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

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

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

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

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

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

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

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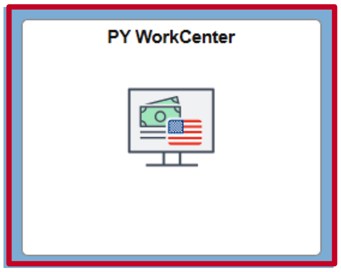
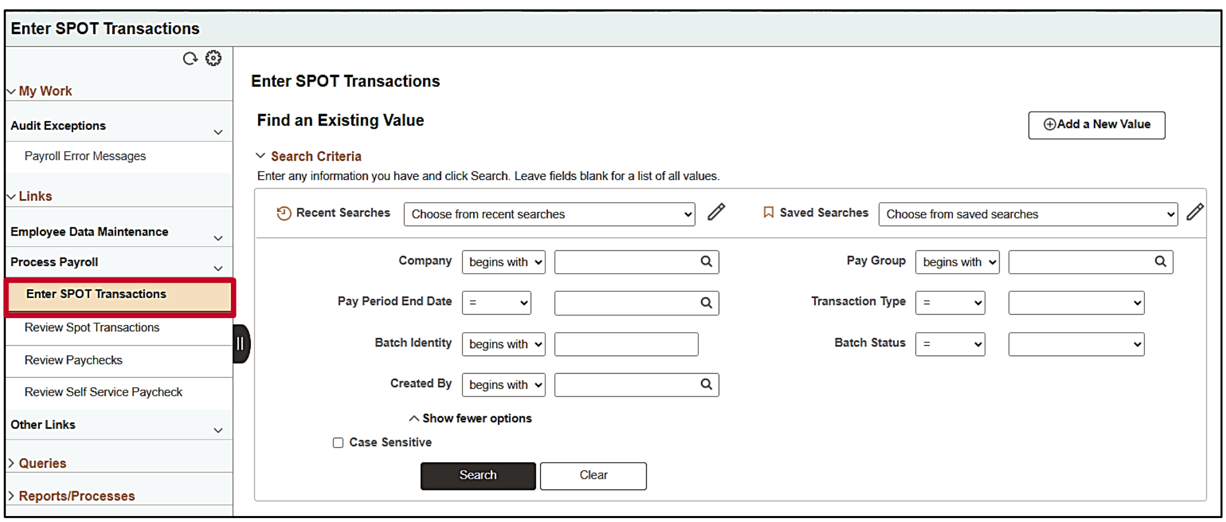
Revision History

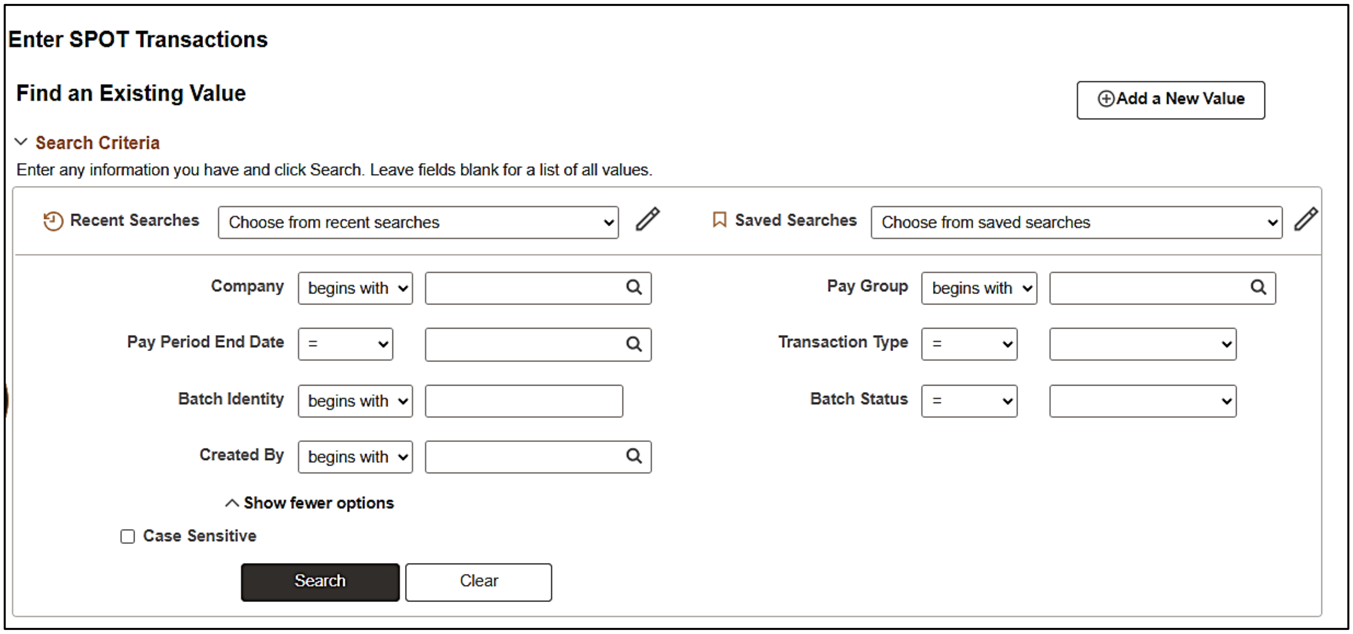
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
12/8/2025	Added new section for entering bonus payments entered on a separate check SPOT Scenarios for Bonus Payments Entered on a Separate Check Added new scenario for entering a Due Agency SPOT transaction for an employee with two jobs Employee with Two (2) Hourly Jobs with a Due Agency Deduction
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 19; Section 4, after Step 1; Section 5, after Step 1; Section 6, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Entering an Earnings Transaction in SPOT

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Enter SPOT Transactions page by clicking the PY WorkCenter tile.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation path in the WorkCenter: Links > Process Payroll > Enter SPOT Transactions
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Enter SPOT Transactions page using the following navigation path:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions</td></tr>
</table>

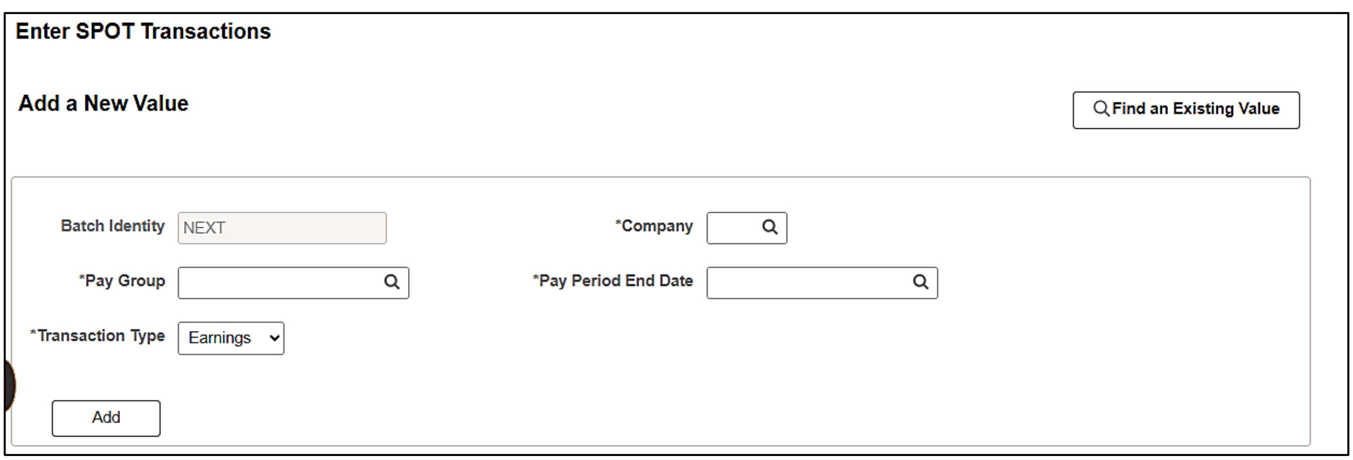
Step	Action

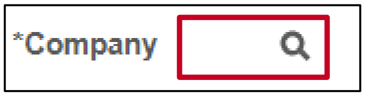
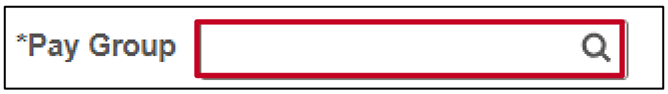
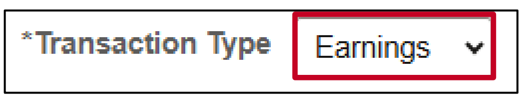
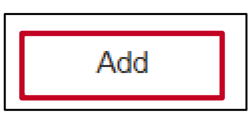
The **Enter SPOT Transactions Find an Existing Value Search** page displays.



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

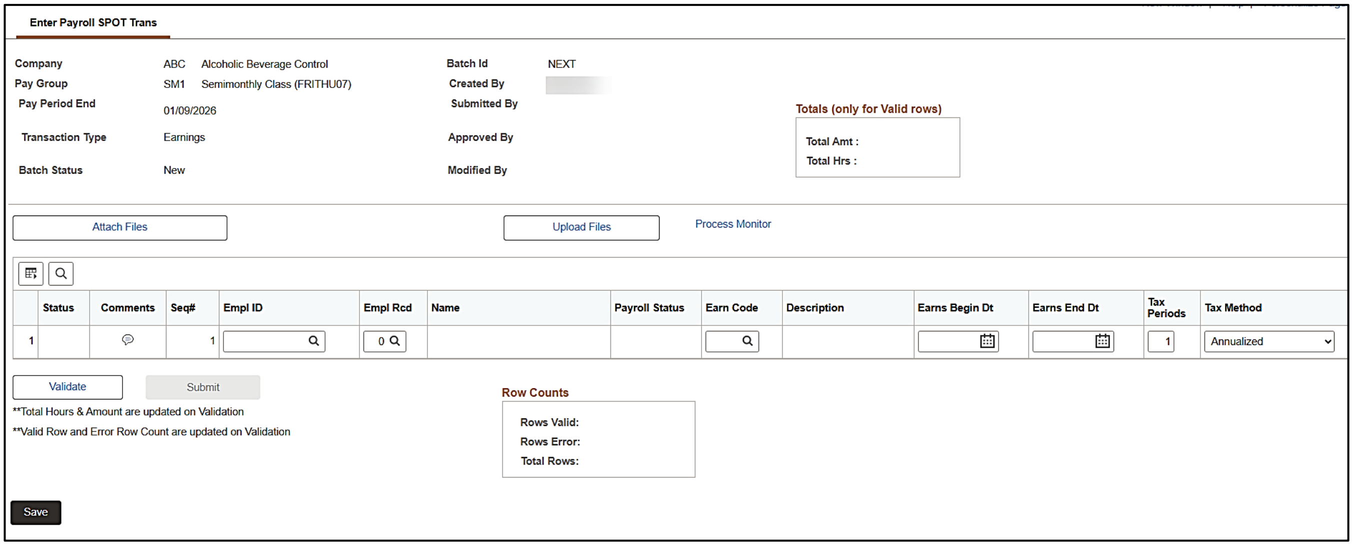
The **Enter SPOT Transactions Add a New Value** page displays.



Step	Action
	The **Batch Identity** field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.
4.	Click the **Company Look up** icon and select the company’s 3-digit alpha code. 
5.	Click the **Pay Group Look up** icon and select the applicable Pay Group. 
	Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.
6.	Click the **Pay Period End Date Look up** icon and select the applicable pay period end date. 
7.	Verify that the **Transaction Type** field defaults to “Earnings”. 
	There are only two values for this field which are “Earnings” or “Deduction”. See the section of this Job Aid titled Entering a Deduction Transaction in SPOT for details on entering SPOT deduction transactions.
8.	Click the **Add** button. 

Step	Action

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



The **Header** section populates with the information previously entered on the **Add a New Value** page.

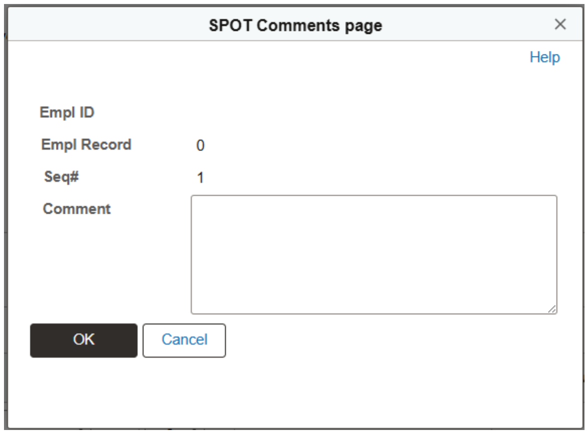
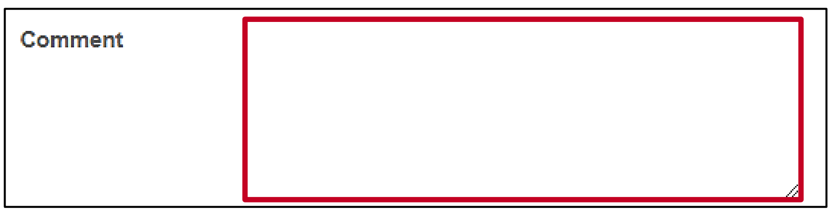
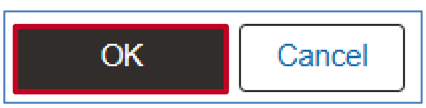
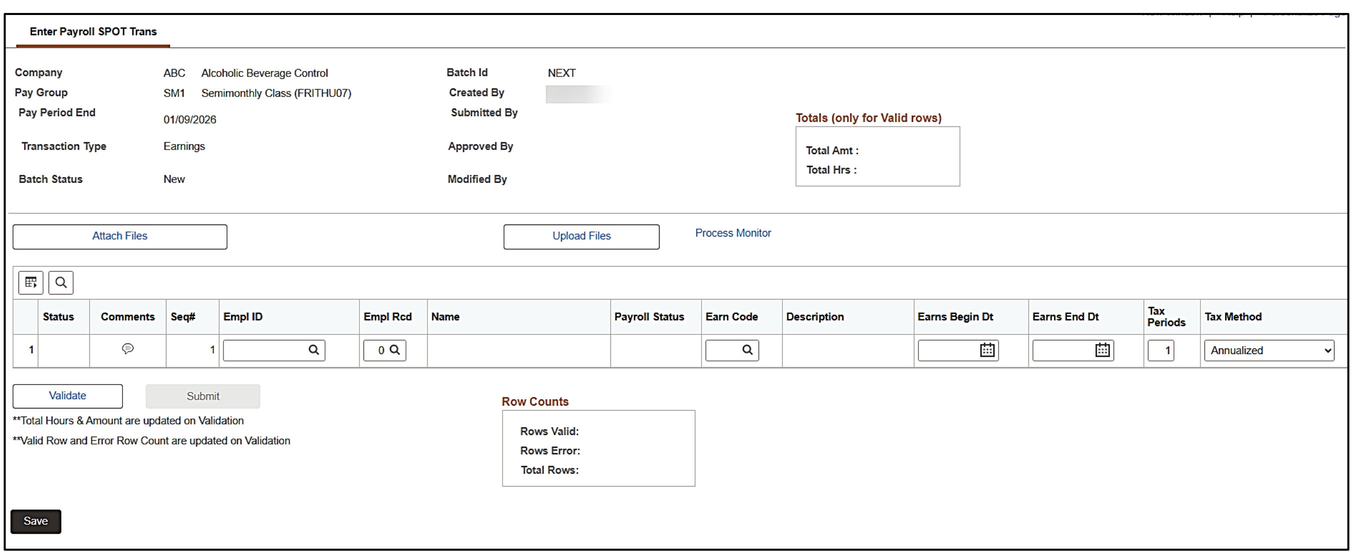
The **Batch Status** field updates based on the action taken on the batch and includes:

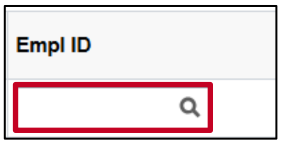
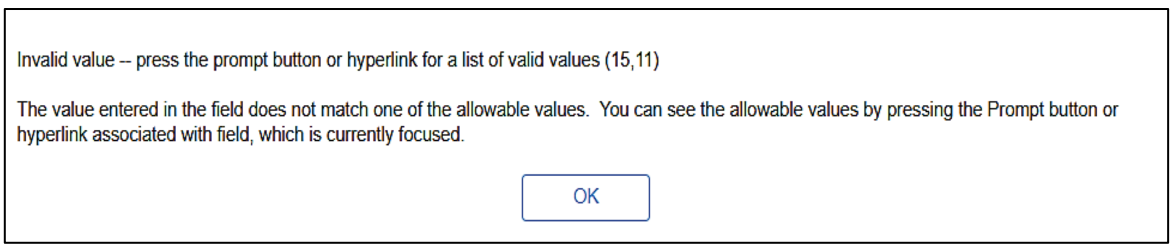
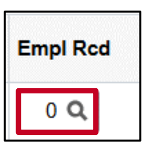
- **New** – when a new batch is initiated
- **Created** – when the batch is saved
- **Validated** – when the batch is validated
- **Modified after Validation** – when the batch is changed after validation
- **Submitted** – when the batch is submitted for approval
- **In Review** – when the approver is reviewing the batch for approval
- **Closed** – after the approver has submitted the batch to payroll

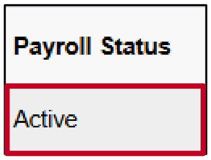
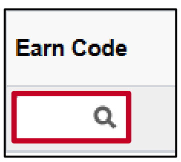
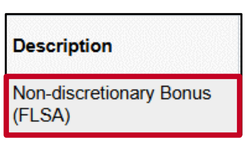
The **Status** field displays the status of each specific transaction after the batch has been validated.

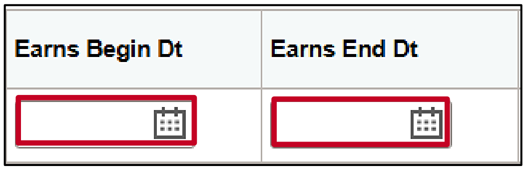
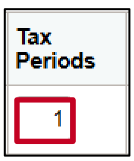
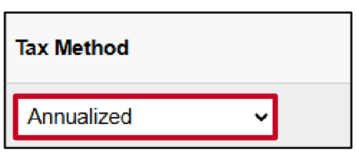
9. Click the **Comments** icon if there are comments to add for the transaction.

If not, skip to **Step 12**.

Step	Action
The **SPOT Comments page** displays in a pop-up window. 	
10.	Enter comments as applicable in the **Comment** field. 
11.	Click the **OK** button. 
The **Enter Payroll SPOT Trans** page redisplays. 	

Step	Action
	The **Seq#** field auto-populates and is read-only. 
12.	Click the **Empl ID Look up** icon and select the applicable employee's Employee ID. 
	If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values. 
13.	Click the **Empl Rcd Look up** icon and select the applicable Employee Record. 
	This field defaults to "0".
14.	Verify that the correct employee's name displays in the **Name** field (auto-populates based on the Employee ID selected). 

Step	Action
15.	Review the **Payroll Status** field. **Note**: This field populates based on the Payroll Status from the employee's Job Data. 
	A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".
16.	Click the **Earn Code Look up** icon and select the appropriate Earnings Code. For this scenario, "BON" is selected. 
	If the Earnings Code is not valid for the Employee Type (Hourly vs Salaried) an error displays when the **Validate** button is clicked. For a listing of Earnings Codes, see the Job Aid titled **PY381 Earnings Codes** located on the Cardinal website in **Job Aids** under **Learning**. The following Earnings Codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error: • **LSH** – Leave Share • **STD** – Short Term Disability • **WCL** – VSDP Work Comp Pay • **WCP** – Workers Comp • **WCS** – Work Comp Supplement
17.	Verify that the **Description** field auto-populates correctly based on the Earnings Code selected. 
	If it is not accurate, update the **Earn Code** field as applicable.

Step	Action
18.	Enter or select the appropriate earnings begin and end dates using the **Earns Begin Dt** and **Earns End Dt Calendar** icons. 
	These fields are required fields for all earnings transactions. If left blank, an error will occur when the **Validate** button is clicked. When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee's hire date on the **Job Data** record. If the employee's payroll status is "Terminated" or "Retired", the **Earns End Date** field cannot be after the termination date on the **Job Data** record.
19.	The **Tax Periods** field defaults to "1" and refers to the number of Pay Periods covered by the earnings payment. 
	The **Tax Periods** field is used in conjunction with the "Annualized" tax method.
20.	Click the **Tax Method** dropdown button and select the appropriate tax method. 
	There are two selections available for Tax Method: • **Annualized** – this tax method multiples the earnings by the pay periods and is taxed based upon the annualized amount (the **Tax Period** field impacts how the earnings are annualized). • **Supplemental –** this tax method is most often used for bonus payments and leave payouts and should not be used for earnings related to hours worked. See the Job Aid titled **PY381 Earnings Codes** for a list of Earning Codes that use the "Supplemental" tax method. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning.**

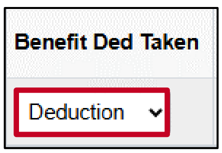
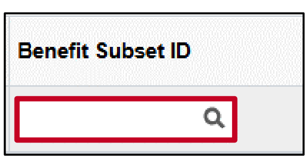
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>Next, enter the applicable field information based on the type of Earnings Code. The Oth Hrs, Hourly Rate, and Amount fields are available only if applicable based upon the value selected in the Earn Code field.

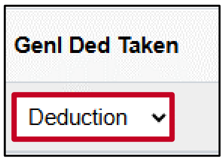
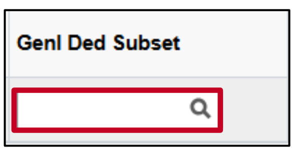
For this scenario, the Amount is entered.

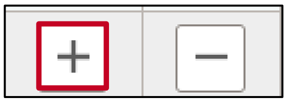
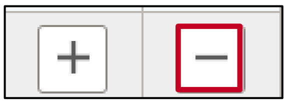
<table><tr><th>Oth Hrs</th><th>Hourly Rate</th><th>Amount</th></tr><tr><td></td><td></td><td>0.00</td></tr></table></td></tr>
<tr><td></td><td>The following guidelines apply for entry of the Oth Hrs, Hourly Rate, and Amount fields.
Oth Hrs: Enter the applicable number of hours in the Oth Hrs field to one decimal place (e.g., 8.0).
Hourly Rate: Enter the applicable hourly rate in the Hourly Rate field to two decimal places (e.g., 22.55).
Amount: Enter the applicable amount in the Amount field to two decimal places (e.g., 200.00). The amount can be a positive or negative number based upon the value selected in the Earn Code field.</td></tr>
<tr><td>22.</td><td>Click the horizontal scrollbar at the bottom of the page to scroll to the right as needed.</td></tr>
<tr><td></td><td>The Benefit Ded Taken, Benefit Subset ID, Genl Ded Taken, and Genl Ded Subset fields are not enabled. Entry of these fields is triggered based on the value in the Sepchk # field.

<table><tr><th>Benefit Ded Taken</th><th>Benefit Subset ID</th><th>Genl Ded Taken</th><th>Genl Ded Subset</th><th>Sepchk #</th><th>Addl Seq Nbr</th></tr><tr><td>Deduction</td><td></td><td>Deduction</td><td></td><td>0</td><td></td></tr></table></td></tr>
<tr><td>23.</td><td>The Sepchk # field defaults to “0” indicating that the earnings will be added to the employee’s regular check for the Pay Period being processed.

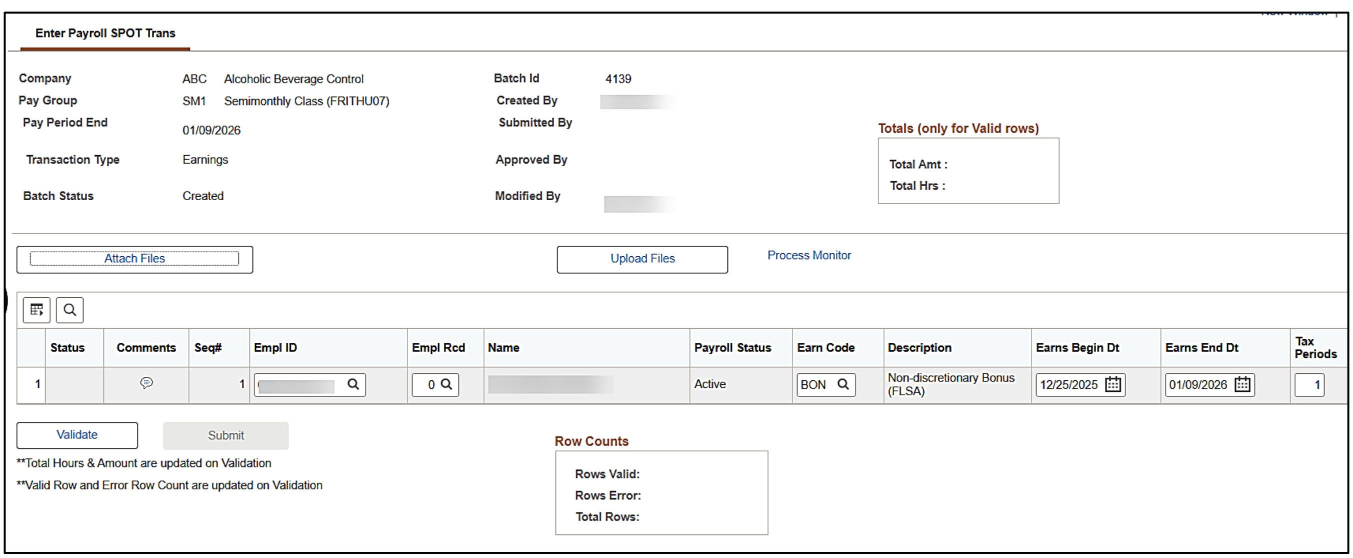
Incrementally update this field by one if the employee requires one or more separate checks.
If this value will remain as “0”, proceed to Step 28
If this value will be changed to “1” (or higher), proceed to the next step
<table><tr><th>Sepchk #</th></tr><tr><td>0</td></tr></table></td></tr>
</table>

Step	Action
	When the **Sepchk #** field value is changed from the default of "0", the **Benefit Ded Taken**, **Benefit Subset ID**, **Genl Ded Taken,** and **Genl Ded Subset** fields become enabled and are required to be completed. Complete **Steps 24 - 27** to make the appropriate updates to each of these fields if applicable. If the **Sepchk #** value is set to "1" or higher, the same number must be used in the corresponding Deduction transaction.
24.	Click the **Benefit Ded Taken** dropdown button and select the applicable value based on the following: • **Deduction** – all benefit deductions are taken from the earnings • **None** – no benefit deductions are taken from the earnings • **Subset** – a subset of benefit deductions is taken from the earnings 
	A Benefit Subset ID value must be selected in the **Benefit Subset ID** field if the "Subset" value is selected in the **Benefit Ded Taken** field. If "Subset" was not selected, do not select a value in the **Benefit Subset ID** field.
25.	Click the **Benefit Subset ID Look up** icon and select the applicable value based on the following: • **BNS** (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings • **GRN** (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken • **SPT** (SPOT Allow) – Not used by Cardinal • **LVS** (Leave Share) – All deductions will be taken from the earnings 

Step	Action
26.	Click the **Genl Ded Taken** dropdown button and select the applicable value based on the following: • **Deduction** – all benefit deductions are taken from the earnings • **None** – no benefit deductions are taken from the earnings • **Subset** – a subset of benefit deductions is taken from the earnings 
	A general deduction subset value must be selected in the **Genl Ded Subset** field if the “Subset” value is selected in the **Genl Ded Taken** field. If “Subset” was not selected, do not select a value in the **Genl Ded Subset** field.
27.	Click the **Genl Ded Subset Look up** icon and select the applicable value based on the following: • **BNS** (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings • **GRN** (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken • **SPT** (SPOT Allow) – Not used by Cardinal • **LVS** (Leave Share) – All deductions will be taken from the earnings 
28.	Enter the additional pay sequence number in the **Addl Seq Nbr** field if the SPOT transaction is related to additional pay that contains a “Goal Balance”. If this is not applicable, leave this field blank and proceed to the next Step. 
	The **Addl Seq Nbr** field is used to tie the SPOT entry to the respective Additional Pay record as each Additional Pay record is created with a sequence number. The **Addl Seq Nbr** field is only required if the Additional Pay record has a Goal Balance. Cardinal needs the Addl Seq Nbr to recognize which record to update.

Step	Action
29.	Click the **Add a Row** icon to create additional SPOT transactions and then repeat **Steps 12 – 28**. 
30.	Click the **Delete a Row** icon to delete a line (SPOT transaction) as needed. 
31.	Click the horizontal scrollbar to scroll to the left.
32.	Click the **Save** button to save the batch so that additional transactions can be entered. If the batch is ready to be submitted, proceed to **Step 34**. 

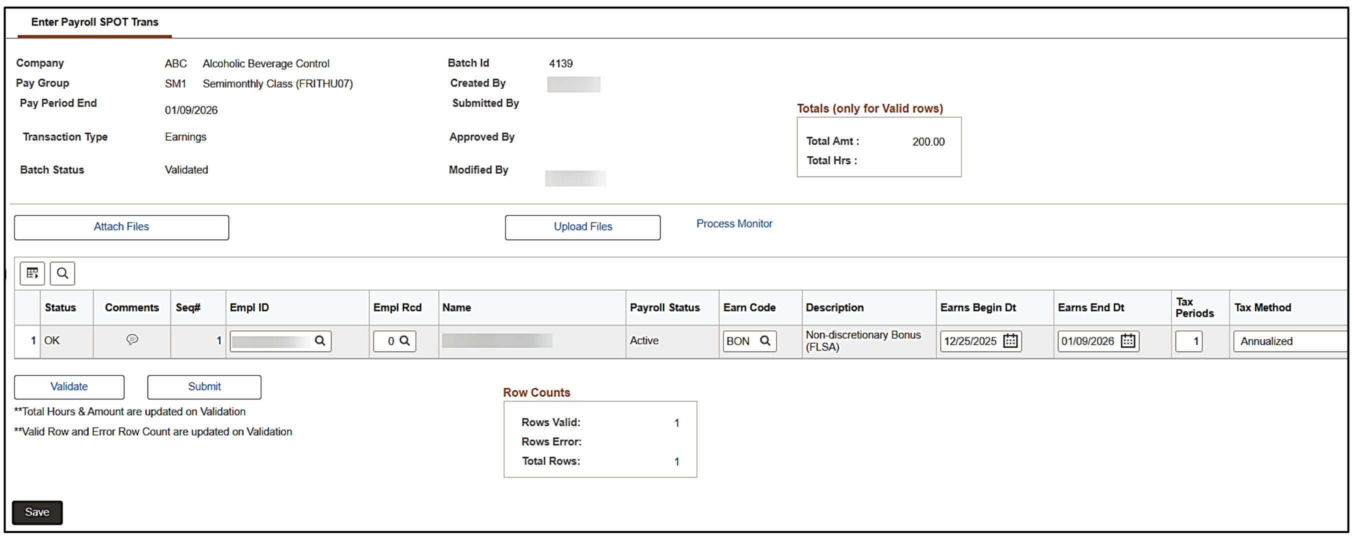
The **Enter SPOT Trans** page refreshes.



Step	Action
33.	Verify that the **Batch Id** field populates with a number. For this scenario, the Batch ID is “4139”. 

Step	Action
34.	Verify that the **Batch Status** field updates to "Created". 
	After a batch is saved, additional items can still be added as needed.
35.	To submit the batch for approval, click the **Validate** button. **Note**: Cardinal will validate all the individual fields as well as combinations of fields. 

The **Enter Payroll SPOT Trans** page redisplays and the **Batch Status** field updates to "Validated".



Enter Payroll SPOT Trans

Company ABC Alcoholic Beverage Control
Pay Group SM1 Semimonthly Class (FRITHU07)
Pay Period End 01/09/2026
Transaction Type Earnings
Batch Status Validated

Batch Id 4139
Created By
Submitted By
Approved By
Modified By

Totals (only for Valid rows)
Total Amt : 200.00
Total Hrs :

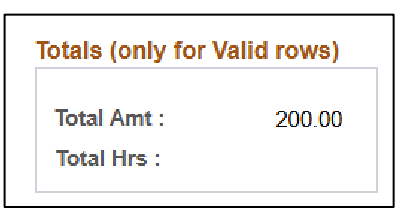
Attach Files
Upload Files
Process Monitor

	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1	OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2025	01/09/2026	1	Annualized

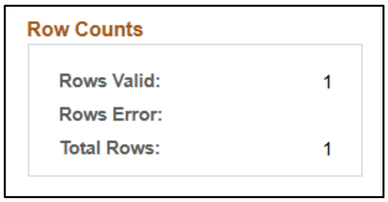
Validate
Submit
**Total Hours & Amount are updated on Validation
**Valid Row and Error Row Count are updated on Validation

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

Save

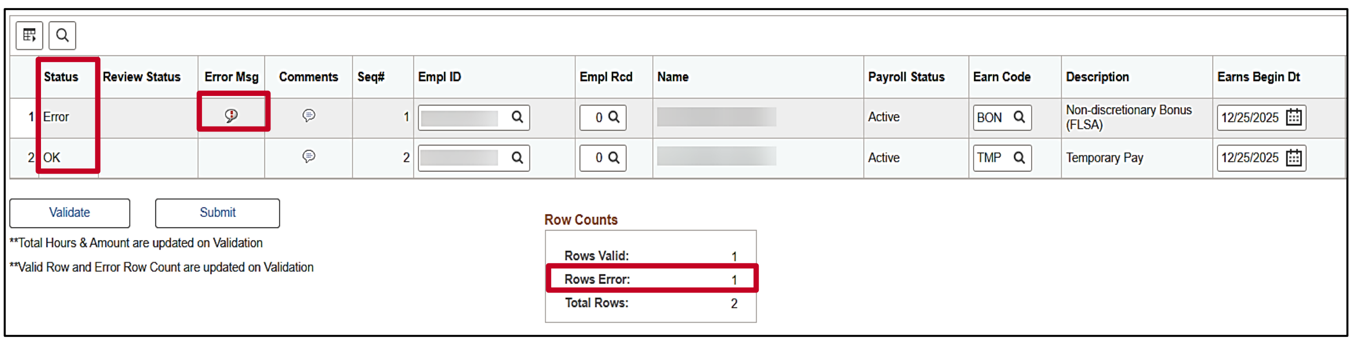
	The **Totals (only for Valid rows)** section provides the following summary information for the batch: • **Total Amt** – the sum of the values entered in the **Amount** field for the batch • **Total Hrs** – the sum of the values entered in the **Oth Hrs** field for the batch 

Step	Action
	The **Row Counts** section provides the following summary information for the batch: • **Rows Valid** – the number of valid rows in the batch • **Rows Error** – the number or rows in the batch containing errors • **Total Rows** – the total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)



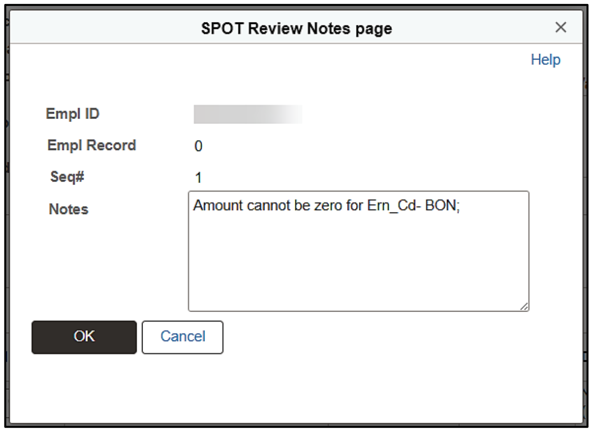
Step	Action
36.	Verify that the **Rows Error** field is blank indicating that all rows are valid. If there are no errors, proceed to **Step 42**. If the **Rows Error** field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.

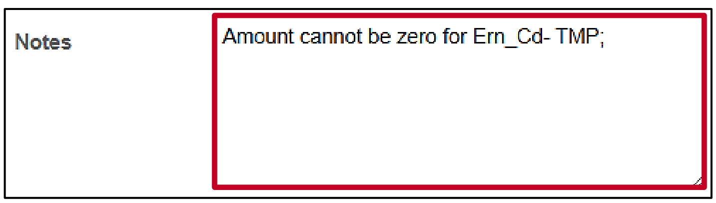
Example of a batch with an error.

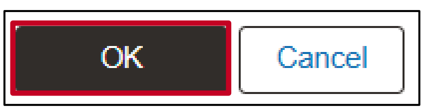


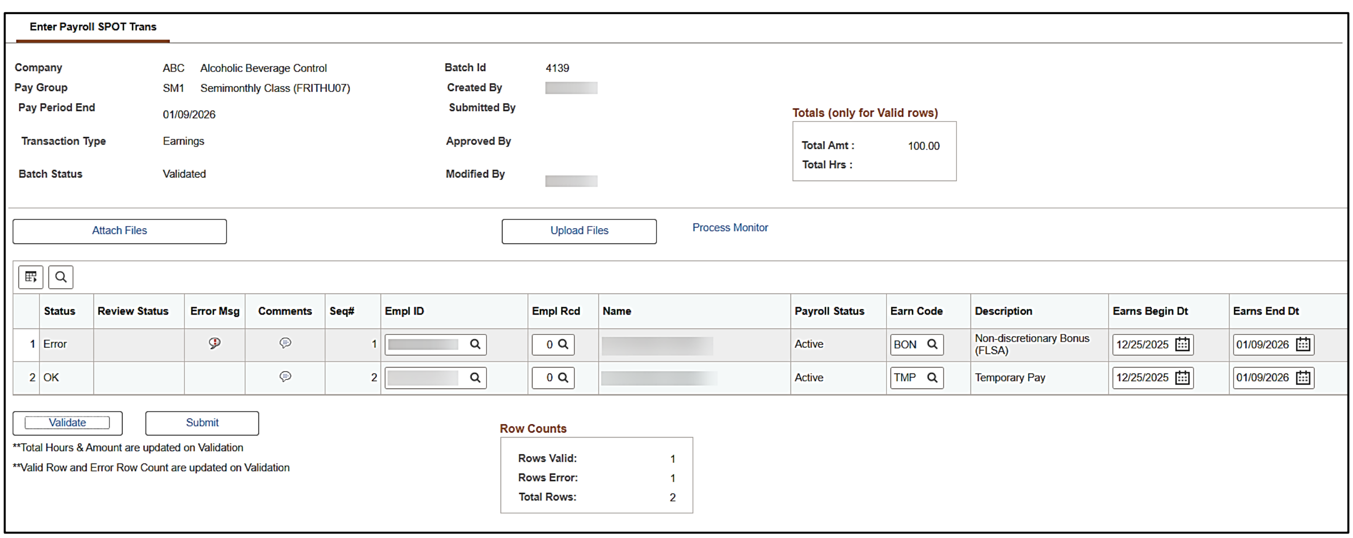
Step	Action
	The **Status** field updates with one of the following values: • **OK** – no errors • **Error** – issue with the line The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.
37.	Click the **Bubble** icon in the **Error Msg** field to view the error message.

Step	Action
The **SPOT Review Notes** page displays in a pop-up window.	
38.	Review the **Notes** field to determine the error.
39.	Click the **OK** button.
The **Enter Payroll SPOT Trans** page redisplays.	



