



PY382 Payroll Read Only Overview

This Job Aid provides an overview of the key Payroll and Time & Attendance pages that the Payroll Read Only role can access. It includes an overview of the page as well as a table which lists the key fields descriptions.

The following Payroll pages are covered in this Job Aid:

- General Deductions
- Update Employee Tax Data
- Direct Deposit
- Review Paycheck
- Review FLSA Pay Data

The following Time & Attendance pages are covered in this Job Aid and are only available to Agencies that use Cardinal Absence Management:

- Review Absence Balances
- Absences
- Absence Event

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process 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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Viewing the General Deductions Page

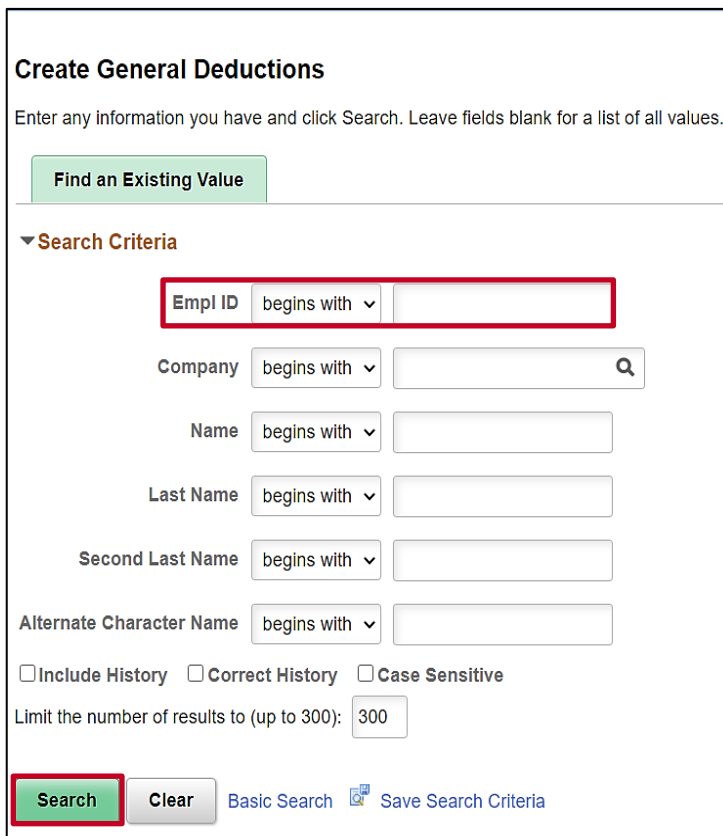
General Deductions are non-benefit deductions, such as charity, garnishments, and parking. General Deductions can be both pre-tax and post-tax based on setup from the General Deductions or Garnishment tables in Cardinal. Deductions are set up at the Company (Agency) level for eligible employees.

Use this page to view General deductions that have been set up for an employee.

1. Navigate to the **Create General Deductions** page using the following path:

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

The **Create General Deductions Search** page displays.



2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Create General Deductions** page displays for the applicable employee.

Create General Deductions

Person ID [REDACTED]

Company DLI Dept of Labor and Industry

General Deduction [Search] | [Navigation] 1 of 1 [View All]

Deduction Code DGPRKB DGS Parking Pre Tax

Deduction Details [Search] | [Navigation] 1 of 1 [View All]

| | | | |
|---------------------|----------------------------|--|--|
| Effective Date | 09/25/2022 | <input type="checkbox"/> Take on all Paygroups | |
| Calculation Routine | Default to Deduction Table | <input type="checkbox"/> Ded stopped by Self Serv User | |
| Deduction End Date | | Deduction Rate or % | |
| Loan Interest % | | Flat/Addl Amount | |
| Goal Amount | | Current Goal Balance | |

This data was last updated by Online User Data last updated on 09/27/2022

General Deduction and Deduction Details fields:

| Field | Description |
|-----------------------------|---|
| Deduction Code | Identifies the type of deduction. See the Job Aid titled PY381 General Deduction Codes for a list of the general deductions codes. |
| Effective Date | The beginning date for when the deduction started. |
| Calculation Routine | One of two options display: <ul style="list-style-type: none"> Default to Deduction Table: the amount of the deduction based on the predefined deduction table in Cardinal. Flat Amount: the amount of the deduction displays in the Flat/Additional Amount field. |
| Flat Amount | When this value is selected, a specific amount displays in the Flat/Additional Amount field. |
| Deduction End Date | Displays a date if the Deduction was set up to stop on a specific date. If this date is in the middle of the pay period, the deduction is not prorated and Cardinal processes the full amount. |
| Goal Amount | Displays an amount when the deduction was set up to stop when a specific total amount was reached. |
| Current Goal Balance | If a Goal Amount was set up, this field displays the total amount that has been deducted so far. |

Viewing the Update Employee Tax Data page

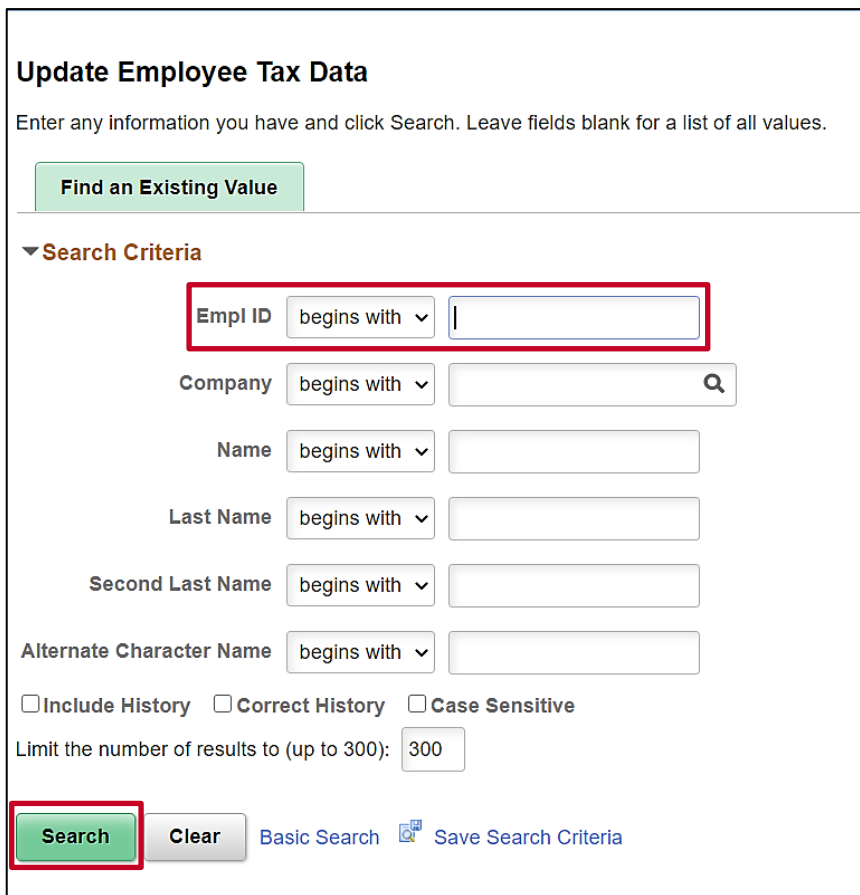
In Cardinal, every employee must have a Federal, State, and Local (if applicable) tax record set up. Employees with multiple jobs within the same company will have one tax record for both jobs. Employees with multiple jobs across Agencies will have one tax record for each company.

Use this page to view an employee's federal, state, and local (if applicable) tax information.

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

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

The **Update Employee Tax Data Search** page displays.



