



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Employee Self-Service (ESS) users will notice some differences when viewing their paycheck (i.e., pay stub) online in Cardinal HCM.

Note: For tips on viewing/printing paychecks, see the job aid titled [ESS: How to View and Print a Paycheck](#).

Viewing a PDF Paycheck

In Cardinal HCM, you can select a Paycheck and view the PDF version.

Pay Group: SMI-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020		Business Unit: Advice #: Advice Date:								
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Federal: Married VA State: N/A Allowances: 0 Addl. Percent: Addl. Amount:								
HOURS AND EARNINGS										
Description	Current	Earnings	YTD							
Regular Time - Salaried										
Premium Reward										
VRS Contribution Base										
TOTAL:	0.00									
TAXES										
Description	Current	YTD								
Fed Withholding										
Fed MED/EE										
Fed OASDI/EE										
VA Withholding										
TOTAL:										
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS						
Description	Current	YTD	Description	Current	YTD					
CoVA Care			DOA Admin Fee for Misc Ins							
457 Deferred Compensation			Posttax Misc Insurance							
Medical FSA										
Employee Retirement DB										
Flex Administrative Fee										
DGS Parking Pre Tax										
TOTAL:										
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY		
Current										
YTD										
YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION							
Start Balance	0.0	0.0	Advice #0	Account Type	Routing Number	Deposit Amount				
+ Earned	0.0	0.0		Checking	XXXX					
+ Bought	0.0	0.0		Checking	XXXX					
- Taken	0.0	0.0		Checking	XXXX					
- Sold	0.0	0.0								
+ Adjustments	0.0	0.0								
End Balance	0.0	0.0	TOTAL:							
MESSAGE:										



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Understanding the Paycheck Sections

Hours and Earnings

This section displays the earnings in the current period and the year-to-date (YTD) amounts.

The **individual earnings** on the check include a more detailed breakdown of earnings than currently shown (e.g., overtime is broken down into the separate components – Call Out Pay, On-Call Pay). Overtime amounts may vary slightly compared to CIPPS (typically +/- 5 cent variances) due to the difference in the precision of values between the two systems. Additionally, timing for the payment of overtime is different and overtime may be included a pay period earlier or later depending on FLSA period end dates. If you have questions, contact your agency's Payroll support staff.

The Premium Reward for the healthcare credit shows as an earning rather than a lower healthcare premium. Additionally, **VRS Contribution Base** shows the base salary which is used for VRS retirement calculations (this amount does not add to gross pay).

Richmond, VA		Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020	Business Unit: Advice #: Advice Date:
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA:	Federal VA State
		Tax Status: Married	N/A
		Allowances: 0	0
		Addl. Percent:	
		Addl. Amount:	
HOURS AND EARNINGS			
Description	Current	YTD	
	Hours	Earnings	Hours Earnings
Regular Time - Salaried			752.00
Premium Reward			
VRS Contribution Base			
TOTAL:	0.00		
TAXES			
Description	Current	YTD	
Fed Withholding			
Fed MED/EE			
Fed OASDI/EE			
VA Withholding			
TOTAL:			



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Taxes

This section shows the employee paid taxes in the current period and the YTD amounts.

Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020	Business Unit: Advice #: Advice Date:																																																	
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Before-Tax Deductions

This section shows the Before-Tax deductions in the current period and the YTD amounts.

In some instances, 457 Deferred Compensation deductions will be in both the Before-Tax and After-Tax Deduction sections, depending on the employee's situation.

<table border="1"> <thead> <tr> <th>BEFORE-TAX DEDUCTIONS</th> <th colspan="2">AFTER-TAX DEDUCTIONS</th> <th colspan="2">EMPLOYER PAID BENEFITS</th> </tr> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> <th>Description</th> <th>Current</th> <th>YTD</th> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>CoVA Care</td> <td></td> <td></td> <td>DOA Admin Fee for Misc Ins</td> <td></td> <td></td> <td>CoVA Care</td> <td></td> <td></td> </tr> <tr> <td>457 Deferred Compensation</td> <td></td> <td></td> <td>Posttax Misc Insurance</td> <td></td> <td></td> <td>Imputed Life*</td> <td></td> <td></td> </tr> <tr> <td>Medical FSA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>457 Deferred Compensation</td> <td></td> <td></td> </tr> <tr> <td>Employee Retirement DB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Employee Retirement DB</td> <td></td> <td></td> </tr> <tr> <td>Flex Administrative Fee</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Group Term Life</td> <td></td> <td></td> </tr> <tr> <td>DGS Parking Pre Tax</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Retiree Health Credit</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> <td>TOTAL:</td> <td></td> <td></td> <td>*TAXABLE</td> <td></td> <td></td> </tr> </tbody> </table>			BEFORE-TAX DEDUCTIONS	AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS		Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care			457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*			Medical FSA						457 Deferred Compensation			Employee Retirement DB						Employee Retirement DB			Flex Administrative Fee						Group Term Life			DGS Parking Pre Tax						Retiree Health Credit			TOTAL:			TOTAL:			*TAXABLE			<table border="1"> <thead> <tr> <th>TOTAL GROSS</th> <th>FED TAXABLE GROSS</th> <th>TOTAL TAXES</th> <th>TOTAL DEDUCTIONS</th> <th>NET PAY</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>YTD</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY	Current					YTD				
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After-Tax Deductions

This section shows the After-Tax deductions in the current period and the YTD amounts.

If there is more than one court-ordered garnishment processed in a pay period, there will only be ONE deduction code (**GARN**) listed with the total of all garnishments deducted.

Garnishment fees will be applied centrally, so all policies regarding applicable fees will be enforced. Employees may see a change in the fees withheld.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

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

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

Employer Paid Benefits

This section shows Employer Paid Benefits in the current period and the YTD amounts.

The amounts displayed show the benefits paid by COVA on behalf of the employee. They do not reduce the Net Pay received by the employee.

Imputed Life shows as a taxable employer benefit and increases the taxable gross (it no longer appears a taxable earning but has the same impact of increasing the taxable gross).

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
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TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

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

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Year-To-Date/Paid Time Off/Sick Leave

This section does NOT show leave balances and will always show 0.0 for balances.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
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TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

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

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

Note: If your agency uses Cardinal Absence Management, you are able to view your leave balances through **ESS**. Follow the navigational path below to view your leave summary:

Navigator > Self Service > Time Reporting > View Time > Time > Comprehensive/Absence Summary

Net Pay Distribution

This section shows a breakdown of how the Net Pay was distributed.

The information in this area includes Checking accounts, Savings accounts, COVA Paycards, Virginia State Employee Loan Program (VSELP) Repayments, and Virginia College Savings Plan account payments. Note: the Virginia College Savings Plan account payments will no longer show as a deduction.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
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TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

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

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE: