



How to Update Dependent Information Overview

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

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

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

- When accessing Cardinal, be sure you are using a computer or laptop. Paycheck stubs and W-2 will not display on a mobile phone
- Use one of the preferred browsers: Google Chrome or Microsoft Edge
- Turn off pop-up blockers as this may prevent the file from opening

Table of Contents

Revision History	2
Viewing and Printing Paychecks	3
Viewing and Printing W-2 Documents	8
Viewing and Printing Prior Year W-2 Documents	9








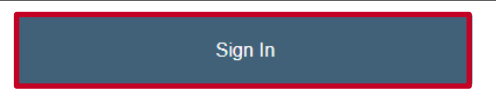
Employee Self-Service Job Aid

ESS_ How to View and Print a Paycheck/W-2

Revision History

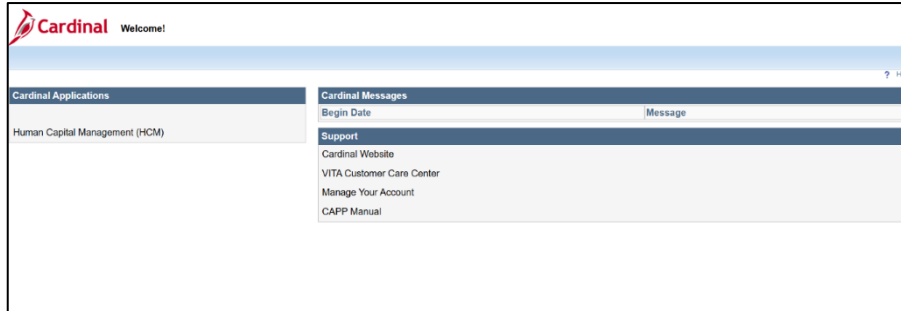
Revision Date	Summary of Changes
2/18/2025	Baseline

Viewing and Printing Paychecks

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .
<p>The Cardinal Homepage displays.</p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; width: 60%;">  <p style="font-size: small; margin-top: 5px;">Notice and Warning This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <div style="margin-top: 10px;"> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Cardinal Username"/> </div> <div style="margin-top: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="password" value="Password"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: none;" type="button" value="Sign In"/> </div> <div style="font-size: x-small; margin-top: 10px;"> Forgot Username Forgot Password User Registration Sign-on Help </div> </div> </div>	
2.	Enter the Employee Username and Password in the Cardinal Username and Password field. <div style="margin-top: 10px;">   </div>
3.	Click the Sign In button. <div style="margin-top: 10px;">  </div>

Step	Action
------	--------

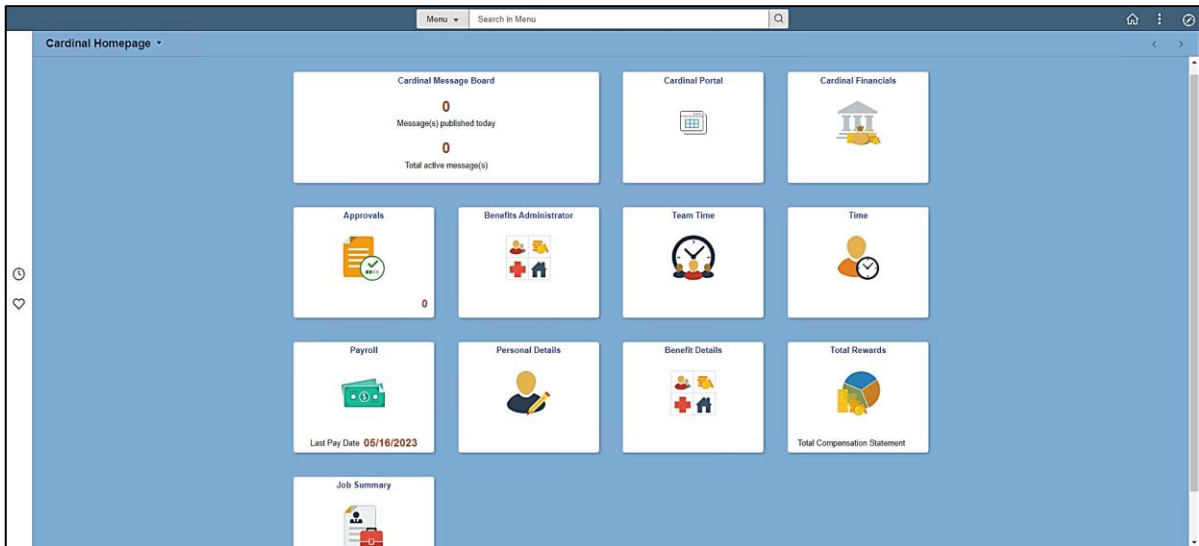
The **Portal Welcome** page displays.



