



Understanding Your Paycheck Overview

This Job Aid provides information about the Cardinal employee paycheck. Employee Self-Service (ESS) users can use this Job Aid to assist with questions related to the various sections on their paycheck (i.e., pay stub) online in Cardinal HCM.

See the [Appendix](#) section to see tables that provide short and long descriptions for the Earnings and Deduction codes which may display on your paycheck.

Note: For tips on viewing/printing paychecks, see the Job Aid titled ESS_How to View and Print a Paycheck. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Table of Contents

- Viewing a PDF Paycheck..... 2
- Understanding the Paycheck Sections..... 3
 - Hours and Earnings.....3
 - Taxes.....4
 - Before-Tax Deductions4
 - After-Tax Deductions.....5
 - Employer Paid Benefits.....5
 - Net Pay Distribution.....6
- Appendix..... 7
 - Earnings7
 - Earnings (continued).....8
 - Deduction Codes.....9
 - Deduction Codes (continued)10



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your Paycheck

Viewing a PDF Paycheck

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

Pay Group: SMI-Semimonthly Class (SATFRI07) Pay Begin Date: 09/25/2022 Pay End Date: 10/09/2022		Business Unit: Advice #: Advice Date:																																																																																	
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Tax Status: Married Allowances: 0 Percent: N/A Addl. Amount:																																																																																	
HOURS AND EARNINGS		TAXES																																																																																	
<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular Time - Salaried</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>VRS Contribution Base</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Imputed Income</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current		YTD		Hours	Earnings	Hours	Earnings	Regular Time - Salaried					VRS Contribution Base					Imputed Income					TOTAL:	0.00				<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fed MED/EE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fed OASDI/EE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>VA Withholding</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fed Addl Med</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current		YTD		Fed Withholding					Fed MED/EE					Fed OASDI/EE					VA Withholding					Fed Addl Med					TOTAL:																				
Description	Current		YTD																																																																																
	Hours	Earnings	Hours	Earnings																																																																															
Regular Time - Salaried																																																																																			
VRS Contribution Base																																																																																			
Imputed Income																																																																																			
TOTAL:	0.00																																																																																		
Description	Current		YTD																																																																																
	Fed Withholding																																																																																		
Fed MED/EE																																																																																			
Fed OASDI/EE																																																																																			
VA Withholding																																																																																			
Fed Addl Med																																																																																			
TOTAL:																																																																																			
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS																																																																															
<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>CoVA Care</td> <td></td> <td></td> </tr> <tr> <td>457 Deferred Compensation</td> <td></td> <td></td> </tr> <tr> <td>Medical FSA</td> <td></td> <td></td> </tr> <tr> <td>Employee Retirement DB</td> <td></td> <td></td> </tr> <tr> <td>Flex Administrative Fee</td> <td></td> <td></td> </tr> <tr> <td>Flex Admin Fee-Prior Year</td> <td></td> <td></td> </tr> <tr> <td>Medical FSA-Prior Year</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD	CoVA Care			457 Deferred Compensation			Medical FSA			Employee Retirement DB			Flex Administrative Fee			Flex Admin Fee-Prior Year			Medical FSA-Prior Year			TOTAL:			<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>457 Deferred Compensation</td> <td></td> <td></td> </tr> <tr> <td>Combined Virginia Campaign</td> <td></td> <td></td> </tr> <tr> <td>DOA Admin Fee for Misc Ins</td> <td></td> <td></td> </tr> <tr> <td>Optional Group Life</td> <td></td> <td></td> </tr> <tr> <td>Posttax Misc Insurance</td> <td></td> <td></td> </tr> <tr> <td>VA Government Employees Assoc</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD	457 Deferred Compensation			Combined Virginia Campaign			DOA Admin Fee for Misc Ins			Optional Group Life			Posttax Misc Insurance			VA Government Employees Assoc			TOTAL:			<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>CoVA Care</td> <td></td> <td></td> </tr> <tr> <td>Imputed Life*</td> <td></td> <td></td> </tr> <tr> <td>457 Deferred Compensation</td> <td></td> <td></td> </tr> <tr> <td>Employee Retirement DB</td> <td></td> <td></td> </tr> <tr> <td>Group Term Life</td> <td></td> <td></td> </tr> <tr> <td>Retiree Health Credit</td> <td></td> <td></td> </tr> <tr> <td>VSDP LTD</td> <td></td> <td></td> </tr> <tr> <td>*TAXABLE</td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD	CoVA Care			Imputed Life*			457 Deferred Compensation			Employee Retirement DB			Group Term Life			Retiree Health Credit			VSDP LTD			*TAXABLE		
Description	Current	YTD																																																																																	
CoVA Care																																																																																			
457 Deferred Compensation																																																																																			
Medical FSA																																																																																			
Employee Retirement DB																																																																																			
Flex Administrative Fee																																																																																			
Flex Admin Fee-Prior Year																																																																																			
Medical FSA-Prior Year																																																																																			
TOTAL:																																																																																			
Description	Current	YTD																																																																																	
457 Deferred Compensation																																																																																			
Combined Virginia Campaign																																																																																			
DOA Admin Fee for Misc Ins																																																																																			
Optional Group Life																																																																																			
Posttax Misc Insurance																																																																																			
VA Government Employees Assoc																																																																																			
TOTAL:																																																																																			
Description	Current	YTD																																																																																	
CoVA Care																																																																																			
Imputed Life*																																																																																			
457 Deferred Compensation																																																																																			
Employee Retirement DB																																																																																			
Group Term Life																																																																																			
Retiree Health Credit																																																																																			
VSDP LTD																																																																																			
*TAXABLE																																																																																			
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY																																																																											
Current																																																																																			
YTD																																																																																			
YEAR-TO-DATE PAID TIME OFF SICK LEAVE			NET PAY DISTRIBUTION																																																																																
<table border="1"> <tbody> <tr> <td>Start Balance</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>+ Earned</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>+ Bought</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>- Taken</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>- Sold</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>+ Adjustments</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>End Balance</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>			Start Balance	0.0	0.0	+ Earned	0.0	0.0	+ Bought	0.0	0.0	- Taken	0.0	0.0	- Sold	0.0	0.0	+ Adjustments	0.0	0.0	End Balance	0.0	0.0	<table border="1"> <thead> <tr> <th>Advice #</th> <th>Account Type</th> <th>Routing Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Savings</td> <td>XXXXX</td> <td></td> </tr> <tr> <td></td> <td>Checking</td> <td>XXXXX</td> <td></td> </tr> <tr> <td colspan="4">TOTAL:</td> </tr> </tbody> </table>							Advice #	Account Type	Routing Number	Deposit Amount		Savings	XXXXX			Checking	XXXXX		TOTAL:																																								
Start Balance	0.0	0.0																																																																																	
+ Earned	0.0	0.0																																																																																	
+ Bought	0.0	0.0																																																																																	
- Taken	0.0	0.0																																																																																	
- Sold	0.0	0.0																																																																																	
+ Adjustments	0.0	0.0																																																																																	
End Balance	0.0	0.0																																																																																	
Advice #	Account Type	Routing Number	Deposit Amount																																																																																
	Savings	XXXXX																																																																																	
	Checking	XXXXX																																																																																	
TOTAL:																																																																																			
MESSAGE:																																																																																			



