

Cardinal HCM Payroll Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 4/29/2024



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Learning Materials and Resources

The **Cardinal HCM Payroll Reports Catalog** covers the Payroll (PY) functional area within Cardinal HCM. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please review the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Payroll Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- Cardinal SW NAV225 Cardinal Reporting (HCM): This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in Cardinal Learning and on the Cardinal Website. The course provides:
 - Key concepts in Cardinal HCM reporting
 - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
 - How to run HCM reports and how to navigate to the Report Manager and view reports

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Payroll Queries

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Additional Pay Employee Data (RPY550) V_PY_ADDL_PAY

REVISED: 04/29/2024

DESCRIPTION:

This query pulls the information from the fields on the Additional Pay page to include ChartFields as well as Benefit and General Deduction override information. This data assists payroll administrators with payroll management and analysis.

HTML

Excel

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_ADDL_PAY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company
Employee ID
Earnings Code
From Date
To Date

ADDITIONAL INFORMATION:

Screenshot of the Additional Pay Employee Data Query

V_PY	_ADDL_PA	Y - Additional Pay	Emplo	yee Dat	a																			
Empl Earning Fro View I	loyee ID (Options of Control of C	onal) TMP Q	Q CSV T	extFile X	ML File	(31 kb)																		
View A	ll Emplid	Name	Empl Record	Company	Earnings Code	Effective Date	Addl Seq #	Rate Code	Earnings	Hours	Goal Amount	Sep Check Nbr	End Date	Reason	Hourly Rate	Goal Balance	OK to Pay	First	Second	Third	Fourth	Fifth	Benefit Deductions Taken	Benefit Ded Subset ID
1			(NSU	TMP	02/09/2023	1		208.33	0.00	0.00	0	02/09/2023	N	0.000000	0.00	Υ	Υ	Υ	N	N	N	R	
2			(NSU	TMP	06/10/2023	- 1		416.67	0.00	10000.00	0	06/09/2024	JOB	0.000000	5833.38	Υ	Υ	Υ	N	N	N	R	
3			(NSU	TMP	03/01/2024	1		684.33	0.00	10265.00	0	09/30/2024	JOB	0.000000	6914.07	Υ	Y	Y	N	N	N	R	
4			(NSU	TMP	02/26/2023	1		1333.33	0.00	10000.00	0	06/30/2023	JOB	0.000000	5333.32	Υ	Υ	Υ	N	N	N	R	
5			(NSU	TMP	05/16/2023	1		1428.57	0.00	10000.00	0	08/15/2023	N	0.000000	8571.42	Υ	Υ	Y	N	N	N	R	
6			(NSU	TMP	10/01/2023	1		325.00	0.00	0.00	0		N	0.000000	0.00	Υ	Υ	Υ	N	N	N	R	
7			(NSU	TMP	01/02/2024	1		909.09	0.00	10000.00	0	05/31/2024	N	0.000000	2727.27	Υ	Υ	Υ	N	N	N	R	

Screenshot of the Additional Pay Employee Data Query (scrolled right)

General Deductions Taken	General Ded Subset ID	Combination Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
R																				
R																				
R																				
R																				
R																				
R		000758425	599999	03020	110004	14999	2015_10			F2140312	102	61201								
R																				

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Audit Report for Pay Deduction Query V_PY_PAYSHEET_AUDIT_DED_BEN

REVISED: 09/15/2021

DESCRIPTION:

This query is used by State Payroll Operations (SPO) and authorized agency staff to audit manually keyed online change to Paysheets for Pay Deductions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

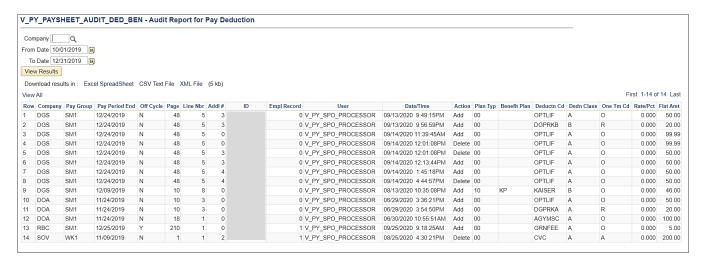
Company HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Deduction Query



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Audit Report for Pay Earnings Query V_PY_PAYSHEET_AUDIT_PAYEARN

REVISED: 09/15/2021

DESCRIPTION:

This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Earnings.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY PAYSHEET AUDIT PAYEARN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

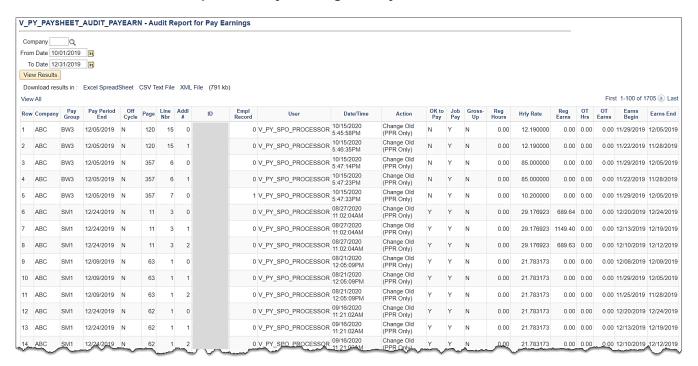
Company HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Earnings Query



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Audit Report for Pay Garnishment Query V_PY_PAYSHEET_AUDIT_PAYGARN

REVISED: 09/15/2021

DESCRIPTION:

This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Garnishments.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY PAYSHEET AUDIT PAYGARN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

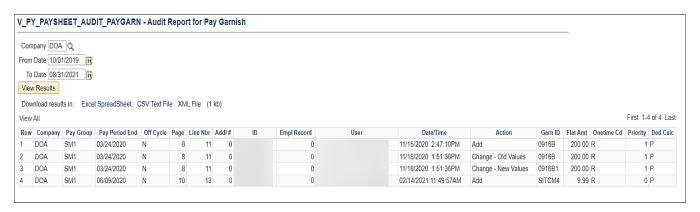
Company HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report of Pay Garnishment Query



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Audit Report for Pay Other Earnings Query V_PY_PAYSHEET_AUDIT_PAYOTHR

REVISED: 09/15/2021

DESCRIPTION:

This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Other Earnings.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY PAYSHEET AUDIT PAYOTHR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

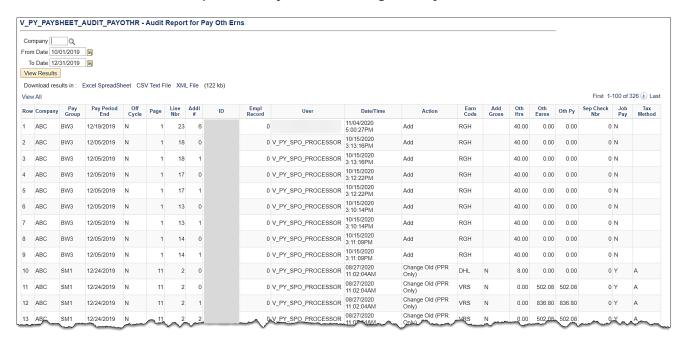
Company HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Other Earnings Query



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Audit Report for Pay Tax Query V_PY_PAYSHEET_AUDIT_PAYTAX

REVISED: 09/15/2021

DESCRIPTION:

This query is used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Tax.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY PAYSHEET AUDIT PAYTAX

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Tax Query



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Payroll Calendar Status V_PY_CALENDAR

REVISED: 08/28/2023

DESCRIPTION:

This query lists the status of the payroll run. It includes all companies and what processes have been run along with the number or checks. This query helps confirm that processes completed successfully for all agencies. SPO uses this query to confirm which processes have been completed for all agencies prior to proceeding to the next process step.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_CALENDAR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Current Pay Run ID HTML Excel

ADDITIONAL INFORMATION:

Current Pay Run ID is required.

Screenshot of the Payroll Calendar Status Query

_PY_C	ALENDAR	- Payroll Ca	lendar Status								
Current F	ay Run ID St	M1082423 Q	L								
iew Res	sults		•								
		Evant Corond Cl	neet CSV Text File XML File	(DE Ide)							
	u results III .	Excel opleadol	IEEL COV IEXTELIE VINITELIE	(23 KU)							
iew All											First 1-100 of 259 🕦 Las
Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks
	ABC	SL2	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	9:
	ABC	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	1372
	ACC	SL1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	11
	ACC	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	83
	ACS	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	472
	APA	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	11
	ARC	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	3.
	ARS	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	900
	ARV	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	(
1	ASA	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	
	ATP	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	
2	BBE	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	9
3	BCC	SL1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	19
	BCC	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	84
5	BHC	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	
6	BHD	SM1	08/24/2023	SM1082423	Υ	Υ	N	N	N	N	587

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Child Support Garnishment with Administrative Fee V_PY_CHILD SUPT_ ADMIN_FEES

REVISED: 08/28/2023

DESCRIPTION:

This query lists all employees having active Child Support deductions with Administrative Fees.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_CHILD_SUPT_ ADMIN_FEES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Child Support Garnishment without Administrative Fee Query

V_PY_C	:HILD_SUPT_ADMIN_FEE	ES - Child Support Garn w Adm Fee				_	
Company	(Blank for All) ABC Q						
View Res							
Downloa	id results in : Excel SpreadShe	et CSV Text File XML File (20 kb)					
View All							First 1-87 of 87 Las
Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	# of Child Support Orders	Total GRNFEE Deduction
1	ABC			VCE001	R	1	5.00
2	ABC			OCS001	R	1	5.0
3	ABC			DCSESP	R	1	5.0
4	ABC			DCSESP	R	1	5.0
5	ABC			VCS001	R	1	5.0
6	ABC			SUPP02	R	1	5.0
7	ABC			OCS001	R	1	5.0
8	ABC			VCS001	R	1	5.0
9	ABC			OCS001	R	1	5.0
10	ABC			OCS001	R	1	5.0
11	ABC			OCS001	R	3	15.0
12	ABC			VCS001	R	3	15.0
13	ABC			VCS002	R	3	15.0
14	ABC			VCS001	R	1	5.00
15	ABC			VCS001	R	2	10.0
16	ABC			VCS002	R	2	10.00

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PY Deductions Balances Extract Query (RPY532) V _PY_DED_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides deductions balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

OUTPUT FORMAT:

HTML

Excel

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V _PY_DED_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)

Balance Year (Required)

Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

Plan Type (Optional)

Dedcd (Optional)

Employee ID (Optional)

Extract All Rows for Year? Checkbox (Optional)

ADDITIONAL INFORMATION:

Balance ID and Balance Year fields are required.

Screenshot of the Deductions Balances Extract Query

	Role	ance ID PY Q											
		ce Year 2023 (
) a la	ance Quarter (O		•										
3a	lance Period (O)		•										
		ptional) ABC C	`										
	Plan Type (O	ptional) Flex Sp	ending Medical 🗸										
	Dedcd (O)	ptional) FLXMED	Q										
	Employee ID (O)	ptional)	Q										
r	ct All Rows for	r Year?											
		ricui.											
	w Results												
N	vnload results in	 Excel Spread 	Sheet CSV Text File XML File (6)	6 kb)									
				,									_
W	All												I-100 of 150 🕑 La
OV		Empl ID	Name	Balance ID	Balance Year	Balance Quarter	Balance Period Plan Type	Deduction Code	Deduction Description	Deduction Class	Deduction YTD	Deduction QTD	Deduction MTD
	ABC			PY	2023	2	4 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	211.47	30.21	30.3
	ABC												
				PY	2023	2	5 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	208.31	83.33	
	ABC			PY	2023	2	5 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00	250.00	125.
	ABC			PY PY	2023 2023	2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED	Medical FSA Medical FSA	Before-Tax Before-Tax	625.00 1200.00	250.00 600.00	125. 200.
	ABC ABC			PY PY PY	2023 2023 2023	2 2	5 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED FLXMED	Medical FSA Medical FSA Medical FSA	Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00	250.00 600.00 187.50	125. 200. 62.
	ABC ABC ABC			PY PY PY PY	2023 2023 2023 2023	2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED FLXMED FLXMED	Medical FSA Medical FSA Medical FSA Medical FSA	Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00 600.00	250.00 600.00 187.50 300.00	125.0 200.0 62.0 100.0
	ABC ABC ABC ABC			PY PY PY PY PY	2023 2023 2023 2023 2023 2023	2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED FLXMED FLXMED FLXMED	Medical FSA Medical FSA Medical FSA Medical FSA Medical FSA	Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00 600.00 500.02	250.00 600.00 187.50 300.00 250.00	125. 200. 62. 100. 83.
	ABC ABC ABC ABC ABC			PY PY PY PY PY PY PY	2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED	Medical FSA	Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00	250.00 600.00 187.50 300.00 250.00	125. 200. 62. 100. 83. 100.
	ABC ABC ABC ABC ABC ABC ABC			PY PY PY PY PY PY PY	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED FLXMED	Medical FSA	Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00	250.00 600.00 187.50 300.00 250.00 300.00	125. 200. 62. 100. 83. 100.
	ABC ABC ABC ABC ABC ABC ABC ABC ABC			PY PY PY PY PY PY PY PY PY	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50	125. 200. 62. 100. 83. 100. 40.
	ABC			PY	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 750.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 375.00	125.1 200.1 62.3 100.1 83.3 100.1 40.1 237.3
	ABC			PY	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 750.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 375.00 712.50	125.1 200.1 62.3 100.1 83.3 100.1 40.3 237.3 125.1 237.3
2	ABC			PY P	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 1425.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 712.50 712.50	125.0 200.0 62.5 100.0 83.3 100.0 40.0 237.5 125.0 237.5 237.5
:	ABC			PY P	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 750.00 1425.00 1425.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 375.00 712.50 712.50	125.0 200.0 62.1 100.0 83.3 100.0 40.0 237.1 125.0 237.2 237.2
3	ABC			PY P	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 1425.00 1425.00 1425.00 1425.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 712.50 712.50 712.50	125.0 200.0 62.5 100.0 83.3 100.0 40.0 237.5 125.0 237.5 237.5 237.6
1 5 6 7 7 8 9 10 11 11 12 13 14 15	ABC			PY P	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 1425.00 1425.00 396.00 1425.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 375.00 712.50 712.50 198.00 712.50	125.0 200.0 62.5 100.0 83.3 100.0 40.0 237.5 125.0 237.5 237.5 66.0
1 2 3 4 5	ABC			PY P	2023 2023 2023 2023 2023 2023 2023 2023	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 Flex Spending Medical 6 Flex Spending Medical	FLXMED	Medical FSA	Before-Tax	625.00 1200.00 375.00 600.00 500.02 600.00 240.00 1425.00 1425.00 1425.00 1425.00 1425.00	250.00 600.00 187.50 300.00 250.00 300.00 120.00 712.50 712.50 712.50 712.50	125 200 62 1000 83 100 40 237 125 237 237 66 237

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Direct Deposit Audit Query (RPY527) V _PY_DIR_DEP_AUDIT

REVISED: 02/27/2023

DESCRIPTION:

This query provides the ability to see changes made to an employee's direct deposit distributions or all changes made to direct deposit distributions within an agency for a given period of time. This information includes changes made online by Payroll Administrators and changes made by employees via ESS.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY DIR DEP AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

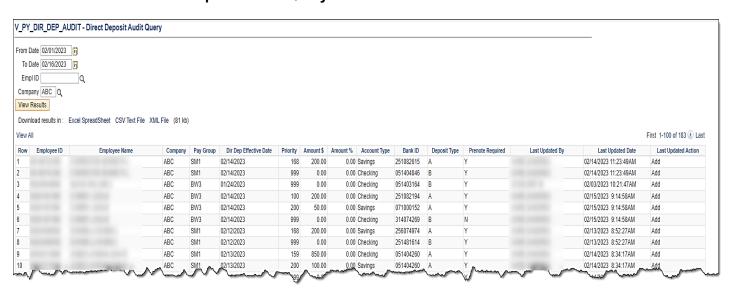
From Date HTML To Date Excel

Company Empl ID

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Direct Deposit Audit Query



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Direct Deposit to Goal Query V_PY_DIR_DEP_GOAL

REVISED: 11/13/2023

DESCRIPTION:

A query by agency of Virginia Credit Union (VACU) direct deposits from Pay Distribution against the goal balance for the Virginia State Employee Loan Program (VSELP) by employee (using account/routing number).

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V _PY_DIR_DEP_GOAL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Direct Deposit to Goal Query

	ABCQ	SELP Dir Dep to Goal Qry						
		eadSheet CSV Text File XML Fi	ile (2 kh)					
/iew All	au rocano irr. Excor opr	outdiest cov toker no zamer i	(2.10)					First 1-11 of 11 Last
Row	Company	Employee ID Number	Direct Deposit Effdt	Amount Deposited To Date	Deposit Amount	Goal Amount	HR Status	Date of Last Deposit
	ABC		06/16/2023	276.00	46.00	552.00 A		08/24/2023
	ABC		04/10/2023	414.00	46.00	552.00 A		08/24/2023
3	ABC		07/25/2023	92.00	46.00	552.00 A		07/27/2023
ļ	ABC		06/21/2023	368.00	46.00	552.00 A		08/24/2023
	ABC		06/16/2023	184.00	46.00	552.00 A		07/27/2023
	ABC		07/17/2023	92.00	46.00	552.00 A		07/27/2023
	ABC		05/16/2023	230.00	46.00	552.00 A		07/27/2023
	ABC		12/16/2022	516.27	46.00	552.00 I		07/09/2023
)	ABC		05/17/2023	322.00	46.00	552.00 A		08/24/2023
0	ABC		05/17/2023	322.00	46.00	552.00 A		08/24/2023
11	ABC		02/16/2023	598.00	46.00	552.00 A		08/24/2023

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Direct Deposit Distribution Query (RPY514) V _PY_DIR_DEP_DISTRIB

REVISED: 02/27/2023

DESCRIPTION:

This query provides direct deposit distribution information by employee and company. User can select the option to include if Pre-note has been completed or not. The query provides audit information which includes the date the direct deposit was last updated, and who updated it (e.g., system, employee or online user). If the last update was done by an online user, the specific user's name displays.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY DIR DEP DISTRIB

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

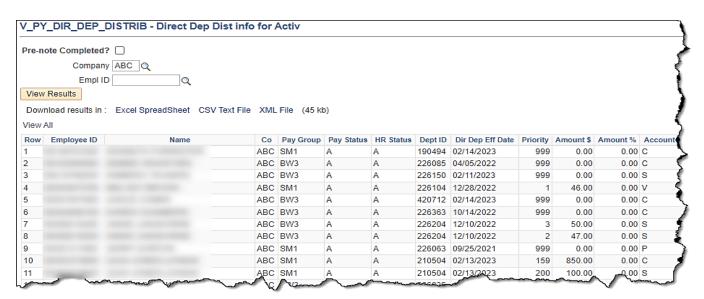
Pre-Note Completed? (checkbox) HTML Company Excel

Empl ID

ADDITIONAL INFORMATION:

This guery has no required fields.

Screenshot of the Direct Deposit Distribution Query



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Screenshot of the Direct Deposit Distribution Query (scrolled right)

Last Updated by User	Last Updated by	Dt. of last upd	Prenote Date	Prenote Status	Prenote Required	Bank ID	Account Type	munt %
Lust opuated by osci	Online User	02/14/2023	T TOTIOLO DULO	Not Submitted	Y			>0.00
	Online User	04/05/2022		Not Submitted	N	256078514		0.00
	Online User	02/16/2023		Not Submitted	Υ	251082615	S	> 0.00
	Employee Self Service User	12/28/2022		Not Submitted	N	251082615	V	0.00
	Online User	02/15/2023		Not Submitted	N	314074269	С	0.00
	Online User	10/17/2022		Not Submitted	N	051409016	С	0.00
	Online User	12/16/2022		Not Submitted	N	051404901	S	0.00
	Online User	12/16/2022		Not Submitted	N	251082615	S	0.00 کے
	Online User	04/26/2022		Not Submitted	N	072000096	Р	0.00
	Online User	02/14/2023		Not Submitted	Υ	051404260	С	0.00
	Online Hear	02/14/2023		Not Submitted	Υ	051404260	S	~Q.0Q

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Earnings Balances Query (RPY531) V _PY_ERN_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides earnings balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

OUTPUT FORMAT:

HTML

Excel

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V _PY_ERN_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)

Balance Year (Required)
Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

Employee ID (Optional)

Earn Code (Optional)

Include Accumulators? Checkbox (Optional)

Extract All Rows for Year? Checkbox (Optional)

ADDITIONAL INFORMATION:

Balance ID and Balance Year fields are required.

Screenshot of the Earnings Balances Query

V_PY	_ERN_	_BALANCES - E	arnings Balances Query														
		Balance ID FY	Q														
		Balance Year 2023	30														
Bala	nce Quar	arter (Optional) 1	la la														
		riod (Optional) 2	,														
Dali																	
			Q														
Е	mployee	e ID (Optional)	Q														
	Earn Co	ode (Optional)]Q														
Inc	clude Ac	ccumulators?															
xtra	ct All Ro	ows for Year?															
	Results	_															
Dow			adSheet CSV Text File XML File	(46935 kb)											First	1-100 of 104	301 🕦
Dow View		sults in : Excel Spre	adSheet CSV Text File XML File Name	e (46935 kb) Employee Record	Earnings Code	Description	Balance ID	Balance Year	Balance Quarter	Balance Period	Special Accumulator/Bal	Hours YTD	Hours QTD	Hours Mtd		1-100 of 104	
Dow View .	All	sults in : Excel Spre		Employee Record		Description Regular Time - Hourly	Balance ID	Balance Year 2023	Balance Quarter	Balance Period		Hours YTD 257.10	Hours QTD 257.10	Hours Mtd		Gross Qtd	Gross I
Dow View A Row	All Compan	sults in : Excel Spre		Employee Record	RGH				Balarice Quarter		ı				Gross YTD	Gross Qtd	Gross I
Down View A Row 1	All Compan ABC	sults in : Excel Spre		Employee Record 0 I	RGH RGH	Regular Time - Hourly	FY	2023	Balarice Quarter 1 1	1 2 N	I	257.10	257.10	106.00	Gross YTD 3694.16	Gross Qtd 3694.16	Gross I 156 274
Down View of Row 1 2	Compan ABC ABC	sults in : Excel Spre		Employee Record 0 F	RGH RGH RGH	Regular Time - Hourly Regular Time - Hourly	FY FY	2023 2023	Balarice Quarter 1 1 1 1	1 2 N		257.10 263.00	257.10 263.00	106.00 89.00	Gross YTD 3694.16 7844.62	Gross Qtd 3694.16 7844.62	Gross I 156 274 90
Down View of Row 1 2 3 4	Compan ABC ABC ABC	sults in : Excel Spre		Employee Record 0 I 0 I	RGH RGH RGH RGH	Regular Time - Hourly Regular Time - Hourly Regular Time - Hourly	FY FY FY	2023 2023 2023	Balarice Quarter 1 1 1 1	1 2 N 1 2 N		257.10 263.00 128.00	257.10 263.00 128.00	106.00 89.00 65.40	Gross YTD 3694.16 7844.62 1739.18	Gross Qtd 3694.16 7844.62 1739.18	Gross I 156 274 90 95
Down View of Row 1 2 3 4 5	Compan ABC ABC ABC ABC	sults in : Excel Spre		Employee Record 0 I 0 I 0 I	RGH RGH RGH RGH	Regular Time - Hourly Regular Time - Hourly Regular Time - Hourly Regular Time - Hourly	FY FY FY	2023 2023 2023 2023	Balarice Quarter 1 1 1 1 1 1 1	2 N 2 N 1 2 N 1 2 N		257.10 263.00 128.00 161.00	257.10 263.00 128.00 161.00	106.00 89.00 65.40 69.80	Gross YTD 3694.16 7844.62 1739.18 2135.15	Gross Qtd 3694.16 7844.62 1739.18 2135.15	95 59
Down Row 1 2 3 4 5 6	Compan ABC ABC ABC ABC ABC	sults in : Excel Spre		Employee Record 0 0 0 0 0 0 0 0 0	RGH RGH RGH RGH RGH RGH	Regular Time - Hourly	FY FY FY FY	2023 2023 2023 2023 2023	Balarice Quarter 1 1 1 1 1 1 1 1	2 M 2 M 1 2 M 1 2 M		257.10 263.00 128.00 161.00 116.10	257.10 263.00 128.00 161.00 116.10	106.00 89.00 65.40 69.80 43.10	Gross YTD 3694.16 7844.62 1739.18 2135.15 1566.79	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79	95 59 82
Down View A Row 1 2 3 3 4 5 6 7	Compan ABC ABC ABC ABC ABC ABC ABC	sults in : Excel Spre	Name	Employee Record 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0	RGH RGH RGH RGH RGH RGH HOL	Regular Time - Hourly	FY FY FY FY FY	2023 2023 2023 2023 2023 2023 2023	Balarice Quarter 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 M 2 M 2 M 2 M 2 M		257.10 263.00 128.00 161.00 116.10 149.30	257.10 263.00 128.00 161.00 116.10 149.30	106.00 89.00 65.40 69.80 43.10 60.60	Gross YTD 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31	Gross ! 156 274 90 95 59 82
Down View . Row 11 22 33 44 55 66 77	Compan ABC ABC ABC ABC ABC ABC ABC ABC	sults in : Excel Spre	Name	Employee Record 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0 i 0	RGH RGH RGH RGH RGH RGH HOL	Regular Time - Hourly Holiday Time	FY FY FY FY FY FY FY FY	2023 2023 2023 2023 2023 2023 2023 2023	Balarice Quarter 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 M 2 M 2 M 2 M 2 M 2 M		257.10 263.00 128.00 161.00 116.10 149.30 24.00	257.10 263.00 128.00 161.00 116.10 149.30 24.00	106.00 89.00 65.40 69.80 43.10 60.60 8.00	Gross YTD 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64	Gross I 156 274 90 95 59 82 19
Down View / Row 1 1 2 2 3 3 4 4 5 6 6 7 8 8	ABC	sults in : Excel Spre	Name	Employee Record 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	RGH RGH RGH RGH RGH RGH RGH RGH ROH OSS	Regular Time - Hourly Holiday Time Overtime - Salaried Straight	FY	2023 2023 2023 2023 2023 2023 2023 2023	Balarice Quarter 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N		257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20	257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20	106.00 89.00 65.40 69.80 43.10 60.60 8.00 5.30	Gross YTD 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96	Gross M 156 274 90 95 59 82 19 13
Down View 1 1 2 3 4 5 6 6 7 8 8 9 10	Compan ABC ABC ABC ABC ABC ABC ABC ABC ABC ABC	sults in : Excel Spre	Name	Employee Record 0 0	RGH RGH RGH RGH RGH RGH RGH RGH HOL OSS OTS RGS	Regular Time - Hourly Holiday Time - Hourly Overtime- Salaried Straight Overtime- Salaried Time + Half	FY	2023 2023 2023 2023 2023 2023 2023 2023	Bala ce Quarter 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N		257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20 46.10	257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20 46.10	106.00 89.00 65.40 69.80 43.10 60.60 8.00 5.30 8.90	3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96 1707.19	
Down View 1 2 3 4 5 6 7	Compan ABC ABC ABC ABC ABC ABC ABC ABC ABC ABC	sults in : Excel Spre	Name	Employee Record 0 I 0 I 0 I 0 I 0 I 0 I 0 I 0	RGH RGH RGH RGH RGH RGH RGH ROSS OTS RGS	Regular Time - Hourly Holiday Time Overtime - Salaried Straight Overtime - Salaried Time + Half Regular Time - Salaried	FY	2023 2023 2023 2023 2023 2023 2023 2023	Bala ce Quarter 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N 2 N		257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20 46.10	257.10 263.00 128.00 161.00 116.10 149.30 24.00 23.20 46.10	106.00 89.00 65.40 69.80 43.10 60.60 8.00 5.30 8.90 136.00	Gross YTD 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96 1707.19 6335.61	Gross Qtd 3694.16 7844.62 1739.18 2135.15 1566.79 1977.31 590.64 570.96 1707.19 6335.61	909 95 599 829 130 333 349

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Earnings Extract Query V_PY_ERN_EXTRACT

REVISED: 11/13/2023

DESCRIPTION:

This query provides agencies a list of the earnings data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY ERN EXTRACT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Check Date From (required)

Check Date To (required)

Company (blank for all)

Earn Code (blank for all)

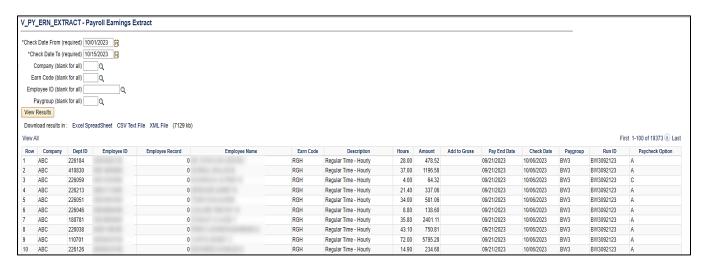
Employee ID (blank for all)

ADDITIONAL INFORMATION:

Paygroup (blank for all)

Check Date From and Check Date To fields are required fields.

Screenshot of the Earnings Extract Query



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Employees Last Pay Date Query (RPY536) V_PY_EE_LAST_PAY

REVISED: 01/26/2024

DESCRIPTION:

This query pulls all active employees, using the date entered in the "As of Date" field, that includes the last check date processed for each employee. This can be used to determine if an employee should be terminated.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company (Optional) HTML Paygroup (Optional) Excel

As of Date

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.

Screenshot of the Employees Last Pay Date Query

	p(Optional) SM1 C As Of Date 01/25/20 esults									
*	As Of Date 01/25/20									
)24 <u>[1]</u>								
ew K	9SUITS									
wnlo	ad results in : Exce	SpreadSheet CSV	Text File XML File (36 kb))						
ew All										First 1-100 of 162
Row	Company	Dept ID	Emplid	Employee Rcd	Employee Name	HR Status	PY Status	Group	Last Check Date	Hire Date
	DLI	18100		0		A	A	SM1	01/16/2024	09/16/1974
	DLI	18100		2		A	A	SM1	01/16/2024	07/10/2003
	DLI	18100		0		A	A	SM1	01/16/2024	03/16/1991
	DEI									
	DLI	18100		0		A	A	SM1	01/16/2024	03/11/1991
				0 :		A A	A A	SM1 SM1	01/16/2024 01/16/2024	03/11/1991 06/10/2023
	DLI	18100		-						
	DLI DLI	18100 18100		0		A	A	SM1	01/16/2024	06/10/2023
	DLI DLI DLI	18100 18100 18100		0:		A A	A A	SM1 SM1	01/16/2024 01/16/2024	06/10/2023 12/08/2000
	DLI DLI DLI	18100 18100 18100 18100		0 : 0 0 .		A A A	A A A	SM1 SM1 SM1	01/16/2024 01/16/2024 01/16/2024	06/10/2023 12/08/2000 07/25/2023

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Employee Tax Data Extract Query (RPY529) V_PY_EMP_TAX_SETUP

REVISED: 03/29/2023

DESCRIPTION:

This query pulls the most current effective dated row for active employee's tax data setup including federal, state, and local that is used for payroll calculations.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY EMP TAX SETUP

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employee Tax Data Extract query



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Screenshot of the Employee Tax Data Extract query (scrolled right)

Lock-in Letter Received	Lock-in Limit On Allowances	State	State Resident	State UI Jurisdiction	State Special Withholding Tax	State Tax Status	State Withholding Allowances	State Additional Amount	State Additional Allowances	Locality	Local Resident	Other Work Locality	Local Special Withholding Tax	Local Tax Status	Local Withholding Allowances	Local Additional Amount
>	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
(N	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
31	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
λ,	0	VA	Yes	Yes	None	N/A	2	0.00	0		No					
(N	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
<u>ج</u> ر	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	2	0.00	0		No					
λN	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N		VA	Yes	Yes	None	N/A	0	0.00	0		No					

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FAD File Negative Balances Query V_PY_FAD_NEG_BALS

REVISED: 08/22/2023

DESCRIPTION:

This query identifies agencies that have a negative balance on the Federal Automated Deposit (FAD). This report is for SPO use only.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_FAD_NEG_BALS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

No input criteria HTML Excel

Screenshot of the FAD File Negative Balances Query

Download results in :	Excel SpreadSheet CSV Text File XML File	(1 kb)			
View All					First 1-9 of 9 La
Row	Company	State	Check Dt	Curr Tax	Date Cleared
1	MFA	SU	06/16/2023	0.00 06/12/2023	
2	MFA	\$U	06/07/2023	-93787.17	
3	MFA	SU	06/02/2023	-93885.40	
1	UMW	DC	08/01/2023	0.00 07/26/2023	
5	UMW	DC	06/30/2023	-32.31	
3	VSU	SU	05/19/2023	0.00 05/16/2023	
,	VSU	SU	05/17/2023	-354.18	
3	WSH	SU	05/19/2023	0.00 05/16/2023	
9	WSH	SU	05/17/2023	-151.84	

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FICA Tax Variance Query V_PY_FICA_TAX_VARIANCE

REVISED: 10/23/2023

DESCRIPTION:

This query extracts tax balance data and allows SPO and agencies to review records for all employees where FICA taxes have been collected in excess of what is due based on the taxable wages at that agency. The query includes records for all employees where FICA tax amounts are less than what is due based on the taxable wages at the agency.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY FICA TAX VARIANCE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Balance Year HTML Balance Period Excel

ADDITIONAL INFORMATION:

The **Balance Year** and **Balance Period** fields are both required.

