCH CRITERIA:

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

There are no required fields.

### Screenshot of the Employees with multiple Open Payrolls Query

V_PY_UNCHECK_OK_TO_PAY-EE with multiple Open Payrolls										
No matching values were found.										
Row	Check Date	Pay Period End Date	Company	Pay Group	Empl ID	Employee Name	Employee Record	Employee Gross Earnings	Employee Hours	



## Employees with Negative Balances Query (PY499) V\_PY\_NEGATIVE\_BAL

REVISED: 09/15/2021

### DESCRIPTION:

This query can be run ad-hoc by authorized agency and SPO users that will display employees that have negative Calendar year (CY) balances for earnings or deductions.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_NEGATIVE\_BAL

### INPUT / SEARCH CRITERIA:

Company  
Calendar Year

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Calendar Year field is a required field.

### Screenshot of the Employees with Negative Balances Query

V\_PY\_NEGATIVE\_BAL - WJ499-Negative Balances

Company  Q  
Calendar Year  Q  
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(11 kb\)](#)

View All First 1-47 of 47 Last

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



## Employees with No Net Balance DD Query V\_PY\_EMPL\_NO\_NET\_DD

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_EMPL\_NO\_NET\_DD

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

This query has no required fields.

### Screenshot of the Employees with No Net Balance DD Query

V\_PY\_EMPL\_NO\_NET\_DD - EE with No Net Balance DD

Company

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-11 of 11 Last

Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid
1	DGS			S	SM1	07/16/2020
2	DGS			S	SM1	07/16/2020
3	DGS			S	SM1	07/16/2020
4	DOA			S	SM1	07/31/2020
5	DOA			S	SM1	07/31/2020
6	DOC			S	SM1	07/16/2020
7	DOC			S	SM1	07/16/2020
8	NSU			S	SM2	04/30/2020
9	SOV			S	SM2	04/30/2020
10	VSU			S	SM1	07/01/2020
11	VSU			S	SM2	04/30/2020



## Employees with State and Federal Tax Status Query V\_EE\_INCOME\_TAX\_EXEMPT

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_EE\_INCOME\_TAX\_EXEMPT

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Company field is a required field.

### Screenshot of the Employees with State and Federal Tax Status Query

V\_EE\_INCOME\_TAX\_EXEMPT - Emp with State and Fed tax sta

COMPANY

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (39 kb)

View All First 1-76 of 76 Last

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



## Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query V\_PY\_YTD\_COST\_ORPS

REVISED: 09/15/2021

### DESCRIPTION:

This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer >V\_PY\_YTD\_COST\_ORPS

### INPUT / SEARCH CRITERIA:

Plan Year

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

Plan Year field is a required field. The CSV output can be opened in Excel.

### Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V\_PY\_YTD\_COST\_ORPS - Fiscal YTD Cost Report ORP

Plan Year

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-9 of 9 Last

Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES
1	ABC	615.44	1046.22	78092350.50
2	CNU	54050.23	193569.44	2587763.56
3	DGS	1025.15	1742.75	18442353.11
4	MFA	1152.53	4082.22	6408716.25
5	MIME	454.55	772.72	553421.95
6	NSU	138638.66	507008.44	20244709.28
7	RBC	22361.22	86572.92	3332131.28
8	UMW	131241.87	559014.31	16968637.77
9	VSU	39926.36	223582.88	15574453.47



# Payroll Calendar Status Query V\_PY\_CALENDAR

REVISED: 09/15/2021

### DESCRIPTION:

This query prompts for a Pay Run ID and then displays the status of the payroll run. The query shows all the agencies (company) and what processes have run along with the number of checks. This query helps confirm that processes completed successfully for all agencies.

SPO will use this query to confirm successful completion of each step prior to running the next step in the process. Before moving on to the next step all companies should have confirmed = 'Y'.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_CALENDAR

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

### Screenshot of the Payroll Calendar Status Query

V\_PY\_CALENDAR - Payroll Calendar Status

Current Pay Run ID

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks
1	DOT	BWH	02/03/2019	BW042019	Y	Y	Y	N	N	N	0



# Payroll Deductions Extract Query (PY519) V\_PY\_DED\_EXTRACT

REVISED: 10/19/2022

## DESCRIPTION:

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

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_MESSAGES

### INPUT / SEARCH CRITERIA:

- Check Date From
- Check Date To
- Company (blank for all)
- Plan Type (blank for all)
- Deduction Code (blank for all)
- Deduction Class (blank for all)
- Employee ID (blank for all)
- Paygroup (blank for all)

### OUTPUT FORMAT:

- HTML
- Excel
- CSV

## ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

## Screenshot of the Payroll Deductions Extract Query

V\_PY\_DED\_EXTRACT - Payroll Deduction Extract

Check Date From: 06/01/2022  
 Check Date To: 07/01/2022  
 Company (blank for all): ABC  
 Plan Type (blank for all):  
 Deduction Code (blank for all):  
 Deduction Class (blank for all):  
 Employee ID (blank for all):  
 Paygroup (blank for all):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (16398 kb)

View All

Row	Company	Employee ID	Employee Name	Deduction Code	Description	Deduction Class	Deduction Amount	Pay End Date	Check Date	Plan Type	Benefit Plan	Paygroup	Run ID
1	ABC			CVACRE	CoVA Care	Before-Tax	74.00	05/24/2022	05/01/2022	10	ACC4	SM1	SM1052422
2	ABC			CVACRE	CoVA Care	Before-Tax	74.00	06/09/2022	05/16/2022	10	ACC4	SM1	SM1060922
3	ABC			CVACRE	CoVA Care	Before-Tax	74.00	05/24/2022	07/01/2022	10	ACC4	SM1	SM1062422
4	ABC			CVACRE	CoVA Care	Nontaxable	354.50	05/24/2022	05/01/2022	10	ACC4	SM1	SM1052422
5	ABC			CVACRE	CoVA Care	Nontaxable	354.50	06/09/2022	05/16/2022	10	ACC4	SM1	SM1060922
6	ABC			CVACRE	CoVA Care	Nontaxable	354.50	05/24/2022	07/01/2022	10	ACC4	SM1	SM1062422
7	ABC			DEFKMP	457 Deferred Compensation	Before-Tax	20.00	05/24/2022	05/01/2022	49	457P24	SM1	SM1052422
8	ABC			DEFKMP	457 Deferred Compensation	Before-Tax	20.00	06/09/2022	05/16/2022	49	457P24	SM1	SM1060922
9	ABC			DEFKMP	457 Deferred Compensation	After-Tax	20.00	05/24/2022	07/01/2022	49	457P24	SM1	SM1062422
10	ABC			DEFKMP	457 Deferred Compensation	PTax Ben	10.00	05/24/2022	05/01/2022	49	457P24	SM1	SM1052422
11	ABC			DEFKMP	457 Deferred Compensation	PTax Ben	10.00	06/09/2022	05/16/2022	49	457P24	SM1	SM1060922
12	ABC			DEFKMP	457 Deferred Compensation	PTax Ben	10.00	05/24/2022	07/01/2022	49	457P24	SM1	SM1062422
13	ABC			DOAFEE	DOA Admin Fee for Misc Ins	After-Tax	0.15	05/24/2022	05/01/2022	00		SM1	SM1052422
14	ABC			DOAFEE	DOA Admin Fee for Misc Ins	After-Tax	0.15	06/09/2022	05/16/2022	00		SM1	SM1060922
15	ABC			DOAFEE	DOA Admin Fee for Misc Ins	After-Tax	0.15	05/24/2022	07/01/2022	00		SM1	SM1062422
16	ABC			GRPLFR	Group Term Life	Nontaxable	8.58	05/24/2022	05/01/2022	7		SM1	SM1052422



# Payroll Error Messages Query V\_PY\_MESSAGES

REVISED: 09/15/2021

### DESCRIPTION:

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

Payroll Error Messages – All is used by SPO only.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_MESSAGES

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

### Screenshot of the Payroll Error Messages Query

V\_PY\_MESSAGES - Payroll Error Messages

Pay Run ID: PSEBDEMOSM | Q

Company: | Q

View Results

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

View All First 1-8 of 8 Last

Row	Msg ID	Company	Paygroup	Pay Period End	Off Cycle	Page	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr	Instance
1	000017	DEM	SM1	08/09/2020	N	3	20		0				Federal Tax Data Not Found	1335616
2	000018	DEM	SM1	08/09/2020	N	3	20		0 **				State Tax Data Not Found	1335616
3	000019	DEM	SM1	08/09/2020	N	3	20		0 00900079900	0			No UI Jurisdiction	1335616
4	000010	DEM	SM1	08/09/2020	N	37	1		0 00	DUEAGY	A		Invalid One-Time Deduction	1335616
5	000010	DEM	SM1	08/09/2020	N	37	1		0 10		CVACRE	B	Invalid One-Time Deduction	1335616
6	000025	DEM	SM1	08/09/2020	N	37	1		0 DUEAGY				General Deduction Not Found	1335616
7	000018	DOA	SM1	08/09/2020	N	8	2		0 AL				State Tax Data Not Found	1335616
8	000059	DOA	SM1	08/09/2020	N	9	18		0 PSEBDEMOSM				Cannot Calculate for Employee	1335616



# Payroll Tax Extract Query (PY520) V\_PY\_TAX\_EXTRACT

REVISED: 10/19/2022

### DESCRIPTION:

This query provides agencies a list of tax data based on a specified check date range.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_TAX\_EXTRACT

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

- HTML
- Excel
- CSV

### ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

### Screenshot of the Payroll Extract Query

The screenshot shows the query interface with the following search criteria: Check Date From: 06/01/2022, Check Date To: 07/01/2022, Company: ABC, State: (blank), Locality: (blank), Tax Class: (blank), Employee ID: (blank), Paygroup: (blank). Below the search criteria, there are download options: Excel Spreadsheet, CSV Text File, XML File (3162 kb). The table below shows the results of the query.

Row	Company	Employee ID	Employee Name	State	Locality	Tax Class	Tax Amount	Taxable Gross Amount	No Limit Gross Amount	Pay End Date	Check Date	Paygroup	Run ID
1	ABC			Federal		OASDVEE	46.01	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
2	ABC			Federal		OASDIER	46.01	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
3	ABC			Federal		MED/EE	10.76	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
4	ABC			Federal		Withholding	41.22	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
5	ABC			Federal		Med/ER	10.76	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
6	ABC			Federal		Withholding	24.88	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222
7	ABC			Federal		Med/ER	8.43	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222
8	ABC			Federal		MED/EE	8.43	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222
9	ABC			Federal		OASDIER	36.05	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222
10	ABC			Federal		OASDVEE	36.05	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222
11	ABC			Federal		OASDIER	36.58	589.95	0.00	06/16/2022	07/01/2022	BW3	BW3061622
12	ABC			Federal		MED/EE	8.55	589.95	0.00	06/16/2022	07/01/2022	BW3	BW3061622
13	ABC			Federal		Withholding	25.73	589.95	0.00	06/16/2022	07/01/2022	BW3	BW3061622
14	ABC			Federal		Med/ER	8.55	589.95	0.00	06/16/2022	07/01/2022	BW3	BW3061622
15	ABC			Federal		OASDVEE	36.58	589.95	0.00	06/16/2022	07/01/2022	BW3	BW3061622
16	ABC			VA		Withholding	21.66	742.02	0.00	05/19/2022	06/03/2022	BW3	BW3051922
17	ABC			VA		Unempl ER	0.00	742.02	742.02	05/19/2022	06/03/2022	BW3	BW3051922
18	ABC			VA		Unempl ER	0.00	581.51	581.51	06/02/2022	06/17/2022	BW3	BW3060222
19	ABC			VA		Withholding	13.88	581.51	0.00	06/02/2022	06/17/2022	BW3	BW3060222



## Paysheets to add for SPOT Query

### V\_PY\_PAYSHEETS\_TO\_ADD\_SPOT

REVISED: 09/15/2021

#### DESCRIPTION:

This query will identify Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the pay period end date for employees in those company/paygroups who do not have a paysheet.

SPO and agencies use this query to see what SPOT transaction have not currently been loaded to payroll.

#### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEETS\_TO\_ADD\_SPOT

#### INPUT / SEARCH CRITERIA:

Pay Run ID

#### OUTPUT FORMAT:

HTML  
Excel

#### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

#### Screenshot of the Paysheets to add for SPOT Query

V\_PY\_PAYSHEETS\_TO\_ADD\_SPOT - Paysheets to add for SPOT

Pay Run ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	CNU	BW1	CNU	BW1	Active	00900164500	0		BON	0.00			10.00
2	SCC	BW1	SCC	BW1	Active	00715491400	0		AGY	0.00			10.00



## Paysheets to add for TL Query V\_PY\_PAYSHEETS\_TO\_ADD\_TL

REVISED: 09/15/2021

### DESCRIPTION:

This query shows all the time rejected by payroll within 30 days of the pay period end date for employees in those companies who do not have a paysheet with pending Time and Labor (TL) transactions.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_PAYSHEETS\_TO\_ADD\_TL

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

### Screenshot of the Paysheets to add for TL Query

V\_PY\_PAYSHEETS\_TO\_ADD\_TL - Paysheets to add for TL

Pay Run ID

Row	Company	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Rpt Dt	TRC	Quantity
-----	---------	-----------------	------------------	------------	----	-------------	------	--------	-----	----------



# Paysheets without Paychecks Query V\_PY\_MISSING\_PAYCHECKS

REVISED: 09/15/2021

### DESCRIPTION:

This query shows all paysheets that do not have associated paychecks. Shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_MISSING\_PAYCHECKS

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

### Screenshot of the Paysheets without Paychecks Query

V\_PY\_MISSING\_PAYCHECKS - Paysheets without Paychecks

Pay Run ID

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-8 of 8 Last

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



# Reset VA-4 Exempt Employees Query V\_PY\_RESET\_VA4\_EXEMPT

REVISED: 09/15/2021

### DESCRIPTION:

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

This query will enable agency payroll processors to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by the Payroll office.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_Reset\_VA4\_Exempt

### INPUT / SEARCH CRITERIA:

Expiration Date  
Company

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Expiration Date field is a required field.

### Screenshot of the Reset VA-4 Exempt Employees Query

V\_PY\_RESET\_VA4\_EXEMPT - Reset VA-4 Exempt Employees

Expiration Date: 11/23/2020  
Company: [Search]

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (485 kb)

View All First 1-100 of 2961 Last

Row	Company	Empl ID	Empl Record	Name	Tax Data Effdt
1	ABC		0		11/08/2019
2	ABC		0		11/08/2019
3	ABC		0		11/08/2019
4	ABC		0		11/08/2019
5	ABC		0		11/08/2019
6	ABC		0		11/08/2019
7	ABC		0		11/08/2019
8	ABC		0		11/08/2019
9	ABC		0		11/08/2019
10	ABC		0		11/08/2019
11	ABC		0		11/08/2019
12	ABC		0		11/08/2019
13	ABC		0		11/25/2019



## SPOT Online Query V\_PY\_SPOT\_TRANS\_RPT

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a pay period by status. Query shows Transaction Status and Batch status.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_SPOT\_TRANS\_RPT

### INPUT / SEARCH CRITERIA:

Company  
Paygroup  
Pay Run ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

### Screenshot of the SPOT Online Query

V\_PY\_SPOT\_TRANS\_RPT - SPOT Online Query

Company GIF

Paygroup SM1

Pay Run ID SM1110920

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours
1	GIF	SM1	40300	Dept of Wildlife Services	11/09/2020	2	Closed	Earnings	OK	Approved		0		Active	BON	200.00	0.00



# Tax Details by Paygroup Query V\_PY\_TAX\_DETAILS\_BY\_PYGRP

REVISED: 09/15/2021

### DESCRIPTION:

A query of Virginia Department of Transportation (VDOT) Tax totals by paygroup from pay check data for reconciliation of tax reports by paygroup (district).

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_TAX\_DETAILS\_BY\_PYGRP

### INPUT / SEARCH CRITERIA:

Company  
Check From Date  
Check To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Company, Check From Date and Check To Date fields are required fields.

### Screenshot of the Tax Details by Paygroup Query

V\_PY\_TAX\_DETAILS\_BY\_PYGRP - Tax Details by Pay Group

Company

Check From Date

Check To Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 List

Row	Company (Agency)	Pay Group	Pay Period End	Paycheck Issue Date	State Value	State Name	Locality Name	Tax Class	Locality	Sum Taxable Gross	Sum Tax Amount
1	ABC	SM1	04/09/2020	04/16/2020	MD	Maryland	031	H	MONTGOMERY	17318.45	197.28
2	ABC	SM1	04/24/2020	05/01/2020	MD	Maryland	031	H	MONTGOMERY	2166.67	154.03



## W2 Summary Report (RPY462) V\_PY\_W2\_SUMMARY\_RPT

REVISED: 09/15/2021

### DESCRIPTION:

This query provides company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_W2\_SUMMARY\_RPT

### INPUT / SEARCH CRITERIA:

Calendar Year

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Calendar Year field is a required field.

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

V\_PY\_W2\_SUMMARY\_RPT - W2 Summary report

Calendar Year

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(23 kb\)](#)

View All First 1-14 of 14 Last

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



## Workers' Compensation Report Query (RPY256) V\_PY\_WORKERS\_COMPENSATION

REVISED: 09/15/2021

### DESCRIPTION:

This query contains employees' actual earnings on a calendar year basis for DHRM.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_PY\_WORKERS\_COMPENSATION

### INPUT / SEARCH CRITERIA:

Balance ID (CY / BY)   
Balance year (YYYY)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Balance ID** and **Balance Year** fields are required fields.

Correct Balance ID is CY/PY with CY = Calendar Year and PY = Benefit Year

### Screenshot of the Workers' Compensation Report Query

V\_PY\_WORKERS\_COMPENSATION - Workers' Compensation Report

Balance ID (CY / BY)   
Balance Year (YYYY)   
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5866 kb)

View All First 1-100 of 27158 [Last](#)

Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Annual Gross Earnings	Position
1	DOC	125				7118.04	DOCHR002
2	DOC	99999				7638.90	DOCHR040
3	DOC	99999				4333.33	DOCHR035
4	DOT	14057			9410	9674.86	DOT09489
5	DOT	13080				107.94	DOTTA100
6	DOT	10003			9410	7083.34	DOTH0111
7	DOT	10003			9410	7083.34	DOTH0111
8	DOT	10003				7083.34	DOTTA200
9	DGS	194201			8810	35000.00	DGSCL078
10	DGS	194410			9015	26349.82	DGSEC003
11	SCC	6000394			8810	6004.79	SCC94021



## Payroll Reports

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## ChartField Validation Error Report (RPY410)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Distribution > GL\_Interface Reports > ChartField Validation Error

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

PDF

### Screenshot of the ChartField Validation Error Report Run Control Page

The screenshot shows the 'ChartField Validation Error Report' interface. At the top left is a 'Cardinal Homepage' link. The title 'ChartField Validation Error Report' is centered at the top. Below the title, the 'Run Control ID' is 'ChartField\_Validation\_Error'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A search field for '\*Pay Run ID' is present. Below this is a 'Business Unit Selection' section with a search bar and a table. The table has columns for 'Business Unit' and 'Agency Description'. The first row shows '1' in the 'Business Unit' column and a search icon. There are '+' and '-' buttons for adding or removing rows. At the bottom are 'Save', 'Add', and 'Update/Display' buttons.


Business Unit	Agency Description
1	

### ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.



## Screenshot of the ChartField Validation Error Report

 Report ID: RPY410	Commonwealth of Virginia CHARTFIELD VALIDATION ERROR REPORT	Run Date: 08/17/2021 Run Time: 12:14 00
Business Unit : 50100-VA Dept of Transportation Run ID: BW1120719		Page No. 1 of 1
**** NO CHARTFIELD VALIDATION ERRORS FOUND ***		



## COVA Annual Reporting Error Listing (RPY261, TAX900)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Annual Reporting Error Listing Report Run Control Page

The screenshot shows the 'COVA Error Listing' report interface. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'COVA Error Listing'. Below this, a green box contains the text 'COVA Error Listing Report'. The main area displays 'Run Control ID 0001' and links for 'Report Manager', 'Process Monitor', and a 'Run' button. A search bar with a magnifying glass icon and a dropdown menu showing '1-1 of 15' is present, along with a 'View All' link. Below the search bar is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column, a search input field in the 'Company' column, and '+' and '-' buttons in the 'Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report has no required fields.





## COVA Balance Adjustment Report (RPY452)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

### NAVIGATION PATH:

Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

### INPUT / SEARCH CRITERIA:

Start Date  
As of Date

### OUTPUT FORMAT:

PDF

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

The screenshot shows the 'Balance Adjustment Report' run control page. At the top right, the title 'Balance Adjustment Report' is displayed. Below it, a green tab labeled 'COVA Balance Adjustment Report' is active. The main heading is 'Balance Adjustment Report'. Underneath, the 'Run Control ID' is 'Balance\_Adjustment\_Report', and there are links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. The 'Report Request Parameter(s)' section contains three main areas: 'Date Range' with 'Start Date' and 'As Of Date' fields; 'Select Date Type' with radio buttons for 'Use Balance Date' (selected) and 'Use Adjustment Date'; and 'Company Selection' which includes a search bar, a table with one row, and '+', '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

### ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the COVA Balance Adjustment Report

 Report ID: VPYR0452		Commonwealth of Virginia				COVA BALANCE ADJUSTMENT AUDIT		Run Date: 09/08/2021		Run Time: 03:13 00	
For the period 01/01/2019 through 09/08/2021											
Earnings & Special Accumulator YTD Balance Adjustments											
Balance ID: CY											
EmplID/ Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance	Earn Code
	2	02-JAN-2021	2020	1	3	Total Hours YTD	480.00		480.00	N	RGS
						Total Hours QTD	480.00		480.00		
						Total Hours MTD	160.00		160.00		
						Total Gross YTD	7,999.98	-200.00	7,799.98		
						Total Gross QTD	7,999.98		7,799.98		
						Total Gross MTD	2,666.66		2,466.66		
	1	02-JAN-2021	2020	1	3	Total Hours YTD	488.00	-8.00	480.00	N	RGS
						Total Hours QTD	488.00		480.00		
						Total Hours MTD	168.00		160.00		
						Total Gross YTD	7,999.98		7,999.98		
						Total Gross QTD	7,999.98		7,999.98		
						Total Gross MTD	2,666.66		2,666.66		



## COVA Check Reconciliation Report (RPY175)

REVISED: 09/15/2021

### DESCRIPTION:

This Check Reconciliation Report for the Treasury Check reconciliation process includes separate Void Check group for payments having Check Status = "Reversal". Also includes separate Automated Clearing House (ACH) Tape Recap containing transaction count and total by agency grouped by Check Date.

### NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

### INPUT / SEARCH CRITERIA:

Pay Run ID

### OUTPUT FORMAT:

PDF

### Screenshot of the Check Reconciliation Report Run Control Page


The screenshot shows the 'COVA Check Recon Report' run control page. At the top, there is a 'Process List' breadcrumb and a 'COVA Check Recon Report' title. Below this is a 'Check Recon Report' tab. The main area contains a 'Run Control ID' field with the value 'Check\_Recom\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. The 'Report Request Parameter(s)' section is divided into two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' option has a 'Pay Run ID' search field. The 'Off-Cycle Pay Calendar' option has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section features a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table currently shows one entry with a search field and '+' and '-' buttons. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons. There is also a checkbox for 'Output to File Server'.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



## Screenshot of the Check Reconciliation Report

 Report ID: RPY175	Commonwealth of Virginia CHECK RECONCILIATION REPORT	Run Date: 09/10/2021 Run Time: 10:38 00
On/Off Cycle CONFIRMED		Page No. 1 of 3
Pay Run ID : STSM10409		
Check Number: FROM 70032182 TO 70032222		
Sequence From Chk# To Chk# Check Date 1 70032182 70033070 04/16/2020		
Total Number of Checks: 41		
Total Amount of Checks: 70768.95		
Total Number of Advices to be Printed: 1		
Total Amount of All Direct Deposit Advices: 1625825.17		
Total Amount of Federal Automated Deposit: 586657.79		
Total Amount of State Automated Deposit: 2015.99		



## COVA Check Register Report (RPY145)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Check Register Report Run Control Page


The screenshot shows the 'COVA Check Register' run control page. At the top left is a 'Process List' button. The page title is 'COVA Check Register'. Below the title, there are links for 'Run Control ID COVA\_Check\_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Report Request Parameter(s)' and is divided into two columns: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' column has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' column has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru'. Below these columns is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). The 'Company Selection' section includes a table with columns 'Company' and 'Description', and a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Check Register Report

 Report ID: RPY145		Commonwealth of Virginia COVA CHECK REGISTER				Run Date: 09/13/2021 Run Time: 03:03 00							
On/Off Cycle CONFIRMED						Page No. 1 of 47							
Company: ABC Alcoholic Beverage Control Form ID:													
Check No.	Source	Check Date	Check Amount	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Location Code	Pay Group	Address Option
0000000000000000		07/16/2020	0.00				FMS	170704	99900	CENTR	CENTR	SM1	Home Addr



## COVA Condensed Payroll Register (RPY087)

REVISED: 09/15/2021

### DESCRIPTION:

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

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

### NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Condensed Payroll Register Run Control Page

The screenshot shows the 'Condensed Payroll Register' run control page. At the top, there is a header with 'Run Control ID Condensed\_Payroll\_Register', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameter(s)' section, which is divided into two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' option has a 'Pay Run ID' search field. The 'Off-Cycle Pay Calendar' option has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section features a search bar, a table with one row containing a search field, and '+' and '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description		
1		+	-



**ADDITIONAL INFORMATION:**

Pay Run ID or a pay calendar specification is a required field(s).

**Screenshot of the COVA Condensed Payroll Register**

 Report ID: RPY087		Commonwealth of Virginia COVA CONDENSED PAYROLL REGISTER										Run Date: 09/07/2021 Run Time: 04:17 00		
		On/Off Cycle										Page No. 1 of 12		
Company: CJS - Dept of Criminal Justice Svcs														
Pay Period End Date: 09-APR-2021														
Department: 10230 - Financial Svcs														
Emplid	Name	Gross Earnings	Regular Hours	Regular Earnings	Overtime Hours	Overtime Earnings	Non-Cash	Federal Tax	QASDI Tax	HI Tax	State Tax	Total Deductions	Net Pay	Hourly Rate
		2,083.33	96.00	2,083.33	0.00	0.00	0.00	0.00	115.71	27.06	78.28	430.69	1,431.59	24.04
Department Sub-Totals		2,083.33	96.00	2,083.33	0.00	0.00	0.00	0.00	115.71	27.06	78.28	430.69	1,431.59	



## COVA Deduction Register Report (RPY146)

REVISED: 09/15/2021

### DESCRIPTION:

This Deduction Register Report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals. This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a pay period. It can be run by Company.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Deduction Register Report Run Control Page


The screenshot shows the 'COVA Deduction Register' run control page. At the top, there is a 'Process List' button and the title 'COVA Deduction Register'. Below the title, there are links for 'Run Control ID Deduction\_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Report Request Parameter(s)' and contains two input areas: 'On-Cycle Run' with a 'Pay Run ID' field, and 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru' fields. Below this is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). The 'Company Selection' section features a table with columns for 'Company' and 'Description', and a search icon. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.



