



## Using the Single-Use Payroll Online Tool (SPOT) Overview

The Single-Use Payroll Online Tool (SPOT) tool is used by Payroll Administrators to enter one-time transactions affecting pay or deductions in Cardinal. Transactions can be entered online in SPOT or through a spreadsheet upload.

This Job Aid provides information on entering earnings and deduction transactions (online or spreadsheet upload), deleting SPOT batches, SPOT transaction approvals, and reviewing batches after approval.

**Note:** Users can only view or submit transactions for employees within their Company and Department. Approvers cannot submit or approve their own transactions, and employees cannot submit or approve their own payroll entries.

This Job Aid also contains a SPOT scenario section which provides various examples to assist with SPOT entry. Utilize the **Table of Contents** section of this Job Aid to see a listing of the scenarios included.

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

## Table of Contents

Revision History .....	3
Entering an Earnings Transaction in SPOT .....	4
Entering a Deduction Transaction in SPOT .....	21
Using the SPOT Template Upload Process .....	35
Deleting a SPOT Batch .....	57
Approving SPOT Transactions Overview .....	60
Closing a SPOT Batch .....	66
Sending Back a SPOT Batch.....	69
Reviewing Batches Sent Back by the Approver .....	72
Monitoring SPOT Transactions .....	79
Reviewing Employee Paycheck Information.....	80
SPOT Scenarios .....	81
Entering Pay Docking (LNP) .....	81
Review Paycheck Page – Pay Docking (LNP) .....	82



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

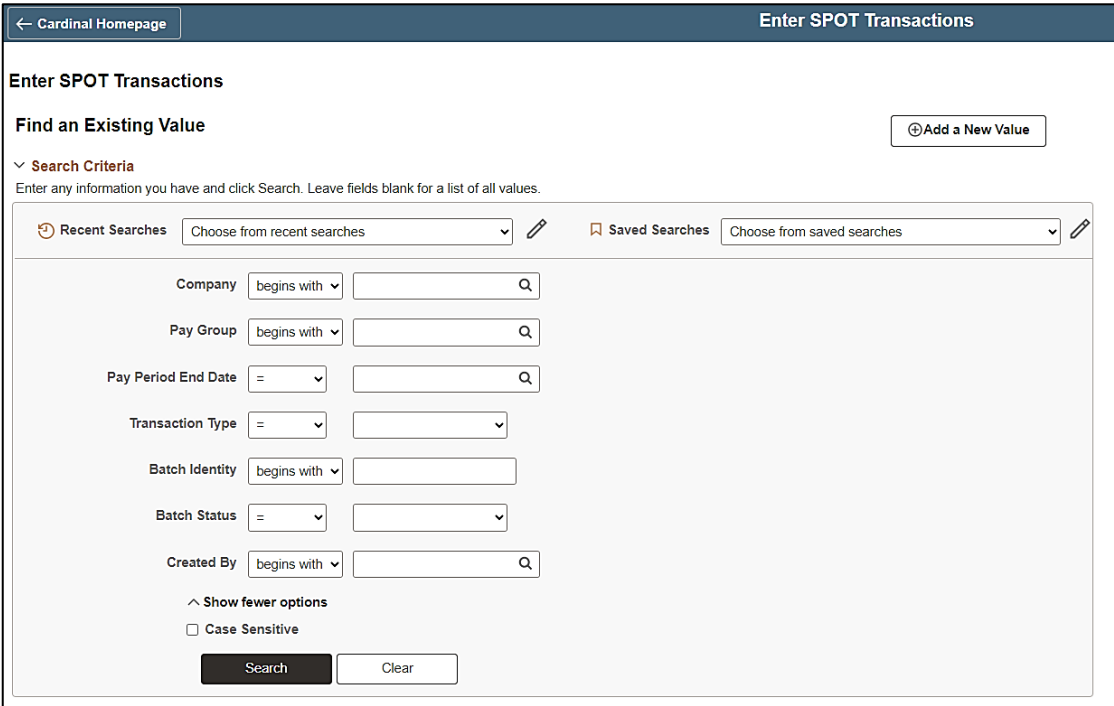


Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period .....	83
Review Paycheck Page – Entering Adjustments to Reg Pay (Hired/Termed Mid Pay Period) .....	84
Entering Adjustments to Regular Pay – Change in Compensation from Prior Period .....	85
Review Paycheck Page – Change in Compensation for Prior Pay Period .....	86
Deceased Pay.....	87
Review Paycheck Page with Due Agency Deduction - Deceased Pay.....	89
Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued) .....	90
Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued) .....	91
Review Paycheck Page with Additional Before - Tax Medical Deduction .....	92
Review Paycheck Page with Additional Before - Tax Medical Deduction (continued).....	93
Review Paycheck Page with Additional Before - Tax Medical Deduction (continued).....	94
Adjusting VRS Retirement Benefit Deductions.....	95
Employee Enrolled in the Retirement Plan.....	95
Review Paycheck Page – Employee Enrolled in in the Retirement Plan .....	99
Employee Not Enrolled in the Retirement Plan.....	102
SPOT Entry for an Additional Pay.....	104
Employee with Two (2) Hourly Jobs with a Due Agency Deduction.....	106
SPOT Scenarios for Bonus Payments Entered on a Separate Check.....	109
Bonus Payment with Supplemental Tax Only.....	109
Bonus Payment with Garnishment Deduction Only .....	114
Bonus Payment with Garnishment and One-Time Deferral .....	117



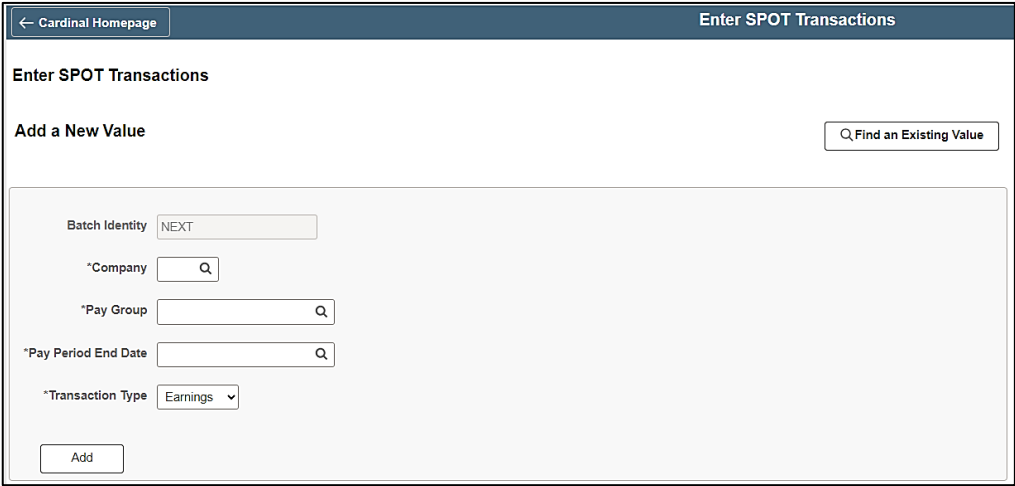





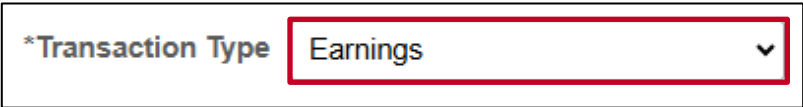
### Revision History

Revision Date	Summary of Changes
12/8/2025	Added new section for entering bonus payments entered on a separate check <a href="#">SPOT Scenarios for Bonus Payments Entered on a Separate Check</a> Added new scenario for entering a Due Agency SPOT transaction for an employee with two jobs <a href="#">Employee with Two (2) Hourly Jobs with a Due Agency Deduction</a>
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 19; <a href="#">Section 4</a> , after Step 1; <a href="#">Section 5</a> , after Step 1; <a href="#">Section 6</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



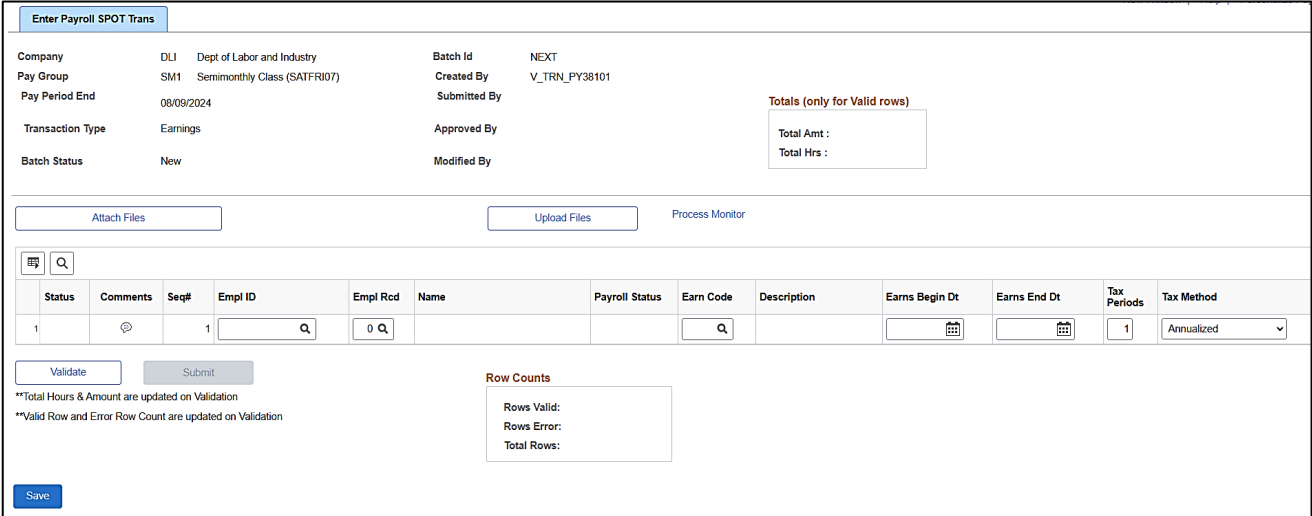




### Entering an Earnings Transaction in SPOT

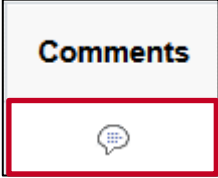
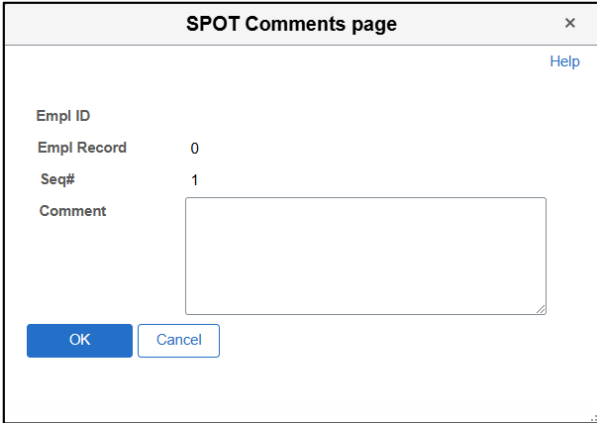
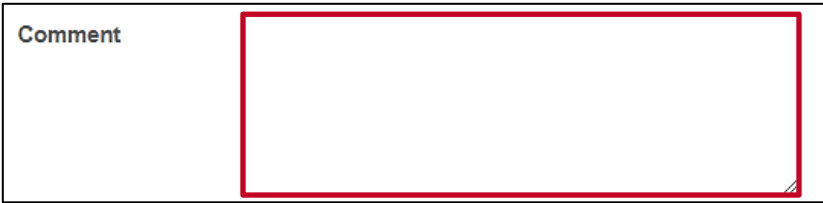

Step	Action
1.	<p>Navigate to the <b>Enter SPOT Transactions</b> page using the following path:  <b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b></p> <p>The <b>Enter SPOT Transactions Find an Existing Value Search</b> page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Click the <b>Add a New Value</b> button.</p> 



Step	Action
	<p>The <b>Add a New Value</b> page displays.</p> 
	<p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
3.	<p>Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.</p> 
4.	<p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p> 
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
5.	<p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p> 
6.	<p>Verify that the <b>Transaction Type</b> field defaults to “Earnings”.</p> 

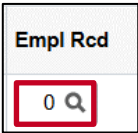

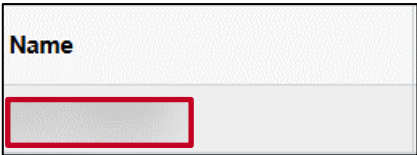
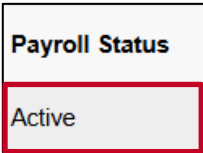

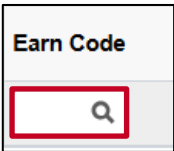











Step	Action
	There are only two values for this field which are “Earnings” or “Deduction”. See the section of this Job Aid titled <a href="#">Entering a Deduction Transaction in SPOT</a> for details on entering SPOT deduction transactions.
7.	<p>Click the <b>Add</b> button.</p> <div></div>
<p>The <b>Enter Payroll SPOT Trans</b> page displays.</p> <div></div>	
	The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> page.
	<p>The <b>Batch Status</b> field updates based on the action taken on the batch and includes:</p> <ul style="list-style-type: none"><li>• <b>New</b> – when a new batch is initiated</li><li>• <b>Created</b> – when the batch is saved</li><li>• <b>Validated</b> – when the batch is validated</li><li>• <b>Modified after Validation</b> – when the batch is changed after validation</li><li>• <b>Submitted</b> – when the batch is submitted for approval</li><li>• <b>In Review</b> – when the approver is reviewing the batch for approval</li><li>• <b>Closed</b> – after the approver has submitted the batch to payroll</li></ul> <div></div>
	The <b>Status</b> field displays the status of each specific transaction after the batch has been validated.