Screenshot of the FICA Tax Variance Query

Balance Period 2 Q										
Download results in : Excel S	SpreadSheet CSV Text File XML I	File (45 kb)							Eir	rst 1-100 of 150 🕟 Las
Row Employee ID	Employee Name	Company	Balance Year	Tax Class	Tax Class Description	YTD Taxable Gross	YTD Tax	Balance Period	Calculated Tax	YTD Tax Difference
		GCC	2023)	OASDI/EE	7559.12	458.59	2	468.67	-10.08
		GCC	2023	=	MED/EE	7559.12	107.25	2	109.61	-2.36
		GCC	2023)	OASDI/EE	104.14	0.00	1	6.46	-6.4
		GCC	2023	=	MED/EE	104.14	0.00	1	1.51	-1.51
		DOT	2023)	OASDI/EE	7468.82	458.32	2	463.07	-4.7
		DOT	2023	7	MED/EE	7468.82	107.19	2	108.30	-1.1
		ABC	2023)	OASDI/EE	11758.91	722.75	2	729.05	-6.3
		ABC	2023	7	MED/EE	11758.91	169.03	2	170.50	-1.4
		HCD	2023)	OASDI/EE	154.44	0.00	1	9.58	-9.5
0		HCD	2023		MED/EE	154.44	0.00	1	2.24	-2.2
		SNR	2023)	OASDI/EE	212.52	0.00	2	13.18	-13.1
2		SNR	2023	7	MED/EE	212.52	0.00	2	3.08	-3.0
3		GOV	2023)	OASDI/EE	101.60	0.00	2	6.30	-6.3
14		GOV	2023	=	MED/EE	101.60	0.00	2	1.47	-1.47

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Employees with FICA Exempt Query (PY232) V_PY_EE_FICA_TAX_EXEMPT

REVISED: 04/15/2024

DESCRIPTION:

This query identifies all the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to "Exempt" or "Medicare Only" to help verify employees are assigned the correct status.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with FICA Exempt Query

V_PY	_EE_FICA_1	TAX_EXEMP	T - Empl with FI	CA Exempt PY232							
	Results load results in :	Excel Spread	ISheet CSV Text Fil	ie XML File (678 kb)							First (§) 201-300 of 1972 (£) Last
Row		Dept ID	Employee ID	Employee Rcd	Employee Name	Pay Group	FICA Status	Empl Class	Position	Position Descr	Last Pay Date
201	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
202	DEL	2201		1		WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
203	DEL	2201		0		MTH	Medicare only	OTO	DELMBR00	House Member - Salary Record	03/29/2024
204	DOT	15069		0		\$15	Exempt	CLS	DOT11713	Planning Spec	04/16/2024
205	LWU	21400		0		SM1	Exempt	TNR	LWUF0065	Asst Prof Marketing	04/16/2024
206	LWU	21400		0		BW1	Exempt	STU	LWUZ0026	College Student Worker	10/08/2021
207	MTN	299042		0		BW3	Exempt	SSW	MTNW0866	Students	12/29/2023
208	NSU	19027		0		BW3	Exempt	STU	NSUHS693	SPARTAN TECH	11/03/2023
209	NSU	04005		0		BW3	Exempt	GRD	NSUGS383	Students	04/19/2024

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Employees with Multiple Open Payrolls Query V_PY_UNCHECK_OK_TO_PAY

REVISED: 09/15/2021

DESCRIPTION:

This query shows employees with multiple jobs in concurrent pay runs where the 'OK to Pay' has been unchecked on one pay run to prevent errors while confirming the second pay run.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

There are no required fields.

Screenshot of the Employees with multiple Open Payrolls Query

ee Hours
y

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Employees with Negative Balances Query (PY499) V_PY_NEGATIVE_BAL

REVISED: 09/15/2021

DESCRIPTION:

This query can be run ad-hoc by authorized agency and SPO users and displays employees that have negative Calendar year (CY) balances for earnings or deductions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY NEGATIVE BAL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Calendar Year Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Employees with Negative Balances Query

Cor	mpany 📗 o										
alenda	ar Year 2020 Q										
	tesults										
			T-157- 201 57- (44 15)								
		cei spreadsneet CSV	Text File XML File (11 kb)								
ew All											st 1-47 of 47
Row	Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Clas
	ABC		0		Earning	COR		-40.00	-1521.60	1	
	ABC		0		Earning	OSH		-40.00	-1521.60	1	
	ABC		0		Earning	OTE		-40.00	-1521.60	1	
	ABC		0		Earning	OVT		-14.00	-894.48	1	
	ABC		0		Earning	OSH		-80.00	-3039.60	1	
	ABC		0		Earning	OVT		-54.00	-2415.98	1	
	ABC		0		Earning	OTH		-60.00	-4170.00	1	
	ABC		0		Earning	OVT		-60.00	-4170.00	1	
	ABC		0		Earning	OSH		-18.00	-1080.00	1	
	ABC		0		Earning	OTH		-18.00	-1620.00	1	
	ABC		0		Earning	OVT		-36.00	-2700.00	1	
	ABC		0		Earning	OTH		-8.00	-720.00	1	
	ABC		0		Earning	OVT		-8.00	-720.00	1	
	ABC		0		Earning	OTE		0.00	-3125.01	4	
	ABC		0		Earning	RTR		0.00	-4124.01	4	
	ACS		0		Earning	HOL		-8.00	-135.68	1	
	BCC		0		Deduction	FLX	60	0.00	-2130.00	1	В
	CNU		0		Earning	SCK		-8.00	-105.41	1	
	CNU		0		Earning	SCK		-8.00	-427.24	1	
	CNU		0		Earning	SCK		-8.00	-446.89	1	
	CNU				Earning	HOL		-8.00	-96.84		

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Employees with No Net Balance DD Query V_PY_EMPL_NO_NET_DD

REVISED: 12/7/2023

DESCRIPTION:

This query identifies employees that have a fixed direct deposit (DD) amount, and the balance is set to a check.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with No Net Balance DD Query

V_PY_EN	MPL_NO_NET_DD - EE with N	lo Net Balance DD					
View Resu		NV Text Ella VIIII Ella (E Ida)					
View All	results III . Excel opreadoriest Co	V TEALTHE ANIETHE (OND)					First 1-28 of 28 Last
Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid	Reason
1	ABC .			Н	BW3	12/01/2023	Missing Direct Deposit
2	ABC			Н	BW3	12/01/2023	Missing Direct Deposit
3	ABC			Н	BW3	08/11/2023	Missing Direct Deposit
4	ABC			Н	BW3	12/01/2023	Missing Direct Deposit
5	ABC			Н	BW3	04/21/2023	Missing Direct Deposit
6	ABC			S	SM1	09/29/2023	Missing Direct Deposit
7	ABC			Н	BW3	12/01/2023	Missing Direct Deposit
8	ABC			Н	BW3	12/01/2023	Missing Direct Deposit
9	ABC			Н	BW3	12/01/2023	Missing Direct Deposit
10	ABC			Н	BW3	12/01/2023	Missing Direct Deposit

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Employees with State and Federal Tax Status Query V_EE_INCOME_TAX_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees for whom State Income Tax (SIT) and Federal Income Tax (FIT) status are set to "do not calculate wages and do not take taxes".

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Excel

ADDITIONAL INFORMATION:

Company field is a required field.

Screenshot of the Employees with State and Federal Tax Status Query

	Results	C Q lts in : Excel	SpreadSheet CSV Te	ext File XML File (3	9 kb)					First 1-76 of 76 I
Row	State	Company	Department ID	Employee ID	Employee Record	Employee Name	Paygroup	SIT Status	FIT Status	Pay Check Issue Date
1	VA	ABC	226190		0 .		BW3	G	N	
2	VA	ABC	226242		1.		BW3	N	G	
3	VA	ABC	226146		0 .		BW3	G	N	
Į.	VA	ABC	226323		0 ,		BW3	N	G	
	VA	ABC	226310		0		BW3	G	N	
5			110011		0		BW3	G	G	
	VA	ABC	410811		0					
5 6 7	VA VA	ABC ABC	410811 226307		0		BW3	G	N	

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Federal and State Taxable Variance Report Query (RPY517) V_PY_FIT_SIT_TAXABLE_VARIANCE

REVISED: 02/27/2023

DESCRIPTION:

Payroll is responsible for completing Quarterly and Year end reconciliations for taxable wages and taxes collected during the payroll processing for 941, W2\, and state reporting purposes. A comparison to the Federal and State Taxable wages is a part of this reconciliation. The taxable wages should always equal, even when the employee may have had taxes collected in multiple states.

This query lists all employees with a variance between YTD Federal Taxable Wages and State Taxable Wages. It includes the Employee ID, Name, YTD Federal Taxable Wages, YTD State Taxable Wages and State.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_FIT_SIT_TAXABLE_VARIANCE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

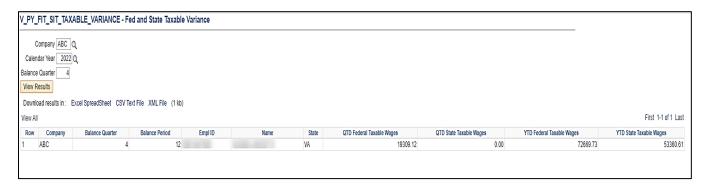
Company HTML Calendar Year Excel

Balance Quarter

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Federal and State Taxable Variance Report Query



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General Deduction Mass Query V_GENL_DEDUCTION_MASS

REVISED: 09/20/2023

DESCRIPTION:

This query extracts out of Cardinal a csv file of existing General Deduction data in the format of the template to be used by the General Deduction Mass Upload program. Agencies can use the output file to change the General Deduction amount to accommodate mass data updates.

The Mass Upload queries are covered in the Job Aid titled, **Performing a Mass Upload**, located on the Cardinal website under **Learning**. Please refer to this Job Aid for assistance when processing mass uploads.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_GENL_DEDUCTION_MASS

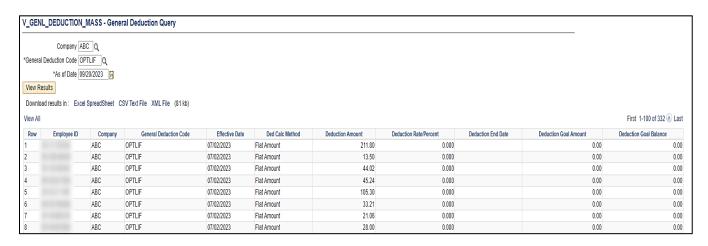
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML General Deduction Code Excel

As of Date

ADDITIONAL INFORMATION: General Deduction Code and As of Date fields are required fields.

Screenshot Of General Deduction Query



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Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query V_PY_YTD_COST_ORPS

REVISED: 09/15/2021

DESCRIPTION:

This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_YTD_COST_ORPS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Plan Year HTML Excel

ADDITIONAL INFORMATION:

Plan Year field is a required field. The CSV output can be opened in Excel.

Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V_PY_YTD_C	OST_ORPS - Fiscal YTD Cost Report ORF	•		
Plan Year 2020 View Results				
Download results	s in : Excel SpreadSheet CSV Text File XML File	(1 kb)		
View All				First 1-9 of 9 Last
Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES
1	ABC	615.44	1046.22	78092350.50
2	CNU	54050.23	193569.44	2587763.56
3	DGS	1025.15	1742.75	18442353.11
4	MFA	1152.53	4082.22	6408716.25
5	MME	454.55	772.72	553421.95
6	NSU	138638.66	507008.44	20244709.28
7	RBC	22361.22	86572.92	3332131.28
8	UMW	131241.87	559014.31	16968637.77
	VSU	39926.36	223582.88	15574453.47

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Garnishment Query (RPY501) V_PY_GARNSPEC_DATA

REVISED: 02/27/2023

DESCRIPTION:

This query provides SPO garnishment processors and agency PY administrators a listing of all active and inactive employees who have a garnishment. It is used to review all court orders that are keyed in Cardinal daily; to audit all active court orders for accuracy and monitor goal balances to ensure deductions are accurate.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY GARNSPEC DATA

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Audit Begin Data Excel

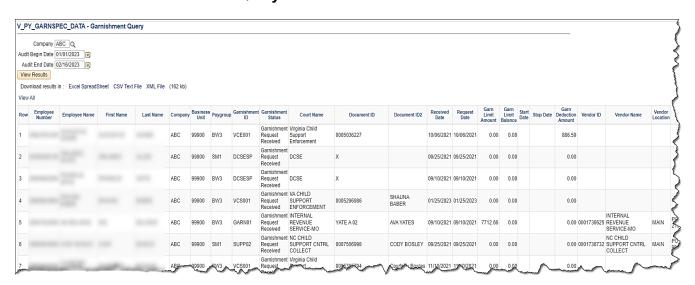
Audit End Date

ADDITIONAL INFORMATION:

Audit Begin Date and Audit End Date fields are all required.

Note: Additions and changes entered between the Audit Begin Date and Audit End Date display on the report.

Screenshot of the Garnishment Query



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Screenshot of the Garnishment Query (scrolled right)

Acti	Created Date	Created By	Year to Date Balance	Month To Date Balance	Exempt Percent	Exempt Amount	Garnishment Deduction SW	Law Source	Rule ID	Garnishment Priority	Garnishment Type	Payee Name	Postal	State	City	Address 2	Address 1
			554.86	153.12	0.00	0.00		VA	SUP/DEP12	0	С						
			603.15	402.10	0.00	0.00		VA	SUP	1	С						
			1154.25	384.75	0.00	0.00		VA	SUP/DEP12	1	С						
Α	01/27/2023 9:19:06AM		61.38	61.38	0.00	0.00		VA	SUP/DEP12	1	С						
					0.00	0.00		VA	GENERAL1	1	w		64121- 9690	МО	KANSAS CITY		O BOX 19690
			106.50	71.00	0.00	0.00		VA	SUP	1	С		27675- 9012	NC	RALEIGH		O BOX 00012
			137.07	45.69	0.00	0.00		VA	SUP/DEP	1	С						

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Garnishment Vendor Information Query (RPY513) V_PY_GARN_VENDOR_INFO

REVISED: 03/18/2024

DESCRIPTION:

This query lists all garnishment vendor information from Cardinal HCM and includes Vendor/Supplier ID, Vendor Status, Name, Location, Address, Address Sequence Number, Alternate Payee Name, and Payment information (i.e., Separate payment, Payment Handling and Pay Terms) and Financial Sanctions Status.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY GARN VENDOR INFO

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None HTML Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Garnishment Vendor Information Query

Dov View		Excel Spre	adSheet	CSV Text File	XML File (2225 kb)						
Row	Vendor/Supplier ID	Vendor Status	Location	Location Status	Supplier Name	Location Effective Date	Address 1	Address 2	City	State	Postal
1	0001736312	A	MAIN	A	ACCOMACK CIRCUIT COURT	09/21/2021	PO BOX 126		ACCOMACK	VA	23301- 0126
2	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301- 0276
3	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301- 0276
4	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301- 0276
5	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301- 0276
6	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301- 0276

Screenshot of the Garnishment Vendor Information Query scrolled right

Address Sequence Number	Alternative Payee Name	Separate	Handling	Terms	Financial Sanctions Status
1		Υ	PY	00	Valid
1		Υ	PY	00	Valid
2	BANK OF AMERICA	Υ	PY	00	Valid
3	CREDIT ACCEPTANCE CORPORATION	Υ	PY	00	Valid
4	DELMARVA HEART LLC	Υ	PY	00	Valid
5	EASTERN SHORE RURAL HEALTH	Υ	PY	00	Valid

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General Deduction Query (RPY534) V_PY_GEN_DED_SETUP

REVISED: 09/27/2023

DESCRIPTION:

This new report provides active employee general deductions setup data based on a specified as of date.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_GEN_DED_SETUP

INPUT / SEARCH CRITERIA:

Company
Employee ID
Employee Type
Deduction Code
As of Date

OUTPUT FORMAT:

HTML Excel

ADDITIONAL INFORMATION:

As of Date field is required.

Screenshot of the General Deduction Query

V_F	Y_GEN_I	DED_SETU	P													
_	Company	(Optional) AE	BC Q													
	Employee Id			Q												
Em	olovee Type	(Optional) Sa	alaried		,	▽										
	uction Code		Q			_										
		(Required) 09		31												
_	w Results			_												
Do		Its in : Excel	SpreadShee	t CSV Text	File XN	/IL File (332	kb)								First 1-10	10 of 879 🕟 Las
Row	Company	Employee Number	Employee Record	Employee Class	Job Pay Group	Payroll Pay Group	Employee Name	Business Unit	General Deduct Effective Date	General Deduction Code	Deduction Code Description	General Deduct End Date	General Deduction Amount	Gen Deduct Take All Paygroups	General Deduction Goal Amount	General Deduction Goal Balance
1	ABC		(ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.0
2	ABC		(ONC	SM1	SM1		99900	02/25/2023	PSTTAX	Posttax Misc Insurance		241.58	Υ	0.00	0.0
3	ABC		(ONC	SM1	SM1		99900	12/25/2022	OPTLIF	Optional Group Life		43.37	N	0.00	0.0
4	ABC		(ONC	SM1	SM1		99900	10/04/2021	PPSRTB		09/30/2022	0.00	Υ	0.00	0.00
5	ABC		(ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.0
6	ABC		(ONC	SM1	SM1		99900	08/25/2023	PSTTAX	Posttax Misc Insurance		13.71	Υ	0.00	0.0
7	ABC		(ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.0
8	ABC		(ONC	SM1	SM1		99900	09/25/2021	PSTTAX	Posttax Misc Insurance		44.25	N	0.00	0.0
9	ABC		(ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00

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High Pay Employee Extract (RPY538) V_PY_HIGH_CHECK

REVISED: 12/7/2023

DESCRIPTION:

This query extracts employees where the gross pay is higher than:

- Two (2) times the semi-monthly rate for a salaried employee and
- Three (3) times the calculated rate of Hourly Rate times 40 hours for the hourly employee

NAVIGATION PATH:

To Check Date

Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML PayRun ID Excel From Check Date

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the High Pay Employee Extract Query

From											
		all) SM1112423 G									
	Check Date(Optio										
	Check Date(Optio	nal) j									
iew Re	sults										
Jownlo	ad results in : Ex	cel SpreadSheet CSV	/ Text File XML File (6	37 kb)							
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,						Fi-1 4	400 -4000
/iew All											-100 of 230 🕑 L
Row	Company	Dept ID	Empl ID	Employee Rcd	Employee Name	Check Date	Pay Run ID	Compensation Rate	Gross Pay	Earnings Code	Amount
	ABC	110701									
	ADO	110101		1		12/01/2023	SM1112423	0.000000	1350.00 AGY	(1200
	ABC	110701				12/01/2023	SM1112423 SM1112423	0.000000 0.000000	1350.00 AGY 1350.00 RGS		
				1						3	1500
	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00 RGS	S S	150 710
	ABC ABC	110701 120711		1		12/01/2023 12/01/2023	SM1112423 SM1112423	0.000000 0.000000	1350.00 RGS 3550.83 RGS	3 3	710 710
	ABC ABC ABC	110701 120711 120711		1		12/01/2023 12/01/2023 12/01/2023	SM1112423 SM1112423 SM1112423	0.000000 0.000000 0.000000	1350.00 RGS 3550.83 RGS 3550.83 VRS	3 3 3	710 710 710 765
	ABC ABC ABC ABC	110701 120711 120711 140732		1		12/01/2023 12/01/2023 12/01/2023 12/01/2023	SM1112423 SM1112423 SM1112423 SM1112423	0.000000 0.000000 0.000000 0.000000	1350.00 RGS 3550.83 RGS 3550.83 VRS 3828.13 RGS	S S S S S S S S S S S S S S S S S S S	710 710 710 7656 7656
} } ;	ABC ABC ABC ABC ABC	110701 120711 120711 120711 140732 140732		1		12/01/2023 12/01/2023 12/01/2023 12/01/2023 12/01/2023	SM1112423 SM1112423 SM1112423 SM1112423 SM1112423	0.000000 0.000000 0.000000 0.000000 0.000000	1350.00 RGS 3550.83 RGS 3550.83 VRS 3828.13 RGS 3828.13 VRS	S S S S S S S S S S S S S S S S S S S	1500 710 710 7650 7650 5660
2 3 4 5 5 7 7 3	ABC ABC ABC ABC ABC ABC ABC	110701 120711 120711 140732 140732 150736		1		12/01/2023 12/01/2023 12/01/2023 12/01/2023 12/01/2023 12/01/2023	SM1112423 SM1112423 SM1112423 SM1112423 SM1112423 SM1112423	0.000000 0.000000 0.000000 0.000000 0.000000	1350.00 RGS 3550.83 RGS 3550.83 VRS 3828.13 RGS 3828.13 VRS 2833.33 RGS	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	1200 1500 7101 7101 7656 7656 5666 5666

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Incomplete Payroll Data in GL (RPY523) V_PY_PRECLOSE_GL

REVISED: 02/27/2023

DESCRIPTION:

Payroll data needs to be in GL in the period that it is created in PY. This query can be used to verify that the data has been run, sent to GL, journaled and posted.

This query displays the data between a particular date range for:

- Payrolls that have not been run
- Payrolls that have not been sent to GL
- Payroll Journals that have not been journaled
- Payroll Journals that have not been posted

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PRECLOSE_GL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Check Date From HTML Check Date To Excel

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Incomplete Payroll data in GL Query

Check Date To View Results	n (02/16/2023 15) 0 (02/16/2023 15) 1ts in: Excel SpreadSheet CSV Text File XML File (43 kb)			First 1-100 of 440 ① U
Row	Pay Run ID/Journal ID	Journal Date	Company/Business Unit	Status
1	SM1020923	02/16/2023	ABC	Not Run
	SM1020923	02/16/2023	ABC	Not Sent to GL
	SM1020923	02/16/2023	ACC	Not Run
	SM1020923	02/16/2023	ACC	Not Sent to GL
	SM1020923	02/16/2023	ACS	Not Run
	SM1020923	02/16/2023	ACS	Not Sent to GL
	SM1020923	02/16/2023	APA	Not Run
	SM1020923	02/16/2023	APA	Not Sent to GL
	SM1020923	02/16/2023	ARC	Not Run
)	SM1020923	02/16/2023	ARC	Not Sent to GL
	SM1020923	02/16/2023	ARS	Not Run
2	SM1020923	02/16/2023	ARS	Not Sent to GL
1	SM1020923	02/16/2023	ASA	Not Run
4	SM1020923	02/16/2023	ASA	Not Sent to GL

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Paygroup Mismatch Report Query (RPY547) V_PY_PAYGROUP_MISMATCH

REVISED: 02/26/2024

DESCRIPTION:

The query identifies employees with discrepancies between their primary job data paygroup and the payroll options paygroup. This query includes information such as Employee ID, Employee Name, Company, Primary Job Data Paygroup, and Payroll Options Paygroup.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYGROUP_MISMATCH

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Check Date From HTML
Check Date To Excel

ADDITIONAL INFORMATION:

This guery has no required fields.

Screenshot of the Paygroup Mismatch Report Query

V_PY_PAYGRO	UP_MISMATCH - Paygroup M	ismatch Report				
Company ABC Q View Results Download results i	n: Excel SpreadSheet CSV Text Fi	ile XMLFile (1 kb)				— First 1-10 of 10 Last
Row	Employee ID	Employee Rcd	Name	Company	Job Data Paygroup	Payroll Options Paygroup
1		1	ABC	SM1	BW3	
2		1	ABC	SM1	BW3	
3		1	ABC	BW3	SM1	
1		1	ABC	SM1	BW3	
5		1	ABC	BW3	SM1	
6		1	ABC	BW3	SM1	
7		2	ABC	BW3	SM1	
8		1	ABC	BW3	SM1	
9		1	ABC	SM1	BW3	
10		1	ABC	SL2	BW3	

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Payroll Tax Balances Query (RPY530) V _PY_TAX_BALANCES

REVISED: 05/10/2023

DESCRIPTION:

This query provides tax balance information by calendar or fiscal year at the Company or employee level for MTD, QTD and YTD.

OUTPUT FORMAT:

HTML

Excel

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V _PY_TAX_BALANCES

INPUT / SEARCH CRITERIA:

Balance ID (Required)
Balance Year (Required)

Balance Quarter (Optional)

Balance Period (Optional)

Company (Optional)

State (Optional)

Employee ID (Optional)

Tax Class (Optional)

Extract All Rows for Year? Checkbox (Optional)

ADDITIONAL INFORMATION:

Balance ID and Balance Year fields are required.

Screenshot of the Earnings Balances Query

	,	nces Extract														
Balance ID FY	Q															
Balance Year 20	023 Q															
Balance Quarter (Optional)	0 Q															
Balance Period (Optional)	3 Q															
Company (Optional)	a															
State (Optional) DC																
Employee ID (Optional)																
Tax Class (Optional)																
Extract All Rows for Year?																
View Results Download results in : Excel Sc	readSheet CSV Text	t File XML File	(14 kb)													
Download results in : Excel Sp View All				- Ourster Believe	- Davied Chale I assettle	. Tou Class	To Class Description	Touchle Court VID T	and Constant	abla Cassa MED	T VTD	T OTD	T MTD N	Limit Court VTD No.		
Download results in : Excel Sp View All Row Company Emplid	preadSheet CSVText	Balance ID	Balance Year Balanc	e Quarter Balanc											Limit Gross QTD No L	imit Gross MTD
Download results in : Excel Sp View All Row Company Emplid 1 ARS		Balance ID	Balance Year Balance	e Quarter Balanc	3 DC	Н	Withholding	18283.40	18283.40	7942.80	990.38	990.38	431.67	0.00	Limit Gross QTD No L	imit Gross MTD 0.00
Download results in : Excel Sp View All Row Company Emplid 1 ARS 2 ARS		Balance ID	Balance Year Balanc	e Quarter Balance		H 4					990.38 34.41	990.38	431.67 1.59		Limit Gross QTD No L	imit Gross MTD 0.00 7941.39
Download results in : Excel Sp View All Row Company Emplid 1 ARS 2 ARS 3 ARS		Balance ID FY FY	Balance Year Balance 2023 2023	e Quarter Balanc 1 1 1 1	3 DC 3 DC	H 4 H	Withholding Family Leave Insurance - ER	18283.40 13235.65	18283.40 13235.65	7942.80 7941.39	990.38 34.41	990.38 34.41	431.67 1.59	0.00 13235.65	Limit Gross QTD No L 0.00 13235.65	imit Gross MTD 0.00 7941.39 0.00
Download results in : Excel Sp View All Row Company Emplid 1 1 ARS 2 ARS 3 ARS 4 ARS		Balance ID FY FY FY	Balance Year Balance 2023 2023 2023 2023	e Quarter Balance 1 1 1 1 1 1	3 DC 3 DC 3 DC	H 4 H U	Withholding Family Leave Insurance - ER Withholding	18283.40 13235.65 17384.26	18283.40 13235.65 17384.26	7942.80 7941.39 7548.99	990.38 34.41 697.71	990.38 34.41 697.71	431.67 1.59 305.52	0.00 13235.65 0.00	0.00 13235.65 0.00	0.00 7941.39 0.00 7941.39
Download results in : Excel Sp.		Balance ID FY FY FY FY	Balance Year Balance 2023 2023 2023 2023 2023	e Quarter Balance 1 1 1 1 1 1 1 1	3 DC 3 DC 3 DC 3 DC	H 4 H U	Withholding Family Leave Insurance - ER Withholding Unemployment ER	18283.40 13235.65 17384.26 0.00	18283.40 13235.65 17384.26 0.00	7942.80 7941.39 7548.99 0.00	990.38 34.41 697.71 0.00 0.00	990.38 34.41 697.71 0.00 0.00	431.67 1.59 305.52 0.00 0.00	0.00 13235.65 0.00 18277.81	0.00 0.00 13235.65 0.00 18277.81	0.00 7941.39 0.00 7941.39 0.00 7941.39
Download results in: Excel Sp View All Row Company Emplid 1 ARS 2 ARS 3 ARS 4 ARS 5 BVI 6 CAV		Balance ID FY FY FY FY FY	Balance Year Balance 2023 2023 2023 2023 2023 2023	e Quarter Balanc 1 1 1 1 1 1 1 1 1 1 1	3 DC 3 DC 3 DC 3 DC 3 DC	H 4 H U U H	Withholding Family Leave Insurance - ER Withholding Unemployment ER Unemployment ER	18283.40 13235.65 17384.26 0.00 0.00	18283.40 13235.65 17384.26 0.00 0.00	7942.80 7941.39 7548.99 0.00 0.00	990.38 34.41 697.71 0.00 0.00 804.72	990.38 34.41 697.71 0.00 0.00 804.72	431.67 1.59 305.52 0.00 0.00 165.34	0.00 13235.65 0.00 18277.81 15449.58	0.00 13235.65 0.00 18277.81 15449.58	0.00 7941.39 0.00 7941.39 0.00 7941.39 6250.50
Download results in : Excel Sp. View All Row Company Empilid 1 ARS 2 ARS 3 ARS 4 ARS 5 BVI 6 CAV 7 CAV	Name	Balance ID FY FY FY FY FY FY FY FY	Balance Year Balance 2023 2023 2023 2023 2023 2023 2023 202	e Quarter Balance	3 DC 3 DC 3 DC 3 DC 3 DC 3 DC	H 4 H U U H H H	Withholding Family Leave Insurance - ER Withholding Unemployment ER Unemployment ER Withholding	18283.40 13235.65 17384.26 0.00 0.00 14265.79	18283.40 13235.65 17384.26 0.00 0.00 14265.79	7942.80 7941.39 7548.99 0.00 0.00 2902.39	990.38 34.41 697.71 0.00 0.00 804.72 229.08	990.38 34.41 697.71 0.00 0.00 804.72 229.08	431.67 1.59 305.52 0.00 0.00 165.34 229.08	0.00 13235.65 0.00 18277.81 15449.58 0.00	0.00 0.00 13235.65 0.00 18277.81 15449.58 0.00	0.00 7941.39 0.00 7941.39 6250.50 0.00
Download results in : Excel Sp.	Name	Balance ID FY FY FY FY FY FY FY FY FY	Balance Year Balance 2023 2023 2023 2023 2023 2023 2023 202	e Quarter Balance 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 DC 3 DC 3 DC 3 DC 3 DC 3 DC 3 DC	H 4 H U U H H H H	Withholding Family Leave Insurance - ER Withholding Unemployment ER Unemployment ER Withholding Withholding	18283.40 13235.65 17384.26 0.00 0.00 14265.79 4389.52	18283.40 13235.65 17384.26 0.00 0.00 14265.79 4389.52	7942.80 7941.39 7548.99 0.00 0.00 2902.39 4389.52 3086.75	990.38 34.41 697.71 0.00 0.00 804.72 229.08	990.38 34.41 697.71 0.00 0.00 804.72 229.08 166.31	431.67 1.59 305.52 0.00 0.00 165.34 229.08 166.31	0.00 13235.65 0.00 18277.81 15449.58 0.00 0.00	0.00 0.00 13235.65 0.00 18277.81 15449.58 0.00 0.00	1-26 of 26 Last imit Gross MTD 0.00 7941.39 0.00 7941.39 6250.50 0.00 0.00 0.00

