PY381 Agency Payroll Management

Instructor Led Training

Rev. 11/18/2026

Revision History

Revision Date	Summary of Changes
11/18/2026	Updated to reflect the Cardinal system upgrades.
4/9/2026	Added new lesson for Health Benefit & VRS Billing Reconciliation. Removed reference to **PY381 Extended Leave** Job aid and replaced with two new cross module Job Aids: **Processing Paid Leaves of Absence in Cardinal** and **Processing Unpaid Leaves of Absence in Cardinal**.
12/1/2025	Added information about Employee Self Service for direct deposits and updated prenote period from 3 to 5 days. Included information for the email address message and email address information when an employee's Direct Deposit information is updated.
2/11/2025	Baseline.

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or Agency policies.

The following HCM training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under **Learning**:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalogs are located on the Cardinal website under **Resources**.

The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the **Statewide Cardinal Security Handbook** on the Cardinal website in the **Security** section under **Resources**.

Course Objectives

After completing this course, users will

- Understand the overall Payroll Process
- Know how to maintain employee Payroll data in Cardinal
- Understand and use the Single-Use Payroll Online Tool (SPOT)
- Understand both the State Payroll Operations (SPO) and Agency Payroll responsibilities and timelines
- Understand the Payroll Processes (Create, Calculate, and Confirm Pay)

Course Objectives (continued)

- Understand off-cycle processing
- Understand the post payroll process
- Understand the General Ledger and Accounts Payable integrations
- Review process for Health Benefit & VRS Billing Reconciliations
- Understand the regulatory reporting process and the associated Agency requirements

Agenda

1. Overview of the Cardinal HCM and the Payroll Processes
2. Maintaining Employee Payroll Data
3. Using the Single-Use Payroll Online Tool (SPOT)
4. Overview of Payroll Processing
5. Process Payroll – Create Paysheets
6. Process Payroll – Calculate Payroll

Agenda (continued)

7	Process Payroll – Confirm Pay
8	Understanding Off-Cycle Processing
9	Post Payroll Processing
10	Payroll Costing
11	Health Benefits & VRS Billing Reconciliations
12	Periodic Regulatory Processing

Lesson

1 Overview of the Payroll Process

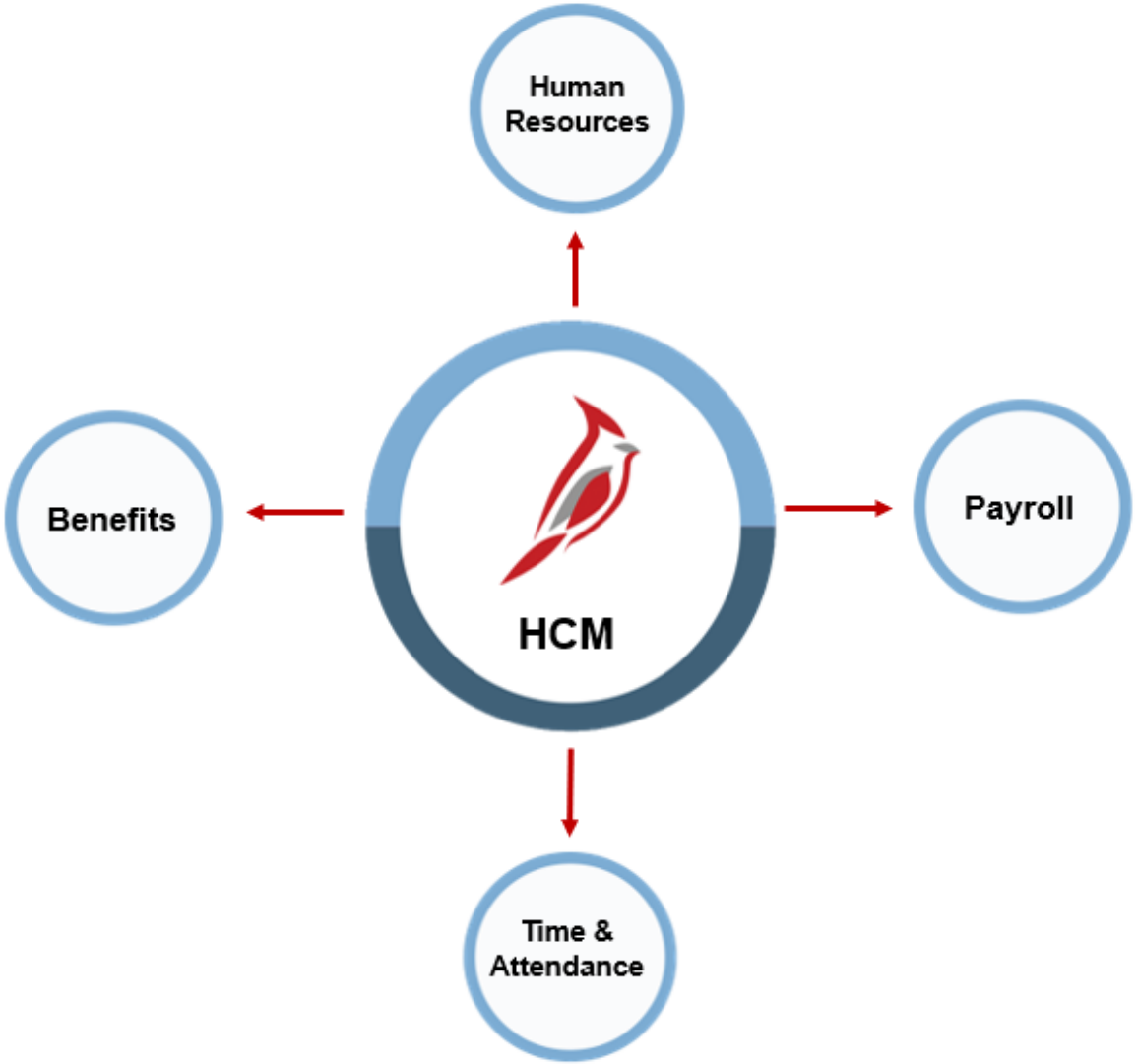
This lesson covers the following topics:

- Overview of Cardinal
- Cardinal HCM Responsibilities and Relationships
- Cardinal HCM Integration to Cardinal Financials
- Key Payroll Concepts
- Overview of Payroll Processes and Subprocesses

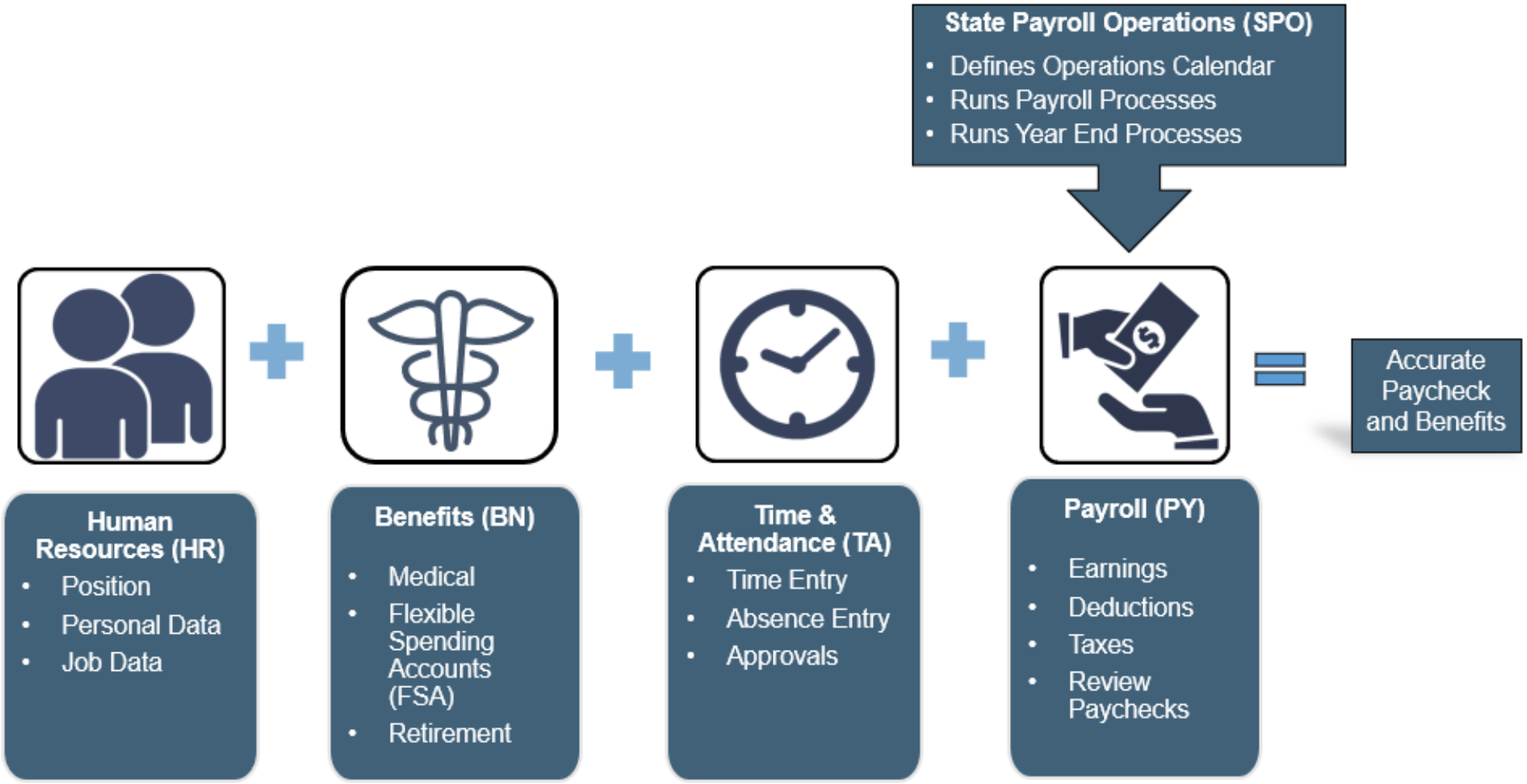
Cardinal System

Cardinal is a web-based application that consists of Cardinal Financials and Human Capital Management.

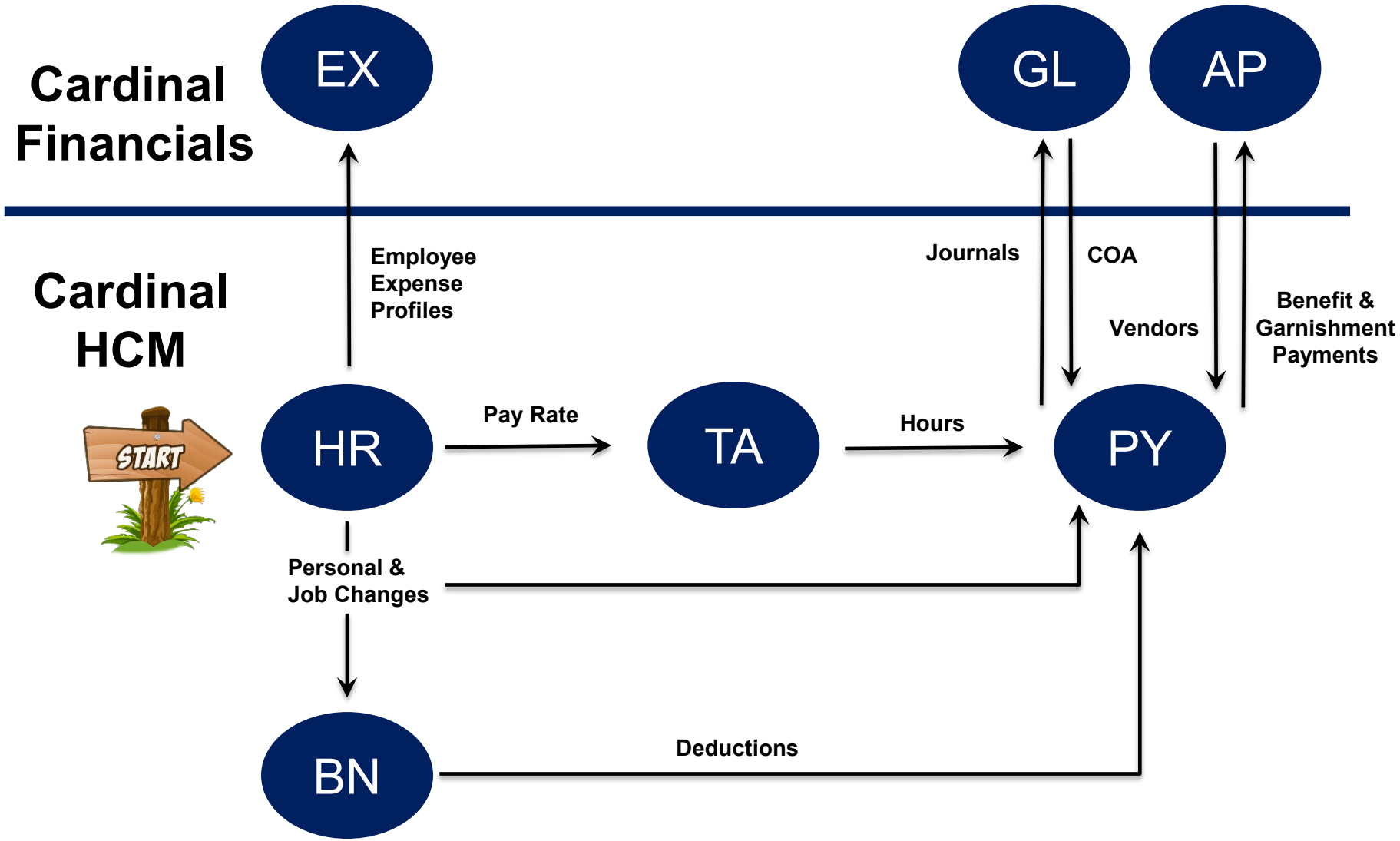




Cardinal HCM Responsibilities and Relationships



Cardinal HCM Interfacing to Cardinal Financials



Financials: Expenses (EX), General Ledger (GL), Accounts Payable (AP)
HCM: Human Resources (HR), Benefits Administration (BN), Time & Attendance (TA), Payroll (PY)

Key Payroll Concepts

- State Payroll Operations (SPO) is responsible for the creation of the Payroll calendar, creation of employee Paysheets and running of all Payroll processes. Payroll Administrators will be required to process payroll based on the Payroll Calendar, and do not have the ability to run payroll processing

- The Single-Use Online Payroll Tool (SPOT) is used by Agency Payroll Administrators to process adjustments to earnings and deductions as needed. SPOT transactions must be approved to be picked up for payroll processing

- Tax adjustments for taxes collected for the wrong state are handled by SPO

- There will be various reports and queries to validate the Time and Labor (T&L) and SPOT Transactions loaded to the employee Paysheets

- Healthcare Premium Rewards are loaded and processed on the Additional Pay page

Key Payroll Concepts (continued)

- Imputed Life is a deduction with a Deduction Class of taxable benefit
- Commonwealth Savers is set up as direct deposits on the employee record
- Local taxes and third-party Vendor payments (not processed by SPO) will be processed through Accounts Payable by the Agency, instead of directly from Payroll. Liability accounts will be created for Agencies to process payments, and these accounts will need to be reconciled.
- Garnishments will be established centrally by SPO. SPO will receive and distribute the garnishment checks to the Agencies. Agencies will be responsible for responding to garnishments and for mailing garnishment checks to appropriate court/vendor.

Payroll Functional Area Processes and Subprocesses

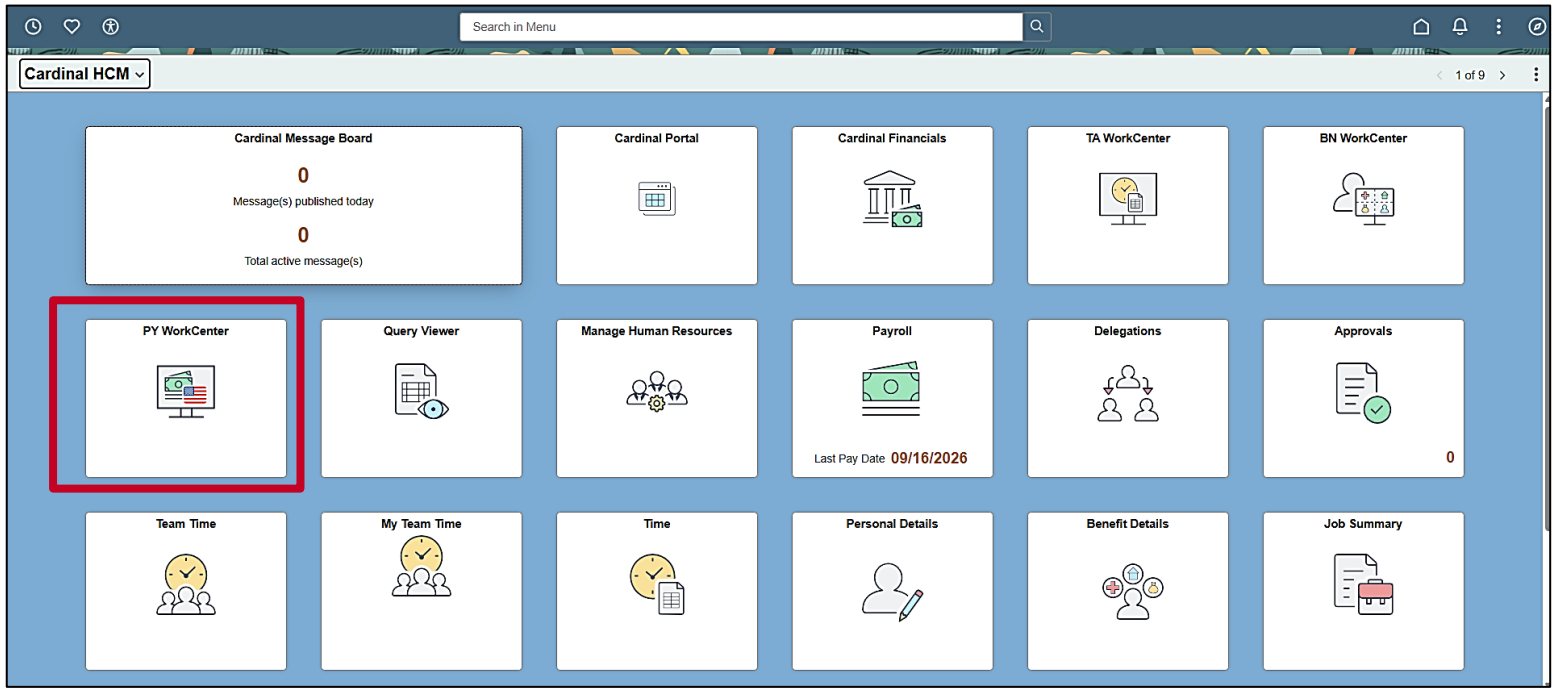
The Payroll functional area enables the calculation of earnings, taxes, and deductions. Payroll includes the following processes and subprocesses in Cardinal HCM:

- **Maintain Employee Data**
  - Maintain Additional Pay
  - Maintain Employee Deductions
  - Maintain Employee Garnishment Data
  - Maintain Employee Direct Deposits
  - Maintain Employee Taxes
- **Using the Single-Use Payroll Online Tool (SPOT)**
  - Enter Payroll adjustments
  - Approve transactions
- **Process Payroll**
  - Create Paysheets
  - Calculate Pay
  - Confirm Payroll
- **Off-Cycle Processing**
- **Post Payroll Process**
  - Process Pay Period Tax Payments
  - Process Pay Period Non-Tax Payments
- **Payroll Costing**
  - General Ledger Integration
  - Accounts Payable Integration
- **Periodic Regulatory Reporting**
  - Audit and Adjust Employee Balances
  - Prepare and File Regulatory Reports
  - Calendar Year End

PY WorkCenter

WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions.

WorkCenters also include links to frequently used pages, queries, and reports, which minimize navigation time through menus and increase efficiency. Payroll Administrators use the PY WorkCenter to complete most of their daily tasks.



JOB AID REFERENCE

Overview of the Cardinal HCM WorkCenters

Lesson Summary

1 Overview of Payroll Process

In this lesson, you learned

- An overview of Human Capital Management (HCM)
- Cardinal HCM Responsibilities and Relationships
- An overview of Cardinal HCM Integration to Cardinal Financials
- An overview of Payroll Processes and Subprocesses
- Key Payroll Concepts

Lesson

2 Maintaining Employee Payroll Data

This lesson covers the following topics:

- Overview of Maintaining Additional Pay
- Reviewing Employee Benefit Deductions
- Entering and Maintaining General Deductions
- Overview of Maintaining Employee Garnishment Data
- Entering and Maintaining Employee Direct Deposits
- Updating and Maintaining Employee Taxes

Additional Pay Overview

Additional pay in Cardinal refers to additional earnings that an employee is paid on a regular, recurring basis for the same fixed amount each period.

The five most common additional pays are:

- Temporary
- Military supplemental pay
- Adjunct pay
- Healthcare Premium Reward*
- Virginia Retirement System (VRS) Contribution Base*

*Healthcare Premium Reward is created by an inbound interface from the administering vendor (currently Anthem) and the VRS Contribution base is created automatically by a nightly batch process. Neither of these two additional pays require Agency action.

Additional Pay Payroll Admin Responsibilities

If the effective date is in a prior period or in the middle of the current period, and a retroactive or partial payment is due, the HR Administrator will communicate to the Payroll Administrator.

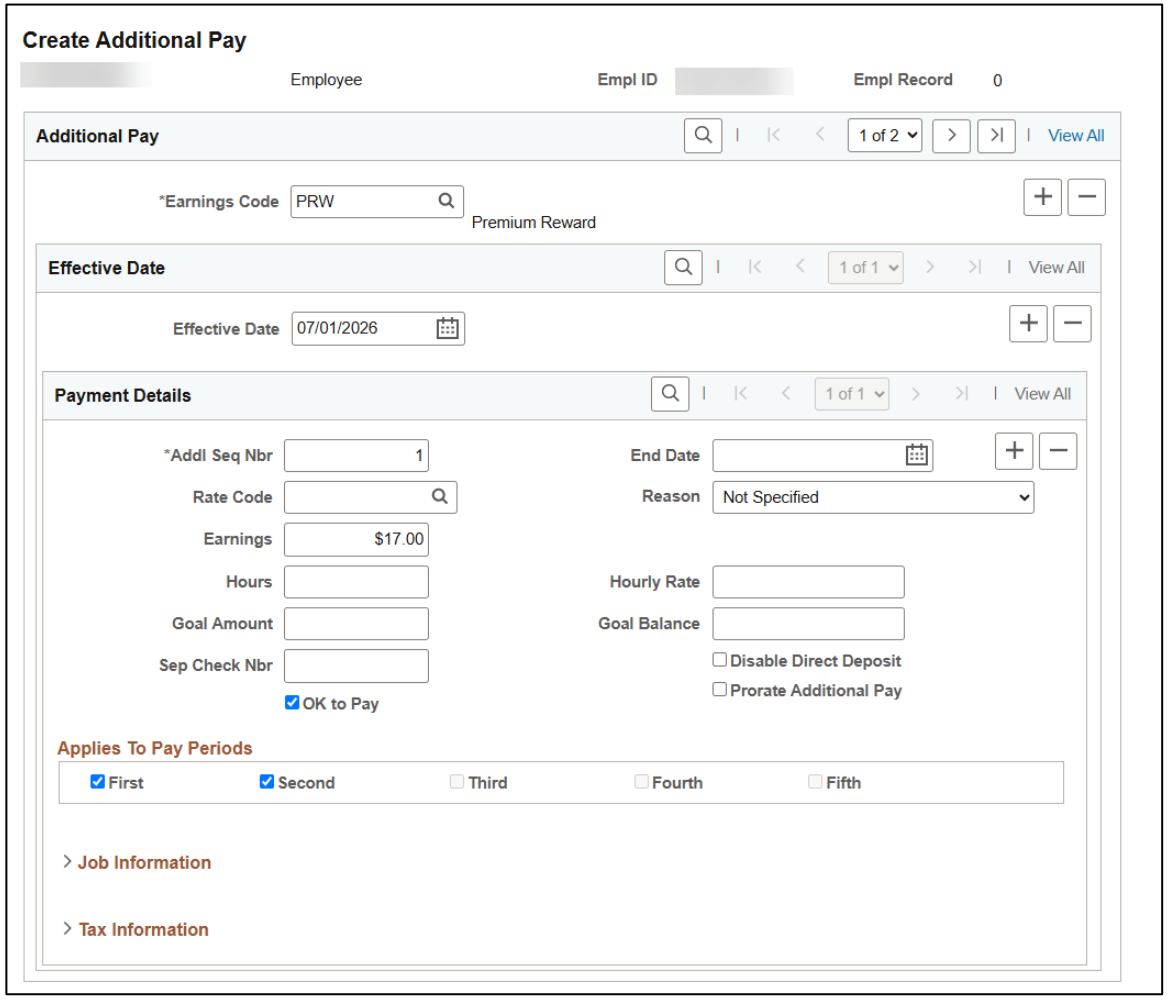
The Payroll Administrator will calculate the amount due to the employee and enter this into the Single-Use Payroll Online Tool (SPOT). The calculated retroactive or partial amount will be loaded into the employee pay sheet for payment.

Create Additional Pay Page

Additional pays are set up and maintained on the **Create Additional Pay** page by the HR Administrator. Payroll Administrators have view only access to this page.

The Additional Pay page can be accessed using following path:

PY WorkCenter > Links > Employee Data Maintenance > Employee Additional Pay



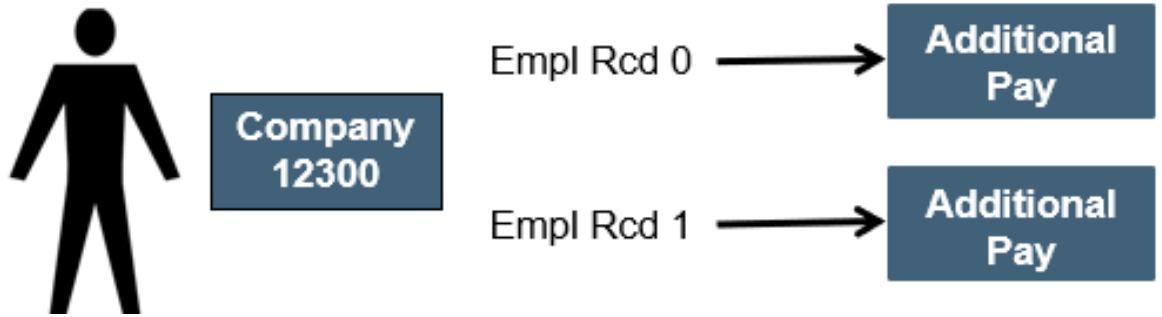
JOB AID REFERENCES

- PY381 Earnings Codes
- HR351 Processing Additional Pays

Additional Pay Setup

In Cardinal, additional pays are effective dated and are set up and processed at the Employee Record level.

- **Example A**: If an employee has multiple active Employee Records within the same company, there will be separate additional pay records in Cardinal.



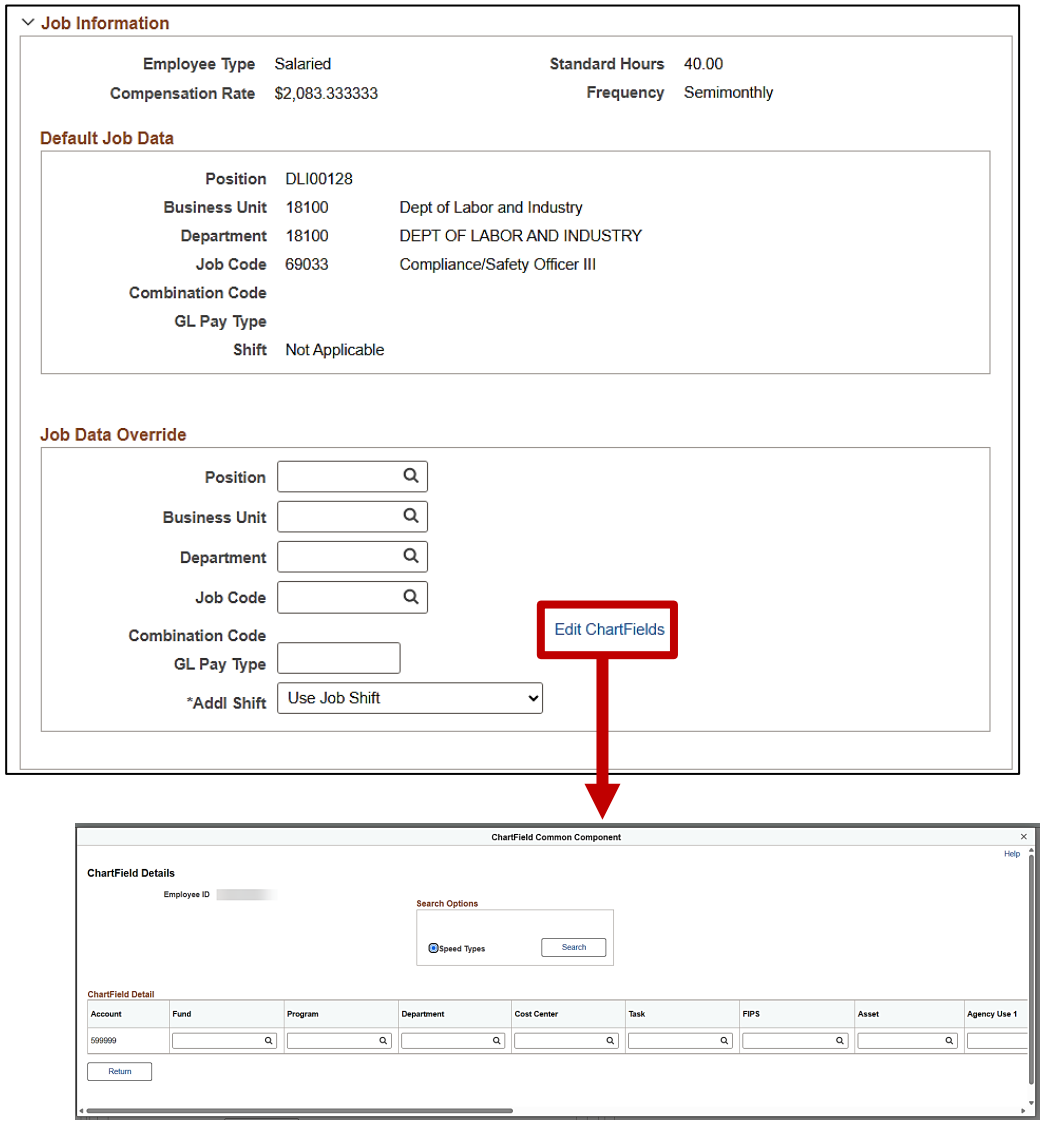
- **Example B:** If the employee has multiple active Employee Records at different companies, there will be separate additional pay records in Cardinal (one for each company).



Additional Pay – Job Information

If the **Earnings Code** is charged different from the accounting distribution on the Timesheet, Position or Department Default, the HR Administrators use the **Edit ChartFields** link to enter the accounting distribution for the additional pay if different from the default.

Payroll Administrators do not have access to open the **Edit ChartFields** link and will run the **Additional Pay Employee Data** query.



Query

Additional Pay Employee Data (V_PY_ADDL_PAY)

Additional Pay Employee Data Query

The Additional Pay Employee Data query can be run to view a specific earnings code or all earnings codes. It can be run for a specific employee or all employees.

In addition to pulling the additional pay information, this query also pulls ChartField information when applicable as well as Benefit and General deduction information.

Access this query using the following path:

PY WorkCenter > Queries > Additional Pay

JOB AID REFERENCE

Cardinal HCM Payroll Reports Catalog

Overview of Benefits and General Deductions

In Cardinal, there are two types of deductions:

- **Benefit:** Deductions that are associated with benefit plans the employee is eligible for and/or has elected (e.g., Retirement, Health Insurance, 457)

- **General:** Deductions that are not associated with benefits (e.g., charitable, garnishments, union dues, parking)

In Cardinal, the Benefits (BN) Administrator is responsible for maintaining the benefits that impact the benefit deductions.

The Payroll Administrator will be responsible for maintaining general deductions.



Benefits Deductions



In Cardinal there are 4 benefit programs:

- **SAL**: Salaried Full-time Employee Benefit Program (Includes Quasi)
- **SPT**: Salaried Part-time Employee (Employee on Leave of Absence required to pay full premiums)
- **WGE**: Wage Employee
- **SNB**: Salaried – No Benefits

When benefit changes are made, there may be retroactive impacts to deductions that need to be addressed.

- The BN Administrator coordinates with the Payroll Administrator to calculate the amount due from the employee.
- The Payroll Administrator enters the amount due into the Single-Use Payroll Online Tool (SPOT), so the calculated retroactive or partial amount is loaded into the employee pay sheet.

Employee Transfers

When an employee transfers between agencies in the middle of a month, both agencies should review the benefit deductions taken to determine if any overrides or refunds are necessary. If so, the Agency Payroll Administrator should be notified of the appropriate SPOT transactions to refund or override the deductions.

Benefit Deductions – Enrollment Summary Page

The **Benefit Deduction Summary** page provides the **Pay Period End date** that the **Last Deduction** was taken. The **Last Deduction** is the amount that was taken out for employee benefits. The same amount reflects on the employee's paycheck under the **Paycheck Deductions** tab.

Note: Calculation amounts that appear on the benefit enrollment pages are only the amounts last deducted from Payroll. The eligible benefit elections will also reflect on the employee's paycheck under the **Paycheck Deductions** tab on the **Review Paycheck** page.

To navigate to the **Benefit Enrollment Summary** page, use the following path:

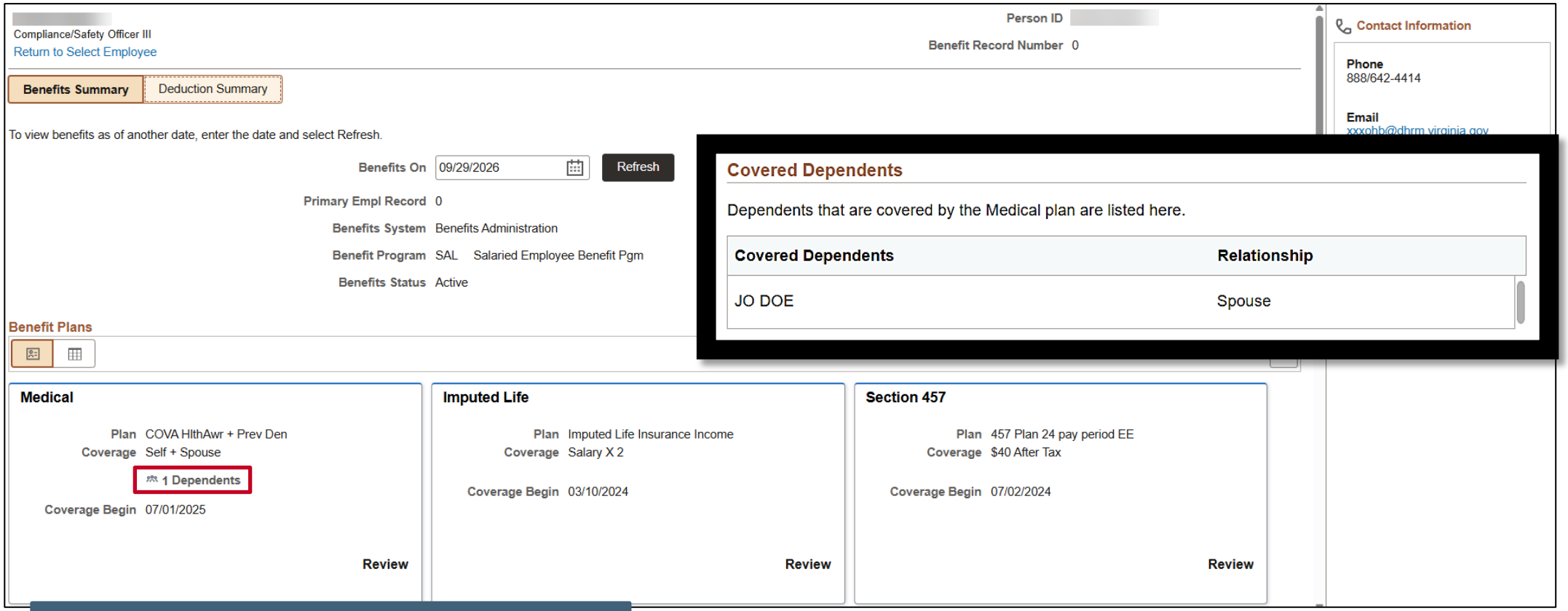
PY WorkCenter > Links > Employee Data Maintenance > Review Benefits Summary

JOB AID REFERENCE

PY381 General and Benefit Deductions Code

Benefit Summary

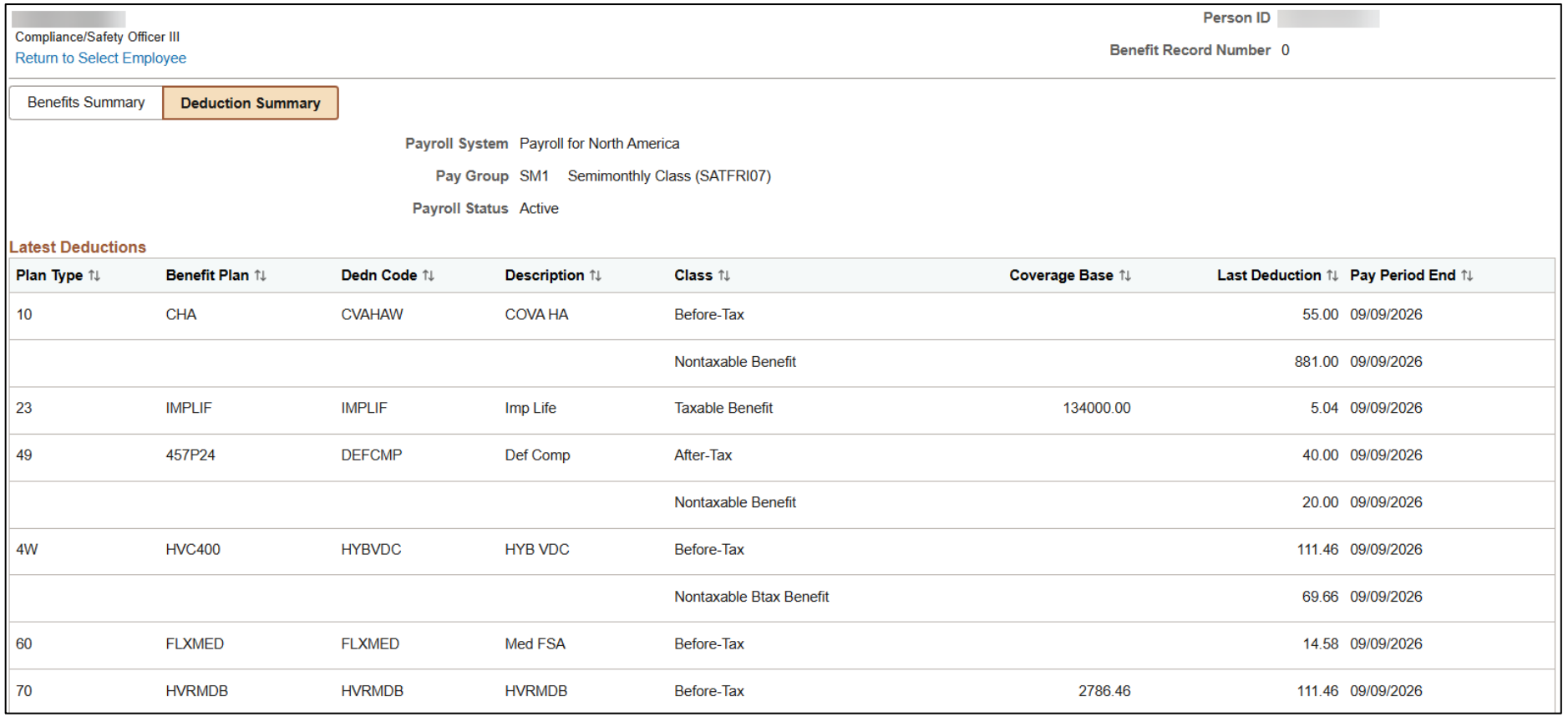
The **Benefit Deduction Summary** page provides tiles that display coverage that the employee has as well as any that was waived by the employee.



Clicking a tile which include Dependents displays dependent information

Deduction Summary

The **Deduction Summary** page provides the deductions taken out of the employee's previous paycheck. The same amount reflects on the employee's paycheck under the **Paycheck Deductions** tab.



[redacted]
Compliance/Safety Officer III
Return to Select Employee

Person ID [redacted]
Benefit Record Number 0

Benefits Summary | **Deduction Summary**

Payroll System Payroll for North America
Pay Group SM1 Semimonthly Class (SATFRI07)
Payroll Status Active

Latest Deductions

Plan Type	Benefit Plan	Dedn Code	Description	Class	Coverage Base	Last Deduction	Pay Period End
10	CHA	CVAHAW	COVA HA	Before-Tax		55.00	09/09/2026
				Nontaxable Benefit		881.00	09/09/2026
23	IMPLIF	IMPLIF	Imp Life	Taxable Benefit	134000.00	5.04	09/09/2026
49	457P24	DEFCMP	Def Comp	After-Tax		40.00	09/09/2026
				Nontaxable Benefit		20.00	09/09/2026
4W	HVC400	HYBVDC	HYB VDC	Before-Tax		111.46	09/09/2026
				Nontaxable Btax Benefit		69.66	09/09/2026
60	FLXMED	FLXMED	Med FSA	Before-Tax		14.58	09/09/2026
70	HVRMDB	HVRMDB	HVRMDB	Before-Tax	2786.46	111.46	09/09/2026

General Deductions Overview

In Cardinal, the following are classified as general deductions:

- Minnesota Optional Life Insurance*
- Supplemental Insurance (FBMC)*
- Administrative fee charged by FBMC and the Department of Accounts (DOA)*
- Combined Virginia Campaign (CVC)*
- Purchase of Prior Service (PPS)
- Parking Fees

*Set up by inbound interfaces from the vendors.

In Cardinal, agencies have the option to use mass update processes for general deductions when a large volume of data changes are required. The template includes instructions and details for this process and is located on the Cardinal website in **HCM Update Templates** under **Resources**.

Mass Upload Template



PY362 General Deductions Mass Upload Template

General Deductions Processing

Payroll Administrators will manually update the employee's general deduction when:

- Source documents are received
- A new general deduction needs to be created
- A general deduction needs to be updated
- A general deduction needs to be stopped

If the effective date is in a prior period or in the middle of the current period, and a retroactive or partial payment is due:

- The Payroll Administrator will need to calculate the amount due from the employee
- The Payroll Administrator will enter this into SPOT so that the calculated retroactive or partial amount is loaded into the employee's pay sheet

Payroll Administrators enter an end date for the general deduction to stop the processing when appropriate.



General Deductions – Employee Transfers

The employee's general deductions with the old company will need to be stopped manually by the Agency.



The new company must establish general deductions for the employee for the general deductions to be processed by payroll in the new Agency.