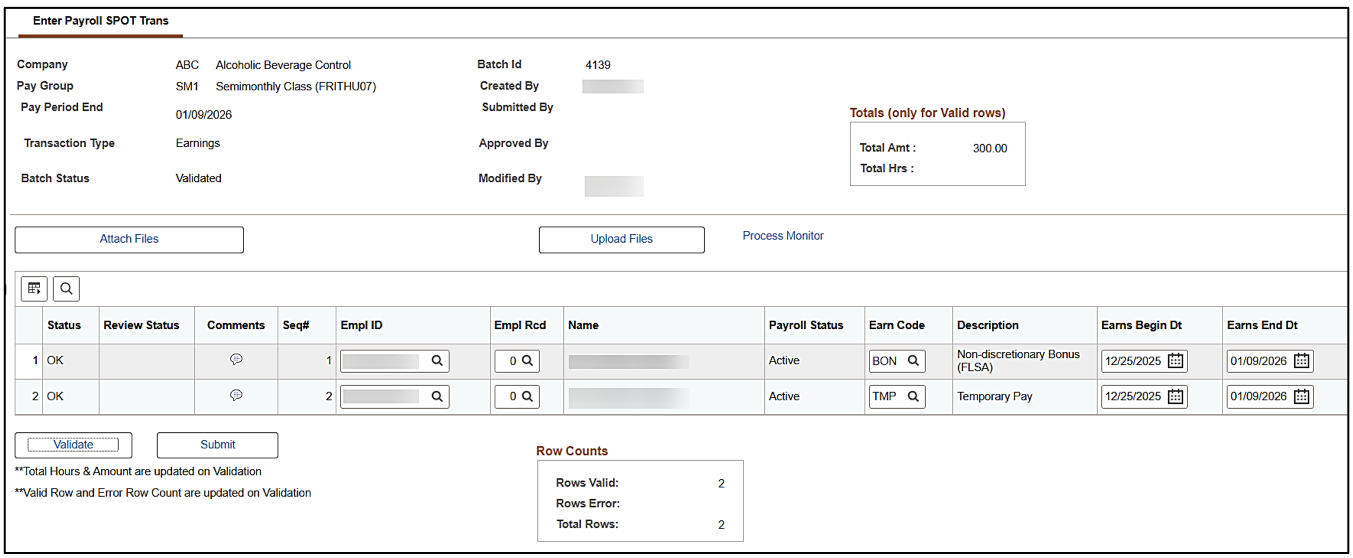


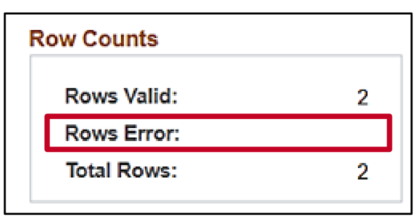
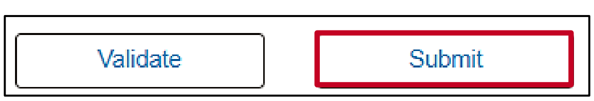




Step	Action
40.	Update the applicable fields to correct the identified error(s).
41.	Click the **Validate** button. 
	All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated successfully.

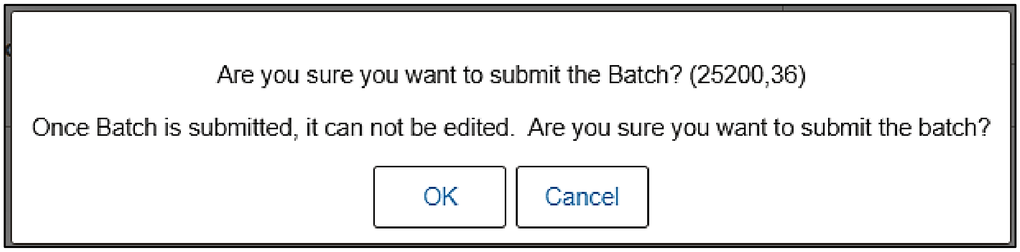
The **Enter Payroll SPOT Trans** page refreshes.



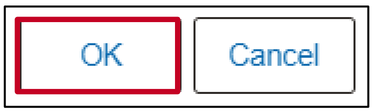
Step	Action
42.	Verify that the **Batch Status** field updates to "Validated". 
43.	Verify that the **Rows Error** field is blank indicating that all errors have been corrected. 
44.	Click the **Submit** button to submit the batch for review. 

Step	Action

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

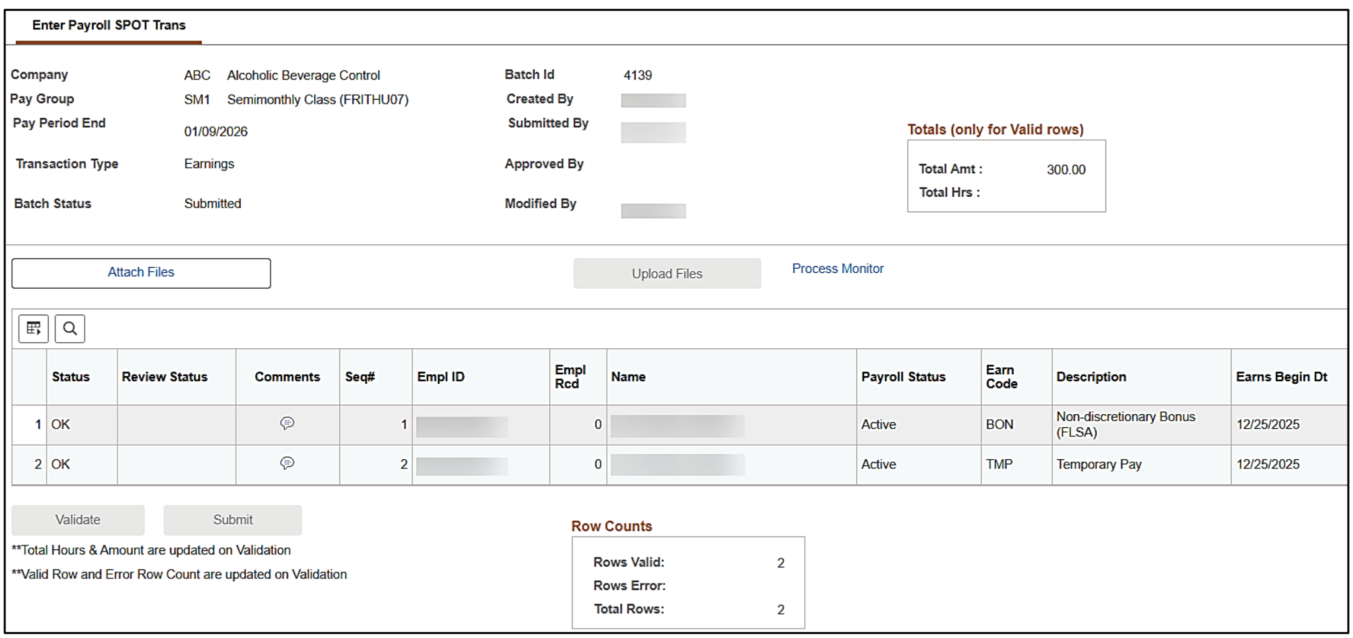


45. Click the **OK** button to submit the batch for review.



A batch cannot be edited after it has been submitted.

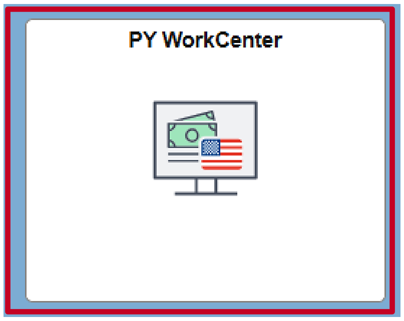
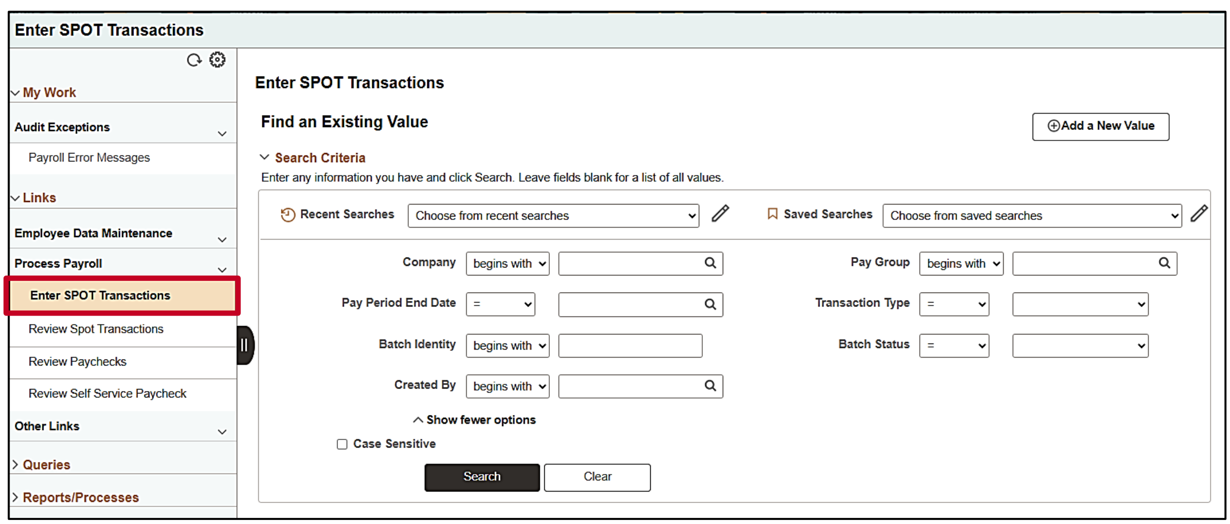
The **Enter Payroll SPOT Trans** page refreshes.



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

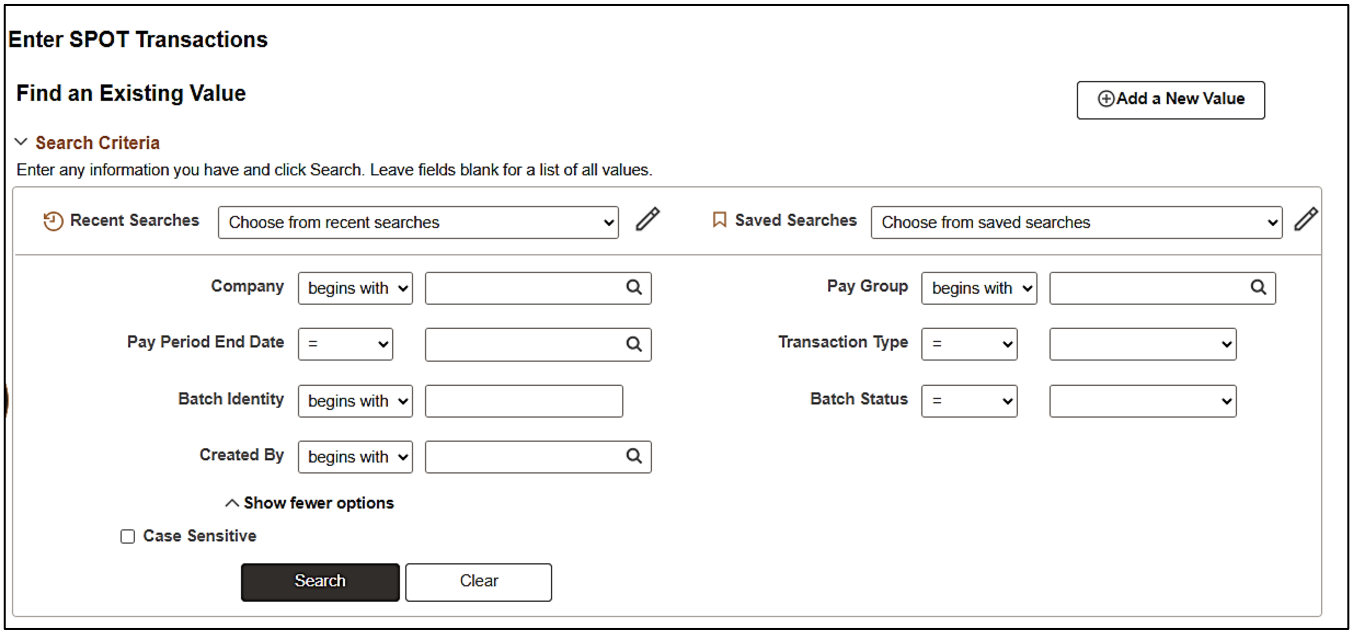
47. Verify that the **Submitted By** field updates as appropriate with the User’s ID.

Entering a Deduction Transaction in SPOT

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Enter SPOT Transactions page by clicking the PY WorkCenter tile.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation path in the WorkCenter: Links > Process Payroll > Enter SPOT Transactions
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Enter SPOT Transactions page using the following navigation path:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions</td></tr>
</table>

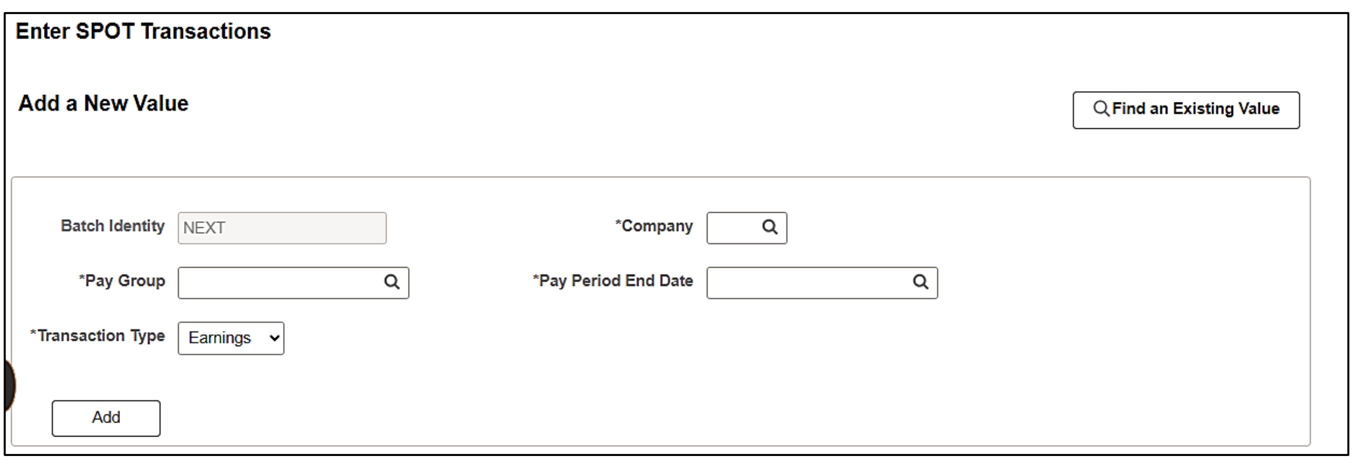
Step	Action

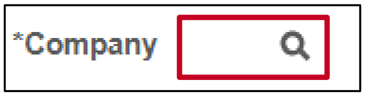
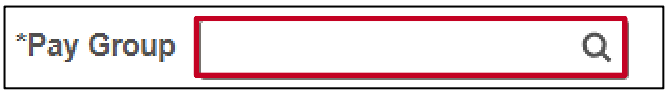
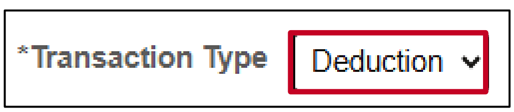
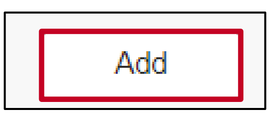
The **Enter SPOT Transactions Find an Existing Value Search** page displays.



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

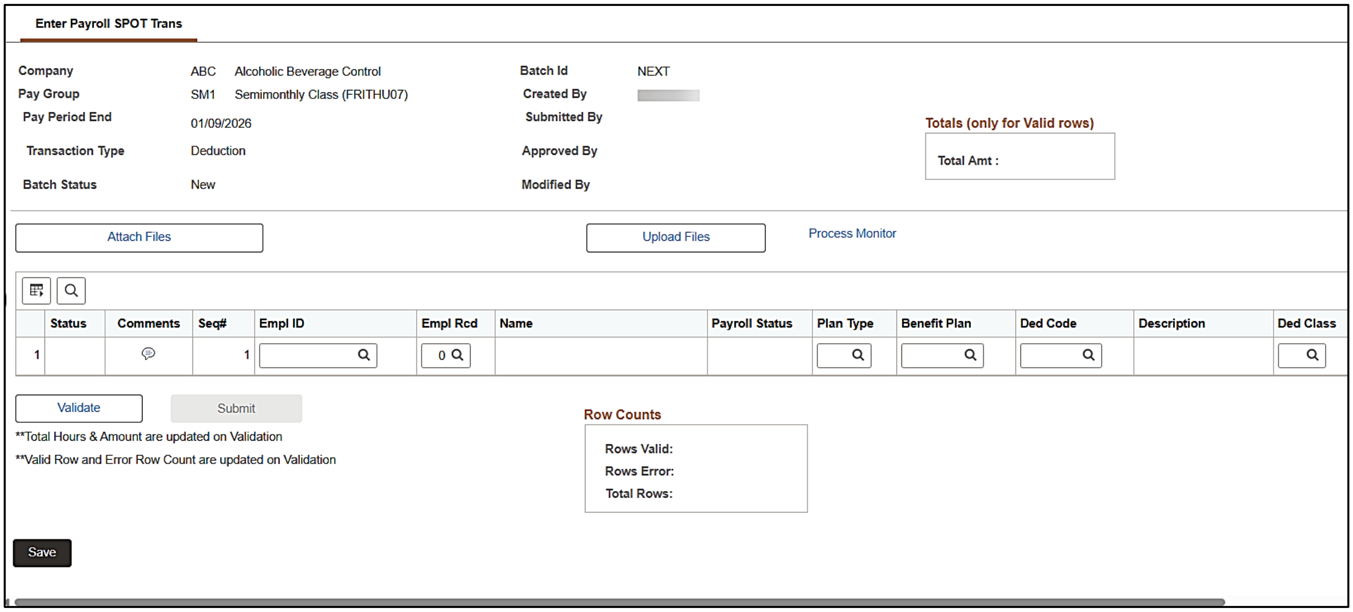
The **Enter SPOT Transactions Add a New Value** page displays.



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

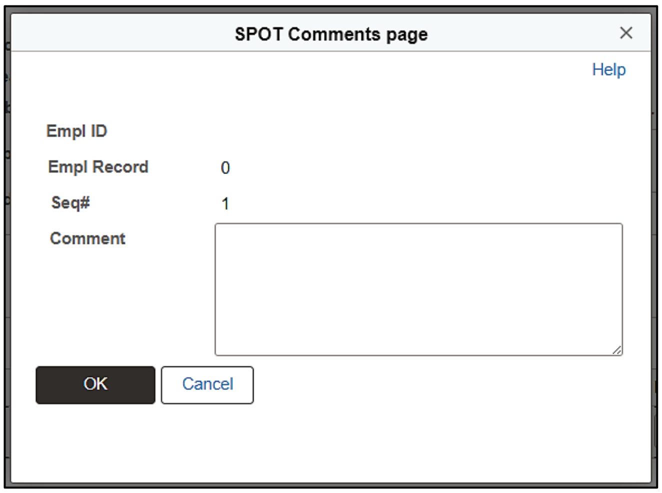
Step	Action

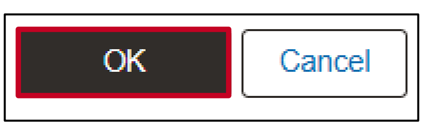
The **Enter Payroll SPOT Trans** page displays.



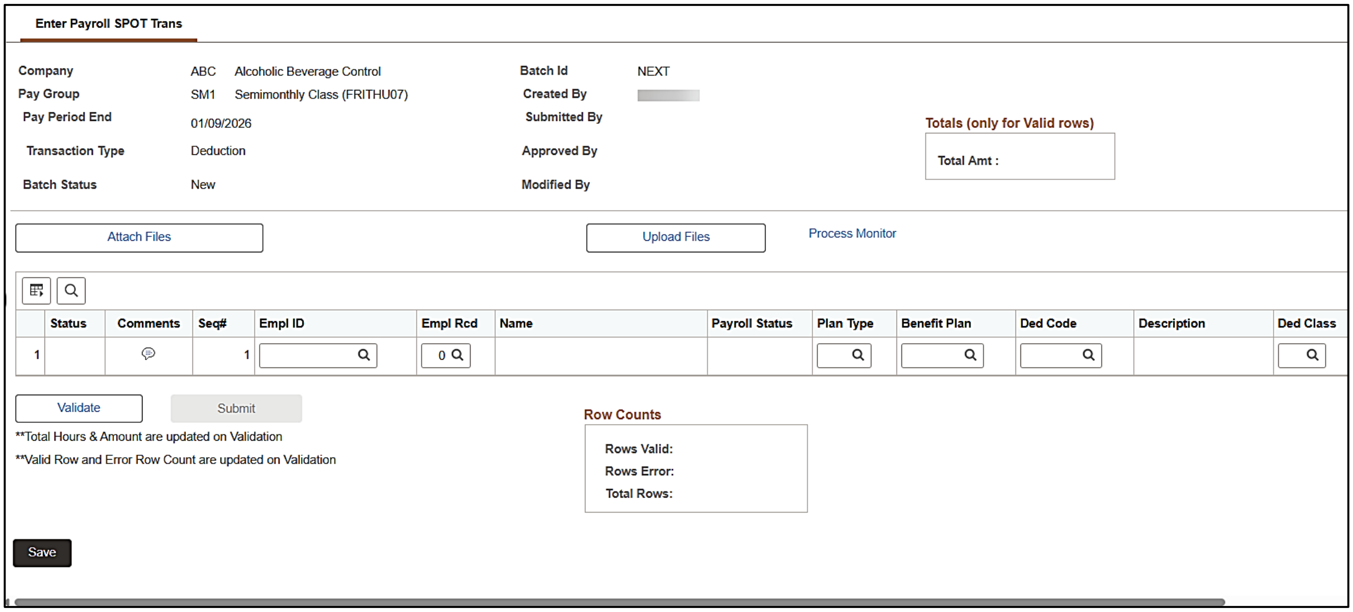
	The **Header** section populates with the information previously entered on the **Add a New Value** page.
	The **Batch Status** field updates based on the action taken on the batch and include: • **New** – when a new batch is initiated • **Created** – when the batch is saved • **Validated** – when the batch is validated • **Modified after Validation** – when the batch is changed after validation • **Submitted** – when the batch is submitted for approval • **In Review** – when the approver is reviewing the batch for approval • **Closed** – after the approver has submitted the batch to payroll 
	The **Status** field displays the status of each specific transaction after the batch has been validated.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Comments icon if there are comments for the transaction.
If not, proceed to Step 12.

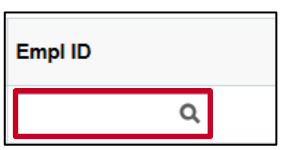
</td></tr>
<tr><td colspan="2">The SPOT Comments page displays in a pop-up window.

</td></tr>
<tr><td>10.</td><td>Enter comments as applicable in the Comment field.

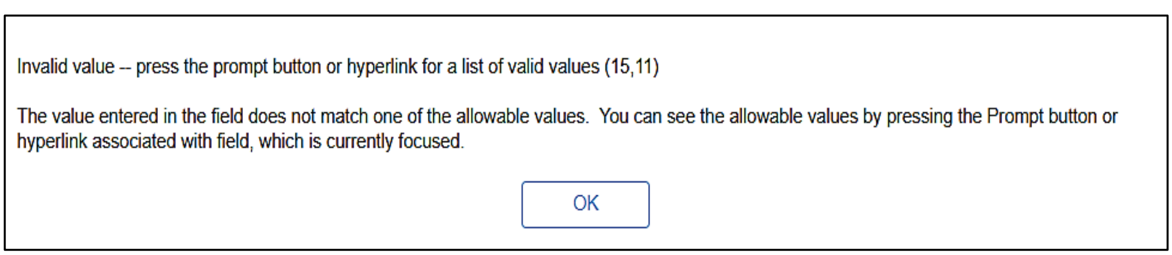
</td></tr>
<tr><td>11.</td><td>Click the OK button.

</td></tr>
</table>

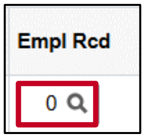
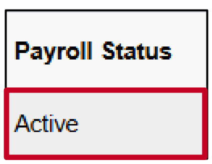
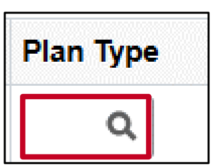
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Enter Payroll SPOT Trans page redisplays.

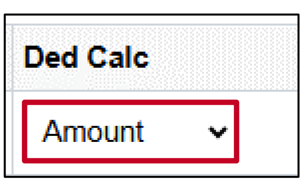

</td></tr>
<tr><td></td><td>The Seq# field auto-populates and is read-only.

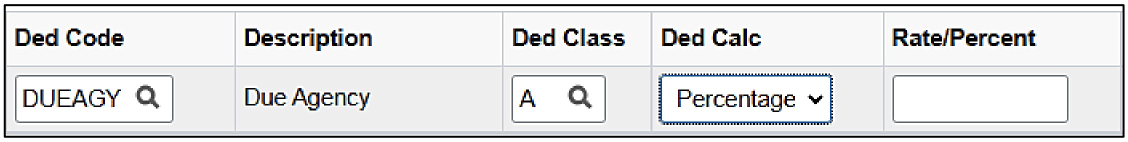
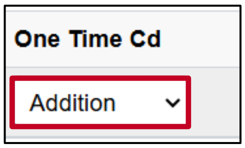
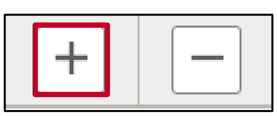
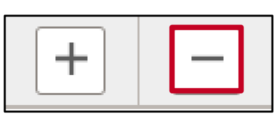

</td></tr>
<tr><td>12.</td><td>Click the Empl ID Look up icon and select the applicable employee’s Employee ID.


</td></tr>
<tr><td></td><td>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.


</td></tr>
</table>

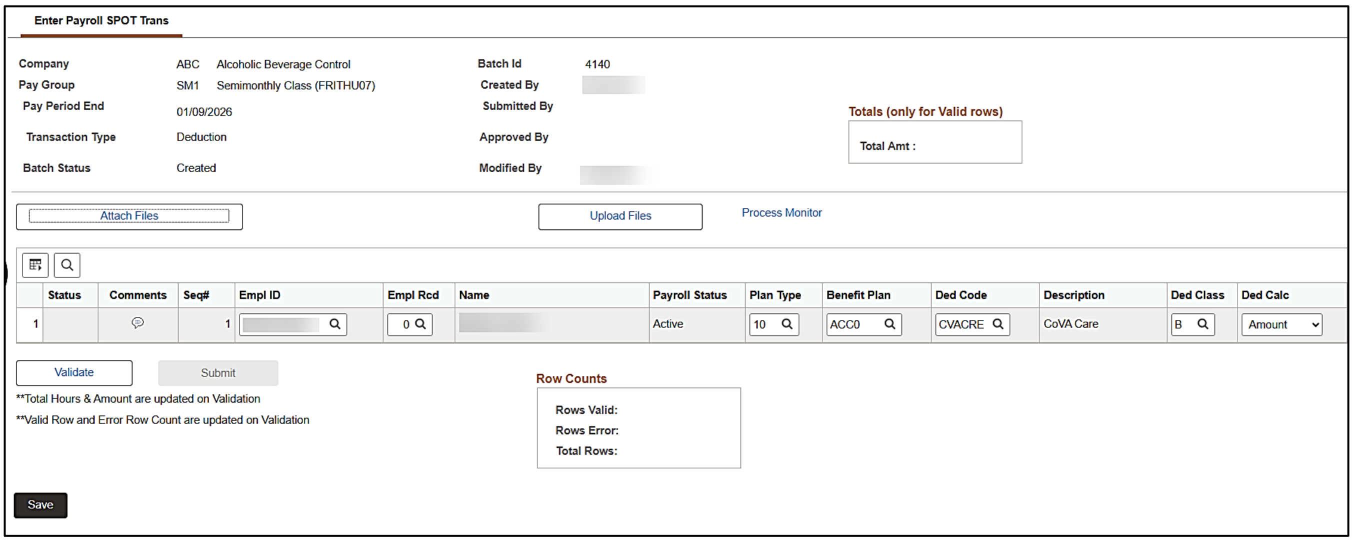
Step	Action
13.	Click the **Empl Rcd Look up** icon and select the applicable Employee Record. 
	This field defaults to “0”.
14.	Verify that the correct employee’s name displays in the **Name** field (auto-populates based on the Employee ID selected). 
15.	Review the **Payroll Status** field. This field populates based on the Payroll Status from the employee’s Job Data. 
	A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is “Terminated”.
16.	Click the **Plan Type Look up** icon and select the applicable Plan Type. 
	For detailed information about the **Plan Type**, **Benefit Plan**, **Ded Code**, and **Ded Class** fields, see the Job Aid titled **PY381 General and Benefit Deduction Codes**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
17.	Click the **Benefit Plan Look up** icon and select the applicable Benefit Plan. 

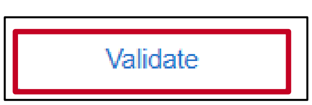
Step	Action
18.	Click the **Ded Code Look up** icon and select the applicable Deduction Code. 
	When the **Validate** button is clicked, the Deduction Code selected is verified as a valid code for the Benefit Plan selected. An error will occur if this is an invalid combination.
19.	Verify that the **Description** field auto-populates correctly based on the Deduction Code selected. If it is not accurate, then update the **Ded Code** field. 
20.	Click the **Ded Class Look up** icon and select the appropriate Deduction Classification. 
	The following values are available, but only valid values display based on the Deduction Code previously selected: • **Before-Tax** • **After-Tax** • **Non-Taxable** • **Tax Ben** • **Taxable**
21.	Click the **Ded Calc** dropdown button and select the appropriate deduction calculation option. 
	The option of “Amount” is typically selected. The “Percentage” option can be selected when the Deduction Code is “DUEAGY” and a percentage of net pay needs to be entered. Confirm with SPO prior to selecting any other deduction calculation options.

Step	Action
	The **Rate/Percent** field enables when the Deduction Code is "DUEAGY" and the Deduction Calculation is "Percentage". This allows the entry of a percentage of net pay to be collected. 
22.	Click the **One Time Cd** dropdown button and select the appropriate code. 
	This field defaults to "Addition". The following options are available: • **Addition** – Adds to the current deduction(s) • **Arrs Paybk** – Not used by Cardinal • **Override** – Alters amount that would have been deducted • **Refund** – Amount due back to the employee; **DO NOT** enter a negative value in the **Amount** field if this option is selected
23.	The **Sepchk #** field defaults to "0" indicating that the deductions will be taken from the employee's regular check for the Pay Period being processed. 
	For a separate check, the **Sepchk #** value will be greater than "0" and should correspond with the separate check number entered on the SPOT earnings batch. This will ensure that the deductions are taken from the correct check. An error will occur when the batch is validated if a SPOT deduction transaction for a separate check is entered prior to entering the corresponding SPOT earnings transaction.
24.	Click the **Add a Row** icon to enter additional SPOT transactions and then repeat **Steps 12 – 23**. 
25.	Click the **Delete a Row** icon to delete a line (SPOT transaction) as needed. 

Step	Action
26.	Click the horizontal scrollbar to scroll to the left as needed.
27.	Click the **Save** button to save the batch so that additional transactions can be entered. If the batch is ready to be submitted, proceed to **Step 28**. 

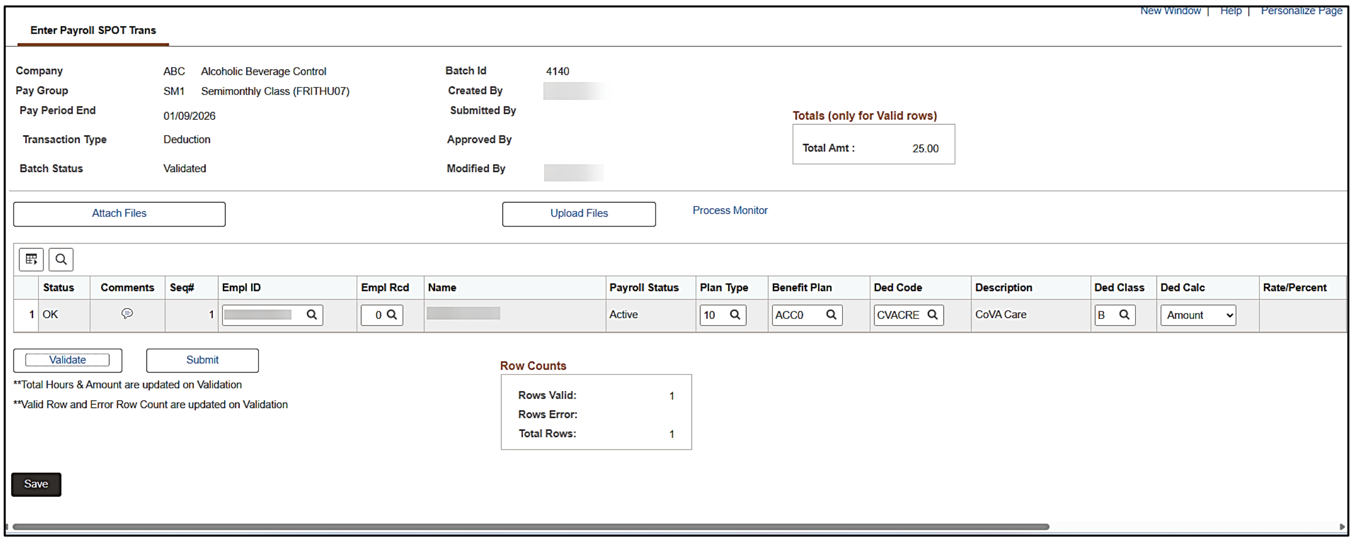
The **Enter Payroll SPOT Trans** page redisplays.



Step	Action
28.	Verify that the **Batch Id** field populates with a number. For this, scenario Batch ID is “4140”. 
29.	Verify that the **Batch Status** field updates to “Created”. 
	After a batch is saved, additional items can still be added as necessary.
30.	To submit the batch for approval, click the **Validate** button. Cardinal will validate all the individual fields as well as combinations of fields. 

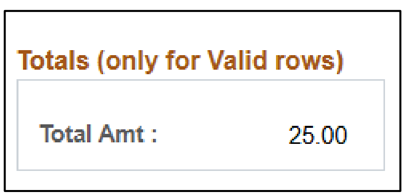
Step	Action

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



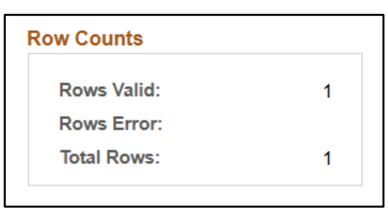
The **Totals (only for Valid rows)** section provides the following summary information for the batch:

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



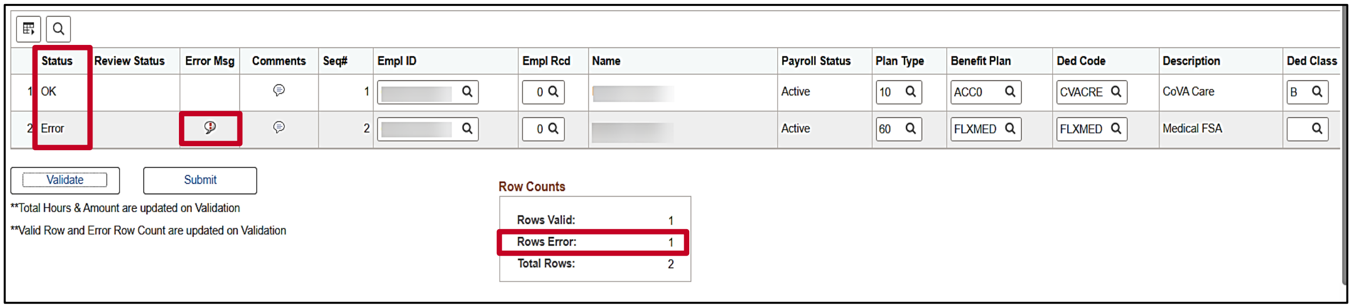
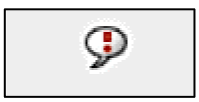
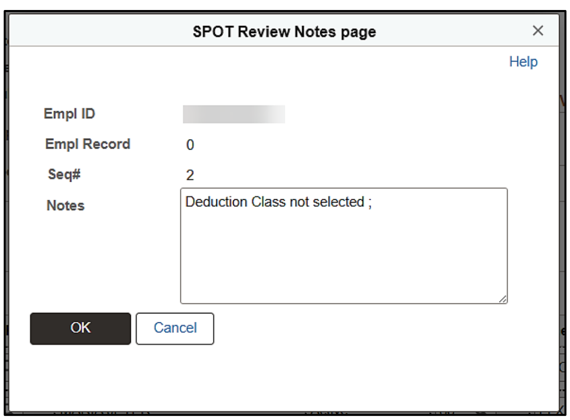
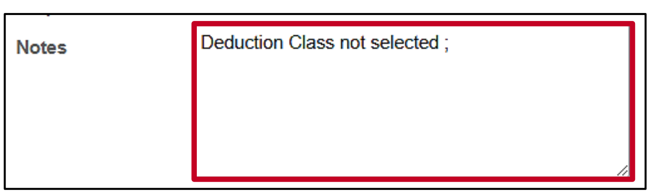
The **Row Counts** section provides the following summary information for the batch:

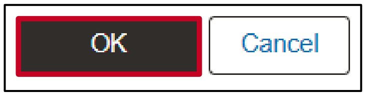
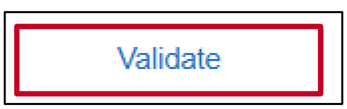
- **Rows Valid** – the number of valid rows in the batch
- **Rows Error** – the number or rows in the batch containing errors
- **Total Rows** – the total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)

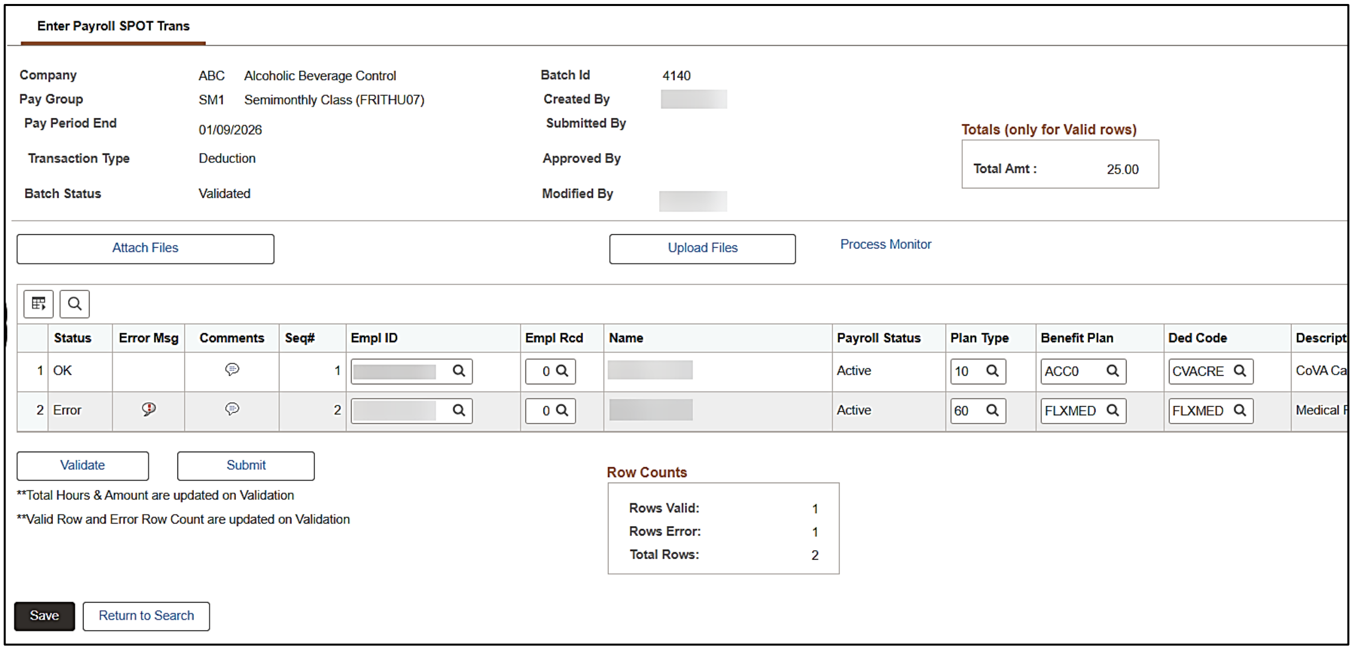


31. Verify that the **Rows Error** field is blank indicating that all rows are valid. If there are no errors, proceed to **Step 39**

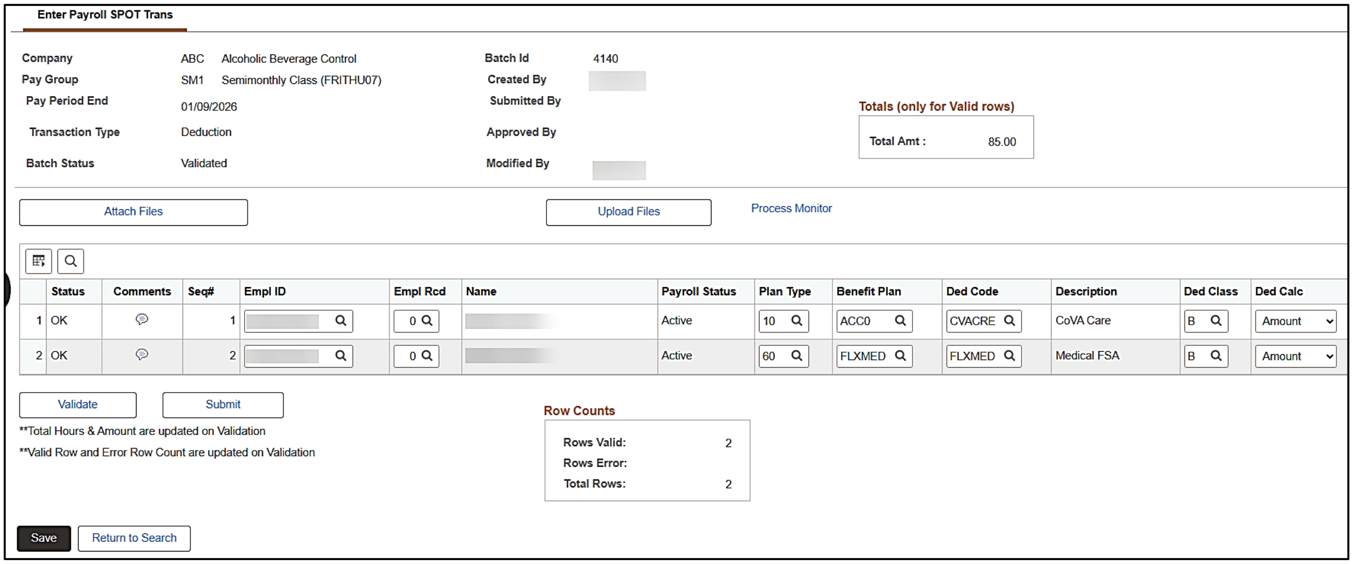
If the **Rows Error** field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.