2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Update Employee Tax Data** page displays for the applicable employee.

Federal Tax Data
State Tax Data
Local Tax Data

Person ID
██████████

Tax Data

 |
 1 of 1 |
 View All

Company DLI Dept of Labor and Industry

Effective Date 07/10/2023

Updated By Online Usr **Date Last Updated** 01/03/2024

Federal Form Version

Form Version W-4 - 2020 or Later

Federal Withholding Elements

| | | |
|--------------------------------|---|--------|
| Special Withholding Tax Status | None | |
| Tax Status | Single | Single |
| | <input checked="" type="checkbox"/> Multiple Jobs or Spouse Works | |
| Dependent Amount | \$0.00 | |
| Other Income | \$0.00 | |
| Deductions | \$0.00 | |
| Extra Withholding | \$0.00 | |

▶ **Federal Unemployment Tax**

▶ **W-4 Processing Status**

▶ **Lock-In Letter Details**

▶ **State Tax Options**

▶ **Tax Treaty/Non-Resident Data**

Federal Tax Withholding Elements fields:

| Field | Description |
|--------------------------------|---|
| Special Withholding Tax Status | Identifies whether the employee has a Special Withholding Tax Status. Options include: <ul style="list-style-type: none"> None Maintain Taxable Gross (Exempt from withholding) |



Payroll Read Only Job Aid

PY382_Reviewing the Payroll Read Only Pages

| Field | Description |
|-------------------------------|--|
| Tax Status | <ul style="list-style-type: none">• Single• Head of Household• Married• Exempt (defaults when Maintain Taxable Gross option is selected in the Special Withholding Tax Status field) |
| Multiple Jobs or Spouse Works | Used to indicate if the employee has multiple jobs or if their spouse works. |
| Dependent Amount | Used to enter a specific dependent (dollar amount). |
| Other Income | Used to enter an additional income amount for the employee. |
| Deductions | Used to enter the total deductions amount for the employee. |
| Extra Withholding | Used to enter the total extra withholding amount elected by the employee. |



Lock-In Letter Details section

This section is only used when the IRS has sent a Lock-In Letter for the employee. When a Lock-In Letter is received, the values noted in the letter must be entered in this section. This locks-in those limits and prevents the employee from making changes in the **Federal Withholding Elements** section based on the guidelines provided in the table below.

Lock-In Letter Details ?

Letter Received

| | | |
|-------------------------------|-------------------------|--------|
| Withholding Status | Single | Single |
| Withholding Rate | Higher withholding rate | |
| Annual Withholding Reductions | \$0.00 | |
| Other Income | \$0.00 | |
| Deductions | \$0.00 | |
| Additional Amount | \$0.00 | |

Lock-In Letter fields:

| Field | Description |
|--------------------------------------|--|
| Letter Received | Check this box to indicate that a Lock-In letter was received. |
| Withholding Status | Prevents the employee's Tax Status from being changed to a different value than what is displayed in this field. |
| Withholding Rate | Prevents the employee's special withholding tax status from being changed to a value different value than what is displayed in this field. |
| Annual Withholding Reductions | Prevents a Dependent amount from being entered that is less than the value in this field. |
| Other Income | Prevents an other income amount from being entered that is less than the amount in this field. |
| Deductions | Prevents an amount from being entered that is greater than the amount in this field. |
| Additional Amount | Prevents an amount from being entered that is less than the amount in this field. |



Payroll Read Only Job Aid

PY382_Reviewing the Payroll Read Only Pages

State Tax Data Page

Federal Tax Data
State Tax Data
Local Tax Data

Person ID [REDACTED]

Tax Data ?
Q
|
◀
▶
1 of 1
|
View All

Company DLI Dept of Labor and Industry
Effective Date 07/10/2023

State Information
Q
|
◀
▶
1 of 1
|
View All

State VA Virginia

Resident UI Jurisdiction

Non-Residency Statement Filed Exempt From SUT

State Withholding Elements ?

Special Withholding Tax Status None

Tax Status N Not applicable

Withholding Allowances 0 (VA Form VA-4 line 1a)

Additional Amount \$0.00

Additional Percentage 0.000

Additional Allowances 0 (VA Form VA-4 line 1b)

▶ Lock-In Letter Details ?

State Information fields:

| Field | Description |
|--------------------------------------|---|
| State | Used to select the applicable State. |
| *Resident | Used to denote the employee's State residence. |
| *UI Jurisdiction | Used to denote what State the employee works in. This is based on the employees Tax Location. |
| Non-Residency Statement Filed | Used to denote whether the employee has filed a Non-Residency Statement for the State. |
| Exempt from SUT | Used to indicate if the employee is exempt from State Unemployment Tax (SUT). |



State Withholding Elements and Lock-In Letter Details section

State Withholding Elements ?

| | | |
|--------------------------------|--------|------------------------|
| Special Withholding Tax Status | None | |
| Tax Status | N | Not applicable |
| Withholding Allowances | 0 | (VA Form VA-4 line 1a) |
| Additional Amount | \$0.00 | |
| Additional Percentage | 0.000 | |
| Additional Allowances | 0 | (VA Form VA-4 line 1b) |

Lock-In Letter Details ?

| | | |
|---|---------------------|---|
| <input checked="" type="checkbox"/> Letter Received | Limit On Allowances | 2 |
|---|---------------------|---|

State Withholding Elements and Lock-In Letter Details fields:

| Field | Description |
|---|--|
| Special Withholding Tax Status | Identifies whether the employee has a Special Withholding Tax Status. |
| Tax Status | Used to denote whether the employee is claiming a withholding (Married). X = Claiming exemption from withholding N = Not applicable |
| Withholding Allowances | Displays the number of withholding allowances the employee is claiming. |
| Additional Amount | Used to enter an additional amount that the employee is electing to pay. |
| Additional Percentage | Used to enter an additional percentage that the employee is electing to pay. |
| Additional Allowances | Used to enter the number of additional allowances the employee is claiming. |
| Lock-In Letter Details Letter Received | Used to denote whether a Lock-In Letter has been sent by the State for the employee. When received, this letter locks-in a limit on Allowances for the employee. |
| Lock-In Letter Details:Limit on Allowances | Used to enter the limit number of Allowances when a Lock-In Letter is received for the employee. |



Payroll Read Only Job Aid

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Local Tax Data page

Federal Tax Data
State Tax Data
Local Tax Data

Person ID
XXXXXXXXXX

Tax Data
Q
|
◀
▶
1 of 1
▶
|
View All

Company DLI
Dept of Labor and Industry
Effective Date
07/10/2023

State Information
Q
|
◀
▶
1 of 1
▶
|
View All

State VA
Virginia

Local Information ?
Q
|
◀
▶
1 of 1
▶
|
View All

Locality
 Resident
Other Work Locality

Local Withholding Elements ?

| | | |
|--------------------------------|--------|---|
| Special Withholding Tax Status | None | |
| Tax Status | | <input style="width: 100%;" type="text"/> |
| Withholding Allowances | 0 | |
| Additional Amount | \$0.00 | |
| Additional Percentage | 0.000 | |

Local Information fields:

| Field | Description |
|---------------------|---|
| Locality | Used to select the applicable Locality. |
| Other Work Locality | Used to select another work locality if the employee has more than one work tax for a given locality. The entry in this field is used to link to another local work tax code. |
| Resident | Used to denote whether the employee is a resident of the Locality. |



Local Withholding Elements section screenshot

Local Information ?

 | < | << | 1 of 1 v | >> | > | View All

Locality

Resident Other Work Locality

Local Withholding Elements ?

