

## **Cardinal HCM: Differences in Cardinal Paycheck**

1 message

This communication is being sent to Primary Contacts, Payroll SMEs, Payroll Administrators, and Payroll Read-Only users for Release 3 Payroll agencies.



#### **Differences in the Cardinal Paycheck**

Due to system differences between CIPPS and Cardinal HCM, some earnings, deductions, and taxes will be displayed differently on the employee's paycheck (pay stub) in Cardinal. In some cases, these differences result in small variances in the timing or amount of pay. The following chart describes the differences which may result in employee questions upon receiving their first check in Cardinal.

Impact to Pay?	Visually Different?	Difference	Impacted Employees
Amount		Overtime rounding is different due to the precision of values; Cardinal uses more decimal places for hours and rates than CIPPS, which may result in small amount differences typically less than +/- 5 cents.	Employees with Overtime
Timing		Overtime pay date lag is based on the FLSA period end date plus 14 days, so in some cases, overtime may be paid a period earlier or a period later in Cardinal, depending on when the FLSA period ends.	Depends on Timing
Amount		In CIPPS, garnishment fees are set up by agencies. In Cardinal, garnishment fees will be applied centrally (by State Payroll Operations), so all policies regarding applicable fees will be enforced. Employees may see a change in the fees withheld.	Employees with Garnishments
N/A	<b>√</b>	In Cardinal, Maryland local withholdings are combined with Maryland state withholding on the check. In CIPPS, they appeared on separate lines.	Employees with Maryland Taxes
N/A	<b>✓</b>	In Cardinal, direct deposits are listed as distributions. In CIPPS, they were listed as deductions.	All
N/A	<b>✓</b>	In Cardinal, premium rewards are earnings. In CIPPS, they appeared as reductions in the amount of the health deduction.	Employees with Premium Rewards
N/A	<b>✓</b>	In Cardinal, Imputed Life is a taxable deduction. In CIPPS, they appeared as a taxable earning.	All Salaried
N/A	<b>√</b>	In Cardinal, deferred compensation cash match shows as Deduction Class P (non-taxable tax benefit) and N (non-taxable). In CIPPS, this appeared as one line.	Employees with Deferred Compensation
N/A	<b>√</b>	In Cardinal, earnings are displayed by detailed components (e.g., call out pay, on-call pay) due to FLSA impacts. In CIPPS these were combined into the Overtime Pay component.	All

Refer to the attached **Understanding Your New Paycheck** document for additional guidance on employee paycheck differences. We encourage you to share the attachment with your users, as appropriate.

If you have any questions related to this information, please submit a help desk ticket to <a href="wccc@vita.virginia.gov">wccc@vita.virginia.gov</a> and include the word "Cardinal Paycheck" in the subject line. Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Team



# Cardinal Cardinal Employee Self-Service (ESS)

### **Understanding Your New Paycheck**

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

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

#### Viewing a PDF Paycheck

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

Service Control of the Service	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly C 04/25/2020 05/09/2020	Class (SUNSAT)	17)	Business Unit: Advice #: Advice Date:	-	
					TAX DATA:	Federal	VA State
Employ Departn Location Job Title Pay Rat	nent: n: e:				Tax Status: Allowances: Addl. Percent: Addl. Amount:	Married 0	N/A 0
TIC.	OURS AND EARNING	10			· 	TAXES	
nc	Curre		V	ΓD		TAALS	
Description Regular Time - Salaried Premium Reward VRS Contribution Base	Hour		Hours	Earnings	Description Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding	<u>Current</u>	YTD
TOTAL:	0.0		-		TOTAL:	-	- 200
BEFORE-TAX DEDUCTIONS Description Current	YTD Description		EDUCTIONS Current	YTD		ER PAID BENEFITS Current	YTD
BEFORE-TAX DEDUCTIONS  Description Current  CoVA Care  457 Deferred Compensation  Medical FSA  Employee Retirement DB  Flex Administrative Fee  DGS Parking Pre Tax  TOTAL:	YTD Description DOA Admin Posttax Miss	n Fee for Misc Ins	EUCTIONS Current	YTD	EMPLOYE  Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE	<u>Current</u>	YTD
Description Current CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax TOTAL:	DOA Admir Posttax Miss	n Fee for Misc Ins c Insurance	Current	-21	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE	Current	I
Description Current CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax TOTAL:  TOTAL GROSS Current	DOA Admir	n Fee for Misc Ins c Insurance		-21	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	Current	
Description Current CoVA Care 437 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax TOTAL:  TOTAL GROSS Current YTD	DOA Admin Posttax Mis	in Fee for Misc Ins c Insurance	Current	AXES	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE  TOTAL DEDUCTION	Current	
Description Current CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax TOTAL: TOTAL GROSS Current	FED TAXABLE O	in Fee for Misc Ins c Insurance	Current	AXES	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE	<u>Current</u>	I

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## Cardinal Cardinal Employee Self-Service (ESS)

### **Understanding Your New Paycheck**

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

#### **Hours and Earnings**

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

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

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

Richmond, VA	-	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly 04/25/2020 05/09/2020	Class (SUNSAT0	7)	Business Unit: Advice #: Advice Date:		
	Employed Departm Location Job Title Pay Rate	ent: :				TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
Description Regular Time - Salaried Premium Reward VRS Contribution Base		URS AND EARNING	nt	Y1 Hours 752.00	Earnings	Description Fed Withholdng Fed MED/EE Fed OASDI/EE VA Withholdng	TAXES <u>Current</u>	YTD
TOTAL:		0.0	0		***	TOTAL:	-	-

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## Cardinal Employee Self-Service (ESS)

## **Understanding Your New Paycheck**

#### **Taxes**

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

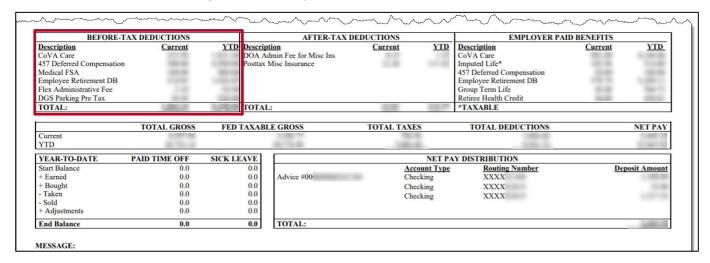
Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Begin Date: 04	11-Semimonthly Cl 25/2020 09/2020	lass (SUNSAT07)	L	Business Unit: Advice #: Advice Date:	100	
Emplo Depart Locati Job Tit Pay Ra	ment: n: le:	-			TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
Description Regular Time - Salaried Premium Reward VRS Contribution Base	OURS AND EARNINGS Current - Hours	Earnings		Earnings	Description Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding	TAXES <u>Current</u>	YTD
TOTAL:	0.00	1000	-		TOTAL:	-	7000

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

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

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



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## Cardinal Employee Self-Service (ESS)

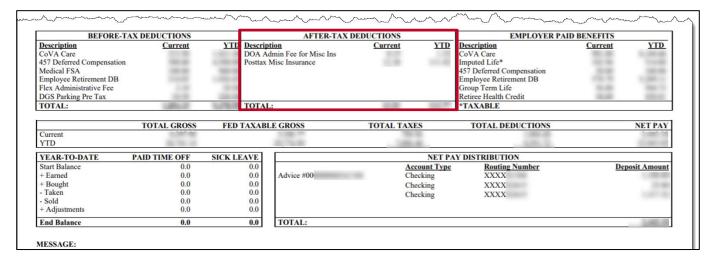
## **Understanding Your New Paycheck**

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

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

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

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

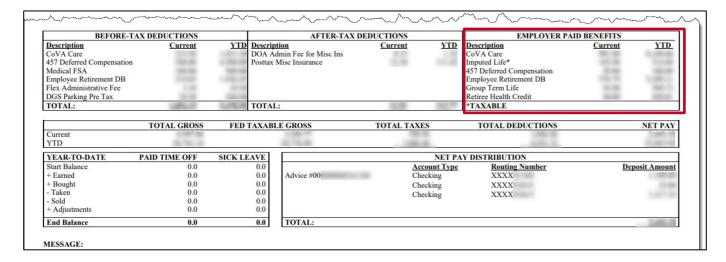


#### **Employer Paid Benefits**

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

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

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



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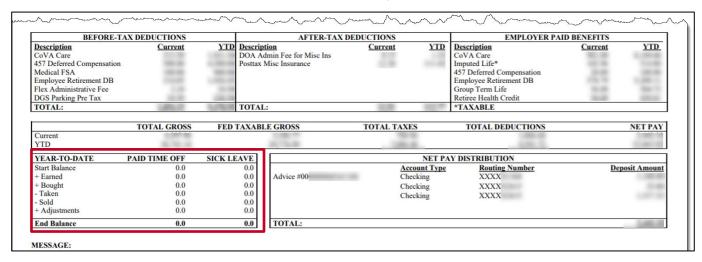


## **Cardinal Employee Self-Service (ESS)**

## **Understanding Your New Paycheck**

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

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



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

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

#### **Net Pay Distribution**

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

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

BEFORE-TAX DEDUCTIONS			AFTER-TAX I	DEDUCTIONS	EMPLOYER PAID BENEFITS			
Description CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	Current	100	Description OA Admin Fee for Misc Ins Posttax Misc Insurance	Current	YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	Current	YTD
TOTAL:	1800	100	TOTAL:	6.0	85.7	*TAXABLE		
	TOTAL GROSS	FED T	AXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current YTD	8.70.0		10.00 mm			100		1 40 10
YEAR-TO-DATE	PAID TIME OFF	SICK LEA	VE		NET PA	Y DISTRIBUTION		
Start Balance + Earned + Bought - Taken - Sold + Adjustments	0.0 0.0 0.0 0.0 0.0 0.0		0.0 0.0 0.0 0.0 0.0 0.0 0.0	Accou Check Check Check	ing	Routing Number XXXX XXXX XXXX	<u>De</u>	posit Amount
End Balance	0.0		0.0 TOTAL:					1,000

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