

Creating, Updating, and Stopping General Deductions Overview

General Deductions are non-benefit deductions, such as charity, garnishments, and parking. General Deductions can be both pre-tax and post-tax based on setup from the General Deductions or Garnishment tables in Cardinal. Deductions are set up at the Company (Agency) level for employee's who are eligible.

Note: Cardinal does not prorate deductions. Therefore, the entire amount is deducted if a deduction starts or ends in the middle of the pay period.

This Job Aid outlines the processes for creating, updating, and stopping a General Deduction in Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Creating A New General Deduction

Step	Action
1.	Navigate to the Create General Deduction page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
<p>The Create General Deductions Find an Existing Value page displays.</p> <div data-bbox="250 623 1386 1247" style="border: 1px solid black; padding: 10px;"> <p>Create General Deductions</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches ✎</p> <p>Choose from recent searches ▼</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>🔖 Saved Searches ✎</p> <p>Choose from saved searches ▼</p> </div> <div style="margin-top: 10px;"> <p>Empl ID begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Company begins with ▼ <input style="width: 100px;" type="text"/> 🔍</p> <p>Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Last Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Second Last Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Alternate Character Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input style="background-color: #333; color: white; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/> </p> </div> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the employee’s Employee ID in the Empl ID field. <div data-bbox="256 1465 870 1541" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Empl ID begins with ▼ <input style="width: 100px; border: 2px solid red;" type="text"/></p> </div>
	<p>Users can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p>
3.	Click the Search button. <div data-bbox="256 1761 695 1837" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <input style="background-color: #333; color: white; padding: 5px 15px; border: 2px solid red;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/> </p> </div>

Step	Action
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The **Create General Deductions** page displays.

Create General Deductions

Person ID [REDACTED]

Company DLI Dept of Labor and Industry

General Deduction [Search] | [Navigation] | 1 of 1 | View All

*Deduction Code [Input] [Search] [Add] [Remove]

Deduction Details [Search] | [Navigation] | 1 of 1 | View All

*Effective Date [01/22/2025] [Calendar] Take on all Paygroups [Add] [Remove]


*Calculation Routine [Default to Deduction Table] Ded stopped by Self Serv User

Deduction End Date [Input] [Calendar] Deduction Rate or % [Input]




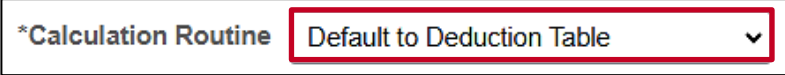
Loan Interest % [Input] Flat/Addl Amount [Input]



Goal Amount [Input] Current Goal Balance [Input]

This data was last updated by _____ Data last updated on _____




4.	Enter/select the applicable Deduction Code using the Deduction Code Look-Up icon. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> *Deduction Code [Input] [Search] </div>
	For further information about Deduction Codes, see the Job Aid titled PY381_General and Benefits Deduction Codes . This Job Aid can be found on the Cardinal website in Job Aids under Learning .
5.	The Effective Date field defaults to the current system date. Update this date by entering it in this field or using the Calendar icon as needed. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> *Effective Date [01/22/2025] [Calendar] </div>

PY381_Creating, Updating, and Stopping General Deductions

Step	Action
	<p>Cardinal does not pro-rate general deductions. If the effective date is within the pay period, the deduction will be deducted with the full amount. If the effective date is prior to the current pay period, the Payroll Administrator will need to do a retroactive calculation and enter the retroactive amount in SPOT. If a future dated row is entered and outside of the current payroll period, the deduction will take effect in the future pay period. For further information on effective dating, see the Job Aid titled HR351_Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
6.	<p>The Take on all Paygroups checkbox option is selected by default.</p> 
	<p>Use this option to have the system take a deduction every time it issues a check to the employee. For employees with multiple jobs in different Pay Groups, this field will control whether the deduction will process on all Pay Groups or only the Primary Pay Group.</p> <p>If an employee has multiple jobs within the company:</p> <ul style="list-style-type: none"> • When checked, the deduction will be taken from all jobs • When unchecked, the deduction will only be taken from the primary job (Pay Group) which can be viewed on the Update Payroll Options page. See the section of this Job Aid titled Updating the Primary Paygroup for more information
7.	<p>The Calculation Routine field defaults to “Default to Deduction Table”. Select the appropriate value using the dropdown button provided. See the table below for the field options and descriptions.</p> 