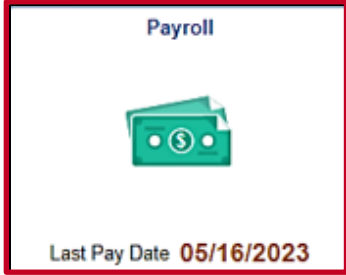
4. Click the **Human Capital Management** link.

Human Capital Management (HCM)

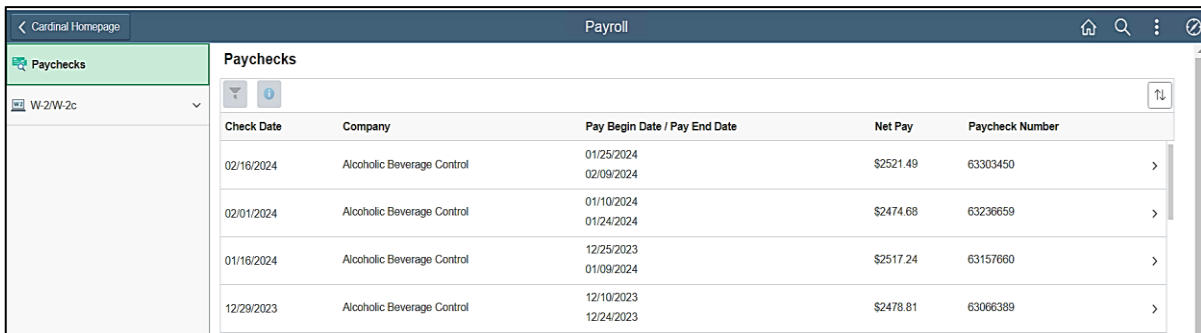
The **Cardinal Homepage** displays.



The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	<p>Click the Payroll tile.</p> 

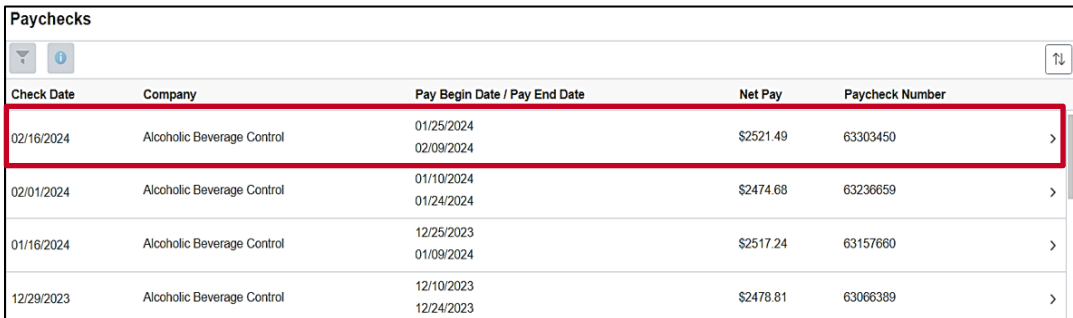
The **Payroll** page displays.



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



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

6.	<p>Click the corresponding row for the Paycheck you need to view or print.</p> 
----	---



Employee Self-Service Job Aid

ESS_ How to View and Print a Paycheck/W-2

Step	Action
------	--------

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

Alcoholic Beverage Control
2901 Hermitage Road
Richmond, VA 23220

Pay Group: SM1-Semi-monthly Class (FRITHU07)
Pay Begin Date: 04/10/2020
Pay End Date: 04/24/2020

Business Unit: 99900
Advice #: 00000060136210
Advice Date: 05/01/2020

JOHN DOE
100 MAIN ST
RICHMOND, VA 22701-6014

Employee ID: 226313-Store 313
Department: VA Alcoholic Bev Control Auth
Location: Retail Manager II
Job Title: Retail Manager II
Pay Rate: \$2,083.33 Semi-monthly

TAX DATA: Federal VA State
Tax Status: Single N/A
Allowances: 0
Addl. Percent: 0
Addl. Amount:

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

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care	153.50	500.00	DOA Admin Fee for Misc Ins	0.15	500.00	CoVA Care	614.50	500.00
457 Deferred Compensation	50.00	500.00	Optional Group Life	23.40	500.00	457 Deferred Compensation	20.00	500.00
Medical FSA	75.00	500.00	Posttax Misc Insurance	30.45	500.00	Employee Retirement DB	304.62	500.00
Employee Retirement DB	112.66	500.00			Group Term Life	29.52	500.00	
Flex Administrative Fee	0.00	500.00			Retiree Health Credit	26.36	500.00	
					Imputed Life*	0.00	500.00	
TOTAL:	391.16	2,500.00	TOTAL:	54.00	1,500.00	*TAXABLE		


