



How to View and Print a Paycheck/W-2

The purpose of this Job Aid is to walk through the process to view and print Paychecks/W-2 documents through Employee Self-Service.

The term “Paycheck” in Cardinal is also commonly referred to as a Paystub or Pay Advice.

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. Paycheck stubs and W-2 will not 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

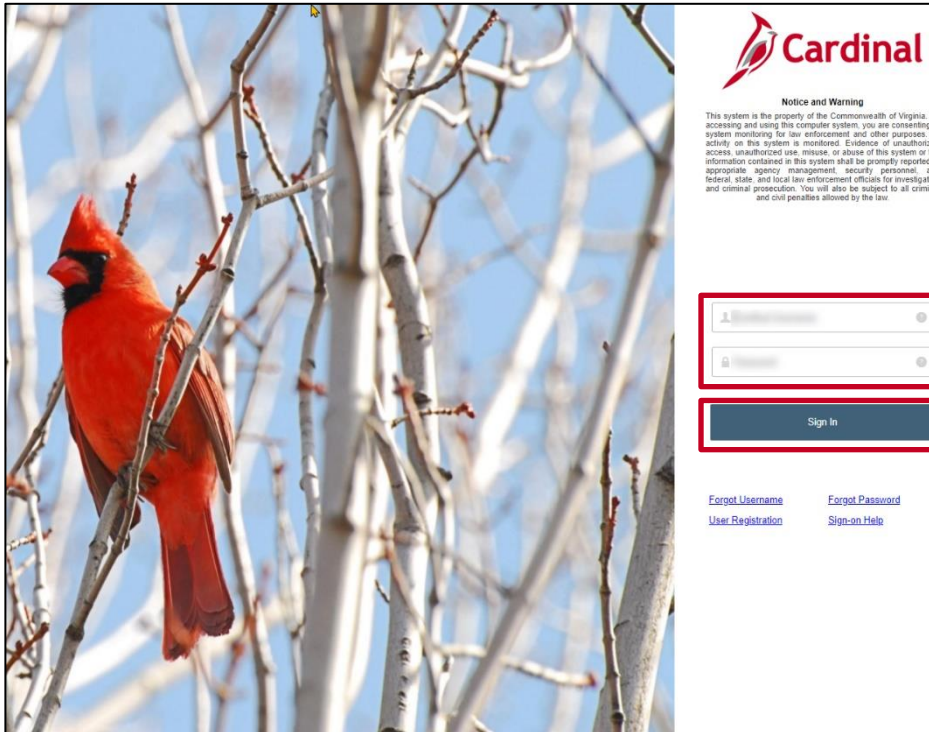
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Viewing and Printing Paychecks

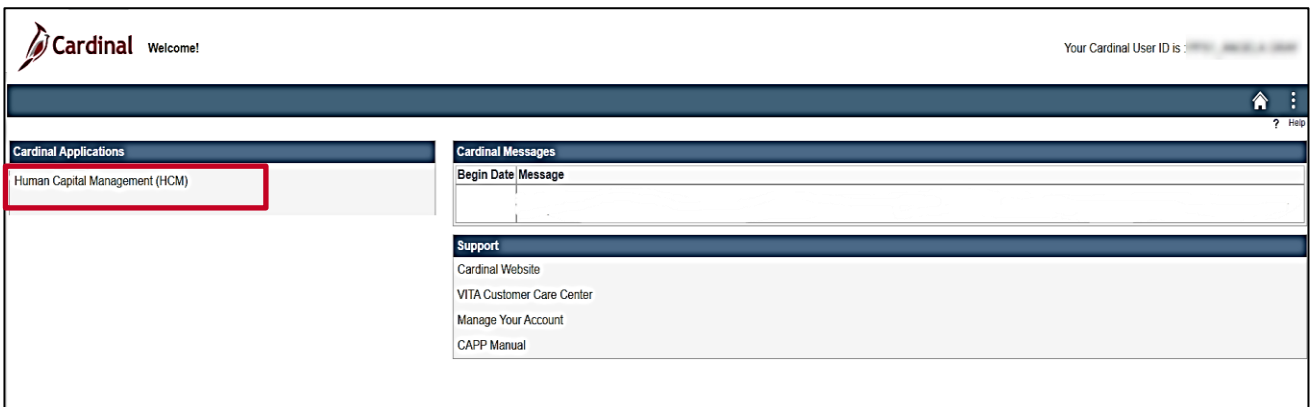
1. Log into Cardinal (my.cardinal.virginia.gov).