| | | |
|--------------------------------|--------|---|
| Special Withholding Tax Status | None | |
| Tax Status | | <input style="width: 100%;" type="text"/> |
| Withholding Allowances | 0 | |
| Additional Amount | \$0.00 | |
| Additional Percentage | 0.000 | |

Local Withholding Elements fields:

| Field | Description |
|---------------------------------------|---|
| Special Withholding Tax Status | Identifies whether the employee has a Special Withholding Tax Status. |
| Tax Status | Used to denote whether the employee is claiming a withholding (Married). X = Claiming exemption from withholding N = Not applicable |
| Withholding Allowances | Denotes the number of withholding allowances the employee is claiming. |
| Additional Amount | Denotes an additional amount that the employee is electing to pay. |
| Additional Percentage | Denotes an additional percentage that the employee is electing to pay. |

Viewing the Request Direct Deposit Page

Direct Deposit is a requirement at the Commonwealth of Virginia. Agency Payroll Administrators enter and update the direct deposit information on behalf of the employee. Employees must complete and submit an **Employee Direct Deposit Authorization** form to their Agency Payroll Administrator to keep on file. Employees are allowed to have up to 10 direct deposit accounts.

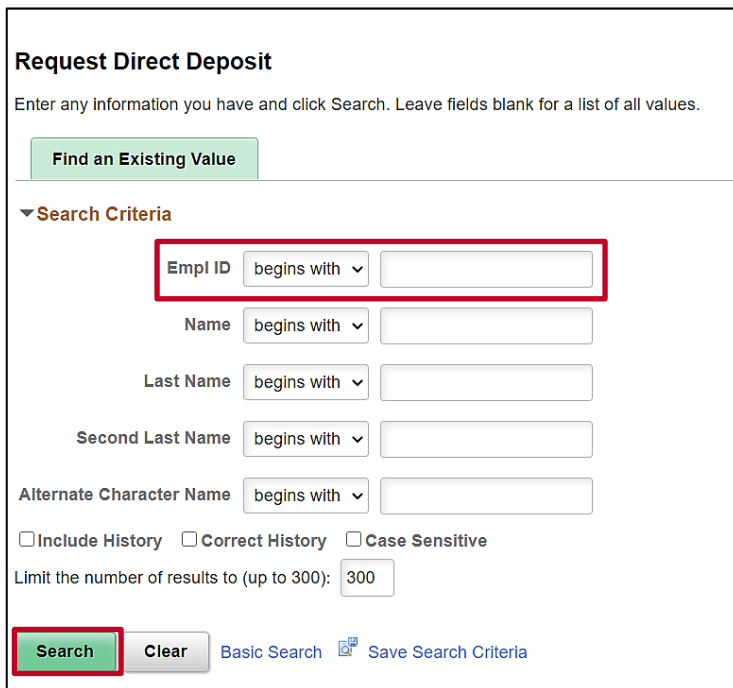
New Direct Deposits accounts require validation of the account information from the employee's financial institution; this process is called Prenoting. The Prenoting process can take up to two (2) pay cycles to get established.

Use this page to review an employee's direct deposit distributions.

1. Navigate to the **Request Direct Deposit** page using the following path:

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

The **Request Direct Deposit Search** page displays.



2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Request Direct Deposit** page displays for the applicable employee.

Request Direct Deposit

Person ID [REDACTED]

Deposit Information 1 of 1 | View All

Effective Date: 10/05/2022 Status: Active
 Suppress DDP Advice Print

Distribution Information 1 of 2 | View All

Your Bank Information Add New Bank

| | | | |
|---|-------------------------------|--|--|
| Country Code | USA | United States | |
| Bank ID | 251082615 | | |
| Bank Name | VIRGINIA CREDIT UNION INC. | | |
| Address | PO BOX 1902 RICHMOND VA | | |
| <input type="checkbox"/> International ACH Bank Account | | <input checked="" type="checkbox"/> Prenotification Required | |

Distribution 1 of 1

| | | | |
|-----------------|------------|----------------|----------------|
| Account Type | Savings | Deposit Type | Amount |
| Net Pay Percent | | Net Pay Amount | 125.00 |
| Priority | 1 | Prenote Date | 10/05/2022 |
| Account Number | [REDACTED] | Prenote Status | Completed N |

This data was last updated by Employee Self Service User Data last updated on 10/05/2022

Your Bank Information and Distribution fields:

| Field | Description |
|------------------------------|--|
| Bank ID | Displays the Bank Routing Number. |
| Bank Name and Address | Displays the Bank Name and address information. |
| Account Type | There are three account types: <ul style="list-style-type: none"> COVA Paycard Checking Savings |



Payroll Read Only Job Aid

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| Field | Description |
|--|--|
| Deposit Type | There are three deposit types: <ul style="list-style-type: none">• Balance of Net Pay (all employees must have a balance of net pay account setup in Cardinal)• Percentage• Amount |
| Net Pay Percent | Displays the applicable percentage when the Deposit Type is "Percentage". |
| Net Pay Amount | Displays the applicable amount when the Deposit Type is "Amount". |
| Priority Field | Determines the order in which distributions are made. Note: The Balance of Net Pay account priority is always "999". |
| Account Number | Displays the associated account number for each direct deposit account. |
| Prenote Date and Prenote Status | These fields provide the prenote status and whether it has been completed or not. |

Viewing the Review Paycheck Page

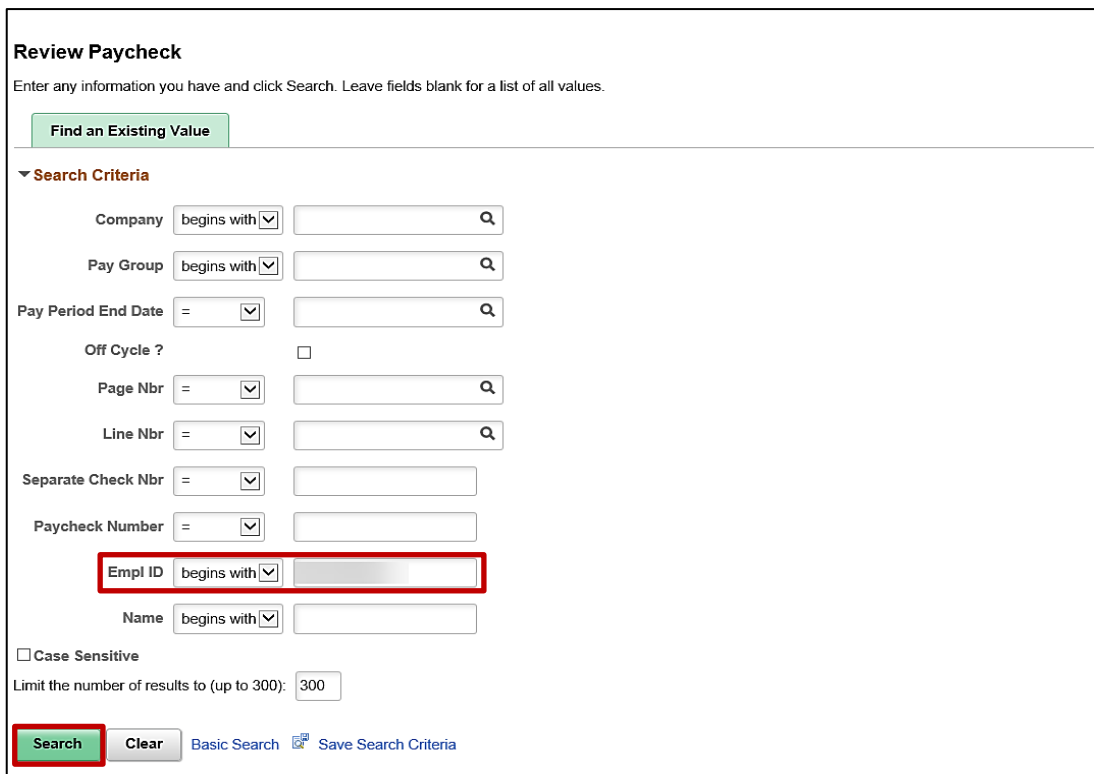
In Cardinal, you can view an employee's paycheck on the **Review Paycheck** page once the payroll has been calculated. Even though an employee's pay can be viewed, payroll may not be finalized at the time of viewing.

