

Viewing and Printing Paychecks and W-2s for an Employee Overview

This Job Aid provides the steps used to view and print Paychecks or W-2s for an employee from Cardinal. The term “Paycheck” in Cardinal is also commonly referred to as a Paystub.

Note: You must have the Payroll Administrator (V_PY_ADMINISTRATOR) role or the Payroll Read Only (V_PY_RO) role to view and print Paychecks and W-2s for employees.

Important Notes:

- An employee must have received pay out of Cardinal to have a Paycheck or a W-2 generated in Cardinal
- Employees can view and print their own Paychecks and W-2s through Employee Self-Service. See the Job Aid titled **ESS How to View and Print a Paycheck and W-2**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**
- If a W-2c is needed, the Agency needs to contact State Payroll Operations (SPO) for processing the correction. W-2c forms will not be available in Cardinal

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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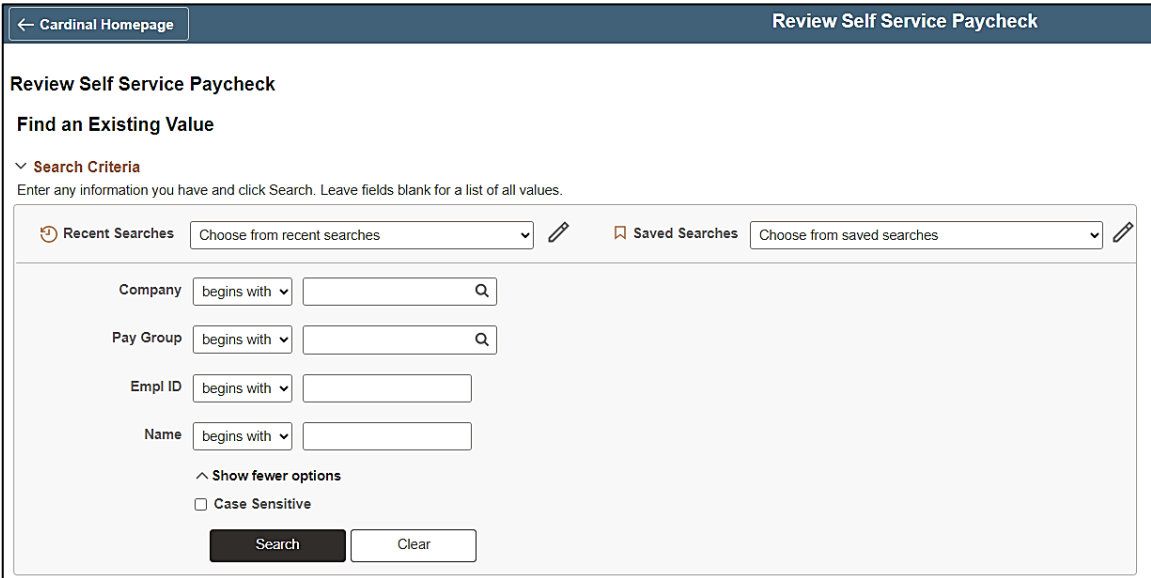




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Revision History


Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Viewing and Printing an Employee's Paycheck

Step	Action
1.	Navigate to the Review Self Service Paycheck page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck
<p>The Review Self Service Paycheck Find an Existing Value page displays.</p> 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.
	The Company field defaults to the user's three-character Company. If the user has access to more than one Company, this field can be updated as applicable.
2.	Click the Paygroup Look Up icon and select the applicable Pay Group. 
3.	Enter the applicable Employee ID in the Empl ID field. 






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
Step	Action
4.	Click the Search button. 

The selected **View Self-Service Paycheck** page displays.

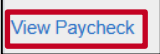
View Self Service Paycheck

▼ Select Paycheck

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Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
08/01/2024	View Paycheck	Dept of Labor and Industry	07/10/2024	07/24/2024	\$1218.91	64251544	
07/16/2024	View Paycheck	Dept of Labor and Industry	06/25/2024	07/09/2024	\$1852.50	64188596	
07/01/2024	View Paycheck	Dept of Labor and Industry	06/10/2024	06/24/2024	\$1873.09	64107589	
06/14/2024	View Paycheck	Dept of Labor and Industry	05/25/2024	06/09/2024	\$1801.67	64012250	
05/31/2024	View Paycheck	Dept of Labor and Industry	05/10/2024	05/24/2024	\$1816.16	63930486	
05/16/2024	View Paycheck	Dept of Labor and Industry	04/25/2024	05/09/2024	\$1801.68	63846344	
05/01/2024	View Paycheck	Dept of Labor and Industry	04/10/2024	04/24/2024	\$1816.17	63757425	
04/16/2024	View Paycheck	Dept of Labor and Industry	03/25/2024	04/09/2024	\$1801.68	63677123	
03/29/2024	View Paycheck	Dept of Labor and Industry	03/10/2024	03/24/2024	\$1816.17	63590106	
03/15/2024	View Paycheck	Dept of Labor and Industry	02/25/2024	03/09/2024	\$1801.67	63506173	


[Return to Search](#)

5.	Click the View Paycheck link of the paycheck to be viewed/printed. 
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Step	Action
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The selected paycheck displays as a PDF document.