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Payroll Deduction Extract Query (PY519) V_PY_DED_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This guery provides agencies a list of the deduction data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY DED EXTRACT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Check Date From HTML
Check Date To Excel
Company (blank for all)
CSV

Plan Type (blank for all) Deduction Code (blank for all)

Deduction Class (blank for all)

Employee ID (blank for all)

Paygroup (blank for all)

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Payroll Deduction Extract Query



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Payroll Error Messages Query V_PY_MESSAGES

REVISED: 09/15/2021

DESCRIPTION:

This query provides a list of the system error messages generated during the Payroll process. Use this query to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_MESSAGES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Payroll Error Messages Query

PY_N	MESSAGES	- Payroll Error I	Messages											
Pav Run	ID PSBDEMOS	SM O												
		S S.												
Compa														
View Re	esults													
Jownloa	ed results in : 8	Excel SpreadSheet	CSV Text File XML	File (3 kb)										
/iew All														First 1-8 of 8 La
Row	Men ID	Company	Pavoroun	Pay Pariod End	Off Cycle	Page	Line Nhr	Empl ID	Empl Record	Men Data	Men Data	Men Data	Dasor	Instance
Row	Msg ID 000017	Company	Paygroup SM1	Pay Period End	Off Cycle	Page 3	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr Federal Tay Data Not Found	Instance 13356
Row	000017	DEM	SM1	08/09/2020	N	Page 3	20	Empl ID	0		Msg Data	Msg Data	Federal Tax Data Not Found	13356
Row	000017 000018	DEM DEM	SM1 SM1	08/09/2020 08/09/2020		Page 3 3 3 3	20 20	Empl ID	0 **		Msg Data	Msg Data	Federal Tax Data Not Found State Tax Data Not Found	133561 133561
Row	000017 000018 000019	DEM DEM DEM	SM1 SM1 SM1	08/09/2020 08/09/2020 08/09/2020	N N N	3 3 3	20	Empl ID	0 0 ** 0 00	0900079900	0	Msg Data	Federal Tax Data Not Found State Tax Data Not Found No UI Jurisdiction	133561 133561 133561
Row	000017 000018 000019 000010	DEM DEM DEM DEM	SM1 SM1 SM1 SM1	08/09/2020 08/09/2020 08/09/2020 08/09/2020	N N N	3 3 3 37	20 20	Empl ID	0 *** 0 00 0 00	0900079900	0 DUEAGY	A	Federal Tax Data Not Found State Tax Data Not Found No UI Jurisdiction Invalid One-Time Deduction	133561 133561 133561 133561
Row	000017 000018 000019 000010 000010	DEM DEM DEM DEM	SM1 SM1 SM1 SM1 SM1	08/09/2020 08/09/2020 08/09/2020 08/09/2020 08/09/2020	N N N N	3 3 3 37 37	20 20	Empl ID	0 *** 0 00 0 00 0 00 0 10	0900079900 0	0	Msg Data A B	Federal Tax Data Not Found State Tax Data Not Found No UI Jurisdiction Invalid One-Time Deduction Invalid One-Time Deduction	133561 133561 133561 133561 133561
Row 1 2 3 4 5 6 7	000017 000018 000019 000010	DEM DEM DEM DEM	SM1 SM1 SM1 SM1	08/09/2020 08/09/2020 08/09/2020 08/09/2020	N N N	3 3 3 37	20 20	Empl ID	0 *** 0 00 0 00 0 00 0 10	0900079900 0 0 0 0 UEAGY	0 DUEAGY	A	Federal Tax Data Not Found State Tax Data Not Found No UI Jurisdiction Invalid One-Time Deduction	Instance 133561 133561 133561 133561 133561 133561

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Payroll Tax Extract Query (PY520) V_PY_TAX_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:

This query provides agencies a list of tax data based on a specified check date range.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY TAX EXTRACT

INPUT / SEARCH CRITERIA: OUTPU

Check Date From (required)
Check Date To (required)
Company (blank for all)
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

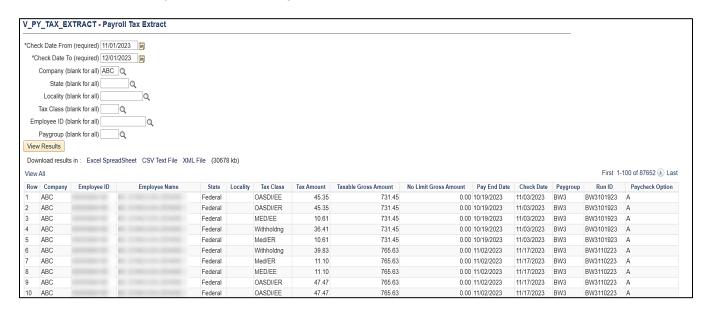
OUTPUT FORMAT:

HTML Excel CSV

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Payroll Extract Query



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Payroll Tax Payment Summary (RPY525) V_PY_TAX_PAYMENT_SUMMARY

REVISED: 11/1/2023

DESCRIPTION:

This query can be used by SPO and agencies to pull tax payment information by check date range and by individual agency or all agencies into Excel.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Check Date From (required)

Check Date To (required)

Company (blank for all)

HTML

Excel

CSV

ADDITIONAL INFORMATION:

Check Date From and Check Date To fields are required fields.

Screenshot of the Payroll Tax Payment Summary Query

*Check D	From (Required) 10/10. ate To (Required) 10/24. eave blank for all) DLI	2023						
Download r /iew All Row	esults in : Excel Spread	Sheet CSV Text File XML File	(2 kb) Check Date	Tax State	Tax Class	Tax Class Description	EE Tax Amount	First 1-12 of 12 Last
1	DLI	SM1100923	10/16/2023	SU Suite	Q	Med/ER	0.00	6614.02
2	DLI	SM1100923	10/16/2023	\$U	Н	Withholdng	38981.66	0.00
}	DLI	SM1100923	10/16/2023	SU	F	MED/EE	6614.02	0.00
4	DLI	SM1100923	10/16/2023	\$U	E	OASDI/ER	0.00	28280.28
5	DLI	SM1100923	10/16/2023	\$U	D	OASDI/EE	28280.28	0.00
6	DLI	SM1100923	10/16/2023	VA	Н	Withholdng	19059.47	0.00
7	DLI	BW3100523	10/20/2023	\$U	Q	Med/ER	0.00	350.27
8	DLI	BW3100523	10/20/2023	\$U	Н	Withholdng	2107.48	0.00
9	DLI	BW3100523	10/20/2023	\$U	F	MED/EE	350.27	0.00
10	DLI	BW3100523	10/20/2023	\$U	E	OASDI/ER	0.00	1497.67
11	DLI	BW3100523	10/20/2023	\$U	D	OASDI/EE	1497.67	0.00
12	DLI	BW3100523	10/20/2023	VA	Н	Withholding	1102.89	0.00

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Paysheets to add for SPOT Query V_PY_PAYSHEETS_TO_ADD_SPOT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the pay period end date for employees in those company/paygroups who do not have a paysheet.

SPO and agencies use this query to see what SPOT transaction have not currently been loaded to payroll.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY PAYSHEETS TO ADD SPOT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for SPOT Query

³ay Rι	ın ID BW10	10420 🔍											
View	Results												
Down	load results	in: Excel Sp	preadSheet CSV Text	t File XML File (1 kb)								
Down View A		in: Excel S	preadSheet CSV Text	t File XML File (1 kb)							First 1-	-2 of 2 Las
View A		in: Excel Sp	Current Company	t File XML File (1 kb	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	First 1-	-2 of 2 Las
View A	dl					ID	Empl Record	Name	Earn Code BON	Oth Hrs	Deductn Cd		

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Paysheets to add for TL Query V_PY_PAYSHEETS_TO_ADD_TL

REVISED: 09/15/2021

DESCRIPTION:

This query shows all the time rejected by payroll within 30 days of the pay period end date for employees in those companies who do not have a paysheet with pending Time and Labor (TL) transactions.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for TL Query



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Paysheets without Paychecks Query V_PY_MISSING_PAYCHECKS

REVISED: 09/15/2021

DESCRIPTION:

This query shows all paysheets that do not have associated paychecks. Shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_ MISSING_PAYCHECKS

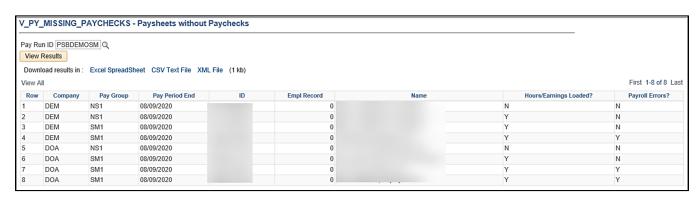
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets without Paychecks Query



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Reset VA-4 Exempt Employees Query V_PY_RESET_VA4_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This regulatory query Identifies employees claiming a full exemption from Virginia Income tax withholding which has expired or which is about to expire at the end of the current year.

This query enables agency payroll processors to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by the Payroll office.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY Reset VA4 Exempt

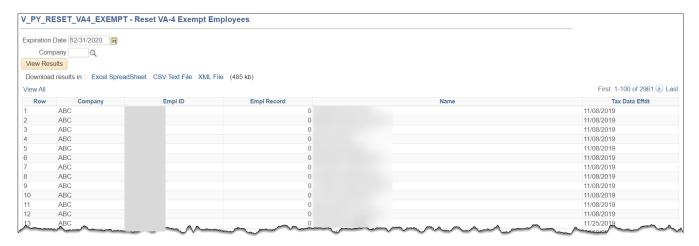
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Expiration Date HTML Company Excel

ADDITIONAL INFORMATION:

Expiration Date field is a required field.

Screenshot of the Reset VA-4 Exempt Employees Query



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SPOT Online Query V_PY_SPOT_TRANS_RPT

REVISED: 08/08/2023

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a pay period or date range for all employees within the Company or an individual employee. It includes the Transaction Type (Earnings or Deductions), Batch Status, who entered the batch and who approved it as well as a date and time stamp of when the batch was approved. The query also displays any comments and errors in the SPOT batches.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY SPOT TRANS RPT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Paygroup Excel

Pay Run ID From Date

To Date

Employee ID

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the SPOT Online Query

C	ompany Di	IQ																
	aygroup SI																	
	Run ID SI		Q															
000000	om Date	11012423																
	To Date		_@ #1															
	loyee ID																	
	w Results																	
-	7.24 80	Ite in : Ev	rcal Snras	dSheet Co	SV Text File	YMI	File (26 k	n)										
View		its iii . L	cei opiea	uoneer C	JV TEXT FILE	XIVIL	rile (20 K	0)										
VICW	All														Deduction	Deduction		
Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status		or	Other	Hrly Rate
1	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	ок			0	:	Active	BON	100.00	0.00	0.00000
2	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	ок			0		Active	ALP	1750.00	0.00	0.00000
3	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	ок			0		Active	ALP	2000.00	0.00	0.00000
4	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	ок			0		Active	TMP	180.00	0.00	0.00000
5	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	ок			0		Active	CVACRE	12.50	0.00	0.00000
6	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	ок			0		Active	FLXMED	50.00	0.00	0.00000
7	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	152	Validated	Earnings	Error			0		Active	AGY	0.00	0.00	0.00000
8	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	ок			0		Active	STD	2033.00	0.00	0.00000

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Screenshot of the SPOT Online Query (scrolled right)

Hrly Rate	Earns Begin	Earns End	Plan Typ	Plan	Dedn Class	One Tm Cd	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset	Tax Method	Sep Check Nbr	Ву	Approved at	by	Comment	Error Text
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Supplemntl	0					
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	07/09/2023	07/24/2023					Deduction		Deduction		Annualized	0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					
0.000000			10	ACC0	В	Refund	Deduction		Deduction			0					
0.000000			60	FLXMED	В	Addition	Deduction		Deduction			0					
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0					Amount cannot be zero for Ern_Cd-AGY;
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0				reclassed hours for STD	,

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Tax Details by Paygroup Query V_PY_TAX_DETAILS_BY_PYGRP

REVISED: 09/15/2021

DESCRIPTION:

A query of Virginia Department of Transportation (VDOT) Tax totals by paygroup from paycheck data for reconciliation of tax reports by paygroup (district).

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

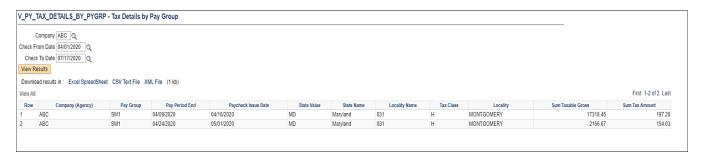
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML
Check From Date Excel
Check To Date

ADDITIONAL INFORMATION:

Company, Check From Date and Check To Date fields are required fields.

Screenshot of the Tax Details by Paygroup Query



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Tax Location Recon Query V_PY_TAX_LOCATION_RECON

REVISED: 02/09/2024

DESCRIPTION:

The Tax Location Reconciliation Report is used by agencies to perform monthly reconciliations, ensuring that the tax location code on the job data record matches the UI state on the tax data record and the state on the state distribution record.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON

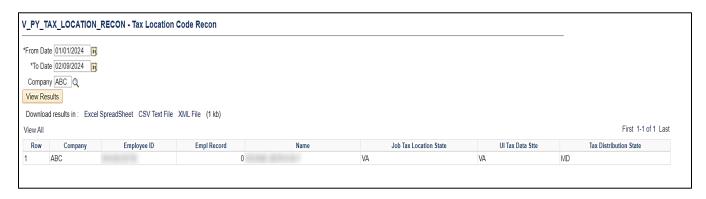
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date HTML
To Date Excel
Company

ADDITIONAL INFORMATION:

The From Date and To Date fields are required fields.

Screenshot of the Tax Location Recon Query



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VRS Missing Query V_PY_VRS_MISSING

REVISED: 04/15/2024

DESCRIPTION:

This query provides agencies the missing setup for the Retirement Benefit Deductions. It includes employees that are missing any of the following:

- Eligible Config 1 value from Job data for the salaried employees
- Additional Pay VRS earnings code or VRS exists and the Ok to Pay is Unchecked or the End Date is populated, and
- The Benefit Enrollment for Retirement Plan Type 70

The query includes a field that provides the Problem which will display one of the following:

- Missing Elig Config 1
- Missing VRS Addl Pay
- Missing Retirement Plan

Some additional fields are displayed to assist users with analyzing the issue and making the necessary corrections timely.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY VRS MISSING

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company HTML Employee ID Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the VRS Missing Query



Screenshot of the VRS Missing Query (scrolled right)



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W2 Summary Report (RPY462) V_PY_W2_SUMMARY_RPT

REVISED: 09/15/2021

DESCRIPTION:

This query provides company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V PY W2 SUMMARY RPT

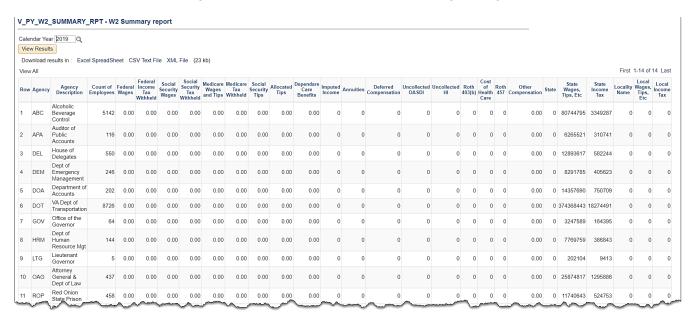
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Calendar Year HTML Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Summary Report of W-2 Print File to Treasury Query



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Workers' Compensation Report Query (RPY256) V_PY_WORKERS_COMPENSATION

REVISED: 01/26/2024

DESCRIPTION:

This query is used to provide Workers' Compensation information to DHRM and individual agencies can run to review employee's code setup.

NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From CHECK_DT HTML
To CHECK_DT Excel

ADDITIONAL INFORMATION:

The From CHECK_DT and To CHECK_DT fields are required.

Screenshot of the Workers' Compensation Report Query

*From CHEC *To CHEC	CK_DT 10/01/2 CK_DT 11/01/20 ts						First 1-100 of 79232 ① La
Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Regular Earnings	Position
1	ABC	99999			8017	4584.16	ABC21801
2	ABC	110701			8810	11349.09	ABCW1I3A
3	ABC	110701			8810	19845.00	ABC00565
4	ABC	110701			7720	20034.00	ABC00026
5	ABC	110701			8810	1500.00	ABC00577
6	ABC	110701			8810	1470.00	ABC00573
7	ABC	110701			8810	25265.66	ABC00046
8	ABC	110701			8810	6371.92	ABC01043
9	ABC	110701			8810	20125.00	ABC00550
10	ABC	110701			8810	22601.26	ABC01020

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Payroll Reports

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ChartField Validation Error Report (RPY410)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField String.

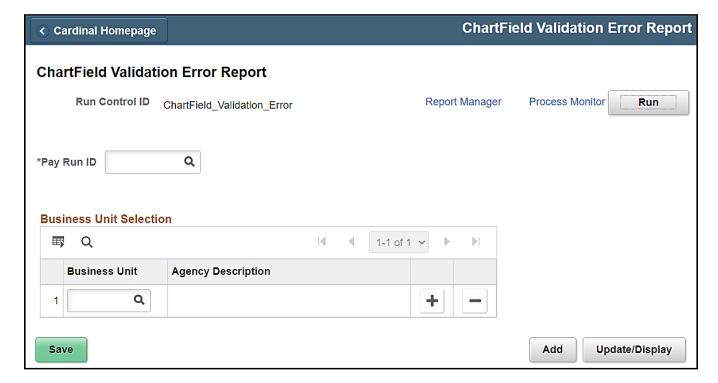
NAVIGATION PATH:

Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

Screenshot of the ChartField Validation Error Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.

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Screenshot of the ChartField Validation Error Report

Commonwealth of Virginia

CHARTFIELD VALIDATION ERROR REPORT

Run Date: 08/17/2021
Run Time: 12:14 00

Page No. 1 of 1

Business Unit : 50100-VA Dept of Transportation
Run ID: BW1120719

**** NO CHARTFIELD VALIDATION ERRORS FOUND ***

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COVA Annual Reporting Error Listing (RPY261, TAX900)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report is used by SPO and agencies.

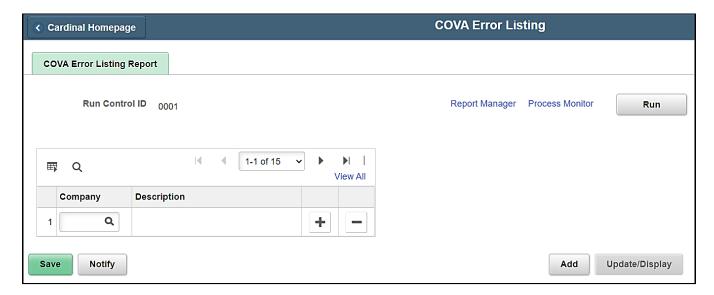
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF

Screenshot of the COVA Annual Reporting Error Listing Report Run Control Page



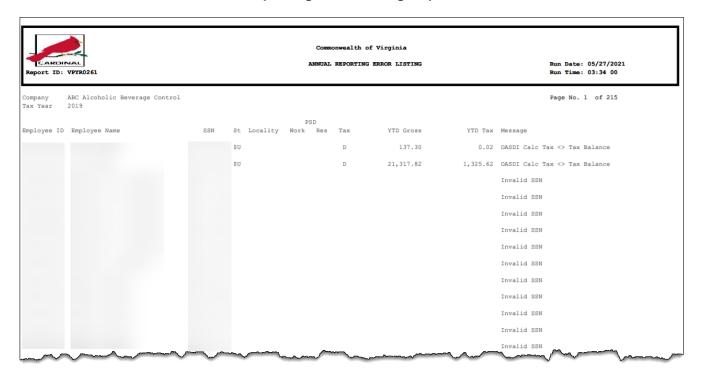
ADDITIONAL INFORMATION:

This report has no required fields.

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Screenshot of the COVA Annual Reporting Error Listing Report



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COVA Balance Adjustment Report (RPY452)

REVISED: 03/20/2024

DESCRIPTION:

This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

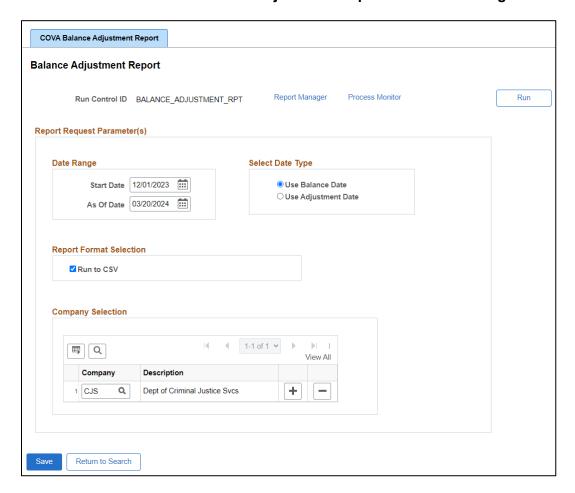
NAVIGATION PATH:

Menu > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Start Date PDF As of Date CSV

Screenshot of the COVA Balance Adjustment Report Run Control Page



ADDITIONAL INFORMATION:

As of Date field is a required field.

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Screenshot of the COVA Balance Adjustment Report – PDF

Company CJS Dept of Criminal Justice Svcs For the period 12/01/2023 through 03/20/2024					Pa	ge No. 5 o	£ 8
Tax YTD Balance Adjustments Balance ID: CY							
EmplID/ Adj Date Balance Qtr Month Reason Seq Adjusted Year Code Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	State	Locality/ Work PSD/ Res PSD	Tax Class
00438747800 1 08-JAN-2024 2023 4 12 1 - Unc FICA at CJS collected at VWC	Total Taxes YTD Total Taxes QTD Total Taxes MTD		0.55	0.55 0.55	US Federal		MED/EE
	Taxable Gross QTD Taxable Gross QTD Taxable Gross MTD	38.10		38.10			
	No Limit Gross YTD No Limit Gross QTD No Limit Gross MTD	38.10		38.10			
00438747800 1 08-JAN-2024 2023 4 12 1 - Unc FICA at CJS collected at VWC	Total Taxes YTD Total Taxes QTD Total Taxes MTD		2.36	2.36 2.36 2.36	US Federal		OASDI/EE
	Taxable Gross YTD Taxable Gross QTD Taxable Gross MTD	38.10		38.10			
	No Limit Gross YTD No Limit Gross QTD No Limit Gross MTD	38.10		38.10			
00637189900 1 08-JAN-2024 2023 4 12 2 - FICA refunded in error due to imp life reversa	Total Taxes YTD Total Taxes QTD	-2.56 -2.56	2.56		US Federal		OASDI/EE
	Total Taxes MTD Taxable Gross YTD Taxable Gross OTD	-41.28		2.56			
	Taxable Gross MTD No Limit Gross YTD	-41.28		-41.28			
	No Limit Gross QTD No Limit Gross MTD	-41.28		-41.28			

Screenshot of the COVA Balance Adjustment Report - CSV

#NAME?													Commonwealth of Virginia	
Report ID:	RPY452												COVA BALANCE ADJUSTMENT AUDIT	
For the period 01-DEC-202	23 through 20-N	1AR-2024												
Company	YTD Balan	Balance ID	EmplID	Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	- :	8-Jan-24	2023		12	Total Taxes YTD	0	0.55	0.55	5
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	- :	8-Jan-24	2023		12	Total Taxes QTD	0	0.55	0.55	5
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	:	8-Jan-24	2023		12	Total Taxes MTD	0	0.55	0.55	5
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	:	8-Jan-24	2023		12	Taxable Gross YTD	38.1	0	38.1	Į.
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC		8-Jan-24	2023		12	Taxable Gross QTD	0	0	(
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC		8-Jan-24	2023		12	Taxable Gross MTD	0	0	()
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC		8-Jan-24	2023		12	No Limit Gross YTD	38.1	C	38.1	Ĺ
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC		8-Jan-24	2023		12	No Limit Gross QTD	0	0	()
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC		8-Jan-24	2023	- 4	12	No Limit Gross MTD	0	0	()

Screenshot of the COVA Balance Adjustment Report – CSV (scrolled right)

												Run Date:	20-Mar-24
												Run Time:	03:11:56.000000_PM
Earn Code	Plan Type	Benefit Plan	Deduction Code	Deduction Class	Garnish ID	State	Locality	Work PSD	Res PSD	Tax Class	Country	Income Code	Tax Rate
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			

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COVA Check Reconciliation Report (RPY175)

REVISED: 07/14/2023

DESCRIPTION:

This report displays a summary of the manual checks, direct deposit, and federal and state automated deposits for a specific pay period.

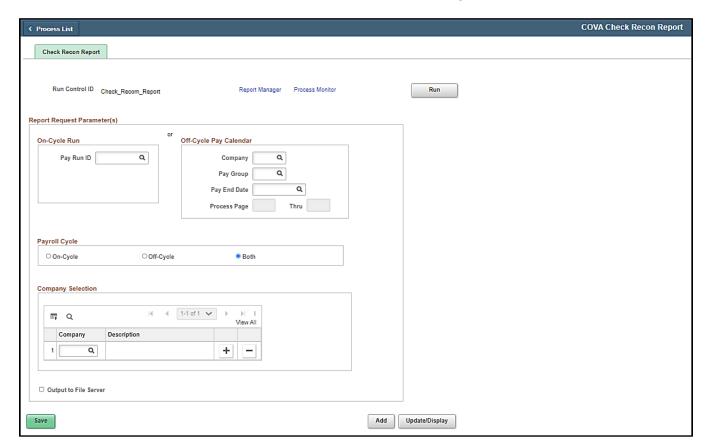
NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID TXT

Screenshot of the Check Reconciliation Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the Check Reconciliation Report

```
Commonwealth of Virginia - Check Reconciliation Report
Run Date: 07/13/2023
Run Time: 12:36 00
Report ID: RPY175
On/Off Cycle CONFIRMED
Pay Run ID : SM1070923
Check Number FROM
                                  TO
                70024293
                                  70024296

        Sequence
        From Chk#
        To Chk#
        Check Date

        1
        70024293
        70024538
        07/14/2023

Total Number of Checks: 4
Total Amount of Checks: 4677.32
Total Number of Advices to be Printed: 0
Total Amount of All Direct Deposit Advices: 2801763.59
Total Amount of Federal Automated Deposit: 1005068.32
State Automated Deposit Amount for MD - Maryland: 715.92
State Automated Deposit Amount for VA - Virginia: 167967.03
State Automated Deposit Amount for WV - West Virginia: 318.00
Total Amount of VA Child Support Checks: 4061.94
VOIDED CHECKS
                EMPLID
COMPANY
                                CHECK NUMBER CHECK AMOUNT CHECK DATE
                      TOTAL 0.00
VOIDED DIRECT DEPOSITS
COMPANY
                EMPLID
                               CHECK NUMBER CHECK AMOUNT CHECK DATE
                      TOTAL 0.00
CHILD SUPPORT REVERSALS
COMPANY
            EMPLID
                               CHECK NUMBER GARN AMOUNT CHECK DATE
                      TOTAL 0.00
```

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COVA Check Register Report (RPY145)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of all checks, in check number order, written in the pay period for each company in the organization.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

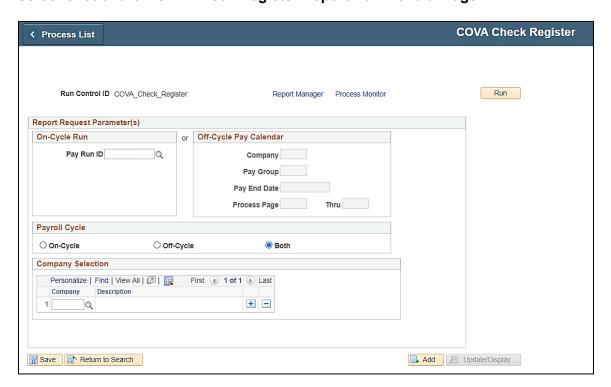
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection

Screenshot of the COVA Check Register Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the COVA Check Register Report

CARDINAL Report ID: RPY145	Commonwealth of Virginia COVA CHECK REGISTER	Run Date: 09/13/2021 Run Time: 03:03 00				
Company: ABC Alcoholic Beverage Control Form ID:	On/Off Cycle CONFIRMED	Page No. 1 of 47				
Sep Check No. Source Check Date Check Amount Chk Employee Name	Employee ID Department Dept. ID FMS 170704	Business Location Pay Address Unit Location Code Group Option 99900 CENTR CENTR SM1 Home Addr				

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Condensed Payroll Register (RPY087)

REVISED: 11/1/2023

DESCRIPTION:

This report condenses employee gross to net calculation from Payroll Register (PAY002) into one line.

This report provides Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific pay period.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

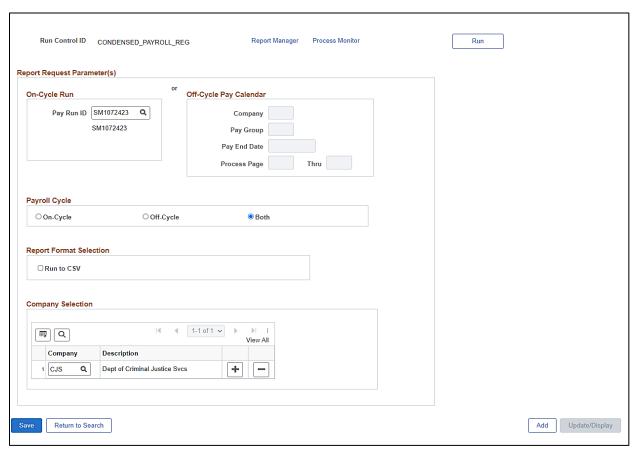
INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Run to CSV checkbox Company Selection

OUTPUT FORMAT:

PDF CSV

Screenshot of the Condensed Payroll Register Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).

