PY381 Viewing and Printing Paychecks and W-2s for an Employee

Viewing and Printing Paychecks and W-2s for an Employee Overview

This Job Aid provides the steps used to view and print Paychecks or W-2s for an employee from Cardinal. The term “Paycheck” in Cardinal is also commonly referred to as a Paystub.

Note: Users must have the Payroll Administrator (V_PY_ADMINISTRATOR) role or the Payroll Read Only (V_PY_RO) role to view and print Paychecks and W-2s for employees.

Important Notes:

- An employee must have received pay out of Cardinal to have a Paycheck or a W-2 generated in Cardinal.
- Employees can view and print their own Paychecks and W-2s through Employee Self-Service. See the Job Aid titled **ESS How to View and Print a Paycheck and W-2**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
- If a W-2c is needed, the Agency needs to contact State Payroll Operations (SPO) for processing the correction. W-2c forms will not be available in Cardinal.

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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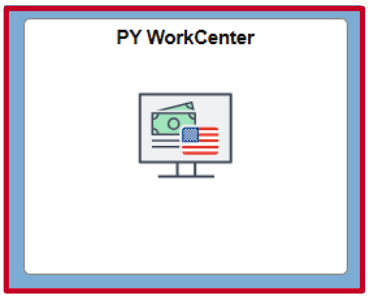
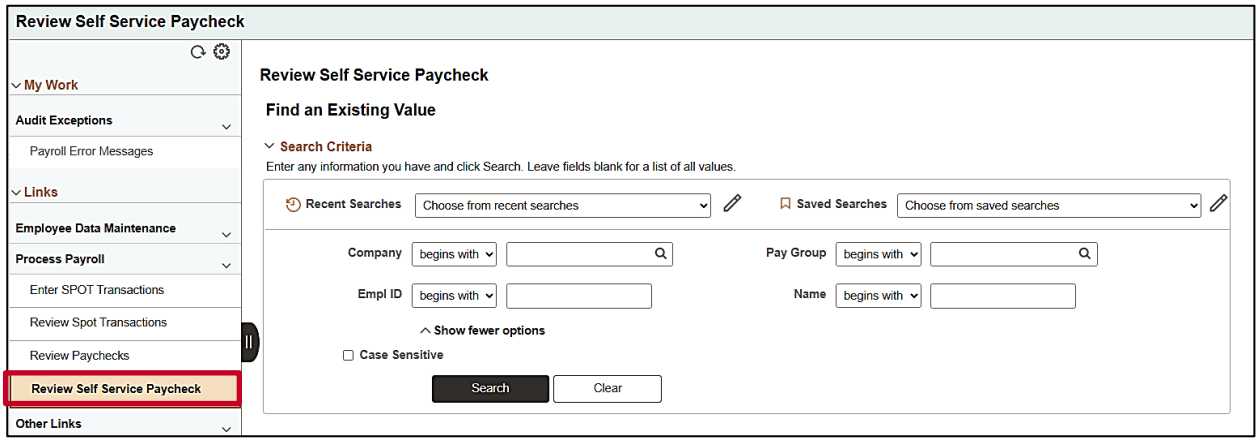
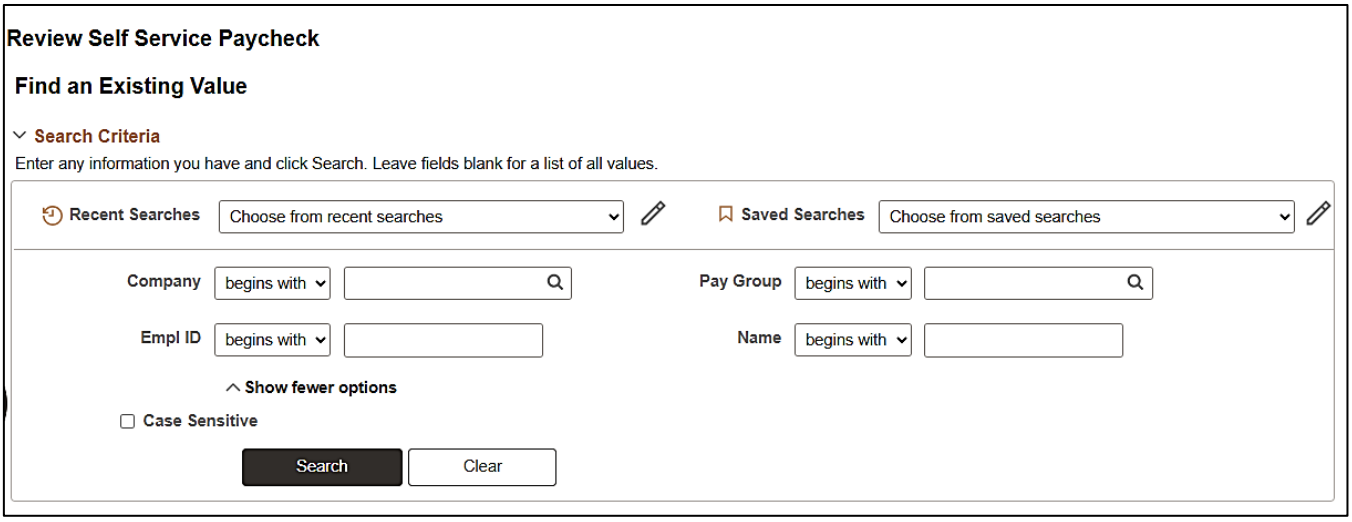
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Viewing and Printing an Employee's Paycheck

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

Step	Action
The **Review Self Service Paycheck 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.
	The **Company** field defaults to the user's three-character Company. If the user has access to more than one Company, this field can be updated as applicable.
3.	Click the **Paygroup Look up** icon and select the applicable Pay Group.
4.	Enter the applicable Employee ID in the **Empl ID** field.
5.	Click the **Search** button.

Step	Action

The selected **View Self-Service Paycheck** page displays.

View Self Service Paycheck

Select Paycheck

1-10 of 106 | View 100

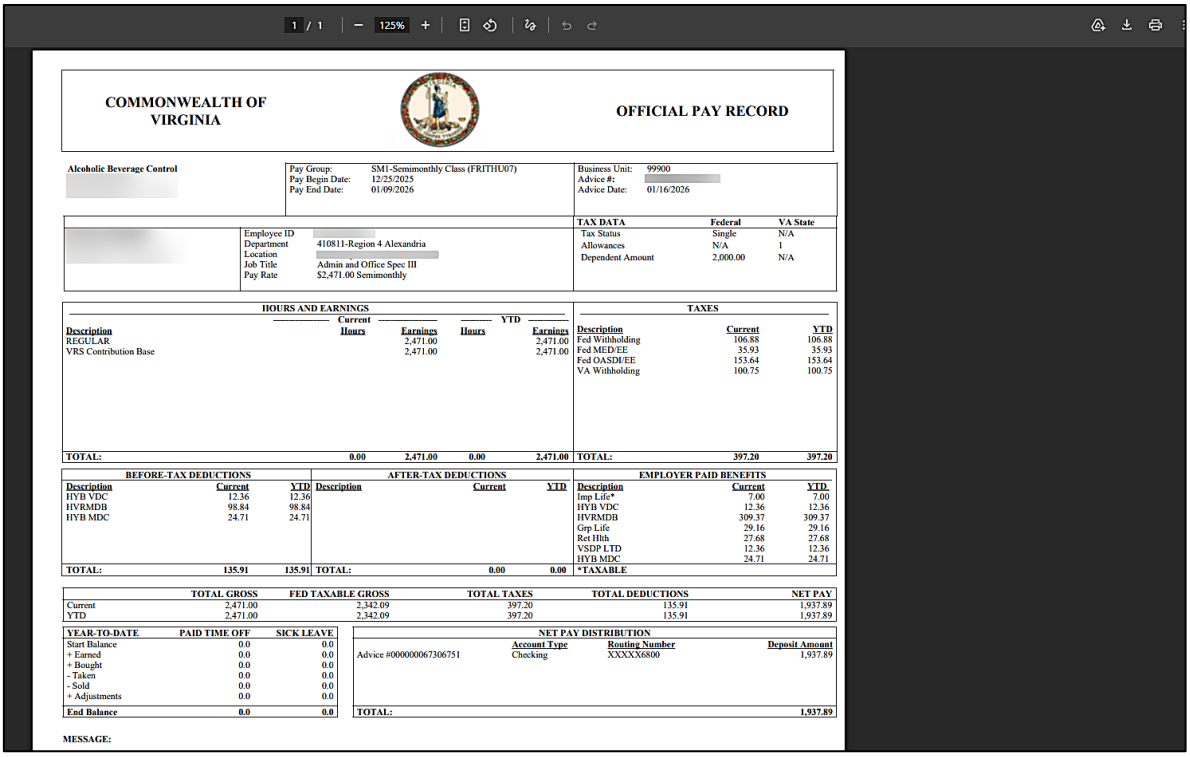
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
01/16/2026	View Paycheck	Alcoholic Beverage Control	12/25/2025	01/09/2026	$1937.89	67306751	
12/31/2025	View Paycheck	Alcoholic Beverage Control	12/10/2025	12/24/2025	$1943.93	67228793	
12/16/2025	View Paycheck	Alcoholic Beverage Control	11/25/2025	12/09/2025	$1942.17	67143459	
12/01/2025	View Paycheck	Alcoholic Beverage Control	11/10/2025	11/24/2025	$1943.94	67036584	
11/14/2025	View Paycheck	Alcoholic Beverage Control	10/25/2025	11/09/2025	$1941.56	66948837	
10/31/2025	View Paycheck	Alcoholic Beverage Control	10/10/2025	10/24/2025	$1943.34	66863104	
10/16/2025	View Paycheck	Alcoholic Beverage Control	09/25/2025	10/09/2025	$1941.56	66776038	
09/30/2025	View Paycheck	Alcoholic Beverage Control	09/10/2025	09/24/2025	$1943.34	66690624	
09/16/2025	View Paycheck	Alcoholic Beverage Control	08/25/2025	09/09/2025	$1941.56	66608476	
08/29/2025	View Paycheck	Alcoholic Beverage Control	08/10/2025	08/24/2025	$1943.34	66527436	

Return to Search

6.	Click the **View Paycheck** link of the Paycheck to be viewed/printed.

View Paycheck

Step	Action
	The selected Paycheck displays as a PDF document.



COMMONWEALTH OF VIRGINIA

OFFICIAL PAY RECORD

Alcoholic Beverage Control

Pay Group: SM1-Semimonthly Class (FRITHU07)		Business Unit: 99900
Pay Begin Date: 12/25/2025		Advice #:
Pay End Date: 01/09/2026		Advice Date: 01/16/2026

		TAX DATA	Federal	VA State
	Employee ID	Tax Status	Single	N/A
	Department 410811-Region 4 Alexandria	Allowances	N/A	1
	Location	Dependent Amount	2,000.00	N/A
	Job Title Admin and Office Spec III			
	Pay Rate $2,471.00 Semimonthly			

HOURS AND EARNINGS

Description	Current Hours	Current Earnings	YTD Hours	YTD Earnings
REGULAR		2,471.00		2,471.00
VRS Contribution Base		2,471.00		2,471.00
TOTAL:	0.00	2,471.00	0.00	2,471.00

TAXES

Description	Current	YTD
Fed Withholding	106.88	106.88
Fed MED/EE	35.93	35.93
Fed OASDI/EE	153.64	153.64
VA Withholding	100.75	100.75
TOTAL:	397.20	397.20

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
HYB VDC	12.36	12.36
HVRMDB	98.84	98.84
HYB MDC	24.71	24.71
TOTAL:	135.91	135.91

AFTER-TAX DEDUCTIONS

Description	Current	YTD
TOTAL:	0.00	0.00

EMPLOYER PAID BENEFITS

Description	Current	YTD
Imp Life*	7.00	7.00
HYB VDC	12.36	12.36
HVRMDB	309.37	309.37
Grp Life	29.16	29.16
Ret Hlth	27.68	27.68
VSDP LTD	12.36	12.36
HYB MDC	24.71	24.71
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,471.00	2,342.09	397.20	135.91	1,937.89
YTD	2,471.00	2,342.09	397.20	135.91	1,937.89

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION

	Account Type	Routing Number	Deposit Amount
Advice #000000067306751	Checking	XXXXX6800	1,937.89
TOTAL:			1,937.89