COMMONWEALTH OF VIRGINIA
OFFICIAL PAY RECORD

Dept of Labor and Industry	Pay Group: SM1-SemiMonthly Class (SATFR107) Pay Begin Date: 07/10/2024 Pay End Date: 07/24/2024	Business Unit: 18100 Advice #: 000000064251544 Advice Date: 08/01/2024												
Employee ID: Department: Location: Job Title: Pay Rate:	18100-DEPT OF LABOR AND INDUSTRY LYNCHBURG FIELD OFFICE Gen Admin Supr I Coord 1 \$2,083.33 SemiMonthly	TAX DATA: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Tax Status:</td> <td style="width: 35%;">Federal</td> <td style="width: 35%;">VA State</td> </tr> <tr> <td>Allowances:</td> <td>0</td> <td>1</td> </tr> <tr> <td>Percent:</td> <td>N/A</td> <td></td> </tr> <tr> <td>Add. Amount:</td> <td>100.00</td> <td>50.00</td> </tr> </table>	Tax Status:	Federal	VA State	Allowances:	0	1	Percent:	N/A		Add. Amount:	100.00	50.00
Tax Status:	Federal	VA State												
Allowances:	0	1												
Percent:	N/A													
Add. Amount:	100.00	50.00												

HOURS AND EARNINGS				TAXES			
Description	Current	YTD		Description	Current	YTD	
	Hours	Earnings	Hours		Earnings		
Regular Time - Salaried	2,083.33	1,091.00	35,894.48	Fed Withholding	276.77	5,890.71	
VRS Contribution Base	3,023.92	52.00	41,277.80	Fed MEDIEE	28.93	588.17	
Holiday Time	0.00	10.00	338.75	Fed OASDI/EE	123.68	2,514.92	
Other Leave Types Used	0.00	28.00	948.52	VA Withholding	121.58	2,355.03	
Sick Leave Used	0.00	43.00	1,473.92				
Vacation Leave Used							
TOTAL:	0.00	2,083.33	1,224.00	40,425.30	559.96	11,348.83	

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care	88.50	1,197.00	DOA Admin Fee for Misc Ins	0.15	2.10	CoVA Care	391.50	5,211.00
457 Deferred Compensation	40.00	560.00	Posttax Misc Insurance	33.61	470.54	457 Deferred Compensation	20.00	280.00
Employee Retirement DB	151.20	2,063.88				Employee Retirement DB	378.59	5,851.42
						Group Term Life	35.68	543.44
						Retiree Health Credit	33.87	462.30
						Imputed Life*	0.00	1,334.88
TOTAL:	279.70	3,820.88	TOTAL:	33.76	472.64	*TAXABLE		

TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,083.33	1,803.63	550.96	313.46	1,218.91
YTD	40,425.30	37,939.30	11,348.83	4,293.52	24,782.95

