Cardinal HCM Payroll Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 09/08/2025

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Revision History

Revision Date	Summary of Changes
9/8/2025	Updated the screenshots for the Garnishment Check Register Report (added **Dept ID** field) and the Garnishment Query (added the **Garnishment Support Type** field).
8/18/2025	Updated two queries titled Employees with No Net Balance DD Query and FICA Tax Variance Query.
7/15/2025	Minor verbiage updates for the COVA Error Listing Report.
6/2/2025	Report Title for RPY243 updated to COVA QTR State Tax – EE Detail. Added new Report titled COVA QTR State Tax Summary Report.
4/9/2025	Added new report titled Base Pay Compare Report.
3/10/2025	Added new query titled Dependent Care Balance Greater than IRS CY Limit. Updated the COVA Post Freeze Change Report to add the **Department ID** field. Updated the Direct Deposit Distribution Query to add the **Account Number** field.
11/26/2024	Baseline

Learning Materials and Resources

The **Cardinal HCM Payroll Reports Catalog** covers the Payroll (PY) functional area within Cardinal HCM. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please review the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Payroll Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM)**: This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports

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Additional Pay Employee Data (RPY550)

V_PY_ADDL_PAY

REVISED: 04/29/2024

DESCRIPTION:
This query pulls the information from the fields on the Additional Pay page to include ChartFields as well as Benefit and General Deduction override information. This data assists payroll administrators with payroll management and analysis.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ADDL_PAY

INPUT / SEARCH CRITERIA:
Company
Employee ID
Earnings Code
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:

Screenshot of the Additional Pay Employee Data Query

V_PY_ADDL_PAY - Additional Pay Employee Data

Company (Optional) NSU
Employee ID (Optional)
Earnings Code (Optional) TMP
From Date (Optional)
To Date (Optional)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (31 kb)

View All

Row	Emplid	Name	Empl Record	Company	Earnings Code	Effective Date	Addl Seq #	Rate Code	Earnings	Hours	Goal Amount	Sep Check Nbr	End Date	Reason	Hourly Rate	Goal Balance	OK to Pay	First	Second	Third	Fourth	Fifth	Benefit Deductions Taken	Benefit Ded Subset ID
1	[illegible]	[illegible]	0	NSU	TMP	02/09/2023	1		208.33	0.00	0.00	0	02/09/2023	N	0.000000	0.00	Y	Y	Y	N	N	N	R	
2	[illegible]	[illegible]	0	NSU	TMP	06/10/2023	1		416.67	0.00	10000.00	0	06/09/2024	JOB	0.000000	5833.38	Y	Y	Y	N	N	N	R	
3	[illegible]	[illegible]	0	NSU	TMP	03/01/2024	1		684.33	0.00	10265.00	0	09/30/2024	JOB	0.000000	6914.07	Y	Y	Y	N	N	N	R	
4	[illegible]	[illegible]	0	NSU	TMP	02/26/2023	1		1333.33	0.00	10000.00	0	06/30/2023	JOB	0.000000	5333.32	Y	Y	Y	N	N	N	R	
5	[illegible]	[illegible]	0	NSU	TMP	05/16/2023	1		1428.57	0.00	10000.00	0	08/15/2023	N	0.000000	8571.42	Y	Y	Y	N	N	N	R	
6	[illegible]	[illegible]	0	NSU	TMP	10/01/2023	1		325.00	0.00	0.00	0		N	0.000000	0.00	Y	Y	Y	N	N	N	R	
7	[illegible]	[illegible]	0	NSU	TMP	01/02/2024	1		909.09	0.00	10000.00	0	05/31/2024	N	0.000000	2727.27	Y	Y	Y	N	N	N	R	

Screenshot of the Additional Pay Employee Data Query (scrolled right)

General Deductions Taken	General Ded Subset ID	Combination Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
R																				
R																				
R																				
R																				
R																				
R		000758425	599999	03020	110004	14999	2015_10			F2140312	102	61201								
R																				

Audit Report for Pay Deduction Query
V_PY_PAYSHEET_AUDIT_DED_BEN

REVISED: 09/15/2021

DESCRIPTION:
This query is used by State Payroll Operations (SPO) and authorized Agency staff to audit manually keyed online changes to Paysheets for pay deductions.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

INPUT / SEARCH CRITERIA:
Company
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Deduction Query

V_PY_PAYSHEET_AUDIT_DED_BEN - Audit Report for Pay Deduction

Company
From Date 10/01/2019
To Date 12/31/2019
View Results

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

View All

First 1-14 of 14 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Plan Typ	Benefit Plan	Deductn Cd	Dedn Class	One Tm Cd	Rate/Pct	Flat Amt
1	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/13/2020 9:49:15PM	Add	00		OPTLIF	A	O	0.000	50.00
2	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/13/2020 9:56:59PM	Add	00		DGPRKB	B	R	0.000	20.00
3	DGS	SM1	12/24/2019	N	48	5	0		0	V_PY_SPO_PROCESSOR	09/14/2020 11:39:45AM	Add	00		OPTLIF	A	O	0.000	99.99
4	DGS	SM1	12/24/2019	N	48	5	0		0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	99.99
5	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	50.00
6	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/14/2020 12:13:44PM	Add	00		OPTLIF	A	O	0.000	50.00
7	DGS	SM1	12/24/2019	N	48	5	4		0	V_PY_SPO_PROCESSOR	09/14/2020 1:45:18PM	Add	00		OPTLIF	A	O	0.000	50.00
8	DGS	SM1	12/24/2019	N	48	5	4		0	V_PY_SPO_PROCESSOR	09/14/2020 4:44:57PM	Delete	00		OPTLIF	A	O	0.000	50.00
9	DGS	SM1	12/09/2019	N	10	8	0		0	V_PY_SPO_PROCESSOR	08/13/2020 10:35:08PM	Add	10	KP	KAISER	B	O	0.000	46.00
10	DOA	SM1	11/24/2019	N	10	3	0		0	V_PY_SPO_PROCESSOR	06/29/2020 3:36:21PM	Add	00		OPTLIF	A	O	0.000	50.00
11	DOA	SM1	11/24/2019	N	10	3	0		0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	00		DGPRKA	A	R	0.000	20.00
12	DOA	SM1	11/24/2019	N	18	1	0		0	V_PY_SPO_PROCESSOR	06/30/2020 10:55:51AM	Add	00		AGYMSC	A	O	0.000	100.00
13	RBC	SM1	12/25/2019	Y	210	1	0		1	V_PY_SPO_PROCESSOR	09/25/2020 9:18:25AM	Add	00		GRNFEE	A	O	0.000	5.00
14	SOV	WK1	11/09/2019	N	1	1	2		1	V_PY_SPO_PROCESSOR	08/25/2020 4:30:21PM	Delete	00		CVC	A	A	0.000	200.00

Audit Report for Pay Earnings Query
V_PY_PAYSHEET_AUDIT_PAYEARN

REVISED: 09/15/2021

DESCRIPTION:
This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay earnings.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYEARN

INPUT / SEARCH CRITERIA:
Company
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Earnings Query

V_PY_PAYSHEET_AUDIT_PAYEARN - Audit Report for Pay Earnings

Company
From Date 10/01/2019
To Date 12/31/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (791 kb)

View All

First 1-100 of 1705 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	OK to Pay	Job Pay	Gross-Up	Reg Hours	Hrly Rate	Reg Earns	OT Hrs	OT Earns	Earns Begin	Earns End
1	ABC	BW3	12/05/2019	N	120	15	0		0	V_PY_SPO_PROCESSOR	10/15/2020 5:45:58PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/29/2019	12/05/2019
2	ABC	BW3	12/05/2019	N	120	15	1		0	V_PY_SPO_PROCESSOR	10/15/2020 5:46:35PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/22/2019	11/28/2019
3	ABC	BW3	12/05/2019	N	357	6	0		0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:14PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/29/2019	12/05/2019
4	ABC	BW3	12/05/2019	N	357	6	1		0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:23PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/22/2019	11/28/2019
5	ABC	BW3	12/05/2019	N	357	7	0		1	V_PY_SPO_PROCESSOR	10/15/2020 5:47:33PM	Change Old (PPR Only)	N	Y	N	0.00	10.200000	0.00	0.00	0.00	11/29/2019	12/05/2019
6	ABC	SM1	12/24/2019	N	11	3	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.64	0.00	0.00	12/20/2019	12/24/2019
7	ABC	SM1	12/24/2019	N	11	3	1		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	1149.40	0.00	0.00	12/13/2019	12/19/2019
8	ABC	SM1	12/24/2019	N	11	3	2		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.63	0.00	0.00	12/10/2019	12/12/2019
9	ABC	SM1	12/09/2019	N	63	1	0		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/06/2019	12/09/2019
10	ABC	SM1	12/09/2019	N	63	1	1		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/29/2019	12/05/2019
11	ABC	SM1	12/09/2019	N	63	1	2		0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/25/2019	11/28/2019
12	ABC	SM1	12/24/2019	N	62	1	0		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/20/2019	12/24/2019
13	ABC	SM1	12/24/2019	N	62	1	1		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/13/2019	12/19/2019
14	ABC	SM1	12/24/2019	N	62	1	2		0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/10/2019	12/12/2019

Audit Report for Pay Garnishment Query
V_PY_ PAYSHEET_AUDIT_PAYGARN

REVISED: 09/15/2021

DESCRIPTION:
This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from Pay Garnishments.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ PAYSHEET_AUDIT_PAYGARN

INPUT / SEARCH CRITERIA:
Company
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report of Pay Garnishment Query

V_PY_PAYSHEET_AUDIT_PAYGARN - Audit Report for Pay Garnish

Company DOA
From Date 10/01/2019
To Date 08/31/2021
View Results

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

View All First 1-4 of 4 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Garn ID	Flat Amt	Onetime Cd	Priority	Ded Calc
1	DOA	SM1	03/24/2020	N	8	11	0		0		11/15/2020 2:47:10PM	Add	0916B	200.00	R	1	P
2	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - Old Values	0916B	200.00	R	1	P
3	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - New Values	0916B1	200.00	R	1	P
4	DOA	SM1	06/09/2020	N	10	13	0		0		02/14/2021 11:49:57AM	Add	SITCM4	9.99	R	0	P

Audit Report for Pay Other Earnings Query
V_PY_PAYSHEET_AUDIT_PAYOTHR

REVISED: 09/15/2021

DESCRIPTION:
This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay other earnings.

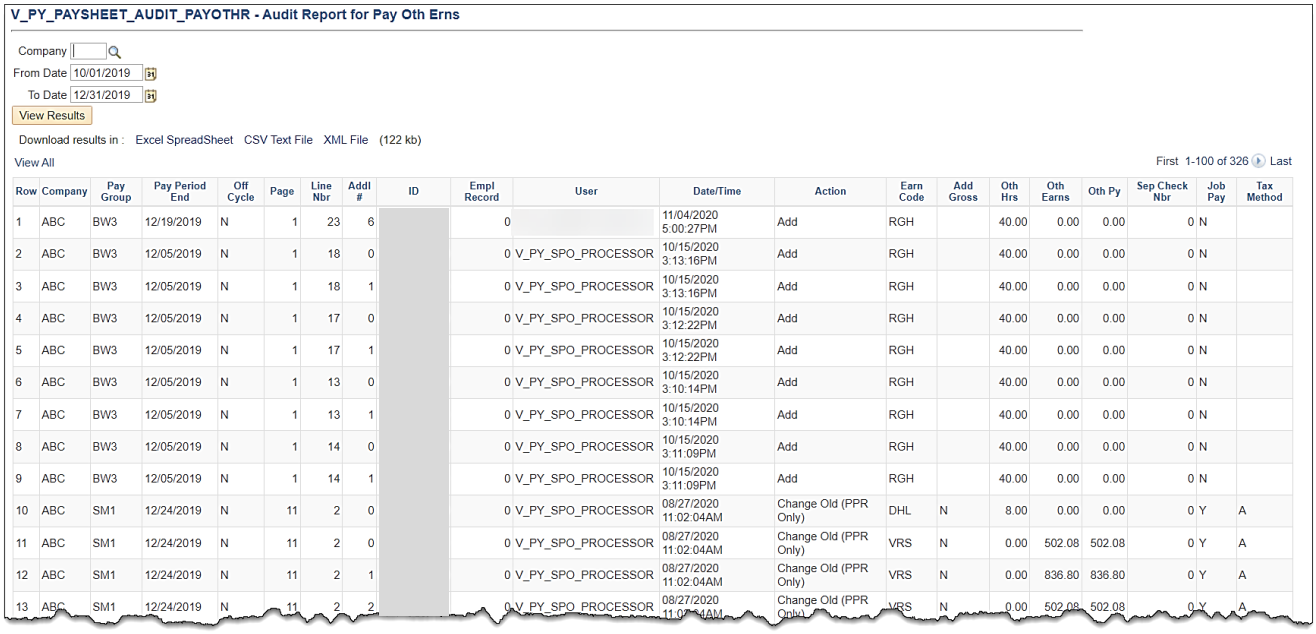
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYOTHR

INPUT / SEARCH CRITERIA:
Company
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Other Earnings Query



V_PY_PAYSHEET_AUDIT_PAYOTHR - Audit Report for Pay Oth Erns

Company
From Date 10/01/2019
To Date 12/31/2019
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (122 kb)
View All
First 1-100 of 326 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Earn Code	Add Gross	Oth Hrs	Oth Earns	Oth Py	Sep Check Nbr	Job Pay	Tax Method
1	ABC	BW3	12/19/2019	N	1	23	6		0		11/04/2020 5:00:27PM	Add	RGH		40.00	0.00	0.00	0	N	
2	ABC	BW3	12/05/2019	N	1	18	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
3	ABC	BW3	12/05/2019	N	1	18	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0	N	
4	ABC	BW3	12/05/2019	N	1	17	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
5	ABC	BW3	12/05/2019	N	1	17	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0	N	
6	ABC	BW3	12/05/2019	N	1	13	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
7	ABC	BW3	12/05/2019	N	1	13	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0	N	
8	ABC	BW3	12/05/2019	N	1	14	0		0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
9	ABC	BW3	12/05/2019	N	1	14	1		0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0	N	
10	ABC	SM1	12/24/2019	N	11	2	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	DHL	N	8.00	0.00	0.00	0	Y	A
11	ABC	SM1	12/24/2019	N	11	2	0		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A
12	ABC	SM1	12/24/2019	N	11	2	1		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	836.80	836.80	0	Y	A
13	ABC	SM1	12/24/2019	N	11	2	2		0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0	Y	A

Audit Report for Pay Tax Query
V_PY_ PAYSHEET_AUDIT_PAYTAX

REVISED: 09/15/2021

DESCRIPTION:
This query is used by SPO and authorized Agency staff to audit manually keyed online changes to Paysheets from pay taxes.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ PAYSHEET_AUDIT_PAYTAX

INPUT / SEARCH CRITERIA:
Company
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Audit Report for Pay Tax Query

V_PY_PAYSHEET_AUDIT_PAYTAX - Audit Report for Pay Tax

Company
From Date 10/01/2019
To Date 12/31/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

First 1-21 of 21 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	State	Locality	Tax Class	Onetime Tx	Sep Check Nbr	One Tm Cd
1	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	$U		F	40.92	0	O
2	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	$U		Q	40.92	0	O
3	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	$U		D	174.96	0	O
4	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	$U		E	174.96	0	O
5	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	$U		H	519.49	0	O
6	DGS	BW1	12/12/2019	Y	200	1	0		0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	VA		H	145.73	0	O
7	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/13/2020 10:21:22PM	Add	VA		H	100.00	0	A
8	DGS	SM1	12/24/2019	N	48	5	3		0	V_PY_SPO_PROCESSOR	09/14/2020 1:13:52PM	Delete	VA		H	100.00	0	A
9	DGS	SM1	12/24/2019	N	48	5	4		0	V_PY_SPO_PROCESSOR	09/14/2020 5:31:18PM	Add	VA		H	100.00	0	A
10	DOA	SM1	11/24/2019	N	10	3	0		0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	VA		H	100.00	0	A
11	DOA	SM1	11/24/2019	N	10	3	0		0	V_PY_SPO_PROCESSOR	06/30/2020 10:39:12AM	Change Old (PPR Only)	VA		H	100.00	0	A
12	GOV	SM1	12/28/2019	Y	1	15	0		0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	$U		D	5.15	0	O
13	GOV	SM1	12/28/2019	Y	1	15	0		0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	$U		H	5.15	0	R
14	GOV	SM1	12/28/2019	Y	1	9	0		0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	$U		D	0.38	0	O
15	GOV	SM1	12/28/2019	Y	1	9	0		0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	$U		H	0.38	0	R
16	HRM	SM1	12/28/2019	Y	1	1	0		0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	$U		D	66.08	0	O
17	HRM	SM1	12/28/2019	Y	1	1	0		0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	$U		H	66.08	0	R
18	OAG	SM1	12/28/2019	Y	1	2	0		0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	$U		D	4.75	0	O
19	OAG	SM1	12/28/2019	Y	1	2	0		0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	$U		H	4.75	0	R
20	OAG	SM1	12/28/2019	Y	1	1	0		0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	$U		D	0.06	0	O
21	OAG	SM1	12/28/2019	Y	1	1	0		0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	$U		H	0.06	0	R

Payroll Calendar Status

V_PY_CALENDAR

REVISED: 08/28/2023

DESCRIPTION:
This query lists the status of the payroll run. It includes all companies and what processes have been run along with the number of checks. This query helps confirm that processes are completed successfully for all Agencies. SPO uses this query to confirm which processes have been completed for all Agencies prior to proceeding to the next process step.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CALENDAR

INPUT / SEARCH CRITERIA:
Current Pay Run ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Current Pay Run ID** field is required.

Screenshot of the Payroll Calendar Status Query

V_PY_CALENDAR - Payroll Calendar Status

*Current Pay Run ID SM1082423

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All

First 1-100 of 259 Last

Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks
1	ABC	SL2	08/24/2023	SM1082423	Y	Y	N	N	N	N	95
2	ABC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1372
3	ACC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	119
4	ACC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	83
5	ACS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	472
6	APA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	117
7	ARC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	32
8	ARS	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	908
9	ARV	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	6
10	ASA	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	8
11	ATP	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	1
12	BBE	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	9
13	BCC	SL1	08/24/2023	SM1082423	Y	Y	N	N	N	N	195
14	BCC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	84
15	BHC	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	3
16	BHD	SM1	08/24/2023	SM1082423	Y	Y	N	N	N	N	587

Child Support Garnishment with Administrative Fee
V_PY_CHILD SUPT_ ADMIN_FEES

REVISED: 08/28/2023

DESCRIPTION:
This query lists all employees having active Child Support deductions with Administrative Fees.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHILD_SUPT_ ADMIN_FEES

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
This query has no required fields.

Screenshot of the Child Support Garnishment without Administrative Fee Query

V_PY_CHILD_SUPT_ADMIN_FEES - Child Support Garn w Adm Fee

Company (Blank for All) ABC

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (20 kb)

View All

First 1-87 of 87 Last

Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	# of Child Support Orders	Total GRNFEE Deduction
1	ABC			VCE001	R	1	5.00
2	ABC			OCS001	R	1	5.00
3	ABC			DCSESP	R	1	5.00
4	ABC			DCSESP	R	1	5.00
5	ABC			VCS001	R	1	5.00
6	ABC			SUPP02	R	1	5.00
7	ABC			OCS001	R	1	5.00
8	ABC			VCS001	R	1	5.00
9	ABC			OCS001	R	1	5.00
10	ABC			OCS001	R	1	5.00
11	ABC			OCS001	R	3	15.00
12	ABC			VCS001	R	3	15.00
13	ABC			VCS002	R	3	15.00
14	ABC			VCS001	R	1	5.00
15	ABC			VCS001	R	2	10.00
16	ABC			VCS002	R	2	10.00

PY Deductions Balances Extract Query (RPY532)
V _PY_DED_BALANCES

REVISED: 08/05/2024

DESCRIPTION:
This query provides deductions balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DED_BALANCES

INPUT / SEARCH CRITERIA:
Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Plan Type (Optional)
Dedcd (Optional)
Employee ID (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Deductions Balances Extract Query

V_PY_DED_BALANCES - PY Deductions Balances Extract

*Balance ID FY
*Balance Year 2024
Balance Quarter (Optional) 0
Balance Period (Optional) 0
Company (Optional) ABC
Plan Type (Optional) Medical
Dedcd (Optional)
Employee ID (Optional)
*Extract All Rows for Year? ☐
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1297 kb)

View All

First 1-100 of 2834 Last

Row	Company	Empl ID	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Plan Type	Benefit Plan	Deduction Code	Deduction Description	Deduction Class	Deduction YTD	Deduction QTD	Deduction MTD
1	ABC			FY	2024	1	1	Medical	ACC2	CVACRE	CoVA Care	Before-Tax	140.00	140.00	140.00
2	ABC			FY	2024	1	1	Medical	ACC2	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
3	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
4	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
5	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	74.00	74.00	74.00
6	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
7	ABC			FY	2024	1	1	Medical	ACC0	CVACRE	CoVA Care	Before-Tax	47.00	47.00	47.00
8	ABC			FY	2024	1	1	Medical	ACC0	CVACRE	CoVA Care	Nontaxable Benefit	354.50	354.50	354.50
9	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00
10	ABC			FY	2024	1	1	Medical	ACC4	CVACRE	CoVA Care	Before-Tax	158.00	158.00	158.00
11	ABC			FY	2024	1	1	Medical	ACC3	CVACRE	CoVA Care	Before-Tax	157.00	157.00	157.00
12	ABC			FY	2024	1	1	Medical	ACC3	CVACRE	CoVA Care	Nontaxable Benefit	634.00	634.00	634.00

Department Budget Carry Over Errors Query (RPY543)
V_PY_NEWFY_ROLLOVER_ERRORS

REVISED: 06/06/2024

DESCRIPTION:
This query provides a list of any generated errors, within a specified Business Unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified Business Unit.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEWFY_ROLLOVER_ERRORS

INPUT / SEARCH CRITERIA:
Year
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Year** field is a required field.

Screenshot of the Department Budget Carry Over Errors Query

V_PY_NEWFY_ROLLOVER_ERRORS - Dept Budget Carry Over Errors

Year 2025
Business Unit 50100
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (128 kb)

View All

First 1-100 of 143 Last

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001												000000136	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501												000553071	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001												000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001												000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501												000553073	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501												000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501												000553077	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501													Invalid Combo Code

Dependent Care Balance Greater Than IRS CY Limit Query (RPY558)
V _PY_DEPCARE_DEDBAL_LIMIT

REVISED: 03/10/2025

DESCRIPTION:
This query will help Payroll Administrators monitor employees that may be reaching or have met the maximum amount allowed, in a calendar year, for dependent care deductions.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DEPCARE_DEDBAL_LIMIT

INPUT / SEARCH CRITERIA:
Calendar Year
Dollar Limit
Balance Quarter
Balance Period
Company
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Calendar Year** and **Dollar Limit** fields are required fields.

Screenshot of the Dependent Care Balance Greater Than IRS CY Limit Query

V_PY_DEPCARE_DEDBAL_LIMIT - Dependent Care Balance > Limit

*Calendar Year (Required) 2024
Dollar Limit (Required) 2500.00
Balance Quarter (Optional) 0
Balance Period (Optional) 0
Company (Optional) ABC
Employee ID (Optional)

View Results

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

View All First 1-6 of 6 Last

Row	Employee ID	Employee Status	Balance ID	Balance Year	Balance Quarter	Balance Period	Company	State	Combined YTD	FLXDCR Total	FLXDCP Total
1		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	
2		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	
3		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	
4		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	
5		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	
6		A	CY	2024	4	12	ABC	VA	5000.00	5000.00	

Direct Deposit Audit Query (RPY527)

V _PY_DIR_DEP_AUDIT

REVISED: 02/27/2023

DESCRIPTION:
This query provides the ability to see changes made to an employee's direct deposit distributions or all changes made to direct deposit distributions within an Agency for a given period of time. This information includes changes made online by Payroll Administrators and changes made by employees via Employee Self-Service (ESS).

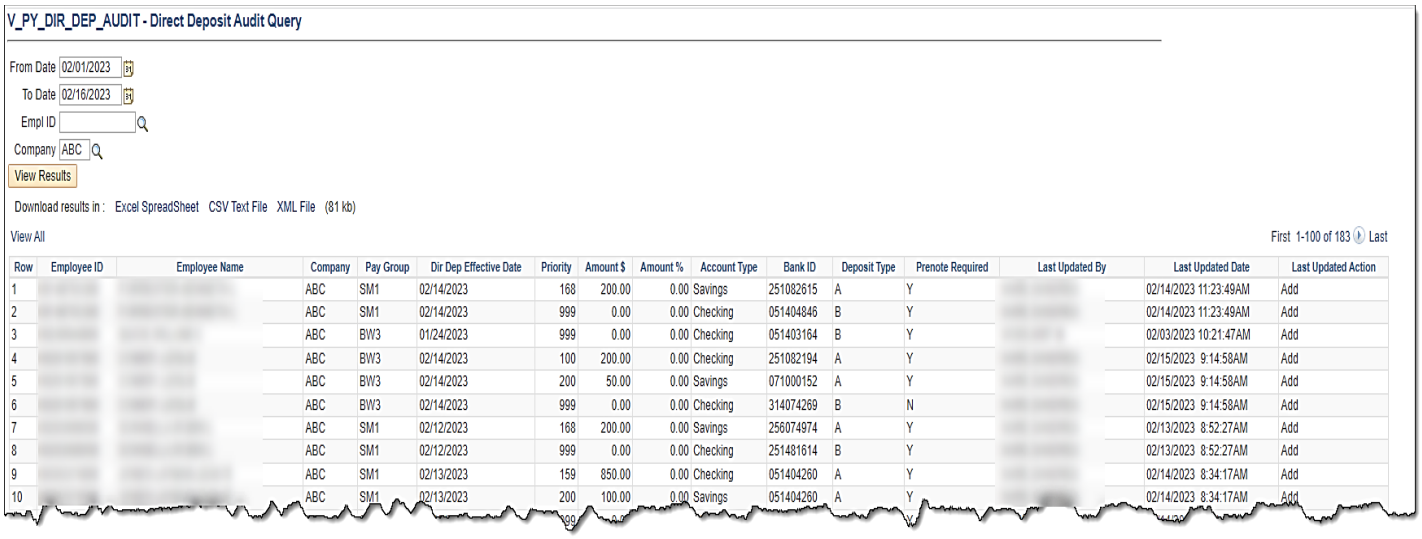
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DIR_DEP_AUDIT

INPUT / SEARCH CRITERIA:
From Date
To Date
Company
Empl ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Direct Deposit Audit Query



V_PY_DIR_DEP_AUDIT - Direct Deposit Audit Query

From Date 02/01/2023
To Date 02/16/2023
Empl ID
Company ABC
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (81 kb)

View All

First 1-100 of 183 Last

Row	Employee ID	Employee Name	Company	Pay Group	Dir Dep Effective Date	Priority	Amount $	Amount %	Account Type	Bank ID	Deposit Type	Prenote Required	Last Updated By	Last Updated Date	Last Updated Action
1			ABC	SM1	02/14/2023	168	200.00	0.00	Savings	251082615	A	Y		02/14/2023 11:23:49AM	Add
2			ABC	SM1	02/14/2023	999	0.00	0.00	Checking	051404846	B	Y		02/14/2023 11:23:49AM	Add
3			ABC	BW3	01/24/2023	999	0.00	0.00	Checking	051403164	B	Y		02/03/2023 10:21:47AM	Add
4			ABC	BW3	02/14/2023	100	200.00	0.00	Checking	251082194	A	Y		02/15/2023 9:14:58AM	Add
5			ABC	BW3	02/14/2023	200	50.00	0.00	Savings	071000152	A	Y		02/15/2023 9:14:58AM	Add
6			ABC	BW3	02/14/2023	999	0.00	0.00	Checking	314074269	B	N		02/15/2023 9:14:58AM	Add
7			ABC	SM1	02/12/2023	168	200.00	0.00	Savings	256074974	A	Y		02/13/2023 8:52:27AM	Add
8			ABC	SM1	02/12/2023	999	0.00	0.00	Checking	251481614	B	Y		02/13/2023 8:52:27AM	Add
9			ABC	SM1	02/13/2023	159	850.00	0.00	Checking	051404260	A	Y		02/14/2023 8:34:17AM	Add
10			ABC	SM1	02/13/2023	200	100.00	0.00	Savings	051404260	A	Y		02/14/2023 8:34:17AM	Add

Direct Deposit Distribution Query (RPY514)

V _PY_DIR_DEP_DISTRIB

REVISED: 03/10/2025

DESCRIPTION:
This query provides direct deposit distribution information by employee and company. Users can select the option to include if Prenote has been completed or not. The query provides audit information which includes the date the direct deposit was last updated and who updated it (e.g., system, employee, or online user). If the last update was done by an online user, the specific user's name displays.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_DIR_DEP_DISTRIB

INPUT / SEARCH CRITERIA:
Pre-Note Completed? (checkbox option)
Company
Empl ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
This query has no required fields.

Screenshot of the Direct Deposit Distribution Query

V_PY_DIR_DEP_DISTRIB - Direct Dep Dist info for Activ

*Pre-note Completed? ☑
Company DLI
Empl ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (63 kb)

View All

Row	Employee ID	Name	Co	Pay Group	Pay Status	HR Status	Dept ID	Dir Dep Eff Date	Priority	Account Number	Amount $	Amount %
1			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
2			DLI	SM1	A	A	18100	09/09/2022	168		500.00	0.00
3			DLI	SM1	A	A	18100	09/09/2022	999		0.00	0.00
4			DLI	SM1	A	A	18100	10/10/2023	999		0.00	0.00
5			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
6			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
7			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
8			DLI	SM1	A	A	18100	04/10/2024	160		50.00	0.00
9			DLI	SM1	A	A	18100	04/10/2024	167		150.00	0.00
10			DLI	SM1	A	A	18100	04/10/2024	999		0.00	0.00
11			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00
12			DLI	SM1	A	A	18100	09/25/2022	160		100.00	0.00
13			DLI	SM1	A	A	18100	09/25/2022	999		0.00	0.00

Screenshot of the Direct Deposit Distribution Query (scrolled right)

First 1-100 of 117 Last

Account Type	Bank ID	Prenote Required	Prenote Status	Prenote Date	Dt. of last upd	Last Updated by	Last Updated by User
C	051409016	Y	Completed	10/05/2022	09/25/2022	System	
S	251082615	Y	Completed	09/19/2022	09/25/2022	System	
C	051400549	Y	Completed	09/19/2022	09/25/2022	System	
C	251082615	Y	Completed	10/05/2022	10/26/2023	Online User	
C	051404914	Y	Completed	10/05/2022	09/25/2022	System	
C	051400549	Y	Completed	10/05/2022	09/25/2022	System	
C	251082615	Y	Completed	10/05/2022	09/25/2022	System	
S	251082194	Y	Completed	10/05/2022	04/24/2024	Online User	
C	051409029	Y	Completed	10/05/2022	04/24/2024	Online User	
C	251082194	Y	Completed	10/05/2022	04/24/2024	Online User	
C	251082615	Y	Completed	10/05/2022	09/25/2022	System	
S	251082194	Y	Completed	10/05/2022	09/25/2022	System	
C	251082194	Y	Completed	10/05/2022	09/25/2022	System	

Earnings Balances Query (RPY531)
V _PY_ERN_BALANCES

REVISED: 05/10/2023

DESCRIPTION:
This query provides earnings balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_ERN_BALANCES

INPUT / SEARCH CRITERIA:
Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? (Checkbox option) (Optional)
Extract All Rows for Year? (Checkbox option) (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_ERN_BALANCES - Earnings Balances Query

Balance ID FY
Balance Year 2023
Balance Quarter (Optional) 1
Balance Period (Optional) 2
Company (Optional)
Employee ID (Optional)
Earn Code (Optional)
Include Accumulators? ☐
Extract All Rows for Year? ☐
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (46935 kb)

View All First 1-100 of 104301 Last

Row	Company	Empl ID	Name	Employee Record	Earnings Code	Description	Balance ID	Balance Year	Balance Quarter	Balance Period	Special Accumulator/Bal	Hours YTD	Hours QTD	Hours Mtd	Gross YTD	Gross Qtd	Gross MTD
1	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	257.10	257.10	106.00	3694.16	3694.16	1566.67
2	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	263.00	263.00	89.00	7844.62	7844.62	2741.20
3	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	128.00	128.00	65.40	1739.18	1739.18	909.71
4	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	161.00	161.00	69.80	2135.15	2135.15	951.37
5	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	116.10	116.10	43.10	1566.79	1566.79	599.52
6	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	149.30	149.30	60.60	1977.31	1977.31	825.98
7	ABC			0	HOL	Holiday Time	FY	2023	1	2	N	24.00	24.00	8.00	590.64	590.64	196.88
8	ABC			0	OSS	Overtime- Salaried Straight	FY	2023	1	2	N	23.20	23.20	5.30	570.96	570.96	130.44
9	ABC			0	OTS	Overtime- Salaried Time + Half	FY	2023	1	2	N	46.10	46.10	8.90	1707.19	1707.19	333.91
10	ABC			0	RGS	Regular Time - Salaried	FY	2023	1	2	N	246.10	246.10	136.00	6335.61	6335.61	3494.71
11	ABC			0	VAC	Vacation Leave Used	FY	2023	1	2	N	73.90	73.90	32.00	1818.71	1818.71	787.53
12	ABC			0	VRS	VRS Contribution Base	FY	2023	1	2	N	0.00	0.00	0.00	8638.32	8638.32	4372.48
13	ABC			0	RGH	Regular Time - Hourly	FY	2023	1	2	N	141.00	141.00	51.40	1863.59	1863.59	700.58

Earnings Extract Query
V_PY_ERN_EXTRACT

REVISED: 11/13/2023

DESCRIPTION:
This query provides Agencies with a list of the earnings data based on a specified check date range.

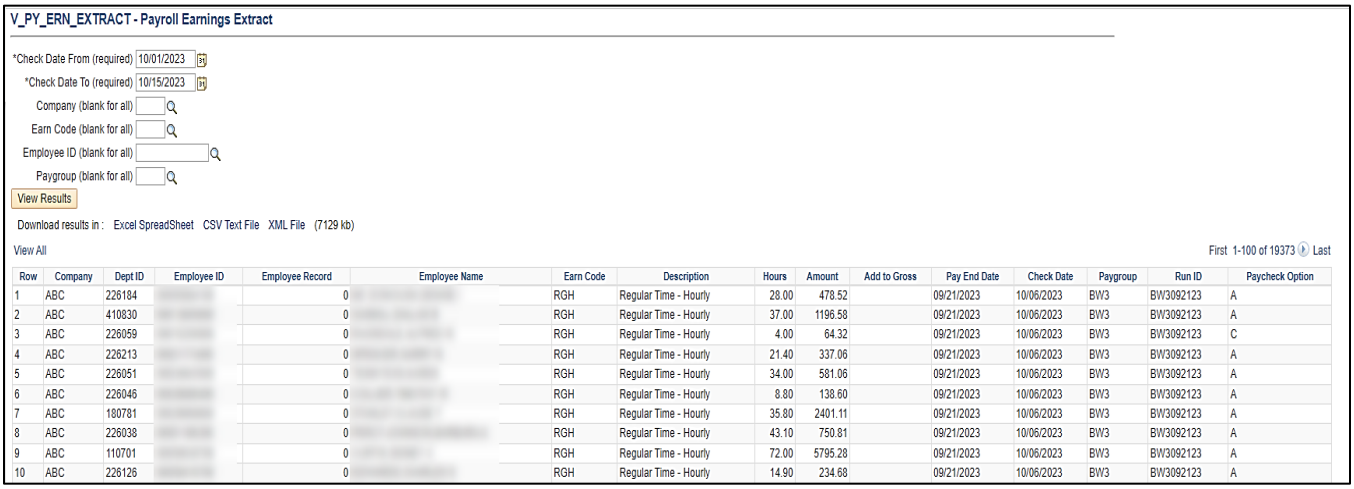
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ERN_EXTRACT

INPUT / SEARCH CRITERIA:
Check Date From (required)
Check Date To (required)
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Earnings Extract Query



V_PY_ERN_EXTRACT - Payroll Earnings Extract

*Check Date From (required) 10/01/2023
*Check Date To (required) 10/15/2023
Company (blank for all)
Earn Code (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7129 kb)

View All First 1-100 of 19373 Last

Row	Company	Dept ID	Employee ID	Employee Record	Employee Name	Earn Code	Description	Hours	Amount	Add to Gross	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC	226184		0		RGH	Regular Time - Hourly	28.00	478.52		09/21/2023	10/06/2023	BW3	BW3092123	A
2	ABC	410830		0		RGH	Regular Time - Hourly	37.00	1196.58		09/21/2023	10/06/2023	BW3	BW3092123	A
3	ABC	226059		0		RGH	Regular Time - Hourly	4.00	64.32		09/21/2023	10/06/2023	BW3	BW3092123	C
4	ABC	226213		0		RGH	Regular Time - Hourly	21.40	337.06		09/21/2023	10/06/2023	BW3	BW3092123	A
5	ABC	226051		0		RGH	Regular Time - Hourly	34.00	581.06		09/21/2023	10/06/2023	BW3	BW3092123	A
6	ABC	226046		0		RGH	Regular Time - Hourly	8.80	138.60		09/21/2023	10/06/2023	BW3	BW3092123	A
7	ABC	180781		0		RGH	Regular Time - Hourly	35.80	2401.11		09/21/2023	10/06/2023	BW3	BW3092123	A
8	ABC	226038		0		RGH	Regular Time - Hourly	43.10	750.81		09/21/2023	10/06/2023	BW3	BW3092123	A
9	ABC	110701		0		RGH	Regular Time - Hourly	72.00	5795.28		09/21/2023	10/06/2023	BW3	BW3092123	A
10	ABC	226126		0		RGH	Regular Time - Hourly	14.90	234.68		09/21/2023	10/06/2023	BW3	BW3092123	A

Employees Last Pay Date Query (RPY536)

V_PY_EE_LAST_PAY

REVISED: 08/01/2024

DESCRIPTION:
This query pulls all active employees, using the date entered in the **As of Date** field, that includes the last check date processed for each employee. This can be used to determine if an employee should be terminated.

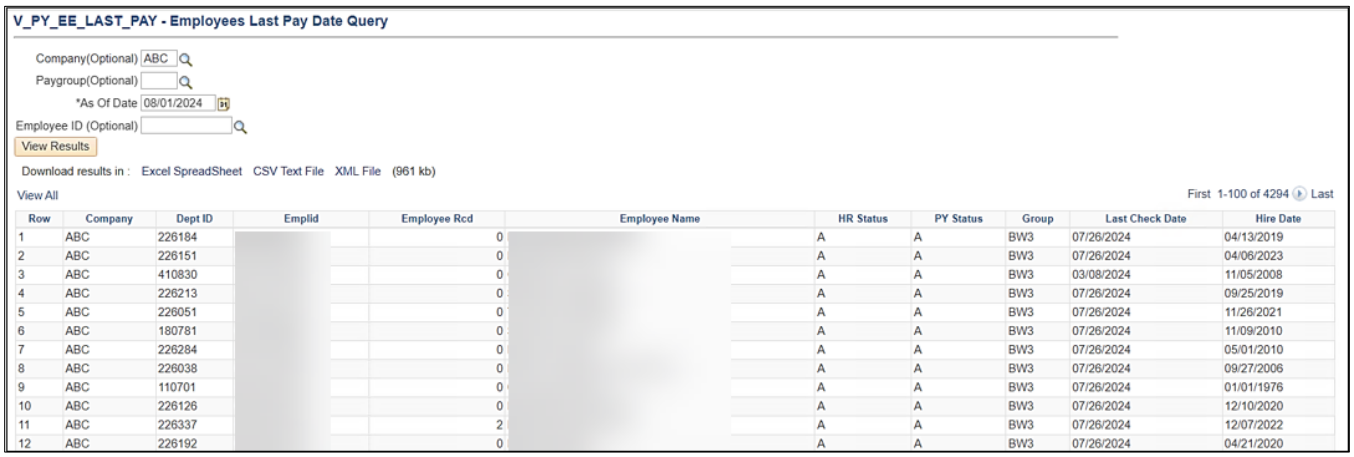
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY

INPUT / SEARCH CRITERIA:
Company (Optional)
Paygroup (Optional)
As of Date
Employee ID (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the Employees Last Pay Date Query



V_PY_EE_LAST_PAY - Employees Last Pay Date Query

Company(Optional) ABC
Paygroup(Optional)
*As Of Date 08/01/2024
Employee ID (Optional)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (961 kb)

View All

First 1-100 of 4294 Last

Row	Company	Dept ID	Emplid	Employee Rcd	Employee Name	HR Status	PY Status	Group	Last Check Date	Hire Date
1	ABC	226184		0		A	A	BW3	07/26/2024	04/13/2019
2	ABC	226151		0		A	A	BW3	07/26/2024	04/06/2023
3	ABC	410830		0		A	A	BW3	03/08/2024	11/05/2008
4	ABC	226213		0		A	A	BW3	07/26/2024	09/25/2019
5	ABC	226051		0		A	A	BW3	07/26/2024	11/26/2021
6	ABC	180781		0		A	A	BW3	07/26/2024	11/09/2010
7	ABC	226284		0		A	A	BW3	07/26/2024	05/01/2010
8	ABC	226038		0		A	A	BW3	07/26/2024	09/27/2006
9	ABC	110701		0		A	A	BW3	07/26/2024	01/01/1976
10	ABC	226126		0		A	A	BW3	07/26/2024	12/10/2020
11	ABC	226337		2		A	A	BW3	07/26/2024	12/07/2022
12	ABC	226192		0		A	A	BW3	07/26/2024	04/21/2020

Employee Tax Data Extract Query (RPY529)

V_PY_EMP_TAX_SETUP

REVISED: 03/29/2023

DESCRIPTION:
This query pulls the most current effective dated row for active employee's tax data setup including federal, state, and local that is used for payroll calculations.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EMP_TAX_SETUP

INPUT / SEARCH CRITERIA:
Business Unit

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
This query has no required fields.

Screenshot of the Employee Tax Data Extract query

V_PY_EMP_TAX_SETUP - Employee Tax Data Extract

Company (Leave blank for all) ABC

Employee ID (Optional)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3513 kb)

View All

Row	Company	Effective Date	Employee Number	Employee Name	Created Date	Fed Special Withholding Tax	Fed Tax Status	Fed Withholding Allowances	Fed Additional Amount	Fed Dependent Amount	Fed Other Income	Fed Deductions	Fed Extra Withholding	Exempt from FUT	Lock Le Rec
1	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N
2	ABC	12/31/2019			09/29/2021	None	Single	1	50.00	0.00	0.00	0.00	50	Yes	N
3	ABC	01/18/2023			01/18/2023	None	Single	0	115.00	0.00	0.00	0.00	115	Yes	N
4	ABC	04/29/2022			04/29/2022	None	Married	0	40.00	0.00	0.00	0.00	40	Yes	N
5	ABC	02/17/2023			02/16/2023	None	Single	0	40.00	0.00	0.00	0.00	40	Yes	N
6	ABC	12/31/2019			09/29/2021	None	Single	1	0.00	0.00	0.00	0.00	0	Yes	N
7	ABC	11/02/2021			11/02/2021	None	Married	0	0.00	0.00	0.00	0.00	0	Yes	N
8	ABC	03/16/2022			03/16/2022	None	Single	0	250.00	0.00	0.00	0.00	250	Yes	N
9	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N
10	ABC	12/31/2019			09/29/2021	None	Married	0	0.00	0.00	0.00	0.00	0	Yes	N
11	ABC	12/31/2019			09/29/2021	None	Single	0	0.00	0.00	0.00	0.00	0	Yes	N
[illegible]	ABC	[illegible]/31/201[illegible]			09/29/[illegible]	[illegible]ne	Single	0	0.00	[illegible]	[illegible]00	[illegible]	0	Yes	N

Screenshot of the Employee Tax Data Extract query (scrolled right)

Lock-in Letter Received	Lock-in Limit On Allowances	State	State Resident	State UI Jurisdiction	State Special Withholding Tax	State Tax Status	State Withholding Allowances	State Additional Amount	State Additional Allowances	Locality	Local Resident	Other Work Locality	Local Special Withholding Tax	Local Tax Status	Local Withholding Allowances	Local Additional Amount
	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	2	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	1	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	2	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
N	0	VA	Yes	Yes	None	N/A	0	0.00	0		No					
		VA	Y	Y	Non			0.00			No					

FAD File Negative Balances Query

V_PY_FAD_NEG_BALS

REVISED: 08/22/2023

DESCRIPTION:
This query identifies Agencies that have a negative balance on the Federal Automated Deposit (FAD). This report is for SPO use only.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FAD_NEG_BALS

INPUT / SEARCH CRITERIA:
No input criteria

OUTPUT FORMAT:
HTML
Excel

Additional Information:
There are no required fields for this query.

Screenshot of the FAD File Negative Balances Query

V_PY_FAD_NEG_BALS- FAD File Negative Balances

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

View All

First 1-9 of 9 Last

Row	Company	State	Check Dt	Curr Tax	Date Cleared
1	MFA	SU	06/16/2023	0.00	06/12/2023
2	MFA	SU	06/07/2023	-93787.17	
3	MFA	SU	06/02/2023	-93885.40	
4	UMW	DC	08/01/2023	0.00	07/26/2023
5	UMW	DC	06/30/2023	-32.31	
6	VSU	SU	05/19/2023	0.00	05/16/2023
7	VSU	SU	05/17/2023	-354.18	
8	WSH	SU	05/19/2023	0.00	05/16/2023
9	WSH	SU	05/17/2023	-151.84	

FICA Tax Variance Query

V_PY_FICA_TAX_VARIANCE

REVISED: 8/18/2025

DESCRIPTION:
This query extracts tax balance data and allows SPO and Agencies to review records for all employees where FICA taxes have been collected in excess of what is due based on the taxable wages at that Agency. The query includes records for all employees where FICA tax amounts are less than what is due based on the taxable wages at the Agency.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FICA_TAX_VARIANCE

INPUT / SEARCH CRITERIA:
Balance Year
Balance Period

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Balance Year** and **Balance Period** fields are both required.

Screenshot of the FICA Tax Variance Query

V_PY_FICA_TAX_VARIANCE - Payroll FICA Tax Variances Ext

*Balance Year 2025
*Balance Period 2
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (29 kb)

View All First 1-83 of 83 Last

Row	Employee ID	Company	Balance ID	Balance Year	Balance Period	Employee Name	State	Tax Class/ Description	YTD Taxable Gross	YTD Tax	Calculated Tax	YTD Tax Difference
1		ARS	CY	2025	2		$U	D - OASDI/EE	10835.08	655.40	671.77	-16.37
2		ARS	CY	2025	2		$U	F - MED/EE	10835.08	153.28	157.11	-3.83
3		NVA	CY	2025	1		$U	D - OASDI/EE	131.84	0.00	8.17	-8.17
4		NVA	CY	2025	1		$U	F - MED/EE	131.84	0.00	1.91	-1.91
5		VVC	CY	2025	2		$U	D - OASDI/EE	33.00	0.00	2.05	-2.05
6		CSH	CY	2025	2		$U	D - OASDI/EE	5450.50	334.58	337.93	-3.35
7		CSH	CY	2025	2		$U	F - MED/EE	5450.50	78.25	79.03	-0.78
8		SPC	CY	2025	2		$U	D - OASDI/EE	330.20	0.00	20.47	-20.47
9		SPC	CY	2025	2		$U	F - MED/EE	330.20	0.00	4.79	-4.79
10		MAR	CY	2025	2		$U	D - OASDI/EE	2085.21	128.54	129.28	-0.74
11		JYF	CY	2025	2		$U	D - OASDI/EE	3823.53	235.95	237.06	-1.11
12		HCC	CY	2025	2		$U	D - OASDI/EE	12.00	0.00	0.74	-0.74
13		SPC	CY	2025	2		$U	D - OASDI/EE	27.60	0.00	1.71	-1.71
14		VSU	CY	2025	2		$U	D - OASDI/EE	888.88	56.82	55.11	1.71
15		ABC	CY	2025	1		$U	D - OASDI/EE	2450.55	142.08	151.93	-9.85

Employees with FICA Exempt Query (PY232)

V_PY_EE_FICA_TAX_EXEMPT

REVISED: 04/15/2024

DESCRIPTION:
This query identifies all of the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to “Exempt” or “Medicare Only” to help verify that employees are assigned the correct status.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
This query has no required fields.

Screenshot of the Employees with FICA Exempt Query

V_PY_EE_FICA_TAX_EXEMPT - Empl with FICA Exempt PY232

Company

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (678 kb)

View All

First 201-300 of 1972 Last

Row	Company	Dept ID	Employee ID	Employee Rcd	Employee Name	Pay Group	FICA Status	Empl Class	Position	Position Descr	Last Pay Date
201	DEL	2201	[illegible]	1	[illegible]	WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
202	DEL	2201	[illegible]	1	[illegible]	WK1	Medicare only	GNW	DELMBR10	House Mmbr-Session Expense Rec	03/08/2024
203	DEL	2201	[illegible]	0	[illegible]	MTH	Medicare only	OTO	DELMBR00	House Member - Salary Record	03/29/2024
204	DOT	15069	[illegible]	0	[illegible]	S15	Exempt	CLS	DOT11713	Planning Spec	04/16/2024
205	LWU	21400	[illegible]	0	[illegible]	SM1	Exempt	TNR	LWUF0065	Asst Prof Marketing	04/16/2024
206	LWU	21400	[illegible]	0	[illegible]	BW1	Exempt	STU	LWUZ0026	College Student Worker	10/08/2021
207	MTN	299042	[illegible]	0	[illegible]	BW3	Exempt	SSW	MTNW0866	Students	12/29/2023
208	NSU	19027	[illegible]	0	[illegible]	BW3	Exempt	STU	NSUHS693	SPARTAN TECH	11/03/2023
209	NSU	04005	[illegible]	0	[illegible]	BW3	Exempt	GRD	NSUGS383	Students	04/19/2024

Employees with Multiple Open Payrolls Query

V_PY_UNCHECK_OK_TO_PAY

REVISED: 09/15/2021

DESCRIPTION:
This query shows employees with multiple jobs in concurrent pay runs where the **OK to Pay** checkbox option has been unchecked on one pay run to prevent errors while confirming the second pay run.

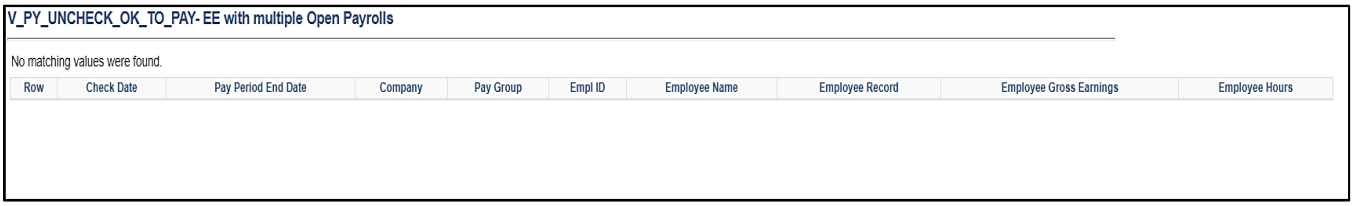
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Employees with multiple Open Payrolls Query


V_PY_UNCHECK_OK_TO_PAY- EE with multiple Open Payrolls

No matching values were found.

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

Employees with Negative Balances Query (PY499)
V_PY_NEGATIVE_BAL

REVISED: 09/15/2021

DESCRIPTION:
This query can be run ad-hoc by authorized Agency and SPO users and displays employees that have negative calendar year balances for earnings or deductions.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL

INPUT / SEARCH CRITERIA:
Company
Calendar Year

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Calendar Year** field is a required field.

Screenshot of the Employees with Negative Balances Query

V_PY_NEGATIVE_BAL - WU499-Negative Balances

Company
Calendar Year 2020
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (11 kb)

View All First 1-47 of 47 Last

Row	Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Class
1	ABC		0		Earning	COR		-40.00	-1521.60	1	
2	ABC		0		Earning	OSH		-40.00	-1521.60	1	
3	ABC		0		Earning	OTE		-40.00	-1521.60	1	
4	ABC		0		Earning	OVT		-14.00	-894.48	1	
5	ABC		0		Earning	OSH		-80.00	-3039.60	1	
6	ABC		0		Earning	OVT		-54.00	-2415.98	1	
7	ABC		0		Earning	OTH		-60.00	-4170.00	1	
8	ABC		0		Earning	OVT		-60.00	-4170.00	1	
9	ABC		0		Earning	OSH		-18.00	-1080.00	1	
10	ABC		0		Earning	OTH		-18.00	-1620.00	1	
11	ABC		0		Earning	OVT		-36.00	-2700.00	1	
12	ABC		0		Earning	OTH		-8.00	-720.00	1	
13	ABC		0		Earning	OVT		-8.00	-720.00	1	
14	ABC		0		Earning	OTE		0.00	-3125.01	4	
15	ABC		0		Earning	RTR		0.00	-4124.01	4	
16	ACS		0		Earning	HOL		-8.00	-135.68	1	
17	BCC		0		Deduction	FLX	60	0.00	-2130.00	1	B
18	CNU		0		Earning	SCK		-8.00	-105.41	1	
19	CNU		0		Earning	SCK		-8.00	-427.24	1	
20	CNU		0		Earning	SCK		-8.00	-446.89	1	
21	CNU		0		Earning	HOL		-8.00	-96.84	1	

Employees with No Net Balance DD Query
V_PY_EMPL_NO_NET_DD

REVISED: 08/18/2025

DESCRIPTION:
This query identifies employees that have a fixed direct deposit (DD) amount and the balance is set to a check. This query can pull all employees, active employees only, or inactive employees only based on the selection in the **Account Type** field.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

INPUT / SEARCH CRITERIA:
Company
Account Type (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Employees with No Net Balance DD Query

V_PY_EMPL_NO_NET_DD - EE with No Net Balance DD

Company ABC
Account Type (Blank for All)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All First 1-28 of 28 Last

Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid	Reason
1	ABC			H	BW3	08/22/2025	Missing Direct Deposit
2	ABC			H	BW3	08/22/2025	Missing Direct Deposit
3	ABC			H	BW3	08/22/2025	Missing Direct Deposit
4	ABC			H	BW3	07/25/2025	Missing Direct Deposit
5	ABC			H	BW3	08/22/2025	Missing Direct Deposit
6	ABC			H	BW3	08/22/2025	Missing Direct Deposit
7	ABC			H	BW3	08/22/2025	Missing Direct Deposit
8	ABC			H	BW3	08/22/2025	Missing Direct Deposit
9	ABC			H	BW3	08/22/2025	Missing Direct Deposit
10	ABC			H	BW3	08/22/2025	Missing Direct Deposit
11	ABC			H	BW3	08/22/2025	Missing Direct Deposit
12	ABC			H	BW3	08/22/2025	Missing Direct Deposit
13	ABC			H	BW3	06/27/2025	Missing Direct Deposit
14	ABC			H	BW3	08/22/2025	Missing Direct Deposit
15	ABC			H	BW3	08/22/2025	Missing Direct Deposit
16	ABC			H	BW3	08/22/2025	Missing Direct Deposit
17	ABC			H	BW3	08/08/2025	Missing Direct Deposit
18	ABC			H	BW3	08/22/2025	Missing Direct Deposit
19	ABC			H	BW3	08/22/2025	Missing Direct Deposit
20	ABC			H	BW3	07/11/2025	Missing Direct Deposit

Employees with State and Federal Tax Status Query
V_EE_INCOME_TAX_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:
This query identifies employees for whom the State Income Tax (SIT) and Federal Income Tax (FIT) statuses are set to "do not calculate wages and do not take taxes".

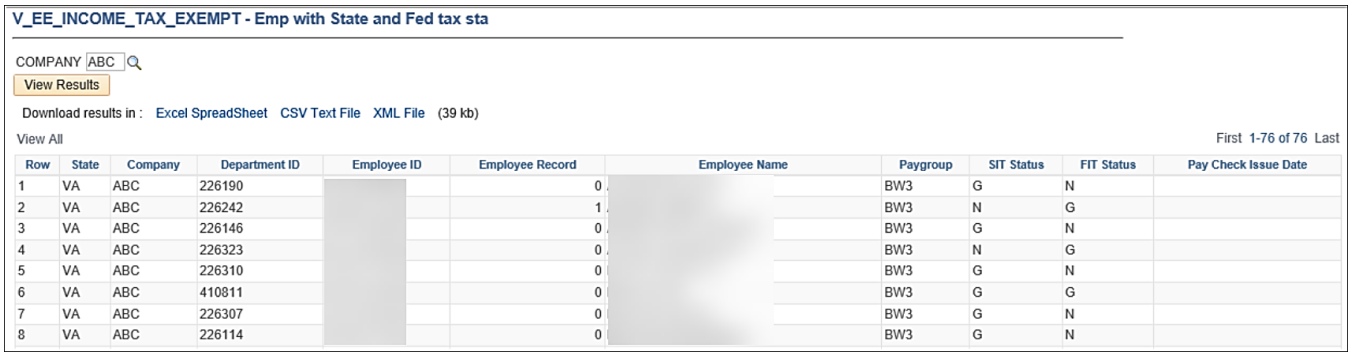
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Company** field is a required field.

Screenshot of the Employees with State and Federal Tax Status Query



V_EE_INCOME_TAX_EXEMPT - Emp with State and Fed tax sta

COMPANY ABC

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (39 kb)

View All

First 1-76 of 76 Last

Row	State	Company	Department ID	Employee ID	Employee Record	Employee Name	Paygroup	SIT Status	FIT Status	Pay Check Issue Date
1	VA	ABC	226190		0		BW3	G	N	
2	VA	ABC	226242		1		BW3	N	G	
3	VA	ABC	226146		0		BW3	G	N	
4	VA	ABC	226323		0		BW3	N	G	
5	VA	ABC	226310		0		BW3	G	N	
6	VA	ABC	410811		0		BW3	G	G	
7	VA	ABC	226307		0		BW3	G	N	
8	VA	ABC	226114		0		BW3	G	N	

Federal and State Taxable Variance Report Query (RPY517)

V_PY_FIT_SIT_TAXABLE_VARIANCE

REVISED: 02/27/2023

DESCRIPTION:

Payroll is responsible for completing Quarterly and Year end reconciliations for taxable wages and taxes collected during the payroll processing for 941, W2, and state reporting purposes. A comparison to the Federal and State Taxable wages is a part of this reconciliation. The taxable wages should always equal, even when the employee may have had taxes collected in multiple states.

This query lists all employees with a variance between YTD Federal Taxable Wages and State Taxable Wages. It includes the Employee ID, Name, YTD Federal Taxable Wages, YTD State Taxable Wages, and State.

