

# Cardinal Cardinal Employee Self-Service (ESS)

### **Understanding Your New Paycheck**

Employee Self-Service (ESS) users will notice some differences when viewing their paycheck (i.e., pay stub) online in Cardinal HCM.

**Note**: For tips on viewing/printing paychecks, see the job aid titled **ESS: How to View and Print a Paycheck.** 

#### Viewing a PDF Paycheck

In Cardinal HCM, you can select a Paycheck and view the PDF version.

Service Control of the Control of th	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly C 04/25/2020 05/09/2020	Class (SUNSAT)	07)	Business Unit: Advice #: Advice Date:	-	
					TAX DATA:	Federal	VA State
Employ Departn Location Job Title Pay Rat	nent: n: e:				Tax Status: Allowances: Addl. Percent: Addl. Amount:	Married 0	N/A 0
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nc	Curre		V	TD		TAALS	
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TOTAL:	0.0	0 AFTER-TAX I	VED UCTIONS		TOTAL:	ER PAID BENEFITS	
BEFORE-TAX DEDUCTIONS Description Current	VTD Description			YTD			YTD
Description Current CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	YTD Description DOA Admin Posttax Miss	n Fee for Misc Ins	<u>Current</u>	YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE	<u>Current</u>	YTD
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Rev 10/5/2022 Page 1 of 5



## Cardinal Cardinal Employee Self-Service (ESS)

### **Understanding Your New Paycheck**

#### **Understanding the Paycheck Sections**

#### **Hours and Earnings**

This section displays the earnings in the current period and the year-to-date (YTD) amounts.

The **individual earnings** on the check include a more detailed breakdown of earnings than currently shown (e.g., overtime is broken down into separate components – Call Out Pay, On-Call Pay). Overtime amounts may vary slightly compared to CIPPS (typically +/- 5 cent variances) due to the difference in the precision of values between the two systems. Additionally, the timing for the payment of overtime is different and overtime may be included a pay period earlier or later depending on FLSA period end dates. If you have questions, contact your agency's Payroll support staff.

The Premium Reward for the healthcare credit shows as an earning rather than a lower healthcare premium. Additionally, **VRS Contribution Base** shows the base salary which is used for VRS retirement calculations (this amount does not add to gross pay).

Richmond, VA	-	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly 04/25/2020 05/09/2020	y Class (SUNSAT)	07)	Business Unit: Advice #: Advice Date:		
	Employe Departm Location Job Title Pay Rate	ent:				TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
Description Regular Time - Salaried Premium Reward VRS Contribution Base		URS AND EARNING Curre Hour	nt	Hours 752.00	Earnings	Description Fed Withholdng Fed MED/EE Fed OASDI/EE VA Withholdng	TAXES <u>Current</u>	YTD
TOTAL:		0.0	0		****	TOTAL:	-	- Special

Rev 10/5/2022 Page 2 of 5



## **Cardinal Employee Self-Service (ESS)**

## **Understanding Your New Paycheck**

#### **Taxes**

This section shows the employee paid taxes in the current period and the YTD amounts.

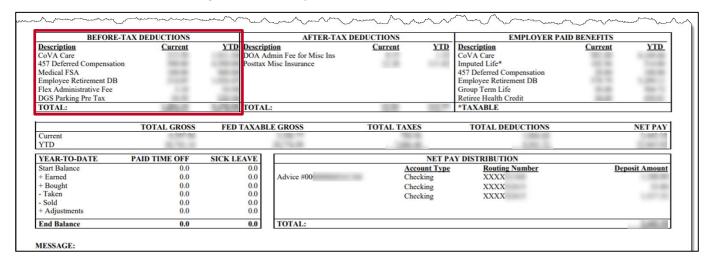
Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Begin Date: 04/	1-Semimonthly Class 25/2020 09/2020	(SUNSAT07)	Business Unit: Advice #: Advice Date:	100	
Emplo Depart Locati Job Ti Pay R:	on: le:	enter selle		TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
Description Regular Time - Salaried Premium Reward VRS Contribution Base	OURS AND EARNINGS  Current Hours	Earnings I		Description Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding	TAXES <u>Current</u>	YTD
TOTAL:	0.00			TOTAL:	-	1000

#### **Before-Tax Deductions**

This section shows the Before-Tax deductions in the current period and the YTD amounts.

In some instances, 457 Deferred Compensation deductions will be in both the Before-Tax and After-Tax Deduction sections, depending on the employee's situation.