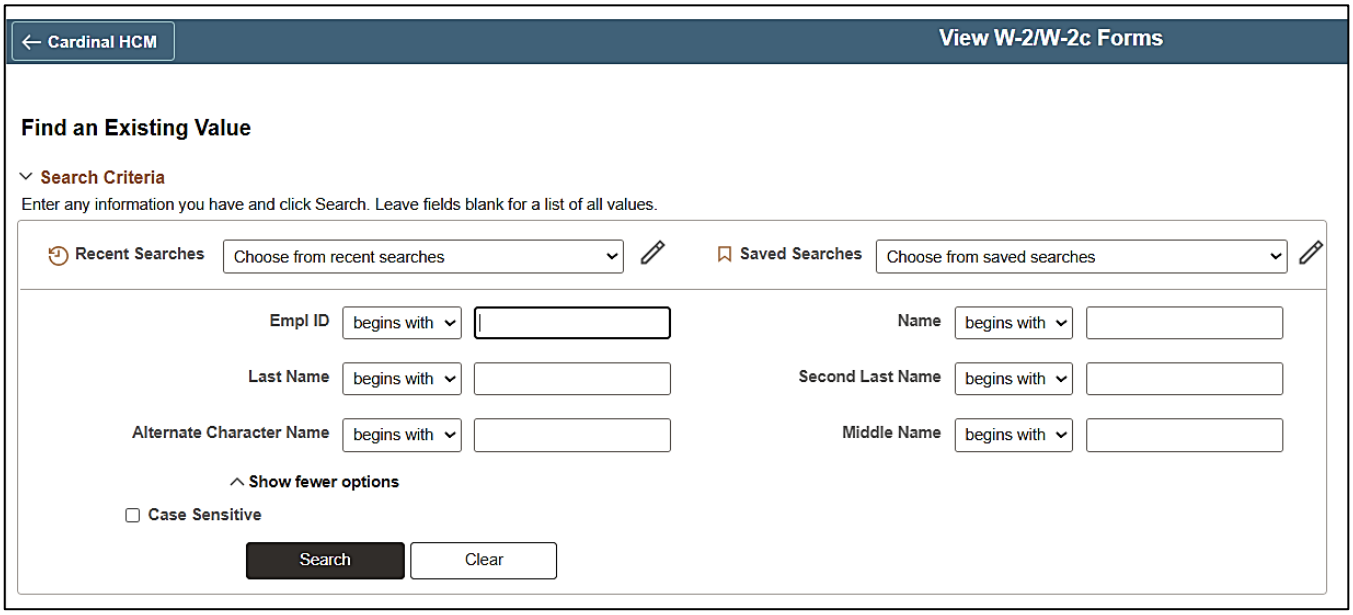
MESSAGE:

7.	Click the **Print** icon to print the Paycheck.

Viewing and Printing an Employee's W-2 Form (Most Recent Tax Year)

Step	Action
1.	Navigate to the **View W-2/W-2c Forms** page using the following path: **NavBar > Menu > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms**

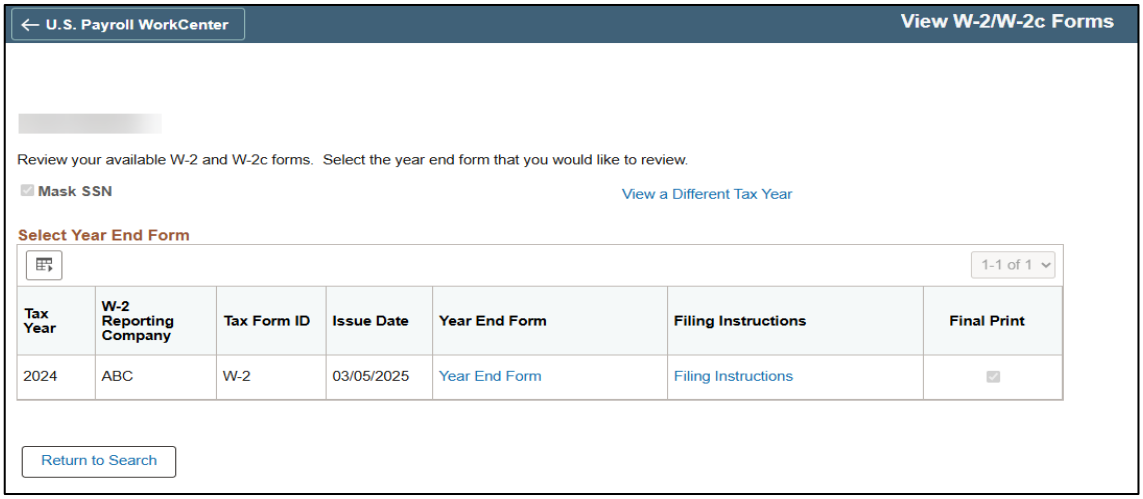
The **View W-2/W-2c Forms Find an Existing Value Search** page displays.



