



How to View the Total Rewards Summary

The purpose of this Job Aid is to walk through the process to view your Total Rewards Summary information using Employee Self-Service.

The Total Rewards statement is available to all Salaried Employees of the Commonwealth whose Agencies do not provide a similar statement through an Agency specific system. The Total Rewards statement was developed pursuant to Chapter 2, 2018 Acts of Assembly Item 81.I: Department of Human Resource Management (DHRM) to provide Salaried Employees a view of their total compensation. It was extended to include all Salaried Employees whose compensation, leave, and benefits are maintained in Cardinal HCM.

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Revision History

Revision Date	Summary of Changes
2/18/2025	Baseline



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Viewing the Total Rewards Summary

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ĺ	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 .

The Cardinal Homepage displays.



2. Enter the Employee Username and Password in the **Cardinal Username** and **Password** field.





Step	Action	า						
The Po	ortal We	Icome page	displays.					
			e!				ED	
		Cardinal Applications		Cardinal Messages			? Help	
		Fina Human Capital Management (HCM	()	Begin Date Support		Message		
				Cardinal Website VITA Customer Care Center Manage Your Account				
				CAPP Manual				
4.	Click t	he Human C	apital Mana	agement link				
	Humar	n Capital Mana	gement (HCM	l)				
The Ca	ardinal H	lomepage d	isplays.					
	Cardinal Home	page 🔻	Men	u 👻 Search in Menu		Q		
			Cardinal M	essage Board	Cardinal Portal	Cardinal Financials		
			Message(s) (0 published today 0		-		
			Total active	e message(s)				
			Approvals	Senetits Administrator				
C	2		0		•			
			Payroll	Personal Details	Benefit Details	Total Rewards		
			Last Pay Date 05/16/2023	<i>w</i>	+ fi	Total Compensation Statement		
			Job Summary					
1	The till prefere	es displayed ences and se	on the Card curity settin	dinal Homep gs.	age for each	n user will va	ry based up	on individual



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Step	Action
5.	Click the Total Rewards tile.
	Total Rewards
	Total Compensation Statement

The **Total Rewards** page displays with the **Summary** tab displayed by default.

		Iotal Rewards	
Financial Services Spec II		Rewards Period 01 July 2021 - 31 July 2021 -	Printer View
Summary	Summary The Total Rewards Statement provides an estimate of the page is intended to create or imply contract rights.	value of your total rewards package based on information currently available in Cardinal	This information does not constitute a contract, nor is it an invitation to contract. Nothing on this
Cash Compensation	All amounts are shown in US Dollar currency.		
Funded Benefits	This is the Summary section of your statement where you	a will find your employer paid compensation, benefits, and leave totals.	
Paid Leave	Item	Employer	r Total
Tald Edato	Cash Compensation	/1,282.0	00000
	Funded Benefits	26,456.6	28000
	Paid Leave	7,402.3	61000
	Summary Total	105,140.9	89000
. Change Rewards	the Rewards Period Period 01 July 2021 - 31	as needed using the dropdov	vn button provided.
Summary The Total Rewards Stat page is intended to cre All amounts are shown This is the Summary se Item Cash Compensation Funded Benefits Paid Leave Summary Total	ement provides an estimate of the value of your total rewards pac late or imply contract rights. In US Dollar currency. clion of your statement where you will find your employer paid con	kage based on information currently available in Cardinal. This information does not constitut npensation, benefits, and leave totals. Employer Total 71,282.00000 26,456.628000 7,402.381000 105.440.080000 105.440.080000	te a contract, nor is it an invitation to contract. Nothing on this
Summary Iota		104, 140, 080000	
. A printal	ble version of this info	ormation can be obtained by c	licking the Printer View link.
The prin	table view of informat	tion is available on all of the ta	abs.



Step	Action	
9.	Click the Cash Compensation cash compensation.	menu item to view additional information pertaining to your
	Summary	
	Cash Compensation	
	Funded Benefits	
	Paid Leave	

The Cash Compensation tab displays.

		Total Rewards		â :
Financial Services Spec II	Rewards Period	01 July 2021 - 31 July 2021		Printer View
Summary	Cash Compensation All amounts are shown in US Dollar currency.			
Cash Compensation	This section contains the various types of base pay that equate to your total cash Salary in a separate detail display window.	compensation. Click on the State Salary item to view your Annua	lized	
Funded Benefits	Item	Employer Total		
Paid Leave	State Salary	71,282.000000	>	
Faid Leave	Non-State Supplement	0.000000	>	
	Special Pay	0.000000	>	
	Temporary Pay	0.000000	>	
	Total Cash Compensation	71,282.000000		

10.

Review the expanded information on the statement.

All amounts are shown in US Dollar currency. This section contains the various types of base pay that equate to your total of Salary in a separate detail display window.	ash compensation. Click on the State Salary item to view your Annual	lized	
Item	Employer Total		
State Salary	71,282.000000	>	
Non-State Supplement	0.000000	>	
Special Pay	0.000000	>	
Temporary Pay	0.000000	>	
Total Cash Compensation	71,282.000000		
]
This tab displays all cash earnings bonuses. Additional details for an clicking anywhere on the correspo	s during the specified rewards by specific row (State Salary fo onding row. This is true on all	per or ex of t	riod but does not include xample) can be viewed by he tabs.