Rev 10/5/2022 Page 3 of 5



## **Cardinal Employee Self-Service (ESS)**

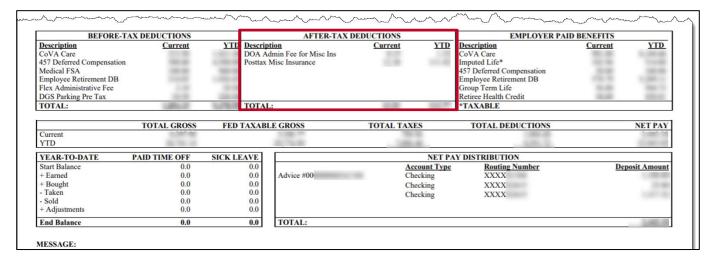
## **Understanding Your New Paycheck**

#### **After-Tax Deductions**

This section shows the After-Tax deductions in the current period and the YTD amounts.

If there is more than one court-ordered garnishment processed in a pay period, there will only be ONE deduction code (**GARN**) listed with the total of all garnishments deducted.

Garnishment fees will be applied centrally, so all policies regarding applicable fees will be enforced. Employees may see a change in the fees withheld.

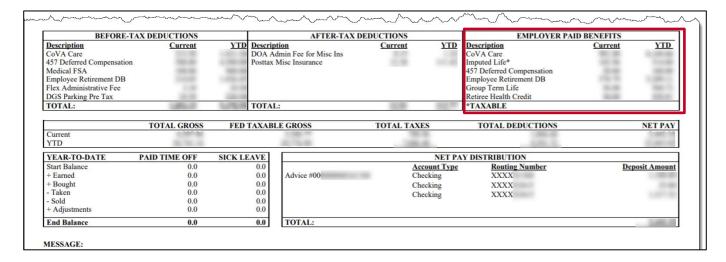


#### **Employer Paid Benefits**

This section shows Employer Paid Benefits in the current period and the YTD amounts.

The amounts displayed show the benefits paid by COVA on behalf of the employee. They do not reduce the Net Pay received by the employee.

**Imputed Life** shows as a taxable employer benefit and increases the taxable gross (it no longer appears as a taxable earning but has the same impact of increasing the taxable gross).



Rev 10/5/2022 Page 4 of 5

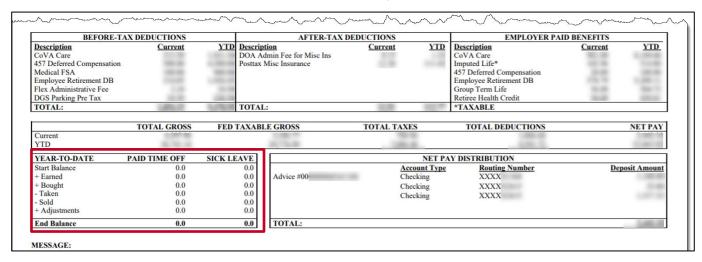


## **Cardinal Employee Self-Service (ESS)**

## **Understanding Your New Paycheck**

#### Year-To-Date/Paid Time Off/Sick Leave

This section does NOT show leave balances and will always show 0.0 for balances.



Note: If your agency uses Cardinal Absence Management, you are able to view your leave balances through **ESS**. Follow the navigational path below to view your leave summary:

Navigator > Self Service > Time Reporting > View Time > Time > Comprehensive/Absence Summary

#### **Net Pay Distribution**

This section shows a breakdown of how the Net Pay was distributed.

The information in this area includes Checking accounts, Savings accounts, COVA Paycards, Virginia State Employee Loan Program (VSELP) Repayments, and Virginia College Savings Plan account payments. Note: the Virginia College Savings Plan account payments will no longer show as a deduction.

BEFORE-TAX DEDUCTIONS			AFTER-TAX I	DEDUCTIONS	EMPLOYER PAID BENEFITS			
Description CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	Current	100	Description  DOA Admin Fee for Misc Ins  Posttax Misc Insurance	Current	YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	Current	YTD
TOTAL:	1000	100	TOTAL:	100	10.7	*TAXABLE		
	TOTAL GROSS	FED T	AXABLE GROSS	TOTAL TAXES	(	TOTAL DEDUCTIONS		NET PAY
Current YTD	8.70.0		10 Th 10			100.0		1 40 10
YEAR-TO-DATE	PAID TIME OFF	SICK LE	VE		NET PA	Y DISTRIBUTION		
Start Balance + Earned + Bought - Taken - Sold + Adjustments	0.0 0.0 0.0 0.0 0.0 0.0		0.0 0.0 0.0 0.0 0.0 0.0 0.0	Check Check Check	ing	Routing Number XXXX XXXX XXXX	<u>De</u>	posit Amount
End Balance	0.0		0.0 TOTAL:					1,000

Rev 10/5/2022 Page 5 of 5