



Employee Self-Service Job Aid

ESS How to View and Print a Paycheck

How to View and Print a Paycheck Overview

The purpose of this Job Aid is to walk through the process of viewing and printing Paycheck documents through Employee Self-Service.

The term "Paycheck" in Cardinal is also commonly referred to as a Paystub, Earnings Notice, or Pay Advice.

NOTE: Please review the following information before proceeding to Step 1 of this Job Aid:

- Paycheck stubs will display on a mobile phone.
- Use one of the preferred browsers: Google Chrome or Microsoft Edge.
- Turn off pop-up blockers as this may prevent the file from opening.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/21/2025	Baseline.



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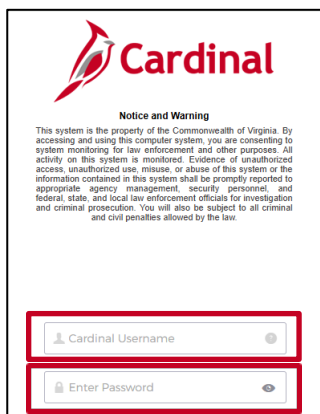
Viewing and Printing Paychecks

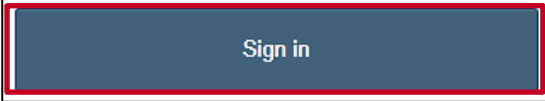
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.

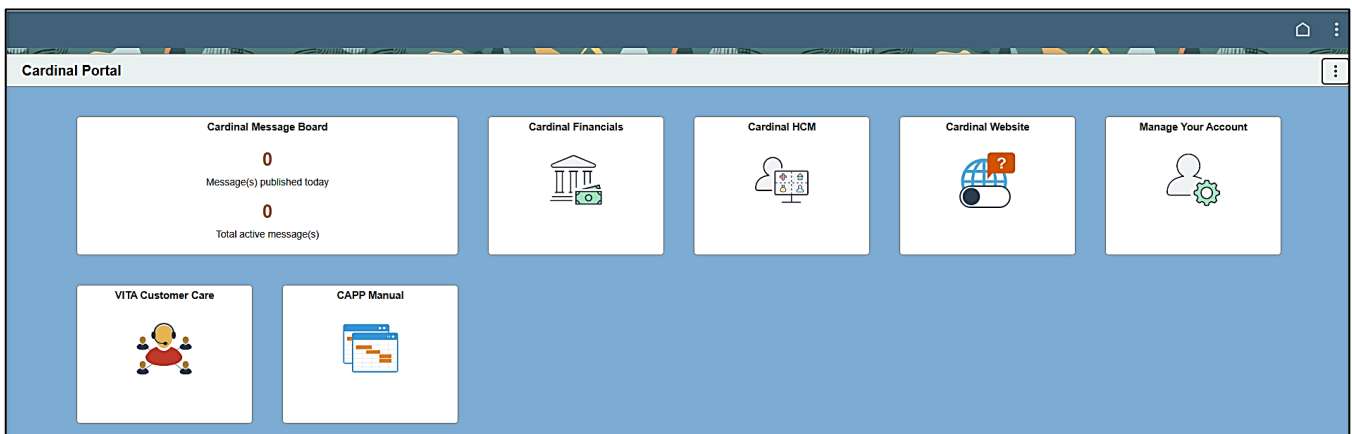


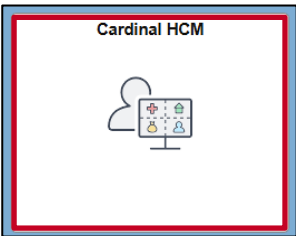
2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



Step	Action
3.	Click the Sign In button. 
	Users may receive a message for additional verification.

The **Cardinal Portal** page displays.



4.	Click the Cardinal HCM tile. 
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Step	Action
	The Cardinal HCM Homepage displays.
	The tiles displayed on the Cardinal HCM Homepage will vary based upon user's security roles, individual preferences, and security settings.
5.	Click the Payroll tile.
	The Payroll page displays.
	The Paychecks tile displays the following for the most recent paycheck: • Pay Date • Net Pay • Taxes • Deductions



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Step	Action
	Total Gross
6.	Click the Paychecks tile. Paychecks  Pay Date 12/31/2025 Net Pay \$2,798.00 Taxes \$1,141.16 Deductions \$634.17 Total Gross \$4,573.33

The **Paychecks** page displays.

Paychecks				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
12/31/2025	Alcoholic Beverage Control	12/10/2025 12/24/2025	\$2798.00	67227816
12/16/2025	Alcoholic Beverage Control	11/25/2025 12/09/2025	\$2801.94	67142488
12/01/2025	Alcoholic Beverage Control	11/10/2025 11/24/2025	\$2798.01	67035627
11/14/2025	Alcoholic Beverage Control	10/25/2025 11/09/2025	\$2801.34	66947885
10/31/2025	Alcoholic Beverage Control	10/10/2025 10/24/2025	\$2797.42	66862156
10/16/2025	Alcoholic Beverage Control	09/25/2025 10/09/2025	\$2801.33	66775093
09/30/2025	Alcoholic Beverage Control	09/10/2025 09/24/2025	\$2797.41	66689671



Cardinal displays all paychecks for a maximum of the most recent two years. Contact your Agency if paychecks prior to the time are needed.

7. Click the row of the paycheck you want to review.

12/31/2025	Alcoholic Beverage Control	12/10/2025 12/24/2025	\$2798.00	67227816	>
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The selected paycheck displays.



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Step Action

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COMMONWEALTH OF VIRGINIA

OFFICIAL PAY RECORD

Alcoholic Beverage Control

Pay Group: SMI-SemiMonthly Class (FRITH07)
Pay Begin Date: 12/10/2025
Pay End Date: 12/24/2025

Business Unit: 9990
Advice #: [Redacted]
Advice Date: 12/31/2025

Employee ID
Department
Location
Job Title
Pay Rate

TAX DATA
Tax Status: Single
Allowances: N/A
Additional Amount: 75.00

V/A State: N/A
0
20.00

HOURS AND EARNINGS

Description	Current		YTD	
	Hours	Earnings	Hours	Earnings
REGULAR		4,573.33		108,294.72
VRS Contribution Base		4,573.33		108,161.52
Discretionary Bonus (Not FLSA)		0.00		1,598.00
Mobile Device Nontaxable		0.00		540.00
TOTAL:	0.00	4,573.33	0.00	110,432.72

TAXES

Description	Current		YTD	
Fed Withholding	392.20	14,527.47		
Fed MED/EE	63.34	1,541.18		
Fed GAS/DUE	270.81	6,589.87		
VA Withholding	214.81	5,237.94		
TOTAL:	1,141.16	27,896.46		

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
COV/ACARE	80.50	1,902.00
Def Comp	200.00	4,800.00
Med/FSA	125.00	3,000.00
Retire DBI	228.67	5,408.16
Flex Fee	0.00	25.20
TOTAL:	634.17	15,135.36

AFTER-TAX DEDUCTIONS

Description	Current	YTD
COV/ACARE	415.00	9,878.00
Def Comp	20.00	480.00
Retire DBI	572.58	13,541.76
Gap Life	53.97	1,276.32
Ret Hdbk	51.22	1,211.40
VSDP LTD	22.87	540.84
Imp Life	0.00	1,322.64
TOTAL:	0.00	0.00

EMPLOYER PAID BENEFITS

Description	Current	YTD
COV/ACARE	415.00	9,878.00
Def Comp	20.00	480.00
Retire DBI	572.58	13,541.76
Gap Life	53.97	1,276.32
Ret Hdbk	51.22	1,211.40
VSDP LTD	22.87	540.84
Imp Life	0.00	1,322.64
TOTAL:	0.00	0.00

TOTAL GROSS

Description	Current	YTD
TOTAL GROSS	4,573.33	110,432.72
FED TAXABLE GROSS	3,839.16	96,080.00
TOTAL TAXES	1,141.16	27,896.46
TOTAL DEDUCTIONS	634.17	15,135.36
NET PAY	2,798.00	67,400.90

NET PAY DISTRIBUTION

Account Type	Routing Number	Deposit Amount
Advice #000000067227816	[Redacted]	500.00
Savings	[Redacted]	2,298.00
Checking	[Redacted]	0.00
TOTAL:		2,798.00

8. Download and save or print the document as needed using the options in the top left menu of the PDF file.

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Step	Action
9.	Review the information in the following sections as needed: a) HOURS AND EARNINGS: Displays both your current and year-to-date hours and earnings depending on whether you are an Hourly or Salaried employee b) TAXES: Displays your current and year-to-date taxes (Fed Withholding, Medicare, State Withholding, etc.) c) BEFORE-TAX DEDUCTIONS: Displays any current and year-to-date deductions that you have established wherein the deduction is made from your gross pay prior to calculating and deducting taxes (CoVA Care, 457 Deferred Compensation, etc.) d) AFTER-TAX DEDUCTIONS: Displays any current and year-to-date deductions that you have established wherein the deduction is made from your net page after calculating and deducting taxes (Optional Group Life, DOA Admin Fees, etc.) e) EMPLOYER PAID BENEFITS: Displays current and year-to-date contribution amounts from the employer (COVA Care, Employee Retirement DB, Group Term Life, etc.) f) Current and Year-to-Date (YTD) Totals amounts (TOTAL GROSS, FED TAXABLE GROSS, TOTAL TAXES, TOTAL DEDUCTIONS, and NET PAY) g) PAID TIME OFF and SICK LEAVE balance information section is not used in Cardinal h) NET PAY DISTRIBUTION: Displays how your net pay was distributed and the Advice # for the disbursement. If you have multiple Direct Deposit Accounts established, they will all show here with the corresponding deposit amounts.
	For more details about the sections and information on the paycheck, see the Job Aid titled ESS Understanding Your Paycheck located on the Cardinal website in Job Aids under Learning.