Step	Action
	Example of a batch with an error. 
	The **Status** field updates with one of the following values: • **OK** – no errors • **Error** – issue with the line The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.
32.	Click the **Bubble** icon in the **Error Msg** field to view the error message. 
	The **SPOT Review Notes page** displays in a pop-up window. 
33.	Review the **Notes** field to determine the error. 

Step	Action
34.	Click the **OK** button. 
The **Enter Payroll SPOT Trans** page redisplays.	
35	Update the applicable fields to correct the identified error(s).
36.	Click the **Validate** button. 
	All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated successfully.

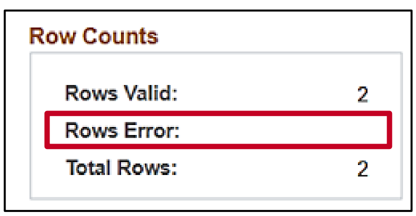


Step	Action
	The **Enter Payroll SPOT Trans** page refreshes.

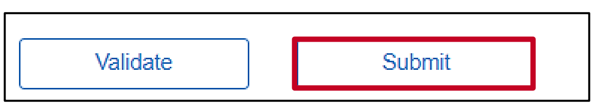


37. Verify that the **Batch Status** field updates to “Validated”.

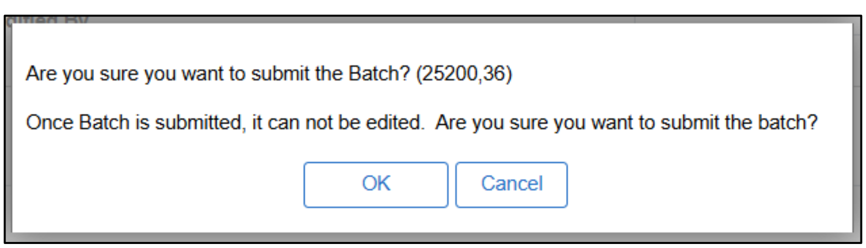
38. Verify that the **Rows Error** field is blank indicating that all errors have been corrected.

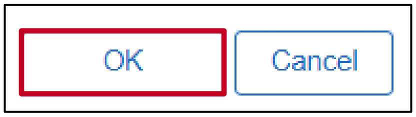
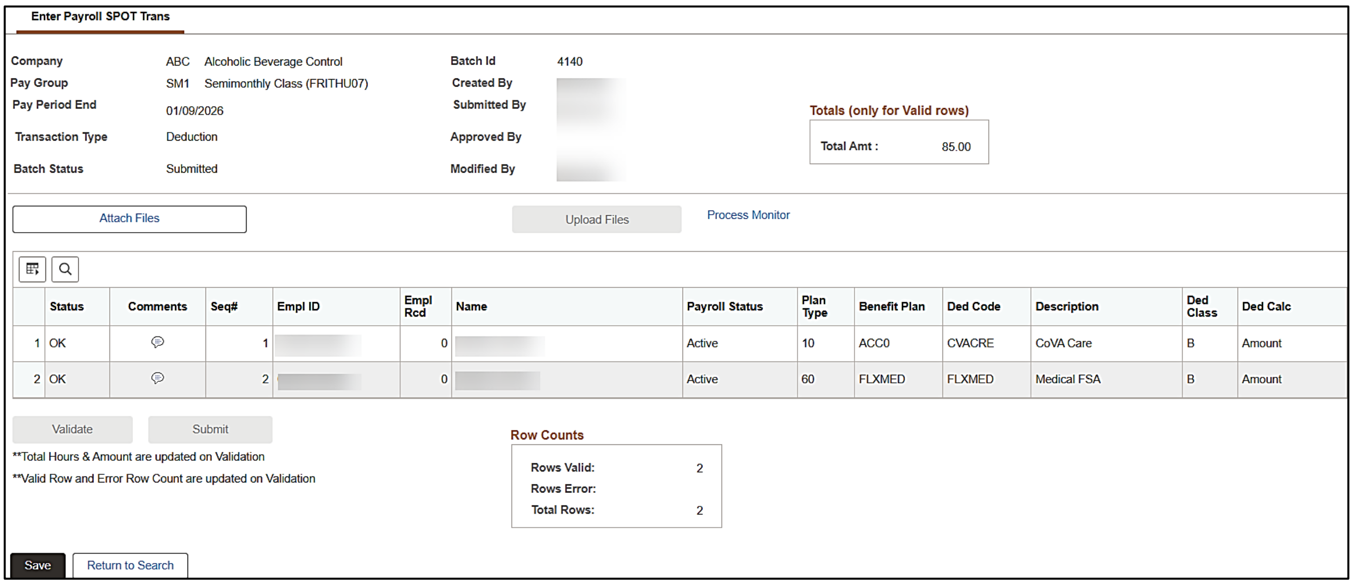


39. Click the **Submit** button to submit the batch for review.



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



Step	Action
40.	Click the **OK** button. 
	The **Enter Payroll SPOT Trans** page refreshes. 
41.	Verify that the **Batch Status** field updates to "Submitted". 
42.	Verify that the **Submitted By** field updates as appropriate with the User's ID. 

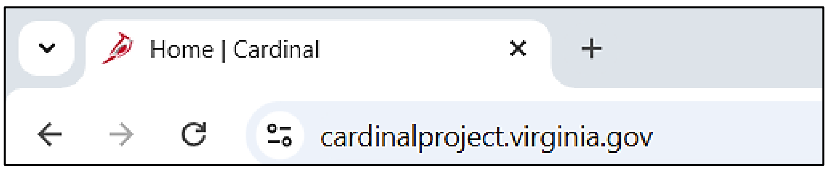
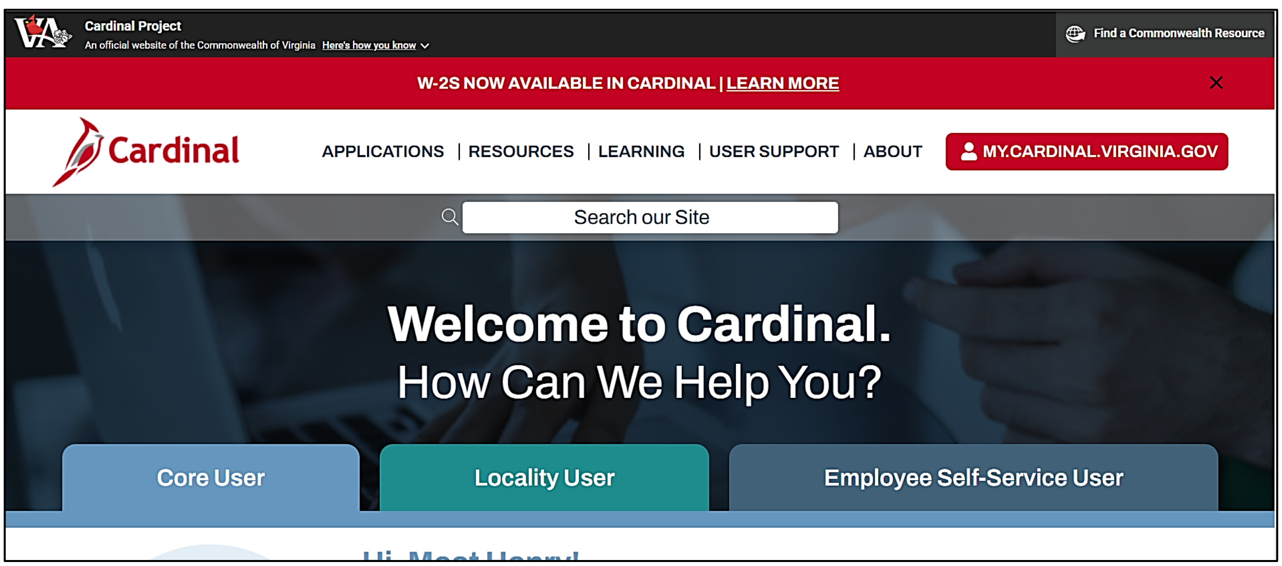
Using the SPOT Template Upload Process

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

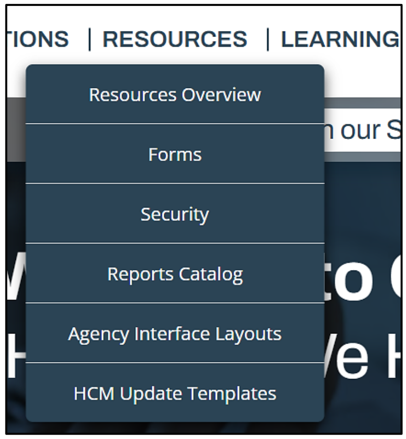
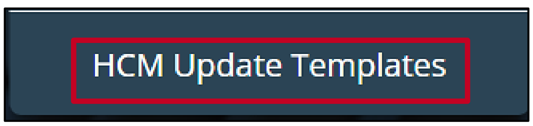
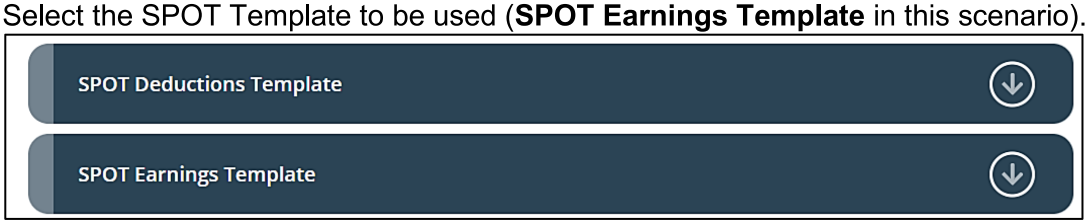
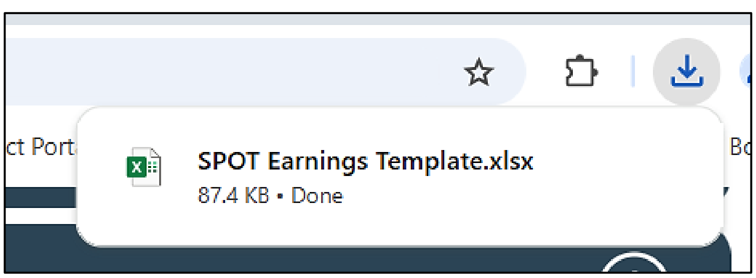
- Earnings
- Deductions

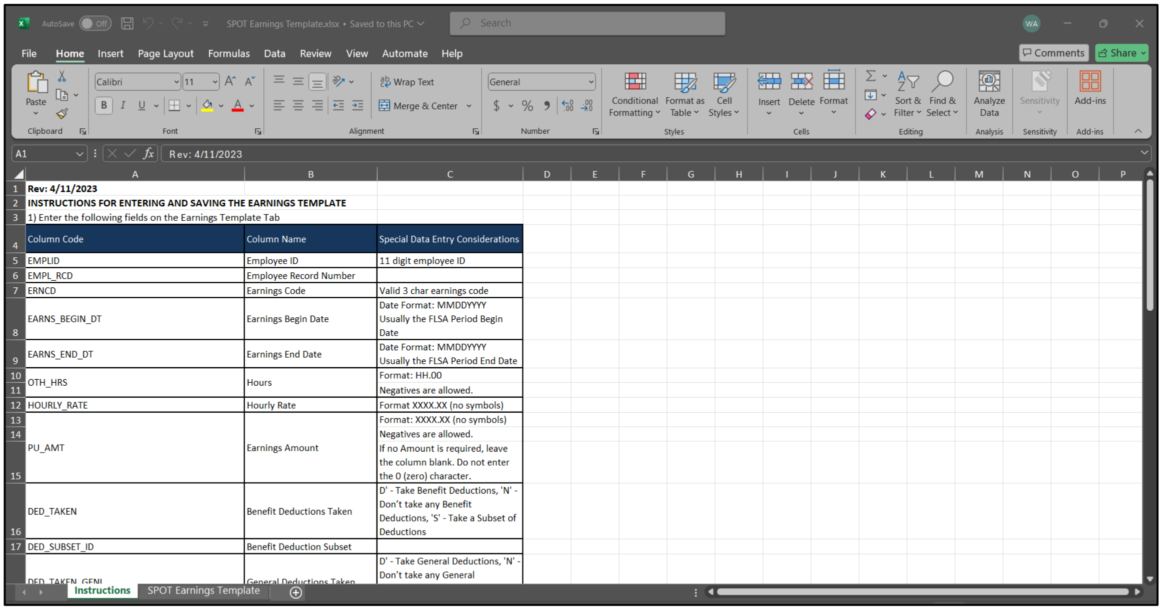
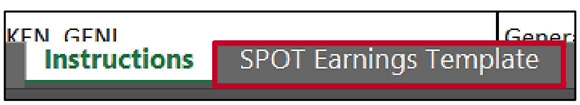
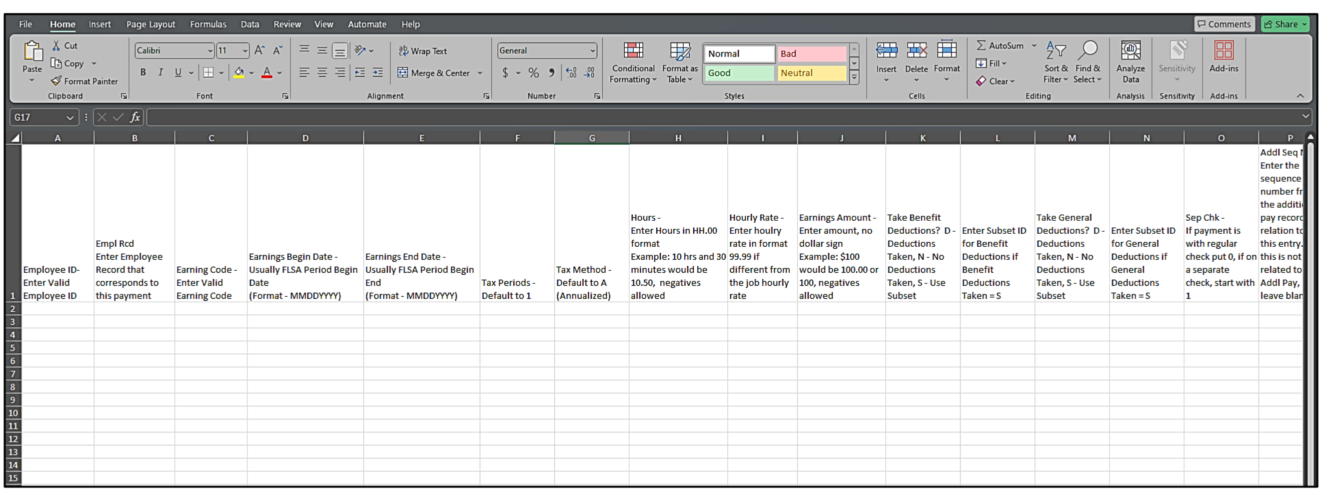
The templates are located on the Cardinal website in **HCM Update Templates** under **Resources**.

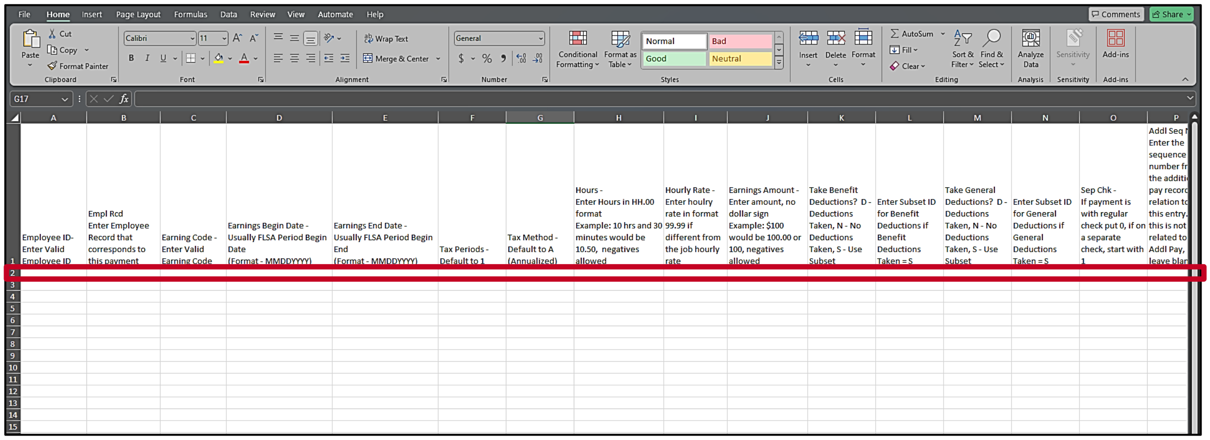
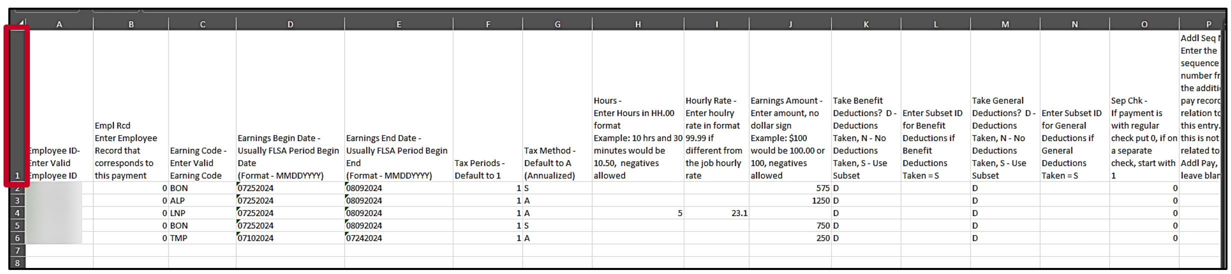
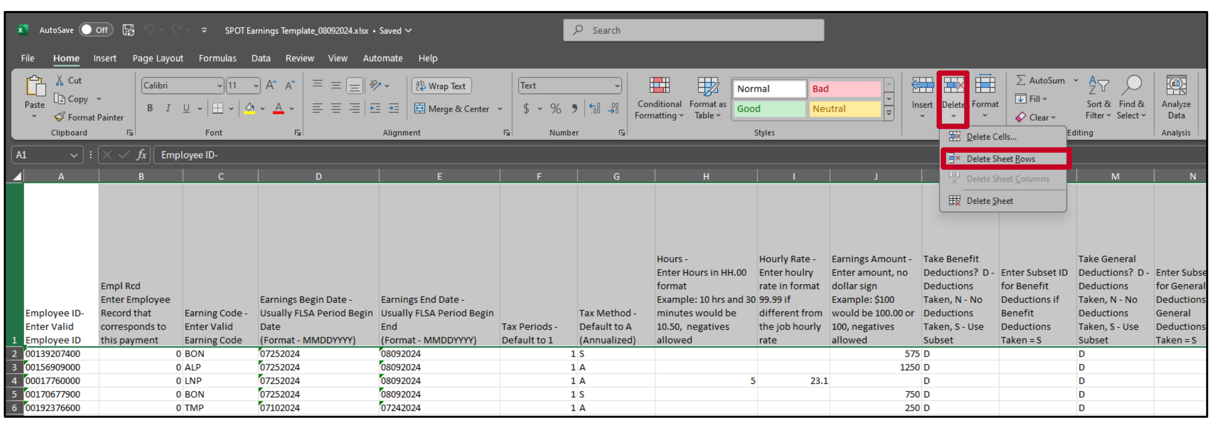
Note: Batches should not exceed more than 100 lines. If more than 100 lines need to be uploaded, create and upload an additional batch.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From the internet browser, enter https://www.cardinalproject.virginia.gov/.

</td></tr>
<tr><td colspan="2">The Cardinal Project website displays.

</td></tr>
<tr><td>2.</td><td>Click the Resources option.

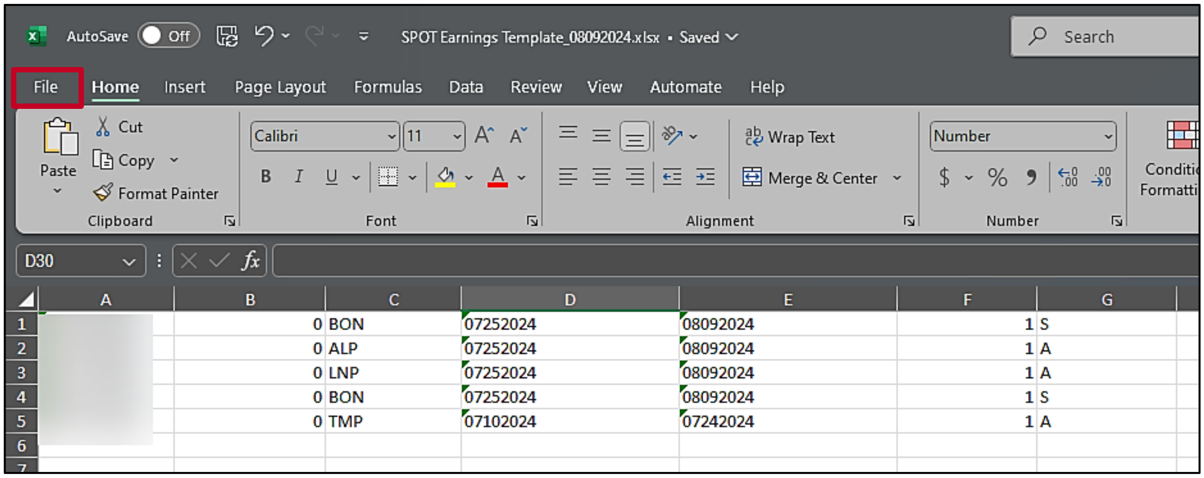
</td></tr>
</table>

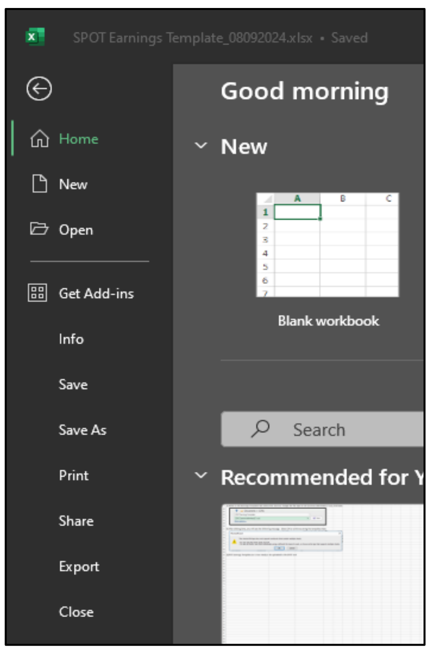
Step	Action
	The **Resources** menu options display. 
3.	Click **HCM Update Templates** list item. 
4.	Select the SPOT Template to be used (**SPOT Earnings Template** in this scenario). 
	The selected template downloads. 
5.	Click the downloaded template to open the file. 

Step	Action
	The **Template** opens with the **Instructions** tab displayed by default. 
6.	Review the **Instructions** tab. 
7.	Click the **SPOT Earnings Template** tab. 
	The **SPOT Earnings Template** tab displays. 

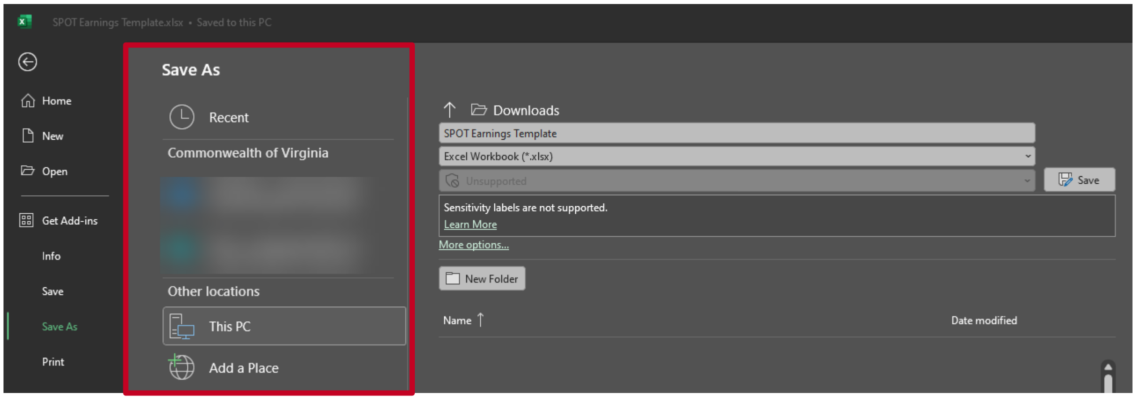
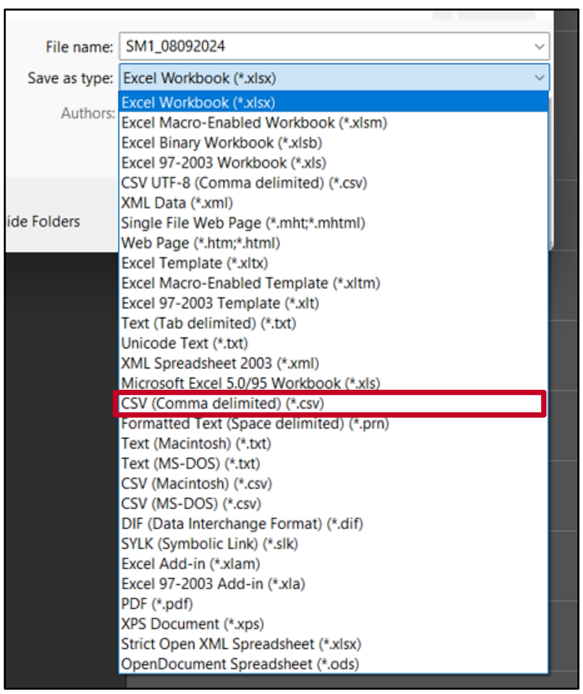
Step	Action
8.	Enter the transactions starting in Row 2 on the template following the instructions listed on the **Instructions** tab until all transactions for the batch have been entered. 
9.	Use the mouse or track pad to right click in the cell labeled “1” to select the entire **Header** row. 
10.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

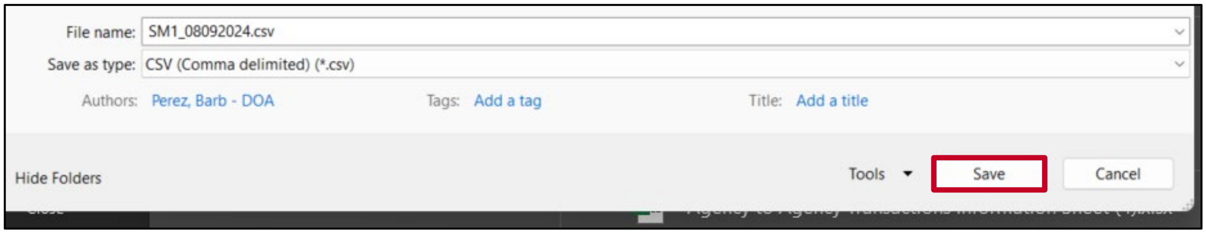
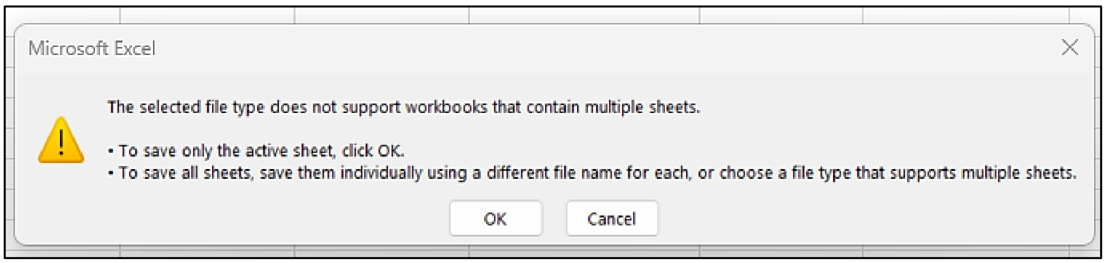
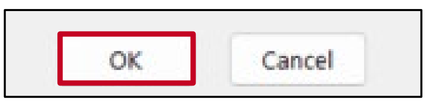
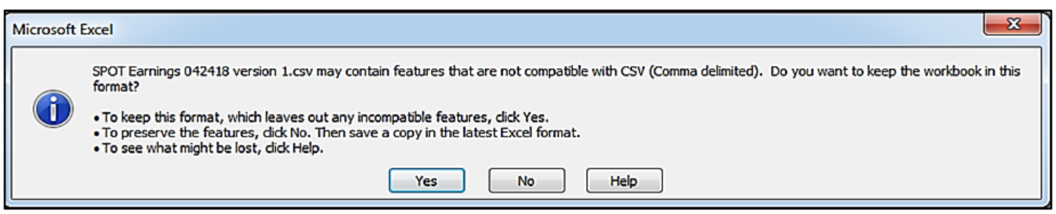
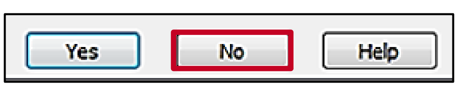
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Click the File button on the Excel Ribbon at the top of the page.

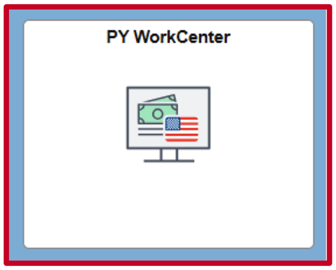
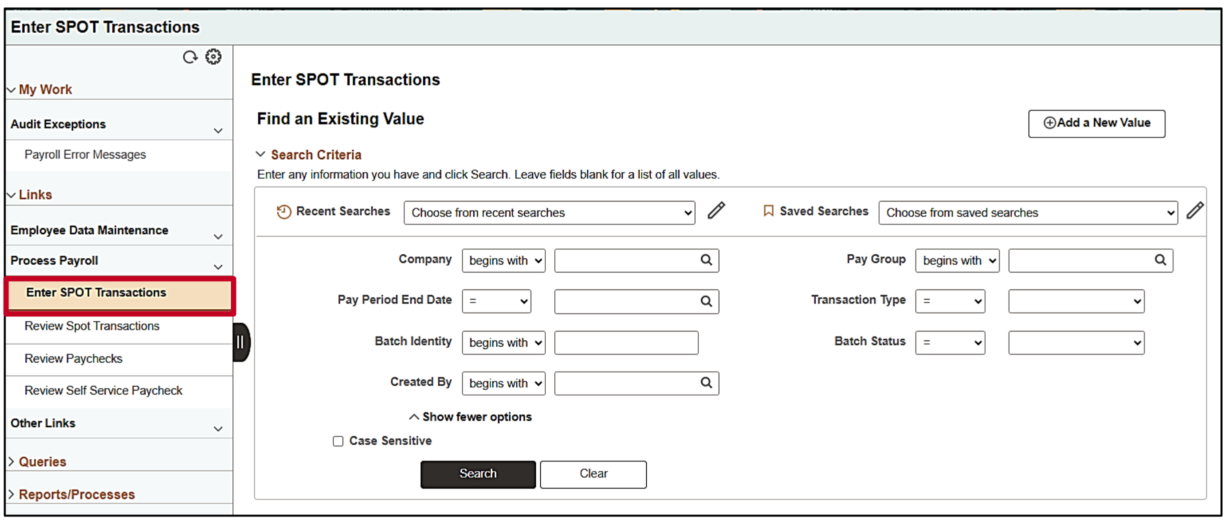

</td></tr>
<tr><td colspan="2">The Excel File options page displays.

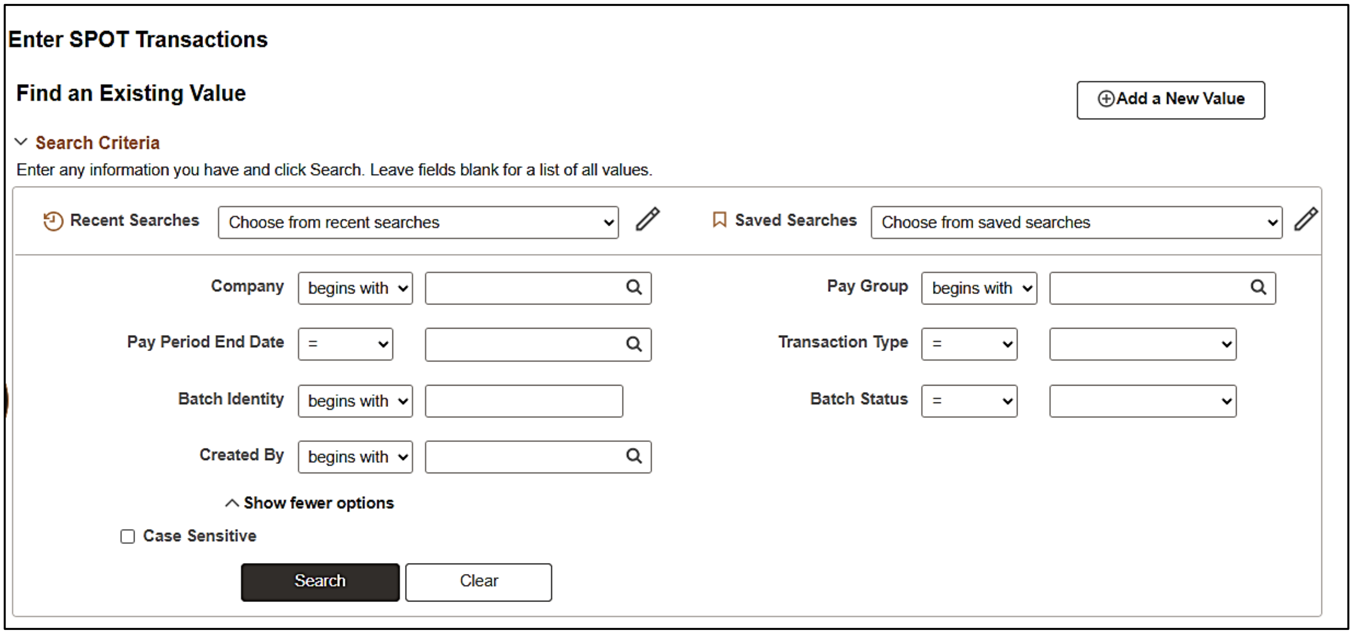
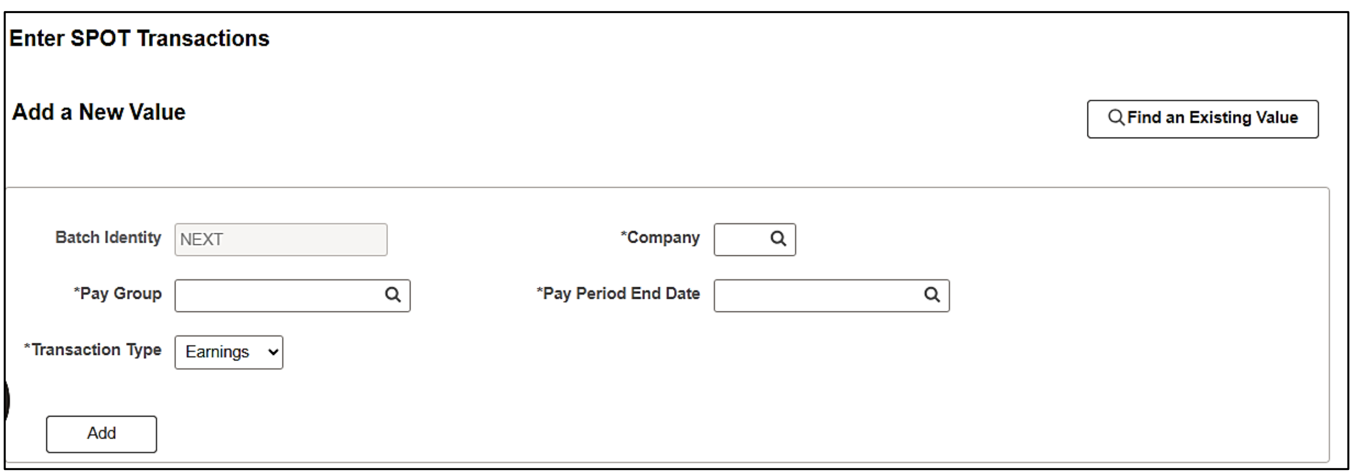

</td></tr>
<tr><td>12.</td><td>Click the Save As menu item.

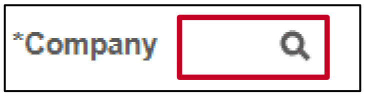
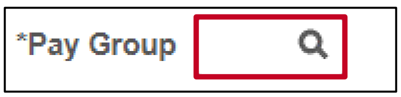
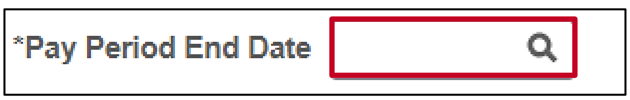
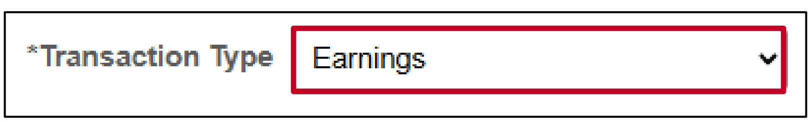
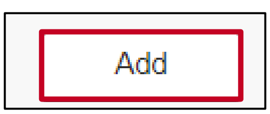

</td></tr>
<tr><td></td><td>The menu item name depends upon the version of Microsoft Excel and personalized settings on the computer, but the functionality is the same.</td></tr>
</table>

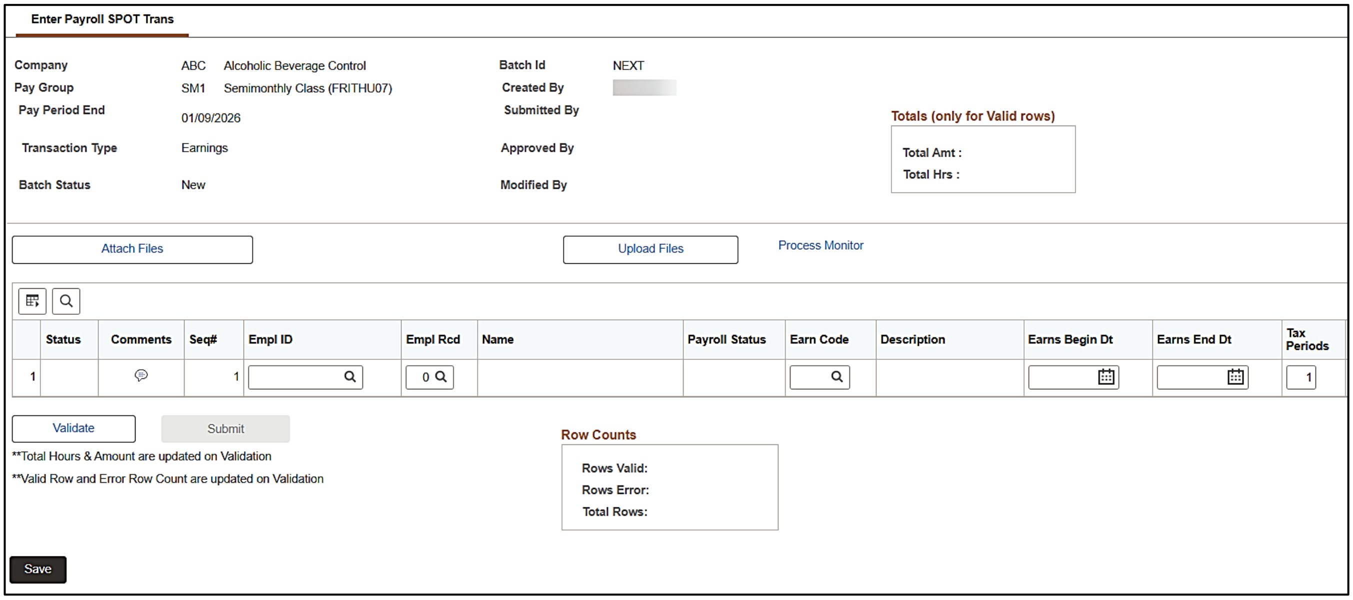
Step	Action
13.	Select a destination using the **Save As Destination** dropdown menu. 
14.	Enter a unique name for the file in the **File Name** field. 
15.	Click the **Save as type** dropdown menu and select the “CSV (Comma delimited)” option. 