**ADDITIONAL INFORMATION:**

Pay Run ID field or a pay calendar specification is a required field(s).

**Screenshot of the COVA Deduction Register Report**

 Report ID: RPY146		Commonwealth of Virginia					Run Date: 08/24/2021 Run Time: 01:13 00				
		COVA DEDUCTION REGISTER									
Company AEC Alcoholic Beverage Control		On/Off Cycle CONFIRMED					Page No. 1 of 16				
Pay Period End 04/24/2020											
Pay Group SL2 Semimonthly Law14 (FRITHU14)											
Deduction ASSOC2 Association 2											
Type General Deduction											
Employee ID	Name	Ben Red	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
999			11.75					23.50	35.25	105.75	
Deduction Total			152.75	0.00	0.00	0.00		305.50	458.25	1,374.75	



## COVA Deductions not Taken Report (RPY140)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Deductions not Taken Report Run Control Page


The screenshot shows the 'Run Control' page for the 'COVA Deductions Not Taken' report. The page has a dark blue header with a 'Process List' button on the left and the report title on the right. Below the header, there are navigation links for 'Run Control ID Deductions\_Not\_Taken', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main content area is titled 'Report Request Parameter(s)' and contains three sections: 'On-Cycle Run' with a 'Pay Run ID' search field; 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru' search fields; and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below this is a 'Company Selection' section with a table showing one company entry. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



Screenshot of the COVA Deductions not Taken Report

 Report ID: RPY140		Commonwealth of Virginia COVA DEDUCTIONS NOT TAKEN REPORT				Run Date: 02/18/2021 Run Time: 11:03 00		
Company: DOA Department of Accounts Pay Period End: 05/24/2020		On/Off Cycle CONFIRMED				Page No. 15 of 31		
Employee ID	Name	Pay Group	Ded. Code	Ben Amt	Reason	Added to Arrears?	Arrears Balance	Check No.
		SM1	AGYMSC	999	100.00 N Net			000000070035345
		SM1	FLXDCR	0	1,666.67 N Net			000000070035355
		Pay Period Total		1,766.67			0.00	
		Company Total		1,766.67			0.00	



## COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 09/15/2021

### DESCRIPTION:

This is a report lists employee-level payroll expenditure detail by company from a pay period. The default output will be by ChartField string.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

### INPUT / SEARCH CRITERIA:

Pay Run ID  
PDF or CSV (checkbox)  
Company

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page

The screenshot shows the 'COVA Dtl Payroll Expenditures' report run control page. At the top, there is a header bar with the title 'COVA Dtl Payroll Expenditures'. Below the header, there is a breadcrumb trail: 'Run Control ID Detail\_Payroll\_Expenditures'. To the right of the breadcrumb, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a section titled 'Report Request Parameters'. This section contains a search field for '\*Pay Run ID' with a magnifying glass icon. Below the search field, there are two radio buttons: 'PDF' (selected) and 'CSV'. Below the radio buttons, there is a table with a search bar and a 'View All' link. The table has two columns: 'Company' and 'Description'. The first row of the table has the number '1' in the first column, a search field in the second column, and '+' and '-' buttons in the third and fourth columns. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required fields.



## Screenshot of the COVA Detail Payroll Expenditures Report

Commonwealth of Virginia															
DEPARTMENT OF ACCOUNTS										DETAIL PAYROLL EXPENDITURES				Run Date: 09/13/2021	
Report ID: RPY287														Run Time: 02:32 00	
Pay Run ID: STSM10109														Page No. 1 of 1310	
Pay End Dt: 01/09/2020															
Company : ABC															
Employee ID	Employee Name	EARN CODE	EARNINGS	RET CRDT	HYBRID	LT DISAB	DC/ANN	TOTAL COSTS	BUSINESS UNIT	FUND	PROGRAM	EARNINGS ACCOUNT	PROJECT	TASK	
				RETIREMENT	SOC SEC	GRFINS	HEALTH			AGENCY USE1	DEPARTMENT	AGENCY USE2	FIPS	ASSET	
Paygroup: SL2 Semimonthly Law14 (FRITHU14)															
Dept ID : 110701 Administration															
00225755500	BROWN, DONNIE W	RGS	4156.25	48.63	0.00	0.00	20.00	99900	05001	801001	5011270				
				898.17	327.01	54.45	343.50	1691.76		110701					
00292124800	KIRBY, THOMAS W		0.00	65.81	0.00	0.00	20.00	99900	05001	801001	22051426				
				1215.56	410.37	73.69	901.00	2686.43		110701					
		RGS	5625.00	0.00	0.00	0.00	0.00	99900	05001	801001	5011270				
				0.00	0.00	0.00	0.00	0.00		110701					
DEPARTMENT	110701	TOTALS:	9781.25	114.44	0.00	0.00	40.00	4378.19							
				2113.73	737.38	128.14	1244.50								
Paygroup: SL2 Semimonthly Law14 (FRITHU14)															
Dept ID : 410806 Central Office															
00122434700	GOODLOE, MARY E		0.00	23.42	0.00	0.00	15.00	99900	05001	304003	22051426				
				270.65	150.52	26.22	343.50	829.31		410806					
		RGS	2001.88	0.00	0.00	0.00	0.00	99900	05001	304003	5011230				
				0.00	0.00	0.00	0.00	0.00		410806					
00194097100	HUFF, DAVID J	RGS	2997.63	35.07	0.00	0.00	12.50	99900	05001	304003	5011270				
				647.79	223.08	39.27	901.00	1858.71		410806					
00194111200	CARMEN, JUDITH A		0.00	40.10	0.00	0.00	20.00	99900	05001	304003	22051426				
				740.57	252.13	44.89	901.00	1998.69		410806					
		RGS	3426.96	0.00	0.00	0.00	0.00	99900	05001	304003	5011270				
				0.00	0.00	0.00	0.00	0.00		410806					
00235104300	KELLY, KATIE E	RGS	3281.04	0.00	0.00	0.00	0.00	99900	05001	304003	5011270				
				0.00	0.00	0.00	0.00	252.90		410806					
00243755700	O'CONNELL, ROY J	RGS	2696.58	31.55	0.00	0.00	20.00	99900	05001	304003	5011270				
				582.73	202.91	35.33	343.50	1216.02		410806					
00246068300	WILLIAMS, CARL H	RGS	2584.58	30.24	0.00	0.00	20.00	99900	05001	304003	5011270				
				558.53	184.21	33.86	901.00	1727.84		410806					



## COVA Direct Deposit Register Report (RPY199)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

## Screenshot of the COVA Direct Deposit Register Report Run Control Page

The screenshot shows the 'COVA Direct Deposit Register' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Direct Deposit Register'. Below the title, there are links for 'Run Control ID', 'Direct\_Deposit\_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main area is titled 'Process Request Parameter(s)' and contains several sections: 'On-Cycle Run' with a 'Pay Run ID' search field; 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields and 'Process Page' and 'Thru' input fields; 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected); and 'Company Selection' with a table. The table has columns for 'Company' and 'Description', and a 'View All' link. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

### ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the COVA Direct Deposit Register Report

		Commonwealth of Virginia				COVA DIRECT DEPOSIT REGISTER		Run Date: 08/23/2021		Run Time: 03:24 00	
Report ID: RPY199											
Company: DOT VA Dept of Transportation						Page No. 1 of 2					
Pay Period End:02/09/2020											
Pay Group N10 S/M Class No Sal (MONSUN07)											
Employee Name	Dept. ID	Check Date	Advice No.	Src	Net Pay	Check Amount	Type	Transit #	Account Number	IAT	Amount
██████████	10055	02/14/2020	000000060213579	50100	2,096.92	0.00	Checking	251082615	0004786308	N	2,096.92
Department Total											2,096.92
██████████	10115	02/14/2020	000000060213580	50100	8.02	0.00	Checking	051000017	96314373	N	8.02
Department Total											8.02
██████████	15010	02/14/2020	000000060213584	50100	2,372.43	0.00	Savings	251082615	000005334200	N	2,372.43
Department Total											2,372.43



## COVA ER Benefit Contributions Report (RPY516)

REVISED: 10/19/2022

### DESCRIPTION:

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

This report will be limited to only show the information for agencies the user has access to. The report will detail by company if run for multiple companies, and the last page of the report will show grand totals.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions

### INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters  
On-Cycle, Off-Cycle or Both (check boxes)  
Company

### OUTPUT FORMAT:

PDF

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

Quarterly State Tax Summary COVA ER Benefit Contributions

COVA ER Benefit Contributions

Run Control ID ER\_BEN\_CONTRIB Report Manager Process Monitor Run

Process Request Parameter(s)

**On-Cycle Run**

Pay Run ID    
SM1100922

**Off-Cycle Pay Calendar**

Company   
Pay Group   
Pay End Date   
Process Page  Thru

**Payroll Cycle**

On-Cycle  Off-Cycle  Both

**Company Selection**

Company	Description		
1 ABC	Alcoholic Beverage Control	<input type="button" value="+"/>	<input type="button" value="-"/>

### ADDITIONAL INFORMATION:

This report has no required fields.





## COVA Federal Tax Summary Report (VPYR0507)

REVISED: 10/19/2022

### DESCRIPTION:

This summary report lists period-to-date income tax withheld, FICA, Advance EIC payments, Medicare, Additional Medicare, and Non Resident Alien Tax 1042.

### NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > COVA Federal Tax Summary

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter or Period  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Federal Tax Summary Report Run Control Page

The screenshot shows the 'COVA Federal Tax Summary Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'COVA Federal Tax Summary Report' on the right. Below this is a green tab labeled 'COVA Federal Tax Summary'. The main content area has the title 'COVA Federal Tax Summary Report' and a 'Run Control ID' of 'FED\_TAX\_SUMMARY'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameter(s)' contains input fields for 'Balances for Year' (set to 2022), 'Quarter or' (empty), and 'Period' (set to 1, with 'January' displayed). Below this is a table with columns 'Company' and 'Description'. The table has one row with 'DOT' as the company and 'VA Dept of Transportation' as the description. There are search icons and a 'View All' link. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.


Company	Description
1 DOT	VA Dept of Transportation

### ADDITIONAL INFORMATION:

Quarter or Period fields are required fields.



Screenshot of the COVA Federal Tax Summary Report

		Commonwealth of Virginia				Run Date: 10/18/2022	
Report ID: VPYR0507		COVA MONTHLY FEDERAL TAX SUMMARY REPORT				Run Time: 09:59 00	
Company	DOT VA Dept of Transportation	January 2022				Page No. 1 of 5	
Federal EIN:		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages
Jurisdiction: U.S. excluding Puerto Rico & Territories							
U.S. Federal Income Tax [H]	MTD	19,198,830.87	1,966,203.28				
	QTD	19,198,830.87	1,966,203.28				
	YTD	19,198,830.87	1,966,203.28				
FICA/OASDI [D,E]	MTD	21,004,461.75	1,302,274.19	21,004,461.75	21,004,461.75	1,302,276.40	21,004,461.75
	QTD	21,004,461.75	1,302,274.19	21,004,461.75	21,004,461.75	1,302,276.40	21,004,461.75
	YTD	21,004,461.75	1,302,274.19	21,004,461.75	21,004,461.75	1,302,276.40	21,004,461.75
FICA/OASDI Tips [G,J]	MTD						
	QTD						
	YTD						
FICA Medicare [F,Q]	MTD	21,004,461.75	304,563.72	21,004,461.75	21,004,461.75	304,564.24	21,004,461.75
	QTD	21,004,461.75	304,563.72	21,004,461.75	21,004,461.75	304,564.24	21,004,461.75
	YTD	21,004,461.75	304,563.72	21,004,461.75	21,004,461.75	304,564.24	21,004,461.75
FICA Medicare Tips [T,Z]	MTD						
	QTD						
	YTD						
Additional Medicare Tax [7]	MTD						
	QTD						
	YTD						



## COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 09/15/2021

### DESCRIPTION:

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

This quarterly report is used by SPO and agencies.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Local Tax Deposit Summary Report Run Control Page

Run Control ID Local\_Tax\_Summary

Report Manager Process Monitor Run

**Company Selection**

Personalize | Find | View All | First 1 of 1 Last

Company	Description
1	

Save Add Update/Display

### ADDITIONAL INFORMATION:

This report has no required fields.



## Screenshot of the Local Tax Deposit Summary Report

Maryland		FREDERICK		12/31/2019		Page 1		Page No. 1 of 97	
Alcoholic Beverage Control 2901 Hermitage Road Richmond, VA 23220									
999000021									
SSN	Name	Work PSD	Residence PSD			QTD Wages	QTD Tax Withheld		
						4,294.10	118.79		



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

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

### INPUT / SEARCH CRITERIA:

Tax Locality Print Parameters  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page


The screenshot shows the 'COVA Local W-2 Tax Totals Report' run control page. At the top, there is a title bar with the text 'COVA Local W-2 Tax Totals Report'. Below this, the main content area is titled 'COVA Local W-2 Tax Totals Report'. On the left, there are links for 'Run Control' and 'ID', and a text field containing 'COVA\_Local\_W-d\_Tax\_Totals\_Rpt'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Tax Locality Print Parameters' with three radio button options: 'Totals Only' (selected), 'Employee Detail (Local Only)', and 'Employee Detail-Local and Fed'. Below that is a 'Company Selection' section containing a table with one row and two columns: 'Company' and 'Description'. The table has a search icon and a dropdown menu showing '1-1 of 1'. Below the table are '+', '-', and 'View All' buttons. At the bottom of the page are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report has no required fields.



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

		Commonwealth of Virginia COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT		Run Date: 06/01/2021 Run Time: 12:52 00	
Report ID: VPYR0262					
W2 Rpt Company VSU Virginia State University Federal EIN 54-6001811			Tax Year 2019		Page No. 1 of 1
State:					
Locality	W-2 Local Name	Employer ID LWT	Number of W-2 Statements	Total Local Wages	Total Local Income Tax
Grand Totals:					



## COVA Other Earnings Register (RPY088)

REVISED: 09/15/2021

### DESCRIPTION:

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

The report lists all employees receiving a specific earnings code, includes each employee's hours and amounts, and provides the separate check ID, if the earnings were issued to an employee separately.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

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


The screenshot shows the 'COVA Other Earnings Register' run control page. At the top, there is a navigation bar with a back arrow and the text '< COVA Payroll Err Messages Rpt' on the left, and 'COVA Other Earnings Register' on the right. Below the navigation bar, the page title 'COVA Other Earnings Register' is displayed. Underneath the title, there are several links: 'Run Control ID', 'Other\_Earnings\_Register', 'Report Manager', and 'Process Monitor'. A 'Run' button is located on the right side of this section. The main content area is titled 'Report Request Parameter(s)' and is divided into two sections: 'On-Cycle Run' and 'Off-Cycle Pay Calendar', separated by an 'or' label. The 'On-Cycle Run' section has a 'Pay Run ID' field with the value 'BW012019' and a search icon. Below it, the value 'BW012019' is displayed. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these sections is the 'Payroll Cycle' section, which has three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both'. The 'Both' radio button is selected. The 'Company Selection' section features a search bar with a magnifying glass icon, a dropdown menu showing '1-1 of 1', and a 'View All' link. Below this is a table with columns for 'Company' and 'Description'. The table has one row with the number '1' in the first column and a search icon in the second column. There are also '+' and '-' buttons next to the row. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



Screenshot of the COVA Other Earnings Register

 Report ID: RPY088		Commonwealth of Virginia COVA OTHER EARNINGS REGISTER				Run Date: 02/18/2021 Run Time: 11:02 00				
Company DGS Department of General Services Pay Period End 05/24/2020 Pay Group SM1 Semimonthly Class (SATFRID7) Earnings WCS Workers Comp Supplement							Page No. 42 of 93			
Employee ID	Name	Separate Check ID	Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date Amount
				350.00		350.00		350.00		350.00
	Other Earnings Total		0.00	350.00	0.00	350.00	0.00	350.00	0.00	350.00
	Pay Group Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23
	Pay Period Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23
	Company Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23



## COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

### INPUT / SEARCH CRITERIA:

Show Employee Detail (checkbox)  
Sort Option  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page

The screenshot shows the 'COVA PA Local EIT W-2 Tax Total Rpt' run control page. At the top right, the title 'COVA PA Local EIT W-2 Tax Total Rpt' is displayed. Below the title, the 'Run Control ID' is 'PA\_Local\_EIT\_W2\_Tax\_Total'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section includes 'Balances for Year' set to '2019'. Under 'Show Employee Detail Report?', there is an unchecked checkbox for 'Show Employee Detail'. The 'Sort Option' is set to 'Company within Work PSD'. The 'Company Selection' section features a table with one row and columns for 'Company' and 'Description'. The table has a search icon, a 'View All' link, and '+' and '-' buttons for adding or removing rows. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

COVA PA Local EIT W-2 Tax Total Rpt

Run Control ID PA\_Local\_EIT\_W2\_Tax\_Total Report Manager Process Monitor Run

Report Request Parameter(s)

Balances for Year 2019

Show Employee Detail Report?

Show Employee Detail

Sort Option Company within Work PSD

Company Selection

Company	Description		
1		+	-

Save Notify Add Update/Display


### ADDITIONAL INFORMATION:

This report has no required fields.

Rev 11/3/2022



Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

 Report ID: VPYR0263	Commonwealth of Virginia COVA PA LOCAL EIT W-2 TAX TOTALS REPORT	Run Date: 08/17/2021 Run Time: 10:13 00
By Company within Work PSD	2019	Page No. 1 of 1
No data selected		



## COVA Payroll Advice Register Report (RPY200)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits> COVA Advice Register

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Payroll Advice Register Report Run Control Page


The screenshot shows the 'COVA Advice Register' run control page. At the top left is a 'Process List' button with a back arrow. The page title 'COVA Advice Register' is on the top right. Below the title, there are fields for 'Run Control ID' (Advice\_Register), 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Process Request Parameter(s)' and is divided into two columns: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' column has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' column has 'Company', 'Pay Group', 'Pay End Date' (with a search icon), and 'Process Page' (with a 'Thru' field) fields, all with search icons. Below this is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). The 'Company Selection' section features a table with columns for 'Company' and 'Description'. The table has one row with '1' in the 'Company' column and a search icon. Above the table are navigation controls: 'Personalize | Find | View All | First | 1 of 1 | Last'. At the bottom of the page are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



# Screenshot of the COVA Payroll Advice Register Report

 Report ID: RPY200		Commonwealth of Virginia						COVA PAYROLL ADVICE REGISTER		Run Date: 09/10/2021			Run Time: 10:50 00	
Company: ABC Alcoholic Beverage Control		On/Off Cycle CONFIRMED										Page No. 1 of 321		
Form ID: COVADV														
Advice No.	Source	Check Date	Deposit Amt	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Locn Code	Pay Group	Address Option	
000000060123455		04/16/2020	2,667.25				Admin Exp	110701	99900	CENTR	CENTR	SL2	Home Addr	
000000060123456		04/16/2020	3,683.88				Admin Exp	110701	99900	CENTR	CENTR	SL2	Home Addr	
000000060123457		04/16/2020	1,732.68				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123458		04/16/2020	1,339.32				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123459		04/16/2020	1,296.16				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123460		04/16/2020	1,736.70				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123461		04/16/2020	1,327.53				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123462		04/16/2020	1,962.25				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123463		04/16/2020	1,707.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123464		04/16/2020	1,428.93				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123465		04/16/2020	1,386.18				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123466		04/16/2020	2,185.10				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123467		04/16/2020	1,304.57				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123468		04/16/2020	1,584.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123469		04/16/2020	2,082.53				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123470		04/16/2020	2,391.06				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123471		04/16/2020	1,440.18				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123472		04/16/2020	2,672.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123473		04/16/2020	2,298.47				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123474		04/16/2020	1,680.86				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123475		04/16/2020	1,580.99				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123476		04/16/2020	2,242.02				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123477		04/16/2020	1,304.35				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123478		04/16/2020	1,817.91				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123479		04/16/2020	1,911.29				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123480		04/16/2020	1,342.03				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123481		04/16/2020	1,719.65				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr	
000000060123482		04/16/2020	1,244.38				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123483		04/16/2020	2,328.57				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123484		04/16/2020	1,368.80				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123485		04/16/2020	1,595.99				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123486		04/16/2020	2,185.58				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123487		04/16/2020	1,511.26				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr	
000000060123488		04/16/2020	1,486.85				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr	
000000060123489		04/16/2020	1,525.47				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr	
000000060123490		04/16/2020	1,438.37				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr	
000000060123491		04/16/2020	1,334.82				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr	
000000060123492		04/16/2020	1,651.44				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr	
000000060123493		04/16/2020	1,638.97				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr	

Source: On-line = On-line Advice Final = Batch Final O Final = On-line Final



## COVA Payroll Error Messages Report (RPY142)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Payroll Error Messages Report Run Control Page


The screenshot shows the 'Payroll Error Message Report' interface. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Payroll Error Message Report'. Below this, the report title 'Payroll Error Message Report' is displayed. The 'Run Control ID' is set to 'COVA\_Payroll\_Err\_Messages\_Rpt', and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameter(s)' contains a 'Pay Run ID' search field. Below this is a table with columns 'Company' and 'Description'. The table has one row with a search field in the 'Company' column and '+' and '-' buttons in the 'Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



## Screenshot of the COVA Payroll Error Messages Report

 Report ID: RPY142 Company: DEM Dept of Emergency Management Pay period End: 08/09/2020 Pay Group: SMI Semimonthly Class (SUNSAT07)		Commonwealth of Virginia				COVA PAYROLL ERROR MESSAGES REPORT			Run Date: 09/14/2021 Run Time: 11:10 00	
Employee Name	ID	Employee ID	Dept ID	Business Unit	Page/Line	Sep	Check	Message ID	Message	
	ID 2		97110000	12700	3	20	0	000017	Federal Tax Data Not Found The federal tax data record was not found for the employee.	
	ID 2		97110000	12700	3	20	0	000019	No UI Jurisdiction This check has no UI Jurisdiction assigned. Please check the employee state tax tables and assign UI Jurisdiction to a state. 00900079900; 0;	
	ID 2		97110000	12700	3	20	0	000018	State Tax Data Not Found The state tax data record, for the state displayed below, was not found for the employee. **;	
	ID 5		94000000	12700	37	1	0	000010	Invalid One-Time Deduction The one-time deduction (displayed below) was not found to be valid for the employee. This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing. 00;DUEAGY;A	
	ID 5		94000000	12700	37	1	0	000025	General Deduction Not Found The general deduction displayed below was not found in the general deduction table. DUEAGY;	
	ID 5		94000000	12700	37	1	0	000010	Invalid One-Time Deduction The one-time deduction (displayed below) was not found to be valid for the employee. This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing. 10;CVACRE;B	
Pay Group Total - Number of messages:							6			
Pay Period Total - Number of messages:							6			
Company Total - Number of messages:							6			



## COVA Payroll Register (RPY137)

REVISED: 10/19/2022

### DESCRIPTION:

This report displays the Payroll Register, by agency, showing employee gross to net including hours and amounts for the pay period. The Payroll Register lists employees by their pay groups and provides totals, sorted by department and company. The details in the report include earnings hours, gross taxes, deductions, and net pay amounts for the period run.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

### INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle parameters  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF  
CSV

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

Quarterly State Tax Summary COVA Payroll Register

Payroll Register

Run Control ID PY\_REGISTER Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID SM1072422 SM1072422

Company

Pay Group

Pay End Date

Process Page  Thru

Payroll Cycle

On-Cycle  Off-Cycle  Both

Report Format Selection

Run to CSV

Company Selection

Company	Description		
1 ABC	Alcoholic Beverage Control	+	-

### ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

**Note:** When selecting to Run to CSV, the report will run both the CSV and PDF versions.



Screenshot of the COVA Payroll Register CSV

Report ID: RPY137								Commonwealth of Virginia COVA PAYROLL REGISTER	
COMPANY	PAYGROUP	PAY END DATE	DEPT ID	EMPLOYEE NAME	EMPLOYEE ID	BUSINESS UNIT	EMPL CLASS	CHECK DT	CHECK NO
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864
ABC	NS1	24-Jul-22	226250			9990	ONC	1-Aug-22	60451864

Screenshot of the COVA Payroll Register CSV (scrolled right)

								Run Date:	18-Oct-22
								Run Time:	10:14:35.000000_AM
NO	COMP RATE	TYPE	CODE	CURRENT HOURS	CURRENT AMOUNT	YTD HOURS	YTD AMOUNT		
1864	1766.458333	Earnings	REGULAR	-10.4	-211.98	1070.4	14866.73		
51864	1766.458333	Earnings	OVERTIME	0	0	0.9	18.35		
51864	1766.458333	Earnings	RGS	40	883.2	1070.4	14866.73		
1864	1766.458333	Earnings	VAC	10.4	211.98	106.5	2170.74		
1864	1766.458333	Earnings	VRS	0	0	0	22963.98		
1864	1766.458333	Earnings	PHE			25.1	511.59		
1864	1766.458333	Earnings	HOL			40	815.3		
51864	1766.458333	Earnings	OSS			0.9	18.35		
51864	1766.458333	Earnings	OTL			9	183.44		
51864	1766.458333	Earnings	OTS			7.3	223.18		
51864	1766.458333	Earnings	RTR			0	44.19		
1864	1766.458333	Earnings	LSH			0	6889.19		
51864	1766.458333	Gross			883.2		25722.71		
1864	1766.458333	Net			708.21				
1864	1766.458333	Taxes	OASDI		50.79		1536.72		
1864	1766.458333	Taxes	MEDI		11.88		359.39		
51864	1766.458333	Taxes	FWT		27.96		1954.86		
1864	1766.458333	Taxes	VASWT		20.36		979.81		
1864	1766.458333	Deductions	10-CVACRE		64		960		
1864	1766.458333	Deductions	70-HVRMDP				706.6		



Screenshot of the COVA Payroll Register PDF

Employee Name/ID		Emp Class	REGULAR		OVERTIME		OTHER		Type		Earnings	
Dept. ID	Business Unit		Current	YTD	Current	YTD	Current	YTD	Current	YTD		
Check Date	Comp Rate	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	
226250	99900	10.40	211.98	1070.40	14,866.73	0.90	18.35	40.00	883.20	RMS	1070.40	14,866.73
08/01/2022	A	1,766.46						10.40	211.98	VAC	106.50	2,170.74
00000060451864										N VRS		22,963.98
										PHE	25.10	511.59
										HDL	40.00	815.90
										OSS	0.90	18.35
										OTL	9.00	183.44
										CTS	7.30	223.18
										RTR		44.19
										LIN		6,889.19
Department Total		10.40	211.98	1,070.40	14,866.73	0.90	18.35	50.40	1,095.18		1,259.20	48,686.69
226317	99900		677.80	18,843.04				1.00	1,534.73	RMS	677.80	18,843.04
08/01/2022	A	2,557.88							0.01M	VRS		12,917.30
00000060451863										RMW		8.50
										RTR		76.73
Department Total		0.00	677.80	18,843.04	0.00	0.00	0.00	1.00	1,534.74		677.80	31,845.57
Pay Group Total		10.40	211.98	1,748.20	33,709.77	0.90	18.35	51.40	2,629.92		1,937.00	80,532.26

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Screenshot of the COVA Payroll Register PDF (scrolled right)

Earnings		Taxes Type		Deduction Code		Net Pay
Current	YTD	Current	YTD	Current	YTD	
883.20	25,722.71	50.79	1,536.72	64.00	10-CVACRE	708.21 A
		11.88	359.39		70-HVPMCH	0.00
		27.96	1,854.84		72-HVPMDC	176.60
		20.36	979.81			
883.20	25,722.71	110.99	4,830.78	64.00		708.21
					1,843.20	0.00
						708.21 A
1,534.73	18,928.27	91.18	1,124.79	158.00	10-CVACRE	1,179.04 A
		21.33	263.06		70-HVPMCH	721.35
		29.76	862.99		72-HVPMDC	180.34
		55.42	773.94			
1,534.73	18,928.27	197.69	3,024.78	158.00		1,179.04
					2,165.69	0.00
						1,179.04 A
2,417.93	44,650.98	308.68	7,855.56	222.00		1,887.25
					4,008.89	0.00
						1,887.25 A



## COVA Payroll Summary Report (RPY138)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Report Style  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Payroll Summary Report Run Control Page

The screenshot shows the 'Payroll Summary Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Payroll Summary Report'. Below the navigation bar, the page title 'Payroll Summary Report' is displayed. The main content area contains several sections for configuring the report:

- Report Request Parameter(s):** This section is divided into two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'.
  - On-Cycle Run:** Includes a 'Pay Run ID' search field.
  - Off-Cycle Pay Calendar:** Includes 'Company', 'Pay Group', and 'Pay End Date' search fields, and 'Process Page' and 'Thru' input fields.
- Report Style:** Radio buttons for 'Summary by Selection' (selected) and 'Detail Report'.
- Payroll Cycle:** Radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected).
- Company Selection:** A table with columns for 'Company' and 'Description'. The table shows one entry with a search icon and '+'/'-' buttons. Above the table is a search bar and a 'View All' link.