Step	Action
8.	<p>Click the <b>Comments</b> icon if there are comments to add for the transaction. If not, skip to Step 11.</p> 
<p>The <b>SPOT Comments page</b> displays in a pop-up window.</p> 	
9.	<p>Enter comments as applicable in the <b>Comment</b> field.</p> 
10.	<p>Click the <b>OK</b> button.</p> 






Step	Action																										
	<p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p> <div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div>DLI Dept of Labor and Industry<div>Batch Id</div>NEXT</div><div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)<div>Created By</div>V_TRN_PY38101</div><div><div>Pay Period End</div>08/09/2024<div>Submitted By</div></div><div><div>Transaction Type</div>Earnings<div>Approved By</div></div><div><div>Batch Status</div>New<div>Modified By</div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt :</div><div>Total Hrs :</div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><table><tr><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th><th>Earns End Dt</th><th>Tax Periods</th><th>Tax Method</th></tr><tr><td>1</td><td></td><td>1</td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>Annualized</td></tr></table><div><div>Validate</div><div>Submit</div></div><div><div>Row Counts</div><div>Rows Valid:</div><div>Rows Error:</div><div>Total Rows:</div></div><div>Save</div></div>	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	1		1		0							1	Annualized
Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method															
1		1		0							1	Annualized															
<div><div>i</div></div>	<p>The <b>Seq#</b> field auto-populates and is read-only.</p> <div><div>Seq#</div><div>1</div></div>																										
11.	<p>Click the <b>Empl ID Look Up</b> icon and select the applicable employee’s Employee ID.</p> <div><div>Empl ID</div><div></div></div>																										
<div><div>i</div></div>	<p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p> <div><div>Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</div><div>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</div><div>OK</div></div>																										

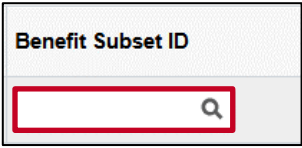
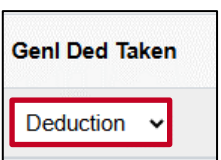

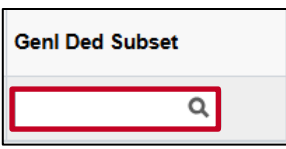
Step	Action
12.	<p>Click the <b>Empl Rcd Look Up</b> icon and select the applicable Employee Record.</p> 
	<p>This field defaults to "0".</p>
13.	<p>Verify that the correct employee's name displays in the <b>Name</b> field (auto-populates based on the Employee ID selected).</p> 
14.	<p>Review the <b>Payroll Status</b> field. This field populates based on the Payroll Status from the employee's Job Data.</p> 
	<p>A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".</p>
15.	<p>Click the <b>Earn Code Look Up</b> icon and select the appropriate Earnings Code. For this scenario, "BON" is selected.</p> 





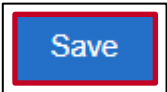
Step	Action				
	<p>If the Earnings Code is not valid for the Employee Type (Hourly vs Salaried) an error displays when the <b>Validate</b> button is clicked. For a listing of Earnings Codes, see the Job Aid titled <b>PY381_Earnings Codes</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <p>The following Earnings Codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error:</p> <ul style="list-style-type: none"> <li>• <b>LSH</b> – Leave Share</li> <li>• <b>STD</b> – Short Term Disability</li> <li>• <b>WCL</b> – VSDP Work Comp Pay</li> <li>• <b>WCP</b> – Workers Comp</li> <li>• <b>WCS</b> – Work Comp Supplement</li> </ul>				
16.	<p>Verify that the <b>Description</b> field auto-populates correctly based on the Earnings Code selected.</p> <div data-bbox="290 802 527 924"> <div>Description</div> <div>Non-discretionary Bonus (FLSA)</div> </div>				
	<p>If it is not accurate, update the <b>Earn Code</b> field as applicable.</p>				
17.	<p>Enter or select the appropriate earnings begin and end dates using the <b>Earns Begin Dt</b> and <b>Earns End Dt Calendar</b> icons.</p> <div data-bbox="290 1157 803 1310"> <table> <tr> <th>Earns Begin Dt</th><th>Earns End Dt</th></tr> <tr> <td><div><input type="text"/> </div></td><td><div><input type="text"/> </div></td></tr> </table> </div>	Earns Begin Dt	Earns End Dt	<div><input type="text"/> </div>	<div><input type="text"/> </div>
Earns Begin Dt	Earns End Dt				
<div><input type="text"/> </div>	<div><input type="text"/> </div>				
	<p>These fields are required fields for all earnings transactions. If left blank, an error will occur when the <b>Validate</b> button is clicked.</p> <p>When entering a SPOT transaction, the <b>Earns Begin Date</b> should not be prior to the employee's hire date on the <b>Job Data</b> record.</p> <p>If the employee's payroll status is "Terminated" or "Retired", the <b>Earns End Date</b> field cannot be after the termination date on the <b>Job Data</b> record.</p>				
18.	<p>The <b>Tax Periods</b> field defaults to "1" and refers to the number of Pay Periods covered by the earnings payment.</p> <div data-bbox="290 1698 417 1850"> <div>Tax Periods</div> <div>1</div> </div>				

Step	Action						
	The <b>Tax Periods</b> field is used in conjunction with the “Annualized” tax method.						
19.	<p>Click the <b>Tax Method</b> dropdown button and select the appropriate tax method.</p> <div><div>Tax Method</div><div>Annualized ▾</div></div>						
	<p>There are two selections available for Tax Method:</p> <ul style="list-style-type: none"><li>• <b>Annualized</b> – this tax method multiplies the earnings by the pay periods and is taxed based upon the annualized amount (the <b>Tax Period</b> field impacts how the earnings are annualized)</li><li>• <b>Supplemental</b> – this tax method is most often used for bonus payments and leave payouts and should not be used for earnings related to hours worked. See the Job Aid titled <b>PY381_Earnings Codes</b> for a list of Earning Codes that use the “Supplemental” tax method. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b></li></ul>						
20.	<p>Next, enter the applicable field information based on the type of Earnings Code. The <b>Oth Hrs</b>, <b>Hourly Rate</b>, and <b>Amount</b> fields are available only if applicable based upon the value selected in the <b>Earn Code</b> field.</p> <p>For this scenario, the <b>Amount</b> is entered.</p> <table><thead><tr><th>Oth Hrs</th><th>Hourly Rate</th><th>Amount</th></tr></thead><tbody><tr><td></td><td></td><td>0.00</td></tr></tbody></table>	Oth Hrs	Hourly Rate	Amount			0.00
Oth Hrs	Hourly Rate	Amount					
		0.00					
	<p>The following guidelines apply for entry of the <b>Oth Hrs</b>, <b>Hourly Rate</b>, and <b>Amount</b> fields.</p> <ul style="list-style-type: none"><li>• <b>Oth Hrs</b>: Enter the applicable number of hours in the <b>Oth Hrs</b> field to one decimal place (e.g., 8.0)</li><li>• <b>Hourly Rate</b>: Enter the applicable hourly rate in the <b>Hourly Rate</b> field to two decimal places (e.g., 22.55)</li><li>• <b>Amount</b>: Enter the applicable amount in the <b>Amount</b> field to two decimal places (e.g., 200.00). The amount can be a positive or negative number based upon the value selected in the <b>Earn Code</b> field</li></ul>						
21.	Click the horizontal scrollbar at the bottom of the page to scroll to the right as needed.						

Step	Action										
	<p>The <b>Benefit Ded Taken</b>, <b>Benefit Subset ID</b>, <b>Genl Ded Taken</b>, and <b>Genl Ded Subset</b> fields are not enabled. Entry of these fields is triggered based on the value in the <b>Sepchk #</b> field.</p> <table><tr><th>Benefit Ded Taken</th><th>Benefit Subset ID</th><th>Genl Ded Taken</th><th>Genl Ded Subset</th><th>Sepchk #</th></tr><tr><td>Deduction</td><td></td><td>Deduction</td><td></td><td><input type="text" value="0"/></td></tr></table>	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Deduction		Deduction		<input type="text" value="0"/>
Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #							
Deduction		Deduction		<input type="text" value="0"/>							
22.	<p>The <b>Sepchk #</b> field defaults to “0” indicating that the earnings will be added to the employee’s regular check for the Pay Period being processed.</p> <p>Incrementally update this field by one if the employee requires one or more separate checks.</p> <ul style="list-style-type: none"><li>• If this value will remain as “0”, proceed to Step 27</li><li>• If this value will be changed to “1” (or higher), proceed to the next Step</li></ul> <div><div>Sepchk #</div><div><input type="text" value="0"/></div></div>										
	<p>When the <b>Sepchk #</b> field value is changed from the default of “0”, the <b>Benefit Ded Taken</b>, <b>Benefit Subset ID</b>, <b>Genl Ded Taken</b>, and <b>Genl Ded Subset</b> fields become enabled and are required to be completed.</p> <p>Complete Steps 23 - 26 to make the appropriate updates to each of these fields if applicable.</p> <p>If the <b>Sepchk #</b> value is set to “1” or higher, the same number must be used in the corresponding Deduction transaction.</p>										
23.	<p>Click the <b>Benefit Ded Taken</b> dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"><li>• <b>Deduction</b> – all benefit deductions are taken from the earnings</li><li>• <b>None</b> – no benefit deductions are taken from the earnings</li><li>• <b>Subset</b> – a subset of benefit deductions is taken from the earnings</li></ul> <div><div>Benefit Ded Taken</div><div><div>Deduction</div><div>▼</div></div></div>										
	<p>A Benefit Subset ID value must be selected in the <b>Benefit Subset ID</b> field if the “Subset” value is selected in the <b>Benefit Ded Taken</b> field. If “Subset” was not selected, do not select a value in the <b>Benefit Subset ID</b> field.</p>										



Step	Action
24.	<p>Click the <b>Benefit Subset ID Look Up</b> icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>BNS</b> (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings</li> <li>• <b>GRN</b> (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken</li> <li>• <b>SPT</b> (SPOT Allow) – Not used by Cardinal</li> <li>• <b>LVS</b> (Leave Share) – All deductions will be taken from the earnings</li> </ul> 
25.	<p>Click the <b>Genl Ded Taken</b> dropdown button and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>Deduction</b> – all benefit deductions are taken from the earnings</li> <li>• <b>None</b> – no benefit deductions are taken from the earnings</li> <li>• <b>Subset</b> – a subset of benefit deductions is taken from the earnings</li> </ul> 
	<p>A general deduction subset value must be selected in the <b>Genl Ded Subset</b> field if the “Subset” value is selected in the <b>Genl Ded Taken</b> field. If “Subset” was not selected, do not select a value in the <b>Genl Ded Subset</b> field.</p>
26.	<p>Click the <b>Genl Ded Subset Look Up</b> icon and select the applicable value based on the following:</p> <ul style="list-style-type: none"> <li>• <b>BNS</b> (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings</li> <li>• <b>GRN</b> (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken</li> <li>• <b>SPT</b> (SPOT Allow) – Not used by Cardinal</li> <li>• <b>LVS</b> (Leave Share) – All deductions will be taken from the earnings</li> </ul> 

Step	Action
27.	<p>Enter the additional pay sequence number in the <b>Addl Seq Nbr</b> field if the SPOT transaction is related to additional pay that contains a "Goal Balance".</p> <p>If this is not applicable, leave this field blank and proceed to the next Step.</p> 
	<p>The <b>Addl Seq Nbr</b> field is used to tie the SPOT entry to the respective Additional Pay record as each Additional Pay record is created with a sequence number. The <b>Addl Seq Nbr</b> field is only required if the Additional Pay record has a Goal Balance. Cardinal needs the Addl Seq Nbr to recognize which record to update.</p>
28.	<p>Click the <b>Add a Row</b> icon to create additional SPOT transactions and then repeat Steps 12-27.</p> 
29.	<p>Click the <b>Delete a Row</b> icon to delete a line (SPOT transaction) as needed.</p> 
30.	<p>Click the horizontal scrollbar to scroll to the left.</p>
31.	<p>Click the <b>Save</b> button to save the batch so that additional transactions can be entered.</p> <p>If the batch is ready to be submitted, go to Step 34.</p> 



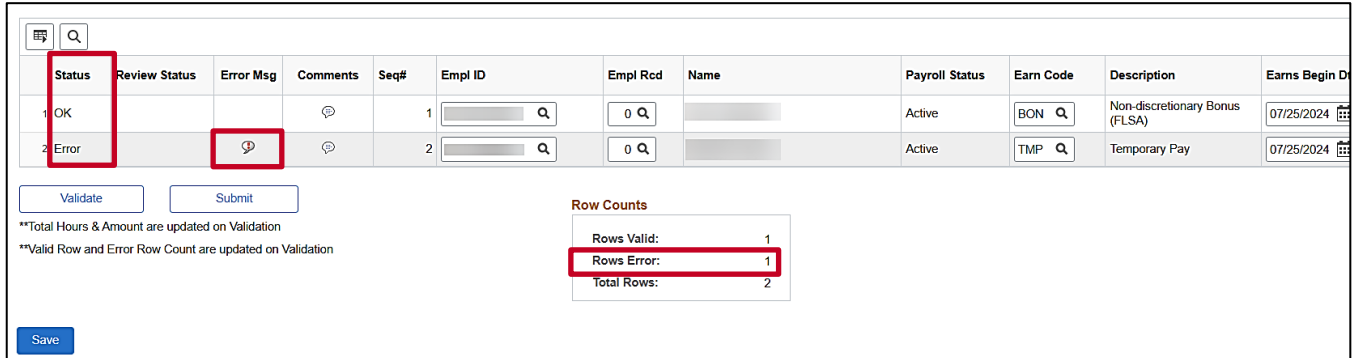
Step	Action
	<p>The <b>Enter SPOT Trans</b> page refreshes.</p> <div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div><div>DLI Dept of Labor and Industry</div><div>Batch Id</div><div>276</div></div><div><div>Pay Group</div><div>SM1 Semimonthly Class (SATFR07)</div><div>Created By</div><div></div></div><div><div>Pay Period End</div><div>08/09/2024</div><div>Submitted By</div><div></div></div><div><div>Transaction Type</div><div>Earnings</div><div>Approved By</div><div></div></div><div><div>Batch Status</div><div>Created</div><div>Modified By</div><div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt :</div><div>Total Hrs :</div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div>1</div><div>Q</div><div>1</div><div>Q</div><div>0</div><div>Q</div><div>Active</div><div>BON</div><div>Q</div><div>Non-discretionary Bonus (FLSA)</div><div>07/25/2024</div><div>08/09/2024</div><div>1</div><div>Annualized</div></div><div><div>Validate</div><div>Submit</div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div><div>Row Counts</div><div>Rows Valid:</div><div>Rows Error:</div><div>Total Rows:</div></div><div><div>Save</div></div></div>
32.	<p>Verify that the <b>Batch Id</b> field populates with a number. For this scenario, the Batch ID is “276”.</p> <div><div>Batch Id</div><div>276</div></div>
33.	<p>Verify that the <b>Batch Status</b> field updates to “Created”.</p> <div><div>Batch Status</div><div>Created</div></div>
<div>i</div>	<p>After a batch is saved, additional items can still be added as needed.</p>
34.	<p>To submit the batch for approval, click the <b>Validate</b> button. Cardinal will validate all of the individual fields as well as combinations of fields.</p> <div><div>Validate</div></div>



Step	Action																										
The <b>Enter Payroll SPOT Trans</b> page redispays and the <b>Batch Status</b> field updates to “Validated”.																											
<div><div><div>Enter Payroll SPOT Trans</div><div><div><div><div>Company</div><div>DLI Dept of Labor and Industry</div><div>Batch Id</div><div>276</div></div><div><div>Pay Group</div><div>SM1 Semimonthly Class (SATFRI07)</div><div>Created By</div><div></div></div><div><div>Pay Period End</div><div>08/09/2024</div><div>Submitted By</div><div></div></div><div><div>Transaction Type</div><div>Earnings</div><div>Approved By</div><div></div></div><div><div>Batch Status</div><div>Validated</div><div>Modified By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt :</div><div>200.00</div></div><div><div>Total Hrs :</div><div></div></div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div>mp</div><div>Q</div></div><table><tr><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th><th>Earns End Dt</th><th>Tax Periods</th><th>Tax Method</th></tr><tr><td>1 OK</td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td><td>08/09/2024</td><td>1</td><td>Annualized</td></tr></table><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div><div>1</div></div><div><div>Rows Error:</div><div></div></div><div><div>Total Rows:</div><div>1</div></div></div><div>Save</div></div></div></div>		Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08/09/2024	1	Annualized
Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method															
1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08/09/2024	1	Annualized															
<div><div>i</div></div>	<div>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</div> <div><div><div><div><div>Total Amt</div><div>– the sum of the values entered in the <b>Amount</b> field for the batch</div></div><div><div>Total Hrs</div><div>– the sum of the values entered in the <b>Oth Hrs</b> field for the batch</div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div><div>Total Amt :</div><div>200.00</div></div><div><div>Total Hrs :</div><div></div></div></div></div></div>																										
<div><div>i</div></div>	<div>The <b>Row Counts</b> section provides the following summary information for the batch:</div> <div><div><div><div><div>Rows Valid</div><div>– the number of valid rows in the batch</div></div><div><div>Rows Error</div><div>– the number or rows in the batch containing errors</div></div><div><div>Total Rows</div><div>– the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</div></div></div></div><div><div>Row Counts</div><div><div><div>Rows Valid:</div><div>1</div></div><div><div>Rows Error:</div><div></div></div><div><div>Total Rows:</div><div>1</div></div></div></div></div>																										

Step	Action
35.	<p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 40.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>

Example of a batch with an error.



Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin D
OK				1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
Error				2		0		Active	TMP	Temporary Pay	07/25/2024

\*\*Total Hours & Amount are updated on Validation  
 \*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**  
 Rows Valid: 1  
 Rows Error: 1  
 Total Rows: 2



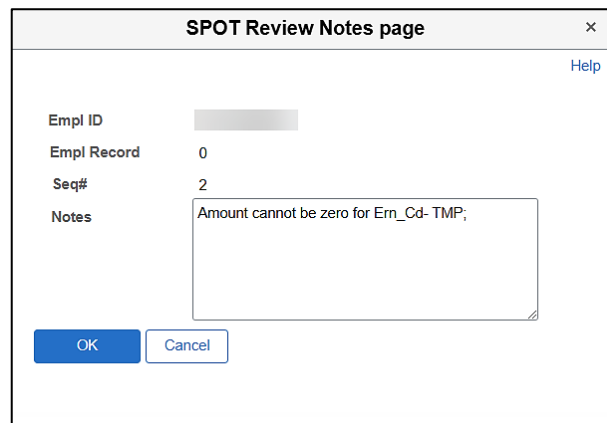
The **Status** field updates with one of the following values:

- **OK** – no errors
- **Error** – issue with the line

The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.

36.	Click the <b>Bubble</b> icon in the <b>Error Msg</b> field to view the error message.
-----	---

The **SPOT Review Notes** page displays in a pop-up window.



**SPOT Review Notes page**

Empl ID:   
 Empl Record: 0  
 Seq#: 2  
 Notes: Amount cannot be zero for Ern\_Cd- TMP;




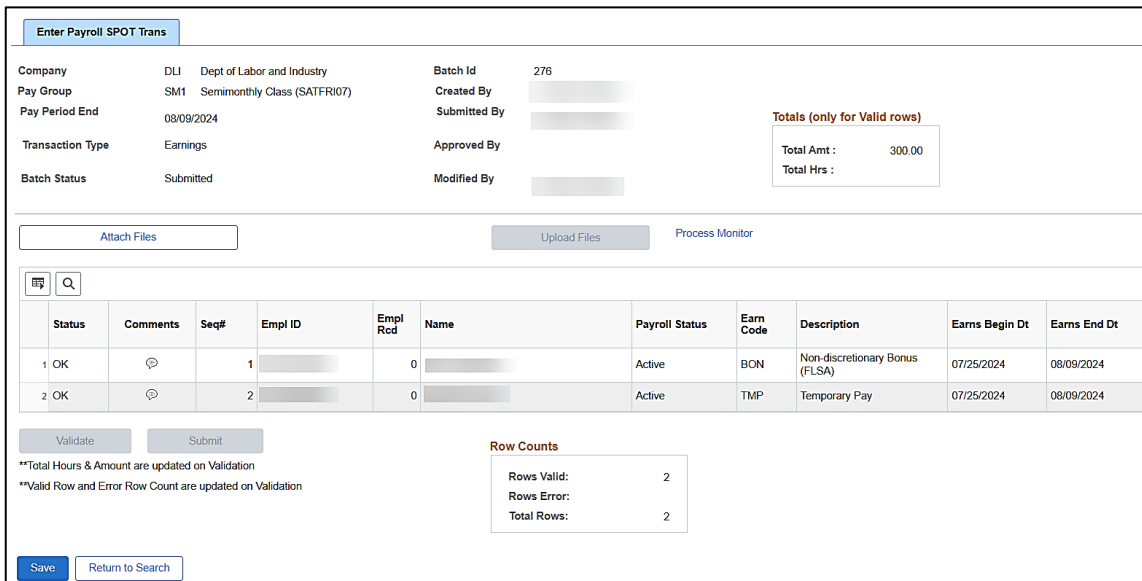
Step	Action																																				
37.	<div>Review the <b>Notes</b> field to determine the error.</div> <div><div>Notes</div><div>Amount cannot be zero for Ern_Cd- TMP;</div></div>																																				
38.	<div>Click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div></div>																																				
<div>The <b>Enter Payroll SPOT Trans</b> page redispays.</div> <div><div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div>DLI Dept of Labor and Industry</div><div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)</div><div><div>Pay Period End</div>08/09/2024</div><div><div>Transaction Type</div>Earnings</div><div><div>Batch Status</div>Validated</div></div><div><div>Batch Id</div>276</div><div><div>Created By</div></div><div><div>Submitted By</div></div><div><div>Approved By</div></div><div><div>Modified By</div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt :</div>200.00</div><div><div>Total Hrs :</div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div></div><div></div></div><div></div></div><table><tr><th></th><th>Status</th><th>Error Msg</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1</td><td>OK</td><td></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>2</td><td>Error</td><td></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/25/2024</td></tr></table><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div>1</div><div><div>Rows Error:</div>1</div><div><div>Total Rows:</div>2</div></div><div><div>Save</div></div></div></div></div>			Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	2	Error			2		0		Active	TMP	Temporary Pay	07/25/2024
	Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt																										
1	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024																										
2	Error			2		0		Active	TMP	Temporary Pay	07/25/2024																										
39.	<div>Update the applicable fields to correct the identified error(s).</div>																																				
40.	<div>Click the <b>Validate</b> button.</div> <div><div>Validate</div></div>																																				
<div></div>	<div>All line items in a batch must pass validation before the batch can be submitted for approval. The <b>Submit</b> button is not enabled until all lines are validated successfully.</div>																																				



# Payroll Job Aid

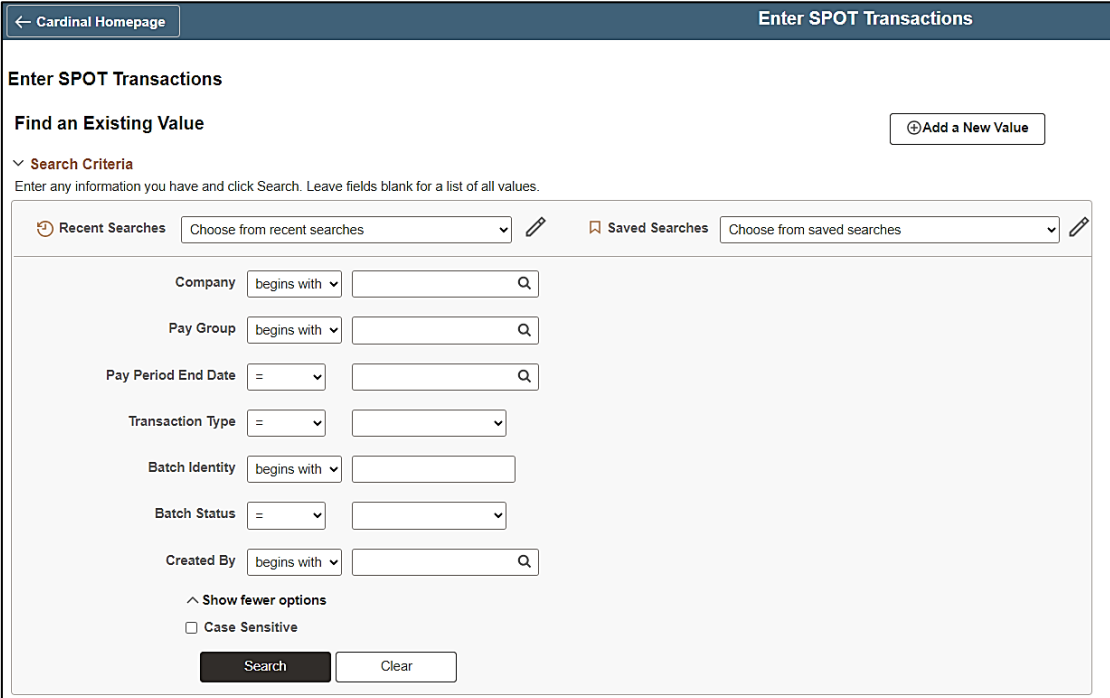


## PY381 Using the Single-Use Payroll Online Tool (SPOT)

Step	Action																														
The <b>Enter Payroll SPOT Trans</b> page refreshes.																															
<div><div>Enter Payroll SPOT Trans</div><div><div><div><div>Company</div><div>DLI Dept of Labor and Industry</div><div>Batch Id</div><div>276</div></div><div><div>Pay Group</div><div>SM1 Semimonthly Class (SATFRI07)</div><div>Created By</div><div></div></div><div><div>Pay Period End</div><div>08/09/2024</div><div>Submitted By</div><div></div></div><div><div>Transaction Type</div><div>Earnings</div><div>Approved By</div><div></div></div><div><div>Batch Status</div><div>Validated</div><div>Modified By</div><div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt : 300.00</div><div>Total Hrs :</div></div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div></div><div></div></div><table><tr><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1 OK</td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>2 OK</td><td></td><td>2</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/25/2024</td></tr></table></div><div><div>Validate</div><div>Submit</div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div><div>Rows Valid: 2</div><div>Rows Error:</div><div>Total Rows: 2</div></div></div><div><div>Save</div></div></div></div></div></div>		Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	2 OK		2		0		Active	TMP	Temporary Pay	07/25/2024
Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt																						
1 OK		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024																						
2 OK		2		0		Active	TMP	Temporary Pay	07/25/2024																						
41.	<p>Verify that the <b>Batch Status</b> field updates to “Validated”.</p> <div><div>Batch Status</div><div>Validated</div></div>																														
42.	<p>Verify that the <b>Rows Error</b> field is blank indicating that all errors have been corrected.</p> <div><div><div>Row Counts</div><div><div>Rows Valid: 2</div><div>Rows Error:</div><div>Total Rows: 2</div></div></div></div>																														
43.	<p>Click the <b>Submit</b> button to submit the batch for review.</p> <div><div><div>Validate</div><div>Submit</div></div></div>																														

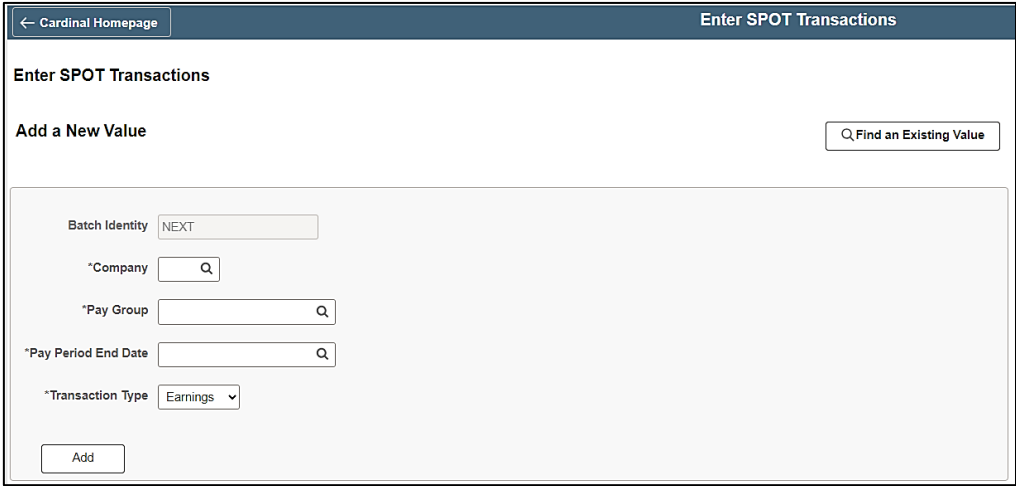





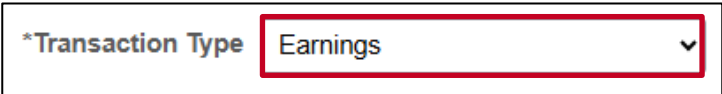
Step	Action
	<p>A <b>Submit Confirmation</b> message displays in a pop-up window.</p> <div data-bbox="329 373 1331 640"> <p>Are you sure you want to submit the Batch? (25200,36)</p> <p>Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?</p> <p>OK Cancel</p> </div>
44.	<p>Click the <b>OK</b> button to submit the batch for review.</p> <div data-bbox="292 724 714 837"> <p>OK Cancel</p> </div>
	<p>A batch cannot be edited after it has been submitted.</p>
	<p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> <div data-bbox="263 1033 1399 1610">  <p>The screenshot shows the 'Enter Payroll SPOT Trans' page. It includes fields for Company (DLI), Pay Group (SM1), Pay Period End (08/09/2024), Transaction Type (Earnings), and Batch Status (Submitted). A 'Totals' box shows Total Amt: 300.00 and Total Hrs: . Below this are buttons for 'Attach Files', 'Upload Files', and 'Process Monitor'. A table lists two transactions: a Non-discretionary Bonus (FLSA) and Temporary Pay. At the bottom, there are 'Validate' and 'Submit' buttons, a 'Row Counts' box showing 2 valid rows and 0 errors, and 'Save' and 'Return to Search' buttons.</p> </div>
45.	<p>Verify that the <b>Batch Status</b> field updates to “Submitted”.</p> <div data-bbox="292 1696 747 1755"> <p>Batch Status Submitted</p> </div>
46.	<p>Verify that the <b>Submitted By</b> field updates as appropriate with the User’s ID.</p> <div data-bbox="292 1843 740 1896"> <p>Submitted By</p> </div>


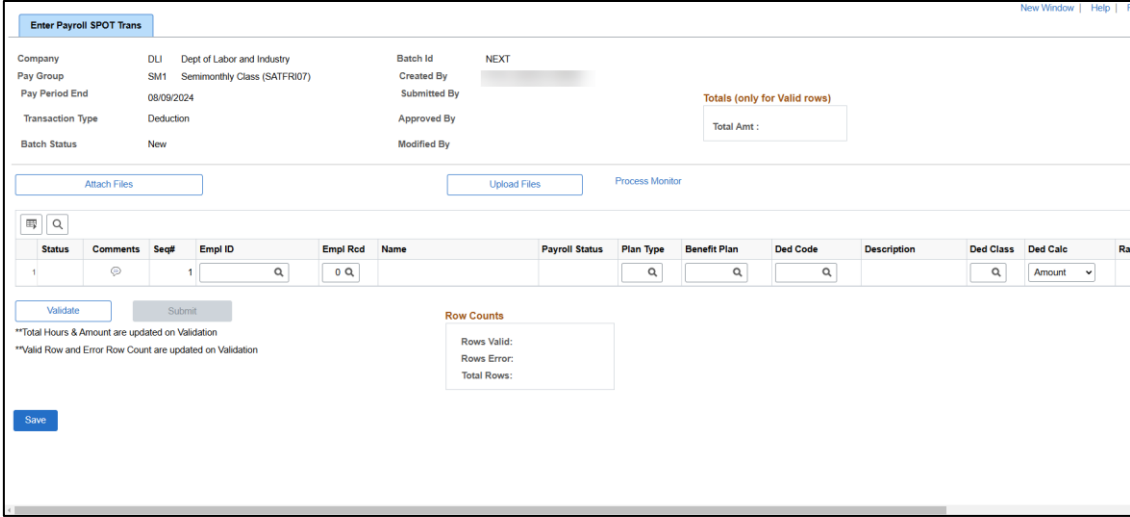






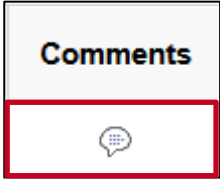
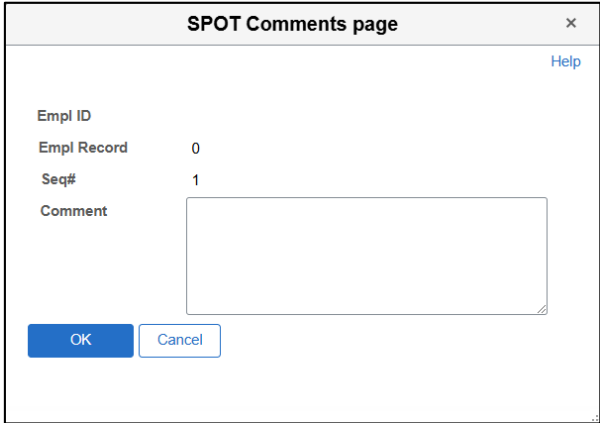


