



Review Paycheck Page Overview

In Cardinal, the user can view paychecks on the **Review Paycheck** page once the payroll has been calculated. Even though an employee's pay can be viewed, payroll may not be finalized at the time of viewing.

This Job Aid provides an overview of the **Review Paycheck** page.

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

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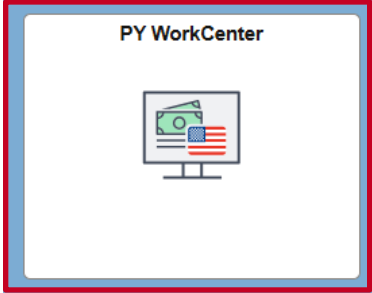
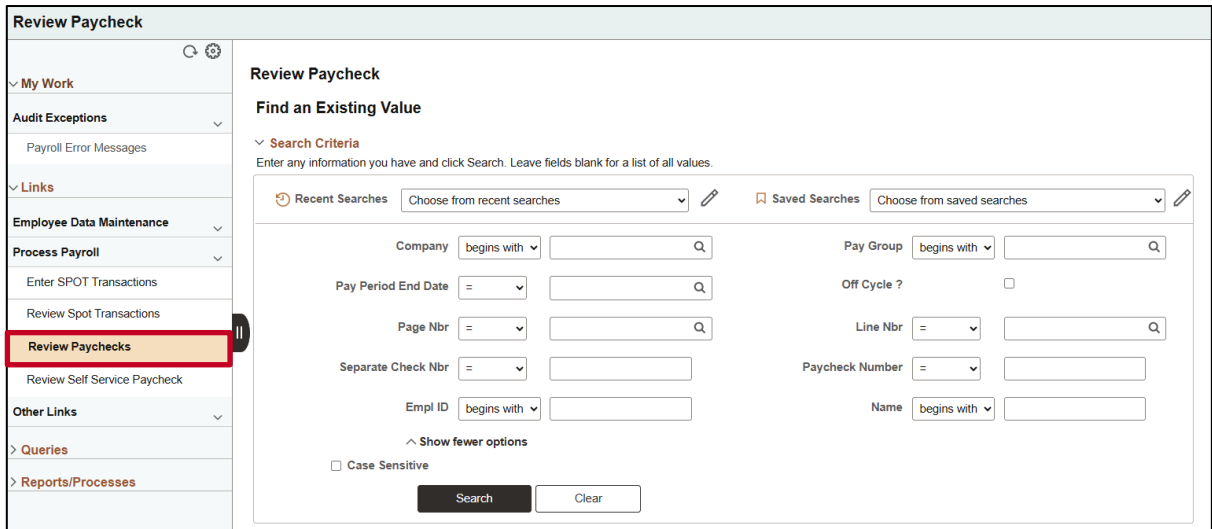


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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Accessing the Review Paycheck Page

Step	Action
1.	Navigate to the Review Paycheck page by clicking on the PY WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following path in the WorkCenter: Links > Process Payroll > Review Paychecks Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Review Paycheck page using the following navigation path: NavBar > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

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Step	Action
The Review Paycheck Find an Existing Value Search page displays.	
Review Paycheck Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Company begins with Q Pay Group begins with Q Pay Period End Date = Q Off Cycle ? Page Nbr = Q Line Nbr = Q Separate Check Nbr = Paycheck Number = Empl ID begins with Name begins with ^ Show fewer options Case Sensitive Search Clear	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with
4.	Click the Search button. Search Clear
	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page, click the Empl ID link for the applicable employee.