Use this page to view the details of an employee's pay.

1. Navigate to the **Review Paycheck** page using the following path:

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

The **Review Paycheck Search** page displays.



The screenshot shows the 'Review Paycheck' search interface. At the top, there is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'Company' (dropdown 'begins with' and search box), 'Pay Group' (dropdown 'begins with' and search box), 'Pay Period End Date' (dropdown '=' and search box), 'Off Cycle?' (checkbox), 'Page Nbr' (dropdown '=' and search box), 'Line Nbr' (dropdown '=' and search box), 'Separate Check Nbr' (dropdown '=' and search box), 'Paycheck Number' (dropdown '=' and search box), 'Empl ID' (dropdown 'begins with' and search box, highlighted with a red border), and 'Name' (dropdown 'begins with' and search box). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to '300'. At the bottom, there is a green 'Search' button (highlighted with a red border), a grey 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee using the **Last Name** field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



Payroll Read Only Job Aid

PY382_Reviewing the Payroll Read Only Pages

The **Review Paycheck** page for the employee displays with the **Paycheck Earnings** tab displayed by default.

| | | | | | |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|----------------------------|----------|
| Paycheck Earnings | | Paycheck Taxes | | Paycheck Deductions | |
| Empl ID | 00241129500 | Name | Park,Deer | Page | 7 |
| Company | DLI | Pay Group | SM1 | Line | 16 |
| Pay Period End | 07/24/2023 | Separate Check | | | |
| Paycheck Information | | | Paycheck Totals | | |
| Paycheck Status | Calculated | Paycheck Option | Check | Earnings | 2,683.33 |
| Issue Date | 08/01/2023 | Paycheck Number | | Taxes | 509.69 |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected | Deductions | 298.33 |
| | | | <input type="checkbox"/> Cashed | Net Pay | 1,875.31 |

Note: The **Review Paycheck** page contains the **Paycheck Earnings**, **Paycheck Taxes**, and **Paycheck Deductions** tabs. The Header section displays on all three pages.

Header section fields:

| Field Name | Description |
|-----------------------|--|
| Empl ID | Displays the employee's Employee ID Number. |
| Name | Displays the employee's name. |
| Company | Displays the company (Agency) for which the employee works. |
| Pay Group | Displays the Pay Group that the employee is assigned. The Pay Group is a logical grouping of employees based on shared characteristics for payroll processing. |
| Pay Period End | Displays the end date for the associated pay period. |
| Separate Check | Displays the number of additional checks issued to the employee for this pay period. |



Paycheck Information and Paycheck Totals screenshot

| Paycheck Information | | Paycheck Totals | |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|
| Paycheck Status | Calculated | Paycheck Option | Check |
| Issue Date | 08/01/2023 | Paycheck Number | |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected |
| | | <input type="checkbox"/> Cashed | |
| Earnings | 2,683.33 | Taxes | 509.69 |
| Deductions | 298.33 | Net Pay | 1,875.31 |

Paycheck Information and Paycheck Totals sections fields:

| Field Name | Description |
|---|---|
| Paycheck Status | Displays one of the following statuses: <ul style="list-style-type: none"> • Calculated: the paycheck has been calculated but not finalized. Corrections and changes can still be made • Confirmed: the paycheck has been finalized • Reversing Check: the paycheck is in the process of being reversed • Reversed: the paycheck has completed the reversal process |
| Paycheck Option | Displays one of the following options for the paycheck: <ul style="list-style-type: none"> • Check: pay was issued in the form of a check • Advice: pay was issued via direct deposit • Check & Advice: pay was issued via direct deposit. However, the balance of net was issued in the form of a check • Check Reversal: the payment was reversed |
| Issue Date | Displays the date the payment was issued. |
| Paycheck Number | Displays the check or advice number; only displays when the payroll has been confirmed. |
| Off Cycle | Checked (checkbox) when the payment was processed as a stand-alone Off Cycle or reversal. |
| Reprint, Adjustment, Corrected, Cashed | Not used in Cardinal |
| Earnings | Displays the employee's gross earnings before taxes and deductions. |
| Taxes | Displays the total taxes deducted (employee portion). |
| Deductions | Displays the deduction amount. |
| Net Pay | Displays the net pay based on the following: (Earnings – Taxes – Deductions = Net Pay) |



Earnings section screenshot

▼ Earnings

| < << 1 of 7 >> > | [View All](#)

Begin Date 07/22/2023
Empl Record 0

End Date 07/24/2023
Benefit Record 0

Addl Line Nbr

Reason Not Specified
Additional Data

Salaried

Hours 8.00
Rate 24.038462
Earnings 189.39

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State VA
Rate Used Hourly Rate
Shift Not Applicable

Locality
Shift Rate

Earnings fields:

| Field Name | Description |
|-------------------|--|
| Begin Date | Displays the begin date of the FLSA period. |
| End Date | Displays the end date of the FLSA period. |
| Salaried | <p>Displays the following for salaried employees:</p> <ul style="list-style-type: none"> Hours: Standard hours from job data Rate: Calculated Hourly rate that displays in the Pay Rate section on the Compensation tab of Job Data Earnings: displays the earnings for the FLSA period <p>Note: For an hourly employee, the rate displays in the Rate field in this section as well.</p> |
| Hourly | Not used in Cardinal |
| Overtime | <p>Not used in Cardinal</p> <p>Note: the only time data displays is if SPO enters it directly on the employee's paysheet.</p> |
| Rate Used | Displays the rate used to calculate the earnings. |
| Locality | Will only display if the employee pays local taxes. |



Other Earnings section

The **Other Earnings** section reflects holiday and absence hours, additional pay, SPOT earnings, and time from Time and Labor as applicable for an employee.

Note: Holiday and absence time get rolled into regular time in the employee self-service view.

| Other Earnings | | | | | | |
|---|-----------------------|--------------------------|-------|------|----------|----------|
| <input type="checkbox"/> <input type="text" value="Q"/> | | | | | 1-1 of 1 | View All |
| Other Earnings Details 1 | | Other Earnings Details 2 | | > | | |
| Code | Description | Rate Used | Hours | Rate | Amount | Source |
| VRS | VRS Contribution Base | Hourly Rate | | | 286.12 | |

Other Earnings Details fields:

| Field Name | Description |
|--------------------|--|
| Code | Displays the applicable earnings code. |
| Description | Defaults to the description based on the earnings code. |
| Rate Used | Defaults to "Hourly Rate". |
| Hours | Displays the hours coming from Time & Labor or SPOT. |
| Rate | Displays the rate coming from Time & Labor or SPOT. |
| Amount | Displays the total amount for the earnings code. |
| Source | <p>This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are:</p> <ul style="list-style-type: none"> • OP – SPOT transaction • OL – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation) • OT – Other source (third party sources) • Blank – Additional Pay, Time & Labor, or online entries on the paysheet (SPO) |