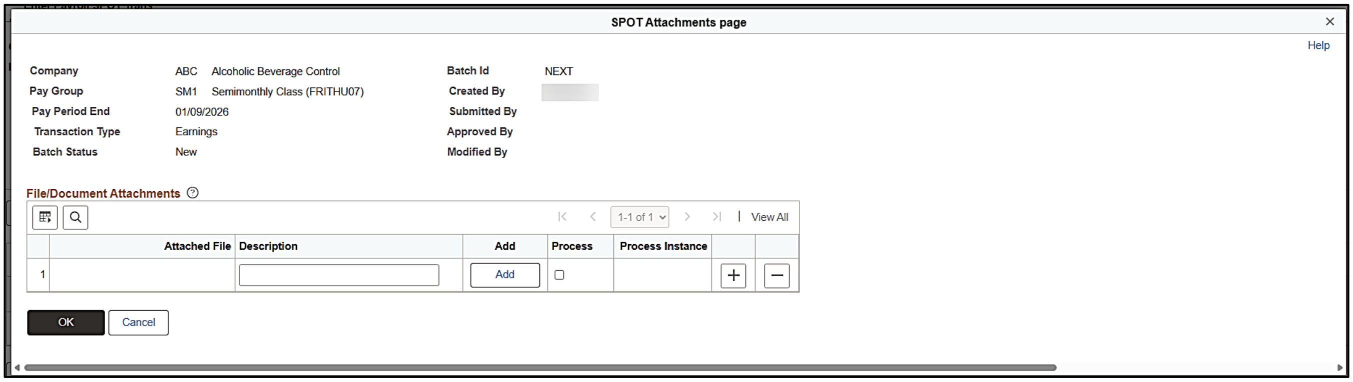
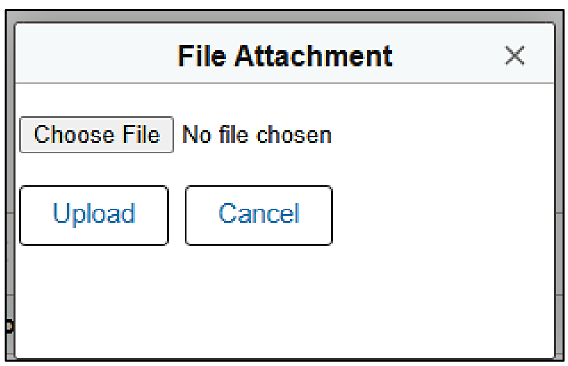
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16.</td><td>Click the Save button.

</td></tr>
<tr><td colspan="2">A Microsoft Excel Warning Message displays.

</td></tr>
<tr><td>17.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">A second Microsoft Excel Warning Message displays.

</td></tr>
<tr><td>18.</td><td>Click the No button.

</td></tr>
<tr><td></td><td>The file is now saved and ready to be uploaded.</td></tr>
</table>

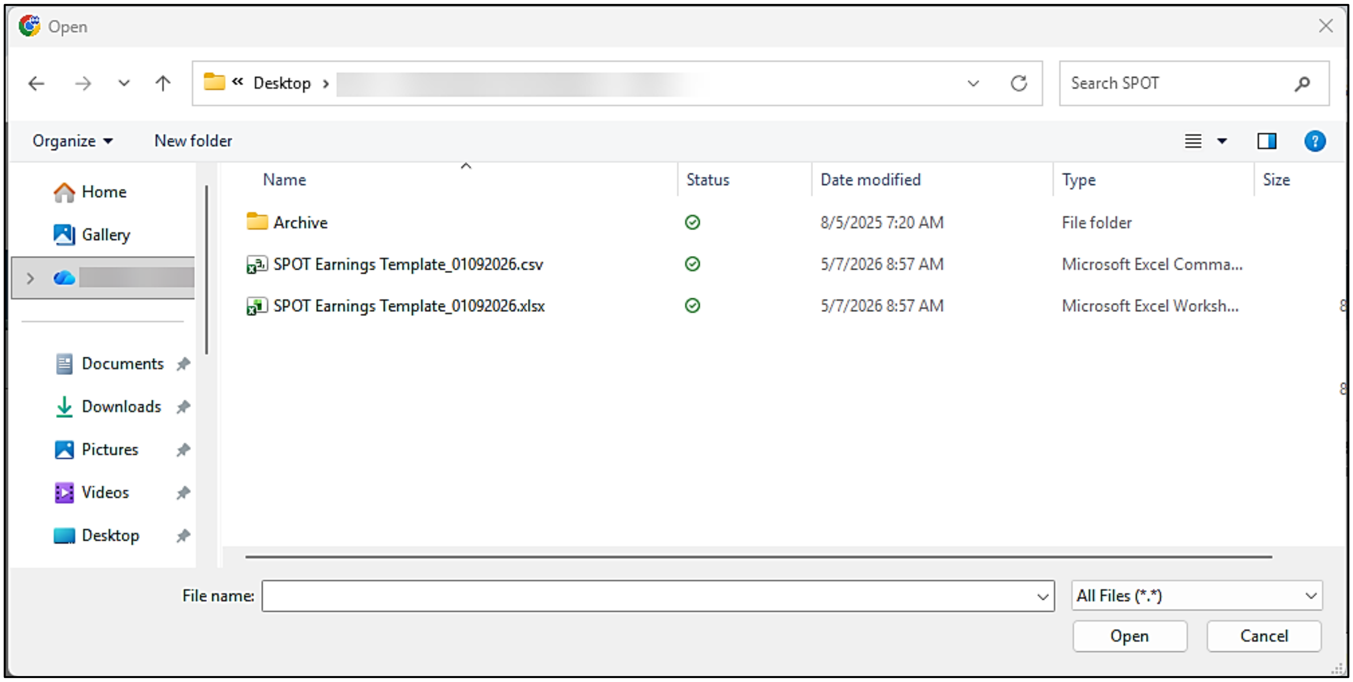
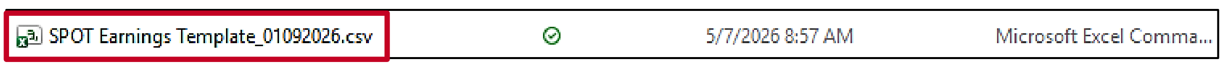
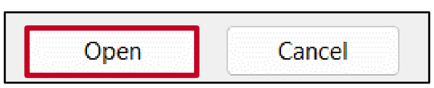
Step	Action
19.	Navigate to the **Enter SPOT Transactions** page by clicking the **PY WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
20.	Use the following navigation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

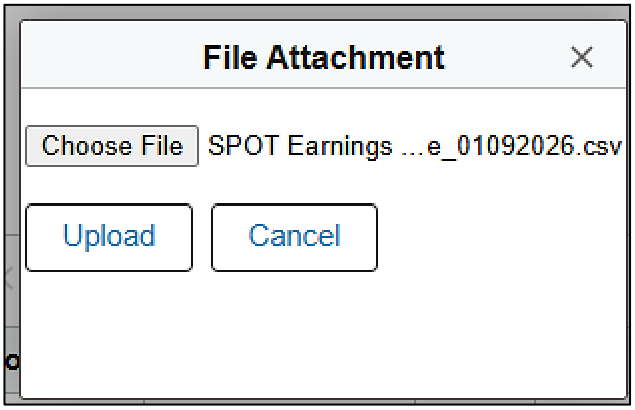
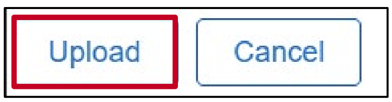
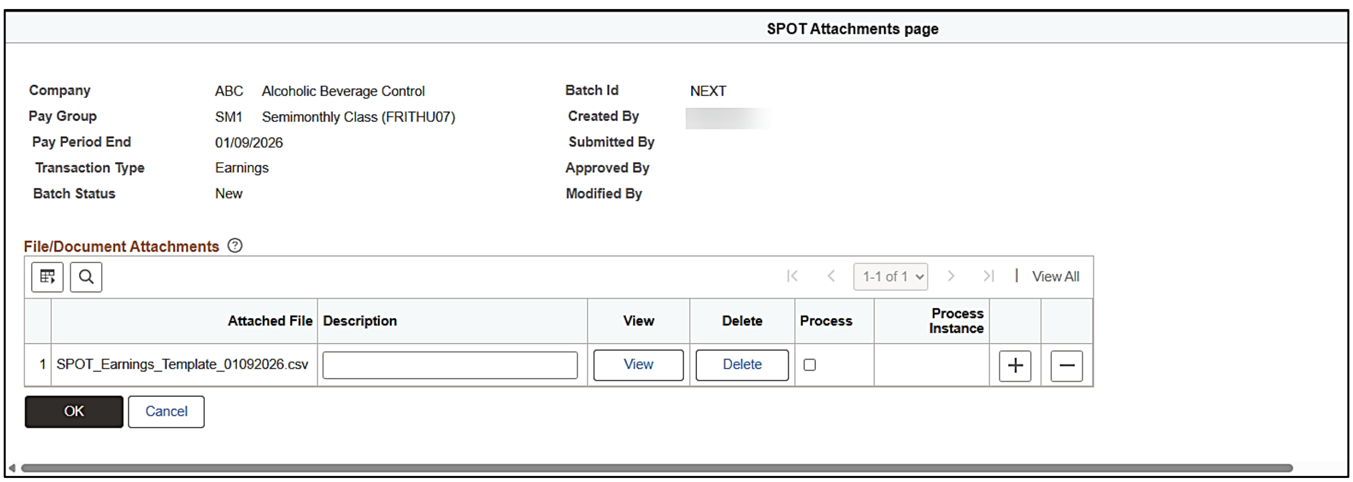
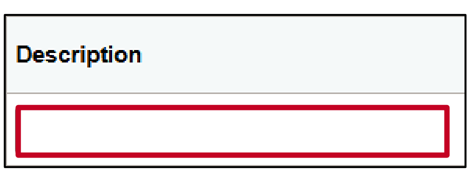
Step	Action
	The **Enter SPOT Transactions Find an Existing Value Search** page displays. 
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
21.	Click the **Add a New Value** button. 
	The **Enter SPOT Transactions Add a New Value** page displays. 

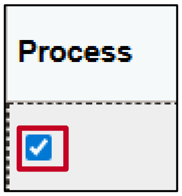
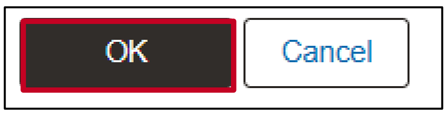
Step	Action
	The **Batch Identity** field defaults to "NEXT" and cannot be edited. This number automatically generates when the SPOT Batch is saved.
22.	Click the **Company Look up** icon and select the company's 3-digit alpha code. 
23.	Click the **Pay Group Look up** icon and select the applicable Pay Group. 
	Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.
24.	Click the **Pay Period End Date Look up** icon and select the applicable pay period end date. 
25.	Click the **Transaction Type** dropdown button and select the appropriate option ("Earnings" or "Deduction"). 
26.	Click the **Add** button. 

Step	Action
	The **Enter Payroll SPOT Trans** page displays. 
	The **Header** section populates with the information previously entered on the **Add a New Value** page.
	The **Batch Status** field updates based on the action taken on the batch and includes: • **New** – when a new batch is initiated • **Created** – when the batch is saved • **Validated** – when the batch is validated • **Modified after Validation** – when the batch is changed after validation • **Submitted** – when the batch is submitted for approval • **In Review** – when the approver is reviewing the batch for approval • **Closed** – after the approver has submitted the batch to payroll 
27.	Click the **Attach Files** button. 

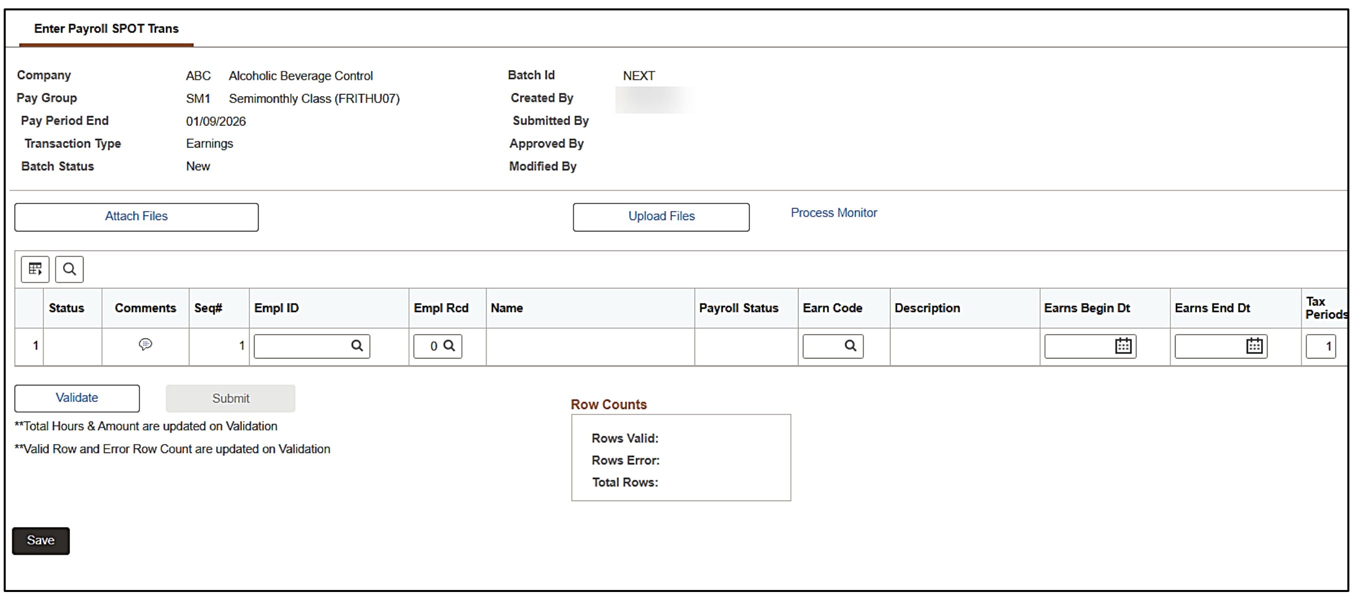
Step	Action
	The **SPOT Attachments page** displays in a pop-up window. 
28.	Click the **Add** button. 
	The **File Attachment** page opens in a pop-up window. 
29.	Click the **Choose File** button. 
	Depending on the browser used, a **Browse** button may appear in place of the **Choose File** button.

Step	Action
	The **Open** files page displays in a pop-up window. 
30.	Navigate to and select the applicable file. 
	Be sure to select the .csv file.
31.	Click the **Open** button. 

Step	Action
	The **File Attachment** page refreshes with the selected file displayed next to the to **Choose File** button. 
32.	Click the **Upload** button. 
	The **SPOT Attachments** page redisplays and the selected file name displays in the **Attached File** field. 
	The file is now connected to the batch but the individual transactions are not uploaded.
33.	Enter a description in the **Description** field as needed. 

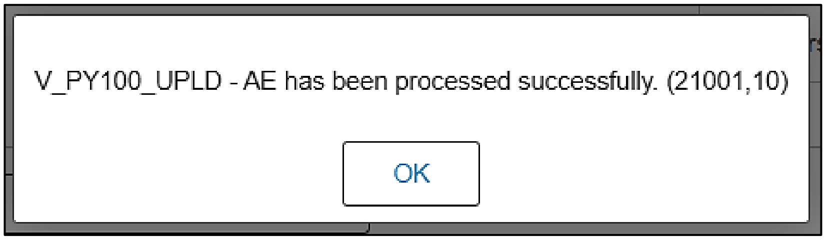
Step	Action
	A description is not required.
34.	Click the **Process** checkbox. 
35.	Click the **OK** button. 

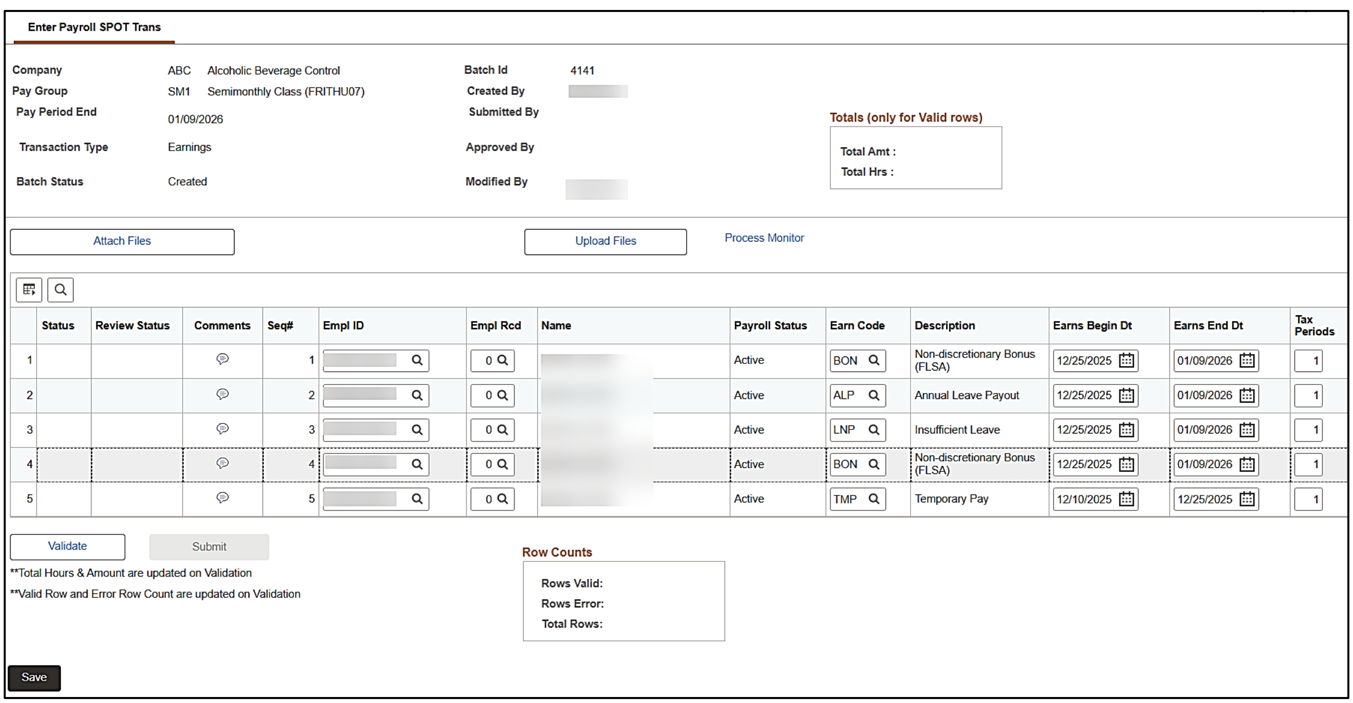
The **Enter Payroll SPOT Trans** page redisplays.



Step	Action
36.	Click the **Upload Files** button. 

Step	Action
A **Successful Upload** message displays in a pop-up window.	
	If the file does not successfully load, verify the following: • All mandatory fields were properly filled out in the template • The fields were entered using the correct format per the instructions • The file was saved in the .csv format Fix any issues with the file and repeat **Steps 27 – 36**.
37.	Click the **OK** button.
The **Enter Payroll SPOT Trans** page redisplays with the uploaded file data loaded on the page.	




Enter Payroll SPOT Trans

Company ABC Alcoholic Beverage Control
Pay Group SM1 Semimonthly Class (FRITHU07)
Pay Period End 01/09/2026
Transaction Type Earnings
Batch Status Created
Batch Id 4141
Created By
Submitted By
Approved By
Modified By

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

Attach Files | Upload Files | Process Monitor

	Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1				1		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2025	01/09/2026	1
2				2		0		Active	ALP	Annual Leave Payout	12/25/2025	01/09/2026	1
3				3		0		Active	LNP	Insufficient Leave	12/25/2025	01/09/2026	1
4				4		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2025	01/09/2026	1
5				5		0		Active	TMP	Temporary Pay	12/10/2025	12/25/2025	1

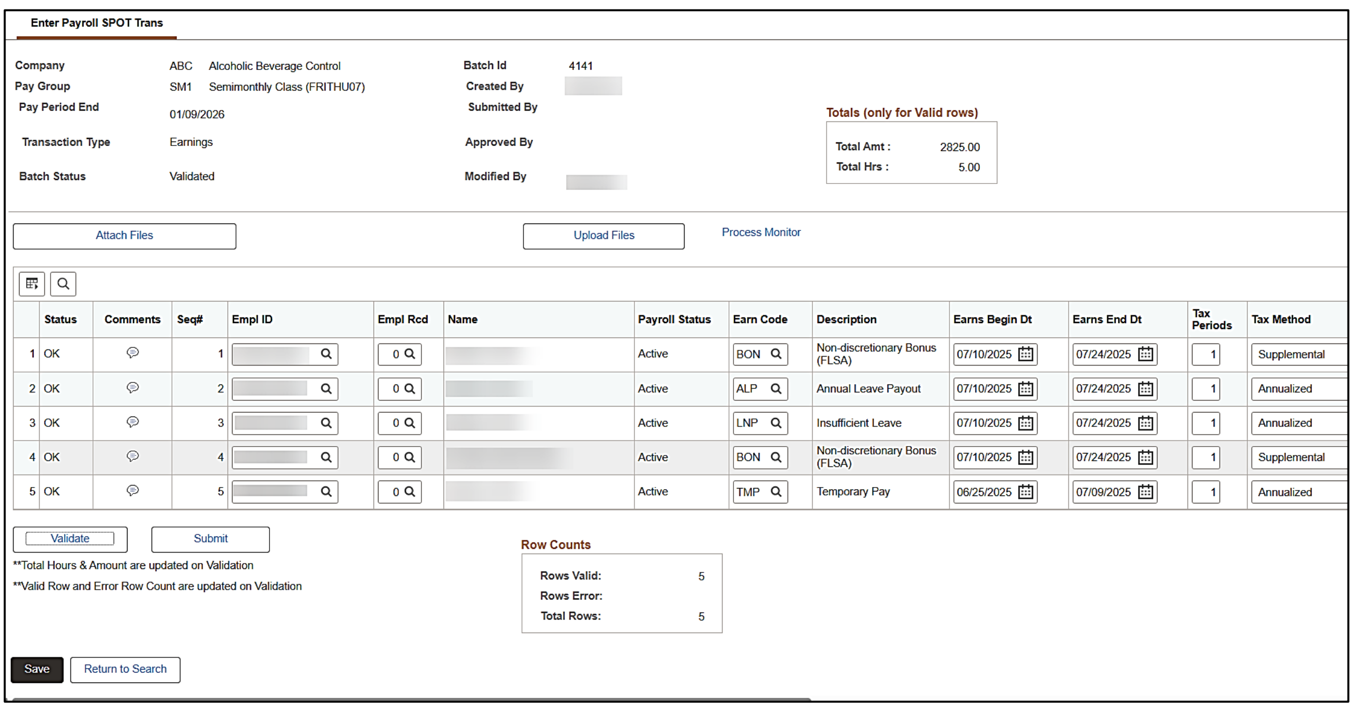
Validate | Submit
**Total Hours & Amount are updated on Validation
**Valid Row and Error Row Count are updated on Validation

Row Counts
Rows Valid:
Rows Error:
Total Rows:

Save

Step	Action
38.	Verify that the **Batch Id** field populates with a number. For this scenario, the Batch ID is "4141". 
39.	Verify that the **Batch Status** field updates to "Created". 
40.	Verify that the required fields populated correctly and update if required.
41.	Click the **Validate** button. 
	Edits that occur when keying the batch online are applied when the **Validate** button is clicked for the uploaded template.

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



Enter Payroll SPOT Trans

Company ABC Alcoholic Beverage Control
Pay Group SM1 Semimonthly Class (FRITHU07)
Pay Period End 01/09/2026
Transaction Type Earnings
Batch Status Validated

Batch Id 4141
Created By
Submitted By
Approved By
Modified By

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

Attach Files
Upload Files
Process Monitor

	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1	OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2025	07/24/2025	1	Supplemental
2	OK		2		0		Active	ALP	Annual Leave Payout	07/10/2025	07/24/2025	1	Annualized
3	OK		3		0		Active	LNP	Insufficient Leave	07/10/2025	07/24/2025	1	Annualized
4	OK		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2025	07/24/2025	1	Supplemental
5	OK		5		0		Active	TMP	Temporary Pay	06/25/2025	07/09/2025	1	Annualized

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

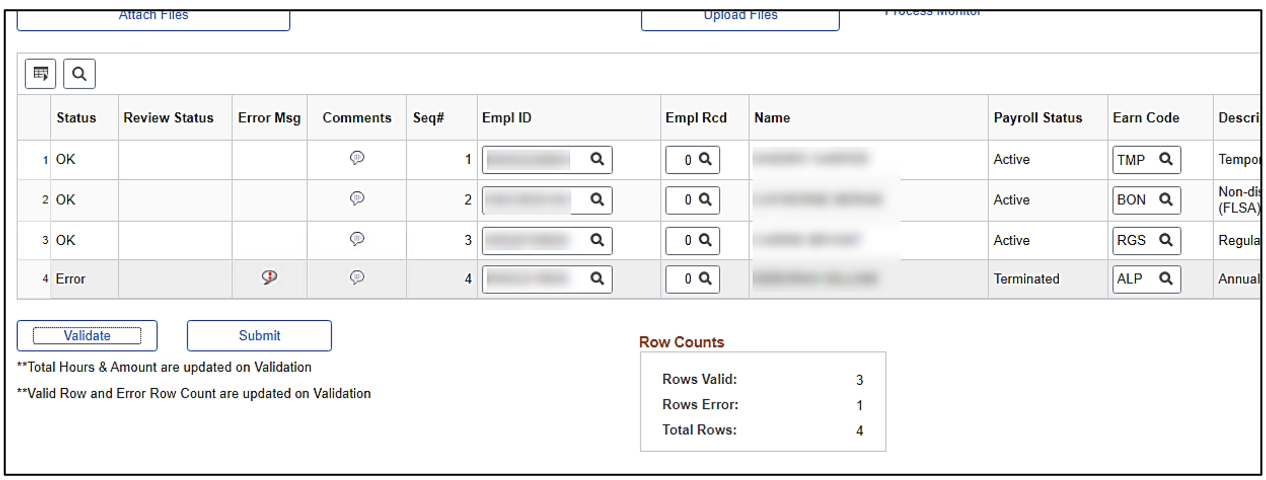
Row Counts
Rows Valid: 5
Rows Error:
Total Rows: 5

Save
Return to Search

42.	The **Batch Status** field updates to "Validated".

Step	Action
	The **Totals (only for Valid rows)** section provides the following summary information for the batch: • **Total Amt** – the sum of the values entered in the **Amount** field for the batch • **Total Hrs** – the sum of the values entered in the **Oth Hrs** field for the batch
	The **Row Counts** section provides the following summary information for the batch: • **Rows Valid** – the number of valid rows in the batch • **Rows Error** – the number or rows in the batch containing errors • **Total Rows** – the total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)
43.	Verify that the **Rows Error** field is blank indicating that all rows are valid. If there are no errors, proceed to **Step 50**. If the **Rows Error** field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.

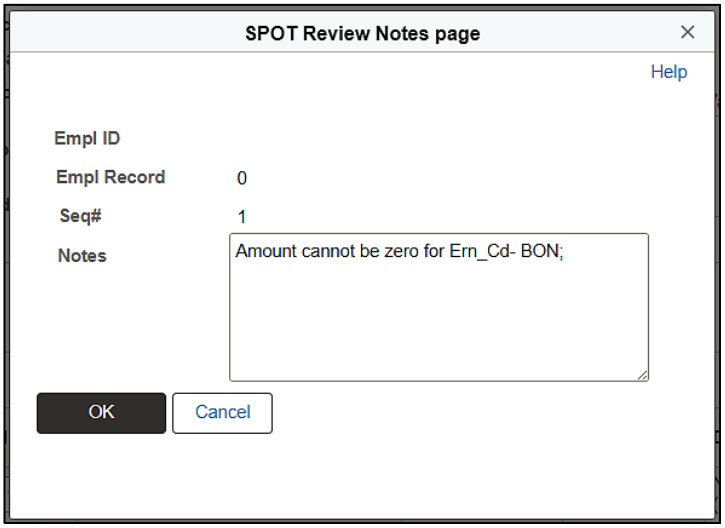
Example of a batch that contains an error.



44.	The **Status** field updates with one of the following values: • **OK** – no errors • **Error** – issue with the line • The **Status** field populates with "Error" for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error
	If there is an error during validation, the **Row Counts** section displays the number of lines with an error in the **Rows Error** field, the **Status** field populates with "Error" for all lines containing an error, and a bubble populates in the **Error Msg** field for all lines containing an error.
45.	Click the **Bubble** icon in the **Error Msg** field to view the error message.

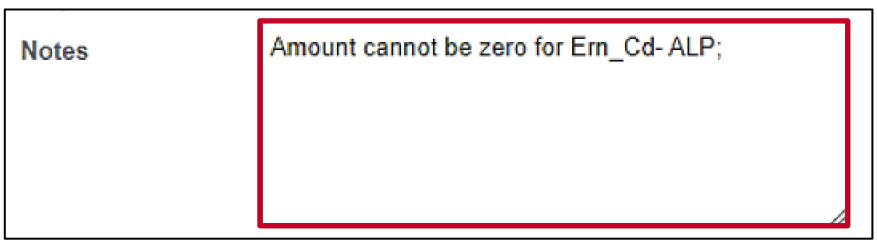
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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



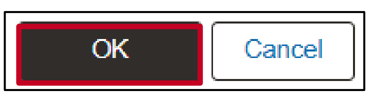
</td></tr>
<tr><td>46.</td><td>

Review the **Notes** field to determine the error.



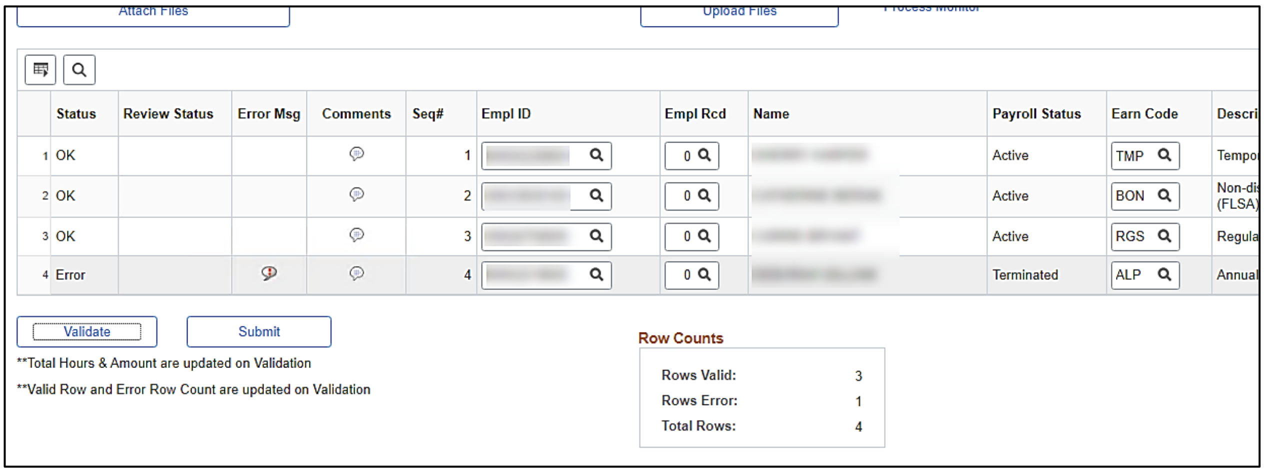
</td></tr>
<tr><td>47.</td><td>

Click the **OK** button.

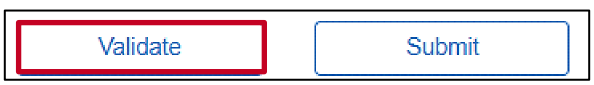


</td></tr>
</table>

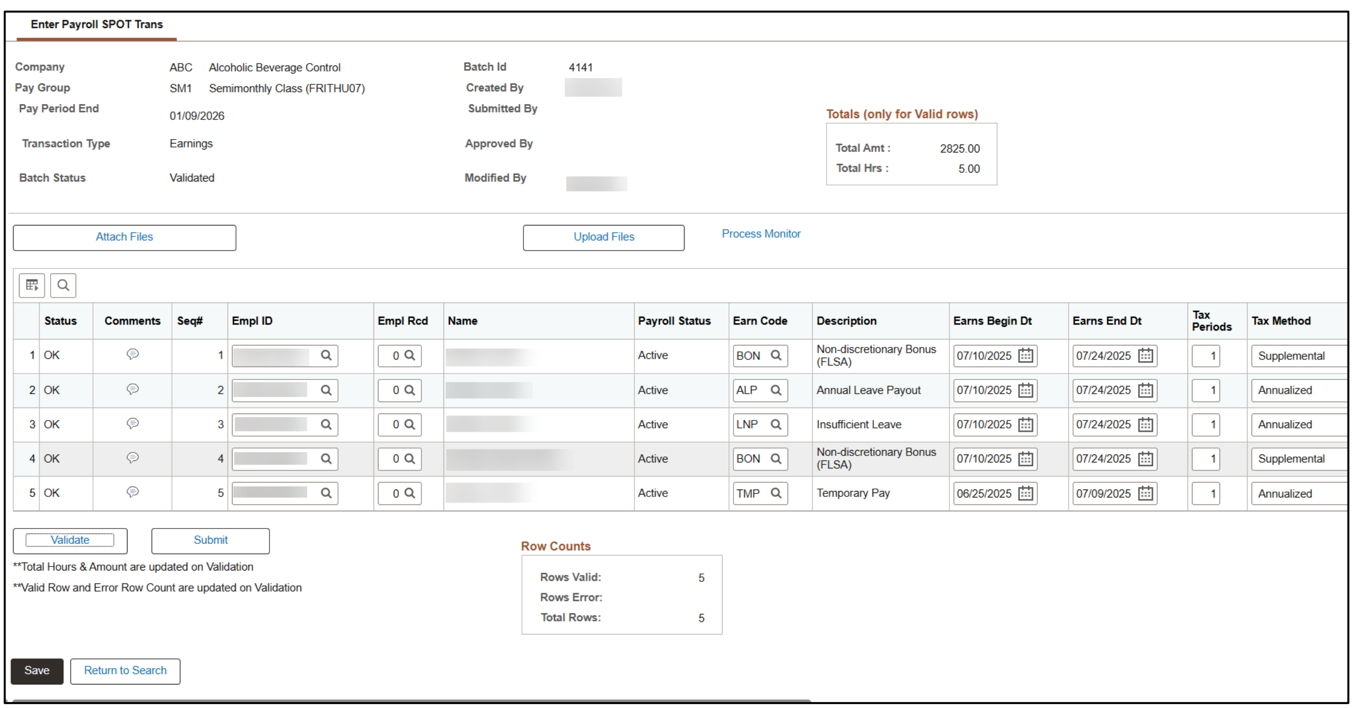
Step	Action
The **Enter Payroll SPOT Trans** page redisplays.	

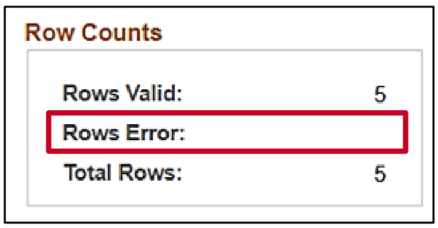
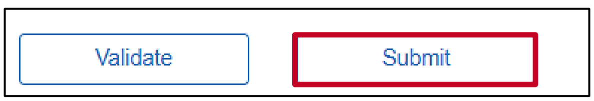
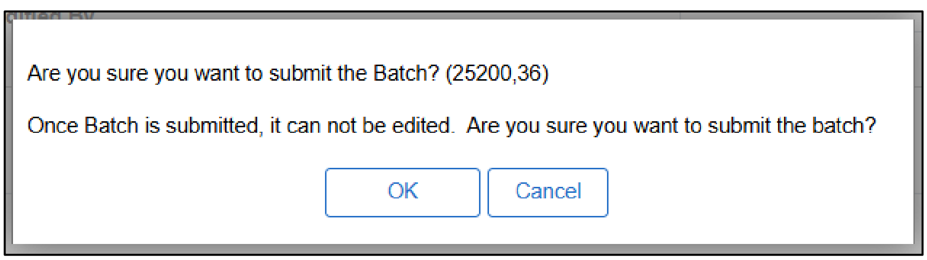


Step	Action
48.	Make the correction as applicable.
49.	Click the **Validate** button.

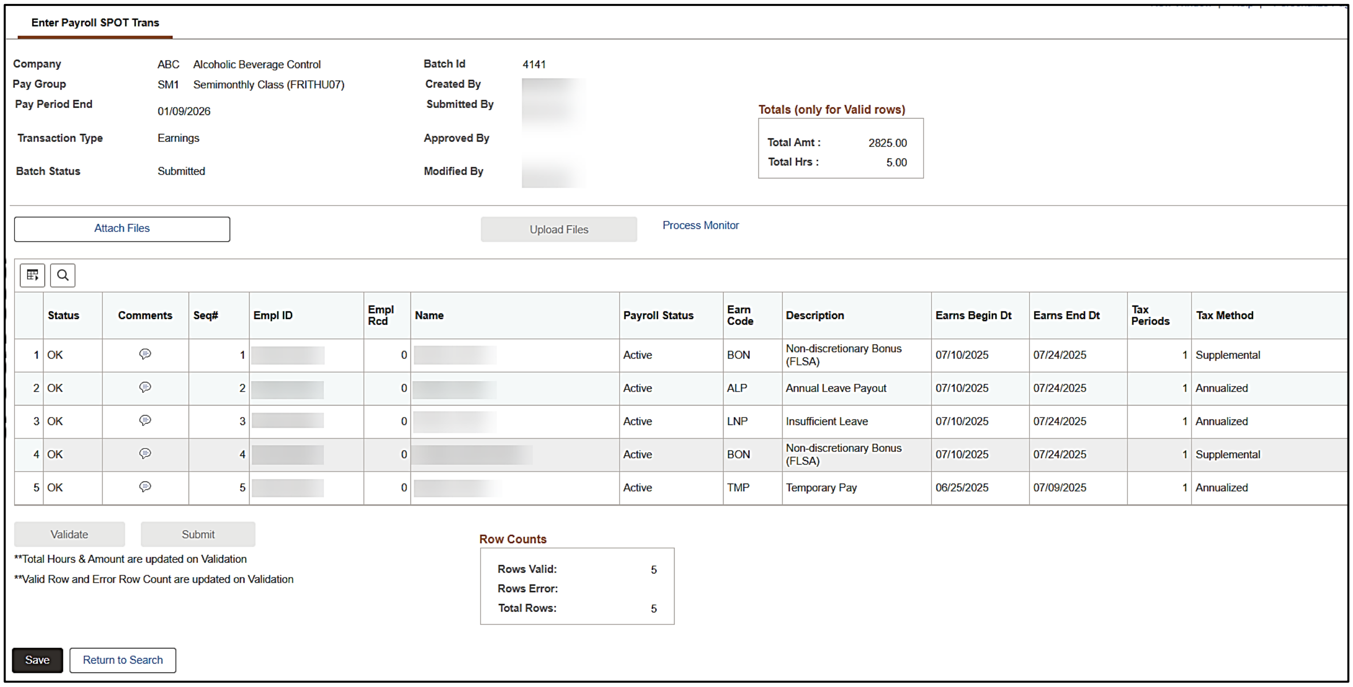


The **Enter Payroll SPOT Trans** page redisplays and the **Batch Status** updates to "Validated".