### Entering a Deduction Transaction in SPOT

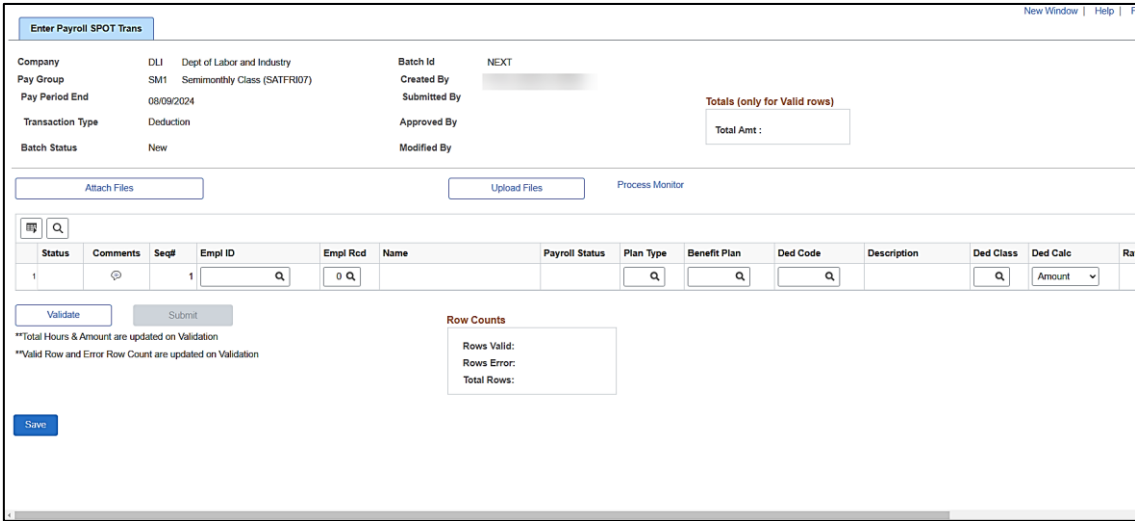


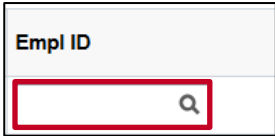

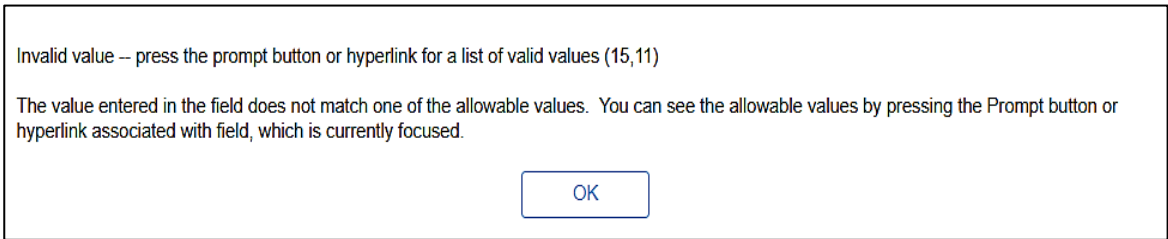
Step	Action
1.	<p>Navigate to the <b>Enter SPOT Transactions</b> page using the following path:  <b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b></p> <p>The <b>Enter SPOT Transactions Find an Existing Value Search</b> page displays.</p> 
	<p> For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Click the <b>Add a New Value</b> button.</p> 



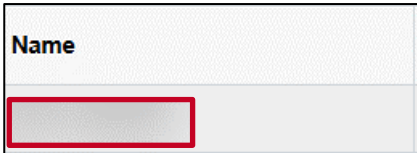


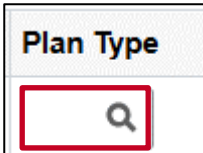

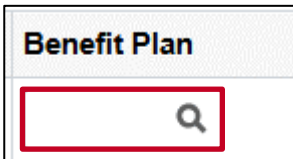


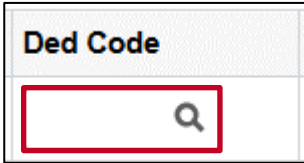

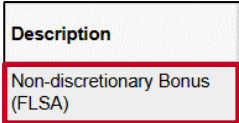
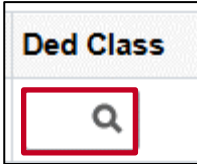

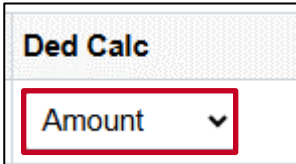

Step	Action
	<p>The <b>Enter SPOT Transactions Add a New Value</b> page displays.</p> <div></div>
	<p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
3.	<p>Click the <b>Company Look Up</b> icon and select the company’s 3-digit alpha code.</p> <div></div>
4.	<p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p> <div></div>
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
5.	<p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p> <div></div>
6.	<p>Click the <b>Transaction Type</b> dropdown button and select “Deduction”.</p> <div></div>



















Step	Action
7.	<p>Click the <b>Add</b> button.</p> 
<p>The <b>Enter Payroll SPOT Trans</b> page displays.</p> 	
	<p>The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> tab.</p>
	<p>The <b>Batch Status</b> field updates based on the action taken on the batch and include:</p> <ul style="list-style-type: none"> <li>• <b>New</b> – when a new batch is initiated</li> <li>• <b>Created</b> – when the batch is saved</li> <li>• <b>Validated</b> – when the batch is validated</li> <li>• <b>Modified after Validation</b> – when the batch is changed after validation</li> <li>• <b>Submitted</b> – when the batch is submitted for approval</li> <li>• <b>In Review</b> – when the approver is reviewing the batch for approval</li> <li>• <b>Closed</b> – after the approver has submitted the batch to payroll</li> </ul> 
	<p>The <b>Status</b> field displays the status of each specific transaction after the batch has been validated.</p>

Step	Action
8.	<p>Click the <b>Comments</b> icon if there are comments for the transaction. If not, skip to Step 11.</p> 
<p>The <b>SPOT Comments page</b> displays in a pop-up window.</p> 	
9.	<p>Enter comments as applicable in the <b>Comment</b> field.</p> 
10.	<p>Click the <b>OK</b> button.</p> 

Step	Action
	<p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p> 
	<p>The <b>Seq#</b> field auto-populates and is read-only.</p> 
11.	<p>Click the <b>Empl ID Look Up</b> icon and select the applicable employee's Employee ID.</p> 
	<p>If an Employee ID is entered and is not valid for the Pay Group previously selected, it will be highlighted in red and an error message will display indicating that the value does not match one of the allowable values.</p> 


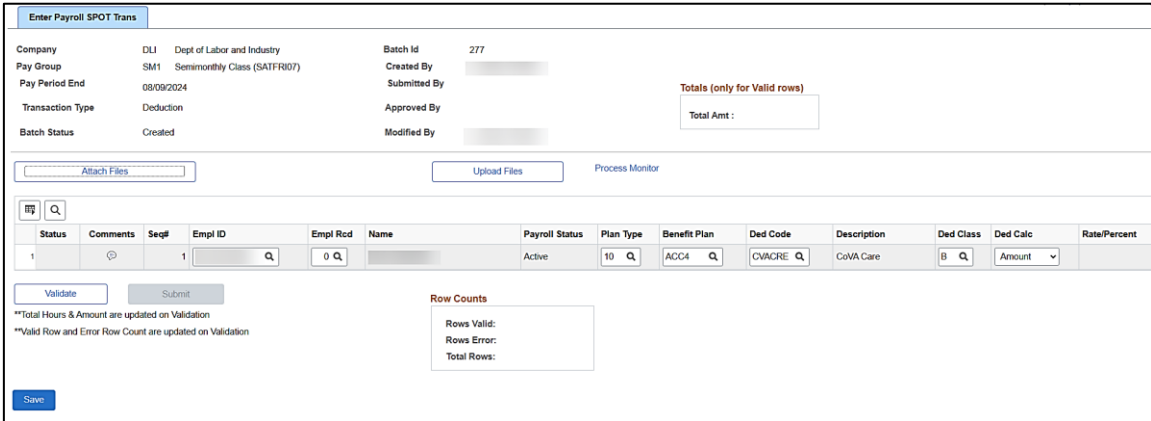




Step	Action
12.	<p>Click the <b>Empl Rcd Look Up</b> icon and select the applicable Employee Record.</p> 
	<p>This field defaults to "0".</p>
13.	<p>Verify that the correct employee's name displays in the <b>Name</b> field (auto-populates based on the Employee ID selected).</p> 
14.	<p>Review the <b>Payroll Status</b> field. This field populates based on the Payroll Status from the employee's Job Data.</p> 
	<p>A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "Terminated".</p>
15.	<p>Click the <b>Plan Type Look Up</b> icon and select the applicable Plan Type.</p> 
	<p>For detailed information about the <b>Plan Type</b>, <b>Benefit Plan</b>, <b>Ded Code</b>, and <b>Ded Class</b> fields, see the Job Aid titled <b>PY381_General and Benefit Deduction Codes</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
16.	<p>Click the <b>Benefit Plan Look Up</b> icon and select the applicable Benefit Plan.</p> 

Step	Action
17.	<p>Click the <b>Ded Code Look Up</b> icon and select the applicable Deduction Code.</p> 
	<p>When the <b>Validate</b> button is clicked, the Deduction Code selected is verified as a valid code for the Benefit Plan selected. An error will occur if this is an invalid combination.</p>
18.	<p>Verify that the <b>Description</b> field auto-populates correctly based on the Deduction Code selected. If it is not accurate, then update the <b>Ded Code</b> field.</p> 
19.	<p>Click the <b>Ded Class Look Up</b> icon and select the appropriate Deduction Classification.</p> 
	<p>The following values are available, but only valid values display based on the Deduction Code previously selected:</p> <ul style="list-style-type: none"> <li>• <b>Before-Tax</b></li> <li>• <b>After-Tax</b></li> <li>• <b>Non-Taxable</b></li> <li>• <b>Tax Ben</b></li> <li>• <b>Taxable</b></li> </ul>
20.	<p>Click the <b>Ded Calc</b> dropdown button and select the appropriate deduction calculation option.</p> 
	<p>The option of “Amount” is typically selected.</p> <p>The “Percentage” option can be selected when the Deduction Code is “DUEAGY” and a percentage of net pay needs to be entered.</p> <p>Confirm with SPO prior to selecting any other deduction calculation options.</p>

Step	Action										
	<p>The <b>Rate/Percent</b> field enables when the Deduction Code is “DUEAGY” and the Deduction Calculation is “Percentage”. This allows the entry of a percentage of net pay to be collected.</p> <table><tr><th>Ded Code</th><th>Description</th><th>Ded Class</th><th>Ded Calc</th><th>Rate/Percent</th></tr><tr><td>DUEAGY </td><td>Due Agency</td><td>A </td><td>Percentage </td><td><input type="text"/></td></tr></table>	Ded Code	Description	Ded Class	Ded Calc	Rate/Percent	DUEAGY 	Due Agency	A 	Percentage 	<input type="text"/>
Ded Code	Description	Ded Class	Ded Calc	Rate/Percent							
DUEAGY 	Due Agency	A 	Percentage 	<input type="text"/>							
21.	<p>Click the <b>One Time Cd</b> dropdown button and select the appropriate code.</p> <div><b>One Time Cd</b> Addition </div>										
	<p>This field defaults to “Addition”. The following options are available:</p> <ul style="list-style-type: none"><li>• <b>Addition</b> – Adds to the current deduction(s)</li><li>• <b>Arns Paybk</b> – Not used by Cardinal</li><li>• <b>Override</b> – Alters amount that would have been deducted</li><li>• <b>Refund</b> – Amount due back to the employee; <b>DO NOT</b> enter a negative value in the <b>Amount</b> field if this option is selected</li></ul>										
22.	<p>The <b>Sepchk #</b> field defaults to “0” indicating that the deductions will be taken from the employee’s regular check for the Pay Period being processed.</p> <div><b>Sepchk #</b> <input type="text" value="0"/></div>										
	<p>For a separate check, the <b>Sepchk #</b> value will be greater than “0” and should correspond with the separate check number entered on the SPOT earnings batch. This will ensure that the deductions are taken from the correct check.</p> <p>An error will occur when the batch is validated if a SPOT deduction transaction for a separate check is entered prior to entering the corresponding SPOT earnings transaction.</p>										
23.	<p>To create additional SPOT transactions, click the <b>Add a Row</b> icon and then repeat Steps 12-23.</p> <div> </div>										
	<p>Click the <b>Delete a Row</b> icon to delete a line (SPOT transaction) as needed.</p> <div> </div>										
24.	<p>Click the horizontal scrollbar to scroll to the left as needed.</p>										





Step	Action
25.	<p>Click the <b>Save</b> button to save the batch so that additional transactions can be entered.</p> <p>If the batch is ready to be submitted, go to Step 28.</p> <div></div>
<p>The <b>Enter Payroll SPOT Trans</b> page redisplay.</p> <div></div>	
26.	<p>Verify that the <b>Batch Id</b> field populates with a number. For this, scenario Batch ID is “277”.</p> <div></div>
27.	<p>Verify that the <b>Batch Status</b> field updates to “Created”.</p> <div></div>
	<p>After a batch is saved, additional items can still be added as necessary.</p>
28.	<p>To submit the batch for approval, click the <b>Validate</b> button. Cardinal will validate all of the individual fields as well as combinations of fields.</p> <div></div>



Step	Action																														
	<p>The <b>Enter Payroll SPOT Trans</b> page redispays and the <b>Batch Status</b> updates to “Validated”.</p> <div><div><div><div>Enter Payroll SPOT Trans</div><div><div>Company</div>DLI Dept of Labor and Industry<div>Batch Id</div>277</div><div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)<div>Created By</div><div></div></div><div><div>Pay Period End</div>08/09/2024<div>Submitted By</div><div></div></div><div><div>Transaction Type</div>Deduction<div>Approved By</div><div></div></div><div><div>Batch Status</div>Validated<div>Modified By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 25.00</div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div>MP</div><div>Q</div></div><table><tr><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Plan Type</th><th>Benefit Plan</th><th>Ded Code</th><th>Description</th><th>Ded Class</th></tr><tr><td>1 OK</td><td></td><td>1</td><td><div>Q</div></td><td>0 <div>Q</div></td><td></td><td>Active</td><td>10 <div>Q</div></td><td>ACC4 <div>Q</div></td><td>CVAORE <div>Q</div></td><td>CoVA Care</td><td>B <div>Q</div></td></tr></table><div><div>Validate</div><div>Submit</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div>1</div><div><div>Rows Error:</div></div><div><div>Total Rows:</div>1</div></div><div><div>Save</div></div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div></div></div> <tr><td><div>i</div></td><td><p>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</p><ul style="list-style-type: none"><li><b>Total Amt</b> – the sum of the values entered in the <b>Amount</b> field for the batch</li></ul><div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 25.00</div></div></div></td></tr> <tr><td><div>i</div></td><td><p>The <b>Row Counts</b> section provides the following summary information for the batch:</p><ul style="list-style-type: none"><li><b>Rows Valid</b> – the number of valid rows in the batch</li><li><b>Rows Error</b> – the number or rows in the batch containing errors</li><li><b>Total Rows</b> – the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</li></ul><div><div><div>Row Counts</div><div><div>Rows Valid:</div>1</div><div><div>Rows Error:</div></div><div><div>Total Rows:</div>1</div></div></div></td></tr> <tr><td>29.</td><td><p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 37.</p><p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p></td></tr>	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	1 OK		1	<div>Q</div>	0 <div>Q</div>		Active	10 <div>Q</div>	ACC4 <div>Q</div>	CVAORE <div>Q</div>	CoVA Care	B <div>Q</div>	<div>i</div>	<p>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"><li><b>Total Amt</b> – the sum of the values entered in the <b>Amount</b> field for the batch</li></ul> <div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 25.00</div></div></div>	<div>i</div>	<p>The <b>Row Counts</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"><li><b>Rows Valid</b> – the number of valid rows in the batch</li><li><b>Rows Error</b> – the number or rows in the batch containing errors</li><li><b>Total Rows</b> – the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</li></ul> <div><div><div>Row Counts</div><div><div>Rows Valid:</div>1</div><div><div>Rows Error:</div></div><div><div>Total Rows:</div>1</div></div></div>	29.	<p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 37.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>
Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class																				
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Step	Action
------	--------

Example of a batch with an error.

Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code
OK				1		0		Active	10	ACC4	CVACRE
Error				2		0		Active	00		ASSOC1

\*\*Total Hours & Amount are updated on Validation  
 \*\*Valid Row and Error Row Count are updated on Validation

**Row Counts**

Rows Valid:	1
Rows Error:	1
Total Rows:	2



The **Status** field updates with one of the following values:

- **OK** – no errors
- **Error** – issue with the line

The **Status** field populates with “Error” for all lines containing an error and a **Bubble** icon populates in the **Error Msg** field for all lines containing an error.

30.

Click the **Bubble** icon in the **Error Msg** field to view the error message.