	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.
3.	Click the **Search** button.

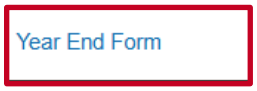
Step	Action

The **View W-2/W-2c Forms** page displays.



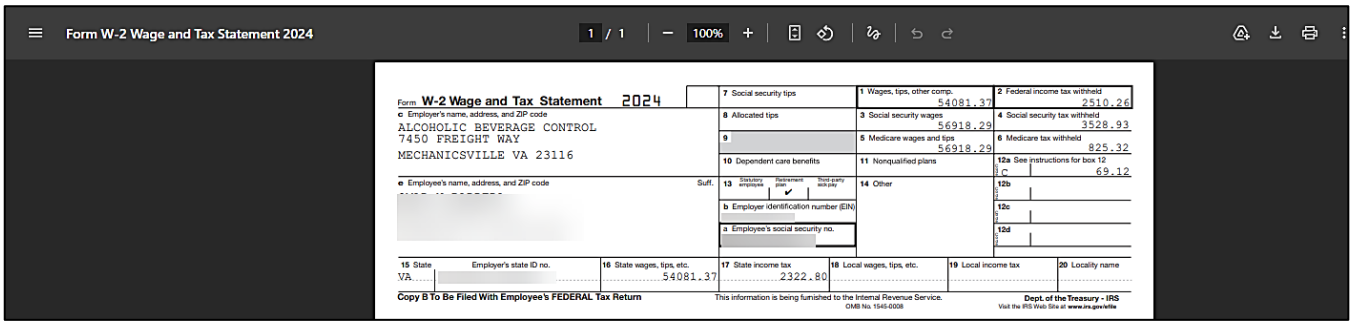
Cardinal defaults to the most recent W-2 under the **Select Year End Form** section.

4. Click the **Year End Form** link.



To view a previous year's W-2, refer to the section in this Job Aid titled [Viewing and Printing a Prior Year's W-2 Form](#) for details.

The selected W-2 form displays as a PDF document in a new window.

