PY381: Agency Payroll Management

Instructor Led Training

Rev. 3/18/2022

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

The following HCM training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalog is located on the Cardinal website under Resources.

This course and all other Cardinal HCM training courses are available on the Cardinal Learning.

The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

- For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

- Understand the overall Payroll Process
- Maintain employee Payroll data in Cardinal
- Utilize the Single Use Payroll Online Tool (SPOT) to process adjustments
- Understand both the State Payroll Operations (SPO) and Agency Payroll responsibilities and timelines
- Understand the Payroll Processes (Create, Calculate, and Confirm Pay)

Course Objectives (continued)

- Understand off-cycle processing
- Understand the post payroll process
- Understand the General Ledger and Accounts Payable integrations
- Understand the regulatory reporting process and the associated agency requirements

Agenda

1. Overview of the Payroll Process
2. Maintaining Employee Payroll Data
3. Using the Single Use Payroll Online Tool (SPOT)
4. Overview of Payroll Processing
5. Process Payroll – Create Paysheets

Agenda

6 Process Payroll – Calculate Pay

7 Process Payroll – Confirm Pay

8 Understanding Off-Cycle Processing

9 Post Payroll Processing

10 Payroll Costing Process

11 Periodic Regulatory Processing

Lesson

1 Overview of the Payroll Process

This lesson covers the following topics:

- Payroll Overview
- Payroll Processes and Sub processes
- Cardinal HCM Modules
- Key Payroll Concepts
- Role and key responsibilities of the Payroll Administrator in Cardinal

Payroll Overview

Payroll is more than just keying transactions to pay employees. Payroll Administrators must review what has been entered for accuracy before payroll is calculated. This includes entries that impact gross wages, as well as deductions, taxes, court-ordered withholdings, etc.

There are reconciliations that are required on a periodic bases (e.g., pay period, monthly, quarterly and annually) comparing payroll activity to source documents or systems of record.

There are also times that things are approved retroactively which will require adjustments to prior period earnings and associated deductions.

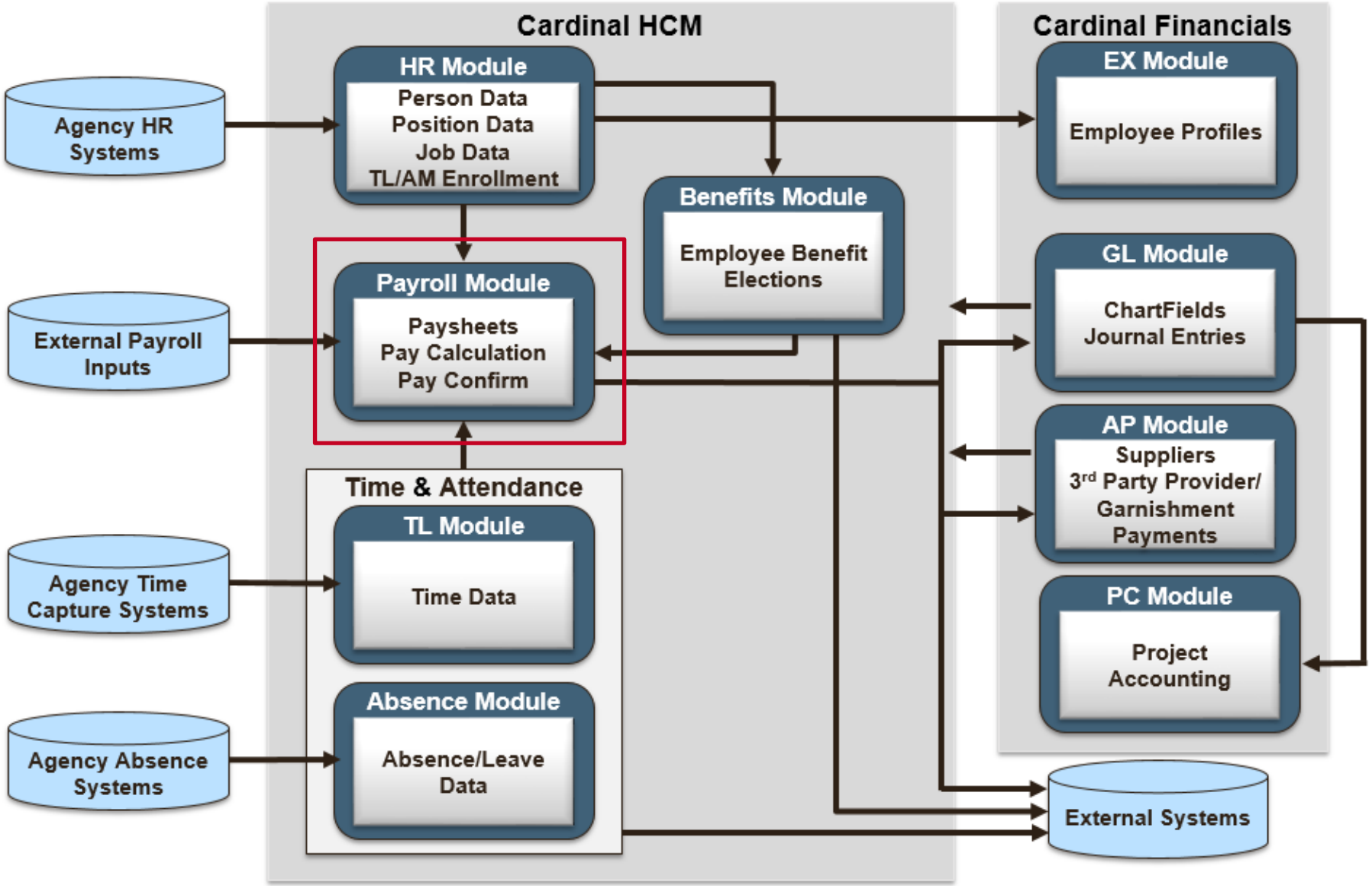
The Department of Accounts is responsible for the preparation of regulatory information; however, each agency must reconcile and certify the information prior to such reporting to ensure accuracy.

Payroll Functional Area and Processes

The Payroll functional area enables the calculation of earnings, taxes, and deductions. Payroll includes the following processes and sub-processes in Cardinal HCM:

- **Maintain Employee Data**
  - Maintain Additional Pay
  - Maintain Employee Deductions
  - Maintain Employee Garnishment Data
  - Maintain Employee Direct Deposits
  - Maintain Employee Taxes
- **Using the Single Use Payroll Online Tool (SPOT)**
  - Enter Payroll adjustments
  - Approve transactions
- **Process Payroll**
  - Create Paysheets
  - Calculate Pay
  - Confirm Payroll
- **Off-Cycle Processing**
- **Post Payroll Process**
  - Process Pay Period Tax Payments
  - Process Pay Period Non-Tax Payments
- **Payroll Costing**
  - General Ledger Integration
  - Accounts Payable Integration
- **Periodic Regulatory Reporting**
  - Audit and Adjust Employee Balances
  - Prepare and File Regulatory Reports
  - Calendar Year End

Cardinal HCM Modules



Cardinal HCM Responsibilities and Relationships

In Cardinal HCM, HR Administrators, BN Administrators, TL Administrators, Payroll Administrators and State Payroll Operations (SPO) work together so that all employees are paid on time and accurately.

State Payroll Operations (SPO)

- Defines Operations Calendar
- Runs Payroll Processes
- Runs Year End Processes

Human Resources (HR)

- Position
- Person
- Job

Benefits (BN)

- Medical
- FSA
- Retirement
- TPA (TIAA, FBMC, ICMA-RC)

Time & Attendance (TA)

- Time
- Absences
- Approval

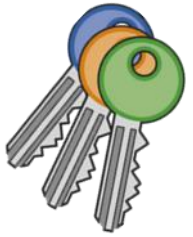
Payroll (PY)

- Earnings
- Deductions
- Taxes
- Review Paychecks

Accurate Paycheck

Key Payroll Concepts

- State Payroll Operations (SPO) is responsible for the creation of the Payroll calendar, creation of employee Paysheets and running of all Payroll processes. Payroll Administrators will be required to process payroll based on the Payroll Calendar, and do not have the ability to run payroll processing at will nor ad hoc.
- The Single-Use Online Payroll Tool (SPOT) is used by agency Payroll Administrators to process adjustments to earnings and deductions as needed. SPOT transactions must be approved in order to be picked up for payroll processing.
- Tax Adjustments will be handled by SPO.
- There will be various reports and queries to validate the Time and Labor (T&L) and SPOT Transactions loaded to the employee Paysheets.
- Healthcare Premium Reward will process as an additional pay in Cardinal.
- Imputed Life is a deduction with a Deduction Class of taxable benefit.
- Virginia College Savings Plan (VCSP) and Virginia State Employee Loan Program (VSELP) are set up as direct deposits on the employee record.



Key Payroll Concepts (continued)

- State and local taxes and third-party Vendor payments (not processed by SPO) will be processed through Accounts Payable by the agency, instead of directly from Payroll. Liability accounts will be created for agencies to process payments from and will need to be reconciled.

- Garnishments will be established centrally by SPO. SPO will receive and distribute the garnishment checks to the agencies. Agencies will be responsible for responding to garnishments and for mailing garnishment checks to appropriate court/vendor.

- Payroll Administrators will use various reports to review, certify, research, and/or update payroll information.

Payroll Administrators Key Role/Responsibilities

Some of the key responsibilities for the role of Payroll Administrator in Cardinal include the following:

- Enter general deductions
- Enter direct deposit information for employees
- Review and enter W-4 tax data
- Enter state and local tax data for tax distribution
- View garnishments information
- Enter SPOT Transactions
- Run and review various reports

Through this course, we will walk you through the key responsibilities based on the processes and sub processes in Cardinal.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. _____creates the Operations Calendars for all state agencies.

a. Agency Payroll Department
b. Human Resources (HR)
c. State Payroll Operations (SPO)
d. Managers

2. Which of these actions are performed by HR Administrator:

a. Hours and Absences
b. Earnings, Deductions, and Pay
c. Setup of Position and Job Data
d. Health and Savings plan enrollment

3. Which of these actions are performed by Payroll Administrator:

a. Hours and Absences
b. Earnings, Deductions, and Pay
c. Setup of Position and Job Data
d. Health and Savings plan enrollment

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

4. Which of these actions are performed by Benefits Administrator:
a. Hours and Absences
b. Earnings, Deductions, and Pay
c. Setup of Position and Job Data
d. Health and Savings plan enrollment

5. Which of these actions are performed by Time and Labor Administrator:
a. Hours and Absences
b. Earnings, Deductions, and Pay
c. Setup of Position and Job Data
d. Health and Savings plan enrollment

Lesson Summary

1 Overview of Payroll Process

In this lesson, you learned

- Payroll Overview
- Payroll Processes and Sub processes
- Cardinal HCM Modules
- Key Payroll Concepts
- Role and key responsibilities of the Payroll Administrator in Cardinal

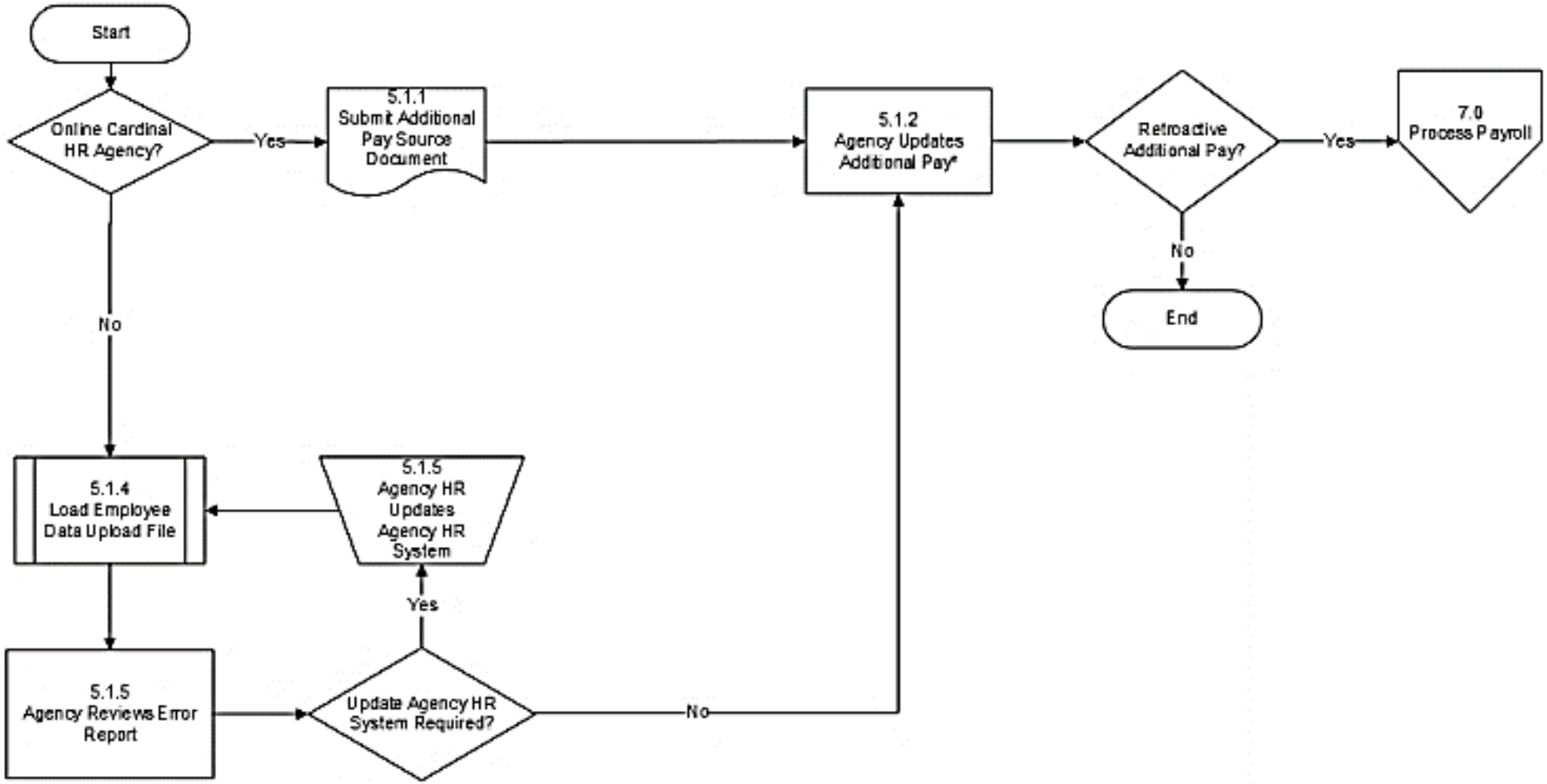
Lesson

2 Maintain Employee Payroll Data

This lesson covers the following topics:

- Maintain Additional Pay
- Maintain Employee Deductions (Benefits and General)
- Maintain Employee Garnishment Data
- Maintain Employee Direct Deposits
- Maintain Employee Taxes

Maintain Additional Pay



*Transactions that affect a large volume of employees can be mass uploaded. See the Job Aid titled **HR351: Mass Upload** for details. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Additional Pay

Additional pay in Cardinal refers to additional earnings that an employee is paid on a regular, recurring basis in the same fixed amount each period.

The five most common additional pays are:

- Temporary
- Military supplemental pay
- Healthcare Premium Reward*
- Virginia Retirement System (VRS) Contribution Base*
- Adjunct pay

*Healthcare Premium Reward is created by an inbound interface from the administering vendor (currently Anthem) and the VRS Contribution base is created automatically by a nightly batch process. Neither of these two additional pays require agency action.

If the effective date is in a prior period or in the middle of the current period, and a retroactive or partial payment is due, the HR Administrator will communicate to the Payroll Administrator.

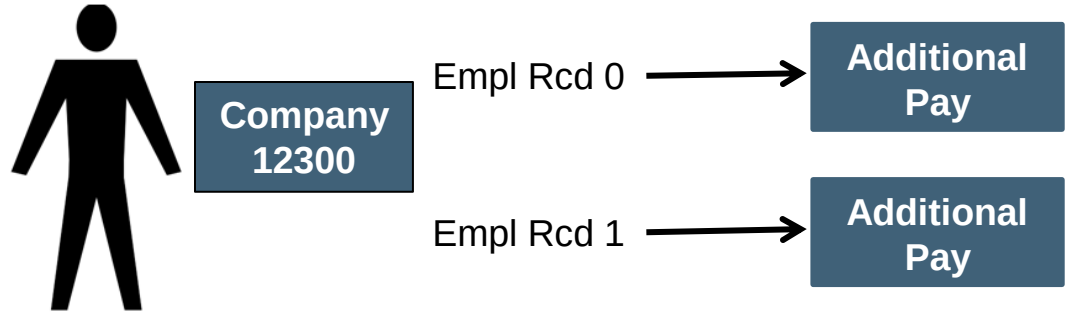
The Payroll Administrator will calculate the amount due to the employee and enter this into the Single Use Payroll Online Tool (SPOT). The calculated retroactive or partial amount will be loaded into the employee pay sheet for payment.

Additional Pay (continued)

In Cardinal, additional pays are effective dated and are set up and processed at the Employee Record level.

- **Example A**: If an employee has multiple active Employee Records within the same company, there will be separate additional pay records in Cardinal.
- **Example B:** If the employee has multiple active Employee Records at different companies, there will be separate additional pay records in Cardinal (one for each company).

Example A: Employee has two active Employee Records within the same company



Example B: Employee has two active Employee Records at different companies

Additional Pay

Additional pays are set up and maintained on the **Create Additional Pay** page by the HR Administrator.

Payroll Administrators have view only access to this page.

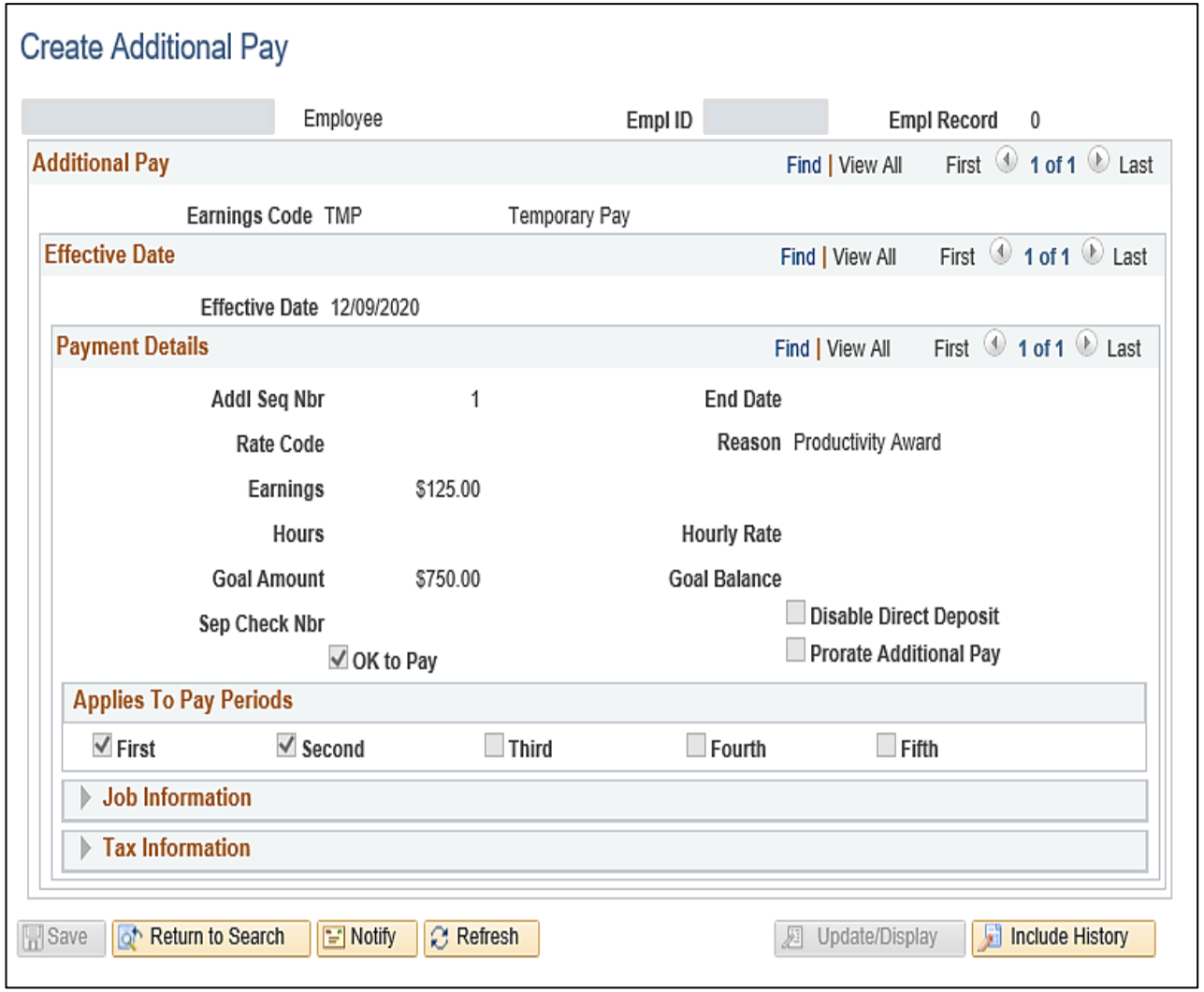
You can access it using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

For a list of earnings codes in Cardinal, see the Job Aid titled **PY381: Earnings Codes.**

For further information on Additional Pay, see the Job Aid titled **HR351 Processing Additional Pays**.

Both Job Aids are located on the Cardinal Website, in **Job Aids** under **Learning.**



Additional Pay

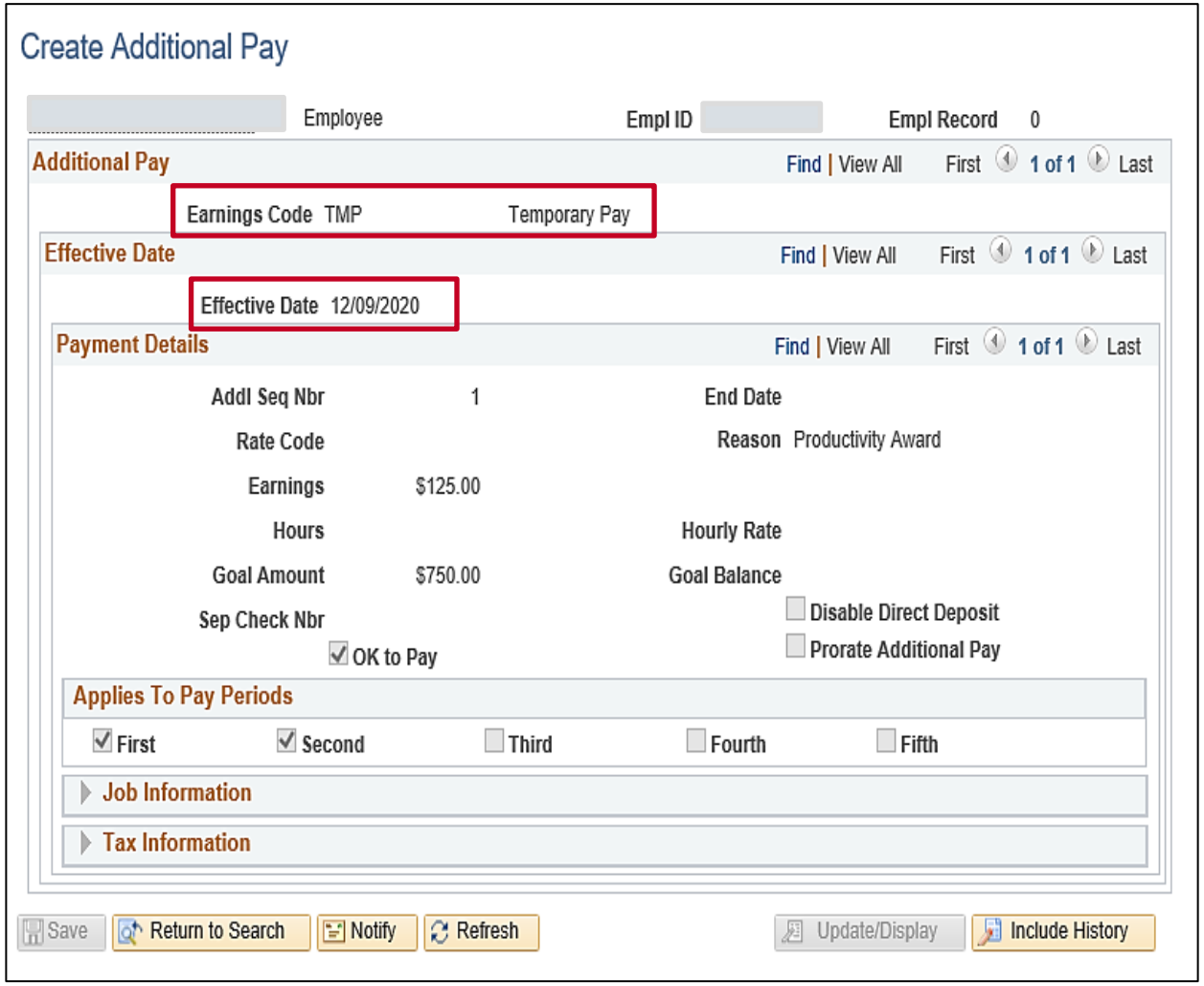
When reviewing information on the **Create Additional Pay** page, you are able to view all information. Some key fields include:

- **Earnings Code** - Identifiers denoting different types of employee earnings that drive payroll processing (e.g., regular, overtime, and shift are CIPPS equivalents).

  In this example, the **Earnings Code** is **TMP (Temporary Pay).**

- **Effective Date** – Normally this date is the beginning date of the pay period for when the additional pay should start.

  If the effective date is within a pay period, Cardinal will not prorate the amount.



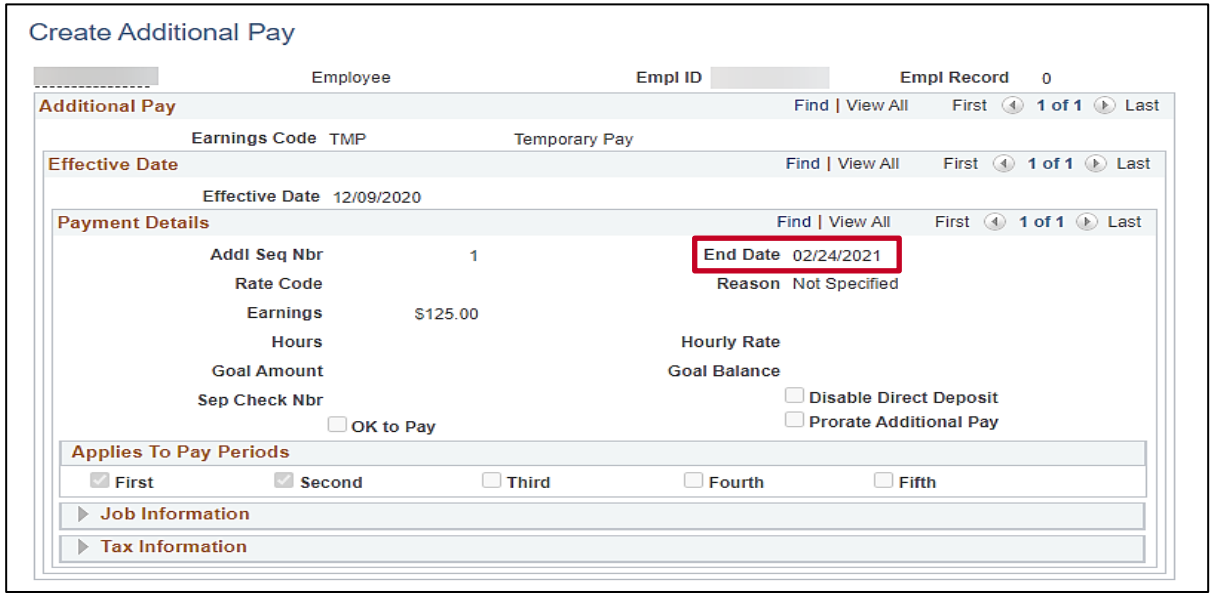
Additional Pay

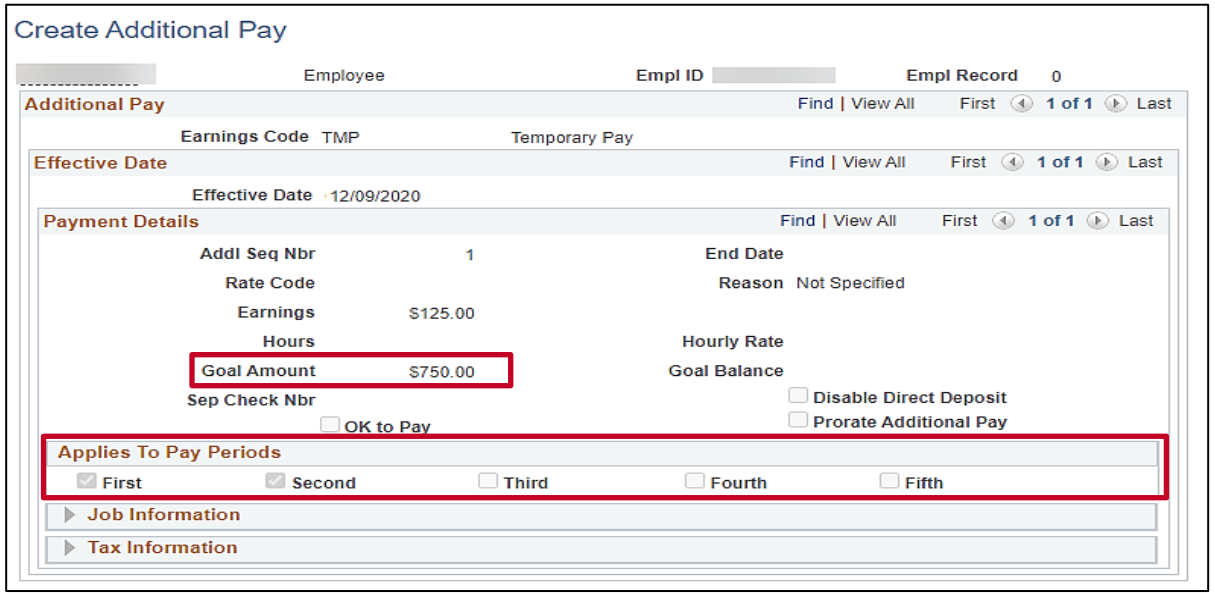
- **End Date –** the end date for the pay period in which the additional pay should stop. If end date is left blank, the payment will occur indefinitely.

- **Goal Amount –** the total sum amount to be paid to the employee. Once the Goal Amount is reached, the additional pay will stop.

- **Goal Balance** – this field is systematically populated. If an amount is entered in the **Goal Amount** field, the **Goal Balance** field automatically calculates and displays after each pay cycle with the remaining amount to be paid to the employee.

- **Applies to Pay Periods –** the specific pay periods the additional pay is processed in. (e.g., first pay period of the month, second pay period of the month)

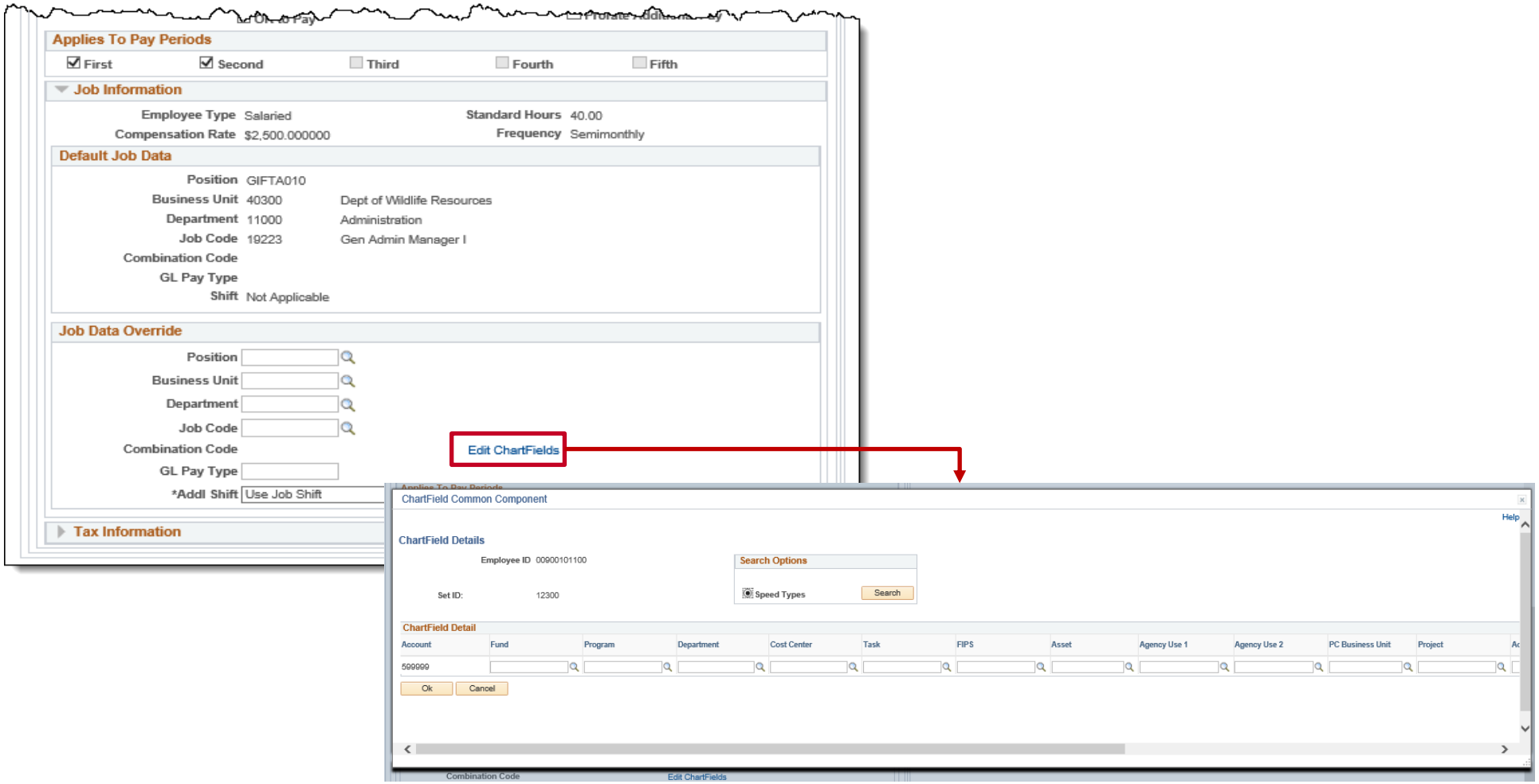




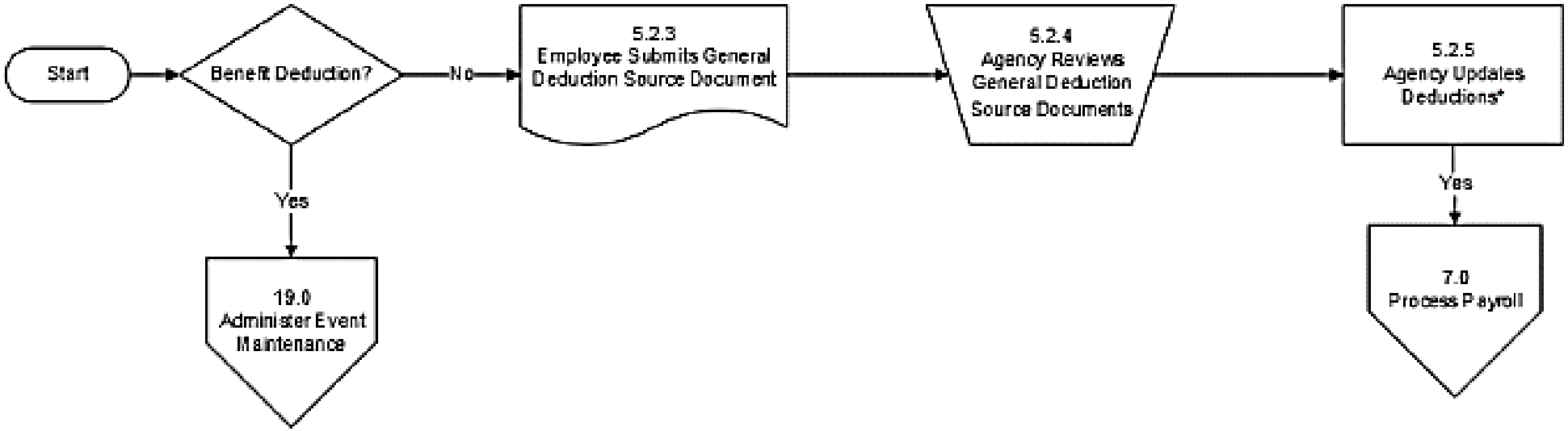
Additional Pay – Job Information

If the **Earnings Code** is charged different from the accounting distribution on the Timesheet, Position or Department Default, you can see the ChartField Details in the **Job Information** section.

Click on the **Edit ChartFields** link. The link will open a pop-up window.



Maintain Employee Deduction – Benefits and General



Transactions that affect a large volume of employees can be mass uploaded. See the Job Aid titled **HR351: Mass Upload** for details. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Overview of Benefits and General Deductions

In Cardinal, there are two types of deductions:

- **Benefit:** Deductions that are associated with benefit plans the employee is eligible for and/or has elected (e.g., Retirement, Health Insurance, 457).

- **General:** Deductions that are not associated with benefits (e.g., charitable, garnishments, union dues, parking).

In Cardinal, the Benefits (BN) Administrator is responsible for maintaining the benefits that impact the benefit deductions.

The Payroll Administrator will be responsible for maintaining general deductions.

Benefits Deductions

In Cardinal there are 4 benefit programs:

SAL: Salaried Full-time Employee Benefit Program (Includes Quasi)
SPT: Salaried Part-time Employee (Employee on Leave of Absence required to pay full premiums)
WGE: Wage Employee
SNB: Salaried – No Benefits

When benefit changes are made, there may be retroactive impacts to deductions that need to be addressed.

- The BN Administrator coordinates with the Payroll Administrator to calculate the amount due from the employee.
- The Payroll Administrator enters the amount due into the SPOT, so the calculated retroactive or partial amount is loaded into the employee pay sheet. SPOT will be covered in Lesson 3 of this course.

When an employee transfers between agencies in the middle of a month, both agencies should review the benefit deductions taken to determine if any overrides or refunds are necessary. If so, the Agency Payroll Administrator should be notified of the appropriate SPOT transactions to refund or override the deductions.

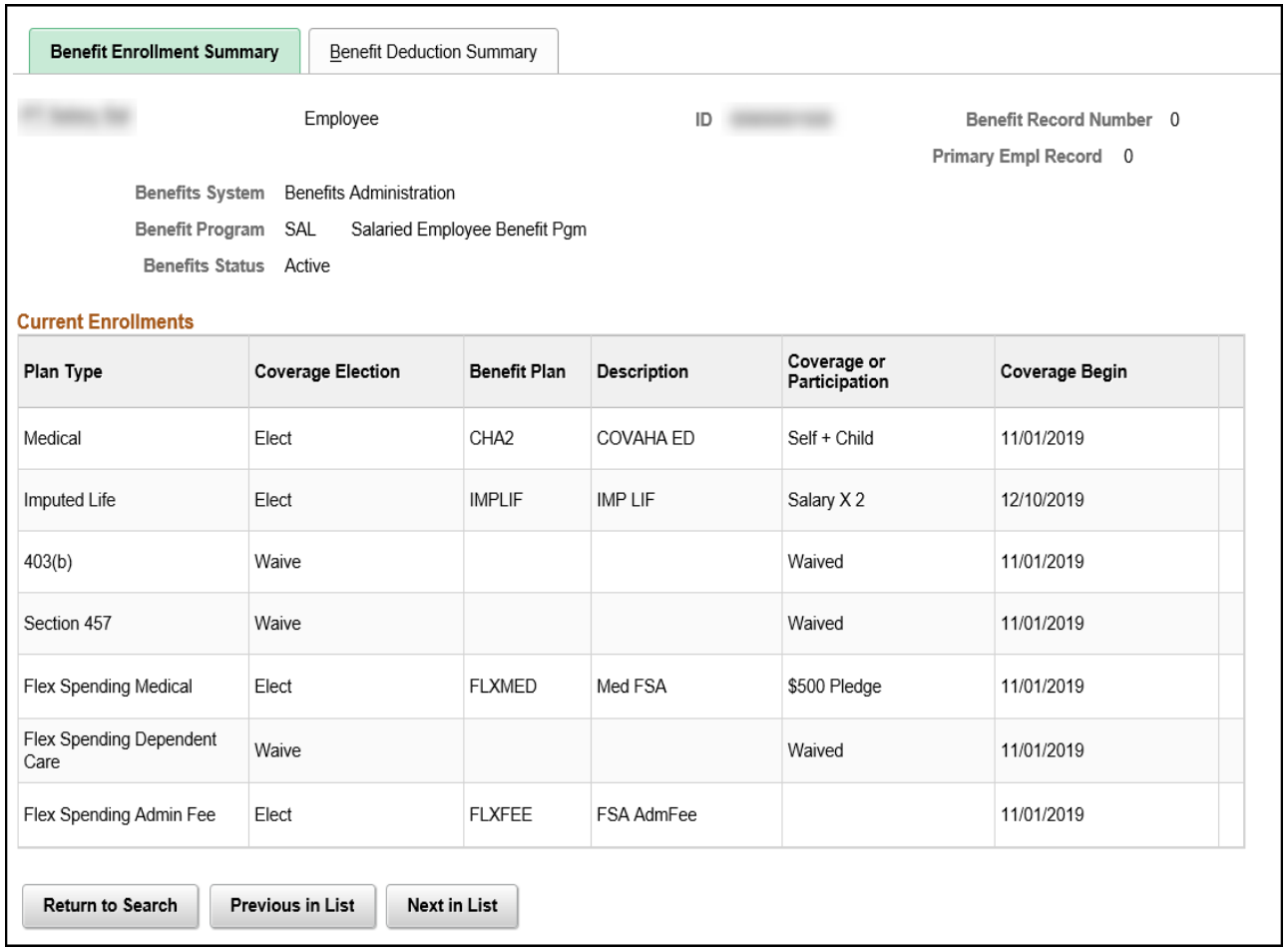
Benefit Deductions

The **Benefits Enrollment Summary** page is where you can view benefit elections for an employee. To navigate to the **Benefit Enrollment Summary** use the following path:

Navigator > Benefits > Review Employee Benefits > Current Benefits Summary

- Enter the **Empl ID** or other search criteria to locate the employee you want to review**.**
- Click the **Search** button.
- Click on the **Last Name** of the employee.

The **Benefit Enrollment Summary** page for the employee displays.



Benefit Enrollment Summary | Benefit Deduction Summary

Employee ID Benefit Record Number 0

Primary Empl Record 0

Benefits System Benefits Administration

Benefit Program SAL Salaried Employee Benefit Pgm

Benefits Status Active

Current Enrollments

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	CHA2	COVAHA ED	Self + Child	11/01/2019
Imputed Life	Elect	IMPLIF	IMP LIF	Salary X 2	12/10/2019
403(b)	Waive			Waived	11/01/2019
Section 457	Waive			Waived	11/01/2019
Flex Spending Medical	Elect	FLXMED	Med FSA	$500 Pledge	11/01/2019
Flex Spending Dependent Care	Waive			Waived	11/01/2019
Flex Spending Admin Fee	Elect	FLXFEE	FSA AdmFee		11/01/2019

Return to Search | Previous in List | Next in List

Benefit Deductions – Enrollment Summary Page

The eligible benefit elections will also reflect on the employee's paycheck under the **Paycheck Deductions** tab on the **Review Paycheck** page. For more information on deduction codes, see the Job Aid titled **PY381 General and Benefit Deductions Code** located on the Cardinal website, in **Job Aids** under **Learning**.

Benefit Enrollment Summary | Benefit Deduction Summary

Employee ID Benefit Record Number 0
Primary Empl Record 0

Benefits System Benefits Administration
Benefit Program SAL Salaried Employee Benefit Pgm
Benefits Status Active

Current Enrollments

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC3	COVA EO	Single	07/01/2019
Imputed Life	Elect	IMPLIF	IMP LIF	Salary X 2	11/10/2019
Section 457	Elect	457P24	457P24	$40 Before Tax	11/10/2019
Flex Spending Medical	Elect	FLXMED	Med FSA	$240 Pledge	07/01/2019
Flex Spending Dependent Care	Waive			Waived	07/01/2019
Employee Retirement DB	Elect	VRSMDB	VRSMDB	5% of Earnings	11/10/2019
Group Term Life	Elect	GTLR	GTL Reg	0% of Earnings	11/10/2019
Retiree Health Credit	Elect	RTCRDR	RHC Reg	0% of Earnings	11/10/2019
Flex Spending Admin Fee	Elect	FLXFEE	FSA AdmFee		07/01/2019

Return to Search

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID Name
Company CJS Pay Group TR2 Pay Period End 04/09/2021 Page 3 Line 5 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
Issue Date 04/16/2021 Paycheck Number
Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	428.30
Deductions	629.84
Net Pay	1,025.19

Deductions

1-8 of 16 View All

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	71.50	
CVACRE	CoVA Care	Nontaxable Benefit	343.50	
IMPLIF	Imputed Life	Taxable Benefit	33.00	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax	40.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	20.00	
FLXMED	Medical FSA	Before-Tax	10.00	
[illegible]	[illegible]	[illegible]	108.67	[illegible]

Benefit Deductions – Deduction Summary Page

The **Benefit Deduction Summary** page provides the **Pay Period End** date that the **Last Deduction** was taken. The **Last Deduction** is the amount that was taken out for employee benefits. The same amount reflects on the employee's paycheck under the **Paycheck Deductions** tab.

Note: Calculation amounts that appear on the benefit enrollment pages are only the amounts last deducted from Payroll.

Benefit Enrollment Summary | Benefit Deduction Summary

Employee ID Benefit Record Number
Primary Empl Record 0

Payroll System Payroll for North America
Pay Group TR2 Semimonthly Class (SUNSAT07)
Payroll Status Active

Latest Deductions

Plan Type	Benefit Plan	Dedn Code	Description	Class	Coverage Base	Last Deduction	Pay Period End
10	ACC3	CVACRE	COVACARE	Before-Tax		71.50	04/09/2021
				Nontaxable Benefit		343.50	04/09/2021
23	IMPLIF	IMPLIF	Imp Life	Taxable Benefit	100000.00	33.00	04/09/2021
49	457P24	DEFCMP	Def Comp	Before-Tax		40.00	04/09/2021
				Nontaxable Btax Benefit		20.00	04/09/2021
60	FLXMED	FLXMED	Med FSA	Before-Tax		10.00	04/09/2021
70	VRSMDB	VRSRET	Retmt DB	Before-Tax	2173.46	108.67	04/09/2021

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID Name
Company CJS Pay Group TR2 Pay Period End 04/09/2021 Page 3 Line 5 Separate Check

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Deductions

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Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	71.50	
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IMPLIF	Imputed Life	Taxable Benefit	33.00	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax	40.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	20.00	
FLXMED	Medical FSA	Before-Tax	10.00	

Benefit Deductions - Health Enrollment

This is an example of the **Health Benefits** page that shows the employee elections and the review paycheck page that shows the deduction based on those elections.

You can navigate to the **Health Benefits** page using the following path:

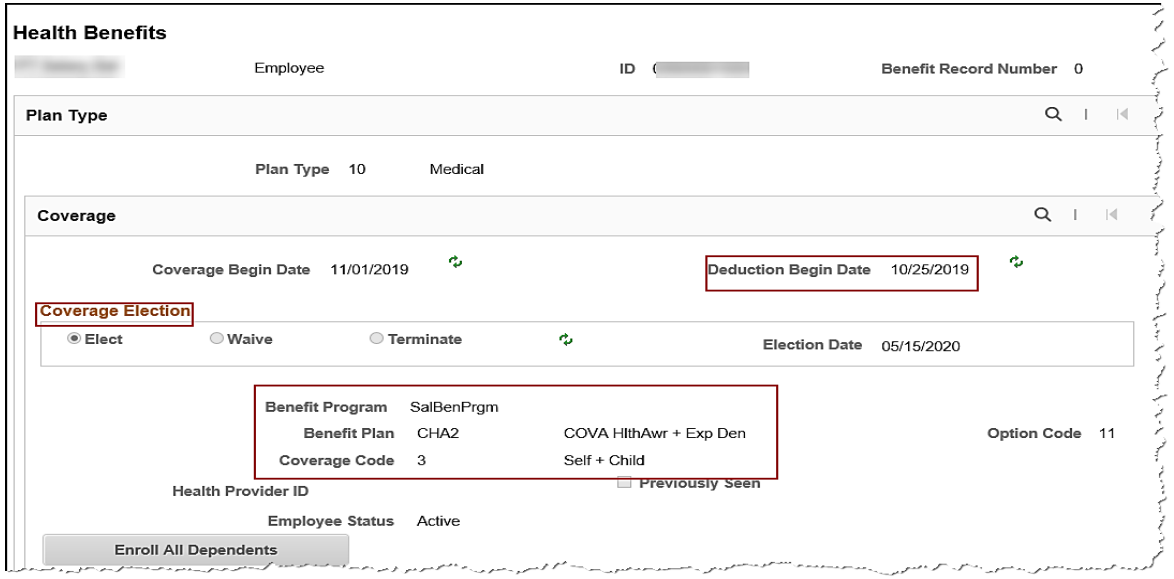
Navigator > Benefits > Enroll in Benefits > Health Benefits

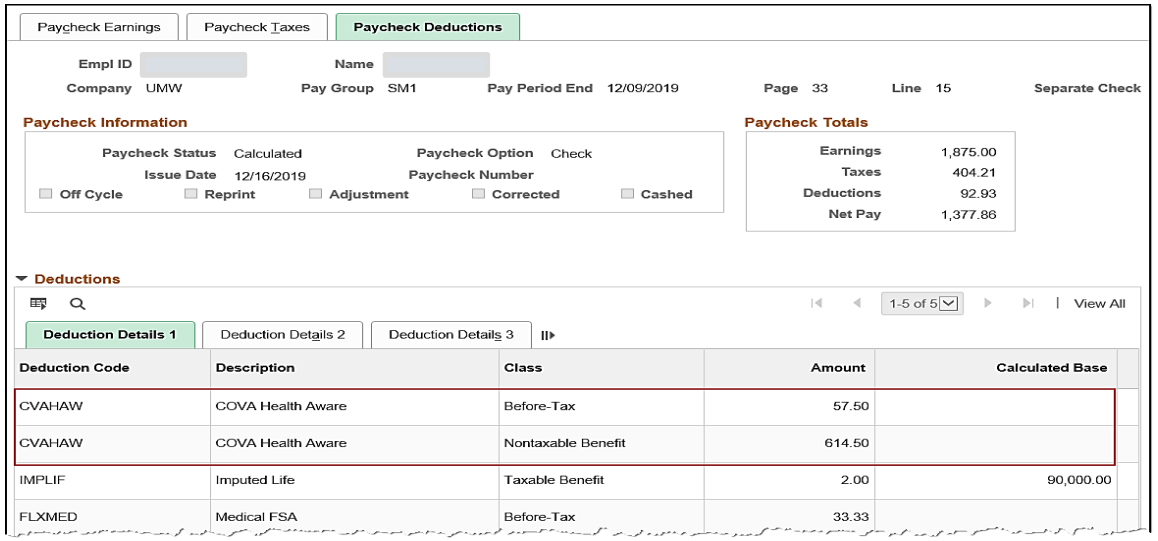
Notice that the Benefit plan, when processed in Payroll, creates a deduction at the employee and employer level based on the deduction class.

In this example:

- $57.50 Before-Tax (employee)
- $614.50 is Nontaxable Benefit (employer)

Note: Employees receiving the healthcare premium rewards have the Taxable PRW Additional Pay and a Before-Tax Healthcare Deduction in the full amount.





Benefit Deduction - Life and AD/D Benefits & Group Term Life

Salaried employee's life insurance is setup on two different election pages.

- Imputed Life is setup on the **Life and AD/D Benefits** page.

  You can navigate to the **Life and AD/D Benefits** page using the following path:

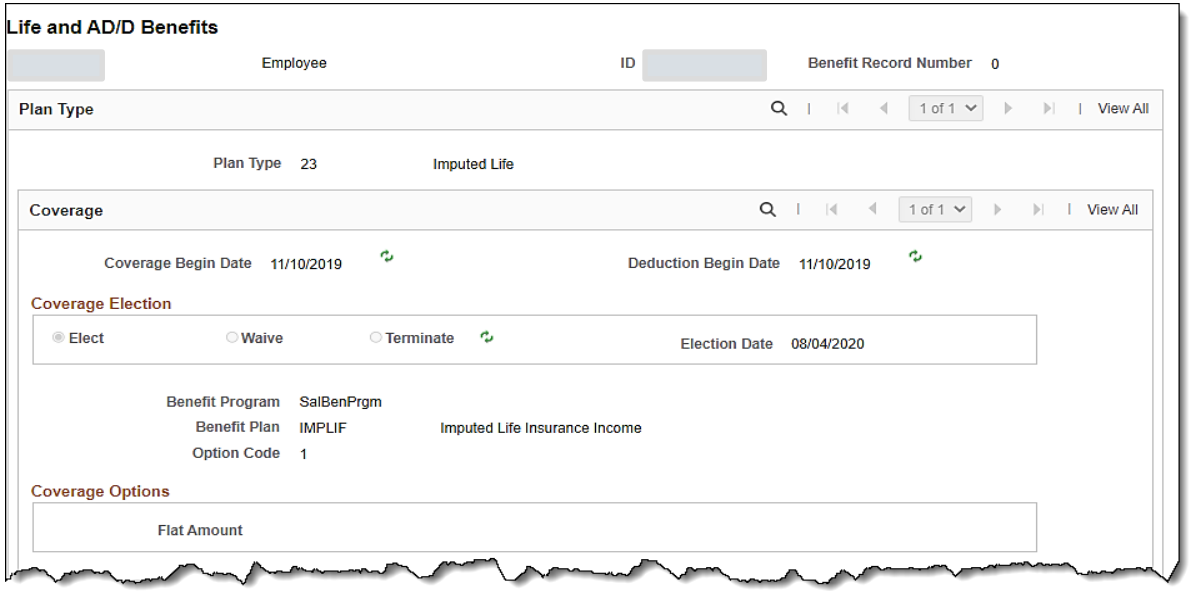
  Navigator > Benefits > Enroll in Benefits > Life and AD/D Benefits

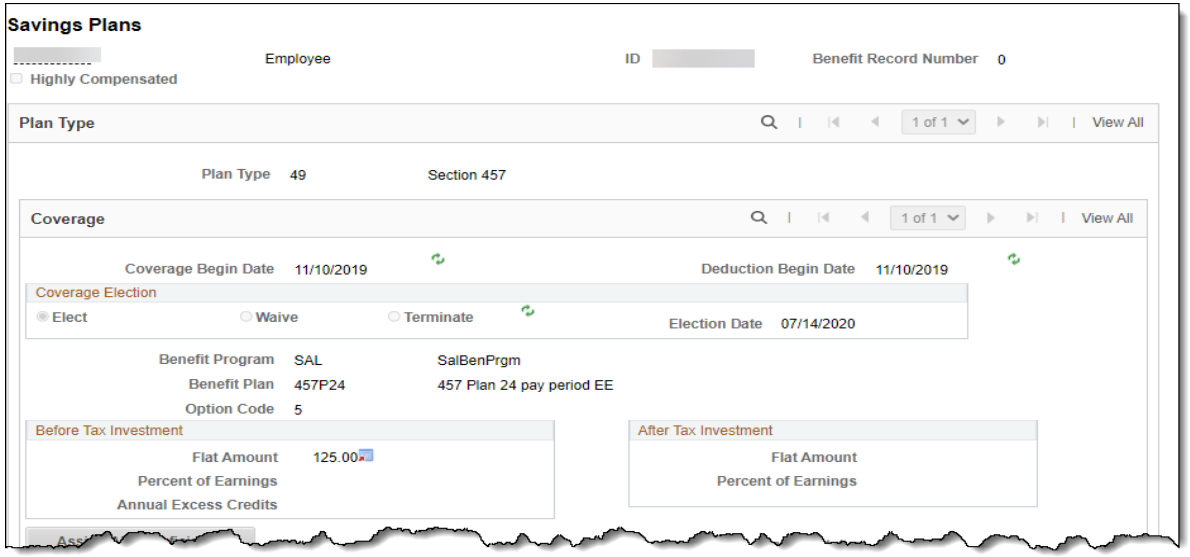
- Group Term Life is setup on the **Savings Plans** page.