The **SPOT Review Notes** page displays in a pop-up window.

**SPOT Review Notes page**
×
Help

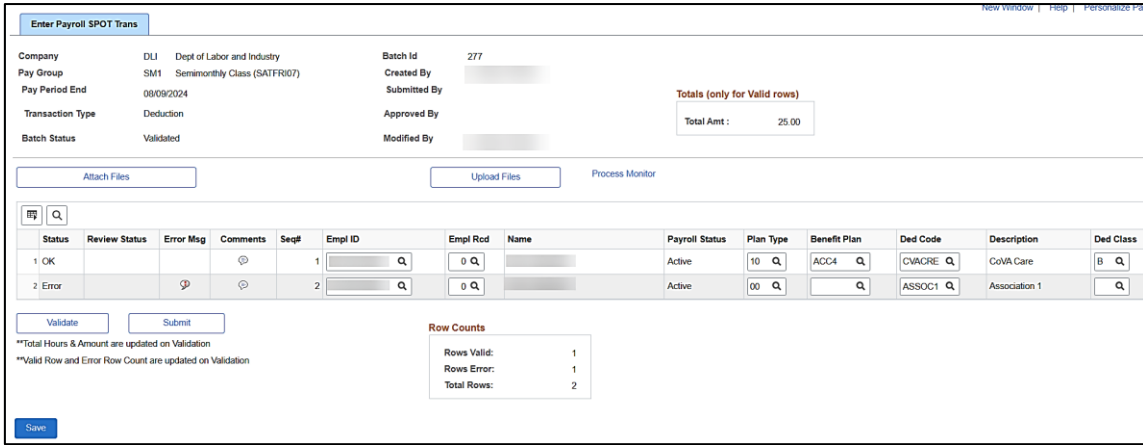

Empl ID

Empl Record 0

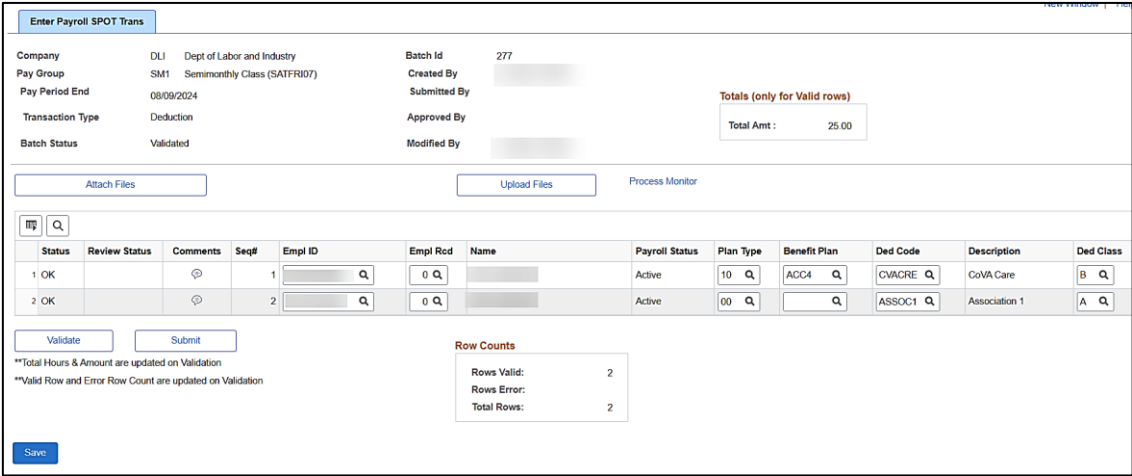

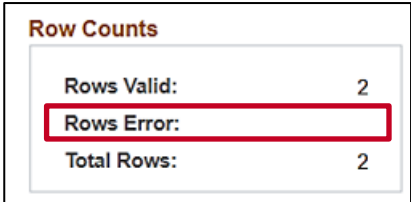

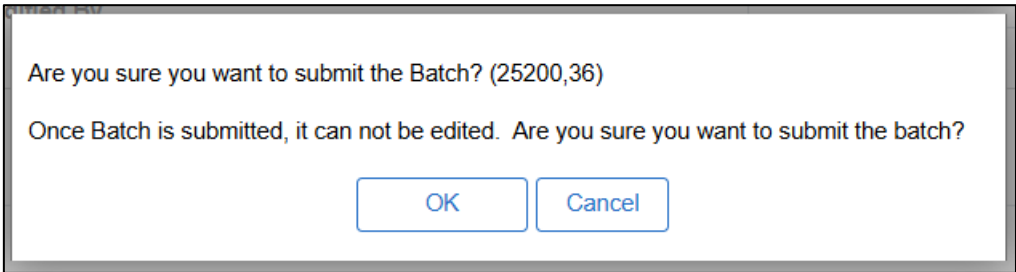
Seq# 2

Notes

Deduction Class not selected ;

Step	Action
31.	<p>Review the <b>Notes</b> field to determine the error.</p> <div> <div>Notes</div> <div>Deduction Class not selected ;</div> </div>
32.	<p>Click the <b>OK</b> button.</p> <div> <div>OK</div> <div>Cancel</div> </div>
<p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p> <div>  </div>	
33.	Update the applicable fields to correct the identified error(s).
34.	<p>Click the <b>Validate</b> button.</p> <div> <div>Validate</div> </div>
	<p>All line items in a batch must pass validation before the batch can be submitted for approval. The <b>Submit</b> button is not enabled until all lines are validated successfully.</p>



Step	Action
	<p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> 
35.	<p>Verify that the <b>Batch Status</b> field updates to “Validated”.</p> 
36.	<p>Verify that the <b>Rows Error</b> field is blank indicating that all errors have been corrected.</p> 
37.	<p>Click the <b>Submit</b> button to submit the batch for review.</p> 
	<p>A <b>Submit Confirmation</b> message displays in a pop-up window.</p> 



Step	Action
38.	<p>Click the <b>OK</b> button.</p> <div><div>OK</div><div>Cancel</div></div>
<p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> <div><div><div><div>Enter Payroll SPOT Trans</div><div><div>Company</div><div>DLI</div><div>Dept of Labor and Industry</div><div>Batch Id</div><div>277</div></div><div><div>Pay Group</div><div>SM1</div><div>Semimonthly Class (SATFRI07)</div><div>Created By</div><div></div></div><div><div>Pay Period End</div><div>08/09/2024</div><div>Submitted By</div><div></div></div><div><div>Transaction Type</div><div>Deduction</div><div>Approved By</div><div></div></div><div><div>Batch Status</div><div>Submitted</div><div>Modified By</div><div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 25.00</div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div>Status</div><div>Review Status</div><div>Comments</div><div>Seq#</div><div>Empl ID</div><div>Empl Rcd</div><div>Name</div><div>Payroll Status</div><div>Plan Type</div><div>Benefit Plan</div><div>Ded Code</div><div>Description</div><div>Ded Class</div></div><div><div>1</div><div>OK</div><div></div><div></div><div>1</div><div></div><div></div><div>Active</div><div>10</div><div>ACC4</div><div>CVACRE</div><div>CoVA Care</div><div>B</div></div><div><div>2</div><div>OK</div><div></div><div></div><div>2</div><div></div><div></div><div>Active</div><div>00</div><div></div><div>ASSOC1</div><div>Association 1</div><div>A</div></div></div></div><div><div>Validate</div><div>Submit</div><div><div>Row Counts</div><div>Rows Valid: 2</div><div>Rows Error:</div><div>Total Rows: 2</div></div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div><div>Save</div></div></div></div>	
39.	<p>Verify that the <b>Batch Status</b> field updates to “Submitted”.</p> <div><div>Batch Status</div><div>Submitted</div></div>
40.	<p>Verify that the <b>Submitted By</b> field updates as appropriate with the User’s ID.</p> <div><div>Submitted By</div><div></div></div>

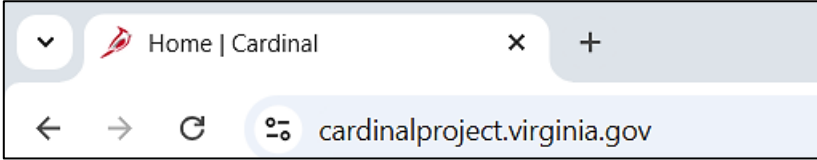
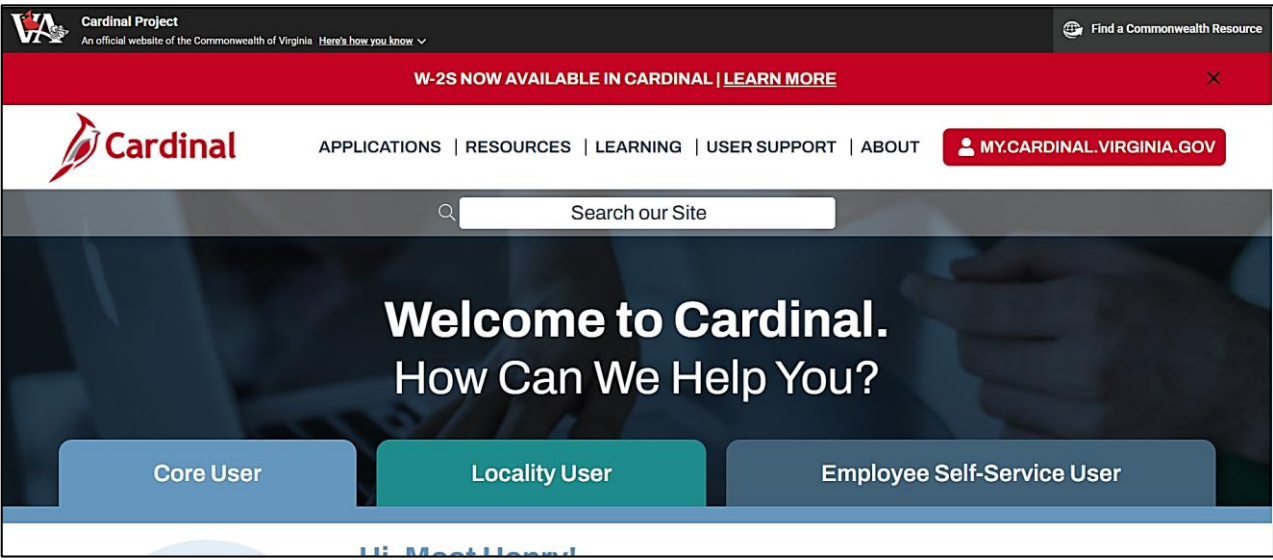

### Using the SPOT Template Upload Process

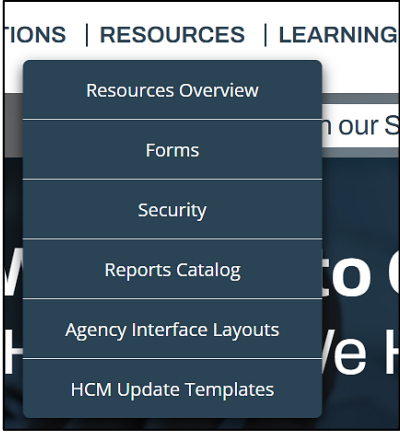
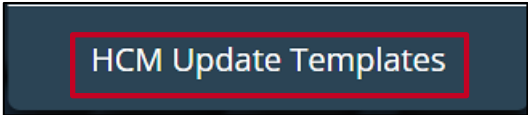

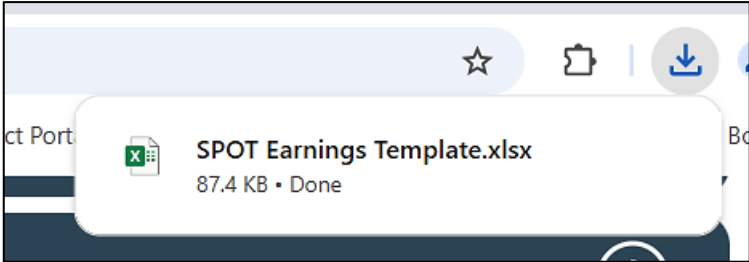

The SPOT Template Upload process can be used to enter a large volume of transactions into SPOT. There are two Template Uploads:

- Earnings
- Deductions

The templates are located on the Cardinal website in **HCM Update Templates** under **Resources**.

**Note:** Batches should not exceed more than 100 lines. If more than 100 lines need to be uploaded, create and upload an additional batch.

Step	Action
1.	<p>From the internet browser, enter <a href="http://cardinalproject.virginia.gov">cardinalproject.virginia.gov</a>.</p> 
<p>The <b>Cardinal Project</b> website displays.</p> 	
2.	<p>Click the <b>Resources</b> option.</p> 

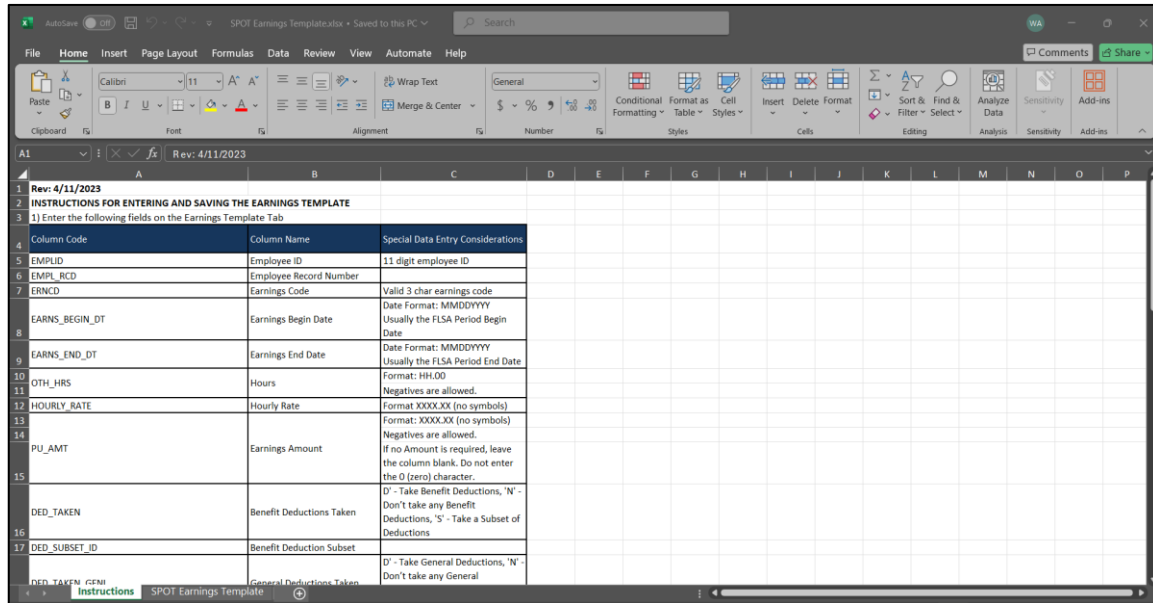
Step	Action
	<p>The <b>Resources</b> menu options display.</p> 
3.	<p>Click <b>HCM Update Templates</b> list item.</p> 
4.	<p>Select the SPOT Template to be used (SPOT Earnings Template in this scenario).</p> 
	<p>The selected template downloads.</p> 
5.	<p>Click the downloaded template to open the file.</p> 





Step	Action
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The **Template** opens with the **Instructions** tab displayed by default.