Step	Action																								
	<p>The Calculation Routine field options are listed below. Note that not all options are used in Cardinal.</p> <table border="1" data-bbox="256 451 1433 1608"> <thead> <tr> <th data-bbox="256 451 683 520">Calculation Routine Options</th> <th data-bbox="683 451 1433 520">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 520 683 619">Default to Deduction Table</td> <td data-bbox="683 520 1433 619">Select this value to use the calculation routine that is specified on the Deduction Table</td> </tr> <tr> <td data-bbox="256 619 683 751">Flat Amount</td> <td data-bbox="683 619 1433 751">Select this value to calculate the deduction as a flat amount and enter the amount in the Flat/Additional Amount field</td> </tr> <tr> <td data-bbox="256 751 683 829">Percent of Federal Gross</td> <td data-bbox="683 751 1433 829">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 829 683 1035">Percent of Net Pay</td> <td data-bbox="683 829 1433 1035">Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the Deduction Rate or % field. Net pay is determined at the time that the deduction is calculated. Establish the priority of the calculation on the Deduction table.</td> </tr> <tr> <td data-bbox="256 1035 683 1113">Percent of Special Earnings</td> <td data-bbox="683 1035 1433 1113">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 1113 683 1190">Percent of Total Gross</td> <td data-bbox="683 1113 1433 1190">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 1190 683 1318">Percentage</td> <td data-bbox="683 1190 1433 1318">Select this value to calculate the deduction as a percentage. Enter the percentage in the Deduction Rate or % field</td> </tr> <tr> <td data-bbox="256 1318 683 1396">Rate x Hours Worked</td> <td data-bbox="683 1318 1433 1396">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 1396 683 1474">Rate x Special Hours</td> <td data-bbox="683 1396 1433 1474">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 1474 683 1551">Rate x Total Hours</td> <td data-bbox="683 1474 1433 1551">Not used in Cardinal</td> </tr> <tr> <td data-bbox="256 1551 683 1608">Special Deduction Calculation</td> <td data-bbox="683 1551 1433 1608">Not used in Cardinal</td> </tr> </tbody> </table>	Calculation Routine Options	Description	Default to Deduction Table	Select this value to use the calculation routine that is specified on the Deduction Table	Flat Amount	Select this value to calculate the deduction as a flat amount and enter the amount in the Flat/Additional Amount field	Percent of Federal Gross	Not used in Cardinal	Percent of Net Pay	Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the Deduction Rate or % field. Net pay is determined at the time that the deduction is calculated. Establish the priority of the calculation on the Deduction table.	Percent of Special Earnings	Not used in Cardinal	Percent of Total Gross	Not used in Cardinal	Percentage	Select this value to calculate the deduction as a percentage. Enter the percentage in the Deduction Rate or % field	Rate x Hours Worked	Not used in Cardinal	Rate x Special Hours	Not used in Cardinal	Rate x Total Hours	Not used in Cardinal	Special Deduction Calculation	Not used in Cardinal
Calculation Routine Options	Description																								
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Rate x Total Hours	Not used in Cardinal																								
Special Deduction Calculation	Not used in Cardinal																								
8.	<p>Optionally, enter or select a deduction end date using the Deduction End Date Calendar icon.</p> <div data-bbox="266 1698 865 1766" style="border: 1px solid black; padding: 5px;"> Deduction End Date <input data-bbox="558 1703 857 1759" style="width: 184px; height: 27px;" type="text"/>  </div>																								