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your 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 detailed breakdown of earnings. The timing of overtime payments will depend on the FLSA period end dates and is paid on a lag for semimonthly employees. If you have questions, contact your agency's Payroll support staff.

Pay Group: SM1-Semimonthly Class (SATFRI07) Pay Begin Date: 09/25/2022 Pay End Date: 10/09/2022		Business Unit: Advice #: Advice Date:	
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Tax Status: Married Allowances: 0 Percent: N/A Addl. Amount:	
HOURS AND EARNINGS		TAXES	
<u>Description</u> Regular Time - Salaried VRS Contribution Base Imputed Income	<u>Current</u> <u>Hours</u>	<u>Earnings</u>	<u>YTD</u> <u>Hours</u>
			<u>Earnings</u>
			<u>Description</u> Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding Fed Addl Med
			<u>Current</u>
			<u>YTD</u>
TOTAL:	0.00		TOTAL:



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your Paycheck

Taxes

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

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

Pay Group: SM1-Semimonthly Class (SATFRI07) Pay Begin Date: 09/25/2022 Pay End Date: 10/09/2022		Business Unit: Advice #: Advice Date:																																																			
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Tax Status: Married Allowances: 0 Percent: N/A Addl. Amount:																																																			
HOURS AND EARNINGS <table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular Time - Salaried</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>VRS Contribution Base</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Imputed Income</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current		YTD		Hours	Earnings	Hours	Earnings	Regular Time - Salaried					VRS Contribution Base					Imputed Income					TOTAL:	0.00				TAXES <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td></td> <td></td> </tr> <tr> <td>Fed MED/EE</td> <td></td> <td></td> </tr> <tr> <td>Fed OASDI/EE</td> <td></td> <td></td> </tr> <tr> <td>VA Withholding</td> <td></td> <td></td> </tr> <tr> <td>Fed Addl Med</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD	Fed Withholding			Fed MED/EE			Fed OASDI/EE			VA Withholding			Fed Addl Med			TOTAL:		
Description	Current		YTD																																																		
	Hours	Earnings	Hours	Earnings																																																	
Regular Time - Salaried																																																					
VRS Contribution Base																																																					
Imputed Income																																																					
TOTAL:	0.00																																																				
Description	Current	YTD																																																			
Fed Withholding																																																					
Fed MED/EE																																																					
Fed OASDI/EE																																																					
VA Withholding																																																					
Fed Addl Med																																																					
TOTAL:																																																					