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Step	Action
The Review Paycheck page for the employee displays with the Paycheck Earnings tab displayed by default.	
The screenshot shows the 'Review Paycheck' page for an employee. The 'Paycheck Earnings' tab is selected. The page displays the following information: Paycheck Information: - Paycheck Status: Confirmed - Paycheck Option: Advice - Issue Date: 12/31/2025 - Paycheck Number: 67228221 - Off Cycle: ☐ - Reprint: ☐ - Adjustment: ☐ - Corrected: ☐ - Cashed: ☐ Paycheck Totals: - Earnings: 2,087.61 - Taxes: 429.23 - Deductions: 141.00 - Net Pay: 1,517.38 Earnings: - Begin Date: 12/19/2025, End Date: 12/24/2025, Addl Line Nbr: , Reason: Not Specified - Empl Record: 0, Benefit Record: 0, Additional Data: Salaried: - Hours: 32.00, Rate: 23.075962, Earnings: 727.25 Hourly: - Hours: 0.00, Rate: 0.000000, Earnings: 0.00, Rate Code: Overtime: - Hours: 0.00, Rate: 0.000000, Earnings: 0.00, Rate Code:	
The Review Paycheck page contains the Paycheck Earnings, Paycheck Taxes, and Paycheck Deductions tabs. The remaining sections of this Job Aid provide an overview of each of the tabs with their respective fields for review.	



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Paycheck Earnings

The **Paycheck Earnings** tab displays what the employee has earned for the applicable pay period.

Header section screenshot:

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Empl ID	Name						
Company	ABC	Pay Group	SM1	Pay Period End	12/24/2025		
Page	174	Line	1	Separate Check			
Paycheck Information				Paycheck Totals			
Paycheck Status		Confirmed		Paycheck Option		Advice	
Issue Date		12/31/2025		Paycheck Number		67228221	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed			
				Earnings	2,087.61		
				Taxes	429.23		
				Deductions	141.00		
				Net Pay	1,517.38		

Header section fields:

Field Name	Description
Empl ID	Displays the employee's Employee ID Number
Name	Displays the employee's name
Company	Displays the company (Agency) for which the employee works
Pay Group	Displays the Pay Group that the employee is assigned. The Pay Group is a logical grouping of employees based on shared characteristics for payroll processing.
Pay Period End	Displays the end date for the associated pay period
Page and Line	These fields are used by central SPO only.
Separate Check	Displays the number of additional checks issued to the employee for this pay period



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Paycheck Information section screenshot:

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Empl ID		Name					
Company	ABC	Pay Group	SM1	Pay Period End	12/24/2025		
			Page	174	Line 1		
			Separate Check				
Paycheck Information				Paycheck Totals			
Paycheck Status		Confirmed		Paycheck Option		Advice	
Issue Date		12/31/2025		Paycheck Number		67228221	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed			
				Earnings	2,087.61		
				Taxes	429.23		
				Deductions	141.00		
				Net Pay	1,517.38		

Paycheck Information section fields:

Field Name	Description
Paycheck Status	Displays one of the following statuses: • Calculated: the paycheck has been calculated but not finalized; corrections and changes can still be made • Confirmed: the paycheck has been finalized • Reversing Check: the paycheck is in the process of being reversed • Reversed: the paycheck has completed the reversal process
Paycheck Option	Displays one of the following options for the paycheck: • Check: pay was issued in the form of a check • Advice: pay was issued via direct deposit • Check & Advice: pay was issued via direct deposit; however, the balance of net was issued in the form of a check • Check Reversal: the payment was reversed
Issue Date	Displays the date the payment is issued
Paycheck Number	Displays the check or advice number; only displays when the payroll has been confirmed
Off Cycle	Checked (checkbox) when the payment was processed as a stand-alone Off Cycle or reversal
Reprint, Adjustment, Corrected, Cashed	Not used in Cardinal



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Paycheck Totals section screenshot:

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company	ABC	Pay Group	SM1	Pay Period End	12/24/2025
		Page	174	Line	1
				Separate Check	
Paycheck Information				Paycheck Totals	
Paycheck Status		Confirmed		Paycheck Option	
Issue Date		12/31/2025		Advice	
Paycheck Number		67228221			
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed	
				Earnings	2,087.61
				Taxes	429.23
				Deductions	141.00
				Net Pay	1,517.38