Job Aid Reference

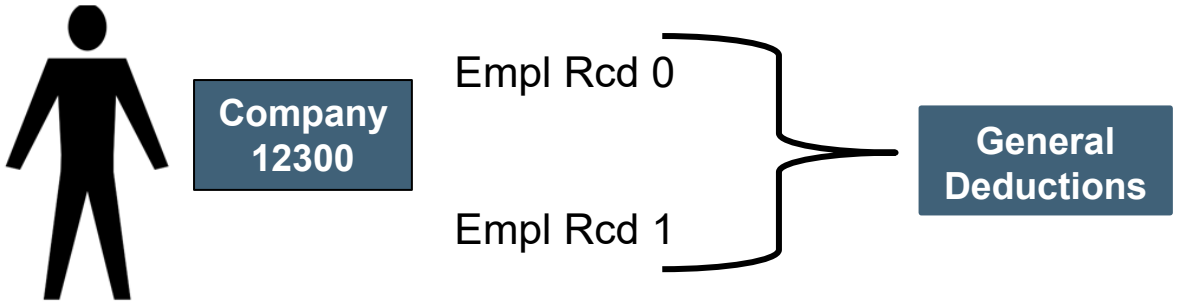
PY381 Creating, Updating, and Stopping General Deductions

General Deductions Setup

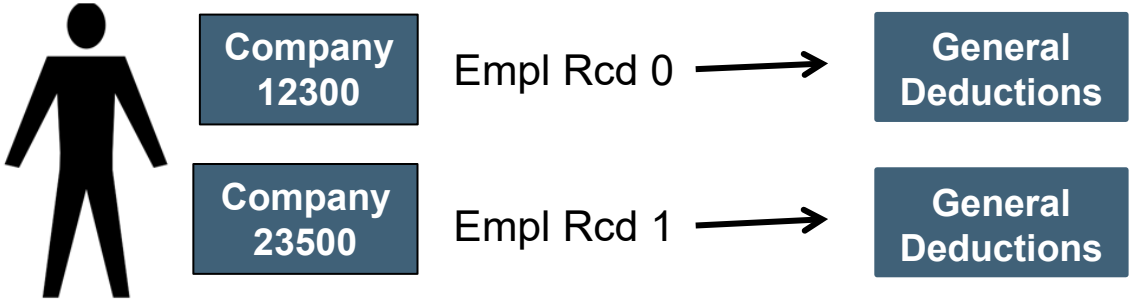
In Cardinal, general deductions are effective dated and are set up at the company level. This means that each company has one general deduction record for an employee.

General deductions can be deducted pre and post tax and are derived from the General Deduction or Garnishment tables in Cardinal.

- **Example A**: If an employee has multiple job records within the same company, there will be one General Deduction in Cardinal. Specify which job the general deduction is for by primary Paygroup.



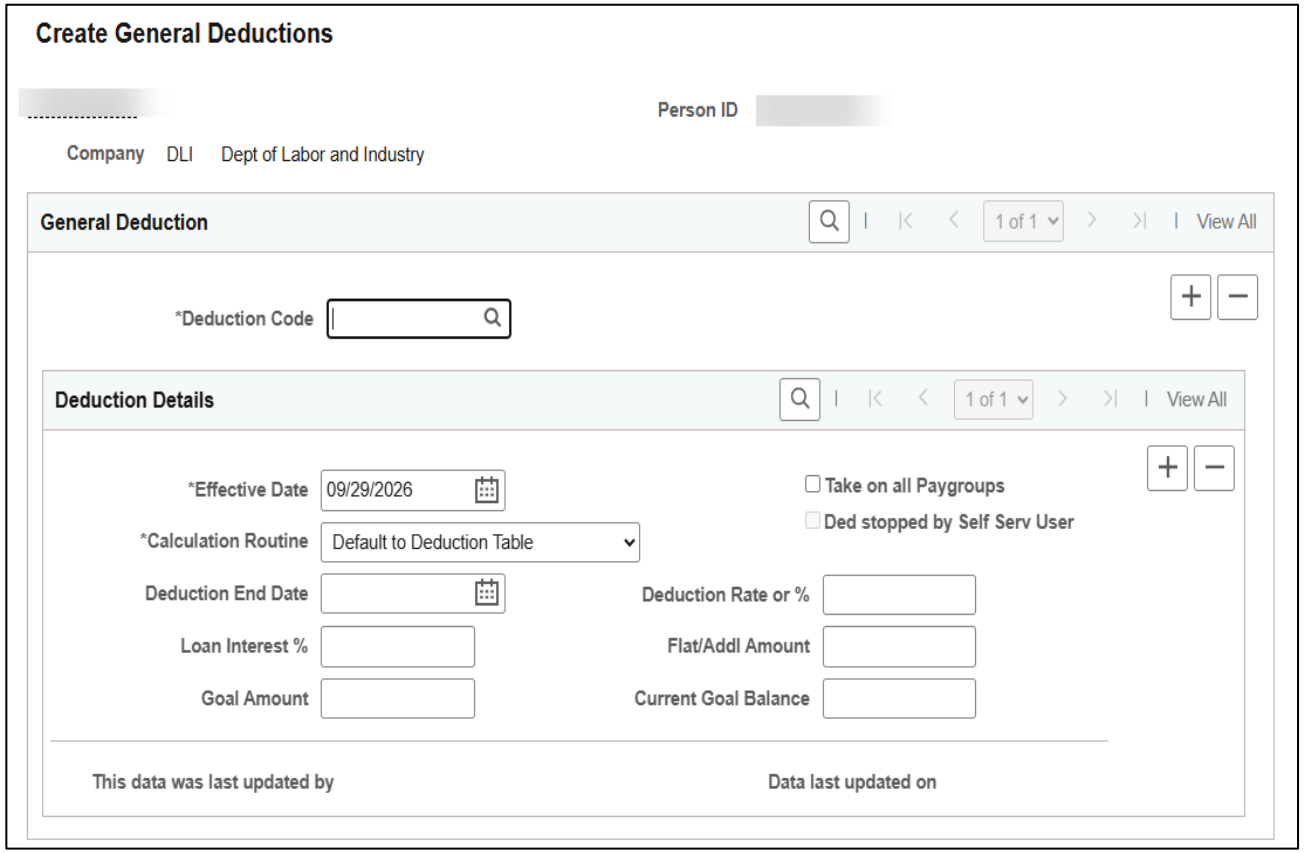
- **Example B**: If the employee has multiple job records at different companies, there will be separate general deduction records in Cardinal (one for each company).



Creating and Updating General Deductions

Access the **Create General Deductions** page to create and maintain general deductions. Navigate to this page using the following path:

PY WorkCenter > Links > Employee Data Maintenance > Employee General Deductions



Job Aid References

PY381 Creating, Updating, and Stopping General Deductions

PY381 General and Benefit Deductions

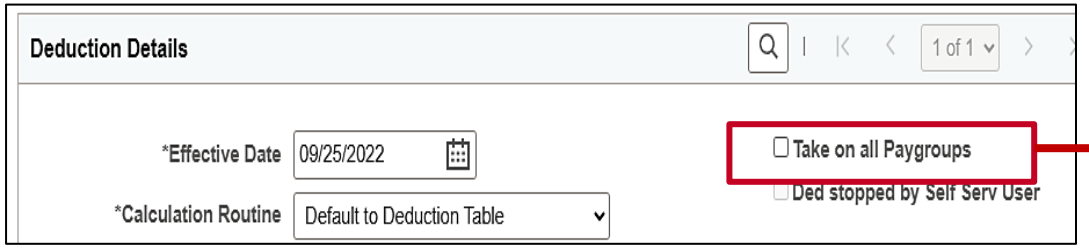
General Deductions - Take on all Paygroups

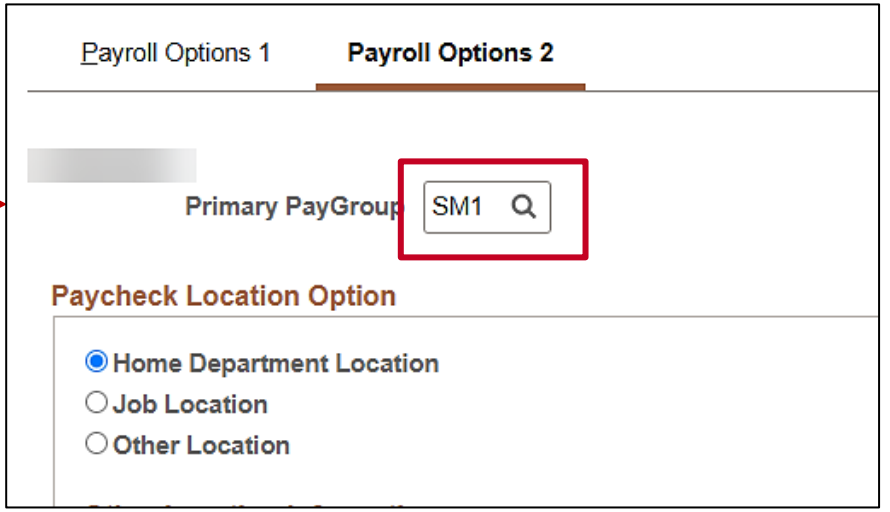
The **Take on all Paygroups** fields defaults as unchecked and can be manually checked if applicable:

- When unchecked, it means the deduction will process only on the employee's Primary PayGroup. This information is pulled from the **Update Payroll Options** page **Primary PayGroup**. If this information is not accurate, it may prevent the deduction from being pulled from the employee's paycheck. Payroll Administrators should verify this information for accuracy to avoid having to make adjustments.
- When checked, the deduction will process for all PayGroups for the employee when payroll is processed.

To navigate to the **Update Payroll Options** page, use the following path:

PY WorkCenter > Links > Employee Pay Data USA > Employee Payroll Options





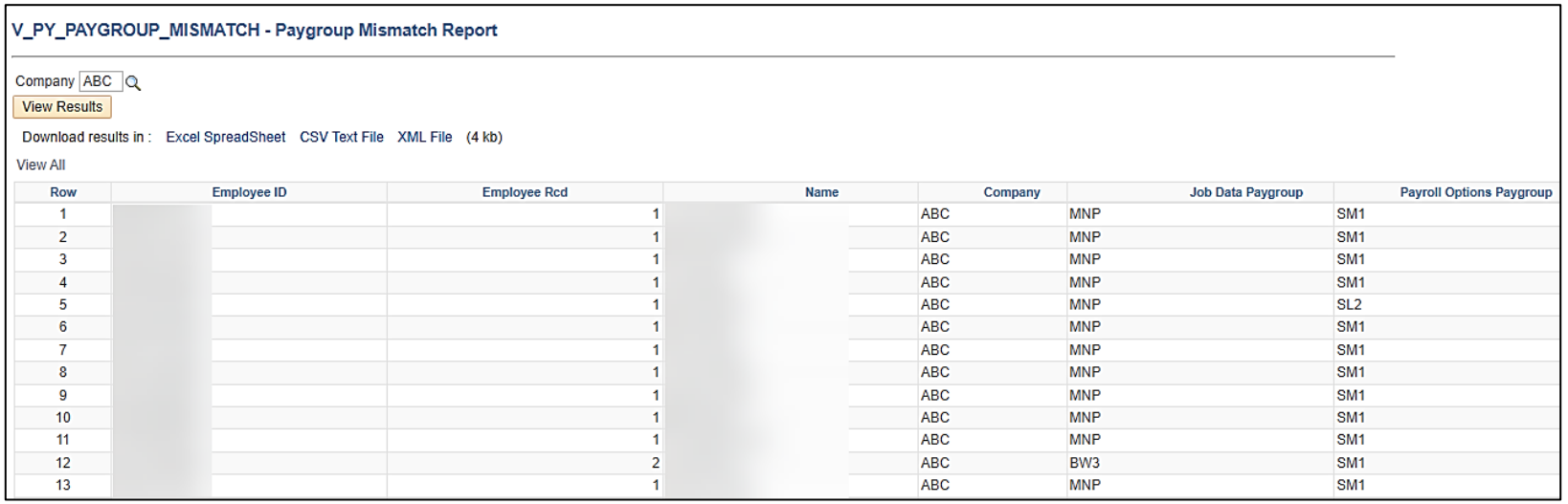
Job Aid References

PY381 Creating, Updating, and Stopping General Deductions

General Deductions - Take on all Paygroups (continued)

When an employee completes an IntraAgency transfer moving from Wage to Salary or Salary to Wage, this field should be verified. HR Administrators can check the **Payroll Options** page to verify that the Primary PayGroup is accurate and should notify the Payroll Administrator if it is not correct.

Only Payroll Administrators have access to make updates to the **Payroll Options** page. Payroll Administrators should run the **Paygroup Mismatch Report Query** (**V_PY_PAYGROUP_MISMATCH**) regularly to identify any discrepancies and update them accordingly.



V_PY_PAYGROUP_MISMATCH - Paygroup Mismatch Report

Company ABC

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)

View All

Row	Employee ID	Employee Rcd	Name	Company	Job Data Paygroup	Payroll Options Paygroup
1		1		ABC	MNP	SM1
2		1		ABC	MNP	SM1
3		1		ABC	MNP	SM1
4		1		ABC	MNP	SM1
5		1		ABC	MNP	SL2
6		1		ABC	MNP	SM1
7		1		ABC	MNP	SM1
8		1		ABC	MNP	SM1
9		1		ABC	MNP	SM1
10		1		ABC	MNP	SM1
11		1		ABC	MNP	SM1
12		2		ABC	BW3	SM1
13		1		ABC	MNP	SM1

Key Points about General Deductions

Cardinal does not prorate deductions, therefore if a deduction starts or ends in the middle of the pay period, the entire amount is deducted.

If the effective date for the deduction is prior to the current pay period, a retroactive calculation will need to be done, and the retroactive amount is processed through SPOT.

If an Agency uses the same general deduction code for more than one general deduction, the Agency is responsible for documenting and tracking those deductions.

> For example, an Agency may use a deduction code of **ASSOC1** (Association 1) to track contributions to a Flower Fund and to capture an Association Fee. The Agency will need to keep track of the separate amounts included in the overall **ASSOC1** deduction.



Maintain Garnishment Data Overview

Garnishments are a legal or equitable procedure through which some portion of the earnings of any individual are required to be withheld for payment of a debt.

When an Agency receives a garnishment, they will determine if the order is for one of their employees:

- If the debtor's status is Not Found or is 'Inactive', the Agency needs to respond to the order
- If the debtor's status is determined to be 'Active', the Agency forwards the order to SPO for set up



Maintain Garnishment Data Overview (continued)

Entering garnishments is a two-step process in Cardinal and will be the responsibility of SPO:

- Define Garnishment Spec pages
- Create Garnishment general deductions for:

  - **GARN** – a placeholder for the garnishment amount to be determined by the Garnishment Spec data pages. If an employee has multiple garnishments, there will only be one general deduction record of GARN (actual garnishment deduction)

  - **GRNFEE** – for child support fees

  - **GRNFE2** – for other garnishment processing fees

Key Points about Garnishments

- The original writ, should be maintained by the Agency. A copy of the writ must be submitted to SPO; this includes any cancellations or changes to existing orders.

- Once the garnishment is setup, SPO will notify the Agency that the garnishment setup was completed. The Payroll Administrator should review the Garnishment Spec pages for accuracy and work with SPO if any corrections are needed.

- The Payroll Administrators should also review the employee paycheck to confirm the garnishment has processed and is accurate based on the order that was sent to the Agency.

- Supplier-information will be maintained on the Vendor table in the Cardinal Financials database and published to Cardinal Payroll via the HCM sync.



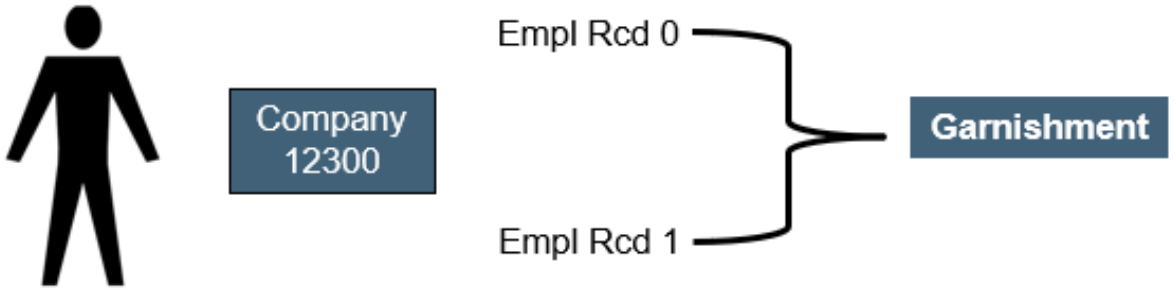
Key Points about Garnishments (continued)

- A W-9 will not be required for garnishment suppliers as they are set up with the HCM supplier type.
- SPO receives all garnishment payment checks and distributes these payments to the appropriate Agency.
- The Agency will review, reconcile, and send the payment to the appropriate suppliers (vendors) based on the order.

Maintain Garnishments Setup

Garnishments are set up at the company level. This means each company has one garnishment record for an employee. If an employee has multiple garnishments there is still only one garnishment general deduction (“GARN”).

Example A: Employee has two jobs within the same company. There will be only one garnishment record.



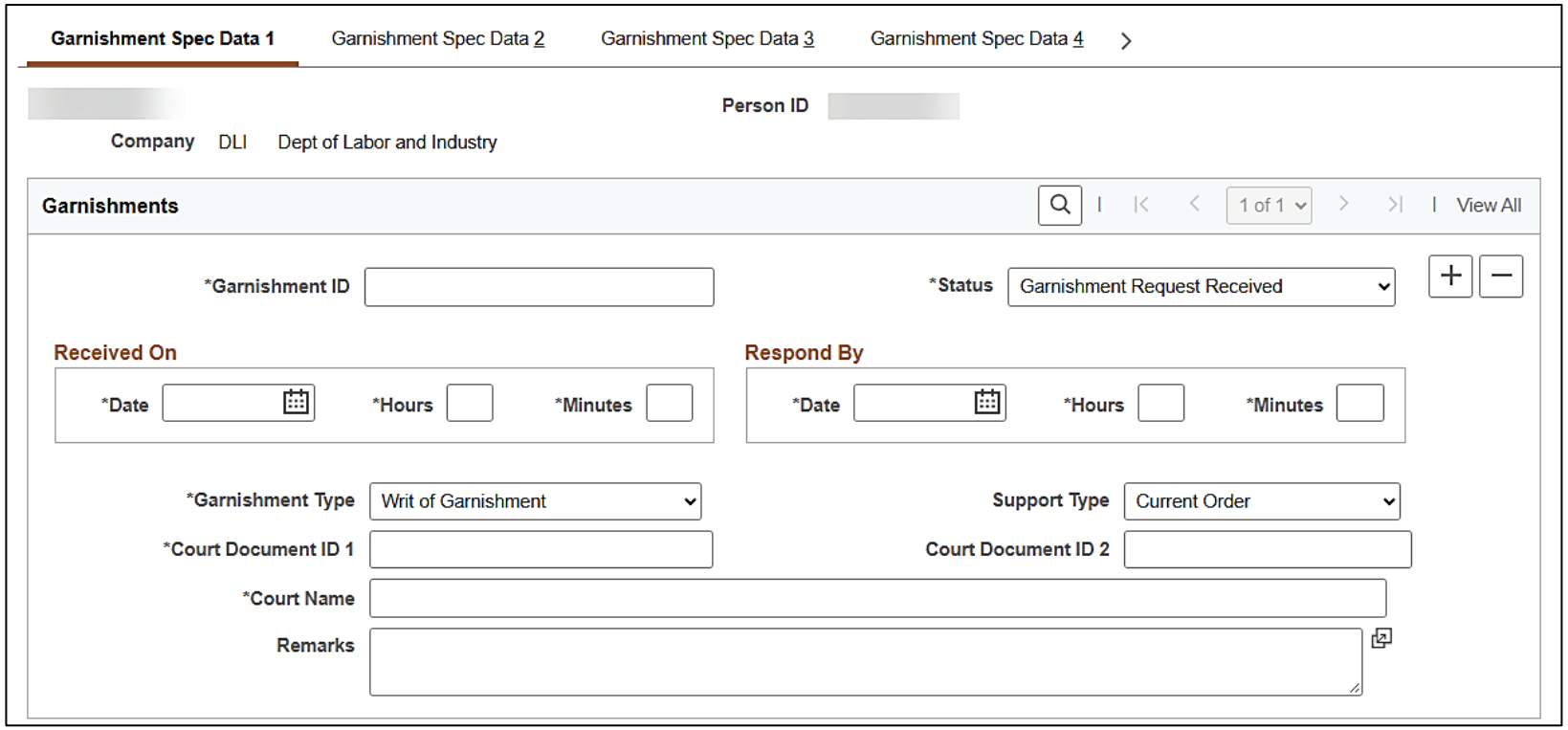
Example B: Employee has two jobs with two different companies, and each will have a garnishment record.



Maintain Garnishments

In Cardinal, there are seven (7) garnishment pages to review. To review a garnishment, navigate to the **Create Garnishments** page using the following path:

PY WorkCenter > Links > Employee Data Maintenance > Employee Garnishments



Job Aid Reference

PY381 Reviewing Garnishment Setup in Cardinal

Maintaining Employee Direct Deposit Overview

Direct Deposit is a distribution of net pay and is only available after Confirmation of the paycheck calculation (gross-taxes-deductions). Direct deposit can be managed by the employee through Cardinal ESS or by submitting a Direct Deposit Authorization form to the Agency Payroll Administrator.

An employee's pay can be deposited in the following ways:

- Directly into checking or savings accounts as identified by the employee
- Onto a COVA Pay Card
- Distributed to Commonwealth Savers plan(s)

NOTE:
Only checking and savings accounts should be setup for direct deposit. Do not set up accounts for other payments (e.g., car loans, mortgages).



Maintaining Employee Direct Deposit Overview (continued)

Direct Deposit setup is specific to the employee rather than the job and there is only one direct deposit record no matter how many jobs the employee may have.

When an employee transfers to a new Agency, the current direct deposit will remain in effect unless the employee makes updates through ESS or completes and submits Employee Direct Deposit Authorization form to the Agency Payroll Administrator.

Employees are limited to a total of 10 direct deposit distributions.

If the employee is enrolled in the Commonwealth Savers plan, the setup of each child's account is considered a separate direct deposit distribution.

Job Aid Reference

PY381 Entering and Updating Direct Deposits

Email Notification of Direct Deposit Changes

An immediate confirmation email is sent to the employee's business and personal email addresses on file in Cardinal each time a Direct Deposit record is updated. This applies to updates made by the employee (via Self-Service) or the Payroll Administrator.

This is intended to help prevent or flag unauthorized changes. The employee can validate the update through Cardinal ESS.

If the employee did not authorize a change, they should contact their Agency Payroll Office immediately. Agency Payroll Administrators can run the **V_PY_DIR_DEP_AUDIT** to see changes made to the employee's Direct Deposit record and who made them.

If the Agency Payroll Office cannot confirm the changes, the next step is for the Agency Payroll Administrator to submit a Help Desk ticket to vccc@vita.virginia.gov with the following in the subject line "Cardinal Direct Deposit Change Not Authorized" and include the employee's contact information.

NOTE:

If an employee has an invalid primary email address when the direct deposit information is entered, an error message will display. Updates can still be saved, but the employee will not receive a confirmation email for the change. Notify the HR Administrator immediately to update the primary email address.

Direct Deposit Prenote

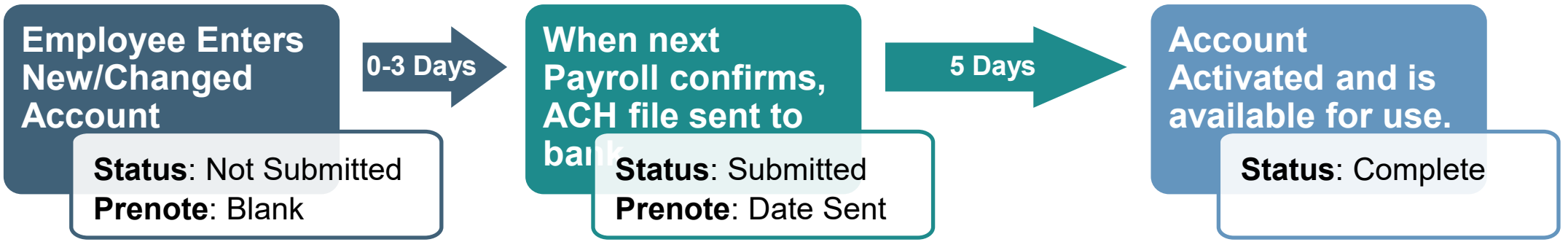
What it is Prenote:
A verification process where the routing number and account number are sent to the bank to confirm they correspond to a valid, existing bank account.

What it is not:
It does not verify the account owner; it only confirms the account is active at the specified bank.

When it is triggered:
- New direct deposit accounts
- Changes to existing bank accounts (e.g., routing number, account number).

When it is NOT triggered:
- Changes to the amount or percentage deposited into an existing account

What is the Prenote Timing?

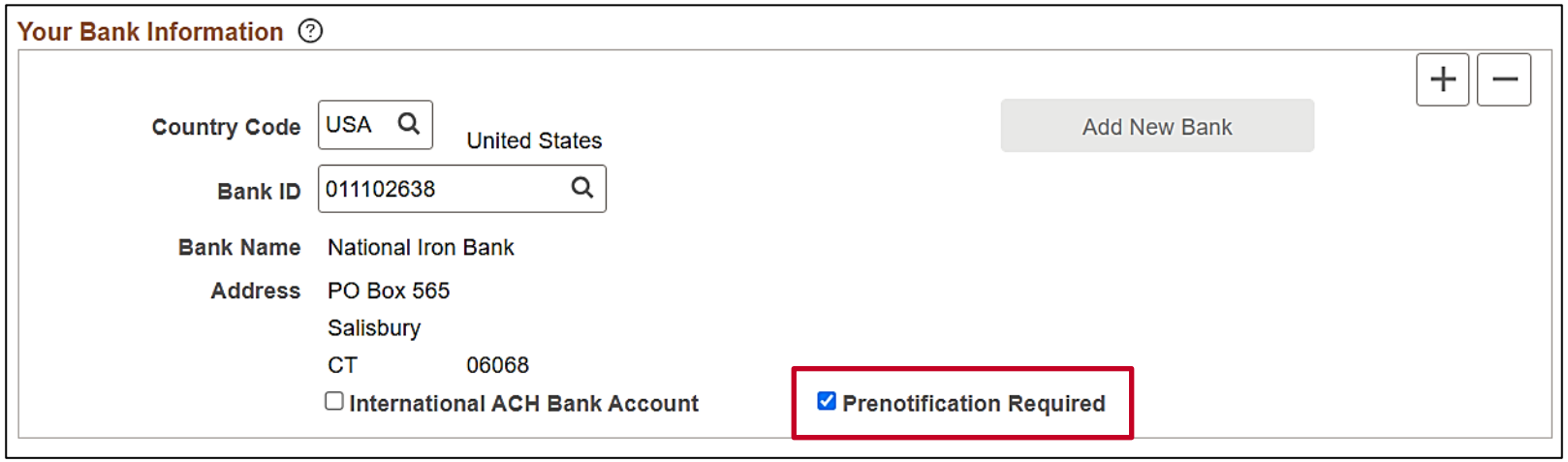


- **Mandatory 5-Day Waiting Period**: The bank requires a full 5-day window to process the prenote and notify SPO of any invalid accounts.
- **Employee Payment**: The employee receives a paper check for any payment that falls within this 5-day verification window.
- **Timing**: The 0–3-day window between employee entry and the payroll system sending the file means an employee is most likely to receive a paper check if they submit their change close to the pay confirmation date.

Overriding Prenoting

Payroll Administrators can override the prenote process by unchecking the **Prenotification Required** checkbox and the employee direct deposit will go into effect immediately. This can only be done if the prenote is still in the **Not Submitted** status.

When the **Prenotification Required** checkbox is unchecked, the account changes will not go through the prenote process.



Query

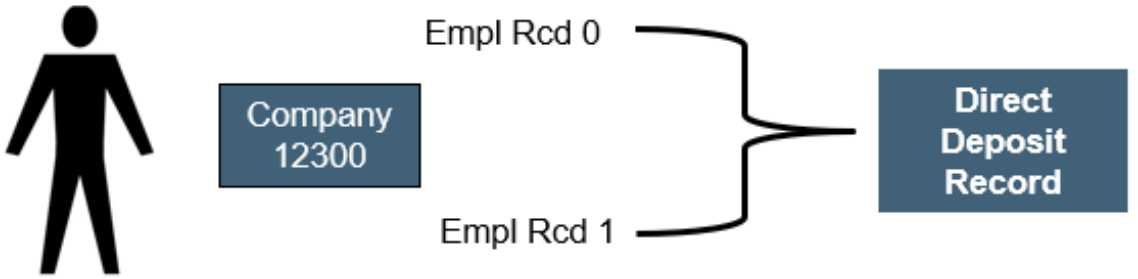
Direct Deposit Distribution Query (V_DIR_DEP_DISTRIB)

Maintain Employee Direct Deposit Setup

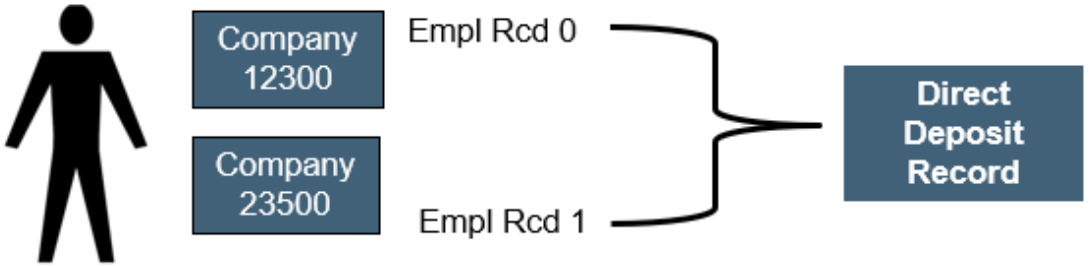
In Cardinal, direct deposits are setup at the employee level. Regardless of how many jobs an employee has in the same company or different companies, there is only one direct deposit record.

Employees can manage their own Direct Deposit information using Cardinal Employee Self Service (ESS) or they can complete the **Employee Direct Deposit Authorization** form and submit to it their Payroll Administrator. This form should be kept on file at the Agency.

Example A: Employee has two jobs within the same company



Example B: Employee has two jobs at two different companies



SPO Responsibilities

- SPO will obtain the employee's COVA Paycard account information and send to the agencies for entering and updating the direct deposit in Cardinal. The Payroll Administrator will enter the routing and account information in Cardinal.

- Truist bank will send SPO a Notification of Change (NOC) Report daily for those accounts where money cannot be deposited into an employee's account (e.g., an invalid account number, change in bank routing number).

  - When the bank information is rejected:

    - SPO will obtain the correct banking information and update the account information.

    - If correct account information is not obtained, SPO deactivates the distribution. SPO will notify the employing Agency that the distribution has been deactivated and request new banking information



Setting Direct Deposit Priorities

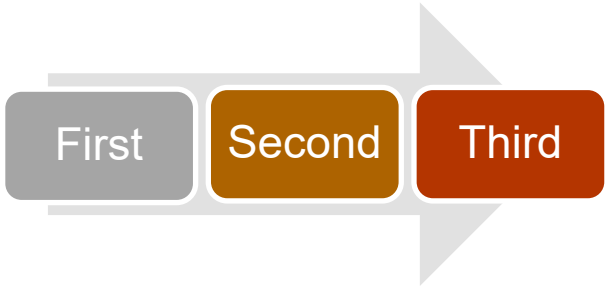
Cardinal uses the Priority to determine what order to distribute the employee's deposit accounts. If an employee's pay is not enough to cover all direct deposit accounts, the accounts will be distributed according to the value assigned in the **Priority** field.

When an employee has multiple direct deposit accounts in place, each direct deposit account must be assigned a priority.

- The lower the number, the higher the priority (1 would be the first account to be distributed, 2 would be the next and so on).

- 999 indicates the account that will receive the balance of net pay.
  Note: There must always be a Priority 999 row set up for the employee.

- Employees designate on the Direct Deposit Authorization form the priority (order) of the accounts.

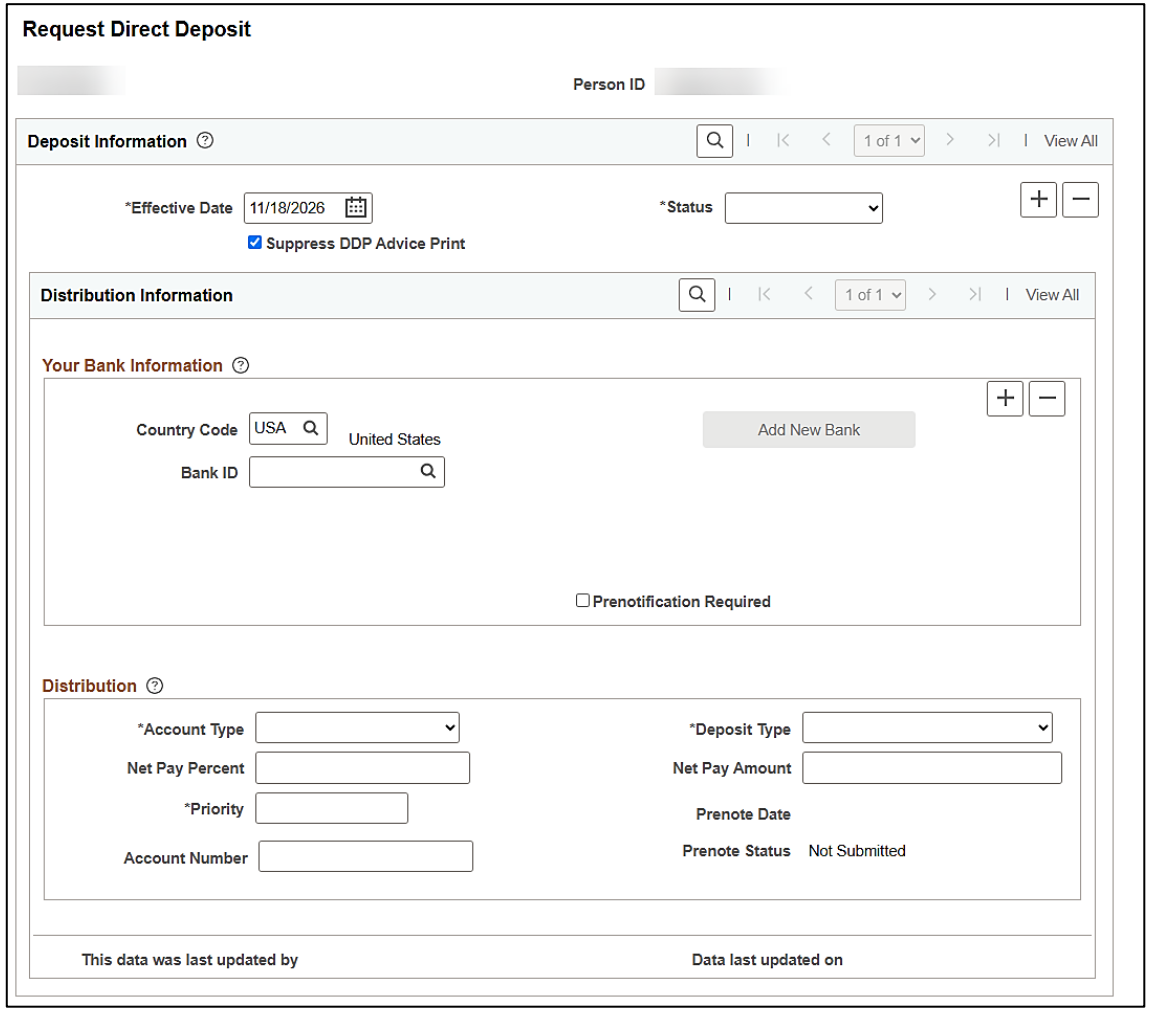


Entering/Updating a Direct Deposit

When employees needs to add or update direct deposit information, they can update through Cardinal ESS or complete and submit the **Direct Deposit Authorization** form to the Payroll Administrator.

To enter or update employee direct deposit information, access the **Request Direct Deposit** page using the following path:

PY WorkCenter > Links > Employee Data Maintenance > Employee Direct Deposit



JOB AID REFERENCE

PY381 Entering and Updating Direct Deposits

Key Points about Direct Deposits

- ✓ There is only one direct deposit record for an employee regardless of the number of jobs or even if the jobs are in the same Agency or different agencies.
- ✓ Direct Deposits can be managed by employees through Cardinal ESS or they can submit the Direct Deposit Authorization form to their Agency Payroll Administrator
- ✓ Employees are limited to a total of 10 direct deposit distributions.
- ✓ Cardinal will prenote new or updated banking information.
- ✓ When changes are made to an employee's direct deposit, an email notification is sent to the employee's business and personal email accounts in Cardinal, indicating an update was made and the date it was made.
- ✓ If an employee has an invalid primary email address when the direct deposit information is entered, an error message will display. Updates can still be saved, but the employee will not receive a confirmation email for the change. Notify the HR Administrator immediately to update the primary email address.



Maintaining Employee Taxes Overview

Each employee must have a tax record (Federal, State, and Local, if applicable) set up for each Agency/company representing Home/Work site (State).

Reciprocity rules based on the employee's state of residence and the employee's work state are maintained in the system.

An employee cannot receive pay without tax records being set up. Newly hired employees default with a Tax Setup of single and zero values for Federal and State.

The Home and Work State (Resident and UI Jurisdiction) default from the **Tax Location Code** field on **Job Data**.

When an employee wants to make changes to tax information, the appropriate form(s) (e.g., Federal W-4, Virginia VA-4) must be completed and submitted to the Agency Payroll Administrator. There is no ESS option for employees to be able to update their own tax information in Cardinal.



Tax Pages

The **Federal Tax Data**, **State Tax Data**, and **Local Tax Data** pages are used to enter and maintain employee tax information that the system uses to calculate employee taxes.

The **Update Tax Distribution** page represents the employee's work state taxes. Every employee must have a **Tax Distribution** page.

Payroll Administrators review the form(s) for accuracy and update tax data as appropriate. If a new tax location is required, or a new state is required to be added to the company state tax table, the Payroll Administrator must work with SPO to have it added.

NOTE:
Taxes are not prorated in Cardinal. If taxes are adjusted within a pay period, the system looks at the most current row and calculates taxes based on that row for the entire pay period.

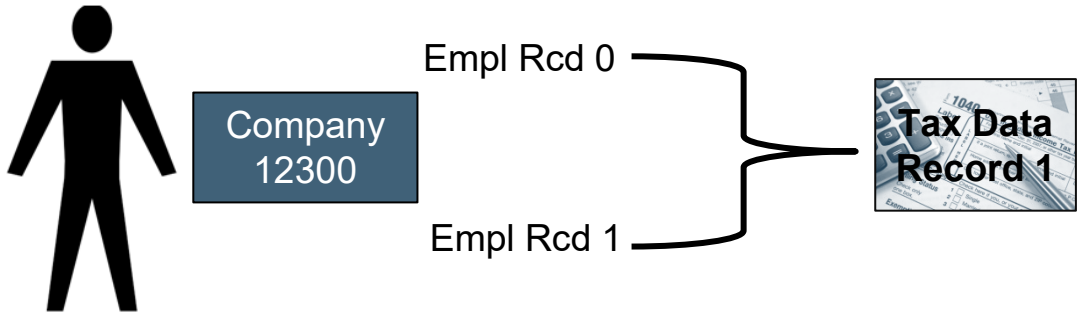


Maintaining Employee Taxes Setup

In Cardinal, the tax information (federal and state) is set at the company level. This means that each company has one tax record for an employee. When an employee has multiple jobs, the company is the factor that determines the number of tax records.

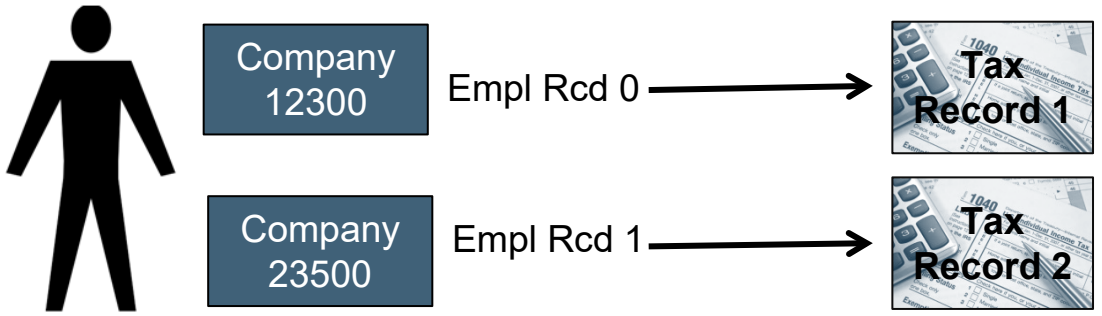
Example A: If an employee has multiple job records within the same company, there will be one tax record in Cardinal.

The employee cannot have different withholdings for each job.



Example B: If an employee has multiple job records at different companies, there will be separate tax records in Cardinal (one for each company).

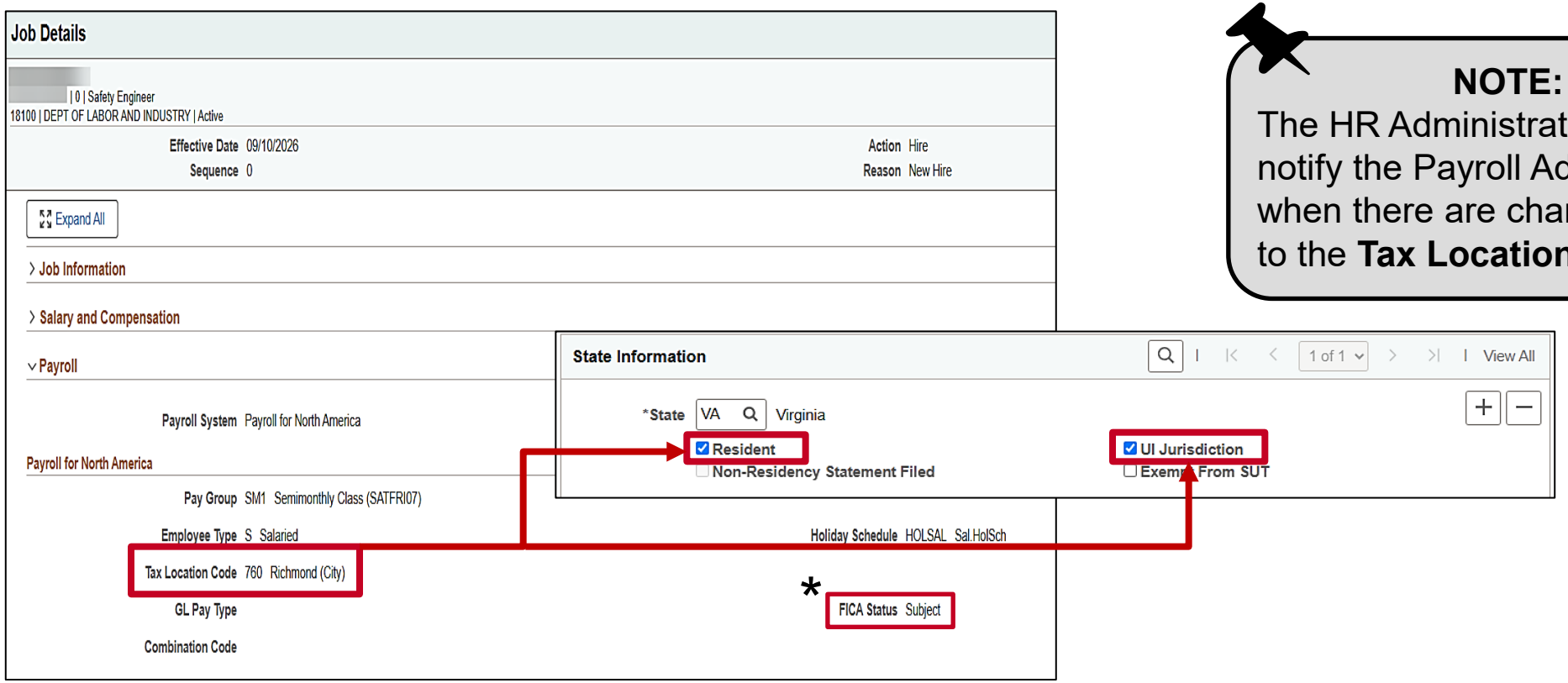
In this situation, the employee can have different withholdings for each job.