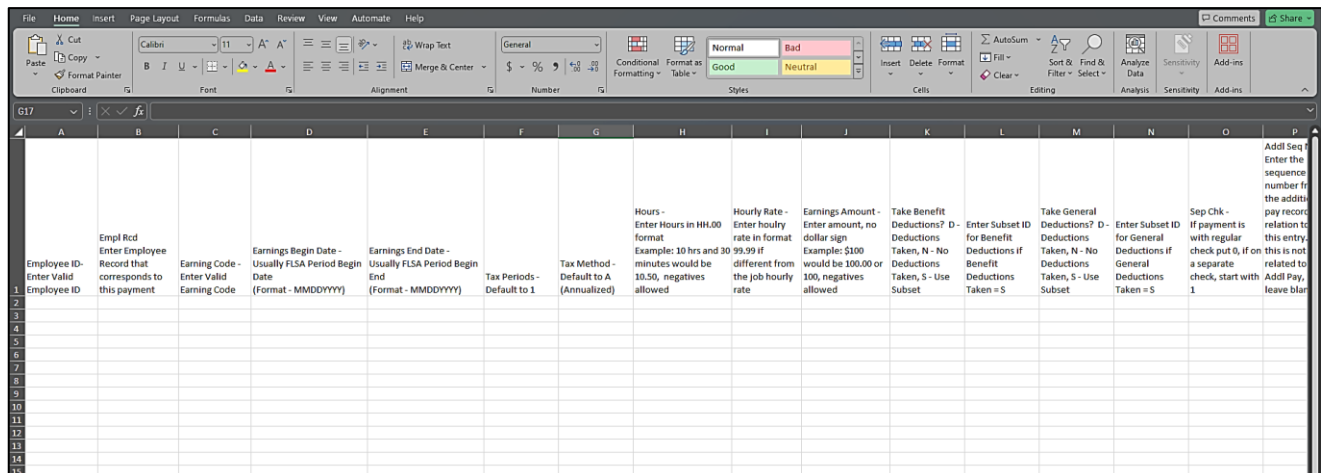
6. Review the **Instructions** tab.



7. Click the **SPOT Earnings Template** tab.

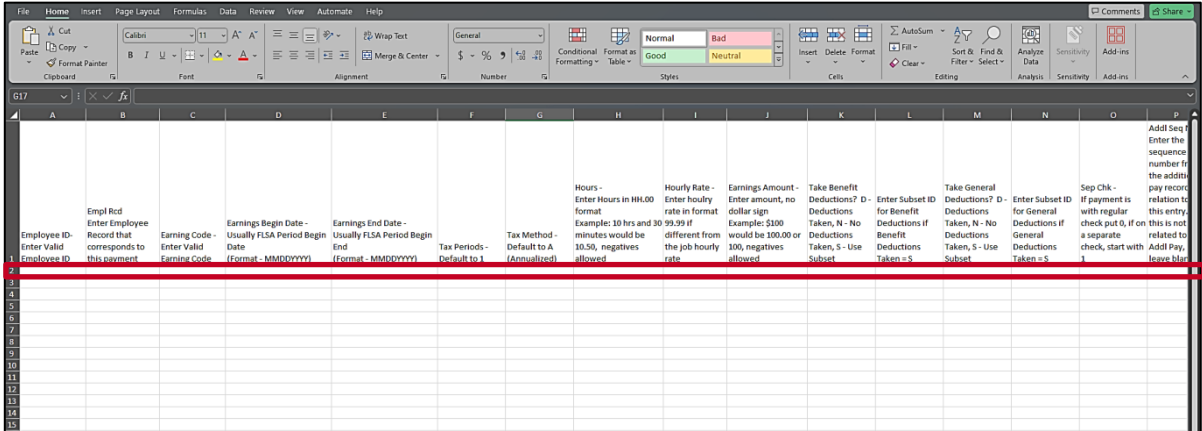
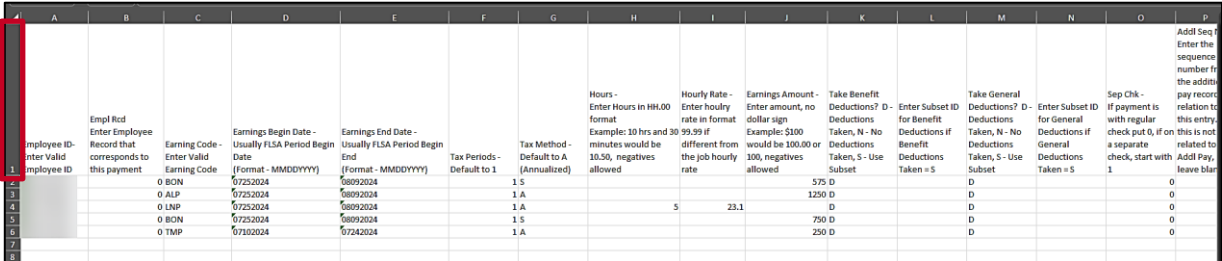
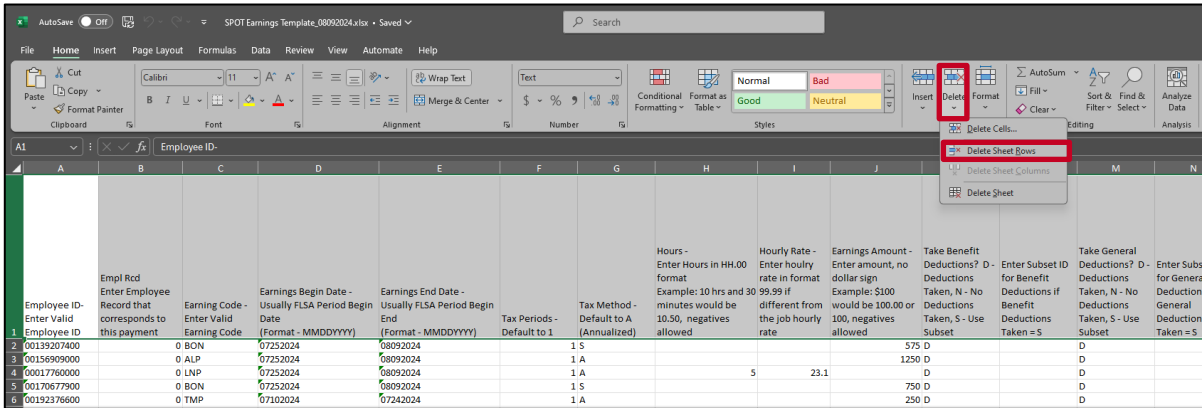


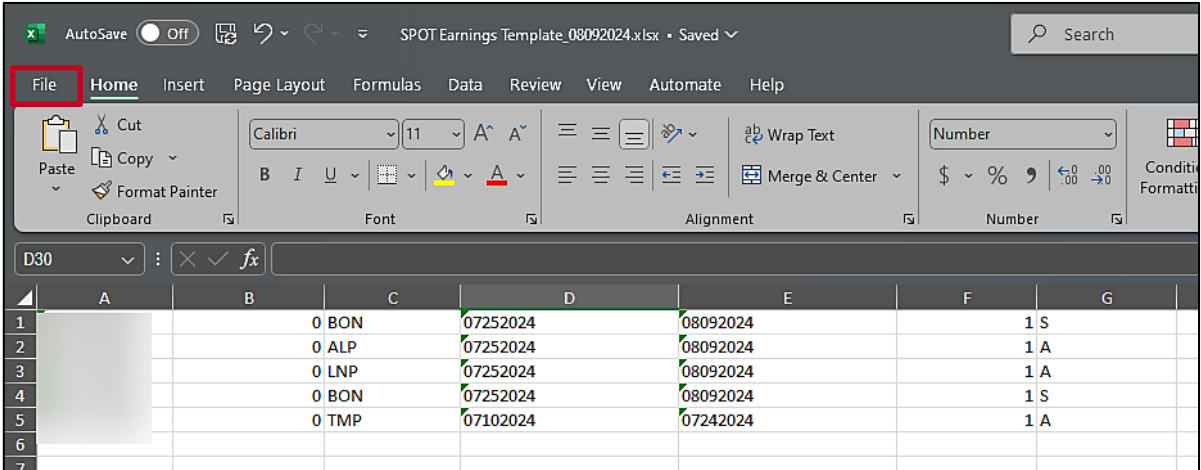
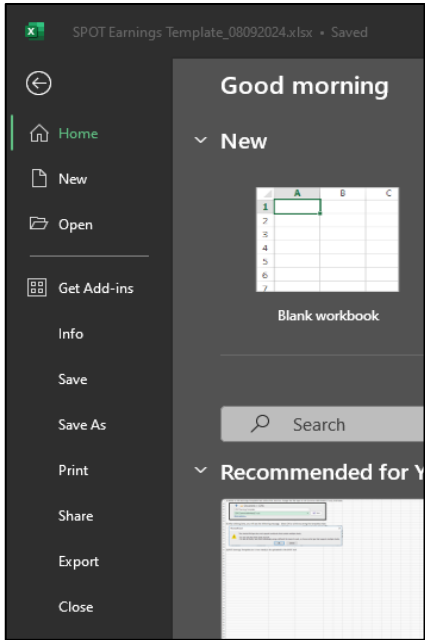
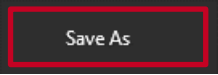

The **SPOT Earnings Template** tab displays.

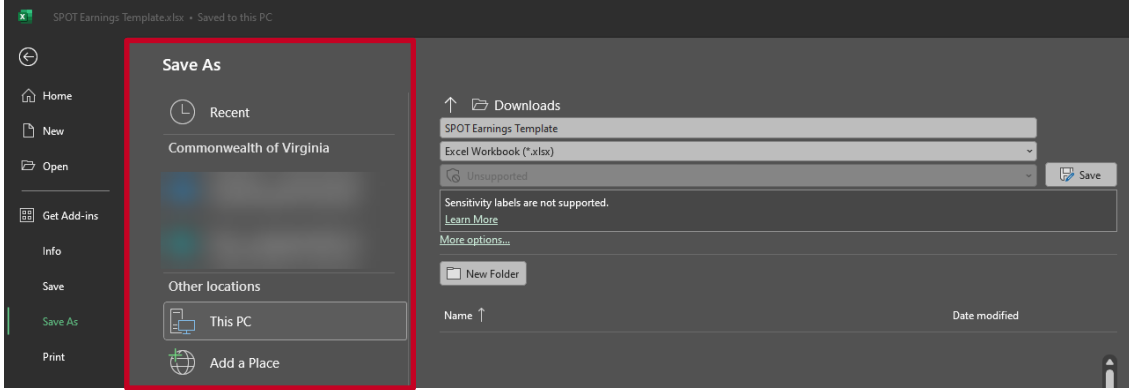

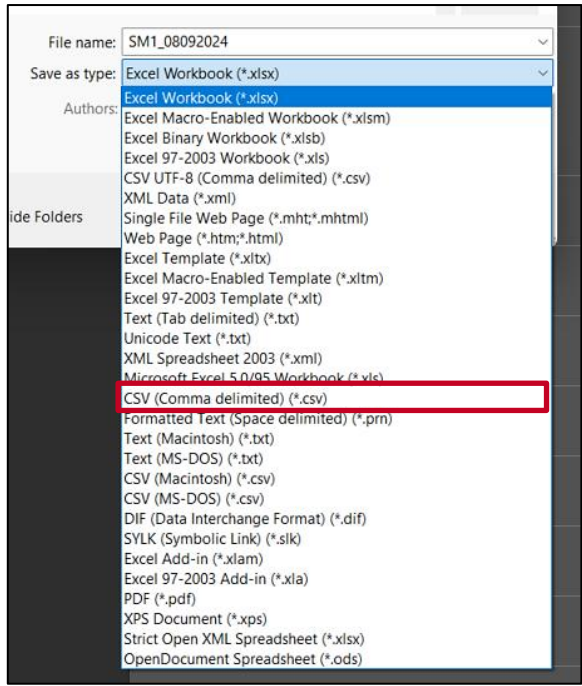


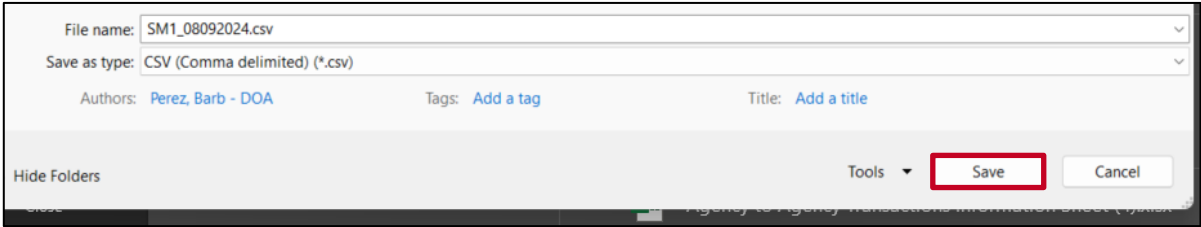
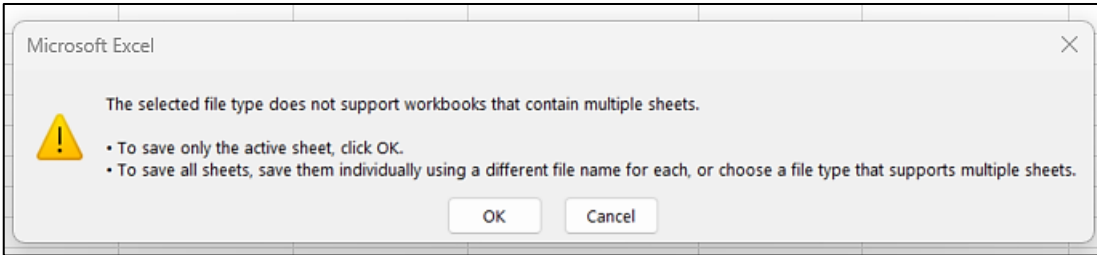

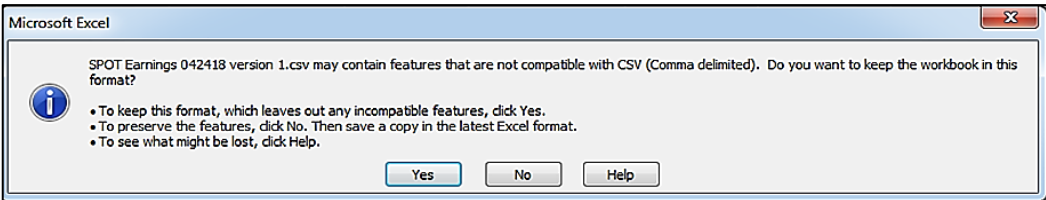




## PY381 Using the Single-Use Payroll Online Tool (SPOT)

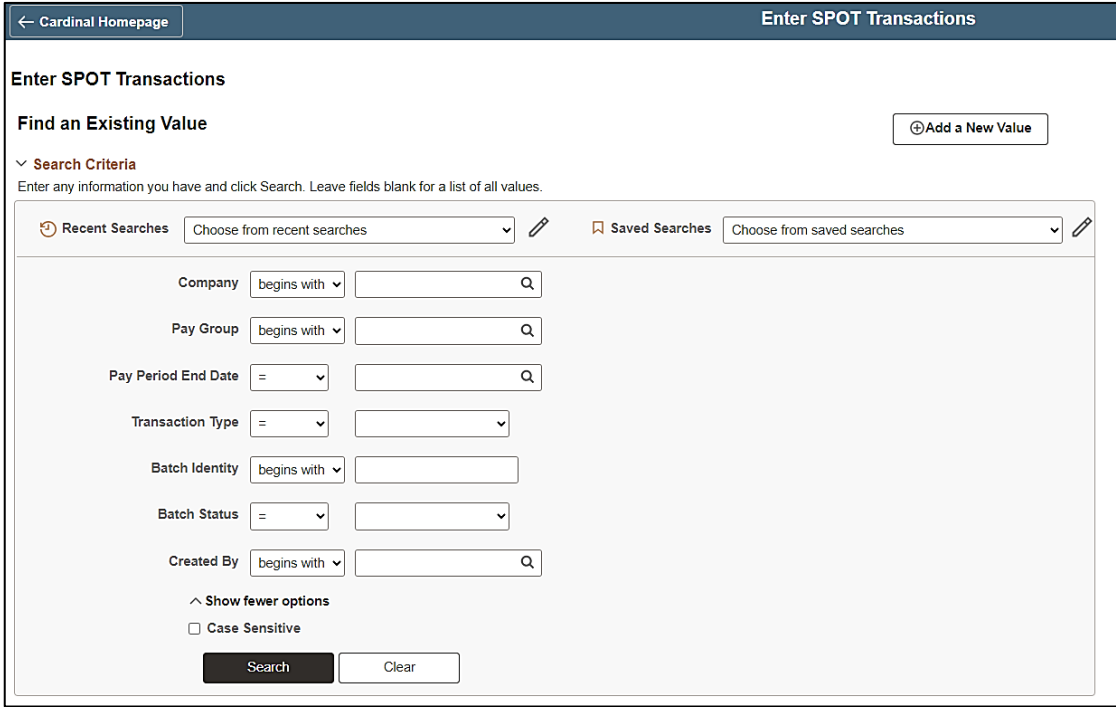


Step	Action
8.	<p>Enter the transactions starting in Row 2 on the template following the instructions listed on the <b>Instructions</b> tab until all transactions for the batch have been entered.</p> 
9.	<p>Use the mouse or track pad to right click in the cell labeled "1" to select the entire <b>Header</b> row.</p> 
10.	<p>Click the <b>Delete</b> icon and select the <b>Delete Sheet Rows</b> menu item to delete the entire <b>Header</b> row.</p> 