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_FIT_SIT_TAXABLE_VARIANCE

INPUT / SEARCH CRITERIA:

Company
Calendar Year
Balance Quarter

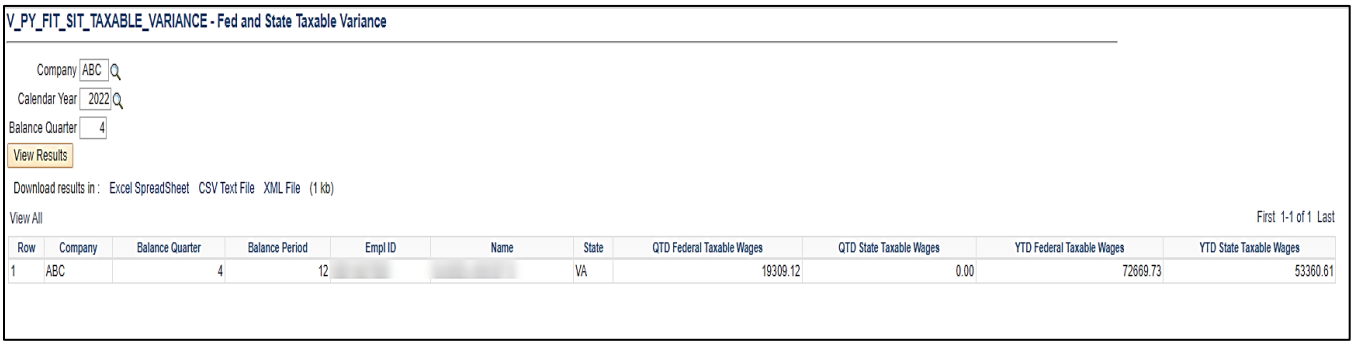
OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Calendar Year** field is a required field.

Screenshot of the Federal and State Taxable Variance Report Query



V_PY_FIT_SIT_TAXABLE_VARIANCE - Fed and State Taxable Variance

Company ABC
Calendar Year 2022
Balance Quarter 4
View Results

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

View All First 1-1 of 1 Last

Row	Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wages	QTD State Taxable Wages	YTD Federal Taxable Wages	YTD State Taxable Wages
1	ABC	4	12	[illegible]	[illegible]	VA	19309.12	0.00	72669.73	53360.61

Gross Pay Balances from Check Year-to-Date Query (RPY553)
V_PY_CHECKYTD_BALANCES

REVISED: 06/06/2024

DESCRIPTION:
This query provides Payroll Administrators with access to balances on the check year-to-date table, including gross pay, to facilitate payroll management and analysis.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHECKYTD_BALANCES

INPUT / SEARCH CRITERIA:
Balance ID
Balance Year
Balance Quarter
Balance Period
Company
Employee ID
*Extract all rows for a year? (checkbox)

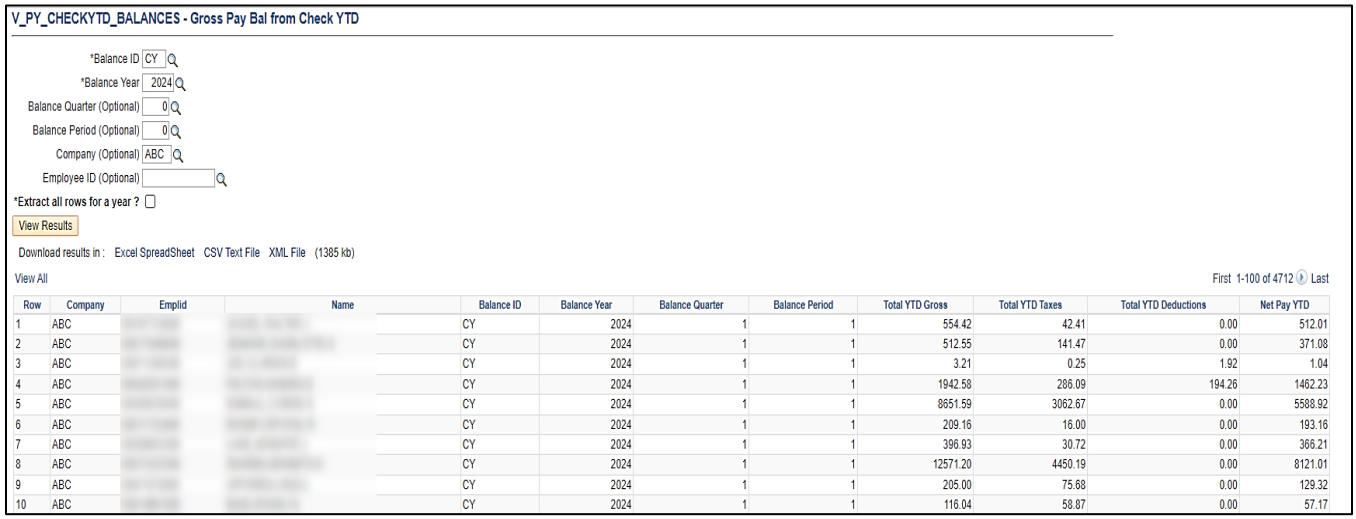
OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Balance ID** and **Balance Year** fields are required fields.

***Extract all rows for a year?** Checkbox option:

- When it is selected, the query will retrieve all transaction rows for the specified balance year across all balance periods
- When not selected, the query will limit its data extraction to the most current balance period for the specified balance year

Screenshot Of Gross Pay Balances from Check Year-to-Date Query



Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	Total YTD Gross	Total YTD Taxes	Total YTD Deductions	Net Pay YTD
1	ABC			CY	2024	1	1	554.42	42.41	0.00	512.01
2	ABC			CY	2024	1	1	512.55	141.47	0.00	371.08
3	ABC			CY	2024	1	1	3.21	0.25	1.92	1.04
4	ABC			CY	2024	1	1	1942.58	286.09	194.26	1462.23
5	ABC			CY	2024	1	1	8651.59	3062.67	0.00	5588.92
6	ABC			CY	2024	1	1	209.16	16.00	0.00	193.16
7	ABC			CY	2024	1	1	396.93	30.72	0.00	366.21
8	ABC			CY	2024	1	1	12571.20	4450.19	0.00	8121.01
9	ABC			CY	2024	1	1	205.00	75.68	0.00	129.32
10	ABC			CY	2024	1	1	116.04	58.87	0.00	57.17

General Deduction Mass Query

V_GENL_DEDUCTION_MASS

REVISED: 09/20/2023

DESCRIPTION:
This query extracts a .csv file out of Cardinal of existing General Deduction data in the format of the template to be used by the General Deduction Mass Upload program. Agencies can use this output file to change the General Deduction amount to accommodate mass data updates.

The Mass Upload queries are covered in the Job Aid titled **Performing a Mass Upload**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. Please refer to this Job Aid for assistance when processing mass uploads.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GENL_DEDUCTION_MASS

INPUT / SEARCH CRITERIA:
Company
General Deduction Code
As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **General Deduction Code** and **As of Date** fields are required fields.

Screenshot of the General Deduction Query

V_GENL_DEDUCTION_MASS - General Deduction Query

Company ABC
*General Deduction Code OPTLIF
*As of Date 09/20/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (81 kb)

View All

First 1-100 of 332 Last

Row	Employee ID	Company	General Deduction Code	Effective Date	Ded Calc Method	Deduction Amount	Deduction Rate/Percent	Deduction End Date	Deduction Goal Amount	Deduction Goal Balance
1	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	211.80	0.000		0.00	0.00
2	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	13.50	0.000		0.00	0.00
3	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	44.02	0.000		0.00	0.00
4	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	45.24	0.000		0.00	0.00
5	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	105.30	0.000		0.00	0.00
6	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	33.21	0.000		0.00	0.00
7	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	21.06	0.000		0.00	0.00
8	[illegible]	ABC	OPTLIF	07/02/2023	Flat Amount	28.00	0.000		0.00	0.00

Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query
V_PY_YTD_COST_ORPS

REVISED: 09/15/2021

DESCRIPTION:
This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_YTD_COST_ORPS

INPUT / SEARCH CRITERIA:
Plan Year

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Plan Year** field is a required field. The .csv output can be opened in Excel.

Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V_PY_YTD_COST_ORPS - Fiscal YTD Cost Report ORP

Plan Year 2020
View Results

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

View All First 1-9 of 9 Last

Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES
1	ABC	615.44	1046.22	78092350.50
2	CNU	54050.23	193569.44	2587763.56
3	DGS	1025.15	1742.75	18442353.11
4	MFA	1152.53	4082.22	6408716.25
5	MME	454.55	772.72	553421.95
6	NSU	138638.66	507008.44	20244709.28
7	RBC	22361.22	86572.92	3332131.28
8	UMW	131241.87	559014.31	16968637.77
9	VSU	39926.36	223582.88	15574453.47

Garnishment Query (RPY501)
V_PY_GARNSPEC_DATA

REVISED: 09/08/2025

DESCRIPTION:
This query provides SPO garnishment processors and Agency Payroll Administrators with a listing of all active and inactive employees who have a garnishment. It is used to review all court orders that are keyed in Cardinal daily in order to audit all active Court Orders for accuracy and monitor goal balances to ensure that deductions are accurate.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARNSPEC_DATA

INPUT / SEARCH CRITERIA:
Company
Audit Begin Data
Audit End Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Audit Begin Date** and **Audit End Date** fields are required fields.

Note: Additions and changes entered between the defined audit begin date and audit end date display on the report.

Screenshot of the Garnishment Query

V_PY_GARNSPEC_DATA - Garnishment Query

Company ABC
*Audit Begin Date 07/10/2025
*Audit End Date 07/24/2025
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (239 kb)

View All

Row	Employee Number	Employee Name	First Name	Last Name	Company	Business Unit	Effective Date	HR Status	Pay Status	Paygroup	Garnishment ID	Garnishment Status	Court Name	Document ID	Document ID2	Received Date	Request Date	Garn Limit Amount	Garn Limit Balance	Start Date	Stop Date	Garn Deduction Amount
1	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	VCS001	Garnishment Request Received	Virginia Child Support Enforcement	0005036227	[illegible]	10/06/2021	10/06/2021	0.00	0.00			0.00
2	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	OCS001	Garnishment Request Received	MARYLAND CHILD SUPPORT ACCOUNT	CASE ID 820123218	[illegible]	05/30/2023	05/30/2023	0.00	0.00			0.00
3	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/10/2025	A	A	SM1	DCSESP	Garnishment Request Received	DCSE	X		09/25/2021	09/25/2021	0.00	0.00			0.00
4	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	GRN001	Garnishment Request Received	HENRICO GEN DIST COURT	CASE# GV23008191-02	[illegible]	06/17/2025	06/17/2025	12537.14	0.00		10/18/2025	0.00
5	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	GARN01	Garnishment Request Received	INTERNAL REVENUE SERVICE-MO	YATE A 02	[illegible]	09/10/2021	09/10/2021	7712.66	0.00			0.00
6	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	STL001	Garnishment Request Received	VA DEPT OF TAXATION	CLIENT ID 15720679	[illegible]	03/17/2025	03/17/2025	6463.66	1391.14			0.00
7	[illegible]	[illegible]	[illegible]	[illegible]	ABC	99900	06/13/2025	A	A	BW3	STL002	Garnishment Request Received	STAFFORD COUNTY TREASURER	PAYMENT ID 523937	[illegible]	03/13/2025	03/13/2025	1161.43	519.91			0.00

Screenshot of the Garnishment Query (scrolled right)

Vendor ID	Vendor Name	Vendor Location	Address 1	Address 2	City	State	Postal	Payee Name	Garnishment Type	Garnishment Support Type	Garnishment Priority	Rule ID	Law Source	Garnishment Deduction SW	Exempt Amount	Exempt Percent	Month To Date Balance	Year to Date Balance	Created By	Created Date	Action
									C	Current	1	SUP/DEP12	VA		0.00	0.00	333.34	7053.06			
0001736695	MARYLAND CHILD SUPPORT ACCOUNT	MAIN	PO BOX 17396		BALTIMORE	MD	21297-1396	MARYLAND CHILD SUPPORT ACCOUNT	C	Current	1	SUP12	MD		0.00	0.00	230.77	4153.86			
									C	Current	1	SUP	VA		0.00	0.00	603.15	3216.80			
0001736596	HENRICO GEN DIST COURT	MAIN	PO BOX 90775		HENRICO	VA	23273-0775	CREDIT ACCEPTANCE CORP	W	Current	5	GENERAL1	VA		0.00	0.00					
0001736625	INTERNAL REVENUE SERVICE-MO	MAIN	PO BOX 219690		KANSAS CITY	MO	64121-9690		W	Current	1	GENERAL1	VA		0.00	0.00					
0001736771	OFFICE OF COMPLIANCE-RICHMOND	MAIN	PO BOX 27407		RICHMOND	VA	23261-7407	VIRGINIA DEPT OF TAXATION	L	Current	4	TAX LEVY	VA		0.00	0.00	128.15	1391.14			
0001736891	STAFFORD COUNTY TREASURER	MAIN	PO BOX 68		STAFFORD	VA	22555-0068	STAFFORD COUNTY TREASURER	L	Current	4	TAX LEVY	VA		0.00	0.00	128.14	519.91			

Garnishment Vendor Information Query (RPY513)
V_PY_GARN_VENDOR_INFO

REVISED: 03/18/2024

DESCRIPTION:
This query lists all garnishment vendor information from Cardinal HCM and includes Vendor/Supplier ID, Vendor Status, Name, Location, Address, Address Sequence Number, Alternate Payee Name, Payment information (i.e., Separate payment, Payment Handling and Pay Terms), and Financial Sanctions Status.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GARN_VENDOR_INFO

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the Garnishment Vendor Information Query

V_PY_GARN_VENDOR_INFO- Ganrishment Vendor Information

Download results in : Excel SpreadSheet CSV Text File XML File (2225 kb)

View All

Row	Vendor/Supplier ID	Vendor Status	Location	Location Status	Supplier Name	Location Effective Date	Address 1	Address 2	City	State	Postal
1	0001736312	A	MAIN	A	ACCOMACK CIRCUIT COURT	09/21/2021	PO BOX 126		ACCOMACK	VA	23301-0126
2	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
3	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
4	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
5	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276
6	0001736313	A	MAIN	A	ACCOMACK GEN DIST COURT	09/21/2021	PO BOX 276		ACCOMACK	VA	23301-0276

Screenshot of the Garnishment Vendor Information Query (scrolled right)

Address Sequence Number	Alternative Payee Name	Separate	Handling	Terms	Financial Sanctions Status
1		Y	PY	00	Valid
1		Y	PY	00	Valid
2	BANK OF AMERICA	Y	PY	00	Valid
3	CREDIT ACCEPTANCE CORPORATION	Y	PY	00	Valid
4	DELMARVA HEART LLC	Y	PY	00	Valid
5	EASTERN SHORE RURAL HEALTH	Y	PY	00	Valid

General Deduction Query (RPY534)
V_PY_GEN_DED_SETUP

REVISED: 09/27/2023

DESCRIPTION:
This query provides active employee general deductions setup data based on a specified as of date.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_GEN_DED_SETUP

INPUT / SEARCH CRITERIA:
Company
Employee ID
Employee Type
Deduction Code
As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **As of Date** field is required.

Screenshot of the General Deduction Query

V_PY_GEN_DED_SETUP

Company (Optional) ABC
Employee Id (Optional)
Employee Type (Optional) Salaried
Deduction Code (Optional)
*As of Date (Required) 09/24/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (332 kb)

View All

First 1-100 of 879 Last

Row	Company	Employee Number	Employee Record	Employee Class	Job Pay Group	Payroll Pay Group	Employee Name	Business Unit	General Deduct Effective Date	General Deduction Code	Deduction Code Description	General Deduct End Date	General Deduction Amount	Gen Deduct Take All Paygroups	General Deduction Goal Amount	General Deduction Goal Balance
1	ABC		0	ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
2	ABC		0	ONC	SM1	SM1		99900	02/25/2023	PSTTAX	Posttax Misc Insurance		241.58	Y	0.00	0.00
3	ABC		0	ONC	SM1	SM1		99900	12/25/2022	OPTLIF	Optional Group Life		43.37	N	0.00	0.00
4	ABC		0	ONC	SM1	SM1		99900	10/04/2021	PPSRTB	PPS-VRS Pre Tax	09/30/2022	0.00	Y	0.00	0.00
5	ABC		0	ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
6	ABC		0	ONC	SM1	SM1		99900	08/25/2023	PSTTAX	Posttax Misc Insurance		13.71	Y	0.00	0.00
7	ABC		0	ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00
8	ABC		0	ONC	SM1	SM1		99900	09/25/2021	PSTTAX	Posttax Misc Insurance		44.25	N	0.00	0.00
9	ABC		0	ONC	SM1	SM1		99900	09/25/2021	DOAFEE	DOA Admin Fee for Misc Ins		0.00	N	0.00	0.00

High Pay Employee Extract (RPY538)

V_PY_HIGH_CHECK

REVISED: 12/7/2023

DESCRIPTION:
This query extracts employees where the gross pay is higher than:

- Two (2) times the semi-monthly rate for a salaried employee or
- Three (3) times the calculated rate of Hourly Rate times 40 hours for an hourly employee

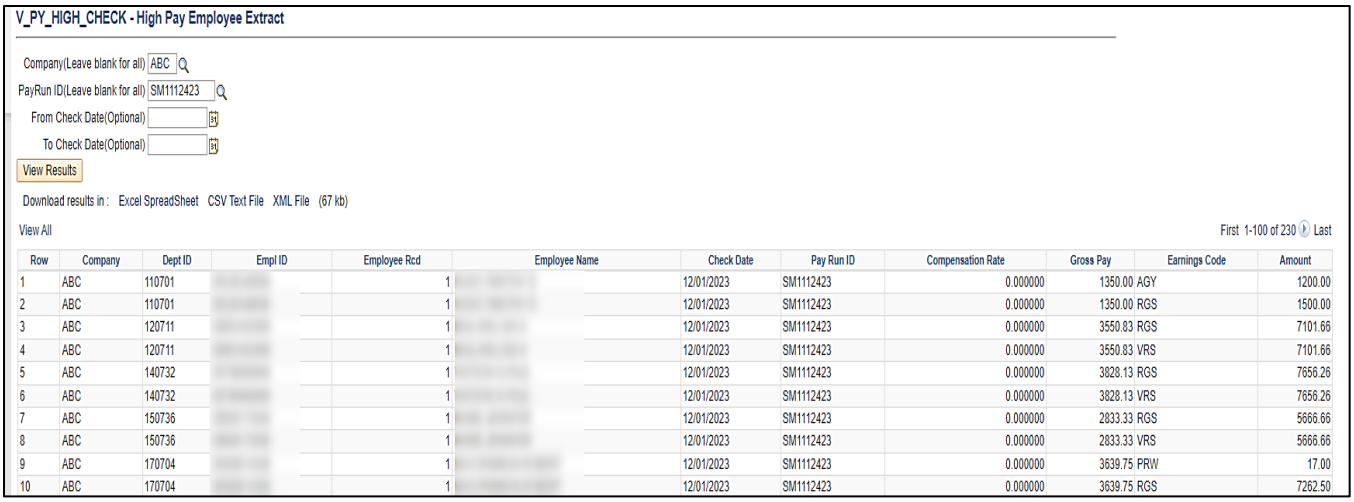
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK

INPUT / SEARCH CRITERIA:
Company
PayRun ID
From Check Date
To Check Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the High Pay Employee Extract Query



V_PY_HIGH_CHECK - High Pay Employee Extract

Company(Leave blank for all) ABC
PayRun ID(Leave blank for all) SM1112423
From Check Date(Optional)
To Check Date(Optional)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (67 kb)

View All

First 1-100 of 230 Last

Row	Company	Dept ID	Empl ID	Employee Rcd	Employee Name	Check Date	Pay Run ID	Compensation Rate	Gross Pay	Earnings Code	Amount
1	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	AGY	1200.00
2	ABC	110701		1		12/01/2023	SM1112423	0.000000	1350.00	RGS	1500.00
3	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	RGS	7101.66
4	ABC	120711		1		12/01/2023	SM1112423	0.000000	3550.83	VRS	7101.66
5	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	RGS	7656.26
6	ABC	140732		1		12/01/2023	SM1112423	0.000000	3828.13	VRS	7656.26
7	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	RGS	5666.66
8	ABC	150736		1		12/01/2023	SM1112423	0.000000	2833.33	VRS	5666.66
9	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	PRW	17.00
10	ABC	170704		1		12/01/2023	SM1112423	0.000000	3639.75	RGS	7262.50

Incomplete Payroll Data in GL (RPY523)

V_PY_PRECLOSE_GL

REVISED: 02/27/2023

DESCRIPTION:
Payroll data needs to be in the General Ledger (GL) in the period that it is created in Payroll. This query can be used to verify that the data has been run, sent to GL, journaled, and posted.

This query displays the data between a particular date range for:

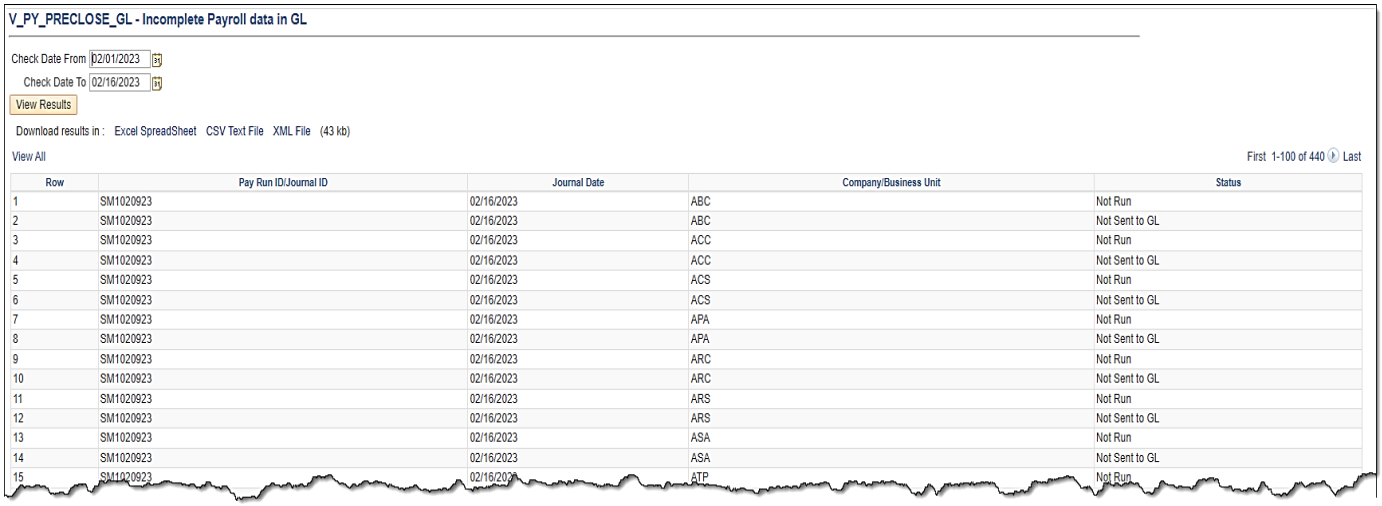
- Payrolls that have not been run
- Payrolls that have not been sent to GL
- Payroll Journals that have not been journaled
- Payroll Journals that have not been posted

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PRECLOSE_GL

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT**:
Check Date From	HTML
Check Date To	Excel

ADDITIONAL INFORMATION:
The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Incomplete Payroll data in GL Query



V_PY_PRECLOSE_GL - Incomplete Payroll data in GL

Check Date From 02/01/2023
Check Date To 02/16/2023
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (43 kb)

View All First 1-100 of 440 Last

Row	Pay Run ID/Journal ID	Journal Date	Company/Business Unit	Status
1	SM1020923	02/16/2023	ABC	Not Run
2	SM1020923	02/16/2023	ABC	Not Sent to GL
3	SM1020923	02/16/2023	ACC	Not Run
4	SM1020923	02/16/2023	ACC	Not Sent to GL
5	SM1020923	02/16/2023	ACS	Not Run
6	SM1020923	02/16/2023	ACS	Not Sent to GL
7	SM1020923	02/16/2023	APA	Not Run
8	SM1020923	02/16/2023	APA	Not Sent to GL
9	SM1020923	02/16/2023	ARC	Not Run
10	SM1020923	02/16/2023	ARC	Not Sent to GL
11	SM1020923	02/16/2023	ARS	Not Run
12	SM1020923	02/16/2023	ARS	Not Sent to GL
13	SM1020923	02/16/2023	ASA	Not Run
14	SM1020923	02/16/2023	ASA	Not Sent to GL
15	SM1020923	02/16/2023	ATP	Not Run

Paycheck Data Query (RPY554)

V_PY_CHK_DATA

REVISED: 11/26/2024

DESCRIPTION:
This query provides a listing of all checks issued for a selected date range.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_CHK_DATA

INPUT / SEARCH CRITERIA:
From Date
To Date
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Paycheck Data Query

V_PY_CHK_DATA - Payroll Check Data Query

*From Date 10/01/2024
*To Date 11/26/2024
Company (Optional) ABC
View Results

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

View All First 1-20 of 20 Last

Row	Last Name	Check Date	Amount	Check Nbr
1		10/04/2024	4.37	70043882
2		10/04/2024	285.27	70043883
3		10/04/2024	411.36	70043884
4		10/04/2024	304.96	70043885
5		10/04/2024	48.78	70043886
6		10/04/2024	270.53	70043887
7		10/04/2024	61.14	70043888
8		10/04/2024	128.40	70043889
9		10/04/2024	356.81	70043890
10		10/04/2024	58.22	70043891
11		10/04/2024	395.96	70043892
12		10/04/2024	277.99	70043893
13		10/04/2024	477.01	70043894
14		10/04/2024	269.25	70043895
15		10/04/2024	94.82	70043896
16		10/04/2024	913.24	70043897
17		10/04/2024	440.55	70043898
18		10/04/2024	135.07	70043899
19		10/04/2024	179.02	70043900
20		10/04/2024	203.83	70043901

Paygroup Mismatch Report Query (RPY547)

V_PY_PAYGROUP_MISMATCH

REVISED: 02/26/2024

DESCRIPTION:
The query identifies employees with discrepancies between their primary job data paygroup and the payroll options Paygroup. This query includes information such as the Employee ID, Employee Name, Company, Primary Job Data Paygroup, and Payroll Options Paygroup.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYGROUP_MISMATCH

INPUT / SEARCH CRITERIA:
Check Date From
Check Date To

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query .

Screenshot of the Paygroup Mismatch Report Query

V_PY_PAYGROUP_MISMATCH - Paygroup Mismatch Report

Company ABC

View Results

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

View All

First 1-10 of 10 Last

Row	Employee ID	Employee Rcd	Name	Company	Job Data Paygroup	Payroll Options Paygroup
1		1		ABC	SM1	BW3
2		1		ABC	SM1	BW3
3		1		ABC	BW3	SM1
4		1		ABC	SM1	BW3
5		1		ABC	BW3	SM1
6		1		ABC	BW3	SM1
7		2		ABC	BW3	SM1
8		1		ABC	BW3	SM1
9		1		ABC	SM1	BW3
10		1		ABC	SL2	BW3

Payroll Tax Balances Query (RPY530)

V _PY_TAX_BALANCES

REVISED: 05/10/2023

DESCRIPTION:
This query provides tax balance information by calendar or fiscal year at the Company or employee level for MTD, QTD, and YTD.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V _PY_TAX_BALANCES

INPUT / SEARCH CRITERIA:
Balance ID (Required)
Balance Year (Required)
Balance Quarter (Optional)
Balance Period (Optional)
Company (Optional)
State (Optional)
Employee ID (Optional)
Tax Class (Optional)
Extract All Rows for Year? Checkbox (Optional)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Balance ID** and **Balance Year** fields are required.

Screenshot of the Earnings Balances Query

V_PY_TAX_BALANCES - Payroll Tax Balances Extract

Balance ID FY
Balance Year 2023
Balance Quarter (Optional) 0
Balance Period (Optional) 3
Company (Optional)
State (Optional) DC
Employee ID (Optional)
Tax Class (Optional)
Extract All Rows for Year? ☐

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (14 kb)

View All

First 1-26 of 26 Last

Row	Company	Emplid	Name	Balance ID	Balance Year	Balance Quarter	Balance Period	State	Locality	Tax Class	Tax Class Description	Taxable Gross YTD	Taxable Gross QTD	Taxable Gross MTD	Tax YTD	Tax QTD	Tax MTD	No Limit Gross YTD	No Limit Gross QTD	No Limit Gross MTD
1	ARS	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	18283.40	18283.40	7942.80	990.38	990.38	431.67	0.00	0.00	0.00
2	ARS	[illegible]	[illegible]	FY	2023	1	3	DC		4	Family Leave Insurance - ER	13235.65	13235.65	7941.39	34.41	34.41	1.59	13235.65	13235.65	7941.39
3	ARS	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	17384.26	17384.26	7548.99	697.71	697.71	305.52	0.00	0.00	0.00
4	ARS	[illegible]	[illegible]	FY	2023	1	3	DC		U	Unemployment ER	0.00	0.00	0.00	0.00	0.00	0.00	18277.81	18277.81	7941.39
5	BVI	[illegible]	[illegible]	FY	2023	1	3	DC		U	Unemployment ER	0.00	0.00	0.00	0.00	0.00	0.00	15449.58	15449.58	6250.50
6	CAV	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	14265.79	14265.79	2902.39	804.72	804.72	165.34	0.00	0.00	0.00
7	CAV	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	4389.52	4389.52	4389.52	229.08	229.08	229.08	0.00	0.00	0.00
8	CAV	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	3086.75	3086.75	3086.75	166.31	166.31	166.31	0.00	0.00	0.00
9	DJJ	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	5531.07	5531.07	1555.91	283.54	283.54	78.27	0.00	0.00	0.00
10	DMV	[illegible]	[illegible]	FY	2023	1	3	DC		H	Withholding	11441.72	11441.72	4964.54	626.79	626.79	272.51	0.00	0.00	0.00

Payroll Deduction Extract Query (PY519)
V_PY_DED_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:
This query provides Agencies a list of the deduction data based on a specified check date range.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_DED_EXTRACT

INPUT / SEARCH CRITERIA:
Check Date From
Check Date To
Company (blank for all)
Plan Type (blank for all)
Deduction Code (blank for all)
Deduction Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Deduction Extract Query

V_PY_DED_EXTRACT - Payroll Deduction Extract

*Check Date From 11/01/2023
*Check Date To 12/01/2023
Company (blank for all) ABC
Plan Type (blank for all)
Deduction Code (blank for all)
Deduction Class(blank for all)
Employee ID (blank for all)
Paygroup (blank for all) SM1
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (17889 kb)

View All

First 1-100 of 46346 Last

Row	Company	Employee ID	Empl Record	Employee Name	Deduction Code	Description	Deduction Class	Deduction Amount	Pay End Date	Check Date	Plan Type	Benefit Plan	Paygroup	Run ID	Dept ID	Paycheck Option
1	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
2	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
3	ABC		0		CVACRE	CoVA Care	Before-Tax	75.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
4	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	10/24/2023	11/01/2023	10	ACC4	SM1	SM1102423	410816	A
5	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/09/2023	11/16/2023	10	ACC4	SM1	SM1110923	410816	A
6	ABC		0		CVACRE	CoVA Care	Nontaxable	369.00	11/24/2023	12/01/2023	10	ACC4	SM1	SM1112423	410816	A
7	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A
8	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/09/2023	11/16/2023	49	457P24	SM1	SM1110923	410816	A
9	ABC		0		DEFCMP	457 Deferred Compensation	Before-Tax	20.00	11/24/2023	12/01/2023	49	457P24	SM1	SM1112423	410816	A
10	ABC		0		DEFCMP	457 Deferred Compensation	PTax Ben	10.00	10/24/2023	11/01/2023	49	457P24	SM1	SM1102423	410816	A

Payroll Error Messages Query

V_PY_MESSAGES

REVISED: 09/15/2021

DESCRIPTION:
This query provides a list of the system error messages generated during the Payroll process. Use this query to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_MESSAGES

INPUT / SEARCH CRITERIA:
Pay Run ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Payroll Error Messages Query

V_PY_MESSAGES - Payroll Error Messages

Pay Run ID PSBDEMOSM
Company
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All First 1-8 of 8 Last

Row	Msg ID	Company	Paygroup	Pay Period End	Off Cycle	Page	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr	Instance
1	000017	DEM	SM1	08/09/2020	N	3	20		0				Federal Tax Data Not Found	1335616
2	000018	DEM	SM1	08/09/2020	N	3	20		0	**			State Tax Data Not Found	1335616
3	000019	DEM	SM1	08/09/2020	N	3	20		0	00900079900	0		No UI Jurisdiction	1335616
4	000010	DEM	SM1	08/09/2020	N	37	1		0	00	DUEAGY	A	Invalid One-Time Deduction	1335616
5	000010	DEM	SM1	08/09/2020	N	37	1		0	10	CVACRE	B	Invalid One-Time Deduction	1335616
6	000025	DEM	SM1	08/09/2020	N	37	1		0	DUEAGY			General Deduction Not Found	1335616
7	000018	DOA	SM1	08/09/2020	N	8	2		0	AL			State Tax Data Not Found	1335616
8	000059	DOA	SM1	08/09/2020	N	9	18		0	PSBDEMOSM			Cannot Calculate for Employee	1335616

Payroll Quarterly Statistics Query (RPY557)

V_PY_QUARTERLY_STATISTICS

REVISED: 10/22/2024

DESCRIPTION:
This is a query that can be run ad-hoc and will display the following:

- Counts of Active Salaried Employees for each month for the year selected for all Paygroups other than “MNP”
- Counts of Active Wage Employees for each month for the year selected for all Paygroups other than “MNP”
- Counts of salaried employees paid in each month for the year selected
- Counts of wage employees paid in each month for the year selected

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_QUARTERLY_STATISTICS

INPUT / SEARCH CRITERIA:
Calendar Year
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Calendar Year** field is a required field.

Screenshot of the Payroll Quarterly Statistics Query

V_PY_QUARTERLY_STATISTICS - Payroll Quarterly Statistics

*Calendar Year 2024
Company DLI
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (9 kb)

View All First 1-44 of 44 Last

Row	Count Of	Month Name	Month Number	Employee Count	Employee Type
1	Active Employees	JAN	01	16	Hourly
2	Active Employees	FEB	02	15	Hourly
3	Active Employees	MAR	03	15	Hourly
4	Active Employees	APR	04	15	Hourly
5	Active Employees	MAY	05	15	Hourly
6	Active Employees	JUN	06	15	Hourly
7	Active Employees	JUL	07	17	Hourly
8	Active Employees	AUG	08	18	Hourly
9	Active Employees	SEP	09	18	Hourly
10	Active Employees	OCT	10	18	Hourly
11	Active Employees	NOV	11	17	Hourly
12	Active Employees	DEC	12	17	Hourly
13	Active Employees	JAN	01	163	Salaried
14	Active Employees	FEB	02	163	Salaried
15	Active Employees	MAR	03	162	Salaried
16	Active Employees	APR	04	165	Salaried
17	Active Employees	MAY	05	167	Salaried
18	Active Employees	JUN	06	166	Salaried
19	Active Employees	JUL	07	146	Salaried
20	Active Employees	AUG	08	148	Salaried
21	Active Employees	SEP	09	146	Salaried
22	Active Employees	OCT	10	144	Salaried
23	Active Employees	NOV	11	144	Salaried
24	Active Employees	DEC	12	144	Salaried
25	Paid Employees	JAN	01	14	Hourly
26	Paid Employees	FEB	02	13	Hourly
27	Paid Employees	MAR	03	14	Hourly

Payroll Tax Extract Query (PY520)

V_PY_TAX_EXTRACT

REVISED: 1/5/2024

DESCRIPTION:
This query provides Agencies a list of tax data based on a specified check date range.

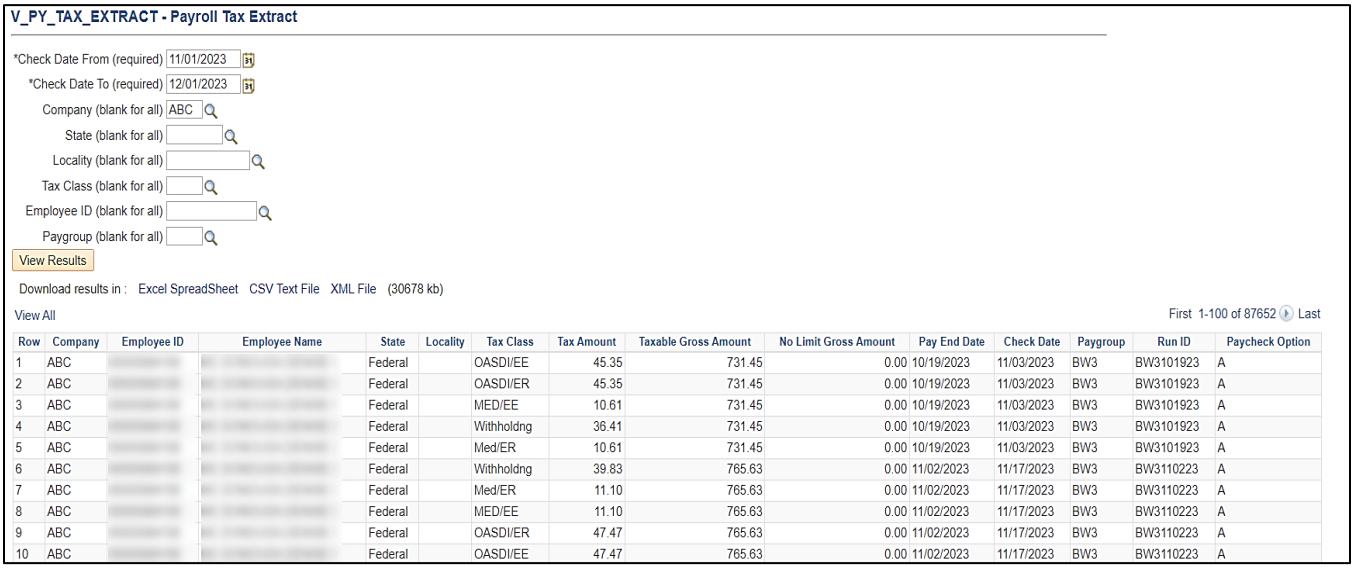
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_EXTRACT

INPUT / SEARCH CRITERIA:
Check Date From (required)
Check Date To (required)
Company (blank for all)
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Extract Query



V_PY_TAX_EXTRACT - Payroll Tax Extract

*Check Date From (required) 11/01/2023
*Check Date To (required) 12/01/2023
Company (blank for all) ABC
State (blank for all)
Locality (blank for all)
Tax Class (blank for all)
Employee ID (blank for all)
Paygroup (blank for all)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (30678 kb)

View All

First 1-100 of 87652 Last

Row	Company	Employee ID	Employee Name	State	Locality	Tax Class	Tax Amount	Taxable Gross Amount	No Limit Gross Amount	Pay End Date	Check Date	Paygroup	Run ID	Paycheck Option
1	ABC			Federal		OASDI/EE	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
2	ABC			Federal		OASDI/ER	45.35	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
3	ABC			Federal		MED/EE	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
4	ABC			Federal		Withholdng	36.41	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
5	ABC			Federal		Med/ER	10.61	731.45	0.00	10/19/2023	11/03/2023	BW3	BW3101923	A
6	ABC			Federal		Withholdng	39.83	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
7	ABC			Federal		Med/ER	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
8	ABC			Federal		MED/EE	11.10	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
9	ABC			Federal		OASDI/ER	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A
10	ABC			Federal		OASDI/EE	47.47	765.63	0.00	11/02/2023	11/17/2023	BW3	BW3110223	A

Payroll Tax Payment Summary (RPY525)
V_PY_TAX_PAYMENT_SUMMARY

REVISED: 11/1/2023

DESCRIPTION:
This query can be used by SPO and Agencies to pull tax payment information by check date range and by individual Agency or all Agencies.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY

INPUT / SEARCH CRITERIA:
Check Date From (required)
Check Date To (required)
Company (blank for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The **Check Date From** and **Check Date To** fields are required fields.

Screenshot of the Payroll Tax Payment Summary Query

V_PY_TAX_PAYMENT_SUMMARY - Payroll Tax Info Extract

*Check Date From (Required) 10/10/2023
*Check Date To (Required) 10/24/2023
Company (Leave blank for all) DLI
View Results

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

View All First 1-12 of 12 Last

Row	Company	Run ID	Check Date	Tax State	Tax Class	Tax Class Description	EE Tax Amount	ER Tax Amount
1	DLI	SM1100923	10/16/2023	$U	Q	Med/ER	0.00	6614.02
2	DLI	SM1100923	10/16/2023	$U	H	Withholdng	38981.66	0.00
3	DLI	SM1100923	10/16/2023	$U	F	MED/EE	6614.02	0.00
4	DLI	SM1100923	10/16/2023	$U	E	OASDI/ER	0.00	28280.28
5	DLI	SM1100923	10/16/2023	$U	D	OASDI/EE	28280.28	0.00
6	DLI	SM1100923	10/16/2023	VA	H	Withholdng	19059.47	0.00
7	DLI	BW3100523	10/20/2023	$U	Q	Med/ER	0.00	350.27
8	DLI	BW3100523	10/20/2023	$U	H	Withholdng	2107.48	0.00
9	DLI	BW3100523	10/20/2023	$U	F	MED/EE	350.27	0.00
10	DLI	BW3100523	10/20/2023	$U	E	OASDI/ER	0.00	1497.67
11	DLI	BW3100523	10/20/2023	$U	D	OASDI/EE	1497.67	0.00
12	DLI	BW3100523	10/20/2023	VA	H	Withholdng	1102.89	0.00

Paysheets to add for SPOT Query
V_PY_PAYSHEETS_TO_ADD_SPOT

REVISED: 09/15/2021

DESCRIPTION:
This query identifies Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the Pay Period end date for employees in those Companies/Paygroups who do not have a paysheet.

SPO and Agencies use this query to see what SPOT transactions have not currently been loaded to payroll.

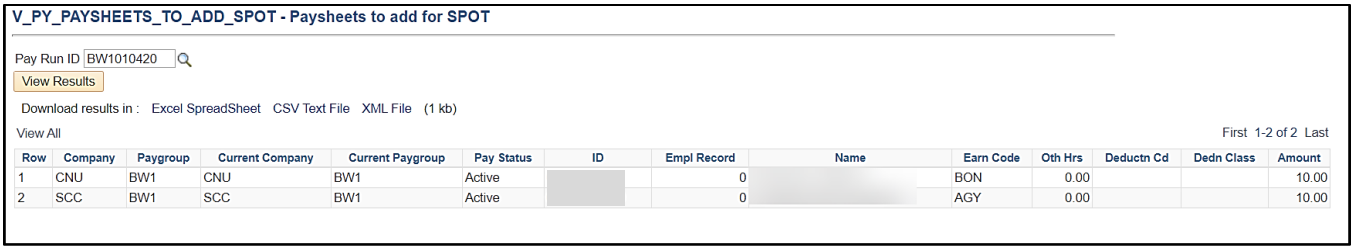
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

INPUT / SEARCH CRITERIA:
Pay Run ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Paysheets to add for SPOT Query


V_PY_PAYSHEETS_TO_ADD_SPOT - Paysheets to add for SPOT

Pay Run ID BW1010420

View Results

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

View All First 1-2 of 2 Last

Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	CNU	BW1	CNU	BW1	Active		0		BON	0.00			10.00
2	SCC	BW1	SCC	BW1	Active		0		AGY	0.00			10.00

Paysheets to add for TL Query

V_PY_PAYSHEETS_TO_ADD_TL

REVISED: 09/15/2021

DESCRIPTION:
This query shows all of the time rejected by payroll within 30 days of the Pay Period end date for employees in those Companies who do not have a paysheet with pending Time and Labor (TL) transactions.

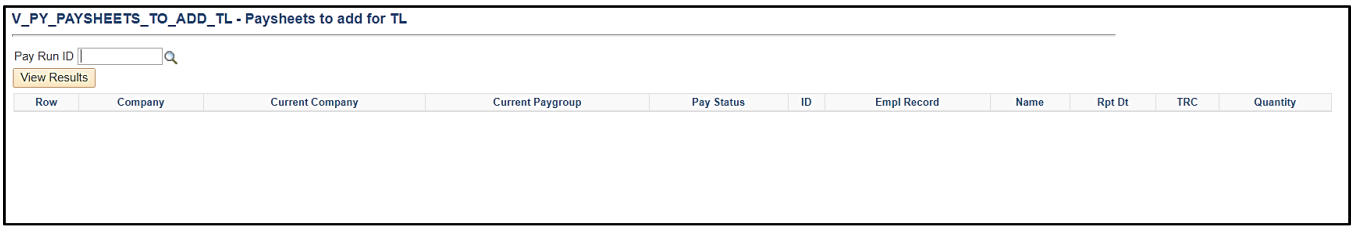
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

INPUT / SEARCH CRITERIA:
Pay Run ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Paysheets to add for TL Query



Paysheets without Paychecks Query

V_PY_ MISSING_PAYCHECKS

REVISED: 09/15/2021

DESCRIPTION:
This query shows all paysheets that do not have associated paychecks. This query shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

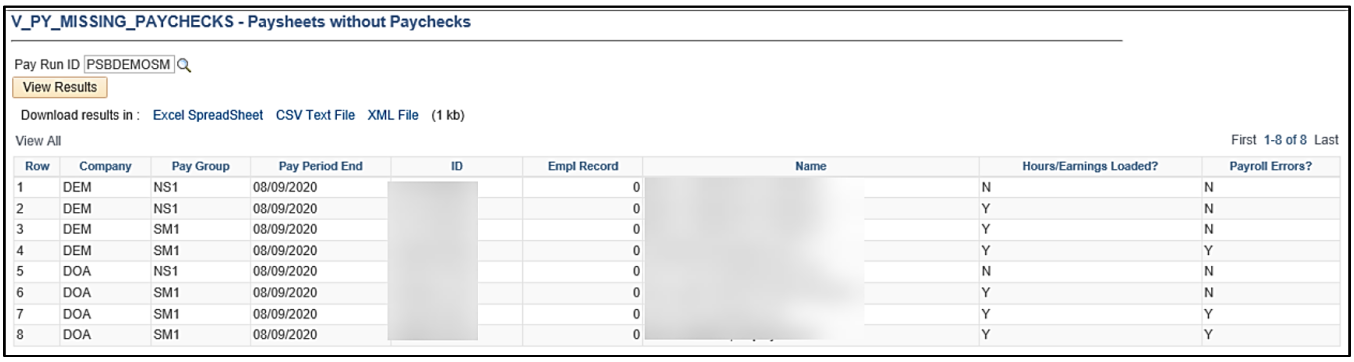
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_ MISSING_PAYCHECKS

INPUT / SEARCH CRITERIA:
Pay Run ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Paysheets without Paychecks Query



V_PY_MISSING_PAYCHECKS - Paysheets without Paychecks

Pay Run ID PSBDEMOSM

View Results

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

View All First 1-8 of 8 Last

Row	Company	Pay Group	Pay Period End	ID	Empl Record	Name	Hours/Earnings Loaded?	Payroll Errors?
1	DEM	NS1	08/09/2020		0		N	N
2	DEM	NS1	08/09/2020		0		Y	N
3	DEM	SM1	08/09/2020		0		Y	N
4	DEM	SM1	08/09/2020		0		Y	Y
5	DOA	NS1	08/09/2020		0		N	N
6	DOA	SM1	08/09/2020		0		Y	N
7	DOA	SM1	08/09/2020		0		Y	Y
8	DOA	SM1	08/09/2020		0		Y	Y

Reset VA-4 Exempt Employees Query

V_PY_RESET_VA4_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:
This regulatory query identifies employees claiming a full exemption from Virginia Income tax withholding which has expired, or which is about to expire at the end of the current year.

This query enables Agency Payroll Administrators to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by a Payroll Administrator.

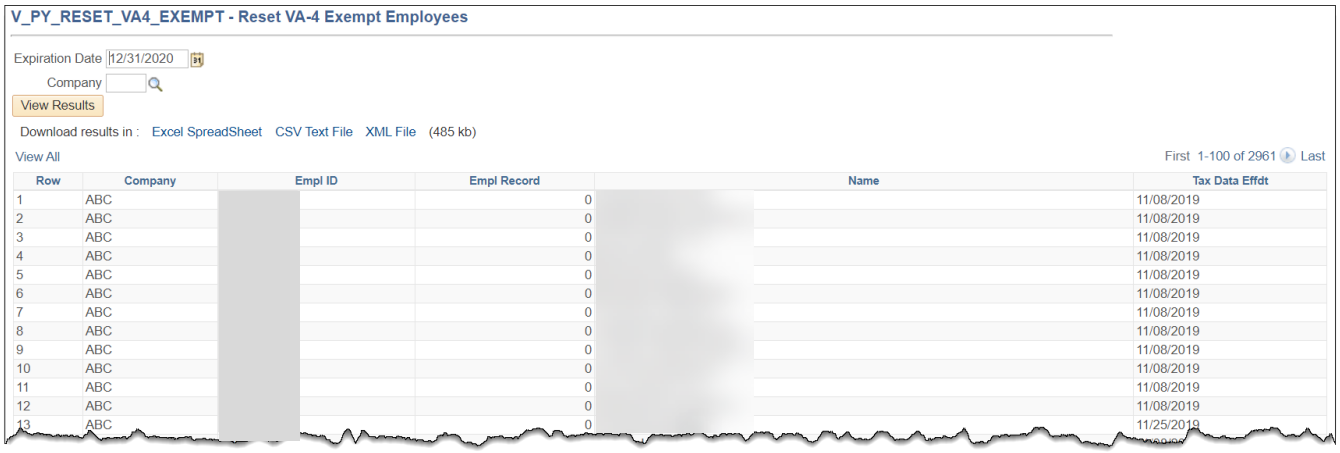
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

INPUT / SEARCH CRITERIA:
Expiration Date
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Expiration Date** field is a required field.

Screenshot of the Reset VA-4 Exempt Employees Query



Row	Company	Empl ID	Empl Record	Name	Tax Data Effdt
1	ABC		0		11/08/2019
2	ABC		0		11/08/2019
3	ABC		0		11/08/2019
4	ABC		0		11/08/2019
5	ABC		0		11/08/2019
6	ABC		0		11/08/2019
7	ABC		0		11/08/2019
8	ABC		0		11/08/2019
9	ABC		0		11/08/2019
10	ABC		0		11/08/2019
11	ABC		0		11/08/2019
12	ABC		0		11/08/2019
13	ABC		0		11/25/2019

SPOT Online Query

V_PY_SPOT_TRANS_RPT

REVISED: 08/08/2023

DESCRIPTION:
This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a Pay Period or date range for all employees within the Company or an individual employee. It includes the Transaction Type (Earnings or Deductions), Batch Status, who entered the batch, and who approved it as well as a date and time stamp of when the batch was approved. The query also displays any comments and errors in the SPOT batches.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_SPOT_TRANS_RPT

INPUT / SEARCH CRITERIA:
Company
Paygroup
Pay Run ID
From Date
To Date
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the SPOT Online Query

V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company DLI
Paygroup SM1
Pay Run ID SM1072423
From Date
To Date
Employee ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (26 kb)

View All

Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours	Hrly Rate
1	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK		[illegible]	0	[illegible]	Active	BON	100.00	0.00	0.000000
2	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK		[illegible]	0	[illegible]	Active	ALP	1750.00	0.00	0.000000
3	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK		[illegible]	0	[illegible]	Active	ALP	2000.00	0.00	0.000000
4	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	148	Submitted	Earnings	OK		[illegible]	0	[illegible]	Active	TMP	180.00	0.00	0.000000
5	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK		[illegible]	0	[illegible]	Active	CVACRE	12.50	0.00	0.000000
6	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	149	Submitted	Deduction	OK		[illegible]	0	[illegible]	Active	FLXMED	50.00	0.00	0.000000
7	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	152	Validated	Earnings	Error		[illegible]	0	[illegible]	Active	AGY	0.00	0.00	0.000000
8	DLI	SM1	18100	Dept of Labor and Industry	07/24/2023	151	Validated	Earnings	OK		[illegible]	0	[illegible]	Active	STD	2033.00	0.00	0.000000

Screenshot of the SPOT Online Query (scrolled right)

Hrly Rate	Earns Begin	Earns End	Plan Typ	Plan	Dedn Class	One Tm Cd	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset	Tax Method	Sep Check Nbr	By	Approved at	by	Comment	Error Text
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Supplemntl	0			[illegible]		
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0			[illegible]		
0.000000	07/09/2023	07/24/2023					Deduction		Deduction		Annualized	0			[illegible]		
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0			[illegible]		
0.000000			10	ACC0	B	Refund	Deduction		Deduction			0			[illegible]		
0.000000			60	FLXMED	B	Addition	Deduction		Deduction			0			[illegible]		
0.000000	06/25/2023	07/09/2023					Deduction		Deduction		Annualized	0			[illegible]		Amount cannot be zero for Ern_Cd-AGY;
0.000000	07/10/2023	07/24/2023					Deduction		Deduction		Annualized	0			[illegible]	reclassed hours for STD	

Tax Details by Paygroup Query

V_PY_TAX_DETAILS_BY_PYGRP

REVISED: 09/15/2021

DESCRIPTION:
This query provides Virginia Department of Transportation (VDOT) tax totals by Paygroup from paycheck data for the reconciliation of tax reports by Paygroup (district).

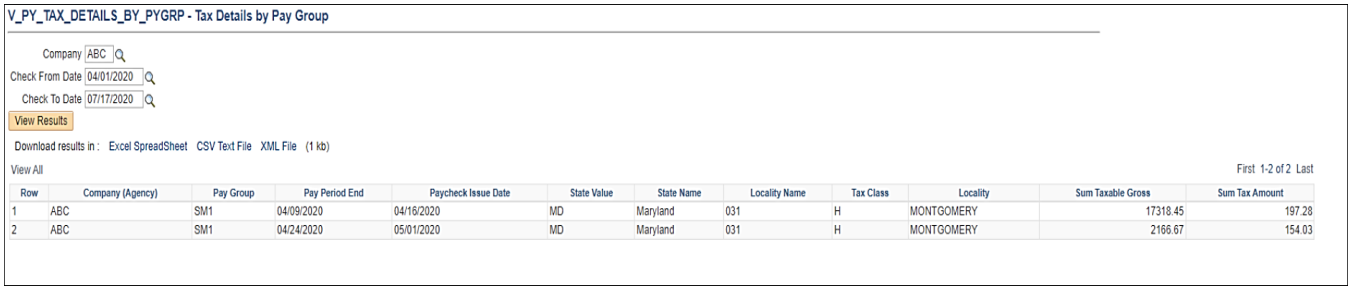
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

INPUT / SEARCH CRITERIA:
Company
Check From Date
Check To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Company**, **Check From Date**, and **Check To Date** fields are required fields.

Screenshot of the Tax Details by Paygroup Query



V_PY_TAX_DETAILS_BY_PYGRP - Tax Details by Pay Group

Company ABC
Check From Date 04/01/2020
Check To Date 07/17/2020
View Results

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

View All First 1-2 of 2 Last

Row	Company (Agency)	Pay Group	Pay Period End	Paycheck Issue Date	State Value	State Name	Locality Name	Tax Class	Locality	Sum Taxable Gross	Sum Tax Amount
1	ABC	SM1	04/09/2020	04/16/2020	MD	Maryland	031	H	MONTGOMERY	17318.45	197.28
2	ABC	SM1	04/24/2020	05/01/2020	MD	Maryland	031	H	MONTGOMERY	2166.67	154.03

Tax Location Recon Query

V_PY_TAX_LOCATION_RECON

REVISED: 02/09/2024

DESCRIPTION:
This query is used by Agencies to perform monthly reconciliations, ensuring that the Tax Location Code on the job data record matches the UI state on the tax data record and the state on the state distribution record.

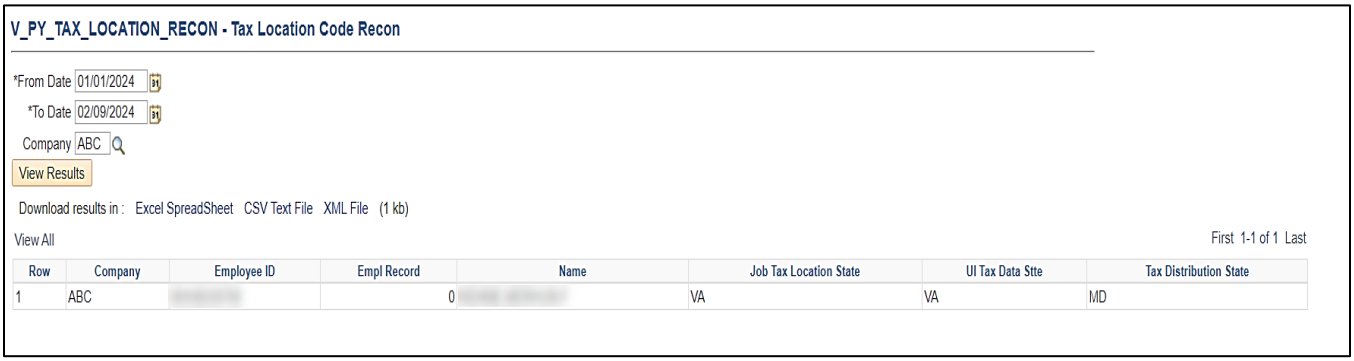
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON

INPUT / SEARCH CRITERIA:
From Date
To Date
Company

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Tax Location Recon Query



Row	Company	Employee ID	Empl Record	Name	Job Tax Location State	UI Tax Data Stte	Tax Distribution State
1	ABC		0		VA	VA	MD

VRS Missing Query

V_PY_VRS_MISSING

REVISED: 04/15/2024

DESCRIPTION:
This query provides Agencies the missing setup for the Retirement Benefit Deductions. It includes employees that are missing any of the following:

- **Eligible Config 1** field value from Job data for salaried employees
- Additional Pay VRS earnings code or VRS exists and the **Ok to Pay** checkbox option is unchecked or the **End Date** field is populated, and
- A Benefit Enrollment for Retirement Plan Type 70

The query includes a field that provides the problem which will display one of the following:

- Missing Elig Config 1
- Missing VRS Addl Pay
- Missing Retirement Plan

Some additional fields are displayed to assist users with analyzing the issue and making the necessary corrections in a timely manner.

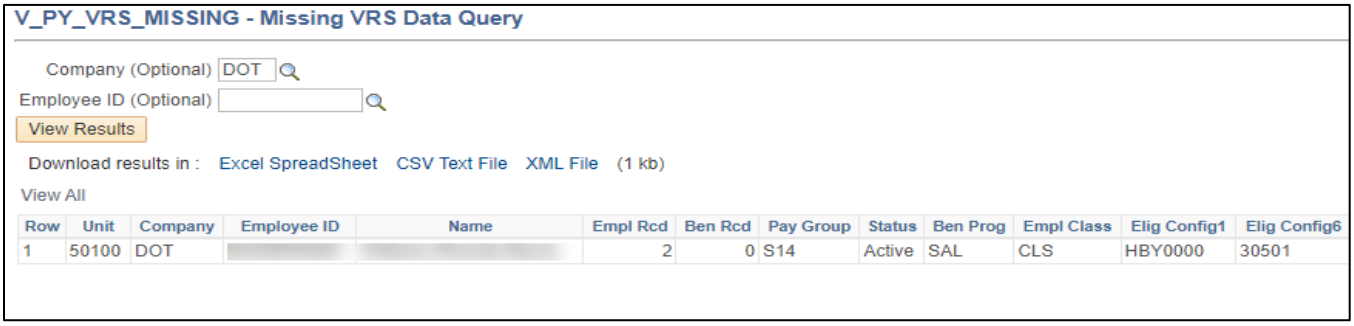
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_VRS_MISSING

INPUT / SEARCH CRITERIA:
Company
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
There are no required fields for this query.