  You can navigate to the **Savings Plans** page using the following path:

  Navigator > Benefits > Enroll in Benefits > Savings Plans

An employee's paycheck will show the deductions located under the **Paycheck Deductions** tab, **Deductions Details** tab on the **Review Paycheck** page.





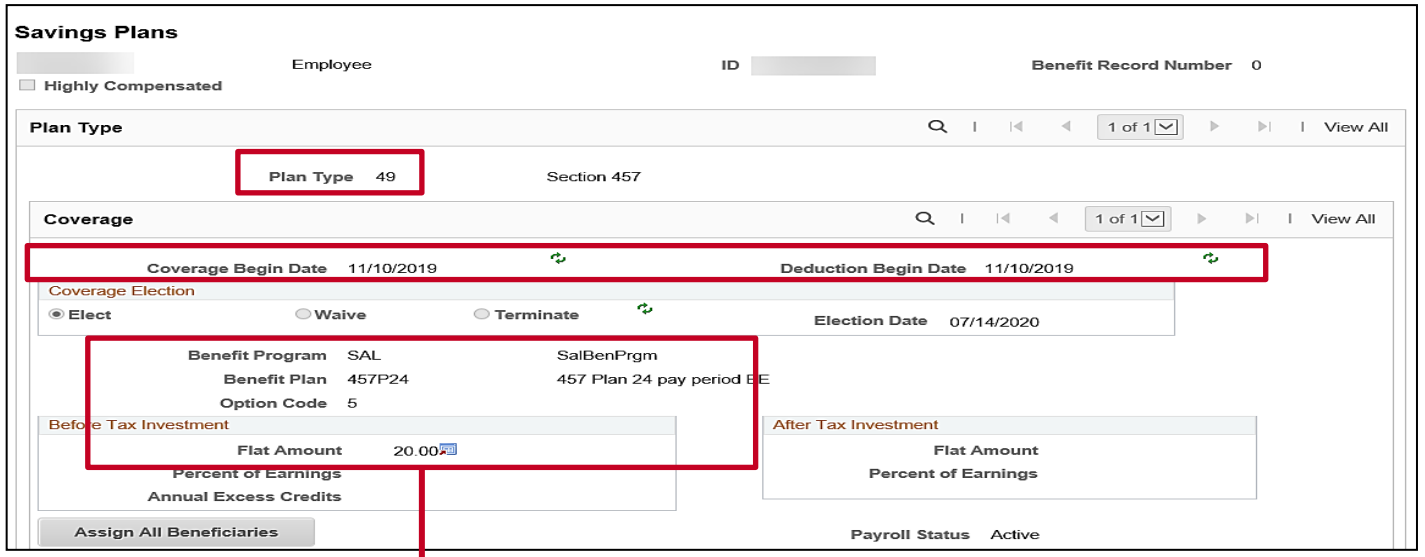
Benefits Deduction - Savings Plans

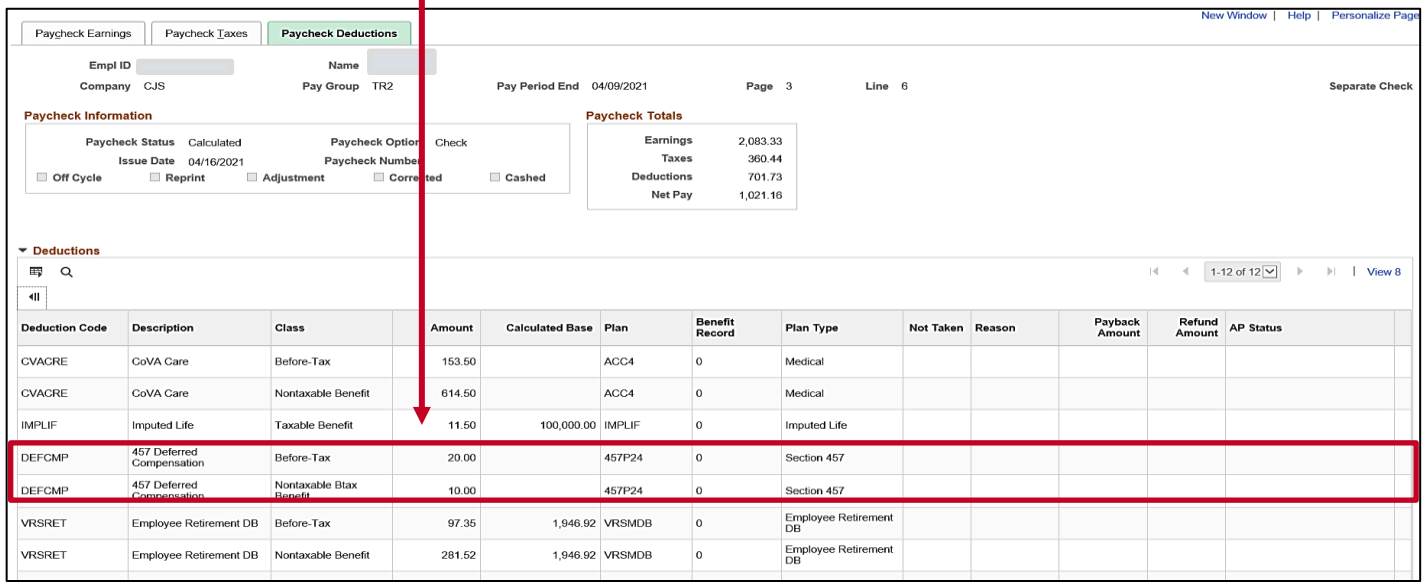
In Cardinal there are three savings plans:
46 – 403(b)
49 – Section 457
4W – VRS Hb Vol Defined Contribution

Six Retirement Plans:
70 – Employee Retirement
7V – Hybrid Retirement
7W – Group Term Life
7X - Retiree Health Credit
7Y – VSDP LTD
7Z – Hybrid Mandatory DC

This is an example of an employee with Savings Plan **49** (Section 457) and the associated view on the **Review Paycheck** page, **Paycheck Deductions** tab.

Note: The Benefit plan, when processed in Payroll, creates a deduction at the employee and employer level based on the deduction class.





Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
CVACRE	CoVA Care	Before-Tax	153.50		ACC4	0	Medical					
CVACRE	CoVA Care	Nontaxable Benefit	614.50		ACC4	0	Medical					
IMPLIF	Imputed Life	Taxable Benefit	11.50	100,000.00	IMPLIF	0	Imputed Life					
DEFCMP	457 Deferred Compensation	Before-Tax	20.00		457P24	0	Section 457					
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	10.00		457P24	0	Section 457					
VRSRET	Employee Retirement DB	Before-Tax	97.35	1,946.92	VRSMDB	0	Employee Retirement DB					
VRSRET	Employee Retirement DB	Nontaxable Benefit	281.52	1,946.92	VRSMDB	0	Employee Retirement DB					

General Deductions

In Cardinal, the following are classified as general deductions:

- Minnesota Optional Life Insurance*
- Supplemental Insurance (FBMC)*
- Administrative fee charged by FBMC and the Department of Accounts (DOA)*
- Combined Virginia Campaign (CVC)*
- Purchase of Prior Service (PPS)
- Parking Fees

The general deductions for Minnesota Optional Life, Supplemental Insurance, the Admin Fee for Supplemental Insurance and the CVC deduction are set up by inbound interfaces* from the vendors.

In Cardinal, agencies have the option to use mass update processes for general deductions when a large volume of data changes are required. The mass update process can reduce online data entry and should be used on an infrequent basis.

To initiate the mass update, the agency populates the spreadsheet template with the data changes and submits the request to SPO for review, approval, and processing.

See the Job Aid titled **HR351 Mass Upload** for more information. This Job Aid is located on the Cardinal website, in **Job Aids** under **Learning**.

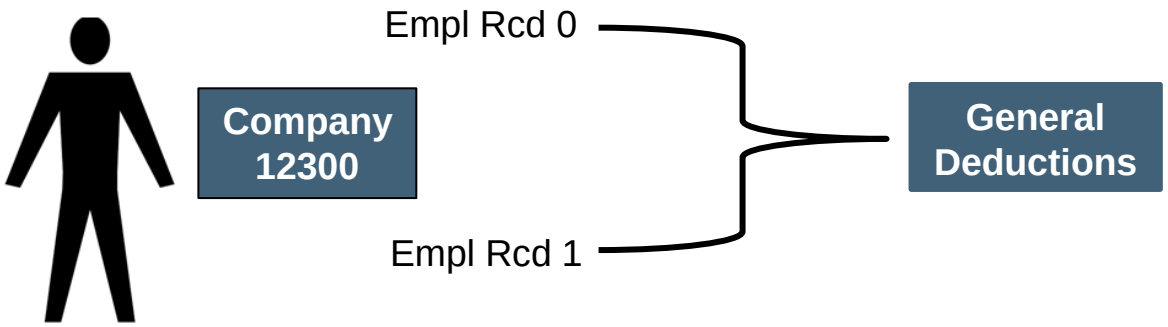
General Deductions (continued)

In Cardinal, general deductions are effective dated and are set up at the company level. This means that each company has one general deduction record for an employee.

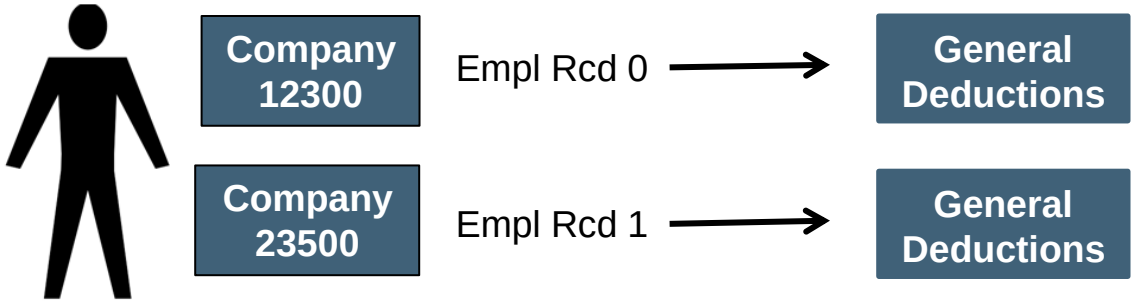
General deductions can be deducted pre and post tax and are derived from the General Deduction or Garnishment tables in Cardinal. Garnishments will be covered later in this lesson.

- **Example A**: If an employee has multiple job records within the same company, there will be one General Deduction in Cardinal. You can specify which job the general deduction is for by primary paygroup.
- **Example B**: If the employee has multiple job records at different companies, there will be separate general deduction records in Cardinal (one for each company). In this situation, the employee can have different deductions for each job.

Example A: Employee has two jobs within the same company



Example B: Employee has two jobs within two different companies



General Deductions - Payroll Administrator

Payroll Administrators will manually update the employee's general deduction when:

- Source documents are received
- A new general deduction needs to be created
- A general deduction needs to be updated
- A general deduction needs to be stopped

If the effective date is in a prior period or in the middle of the current period, and a retroactive or partial payment is due:

- The Payroll Administrator will need to calculate the amount due from the employee
- The Payroll Administrator will enter this into the SPOT so that the calculated retroactive or partial amount is loaded into the employee pay sheet. SPOT will be covered in Lesson 3 of this course

Payroll Administrators enter an end date for the general deduction to stop the processing of a general deduction when appropriate.

For employee transfers, the employee's general deductions with the old company will need to be stopped manually by the agency. The new company must establish general deductions for the general deductions to be processed by payroll.

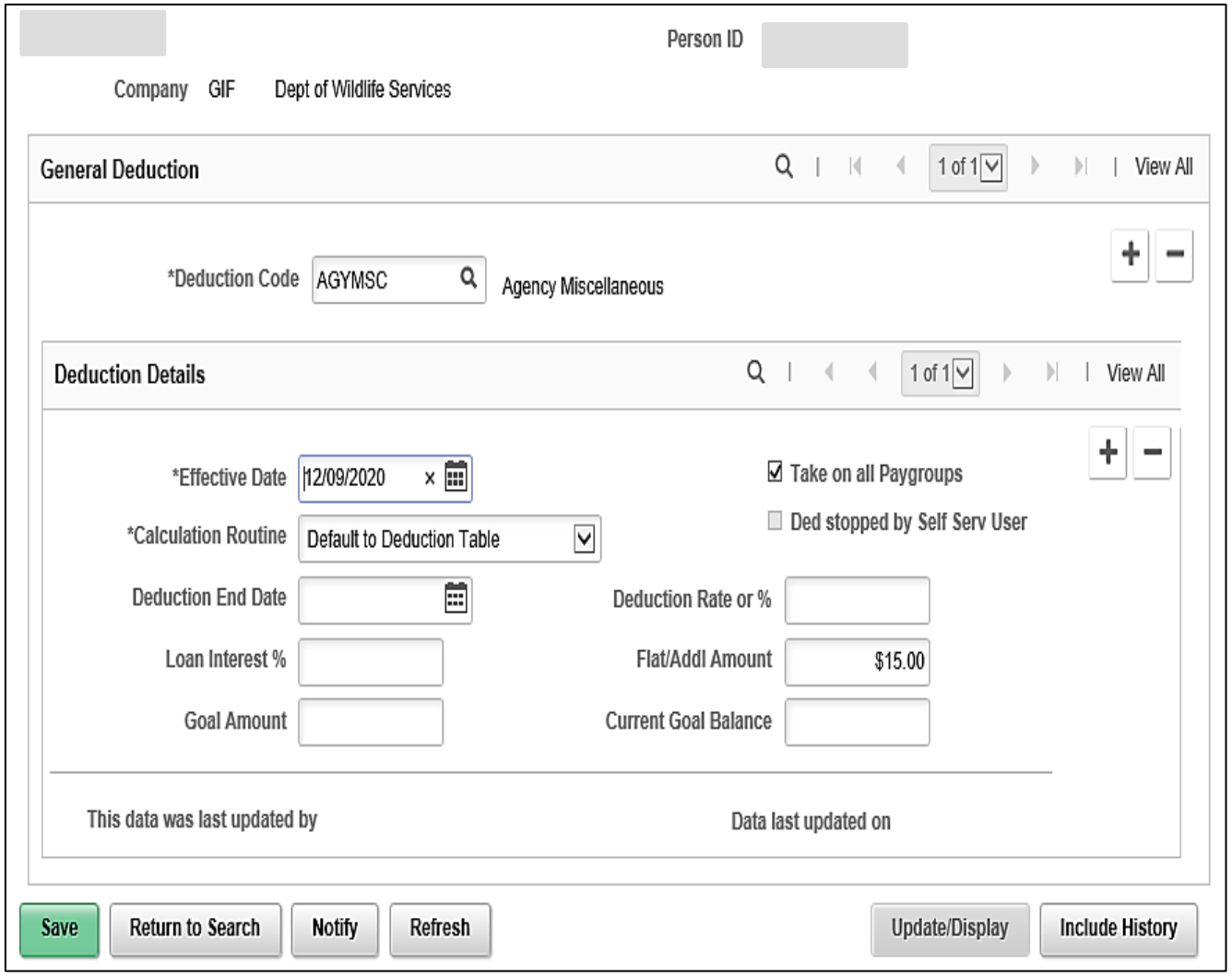
Creating and Updating General Deductions

When you need to setup or update a general deduction for an employee, use the **Create General Deductions** page. You can navigate to this page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

When you need to create, update, or stop a general deduction, use the Job Aid titled **PY381: Creating, Updating, and Stopping General Deductions** located on the **Cardinal** website, in **Job Aids** under **Learning**.

We will review some key fields on this page.



Creating and Updating General Deductions (continued)

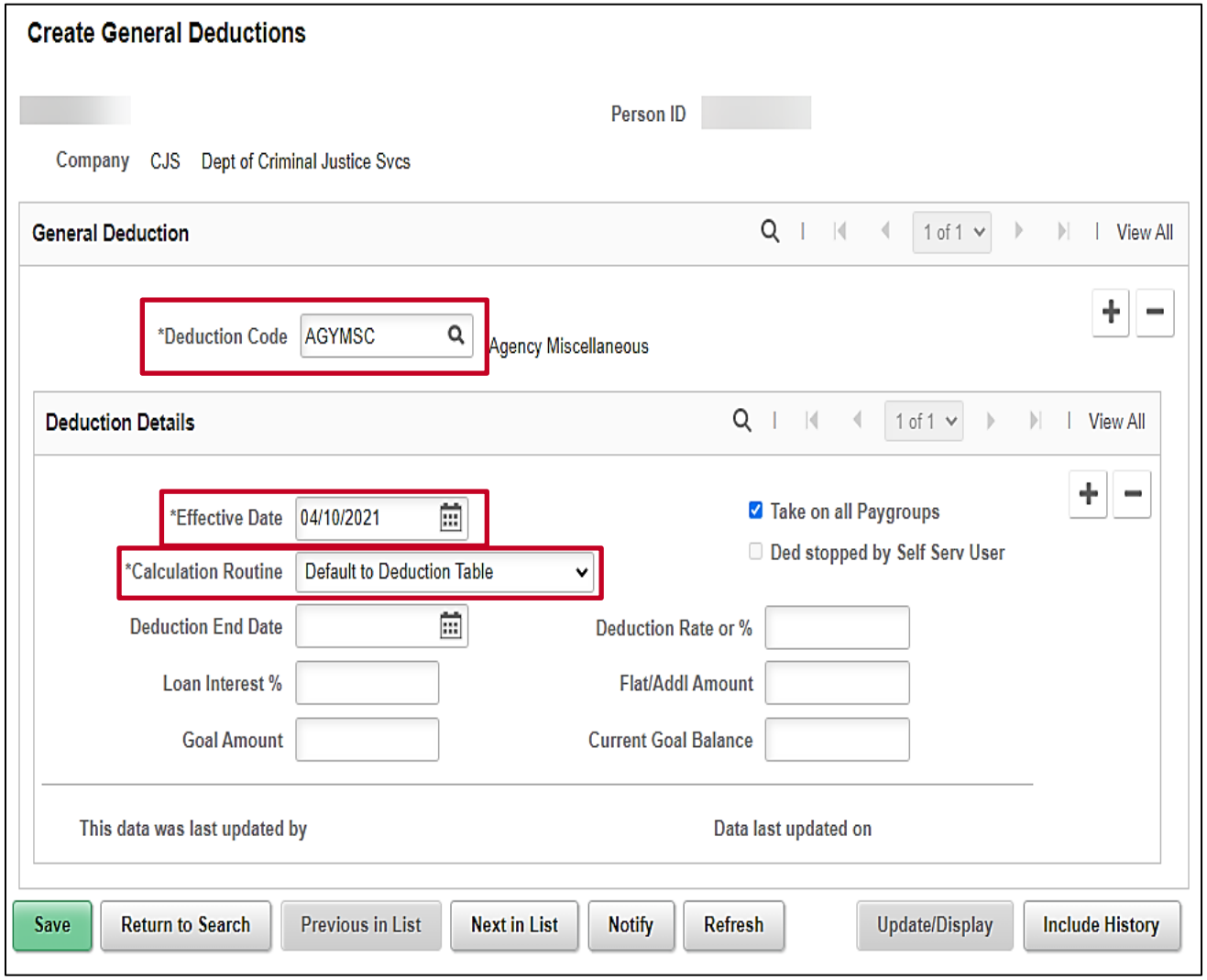
The **Deduction Code** field is where you can view information for a specific deduction or where you will select the **Deduction Code** when adding a new deduction. See the Job Aid titled **PY381: General and Benefit Deduction Codes** to see the General Deduction Codes available. This Job Aid is located on the Cardinal Website in Job Aids under Learning.

The **Effective Date** defaults to the current system date. Normally this date is the beginning date of the pay period for when the general deduction should start.

Note: For general deductions, the amount will not be prorated if the effective date is within the pay period.

The **Calculation Routine** field has several options available in the drop-down menu, however in Cardinal, we only use the following two:

- **Default to Deduction Table**
- **Flat Amount**

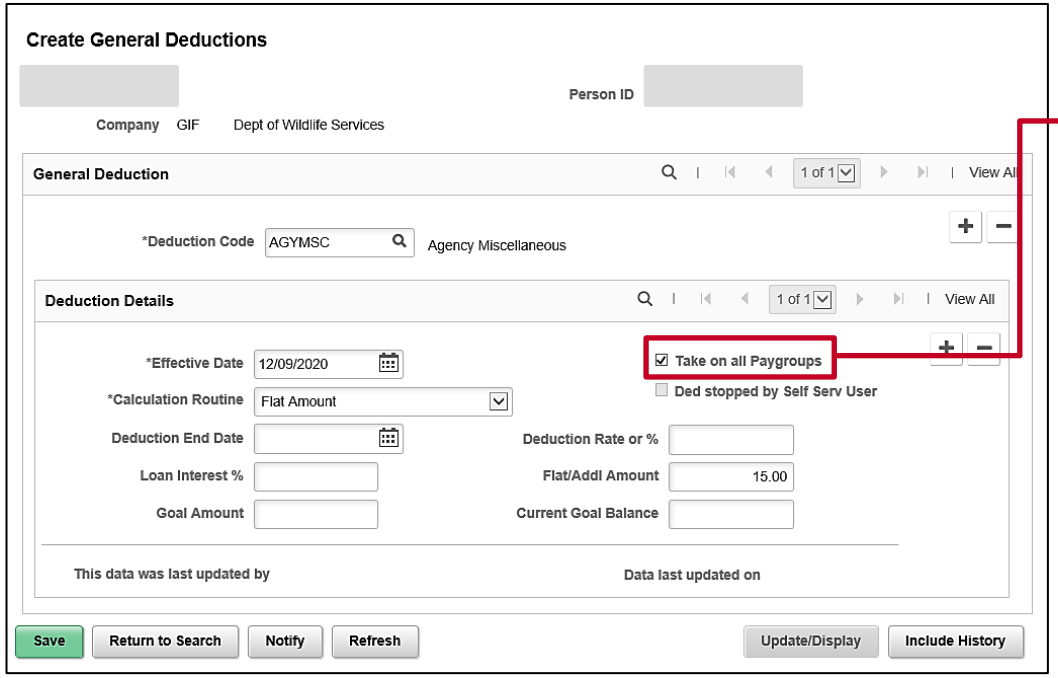


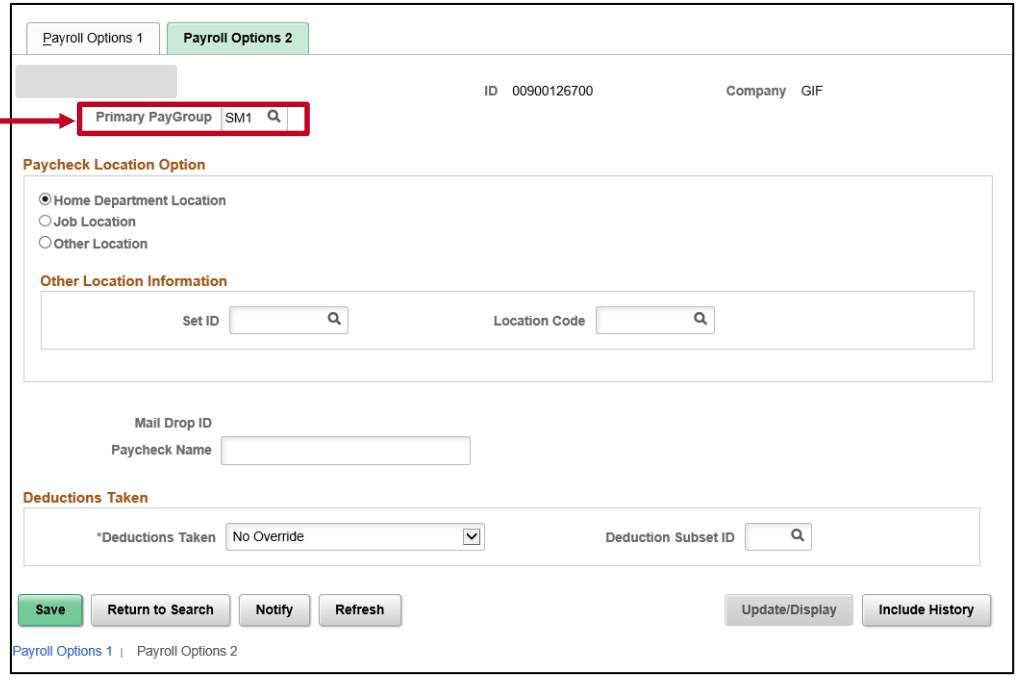
General Deductions - Take on all Paygroups

Take on all Paygroups – If checked, the deduction will process for all paygroups the employee has when payroll is processed. If unchecked, the deduction will process only on the primary paygroup.

This field looks at the **Update Payroll Options** page to determine which is the **Primary PayGroup**. To navigate to the **Update Payroll Options** page, use the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Update Payroll Options

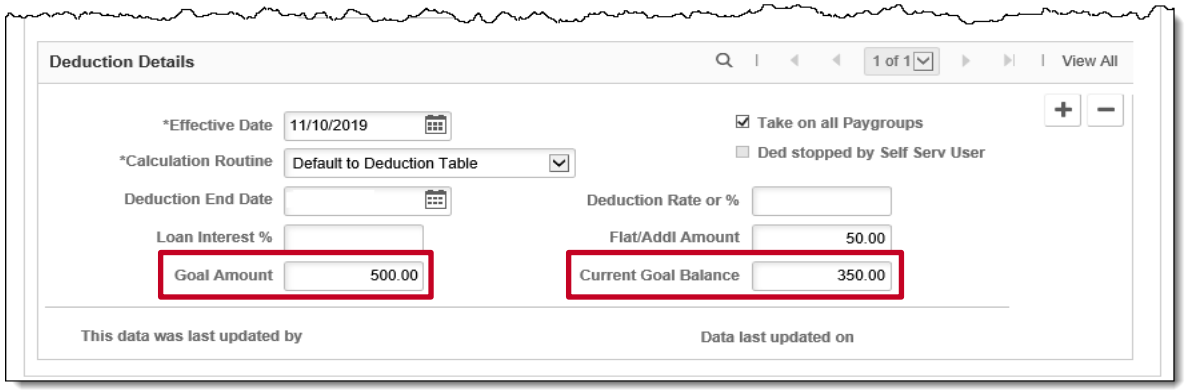




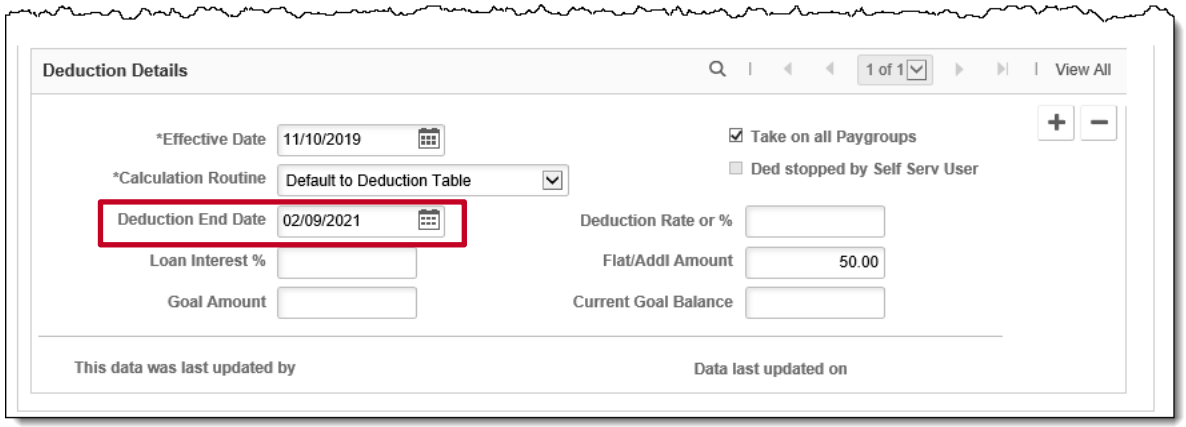
Stopping Deductions - Automatically

General Deductions can be stopped automatically or manually:

- **Automatically**
  - If a deduction is entered and set up with a **Goal Amount**, it will stop once the **Goal Amount** has been reached. **Note: The Current Goal Balance** field will show the balance of what has already been processed.



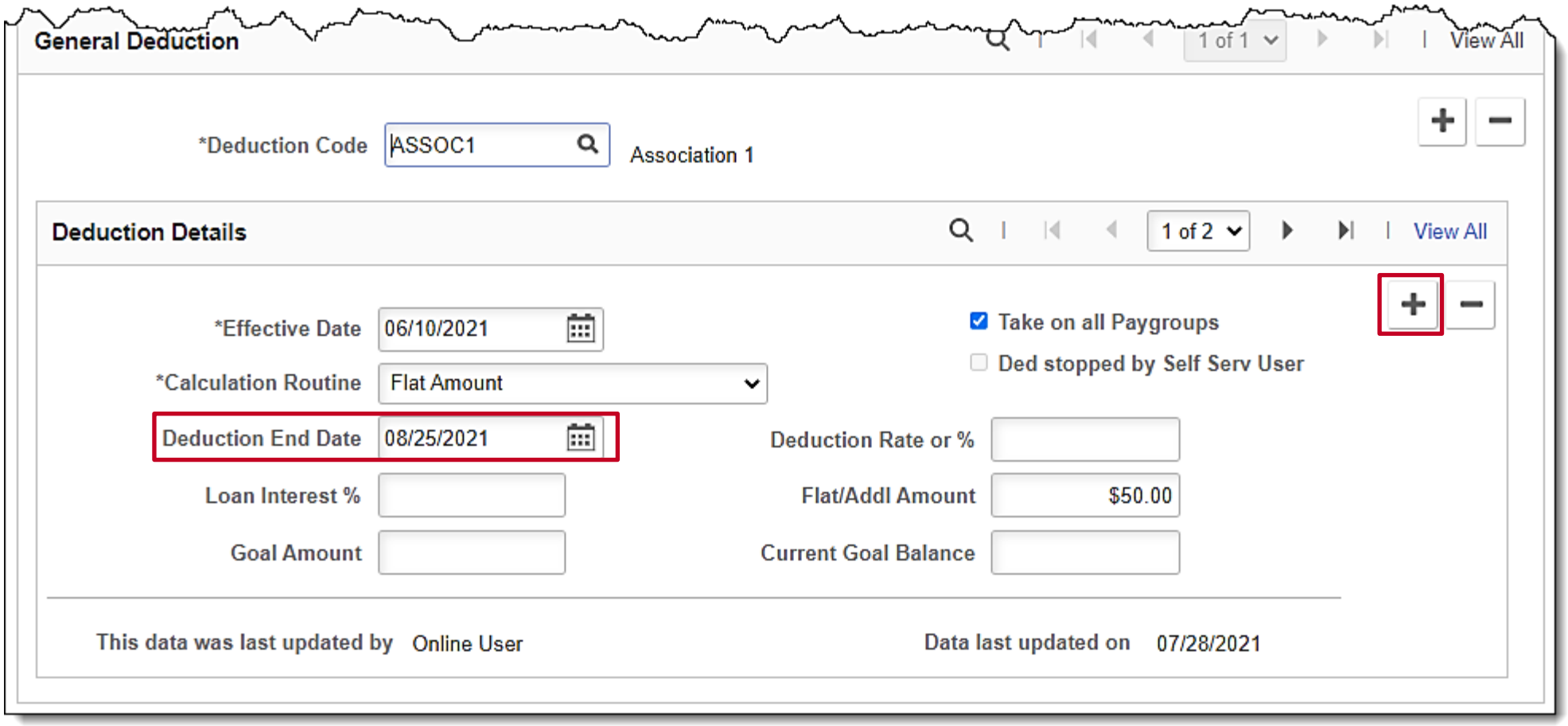
  - If a deduction is entered and set up with an **End Date**, the deduction will stop on the end date.



Stopping Deductions - Manually

In order to stop a general deduction manually, you will need to insert a new effective dated row in the **Deduction Details** section and add the **Deduction End Date** or the **Goal Amount**.

In this example, a new effective dated row was added and the **Deduction End Date** was entered as **08/25/2021**.



Key Points about General Deductions

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

- If the effective date for the deduction is prior to the current pay period, a retroactive calculation will need to be done and the retroactive amount processed through SPOT.

- If an agency uses the same general deduction code for more than one general deduction, the agency is responsible for documenting and tracking those deductions.

  For example, an agency may use a deduction code of **ASSOC1** - Association 1 to track contributions to a Flower Fund and to capture an Association Fee. The agency will need to keep track of the separate amounts included in the overall **ASSOC1** deduction.

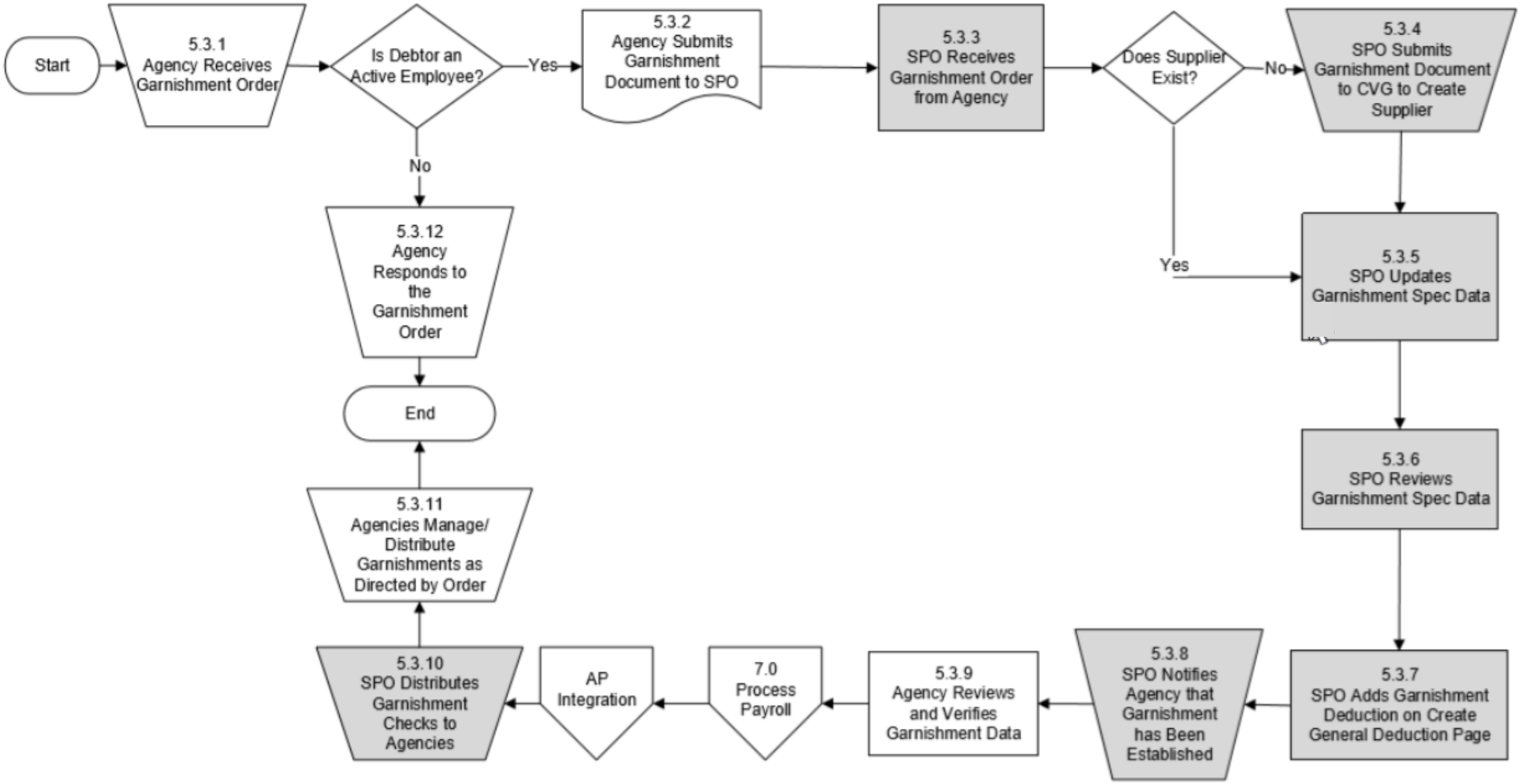
Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Garnishment Process



Maintain Garnishment Data

Garnishments are a legal or equitable procedure through which some portion of the earnings of any individual are required to be withheld for payment of a debt.

When an agency receives a garnishment, they will determine if the order is for one of their employees:

- If the debtor's status is Not Found or is 'Inactive', the agency needs to respond to the order
- If the debtor's status is determined to be 'Active', the agency forwards the order to SPO for set up

Entering garnishments is a two-step process in Cardinal and will be the responsibility of SPO:

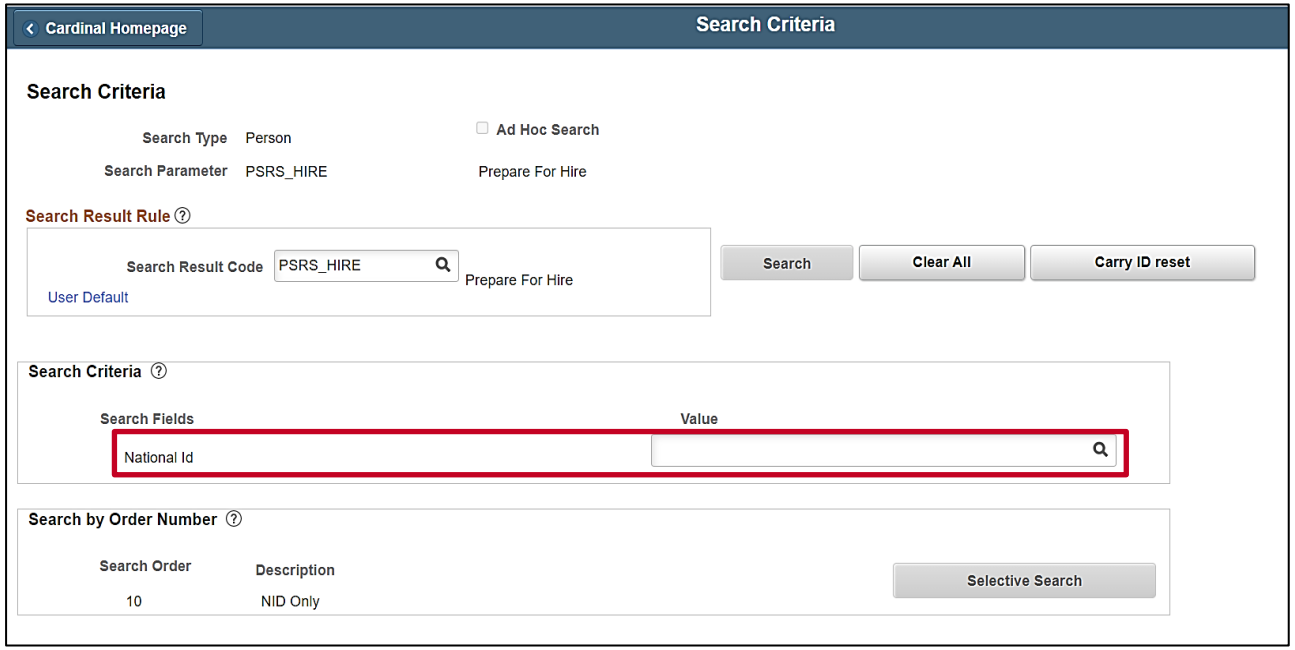
- Define Garnishment Spec pages
- Create Garnishment general deductions for:
    - **GARN** – a placeholder for the garnishment amount to be determined by the Garnishment Spec data pages. If an employee has multiple garnishments, there will only be one general deduction record of GARN (actual garnishment deduction)
    - **GRNFEE** – for child support fees
    - **GRNFE2** – for other garnishment processing fees

Maintain Garnishment Data - Employee Search by Social Security Number

Utilize the **Employee Search Match** to find if an employee is known to Cardinal by using the employee Social Security number.

To navigate to the **Employee Search Match** use the following path:

Navigator > Workforce Administration > Personal Information > Search for People

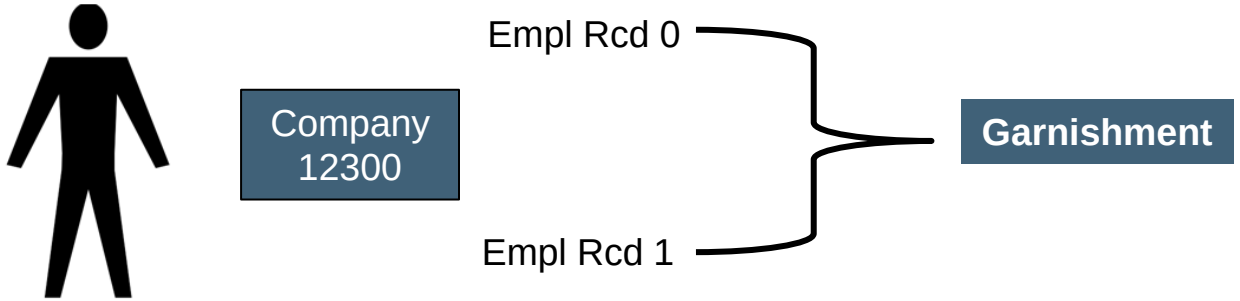


For more information on garnishments see the Job Aid titled **PY381: Reviewing Garnishment Setup in Cardinal** located on the Cardinal website in **Job Aids** under **Learning**.

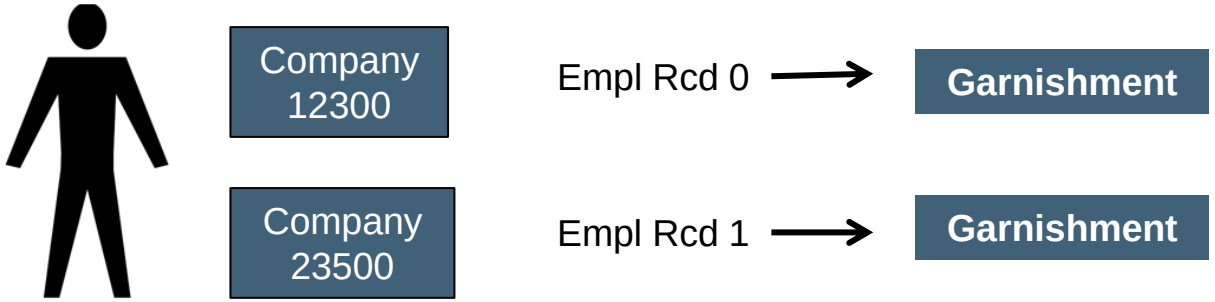
Maintain Garnishments

Garnishments are set up at the company level. This means each company has one garnishment record for an employee. If an employee has multiple garnishments there is still only one garnishment general deduction (**GARN**).

Example A: Employee has two jobs within the same company



Example B: Employee has two jobs within two different companies



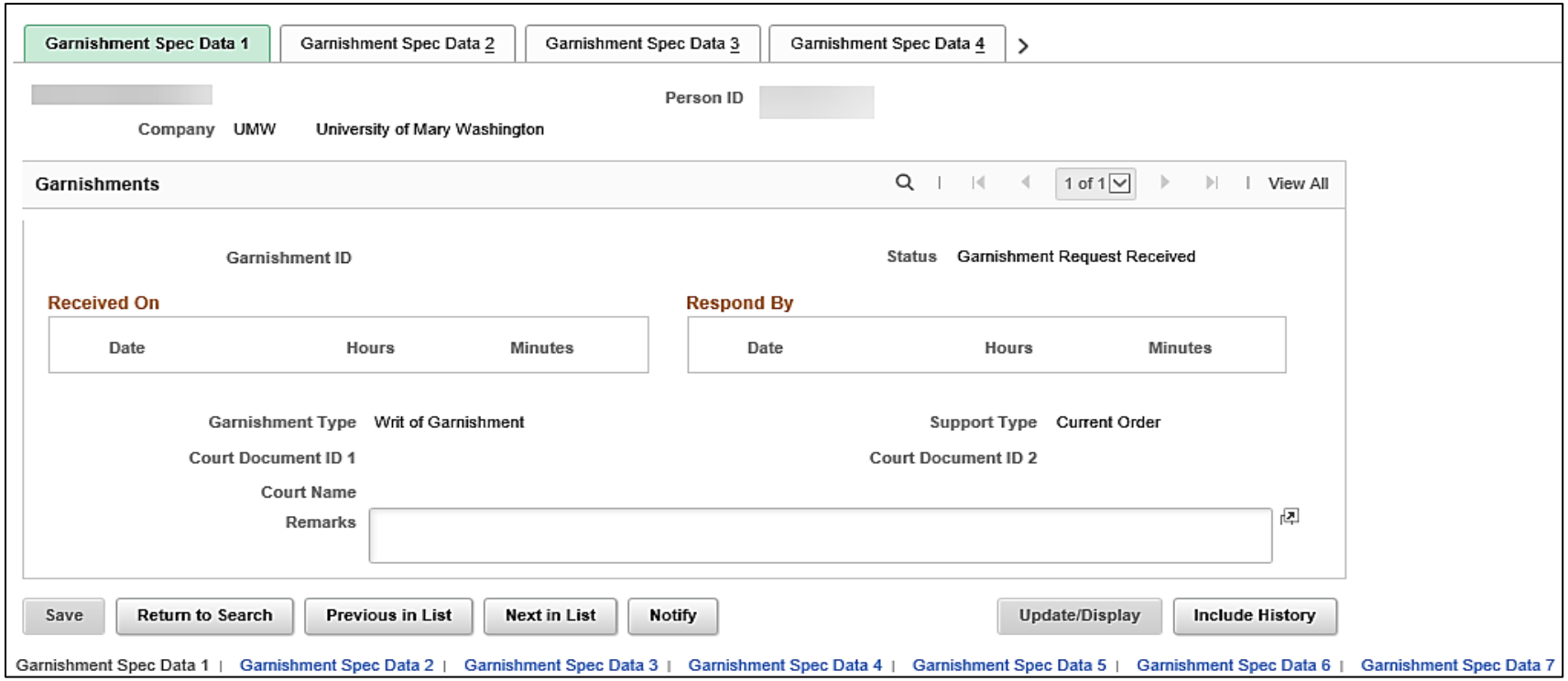
Maintain Garnishments

In Cardinal, there are seven (7) garnishment pages to review.* Since garnishments vary greatly based on the type and the specific information contained in the order, it is important that you review all the pages appropriately.

To review a garnishment, navigate to the **Create Garnishments** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

For more information on garnishments see the Job Aid titled **PY381 Reviewing Garnishment Setup in Cardinal**. This job aid is located on the Cardinal Website in **Job Aids** under **Learning**.



Key Points about Garnishments

- The original writ, should be maintained by the agency. A copy of the writ must be submitted to SPO; this includes any cancellations or changes to existing orders.
- Once the garnishment is setup, SPO will notify the agency that the garnishment setup was completed. The Payroll Administrator should review the Garnishment Spec pages for accuracy and work with SPO if any corrections are needed.
- The Payroll Administrators should also review the employee paycheck to confirm the garnishment has processed and is accurate based on the order that was sent to the agency.
- Supplier-information will be maintained on the Vendor table in the Cardinal Financials database and published to Cardinal Payroll via the HCM sync.
- A W-9 will not be required for garnishment suppliers as they are set up with the HCM supplier type.
- SPO receives all garnishment payment checks and distribute these payments to the appropriate agency.
- The agency will review, reconcile, and send the payment to the appropriate suppliers (vendors) based on the order.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. Additional pays are set up in Cardinal by the:

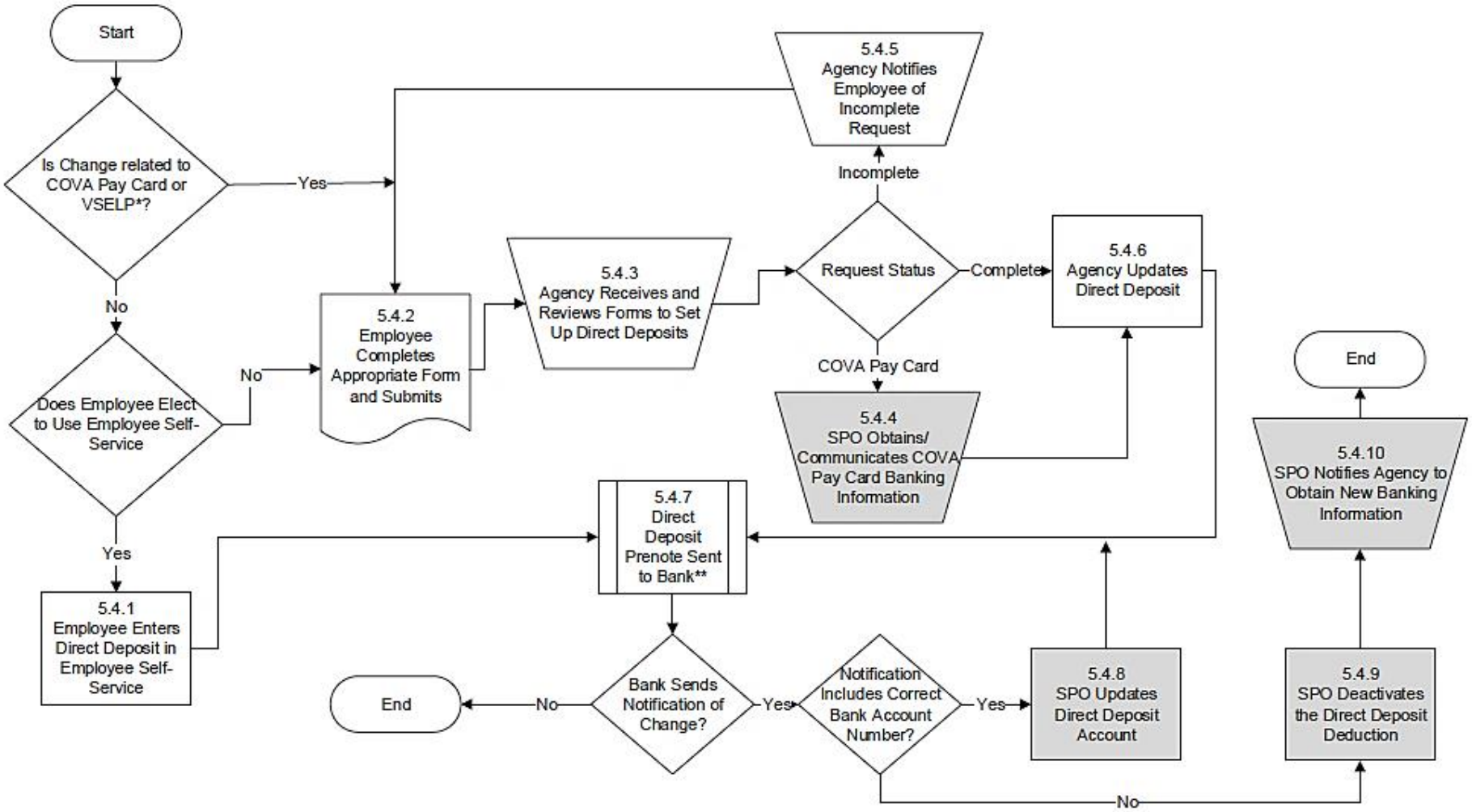
a. Payroll Administrator
b. Benefits Administrator
c. HR Administrator
d. Absence Management Administrator

2. The Payroll Administrator is responsible for setting up which type of Deductions:

a. Benefit Deductions
b. General Deductions
c. Both Benefit and General Deductions

3. True or False. Agencies will enter their own garnishment deductions in Cardinal.

Maintain Employee Direct Deposits



*VSELP is the Virginia State Employee Loan Program
**Excludes VSELP

Maintain Employee Direct Deposit Overview

Direct Deposit is a distribution of net pay and is only available after Confirmation of the paycheck calculation (gross-taxes-deductions).

In Cardinal, employees will have the ability to enter and update direct deposit elections using Employee Self-Service (ESS). Exclusions apply to Virginia State Employee Loan Program (VSELP) and the set up of the COVA Pay Card. Even though employees are able to update direct deposit through ESS, in some cases they will still need to contact their Payroll Administrator to make changes on their behalf.

An employee's pay can be deposited in the following ways:

- Directly into checking or savings accounts as identified by the employee
- Onto a COVA Pay Card
- Distributed to Virginia College Savings Plan or applied to Virginia Credit Union loan payments

For the following types of distributions, the below actions must be completed by a Payroll Administrator:

- COVA Pay Card – initial setup only. Once setup employees can maintain in ESS
- Virginia State Employee Loan Program (VSELP) – initial setup and maintenance

Direct Deposit setup is specific to the employee rather than the job. When an employee transfers to a new agency, the current direct deposit will remain in effect whether the employee provides the new agency with an Employee Direct Deposit Authorization form or updates in the ESS.

Maintain Employee Direct Deposit

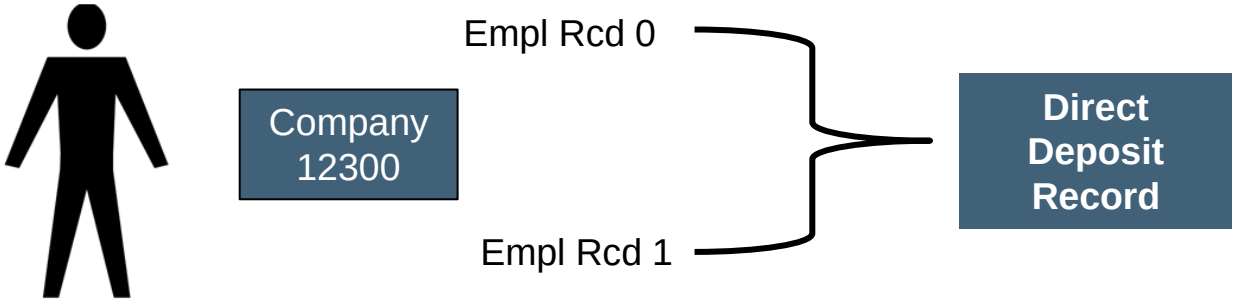
In Cardinal, direct deposits are setup at the employee level. Regardless of how many jobs an employee has in the same company or different companies, there is only one direct deposit record.

Direct deposit is a requirement of employment at the Commonwealth of Virginia. Direct deposit of payroll earnings allows employees to have their pay electronically deposited to their checking accounts, saving accounts, or a debit/pay card that accepts electronic deposits.

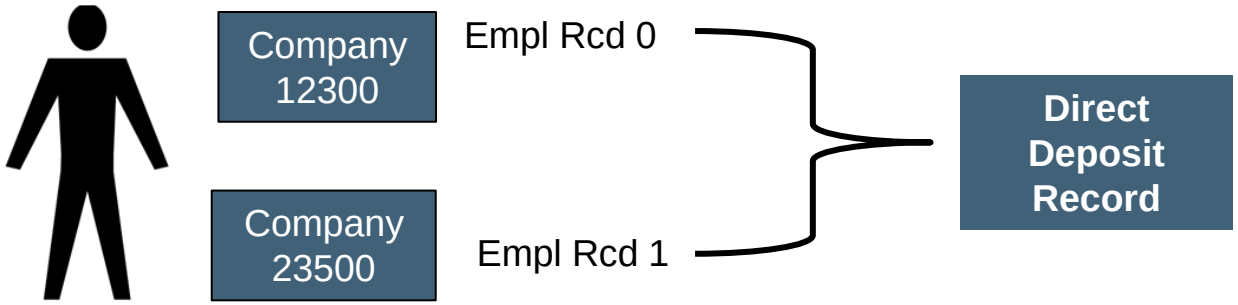
Employees are required to complete the Employee Direct Deposit Authorization form and submit to it their Payroll Administrator. This form should be kept on file at the agency.

If the employee transfers to another agency, a new form will need to be completed for that agency; however, the current direct deposit will remain in effect whether the employee provides the new agency with the form.

Example A: Employee has two jobs within the same company



Example B: Employee has two jobs at two different companies



Maintain Employee Direct Deposit – Prenotification Process

Cardinal will prenote new banking information. Prenoting is the process of validating the account and routing number combinations to verify they are accurate. This process will take one pay cycle, during which the employee may receive a check.

If the **Prenotification Required** checkbox is unchecked, the account changes will not go through the Prenotification process, and the employee direct deposit will go into effect immediately.

If changes are made to the account or routing number for the balance of net pay account, a paper check will be generated until the direct deposit setup or change is prenoted.

If changes are made to the account or routing number for fixed amount or percentage account(s), then the amount will be included in the balance of net pay account, until the direct deposit setup or change is prenoted.

Maintain Employee Direct Deposit – SPO Responsibilities

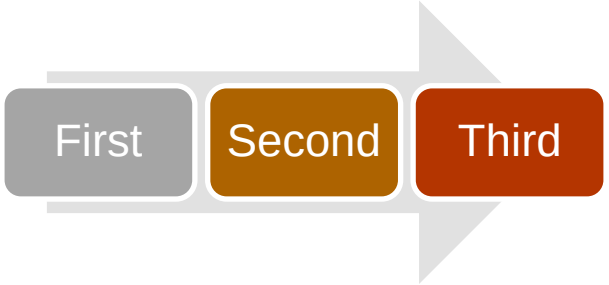
- SPO will obtain the employee's COVA Paycard account information and send to the agencies for entering and updating the direct deposit in Cardinal. The Payroll Administrator will enter the routing and account information in Cardinal.
- Truist bank will send SPO a Notification of Change (NOC) Report daily for those accounts where money cannot be deposited into an employee's account (e.g., an invalid account number, change in bank routing number).
  - When the bank information is rejected:
    - SPO will obtain the correct banking information and update the account information.
    - If correct account information is not obtained, SPO deactivates the distribution. SPO will notify the employing agency that the distribution has been deactivated and request new banking information

Maintain Employee Direct Deposits - Setting Priorities

Cardinal uses the **Priority** to determine what order to distribute the employee's deposit accounts. If an employee's pay is not enough to cover all direct deposit accounts, the accounts will be distributed according to the value assigned in the **Priority** field.

When an employee has multiple direct deposit accounts in place, each direct deposit account must be assigned a priority.

- The lower the number, the higher the priority (1 would be the first account to be distributed, 2 would be the next and so on).
- 999 indicates the account to receive the balance of net pay; there should always be a Priority 999 row.
- When setting priorities, follow the guidelines below based on the type of account:
  - VSELP Loans should always have the highest priority (1)
  - All other accounts follow based on designation provided by the employee



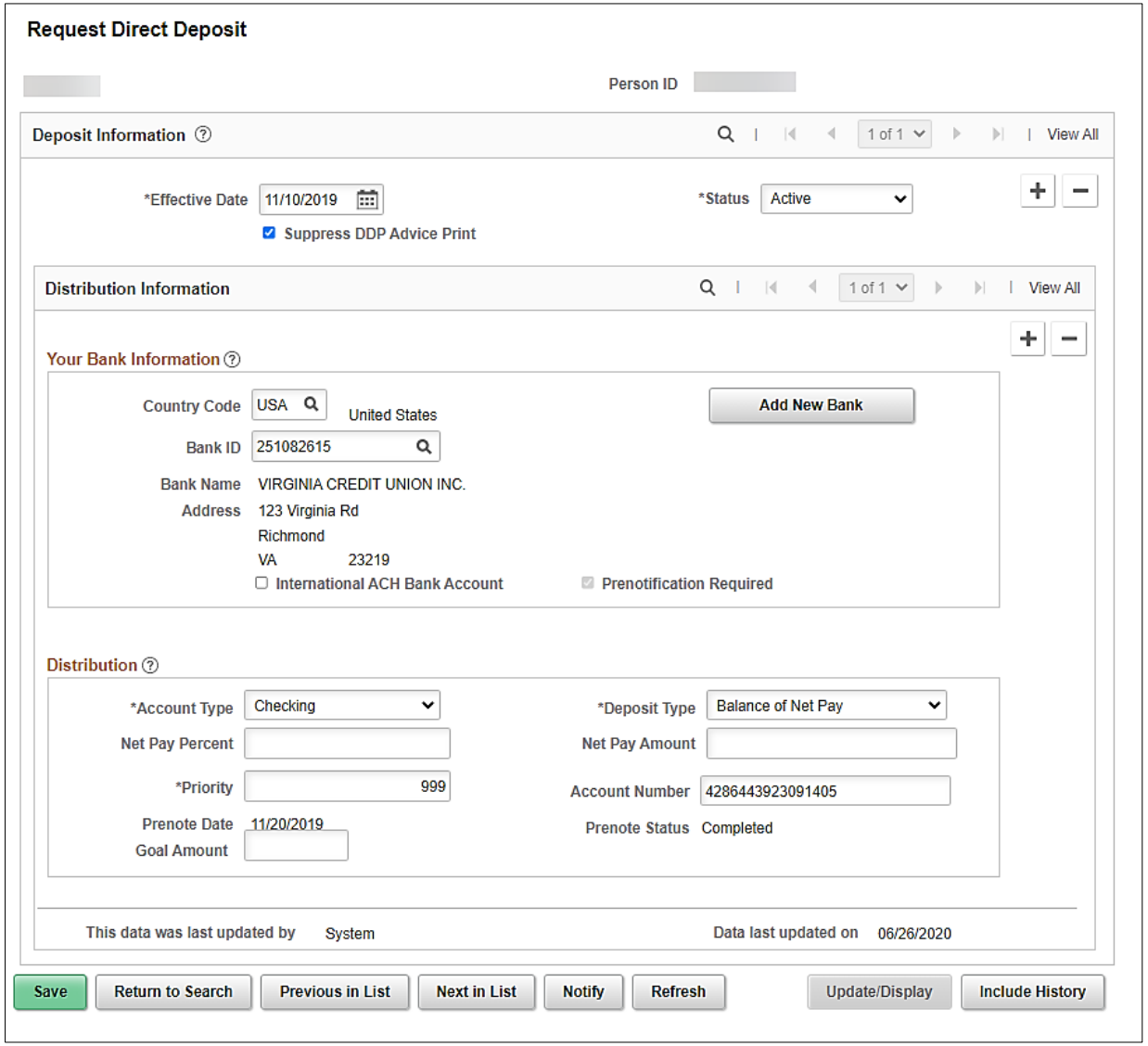
Maintain Employee Direct Deposit - Entering/Updating a Direct Deposit

When employees needs to add or update direct deposit information, they can use ESS, or complete and submit the **Direct Deposit Authorization** form to the Payroll Administrator.

To enter or update employee direct deposit information, access the **Request Direct Deposit** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Employees are limited to a total of 10 direct deposit distributions. If the employee is enrolled in the VCSP, the setup of each child's account is considered a separate direct deposit distribution.



Maintain Employee Direct Deposit – Request Direct Deposit

Below is a summary of the fields located on the **Request a Direct Deposit** page. For details on entering and updating direct deposits for an employee, see the Job Aid titled **PY381 Entering and Updating Direct Deposits** located on the Cardinal Website in **Job Aids** under **Learning**.

Direct Deposit	Description
Effective Date	Defaults to the current system date. Update to the appropriate date. (Normally this date is at the beginning of the pay period.)
Bank ID	Bank account routing number provided by the employee.
Add New Bank	Not used. If a new bank needs to be added, the agency will work with DOA and they will work with the Cardinal Post Production Support (PPS) team to add it to the banking table in Cardinal.
International ACH Bank Account (checkbox)	Not used. Do not check this box as it will cause the **Prenotification Required** checkbox to disappear.
Account Type	The type of account employee pay will be distributed to. The following selections are available: • COVA Paycard • Checking • Issue Check (this option is not used) • Savings • VA State Employee Loan Program (VSELP)*
Net Percent	Selected in the **Deposit Type** field, enter the applicable percentage in this field.
Net Amount	Selected in the **Deposit Type** field, enter the applicable amount in this field.

Maintain Employee Direct Deposit – Request Direct Deposit (continued)

Direct Deposit	Description
Deposit Type	This section provides the employee pay distribution. The following selections are available: • Amount • Balance of Net Pay • Percent
Priority	Assigned orders for distributions, if the employee has one or more accounts setup in Cardinal.
Account Number	Enter the employee's Bank Account Number
Goal Amount*	This field is only used for VSELP. This amount should be the total amount of the loan that will cumulatively be paid via the distribution, not the amount to apply each pay period. This amount should be entered in the **Net Pay Amount.**

***Note**: When you enter VSELP a goal amount is entered the **Goal Amount** field. They will not automatically stop once the goal is reached. Agencies will need to monitor the direct deposit payments using the **V_PY_DIR_DEP_GOAL** query. This query includes the employee ID, amount deposited to date and the goal amount. If payments are not stopped in a timely manner, employees may incur overpayments of these loans.

VSELP Direct Deposit Goal Query

You can navigate to the **Query Viewer** page to access this query using the following path:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_GOAL

For more information about this query, see the **Cardinal HCM Reports Catalog** located on the Cardinal Website in **Reports Catalogs** under **Resources**.

V_PY_DIR_DEP_GOAL - VSELP Dir Dep to Goal Qry

Company ABC

As Of Date 02/23/2022

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-6 of 6 Last

Row	Company	Employee ID Number	Direct Deposit Effdt	Deposit Amount	Amount Deposited To Date	Goal Amount
1	ABC		09/25/2021		46.00	322.00
2	ABC		09/25/2021		46.00	230.00
3	ABC		09/25/2021		46.00	414.00
4	ABC		10/25/2021		46.00	552.00
5	ABC		09/25/2021		46.00	552.00
6	ABC		10/10/2021		46.00	552.00

Key Points about Direct Deposits

- All employees can make changes to their direct deposit account and amounts online using ESS. They can update all direct deposit accounts except for VSELP Loan and they cannot set up of COVA Pay Card.

- Once the VSELP Loan has been established, the information is view-only via ESS. The Payroll Administrator will need to monitor the goal amount and stop the direct deposit when the amount has been reached.

- Once the COVA Pay Card has been established, the employee can use ESS to update the account information.

- Employees are limited to a total of 10 direct deposit distributions.

- Non self-service employees submit the Employee Direct Deposit Authorization form to their agency Payroll Administrator to update their direct deposit elections.

- Cardinal will prenote new banking information. Prenoting is the process of validating the account and routing number combinations to verify that they are accurate. This will take one pay cycle, during which the employee may receive a check.

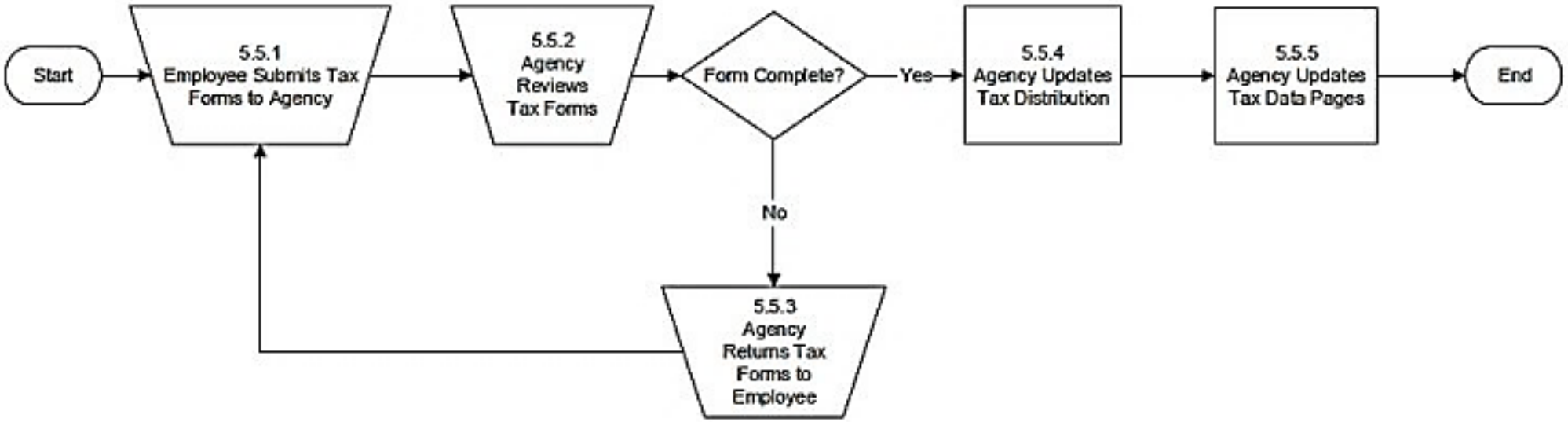
Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Maintain Employee Taxes



Maintain Employee Taxes

Each employee must have a tax record (Federal, State, and Local, if applicable) set up for each agency/company representing Home/Work site (State). Cardinal provides the calculation of employer and employee federal, state, and local taxes based upon federal, state and local tax regulations. Reciprocity rules based on the employee's state of residence and the employee's work state are maintained in the system.

An employee cannot receive pay without tax records set up. Newly hired employees' default with a Tax Setup using Home State (from **Personal Data**) and Work State (from **Tax Location** field on employee **Job Data**) in Cardinal with single and zero values for Federal and State. When an employee wants to make changes to tax information, the appropriate form(s) (e.g., Federal W-4, Virginia VA-4) must be completed and submitted to the agency Payroll Administrator.

- The **Federal Tax Data**, **State Tax Data**, and **Local Tax Data** pages are used to enter and maintain employee tax information that the system uses to calculate employee taxes.
- The **Update Tax Distribution** page represents the employee's work state taxes. Every employee must have a **Tax Distribution** page.

Payroll Administrators review the form(s) for accuracy and update tax data as appropriate. If a new tax location is required, or a new state is required to be added to the company state tax table, the Payroll Administrator must work with SPO to have it added.

Note: Taxes are not prorated in Cardinal. If taxes are adjusted within a pay period, the system looks at the most current row and calculates taxes based on that row for the entire pay period.

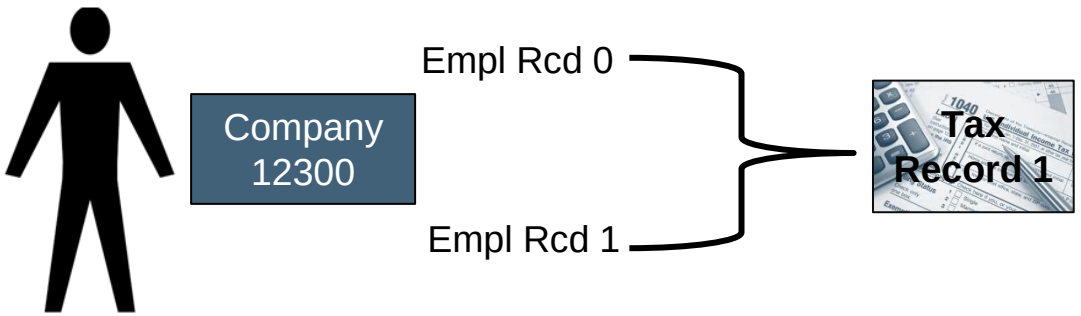
Maintain Employee Taxes

In Cardinal, the tax record is set at the company level. This means that each company has one tax record for an employee. When an employee has multiple jobs, the company is the factor that determines the number of tax records.

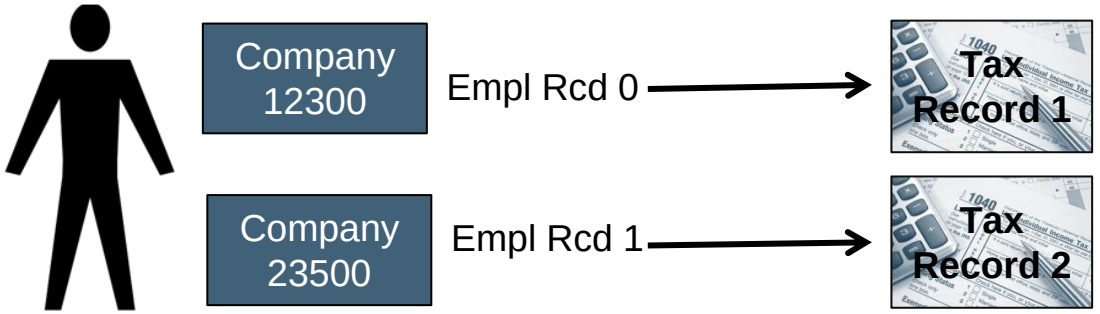
Example A: If an employee has multiple job records within the same company, there will be one tax record in Cardinal. The employee is not able to have different withholdings for each job.

Example B: If an employee has multiple job records at different companies, there will be separate tax records in Cardinal (one for each company). In this situation, the employee is able to have different withholdings for each job.

Example A: Employee has two jobs within the same company.



Example B: Employee has two jobs within two different companies.



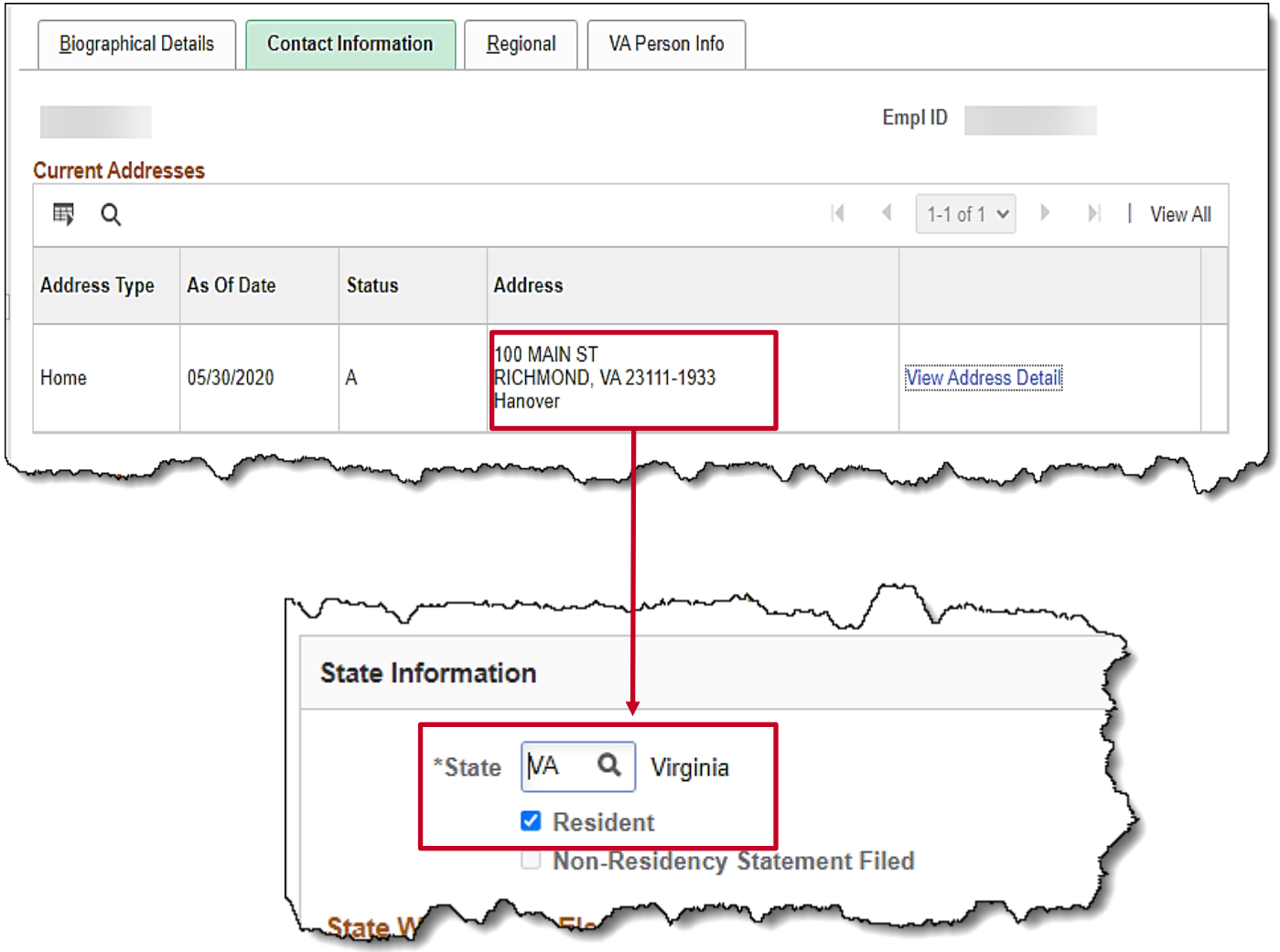
Maintain Employee Taxes: Home Address

The employee's home address **State** will determine the resident state for tax data.

This example shows an employee with an address **State** of Virginia, and the Resident State is VA.

Note: If the state of residence is not set up for the agency in Cardinal, you must work with SPO to add it.

The agency must also establish an account with the state to send the tax payments. Once established, communicate the account number to SPO. This will be reflected on the W2.



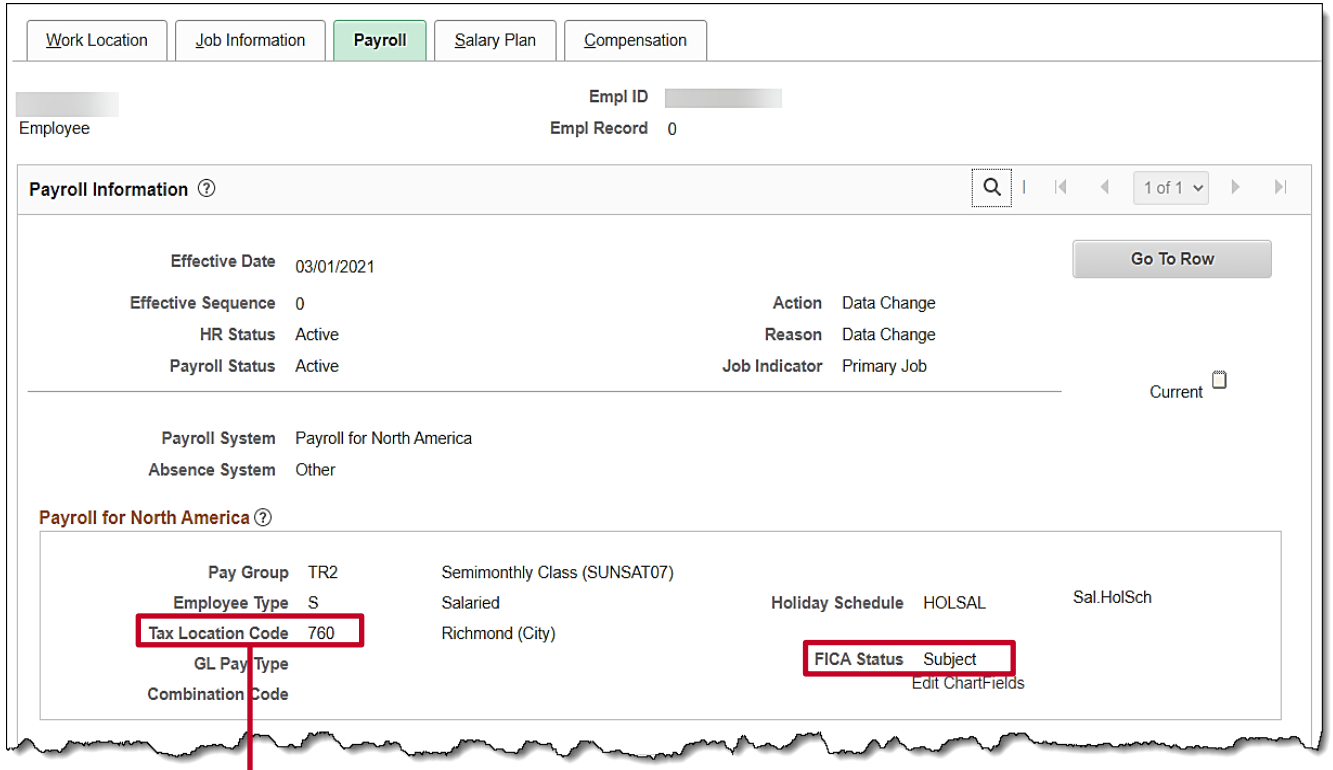
Maintain Employee Taxes: Tax Location Code

For employees that work in Virginia, the **Tax Location Code** is the FIPS code.

For employees that work full time outside of Virginia, there are specific tax location codes.

The **Tax Location** code is part of the employee's **Job Data**. This code determines the employee's work state (**UI Jurisdiction**) for tax purposes. If the **Tax Location** code is changed on **Job Data**, then a new effective dated row will be added (with the same effective date from Job) on the employee's tax record even if the **UI Jurisdiction** does not change.

Note: FICA Status is located on the **Job Data** page on the **Payroll** tab.



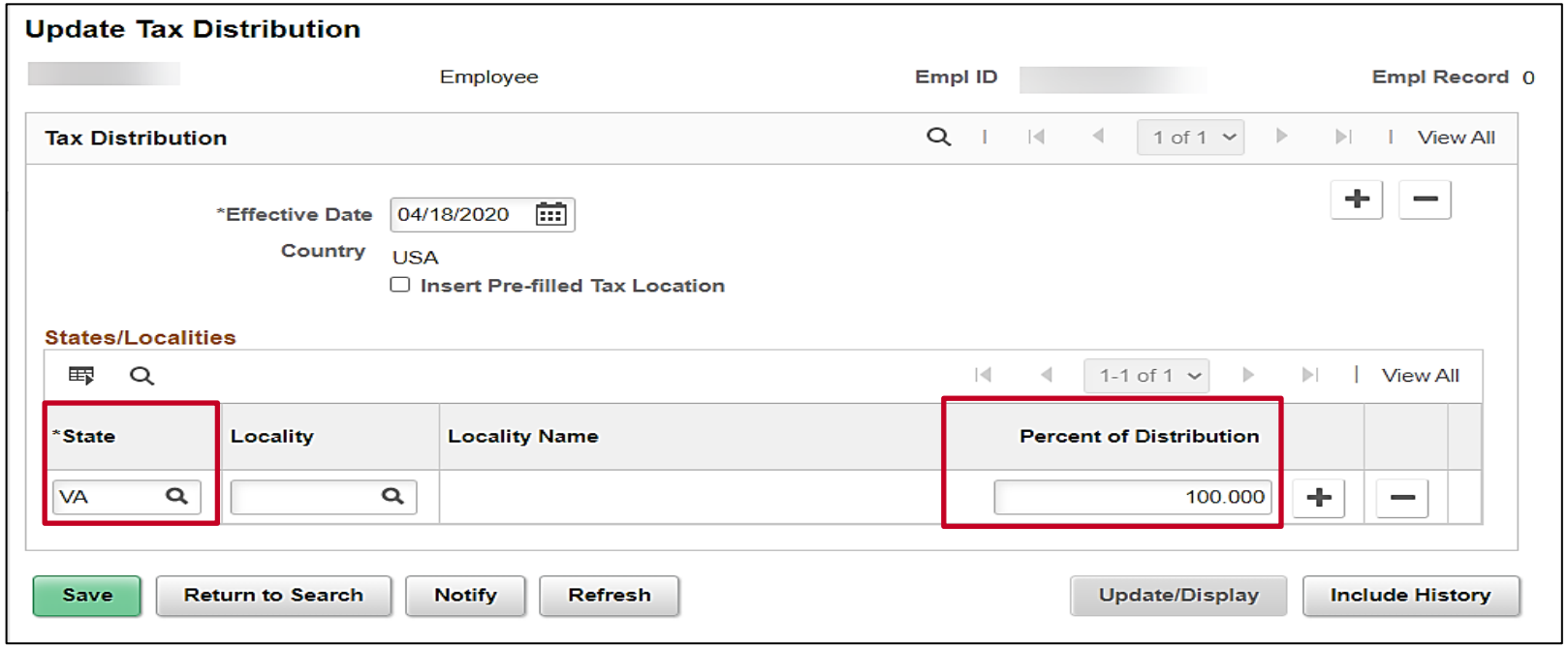
Tax Distribution

In this example the work location is Virginia and therefore the State is **VA**. For most employees this will be the case. If the work location from job is **MD** and the residence is **MD**, then the state would be **MD** with a percent distribution of **100.000**.

Note: If the **Tax Location** code is changed on **Job Data**, then a new effective dated row will be added (with the same effective date from Job) on the employee's tax record even if the **State** does not change.

To access the **UpdateTax Distribution** page, navigate using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution



Impact to Taxes

Scenario	Federal Tax	State Tax	Local Tax
Newly hired employee	Defaults to Single and no extra withholdings. Employee must complete W-4 for updates to be made	Defaults to the appropriate withholding status for the work and resident State (e.g., Single and 0). Employee must complete the appropriate state tax form for updates to be made	No defaults. Employee should provide appropriate form, if applicable
Residence change from VA to MD	No change unless employee submits new W-4	If MD is in the Company Tax Table, the Payroll Admin adds Maryland and checks the resident box. The UI Jurisdiction remains VA if VA remains their work state. If work state is other than VA, this will need to be changed	No defaults. Employee would provide appropriate form if applicable
Change jobs within the same company	No changes unless employee submits a new form	No changes unless employee submits a form	No changes unless the employee submits a form
Employee moves within same state VA	No changes unless employee submits a new form	No changes unless employee submits a form	No changes unless the employee submits a form

Maintain Employee Taxes - Create/Update Taxes

Navigate to the **Update Employee Tax Data** page using the following path:

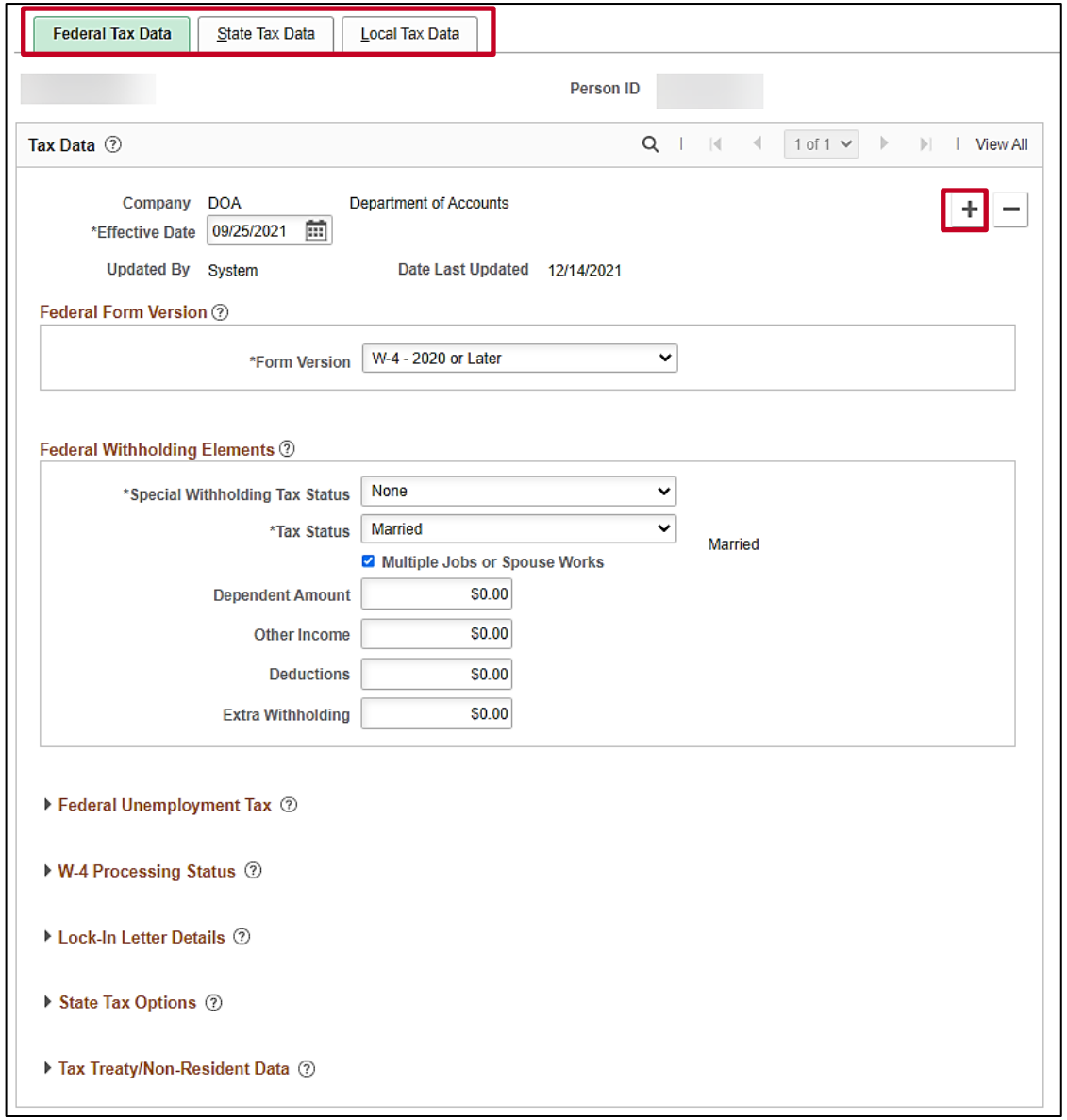
Navigator > **Payroll for North America** > **Employee Pay Data USA** > **Tax Information** > **Update Employee Tax Data**

The **Update Employee Tax Data** contains 3 tabs:

- **Federal Tax Data**
- **State Tax Data**
- **Local Tax Data**

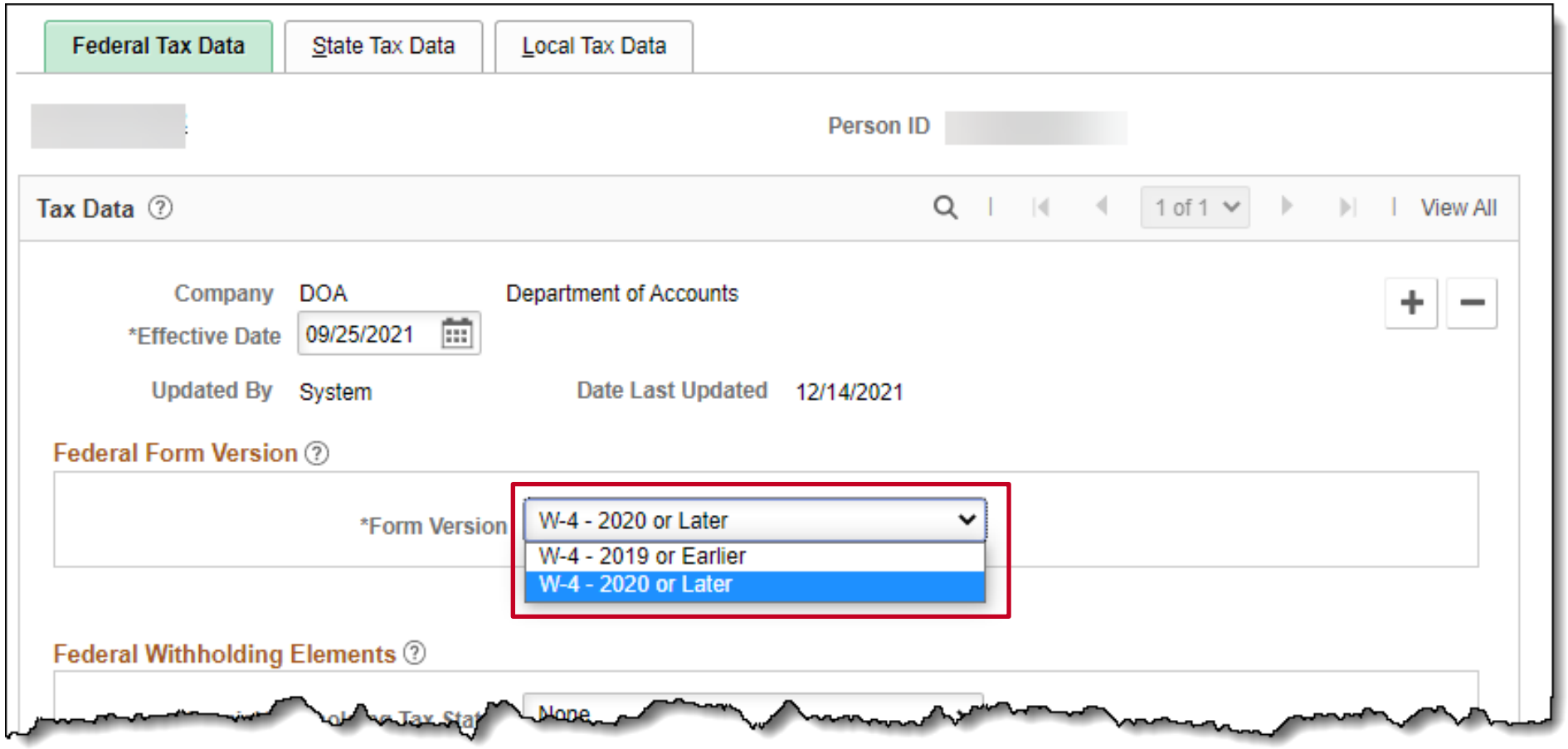
The **Federal Tax Data** page is the default page. All tax pages are linked, so if you need to add an effective-dated row for state or local taxes, you must insert the row on the **Federal Tax Data** page.

For details on how to enter/update employee taxes, see the Job Aid titled **PY381 Maintain Employee Taxes** on Cardinal website in **Job Aids** under **Learning**.



Maintain Employee Taxes: Federal W-4 Versions

The **Federal Form W-4 Versions** for converted employees, **2019 or Earlier** may be selected. All future transactions should have **2020 or Later** selected.

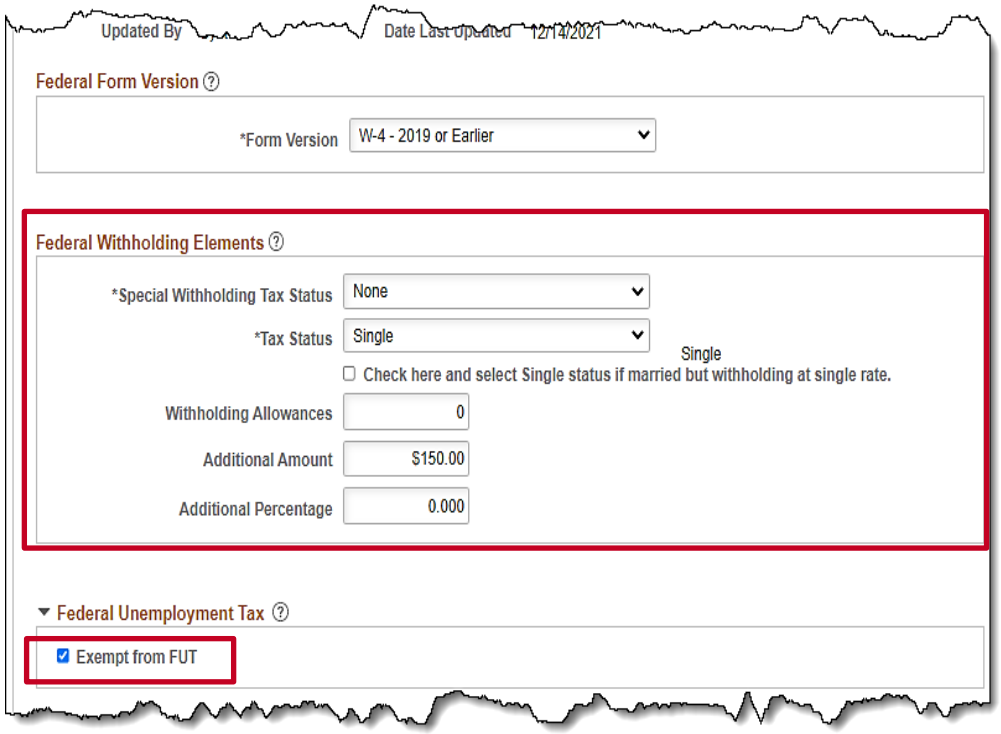


Maintain Employee Taxes: Federal W-4 Versions (continued)

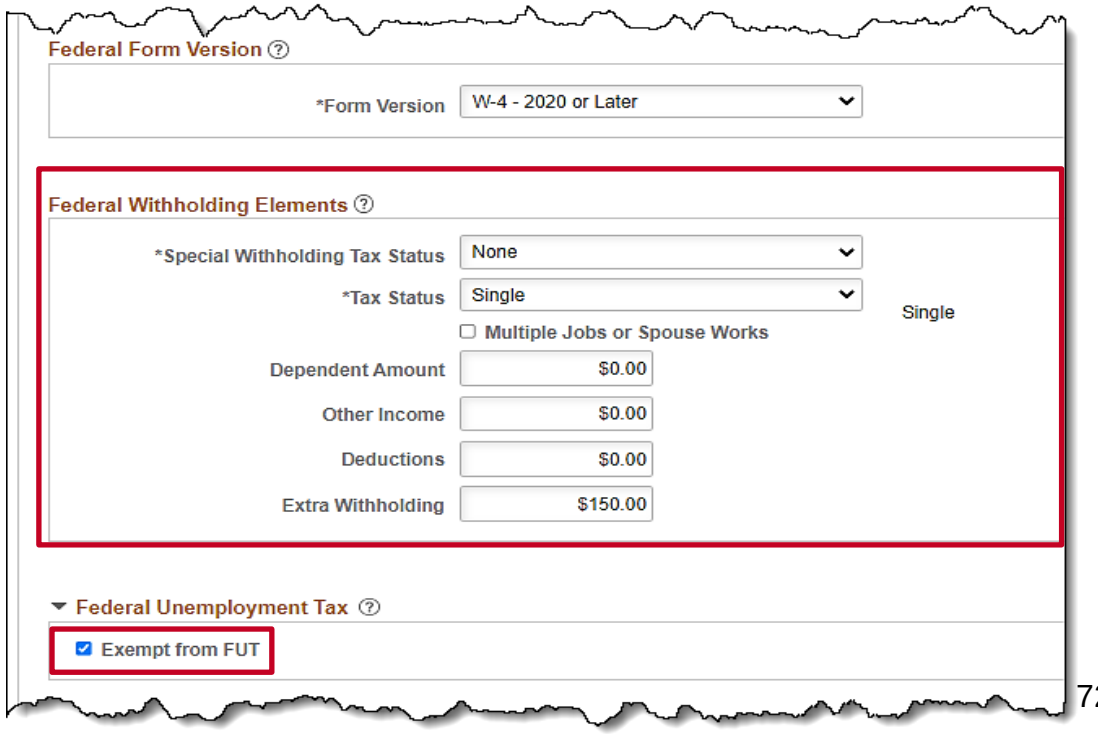
- The following fields are different from the 2019 or Earlier version:
  - **Multiple Jobs or Spouse Work (checkbox)**
  - **Dependent Amount**
  - **Other Income**
  - **Deductions**
  - **Extra withholdings**

- The **Federal Unemployment Tax** will be checked for **Exempt from FUT**.

W4- 2019 or Earlier



W4- 2020 or Later



Maintain Employee Taxes: Create/Update Taxes

The **Lock-In Letter Details** section is used when a letter is received and will override any W4 withholdings submitted by the employee.

A Lock-In letter can come from either the IRS or State.

- **IRS -** this letter will apply to the Federal Taxes.
- **State -** this letter will apply to State Taxes.

When a Lock-In Letter is received, you will update the employee taxes as indicated in the correspondence. Once information has been entered in this section, changes submitted by the employee will be limited.

For more details, see the Job Aid titled, **PY381: Maintain Employee Tax Information**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Maintain Employee Taxes: State Tax Data Page

The **State Tax Data** page is where you enter state tax information for an employee. It shows the **Resident** state and **UI Jurisdiction** information for that employee as well.

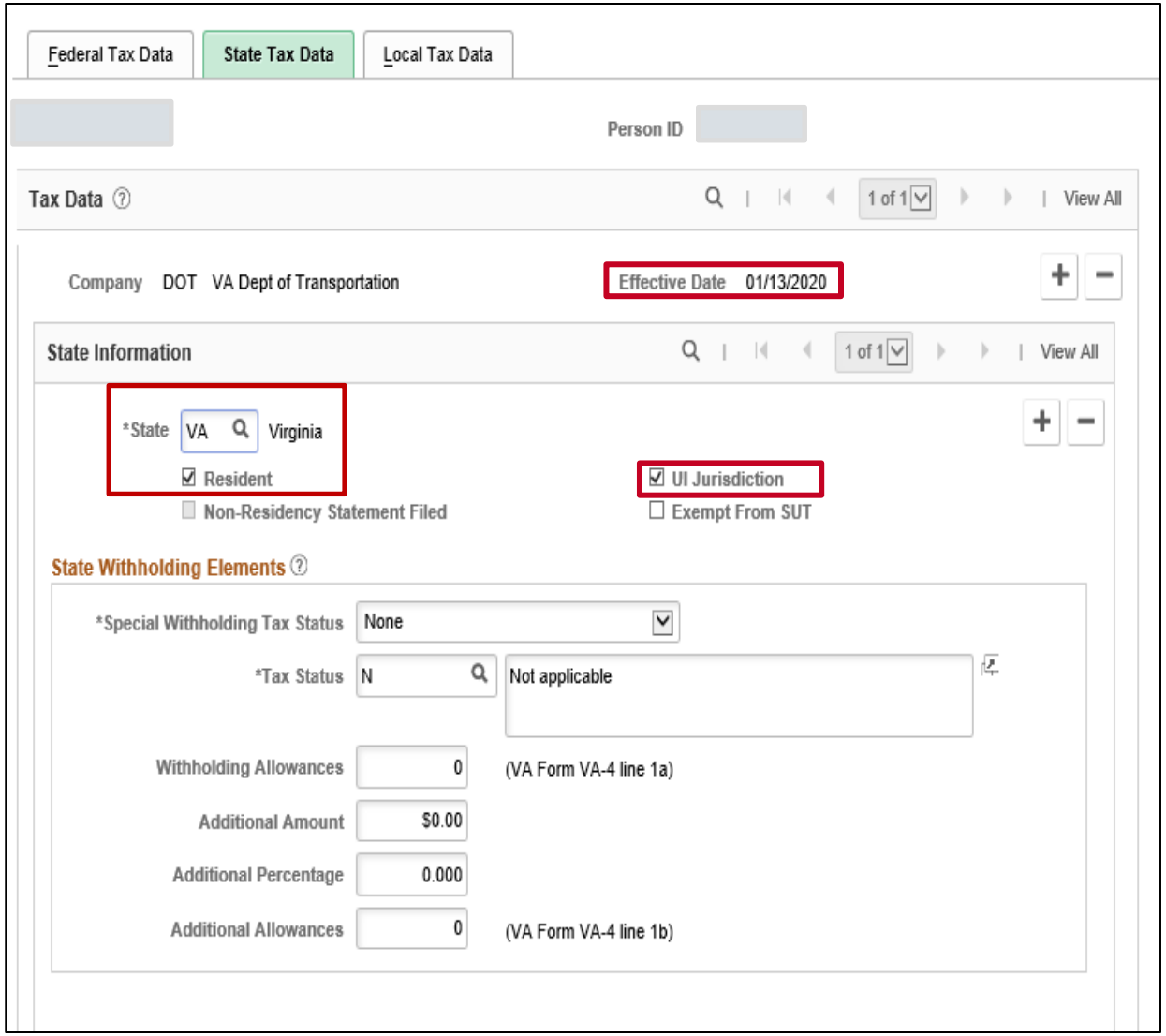
If the employee is a resident of another state, the employee will have one row for the **Resident** and one for **UI Jurisdiction**.

In this scenario, the employee lives and works in Virginia, therefore the **Resident** box is checked for Virginia and the **UI Jurisdiction** box is checked for Virginia.

Each employee should have one (and only one) state marked as **Resident** and one (and only one) state marked as **UI Jurisdiction**. They may or may not be the same state.

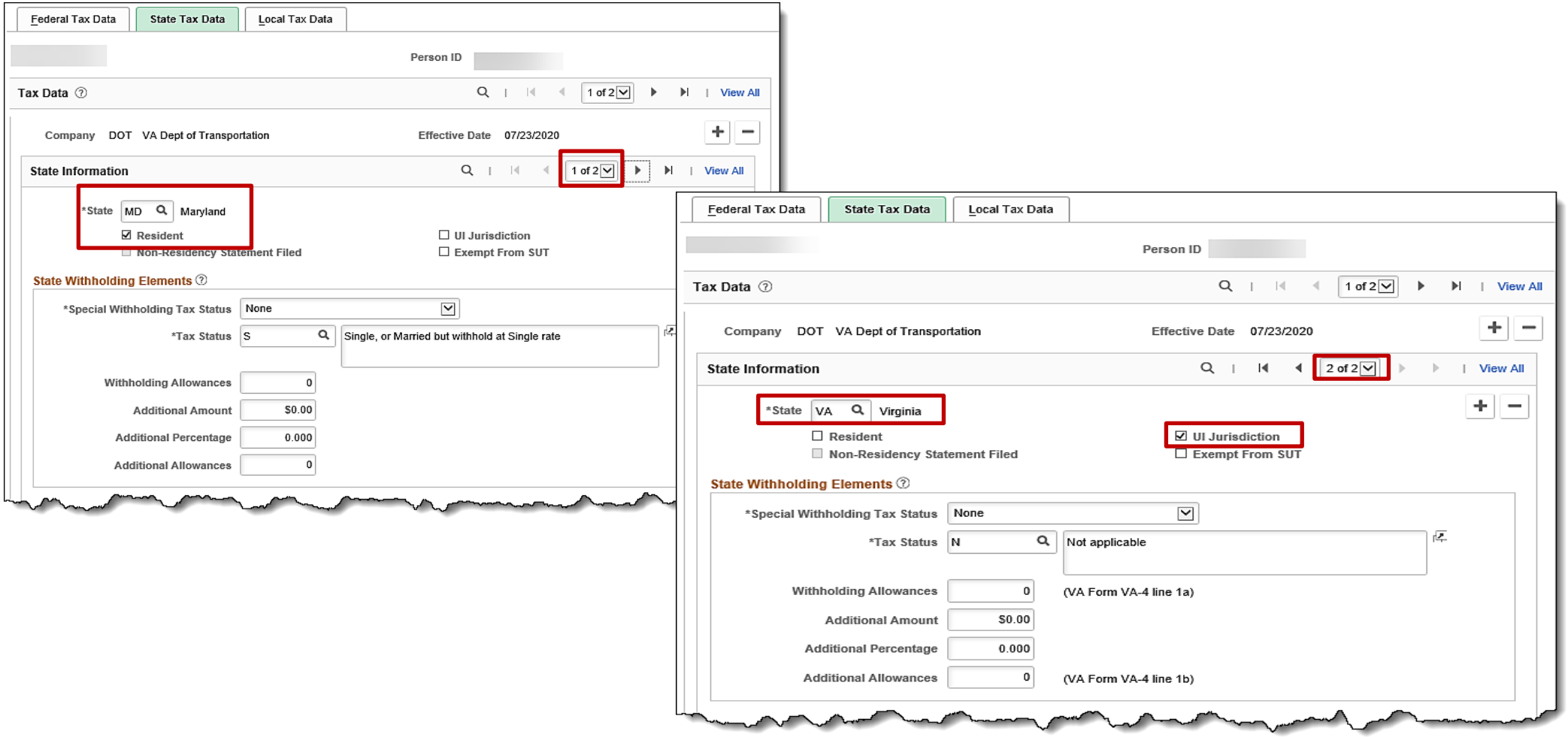
For the Commonwealth, **Exempt From SUT** will always be unchecked.

If a different effective date needs to be applied for the employee's state tax information, add a new row on the **Federal Tax Data** tab.



Maintain Employee Taxes: State Tax Data Page

In this example, as of the **Effective Date**, the employee is a resident of MD and will have tax withholdings for **MD**. The employee works in **VA** and their unemployment will be reported and tracked for Virginia.

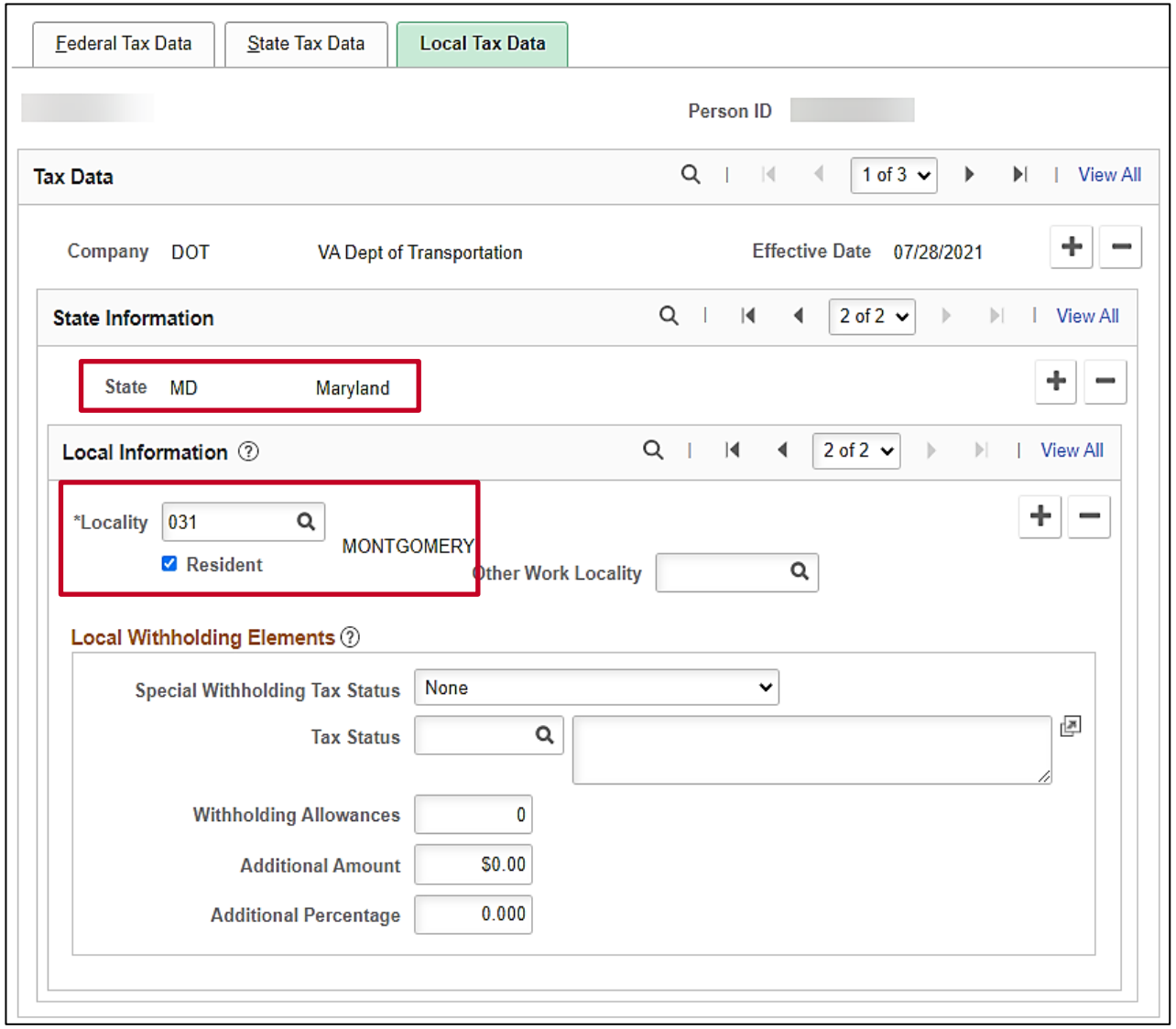


Local Tax Data Page

The system does not default any information on the **Local Tax Data** page. The employee would need to complete and submit the local tax form for this tab to be completed by Payroll Administrator.

In this example, the employee resides in Maryland and has a **Locality** of **Montgomery**.

If a different effective date needs to be applied for the employee's local tax information, add a new row on the **Federal Tax Data** tab.