Tax Location Code

The **Tax Location Code** is part of the employee's **Job Data**. This code determines the employee's residence (Resident) and work state (**UI Jurisdiction**) for tax purposes. If the **Tax Location Code** is changed on **Job Data**, then a new effective dated row is added (with the same effective date in Job Data) on the employee's tax record even if the **Resident** and **UI Jurisdiction** does not change.

***FICA Status** is located on the employee's **Job Data** page on the **Payroll** tab.



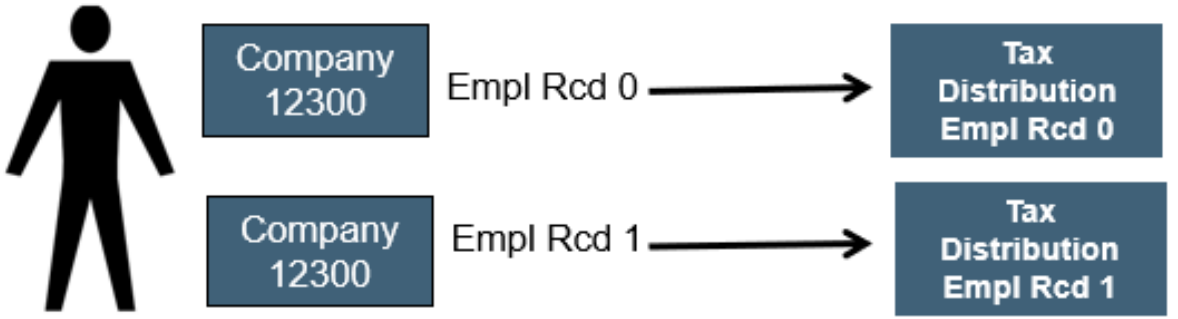
NOTE:
The HR Administrator should notify the Payroll Administrator when there are changes made to the **Tax Location Code**.

Maintaining Employee Tax Distribution Setup

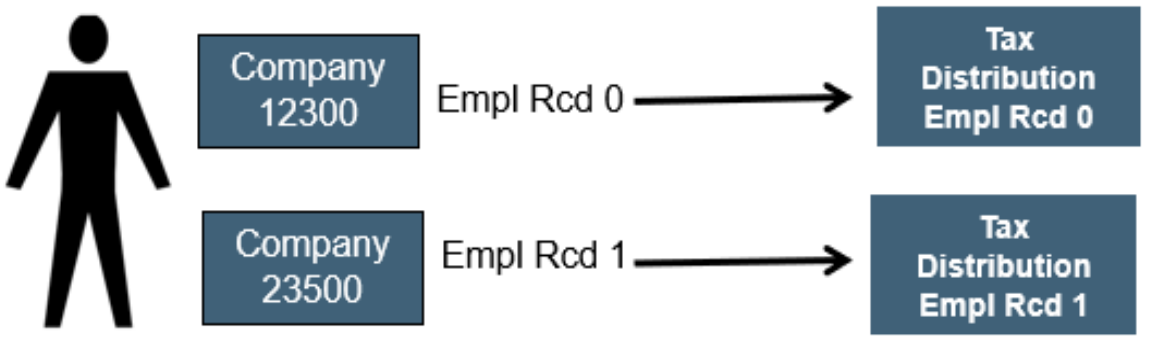
In Cardinal, the tax distribution is set up at the employee job record level. This means that each company has one tax distribution record for each employee job record.

When an employee has multiple jobs, the employee record is the factor that determines the number of tax distribution records.

Example A: If an employee has two job records within the same company, there will be two tax distribution records in Cardinal.



Example B: If an employee has two job records at different companies, there will be a separate tax distribution record in Cardinal (one for each company).

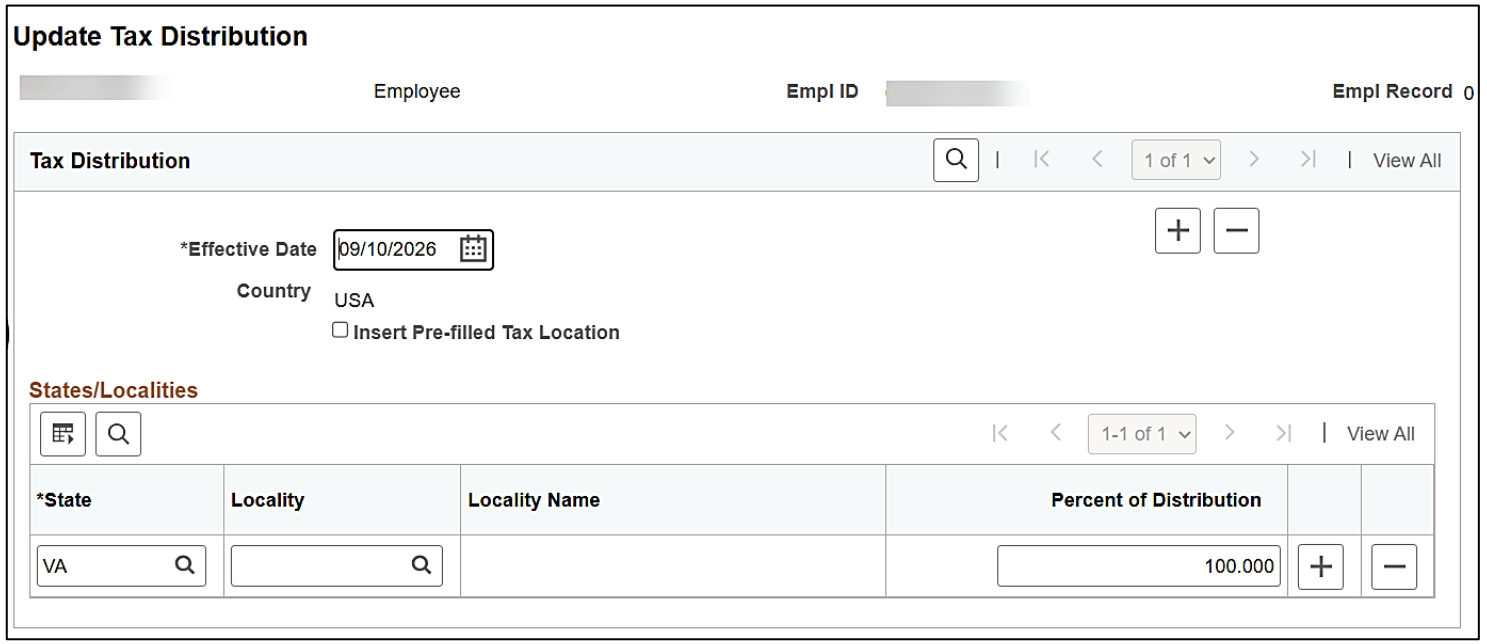


Update Tax Distribution Page

The Tax Distribution information is based on the employee's **Tax Location Code**. To access the **Update Tax Distribution** page, navigate using the following path:

PY WorkCenter > Links > Employee Data Maintenance > Update Tax Distribution

When an employee has two jobs within the same company, the employee will have two tax distribution records, one for each job.



Scenarios with Impact to Taxes

Scenario	Federal Tax	State Tax	Local Tax
Newly hired employee	Defaults to Single and no extra withholdings. Employee must complete W-4 for updates to be made	Defaults to the appropriate withholding status for the Home/Work state (e.g., Single and 0). Employee must complete the appropriate state tax form for updates to be made	No defaults. Employee should provide appropriate form, if applicable
Residence change from VA to MD	No change unless employee submits new W-4	If MD is on the Company Tax Table, the Payroll Admin adds Maryland and checks the Resident box. The UI Jurisdiction remains VA if VA remains their work state. If work state is other than VA, this will need to be changed	No defaults. Employee would provide appropriate form if applicable
Employee's work location changes and the **Tax Location Code** is updated in **Job Data**	No changes unless employee submits a new form	A new effective dated row is added to the State Tax record and Tax Distribution Record even in there is no change to the current info.	No changes unless the employee submits a form or if the new row inserted has no local tax

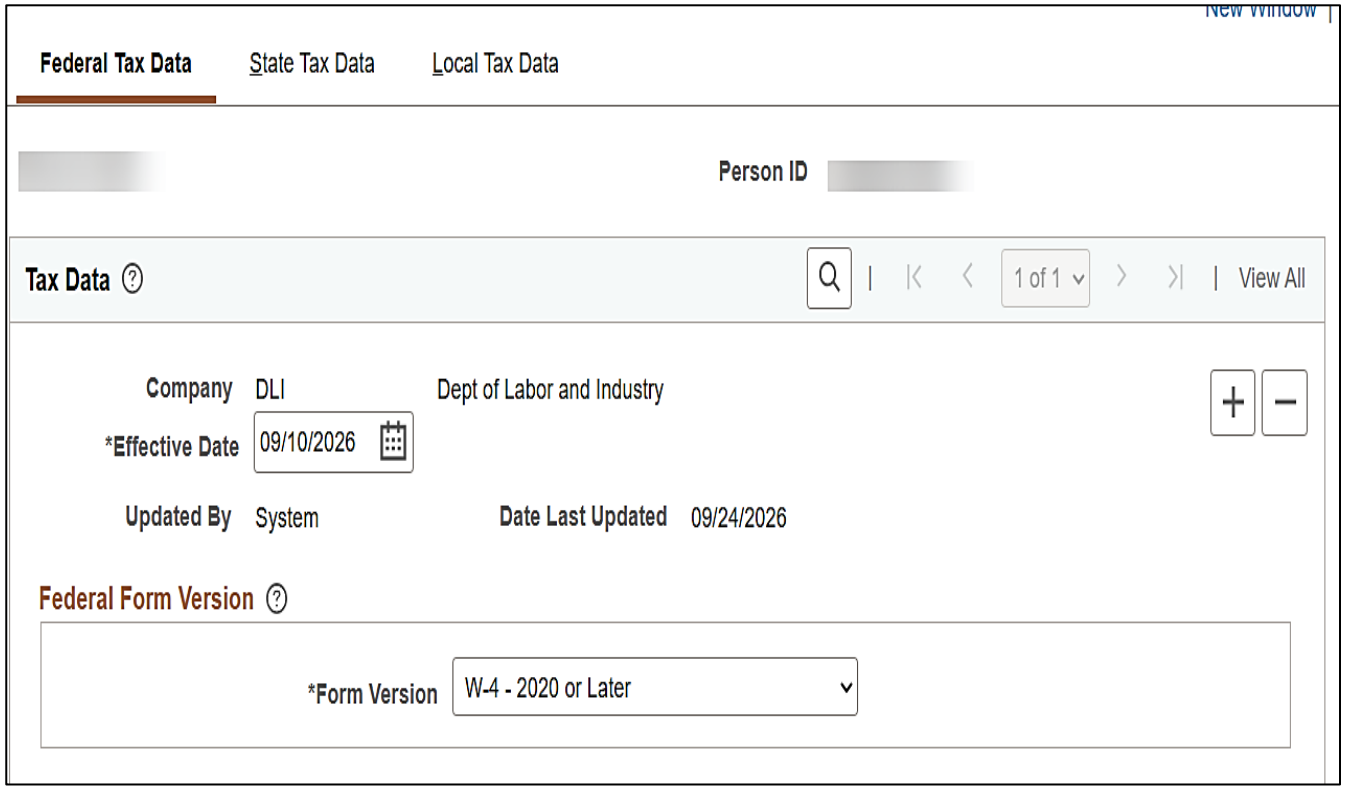
Update Employee Tax Data Page

Navigate to the **Update Employee Tax Data** page using the following path:

PY WorkCenter > Links > Employee Data Maintenance > Employee Tax Data

The **Update Employee Tax Data** contains 3 pages:

- **Federal Tax Data**
- **State Tax Data**
- **Local Tax Data**



JOB AID REFERENCE

PY381 Maintaining Employee Taxes

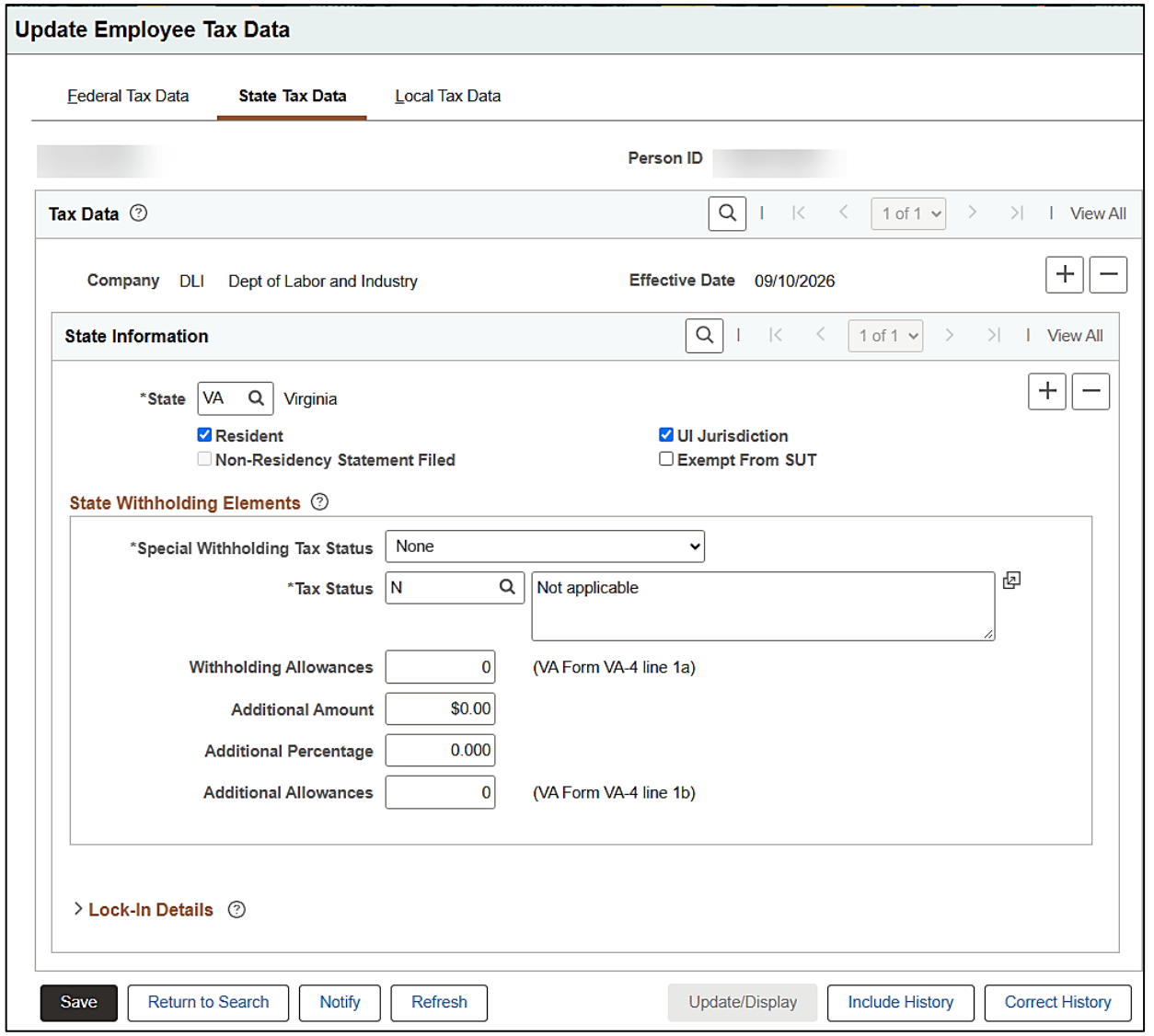
State Tax Data Page

The **State Tax Data** page is where state tax information is entered for an employee. It displays the

- **Resident** state
- **UI Jurisdiction**

The **Resident** and **UI Jurisdiction** populate based on the **Tax Location Code** set up on the employee's **Job Data** record.

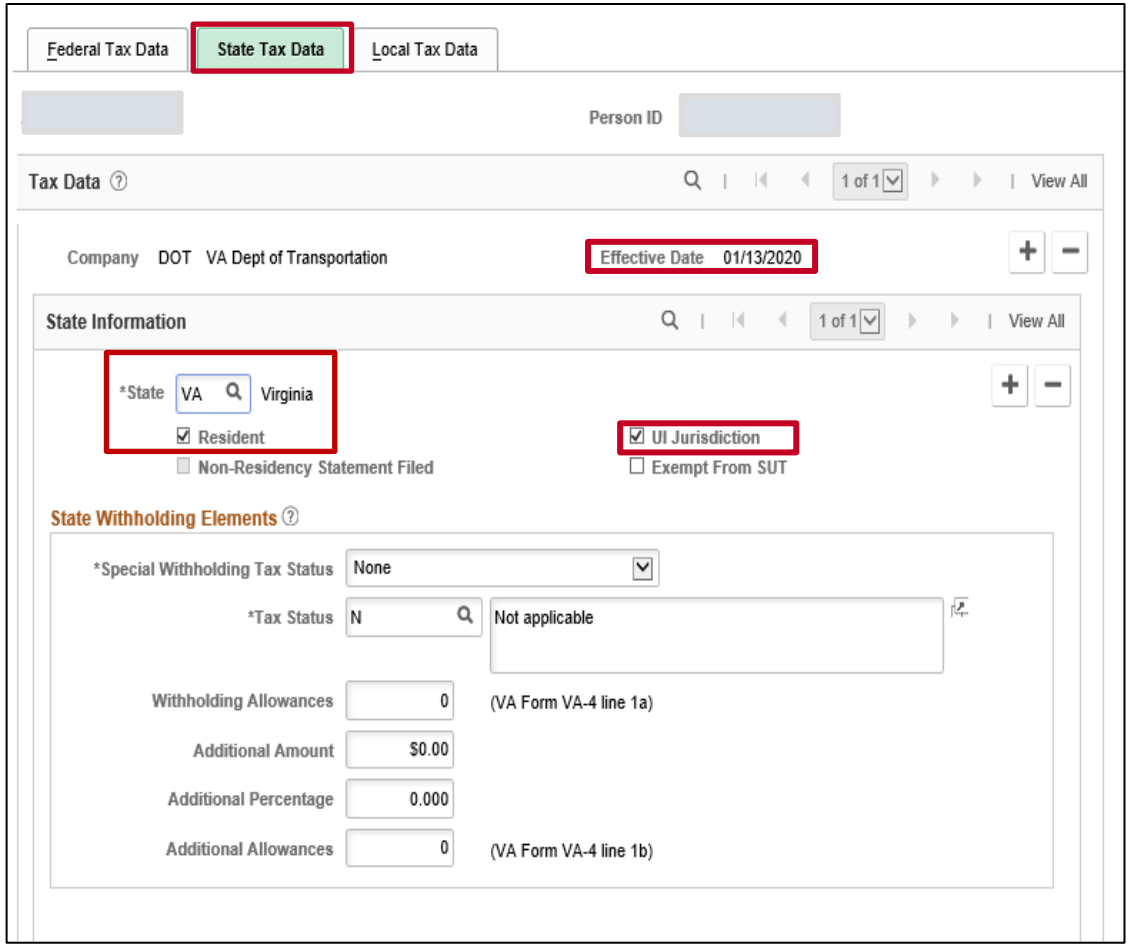
If the employee lives in a different state and works in Virginia, the Payroll Administrator will need to update this information as appropriate.



Maintain Employee Taxes: State Tax Data Page

HR Administrators should notify Payroll Administrators when **Tax Location Code** is updated in **Job Data** for an existing employee because it will insert a row on the State Tax data record, even if there is no change in the state.

If the Payroll Administrator has previously made a change to the **Resident** location, the change to the **Tax Location** Code in **Job Data** will insert an effective dated row which may impact the manual change made by the Payroll Administrator.

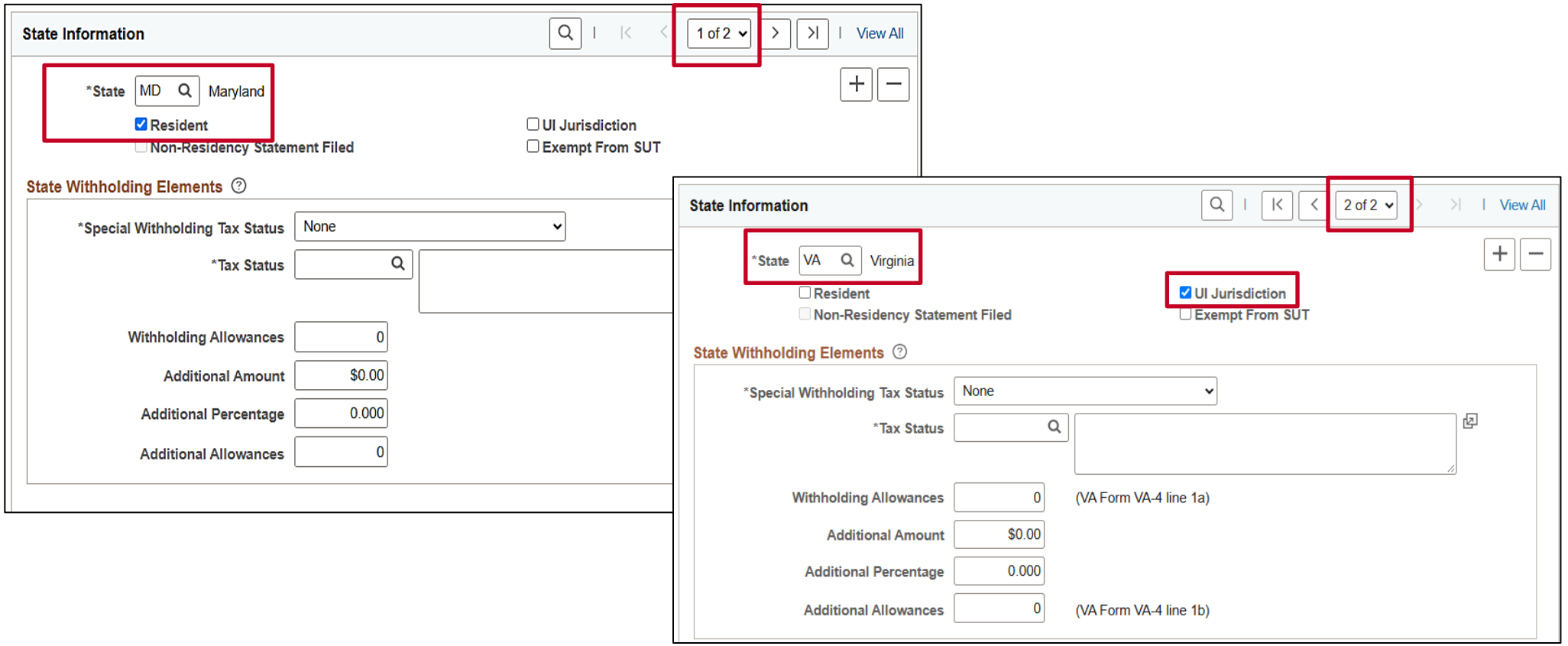


QUERY

Tax Location Recon (V_PY_TAX LOCATION_RECON)

Maintain Employee Taxes: Updating Resident State

In this example, the Payroll Administrator inserts an effective dated row to update the employee's **Resident State** because the employee is a resident of **MD** and will have tax withholdings for **MD**. The employee works in **VA** and their unemployment will be reported and tracked for Virginia.



Key Points about Taxes

- All employees must have a tax record setup in Cardinal to receive pay.
- Newly hired employees tax information defaults from the **Tax Location Code** on **Job Data** which populates the Home State (**Resident**) and Work State (**UI Jurisdiction**) information.
- If changes are made to the **Tax Location Code** on **Job Data**, it will insert a new effective dated row for State Taxes and on the **Update Tax Distribution** page.
- Taxes are not prorated in Cardinal. If taxes are adjusted within a pay period, the most current row will be used to calculate taxes for the entire pay period.
- When making an update to tax information, the new effective dated row is always added on the Federal page.
- Each employee should have only one state marked as Resident and only one state marked as UI Jurisdiction.
- Cardinal does not default any information on the **Local Tax Data** page. The employee must submit the appropriate form when subject to local taxes.



Lesson Summary

2 Maintain Employee Payroll Data

In this lesson, you learned

- An overview of Maintaining Additional Pay
- An overview of Employee Benefit Deduction pages
- How to Enter and Maintain Employee General Deductions
- How to Maintain Employee Garnishment Data
- How to Enter and Maintain Employee Direct Deposits
- How to update Employee Tax Information

Lesson

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

This lesson covers the following topics:

- Overview of SPOT
- SPOT Process Flow
- Entering, Saving, Validating, and Submitting a SPOT Batch Manually
- Overview of the SPOT Template Upload Process
- Overview of the SPOT Approval, Denial, and Send Back Processes
- Viewing SPOT Transactions after Approval Actions
- Deleting a SPOT Batch
- Monitoring SPOT Transactions

SPOT Overview

The **Single-Use Payroll Online Tool (SPOT)** is used by Payroll Administrators to enter one-time transactions affecting earnings or deductions in Cardinal.

Transactions entered in SPOT must be approved by the designated SPOT approver(s) at the Agency for them to be loaded during the payroll process.

Updates to Time and Labor hours should not be made in SPOT, they are made in Time and Attendance as appropriate. Short Term Disability (STD) and Worker's Compensation (WC) are still calculated via an external worksheet and entered into SPOT by the Payroll Administrator.

There are two ways that transactions can be entered into SPOT:

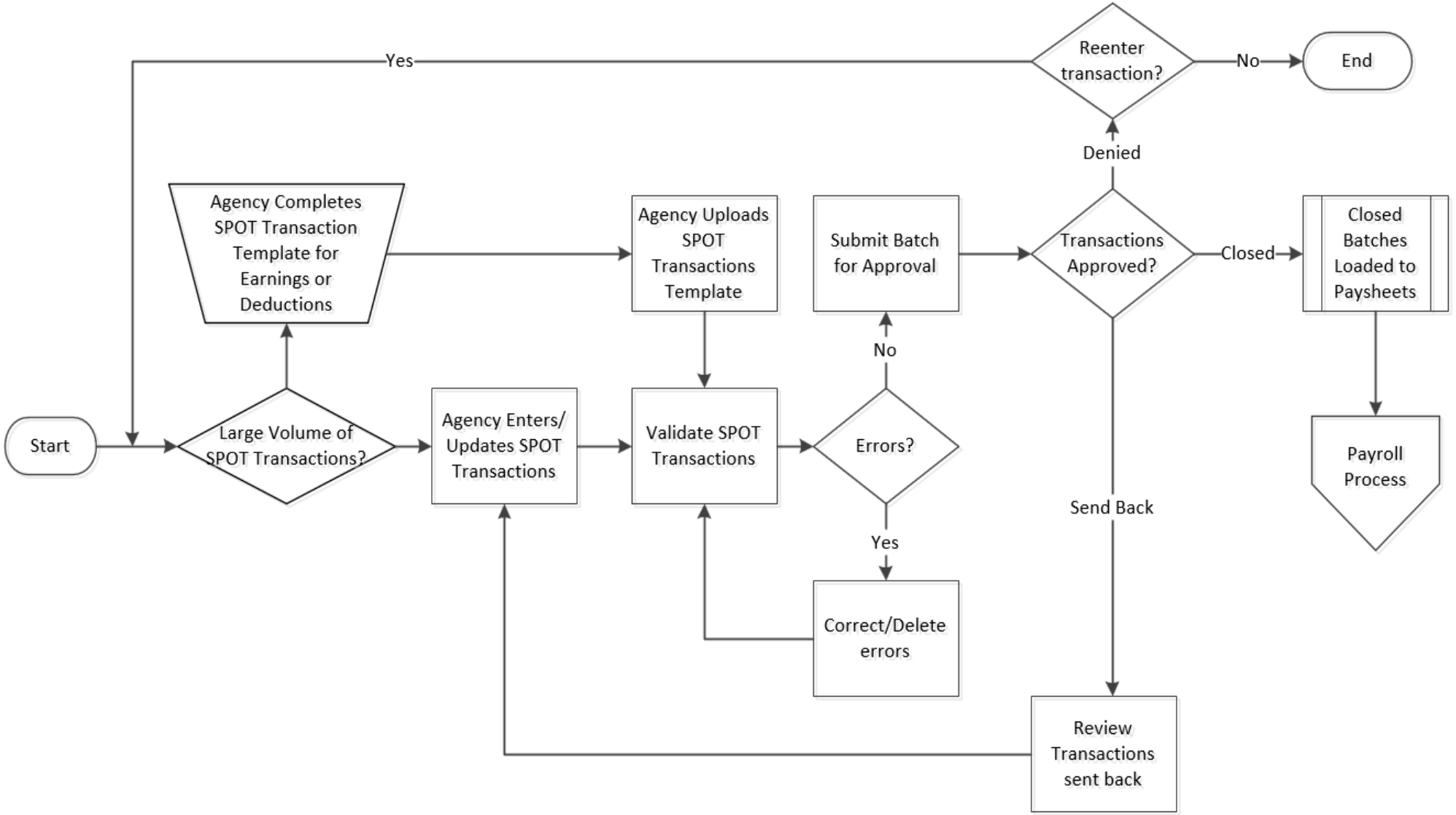
- **Manually Online:** Transactions are entered one by one online in SPOT
- **Uploaded using the SPOT Template Upload:** Mass transactions are entered on a template spreadsheet and uploaded into SPOT

JOB AID REFERENCE

PY381 Using the Single-Use Payroll Online Tool



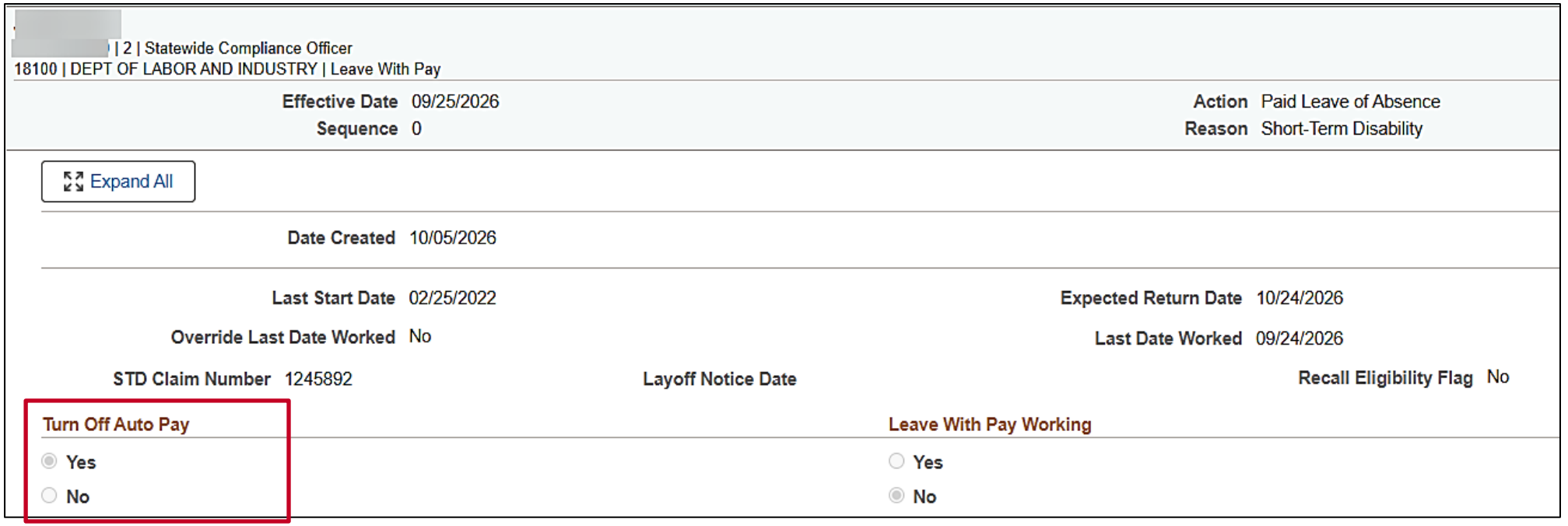
SPOT Process Flow



Extended Leave Processing in SPOT

When an employee goes on extended leave, (i.e., Short Term Disability (STD) or Worker's Comp (WC)), HR will turn off the automatic payment of the employee's regular pay and additional pay on the employee's **Job Data** page by selecting **Yes** in the **Turn Off Auto Pay** field.

Payroll Administrators will review the HR effective date for when the employee went out on leave, Timesheet information, employee compensation, and enter the appropriate transactions in SPOT for the employee to be paid accurately.



Turn Off Auto Pay Field Impacts to Employee Pay

When the **Turn Off Auto Pay** field is changed to **Yes**, payments will not be made (salary or additional pays) unless SPOT transactions have been entered for the employee.

- If the leave start day occurs in the middle of a pay period, the salary and additional pay will be turned off for the entire pay period by the Pay Calculation process.

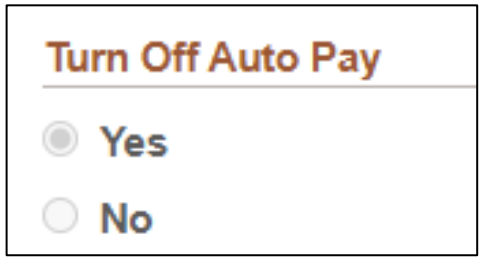
- If the return from leave day occurs in the middle of a pay period, the **Turn Off Auto Pay** field will be updated to **No** and the salary and additional pay will be turned on for the entire pay period.

Updating the **Turn Off Auto Pay** field to **Yes** or **No** in the middle of the pay period will not prorate the employee's pay, which will need adjusting through SPOT.

Please work with the Agency HR Administrator to validate information and ensure accurate employee pay.

JOB AID REFERENCES – Extended Leave

- Processing Paid Leaves of Absence in Cardinal
- Processing Unpaid Leave Absences in Cardinal



SPOT Transaction Upload Template Overview

SPOT transactions can be entered using the SPOT Template upload. There are two templates, one for each of the following:

- Earnings
- Deductions

SPOT Transactions need to be entered on the correct template and then can be uploaded online. Once the template has been uploaded, it must still be validated and submitted for approval.

At this time, Cardinal recommends batches should not exceed more than 100-lines for SPOT Template uploads.

The SPOT templates for earnings and deductions are located on the Cardinal Website in **HCM Update Templates** under **Resources**.

JOB AID REFERENCE

PY381 Using the Single-Use Payroll Online Tool

NOTE:

The 100-line limit is only for SPOT Template uploads and NOT Mass Uploads.

Approving, Denying, Sending Back and Closing SPOT Transactions

SPOT batches are reviewed by the SPOT approver. The SPOT approver can approve, deny or send back a batch to be updated. Batches that contain transactions that require updating are sent back to the Payroll Administrator for correction and resubmission. Batches that do not contain transactions for correction are closed and picked up by the SPOT Load process.

The SPOT approver reviews the batch items and can view comments and any supporting documents if applicable.

When any item in the batch requires updates, the approver can **Send Back** the batch for updates. The entire batch is sent back, and the Payroll Administrator can only make changes to transactions that are noted for updates. No changes can be made to transactions within the batch that have been marked as **Approved** or **Denied**.

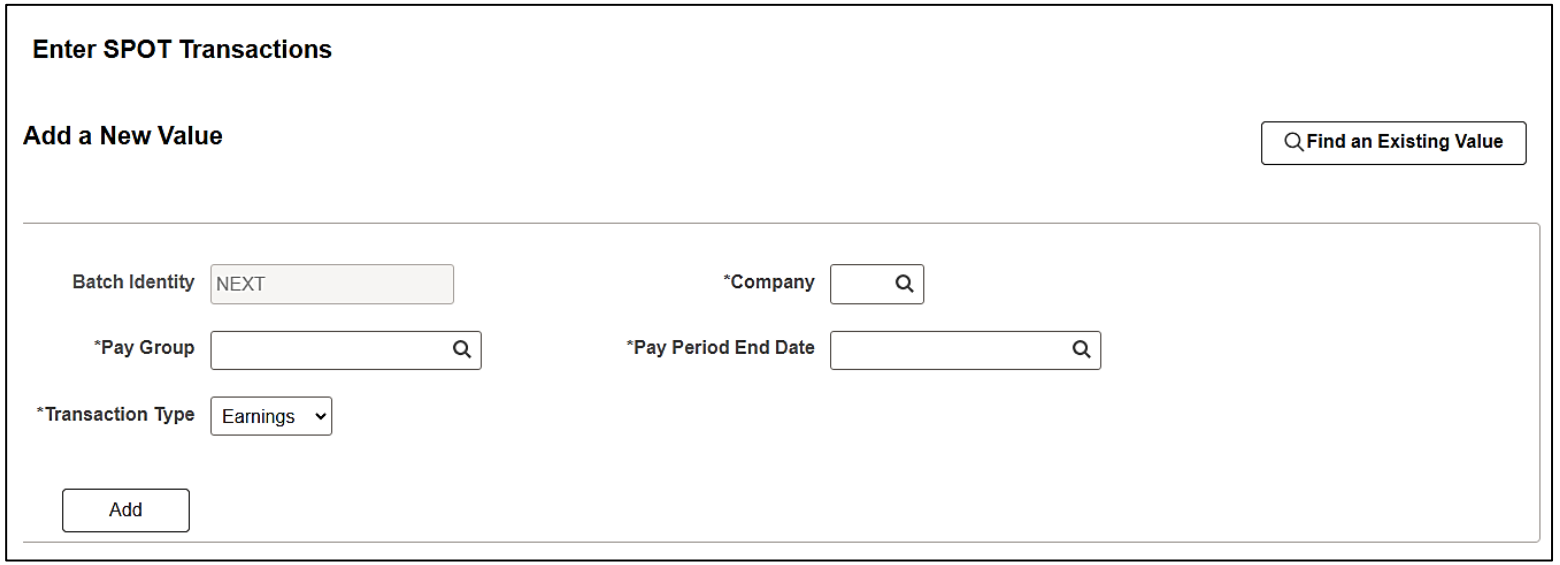
If the batch does not have any transactions that need to be updated, the approver can Approve or Deny the transactions and **Close** the batch. Closed batches are picked up by the SPOT load process and added to employee paysheets.

Approving, Denying, Sending Back and Closing SPOT Transactions (continued)

SPOT Approvers cannot enter and approve their own batch in Cardinal.

Navigate to the **Review SPOT Transactions** page using the following path:

PY WorkCenter > Links > Process Payroll > Enter SPOT Transactions



JOB AID REFERENCE

PY381 Using the Single-Use Payroll Online Tool

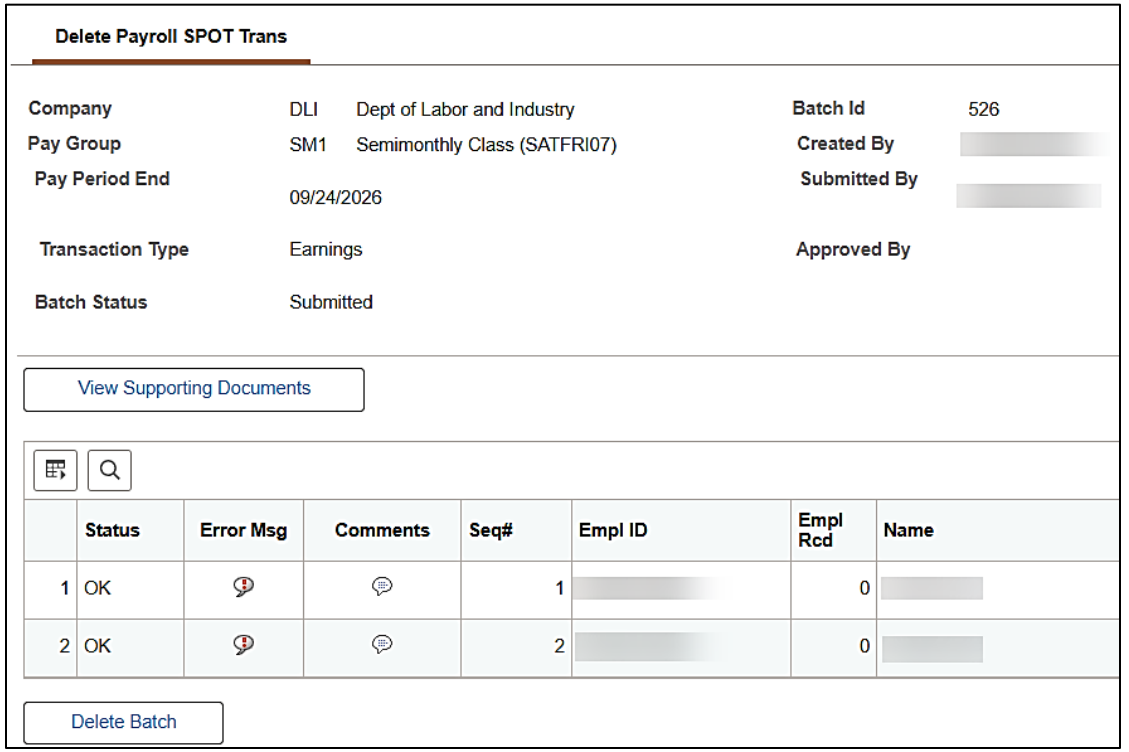
Deleting SPOT Batches

There may be times when a SPOT batch needs to be deleted. This is typically used to clear out old batches or remove batches that were created in error.

Users can not delete closed batches, as closed batches have been sent to payroll for processing. It is recommended to have the specific batch number(s) to delete to avoid accidently deleting the incorrect batch. Deleted batch transactions display on the SPOT Online query.

To delete a batch, 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 Transaction



JOB AID REFERENCE

PY381 Using the Single-Use Payroll Online Tool

Monitoring SPOT Transactions

The following report and query will be used to review errors or validations:

Query: V_PY_SPOT_TRANS_RPT - all SPOT transactions for a pay period by status. Query would include Employee ID, Employee Name, Company, Pay Group, Batch ID, Transaction Status, and Batch status

Report: SPOT ENTRIES NOT ON PAYLINE - this report is used to identify those transactions that have been approved in SPOT in closed batches but have not been updated on the employee's payline(s)

The next two slides provide screenshots of what the query and report will look like and where to locate them in Cardinal.