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Screenshot of the Condensed Payroll Register - PDF

						h of Virginia							Run Date: 11					
										Run Date: I Run Time: I								
													Page No. 7	of 26				
Gross	Regular	Regular	Overtime	Overtime	Other	Other	Non-Cash	Federal	OASDI	HI Tax	State	Total	Net	Hourly				
Earnings	Hours		Hours	Earnings	Hours	Earnings		Tax	Tax		Tax	Deductions	Pay	Rate				
-,														39.23				
														47.70				
														60.58				
														42.40 41.16				
														55.66 34.45				
														30.61				
														52.88				
														51.41				
														45.64				
	3,400.00 4,134.38 5,250.00 3,675.00 3,567.29 4,823.46 2,985.96 2,652.92 4,583.33 4,455.96 3,963.71	8.00 August 1.00 A	Earnings Hours Earnings 3,400.00 88.00 3,400.00 4,134.38 88.00 4,134.38 5,250.00 88.00 5,250.00 3,675.00 88.00 3,675.00 3,567.29 88.00 3,675.00 4,823.46 88.00 4,823.46 2,985.96 88.00 2,652.92 4,683.33 88.00 4,853.38 4,455.96 88.00 2,652.93 4,633.33 88.00 4,455.96 3,963.71 88.00 3,955.21	Carnings Hours Earnings Hours	Earnings Hours Hours	Earnings Hours Earnings Hours Earnings Hours	Earnings Hours Earnings Hours Earnings Hours Earnings 3,400,00 88.00 3,400.00 0.00 0.00 0.00 0.00 0.00 4,134,38 88.00 4,134,38 0.00 0.00 0.00 0.00 5,250,00 88.00 3,675,00 0.00 0.00 0.00 0.00 3,675,00 88.00 3,675,29 0.00 0.00 0.00 0.00 4,823,46 88.00 4,823,46 0.00 0.00 0.00 0.00 2,965,29 88.00 2,652,22 0.00 0.00 0.00 0.00 2,652,92 88.00 2,652,22 0.00 0.00 0.00 0.00 2,652,92 88.00 2,652,22 0.00 0.00 0.00 0.00 4,533,33 88.00 4,853,33 0.00 0.00 0.00 0.00 0.00 4,455,96 88.00 3,953,21 0.00 0.00 0.00 0.00 <td> Searnings Hours Earnings Earnin</td> <td> Earnings Hours Earnings Tax </td> <td> Earnings Hours Earnings Earnings</td> <td> Earnings Hours Earnings Tax Tax </td> <td> Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Tax Tax Tax Tax </td> <td> Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Earnings Tax Tax Tax Deductions </td> <td> Earnings Hours Earnings Tax Tax Tax Deductions Pay </td>	Searnings Hours Earnings Earnin	Earnings Hours Earnings Tax	Earnings Hours Earnings Earnings	Earnings Hours Earnings Tax Tax	Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Tax Tax Tax Tax	Earnings Hours Earnings Hours Earnings Hours Earnings Hours Earnings Earnings Tax Tax Tax Deductions	Earnings Hours Earnings Tax Tax Tax Deductions Pay				

Screenshot of the Condensed Payroll Register - CSV

Report ID:	RPY087							
COMPANY	PAY	DEPARTMENT	EMPLID	NAME	GROSS EARNINGS	REGULAR HOURS	REGULAR EARNINGS	OVERTIME HOURS
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			5855.38	88	5855.38	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3077.54	88	3077.54	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			6640.83	88	6640.83	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3718.75	88	3718.75	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			0	0	0	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Prevention			3858.75	88	3858.75	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Prevention			3384.92	88	3376.42	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Prevention			3062.5	88	3062.5	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10210 - Div Director Office			6540.13	88	6523.13	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			5367.88	88	5359.38	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			2010.25	88	2001.75	0

Screenshot of the COVA Condensed Payroll Register – CSV (continued)

Commonwealth of Virginia									Run Date:	1-Nov-23
COVA CONDENSED PAYROLL REGISTER									Run Time:	11:06:36.000000_AM
OVERTIME EARNINGS	OTHER HOURS	OTHER EARNINGS	NON-CASH	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX	TOTAL DEDUCTIONS	NET PAY	HOURLY RATE
0	0	0	0	788.48	351.56	82.22	207.44	1727.77	2697.91	67.562019
0	0	0	0	327.99	171.88	40.2	119.51	479.21	1938.75	35.510096
0	0	0	0	764.73	394.71	92.32	252.39	1731.54	3405.14	76.625
0	0	0	0	467.02	224.39	52.48	163.06	285.44	2526.36	42.908654
0	0	0	0	0	0	0	0	0	0	37.860577
0	0	0	0	229.41	237.72	55.6	119.82	1177.55	2038.65	44.524038
0	0	8.5	0	344.68	206.86	48.38	142.25	452.38	2190.37	38.958654
0	0	0	0	183.53	185.35	43.34	128.74	226.13	2295.41	35.336538
0	0	17	0	726.19	398.7	93.24	304.36	707.81	4309.83	75.266827
0	0	8.5	0	613.34	317.12	74.17	237.66	688.25	3437.34	61.838942
0	0	8.5	0	96.59	119.09	27.85	72.49	313.3	1380.93	23.097115

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COVA Deduction Register Report (RPY146)

REVISED: 02/26/2024

DESCRIPTION:

This Deduction Register Report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals. This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a pay period. It can be run by Company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

OUTPUT FORMAT:

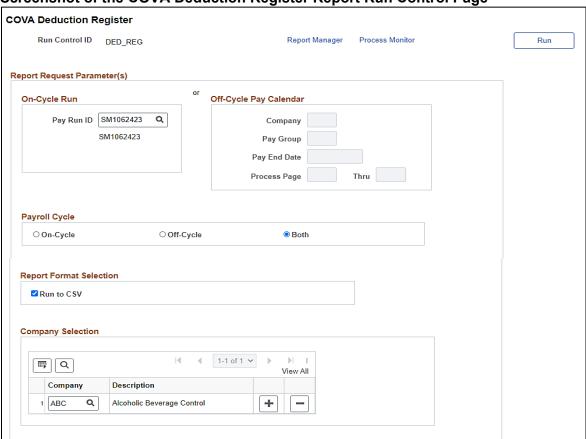
INPUT / SEARCH CRITERIA:

PDF

CSV

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection

Screenshot of the COVA Deduction Register Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

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Screenshot of the COVA Deduction Register Report (PDF)

Report ID:						ealth of Virg	-		Run Date: (
	ABC Alcoholic Bevera	ge Control			0 (066	Cycle CONFII	DMED		Page No. 1	of 188	
	SL2 Semimonthly Lawl	4 (FRITHU14)			On/OFF	Cycle CONFII	KMED				
	*										
	ASSOC2 Association 2 General Deduction										
-77-											
Employee ID	V	Ben	Current	Refund	Amt. From	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goa: Amou
emproyee ID	Name	Rcd	Amount	Amount	Arrears	Not laken	Not laken	10-Date	10-Date	10-Date	Amou
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	129.25	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
		999	11.75					23.50	23.50	152.75	
	Deduction Total		152.75	0.00	0.00	0.00			305.50	1,962.25	

Screenshot of the COVA Deduction Register Report (CSV)

								Commonwealth of Virginia
Report ID:	: RPY146							COVA DEDUCTION REGISTER
Company	Pay Period End	Pay Group	Deduction	Туре	Employee ID	Name	Ben Rcd	Off Cycle
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	-		999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	-	1.0	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	-		999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	-	1.000	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction		W-10-M-1	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction		Married Married	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction		A-1000 - 100	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction			999	N

Screenshot of the COVA Deduction Register Report (CSV) scrolled right

							Run Date:	23-Feb-24
							Run Time:	11:59:18.000000_AM
								- 1.
Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	129.25	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0

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COVA Deductions not Taken Report (RPY140)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of employees who had benefits deductions omitted for a pay period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the check number that the deduction not taken affected. The deductions are totaled at the bottom of the page by Pay Period, by Company, and a Grand total for all companies.

NAVIGATION PATH:

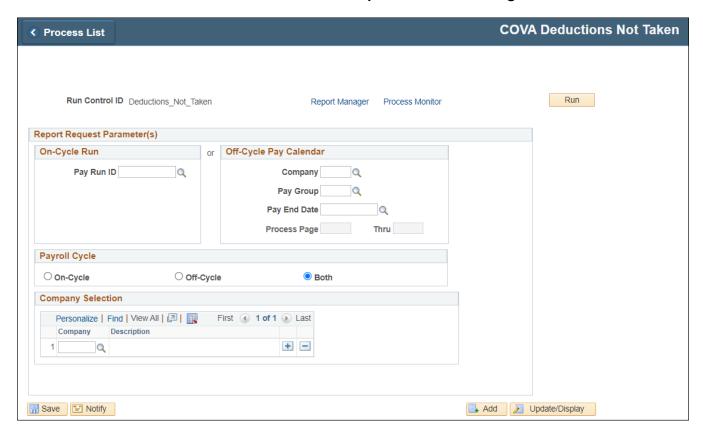
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection **PDF**

Screenshot of the COVA Deductions not Taken Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).

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CARDINAL

Report ID: RPY140

Screenshot of the COVA Deductions not Taken Report

Commonwealth of Virginia

COVA DEDUCTIONS NOT TAKEN REPORT Run Date: 08/09/2023

Run Time: 07:34 00

Page No. 1 of 1

Company: ABC Alcoholic Beverage Control

Pay Period End: 07/24/2023 On/Off Cycle CONFIRMED

-				_					
Employee ID	Name	Group	Ded. Code CVACRE				Reason Not Taken N Net	Arrears Balance	
		SM1	CVAHAW	COVA HA	0	66.50	N Net		00000000000000
		SM1	GRNFEE	ChSupFee	999	5.00	N Net		00000000000000
		SM1	OPTIMA	Optima	0	40.00	N Net		000000970022302
		SM1	OPTLIF	Opt Life	999	2.58	N Net		000000970022302
		SM1	DOAFEE	Admn Fee	999	0.15	N Net		000000970022305
		SM1	PSTTAX	Misc Ins	999	22.06	N Net		000000970022305
		SM1	CVACRE	COVACARE	1	48.50	N Net		000000970022304
		SM1	DEFCMP	Def Comp	0	2,400.00	F 457 Limit		000000062247403
			Pa	y Period Tot	tal	2,659.79		0.00	
			Cor	mpany Total		2,659.79		0.00	
			Gr	and Total		2,659.79		0.00	
1									

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COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 08/08/2023

DESCRIPTION:

This is report lists employee-level payroll expenditure detail by company. It can be run for a pay period or check range date as well as for the entire company or a specific employee. This report can also be run for a specific earnings code or a several earnings codes. The default output is by ChartField string.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID From Date PDF CSV

To Date

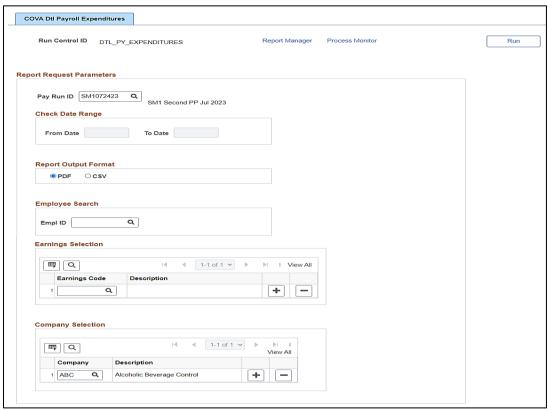
PDF or CSV (checkbox)

Empl ID

Earnings Code

Company

Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID or From Date and To Date fields are required.

Screenshot of the COVA Detail Payroll Expenditures Report - PDF

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				Commo	nwealth of Vi	rginia								
CARDINAL ort ID: RPY287				DEPARTMENT	OF ACCOUNTS	DETAIL PAYR	OLL EXPENDI	TURES				n Date: 08/0		
y Run ID: SM1072423											Pa	ige No. 1 of	264	
y End Dt: 07/24/2023 mpany : ABC														
ployee ID Employee Name Position Nbr	EARN CODE	EARNINGS	RET CRDT	HYBRID	LT DISAB	DC/ANN	TOTAL	BUSINESS UNIT	FUND	PROGRAM	EARNINGS ACCOUNT	PROJECT	ACT	TAS
			RETIREMENT	SOC SEC+O	thr GRPINS	HEALTH		COST CNTR	AGENCY	USE1 DEPART	MENT AGENO	CY USE2 FIPS		ASS
ygroup: SL2 Semimonthly Law14 (FRITHU14) pt ID: 110701 Administration														
	RGS	10017.00	112.19 2464.18	0.00 740.54	61.10 134.23	20.00 967.50	4499.74	99900	05001	801001 110701	5011270			
DEPARTMENT 110701	TOTALS:	10017.00	112.19 2464.18	0.00 740.54	61.10 134.23	20.00 967.50	4499.74							
ygroup: SL2 Semimonthly Lawl4 (FRITHUl4) pt ID : 410806 Central Office														
	VAC	2500.61	44.01 966.66	0.00 319.76	23.97 52.66	12.50 660.00	2079.56	99900	05001	304003 410806	50112703			
	TMP	392.95	0.00	0.00	0.00	0.00		99900	05001	304003	5011270			
	RGS	1428.89	0.00	0.00	0.00	0.00	0.00			410806 304003	5011270			
	RGS	1428.89	0.00	0.00	0.00	0.00	0.00	99900	05001	410806	5011270			
	RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270			
			1695.27	521.45	92.34	369.00	2817.28			410806				
	ALP	12925.44	0.00	0.00	0.00	0.00		99900	05001	304003	5011620			
	RGS	5940.63	0.00 66.54	988.80	0.00 36.24	0.00	988.80	99900	05001	410806 304003	5011270			
			1461.39	437.32	79.60	967.50	3068.59			410806				
	RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270			
			1695.27	513.54	92.34	660.00	3100.37			410806				
				0.00	144.29	72.50	12054.60							

Screenshot of the COVA Detail Payroll Expenditures Report – CSV

1	Company	Report ID	Run Date	Run Time	Paygroup	Pay Run ID	Pay End [Departme	Position Nbr	Empl ID	Name	Earn CD	Earnings	FICA+Othr I	Retiree Cr	Retiremer	Group Ins H	lealth Ins L	ΓD
2	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	110701				RGS	10017	740.54	112.19	2464.18	134.23	967.5	61.1
3	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				VAC	2500.61	319.76	44.01	966.66	52.66	660	23.97
4	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				TMP	392.95	0	0	0	0	0	0
5	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	1428.89	0	0	0	0	0	0
6	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	6891.33	521.45	77.18	1695.27	92.34	369	42.04
7	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				ALP	12925.44	988.8	0	0	0	0	0
8	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806				RGS	5940.63	437.32	66.54	1461.39	79.6	967.5	36.24

Screenshot of the COVA Detail Payroll Expenditures Report – CSV (scrolled right)

DC/Ann C H	ybrid	Total Cost	Business	Fund	Program	Earnings Account	Project	Activity	Task	Cost Cent Agency Us	Funding D Agency Us FIPS	Asset
20	0	4499.74	99900	05001	801001	5011270					110701	
12.5	0	2079.56	99900	05001	304003	50112703					410806	
0	0	0	99900	05001	304003	5011270					410806	
0	0	0	99900	05001	304003	5011270					410806	
20	0	2817.28	99900	05001	304003	5011270					410806	
0	0	988.8	99900	05001	304003	5011620					410806	
20	0	3068.59	99900	05001	304003	5011270					410806	

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COVA Direct Deposit Register Report (RPY199)

REVISED: 09/15/2021

DESCRIPTION:

This is a report listing all direct deposits for employees in each company in the organization.

NAVIGATION PATH:

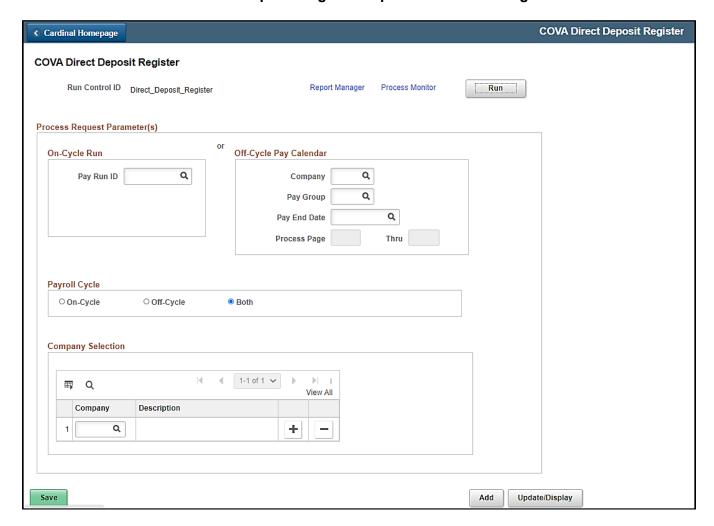
Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection PDF

Screenshot of the COVA Direct Deposit Register Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.

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Screenshot of the COVA Direct Deposit Register Report

CARDIN Report ID:	_			wealth of	Virginia T REGISTER	Run Date: 08/09/2023 Run Time: 07:39 00			
Pay Period E	nd:07/24/202	Labor and Industry 3 hly Class (SATFRI07)				Page No. 1 of	14		
Employee Nam Employee Id Business Uni	Check Date	Dept. ID Advice No. Src	Net Pay	Check Amount	< Type Transit #			> Amount	
18100	08/01/2023	18100 000000062262414	1,647.41	0.00	Checking		N	1,647.41	
18100	08/01/2023	18100 000000062262415	1,477.17	0.00	Savings Checking		N N	20.00 1,457.17	
18100	08/01/2023	18100 000000062262416	2,419.97	0.00	Checking		N	2,419.97	
18100	08/01/2023	18100 000000062262417	1,268.20	0.00	Checking		N	1,268.20	
18100	08/01/2023	18100 000000062262418	2,234.05	0.00	Checking		N	2,234.05	

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COVA ER Benefit Contributions Report (RPY516)

REVISED: 01/26/2024

DESCRIPTION:

This report lists U.S. employer paid benefits and includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.

This report displays the information for agencies the user has access to. The report provides detail by company if run for multiple companies, and the last page of the report displays grand totals.

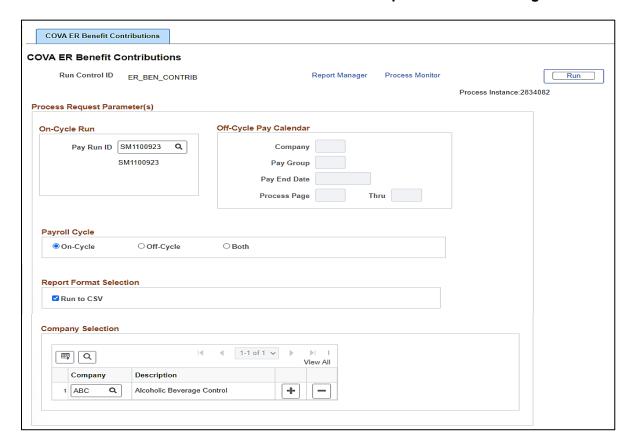
NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

On-Cycle or Off-Cycle Parameters PDF
On-Cycle, Off-Cycle or Both (check boxes) CSV
Company

Screenshot of the COVA ER Benefit Contributions Report Run Control Page



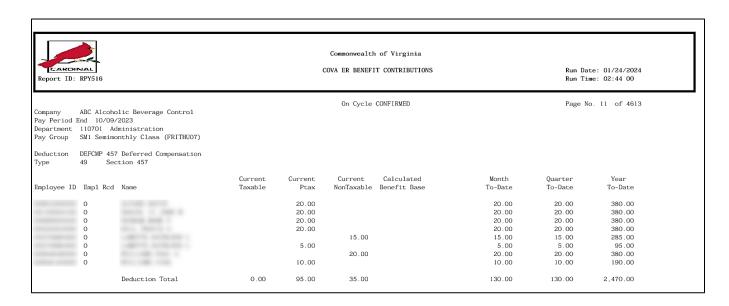
ADDITIONAL INFORMATION:

This report has no required fields.

Screenshot of the COVA ER Benefit Contributions Report (PDF)

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Screenshot of the COVA ER Benefit Contributions Report (CSV)

1									Commonwealth of Virginia	
2	Report ID:	RPY516							COVA ER BENEFIT CONTRIBUTIONS	
3										
4	Company	Department	Pay Period End	Pay Group	Deduction	Туре	Employee ID	Empl Rcd	Name	Current Taxable
5	ABC	110701	9-Oct-23	SL2	CVACRE	10		0		0
6	ABC	110701	9-Oct-23	SL2	IMPLIF	23		0		99.36
7	ABC	110701	9-Oct-23	SL2	DEFCMP	49		0		0
8	ABC	110701	9-Oct-23	SL2	VALORS	70		0		0
9	ABC	110701	9-Oct-23	SL2	GRPLFV	7W		0		0
10	ABC	110701	9-Oct-23	SL2	RETHCV	7X		0		0

Screenshot of the COVA ER Benefit Contributions Report (CSV) scrolled right

				Run Date:	24-Jan-24
				Run Time:	02:44:34.000000_PM
Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	967.5	0	967.5	967.5	17926.5
0	0	482000	99.36	99.36	954.96
20	0	0	20	20	380
0	2464.18	10017	2464.18	2464.18	45145.66
0	134.23	10017	134.23	134.23	2459.17
0	112.19	10017	112.19	112.19	2055.41

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COVA Federal Tax Summary (RPY242, TAX007)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report lists report by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), and unemployment taxes, and includes state-specific Federal Unemployment Tax Act (FUTA) Credit Reduction gross and tax amounts. It lists employees by employee ID number and name, and it provides page and company totals.

This quarterly report is used by agencies for 941 reporting.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

INPUT / SEARCH CRITERIA:

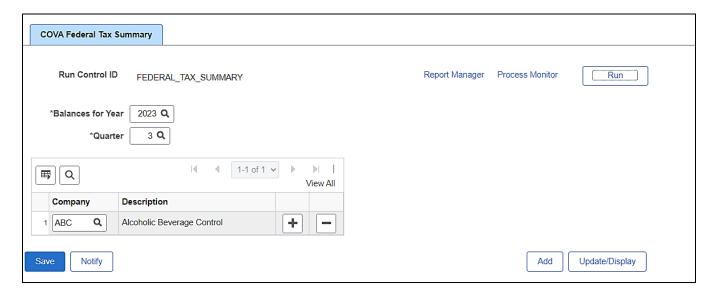
OUTPUT FORMAT:

Balances for Year

PDF

Quarter Company

Screenshot of the COVA Federal Tax Summary Run Control Page



ADDITIONAL INFORMATION:

Balances for Year and Quarter fields are required fields.

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Screenshot of the COVA Federal Tax Summary

			Commonwealth c	J				
Report ID: RPY242		QUART		Date: 11/13/2023 Time: 10:40 00				
Federal	09/30/	2023	3rd Quarter 2	2023		Pag	ge No. 1 of 364	
Alcoholic Beverage Control 7450 Freight Way Mechanicsville, VA 23116 Employer ID								
	Withh	olding	Unemplo	wment	FICA -	OASDI	FICA -	Medicare
Employee ID Name	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
	2,140.35	162.88	0.00	0.00	2,140.35	132.70	2,140.35	31.04
Committee on the land	18,302.83	1,172.90	0.00	0.00	20,070.68	1,244.38	20,070.68	291.02
The same of the sa	262.50	0.00	0.00	0.00	262.50	16.27	262.50	3.80
	3,712.30	60.00	0.00	0.00	3,712.30	230.16	3,712.30	53.83
	18,166.61	2,010.12	0.00	0.00	19,282.31	1,195.50	19,282.31	279.59
	11,967.18	1,187.28	0.00	0.00	12,679.71	786.14	12,679.71	183.86
	5,522.03	235.50	0.00	0.00	5,522.03	342.37	5,522.03	80.07
	685.03	0.00	0.00	0.00	685.03	42.48	685.03	9.93
	5,076.56	413.04	0.00	0.00	5,076.56	314.75	5,076.56	73.61
	25,491.97	3,861.85	0.00	0.00	28,189.57	1,747.76	28,189.57	408.75
	4,267.82	107.16	0.00	0.00	4,267.82	264.60	4,267.82	61.88
	4,193.44	111.16	0.00	0.00	4,193.44	259.99	4,193.44	60.80
	3,822.01	274.01	0.00	0.00	3,822.01	236.96	3,822.01	55.42
	1,212.65	0.00	0.00	0.00	1,212.65	75.19	1,212.65	17.58
Page Total	104,823.28	9,595.90	0.00	0.00	111,116.96	6,889.25	111,116.96	1,611.18
				ADDL MED EE:			0.00	0.00
				EMPLOYER:	111,116.96	6,889.25	111,116.96	1,611.18
		FUT CR:	0.00	0.00				

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COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 09/15/2021

DESCRIPTION:

This summary report lists employee Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. This report lists employees by SSN and name.

This quarterly report is used by SPO and agencies.

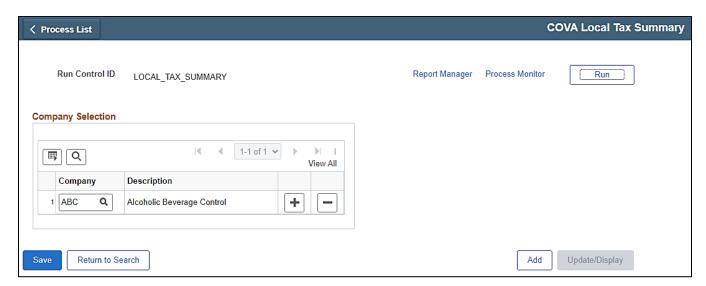
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF

Screenshot of the Local Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:

This report has no required fields.

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Screenshot of the Local Tax Deposit Summary Report

	Commonwealth of Virginia	
Report ID: VPYR0446	COVA LOCAL TAX SUMMARY REPORT	Run Date: 08/09/2023 Run Time: 07:54 00
Pennsylvania CHAMBERSBURG BORO	09/30/2023 Page 1	Page No. 1 of 2
VA Dept of Transportation 1401 East Broad Street Richmond, VA 23219 501280101		
SSN Name	Work PSD Residence PSD	QTD Wages QTD Tax Withheld
	880000 280101	15,742.13 267.61

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COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists local W-2 data that is used to reconcile the W-2s. Produces a listing of local W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

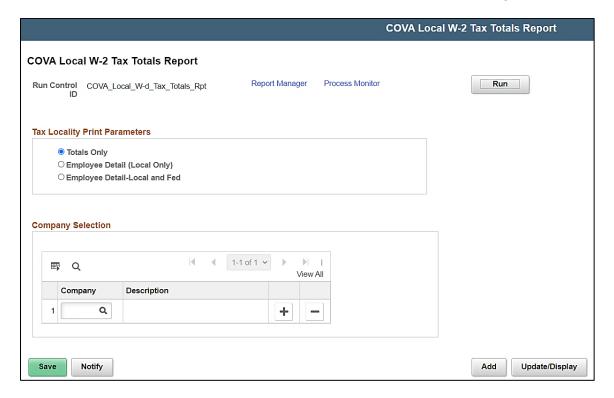
Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Tax Locality Print Parameters PDF

Company

Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page



ADDITIONAL INFORMATION:

This report has no required fields.

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Screenshot of the COVA Local W-2 Tax Totals Summary Report

Commonwealth of Virginia

Run Date: 06/01/2021 COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT

Run Time: 12:52 00

Page No. 1 of 1

W2 Rpt Company VSU Virginia State University Federal EIN Tax Year 2019

State:

CARDINAL

Report ID: VPYR0262

 W-2 Local
 Employer ID
 Number of

 Locality
 Name
 LWT
 W-2 Statements

Total Local Wages Total Local Income Tax

Grand Totals:

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COVA Other Earnings Register (RPY088)

REVISED: 04/18/2023

DESCRIPTION:

This report is a listing of employees and amounts within earnings codes (not including Regular or Overtime) being processed on the current payroll.

The report lists all employees receiving a specific earnings code, includes each employee's hours and amounts, and provides the separate check ID, if the earnings were issued to an employee separately.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

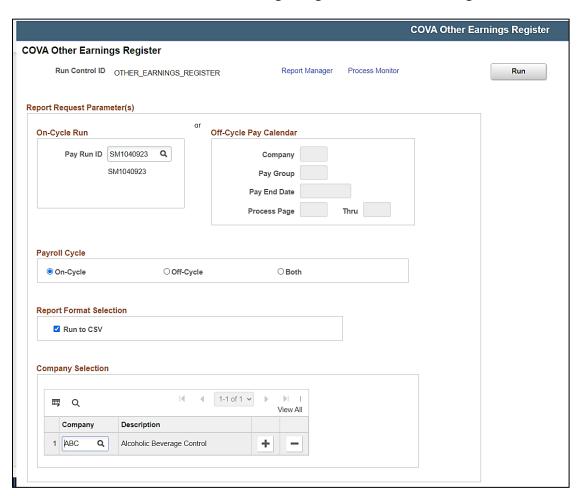
INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection

OUTPUT FORMAT:

PDF CSV

Screenshot of the COVA Other Earnings Register Run Control Page



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ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).

The **Begin Date** and **End Date** fields are included in the CSV version and are referencing the FLSA period.

Note: When selecting to Run to CSV, the report runs both the CSV and PDF versions.

Screenshot of the COVA Other Earnings Register CSV Version

								Commonwealth of Virginia
Report ID:	RPY088							COVA OTHER EARNINGS REGISTER
Company	Paygroup	Pay Period End	Employee ID	Name	Separate Check ID	Earnings	Begin Date	End Date
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	LNP Insufficient Leave	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	24-Feb-23	9-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23

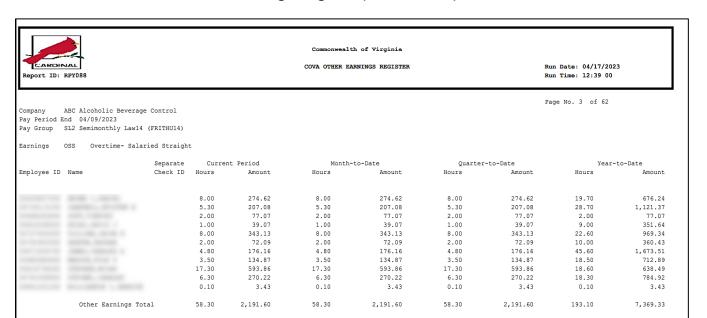
Screenshot of the COVA Other Earnings Register CSV Version (scrolled right)

						Run Date:	17-Apr-23
						Run Time:	12:39:42.000
Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date
0	1000	0	1000	0	1000	0	1000
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
48	1647.69	48	1647.69	48	1647.69	48	1647.69
8	274.62	8	274.62	8	274.62	19.7	676.24
5.3	207.08	5.3	207.08	5.3	207.08	28.7	1121.37
2	77.07	2	77.07	2	77.07	2	77.07
1	39.07	1	39.07	1	39.07	9	351.64
8	343.13	8	343.13	8	343.13	22.6	969.34
2	72.09	2	72.09	2	72.09	10	360.43
4.8	176.16	4.8	176.16	4.8	176.16	45.6	1673.51

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Screenshot of the COVA Other Earnings Register (PDF Version)



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COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting agencies. Report is grouped by Work Political Subdivision (PSD) within company and includes SSN, Employee Name, Home Address, YTD Taxable Wages, YTD Earned Income Tax (EIT) withheld and Resident PSD.