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Step	Action	
11.	Click the Funded Benefits men	u item.
	Summary	
	Cash Compensation	
	Funded Benefits	
	Paid Leave	

The Funded Benefits tab displays.

	Total Rewards		â :	
Financial Services Spec II	Rewards Period 01 July 2021 - 31 July 202	1 *	Printer View	
Summary	Funded Benefits			
Cash Compensation	ve anxains at ensorm in two source currency. The amount of funded benefits represent the cost to your agency, and not necessarily the value of the benefits to you as an individual. If you are in the Horidor Reference Phase these is it second match on the mandadory 1% employee contribution, plus a 2025% match for each additional 0.5%, us to the			
Funded Benefits	maximum up to an additional 2.5% employer contribution. The unknown retirement category includes ORP p not include in calculations for retirement contribution, Heath Insurance Premium, Crouge Life Insurance, or a Additional cost of Unemployment Compensation, workers' Compensation, and the IRS 401(A) Cash match pr	articipants. Temporary pay, when present, is etree Health Insurance Credit Premium. ogram are excluded.		
Deidlasus	Item	Employer Total		
Paid Leave	Retirement Contribution	10,307.377000 >		
	Health Insurance Premium	8,508.000000 >		
	Medicare Tax	1,033.589000 >		
	Social Security Tax	4,419.484000 >		
	Group Life Insurance	955.000000 >		
	VSDP and Long-Term Disability	434.820000 >		
	RET Health Ins Credit Premium	798.358000 >		
	Total Funded Benefits	26,456.628000		

12.

Review and/or print the funded benefits details information as needed.

Funded Benefits			٦
All amounts are shown in US Dollar currency.			
The amount of funded benefits represent the cost to Hybrid Retirement Plan, there is a 1% cash match o maximum up to an additional 2.5% employer contrib not included in calculations for retirement contribution Additional cost of Unemployment Compensation, wo	your agency, and not necessarily the value of the benefits to you as an individu the mandatory 1% employee contribution, plus a 0.25% match for each addition totion. The unknown reterement calegory includes ORP participants. Temporary n, Health Insurance Premium, Group Life Insurance, or retiree Health Insurance reters' Compensation, and the IRS 401(A) Cash match program are excluded.	al. If you are in the onal 0.50%, up to the pay, when present, e Credit Premium.	e is
Item	Em	nployer Total	
Retirement Contribution	10	0,307.377000	,
Health Insurance Premium	8	3,508.000000	•
Medicare Tax	1	1,033.589000	•
Social Security Tax	4	4,419.484000	•
Group Life Insurance		955.000000	•
VSDP and Long-Term Disability		434.820000	•
RET Health Ins Credit Premium		798.358000	•
Total Funded Benefits	26	3,456.628000	

This tab displays health and wellness benefit contributions earned during the specified rewards period.



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Step	Action	
13.	Click the Paid Leave menu item	
	Summary	
	Cash Compensation	
	Funded Benefits	
	Paid Leave	

The **Paid Leave** tab displays.

	Total	Rewards	â :	
Financial Services Spec II	Rewards Period 01 July 2021 -	31 July 2021 🔹	Printer View	
Summary	Paid Leave			
Cash Compensation	All amounts are shown in US Uotiar currency. The leave types listed are available to classified employees covered by the Virginia Personnel Act. If you are not a classified employee, your leave these accenteriate and bidden are used different than shown. Refer to your respective Assence's leave oblicies for additional information. The number of			
Funded Benefits	days listed in the detal section is what is allotted to, or accound by, you scart year, adjusted when your work schedule hours in .vbb Data is less than 40- hours per week. You may qualify for other types of leave that is not listed here. For employees who work less than 12-months, the number of holdays is adjusted, with the assumption that holdays mised are proportionate to time not worked.			
Daid Lanua	Item	Employer Total		
Paid Leave	Annual Leave	0.000000 >		
	Sick Leave	2,467.454000 >		
	Family/Personal Leave	1,096.646000 >		
	School Assistance & Volunteer Service Leave	548.323000 >		
	Holidays	3,289.938000 >		
	Total Paid Leave	7,402.361000		

14.

Review and/or print the paid leave details information as needed.

All amounts are shown in US Dollar currency.		
The leave types listed are available to classified employees covered by the Virginia Personnel A types, accruals and holidays may be different than shown. Refer to your respective Agency's lear days listed in the detail section is what is allotted to, or accrued by, you each year, adjusted whe hours per week. You may qualify for other types of leave that is not listed here. For employees v adjusted, with the assumption that holidays missed are proportionate to time not worked.	ct. If you are not a classified employee, your leave ave policies for additional information. The number in your work schedule hours in Job Data is less than who work less than 12-months, the number of holiday	of 40- is i
Item	Employer Total	
Annual Leave	0.00000	>
Sick Leave	2,467.454000	>
Family/Personal Leave	1,096.646000	>
School Assistance & Volunteer Service Leave	548.323000	>
Holidays	3,289.938000	>
Total Paid Leave	7 402 361000	



Step	Action
ĺ	This tab displays the various types of paid leave available to you. These leave types are available to Classified Employees that are covered by the Virginia Personnel Act. Non-Classified Employees should refer to their Agency's specific policies and guidelines regarding paid leave.