At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Update/Display'. A 'Run' button is also present at the top right of the main content area.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Payroll Summary Report

		Commonwealth of Virginia				Run Date: 07/29/2021	
Report ID: RPY138		US PAYROLL SUMMARY REPORT				Run Time: 10:21 00	
Company: CJS						Page No. 1 of 7	
Pay Period End:		On/Off Cycle					
Run ID: TR10410							
Pay Check Summary							
All Checks (Including On-line)							
Count	Total Gross	Total Taxes	Total Deductions	Net Pay			
-----	-----	-----	-----	-----			
15	28657.43	5462.86	3532.08	19662.49			
On-line Checks							
Count	Total Gross	Total Taxes	Total Deductions	Net Pay			
-----	-----	-----	-----	-----			
0	0.00	0.00	0.00	0.00			
Batch Final Checks							
Count	Total Gross	Total Taxes	Total Deductions	Net Pay			
-----	-----	-----	-----	-----			
0	0.00	0.00	0.00	0.00			
On-line Final Checks							
Count	Total Gross	Total Taxes	Total Deductions	Net Pay			
-----	-----	-----	-----	-----			
0	0.00	0.00	0.00	0.00			
Pay Earnings Summary							
Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours	
-----	-----	-----	-----	-----	-----	-----	
43	16666.64	768	0.00	0.00	0.00	0.00	



## COVA Paysheet Records Audit Prior to Confirm Report (RPY123)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Paysheet Records Audit Prior to Confirm Report Run Control Page

#### COVA Preconfirm Audit Report

Run Control ID Preconfirm\_Audit\_Report [Report Manager](#) [Process Monitor](#)

Language

#### Report Request Parameter(s)

Pay Run ID


Company		Description		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

### ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the COVA Paysheet Records Audit Prior to Confirm Report

		Commonwealth of Virginia		PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM		Run Date: 09/07/2021		
Report ID: RPY123						Run Time: 04:19 00		
Company: CJS Dept of Criminal Justice Svcs								
Pay period End: 04/10/2021								
Pay Group: TR1 Training Test Paygroup 1								
						Page No. 1 of 2		
CJS	TR1	04/10/2021	TR10410					
Cal Yr/	Month Cd/							
Company	Paygroup	Pay_End_Dt	Off Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
CJS	TR1	04/10/2021	N	1	1			Uncalculated check
CJS	TR1	04/10/2021	N	2	1			Uncalculated check
CJS	TR1	04/10/2021	N	2	2			Uncalculated check
CJS	TR1	04/10/2021	N	2	3			Uncalculated check
CJS	TR1	04/10/2021	N	3	1			Uncalculated check
CJS	TR1	04/10/2021	N	4	1			Uncalculated check
CJS	TR1	04/10/2021	N	4	2			Uncalculated check
CJS	TR1	04/10/2021	N	5	1			Uncalculated check
CJS	TR1	04/10/2021	N	5	2			Uncalculated check
CJS	TR1	04/10/2021	N	5	3			Uncalculated check
CJS	TR1	04/10/2021	N	6	1			Uncalculated check
CJS	TR1	04/10/2021	N	6	2			Uncalculated check
CJS	TR1	04/10/2021	N	6	3			Uncalculated check
CJS	TR1	04/10/2021	N	6	4			Uncalculated check
CJS	TR1	04/10/2021	N	6	5			Uncalculated check
Total Number of Errors Found:							15	



## COVA Presheet Audit Report (RPY114)

REVISED: 04/22/2022

### DESCRIPTION:

This report verifies the integrity of the payroll and benefits setup and employee data. Before creating Paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

### INPUT / SEARCH CRITERIA:

Report Option (checkboxes)  
Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Presheet Audit Report Run Control Page

The screenshot shows the 'Presheet Audit Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Presheet Audit Report'. Below this, the page title 'Presheet Audit Report' is displayed. The 'Run Control ID' is set to 'COVA\_PreSheet\_Audit\_Report', and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains two main areas: 'Report Option' and 'Company Options'. In the 'Report Option' section, the 'Run ID Report?' radio button is selected, and the 'Pay Run ID' field contains 'SM1 First PP Apr 2022'. The 'Company Options' section shows a table with one row for a company, with search and add/remove buttons. At the bottom, there are 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons.

Cardinal Homepage Presheet Audit Report

Presheet Audit Report

Run Control ID COVA\_PreSheet\_Audit\_Report Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Report Option

Full report ?  Run ID Report ?

Pay Run ID SM1 First PP Apr 2022

Company Options

Company	Description		
1		+	-


Save Return to Search Add Update/Display

### ADDITIONAL INFORMATION:

Agencies should run the report with the **Run ID Report?** radio button selected to allow them to specify the Pay Run ID. If the **Full report?** radio button is selected, the **Pay Run ID** field becomes read-only. When run for a specific Run ID, the **Presheet Audit Report** will only report findings for the Pay Run ID selected.



Screenshot of the COVA Presheet Audit Report

		Commonwealth of Virginia	
Report ID: RPY114		COVA PRESHEET AUDIT REPORT	
		Run Date: 04/22/2022	
		Run Time: 06:05 00	

Run ID: SM1040922 Page No. 1 of 7

Company	Emplid	Empl Rcd #	Message	
		0	Birth Date is missing	
		0	Service Date is missing	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DEQ		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DMV		0	State is not in Company Tax Table	TN
DAN		0	State is not in Company Tax Table	NC
DSP		0	State is not in Company Tax Table	NC
ITA		0	State is not in Company Tax Table	NC
IDC		0	State is not in Company Tax Table	NC
NSU		0	State is not in Company Tax Table	NC
ARS		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	NC
ACC		0	State is not in Company Tax Table	NC
BUC		0	State is not in Company Tax Table	NC
VEC		0	State is not in Company Tax Table	TN
DCC		0	State is not in Company Tax Table	NC
DSS		0	State is not in Company Tax Table	NC
DJJ		0	State is not in Company Tax Table	NC
DWC		0	State is not in Company Tax Table	NC
DCC		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	TN



## COVA Quarterly Federal Tax Report (RPY242, TAX007)

REVISED: 09/15/2021

### DESCRIPTION:

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

This quarterly report is used by agencies for 941 reporting.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Quarterly Federal Tax Report Run Control Page

The screenshot shows the 'COVA Federal Tax Summary' page in a web application. At the top left is a 'Cardinal Homepage' button. The page title is 'COVA Federal Tax Summary'. Below the title, there is a 'Run Control ID' field containing 'Federal\_Tax\_Summary'. To the right of this field are 'Report Manager' and 'Process Monitor' links, and a 'Run' button. Below these elements is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. Above the table is a navigation bar with 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last' options. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report has no required fields.





## COVA Quarterly State Tax Summary Report (RPY243, TAX008)

REVISED: 09/15/2021

### DESCRIPTION:

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

This quarterly report is used by agencies.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Quarterly State Tax Summary Report Run Control Page

The screenshot shows the 'COVA State Tax Summary' run control page. At the top left is a 'Process List' link. The main header area contains 'Run Control ID COVA\_State\_Tax\_Summary', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Company Selection' section with a search bar and a table. The table has columns for 'Company' and 'Description'. The first row contains a search input field, a '+' button, and a '-' button. At the bottom of the page are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
<input type="text"/>	<input type="text"/>

### ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Quarterly State Tax Summary Report – Employee Detail

CARDINAL		Commonwealth of Virginia					Run Date: 05/28/2021			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL					Run Time: 03:12 00			
Company	ABC Alcoholic Beverage Control							Page No. 1 of 11999		
District of Columbia		12/31/2019		1						
Alcoholic Beverage Control										
Employer ID [REDACTED] SUT Rate										
SSN	Name	----- Withholding -----		----- Unemployment -----			----- Disability -----		----- VPDI/FLI/MLI/EIC -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
[REDACTED]	[REDACTED]	6,238.43	354.66							
Page Total		6,238.43	354.66	1	0.00	0.00	0.00 ER	0.00	0.00	0.00 ER
State Total		6,238.43	354.66		0.00	0.00	0.00 ER	0.00	0.00	0.00 ER

Screenshot of the COVA Quarterly State Tax Summary Report – Negative Wage Listing

CARDINAL		Commonwealth of Virginia					Run Date: 05/28/2021			
Report ID: VPYR0243		QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING					Run Time: 03:12 00			
Virginia										
		12/31/2019		1						
Dept for Blind/Vision Impaired										
8004 Franklin Farms Drive										
Richmond, VA 23229-5019										
Employer ID [REDACTED] SUT Rate										
		11,166.90	489.16	2,944.57-	5,541.54	0.00 ER				
SSN	Name	----- Withholding -----		----- Unemployment -----			----- Disability -----		----- VPDI/FLI/MLI/EIC -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
Page Total		11,166.90	489.16	2,944.57-	5,541.54	0.00 ER	0.00	0.00	0.00 ER	0.00 ER
State Total		11,166.90	489.16	2,944.57-	5,541.54	0.00 ER	0.00	0.00	0.00 ER	0.00 ER



## COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page

The screenshot shows the 'COVA Tax Balance Audit' run control page. At the top, there is a header 'COVA Tax Balance Audit'. Below it, a green box contains the text 'COVA Tax Balance Audit'. The main area contains a 'Run Control ID' field with the value 'COVA\_Tax\_Balance\_Audit'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the title 'COVA Tax Balance Audit' is repeated. There are input fields for 'Balance ID' and 'CY', and search boxes for 'Balances for Year' and 'Quarter'. A checkbox labeled 'Include 1042 Balances' is present. Below the search fields is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Company	Description
1	

### ADDITIONAL INFORMATION:

**Balances for Year** and **Quarter** fields are required fields.



# Screenshot of the COVA Quarterly Tax Balances Audit Report

Commonwealth of Virginia										
QUARTER TAX BALANCES AUDIT REPORT										
Run Date: 05/28/2021										
Run Time: 11:25 00										
Page No. 1 of 6207										
Company ABC										
Balance for Year: 2019										
Quarter: 4										
Employee ID Name										
Dept. ID	St	Locality	Work	Res	PSD	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference
150736	\$U					OASDI/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/EE	Tax	\$439.30	\$884.62	\$445.32-
	\$U					OASDI/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					OASDI/ER	Tax	\$439.30	\$884.62	\$445.32-
	\$U					MED/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					MED/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					MED/EE	Tax	\$102.74	\$206.89	\$104.15-
	\$U					Withholding	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.87-
	\$U					Withholding	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.87-
	\$U					Withholding	Tax	\$873.12	\$1,731.06	\$857.94-
	\$U					Med/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					Med/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51-
	\$U					Med/ER	Tax	\$102.74	\$206.89	\$104.15-
	VA					Withholding	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.87-
	VA					Withholding	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.87-
	VA					Withholding	Tax	\$330.10	\$658.15	\$328.05-
	\$U					OASDI/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/EE	Tax	\$449.29	\$905.95	\$456.66-
	\$U					OASDI/ER	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/ER	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					OASDI/ER	Tax	\$449.29	\$905.95	\$456.66-
	\$U					MED/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					MED/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-
	\$U					MED/EE	Tax	\$105.08	\$211.88	\$106.80-
	\$U					Withholding	No-Limit Taxable Gross	\$0.00	\$6,878.13	\$6,878.13-
	\$U					Withholding	Taxable Gross	\$6,921.61	\$13,799.74	\$6,878.13-
	\$U					Withholding	Tax	\$890.70	\$1,761.96	\$871.26-
	\$U					Med/ER	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.51-



## COVA State Tax Summary Report (VPR0243)

REVISED: 10/19/2022

### DESCRIPTION:

This report displays all the employees' State withholding, SUI and SDI by Company. The report calculates and displays a page and State total at the bottom of the report.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the State Tax Summary Report Run Control Page

The screenshot shows the 'COVA State Tax Summary' run control page. At the top, there is a breadcrumb trail: '< COVA State Tax Summary'. The page title is 'COVA State Tax Summary'. Below the title, the 'Run Control ID' is 'STATE\_TAX\_SUMMARY'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Company Selection' section contains a search box with 'ABC' entered, a 'View All' link, and a table with one row: '1 | ABC | Alcoholic Beverage Control'. Below the table are '+', '-', 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons.


Company	Description		
1   ABC	Alcoholic Beverage Control	+	-

### ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Tax Deposit Summary Report

 Report ID: VPYR0243		Commonwealth of Virginia QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL				Run Date: 10/19/2022 Run Time: 06:57 00			
Company		ABC Alcoholic Beverage Control				Page No. 1 of 563			
District of Columbia		09/30/2022		1					
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116									
Employer ID									
SSN	Name	----- Withholding -----		----- Unemployment -----		----- Disability -----		----- VFDI/FLI/MLI/EIC -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD
		0.00	0.00						
Page Total		0.00	0.00	1	0.00	0.00	0.00 ER	0.00	0.00 ER
State Total		0.00	0.00		0.00	0.00	0.00 ER	0.00	0.00 ER



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

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA State W-2 Tax Totals Rpt

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

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

The screenshot shows the 'COVA State W-2 Tax Totals Report' run control page. At the top, there is a title bar with the report name and a 'New' link. Below the title bar, the report name is repeated, followed by the Run Control ID 'COVA\_State\_W-2\_Tax\_Totals\_Rpt', 'Report Manager', and 'Process Monitor' links. A 'Run' button is located on the right. Below this, there is a checkbox for 'Print Employee Detail Listing'. A 'Company Selection' section contains a table with one row and two columns: 'Company' and 'Description'. The 'Company' cell has a search icon and a plus sign. Below the table are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.


Company	Description
1	

### ADDITIONAL INFORMATION:

This report has no required fields.



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

 <b>Report ID: VPYR0264</b>		Commonwealth of Virginia <b>COVA STATE W-2 TAX TOTALS SUMMARY REPORT</b>		Run Date: 06/01/2021 Run Time: 12:47 00
Page No. 1 of 5				
W2 Rpt Company GOV Office of the Governor Federal EIN 54-6001748		Tax Year 2019		
	Number of W-2 Statements	Total State Wages	Total State Income Tax	Total State EIC
MD	1	5438.94	309.01	
VA	64	3247574.29	164395.18	
W2 Rpt Company Totals:		65	3253013.23	164704.19



## COVA Suspense Reconciliation Register (RPY444)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Suspense Reconciliation Register Report Run Control Page


The screenshot shows the 'COVA Suspense Recon Register' report run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Suspense Recon Register'. Below this, the report title 'COVA Suspense Recon Register' is displayed. The 'Run Control ID' is 'COVA-Suspense\_Recon\_Register'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Parameters' section includes a required '\*Pay Run ID' field with a search icon. Below the parameters is a table with columns for 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. A 'Save' button is located at the bottom left of the form.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Suspense Reconciliation Register Report

		Commonwealth of Virginia Suspense Reconciliation Register As of: 04/09/2020		Run Date: 09/10/2021 Run Time: 01:28 00	
Report ID: RPY444				Page No. 1 of 42	
Company : ABC - Alcoholic Beverage Control Paygroup : SL2 Semimonthly Law14 (FRITHU14)					
Gross/Taxes/Deductions	DEDCD	GROSS/TAX AMT		DEDUCT AMT	
GROSS EARNINGS		\$ 211,249.62			
FICA Med Hospital Ins / EE		\$ 2,932.13			
QASDI/Disability - EE		\$ 12,537.25			
Withholding		\$ 28,191.06			
457 Deferred Compensation	DEFCMP		\$	4,985.00	
Association 2	ASSOC2		\$	152.75	
COVA Health Aware	CVAHAW		\$	391.00	
CoVA Care	CVACRE		\$	9,816.50	
DOA Admin Fee for Misc Ins	DOAFEE		\$	1.05	
Employee Retirement DB	VALORS		\$	9,537.30	
Employee Retirement DB	VRSRET		\$	208.10	
Flex Administrative Fee	FLXFEE		\$	14.70	
Kaiser-Permanente HMO	KAISER		\$	37.50	
Medical FSA	FLXMED		\$	372.00	
Optional Group Life	OPTLIF		\$	93.34	
Posttax Misc Insurance	PSTTAX		\$	213.80	
Total Paygroup SL2 Amount			\$	25,823.04	



## COVA Tax Deposit Summary (VPYR0509)

REVISED: 10/19/2022

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > COVA Tax Deposit Summary

### INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle Parameters  
On-Cycle, Off-cycle, or Both (checkboxes)  
Company

### OUTPUT FORMAT:

PDF

## Screenshot of the COVA Tax Deposit Summary Report Run Control Page


The screenshot shows the 'COVA Tax Deposit Summary Report' run control page. At the top, there is a breadcrumb trail: '< Quarterly State Tax Summary' and 'COVA Tax Deposit Summary Report'. Below this, a green button labeled 'COVA Tax Deposit Summary' is visible. The main title 'COVA Tax Deposit Summary Report' is followed by 'Run Control ID TAX\_DEP\_SUMMARY', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section contains two sub-sections: 'On-Cycle Run' with a 'Pay Run ID' field containing 'SM1060922' and a search icon, and 'Off-Cycle Pay Calendar' with fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. The 'Company Selection' section features a search bar and a table with one entry: '1 | DOT | VA Dept of Transportation'. The table has search and navigation icons.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



# Screenshot of the COVA Tax Deposit Summary Report

 Report ID: VPYR0509		Commonwealth of Virginia				COVA TAX DEPOSIT SUMMARY		Run Date: 10/18/2022		Run Time: 10:09 00	
Company DOT VA Dept of Transportation							Page No. 1 of 2				
Pay Period End 06/09/2022											
Check Date 06/16/2022											
On Cycle CONFIRMED											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrev County/Loc EIN	<----- WITHHOLDING -----> Taxable Gross	<----- WITHHOLDING -----> Tax	<----- OTHER -----> Taxable Gross	<----- OTHER -----> Tax	Employer	Total Deposit	<----- UI -----> Taxable Gross	<----- UI -----> Tax	<----- UI -----> Rate	
Federal Totals		18,392,595.25	1,875,240.21	20,147,831.13	1,249,157.21	1,249,165.12	4,957,846.67			0.600	
				20,147,831.13		292,141.13					
				20,147,831.13		292,143.00					
District of Columbia		12,136.17	732.09				732.09			0.000	
Delaware		1,736.84	72.57				72.57			0.000	
Maryland		156,274.49	10,873.02				10,873.02			0.000	
Pennsylvania		12,957.48	397.80				397.80			0.000	
Pennsylvania	280101 FRANKLIN 501280101	4,671.83	79.42				79.42				
Pennsylvania	400103 LUZERNE 51400103	3,480.17	34.80				34.80				
South Carolina		6,188.02	387.94				387.94			0.000	
Virginia		18,116,875.53	873,364.25				873,364.25	287,540.03		0.000	
West Virginia		88,395.14	4,067.00				4,067.00			0.000	
Check Date Total			2,765,249.10		1,541,298.34	1,541,308.12	5,847,855.56				
Pay Period Total			2,765,249.10		1,541,298.34	1,541,308.12	5,847,855.56				



## Deduction Amount Change Comparison Between Pay Periods Report (RPY089)

REVISED: 09/15/2021

### DESCRIPTION:

This is a report that pulls Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period showing deduction name, current amount and previous amount and sorted by Empl ID.

The State Payroll Operations (SPO) will process payroll in Cardinal, but the Agency Fiscal Officers will review reports that show paycheck amounts and determine if amount changes need to be researched further.

### NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the Deduction Amount Change Comparison Between Pay Periods Report Run Control Page

The screenshot shows the 'Deduction Change Amount Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and the report title. Below this, the 'Run Control ID' is 'Deduction\_Change\_Amount\_Report', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The main section is titled 'Report Request Parameter(s)' and contains a search box for 'Pay Run ID' and a 'Company Selection' section. The 'Company Selection' section includes a search box, a table with one row, and 'Add' and 'Remove' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Run Control ID: Deduction\_Change\_Amount\_Report

Report Manager | Process Monitor

Run

Report Request Parameter(s)

Pay Run ID: [Search Box]

Company Selection

Company	Description		
1	[Search Box]	+	-


Save | Notify | Add | Update/Display

### ADDITIONAL INFORMATION:

Pay Run ID is a required field.



**Screenshot of the Deduction Amount Change Comparison Between Pay Periods Report**

 <div style="text-align: center;">Commonwealth of Virginia</div> <div style="text-align: center;">DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS</div> <div style="display: flex; justify-content: space-between;"> <span>Report ID: RPY089</span> <span>Run Date: 06/02/2021 Run Time: 12:19 00</span> </div>										
Company: UMW - University of Mary Washington								Page No. 2 of 2		
Current Pay End Date: 10-NOV-2019										
Prior Pay End Date: 27-OCT-2019										
Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
	0	A		501201	Found 2	A	00	10.00	0.00	
	0	A		205701	Def Comp	B	49	125.00	0.00	
	0	A		205500	Found 1	A	00	312.50	0.00	
	0	A		205001	Admn Fee	A	00	0.35	0.00	
	0	A		205001	Annuity	B	46	600.00	0.00	



## Deduction Vendor Remittance Report (RPY380)

REVISED: 09/15/2021

### DESCRIPTION:

This Deduction Vendor Remittance report can be pulled by vendor and check date and will include deduction and vendor information

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Pay Check Date From/To  
Vendor ID  
Company  
Summary or Detail (radio button)

### OUTPUT FORMAT:

PDF

### Screenshot of the Deduction Vendor Remittance Report Run Control Page


The screenshot shows the 'Deduction Vendr Remittance Rpt' run control page. At the top right, the report title is displayed. Below the title bar, there is a 'Run Control ID' field containing 'Deduction\_Vendr\_Remittance\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right side. The main area is divided into several sections: 'Date', 'Vendor', 'Company', and 'Level'. Each section contains a search table with columns for ID, field name, and description. The 'Date' section includes a 'Pay Run ID' search field and 'Pay Check Date From/To' date pickers. The 'Vendor' and 'Company' sections have search fields for 'Vendor ID' and 'Company' respectively. The 'Level' section has radio buttons for 'Summary' and 'Detail', with 'Detail' selected. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the Deduction Vendor Remittance Report

		Commonwealth of Virginia		DEDUCTION VENDOR REMITTANCE		Run Date: 01/11/2021	
Report ID: RPY380						Run Time: 03:56 00	
Pay Check Date From: 01/01/2020 To: 04/30/2020				Page No. 143 of 152			
Vendor ID: 0001382066 UNITED WAY OF HAMPTON							
Detail							
[REDACTED]				NSH	CVC	P0000390	20.00 E
[REDACTED]				NSH	CVC	P0000390	50.00 E
[REDACTED]				NSH	CVC	P0000390	20.00 E
[REDACTED]				NSH	CVC	P0000390	25.00 E
[REDACTED]				NSH	CVC	P0000390	30.00 E
Company Total						145.00	
Vendor Total		1,454.18					
Deduction/Benefit Code Totals		1,454.18					
CVC		1,454.18					



## Employees not Processed in Current Payroll Report (RPY141)

REVISED: 09/15/2021

### DESCRIPTION:

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

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVE EE Not Processed Report

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Employees not Processed In Current Payroll Report Run Control Page

Process List Employees Not Processed Report

COVA EE Not Proc

Employees Not Processed Report

Run Control ID Ee\_Not\_Processed\_Report Report Manager Process Monitor Run

Language English

**Report Request Parameter(s)**

Pay Run ID

Personalize | Find | View All | | | First 1 of 1 Last

Company	Description		
1	<input type="text"/>		


Save Add Update/Display

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Employees not Processed In Current Payroll Report

 Report ID: RPY141		Commonwealth of Virginia EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL				Run Date: 06/02/2021 Run Time: 02:22 00		
Company: CJS Dept of Criminal Justice Svcs Pay Period End:04/10/2021 Pay Group TR1 Training Test Paygroup 1					Page No. 1 of 3			
Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Addl	<----- REGULAR -----> Hours Earnings	<- OVERTIME -> Hours	<----- OTHER -----> Type Hours Earnings	
		10230	14000	1 1				
		10230	14000	1 1 1				
		10320	14000	2 1				
		10320	14000	2 1 1				
		10320	14000	2 2				
		10320	14000	2 2 1				
		10320	14000	2 3				
		10320	14000	2 3 1				
		10330	14000	3 1				
		10330	14000	3 1 1				



## Employee SSN Verification Report (TAX109)

]  
REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

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

### NAVIGATION PATH:

Navigator > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

### INPUT / SEARCH CRITERIA:

Processing Options  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee SSN Verification Report Run Control Page

The screenshot shows the 'Employee SSN Verification' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Employee SSN Verification'. Below the title, there is a 'Run Control ID' field with the value '01', and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right side. The page is divided into two main sections: 'Processing Options' and 'Selection Criteria'. The 'Processing Options' section contains four radio button options: 'Within Selected Hire Dates' (selected), 'Within Selected Companies', 'Within Selected Paygroups', and 'Selected EMPLIDs'. There is also a checkbox for 'Balance Year'. The 'Selection Criteria' section contains a 'Hire Dates' sub-section with 'From Date' and 'End Date' fields, each with a calendar icon. At the bottom of the page, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

The **From Date** and **End Date** fields are required fields.