Special Accumulators section

A special Accumulator is used to create a running total of specific groups of earnings codes. This section keeps track of all eligible earnings to apply limits and/or percentages.

| Special Accumulators | | | | |
|----------------------|-----------------------------|-------|----------|-------------|
| Code | Description | Hours | Earnings | Empl Record |
| 403 | Annuity Basis | 88.00 | 2,683.33 | 0 |
| 457 | 457 Max Basis | 88.00 | 2,683.33 | 0 |
| 941 | 941 Total Gross | 88.00 | 2,683.33 | 0 |
| CBS | VRS Creditable Compensation | | 3,147.29 | 0 |
| CMS | Fiscal YTD Salaries for APA | 88.00 | 2,083.33 | 0 |
| GRS | Reserved for Gross Wages | 88.00 | 2,683.33 | 0 |
| HYB | Hybrid DB ER Match | | 392.16 | 0 |
| ORP | Optional Retirement Base | 88.00 | 2,083.33 | 0 |



Paycheck Taxes tab

The **Taxes** section displays a breakdown of the federal, state, and local (if applicable) tax amounts that were withheld from the employee's paycheck. It also displays the employee's paid taxes and the taxable gross on which the tax withholdings were calculated.

Taxes and **1042 Taxes** section screenshot:

| Paycheck Earnings | | Paycheck Taxes | | Paycheck Deductions | |
|-------------------|------------|----------------|------------|---------------------|-----|
| Empl ID | ██████████ | Name | ██████████ | Company | DLI |
| Pay Group | SM1 | Pay Period End | 07/24/2023 | Page | 7 |
| Line | 16 | Separate Check | | | |

| Paycheck Information | | | | Paycheck Totals | |
|------------------------------------|----------------------------------|-------------------------------------|------------------------------------|-----------------|----------|
| Paycheck Status | Calculated | Paycheck Option | Check | Earnings | 2,683.33 |
| Issue Date | 08/01/2023 | Paycheck Number | | Taxes | 509.69 |
| <input type="checkbox"/> Off Cycle | <input type="checkbox"/> Reprint | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Corrected | Deductions | 298.33 |
| | | | <input type="checkbox"/> Cashed | Net Pay | 1,875.31 |

| Taxes | | | | | | | |
|------------|-------|----------|----------|---------------|------------|---------------|------------|
| Tax Entity | State | Resident | Locality | Locality Name | Tax Class | Taxable Gross | Tax Amount |
| US Federal | | | | | MED/EE | 2,573.83 | 37.32 |
| US Federal | | | | | Med/ER | 2,573.83 | 37.32 |
| US Federal | | | | | OASDI/EE | 2,573.83 | 159.58 |
| US Federal | | | | | OASDI/ER | 2,573.83 | 159.58 |
| US Federal | | | | | Withholdng | 2,385.00 | 207.78 |
| State | VA | | | | Unempl ER | | |
| State | VA | Y | | | Withholdng | 2,385.00 | 105.01 |

| 1042 Taxes | | | | | | | |
|------------|---------|--------------|---------------|------------|-------------|-------------|-----------------------|
| State | Country | Tax Rate | Taxable Gross | Tax Amount | Income Code | Income Type | Withholding Allowance |
| | | 0.0000000000 | | 0.00 | | | |

Taxes and **1042 Taxes** fields:

| Field Name | Description |
|-------------------|---|
| Tax Class | Displays the different types of taxes withheld. |
| 1042 Taxes | This section is not currently being used in Cardinal. |



Paycheck Deductions tab

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company DLI Pay Group SM1 Pay Period End 07/24/2023 Page 7 Line 16 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 08/01/2023 Paycheck Number

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings 2,683.33

Taxes 509.69

Deductions 298.33

Net Pay 1,875.31

▼ Deductions

☰ 🔍
1-8 of 13
▶ | View All

Deduction Details 1

Deduction Details 2

Deduction Details 3

| Deduction Code | Description | Class | Amount | Calculated Base |
|----------------|----------------------------|-------------------------|--------|-----------------|
| CVACRE | CoVA Care | Before-Tax | 85.00 | |
| CVACRE | CoVA Care | Nontaxable Benefit | 369.00 | |
| HYBVDC | VRS HB Vol Defined Contr | Before-Tax | 31.47 | |
| HYBVDC | VRS HB Vol Defined Contr | Nontaxable Btax Benefit | 31.47 | |
| HVRMDB | VRS Hybrid Defined Benefit | Before-Tax | 125.89 | 3,147.29 |
| HVRMDB | VRS Hybrid Defined Benefit | Nontaxable Benefit | 423.63 | 3,147.29 |
| HDBBER | Hybrid Retirement | Nontaxable Benefit | 392.16 | 392.16 |
| HDBBER | Hybrid Retirement | Nontaxable Benefit | 392.16 | 392.16 |
| GRPLFR | Group Term Life | Nontaxable Benefit | 42.17 | 3,147.29 |

Deductions fields:

| Field Name | Description |
|-----------------------|--|
| Deduction Code | Displays the code associated with the deduction. |
| Description | Displays the description associated with the Deduction Code. |
| Class | The tax class for each deduction: <ul style="list-style-type: none"> Before Tax After Tax Nontaxable Taxable |
| Amount | Displays the dollar amount being deducted from the pay. |



Garnishments section:

When an employee has a garnishment, the calculation displays in this section. The total deducted amount of all garnishments is equal to the GARN deduction displayed in the **Deductions** section.

| Garnishments | | 1 of 1 | | View All | |
|-------------------------|----------------|--------------------------|------------------------------|----------|---------------|
| Priority | 1 | ID | SUPP02 | Type | Child Support |
| Vendor | NC CHILD S-001 | AP Status | Sent to AP | Rule ID | SUP Support |
| Law Source | VA | Proration Rule ID | | | |
| Disposable Earnings | 947.48 | | | | |
| Less Exemption | 378.99 | | | | |
| Less Other Garnishments | | | | | |
| Maximum Deduction | 568.49 | | | | |
| Limited Amount | 35.50 | Limited Type | Deduct Not Limited | | |
| Garnishment Amount | 35.50 | | | | |
| Company Fee | | | | | |
| Payee Fee | | | | | |
| Total Deducted | 35.50 | <input type="checkbox"/> | Adjusted Due To Included Fee | | |

Net Pay Distribution section:

Provides details about how the employee received pay. It displays the direct deposit and/or check disbursement information.

| Net Pay Distribution | | | | | 1-1 of 1 | | View All |
|----------------------|--------------|-----------|------------------|--|----------|--|----------|
| Check/Advice Number | Account Type | Bank ID | Account Number | | | | Amount |
| 62167616 | Checking | 051400549 | XXXXXXXXXXXX1870 | | | | 2,178.79 |

Viewing the Review FLSA Pay Data Page

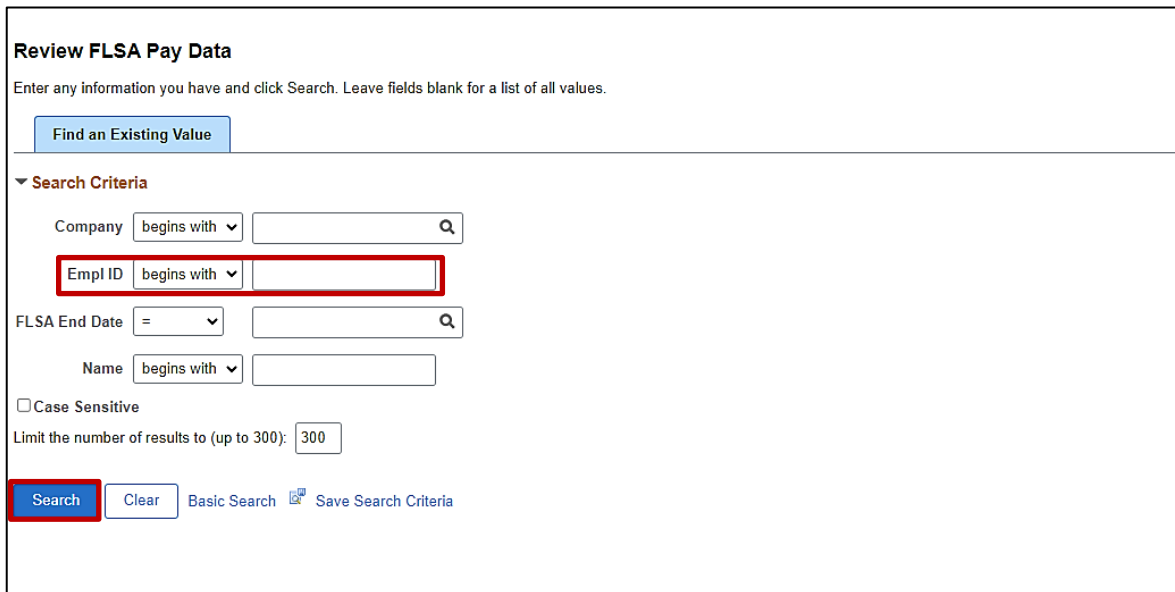
In Cardinal, you can view the information for an FLSA period.

Use this page to view the details of an employee's pay for a specific FLSA period.

1. Navigate to the **Review FLSA Pay Data** page using the following path:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data

The **Review FLSA Pay Data Search** page displays.



The screenshot shows the 'Review FLSA Pay Data' search interface. At the top, there is a 'Find an Existing Value' button. Below it, the 'Search Criteria' section is expanded, showing several search fields: 'Company' (with a 'begins with' dropdown and a search icon), 'Empl ID' (with a 'begins with' dropdown and a search icon, highlighted with a red box), 'FLSA End Date' (with an '=' operator dropdown and a search icon), and 'Name' (with a 'begins with' dropdown). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Review FLSA Pay Data** page displays.

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
 Company ACS FLSA End Date 06/24/2023

Earnings Q | << | < | 3 of 3 | > | >> | View All

| | | |
|--|----------------------------------|------------------------------------|
| Pay Group SM1 | Pay Period End 07/09/2023 | Page 23 Line 2 |
| Empl Record 0 | Add Line Nbr 10 | Reason Not Specified |
| Paycheck Status Confirmed | Issue Date 07/14/2023 | Check Nbr 62154146 |
| Paycheck Option Advice | Paysheet Source Regular Paysheet | <input type="checkbox"/> Off Cycle |
| Begin Date 06/18/2023 | End Date 06/24/2023 | Separate Check |
| FLSA Hours Used Unspecified Salaried Hours | | |

| | | |
|--|--|--|
| Salaried | Hourly | Overtime |
| Hours Rate 30.288462 Earnings Rate Code | Hours Rate Earnings Rate Code | Hours Rate Earnings Rate Code |

| | |
|-----------------------|----------------------|
| State VA | Locality |
| Rate Used Hourly Rate | Shift Not Applicable |

Header and Earnings Header fields:

| Field Name | Description |
|----------------------------|--|
| FLSA End Date | Displays the FLSA period end date. |
| Pay Period End Date | Provides the end date for the pay period that the FLSA rate was calculated. |
| Issue Date | Displays the date the payment was issued to the employee. |
| Rate | Displays the hourly rate for the employee which is based on the Compensation tab in Job Data. |



Other Earnings section

| Other Earnings | | | | | | |
|----------------|-------------|-----------|-------------|----------------|----------|----------------|
| Code | Description | Rate Used | Other Hours | Comp Rate Used | Earnings | Effect on FLSA |
| OSS | OT Strght | Hrly Rt. | 8.00 | 30.288462 | 242.31 | Both |
| OTS | OT 1.5 | FLSA Rt | 7.00 | 30.288511 | 318.03 | Both |

Other Earnings fields:

| Field | Definition |
|-----------------------|---|
| Code | Displays the applicable Earnings Code(s). |
| Description | Displays the description of the Earnings Code(s). |
| Rate Used | <p>Hrly Rt. – Hourly Rate from Job Data (Compensation tab).</p> <p>FLSA Rt. – This is the calculated overtime rate. This rate is used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.</p> |
| Other Hours | Displays the hours associated with the Earnings Code. |
| Comp Rate Used | Displays the rate used for the hours in the Other Hours field. |
| Earnings | <p>Earnings that display are equal to the Other Hours multiplied by the rate indicated in the Rate Used and/or Comp Rate Used fields.</p> <p>For this Scenario (screenshot above):</p> <p>OSS is 30.288462 x 8 hours = 242.31</p> <p>OTS is 30.288511 x 1.5 x 7 hours = 318.03</p> |
| Effect on FLSA | <p>There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the Code field. They are:</p> <ul style="list-style-type: none"> • Both – amounts and hours are used • Amounts only – amounts only are used • Hours only – hours only are used • None – no impact |



Additional Information section

Note: This section only displays values for Semimonthly employees.

When a pay period has less or more hours based on the FLSA calculation, the following displays:

| Type | FLSA Hours | Rate | FLSA Earnings | Days in Period | Work Day Hours | Pay Period Earnings |
|------------------------|------------|------|---------------|----------------|----------------|---------------------|
| Weekly Wage Equivalent | | | 192.30 | | | |

Additional Information section fields:

| Field | Definition |
|---------------|---|
| Type | Will always display "Weekly Wage Equivalent". |
| FLSA Earnings | <p>This field displays the weekly wage equivalent amount. This is derived by using the following formula:</p> $\text{FLSA Earnings} = \frac{\text{semimonthly pay} \times \text{daily hours (8)} \times \text{number of days in FLSA Period}}{\text{standard hours (86.666)}}$ <p><i>Example 1:</i> Semimonthly Reg Pay = 2083.33 FLSA Period 10/16 – 10/22 = 5 days</p> $\frac{2083.33 \times 8 \times 5}{86.666} = 961.54$ <p><i>Example 2:</i> Semimonthly Reg Pay = 2083.33 FLSA Period 10/23 – 10/24 = 1 day</p> $\frac{2083.33 \times 8 \times 1}{86.666} = 192.30$ |

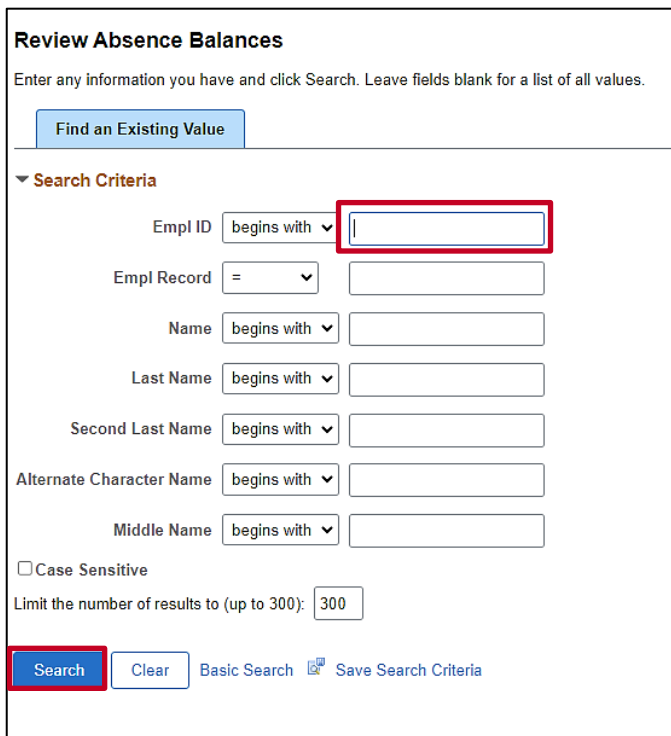
Viewing the Review Absence Balances Page

The **Review Absence Balances** page displays the employee's absence balances as of the most recently closed pay period. Absences are closed on the pay date. These balances do not reflect accruals earned, hours taken, or any retroactive changes processed in the current leave period. This page does not display the balances for Comp or Overtime leave. Those balances display on the employee's Timesheet and are not accessible to the Read Only role. See your agency Absence Management Administrator or Time & Labor Administrator for questions regarding those balances.