NAVIGATION PATH:

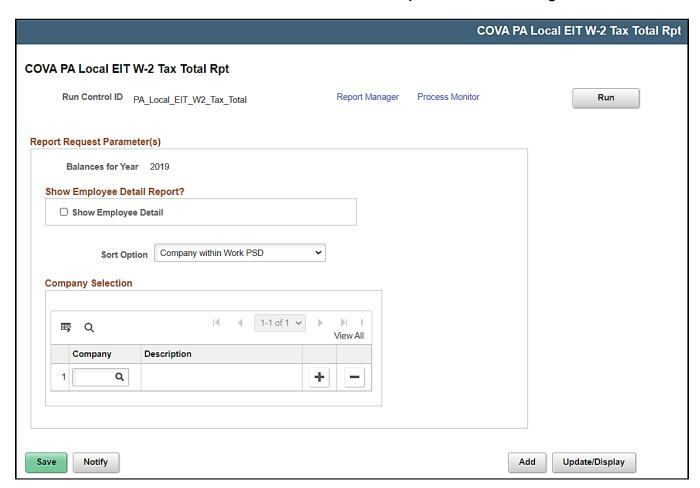
Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Show Employee Detail (checkbox) Sort Option Company **PDF**

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page



ADDITIONAL INFORMATION:

This report has no required fields.

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CARDINAL

Report ID: VPYR0263

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

Commonwealth of Virginia

COVA PA LOCAL EIT W-2 TAX TOTALS REPORT Run Date: 08/17/2021

Run Time: 10:13 00

By Company within Work PSD 2019 Page No. 1 of 1

No data selected

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COVA Payroll Advice Register Report (RPY200)

REVISED: 09/15/2021

DESCRIPTION:

This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

NAVIGATION PATH:

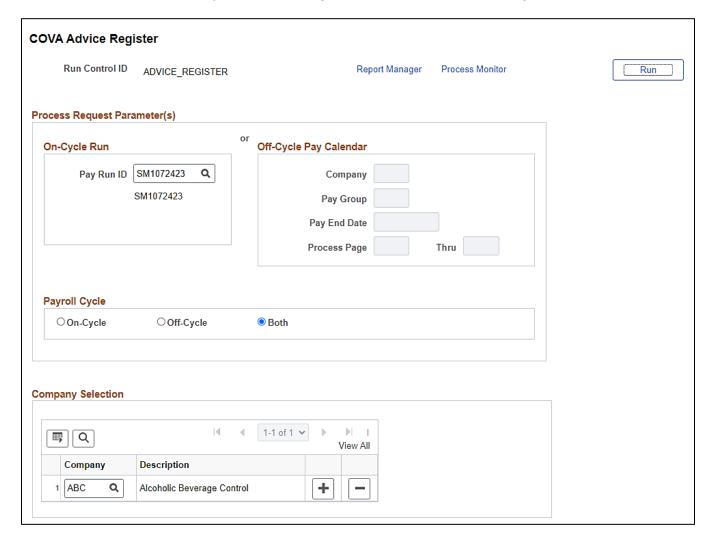
Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits> COVA Advice Register

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection PDF

Screenshot of the COVA Payroll Advice Register Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

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Screenshot of the COVA Payroll Advice Register Report

	3				Commonwealth of V	irginia							
	-												
Report ID: R				(COVA PAYROLL ADVICE	REGISTER				Run Da		09/2023	
keport ID: K	F1200									Kun III	me: vo:	01 00	
										Page N	. 1 .	£ 30	
ompany: Al	BC Alcohol	lic Beverage	Control							raye N	0. 1	JI 30	
orm ID: C	VAAVO				On/Off Cycle CON	FIRMED							
			Sep					Business		Locn	Pav	Address	
ivice No.	Source	Check Date	Deposit Amt Chk		Employee ID	Department	Dept. ID	Unit	Location	Code	Group	Option	
000000622470		08/01/2023	5,679.56			Admin Exp	110701	99900	10000	10000		Home Addr	
00000622470		08/01/2023	4,312.11			Cent Offc	410806	99900	10000	10000		Home Addr	
00000622470		08/01/2023	3,062.77			Cent Offc	410806	99900	10000	10000		Home Addr	
00000622470		08/01/2023	3,492.22			Cent Offc	410806	99900	10000	10000		Home Addr	
00000622470		08/01/2023	3,789.76			Cent Offc	410806	99900	10000	10000		Home Addr	
00000622470	77	08/01/2023	2,252.40			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	78	08/01/2023	2,412.29			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	79	08/01/2023	3,749.05			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	80	08/01/2023	2,961.51			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	81	08/01/2023	2,689.01			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	82	08/01/2023	2,554.38			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	83	08/01/2023	2,356.51			Reg 1	410808	99900	10501	10501	SL2	Home Addr	
00000622470	84	08/01/2023	2,578.42			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470	85	08/01/2023	2,845.04			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470	86	08/01/2023	2,508.29			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470		08/01/2023	3,312,96			Reg 2	410809	99900	10502	10502		Home Addr	
00000622470	88	08/01/2023	2,895.95			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470	89	08/01/2023	2,557.41			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470	90	08/01/2023	3,207.80			Reg 2	410809	99900	10502	10502	SL2	Home Addr	
00000622470		08/01/2023	2,943.21			Reg 2	410809	99900	10502	10502		Home Addr	
00000622470		08/01/2023	2,203.61			Reg 3	410810	99900	10503	10503		Home Addr	
000000622470		08/01/2023	2,555.90			Reg 3	410810	99900	10503	10503		Home Addr	
00000622470		08/01/2023	2,410.45			Reg 3	410810	99900	10503	10503		Home Addr	
00000622470		08/01/2023	2,599.01			Reg 3	410810	99900	10503	10503		Home Addr	
000000622470		08/01/2023	2,115.11			Reg 3	410810	99900	10503	10503		Home Addr	
00000622470		08/01/2023	3,144.56			Reg 3	410810	99900	10503	10503		Home Addr	
00000622470		08/01/2023	2,930.96			Reg 4	410810		10503	10503		Home Addr	
00000622470		08/01/2023	2,930.96				410811		10504	10504		Home Addr	
						Reg 4							
00000622471		08/01/2023	2,594.77			Reg 4	410811	99900	10504	10504	SL2	Home Addr	
00000622471		08/01/2023	3,208.46			Reg 4	410811	99900	10504	10504	SL2	Home Addr	
00000622471		08/01/2023	2,483.25			Reg 4	410811	99900	10504	10504		Home Addr	
00000622471		08/01/2023	3,194.65			Reg 4	410811	99900	10504	10504	SL2	Home Addr	
00000622471		08/01/2023	3,278.18			Reg 4	410811		10504	10504		Home Addr	
00000622471	05	08/01/2023	2,611.65			Reg 4	410811	99900	10504	10504	SL2	Home Addr	

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COVA Payroll Error Messages Report (RPY142)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

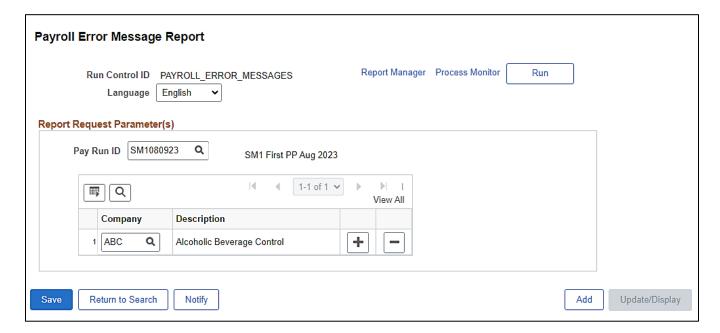
Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

Company

Screenshot of the COVA Payroll Error Messages Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

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Screenshot of the COVA Payroll Error Messages Report

CARDINAL Report ID: RPY142 Company: SPC Sussex I a Pay period End: 08/09/2 Pay Group: SLI Semimont	023					lth of Virgir	
Employee Name	Employee ID Dept ID 733	Business Unit 77900		line !		Message ID 000406	Page No. 12 of 16 Message Company State Tax Tb not found The Company State Tax Table for the Company and State displayed below was not found. SPC;NC;
	734	77900	6	8	0	000143	Benefit Rate Key not Matched During benefit rate processing, the system was unable to find an acceptable match between the rate key value for the employee and the rates defined in the benefit Rate Data table. Therefore, a rate could not be assigned and a deduction could not be calculated. (MsgData1: Plan Type and Benefit Rate ID; MsgData2: Rate Key field; MsgData3: Target key value). 23 / IRSJEX / Gender;U
	734	77900	9001	1	0	000366	Negative Gross Pay The total of the earnings being processed for this check is a negative value. If you wish to "pay" a negative gross check, you must do it as a manual check. 178.23-;
	Pay Group Total - Nu Pay Period Total - Nu Company Total - Nu	-	es:	:	3		

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COVA Payroll Register (RPY137)

REVISED: 04/15/2024

DESCRIPTION:

This report displays the Payroll Register, by agency, showing employee gross to net including hours and amounts for the pay period. The Payroll Register lists employees by their pay groups and provides totals, sorted by department and company. The details in the report include earnings hours, gross taxes, deductions, and net pay amounts for the period run.

Note: Non-productive hours/earnings are included in the regular totals. SPOT Transactions for RGS and RGH are also included in the regular earnings.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

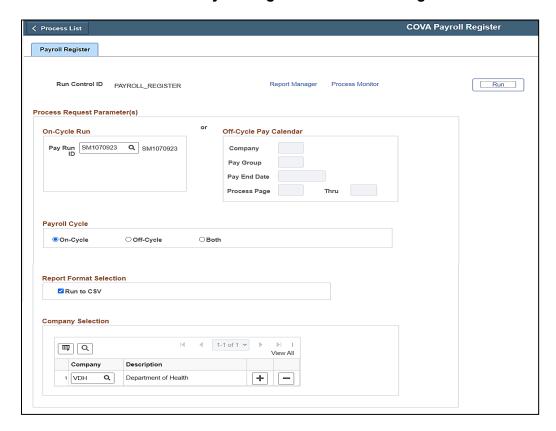
INPUT / SEARCH CRITERIA:

On-Cycle or Off-Cycle parameters Payroll Cycle (checkboxes) Company Selection

OUTPUT FORMAT:

PDF CSV

Screenshot of the COVA Payroll Register Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

Note: When selecting to Run to CSV, the report runs both the CSV and PDF versions. Rev 04/29/2024 Page **99** of **191**



Screenshot of the COVA Payroll Register CSV

1									Commonwealth of Virginia
2	Report ID:	RPY137							COVA PAYROLL REGISTER
3									
4	COMPANY	PAYGROUP	PAY END DATE	DEPT ID	EMPLOYEE NAME	EMPLOYEE ID	BUSINESS	EMPL CLASS	CHECK DT
5	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
6	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
7	VDH	SM1	24-Mar-24	110010		-	60100	CLS	29-Mar-24
8	VDH	SM1	24-Mar-24	110010		-	60100	CLS	29-Mar-24
9	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
10	VDH	SM1	24-Mar-24	110010		-	60100	CLS	29-Mar-24
11	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
12	VDH	SM1	24-Mar-24	110010		-	60100	CLS	29-Mar-24
13	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
14	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24
15	VDH	SM1	24-Mar-24	110010			60100	CLS	29-Mar-24

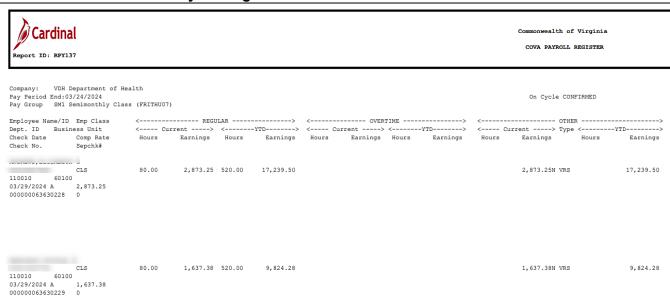
Screenshot of the COVA Payroll Register CSV (scrolled right)

							Run Date:	10-Apr-24
							Run Time:	11:31:41.000000_AM
CHECK NO	SEPCHK	COMP RATE	TYPE	CODE	CURRENT	CURRENT	YTD HOURS	YTD AMOUNT
63630228	0	2873.25	Earnings	REGULAR	80	2873.25	520	17239.5
63630228	0	2873.25	Earnings	VRS	0	2873.25	0	17239.5
63630228	0	2873.25	Gross			2873.25		17239.5
63630228	0	2873.25	Net			2038.35		
63630228	0	2873.25	Taxes	OASDI		167.08		1014.37
63630228	0	2873.25	Taxes	MEDI		39.07		237.23
63630228	0	2873.25	Taxes	FWT		182.6		1103.94
63630228	0	2873.25	Taxes	VASWT		113.99		675.72
63630228	0	2873.25	Deductions	Before-Tax 10-CVACRE		178.5		1214
63630228	0	2873.25	Deductions	Nontaxable 10-CVACRE		660		4575
63630228	0	2873.25	Deductions	Before-Tax 49-DEFCMP		10		60

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Screenshot of the COVA Payroll Register PDF



Screenshot of the COVA Payroll Register PDF (scrolled right)

	Run Date: 04/10/2024 Run Time: 11:31 00			
	Page No. 1 of 1386			
Net Pay	-Deduction Cd & Class> -> <ytd></ytd>	> <ytd></ytd>	Taxes Type	
2,038.35A	0 Before-Tax 10-CVACRE 1,214.00 0 Nontaxable 10-CVACRE 4,575.00 0 Before-Tax 49-DEFCNP 60.00 0 FTax Ben 49-DEFCNP 30.00 6 Before-Tax 70-VRSRET 2,492.82 0 Nontaxable 70-VRSRET 2,492.82 0 Nontaxable 7X-RETHCR 193.08 8 Nontaxable 7X-RETHCR 193.08 3 Nontaxable 73-SDLTDR 105.18 Taxable 23-IMPLIF 335.28	1,014.37 237.23 1,103.94 675.72	OASDI MEDI FWT VASWT	167.08 39.07 182.60 113.99
821.54A	7 After-Tax GR-GRN002 831.27 0 Before-Tax 10-CVACRE 918.00 0 Nontaxable 10-CVACRE 5,805.00 0 Before-Tax 4W-HYEVDC 93.00 4 PTax Ben 4W-HYEVDC 245.64 0 Before-Tax 70-HVRMDB 1,322.34 5 Nontaxable 7V-HEDBER 1,076.70 4 Nontaxable 7V-HEDBER 1,076.70 4 Nontaxable 7X-ETHCR 110.04 9 Nontaxable 7X-ETHCR 110.04 7 Before-Tax 7Z-HYEMDC 98.22 7 Nontaxable 7X-FETHOC 98.22 After-Tax 00-GRNFE2 10.00	552.75 129.27 479.37 281.88	OASDI MEDI FWT VASWT	92.03 21.52 77.77 46.98

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COVA Payroll Summary Report (RPY138)

REVISED: 09/15/2021

DESCRIPTION:

This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID by Company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

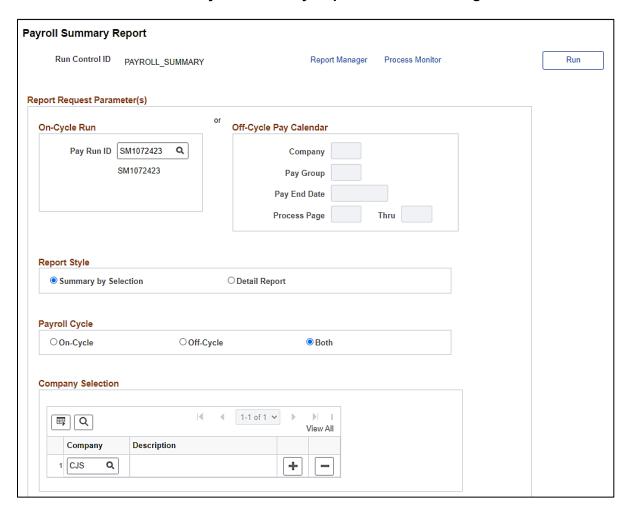
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Report Style Payroll Cycle (checkboxes) Company Selection

PDF

Screenshot of the COVA Payroll Summary Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the COVA Payroll Summary Report

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT Run Date: 08/09/2023

Run Time: 08:12 00

Page No. 1 of 7

Company: CJS

CARDINAL

Report ID: RPY138

Pay Period End: 07/24/2023 Run ID: SM1072423 On/Off Cycle CONFIRMED

Pay Check Summary

All Checks (Including On-line)

Count Total Gross Total Taxes Total Deductions Net Pay 154 525689.81 108478.04 66503.67 350708.10

On-line Checks

Count Total Gross Total Taxes Total Deductions Net Pay 0.00 0.00 0.00 0.00

Batch Final Checks

Count Total Gross Total Taxes Total Deductions Net Pay 0.00 0.00 0.00

On-line Final Checks

Count Total Gross Total Taxes Total Deductions Net Pay 0 0.00 0.00 0.00 0.00

Pay Earnings Summary

Hours For Earnings For Earnings For Regular Regular Regular Regular Overtime Overtime
Count Earnings Earnings Hours Hours Hours 507 518063.06 13064 -399.70 -11436.22 0.00 0.00

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COVA Post Freeze Change Report (RPY545)

REVISED: 02/26/2024

DESCRIPTION:

This report provides a snapshot of the gross pay that is taken immediately after the HR data Freeze. It lists all changes to gross pay after the Freeze until confirm. The report lists new checks, checks with changes, and removed checks.

New checks:

- New hire (all new hires are loaded with every pay calc)
- Corrected payroll errors (employees with payroll errors preventing a check)

Changed checks:

- SPOT loads (remember a SPOT entry triggers the entire check to be recalculated which may pull in other data changes)
- Updates made directly by SPO

Removed checks:

- Checks turned off by SPO
- Check with a payroll error (should be corrected prior to confirm)

This report changes as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the Freeze, or it can be run after confirmation to show all the changes along with the final total gross.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Post Freeze Change Report

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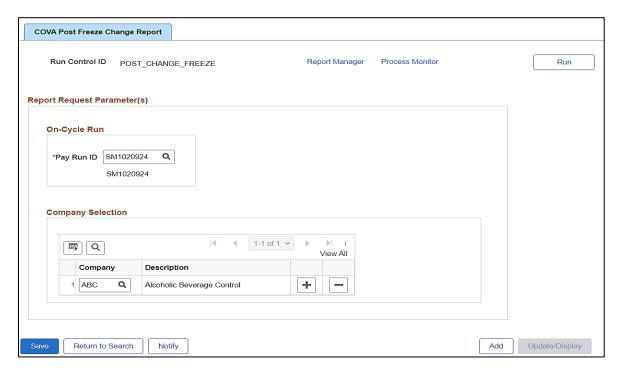


INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID Company Selection **PDF**

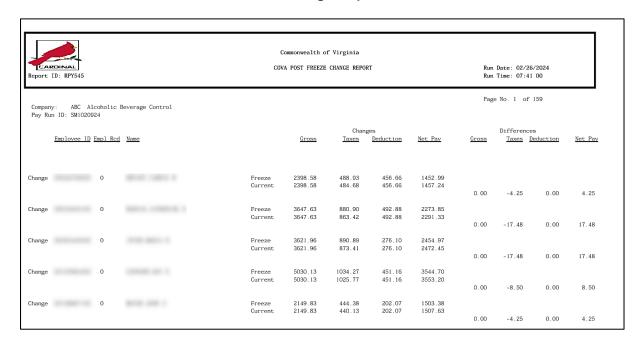
Screenshot of the COVA Post Freeze Change Report Control Page



ADDITIONAL INFORMATION:

Pay Run ID is a required field.

Screenshot of the COVA Post Freeze Change Report



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COVA Preconfirm Audit Report (RPY123)

REVISED: 09/15/2021

DESCRIPTION:

This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The detailed information includes listing by company, calendar year, pay group, month code, pay end date and employee ID.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

PDF

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID Company

Screenshot of the COVA Preconfirm Audit Report Run Control Page

COVA Preconfirm	Audit Report			
Run Control Languaç		Report Manager	Process Monitor	Run
Report Request Param	eter(s)			
Pay Run ID SI	M1080923 Q SM1 First PP Aug 2023			
■ Q		▶		
Company	Description			
1 CJS	Q Dept of Criminal Justice Svcs	+ -		
Save Return to Se	arch			Add Update/Display

ADDITIONAL INFORMATION:

There are no required fields.

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Screenshot of the COVA Preconfirm Audit Report



PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM Run Date: 08/09/2023 Run Time: 08:20 00

Company: CJS Dept of Criminal Justice Svcs Pay period End: 08/09/2023 Pay Group: SM1 Semimonthly Class (SUNSAT07)

Report ID: RPY123

ray GIC	Jup. SMI S	emilion chiry C	IASS (SUNSAIV	' /				Page No. 2 of 2
								Page No. 3 of 3
CJS	SM1	08/09/2023	SM1080923					
Cal Yr/	Month Cd	/						
Company	Paygroup	Pay_End_Dt	Off Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
CJS	SM1	08/09/2023	N	23	1			Uncalculated check
CJS	SM1	08/09/2023	N	23	2			Uncalculated check
CJS	SM1	08/09/2023	N	23	3			Uncalculated check
CJS	SM1	08/09/2023	N	23	4			Uncalculated check
CJS	SM1	08/09/2023	N	23	5			Uncalculated check
CJS	SM1	08/09/2023	N	24	1			Uncalculated check
CJS	SM1	08/09/2023	N	24	2			Uncalculated check
CJS	SM1	08/09/2023	N	24	3			Uncalculated check
CJS	SM1	08/09/2023	N	25	1			Uncalculated check
CJS	SM1	08/09/2023	N	25	2			Uncalculated check
CJS	SM1	08/09/2023	N	25	3			Uncalculated check
CJS	SM1	08/09/2023	N	27	1			Uncalculated check
CJS	SM1	08/09/2023	N	26	1			Uncalculated check
		Total Numb	er of Errors	Found:			151	

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COVA Presheet Audit Report (RPY114)

REVISED: 04/22/2022

DESCRIPTION:

This report verifies the integrity of the payroll and benefits setup and employee data. Before creating Paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

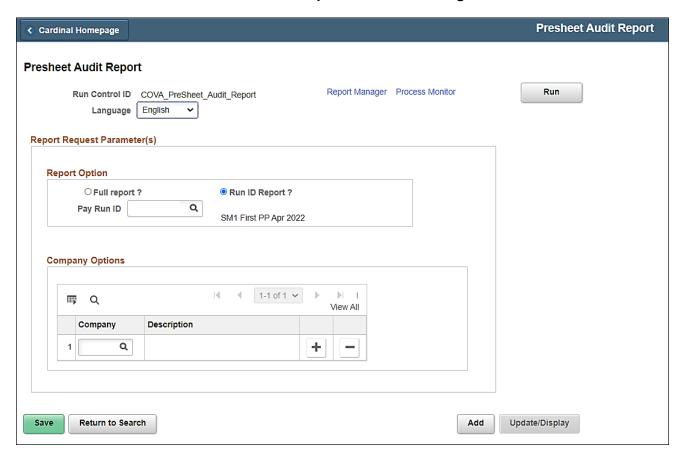
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Report Option (checkboxes)
Pay Run ID
Company

PDF

Screenshot of the COVA Presheet Audit Report Run Control Page



ADDITIONAL INFORMATION:

Agencies should run the report with the *Run ID Report?* radio button selected to allow them to specify the Pay Run ID. If the *Full report?* radio button is selected, the **Pay Run ID** field becomes read-only. When run for a specific Run ID, the **Presheet Audit Report** only displays findings for the Pay Run ID selected.

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Screenshot of the COVA Presheet Audit Report

	ARDINAL et ID: RPY114	4	Commonwealth of Virginia COVA PRESHEET AUDIT REPORT	Run Date: 04/22/2022 Run Time: 06:05 00
Run ID	sm1040	0922		Page No. 1 of 7
Compan	y Emplid Em	mpl Rcd #	# Message	
		0	Birth Date is missing	
		0	Service Date is missing	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DEQ		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DMV		0	State is not in Company Tax Table	TN
DAN		0	State is not in Company Tax Table	NC
DSP		0	State is not in Company Tax Table	NC
ITA		0	State is not in Company Tax Table	NC
IDC		0	State is not in Company Tax Table State is not in Company Tax Table	NC NC
NSU ARS		0	State is not in Company Tax Table State is not in Company Tax Table	NC TN
DSS		0	State is not in Company Tax Table State is not in Company Tax Table	TN NC
ACC		0	State is not in Company Tax Table State is not in Company Tax Table	NC NC
BUC		0	State is not in Company Tax Table	NC NC
VEC		0	State is not in Company Tax Table	TN
DCC		0	State is not in Company Tax Table	NC
DSS		0	State is not in Company Tax Table	NC
DJJ		0	State is not in Company Tax Table	NC
DWC		0	State is not in Company Tax Table	NC
DCC		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Table	Land of the same

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COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.

This quarterly report is used by SPO and agencies to identify problems with the Quarterly Tax balances.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

INPUT / SEARCH CRITERIA:

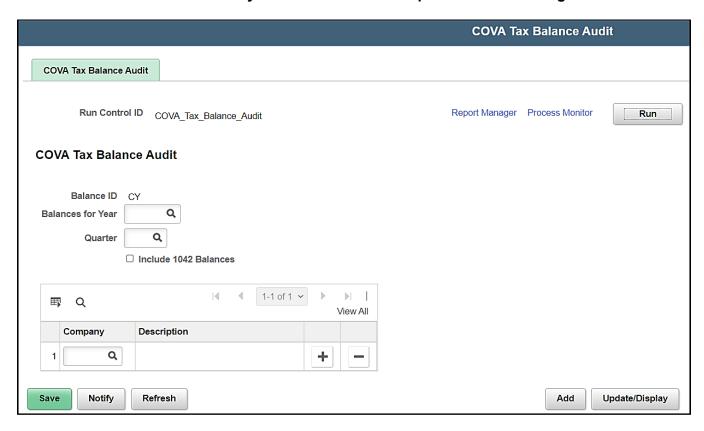
OUTPUT FORMAT:

Balances for Year

PDF

Quarter Company

Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page



ADDITIONAL INFORMATION:

Balances for Year and Quarter fields are required fields.

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Screenshot of the COVA Quarterly Tax Balances Audit Report

			Commo	nwealth of Vi	rginia			
CARDINAL Report ID: VPYR0227			QUARTER T	AX BALANCES A	AUDIT REPORT		Date: 05/28/2021 Time: 11:25 00	
ompany ABC						Page	No. 1 of 6207	
alance for Year: 2019								
uarter: 4 mployee ID Name	Dept. ID	St Locality	PSD Work Res	Tax Class	Balance Type	Payline Detail Sum	Balance Record Otd	Difference
proyee ID Name	150736	\$U LOCATICY	WOLK Kes	OASDI/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51
	130736	\$U		OASDI/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51
		SU		OASDI/EE	Tax	\$439.30	\$884.62	\$445.32
		SU		OASDI/ER	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51
		SU		OASDI/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.51
		\$U		OASDI/ER	Tax	\$439.30	\$884.62	\$445.3
		\$U		MED/EE	No-Limit Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.5
		\$U		MED/EE	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.5
		\$U		MED/EE	Tax	\$102.74	\$206.89	\$104.1
		\$U		Withholdng	No-Limit Taxable Gross	\$0.00	\$6,705.87	\$6,705.8
		SU		Withholdng	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.8
		SU		Withholdng	Tax	\$873.12	\$1,731.06	\$857.94
		SU		Med/ER	No-Limit Taxable Gross	\$7,085.45	\$1,731.06	\$7,182.5
		SU		Med/ER	Taxable Gross	\$7,085.45	\$14,267.96	\$7,182.5
		\$U		Med/ER	Tax	\$1,085.45	\$206.89	\$104.1
		VA		Withholdng	No-Limit Taxable Gross	\$102.74	\$6,705.87	\$6,705.8
		VA VA		Withholdng	Taxable Gross	\$6,767.69	\$13,473.56	\$6,705.8
		VA VA		Withholdng	Taxable Gross	\$330.10	\$13,473.56	\$328.0
	150735	SU SU		OASDI/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.5
i.	150735	\$U		OASDI/EE	No-Limit Taxable Gross Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.5
		\$U		OASDI/EE	Tax	\$449.29	\$905.95	\$456.6
		\$U		OASDI/ER	No-Limit Taxable Gross	\$7.246.53	\$14,612.04	\$7,365.5
		\$U		OASDI/ER	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.5
		\$U \$U		OASDI/ER	Taxable Gross	\$449.29	\$14,612.04	\$456.6
		\$U \$U		MED/EE	No-Limit Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.5
		\$U \$U		MED/EE MED/EE	Taxable Gross	\$7,246.53	\$14,612.04	\$7,365.5
		\$U		MED/EE	Tax	\$105.08	\$211.88	\$106.8
		\$U		Withholdng	No-Limit Taxable Gross	\$0.00	\$6,878.13	\$6,878.1
		\$U \$U		Withholding	No-Limit Taxable Gross Taxable Gross	\$6,921.61	\$13,799.74	\$6,878.1
		\$U \$U		Withholdng		\$6,921.61	\$13,799.74	\$6,878.1
		90		Withholding Med/ER	Tax Immit Taxable Gross	\$890.70	\$1,761.96	\$871.2 \$7,365.5

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COVA State Tax Summary (RPY243, TAX008)

REVISED: 11/13/2023

DESCRIPTION:

This regulatory report is a summary of employee Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability Insurance (SDI).

This quarterly report is used by agencies.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Balances for Year

PDF

Quarter Company

Screenshot of the State Tax Summary Run Control Page



ADDITIONAL INFORMATION:

Balances for Year and Quarter fields are required fields.

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Screenshot of the COVA State Tax Summary – Employee Detail

Report ID: VPYR0243				nwealth of Virginia Z TAX REPORT - EMPLO	YEE DETAIL			:: 11/13/2023 :: 10:06 00	
Virginia		09/30/2023	1 3rd (Quarter 2023			Page No.	2 of 567	
Alcoholic Beverage Cont 7450 Freight Way Mechanicsville, VA 23 Employer ID	116	JT Rate							
Employee ID Name	Withhold: TxGrs QTD	ing Tax QTD	TxGrs QTD	mployment NL Gross QTD		Disab TxGrs QTD	11ity Tax QTD	VPDI/FLI/MI TxGrs QTD	.I/EIC Tax QTD
	2,140,35 18,302,83 262,50 3,712,30 18,166,61 11,967,18 5,522,03 685,03	17.01 824.14 0.00 67.32 833.97 532.84 154.70 0.00	2,140.35 0.00 262.50 451.58 0.00 0.00 5,522.03 685.03	2,140.35 20,011.34 262.50 3,712.30 19,259.09 12,672.51 5,522.03 685.03	0.00 ER 0.00 ER 0.00 ER 0.00 ER 0.00 ER 0.00 ER 0.00 ER 0.00 ER				
Page Total	60,758.83	2,429.98	1 9,061.49	64,265.15	0.00 ER	0.00	0.00 0.00 ER		

Screenshot of the COVA State Tax Summary - Negative Wage Listing

CARDINAL Report ID: VPYRO243				onwealth of Virg. TAX REPORT - NEG		S	Run Date: 11/13/2023 Run Time: 10:06 00				
							Page N	o. 1 of 1			
Virginia		09/30/2023	1 3rd	Quarter 2023							
Alcoholic Beverage Cont 7450 Freight Way Mechanicsville, VA 231											
Employer ID	SUT	Rate									
	Withholdir										
Employee ID Name	TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD		
	1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER						
Page Total	1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER	0.00	0.00				
State Total	1,255.66-	42.30-	996.96-	1,255.66-	0.00 ER	0.00 0.00 0.00	0.00 ER 0.00 0.00 ER				

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COVA State W-2 Tax Totals Summary Report (RPY264, TAX916ST)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists state W-2 data that is used to reconcile the W-2s. Produces a listing of state W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA State W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF

Screenshot of the COVA State W-2 Tax Totals Summary Report Run Control Page



ADDITIONAL INFORMATION:

This report has no required fields.