PY381_Creating, Updating, and Stopping General Deductions

Step	Action
	<p>If the effective date is within the pay period, the deduction will be deducted with the full amount. To deduct a partial amount due to mid-pay period changes, calculate the prorated amount and enter that amount in SPOT. If a future dated row is entered and outside of the current payroll period, the deduction will take effect in the future pay period. For further information on effective dating, see the Job Aid titled HR351_Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
9.	<p>If the “Percent of Net Pay” or “Percentage” calculation routine was selected during Step 7, enter the applicable deduction rate or deduction percentage in the Deduction Rate or % field.</p> <div data-bbox="261 699 967 768" style="border: 1px solid black; padding: 2px;"> *Calculation Routine Percent of Net Pay </div> <div data-bbox="261 791 818 856" style="border: 1px solid black; padding: 2px;"> Deduction Rate or % </div>
	<p>The Loan Interest % field is not being utilized in Cardinal.</p> <div data-bbox="261 947 761 1016" style="border: 1px solid black; padding: 2px;"> Loan Interest % </div>
10.	<p>If the “Flat Amount” calculation routine was selected during Step 7, enter the flat amount for the deduction in the Flat/Addl Amount field.</p> <div data-bbox="261 1146 967 1213" style="border: 1px solid black; padding: 2px;"> *Calculation Routine Flat Amount </div> <div data-bbox="261 1236 696 1304" style="border: 1px solid black; padding: 2px;"> Flat/Addl Amount </div>
11.	<p>Optionally, enter a total goal amount for the deduction in the Goal Amount field.</p> <div data-bbox="261 1381 669 1451" style="border: 1px solid black; padding: 2px;"> Goal Amount </div>
	<p>If entered, the deduction will automatically stop once the goal amount is reached (i.e., Goal Amount = Current Goal Balance).</p>

Step	Action
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The screenshot below displays a Sample Deduction (with applicable data entered/selected).

Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction Q | << < 1 of 1 > >> | View All

*Deduction Code Q + - Combined Virginia Campaign

Deduction Details Q | << < 1 of 1 > >> | View All

*Effective Date + -

*Calculation Routine Take on all Paygroups

Ded stopped by Self Serv User

Deduction End Date Deduction Rate or %

Loan Interest % Flat/Addl Amount

Goal Amount Current Goal Balance



This data was last updated by _____ Data last updated on _____

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

i	To add an additional general deduction, click the Add a New Row (+) icon within the General Deductions section and repeat Steps 5-13.
12.	Once all deductions are entered, click the Save button.

Save
Return to Search
Notify
Refresh

Updating a General Deduction

Step	Action
1.	Navigate to the Create General Deductions page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
<p>The Create General Deductions Find an Existing Value page displays.</p> <div data-bbox="250 623 1390 1249" style="border: 1px solid black; padding: 10px;"> <p>Create General Deductions</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches <input type="text"/> <input type="text"/></p> <p>🔖 Saved Searches Choose from saved searches <input type="text"/> <input type="text"/></p> </div> <p>Empl ID <input type="text"/> begins with <input type="text"/></p> <p>Company <input type="text"/> begins with <input type="text"/> <input type="text"/></p> <p>Name <input type="text"/> begins with <input type="text"/></p> <p>Last Name <input type="text"/> begins with <input type="text"/></p> <p>Second Last Name <input type="text"/> begins with <input type="text"/></p> <p>Alternate Character Name <input type="text"/> begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the employee's Employee ID in the Empl ID field. <div data-bbox="293 1472 906 1545" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Empl ID <input type="text"/> begins with <input style="border: 2px solid red;" type="text"/> </div>
	Users can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Search button. <div data-bbox="293 1766 729 1839" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>

Step	Action
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The **Create General Deductions** page displays.

Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction 1 of 1 | View All

*Deduction Code + -

Deduction Details 1 of 1 | View All

*Effective Date + -

*Calculation Routine + -

Take on all Paygroups

Ded stopped by Self Serv User

Deduction End Date + -

Loan Interest % Deduction Rate or %

Goal Amount Flat/Addl Amount

Current Goal Balance

This data was last updated by _____ Data last updated on _____

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

4. In this scenario, the employee only has one deduction (Row 1 of 1). If the employee has multiple deductions defined, navigate to the applicable deduction using the navigational arrows or **View All** link within the **General Deductions** section.

General Deduction 1 of 1 | View All

*Deduction Code + -

5. Once the correct deduction is displayed, click the **Add a New Row** icon (+) within the **Deduction Details** section. The data from the previous row automatically transfers to the new row.



Step	Action
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A new effective dated row displays for the deduction.

Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction 1 of 1 | View All

*Deduction Code + -

Deduction Details 1 of 2 | View All

*Effective Date + -

*Calculation Routine Take on all Paygroups

Deduction End Date Ded stopped by Self Serv User

Loan Interest % Deduction Rate or %

Goal Amount Flat/Addl Amount

Current Goal Balance

This data was last updated by _____ Data last updated on _____

6. **The Effective Date** field defaults to the current system date. Update this date using the **Calendar** icon as needed.

*Effective Date





If the effective date is within the pay period, the deduction will be deducted with the full amount. If a partial amount is required due to mid-pay period changes, do a calculation of the prorated amount and enter that amount in SPOT. If a future dated row is entered and outside of the current payroll period, the deduction update will take effect in the future pay period. For further information on effective dating, see the Job Aid titled **HR351_Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

7. Review and update the applicable information in the corresponding field(s). Refer to the [Creating a New General Deduction](#) section within this Job Aid for specific data entry guidance.

PY381_Creating, Updating, and Stopping General Deductions

Step	Action
8.	<p>To enter an additional effective dated row for the same deduction, click the Add a New Row icon (+) within the Deduction Details section and repeat Steps 6-7.</p> <div data-bbox="290 453 1414 758" style="border: 1px solid black; padding: 5px;"> <p>Deduction Details Q << < 1 of 2 > >> View All</p> <p>*Effective Date <input type="text" value="01/22/2025"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="Calendar"/> <input checked="" type="checkbox"/> Take on all Paygroups + -</p> <p>*Calculation Routine <input type="text" value="Percent of Net Pay"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="v"/></p> <p>Deduction End Date <input type="text"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="Calendar"/> Deduction Rate or % <input type="text" value="25"/></p> <p>Loan Interest % <input type="text"/> Flat/Addl Amount <input type="text"/></p> <p>Goal Amount <input type="text"/> Current Goal Balance <input type="text"/></p> </div>
9.	<p>Once all updates are completed, click the Save button.</p> <div data-bbox="290 846 969 926" style="border: 1px solid black; padding: 5px;"> Save Return to Search Notify Refresh </div>

Manually Stopping a General Deduction

Step	Action
1.	Navigate to the Create General Deductions page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
<p>The Create General Deductions Find an Existing Value page displays.</p> <div data-bbox="248 621 1390 1247" style="border: 1px solid black; padding: 10px;"> <p>Create General Deductions Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎</p> <p>Empl ID begins with <input type="text"/></p> <p>Company begins with <input type="text"/> 🔍</p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div> </div>	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the employee's Employee ID in the Empl ID field. <div data-bbox="293 1472 906 1545" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Empl ID begins with <input style="border: 2px solid red;" type="text"/> </div>
	Users can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Search button. <div data-bbox="293 1766 729 1839" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>

Step	Action
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The **Create General Deductions** page displays.

Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction 1 of 1 | View All

*Deduction Code + -

Deduction Details 1 of 1 | View All

*Effective Date + -

*Calculation Routine + -

Take on all Paygroups

Ded stopped by Self Serv User

Deduction End Date Deduction Rate or %

Loan Interest % Flat/Addl Amount

Goal Amount Current Goal Balance

This data was last updated by _____ Data last updated on _____

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History


4. In this scenario, the employee only has one deduction (Row 1 of 1). If the employee has multiple deductions defined, navigate to the applicable deduction using the navigational arrows or **View All** link within the **General Deductions** section.

General Deduction 1 of 1 | View All

*Deduction Code + -



5. Once the correct deduction is displayed, click the **Add a New Row** icon (+) within the **Deduction Details** section. The data from the previous row automatically transfers to the new row.