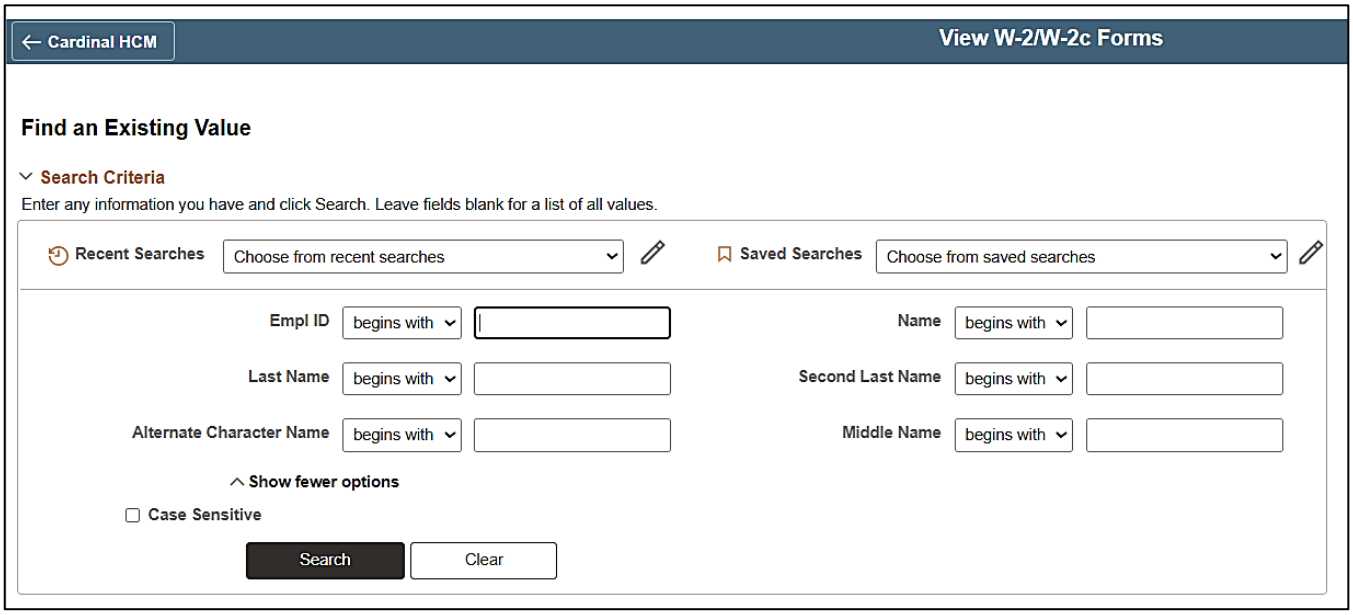


5. Click the **Print** icon to print the W-2 form.

Viewing and Printing a Prior Year's W-2 Form

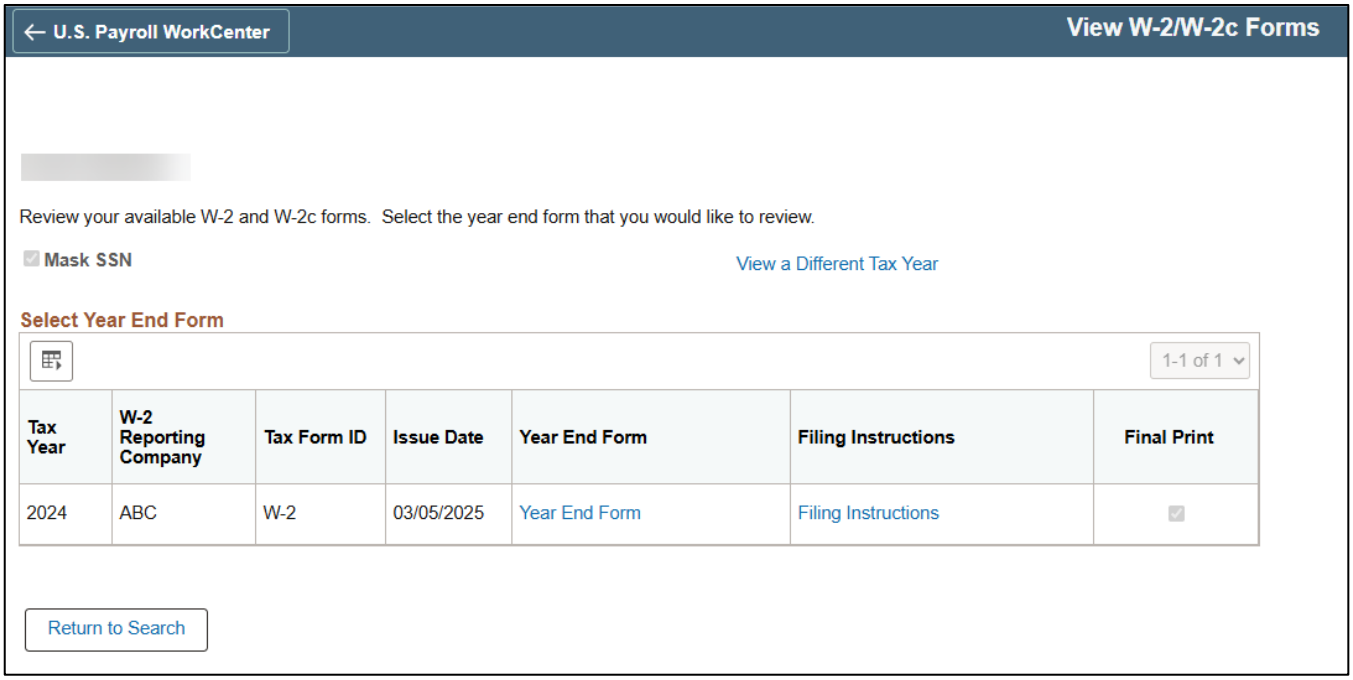
Step	Action
1.	Navigate to the **View W-2/W-2c Forms** page using the following path: **NavBar > Menu > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms**

The **View W-2/W-2c Forms Find an Existing Value Search** page displays.