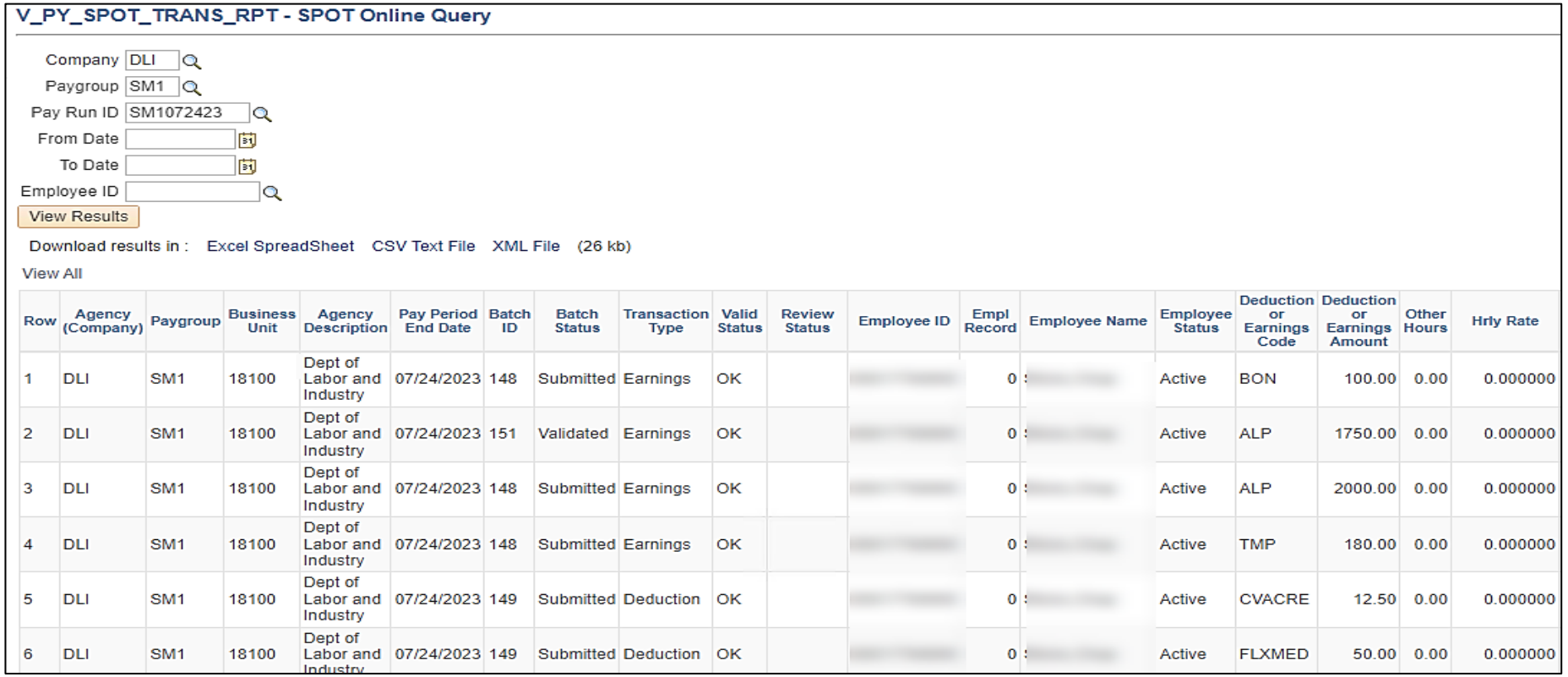
JOB AID REFERENCE

Cardinal HCM Payroll Reports Catalog

SPOT Online Query

The **SPOT Online Query** displays all SPOT transactions for a pay period by status. It includes the batch status (e.g., Submitted, Approved, Send Back, Deleted, etc.) who entered the batch, who approved it and what date and time it was approved. Navigate to this query using the following path:

PY WorkCenter > Queries > Payroll Queries > SPOT Online Data



V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company DLI
Paygroup SM1
Pay Run ID SM1072423
From Date
To Date
Employee ID
View Results

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

View All

Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours	Hrly Rate
1	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	BON	100.00	0.00	0.000000
2	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK			0		Active	ALP	1750.00	0.00	0.000000
3	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	ALP	2000.00	0.00	0.000000
4	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK			0		Active	TMP	180.00	0.00	0.000000
5	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	CVACRE	12.50	0.00	0.000000
6	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK			0		Active	FLXMED	50.00	0.00	0.000000

SPOT Online Query (continued)

SPOT Online Query (scrolled right)

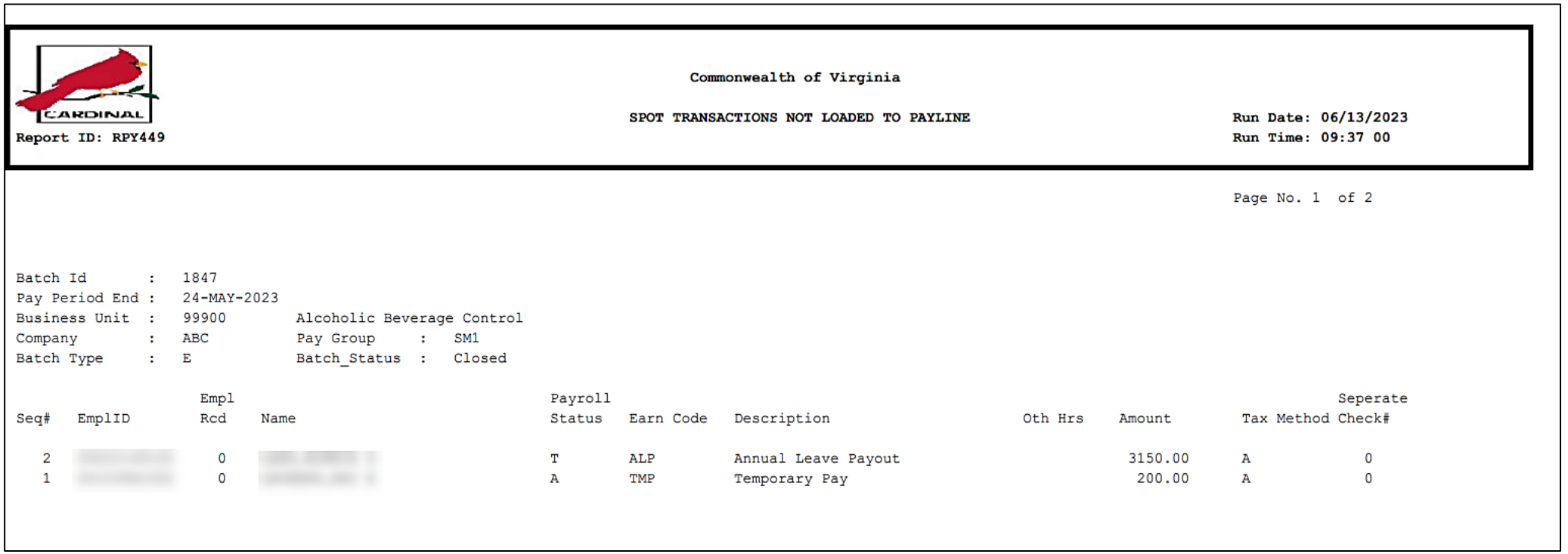
Hrly Rate	Earns Begin	Earns End	Plan Typ	Plan	Dedn Class	One Tm Cd	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset	Tax Method	Sep Check Nbr	By	Approved at	by	Comment	Error Text
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Supplemntl	0					
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	07/09/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					
0.000000			10	ACC0	B	Refund	Deduction		Deduction			0					
0.000000			60	FLXMED	B	Addition	Deduction		Deduction			0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					Amount cannot be zero for Ern_Cd-AGY;
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0				reclassed hours for STD	
2033.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0					

SPOT Entries not on Payline Report

This report is used to identify those transactions that have been approved in SPOT in closed batches but have not been updated on the employee's payline(s).

To access this report, use the following path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline



Report ID: RPY449

Commonwealth of Virginia

SPOT TRANSACTIONS NOT LOADED TO PAYLINE

Run Date: 06/13/2023
Run Time: 09:37 00

Page No. 1 of 2

Batch Id : 1847
Pay Period End : 24-MAY-2023
Business Unit : 99900 Alcoholic Beverage Control
Company : ABC Pay Group : SM1
Batch Type : E Batch_Status : Closed

Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Tax Method	Seperate Check#
2	[redacted]	0	[redacted]	T	ALP	Annual Leave Payout		3150.00	A	0
1	[redacted]	0	[redacted]	A	TMP	Temporary Pay		200.00	A	0

Lesson Summary

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

In this lesson, you learned

- Overview of SPOT
- An overview of SPOT Process Flow
- How to Enter, Validate, and Submit a SPOT Batch Manually
- Overview of the SPOT Template Upload Process
- Overview of the SPOT Approval, Denial, and Send Back Processes
- How to View SPOT Transactions after Approval Actions
- How to Delete a SPOT Batch
- How to Monitor SPOT Transactions

Lesson

4 Overview of Payroll Processing

This lesson covers the following topics:

- Payroll Processing Overview

Process Payroll Overview

SPO is responsible for:

- the creation of Operations Calendars and providing timelines to all state agencies regarding when specific Agency payroll functions need to be completed (e.g., enter and approving timesheets).
- developing the procedure/process to assist the agencies with ‘certifying’ the payroll prior to the confirmation process.

Agencies cannot schedule payroll processing at will or on an ad-hoc basis and are required to process payroll based on the payroll processing schedules provided by SPO (on-cycle and off-cycle).

The Pay Run ID is used to identify the companies, paygroups and specific pay end date that are to be processed together. The Pay Run ID is used in creating paysheets, calculating pay, and performing the final confirmation of payroll. Pay Run IDs must be unique throughout payroll history.



Process Payroll – Key Terms

Key Terms	Definition
On-Cycle	The regular payroll schedule based on the specified pay frequency (e.g., biweekly, semimonthly, monthly).
Off-Cycle	A payroll processed outside of the regular On-Cycle payroll schedule. Off-cycle payrolls are used to pay an employee when their check is incorrect or missing in the on-cycle payroll. May also be used for special payroll runs such as Bonuses.
Pay Group	A pay group is a grouping of employees based on shared characteristics (e.g., employee type, pay frequency, country location) and is used for payroll processing.
Pay Calendar	A pay calendar defines pay periods in Cardinal. The pay calendar displays the period begin, period end, and check date among other fields, for a particular company and pay group for each individual pay period (i.e., a semi-monthly pay group has 24 pay periods, so there will be 24 pay calendars for the semi-monthly pay group).
Pay Run IDs	The Pay Run ID will be used to identify the pay calendars that are to be processed together. The Pay Run ID will be used in creating paysheets, calculating pay, and performing the final confirmation of payroll. Pay Run IDs must be unique throughout payroll history. Pay Run IDs will be used to run any processes or reports related to the Pay Calendar it is associated with.
Paysheet	A paysheet will contain the data required to calculate employee pay for each pay period. Information reflected on employees' job records and tax data records will be pulled into the paysheets during the paysheet creation process. Only SPO will have access to paysheets.
Payline	A payline will correspond to an individual employee, but an individual employee may have more than one payline. For instance, an employee working multiple jobs will have multiple paylines in a paysheet. Only SPO will have access to payline data.

Sample Salary Pay Calendar

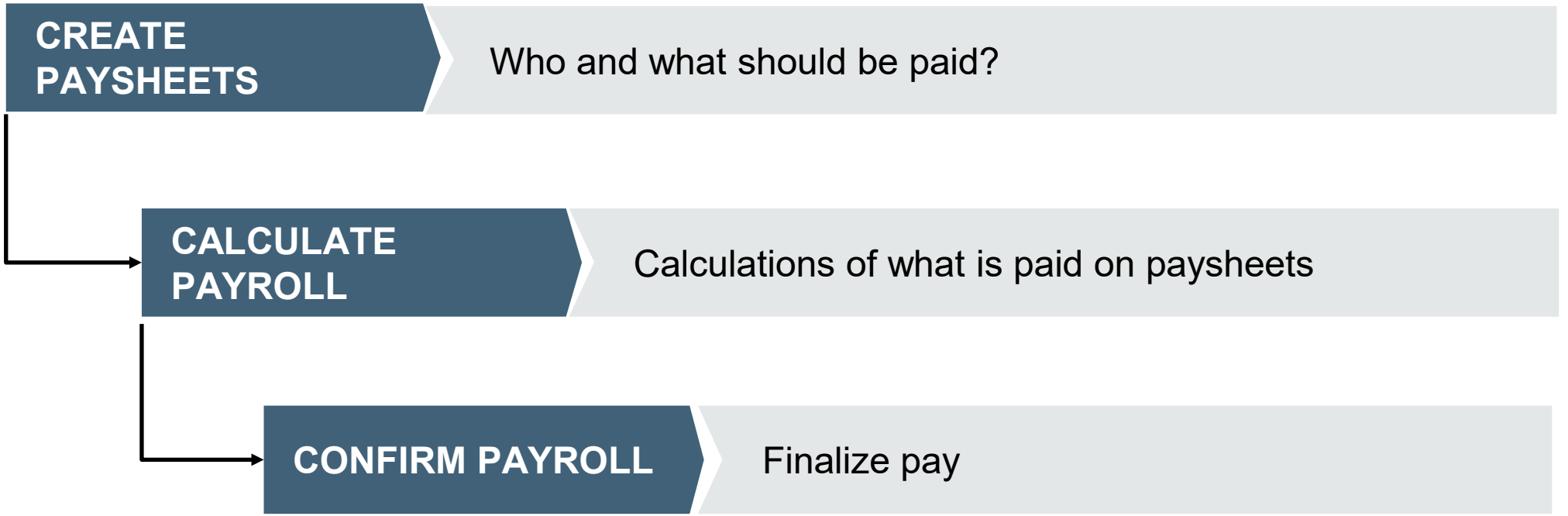
HCM Semi-Monthly Schedule - Calendar Year 2026									
Pay period End SM1 SM1MMDDYY	Pay period End SM2 SM2MMDDYY	*Create Paysheets* *3:00 - 5:00 PM*	*Data Freeze* *10:00 - 10:45 AM*	*Confirm Pay* *1:00 - 3:00 PM*	Interfacing Agencies Timesheet Deadline *10:00 PM*	Payday	Off Cycle	Off Cycle Confirm 1:00 - 3:00 PM	Off Cycle Pay Date
1/9/2026	1/15/2026	*12/31/2025*	*1/8/2026*	*1/12/2026*	*1/15/2026*	1/16/2026	OSM011626	1/15/2026	1/20/2026
01/24/2026	1/31/2026	*1/15/2026*	*1/22/2026*	*1/26/2026*	*1/29/2026*	1/30/2026	OSM013026	1/29/2026	2/2/2026
02/09/2026	2/15/2026	*1/29/2026*	*2/5/2026*	*2/9/2026*	*2/12/2026*	2/13/2026	OSM021326	2/12/2026	2/17/2026
02/24/2026	2/28/2026	*2/12/2026*	*2/19/2026*	*2/23/2026*	*2/26/2026*	2/27/2026	OSM022726	2/26/2026	3/2/2026
3/9/2026	3/15/2026	*2/26/2026*	*3/6/2026*	*3/10/2026*	*3/13/2026*	3/16/2026	OSM031626	3/13/2026	3/17/2026
3/24/2026	3/31/2026	*3/13/2026*	*3/23/2026*	*3/25/2026*	*3/30/2026*	3/31/2026	OSM033126	3/30/2026	4/1/2026
4/9/2026	4/15/2026	*3/30/2026*	*4/8/2026*	*4/10/2026*	*4/15/2026*	4/16/2026	OSM041626	4/15/2026	4/17/2026
4/24/2026	4/30/2026	*4/15/2026*	*4/23/2026*	*4/27/2026*	*4/30/2026*	5/1/2026	OSM050126	4/30/2026	5/4/2026
5/9/2026	5/15/2026	*4/30/2026*	*5/7/2026*	*5/11/2026*	*5/14/2026*	5/15/2026	OSM051526	5/14/2026	5/18/2026

- **Create Paysheets**: Start of the payroll process - Checks/Reports are now available to review
- **Final Time Load/Interfacing Agencies Timesheet Deadline**: Timesheets should be entered and approved (or interfaced). Time approved after this date will not be loaded to the current payroll.
- **Data Freeze**: Limited HR Changes will be pulled into pay checks
- **Confirm Pay**: Payroll is complete – Checks will be available at Treasury and Self-Service Paystubs will be available online the next day
- **Payday**: Checks should be in hand and payments in accounts

Process Payroll Subprocesses

The **Process Payroll** business process involves activities performed by SPO to compile all payroll transactions, calculate earnings, taxes, deductions, and report payroll data.

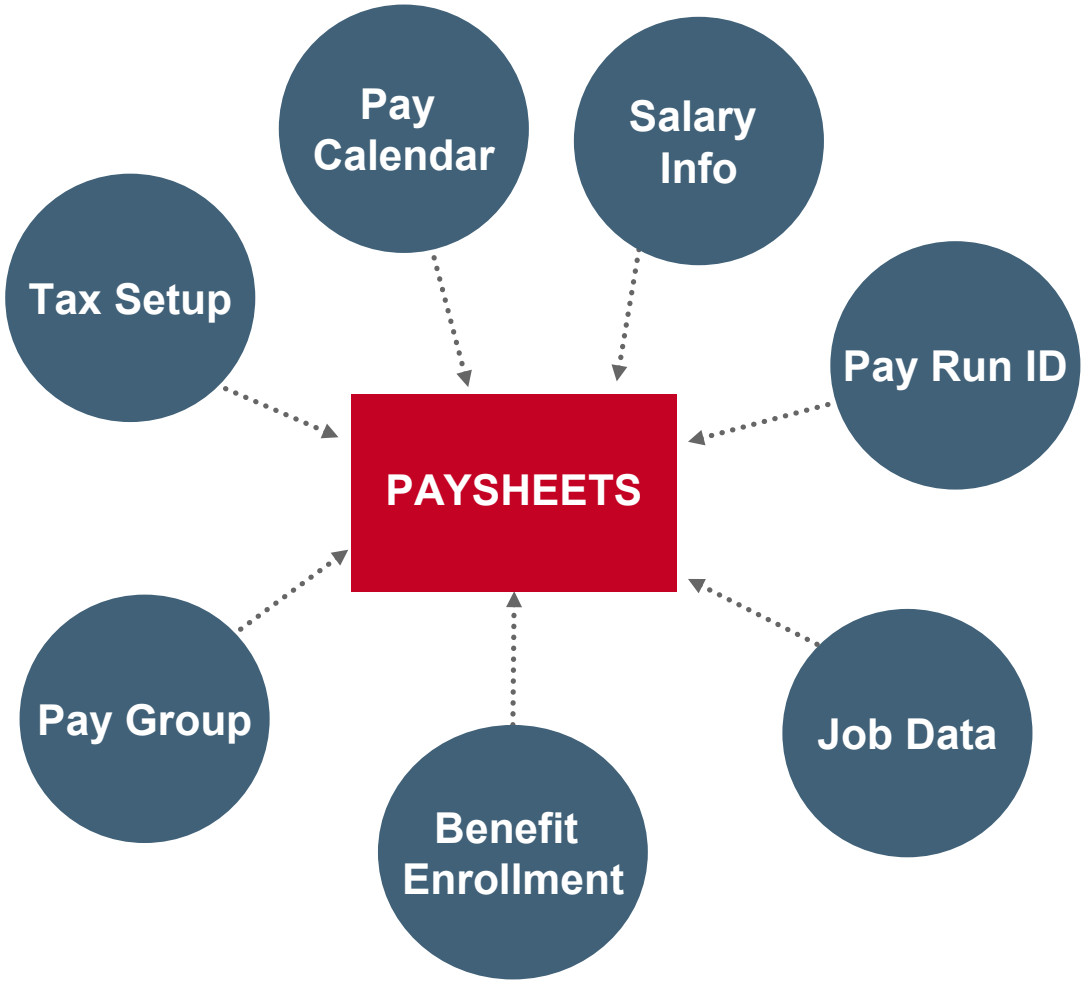
The **Process Payroll** business process includes the following three subprocesses:



Create Paysheets

The Create Paysheets process in the first step in the Payroll cycle.

Cardinal pulls data from various sources to create online working sheets containing all the necessary information (e.g., employee's earnings, hours, and deduction data) required to calculate pay for a specific pay period.



Calculate Payroll

The Calculate Payroll is an iterative process that runs several times as outlined on the Operations Calendars. Processes eligible employees' earnings marked as “Ok to Pay” on the Paylines.

It identifies any invalid or missing personal, job, taxes and/or benefit data that prevents the process from creating the paycheck and these display as Payroll Error Messages

Cardinal will calculate the Fair Labor Standards Act (FLSA) premium rates based on the FLSA eligible earnings and hours

Once the Calculate Payroll process runs, users can review the results of paycheck earnings, taxes, and deductions.

Confirm Payroll

Pay Confirmation finalizes payroll, and no further changes can be made to the payroll once pay confirmation runs. The Pay Confirmation batch process must be run for all on-cycle and off-cycle paysheets.

The Confirm Payroll process updates all balances for earnings, deductions, taxes, and garnishments. The pay confirmation also reads the direct deposit banking information and assigns check and advice numbers.



Lesson Summary

4 Overview of Payroll Processing

In this lesson, you learned

- Payroll Processing Overview

Lesson

5 Process Payroll – Create Paysheets

This lesson covers the following topics:

- Create Paysheet Process
- Viewing the Employee Payroll Status

Create Paysheets Overview

During the Paysheet Creation process, the system scans all employees and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups are related to a pay calendar entry that is associated with the Pay Run ID.

Paysheets will contain the employee payroll data required to calculate employee pay for each pay period. The Paysheet Creation process will create a paysheet for all active employees. Active employees include:

- Employees who have a Payroll Status of Active
- Employees who have a Payroll Status of Leave with Pay
- Employees who have a Payroll Status of Leave of Absence or Terminated for only part of the pay period

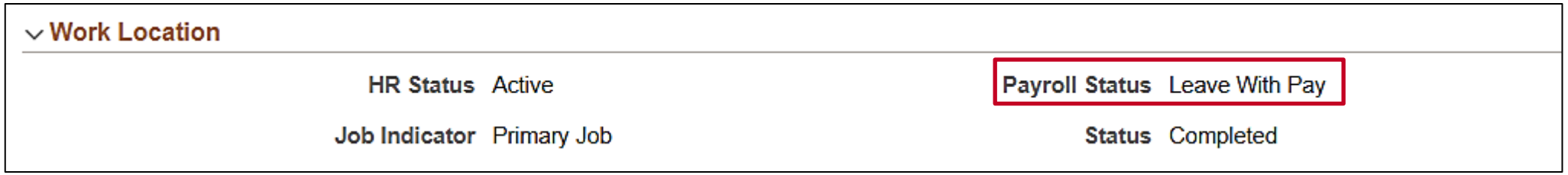
Separate processes will create paysheets for inactive employees in the following situations:

- Employees with approved SPOT transactions
- Employees with approved time (e.g., Time and Absence)



Payroll Status

Paysheets are created based on the employee's **Payroll Status** in **Job Data** and not the **HR Status**.



Create Paysheets Access



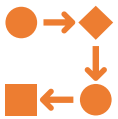
The agencies do not have access to paysheets in Cardinal. Only SPO will have the ability to access paysheets to update transactions. Agencies will update paysheets by submitting earnings and deduction adjustments through SPOT.



SPO has access to paysheets and can make updates such as one-time tax transactions. In cases where the employee should not receive pay, SPO can uncheck the **OK to Pay** option.

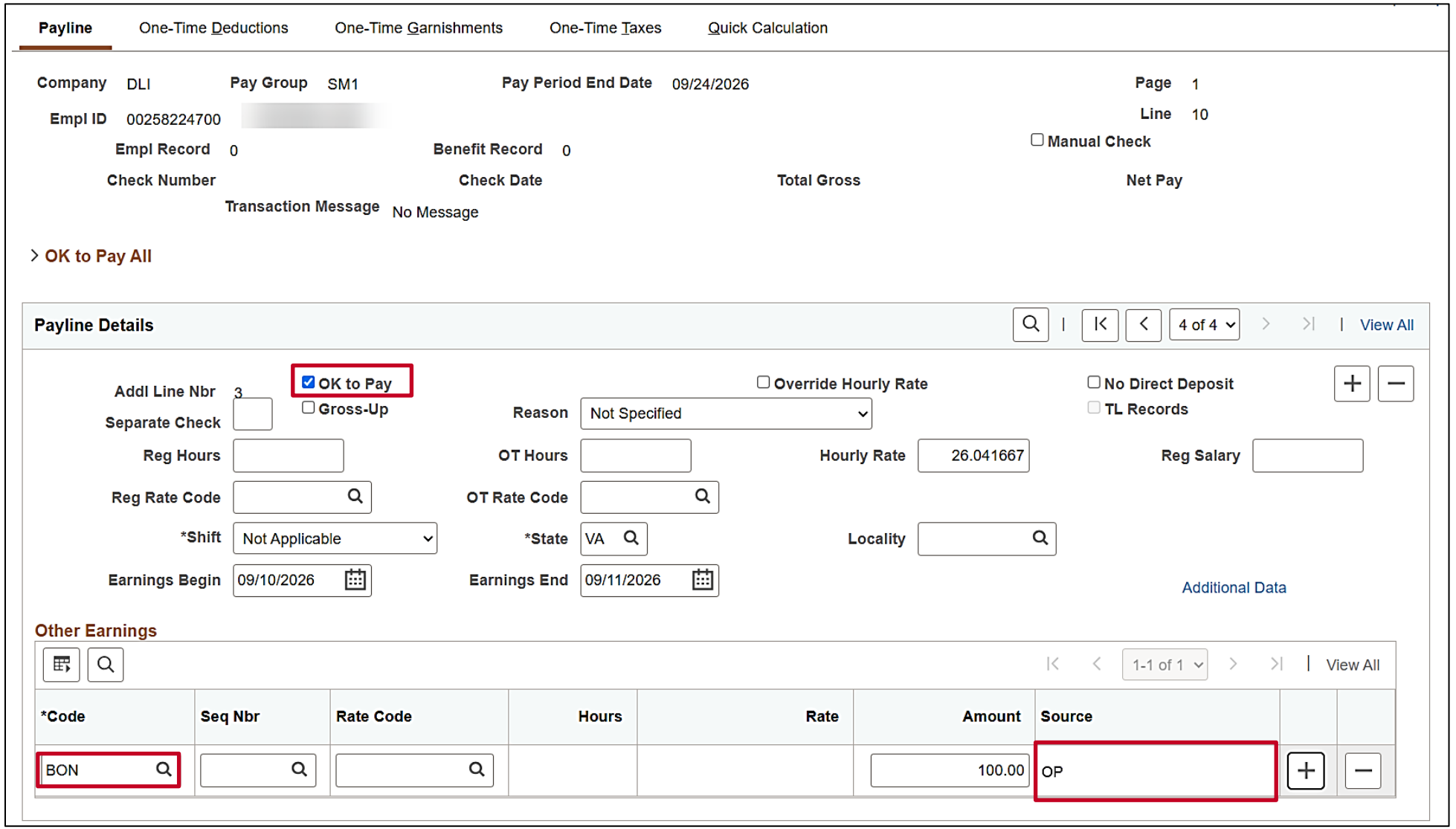


SPO runs a custom program that will create paysheets for inactive employees who have pending time (e.g., overtime lag) that needs to be loaded.



SPO will create off-cycle paysheets manually as needed.

Example of a Paysheet



Lesson Summary

5 Process Payroll – Create Paysheets

In this lesson, you learned

- Create Paysheet Process
- Viewing the Employee Payroll Status

Lesson

6 Process Payroll – Calculate Pay

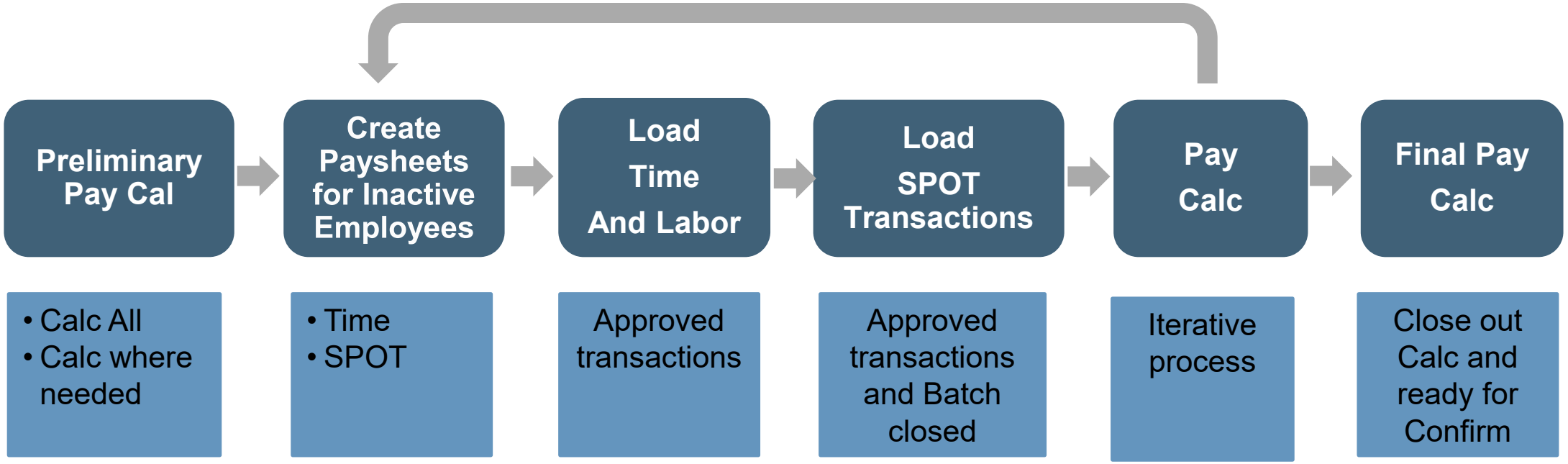
This lesson covers the following topics:

- Calculate Pay Overview
- Review Key Error Reports
- Review the Paycheck Page for an employee
- Create Paysheets for Inactive Employees process
- Time and Labor Data Load process
- SPOT Transaction Load process
- Final Pay Calculation process

Calculate Pay Overview

Calculate Pay determines earnings, deductions, taxes and net pay for all employees with earnings.

Each company and paygroup assigned to a Pay Run ID will be processed separately from other Pay Runs.



Calculate Pay

When the **Preliminary Pay Calculation** is run with the **Calculate Where Needed** option, the system recalculates employees for whom there are changes since the last pay calculation which includes:

- Additional pay
- Personal data
- Job Record
- Federal, state, or local tax data
- Garnishment rule, schedule, or specification
- General deductions
- Benefit Deductions

Note: Any online changes after paysheet creation (e.g., termination) or changes that alter the **OK to PAY** checkbox should be reflected after the next pay calculation process runs. If updates are not reflected in the updated reports or **Review Paycheck** page, work with SPO.

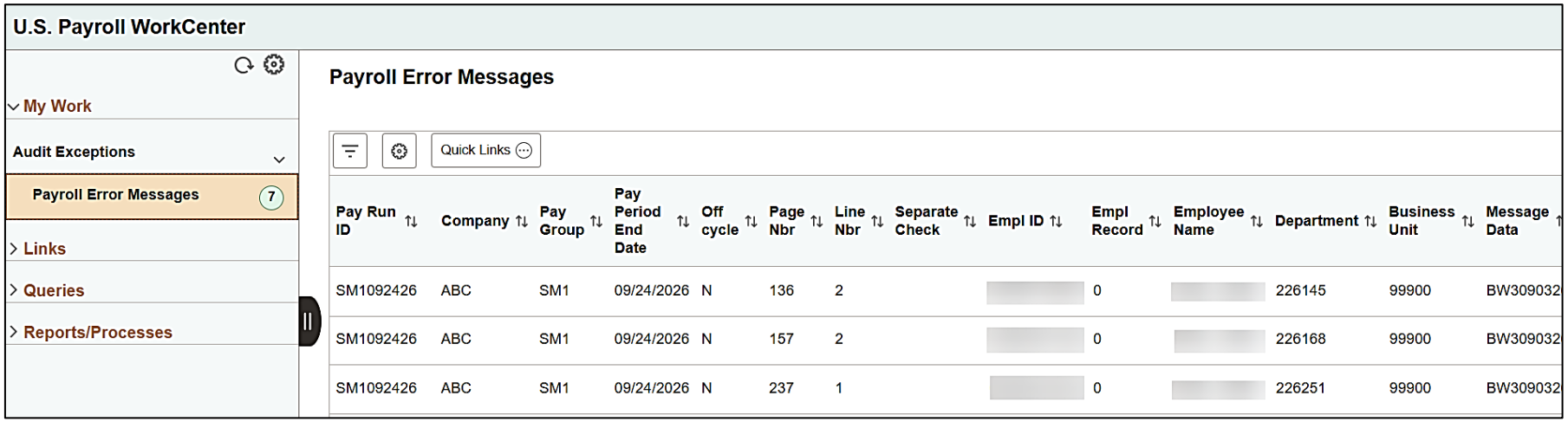
When the system is recalculating the employee's pay, it is possible the employee(s) are not displayed on the payroll reports. Wait and rerun the report again. Refer to the SPO Operations Calendar for details regarding when payroll processes are scheduled to run.

Review Payroll Error Messages

The **Payroll Error Messages** displays a consolidated list of the payroll error messages generated during the calculation process. These errors need to be reviewed and addressed by the Agency Payroll Administrator. If an employee remains in error, a paycheck will not be generated for the employee, nor can the payroll be confirmed.

Payroll Error Messages display in the Payroll WorkCenter. Users can access this page using the following navigation:

PY WorkCenter > My Work > Audit Exceptions > Payroll Error Messages.



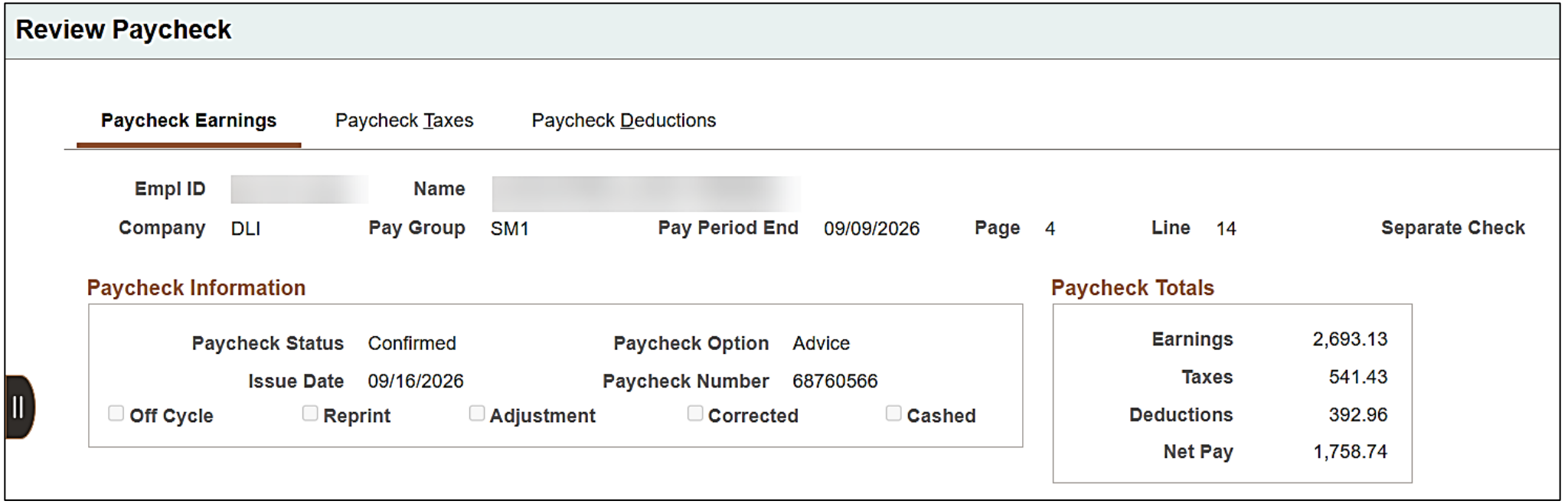
JOB AID REFERENCE

PY381 Resolving Common Payroll Errors

Review Paychecks

After pay is calculated, agencies can review employee paychecks for earnings, deductions and taxes on separate tabs. To review a paycheck, navigate to the **Review Paycheck** page using the following path:

PY WorkCenter > Links > Process Payroll > Review Paychecks



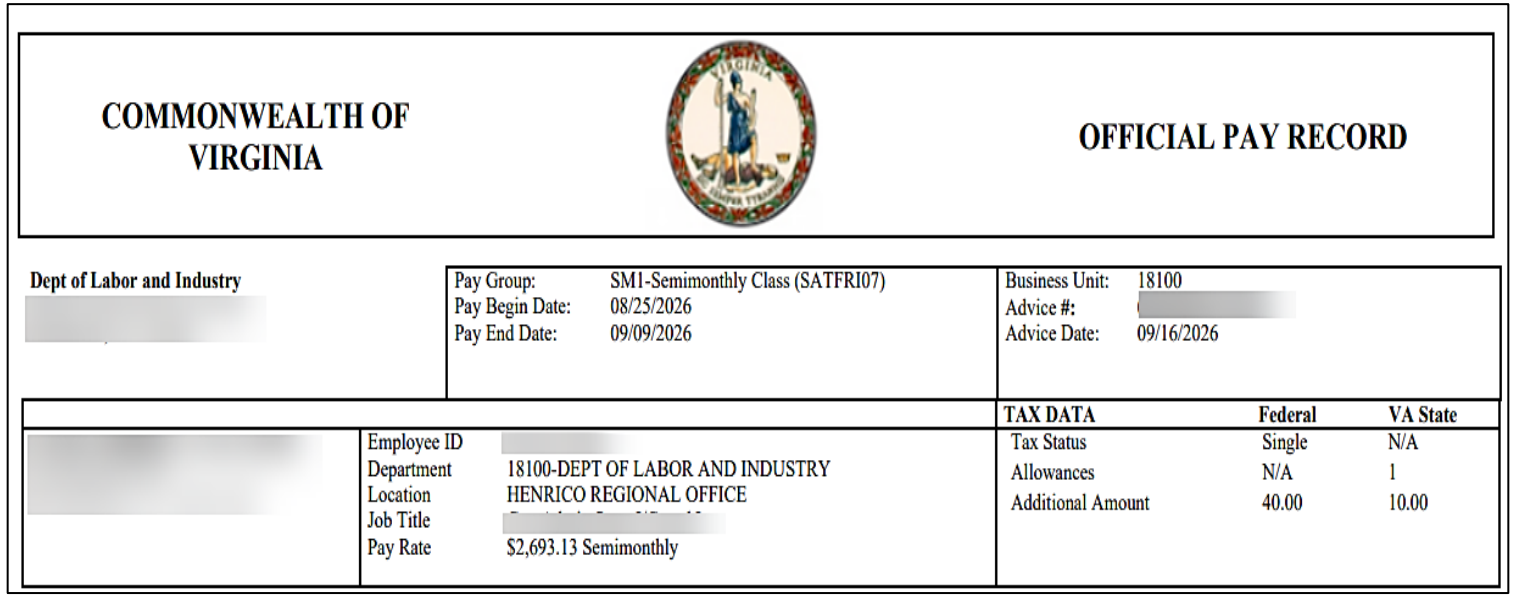
JOB AID REFERENCE

PY381 Overview of the Review Paycheck Page

Reviewing Self Service Paycheck

Payroll Administrators can also review the employee's view of their paycheck on the **Review Self Service Paycheck** page. Navigate to this page using the following path:

PY WorkCenter > Links > Process Payroll > Review Self Service Paychecks



COMMONWEALTH OF VIRGINIA

OFFICIAL PAY RECORD

Dept of Labor and Industry

Pay Group:	SM1-Semimonthly Class (SATFRI07)
Pay Begin Date:	08/25/2026
Pay End Date:	09/09/2026
Business Unit:	18100
Advice #:	[redacted]
Advice Date:	09/16/2026

[redacted]

Employee ID	[redacted]
Department	18100-DEPT OF LABOR AND INDUSTRY
Location	HENRICO REGIONAL OFFICE
Job Title	[redacted]
Pay Rate	$2,693.13 Semimonthly

TAX DATA	Federal	VA State
Tax Status	Single	N/A
Allowances	N/A	1
Additional Amount	40.00	10.00

NOTE:
Cardinal will only display paychecks for payments paid out of Cardinal.

JOB AID REFERENCE

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

Payroll Reports

Payroll reports will be generated and reviewed by the Agency after each Preliminary Pay Calculation runs iteratively. When the reports are run after the pay confirmation, the word 'Confirmed' will be included in the report header. There are several reports that help prepare for accurate payroll processing.

Reports	Navigation	Description
Other Earnings Register	PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Other Earnings Register	Displays all earnings hours and amounts entered in the Other Earnings section of the paysheet.
Payroll Register	PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Register	Displays employee gross to net pay including hours and amounts.
Salary Rate and Regular Pay Comparison Report	NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report	Lists employees where current pay period earnings is different than per pay period compensation on their job record.
Deductions Not Taken	PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Deductions Not Taken	Deductions that were not taken during the pay period, including the reason the deduction was not taken.
Employees Not Processed	NavBar > Menu > Payroll for North America > Payroll Processing > Pay Period Reports > COVA EE Not Processed	Employees on the paysheet with the "OK to Pay" box unchecked. All hourly employees have "OK to Pay" unchecked unless time has been loaded from TA.
Deductions Register	PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Deduction Register	Displays employee deductions withheld on the current paycheck.