Screenshot of the VRS Missing Query



Row	Unit	Company	Employee ID	Name	Empl Rcd	Ben Rcd	Pay Group	Status	Ben Prog	Empl Class	Elig Config1	Elig Config6
1	50100	DOT			2	0	S14	Active	SAL	CLS	HBY0000	30501

Screenshot of the VRS Missing Query (scrolled right)

First 1-1 of 1 Last

Eff Date	Action	Reason	Last Hire	Days Since Hire	Plan	AutoPay Off?	Mths / Pay Pds	VRS Plan Code	VRS ER Amt	Problem
03/25/2024	HIR	XPO	03/25/2024	17		N	12-24			Missing Retirement Plan

W2 Summary Report (RPY462)
V_PY_W2_SUMMARY_RPT

REVISED: 09/15/2021

DESCRIPTION:
This query provides Company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_W2_SUMMARY_RPT

INPUT / SEARCH CRITERIA:
Calendar Year

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Calendar Year** field is a required field.

Screenshot of the Summary Report of W-2 Print File to Treasury Query

V_PY_W2_SUMMARY_RPT - W2 Summary report

Calendar Year 2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (23 kb)

View All

First 1-14 of 14 Last

Row	Agency	Agency Description	Count of Employees	Federal Wages	Federal Income Tax Withheld	Social Security Wages	Social Security Tax Withheld	Medicare Wages and Tips	Medicare Tax Withheld	Social Security Tips	Allocated Tips	Dependare Care Benefits	Imputed Income	Annuities	Deferred Compensation	Uncollected OASDI	Uncollected HI	Roth 403(b)	Cost of Health Care	Roth 457	Other Compensation	State	State Wages, Tips, Etc	State Income Tax	Locality Name	Local Wages, Tips, Etc	Local Income Tax
1	ABC	Alcoholic Beverage Control	5142	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	80744795	3349287	0	0	0
2	APA	Auditor of Public Accounts	116	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	6265521	310741	0	0	0
3	DEL	House of Delegates	550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	12893617	582244	0	0	0
4	DEM	Dept of Emergency Management	246	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	8291785	405623	0	0	0
5	DOA	Department of Accounts	202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	14357690	750709	0	0	0
6	DOT	VA Dept of Transportation	8726	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	374368443	18274491	0	0	0
7	GOV	Office of the Governor	64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	3247589	164395	0	0	0
8	HRM	Dept of Human Resource Mgt	144	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	7769759	386843	0	0	0
9	LTG	Lieutenant Governor	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	202104	9413	0	0	0
10	OAG	Attorney General & Dept of Law	437	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	25874817	1295886	0	0	0
11	ROP	Red Onion State Prison	458	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	11740643	524753	0	0	0

Workers' Compensation Report Query (RPY256)

V_PY_WORKERS_COMPENSATION

REVISED: 01/26/2024

DESCRIPTION:
This query is used to provide Workers' Compensation information to DHRM and individual Agencies can run this query to review employee's code setup.

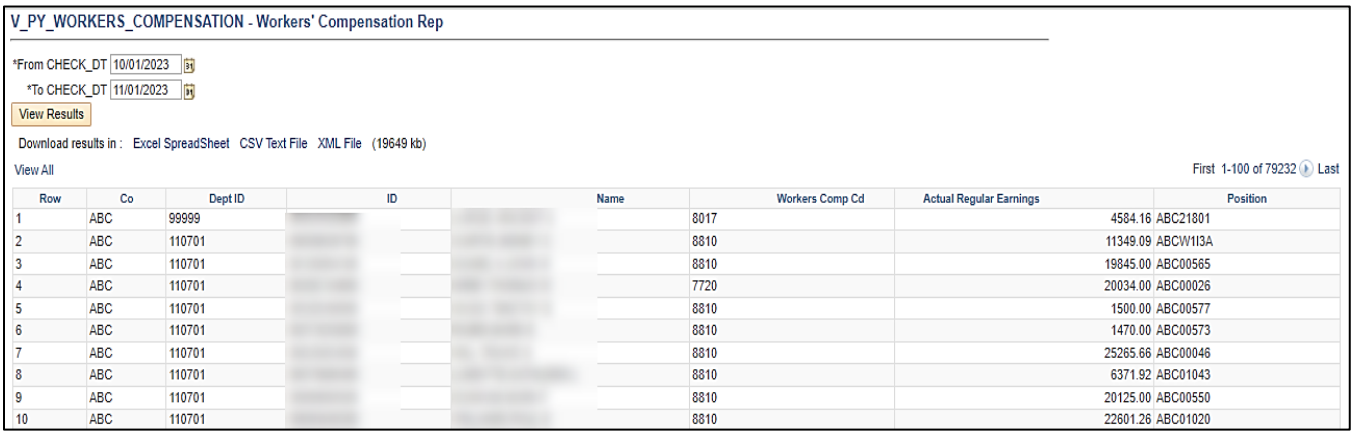
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

INPUT / SEARCH CRITERIA:
From CHECK_DT
To CHECK_DT

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From CHECK_DT** and **To CHECK_DT** fields are required fields.

Screenshot of the Workers' Compensation Report Query



V_PY_WORKERS_COMPENSATION - Workers' Compensation Rep

*From CHECK_DT 10/01/2023
*To CHECK_DT 11/01/2023
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (19649 kb)

View All

First 1-100 of 79232 Last

Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Regular Earnings	Position
1	ABC	99999			8017	4584.16	ABC21801
2	ABC	110701			8810	11349.09	ABCW1I3A
3	ABC	110701			8810	19845.00	ABC00565
4	ABC	110701			7720	20034.00	ABC00026
5	ABC	110701			8810	1500.00	ABC00577
6	ABC	110701			8810	1470.00	ABC00573
7	ABC	110701			8810	25265.66	ABC00046
8	ABC	110701			8810	6371.92	ABC01043
9	ABC	110701			8810	20125.00	ABC00550
10	ABC	110701			8810	22601.26	ABC01020

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Base Pay Compare Report (RPY555)

REVISED: 04/09/2025

DESCRIPTION:
This report compares:

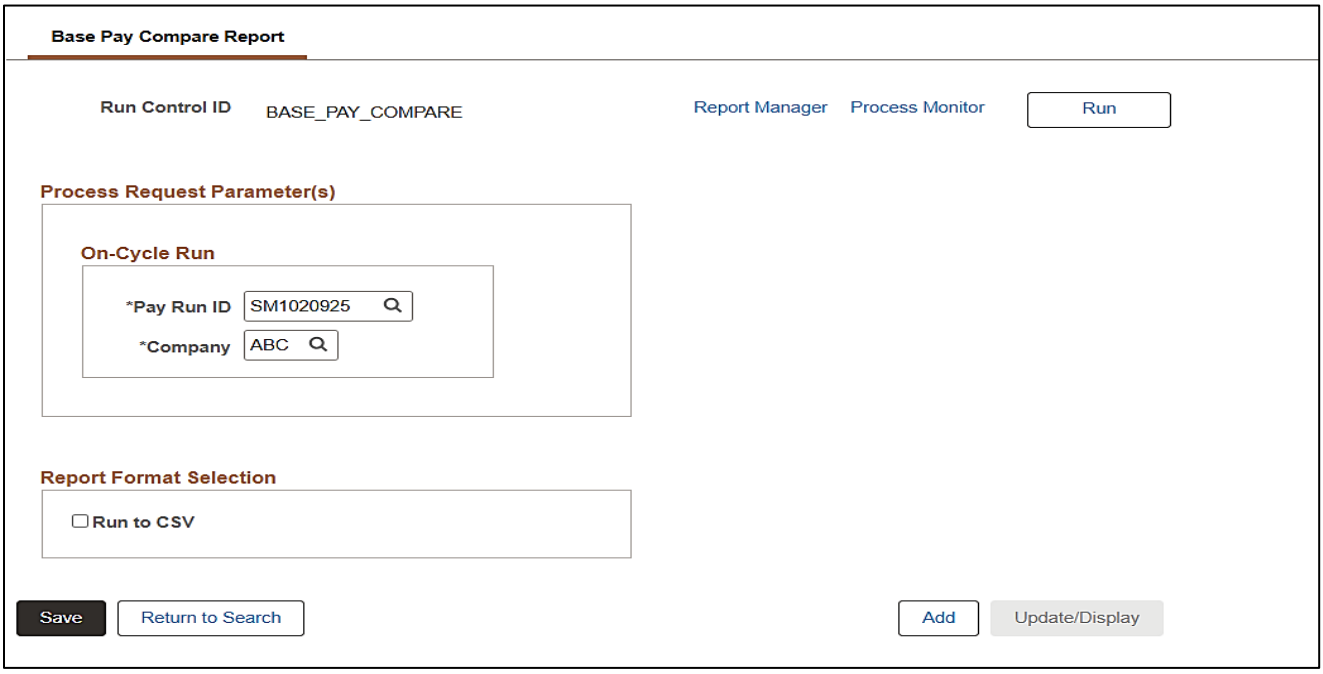
- The salaried base pay (RGS) in HR from the last confirmed payroll to the current payroll and
- The salaried based pay (RGS) between HR and Payroll

There are two sections to this report. The **Summary** section (see below) shows the comparison totals for HR Data and Payroll Data. The **Detailed** section lists all employees that determined each of these totals.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Base Pay Compare Report

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT**:
Pay Run ID	PDF
Company	CSV

Screenshot of the Base Pay Compare Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID and Company** fields are required fields.

Screenshot of the Summary Section of the Report – PDF Version

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 1 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Summary

HR Data		
Total Salaried Base Pay Previous Period	:	3,820,724.84
Add New Employees	:	11,336.88
Minus Termed Employees	:	20,919.04
Add Salary Changes	:	741.46
Calculated Salaried Base Pay Current Period	:	3,811,884.14
Actual Salaried Base Pay Current Period	:	3,811,884.14
Difference	:	0.00
Payroll Data		
Actual Salaried Base Pay Current Period	:	3,811,884.14
Employees with No Paycheck	:	-89,835.56
Payroll Auto Pay turned off	:	0.00
Partial Pay for mid period Hires	:	0.00
Partial Pay for mid period Terms	:	9,317.66
Pay Rate Change mid period	:	-12,817.59
Calculated Base Pay Earnings for Payroll	:	3,718,548.65
Actual Base Pay Earnings for Payroll	:	3,718,548.65
Difference	:	0.00
Base Pay SPOT Adjustments to Payroll	:	-51,775.62
Base Pay Impacts of Reversals	:	0.00
Calculated Total Base pay (Pay Earnings + SPOT + Reversals)	:	3,666,773.03
Base Pay Total (RGA Accumulator)	:	3,666,773.03
Difference	:	0.00

HR Data

This portion of the report looks at the employee compensation rate from the job data record. It compares the data from the job data record as of the last confirmed payroll to the current payroll.

- **Total Salaried Base Pay Previous Period** – totals the base compensation from the employee's job data records as of the pay end date of the last confirmed payroll
- **Add New Employees** – totals pay for employees hired or rehired as of the current Pay Period. This includes employees hired with an effective date in the prior period after that payroll was confirmed
- **Minus Termed Employees** – totals pay for employees that have been terminated as of the current Pay Period. This includes employees terminated with an effective date in the prior period after that payroll was confirmed
- **Add Salary Changes** – totals pay for employees that had pay rate changes since the prior Pay Period pay end date. This includes salary changes entered with an effective date in the prior period after the payroll was confirmed
- **Calculated Base Pay Earnings** – Prior period total + Hires – Terms + Salary Changes
- **Actual Salaried Base Pay Current Period** – totals the base compensation from employee job records as of the pay end date of the current payroll

Note:

- There should be no differences found
- HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion

Payroll Data

This portion of the report compares the employee compensation rate from their job record to the base pay on the current payroll.

Note: HR transactions keyed after the Data Change Freeze will be included in the HR Data portion of this report. Certain transactions will not be pulled into payroll, therefore, will not be included in the Payroll Data portion.

- **Actual HR Salaried Base Pay Current Period** – totals the base compensation from employee job data records as of the pay end date of the current payroll (pulled from the HR Data section)
- **Employees with No Paycheck** – totals pay for employees who are active as of the pay end date but have no check
    - Employees on an unpaid leave status are considered active but do not receive base pay
    - A check was turned off by SPO
    - Pay docking removed the full amount of the base pay
- **Payroll Auto Pay turned off** – totals pay for employees that have auto pay turned off as of the pay end date
- **Mid Period Hires** – totals pay for employees hired during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be less than their HR base pay)
- **Mid Period Terms** – totals pay for any employees termed during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be greater than their HR base pay)
- **Mid Period Rate Changes** – totals pay for any employees with a pay rate change effective during the Pay Period. These employees will have a partial payment (i.e., their payroll reg pay will be different from their HR base pay). This category includes active employees whose HR base pay differs from the amount of base pay on the paycheck for other reasons. In many cases the employee received a zero net check, but unlike the first category, these employees did receive a check
- **Calculated Base Pay Earnings for Payroll** – Sum of the categories above to reflect the expected base pay that is included in the payroll
- **Actual Base Pay Earnings for Payroll** – Sum of all base pay on the checks for the current payroll

Note: There should be no differences found.

- **Base Pay SPOT adjustments –** Sum of all SPOT adjustments to base pay (i.e., earning code RGS) entered during the Pay Period, regardless of begin and end date on the SPOT
- **Base Pay Impact of Reversals** – Sum of reversals (voided) checks from prior Pay Periods processed in the current Pay Period
- **Calculated Total Base Pay (Pay Earnings + SPOT) –** Sum of the actual Base Pay Earnings for Payroll and the SPOT adjustments to RGS
- **Base Pay Total (RGA Accumulator) –** Sum of all the base pay for the current payroll reflected in the RGA accumulator

The Calculated Total Base Pay and the Base Pay Total can be compared to other payroll reports such as the COVA Payroll Register, COVA Payroll Summary Report, or the Condensed Payroll Register.

Note: There should be no differences found.

Detailed Section of the Report

Sample screenshots of some of the detailed reports pages:

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 2 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

New Employees

Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt
		1	SM1	A	1,461.58	01/25/2025	HIR	01/27/2025	01/25/2025	
		1	SM1	A	2,260.46	01/25/2025	HIR	01/27/2025	01/25/2025	
		1	SM1	A	1,885.92	01/25/2025	HIR	01/27/2025	01/25/2025	
		1	SM1	A	1,921.50	01/25/2025	HIR	01/27/2025	01/25/2025	
		1	SM1	A	1,885.92	01/25/2025	HIR	01/27/2025	01/25/2025	
		1	SM1	A	1,921.50	01/25/2025	HIR	01/27/2025	01/25/2025	
				Total	11,336.88					

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 3 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Termed Employees

Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt
		0	SM1	A	2,958.33	08/27/2024	POS	08/27/2024	08/10/2021	02/05/2025
		1	SM1	S	1,808.54	01/10/2025	SUS	01/10/2025	06/25/2024	01/23/2025
		0	SM1	A	2,385.33	11/14/2024	POS	11/14/2024	08/10/2022	02/06/2025
		3	SM1	A	3,118.21	10/08/2024	POS	10/08/2024	03/25/2022	01/26/2025
		0	SM1	A	2,502.92	06/10/2024	PAY	06/17/2024	12/10/2020	02/02/2025
		0	SM1	A	2,659.63	09/04/2024	POS	09/04/2024	12/25/2018	01/29/2025
		0	SM1	A	3,849.29	06/10/2024	PAY	06/17/2024	09/01/1986	01/31/2025
		1	SM1	A	1,636.79	06/10/2024	PAY	06/17/2024	10/10/2022	01/21/2025
				Total	20,919.04					

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 07:11 00

Page No. 4 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Pay Rate Changes

Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Change Amt	Eff Date	Action	Action Dt	Hire Dt	Term Dt
		1	SM1	A	4,366.67	127.84	01/25/2025	PAY	01/27/2025	03/25/2022	
		0	SM1	A	4,166.67	209.21	01/25/2025	PAY	01/27/2025	08/10/2022	
		0	SM1	A	2,346.08	404.41	01/25/2025	XFR	01/27/2025	11/25/2020	
				Total	10,879.42	741.46					

Detailed Section of the Report (continued)

Sample screenshots of some of the detailed reports pages:

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Page No. 9 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Mid Period Rate Changes

Emplid	Name	Empl Rcd	Paygroup	Status	SM Base Pay	Payroll Reg Pay	Eff Date	Action	Action Dt	Hire Dt	Term Dt
		1	SM1	L	1,960.13	1,176.08	02/04/2025	LOA	02/06/2025	05/25/2022	
		0	SM1	S	6,727.75	0.00	09/25/2024	LOF	09/30/2024	11/07/1995	09/24/2024
		0	SM1	S	2,353.25	0.00	07/01/2024	POS	07/08/2024	01/25/2020	06/30/2024
		0	SM1	S	2,952.54	0.00	07/01/2024	LOF	07/08/2024	04/25/2009	06/30/2024
				Total	13,993.67	1,176.08					

Cardinal

Report ID: RPY555

Commonwealth of Virginia

BASE PAY COMPARISON REPORT

Run Date: 03/20/2025
Run Time: 08:11 00

Page No. 11 of 11

Company: ABC Alcoholic Beverage Control
Run ID : SM1020925

Reversals

Emplid	Name	Empl Rcd	Paygroup	Status	Erncd	Amount	Earn Begin Dt	Earn End Dt

Screenshot of Base Pay Compare Report – CSV Version

								Commonwealth of Virginia								Run Date:	20-Mar-25
Report ID:	RPY555							BASE PAY COMPARISON REPORT								Run Time:	08:10:57.000000_AM
	Summary																
		HR Data															
		Total Salaried Base Pay Previous Period:	3820724.84														
		Add New Employees:	11336.88														
		Minus Termed Employees:	20919.04														
		Add Salary Changes:	741.46														
		Calculated Salaried Base Pay Current Period:	3811884.14														
		Actual Salaried Base Pay Current Period:	3811884.14														
		Difference	0														
		Payroll Data															
		Actual Salaried Base Pay Current Period:	3811884.14														
		Employees with No Paycheck:	-89835.56														
		Payroll Auto Pay turned off:	0														
		Partial Pay for mid period Hires:	0														
		Partial Pay for mid period Terms:	9317.66														
		Pay Rate Change mid period:	-12817.59														
		Calculated Base Pay Earnings for Payroll:	3718548.65														
		Actual Base Pay Earnings for Payroll:	3718548.65														
		Difference	0														
		Base Pay SPOT Adjustments to Payroll:	-51775.62														
		Base Pay Impacts of Reversals:	0														
		Calculated Total Base pay (Pay Earnings + SPOT + Reversals):	3666773.03														
		Base Pay Total (RGA Accumulator):	3666773.03														
		Difference	0														

Section	Emplid	Name	Empl_Rcd	Paygroup	Status	SM Base Pay	Payroll Reg Pay	Change Amt	Eff Date	Action	Action Dt	Hire Dt	Term Dt	Erncd	Amount	Earn Begin Dt	Earn End Dt
New Employees			1	SM1	A	1461.58			1/25/2025	HIR	1/27/2025	1/25/2025					
New Employees			1	SM1	A	2260.46			1/25/2025	HIR	1/27/2025	1/25/2025					
New Employees			1	SM1	A	1885.92			1/25/2025	HIR	1/27/2025	1/25/2025					
New Employees			1	SM1	A	1921.5			1/25/2025	HIR	1/27/2025	1/25/2025					
New Employees			1	SM1	A	1885.92			1/25/2025	HIR	1/27/2025	1/25/2025					
New Employees			1	SM1	A	1921.5			1/25/2025	HIR	1/27/2025	1/25/2025					

ChartField Validation Error Report (RPY410)

REVISED: 08/01/2024

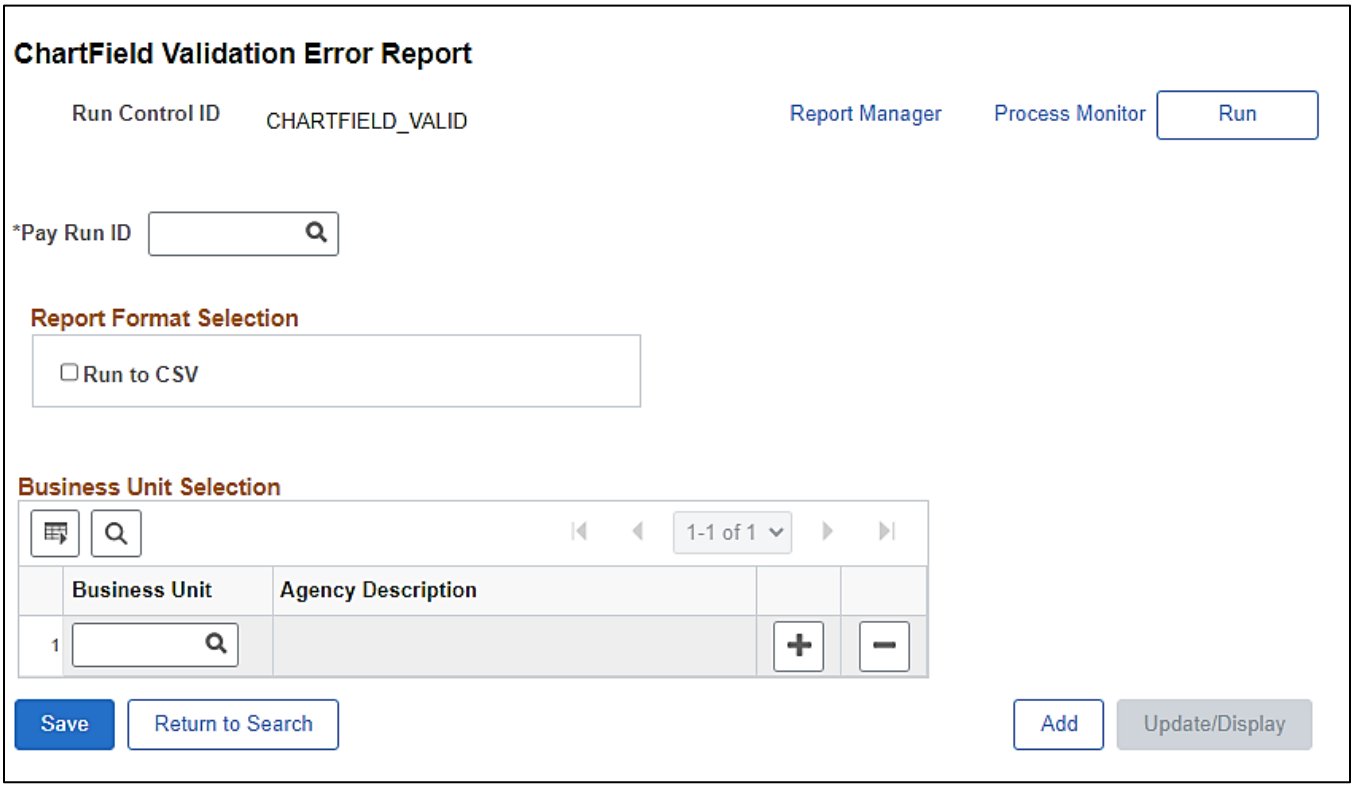
DESCRIPTION:
This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField string.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

INPUT / SEARCH CRITERIA:
Pay Run ID
Run to CSV checkbox
Business Unit

OUTPUT FORMAT:
PDF/CSV

Screenshot of the ChartField Validation Error Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** and **Business Unit** fields are required fields.

Screenshot of the ChartField Validation Error Report (PDF)

Cardinal

Report ID: RPY410

Commonwealth of Virginia

CHARTFIELD VALIDATION ERROR REPORT

Run Date: 07/17/2024
Run Time: 02:12 00

Page No. 1 of 4

Business Unit : 26200-Dept for Aging & Rehab Svcs
Run ID: SMI022424

EMPLID: EMPL_RCD: 0 Name:

	Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Error String:	50112302	10000	454004	10073					0000122138	STATE			
Suspense String:	50112399	02800	499001	99999	900010								

Error Code	Error Description	Chartfield Value
E1	Inactive Project ID	PROJECT_ID

DUR	TRC	ERNCD	Hours	Amount
01/15/2024	HOL	HOL	-8	-911.93
01/15/2024	HOL	HOL	8	521.10
02/19/2024	HOL	HOL	8	607.95

	Account	FUND	PROGRAM	Department	Cost Center	Task	FIPS	Asset	Project	Activity	Agency Use 1	Agency Use 2	Source Type
Error String:	50112304	10000	454004	10073					0000122138	STATE			
Suspense String:	50112399	02800	499001	99999	900010								

Error Code	Error Description	Chartfield Value
E1	Inactive Project ID	PROJECT_ID

DUR	TRC	ERNCD	Hours	Amount
02/09/2024	PER	OTL	8	364.76
02/13/2024	PER	OTL	4	303.98

Screenshot of the ChartField Validation Error Report (CSV)

Commonwealth of Virginia
Report ID: RPY410 ChartField Validation Error Report

Business Unit	EMPLID	EMPL_RCD	Name	Error Code	Error Description	Chartfield Value	Error String Account	Error String FUND	Error String PROGRAM	Error String Department	Error String Cost Center	Error String	Error String FIPS	Error String Asset	Error String Project	Error String Activity	Error String Agency Use 1	Error String Agency Use 2
26200		0		E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112302	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112304	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		
26200		0		E1	Inactive Project ID	PROJECT_ID	50112305	10000	454004	10073					0000122138	STATE		

Screenshot of the ChartField Validation Report (CSV) scrolled right

Run Date: 17-Jul-24
Run Time: 02:15:55.0

Error String Agency Use 2	Error String Source Type	Suspense String Account	Suspense String FUND	Suspense String PROGRAM	Suspense String Department	Suspense String Cost Center	Suspense String Task	Suspense String FIPS	Suspense String Asset	Suspense String Project	Suspense String Activity	Suspense String Agency Use 1	Suspense String Agency Use 2	Suspense String Source Type	DUR	TRC	ERNCD	Hours	Amount
		50112399	02800	499001	99999	900010									1/15/2024	HOL	HOL	-8	-911.93
		50112399	02800	499001	99999	900010									1/15/2024	HOL	HOL	8	521.1
		50112399	02800	499001	99999	900010									2/19/2024	HOL	HOL	8	607.95
		50112399	02800	499001	99999	900010									2/9/2024	PER	OTL	8	364.76
		50112399	02800	499001	99999	900010									2/13/2024	PER	OTL	4	303.98
		50112399	02800	499001	99999	900010									1/10/2024	SDP	SCK	-8	-911.93
		50112399	02800	499001	99999	900010									1/10/2024	SDP	SCK	8	521.1
		50112399	02800	499001	99999	900010									1/11/2024	SDP	SCK	8	521.1

COVA Error Listing Report (RPY261, TAX900)

REVISED: 07/15/2025

DESCRIPTION:
This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

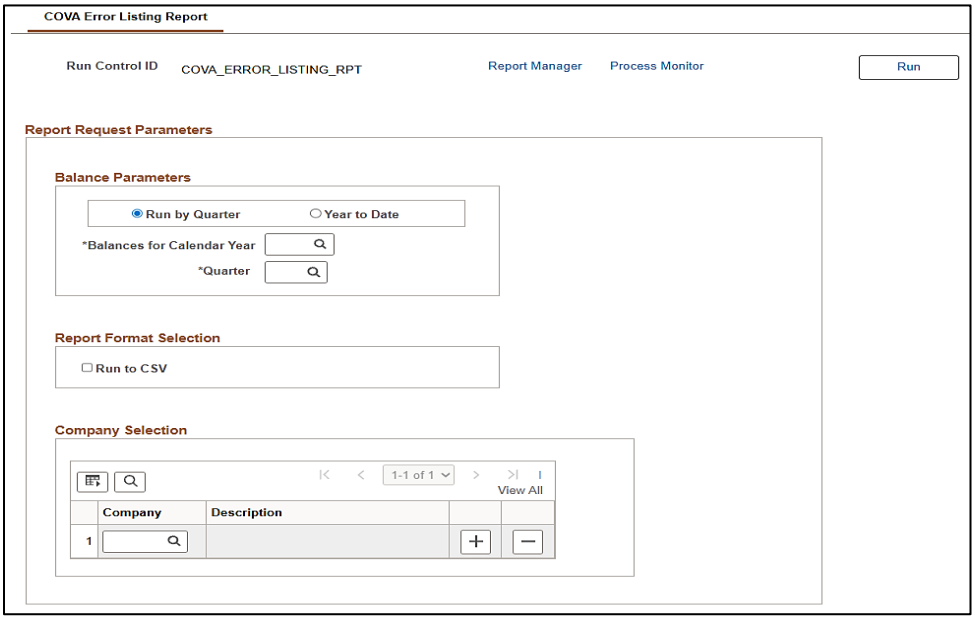
Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report is used by SPO and Agencies and can be run by quarter or year to date.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:
Run by Quarter
Year to Date
Balances for Calendar Year
Quarter
Run to CSV Checkbox
Company

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA Error Listing Report Run Control Page (Run by Quarter)



ADDITIONAL INFORMATION:
The **Balances for Calendar Year** and **Quarter** fields are required fields.
When the Report is Run by Quarter, it will only include the errors within the quarter selected.

Screenshot of the COVA Annual Reporting Error Listing Report Run by Quarter

(PDF version)

Cardinal

Commonwealth of Virginia

ERROR LISTING REPORT

Report ID: RPY261

Run Date: 07/15/2025
Run Time: 07:10 00

Company ABC Alcoholic Beverage Control
Tax Year 2025
Quarter 2

Page No. 1 of 1

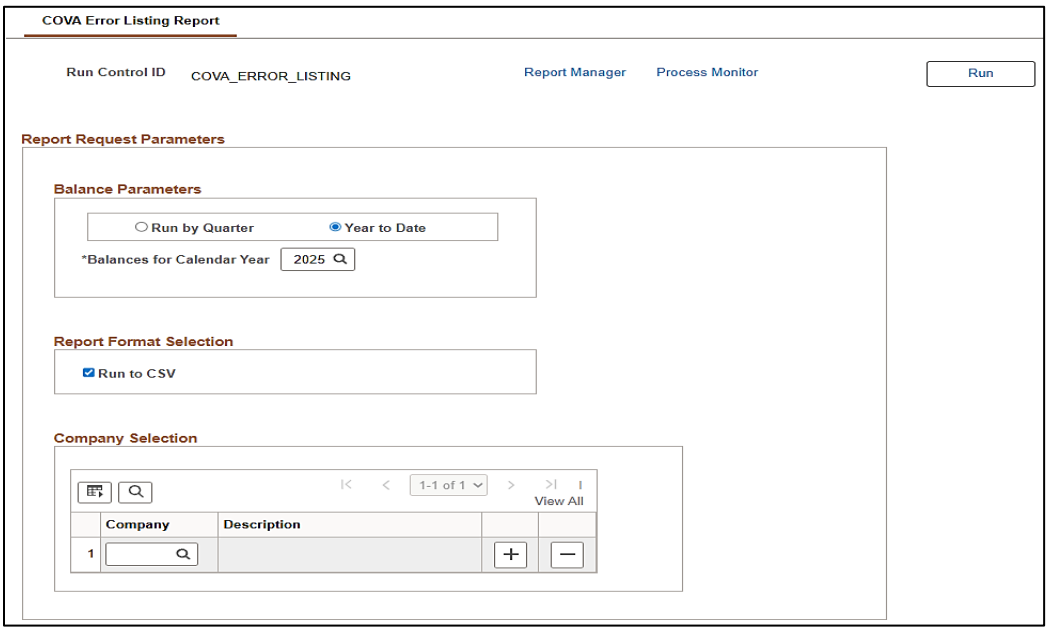
Employee ID	Employee Name	St	Locality	Work PSD	Res PSD	Tax	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
		$U				MED/EE	22,785.12	329.79	-0.59	49,823.70	721.85	-0.59	Medicare Calc Tax <> Tax Balance
		$U				OASDI/EE	22,785.12	1,410.14	-2.54	49,823.70	3,086.53	-2.54	OASDI Calc Tax <> Tax Balance

End of VPYR0261 Report

(CSV version)

							Commonwealth of Virginia						Run Date:	15-Jul-25
Report ID:	RPY261						ERROR LISTING REPORT						Run Time:	07:09:24.000000_AM
Tax Year:	2025													
Quarter:	2													
Company	Employee ID	Employee Name	State	Locality	Work PSD	Res PSD	Tax Class	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
ABC Alcoholic Beverage Control			$U				MED/EE	22785.12	329.79	-0.59	49823.7	721.85	-0.59	Medicare Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			$U				OASDI/EE	22785.12	1410.14	-2.54	49823.7	3086.53	-2.54	OASDI Calc Tax <> Tax Balance

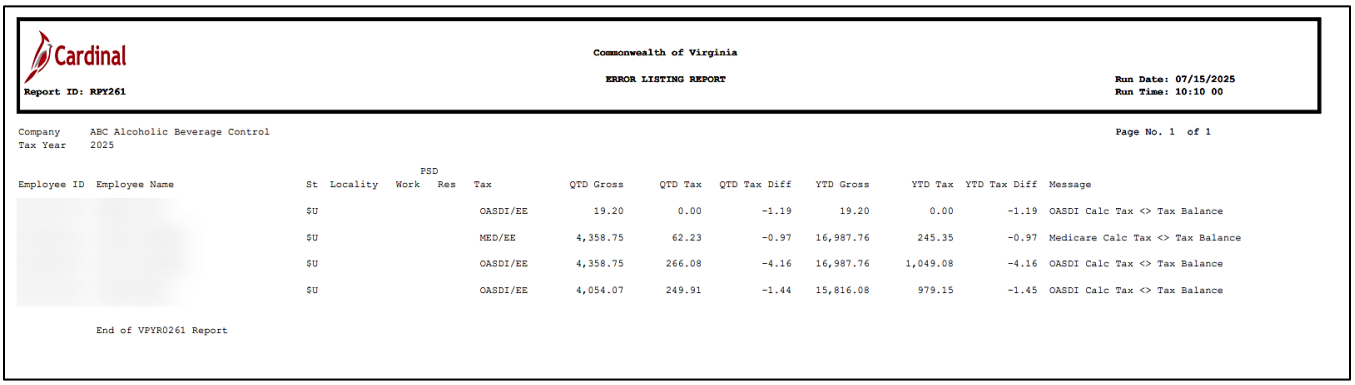
Screenshot of the COVA Error Listing Report Run Control Page (Year to Date)



ADDITIONAL INFORMATION:
The **Balances for Calendar Year** is a required field.
When the Report is run for Year to Date, it will include the accumulated errors for the year selected.

Screenshot of the COVA Annual Reporting Error Listing Report Year to Date

(PDF version)



Cardinal

Report ID: RPY261

Commonwealth of Virginia

ERROR LISTING REPORT

Run Date: 07/15/2025
Run Time: 10:10 00

Company ABC Alcoholic Beverage Control
Tax Year 2025

Page No. 1 of 1

Employee ID	Employee Name	St	Locality	PSD Work	PSD Res	Tax	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
		$U				OASDI/EE	19.20	0.00	-1.19	19.20	0.00	-1.19	OASDI Calc Tax <> Tax Balance
		$U				MED/EE	4,358.75	62.23	-0.97	16,987.76	245.35	-0.97	Medicare Calc Tax <> Tax Balance
		$U				OASDI/EE	4,358.75	266.08	-4.16	16,987.76	1,049.08	-4.16	OASDI Calc Tax <> Tax Balance
		$U				OASDI/EE	4,054.07	249.91	-1.44	15,816.08	979.15	-1.45	OASDI Calc Tax <> Tax Balance

End of VPYR0261 Report

(CSV version)

							Commonwealth of Virginia						Run Date:	15-Jul-25
Report ID:	RPY261						ERROR LISTING REPORT						Run Time:	10:09:05.000000_AM
Tax Year:	2025													
Quarter:	4													
Company	Employee ID	Employee Name	State	Locality	Work PSD	Res PSD	Tax Class	QTD Gross	QTD Tax	QTD Tax Diff	YTD Gross	YTD Tax	YTD Tax Diff	Message
ABC Alcoholic Beverage Control			$U				OASDI/EE	19.2	0	-1.19	19.2	0	-1.19	OASDI Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			$U				MED/EE	4358.75	62.23	-0.97	16987.76	245.35	-0.97	Medicare Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			$U				OASDI/EE	4358.75	266.08	-4.16	16987.76	1049.08	-4.16	OASDI Calc Tax <> Tax Balance
ABC Alcoholic Beverage Control			$U				OASDI/EE	4054.07	249.91	-1.44	15816.08	979.15	-1.45	OASDI Calc Tax <> Tax Balance

COVA Balance Adjustment Report (RPY452)

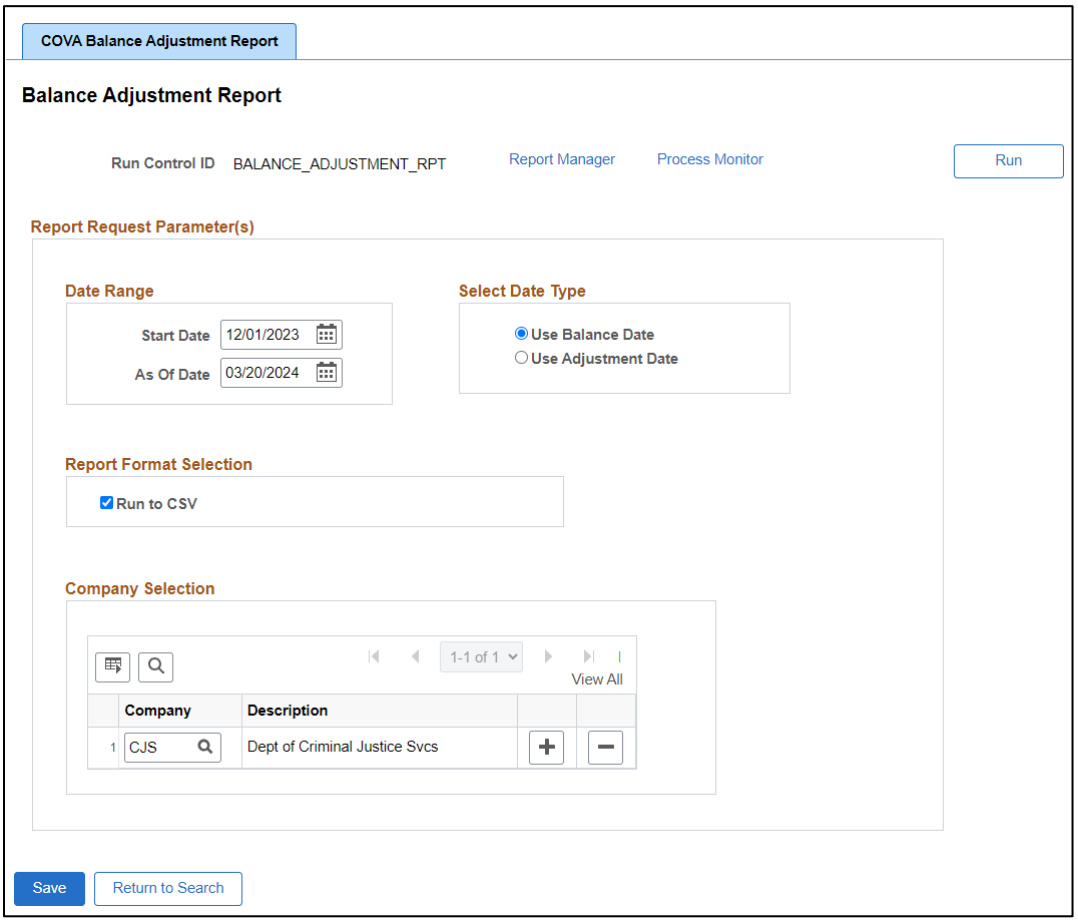
REVISED: 03/20/2024

DESCRIPTION:
This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT**:
Start Date	PDF
As of Date	CSV

Screenshot of the COVA Balance Adjustment Report Run Control Page



ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the COVA Balance Adjustment Report – PDF

Company CJS Dept of Criminal Justice Svcs
For the period 12/01/2023 through 03/20/2024

Page No. 5 of 8

Tax YTD Balance Adjustments
Balance ID: CY

EmplID/ Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	State	Locality/ Work PSD/ Res PSD	Tax Class
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD		0.55	0.55	US Federal		MED/EE
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD			0.55			
						Total Taxes MTD			0.55			
						Taxable Gross YTD	38.10		38.10			
						Taxable Gross QTD						
						Taxable Gross MTD						
						No Limit Gross YTD	38.10		38.10			
						No Limit Gross QTD						
						No Limit Gross MTD						
00438747800	1	08-JAN-2024	2023	4	12	Total Taxes YTD		2.36	2.36	US Federal		OASDI/EE
1 - Unc FICA at CJS collected at VWC						Total Taxes QTD			2.36			
						Total Taxes MTD			2.36			
						Taxable Gross YTD	38.10		38.10			
						Taxable Gross QTD						
						Taxable Gross MTD						
						No Limit Gross YTD	38.10		38.10			
						No Limit Gross QTD						
						No Limit Gross MTD						
00637189900	1	08-JAN-2024	2023	4	12	Total Taxes YTD	-2.56	2.56		US Federal		OASDI/EE
2 - FICA refunded in error due to imp life reversa						Total Taxes QTD	-2.56					
						Total Taxes MTD			2.56			
						Taxable Gross YTD						
						Taxable Gross QTD	-41.28		-41.28			
						Taxable Gross MTD						
						No Limit Gross YTD						
						No Limit Gross QTD	-41.28		-41.28			
						No Limit Gross MTD						

Screenshot of the COVA Balance Adjustment Report – CSV

#NAME?													Commonwealth of Virginia	
Report ID:	RPY452												COVA BALANCE ADJUSTMENT AUDIT	
For the period 01-DEC-2023 through 20-MAR-2024														
Company	YTD Balan	Balance ID	EmplID	Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes YTD	0	0.55	0.55	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes QTD	0	0.55	0.55	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Total Taxes MTD	0	0.55	0.55	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross YTD	38.1	0	38.1	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross QTD	0	0	0	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	Taxable Gross MTD	0	0	0	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross YTD	38.1	0	38.1	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross QTD	0	0	0	
CJS	Tax	CY	00438747800	1 - Unc FICA at CJS collected at VWC	1	8-Jan-24	2023	4	12	No Limit Gross MTD	0	0	0	

Screenshot of the COVA Balance Adjustment Report – CSV (scrolled right)

												Run Date:	20-Mar-24
												Run Time:	03:11:56.000000_PM
Earn Code	Plan Type	Benefit Plan	Deduction Code	Deduction Class	Garnish ID	State	Locality	Work PSD	Res PSD	Tax Class	Country	Income Code	Tax Rate
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			
						US Federal				MED/EE			

COVA Check Reconciliation Report (RPY175)

REVISED: 07/14/2023

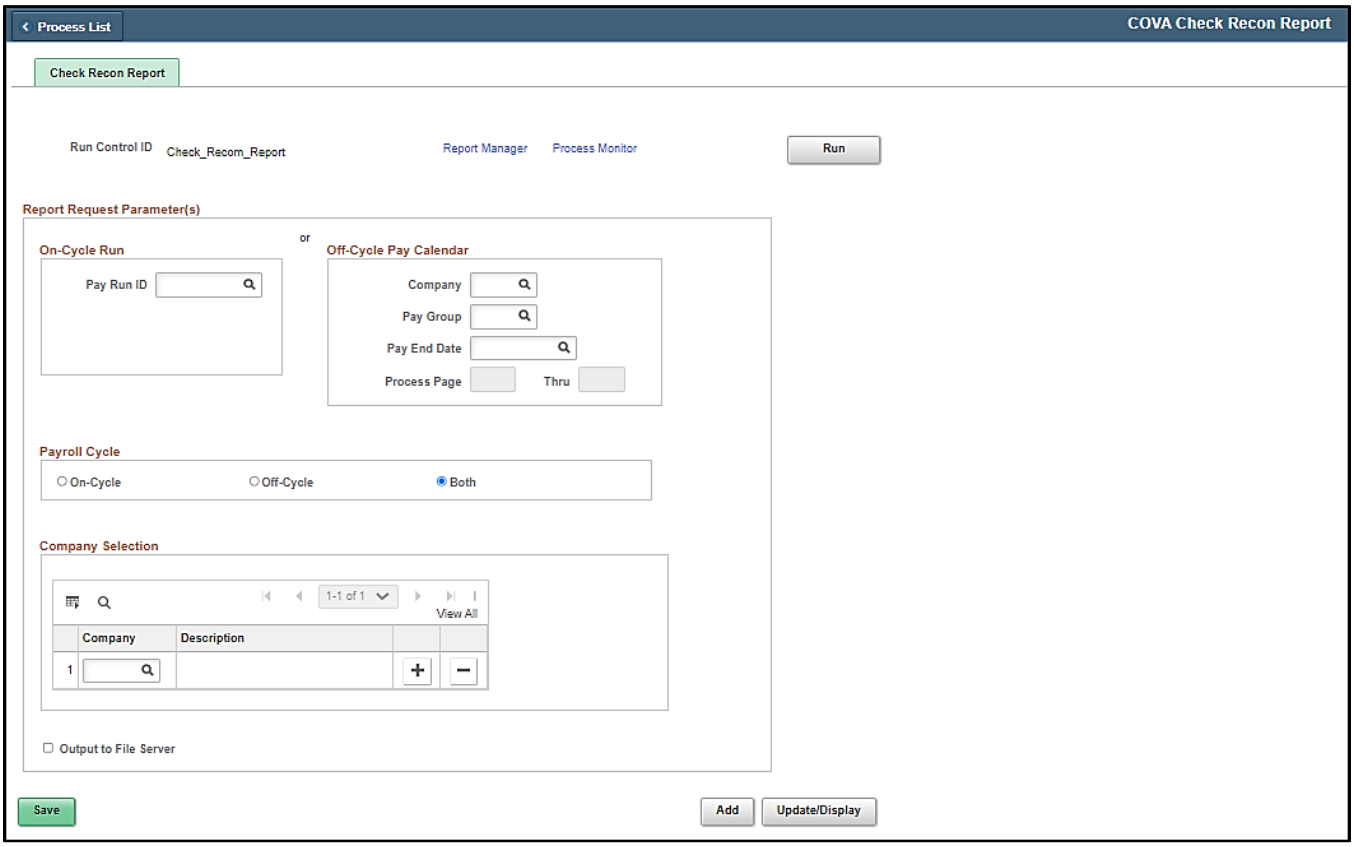
DESCRIPTION:
This report displays a summary of the manual checks, direct deposit, and federal and state automated deposits for a specific Pay Period.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

INPUT / SEARCH CRITERIA:
Pay Run ID

OUTPUT FORMAT:
TXT

Screenshot of the Check Reconciliation Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Check Reconciliation Report

```
Commonwealth of Virginia - Check Reconciliation Report
Run Date: 07/13/2023
Run Time: 12:36 00
Report ID: RPY175

On/Off Cycle CONFIRMED
Pay Run ID :  SM1070923

Check Number  FROM           TO
              70024293       70024296

              Sequence  From Chk#      To Chk#        Check Date
              1         70024293       70024538       07/14/2023


Total Number of Checks:  4
Total Amount of Checks:  4677.32
Total Number of Advices to be Printed:  0
Total Amount of All Direct Deposit Advices:  2801763.59
Total Amount of Federal Automated Deposit:  1005068.32
State Automated Deposit Amount for MD - Maryland:  715.92
State Automated Deposit Amount for VA - Virginia:  167967.03
State Automated Deposit Amount for WV - West Virginia:  318.00
Total Amount of VA Child Support Checks:  4061.94

VOIDED CHECKS
COMPANY       EMPLID         CHECK NUMBER   CHECK AMOUNT   CHECK DATE

                   TOTAL  0.00

VOIDED DIRECT DEPOSITS
COMPANY       EMPLID         CHECK NUMBER   CHECK AMOUNT   CHECK DATE

                   TOTAL  0.00

CHILD SUPPORT REVERSALS
COMPANY       EMPLID         CHECK NUMBER    GARN AMOUNT   CHECK DATE

                   TOTAL  0.00
```

COVA Check Register Report (RPY145)

REVISED: 09/15/2021

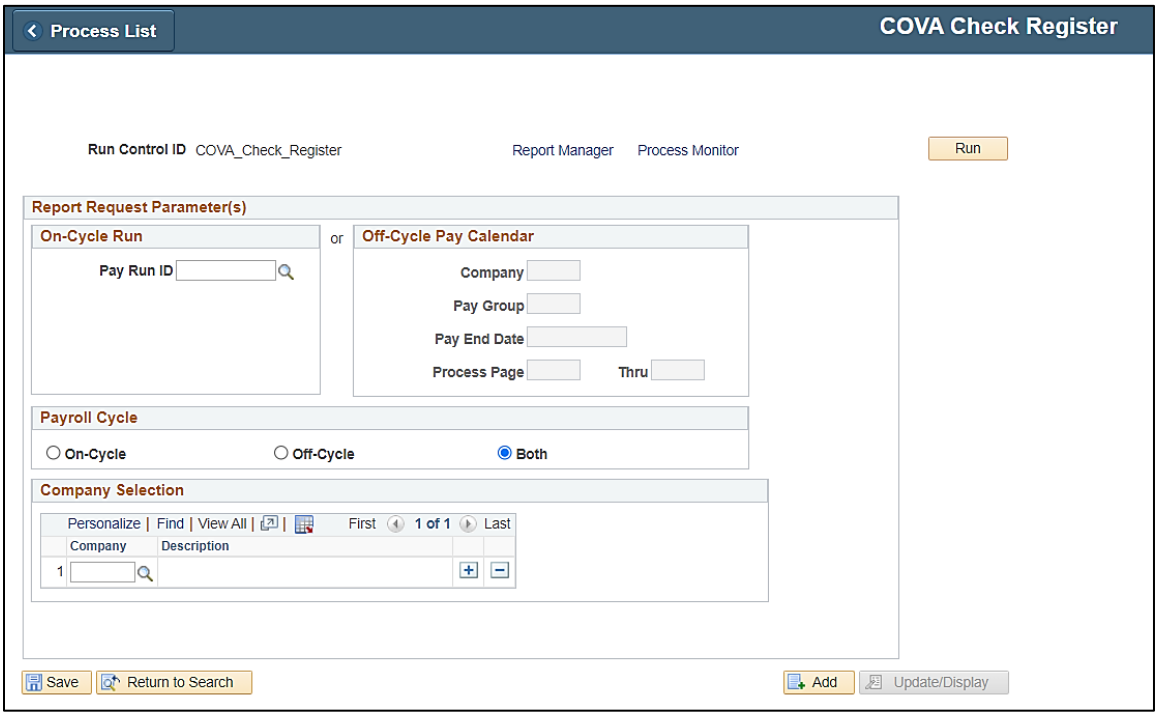
DESCRIPTION:
This report is a listing of all checks, in Check Number order, written in the Pay Period for each Company in the organization.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the COVA Check Register Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the COVA Check Register Report

Report ID: RPY145

Commonwealth of Virginia

COVA CHECK REGISTER

Run Date: 09/13/2021
Run Time: 03:03 00

On/Off Cycle CONFIRMED

Page No. 1 of 47

Company: ABC Alcoholic Beverage Control
Form ID:

Check No.	Source	Check Date	Check Amount	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Location Code	Pay Group	Address Option
000000000000000		07/16/2020	0.00				FMS	170704	99900	CENTR	CENTR	SM1	Home Addr

Condensed Payroll Register (RPY087)

REVISED: 11/1/2023

DESCRIPTION:
This report condenses employee gross to net calculation from the Payroll Register (PAY002) into one line.

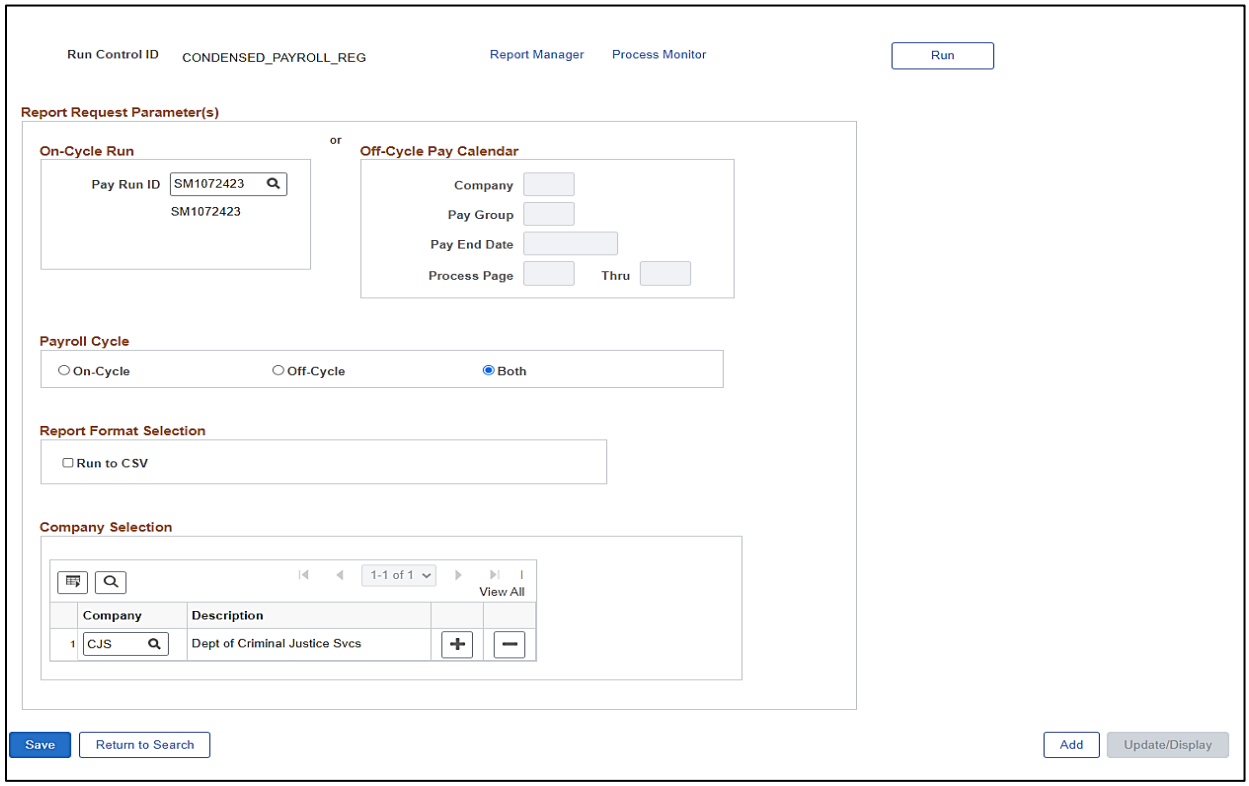
This report provides Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific Pay Period.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Run to CSV checkbox
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Condensed Payroll Register Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the Condensed Payroll Register - PDF

Report ID: RPY087

Commonwealth of Virginia

COVA CONDENSED PAYROLL REGISTER

Run Date: 11/01/2023
Run Time: 11:01 00

Company: CJS - Dept of Criminal Justice Svcs
Pay Period End Date: 24-JUL-2023
Department: 10260 - Computer Srvs

Page No. 7 of 26

Emplid	Name	Gross Earnings	Regular Hours	Regular Earnings	Overtime Hours	Overtime Earnings	Other Hours	Other Earnings	Non-Cash	Federal Tax	OASDI Tax	HI Tax	State Tax	Total Deductions	Net Pay	Hourly Rate
		3,400.00	88.00	3,400.00	0.00	0.00	0.00	0.00	0.00	350.06	206.28	48.24	145.88	352.15	2,297.39	39.23
		4,134.38	88.00	4,134.38	0.00	0.00	0.00	0.00	0.00	486.52	251.06	58.71	181.55	457.10	2,699.44	47.70
		5,250.00	88.00	5,250.00	0.00	0.00	0.00	0.00	0.00	299.55	310.09	72.53	231.38	588.20	3,748.25	60.58
		3,675.00	88.00	3,675.00	0.00	0.00	0.00	0.00	0.00	339.52	222.58	52.05	164.91	287.13	2,608.81	42.40
		3,567.29	88.00	3,567.29	0.00	0.00	0.00	0.00	0.00	214.50	204.16	47.74	143.58	476.14	2,481.17	41.16
		4,823.46	88.00	4,823.46	0.00	0.00	0.00	0.00	0.00	613.59	290.72	67.99	208.07	577.76	3,065.33	55.66
		2,985.96	88.00	2,985.96	0.00	0.00	0.00	0.00	0.00	291.70	183.27	42.86	128.40	194.23	2,145.50	34.45
		2,652.92	88.00	2,652.92	0.00	0.00	0.00	0.00	0.00	102.92	149.08	34.86	85.72	490.32	1,790.02	30.61
		4,583.33	88.00	4,583.33	0.00	0.00	0.00	0.00	0.00	280.67	268.66	62.84	193.66	593.89	3,183.61	52.88
		4,455.96	88.00	4,455.96	0.00	0.00	0.00	0.00	0.00	563.92	264.80	61.93	189.25	606.04	2,770.02	51.41
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	472.58	241.22	56.42	167.60	528.97	2,496.92	45.64
		3,963.71	88.00	3,955.21	0.00	0.00	0.00	8.50	0.00	265.36	240.20	56.17	145.67	485.47	2,770.84	45.64
Department Sub-Totals		47,455.72	1,056.00	47,438.72	0.00	0.00	0.00	17.00	0.00	4,280.89	2,832.12	662.34	1,985.67	5,637.40	32,057.30	

Screenshot of the Condensed Payroll Register - CSV

Report ID:	RPY087							
COMPANY	PAY	DEPARTMENT	EMPLID	NAME	GROSS EARNINGS	REGULAR HOURS	REGULAR EARNINGS	OVERTIME HOURS
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			5855.38	88	5855.38	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3077.54	88	3077.54	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			6640.83	88	6640.83	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			3718.75	88	3718.75	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10110 - Office of Director			0	0	0	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3858.75	88	3858.75	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3384.92	88	3376.42	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10120 - Human Trafficking Preventi			3062.5	88	3062.5	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10210 - Div Director Office			6540.13	88	6523.13	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			5367.88	88	5359.38	0
CJS - Dept of Criminal Justice Svcs	24-Jul-23	10220 - Grants Administration			2010.25	88	2001.75	0

Screenshot of the COVA Condensed Payroll Register – CSV (continued)

Commonwealth of Virginia									Run Date:	1-Nov-23
COVA CONDENSED PAYROLL REGISTER									Run Time:	11:06:36.000000_AM
OVERTIME EARNINGS	OTHER HOURS	OTHER EARNINGS	NON-CASH	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX	TOTAL DEDUCTIONS	NET PAY	HOURLY RATE
0	0	0	0	788.48	351.56	82.22	207.44	1727.77	2697.91	67.562019
0	0	0	0	327.99	171.88	40.2	119.51	479.21	1938.75	35.510096
0	0	0	0	764.73	394.71	92.32	252.39	1731.54	3405.14	76.625
0	0	0	0	467.02	224.39	52.48	163.06	285.44	2526.36	42.908654
0	0	0	0	0	0	0	0	0	0	37.860577
0	0	0	0	229.41	237.72	55.6	119.82	1177.55	2038.65	44.524038
0	0	8.5	0	344.68	206.86	48.38	142.25	452.38	2190.37	38.958654
0	0	0	0	183.53	185.35	43.34	128.74	226.13	2295.41	35.336538
0	0	17	0	726.19	398.7	93.24	304.36	707.81	4309.83	75.266827
0	0	8.5	0	613.34	317.12	74.17	237.66	688.25	3437.34	61.838942
0	0	8.5	0	96.59	119.09	27.85	72.49	313.3	1380.93	23.097115

COVA Deduction Register Report (RPY146)

REVISED: 02/26/2024

DESCRIPTION:
This report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals.