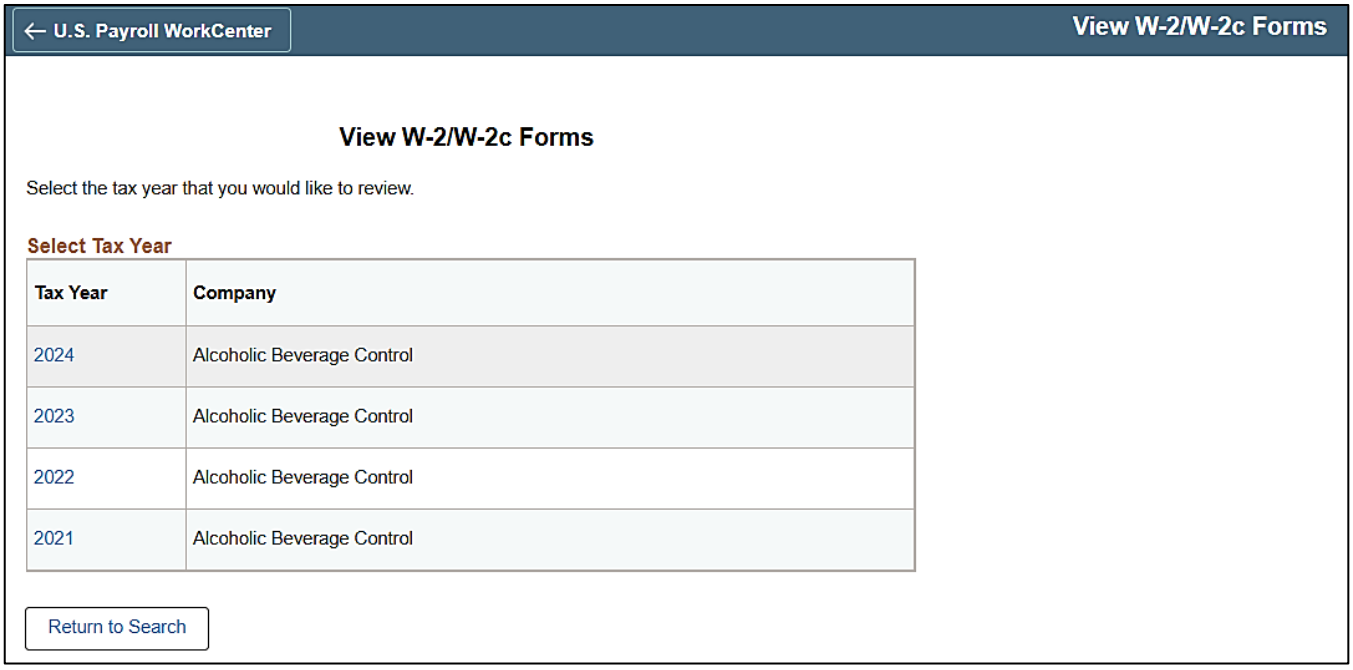
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.
3.	Click the **Search** button.

Step	Action
	The **View W-2/W-2c Forms** page displays.



	Cardinal defaults to the most recent W-2 under the **Select Year End Form** section.
4.	Click the **View a Different Tax Year** link.