Step	Action
ℹ	All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated successfully.
50.	Verify that the **Batch Status** field updates to “Validated”. 
51.	Verify that the **Rows Error** field is blank indicating that all errors have been corrected. 
52.	Click the **Submit** button to submit the batch for review. 
A **Submit Confirmation** message displays in a pop-up window. 	
53.	Click the **OK** button. 

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



Enter Payroll SPOT Trans

Company ABC Alcoholic Beverage Control
Pay Group SM1 Semimonthly Class (FRITHU07)
Pay Period End 01/09/2026
Transaction Type Earnings
Batch Status Submitted

Batch Id 4141
Created By
Submitted By
Approved By
Modified By

Totals (only for Valid rows)

Total Amt : 2825.00
Total Hrs : 5.00

Attach Files | Upload Files | Process Monitor

	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1	OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2025	07/24/2025	1	Supplemental
2	OK		2		0		Active	ALP	Annual Leave Payout	07/10/2025	07/24/2025	1	Annualized
3	OK		3		0		Active	LNP	Insufficient Leave	07/10/2025	07/24/2025	1	Annualized
4	OK		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2025	07/24/2025	1	Supplemental
5	OK		5		0		Active	TMP	Temporary Pay	06/25/2025	07/09/2025	1	Annualized

Validate | Submit

**Total Hours & Amount are updated on Validation

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

Row Counts

Rows Valid: 5
Rows Error:
Total Rows: 5

Save | Return to Search

Step	Action
54.	Verify that the **Batch Status** field updates to "Submitted".

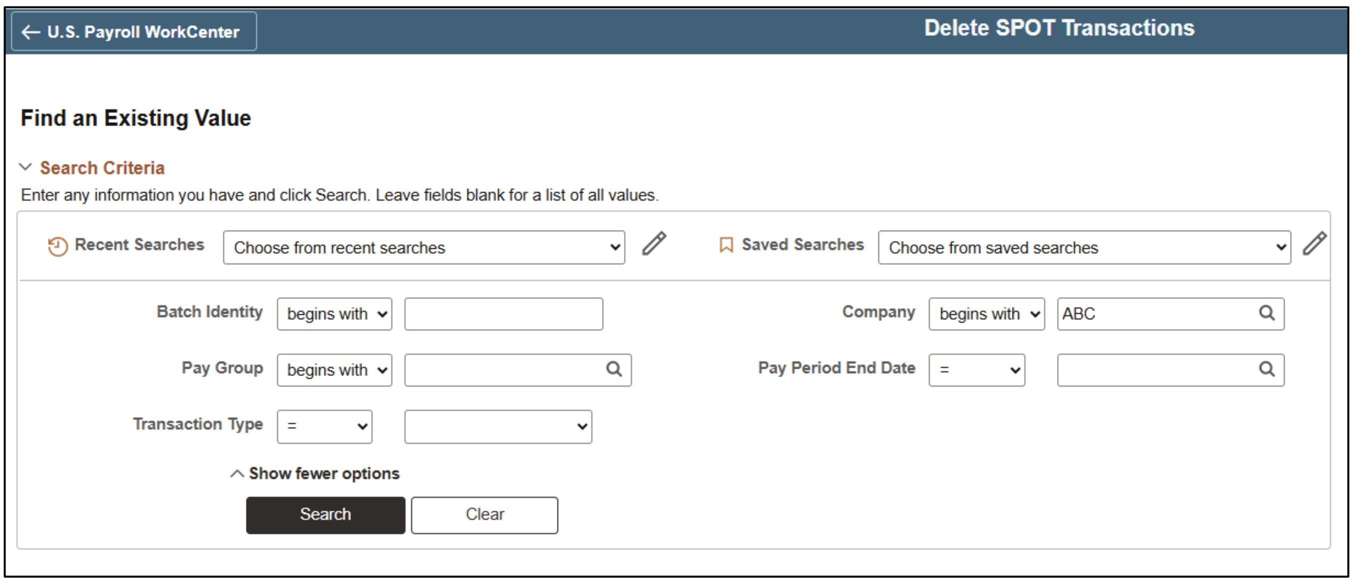
Step	Action
55.	Verify that the **Submitted By** field updates as appropriate with the User's ID.

Deleting a SPOT Batch

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

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

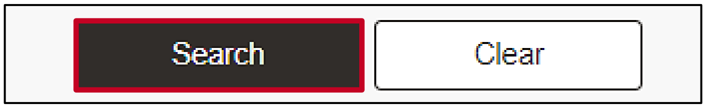
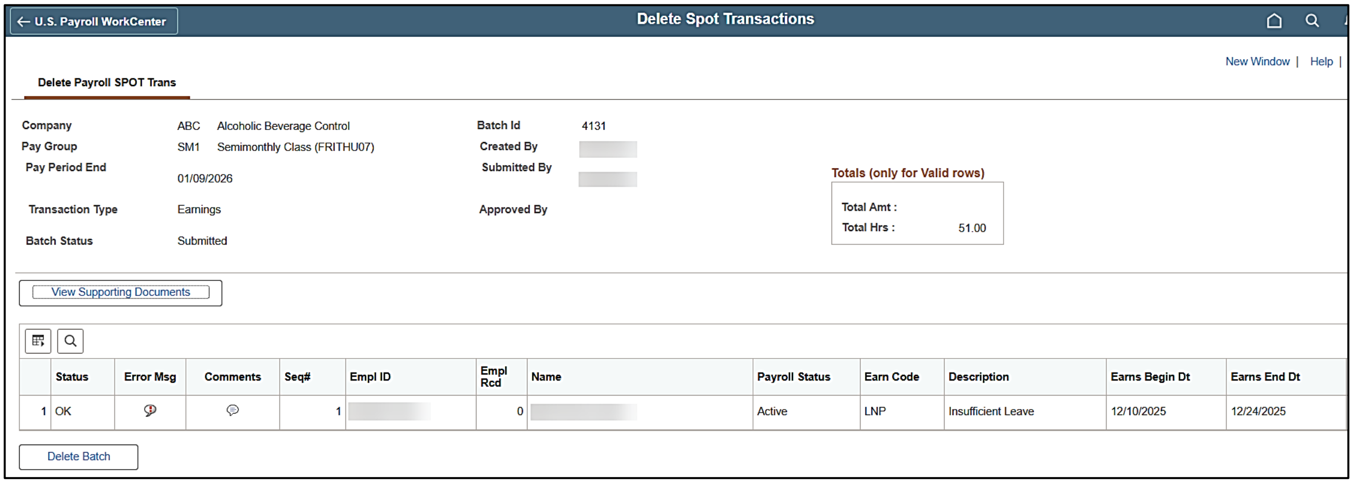
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Delete SPOT Transactions page using the following path:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Delete SPOT Transactions</td></tr>
<tr><td colspan="2">The Delete SPOT Transactions Find an Existing Value Search page displays.

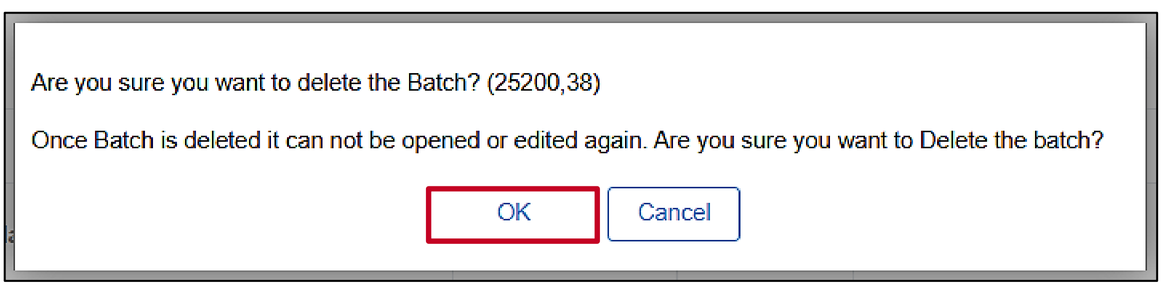
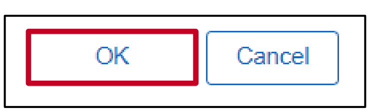


</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Enter the SPOT Batch Number in the Batch Identity field.

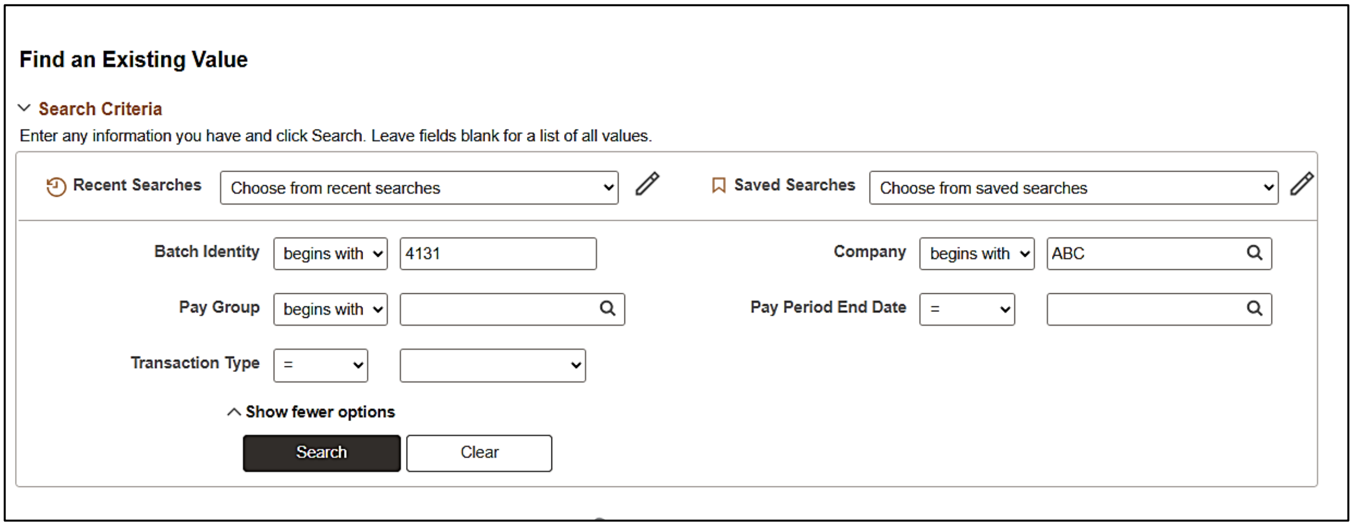
</td></tr>
<tr><td>3.</td><td>Click the Company Look up icon and select the company’s 3-digit alpha code.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Click the Search button.

</td></tr>
<tr><td colspan="2">The Delete Payroll SPOT Trans page displays for the applicable batch.

</td></tr>
<tr><td>5.</td><td>Click the Delete Batch button.

</td></tr>
<tr><td colspan="2">The Delete Batch confirmation message displays in a pop-up window.

</td></tr>
<tr><td>6.</td><td>Click the OK button to delete the batch.

</td></tr>
</table>

Step	Action
	The **Delete SPOT Transactions Find an Existing Value Search** page redisplays with the **Company** and the **Batch Identity** fields populated with the deleted value of the batch.


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

Batch Identity	begins with	4131	Company	begins with	ABC
Pay Group	begins with		Pay Period End Date	=	
Transaction Type	=				

Show fewer options

Search | Clear

	The Batch is deleted and cannot be reopened or edited. Deleted SPOT Transactions can be viewed on the **SPOT Online Query**. For details on the **SPOT Online Query** (**V_PY_SPOT_TRANS_RPT**), see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**. If a transaction in a deleted batch needs to be processed, it will need to be entered in a new batch.

Approving SPOT Transactions Overview

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

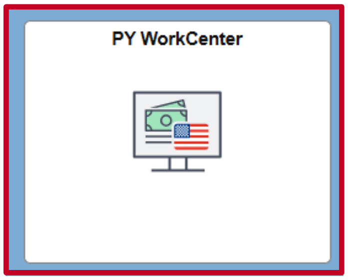
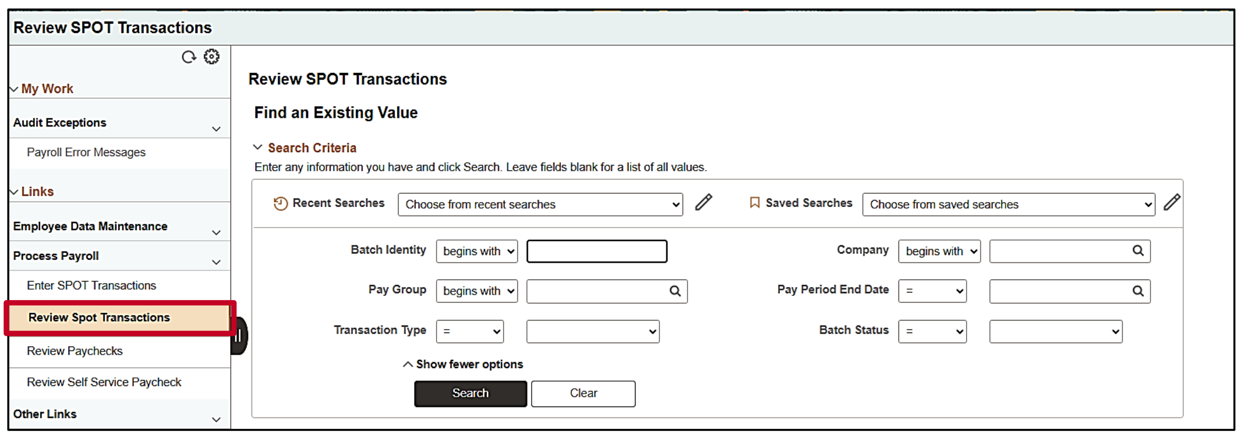
SPOT Approvers can take the following actions on the SPOT transactions within the batch:

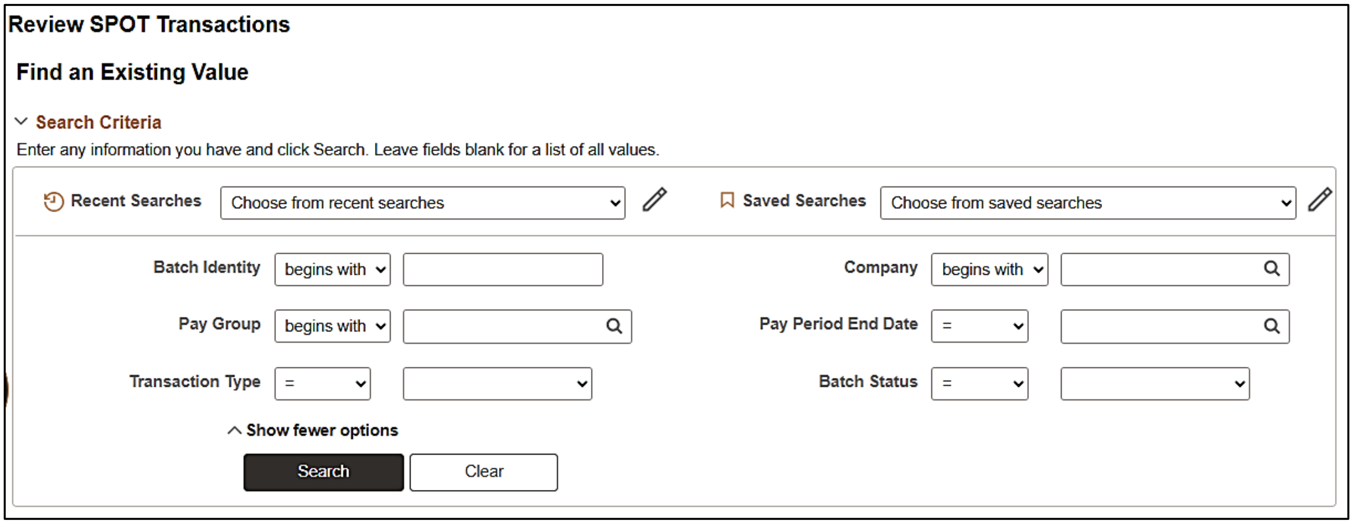
- **Approve**: Approved SPOT transactions are loaded to employee paysheets for processing once the batch is Closed.

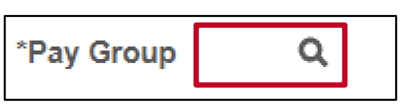
- **Deny**: Denied transactions will not load to employee's paysheets. When a transaction is marked as Denied, it cannot be updated. If the transaction needs to be processed, it must be entered in a new batch. SPOT Approvers should include comments for transactions that are Denied for tracking and audit purposes.

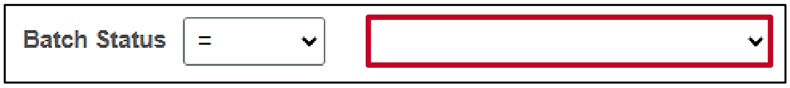
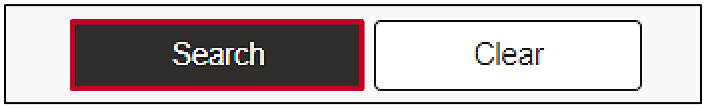
- **Send Back**: Transactions that require updates will be sent back to the Payroll Administrator for review and correction. These transactions are not marked as Approved or Denied. The SPOT Approver should enter comments indicating the required revision. When a batch contains these types of transactions, the batch cannot be Closed. The batch will be sent back to the Payroll Administrator so that those transactions can be modified and resubmitted for approval. When batches are sent back, the only transactions that can be updated are those not marked as Approved or Denied. SPOT transactions that are sent back do not generate an email; therefore Payroll Administrators should use the SPOT Online Query to identify batches that require updates.

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

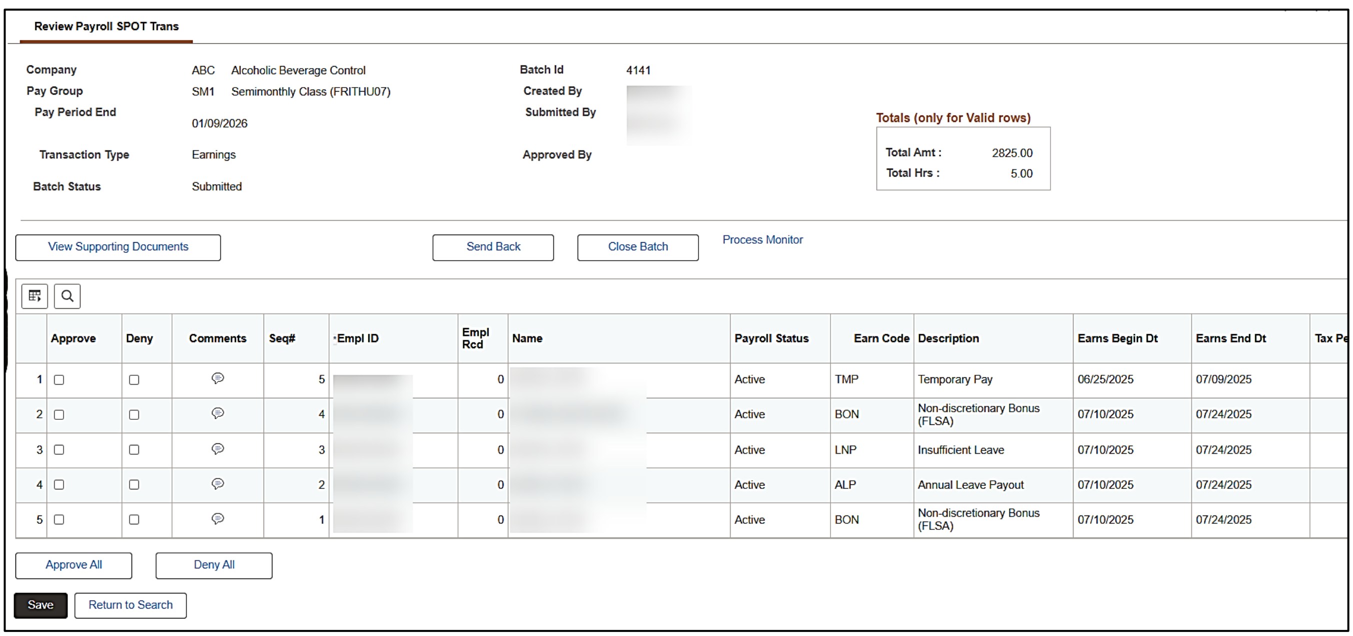
Step	Action
1.	Navigate to the **Review Spot Transactions** page by clicking the **PY WorkCenter** tile. 
ℹ	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation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

Step	Action
	The **Review SPOT Transactions Find an Existing Value Search** page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

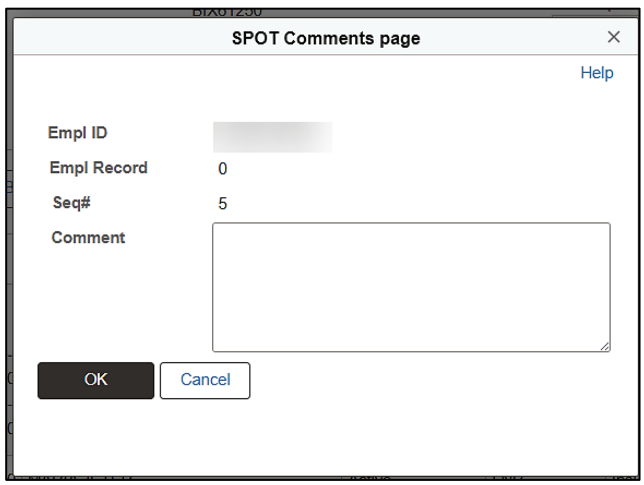
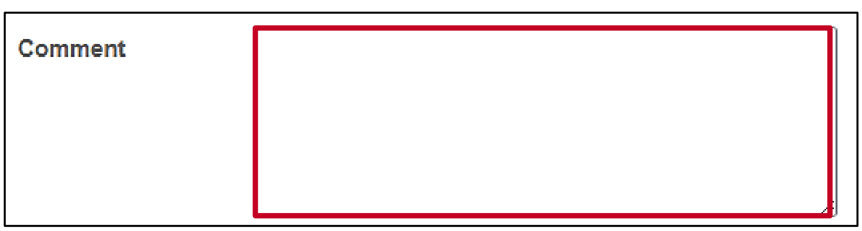
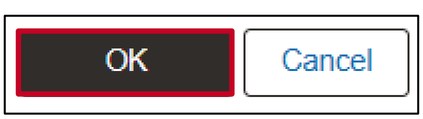
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Enter the applicable/known search criteria to find the appropriate batch. The search options include the following:
<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td>Batch Identity</td><td>Number assigned to the Batch</td></tr>
<tr><td>Company</td><td>The three-character company code</td></tr>
<tr><td>Pay Group</td><td>Pay group options for the Company</td></tr>
<tr><td>Pay Period End Date</td><td>Select the pay period end date for the batch that requires approval</td></tr>
<tr><td>Transaction Types</td><td>Select the appropriate option:
Earnings
Deduction</td></tr>
<tr><td>Batch Status</td><td>Options include:
Closed
Created
Deleted
In Review
Modified After Validation
New
Submitted
Validated</td></tr>
</table></td></tr>
<tr><td></td><td>Entering a specific Batch Identity number opens only that specific batch.
Leaving the Batch Identity field blank brings in all batches that meet the remaining search criteria.</td></tr>
<tr><td>3.</td><td>Click the Company Look up icon and select the company’s 3-digit alpha code.
</td></tr>
<tr><td>4.</td><td>Click the Pay Group Look up icon and select the applicable Pay Group.
</td></tr>
<tr><td>5.</td><td>Click the Pay Period End Date Calendar icon and select the applicable pay period end date.
</td></tr>
</table>

Step	Action
6.	Click the **Batch Status** dropdown button and select “Submitted”. 
7.	Click the **Search** button. 
ℹ	If only one batch meets the search criteria, the **Review Payroll SPOT Trans** page displays. If more than one batch meets the search criteria, select the one to review and use the **Next in List** button to move through the remaining batches.

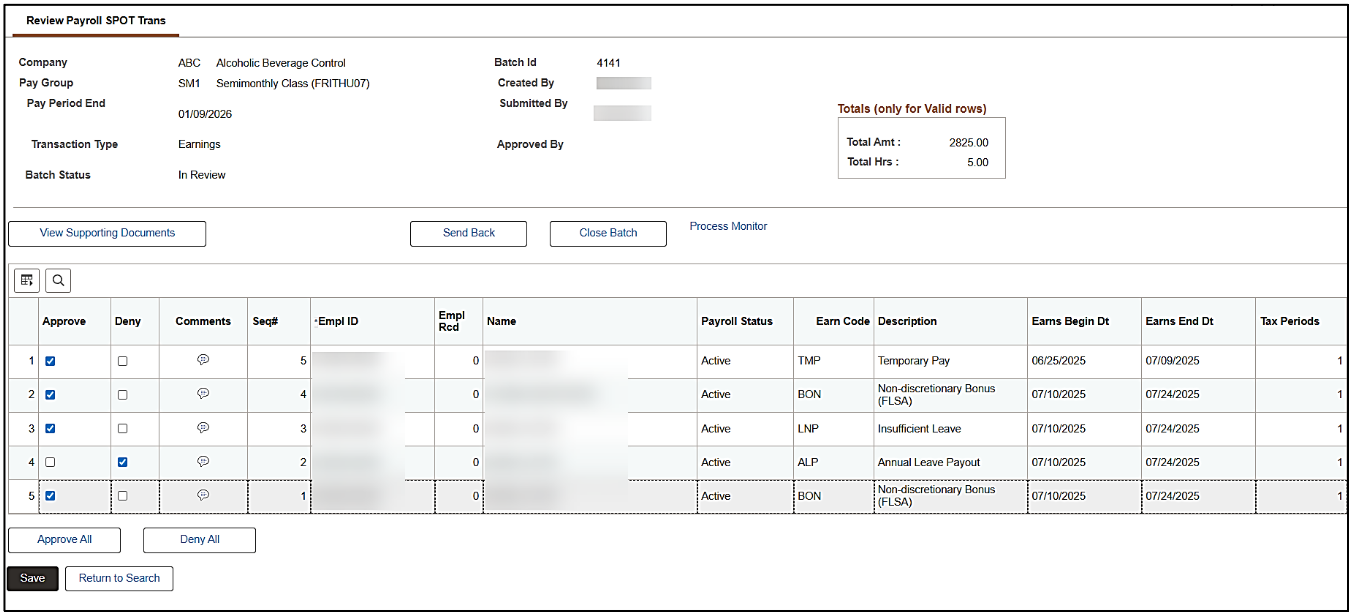
The **Review Payroll SPOT Trans** page displays for the selected batch.



Step	Action
8.	Review each of the entries in the batch.
9.	Take the appropriate action for each entry using one of the following options: • **Approve** - Select the **Approve** checkbox option next to individual transactions to approve them. • **Deny** - Select the **Deny** checkbox option next to individual transactions to deny them. When denying an individual transaction, enter a comment to note why for tracking and audit purposes. • **Send Back** - To send back an individual transaction, leave the **Approve** and **Deny** checkbox options unchecked.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>SPOT Approvers cannot edit SPOT transactions.</td></tr>
<tr><td>10.</td><td>To add a comment, click the Comments icon for the specific transaction.
</td></tr>
<tr><td></td><td>Cardinal does not require a comment, but comments are strongly recommended for audit purposes.</td></tr>
<tr><td colspan="2">The SPOT Comments page displays in a pop-up window.

</td></tr>
<tr><td>11.</td><td>Enter the applicable comment for the transaction in the Comment field.

</td></tr>
<tr><td>12.</td><td>Click the OK button.

</td></tr>
</table>

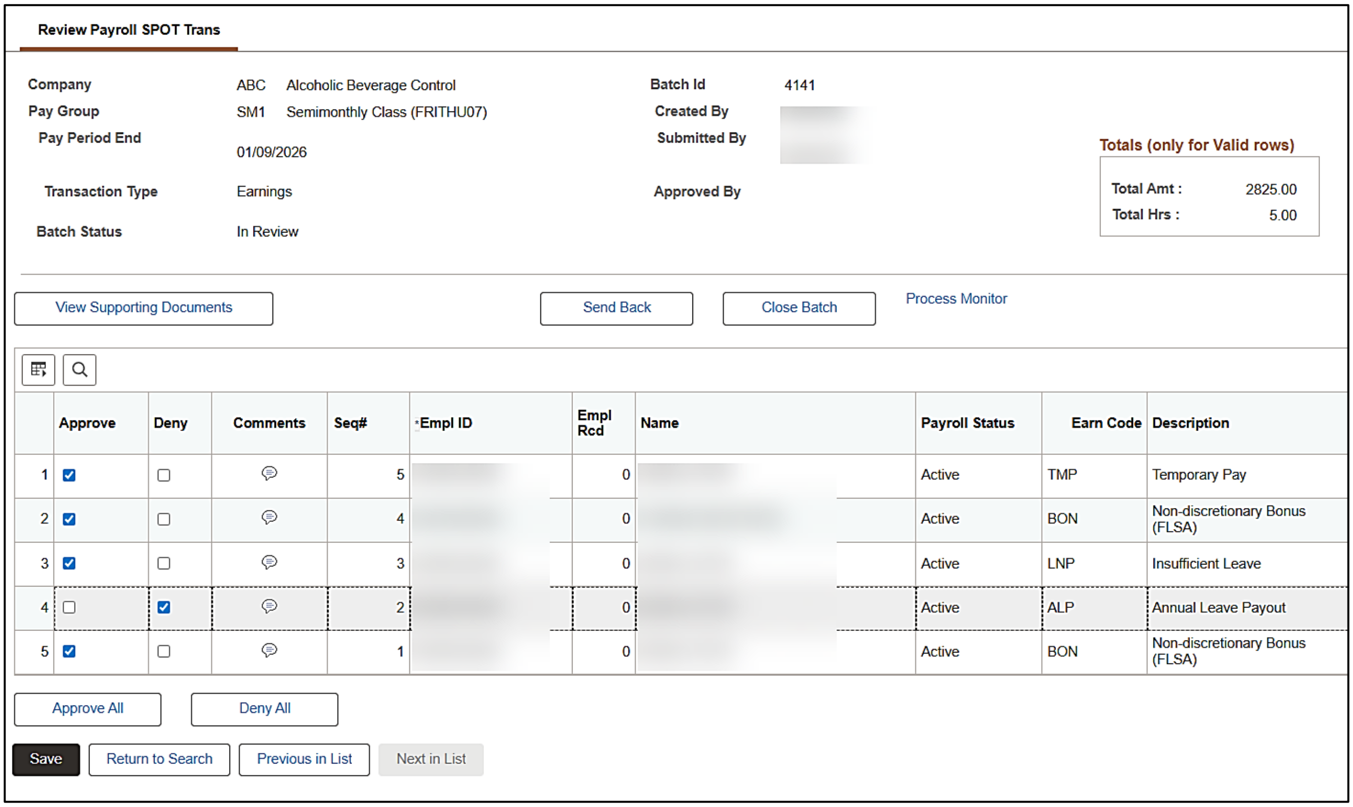
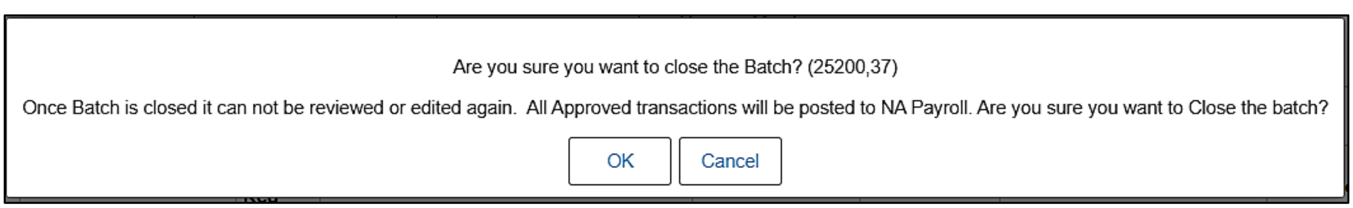
Step	Action
	The **Review Payroll SPOT Trans** page redisplays.



Step	Action
13.	Choose the appropriate action for the batch: • "Close Batch" - Go to the section in this Job Aid titled Closing a SPOT Batch • "Send Back" - Go to the section in this Job Aid titled Sending Back a SPOT Batch

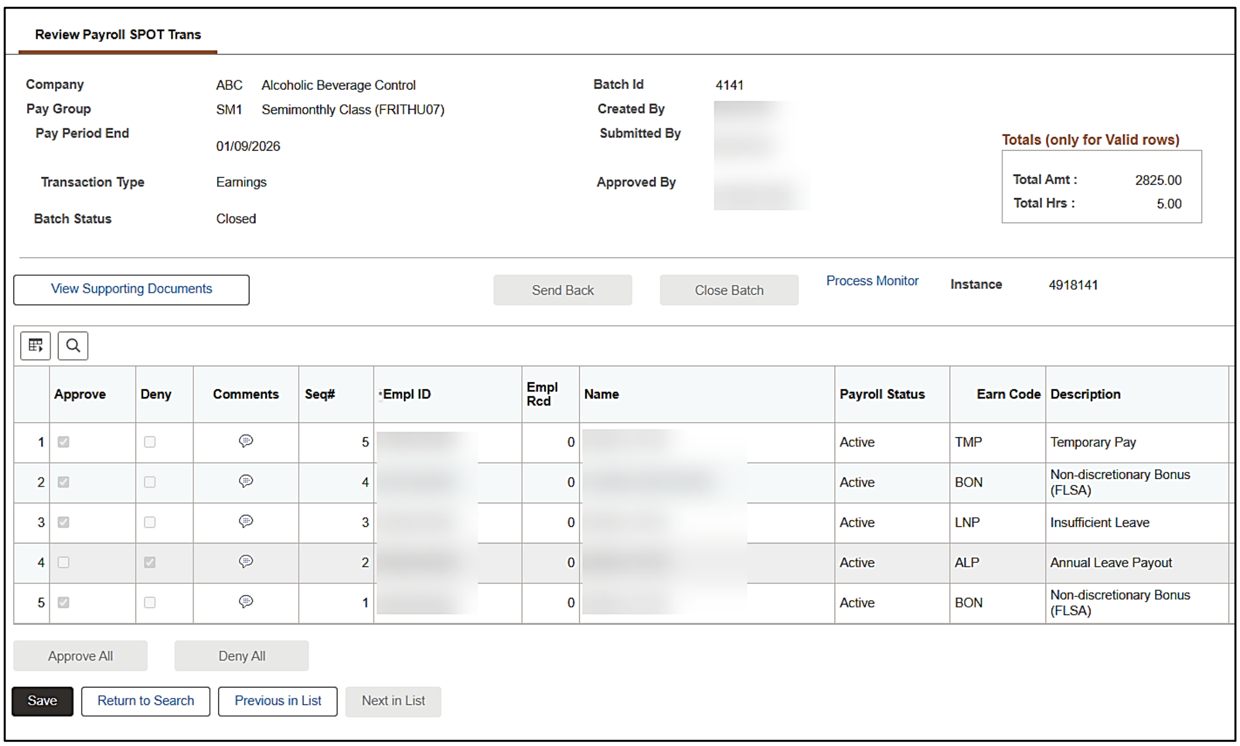
Closing a SPOT Batch

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

Step	Action
	Navigate to the **Review Payroll SPOT Trans** page. 
1.	Verify that all transactions in the batch have been approved or denied.
2.	Close the **Close Batch** button. 
	A **Confirmation** message displays in a pop-up window. 

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

The **Review SPOT Trans page** refreshes.

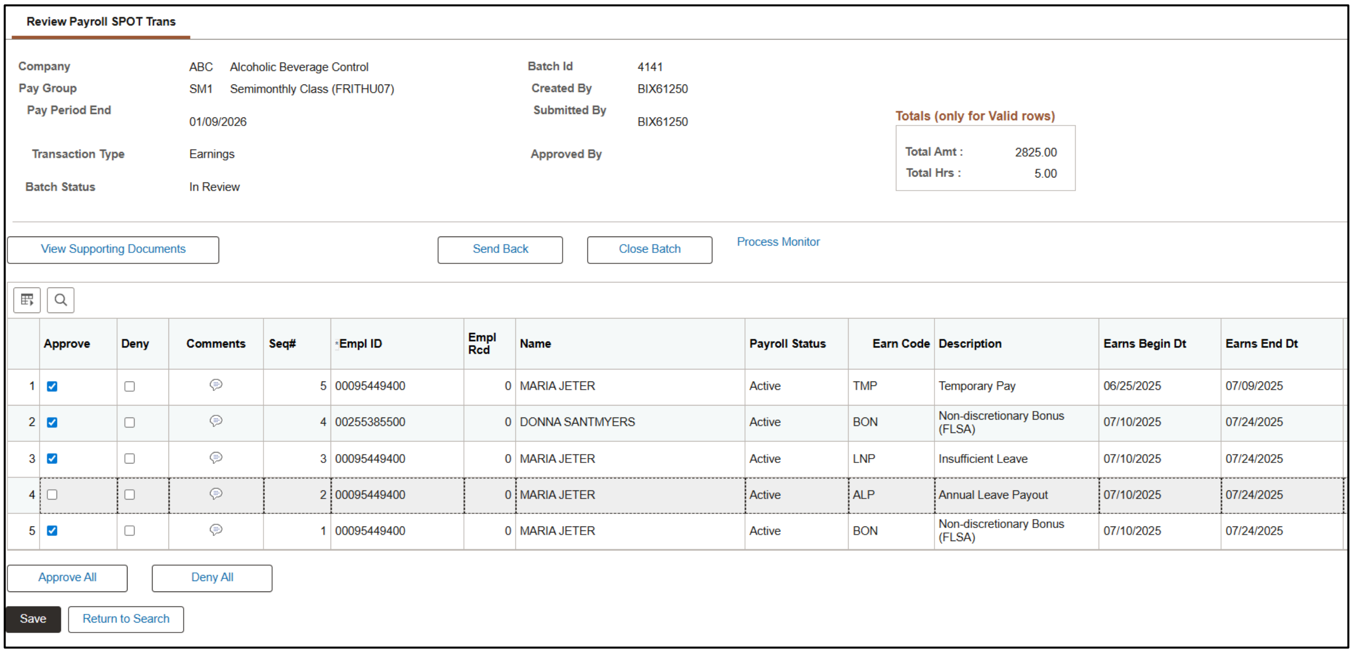
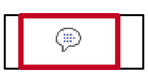


Step	Action
4.	Verify that the **Batch Status** field displays “Closed”. Batch Status Closed
	Once a batch is Closed, it becomes read-only. • Only “Approved” transactions within the batch are sent to Payroll for processing • Denied lines are excluded

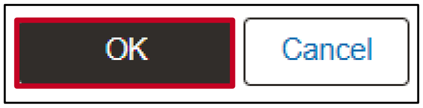
Step	Action
5.	Verify that the **Approved By** field updates with the appropriate information. 
	Only the approved transactions will load to payroll during the next SPOT Load to Payroll process. Denied SPOT Transactions can be viewed on the **SPOT Online Query**. For details on the **SPOT Online Query**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

Sending Back a SPOT Batch

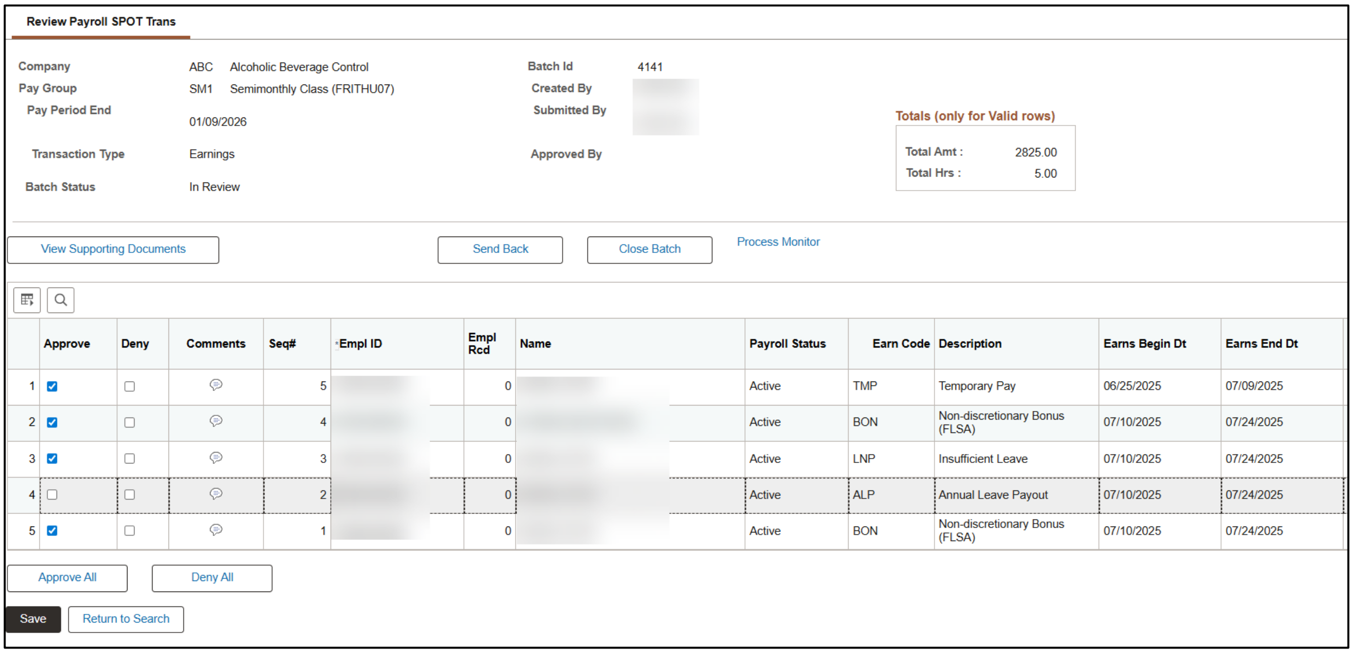
This section of the job aid covers the process to Send Back a batch to the Payroll Administrator so that updates can be made.