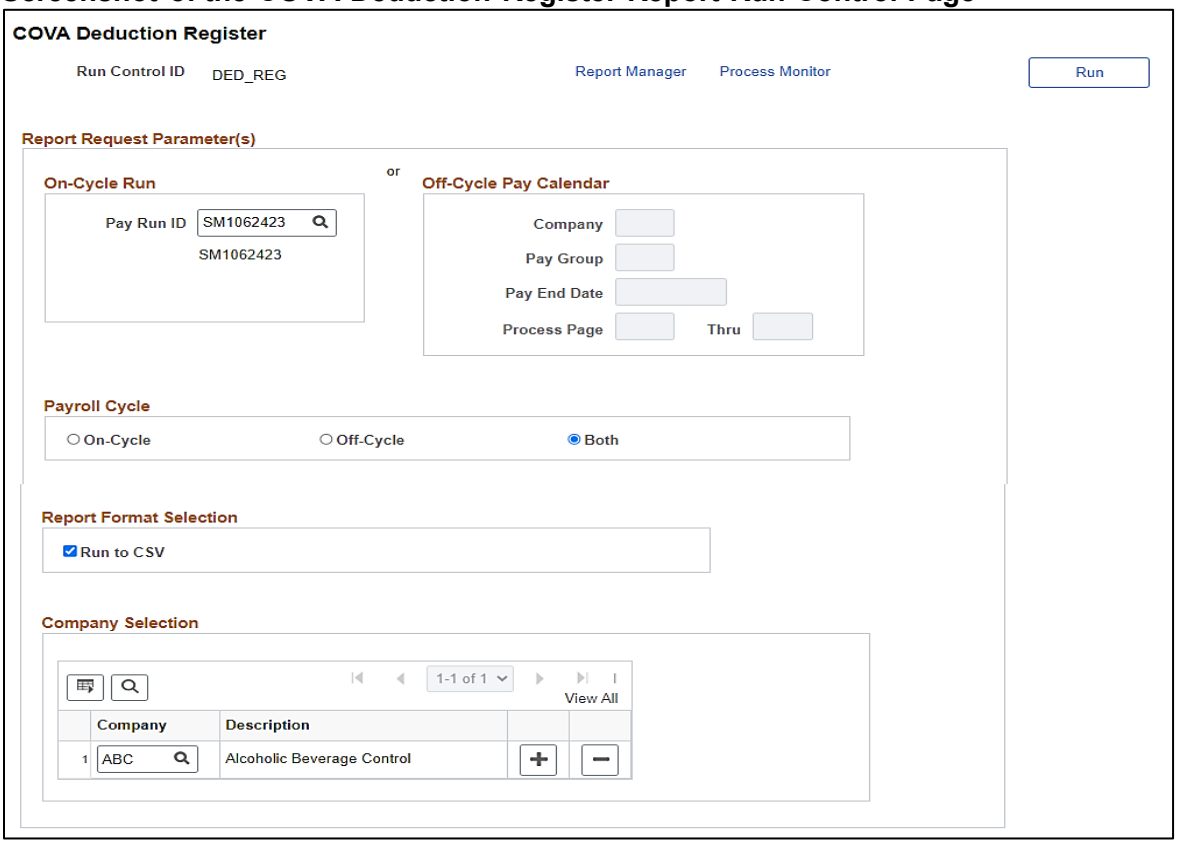
This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a Pay Period. It can be run by Company.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA Deduction Register Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the COVA Deduction Register Report (PDF)

Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 02/23/2024
Run Time: 11:59 00

Page No. 1 of 188

Company ABC Alcoholic Beverage Control
Pay Period End 06/24/2023
Pay Group SL2 Semimonthly Law14 (FRITHU14)

On/Off Cycle CONFIRMED

Deduction ASSOC2 Association 2
Type General Deduction

Employee ID	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	129.25	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
[illegible]	[illegible]	999	11.75					23.50	23.50	152.75	
	Deduction Total		152.75	0.00	0.00	0.00		305.50	305.50	1,962.25	

Screenshot of the COVA Deduction Register Report (CSV)

								Commonwealth of Virginia
Report ID: RPY146								COVA DEDUCTION REGISTER
Company	Pay Period End	Pay Group	Deduction	Type	Employee ID	Name	Ben Rcd	Off Cycle
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N
ABC	24-Jun-23	SL2	ASSOC2 Association 2	General Deduction	[illegible]	[illegible]	999	N

Screenshot of the COVA Deduction Register Report (CSV) scrolled right

							Run Date:	23-Feb-24
							Run Time:	11:59:18.000000_AM
Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	129.25	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0
11.75	0	0	0		23.5	23.5	152.75	0

COVA Deductions not Taken Report (RPY140)

REVISED: 09/15/2021

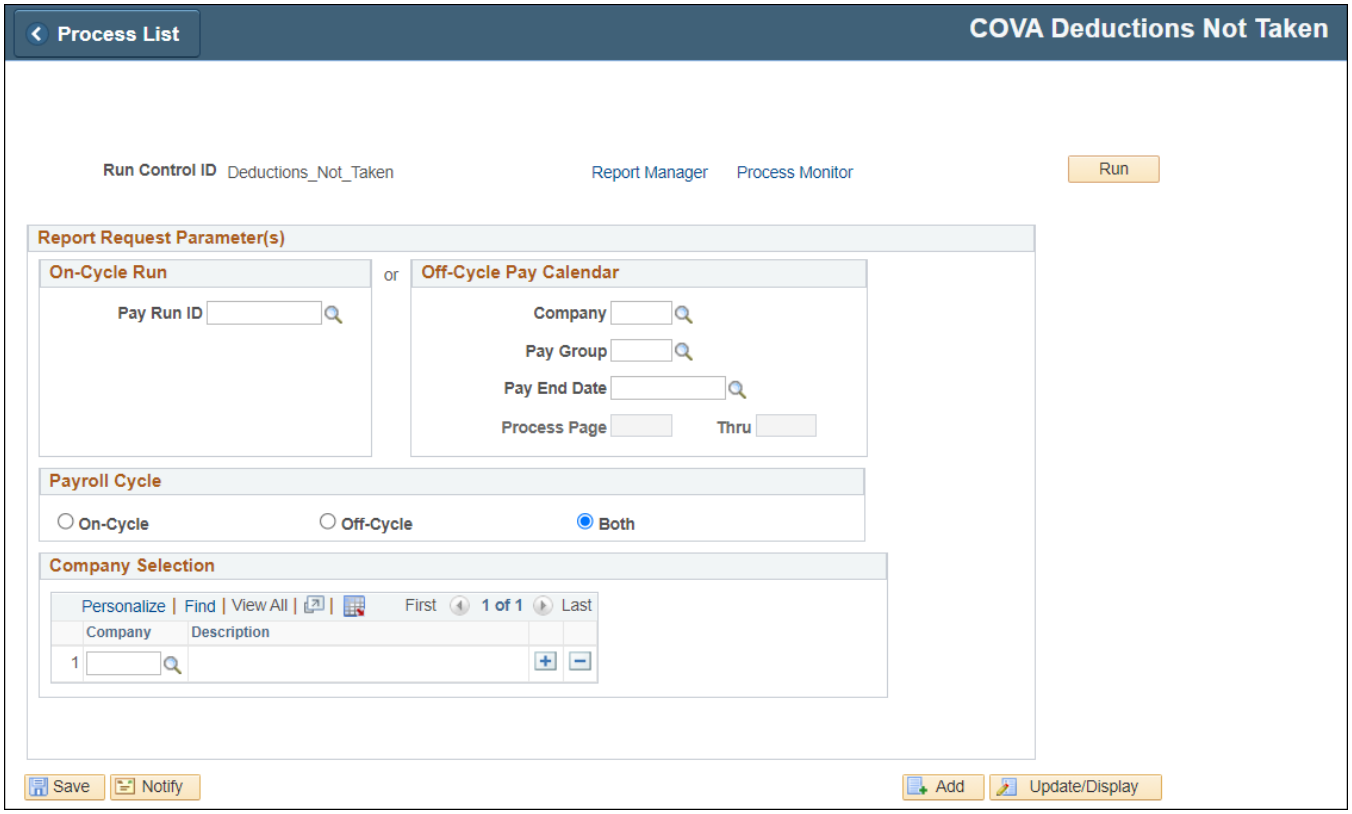
DESCRIPTION:
This report is a listing of employees who had benefits deductions omitted for a Pay Period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the Check Number that the deduction not taken affected. The deductions are totaled at the bottom of the page by Pay Period, by Company, and a grand total for all Companies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the COVA Deductions not Taken Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the COVA Deductions not Taken Report

Report ID: RPY140

Commonwealth of Virginia

COVA DEDUCTIONS NOT TAKEN REPORT

Run Date: 08/09/2023
Run Time: 07:34 00

Page No. 1 of 1

Company: ABC Alcoholic Beverage Control
Pay Period End: 07/24/2023 On/Off Cycle CONFIRMED

Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
		SM1	CVACRE	COVACARE	0	75.00	N Net			000000970022303
		SM1	CVAHAW	COVA HA	0	66.50	N Net			000000000000000
		SM1	GRNFEE	ChSupFee	999	5.00	N Net			000000000000000
		SM1	OPTIMA	Optima	0	40.00	N Net			000000970022302
		SM1	OPTLIF	Opt Life	999	2.58	N Net			000000970022302
		SM1	DOAFEE	Admn Fee	999	0.15	N Net			000000970022305
		SM1	PSTTAX	Misc Ins	999	22.06	N Net			000000970022305
		SM1	CVACRE	COVACARE	1	48.50	N Net			000000970022304
		SM1	DEFCMP	Def Comp	0	2,400.00	F 457 Limit			000000062247403
				Pay Period Total		2,659.79			0.00	
				Company Total		2,659.79			0.00	
				Grand Total		2,659.79			0.00	

COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 08/08/2023

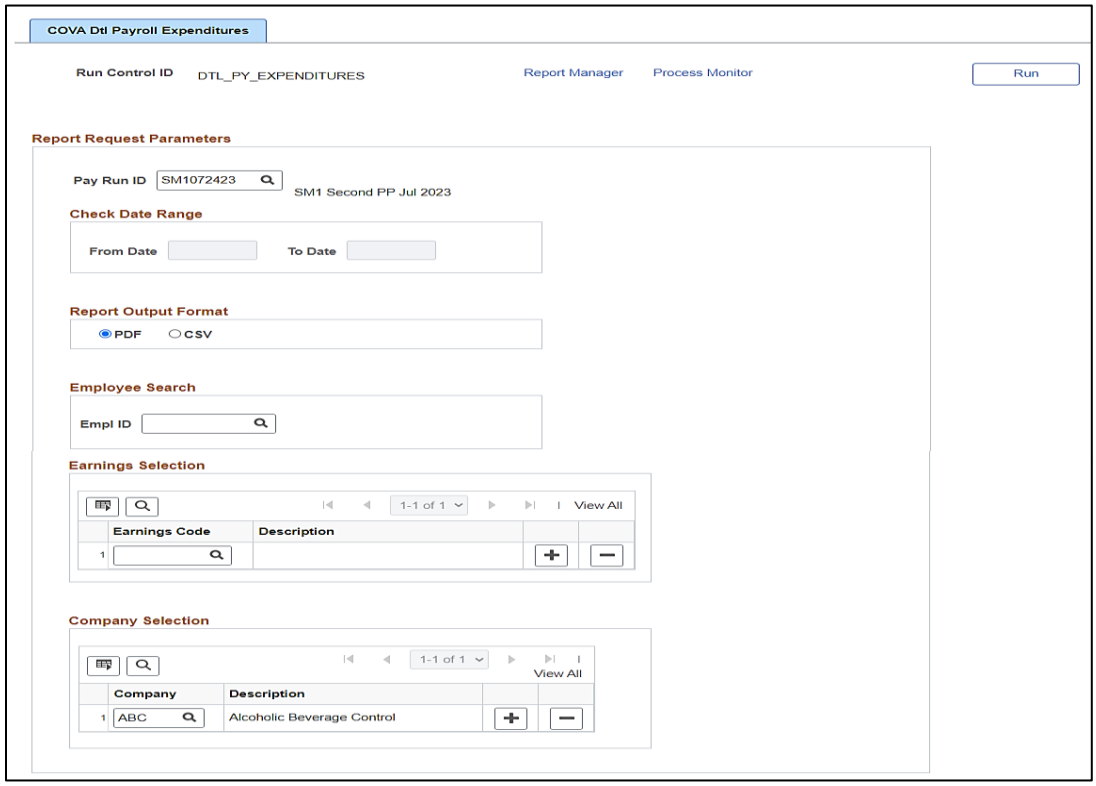
DESCRIPTION:
This report lists employee-level payroll expenditure detail by Company. It can be run for a Pay Period or check range date as well as for the entire Company or a specific employee. This report can also be run for a specific Earnings Code or several Earnings Codes. The default output is by ChartField string.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

INPUT / SEARCH CRITERIA:
Pay Run ID
From Date
To Date
PDF or CSV (checkbox)
Empl ID
Earnings Code
Company

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** or **From Date** and **To Date** fields are required.

Screenshot of the COVA Detail Payroll Expenditures Report - PDF

Commonwealth of Virginia

DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES

Report ID: RPY287

Run Date: 08/08/2023
Run Time: 11:54 00

Pay Run ID: SM1072423
Pay End Dt: 07/24/2023
Company : ABC

Employee ID / Position Nbr	Employee Name	EARN CODE	EARNINGS	RET CRDT / RETIREMENT	HYBRID / SOC SEC+Othr	LT DISAB / GRPINS	DC/ANN / HEALTH	TOTAL COSTS	BUSINESS UNIT / COST CNTR	FUND / AGENCY	PROGRAM / USE1	EARNINGS ACCOUNT / DEPARTMENT	PROJECT / AGENCY USE2	ACT	TASK / FIPS	ASSET
Paygroup: SL2 Semimonthly Law14 (FRITHU14)																
Dept ID : 110701 Administration																
[illegible]		RGS	10017.00	112.19	0.00	61.10	20.00		99900	05001	801001	5011270				
				2464.18	740.54	134.23	967.50	4499.74			110701					
DEPARTMENT 110701		TOTALS:	10017.00	112.19	0.00	61.10	20.00	4499.74								
				2464.18	740.54	134.23	967.50									
Paygroup: SL2 Semimonthly Law14 (FRITHU14)																
Dept ID : 410806 Central Office																
[illegible]		VAC	2500.61	44.01	0.00	23.97	12.50		99900	05001	304003	50112703				
				966.66	319.76	52.66	660.00	2079.56			410806					
		TMP	392.95	0.00	0.00	0.00	0.00		99900	05001	304003	5011270				
				0.00	0.00	0.00	0.00	0.00			410806					
		RGS	1428.89	0.00	0.00	0.00	0.00		99900	05001	304003	5011270				
				0.00	0.00	0.00	0.00	0.00			410806					
[illegible]		RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270				
				1695.27	521.45	92.34	369.00	2817.28			410806					
[illegible]		ALP	12925.44	0.00	0.00	0.00	0.00		99900	05001	304003	5011620				
				0.00	988.80	0.00	0.00	988.80			410806					
[illegible]		RGS	5940.63	66.54	0.00	36.24	20.00		99900	05001	304003	5011270				
				1461.39	437.32	79.60	967.50	3068.59			410806					
[illegible]		RGS	6891.33	77.18	0.00	42.04	20.00		99900	05001	304003	5011270				
				1695.27	513.54	92.34	660.00	3100.37			410806					
DEPARTMENT 410806		TOTALS:	36971.18	264.91	0.00	144.29	72.50	12054.60								
				5818.59	2780.87	316.94	2656.50									
Paygroup: SL2 Semimonthly Law14 (FRITHU14)																
Dept ID : 410808 Region 1 Roanoke/Abingdon																

Screenshot of the COVA Detail Payroll Expenditures Report – CSV

1	Company	Report ID	Run Date	Run Time	Paygroup	Pay Run ID	Pay End D	Departme	Position Nbr	Empl ID	Name	Earn CD	Earnings	FICA+Othr	Retiree Cr	Retiremer	Group Ins	Health Ins	LTD
2	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	110701	[illegible]	[illegible]	[illegible]	RGS	10017	740.54	112.19	2464.18	134.23	967.5	61.1
3	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	VAC	2500.61	319.76	44.01	966.66	52.66	660	23.97
4	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	TMP	392.95	0	0	0	0	0	0
5	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	RGS	1428.89	0	0	0	0	0	0
6	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	RGS	6891.33	521.45	77.18	1695.27	92.34	369	42.04
7	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	ALP	12925.44	988.8	0	0	0	0	0
8	ABC	RPY287	8-Aug-23	11:56 00	SL2	SM1072423	24-Jul-23	410806	[illegible]	[illegible]	[illegible]	RGS	5940.63	437.32	66.54	1461.39	79.6	967.5	36.24

Screenshot of the COVA Detail Payroll Expenditures Report – CSV (scrolled right)

DC/Ann C	Hybrid	Total Cost	Business U	Fund	Program	Earnings Account	Project	Activity	Task	Cost Cent	Agency Us	Funding D	Agency Us	FIPS	Asset
20	0	4499.74	99900	05001	801001	5011270						110701			
12.5	0	2079.56	99900	05001	304003	50112703						410806			
0	0	0	99900	05001	304003	5011270						410806			
0	0	0	99900	05001	304003	5011270						410806			
20	0	2817.28	99900	05001	304003	5011270						410806			
0	0	988.8	99900	05001	304003	5011620						410806			
20	0	3068.59	99900	05001	304003	5011270						410806			

COVA Direct Deposit Register Report (RPY199)

REVISED: 09/15/2021

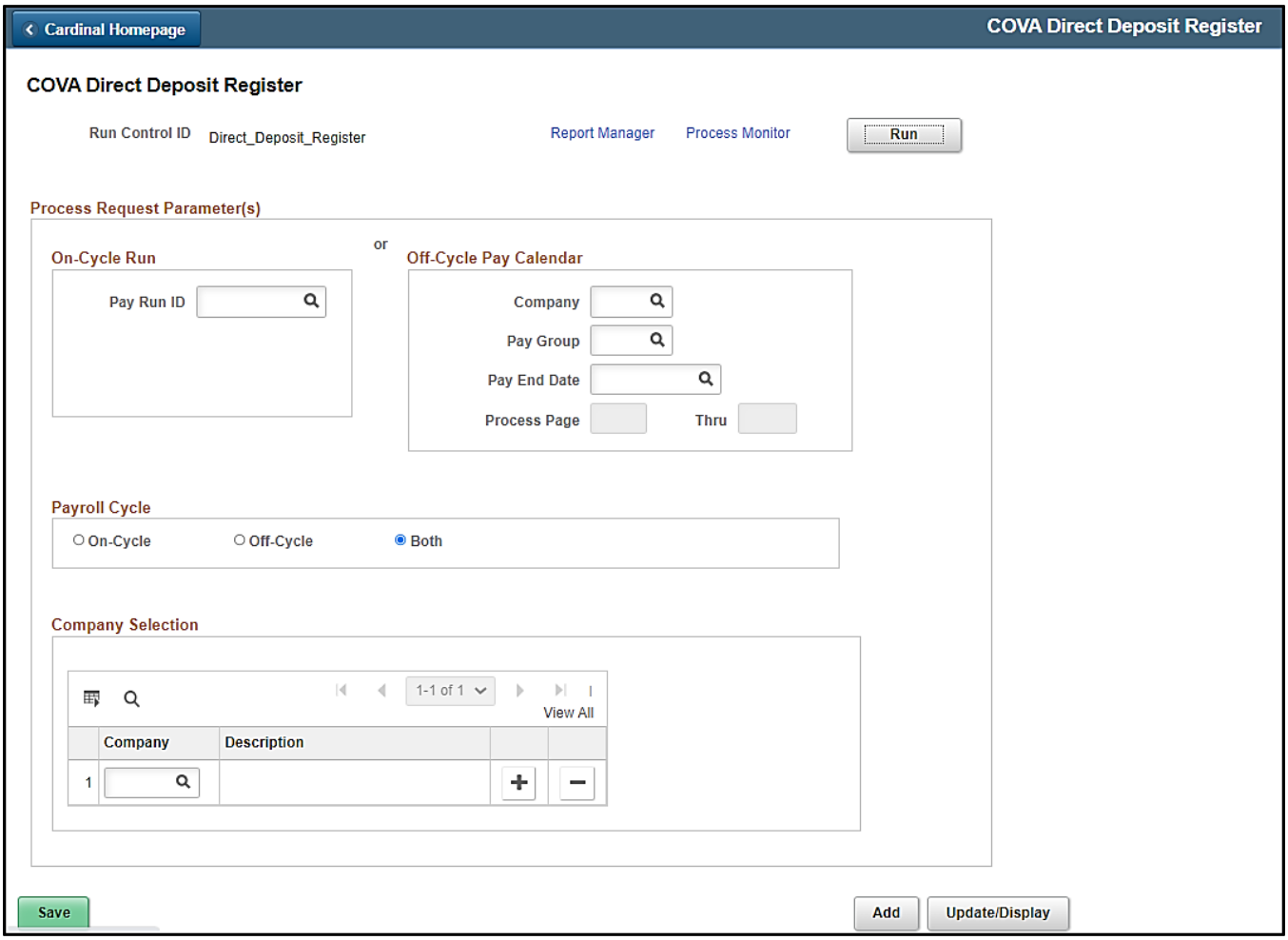
DESCRIPTION:
This is a report listing all direct deposits for employees in each Company within the organization.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the COVA Direct Deposit Register Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** or **Pay Check Data From/To** fields are required fields.

Screenshot of the COVA Direct Deposit Register Report

Report ID: RPY199

Commonwealth of Virginia

COVA DIRECT DEPOSIT REGISTER

Run Date: 08/09/2023
Run Time: 07:39 00

Page No. 1 of 14

Company: DLI Dept of Labor and Industry
Pay Period End:07/24/2023
Pay Group SM1 Semimonthly Class (SATFRI07)

Employee Name / Employee Id / Business Unit	Check Date	Dept. ID / Advice No.	Src	Net Pay	Check Amount	Deposit Detail Type	Transit #	Account Number	IAT	Amount
[redacted]	08/01/2023	18100 / 000000062262414		1,647.41	0.00	Checking	[redacted]	[redacted]	N	1,647.41
18100										
[redacted]	08/01/2023	18100 / 000000062262415		1,477.17	0.00	Savings	[redacted]	[redacted]	N	20.00
18100						Checking	[redacted]	[redacted]	N	1,457.17
[redacted]	08/01/2023	18100 / 000000062262416		2,419.97	0.00	Checking	[redacted]	[redacted]	N	2,419.97
18100										
[redacted]	08/01/2023	18100 / 000000062262417		1,268.20	0.00	Checking	[redacted]	[redacted]	N	1,268.20
18100										
[redacted]	08/01/2023	18100 / 000000062262418		2,234.05	0.00	Checking	[redacted]	[redacted]	N	2,234.05
18100										

COVA ER Benefit Contributions Report (RPY516)

REVISED: 01/26/2024

DESCRIPTION:
This report lists U.S. employer paid benefits and includes both taxable and nontaxable amounts for the selected Pay Period and year-to-date (YTD) month, quarter, and year.

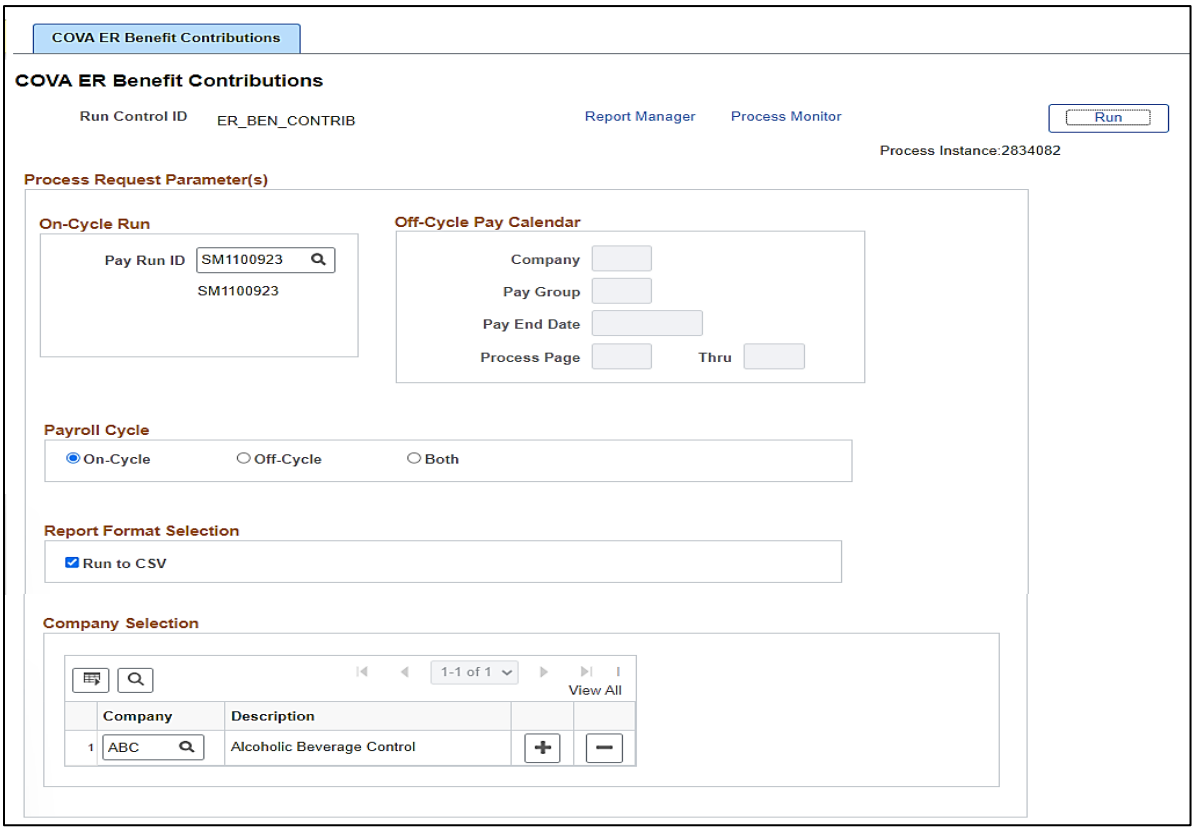
This report displays the information for Agencies the user has access to. The report provides detail by Company, if run for multiple Companies, and the last page of the report displays grand totals.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions

INPUT / SEARCH CRITERIA:
On-Cycle or Off-Cycle Parameters
On-Cycle, Off-Cycle or Both (check boxes)
Company

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA ER Benefit Contributions Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the COVA ER Benefit Contributions Report (PDF)

Report ID: RPY516

Commonwealth of Virginia

COVA ER BENEFIT CONTRIBUTIONS

Run Date: 01/24/2024
Run Time: 02:44 00

On Cycle CONFIRMED

Page No. 11 of 4613

Company ABC Alcoholic Beverage Control
Pay Period End 10/09/2023
Department 110701 Administration
Pay Group SM1 Semimonthly Class (FRITHU07)

Deduction DEFCMP 457 Deferred Compensation
Type 49 Section 457

Employee ID	Empl Rcd	Name	Current Taxable	Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
	0			20.00			20.00	20.00	380.00
	0			20.00			20.00	20.00	380.00
	0			20.00			20.00	20.00	380.00
	0			20.00			20.00	20.00	380.00
	0				15.00		15.00	15.00	285.00
	0			5.00			5.00	5.00	95.00
	0				20.00		20.00	20.00	380.00
	0			10.00			10.00	10.00	190.00
		Deduction Total	0.00	95.00	35.00		130.00	130.00	2,470.00

Screenshot of the COVA ER Benefit Contributions Report (CSV)

1									Commonwealth of Virginia	
2	Report ID:	RPY516							COVA ER BENEFIT CONTRIBUTIONS	
3										
4	Company	Department	Pay Period End	Pay Group	Deduction	Type	Employee ID	Empl Rcd	Name	Current Taxable
5	ABC	110701	9-Oct-23	SL2	CVACRE	10		0		0
6	ABC	110701	9-Oct-23	SL2	IMPLIF	23		0		99.36
7	ABC	110701	9-Oct-23	SL2	DEFCMP	49		0		0
8	ABC	110701	9-Oct-23	SL2	VALORS	70		0		0
9	ABC	110701	9-Oct-23	SL2	GRPLFV	7W		0		0
10	ABC	110701	9-Oct-23	SL2	RETHCV	7X		0		0

Screenshot of the COVA ER Benefit Contributions Report (CSV) (scrolled right)

				Run Date:	24-Jan-24
				Run Time:	02:44:34.000000_PM
Current Ptax	Current NonTaxable	Calculated Benefit Base	Month To-Date	Quarter To-Date	Year To-Date
0	967.5	0	967.5	967.5	17926.5
0	0	482000	99.36	99.36	954.96
20	0	0	20	20	380
0	2464.18	10017	2464.18	2464.18	45145.66
0	134.23	10017	134.23	134.23	2459.17
0	112.19	10017	112.19	112.19	2055.41

COVA Federal Tax Summary (RPY242, TAX007)

REVISED: 12/7/2023

DESCRIPTION:
This regulatory report lists data by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), unemployment taxes, and includes state-specific Federal Unemployment Tax Act (FUTA) Credit Reduction gross and tax amounts. It lists employees by Employee ID Number and name and it provides page and Company totals.

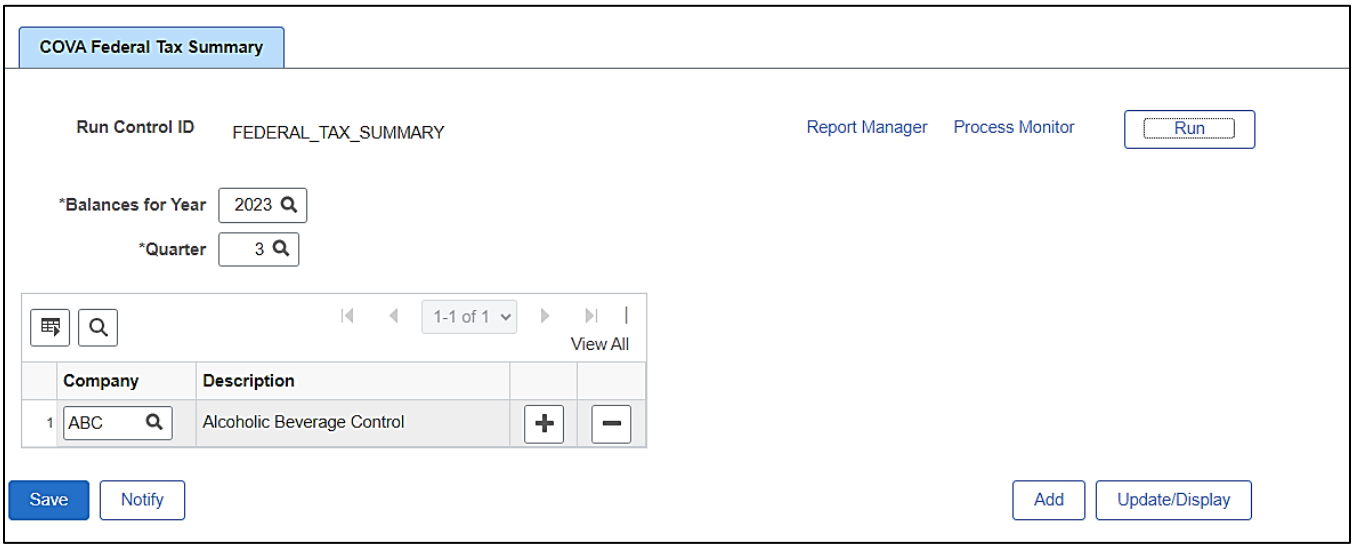
This quarterly report is used by Agencies for 941 reporting.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Federal Tax Summary Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** and **Quarter** fields are required fields.

Screenshot of the COVA Federal Tax Summary

Report ID: RPY242

Commonwealth of Virginia

QUARTERLY FEDERAL TAX REPORT - EMPLOYEE DETAIL

Run Date: 11/13/2023
Run Time: 10:40 00

Federal 09/30/2023 3rd Quarter 2023 Page No. 1 of 364

Alcoholic Beverage Control
7450 Freight Way
Mechanicsville, VA 23116

Employer ID

Employee ID	Name	Withholding TxGrs QTD	Withholding Tax QTD	Unemployment TxGrs QTD	Unemployment Tax QTD	FICA - OASDI TxGrs QTD	FICA - OASDI Tax QTD	FICA - Medicare TxGrs QTD	FICA - Medicare Tax QTD
		2,140.35	162.88	0.00	0.00	2,140.35	132.70	2,140.35	31.04
		18,302.83	1,172.90	0.00	0.00	20,070.68	1,244.38	20,070.68	291.02
		262.50	0.00	0.00	0.00	262.50	16.27	262.50	3.80
		3,712.30	60.00	0.00	0.00	3,712.30	230.16	3,712.30	53.83
		18,166.61	2,010.12	0.00	0.00	19,282.31	1,195.50	19,282.31	279.59
		11,967.18	1,187.28	0.00	0.00	12,679.71	786.14	12,679.71	183.86
		5,522.03	235.50	0.00	0.00	5,522.03	342.37	5,522.03	80.07
		685.03	0.00	0.00	0.00	685.03	42.48	685.03	9.93
		5,076.56	413.04	0.00	0.00	5,076.56	314.75	5,076.56	73.61
		25,491.97	3,861.85	0.00	0.00	28,189.57	1,747.76	28,189.57	408.75
		4,267.82	107.16	0.00	0.00	4,267.82	264.60	4,267.82	61.88
		4,193.44	111.16	0.00	0.00	4,193.44	259.99	4,193.44	60.80
		3,822.01	274.01	0.00	0.00	3,822.01	236.96	3,822.01	55.42
		1,212.65	0.00	0.00	0.00	1,212.65	75.19	1,212.65	17.58
Page Total		104,823.28	9,595.90	0.00	0.00	111,116.96	6,889.25	111,116.96	1,611.18
					ADDL MED EE:			0.00	0.00
					EMPLOYER:	111,116.96	6,889.25	111,116.96	1,611.18
			FUT CR:	0.00	0.00				

COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 09/15/2021

DESCRIPTION:
This summary report lists employee Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. This report lists employees by SSN and name.

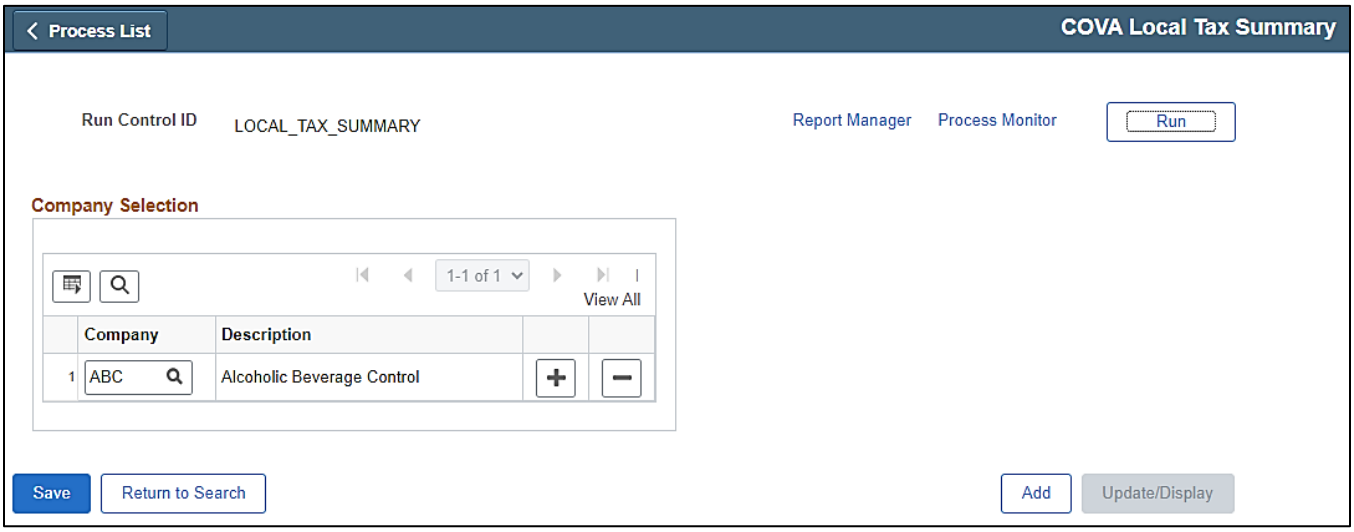
This quarterly report is used by SPO and Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
PDF

Screenshot of the Local Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the Local Tax Deposit Summary Report

Commonwealth of Virginia

COVA LOCAL TAX SUMMARY REPORT

Report ID: VPYR0446

Run Date: 08/09/2023
Run Time: 07:54 00

Pennsylvania CHAMBERSBURG BORO 09/30/2023 Page 1 Page No. 1 of 2

VA Dept of Transportation
1401 East Broad Street
Richmond, VA 23219

501280101

SSN	Name	Work PSD	Residence PSD	QTD Wages	QTD Tax Withheld
[illegible]	[illegible]	880000	280101	15,742.13	267.61

COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)

REVISED: 09/15/2021

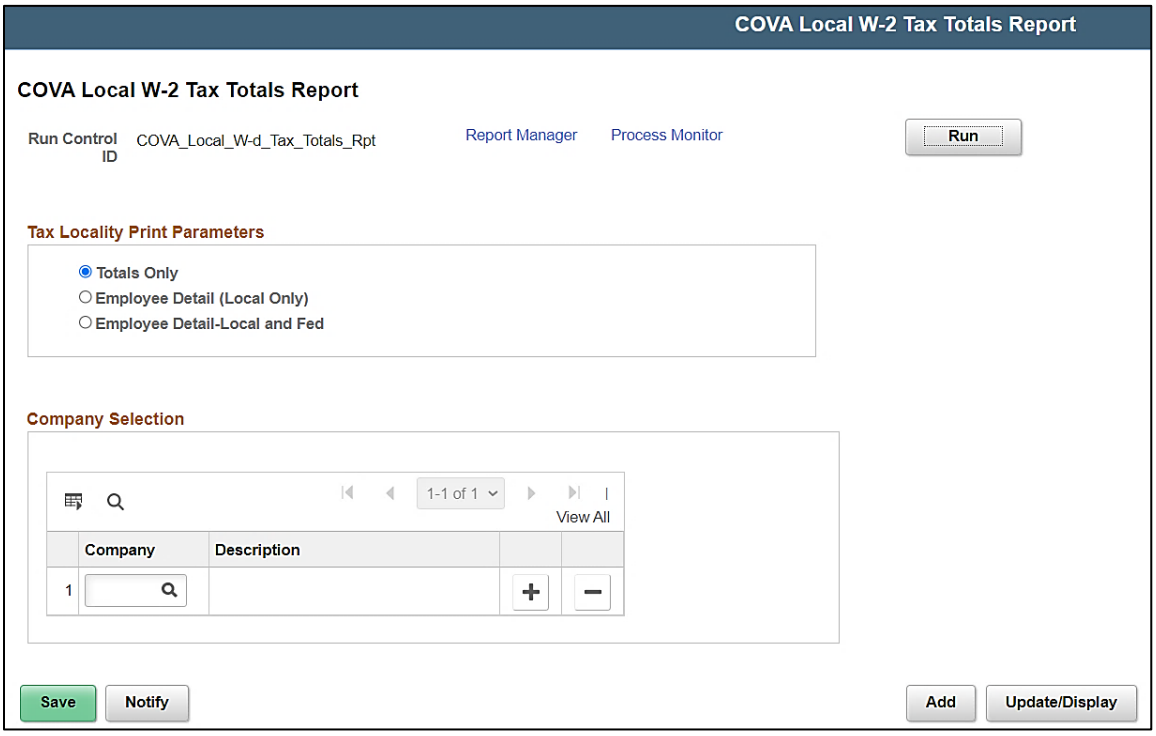
DESCRIPTION:
This regulatory report lists local W-2 data that is used to reconcile the W-2s. The report produces a listing of local W-2 data used to reconcile the W-2s and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:
Tax Locality Print Parameters
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the COVA Local W-2 Tax Totals Summary Report

Commonwealth of Virginia

COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT

Report ID: VPYR0262

Run Date: 06/01/2021
Run Time: 12:52 00

Page No. 1 of 1

W2 Rpt Company VSU Virginia State University Tax Year 2019
Federal EIN

State:

Locality	W-2 Local Name	Employer ID LWT	Number of W-2 Statements	Total Local Wages	Total Local Income Tax

Grand Totals:

COVA Other Earnings Register (RPY088)

REVISED: 04/18/2023

DESCRIPTION:
This report is a listing of employees and amounts with Earnings Codes (not including Regular or Overtime) being processed on the current payroll.

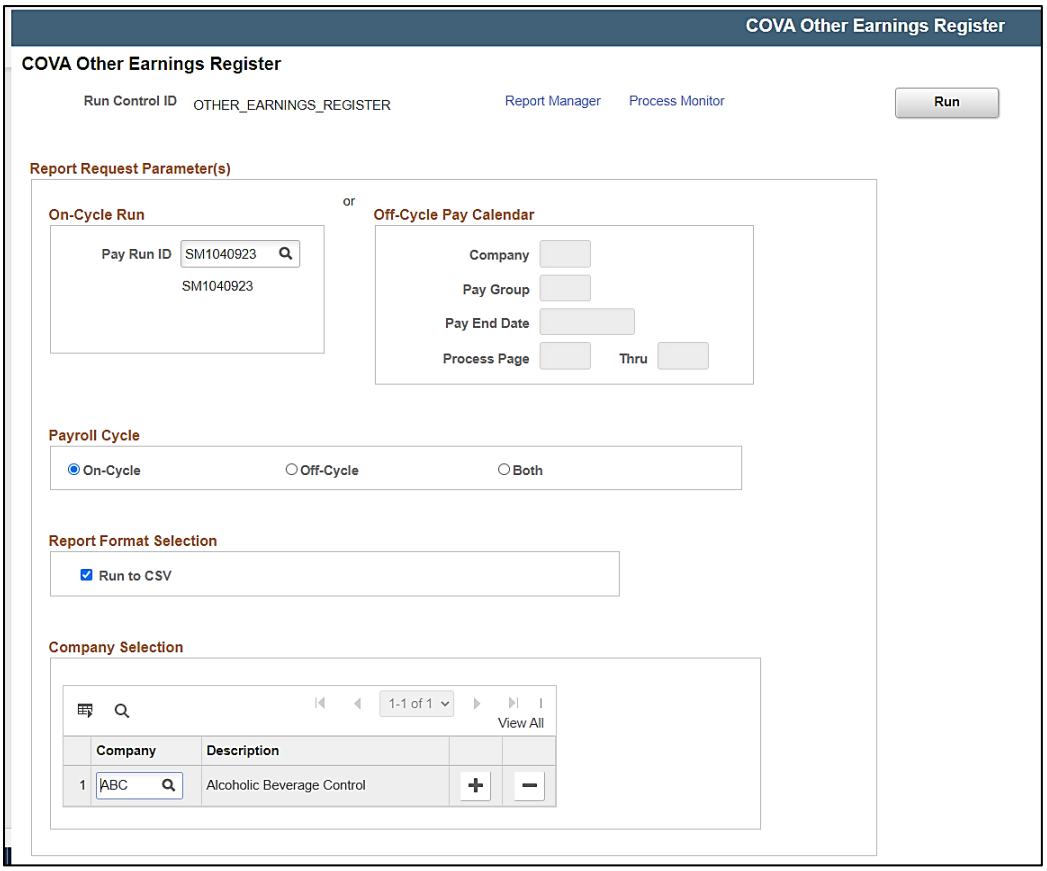
The report lists all employees receiving a specific Earnings Code, includes each employee's hours and amounts, and provides the separate Check ID if the earnings were issued to an employee separately.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA Other Earnings Register Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

The **Begin Date** and **End Date** fields are included in the .csv version and are referencing the FLSA period.

Note: When selecting to Run to .csv, the report runs both the .csv and PDF versions.

Screenshot of the COVA Other Earnings Register CSV Version

								Commonwealth of Virginia
Report ID:	RPY088							COVA OTHER EARNINGS REGISTER
Company	Paygroup	Pay Period End	Employee ID	Name	Separate Check ID	Earnings	Begin Date	End Date
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	DBN Discretionary Bonus (Not FLSA)	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	LNP Insufficient Leave	25-Mar-23	9-Apr-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	24-Feb-23	9-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23
ABC	SL2	9-Apr-23			0	OSS Overtime- Salaried Straight	10-Mar-23	23-Mar-23

Screenshot of the COVA Other Earnings Register CSV Version (scrolled right)

						Run Date:	17-Apr-23
						Run Time:	12:39:42.000
Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date
0	1000	0	1000	0	1000	0	1000
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
0	100	0	100	0	100	0	100
48	1647.69	48	1647.69	48	1647.69	48	1647.69
8	274.62	8	274.62	8	274.62	19.7	676.24
5.3	207.08	5.3	207.08	5.3	207.08	28.7	1121.37
2	77.07	2	77.07	2	77.07	2	77.07
1	39.07	1	39.07	1	39.07	9	351.64
8	343.13	8	343.13	8	343.13	22.6	969.34
2	72.09	2	72.09	2	72.09	10	360.43
4.8	176.16	4.8	176.16	4.8	176.16	45.6	1673.51

Screenshot of the COVA Other Earnings Register (PDF Version)

Report ID: RPY088

Commonwealth of Virginia

COVA OTHER EARNINGS REGISTER

Run Date: 04/17/2023
Run Time: 12:39 00

Company ABC Alcoholic Beverage Control
Pay Period End 04/09/2023
Pay Group SL2 Semimonthly Law14 (FRITHU14)

Earnings OSS Overtime- Salaried Straight

Employee ID	Name	Separate Check ID	Current Period Hours	Current Period Amount	Month-to-Date Hours	Month-to-Date Amount	Quarter-to-Date Hours	Quarter-to-Date Amount	Year-to-Date Hours	Year-to-Date Amount
[illegible]	[illegible]		8.00	274.62	8.00	274.62	8.00	274.62	19.70	676.24
[illegible]	[illegible]		5.30	207.08	5.30	207.08	5.30	207.08	28.70	1,121.37
[illegible]	[illegible]		2.00	77.07	2.00	77.07	2.00	77.07	2.00	77.07
[illegible]	[illegible]		1.00	39.07	1.00	39.07	1.00	39.07	9.00	351.64
[illegible]	[illegible]		8.00	343.13	8.00	343.13	8.00	343.13	22.60	969.34
[illegible]	[illegible]		2.00	72.09	2.00	72.09	2.00	72.09	10.00	360.43
[illegible]	[illegible]		4.80	176.16	4.80	176.16	4.80	176.16	45.60	1,673.51
[illegible]	[illegible]		3.50	134.87	3.50	134.87	3.50	134.87	18.50	712.89
[illegible]	[illegible]		17.30	593.86	17.30	593.86	17.30	593.86	18.60	638.49
[illegible]	[illegible]		6.30	270.22	6.30	270.22	6.30	270.22	18.30	784.92
[illegible]	[illegible]		0.10	3.43	0.10	3.43	0.10	3.43	0.10	3.43
	Other Earnings Total		58.30	2,191.60	58.30	2,191.60	58.30	2,191.60	193.10	7,369.33

COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 09/15/2021

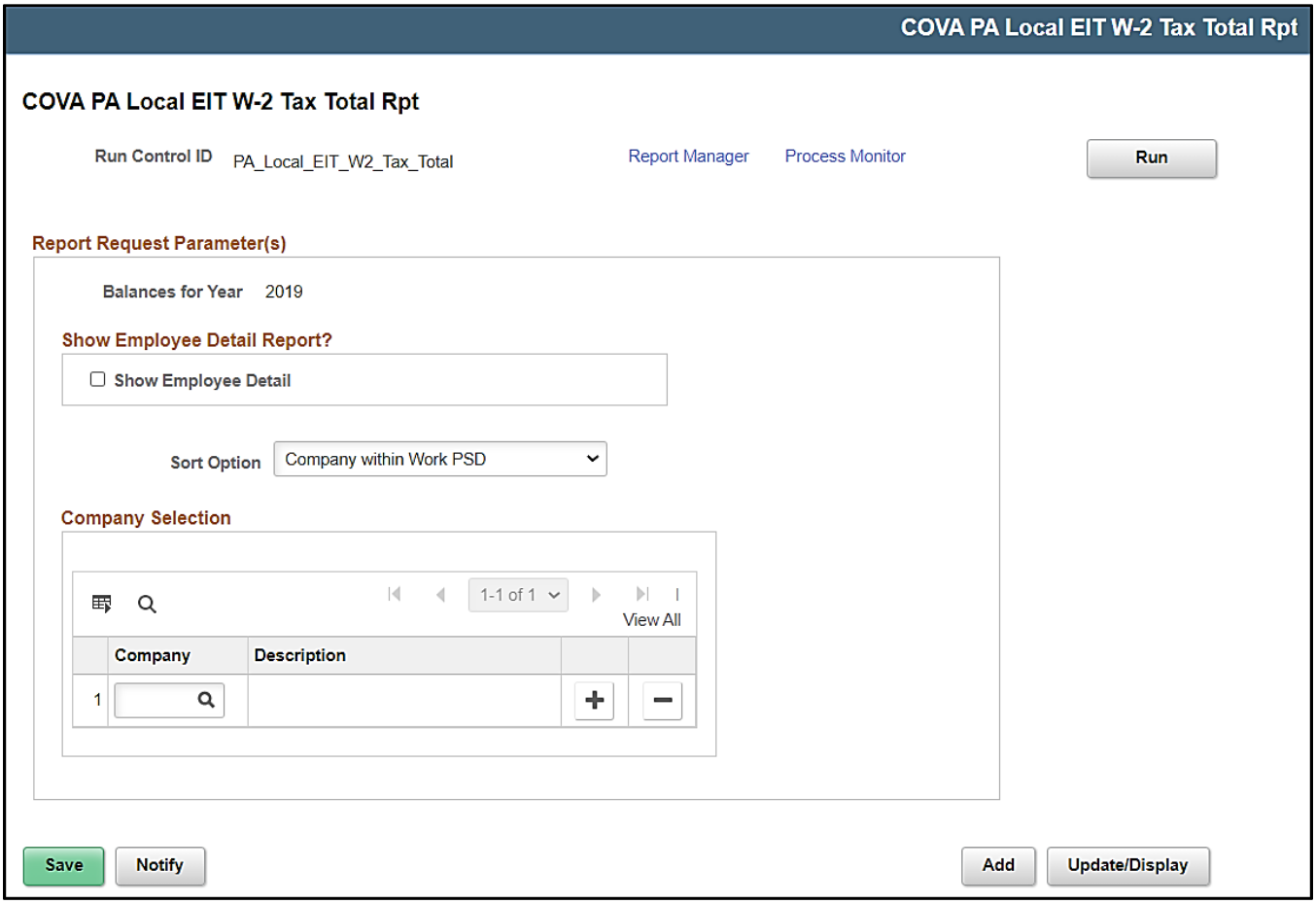
DESCRIPTION:
This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting Agencies. The report is grouped by Work Political Subdivision (PSD) within Company and includes the SSN, employee name, home address, YTD Taxable Wages, YTD Earned Income Tax (EIT) withheld, and Resident PSD.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

INPUT / SEARCH CRITERIA:
Show Employee Detail (checkbox)
Sort Option
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

Report ID: VPYR0263

Commonwealth of Virginia

COVA PA LOCAL EIT W-2 TAX TOTALS REPORT

Run Date: 08/17/2021
Run Time: 10:13 00

By Company within Work PSD | 2019 | Page No. 1 of 1

No data selected

COVA Payroll Advice Register Report (RPY200)

REVISED: 09/15/2021

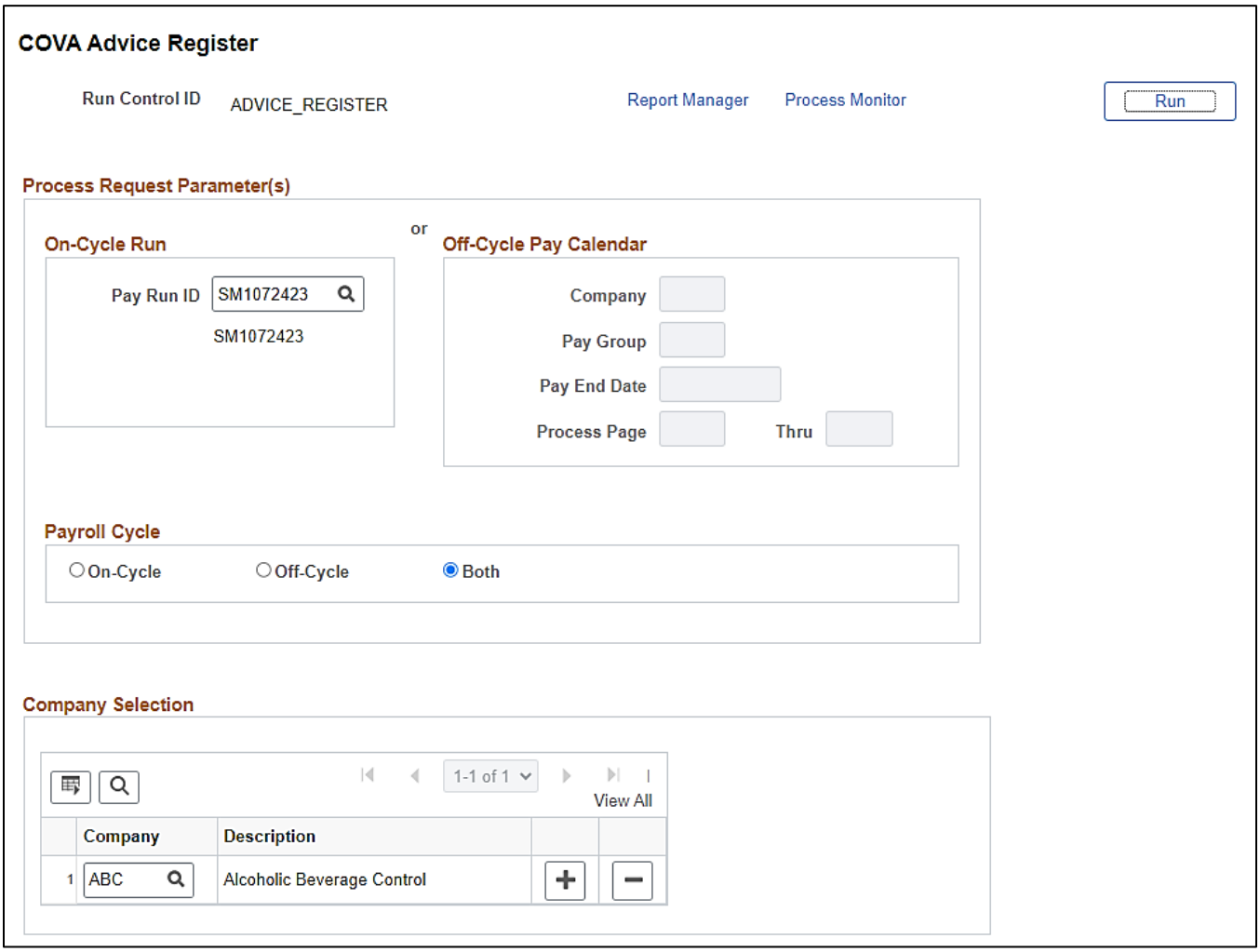
DESCRIPTION:
This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create Direct Deposits> COVA Advice Register

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the COVA Payroll Advice Register Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the COVA Payroll Advice Register Report

Report ID: RPY200

Commonwealth of Virginia

COVA PAYROLL ADVICE REGISTER

Run Date: 08/09/2023
Run Time: 08:01 00

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Company: ABC Alcoholic Beverage Control
Form ID: COVADV

On/Off Cycle CONFIRMED

Advice No.	Source	Check Date	Deposit Amt	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Locn Code	Pay Group	Address Option
000000062247072		08/01/2023	5,679.56				Admin Exp	110701	99900	10000	10000	SL2	Home Addr
000000062247073		08/01/2023	4,312.11				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247074		08/01/2023	3,062.77				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247075		08/01/2023	3,492.22				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247076		08/01/2023	3,789.76				Cent Offc	410806	99900	10000	10000	SL2	Home Addr
000000062247077		08/01/2023	2,252.40				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247078		08/01/2023	2,412.29				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247079		08/01/2023	3,749.05				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247080		08/01/2023	2,961.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247081		08/01/2023	2,689.01				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247082		08/01/2023	2,554.38				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247083		08/01/2023	2,356.51				Reg 1	410808	99900	10501	10501	SL2	Home Addr
000000062247084		08/01/2023	2,578.42				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247085		08/01/2023	2,845.04				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247086		08/01/2023	2,508.29				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247087		08/01/2023	3,312.96				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247088		08/01/2023	2,895.95				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247089		08/01/2023	2,557.41				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247090		08/01/2023	3,207.80				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247091		08/01/2023	2,943.21				Reg 2	410809	99900	10502	10502	SL2	Home Addr
000000062247092		08/01/2023	2,203.61				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247093		08/01/2023	2,555.90				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247094		08/01/2023	2,410.45				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247095		08/01/2023	2,599.01				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247096		08/01/2023	2,115.11				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247097		08/01/2023	3,144.56				Reg 3	410810	99900	10503	10503	SL2	Home Addr
000000062247098		08/01/2023	2,930.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247099		08/01/2023	2,537.96				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247100		08/01/2023	2,594.77				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247101		08/01/2023	3,208.46				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247102		08/01/2023	2,483.25				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247103		08/01/2023	3,194.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247104		08/01/2023	3,278.18				Reg 4	410811	99900	10504	10504	SL2	Home Addr
000000062247105		08/01/2023	2,611.65				Reg 4	410811	99900	10504	10504	SL2	Home Addr

COVA Payroll Error Messages Report (RPY142)

REVISED: 09/15/2021

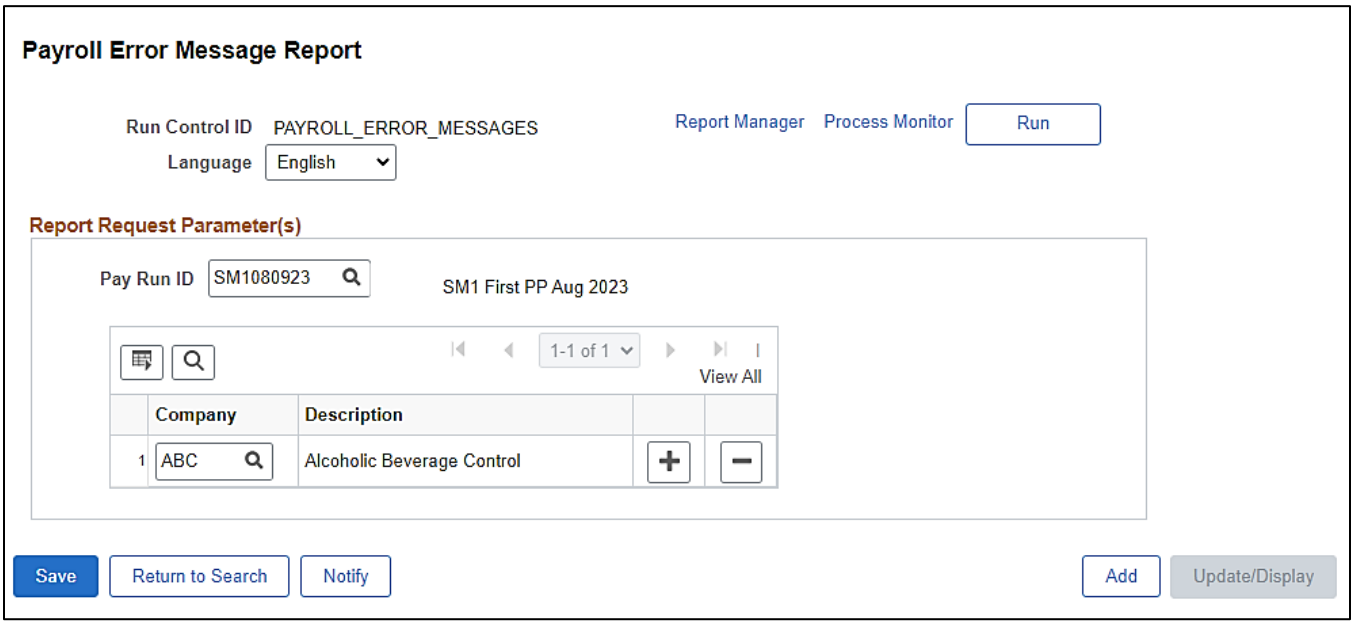
DESCRIPTION:
This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Payroll Error Messages Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Screenshot of the COVA Payroll Error Messages Report

Commonwealth of Virginia

COVA PAYROLL ERROR MESSAGES REPORT

Run Date: 08/09/2023
Run Time: 08:06 00

Report ID: RPY142
Company: SPC Sussex I and II Prison Complex
Pay period End: 08/09/2023
Pay Group: SL1 Semimonthly Law28 (MONSUN28)

Employee Name	Employee ID	Dept ID	Business Unit	Page/Line		Sep	Check	Message ID	Message
[redacted]	[redacted]	733	77900	3	10	0		000406	Company State Tax Tb not found The Company State Tax Table for the Company and State displayed below was not found. SPC;NC;
[redacted]	[redacted]	734	77900	6	8	0		000143	Benefit Rate Key not Matched During benefit rate processing, the system was unable to find an acceptable match between the rate key value for the employee and the rates defined in the benefit Rate Data table. Therefore, a rate could not be assigned and a deduction could not be calculated. (MsgData1: Plan Type and Benefit Rate ID; MsgData2: Rate Key field; MsgData3: Target key value). 23 / IRS;SEX / Gender;U
[redacted]	[redacted]	734	77900	9001	1	0		000366	Negative Gross Pay The total of the earnings being processed for this check is a negative value. If you wish to "pay" a negative gross check, you must do it as a manual check. 178.23-;

Pay Group Total - Number of messages: 3

Pay Period Total - Number of messages: 3

Company Total - Number of messages: 3

COVA Payroll Register (RPY137)

REVISED: 04/15/2024

DESCRIPTION:
This report displays the Payroll Register, by Agency, showing employee gross to net including hours and amounts for the Pay Period. The Payroll Register lists employees by their Paygroups and provides totals, sorted by Department and Company. The details in the report include earnings hours, gross taxes, deductions, and net pay amounts for the period run.