## FBMC Deduction Extract Report (RPY458)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

### INPUT / SEARCH CRITERIA:

Company  
Run to CSV (checkbox)  
From Check Date  
Check Thru Date

### OUTPUT FORMAT:

PDF

### Screenshot of the FBMC Deduction Extract Report Run Control Page


The screenshot shows the 'FBMC Deduction Extract Report' run control page. At the top, there is a header bar with the title 'FBMC Deduction Extract Report'. Below this, a green button labeled 'FBMC Deductions Extract Report' is visible. The main area contains a 'Run Control ID' field with the value 'FBMC\_Deductions\_Extract\_Repor', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Underneath, the 'Report Request Parameters' section is enclosed in a box. It includes a 'Company' search field with a magnifying glass icon, a 'Run to CSV' checkbox, and a 'Date Selection' section with two date pickers: '\*From Check Date' and '\*Check Thru Date'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Check Date field and Check Thru Date field are required fields.



Screenshot of the FBMC Deduction Extract Report

 Report ID: RPY458		Commonwealth of Virginia FBMC DEDUCTION EXTRACT REPORT				Run Date: 09/08/2021 Run Time: 12:36 00	
COMPANY: DOT - VA Dept of Transportation		Page No. 1 of 55					
FOR CHECKS DATED 12/30/2019 - 06/01/2020							
CHECK DT	EMPLID	NAME	ANNUTY EE A/T	ANNUTY EE B/T	ANNUTY ER NONTAX	PSTTAX	TPAFEE
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.66	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 55.06	\$ 0.00
<b>Check Date Total:</b>			\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.27	\$ 0.00
01/16/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
<b>Check Date Total:</b>			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 195.76	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00



## Federal Liability by State Report (TAX014)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)  
Company Selection

### OUTPUT FORMAT:

PDF

### Screenshot of the Federal Liability by State Report Run Control Page

The screenshot shows the 'Federal Liability by State Report' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Federal Liability by State Report'. Below the title, there is a 'Run Control ID' field containing 'Federal\_Liability\_by\_State', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. The 'Process Request Parameter(s)' section contains two main areas: 'On-Cycle Run' with a 'Pay Run ID' search field, and 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields, and 'Process Page' and 'Thru' fields. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Pay Run ID field is a required field.





## Federal Tax Summary (TAX010FD)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non Resident Alien Tax 1042 Agency quarterly certification.

This quarterly report is used by SPO to balance to 941 reporting.

### NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter  
Period

### OUTPUT FORMAT:

PDF

### Screenshot of the Federal Tax Summary Report Run Control Page

The screenshot shows the 'Federal Tax Summary Report' run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Federal Tax Summary Report'. Below the title, there is a 'Run Control ID' field containing 'Federal\_Tax\_Summary', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A section titled 'Report Request Parameter(s)' contains three input fields: 'Balances for Year', 'Quarter or', and 'Period', each with a search icon. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

**Balances for Year** field is required and also **Quarter** field or **Period** field is a required field.



## Screenshot of the Federal Tax Summary Report

		PeopleSoft QUARTERLY FEDERAL TAX SUMMARY REPORT 4th Quarter 2020						Page No. 1 Run Date 08/10/2021 Run Time 09:53:33	
Report ID: TAX010FD Company: ABC Alcoholic Beverage Control Federal EIN: 54-6001702		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages		
Jurisdiction: U.S. excluding Puerto Rico & Territories									
U.S. Federal Income Tax [H]	QTD								
	YTD	102,528,351.81	29,928,330.35						
FICA/OASDI [D,E]	QTD								
	YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74		104,199,195.06	
FICA/OASDI Tips [G,J]	QTD								
	YTD								
FICA Medicare [F,Q]	QTD								
	YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32		104,199,195.06	
FICA Medicare Tips [T,Z]	QTD								
	YTD								
Additional Medicare Tax [7]	QTD								
	YTD	72,915,489.06	656,239.40	72,915,489.06					
Non Resident Alien Tax 1042 [A]	QTD								
	YTD								



## Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earns-Ded-Tax Report

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

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

The screenshot shows the 'Fiscal YTD Earns-Ded-Tax Rpt' Run Control page. At the top left is a 'Process List' button. The main title is 'Fiscal YTD Earns-Ded-Tax Rpt'. Below the title, there is a 'Run Control ID' field containing 'Fiscal\_YTD\_Earns\_Ded\_Tax\_Rpt', a 'Report Manager' field, a 'Process Monitor' field, and a 'Run' button. A section titled 'Fiscal YTD Earns-Ded-Tax Report Request Parameters' contains a '\*Fiscal Year' field. Below this is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column and a search icon in the 'Description' column. At the bottom of the page are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Fiscal year field is a required field.





## FSA Deduction Extract Report (RPY457)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

### INPUT / SEARCH CRITERIA:

From Check Date  
To Check Date  
Run by CSV (checkbox)  
Company

### OUTPUT FORMAT:

Excel  
CSV

### Screenshot of the FSA Deduction Extract Report Run Control Page


The screenshot shows the 'FSA Deduction Extract Report' Run Control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'FSA Deduction Extract Report' on the right. Below the navigation bar, there is a 'Run Control ID' field with the value '115', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The main section is titled 'Report Request Parameters' and contains several input fields: '\*From Check Date' and '\*To Check Date' (both with calendar icons), and a checkbox for 'Run To CSV'. Below these fields is a search and filter section with a search icon, a search input field, and a 'View All' link. A table with columns 'Company' and 'Description' is visible, showing one row with a search icon in the 'Company' cell and '+' and '-' buttons in the 'Description' cell. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the FSA Deduction Extract Report

		Commonwealth of Virginia		Run Date: 11/22/2020	
Report ID: RPY457		FSA DEDUCTION EXTRACT REPORT		Run Time: 12:53 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 62	
FOR CHECKS DATED 03/16/2020 - 03/20/2020					
CHECK DT	EMPLID	NAME	FLXPER	FLXMGD	FLXDCR
03/16/2020			\$ 2.10	\$ 92.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 75.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 83.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 50.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 60.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 38.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 55.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 16.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 108.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 15.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 85.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 125.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 150.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 10.00
03/16/2020			\$ 2.10	\$ 35.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 32.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 80.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 90.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 110.00	\$ 0.00



## HR Accounting Line Reconciliation Report (RPY447)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

### INPUT / SEARCH CRITERIA:

Run Date From  
Run Date To  
Business Unit

### OUTPUT FORMAT:

PDF

### Screenshot of the HR Accounting Line Reconciliation Report Run Control Page


The screenshot shows the 'HR Accounting Line Recon' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'HR Accounting Line Recon' on the right. Below the navigation bar, the 'Run Control ID' is 'HR\_Accounting\_Line\_Recon'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Report Request Parameters'. It contains two sub-sections: 'Run Date Selection' and 'Business Unit Selection'. The 'Run Date Selection' section has two date pickers: '\*Run Date From' and '\*Run Date To'. The 'Business Unit Selection' section has a search bar with a magnifying glass icon and a dropdown menu showing '1-1 of 1'. Below the search bar is a table with two columns: 'Business Unit' and 'Agency Description'. The table has one row with the number '1' in the first column and a search icon in the second column. To the right of the table are '+' and '-' buttons. At the bottom of the page, there are four buttons: 'Save', 'Refresh', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Run Date From and Run Date To fields are required fields.



### Screenshot of the HR Accounting Line Reconciliation Report

 Report ID: RPY447		Commonwealth of Virginia HR ACCOUNTING LINE RECON	Run Date: 08/23/2021 Run Time: 01:10 00
Business Unit: 50100 - VA Dept of Transportation		Page No. 1 of 10	
From Date: 10/01/2019			
Thru Date: 12/31/2019			
Run Date: 10/10/2019			
<b>ASSETS</b>			
Account	Amount		
Total Assets:	0.00		
	0.00		
<b>LIABILITIES</b>			
Account	Amount		
Total Liabilities:	0.00		
	0.00		
<b>EXPENDITURES</b>			
Account	Amount		
5011410	0.00		
5011430	0.00		
Total Expenditures:	0.00		
<b>REVENUE</b>			
Account	Amount		
Total Revenue:	0.00		
	0.00		



## ICMA-RC Deduction Extract Report (RHR144)

REVISED: 09/15/2021

### DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to International City/County Management Association (ICMA-RC).

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > ICMA-RC Extract Report

### INPUT / SEARCH CRITERIA:

Company  
From Check Date  
To Check Date  
Suppress Totals for CSV (check box)

### OUTPUT FORMAT:

PDF

### Screenshot of the ICMA-RC Deduction Extract Report Run Control Page


The screenshot shows the 'COVA-ICMA-RC Extract Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'COVA-ICMA-RC Extract Report' on the right. Below this is a green tab labeled 'ICMA-RC Extract Report'. The main area contains a 'Run Control ID' field with the value '11s', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is positioned to the right. A large white box contains the search criteria: 'Company (Leave Blank for All)' with a search icon, '\*From Check Date' with a calendar icon, '\*To Check Date' with a calendar icon, and a checkbox for 'Suppress Totals for CSV'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the ICMA-RC Deduction Extract Report

		Commonwealth of Virginia				Run Date: 09/22/2021	
Report ID: RHR144		ICMA-RC DEDUCTION EXTRACT REPORT				Run Time: 10:59 00	
Report ID: RHR144		-----DEDUCTION CLASSIFICATIONS-----				Page No. 1 of 294	
Company: ABC		FOR CHECKS DATED 04/01/2020 - 04/30/2020					
CHECK DT	EMPLID	NAME	HYBMDC	EE B/T	HYBVDC	EE B/T	ER NONTAX
04/16/20				16.27		0.00	16.27
04/16/20				26.55		0.00	26.55
04/16/20				14.56		0.00	14.56
04/16/20				18.61		0.00	18.61
04/16/20				42.81		0.00	42.81
04/16/20				53.69		0.00	53.69
04/16/20				38.53		0.00	38.53
04/16/20				15.79		0.00	15.79
04/16/20				17.50		0.00	17.50
04/16/20				15.88		0.00	15.88
04/16/20				16.36		0.00	16.36
04/16/20				10.78		0.00	10.78
04/16/20				49.23		0.00	49.23
04/16/20				26.10		0.00	26.10
04/16/20				10.78		0.00	10.78
04/16/20				21.44		0.00	21.44
04/16/20				14.13		0.00	14.13
04/16/20				10.78		0.00	10.78
04/16/20				10.78		0.00	10.78
04/16/20				10.78		0.00	10.78
04/16/20				10.78		0.00	10.78
04/16/20				13.35		0.00	13.35
04/16/20				28.68		0.00	28.68
04/16/20				23.55		0.00	23.55
04/16/20				12.84		0.00	12.84
04/16/20				44.95		0.00	44.95
04/16/20				10.78		0.00	10.78
04/16/20				16.49		0.00	16.49
04/16/20				36.39		0.00	36.39
04/16/20				32.50		0.00	32.50
04/16/20				10.78		0.00	10.78
04/16/20				14.94		0.00	14.94
04/16/20				19.85		0.00	19.85
04/16/20				13.33		0.00	13.33
04/16/20				21.88		0.00	21.88
04/16/20				29.11		0.00	29.11
04/16/20				10.78		0.00	10.78
04/16/20				15.00		0.00	15.00
04/16/20				19.27		0.00	19.27



## Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

### DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

### INPUT / SEARCH CRITERIA:

Company  
From Check Date  
To Check Date  
Run to CSV (checkbox)

### OUTPUT FORMAT:

PDF

### Screenshot of the Minnesota Life Deduction Extract Report Run Control Page


The screenshot shows the 'Run Control' page for the 'Minnesota Life Deductions Extr Report'. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title 'MN Life Deductions Extr Report'. Below this, a green box highlights the report name 'Minnesota Life Deductions Rpt'. The main area displays the 'Run Control ID' as 'MN\_Life\_Deductions\_Extr\_Report', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A search form contains fields for 'Company' (with a search icon), '\*From Check Date' (with a calendar icon), and '\*To Check Date' (with a calendar icon). There is also a 'Run To CSV' checkbox. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



### Screenshot of the Minnesota Life Deduction Extract Report

		Commonwealth of Virginia		Run Date: 09/22/2021	
Report ID: RHR145		MINNESOTA LIFE DEDUCTION EXTRACT REPORT		Run Time: 10:48 00	
Report ID: RHR145		FOR CHECKS DATED 04/01/2020 - 04/30/2020		Page No. 1 of 124	
Company: ABC					
CHECK DT	EMPLID	NAME	DECD	EE A/T	
04/16/20			OPTLIF	50.00	
04/16/20			OPTLIF	16.00	
04/16/20			OPTLIF	2.00	
04/16/20			OPTLIF	9.56	
04/16/20			OPTLIF	1.40	
04/16/20			OPTLIF	4.50	
04/16/20			OPTLIF	49.26	
04/16/20			OPTLIF	21.78	
04/16/20			OPTLIF	4.96	
04/16/20			OPTLIF	59.16	
04/16/20			OPTLIF	30.36	
04/16/20			OPTLIF	28.50	
04/16/20			OPTLIF	1.83	
04/16/20			OPTLIF	27.12	
04/16/20			OPTLIF	10.20	
04/16/20			OPTLIF	3.19	
04/16/20			OPTLIF	5.76	
04/16/20			OPTLIF	8.64	
04/16/20			OPTLIF	40.00	
04/16/20			OPTLIF	3.72	
04/16/20			OPTLIF	26.40	
04/16/20			OPTLIF	1.85	
04/16/20			OPTLIF	28.71	
04/16/20			OPTLIF	3.55	
04/16/20			OPTLIF	46.53	
04/16/20			OPTLIF	3.20	
04/16/20			OPTLIF	6.51	
04/16/20			OPTLIF	1.60	
04/16/20			OPTLIF	20.46	
04/16/20			OPTLIF	0.75	
04/16/20			OPTLIF	8.20	
04/16/20			OPTLIF	12.08	
04/16/20			OPTLIF	24.51	
04/16/20			OPTLIF	60.54	
04/16/20			OPTLIF	14.85	
04/16/20			OPTLIF	5.04	
04/16/20			OPTLIF	2.88	
04/16/20			OPTLIF	8.51	



## Minnesota Life Upload Error Report (RPY172)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Minnesota Life Upload Error Report Run Control Page


The screenshot shows the 'Minnesota Life Upload Error Report' interface. At the top, it displays 'Run Control ID 0001', 'Report Manager', and 'Process Monitor'. A 'Run' button is located in the top right corner. Below this, the 'Report Request Parameter(s)' section contains two date pickers for '\*From Date' and '\*To Date'. A search bar with a magnifying glass icon and a 'View All' link is present. Below the search bar is a table with two columns: 'Company' and 'Description'. The table has one row with the number '1' in the first column, a search icon in the second, and '+' and '-' buttons in the third and fourth columns respectively. At the bottom of the interface, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



### Screenshot of the Minnesota Life Upload Error Report

		Commonwealth of Virginia		MINNESOTA LIFE UPLOAD ERROR REPORT		Run Date: 09/10/2021
Report ID: RPY172						Run Time: 09:15 00
Company: (Non-Payroll)						Page No. 1 of 8
Process Date Range: 01/01/2020 - 12/31/2020						
EMPLID	LAST NAME	FIRST NAME	EFFDT	DED AMT	ERROR MESSAGE	
			01/01/2020	11.00	This Employee has duplicate row in the input file.	
			01/01/2020	11.00	Invalid SSN	
			01/01/2020	11.00	Employee Not Found	
			01/01/2020	11.00	This Employee has duplicate row in the input file.	
			01/01/2020	11.00	Invalid SSN	
			01/01/2020	11.00	Employee Not Found	
			01/01/2020	11.00	Invalid SSN	
			01/01/2020	11.00	This Employee has duplicate row in the input file.	
			01/01/2020	11.00	Employee Not Found	
			01/01/2020	13.00	Invalid SSN	
			01/01/2020	13.00	This Employee has duplicate row in the input file.	
			01/01/2020	13.00	Employee Not Found	
			01/01/2020	16.00	Invalid SSN	
			01/01/2020	16.00	This Employee has duplicate row in the input file.	
			01/01/2020	16.00	Employee Not Found	
			01/01/2020	14.00	This Employee has duplicate row in the input file.	
			01/01/2020	14.00	Invalid SSN	
			01/01/2020	14.00	Employee Not Found	
			01/01/2020	15.00	This Employee has duplicate row in the input file.	
			01/01/2020	15.00	Invalid SSN	
			01/01/2020	15.00	Employee Not Found	
			01/01/2020	16.00	Invalid SSN	
			01/01/2020	16.00	This Employee has duplicate row in the input file.	
			01/01/2020	16.00	Employee Not Found	
			01/01/2020	11.00	Invalid SSN	
			01/01/2020	11.00	This Employee has duplicate row in the input file.	
			01/01/2020	11.00	Employee Not Found	
			01/01/2020	11.00	Invalid SSN	
			01/01/2020	11.00	This Employee has duplicate row in the input file.	
			01/01/2020	11.00	Employee Not Found	
			01/01/2020	.00	This Employee has duplicate row in the input file.	
			01/01/2020	.00	Invalid SSN	
			01/01/2020	.00	No value provided for required field: SSN ( Minnesota Optional Life Upload	



## Multiple Worksite Report (RPY241)

REVISED: 03/30/2022

### DESCRIPTION:

This regulatory report lists each tax location used to calculate the employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Multiple Worksite

### INPUT / SEARCH CRITERIA:

Balances for Year  
Quarter  
Write Flat File (checkbox)  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Multiple Worksite Report Run Control Page

COVA Multiple Worksite Report

Run Control ID 001      Report Manager    Process Monitor    Run

**Report Request Parameters**

**Balance Parameters**

Balance ID    CY    VDOT    Calendar Year

Balances for Year

Quarter

**Report Selection**

Write Flat File

**Company Selection**

Company	Description		
1	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

1-1 of 3    View All


Save    Return to Search    Notify    Add    Update/Display



**ADDITIONAL INFORMATION:**

**Balances for Year** and **Quarter** fields are required fields for both SPO and agency users. The **Write Flat File** checkbox will be available for SPO to generate the text file. The **Write Flat File** checkbox is not available for an agency user.

**Screenshot of the Multiple Worksite Report**

		Commonwealth of Virginia			Run Date: 09/07/2021	
Report ID: RPY241		MULTIPLE WORKSITE REPORT			Run Time: 04:06 00	
Company	SOV Senate of Virginia	Quarter 1, 2020			Page No. 109 of 117	
Fed EIN:		VIRGINIA UI Number:				
Worksite (or Trade) Name	Street Address	Employees in Pay Period Which Includes the 12th of			Total	
UI-Rpt-Cd	Tax-Locatn	Short-Desc	Jan	Feb	Mar	Quarterly Wages Of Worksite
-----			----	----	----	-----
Accomack	Senate of Virginia Fiscal Office		1	1	1	17,730
	PO Box 396					
	Richmond, VA 23218					
	001 001					
Richmond (City)	Senate of Virginia Fiscal Office		178	178	138	2,086,585
	PO Box 396					
	Richmond, VA 23218					
	760 760 760					
Staunton	Senate of Virginia Fiscal Office		0	0	1	6,167
	PO Box 396					
	Richmond, VA 23218					
	790 790					
State Total			179	179	140	2,110,482
Company Total (All States)			179	179	140	2,110,482



## Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

### INPUT / SEARCH CRITERIA:

Begin Check Date  
End Check Date  
Vendor

### OUTPUT FORMAT:

PDF

### Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Net Negatives by Emp/Vendr Rpt'. At the top, there is a breadcrumb trail: '< Cardinal Homepage' and 'Net Negatives by Emp/Vendr Rpt'. Below this, the report title 'Net Negatives by Emp/Vendr Rpt' is displayed in a green box. The main area contains the 'Run Control ID' 'Nte\_Negatives\_by\_Emp/Vendr\_Rpt', links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Under the 'Report Request Parameters' section, there are two date pickers for '\*Begin Check Date' and '\*End Check Date'. Below that is the 'Vendor Selection' section, which includes a search bar, a table with one row for 'Vendor' (ID 1), and 'Add' and 'Update/Display' buttons. The table has columns for 'Vendor', 'Vendor Name', and two action buttons (+ and -).


Vendor	Vendor Name		
1		+	-

### ADDITIONAL INFORMATION:

**Begin Check Date** and **End Check Date** fields are required fields.



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

Commonwealth of Virginia										
NET NEGATIVES BY EMPLOYEE/VENDOR										
 Report ID: RPY383								Run Date: 08/23/2021		
								Run Time: 11:07 00		
Vendor : BN00000001 - VRS - Retirement Fund								Page No. 1 of 11		
Date range : 10/01/2019 - 12/31/2019										
Deduction : Employee Retirement DB										
Company	Agency Name	Employee ID	Employee Name	Status	Check Date	Pay Period End Date	Employee Deduction	Employer Deduction	Off-Cycle Check	
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y	
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y	
Vendor Subtotal							-193.59	-523.44		



## Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

### INPUT / SEARCH CRITERIA:

From Check Date  
To Check Date  
Run to CSV (checkbox)  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page


The screenshot shows the 'TIAA Extract Report' interface. At the top, there is a header 'TIAA Extract Report'. Below it, a tab labeled 'TIAA Extract Report' is active. The main area contains a 'Run Control ID' field with the value 'TIAA\_Extract\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this is the 'Report Request Parameters' section, which includes a 'Date Selection' box with fields for '\*From Check Date' and '\*To Check Date', each with a calendar icon, and a 'Run to CSV' checkbox. Below the date selection is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column. There are search icons and navigation controls (back, forward, 1-1 of 1) above the table. At the bottom of the page, there are buttons for 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Check Date and To Check Date are required fields.



### Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

 Report ID: RPY453		Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020			Run Date: 09/08/2021 Run Time: 03:45 00
COMPANY : ABC - Alcoholic Beverage Control		PAYROLL DATE: 03/31/2020		Page No. 1 of 37	
<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>EMPLOYEE CONTRIBUTION</u>	<u>EMPLOYER CONTRIBUTION</u>	<u>TOTAL CONTRIBUTION</u>	
		439.60	747.30	1,186.90	
ABC - Company Total: 1		\$ 439.60	\$ 747.30	\$ 1,186.90	



## Paycheck History Report (RPY515)

REVISED: 10/17/2022

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Paycheck History Report

### INPUT / SEARCH CRITERIA:

- Empl ID
- Empl Record
- All Empl Rcds (checkbox)
- Company
- From Check Date
- To Check Date
- Earnings/Deductions/Taxes (checkboxes)
- Tax Selection options

### OUTPUT FORMAT:

CSV

### Screenshot of the Paycheck History Report Run Control Page

The screenshot shows the 'Paycheck History Report' run control interface. At the top, the title 'Paycheck History Report' is displayed. Below it, the 'Run Control ID' is 'PAYCHECK\_HISTORY\_RPT', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Employee Search' section includes fields for 'Empl ID' (with a search icon), 'Empl Record' (with a search icon and a value of '0'), and 'Company' (with a search icon and a value of 'DOT'). A checkbox for 'All Empl Rcds' is present, and the company name 'VA Dept of Transportation' is displayed below. The 'Check Date Range' section has fields for '\*From Check Date:' (07/25/2022) and '\*To Check Date:' (09/09/2022), both with calendar icons. The 'Earnings / Deductions / Taxes' section has three checkboxes: 'Earnings' (unchecked), 'Deductions' (unchecked), and 'Taxes' (checked). Below this is the 'Tax Selection' section, which features a search bar and a table. The table has columns for 'State', 'Description', 'Tax Class', and 'Description'. A single row is visible with 'VA' in the State column, 'Virginia' in the Description column, and a search icon in the Tax Class column. There are also '+' and '-' buttons for adding or removing rows.



**ADDITIONAL INFORMATION:**

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

**Screenshot of the Paycheck History Report**

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

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

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



## Precalculation Audit Report (RPY122)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA  
Precalculation Audit Rpt

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Precalculation Audit Report Run Control Page

The screenshot shows the 'Precalculation Audit Report' run control page. At the top, the title 'Precalculation Audit Report' is displayed. Below the title, the 'Run Control ID' is set to 'Precalculation\_Audit\_Report' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameter(s)' contains a 'Pay Run ID' search field. Below this is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column. There are search icons in the 'Company' and 'Description' cells, and '+' and '-' buttons in the last two columns. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.


Company	Description		
1		+	-

### ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Precalculation Audit Report

		Commonwealth of Virginia		Report ID: RPY122		PRECALCULATION AUDIT REPORT		Run Date: 09/16/2021		Run Time: 04:21 00	
										Page No. 1 of 1	
Pay Run-Id: PSBDEMOSM											
Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message			
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data			
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data			
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data			
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data			
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data			
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data			
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data			
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data			
Error Records:			8								



## Reset W-4 Exempt List (TAX103)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

This calendar year-end report is used by SPO.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

### INPUT / SEARCH CRITERIA:

Due Date for W-4 Forms  
Date to be Used for Eff. Date on Inserted Records  
Scope - All Employees or By Company  
Company  
Report Mode (radio button)

### OUTPUT FORMAT:

PDF

### Screenshot of the Reset W-4 Exempt List Report Run Control Page

The screenshot shows the 'Reset W-4 Exempt List' report run control page. At the top left is a 'Cardinal Homepage' link. The page title is 'Reset W-4 Exempt List'. Below the title, the 'Run Control ID' is 'Reset\_W\_4\_Exempt\_List'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section contains two date input fields: 'Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)' and 'Date to be Used for Effective Date on Inserted Records'. The 'Scope' section has radio buttons for 'All Employees' and 'By Company', with a 'Company' search field. The 'Report Mode' section has radio buttons for 'Report Only' and 'Update' (which is selected). At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



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

**Screenshot of the Reset W-4 Exempt List Report**

	A	B	C	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCSS		
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							



## Retroactive Enrollment Report

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Retroactive Enrollment Report Run Control Page

The screenshot shows the 'Retroactive Enrollment Report' Run Control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Retroactive Enrollment Report' on the right. Below the navigation bar, the page contains several elements: a 'Run Control ID' field with the value 'lls', and three buttons: 'Report Manager', 'Process Monitor', and 'Run'. There are two date selection fields: '\*From Date' and '\*Thru Date', each with a calendar icon. Below these fields is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column and a search icon in the 'Description' column. To the right of the table are '+' and '-' buttons. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.



Screenshot of the Retroactive Enrollment Report

Report ID: VPYR365  
 Report Name: Retroactive Enrollment Report  
 Run Date: 08/11/2021  
 Date Range: 01/01/2020 thru 06/30/2020

Row Type	Company	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt	Elect Dt	Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax Pct	Annual Pledge
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			1.44		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			ASSOC2			11.75		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			7.68		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			4.8		0
Prior	ABC		0			0	NONE FOUND									
Prior	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			1.44		0



## Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 09/15/2021

### DESCRIPTION:

A report that pulls employees where current pay period earnings is different than per pay period compensation on their job record.