1. Navigate to the **Review Absence Balances** page using the following path:

Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances

The **Review Absence Balances Search** page displays.



The screenshot shows the 'Review Absence Balances' search interface. At the top, there is a 'Find an Existing Value' button. Below it is a 'Search Criteria' section with several dropdown menus and text input fields. The 'Empl ID' dropdown is set to 'begins with' and its corresponding text input field is highlighted with a red box. Other dropdowns include 'Empl Record' (set to '='), 'Name' (set to 'begins with'), 'Last Name' (set to 'begins with'), 'Second Last Name' (set to 'begins with'), 'Alternate Character Name' (set to 'begins with'), and 'Middle Name' (set to 'begins with'). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Review Absence Balances** page displays.

Current Balance
Forecast Balance

Employee ID [REDACTED]
Empl Record 0
Name [REDACTED]

Absence Entitlement Current Balance

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Accumulator Balance
User Keys
⏏️

| Accumulator Period | Entitlement Element | Element Name | Amount | From | Through |
|--------------------|---------------------|------------------|------------|------------|------------|
| Year to Date | VAC ENT ELEM | VAC ENT ELEM_BAL | 412.800000 | 01/10/2023 | 01/09/2024 |
| Year to Date | ALI ENT ELEM | ALI ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | CSL ENT ELEM | CSL ENT ELEM_BAL | 16.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | MIL ENT ELEM | MIL ENT ELEM_BAL | 0.000000 | 10/01/2022 | 09/30/2023 |
| Year to Date | MIP ENT ELEM | MIP ENT ELEM_BAL | 0.000000 | 10/01/2022 | 09/30/2023 |
| Year to Date | MLD ENT ELEM | MLD ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | PD1 ENT ELEM | PD1 ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | PD2 ENT ELEM | PD2 ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | BMO ENT ELEM | BMO ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |
| Year to Date | DLR ENT ELEM | DLR ENT ELEM_BAL | 0.000000 | 01/10/2023 | 01/09/2024 |

Absence Entitlement Current Balance tab fields:

| Field | Definition |
|--------------------------------|---|
| Entitlement Element | Displays the type of absence. |
| Amount | Displays the current accumulator balance the employee has for each Absence Type. |
| From and Through fields | Indicates the balance accumulator period such as the leave year which is Jan 10 th – Jan 9 th . |

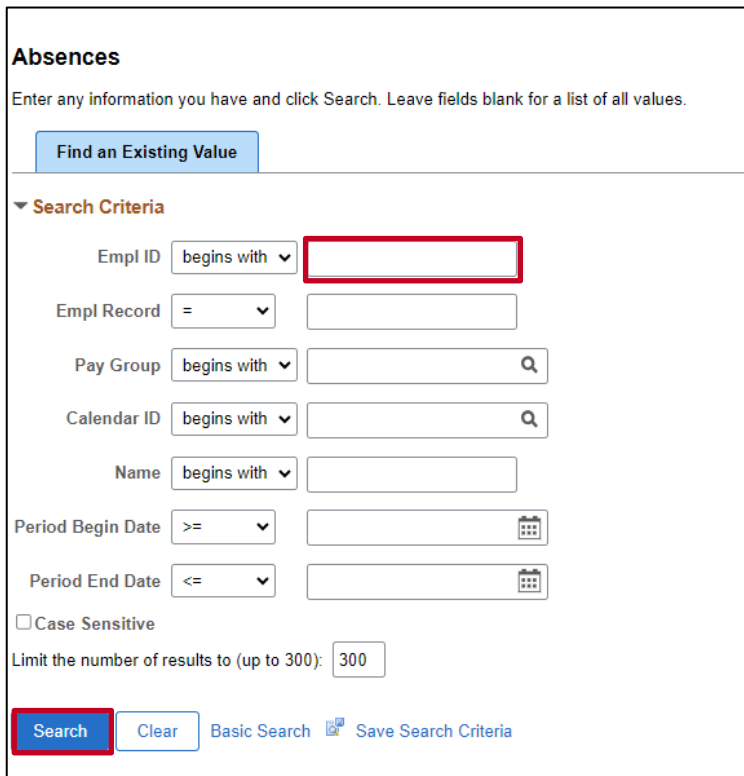
Viewing the Absences Page

The **Absences** page is where you can review adjustments made to an employee's absence balances. Use this page to view absence entitlements granted to an employee.

1. Navigate to the **Absences** page using the following path:

Menu > Global Payroll & Absence Management > Payee Data > Adjust Balances > Absences

The **Absences** page displays.



The screenshot shows the 'Absences' search interface. At the top, there is a 'Find an Existing Value' button. Below it is a 'Search Criteria' section with several fields: 'Empl ID' (dropdown: 'begins with', text input: [red box]), 'Empl Record' (dropdown: '=', text input: []), 'Pay Group' (dropdown: 'begins with', text input: [] with search icon), 'Calendar ID' (dropdown: 'begins with', text input: [] with search icon), 'Name' (dropdown: 'begins with', text input: []), 'Period Begin Date' (dropdown: '>=', text input: [] with calendar icon), and 'Period End Date' (dropdown: '<=', text input: [] with calendar icon). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom, there are 'Search' (red box), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Absences** page displays.

Absences

| | | |
|---------------------------|-------------------------------------|---------------------|
| Employee ID [REDACTED] | Name [REDACTED] | Empl Record 0 |
| Pay Group SM1 | Description Semi-monthly Classified | Pay Entity COVA |
| Calendar ID SM1 2023SM119 | Begin Date 10/10/2023 | End Date 10/24/2023 |

Balance Adjustments

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| Element Name | Description | Balance Adjustment | Begin Date | End Date | Comments |
|--------------|--------------------------------|--------------------|------------|------------|----------|
| ERL ENT ELEM | Organization Recognition Leave | 8.000000 | 10/10/2023 | 10/24/2023 | 💬 |

Save
Return to Search
Previous in List
Next in List
Notify

Balance Adjustments fields:

| Field | Definition |
|----------------------------------|---|
| Description | Displays the name of the absence that was adjusted. |
| Balance Adjustment | Displays the number of hours that the employee was granted. A positive number means the hours were increased. A negative number means the hours were decreased. |
| Begin Date and Begin Date | Displays the leave period that this adjustment is effective. |