Step	Action
	<p>A new effective dated row displays for the deduction. (Row 1 of 2 in this scenario).</p> <div data-bbox="292 420 1344 1050" style="border: 1px solid black; padding: 10px;"> <p>Create General Deductions</p> <p>Company DLI Dept of Labor and Industry Person ID [redacted]</p> <p>General Deduction [search] 1 of 1 View All</p> <p>*Deduction Code [input] [search] [+ -]</p> <p>Deduction Details [search] 1 of 2 View All</p> <p>*Effective Date 01/22/2025 [calendar] <input type="checkbox"/> Take on all Paygroups [+ -]</p> <p>*Calculation Routine Default to Deduction Table <input type="checkbox"/> Ded stopped by Self Serv User</p> <p>Deduction End Date [input] [calendar] Deduction Rate or % [input]</p> <p>Loan Interest % [input] Flat/Addl Amount [input]</p> <p>Goal Amount [input] Current Goal Balance [input]</p> <p>This data was last updated by _____ Data last updated on _____</p> <p>[Save] [Return to Search] [Notify] [Refresh] [Update/Display] [Include History] [Correct History]</p> </div>
6.	<p>The Effective Date field defaults to the current system date. Update this date using the Calendar icon as needed.</p> <div data-bbox="292 1165 795 1249" style="border: 1px solid black; padding: 5px;"> <p>*Effective Date 01/22/2025 [calendar]</p> </div>
	<p>If the effective date is within the pay period, the deduction will be deducted with the full amount. If a partial amount is required due to mid-pay period changes, do a calculation of the prorated amount and enter that amount in SPOT. If a future dated row is entered and outside of the current payroll period, the deduction update will take effect in the future pay period. For further information on effective dating, see the Job Aid titled HR351_Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
7.	<p>Enter or select the applicable date for the deduction to stop in the Deduction End Date field.</p> <div data-bbox="292 1606 852 1690" style="border: 1px solid black; padding: 5px;"> <p>Deduction End Date [input] [calendar]</p> </div>
8.	<p>Click the Save button.</p> <div data-bbox="292 1764 966 1848" style="border: 1px solid black; padding: 5px;"> <p>[Save] [Return to Search] [Notify] [Refresh]</p> </div>