Note: For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



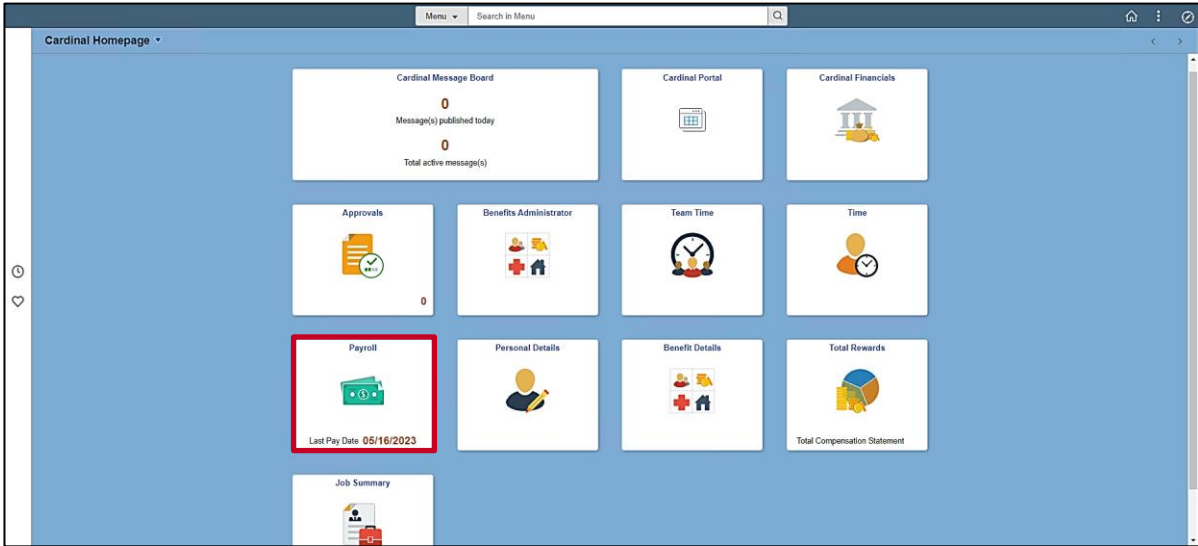
2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

The **Portal Welcome** page displays.



4. Click the **Human Capital Management** link.

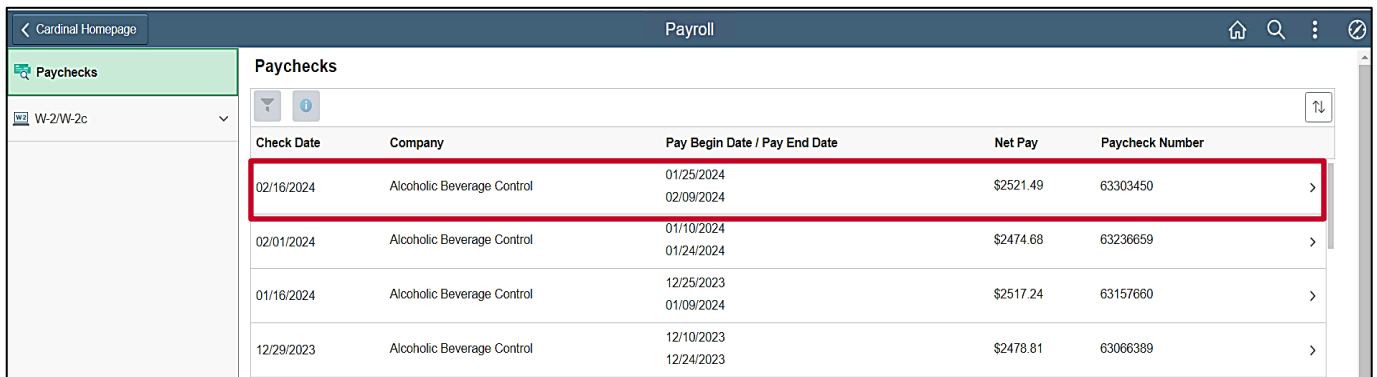
The **Cardinal HCM Homepage** displays.



Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.

5. Click the **Payroll** tile.

The **Payroll** page displays.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/16/2024	Alcoholic Beverage Control	01/25/2024 02/09/2024	\$2521.49	63303450 >
02/01/2024	Alcoholic Beverage Control	01/10/2024 01/24/2024	\$2474.68	63236659 >
01/16/2024	Alcoholic Beverage Control	12/25/2023 01/09/2024	\$2517.24	63157660 >
12/29/2023	Alcoholic Beverage Control	12/10/2023 12/24/2023	\$2478.81	63066389 >

Note: All of your Paychecks (regardless of disbursement type (check, direct deposit, etc.)) display within the summary table.