Paycheck Totals fields:

Field Name	Description
Earnings	Displays the gross earnings before taxes and deductions
Taxes	Displays the total taxes deducted (employee portion)
Deductions	Displays the deduction amount
Net Pay	Displays the net pay (Earnings – Taxes – Deductions = Net Pay)



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Earnings section screenshot:

▼ Earnings

Begin Date 12/19/2025
Empl Record 0

End Date 12/24/2025
Benefit Record 0

Addl Line Nbr

Reason Not Specified
Additional Data

Salaried

Hours 32.00
Rate 23.075962
Earnings 727.25

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State VA
Rate Used Hourly Rate
Shift Not Applicable

Locality
Shift Rate

Note: This section provides a breakout of the paycheck's total earnings by FLSA workweek during the pay period. Each row (**Row 1 of 6** displayed in this example) reflects the earnings for each FLSA workweek within the pay period. Use the arrows or **View All** link to view each individual FLSA workweek.

The **Additional Data** link is not used in Cardinal.

Earnings fields:

Field Name	Description
Begin Date	Displays the begin date of the FLSA period
End Date	Displays the end date of the FLSA period
Salaried	Displays the following for salaried employees: • Hours: standard hours from Job Data • Rate: calculated Hourly rate that displays in the Pay Rate section on the Compensation tab of Job Data • Earnings: displays the earnings for the FLSA period Note: For an hourly employee, the rate displays in the Rate field in this section as well.
Hourly	Not used in Cardinal
Overtime	Not used in Cardinal Note: The only time data displays is if SPO enters it directly on the employee's paysheet.
Rate Used	Displays the rate used to calculate the earnings
Locality	Will only display if the employee pays local taxes



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Earnings section screenshot showing an hourly employee example:

▼ Earnings

Begin Date 12/12/2025

End Date 12/18/2025

Addl Line Nbr 2

Reason Not Specified

Empl Record 0

Benefit Record 0

Additional Data

Salaried

Hours 0.00

Rate 20.600000

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

Earnings fields continued:

Field Name	Description
Hourly	Not used in Cardinal
Overtime	Not used in Cardinal Note: The only time data displays is if SPO enters it directly on the employee's paysheet
Rate (under the Salaried section)	Displays the rate used to calculate the earnings
State	Location of employment
Shift	Not used in Cardinal
Shift Rate	Not used in Cardinal
Locality	Will only display if the employee pays local taxes



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Other Earnings

The **Other Earnings** section reflects holiday and absence hours, additional pay, SPOT earnings, and time from Time and Labor as applicable for an employee.

Note: Holiday and absence time get rolled into regular time in the employee self-service view of the paycheck.

Other Earnings Details 1 tab fields:

Other Earnings						
 		 < 1-1 of 1 > > View All				
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			727.25	

Note: Use the arrows or **View All** link to see more information if applicable.

Other Earnings Details 1 tab fields:

Field Name	Description
Code	Displays the applicable earnings code
Description	Defaults to the description based on the earnings code
Rate Used	Defaults to Hourly Rate
Hours	Hours coming from Time & Labor or SPOT
Rate	Rate coming from Time & Labor or SPOT
Amount	Total amount of the earnings code
Source	This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are: • OP – SPOT transaction • OL – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation) • OT – Other source (third party sources) • Blank – Additional Pay, Time & Labor or online entries on the paysheet (SPO)



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Other Earnings Details 2 tab fields:

Other Earnings

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

Other Earnings Details 1 **Other Earnings Details 2** ||>

Code	Description	Add to Gross Pay	Tax Method	Rate Code
VRS	VRS Contribution Base	No	Annualized	

Note: Use the arrows or **View All** link to see more information if applicable.

Other Earnings Details 2 tab fields:

Field Name	Description
Add to Gross Pay	If "Yes", the amount is added to the employee's total earnings
Tax Method	Displays default tax method for the earnings codes. This is typically Annualized
Rate Code	Not used in Cardinal



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Special Accumulators

A special accumulator is used to create a running total of specific groups of earnings codes. This section keeps track of all eligible earnings to apply limits and/or percentages.