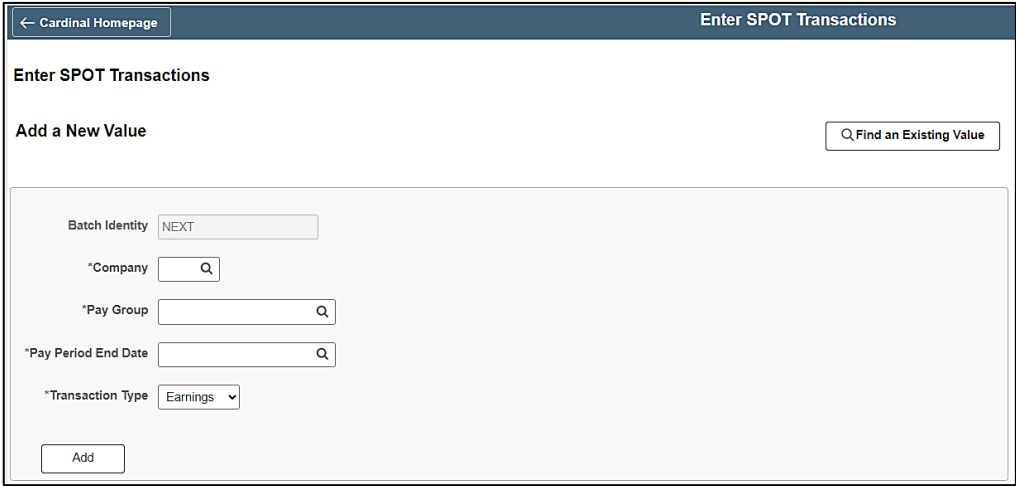






Step	Action
11.	<p>Click the <b>File</b> button on the Excel Ribbon at the top of the page.</p> 
<p>The <b>Excel File</b> options page displays.</p> 	
12.	<p>Click the <b>Save As</b> menu item.</p> 
	<p>The menu item name depends upon the version of Microsoft Excel and personalized settings on the computer, but the functionality is the same.</p>


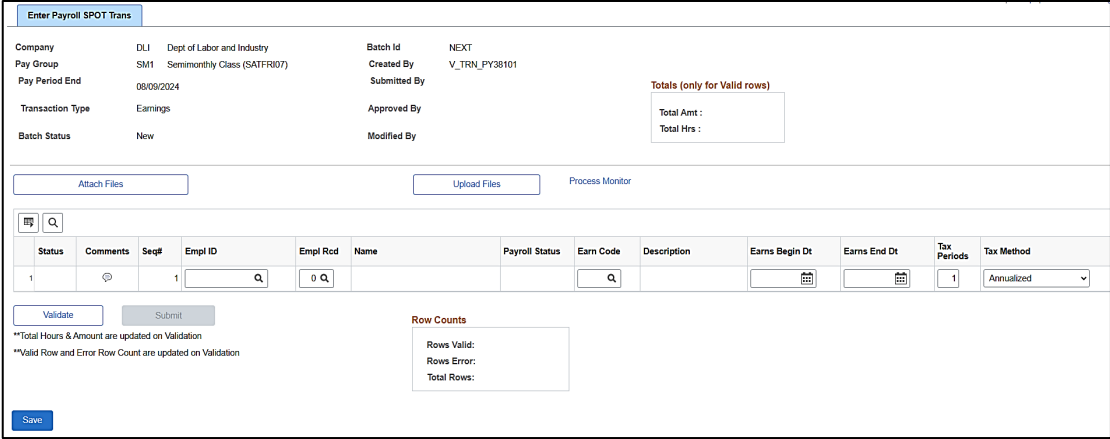




Step	Action
13.	<p>Select a destination using the <b>Save As Destination</b> dropdown menu.</p> 
14.	<p>Enter a unique name for the file in the <b>File Name</b> field.</p> 
15.	<p>Click the <b>Save as type</b> dropdown menu and select the “CSV (Comma Delimited) option.</p> 

Step	Action
16.	<p>Click the <b>Save</b> button.</p> 
<p>A <b>Microsoft Excel</b> Warning Message displays.</p> 	
17.	<p>Click the <b>OK</b> button.</p> 
<p>A second <b>Microsoft Excel</b> Warning Message displays.</p> 	
18.	<p>Click the <b>No</b> button.</p> 
	<p>The file is now saved and ready to be uploaded.</p>
19.	<p>Navigate to the <b>Enter SPOT Transactions</b> page using the following path:</p> <p><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b></p>

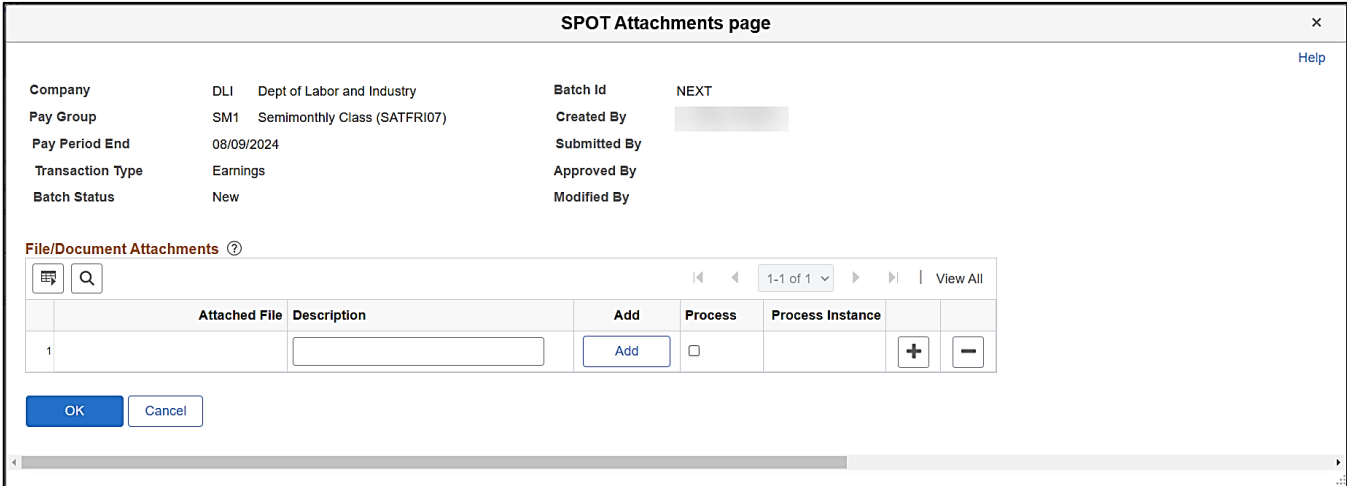
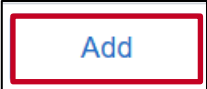
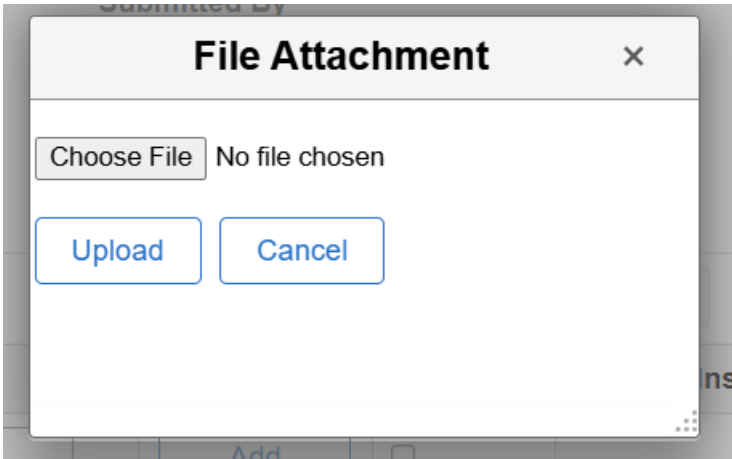
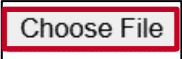



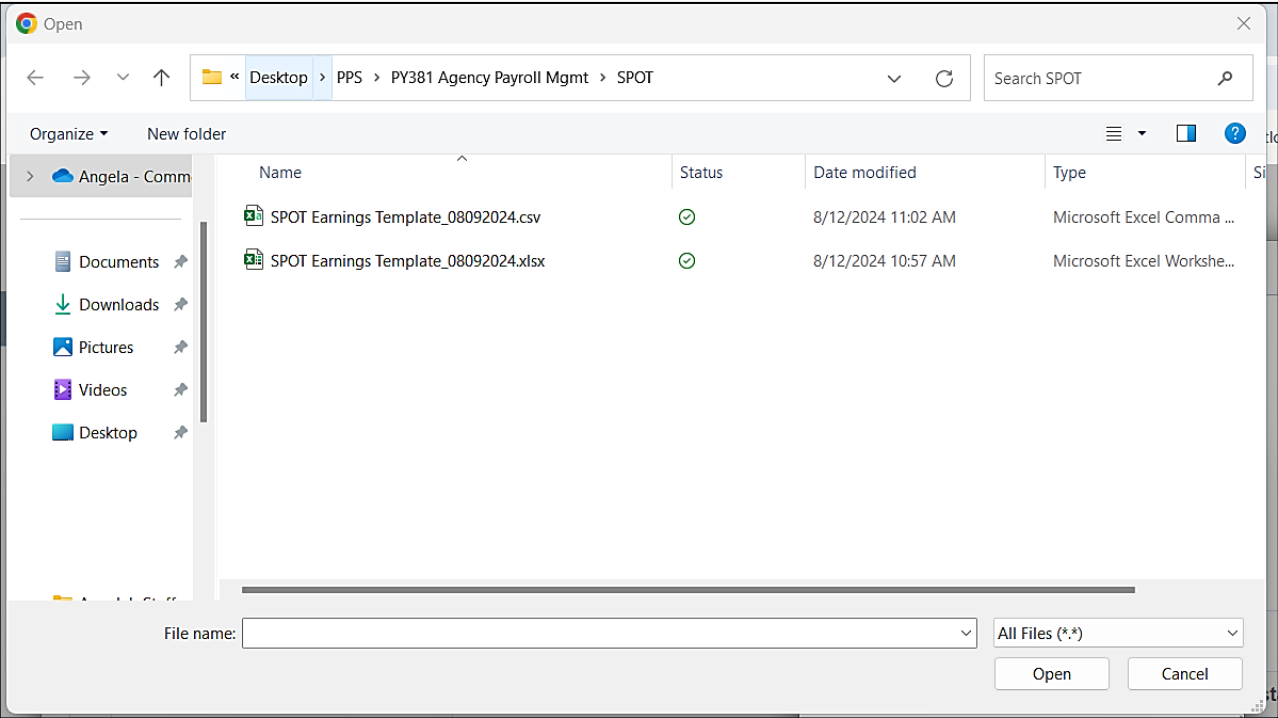



Step	Action
	<p>The <b>Enter SPOT Transactions Find an Existing Value Search</b> page displays.</p> <div></div>
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
20.	<p>Click the <b>Add a New Value</b> button.</p> <div></div>

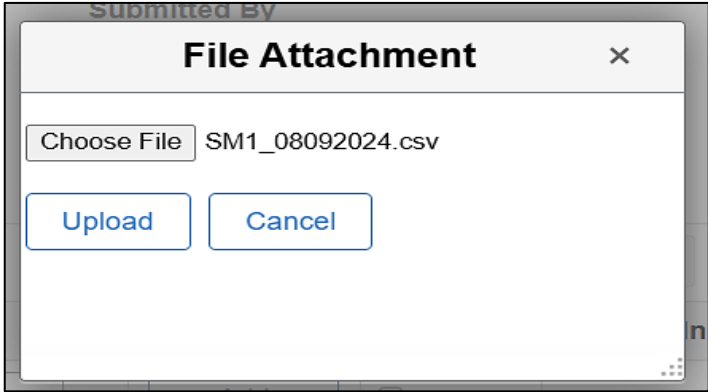

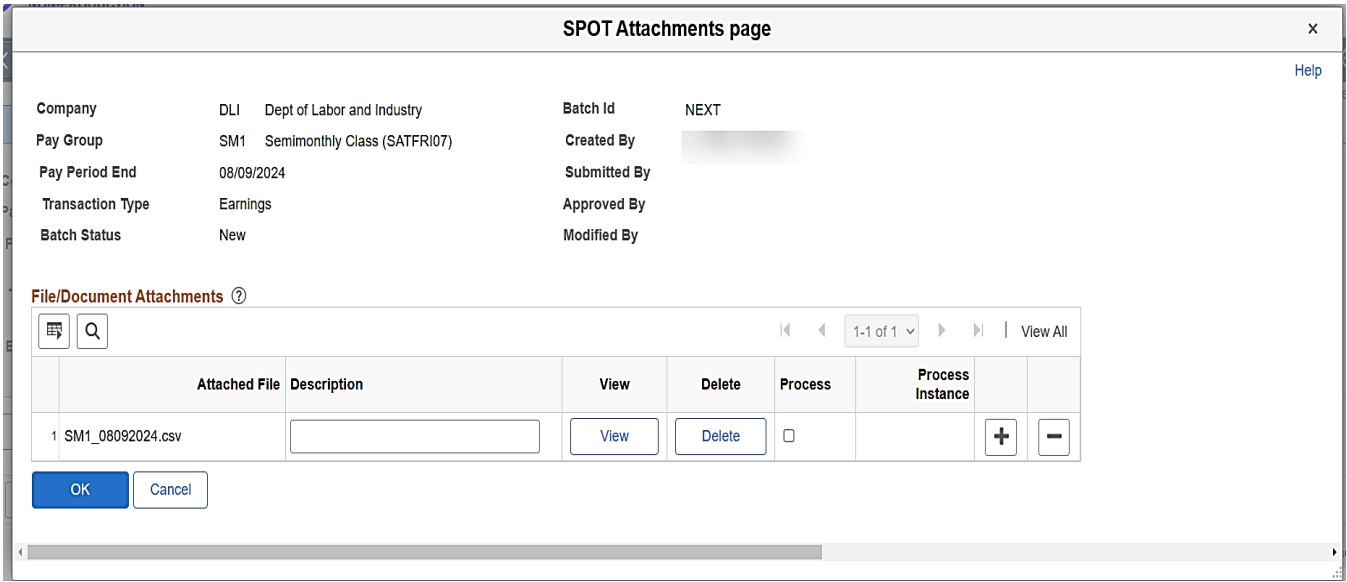

Step	Action
	<p>The <b>Enter SPOT Transactions Add a New Value</b> page displays.</p> 
	<p>The <b>Batch Identity</b> field defaults to “NEXT” and cannot be edited. This number automatically generates when the SPOT Batch is saved.</p>
21.	<p>Click the <b>Company Look Up</b> icon and select the company’s 3-digit alpha code.</p> 
22.	<p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p> 
	<p>Employees entered in the SPOT batch must be in the Pay Group entered for the Pay Period selected. When a batch is validated, an error message displays for employees not in the Pay Group entered in this field.</p>
23.	<p>Click the <b>Pay Period End Date Look Up</b> icon and select the applicable pay period end date.</p> 
24.	<p>Click the <b>Transaction Type</b> dropdown button and select the appropriate option (“Earnings” or “Deduction”).</p> 