6. Click the corresponding row for the Paycheck you need to view or print.



Employee Self-Service Job Aid

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The applicable paycheck displays in a new browser tab as a PDF document.

SSPOFADV.pdf | 1 / 1 | 125% | [Print] [Close]

Alcoholic Beverage Control 2901 Hermitage Road Richmond, VA 23220		Pay Group: SM1-SemiMonthly Class (FRITHU07) Pay Begin Date: 04/10/2020 Pay End Date: 04/24/2020	Business Unit: 99900 Advice #: 00000060136210 Advice Date: 05/01/2020
JOHN DOE 100 MAIN ST RICHMOND, VA 22701-6014	Employee ID: 00446928800 Department: 22613-Store 213 Location: VA Alcoholic Bev Control Auth Job Title: Retail Manager II Pay Rate: \$2,083.33 SemiMonthly	TAX DATA: Federal VA State Tax Status: Single N/A Allowances: 0 0 Addl. Percent: Addl. Amount:	

HOURS AND EARNINGS					TAXES		
Description	Current		YTD		Description	Current	YTD
	Hours	Earnings	Hours	Earnings			
Regular Time - Salaried					Fed Withholding	199.38	4,400.00
VRS Contribution Base	2,253.13	800.00	800.00	11,000.00	Fed MED/EE	29.36	4,400.00
					Fed GASDI/EE	125.53	4,400.00
					VA Withholding	85.55	4,400.00
TOTAL:	0.00	2,253.13	1,600.00	11,000.00	TOTAL:	439.82	4,400.00

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care	153.50	500.00	DOA Admin Fee for Misc Ins	0.15	500.00	CoVA Care	614.50	500.00
457 Deferred Compensation	50.00	500.00	Optional Group Life	23.40	500.00	457 Deferred Compensation	20.00	500.00
Medical FSA	75.00	500.00	Posttax Misc Insurance	30.45	500.00	Employee Retirement DB	304.62	500.00
Employee Retirement DB	112.66	500.00				Group Term Life	29.52	500.00
Flex Administrative Fee	0.00	500.00				Retiree Health Credit	26.36	500.00
						Imputed Life*	0.00	500.00
TOTAL:	391.16	2,500.00	TOTAL:	\$4.00	1,500.00	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,253.13	1,861.97	439.82	445.16	1,368.15
YTD	11,000.00	8,500.00	4,400.00	3,300.00	3,300.00

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			
Account Type	Routing Number	Deposit Amount	
Advice #00000060136210	Savings XXXXX2615	100.00	
	Savings XXXXX2615	1,268.15	
TOTAL:		1,368.15	

MESSAGE: For Training Purposes Only

7. 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.
 - 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.
8. Save or print the document as needed.



Employee Self-Service Job Aid

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Viewing and Printing W-2 Documents

W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks. From the **Payroll** page, click the **W-2/W-2c** menu item and then follow the steps provided in the previous section of this Job Aid.

The screenshot shows the 'Payroll' page with a sidebar menu where 'W-2/W-2c' is highlighted. The main content area displays a table of W-2 documents for 'Alcoholic Beverage Control'.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
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Viewing and Printing Prior Year W-2 Documents

To view a prior year W-2 you, navigate to the **View W-2/W-2c Forms** page.

The screenshot shows the 'View W-2/W-2c Forms' page. A 'Tax Year' dropdown menu is open, showing options for 2023, 2022, and 2021. The '2022' option is selected. Below the dropdown, a table lists W-2 forms with a 'View Form' button highlighted.

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/30/2024	View Form	

1. Click the **Tax Year** dropdown menu.
2. Select the Year for the prior W-2 that you want to view/print.
3. Click the **View Form** button.

The selected prior year W-2 form displays.

The screenshot shows a 'Form W-2 Wage and Tax Statement 2022'. The form is partially filled out with redacted information. Key sections include:

- 7 Social security tips**
- 8 Allocated tips**
- 9**
- 10 Dependent care benefits**
- 11 Nonqualified plans**
- 12a See instructions for box 12**
- 12b G**
- 12c DD**
- 12d**
- 13** (Statutory employee, Retirement plan, Third-party sick pay) with 'X' in the Retirement plan box.
- 14 Other**
- 15 State** (VA)
- 16 State wages, tips, etc.**
- 17 State income tax**
- 18 Local wages, tips, etc.**
- 19 Local income tax**
- 20 Locality name**

At the bottom, it says 'Copy B To Be Filed With Employee's FEDERAL Tax Return' and 'This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008'.