Key Points about Taxes

- All employees must have a tax record setup in Cardinal in order to receive pay.
- Newly hired employees tax information defaults from Home State (Personal Data) and the Work State (Job Data).
- Taxes are not prorated in Cardinal. If taxes are adjusted within a pay period, the most current row will be used to calculate taxes for the entire pay period.
- When making an update to tax information, the new effective dated row is always added on the Federal page.
- Each employee should have only one state marked as Resident and only one state marked as UI Jurisdiction.
- The system does not default any information on the Local Tax Data page. The employee would need to submit the appropriate form when subject to local taxes.

Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. In Cardinal, employees are able to enter and update their direct deposit information through Employee Self-Service.

2. Cardinal uses _____ to determine the order to distribute an employee's deposit account.

a. Prenote
b. Priority
c. Goal amount

3. True or False. Taxes are prorated in Cardinal based on the effective date.

Lesson Summary

2 Maintain Employee Payroll Data

In this lesson, you learned

- Maintain Additional Pay
- Maintain Employee Deductions (Benefits and General)
- Maintain Employee Garnishment Data
- Maintain Employee Direct Deposits
- Maintain Employee Taxes

Lesson

3 Using the Single Use Payroll Online Tool (SPOT)

This lesson covers the following topics:

- SPOT Overview
- Manual (Online) Transaction Entry, Validation and Submission for Approval
- SPOT Transaction Template Upload
- SPOT Approval and Denial
- Viewing SPOT Transactions after Approval or Denial
- Deleting a SPOT Batch
- Key SPOT Reports and Queries

SPOT Overview

The **Single-Use Payroll Online Tool (SPOT)** is used by Payroll Administrators to enter one-time transactions affecting earnings or deductions in Cardinal. This is a key tool for Payroll Administrators to enter and update information on employee paysheets. SPOT Transactions can be entered online SPOT Template upload.

Transactions entered in SPOT must be approved by the designated SPOT approver(s) at your agency in order for them to be loaded during the payroll process.

Updates to Time and Labor hours are not made in SPOT, they are made in Time and Attendance as appropriate. Short Term Disability (STD) and Worker's Compensation (WC) are still calculated via an external worksheet and entered into SPOT by the Payroll Administrator.

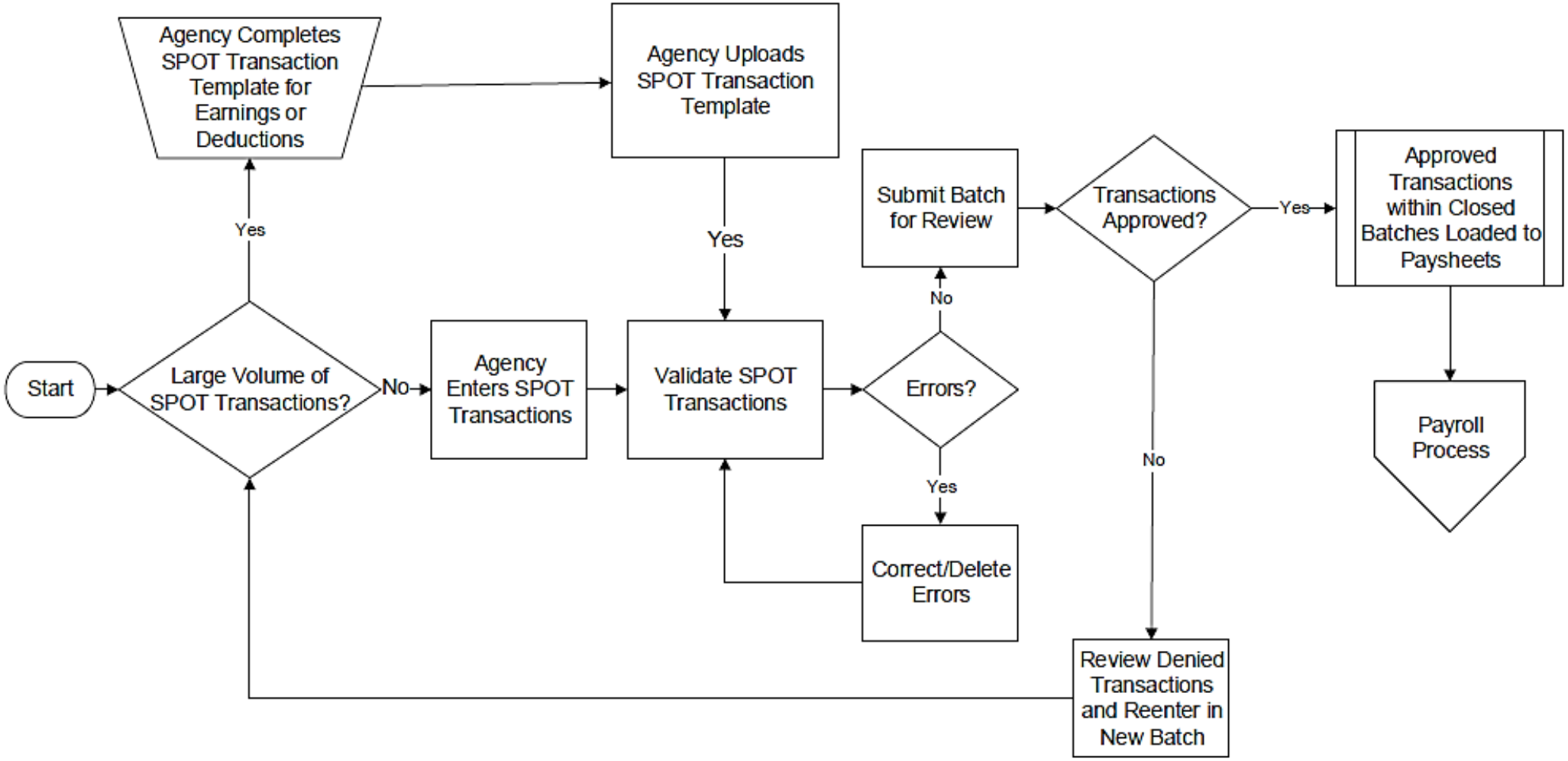
There are two ways that transactions can be entered into SPOT:

- **Manually Online:** Transactions are entered one by one online in SPOT
- **SPOT Template Upload:** Mass transactions are entered on a template spreadsheet and uploaded into SPOT

For more details on how to use the SPOT Tool, see the Job Aid titled **PY381: Using the Single-Use Payroll Online Tool (SPOT)**, located on the Cardinal Website in **Job Aids** under **Learning.**

For details about entering extended leave (Short Term Disability – STD or Worker's Comp (WC) in SPOT, see the Job Aid titled **PY381: Extended Leave Processing,** located on the Cardinal Website in **Job Aids** under **Learning.**

SPOT Process



Manual (Online) Transaction Entry

To enter a transaction online, navigate to the **Enter SPOT Transactions** page using the following path:

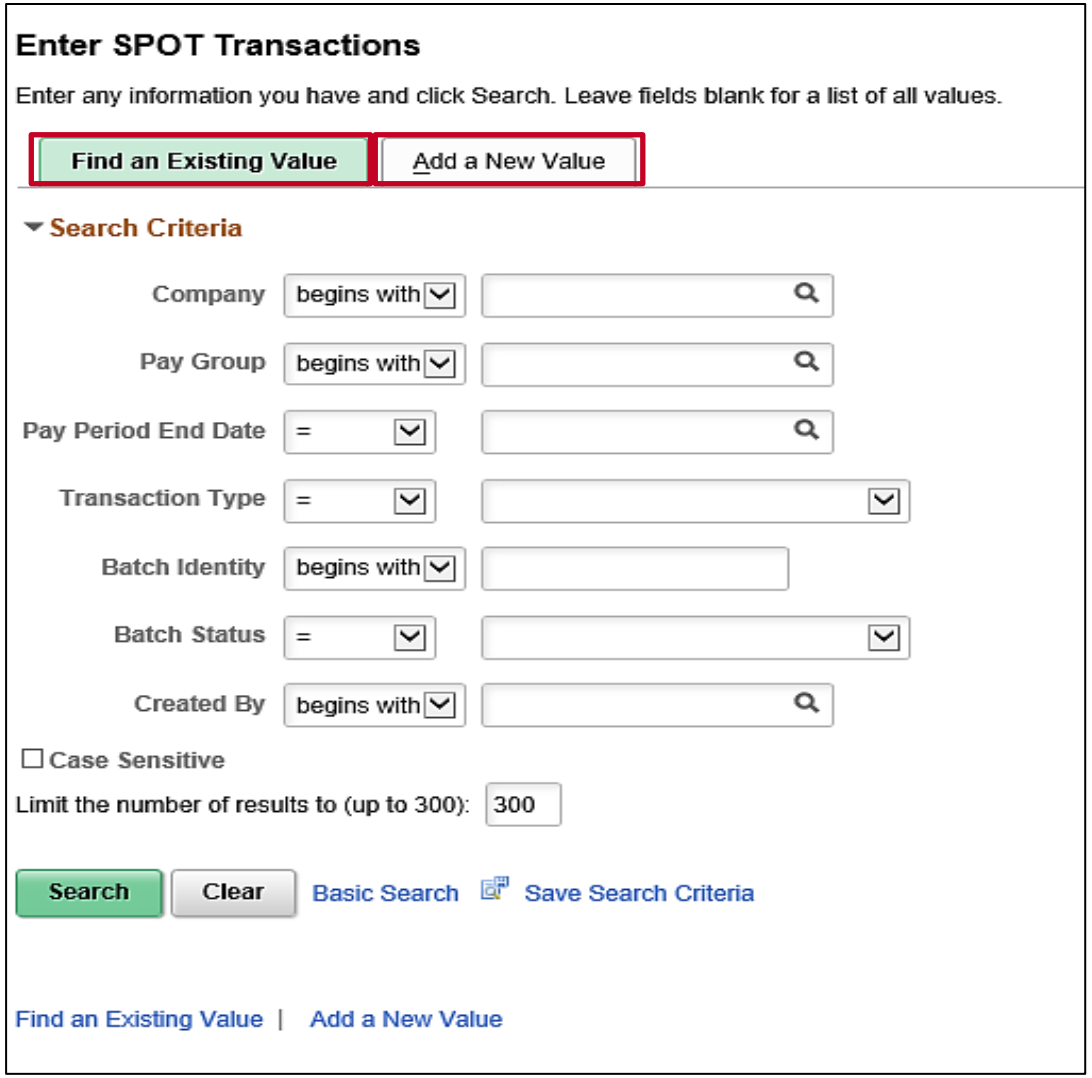
Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Search** page displays. There are two tabs:

- **Find an Existing Value** – used to search for a transaction that has already been entered; this is the default tab
- **Add a New Value** – to enter a new transaction

For this scenario, we will walk through adding a transaction, so click the **Add a New Value** tab.

Note: When using the search criteria to find an existing value, you must provide the **Pay Period End Date** along with one other search option.



Adding a SPOT Transaction

The **Add a New Value** tab displays.

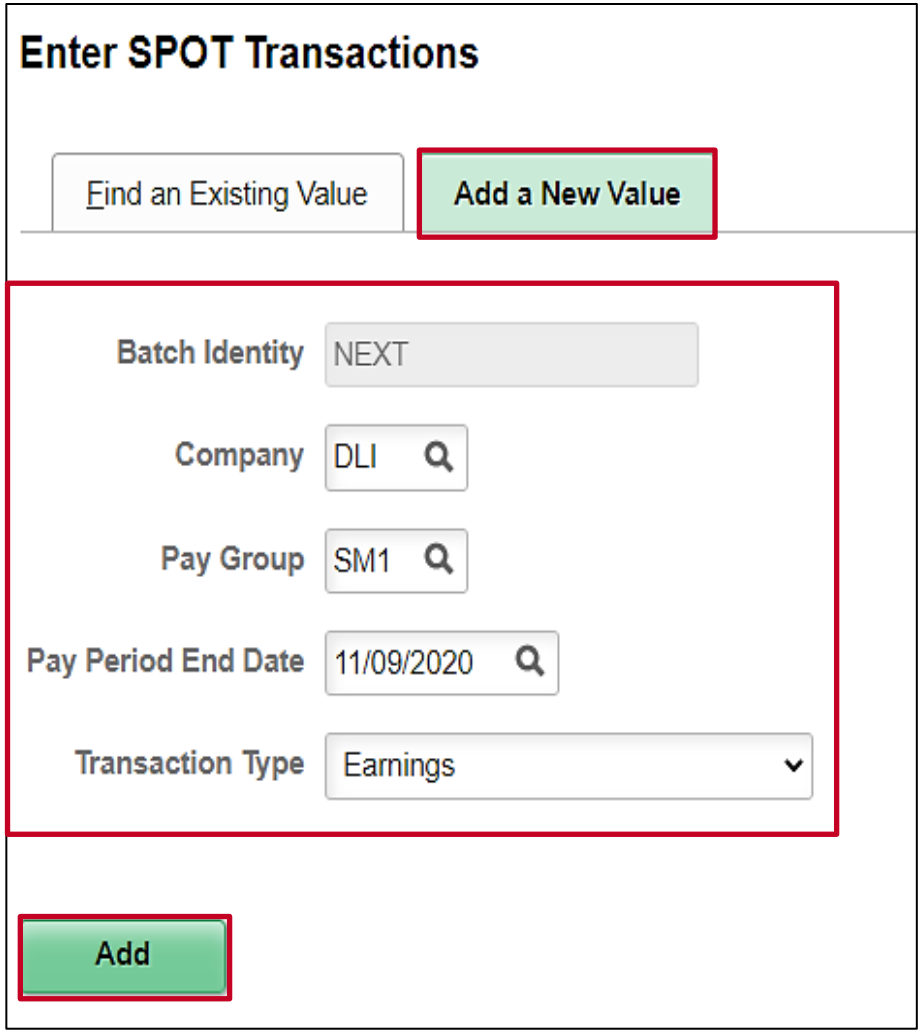
- **Batch Identity**: Defaults to **Next** and cannot be changed. When you enter transactions, a batch ID will be assigned automatically once the batch has been submitted.
- **Company**: Select your agency company code.
- **Pay Group**: Select the pay group for the transactions that you will be entering in the batch.
  Note: The employee must be in the **Pay Group** selected here. You can check the employee's **Job Data** record to validate the **Pay Group**.
- **Pay Period End Date**: The open pay period for which the transaction is for (this will only list pay periods that have not been confirmed). The pay period end date listed first is for the current period.
  Note: When processing an Off-Cycle transaction, use the pay period end date communicate by SPO.
- **Transaction Type**: Select the type of transaction you want to enter.

There are two options:

- **Earnings** – earnings is addition to pay
- **Deduction** – deduction overrides, extra deductions, or deduction refunds

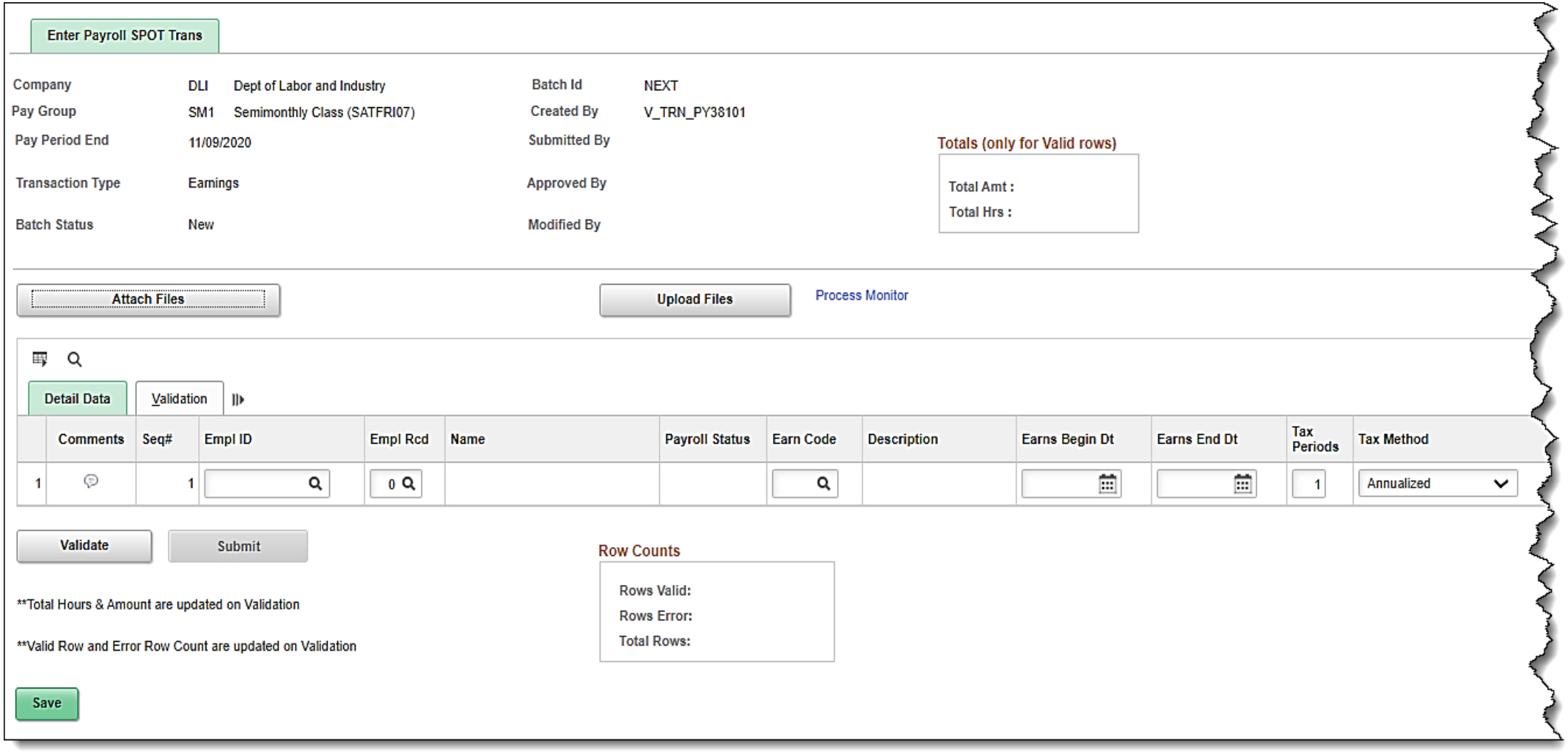
For this scenario, we will enter earnings.

Click the **Add** button.

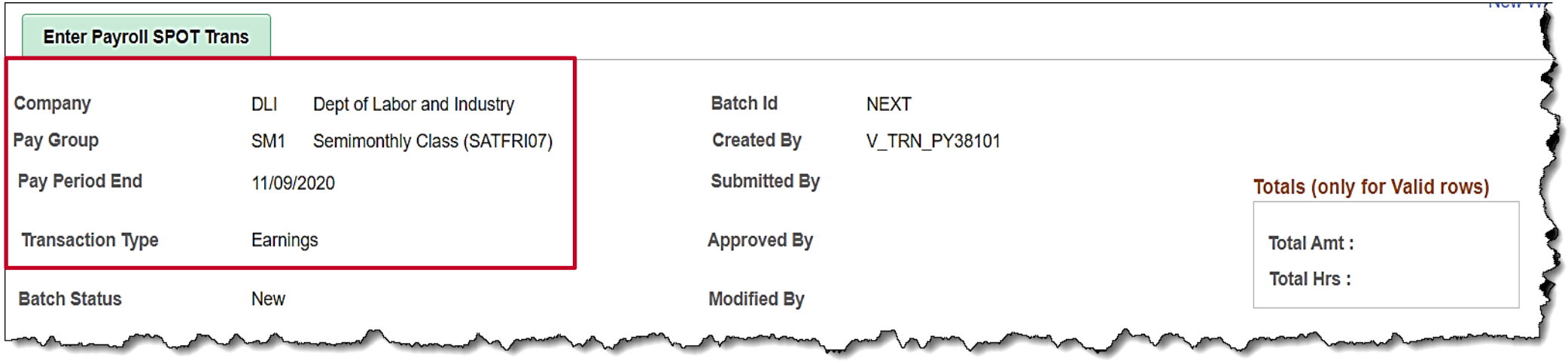


Enter SPOT Trans Page

The **Enter Payroll SPOT** Trans page displays.



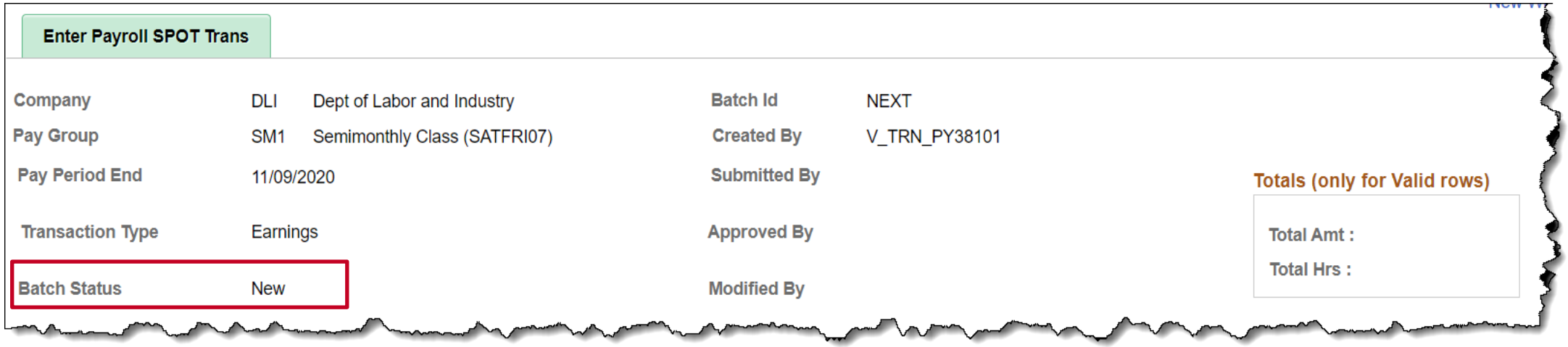
Enter Payroll SPOT Trans Page - Header



The following fields default from the **Add a New Value** tab:

- **Company**
- **Pay Group**
- **Pay Period End**
- **Transaction Type**

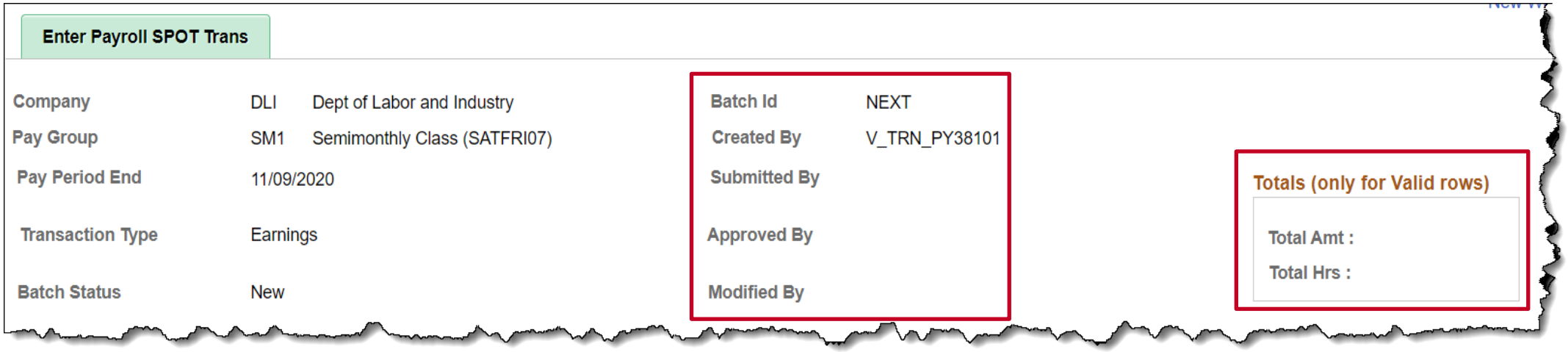
Enter Payroll SPOT Trans Page - Header



The **Batch Status** can have one of the following statuses:

- **New** - the default when the batch is initially being created
- **Created** – the batch has been created and saved with at least one line of detail data
- **Validated** – this detail data has been validated
- **Submitted** – detail data has been submitted and is ready for review by the approving authority
- **In Review** – the batch has been opened after being submitted and at least one line has been marked as **Approved** or **Denied**
- **Closed** – detail data and supporting documentation has been reviewed by the approving authority and each line has been either approved or denied

Enter Payroll SPOT Trans Page - Header



- **Batch Id** – defaults to **NEXT** and will be updated when the Batch is submitted
- **Created By** – displays the name of the Payroll Admin who created the batch
- **Submitted By** – displays the name of the Payroll Admin who submitted the batch
- **Approved By** – displays the name of the SPOT approver who approved the batch
- **Modified By** – if the batch is modified, displays the name of the person who updated the batch

Totals (only for Valid rows) – these fields will be reviewed when we review the validation process later in this lesson.

Enter Payroll SPOT Trans Page – Buttons and Page Tabs

There are two buttons under the Header section which are: **Attach Files** and **Upload Files.** These will be reviewed in the **SPOT transactions template** section of this course.

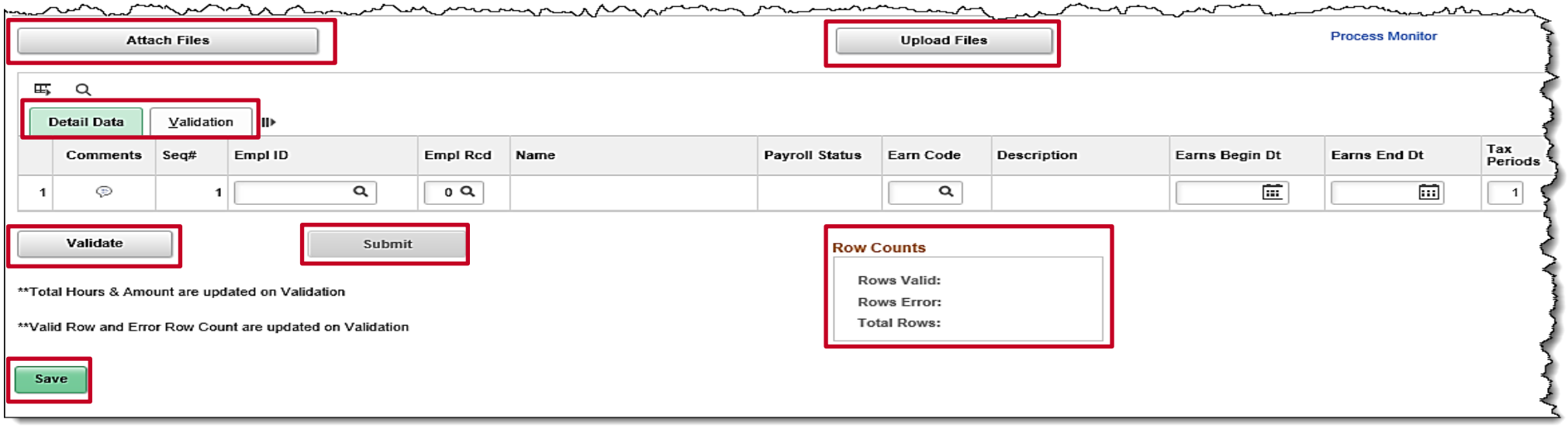
There are two tabs:

- **Detail Data** – use this tab to enter transactions
- **Validation** – use this tab to view the status of transactions after they have been validated

There are two buttons that appear under the entry row which are **Validate** and **Submit** buttons and these will be reviewed in the **Validating Batch Transactions** section of this lesson.

Save – use this button to save your entries. You are able to come back and add additional transactions until the batch has been validated.

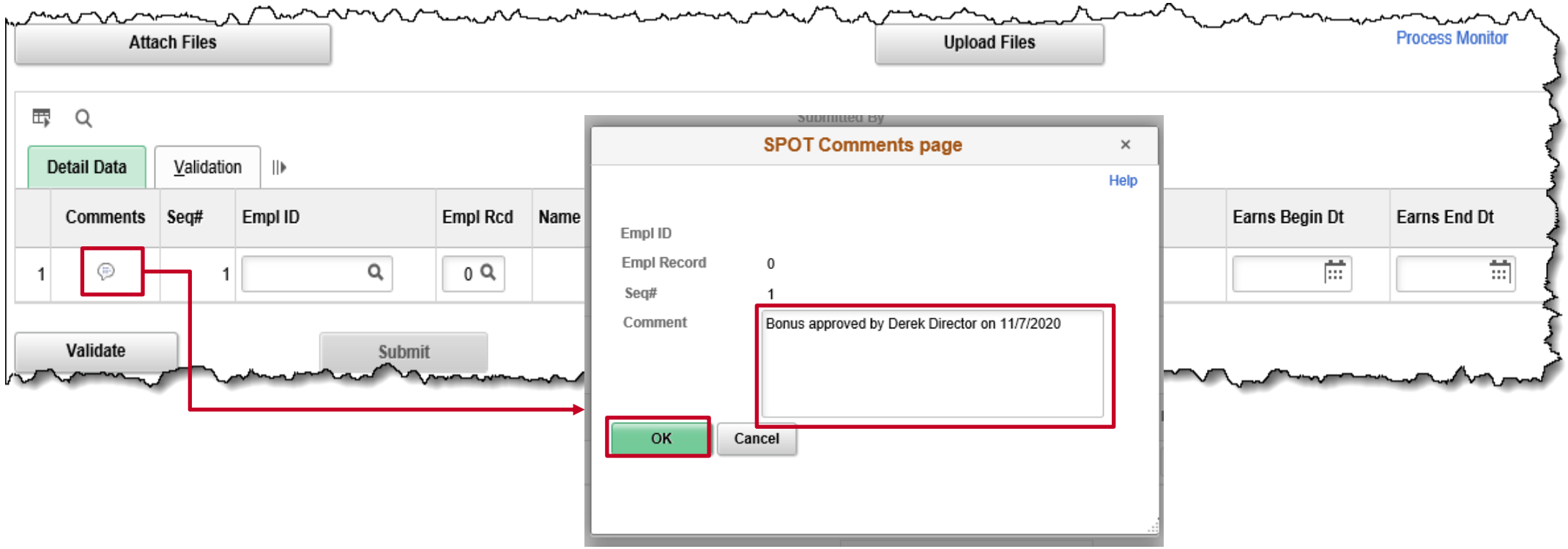
Row Counts section will be reviewed later in this lesson.



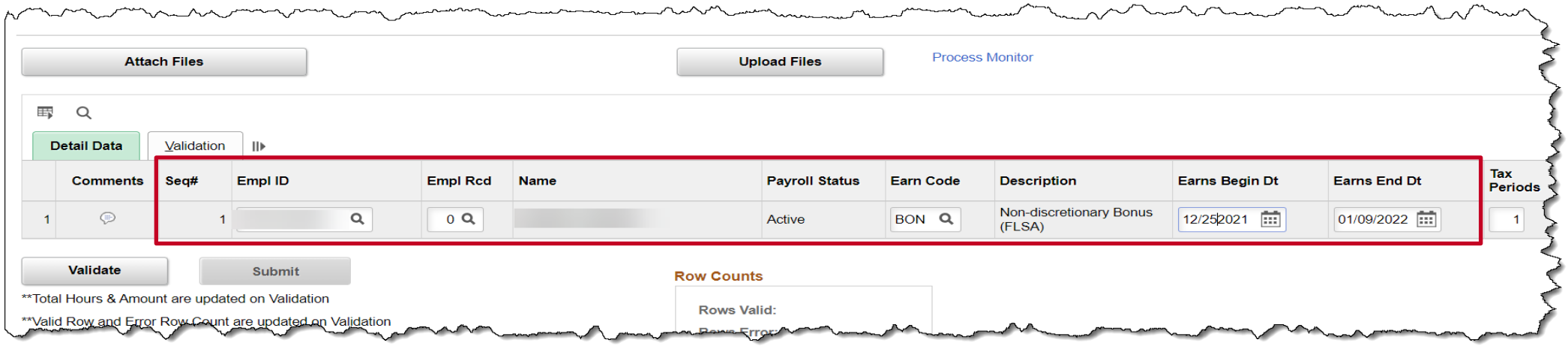
Enter Payroll SPOT Trans Page – Earnings Fields

On the **Detail Data** tab, enter or select the following as appropriate:

- **Comments** – click the comments icon to enter comments. Entering comments is not required.
- When you click the Comments icon, the **SPOT Comments page** pop-up window displays. If you wish to enter comments, enter them in the **Comment** section. After entering your comments, click the **OK** button to return to the **Enter Payroll SPOT Trans** page.

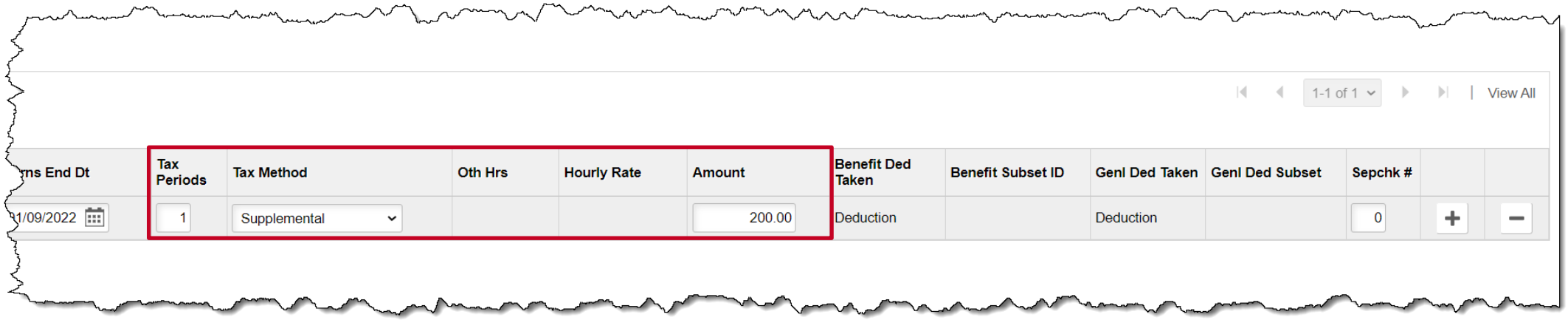


Enter Payroll SPOT Trans Page – Earnings Fields



- **Seq#** - Cardinal auto assigned number (no input required).
- **Empl ID** – (required) enter or select the Emp ID of the person for whom you are entering earnings.
- **Empl Rcd** – (required) select the appropriate employee record.
- **Name** – displays the name of the Empl ID selected.
- **Payroll Status** – displays the Payroll Status of the employee that was selected, from the current job row.
- **Earn Code** – (required) select the appropriate earnings code based on your transaction. For more information and a list of earnings codes, refer to the Job Aid titled **PY381: Earnings Code** located on the Cardinal website in **Job Aids** under **Learning**. There are different earnings programs for Hourly and Salaried employees. A validation error occurs if the incorrect earnings code is selected (e.g., an earnings code for a Salaried employee is entered for an Hourly employee) when the **Validate** button is clicked.
- **Description** – displays the description of the earnings code selected.
- **Earns Begin Dt and Earns End Dt** – dates representing the dates the earnings apply. These dates must be provided for each SPOT transaction. If these fields are not populated, a validation error occurs when the **Validate** button is clicked.

Enter Payroll SPOT Trans Page – Earnings Fields (continued)

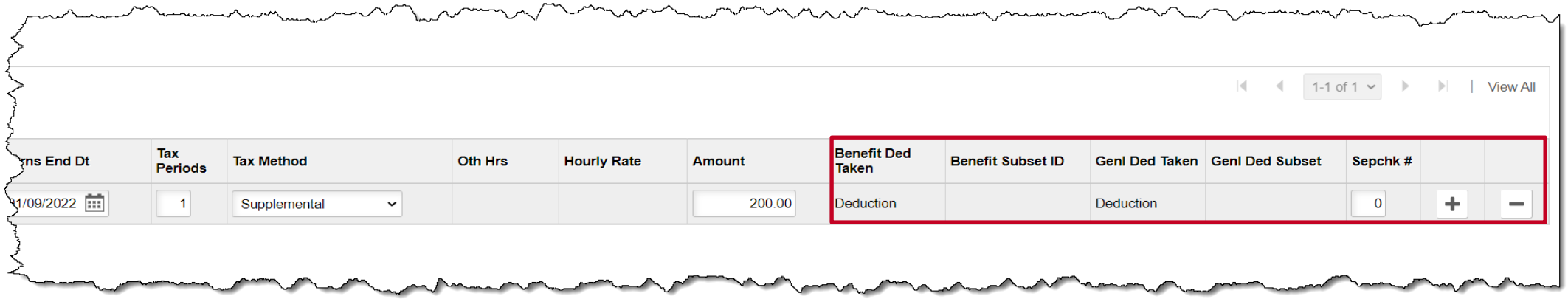


- **Tax Periods**: This field defaults to **1** and indicates the number of pay periods the payment is for, in order to tax the earnings properly (e.g., **Temp Pay** for 4 pay periods you would enter 4).

- **Tax Method**: The most commonly used Tax Methods are **Annualized** and **Supplemental**. With the annualized method, the earnings are multiplied by the number of pay periods in the year and taxed using a rate based on the annualized amount. The **Tax Period** field will impact how the earnings are annualized. See the Job Aid titled **PY381: Earnings Code** for the earnings codes where the **Supplemental Tax Method** can be used. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

- The following three fields are enabled or disabled based on the Earn Code selected. If any of these fields are enabled, then the appropriate value for that field will need to be entered/selected.
  - **Oth Hrs** – Enter hours to one decimal (ex: 8.0)
  - **Hourly Rate** – Enter the rate to two decimals (ex: 22.37)
  - **Amount** – Enter the dollar amount to two decimals (ex: 200.00)

Enter Payroll SPOT Trans Page – Earnings Fields (continued)



1-1 of 1 | View All

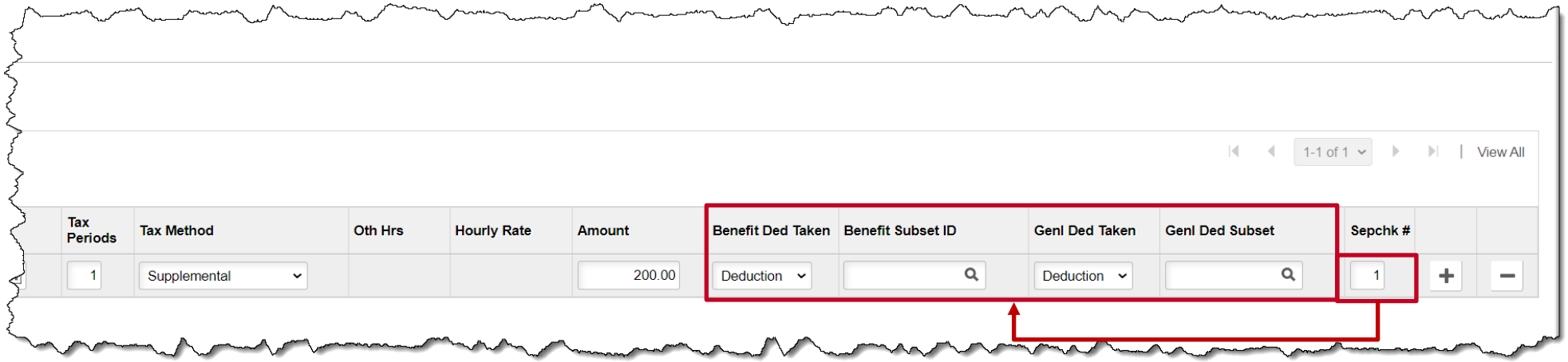
rns End Dt	Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
1/09/2022	1	Supplemental			200.00	Deduction		Deduction		0	+	−

- The **Benefit Ded Taken**, **Benefit Subset ID**, **Genl Ded Taken** and **Genl Ded Subset** fields, are only enabled when the **Sepchk #** field value is something other than the default of **0**.

- **Sepchk# -** this field defaults to **0** which indicates, the earnings will be added to the employee's current paycheck. If there is a need for the employee earnings to be on a separate check then change this value as appropriate. See the next slide for more details.

- The **+/-** buttons are used to add or delete a row as appropriate.

Enter Payroll SPOT Trans Page – Sepchk# Field



When the **Sepchk#** value is changed to any value other than **0**, then the previous four fields are enabled and will require entry:

- **Benefit Ded Taken –** Deduction, None or Subset, defaults to Deductions
- **Benefit Subset ID –** Bonus, Garnishment only, Leave Share or SPOT Allow, defaults to blank
- **Genl Ded Taken -** Deduction, None or Subset, defaults to Deductions
- **Genl Ded Subset -** Bonus, Garnishment only, Leave Share or SPOT Allow, defaults to blank

The options you choose in these fields vary based on the type of earnings. See the Job Aid titled **PY381 Using the Single-Use Payroll Online Tool** for more details about the options for each. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

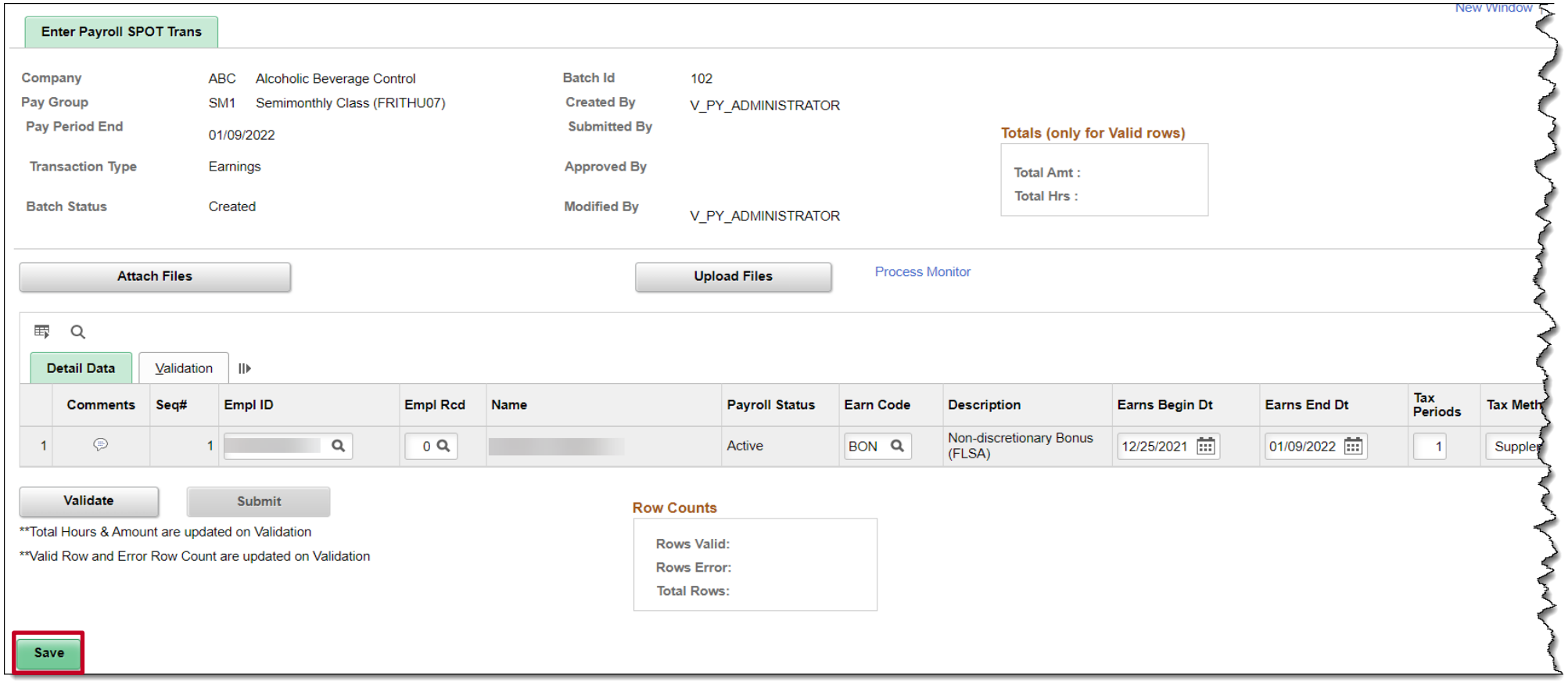
Note: When deductions need to be modified on the separate check, you will need to enter a SPOT deduction batch using the corresponding separate check value and make the adjustments. For example, if you enter a **Sepchk#** value of "**1**" on the SPOT earnings batch, you would need to enter a **Sepchk#** value of "**1**" on the SPOT deduction batch so the deductions come out of the corresponding separate check.

Saving SPOT Transactions

After entering SPOT Transactions, you can:

- Save them and add additional transactions to the batch later
- Validate and submit them for review and approval

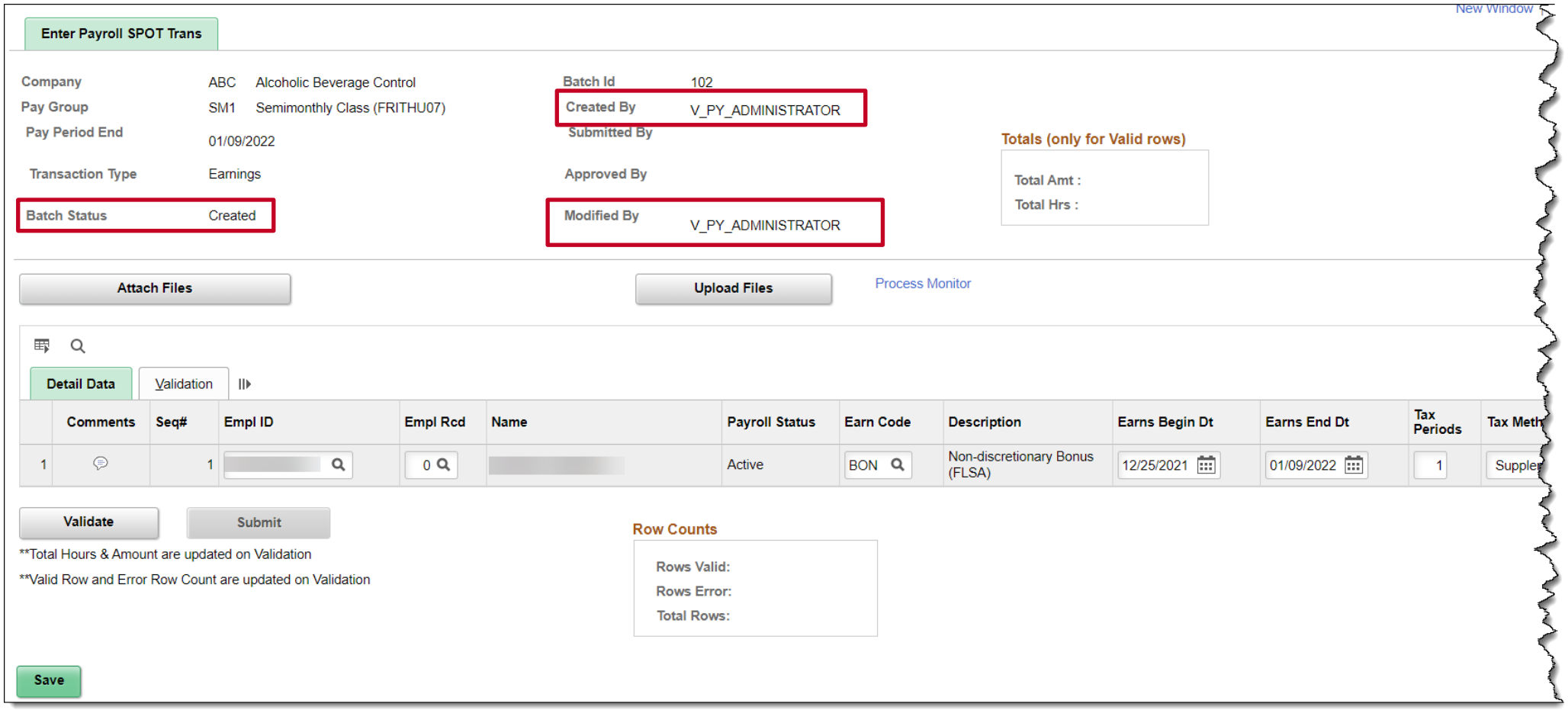
To save your entry, click the **Save** button.



Saving SPOT Transactions (continued)

The following fields update in the Header:

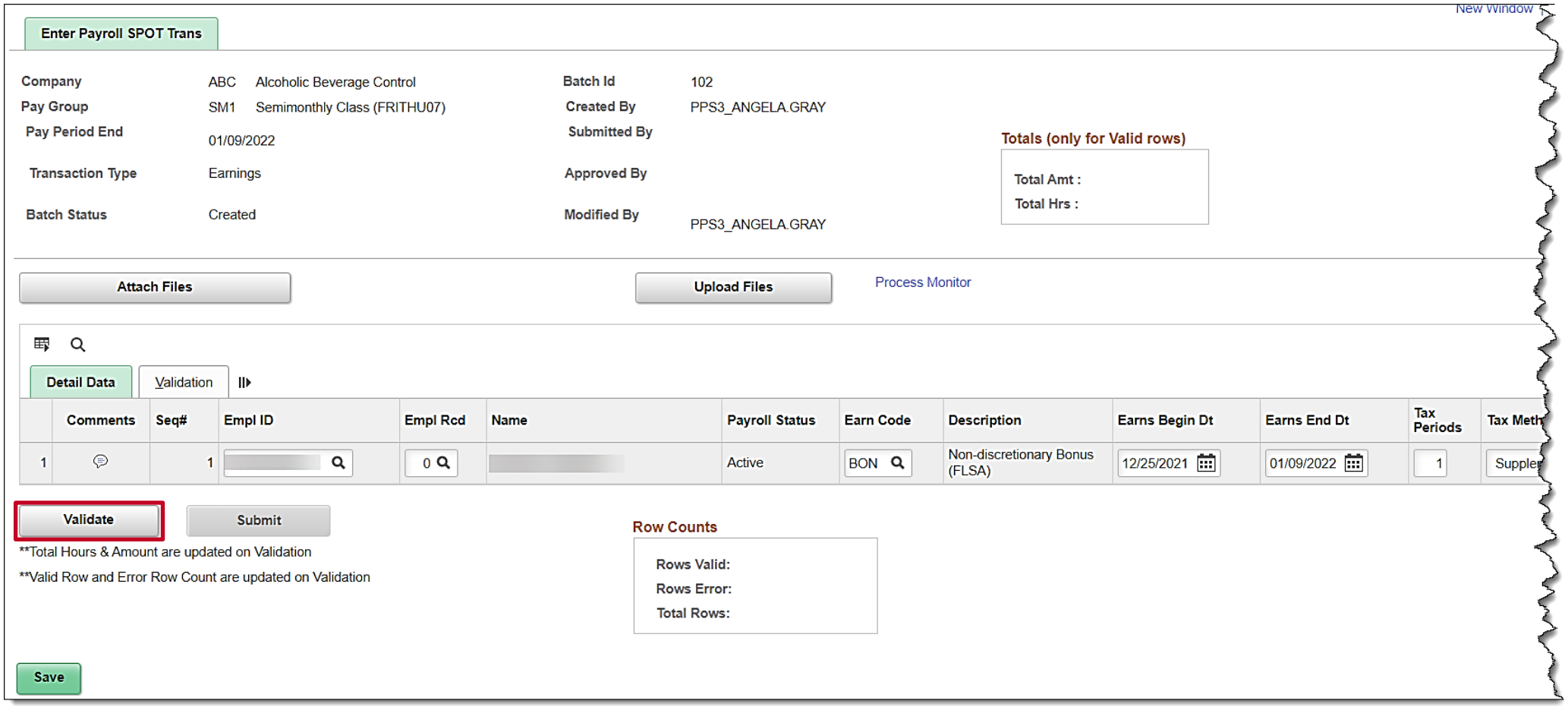
- **Batch Status** updates to **Created**
- **Batch Id** updates to system auto generated number
- **Created By** and **Modified By** fields update with your ID (person that entered it)



Validating Batch Transactions

Once a batch is ready for approval, it must be validated and submitted for approval. The validation process checks individual fields, as well as combination of fields.

To validate the batch, click the **Validate** button.



Validating Batch Transactions (continued)

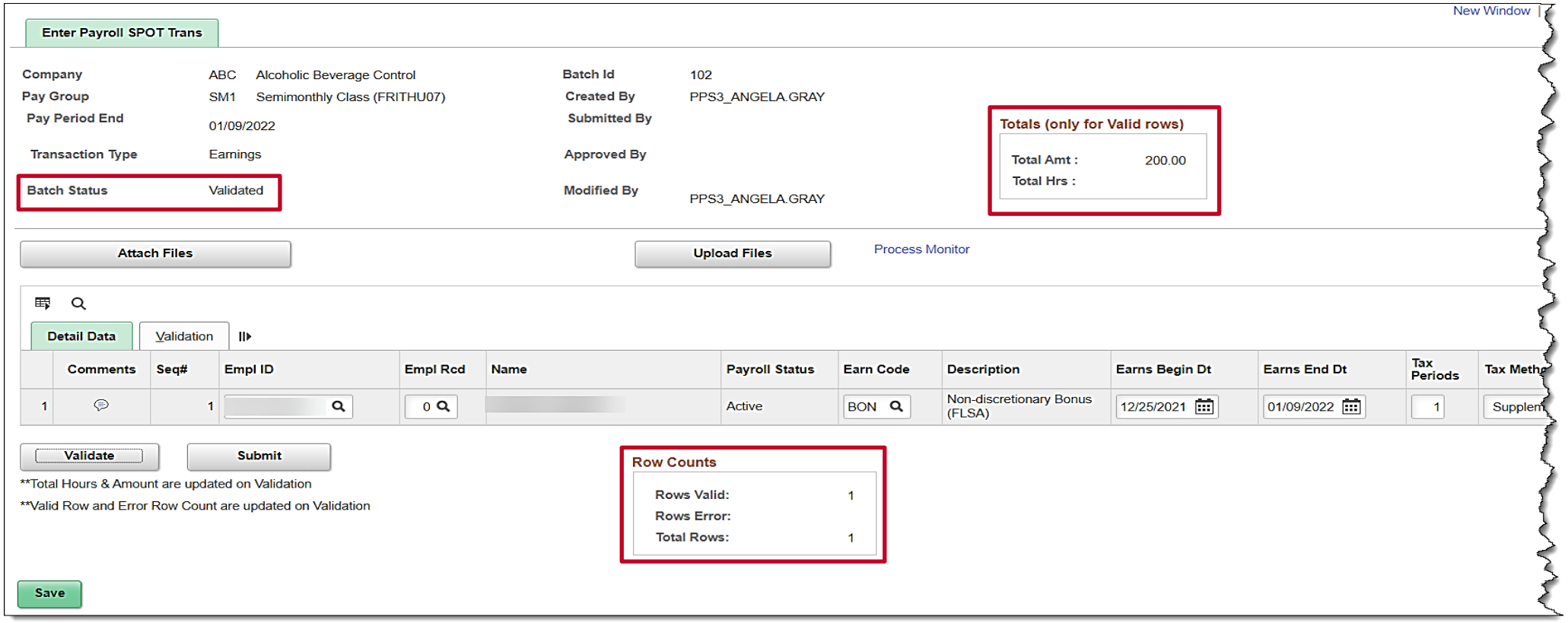
Once validation is completed, the **Batch Status** updates to **Validated**.