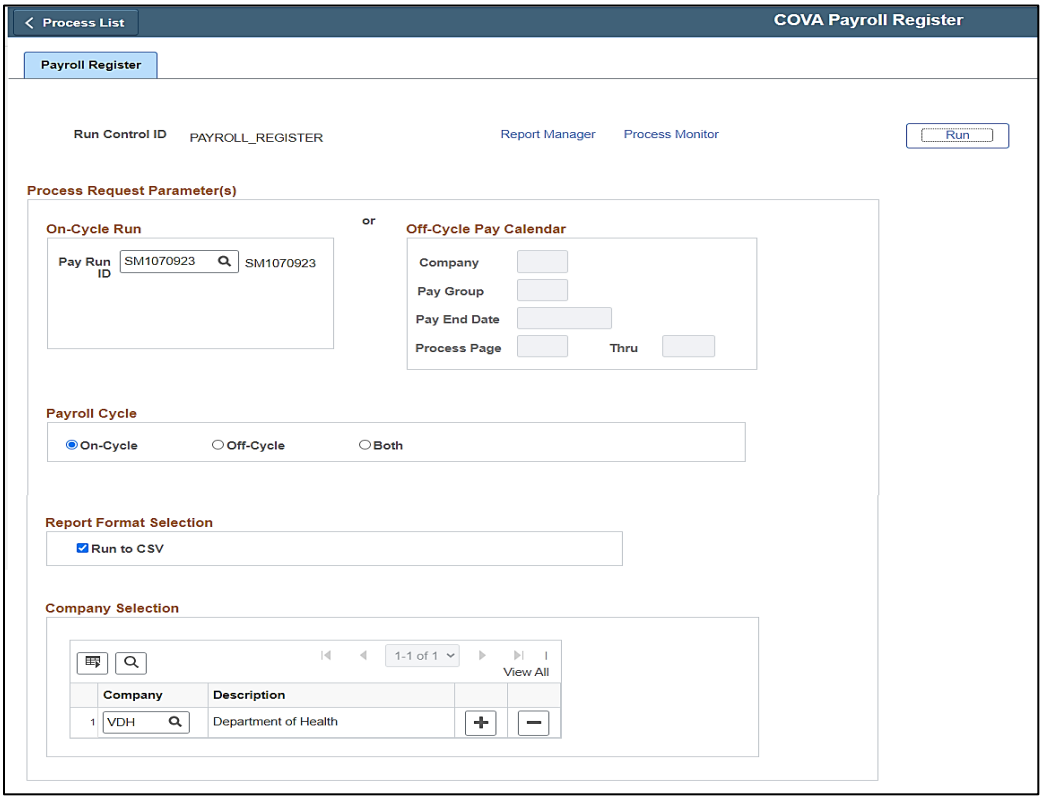
Note: Non-productive hours/earnings are included in the regular totals. SPOT transactions for "RGS" and "RGH" are also included in the regular earnings.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

INPUT / SEARCH CRITERIA:
On-Cycle or Off-Cycle parameters
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA Payroll Register Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or a Pay Calendar specification is a required field.

Note: When selecting to run to .csv, the report runs both the .csv and PDF versions.

Screenshot of the COVA Payroll Register CSV

1									Commonwealth of Virginia
2	Report ID:	RPY137							COVA PAYROLL REGISTER
3									
4	COMPANY	PAYGROUP	PAY END DATE	DEPT ID	EMPLOYEE NAME	EMPLOYEE ID	BUSINESS	EMPL CLASS	CHECK DT
5	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
6	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
7	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
8	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
9	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
10	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
11	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
12	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
13	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
14	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24
15	VDH	SM1	24-Mar-24	110010	[redacted]	[redacted]	60100	CLS	29-Mar-24

Screenshot of the COVA Payroll Register CSV (scrolled right)

							Run Date:	10-Apr-24
							Run Time:	11:31:41.000000_AM
CHECK NO	SEPCHK	COMP RATE	TYPE	CODE	CURRENT	CURRENT	YTD HOURS	YTD AMOUNT
63630228	0	2873.25	Earnings	REGULAR	80	2873.25	520	17239.5
63630228	0	2873.25	Earnings	VRS	0	2873.25	0	17239.5
63630228	0	2873.25	Gross			2873.25		17239.5
63630228	0	2873.25	Net			2038.35		
63630228	0	2873.25	Taxes	OASDI		167.08		1014.37
63630228	0	2873.25	Taxes	MEDI		39.07		237.23
63630228	0	2873.25	Taxes	FWT		182.6		1103.94
63630228	0	2873.25	Taxes	VASWT		113.99		675.72
63630228	0	2873.25	Deductions	Before-Tax 10-CVACRE		178.5		1214
63630228	0	2873.25	Deductions	Nontaxable 10-CVACRE		660		4575
63630228	0	2873.25	Deductions	Before-Tax 49-DEFCMP		10		60

Screenshot of the COVA Payroll Register PDF

Cardinal

Report ID: RPY137

Commonwealth of Virginia

COVA PAYROLL REGISTER

Company: VDH Department of Health
Pay Period End:03/24/2024
Pay Group SM1 Semimonthly Class (FRITHU07)

On Cycle CONFIRMED

Employee Name/ID Dept. ID Check Date Check No.	Business Unit	Emp Class Comp Rate Sepchk#	REGULAR Current Hours	REGULAR Current Earnings	REGULAR YTD Hours	REGULAR YTD Earnings	OVERTIME Current Hours	OVERTIME Current Earnings	OVERTIME YTD Hours	OVERTIME YTD Earnings	OTHER Current Hours	OTHER Current Earnings	OTHER Type	OTHER YTD Hours	OTHER YTD Earnings
[redacted]		CLS	80.00	2,873.25	520.00	17,239.50						2,873.25	N VRS		17,239.50
110010	60100														
03/29/2024 A		2,873.25													
000000063630228		0													
[redacted]		CLS	80.00	1,637.38	520.00	9,824.28						1,637.38	N VRS		9,824.28
110010	60100														
03/29/2024 A		1,637.38													
000000063630229		0													

Screenshot of the COVA Payroll Register PDF (scrolled right)

Run Date: 04/10/2024
Run Time: 11:31 00

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Taxes Type Current	Taxes Type	Taxes Type YTD	Deduction Cd & Class Current	Deduction Cd & Class	Deduction Cd & Class	Deduction Cd & Class YTD	Net Pay
167.08	OASDI	1,014.37	178.50	Before-Tax	10-CVACRE	1,214.00	2,038.35A
39.07	MEDI	237.23	660.00	Nontaxable	10-CVACRE	4,575.00	
182.60	FWT	1,103.94	10.00	Before-Tax	49-DEFCMP	60.00	
113.99	VASWT	675.72	5.00	PTax Ben	49-DEFCMP	30.00	
			143.66	Before-Tax	70-VRSRET	861.96	
			415.47	Nontaxable	70-VRSRET	2,492.82	
			38.50	Nontaxable	7W-GRPLFR	231.00	
			32.18	Nontaxable	7X-RETHCR	193.08	
			17.53	Nontaxable	7Y-SDLTDR	105.18	
				Taxable	23-IMPLIF	335.28	
92.03	OASDI	552.75	277.17	After-Tax	GR-GRN002	831.27	821.54A
21.52	MEDI	129.27	153.00	Before-Tax	10-CVACRE	918.00	
77.77	FWT	479.37	967.50	Nontaxable	10-CVACRE	5,805.00	
46.98	VASWT	281.88	65.50	Before-Tax	4W-HYBVDC	393.00	
			40.94	PTax Ben	4W-HYBVDC	245.64	
			65.50	Before-Tax	70-HVRMDB	393.00	
			220.39	Nontaxable	70-HVRMDB	1,322.34	
			179.45	Nontaxable	7V-HBDBER	1,076.70	
			21.94	Nontaxable	7W-GRPLFR	131.64	
			18.34	Nontaxable	7X-RETHCR	110.04	
			9.99	Nontaxable	7Y-SDLTDR	59.94	
			16.37	Before-Tax	7Z-HYBMDC	98.22	
			16.37	Nontaxable	7Z-HYBMDC	98.22	
				After-Tax	00-GRNFE2	10.00	
				Taxable	23-IMPLIF	9.00	

COVA Payroll Summary Report (RPY138)

REVISED: 09/15/2021

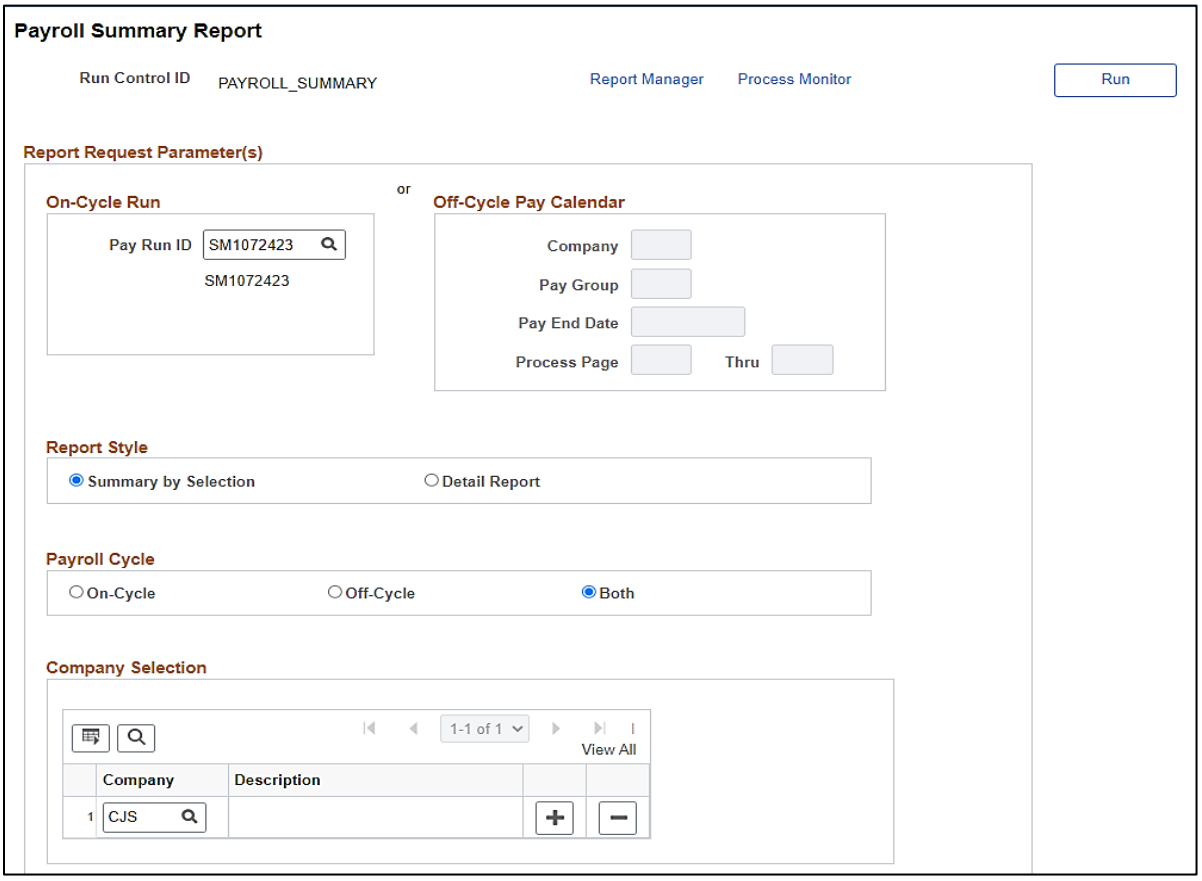
DESCRIPTION:
This report shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID and by Company.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Report Style
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the COVA Payroll Summary Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the COVA Payroll Summary Report

Report ID: RPY138

Commonwealth of Virginia

US PAYROLL SUMMARY REPORT

Run Date: 08/09/2023
Run Time: 08:12 00

Page No. 1 of 7

Company: CJS
Pay Period End: 07/24/2023 On/Off Cycle CONFIRMED
Run ID: SM1072423

Pay Check Summary
All Checks (Including On-line)

Count	Total Gross	Total Taxes	Total Deductions	Net Pay
154	525689.81	108478.04	66503.67	350708.10

On-line Checks

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

Batch Final Checks

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

On-line Final Checks

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

Pay Earnings Summary

Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
507	518063.06	13064	-399.70	-11436.22	0.00	0.00

COVA Post Freeze Change Report (RPY545)

REVISED: 03/10/2025

DESCRIPTION:
This report provides a snapshot of the gross pay that is taken immediately after the HR Data Freeze. It lists all changes to gross pay after the Freeze until confirm. The report lists new checks, checks with changes, and removed checks.

New checks:
- New hire (all new hires are loaded with every pay calc)
- Corrected payroll errors (employees with payroll errors preventing a check)

Changed checks:
- SPOT loads (a SPOT entry triggers the entire check to be recalculated which may pull in other data changes)
- Updates made directly by SPO

Removed checks:
- Checks turned off by SPO
- Check with a payroll error (should be corrected prior to confirm)

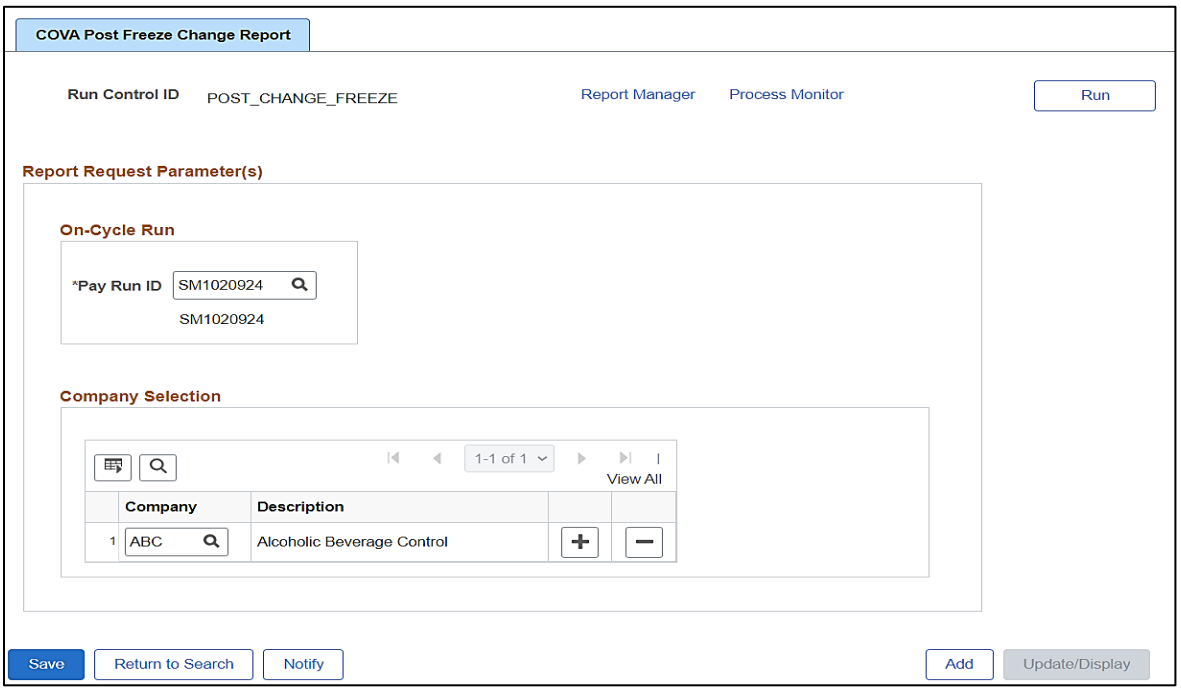
This report changes as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the Freeze, or it can be run after confirmation to show all the changes along with the final total gross.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Post Freeze Change Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company Selection

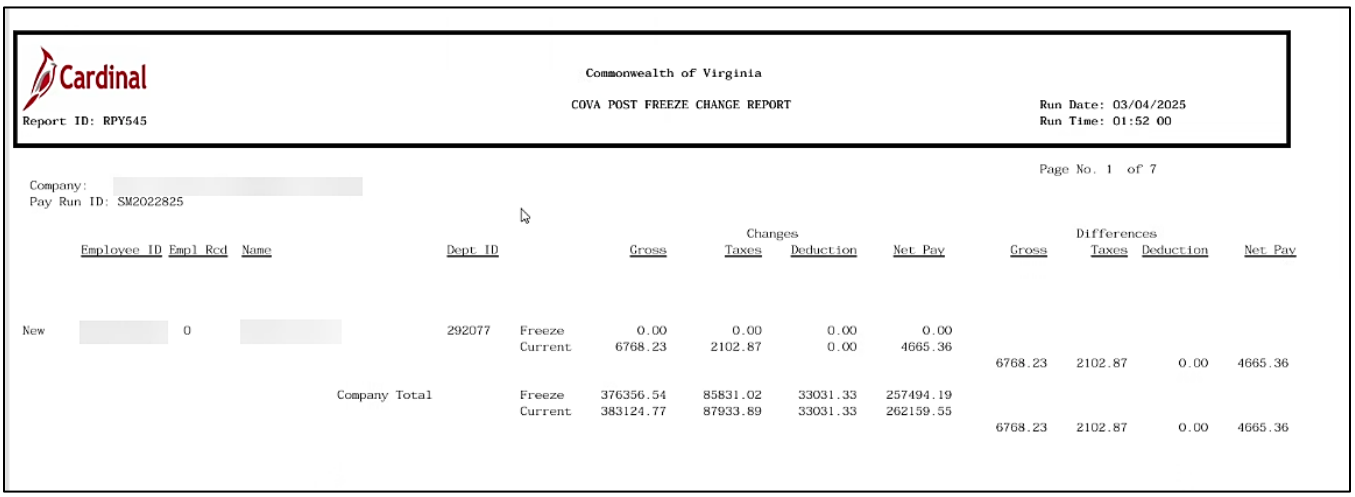
OUTPUT FORMAT:
PDF

Screenshot of the COVA Post Freeze Change Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the COVA Post Freeze Change Report



Cardinal

Report ID: RPY545

Commonwealth of Virginia

COVA POST FREEZE CHANGE REPORT

Run Date: 03/04/2025
Run Time: 01:52 00

Page No. 1 of 7

Company:
Pay Run ID: SM2022825

Employee ID	Empl Rcd	Name	Dept ID		Changes Gross	Changes Taxes	Changes Deduction	Changes Net Pay	Differences Gross	Differences Taxes	Differences Deduction	Differences Net Pay
New	0		292077	Freeze	0.00	0.00	0.00	0.00				
				Current	6768.23	2102.87	0.00	4665.36				
									6768.23	2102.87	0.00	4665.36
		Company Total		Freeze	376356.54	85831.02	33031.33	257494.19				
				Current	383124.77	87933.89	33031.33	262159.55				
									6768.23	2102.87	0.00	4665.36

COVA Preconfirm Audit Report (RPY123)

REVISED: 09/15/2021

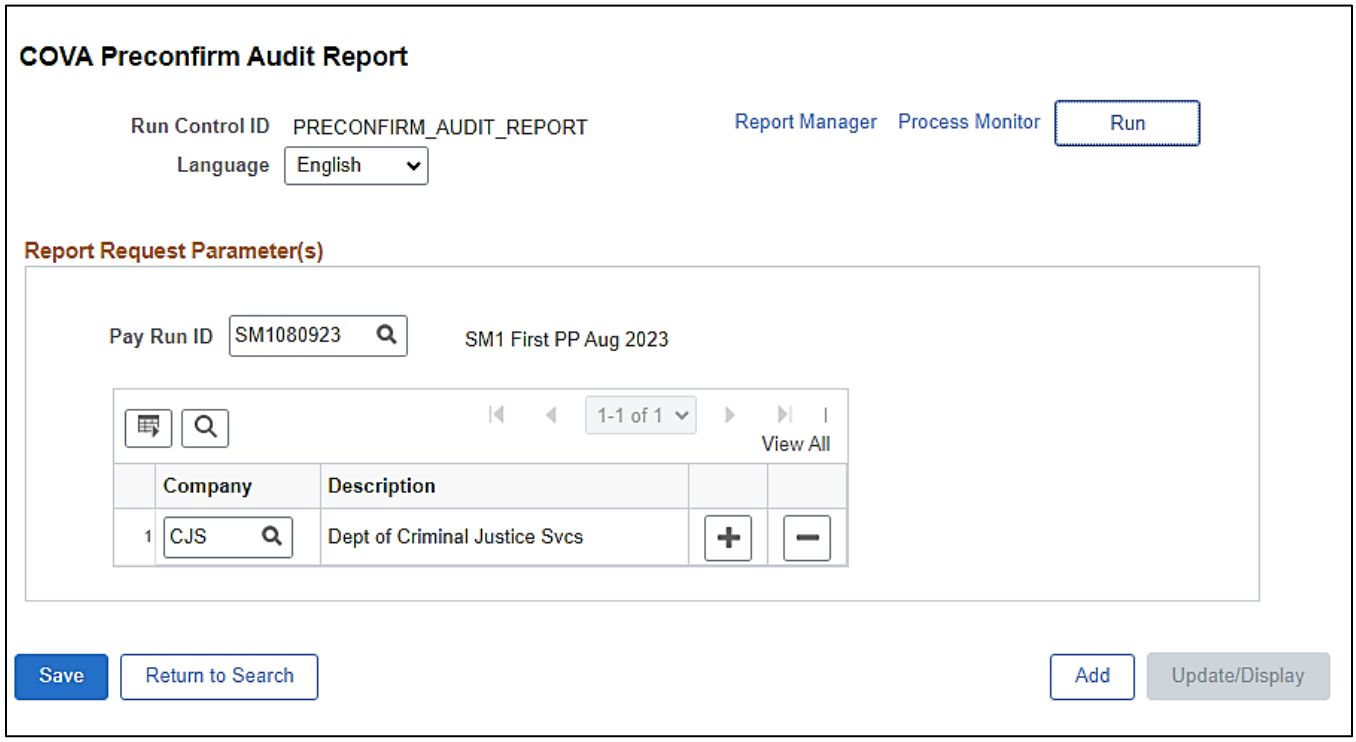
DESCRIPTION:
This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The detailed information includes listings by Company, calendar year, Paygroup, month, pay end date, and Employee ID.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Preconfirm Audit Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the COVA Preconfirm Audit Report

Commonwealth of Virginia

PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM

Run Date: 08/09/2023
Run Time: 08:20 00

Report ID: RPY123
Company: CJS Dept of Criminal Justice Svcs
Pay period End: 08/09/2023
Pay Group: SM1 Semimonthly Class (SUNSAT07)

CJS SM1 08/09/2023 SM1080923

Cal Yr/ Company	Month Cd/ Paygroup	Pay_End_Dt	Off Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
CJS	SM1	08/09/2023	N	23	1			Uncalculated check
CJS	SM1	08/09/2023	N	23	2			Uncalculated check
CJS	SM1	08/09/2023	N	23	3			Uncalculated check
CJS	SM1	08/09/2023	N	23	4			Uncalculated check
CJS	SM1	08/09/2023	N	23	5			Uncalculated check
CJS	SM1	08/09/2023	N	24	1			Uncalculated check
CJS	SM1	08/09/2023	N	24	2			Uncalculated check
CJS	SM1	08/09/2023	N	24	3			Uncalculated check
CJS	SM1	08/09/2023	N	25	1			Uncalculated check
CJS	SM1	08/09/2023	N	25	2			Uncalculated check
CJS	SM1	08/09/2023	N	25	3			Uncalculated check
CJS	SM1	08/09/2023	N	27	1			Uncalculated check
CJS	SM1	08/09/2023	N	26	1			Uncalculated check

Total Number of Errors Found: 151

COVA Presheet Audit Report (RPY114)

REVISED: 08/05/2024

DESCRIPTION:
This report verifies the integrity of the payroll, benefits setup, and employee data. Before creating Paysheets, run this optional report.

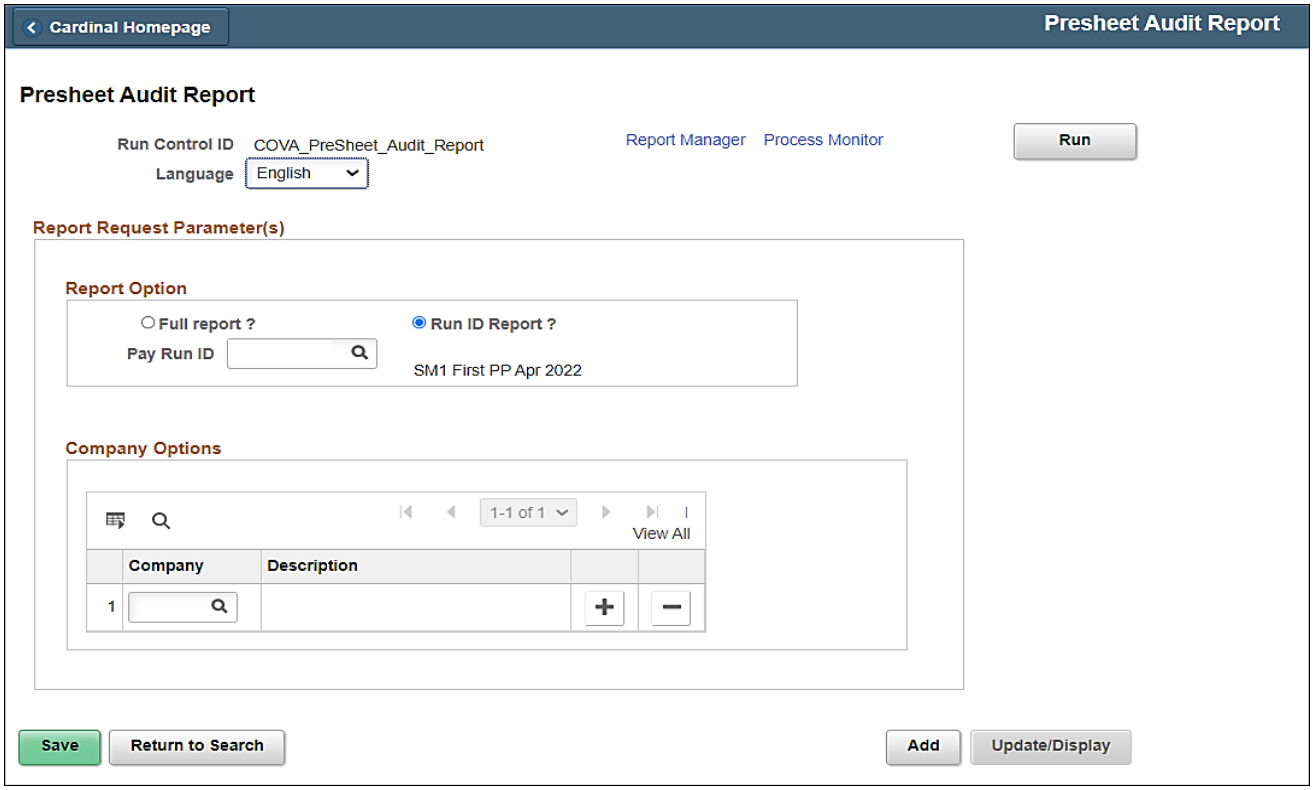
Once Paysheets are created, please refer to the **Payroll Error Messages Query** (V_PY_MESSAGES).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

INPUT / SEARCH CRITERIA:
Report Option (checkboxes)
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Presheet Audit Report Run Control Page



ADDITIONAL INFORMATION:
Agencies should run this report with the **Run ID Report?** radio button selected to allow them to specify the Pay Run ID. If the **Full report?** radio button is selected, the **Pay Run ID** field becomes read-only. When run for a specific Pay Run ID, the Presheet Audit Report only displays findings for the Pay Run ID selected.

Screenshot of the COVA Presheet Audit Report

Commonwealth of Virginia

COVA PRESHEET AUDIT REPORT

Report ID: RPY114

Run Date: 04/22/2022
Run Time: 06:05 00

Run ID: SM1040922

Page No. 1 of 7

Company	Emplid	Empl Rcd #	Message	
		0	Birth Date is missing	
		0	Service Date is missing	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DOT		0	Tax Distribution Records Not Present	
DEQ		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DMV		0	State is not in Company Tax Table	TN
DAN		0	State is not in Company Tax Table	NC
DSP		0	State is not in Company Tax Table	NC
ITA		0	State is not in Company Tax Table	NC
IDC		0	State is not in Company Tax Table	NC
NSU		0	State is not in Company Tax Table	NC
ARS		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	NC
ACC		0	State is not in Company Tax Table	NC
BUC		0	State is not in Company Tax Table	NC
VEC		0	State is not in Company Tax Table	TN
DCC		0	State is not in Company Tax Table	NC
DSS		0	State is not in Company Tax Table	NC
DJJ		0	State is not in Company Tax Table	NC
DWC		0	State is not in Company Tax Table	NC
DCC		0	State is not in Company Tax Table	NC
VDH		0	State is not in Company Tax Table	TN
DSS		0	State is not in Company Tax Table	TN

COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction. This makes it possible to verify that system computations are correct for these balances.

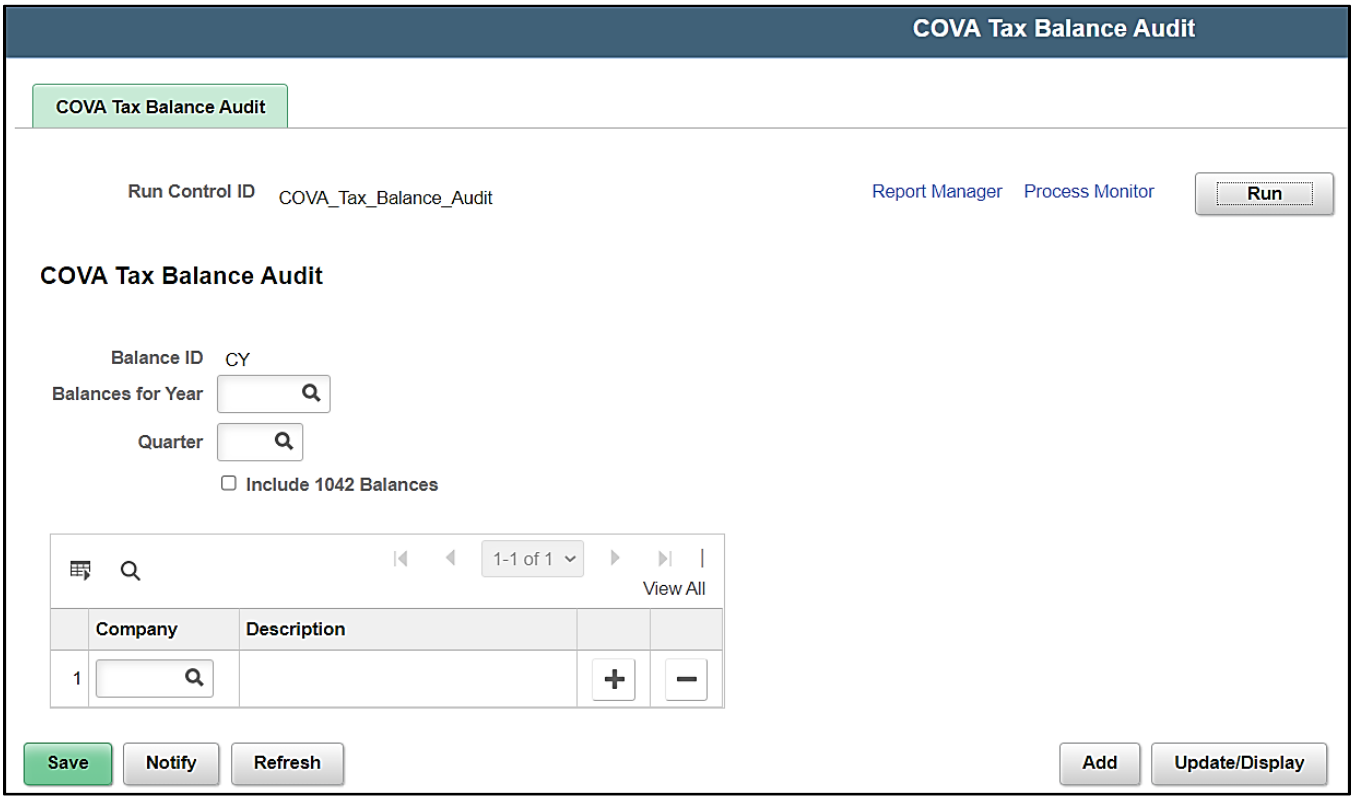
This quarterly report is used by SPO and Agencies to identify problems with the Quarterly Tax balances.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** and **Quarter** fields are required fields.

Screenshot of the COVA Quarterly Tax Balances Audit Report

Commonwealth of Virginia

QUARTER TAX BALANCES AUDIT REPORT

Report ID: VPYR0227

Run Date: 05/28/2021
Run Time: 11:25 00

Company ABC
Balance for Year: 2019
Quarter: 4

Employee ID	Name	Dept. ID	St	Locality	PSD Work	PSD Res	Tax Class	Balance Type	Payline Detail Sum	Balance Record Qtd	Difference
		150736	$U				OASDI/EE	No-Limit Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				OASDI/EE	Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				OASDI/EE	Tax	$439.30	$884.62	$445.32-
			$U				OASDI/ER	No-Limit Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				OASDI/ER	Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				OASDI/ER	Tax	$439.30	$884.62	$445.32-
			$U				MED/EE	No-Limit Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				MED/EE	Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				MED/EE	Tax	$102.74	$206.89	$104.15-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$6,705.87	$6,705.87-
			$U				Withholdng	Taxable Gross	$6,767.69	$13,473.56	$6,705.87-
			$U				Withholdng	Tax	$873.12	$1,731.06	$857.94-
			$U				Med/ER	No-Limit Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				Med/ER	Taxable Gross	$7,085.45	$14,267.96	$7,182.51-
			$U				Med/ER	Tax	$102.74	$206.89	$104.15-
			VA				Withholdng	No-Limit Taxable Gross	$0.00	$6,705.87	$6,705.87-
			VA				Withholdng	Taxable Gross	$6,767.69	$13,473.56	$6,705.87-
			VA				Withholdng	Tax	$330.10	$658.15	$328.05-
		150735	$U				OASDI/EE	No-Limit Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				OASDI/EE	Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				OASDI/EE	Tax	$449.29	$905.95	$456.66-
			$U				OASDI/ER	No-Limit Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				OASDI/ER	Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				OASDI/ER	Tax	$449.29	$905.95	$456.66-
			$U				MED/EE	No-Limit Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				MED/EE	Taxable Gross	$7,246.53	$14,612.04	$7,365.51-
			$U				MED/EE	Tax	$105.08	$211.88	$106.80-
			$U				Withholdng	No-Limit Taxable Gross	$0.00	$6,878.13	$6,878.13-
			$U				Withholdng	Taxable Gross	$6,921.61	$13,799.74	$6,878.13-
			$U				Withholdng	Tax	$890.70	$1,761.96	$871.26-
			$U				Med/ER	No-Limit Taxable Gross	$7,246.53	$14,612.04	$7,365.51-

COVA QTR State Tax – EE Detail (RPY243, TAX008)

REVISED: 06/02/2025

DESCRIPTION:
This regulatory report is a summary of employee Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability Insurance (SDI).

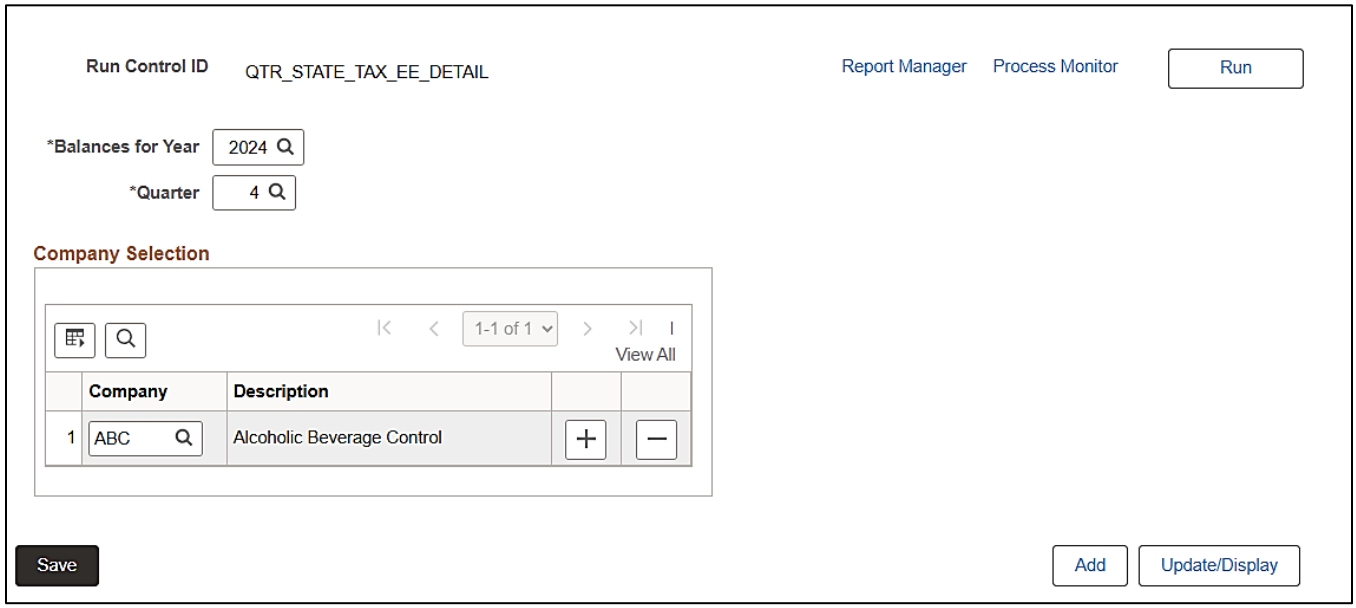
This quarterly report is used by Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA QTR State Tax – EE Detail

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA QTR State Tax – EE Detail Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** and **Quarter** fields are required fields.

Screenshot of the Quarterly State Tax Report – Employee Detail

Cardinal

Report ID: VPYR0243

Commonwealth of Virginia

QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL

Run Date: 05/23/2025
Run Time: 07:55 00

Page No. 2 of 515

Virginia 12/31/2024 1 4th Quarter 2024

Alcoholic Beverage Control
7450 Freight Way
Mechanicsville, VA 23116

State Employer ID
State Unemp Employer ID SUT Rate

Employee ID	Name	Withholding TxGrs QTD	Withholding Tax QTD		Unemployment TxGrs QTD	Unemployment NL Gross QTD	Unemployment Tax QTD	Disability TxGrs QTD	Disability Tax QTD	VPDI/FLI/MLI/EIC TxGrs QTD	VPDI/FLI/MLI/EIC Tax QTD
		2,919.45	10.97		380.63	2,919.45	0.00 ER				
		6,069.63	145.82		5,715.30	6,069.63	0.00 ER				
		12,566.57	533.49		0.00	13,295.39	0.00 ER				
		12,840.54	546.60		0.00	13,642.74	0.00 ER				
		26,569.14	1,324.80		0.00	29,367.00	0.00 ER				
		2,838.37	32.68		2,838.37	2,838.37	0.00 ER				
		13,113.06	552.54		0.00	14,177.76	0.00 ER				
		3,194.55	56.74		3,194.55	3,194.55	0.00 ER				
	Page Total	80,111.31	3,203.64	1	12,128.85	85,504.89	0.00 ER	0.00 0.00	0.00 0.00 ER		

Screenshot of the Quarterly State Tax Report – Negative Wage Listing

Cardinal

Report ID: VPYR0243

Commonwealth of Virginia

QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING

Run Date: 05/23/2025
Run Time: 07:55 00

Page No. 1 of 1

Virginia 12/31/2024 1 4th Quarter 2024

Alcoholic Beverage Control
7450 Freight Way
Mechanicsville, VA 23116

State Employer ID
State Unemp Employer ID SUT Rate

Employee ID	Name	Withholding TxGrs QTD	Withholding Tax QTD	Unemployment TxGrs QTD	Unemployment NL Gross QTD	Unemployment Tax QTD	Disability TxGrs QTD	Disability Tax QTD	VPDI/FLI/MLI/EIC TxGrs QTD	VPDI/FLI/MLI/EIC Tax QTD
		21,309.54	1,037.32	3,617.70-	22,456.32	0.00 ER				
		6,585.17-	122.45-	0.00	5,588.95-	0.00 ER				
		2,883.65-	0.00	0.00	2,883.65-	0.00 ER				
	Page Total	11,840.72	914.87	3,617.70-	13,983.72	0.00 ER	0.00 0.00	0.00 0.00 ER		
	State Total	11,840.72	914.87	3,617.70-	13,983.72	0.00 ER	0.00 0.00	0.00 0.00 ER		

COVA QTR State Tax Summary Report (RPY508)

REVISED: 06/02/2025

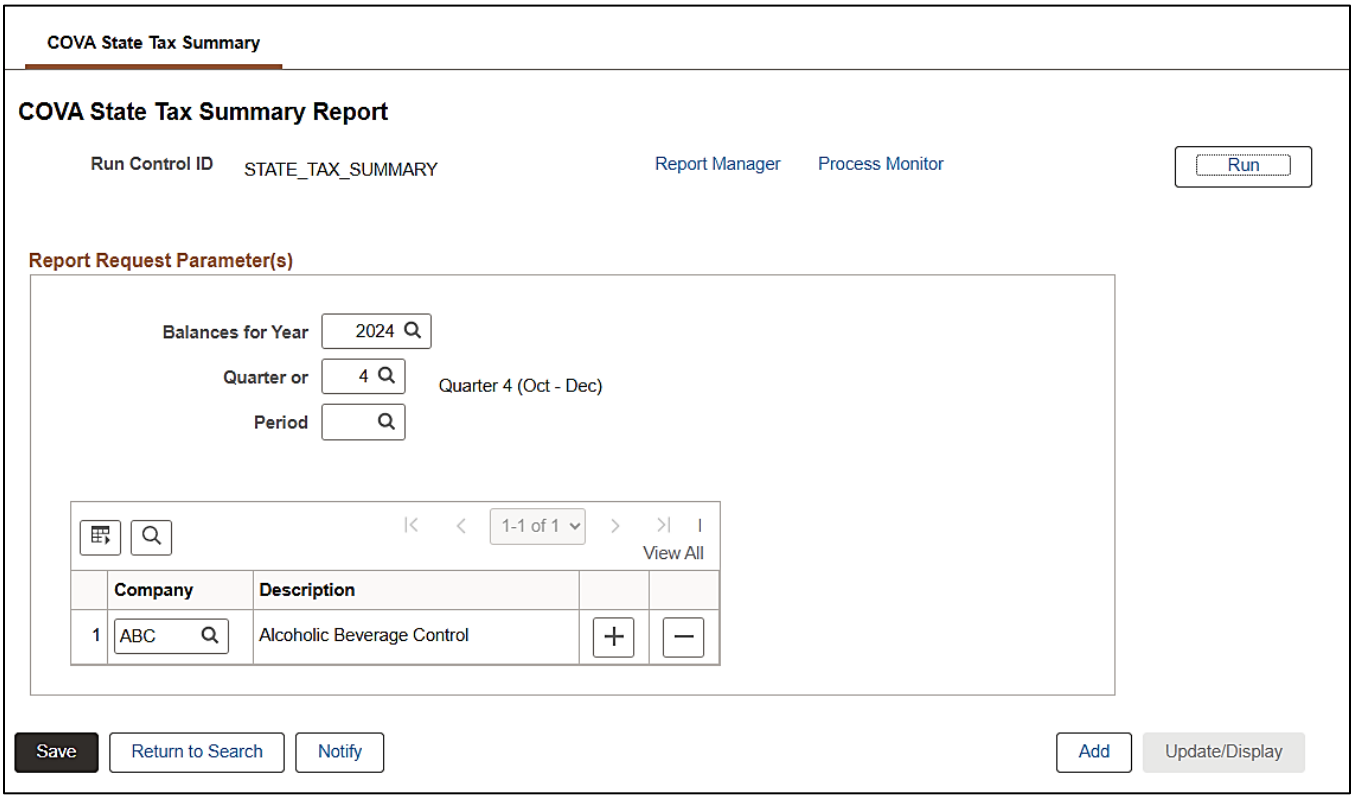
DESCRIPTION:
This regulatory report is a summary of Agency Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability Insurance (SDI).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA QTR State Tax Summary

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter or
Period

OUTPUT FORMAT:
PDF

Screenshot of the COVA State Tax Summary Report Run Control Page



Screenshot of the COVA State Tax Summary Report

Cardinal

Commonwealth of Virginia

COVA QUARTERLY STATE TAX SUMMARY REPORT

Report ID: VPYR0508

Run Date: 05/23/2025
Run Time: 07:37 00

Company ABC Alcoholic Beverage Control — 4th Quarter 2024

Federal EIN:

		Employee Taxable Wages	Employee Tax	Employer Taxable Wages	Employer Tax	No Limit Gross
Jurisdiction: MD						
State Unemployment Employer ID:						
State Employer ID:						
Withholding [H]	QTD	36,460.93	2,726.61			
	YTD	149,383.12	11,119.19			
Jurisdiction: VA						
State Unemployment Employer ID:						
State Employer ID:						
Withholding [H]	QTD	32,312,106.36	1,177,553.10			
	YTD	125,503,569.68	4,700,859.49			
State Unemployment Tax [U]	QTD			3,405,026.92		34,039,387.51
Current quarter tax rate = 0.00000%	YTD			34,915,637.46		132,625,897.49
Jurisdiction: WV						
State Unemployment Employer ID:						
State Employer ID:						
Withholding [H]	QTD	70,599.82	2,590.00			
	YTD	269,789.04	9,907.00			
Company Totals						
Withholding [H] (State)	QTD	32,419,167.11 *	1,182,869.71			
	YTD	125,922,741.84 *	4,721,885.68			
State Unemployment Tax ER [U]	QTD			3,405,026.92		34,039,387.51
	YTD			34,915,637.46		132,625,897.49

* These totals may reflect counting the same dollars multiple times as some employees are subject to taxation by more than one state or local jurisdiction.

COVA State W-2 Tax Totals Summary Report (RPY264, TAX916ST)

REVISED: 09/15/2021

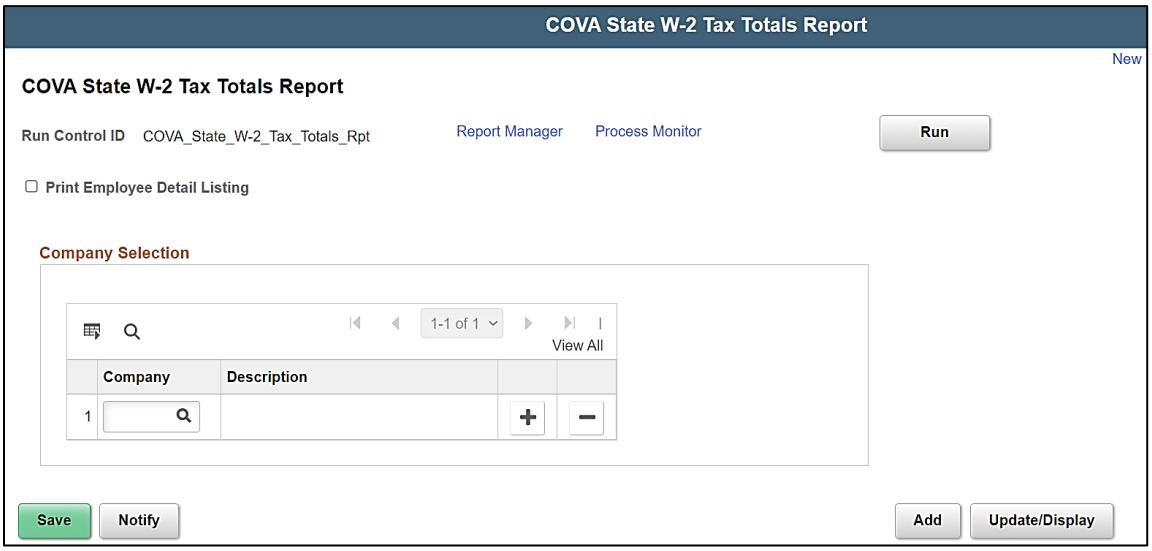
DESCRIPTION:
This regulatory report lists state W-2 data that is used to reconcile the W-2s. This report produces a listing of state W-2 data used to reconcile the W-2s and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA State W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA State W-2 Tax Totals Summary Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the COVA State W-2 Tax Totals Summary Report

Commonwealth of Virginia

COVA STATE W-2 TAX TOTALS SUMMARY REPORT

Report ID: VPYR0264

Run Date: 06/01/2021
Run Time: 12:47 00

Page No. 1 of 5

W2 Rpt Company GOV Office of the Governor Tax Year 2019
Federal EIN

	Number of W-2 Statements	Total State Wages	Total State Income Tax	Total State EIC
MD	1	5438.94	309.01	
VA	64	3247574.29	164395.18	
W2 Rpt Company Totals:	65	3253013.23	164704.19	

COVA Suspense Reconciliation Register (RPY444)

REVISED: 09/15/2021

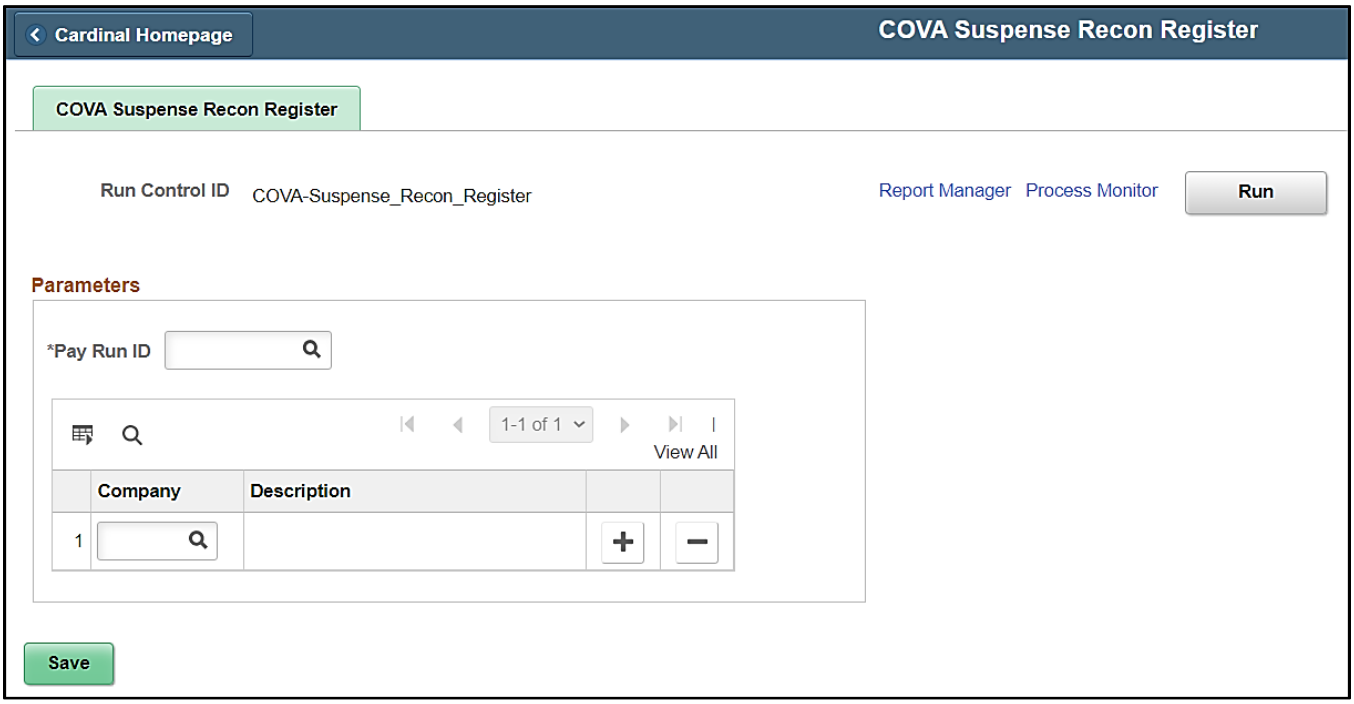
DESCRIPTION:
This is a Pay Period report listing all deductions, by Company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA) transactions, and vendor extracts.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the Suspense Reconciliation Register Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Suspense Reconciliation Register Report

Report ID: RPY444

Commonwealth of Virginia
Suspense Reconciliation Register As of: 04/09/2020

Run Date: 09/10/2021
Run Time: 01:28 00

Company : ABC - Alcoholic Beverage Control
Paygroup : SL2 Semimonthly Law14 (FRITHU14)

Gross/Taxes/Deductions	DEDCD	GROSS/TAX AMT	DEDUCT AMT
GROSS EARNINGS		$ 211,249.62	
FICA Med Hospital Ins / EE		$ 2,932.13	
OASDI/Disability - EE		$ 12,537.25	
Withholding		$ 28,191.06	
457 Deferred Compensation	DEFCMP		$ 4,985.00
Association 2	ASSOC2		$ 152.75
COVA Health Aware	CVAHAW		$ 391.00
CoVA Care	CVACRE		$ 9,816.50
DOA Admin Fee for Misc Ins	DOAFEE		$ 1.05
Employee Retirement DB	VALORS		$ 9,537.30
Employee Retirement DB	VRSRET		$ 208.10
Flex Administrative Fee	FLXFEE		$ 14.70
Kaiser-Permanente HMO	KAISER		$ 37.50
Medical FSA	FLXMED		$ 372.00
Optional Group Life	OPTLIF		$ 93.34
Posttax Misc Insurance	PSTTAX		$ 213.80
Total Paygroup SL2 Amount			$ 25,823.04

COVA Tax Deposit Summary (VPYR0509)