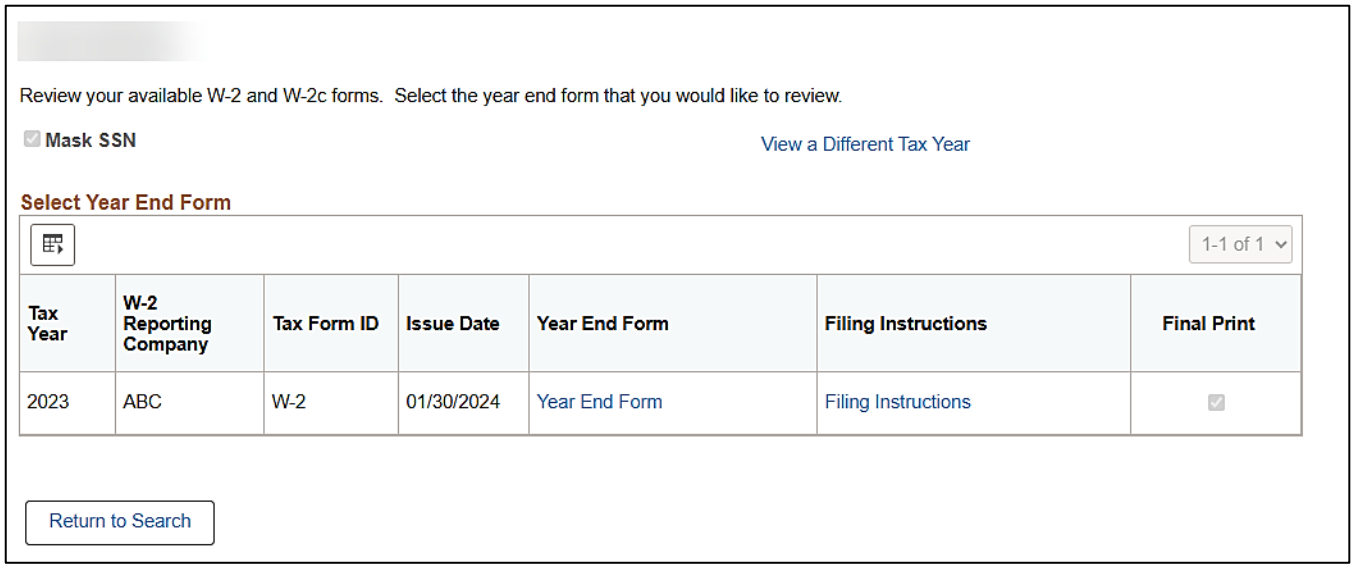
Step	Action
	The **View W-2/W-2c Forms** page displays with all the prior year W-2s in Cardinal.



5.	Click the **Tax Year** link for the applicable year.

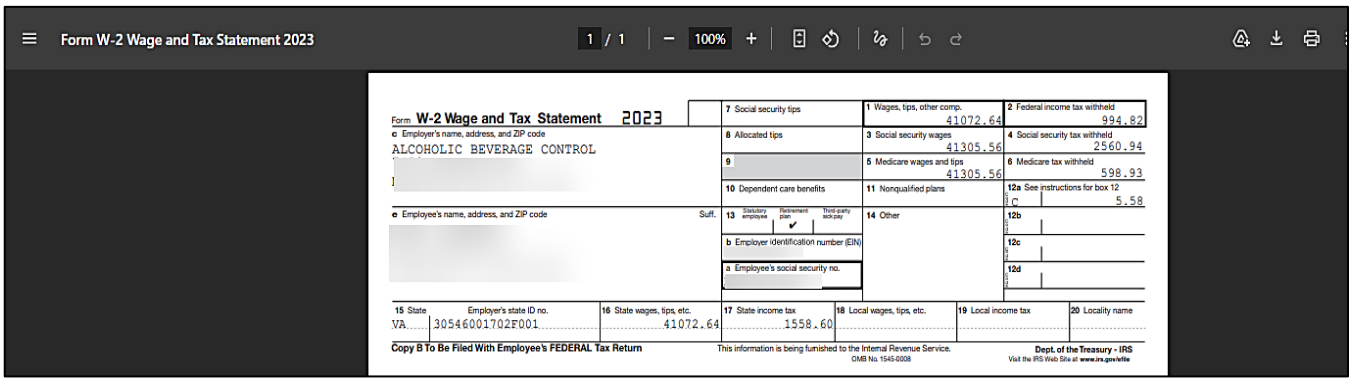
Step	Action

The **View W-2/W-2c Forms** page re-displays with the applicable year in the **Select Year End Form** section.



6. Click the **Year End Form** link.

The selected year W-2 form displays as a PDF document.



7. Click the **Print** icon to print the W-2 form.