The **Totals (only for Valid rows)** provides a summary of :

- **Total Amt**: the total of the amount lines in the batch for the valid rows
- **Total Hrs**: the total hours in the batch if applicable for the valid rows

The **Row Counts** section displays the batch totals:

- **Rows Valid**: the number of valid rows
- **Rows Errors**: the number or rows that contain errors
- **Total Rows**: the total number of rows for the batch



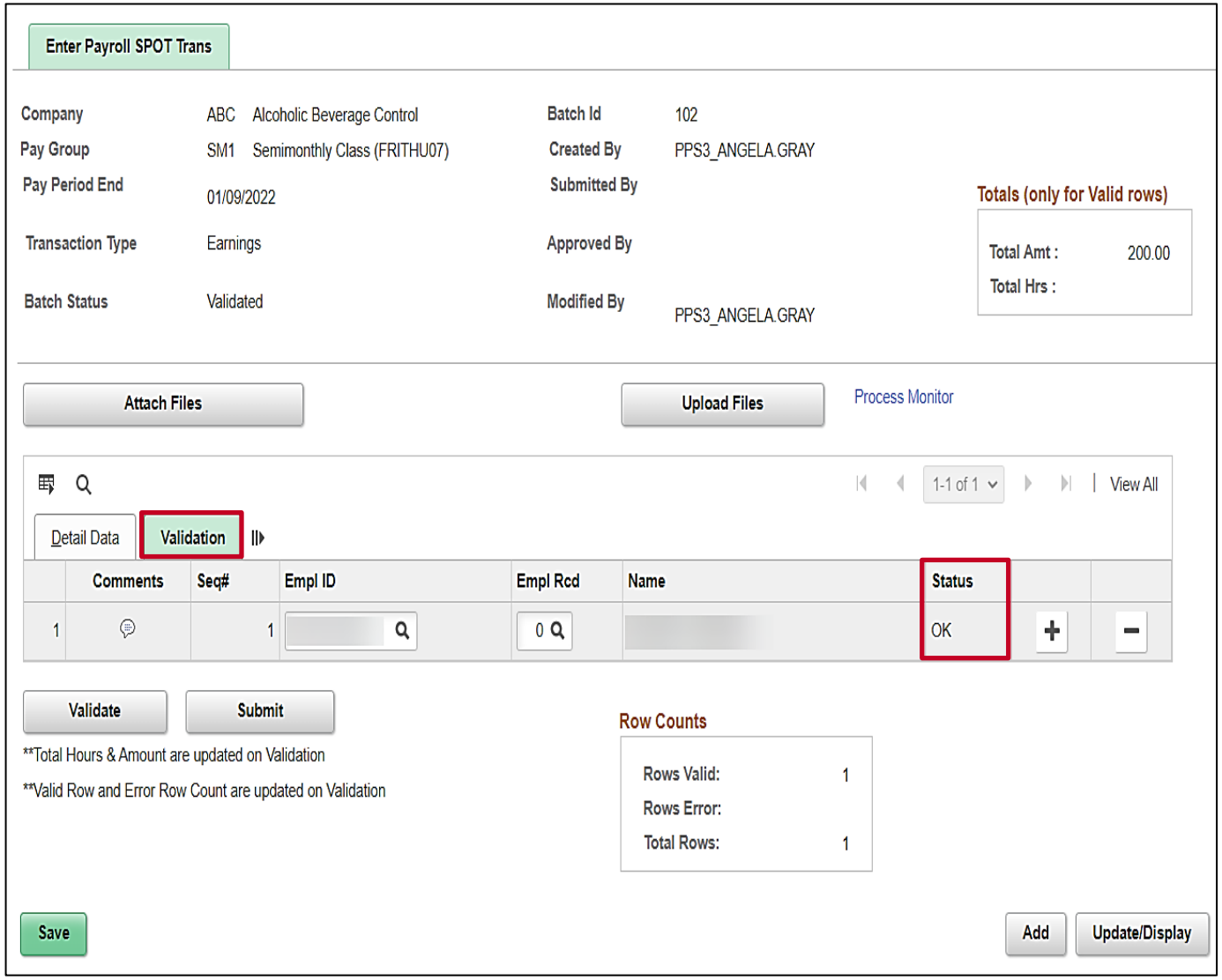
Validation Tab

On the **Validation** tab, you will see the following fields which carried over from the **Detail Data** tab:

- **Comments**
- **Seq#**
- **Empl ID**
- **Empl Rcd**
- **Name**

The **Status** field displays one of the following two statuses:

- **OK** = no errors
- **Error** = issue with line



Validation Error

If the **Row Counts** section shows **Rows Error** with a value, click the **Validation** tab to view which row has an error and the reason for the error. Click the **Error Msg** icon and the **SPOT Review Notes page** pop-up window displays so you can view the reason for the error. After correcting the error(s), you must validate the batch again.

All lines in a batch must pass validation for the batch to be submitted for approval. If there are errors, the **Submit** button will not be enabled until the error(s) have been fixed or the line removed.

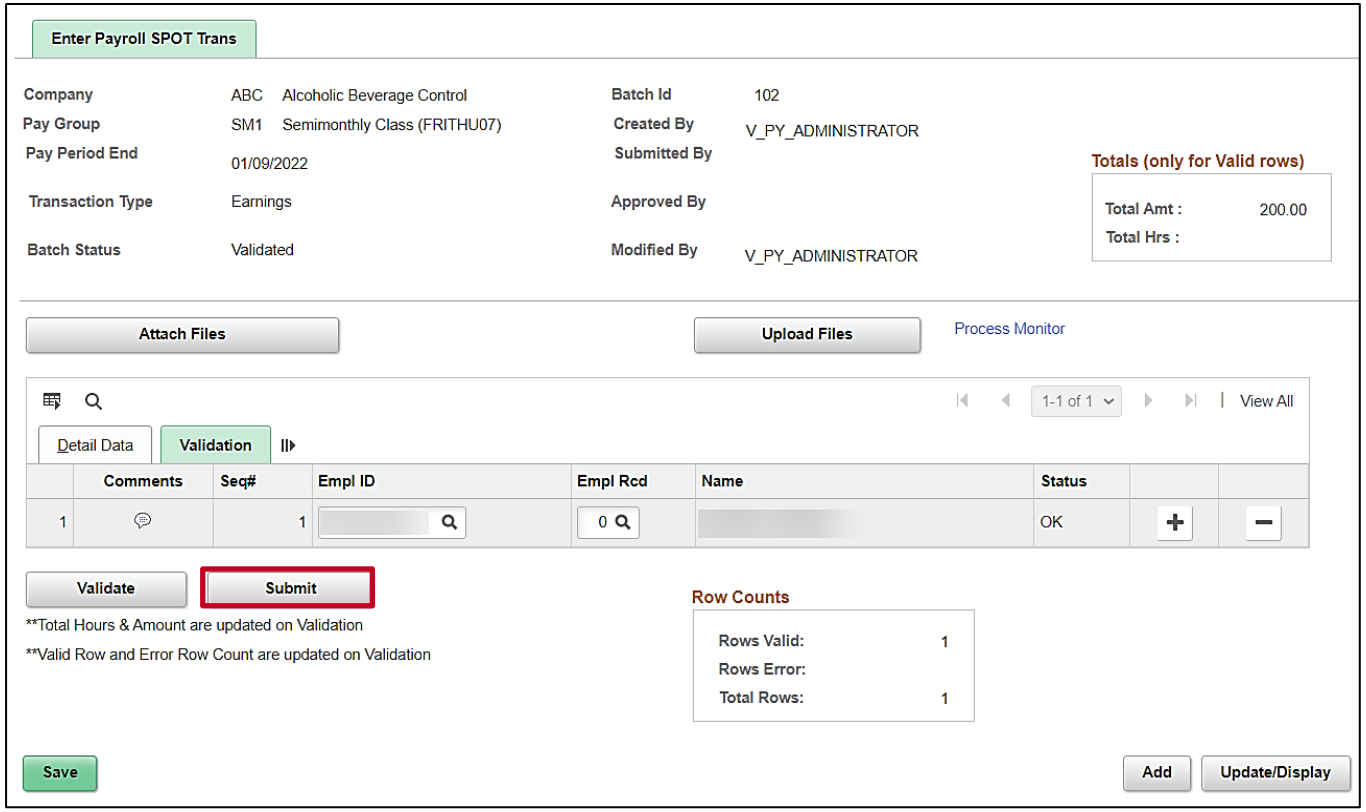
Submitting the SPOT Transactions for Approval

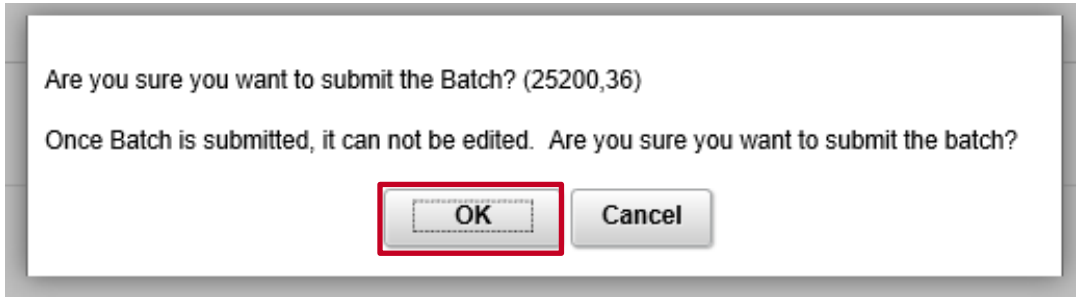
After you have validated the batch, the **Batch Status** will change from **New** to **Validated** and it is ready to be submitted for approval. Click the **Submit** button to send the batch for review.

Once you click submit, a pop-up message box displays. This box indicates that once you have submitted a batch, it cannot be edited and confirms whether you want to submit or not.

Note: If required changes are identified after a batch has been submitted, the SPOT approver can deny those transactions and the Payroll Administrator would need to enter them in a new batch.

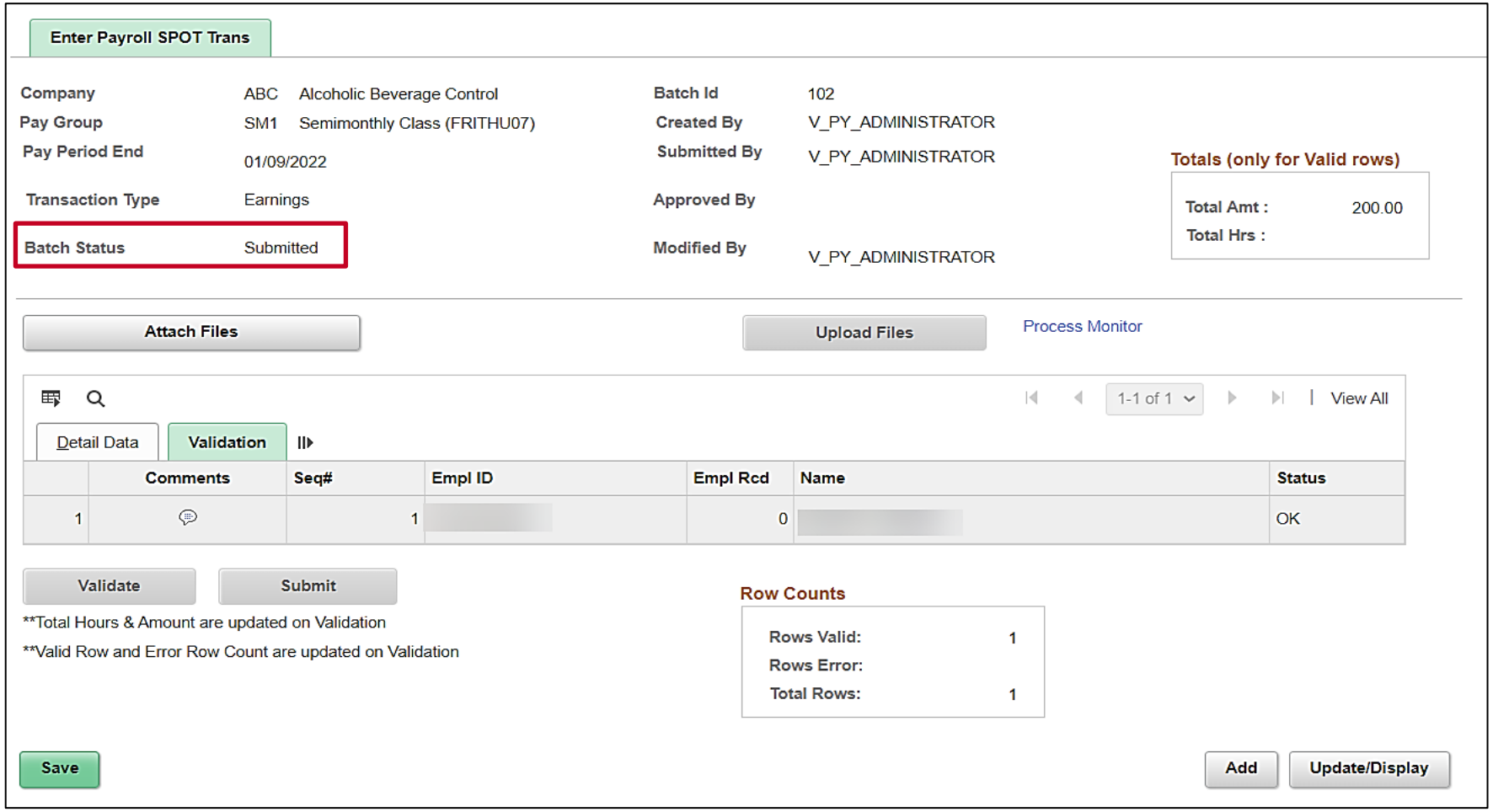
For this scenario, the **OK** button is clicked.





Submitting SPOT Transactions for Approval (continued)

The **Batch Status** updates to **Submitted**. The **Submitted By** field is populated with the ID of the Payroll Administrator that submitted the batch. This batch will now be sent to the approver for review and approval. Reviewing and approving SPOT Transactions will be covered later in this lesson.



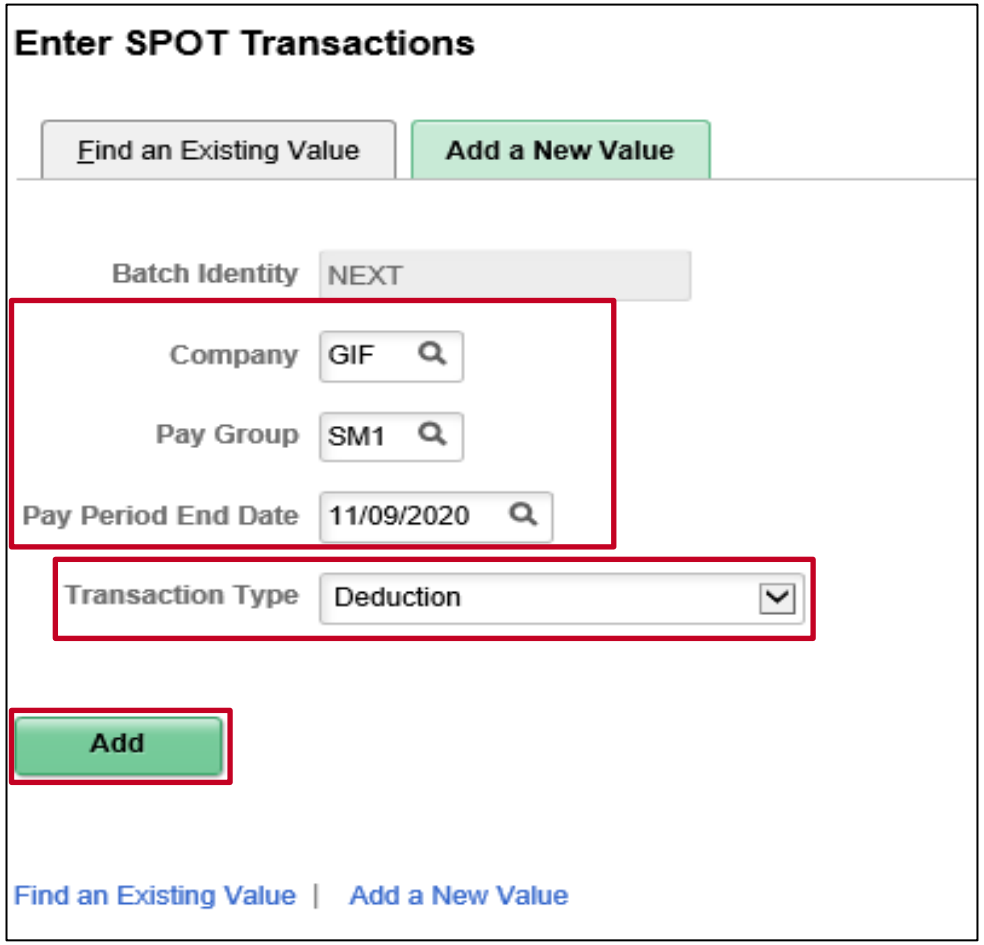
Entering Deductions in SPOT

To enter deductions on the **Enter Spot Transactions** page, click the **Add a New Value** tab, and enter the following:

- **Company**
- **Pay Group**
- **Pay Period End Date**

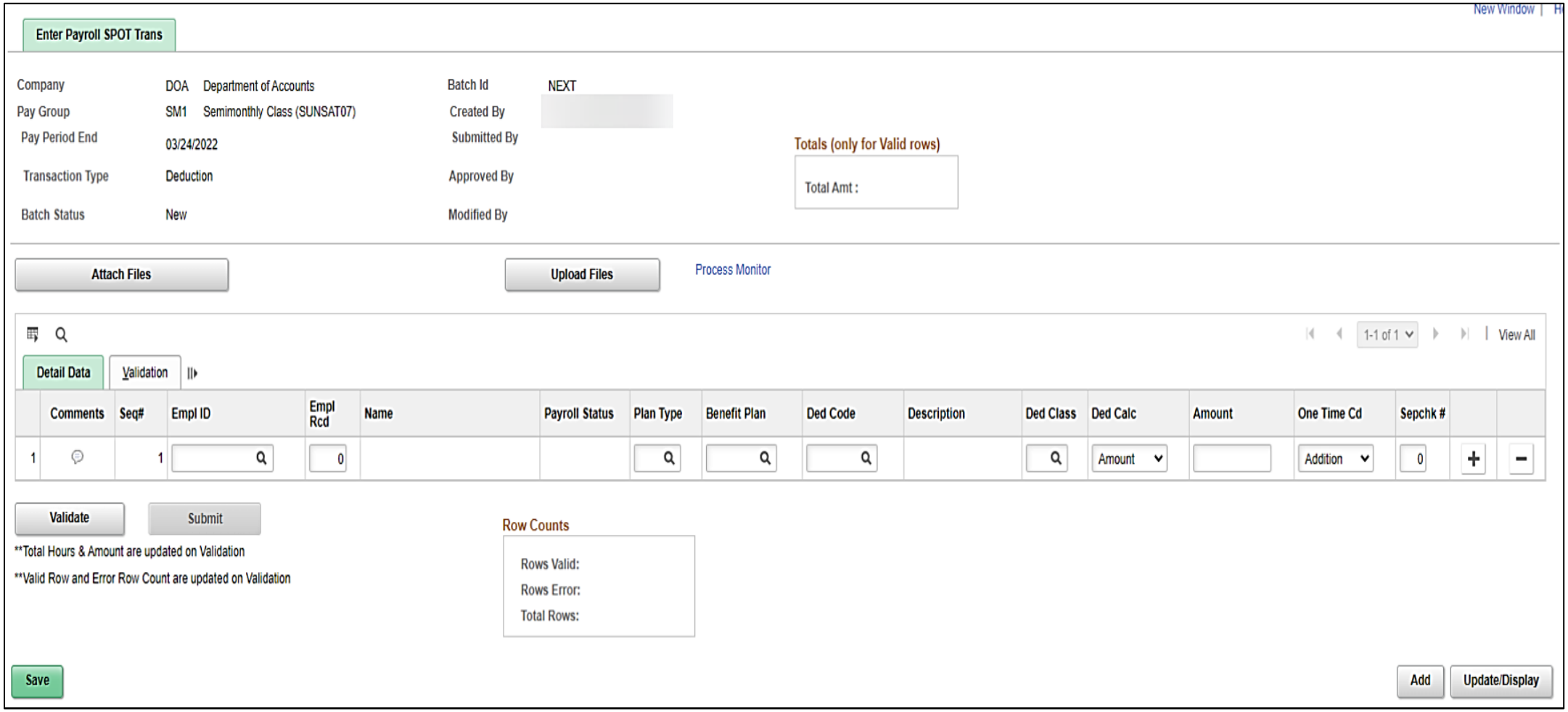
In the **Transaction Type** drop-down menu, select **Deduction**.

Click the **Add** button.

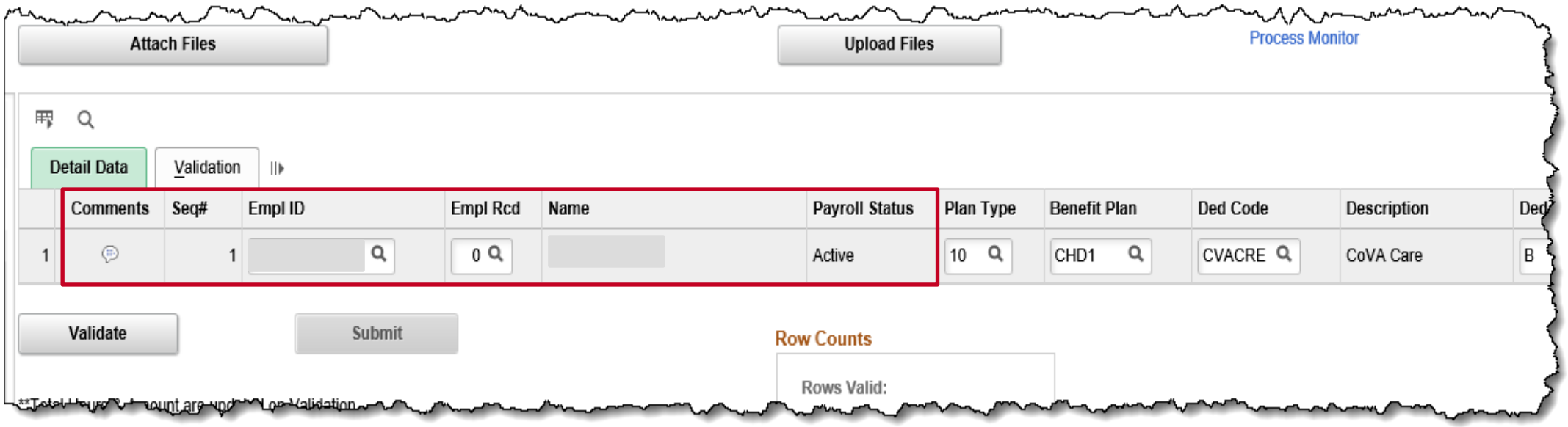


Entering Deductions

The **Enter Payroll SPOT Trans** page displays for Deductions. We will review the fields on the **Detail Data** tab.



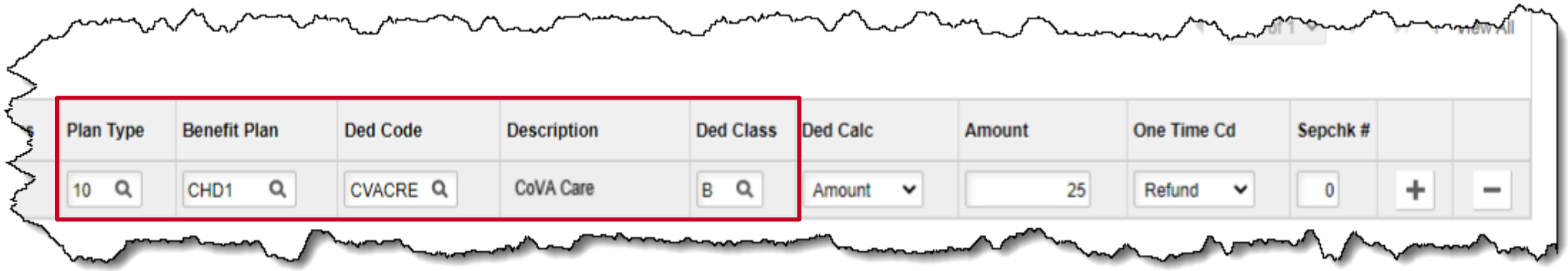
Enter Payroll SPOT Trans Page – Deduction Fields



On the **Detail Data** tab, enter or select the following as appropriate. Note that the first six fields are the same as on the Earnings page:

- **Comments**
- **Seq#**
- **Empl ID**
- **Empl Rcd**
- **Name**
- **Payroll Status**

Enter Payroll SPOT Trans Page – Deduction Fields (continued)

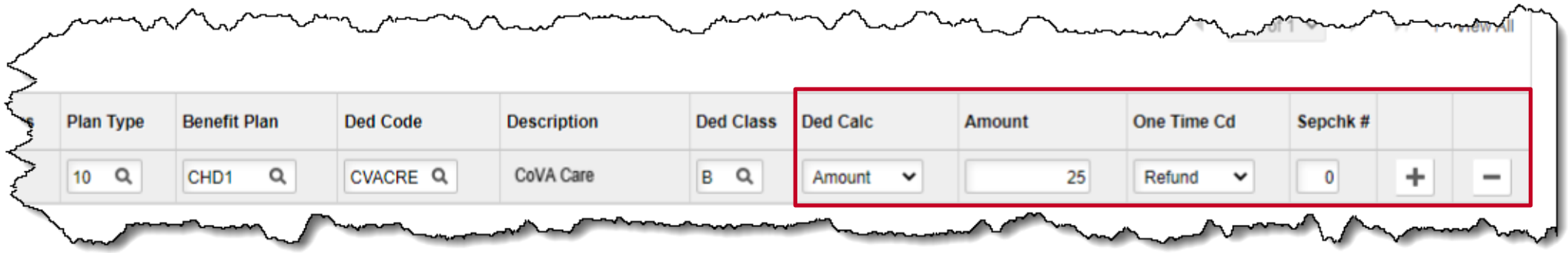


Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd	Sepchk #
10	CHD1	CVACRE	CoVA Care	B	Amount	25	Refund	0

The following fields are unique to Deductions. Please see the Job Aid titled **PY381 Using the Single-Use Payroll Online Tool** for a more detailed description.

- **Plan Type** – (required) select the appropriate plan type (e.g., general, medical). This determines what options you have in the **Benefit Plan** and **Ded Code** fields.
- **Benefit Plan** – select the appropriate Benefit plan.
- **Ded Code** – (required) select the appropriate deduction code based on your transaction. If a deduction code is not configured for the benefit plan selected, then a validation error will occur when the **Validate** button is clicked. See the Job Aid titled **PY381 General and Benefit Deductions Code** for more details regarding the codes and what they mean. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
- **Description** – defines the description code selected.
- **Ded Class** – the deduction class will display valid values for the Deduction Code selected (i.e., Before-tax, After-Tax, Non-Taxable, PTax Ben, Taxable).

Enter Payroll SPOT Trans Page – Deduction Fields (continued)



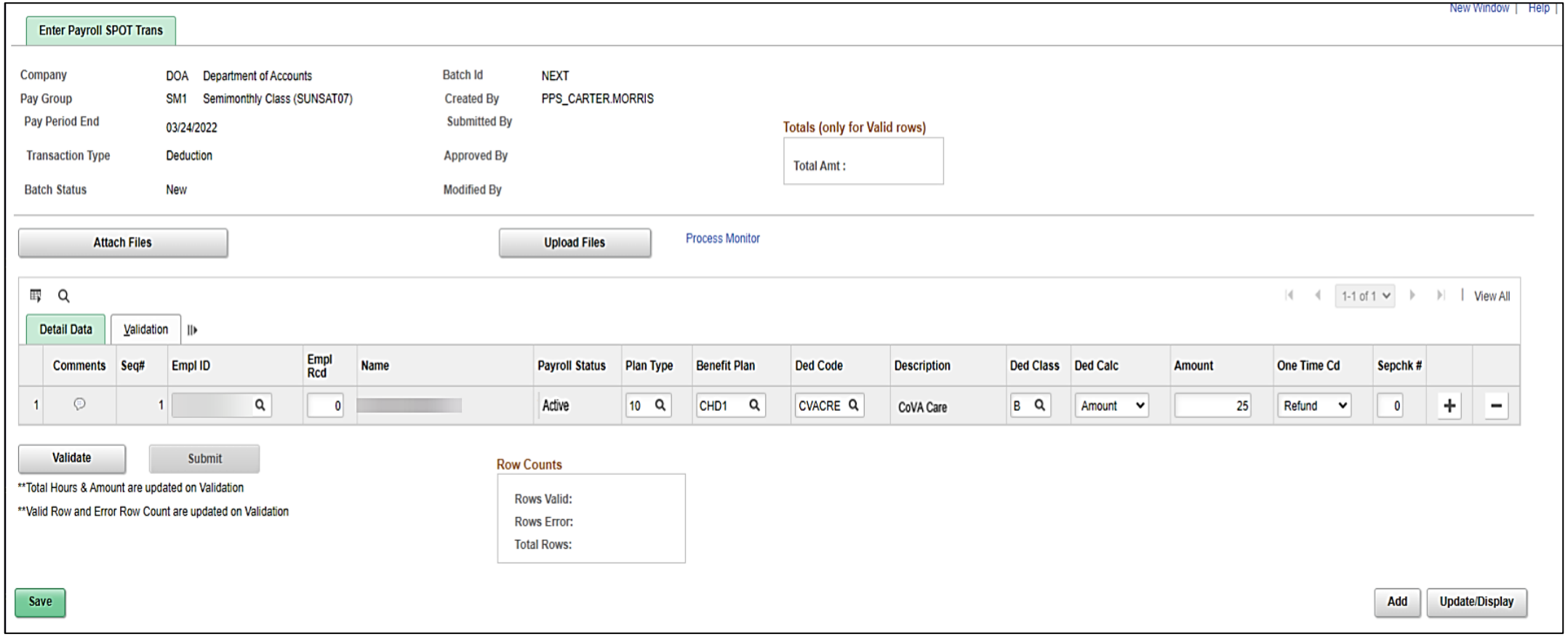
Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Ded Calc	Amount	One Time Cd	Sepchk #		
10	CHD1	CVACRE	CoVA Care	B	Amount	25	Refund	0	+	−

- **Ded Calc** – select the appropriate option to calculate deduction. There may be several options listed, the **Amount** should typically be selected. Contact SPO before using any of the other options.
- **Amount** – enter the amount (ex. 120.00). Must be a positive number.
- **One Time Cd –** Addition, Arrs Paybk (not used in Cardinal), Override, Refund.
- **Sepchk #** - the field defaults to "**0**" indicating the deduction will be taken from the employee's regular check for the pay period being processed.
  - For a separate check, the **Sepchk#** field value will be greater than "**0**" and should correspond with the separate check number entered on the SPOT earnings batch. This will ensure that the deductions come from the correct check.
  - **Note**: An error will occur when the batch is validated if a SPOT deduction transaction for a separate check is not entered prior to entering the corresponding SPOT earnings transaction.

- Plus (**+**) and Minus (**-**) – use these buttons to add a row (+) or delete a row (-) as appropriate.

Saving, Validating, Correcting and Submitting SPOT Deductions

As a reminder, you can save, validate, correct, and submit deductions for approval, the exact same way as earnings in Cardinal.



Extended Leave Processing in SPOT

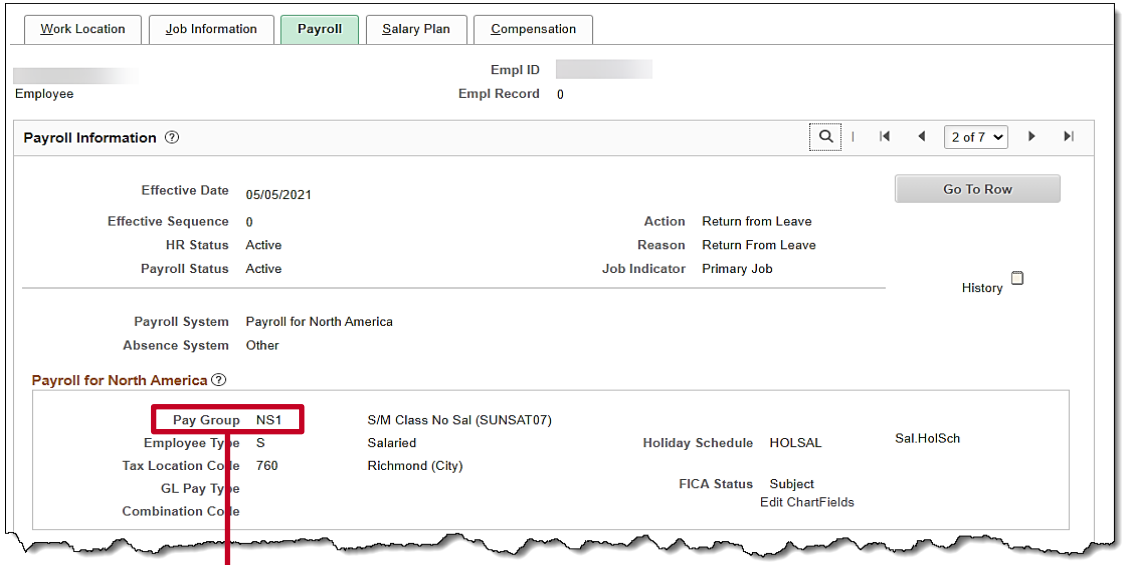
When an employee goes on extended leave, (i.e., Short Term Disability (STD) or Worker's Comp (WC)), the employee's **Pay Group** may change from their standard Pay Group (e.g., **SM1**, **SL1**) to **NS1**.

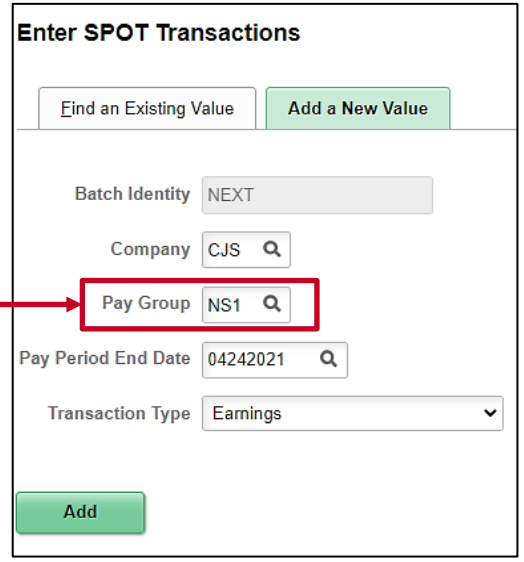
As a Payroll Administrator, it is imperative that you know which **Pay Group** the employee is in for the payroll period being processed. You can view the employee's **Pay Group** in **Job Data** on the **Payroll** tab. You can navigate to this page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

Once you have identified the employee's **Pay Group** for the pay period being processed, you will select or enter it on the **Enter SPOT Transactions** page when adding a new batch. In this example, the **Pay Group** is **NS1** where only transactions for **NS1** would be keyed.
Note: The employee(s) entered in this batch, must be in the Pay Group selected here.

For details on entering SPOT transactions for extended leave, see the Job Aid titled **PY381: Extended Leave Processing**, located on the Cardinal Website in **Job Aids** under **Learning**.





Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

SPOT Transaction Template

You may elect to enter the transactions via the SPOT Template upload.

There are two templates, one for each of the following:

- **Earnings**: pay earnings that include one-time payments or amounts that vary from pay period to pay period. Payments for time worked should be recorded in time and labor

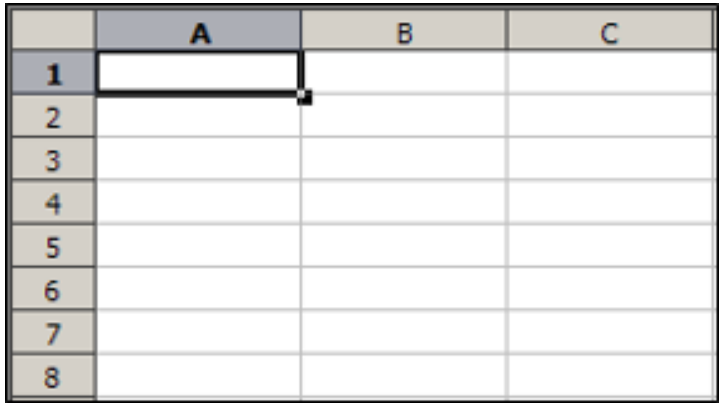
- **Deductions**: overrides, extra deductions or deductions refunds

SPOT Transactions need to be entered on the correct template and then can be uploaded online. Once the template has been uploaded, it must still be validated and submitted for approval.

For more details on uploading SPOT Transactions, see the Job Aid titled **PY381: Using the Single-Use Payroll Online Tool**, located on the Cardinal Website in **Job Aids** under **Learning.**

The SPOT templates for earnings and deductions are located on the Cardinal Website, under **HCM Update Templates** under **Resources**.

Note: At this time, batches should not exceed more than 100 lines. If you have more than 100 lines to upload you will need to upload it as a separate batch.



SPOT Transaction Template - Earnings

To use the template to upload transactions, start by downloading the correct template (i.e., earnings or deductions). In this example, an earnings template is used. When entering the transactions onto the template follow the instructions that are listed in the header.

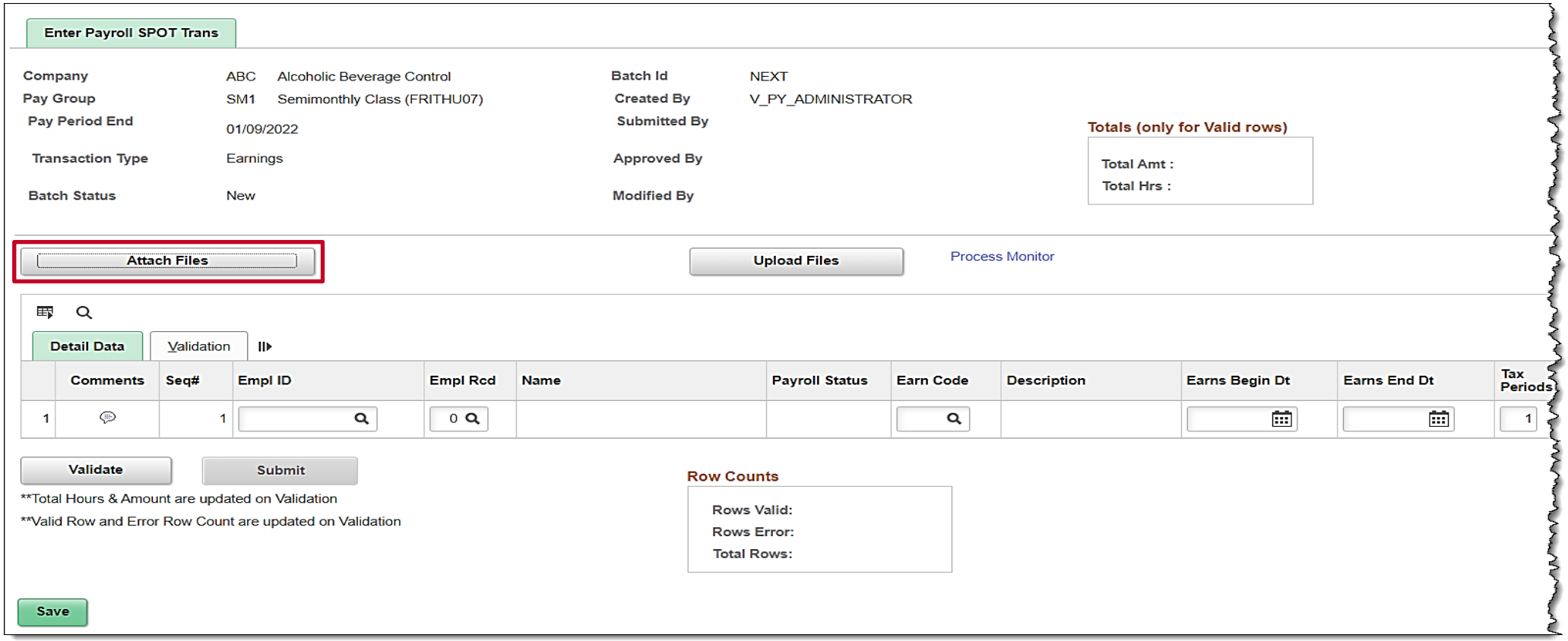
Employee ID- Enter Valid Employee ID	Empl Rcd Enter Employee Record that corresponds to this payment	Earning Code - Enter Valid Earning Code	Earnings Begin Date - Usually FLSA Period Begin Date (Format - MMDDYYYY)	Earnings End Date - Usually FLSA Period Begin End (Format - MMDDYYYY)	Tax Periods - Default to 1	Tax Method - Default to A (Annualized)	Hours - Enter Hours in HH.0 format Example: 10 hrs an minutes would be 10.50, negatives allowed
	0	TMP	12102021	12242021	1	A	
	0	BON	12252021	1092022	1	S	
	0	TMP	12102021	12242021	1	A	
	0	BON	12252021	1092022	1	S	
	0	BON	12252021	1092022	1	S	

After all transactions are entered, you will delete the header row. After removing the Header row, your template should then look like the below screenshot.

	0	TMP	12102021	12242021	1	A	
	0	BON	12252021	1092022	1	S	
	0	TMP	12102021	12242021	1	A	
	0	BON	12252021	1092022	1	S	
	0	BON	12252021	1092022	1	S	

SPOT Transaction Template

When you are ready to upload the file, log into Cardinal and access the **Enter Payroll SPOT Trans** page. Use the **Add a New Value** tab and complete the required information. Once you access the **Enter Payroll SPOT Trans** page, use the **Attach Files** button to upload the template. There are several steps to this process so be sure to reference the Job Aid titled **PY381: Using the Single Use Payroll Online Tool (SPOT)** for the detailed steps. This job aid is located on the Cardinal Website, in **Job Aids** under **Learning**.



SPOT Transaction Template

After completing all of the upload steps, the **Enter Payroll SPOT Trans** page displays with lines uploaded from the spreadsheet. The **Batch ID** is assigned, and the **Batch Status** updates to **Created**.

New Window | Help | Personalize

Enter Payroll SPOT Trans

Company	ABC	Alcoholic Beverage Control	Batch Id	103
Pay Group	SM1	Semimonthly Class (FRITHU07)	Created By	V_PY_ADMINISTRATOR
Pay Period End	01/09/2022		Submitted By	
Transaction Type	Earnings		Approved By	
Batch Status	Created		Modified By	V_PY_ADMINISTRATOR

Totals (only for Valid rows)

Total Amt :

Total Hrs :

Attach Files | Upload Files | Process Monitor

Detail Data | Validation

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1		1		0		Active	TMP	Temporary Pay	12/10/2021	12/24/2021	1	Annualized
2		2		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental
3		3		0		Active	TMP	Temporary Pay	12/10/2021	12/24/2021	1	Annualized
4		4		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental
5		5		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental

Validate | Submit

**Total Hours & Amount are updated on Validation

**Valid Row and Error Row Count are updated on Validation

Row Counts

Rows Valid:

Rows Error:

Total Rows:

Validation and Submitting SPOT Transaction

The next step is to validate and submit the transactions for approval. Follow the same steps to validate and submit the transactions for approval as the manual entry process.

Once the batch is validated and submitted for approval, the **Batch Status** updates to **Submitted**.

Enter Payroll SPOT Trans

Company	ABC Alcoholic Beverage Control	Batch Id	103
Pay Group	SM1 Semimonthly Class (FRITHU07)	Created By	V_PY_ADMINISTRATOR
Pay Period End	01/09/2022	Submitted By	V_PY_ADMINISTRATOR
Transaction Type	Earnings	Approved By	
Batch Status	Submitted	Modified By	V_PY_ADMINISTRATOR

Totals (only for Valid rows)

Total Amt :	1057.50
Total Hrs :	

Attach Files Upload Files Process Monitor

Detail Data | Validation

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method
1		1		0		Active	TMP	Temporary Pay	12/10/2021	12/24/2021	1	Annualized
2		2		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental
3		3		0		Active	TMP	Temporary Pay	12/10/2021	12/24/2021	1	Annualized
4		4		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental
5		5		0		Active	BON	Non-discretionary Bonus (FLSA)	12/25/2021	01/09/2022	1	Supplemental

Validate Submit

**Total Hours & Amount are updated on Validation

**Valid Row and Error Row Count are updated on Validation

Row Counts

Rows Valid:	5
Rows Error:	
Total Rows:	5

DEMO

Approving and Closing SPOT Transactions

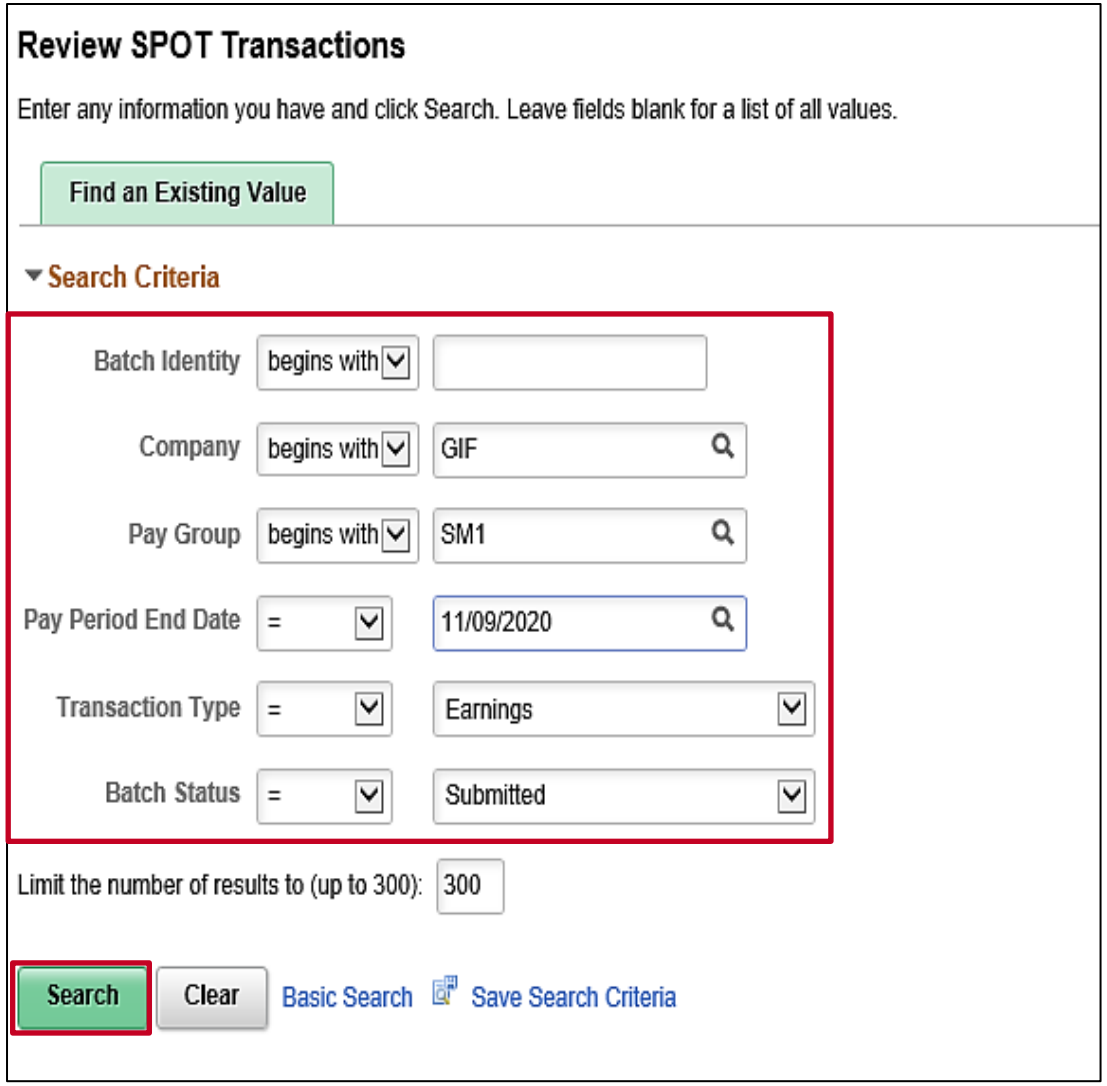
The SPOT approver reviews the batch items and either approves or denies them and then closes the batch.

To approve SPOT Transactions, navigate to the **Review SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review SPOT Transactions

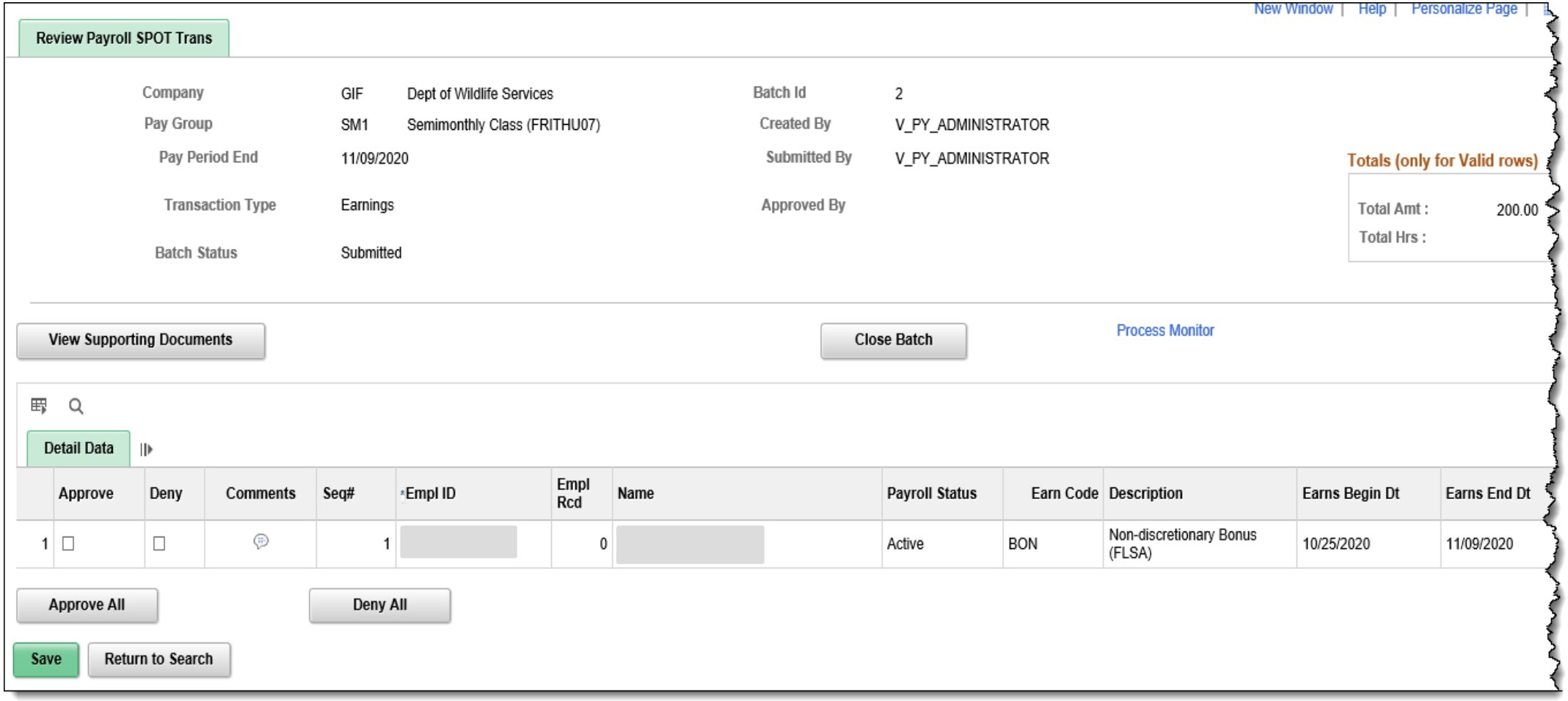
To approve a batch, you can enter any of the search criteria and click the **Search** button to view the results.

Access the Job Aid titled **PY381 Using the Single-Use Payroll Online Tool** Job Aid for details about approving. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.



Approving and Closing SPOT Transactions

The SPOT approver reviews the batch items and can view comments and any supporting documents if applicable.



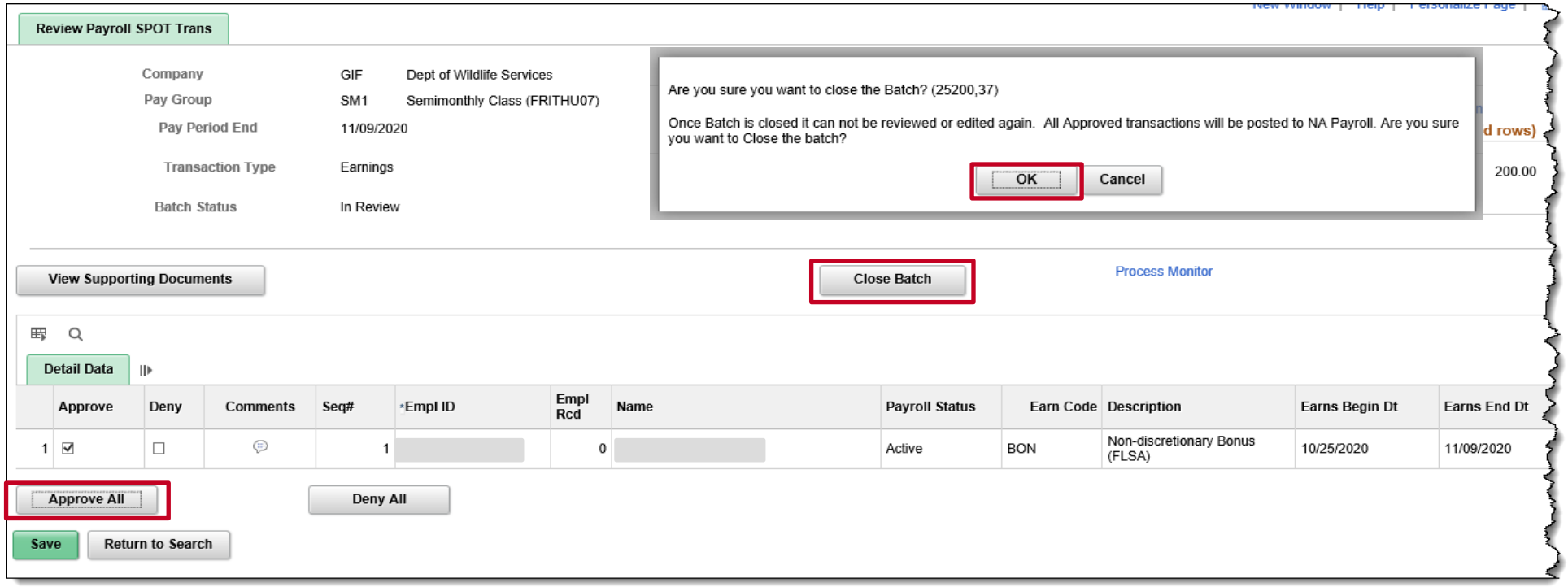
Approving and Closing SPOT Transactions (continued)

After reviewing the transaction(s), to approve:

- Click the **Approve All** button to select all the transactions for approval
- Click the **Approve** check-box to select specific transactions to approve

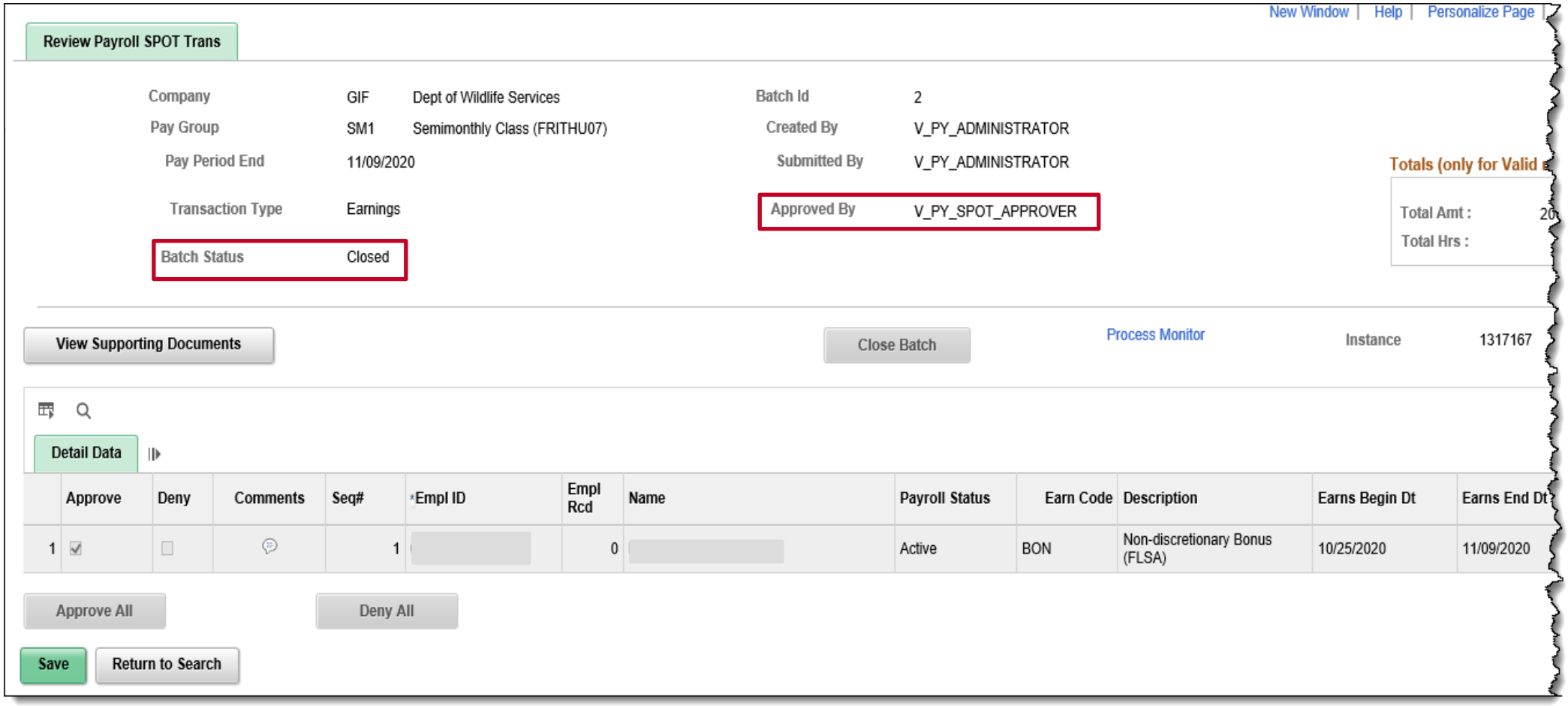
If a SPOT approver denies a transaction, a comment should be entered to document the reason.