REVISED: 08/08/2023

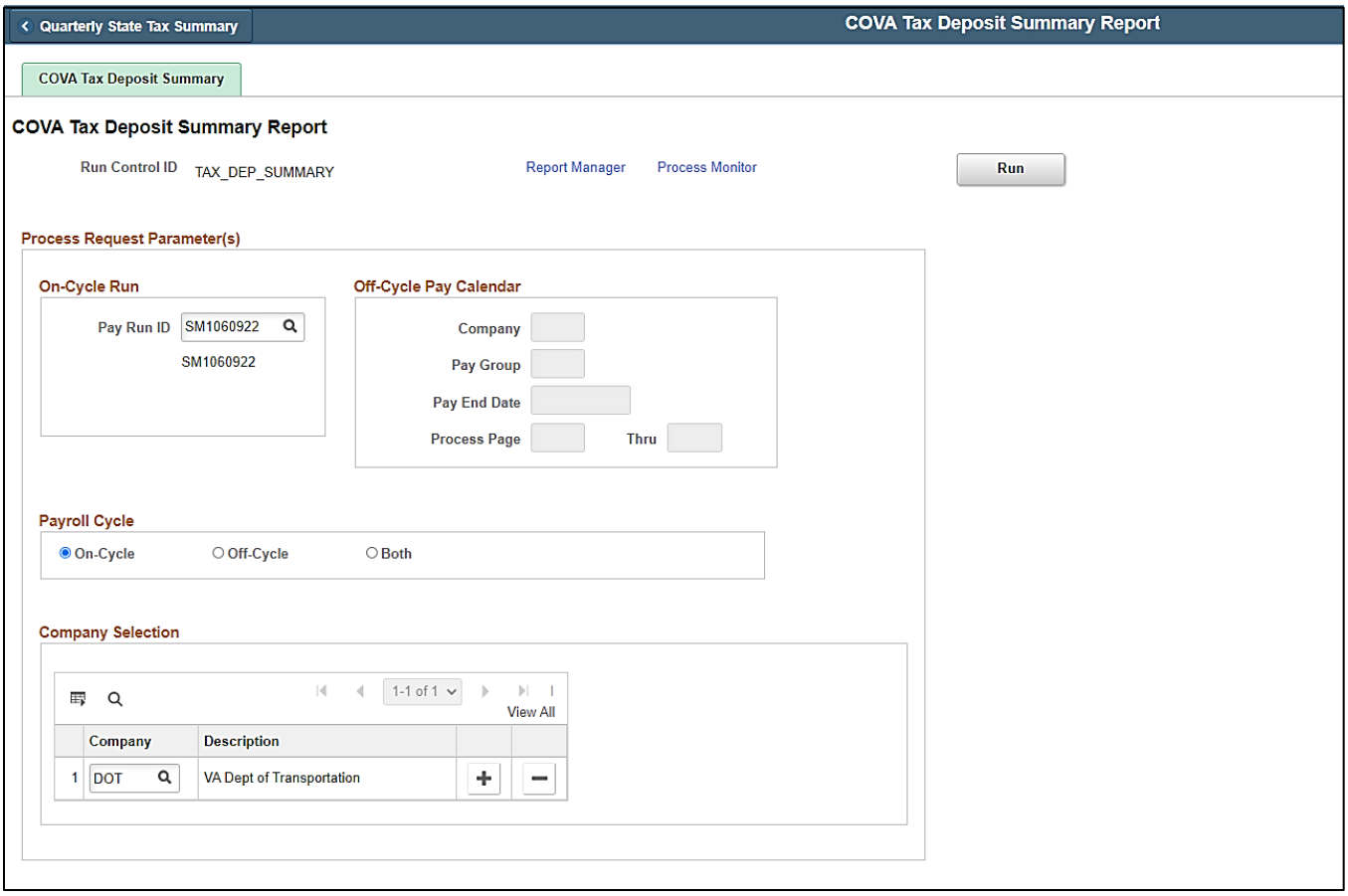
DESCRIPTION:
This report is a list of employees for the Pay Period showing taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability (SDI).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > COVA Tax Deposit Summary

INPUT / SEARCH CRITERIA:
On-Cycle or Off-Cycle Parameters
On-Cycle, Off-cycle, or Both (checkboxes)
Company

OUTPUT FORMAT:
PDF

Screenshot of the COVA Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the COVA Tax Deposit Summary Report

Report ID: VPYR0509

Commonwealth of Virginia

COVA TAX DEPOSIT SUMMARY

Run Date: 07/18/2023
Run Time: 11:07 00

Page No. 1 of 2

Company DOT VA Dept of Transportation
Pay Period End 07/09/2023
Check Date 07/14/2023

On Cycle CONFIRMED

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

State/ SWT EIN	Locality /Abbrv County/Loc EIN	<------ WITHHOLDING ------> Taxable Gross	Tax	<---------- OTHER ----------> Type	Taxable Gross	Tax	Employer	Total Deposit	<---------- UI ----------> Taxable Gross	Tax	Rate
Federal Totals		21,223,420.56	2,207,018.26	OASEE	23,208,250.11	1,438,906.55		5,757,874.76			0.600
				OASER	23,208,250.11		1,438,911.64				
				MEDEE	23,208,250.11	336,518.56					
				MEDER	23,208,250.11		336,519.75				
District of Columbia		17,590.43	1,089.45					1,089.45			0.000
Florida											0.000
NA											
Maryland		193,294.25	13,615.77					13,615.77			0.000
North Carolina		7,832.93	317.00					317.00			0.000
Pennsylvania		8,930.67	274.17					274.17			0.000
Pennsylvania	280101 FRANKLIN	5,247.21	89.20					89.20			
Pennsylvania	400103 LUZERNE	3,683.46	36.83					36.83			
Texas											0.000
Virginia		20,877,219.61	969,021.20					969,021.20	197,534.55		0.000
West Virginia		114,168.32	5,336.00					5,336.00	4,328.25		0.000

Screenshot of the COVA Tax Deposit Summary Report (Page 2 with overall totals)

Report ID: VPYR0509

Commonwealth of Virginia

COVA TAX DEPOSIT SUMMARY

Run Date: 07/18/2023
Run Time: 11:07 00

Page No. 2 of 2

Company DOT VA Dept of Transportation
Pay Period End 07/09/2023
Check Date 07/14/2023

On Cycle CONFIRMED

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

State/ SWT EIN	Locality /Abbrv County/Loc EIN	<------ WITHHOLDING ------> Taxable Gross	Tax	<---------- OTHER ----------> Type	Taxable Gross	Tax	Employer	Total Deposit	<---------- UI ----------> Taxable Gross	Tax	Rate
	Check Date Total	3,196,797.88			1,775,425.11	1,775,431.39		6,747,654.38			
	Pay Period Total	3,196,797.88			1,775,425.11	1,775,431.39		6,747,654.38			
	Company Total	3,196,797.88			1,775,425.11	1,775,431.39		6,747,654.38			
	Grand Total(Federal)	2,207,018.26			1,775,425.11	1,775,431.39		5,757,874.76			
	Grand Total(States except VA)	20,758.42						20,758.42			
	Grand Total	3,196,797.88			1,775,425.11	1,775,431.39		6,747,654.38			

COVA W-2 Count Report (RPY541)

REVISED: 02/26/2024

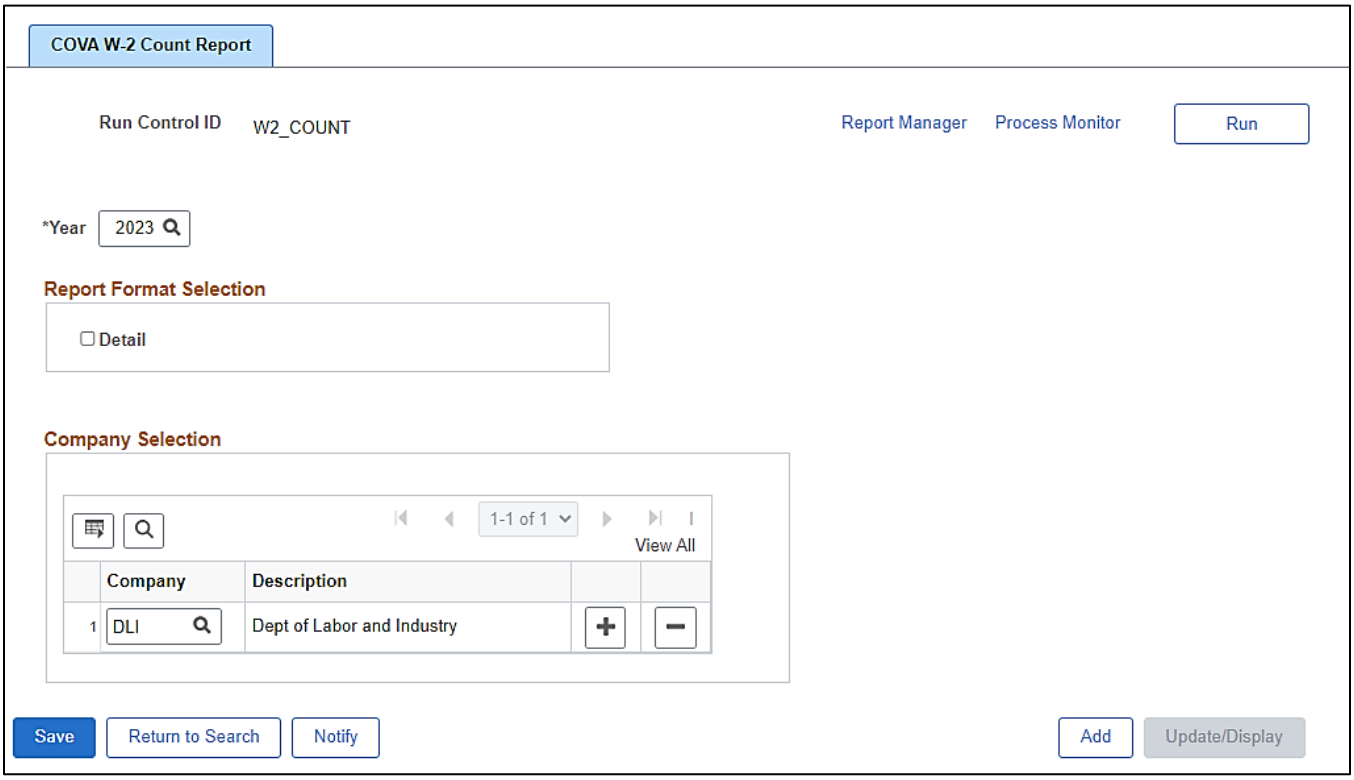
DESCRIPTION:
This report lists W2 counts by Agency, Employee Type, and state (VA and Non-VA). If the detail option is selected, the report lists the employee information for each employee included in the counts by Employee Type.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-2 Count Report

INPUT / SEARCH CRITERIA:
Year
Company Selection

OUTPUT FORMAT:
PDF
CSV

Screenshot of the COVA W-2 Count Report Run Control Page



ADDITIONAL INFORMATION:
The **Year** field is a required field.

Screenshot of the COVA W-2 Count Report

Cardinal

Report ID: RPY541

Commonwealth of Virginia

COVA W-2 COUNT REPORT

Run Date: 02/26/2024
Run Time: 03:57 00

Page No. 1 of 1

Company DLI Dept of Labor and Industry

Employee Type	State	Count
Hourly	VA	18
	Total	18
Salaried	VA	214
Salaried	Non-VA	1
	Total	215
	Company Total	233

Screenshot of the COVA W-2 Count Report (Detail)

Cardinal

Report ID: RPY541

Commonwealth of Virginia

COVA W-2 COUNT REPORT

Run Date: 02/26/2024
Run Time: 04:02 00

Page No. 1 of 7

Company DLI Dept of Labor and Industry

Employee Type	State	Count	Employee ID	Name	Department	Employee Type	State
Hourly	VA	18	[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
			[illegible]	[illegible]	18100	Wage	VA
		Total 18					

Deduction Change Amount Report (RPY089)

REVISED: 11/26/2024

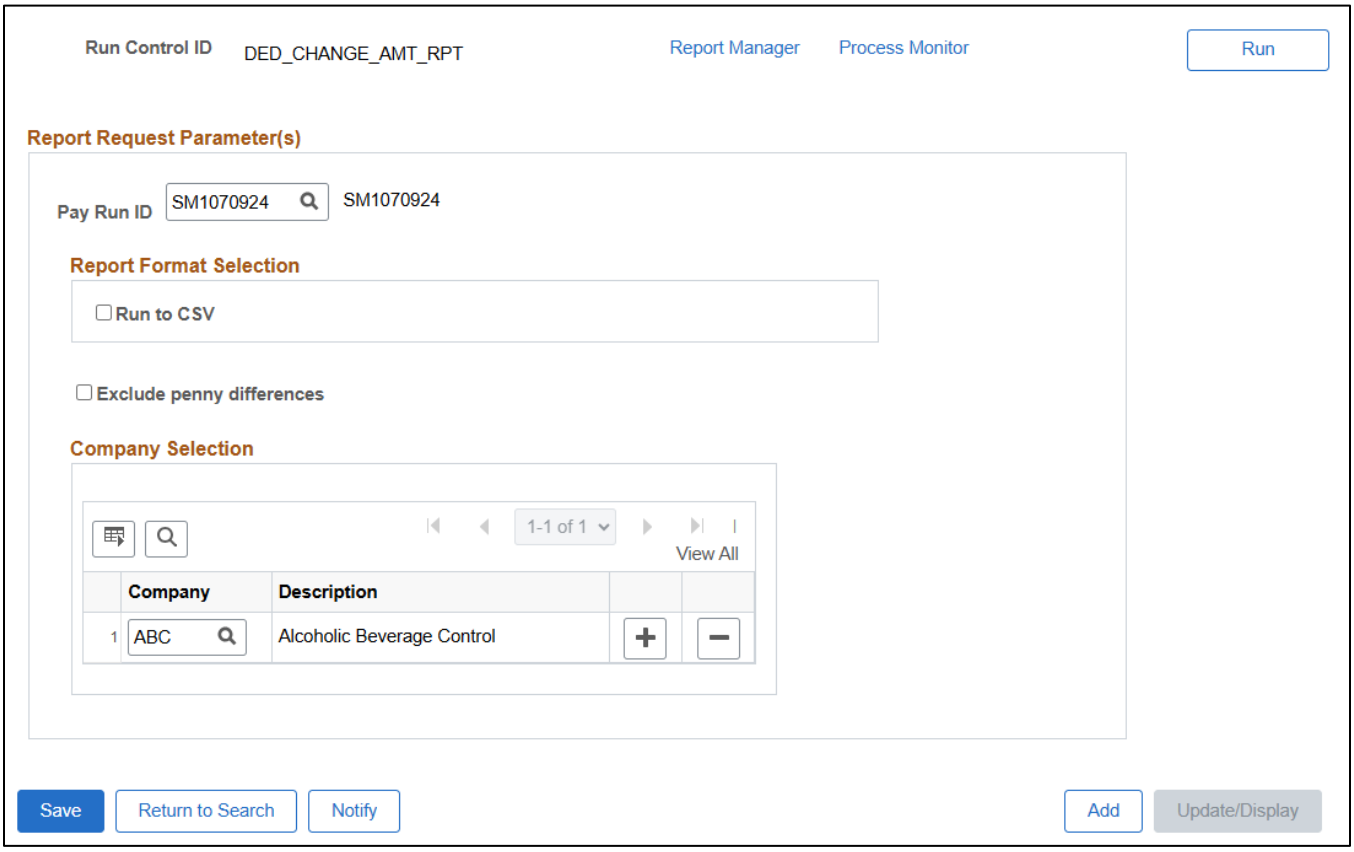
DESCRIPTION:
This report lists all employees that had changes to their deductions and deduction amounts between two Pay Periods. It contains a checkbox option that can be selected to exclude differences of one penny.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company Selection
Exclude penny differences checkbox

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Deduction Change Amount Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of Deduction Change Amount Report - PDF

Cardinal

Report ID: RPY089

Commonwealth of Virginia

DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS

Run Date: 11/26/2024
Run Time: 10:57 00

Company: ABC - Alcoholic Beverage Control
Current Pay End Date: 09-JUL-2024 Current Check Status: Confirmed
Prior Pay End Date: 24-JUN-2024

Page No. 1 of 338

Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
	0	A		226047	COVACARE	N	10	702.00	660.00	
	0	A		226047	COVACARE	B	10	148.00	142.50	
	0	A		226047	Grp Life	N	7W	24.14	26.62	
	0	A		226047	HVRMDB	B	70	81.84	79.46	
	0	A		226047	HVRMDB	N	70	256.17	267.38	
	0	A		226047	HYB MDC	B	7Z	20.46	19.87	
	0	A		226047	HYB MDC	N	7Z	20.46	19.87	
	0	A		226047	HYB Rtmt	N	7V	0.00	257.45	
	0	A		226047	HYB VDC	P	4W	10.23	9.93	
	0	A		226047	HYB VDC	B	4W	10.23	9.93	
	0	A		226047	Ret Hlth	N	7X	22.92	22.25	
	0	A		226047	VSDP LTD	N	7Y	10.23	12.12	
	0	A		226443	Grp Life	N	7W	35.81	39.48	
	0	A		226443	HVRMDB	N	70	379.90	396.53	
	0	A		226443	HVRMDB	B	70	121.37	117.84	
	0	A		226443	HYB MDC	B	7Z	30.34	29.46	
	0	A		226443	HYB MDC	N	7Z	30.34	29.46	

Screenshot of Deduction Change Amount Report – CSV

Commonwealth of Virginia

Report ID: RPY089 DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS

Run Date: 26-Nov-24
Run Time: 10:59:33.000000_AM

Company	Dept ID	Current Pay End Date	Prior Pay End Date	Current Check Status	Empl ID	Empl Rcd	Empl Status	Name	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		COVACARE	N	10	702	660	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		COVACARE	B	10	148	142.5	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		Grp Life	N	7W	24.14	26.62	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	B	70	81.84	79.46	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	N	70	256.17	267.38	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB MDC	B	7Z	20.46	19.87	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB MDC	N	7Z	20.46	19.87	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB Rtmt	N	7V	0	257.45	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB VDC	P	4W	10.23	9.93	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		HYB VDC	B	4W	10.23	9.93	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		Ret Hlth	N	7X	22.92	22.25	
ABC	226047	9-Jul-24	24-Jun-24	Confirmed		0	A		VSDP LTD	N	7Y	10.23	12.12	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		Grp Life	N	7W	35.81	39.48	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	N	70	379.9	396.53	
ABC	226443	9-Jul-24	24-Jun-24	Confirmed		0	A		HVRMDB	B	70	121.37	117.84	

Deduction Vendor Remittance Report (RPY380)

REVISED: 09/15/2021

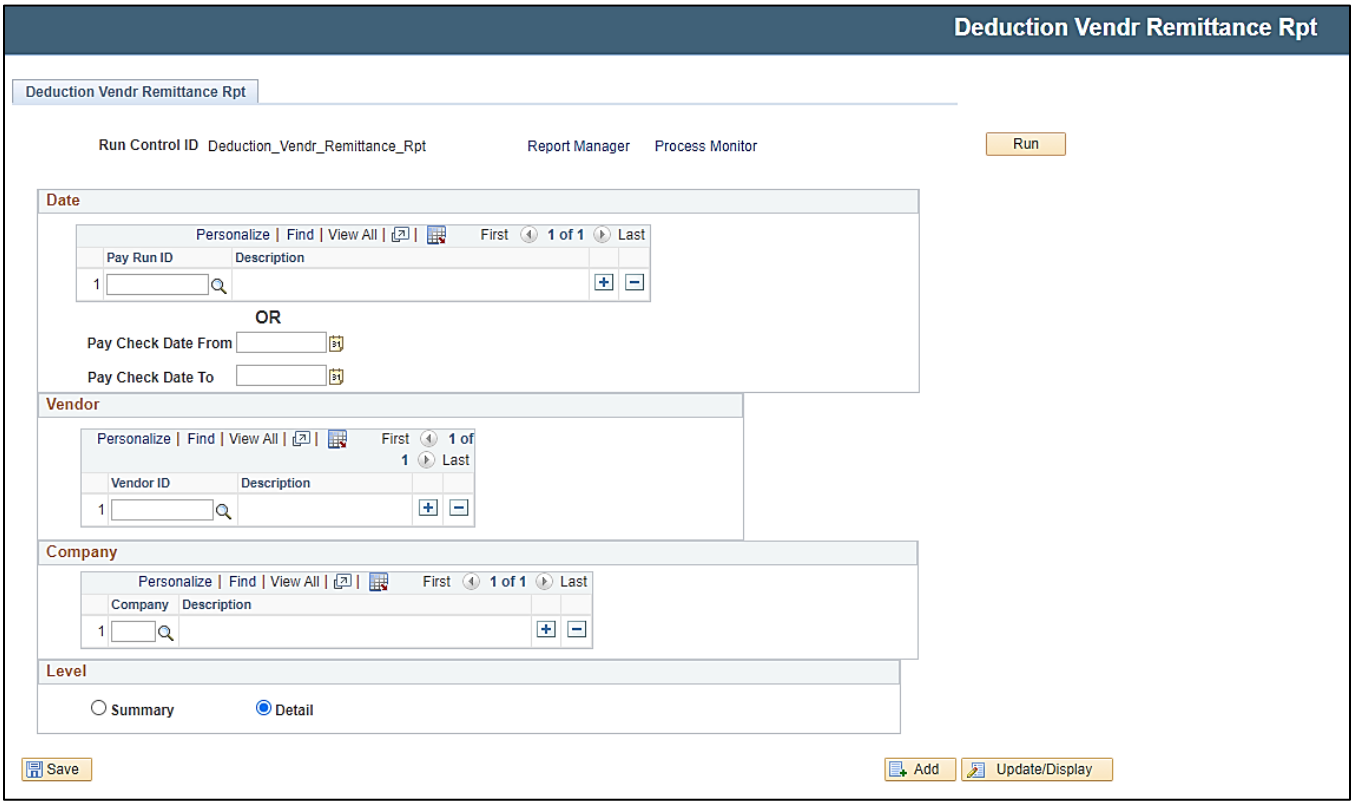
DESCRIPTION:
This report can be pulled by vendor and check date and includes deduction and vendor information.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

INPUT / SEARCH CRITERIA:
Pay Run ID
Pay Check Date From/To
Vendor ID
Company
Summary or Detail (radio button)

OUTPUT FORMAT:
PDF

Screenshot of the Deduction Vendor Remittance Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** or **Pay Check Data From/To** fields are required fields.

Screenshot of the Deduction Vendor Remittance Report

Report ID: RPY380

Commonwealth of Virginia

DEDUCTION VENDOR REMITTANCE

Run Date: 12/07/2023
Run Time: 10:49 00

Pay Check Date From: 01/01/2023 To: 12/07/2023
Vendor ID: 0001736668 LNB SOLUTIONS INC
Detail

Employee ID	Employee Name	Company	Deduction/Benefit Code	Invoice Number	Deduction Amount	Sent To AP
[illegible]	[illegible]	ACS	CVC	P0009151	30.00	S
[illegible]	[illegible]	ACS	CVC	P0009787	30.00	S
[illegible]	[illegible]	ACS	CVC	P0010416	30.00	S
[illegible]	[illegible]	ACS	CVC	P0011057	30.00	S
[illegible]	[illegible]	ACS	CVC	P0011789	30.00	S
[illegible]	[illegible]	ACS	CVC	P0012497	30.00	S
[illegible]	[illegible]	ACS	CVC	P0013319	30.00	S
[illegible]	[illegible]	ACS	CVC	P0014023	30.00	S
[illegible]	[illegible]	ACS	CVC	P0014697	30.00	S
[illegible]	[illegible]	ACS	CVC	P0015396	30.00	S
[illegible]	[illegible]	ACS	CVC	P0016132	30.00	S
[illegible]	[illegible]	ACS	CVC	P0016864	30.00	S
[illegible]	[illegible]	ACS	CVC	P0017570	30.00	S
[illegible]	[illegible]	ACS	CVC	P0009151	29.17	S
[illegible]	[illegible]	ACS	CVC	P0009787	29.17	S
[illegible]	[illegible]	ACS	CVC	P0010416	29.17	S
[illegible]	[illegible]	ACS	CVC	P0011057	29.17	S
[illegible]	[illegible]	ACS	CVC	P0011789	29.17	S
[illegible]	[illegible]	ACS	CVC	P0015396	29.17	S
[illegible]	[illegible]	ACS	CVC	P0016132	29.17	S
[illegible]	[illegible]	ACS	CVC	P0016864	29.17	S
[illegible]	[illegible]	ACS	CVC	P0017570	29.17	S

Company Total 769.21

Vendor Total 769.21

Deduction/Benefit Code Totals
CVC 769.21

Employee Benefit Enrollment Report (RPY528)

REVISED: 11/13/2023

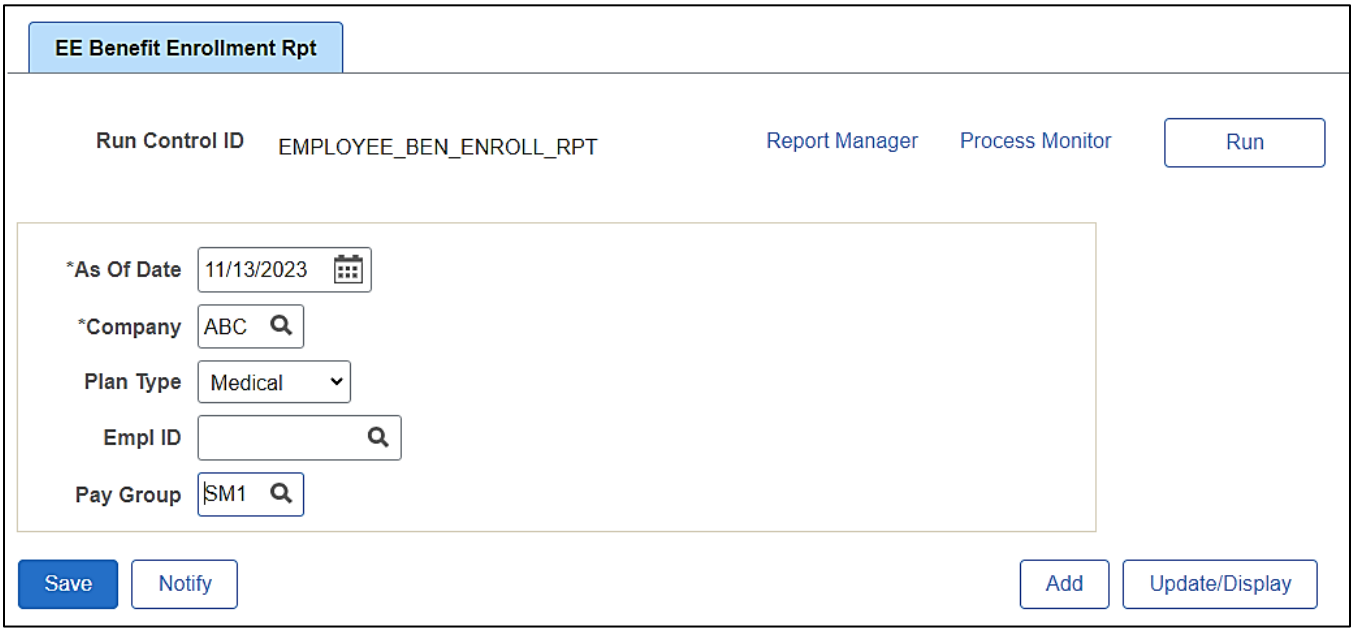
DESCRIPTION:
This report provides a list of active employee benefit enrollments (all plan types) based on a specified as of date, Plan Type, and Employee ID Number along with the Company.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > EE Benefit Enrollment Report

INPUT / SEARCH CRITERIA:
As of Date
Company
Plan Type
Empl ID
PayGroup

OUTPUT FORMAT:
Excel

Screenshot of the Employee Benefit Enrollment Report Run Control Page



ADDITIONAL INFORMATION:
The **As of Date** and **Company** fields are required fields.

Screenshot of the Employee Benefit Enrollment Report

1	Company	Business Unit	Paygroups	Empl ID	Empl Rcd	Ben Rcd	Employee Name	Payroll Status	Employee Class	Benefit Program	Plan type	Plan Type Description	Benefit Plan	Deduction Code
2	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
3	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
4	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
5	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
6	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC5	CVACRE
7	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
8	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
9	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical	ACC4	CVACRE
10	ABC	99900	SM1		0	0		A	Other Non-Classified	SAL	10	Medical		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Coverage Begin Date	Deduction Begin Date	Coverage Election Date	Coverage Election	Med Coverage Code	Medical EE	Medical ER	Savings B Tax Amount	Savings B Tax Percentage	Savings Amount After tax	Savings Percent Gross After
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2022	6/25/2022	5/4/2022	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
6/1/2012	6/1/2012	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	357	1320	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2020	12/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%
7/1/2021	7/1/2021	9/28/2021	E	Self + Spouse	321	1320	0	0.00%	0	0.00%
12/1/2012	12/1/2012	9/28/2021	W		0	0	0	0.00%	0	0.00%
7/1/2020	7/1/2020	9/28/2021	E	Single	150	738	0	0.00%	0	0.00%

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Savings Percent Gross After Tax	Retirement Percent EE	Retirement Percent ER	FSA Annual Pledge	FSA YTD Contrib	Accumulator Code	Eligible Config 1 (VRS Plan Code)	Eligible Config 2 (Benefit Group#)	Eligible Config 4	Eligible Config 5
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		
0.00%	0.00%	0.00%	0	0		VSY0000	999001000		
0.00%	0.00%	0.00%	0	0		VNY0000	999001000		

Screenshot of the Employee Benefit Enrollment Report (scrolled right)

Eligible Config 6 (VRS Org Code)	Eligible Config 7	Eligibile Config 8 (Contract Mth-#Pay	Eligible Config 9 (Emplmt Type – Bill Method
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB
30999		12-24	SF-GB

Employees not Processed in Current Payroll Report (RPY141)

REVISED: 09/15/2021

DESCRIPTION:
This report lists employee hours and earnings that were not processed for the Pay Period.

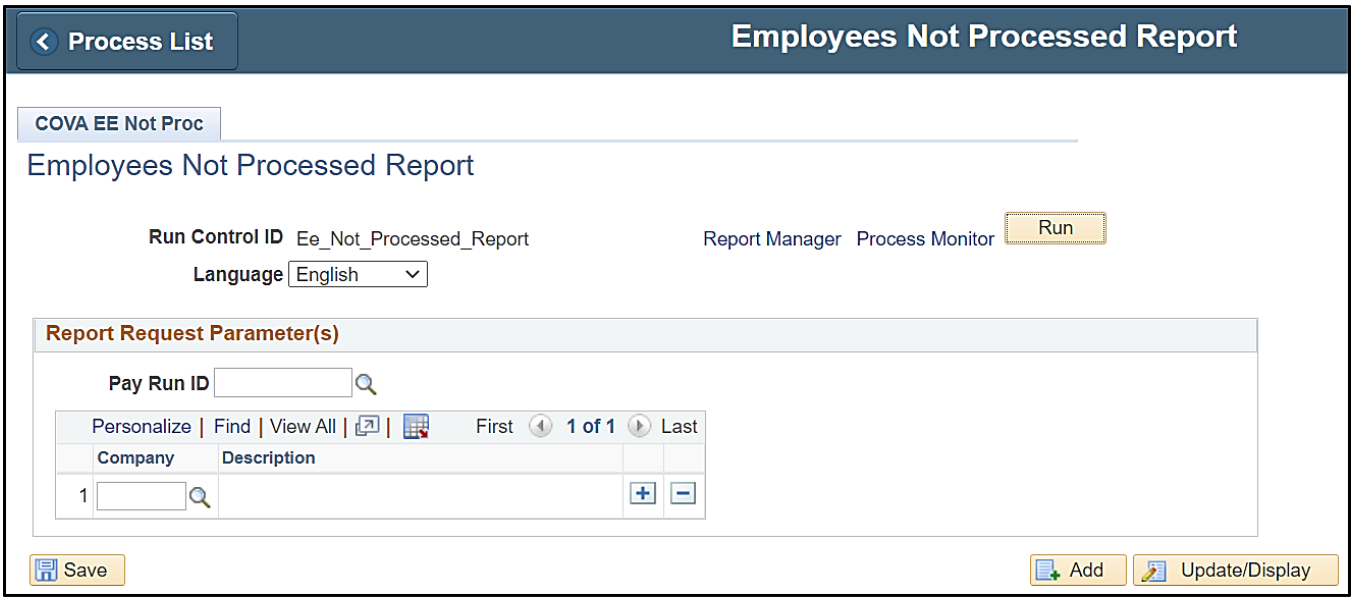
This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the Paygroup and Pay Period for each Company including a grand total for all Companies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA EE Not Processed Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the Employees not Processed In Current Payroll Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Employees not Processed In Current Payroll Report

Report ID: RPY141

Commonwealth of Virginia

EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL

Run Date: 12/07/2023
Run Time: 11:47 00

Company: DLI Dept of Labor and Industry
Pay Period End:07/24/2023
Pay Group SM1 Semimonthly Class (SATFRI07)

Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Add1	<------- REGULAR -------> Hours	Earnings	<- OVERTIME -> Hours	<---------- OTHER ----------> Type	Hours	Earnings
[illegible]	[illegible]	18100	18100	2 4 3				DBN		181.82
[illegible]	[illegible]	18100	18100	2 4 4				DBN		909.09
[illegible]	[illegible]	18100	18100	2 4 5				DBN		909.09
[illegible]	[illegible]	18100	18100	4 9 3				DBN		181.82
[illegible]	[illegible]	18100	18100	4 9 4				DBN		909.09
[illegible]	[illegible]	18100	18100	4 9 5				DBN		909.09
[illegible]	[illegible]	18100	18100	4 20 3				DBN		181.82
[illegible]	[illegible]	18100	18100	4 20 4				DBN		909.09
[illegible]	[illegible]	18100	18100	4 20 5				DBN		909.09
[illegible]	[illegible]	18100	18100	7 16 6				BON		2,000.00
				Pay Group Total	0.00	0.00	0.00		0.00	8,000.00
				Pay Period Total	0.00	0.00	0.00		0.00	8,000.00
				Company Total	0.00	0.00	0.00		0.00	8,000.00
				Grand Total	0.00	0.00	0.00		0.00	8,000.00

End of Report

Employee SSN Verification Report (TAX109)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

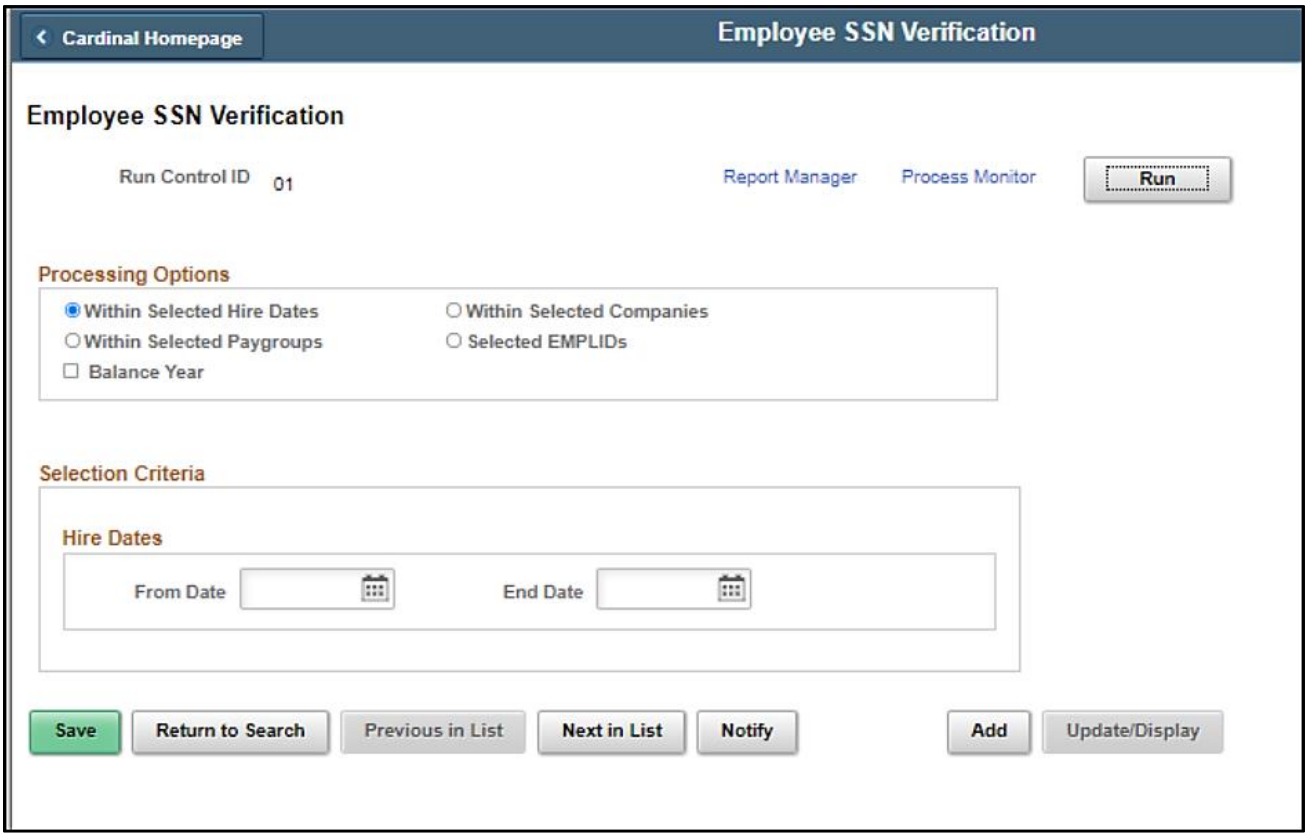
This calendar year-end report is used by SPO and Agencies. This report can be run more than once a year as needed.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

INPUT / SEARCH CRITERIA:
Processing Options
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the Employee SSN Verification Report Run Control Page



ADDITIONAL INFORMATION:
The **From Date** and **End Date** fields are required fields.

Screenshot of the Employee SSN Verification Report

PeopleSoft

Report ID: TAX109 EMPLOYEE SSN VERIFICATION RPT Page No. 1

Run Date 09/10/2021

Run Time 08:16:10

Social Sec Nbr	Empl ID	Last Name	First Name	Middle Name/Initial	Date of Birth	Gender
						F
						M
						M
						F
						F
						F
						M
						F
						F
						F
						F
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						M
						M
						M
						F

FBMC Deduction Extract Report (RPY458)

REVISED: 09/15/2021

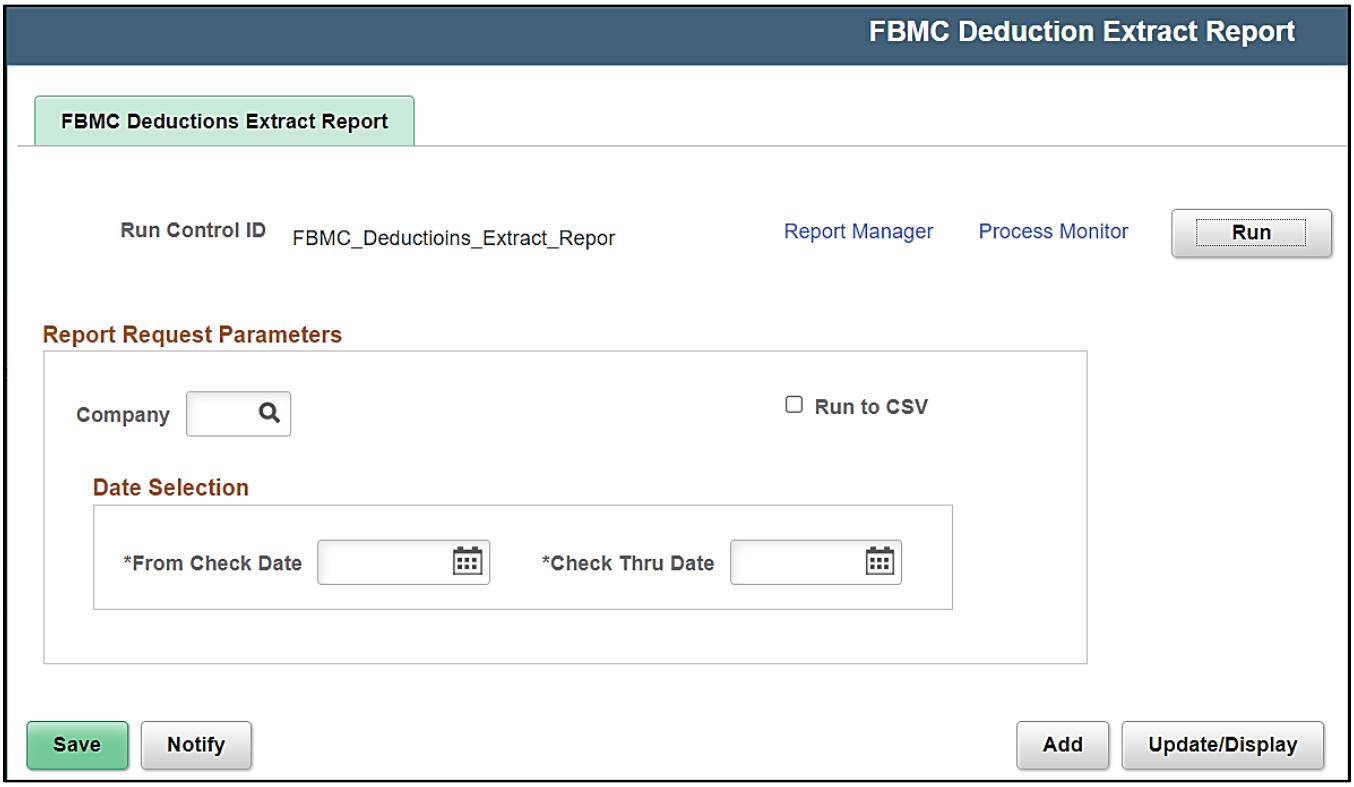
DESCRIPTION:
This is an audit report for semi-monthly outbound vendor files to a Third-Party Administrator for miscellaneous insurance and annuity deductions.

NAVIGATION PATH:
NavBar > Menu > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

INPUT / SEARCH CRITERIA:
Company
Run to CSV (checkbox)
From Check Date
Check Thru Date

OUTPUT FORMAT:
PDF

Screenshot of the FBMC Deduction Extract Report Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **Check Thru Date** fields are required fields.

Screenshot of the FBMC Deduction Extract Report

Report ID: RPY458

Commonwealth of Virginia

FBMC DEDUCTION EXTRACT REPORT

Run Date: 09/08/2021
Run Time: 12:36 00

COMPANY: DOT - VA Dept of Transportation

Page No. 1 of 55

FOR CHECKS DATED 12/30/2019 - 06/01/2020

CHECK DT	EMPLID	NAME	ANNUTY EE A/T	ANNUTY EE B/T	ANNUTY ER NONTAX	PSTTAX	TPAFEE
12/31/2019	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 8.66	$ 0.00
12/31/2019	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 6.55	$ 0.00
12/31/2019	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 35.00	$ 0.00
12/31/2019	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 55.06	$ 0.00
Check Date Total:			$ 0.00	$ 0.00	$ 0.00	$ 105.27	$ 0.00
01/16/2020	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 385.10	$ 0.00
Check Date Total:			$ 0.00	$ 0.00	$ 0.00	$ 385.10	$ 0.00
01/31/2020	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 385.10	$ 0.00
01/31/2020	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 195.76	$ 0.00
01/31/2020	[redacted]	[redacted]	$ 0.00	$ 0.00	$ 0.00	$ 6.55	$ 0.00

Federal Liability by State Report (TAX014)

REVISED: 09/15/2021

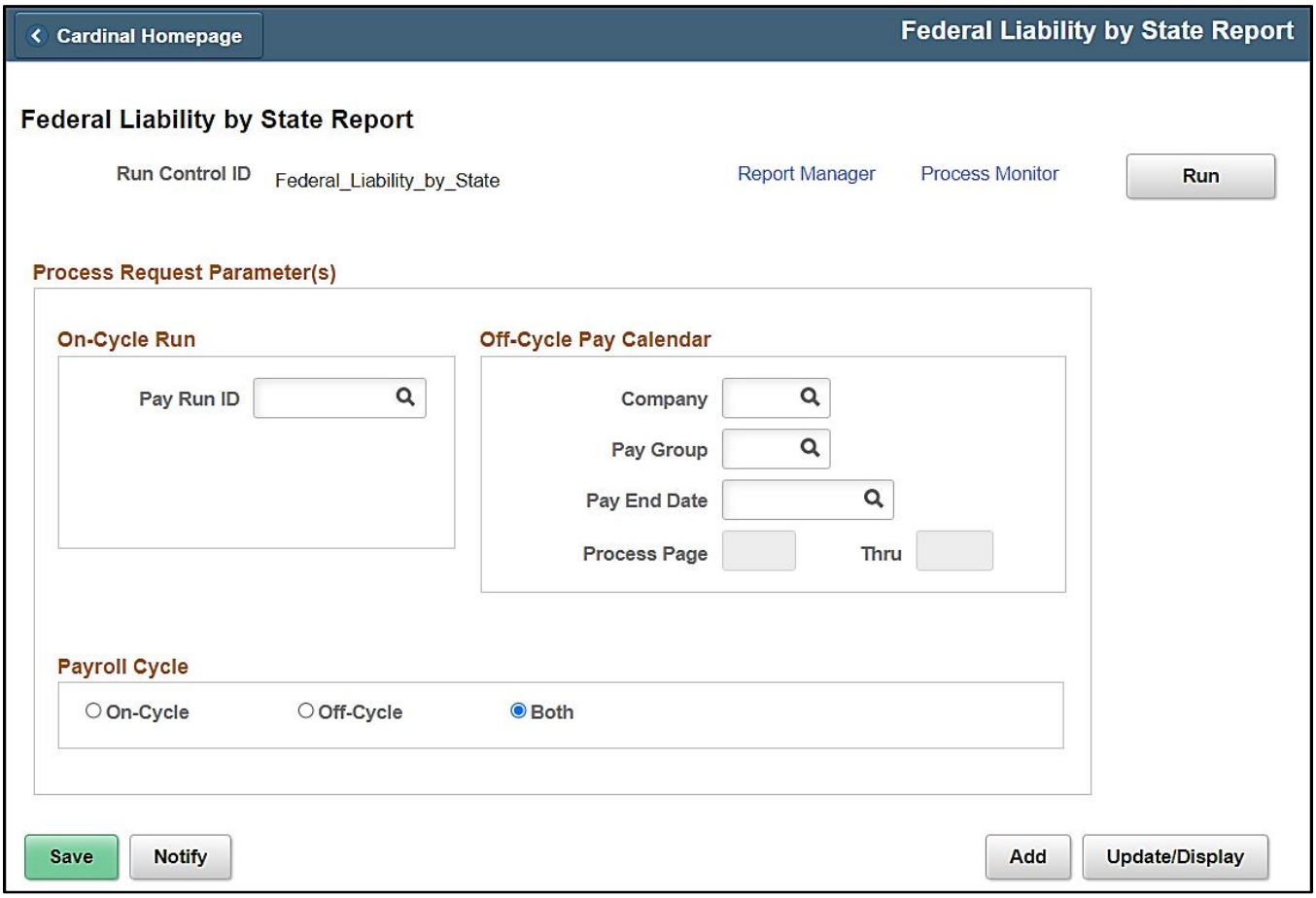
DESCRIPTION:
This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) information for each state. This report is used by SPO only.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:
PDF

Screenshot of the Federal Liability by State Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Federal Liability by State Report

```
                                                                                PeopleSoft
Report ID:  TAX014                                                        FEDERAL LIABILITY BY STATE                                                    Page No.  1
Company                                                                                                                                                 Run Date 06/01/2021
Pay Period End                                                              On/Off Cycle CONFIRMED                                                      Run Time 15:09:57
Check Date

      State             <----------- WITHHOLDING ----------->      <----------------------  OASDI/MEDICARE  ----------------------->
    State EIN             Taxable Gross            Tax              Type     Taxable Gross            Tax                Employer           Total Liability
--------------------     -----------------   -----------------      -----   -----------------   -----------------   -----------------      -----------------




                 Check Date Total

                 Pay Period Total

                 Company Total

                 Grand Total
```

Federal Tax Summary (TAX010FD)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non-Resident Alien Tax 1042 Agency quarterly certification information.

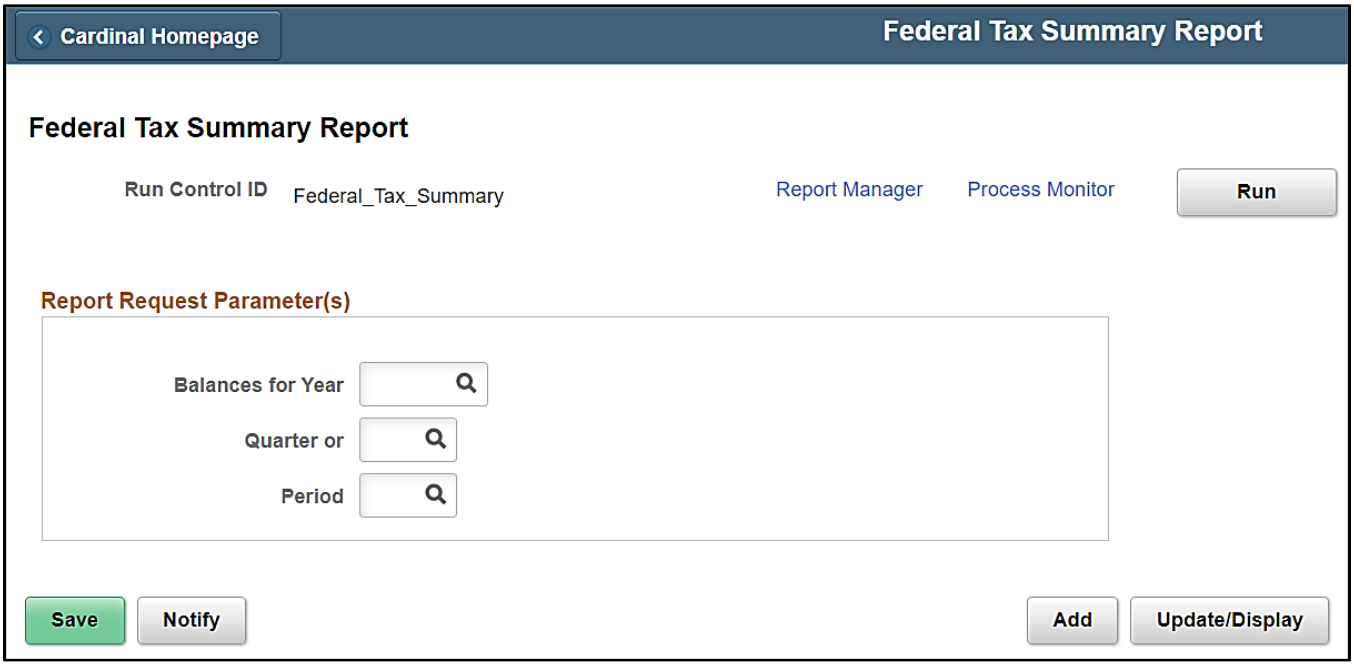
This quarterly report is used by SPO to balance for 941 reporting.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Period

OUTPUT FORMAT:
PDF

Screenshot of the Federal Tax Summary Report Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year**, **Quarter**, and **Period** fields are all required fields.

Screenshot of the Federal Tax Summary Report

PeopleSoft

Report ID: TAX010FD
Company ABC Alcoholic Beverage Control
Federal EIN:

QUARTERLY FEDERAL TAX SUMMARY REPORT
4th Quarter 2020

Page No. 1
Run Date 08/10/2021
Run Time 09:53:33

Jurisdiction: U.S. excluding Puerto Rico & Territories

		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages
U.S. Federal Income Tax [H]	QTD						
	YTD	102,528,351.81	29,928,330.35				
FICA/OASDI [D,E]	QTD						
	YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74	104,199,195.06
FICA/OASDI Tips [G,J]	QTD						
	YTD						
FICA Medicare [F,Q]	QTD						
	YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32	104,199,195.06
FICA Medicare Tips [T,Z]	QTD						
	YTD						
Additional Medicare Tax [7]	QTD						
	YTD	72,915,489.06	656,239.40	72,915,489.06			
Non Resident Alien Tax 1042 [A]	QTD						
	YTD						

Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 09/15/2021

DESCRIPTION:
This is a report that pulls employee earnings, deductions, and tax cumulative amounts within a Company for a specified fiscal year.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earns-Ded-Tax Report

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
PDF

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report Run Control Page

ADDITIONAL INFORMATION:
The **Fiscal year** field is a required field.

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report

Report ID: RPY134

Commonwealth of Virginia

FISCAL YTD EARNINGS, DEDUCTIONS, AND TAXES REPORT

Run Date: 08/06/2021
Run Time: 11:58 00

COMPANY: A01 - Lee County - DSS
FISCAL YEAR: 2020

Page No. 1 of 5360

EMPLID	NAME	EMPL RCD	FISCAL YTD REG	FISCAL YTD OT	FISCAL YTD OTHER EARNS	FISCAL YTD EE DED	FISCAL YTD ER DED	FISCAL YTD EE TAX	FISCAL YTD ER TAX
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

FSA Deduction Extract Report (RPY457)

REVISED: 09/15/2021

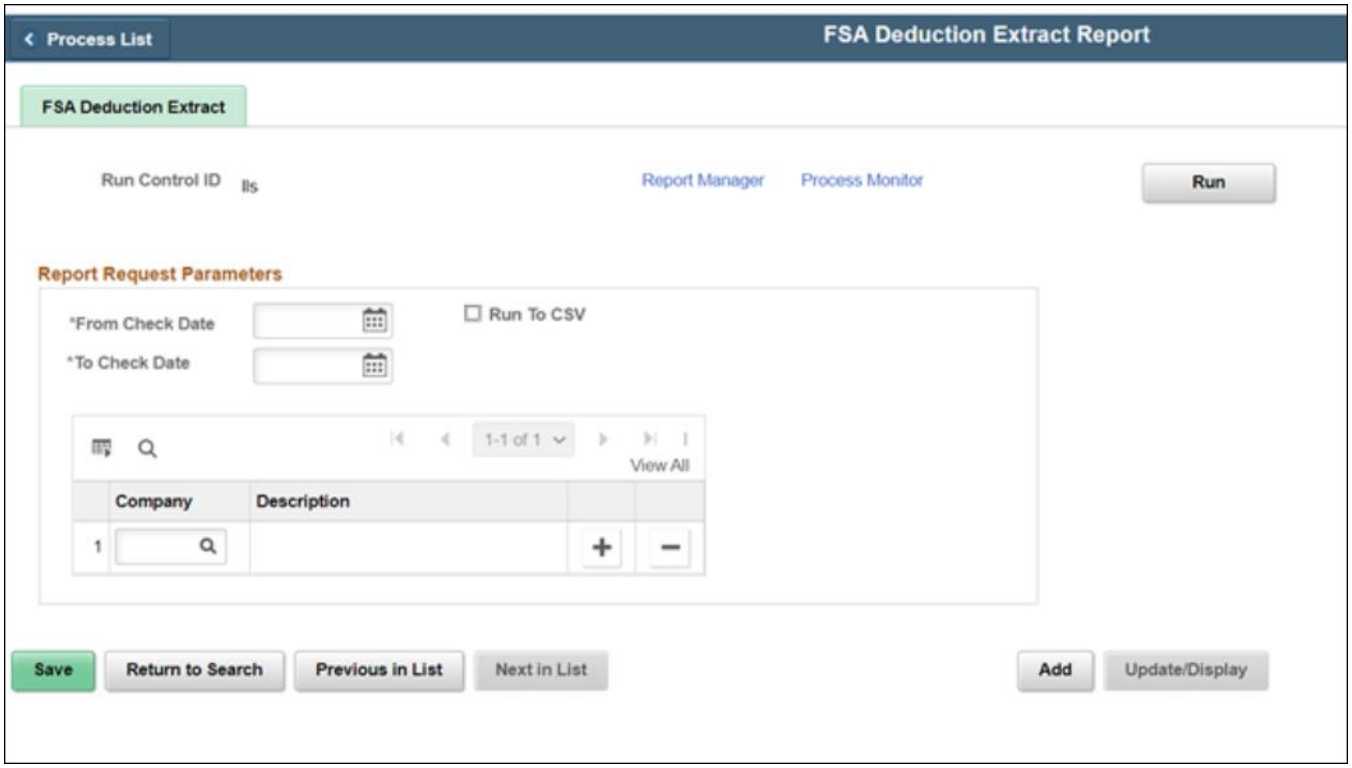
DESCRIPTION:
This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor files to PayFlex Flexible Reimbursement Account Plans. This report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

INPUT / SEARCH CRITERIA:
From Check Date
To Check Date
Run by CSV (checkbox)
Company

OUTPUT FORMAT:
Excel
CSV

Screenshot of the FSA Deduction Extract Report Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **To Check Date** fields are required fields.