Special Accumulators section screenshot:

Special Accumulators				
1-8 of 12 > > View All				
Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	91.80	2,087.61	0
457	457 Max Basis	91.80	2,087.61	0
941	941 Total Gross	91.80	2,087.61	0
CBS	VRS Creditable Compensation		1,999.92	0
CMS	Fiscal YTD Salaries for APA	88.00	1,999.92	0
CRD	Creditable Compensation	88.00	1,999.92	0
GRS	Reserved for Gross Wages	91.80	2,087.61	0
HDC	Hybrid DC Plan Base	88.00	1,999.92	0
Return to Search Notify				
Paycheck Earnings Paycheck Taxes Paycheck Deductions				

Note: Use the arrows or **View All** link to see more information if applicable.



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Paycheck Taxes

The **Paycheck Taxes** tab displays information about taxes taken from the employee's paycheck. The **Header**, the **Paycheck Information** and **Paycheck Totals** sections are the same as the **Paycheck Earnings** tab.

Paycheck Taxes tab screenshot:

Paycheck Earnings **Paycheck Taxes** Paycheck Deductions

Empl ID [redacted] Name [redacted]
Company ABC Pay Group SM1 Pay Period End 12/24/2025 Page 174 Line 1 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice
Issue Date 12/31/2025 Paycheck Number 67228221
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	2,087.61
Taxes	429.23
Deductions	141.00
Net Pay	1,517.38

Taxes

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

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,056.61	29.82
US Federal					Med/ER	2,056.61	29.82
US Federal					OASDI/EE	2,056.61	127.51
US Federal					OASDI/ER	2,056.61	127.51
US Federal					Withholding	1,946.61	191.66
State	VA				Unempl ER		
State	VA	Y			Withholding	1,946.61	80.24

The **Taxes** section displays two **Tax Details** tabs. The details in each tab displays information about the taxes the employee pays. Clicking on the **Show all columns** icon displays all the information on one page.

Note: **Tax Entity**, **State**, **Resident**, **Locality**, and **Locality Name** columns are automatically populated with information that is listed in the employee's Tax Data. For further information about employee taxes, see the Job Aid titled **PY381 Maintain Employee Tax Information**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Paycheck Taxes field names:

Field Name	Description
Tax Class Column	Reflects nature of the deduction
Taxable Gross	Amount the employee earned minus the applicable pretax deductions
Tax Amount	Taxes deducted



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1042 Taxes

For foreign national employees whose taxable wages and tax withholdings are reported on a 1042-S form (rather than a W-2), these amounts are shown in the **Taxes** and **1042 Taxes** sections.

1042 Taxes section screenshot:

1042 Taxes							
1-1 of 1 View All							
State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.0000000000		0.00			



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Paycheck Deductions

The **Paycheck Deductions** tab displays all deductions to include garnishments if applicable.

Paycheck Deductions tab screenshot:

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company

ABC

Pay Group

SM1

Pay Period End

12/24/2025

Page

174

Line

1

Separate Check

Paycheck Information

Paycheck Status

Confirmed

Paycheck Option

Advice

Issue Date

12/31/2025

Paycheck Number

67228221

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

2,087.61

Taxes

429.23

Deductions

141.00

Net Pay

1,517.38

Deductions

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View All

Deduction Details 1

Deduction Details 2

Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
CVAHAW	COVA Health Aware	Before-Tax	31.00	
CVAHAW	COVA Health Aware	Nontaxable Benefit	415.00	
HYBVDC	VRS HB Vol Defined Contr	Before-Tax	10.00	
HYBVDC	VRS HB Vol Defined Contr	Nontaxable Btax Benefit	10.00	
HVRMDB	VRS Hybrid Defined Benefit	Before-Tax	80.00	1,999.92
HVRMDB	VRS Hybrid Defined Benefit	Nontaxable Benefit	250.39	1,999.92
GRPLFR	Group Term Life	Nontaxable Benefit	23.60	1,999.92
RETHCR	Retiree Health Credit	Nontaxable Benefit	22.40	1,999.92

Note: Clicking on the **Show all columns** icon displays all the information on one page.