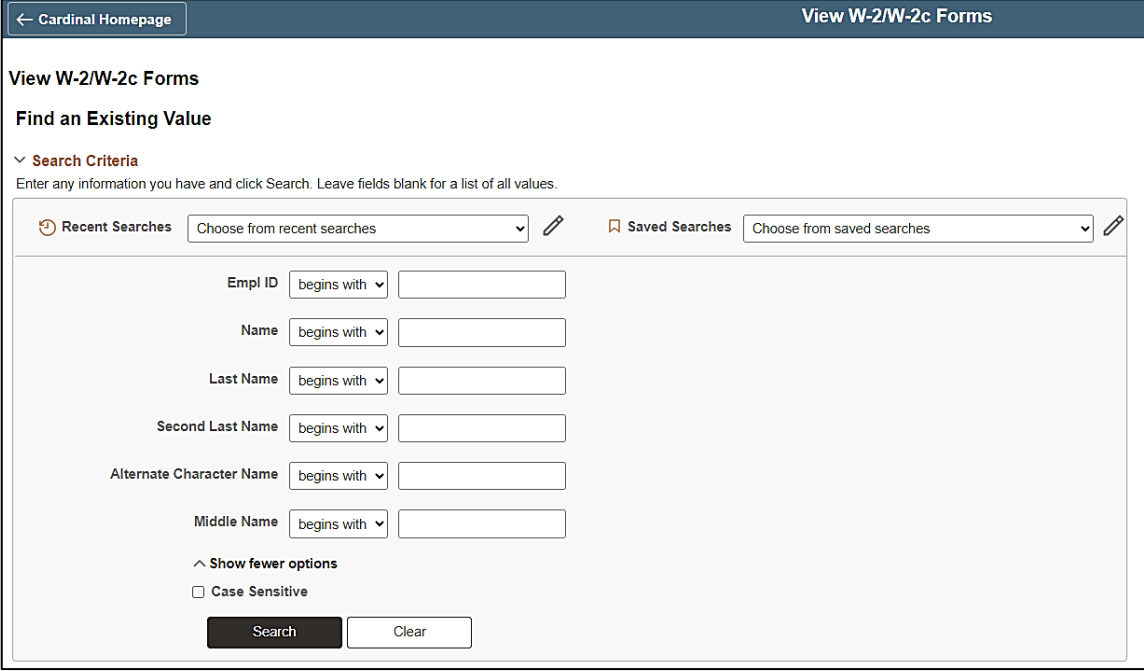




YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION		
Start Balance	0.0	0.0	Advice #000000064251544	Account Type	Routing Number
+ Earned	0.0	0.0	Checking		XXXXXX016
+ Bought	0.0	0.0			Deposit Amount
- Taken	0.0	0.0			1,218.91
- Sold	0.0	0.0			
+ Adjustments	0.0	0.0			
End Balance	0.0	0.0	TOTAL:		1,218.91

MESSAGE:

5. Click the **Print** icon to print the Paycheck.



Viewing and Printing an Employee's W-2 Form (Most Recent Tax Year)

Step	Action
1.	Navigate to the View W-2/W-2c Forms page using the following path: NavBar > Menu > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms
<p>The View W-2/W-2c Forms Find an Existing Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> 
	<p>Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>
3.	<p>Click the Search button.</p> 

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Step	Action
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The **View W-2/W-2c Forms** page displays.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

Mask SSN [View a Different Tax Year](#)

Select Year End Form

1-1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2023	DLI	W-2	01/26/2024	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

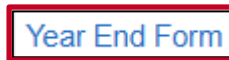
[Return to Search](#)



Cardinal defaults to the most recent W-2 under the **Select Year End Form** section.

4.

Click the **Year End Form** link.



To view at a previous year's W-2, see the section in this Job Aid titled [Viewing and Printing a Prior Year's W-2 Form](#) for details.

The selected W-2 form displays as a PDF document.

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Form **W-2 Wage and Tax Statement** 2023
7 Social security tips
1 Wages, tips, other comp. 74574.06
2 Federal income tax withheld 9936.64

c Employer's name, address, and ZIP code
DEPT OF LABOR AND INDUSTRY

8 Allocated tips
9 Social security wages 84060.30
4 Social security tax withheld 5211.74

9
5 Medicare wages and tips 84060.30
6 Medicare tax withheld 1218.87

10 Dependent care benefits
11 Nonqualified plans
12a See instructions for box 12

13 Student employee Retirement plan Termination sick pay
14 Other
12b 5130.00

b Employer identification number (EIN)
12c 10470.00

a Employee's social security no.
12d 930.00

15 State VA 30546001710F001
16 State wages, tips, etc. 74574.06
17 State income tax 3719.97
18 Local wages, tips, etc.
19 Local income tax
20 Locality name

Copy B To Be Filed With Employee's FEDERAL Tax Return

This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008 Dept. of the Treasury - IRS Visit the IRS Web Site at www.irs.gov/efile

Form **W-2 Wage and Tax Statement** 2023
7 Social security tips
1 Wages, tips, other comp. 74574.06
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DEPT OF LABOR AND INDUSTRY