To submit the transaction(s) to be picked up for payroll processing, click the **Close Batch** button.
A pop-up window displays verifying that you want to close the Batch. Once a batch is closed it cannot be reviewed or edited.
To confirm closing the batch, click the **OK** button.



Closed Batch

Once the approver has approved/denied and closed the batch, the **Approved By** will populate, **Batch Status** changes to closed. The **Approver** can not be the same person that has entered the transaction.



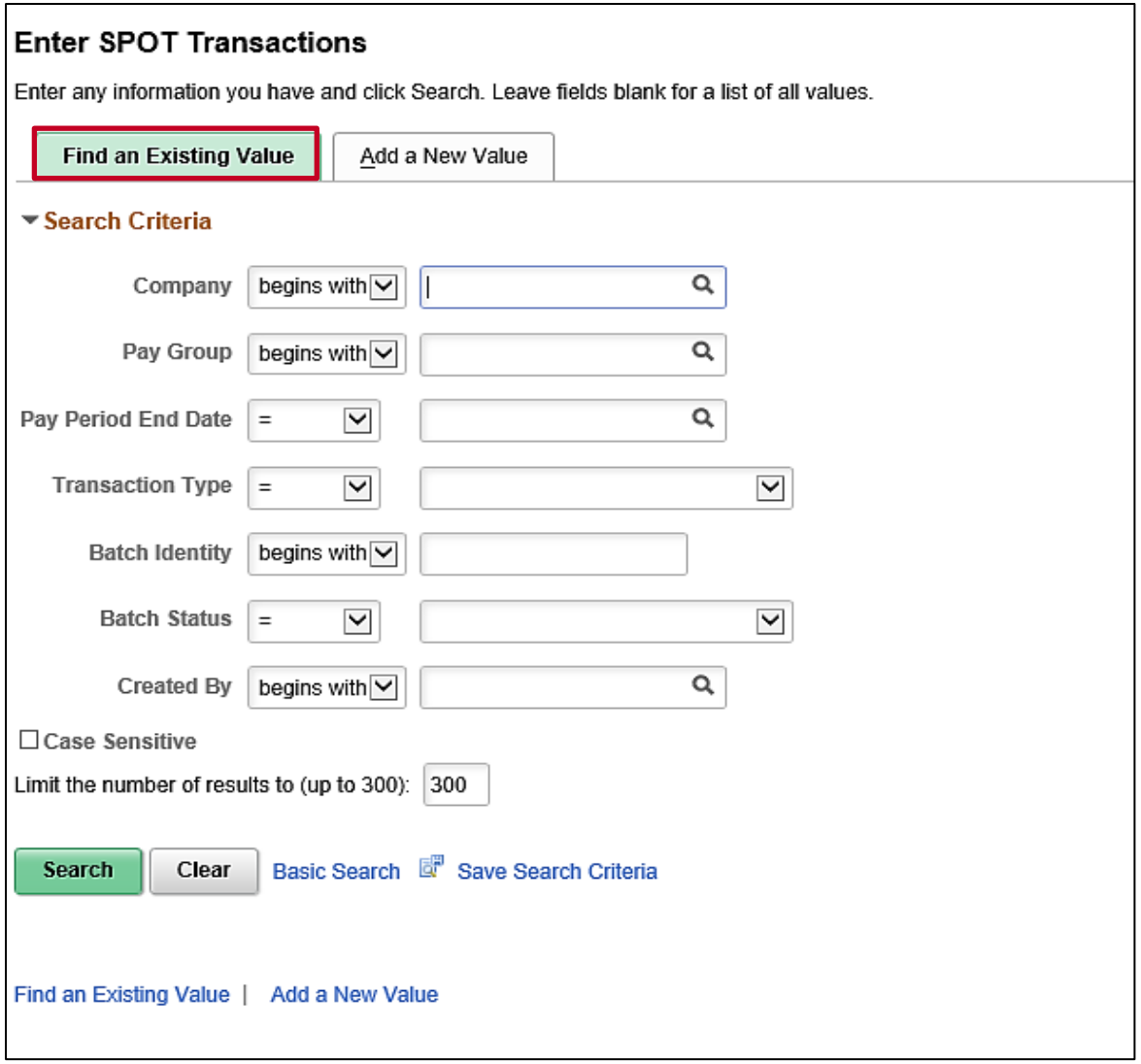
Find an Existing SPOT Transaction

To view or update an existing batch, navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

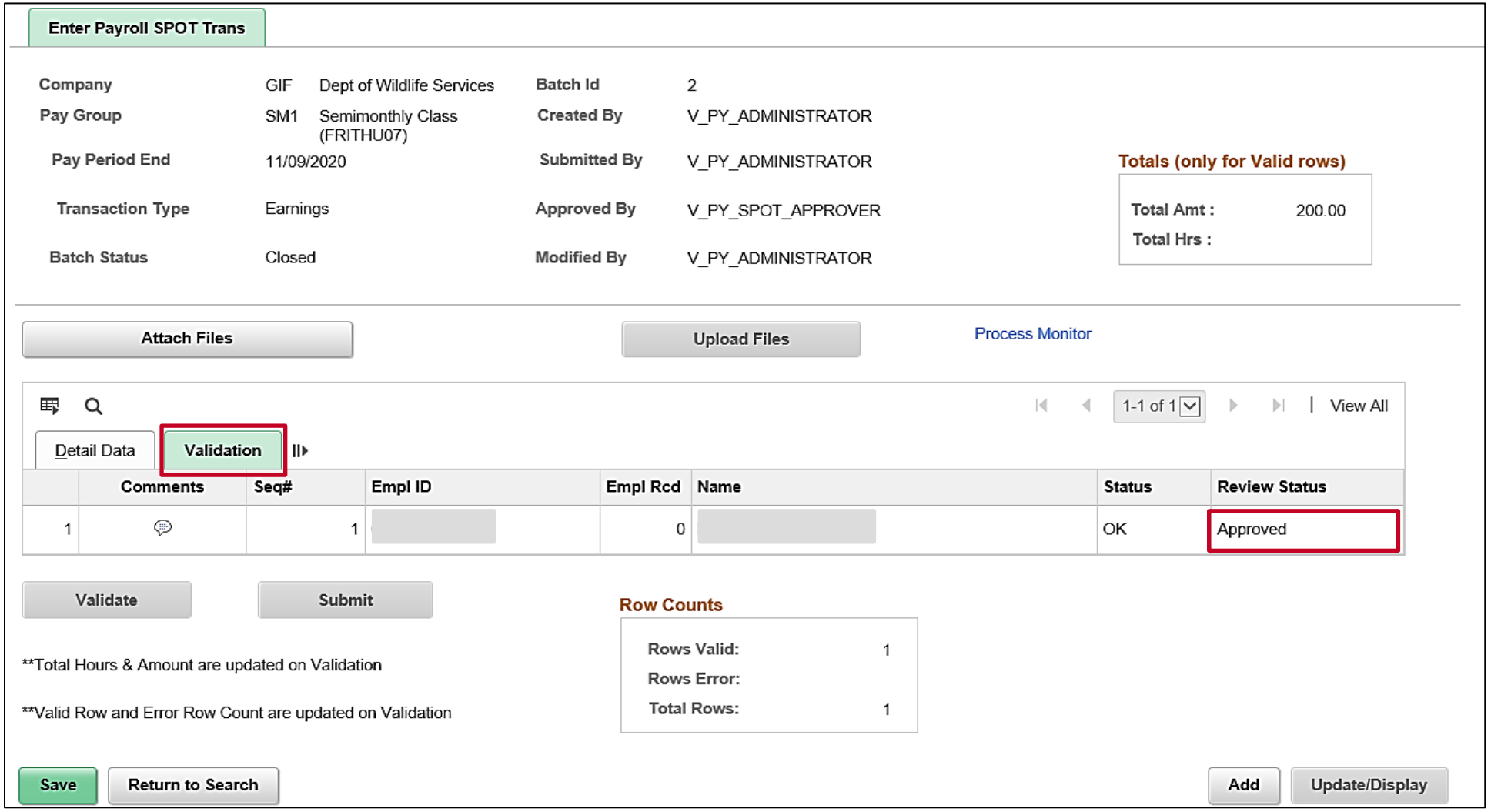
The **Enter SPOT Transactions** Search page displays.

Use the **Find an Existing Value** to search for a transaction that has already been entered.



Payroll Administrator View after Review and Approval

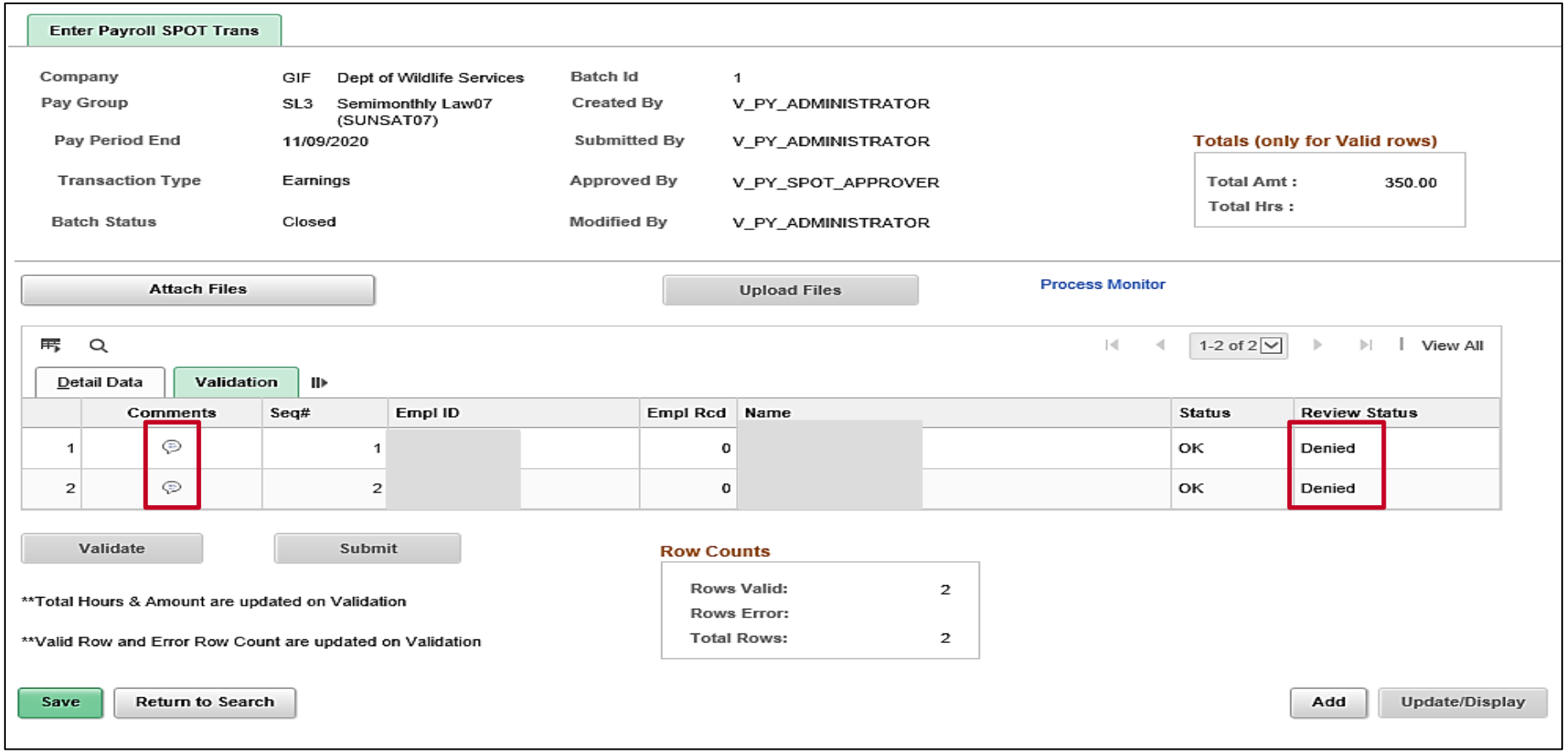
After the approval process, you can verify the approval for each transaction.



Denied SPOT Transactions

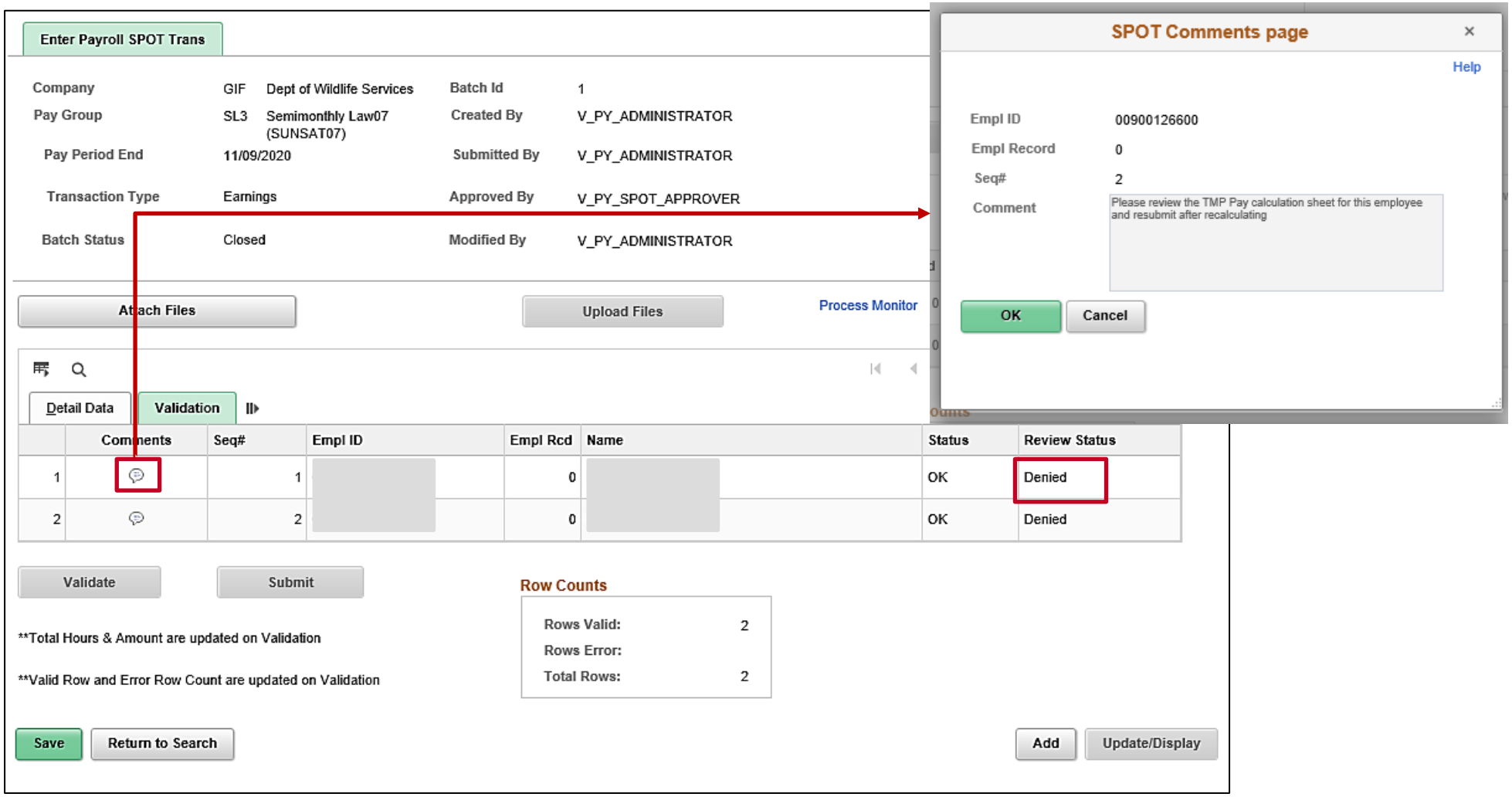
When the approver denies a SPOT Transaction, comments should be entered in the comments field indicating the reason for denial. The Payroll Administrator will be able to view the comments and determine if the transaction needs to be reentered with a correction or left as denied with no further action.

Denied SPOT transactions will not be loaded.



Viewing Denied SPOT Transaction

This is an example of denied SPOT Transactions. You can click the **Comments** icon to view the reason why the transaction was denied.



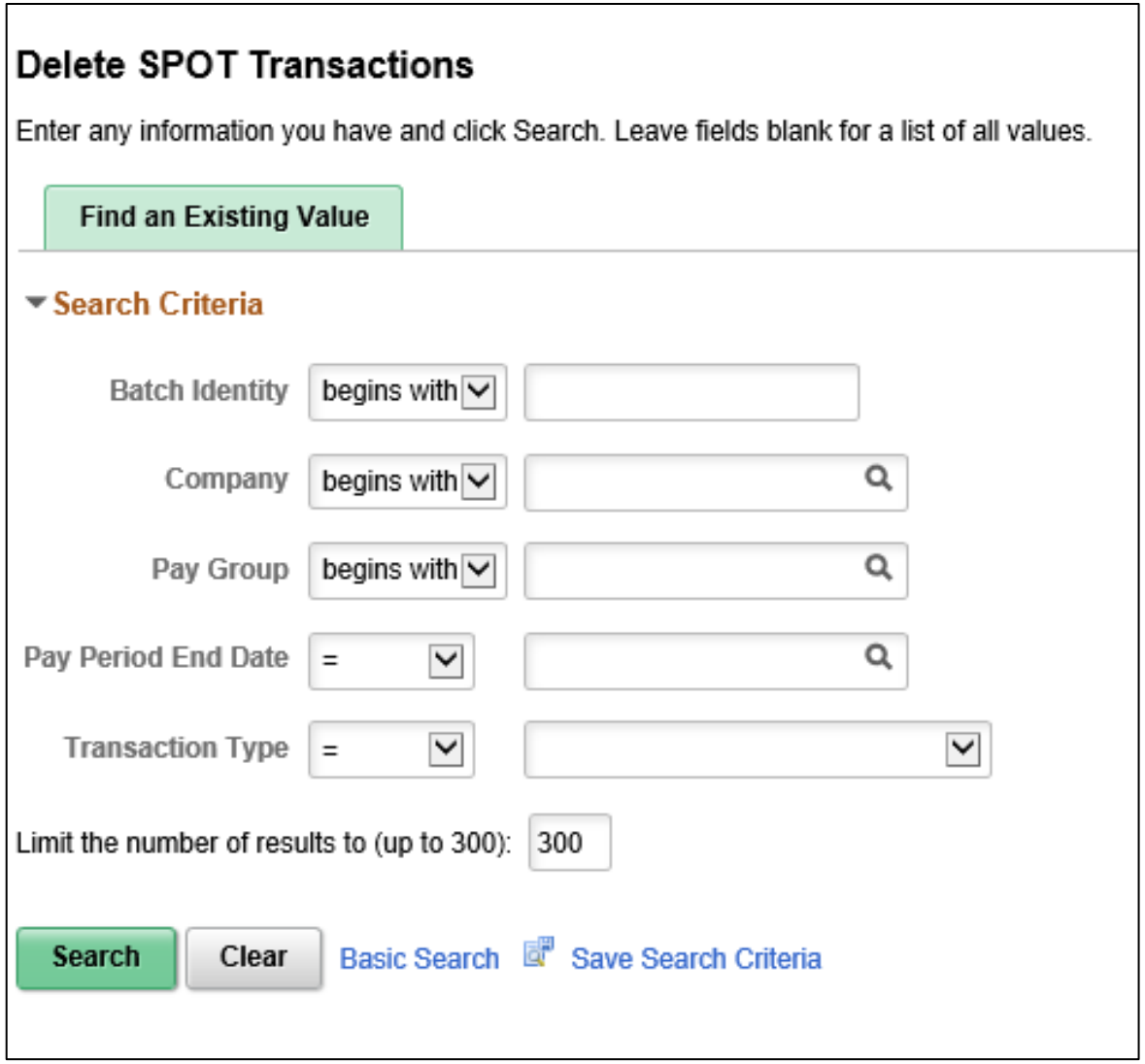
Deleting SPOT Batches

There may be times when a SPOT batch needs to be deleted. This is typically used to clear out old batches or remove batches that were created in error. Users can not delete closed batches, as closed batches have been sent to payroll for processing.

To delete a batch, navigate to the **Delete SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Delete Spot Transaction

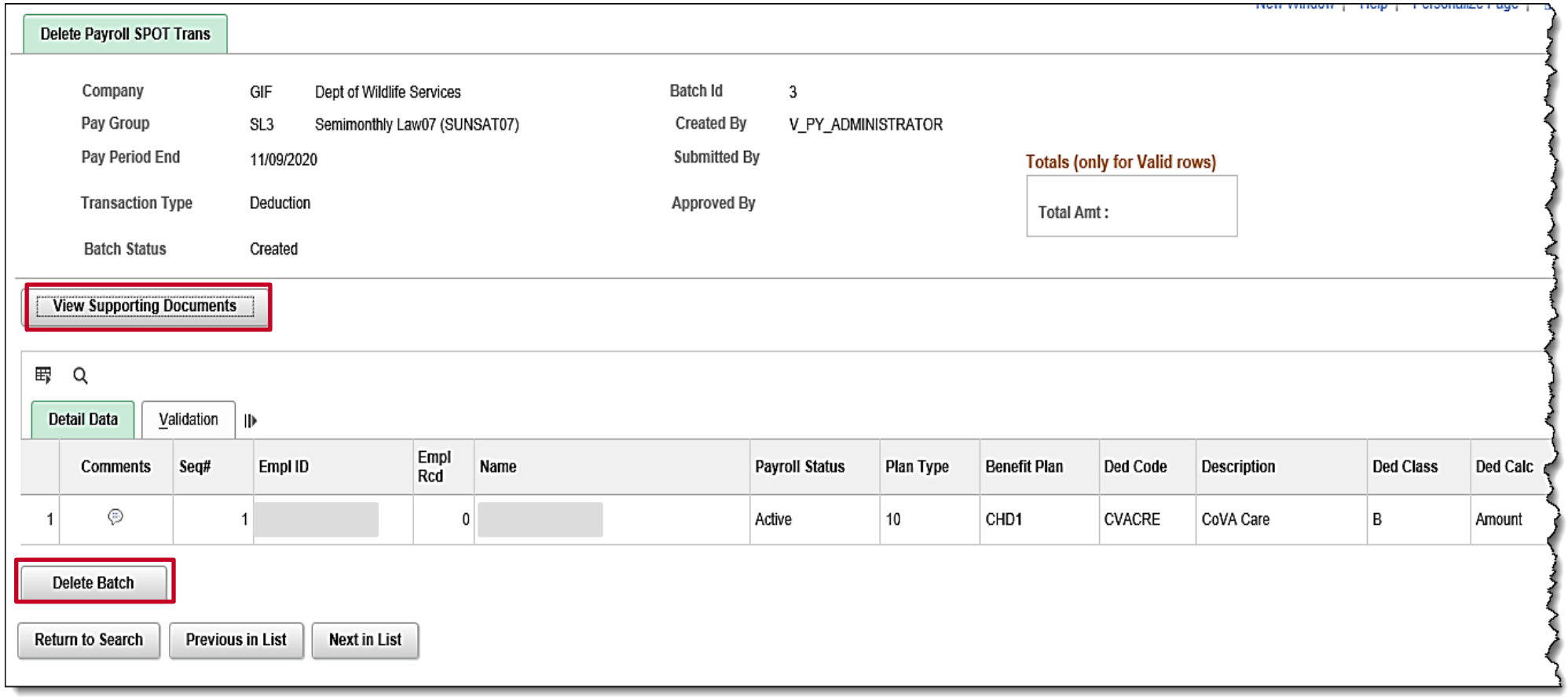
After you enter your search criteria, Cardinal only displays batches that have not been closed.



Deleting SPOT Batches

- Select the batch that you want to delete.
- Click the **Delete Batch** button to delete the entire batch.

Note: The **View Supporting Documents** button is only used to view the SPOT Transaction Template. If a template was not used the page that displays is blank.

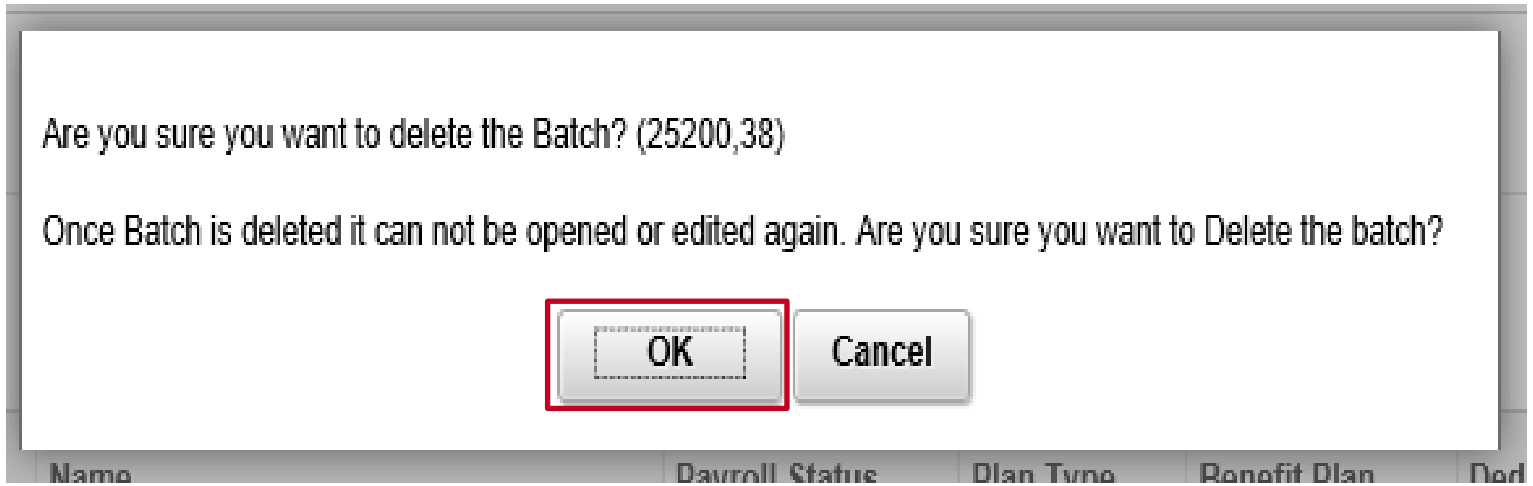


Deleting SPOT Batches

A message like the one below displays to verify you want to delete the batch.

When you click **OK**, the batch is deleted. Once a batch has been deleted, it cannot be recovered. It will need to be reentered either online or on a spreadsheet and loaded into SPOT.

Note: Once paysheets have been validated and approved, you will no longer be able to delete SPOT batches.



SPOT Report/Queries

The following reports will be used to review errors or validations:

V_PY_PAYSHEETS_TO_ADD_SPOT - 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

V_PY_SPOT_TRANS_RPT – all SPOT transactions for a pay period by status. Query would include: Employee ID, Employee Name, Company, Pay Group, Batch ID, Transaction Status, and Batch status

SPOT ENTRIES NOT ON PAYLINE - this report is used to identify those transactions that have been approved in SPOT in closed batches but have not been updated on the employee's payline(s)

The next few slides provide screenshots of what the reports will look like and where to locate them in Cardinal.

Paysheet to Add for SPOT Query

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.

To access this report, use the following path:

Navigator > Reporting Tools > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

Pay Run ID SM1062421

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	DGS	SM1	DGS	SM1	Active		0		ALP				847.28

SPOT Online Query

The SPOT Online Query displays all SPOT transactions for a pay period by status. Query would include Employee ID, Employee Name, Company, Pay Group, Batch ID, Transaction Status, and Batch status.

To access this report, use the following path:

Navigator > Reporting Tools > Query Viewer > V_PY_SPOT_TRANS_RPT

V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company CJS

Paygroup SM1

Pay Run ID SM1062421

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (80 kb)

View All

First 1-63 of 63 Last

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	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours
1	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	57	Submitted	Deduction	OK			0		Active	CVACRE	25.00	0.00
2	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	62	Submitted	Earnings	OK			0		Active	BON	100.00	0.00
3	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	67	Submitted	Deduction	OK			0		Active	FLXMED	50.00	0.00
4	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	67	Submitted	Deduction	OK			0		Active	CVACRE	12.50	0.00
5	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	62	Submitted	Earnings	OK			0		Active	ALP	2000.00	0.00
6	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	43	Closed	Earnings	OK	Approved		0		Active	ALP	2000.00	0.00
7	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	43	Closed	Earnings	OK	Approved		0		Active	BON	100.00	0.00
8	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	44	Submitted	Deduction	OK			0		Active	FLXMED	50.00	0.00
9	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	43	Closed	Earnings	OK	Approved		0		Active	TMP	180.00	0.00
10	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	70	Submitted	Earnings	OK			0		Active	BON	100.00	0.00
11	CJS	SM1	14000	Dept of Criminal Justice Svcs	06/24/2021	64	Submitted	Earnings	OK			0		Active	TMP	180.00	0.00

SPOT Entries not on Payline Report

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

To access this report, use the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline

Report ID: RPY449

Commonwealth of Virginia

SPOT TRANSACTIONS NOT LOADED TO PAYLINE

Run Date: 09/02/2021
Run Time: 01:38 00

Page No. 1 of 1

Batch Id : 77
Pay Period End : 10-APR-2021
Business Unit : 14000 Dept of Criminal Justice Svcs
Company : CJS Pay Group : TR1
Batch Type : E Batch_Status : Closed

Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Tax Method	Seperate Check#
2		0		A	BON	Non-discretionary Bonus (FLSA)		75.00	S	0
1		0		A	TMP	Temporary Pay		100.00	A	0

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. SPOT should be used for one-time adjustments that impact employee pay.

2. There are 2 transaction types entered into SPOT. They are:

   a. Earnings and Additional Pay
   b. Taxes and Deductions
   c. Earnings and Deductions
   d. None of the above

3. SPOT transactions can be entered _____.

   a. Online only
   b. Template upload only
   c. Both and a and b

Lesson Summary

3 Using the Single Use Payroll Online Tool (SPOT)

In this lesson, you learned

- SPOT Overview
- Manual (Online) Transaction Entry, Validation and Submission for Approval
- SPOT Transaction Template Upload
- SPOT Approval and Denial
- Viewing SPOT Transactions after Approval or Denial
- Deleting a SPOT Batch
- Key SPOT Report and Queries

Lesson

4 Overview of Payroll Processing

This lesson covers the following topics:

- Payroll Processing Overview

Process Payroll Overview

SPO is responsible for the creation of Operations Calendars and providing timelines to all state agencies regarding when specific agency payroll functions need to be completed (e.g., enter and approving timesheets). SPO will develop a procedure/process to assist the agencies with 'certifying' the payroll prior to the confirmation process. It will serve as documentation for the agency review and approval of the payroll expenditures.

- Agencies cannot schedule payroll processing at will or on an ad-hoc basis.
- Agencies are required to process payroll based on the payroll processing schedules provided by SPO (on-cycle and off-cycle).
- The **Pay Run ID** is used to identify the companies, paygroups and specific pay end date that are to be processed together. The **Pay Run ID** will is used in creating paysheets, calculating pay, and performing the final confirmation of payroll. Pay Run IDs must be unique throughout payroll history.

Process Payroll – Key Terms

The following are key terms utilized throughout the payroll Process.

Key Terms	Definition
On-Cycle	The regular payroll schedule based on the specified pay frequency (e.g., biweekly, semimonthly, monthly).
Off-Cycle	A payroll processed outside of the regular On-Cycle payroll schedule. Off-cycle payrolls are used to pay an employee when their check is incorrect or missing in the on-cycle payroll. May also be used for special payroll runs such as Bonuses.
Pay Group	A pay group is a grouping of employees based on shared characteristics (e.g., employee type, pay frequency, country location) and is used for payroll processing.
Pay Calendar	A pay calendar defines pay periods in Cardinal. The pay calendar displays the period begin, period end, and check date among other fields, for a particular company and pay group for each individual pay period (i.e., a semi-monthly pay group has 24 pay periods, so there will be 24 pay calendars for the semi-monthly pay group).
Pay Run IDs	The Pay Run ID will be used to identify the pay calendars that are to be processed together. The Pay Run ID will be used in creating paysheets, calculating pay, and performing the final confirmation of payroll. Pay Run IDs must be unique throughout payroll history. Pay Run IDs will be used to run any processes or reports related to the Pay Calendar it is associated with.
Paysheet	A paysheet will contain the data required to calculate employee pay for each pay period. Information reflected on employees' job records and tax data records will be pulled into the paysheets during the paysheet creation process. Only SPO will have access to paysheets.
Payline	A payline will correspond to an individual employee, but an individual employee may have more than one payline. For instance, an employee working multiple jobs will have multiple paylines in a paysheet. Only SPO will have access to payline data.

Sample Hourly Pay Calendar

Cardinal Hourly Pay Cycle - Calendar Year 2022								
BW1 (Sun-Sat) Pay Period End BW1MMDDYY	BW2 (Mon-Sun) Pay Period End BW2MMDDYY	BW3 (Fri-Thur) Pay Period End BW3MMDDYY	BW4 4 (Wed-Tue) Pay Period End BW4MMDDYY	Per Ind	Timesheet Deadline	Create Paysheets	Confirm Pay	Payday
Offcycle - OBWMMDDYY								
1/1/2022	1/2/2022	12/30/2021	1/4/2022	1	1/5/2022	1/5/2022	1/11/2022	1/14/2022
OBW010522						1/12/2022	1/13/2022	1/18/2022
1/15/2022	1/16/2022	1/13/2022	1/18/2022	2	1/19/2022	1/19/2022	1/25/2022	1/28/2022
OBW011922						1/26/2022	1/27/2022	1/31/2022
1/29/2022	1/30/2022	1/27/2022	2/1/2022	1	2/2/2022	2/2/2022	2/8/2022	2/11/2022
OBW020221						2/9/2022	2/10/2022	2/14/2022
2/12/2022	2/13/2022	2/10/2022	2/15/2022	2	2/16/2022	2/16/2022	2/22/2022	2/25/2022
OBW021622						2/23/2022	2/28/2022	3/2/2022
2/26/2022	2/27/2022	2/24/2022	3/1/2022	1	3/2/2022	3/2/2022	3/8/2022	3/11/2022
OBW030222						3/9/2022	3/14/2022	3/16/2022
3/12/2022	3/13/2022	3/10/2022	3/15/2022	2	3/16/2022	3/16/2022	3/22/2022	3/25/2022

Sample Salary Pay Calendar

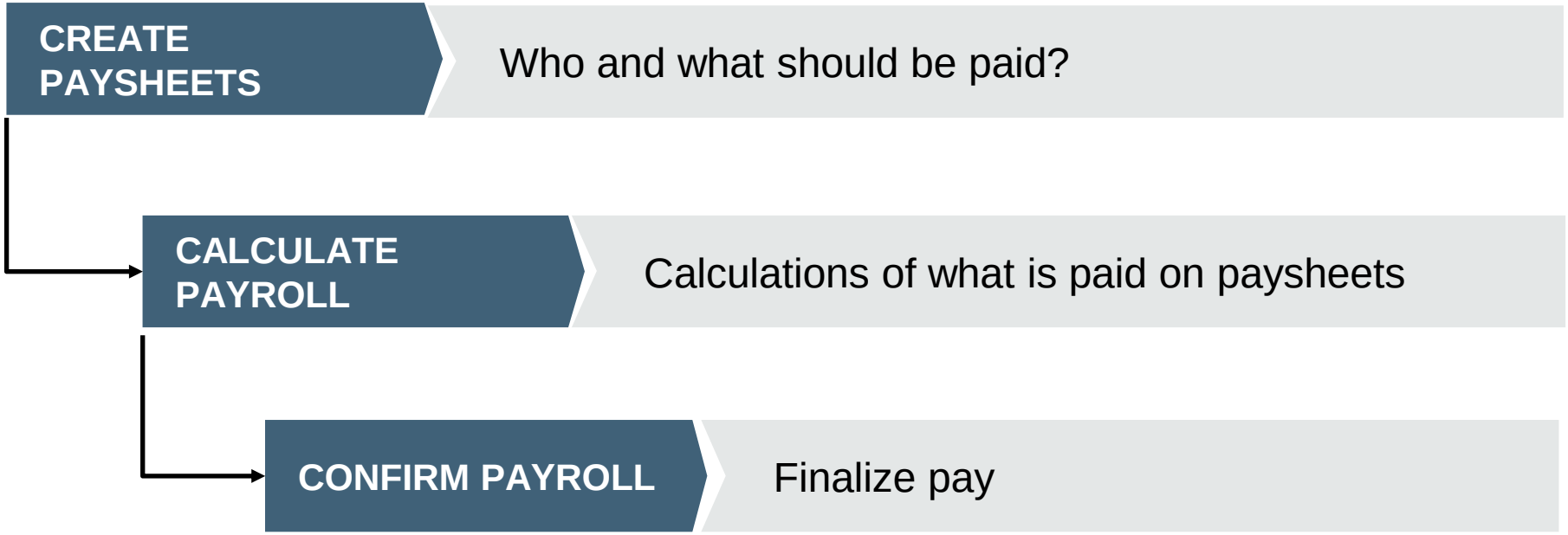
HCM Semi-Monthly & Monthly Schedule

HCM Semi-Monthly Schedule - Calendar Year 2022						
Pay period End SM1 SM1MMDDYY	Pay period End SM2 SM2MMDDYY	Create Paysheets	Final Calc/ HR Freeze (begins at noon)	Confirm Pay (End HR Freeze - 1 pm)	PAYDAY	Time Sheet Deadline
Offcycle - OSMMMDDYY						
1/9/2022	1/15/2022	1/3/2022	1/7/2022	1/10/2022	1/14/2022	1/13/2022
OSM011422		1/11/2022		1/13/2022	1/18/2022	
01/24/2022	1/31/2022	1/14/2022	1/25/2022	1/26/2022	2/1/2022	1/31/2022
OSM020121		1/27/2022		1/31/2022	2/2/2022	
02/09/2022	2/15/2022	2/1/2022	2/9/2022	2/10/2022	2/16/2022	2/15/2022
OSM021622		2/11/2022		2/15/2022	2/17/2022	
02/24/2022	2/28/2022	2/16/2022	2/22/2022	2/23/2022	3/1/2022	2/28/2022
OSM030122		2/24/2022		2/28/2022	3/2/2022	
3/9/2022	3/15/2022	3/1/2022	3/9/2022	3/10/2022	3/16/2022	3/15/2022
OSM031622		3/11/2022		3/15/2022	3/17/2022	

Process Payroll Subprocesses

The **Process Payroll** business process involves activities performed by SPO to compile all payroll transactions, calculate earnings, taxes, deductions, and report payroll data.

The **Process Payroll** business process includes the following three sub-processes:

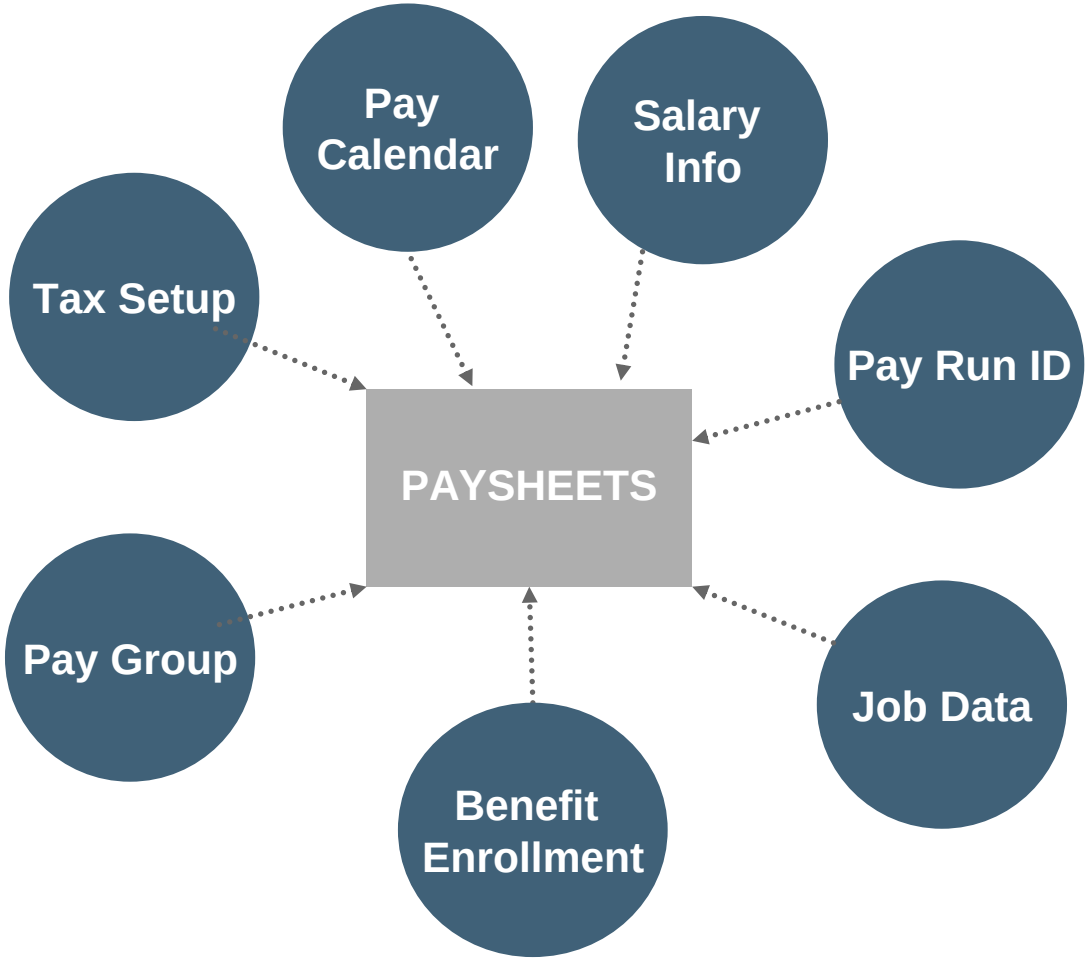


Create Paysheets

What does create a Paysheet consist of?
A paysheet is a template that pulls data from various sources and is used to calculate an employee's pay (e.g., job, Pay Group, benefit enrollment, tax setup, etc.). Batch processes creates paysheets for all employees that have an active Payroll status for the pay period.

What does a Paysheet contain?
A paysheet will contain the data required to calculate employee pay for each pay period. Information reflected on employees' job records and tax data records will be pulled into the paysheets during the paysheet creation process.

What happens when the Paysheet is created?
Once created, paysheets will be updated by payroll load processes (e.g. SPOT, time and labor, inactive employees) with pay information including earnings, deductions, garnishments, taxes.



Calculate Payroll

The Calculate Payroll process derives the gross to net pay from the earnings, taxes and deductions. It is an iterative process that runs several times as outlined on the Operations Calendars.

The Calculate Payroll process identifies any invalid or missing personal, job, taxes and/or benefit data that prevents the process from creating the paycheck.

Cardinal will calculate the Fair Labor Standards Act (FLSA) premium rates from what is being loaded for time and labor (e.g., overtime, shift differentials)

Once calculate payroll runs, you can review the results of paycheck earnings, taxes, and deductions.

Confirm Payroll

Pay Confirmation finalizes payroll, and no further changes can be made to the payroll once pay confirmation runs. The Pay Confirmation batch process must be run for all on-cycle and off-cycle paysheets.

The Confirm Payroll process updates all balances for earnings, deductions, taxes, and garnishments. The pay confirmation also reads the direct deposit banking information and assigns check and advice numbers.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. Payroll Administrators are responsible for creating paysheets.

2. True or False. Paysheets pull data from various sources such as job data, Pay Group, Benefit enrollment, etc.

3. True or False. Cardinal will calculate the Fair Labor Standards Act (FLSA) premium rates for agencies with overtime and differentials.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

4. Once the _____runs, no further changes can be made to the current payroll.

   a. Create Paysheets
   b. Calculate Payroll
   c. Confirm Payroll

Lesson Summary

4 Overview of Payroll Processing

In this lesson, you learned

- Payroll Processing Overview

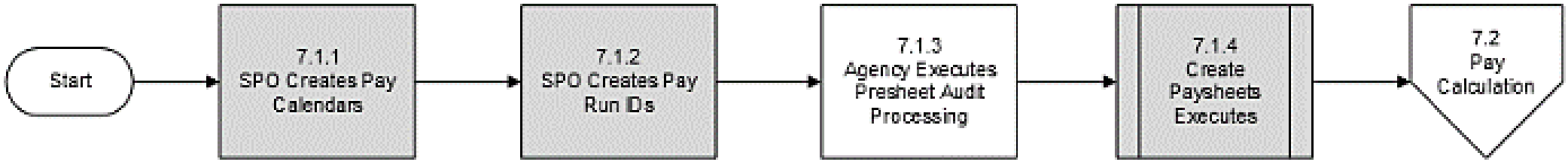
Lesson

5 Process Payroll – Create Paysheets

This lesson covers the following topics:

- Create Paysheet Process
- Viewing the Employee Payroll Status
- Pre-Sheet Audit Report

Create Paysheets Process Flow



Create Paysheets Overview

During the Paysheet Creation process, the system scans all employees and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups are related to a pay calendar entry that is associated with the Pay Run ID.

Paysheets will contain the employee payroll data required to calculate employee pay for each pay period. Information such as the employee's Empl ID, compensation rate, and standard hours from the Job Data page and the work state on the Tax Distribution page will be pulled into the paysheet.

The Paysheet Creation process will create a paysheet for all active employees. Active employees include:

- Employees who have a Payroll Status of Active
- Employees who have a Payroll Status of Leave with Pay
- Employees who have a Payroll Status of Leave of Absence or Terminated for only part of the pay period

Separate processes will create paysheets for inactive employees in the following situations:

- Employees with approved SPOT transactions
- Employees with approved time (e.g., Time and Absence)

Create Paysheets

The agencies do not have access to paysheets in Cardinal. Only SPO will have the ability to access paysheets to update transactions. Agencies will update paysheets by submitting earnings and deduction adjustments through SPOT.

SPO has access to paysheets and can make updates such as one-time tax transactions. In cases where the employee should not receive pay, SPO can uncheck the OK to Pay option.

SPO runs a custom program that will create paysheets for inactive employees who have pending time (e.g., overtime lag) that needs to be loaded.

SPO will create off-cycle paysheets manually as needed.

Example of a Paysheet

Payline | By Payline

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Company CJS | Pay Group TR1 | Pay Period End Date 04/10/2021 | Page 2

Empl ID | Line 2

Empl Record 0 | Benefit Record 0 | Manual Check

Check Number | Check Date | Total Gross | Net Pay

Transaction Message No Message

Payline Details 3 of 3 View All

Addl Line Nbr 2 | OK to Pay | Override Hourly Rate | No Direct Deposit

Separate Check | Gross-Up | Reason | TL Records

Reg Hours | OT Hours | Hourly Rate 24.038462 | Reg Salary

Reg Rate Code | OT Rate Code

*Shift Not Applicable | *State VA | Locality

Earnings Begin 04/04/2021 | Earnings End 04/10/2021 | Additional Data

Other Earnings 1-1 of 1 View All

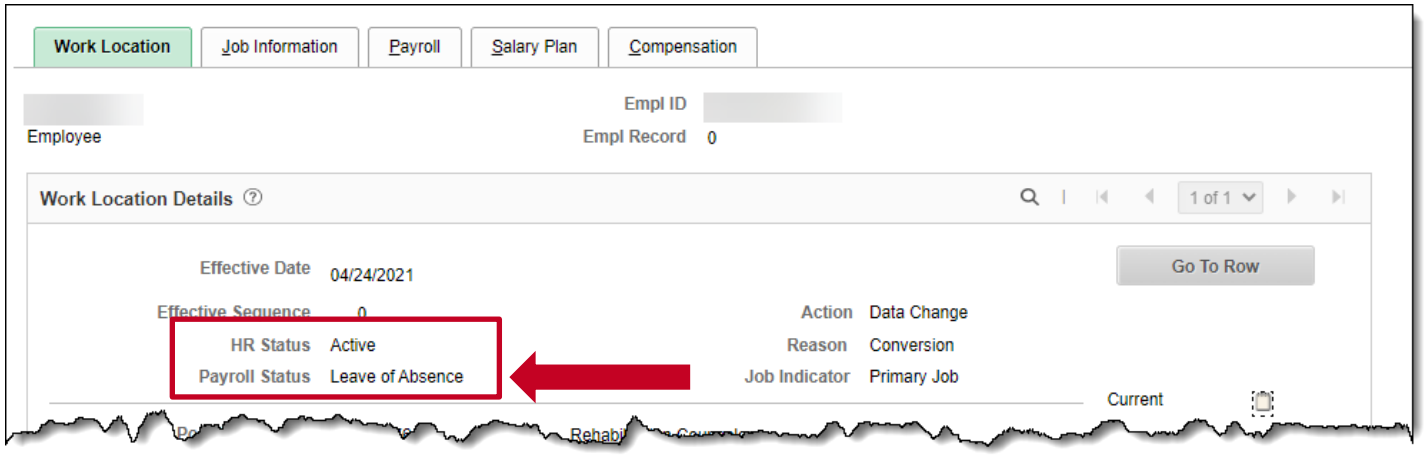
*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
BON					100.00	OP

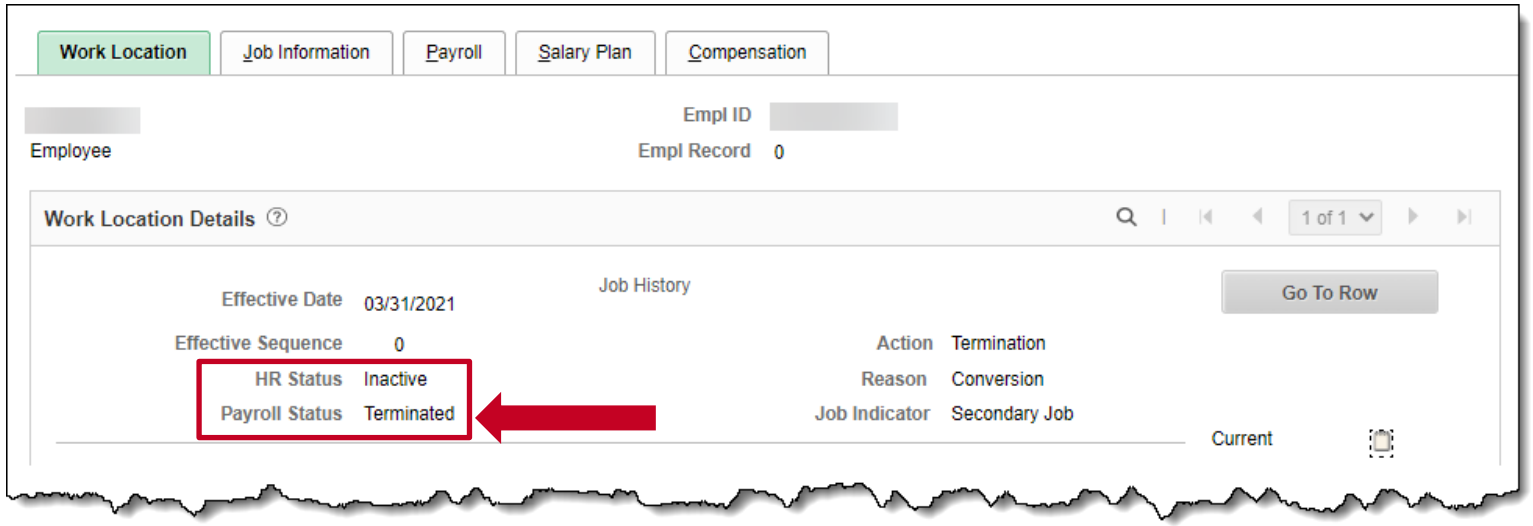
Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Viewing the Employee Payroll Status

The **HR Status** for an employee will be **Active** or **Inactive**. The **Payroll Status** can have various statuses (e.g., **Active**, **Leave with Pay**, **Leave of Absence**, **Terminated**). When paysheets are created it is based on the **Payroll Status**.





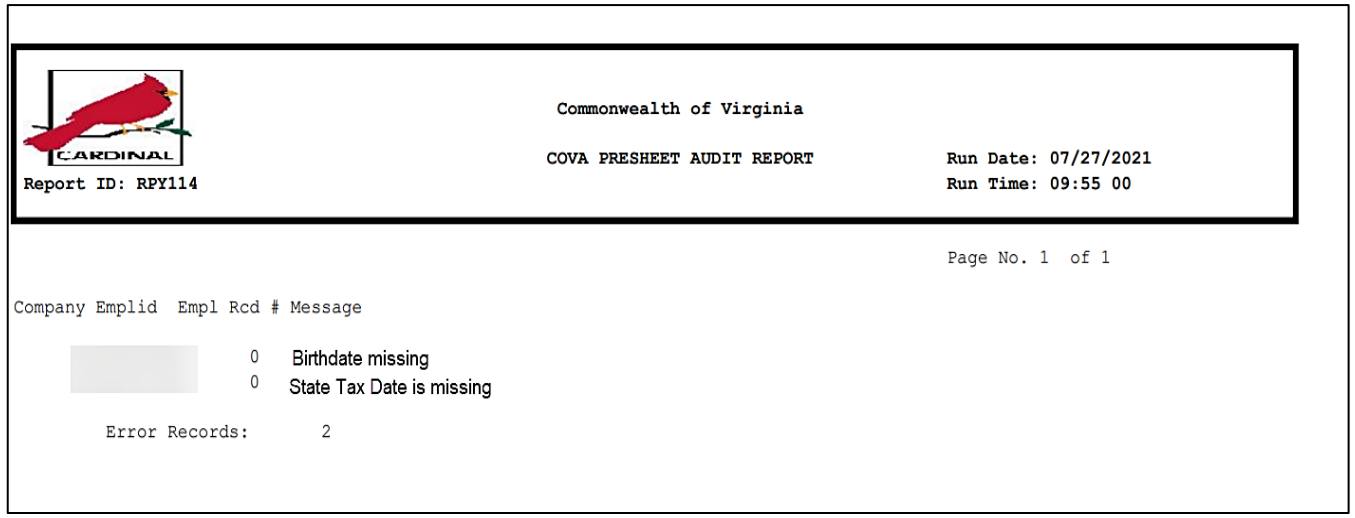
Pre-Sheet Audit Report

There are several reports that help prepare for accurate payroll processing. See the **HCM Reports Catalog** for information on generating and reviewing payroll reports.