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Deductions

The **Paycheck Deductions** tab is a list of both employee and employer deductions. It lists all employee and employer deduction codes, descriptions, class, amount, calculated base, Plan, and Plan Type. The **Class** field reflects the nature of deduction. Class options include:

- Non-Taxable Benefit
- Non-Taxable BTax or PTax Benefit
- Taxable Benefit

Note: For further information about Deductions see the Job Aid titled **PY381 General and Benefit Deduction Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Deductions screenshot when using the **Show all columns** icon:

Deductions												
1-8 of 11 View All												
Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
CVAHAW	COVA Health Aware	Before-Tax	31.00		CHA1	0	Medical					
CVAHAW	COVA Health Aware	Nontaxable Benefit	415.00		CHA1	0	Medical					
HYBVDC	VRS HB Vol Defined Contr	Before-Tax	10.00		HVC050	0	VRS Hb Vol Defined Contr					
HYBVDC	VRS HB Vol Defined Contr	Nontaxable Btax Benefit	10.00		HVC050	0	VRS Hb Vol Defined Contr					
HVRMDB	VRS Hybrid Defined Benefit	Before-Tax	80.00	1,999.92	HVRMDB	0	Employee Retirement DB					
HVRMDB	VRS Hybrid Defined Benefit	Nontaxable Benefit	250.39	1,999.92	HVRMDB	0	Employee Retirement DB					
GRPLFR	Group Term Life	Nontaxable Benefit	23.60	1,999.92	GTLR	0	Group Term Life					
RETHCR	Retiree Health Credit	Nontaxable Benefit	22.40	1,999.92	RTCRRD	0	Retiree Health Credit					



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Garnishments

When an employee has a garnishment, it displays under the garnishments section of the paycheck.

Note: For further information and details about garnishment setup in Cardinal, see the Job Aid titled **PY381 Reviewing Garnishment Setup in Cardinal**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Garnishments section screenshot:

▼ Garnishments

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View All

Priority	5	ID	AWG001	Type	Wage Assignment
Vendor	DEBT MANAG-002	AP Status	Sent to AP		
Law Source	\$U	Rule ID	GENERAL	General Exemption	
Disposable Earnings	837.99	Proration Rule ID			
Less Exemption	628.49				
Less Other Garnishments					
Maximum Deduction	209.50				
Limited Amount	125.70	Limited Type	Deduct Not Limited		
Garnishment Amount	125.70				
Company Fee					
Payee Fee					
Total Deducted	125.70	☐ Adjusted Due To Included Fee			

Garnishments field names:

Field Name	Description
Disposable Earnings	The earnings calculated to be subject to the garnishment.
Less Exemption	The amount determined to be excluded from the garnishment.
Maximum Deduction	The calculated amount (based on previously deducted items) that reflects the maximum deduction that can be taken for this deduction.
Limited Amount	The maximum amount that is deducted per pay period, if applicable.



Net Pay Distribution

The **Net Pay Distribution** section will display the direct deposit information and/or check disbursement information. This information does not display until after the Payroll for the period has been confirmed.

Net Pay Distribution screenshot:

Net Pay Distribution				
1-1 of 1 View All				
Check/Advice Number	Account Type	Bank ID	Account Number	Amount
67228221	Checking	022300173	XXXXXXXXXXXX6042	1,517.38

Net Pay Distribution field names:

Field Name	Description
Check/Advice Number	Check/advice number assigned at confirmation
Account Type	Type of account (e.g., checking, savings, etc.)
Bank ID	Routing number of the banking institution
Account Number	Account number where the deposit was made
Amount	Total amount deposited into the Account