Screenshot of the FSA Deduction Extract Report

Commonwealth of Virginia

FSA DEDUCTION EXTRACT REPORT

Report ID: RFY457

Run Date: 11/22/2020
Run Time: 12:53 00

COMPANY: ABC - Alcoholic Beverage Control

Page No. 1 of 62

FOR CHECKS DATED 03/16/2020 - 03/20/2020

CHECK DT	EMPLID	NAME	FLXFEE	FLXMED	FLXDCR
03/16/2020			$ 2.10	$ 92.00	$ 0.00
03/16/2020			$ 2.10	$ 100.00	$ 0.00
03/16/2020			$ 2.10	$ 25.00	$ 0.00
03/16/2020			$ 2.10	$ 10.00	$ 0.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 75.00	$ 0.00
03/16/2020			$ 2.10	$ 83.00	$ 0.00
03/16/2020			$ 2.10	$ 0.00	$ 208.00
03/16/2020			$ 2.10	$ 50.00	$ 50.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 60.00	$ 0.00
03/16/2020			$ 2.10	$ 25.00	$ 0.00
03/16/2020			$ 2.10	$ 10.00	$ 0.00
03/16/2020			$ 2.10	$ 10.00	$ 0.00
03/16/2020			$ 2.10	$ 0.00	$ 208.00
03/16/2020			$ 2.10	$ 38.00	$ 0.00
03/16/2020			$ 2.10	$ 55.00	$ 0.00
03/16/2020			$ 2.10	$ 25.00	$ 0.00
03/16/2020			$ 2.10	$ 16.00	$ 0.00
03/16/2020			$ 2.10	$ 112.00	$ 0.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 108.00	$ 0.00
03/16/2020			$ 2.10	$ 15.00	$ 0.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 100.00	$ 0.00
03/16/2020			$ 2.10	$ 112.00	$ 0.00
03/16/2020			$ 2.10	$ 0.00	$ 85.00
03/16/2020			$ 2.10	$ 112.00	$ 125.00
03/16/2020			$ 2.10	$ 50.00	$ 150.00
03/16/2020			$ 2.10	$ 112.00	$ 0.00
03/16/2020			$ 2.10	$ 10.00	$ 10.00
03/16/2020			$ 2.10	$ 35.00	$ 0.00
03/16/2020			$ 2.10	$ 20.00	$ 0.00
03/16/2020			$ 2.10	$ 32.00	$ 0.00
03/16/2020			$ 2.10	$ 112.00	$ 0.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 25.00	$ 0.00
03/16/2020			$ 2.10	$ 112.00	$ 0.00
03/16/2020			$ 2.10	$ 80.00	$ 0.00
03/16/2020			$ 2.10	$ 90.00	$ 208.00
03/16/2020			$ 2.10	$ 20.00	$ 0.00
03/16/2020			$ 2.10	$ 50.00	$ 0.00
03/16/2020			$ 2.10	$ 110.00	$ 0.00

Garnishment Check Register Report (RPY502)

REVISED: 09/08/2025

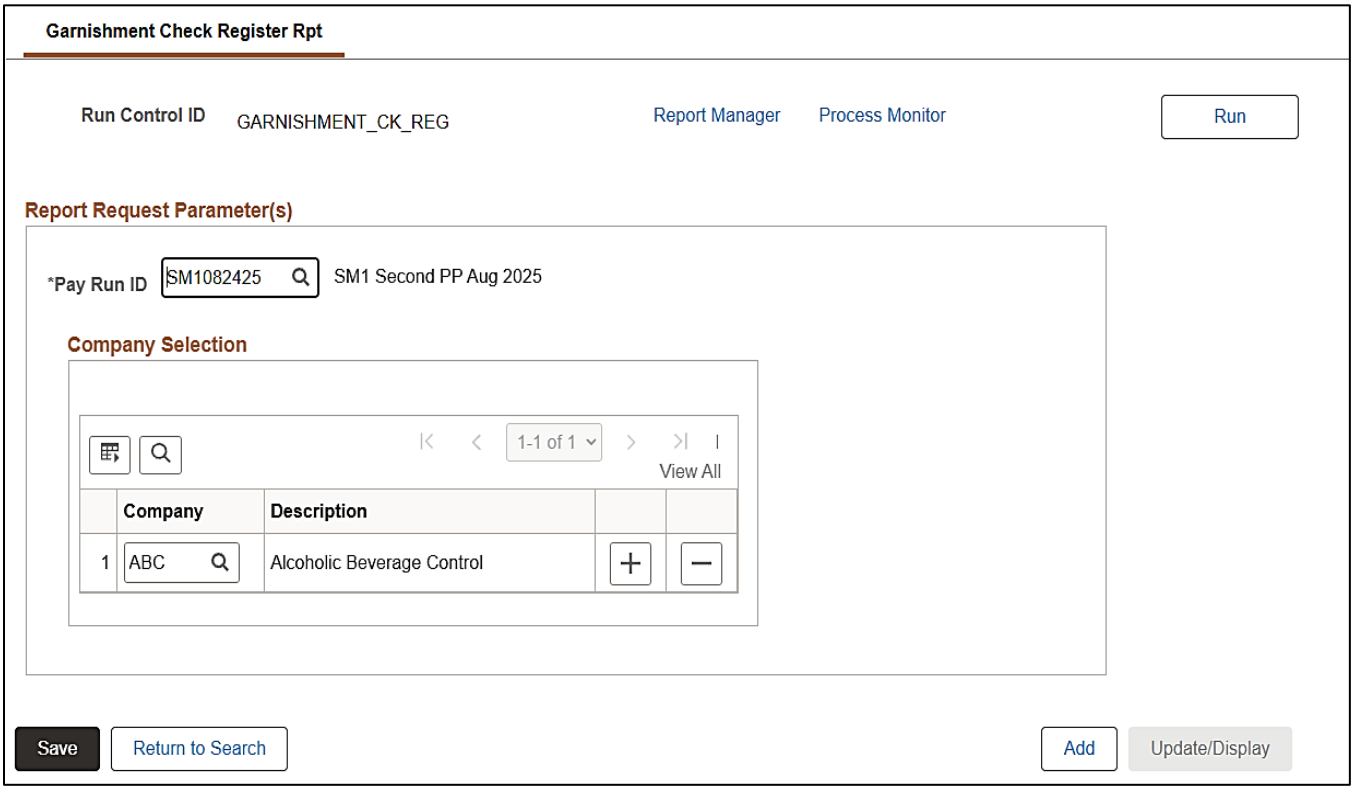
DESCRIPTION:
This report lists all of the garnishment checks processed for the Pay Run ID entered and includes Employee ID, Employee Name, Check Number, Check Date, Amount, Vendor (payee), and the total number of checks. It can be used to confirm and reconcile all garnishment payments after each payroll confirmation. It can also assist SPO with the issued/distributed garnishment checks to the Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Garnishment Check Register Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the Garnishment Check Register Report Run Control Page



Screenshot of the COVA Garnishment Check Register Report

Cardinal

Report ID: VPYR0502

Commonwealth of Virginia

COVA GARNISHMENT CHECK REGISTER REPORT

Run Date: 09/08/2025
Run Time: 09:15 00

Company: Alcoholic Beverage Control
Pay Period End: 08/24/2025

Company	Employee Number	Pay End Date	Employee Name	AP Check Number	AP Check Date	AP Check Amount	Vendor	DeptID
ABC		24-AUG-25		26381843	28-AUG-25	1,021.15	TAXING AUTHORITY CONSULT SVS	226254
ABC		24-AUG-25		26381872	28-AUG-25	1,246.16	TREASURER CHESTERFIELD COUNTY	180783
ABC		24-AUG-25		26381185	28-AUG-25	1,030.00	CARL M BATES CH 13 TRUSTEE	180785
ABC		24-AUG-25		26381917	28-AUG-25	269.15	VIRGINIA DEPT OF TAXATION	226438
ABC		24-AUG-25		26381551	28-AUG-25	107.64	MADISON COMBINED COURT	226281
ABC		24-AUG-25		26381458	28-AUG-25	667.62	FAIRFAX CO GEN DIST COURT	226170
ABC		24-AUG-25		26381389	28-AUG-25	94.60	CITY OF HAMPTON	210504
ABC		24-AUG-25		26381723	28-AUG-25	181.49	PORTSMOUTH GEN DIST COURT	226355
ABC		24-AUG-25		26381750	28-AUG-25	473.45	RICHMOND CIVIL GEN DIST COURT	226386
ABC		24-AUG-25		26381390	28-AUG-25	296.30	CITY OF HAMPTON	226341
ABC		24-AUG-25		26381934	28-AUG-25	11.02	WMSBURG-JAMES CITY CO GEN DIST	226148
ABC		24-AUG-25		26381186	28-AUG-25	382.50	CARL M BATES CH 13 TRUSTEE	226116
ABC		24-AUG-25		26381391	28-AUG-25	141.68	CITY OF HAMPTON	226134
ABC		24-AUG-25		26381932	28-AUG-25	282.66	WISE/NORTON GEN DIST COURT	226206
ABC		24-AUG-25		26381918	28-AUG-25	304.17	VIRGINIA DEPT OF TAXATION	140720
ABC		24-AUG-25		26381510	28-AUG-25	444.34	HENRICO GEN DIST COURT	300507
ABC		24-AUG-25		26381919	28-AUG-25	498.46	VIRGINIA DEPT OF TAXATION	226157
ABC		24-AUG-25		26381668	28-AUG-25	198.84	NORFOLK GEN DIST COURT	226379
ABC		24-AUG-25		26381233	28-AUG-25	363.34	CHESAPEAKE GEN DIST COURT	226069
ABC		24-AUG-25		26381742	28-AUG-25	507.30	PRINCE WILLIAM GEN DIST COURT	226264
ABC		24-AUG-25		26381511	28-AUG-25	486.58	HENRICO GEN DIST COURT	226037
ABC		24-AUG-25		26381927	28-AUG-25	387.18	WINCHESTER GEN DIST COURT	226075
ABC		24-AUG-25		26381512	28-AUG-25	491.09	HENRICO GEN DIST COURT	226292
ABC		24-AUG-25		26381920	28-AUG-25	359.21	VIRGINIA DEPT OF TAXATION	226058
ABC		24-AUG-25		26381942	28-AUG-25	303.39	Richmond City Gen Dist Court	226441
ABC		24-AUG-25		26381856	28-AUG-25	121.87	TEXAS CHILD SUPPORT SDU	226071
ABC		24-AUG-25		26381743	28-AUG-25	472.79	PRINCE WILLIAM GEN DIST COURT	226264
ABC		24-AUG-25		26381469	28-AUG-25	385.05	FLUVANNA GEN DIST COURT	226189
ABC		24-AUG-25		26381187	28-AUG-25	205.00	CARL M BATES CH 13 TRUSTEE	226313
ABC		24-AUG-25		26381392	28-AUG-25	62.32	CITY OF HAMPTON	226198
ABC		24-AUG-25		26381393	28-AUG-25	283.15	CITY OF HAMPTON	226265

Total number of Rows for Company ABC : 31 Total Amount: $12,079.50
Total number of Checks for Company ABC : 31

HR Accounting Line Reconciliation Report (RPY447)

REVISED: 3/29/2023

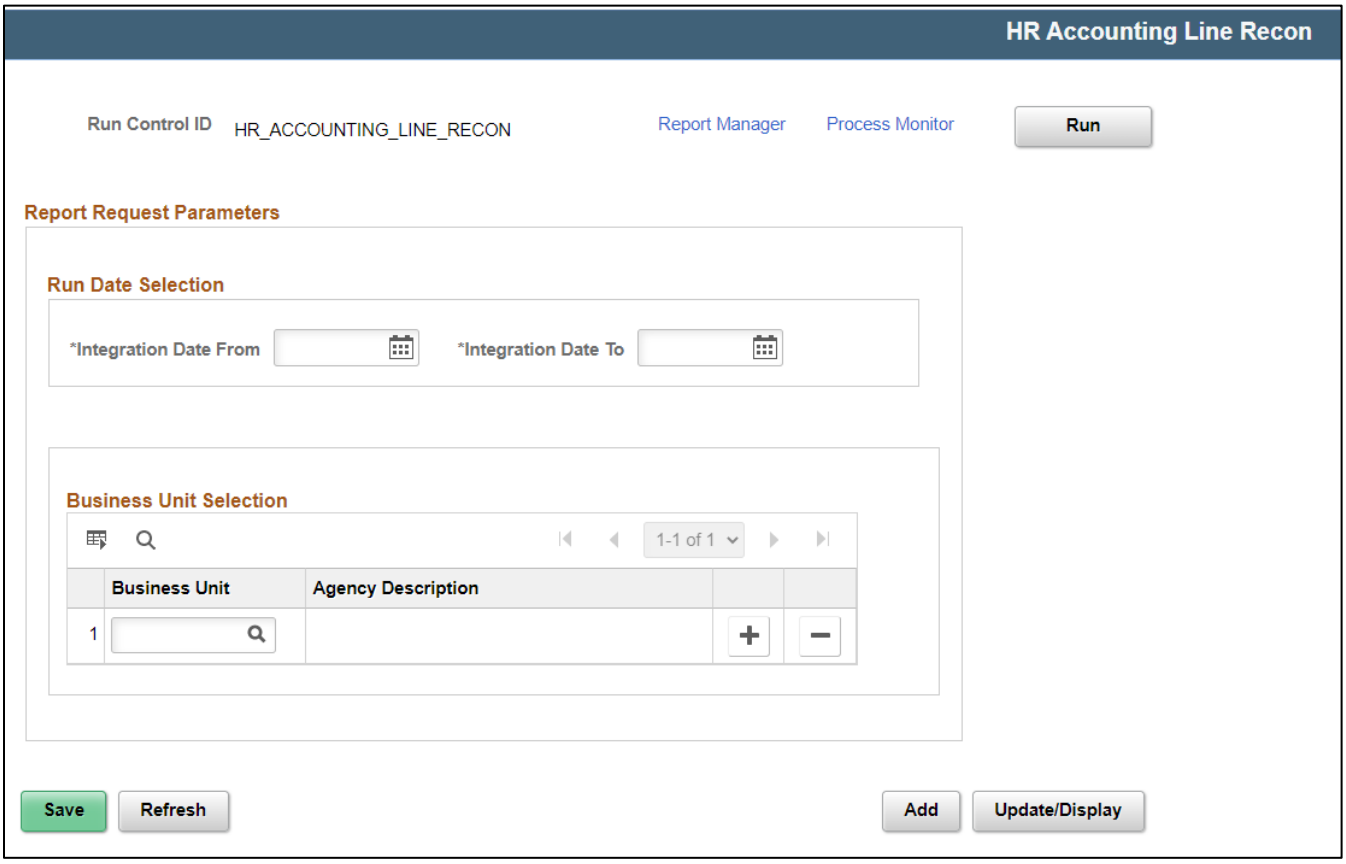
DESCRIPTION:
This report reads HR accounting line detail information and creates Company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds, or expenditure categories and includes statewide grand totals.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

INPUT / SEARCH CRITERIA:
Integration Date From
Integration Date To
Business Unit

OUTPUT FORMAT:
PDF

Screenshot of the HR Accounting Line Reconciliation Report Run Control Page



ADDITIONAL INFORMATION:
The **Integration Date From** and **Integration Date To** fields are required fields.

Screenshot of the HR Accounting Line Reconciliation Report

Report ID: RPY447

Commonwealth of Virginia

HR ACCOUNTING LINE RECON

Run Date: 03/29/2023
Run Time: 07:40 00

Business Unit: 50100 - VA Dept of Transportation

Integration From Date: 02/10/2023
Integration Thru Date: 02/24/2023
Run Date: 02/16/2023

ASSETS

Account	Amount
101010	20,788,047.62-
Total Assets:	20,788,047.62-

LIABILITIES

Account	Amount
22051401	20,100.75-
22051402	685.00-
22051404	147.90-
22051406	4,608,435.25-
22051407	449,591.50-
22051408	37,854.50-
22051409	127,010.00-
22051410	341.00-
22051411	3,301.11-
22051416	1,201.75-
22051424	2,683,215.00-
22051426	27,667.50
22051427	295,893.53-
22051428	124,888.06-
22051429	247,334.45-
22051439	3,162.00-
22051441	16,047.50-
22051442	2,738.81-
22051443	68,404.20-
22051444	35,603.79-
22051446	73,787.50-
22051447	212,529.78-
22051448	1,319,333.14-
22051452	639.75-
22051454	15,980.47-
22051455	61,173.86-
22051456	2,049.60-
22051457	51,136.50-
22051461	687,127.52-

TPA_Retire Extract Report (RHR144)

REVISED: 02/05/2024

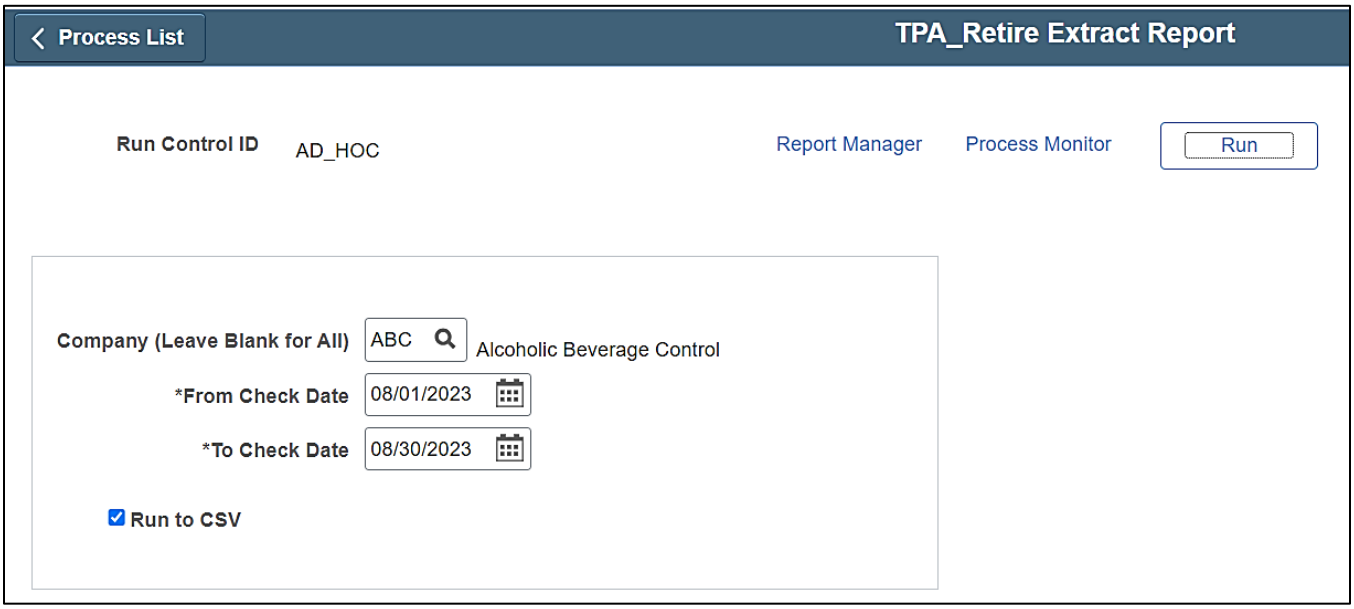
DESCRIPTION:
This report displays employee-level deduction data that is used for auditing purposes by SPO and Agencies to monitor deductions submitted to third party administrators and any additional benefits provided in accordance with the employee's retirement plan. The rates for these are established in the Appropriations Act each year and the benefits are managed by VRS for all employees including ORP employees.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TPA_Retire Extract Report

INPUT / SEARCH CRITERIA:
Company
From Check Date
To Check Date
Run to CSV (check box)

OUTPUT FORMAT:
PDF
CSV

Screenshot of the TPA_Retire Extract Report Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **To Check Date** fields are required fields.

Screenshot of TPA Retire Extract Report - PDF

Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

Run Date: 09/27/2023
Run Time: 11:02 00

Page No. 1 of 78

Report ID: RHR144
Company: ABC

-----DEDUCTION CLASSIFICATIONS-----
FOR CHECKS DATED 08/01/2023 - 08/30/2023

CHECK DT	EMPLID	NAME	HYBMDC EE B/T	HYBVDC EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax
08/01/23			19.48	9.74	9.74	19.48
08/01/23			28.88	115.53	72.21	28.88
08/01/23			22.70	90.80	56.75	22.70
08/01/23			18.48	0.00	0.00	18.48
08/01/23			37.09	148.35	92.72	37.09
08/01/23			27.13	0.00	0.00	27.13
08/01/23			19.48	9.74	9.74	19.48
08/01/23			28.48	113.92	71.20	28.48
08/01/23			28.48	42.72	35.60	28.48
08/01/23			20.72	10.36	10.36	20.72
08/01/23			21.40	10.70	10.70	21.40
08/01/23			21.16	0.00	0.00	21.16
08/01/23			23.49	11.75	11.75	23.49
08/01/23			23.27	0.00	0.00	23.27
08/01/23			18.48	9.24	9.24	18.48
08/01/23			22.70	90.82	56.76	22.70
08/01/23			23.82	11.91	11.91	23.82
08/01/23			35.51	142.04	88.78	35.51
08/01/23			23.89	0.00	0.00	23.89
08/01/23			24.74	12.37	12.37	24.74
08/01/23			18.48	9.24	9.24	18.48
08/01/23			103.79	415.17	259.48	103.79
08/01/23			19.48	0.00	0.00	19.48
08/01/23			22.92	34.38	28.65	22.92
08/01/23			19.48	9.74	9.74	19.48
08/01/23			19.41	9.70	9.70	19.41

Report ID: RHR144

Commonwealth of Virginia

TPA_RETIREMENT CONTRIBUTIONS - EXTRACT REPORT

Page No. 78 of 78
Run Date: 09/27/2023
Run Time: 11:02 00

Page No. 78 of 78

Negative Deductions

COMPANY	CHECK DT	EMPLID	NAME	DEDCD	EE A/T	EE B/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax	NET DEDUCTION
ABC	08/01/23			HYBMDC	0.00	-17.88	0.00	0.00	-17.88
ABC	08/01/23			HYBVDC	0.00	-71.53	0.00	0.00	-71.53
Grand Total:									-89.41

Overall Total: 390,625.44

Screenshot of TPA Retire Extract Report- CSV

					TPA_Retirement Contributions-Extract Report			Run Date:		9/27/2023
Report ID:	RPY137				Check Date Range 08/01/2023 - 08/30/2023			Run Time:		11:02:05.000000_AM
COMPANY	Ded Code	Check Dt	EMPLID	EMPL_RCD	Name	EE B/T	EE A/T	ER Ptax Ben match for before-tax	ER Nontaxable match for after-tax	
ABC	HYBMDC	8/1/2023		0		19.48	0	0	19.48	
ABC	HYBVDC	8/1/2023		0		9.74	0	9.74	0	
ABC	HYBMDC	8/1/2023		0		28.88	0	0	28.88	
ABC	HYBVDC	8/1/2023		0		115.53	0	72.21	0	
ABC	DEFCMP	8/1/2023		0		300	50	20	0	
ABC	HYBMDC	8/1/2023		0		22.7	0	0	22.7	
ABC	HYBVDC	8/1/2023		0		90.8	0	56.75	0	
ABC	HYBMDC	8/1/2023		1		18.48	0	0	18.48	
ABC	DEFCMP	8/1/2023		0		20	0	10	0	
ABC	DEFCMP	8/1/2023		0		100	100	20	0	
ABC	HYBMDC	8/1/2023		0		37.09	0	0	37.09	
ABC	HYBVDC	8/1/2023		0		148.35	0	92.72	0	
ABC	HYBMDC	8/1/2023		0		27.13	0	0	27.13	
ABC	DEFCMP	8/1/2023		0		20	0	10	0	
ABC	HYBMDC	8/1/2023		1		19.48	0	0	19.48	
ABC	HYBVDC	8/1/2023		1		9.74	0	9.74	0	
ABC	DEFCMP	8/1/2023		0		250	0	20	0	
ABC	HYBMDC	8/1/2023		0		28.48	0	0	28.48	

Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

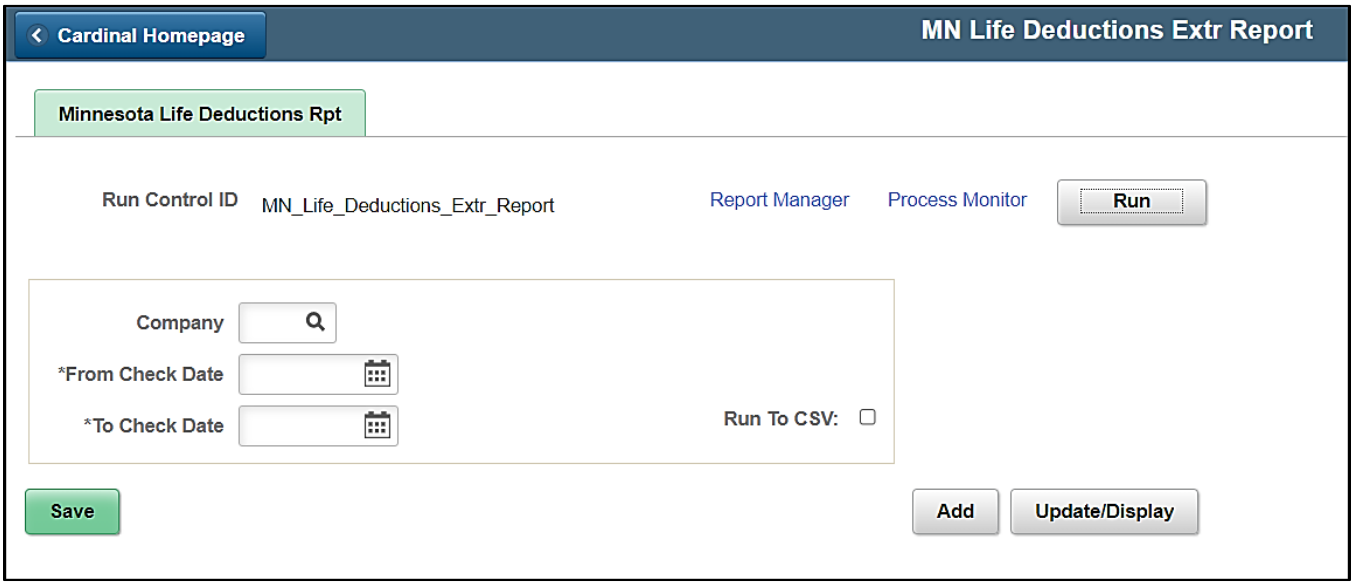
DESCRIPTION:
This report displays employee-level deduction data that is used for auditing purposes by SPO and Agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

INPUT / SEARCH CRITERIA:
Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:
PDF

Screenshot of the Minnesota Life Deduction Extract Report Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **To Check Date** fields are required fields.

Screenshot of the Minnesota Life Deduction Extract Report

Report ID: RHR145

Commonwealth of Virginia

MINNESOTA LIFE DEDUCTION EXTRACT REPORT

Run Date: 09/22/2021
Run Time: 10:48 00

Page No. 1 of 124

Report ID: RHR145
Company: ABC

FOR CHECKS DATED 04/01/2020 - 04/30/2020

CHECK DT	EMPLID	NAME	DEDCD	EE A/T
04/16/20			OPTLIF	50.00
04/16/20			OPTLIF	16.00
04/16/20			OPTLIF	2.00
04/16/20			OPTLIF	9.56
04/16/20			OPTLIF	1.40
04/16/20			OPTLIF	4.50
04/16/20			OPTLIF	49.26
04/16/20			OPTLIF	21.78
04/16/20			OPTLIF	4.96
04/16/20			OPTLIF	59.16
04/16/20			OPTLIF	30.36
04/16/20			OPTLIF	28.50
04/16/20			OPTLIF	1.83
04/16/20			OPTLIF	27.12
04/16/20			OPTLIF	10.20
04/16/20			OPTLIF	3.19
04/16/20			OPTLIF	5.76
04/16/20			OPTLIF	8.64
04/16/20			OPTLIF	40.00
04/16/20			OPTLIF	3.72
04/16/20			OPTLIF	26.40
04/16/20			OPTLIF	1.85
04/16/20			OPTLIF	28.71
04/16/20			OPTLIF	3.55
04/16/20			OPTLIF	46.53
04/16/20			OPTLIF	3.20
04/16/20			OPTLIF	6.51
04/16/20			OPTLIF	1.60
04/16/20			OPTLIF	20.46
04/16/20			OPTLIF	0.75
04/16/20			OPTLIF	8.20
04/16/20			OPTLIF	12.08
04/16/20			OPTLIF	24.51
04/16/20			OPTLIF	60.54
04/16/20			OPTLIF	14.85
04/16/20			OPTLIF	5.04
04/16/20			OPTLIF	2.88
04/16/20			OPTLIF	8.51

Minnesota Life Upload Error Report (RPY172)

REVISED: 09/15/2021

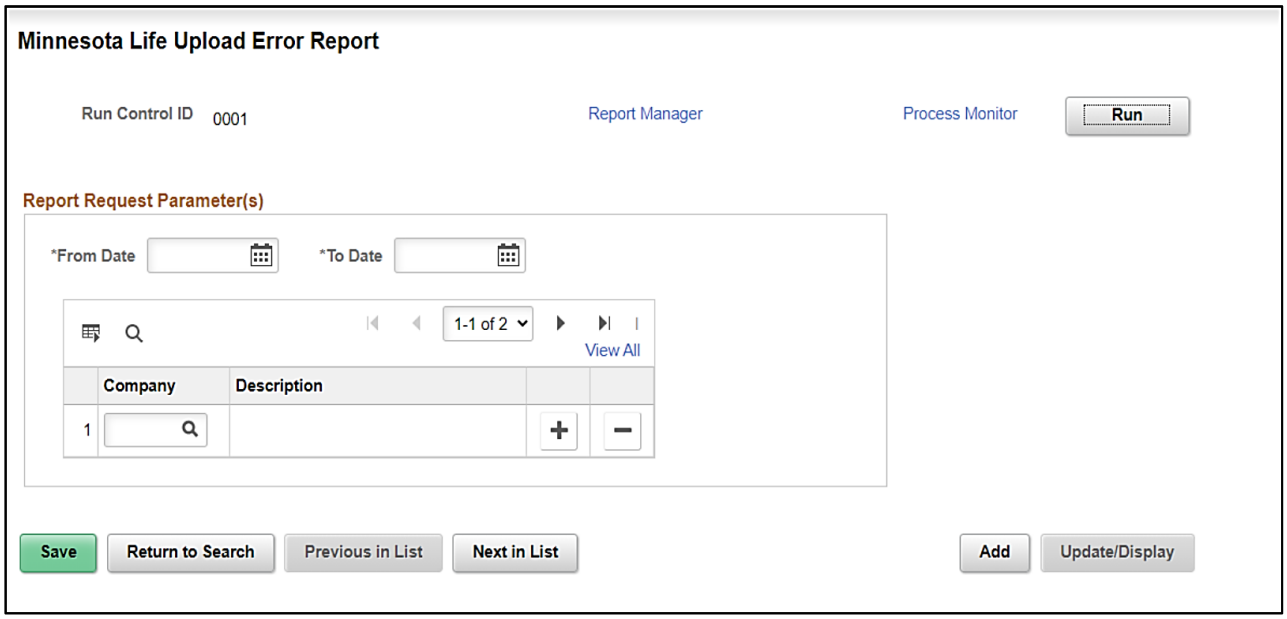
DESCRIPTION:
This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

INPUT / SEARCH CRITERIA:
From Date
To Date
Company

OUTPUT FORMAT:
PDF

Screenshot of the Minnesota Life Upload Error Report Run Control Page



ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Minnesota Life Upload Error Report

Report ID: RPY172

Commonwealth of Virginia

MINNESOTA LIFE UPLOAD ERROR REPORT

Run Date: 09/10/2021
Run Time: 09:15 00

Company: (Non-Payroll)
Process Date Range: 01/01/2020 - 12/31/2020

Page No. 1 of 8

EMPLID	LAST NAME	FIRST NAME	EFFDT	DED AMT	ERROR MESSAGE
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	13.00	Invalid SSN
			01/01/2020	13.00	This Employee has duplicate row in the input file.
			01/01/2020	13.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	14.00	This Employee has duplicate row in the input file.
			01/01/2020	14.00	Invalid SSN
			01/01/2020	14.00	Employee Not Found
			01/01/2020	15.00	This Employee has duplicate row in the input file.
			01/01/2020	15.00	Invalid SSN
			01/01/2020	15.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	.00	This Employee has duplicate row in the input file.
			01/01/2020	.00	Invalid SSN
			01/01/2020	.00	No value provided for required field: SSN (Minnesota Optional Life Upload

Multiple Worksite Report (RPY241)

REVISED: 06/06/2024

DESCRIPTION:
This regulatory report lists each tax location used to calculate an employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

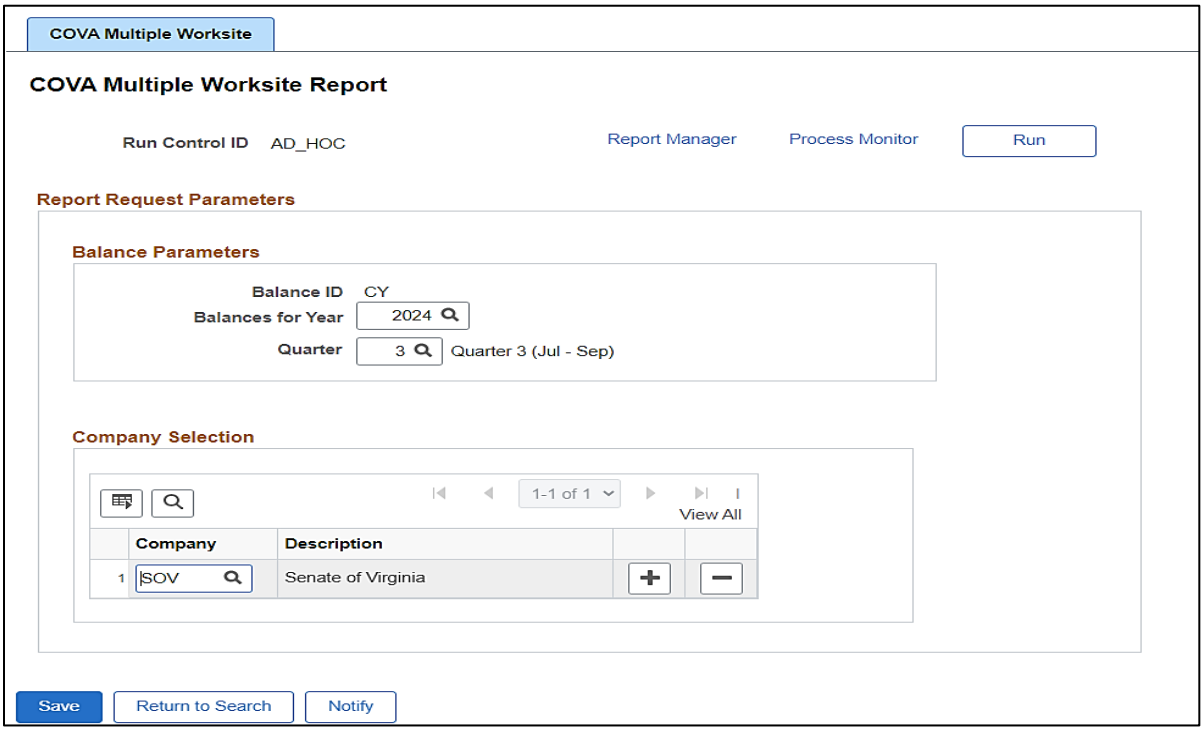
Every quarter, SPO produces the Multiple Worksite Report (RPY241) for the calendar year and calendar quarter specified on the **Run Control** page. Agencies will also be able to generate the PDF for their Agencies only. The Multiple Worksite Report provides the employee count as of the 12th of the last month in the quarter and the total State Unemployment Insurance (SUI) wages paid in the quarter per worksite.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Multiple Worksite

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Write Flat File (checkbox) Only displays for SPO
Company

OUTPUT FORMAT:
PDF

Screenshot of the Multiple Worksite Report Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** and **Quarter** fields are required fields for both SPO and Agency users.
The **Write Flat File** checkbox option will be available for SPO to generate the text file. The **Write Flat File** checkbox option is not available for an Agency user.

Screenshot of the Multiple Worksite Report

Cardinal

Commonwealth of Virginia

MULTIPLE WORKSITE REPORT

Report ID: RPY241

Run Date: 06/05/2024
Run Time: 12:35 00

Company SOV Senate of Virginia
Fed EIN:

Quarter 2, 2024
VIRGINIA UI Number:

Page No. 1 of 1

Worksite (or Trade) Name Street Address UI-Rpt-Cd Tax-Locatn Short-Desc	Employees in Pay Period Which Includes the 12th of Apr	May	Jun	Total Quarterly Wages Of Worksite
Richmond (City) Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 760 760 760	182	39	0	1,209,743
State Total	182	39	0	1,209,743
Company Total (All States)	182	39	0	1,209,743
Grand Total (All Companies)	182	39	0	1,209,743

Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 09/15/2021

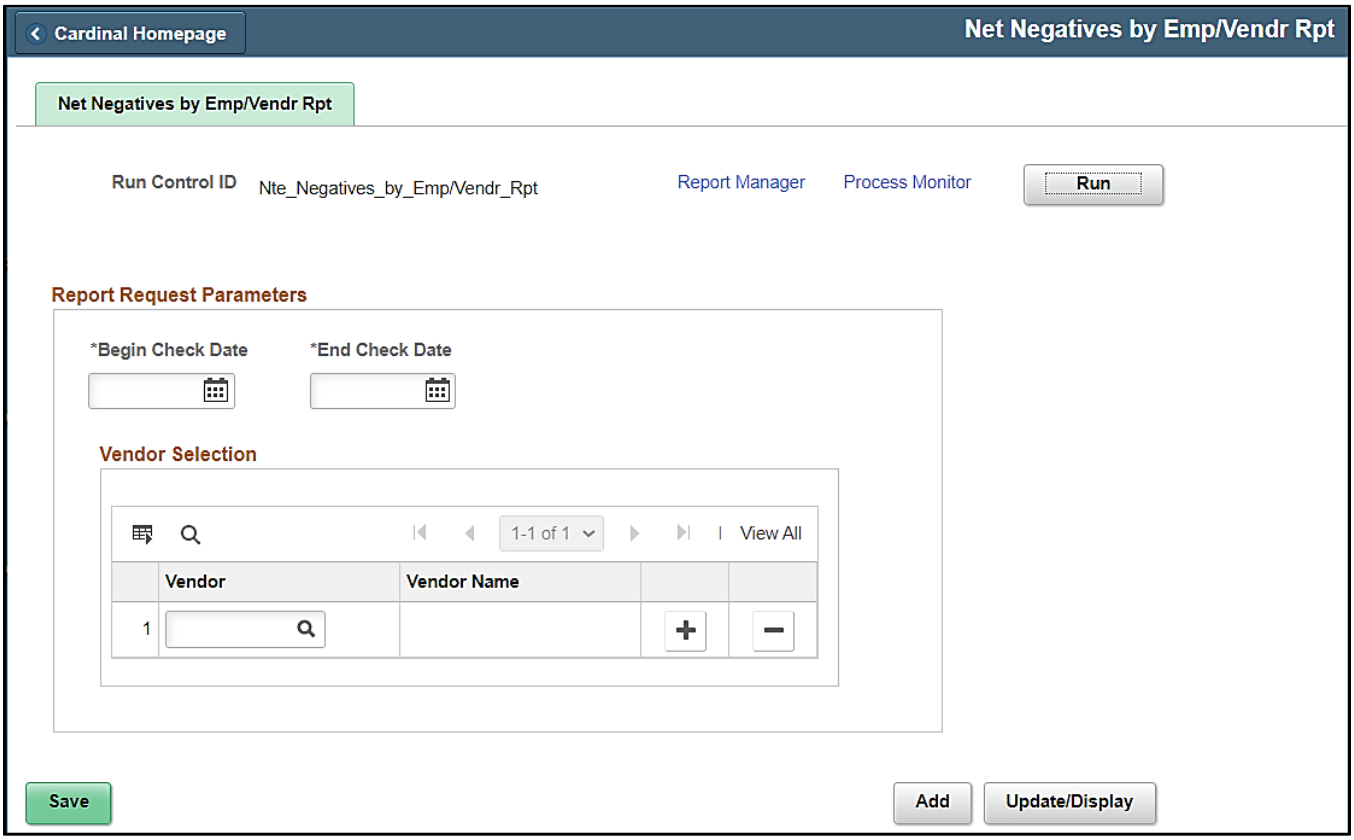
DESCRIPTION:
This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

INPUT / SEARCH CRITERIA:
Begin Check Date
End Check Date
Vendor

OUTPUT FORMAT:
PDF

Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page



ADDITIONAL INFORMATION:
The **Begin Check Date** and **End Check Date** fields are required fields.

Screenshot of the Net Negatives by Employee/Vendor Report

Report ID: RPY383

Commonwealth of Virginia

NET NEGATIVES BY EMPLOYEE/VENDOR

Run Date: 08/23/2021
Run Time: 11:07 00

Vendor : BN00000001 - VRS - Retirement Fund
Date range : 10/01/2019 - 12/31/2019
Deduction : Employee Retirement DB

Page No. 1 of 11

Company	Agency Name	Employee ID	Employee Name	Status	Check Date	Pay Period End Date	Employee Deduction	Employer Deduction	Off-Cycle Check
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y
Vendor Subtotal							-193.59	-523.44	

Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 09/15/2021

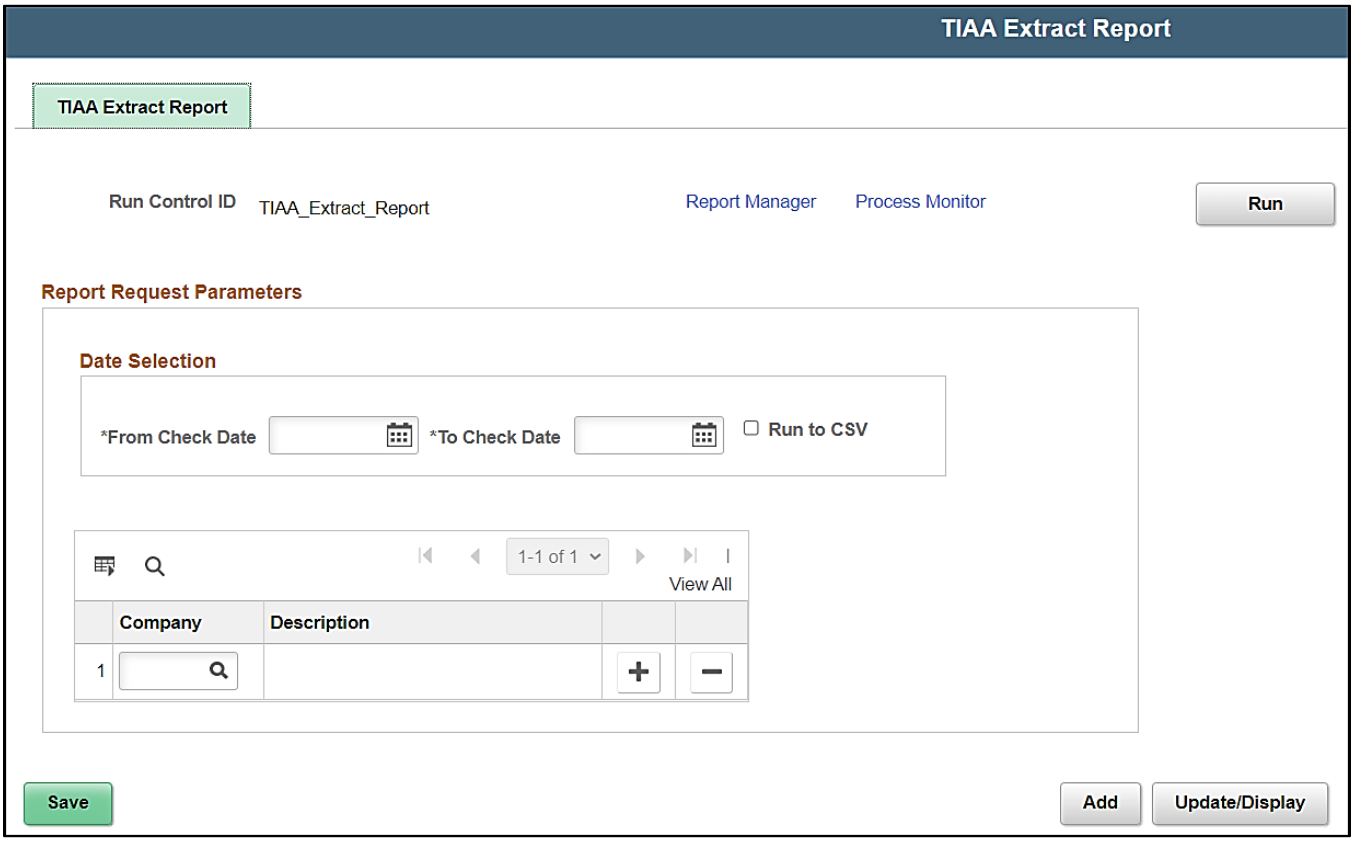
DESCRIPTION:
This report is an extract audit report for semi-monthly outbound vendor files to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. This report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled by Company, the report includes Employee Name, Employee ID, Benefit Plan, Before-Tax Deduction Amount, Employer Contribution Amount, and Void Check Indicator.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

INPUT / SEARCH CRITERIA:
From Check Date
To Check Date
Run to CSV (checkbox)
Company

OUTPUT FORMAT:
PDF

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **To Check Date** are required fields.

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

Report ID: RPY453

Commonwealth of Virginia
OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA
FOR CHECKS DATED 01/01/2020 THRU 03/31/2020

Run Date: 09/08/2021
Run Time: 03:45 00

PAYROLL DATE: 03/31/2020

Page No. 1 of 37

COMPANY : ABC - Alcoholic Beverage Control

EMPLOYEE NAME	EMPLOYEE ID		EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	TOTAL CONTRIBUTION
			439.60	747.30	1,186.90
	ABC - Company Total:	1	$ 439.60	$ 747.30	$ 1,186.90

Paycheck History Report (RPY515)

REVISED: 10/17/2022

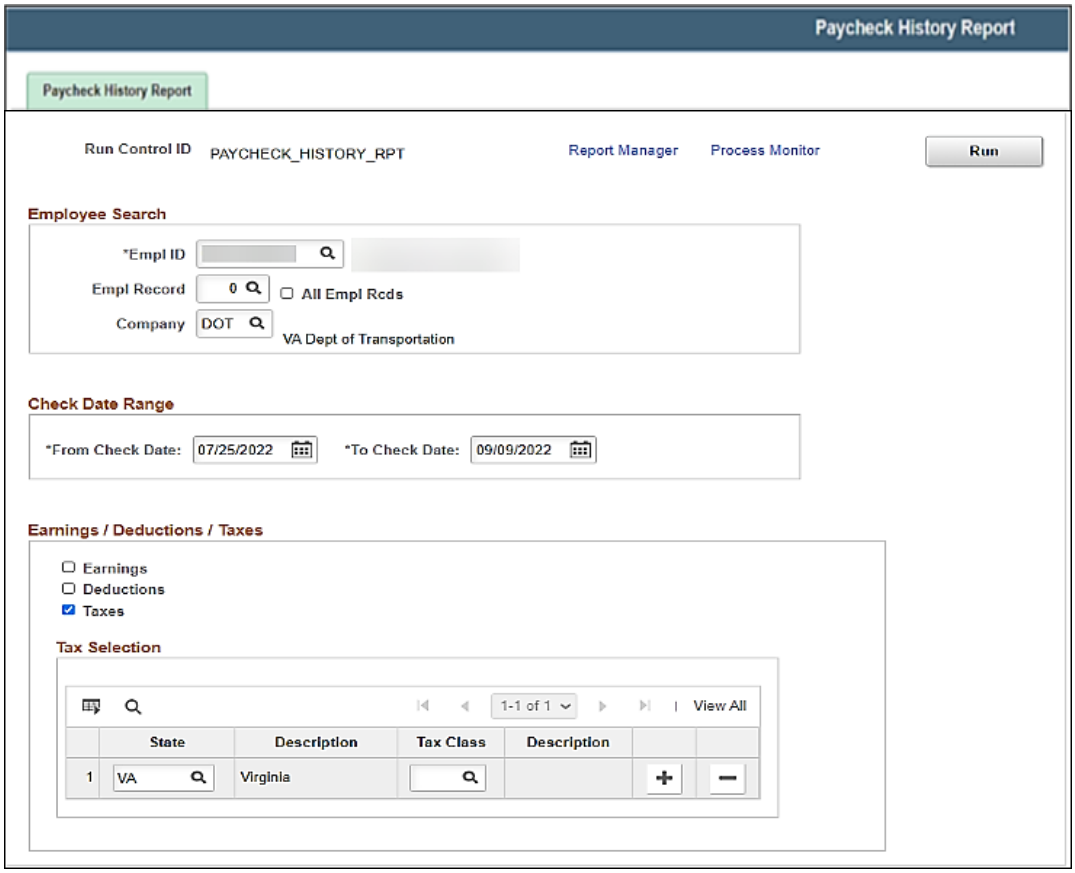
DESCRIPTION:
This report provides the history of the confirmed paychecks information for an employee including earnings, taxes, and deductions for research purposes by the Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Paycheck History Report

INPUT / SEARCH CRITERIA:
Empl ID
Empl Record
All Empl Rcds (checkbox)
Company
From Check Date
To Check Date
Earnings/Deductions/Taxes (checkboxes)
Tax Selection options

OUTPUT FORMAT:
CSV

Screenshot of the Paycheck History Report Run Control Page



ADDITIONAL INFORMATION:
The **Empl ID**, **From Check Date**, and **To Check Date** fields are required fields.

Screenshot of the Paycheck History Report

Report ID:	RPY515										
Report Name:	Paycheck History Report										
EMPLID:		EMPL_RCD:	0								
Name:											
From Check Date:	7/25/2022										
To Check Date:	9/9/2022										
Company	Empl Record	Check Date	Check#	Pay Run ID	Pay Period	Total Earnings	Net Pay	Earn Code	Descriptio	Hours	Amount
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03				
DOT	0	1-Aug-22	60468026	SM1072422	10-JUL-2022 TO 24-JUL-2022	3110.46	1990.03				
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77				
DOT	0	16-Aug-22	60497568	SM1080922	25-JUL-2022 TO 09-AUG-2022	3110.46	1971.77				
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62				
DOT	0	1-Sep-22	60528361	SM1082422	10-AUG-2022 TO 24-AUG-2022	3110.46	1983.62				

Screenshot of the Paycheck History Report (scrolled right)

ount	Plan Type	Deduction	Dedcd Des	Deduction Amount	State	Tax Class	Description	Local	Work PSD	Tax Amount
					VA	H	Withholding			160.83
					VA	U	Unemployment ER			
					VA	H	Withholding			160.92
					VA	U	Unemployment ER			
					VA	H	Withholding			160.58
					VA	U	Unemployment ER			

Precalculation Audit Report (RPY122)

REVISED: 09/15/2021

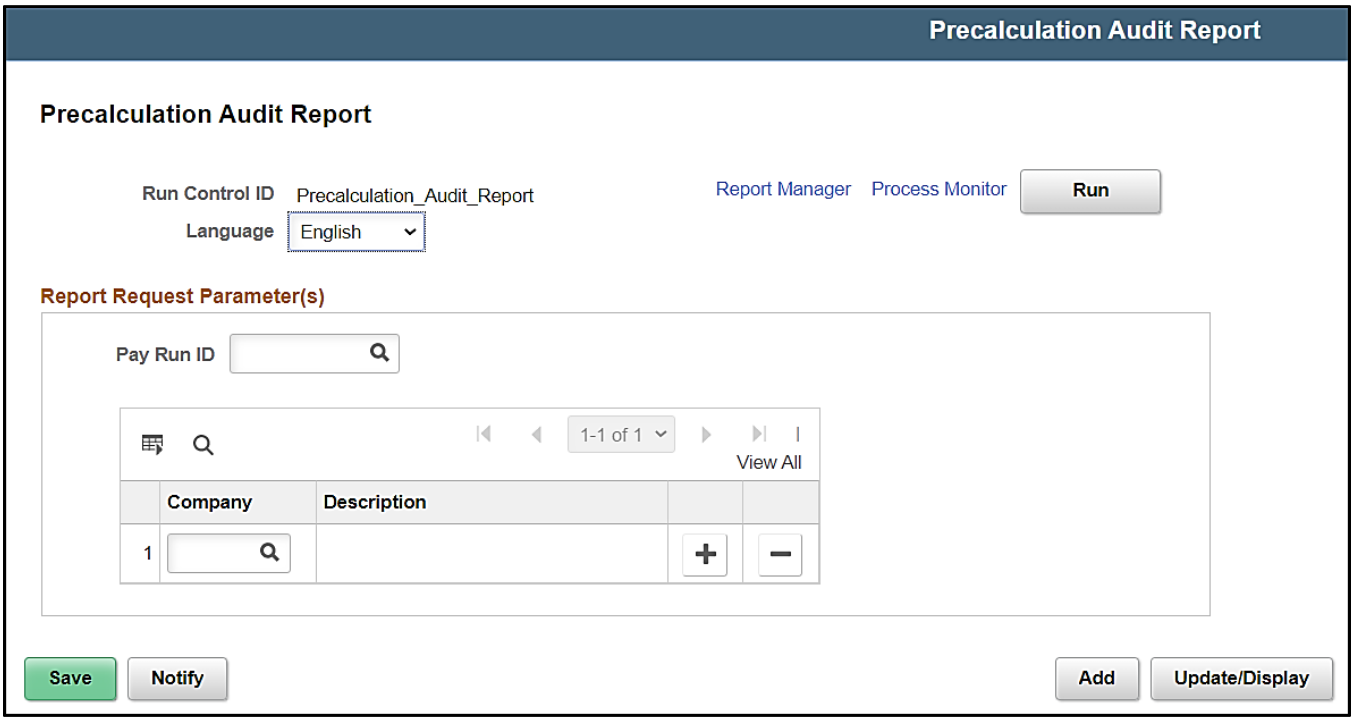
DESCRIPTION:
This report provides a detailed listing (by Company, Paygroup, and pay end date) of information that might cause problems during the Pay Calculation process.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Precalculation Audit Rpt

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the Precalculation Audit Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the Precalculation Audit Report

Commonwealth of Virginia

PRECALCULATION AUDIT REPORT

Report ID: RPY122

Run Date: 09/16/2021
Run Time: 04:21 00

Page No. 1 of 1

Pay Run-Id: PSBDEMOSM

Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data

Error Records: 8

PRWORA-New Hire (RPY249)

REVISED: 01/26/2024

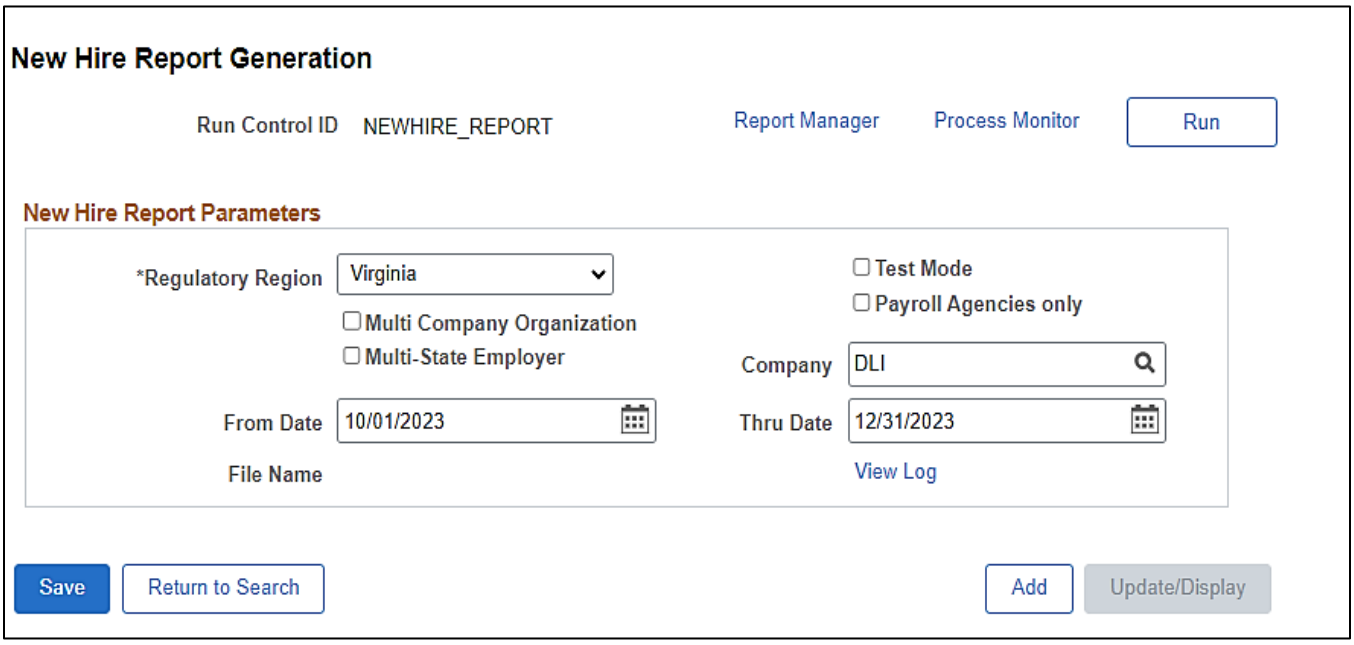
DESCRIPTION:
The report contains employees hired and paid by the Commonwealth for a specific date range, including employees who transfer between Agencies. In addition, the report also contains new hire statistics to support garnishment data.

NAVIGATION PATH:
NavBar > Menu > Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-New Hire

INPUT / SEARCH CRITERIA:
Regulatory Region - State (Required)
Multi Company Organization checkbox (Do Not Use)
Multi-State Employer (Do Not Use)
Test Mode Checkbox (Do Not Use)
Payroll Agencies only Checkbox (Do Not Use)
Company
From Date
Thru Date

OUTPUT FORMAT:
PDF

Screenshot of the PRWORA-New Hire Report Run Control Page



ADDITIONAL INFORMATION:
The **Regulatory Region** field is a required field.

Screenshot of the PRWORA - State New Hire Report

Commonwealth of Virginia
PRWORA - STATE NEW HIRE REPORTING

Report ID: VPYR0249
For the period 10/01/2023 through 12/31/2023

Page No. 1
Run Date 01/17/2024
Run Time 14:08:30

EMPLOYER	FEDERAL EIN	LAST_NAME	FIRST_NAME	MIDDLE_NAME	STREET	ADDRESS 2	ADDRESS 3	CITY	STATE	POSTAL	NATIONAL ID
Dept of Labor and Industry 600 East Main St, Suite 207 Richmond, VA 23219	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			[illegible]	[illegible]	[illegible]	[illegible]

Reset W-4 Exempt List (TAX103)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

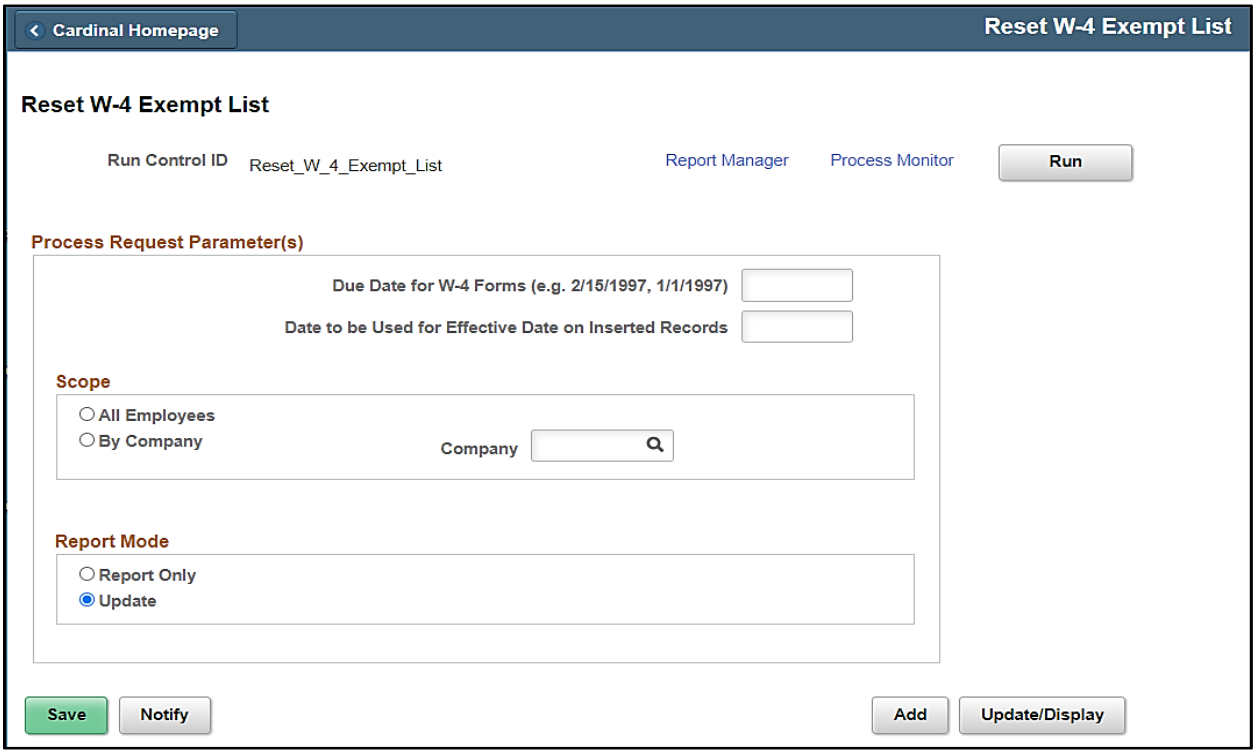
This calendar year-end report is used by SPO.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

INPUT / SEARCH CRITERIA:
Due Date for W-4 Forms
Date to be Used for Eff. Date on Inserted Records
Scope - All Employees or By Company
Company
Report Mode (radio button)

OUTPUT FORMAT:
PDF

Screenshot of the Reset W-4 Exempt List Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the Reset W-4 Exempt List Report

	A	B	C	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCSS		
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							

Retroactive Enrollment Report (RPY365)

REVISED: 11/13/2023

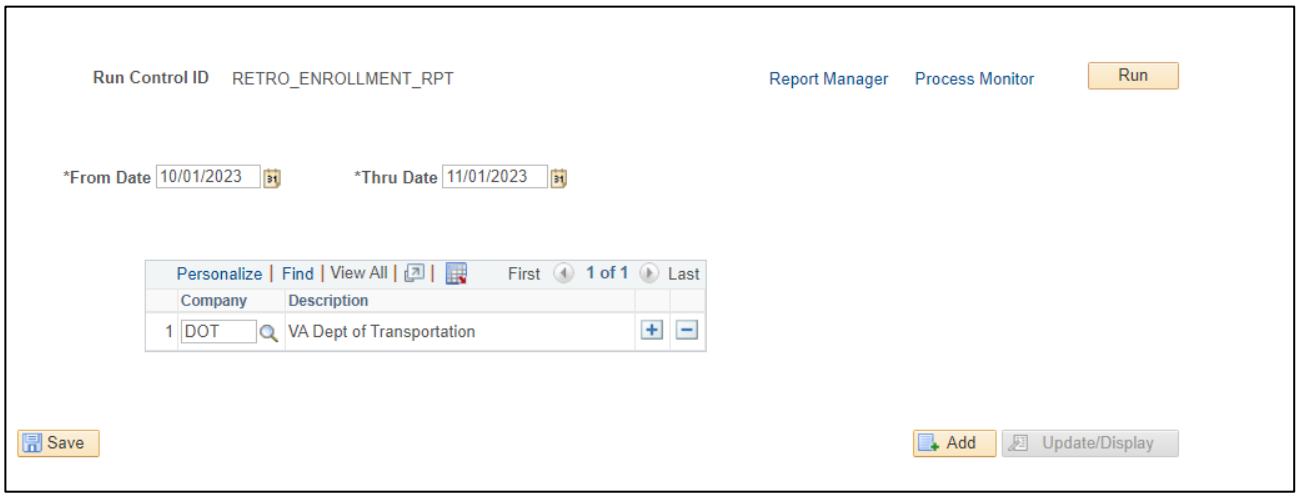
DESCRIPTION:
This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online. This report is used by the Agency Payroll Administrators.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

INPUT / SEARCH CRITERIA:
From Date
Thru Date
Company

OUTPUT FORMAT:
CSV

Screenshot of the Retroactive Enrollment Report Run Control Page



ADDITIONAL INFORMATION:
The **From Date** and **Thru Date** fields are required fields.

