How to View the Total Rewards Summary Overview

The purpose of this Job Aid is to walk through the process to view your Total Rewards Summary information using Employee Self-Service.

The Total Rewards statement is available to all Salaried Employees of the Commonwealth whose Agencies do not provide a similar statement through an Agency specific system. The Total Rewards statement was developed pursuant to Chapter 2, 2018 Acts of Assembly Item 81.I: Department of Human Resource Management (DHRM) to provide Salaried Employees a view of their total compensation. It was extended to include all Salaried Employees whose compensation, leave, and benefits are maintained in Cardinal HCM.

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Revision History

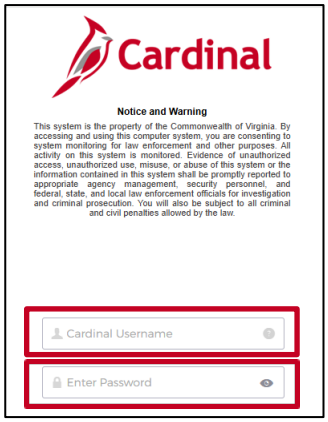
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2025	Baseline

Viewing the Total Rewards Summary

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**.

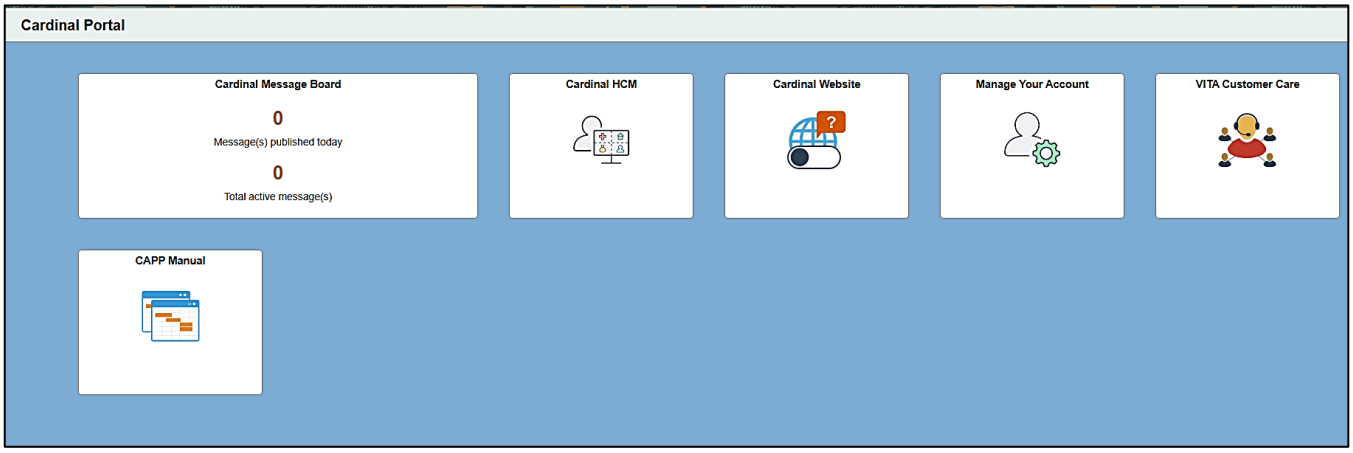
The **Cardinal Homepage** displays.

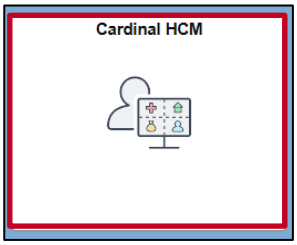
2.	Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



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

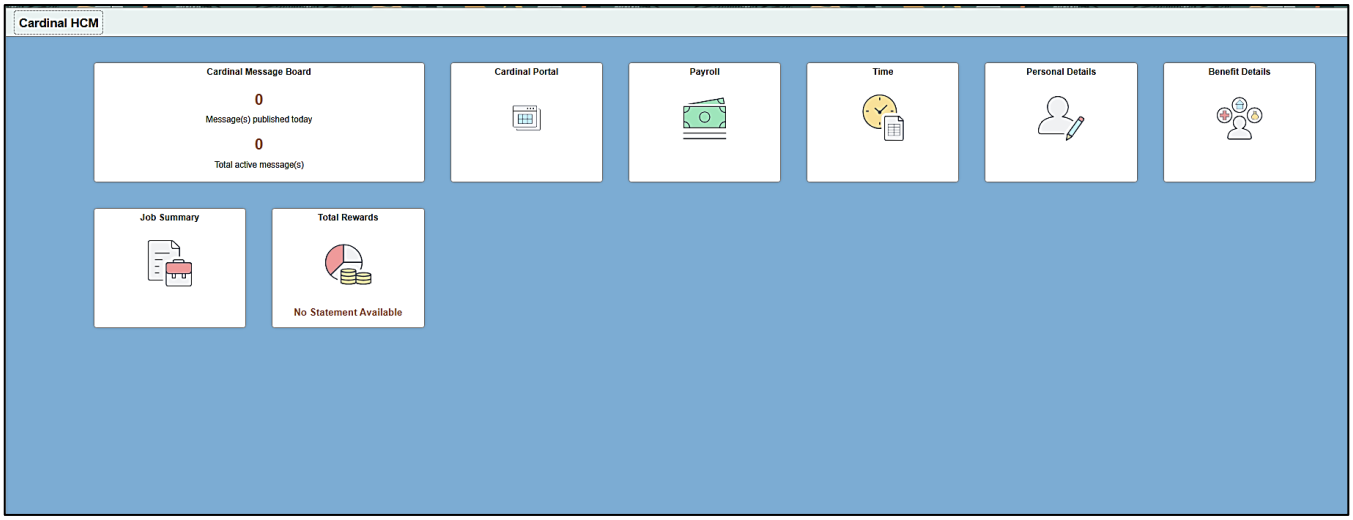
The **Cardinal Portal** page displays.



4.	Click the **Cardinal HCM** tile. 

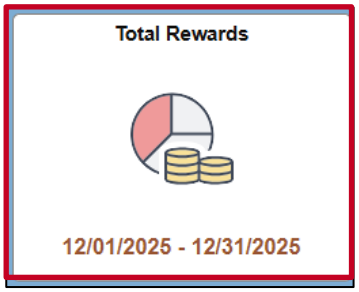
Step	Action

The **Cardinal HCM Homepage** displays.

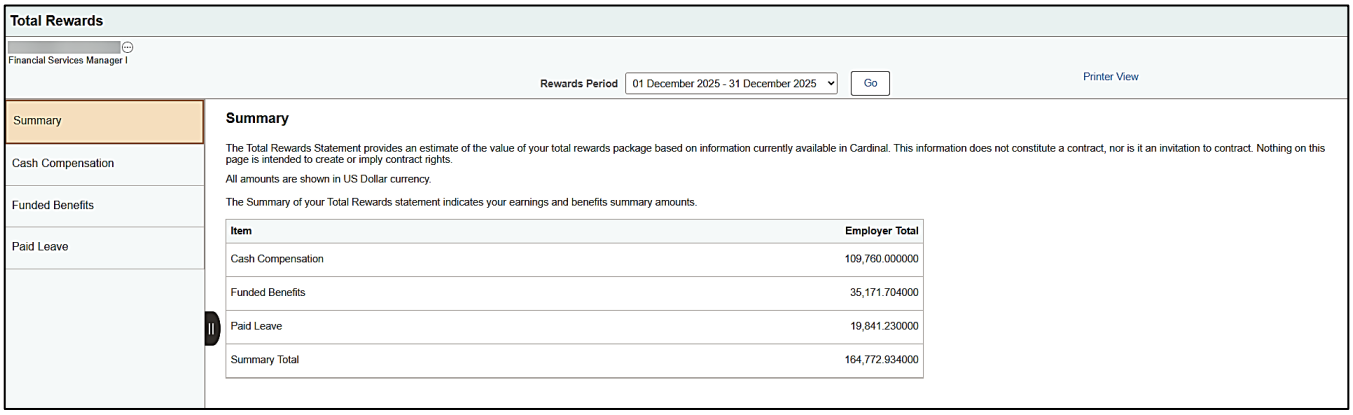


The tiles displayed on the **Cardinal HCM Homepage** for each user will vary based upon individual preferences and security settings.

5. Click the **Total Rewards** tile.



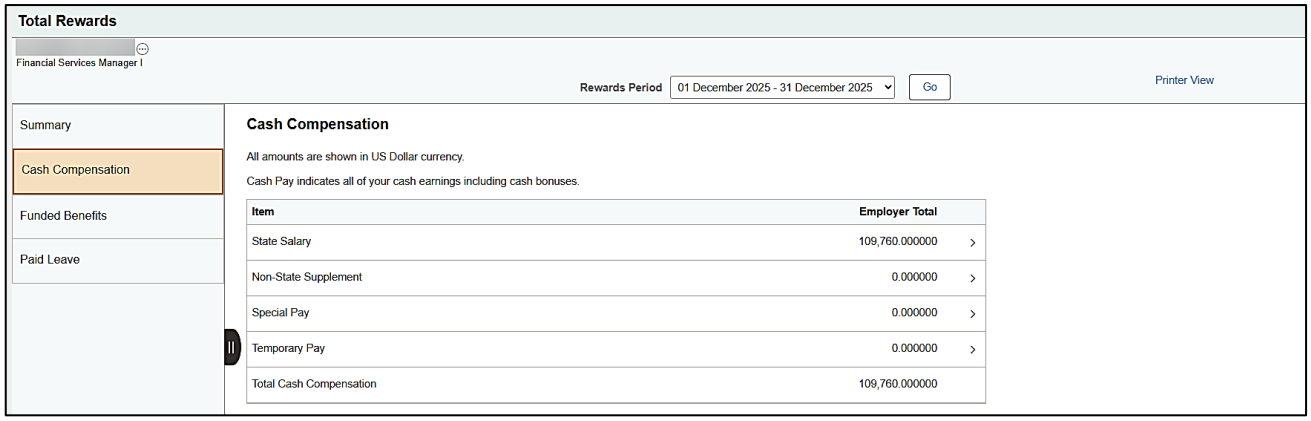
The **Total Rewards** page displays with the **Summary** tab displayed by default.



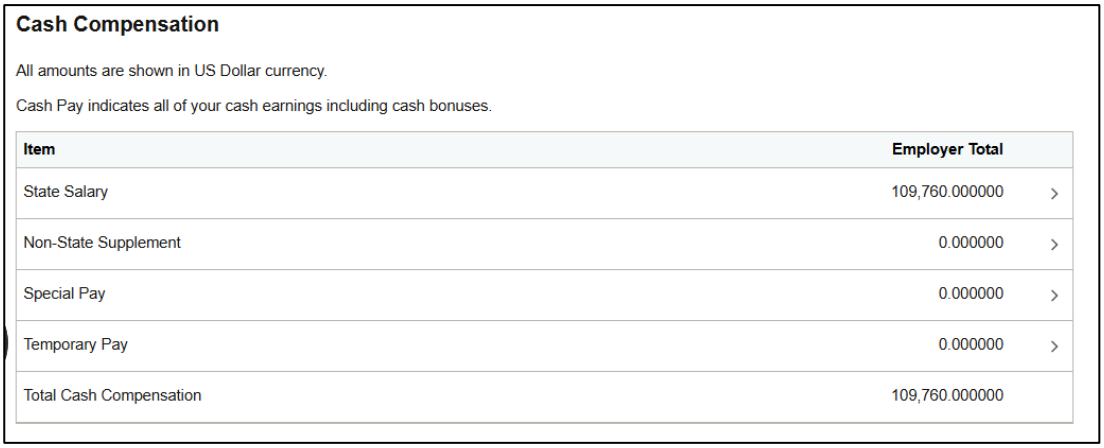
Step	Action
6.	Change the **Rewards Period** as needed using the dropdown button provided. Rewards Period 01 December 2025 - 31 December 2025 Go
	If the **Rewards Period** is updated, click the **Go** button to refresh the page.
7.	The **Summary** page provides summary information pertaining to your Cash Compensation, Funded Benefits, Paid Leave, and totals. Review this information as needed. **Summary** The Total Rewards Statement provides an estimate of the value of your total rewards package based on information currently available in Cardinal. This information does not constitute a contract, nor is it an invitation to contract. Nothing on this page is intended to create or imply contract rights. All amounts are shown in US Dollar currency. The Summary of your Total Rewards statement indicates your earnings and benefits summary amounts. Item | Employer Total Cash Compensation | 109,760.000000 Funded Benefits | 35,171.704000 Paid Leave | 19,841.230000 Summary Total | 164,772.934000
8.	A printable version of this information can be obtained by clicking the **Printer View** link. Printer View
	The printable view of information is available on all of the pages.
9.	Click the **Cash Compensation** tab to view additional information pertaining to your cash compensation. Summary Cash Compensation Funded Benefits Paid Leave

Step	Action

The **Cash Compensation** page displays.

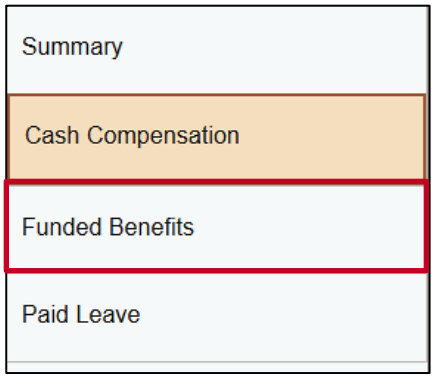


10. Review the information on the statement.



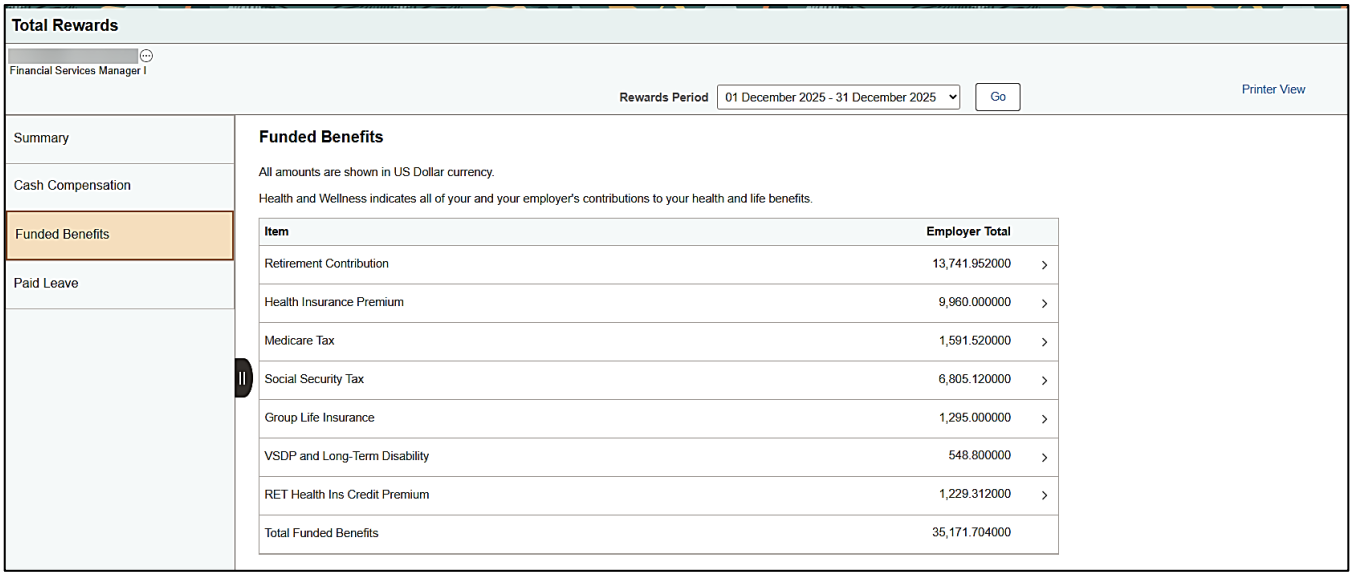
This page displays all cash earnings during the specified rewards period but does not include bonuses. Additional details for any specific row (State Salary for example) can be viewed by clicking anywhere on the corresponding row. This is true on all of the pages.

11. Click the **Funded Benefits** tab.



Step	Action

The **Funded Benefits** page displays.



12. Review and/or print the funded benefits details information as needed.

Funded Benefits

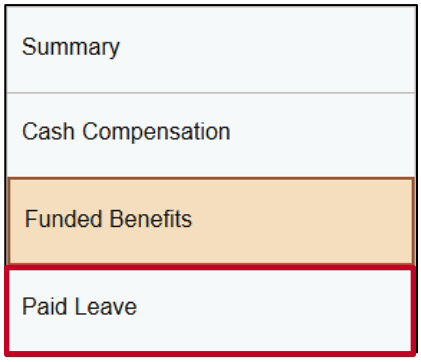
All amounts are shown in US Dollar currency.

Health and Wellness indicates all of your and your employer's contributions to your health and life benefits.

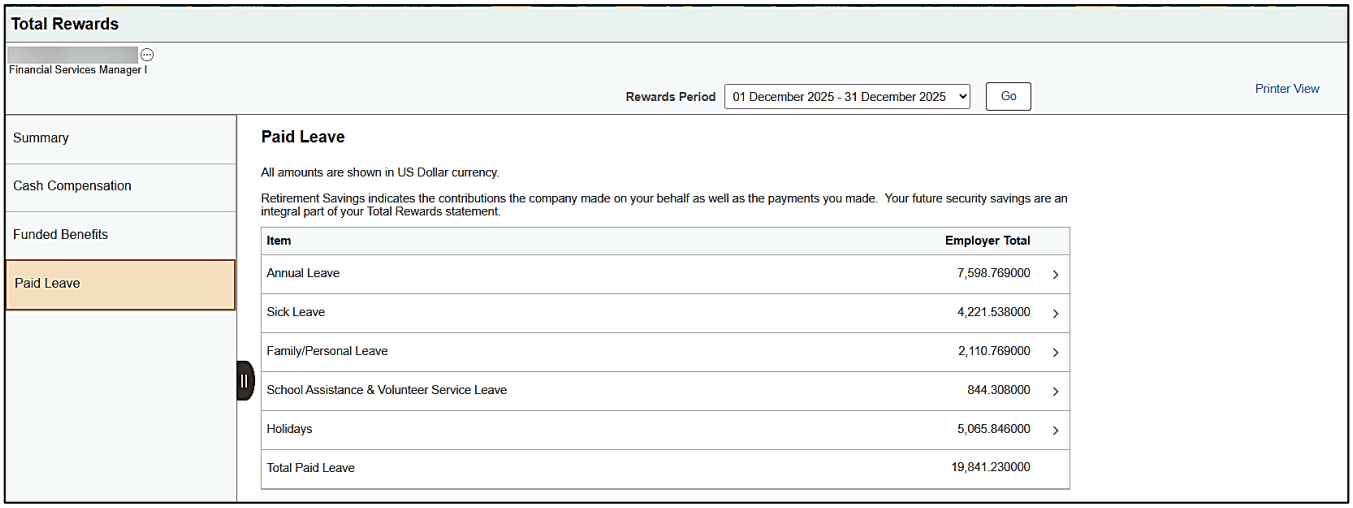
Item	Employer Total
Retirement Contribution	13,741.952000
Health Insurance Premium	9,960.000000
Medicare Tax	1,591.520000
Social Security Tax	6,805.120000
Group Life Insurance	1,295.000000
VSDP and Long-Term Disability	548.800000
RET Health Ins Credit Premium	1,229.312000
Total Funded Benefits	35,171.704000

This page displays health and wellness benefit contributions earned during the specified rewards period.

Step	Action
13.	Click the **Paid Leave** tab.



The **Paid Leave** page displays.



Step	Action
14.	Review and/or print the paid leave details information as needed.

Paid Leave

All amounts are shown in US Dollar currency.

Retirement Savings indicates the contributions the company made on your behalf as well as the payments you made. Your future security savings are an integral part of your Total Rewards statement.

Item	Employer Total
Annual Leave	7,598.769000
Sick Leave	4,221.538000
Family/Personal Leave	2,110.769000
School Assistance & Volunteer Service Leave	844.308000
Holidays	5,065.846000
Total Paid Leave	19,841.230000

This page displays the various types of paid leave available to you. These leave types are available to Classified Employees that are covered by the Virginia Personnel Act. Non-Classified Employees should refer to their Agency's specific policies and guidelines regarding paid leave.