The **Presheet Audit Report** is recommended to be run prior to paysheet creation. This report identifies potential issues in employee data, benefits and payroll data prior to paysheets being created (e.g., missing tax data, benefit enrollments in plans which are not in the benefit program).

The Pre-sheet audit processing in Cardinal consists of running the Pre-sheet Audit Report, reviewing, and correcting any errors listed on the report. While it is recommended that errors on the Pre-Sheet Audit Report be corrected prior to the creation of paysheets, the errors reflected on the Pre-sheet Audit Report will not prevent the successful creation of paysheets.

See the Job Aid titled **PY381: Resolving Common Payroll Errors** for details on the errors and resolutions. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



CARDINAL

Report ID: RPY114

Commonwealth of Virginia

COVA PRESHEET AUDIT REPORT

Run Date: 07/27/2021
Run Time: 09:55 00

Page No. 1 of 1

Company	Emplid	Empl Rcd #	Message
		0	Birthdate missing
		0	State Tax Date is missing

Error Records: 2

Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. Create paysheet process is based on the employee's HR Status.

2. True or False. The Presheet Audit report identifies potential issues in employee, benefit, and payroll data prior to paysheets being created.

Lesson Summary

5 Process Payroll – Create Paysheets

In this lesson, you learned

- Create Paysheet Process
- Viewing the Employee Payroll Status
- Pre-Sheet Audit Report

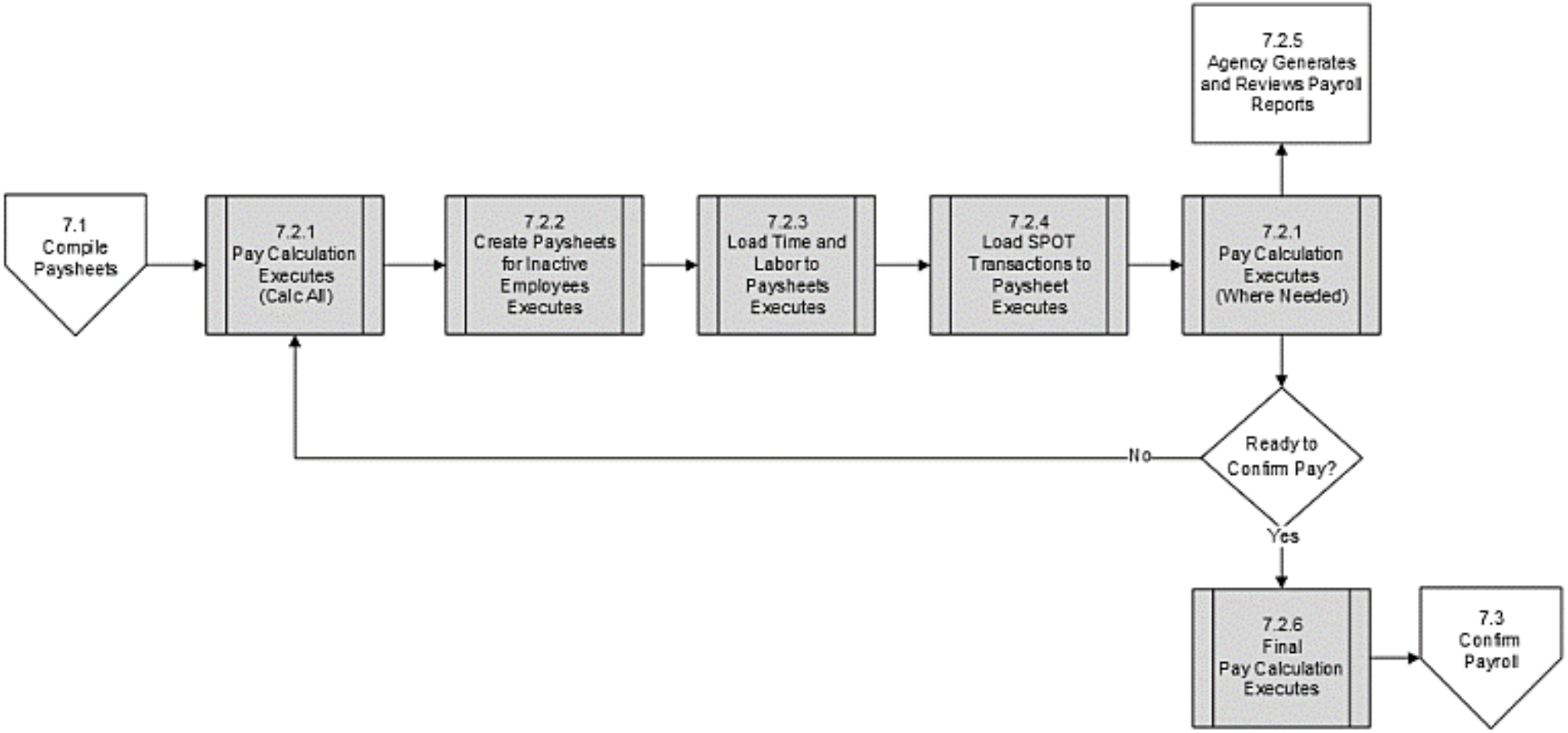
Lesson

6 Process Payroll – Calculate Pay

This lesson covers the following topics:

- Calculate Pay Process Flow
- Calculate Pay Overview
- Review Key Error Reports
- Review the Paycheck Page for an employee
- Create Paysheets for Inactive Employees
- Time and Labor Data Load
- SPOT Transaction Load
- Final Pay Calculation

Calculate Pay Process Flow



Calculate Pay Overview

Calculate Pay determines earnings, deductions, taxes and net pay for all employees with earnings. Each company and paygroup assigned to a **Pay Run ID** will be processed separately from other Pay Runs.

Preliminary Pay Calculation – an iterative process that will be run several times prior to the Final Pay Calculation. During the payroll processing period a 'Calculate All' will run each night and a 'Calculate where Needed' will run once each day during business hours.

- **Calculate All** – calculates for employees who had a paysheet created and the Ok to Pay is checked.
- **Calculate Where Needed** - calculates pay for employees who have not yet been calculated, employees with errors, or employees who have had changes since the last pay calculation.

- **Create Paysheets for Inactive Employees** – creates paysheets for inactive employees with pending Time and Labor Data (e.g., creates a paysheet for a terminated employee to pay them lagged overtime).

- **Load Time and Labor Data –** loads approved time for employees with paysheets.

- **Load SPOT Transactions** – loads approved SPOT transactions for employees with paysheets and creates paysheets for inactive employees who have pending SPOT transactions (e.g., creates a paysheet for a terminated employee who has final leave payouts entered on the SPOT).

- **Final Pay Calculation** – signals to the system to progress to the pay confirmation and sets the Locked for Confirm indicator to prevent automatic updates to the paysheet when certain employee pay data are changed, unless final calculation is rerun.

Calculate Pay

When the **Preliminary Pay Calculation** is run with the **Calculate Where Needed** option, the system recalculates employees for whom there are changes since the last pay calculation in the following records:

- Paysheet
- Additional pay
- Personal data
- Job Record
- Federal, state, or local tax data
- Garnishment rule, schedule, or specification
- General deductions
- Benefit Deductions

Note: Any online changes after paysheet creation (e.g., termination) or changes that alter the **OK to PAY** check box should be reflected after the next pay calculation process runs. If updates are not reflected in the updated reports or **Review Paycheck** page, you will need to work with SPO.

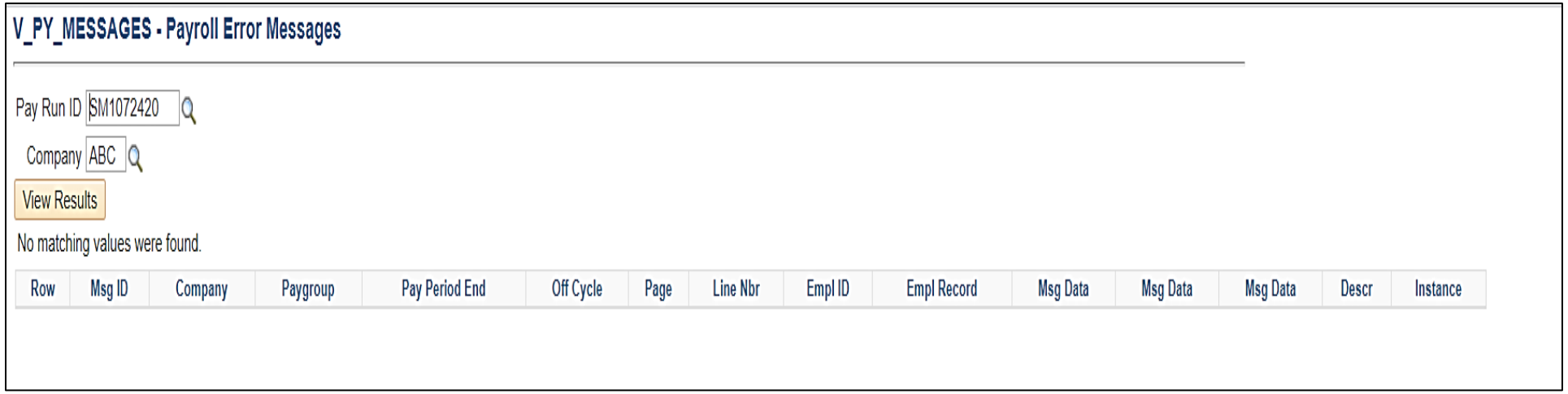
Review Payroll Error Messages

The **Payroll Error Message Query** displays a consolidated list of the payroll error messages generated during the calculation process. These errors need to be reviewed and addressed by the agency Payroll Administrator. If an employee remains in error, a paycheck will not be generated for the employee, nor can the payroll be confirmed. The agency should continue to fix employee errors until this report does not return any rows. This query's results can be downloaded to Excel if desired.

See the Job Aid titled, **PY381: Resolving Common Payroll Errors** for a listing of errors that this query can generate and steps to resolve them

To navigate to the **Payroll Error Message Query** use the following path:

Navigator > Reporting Tools > Query Viewer > V_PY_MESSAGES



Payroll Error Messages

Payroll Administrators will review the reports and correct any errors in Cardinal. If the Payroll Administrator is unable to resolve any errors, they will work with SPO to resolve those errors. Any errors not resolved will result in the employee not receiving a paycheck.

Here is a list of typical errors that you will see on payroll reports:

- The deduction code displayed below is not found in the Deduction Table
- Employee missing birth date
- Tax Data not found
- No UI Jurisdiction
- Inactive Earnings Code
- Negative Gross Pay
- Dependent not enrolled

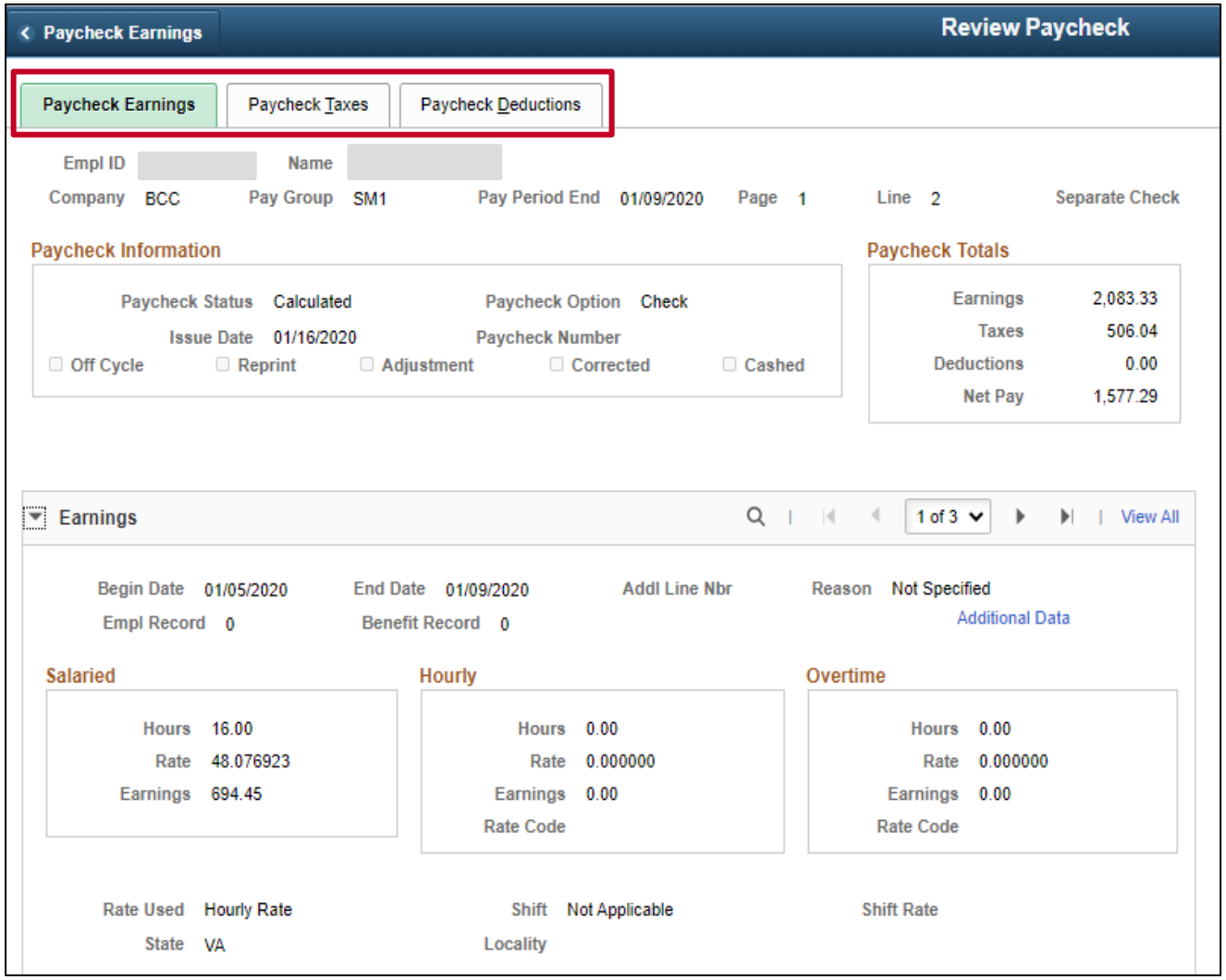
For more information on payroll errors and how to resolve them, refer to the Job Aid titled **PY381 Resolving Common Payroll Errors,** located on the Cardinal Website in **Job Aids** under **Learning.**

Review Paychecks

After pay is calculated, agencies can review employee paychecks for earnings, deductions and taxes on separate tabs. To review a paycheck, navigate to the **Review Paycheck** page using the following path.

Navigator > Payroll for North America > Payroll Processing USA> Produce Payroll > Review Paycheck

See the Job Aid titled **PY381: Overview of the Review Paycheck Page** for more details. This Job Aid is located on the Cardinal Website, in **Job Aids** under **Learning**.



Review Paychecks – Earnings Tab

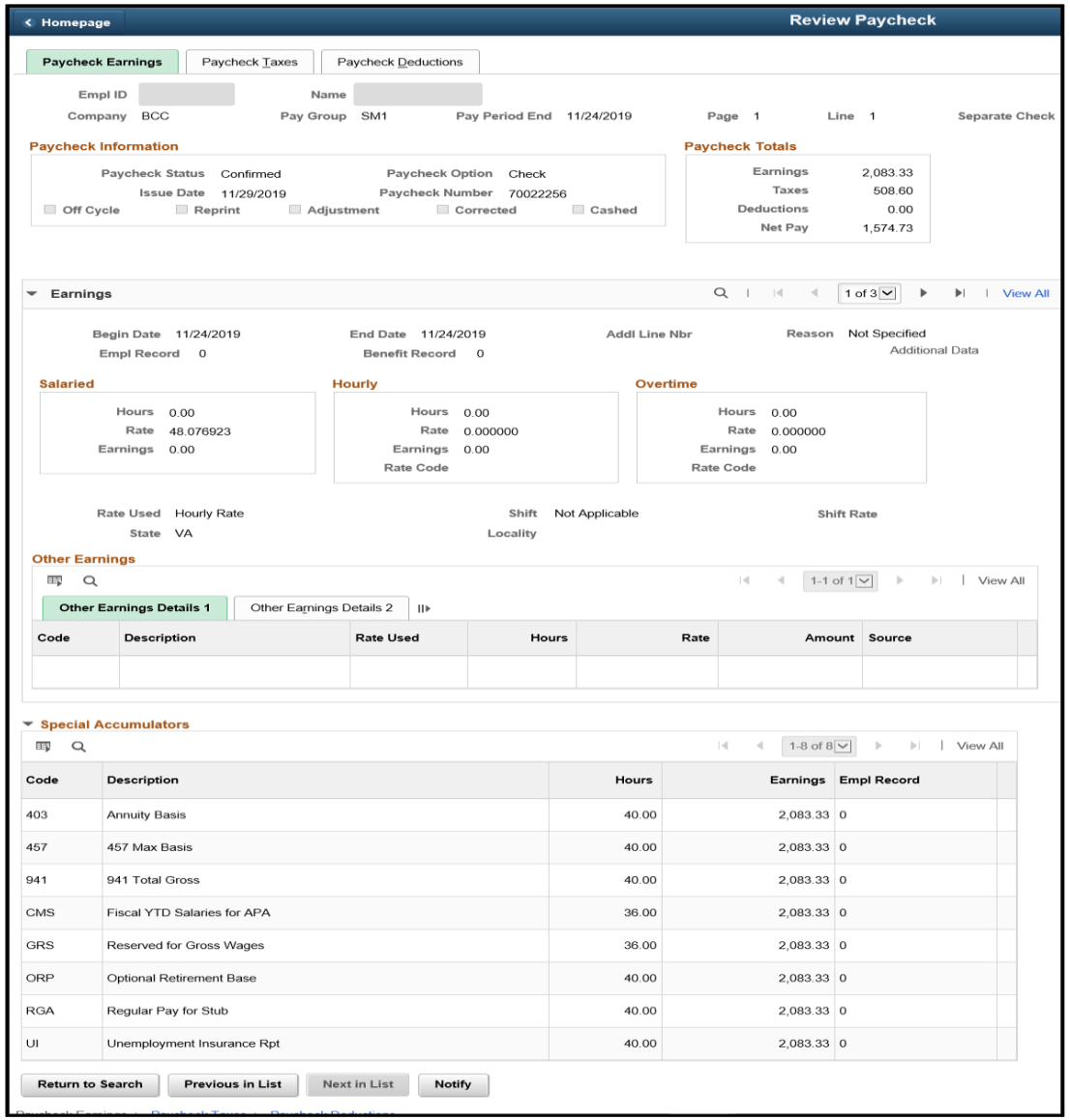
The **Paycheck Earnings** tab will populate by default. The tab consist of four sections, **Header** section, **Earnings, Other Earnings**, and **Special Accumulators**.

- **Header** – displays the employee information, paycheck totals and paycheck information.
  - **Paycheck Status** - calculated, confirmed.
  - **Paycheck Option** – check, advice.
  - **Paycheck Number** – displayed when confirmed.

- **Earnings** – provides a breakout of the paycheck total earnings by FLSA workweek during the pay period.

- **Other Earnings** – reflects the holiday and absence hours, additional pay, SPOT earnings, and Time and Labor as applicable to employee. This also provides a breakout of the paycheck total earnings by FLSA workweek during the pay period.

- **Special Accumulators** – used to create a collective total of specific groups of earnings codes.



Review Paychecks – Earnings Tab

The **Other Earnings** section of the **Earnings Tab** reflects the holiday and absence hours, additional pay, SPOT earnings, and Time and Labor as applicable to employee.

The **Source Code** field displays **OP** when it is a SPOT transaction.

Other Earnings

1-2 of 2 | View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.87	
VRS	VRS Contribution Base	Hourly Rate			3,841.71	

Other Earnings

1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
BON	Non-discretionary Bonus (FLSA)	Hourly Rate			150.00	OP

Review Paychecks – Earnings Tab

The **Special Accumulators** section of the **Earnings** tab is used to create a collective total of specific groups of earnings codes (e.g., benefits, retirement).

Special Accumulators

1-11 of 11 | View 8

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	96.00	2,233.33	0
457	457 Max Basis	96.00	2,233.33	0
941	941 Total Gross	96.00	2,233.33	0
CBS	VRS Creditable Compensation		1,946.92	0
CMB	Fiscal YTD Bonuses for APA		150.00	0
CMS	Fiscal YTD Salaries for APA	96.00	2,083.33	0
GRS	Reserved for Gross Wages	96.00	2,233.33	0
ORP	Optional Retirement Base	96.00	2,083.33	0
OTE	Other Earnings		150.00	0
RGA	Regular Pay for Stub	96.00	2,083.33	0
UI	Unemployment Insurance Rpt	96.00	2,083.33	0

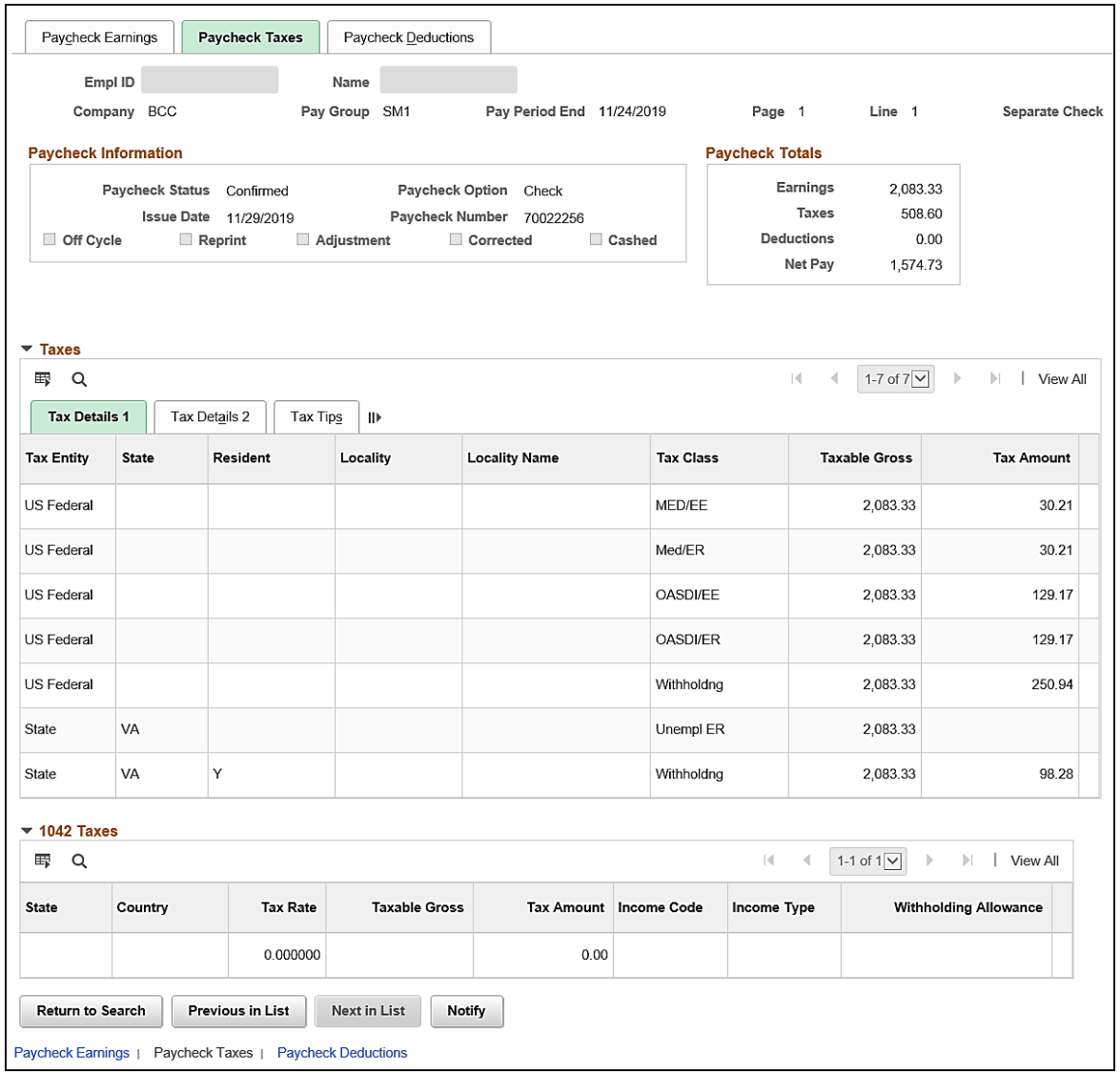
Review Paychecks – Taxes Tab

The **Paycheck Taxes** tab displays information about taxes taken from the employee's paycheck. The **Header** section comes over from the **Earnings** tab.

There are two sections on this tab:

- **Taxes** – this section contains two **Tax Details** tabs. Each tab displays information about the taxes the employees pays
  - Tax Details 1
  - Tax Details 2

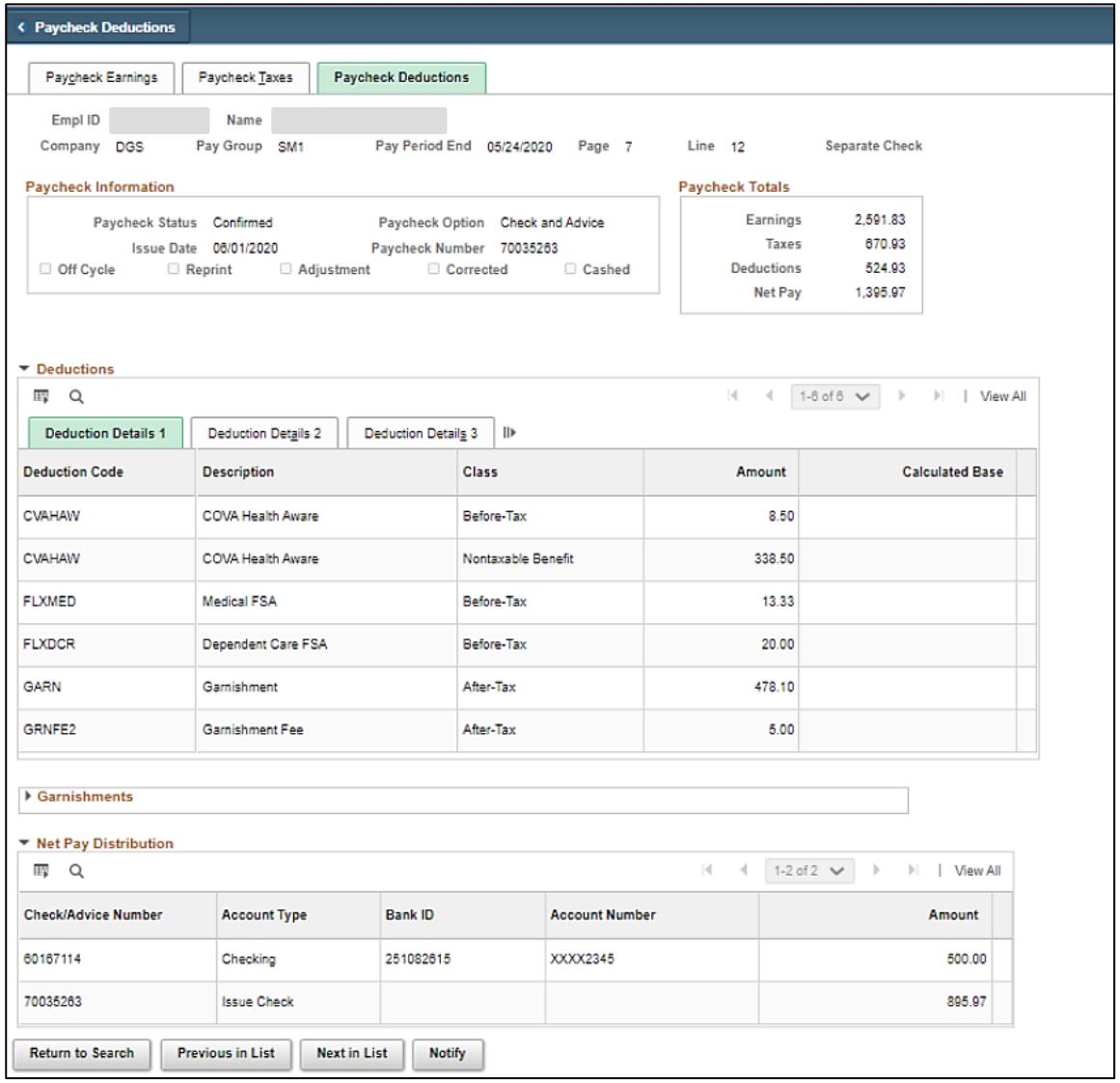
- **1042 Taxes** – this section is for foreign national employees whose taxable wages and tax withholdings are reported on a 1042-S form (rather than a W-2), these amounts are shown in the Taxes and 1042 Taxes sections



Review Paychecks – Deductions Tab

The **Paycheck Deductions Tab** displays all deductions, including garnishment. The Header section will come from the Paycheck Earnings tab. There are three sections:

- **Deductions** – list of all the employee and employer deductions, deductions codes, and descriptions. There are three **Deductions Details** tabs:
  - **Details 1** – general deductions (e.g., parking, funds)
  - **Details 2** – benefit deductions (e.g., medical, savings)
  - **Details 3** – refunds or additional pay
- **Garnishments** – list any garnishments payments (e.g., writ, child support). See the next slide for more information on garnishments
- **Net Pay Distribution** – direct deposit information for the employee



Review Paychecks – Deductions Tab

The **Garnishments** section of the **Deduction Tab** lists any garnishments payments (e.g., writ, child support).

Garnishments 1 of 1 View All

Priority	1	ID	000001
Vendor	CHESTERFIE-066		
Law Source	VA		
Disposable Earnings	1,737.43		
Less Exemption	1,303.07		
Less Other Garnishments			
Maximum Deduction	434.36		
Limited Amount	434.36		
Garnishment Amount	434.36		
Company Fee			
Payee Fee			
Total Deducted	434.36		

Type	Tax Levy	
AP Status		
Rule ID	GENERAL	General Exemption
Proration Rule ID		
Limited Type	Deduct Not Limited	

☐ Adjusted Due To Included Fee

Payroll Reports

Payroll reports will be generated and reviewed by the agency after each Preliminary Pay Calculation runs iteratively. When the reports are run after the pay confirmation, the word ‘Confirmed’ will be included in the report header. There are several reports that help prepare for accurate payroll processing.

Reports	Navigation	Description
Other Earnings Register	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Other Earnings Register	Displays all earnings hours and amounts entered in the Other Earnings section of the paysheet.
Payroll Register	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Payroll Register	Displays employee gross to net pay including hours and amounts.
Salary Rate and Regular Pay Comparison Report	Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report	Lists employees where current pay period earnings is different than per pay period compensation on their job record.
Deductions Not Taken	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Deductions Not Taken	Deductions that were not taken during the pay period, including the reason the deduction was not taken.
Employees Not Processed	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA EE Not Processed	Employees on the paysheet with the “OK to Pay” box unchecked. All hourly employees have “OK to Pay” unchecked unless time has been loaded from TA.

Payroll Reports (continued)

Reports	Navigation	Description
Deductions Register	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Deduction Register	Displays employee deductions withheld on the current paycheck.
Deduction Amount Change Comparison Report	Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report	Lists employees with Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period.
COVA Payroll Summary Report	Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Payroll Summary	This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, employee and employer taxes by Run ID by Company.
Uncheck OK to Pay	Navigator > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY	Custom query to show 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.

For more information on generating and reviewing payroll reports, refer to the **HCM Reports Catalog** located on the Cardinal website.

Payroll Reports – Other Earnings Register

Other Earnings Register - displays all earnings hours and amounts entered in the **Other Earnings** section of the paysheet.

To navigate to the **Other Earnings Register,** use the following path:

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

CARDINAL

Report ID: RPY088

Commonwealth of Virginia

COVA OTHER EARNINGS REGISTER

Run Date: 02/18/2021
Run Time: 11:02 00

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Company DGS Department of General Services
Pay Period End 05/24/2020
Pay Group SM1 Semimonthly Class (SATFRI07)

Earnings WCS Workers Comp Supplement

Employee ID	Name	Separate Check ID	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 Amount
				350.00		350.00		350.00		350.00
	Other Earnings Total		0.00	350.00	0.00	350.00	0.00	350.00	0.00	350.00
	Pay Group Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23
	Pay Period Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23
	Company Total		9.00	3,042.12	9.00	3,418.12	9.00	7,179.49	9.00	14,702.23

Payroll Reports - Payroll Register

Payroll Register displays employee gross to net pay including hours and amounts.

To navigate to the **Payroll Register,** use the following path:

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

Report ID: RPY137

Commonwealth of Virginia

COVA PAYROLL REGISTER

Run Date: 07/28/2021
Run Time: 12:52 00

Page No. 1 of 7

Company: CJS Dept of Criminal Justice Svcs
Pay Period End:04/09/2021 On/Off Cycle
Pay Group TR2 Semimonthly Class (SUNSAT07)

Employee Name/ID Dept. ID Check Date	Form ID Business Unit Check No.	<----- REGULAR -----> Hours	 Earnings	<--- OVERTIME ---> Hours	 Earnings	<-------- OTHER -------->Type	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
[redacted]		40.00	868.06			VRS		1,027.16 N	2,083.33	115.71 OASDI	24.50 00-DGPRKB	1,431.59 U
		40.00	868.05			VRS		1,027.15 N		27.06 MEDI	0.15 00-DOAFEE	
10230	14000	16.00	347.22			VRS		410.86 N		78.28 VASWT	9.79 00-OPTLIF	
04/16/2021											72.89 00-PSTTAX	
											86.00 10-CVAHAW	
											112.00 60-FLXMED	
											98.61 70-HVRMDB	
											24.65 7Z-HYBMDC	
											2.10 AZ-FLXFEE	
Department Total		96.00		0.00			0.00		2,083.33		430.69	1,431.59
			2,083.33		0.00			2,465.17		221.05		0.00
												1,431.59 U
[redacted]		40.00	868.06			MNT		9.38	2,355.83	133.69 OASDI	24.50 00-DGPRKB	1,560.40 U
						VRS		1,687.99 N		31.27 MEDI	122.00 10-CVACRE	
10320	14000	40.00	868.05			MNT		9.38		106.48 FWT	40.00 49-DEFCMP	
04/16/2021						VRS		1,687.99 N		82.83 VASWT	50.00 60-FLXMED	
		16.00	347.22			BON		250.00			202.56 70-VRSRET	
						MNT		3.74			2.10 AZ-FLXFEE	
						VRS		675.19 N				
Department Total		96.00		0.00			0.00		2,355.83		441.16	1,560.40
			2,083.33		0.00			4,323.67		354.27		0.00
												1,560.40 U

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Payroll Reports - Salary Rate and Regular Pay Comparison Report

Salary Rate Comparison Report lists employees where current pay period earnings is different than per pay period compensation on their job record.

To navigate to the **Salary Rate and Regular Pay Comparison,** use the following path:

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

Report ID: RPY086

Commonwealth of Virginia

SALARY RATE AND REGULAR PAY COMPARISON REPORT

Run Date: 06/02/2021
Run Time: 02:46 00

Company: ABC Payroll Status - Confirmed 06/02/2021 02:46 00 Page No. 1 of 27

Department	Employee ID	Employee Name	Job Comp Rate	Regular Pay	Difference	Gross Pay	Special Pay Type	Special Pay Amount.
100000			2500.00	2045.45	454.55	2045.45		0.00
120711			4527.08	2208.33	2318.75	4527.08		0.00
120711			4527.08	2318.75	2208.33	4527.08		0.00
100000			3071.47	1532.26	1539.21	3088.46	Prm Rwrd	17.00
100000			3071.47	1539.20	1532.27	3088.46	Prm Rwrd	17.00
300501			No Paycheck Record					
100000			No Paycheck Record					
120711			No Paycheck Record					
410806			No Paycheck Record					
100000			No Paycheck Record					
300501			No Paycheck Record					
226190			No Paycheck Record					

Payroll Reports – Deductions Not Taken

Deductions Not Taken displays deductions that were not taken during the pay period, including the reason the deduction was not taken.

To navigate to the **Deductions Not Taken** report, use the following path:

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

Report ID: RPY140

Commonwealth of Virginia

COVA DEDUCTIONS NOT TAKEN REPORT

Run Date: 02/18/2021
Run Time: 11:03 00

Page No. 15 of 31

Company: DOA Department of Accounts
Pay Period End: 05/24/2020

On/Off Cycle CONFIRMED

Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
		SM1	AGYMSC	Agy Misc	999	100.00	N Net			000000070035345
		SM1	FLXDCR	DpCr FSA	0	1,666.67	N Net			000000070035355
				Pay Period Total		1,766.67			0.00	
				Company Total		1,766.67			0.00	

Payroll Reports - Employees Not Processed

Employees Not Processed – shows employees on the paysheet with the "**OK to Pay**" box unchecked. All hourly employees have "**OK to Pay**" unchecked unless time has been loaded from TA**.**

To navigate to the **Employees Not Processed** report, use the following path:

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

Report ID: RPY141

Commonwealth of Virginia

EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL

Run Date: 06/02/2021
Run Time: 02:22 00

Company: CJS Dept of Criminal Justice Svcs
Pay Period End:04/10/2021
Pay Group TR1 Training Test Paygroup 1

Page No. 1 of 3

Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Addl			<------- REGULAR -------> Hours	Earnings	<- OVERTIME -> Hours	<---------- OTHER ----------> Type	Hours	Earnings
		10230	14000	1	1							
		10230	14000	1	1	1						
		10320	14000	2	1							
		10320	14000	2	1	1						
		10320	14000	2	2							
		10320	14000	2	2	1						
		10320	14000	2	3							
		10320	14000	2	3	1						
		10330	14000	3	1							
		10330	14000	3	1	1						

Payroll Reports – Deductions Register

Deductions Register – displays employee deductions withheld on the current paycheck.

To navigate to the **Deduction Register** report, use the following path:

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

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Report ID: RPY146

Run Date: 01/11/2021
Run Time: 02:09 00

Page No. 18 of 1921

Company ABC Alcoholic Beverage Control
Pay Period End 05/09/2020
Pay Group SM1 Semimonthly Class (FRITHU07)

Deduction AGPRKA Agency Parking Post Tax
Type General Deduction

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	10.00					20.00	30.00	70.00	
	Deduction Total		10.00	0.00	0.00	0.00		20.00	30.00	70.00	

Payroll Reports – Deduction Change Amount Report

Deduction Change Amount Report lists employees with Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period.

To navigate to the **Deduction Amount Comparison** report, use the following path:

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

Commonwealth of Virginia

DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS

Report ID: RPY089

Run Date: 06/02/2021
Run Time: 12:19 00

Company: UMW - University of Mary Washington

Page No. 2 of 2

Current Pay End Date: 10-NOV-2019
Prior Pay End Date: 27-OCT-2019

Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
	0	A		501201	Found 2	A	00	10.00	0.00	
	0	A		205701	Def Comp	B	49	125.00	0.00	
	0	A		205500	Found 1	A	00	312.50	0.00	
	0	A		205001	Admn Fee	A	00	0.35	0.00	
	0	A		205001	Annuity	B	46	600.00	0.00	

Payroll Reports – COVA Payroll Summary Report

The **COVA Payroll Summary Report** shows paycheck details including amounts, earnings, employee deductions, employer contributions, employee and employer taxes by Run ID by Company.

To navigate to the **COVA Payroll Summary Report** use the following path:

Navigator > Payroll for North America > Payroll Processing > Pay Period Reports > COVA Payroll Summary Report

Report ID: RPY138

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT

Run Date: 07/29/2021
Run Time: 10:21 00

Page No. 1 of 7

Company: CJS
Pay Period End: On/Off Cycle
Run ID: TR10410

Pay Check Summary
All Checks (Including On-line)

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
15	28657.43	5462.86	3532.08	19662.49

On-line Checks

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

Batch Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	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

Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
43	16666.64	768	0.00	0.00	0.00	0.00

Payroll Reports – Uncheck OK to Pay

Uncheck OK to Pay 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.

To navigate to the **Uncheck OK to Pay** use the following path:

Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

V_PY_UNCHECK_OK_TO_PAY- EE with multiple Open Payrolls

No matching values were found.

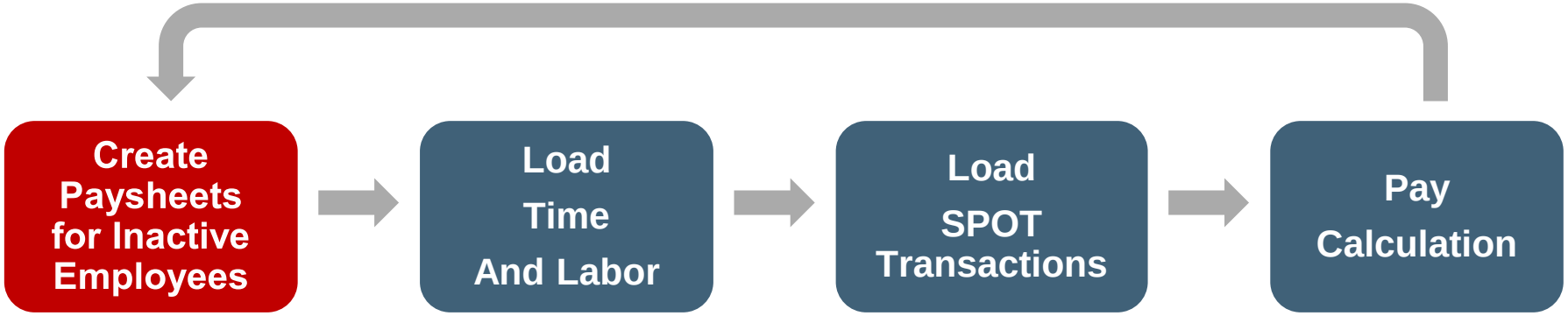
Row	Check Date	Pay Period End Date	Company	Pay Group	Empl ID	Employee Name	Employee Record	Employee Gross Earnings	Employee Hours

Pay Calculation – Create Paysheets for Inactive Employees

The **Create Paysheets** process creates paysheets for active employees.

There are situations when time needs to be paid for inactive employees. The most common situation is when an employee is separated, and their overtime pay was not included in the last paycheck due to overtime being paid on a period lag.

The **Create Paysheets for Inactive Employees** process will create a paysheet for any inactive employee who has approved time in Time and Labor that is pending payment. Creating the paysheet enables the **Load Time and Labor** process to load the approved time to the employees paysheet. This process will run during the nightly pay calculations as well as the pay calculations run during the day.



This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation.

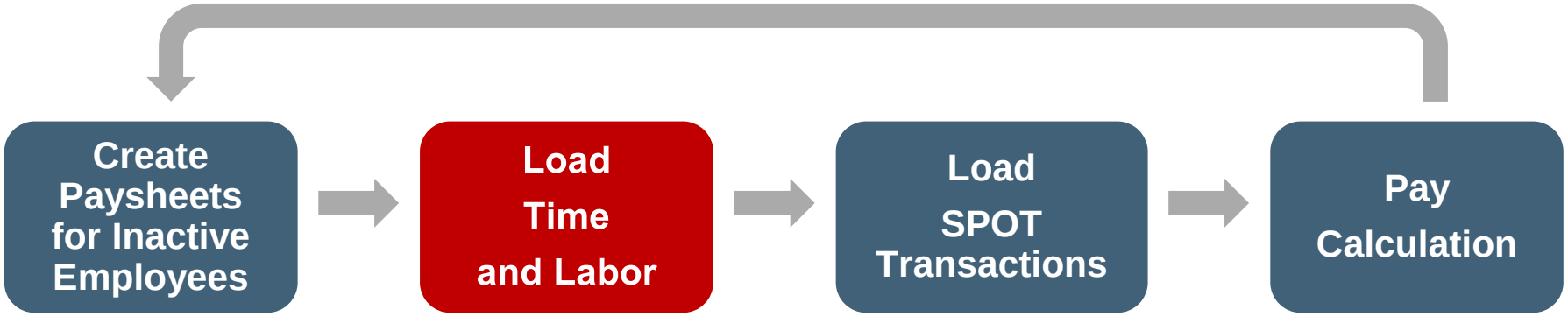
Pay Calculation – Load Time and Labor

SPO will run a program to load approved time from Time and Labor prior to each pay calculation cycle.

Employees and agency Timekeepers will key time into timesheets and submit for approval. Authorized timesheet approvers will then approve the time.

The **Load Time and Labor** process will pull all the approved time for employees included in the current payroll calculation. This will occur during the nightly pay calculations as well as the pay calculations run during the day.

After **Pay Calculation** is complete, the earnings for the time will be visible to review on the **Review Paycheck** page and on the payroll reports.



This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation.

Time and Labor Data Load – Wage Employees

The load time and labor process loads approved payable time into Payroll for processing. Limited additional earnings (e.g., shift differential) come through the timesheet and others will be entered in SPOT. This process will vary based on the type of employee.

Hourly (wage) employees

- All approved payable hours (e.g., regular, overtime, and premiums) are loaded from TA.
- There is no lag for wage employees. All regular, overtime hours are sent in the current pay periods.
- Prior period adjustments can be entered onto timesheets and will be loaded to paysheets as appropriate in the pay period that is open.

Time and Labor Transactions should not be entered in SPOT as approved time transactions are loaded to payroll through the Time and Labor load process. If there is a situation where time transactions are not approved in time for the employee to be paid, they can be entered into SPOT and the Payroll Administrator will need to do the following:

- **Current Pay Period**: Enter the hours in SPOT by FLSA work week (this ensures that overtime calculations are correct)

- **Next Pay Period**: Since the hours that were not previously approved in time will now be approved the Time and Labor load process will be pulled into payroll from the previous pay period. You will need to enter a reversal for the same transaction in SPOT to avoid duplicate payment

Time and Labor Data Load – Salaried Employees

Salaried employees

- Salary regular pay is automatically generated during the Create Paysheets process. Any regular hours entered in TA is not sent to Payroll. These hours will be used for Cost Allocation.

  Payroll is confirmed prior to timesheet completion. Once timesheets are completed, the Custom Allocation Process will distribute the pay processed during the confirmation to the hours on the timesheet.

- Absences (Vacation, Personal, Sick) entered on the timesheets will be loaded to the paysheets on a lag. They will show in calculations on the paylines but will not show on the employee's paycheck, as the employee will only see regular earnings.

  Payroll Administrators will be able to view a distribution of hours calculated on the **Review Paycheck** page. Employees will only see their semi-monthly Regular pay via the ESS.

- Extended Absences such as Short-Term Disability (STD) and Worker's Compensation (WC) will be entered on the timesheet and will not be loaded to the paysheets. Payroll Administrators will calculate the pay due to the employee and enter the transaction in SPOT. The hours entered in TA are used for cost allocation of the pay that is entered into SPOT.

  See the Job Aid titled **PY381: Extended Leave Processing** located on the Cardinal website in **Job Aids** under **Learning** for more details.

  .

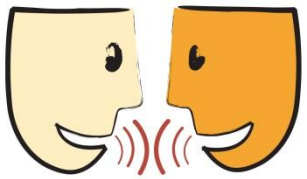
Time and Labor Data Load

It is important that the Payroll Administrator works closely with the TL Administrator and Absence Administrator to ensure time and absences are approved and ready for payroll processing. TL and Absence Administrators have several reports they run throughout the period to verify time and absences are entered and approved to ensure they can be picked up by the load process.

There may be times when the TL Administrator and/or Absence Administrator will communicate the need for SPOT transactions to be processed for an employee (e.g., pay docking, short term disability, leave payout).

TL/AM Administrators

- Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)
- Communicates need for SPOT transactions as appropriate (e.g., pay docking, short term disability)



Payroll Administrator

- Communicates with TA and AM Admins about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions as appropriate

Time & Labor to Paysheet Query

The **Time and Labor to Paysheet Posted Query** will display hours posted to paysheets from Time and Labor and to validate data loaded to paysheets from Time and Labor. To navigate to the **Time and Labor to Paysheet Posted Query** use the following path:

Navigator > Reporting Tools > Query Viewer > V_TA_TL_PAYSHEET_POSTED

V_TA_TL_PAYSHEET_POSTED - Time & Labor To Pay Sheet Post

Business Unit 14000
Dept ID 10540
Empl ID
Pay End Date 04/10/2021
Empl Type Hourly

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

First 1-15 of 15 Last

Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Pay Group	Pay Period End
1			0	CJSCJ080	10540	14000	03/29/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
2			0	CJSCJ080	10540	14000	03/30/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
3			0	CJSCJ080	10540	14000	03/31/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
4			0	CJSCJ080	10540	14000	04/01/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
5			0	CJSCJ080	10540	14000	04/02/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
6			0	CJSCJ080	10540	14000	04/05/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
7			0	CJSCJ080	10540	14000	04/06/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
8			0	CJSCJ080	10540	14000	04/07/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
9			0	CJSCJ080	10540	14000	04/08/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
10			0	CJSCJ080	10540	14000	04/09/2021	RGHA	Regular Earnings - Hourly	8.000000	TP		TR1	04/10/2021
11			0	CJSCJ101	10540	14000	03/29/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
12			0	CJSCJ101	10540	14000	03/30/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
13			0	CJSCJ101	10540	14000	03/31/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
14			0	CJSCJ101	10540	14000	04/01/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021
15			0	CJSCJ101	10540	14000	04/02/2021	RGHA	Regular Earnings - Hourly	7.000000	TP		TR1	04/10/2021

Time & Labor to Paysheet Error Query

The **Time & Labor to Paysheet Errors** query shows what was rejected by Payroll but does not give a reason, it will only display the hours rejected by Payroll. Payroll Administrators will work with TL Administrators/AM Administrators to correct errors in Time and Labor, and the data will go back through the Time and Labor process to load data to paysheets again.

To navigate to the **Time and Labor to Paysheet Errors** use the following path:

Navigator > Reporting Tools > Query Viewer > V_TA_TL_PAYSHEET_REJECTED

V_TA_TL_PAYSHEET_REJECTED - Time & Labor to Paysheet Error

Business Unit 15100

Dept ID 93100

Employee ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-9 of 9 Last

Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
1		0		93100	15100	11/12/2019	7.000000	12/09/2019	RP
2		0		93100	15100	11/13/2019	7.000000	12/09/2019	RP
3		0		93100	15100	11/14/2019	7.000000	12/09/2019	RP
4		0		93100	15100	11/15/2019	7.000000	12/09/2019	RP
5		0		93100	15100	11/18/2019	-1.000000	12/09/2019	RP
6		0		93100	15100	11/19/2019	-1.000000	12/09/2019	RP
7		0		93100	15100	11/20/2019	-1.000000	12/09/2019	RP
8		0		93100	15100	11/21/2019	-1.000000	12/09/2019	RP
9		0		93100	15100	11/22/2019	-1.000000	12/09/2019	RP

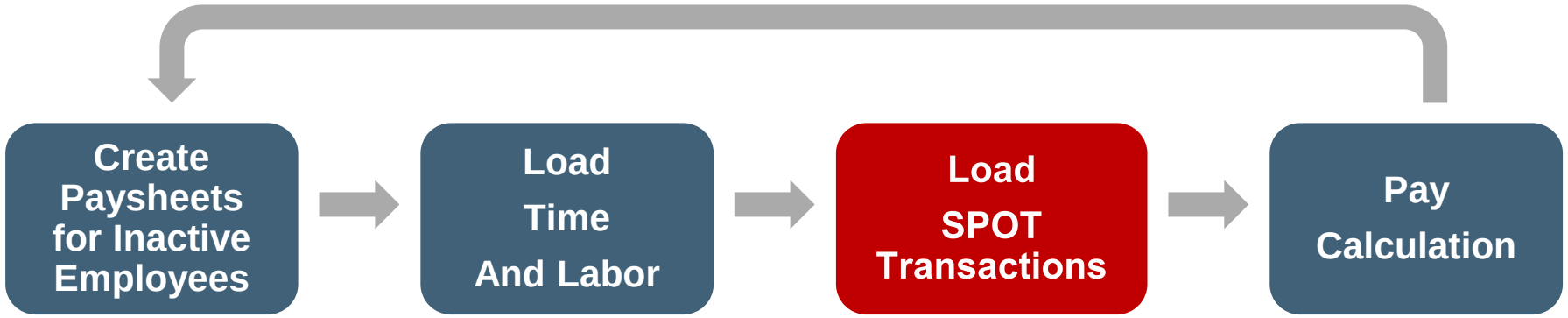
Pay Calculation – Load SPOT Transactions

SPO will run a program to load approved SPOT transactions prior to each pay calculation cycle.

Agency Payroll Administrators will key SPOT transactions in batches and submit for approval. Agency SPOT approvers will then approve and close the batches which submits them to payroll for processing.

The **Load SPOT Transactions** process will pull all the approved transactions for employees included in the current payroll calculation. This process will create a paysheet for any inactive employees who have approved SPOT transactions pending payment. This will occur during the nightly pay calculations as well as the pay calculations run during the day.

After **Pay Calculation** is complete, the SPOT transactions will be visible to review on the **Review Paycheck** page and on the payroll reports.



This iterative process will occur each night and at least once during each business day for the 4-5 days prior to pay confirmation

Identifying Balances for Leave Payout

Sometimes an employee is no longer eligible for leave (e.g., separating from the state, retiring, moving from non-exempt to exempt) and may be eligible for a payout of some or all leave balances. When this occurs, leave payout will be entered into SPOT and there must be coordination between multiple Cardinal functions for the leave to be paid out accurately. The leave balances should be validated before being paid out based on the agency policy.

The flow below provides a high-level view of the process.

HR Administrator

- Initiating Action (e.g., termination, moving from non-exempt to exempt, separating from the state)
- HR informs TL/ AM Administrator and Payroll Administrator

TL/AM Administrator

- Determines leave balances that need to be paid out
- Informs Payroll Admin
- Clears leave balances as appropriate

PY Administrator

- Calculates the amount due the employee
- Enters a SPOT transaction to pay out leave
- Verifies payout processed

Pay Docking (LNP)

Pay Docking (LNP) is entered on the timesheet but will not be loaded into the paysheets through the Time and Labor Load. Payroll Administrators will calculate the amount to be docked and then enter the transaction in SPOT.

There are two key reports to identify employees who are in a situation that would lead to pay dock:

- **Dock Unpaid Absences Report** – list of all employees with LNP on the timesheet
- **Ineligible Forecasted Absence Events Report** – list of all employees that may go into a pay docking situation

When using the **Dock Unpaid Absences Report**, it is recommended that Payroll Administrators run the report twice to validate employees are docked appropriately.

- First time (before final pay calc)
  - Run and save the report
  - Dock the employees as appropriate after reaching out to the TL/AM Administrator
- Second time (after the Timesheet due date)
  - Run and save the report
  - Compare the two versions of the report to identify deltas
  - Review pay dock SPOT transactions to verify the employee(s) were paid accurately
  - If not, make the additional adjustments in SPOT for the next pay period

Unpaid Leaves of Absence

Leave of Absence (LOA)

HR updates the employees Job Data Record to place the employee in a LOA status with an Effective Date.

- If the Effective Date is the beginning of the pay period, no paysheet will be created.
- If the Effective Date is in the middle of the pay period, a paysheet will be created. Payroll Administrators will validate the accuracy of the payment and enter adjustments in SPOT, if needed.
- There is a report, **Leave of Absence Report,** that will list employees on paid and unpaid leave. You can access this report using the following path:

  Navigator > Workforce Administration > Job Information > Reports > Leave of Absence Report

For more details about this report, see the **Cardinal HCM Reports Catalog**, located on the Cardinal Website in **Reports Catalog** under **Resources**.

Commonwealth of Virginia
Leave of Absence Report
Detail Report

Report ID: RHR205
Run Date: FEB-22-2022
Run Time: 16:58:48

From Date: 2021-01-01
To Date: 2021-12-30
Business Unit: 26200
Department:
VPA Only: N
Action:
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
26200	12210		0		SM1	DTA	Unpaid Leave Extension			2021-01-25
26200	90906		0		SM1	DTA	Unpaid Leave Extension			2021-11-25

Pay Calculation – Final Pay Calculation

The Payroll Calculation is an iterative process that will run until all errors are corrected and all approved agency input (time and SPOT transactions) are loaded. Once the payroll is ready to complete, a **Final Payroll Calculation** runs which locks the payroll for confirmation, there will no longer be changes made to employee data.