Screenshot of the Retroactive Enrollment Report

Report ID: VPYR365
Report Name: Retroactive Enrollment Report
Run Date: 11/01/2023
Date Range: 10/01/2023 thru 11/01/2023

Row Type	Company	Deptid	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt	Elect Dt	Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax	Annual Pledge
Current	DOT	13024	[illegible]	0		[illegible]	00	8/1/2023	10/19/2023			PPSRTA			159.33	0	
Prior	DOT	13024	[illegible]	0		[illegible]	00	NONE FOUND									

Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 09/15/2021

DESCRIPTION:
This report pulls employees where their current Pay Period earnings are different than the Pay Period compensation on their job record.

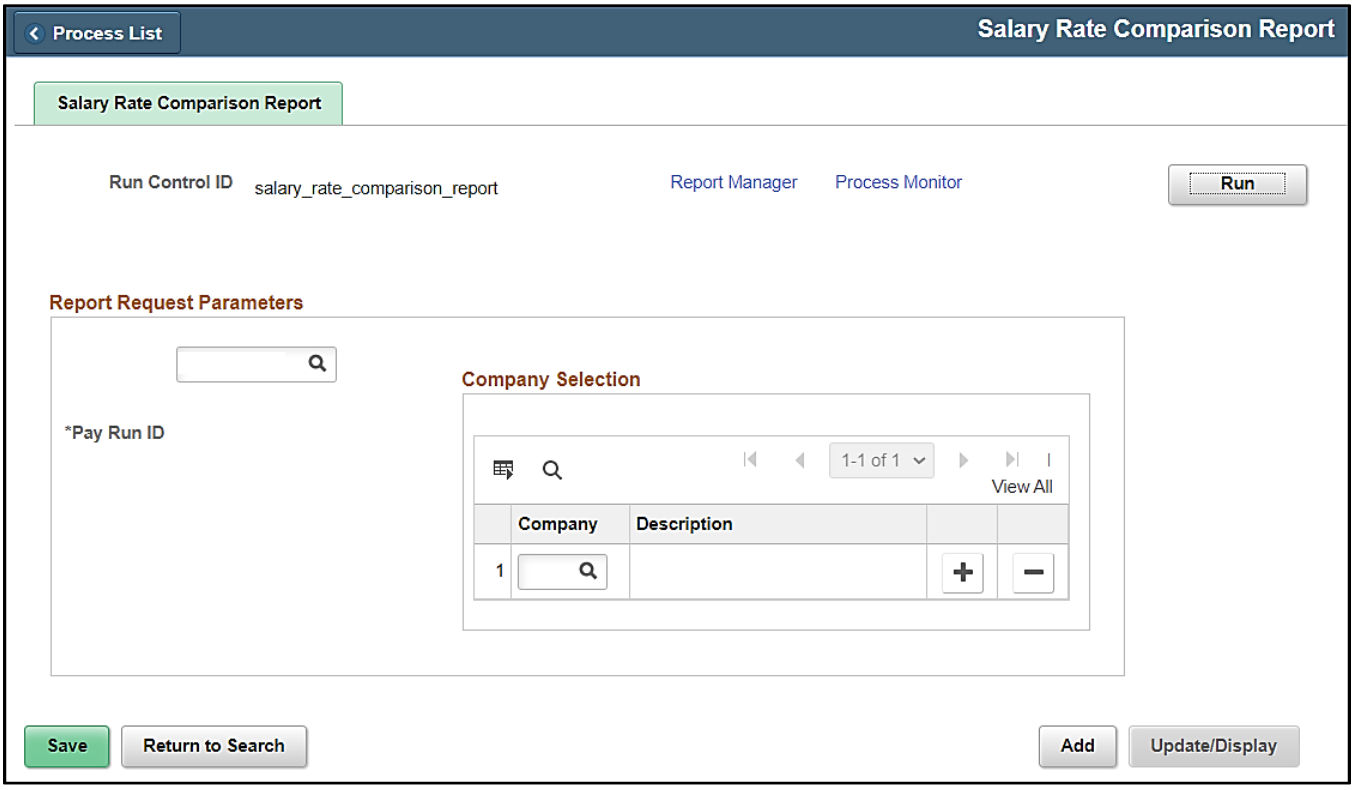
This calendar year-end report is used by SPO and Agencies. This report can be run more than once a year.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

INPUT / SEARCH CRITERIA:
Pay Run ID
Company

OUTPUT FORMAT:
PDF

Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field is a required field.

Screenshot of the Salary Rate and Regular Pay Comparison Report

Report ID: RPY086

Commonwealth of Virginia

SALARY RATE AND REGULAR PAY COMPARISON REPORT

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

Company: ABC

Payroll Status - Confirmed 06/02/2021 02:46 00

Page No. 1 of 27

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

SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 09/15/2021

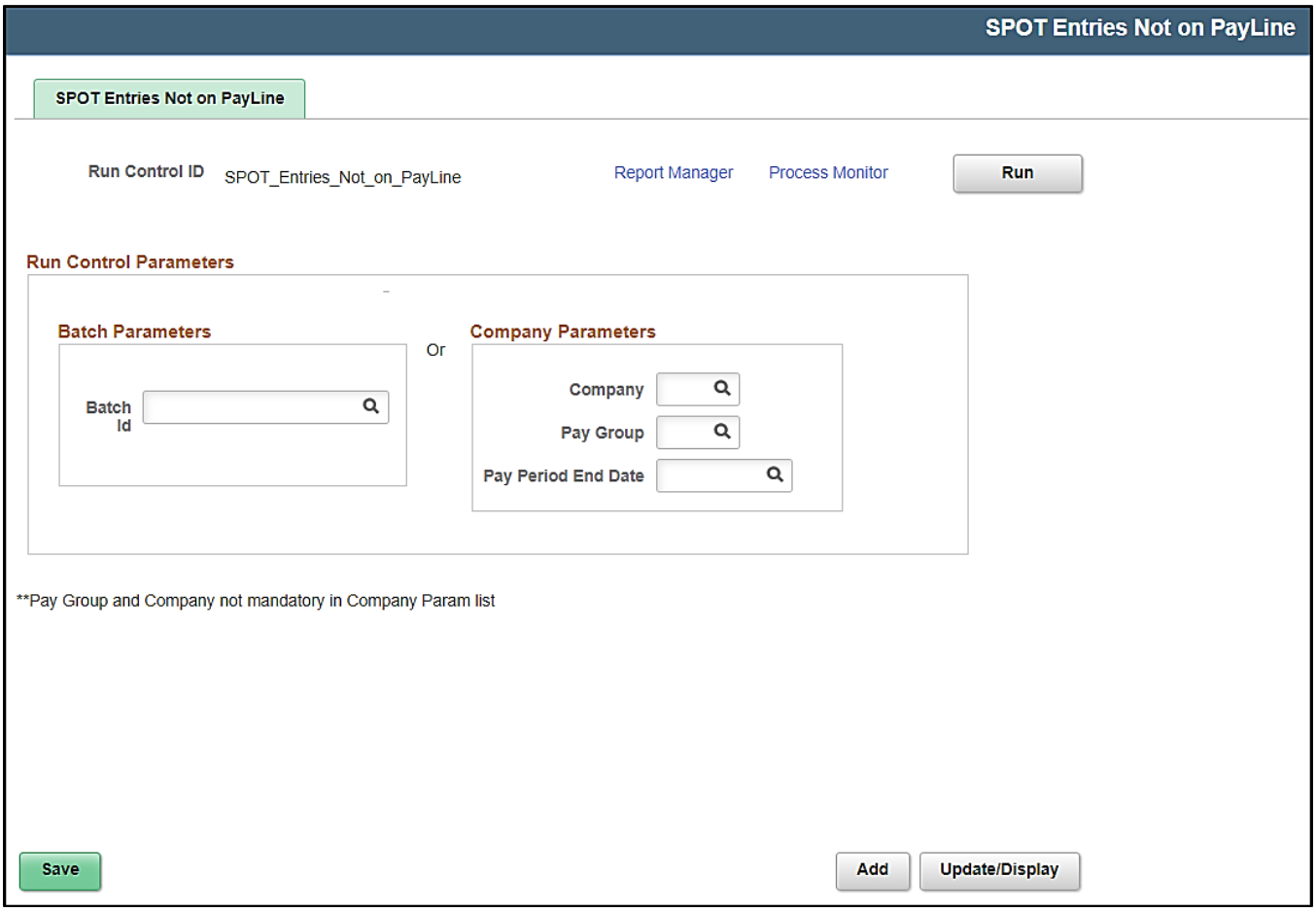
DESCRIPTION:
This report is used to identify those Single Use Payroll Online Transactions (SPOT) that have been approved in closed batches but have not been updated on the employee's payline(s).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

INPUT / SEARCH CRITERIA:
Batch ID
Company Parameters

OUTPUT FORMAT:
PDF

Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page



ADDITIONAL INFORMATION:
The **Batch ID** field or Company Parameters are required.

Screenshot of the SPOT Transactions Not Loaded to Payline Report

Report ID: RPY449

Commonwealth of Virginia

SPOT TRANSACTIONS NOT LOADED TO PAYLINE

Run Date: 09/15/2021
Run Time: 09:05 00

Page No. 1 of 1

Batch Id : 10
Pay Period End : 31-MAR-2020
Business Unit : 21500 University of Mary Washington
Company : UMW Pay Group : SM2
Batch Type : E Batch_Status : Closed

Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Tax Method	Seperate Check#
2		0		A	IAP	Annual Leave Payout - WTA		600.00	A	0
1		0		A	IAP	Annual Leave Payout - WTA		675.00	A	0
2		0		A	VRS	VRS Contribution Base		-6666.67	A	0
3		0		A	RTR	Retroactive Regular Pay		194.29	A	0
1		0		A	VRS	VRS Contribution Base		-8117.42	A	0
4		0		A	RTR	Retroactive Regular Pay		-194.29	A	0

Tax Deposit Summary Report (TAX001)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report displays Pay Period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

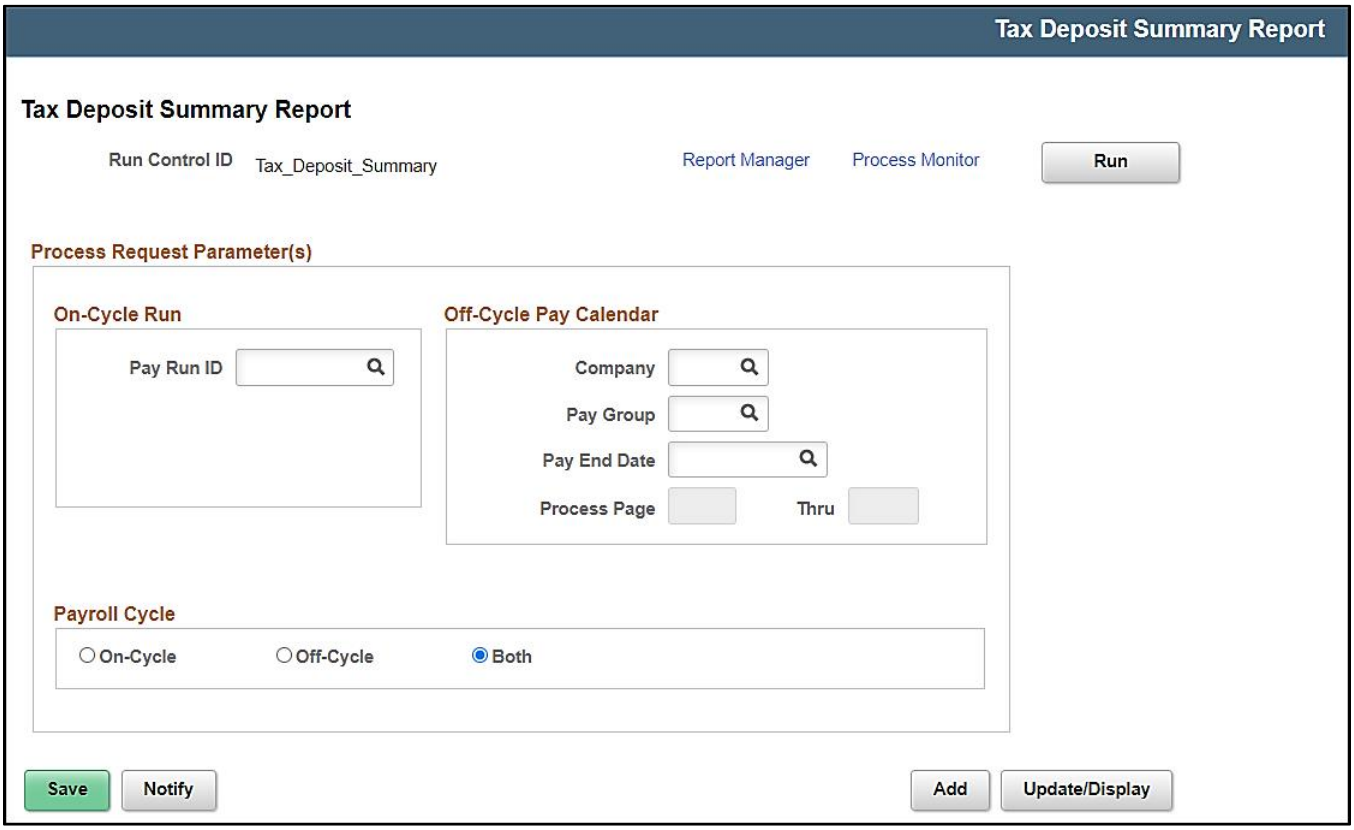
This quarterly report is used by SPO.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

INPUT / SEARCH CRITERIA:
Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)

OUTPUT FORMAT:
PDF

Screenshot of the Tax Deposit Summary Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** field or Pay Calendar specification is required.

Screenshot of the Tax Deposit Summary Report

PeopleSoft
TAX DEPOSIT SUMMARY

Report ID: TAX001
Company ABC Alcoholic Beverage Control
Pay Period End 07/09/2020
Check Date 07/16/2020

On/Off Cycle CONFIRMED

Page No. 1
Run Date 09/08/2021
Run Time 18:03:04

** NOTE: Totals on this report do not include any online balance adjustment panel activity.**

State/ SWT EIN	Locality /Abbrv County/Loc EIN	WITHHOLDING Taxable Gross	WITHHOLDING Tax	OTHER Type	OTHER Taxable Gross	OTHER Tax	OTHER Employer	Total Deposit	UI Taxable Gross	UI Tax	UI Rate
Federal Totals		7,447,875.64	2,143,062.95	MEDER	7,574,633.49		109,832.04	2,703,976.64			0.600
				OASER	2,374,633.49	147,224.49					
				OASER	2,374,633.49		147,227.21				
				MEDEE	7,574,633.49	109,829.95					
				ADDL MED	5,200,000.00	46,800.00					
District of Columbia		2,040.04	115.10					115.10			0.000
Maryland		14,456.74	922.59					922.59			0.000
Virginia		7,415,054.03	399,547.16					399,547.16	5,960.62		0.000
West Virginia		16,324.83	729.00					729.00			0.000
	Check Date Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
	Pay Period Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			
	Company Total		2,544,376.80			303,854.44	257,059.25	3,105,290.49			

Tax Remittance Report (RPY174)

REVISED: 09/15/2021

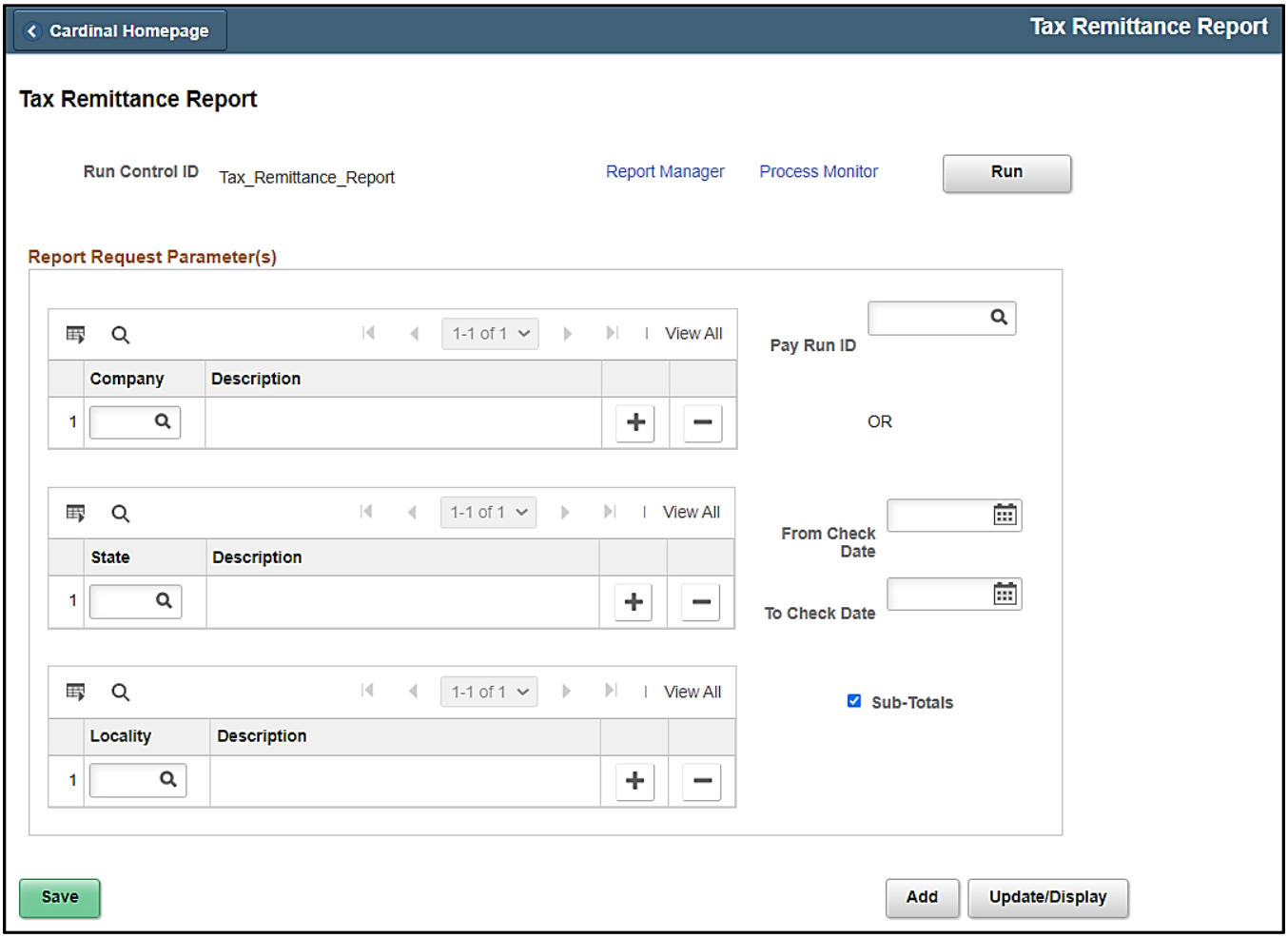
DESCRIPTION:
This report provides the amount and other details to be paid to state and localities manually via Accounts Payable.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Tax Remittance Report

INPUT / SEARCH CRITERIA:
Company
Pay Run ID or From/To Check Date
State
Locality
Sub-Totals (checkbox)

OUTPUT FORMAT:
PDF

Screenshot of the Tax Remittance Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID** or **From/To Check Date** fields are required.

Screenshot of the Tax Remittance Report

Report ID: RPY174

Commonwealth of Virginia

TAX REMITTANCE REPORT

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

Page No. 20 of 26

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

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

Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 09/15/2021

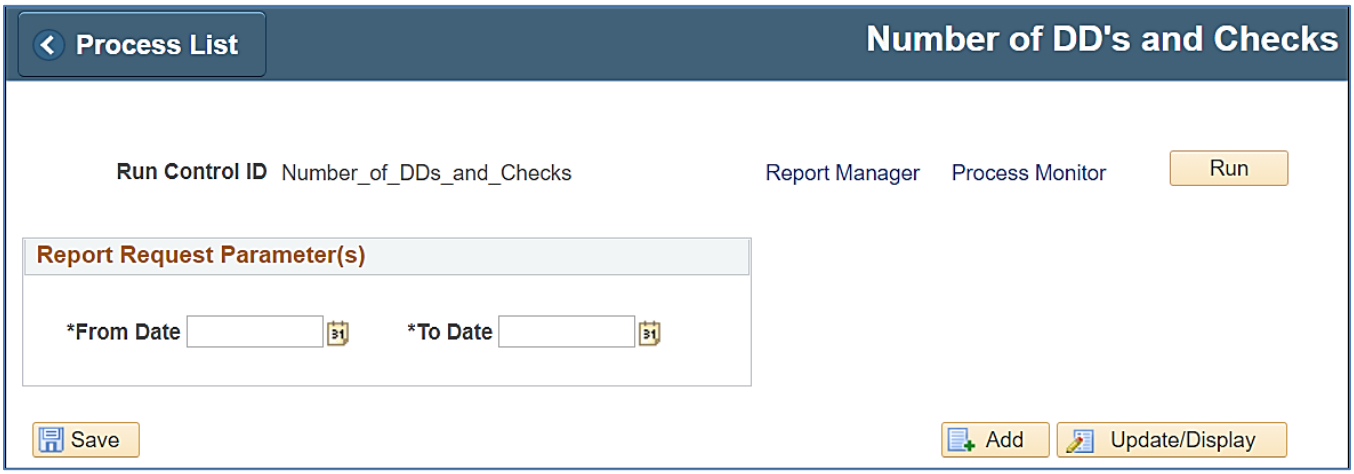
DESCRIPTION:
This report lists the percentage and number of direct deposits and paper checks processed on a payroll (sorted by Employee Type).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

INPUT / SEARCH CRITERIA:
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report Run Control Page



ADDITIONAL INFORMATION:
The **From Date** and **To Date** fields are required fields.

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report

Report ID: RPY163

Commonwealth of Virginia
TOTAL NUMBER OF RECORDS IN CARDINAL PAID AND WITH DIRECT DEPOSIT / CHECK TOTALS
BETWEEN 25-MAR-2020 AND 09-APR-2020

Run Date: 09/10/2021
Run Time: 10:11 00

	#PAID IN MONTH	#SALARY RECORDS	#SALARY DIR DEP	#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEP	#HOURLY BY CHK	%DD OF HOURLY	%DD OF NBR PAID
ABC - Alcoholic Beverage Control										
Paygroup SL2 TOTAL	85	85	83	2	97.6	0	0	0	0.0	97.6
Paygroup SM1 TOTAL	1,110	1,110	1,071	39	96.5	0	0	0	0.0	96.5
Company ABC TOTALS	1,195	1,195	1,154	41	96.6	0	0	0	0.0	96.6
APA - Auditor of Public Accounts										
Paygroup SM1 TOTAL	125	125	115	10	92.0	0	0	0	0.0	92.0
Company APA TOTALS	125	125	115	10	92.0	0	0	0	0.0	92.0
BCC - Bland Correctional Center										
Paygroup SL1 TOTAL	193	193	193	0	100.0	0	0	0	0.0	100.0
Paygroup SM1 TOTAL	90	90	65	25	72.2	0	0	0	0.0	72.2
Company BCC TOTALS	283	283	258	25	91.2	0	0	0	0.0	91.2
BVI - Dept for Blind/Vision Impaired										
Paygroup BW1 TOTAL	1	0	0	0	0.0	1	1	0	100.0	100.0
Paygroup SM1 TOTAL	286	286	274	12	95.8	0	0	0	0.0	95.8
Company BVI TOTALS	287	286	274	12	95.8	1	1	0	100.0	95.8
CBR - VA Center for Behavioral Rehab										
Paygroup SM1 TOTAL	558	558	532	26	95.3	0	0	0	0.0	95.3
Company CBR TOTALS	558	558	532	26	95.3	0	0	0	0.0	95.3
CCA - Center Children & Adolescents										
Paygroup SM1 TOTAL	166	166	154	12	92.8	0	0	0	0.0	92.8
Company CCA TOTALS	166	166	154	12	92.8	0	0	0	0.0	92.8

US Census Annual Survey Report (RPY247)

REVISED: 09/15/2021

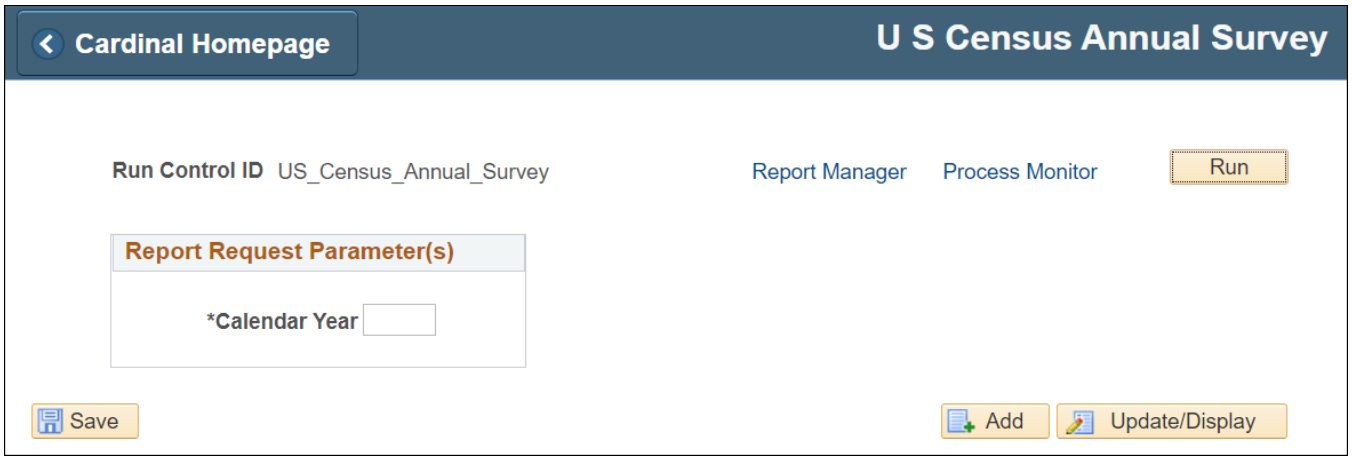
DESCRIPTION:
This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

INPUT / SEARCH CRITERIA:
Calendar Year

OUTPUT FORMAT:
PDF

Screenshot of the US Census Annual Survey Report Run Control Page



ADDITIONAL INFORMATION:
The **Calendar Year** field is a required field.

Screenshot of the US Census Annual Survey Report

```
ABC            Alcoholic Beverage Contro 0000001194000766245960000000000000000000000000000000000221
APA            Auditor of Public Account 0000000125000039711146000000000000000000000000000000000221
BCC            Bland Correctional Center 0000000283000048431336000000000000000000000000000000000221
BVI            Dept for Blind/Vision Imp 0000000286000056948961000000000100000000225000000000000221
CBR            VA Center for Behavioral  0000000558000090259241000000000000000000000000000000000221
CCA            Center Children & Adolesc 0000000166000034298952000000000000000000000000000000000221
CCV            Circuit Courts            0000000193000121600579000000000000000000000000000000000221
CVT            Central VA Training Cente 0000000189000037307851000000000000000000000000000000000221
DCR            Dept Conservation & Recre 0000000444000107634087000000000000000000000000000000000221
DEL            House of Delegates        0000000286000051620944000000000000000000000000000000000221
DEM            Dept of Emergency Managem 0000000161000051092019000000000000000000000000000000000221
DFP            Department of Fire Progra 0000000077000019576721000000000000000000000000000000000221
DGS            Department of General Ser 0000000664000165877563000000000000000000000000000000000221
DMA            Department of Military Af 0000000308000028667060000000000000000000000000000000000221
DOA            Department of Accounts    0000000192000073489862000000000100000000176100000000096221
DOC            Dept of Corr - Central Ad 0000000430000119138938000000000500000000112500000000000221
DSP            Department of State Polic 0000002685000706051725000000000000000000000000000000000221
FWC            Fluvanna Corr Ctr for Wom 0000000361000067425385000000000000000000000000000000000221
GIF            Dept of Wildlife Services 0000000479000142578213000000000000000000000000000000000221
HRM            Dept of Human Resource Mg 0000000115000038256339000000000000000000000000000000000221
MFA            Virginia Museum of Fine A 0000000265000059504142000000000000000000000000000000000221
NSU            Norfolk State University  0000000884000224570992000000000000000000000000000000000221
RBC            Richard Bland College     0000000142000034270845000000000000000000000000000000000221
RCB            Rehab Ctr for the Blind   0000000037000008877342000000000000000000000000000000000221
SBV            Sitter & Barfoot Vet Care 0000000296000075019237000000000000000000000000000000000221
SOV            Senate of Virginia        0000000140000033031899000000000000000000000000000000000221
UMW            University of Mary Washin 0000000813000210604855000000000000000000000000000000000221
VRS            Virginia Retirement Syste 0000000339000134810759000000000000000000000000000000000221
VSU            Virginia State University 0000000668000185564485000000000000000000000000000000000221
WSH            Western State Hospital    0000000660000163014204000000000000000000000000000000000221
WWR            Wilson Workforce & Rehab  0000000248000071918365000000000000000000000000000000000221
```

Virginia DSS Child Support Report (RPY461)

REVISED: 09/15/2021

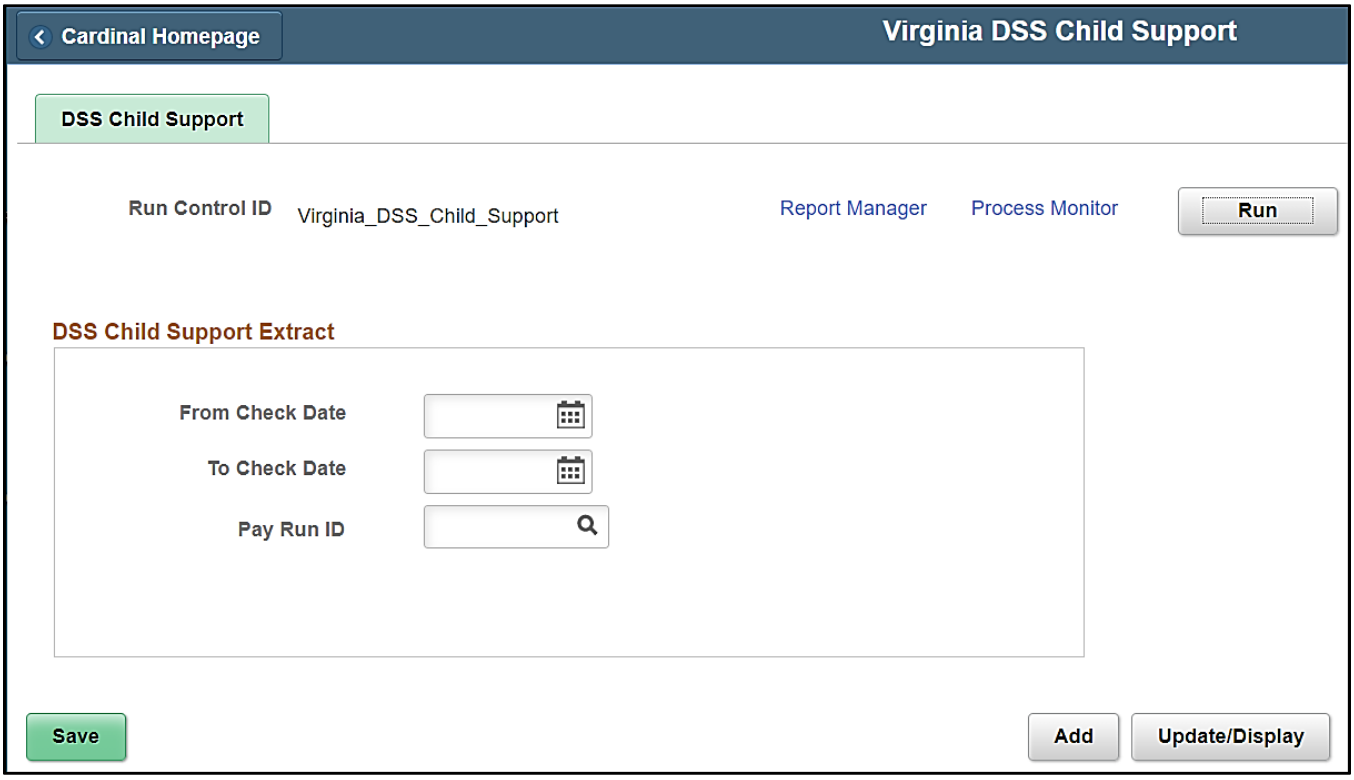
DESCRIPTION:
This is an extract audit report for the semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. This report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

INPUT / SEARCH CRITERIA:
From Check Date
To Check Date
Pay Run ID

OUTPUT FORMAT:
PDF

Screenshot of the Virginia DDS Child Support Report Run Control Page



ADDITIONAL INFORMATION:
The **From Check Date** and **To Check Date** fields or the **Pay Run ID** field are required.

Screenshot of the Virginia DDS Child Support Extract Report

Report ID: RPY461

Commonwealth of Virginia

DSS CHILD SUPPORT EXTRACT REPORT

Run Date: 08/24/2021
Run Time: 11:03 00

COMPANY: ABC - Alcoholic Beverage Control

Page No. 1 of 30

FOR CHECKS DATED 10/01/2019 - 12/31/2019

CHECK DT	EMPLID	NAME	GARN ID	GARN AMOUNT
12/16/2019			000001	$ 201.05
12/16/2019			000001	$ 276.92
12/16/2019			000001	$ 81.94
12/16/2019			000001	$ 169.50
12/16/2019			000001	$ 172.00
12/16/2019			000001	$ 91.37
12/16/2019			000001	$ 299.50
12/16/2019			000001	$ 1,402.50
12/16/2019			000001	$ 65.46
12/16/2019			000001	$ 218.00
12/16/2019			000001	$ 129.21
12/16/2019			000001	$ 204.00
12/16/2019			000001	$ 113.50
12/16/2019			000001	$ 184.17
12/16/2019			000001	$ 358.13

Check Date Total: $ 3,967.25

Company Total: $ 3,967.25

Virginia Quarterly UI Wage Report (RPY246)

REVISED: 09/23/2024

DESCRIPTION:
This regulatory report provides a list of unemployment wages submitted quarterly.

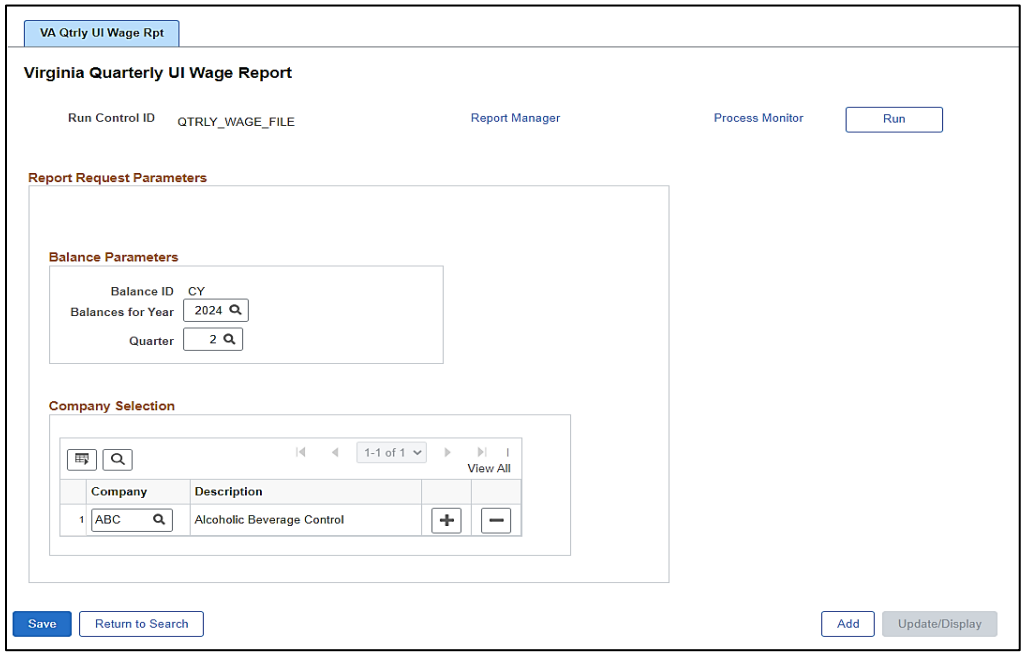
This report displays a list of the employees and their quarter to date UI taxable wages reported to VEC. Users only see information for the Agencies they have access to. Negative amounts in the **QTD SUI Wage** column are reported in a separate section or report and totaled separately from the positive amounts. These amounts must be manually submitted as adjustments to VEC by the individual Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > VA Qtrly UI Wage Rpt

INPUT / SEARCH CRITERIA:
Balances for Year
Quarter
Company

OUTPUT FORMAT:
PDF

Screenshot of the Virginia Quarterly UI Wage Report Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** and **Quarter** fields are required fields.

Note: This report produces two PDF files. One is the positive QTD SUI wage totals used by the Agencies in online reporting to VEC. The second file displays employees with negative QTD SUI wage amounts which must be submitted separately to VEC.

Screenshot of the Virginia Quarterly UI Wage Report – PDF (1 of 2)

Cardinal

Commonwealth of Virginia

VIRGINIA QUARTERLY UI WAGE REPORT

Report ID: VPYR0246

Run Date: 09/18/2024
Run Time: 12:13 00

Page No. 1 of 68

Company ABC Alcoholic Beverage Control
UI Account Number

Quarter/Year: 2/2024

Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
		244.80	244.80	244.80	16.00	0.00
		14,504.95	14,462.45	0.00	440.70	14,462.45
		183.20	183.20	183.20	11.40	0.00
		3,599.69	3,599.69	3,599.69	224.00	0.00
		5,383.36	5,383.36	5,383.36	335.20	0.00
		14,542.55	14,167.55	0.00	444.60	14,167.55
		9,521.99	9,196.99	0.00	440.20	9,196.99
		6,145.70	6,145.70	2,120.06	370.00	4,025.64
		562.79	562.79	562.79	29.10	0.00
		5,347.52	5,347.52	2,434.60	306.80	2,912.92
		20,722.90	20,437.90	0.00	440.00	20,437.90
		9,001.50	8,014.00	6,204.67	440.80	1,809.33
		4,684.02	4,684.02	4,241.73	282.00	442.29
		3,399.72	3,399.72	3,399.72	207.30	0.00
		1,306.36	1,306.36	1,306.36	68.90	0.00
		1,035.78	1,035.78	1,035.78	50.60	0.00
		4,831.61	4,831.61	3,759.26	277.20	1,072.35
		3,252.47	3,252.47	3,252.47	186.60	0.00
		5,505.96	5,505.96	2,221.21	282.50	3,284.75
		14,993.95	14,935.57	0.00	440.00	14,935.57
		5,676.97	5,676.97	2,377.07	325.70	3,299.90
		19,220.85	18,323.35	0.00	444.00	18,323.35

Page No. 68 of 68

	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked	QTD Excess SUI Wages
File Transfer Totals	29,839,581.75	29,117,768.71	7,158,565.83	1,171,920.30	21,959,202.88

File Total Number of Employees Reported: 4,541
File Total Records Reported: 4,541

Screenshot of the Virginia Quarterly UI Wage Report – Negative Wage Listing PDF (2 of 2)

Cardinal

Commonwealth of Virginia

Report ID: VPYR0246

VA QUARTERLY UI WAGE RPT- NEGATIVE WAGE LISTING

Run Date: 09/18/2024
Run Time: 12:13 00

Page No. 1 of 2

Company ABC Alcoholic Beverage Control
UI Account Number 000008009996

Quarter/Year: 2/2024

Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
[redacted]		485.30-	485.30-	485.30-	63.00
[redacted]		1,533.17	5,036.64-	0.00	1.00-
Company Total:		1,047.87	5,521.94-	485.30-	62.00

Company Total Number of Employees Reported: 2
Company Total Number of Records Reported: 2

W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 09/15/2021

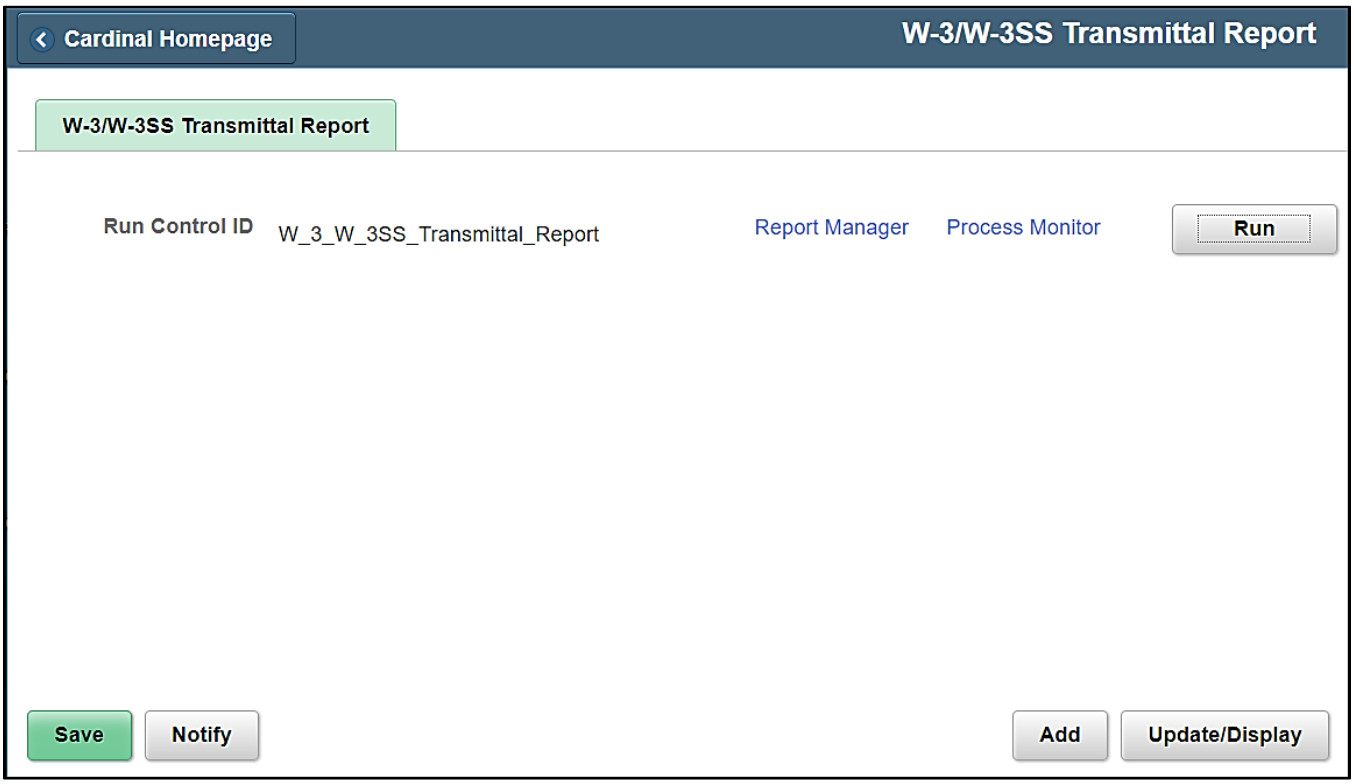
DESCRIPTION:
This regulatory report is used by Agencies for calendar year-end certification and verification of Company-level totals. This calendar year-end report is used by SPO.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

INPUT / SEARCH CRITERIA:
(none)

OUTPUT FORMAT:
PDF

Screenshot of the W-3 Transmittal Totals Report Run Control Page



ADDITIONAL INFORMATION:
There are no required fields for this report.

Screenshot of the W-3 Transmittal Totals Report

PeopleSoft
W-3 TRANSMITTAL - TOTALS REPORT
Tax Year 2019

Report ID: TAX915
Company ABC

Page No. 1
Run Date 08/31/2021
Run Time 16:03:52

W-3 Box	Description	Contents / Amount
b	Kind of Payer	Regular (All Others)
	Kind of Employer	None Apply
	Third-party sick pay	No
c	Total number of Forms W-2	5150
e	Employer identification number	
f	Employer name	Alcoholic Beverage Control
g	Employer address	2901 Hermitage Road Richmond, VA 23220
h	Other EIN used this year	
1	Wages, tips, other compensation	81039820.25
2	Federal income tax withheld	7998976.04
3	Social security wages	80425815.76
4	Social security tax withheld	4986395.97
5	Medicare wages and tips	84709000.85
6	Medicare tax withheld	1264599.15
7	Social security tips	0.00
8	Allocated tips	0.00
10	Dependent care benefits	29762.50
11	Nonqualified plans	0.00
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91

W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 12/12/2023

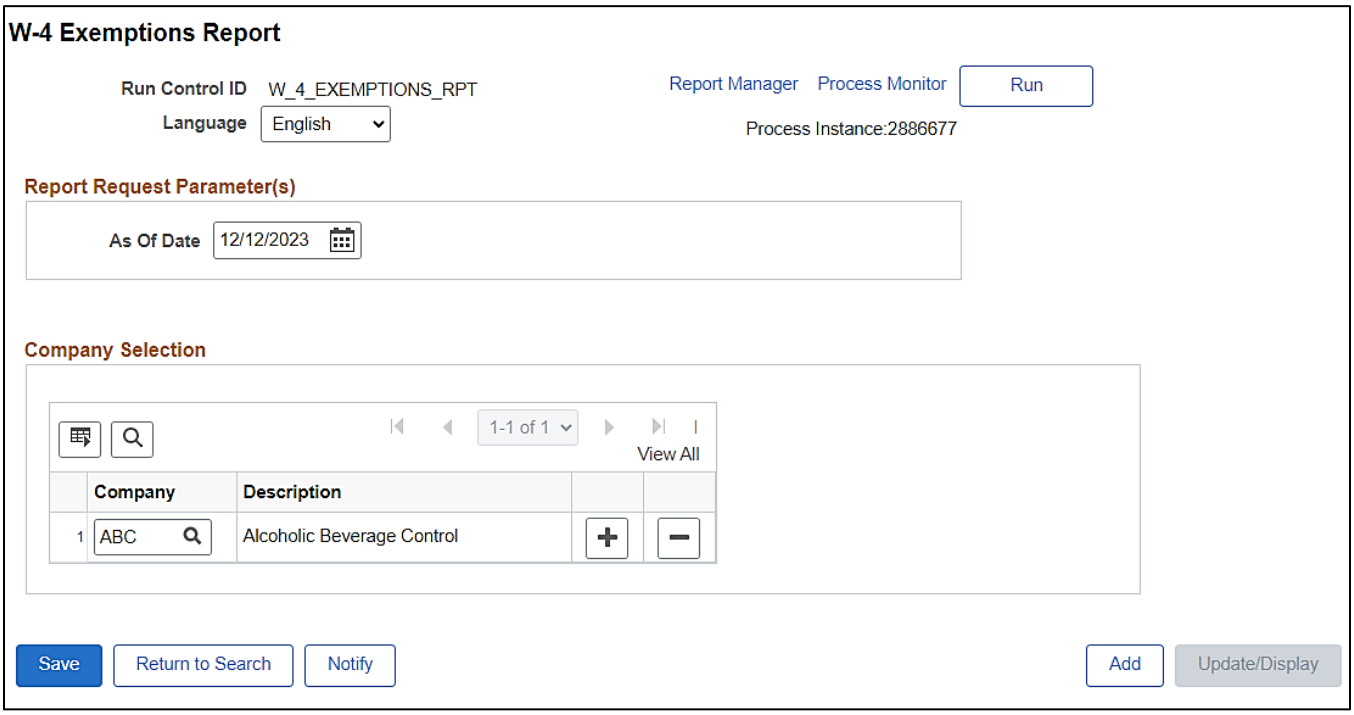
DESCRIPTION:
This regulatory report is a listing of all employees whose U.S. Tax Data records indicate that they are exempt from federal income tax withholding (W-4).

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

INPUT / SEARCH CRITERIA:
As Of Date

OUTPUT FORMAT:
PDF

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report Run Control Page



ADDITIONAL INFORMATION:
The **As of Date** field is a required field.

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report

PeopleSoft
FEDERAL TAX DATA STATUS REPORT

Report ID: TAX100
Company ABC Alcoholic Beverage Control
As Of Date: 12/12/2023

Page No. 1
Run Date 12/12/2023
Run Time 13:38:34

Employee ID	Name	Effective Date	Dept. ID	Dept. Name	Taxable Gross YTD	Allow-ances	Special FWT Status	Additional W/H %	Additional W/H Amount	NRA W/H Rule
[illegible]	[illegible]	10/04/2023	226112	Store 112	42,552.90	0	Zero W/H...			
[illegible]	[illegible]	12/31/2019	110701	Admin Exp	227,466.15	11	None			
[illegible]	[illegible]	05/05/2023	226059	Store 059	46,744.52	0	Zero W/H...			
[illegible]	[illegible]	10/05/2023	226112	Store 112	41,324.63	0	Zero W/H...			
[illegible]	[illegible]	05/05/2023	226196	Store 196	31,291.53	0	Zero W/H...			
[illegible]	[illegible]	01/01/2023	300507	WarePolRd	44,094.30	0	Zero W/H...			
[illegible]	[illegible]	07/28/2023	300507	WarePolRd	20,183.64	0	Zero W/H...			

Year End Data Audit Report (TAX910AU)

REVISED: 12/7/2023

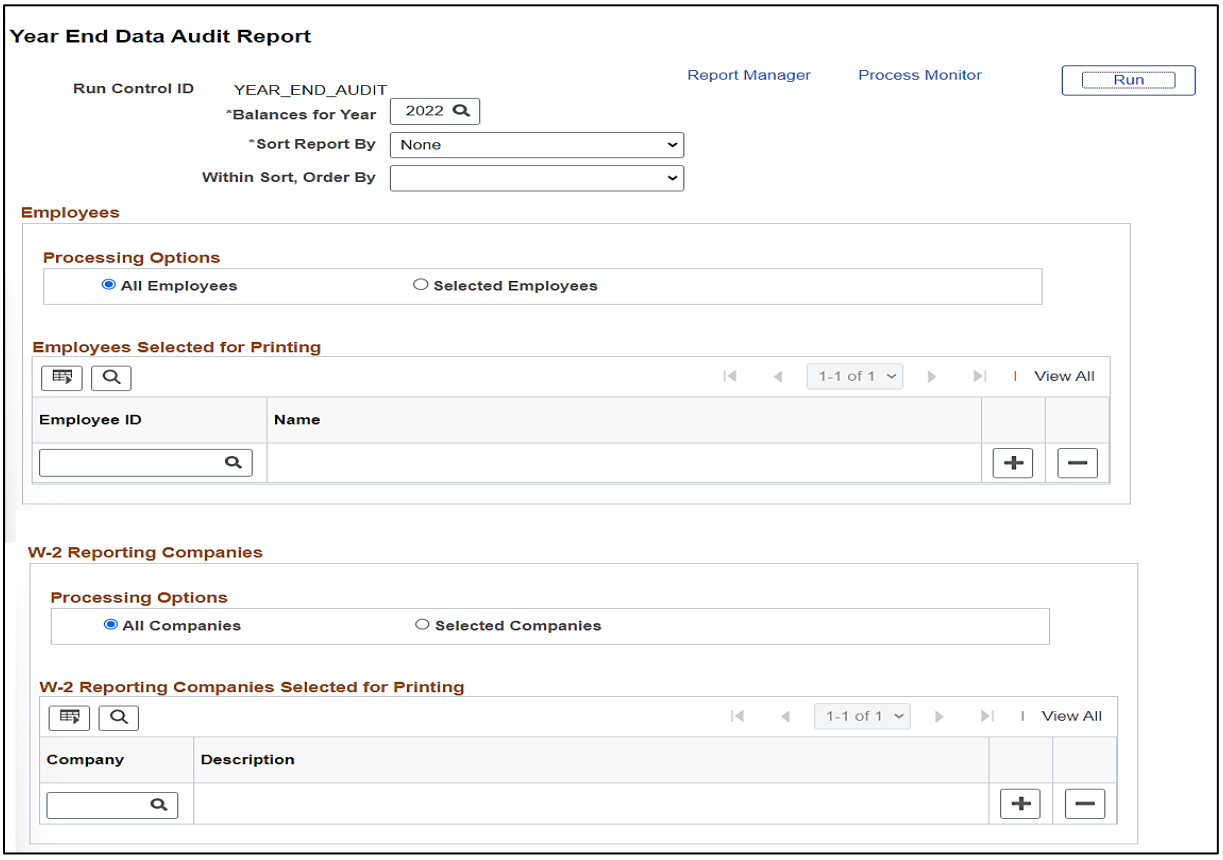
DESCRIPTION:
This regulatory report is a listing of the amounts loaded in the year end files and identifies certain errors. This calendar year-end report is used by SPO and Agency Payroll Administrators.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

INPUT / SEARCH CRITERIA:
Balances for Year
Sort/Order Report By
Employees Options (All or Selected)
Employee ID
W-2 Reporting Companies (All or Selected)

OUTPUT FORMAT:
PDF

Screenshot of the Year End Audit Report Run Control Page



ADDITIONAL INFORMATION:
The **Balances for Year** field is a required field.

Screenshot of the Year End Data Audit Report

PeopleSoft
YE DATA AUDIT REPORT
Tax Year 2022

Report ID: TAX910AU
W2 Rpt Company ABC Alcoholic Beverage Control
Federal EIN [redacted]

Page No. 1
Run Date 12/07/2023
Run Time 07:36:19

	Taxable Gross/ Tax	OASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqlfd Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips
**** [redacted] ****									
Federal	17765.23	17765.23	17765.23						
	931.35	1101.44	257.60						
VA	17765.23								
	487.02								
**** [redacted] ****									
Federal	6.82	6.82	6.82						
		0.43	0.10						
VA	6.82								
**** [redacted] ****									
Federal	40621.00	40621.00	40621.00						
	4939.41	2518.50	589.00						
VA	40621.00								
	1765.98								

Year End Record Error Report (TAX910ER)

REVISED: 09/15/2021

DESCRIPTION:
This regulatory report identifies errors in the year-end data.

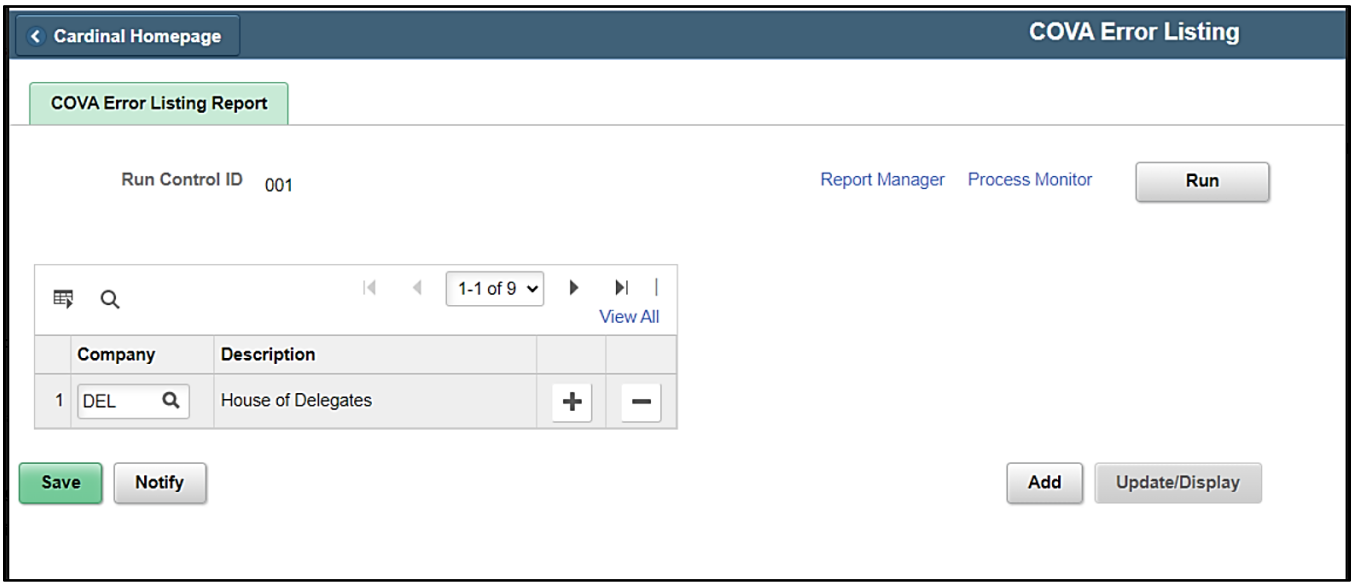
This calendar year-end report is used by SPO and Agencies.

NAVIGATION PATH:
NavBar > Menu > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:
Company

OUTPUT FORMAT:
PDF

Screenshot of the Year End Record Error Report Run Control Page



ADDITIONAL INFORMATION:
The **Company** field is a required field.

Screenshot of the Year End Record Error Report

PeopleSoft
YE RECORD ERROR REPORT
Tax Year 2019

Report ID: TAX910ER
W2 Rpt Company ABC
Federal EIN

Page No. 1
Run Date 09/08/2021
Run Time 17:51:33

Employee ID	Employee Name	SSN	Taxform	Message
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	Incomplete employee address