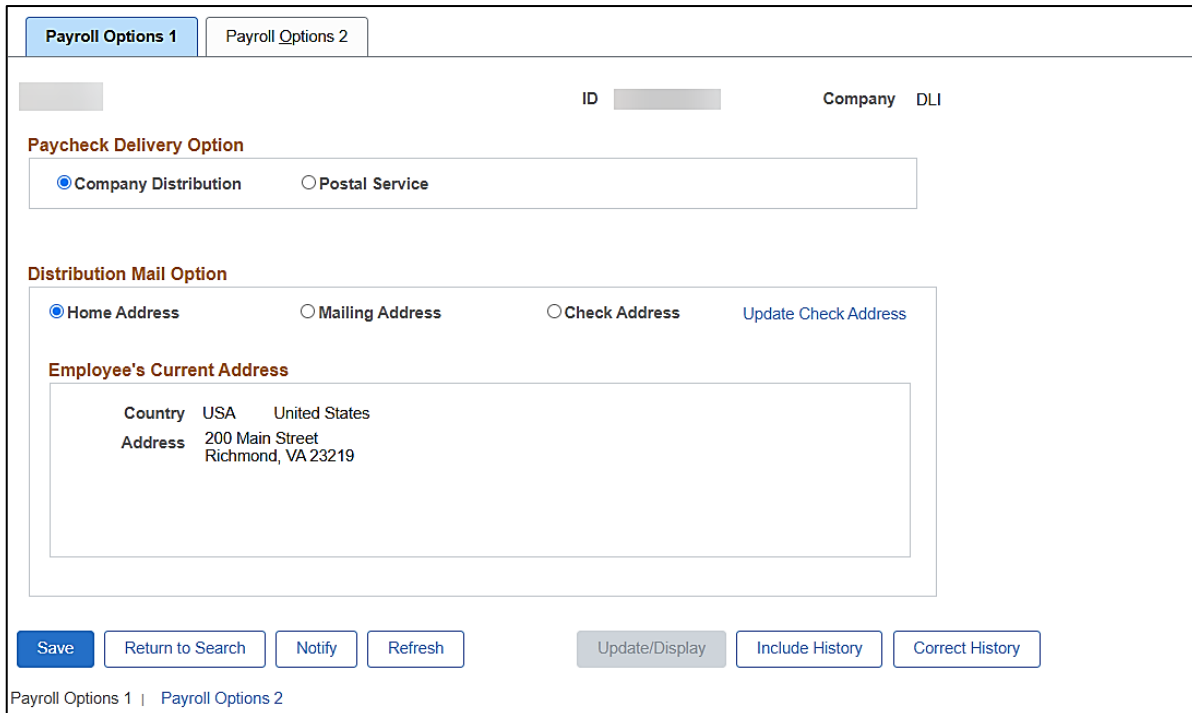
Updating the Primary Pay Group

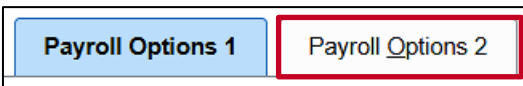
This field is populated based on the Job Data record (**PayGroup** field on the **Payroll** tab that corresponds with the **Job Indicator** on the **Work Location** tab). An exception to this is when Job Data is updated in Correction mode. When this occurs, the **Primary PayGroup** field may need to be updated manually. This section of the Job Aid provides the steps to manually update the employee's Pay Group.

Step	Action
1.	Navigate to the Update Payroll Options page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Update Payroll Options
<p>The Update Payroll Options Find an Existing Value page displays.</p> <div data-bbox="256 831 1386 1444" style="border: 1px solid black; padding: 10px;"> <p>Update Payroll Options Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ✎ 📌 Saved Searches Choose from saved searches ✎</p> <p>Empl ID begins with <input type="text"/></p> <p>Company begins with <input type="text"/> 🔍</p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div> </div>	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the employee's Employee ID in the Empl ID field. <div data-bbox="293 1667 906 1745" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p> </div>
	Users can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Step	Action
3.	Click the Search button. 

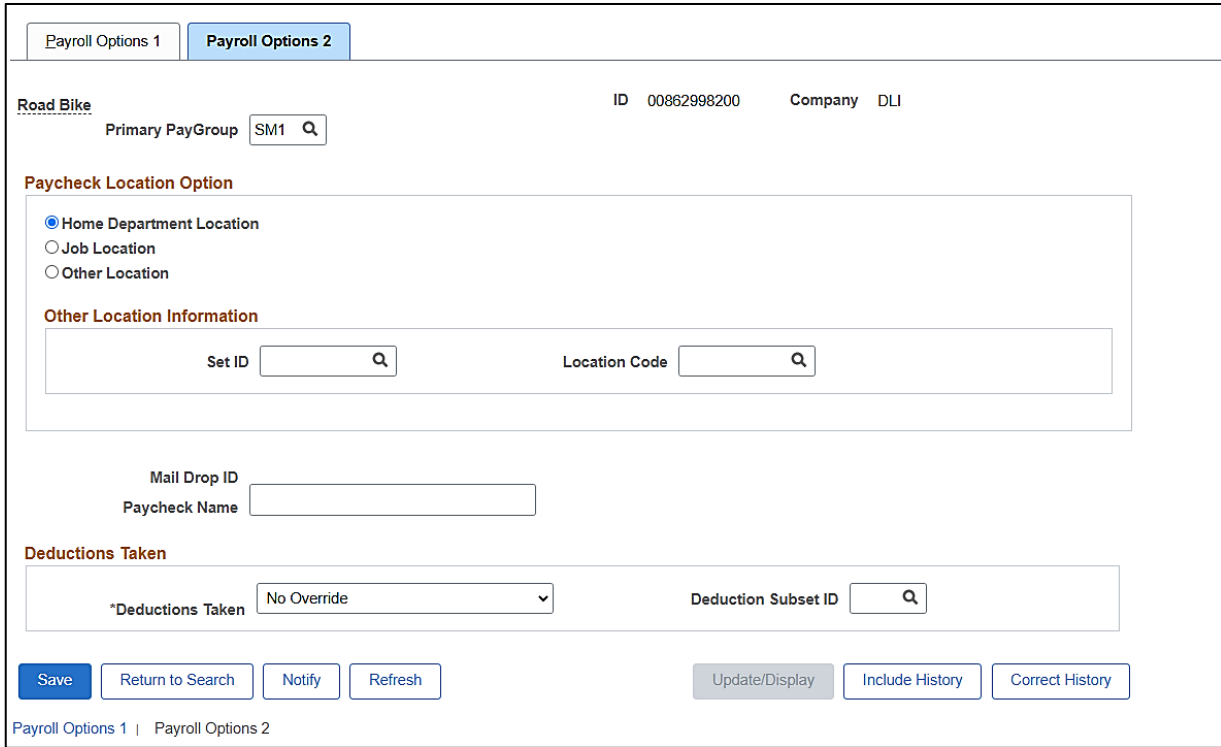
The **Payroll Options** page displays with the **Payroll Options 1** tab displayed by default.