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

### NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page

The screenshot shows the 'Salary Rate Comparison Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Salary Rate Comparison Report' on the right. Below this, a green tab labeled 'Salary Rate Comparison Report' is active. The main area contains the following elements:

- Run Control ID: salary\_rate\_comparison\_report
- Report Manager and Process Monitor links.
- A 'Run' button.
- A section titled 'Report Request Parameters' containing:
  - A search input field with a magnifying glass icon.
  - A label '\*Pay Run ID'.
  - A 'Company Selection' section with a table:

Company	Description		
1		<input type="text"/>	<input type="text"/>


At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID is a required field.



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

		Commonwealth of Virginia			Run Date: 06/02/2021			
Report ID: RPY086		SALARY RATE AND REGULAR PAY COMPARISON REPORT			Run Time: 02:46 00			
Company: ABC		Payroll Status - Confirmed 06/02/2021 02:46 00			Page No. 1 of 27			
Department	Employee ID	Employee Name	Job Comp Rate	Regular Pay	Difference	Gross Pay	Special Pay Type	Special Pay Amount.
100000			2500.00	2045.45	454.55	2045.45		0.00
120711			4527.08	2208.33	2318.75	4527.08		0.00
120711			4527.08	2318.75	2208.33	4527.08		0.00
100000			3071.47	1532.26	1539.21	3088.46	Prm Rwrdr	17.00
100000			3071.47	1539.20	1532.27	3088.46	Prm Rwrdr	17.00
300501			No Paycheck Record					
100000			No Paycheck Record					
120711			No Paycheck Record					
410806			No Paycheck Record					
100000			No Paycheck Record					
300501			No Paycheck Record					
226190			No Paycheck Record					



## SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

### INPUT / SEARCH CRITERIA:

Batch ID  
Company Parameters

### OUTPUT FORMAT:

PDF

### Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page

The screenshot shows the 'SPOT Entries Not on PayLine' Run Control page. At the top right, the title 'SPOT Entries Not on PayLine' is displayed. Below the title, there is a green button labeled 'SPOT Entries Not on PayLine'. The 'Run Control ID' is 'SPOT\_Entries\_Not\_on\_PayLine'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control Parameters' section is divided into two parts: 'Batch Parameters' and 'Company Parameters'. The 'Batch Parameters' section has a 'Batch Id' field with a search icon. The 'Company Parameters' section has 'Company', 'Pay Group', and 'Pay Period End Date' fields, each with a search icon. A note below the parameters states: '\*\*Pay Group and Company not mandatory in Company Param list'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

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



Screenshot of the SPOT Transactions Not Loaded to Payline Report

CARDINAL		Commonwealth of Virginia				SPOT TRANSACTIONS NOT LOADED TO PAYLINE		Run Date: 09/15/2021	
Report ID: RP449								Run Time: 09:05 00	
								Page No. 1 of 1	
Batch Id : 10 Pay Period End : 31-MAR-2020 Business Unit : 21500 University of Mary Washington Company : UMW Pay Group : SM2 Batch Type : E Batch_Status : Closed									
Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Separate Tax Method Check#
2		0		A	IAP	Annual Leave Payout - WTA		600.00	A 0
1		0		A	IAP	Annual Leave Payout - WTA		675.00	A 0
2		0		A	VRS	VRS Contribution Base		-6666.67	A 0
3		0		A	RTR	Retroactive Regular Pay		194.29	A 0
1		0		A	VRS	VRS Contribution Base		-8117.42	A 0
4		0		A	RTR	Retroactive Regular Pay		-194.29	A 0



## Tax Deposit Summary Report (TAX001)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report displays pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

This quarterly report is used by SPO.

### NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

### INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar  
Payroll Cycle (checkboxes)

### OUTPUT FORMAT:

PDF

### Screenshot of the Tax Deposit Summary Report Run Control Page

The screenshot shows the 'Tax Deposit Summary Report' run control page. At the top right, the title 'Tax Deposit Summary Report' is displayed. Below the title, there are several tabs: 'Run Control ID', 'Tax\_Deposit\_Summary', 'Report Manager', and 'Process Monitor'. A 'Run' button is located to the right of these tabs. The main area is titled 'Process Request Parameter(s)' and contains two sections: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' section has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date' (with a search icon), and 'Process Page' through 'Thru'. Below these sections is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



## Screenshot of the Tax Deposit Summary Report

Report ID: TAX001		PeopleSoft TAX DEPOSIT SUMMARY						Page No. 1			
Company ABC Alcoholic Beverage Control		On/Off Cycle CONFIRMED						Run Date 09/08/2021			
Pay Period End 07/09/2020								Run Time 18:03:04			
Check Date 07/16/2020											
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**											
State/ SWT EIN	Locality /Abbrv County/Loc EIN	<----- WITHHOLDING ----->		<----- OTHER ----->			<----- UI ----->				
		Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer	Total Deposit	Taxable Gross	Tax	Rate
Federal Totals		7,447,875.64	2,143,062.95	MEDEE	7,574,633.49		109,832.04	2,703,976.64			0.600
54-6001702				OASEE	2,374,633.49	147,224.49					
				OASER	2,374,633.49		147,227.21				
				MEDEE	7,574,633.49	109,829.95					
				ADDL MED	5,200,000.00	46,800.00					
District of Columbia		2,040.04	115.10					115.10			0.000
000133306											
Maryland		14,456.74	922.59					922.59			0.000
07181382											
Virginia		7,415,054.03	399,547.16					399,547.16	5,960.62		0.000
30546001702F001											
West Virginia		16,324.83	729.00					729.00			0.000
1033-8916											
	Check Date Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
	Pay Period Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
	Company Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			



# Tax Remittance Report (RPY174)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > COVA Tax Remittance Report

### INPUT / SEARCH CRITERIA:

- Company
- Pay Run ID or From/To Check Date
- State
- Locality
- Sub-Totals (checkbox)

### OUTPUT FORMAT:

PDF

## Screenshot of the Tax Remittance Report Run Control Page

← Cardinal Homepage
Tax Remittance Report

### Tax Remittance Report

Run Control ID Tax\_Remittance\_Report
Report Manager Process Monitor
Run

**Report Request Parameter(s)**

#	Company	Description		
1	<input type="text"/>		+	-

Pay Run ID

OR

From Check Date

To Check Date

Sub-Totals

#	State	Description		
1	<input type="text"/>		+	-


#	Locality	Description		
1	<input type="text"/>		+	-

Save
Add Update/Display



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

Screenshot of the Tax Remittance Report

 Report ID: RPY174		Commonwealth of Virginia TAX REMITTANCE REPORT				Run Date: 01/11/2021 Run Time: 03:51 00		
Company: Pay Run ID: STSM10324 From Check: To Check: State: Locality:		Page No. 20 of 26						
<u>Emplid</u>	<u>Empl Rcd</u>	<u>Name</u>	<u>Company</u>	<u>State</u>	<u>Locality</u>	<u>Check Date</u>	<u>Local Tax</u>	<u>State Tax</u>
	0		RCB	WV		03/31/2020		96.00
State Total (WV)								96.00
Company Total								398.01



## Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

### INPUT / SEARCH CRITERIA:

From Date  
To Date

### OUTPUT FORMAT:

PDF

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

Process List

Number of DD's and Checks

Run Control ID Number\_of\_DDs\_and\_Checks Report Manager Process Monitor Run

Report Request Parameter(s)

\*From Date [ ] [ ] \*To Date [ ] [ ]

Save Add Update/Display

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



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

Commonwealth of Virginia										
TOTAL NUMBER OF RECORDS IN CARDINAL PAID AND WITH DIRECT DEPOSIT / CHECK TOTALS										
BETWEEN 25-MAR-2020 AND 09-APR-2020										
Run Date: 09/10/2021										
Run Time: 10:11 00										
Page No. 1 of 5										
Report ID: RPY163	#PAID IN MONTH	#SALARY RECORDS	#SALARY DIR DEP	#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEP	#HOURLY BY CHK	%DD OF HOURLY	%DD OF NET PAID
ABC - Alcoholic Beverage Control										
Paygroup SL2	TOTAL	85	85	83	2 97.6	0	0	0	0.0	97.6
Paygroup SM1	TOTAL	1,110	1,110	1,071	39 96.5	0	0	0	0.0	96.5
Company ABC	TOTALS	1,195	1,195	1,154	41 96.6	0	0	0	0.0	96.6
APA - Auditor of Public Accounts										
Paygroup SM1	TOTAL	125	125	115	10 92.0	0	0	0	0.0	92.0
Company APA	TOTALS	125	125	115	10 92.0	0	0	0	0.0	92.0
BCC - Bland Correctional Center										
Paygroup SL1	TOTAL	193	193	193	0 100.0	0	0	0	0.0	100.0
Paygroup SM1	TOTAL	90	90	65	25 72.2	0	0	0	0.0	72.2
Company BCC	TOTALS	283	283	258	25 91.2	0	0	0	0.0	91.2
BVI - Dept for Blind/Vision Impaired										
Paygroup BW1	TOTAL	1	0	0	0 0.0	1	1	0	100.0	100.0
Paygroup SM1	TOTAL	286	286	274	12 95.8	0	0	0	0.0	95.8
Company BVI	TOTALS	287	286	274	12 95.8	1	1	0	100.0	95.8
CBR - VA Center for Behavioral Rehab										
Paygroup SM1	TOTAL	558	558	532	26 95.3	0	0	0	0.0	95.3
Company CBR	TOTALS	558	558	532	26 95.3	0	0	0	0.0	95.3
CCA - Center Children & Adolescents										
Paygroup SM1	TOTAL	166	166	154	12 92.8	0	0	0	0.0	92.8
Company CCA	TOTALS	166	166	154	12 92.8	0	0	0	0.0	92.8



## US Census Annual Survey Report (RPY247)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

### INPUT / SEARCH CRITERIA:

Calendar Year

### OUTPUT FORMAT:

PDF

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

The screenshot shows a web interface for the 'U S Census Annual Survey'. At the top left is a 'Cardinal Homepage' link. The main title is 'U S Census Annual Survey'. Below the title, there is a 'Run Control ID' field containing 'US\_Census\_Annual\_Survey'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameter(s)' section with a table containing one row: '\*Calendar Year' followed by an empty input field. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

Calendar Year field is a required field.





## Virginia DSS Child Support Report (RPY461)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

### INPUT / SEARCH CRITERIA:

From Check Date  
To Check Date  
Pay Run ID

### OUTPUT FORMAT:

PDF

### Screenshot of the Virginia DDS Child Support Report Run Control Page


The screenshot shows the 'Run Control' page for the 'Virginia DSS Child Support' report. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title 'Virginia DSS Child Support'. Below this, a green button labeled 'DSS Child Support' is visible. The main area contains the 'Run Control ID' set to 'Virginia\_DSS\_Child\_Support', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'DSS Child Support Extract' contains three input fields: 'From Check Date' and 'To Check Date' (both with calendar icons) and 'Pay Run ID' (with a search icon). At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

From Check Date and To Check Date fields or Pay Run ID field are required fields.



### Screenshot of the Virginia DDS Child Support Extract Report

		Commonwealth of Virginia		Run Date: 08/24/2021	
Report ID: RPY461		DSS CHILD SUPPORT EXTRACT REPORT		Run Time: 11:03 00	
COMPANY: ABC - Alcoholic Beverage Control			Page No. 1 of 30		
FOR CHECKS DATED 10/01/2019 - 12/31/2019					
CHECK DT	EMPLID	NAME	GARN ID	GARN AMOUNT	
12/16/2019			000001	\$	201.05
12/16/2019			000001	\$	276.92
12/16/2019			000001	\$	81.94
12/16/2019			000001	\$	169.50
12/16/2019			000001	\$	172.00
12/16/2019			000001	\$	91.37
12/16/2019			000001	\$	299.50
12/16/2019			000001	\$	1,402.50
12/16/2019			000001	\$	65.46
12/16/2019			000001	\$	218.00
12/16/2019			000001	\$	129.21
12/16/2019			000001	\$	204.00
12/16/2019			000001	\$	113.50
12/16/2019			000001	\$	184.17
12/16/2019			000001	\$	358.13
<b>Check Date Total:</b>				\$	<b>3,967.25</b>
<b>Company Total:</b>				\$	<b>3,967.25</b>



## Virginia Quarterly UI Wage Report (RPY246)

REVISED: 04/22/2022

### DESCRIPTION:

This regulatory Unemployment Insurance (UI) report creates a file of unemployment wages for the 940 to submit quarterly state wage listings on electronic/magnetic media.

This quarterly report will be used by SPO personnel to report VA Unemployment to Virginia Employment Commission (VEC) for all agencies. Agencies would only see info for the agencies they have access to.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Qrtrly Wage File

### INPUT / SEARCH CRITERIA:

Write Flat File (Checkbox)  
Company

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Virginia Quarterly UI Wage Report Run Control Page

The screenshot shows the 'COVA Qrtrly Wage File' run control page. At the top, there is a breadcrumb trail: '< Cardinal Homepage' and 'COVA Qrtrly Wage File'. Below this, a green button labeled 'COVA Qrtrly Wage File' is visible. The main content area is titled 'COVA Qrtrly Wage File' and contains a 'Run Control ID' of '001'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameters' section, which is divided into two parts: 'Report Selection' and 'Company Selection'. The 'Report Selection' part has a checkbox for 'Write Flat File'. The 'Company Selection' part features a search bar, a table with two rows, and 'Add' and 'Update/Display' buttons at the bottom. The table lists companies with their descriptions and selection controls.


Company	Description		
1 ABC	Alcoholic Beverage Control	+	-
2 DOT	VA Dept of Transportation	+	-

### ADDITIONAL INFORMATION:

The Write Flat File checkbox in the Report Selection section is only visible to SPO.



Screenshot of the Virginia Quarterly UI Wage Report

 Report ID: VPYR0246		Commonwealth of Virginia		VIRGINIA QUARTERLY UI WAGE REPORT Run Date: 08/25/2021 Run Time: 11:53 00	
Company: ABC Alcoholic Beverage Control		Page No. 1 of 255 Quarter/Year: 4/2019			
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		4,745.37	9,619.54	0.00	220.00
		3,999.99	8,118.38	0.00	220.00
		11,156.25	21,873.30	0.00	220.00
		9,843.12	17,957.18	0.00	220.00
		9,787.38	18,746.52	0.00	220.00
		5,645.25	10,873.84	0.00	220.00
		14,770.38	31,989.82	0.00	220.00
		4,234.50	8,328.50	0.00	220.00
		7,425.24	14,853.28	0.00	220.00
		8,311.26	16,513.80	0.00	220.00
		4,840.50	9,516.86	1,810.50	220.00
		7,706.25	15,062.28	0.00	220.00
		6,759.39	13,485.38	0.00	220.00
		3,235.26	6,431.80	0.00	220.00
		6,759.39	13,822.38	0.00	220.00
		5,651.25	7,281.20	7,274.90	220.00
		3,999.99	7,544.84	0.00	220.00
		7,064.13	13,764.70	0.00	220.00
		3,750.00	6,829.70	0.00	220.00
		4,962.51	9,691.28	0.00	220.00
		6,165.00	13,039.40	0.00	220.00
		4,962.51	9,479.54	0.00	220.00
		9,912.24	19,781.48	0.00	220.00
		6,737.37	13,347.45	0.00	220.00
		4,737.51	9,296.80	0.00	220.00
		6,825.63	14,380.16	0.00	220.00
		6,939.63	13,265.18	0.00	220.00
		4,234.50	8,182.58	0.00	220.00
		4,970.88	9,830.26	0.00	220.00
		3,750.00	7,261.10	0.00	220.00
		4,962.51	9,560.06	0.00	220.00
		5,766.87	11,844.78	0.00	220.00
		5,651.25	11,704.83	0.00	220.00
		3,999.99	7,820.36	0.00	220.00



## W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

PDF

### Screenshot of the W-3 Transmittal Totals Report Run Control Page

The screenshot shows a web interface for the 'W-3/W-3SS Transmittal Report'. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'W-3/W-3SS Transmittal Report'. Below this, a green tab labeled 'W-3/W-3SS Transmittal Report' is active. The main content area displays 'Run Control ID W\_3\_W\_3SS\_Transmittal\_Report' and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report has no required fields.



### Screenshot of the W-3 Transmittal Totals Report

W-3 Box	Description	Contents / Amount
Report ID: TAX915 Company ABC		
PeopleSoft W-3 TRANSMITTAL - TOTALS REPORT Tax Year 2019		
Page No. 1 Run Date 08/31/2021 Run Time 16:03:52		
b	Kind of Payer	Regular (All Others)
	Kind of Employer	None Apply
	Third-party sick pay	No
c	Total number of Forms W-2	5150
e	Employer identification number	54-6001702
f	Employer name	Alcoholic Beverage Control
g	Employer address	2901 Hermitage Road Richmond, VA 23220
h	Other EIN used this year	
1	Wages, tips, other compensation	81039820.25
2	Federal income tax withheld	7998976.04
3	Social security wages	80425815.76
4	Social security tax withheld	4986395.97
5	Medicare wages and tips	84709000.85
6	Medicare tax withheld	1264599.15
7	Social security tips	0.00
8	Allocated tips	0.00
10	Dependent care benefits	29762.50
11	Nonqualified plans	0.00
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91



## W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 09/15/2021

### DESCRIPTION:

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

This calendar year-end report is used agencies.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

### INPUT / SEARCH CRITERIA:

As Of Date

### OUTPUT FORMAT:

PDF

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

The screenshot shows the 'W-4 Exemptions Report' run control page. At the top right, the title 'W-4 Exemptions Report' is displayed. Below the title, the 'Run Control ID' is 'W\_4\_Exemptions\_Report' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Under the 'Report Request Parameter(s)' section, there is an 'As Of Date' field with a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

As of Date field is a required field.



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

Report ID: TAX100		PeopleSoft				Page No. 1					
Company: ABC Alcoholic Beverage Control		FEDERAL TAX DATA STATUS REPORT				Run Date 06/01/2021					
As Of Date: 04/30/2021						Run Time 10:40:25					
Employee ID	Name	Effective Date	Dept. ID	Dept. Name	SSN	Taxable Gross YTD	Allow-ances	Special FWT Status	Additional W/H %	Additional W/H Amount	NRA W/H Rule
		11/08/2019	226242	Store 242		0.00	1	Zero W/H...			
		11/08/2019	226271	Store 271		0.00	11	None			
		11/08/2019	226324	Store 324		0.00	0	Zero W/H...			
		11/25/2019	226033	Store 033		0.00	0	Zero W/H...			
		11/08/2019	226151	Store 151		0.00	2	Zero W/H...			
		11/08/2019	226250	Store 250		0.00	11	None			
		11/08/2019	300501	Warehouse		0.00	2	Zero W/H...			
		11/08/2019	226391	Store 391		0.00	1	Zero W/H...			
		11/08/2019	226387	Store 387		0.00	0	Zero W/H...			
		11/08/2019	226249	Store 249		0.00	1	Zero W/H...			
		11/25/2019	110701	Admin Exp		0.00	11	None			
		11/08/2019	226093	Store 093		0.00	11	None			
		11/08/2019	226275	Store 275		0.00	0	Zero W/H...			
		11/08/2019	226180	Store 180		0.00	1	Zero W/H...			
		11/08/2019	226263	Store 263		0.00	0	Zero W/H...			
		11/08/2019	226251	Store 251		0.00	12	None			
		11/08/2019	226079	Store 079		0.00	13	None			
		11/25/2019	410806	Cent Offc		0.00	16	None			
		11/25/2019	180783	IT PM		0.00	20	None			
		11/08/2019	226258	Store 258		0.00	20	None			
		11/08/2019	226340	Store 340		0.00	0	Zero W/H...			
		11/08/2019	300501	Warehouse		0.00	0	Zero W/H...			
		11/08/2019	410811	Reg 4		0.00	0	Zero W/H...			
		11/08/2019	226361	Store 361		0.00	1	Zero W/H...			
		11/08/2019	226263	Store 263		0.00	0	Zero W/H...			



## Year End Data Audit Report (TAX910AU)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report a listing of the amounts loaded in the year end files and identifies certain errors.

This calendar year-end report is used by SPO.

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

### INPUT / SEARCH CRITERIA:

Sort/Order Report by  
Employees Options (All or Selected)  
Employee ID  
W-2 Reporting Companies (All or Selected)  
Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Year End Audit Report Run Control Page

The screenshot shows the 'Year End Data Audit Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' on the left and 'Year End Data Audit Report' on the right. Below the navigation bar, the page title 'Year End Data Audit Report' is displayed. The main content area includes several sections: 1. 'Run Control ID' set to 'Year\_End\_Data\_Audit', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. 2. 'Balances for Year' set to '2019'. 3. '\*Sort Report By' dropdown menu set to 'None'. 4. 'Within Sort, Order By' dropdown menu. 5. 'Employees' section: 'Processing Options' with radio buttons for 'All Employees' (selected) and 'Selected Employees'. Below it, 'Employees Selected for Printing' includes a search bar, a table with columns 'Employee ID' and 'Name', and '+', '-' buttons. 6. 'W-2 Reporting Companies' section: 'Processing Options' with radio buttons for 'All Companies' (selected) and 'Selected Companies'. Below it, 'W-2 Reporting Companies Selected for Printing' includes a search bar, a table with columns 'Company' and 'Description', and '+', '-' buttons. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Year End Data Audit Report

Report ID: TAX910AU		PeopleSoft				Page No. 1			
W2 Rpt Company ABC Alcoholic Beverage Control		YE DATA AUDIT REPORT				Run Date 09/07/2021			
Federal EIN 54-6001702		Tax Year 2019				Run Time 10:51:34			
	Taxable Gross/ Tax	OASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqfld Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips
****		00002219600	****						
Federal	52930.91 6740.68	56517.23 3504.07	56517.23 819.50			C G DD	502.92 920.00 4740.00	Retire Fund	
VA	52930.91 2651.46								
****		00002256100	****						
Federal	50070.96 7249.36	51969.60 3222.12	51969.60 753.56			C	673.10	Retire Fund	
VA	50070.96 2517.87								
****		00002449100	****						
Federal	8007.53 540.80	8007.53 496.47	8007.53 116.11						
VA	8007.53 208.24								
****		00003466600	****						
Federal	10850.89 766.53	10850.89 672.76	10850.89 157.34						
VA	10850.89 297.88								
****		00005884100	****						
Federal	7127.92 289.01	7127.92 441.93	7127.92 103.35						
VA	7127.92 171.29								



## Year End Record Error Report (TAX910ER)

REVISED: 09/15/2021

### DESCRIPTION:

This regulatory report Identifies errors in the year-end data.

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

### NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

### INPUT / SEARCH CRITERIA:

Company

### OUTPUT FORMAT:

PDF

### Screenshot of the Year End Record Error Report Run Control Page

The screenshot shows the 'COVA Error Listing' interface. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Error Listing'. Below this is a 'COVA Error Listing Report' header. The main area contains a 'Run Control ID' field with the value '001', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these elements is a table with columns for 'Company' and 'Description'. The table contains one row with 'DEL' in the 'Company' column and 'House of Delegates' in the 'Description' column. There are also '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1 DEL	House of Delegates

### ADDITIONAL INFORMATION:

The **Company** field is a required field.



### Screenshot of the Year End Record Error Report

Employee ID	Employee Name	SSN	Taxform	Message
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	Incomplete employee address



## **Time and Attendance Queries**

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# Absence Accumulators Results Query V\_TA\_ABS\_ACCUM\_RESULTS

REVISED: 09/15/2021

## DESCRIPTION:

This query provides absence results and details for review and troubleshooting of absences. This query displays the same data you can view on the Results by Calendar pages.

This query is used by Absence Management (AM) Administrators.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ACCUM\_RESULTS

### INPUT / SEARCH CRITERIA:

Business Unit  
Employee ID  
Accumulator (Blank for All)  
Date From  
Date Thru  
MAX/ALL

### OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

**Business Unit, Employee ID, Date From** and **Date Thru** fields are required fields.

**MAX** version of the calendar may be used if the calendar has been calculated more than once retroactively.

**ALL** version of the calendar shows all versions of the calendar within the date range selected.

## Screenshot of the Absence Accumulators Results Query

V\_TA\_ABS\_ACCUM\_RESULTS - Absence Accum Results

Business Unit: #0300  
Employee ID:   
Accumulator (Blank for all):   
Date From: 12/10/2019  
Date Thru: 12/24/2019  
MAX/ALL: ALL

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (38 kb)

View All First 1-91 of 91 Last

Row	Business Unit	Name	Empl ID	Empl Rcd	Position	Calendar ID	Calendar Group ID	From Date	Through date	Element Name	Element Description	Calc Result Value	
1	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_BAL	Annual Leave Incentive	0.000000
2	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_ENT	Annual Leave Incentive	0.000000
3	40300				0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	ALI PRD ACUM_ACRL	ALI Period Accrual	0.000000
4	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI YTD ACUM_ACRL	ALI Annual Accrual	0.000000
5	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_BAL	Bone Marrow/Organ Donations	0.000000
6	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_ENT	Bone Marrow/Organ Donations	0.000000
7	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ADJ	Volunteer Service Leave	16.000000
8	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_BAL	Volunteer Service Leave	16.000000
9	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ENT	Volunteer Service Leave	0.000000
10	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR DON ELEM_BAL	DLR Donate Element	0.000000
11	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_BAL	Donated Leave Rec (Lv Share)	0.000000
12	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_ENT	Donated Leave Rec (Lv Share)	0.000000
13	40300				0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	DLR PRD ACUM_ACRL	DLR Period Accrual	0.000000



## Absences Approved by Admins Query V\_TA\_ABS\_ADMIN\_APPROVALS

REVISED: 09/15/2021

### DESCRIPTION:

This query lists absences currently in approved status that were touched and/or approved via the **Absence Event** page for auditing purposes to maintain internal controls.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADMIN\_APPROVALS

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)  
 Location (Blank for all)  
 Employee Dept ID (Blank for all)  
 Approver Empl ID (Blank for all)  
 Action Date From  
 Action Date To

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Action Date From** and **Action Date To** fields are required fields. It is recommended that the **Business Unit** field always be populated, but it is not a required field.

### Screenshot of the Absences Approved by Admins Query

V\_TA\_ABS\_ADMIN\_APPROVALS - Absences Approved by Admins

Business Unit(Blank for all)

Location(Blank for all)

Employee DeptID(Blank for all)

Approver EmplID(Blank for all)

Action Date From

Action Date To

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(306 kb\)](#)

View All First 1-100 of 644  Last

Row	Business Unit	Approver EMPLID	Approver USER ID	Employee NAME	Employee EMPLID	Employee Record	Position	Employee Location	Employee DeptID	Action Date	Absence Begin Date	Absence End Date	Leave Type	Comment	Trans Nbr	SeqNum
1	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	1
2	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	2
3	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	3
4	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	4
5	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	5
6	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	6
7	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	7
8	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	8
9	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	1
10	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	2
11	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	3
12	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	4
13	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	5



# Active TL Eligibility Query

## V\_TA\_ELIGIBILITY\_ENROLL\_LIST

REVISED: 09/15/2021

### DESCRIPTION:

This query displays employees' shift differential, commuter and overtime leave eligibility and provides details to allow Administrators to take the appropriate action to verify and/or correct COVA eligibility enrollment.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_LIST

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID  
 Empl ID  
 TL Eligibility Type  
 As Of Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Business Unit** and **As Of Date** fields are required fields. The **As Of Date** is the effective date of the eligibility data.