When final payroll calculation is run, no more changes can be made by the agency. If you discover critical issues after final calculation, there is a small window of time where you can contact SPO to request changes before Confirm Payroll runs. Confirm Payroll finalizes pay for the current payroll.

SPO will review and address any payroll error messages one final time after **Final Pay Calculation** is run. SPO will also review any applicable reports to ensure the payroll is ready for confirmation.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. Calculate Payroll process identifies any invalid or missing personal, job, taxes, and/or benefit data that prevents the process from creating the paycheck.

2. _____ is responsible for running the processes and providing the payroll calendar. _____ are responsible for providing input to the payroll as well as reviewing error reports and payroll output reports for accuracy.

a) Payroll Administrators and SPO
b) PPS and Payroll Administrators
c) SPO and Payroll Administrators
d) PPS and SPO

3. True or False. Once final calculation has been run, you can no longer make any changes in Payroll.

Lesson Summary

6 Process Payroll – Calculate Pay

In this lesson, you learned

- Calculate Pay Process Flow
- Calculate Pay Overview
- Review Key Error Reports
- Review Employee Paycheck
- Create Paysheets for Inactive Employees
- Time and Labor Data Load
- SPOT Transaction Load
- Final Pay Calculation

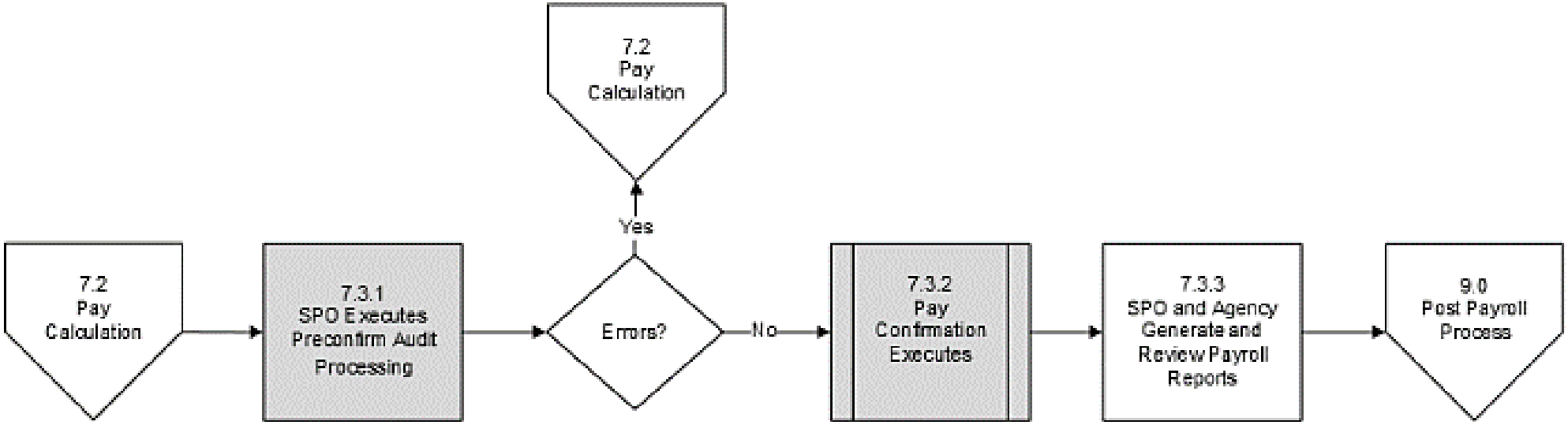
Lesson

7 Process Payroll – Confirm Pay

This lesson covers the following topics:

- Overview
- Pre-confirm Audit Processing
- Pay Confirmation Process

Confirm Pay Process Flow



Confirm Pay Overview

The Pay Confirmation process finalizes payroll, and once the process runs, no further changes can be made to payroll. Pay Confirmation will execute in batch and must be run for all on-cycle and off-cycle payrolls.

During pay confirmation:

- Direct deposit banking information is read, and check and advice numbers are assigned
- Balances are updated. These balances include:
  - Paycheck Summary
  - Earnings
  - Deductions
  - Taxes
  - Garnishments
- All paysheets with **OK to Pay** unchecked are removed

Preconfirm Audit Processing

SPO will be responsible for Preconfirm Audit Processing which consists of running, reviewing, and correcting errors appearing on the **Preconfirm Audit Report**. This report checks for potential duplicate keys, no active job record found, prior unconfirmed payroll runs, and outstanding off-cycle checks.

SPO will work to resolve the errors identified on the report and in the payroll error messages. All payroll error messages must be corrected prior to running the Pay Confirm process. The **Preconfirm Audit Report** may be run multiple times to assure that all messages have been resolved with the Final Payroll Calculation. SPO will contact the agency when assistance is required for resolution of errors identified on **Pre-Confirm Audit Report.**

As needed, SPO will have the authority to act on behalf of Payroll Administrators when unable to reach the agency for resolution of errors.

After SPO resolves errors identified by the **Preconfirm Audit Report**, the Pay Confirmation process will be run. Pay Confirmation is required for both on-cycle and off-cycle payrolls.

Confirmation Process

Fiscal Officers or designated proxies are still required to review all of the transactions and changes affecting the current payroll and certify as to the accuracy and appropriateness of the payments prior to the payroll confirmation each pay period. The signed HCM Payroll Certification form, along with the appropriate documentation should be loaded to the SPO SharePoint in the agency's folder labeled 'Confirmation'.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. The **Preconfirm Audit Report** may be run multiple times to assure that all messages have been resolved with the Final Payroll Calculation.

2. True or False. The certification process is communicated by SPO for all agencies.

Lesson Summary

7 Process Payroll – Confirm Pay

In this lesson, you learned

- Overview of Confirm Pay Process
- Pre-confirm Audit Processing
- Pay Confirmation Process

Lesson

8 Understand Off-Cycle Processing

This lesson covers the following topics:

- Understanding Off-Cycle Processing
- Review Off-Cycle Paychecks

Off-Cycle Processing Overview

Off-cycle payroll processing refers to payroll processed outside of the regular, on-cycle payroll schedule via a separate off-cycle pay calendar (i.e., a stand-alone off-cycle pay calendar).

The following transactions will be considered an off-cycle transaction in Cardinal:

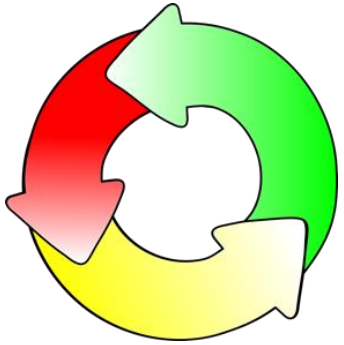
- Pay that was missed from a previous on-cycle
- Special pays that are intentionally paid outside of normal on-cycle processing (e.g., a bonus)

For each pay frequency (biweekly, semi-monthly and monthly), there will be one scheduled Off-Cycle payroll processing within a few days after the corresponding On-Cycle process.

SPO will create off-cycle pay calendars on an ad hoc basis for special payrolls. Agencies needing to make scheduled off-cycle payments will need to work with SPO.

Note: See the Payroll Calendar for information regarding timelines.

See the CAPP Manual for guidance as to when off-cycle processing should be used.



Off-Cycle Processing Responsibilities

Agencies needing to make off-cycle payments will need to work with SPO. Payroll Administrators will complete an Off-Cycle Payment form to request the off-cycle payment, which must be signed by the agency Fiscal Officer or his/her delegate. The form must be submitted to SPO by the off-cycle deadline.

- SPO creates a paysheet for the employee listed on the Off-Cycle Payment form and enter additional data, if requested.
- Agencies enter transactions into SPOT and ensure approval.
- Agencies validate T&L transactions and verify they are entered and approved.
- SPO loads approved SPOT and Time and Labor transactions.
- SPO calculates the off-cycle payroll.
- Agencies review the off-cycle checks using standard payroll reports and the **Review Paycheck** page.
- SPO confirms the off-cycle payroll.

Payroll Administrators will assist with essential payments, or payments made after scheduled off-cycle processing, by utilizing the Cardinal Expense module. When a payment is made through the expense module, agencies will need to perform additional steps to record the transaction in Cardinal Payroll. Adjustments that are required in Cardinal to reflect this payment will be done via the payment method established in Cardinal.

Note: If you have a situation that you deem requires the use of the paying an employee through the Cardinal Expense Module, you should reach out to SPO.

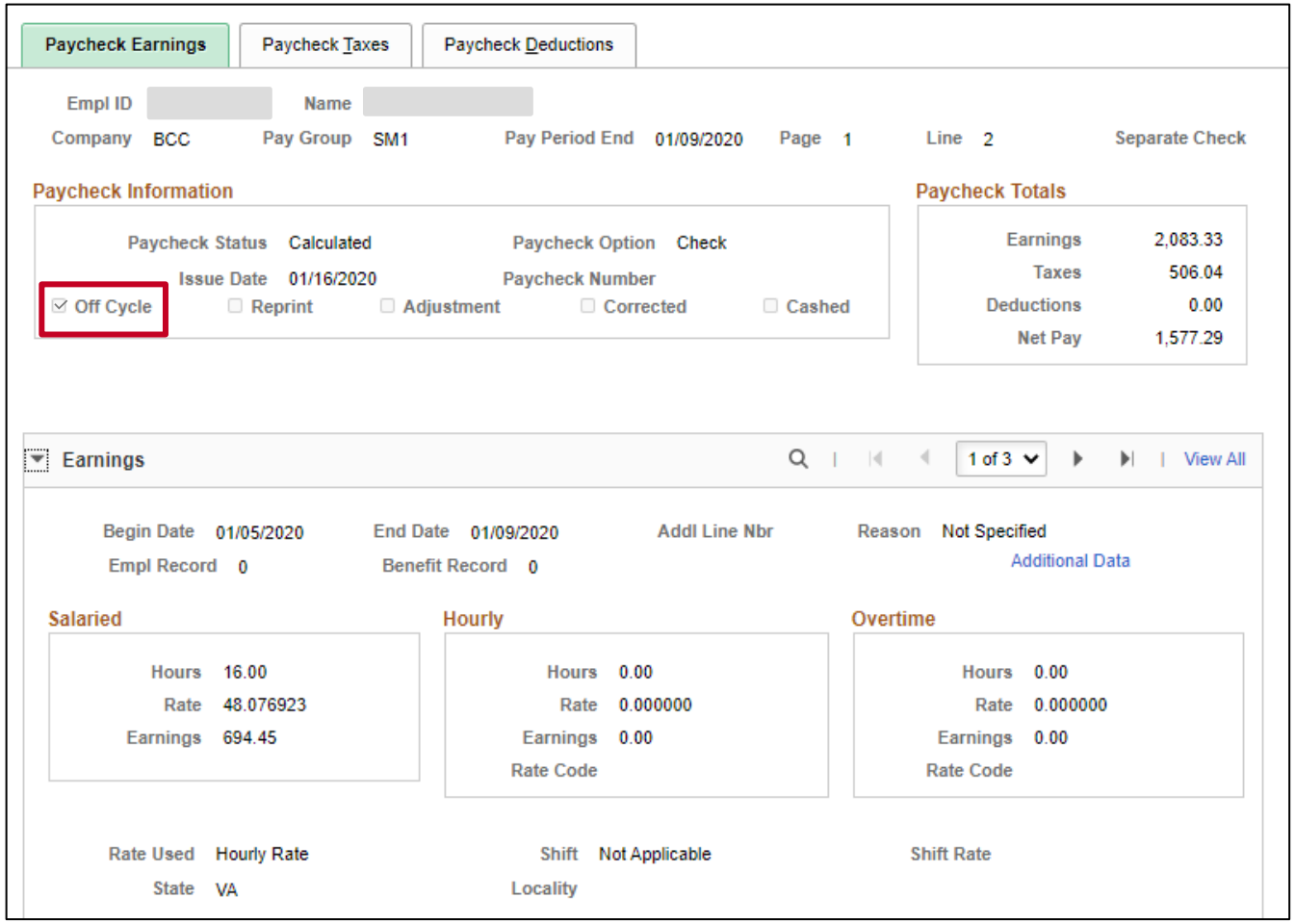
Review Off-Cycle Paychecks

After pay is calculated, agencies can review employee paychecks including earnings, deductions and taxes on separate tabs.

To review a paycheck, navigate to the **Review Paycheck** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA> Produce Payroll > Review Paycheck

The only difference on the **Review Paycheck** page between a regular On Cycle and Off Cycle, is that the **Off Cycle** checkbox will be checked.



Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. True or False. The Off-Cycle Request form is needed for payments made to an employee outside of regular on-cycle processing.

Lesson Summary

8 Understand Off-Cycle Processing

In this lesson, you learned

- Understanding Off-Cycle Processing
- Review Off-Cycle Paychecks

Lesson

9 Post Payroll Process

This lesson covers the following topics:

- Post Payroll Process Overview
- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

Post Payroll Process Overview

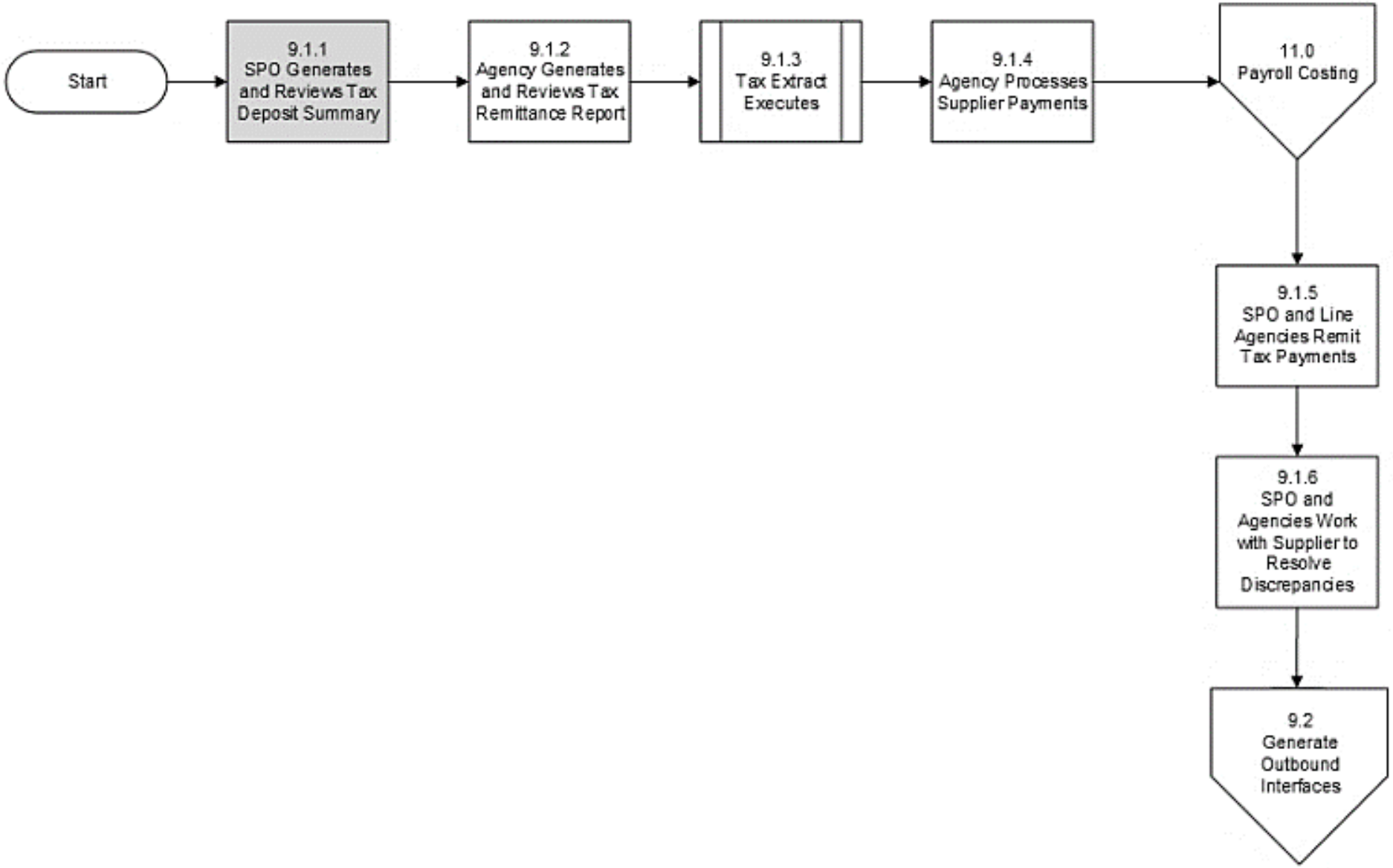
The **Post Payroll** business process involves activities performed by SPO and the agencies, once the payroll has been confirmed. The agencies will review the same payroll reports used during the payroll processes for validation that all transactions processed as intended.

SPO will also perform a review to identify any exceptions, reaching out to the agencies as necessary. In addition to this, the following processes must be performed:

- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

These processes should be completed after each on-cycle and off-cycle pay confirmation.

Process Pay Period Tax Payments Flow Process



Process Pay Period Tax Payments

SPO and Agencies have pay period tax payments responsibilities. Payments must be processed and submitted timely and accurately.

SPO Tasks	Agency Tasks
Remit payments and reporting for Federal taxes, as well as taxes for the states of Virginia, West Virginia, Maryland and Maryland Localities District of Columbia (DC) and Kentucky (KY).	Remit payments and reporting for taxes in states other than Virginia, West Virginia, Maryland and Maryland localities, District of Columbia (DC) and Kentucky (KY). Responsible for periodic reports and W2s that are due to all states (including MD, WV, DC and KY).
Review the Tax Deposit Summary which ties back to the Federal Automated Deposit (FAD) Extract submitted to Truist for tax payments for Federal DC, MD, KY and WV. Work with PPS to run the extracts. An Interagency journal entry will be made for the VA taxes.	Run and review the **Tax Remittance Report** for tax payments due by the agency. Coordinate with their AP department to create and submit the payments.
Work with Truist or Tax authority, related to Federal or state taxes (VA, MD, DC, WV, and KY), if there are payment discrepancies. Reach out to agencies as needed.	Work with the other state or local tax authority if there are payment discrepancies.

Tax Remittance Report

The **Tax Remittance Report** will provide the Payroll Administrator with information regarding the amount and other details to be paid to state and localities manually via AP. Navigate to this report using the path:

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

CARDINAL

Report ID: RPY174

Commonwealth of Virginia

TAX REMITTANCE REPORT

Run Date: 01/11/2021
Run Time: 03:51 00

Page No. 20 of 26

Company:
Pay Run ID: STSM10324
From Check:
To Check:
State:
Locality:

Emplid	Empl Rcd	Name	Company	State	Locality	Check Date	Local Tax	State Tax
	0		RCB	WV		03/31/2020		96.00
State Total (WV)								96.00
Company Total								398.01

Process Pay Period Non-Tax Payments

SPO and Agencies have pay period non-tax payments responsibilities. Payments must be processed and submitted timely and accurately.

SPO Tasks	Agency Tasks
Remit payment for VA DSS child support via an EFT file. Receive garnishment checks and distribute to agencies.	Receive garnishment checks and distribute payments along with appropriate documentation to the garnishment vendor, that includes other state child support payments.
Remit payments to: • Benefit vendors (e.g. TIAA, ICMA-RC, Securian, FBMC) • Centrally for CVC, VGEA, CWA and AFSCME Coordinate with PPS to run extracts that include detail payment information to the benefit vendors.	Remit payments for miscellaneous payments for the following deductions with the appropriate documentation: Agency Parking, Agency Miscellaneous, Association 1 & 2, Foundation 1 & 2, Local Retirement Contribution, Other Insurance and Pretax Transportation.
Review the Deduction Vendor Remittance Report. Reach out to agencies as needed. Payments may be processed as AP payments or GL journal entries.	Run and review the COVA Deduction Register Report for non-tax payments due by the agency. Coordinate with their AP department to create and submit the payments.
Work with Benefit and Centrally paid vendors, if there are payment discrepancies. Reach out to agencies as needed.	Work with the miscellaneous vendors if there are payment discrepancies.

Deduction Vendor Remittance Report

This custom report will be used by State Payroll Operations (SPO) and agency payroll processors to reconcile Payroll deductions to the vendor payments. This custom report will be used to identify employee detail for vendor payments. The results can be sent with payment to the vendor. Navigate to this report using the path:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Report

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Report ID: RPY380

Run Date: 01/11/2021
Run Time: 03:56 00

Pay Check Date From: 01/01/2020 To: 04/30/2020

Page No. 143 of 152

Vendor ID: 0001382066 UNITED WAY OF HAMPTON
Detail

WSH	CVC	P0000390	20.00	S
WSH	CVC	P0000390	50.00	S
WSH	CVC	P0000390	20.00	S
WSH	CVC	P0000390	25.00	S
WSH	CVC	P0000390	30.00	S

Company Total 145.00

Vendor Total 1,454.18

Deduction/Benefit Code Totals
CVC 1,454.18

COVA Deduction Register

The **COVA Deduction Register** report 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. This report provides the amount and other details to be paid to vendors via AP. Navigate to this report using the following path:

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

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Report ID: RPY146

Run Date: 08/24/2021
Run Time: 01:13 00

Page No. 1 of 16

Company ABC Alcoholic Beverage Control
Pay Period End 04/24/2020
Pay Group SL2 Semimonthly Law14 (FRITHU14)

On/Off Cycle CONFIRMED

Deduction ASSOC2 Association 2
Type General Deduction

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
	Deduction Total		152.75	0.00	0.00	0.00		305.50	458.25	1,374.75	

Lesson Summary

9 Post Payroll Process

In this lesson, you learned

- Post Payroll Process Overview
- Process Pay Period Tax Payments
- Process Pay Period Non-Tax Payments

Lesson

10 Payroll Costing Process

This lesson covers the following topics:

- General Ledger Integration
- Accounts Payable Integration

Payroll Costing

The **Payroll Costing** business process involves the recording of payroll activity to the General Ledger (GL) and processing of payroll-related payments in Accounts Payable (AP).

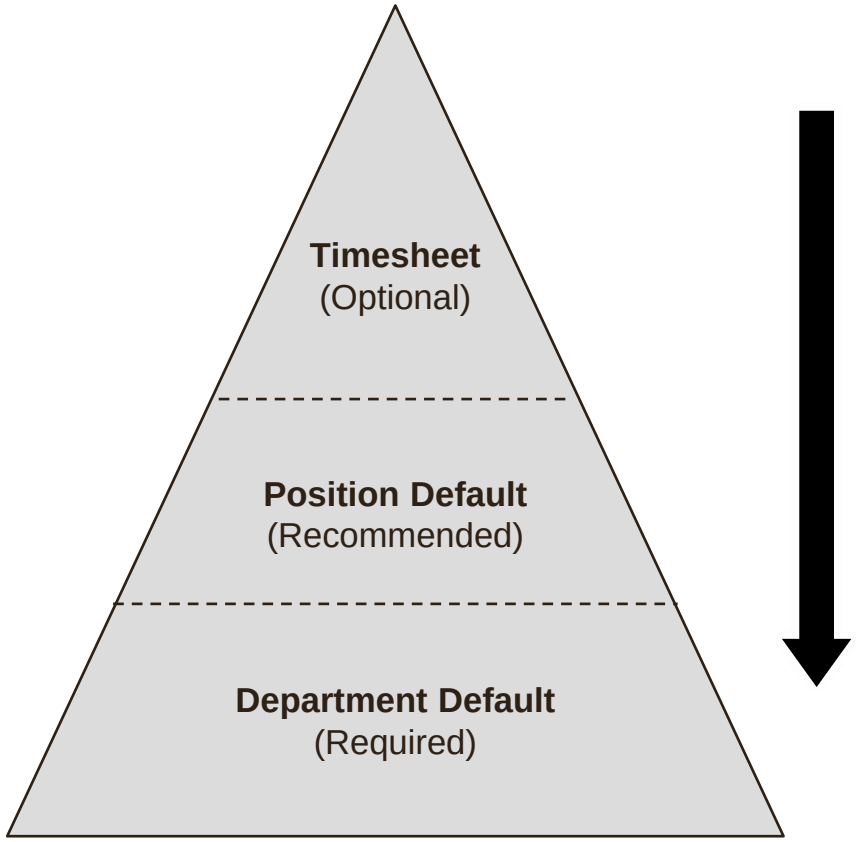
The **Payroll Costing** business process includes the following two sub-processes:

- General Ledger Integration
- Accounts Payable Integration

Accounting Distribution Hierarchy

The default hierarchy for payroll accounting distribution is the **Timesheet**, followed by the **Position Default,** and then **Department Default.**

- ChartFields entered on timesheets are used for agencies who want to record time to specific ChartField strings to be used during the payroll accounting distribution process.
- For employees who **do not** record time to specific ChartFields on their timesheet, the system uses the default funding for that employee's position.
- If the default funding is not found for their position, the system looks for the default funding for their department.
- An agency-level suspense default funding string will be defined for each agency.
  - This string will be invoked when position and department default funding is not defined, timesheet ChartFields are not entered and/or Chart of Accounts (COA) values or combinations are invalid.
- Position, department, and suspense default funding are set up by fiscal year and will be rolled over at fiscal year end.



Note: To view default funding information, run the **V_HR_POSN_DEFLT_EMPL_DATA** query.

General Ledger Integration

Custom allocation processes to distribute payroll costs (earnings, employer taxes and deductions) will run after the payroll confirmation and timesheets are closed. ChartField combinations will be validated to prevent errors from occurring when the journals are created and posted. Invalid combinations will be updated with a suspense ChartField String that has been established for each agency.

Payroll costs that have posted to the suspense ChartField String must be reviewed and the invalid ChartField String must be corrected in Cardinal. Below are some examples of updates that may need to be made:

- Update Department or Position defaults on the Department Budget Table
- Update Additional Pay if using a separate distribution
- Update Timesheet entries for future payrolls
- Update SpeedTypes in Finance and they will sync to HCM

Note: Journal entries are required to clear the suspense accounts.

Two key reports that can be used for this review are:

- **ChartField Validation Error Report**
- **COVA Dtl Payroll Expenditures**

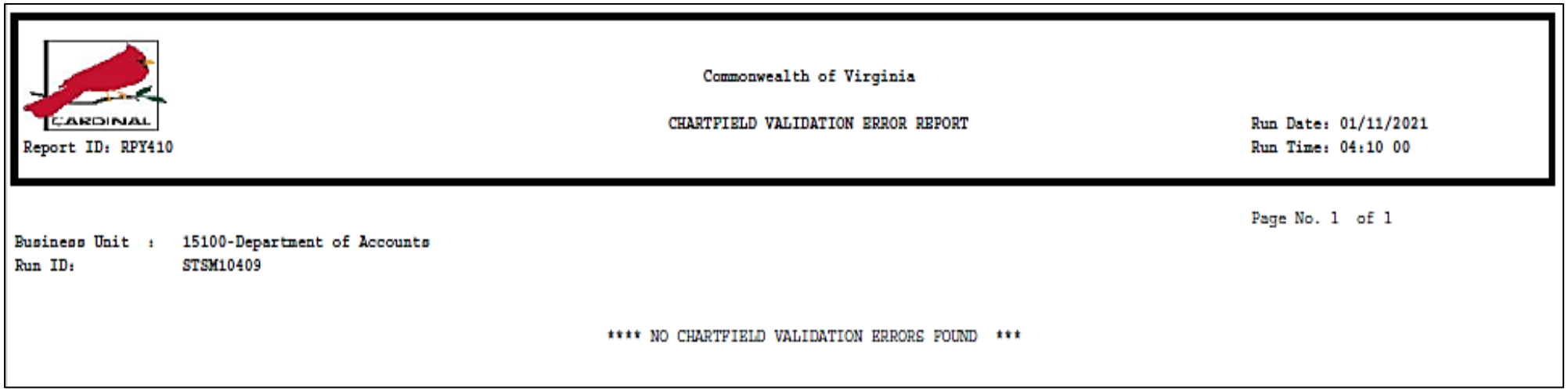
Note: For more information and examples related to ChartField distribution and allocation see the Job Aid titled **PY381 ChartFields Distribution Examples** located on the Cardinal Website in **Job Aids** under **Learning**.

ChartField Validation Error Report

ChartField Validation Error Report - lists employees whose payroll expenditures were posted to GL using the Company Default Expenditure ChartField String.

To navigate to the **ChartField Validation Error Report,** use the following path**:**

Navigator > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error Report



Commonwealth of Virginia

CHARTFIELD VALIDATION ERROR REPORT

Report ID: RPY410

Run Date: 01/11/2021
Run Time: 04:10 00

Page No. 1 of 1

Business Unit : 15100-Department of Accounts
Run ID: STSM10409

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

General Ledger Integration

COVA Dtl Payroll Expenditures - lists employee-level payroll expenditure detail by company for a pay period. Default output will be by ChartField String.

To navigate to the **COVA Dtl Payroll Expenditures,** use the following path**:**

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

Report ID: RPY287

Commonwealth of Virginia

DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES

Run Date: 01/11/2021
Run Time: 04:16 00

Pay Run ID: STSM10109
Pay End Dt: 01/09/2020
Company : WWR

Page No. 1165 of 1165

Employee ID	Employee Name	EARN CODE	EARNINGS	RET CRDT / RETIREMENT	HYBRID / SOC SEC	LT DISAB / GRPINS	DC/ANN / HEALTH	TOTAL COSTS	BUSINESS UNIT / COST CNTR	FUND / AGENCY USE1	PROGRAM / DEPARTMENT	EARNINGS ACCOUNT / AGENCY USE2	PROJECT / FIPS	TASK / ASSET
		RGS	1875.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	144.14	0.00	0.00	144.14	900010		99999			
		RGS	2250.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	173.15	0.00	0.00	173.15	900010		99999			
		RGS	2500.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	192.48	0.00	0.00	192.48	900010		99999			
		RGS	1875.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	144.14	0.00	0.00	144.14	900010		99999			
		RGS	1875.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	144.14	0.00	0.00	144.14	900010		99999			
		RGS	2500.00	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	192.48	0.00	0.00	192.48	900010		99999			
		RGS	2083.33	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	160.26	0.00	0.00	160.26	900010		99999			
		RGS	2708.33	0.00	0.00	0.00	0.00		20300	02203	498001	5011230		
				0.00	208.60	0.00	0.00	208.60	900010		99999			
DEPARTMENT	99999	TOTALS:	20999.99	0.00	0.00	0.00	0.00	1616.33						
				0.00	1616.33	0.00	0.00							
PAYGROUP	SM1	TOTALS:	712972.15	5400.76	13005.73	1296.77	2200.00	246802.64						
				50470.03	51483.84	6047.01	116898.50							
COMPANY	WWR	TOTALS:	715472.15	5400.76	13005.73	1296.77	2200.00	246995.12						
				50470.03	51676.32	6047.01	116898.50							

Accounts Payable Integration

The payroll deductions and taxes are posted to liability accounts when payroll activity posts to the General Ledger after the Payroll Confirmation has completed.

Payments to HCM suppliers for tax and non-tax payments will now be processed through AP by the line agency. Payroll will need to coordinate with their Accounts Payable department to process Vouchers for payments to be submitted timely.

- Agencies will review the appropriate reports for any payments due by the agency.
- The required documentation, to include the appropriate report, will be submitted to Accounts Payable.
- Any payments should be communicated to agency users with the HCM Voucher Processor role. They will enter vouchers in AP to generate checks to suppliers.
- The voucher will be entered to generate the checks. These checks should be returned to the Payroll office to submit payments with the appropriate documentation.
- If payment issues are found, agencies will work with the suppliers for which they are responsible to resolve the issue.
- The Payroll Administrator will reconcile the liability accounts used for these payments to ensure the accounts are cleared out each pay period.

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. The default hierarchy for payroll accounting distribution is:

a. Timesheet, followed by the Position Default, and then Department Default
b. Department Default followed by the Position Default then the Timesheet
c. Position Default followed by the Timesheet and then the Department Default

2. True or False. Payroll Administrators will need to reconcile liability accounts for payments that were processed through Accounts Payable.

Lesson Summary

10 Payroll Costing Process

In this lesson, you learned

- General Ledger Integration
- Accounts Payable Integration

Lesson

11 Periodic Regulatory Reporting

This lesson covers the following topics:

- Periodic Regulatory Reporting Overview
- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

Periodic Regulatory Reporting Overview

SPO bears the ultimate responsibility for timely regulatory reporting as related to Federal and Virginia taxes. To do this, SPO analysts rely upon agency input by way of periodic certifications and, as necessary, balance adjustment requests.

Agencies are responsible for:

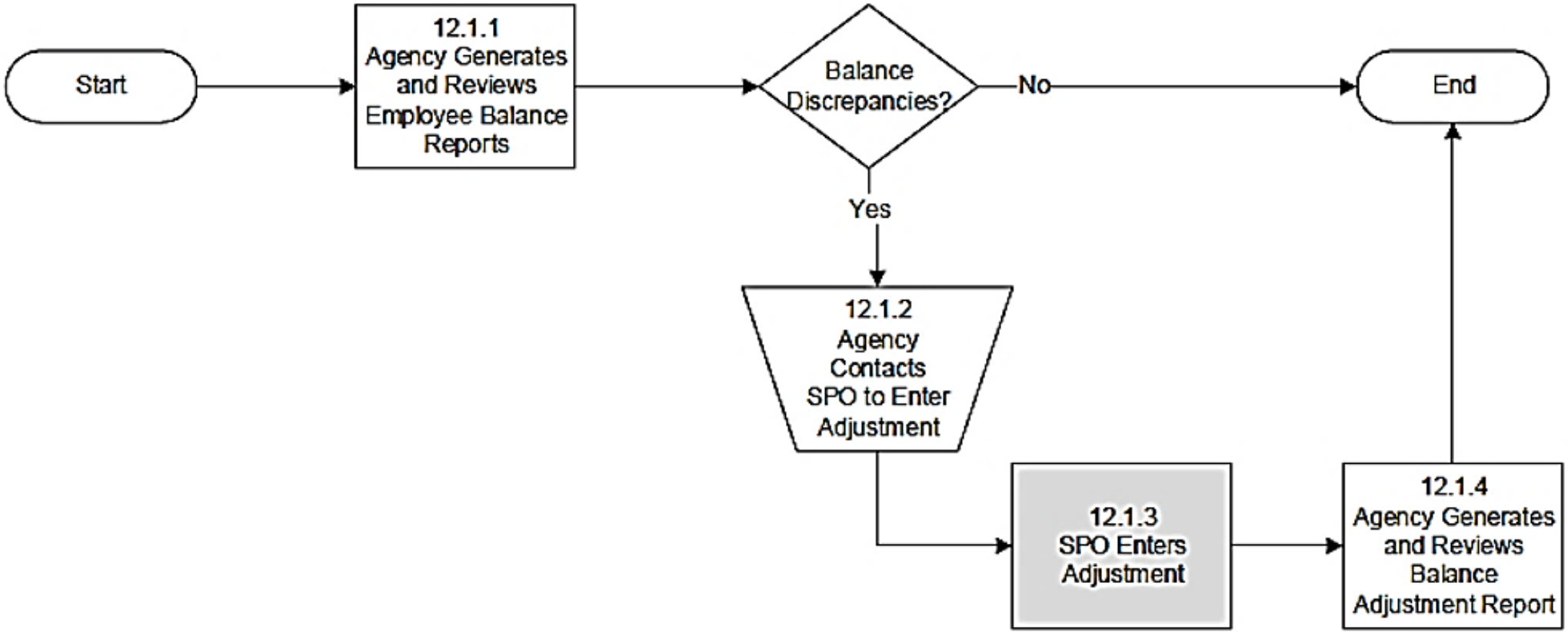
- Maintaining timely regulatory reporting for state and local tax jurisdictions not in Virginia
- Auditing their payroll totals regularly with periodic certification required on a quarterly and annual basis. Quarterly and annual certifications must be submitted to SPO. Pay period reviews are retained by the agency for audit purposes in accordance with Commonwealth of Virginia record retention policies

The Periodic Regulatory Reporting business process has three sub-processes:

- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

DOA issues a Payroll Operations Calendar, on a semi-annual basis, outlining Quarterly Certification due dates. Agencies must adhere to these deadlines to allow for proper reporting to federal and state agencies. Failure to do so may result in the agency being reported in the Comptroller's Quarterly Report, and/or IRS penalties and fines associated with reporting incorrect information.

Audit and Adjust Employee Balances



Audit and Adjust Reporting Overview

Cardinal Payroll maintains many balances for each employee, including:

- Earnings
- Deductions
- Taxes

With each balance type, Cardinal retains month-to-date (MTD), quarter-to-date (QTD), and year-to-date (YTD) amounts for each employee. Payroll Administrators are responsible for maintaining accurate employee balances and resolving errors identified. Corrections to employee balances can be made in one of three (3) ways:

- Entered through the Single Use Payroll Online Tool (SPOT)
- Request SPO to enter the correct transactions directly to an employee's paysheet
- SPO will make corrections directly to each balance record that requires adjustment (this method is an absolute last resort, and only if a correction cannot be made through the regular payroll process)

The first two are preferred methods which allow the Cardinal Payroll confirmation process to update all appropriate balances. All tax adjustments will be submitted to SPO to enter.

Audit and Adjust Reporting Reports

Payroll Administrators will generate and review the **Quarter Tax Balances Audit Report** on a pay-period basis. This report compares the recorded quarter-to-date balances with expected balance from all pay periods in the quarter. The report may also reveal that an error exists in a non-tax balance (e.g., earnings, deductions, special accumulators). Payroll Administrators will research and resolve any errors identified in coordination with SPO.

The following reports should be reconciled to assist with research errors on the **Quarter Tax Balances Audit Report**:

- **COVA Payroll Summary Report:** displays earnings, deductions, taxes, and net pay at the company-level by Run ID and company. This report is used for all balancing and reconciliation purposes. All other payroll reports generated in Cardinal must tie to the amounts reflected on this report

- **Annual Reporting Error Listing:** W-2 management report and is used to flag errors that will impact forms at year end. This report verifies data found on tax balance tables, personal information records, and the company table

Quarter Tax Balances Audit Report

The **Quarter Tax Balances Audit Report** compares the recorded quarter-to-date balances with the expected balance derived from adding the current amounts from all pay periods in the quarter.

To navigate to the **Quarter Tax Balances Audit Report** use the following path:

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

Commonwealth of Virginia

QUARTER TAX BALANCES AUDIT REPORT

Report ID: VPYR0227

Run Date: 07/28/2021
Run Time: 01:02 00

Company DOA
Balance for Year: 2020
Quarter: 1

Page No. 1 of 91

Employee ID	Name	Dept. ID	St	Locality	PSD Work	PSD Res	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference
		97200	$U				OASDI/EE	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/EE	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/EE	Tax	$1,079.42	$1,100.00	$20.58-
			$U				OASDI/ER	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/ER	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				OASDI/ER	Tax	$1,079.42	$1,100.00	$20.58-
			$U				MED/EE	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				MED/EE	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				MED/EE	Tax	$252.44	$1,100.00	$847.56-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			$U				Withholdng	Taxable Gross	$16,296.86	$1,000.00	$15,296.86
			$U				Withholdng	Tax	$2,048.09	$1,100.00	$948.09
			$U				Med/ER	No-Limit Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				Med/ER	Taxable Gross	$17,409.98	$1,000.00	$16,409.98
			$U				Med/ER	Tax	$252.44	$1,100.00	$847.56-
			VA				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			VA				Withholdng	Taxable Gross	$16,296.86	$1,000.00	$15,296.86
			VA				Withholdng	Tax	$797.75	$1,100.00	$302.25-
			VA				Unempl ER	No-Limit Taxable Gross	$17,231.78	$1,000.00	$16,231.78
			VA				Unempl ER	Taxable Gross	$8,000.00	$1,000.00	$7,000.00
			VA				Unempl ER	Tax	$0.00	$1,100.00	$1,100.00-
		95200	$U				OASDI/EE	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/EE	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/EE	Tax	$1,108.37	$1,100.00	$8.37
			$U				OASDI/ER	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/ER	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				OASDI/ER	Tax	$1,108.37	$1,100.00	$8.37
			$U				MED/EE	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				MED/EE	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				MED/EE	Tax	$259.22	$1,100.00	$840.78-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			$U				Withholdng	Taxable Gross	$13,928.88	$1,000.00	$12,928.88
			$U				Withholdng	Tax	$1,758.42	$1,100.00	$658.42
			$U				Med/ER	No-Limit Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				Med/ER	Taxable Gross	$17,876.94	$1,000.00	$16,876.94
			$U				Med/ER	Tax	$259.22	$1,100.00	$840.78-
			VA				Withholdng	No-Limit Taxable Gross	$0.00	$1,000.00	$1,000.00-
			VA				Withholdng	Taxable Gross	$13,928.88	$1,000.00	$12,928.88
			VA				Withholdng	Tax	$870.22	$1,100.00	$229.78-
			VA				Unempl ER	No-Limit Taxable Gross	$17,674.98	$1,000.00	$16,674.98
			VA				Unempl ER	Taxable Gross	$8,000.00	$1,000.00	$7,000.00
			VA				Unempl ER	Tax	$0.00	$1,100.00	$1,100.00-

COVA Payroll Summary Report

This **COVA Payroll Summary Report** displays paycheck details including amounts, earnings, employee deductions, employer contributions, employee and employer taxes by Pay Run ID by Company.

To navigate to the **COVA Payroll Summary Report**, use the following path:

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

Report ID: RPY138

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT

Run Date: 07/29/2021
Run Time: 10:21 00

Page No. 1 of 7

Company: CJS
Pay Period End: On/Off Cycle
Run ID: TR10410

Pay Check Summary
All Checks (Including On-line)

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
15	28657.43	5462.86	3532.08	19662.49

On-line Checks

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

Batch Final Checks

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
0	0.00	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

Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
43	16666.64	768	0.00	0.00	0.00	0.00

Annual Reporting Error Listing Report

The **Annual Reporting Error Listing Report** is a W-2 management report of sorts and is used to flag errors that will impact forms at year end. 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 **Quarter Tax Balances Audit Report**. The report verifies:

- Data found in Cardinal Payroll tax balances tables
- Personal information records
- Company table (it does not verify data in the year-end records)

To navigate to the **Annual Reporting Error Listing Report** use the following path:

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

CARDINAL

Report ID: VPYR0261

Commonwealth of Virginia

ANNUAL REPORTING ERROR LISTING

Run Date: 07/20/2021
Run Time: 03:37 00

Company ABC Alcoholic Beverage Control
Tax Year 2019

Page No. 1 of 215

Employee ID	Employee Name	SSN	St	Locality	PSD Work	PSD Res	Tax	YTD Gross	YTD Tax	Message
			$U				D	137.30	0.02	OASDI Calc Tax <> Tax Balance
			$U				D	21,317.82	1,325.62	OASDI Calc Tax <> Tax Balance
										Invalid SSN
										Invalid SSN
										Invalid SSN
										Invalid SSN

Balance Adjustment Report

Once SPO has completed the necessary balance adjustments, the Payroll Administrator should generate and review the **Balance Adjustment Report** which lists all employees for whom adjustments to their **month-to-date** (MTD), **quarter-to-date** (QTD), and year-to-date (YTD) balances were made directly to the balance tables.

The details include amounts relating to checks, earnings and special accumulators, deductions, garnishments, taxes, and arrears.

Note: Given the complexity and impact of balance adjustments, it is important the agency reviews what was entered by SPO for accuracy and completion. If the agency identifies any additional balance adjustments needed, it is the agency's responsibility to communicate these changes to SPO.

COVA Balance Adjustment Report

The **COVA Balance Adjustment Report** lists all employees for whom adjustments to their month-to-date (MTD), quarter-to-date (QTD), and year-to-date (YTD) balances were made directly to the balance tables. The details include amounts relating to checks, earnings and special accumulators, deductions, garnishments, taxes, and arrears.

To navigate to the balance adjustment report, use the following path:

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

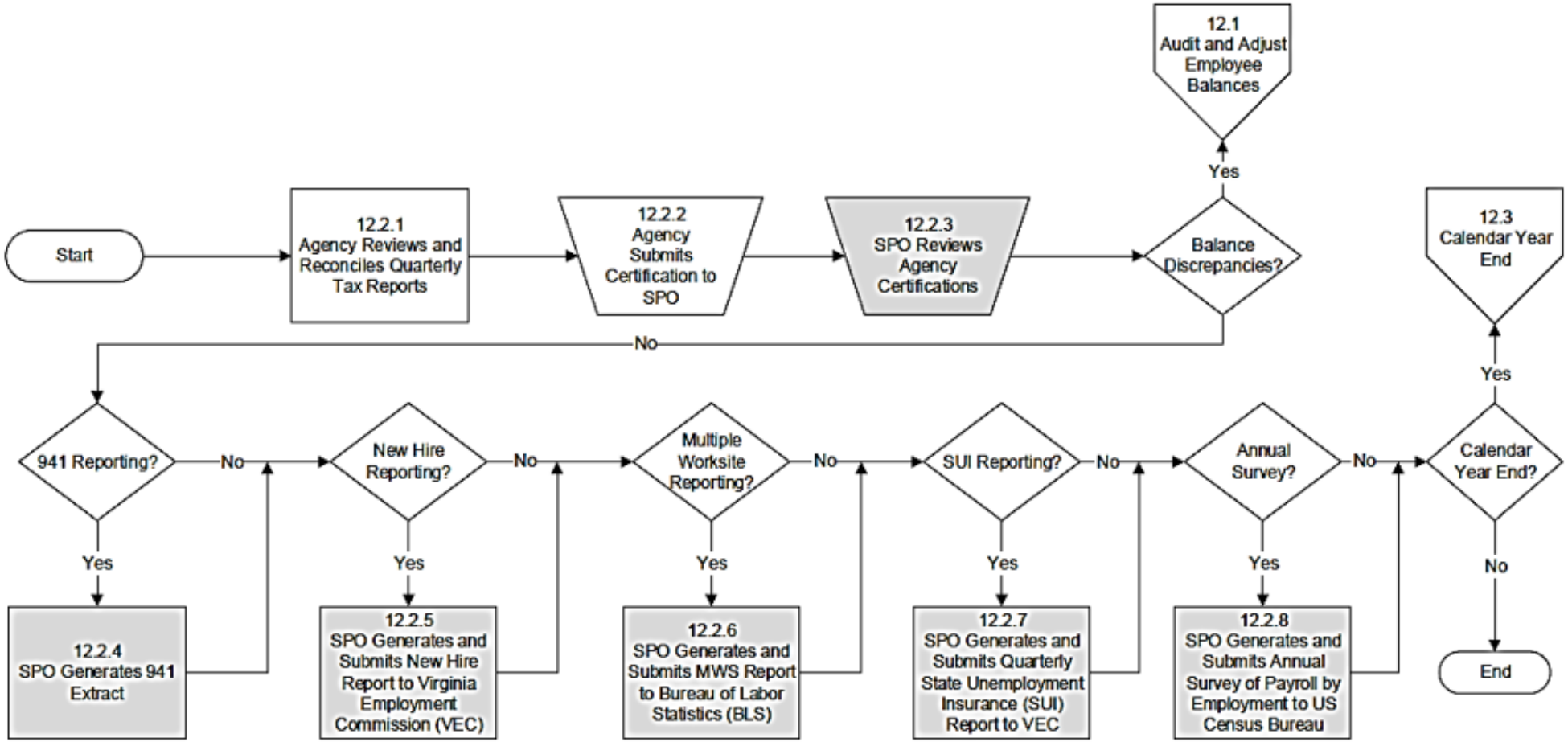
```
CARDINAL                                   Commonwealth of Virginia
Report ID: VPYR0452                        COVA BALANCE ADJUSTMENT AUDIT                    Run Date: 07/28/2021
                                                                                            Run Time: 10:05 00

Company     CJS Dept of Criminal Justice Svcs                                               Page No. 1  of 7
For the period 03/25/2021 through 03/25/2021

Check YTD Balance Adjustments
Balance ID:

EmplID/      Adj Date       Balance  Qtr  Month     Field                          Before         Adjustment             After
Reason       Seq Adjusted   Year     Code Code      Name                       Adjustment             Amount         Adjustment
-----------  --- ---------- -------- ---- -----     ----------------     ------------------ ------------------ ------------------
         No  Check  Adjustments Found for  CJS
```

Prepare and File Regulatory Reports



Prepare and File Regulatory Reports

Payroll Administrators can generate and run the necessary reports for preparing most periodic regulatory reports, as well as quarterly reports for taxing authorities.

- These reports will be used in conjunction with pay period reports produced within that quarter to prepare and submit all regulatory reports to state and local taxing jurisdictions outside of Virginia.

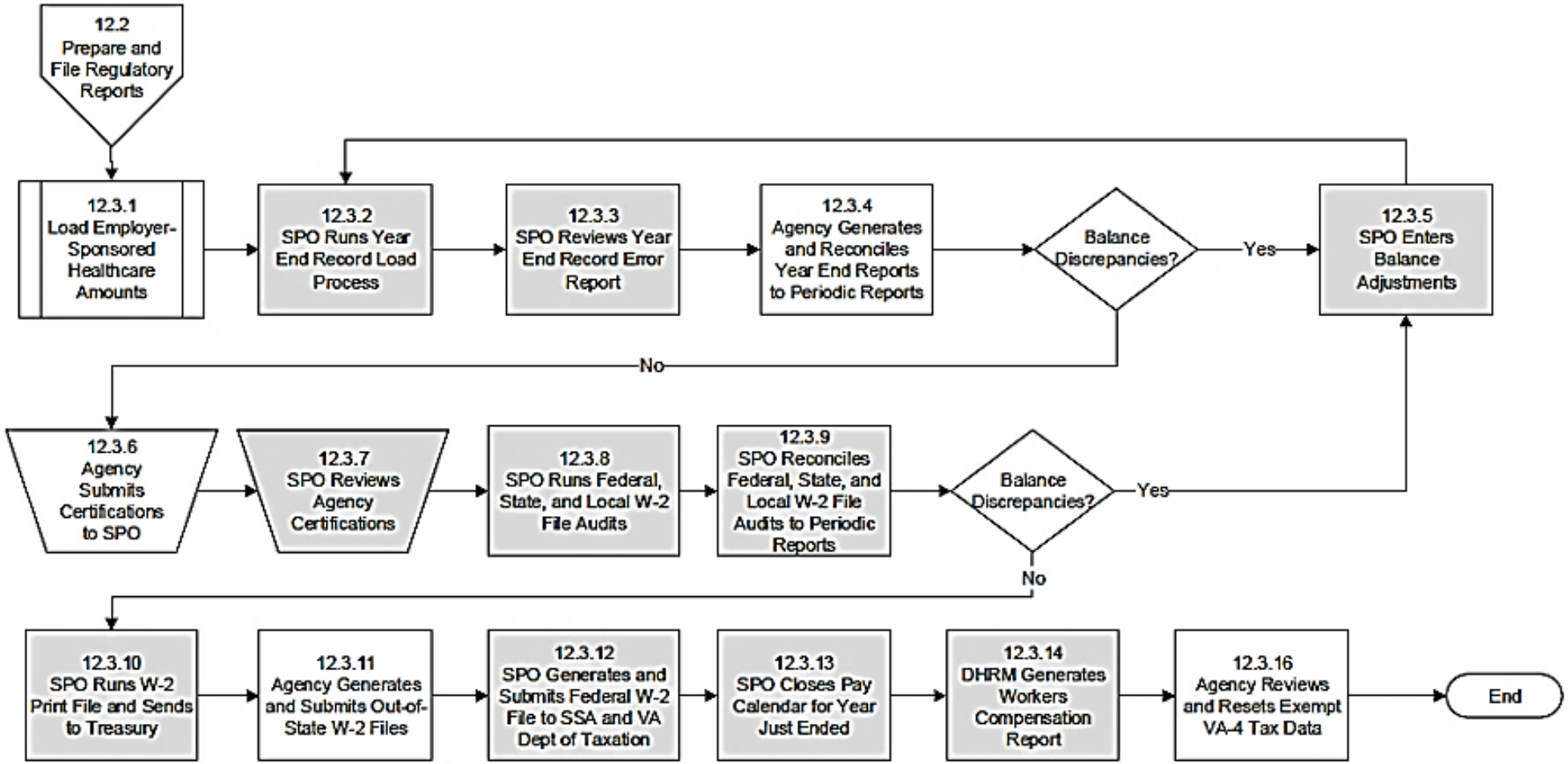
- Payroll Administrators will verify the accuracy of the regulatory reports. Fiscal Officers (or their proxy) are required to certify (sign/send) the required documentation for any corrections that need to be made.

Regulatory Payroll Reports

Some of the reports used for quarterly reconciliation are listed here. These reports should be reviewed periodically throughout the quarter, making adjustments, as needed, within the quarter.

Report Name	Navigation	Report Description
Quarterly Tax Balances Audit TAX015 (VRPY0227)	Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit	Produces a report that 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.
Quarterly Federal Tax Summary TAX007 (VRPY0242) - employee level detail	Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary	Report listing Quarter-to-Date (QTD) taxable gross and taxes for Federal withholding, FICA and FUTA. Report lists employees, by SSN, within company.
Quarterly State Tax Summary TAX008 (VRPY0243) - employee level detail	Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary	Report listing Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability (SDI). Report lists employees, by SSN, within company.
Annual Reporting Error Listing TAX900	Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing	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.

Calendar Year End



Calendar Year End – Reports

SPO will coordinate with the Cardinal Post Production Support (PPS) team to apply the tax update for year-end processing and tax filing. At the end of each calendar year, SPO prepares the W-2 output file to be sent to Department of Treasury.

Payroll Administrators will generate and review the following reports to reconcile the data with pay period and quarterly reports that were produced throughout the calendar year. If it is determined that an employee's balance must be adjusted, the agencies must enter adjustment transactions in SPOT, or communicate these changes to SPO.

Annual Reporting Error Listing: a W-2 management report that is used to flag errors that will impact forms at year end. This report verifies data found on tax balance tables, personal information records, and the company table.

Year End Certification Process

Payroll Administrators will submit to SPO the documentation for their respective agencies after all year-end reports have been reviewed and reconciled with periodic reports and no balance adjustments are required.

Payroll Administrators will submit supporting year-end documentation to include:

- Agency Fiscal Officer (or their proxy) signature (certification)
- Detail of all valid differences between company Federal Income Tax (FIT) taxable wages and company State Income Tax (SIT) taxable wages (e.g., non-Virginia state taxable wages are defined differently from FIT taxable wages)
- W-3 Transmittal – report showing the total number of W-2s expected for that agency to be submitted along with the W-2 Copy A

SPO will review each agencies year-end certifications to verify completion and will rerun the Year End Record Load process and the Year-End Jurisdiction Split process, as well as generate and review the Year-End Record Error Report.

Calendar Year End

Payroll Administrators are responsible for reviewing and resetting exemptions from withholding. Employees can submit the appropriate withholding form requesting full exemption from their pay at any time during the year. For both the Federal form W-4 and the Virginia form VA-4, the exemption from withholding is only valid for the calendar year in which the form was submitted.

The **W-4 Exemptions Report (TAX100)** lists all employees whose tax data records indicate they are exempt from federal income tax withholding.

You can navigate to this report using the following path:

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

The **V_PY_RESET_VA4_EXEMPT** query lists all employees whose tax data records indicate they are exempt from Virginia income tax withholding.

You can navigate to this query using the following path:

Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

Lesson Summary

11 Periodic Regulatory Processing

In this lesson, you learned

- Periodic Regulatory Reporting Overview
- Audit and Adjust Employee Balances
- Prepare and File Regulatory Reports
- Calendar Year End

Course Summary

PY381 Agency Payroll Management

In this course, you learned

- The overall payroll process
- How to maintain employee payroll data in Cardinal
- How to utilize the SPOT tool to process adjustments
- The payroll responsibilities and timelines for State Payroll Operations (SPO) and Agency payroll
- The payroll processes (create, calculate, and confirm pay)
- The off-cycle process
- The post payroll processing processes for tax and non-tax payments
- How Payroll Costing works for the General Ledger and Accounts Payable integrations
- The regulatory reporting processes and the associated agency requirements

Course Evaluation

Congratulations! You successfully completed the **PY381: Agency Payroll Management** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.

Appendix

- Flow Chart Key

Flowchart Key

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step/ Process	Connects steps between business processes.