Step	Action
	Navigate to the **Review Payroll SPOT Trans** page. 
1.	Do not select the “Approve” or “Deny” checkbox option for any transaction that requires updating.
2.	Click the **Comments** icon for the applicable transaction(s). 
	The **SPOT Comments page** displays in a pop-up window.
3.	Enter comments regarding what needs to be updated for the transaction in the **Comment** field. 

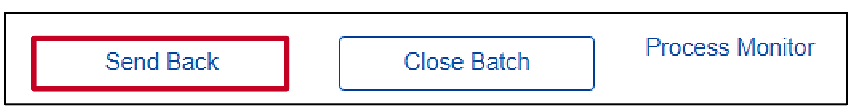
Step	Action
4.	Click the **OK** button.



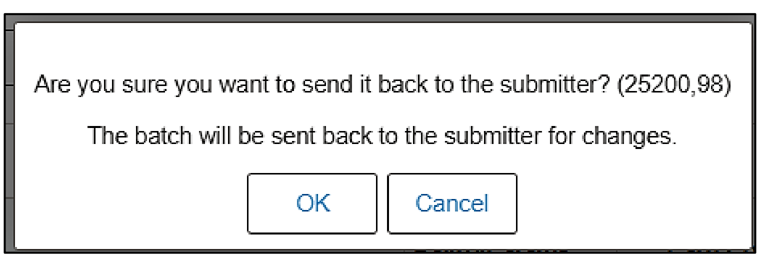
The **Review Payroll SPOT Trans** page redisplays.



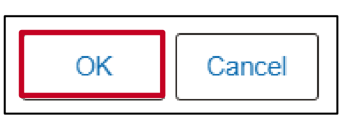
Step	Action
5.	Click the **Send Back** button.

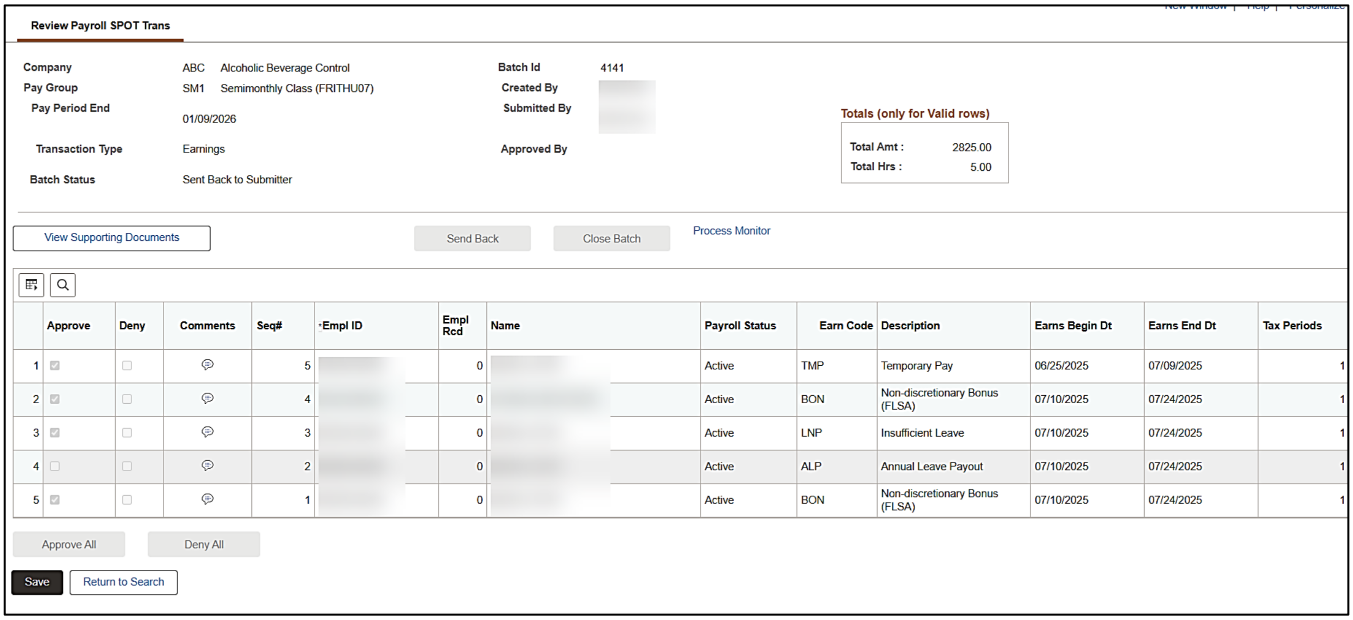


A **Confirmation** message displays in a pop-up window.



Step	Action
6.	Click the **OK** button.

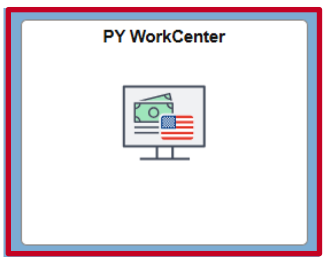
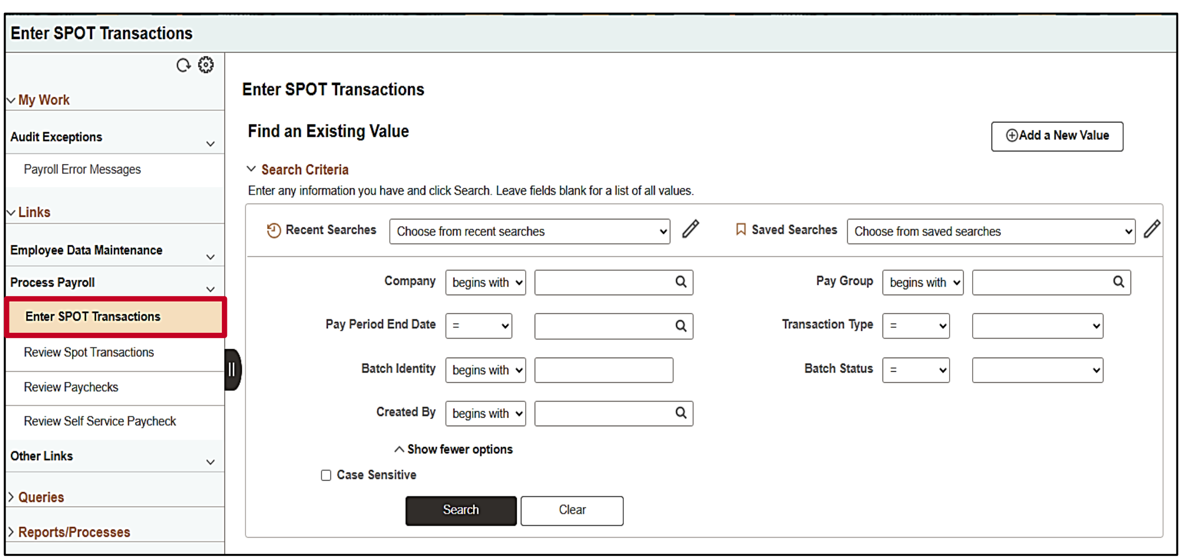


Step	Action
	The **Review Payroll SPOT Trans** page refreshes. 
7.	Verify the **Batch Status** field updates to "Sent Back to Submitter". 
8.	Verify the **Approved By** field is blank. 
i	The Batch is sent back to the Payroll Administrator that entered it so updates can be made.

Reviewing Batches Sent Back by the Approver

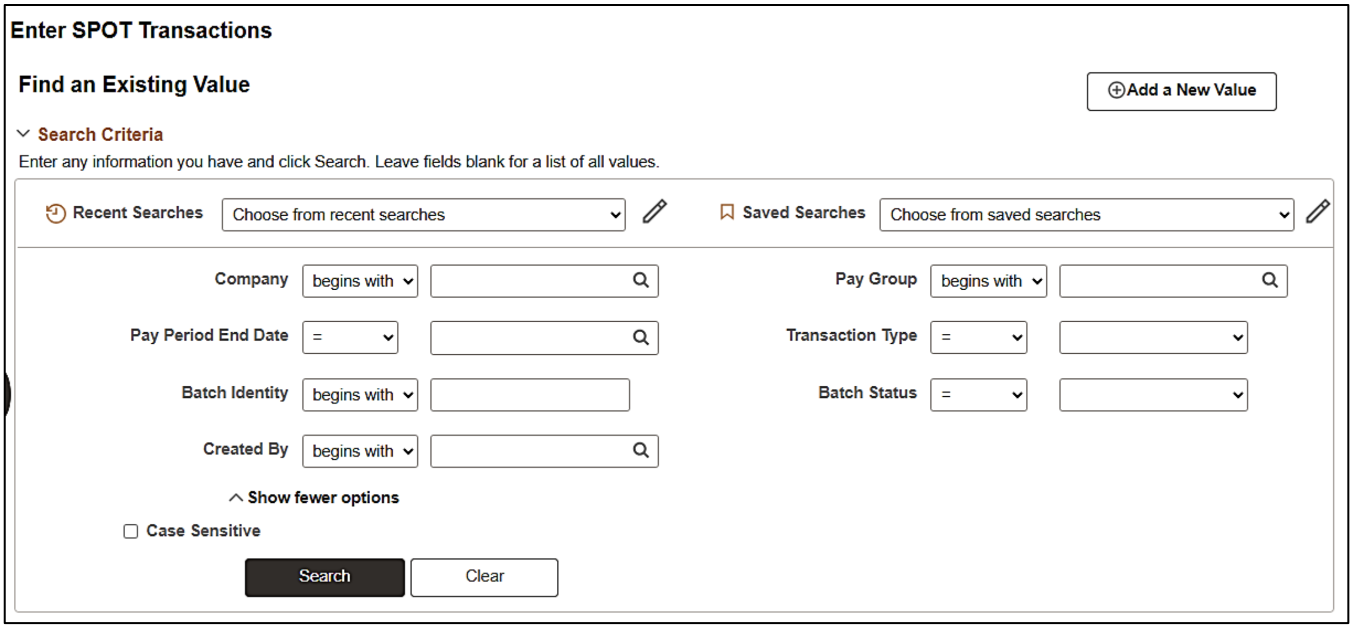
After a SPOT Approver has taken action on a Batch, the Payroll Administrator can review the Batch.

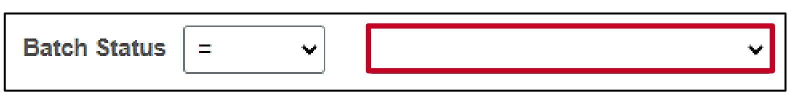
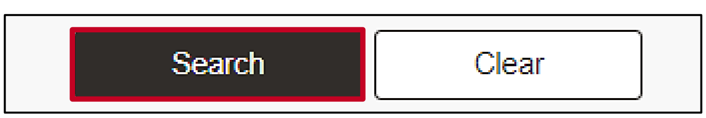
- If a SPOT transaction was denied and needs to be processed, it will need to be entered in a new Batch.
- If a SPOT transaction was sent back for revisions, the entire Batch is sent back. The Payroll Administrator will need to review the comments, make the necessary updates, and resubmit the batch for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

Step	Action
1.	Navigate to the **Enter SPOT Transactions** page by clicking 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 navigation path in the WorkCenter: **Links > Process Payroll > Enter SPOT Transactions** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

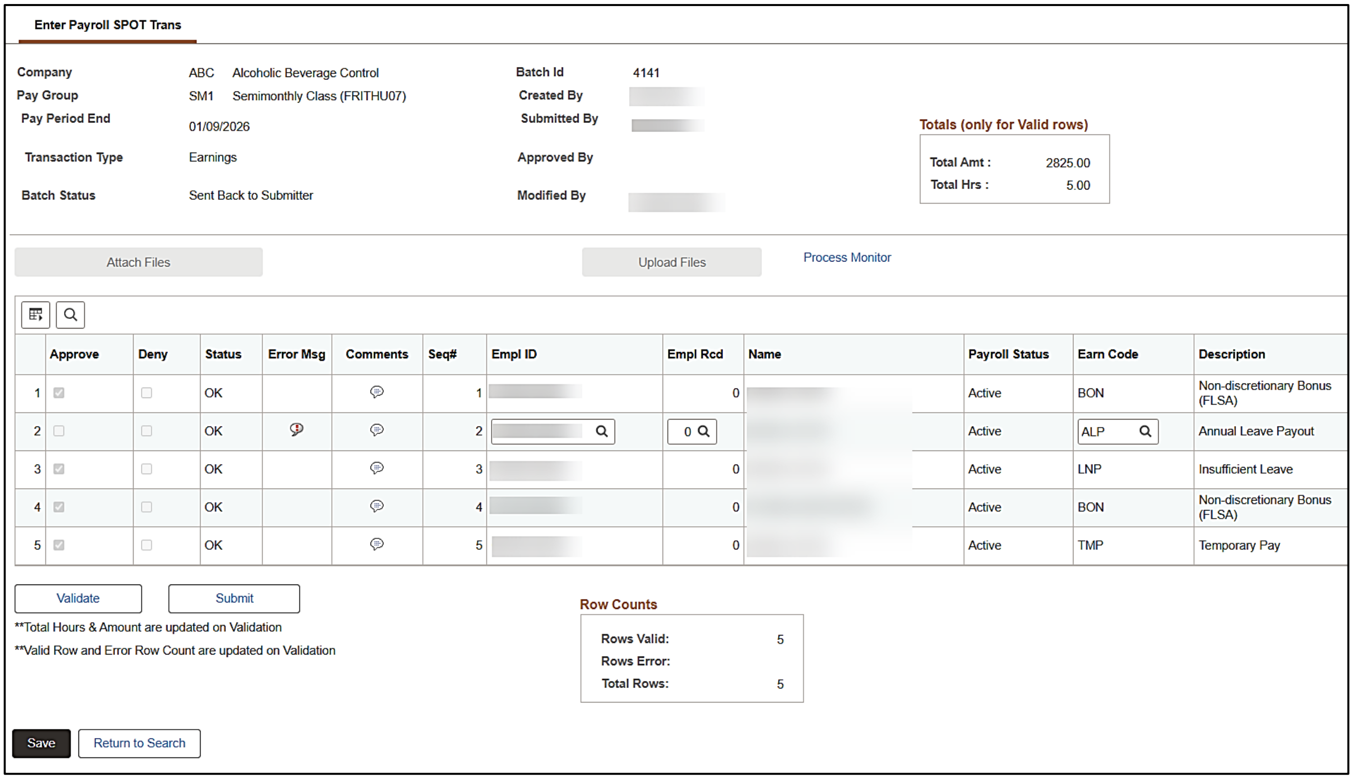
Step	Action
ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

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



Step	Action
3.	Enter the appropriate data in the corresponding **Search Criteria** fields. For this scenario, the **Company** and **Batch Status** fields are used.
4.	Click the **Company Look up** icon and select the company's 3-digit alpha code. 
5.	Click the **Batch Status** dropdown button and select "Sent Back to Submitter". 
6.	Click the **Search** button. 

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



Enter Payroll SPOT Trans

Company	ABC Alcoholic Beverage Control	Batch Id	4141
Pay Group	SM1 Semimonthly Class (FRITHU07)	Created By	
Pay Period End	01/09/2026	Submitted By	
Transaction Type	Earnings	Approved By	
Batch Status	Sent Back to Submitter	Modified By	

Totals (only for Valid rows)

Total Amt : 2825.00

Total Hrs : 5.00

Attach Files | Upload Files | Process Monitor

	Approve	Deny	Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description
1			OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)
2			OK			2		0		Active	ALP	Annual Leave Payout
3			OK			3		0		Active	LNP	Insufficient Leave
4			OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)
5			OK			5		0		Active	TMP	Temporary Pay

Validate | Submit

**Total Hours & Amount are updated on Validation

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

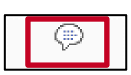
Row Counts

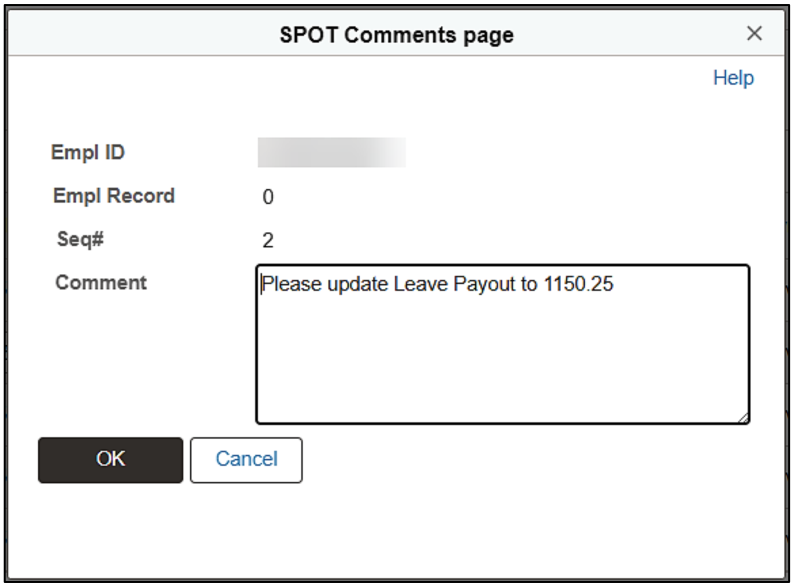
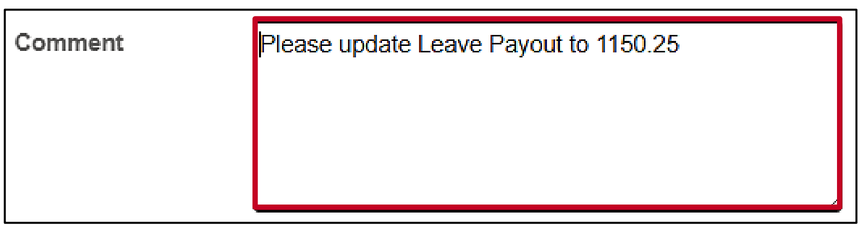
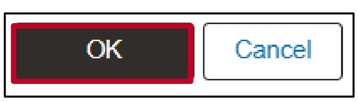
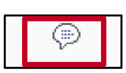
Rows Valid: 5

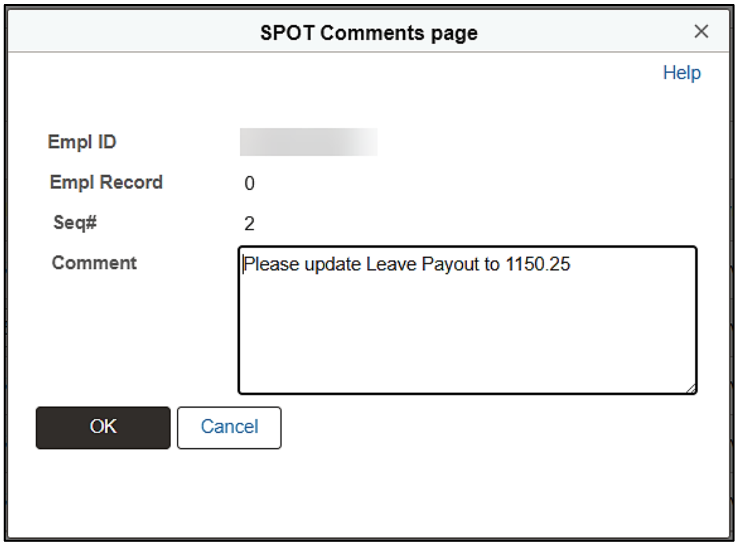
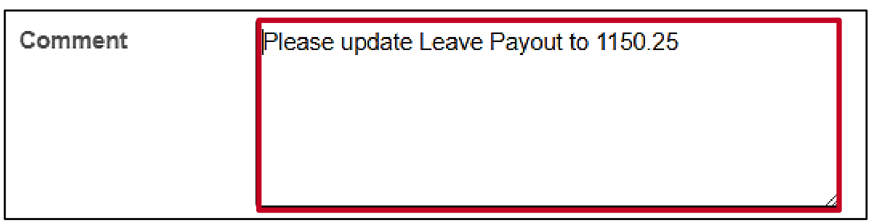
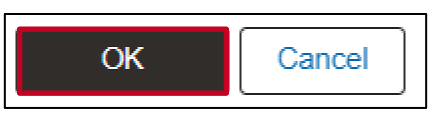
Rows Error:

Total Rows: 5

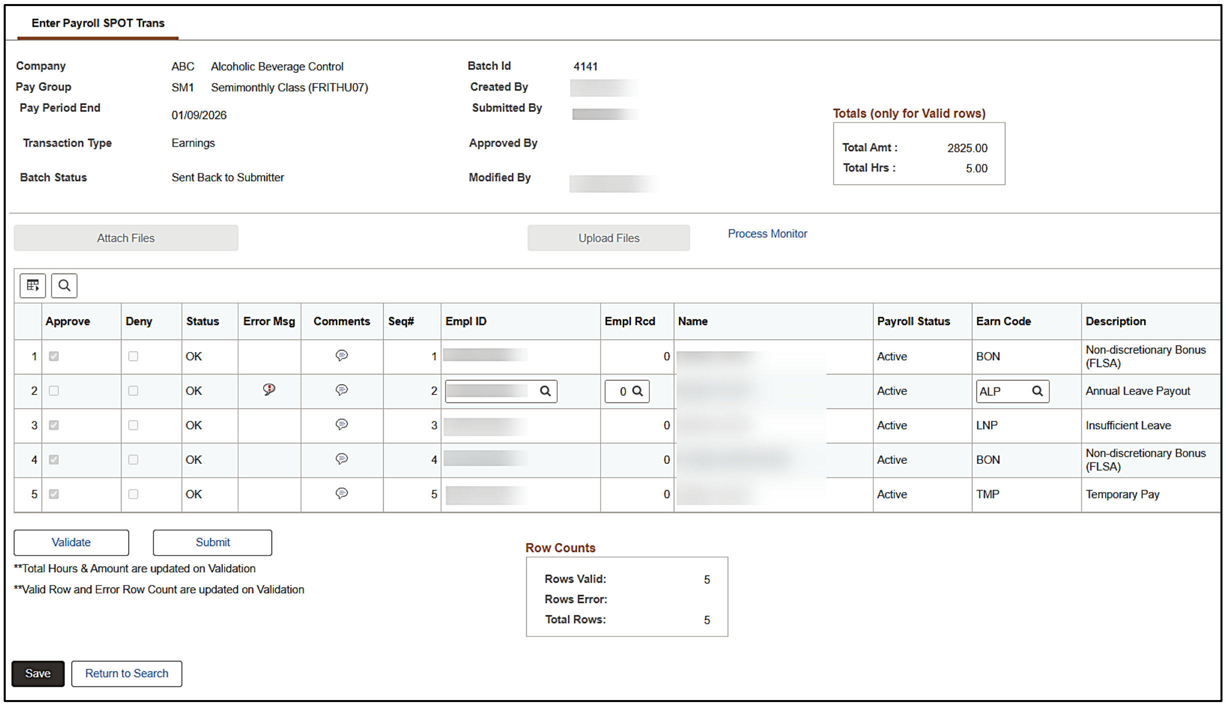
Save | Return to Search

Step	Action
7.	An Error Message (**Bubble** icon) displays on the line for transactions that require revision.  Transactions that have been marked as approved or denied by the approver cannot be edited.
8.	Click the **Comments** icon for the transaction that requires updates. 

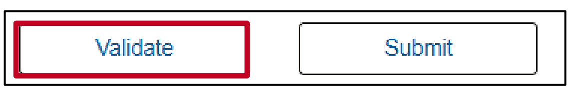
Step	Action
The **SPOT Comments page** displays in a pop-up window. 	
9.	Review the comments in the **Comment** field. 
10.	Click the **OK** button. 
11.	Make the update(s) as applicable.
12.	Click the **Comment** icon. 

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

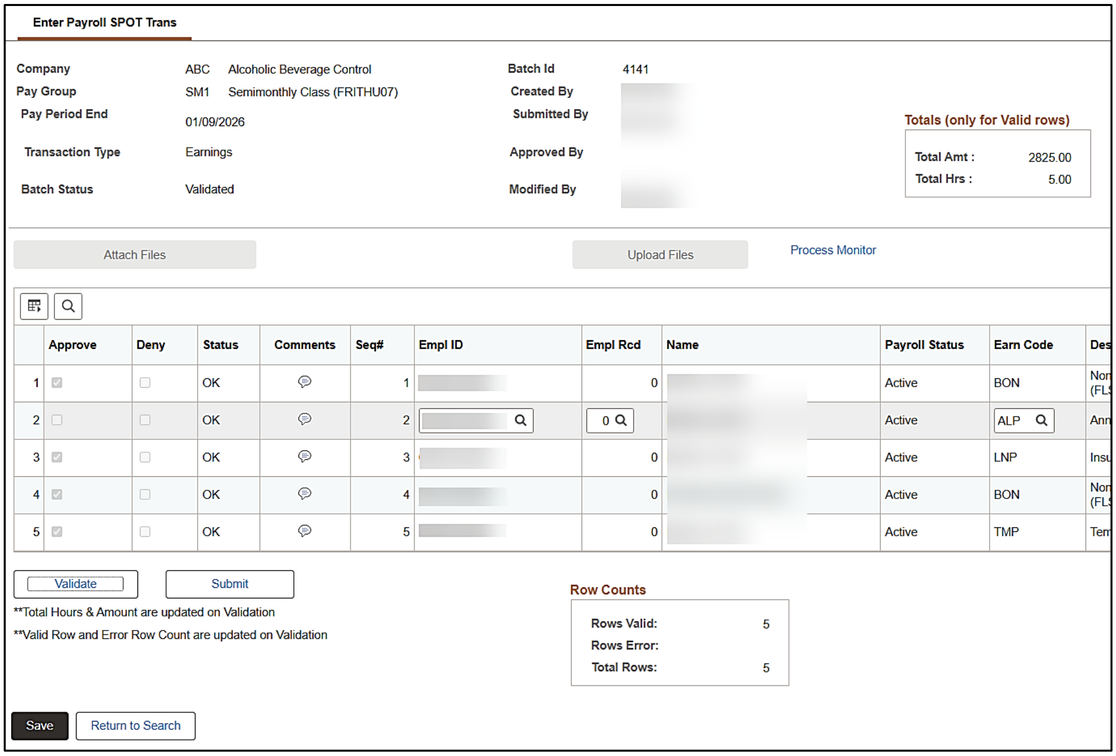
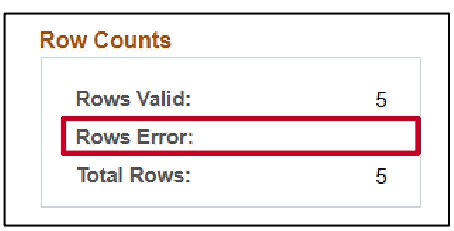
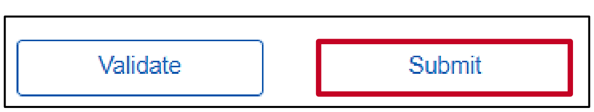
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Enter Payroll SPOT Trans page redisplays.



</td></tr>
<tr><td>15.</td><td>Click the Validate button.

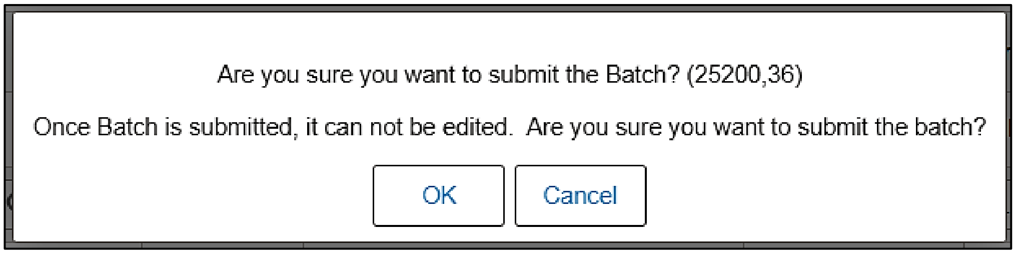


</td></tr>
</table>

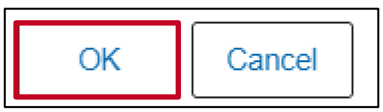
Step	Action
	The **Enter Payroll SPOT Trans** page refreshes. 
16.	Verify that the **Batch Status** field updates to "Validated". 
17.	Verify that the **Row Counts**, **Rows Error** field does not display any row errors. 
18.	Click the **Submit** button. 

Step	Action

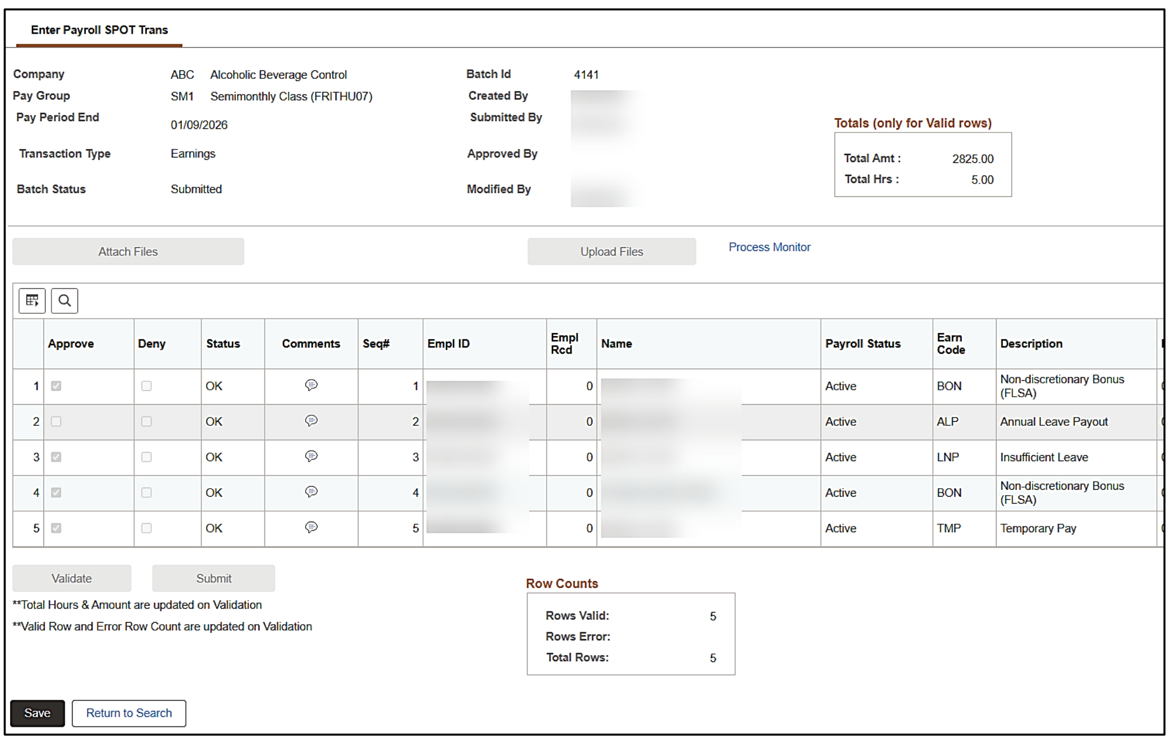
The **Submit Confirmation** message displays in a pop-up window.



Step	Action
19.	Click the **OK** button.



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



Step	Action
20.	Verify that the **Batch Status** field updates to "Submitted".

Step	Action
21.	Verify that the **Modified By** field updates as appropriate with the User’s ID. 
	For additional information on entering SPOT transactions, see the following sections in this Job Aid: Entering an Earnings Transaction in SPOT and Entering a Deduction Transaction in SPOT.

Monitoring SPOT Transactions

There are two key SPOT tools to help monitor transactions:

- **SPOT Online Query** (**V_PY_SPOT_TRANS_RPT**) – This query provides the status information for all SPOT batches for a specific pay period. It can be run by Payroll Run ID or a specific date range and can be run for all employees or a specific employee.

- **SPOT Transactions Not Loaded to Payline Report** – Batches are loaded to the Paysheet Transaction Table after they are closed. The delivered Paysheet Transaction Process runs according to the operation calendars. This report reflects transactions that are both “Accepted” and “Closed” but do not appear in the employee’s paycheck. This report can be accessed using the following path:
  NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline

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

Reviewing Employee Paycheck Information

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

- The **Review Paycheck Page** provides details regarding an employee's earnings, deductions, and taxes. See the Job Aid titled **PY381 Overview of the Review Paycheck Page**.
  This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. Access this page using the following path:
  NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

- The **View Self Service Paycheck** page allows Payroll Administrators to see the employee's self-service view of the paycheck. Access this page using the following path:
  NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

SPOT Scenarios

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

Entering Pay Docking (LNP)

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

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

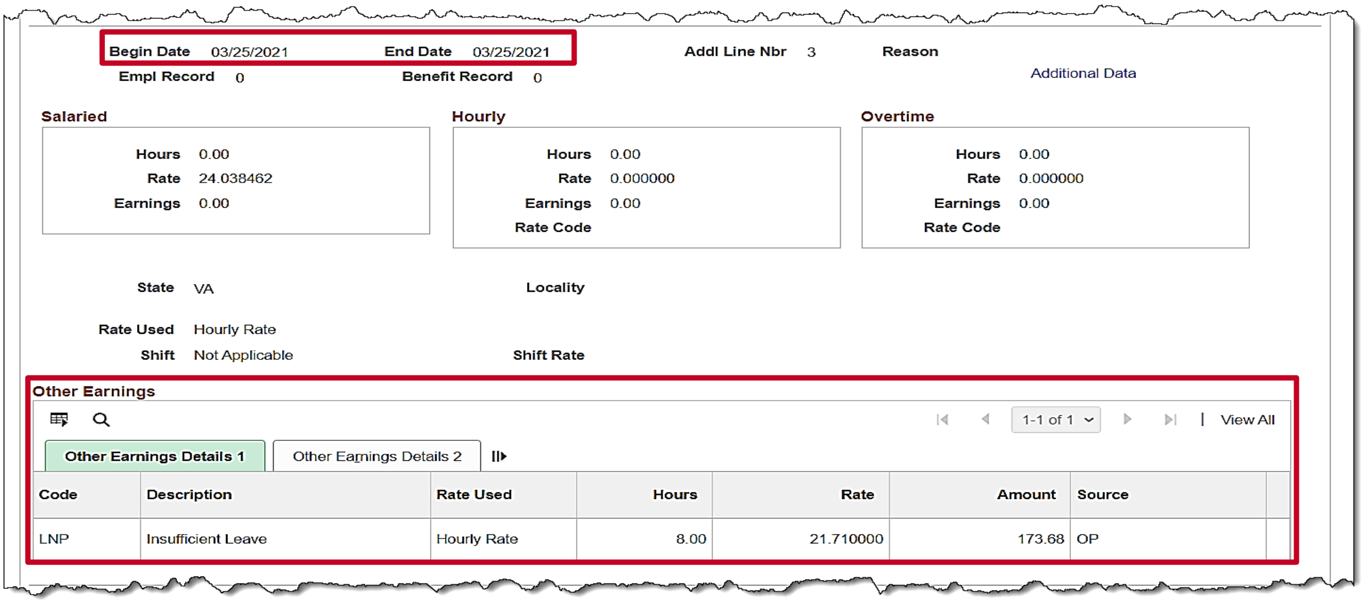
	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1			1		0		Active	LNP	Insufficient Leave	03/25/2021	03/25/2021	1

1-1 of 1 View All

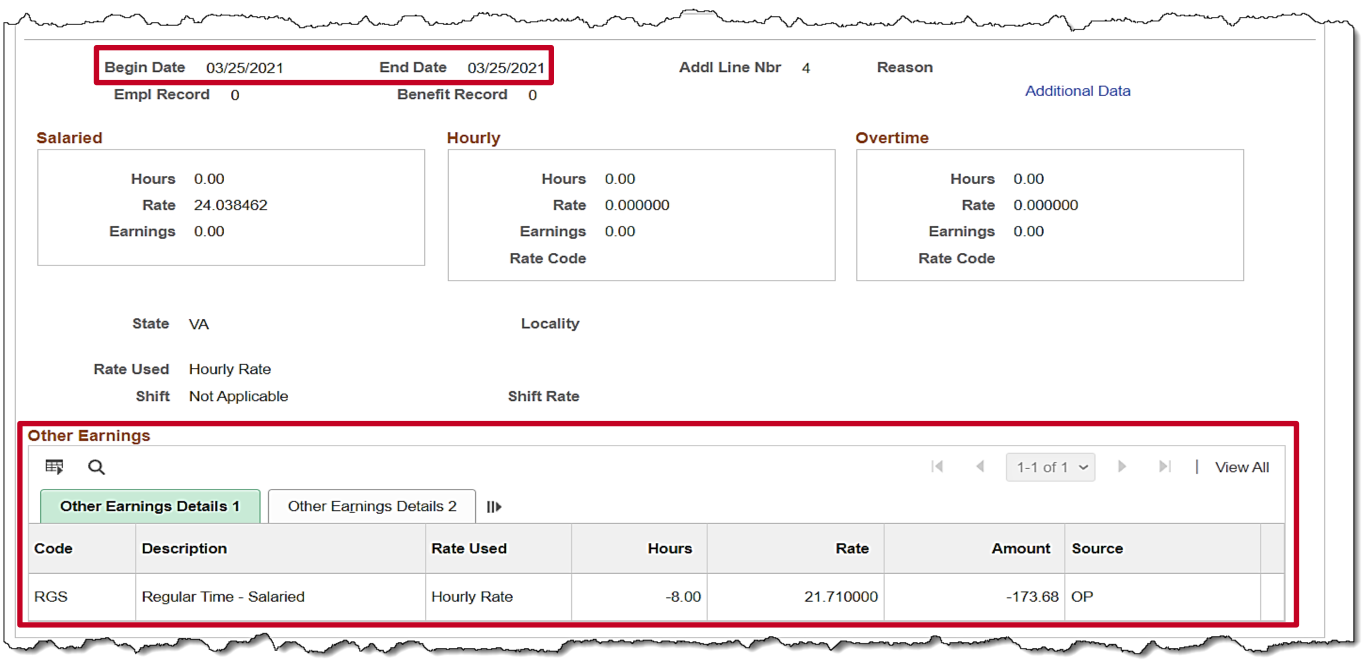
Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized	8	21.71	0.00	Deduction		Deduction		0		+	−