### Screenshot of the Active TL Eligibility Query

V\_TA\_ELIGIBILITY\_ENROLL\_LIST - Active TL Eligibility

Business Unit

Dept ID

Emplid

TL Eligibility Type

As Of Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(96 kb\)](#)

View All First 1-100 of 301 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	JOB Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Employee Class	Job Code	TL Eligibility Type	COVA Eligibility Effective Date	Eligibility Business Unit	Step	Rate Type	Include Overtime	Shift 2 Rate	Shift 3 Rate	Action
1			0	ARS00099	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
2			0	ARS00160	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
3			0	ARS01094	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
4			0	ARS00772	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
5			0	ARS00126	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
6			0	ARS00706	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
7			0	ARS00059	26200	10072	A	S	N	CLS	19211	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
8			0	ARS00887	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
9			0	ARS00732	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
10			0	ARS00416	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
11			0	ARS00052	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
12			0	ARS00411	26200	11102	A	S	N	CLS	49053	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY



# Cancelled/Error Time Entry Upload Query V\_TA\_CAN\_ERR\_TIME\_UPLOAD

REVISED: 7/8/2022

## DESCRIPTION:

This query will provide agency time and labor administrators the ability to review interfaced time data transactions in error, or that were cancelled from the Time Entry Upload Review page. One version of the report will display all errors from the time entry upload process. The other version of the report will return all transactions cancelled from the Time Entry Upload Review page. Depending on the reason for running the report, the user will be need to determine which prompt selection is more appropriate for their needs.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_CAN\_ERR\_TIME\_UPLOAD

### INPUT / SEARCH CRITERIA:

- Business Unit
- Dept ID (blank for all)
- Employee ID (blank for all)
- File Name
- From Date
- To Date
- CAN/ERR

### OUTPUT FORMAT:

- HTML
- Excel

## ADDITIONAL INFORMATION:

Business Unit, From/To Date, and CAN/ERR fields are required fields.

## Screenshot of the Cancelled/Error Time Entry Upload Query

Row	Filename	Empl ID	Empl Recd	Name	Business Unit	Position Number from Job data	Position Number from file	Position Title	Dept ID	Empl Type	Dur	TRC	TL Quantity	Create Date	Error Status	Error	Error Number	Shift	Fund	Program	Dept	Cost Center	Task	FIPS Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Project Activity	Project Resource Type	Project Resource Category	Product Resource Subcategory	Program Code	Agency Value	
1	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/09/2022	FER	4.500000	05/25/2022	X	Cancel																			
2	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			
3	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/11/2022	FER	7.750000	05/25/2022	X	Cancel																			
4	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/12/2022	FER	7.750000	05/25/2022	X	Cancel																			
5	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/13/2022	FER	4.500000	05/25/2022	X	Cancel																			
6	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/16/2022	FER	4.500000	05/25/2022	X	Cancel																			
7	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/17/2022	FER	7.750000	05/25/2022	X	Cancel																			
8	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			
9	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			
10	21400_TA756_IN_05252022_1231_001.DAT	999			21400		LWUC0193 #144014	HELP #144014	21400		05/19/2022	FER	4.500000	05/25/2022	X	Cancel																			



# Comp Plan Enrollment Audit Query

## V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query displays changes to an employee's enrollment record and shows who and when updates were made to the employee's compensation plan enrollment.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
 Department ID  
 Employee ID  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Business Unit, From Date and To Date** fields are required fields. The date range is related to the audit date and time stamp. The audit action indicates the type of action, e.g., add, delete, or changes.

### Screenshot of the Comp Plan Enrollment Audit Query

V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT - Comp Plan Enrollment Audit

Business Unit: 50100  
 Department ID:   
 Employee ID:   
 From Date: 08/01/2020  
 To Date: 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1125 kb)

View All First 1-100 of 3144 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Comp Time Plan	Comp Plan Effective Status	Comp Plan Effective Date	Username Who made the change	Date and Time Stamp	Audit Action
1			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	A
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	A
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	A
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	A
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	A
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	A
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	A
8			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	A
9			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	A
10			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	A



## Donated Leave Usage Query V\_TA\_DONATED\_LEAVE

REVISED: 09/15/2021

### DESCRIPTION:

This query lists donated leave hours for employees. This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query displays the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Employee ID or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates are adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx displays information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In this example, information from two leave periods would be on the Query results.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_DONATED\_LEAVE

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Empl ID (blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit, From Date and To Date** fields are required fields.

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

### Screenshot of the Donated Leave Usage Query

Row	Unit	Department ID	Name	Employee ID	Employee Record	Position	Calendar ID	Period Begin Date	Period End Date	Absence Date	Absence Hours	Entitlement Bal	HR Status	Total Reported Hours
1	50100	10000				0 DOTTA024	S102020SM107	04/10/2020	04/24/2020		0.000000	100.000000	A	
2	50100	12069				0 DOT02371	S102020SM102	01/25/2020	02/09/2020	01/28/2020	8.000000	17.000000	A	



## Emergency Overtime Meals Query V\_TA\_OT\_MEAL

REVISED: 09/15/2021

### DESCRIPTION:

This query displays both scheduled and non-scheduled workdays for which emergency overtime (OT) and/or emergency comp time is recorded, for use in determining overtime meal eligibility and calculations. Additionally, this query lists any other time recorded on those same reporting dates.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_OT\_MEAL

### INPUT / SEARCH CRITERIA:

Business Unit  
Sum Cd/Dept ID (Blank for all)  
Employee ID (Blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

### Screenshot of the Emergency Overtime Meals Query

V\_TA\_OT\_MEAL - Emergency OT Meal

Business Unit

Sum Cd/DeptID (Blank for all)

Employee ID (Blank for all)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Row	Business Unit	Summary Code	Summary Description	Daily Date	Department	Dept Description	Work Schedule	Rotation	Work Description	Off Day Indicator	Empl ID	Empl Record	Employee Name	Position	Productive/ Non Productive	Workgr
1	50100	99999	VDOT Statewide	01/04/2020	12030	Fairystone Area Headquarters	40.00-Z88888Z-0	SASU	5x8 hour days - 2 OFF together	Y		1		DOT00075	Productive	SNRF07

### Screenshot of the Emergency Overtime Meals Query (scrolled right)

First 1-1 of 1 Last

Productive/ Non Productive	Workgroup	TRC	Description	Hours	Approver	Timesheet Approval Status	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Activity	Telecommute
Productive	SNRF071E2	ETSA	Emerg OT @ Time 1/2 - Sal	6.00	00170309200	AP	04100		12021	11160000	72205	063					



## Employee Absence Adjustments Query V\_TA\_ABS\_ADJUSTMENTS

REVISED: 09/15/2021

### DESCRIPTION:

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time update information.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADJUSTMENTS

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID (blank for all)  
 Employee ID (blank for all)  
 Leave Period End Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

Business Unit and Leave Period End Date fields are required fields.

### Screenshot of the Employee Absence Adjustments Query

V\_TA\_ABS\_ADJUSTMENTS - Absence Adjustments

Business Unit

Dept ID (blank for all)

Employee ID (blank for all)

Leave Period End Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-2 of 2 Last

Row	Unit	Dept ID	Name	EMPLID	Empl Record	Position	Calendar ID	End Date	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd DtTm
1	50100	13035			0	DOT20162	S102020SM100	01/10/2020	VAC ENT ELEM	Vacation	20.000000	VDOT Employee TA.15.B.114		11/30/2020 10:46:36AM
2	50100	14052			0	DOT00708	S102020SM100	01/10/2020	PD2 ENT ELEM	Pre-disciplinary leave 2	10.000000	Future Calendar Period test		01/11/2021 11:52:07AM



## Employee Schedule Review Query V\_TA\_SCHEDULE\_REVIEW

REVISED: 09/15/2021

### DESCRIPTION:

This query provides the administrative users the ability to list time reporters without a schedule and those with a default schedule, salaried employees with an hourly schedule, and employees with an invalid schedule group.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_SCHEDULE\_REVIEW

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Empl ID (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit field is a required field.

### Screenshot of the Employee Schedule Review Query

V\_TA\_SCHEDULE\_REVIEW - Employee Schedule Review

Business Unit

Dept ID (blank for all)

Empl ID (blank for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

View All First 1-7 of 7 Last

Row	Name	Employee ID	Empl Record	Position	Location	Job Code	Unit	Dept ID	Type	FLSA Stat	Reports To	Current HR Status	Workgroup	Reason
1			0	ARSTA01	ARS	00151	26200	10000	H	Nonexempt		Active	HNRF07BP1	Employees with Missing Schedule
2			1	ARS00432	CENTR	49012	26200	11109	S	Professional	ARS00481	Active	SERF071E1	Employees with Missing Schedule
3			1	ARS00194	CENTR	49013	26200	11332	S	Professional	ARS00424	Active	SERF071E1	Employees with Missing Schedule
4			0	ARS00535	CENTR	49053	26200	12209	S	Nonexempt	ARS00950	Active	SNRF071E1	Employees with Missing Schedule
5			0	ARS00696	CENTR	49013	26200	13407	S	Professional	ARS00556	Active	SERF071E1	Employees with Missing Schedule
6			0	ARSD0340	CENTR	49172	26200	90902	S	Professional	ARSD0230	Active	SERF071E1	Employees with Missing Schedule
7			0	ARSORP00	CENTR	COVA99	26200	99999	S	Nonexempt		Active	INVALID	Employees with Missing Schedule



# FML Without Concurrent Absence Query V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

REVISED: 09/15/2021

## DESCRIPTION:

This query identifies when Family Medical Leave (FML) is reported without another absence. This query also displays employees having FML reported for a day and concurrent absence hours less than the FML hours entered for the same day.

## NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

## INPUT / SEARCH CRITERIA:

Business Unit  
Location (blank for all)  
Begin Date  
To Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

**Business Unit, Begin Date and To Date** fields are required fields.

While calculating concurrent absences hours for the day FML hours are reported, the query also adds hours reported under Time Reporting Codes (TRCs) 'OTT- Overtime Leave Taken' and 'CPT – Compensatory Leave Taken' because these are considered as absence hours to calculate concurrent hours for FML.

## Screenshot of the FML Without Concurrent Absence Query

V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT - FML without concurrent absence

Business Unit

Location (blank for all)

Begin Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (43 kb)

View All First 1-82 of 82 Last

Row	Employee Name	Employee ID	Empl Rcd	Position Number	Business Unit	Department ID	Dept Description	Location	Calendar ID	Absence Date	Scheduled Hrs	Absence Begin Date	Absence End Date	Total Hours Entered	Hours Paid	Hours Unpaid	Termination Date
1			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
2			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
3			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
4			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
5			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/19/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
6			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/20/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
7			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/21/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
8			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/22/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
9			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/12/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
10			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
11			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
12			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
13			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	



## Inactive Employee with Leave Balance Query V\_TA\_BAL\_FOR\_INACTIVE\_EMP

REVISED: 09/15/2021

### DESCRIPTION:

This query lists leave types and balances for employees in an inactive/terminated status. Typically these employees have been paid for their remaining balances but the corresponding balance adjustments in Cardinal have not been made.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_BAL\_FOR\_INACTIVE\_EMP

### INPUT / SEARCH CRITERIA:

Business Unit  
 Location (Blank for All)  
 Dept ID (Blank for All)  
 Empl ID (Blank for All)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Business Unit** field is a required field. The query displays all users with a JOB.HR\_STATUS = 'I' which have a balance (<> 0).

### Screenshot of the Inactive Employee with Leave Balance Query

V\_TA\_BAL\_FOR\_INACTIVE\_EMP - Inactive Employee With Balance

Business Unit

Location (Blank for All)

Dept ID (Blank for All)

Empl ID (Blank for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-8 of 8 Last

Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	24200	CENTR	13400			0 CNU00242		2020-01-09	CSL ENT EL	32.000
2	24200	CENTR	13400			0 CNU00242		2020-01-09	SCK ENT EL	5.000
3	24200	CENTR	13400			0 CNU00242		2020-01-09	SDP ENT EL	40.000
4	24200	CENTR	13400			0 CNU00242		2020-01-09	VAC ENT EL	484.500
5	24200	CENTR	24100			0 CNUFA345		2019-12-24	CSL ENT EL	16.000
6	24200	CENTR	24100			0 CNUFA345		2019-12-24	PER ENT EL	16.000
7	24200	CENTR	24100			0 CNUFA345		2019-12-24	SDP ENT EL	40.000
8	24200	CENTR	24100			0 CNUFA345		2019-12-24	VAC ENT EL	4.000



## Ineligible Forecasted Absence Events Query V\_TA\_ABS\_EVT\_FCST\_INELIG

REVISED: 09/15/2021

### DESCRIPTION:

This query provides absences deemed ineligible for review and update.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_EVT\_FCST\_INELIG

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (Blank for All)  
Current Leave Yr End Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit and Current Leave Yr End Date fields are required fields.

### Screenshot of the ineligible Forecasted Absence Events Query

V\_TA\_ABS\_EVT\_FCST\_INELIG - Ineligible Forecasted Absence

Business Unit

Department ID (Blank for All)

Current Leave Yr End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(21 kb\)](#)

View All First 1-35 of 35 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/01/2012	11/01/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/09/2012
2	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/16/2012	11/16/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/27/2012
3	10003	Administrative Services	50100		0	05153		LNP TAKE ELEM	Pay Docking	LNP	09/05/2014	09/05/2014	7	A	Y	1.00	0.00	Y	1.00	09/30/2014	INELIGIBLE	09/15/2014 8:12:14AM	09/15/2014
4	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/15/2012	02/24/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
5	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/27/2012	03/02/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
6	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	05/30/2014	06/08/2014	1	A	Y	0.00	0.00	N	0.00	07/16/2014	INELIGIBLE	05/06/2016 3:58:27PM	
								PER	SDP														



## Invalid ChartField Combination Query V\_TA\_INVALID\_CHARTFIELDS

REVISED: 09/15/2021

### DESCRIPTION:

This query lists invalid ChartField combinations on reported time for review and correction. In Cardinal, Time Admin generates a TLX00110 exception when the combo code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported. This query lists all the employees with TLX00110 exception for the given date range.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_INVALID\_CHARTFIELDS

### INPUT / SEARCH CRITERIA:

Business Unit  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Invalid ChartField Combination Query

V\_TA\_INVALID\_CHARTFIELDS - Invalid ChartField Combination

Business Unit

From Date 05/25/2016

To Date 06/09/2016

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-3 of 3 Last

Row	Name	Empl ID	Empl Record	Position Number	Business Unit	Duration	Reporting Code	Location	Message Text	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
1			0	H2604	50100	05/25/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516
2			0	H2604	50100	05/31/2016	RGH	12	000221253	599999	04720	603004	10114	12030200	063			00008				
3			0	H2604	50100	06/01/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516



# Leave Balances by Department ID/Location Query V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

REVISED: 07/8/2022

### DESCRIPTION:

This query lists leave balances by Department, Reports To, or employee.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

### INPUT / SEARCH CRITERIA:

- Business Unit
- Location (blank for all or %)
- Dept ID (blank for all)
- Reports To (blank for all)
- Empl ID (blank for all)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

Business Unit field is a required field.

### Screenshot of the Leave Balances by Department ID/Location Query

V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT - Leave Bal by Deptid/Location

Business Unit: 15400

Location (blank for all or %):

Dept ID (blank for all):

Reports To (blank for all):

Empl ID (blank for all):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (3862 kb)

View All

First 1-100 of 9955 Last

Row	Business Unit	Location/District	Department	Reports To	Employee Name	Emplid	Employee Record	Position	Leave Code	Calc Result Value	Seniority Date	FLSA Status	Leave Year
1	15400	100	15400	DMV00091			0	DMV04000	COMP_LEAVE	6.000000	03/19/1987	Professional	2022
2	15400	100	15400	DMV00091			0	DMV04000	CSL	16.000000	03/19/1987	Professional	2022
3	15400	100	15400	DMV00091			0	DMV04000	ERL	8.000000	03/19/1987	Professional	2022
4	15400	100	15400	DMV00091			0	DMV04000	PER	40.000000	03/19/1987	Professional	2022
5	15400	100	15400	DMV00091			0	DMV04000	SDP	68.000000	03/19/1987	Professional	2022
6	15400	100	15400	DMV00091			0	DMV04000	VAC	643.000000	03/19/1987	Professional	2022
7	15400	100	15400	DMV00091			0	DMV03847	PER	32.000000	02/25/2022	Professional	2022
8	15400	100	15400	DMV00091			0	DMV03847	SDP	64.000000	02/25/2022	Professional	2022
9	15400	100	15400	DMV00255			0	DMV00585	CSL	16.000000	03/19/1985	Professional	2022
10	15400	100	15400	DMV00255			0	DMV00585	DSK	55.000000	03/19/1985	Professional	2022
11	15400	100	15400	DMV00255			0	DMV00585	ERL	4.000000	03/19/1985	Professional	2022
12	15400	100	15400	DMV00255			0	DMV00585	PER	11.500000	03/19/1985	Professional	2022



## Negative Hours From Prior Period Adjustment Query V\_TA\_NEG\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query utilizes the data from Payable Time Table and generates the list of negative hours for employees whose pay is affected due to prior period adjustments in Time and Labor for the Current Pay Period.

Adjustments to the time submitted and paid generate offsets in Time and Labor. The Load Time and Labor process populates the employee paysheet with negative and positive hours for offsets and summarizes by date and earning code. Not all the adjustments affect the employees' pay; in some instances, adjustments are made to correct the time without affecting the pay. This query only lists employees whose pay is affected negatively due to prior period adjustments.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_NEG\_HRS

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.

### Screenshot of the Negative Hours From Prior Period Adj Query

V\_TA\_NEG\_HRS - Neg hrs from Prior Period Adj

Pay Run ID: TABWX1207  
Business Unit: 30100

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (13 kb)

View All First 1-41 of 41 Last

Row	Empl ID	Empl Record	Name	Position Number	Location	Business Unit	Department	TRC	Date	Hours	Pay Group	Pay Period End Date
1		0		ACSW0117	CENTR	30100	35600	COHX3	10/28/2019	-2.000000	BW1	12/07/2019
2		0		ACSW0117	CENTR	30100	35600	RGHA3	10/28/2019	2.000000	BW1	12/07/2019
3		0		ACSW0117	CENTR	30100	35600	RGHX	10/28/2019	-10.000000	BW1	12/07/2019
4		0		ACSW0117	CENTR	30100	35600	COHX2	10/29/2019	-2.000000	BW1	12/07/2019
5		0		ACSW0117	CENTR	30100	35600	RGHA	10/29/2019	6.000000	BW1	12/07/2019
6		0		ACSW0117	CENTR	30100	35600	RGHA2	10/29/2019	2.000000	BW1	12/07/2019
7		0		ACSW0117	CENTR	30100	35600	RGHX1	10/29/2019	-10.000000	BW1	12/07/2019
8		0		ACSW0117	CENTR	30100	35600	COHX1	10/30/2019	-2.000000	BW1	12/07/2019
9		0		ACSW0117	CENTR	30100	35600	RGHA	10/30/2019	8.000000	BW1	12/07/2019
10		0		ACSW0117	CENTR	30100	35600	RGHA1	10/30/2019	2.000000	BW1	12/07/2019
11		0		ACSW0117	CENTR	30100	35600	RGHX2	10/30/2019	-10.000000	BW1	12/07/2019
12		0		ACSW0117	CENTR	30100	35600	RGHA	10/31/2019	8.000000	BW1	12/07/2019
13		0		ACSW0117	CENTR	30100	35600	RGHX3	10/31/2019	-10.000000	BW1	12/07/2019
14		0										



## Negative Leave Balances Query V\_TA\_LV\_BALANCES\_NEGATIVE

REVISED: 09/15/2021

### DESCRIPTION:

This query displays a list of employees with negative leave balances in the max version of each calendar. This query should be run periodically to manually re-adjust the balances by the appropriate amount in the appropriate period so that the balances are zeroed out. Negative balance must be corrected for active employees before leave year-end processing in order to carry over the appropriate balance into the new year, and must also be corrected before the leave liability report is run at fiscal year-end in order to calculate appropriate liability.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BALANCES\_NEGATIVE

### INPUT / SEARCH CRITERIA:

Business Unit  
Location (blank for all)  
Dept ID (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The query can be run by Business Unit, for a specific location or department; or leaving the fields blank retrieves all results.

### Screenshot of the Negative Leave Balances Query

V\_TA\_LV\_BALANCES\_NEGATIVE - Negative Leave Balances

Business Unit

Location (blank for all)

Dept ID (blank for all)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(325 kb\)](#)

View All First 1-100 of 819

Row	Business Unit	Location	Department ID	Employee Name	Empl ID	Empl Record	Position	Calendar Group	Calendar ID	Numeric Value	Name	Term Date
1	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-110.000000	ALI ENT ELEM_BAL	
2	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-120.000000	FCS ENT ELEM_BAL	
3	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-500.000000	FML ENT ELEM_BAL	
4	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-130.000000	FSK ENT ELEM_BAL	
5	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-140.000000	FVC ENT ELEM_BAL	
6	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-110.000000	ALI ENT ELEM_BAL	
7	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-120.000000	FCS ENT ELEM_BAL	
8	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-500.000000	FML ENT ELEM_BAL	
9	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-130.000000	FSK ENT ELEM_BAL	
10	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-140.000000	FVC ENT ELEM_BAL	
11	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-110.000000	ALI ENT ELEM_BAL	
12	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-120.000000	FCS ENT ELEM_BAL	
13	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-500.000000	FML ENT ELEM_BAL	
14	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-130.000000	FSK ENT ELEM_BAL	



## Saved & Submitted Absences Query V\_TA\_ABS\_SV\_AND\_SB\_STATUS

REVISED: 09/15/2021

### DESCRIPTION:

This query provides absences currently in saved and submitted status for the date range specified by the user.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_SV\_AND\_SB\_STATUS

### INPUT / SEARCH CRITERIA:

Business Unit  
 Department ID (Blank for All)  
 BGN\_DT From  
 BGN\_DT Through

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Business Unit, BGN\_DT From and BGN\_DT Through** fields are required fields.

### Screenshot of the Saved & Submitted Absences Query

V\_TA\_ABS\_SV\_AND\_SB\_STATUS - Saved and Submitted Absences

Business Unit

Department ID (Blank for All)

BGN\_DT From

BGN\_DT Through

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Business Unit	Location	Department ID	Descr	Name	Employee ID	Employee Record	Position Number	Reports To	Employee ID	Name	Begin Date	End Date	Absence Type	Duration	Forecast Value	WF Status
1	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/06/2021	01/06/2021	ADM	8.00		S
2	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/07/2021	01/07/2021	ADM	8.00		S



# Time and Labor to Paysheet Error Query V\_TA\_TL\_PAYSHEET\_REJECTED

REVISED: 09/15/2021

### DESCRIPTION:

This query lists errors from the **Time and Labor to Paysheet Integration** process. This query list hours rejected by payroll. Payable time is created through the Time Administration process and is the end product of Time and Labor.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TL\_PAYSHEET\_REJECTED

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit** fields is a required field.

### Screenshot of the Time and Labor to PaySheet Error Query

V\_TA\_TL\_PAYSHEET\_REJECTED - Time & Labor to Paysheet Error

Business Unit

Dept ID

Employee ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

View All First 1-53 of 53 Last

Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
1		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP
2		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP
3		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP
4		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP
5		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP
6		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP
7		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP
8		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP
9		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP
10		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP
11		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP
12		0		10001	15100	05/17/2014	0.000000	06/09/2014	RP



## Time and Labor to Paysheet Posted Query V\_TA\_TL\_PAYSHEET\_POSTED

REVISED: 09/15/2021

### DESCRIPTION:

This query lists hours posted to PaySheets from Time and Labor, where the payable status is Taken by Payroll, Closed, Reversed Payable Status (check reversal), or Distributed.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TL\_PAYSHEET\_POSTED

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
Pay End Date  
Empl Type

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit** and **Pay End Date** fields are required fields.

### Screenshot of the Time and Labor to PaySheet Posted Query

V\_TA\_TL\_PAYSHEET\_POSTED - Time & Labor To Pay Sheet Post

Business Unit    
 Dept ID    
 Empl ID    
 Pay End Date    
 Empl Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(26 kb\)](#)

View All First 1-72 of 72 Last

Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Pay Group	Pay Period End
1			0	DOT03688	11068	50100	11/12/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
2			0	DOT03688	11068	50100	11/13/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
3			0	DOT03688	11068	50100	11/14/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
4			0	DOT03688	11068	50100	11/15/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
5			0	DOT03688	11068	50100	11/18/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
6			0	DOT03688	11068	50100	11/19/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
7			0	DOT03688	11068	50100	11/20/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
8			0	DOT03688	11068	50100	11/21/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
9			0	DOT03688	11068	50100	11/22/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
10			0	DOT03688	11068	50100	11/25/2019	COMX	Commuter Imputed	1.000000	TP		S10	02/09/2020



## Time (Entry) Approval Audit Query V\_TA\_TIME\_APPROVAL\_AUDIT

REVISED: 11/3/2022

### DESCRIPTION:

This query provides information related to the approval status for Timesheets within a given date range. Run the [V\\_TA\\_TIME\\_ENTRY\\_AUDIT](#) query to determine who entered time and when. Run this query for the information needed concerning the 'who', 'when', and status of approvals.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_APPROVAL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit, Date From, and Date To fields are required fields.

### Screenshot of the Time Approval Audit Query

V\_TA\_TIME\_APPROVAL\_AUDIT - Time Approval Audit Query

Business Unit

Empl ID

Date From

Date To

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

[View All](#)

Row	Name	Employee ID	Empl Record	Dept ID	Position	Unit	Daily Date	Approver Oprid	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Unit	Accou Code
1			1	10000	DOATA100	15100	01/13/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
2			1	10000	DOATA100	15100	01/14/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
3			1	10000	DOATA100	15100	01/15/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
4			1	10000	DOATA100	15100	01/16/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
5			1	10000	DOATA100	15100	01/17/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	

### Screenshot of the Time Approval Audit Query (scrolled right)

Count Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
																				440249786000001	65234	0	0
																				440249786000002	65234	0	0
																				440249786000003	65234	0	0
																				440249786000004	65234	0	0
																				440249786000005	65234	0	0



## Time Entry Audit Query V\_TA\_TIME\_ENTRY\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query lists all reported time for an employee within a given date range, Run this V\_TA\_TIME\_ENTRY\_AUDIT query to determine who entered time and when, and run query, V\_TA\_TIME\_APPROVAL\_AUDIT, for the information needed concerning the 'who' and 'when' on time changes and approvals.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_ENTRY\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit, Date From and Date To fields are required fields.