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.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			457 Deferred Compensation			CoVA Care		
457 Deferred Compensation			Combined Virginia Campaign			Imputed Life*		
Medical FSA			DOA Admin Fee for Misc Ins			457 Deferred Compensation		
Employee Retirement DB			Optional Group Life			Employee Retirement DB		
Flex Administrative Fee			Posttax Misc Insurance			Group Term Life		
Flex Admin Fee-Prior Year			VA Government Employees Assoc			Retiree Health Credit		
Medical FSA-Prior Year						VSDP LTD		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #	Account Type	Routing Number	Deposit Amount
	Savings	XXXXX	
	Checking	XXXXX	
TOTAL:			

MESSAGE:



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your 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.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			457 Deferred Compensation			CoVA Care		
457 Deferred Compensation			Combined Virginia Campaign			Imputed Life*		
Medical FSA			DOA Admin Fee for Misc Ins			457 Deferred Compensation		
Employee Retirement DB			Optional Group Life			Employee Retirement DB		
Flex Administrative Fee			Posttax Misc Insurance			Group Term Life		
Flex Admin Fee-Prior Year			VA Government Employees Assoc			Retiree Health Credit		
Medical FSA-Prior Year						VSDP LTD		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #	Account Type	Routing Number	Deposit Amount
	Savings	XXXXX	
	Checking	XXXXX	
TOTAL:			

MESSAGE:

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 the Commonwealth of Virginia (CoVA) on behalf of the employee. They do not reduce the Net Pay received by the employee.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			457 Deferred Compensation			CoVA Care		
457 Deferred Compensation			Combined Virginia Campaign			Imputed Life*		
Medical FSA			DOA Admin Fee for Misc Ins			457 Deferred Compensation		
Employee Retirement DB			Optional Group Life			Employee Retirement DB		
Flex Administrative Fee			Posttax Misc Insurance			Group Term Life		
Flex Admin Fee-Prior Year			VA Government Employees Assoc			Retiree Health Credit		
Medical FSA-Prior Year						VSDP LTD		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #	Account Type	Routing Number	Deposit Amount
	Savings	XXXXX	
	Checking	XXXXX	
TOTAL:			

MESSAGE:



Cardinal Employee Self-Service (ESS)

ESS_ Understanding Your Paycheck

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

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

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			457 Deferred Compensation			CoVA Care		
457 Deferred Compensation			Combined Virginia Campaign			Imputed Life*		
Medical FSA			DOA Admin Fee for Misc Ins			457 Deferred Compensation		
Employee Retirement DB			Optional Group Life			Employee Retirement DB		
Flex Administrative Fee			Posttax Misc Insurance			Group Term Life		
Flex Admin Fee-Prior Year			VA Government Employees Assoc			Retiree Health Credit		
Medical FSA-Prior Year						VSDP LTD		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #	Account Type	Routing Number	Deposit Amount
	Savings	XXXXX	
	Checking	XXXXX	
TOTAL:			

MESSAGE:

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

Menu > 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 Virginia529 (VA529) account payments.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			457 Deferred Compensation			CoVA Care		
457 Deferred Compensation			Combined Virginia Campaign			Imputed Life*		
Medical FSA			DOA Admin Fee for Misc Ins			457 Deferred Compensation		
Employee Retirement DB			Optional Group Life			Employee Retirement DB		
Flex Administrative Fee			Posttax Misc Insurance			Group Term Life		
Flex Admin Fee-Prior Year			VA Government Employees Assoc			Retiree Health Credit		
Medical FSA-Prior Year						VSDP LTD		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #	Account Type	Routing Number	Deposit Amount
	Savings	XXXXX	
	Checking	XXXXX	
TOTAL:			

MESSAGE:



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your Paycheck

Appendix

The tables included in this section provide the Short and Long Descriptions for the Earnings and Deductions Codes for items you may see on your pay stub.