Viewing the Absence Event Page

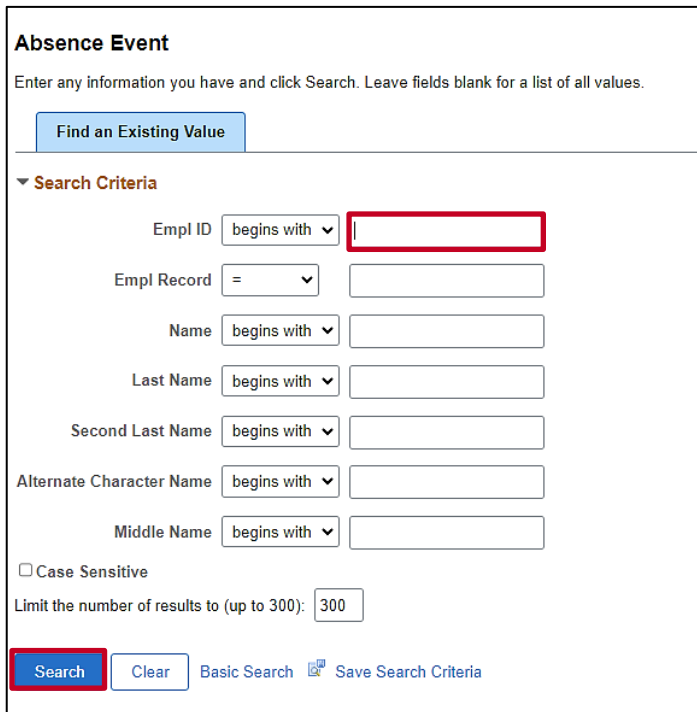
The **Absence Event** page is where you view all absences that have been entered by an employee or for an employee except for Comp and Overtime leave. This page also displays any extended leave types entered by an Absence Administrator for the employee (i.e., short term disability and worker's comp).

Use this page to view absences for an employee.

1. Navigate to the **Absence Event** page using the following path:

Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event

The **Absence Event Search** page displays.



The screenshot shows the 'Absence Event' search interface. At the top, there is a title 'Absence Event' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a blue button labeled 'Find an Existing Value'. The main section is titled 'Search Criteria' and contains several search fields, each with a dropdown menu and a text input box. The fields are: 'Empl ID' (dropdown: 'begins with', input: empty, highlighted with a red box), 'Empl Record' (dropdown: '=', input: empty), 'Name' (dropdown: 'begins with', input: empty), 'Last Name' (dropdown: 'begins with', input: empty), 'Second Last Name' (dropdown: 'begins with', input: empty), 'Alternate Character Name' (dropdown: 'begins with', input: empty), and 'Middle Name' (dropdown: 'begins with', input: empty). Below these fields is a checkbox for 'Case Sensitive' (unchecked) and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there is a blue 'Search' button (highlighted with a red box), a 'Clear' button, and a 'Basic Search' link with a magnifying glass icon. To the right of the 'Basic Search' link is a 'Save Search Criteria' link with a floppy disk icon.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by employee name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



The **Absence Event Entry** page displays.

Absence Take tab

| Absence Event Entry | | Forecast Messages | | | | | | | | |
|---|-----------------------|---|------------|---------------|----------------|--------------------------|---------------------|-------------------------|--------------------|-----------------|
| Employee ID | Empl Record | 0 | Name | | | | | | | |
| <input type="button" value="Show All"/> <input type="button" value="Forecast"/> | | | | | | | | | | |
| Absence Events Ⓞ | | | | | | | | | | |
| <input type="button" value="Filter"/> <input type="button" value="Search"/> | | 1-10 of 32 <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="View All"/> | | | | | | | | |
| Absence Take | Process Status | Forecast Value | | | | | | | | |
| Absence Take | Description | Begin Date | End Date | Partial Hours | Process Action | Voided | Original Begin Date | Details | Entry Source | Workflow Status |
| VAC TAKE ELEM | Vacation | 07/10/2023 | 07/10/2023 | 3.00 | Normal | <input type="checkbox"/> | 07/08/2023 | Details | Employee Timesheet | Submitted |
| ERL TAKE ELEM | Org Recognition Leave | 07/05/2023 | 07/05/2023 | 4.00 | Normal | <input type="checkbox"/> | 07/04/2023 | Details | Employee Timesheet | Approved |
| ERL TAKE ELEM | Org Recognition Leave | 06/26/2023 | 06/26/2023 | 4.00 | Normal | <input type="checkbox"/> | 06/26/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/22/2023 | 06/22/2023 | 8.00 | Normal | <input type="checkbox"/> | 06/22/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/21/2023 | 06/21/2023 | 8.00 | Normal | <input type="checkbox"/> | 06/21/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/20/2023 | 06/20/2023 | 3.00 | Normal | <input type="checkbox"/> | 06/20/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/12/2023 | 06/12/2023 | 8.00 | Normal | <input type="checkbox"/> | 06/12/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/09/2023 | 06/09/2023 | 1.50 | Normal | <input type="checkbox"/> | 06/09/2023 | Details | Employee Timesheet | Approved |
| VAC TAKE ELEM | Vacation | 06/02/2023 | 06/02/2023 | 4.00 | Normal | <input type="checkbox"/> | 06/02/2023 | Details | Employee Timesheet | Approved |
| SDP TAKE ELEM | VSDP Sick Leave | 06/01/2023 | 06/01/2023 | 2.00 | Normal | <input type="checkbox"/> | 05/25/2023 | Details | Manager Timesheet | Approved |

Absence Take tab fields:

| Field | Definition |
|-------------------------------------|--|
| Absence Take and Description | Displays the name of the absence that was requested. |
| Begin Date and End Date | Displays the dates for the Absence Event. |
| Partial Hours | The number of hours requested for that absence type by the employee. |
| Voided | Contains a check mark if the Absence Event was voided. |
| Entry Source | Displays where the absence was entered. Option include: <ul style="list-style-type: none"> Employee Timesheet Manager Timesheet Absence Management Administrator Uploaded via the TA758 Absence Upload |
| Workflow Status | Displays the status of the request (Absence Event). |



Process Status tab screenshot

Absence Events ?

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Absence Take | **Process Status** | Forecast Value |

| Absence Take | Description | Begin Date | End Date | Status | Calendar Group ID | Process Date |
|---------------|-----------------------|------------|------------|---------------|-------------------|--------------|
| VAC TAKE ELEM | Vacation | 07/10/2023 | 07/10/2023 | Not Processed | | |
| ERL TAKE ELEM | Org Recognition Leave | 07/05/2023 | 07/05/2023 | Finalized | 2023SM112 | 07/12/2023 |
| ERL TAKE ELEM | Org Recognition Leave | 06/26/2023 | 06/26/2023 | Finalized | 2023SM112 | 07/12/2023 |
| VAC TAKE ELEM | Vacation | 06/22/2023 | 06/22/2023 | Finalized | 2023SM111 | 07/01/2023 |
| VAC TAKE ELEM | Vacation | 06/21/2023 | 06/21/2023 | Finalized | 2023SM111 | 07/01/2023 |
| VAC TAKE ELEM | Vacation | 06/20/2023 | 06/20/2023 | Finalized | 2023SM111 | 07/01/2023 |
| VAC TAKE ELEM | Vacation | 06/12/2023 | 06/12/2023 | Finalized | 2023SM111 | 07/01/2023 |
| VAC TAKE ELEM | Vacation | 06/09/2023 | 06/09/2023 | Finalized | 2023SM110 | 06/14/2023 |
| VAC TAKE ELEM | Vacation | 06/02/2023 | 06/02/2023 | Finalized | 2023SM110 | 06/14/2023 |
| SDP TAKE ELEM | VSDP Sick Leave | 06/01/2023 | 06/01/2023 | Finalized | 2023SM110 | 06/14/2023 |

Process Status fields:

| Field | Definition |
|---------------------|--|
| Status | Displays whether the Absence Event was not processed or finalized. |
| Process Date | Displays the date the Absence Event was finalized when applicable. |