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Screenshot of the COVA State W-2 Tax Totals Summary Report

Commonwealth of Virginia CARDINAL

COVA STATE W-2 TAX TOTALS SUMMARY REPORT Run Date: 06/01/2021 Run Time: 12:47 00

Page No. 1 of 5

W2 Rpt Company GOV Office of the Governor Tax Year 2019 Federal EIN

Report ID: VPYR0264

Number of

W-2 Statements Total State Wages Total State Income Tax Total State EIC

MD 5438.94 309.01 164395.18 3247574.29 W2 Rpt Company Totals: 65 3253013.23 164704.19

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COVA Suspense Reconciliation Register (RPY444)

REVISED: 09/15/2021

DESCRIPTION:

This is a Pay Period Report listing of all deductions, by company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA), and vendor extracts.

NAVIGATION PATH:

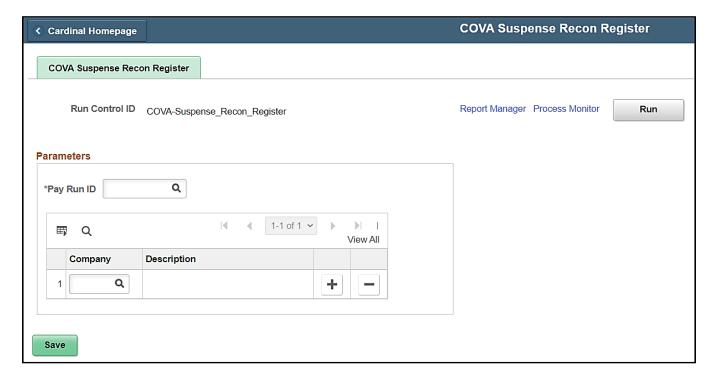
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

Company

Screenshot of the Suspense Reconciliation Register Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the Suspense Reconciliation Register Report

CANCINAL Report ID: RPY444				of Virginia egister As of: 04/09/2020	Run Date: 09/10/2021 Run Time: 01:28 00
company : ABC - Alcoholic Beverage Contro aygroup : SL2 Semimonthly Law14 (FRITHUIC					Page No. 1 of 42
ross/Taxes/Deductions	DEDCD	GROSS/TAX AMT	D	EDUCT AMT	
ROSS EARNINGS ICA Med Hospital Ins / EE ASDI/Disability - EE ithholding 57 Deferred Compensation association 2 OVA Health Aware OVA Care OA Admin Fee for Misc Ins mployee Retirement DB mployee Retirement DB lex Administrative Fee aiser-Permanente HMO edical FSA ptional Group Life osttax Misc Insurance	DEFCMP ASSOC2 CVAHAM CVACRE DOAFEE VALORS VRSRET FILMED OPTLIF PSTTAX	\$ 211,249.62 \$ 2,932.13 \$ 12,537.25 \$ 28,191.06	***************	4,985.00 152.75 391.00 9,816.50 1.05 9,537.30 208.10 14.70 37.50 372.00 93.34 213.80	

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COVA Tax Deposit Summary (VPYR0509)

REVISED: 08/08/2023

DESCRIPTION:

This report is a list of employees for the pay period showing taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability (SDI).

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > COVA Tax Deposit Summary

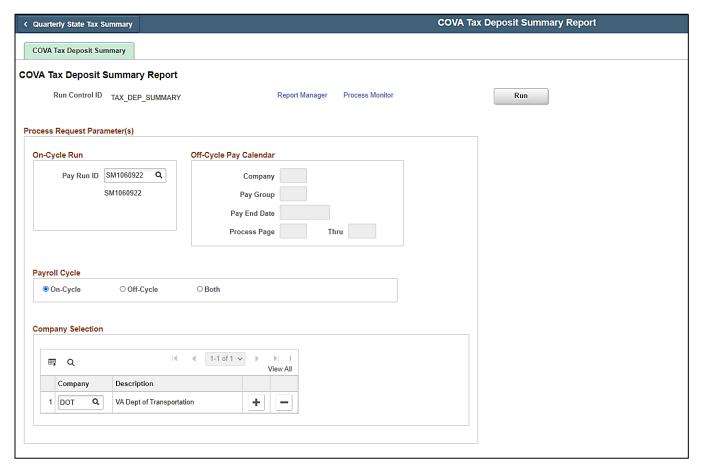
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

On-Cycle or Off-Cycle Parameters On-Cycle, Off-cycle, or Both (checkboxes) Company

Screenshot of the COVA Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the COVA Tax Deposit Summary Report

CARDINA Report ID: VI					COUMN TAX DEPO	-			Run Date: 0 Run Time: 1	
Company DC Pay Period End Check Date	OT VA Dept of Transport d 07/09/2023 07/14/2023	tation							Page No. 1	of 2
	** NOTE: 5	Potals on this re	eport do not i	nclude an	On Cycle C y online balance		nel activity.**			
	Locality /Abbrv County/Loc EIN	< WITHHO! Taxable Gross 21,223,420.56	Tax	Type	Taxable Gross 23,208,250.11 23,208,250.11 23,208,250.11 23,208,250.11	Tax		Total Deposit 5,757,874.76		Tax Rate 0.600
District of Co	olumbia	17,590.43	1,089.45					1,089.45		0.000
Florida NA										0.000
Maryland		193,294.25	13,615.77					13,615.77		0.000
North Carolina	1	7,832.93	317.00					317.00		0.000
Pennsylvania		8,930.67	274.17					274.17		0.000
Pennsylvania	280101 FRANKLIN	5,247.21	89.20					89.20		
Pennsylvania	400103 LUZERNE	3,683.46	36.83					36.83		
Texas										0.000
Virginia		20,877,219.61	969,021.20					969,021.20	197,534.55	0.000
West Virginia		114,168.32	5,336.00					5,336.00	4,328.25	0.000

Screenshot of the COVA Tax Deposit Summary Report (Page 2 with overall totals)

				Commonwealth of	Virginia					
Report ID:				COVA TAX DEPOSIT	SUMMARY			Run Date: 07, Run Time: 11		
	DOT VA Dept of Transporta End 07/09/2023 07/14/2023 ** NOTE: To		o not include	On Cycle CONF any online balance adj		el activity.**		Page No. 2	of 2	
tate/ T EIN				OTHER Taxable Gross	Tax		Total Deposit	< Taxable Gross	UI	
	Check Date Total	3,196,	797.88	1,	775,425.11	1,775,431.39	6,747,654.38			
	Pay Period Total	3,196,	797.88	1,	775,425.11	1,775,431.39	6,747,654.38			
	Company Total	3,196,	797.88	1,	775,425.11	1,775,431.39	6,747,654.38			
	Grand Total (Feder	al) 2,207,	018.26	1,	775,425.11	1,775,431.39	5,757,874.76			
	Grand Total (State	es except VA) 20,	758.42				20,758.42			

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COVA W-2 Count Report (RPY541)

REVISED: 02/26/2024

DESCRIPTION:

This is a report lists W2 counts by agency, employee type and state (VA and Non-VA). If the detail option is selected, the report lists the employee information for each employee included in the counts by employee type.

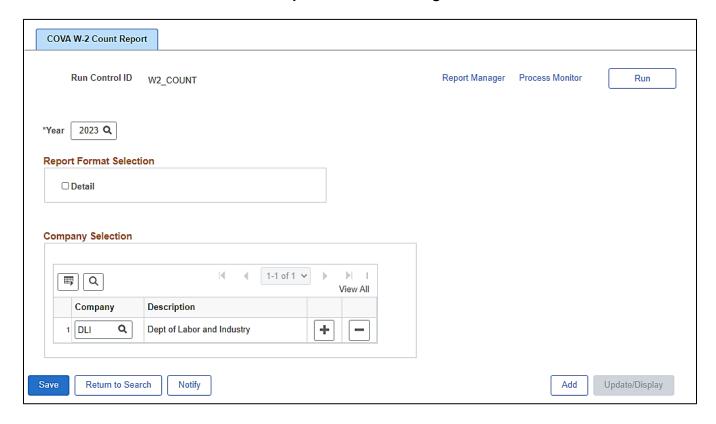
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-2 Count Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Year PDF Company Selection CSV

Screenshot of the COVA W-2 Count Report Run Control Page



ADDITIONAL INFORMATION:

Year field is a required field.

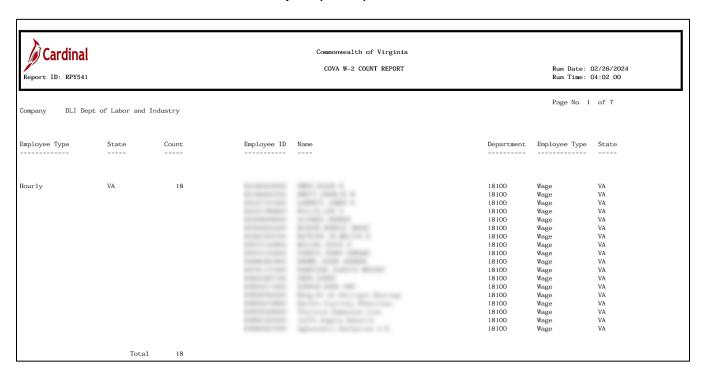
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Screenshot of the COVA W-2 Count Report

Cardinal			Commonwealth of Virginia	
Report ID: RPY541			COVA W-2 COUNT REPORT	Run Date: 02/26/2024 Run Time: 03:57 00
Company DLI Dep	pt of Labor and Inc	lustry		Page No. 1 of 1
Employee Type	State	Count		
Hourly	VA Total	18 18		
Salaried Salaried	VA Non-VA	214 1		
	Total Company Total	215 233		

Screenshot of the COVA W-2 Count Report (Detail)



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Deduction Change Amount Report (RPY089)

REVISED: 04/29/2024

DESCRIPTION:

This report identifies deductions that were on the last paycheck but are not on the current paycheck. The current period amount displays as \$0.00. It displays deduction name, current amount and previous amount sorted by Empl ID.

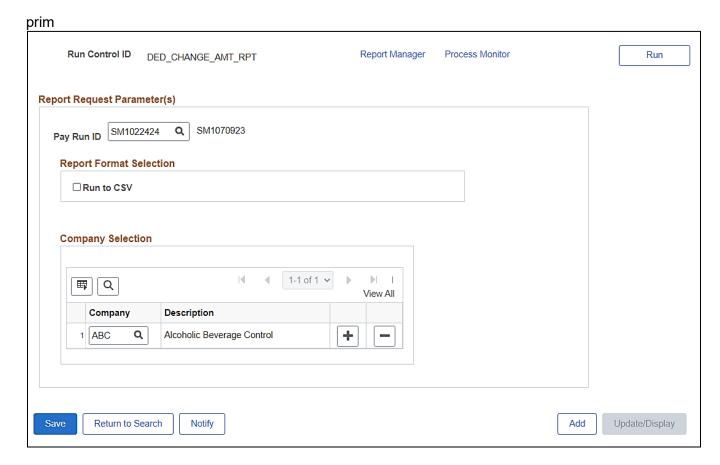
NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF Company Selection CSV

Screenshot of the Deduction Amount Change Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID is a required field.

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Screenshot of Deduction Change Amount Report - PDF

Ca Report II	rdina		DEDU	COI	Run Date: 03/18/2024 Run Time: 02:34 00				
Company: A Current Pa Prior Pay	ay End D		eck Status: Calcu		Page No. 1 of 383				
Empl ID	Empl	Empl Name	Department	Deduction	Deduction	Plan	Current	Prior	Reason Deduct
	Rcd	Status	ID	Type	Class	Type	Amount	Amount	Not Taken
)	A	226047	COVACARE	В	10	0.00	142.50	
)	A	226047	COVACARE	N	10	0.00	660.00	
)	A	226047	Grp Life	N	7W	0.00	26.62	
)	A	226047	HVRMDB	N	70	0.00	267.38	
)	A	226047	HVRMDB	В	70	0.00	79.46	
)	A	226047	HYB MDC	В	7 Z	0.00	19.87	
)	A	226047	HYB MDC	N	7 Z	0.00	19.87	
)	A	226047	HYB Rtmt	N	7V	0.00	257.45	
)	A	226047	HYB VDC	В	4W	0.00	9.93	
)	A	226047	HYB VDC	P	4W	0.00	9.93	
)	A	226047	Ret Hlth	N	7X	0.00	22.25	
)	A	226047	VSDP LTD	N	7 Y	0.00	12.12	
)	A	226443	Grp Life	N	7W	0.00	39.48	
)	A	226443	HVRMDB	В	70	0.00	117.84	
)	A	226443	HVRMDB	N	70	0.00	396.53	
)	Α	226443	HYB MDC	В	72	0.00	29.46	

Screenshot of Deduction Change Amount Report - CSV

		Commonw	ealth of Virginia									Run Date:	18-Mar-24
RPY089	DEDU	CTION AMOUNT CH	ANGE COMPARISON B	ETWEEN PAY	PERIODS							Run Time:	02:33:29.000000_PM
Dept ID	Current Pay End Date	Prior Pay End Date	Current Check Status	Empl ID	Empl Rcd	Empl Status	Name	Deduction Type	Deduction	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		COVACARE	В	10	0	142.5	
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		COVACARE	N	10	0	660	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		Grp Life	N	7W	0	26.62	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HVRMDB	N	70	0	267.38	
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		HVRMDB	В	70	0	79.46	
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		HYB MDC	В	7Z	0	19.87	
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		HYB MDC	N	7Z	0	19.87	
226047	24-Feb-24	9-Feb-24	Calculated		0	Α		HYB Rtmt	N	7V	0	257.45	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB VDC	В	4W	0	9.93	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		HYB VDC	P	4W	0	9.93	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		Ret HIth	N	7X	0	22.25	
226047	24-Feb-24	9-Feb-24	Calculated		0	A		VSDP LTD	N	7Y	0	12.12	
226443	24-Feb-24	9-Feb-24	Calculated		0	Α		Grp Life	N	7W	0	39.48	
226443	24-Feb-24	9-Feb-24	Calculated		0	Α		HVRMDB	В	70	0	117.84	

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Deduction Vendor Remittance Report (RPY380)

REVISED: 09/15/2021

DESCRIPTION:

This Deduction Vendor Remittance report can be pulled by vendor and check date and includes deduction and vendor information.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

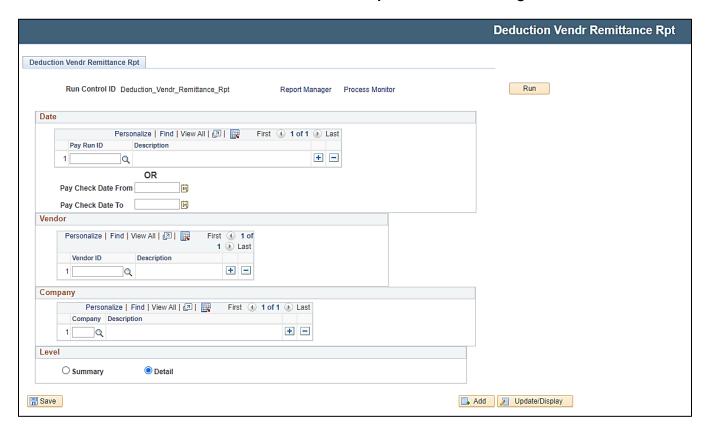
Pay Check Date From/To

Vendor ID

Company

Summary or Detail (radio button)

Screenshot of the Deduction Vendor Remittance Report Run Control Page



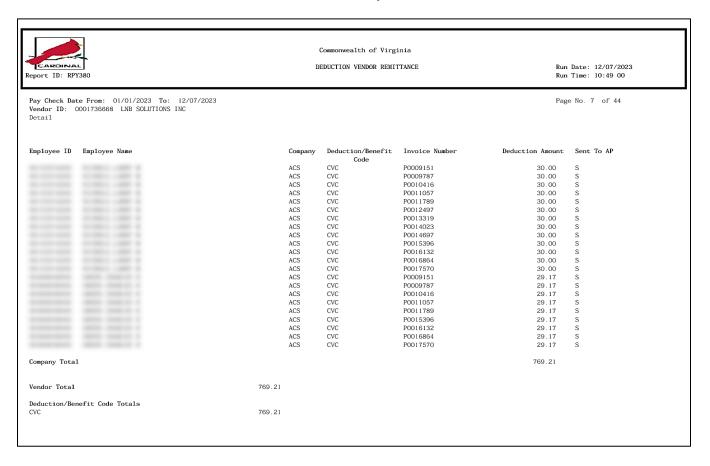
ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.

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Screenshot of the Deduction Vendor Remittance Report



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Employee Benefit Enrollment Report (RPY528)

REVISED: 11/13/2023

DESCRIPTION:

This report provides active employee benefit enrollment of all plan types based on a specified as of date, plan type, and employee number along with the company.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > EE Benefit Enrollment Report

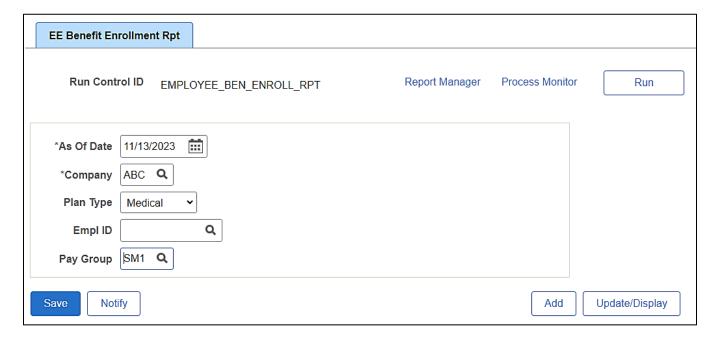
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date Company Plan Type Empl ID

PayGroup

Excel

Screenshot of the Employee Benefit Enrollment Report Run Control Page



ADDITIONAL INFORMATION:

As of Date and Company fields are required fields.

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Screenshot of the Employee Benefit Enrollment Report

1	Company	Business Unit	Paygroups	Empl ID	Empl Rcd	Ben Rcd	Employee Name	Payroll Status	Employee Class	Benefit Program	Plan type	Plan Type Description	Benefit Plan	Deduction Code
2	ABC	99900	SM1		0	0	Bridge - Miles &	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
3	ABC	99900	SM1		0	0	BEEG, STREET	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
4	ABC	99900	SM1		0	0	MRTS.24000 E	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
5	ABC	99900	SM1		0	0	E100,000011	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
6	ABC	99900	SM1		0	0	1.00,1007	А	Other Non-Classified	SAL	10	Medical	ACC5	CVACRE
7	ABC	99900	SM1		0	0		А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
8	ABC	99900	SM1		0	0	No. of State of State	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
9	ABC	99900	SM1		0	0	ETRALIANT'S A	А	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
10	ABC	99900	SM1		0	0	186,431	А	Other Non-Classified	SAL	10	Medical		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Coverage Begin Date	Deduction Begin Date	Coverage Election Date	Coverage Election	Med Coverage Code	Medical EE	Medical ER	Savings B Tax Amount	Savings B Tax Percentage	Savings Amount After tax	Savings Percent Gross After
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2022	6/25/2022	5/4/2022	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
6/1/2012	6/1/2012	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	357	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2020	12/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2021	7/1/2021	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2012	12/1/2012	9/28/2021	W		0	0	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Savings Percent Gross After Tax	Retirement Percent EE	Retirement Percent ER	FSA Annual Pledge	FSA YTD Contrib	Accumulator Code	Eligible Config 1 (VRS Plan Code)	Eligible Config 2 (Benefit Group#)	Eligible Config 4	Eligible Config 5
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Eligible Config 6 (VRS Org Code)	Eligible Config 7	Eligibile Config 8 (Contract Mth-#Pay	Eligible Config 9 (Emplmt Type – Bill Method
30999		12-24	SF-GB

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Employees not Processed in Current Payroll Report (RPY141)

REVISED: 09/15/2021

DESCRIPTION:

Reports employee hours and earnings that were not processed for the pay period.

This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the paygroup and pay period for each company including a grand total for all companies.

NAVIGATION PATH:

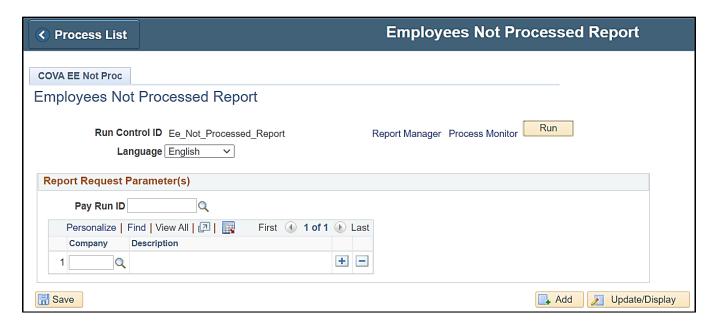
Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA EE Not Processed Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID Company

Screenshot of the Employees not Processed In Current Payroll Report Run Control Page

PDF



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the Employees not Processed In Current Payroll Report

Commonwealth of Virginia EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL Run Date: 12/07/2023 Report ID: RPY141 Run Time: 11:47 00												
Company: DLI Dept of Labor and Industry Page No. 2 of 2 Pay Period End:07/24/2023 Pay Group SM1 Semimonthly Class (SATFRIO7)												
Employee Name	Employee ID	Dept Id	Business Unit	Page/	Line/A	dd1	< REGULAR Hours I	> Barnings	<- OVERTIME -> Hours	< Type	OTHER ·	> Earnings
		18100	18100	2	4	3				DBN		181.82
		18100	18100	2	4	4				DBN		909.09
		18100	18100	2	4	5				DBN		909.09
		18100	18100	4	9	3				DBN		181.82
		18100	18100	4	9	4				DBN		909.09
		18100	18100	4	9	5				DBN		909.09
		18100	18100	4	20	3				DBN		181.82
		18100	18100	4	20	4				DBN		909.09
		18100	18100	4	20	5				DBN		909.09
No.		18100	18100	7	16	6				BON		2,000.00
				Pay Gro	ир То	tal	0.00	0.00	0.00		0.00	8,000.00
				Pay Per	iod T	otal	0.00	0.00	0.00		0.00	8,000.00
				Company	Tota	l	0.00	0.00	0.00		0.00	8,000.00
				Grand T	ota1		0.00	0.00	0.00		0.00	8,000.00
					1	End of	Report					

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Employee SSN Verification Report (TAX109)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

Menu > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

INPUT / SEARCH CRITERIA:

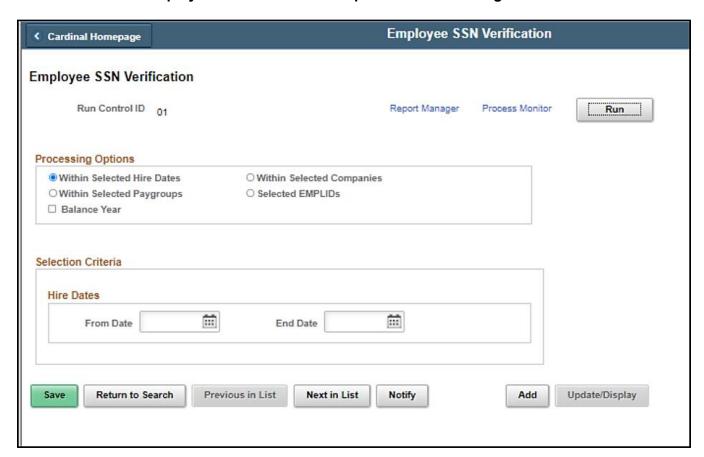
OUTPUT FORMAT:

PDF

Processing Options From Date

To Date

Screenshot of the Employee SSN Verification Report Run Control Page



ADDITIONAL INFORMATION:

The **From Date** and **End Date** fields are required fields.

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Screenshot of the Employee SSN Verification Report



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FBMC Deduction Extract Report (RPY458)

REVISED: 09/15/2021

DESCRIPTION:

This Extract audit report for semi-monthly outbound vendor file to Third-Party Administrator, currently Fringe Benefits Management Company (FBMC), for miscellaneous insurance and annuity deductions.

NAVIGATION PATH:

Menu > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

INPUT / SEARCH CRITERIA:

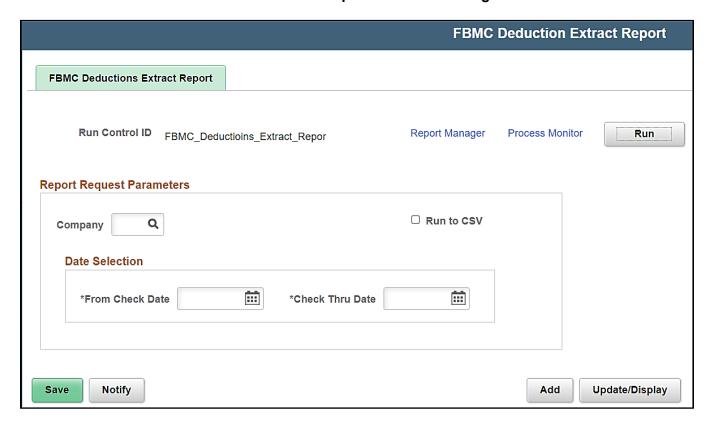
OUTPUT FORMAT:

PDF

Company

Run to CSV (checkbox) From Check Date Check Thru Date

Screenshot of the FBMC Deduction Extract Report Run Control Page



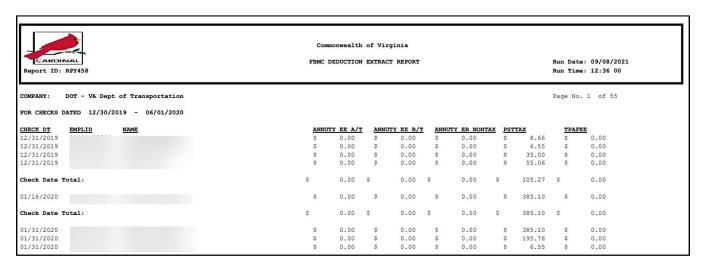
ADDITIONAL INFORMATION:

From Check Date field and Check Thru Date field are required fields.

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Screenshot of the FBMC Deduction Extract Report



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Federal Liability by State Report (TAX014)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) for each state. This report is used by SPO only.

NAVIGATION PATH:

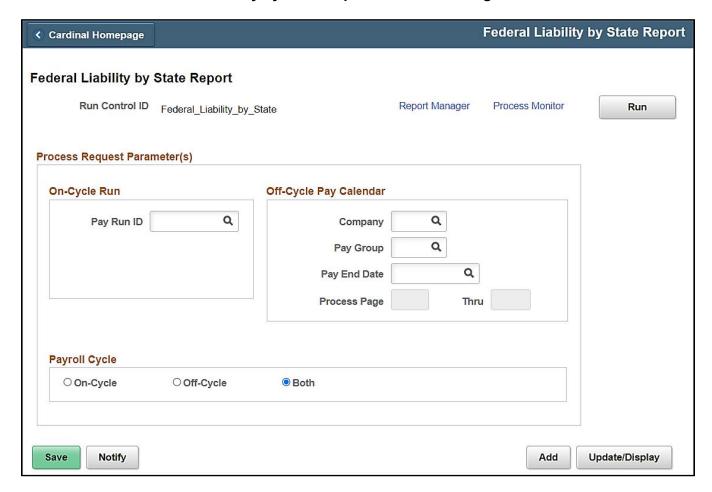
Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes) Company Selection PDF

Screenshot of the Federal Liability by State Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

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Screenshot of the Federal Liability by State Report

Report ID: TAX01- Company Pay Period End Check Date	1	Page No. 1 Run Date 06/01/2021 Run Time 15:09:57					
State State EIN	< WITHHOLDING Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer	Total Liability
	Check Date Total						
	Pay Period Total						
	Company Total						
	Grand Total						

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Federal Tax Summary (TAX010FD)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non-Resident Alien Tax 1042 Agency quarterly certification.

PDF

This quarterly report is used by SPO to balance to 941 reporting.

NAVIGATION PATH:

Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Balances for Year

Quarter

Period

Screenshot of the Federal Tax Summary Report Run Control Page



ADDITIONAL INFORMATION:

Balances for Year field is required and also Quarter field or Period field is a required field.

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Screenshot of the Federal Tax Summary Report

Report ID: TAX010FD Company ABC Alcoholic Beverage Control Federal EIN:			Peop QUARTERLY FEDERA 4th Quarte		Page No. 1 Run Date 08/10/2021 Run Time 09:53:33		
		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages
Jurisdiction: U.S. excluding Puert	o Rico & Te	rritories					
U.S. Federal Income Tax [H]	QTD YTD	102,528,351.81	29,928,330.35				
FICA/OASDI [D,E]	QTD YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74	104,199,195.06
FICA/OASDI Tips [G,J]	QTD YTD						
FICA Medicare [F,Q]	QTD YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32	104,199,195.06
FICA Medicare Tips [T,Z]	QTD YTD						
Additional Medicare Tax [7]	QTD YTD	72,915,489.06	656,239.40	72,915,489.06			
Non Resident Alien Tax 1042 [A]	QTD YTD						

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Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 09/15/2021

DESCRIPTION:

This is a report that pulls employee earnings, deductions, and tax cumulative amounts within a company for the specified date range.

NAVIGATION PATH:

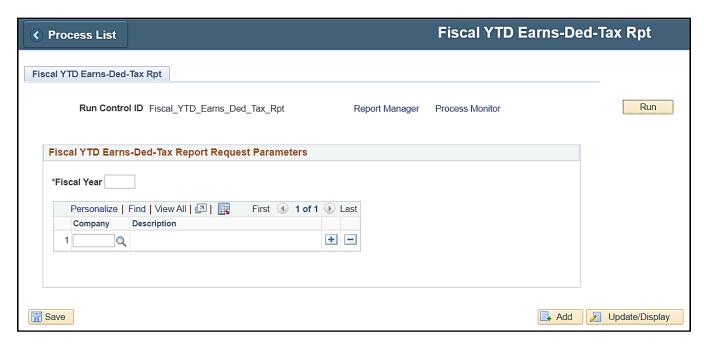
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earns-Ded-Tax Report

OUTPUT FORMAT:

INPUT / SEARCH CRITERIA:

Company PDF

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report Run Control Page



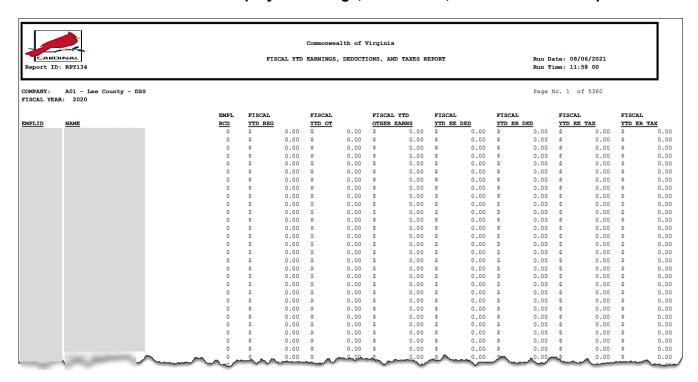
ADDITIONAL INFORMATION:

Fiscal year field is a required field.

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Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report



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FSA Deduction Extract Report (RPY457)

REVISED: 09/15/2021

DESCRIPTION:

Company

This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor file to PayFlex Flexible Reimbursement Account Plans. Report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

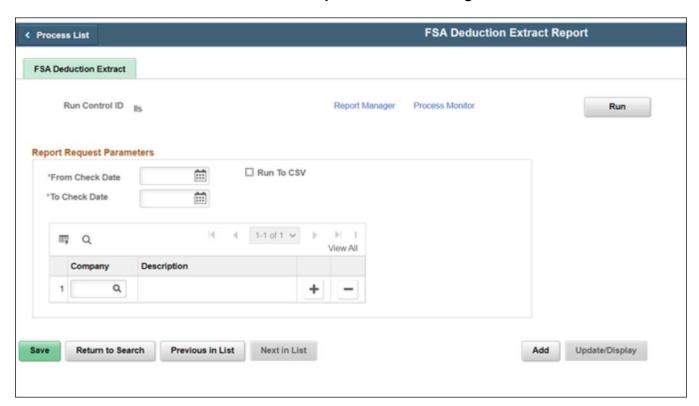
NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Check Date Excel
To Check Date CSV
Run by CSV (checkbox)

Screenshot of the FSA Deduction Extract Report Run Control Page



ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.