Earnings

Short Description	Long Description	Short Description	Long Description
Agy Misc	Misc Agency Specific Pay	Med Aide	Medication Hourly
Adjunct Py	Adjunct Faculty	Med Aide	Medication Salaried
Vac Payout	Annual Leave Payout	Meals	Reportable Meals
Bonus-FLSA	Non-discretionary Bonus (FLSA)	Mil Splmnt	Military Supplement
Pers Car	Reimb Use of Personal Car	Mileage	Mileage
Co Car	Company Car	Meal Stpnd	Meal Stipend
CallOutAmt	Call Out Hourly Straight Amt	MbileDevNT	Mobile Device Nontaxable
CL Payout	Compensatory Leave Payout	M&R NTxble	M&R Nontaxable
CallOut DB	Call Out Salary Double Time	M&R Txble	M&R Taxable
CallOut ST	Call Out Salaried Straight	MbileDevTX	Mobile Device Taxable
CallOut1.5	Call Out Hourly Time and Half	NC Awards	NonCash Awards
Comm Fee	Commuter Fee Basis	NC M&R	NonCash Moving and Relocation
CallOut1.5	Call Out Salary Time and Half	NP Benefit	Nonpaid Benefit
CallOut ST	Call Out Hourly Straight	NtxPerDiem	Nontaxable Per Diem
CallOutAmt	Call Out Salaried Straight Amt	Ntx Fringe	Nontax Fringe Ben Paid
NonCashTip	Tips Paid Update Earnings Only	NC Rec Bon	NonCash Recruitment Bonus
Bonus	Discretionary Bonus (Not FLSA)	NT Tuition	Nontaxable Tuition Reimbursemnt
WKND/HOL	Differential Hourly	NonTxReimb	Misc Nontaxable Reimbursement
WKND/HOL	Differential Salaried	OnCall Amt	OnCall Pay Hourly Amount
DecPay CY	Deceased Pay Current Year	OTL Payout	Overtime Leave Payout
ER Pd Tax	Employer Paid Taxes	OnCall	OnCall Pay Hourly
FF Adjmnt	Fire Fighter Adjustment	OnCall 1.5	OnCall Pay Sal Time and Half
Fac Other	Faculty Other Pay	OnCall	OnCall Pay Salaried
Fac Ovrlid	Faculty Overload	OnCall Amt	OnCall Pay Salaried Amount
NG SAD Pay	National Guard	OT Strght	Overtime- Hourly Straight
Hlth/Welfr	Health and Welfare	OT Strght	Overtime- Salaried Straight
Hlth Incnt	Health Incentive	OT 1.5	Overtime- Hourly Time + Half
Hol Xtra	Holiday Straight Pay Extra	OT 1.5	Overtime- Salaried Time + Half
Vac Payout	Annual Leave Payout - WTA	OT 2	Overtime - Double Time
CL Payout	Comp Leave Payout - WTA	Prm Rwrđ	Premium Reward
IntermMeet	Interim Meetings	NRARgFICAX	FICA Exempt NRA
Invol Sep	Involuntary Separation	Regular	Regular Time - Hourly
Sck Payout	Sick Leave Payout - WTA	Regular	Regular Time - Salaried
Lv Share	Leave Share	Retire Inc	Retirement Incentive



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your Paycheck

Earnings (continued)

Short Description	Long Description
Retro OT	Retroactive Overtime Pay
Retro Reg	Retroactive Regular Pay
Academics	Special Payments Academics
Shift 2	Shift 2 Pay - Salaried
Shift 3	Shift 3 Pay - Salaried
Severance	Severance Pay
Shift 2	Shift 2 Pay - Hourly
Shift 3	Shift 3 Pay - Hourly
Sck Payout	Sick Leave Payout
Agy Misc 1	Misc Agency Supplemental Pay 1
Agy Misc 2	Misc Agency Supplemental Pay 2
Agy Misc	Misc Agency Specific Pay Amt
Agy Misc	Misc Agency Specific Pay Hours
NT Stpnd	Student Stipend NonTaxable
Stpnd Txbl	Student Stipend Taxable
VSDP Ben	VSDP Benefits
Stipend	Stipend
SeWzPd	SelEnfor/WrkZon/PrivDty
Txb Fringe	Taxable Fringe Benefit
Txb HC	Taxable Health Care
Cash Tips	Cash Tips Due to Employee
Temp Pay	Temporary Pay
TxbOffExp	Taxable Office Expense
TxbPerDiem	Taxable Per Diem
TxbTuition	Taxable Tuition
Txb Pay	Misc Agency Specific Pay
VRS Base	VRS Contribution Base for Retirement Benefits Calc
VSDP WC	VSDP Work Comp Pay
Work Comp	Workers Comp
WC Splmnt	Workers Comp Supplement
WSS OT	Work Study Student Overtime
Work Study	Work Study Student