Review Paycheck Page – Pay Docking (LNP)

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



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



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

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

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

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

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

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

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

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

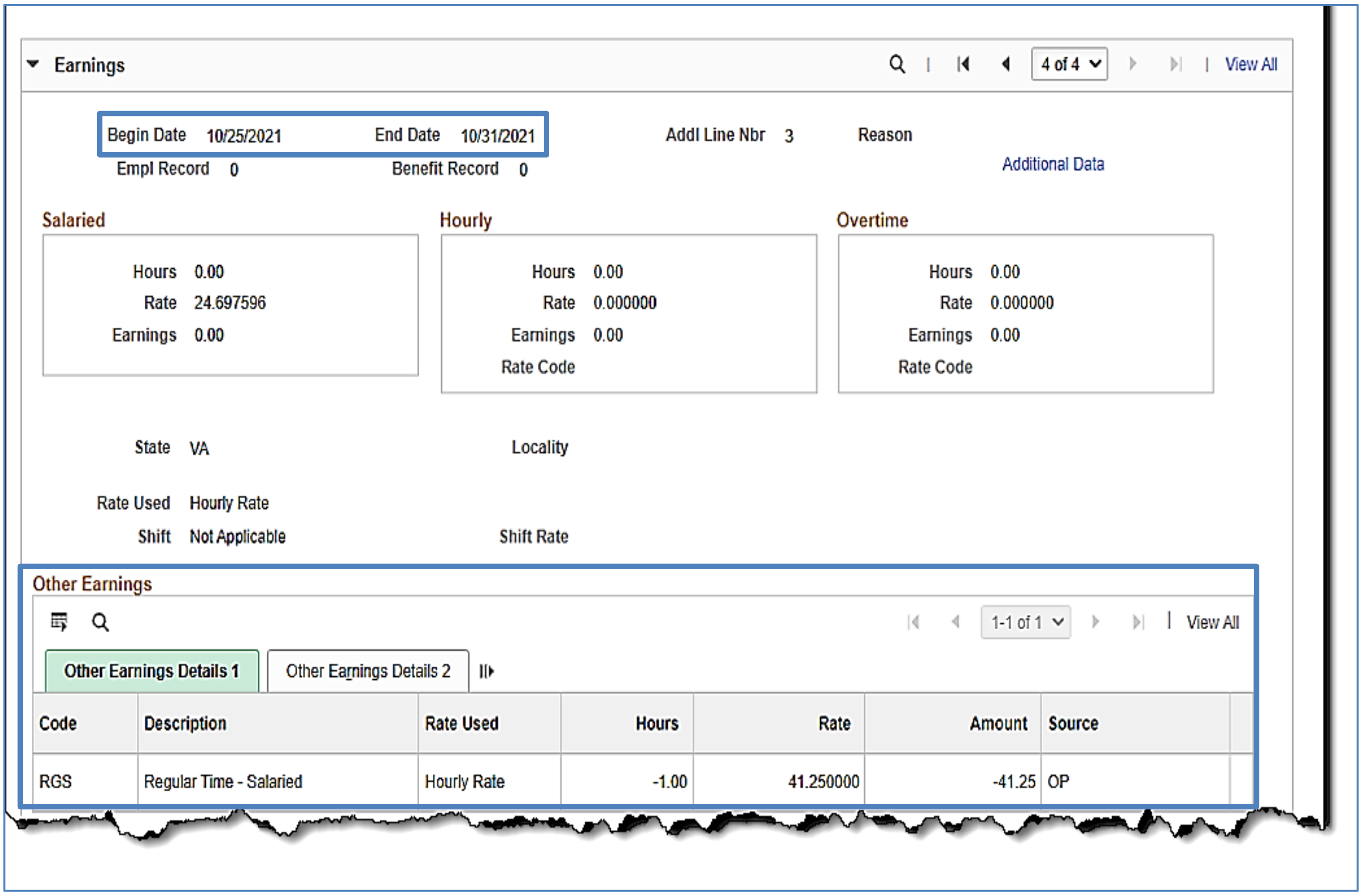
	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1			1		0		Active	RGS	Regular Time - Salaried	10/25/2021	10/31/2021	1

1-1 of 1 | View All

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

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

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

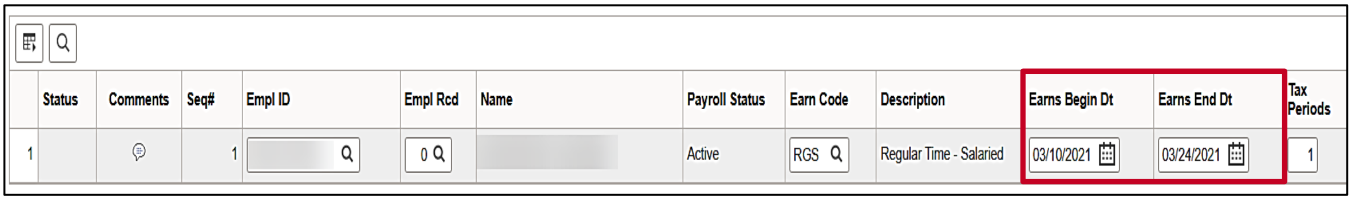


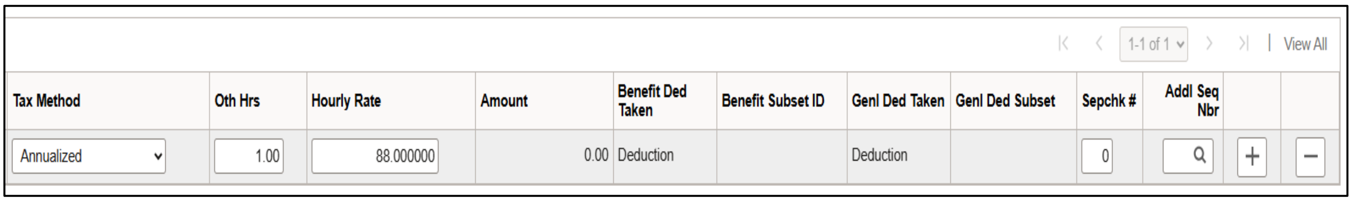
Entering Adjustments to Regular Pay – Change in Compensation from Prior Period

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

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

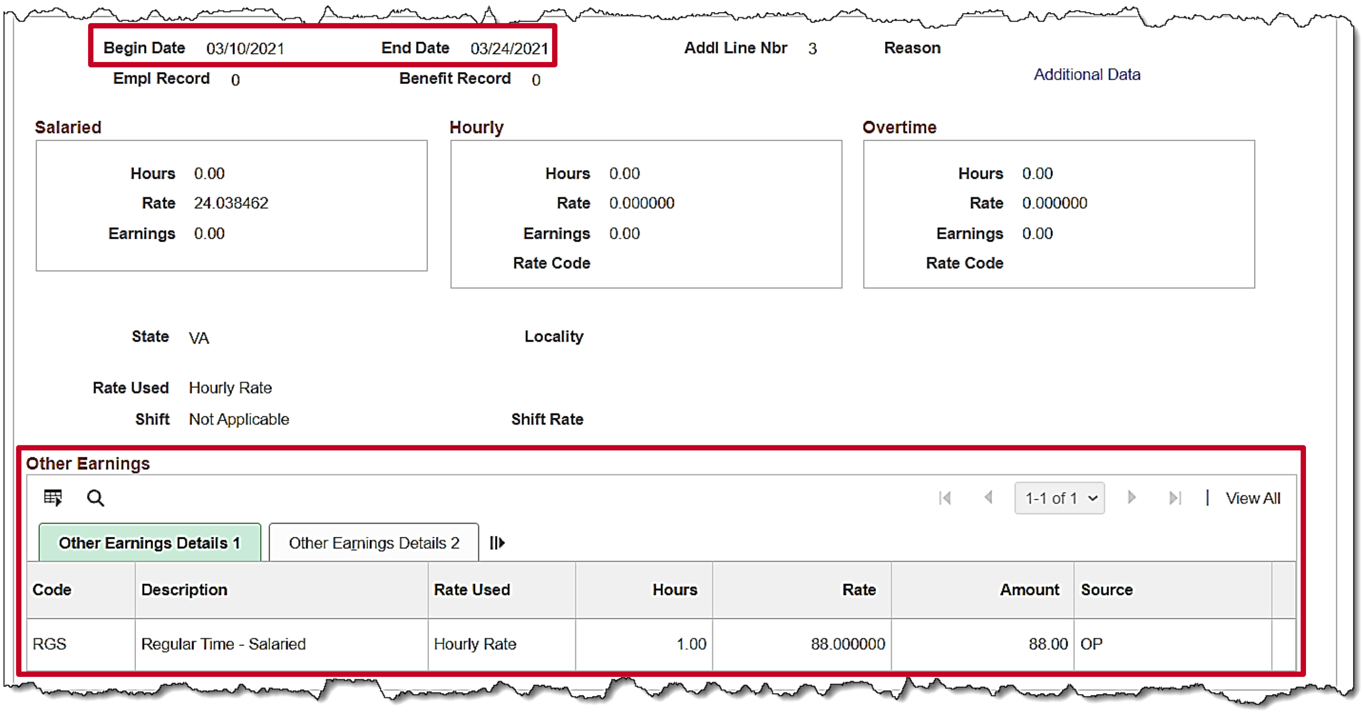
In this scenario, the current pay period is 3/25 – 4/9/2021. The increase is $1 an hour based on 88 hours in the prior pay period, 3/10 - 3/24/2021. The prior dates will need to be entered in the **Earns Begin Dt** and **Earns End Dt** fields.





Review Paycheck Page – Change in Compensation for Prior Pay Period

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



Deceased Pay

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

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

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

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

SPOT Earnings Batch:

	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1			1		0		Deceased	DPC	Deceased Pay Current Year	03/25/2022	04/09/2022	1

1-1 of 1 View All

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized			1000.00	Deduction		Deduction		0		+	−

1. Enter the deceased employee's Employee ID.
2. Enter the earnings code "DPC" (Deceased Pay/Current Year).

   Note: This earnings code is subject to FICA taxes only.
3. The Amount should be a sum of all earnings types owed to the deceased employee. For this scenario, the amount is "1000.00".
4. Enter the current pay period dates in the **Earns Begin Dt** and **Earns End Dt** fields.

SPOT Deduction Batch:

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

Example A:

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

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

1-1 of 1 | View All

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

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

  Note: The result is a ZERO NET PAY check.

Example B:

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

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

1-2 of 2 | View All

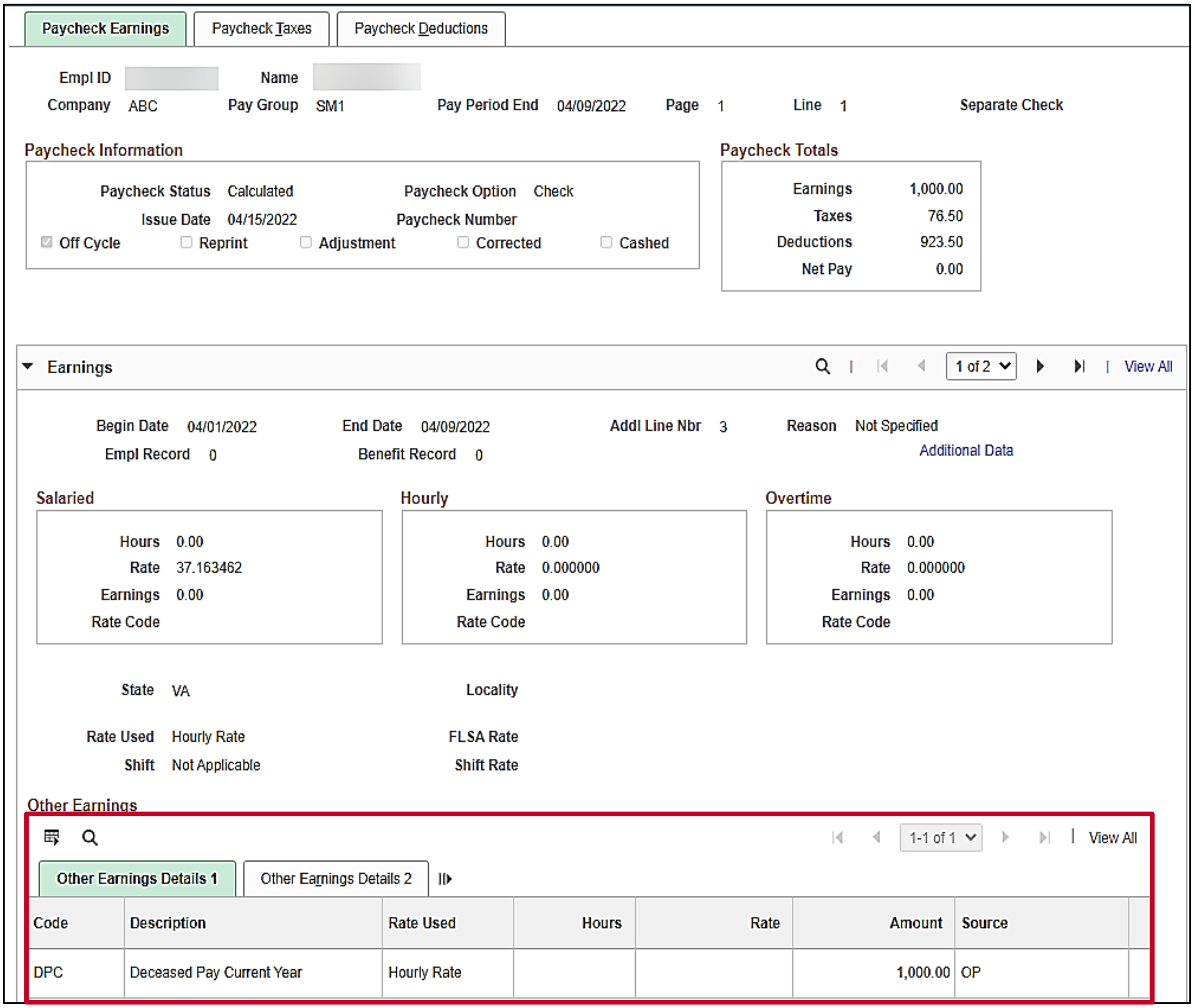
Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #
B	Amount		10.00	Override	0
A	Amount		914.26	Override	0

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

  Note: The result is a ZERO NET PAY check.

Review Paycheck Page with Due Agency Deduction - Deceased Pay

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



Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

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

Paycheck Information

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

Paycheck Totals

Earnings	1,000.00
Taxes	76.50
Deductions	923.50
Net Pay	0.00

Earnings 1 of 2 View All

Begin Date 04/01/2022 End Date 04/09/2022 Addl Line Nbr 3 Reason Not Specified
Empl Record 0 Benefit Record 0 Additional Data

	Salaried	Hourly	Overtime
Hours	0.00	0.00	0.00
Rate	37.163462	0.000000	0.000000
Earnings	0.00	0.00	0.00
Rate Code			

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

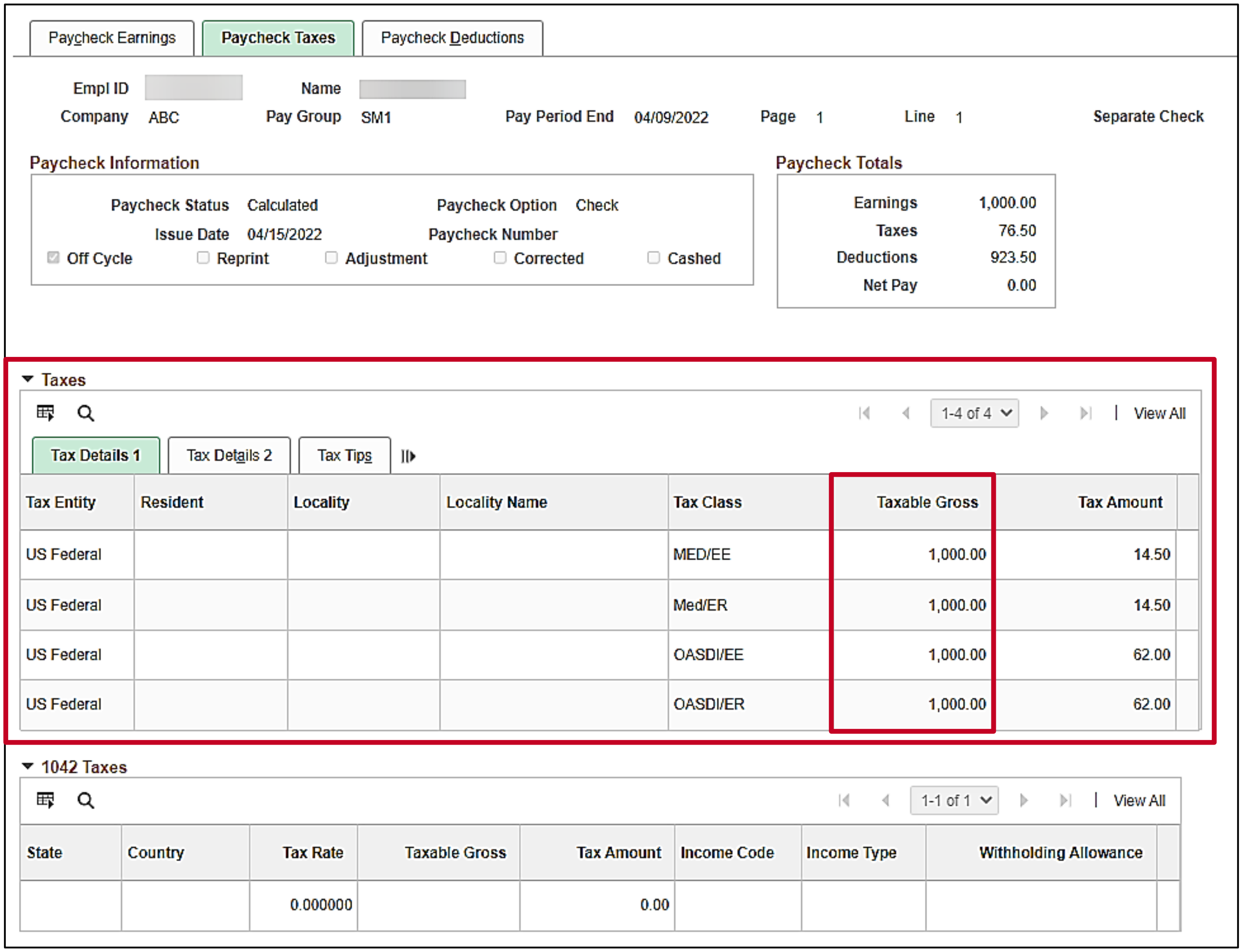
Other Earnings 1-1 of 1 View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
DPC	Deceased Pay Current Year	Hourly Rate			1,000.00	OP

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

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



Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

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

Paycheck Information

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

Paycheck Totals

Earnings	1,000.00
Taxes	76.50
Deductions	923.50
Net Pay	0.00

Taxes

1-4 of 4   View All

Tax Details 1 | Tax Details 2 | Tax Tips

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

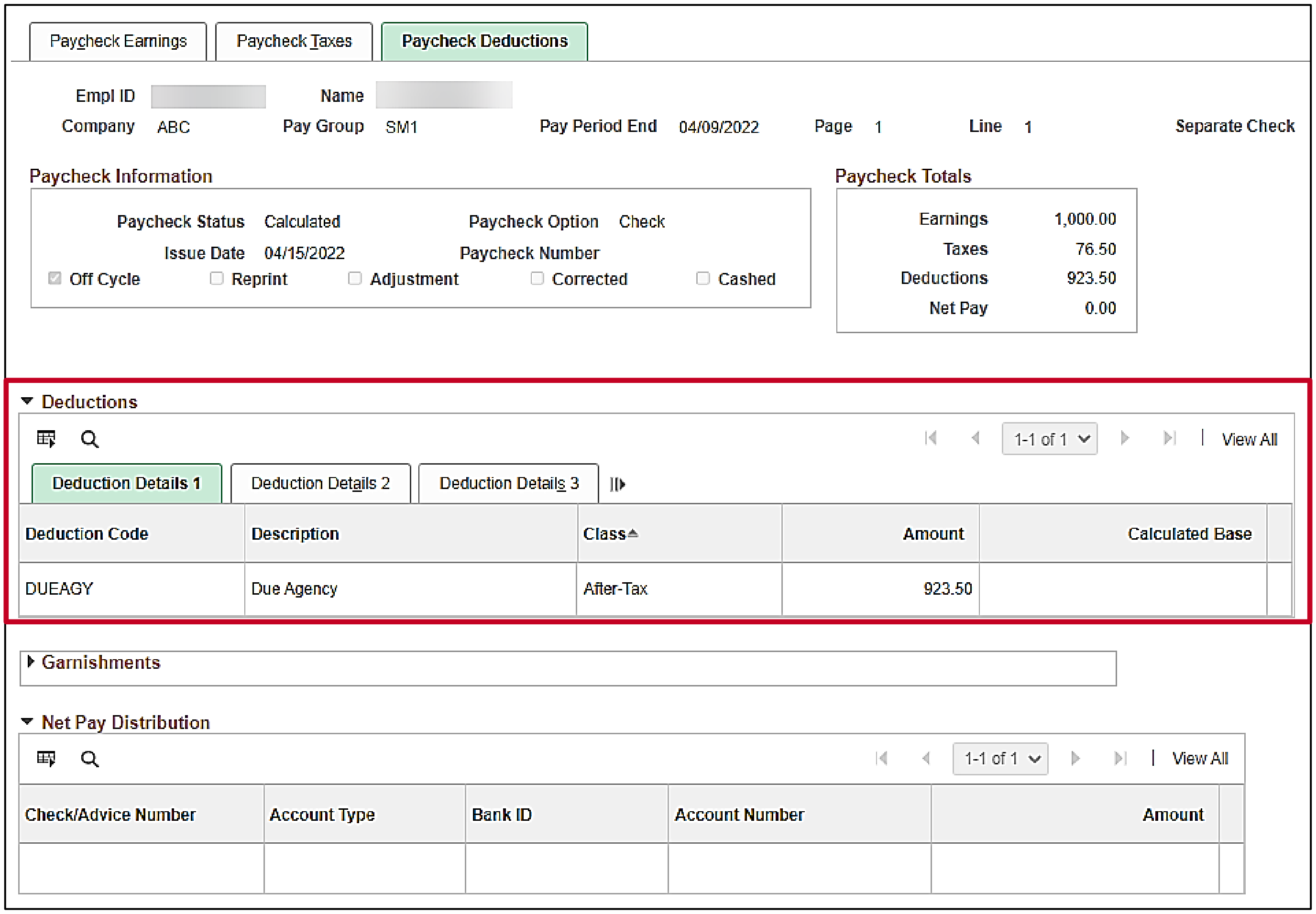
1042 Taxes

1-1 of 1   View All

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

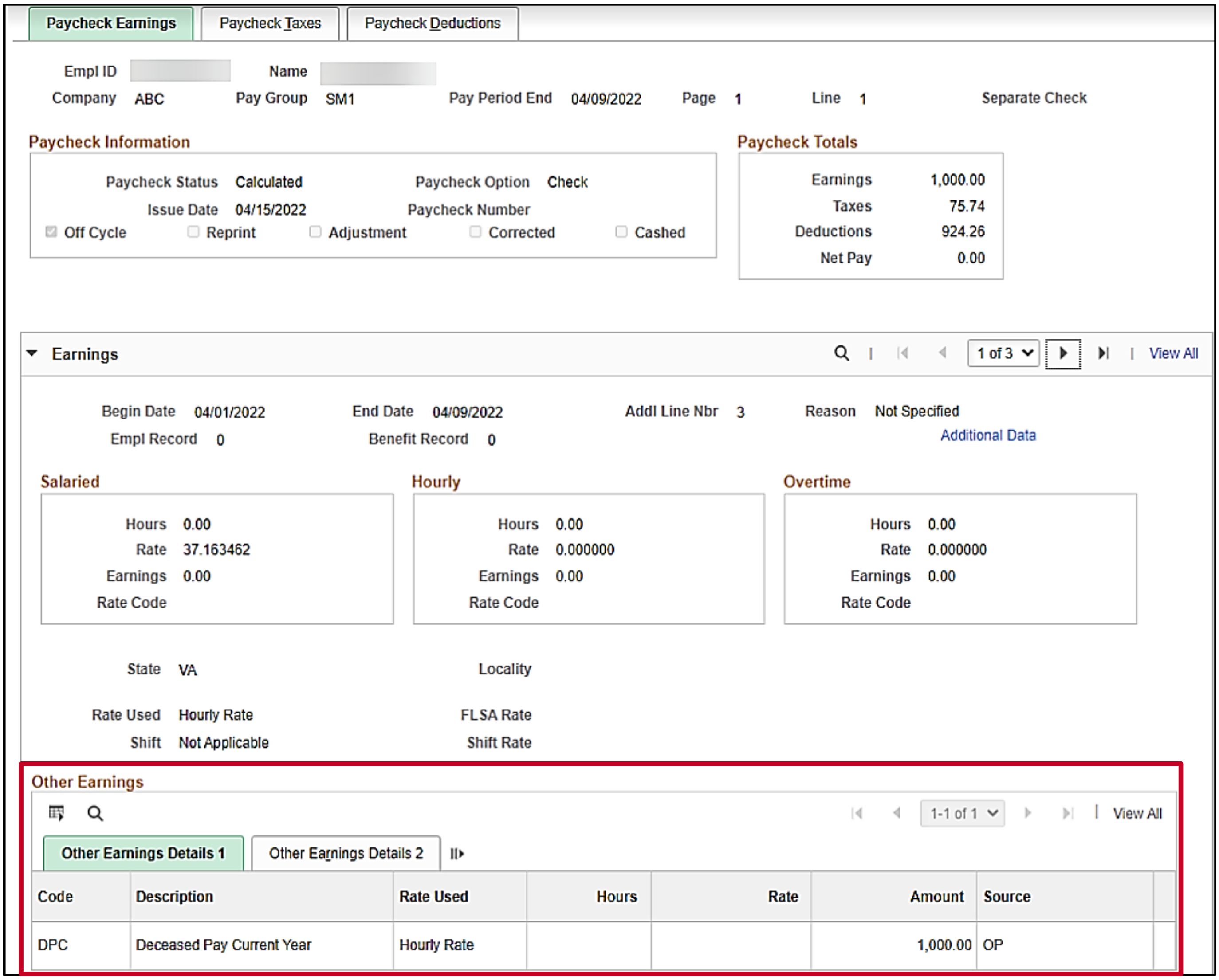
Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued)

On the **Paycheck Deductions** tab, in the **Deductions** section of the page, users can view the **Due Agency** amount that was entered in the SPOT Deduction batch.



Review Paycheck Page with Additional Before - Tax Medical Deduction

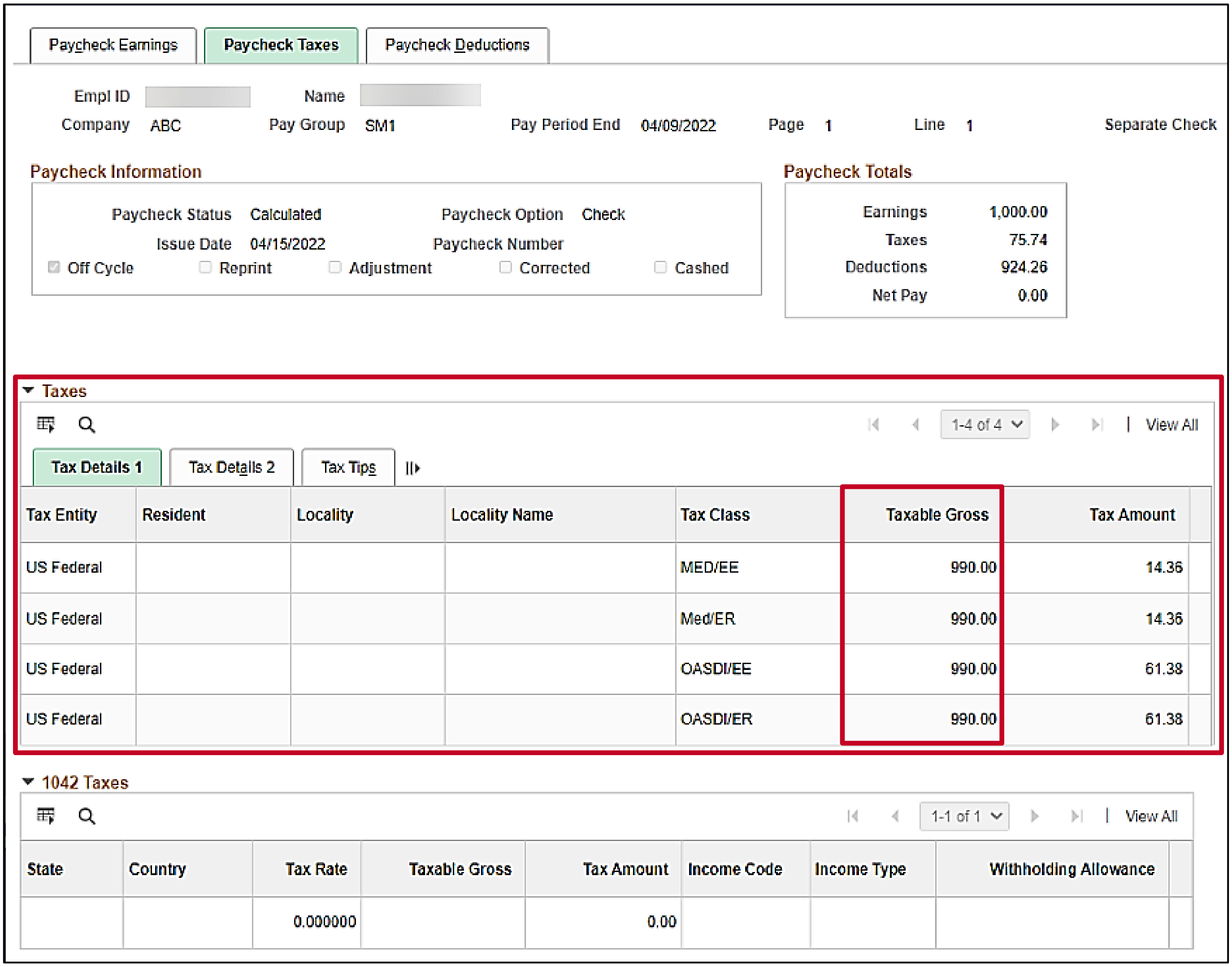
On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users can view the SPOT Earnings Transaction for deceased pay ($1,000 for this scenario).



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

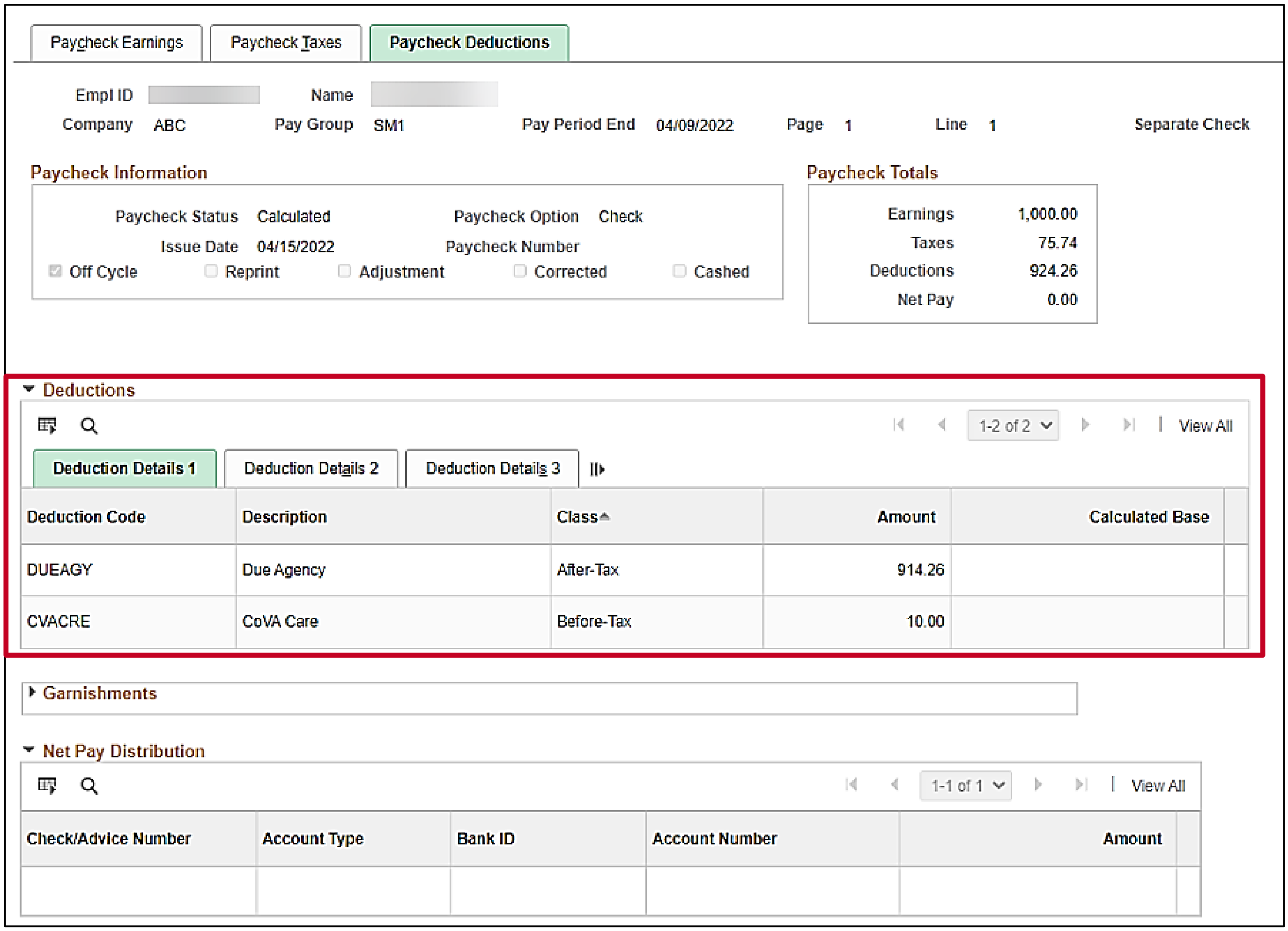
On the **Paycheck Taxes** tab, users can view the taxes that were deducted from the deceased pay.

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



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

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



Adjusting VRS Retirement Benefit Deductions

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

Employee Enrolled in the Retirement Plan

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

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

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

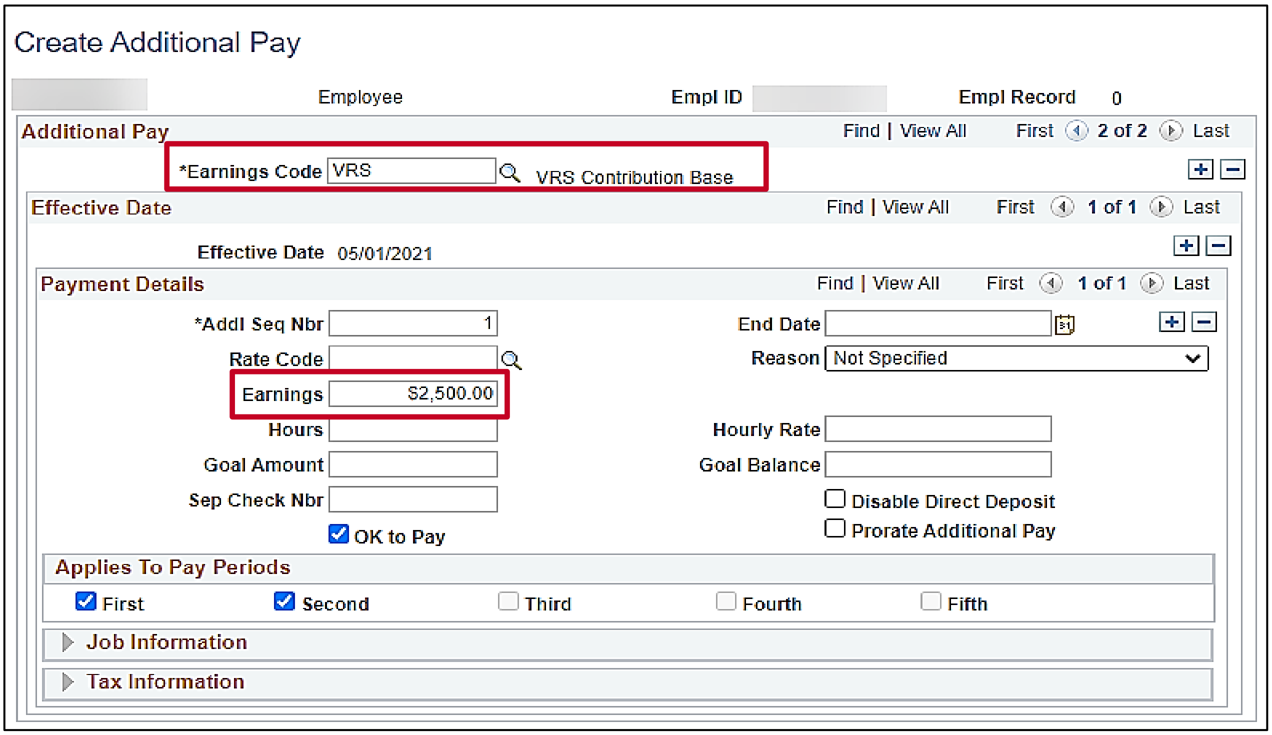
For this scenario, the pay period is 5/25 – 6/09 and the employee is terminating on 6/09 (employee worked through 6/9 and term date is 6/10). The VRS Contribution Base will need to be increased.

Additional Pay Page

Navigate to this page using the following path:

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

This page shows the VRS Contribution Base for the employee.