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Screenshot of the FSA Deduction Extract Report

CARCHNAL eport ID: RPT457			Commonwealth of Virginia FSA DEDUCTION EXTRACT REPORT							
MPANY: ABC - Alcoh	olic Beverage Control						Page No. 1 of 62			
ECE DT EMPLID	NAME	FLXFEE		FLXMED		FLXDCR				
16/2020		ş	2.10	\$	92.00	\$ 0.00				
16/2020		\$	2.10	\$	100.00	\$ 0.00				
16/2020		\$	2.10	\$	25.00	\$ 0.00				
6/2020		ş	2.10	\$	10.00	\$ 0.00				
6/2020		ş	2.10	\$	50.00	\$ 0.00				
16/2020		ş	2.10	\$	75.00	\$ 0.00				
6/2020		s	2.10	\$	83.00	\$ 0.00				
6/2020 6/2020		ş s	2.10	ş	0.00	\$ 208.00 \$ 50.00				
16/2020		\$	2.10	S	50.00	\$ 50.00				
16/2020		8	2.10	S	60.00	\$ 0.00				
16/2020		s s	2.10	S	25.00	\$ 0.00				
16/2020		s	2.10	S	10.00	\$ 0.00				
16/2020		s s	2.10	ŝ	10.00	\$ 0.00				
16/2020		s	2.10	ŝ	0.00	\$ 208.00				
16/2020		š	2.10	ŝ	38.00	\$ 0.00				
16/2020		S	2.10	\$	55.00	\$ 0.00				
16/2020		s	2.10	\$	25.00	\$ 0.00				
16/2020		s	2.10	\$	16.00	\$ 0.00				
16/2020		S	2.10	\$	112.00	\$ 0.00				
16/2020		s	2.10	\$	50.00	\$ 0.00				
16/2020		ş	2.10	\$	108.00	\$ 0.00				
16/2020		\$	2.10	\$	15.00	\$ 0.00				
16/2020		ş	2.10	\$	50.00	\$ 0.00				
16/2020		ş	2.10	\$	100.00	\$ 0.00				
16/2020		ş	2.10	\$	112.00	\$ 0.00				
16/2020		ş	2.10	\$	0.00	\$ 85.00				
16/2020		ş	2.10	\$	112.00	\$ 125.00				
16/2020		ş	2.10	\$ \$	50.00	\$ 150.00 \$ 0.00				
16/2020 16/2020		9	2.10	\$	10.00	\$ 0.00 \$ 10.00				
16/2020		\$	2.10	\$	35.00	\$ 10.00				
16/2020		9	2.10	\$	20.00	\$ 0.00				
16/2020		*	2.10	ŝ	32.00	\$ 0.00				
16/2020		9 9	2.10	ŝ	112.00	\$ 0.00				
16/2020		*	2.10	Š	50.00	\$ 0.00				
16/2020		9	2.10	Š	25.00	\$ 0.00				
16/2020		ž	2.10	Š	112.00	\$ 0.00				
16/2020		š	2.10	ŝ	80.00	\$ 0.00				
16/2020		š	2.10	Š	90.00	\$ 208.00				
16/2020		s	2.10	\$	20.00	\$ 0.00				
16/2020		s	2.10	\$	50.00	\$ 0.00				
6/2020		s	2.10	s	110.00	\$ 0.00				

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Garnishment Check Register Report (RPY502)

REVISED: 02/27/2023

DESCRIPTION:

This report lists all of the garnishment checks processed for the Pay Run ID entered and includes Employee ID, Employee Name, Check Number, Check Date, Amount, Vendor (payee) and the total number or checks. It can be used to confirm and reconcile all garnishment payments after each payroll confirmation. It can also assist SPO with the issued/distributed garnishment checks to the agencies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Garnishment Check Register Report

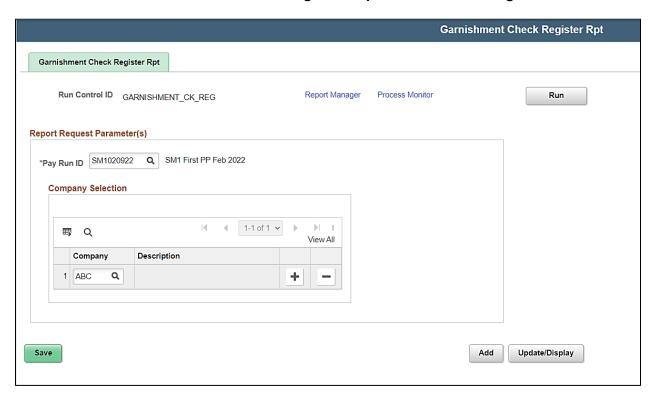
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Pay Run ID Company

PDF

Screenshot of the Garnishment Check Register Report Run Control Page



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Screenshot of the COVA Garnishment Check Register Report



Page No. 1 of 2

Company: Alcoholic Beverage Control Pay Period End: 02/09/2022

Company	Employee Number	Pay End Date	Employee Name	AP Check Number	AP Check Date	AP Check Amount	Vendor
ABC		09-FEB-22		24028420	16-FEB-22	200.00	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028421	16-FEB-22	893.00	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028370	16-FEB-22	600.00	CARL M BATES CH 13 TRUSTEE
ABC		09-FEB-22		24028359	16-FEB-22	392.72	AMHERST GEN DIST COURT
ABC		09-FEB-22		24028360	16-FEB-22	184.17	AR CHILD SUPPORT CLEARINGHOUSE
ABC		09-FEB-22		24028395	16-FEB-22	395.83	MADISON GEN DIST COURT
ABC		09-FEB-22		24028422	16-FEB-22	537.50	SUZANNE E WADE CH 13 TRUSTEE
ABC		09-FEB-22		24028431	16-FEB-22	419.08	TRANSWORLD SYSTEMS INC
ABC		09-FEB-22		24028363	16-FEB-22	171.87	CA STATE DISBURSEMENT UNIT
ABC		09-FEB-22		24028403	16-FEB-22	326.75	NORFOLK GEN DIST COURT
ABC		09-FEB-22		24028400	16-FEB-22	50.00	NC CHILD SUPPORT CNTRL COLLECT

Total number of Rows for Company $\;$ ABC : 11 $\;$ Total Amount: \$4,170.92 Total number of Checks for Company $\;$ ABC : 11

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HR Accounting Line Reconciliation Report (RPY447)

REVISED: 3/29/2023

DESCRIPTION:

This report is an HR Accounting Line to General Ledger (GL) Reconciliation report. This report reads HR accounting line detail and creates company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds or expenditure categories and includes statewide Grand Totals.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

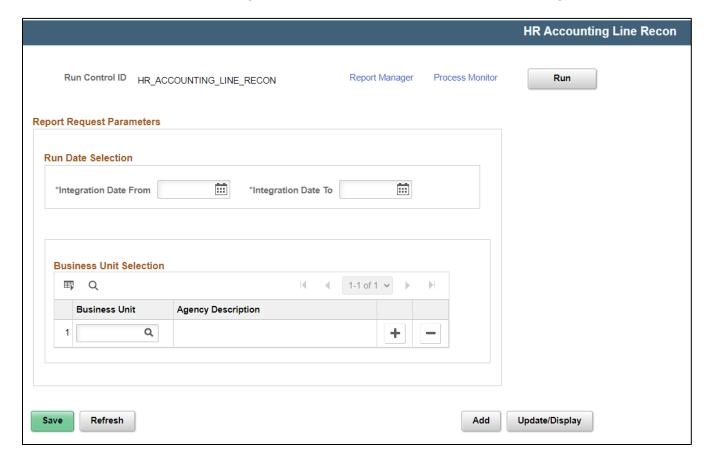
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Integration Date From Integration Date To Business Unit

PDF

Screenshot of the HR Accounting Line Reconciliation Report Run Control Page



ADDITIONAL INFORMATION:

Integration Date From and Integration Date To fields are required fields.

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Screenshot of the HR Accounting Line Reconciliation Report

CARDINAL Report ID: RPY447		Commonwealth of Virginia HR ACCOUNTING LINE RECON	Run Date: 03/29/2023 Run Time: 07:40 00
Business Unit: 50100 - V. Integration From Date: Integration Thru Date: Run Date: 02/16/202	02/10/2023 02/24/2023		Page No. 1 of 8
ASSETS			
Account	Amount		
101010	20,788,047.62-		
Total Assets:	20,788,047.62-		
LIABILITIES			
Account	Amount		
22051401 22051404 22051404 22051406 22051407 22051409 22051410 22051411 22051416 22051424 22051426 22051427 22051428 22051429 22051429 22051441 22051444 22051444 22051444 22051444 22051444 22051446 22051447 22051448 22051448	20,100.75- 685.00- 147.90- 4,608,435.25- 449,591.50- 37,854.50- 127,010.00- 341.00- 3,301.11- 1,201.75- 2,683,215.00- 27,667.50 295,893.53- 124,888.06- 247,334.45- 3,162.00- 16,047.50- 2,738.81- 68,404.20- 35,603.79- 73,787.50- 212,529.78- 1,319,333.14- 639.75-		
22051454 22051455 22051456 22051457 22051461	15,980.47- 61,173.86- 2,049.60- 51,136.50- 687,127.52-		

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TPA_Retire Extract Report (RHR144)

REVISED: 02/05/2024

DESCRIPTION:

This report displays employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to third party administrator and are additional benefits provided in accordance with the employee's retirement plan. The rates for these are established in the Appropriations Act each year and the benefits are managed by VRS for all employees including ORP employees.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TPA_Retire Extract Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF From Check Date CSV To Check Date

Run to CSV (check box)

Screenshot of the TPA_Retire Extract Report Run Control Page



ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.

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Screenshot of TPA Retire Extract Report - PDF

			Commonwealth of Virginia			
CARDINAL Report ID: RHR144			TPA_RETIREMENT CONTRIBUTIONS - EXTRACT R	EPORT	Run Date: 09/27/ Run Time: 11:02	
nepore 15. mini 11					Main Time: Titoe	
Report ID: RHR144 Company: ABC			DEDUCTION CLASSIFICATIONS FOR CHECKS DATED 08/01/2023 - 08/30/20	23	Page No. 1 of 7	8
CHECK DT	EMPLID	NAME	HYBMDC EE B/T	HYBVDC EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable
08/01/23			19.48	9.74	9.74	19.48
08/01/23			28.88	115.53	72.21	28.88
08/01/23			22.70	90.80	56.75	22.70
08/01/23			18.48	0.00	0.00	18.48
08/01/23			37.09	148.35	92.72	37.09
08/01/23			27.13	0.00	0.00	27.13
08/01/23			19.48	9.74	9.74	19.48
08/01/23			28.48	113.92	71.20	28.48
08/01/23			28.48	42.72	35.60	28.48
08/01/23			20.72	10.36	10.36	20.72
08/01/23			21.40	10.70	10.70	21.40
08/01/23			21.16	0.00	0.00	21.16
08/01/23			23.49	11.75	11.75	23.49
08/01/23			23.27	0.00	0.00	23.27
08/01/23			18.48	9.24	9.24	18.48
08/01/23			22.70	90.82	56.76	22.70
08/01/23			23.82	11.91	11.91	23.82
08/01/23			35.51	142.04	88.78	35.51
08/01/23			23.89	0.00	0.00	23.89
08/01/23			24.74	12.37	12.37	24.74
08/01/23			18.48	9.24	9.24	18.48
08/01/23			103.79	415.17	259.48	103.79
08/01/23			19.48	0.00	0.00	19.48
08/01/23			22.92	34.38	28.65	22.92
08/01/23			19.48	9.74	9.74	19.48
08/01/23			19.41	9.70	9.70	19.41

ARDINAL t ID: RHR144				Commonwe TPA_RETIREMENT CO	alth of Virgin		Rui	ge No. 78 of 78 n Date: 09/27/2023 n Time: 11:02 00	
							Pag	ge No. 78 of 78	
Negative De	eductions								
COMPANY	CHECK DT	EMPLID	NAME	DEDCD	EE A/T	EE B/T	ER Ptax Ben	ER Nontaxable	NET DEDUCTIO
ABC	08/01/23			HYBMDC	0.00	-17.88	match for before-tax 0.00	match for after-tax 0.00	-17.8
ABC	08/01/23			HYBVDC	0.00	-71.53	0.00	0.00	-71.5
Grand Total									-89.
Overall Tot	- a1 -								390,625.

Screenshot of TPA Retire Extract Report- CSV

					TPA_Retirement Contributions-Extract Report			Run Date:	9/27/2023
Report ID:	RPY137				Check Date Range 08/01/2023 - 08/30/2023			Run Time:	11:02:05.000000_AM
COMPANY	Ded Code	Check Dt	EMPLID	EMPL_RCD	Name	EE B/T	EE A/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
ABC	HYBMDC	8/1/2023		0		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		0		9.74	0	9.74	0
ABC	HYBMDC	8/1/2023		0		28.88	0	0	28.88
ABC	HYBVDC	8/1/2023		0		115.53	0	72.21	0
ABC	DEFCMP	8/1/2023		0		300	50	20	0
ABC	HYBMDC	8/1/2023		0		22.7	0	0	22.7
ABC	HYBVDC	8/1/2023		0		90.8	0	56.75	0
ABC	HYBMDC	8/1/2023		1		18.48	0	0	18.48
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	DEFCMP	8/1/2023		0		100	100	20	0
ABC	HYBMDC	8/1/2023		0		37.09	0	0	37.09
ABC	HYBVDC	8/1/2023		0		148.35	0	92.72	0
ABC	HYBMDC	8/1/2023		0		27.13	0	0	27.13
ABC	DEFCMP	8/1/2023		0		20	0	10	0
ABC	HYBMDC	8/1/2023		1		19.48	0	0	19.48
ABC	HYBVDC	8/1/2023		1		9.74	0	9.74	0
ABC	DEFCMP	8/1/2023		0		250	0	20	0
ABC	HYBMDC	8/1/2023		0		28.48	0	0	28.48

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Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

DESCRIPTION:

This report displays employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

INPUT / SEARCH CRITERIA:

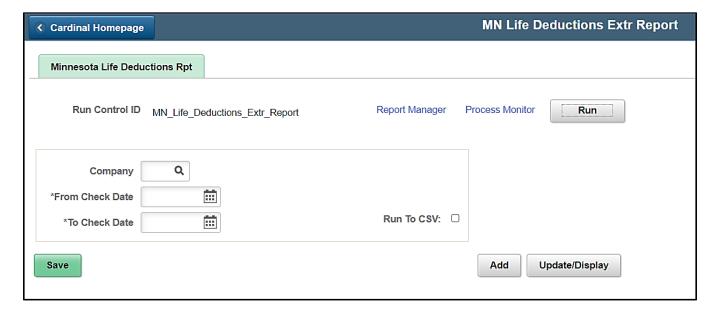
OUTPUT FORMAT:

Company PDF

From Check Date
To Check Date

Run to CSV (checkbox)

Screenshot of the Minnesota Life Deduction Extract Report Run Control Page



ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.

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Screenshot of the Minnesota Life Deduction Extract Report

			Commonwealth of Virginia		
CARDINAL ort ID: RHR145			MINNESOTA LIFE DEDUCTION EXTRACT REPORT		Run Date: 09/22/2021 Run Time: 10:48 00
					Page No. 1 of 124
ID: RHR145 y: ABC			FOR CHECKS DATED 04/01/2020 - 04/30/2020		
CHECK DT	EMPLID	NAME	DEDCD	EE A/T	
04/16/20			OPTLIF	50.00	
04/16/20			OPTLIF	16.00	
04/16/20			OPTLIF	2.00	
04/16/20			OPTLIF	9.56	
04/16/20			OPTLIF	1.40	
04/16/20			OPTLIF	4.50	
04/16/20			OPTLIF	49.26	
04/16/20			OPTLIF	21.78	
04/16/20			OPTLIF	4.96	
04/16/20			OPTLIF	59.16	
04/16/20			OPTLIF	30.36	
04/16/20			OPTLIF	28.50	
04/16/20			OPTLIF	1.83	
04/16/20			OPTLIF	27.12	
04/16/20			OPTLIF	10.20	
04/16/20			OPTLIF	3.19	
04/16/20			OPTLIF	5.76	
04/16/20			OPTLIF	8.64	
04/16/20			OPTLIF	40.00	
04/16/20			OPTLIF	3.72	
04/16/20			OPTLIF	26.40	
04/16/20			OPTLIF	1.85	
04/16/20			OPTLIF	28.71	
04/16/20			OPTLIF	3.55	
04/16/20			OPTLIF	46.53	
04/16/20			OPTLIF	3.20	
04/16/20			OPTLIF	6.51	
04/16/20			OPTLIF	1.60	
04/16/20			OPTLIF	20.46	
04/16/20			OPTLIF	0.75	
04/16/20			OPTLIF	8.20	
04/16/20			OPTLIF	12.08	
04/16/20			OPTLIF	24.51	
04/16/20				60.54	
04/16/20			OPTLIF OPTLIF	14.85	
04/16/20			OPTLIF	5.04	
04/16/20			OPTLIF	2.88	
04/16/20			OPTLIF	2.88	

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Minnesota Life Upload Error Report (RPY172)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

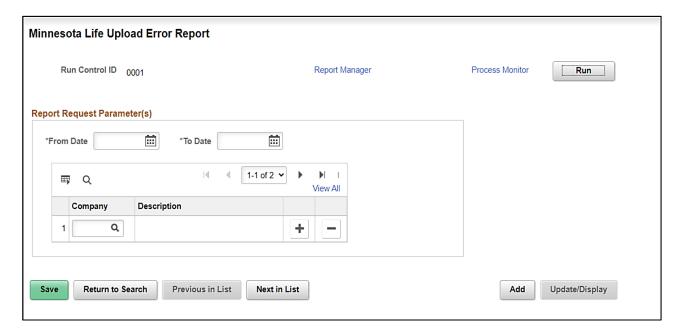
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

From Date To Date Company

Screenshot of the Minnesota Life Upload Error Report Run Control Page



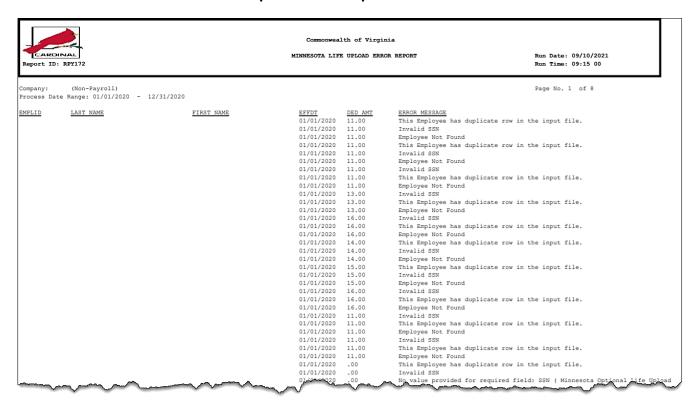
ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Minnesota Life Upload Error Report



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Multiple Worksite Report (RPY241)

REVISED: 03/30/2022

DESCRIPTION:

This regulatory report lists each tax location used to calculate the employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

Every quarter, SPO produces the Multiple Worksite Report (RPY241) for the calendar year and calendar quarter specified on the run control page. Agencies will also be able to generate the PDF for their agencies only. The Multiple Worksite Report provides the employee count as of the 12th of the last month in the quarter and the total State Unemployment Insurance (SUI) wages paid in the quarter per worksite.

NAVIGATION PATH:

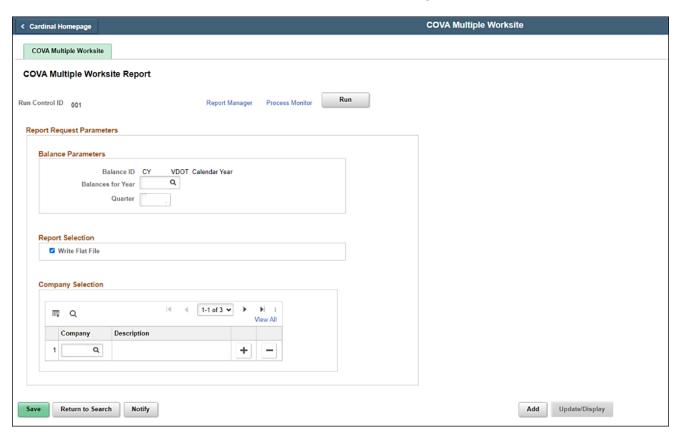
Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Multiple Worksite

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Balances for Year Quarter Write Flat File (checkbox) Company PDF

Screenshot of the Multiple Worksite Report Run Control Page



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ADDITIONAL INFORMATION:

Balances for Year and **Quarter** fields are required fields for both SPO and agency users. The **Write Flat File** checkbox will be available for SPO to generate the text file. The **Write Flat File** checkbox is not available for an agency user.

Screenshot of the Multiple Worksite Report

Report ID: RPY241			of Virginia	Run Date: 09/07/2021 Run Time: 04:06 00
Company SOV Senate of Virginia Fed EIN:	VIRGINI	Quarter A UI Numbe		Page No. 109 of 117
Worksite (or Trade) Name Street Address UI-Rpt-Cd Tax-Locatn Short-Desc		ees in Pay cludes the Feb	12th of Mar	Total Quarterly Wages Of Worksite
Accomack Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 001 001	1	1	1	17,730
Richmond (City) Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 760 760 760	178	178	138	2,086,585
Staunton Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 790 790	0	0	1	6,167
State Total	179	179	140	2,110,482
Company Total (All States)	179	179	140	2,110,482

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Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 09/15/2021

DESCRIPTION:

This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

PDF

INPUT / SEARCH CRITERIA:

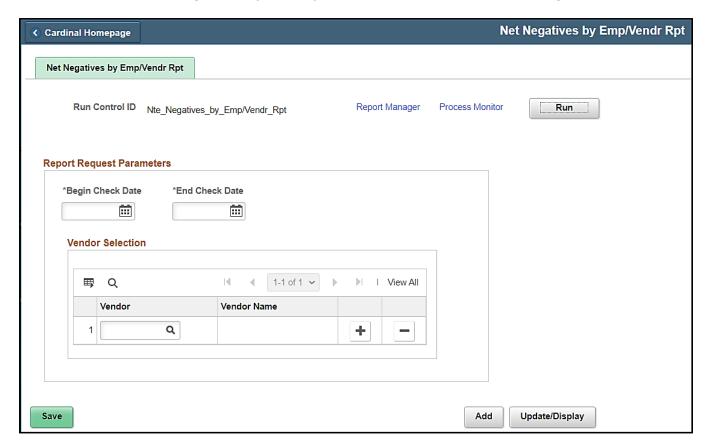
OUTPUT FORMAT:

Begin Check Date

End Check Date

Vendor

Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page



ADDITIONAL INFORMATION:

Begin Check Date and End Check Date fields are required fields.

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Screenshot of the Net Negatives by Employee/Vendor Report

	Commonwealth of Virginia NET NEGATIVES BY EMPLOYEE/VENDOR Run Date: 08/23/2021 Report ID: RPY383 Run Time: 11:07 00									
	Vendor : BN0000001 - VRS - Retirement Fund Page No. 1 of 11 Date range : 10/01/2019 - 12/31/2019 Deduction : Employee Retirement DB									
Company	Agency Name	Employee ID	Employee Name	Status	Check Date	Pay Period End Date	Employee Deduction	Employer Deduction	Off-Cycle Check	
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y	
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y	
Vendor S	Subtotal						-193.59	-523.44		

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Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. Report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled by Company, the report includes Employee Name, EmpIID, Benefit Plan, Before-Tax Deduction Amount, Employer Contribution Amount, and Void Check Indicator.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

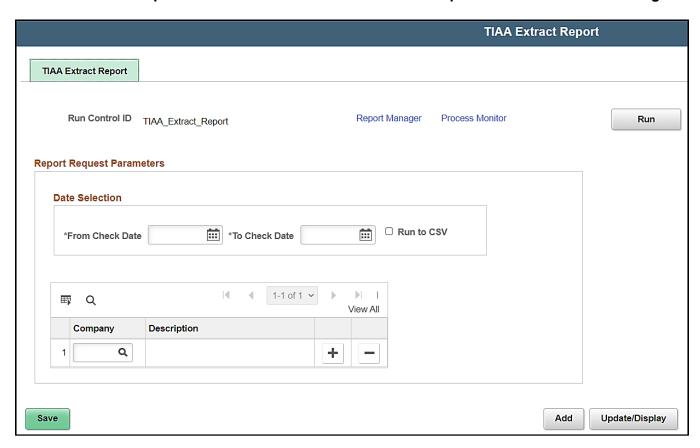
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

From Check Date To Check Date Run to CSV (checkbox) Company

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page



ADDITIONAL INFORMATION:

From Check Date and To Check Date are required fields.

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Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

EARDINAL Report ID: RPY453		Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020					Run Date: 09/08/2021 Run Time: 03:45 00		
COMPANY : ABC - Alcoholic Beverage Co	ntrol		PA	AYROLL DATE: 03/31/2020			Page No.	. 1 of 37	
EMPLOYEE NAME	EMPLOYEE ID		EMPLOY	ZEE CONTRIBUTION	EMPLOY	ER CONTRIBUTION	TOTA	AL CONTRIBUTION	
				439.60		747.30		1,186.90	
	ABC - Company Total:	1	\$	439.60	\$	747.30	\$	1,186.90	

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Paycheck History Report (RPY515)

REVISED: 10/17/2022

DESCRIPTION:

This report provides the history of the confirmed paychecks information for an employee including earnings, taxes, and deductions for research purposes by the agencies.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Paycheck History Report

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

CSV

Empl ID

Empl Record

All Empl Rcds (checkbox)

Company

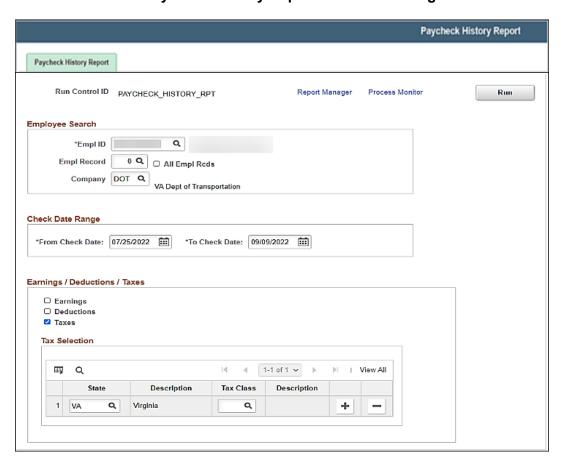
From Check Date

To Check Date

Earnings/Deductions/Taxes (checkboxes)

Tax Selection options

Screenshot of the Paycheck History Report Run Control Page



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ADDITIONAL INFORMATION:

Empl ID, **From Check Date** and **To Check Date** fields are required fields. **Screenshot of the Paycheck History Report**

Report ID:	RPY515									- 7
Report Name:	Paycheck Hist	ory Report								
EMPLID:		EMPL_RCD:	0							
Name:										
From Check Date:	7/25/2022									
To Check Date:	9/9/2022									- 5
Company	Empl Record	Check Date	Check#	Pay Run ID	Pay Period	Total Earnings	Net Pay	Earn Code	Descriptio Hours	Amount
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03			1
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03			- 3
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77			
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77			
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62			- {
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62			

Screenshot of the Paycheck History Report (scrolled right)

{										
ount	Plan Type	Deduction	Dedcd Des Deduction	Amount	State	Tax Class	Description	Local	Work PSD	Tax Amount
)					VA	Н	Withholding			160.83
{					VA	U	Unemployment ER			
}										
<u> </u>					VA	Н	Withholding			160.92
5					VA	U	Unemployment ER			
}					VA	Н	Withholding			160.58
					VA	U	Unemployment ER			

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Precalcalculation Audit Report (RPY122)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.

NAVIGATION PATH:

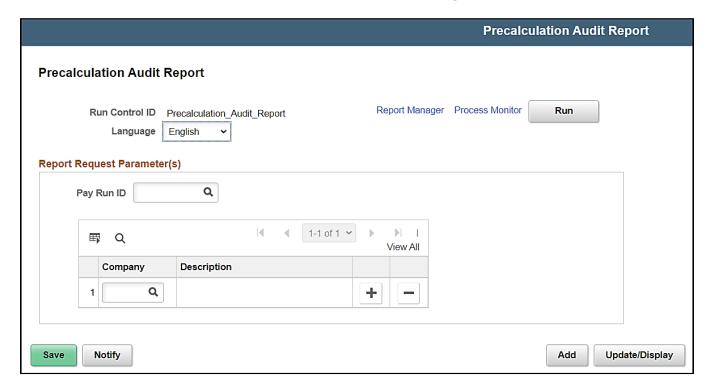
Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Precalculation Audit Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

Company

Screenshot of the Precalculation Audit Report Run Control Page



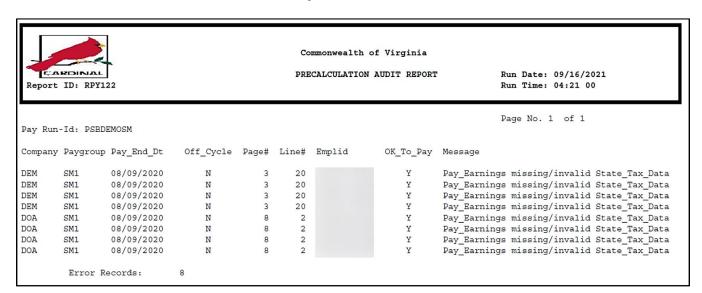
ADDITIONAL INFORMATION:

There are no required fields.

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Screenshot of the Precalculation Audit Report



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PRWORA-New Hire (RPY249)

REVISED: 01/26/2024

DESCRIPTION:

The report contains employees hired and paid by the Commonwealth for a specific date range, including employees who transfer between agencies. In addition, the report also contains new hire statistics to support garnishment data.

NAVIGATION PATH:

Menu > Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-New Hire

PDF

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Regulatory Region - State (Required)

Multi Company Organization checkbox (Do Not

Use)

Multi-State Employer (Do Not Use)

Test Mode Checkbox (Do Not Use)

Payroll Agencies only Checkbox (Do Not Use)

Company

From Date

Thru Date

Screenshot of the PRWORA-New Hire Report Run Control Page

Run Control IE	NEWHIRE_REPORT	Report Mana	ager Process Monitor	Run
ire Report Parameters				
*Regulatory Region	Virginia ✓ ☐ Multi Company Organization ☐ Multi-State Employer	Company	☐ Test Mode ☐ Payroll Agencies only ☐ DLI	, Q
From Date	10/01/2023	Company Thru Date	12/31/2023	<u> </u>
File Name			View Log	

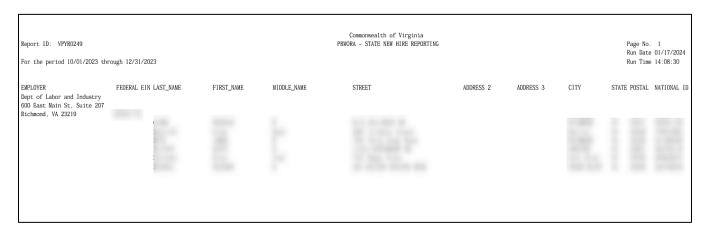
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ADDITIONAL INFORMATION:

Regulatory Region is a required field.