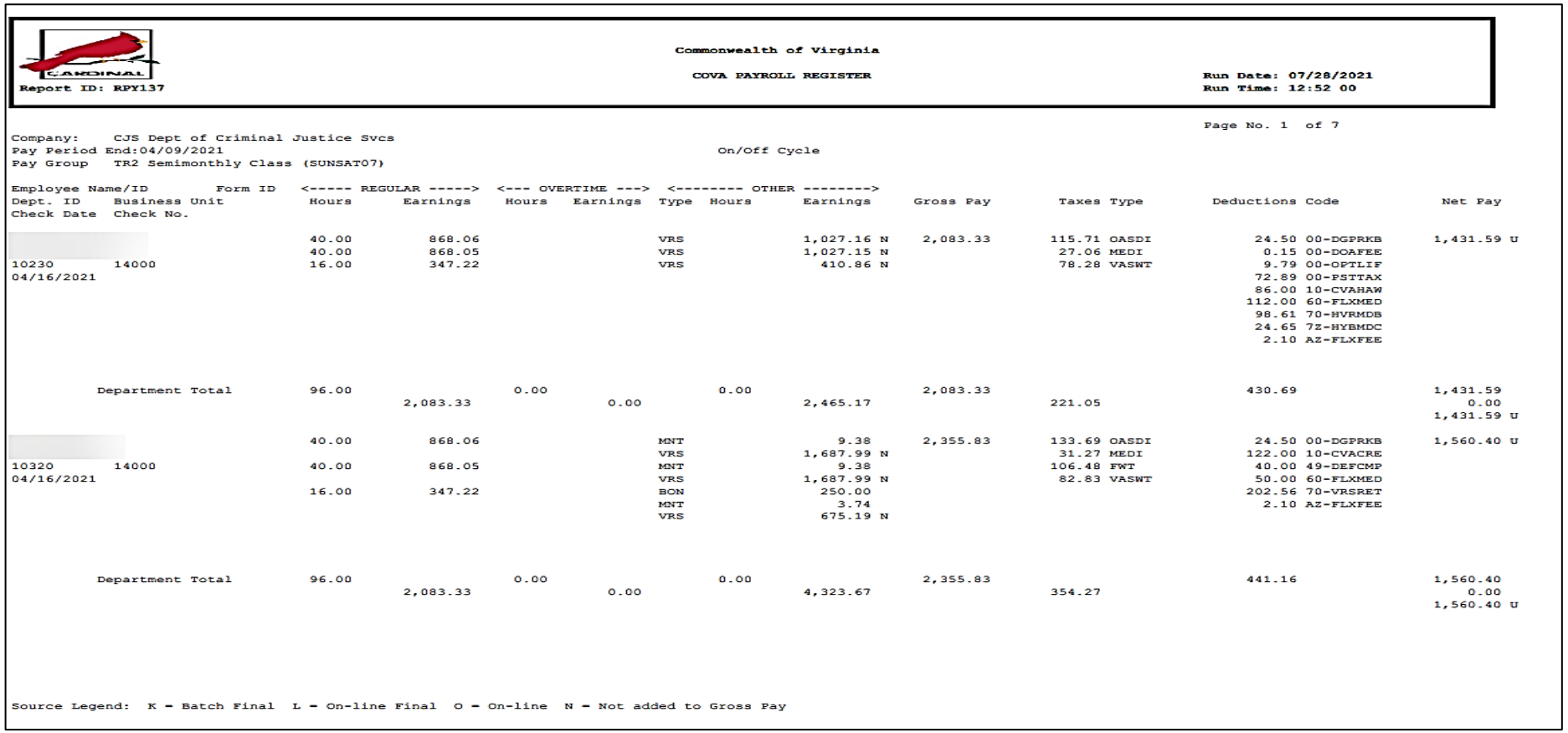
Payroll Reports (continued)

Reports	Navigation	Description
Employees with Negative Balances Query	NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL	Displays employees that have negative Calendar year (CY) balances for earnings or deductions
Deduction Amount Change Comparison Report	PY WorkCenter > Reports/Processes > Pay Period Reports > Deduction Change Amount Report	Lists employees with Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period.
COVA Payroll Summary Report	PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Summary	This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, employee and employer taxes by Run ID by Company.
Employee Data Change Audit Report	NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit	This reports displays relevant Person and Data fields that were changed within a data range. Use this report to review and ensure there are no HR transactional or pay discrepancies
COVA Personnel Actions History Report	NavBar > Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History	This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters.
Uncheck OK to Pay	NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY	Custom query to show employees with multiple jobs in concurrent pay runs where the 'OK to Pay' has been unchecked on one pay run to prevent errors while confirming the second pay run.

Payroll Reports – COVA Payroll Register

The **COVA Payroll Register** displays employee gross to net pay including hours and amounts. To navigate to the Payroll Register, use the following path:

PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Register



Report ID: RPY137

Commonwealth of Virginia

COVA PAYROLL REGISTER

Run Date: 07/28/2021
Run Time: 12:52 00

Page No. 1 of 7

Company: CJS Dept of Criminal Justice Svcs
Pay Period End:04/09/2021 On/Off Cycle
Pay Group TR2 Semimonthly Class (SUNSAT07)

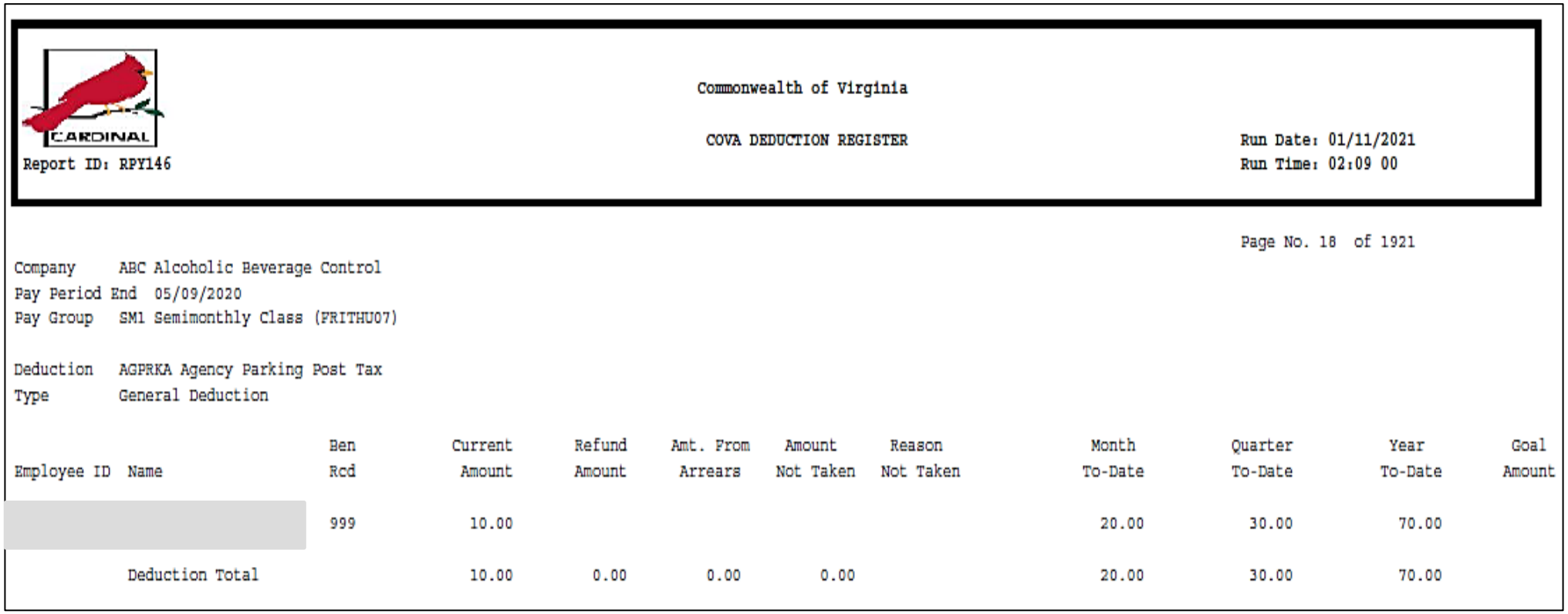
Employee Name/ID / Dept. ID / Check Date	Business Unit / Check No.	Form ID	REGULAR Hours	REGULAR Earnings	OVERTIME Hours	OVERTIME Earnings	OTHER Type	OTHER Hours	OTHER Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
[redacted]			40.00	868.06			VRS		1,027.16 N	2,083.33	115.71 OASDI	24.50 00-DGPRKB	1,431.59 U
			40.00	868.05			VRS		1,027.15 N		27.06 MEDI	0.15 00-DOAFEE	
10230	14000		16.00	347.22			VRS		410.86 N		78.28 VASWT	9.79 00-OPTLIF	
04/16/2021												72.89 00-PSTTAX	
												86.00 10-CVAHAW	
												112.00 60-FLXMED	
												98.61 70-HVRMDB	
												24.65 7Z-HYBMDC	
												2.10 AZ-FLXFEE	
Department Total			96.00	2,083.33	0.00	0.00		0.00	2,465.17	2,083.33	221.05	430.69	1,431.59
													0.00
													1,431.59 U
[redacted]			40.00	868.06			MNT		9.38	2,355.83	133.69 OASDI	24.50 00-DGPRKB	1,560.40 U
							VRS		1,687.99 N		31.27 MEDI	122.00 10-CVACRE	
10320	14000		40.00	868.05			MNT		9.38		106.48 FWT	40.00 49-DEFCMP	
04/16/2021							VRS		1,687.99 N		82.83 VASWT	50.00 60-FLXMED	
			16.00	347.22			BON		250.00			202.56 70-VRSRET	
							MNT		3.74			2.10 AZ-FLXFEE	
							VRS		675.19 N				
Department Total			96.00	2,083.33	0.00	0.00		0.00	4,323.67	2,355.83	354.27	441.16	1,560.40
													0.00
													1,560.40 U

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Payroll Reports – COVA Deduction Register

The **Deductions Register** displays employee deductions withheld on the current paycheck. To navigate to the **COVA Deduction Register** report, use the following path:

PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Deduction Register



Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 01/11/2021
Run Time: 02:09 00

Page No. 18 of 1921

Company ABC Alcoholic Beverage Control
Pay Period End 05/09/2020
Pay Group SM1 Semimonthly Class (FRITHU07)

Deduction AGPRKA Agency Parking Post Tax
Type General Deduction

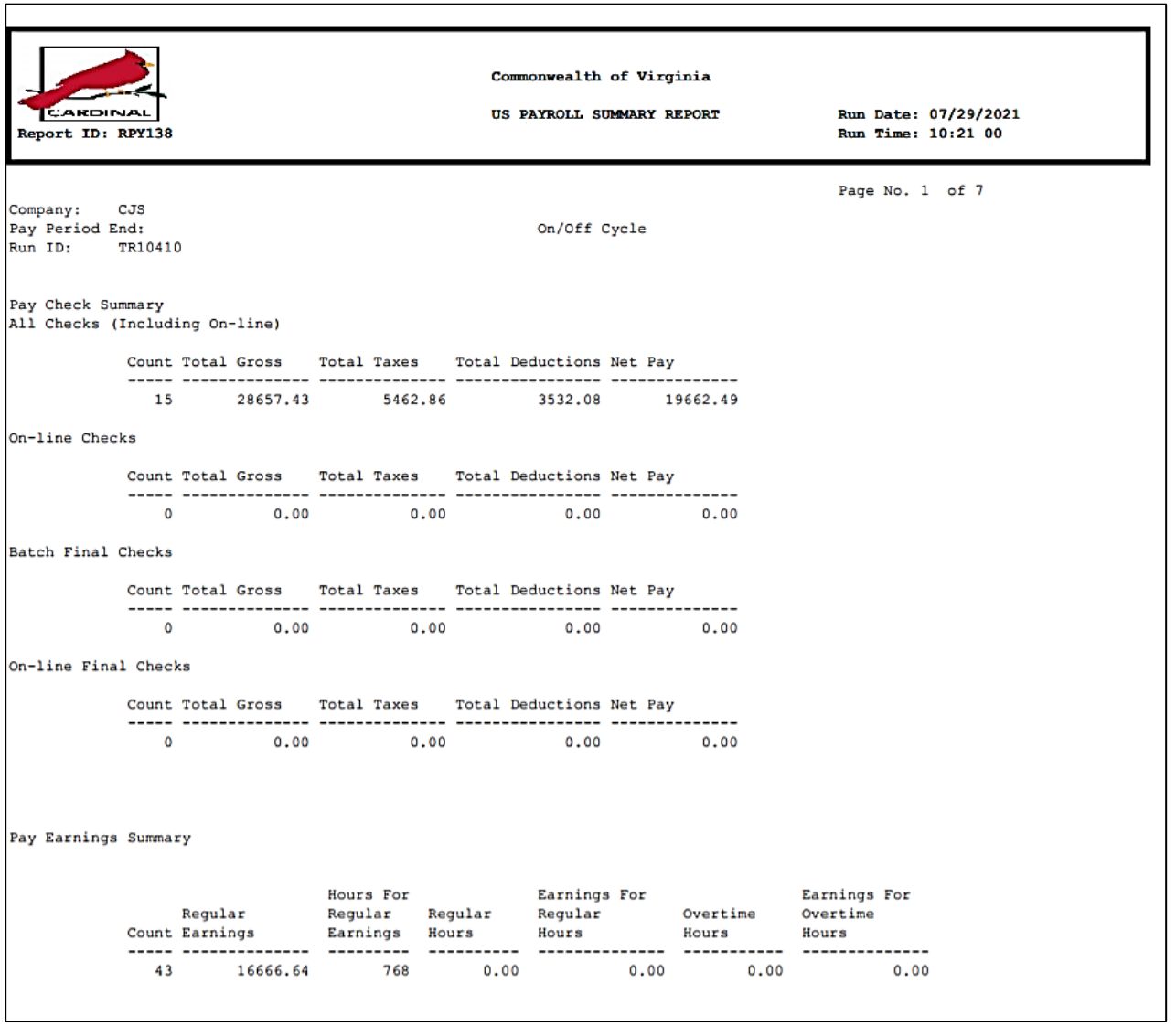
Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	10.00					20.00	30.00	70.00	
	Deduction Total		10.00	0.00	0.00	0.00		20.00	30.00	70.00	

Payroll Reports – COVA Payroll Summary Report

The **COVA Payroll Summary** displays paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID and by Company.

To navigate to the **COVA Payroll Register**, use the following path:

PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Summary



Report ID: RPY138

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT

Run Date: 07/29/2021
Run Time: 10:21 00

Page No. 1 of 7

Company: CJS
Pay Period End:
Run ID: TR10410

On/Off Cycle

Pay Check Summary
All Checks (Including On-line)

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
15	28657.43	5462.86	3532.08	19662.49

On-line Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

Batch Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

On-line Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

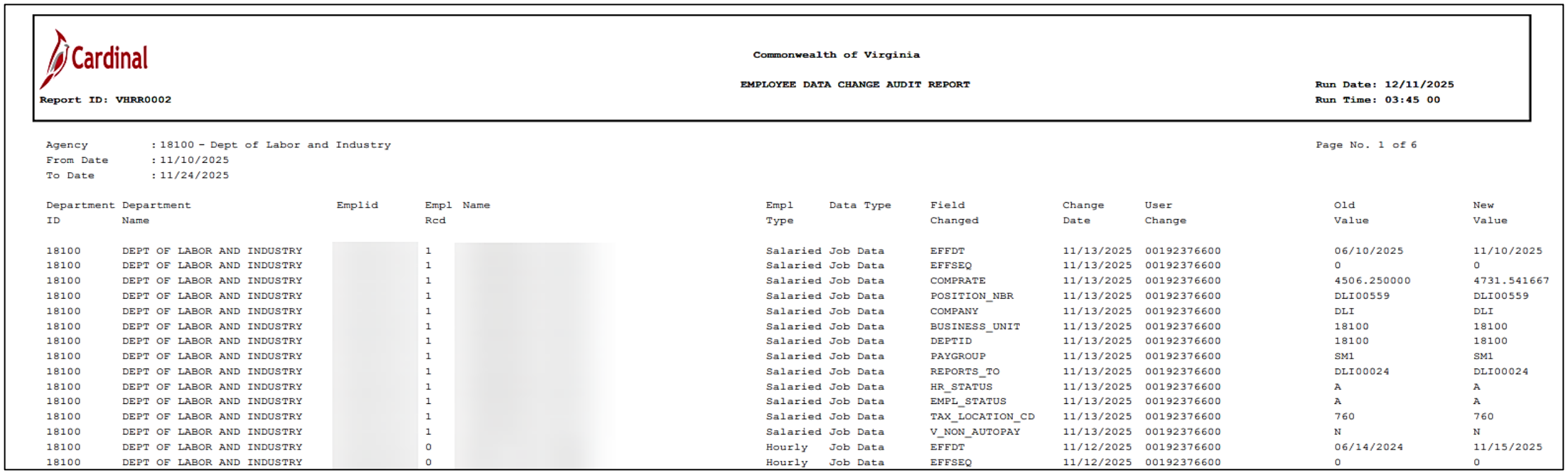
Pay Earnings Summary

Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
43	16666.64	768	0.00	0.00	0.00	0.00

Employee Data Change Audit Report

This report displays relevant Job and Payroll information such as comp rate, empl status, HR Status, Direct Deposit, Tax Location Code, and Department that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, Employee ID, Employee Type, old and new value details, and the HR Administrator that made the change. Navigate to this report using the following path:

NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit



Cardinal

Commonwealth of Virginia

EMPLOYEE DATA CHANGE AUDIT REPORT

Report ID: VHRR0002

Run Date: 12/11/2025
Run Time: 03:45 00

Agency : 18100 - Dept of Labor and Industry
From Date : 11/10/2025
To Date : 11/24/2025

Page No. 1 of 6

Department ID	Department Name	Emplid	Empl Rcd	Name	Empl Type	Data Type	Field Changed	Change Date	User Change	Old Value	New Value
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EFFDT	11/13/2025	00192376600	06/10/2025	11/10/2025
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EFFSEQ	11/13/2025	00192376600	0	0
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	COMPRATE	11/13/2025	00192376600	4506.250000	4731.541667
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	POSITION_NBR	11/13/2025	00192376600	DLI00559	DLI00559
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	COMPANY	11/13/2025	00192376600	DLI	DLI
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	BUSINESS_UNIT	11/13/2025	00192376600	18100	18100
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	DEPTID	11/13/2025	00192376600	18100	18100
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	PAYGROUP	11/13/2025	00192376600	SM1	SM1
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	REPORTS_TO	11/13/2025	00192376600	DLI00024	DLI00024
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	HR_STATUS	11/13/2025	00192376600	A	A
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	EMPL_STATUS	11/13/2025	00192376600	A	A
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	TAX_LOCATION_CD	11/13/2025	00192376600	760	760
18100	DEPT OF LABOR AND INDUSTRY		1		Salaried	Job Data	V_NON_AUTOPAY	11/13/2025	00192376600	N	N
18100	DEPT OF LABOR AND INDUSTRY		0		Hourly	Job Data	EFFDT	11/12/2025	00192376600	06/14/2024	11/15/2025
18100	DEPT OF LABOR AND INDUSTRY		0		Hourly	Job Data	EFFSEQ	11/12/2025	00192376600	0	0

Payroll Reports – Uncheck OK to Pay

Cardinal will not calculate a wage check for an employee if the employee has another check in an open salary payroll or vice versa within the same Agency. Because of this constraint, SPO identifies the payroll that must complete first, and this is considered the “Target” payroll.

When an employee has multiple jobs, a program is run that unchecks the **OK to Pay** for any secondary checks for employee in the “Target” payroll. When this occurs, checks are temporarily unavailable to view until the “Target” payroll is confirmed. After the “Target” payroll is confirmed, the program runs again to check the **OK to Pay** for the secondary check.

This may impact users when reviewing payroll results as the checks for the secondary job are temporarily unavailable to view. Running the Employees in multiple open Payrolls **EE with multiple Open Payrolls** (**V_PY_UNCHECK_OK_TO_PAY**) query will allow you to see key paycheck information for those employees, until the “Target” payroll has been confirmed.

QUERY

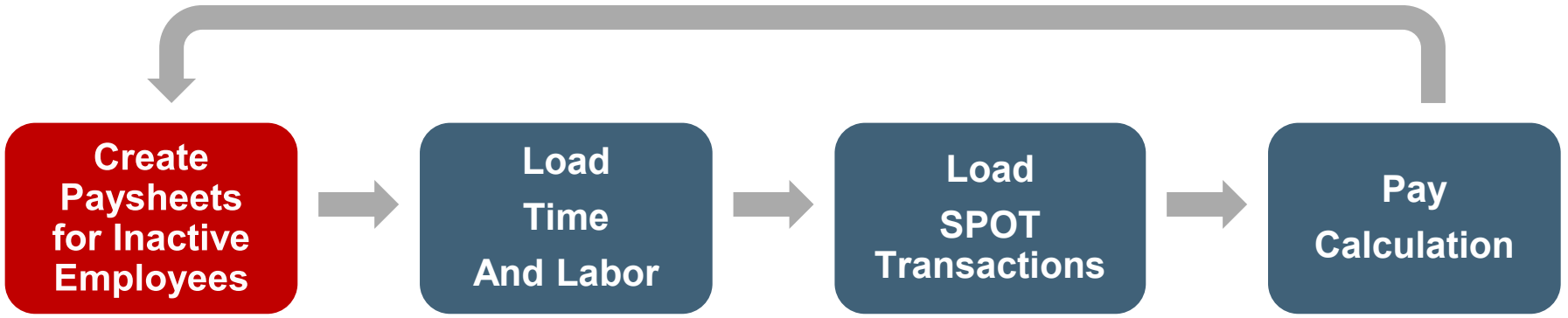


V_PY_UNCHECK_OK_TO_PAY

Pay Calculation – Create Paysheets for Inactive Employees

The Create Paysheets process creates paysheets for active employees. There are situations when time needs to be paid for inactive employees. The most common situation is when an employee is separated, and their overtime pay was not included in the last paycheck due to overtime being paid on a period lag.

The Create Paysheets for Inactive Employees process will create a paysheet for any inactive employee who has approved time in Time and Labor that is pending payment. Creating the paysheet enables the Load Time and Labor process to load the approved time to the employees paysheet. This process will run during the nightly pay calculations as well as the pay calculations run during the day.



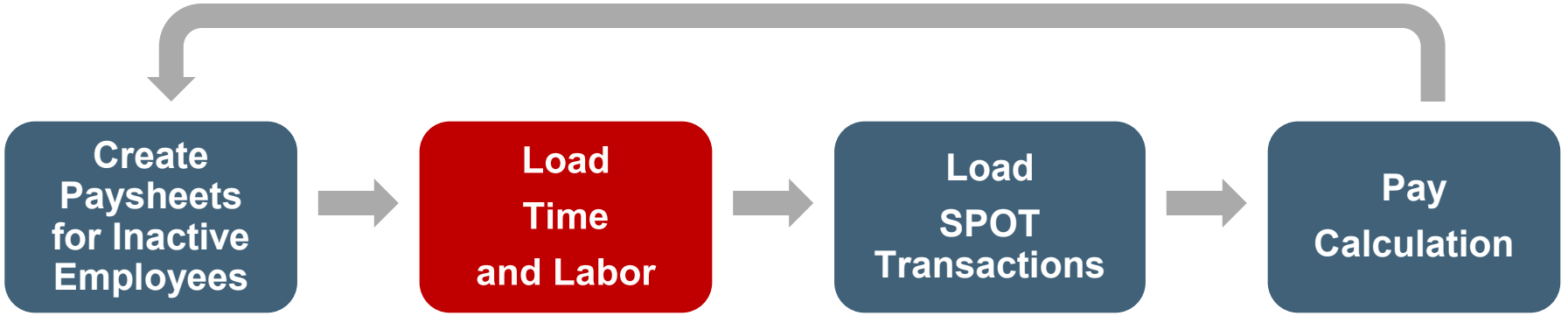
This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation.

Pay Calculation – Load Time and Labor

SPO will run a program to load approved time from Time and Labor prior to each pay calculation cycle. Employees and Agency Timekeepers will key time into timesheets and submit for approval. Authorized timesheet approvers will then approve the time.

The Load Time and Labor process will pull all the approved time for employees included in the current payroll calculation. This will occur during the nightly pay calculations as well as the pay calculations that run during the day.

After Pay Calculation is complete, the earnings for the time will be visible on the **Review Paycheck** page and on payroll reports.



This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation.

Time and Labor Data Load – Wage Employees

The load Time and Labor process loads approved payable time into Payroll for processing. Limited additional earnings (e.g., shift differential) come through the timesheet and others will be entered in SPOT. This process will vary based on the type of employee.

- All approved payable hours (e.g., regular, overtime, and premiums) are loaded from TA.
- There is no lag for wage employees. All regular and overtime hours are sent in the current pay period.
- Prior period adjustments can be entered onto timesheets and will be loaded to paysheets as appropriate in the pay period that is open.

Time and Labor Transactions should not be entered in SPOT as approved time transactions are loaded to payroll through the Time and Labor load process. If there is a situation where time transactions are not approved in time for the employee to be paid, they can be entered into SPOT and the Payroll Administrator will need to do the following:

- **Current Pay Period**: Enter the hours in SPOT by FLSA work week (this ensures that overtime calculations are correct)
- **Next Pay Period**: Since the hours that were not previously approved in time will now be approved the Time and Labor load process will pull the approved time into Payroll from the previous pay period. You will need to enter a reversal for the same transaction in SPOT to avoid duplicate payment.

Time and Labor Data Load – Salaried Employees

Salary regular pay is automatically generated during the Create Paysheets process. Any regular hours entered in TA is not sent to Payroll. These hours will be used for Cost Allocation.

Payroll is confirmed prior to timesheet completion. Once timesheets are completed, the Custom Allocation Process will distribute the pay processed during the confirmation to the hours on the timesheet.

Absences (e.g., Vacation, Personal, Sick) entered on the timesheets will be loaded to the paysheets on a lag. They will show in calculations on the paylines but will not show on the employee's paycheck, as the employee will only see regular earnings

Payroll Administrators will be able to view a distribution of hours calculated on the **Review Paycheck** page. Employees will only see their semi-monthly Regular pay via Employee Self-Service (ESS)

Extended Absences such as Short-Term Disability (STD) and Worker's Compensation (WC) will be entered on the timesheet and will not be loaded to the paysheets. Payroll Administrators will calculate the pay due to the employee and enter the transaction in SPOT. The hours entered in TA are used for cost allocation of the pay that is entered into SPOT.

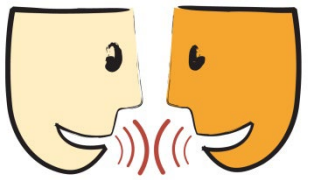
Communication with Payroll and TL & AM Administrators

It is important that the Payroll Administrator works closely with the TL Administrator and Absence Administrator to ensure time and absences are approved and ready for payroll processing. TL and Absence Administrators have several reports they run throughout the period to verify time, and absences are entered and approved to ensure they can be picked up by the load process.

There may be times when the TL Administrator and/or Absence Administrator will communicate the need for SPOT transactions to be processed for an employee (e.g., pay docking, short term disability, leave payout).

TL/AM Administrator

- Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)
- Communicates the need for SPOT transactions as appropriate (e.g., pay docking, short term disability)



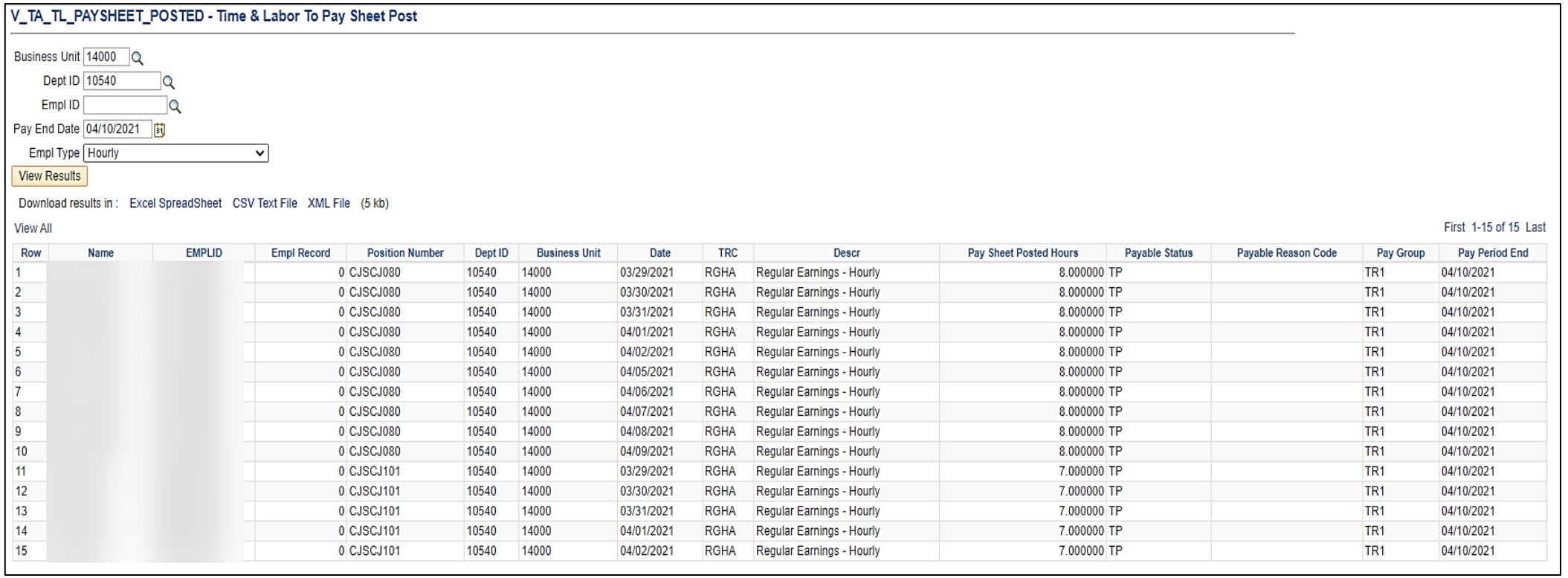
Payroll Administrator

- Communicates with TA and AM Admins about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions as appropriate

Time & Labor to Paysheet Query

The **Time and Labor to Paysheet Posted Query** will display hours posted to paysheets from Time and Labor and to validate data loaded to paysheets from Time and Labor. To navigate to the **query**:

NavBar > Menu > Reporting Tools > Query Viewer > V_TA_TL_PAYSHEET_POSTED



V_TA_TL_PAYSHEET_POSTED - Time & Labor To Pay Sheet Post

Business Unit 14000
Dept ID 10540
Empl ID
Pay End Date 04/10/2021
Empl Type Hourly
View Results

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

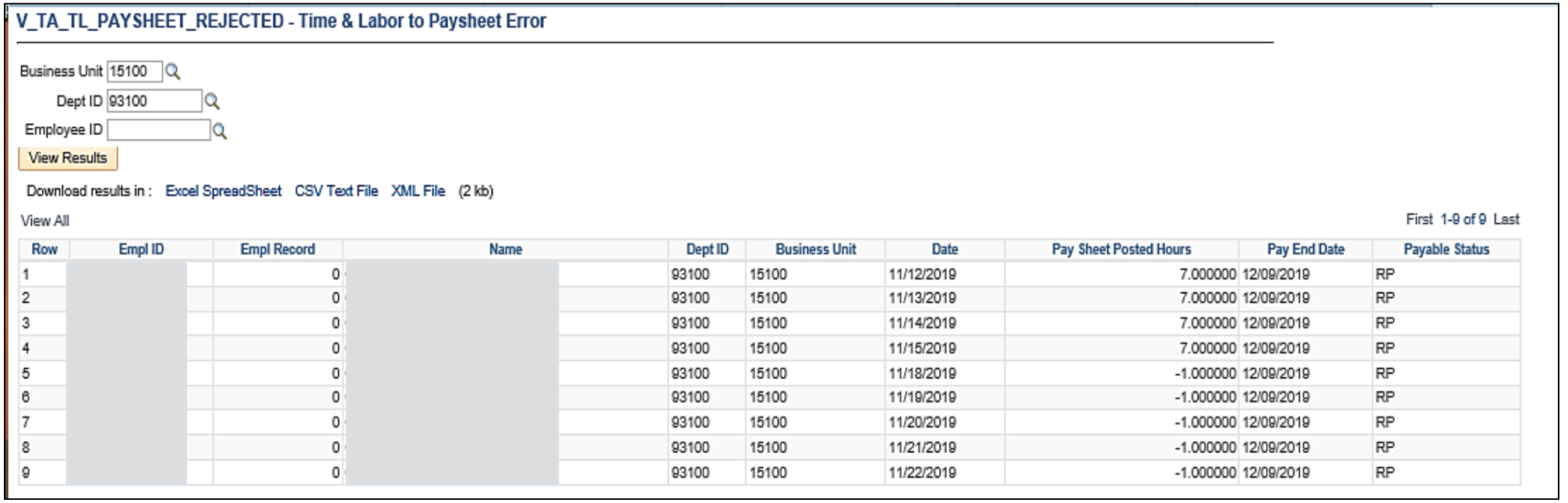
View All First 1-15 of 15 Last

Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Pay Group	Pay Period End
1			0	CJSCJ080	10540	14000	03/29/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
2			0	CJSCJ080	10540	14000	03/30/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
3			0	CJSCJ080	10540	14000	03/31/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
4			0	CJSCJ080	10540	14000	04/01/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
5			0	CJSCJ080	10540	14000	04/02/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
6			0	CJSCJ080	10540	14000	04/05/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
7			0	CJSCJ080	10540	14000	04/06/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
8			0	CJSCJ080	10540	14000	04/07/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
9			0	CJSCJ080	10540	14000	04/08/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
10			0	CJSCJ080	10540	14000	04/09/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
11			0	CJSCJ101	10540	14000	03/29/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
12			0	CJSCJ101	10540	14000	03/30/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
13			0	CJSCJ101	10540	14000	03/31/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
14			0	CJSCJ101	10540	14000	04/01/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
15			0	CJSCJ101	10540	14000	04/02/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021

Time & Labor to Paysheet Error Query

The **Time & Labor to Paysheet Errors** query shows what was rejected by Payroll but does not give a reason, it will only display the rejected hours. Payroll Administrators will work with TL Administrators/AM Administrators to correct errors in Time and Labor, and the data will go back through the Time and Labor process to load data to paysheets again. To navigate to the query, use the following path:

NavBar > Menu > Reporting Tools > Query Viewer > V_TA_TL_PAYSHEET_REJECTED



V_TA_TL_PAYSHEET_REJECTED - Time & Labor to Paysheet Error

Business Unit 15100
Dept ID 93100
Employee ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-9 of 9 Last

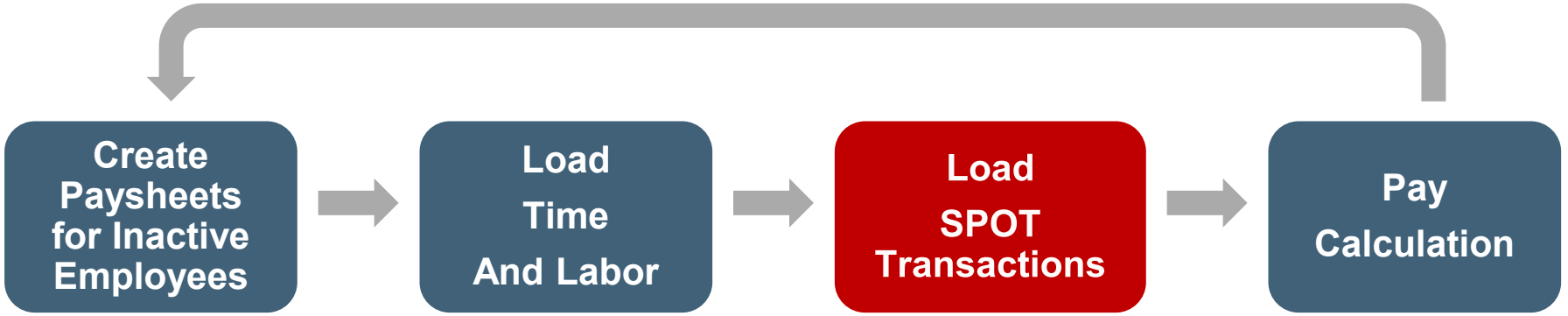
Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
1		0		93100	15100	11/12/2019	7.000000	12/09/2019	RP
2		0		93100	15100	11/13/2019	7.000000	12/09/2019	RP
3		0		93100	15100	11/14/2019	7.000000	12/09/2019	RP
4		0		93100	15100	11/15/2019	7.000000	12/09/2019	RP
5		0		93100	15100	11/18/2019	-1.000000	12/09/2019	RP
6		0		93100	15100	11/19/2019	-1.000000	12/09/2019	RP
7		0		93100	15100	11/20/2019	-1.000000	12/09/2019	RP
8		0		93100	15100	11/21/2019	-1.000000	12/09/2019	RP
9		0		93100	15100	11/22/2019	-1.000000	12/09/2019	RP

Pay Calculation – Load SPOT Transactions

SPO will run a program to load approved SPOT transactions prior to each pay calculation cycle. Agency SPOT approvers will then approve and close the batches which submits them to payroll for processing.

The Load SPOT Transactions process will pull all the approved transactions for employees included in the current payroll calculation. This process will create a paysheet for any inactive employees who have approved SPOT transactions pending payment. This will occur during the nightly pay calculations as well as the pay calculations run during the day.

After Pay Calculation is complete, the SPOT transactions will be visible to review on the **Review Paycheck** page and on the payroll reports.

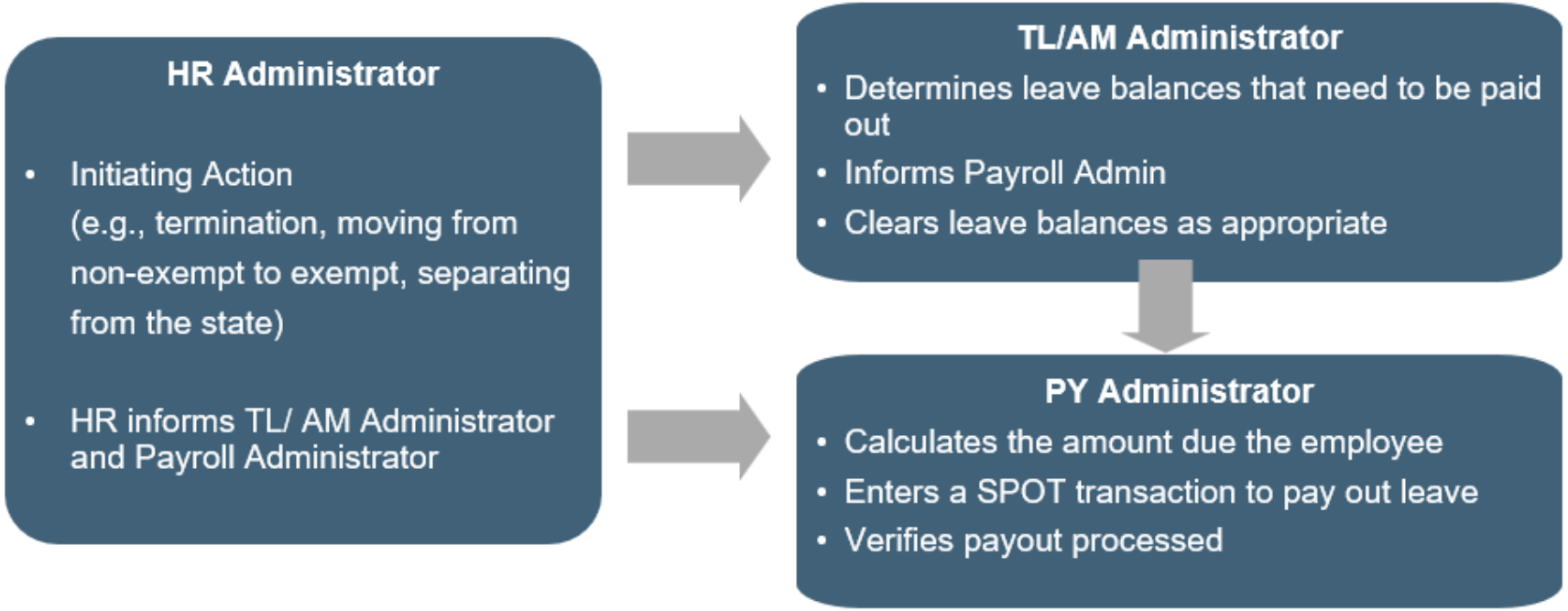


This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation

Identifying Balances for Leave Payout

Sometimes an employee is no longer eligible for leave (e.g., separating from the state, retiring, moving from non-exempt to exempt) and may be eligible for a payout of some or all leave balances.

When this occurs, leave payout will be entered into SPOT and there must be coordination between multiple Cardinal functions for the leave to be paid out accurately. The leave balances should be validated before being paid out based on the Agency policy. The flow below provides a high-level view of the process.



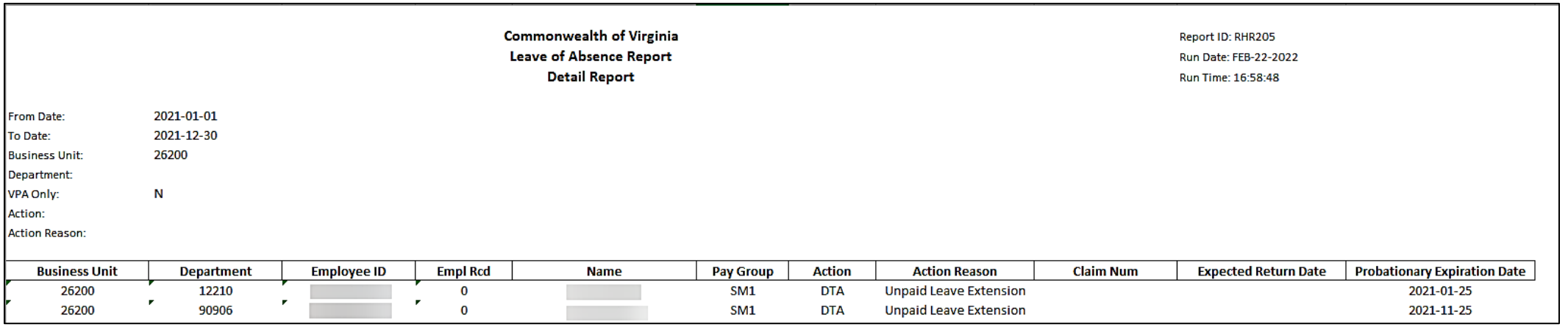
Unpaid Leaves of Absence

HR updates the employees Job Data Record to place the employee in a LOA status with an Effective Date.

- If the Effective Date is the beginning of the pay period, no paysheet will be created.
- If the Effective Date is in the middle of the pay period, a paysheet will be created. Payroll Administrators will validate the accuracy of the payment and enter adjustments in SPOT, if needed.

The **Leave of Absence Report** lists employees on paid and unpaid leave. Access this report using the following path:

NavBar > Menu > Workforce Administration > Job Information > Reports > Leave of Absence Report



Commonwealth of Virginia
Leave of Absence Report
Detail Report

Report ID: RHR205
Run Date: FEB-22-2022
Run Time: 16:58:48

From Date: 2021-01-01
To Date: 2021-12-30
Business Unit: 26200
Department:
VPA Only: N
Action:
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
26200	12210		0		SM1	DTA	Unpaid Leave Extension			2021-01-25
26200	90906		0		SM1	DTA	Unpaid Leave Extension			2021-11-25

Pay Docking

Pay Docking (LNP) is the reduction of an employee's wages/salary when unpaid time has been taken off. It can be system generated, interfaced from Agency source system or entered directly by the employee, Timekeeper, Supervisor, and Time & Labor /Absence Management Administrator. While Pay Docking is entered in Time & Attendance it does not load to the employee's paysheet.

Payroll Administrators are responsible for calculating and then manually entering Pay Docking transactions into SPOT to reduce the employee's wages/salary when applicable. It is important for Payroll Administrators, AM Administrators, TL Administrators, supervisors and employees to work together when reviewing any potential Pay Docking scenarios, to avoid unexpected Pay Docking.

There are two key reports that should be run to help determine when pay should be docked.

- **Ineligible Forecasted Absence Events Report**: list of all employees that may go into a pay docking situation.
  Note: This report is only applicable for agencies using Cardinal Absence Management

- **Docking Unpaid Absences Report**: list of all employees with LNP on the timesheet

JOB AID REFERENCE

Pay Docking in Cardinal Overview

Ineligible Forecasted Absence Events

The **Ineligible Forecasted Absence Events Query** can be used to search for individual employees who are forecasted to have absence events that are not eligible and/or approved. Navigate to this report using the following path:

NavBar > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit 50100

Department ID (Blank for All) 10025

Current Leave Yr End Date 12/31/2019

View Results

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

View All First 1-3 of 3 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/12/2012	07/26/2012	1	A	Y	1.60	0.00	Y	0.00	01/10/2013	INELIGIBLE	06/25/2015 8:33:12AM	
2	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/01/2013	07/03/2013	1	A	Y	0.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	
3	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/05/2013	07/05/2013	1	A	Y	4.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	

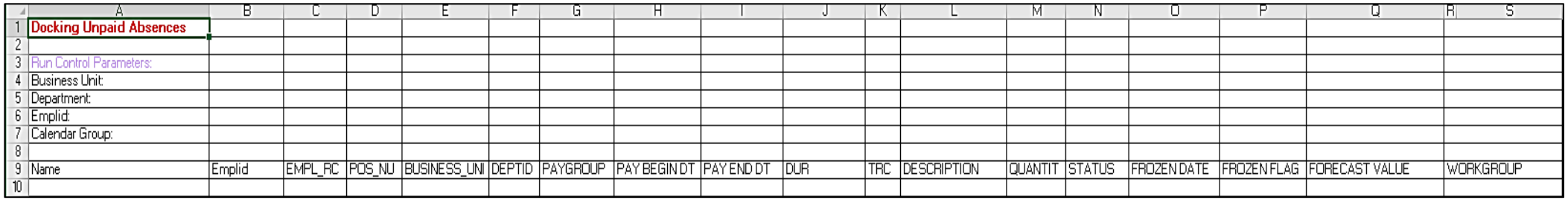
Docking Unpaid Absences Report

The **Docking Unpaid Absences Report** displays a list of employees with processed unpaid absences and can be used to review transactions and identify hours that require Pay Docking for salaried employees in Cardinal.

Unpaid absences can either be from Absence Management (for example, “LNP – Pay Docking”) or from Payable Time (for example, “HNP - Holiday Pay Docking”) where Cardinal is the leave system of record or from Payable Time (for example, “LNPX - Pay Docking” or “STLX - Short Term Disability-Pay Dock”) where the Agency has an external leave system of record.

Navigate to this report using the following path:

NavBar > Menu > Time and Labor > Reports > Docking Unpaid Absences Report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Docking Unpaid Absences																		
2																			
3	Run Control Parameters:																		
4	Business Unit:																		
5	Department:																		
6	Emplid:																		
7	Calendar Group:																		
8																			
9	Name	Emplid	EMPL_RC	POS_NU	BUSINESS_UNI	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR	TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
10																			

Docking Unpaid Absences Report (continued)

This report should be run twice (at a minimum), to identity potential pay docking for each pay period.

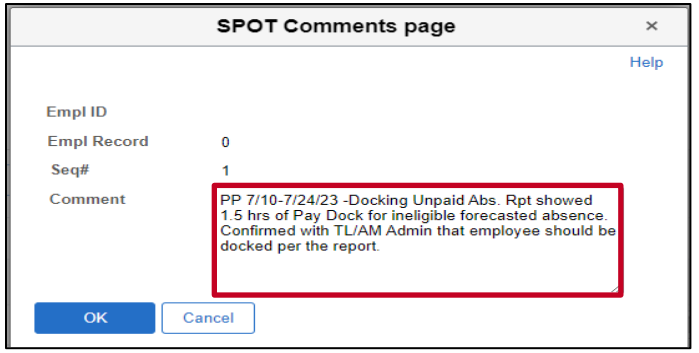
Before HR Data Freeze	Day after Payday
1. Run report with current Calendar Group ID/Period Begin and End dates 2. Save the report to use as a comparison after the Payday 3. Review for Pay Docking 4. Payroll Administrator verifies with the TL/AM Administrator 5. Enter SPOT transaction(s)	1. Run report again with the same Calendar Group ID/Period Begin and End dates 2. Save the report 3. Compare the results of the report run Before HR Data Freeze to the report run after the Payday 4. Identify any additional pay docking or if any funds are owed to the employee 5. Payroll Administrator verifies with the TL/AM Administrator 6. Enter SPOT transaction(s)

Pay Docking

Before docking an employee's pay, it is important for the Payroll Administrator to work with the TL/AM Administrator to verify Pay Docking. Pay Docking identified on the report, may need to be adjusted (e.g., employee uses a different leave/absence to supplement all or part of the identified docking) to avoid pay docking.
When entering Pay Docking in SPOT, ALWAYS enter it using actual hours and hourly rate because it impacts Payroll Distribution.

Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	Oth Hrs	Hourly Rate
LNP	Insufficient Leave	07/10/2023	07/24/2023	1	Annualized	1.50	24.030000

It is also recommended that the Payroll Administrator enter a detailed **Comment** in SPOT for the transaction to document the hours being docked. The more detailed the comment is, the easier it will be later to review or respond to employee questions.



Pay Calculation – Final Pay Calculation

The Payroll Calculation is an iterative process that will run until all errors are corrected and all approved Agency input (time and SPOT transactions) are loaded.

Once the payroll is ready to complete:

- 48 hours Prior to Confirm – Data Freeze is implemented and this process prevents changes in HR, BN, and PY Records from being processed for the current period
- After Data Freeze one final Time and Labor load processes for Wage only

Note: Always check the HCM Operations Calendar that is posted to the DOA website under **Payroll Operations**, for the most current version regarding activities and timelines. SPO may also send email communications with changes and updates as appropriate regarding payroll processing.



Final Calc (HR Freeze)

	Before Freeze	After Data Change Freeze		After Final Calc and Before Confirm
HR/BN/PY Data Changes	**Pay Process Jobs**	**Data Freeze (48 hours before Confirm)**	**Final SPOT Load**	**Final Calculation (24 hours before Confirm)**
Additional Pay	yes	no	no	no
General Deduction	yes	no	yes	no
Garnishment	yes	no	yes	no
Job Data	yes	yes	yes	no
Tax Data	yes	no	yes	no
New Hires	yes	yes	yes	no
SPOT Upload	yes	yes	yes	no
Time & Labor Load	yes	Wage - Yes Salaried - No	n/a	no

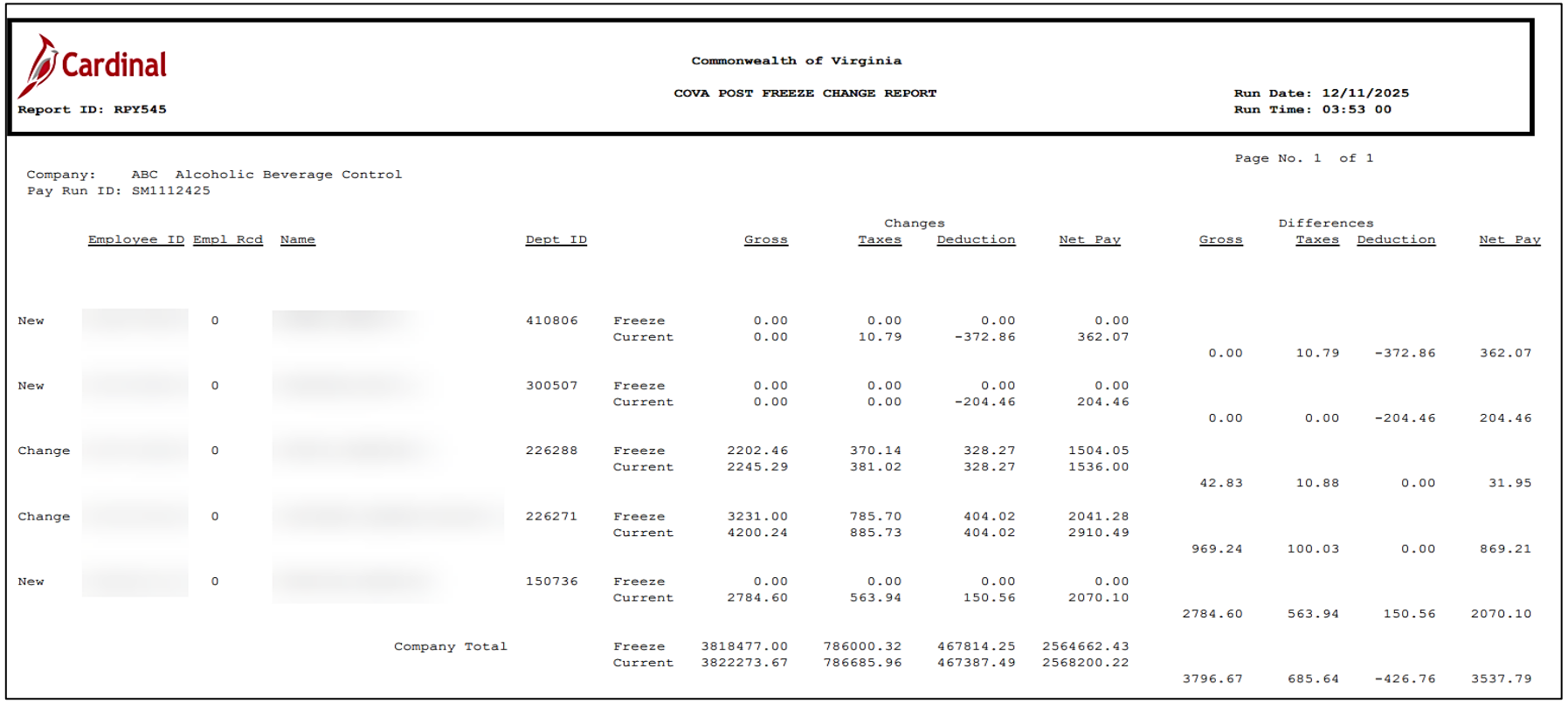
After the Final Calc Data Freeze:

- No changes are brought in from Additional Pay, General and Benefit Deductions, Garnishments, or Tax Data
- When earnings change because of the SPOT or TL load, then General and Benefit Deductions, Garnishments, and Tax Data will recalculate with the latest changes
- When data is changed by HR/BN/PY – An alert appears indicating a Payroll is in Progress HR/BN should notify Payroll if there are changes that need to be made in the current payroll
- Interfacing agencies will not see a warning, but the same rules apply
- HR Administrators are advised to contact the Agency Payroll Administrator before making retroactive or current pay period adjustments
- Payroll Administrators should check to see if there is a current paycheck being impacted

COVA Post Freeze Change Report

This report provides a snapshot of the gross pay that is taken immediately after the HR Data Freeze. It lists all changes to gross pay after the Freeze but before Confirm. It lists new checks, checks with changes, and removed checks. Navigate to this report using the following path:

PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Post Freeze Change Report



Cardinal

Report ID: RPY545

Commonwealth of Virginia

COVA POST FREEZE CHANGE REPORT

Run Date: 12/11/2025
Run Time: 03:53 00

Page No. 1 of 1

Company: ABC Alcoholic Beverage Control
Pay Run ID: SM1112425

	Employee ID	Empl Rcd	Name	Dept ID		Changes Gross	Changes Taxes	Changes Deduction	Changes Net Pay	Differences Gross	Differences Taxes	Differences Deduction	Differences Net Pay
New		0		410806	Freeze	0.00	0.00	0.00	0.00				
					Current	0.00	10.79	-372.86	362.07				
										0.00	10.79	-372.86	362.07
New		0		300507	Freeze	0.00	0.00	0.00	0.00				
					Current	0.00	0.00	-204.46	204.46				
										0.00	0.00	-204.46	204.46
Change		0		226288	Freeze	2202.46	370.14	328.27	1504.05				
					Current	2245.29	381.02	328.27	1536.00				
										42.83	10.88	0.00	31.95
Change		0		226271	Freeze	3231.00	785.70	404.02	2041.28				
					Current	4200.24	885.73	404.02	2910.49				
										969.24	100.03	0.00	869.21
New		0		150736	Freeze	0.00	0.00	0.00	0.00				
					Current	2784.60	563.94	150.56	2070.10				
										2784.60	563.94	150.56	2070.10
			Company Total		Freeze	3818477.00	786000.32	467814.25	2564662.43				
					Current	3822273.67	786685.96	467387.49	2568200.22				
										3796.67	685.64	-426.76	3537.79

Daily Activities for Payroll Administrators

Before Freeze:

- ❑ Update Employee Payroll Data (taxes, general deductions, direct deposit)
- ❑ Key and Approve SPOT batches
- ❑ Monitor payroll using the payroll register, other earnings register, and deduction registers
- ❑ Review the V_PY_MESSAGES query for data errors to address
- ❑ For wage payrolls – the V_PY_MISSING_PAYCHECKS query shows active employees with no paycheck (due to either a payroll error, missing time)

After Data Freeze (48 hours before Pay Confirm):

- ❑ Data is mainly static, to help users determine if additional SPOT batches are needed
- ❑ Run the COVA Post Freeze Change Report to see any changes after the Freeze

After Final Calc (24 hours before Pay Confirm):

- ❑ Data is static to enable users to complete the Payroll Certification due to SPO

Note: If a report is run while SPO is calculating a payroll, some checks may not be visible (checks are removed when the process starts and added back after they are calculated)

See the **Appendix** of this course for an example of the **Operations Calendar**, which provides more details about the processes and recommendations for your activities as Payroll Administrators.

Lesson Summary

6 Process Payroll – Calculate Pay

In this lesson, you learned

- Calculate Pay Process Flow
- Calculate Pay Overview
- Review Key Error Reports
- Review Employee Paycheck
- Create Paysheets for Inactive Employees
- Time and Labor Data Load
- SPOT Transaction Load
- Final Pay Calculation

Lesson

7 Process Payroll – Confirm Pay

This lesson covers the following topics:

- Overview
- Pre-confirm Audit Processing
- Pay Confirmation Process

Confirm Pay Overview

The Pay Confirmation process finalizes payroll, and once the process runs, no further changes can be made to payroll. Pay Confirmation is run by SPO for all on-cycle and off-cycle payrolls.

During pay confirmation:

- Direct deposit banking information is read, and check and advice numbers are assigned
- Balances are updated. These balances include:
  - Paycheck Summary
  - Earnings
  - Deductions
  - Taxes
  - Garnishments
- All paysheets with the **OK to Pay** checkbox unchecked are removed



Preconfirm Audit Processing

SPO will be responsible for Preconfirm Audit Processing which consists of running, reviewing, and correcting errors appearing on the **Preconfirm Audit Report**. This report checks for potential duplicate keys, no active job record found, prior unconfirmed payroll runs and outstanding off-cycle checks.

SPO will work to resolve the errors identified on the report and in the payroll error messages. All payroll error messages must be corrected prior to running the Pay Confirm process. The **Preconfirm Audit Report** may be run multiple times to assure that all messages have been resolved with the Final Payroll Calculation. SPO will contact the Agency when assistance is required for resolution of errors identified on **PreConfirm Audit Report.**

As needed, SPO will have the authority to act on behalf of Payroll Administrators when unable to reach the Agency for resolution of errors.

After SPO resolves errors identified by the **Preconfirm Audit Report**, the **Pay Confirmation** process will be run. **Pay Confirmation** is required for both on-cycle and off-cycle payrolls.



Confirmation Process

Fiscal Officers or designated proxies are still required to review all the transactions and changes affecting the current payroll and certify as to the accuracy and appropriateness of the payments prior to the payroll confirmation each pay period.

The signed **HCM Payroll Certification** form, along with the appropriate documentation should be loaded to the SPO SharePoint in the Agency's folder labeled '**Certification**'.



Lesson Summary

7 Process Payroll – Confirm Pay

In this lesson, you learned

- Overview of Confirm Pay Process
- PreConfirm Audit Processing
- Pay Confirmation Process

Lesson

8 Understand Off-Cycle Processing

This lesson covers the following topics:

- Understanding Off-Cycle Processing
- Review Off-Cycle Paychecks

Off-Cycle Processing Overview

Off-cycle payroll processing refers to payroll processed outside of the regular, on-cycle payroll schedule via a separate off-cycle pay calendar (i.e., a stand-alone off-cycle pay calendar). The following transactions will be considered an off-cycle transaction in Cardinal:

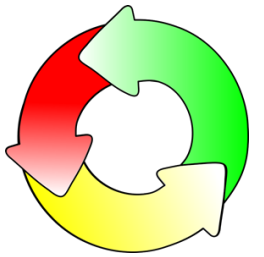
- Pay that was missed from a previous on-cycle
- Special pays that are intentionally paid outside of normal on-cycle processing (e.g., a bonus)

For each pay frequency (biweekly, semi-monthly and monthly), there will be one scheduled Off-Cycle payroll processing within a few days after the corresponding On-Cycle process.

SPO will create Off-Cycle pay calendars on an ad hoc basis for special payrolls. Agencies needing to make scheduled Off-Cycle payments will need to work with SPO.

Note: See the Payroll Calendar for information regarding timelines.

See the CAPP Manual for guidance as to when Off-Cycle processing should be used.



Off-Cycle Processing Responsibilities

Agencies needing to make off-cycle payments will need to work with SPO. Payroll Administrators will complete the **Off-Cycle Pay Run Request Form** (located on the State Payroll Operations Website in the **HCM Forms** section), which must be signed by the Agency Fiscal Officer or his/her delegate. The form must be submitted to SPO by the off-cycle deadline. If SPO approves the request, the following steps occur :

- SPO creates a paysheet for the employee listed on the form and enter additional data, if requested.
- Agency enters and approves SPOT transactions
- Agency validates T&L transactions and verify they are entered and approved
- SPO loads approved SPOT and Time and Labor transactions
- SPO calculates the off-cycle payroll
- Agencies review the off-cycle checks using standard payroll reports and the Review Paycheck page
- SPO confirms the off-cycle

Cardinal Expenses Module

Payroll Administrators will assist with essential payments, or payments made after scheduled off-cycle processing, by utilizing the Cardinal Expenses module.

When a payment is made through the Expenses module, Agencies will need to perform additional steps to record the transaction in Cardinal Payroll.

Adjustments that are required in Cardinal to reflect this payment will be done via the payment method established in Cardinal.

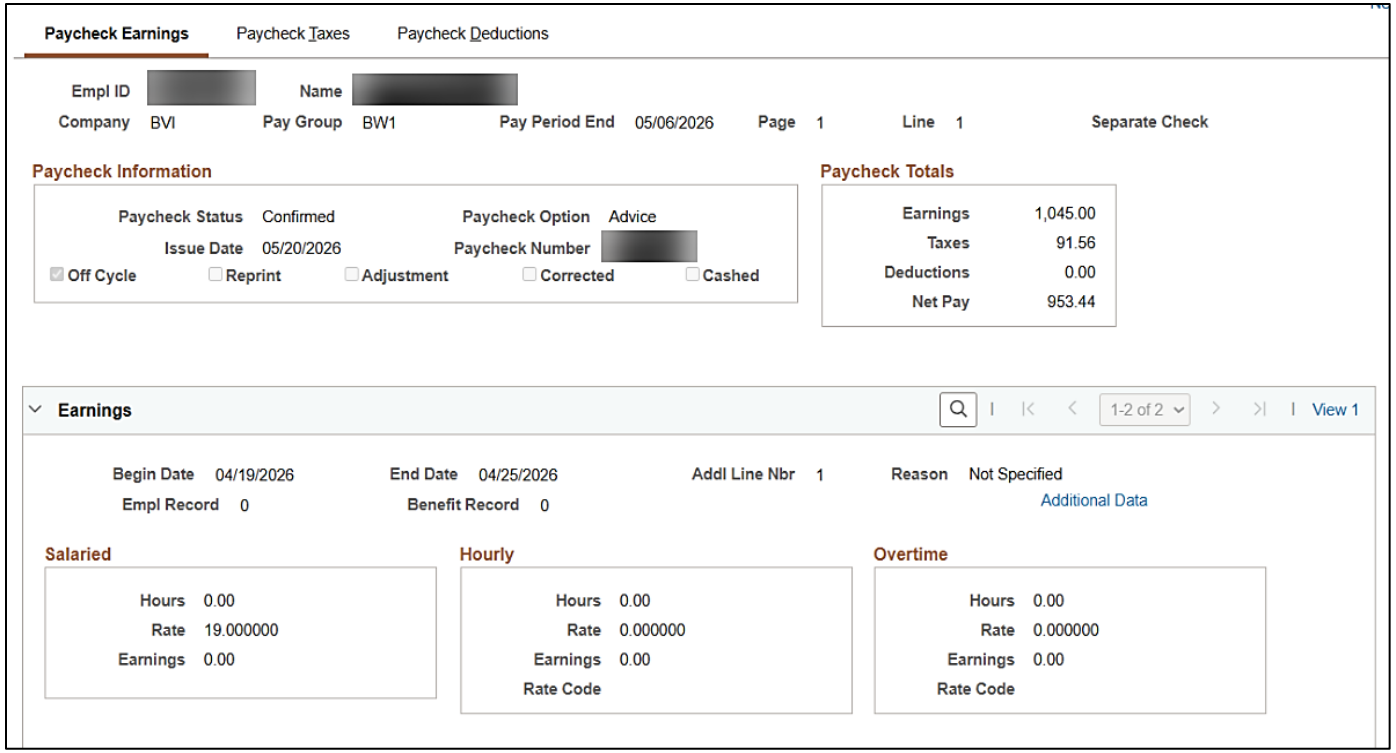


NOTE:
If there is a situation that users deem requires the use of paying an employee through the Cardinal Expense Module, reach out to SPO.

Review Off-Cycle Paychecks

After pay is calculated, agencies can review employee paychecks including earnings, deductions and taxes on separate tabs.

The only difference on the **Review Paycheck** page between a regular On-Cycle and Off-Cycle, is that the **Off Cycle** checkbox will be checked.



Lesson Summary

8 Understand Off-Cycle Processing

In this lesson, you learned

- Understanding Off-Cycle Processing
- Review Off-Cycle Paychecks

Lesson

9 Post Payroll Process

This lesson covers the following topics:

- Post Payroll Process Overview
- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

Post Payroll Process Overview

The **Post Payroll** business process involves activities performed by SPO and the agencies, once the payroll has been confirmed. The Agencies will review the same payroll reports used during the payroll processes for validation that all transactions processed as intended.

SPO will also perform a review to identify any exceptions, reaching out to the agencies, as necessary. In addition to this, the following processes must be performed:

- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

These processes should be completed after each on-cycle and off-cycle pay confirmation.

Process Pay Period Tax Payments

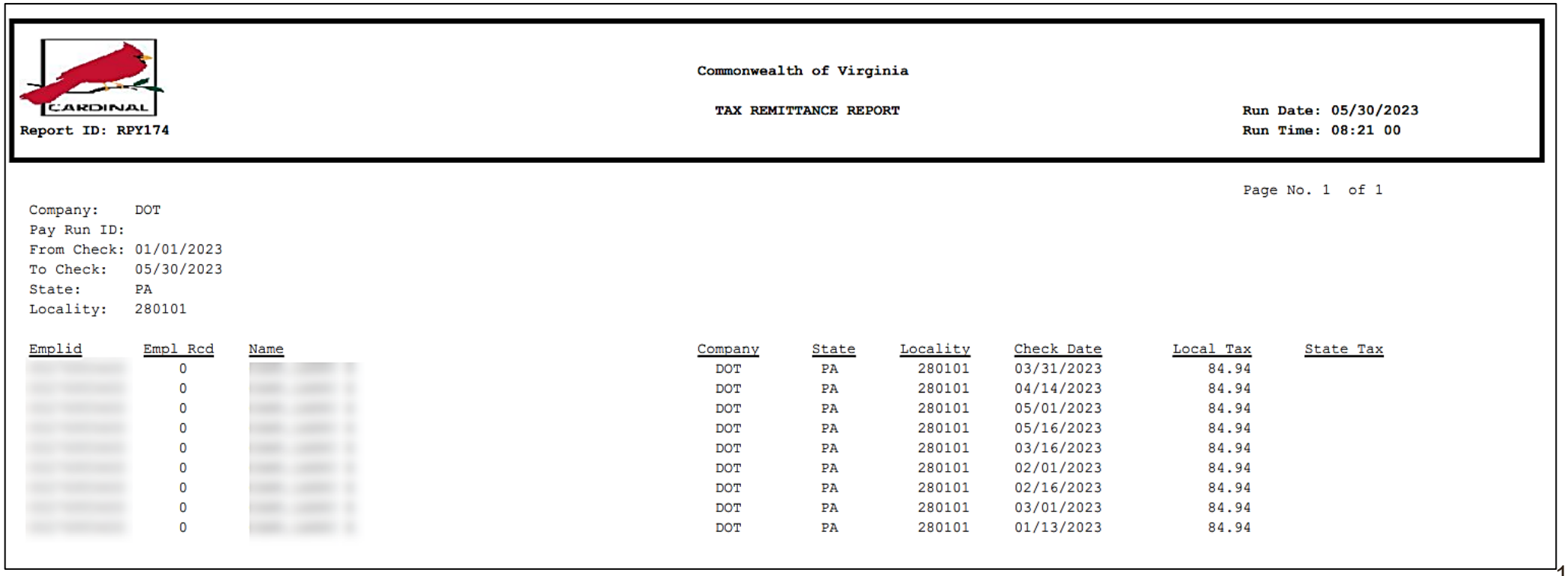
SPO and Agencies have pay period tax payments responsibilities. Payments must be processed and submitted timely and accurately.

SPO Tasks	Agency Tasks
Remit payments and reporting for Federal taxes, State taxes and Maryland Localities.	Remit payments and reporting for taxes for localities other than Maryland Responsible for periodic reports and W2s that are due to all states.
Review the Tax Deposit Summary which ties back to the Federal Automated Deposit (FAD) Extract submitted to Truist for tax payments for Federal and State. Work with PPS to run the extracts. An InterAgency journal entry will be made for the VA taxes.	Run and review the **Tax Remittance Report** for Locality tax payments due by the Agency. Coordinate with their AP department to create and submit the payments.
Work with Truist or Tax authority, related to Federal or State taxes if there are payment discrepancies. Reach out to agencies as needed.	Work with State or Local tax authority if there are payment discrepancies.

Tax Remittance Report

The **Tax Remittance Report** will provide the Payroll Administrator with information regarding the amount paid to the non-Virginia states via SPO. The report will also include the locality totals to be paid by agencies manually via AP. Navigate to this report using the path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Tax Remittance Report



Report ID: RPY174

Commonwealth of Virginia

TAX REMITTANCE REPORT

Run Date: 05/30/2023
Run Time: 08:21 00

Page No. 1 of 1

Company: DOT
Pay Run ID:
From Check: 01/01/2023
To Check: 05/30/2023
State: PA
Locality: 280101

Emplid	Empl Rcd	Name	Company	State	Locality	Check Date	Local Tax	State Tax
[redacted]	0	[redacted]	DOT	PA	280101	03/31/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	04/14/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	05/01/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	05/16/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	03/16/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	02/01/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	02/16/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	03/01/2023	84.94	
[redacted]	0	[redacted]	DOT	PA	280101	01/13/2023	84.94	

Process Pay Period Non-Tax Payments

SPO and Agencies have pay period non-tax payments responsibilities. Payments must be processed and submitted timely and accurately.

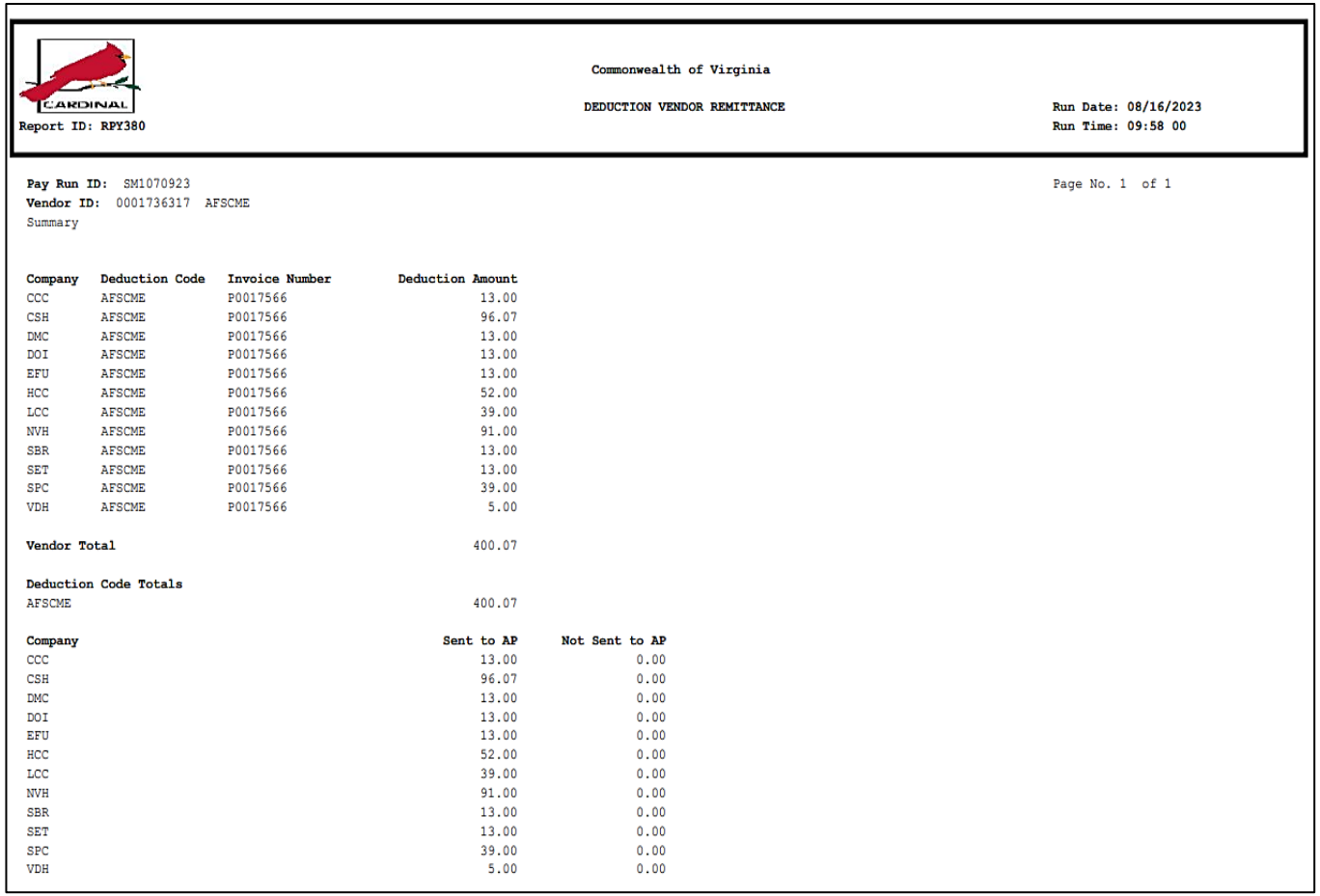
SPO Tasks	Agency Tasks
Remit payment for VA DSS child support via an EFT file. Receive garnishment checks and distribute to agencies.	Receive garnishment checks and distribute payments along with appropriate documentation to the garnishment vendor, that includes other state child support payments.
Remit payments to: • Benefit vendors (e.g., TIAA, Defined Contributions, Securian, FBMC) • Centrally for CVC, VGEA, CWA and AFSCME Coordinate with PPS to run extracts that include detail payment information to the benefit vendors.	Remit payments for miscellaneous payments for the following deductions with the appropriate documentation: Agency Parking, Agency Miscellaneous, Association 1 & 2, Foundation 1 & 2, Local Retirement Contribution, Other Insurance and Pretax Transportation.
Review the Deduction Vendor Remittance Report. Reach out to agencies as needed. Payments may be processed as AP payments or GL journal entries.	Run and review the COVA Deduction Register Report for non-tax payments due by the Agency. Coordinate with their AP department to create and submit the payments.
Work with Benefit and Centrally paid vendors, if there are payment discrepancies. Reach out to agencies as needed.	Work with the miscellaneous vendors if there are payment discrepancies.

Deduction Vendor Remittance Report

This custom report is used by State Payroll Operations (SPO) and Agency payroll processors to reconcile Payroll deductions to the vendor payments.

This custom report will be used to identify employee detail for vendor payments. The results can be sent with payment to the vendor. Navigate to this report using the path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Report



CARDINAL

Report ID: RPY380

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Run Date: 08/16/2023
Run Time: 09:58 00

Page No. 1 of 1

Pay Run ID: SM1070923
Vendor ID: 0001736317 AFSCME
Summary

Company	Deduction Code	Invoice Number	Deduction Amount
CCC	AFSCME	P0017566	13.00
CSH	AFSCME	P0017566	96.07
DMC	AFSCME	P0017566	13.00
DOI	AFSCME	P0017566	13.00
EFU	AFSCME	P0017566	13.00
HCC	AFSCME	P0017566	52.00
LCC	AFSCME	P0017566	39.00
NVH	AFSCME	P0017566	91.00
SBR	AFSCME	P0017566	13.00
SET	AFSCME	P0017566	13.00
SPC	AFSCME	P0017566	39.00
VDH	AFSCME	P0017566	5.00

Vendor Total 400.07

Deduction Code Totals

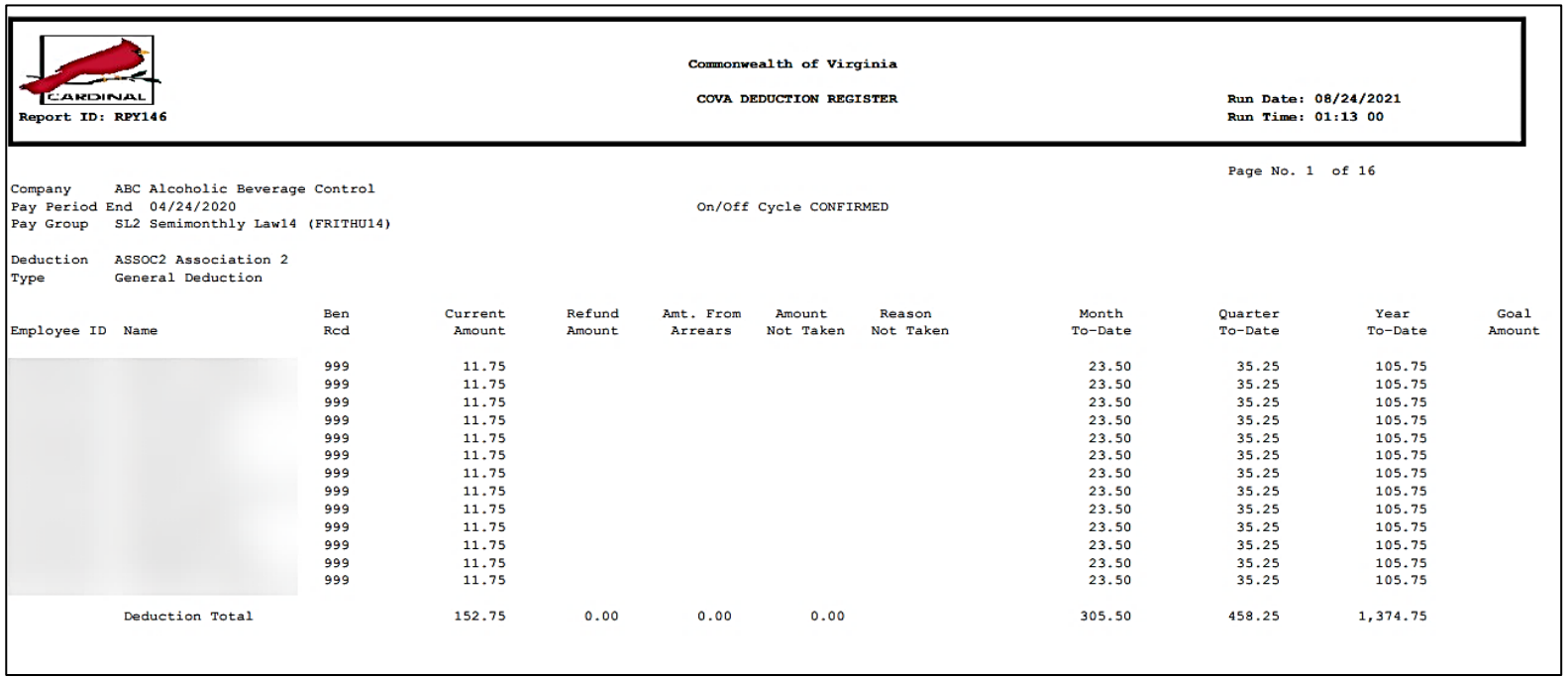
AFSCME	400.07

Company	Sent to AP	Not Sent to AP
CCC	13.00	0.00
CSH	96.07	0.00
DMC	13.00	0.00
DOI	13.00	0.00
EFU	13.00	0.00
HCC	52.00	0.00
LCC	39.00	0.00
NVH	91.00	0.00
SBR	13.00	0.00
SET	13.00	0.00
SPC	39.00	0.00
VDH	5.00	0.00

COVA Deduction Register

The **COVA Deduction Register** report lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a pay period. This report provides the amount and other details to be paid to vendors via AP. Navigate to this report using the following path:

NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register



Commonwealth of Virginia

Report ID: RPY146

COVA DEDUCTION REGISTER

Run Date: 08/24/2021
Run Time: 01:13 00

Page No. 1 of 16

Company ABC Alcoholic Beverage Control
Pay Period End 04/24/2020
Pay Group SL2 Semimonthly Law14 (FRITHU14)

On/Off Cycle CONFIRMED

Deduction ASSOC2 Association 2
Type General Deduction

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
	Deduction Total		152.75	0.00	0.00	0.00		305.50	458.25	1,374.75	

Lesson Summary

9 Post Payroll Process

In this lesson, you learned

- Post Payroll Process Overview
- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

Lesson

10 Payroll Costing Process

This lesson covers the following topics:

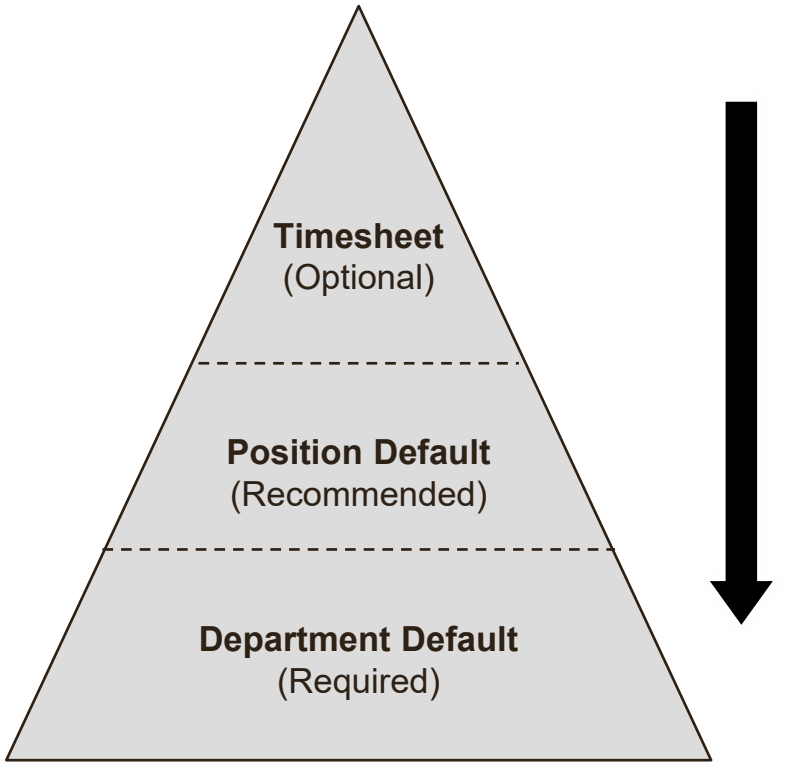
- General Ledger Integration
- Accounts Payable Integration

Accounting Distribution Hierarchy

The default hierarchy for payroll accounting distribution is the **Timesheet**, followed by the **Position Default,** and then **Department Default.**

- ChartFields entered on timesheets are used for agencies who want to record time to specific ChartField strings to be used during the payroll accounting distribution process.

- For employees who **do not** record time to specific ChartFields on their timesheet, the system uses the default funding for that employee's position. If the default funding is not found for their position, the system looks for the default funding for their department.



NOTE:
To view default funding information, run the V_HR_POSN_DFLT_EMPL_DATA query.

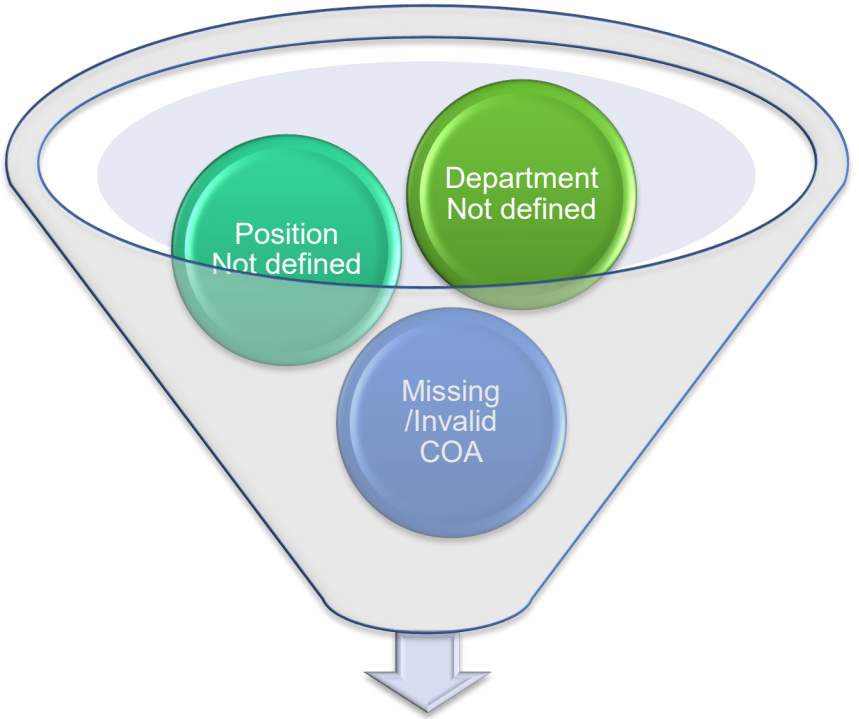
Accounting Distribution Hierarchy (continued)

An Agency-level suspense default funding string is defined for each Agency.

This string will be invoked when:

- Position and Department default funding is not defined

- Timesheet ChartFields are not entered and/or Chart of Accounts (COA) values or combinations are invalid.



Agency-Level Suspense Default String

General Ledger Integration

Custom allocation processes to distribute payroll costs (earnings, employer taxes and deductions) will run after the payroll confirmation and timesheets are closed. ChartField combinations will be validated to prevent errors from occurring when the journals are created and posted. Invalid combinations will be updated with a suspense ChartField String that has been established for each Agency.

Payroll costs that have posted to the suspense ChartField String must be reviewed, and the invalid ChartField String must be corrected in Cardinal.

Below are some examples of updates that may need to be made:

- Update Department or Position defaults on the Department Budget Table
- Update Additional Pay if using a separate distribution
- Update Timesheet entries for future payrolls
- Update SpeedTypes in Finance and they will sync to HCM

NOTE:
Journal entries are required to clear the suspense accounts.

General Ledger Integration (continued)

Two key reports that can be used for this review are:

- ChartField Validation Error Report:

  NavBar > Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

- COVA Dtl Payroll Expenditures:

  PY WorkCenter > Reports/Processes > Post Payroll Reports > COVA Dtl Payroll Expenditures

JOB AID REFERENCE

PY381 ChartFields Distribution Examples

Accounts Payable Integration

The payroll deductions and taxes are posted to liability accounts when payroll activity posts to the General Ledger after the **Payroll Confirmation** process has completed. Payments to HCM suppliers for tax and non-tax payments will now be processed through AP by the Agency. Payroll will need to coordinate with their Accounts Payable department to process Vouchers for payments to be submitted timely.

- Agencies will review the appropriate reports for any payments due by the Agency
- The required documentation, to include the appropriate report, will be submitted to Accounts Payable
- Any payments should be communicated to Agency users with the HCM Voucher Processor role. They will enter vouchers in AP to generate checks to suppliers
- The voucher will be entered to generate the checks. These checks should be returned to the Payroll office to submit payments with the appropriate documentation
- If payment issues are found, agencies will work with the suppliers for which they are responsible to resolve the issue
- The Payroll Administrator will reconcile the liability accounts used for these payments to ensure the accounts are cleared out each pay period

Lesson Summary

10 Payroll Costing Process

In this lesson, you learned

- General Ledger Integration
- Accounts Payable Integration

Lesson

11 Health Benefit & VRS Billing Reconciliations

This lesson covers the following topics:

- An Overview of the Health Benefits Reconciliation Process
- Health Benefits Reconciliation Reports
- An Overview of the VRS Billing Reconciliation Process
- VRS Billing Reconciliation Reports

Health Benefits Reconciliation Process Overview

Cardinal PPS	Benefits Administrator	Payroll Administrator	Agency Fiscal Officer	State Payroll Operations (SPO)
• Execute Health Benefits Reconciliation Program • Create Health Benefits Reconciliation journal	• Run reports to verify correct enrollments • Communicate with the Payroll Administrator to ensure accurate deductions have been withheld	• Run reports to verify accurate deductions • Work with the Benefits Administrator to ensure accurate deductions have been withheld • Process SPOT transactions as needed	• Work with the Benefits and Payroll Administrators to create ATA needed for the current reconciliation • Certify to SPO with supporting documentation	• Review packet for completeness and accuracy • Upload and process the ATA

For detailed instructions, see CAPP Topic 50470 - Benefits Reconciliation

For additional questions, contact Healthrecons@doa.virginia.gov

Health Benefits Reconciliation Reports

Report Name / Navigation	Report Description	Action by Agency Benefits/Payroll
The Benefit Enrollment Changes Report (RBN287) NavBar > Menu > Benefits > Reports > Benefit Enrollment Changes	Lists all employees who enrolled in benefits or made changes to existing benefits within a specific date range.	• Review benefit enrollments and changes • Verify changes align with premium variances • Validate that benefit changes were correctly captured in Cardinal
Health Benefit YTD Recon Report (RBN381) NavBar > Menu > Benefits > Reports > Health Benefit YTD Recon Rpt	Identifies plan-year variances between expected and collected health premiums, helping agencies resolve prior-month enrollment changes and make needed adjustments.	• Review cumulative YTD premium activity • Spot multi-month variances not shown in monthly reports • Confirm YTD variances are corrected through payroll or ATA entries as needed
Monthly Recon Enrollment Report (RBN380) NavBar > Menu > Benefits > Reports > Monthly Enrollment Report	Provides monthly employee Health Benefit details—coverage, Premium Rewards, and medical premiums—for all employees active on the first of the month, including mid-month transfers and coverage changes such as births.	• Validate enrollment data driving monthly premiums • Identify employees whose enrollment status requires correction before running reconciliation

JOB AID REFERENCE

Cardinal HCM Benefits Reports Catalog

Health Benefits Reconciliation Reports (continued)

Report Name / Navigation	Report Description	Action by Agency Benefits/Payroll
Benefit Contribution Register Report (RBN055) NavBar > Menu > Benefits > Reports > Contributions and Deductions > Benefit Contribution Register	Summarizes benefit contributions made in payroll by employee and employer for Cardinal Payroll agencies, both for the current period and year-to-date.	• Review employee and employer benefit contributions to confirm the reconciliation
Health Benefit Recon Exception Report (RHR070) NavBar > Menu > Benefits > Reports > Health Benefit Recon Exception	Lists employees with health premium or Health Premium Reward discrepancies between Benefits enrollment and Payroll processing.	• Determine if the differences identified through the automated reconciliation process are correct • Identify additional differences that were not included in the automated reconciliation • Explain each premium credit transaction, Reward variance, and additional difference

JOB AID REFERENCE

Cardinal HCM Benefits Reports Catalog

VRS Billing Reconciliation Process Overview

Cardinal PPS	Benefits Administrator	Payroll Administrator	Agency Fiscal Officer	State Payroll Operations (SPO)
• Execute VRS Reconciliation Program • Create VRS Billing Reconciliation journal	• Review VNAV and Cancelled Reports to ensure employees have been added/updated correctly • Correct enrollment or PPS issues in VNAV/Cardinal • Communicate with the Payroll Administrator to ensure accurate deductions have been withheld	• Run reports to verify accurate deductions • Work with the Benefits Administrator to ensure accurate deductions have been withheld • Process SPOT transactions as needed	• Review all variances and corrective actions	• Collaborate with VRS and Cardinal PPS BN to ensure that all transactions sent in the VRS recon are properly processed (included in a separate section on the VRS Billing Exceptions Report) • Post GL journals

For detailed instructions, see CAPP Topic 50470 - Benefits Reconciliation

For additional questions, contact Healthrecons@doa.virginia.gov

VRS Billing Reconciliation Reports

Report Name / Navigation	Report Description	Action by Agency Benefits/Payroll
Job Data Query (V_HR_JOB_QUERY) NavBar > Menu > Reporting Tools > Query > Query Viewer > V_HR_JOB_QUERY	Provides current job and employee demographic details by Action and Action Reason based on an as-of date. This query may not show future dated hires.	• Verify employee creditable compensation for VRS reconciliation • Validate that job records drive correct plan placement and retirement deductions

JOB AID REFERENCE

Cardinal HCM Human Resources Reports Catalog

VRS Billing Reconciliation Reports (continued)

Report Name / Navigation	Report Description	Action by Agency Benefits/Payroll
Employee Benefit Enrollment Report (RPY528) NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > EE Benefit Enrollment Report	Provides a list of active employee benefit enrollments (all plan types) based on a specified as of date, Plan Type, and Employee ID Number along with the Company	• Verify active employees have active retirement elections for VRS reconciliation • Verify retirement plans match plan enrollment in VNAV • Coordinate corrections if needed
COVA Payroll Summary Report (RPY138) PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Summary	Shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID and by Company.	• Obtain VRS earnings totals for reconciliation • Compare payroll totals to expected VRS additional pay • Identify variances requiring SPOT adjustments or payroll corrections
Earnings Extract Query (V_PY_ERN_EXTRACT) PY WorkCenter > Queries > Payroll Queries > Payroll Earnings Extract	Provides agencies with a list of the earnings data based on a specified check date range.	• Pull employee level VRS earnings detail, selecting Earn Code “VRS” in the Run Control section • Support research when reconciling pay period compensation to VRS billing expectations

JOB AID REFERENCE

Cardinal HCM Payroll Reports Catalog

VRS Billing Reconciliation Reports - Benefits

Report Name / Navigation	Report Description	Action by Agency Benefits/Payroll
VRS Billing Detail Query NavBar > Menu > Reporting Tools > Query > Query Viewer > V_VRS_BILLING_REPORT	Lists all VRS billed transactions, including those with error messages requiring Agency action and warnings for transactions needing review.	• Filter for error and warning messages using Column V: "Error Ind" ("E" = error, "W" = warning) • Address error messages • Review/Address warning messages
VRS Billing Exceptions Report (RHR078) NavBar > Menu > Benefits > Reports > VRS Billing Exceptions	Displays employee-level detail of the variances between Virginia Retirement System (VRS) billed amounts and those amounts collected through payroll.	• Identify billing variances between VNAV and Cardinal HCM • Resolve exceptions immediately, especially employee portion charges
VRS Billing Summary Report (RHR079) NavBar > Menu > Benefits > Reports > VRS Billing Summary	Compares employee/employer contribution totals for retirement, VSDP, Group Life, Retiree Health Credit, and prior service purchases to VRS billing, ensuring monthly reconciliation and showing unreconciled amounts by Business Unit and VRS Org Code.	• Validate the General Ledger (GL) adjustments automatically created • Correct employee retirement enrollment or premiums, immediately • Coordinate with SPO to address any VRS billed transactions with errors that Cardinal did not reconcile (VRS Billing Transaction Errors section)

JOB AID REFERENCE

Cardinal HCM Benefits Reports Catalog

Lesson Summary

11 Health Benefit & VRS Billing Reconciliations

In this lesson, you learned

- An Overview of the Health Benefits Reconciliation Process
- Health Benefits Reconciliation Reports
- An Overview of the VRS Billing Reconciliation Process
- VRS Billing Reconciliation Reports

Lesson

12 Periodic Regulatory Reporting

This lesson covers the following topics:

- Periodic Regulatory Reporting Overview
- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

Periodic Regulatory Reporting Overview

SPO bears the ultimate responsibility for timely regulatory reporting as related to Federal and Virginia taxes. To do this, SPO analysts rely upon Agency input by way of periodic certifications and, as necessary, balance adjustment requests.

Agencies are responsible for:

- Maintaining timely regulatory reporting for state and local tax jurisdictions not in Virginia
- Auditing their payroll totals regularly with periodic certification required on a quarterly and annual basis. Quarterly and annual certifications must be submitted to SPO. Pay period reviews are retained by the Agency for audit purposes in accordance with Commonwealth of Virginia record retention policies

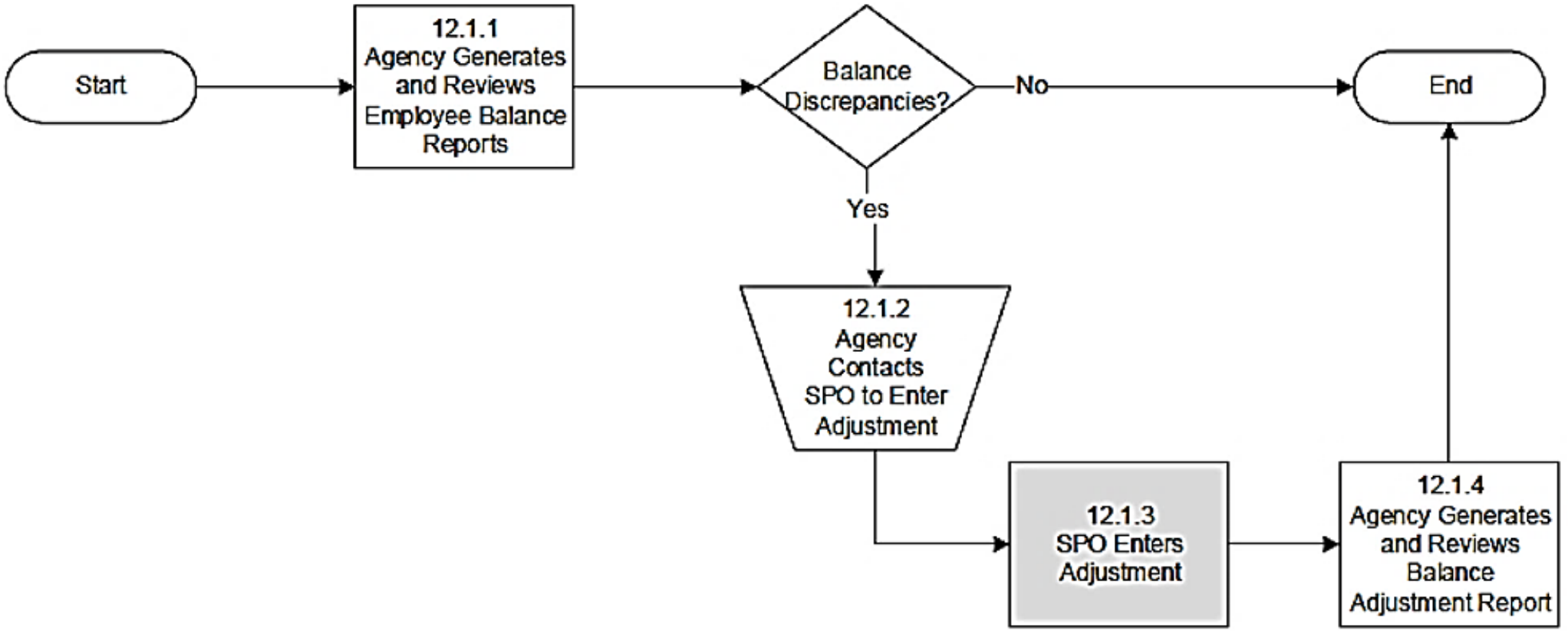
The Periodic Regulatory Reporting business process has three sub-processes:



- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

DOA issues a Payroll Operations Calendar, on a semi-annual basis, outlining Quarterly Certification due dates. Agencies must adhere to these deadlines to allow for proper reporting to federal and state agencies. Failure to do so may result in the Agency being reported in the Comptroller's Quarterly Report, and/or IRS penalties and fines associated with reporting incorrect information.

Audit and Adjust Employee Balances



Audit and Adjust Reporting Overview

Cardinal Payroll maintains many balances for each employee, including:

- Earnings
- Deductions
- Taxes

With each balance type, Cardinal retains month-to-date (MTD), quarter-to-date (QTD), and year-to-date (YTD) amounts for each employee. Payroll Administrators are responsible for maintaining accurate employee balances and resolving errors identified. Corrections to employee balances can be made in one of three (3) ways:

- Entered through the Single-Use Payroll Online Tool (SPOT)
- Request SPO to enter the correct transactions directly to an employee's paysheet
- SPO will make corrections directly to each balance record that requires adjustment (this method is an absolute last resort, and only if a correction cannot be made through the regular payroll process)

The first two are preferred methods which allow the Cardinal Payroll confirmation process to update all appropriate balances. The **Tax Balance Adjustment Mass Upload** (PY556) can be used to process the tax balance adjustments with SPO.

Audit and Adjust Reporting Reports

Payroll Administrators will generate and review the **Quarter Tax Balances Audit Report** on a pay-period basis. This report compares the recorded quarter-to-date balances with expected balance from all pay periods in the quarter. The report may also reveal that an error exists in a non-tax balance (e.g., earnings, deductions, special accumulators). Payroll Administrators will research and resolve any errors identified in coordination with SPO.

The following reports should be reconciled to assist with research errors on the **Quarter Tax Balances Audit Report**:

- **COVA Payroll Summary Report:** displays earnings, deductions, taxes, and net pay at the company-level by Run ID and company. This report is used for all balancing and reconciliation purposes. All other payroll reports generated in Cardinal must tie to the amounts reflected on this report.

- **Annual Reporting Error Listing:** verifies data found on tax balance tables, personal information records, and the company table.

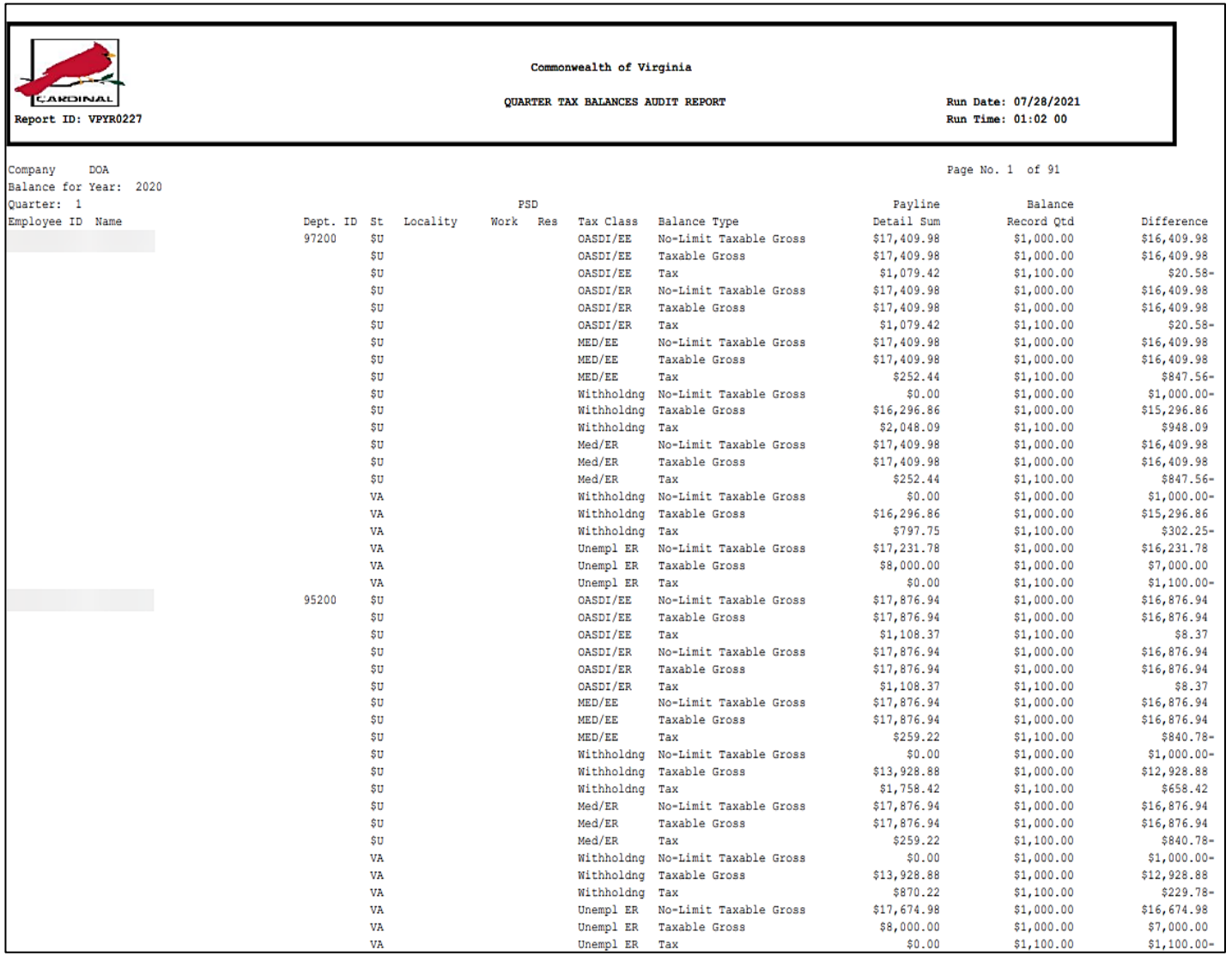


Quarter Tax Balances Audit Report

The **Quarter Tax Balances Audit Report** compares the recorded quarter-to-date balances with the expected balance derived from adding the current amounts from all pay periods in the quarter.

To navigate to the **Quarter Tax Balances Audit Report**, use the following path:

NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit



CARDINAL

Report ID: VPYR0227

Commonwealth of Virginia

QUARTER TAX BALANCES AUDIT REPORT

Run Date: 07/28/2021
Run Time: 01:02 00

Company DOA
Balance for Year: 2020
Quarter: 1

Page No. 1 of 91

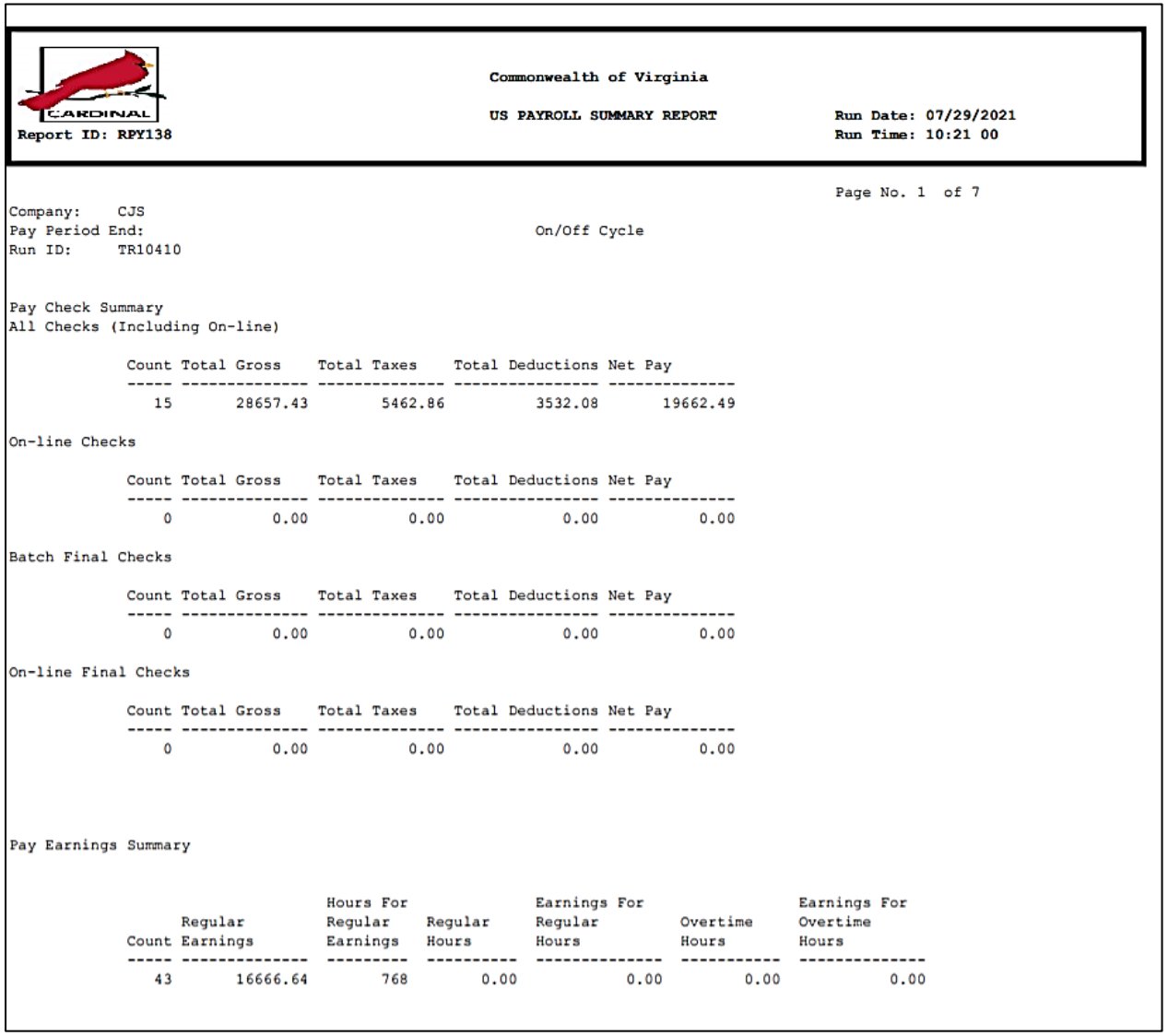
Employee ID	Name	Dept. ID	St	Locality	PSD Work	PSD Res	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference
		97200	$U				OASDI/EE	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/EE	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/EE	Tax	$1,079.42	$1,100.00	$20.58-
			$U				OASDI/ER	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/ER	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/ER	Tax	$1,079.42	$1,100.00	$20.58-
			$U				MED/EE	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				MED/EE	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				MED/EE	Tax	$252.44	$1,100.00	$847.56-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			$U				Withholdng	Taxable Gross	$16,296.86	$1,000.00	$15,296.86
			$U				Withholdng	Tax	$2,048.09	$1,100.00	$948.09
			$U				Med/ER	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				Med/ER	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				Med/ER	Tax	$252.44	$1,100.00	$847.56-
			VA				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			VA				Withholdng	Taxable Gross	$16,296.86	$1,000.00	$15,296.86
			VA				Withholdng	Tax	$797.75	$1,100.00	$302.25-
			VA				Unempl ER	No-Limit Taxable Gross	$17,231.78	$1,000.00	$16,231.78
			VA				Unempl ER	Taxable Gross	$8,000.00	$1,000.00	$7,000.00
			VA				Unempl ER	Tax	$0.00	$1,100.00	$1,100.00-
		95200	$U				OASDI/EE	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/EE	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/EE	Tax	$1,108.37	$1,100.00	$8.37
			$U				OASDI/ER	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/ER	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/ER	Tax	$1,108.37	$1,100.00	$8.37
			$U				MED/EE	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				MED/EE	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				MED/EE	Tax	$259.22	$1,100.00	$840.78-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			$U				Withholdng	Taxable Gross	$13,928.88	$1,000.00	$12,928.88
			$U				Withholdng	Tax	$1,758.42	$1,100.00	$658.42
			$U				Med/ER	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				Med/ER	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				Med/ER	Tax	$259.22	$1,100.00	$840.78-
			VA				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			VA				Withholdng	Taxable Gross	$13,928.88	$1,000.00	$12,928.88
			VA				Withholdng	Tax	$870.22	$1,100.00	$229.78-
			VA				Unempl ER	No-Limit Taxable Gross	$17,674.98	$1,000.00	$16,674.98
			VA				Unempl ER	Taxable Gross	$8,000.00	$1,000.00	$7,000.00
			VA				Unempl ER	Tax	$0.00	$1,100.00	$1,100.00-

COVA Payroll Summary Report

This **COVA Payroll Summary Report** displays paycheck details including amounts, earnings, employee deductions, employer contributions, employee and employer taxes by Pay Run ID by Company.

To navigate to the **COVA Payroll Summary Report**, use the following path:

PY WorkCenter > Reports/Processes > Pay Period Reports > COVA Payroll Summary



Report ID: RPY138

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT

Run Date: 07/29/2021
Run Time: 10:21 00

Page No. 1 of 7

Company: CJS
Pay Period End: On/Off Cycle
Run ID: TR10410

Pay Check Summary
All Checks (Including On-line)

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
15	28657.43	5462.86	3532.08	19662.49

On-line Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

Batch Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

On-line Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	0.00	0.00	0.00

Pay Earnings Summary

Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
43	16666.64	768	0.00	0.00	0.00	0.00

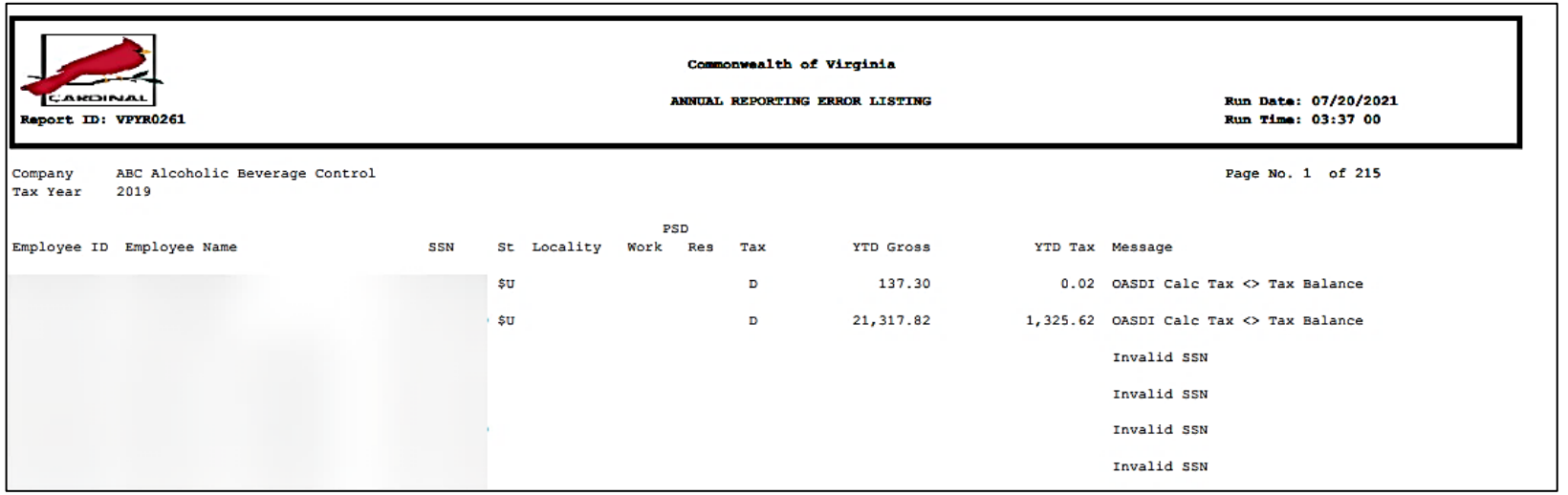
Annual Reporting Error Listing Report

The **Annual Reporting Error Listing Report** is used to flag errors that will impact forms at year end. Payroll Administrators should reconcile the **Annual Reporting Error Listing Report** on a quarterly basis, as it is a tool used for research of errors on the **Quarter Tax Balances Audit Report**. The report verifies:

- Data found in Cardinal Payroll tax balances tables
- Personal information records
- Company table (it does not verify data in the year-end records)

To navigate to the **Annual Reporting Error Listing Report**, use the following path:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing



Report ID: VPYR0261

Commonwealth of Virginia

ANNUAL REPORTING ERROR LISTING

Run Date: 07/20/2021
Run Time: 03:37 00

Company ABC Alcoholic Beverage Control
Tax Year 2019

Page No. 1 of 215

Employee ID	Employee Name	SSN	St	Locality	PSD Work	PSD Res	Tax	YTD Gross	YTD Tax	Message
			$U				D	137.30	0.02	OASDI Calc Tax <> Tax Balance
			$U				D	21,317.82	1,325.62	OASDI Calc Tax <> Tax Balance
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN

Balance Adjustment Report

Once SPO has completed the necessary balance adjustments, the Payroll Administrator should generate and review the **Balance Adjustment Report** which lists all employees for whom adjustments to their month-to-date (MTD), quarter-to-date (QTD), and year-to-date (YTD) balances were made directly to the balance tables.

The details include amounts relating to checks, earnings and special accumulators, deductions, garnishments, taxes, and arrears.

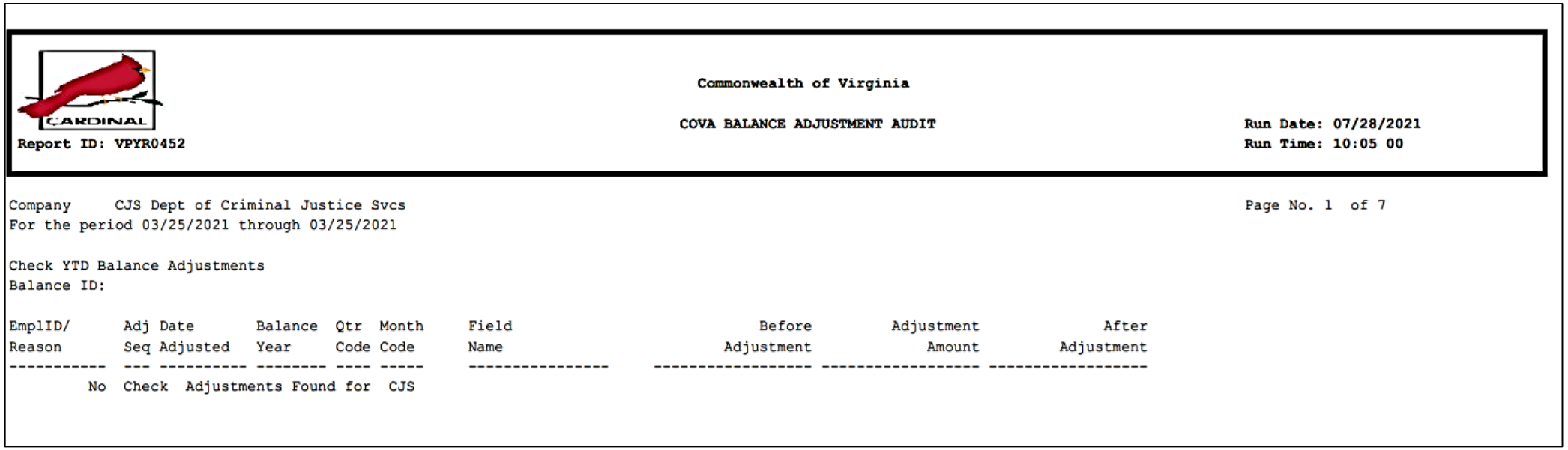
Note: Given the complexity and impact of balance adjustments, it is important the Agency reviews what was entered by SPO for accuracy and completion. If the Agency identifies any additional balance adjustments needed, it is the Agency's responsibility to communicate these changes to SPO.



COVA Balance Adjustment Report

The **COVA Balance Adjustment Report** lists all employees for whom adjustments to their month-to-date (MTD), quarter-to-date (QTD), and year-to-date (YTD) balances were made directly to the balance tables. The details include amounts relating to checks, earnings and special accumulators, deductions, garnishments, taxes, and arrears. To navigate to the balance adjustment report, use the following path:

NavBar > Menu > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report



CARDINAL

Report ID: VPYR0452

Commonwealth of Virginia

COVA BALANCE ADJUSTMENT AUDIT

Run Date: 07/28/2021
Run Time: 10:05 00

Company CJS Dept of Criminal Justice Svcs
For the period 03/25/2021 through 03/25/2021

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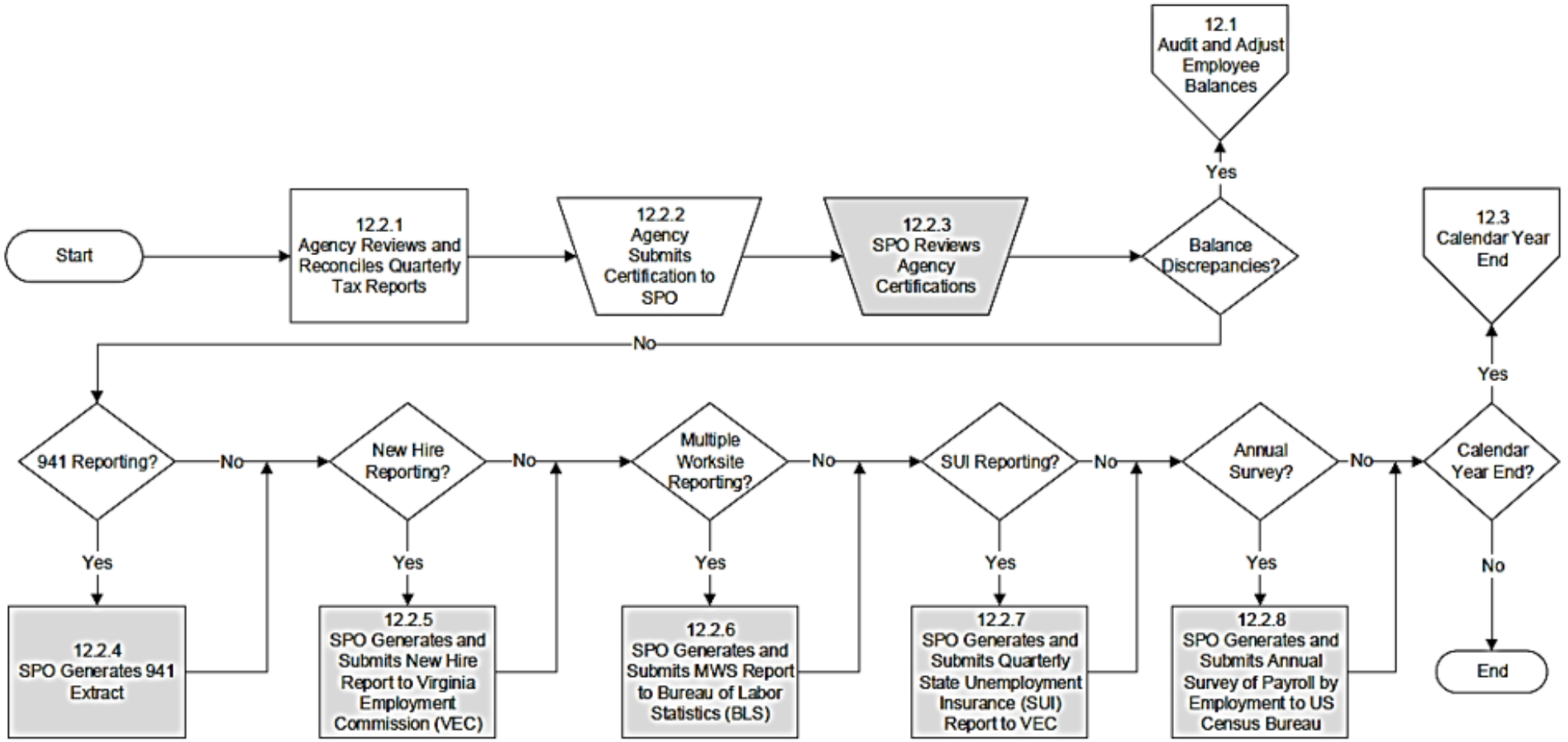
Check YTD Balance Adjustments
Balance ID:

EmplID/ Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment
No Check Adjustments Found for CJS									

Prepare and File Regulatory Reports



Prepare and File Regulatory Reports

Payroll Administrators can generate and run the necessary reports for preparing most periodic regulatory reports, as well as quarterly reports for taxing authorities.

- These reports will be used in conjunction with pay period reports produced within that quarter to prepare and submit all regulatory reports to state and local taxing jurisdictions outside of Virginia

- Payroll Administrators will verify the accuracy of the regulatory reports. Fiscal Officers (or their proxy) are required to certify (sign/send) the required documentation for any corrections that need to be made

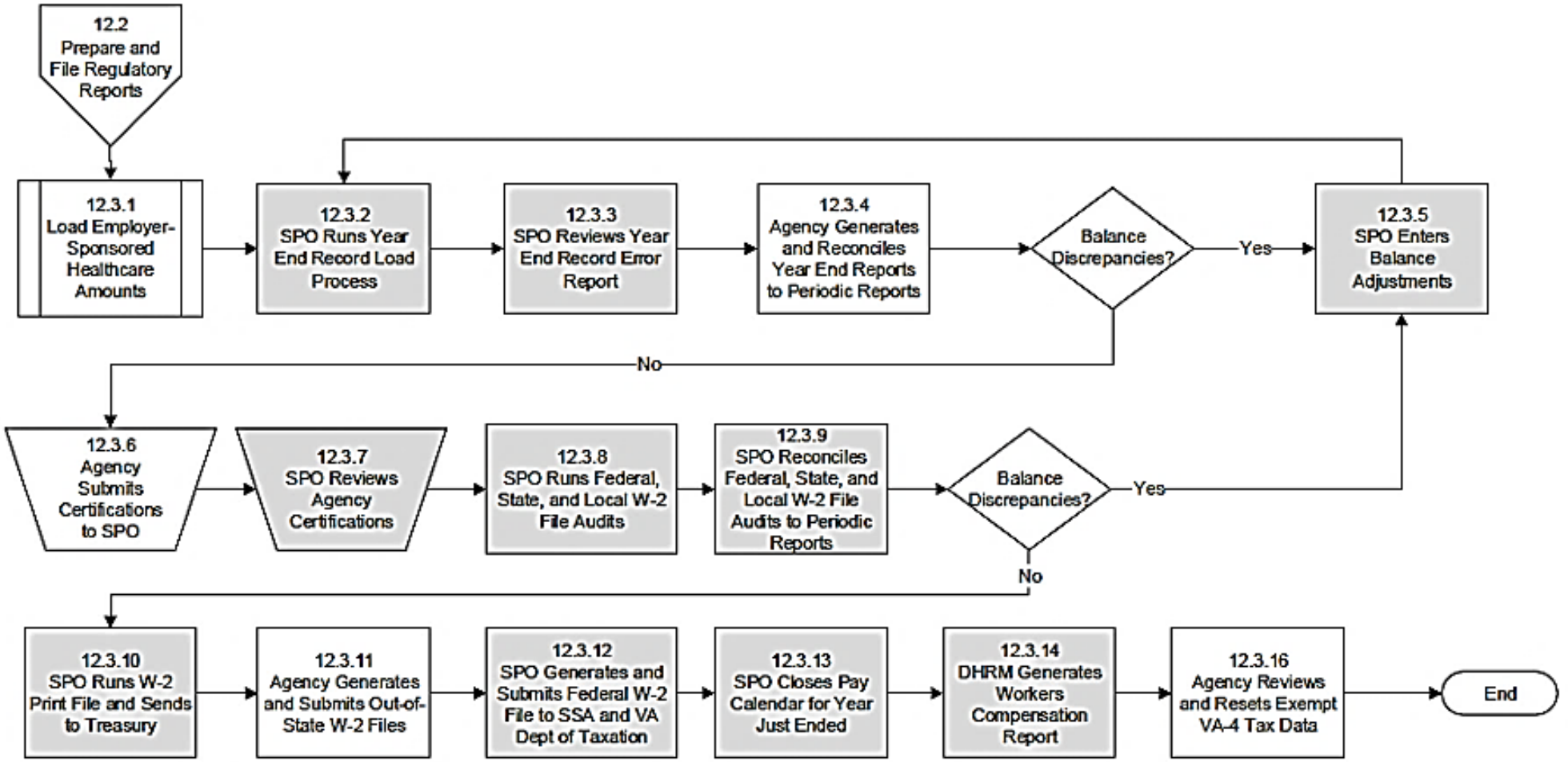


Regulatory Payroll Reports

Some of the reports used for quarterly reconciliation are listed here. These reports should be reviewed periodically throughout the quarter, making adjustments, as needed, within the quarter.

Report Name	Navigation	Report Description
Quarterly Tax Balances Audit TAX015 (VRPY0227)	NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit	Produces a report that compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.
Quarterly Federal Tax Summary TAX007 (VRPY0242) - employee level detail	NavBar > Menu >Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary	Report listing Quarter-to-Date (QTD) taxable gross and taxes for Federal withholding, FICA and FUTA. Report lists employees, by SSN, within company.
Quarterly State Tax Summary TAX008 (VRPY0243) - employee level detail	NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary	Report listing Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability (SDI). Report lists employees, by SSN, within company.
Annual Reporting Error Listing TAX900	NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing	Lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

Calendar Year End

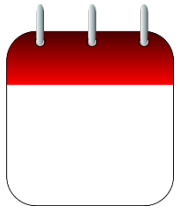


Calendar Year End – Reports

SPO will coordinate with the Cardinal Post Production Support (PPS) team to apply the tax update for year-end processing and tax filing. At the end of each calendar year, SPO prepares the W-2 output file to be sent to Department of Treasury.

Payroll Administrators will generate and review the following reports to reconcile the data with pay period and quarterly reports that were produced throughout the calendar year. If it is determined that an employee's balance must be adjusted, the agencies must enter adjustment transactions in SPOT or communicate these changes to SPO.

Annual Reporting Error Listing: a W-2 management report that is used to flag errors that will impact forms at year end. This report verifies data found on tax balance tables, personal information records, and the company table.



Viewing and Printing W-2s for Employees

Employees can view and print their own W-2 forms out of Cardinal. Payroll Administrators have access to view and print W-2s as well, using the **View W-2/W-2c Forms** page.

Navigate to this page using the following path:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms

JOB AID REFERENCE

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

Year End Certification Process

Payroll Administrators will submit to SPO the documentation for their respective agencies after all year-end reports have been reviewed and reconciled with periodic reports and no balance adjustments are required.



Payroll Administrators will submit supporting year-end documentation to include:

- Agency Fiscal Officer (or their proxy) signature (certification)
- Detail of all valid differences between company Federal Income Tax (FIT) taxable wages and company State Income Tax (SIT) taxable wages (e.g., non-Virginia state taxable wages are defined differently from FIT taxable wages)
- W-3 Transmittal – report showing the total number of W-2s expected for that Agency to be submitted along with the W-2 Copy A

SPO will review each Agency's year-end certifications to verify completion and will rerun the Year End Record Load process and the Year-End Jurisdiction Split process, as well as generate and review the Year-End Record Error Report.

Calendar Year End and Exemptions

Payroll Administrators are responsible for reviewing and resetting exemptions from withholding. Employees can submit the appropriate withholding form requesting full exemption from their pay at any time during the year. For both the Federal form W-4 and the Virginia form VA-4, the exemption from withholding is only valid for the calendar year in which the form was submitted.