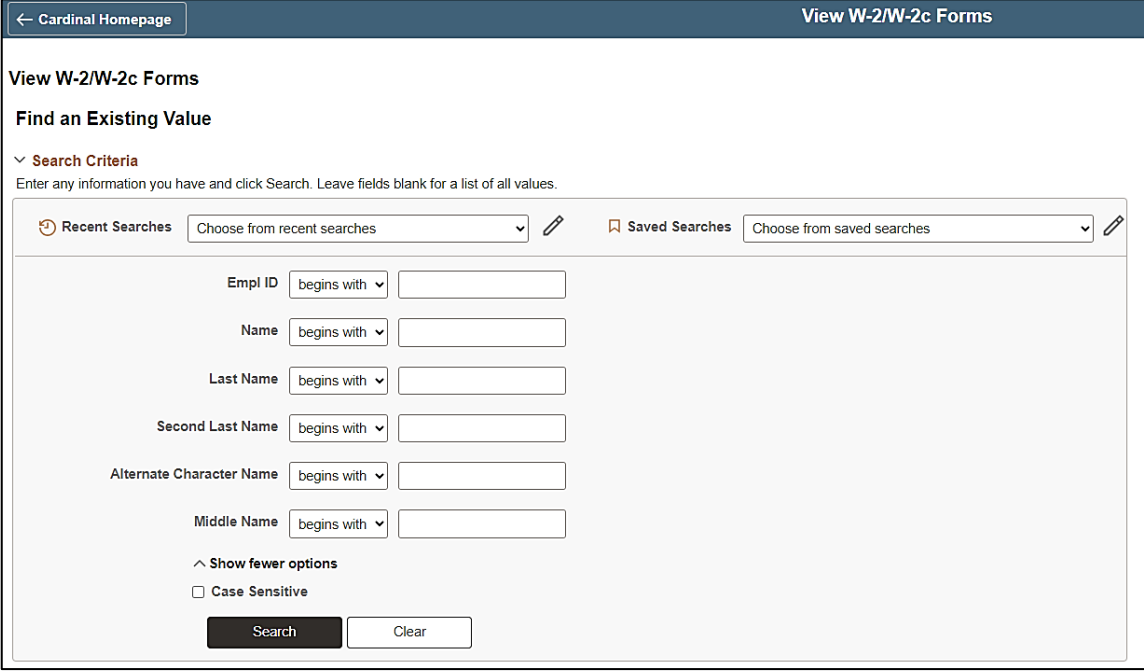




8 Allocated tips
9 Social security wages 84060.30
4 Social security tax withheld 5211.74

5.

Click the **Print** icon to print the W-2 form.



Viewing and Printing a Prior Year's W-2 Form

Step	Action
1.	Navigate to the View W-2/W-2c Forms page using the following path: NavBar > Menu > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms
<p>The View W-2/W-2c Forms Find an Existing Value page displays.</p> 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Enter the employee's Employee ID in the Empl ID field. 
	Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
3.	Click the Search button. 

Step	Action
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The **View W-2/W-2c Forms** page displays.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

Mask SSN [View a Different Tax Year](#)

Select Year End Form

☰
1-1 of 1 ▾

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2023	DLI	W-2	01/26/2024	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

[Return to Search](#)



Cardinal defaults to the most recent W-2 under the Select Year End Form section.

4. Click the **View a Different Year** link.

[View a Different Tax Year](#)

The **View W-2/W-2c Forms** page displays with all the prior year W-2s in Cardinal.

View W-2/W-2c Forms


Select the tax year that you would like to review.

Select Tax Year

Tax Year	Company
2023	Dept of Labor and Industry
2022	Dept of Labor and Industry

[Return to Search](#)

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Step	Action
5.	Click the Tax Year link for the applicable year. 

The **View W-2/W-2c Forms** page re-displays with the applicable year in the **Select Year End Form** section.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

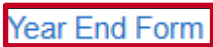
Mask SSN [View a Different Tax Year](#)

Select Year End Form

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Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2022	DLI	W-2	04/14/2023	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

[Return to Search](#)

6.	Click the Year End Form link. 
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The selected year W-2 displays as a PDF document.


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Form **W-2 Wage and Tax Statement 2022**
7 Social security tips 1 Wages, tips, other comp. 67452.42 2 Federal income tax withheld 8815.09

a Employer's name, address, and ZIP code DEPT OF LABOR AND INDUSTRY		8 Allocated tips 75518.66	3 Social security wages 75518.66	4 Social security tax withheld 4682.16
c Employee's name, address, and ZIP code		9 Medicare wages and tips 75518.66	5 Medicare wages and tips 75518.66	6 Medicare tax withheld 1095.02
b Employer identification number (EIN)		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
a Employee's social security no.		13 2022a Self-emp. 2022b Self-emp. 2022c Other	14 Other	12b 529.76
15 State VA	Employer's state ID no.	16 State wages, tips, etc. 67452.42	17 State income tax 3518.37	18 Local wages, tips, etc.
Copy B To Be Filed With Employee's FEDERAL Tax Return		This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048		Dept. of the Treasury - IRS Visit the IRS Web Site at www.irs.gov

Form **W-2 Wage and Tax Statement 2022**
7 Social security tips 1 Wages, tips, other comp. 67452.42 2 Federal income tax withheld 8815.09

a Employer's name, address, and ZIP code DEPT OF LABOR AND INDUSTRY		8 Allocated tips 75518.66	3 Social security wages 75518.66	4 Social security tax withheld 4682.16
c Employee's name, address, and ZIP code		9 Medicare wages and tips 75518.66	5 Medicare wages and tips 75518.66	6 Medicare tax withheld 1095.02
b Employer identification number (EIN)		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
a Employee's social security no.		13 2022a Self-emp. 2022b Self-emp. 2022c Other	14 Other	12b 4320.00
15 State VA	Employer's state ID no.	16 State wages, tips, etc. 67452.42	17 State income tax 3518.37	18 Local wages, tips, etc.

7.	Click the Print icon to print the W-2 document. 
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