Cardinal Employee Self-Service (ESS)

ESS_Understanding Your Paycheck

Deduction Codes

Short Description	Long Description	Short Description	Long Description
Admn Fee	DOA Admin Fee for Misc Ins	Grp Life	*Group Term Life - Judicial
AFSCME	AFSCME	Grp Life	*Group Term Life - Regular
Agy Misc	Agency Miscellaneous	Grp Life	*Group Term Life - SPORS
AgyPrk AT	Agency Parking Post Tax	Grp Life	*Group Term Life - VLORS
AgyPrk BT	Agency Parking Pre Tax	HJRMDB	Judges Hybrid Defined Benefit
AgyPrkRev	Agency Parking Revenue	HVRMDB	VRS Hybrid Defined Benefit
Annuity	403(b) Annuity Plan	HYB MDC	Hybrid Mandatory DC
Assoc 1	Association 1	HYB Rtmt	Hybrid Retirement
Assoc 2	Association 2	HYB VDC	VRS HB Vol Defined Contr
ChSupFee	Child Support Fee	Imp Life	Imputed Life
COVA HA	COVA Health Aware	Kaiser	Kaiser-Permanente HMO
COVA HD	CoVA High Deductible Hlth Plan	Loc Retr	Local Retirement Contribution
COVACARE	CoVA Care	Meal/Rnt	Meals and Rental Qtrs Post Tax
CVC	Combined Virginia Campaign	Meal/RntBT	Meals and Rental Qtrs Pre Tax
CWA	Communication Wrkrs of America	Med FSA	Medical FSA
Deceased	Deceased Net	Misc Ins	Posttax Misc Insurance
Def Comp	457 Deferred Compensation	OHB Pen	Ofc of Health Benefit Penalty
DGS Park	DGS Parking Post Tax Lower Rt	Opt Life	Optional Group Life
DGS Prk AT	DGS Parking Post Tax	Optima	Optima HMO
DGS Prk BT	DGS Parking Pre Tax Lower Rt	Othr Ins	Other Insurance
DGS Prk BT	DGS Parking Pre Tax	Pool Veh	Pool Vehicle
DpCr FSA	Dependent Care FSA	PPS-Jud AT	Purchase of Prior Serv-Judcial Post Tax
DueAgy	Due Agency	PPS-Jud BT	Purchase of Prior Serv-Judicial Pre Tax
FBMC Fee	FBMC Administrative Fee	PPS-SPR AT	Purchase of Prior Serv-SPORS Post Tax
Flex Fee	Flex Administrative Fee	PPS-SPR BT	Purchase of Prior Serv-SPORS Pre Tax
FlxDepPY	Dependent Care FSA-Prior Year	PPS-VAL AT	Purchase of Prior Serv-VALORS Post Tax
FlxFeePY	Flex Admin Fee-Prior Year	PPS-VAL BT	Purchase of Prior Serv-VALORS Pre Tax
FlxMedPY	Medical FSA-Prior Year	PPS-VRS AT	Purchase of Prior ServVRS Post Tax
Found 1	Foundation 1	PPS-VRS BT	Purchase of Prior Serv-VRS Pre Tax
Found 2	Foundation 2	Prem Rwd	Healthcare Premium Reward
Garn Fee	Garnishment Fee	PreTrans	Pretax Transportation
Garnish	Garnishment	Ret Hlth	Retiree Health Credit-Judicial

Deduction Codes (continued)

Short Description	Long Description
Ret Hlth	*Retiree Health Credit-Regular
Ret Hlth	*Retiree Health Credit-SPORS
Ret Hlth	*Retiree Health Credit-VLORS
Retmt DB	Employee Retirement Defined Benefit
Retmt DC	Employee Retirement Defined Contribution
Revenue	Revenue- Misc
TRICARE	TRICARE
VGEA	VA Government Employees Assoc
VSDP LTD	*LTD/VSDP-Regular
VSDP LTD	*LTD/VSDP-SPORS
VSDP LTD	*LTD/VSDP-VLORS

*Benefits provided in accordance with the employee's retirement plan. The rates for these are established in the Appropriations Act each year and the benefits are managed by VRS for all employees including ORP employees.