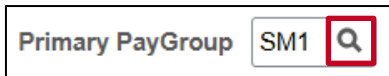
4.	Click the Payroll Options 2 tab to view the Primary Pay Group for the employee. 
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Step	Action
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The **Payroll Options 2** tab displays.



5. Click the **Primary PayGroup** Look Up icon.



Step	Action
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The **Look Up Primary PayGroup** page displays in a pop-up window.

Look Up Primary PayGroup
×

[Help](#)

Empl Record =

Search
Clear
Cancel
Basic Lookup

Search Results

View 100
◀ ◻ ▶
1-1 of 1
▶ ▶

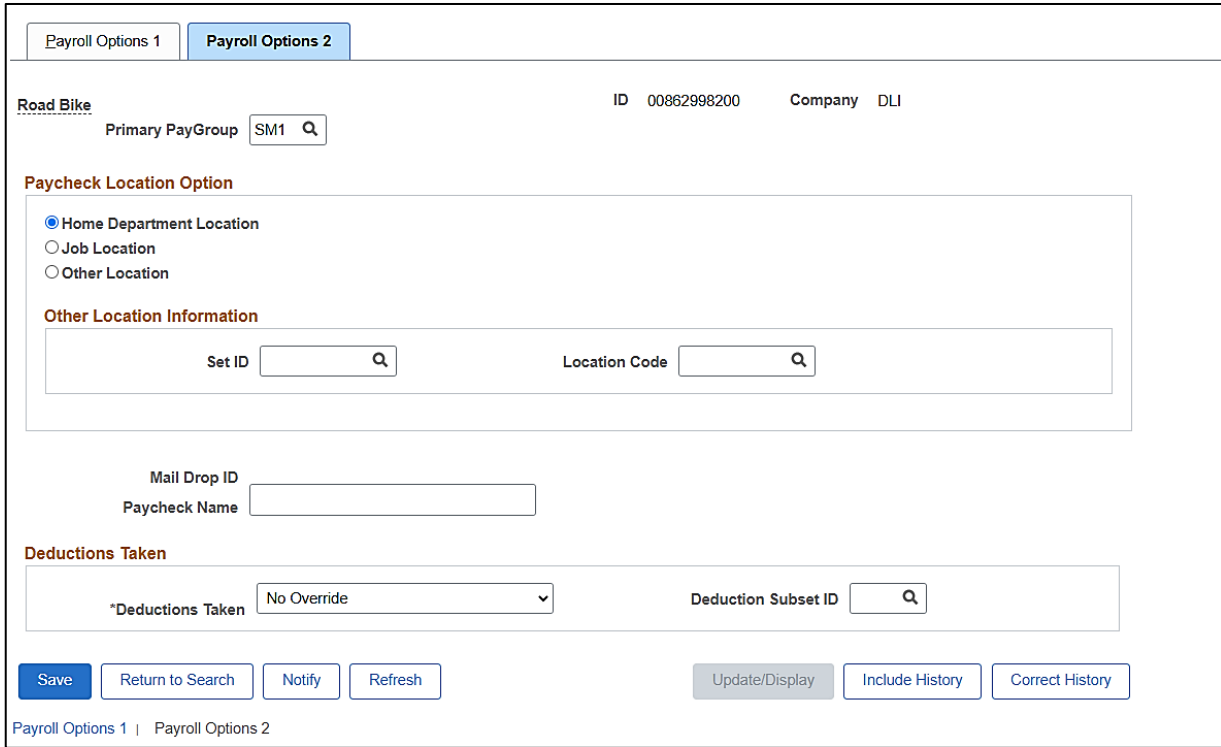
Empl Record	Effective Date	Pay Group
0	07/11/2024	SM1

6. Select the appropriate option by clicking the corresponding link in the **Pay Group** field.

Empl Record	Effective Date	Pay Group
0	07/11/2024	SM1

Step	Action
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The **Payroll Options 2** page redisplay.



7.	Confirm that the appropriate value displays in the Primary PayGroup field.
8.	Click the Save button. 