	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,253.13	1,861.97	439.82	445.16	1,368.15
YTD	11,000.00	5,500.00	4,400.00	3,300.00	3,200.00

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

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

MESSAGE: For Training Purposes Only

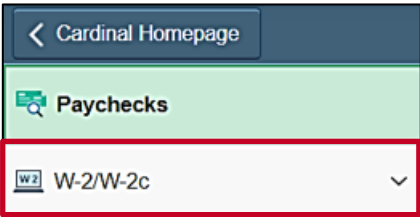
7. Review the information in the following sections as needed:
 - a) **HOURS AND EARNINGS:** Displays both your current and year-to-date hours and earnings depending on whether you are an Hourly or Salaried employee
 - b) **TAXES:** Displays your current and year-to-date taxes (Fed Withholding, Medicare, State Withholding, etc.)
 - c) **BEFORE-TAX DEDUCTIONS:** Displays any current and year-to-date deductions that you have established wherein the deduction is made from your gross pay prior to calculating and deducting taxes (CoVA Care, 457 Deferred Compensation, etc.)
 - d) **AFTER-TAX DEDUCTIONS:** Displays any current and year-to-date deductions that you have established wherein the deduction is made from your net page after calculating and deducting taxes (Optional Group Life, DOA Admin Fees, etc.)
 - e) **EMPLOYER PAID BENEFITS:** Displays current and year-to-date contribution amounts from the employer (COVA Care, Employee Retirement DB, Group Term Life, etc.)
 - f) **Current** and Year-to-Date (**YTD**) Totals amounts (TOTAL GROSS, FED TAXABLE GROSS, TOTAL TAXES, TOTAL DEDUCTIONS, and NET PAY)
 - g) **PAID TIME OFF** and **SICK LEAVE** balance information section is not used
 - h) **NET PAY DISTRIBUTION:** Displays how your net pay was distributed and the Advice # for the disbursement. If you have multiple Direct Deposit Accounts established, they will all show here with the corresponding deposit amounts

Step	Action
8.	Save or print the document as needed. 



Viewing and Printing W-2 Documents

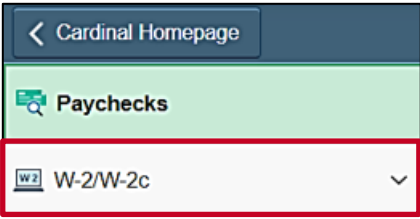
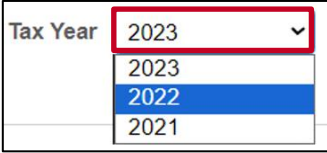

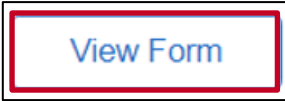
W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks.

Step	Action
1.	Click the W-2/W-2c menu item. 
2.	Follow the steps provided in the Viewing and Printing Paychecks section of this Job Aid.

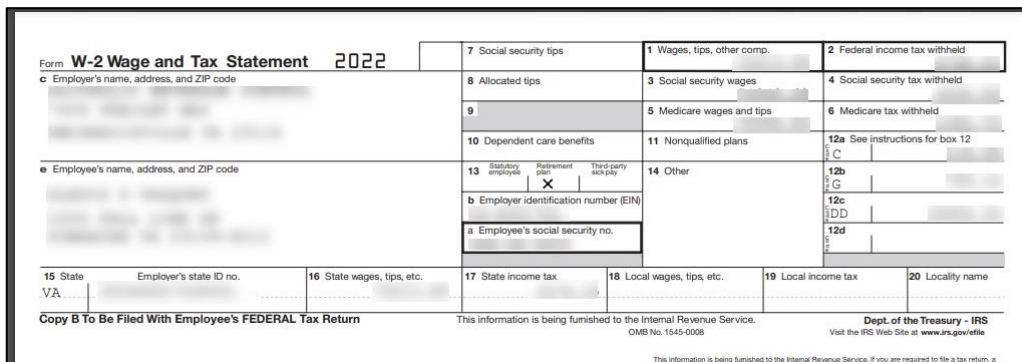


Viewing and Printing Prior Year W-2 Documents

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

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

The selected prior year W-2 form displays.



The screenshot shows a 2022 W-2 Wage and Tax Statement form. The form is titled "Form W-2 Wage and Tax Statement 2022". It contains various fields for employer and employee information, including name, address, and ZIP code. The form also displays tax information such as Social Security wages, Medicare wages, and federal income tax withheld. The "State" field is set to "VA". The form is marked as "Copy B To Be Filed With Employee's FEDERAL Tax Return".