Screenshot of the PRWORA - State New Hire Report



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Reset W-4 Exempt List (TAX103)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

This calendar year-end report is used by SPO.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

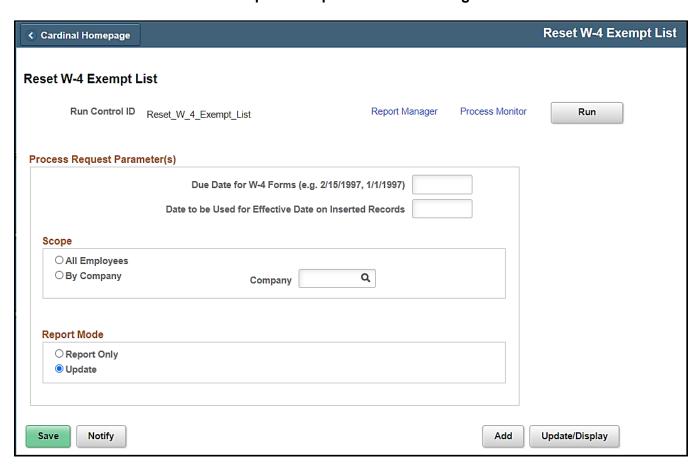
PDF

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Due Date for W-4 Forms
Date to be Used for Eff. Date on Inserted Records
Scope - All Employees or By Company
Company
Report Mode (radio button)

Screenshot of the Reset W-4 Exempt List Report Run Control Page



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ADDITIONAL INFORMATION:

This report has no required fields.

Screenshot of the Reset W-4 Exempt List Report

Δ	А	В	С	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCS	S	
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							

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Retroactive Enrollment Report (RPY365)

REVISED: 11/13/2023

DESCRIPTION:

This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online. This report is used by the Agency Payroll Administrators.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date CSV

Thru Date Company

Screenshot of the Retroactive Enrollment Report Run Control Page



ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.

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Screenshot of the Retroactive Enrollment Report

Report ID	: VPYR365																	
Report N	ame: Retro	active Enr	ollment Repo	rt														
Run Date	: 11/01/202	23																
Date Ran	ge: 10/01/2	2023 thru 1	1/01/2023															
Row Type	Company	Deptid	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt	Elect Dt	Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax	Annual Ple	edge
Current	DOT	13024		0			00	8/1/2023	10/19/2023			PPSRTA			159.33	0		
Prior	DOT	13024		0			00	NONE FOUND										

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Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 09/15/2021

DESCRIPTION:

A report that pulls employees where current pay period earnings is different than per pay period compensation on their job record.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

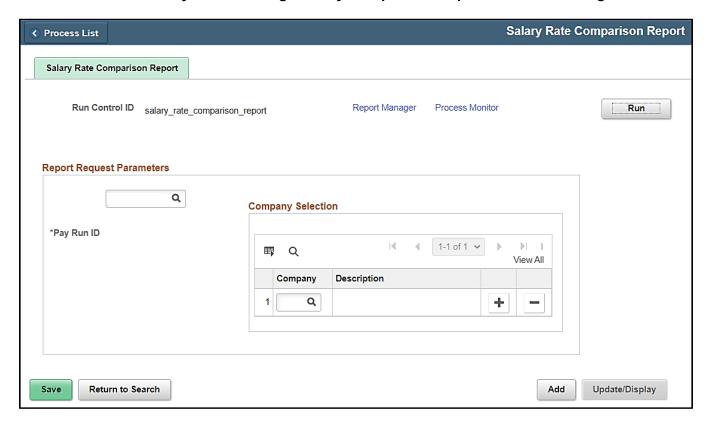
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID PDF

Company

Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID is a required field.

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Screenshot of the Salary Rate and Regular Pay Comparison Report

Commonwealth of Virgi		ORT			
Payroll Status - Confirmed 06/02	2/2021 02:46	00	F	age No. 1 of 27	
Job	Regular	Difference	Gross	Special Pay	Special Pa
Comp Rate	Pay		Pay	Type	Amount.
					0.00
					0.00
				Dam David	17.00
					17.00
		1552.27	3000.40	rim rwid	17.00
No Payeneck Reco	714				
	Payroll Status - Confirmed 06/0: Job Comp Rate 2500.00 4527.08 3571.47 3571.47 No Paycheck Rect	Payroll Status - Confirmed 06/02/2021 02:46 Job Regular Comp Rate Pay 2500.00 2045.45 4527.08 2208.33 4527.08 2318.75 3071.47 1532.26	Job Regular Difference Comp Rate Pay 2500.00 2045.45 454.55 4527.08 2208.33 2318.75 4527.08 2318.75 2208.33 3071.47 1532.26 1539.21 3071.47 1532.26 1539.21 3071.47 1532.26 1539.21 7 No Paycheck Record	Payroll Status - Confirmed 06/02/2021 02:46 00 Job Regular Difference Gross Pay 2500.00 2045.45 454.55 2045.45 4527.08 2208.33 2318.75 4527.08 4527.08 2318.75 2028.33 4527.08 3071.47 1532.26 1539.21 3088.46 3071.47 1532.26 1539.21 3088.46 No Paycheck Record	Run Time: 02:46 00 Payroll Status - Confirmed 06/02/2021 02:46 00 Regular Difference Gross Special Fay Pay Type 2500.00 2045.45 454.55 2045.45 4527.08 2208.33 2318.75 4527.08 4527.08 2318.75 2208.33 4527.08 3071.47 1532.26 1539.21 3088.46 Prm Rwrd 3071.47 1539.20 1532.27 3088.46 Prm Rwrd No Paycheck Record

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SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to identify those transactions that have been approved on Single Use Payroll Online Transactions (SPOT) in closed batches but have not been updated on the employee's payline(s).

NAVIGATION PATH:

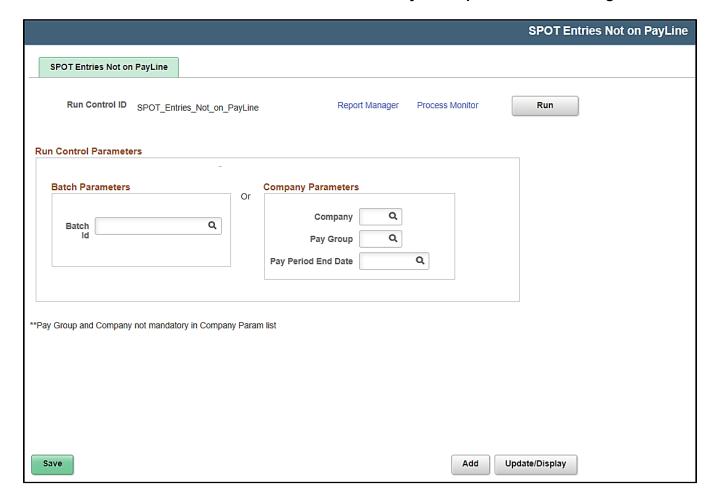
Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Batch ID PDF

Company Parameters

Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page



ADDITIONAL INFORMATION:

Batch ID field is a required field or **Company Parameters** are required.

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Screenshot of the SPOT Transactions Not Loaded to Payline Report

			Comm	onwealth of Virginia					
Report ID: RPY449		s	SPOT TRANSA	CTIONS NOT LOADED TO PAYLINE			Run Date: 09/15/2021 Run Time: 09:05 00		
							Page No. 1	of 1	
Batch Id : Pay Period End : Business Unit : Company : Batch Type : Seq# EmplID	31-MAR-2020 21500 University of Mary Washing	Payroll	Earn Code	Description	Oth Hrs	Amount	Tax Method	Seperate Check#	
2 1 2 3 1 4	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	A I A V A F	IAP IAP /RS RTR /RS	Annual Leave Payout - WTA Annual Leave Payout - WTA VRS Contribution Base Retroactive Regular Pay VRS Contribution Base Retroactive Regular Pay		600.00 675.00 -6666.67 194.29 -8117.42 -194.29	A A A A A	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

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Tax Deposit Summary Report (TAX001)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

This quarterly report is used by SPO.

NAVIGATION PATH:

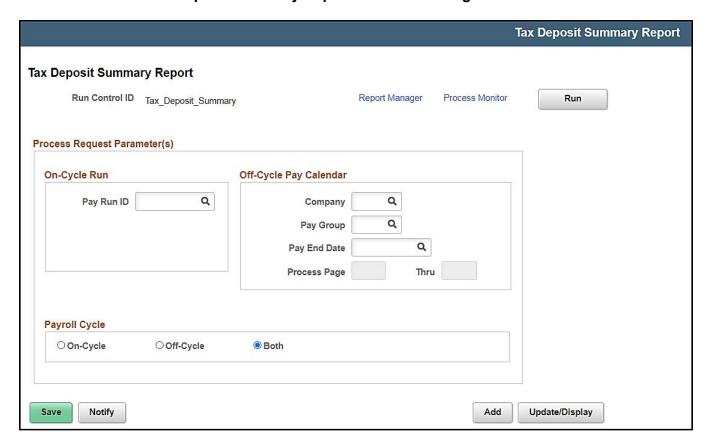
Menu > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID or Off-Cycle Pay Calendar Payroll Cycle (checkboxes)

PDF

Screenshot of the Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

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Screenshot of the Tax Deposit Summary Report

Report ID: TAX001 Company ABC Alcoholic Beverage C	ontrol			PeopleSo TAX DEPOSIT					Page No. 1 Run Date 09/08/2021
Pay Period End 07/09/2020	01101			On/Off Cycle (CONFIRMED				Run Time 18:03:04
Check Date 07/16/2020									
** NOTE: T	otals on this r	eport do not 1	nclude any	online balance ac	ijustment pane	activity.**			
State/ Locality /Abbrv	< WITHHO	LDING>	<	OTHER		>		<	UI>
SWT EIN County/Loc EIN	Taxable Gross		Туре	Taxable Gross	Tax		Total Deposit	Taxable Gross	Tax Rate
Federal Totals	7,447,875.64	2,143,062.95	OASEE	7,574,633.49	147,224.49	109,832.04	2,703,976.64		0.600
			OASER	2,374,633.49	,	147,227.21			
			MEDEE ADDL MED		109,829.95				
			ADDL MED	5,200,000.00	46,800.00				
District of Columbia	2,040.04	115.10					115.10		0.000
Maryland	14,456.74	922.59					922.59		0.000
Virginia	7,415,054.03	399,547.16					399,547.16	5,960.62	0.000
	.,,	555,511125					555,517.125	2,500.02	*****
West Virginia	16,324.83	729.00					729.00		0.000
Check Date Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49		
Pay Period Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49		
Company Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49		

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Tax Remittance Report (RPY174)

REVISED: 09/15/2021

DESCRIPTION:

This Tax Remittance report provides the amount and other details to be paid to state and localities manually via Accounts Payable.

NAVIGATION PATH:

Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Tax Remittance Report

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Company

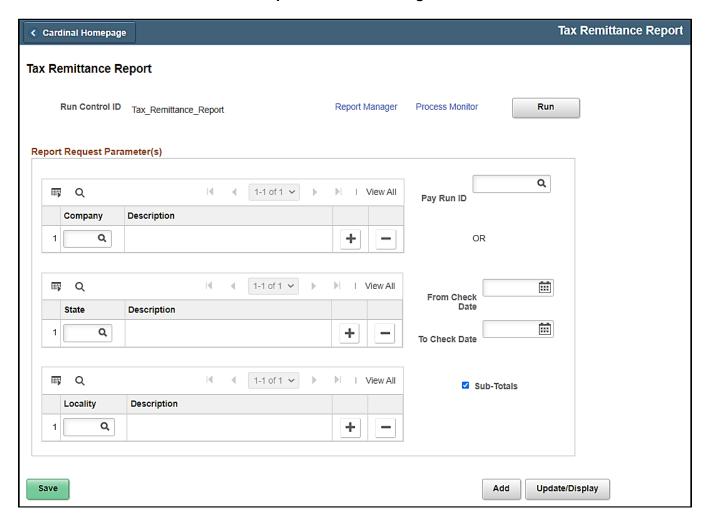
PDF

Pay Run ID or From/To Check Date

State Locality

Sub-Totals (checkbox)

Screenshot of the Tax Remittance Report Run Control Page



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ADDITIONAL INFORMATION:

Pay Run ID or From/To Check Date fields are required fields.

Screenshot of the Tax Remittance Report

CARDINAL Report ID: RPY174	Commonwealt	h of Virgir				Date: 01/11/2021 Time: 03:51 00
Company: Pay Run ID: STSM10324 From Check: To Check: State: Locality:					Page	: No. 20 of 26
Emplid Empl Rcd Name 0 State Total (WV) Company Total	Company RCB	<u>State</u> WV	<u>Locality</u>	<u>Check Date</u> 03/31/2020	Local Tax	<u>State Tax</u> 96.00 96.00 398.01

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Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 09/15/2021

DESCRIPTION:

This report lists percentage and number of direct deposit and paper checks processed on a payroll and sorted by employee type.

NAVIGATION PATH:

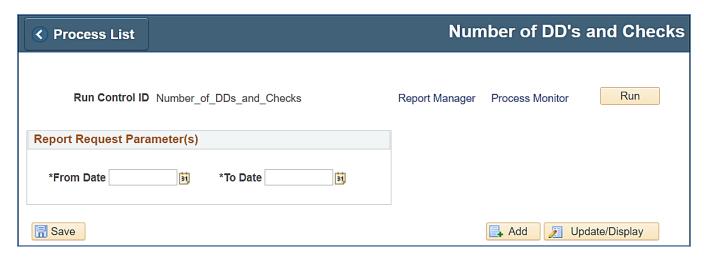
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date PDF

To Date

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report Run Control Page



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report

		mama				h of Virgi			annau		
CARDINAL leport ID: RPY163										Run Date: 09/10/2021 Run Time: 10:11 00	
											Page No. 1 of 5
	#PAID IN MONTH	#SALARY RECORDS		#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEP	#HOURLY BY CHK	%DD OF HOURLY	%DD OF NBR PAID	2
BC - Alcoholic Beverage Control											
Paygroup SL2 TOTAL Paygroup SM1 TOTAL Company ABC TOTALS	85 1,110 1,195	1,110	1,071	39	97.6 96.5 96.6		0	0 0	0.0	97.6 96.5 96.6	
PA - Auditor of Public Accounts											
Paygroup SM1 TOTAL Company APA TOTALS	125 125			10 10	92.0 92.0			0 0		92.0 92.0	
CC - Bland Correctional Center											
Paygroup SL1 TOTAL Paygroup SM1 TOTAL Company BCC TOTALS	193 90 283	90	65	0 25 25	100.0 72.2 91.2		0	0 0	0.0	100.0 72.2 91.2	
VI - Dept for Blind/Vision Impaired											
Paygroup BW1 TOTAL Paygroup SM1 TOTAL Company BVI TOTALS	1 286 287	286	274	0 12 12	0.0 95.8 95.8		0	0 (0 100.0 0 0.0 0 100.0	100.0 95.8 95.8	
BR - VA Center for Behavioral Rehab											
Paygroup SM1 TOTAL Company CBR TOTALS	558 558			26 26	95.3 95.3			0 (95.3 95.3	
CA - Center Children & Adolescents											
Paygroup SM1 TOTAL Company CCA TOTALS	166			12 12	92.8 92.8		0	0 0		92.8 92.0	

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US Census Annual Survey Report (RPY247)

REVISED: 09/15/2021

DESCRIPTION:

This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Calendar Year PDF

Screenshot of the US Census Annual Survey Report Run Control Page



ADDITIONAL INFORMATION:

Calendar Year field is a required field.

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Screenshot of the US Census Annual Survey Report

ABC APA BCC CBR CCA CCV Circuit Courts CVT DCR DFL DFM DEP DGS DMA DOA DOC DSP FWC GIF HRM MFA NSU RBC **RCB** SBV SOV UMW VRS VSU WSH Western State Hospital WWR

Alcoholic Beverage Contro 000000119400076624596000000000000000000000000000000221 Auditor of Public Account 0000000125000039711146000000000000000000000000000000221 Bland Correctional Center 0000000283000048431336000000000000000000000000000000221 Dept for Blind/Vision Imp 000000286000056948961000000001000000002250000000000221 VA Center for Behavioral 0000000558000090259241000000000000000000000000000000221 Center Children & Adolesc 0000000166000034298952000000000000000000000000000000221 00000019300012160057900000000000000000000000000000000221 Central VA Training Cente 0000000189000037307851000000000000000000000000000000221 Department of Fire Progra 0000000077000019576721000000000000000000000000000000221 Department of General Ser 000000066400016587756300000000000000000000000000000221 Department of Accounts 000000019200007348986200000000100000001761000000096221 Dept of Corr - Central Ad 00000004300001191389380000000005000000011250000000000221 Department of State Polic 0000002685000706051725000000000000000000000000000000221 Fluvanna Corr Ctr for Wom 000000036100006742538500000000000000000000000000000221 Dept of Wildlife Services 000000047900014257821300000000000000000000000000000221 Dept of Human Resource Mg 0000000115000038256339000000000000000000000000000000221 Virginia Museum of Fine A 0000000265000059504142000000000000000000000000000000221 Norfolk State University 000000088400022457099200000000000000000000000000000221 Rehab Ctr for the Blind 00000003700000887734200000000000000000000000000000221 Sitter & Barfoot Vet Care 000000029600007501923700000000000000000000000000000221 University of Mary Washin 000000081300021060485500000000000000000000000000000221 Virginia Retirement Syste 000000033900013481075900000000000000000000000000000221 Virginia State University 000000066800018556448500000000000000000000000000000221 Wilson Workforce & Rehab 00000002480000719183650000000000000000000000000000000221

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Virginia DSS Child Support Report (RPY461)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

NAVIGATION PATH:

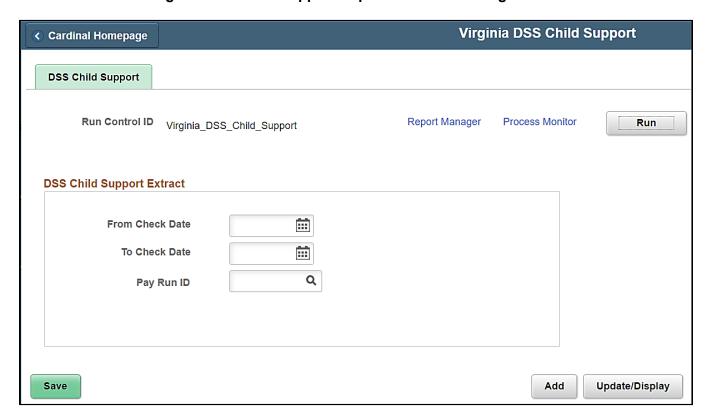
Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

From Check Date To Check Date Pay Run ID PDF

Screenshot of the Virginia DDS Child Support Report Run Control Page



ADDITIONAL INFORMATION:

From Check Date and To Check Date fields or Pay Run ID field are required fields.

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Screenshot of the Virginia DDS Child Support Extract Report

CARCINAL Report ID: RPY461		n of Virginia ORT EXTRACT REPOR	T Run Date: 08/24/2021 Run Time: 11:03 00
COMPANY: ABC - Alcoholic Beverage Control			Page No. 1 of 30
FOR CHECKS DATED 10/01/2019 - 12/31/2019			
CHECK DT EMPLID NAME 12/16/2019	00001 00001 00001 00001 00001 00001 00001 00001 00001 00001 00001	\$\frac{\text{201.05}}{\text{\$\sigma}}\$ 201.05 \$\text{\$276.92}\$ \$\text{\$\sigma}\$ 81.94 \$\text{\$\sigma}\$ 169.50 \$\text{\$\sigma}\$ 91.37 \$\text{\$\sigma}\$ 299.50 \$\text{\$\sigma}\$ 65.46 \$\text{\$\sigma}\$ 218.00 \$\text{\$\sigma}\$ 229.21 \$\text{\$\sigma}\$ 204.00 \$\text{\$\sigma}\$ 113.50 \$\text{\$\sigma}\$ 358.13	
Check Date Total:		\$ 3,967.25	
Company Total:		\$ 3,967.25	

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Virginia Quarterly UI Wage Report (RPY246)

REVISED: 10/23/2023

DESCRIPTION:

This regulatory Unemployment Insurance (UI) report creates a list of unemployment wages submitted quarterly.

This report displays a list of the employees and their quarter to date UI taxable wages reported to VEC. Agencies only see info for the agencies they have access to. Negative amounts in the QTD SUI Wage column are reported in a separate section or report and totaled separately from the positive amounts. These amounts must be manually submitted as adjustments to VEC by the individual agencies.

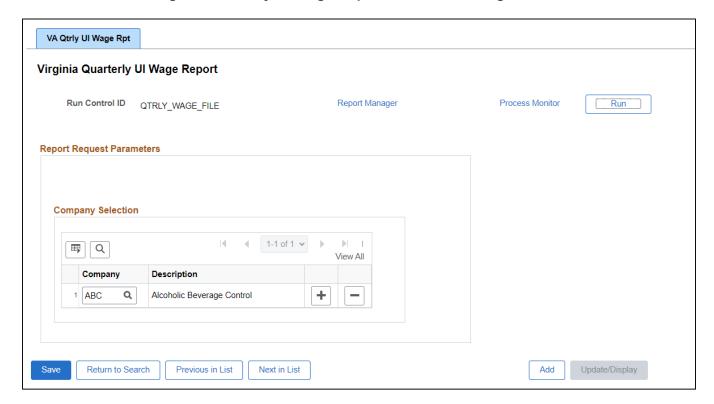
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > VA Qtrly UI Wage Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF

Screenshot of the Virginia Quarterly UI Wage Report Run Control Page



ADDITIONAL INFORMATION:

This report produces two PDF files. One is the positive QTD SUI wage totals used by the agencies in online reporting to VEC. The second displays employees with negative QTD SUI wage amounts which must be submitted separately to VEC.

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Screenshot of the Virginia Quarterly UI Wage Report – PDF (1 of 2)

		Commonwealth of Virginia								
_	RDINAL ID: VPYR0246	VIRGINIA QUA	ARTERLY UI WAGE REPO		Run Date: 08/22/2023 Run Time: 10:38 00					
Company	ABC Alcoholic Beverage Control			Page No. 1 Qua	of 71 arter/Year: 3/2023					
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked					
	and the second s	910.35	910.35	910.35	59.90					
		11,363.01	11,363.01	0.00	345.30					
		183.75	183.75	183.75	12.00					
		1,842.76	1,842.76	451.58	118.50					
		11,362.72	11,063.72	0.00	348.20					
		7,501.38	7,250.88	0.00	345.70					
		2,797.28	2,797.28	2,797.28	180.90					
		444.24	444.24	444.24	24.00					
		2,318.23	2,318.23	0.00	137.80					
		16,147.32	15,983.32	0.00	344.00					
		2,261.26	2,261.26	2,261.26	146.10					
		2,468.27	2,468.27	0.00	135.10					
		1,413.22	1,413.22	440.72	90.20					
		615.89	615.89	615.89	33.80					
		595.01	595.01	595.01	29.80					
		2,821.86	2,821.86	0.00	167.80					
		1,163.55	1,163.55	1,163.55	68.80					
		11,760.00	11,710.66	0.00	344.00					
		2,222.99	2,222.99	0.00	131.90					
		40,250.00	39,372.98	0.00	344.00					
		19,112.40	23,826.52	0.00	342.00					
Company	Total:	21,806,828.83	21,706,534.42	2,773,444.67	843,938.20					
Company	Total Number of Employees Reported:	4,807								
	Total Number of Records Reported:	4,807								

Screenshot of the Virginia Quarterly UI Wage Report – Negative Wage Listing PDF (2 of 2)

		Commonweal					
Report ID: VPYR0246	VA QUARTER	LY UI WAGE	RPT- NEGATIVE WAGE	LISTING	Run Date: Run Time:		
Company ABC Alcoholic Beverage Contro	1				Page No. 3	1 of 2 arter/Year:	3/2023
Emplid Name	QTD Gross	Wages	QTD SUI Wages	QTD SUI	Taxable	QTD Hours	Worked
CONTRACTOR OF THE PROPERTY OF		0.00	1,255.66-		996.96-		0.00
Company Total:		0.00	1,255.66-		996.96-		0.00
Company Total Number of Employees Reporte Company Total Number of Records Reported:		1					
Negative Wage Totals	QTD Gross	Wages 0.00	QTD SUI Wages 1,255.66-	QTD SUI	Taxable 996.96-	QTD Hours	Worked 0.00

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W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report used by line agency for calendar year-end certification and verification of company-level totals. This calendar year-end report is used by SPO.

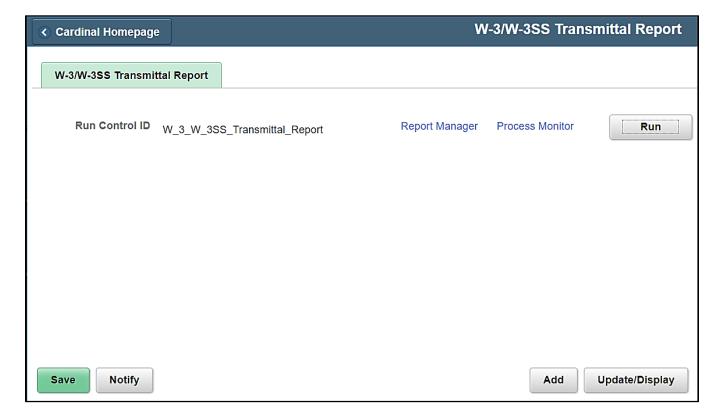
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

(none) PDF

Screenshot of the W-3 Transmittal Totals Report Run Control Page



ADDITIONAL INFORMATION:

This report has no required fields.

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Screenshot of the W-3 Transmittal Totals Report

Report : Company	ID: TAX915 ABC	PeopleSoft W-3 TRANSMITTAL - TOTALS REPORT Tax Year 2019	Page No. 1 Run Date 08/31/2021 Run Time 16:03:52
W=3 Box	Description	Contents / Amount	
b	Kind of Payer	Regular (All Others)	
	Kind of Employer	None Apply	
	Third-party sick pay	No	
С	Total number of Forms W-2	5150	
e	Employer identification number		
f	Employer name	Alcoholic Beverage Control	
g	Employer address	2901 Hermitage Road Richmond, VA 23220	
h	Other EIN used this year		
1	Wages, tips, other compensation	81039820.25	
2	Federal income tax withheld	7998976.04	
3	Social security wages	80425815.76	
4	Social security tax withheld	4986395.97	
5	Medicare wages and tips	84709000.85	
6	Medicare tax withheld	1264599.15	
7	Social security tips	0.00	
8	Allocated tips	0.00	
10	Dependent care benefits	29762.50	
11	Nonqualified plans	0.00	
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91	

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W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 12/12/2023

DESCRIPTION:

This regulatory report is a listing of all employees whose U.S. Tax Data records indicate they are exempt from federal income tax withholding (W-4).

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date PDF

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report Run Control Page



ADDITIONAL INFORMATION:

As of Date field is a required field.

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Screenshot of the W-4 Exemptions - Federal Tax Data Status Report

Report ID: Company As Of Date:	TAX100 ABC Alcoholic Beverage Control 12/12/2023			FEDI	People ERAL TAX DAT		JS REPORT		Page No. 1 Run Date 12/12/2023 Run Time 13:38:34
Employee ID	Name	Effective Date	Dept. ID	Dept. Name			- Special FWT Status	Additional Additional W/H % W/H Amount	NRA W/H Rule
		10/04/2023 12/31/2019 05/05/2023 10/05/2023 05/05/2023 01/01/2023 07/28/2023	226112 110701 226059 226112 226196 300507 300507	Store 112 Admin Exp Store 059 Store 112 Store 196 WarePolRd WarePolRd	42,552.90 227,466.15 46,744.52 41,324.63 31,291.53 44,094.30 20,183.64	0 11 0 0 0 0	Zero W/H None Zero W/H Zero W/H Zero W/H Zero W/H Zero W/H		

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Year End Data Audit Report (TAX910AU)

REVISED: 12/7/2023

DESCRIPTION:

This regulatory report a listing of the amounts loaded in the year end files and identifies certain errors. This calendar year-end report is used by SPO and agency Payroll Administrators.

NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

Balances for Year

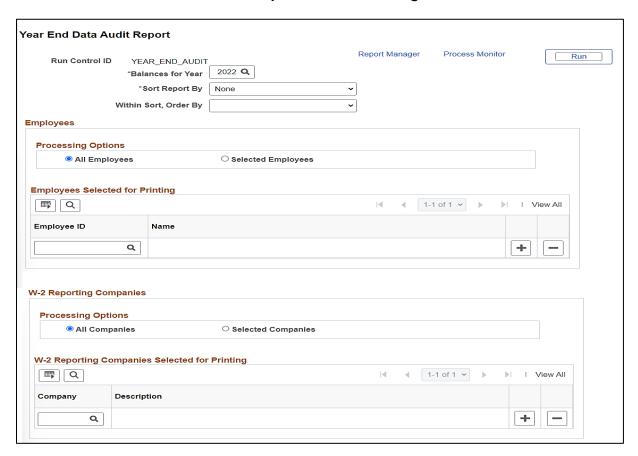
Sort/Order Report By

Employees Options (All or Selected)

Employee ID

W-2 Reporting Companies (All or Selected)

Screenshot of the Year End Audit Report Run Control Page



ADDITIONAL INFORMATION:

Balances for Year is a required field.

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Screenshot of the Year End Data Audit Report

Report ID: TAX910 W2 Rpt Company A Federal EIN		erage Control		YE DATA	eopleSoft A AUDIT REPORT Year 2022			Page No. 1 Run Date 12/07/2023 Run Time 07:36:19		
	Taxable Gross/ Tax	OASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqlfd Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips	
***	(60) S (60)	****								
Federal	17765.23 931.35	17765.23 1101.44	17765.23 257.60							
VA	17765.23 487.02									
****		***								
Federal	6.82	6.82 0.43	6.82 0.10							
VA	6.82									
***		****								
Federal	40621.00 4939.41	40621.00 2518.50	40621.00 589.00							
VA	40621.00 1765.98									

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Year End Record Error Report (TAX910ER)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report Identifies errors in the year-end data.

This calendar year-end report is used by SPO and agencies.

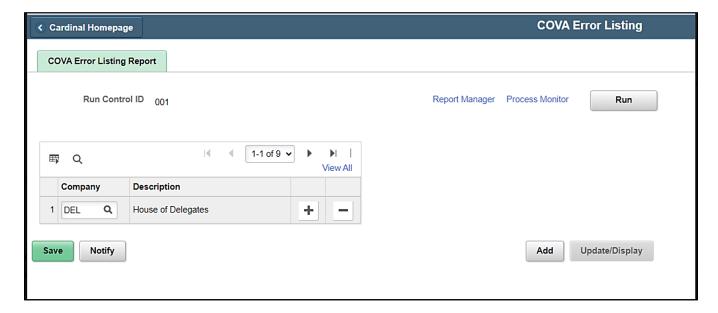
NAVIGATION PATH:

Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Company PDF

Screenshot of the Year End Record Error Report Run Control Page



ADDITIONAL INFORMATION:

The **Company** field is a required field.

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Screenshot of the Year End Record Error Report

Report ID: TAX910ER W2 Rpt Company ABC Federal EIN	PeopleSoft YE RECORD ERROR REPORT Tax Year 2019			Page No. 1 Run Date 09/08/2021 Run Time 17:51:33
Employee ID Employee Name	SSN	Taxform	Message	
		W-2	Incomplete employee address	
		W-2	Incomplete employee address	
		W-2	Incomplete employee address	
		W-2	OASDI Calc Tax <> Tax Balance	
		W-2	Incomplete employee address	
		W-2	OASDI Calc Tax <> Tax Balance	
		W-2	Incomplete employee address	
		W-2	Incomplete employee address	

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