### Screenshot of the Time Entry Audit Query

V\_TA\_TIME\_ENTRY\_AUDIT - Time Entry Audit Query

Business Unit

Empl ID

Date From

Date To

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First 1-10 of 10 Last

Row	Name	Employee ID	Empl Record	Unit	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code	Last Modified Time
1			1	15100	01/13/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
2			1	15100	01/13/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
3			1	15100	01/14/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
4			1	15100	01/14/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
5			1	15100	01/15/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
6			1	15100	01/15/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
7			1	15100	01/16/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
8			1	15100	01/16/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
9			1	15100	01/17/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
10			1	15100	01/17/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM



## Time Reporter (Auto Enrollment) Exceptions Query V\_TA\_AUTO\_ENROLL\_EXC

REVISED: 09/15/2021

### DESCRIPTION:

This query displays auto enrollment exceptions for review and correction. This query lists employees with inappropriate time reporter data by comparing time reporter data with job data. The report lists all employees who may need updates or maintenance to time reporter data.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_AUTO\_ENROLL\_EXC

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Location

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit field is a required field.

### Screenshot of the Time Reporter Exceptions Query

V\_TA\_AUTO\_ENROLL\_EXC - Time Reporter Exceptions Query

Business Unit #0300

Dept ID

Location

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-3 of 3 Last

Row	NAME	ID	Empl Record	Position	Type	Unit	Location	Dept ID	Descr	Group	Status	Workgroup	Taskgroup	FLSA Stat	HR Status	REASON
1			0	GIF001T	S	40300	PF140	11000	Administration	SM1	I	SERF071P2	40300CCOP	N	A	D
2			0	GIF003T	S	40300	PF140	11000	Administration	SM1	A	SERF071P2	40300CCOP	N	A	D
3			0	GIF16T	S	40300	CENTR	55007	Wytheville Trout Hatchery	SM1	I	INACTIVE	VANONE	N	A	A



## Time Reporter Changes Query V\_TA\_TIME\_REPORTER

REVISED: 09/15/2021

### DESCRIPTION:

This query includes new time reporter enrollments and changes to existing employees on the Time Reporter pages.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

### Screenshot of the Time Reporter Changes Query

V\_TA\_TIME\_REPORTER - Time Reporter Changes

Business Unit: 15100  
Dept ID:   
Employee ID:   
From Date: 01/01/2021  
To Date: 04/30/2021

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (294 kb)

View All First 1-100 of 398 Last

Row	Name	Employee ID	Empl Record	Position Number	Business Unit	Dept ID	HR Status	Changed On	Changed By	Changed Field	Old Value	New Value	Change Effective Date
1			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPLID		00209293100	2020-01-13
2			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPL_RCD		1	2020-01-13
3			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EFFDT		2020-01-13	2020-01-13
4			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTG_STATUS		A	2020-01-13
5			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTR_IND		E	2020-01-13
6			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		WORKGROUP		HNR07BP1	2020-01-13
7			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TASKGROUP		15100BA	2020-01-13
8			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TL_TIME_TO_PAY		Y	2020-01-13
9			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_3		1400	2020-01-13
10			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_4		07:40	2020-01-13
11			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIMEZONE		EST	2020-01-13
12			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		PROCESS_INSTANCE		0	2020-01-13
13			1	DOATA100	15100	10000	A	02/02/2021 9:48:13AM		RULE_ELEMENT_3	1400	1200	2020-01-13
14			0	DOA00032	15100	92100	A	01/28/2021 8:02:22AM		EMPLID		00923572100	2019-11-09



# Time Reporting Exceptions Query

## V\_TA\_TIME\_REPORTING\_EXCEPTIONS

REVISED: 09/13/2022

### DESCRIPTION:

This query displays time and labor exceptions for a specified date range for groups of employees, and is used to review and resolve or allow exceptions as needed. This query has parameters so the worker may select the Employee Type of Hourly or Salaried.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTING\_EXCEPTIONS

### INPUT / SEARCH CRITERIA:

- Business Unit
- Location (blank for all)
- Dept ID (blank for all)
- Exception From Date
- Exception To Date
- Employee Type (blank for all)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

Business Unit, Exception From Date and Exception To Date fields are required fields.

### Screenshot of the Time Reporting Exceptions Query

V\_TA\_TIME\_REPORTING\_EXCEPTIONS - Time Reporting Exceptions

Business Unit: 15400  
 Location (blank for all):  
 Dept ID (blank for all):  
 Exception From Date: 08/10/2022  
 Exception Through Date: 08/24/2022  
 Employee Type (blank for all):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1305 kb)

View All

Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action Date/Time
1			0		15400	125	21100	SNRF071P1	08/10/2022	M	Unresolved	VOTGLTMT	OVT Required - FLSA Limit	43	40	08/07/2022-08/13/2022			DMV 08/25/2022 2:12:34PM
2			0		15400	125	21100	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	23	40	08/21/2022-08/27/2022			DMV 08/25/2022 2:12:34PM
3			0		15400	125	21100	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	20	40	08/21/2022-08/27/2022			DMV 08/25/2022 10:13:46AM
4			0		15400	125	21100	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	20	40	08/21/2022-08/27/2022			DMV 08/25/2022 10:13:46AM
5			0		15400	125	21100	SNRF071P1	08/24/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	20	40	08/21/2022-08/27/2022			DMV 08/25/2022 10:13:46AM
6			0		15400	167	88000	SNRF071P1	08/19/2022	M	Unresolved	VOTGLTMT	OVT Required - FLSA Limit	43	40	08/14/2022-08/19/2022			DMV 08/23/2022 4:11:58PM
7			0		15400	168	81000	SNRF071P1	08/10/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	36	40	08/07/2022-08/13/2022			DMV 08/29/2022 6:31:46PM
8			0		15400	168	81000	SNRF071P1	08/11/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	36	40	08/07/2022-08/13/2022			DMV 08/29/2022 6:31:46PM
9			0		15400	168	81000	SNRF071P1	08/17/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	37	40	08/14/2022-08/20/2022			DMV 08/29/2022 6:31:46PM
10			0		15400	176SB	31DB0	SNRF071P1	08/12/2022	M	Unresolved	VOTGLTMT	OVT Required - FLSA Limit	42	40	08/07/2022-08/13/2022			DMV 08/29/2022 8:14:12AM
11			0		15400	176SB	31DB0	SNRF071P1	08/22/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	24	40	08/21/2022-08/27/2022			DMV 09/09/2022 4:14:25AM
12			0		15400	176SB	31DB0	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	24	40	08/21/2022-08/27/2022			DMV 09/09/2022 4:14:25AM
13			0		15400	176SB	31DB0	SNRF071P1	08/24/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	24	40	08/21/2022-08/27/2022			DMV 09/09/2022 4:14:25AM
14			0		15400	178	75170	SNRF071P1	08/22/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/25/2022 8:12:52AM
15			0		15400	178	75170	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/25/2022 8:12:52AM
16			0		15400	178	75170	SNRF071P1	08/24/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/25/2022 8:12:52AM
17			0		15400	178	75170	SNRF071P1	08/22/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/26/2022 4:15:51AM
18			0		15400	178	75170	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/26/2022 4:15:51AM
19			0		15400	178	75170	SNRF071P1	08/24/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	30	40	08/21/2022-08/27/2022			DMV 08/26/2022 4:15:51AM
20			0		15400	189	35100	SNRF071P1	08/22/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	24	40	08/21/2022-08/27/2022			DMV 08/25/2022 12:12:36PM
21			0		15400	194	35200	SNRF071P1	08/23/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	23	40	08/21/2022-08/27/2022			DMV 08/26/2022 6:32:59PM
22			0		15400	194	35200	SNRF071P1	08/24/2022	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	23	40	08/21/2022-08/27/2022			DMV 08/26/2022 6:32:59PM



## Timesheet (Prior Period) Adjustments by DeptID/Date Query V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

REVISED: 09/15/2021

### DESCRIPTION:

This query lists prior period adjustments after a pay period has been completed and allocated for review. This query displays negative offset adjustment rows and corresponding payable time rows on the same duration for the required business unit and date range and other options prompts specified by the user.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Location (blank for all)  
Employee ID (blank for all)  
From Date  
To Date  
Frozen Date (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit**, **From Date** and **To Date** fields are required fields.



### Screenshot of the Timesheet Adjustments by DeptID/Date Query

V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME - TS Adjustments by Deptid/Date

Business Unit

Dept ID (blank for all)

Location (blank for all)

Employee ID (blank for all)

From Date

To Date

Frozen Date (blank for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(38 kb\)](#)

View All

Row	Empl ID	Empl Record	Position	Business Unit	Name	Dept ID	Location	Daily Date	TRC	Hours	LbrDistAmt	Status	Pay Req Nbr	Last User	Approved
1		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
2		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
3		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
4		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
5		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
6		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
7		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
8		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
9		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
10		0	DOA00016	15100		97500	CENTR	01/16/2020	RGSA	7.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM

### Screenshot of the Time Prior Period Adjustments Query (scrolled right)

First 1-40 of 40 Last

Last User	Approved at	Orig Sequence	User_1	User_2	User_3	User_4	Chartfield BU	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Agency Value	
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000001																					
V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000001																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000002																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000002																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000003																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000003																					
V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					



## TL Eligibility Audit Query V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query lists changes to the Time and Labor (TL) Eligibility page based on audit results.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID (Blank for all)  
 Employee ID (Blank for all)  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

**Business Unit, From Date and To Date** fields are required fields.

### Screenshot of the TL Eligibility Audit Query

V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT - TL Eligibility Audit

Business Unit:

Dept ID (Blank for all):

Employee ID (Blank for all):

From Date:

To date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-4 of 4 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Custom TA Eligibility Type	Eligibility Effective Date	Eligibility Effective Status	Step	Username who made the change	Date and Time Stamp	Audit Action-Add,Delete,Change
1			0	DOT02245	11048	50100	A	COMI	11/24/2019	A	0		08/24/2020 4:46:12PM	Add
2			0	DOT02535	18030	50100	A	OTLV	11/06/2011	A	0		11/04/2020 10:02:41AM	Add
3			0	DOT02535	18030	50100	A	OTLV	11/10/2019	A	0		11/04/2020 10:03:20AM	Add
4			0	DOTTA154	99999	50100	A	OTLV	11/24/2020	A	0		11/24/2020 9:17:17AM	Add



# Traditional Sick Used 6 Months Query V\_TA\_TRADSCK\_06MONTHS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to track the employees in the traditional sick leave program having used sick leave continuously for a six month period for potential FICA exemption.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TRADSCK\_06MONTHS

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Employee ID  
Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit**, and **Date** fields are required fields. The Date field is used to create a date range, which is used to retrieve payable time days between the Date field value minus 180 days and the Date field value.

### Screenshot of the Traditional Sick Used 6 Months Query

V\_TA\_TRADSCK\_06MONTHS - Traditional Sick Used 6 Months

Business Unit

Department

Employee Id

Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(14 kb\)](#)

View All First 1-54 of 54 Last

Row	Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
1		0		DOT23023	CENTR	12026	50100	68.000000
2		0		89411	14	14023	50100	10.000000
3		0		DOT09384	CENTR	15028	50100	8.000000
4		0		11339	13	13045	50100	5.500000
5		0		DOT10687	CENTR	13037	50100	8.000000
6		0		06481	18	18045	50100	8.000000
7		0		03662	19	19087	50100	9.000000
8		0		DOT03662	CENTR	19087	50100	8.000000
9		0		DOT22097	CENTR	17034	50100	8.000000
10		0		DOT18016	CENTR	18046	50100	8.000000
11		0		DOT13147	CENTR	10017	50100	8.000000
12		0		02872	19	19013	50100	8.000000
13		0		DOT116	CENTR	19013	50100	8.000000



# Vacation Leave Lost Query V\_TA\_FORFEITED\_VAC\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to list the vacation leave lost at the beginning of the new leave year (during carry forward 01/10). In Cardinal at the beginning of a new leave year, vacation accruals in excess of the maximum allowable carry over amount are automatically forfeited and those hours are lost. The maximum vacation carry over amount varies from employee to employee based on the years of service.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_FORFEITED\_VAC\_HRS

### INPUT / SEARCH CRITERIA:

- Business Unit
- Department ID
- Employee ID
- Leave Year Start Date

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

Business Unit, and Leave Year Start Date fields are required fields.

### Screenshot of the Vacation Leave Lost Query

V\_TA\_FORFEITED\_VAC\_HRS - Vacation Leave Lost Report

Business Unit  Q  
 Department ID  Q  
 Employee ID  Q  
 Leave Year Start Date  [v]

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(33 kb\)](#)

View All First 1-100 of 100 Last

Row	Business Unit	Location	Department ID	Name	Employee ID	Employee Record	Position Number	Calendar Group	Calendar ID	Forfeited Vacation Hours
1	75300	CENTR	100				0 DFCED001	2020SM100	SM12020SM100	75.100000
2	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	38.700000
3	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	11.700000
4	75300	CENTR	100				0 DFC00025	2020SM100	SM12020SM100	33.500000
5	75300	CENTR	100				0 DFC00299	2020SM100	SL12020SM100	13.100000
6	75300	CENTR	100				0 DFC00598	2020SM100	SL12020SM100	28.500000
7	75300	CENTR	100				0 DFC00530	2020SM100	SL12020SM100	45.700000
8	75300	CENTR	100				0 DFC00004	2020SM100	SM12020SM100	65.000000
9	75300	CENTR	100				0 DFC00549	2020SM100	SL12020SM100	8.600000
10	75300	CENTR	100				0 DFC00714	2020SM100	SL12020SM100	36.900000
11	75300	CENTR	100				0 DFC00056	2020SM100	SM12020SM100	29.500000
12	75300	CENTR	100				0 DFC00769	2020SM100	SM12020SM100	42.000000
13	75300	CENTR	100				0 DFC00753	2020SM100	SM12020SM100	19.100000



# Weekly Submitted Hours Query V\_TA\_TLAM\_WKLY\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to display hours from Payable Time within a Start/End Date range for review. The query displays all Salaried Regular and all Non-Productive Time except Docking and Donated Leave Taken.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_TLAM\_WKLY\_HRS

### INPUT / SEARCH CRITERIA:

- Business Unit
- Location (Leave Blank for all)
- Dept ID (Leave Blank for all)
- Empl ID (Leave Blank for all)
- Period Start Date
- Period End Date

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

**Business Unit**, **Period Start Date** and **Period End Date** fields are required fields. The **Period Start Date** is the first day of the employee's FLSA period with the **Period End Date** is the last day of the employee's FLSA period.

### Screenshot of the Weekly Submitted Hours Query

V\_TA\_TLAM\_WKLY\_HRS - Weekly Submitted Hours

Business Unit

Location (Leave Blank for all)

Dept ID (Leave Blank for all)

Empl ID (Leave Blank for all)

Period Start Date

Period End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			1	ARS00432	26200	CENTR	11109			SERF071E1	40.00	2.000000
2			1	ARS00194	26200	CENTR	11332			SERF071E1	40.00	4.000000



## Workflow Setup Issues Query V\_TA\_WORKFLOW\_SETUP\_ISSUES

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to display employees and managers who may require corrective action due to their time and labor enrollment data, job data, and/or time and labor security set up that may result in incorrect workflow routing. This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

### NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_WORKFLOW\_SETUP\_ISSUES

### INPUT / SEARCH CRITERIA:

Business Unit  
Location  
Department

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit** field is a required field.

### Screenshot of the Workflow Setup Issues Query

V\_TA\_WORKFLOW\_SETUP\_ISSUES - Workflow Setup Issues

Business Unit

Location

Department

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(267 kb\)](#)

[View All](#) First 1-100 of 528  Last

Row	Employee's Business Unit	Manager's Name	Manager's Location	Manager's Department	Manager's ID	Manager's Employee Rcd	Manager's Position	Employee's Location	Employee's Department	Employee's Name	Employee's ID	Employee's Employee Rcd	Employee's Position	Issue Description
1	40300							HQ100	10000			0	GIFTA002	EMPLOYEE POSITION MISSING REPORTS TO
2	40300							HQ100	11000			0	GIFTA007	EMPLOYEE POSITION MISSING REPORTS TO
3	40300							CENTR	11000			0	GIFTA012	EMPLOYEE POSITION MISSING REPORTS TO
4	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
5	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
6	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
7	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
8	40300							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO



## **Time and Attendance Reports**

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## Absence Data Upload Error Report (RTA674)

REVISED: 9/15/2021

### DESCRIPTION:

This report displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This report includes all the errors along with error messages for users to review and make the necessary corrections.

### NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

### RUN CONTROL PARAMETERS:

From Date  
To Date  
Output to File Server (checkbox)  
Business Unit

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Absence Data Upload Error Report Run Control Page

The screenshot shows the 'Absence Upload Error Report' run control page. At the top, there is a title bar with the text 'Absence Upload Error Report'. Below this, there is a green button labeled 'Absence Upload Error Report'. The main area contains several sections: 'Run Control ID' with the value 'Absence\_Upload\_Error\_Report', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. The 'Date Range' section includes '\*From Date' and '\*To Date' fields with calendar icons. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section includes a '\*Tree Name' field, a 'How Specified' dropdown menu set to 'Select Detail Values', a 'Tree Node Selector' area, and a 'Select Values/Nodes' table with columns for '-Business Unit' and 'Description', and '+' and '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



## Screenshot of the Absence Data Upload Error Report

		Commonwealth of Virginia					Run Date: 05/14/2021		
Report ID: RTA674		ABSENCE DATA UPLOAD ERROR REPORT					Run Time: 11:04 00		
Interfacing Business Unit: 19400 Department of General Services						Page No. 1 of 11			
Uploaded Date Range: 01/01/2019 To 03/31/2021									
File Name: 19400_TA758_IN_07302020_0842_001.DAT									
Upload Run Date: 07/30/2020									
Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field	Error Description	
19400		VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	ABSENCE_REASON	Absence Reason is invalid	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	PIN_NM	Absence Take is not valid for the Employee Eligibility Group	
19400		VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		STD TAKE ELEM	STD	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
Total number of rows submitted						4	Total number of Absence hours submitted		32
Total number of rows with Errors						4	Total number of Absence hours with errors		32
Total number of rows successfully Processed						0	Total number of Absence hours loaded successfully		0



## Docking Unpaid Absences Report (VTAR655)

REVISED: 11/30/2021

### DESCRIPTION:

This report displays a list of employees with processed unpaid absences in order to review and dock pay for appropriate salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, LNP – Pay Docking) or from Payable Time (for example, HNP - Holiday Pay Docking) where Cardinal is the leave system of record or all from Payable Time (for example, LNPX - Pay Docking or STLX - Short Term Disability-Pay Dock) where Agency has an external leave system of record.

This report is run by Payroll Administrators after each pay period closes for the purpose of docking the employees the appropriate number of hours in Cardinal payroll. This report is also run by Absence Management Administrators in order to inform employees of unpaid leave or make absence corrections as needed before the period closes.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Docking Unpaid Absences Report

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

Excel

### Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an external leave system)

The screenshot shows the 'Docking Unpaid Absences Report' interface. At the top, there is a header bar with the title 'Docking Unpaid Absences Report'. Below this, there is a sub-header 'Docking Unpaid Absences'. The main area contains a 'Run Control ID' field with the value 'DOCKING\_UNPAID\_ABSENCES', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there is a section titled 'Docking Unpaid Absences Report' containing a form with the following fields: '\*Business Unit' (with a search icon), 'Department (Leave Blank for All)' (with a search icon), 'Employee ID (Leave Blank for All)' (with a search icon), 'From Date' (with a calendar icon), and 'To Date' (with a calendar icon). At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Business Unit**, **From Date** and **To Date** fields are required fields; however, for a BU using Cardinal AM, the **From/To Date** field prompts are instead combined to a single **Calendar Group ID** field prompt.



**Screenshot of the Docking Unpaid Absences Report Run Control Page (for BU using Cardinal Absence Management)**

**Docking Unpaid Absences Report**

**Docking Unpaid Absences**

Run Control ID: DOCKING      Report Manager    Process Monitor    **Run**

**Docking Unpaid Absences Report**

\*Business Unit

Department (Leave Blank for All)

Employee ID (Leave Blank for All)

Calendar Group ID

**Save**    **Notify**    **Refresh**      **Add**    **Update/Display**

**Screenshot of the Docking Unpaid Absences Report**

**Docking Unpaid Absences Report**

Run Control Parameters:  
 Business Unit: 18200  
 Department:  
 Emplid:  
 Calendar Group: 2021SM118

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	VECO0645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-01
		0	VECO0645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-06
		0	VECO0645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-07
		0	VECO0645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VECR3703	18200	928500	SM1	2021-09-25	2021-10-09	2021-10-04
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-09-28
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-10-01
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VEC03624	18200	936271	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VEC03756	18200	936261	SM1	2021-09-25	2021-10-09	2021-09-30

**Screenshot of the Docking Unpaid Absences Report (scrolled right)**

JR	TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
2021-10-01	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
2021-10-06	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
2021-10-07	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
2021-10-08	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
2021-10-04	VAC	Vacation	3				ELIGIBLE	SNRF071E2
2021-09-28	VAC	Vacation	3				ELIGIBLE	SERF071E2
2021-10-01	VAC	Vacation	8				ELIGIBLE	SERF071E2
2021-10-08	VAC	Vacation	8				ELIGIBLE	SERF071E2
2021-10-08	PER	VSDP Personal Leave	8				ELIGIBLE	SNRF071E2
2021-09-30	SDP	VSDP Sick Leave	3.5				ELIGIBLE	SNRF071E2



## Employee Leave Report (RTA010)

REVISED: 9/15/2021

### DESCRIPTION:

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

### NAVIGATION PATH:

Navigator > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID (blank for all)  
Summary [radio button]  
Detail Transactions [radio button]  
Summary and Detail Transactions {radio button}

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Employee Leave Report Run Control Page


The screenshot shows the 'Employee Leave Report' run control page. At the top, there is a navigation bar with a back arrow and 'COVA Error Listing Report' on the left, and 'Employee Leave Report' on the right. Below the navigation bar, the page title 'Employee Leave Report' is displayed. The main content area includes a 'Run Control ID' field with the value 'Employee\_Leave\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. Below this, there are two sections: 'Report Request Parameters' and 'Process Parameters'. The 'Report Request Parameters' section contains three search fields for '\*Business Unit', 'Department', and 'Empl ID', along with a 'Node Only' checkbox. The 'Process Parameters' section contains three radio buttons for 'Summary' (selected), 'Detail Transactions', and 'Summary and Detail Transactions', and a search field for '\*Pay Period End Date'. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**

**Business Unit** and **Pay Period End Date** fields are required fields. Either the **Department** or **Empl ID** field is a required field. Pay Period End Date (required - can only run for a finalized pay period end date – either most recent finalized or past period)

**Screenshot of the Employee Leave Report**

		Commonwealth of Virginia					Run Date: 05/19/2021			
Report ID: VTAR0010		EMPLOYEE LEAVE REPORT					Run Time: 05:46 00			
Page No. 1 of 190										
Business Unit	: 50100	VA Dept of Transportation								
Department Id	: 10055	Construction Division								
Employee Id	: [REDACTED]	[REDACTED]								
Employee Record	: 0			Current Vacation Accrual Rate : 9						
Position Number	: DOT17860			Leave Eligibility Date : 06/10/1979						
Pay Period End Date	: 12/31/2019									
Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable	Expired Balance	
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00	0.00	
DSK	Converted Disability Credits	964.00	0.00	0.00	0.00	0.00	964.00	0.00	0.00	
PER	VSDP Personal Leave	0.00	40.00	28.00	0.00	0.00	12.00	0.00	0.00	
SDP	VSDP Sick Leave	0.00	80.00	33.00	0.00	0.00	47.00	0.00	0.00	
VAC	Vacation	224.50	207.00	170.00	477.00	0.00	738.50	432.00	0.00	



## Hourly Employee Tracking Report (RTA005)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists hourly employee contract data for tracking hours worked in a defined 365 day period. The report can be used to monitor employees approaching the hours limit on their contract and/or approaching the end of their contract period, so they do not exceed the Affordable Care Act (ACA) limits, per DHRM 1500 hour limit. The report is typically run for a contract year or beginning of current contract year through the current period.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Hourly Employee Tracking

### RUN CONTROL PARAMETERS:

Business Unit  
As Of Date  
Department

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Hourly Employee Tracking Report Run Control Page

The screenshot shows the 'Hourly Employee Tracking' report run control page. At the top right, the title 'Hourly Employee Tracking' is displayed. Below the title, there is a tab labeled 'Hourly Employee Tracking'. The main area shows 'Run Control ID' as 'Hourly\_Employee\_Tracking'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the 'Run Control Parameters' section contains three input fields: '\*Business Unit' with a search icon, '\*As Of Date' with a calendar icon, and '\*Department' with a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Business Unit, As of Date, and Department** fields are required fields.



Screenshot of the Hourly Employee Tracking Report

CARDINAL		Commonwealth of Virginia		HOURLY EMPLOYEE TRACKING		Run Date: 05/12/2021		Run Time: 11:13 00							
Report ID: RTA005															
Business Unit: 50100		VA Dept of Transportation						Page No. 1 of 10							
As of Date: 04/30/2020															
Department: 912000		Salem District Wide													
Emplid	Rcd	Name	Position#	Location	Department	Processed Hours	Hourly Yr Limit	Year Start Date	Year End Date	Remaining Hours	A	B	C	D	E
0			E2119	12	12004	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2641	12	12004	716.00	1500.00	05/01/2019	04/30/2020	784.00	N	N	N	N	Y
0			E2102	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2651	12	12006	213.50	1500.00	05/01/2019	04/30/2020	1286.50	N	N	N	N	Y
0			E2114	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			E2112	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2120	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			E2440	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2615	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	Y	Y
0			H2611	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2633	12	12006	763.00	1500.00	05/01/2019	04/30/2020	737.00	N	N	N	N	Y
0			H2133	12	12006	347.50	1500.00	05/01/2019	04/30/2020	1152.50	N	N	N	N	Y
0			H2557	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2557	12	12006	736.10	1500.00	05/01/2019	04/30/2020	763.90	N	N	N	N	Y
0			H2125	12	12007	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			E2404	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2685	12	12008	407.50	1500.00	05/01/2019	04/30/2020	1092.50	N	N	N	N	Y
0			H2632	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2112	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			E2404	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	N	Y
0			E2022	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2685	12	12009	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y



## Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides an audit of invalid holidays for review and correction.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Invalid Holiday Report

### RUN CONTROL PARAMETERS:

Period Start Date  
Period End Date  
Business Unit  
Location  
Dept ID  
Empl ID

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Invalid Holiday Report Run Control Page

The screenshot shows the 'Invalid Holiday Report' run control page. At the top left is a '< List' button. The page title is 'Invalid Holiday Report'. Below the title, there is a 'Run Control ID' field with the value 'Invalid\_Holiday\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. The 'Run Control Parameters' section contains two date pickers: '\*Period Start Date' and '\*Period End Date'. Below these is a 'Parameters (Leave Blank for All)' section with four search fields: 'Business Unit', 'Location', 'Dept ID', and 'Empl ID'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Period Start Date** and **Period End Date** fields are required fields. Also, **Period Start Date** and **Period End Date** fields default to current day, but may be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V\_TA720\_RPT** link



### Screenshot of the Invalid Holiday Report

Cardinal		Commonwealth of Virginia						Run Date: 05/14/2021 Run Time: 12:57:38 Page 1 of 1		
Report ID:RTA720		Invalid Holiday Report								
Business Unit : Location : Department ID : Employee ID : Period Start Date: 1/1/2020 Period End Date : 12/31/2020										
NAME	Employee ID	Empl Rcd	Position Nbr	Business Unit	Location	Holiday Date	Holiday	LMP/DLR Date	Adjacent Invalid LMP/DLR TRC	LMP/DLR Hours
		0	CCVTA004	11300	CENTR	1/20/2020	HOL	1/17/2020	HNFA	8.000
		0	DSPTA210	15600	0310	1/17/2020	HOL	1/16/2020	LNF	8.000
		0	WFUI0094	75700	CENTR	1/17/2020	HOL	1/17/2020	LNF	8.000
		0	WFUI0094	75700	CENTR	1/20/2020	HOL	1/17/2020	LNF	8.000



## Leave Liability Report (RTA013)

REVISED: 09/15/2021

### DESCRIPTION:

This report contains leave liability data for reporting to Department of Accounts (DOA) at Fiscal Year End for employees in Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs, and does not include At-Will or Faculty leave programs.

### NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave Liability Report

### INPUT / SEARCH CRITERIA:

Business Unit  
FICA Amount  
Thru Date

### OUTPUT FORMAT:

Excel

### Screenshot of the Leave Liability Report Run Control Page

The screenshot shows the 'Leave Liability Report' run control page. At the top right, the title 'Leave Liability Report' is displayed. Below the title, there is a tab labeled 'Leave Liability Report'. The main content area is titled 'Leave Liability Report' and contains the following elements:

- Run Control ID: Leave\_Liability\_Report
- Report Manager
- Process Monitor
- Run button
- Report Request Parameters section with the following fields:
  - Business Unit: [Searchable text input]
  - \*FICA Amount: [Text input]
  - \*Thru Date: [Calendar icon]
- Save button
- Notify button
- Add button
- Update/Display button

### ADDITIONAL INFORMATION:

Business Unit, FICA Amount and Thru Date fields are required fields.



### Screenshot of the Leave Liability Report

LEAVE LIABILITY REPORT																		
RUN CONTROL PARAMETERS:																		
BUSINESS_UNIT: 15100																		
THRU DATE: 04/30/2020																		
FICA Amount:137700																		
Run Date-Time:051220211132																		
Section1-E EMPLOYEE DETAILS SECTION																		
Section1-E																		
Section1-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGR	PRD_END_DT	LEAVE_ELIG_DATE	YRS_OF_S	HOURLY_F	LEAVE_TYP	END_BAL	BAL_LIAB	ACCRUED	TAKEN_TC	PROJECTE	PROJECTED SCK/VAC	AMT
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	ERL	0	0	2	0	0	0	
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	VAC	0	0	480.5	0	216	7253.55	
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	ERL	0	0	1.8	0	0	0	
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	VAC	0	0	289.3	0	216	7876	
Section1-E			CENTR	91100	E	SM1	24-Mar-20	7/10/1978	41.7043	85.24664	VAC	0	0	0	0	0	0	
Section1-E			CENTR	92100		SM1	24-Mar-20	12/10/1978	41.28763	22.97837	VAC	0	0	482	0	216	4963.33	
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	ERL	0	0	4	0	0	0	
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	VAC	0	0	365	0	216	5894.93	
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	ERL	0	0	6	0	0	0	
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	VAC	0	0	458.5	0	216	13940.62	
Section1-E			CENTR	95900		SM1	24-Mar-20	10/10/2007	12.4543	35.70289	VAC	0	0	82.3	0	144	5141.22	
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	ERL	0	0	4	0	0	0	
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	SCK	0	0	935	236	120	1736.11	
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	VAC	0	0	524.5	0	216	12499.96	



## OSHA Report (RTA508)

REVISED: 09/15/2021

### DESCRIPTION:

This Occupational Safety and Health Administration (OSHA) report summarizes productive hours by Time Reporting Code by various criteria and organization level.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > OSHA Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Reporting Month  
Year

### OUTPUT FORMAT:

Excel

### Screenshot of the OSHA Report Run Control Page

The screenshot shows the OSHA Report Run Control page. At the top right, the page title is "OSHA Report". Below this, there is a tab labeled "OSHA Report". The main content area displays "Run Control ID OSHA\_Report" and "Report Manager Process Monitor" with a "Run" button. Below this, the "Report Run Parameters" section contains three input fields: "\*Business Unit:" with a search icon, "\*Reporting Month:" with a dropdown menu, and "\*Year:" with a text input field. At the bottom, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

### ADDITIONAL INFORMATION:

Business Unit, Reporting Month and Year fields are required fields.



Screenshot of the OSHA Report

DEPTID	COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	OCS	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Total	Number o	Number of Wage Employees	
1001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
1002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
1004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	540	0	540	8	0
1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
1008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
4001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	960	0	960	12	0
4002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
4003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
5001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1360	0	1360	17	0
5002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
5007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
5008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
6001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
6002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
6003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
7001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2000	0	2000	25	0
7002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
7003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
8001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
8002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
9001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
40900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	0	720	9	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13840	0	13840	173	0

Date Ranges for Selection are: 25-OCT-2019 — 24-NOV-2019 for PayGroups: SM1



## Payable Time to GL Reconciliation Report (RTA739)

REVISED: 03/14/2022

### DESCRIPTION:

This report is used for reconciliation of Payable Time Data with General Ledger. This report extracts payable time (reported time and absences) associated with a specified pay period end date to help agencies reconcile Time and Labor data with GL data. Both Interfacing agencies and agencies that enter their time online into Cardinal may use this BI Publisher report for reconciliation purposes.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Payable Time to GL Recon Rpt

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company  
Pay Group

### OUTPUT FORMAT:

Excel

### Screenshot of the Payable Time to GL Reconciliation Report Run Control Page

The screenshot shows the 'Payable Time to GL Recon Rpt' run control page. At the top, there is a dark blue header with the report name. Below the header, a green tab also displays the report name. The main content area includes a 'Run Control ID' field with the value 'PAYABLE\_TIME\_TO\_GL\_RECON\_RPT', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A section titled 'Run Control Parameters' contains three search fields: '\*Pay Run ID:', '\*Company:', and 'Pay Group:', each with a magnifying glass icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Pay Run ID, Company and Pay Group fields are required fields.



Screenshot of the Payable Time to GL Reconciliation Report (page 1)

EMPLID	EMPL_RCD	POSITION_NBR	DJR	SEQ_NBR	TASKGROUP	ERNCD	TRC	LBR_DIST_AMT	TL_QUANTITY	PAYABLE_STATUS	FROZEN_DATE	PUBLISH_SW	ACTUAL
0	VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	146.97	7	PD	10/9/2021	I		
0	VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	21	1	PD	10/9/2021	I		
0	VEC03482	9/30/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I		
0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I		
0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I		

Screenshot of the Payable Time to GL Reconciliation Report (page 2) scrolled right

ACTUAL_PUB_DATE	SOURCE_IND	ORIG_SEQ_NBR	BUSINESS_UNIT	ACCT_CD	ACCOUNT	FUND_CODE	CHARTFIELD2	DEPTID_CF	CHARTFIELD1	PRODUCT	CLASS_FLD	OPERATING_UNIT	CHAS
1/1/1900	S	4.40252E+14	18200	000556441	5011230	07010	470002	928550	07601000	230000			
1/1/1900	S	4.40252E+14	18200	000552827	5011230	07010	470002	928550	07601000	430000			
1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
1/1/1900	S	4.40252E+14	18200	000557008	5011230	07010	470002	936281		210000			
1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
1/1/1900	S	4.40252E+14	18200	000557047	5011230	07010	470002	936281	08309000	210000			
1/1/1900	S	4.40252E+14	18200	000557074	5011230	07010	470002	936281		210000			
1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			

Screenshot of the Payable Time to GL Reconciliation Report (page 3) scrolled right

UNIT	CHARTFIELD3	BUDGET_REF	BUSINESS_UNIT_PC	PROJECT_ID	ACTIVITY_ID	RESOURCE_TYPE	RESOURCE_CATEGORY	RESOURCE_SUB_CAT	PROGRAM_CODE	TASK	USER_FIELD_5	TL
			18200	VEC9210000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							
			18200	VEC9234000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							

Screenshot of the Payable Time to GL Reconciliation Report (page 4) scrolled right

TL_RULE_ID	RT_SOURCE	TL_PYBL_REASON_CD	INITIAL_SEQ_NBR	USER_FIELD_4	OVERRIDE_RATE	COMPANY	PAYGROUP	PAY_END_DT	OFF_CYCLE	SEPCHK	RUN_ID
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921



## Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides projected vacation leave information within a predefined time frame, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

### NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture Rpt

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Employee ID  
Pay Period End Date

### OUTPUT FORMAT:

PDF  
CSV

### ADDITIONAL INFORMATION:

**Business Unit** and **Pay Period End Date** fields are required fields.

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.


### Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page

The screenshot shows the 'Potential Leave Forfeiture Rpt' run control page. At the top, there is a dark blue header with the title 'Potential Leave Forfeiture Rpt'. Below the header, there is a breadcrumb trail: 'Potential Leave Forfeiture'. The main content area has the title 'Potential Leave Forfeiture Rpt'. Below the title, there is a 'Run Control ID' field with the value 'Potential\_Leave\_Forfeiture\_Rpt'. To the right of the 'Run Control ID' field, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' field, there is a 'Report Request Paramters' section. This section contains four input fields: '\*Business Unit', 'Department', 'Employee ID', and '\*Pay Period End Date'. Each input field has a magnifying glass icon. There is also a 'Node Only' checkbox. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**  
**Business Unit and Pay Period End Date** fields are required fields.

**Screenshot of the Potential Vacation Leave Forfeiture Report**

 Report ID: RTA012		Commonwealth of Virginia POTENTIAL VACATION LEAVE FORFEITURE REPORT					Run Date: 05/12/2021 Run Time: 11:41 00		
								Page No. 1 of 5	
Business Unit: 15100 : Department of Accounts Department ID: 10000 : DOA - All Non-GA Departments Employee ID: Pay Period End Date: 05/31/2020 Node only: N									
Department	Employee Name	Employee ID	Empl Record	Position Nbr	Current Balance	Future Accruals	Future Accrual Balance	Maximum Carry Forward	Hrs in Excess of Maximum Carry Forward
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
91100			0	DOA00001	0.00	0.00	0.00	441.00	0.00
92100			0	DOA00032	0.00	0.00	0.00	196.00	0.00
92100			0	DOA00070	0.00	0.00	0.00	196.00	0.00
92100			0	DOA00070	0.00	0.00	0.00	0.00	0.00
92100			0	DOA00118	123.00	32.00	155.00	392.00	0.00
92100			0	DOA00012	410.00	36.00	446.00	441.00	5.00
92100			0	DOA00032	243.20	32.00	275.20	392.00	0.00
92100			0	DOA00070	116.70	20.00	136.70	245.00	0.00
92100			0	DOA00136	477.00	36.00	513.00	441.00	72.00
92100			0	DOA00258	477.00	36.00	513.00	441.00	72.00
92100			0	DOA00303	128.50	28.00	156.50	343.00	0.00
92100			0	DOA00032	28.00	16.00	44.00	196.00	0.00
92100			0	DOA00291	69.10	21.60	90.70	294.00	0.00
92100			0	DOATA002	20.00	16.00	36.00	0.00	36.00
92100			0	DOA00233	116.60	24.00	140.60	294.00	0.00
93100			0	DSSTA202	0.00	0.00	0.00	0.00	0.00
93100			0	DOA00244	296.20	28.00	324.20	343.00	0.00
93100			0	DOA00343	365.20	32.00	397.20	392.00	5.20
93100			0	DOA011T	0.00	0.00	0.00	0.00	0.00
93100			1	DOA013T	0.00	0.00	0.00	0.00	0.00
95100			0	DOA00332	0.00	0.00	0.00	0.00	0.00
95100			0	DOA00126	427.50	36.00	463.50	441.00	22.50
95100			2	DOA00322	320.00	28.00	348.00	343.00	5.00



## Scheduled Hours Report (TL004)

REVISED: 09/15/2021

### DESCRIPTION:

This delivered report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Scheduled Hours

### INPUT / SEARCH CRITERIA:

Start Date  
End Date  
Empl ID  
Employee Reocrd  
Group ID  
Include or Exclude

### OUTPUT FORMAT:

CSV

### Screenshot of the Scheduled Hours Report Run Control Page

The screenshot shows the 'Scheduled Hours' report run control page. At the top, there is a header 'Scheduled Hours'. Below it, the 'Run Control ID' is 'Scheduled\_Hours' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control Parameters' section includes fields for '\*Start Date' and '\*End Date', both with calendar icons. The 'Employees To Process' section features a search bar, a table with columns for 'Empl ID', 'Name', 'Empl Record', 'Group ID', and '\*Include or Exclude', and buttons for '+', '-', 'Add', and 'Update/Display'. The table currently shows one row with '0' in the 'Empl Record' column. At the bottom left, there are 'Save' and 'Notify' buttons.

### ADDITIONAL INFORMATION:

**Start Date** and **End Date** fields are required fields.

**Note:** **Employee Schedule Review Query (RTA717)** is another report with employee schedule information.



## Screenshot of the Scheduled Hours Report

Report ID: TL004		Scheduled Hours Report				Page No. 1		
Schedules From 12/01/2019 through 12/31/2019						Run Date 02/06/2020		
						Run Time 16:24:03		
/ 0 DOE, JOHN		Transport Operations Mgr III						
Date	Elapsed Schedule Work Hours	-- Punch Schedule -- Punch Type	Time	Schedule In	Schedule Out	Flex Schedule Core Start	Core End	Work Hours
12/01/2019	OFFDAY							
12/02/2019	8.000000							
12/03/2019	8.000000							
12/04/2019	8.000000							
12/05/2019	8.000000							
12/06/2019	8.000000							
12/07/2019	OFFDAY							
12/08/2019	OFFDAY							
12/09/2019	8.000000							
12/10/2019	8.000000							
12/11/2019	8.000000							
12/12/2019	8.000000							
12/13/2019	8.000000							
12/14/2019	OFFDAY							
12/15/2019	OFFDAY							
12/16/2019	8.000000							
12/17/2019	8.000000							
12/18/2019	8.000000							
12/19/2019	8.000000							
12/20/2019	8.000000							
12/21/2019	OFFDAY							
12/22/2019	OFFDAY							
12/23/2019	8.000000							
12/24/2019	8.000000							
12/25/2019	8.000000							
12/26/2019	8.000000							
12/27/2019	8.000000							
12/28/2019	OFFDAY							
12/29/2019	OFFDAY							
12/30/2019	8.000000							



## Summary of Productive Hours Report (RTA030)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides a summary of productive hours by Time Reporting Code (TRC) and Department. The report can be used to analyze the use of TRCs by Department and/or Employees.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Summary of Prod. Hours Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID  
Employee Detail [checkbox]  
From Date  
Thru Date  
Employee Type

### OUTPUT FORMAT:

CSV

### Screenshot of the Summary of Productive Hours Report Run Control Page

The screenshot shows the 'Summary of Prod. Hours Report' run control page. At the top, there is a header 'Summary of Prod. Hours Report'. Below it, a tab 'Summary of Productive Hours' is selected. The page displays the 'Run Control ID' as 'Summary\_of\_Productive\_Hours'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form area contains several input fields: '\*Business Unit' (text box with search icon), 'Department' (text box with search icon), 'Empl ID' (text box with search icon), '\*From Date' (calendar icon), '\*Thru Date' (calendar icon), and '\*Employee Type' (dropdown menu). There are also checkboxes for 'Node Only' and 'Employee Detail'. A note states: 'Note: These dates are for selecting pay end dates within this date range'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Business Unit**, **From Date**, **Thru Date**, and **Employee Type** fields are required fields. Employee Types are **Excep Hrly**, **Hourly**, **Not Appl.**, and **Salaried**.



### Screenshot of the Summary of Productive Hours Report

Org.	Name	ID	Rcd	Position N Role	Type	Pay Grp	ERG	RGH	RGF	RGS	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000	- All Central Office Orgs							0	0	0	510	280	0	8	0	0	28	0	0	16	0
10074	- Tolling Division							0	0	0	32	0	0	0	0	0	0	0	0	0	0
10154	- Powhite Parkway Extension							0	0	0	218	0	0	0	0	0	0	0	0	0	0
10155	- Coleman Bridge							0	0	0	87.5	0	0	0	0	0	0	0	0	0	0
10198	- I-64ExpressLanes Toll Facility							0	0	0	40	0	0	0	0	0	0	0	0	0	0
10076	- Federal Programs Mgmt Division							0	0	0	48	0	0	0	0	0	0	0	0	0	0
10001	- Commissioner's Office							0	0	0	31	0	0	0	0	0	0	0	0	0	0
10020	- Assurance and Compliance Offic							0	0	0	464.5	0	0	0	0	0	0	0	0	0	0
10004	- Structure & Bridges							0	0	0	638.2	552	0	0	0	2	0	0	0	0	0
10006	- Ofc Intermodal Plang & Invest							0	0	0	40	0	0	0	0	0	0	0	0	0	0
10007	- Communications							0	0	0	259	208	0	0	0	0	0	0	0	0	0
10009	- Business Trans & Spec Projects							0	0	0	172.5	0	0	0	0	0	0	0	0	0	0
10010	- BusPerfor &StrategicPlanOffice							0	0	0	152.5	0	0	0	0	0	0	0	0	0	0
10011	- Environmental							0	0	0	221	0	0	0	0	0	0	0	0	0	0



## Time Entry Upload Error Report (RTA757)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays errors encountered during the Time Entry Data Upload file processing for users to review and correct.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Time Entry Upload Error Report

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Business Unit  
Employee Type (Salary or Hourly)  
Reports to Position Number OR Empl ID OR  
Department OR Project OR Cost Center  
Department CF  
Pay Period End Date OR  
Show All Statuses OR Action Required Only  
Time Reporting Code

### OUTPUT FORMAT:

Excel

### Screenshot of the Time Entry Upload Error Report Run Control Page

The screenshot shows the 'Time Entry Upload Error Report' run control page. At the top, there is a navigation bar with a '< List' button and the report title. Below this, the report name 'Time Entry Upload Error Report' is displayed. The main area contains several sections: 'Run Control ID' (Time\_Entry\_Upload\_Error\_Report), 'Report Manager', 'Process Monitor', and a 'Run' button. There are two main sections for input: 'Date Range' with '\*From Date' and '\*To Date' fields, and 'File Parameters' with an 'Output to File Server' checkbox. The 'Business Unit Selection' section includes a 'Tree Name' (BU\_TA756\_INTIN), a '\*How Specified' dropdown (Selected Detailed Values), a 'Tree Node Selector' area, and a 'Select Values/Nodes' table. The table has columns for 'Business Unit' and 'Description', with search and expand/collapse buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.


### ADDITIONAL INFORMATION:

**Output to File Server** checkbox to only be used by Batch user.  
**From Date** and **To Date** fields are required fields.



In order to review results, user must click on **Report Manager** after running the report and refreshing to success. Next click on the **VTAR0757** link

### Screenshot of the Time Entry Upload Error Report

 Report ID: RTA757		Commonwealth of Virginia TIME ENTRY UPLOAD ERROR REPORT				Run Date: 05/19/2021 Run Time: 05:41 00				
BUSINESS UNIT: 70700 - Central VA Training Center		FILE NAME: 70700_TA756_IN_08212020_1613_001.DAT				Page No. 1 of 1				
FROM DATE : 22-AUG-2020										
TO DATE : 22-AUG-2020										
<u>EMPLID</u>	<u>EMP NAME</u> <u>RCD</u>	<u>BUS</u>	<u>POSITION</u> <u>UNIT</u> <u>NUMBER</u>	<u>POSITION TITLE</u>	<u>CREATE</u> <u>DATE</u>	<u>DATE</u>	<u>TRC</u>	<u>TL</u> <u>QUANTITY</u>	<u>LINE</u> <u>ID</u>	<u>ERROR MESSAGE</u>
	0	70700	CVTTA008	Gen Admin Manager I	08/21/2020	07/03/2019	REG	8	1	Prior Period exceeds allowed date 2019-08-10
***** END OF ERRORS FOR 70700_TA756_IN_08212020_1613_001.DAT *****										
<b>NOTE:</b> SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT										



## Timesheet Report (RTA026)

REVISED: 10/20/2021

### DESCRIPTION:

This report contains details of reported time including a summary of the number of hours by ChartField distribution by day and also shows productive and non-productive hours pending approval on the timesheets.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Timesheet Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Employee Type (Salary or Hourly)  
Reports to Position Number OR Empl ID OR  
Department OR Project OR Cost Center  
Department CF  
Pay Period End Date OR  
From Date  
Thru Date  
Show All Statuses OR Action Required Only  
Time Reporting Code

### OUTPUT FORMAT:

Excel

### Screenshot of the Timesheet Report Run Control Page

The screenshot shows the 'Timesheet Report' run control page. At the top right, it says 'Timesheet Report'. Below that, there's a 'Timesheet Report' header and a 'Run Control ID Timesheet\_Report' label. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form area contains several sections: 'Business Unit' with a search box; 'Employee Type' with radio buttons for 'Salaried' (selected) and 'Hourly'; 'Select Pay Period End Date or From/To Date' with fields for 'Pay Period End Date', 'From Date', and 'Thru Date'; 'Show All Statuses' with a checkbox for 'Action Required Only'; 'Employees to Process' with search boxes for 'Reports To Position Number', 'Empl ID', 'Department', 'Project', 'Cost Center', and 'Department CF', along with a 'Node Only' checkbox; and 'Time Reporting Code (Optional)' with a table containing one row with a search box and '+'/'-' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



**ADDITIONAL INFORMATION:**

**Business Unit** field is a required field, and select one option from the **Employees to Process** section and one option from the **Select Pay Period End Date or From/To Date** section, as required.

**Screenshot of the Timesheet Report**

**AJ** and **DL** are displayed as **Reported Time** statuses on the **Timesheet Report** in the following cases:

- **AJ (Adjusted):** System generated offsets due to timesheet adjustments (where quantity is less than 0)
- **DL (Deleted):** Time that was deleted from reported time

**Screenshot of the Timesheet Report**

Commonwealth of Virginia		Run Date: TIMESHEET REPORT		Report ID: Run Time: 12:00:00		Page No. 1 of 22		Business Unit: 50100 - VA Dept of Transportation		Pay Period From Date: 09-JAN-2020		Pay Period To Date: 24-JAN-2020		Department: 10000 - All Central Office Orgs		Salaried		All statuses		TRC :			
Pay Period	Daily Date	Retro Flag	Departme	Dept Desc	Reports To	Position	Reports To Emplid	Reports To Name	Emplid	Empl Rcd	Employee Position	Employee Name	Workgroup	Schedule	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting	Reported	Reported TRC	Pa	
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception	REG	Regular Hours		
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	25-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception	REG	Regular Hours		
9-Jan-20	26-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	26-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	26-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				
9-Jan-20	27-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception	REG	Regular Hours		
9-Jan-20	27-Dec-19		10000	All Centra						0			SNRP071E2	STATE	40.00-288888Z-0 SASU			S11	Exception				

**Screenshot of the Timesheet Report (scrolled right)**

ortd	Reported TRC	Payable TRC	Payable TRC	Descript	Hours	Override	Last User	Proxy	Reported	Payable	Ti	Source	Excep	Account	Fund	Program	Departme	Cost	Cent	Task	FIPS	Asset	Agency Us	Agency Us	PC Busine	Project ID	Activity ID	Telework	Agency Value						
				COMA	Commuter Imputed I	1	0			AP				599999	04100	60400501	10001	11070010																	
				HOL	Holiday	8	0			VS				599999	04100	60400501	10001	11070010																	
5G	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603023	13004								50100	00001046	659								
		SCHX	Regular Schedule		8	0				VS				599999	04100	60400501	10001	11070010																	
		SCHX	Regular Schedule		-8	0				VS				599999	04100	60400501	10001	11070010																	
		COMA	Commuter Imputed I		1	0				AP				599999	04100	60400501	10001	11070010																	
3	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603021	13014								50100	00001098	659								
		SCHX	Regular Schedule		8	0				VS				599999	04100	60400501	10001	11070010																	
		SCHX	Regular Schedule		-8	0				VS				599999	04100	60400501	10001	11070010																	
		COMA	Commuter Imputed I		1	0				AP				599999	04100	60400501	10001	11070010																	
3	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603023	19010								50100	00001070	616								
		SCHX	Regular Schedule		8	0				VS				599999	04100	60400501	10001	11070010																	



## Timesheet Schedule Exception and Overtime Review Report (RTA024)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists overtime entered in the pay period. Report also compares the employee schedule to the time entered on the timesheet to identify variances.

### NAVIGATION PATH:

Navigator > Time and Labor > Reports > Timesheet Exception Report

### INPUT / SEARCH CRITERIA:

- Business Unit (Leave Blank for All)
- Pay Period End Date OR
- From Date
- Thru Date
- Reports to Position Number
- Empl ID
- Department
- Node Only (checkbox)
- Show All Employees Variance Only (checkbox)
- Employee Type (Salaried or Hourly)
- Show Submitted Time Approved only (checkbox)

### OUTPUT FORMAT:

PDF

## Screenshot of the Timesheet Schedule Exception and Overtime Review Report Run Control Page


The screenshot shows the 'Run Control' page for the 'Timesheet Schedule Exception and Overtime Review' report. The page includes a breadcrumb trail: < Timesheet Report > Timesheet Schedule Exception and Overtime Review. Below this, there is a 'Timesheet Exception Report' tab and a 'Run Control ID' field containing 'Timesheet\_Exception\_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains a search field for 'Business Unit'. The 'Date Parameters' section has two options: 'Pay Period End Date' and 'From Date' / 'Thru Date'. A note states: 'NOTE: These dates are to select Pay End Dates within this date range.' The 'Report Parameters' section includes search fields for 'Reports To Position Number', 'Empl ID', and 'Department', along with a 'Node Only' checkbox. The 'Show All Employees' section has a 'Variance Only' checkbox. The 'Employee Type' section has radio buttons for 'Salaried' (selected) and 'Hourly'. The 'Show Submitted Time' section has an 'Approved Only' checkbox. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



**ADDITIONAL INFORMATION:**

**Business Unit field is a required field and select one option from the Report Parameters section and one option from the Date Parameters section, as required..**

**Screenshot of the Timesheet Schedule Exception and Overtime Review Report**

		Commonwealth of Virginia				Run Date: 05/12/2021						
Report ID: RTA024		TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW				Run Time: 01:57 00						
						Page No. 1 of 30						
Business Unit:	50100											
Pay Period End Date:	03/31/2020											
Department:	912000 : Salem District Wide											
Node Only:	N											
Empl Type:	S											
All employees												
Submitted Time												
Date												
<u>Occurred</u>	<u>Department</u>	<u>Description</u>	<u>Position</u>	<u>Emplid/Record</u>	<u>Name</u>	<u>PAYGRP</u>	<u>Reports To</u>	<u>Position</u>	<u>Name</u>	<u>TRC</u>	<u>TRC Description</u>	<u>Hours</u>
Total											<u>0.00</u>	