Create Additional Pay

Employee | Empl ID | Empl Record 0

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

*Earnings Code VRS | VRS Contribution Base

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

Effective Date 05/01/2021

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

*Addl Seq Nbr	1	End Date	
Rate Code		Reason	Not Specified
Earnings	$2,500.00		
Hours		Hourly Rate	
Goal Amount		Goal Balance	
Sep Check Nbr		☐ Disable Direct Deposit	
☑ OK to Pay		☐ Prorate Additional Pay	

Applies To Pay Periods

☑ First ☑ Second ☐ Third ☐ Fourth ☐ Fifth

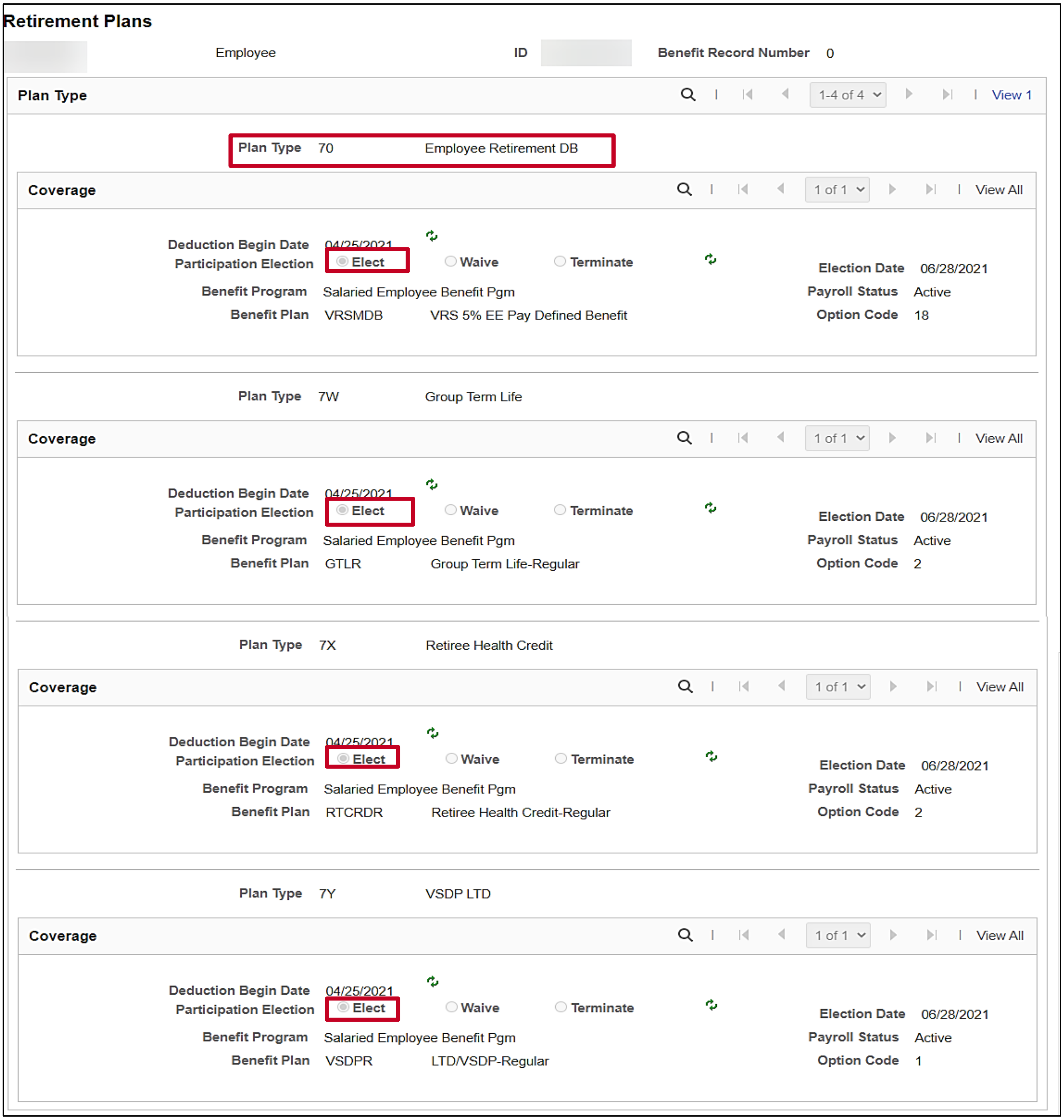
Job Information

Tax Information

Retirement Plan Page

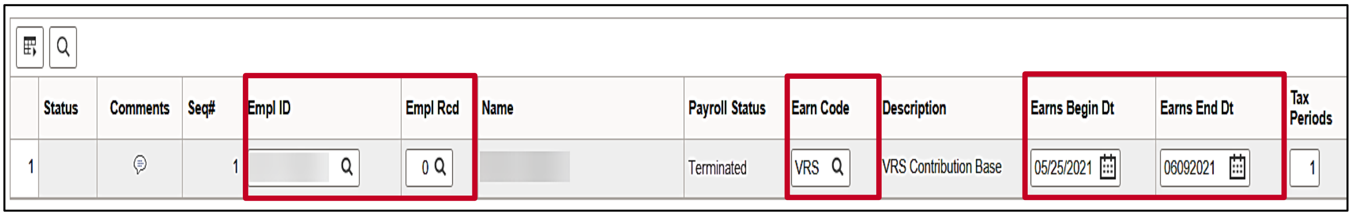
The **Retirement Plans** page displays the plan type and indicates whether it is still Active or not.

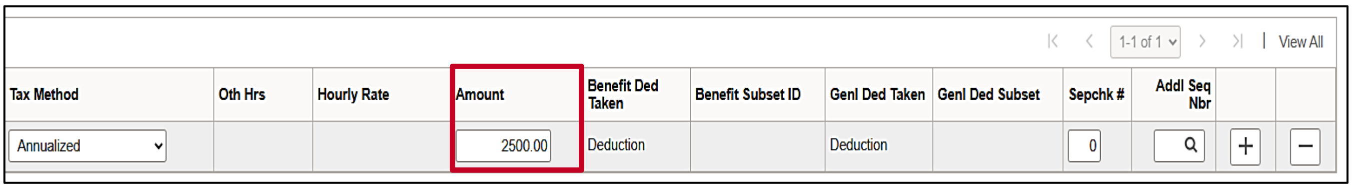
NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans



SPOT Earnings Batch

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





Review Paycheck Page – Employee Enrolled in in the Retirement Plan

Prior to VRS Adjustments

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

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

Special Accumulators

1-8 of 10 | View All

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

Deductions

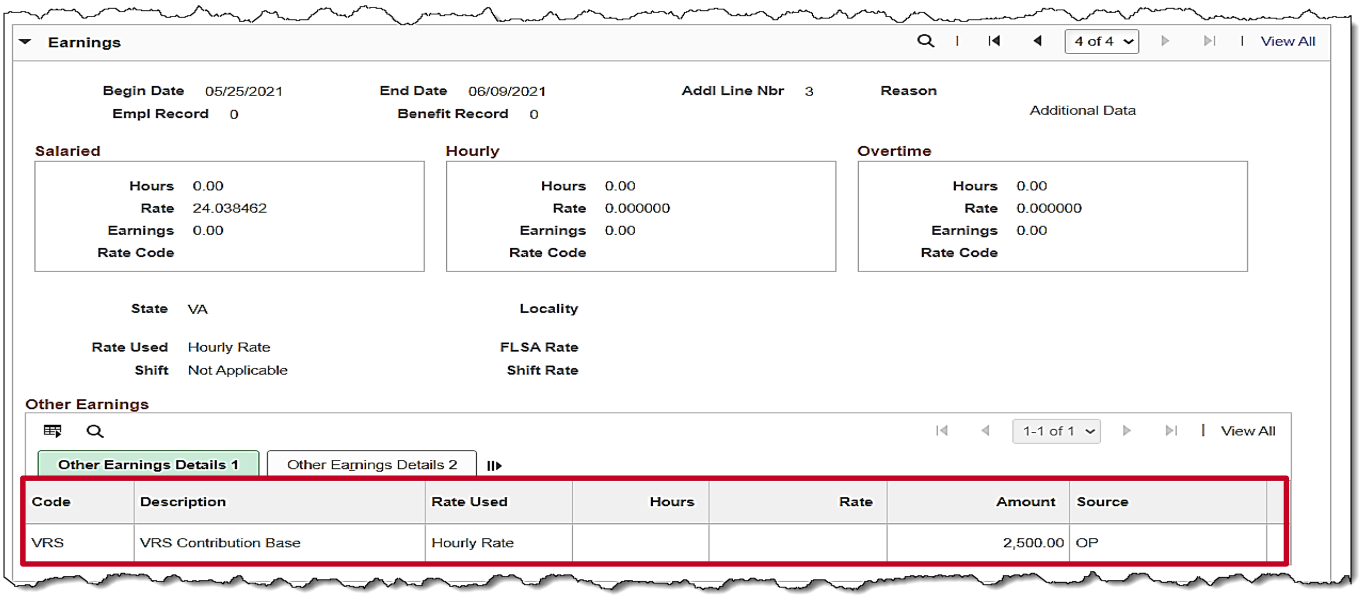
1-10 of 10 | View 8

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

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

Paycheck Deductions after SPOT Adjustments

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



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

Special Accumulators

1-8 of 10 | View All

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

Deductions

1-12 of 12 | View 8

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

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

Employee Not Enrolled in the Retirement Plan

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

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

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

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

Deductions

1-10 of 10 | View 8

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

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

SPOT Deduction Page

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

	Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1				1		0		Terminated	70	VRSMDB	VRSRET	Employee Retirement DB
2				2		0		Terminated	70	VRSMDB	VRSRET	Employee Retirement DB
3				3		0		Terminated	7W	GTLR	GRPLFR	Group Term Life
4				4		0		Terminated	7X	RTCRDR	RETHCR	Retiree Health Credit
5				5		0		Terminated	7Y	VSDPR	SDLTDR	VSDP LTD

1-5 of 5 | View All

Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
B	Amount		125.00	Addition	0	+	−
N	Amount		361.50	Addition	0	+	−
N	Amount		33.50	Addition	0	+	−
N	Amount		28.00	Addition	0	+	−
N	Amount		15.25	Addition	0	+	−

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

SPOT Entry for an Additional Pay

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

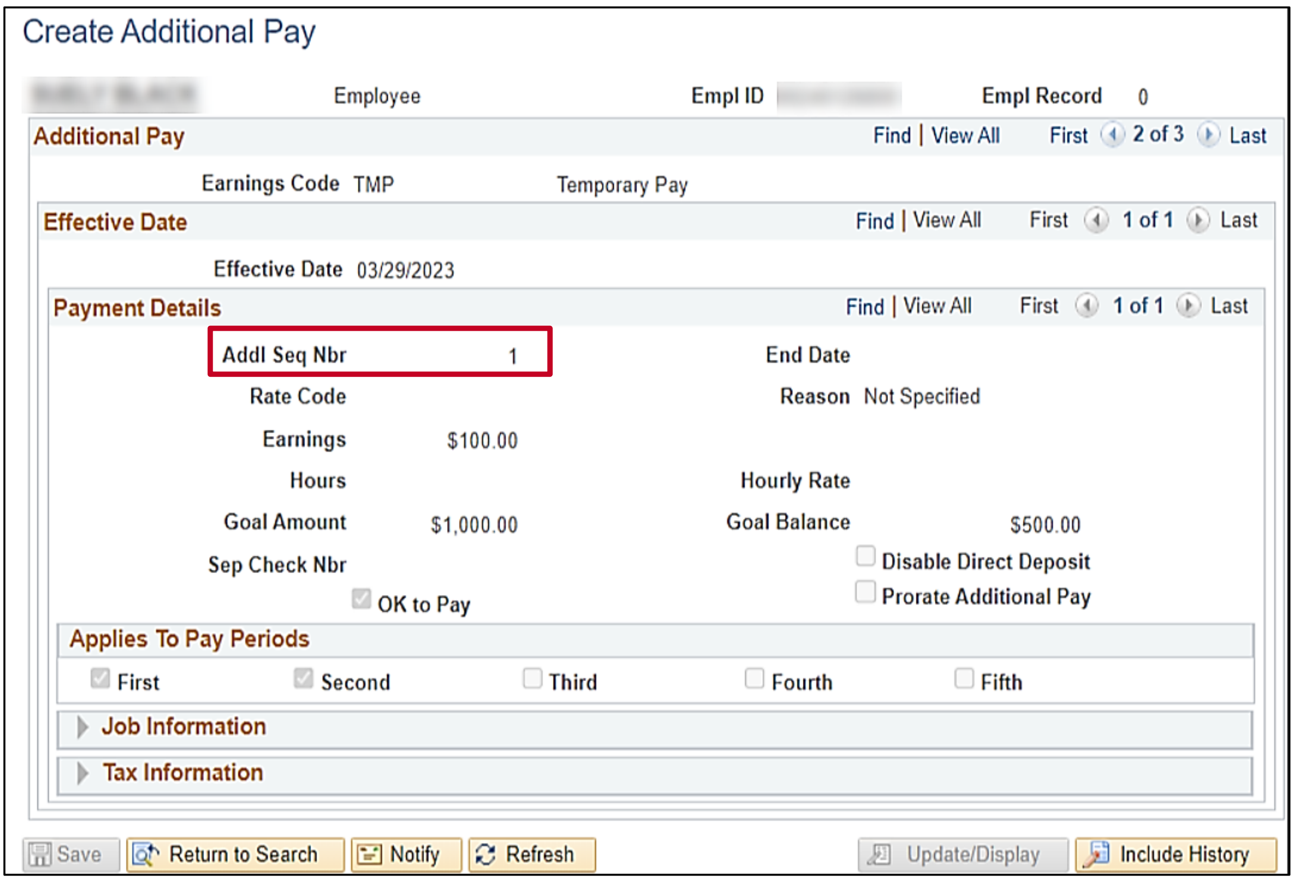
In this scenario, an adjustment to Temporary pay must be entered. The employee is owed $100 because the effective date was entered incorrectly.

Additional Pay Page

Navigate to this page using the following path:

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

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



SPOT Earnings Batch

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

	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1			1		0		Active	TMP	Temporary Pay	03/09/2023	03/24/2023	1

1-1 of 1 | View All

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

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

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

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

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

<u>**SPOT Deduction Batch**</u>

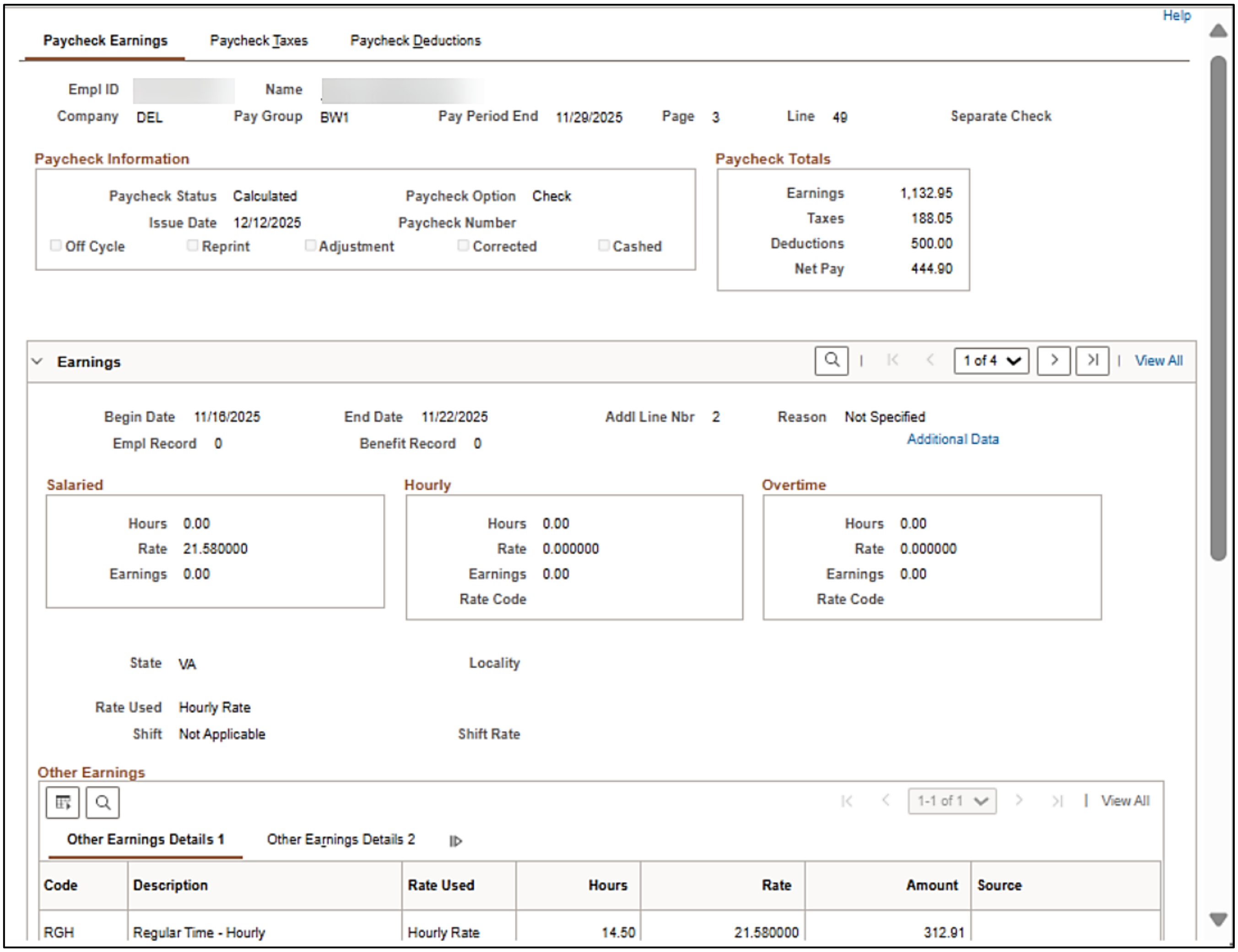
	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1	OK		1		0		Active	00		DUEAGY	Due Agency

1-1 of 1 | View All

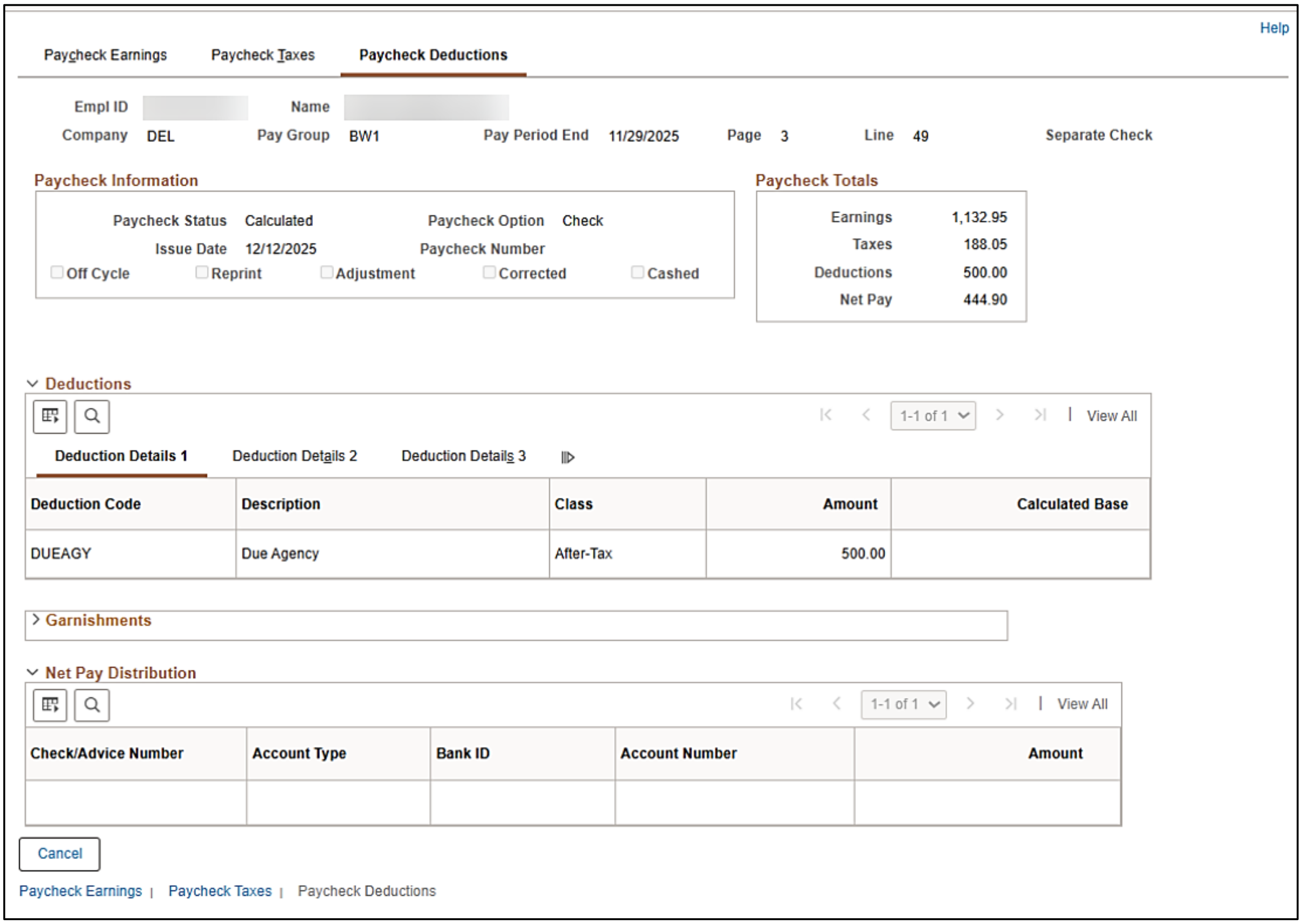
Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
A	Amount		500.00	Override	0	+	−

Review Paycheck Page

Paycheck Earnings tab



Paycheck Deductions tab


Help

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

Empl ID | Name

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

Paycheck Information

Paycheck Status Calculated | Paycheck Option Check

Issue Date 12/12/2025 | Paycheck Number

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	1,132.95
Taxes	188.05
Deductions	500.00
Net Pay	444.90

Deductions

1-1 of 1 | View All

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

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

Garnishments

Net Pay Distribution

1-1 of 1 | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount

Cancel

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

SPOT Scenarios for Bonus Payments Entered on a Separate Check

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

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

Bonus Payment with Supplemental Tax Only

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

SPOT Earnings Batch

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

1-1 of 1 View All

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

Review Paycheck Page

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID | **Name**

Company ABC | **Pay Group** SM1 | **Pay Period End** 07/24/2025 | **Page** 30 | **Line** 1 | **Separate Check** 1

Paycheck Information

Paycheck Status Calculated | **Paycheck Option** Check

Issue Date 08/01/2025 | **Paycheck Number**

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	1,500.00
Taxes	531.00
Deductions	0.00
Net Pay	969.00

Earnings

1 of 1 | View All

Begin Date 07/10/2025 | **End Date** 07/24/2025 | **Addl Line Nbr** 3 | **Reason** Not Specified

Empl Record 0 | **Benefit Record** 0 | Additional Data

	Salaried	Hourly	Overtime
Hours	0.00	0.00	0.00
Rate	26.041667	0.000000	0.000000
Earnings	0.00	0.00	0.00
Rate Code			

State VA | **Locality**

Rate Used Hourly Rate | **FLSA Rate**

Shift Not Applicable | **Shift Rate**

Other Earnings

1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2

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

Special Accumulators

1-6 of 6 | View All

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

Bonus Payment with One-time Deferral

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

SPOT Earnings Batch

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

1-1 of 1 | View All

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

SPOT Deduction Batch

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

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

Review Paycheck Page – Paycheck Earnings Tab

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID Name

Company ABC Pay Group SM1 Pay Period End 07/24/2025 Page 1 Line 1 Separate Check 1

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 08/01/2025 Paycheck Number

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	1,500.00
Taxes	312.75
Deductions	500.00
Net Pay	687.25

Earnings 1 of 2 View All

Begin Date 07/10/2025 End Date 07/24/2025 Addl Line Nbr 3 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

	Salaried	Hourly	Overtime
Hours	0.00	0.00	0.00
Rate	26.041667	0.000000	0.000000
Earnings	0.00	0.00	0.00
Rate Code			

State VA Locality

Rate Used Hourly Rate

Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 View All

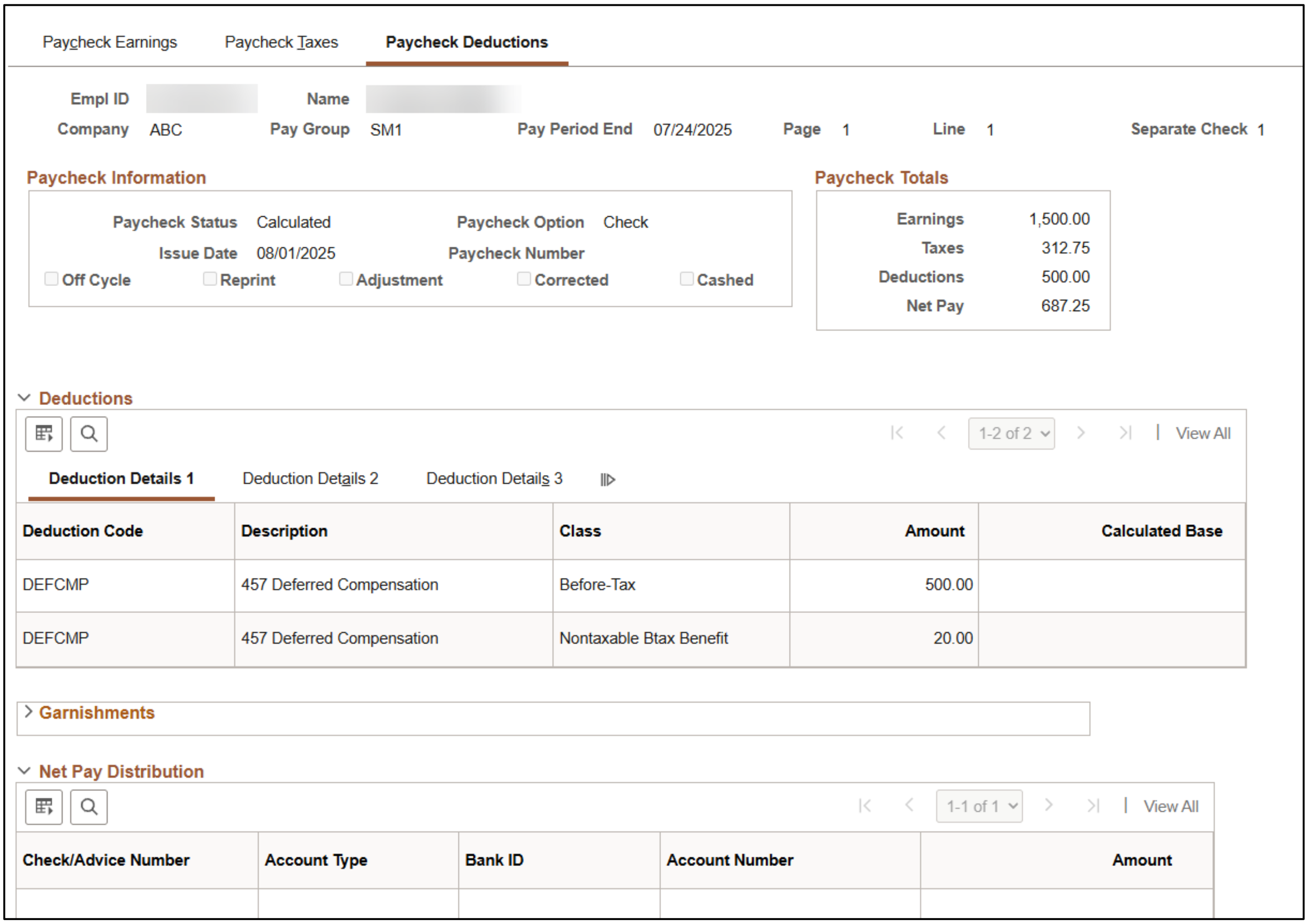
Other Earnings Details 1 | Other Earnings Details 2

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

Special Accumulators 1-6 of 6 View All

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

Review Paycheck Page - Paycheck Deductions Tab



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

Check/Advice Number	Account Type	Bank ID	Account Number	Amount

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

Bonus Payment with Garnishment Deduction Only

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

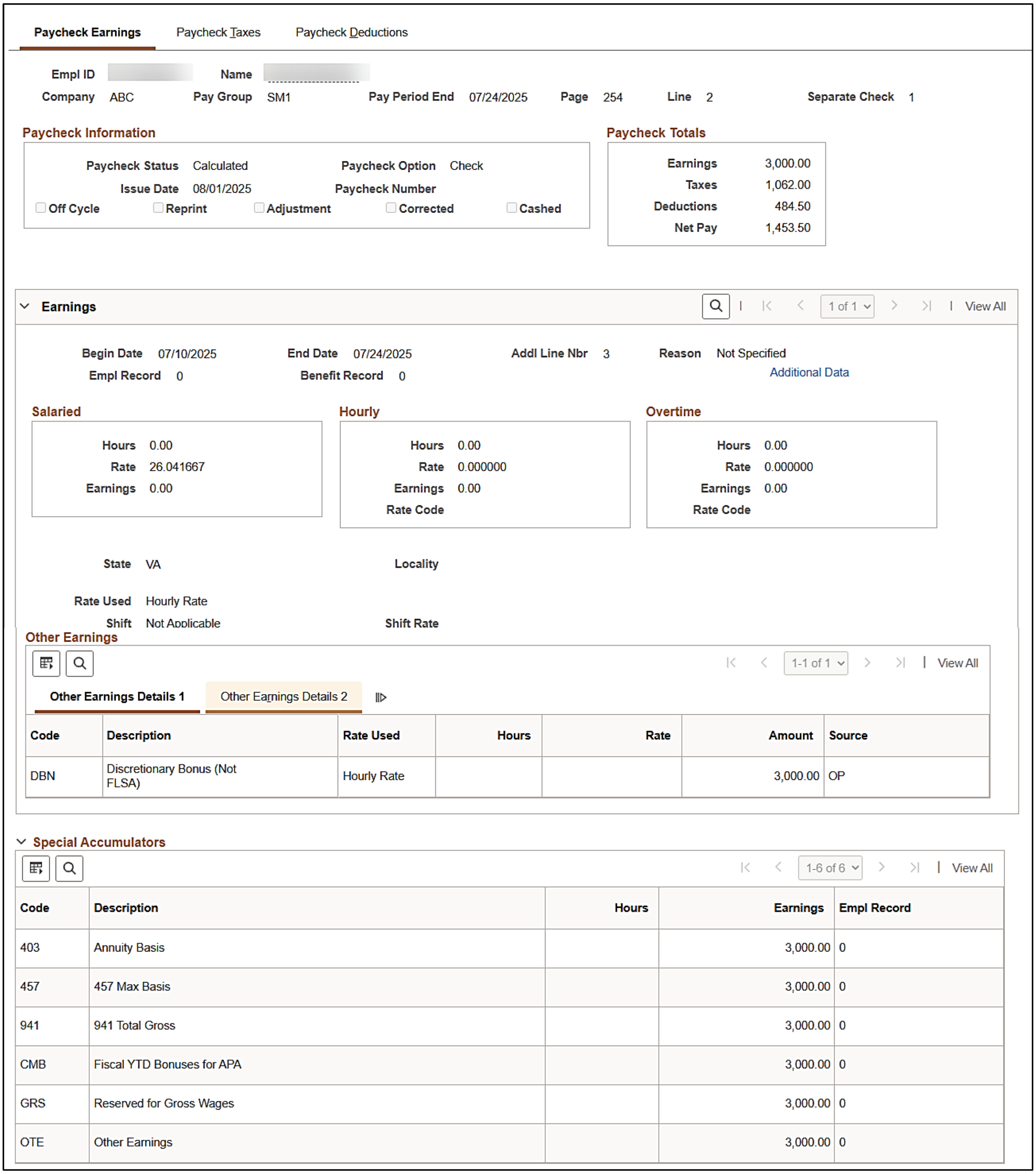
SPOT Earnings Batch

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

1-1 of 1 View All

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

Review Paycheck Page – Paycheck Earnings Tab



Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

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

Paycheck Information

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

Paycheck Totals

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

Earnings 1 of 1 View All

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

Salaried
Hours 0.00
Rate 26.041667
Earnings 0.00

Hourly
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

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

Other Earnings 1-1 of 1 View All

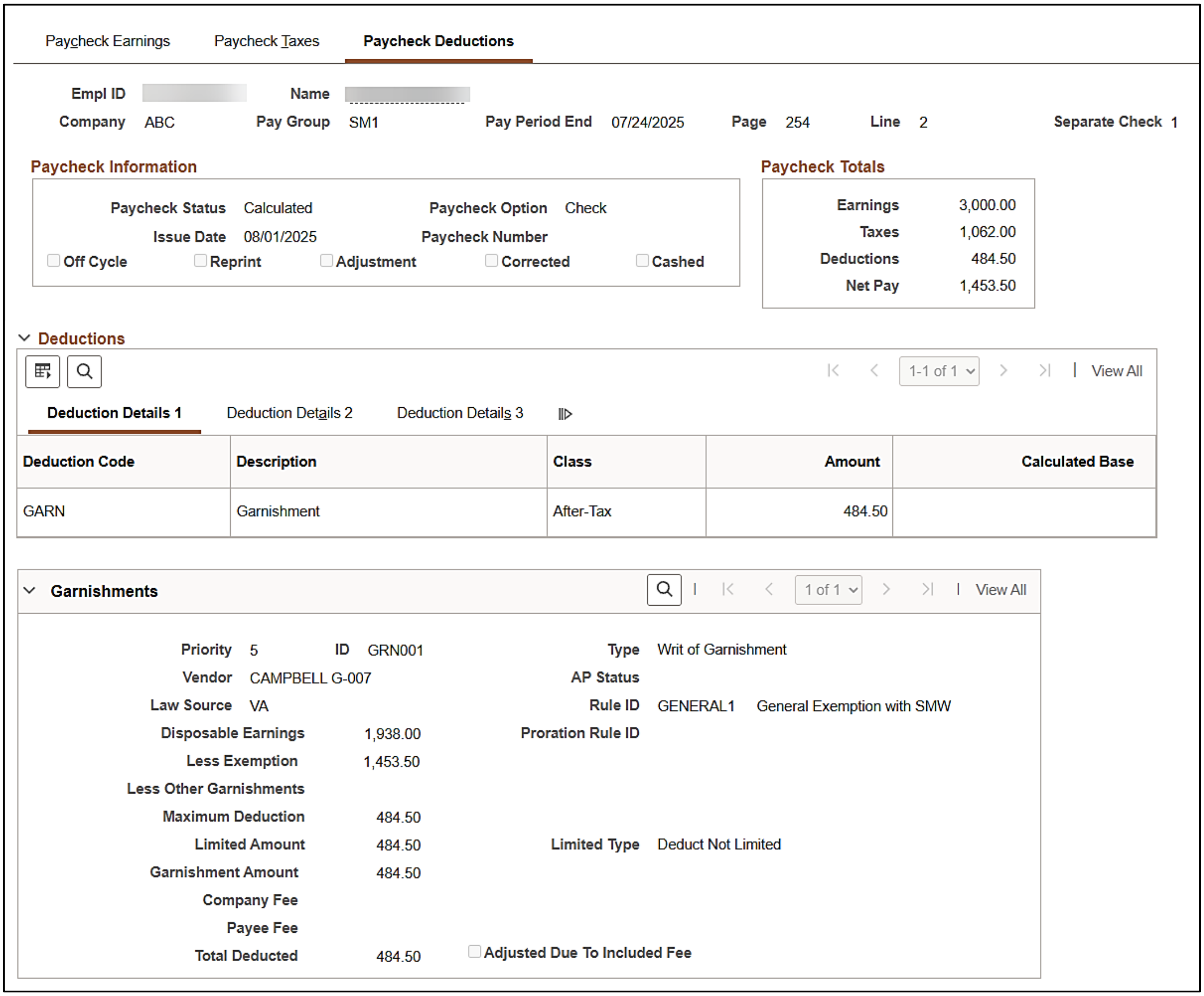
Other Earnings Details 1 | Other Earnings Details 2

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

Special Accumulators 1-6 of 6 View All

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

Review Paycheck Page – Paycheck Deductions Tab



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

Empl ID | **Name**

Company ABC **Pay Group** SM1 **Pay Period End** 07/24/2025 **Page** 254 **Line** 2 **Separate Check** 1

Paycheck Information

Paycheck Status Calculated **Paycheck Option** Check

Issue Date 08/01/2025 **Paycheck Number**

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

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

Deductions

1-1 of 1 View All

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
GARN	Garnishment	After-Tax	484.50	

Garnishments

1 of 1 View All

Priority 5 **ID** GRN001 **Type** Writ of Garnishment

Vendor CAMPBELL G-007 **AP Status**

Law Source VA **Rule ID** GENERAL1 General Exemption with SMW

Disposable Earnings	1,938.00	Proration Rule ID	
Less Exemption	1,453.50		
Less Other Garnishments			
Maximum Deduction	484.50		
Limited Amount	484.50	Limited Type	Deduct Not Limited
Garnishment Amount	484.50		
Company Fee			
Payee Fee			
Total Deducted	484.50	☐ Adjusted Due To Included Fee	

Bonus Payment with Garnishment and One-Time Deferral

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

SPOT Earnings Batch

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

1-1 of 1 View All

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

SPOT Deduction Batch

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

1-1 of 1 View All

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

Review Paycheck Page – Paycheck Earnings Tab

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

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

Paycheck Information

Paycheck Status	Calculated	**Paycheck Option**	Check
Issue Date	08/01/2025	**Paycheck Number**	

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

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

Earnings

1 of 2 | View All

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

Salaried

Hours	0.00
Rate	26.041667
Earnings	0.00
Rate Code	

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

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

Other Earnings

1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2

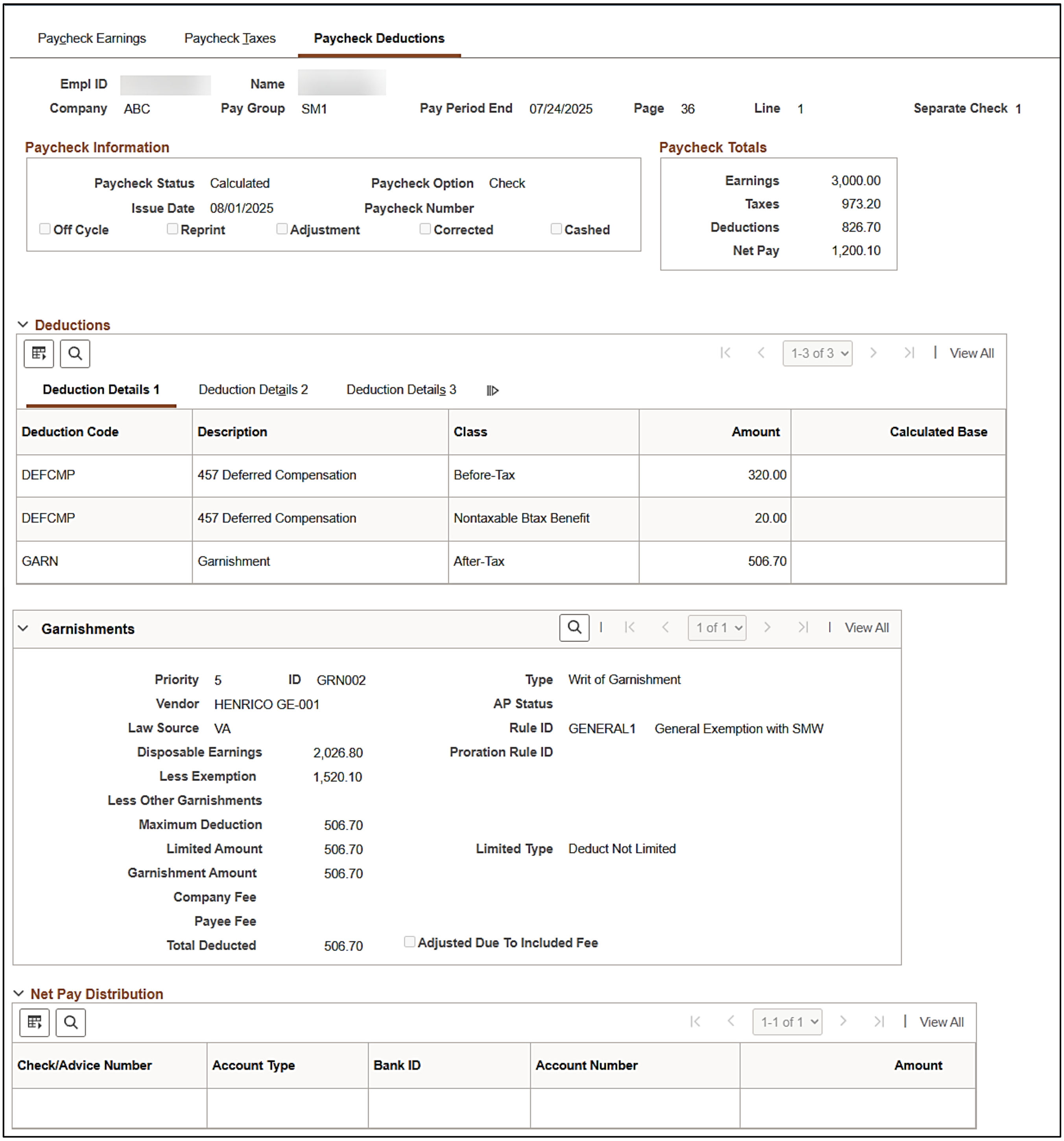
Code	Description	Rate Used	Hours	Rate	Amount	Source
DBN	Discretionary Bonus (Not FLSA)	Hourly Rate			3,000.00	OP

Special Accumulators

1-6 of 6 | View All

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

Review Paycheck page - Paycheck Deductions Tab



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

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

Empl ID **Name**

Company ABC **Pay Group** SM1 **Pay Period End** 07/24/2025 **Page** 36 **Line** 1 **Separate Check**

Paycheck Information

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

Paycheck Totals

Earnings	2,083.33
Taxes	398.32
Deductions	568.01
Net Pay	1,117.00

Deductions

1-8 of 10 | 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	
DEFCMP	457 Deferred Compensation	Before-Tax	20.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	10.00	
VRSRET	Employee Retirement DB	Before-Tax	127.68	2,553.67
VRSRET	Employee Retirement DB	Nontaxable Benefit	319.72	2,553.67
GRPLFR	Group Term Life	Nontaxable Benefit	30.13	2,553.67
RETHCR	Retiree Health Credit	Nontaxable Benefit	28.60	2,553.67

Garnishments

1 of 1 | View All

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

Net Pay Distribution

1-1 of 1 | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount