



ESS How to View Paycheck Reversals

The purpose of this Job Aid is to walk through reviewing Paycheck Reversals through Employee Self-Service. A Paycheck Reversal displays a payment that has been reversed (voided) through Payroll.

If you have not had any paychecks “voided”, a message displays indicating “There are no Reversals available to review.”

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

- When accessing Cardinal, be sure you are using a computer or laptop
- Use one of the preferred browsers: Google Chrome or Microsoft Edge
- Turn off pop-up blockers as this may prevent the file from opening

Table of Contents

Revision History	2
Viewing Paycheck Reversals	3



Employee Self-Service Job Aid

ESS How to View Paycheck Reversals

Revision History

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



Employee Self-Service Job Aid

ESS How to View Paycheck Reversals

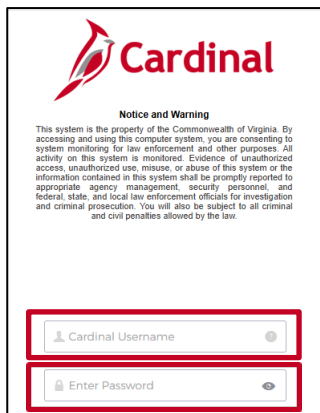
Viewing Paycheck Reversals

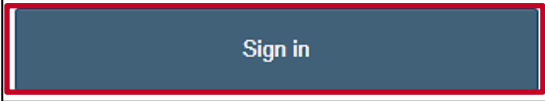
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.

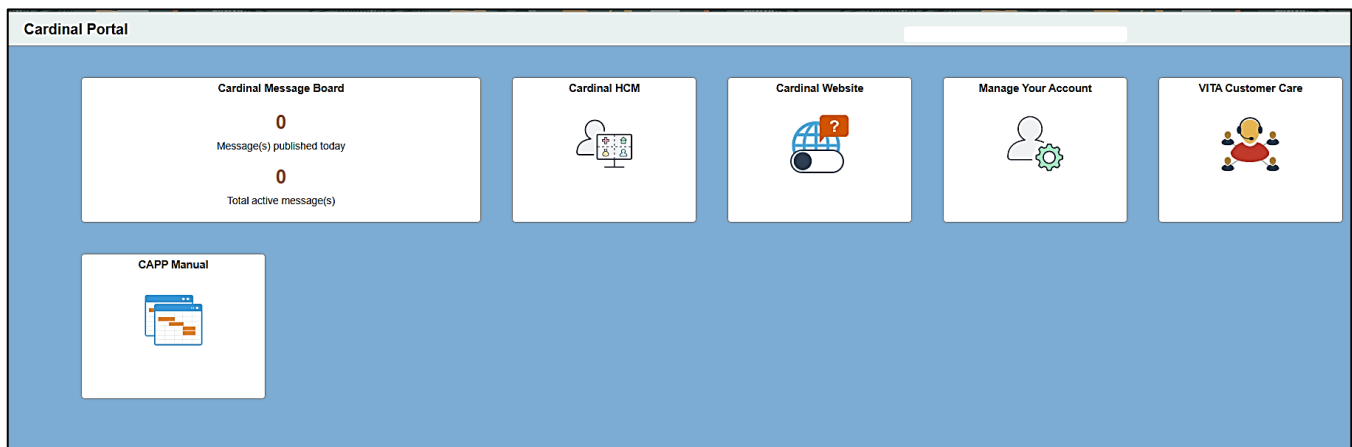


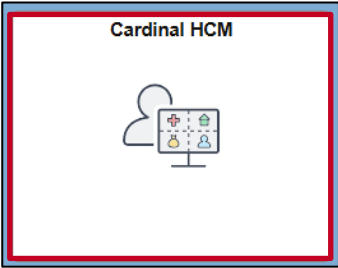
2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



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

The **Cardinal Portal** page displays.



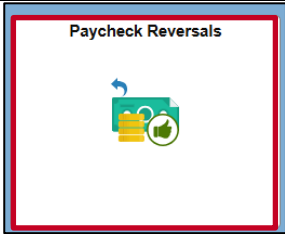
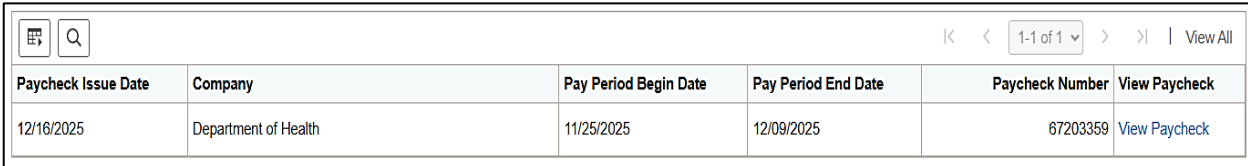
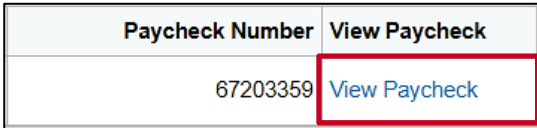
4.	Click the Cardinal HCM tile. 
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ESS How to View Paycheck Reversals

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 Payroll tile.
	The Payroll page displays.
6.	Click the Paycheck Reversals tile.