The **W-4 Exemptions Report (TAX100)** lists all employees whose tax data records indicate they are exempt from federal income tax withholding. Navigate to this report using the following path:

NavBar > Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report > W-4 Exemptions Report

The **V_PY_RESET_VA4_EXEMPT** query lists all employees whose tax data records indicate they are exempt from Virginia income tax withholding. Navigate to this query using the following path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

Lesson Summary

12 Periodic Regulatory Processing

In this lesson, you learned

- Periodic Regulatory Reporting Overview
- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

Course Summary

PY381 Agency Payroll Management

In this course, you learned

- The overall payroll process
- How to maintain employee payroll data in Cardinal
- How to utilize the SPOT tool to process adjustments
- The payroll responsibilities and timelines for State Payroll Operations (SPO) and Agency payroll
- The payroll processes (create, calculate, and confirm pay)
- The off-cycle process
- The post payroll processing processes for tax and non-tax payments
- How Payroll Costing works for the General Ledger and Accounts Payable integrations
- The regulatory reporting processes and the associated Agency requirements

Appendix

- Understanding the Operations Calendar
- Payroll Process Flows
- Flow Chart Key

Understanding the Operations Calendar

The Operations Calendar can be found on the DOA website. This is an example of it's set up. See the next 2 slides for details regarding the Payroll activity, what it means and what users should be doing.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1/28 BW2 PPE	1/29	1/30 BW4 PPE	1/31 December Health Insurance Recon Deadline Employee W2 Deadline SM2 PPE	2/1 Updated AM balances available for viewing Health Insurance Auto Recon January D/C Interface	2/2	2/3	
SemiMonthly		OSM020124 TBD Prelim Calc for submitted requests SM1012424, SM2013124 6:00 PM AP Integration	OSM020124 2:00 PM Off Cycle Requests Deadline 4:00 PM Off Cycle SPOT Deadline* SM1012424, SM2013124 1-3:30 PM Garn checks available (2nd floor)	OSM020124 1:00 PM Off Cycle Certification Deadline 1:00 - 3:00 pm Off Cycle Confirm: Per 2, Pay Date 02/02/2024 SM1020924, SM2021524 3:00-5:00 PM Create Paysheets/TA Load/SPOT Load/Calc SM1012424, SM2013124 10:00 PM Interfacing Agy Timesheet Deadline*	# S/M Pay Day SM1012424, SM2013124 8:00 AM General Ledger Integration SM1020924, SM2021524 8:00 - 8:45 am LOAD: Paysheets/TA/SPOT; Calc 12:00 - 12:45 pm LOAD: Paysheets/TA/SPOT; Calc 4:00 - 5:30 pm LOAD: Non-Prod TA^; Calc OSM020124 6:00 PM AP & GL integration	S/M Off Cycle Pay Day OSM020124 1-3:30 PM Garn checks available (2nd floor) SM1020924, SM2021524 8:00 - 8:45 am LOAD: Paysheets/TA/SPOT; Calc 12:00 - 12:45 pm LOAD: Paysheets/TA/SPOT; Calc		January/February
BiWeekly		OBW011724 1:00 PM Certification Deadline 1:00 - 3:00 pm Off Cycle Confirm: Per 2, Pay Date 01/31/24 BW1012724, BW2012824, BW3012524, BW4013024 3:00 - 5:00 pm Create Paysheets/TA Load/SPOT Load/Calc	BW1012724, BW2012824, BW3012524, BW4013024 8:00 - 8:45 am Create Paysheets/TA Load/SPOT Load/Calc 12:00 - 12:45 pm Create Paysheets/TA Load/SPOT Load/Calc OBW011724 6:00 PM AP and GL Integration	B/W Off Cycle Pay Day BW1012724, BW2012824, BW3012524, BW4013024 8:00 - 8:45 am Create Paysheets/TA Load/SPOT Load/Calc 12:00 - 12:45 pm Create Paysheets/TA Load/SPOT Load/Calc 5:00 PM Garnishment Deadline OBW011724 1-3:30 PM Garn checks available (2nd floor)	BW1012724, BW2012824, BW3012524, BW4013024 4:00 AM Create Paysheets/TA Load/SPOT Load/Calc 12:00 - 12:45 pm Create Paysheets/TA Load/SPOT Load/Calc 10:00 PM Deadline for Interfacing Agencies to send time	BW1012724, BW2012824, BW3012524, BW4013024 4:00 AM Create Paysheets/TA Load/SPOT Load/Calc 12:00 - 12:45 pm Create Paysheets/TA Load/SPOT Load/Calc Final Calc - Data Change Freeze 4:00 - 4:45 pm FINAL TL Load/SPOT Load/Final Calc 3:00 PM DD 01/26 Stop Pay Request Deadline		
Mthly		OMTH020124 TBD Prelim Calc for submitted requests MTH013124 6:00 PM AP Integration	OMTH020124 2:00 PM Off Cycle Requests Deadline 4:00 PM Off Cycle SPOT Deadline* MTH013124 1-3:30 PM Garn checks available (2nd floor)	OMTH020124 1:00 PM Off Cycle Certification Deadline 1:00 - 3:00 pm Off Cycle Confirm: Per 2, Pay Date 02/02/2024 MTH013124 10:00 PM Interfacing Agy Timesheet Deadline*	# MTH Pay Day MTH013124 8:00 AM General Ledger Integration	MTH Off Cycle Pay Day		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	2/4	2/5 TPA Interface	2/6	2/7 New Hire Report 01/17 - 02/07)	2/8 BW3 PPE	2/9 SM1 PPE	2/10 BW1 PPE	
SemiMonthly		SM1020924, SM2021524 4:00 AM LOAD: Paysheets/TA/SPOT; Calc 12:00 - 12:45 pm LOAD: Paysheets/TA/SPOT; Calc	SM1020924, SM2021524 4:00 AM LOAD: Paysheets/TA/SPOT; Calc 12:00 - 12:45 pm LOAD: Paysheets/TA/SPOT; Calc 5:00 PM Garnishment Deadline	SM1020924, SM2021524 4:00 AM LOAD: Paysheets/TA/SPOT; Calc 12:00 - 12:45 pm LOAD: Paysheets/TA/SPOT; Calc 3:00 - 3:45 pm LOAD: Paysheets/TA/SPOT; Calc	SM1020924, SM2021524 4:00 AM LOAD: Paysheets/TA/SPOT; Calc 10:00 - 10:45 am FINAL TA Load*/SPOT/CALC FINAL Calc - Data Change Freeze (Suggest prelim cert packages are sent out at this time) 3:00 - 3:45 pm SPOT Upload/Final Calc 3:00 PM DD 02/01 Stop Pay Request Deadline	SM1020924, SM2021524 8:00 - 8:45 am SPOT Upload/Final Calc 11:00 - 11:45 am Final SPOT Upload/Final Calc 1:00 PM Update Paysheet Deadline - nothing accepted after this time 3:00 - 3:45 pm Final Calc - all errors cleared (Suggest final cert packages are sent out at this time) 3:00 PM DD 02/02 Stop Pay Request Deadline		Februa

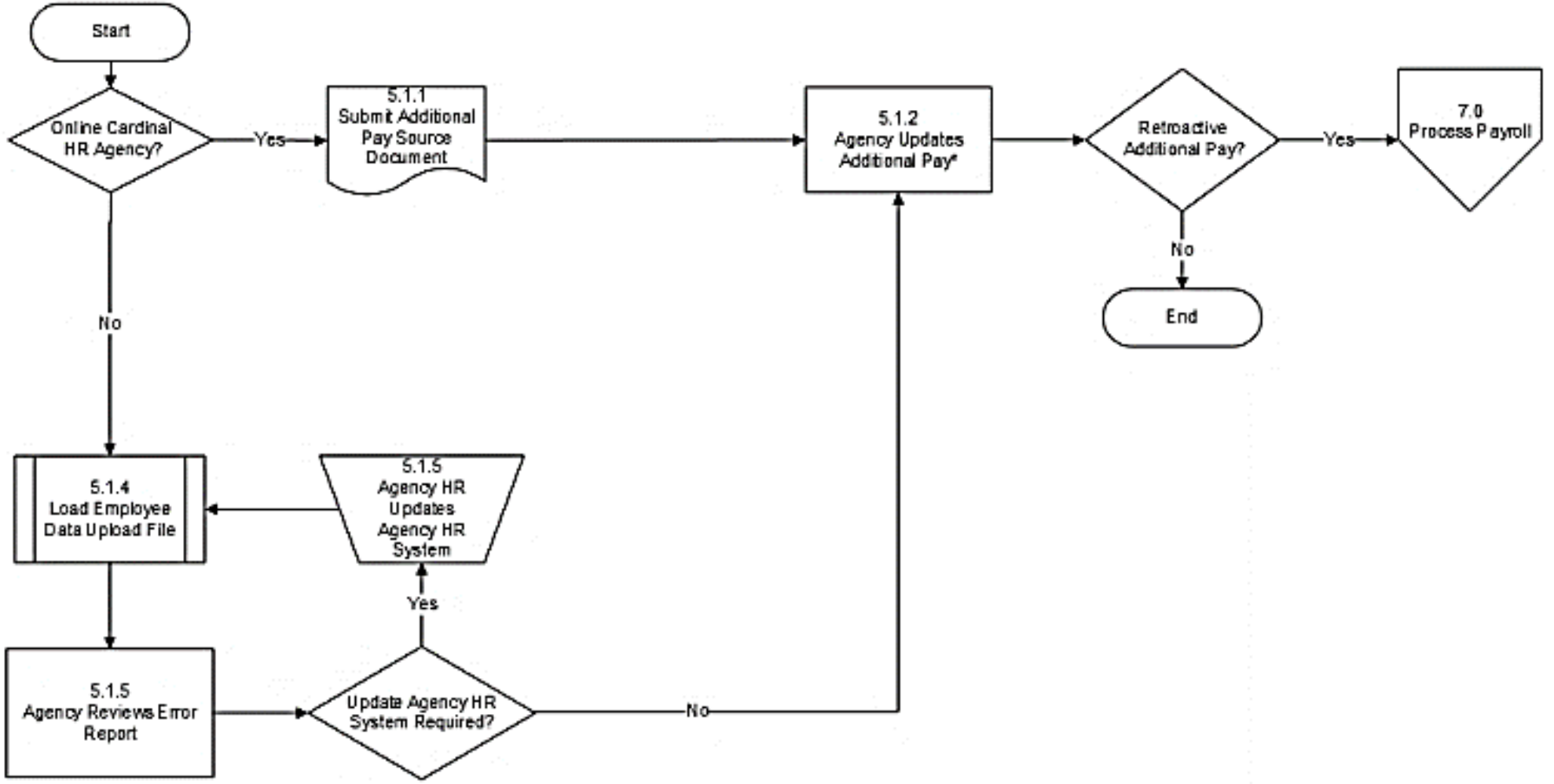
Operation Calendar Activities

Activities Listed	What does it mean	What Should I be doing?
Pay Process Jobs	SPO is running the payroll jobs: SPOT Upload, TL Upload, Pay Calc (After completion - all of the latest data should be reflected on Paychecks and Payroll Reports)	Review paychecks and payroll reports and entering SPOT batches (This occurs in the days leading up to two days prior to certification)
Final Calc - Data Change Freeze Final TL Load/SPOT Deadline/Final Calc	SPO is running the Payroll Calculation in a way that limits the HR/BN data that is loaded to Paychecks (see the slide explaining Final Calc)	Payroll data should be more stagnate so you can focus on the remaining SPOT batches needed and preparing for certification (This starts 2 business days before certification)
Confirm Payroll	Payroll processing is closed to transactions. SPO runs all of the downstream jobs and interfaces based on the payroll data.	If payment is missed (> 10% threshold) and can not wait until next pay period, an offcycle request must be submitted
Timesheet Deadline	All timesheets must be entered and approved (or interfaced) to ensure payment	If time is missed, a SPOT must be entered for payment (this SPOT will need to be reversed in the next payroll to prevent double payment)
Prelim Calc for **submitted requests**	The payroll calculation process for offcycle requests. Off Cycle Pay Process jobs are run ad hoc by SPO and agencies will be notified when done	If you submitted an offcycle request that has been keyed by SPO, you can review the paycheck and payroll reports
AP and GL Integration	The processes are run that send payroll data to AP and GL	After these processes complete, the Payroll Data Extracts are sent and the Payroll Expenditure report can be run.

Operation Calendar Activities (continued)

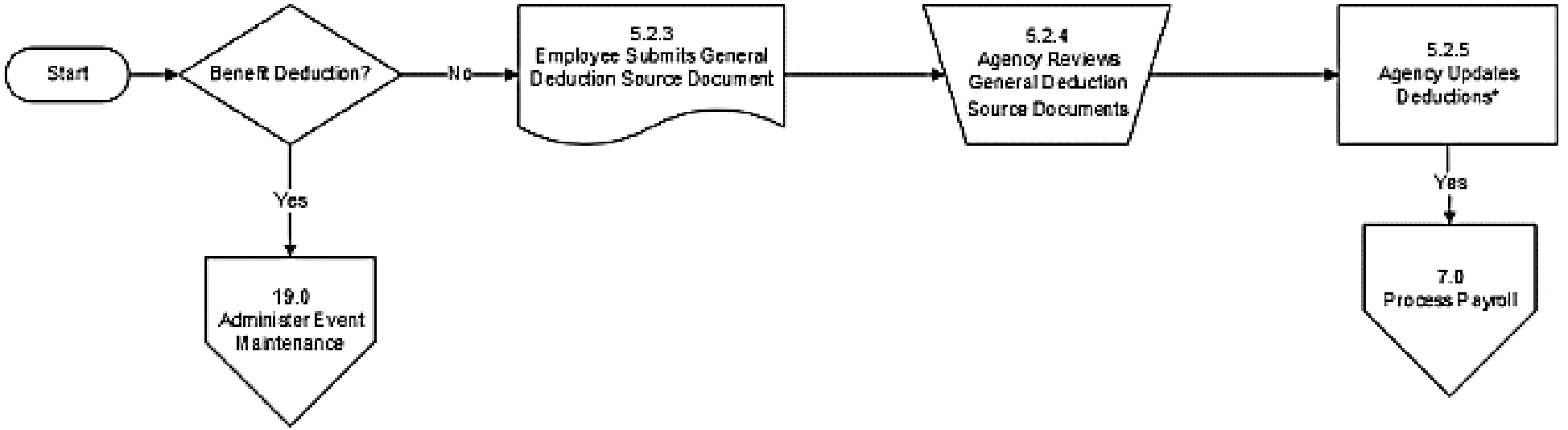
Activities Listed	What does it mean	What Should I be doing?
Certification Deadline	Fiscal Officers or designated proxies are required to review all of the transactions and changes affecting the current payroll and certify as to the accuracy and appropriateness of the payments prior to the payroll confirmation each pay period	The amount of the certification should be based on the last payroll calculation run the day before confirm and should take into account any changes resulting from Update Paysheet requests submitted to SPO before the certification deadline. A copy of the Final Calc Payroll Register totals page for each pay group should be attached. All documentation should be placed in the SPO SharePoint folder for "Confirmation". Failure to submit the certification documentation prior to the deadline may be reported in the Comptroller's Quarterly Report. The form is available on the DOA SPO website in the section titled: HCM Forms.
Garn checks available	Garnishment checks (excluding VA child support) are printed by Treasury and available for pickup	You can retrieve garnishments checks at Treasury

Maintain Additional Pay



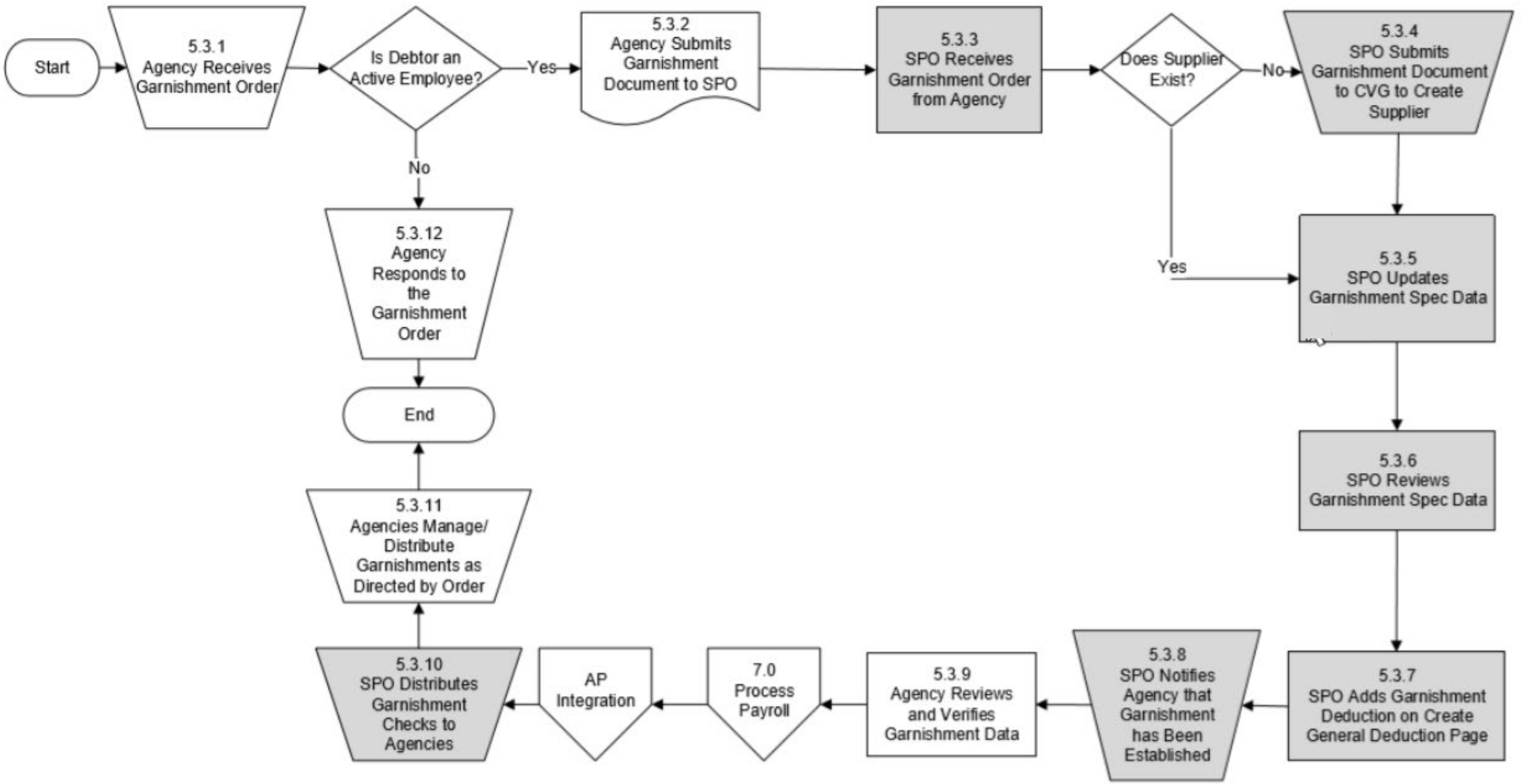
*Transactions that affect a large volume of employees can be mass uploaded. See the Job Aid titled **HR351 Mass Upload** for details. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Maintain Employee Deduction – Benefits and General

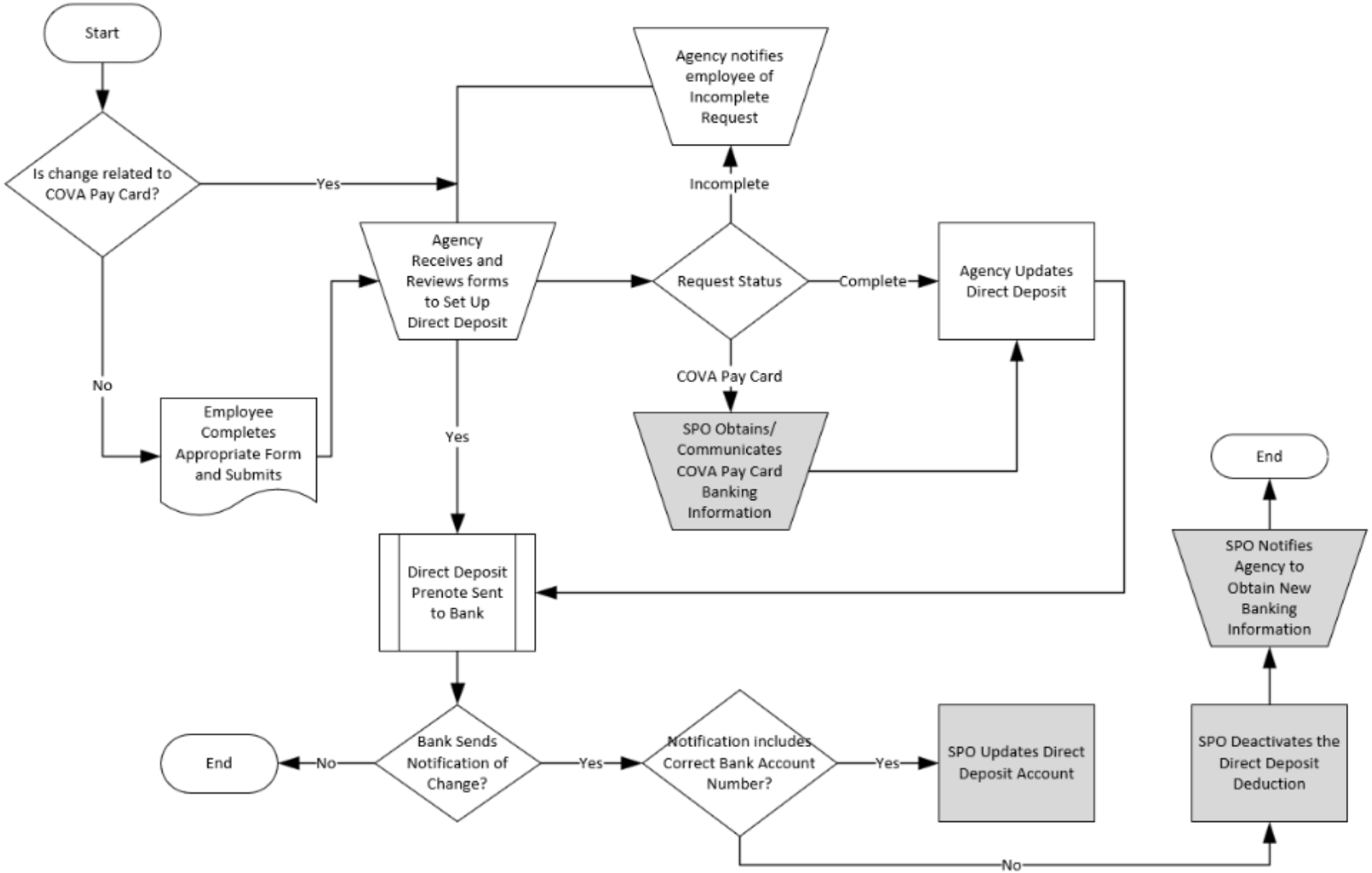


Transactions that affect a large volume of employees can be mass uploaded. See the Job Aid titled **HR351 Mass Upload** for details. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

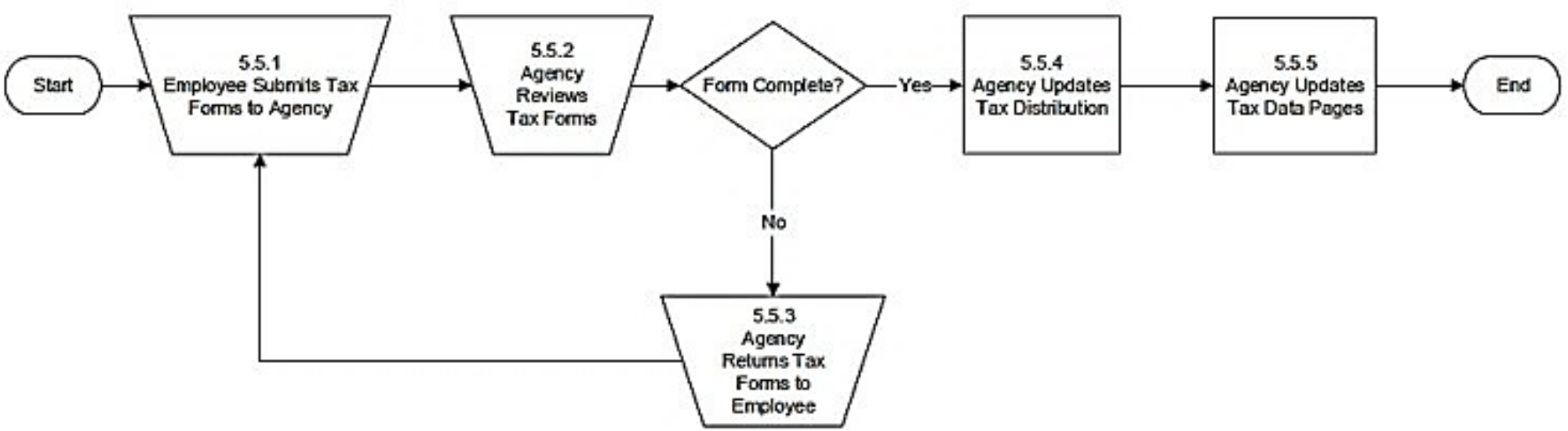
Garnishment Process



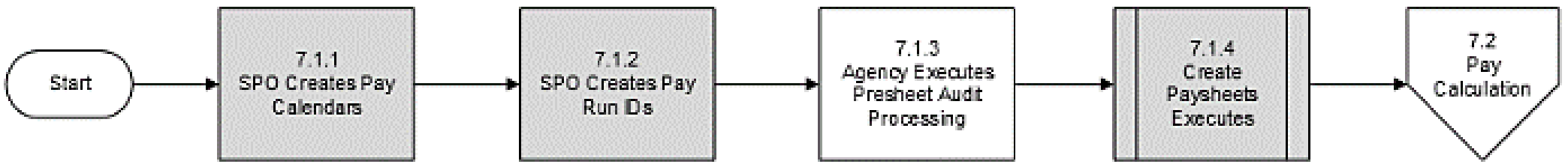
Maintain Direct Deposits



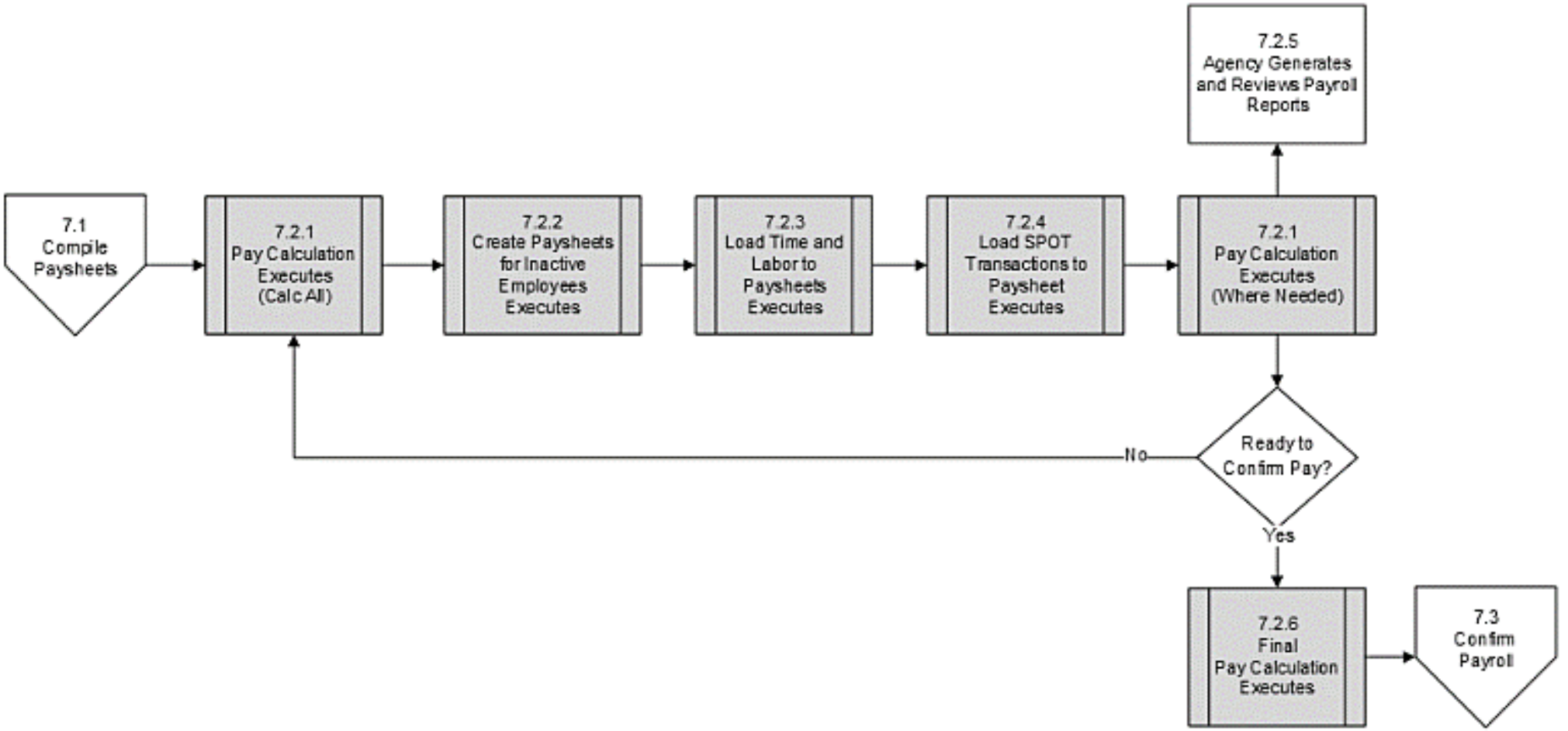
Maintain Employee Taxes



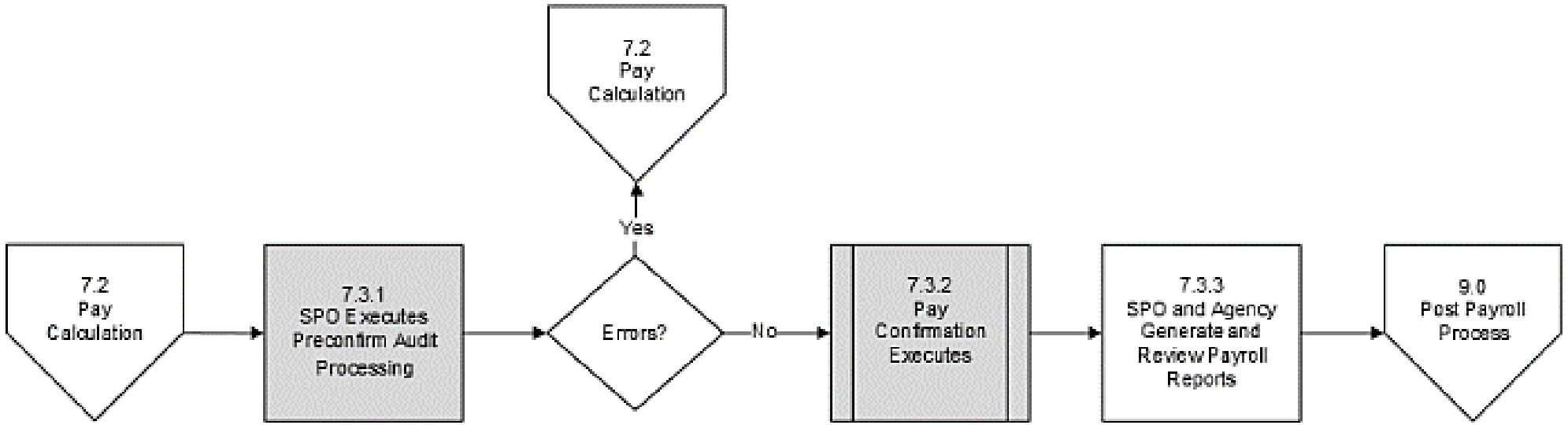
Create Paysheets Process Flow



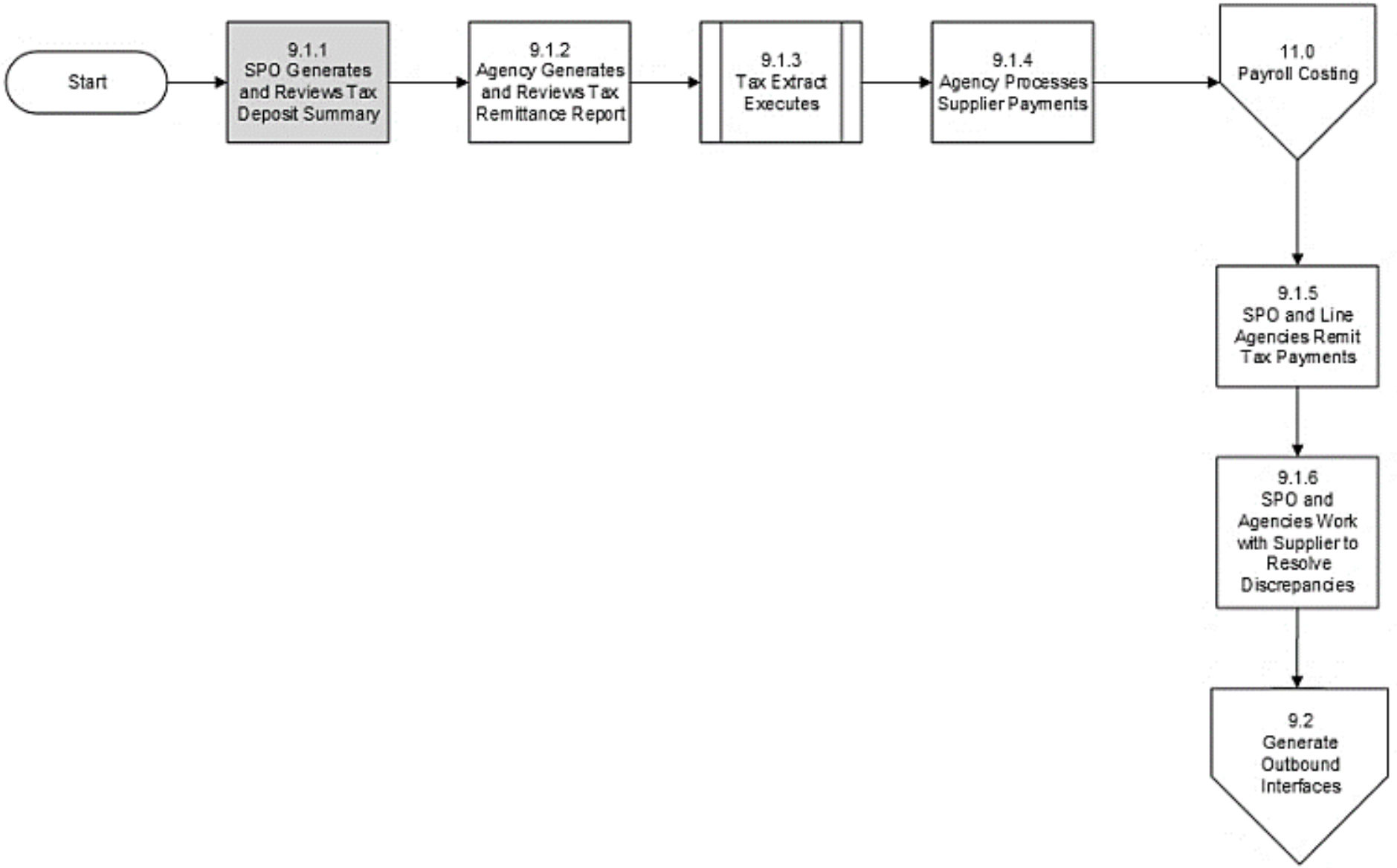
Calculate Pay Process Flow



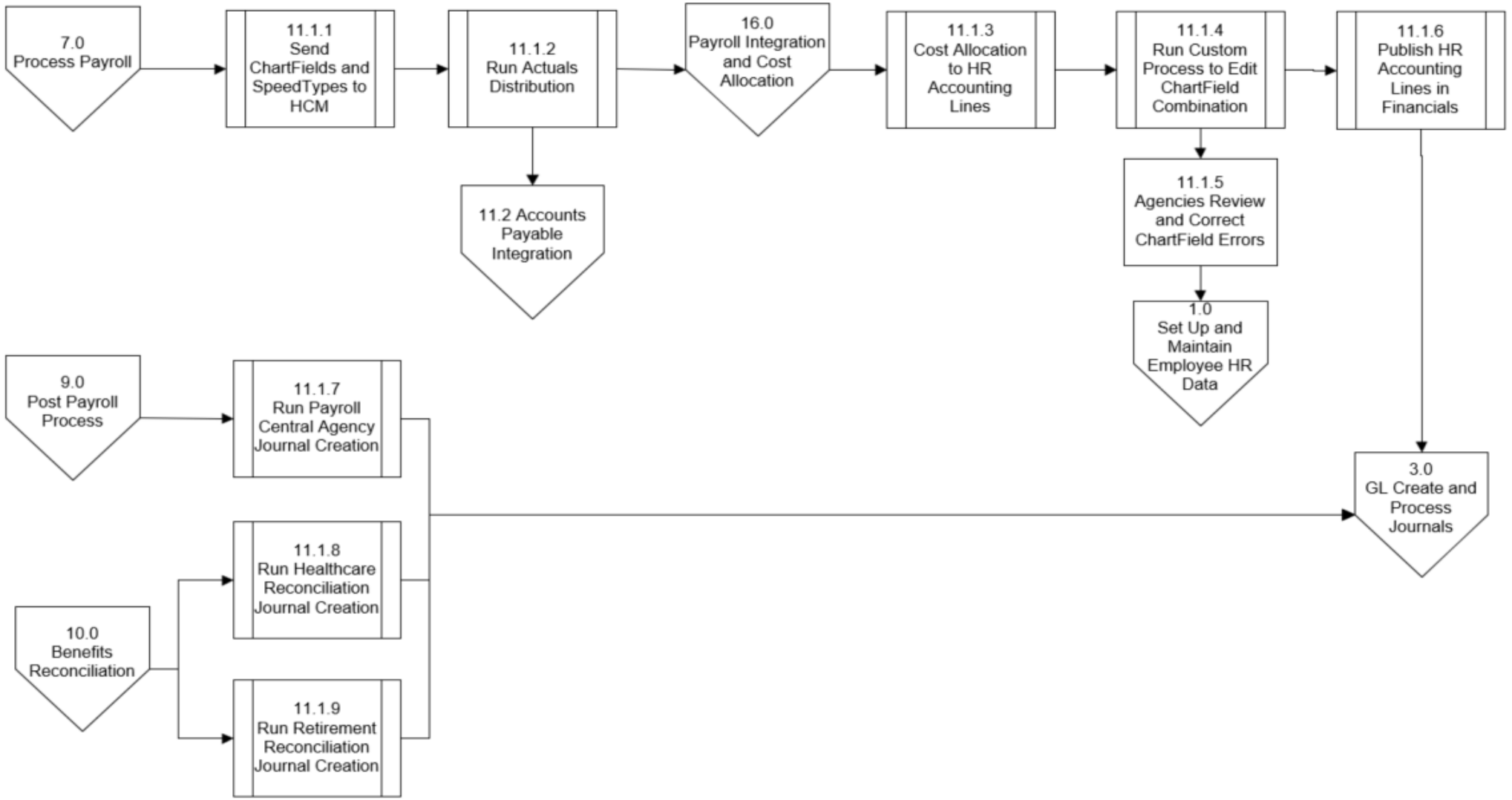
Confirm Pay Process Flow



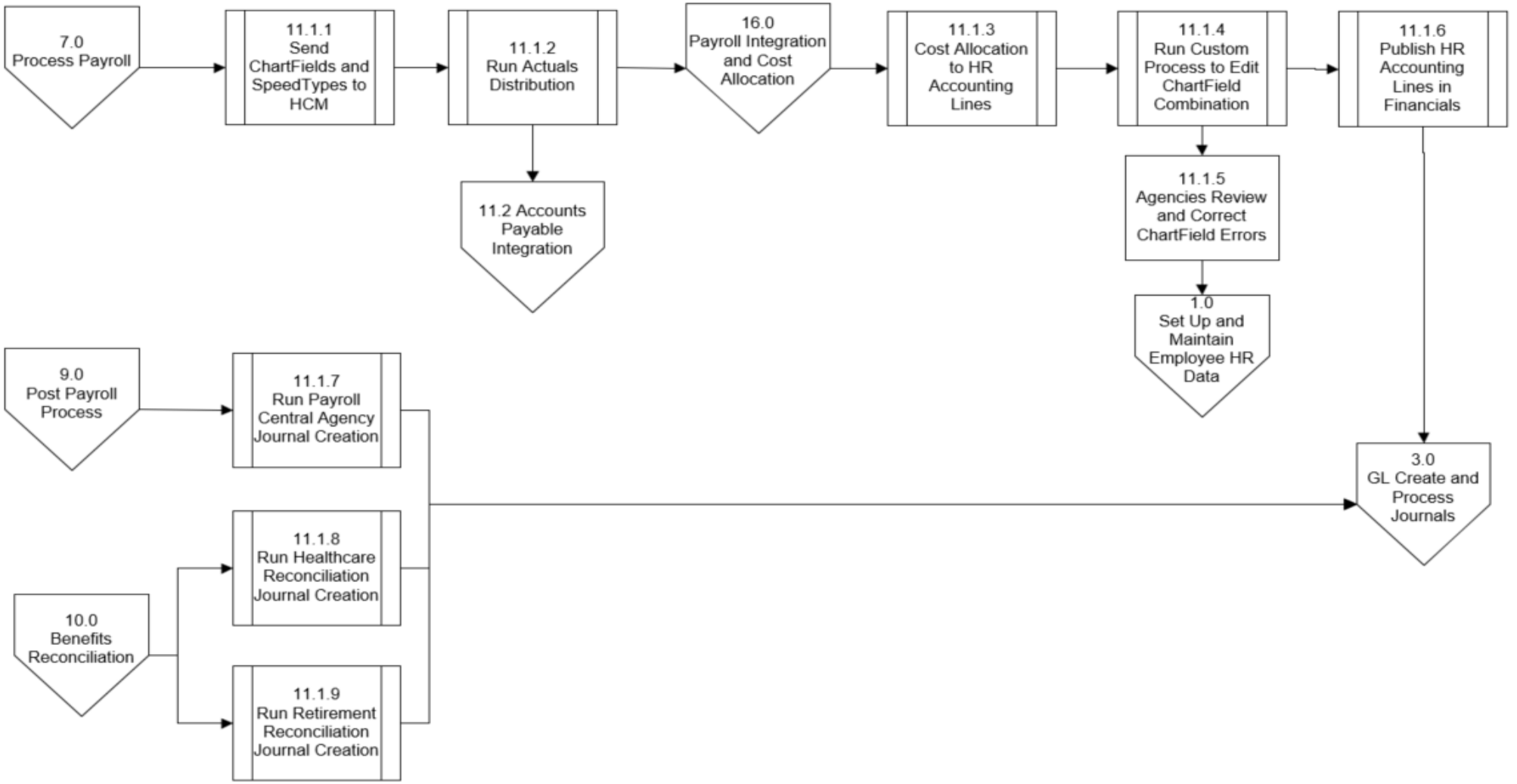
Process Pay Period Tax Payments Flow Process



General Ledger Integration with Payroll



Accounts Payable Integration with Payroll



Flowchart Key