Step	Action
	
The Paycheck Reversals page displays. 	
	If there are no Paycheck Reversals, a message displays indicating “there are no Reversals available for review”.
7.	Click the View Paycheck link for the reversal you want to review. 



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Step	Action																																																																			
	The Paycheck Reversals page for the selected paycheck displays in a pop-up window. ESS - Paycheck Reversals Help Paycheck Reversals Empl ID Company Department of HealthPay Group SM1 Semimonthly Class (FRITHU07)Paycheck Number 67203359 Name Business Unit 60100 Dates Original Period End Date 12/09/2025Original Check Date 12/16/2025 Reversed on Pay End Date 12/29/2025 Paycheck Totals <table><tr><td></td><td>Original</td><td>Reversed</td></tr><tr><td>Earnings</td><td>2574.25</td><td>-2574.25</td></tr><tr><td>Taxes</td><td>472.37</td><td>-472.37</td></tr><tr><td>Deductions</td><td>419.71</td><td>-419.71</td></tr><tr><td>Net Pay</td><td>1682.17</td><td>-1682.17</td></tr></table> Hours and Earnings 1-2 of 3 > > View All <table><tr><th>Description</th><th>Original Hours</th><th>Reversed Hours</th><th>Original Earnings</th><th>Reversed Earnings</th></tr><tr><td>DHL</td><td>20.00</td><td>-20.00</td><td></td><td></td></tr><tr><td>Regular</td><td>88.00</td><td>-88.00</td><td>2574.25</td><td>-2574.25</td></tr></table> Taxes 1-2 of 6 > > View All <table><tr><th>Description</th><th>Original Taxes</th><th>Reversed Taxes</th></tr><tr><td>Fed OASD/EE</td><td>146.63</td><td>-146.63</td></tr><tr><td>Fed OASD/VER</td><td>146.63</td><td>-146.63</td></tr></table> Deductions 1-6 of 10 > > View All <table><tr><th>Deduction Type</th><th>Description</th><th>Original Deductions</th><th>Reversed Deductions</th></tr><tr><td>Employer Paid Benefits</td><td>COVACARE</td><td>1089.50</td><td>-1089.50</td></tr><tr><td>Employer Paid Benefits</td><td>Grp Life</td><td>30.38</td><td>-30.38</td></tr><tr><td>Before Tax Deductions</td><td>Def Comp</td><td>50.00</td><td>-50.00</td></tr><tr><td>Before Tax Deductions</td><td>COVACARE</td><td>241.00</td><td>-241.00</td></tr><tr><td>Employer Paid Benefits</td><td>Ret Hlth</td><td>28.83</td><td>-28.83</td></tr><tr><td>Employer Paid Benefits</td><td>Def Comp</td><td>20.00</td><td>-20.00</td></tr></table> OK Cancel		Original	Reversed	Earnings	2574.25	-2574.25	Taxes	472.37	-472.37	Deductions	419.71	-419.71	Net Pay	1682.17	-1682.17	Description	Original Hours	Reversed Hours	Original Earnings	Reversed Earnings	DHL	20.00	-20.00			Regular	88.00	-88.00	2574.25	-2574.25	Description	Original Taxes	Reversed Taxes	Fed OASD/EE	146.63	-146.63	Fed OASD/VER	146.63	-146.63	Deduction Type	Description	Original Deductions	Reversed Deductions	Employer Paid Benefits	COVACARE	1089.50	-1089.50	Employer Paid Benefits	Grp Life	30.38	-30.38	Before Tax Deductions	Def Comp	50.00	-50.00	Before Tax Deductions	COVACARE	241.00	-241.00	Employer Paid Benefits	Ret Hlth	28.83	-28.83	Employer Paid Benefits	Def Comp	20.00	-20.00
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8.	Review the information in the following sections as needed: • Dates ○ Displays the date of the original pay period end date, original check date, and the pay period end date when the check was reversed in Cardinal • Paycheck Totals ○ Displays the original and reversed amounts for Earnings, Taxes, Deductions, and Net Pay as applicable • Hours and Earnings ○ Displays the specific earnings as well as the original and reversed amounts for each earning listed in this section • Deductions ○ Displays the specific deduction(s) type, description, original deduction amount, and reversed amount for each deduction listed in this section • Taxes ○ Displays the description of the tax, original tax amount, and reversed tax amount for each tax listed in this section																																																																			
	Reach out to your Agency Payroll Administrator if you have questions about reversals.																																																																			