Step	Action
25.	<p>Click the <b>Add</b> button.</p> 
<p>The <b>Enter Payroll SPOT Trans</b> page displays.</p> 	
	<p>The <b>Header</b> section populates with the information previously entered on the <b>Add a New Value</b> tab.</p>
	<p>The <b>Batch Status</b> field updates based on the action taken on the batch and includes:</p> <ul style="list-style-type: none"> <li><b>New</b> – when a new batch is initiated</li> <li><b>Created</b> – when the batch is saved</li> <li><b>Validated</b> – when the batch is validated</li> <li><b>Modified after Validation</b> – when the batch is changed after validation</li> <li><b>Submitted</b> – when the batch is submitted for approval</li> <li><b>In Review</b> – when the approver is reviewing the batch for approval</li> <li><b>Closed</b> – after the approver has submitted the batch to payroll</li> </ul> 
26.	<p>Click the <b>Attach Files</b> button.</p> 



Step	Action
	<p>The <b>SPOT Attachments</b> page displays in a pop-up window.</p> 
27.	<p>Click the <b>Add</b> button.</p> 
	<p>The <b>File Attachment</b> page opens in a pop-up window.</p> 
28.	<p>Click the <b>Choose File</b> button.</p> 
	<p>Depending on the browser used, a <b>Browse</b> button may appear in place of the <b>Choose File</b> button.</p>




Step	Action
	<p>The <b>Open</b> files page displays in a pop-up window.</p> 
29.	<p>Navigate to and select the applicable file.</p> 
	<p>Be sure to select the .csv file.</p>
30.	<p>Click the <b>Open</b> button.</p> 

Step	Action
	<p>The <b>File Attachment</b> page refreshes with the selected file displayed next to the <b>Choose File</b> button.</p> 
31.	<p>Click the <b>Upload</b> button.</p> 
	<p>The <b>SPOT Attachments</b> page redisplay and the selected file name displays in the <b>Attached File</b> field.</p> 
	<p>The file is now connected to the batch but the individual transactions are not uploaded.</p>

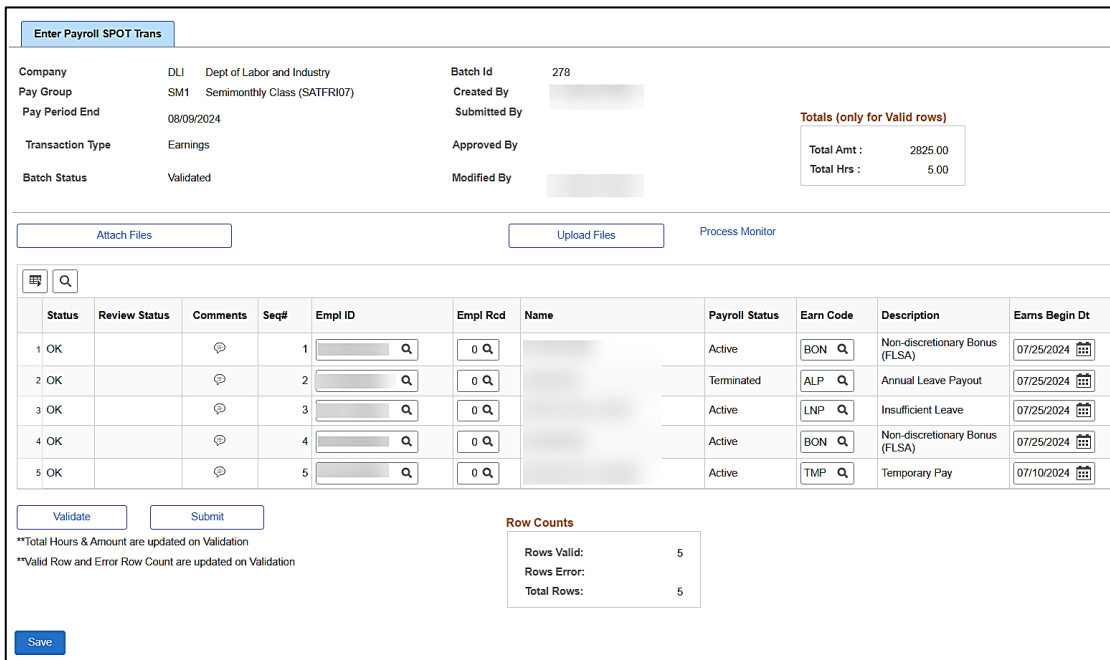
Step	Action																								
32.	<div>Enter a description in the <b>Description</b> field as needed.</div> <div><div>Description</div><div></div></div>																								
<div>i</div>	A description is not required.																								
33.	<div>Click the <b>Process</b> checkbox.</div> <div><div>Process</div><div><input type="checkbox"/></div></div>																								
34.	<div>Click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div></div>																								
<div>The <b>Enter Payroll SPOT Trans</b> page redispays.</div> <div><div><div>Enter Payroll SPOT Trans</div><div><div>Company</div>DLI Dept of Labor and Industry<div>Batch Id</div>NEXT<div>Created By</div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)<div>Submitted By</div><div>Pay Period End</div>08/09/2024<div>Approved By</div><div>Transaction Type</div>Earnings<div>Modified By</div><div>Batch Status</div>New</div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div></div><div></div></div><div></div></div><table><thead><tr><th></th><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th><th>Earns End Dt</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td>1</td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div><div>Validate</div><div>Submit</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div><div>Rows Error:</div><div>Total Rows:</div></div></div><div>Save</div></div></div></div>			Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	1			1		0						
	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt														
1			1		0																				
35.	<div>Click the <b>Upload Files</b> button.</div> <div><div>Upload Files</div></div>																								




Step	Action																																																																								
	<p>A <b>Successful Upload</b> message displays in a pop-up window.</p> <div><div>V_PY100_UPLD - AE has been processed successfully. (21001,10)</div><div>OK</div></div>																																																																								
<div><div>i</div></div>	<p>If the file does not successfully load, verify the following:</p> <ul style="list-style-type: none"><li>• All mandatory fields were properly filled out in the template</li><li>• The fields were entered using the correct format per the instructions</li><li>• The file was saved in the .csv format</li></ul> <p>Fix any issues with the file and repeat Steps 27-35.</p>																																																																								
36.	<p>Click the <b>OK</b> button.</p> <div><div>OK</div></div>																																																																								
<p>The <b>Enter Payroll SPOT Trans</b> page redisplay with the uploaded file data loaded on the page.</p> <div><div><div>Enter Payroll SPOT Trans</div><div><div>Company: DLI Dept of Labor and Industry</div><div>Pay Group: SM1 Semimonthly Class (SATFRI07)</div><div>Pay Period End: 08/09/2024</div><div>Transaction Type: Earnings</div><div>Batch Status: Created</div></div><div><div>Batch Id: 278</div><div>Created By: [Redacted]</div><div>Submitted By: [Redacted]</div><div>Approved By: [Redacted]</div><div>Modified By: [Redacted]</div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : [Redacted]</div><div>Total Hrs : [Redacted]</div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div><div></div><div>Q</div></div></div><table><tr><th></th><th>Status</th><th>Review Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1</td><td></td><td></td><td></td><td>1</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>2</td><td></td><td></td><td></td><td>2</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td></tr><tr><td>3</td><td></td><td></td><td></td><td>3</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td></tr><tr><td>4</td><td></td><td></td><td></td><td>4</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>5</td><td></td><td></td><td></td><td>5</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td></tr></table><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div>Rows Valid: [Redacted]</div><div>Rows Error: [Redacted]</div><div>Total Rows: [Redacted]</div></div><div><div>Save</div></div></div></div></div>			Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1				1	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	2				2	[Redacted]	0	[Redacted]	Terminated	ALP	Annual Leave Payout	07/25/2024	3				3	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	07/25/2024	4				4	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	5				5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay	07/10/2024
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5				5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay	07/10/2024																																																														
37.	<p>Verify that the <b>Batch Id</b> field populates with a number. For this scenario, the Batch ID is “278”.</p> <div><div>Batch Id</div><div>278</div></div>																																																																								


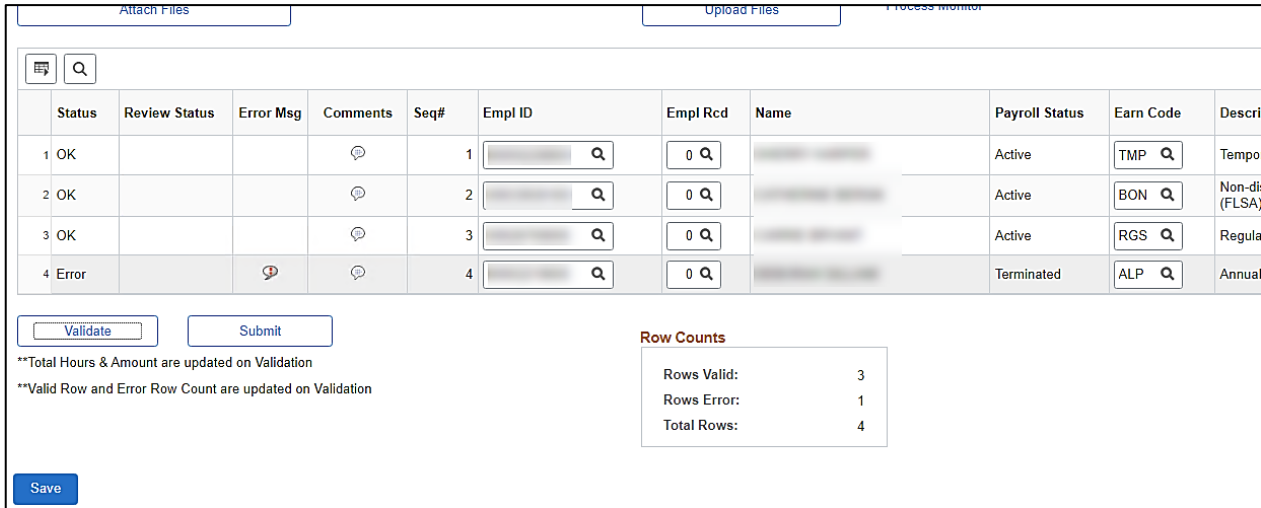

Step	Action
38.	Verify that the <b>Batch Status</b> field updates to “Created”. 
39.	Verify that the required fields populated correctly and update if required.
40.	Click the <b>Validate</b> button. 
	Edits that occur when keying the batch online are applied when the <b>Validate</b> button is clicked for the uploaded template.

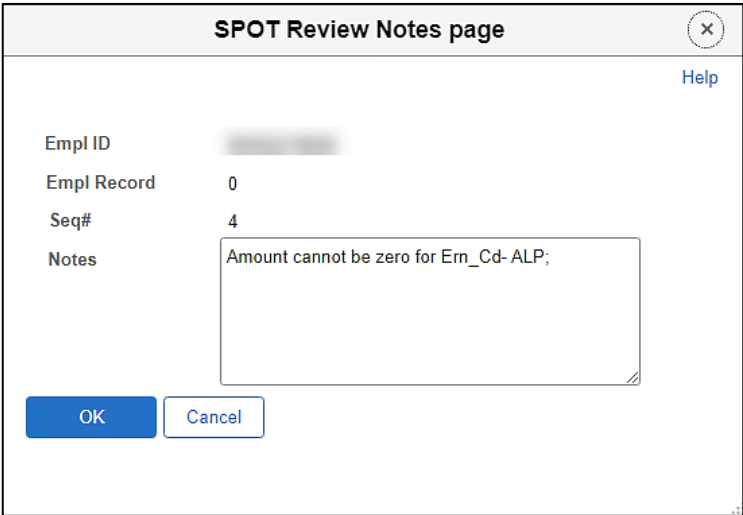
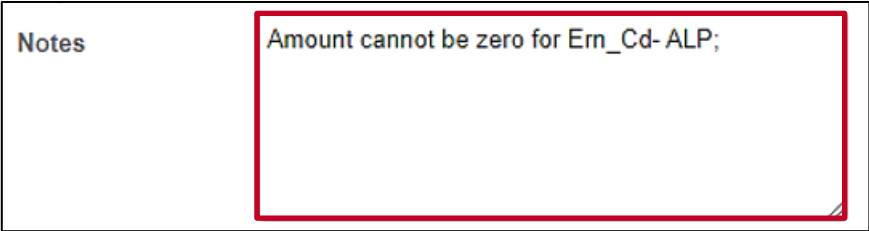

The **Enter Payroll SPOT Trans** page refreshes.



The screenshot shows the 'Enter Payroll SPOT Trans' page. It includes a header with the title 'Enter Payroll SPOT Trans'. Below the header, there are several fields for company information, pay group, pay period end, transaction type, and batch status. A 'Totals (only for Valid rows)' section displays 'Total Amt : 2825.00' and 'Total Hrs : 5.00'. There are buttons for 'Attach Files', 'Upload Files', and 'Process Monitor'. A table lists transactions with columns for Status, Review Status, Comments, Seq#, Empl ID, Empl Rcd, Name, Payroll Status, Earn Code, Description, and Earns Begin Dt. At the bottom, there are 'Validate' and 'Submit' buttons, a 'Row Counts' section showing 'Rows Valid: 5', 'Rows Error: 0', and 'Total Rows: 5', and a 'Save' button.

41.	The <b>Batch Status</b> field updates to “Validated”.
	<p>The <b>Totals (only for Valid rows)</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li><b>Total Amt</b> – the sum of the values entered in the <b>Amount</b> field for the batch</li> <li><b>Total Hrs</b> – the sum of the values entered in the <b>Oth Hrs</b> field for the batch</li> </ul>

Step	Action
	<p>The <b>Row Counts</b> section provides the following summary information for the batch:</p> <ul style="list-style-type: none"> <li>• <b>Rows Valid</b> – the number of valid rows in the batch</li> <li>• <b>Rows Error</b> – the number of rows in the batch containing errors</li> <li>• <b>Total Rows</b> – the total number of rows in the batch (sum of <b>Rows Valid</b> and <b>Rows Error</b> fields)</li> </ul>
42.	<p>Verify that the <b>Rows Error</b> field is blank indicating that all rows are valid. If there are no errors, go to Step 48.</p> <p>If the <b>Rows Error</b> field populates with a number, this indicates the number of rows with an error. Each error row must be reviewed and corrected as applicable.</p>
<p>Example of a batch that contains an error.</p> 	
43.	<p>The <b>Status</b> field updates with one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>OK</b> – no errors</li> <li>• <b>Error</b> – issue with the line</li> <li>• The <b>Status</b> field populates with “Error” for all lines containing an error and a <b>Bubble</b> icon populates in the <b>Error Msg</b> field for all lines containing an error</li> </ul>
	<p>If there is an error during validation, the <b>Row Counts</b> section displays the number of lines with an error in the <b>Rows Error</b> field, the <b>Status</b> field populates with “Error” for all lines containing an error, and a bubble populates in the <b>Error Msg</b> field for all lines containing an error.</p>
44.	<p>Click the <b>Bubble</b> icon in the <b>Error Msg</b> field to view the error message.</p>

Step	Action
	<p>The <b>SPOT Review Notes</b> page displays in a pop-up window.</p> 
45.	<p>Review the <b>Notes</b> field to determine the error.</p> 
46.	<p>Click the <b>OK</b> button.</p> 





Step	Action																																																												
	<p>The <b>Enter Payroll SPOT Trans</b> page redisplays.</p> <div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div> <div><div><div><div></div><div></div></div><div></div></div><table><tr><th></th><th>Status</th><th>Review Status</th><th>Error Msg</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th></tr><tr><td>1</td><td>OK</td><td></td><td></td><td></td><td>1</td><td><input type="text"/> </td><td>0 </td><td></td><td>Active</td><td><input type="text"/> </td><td>Temporary</td></tr><tr><td>2</td><td>OK</td><td></td><td></td><td></td><td>2</td><td><input type="text"/> </td><td>0 </td><td></td><td>Active</td><td><input type="text"/> </td><td>Non-ds (FLSA)</td></tr><tr><td>3</td><td>OK</td><td></td><td></td><td></td><td>3</td><td><input type="text"/> </td><td>0 </td><td></td><td>Active</td><td><input type="text"/> </td><td>Regular</td></tr><tr><td>4</td><td>Error</td><td></td><td></td><td></td><td>4</td><td><input type="text"/> </td><td>0 </td><td></td><td>Terminated</td><td><input type="text"/> </td><td>Annual</td></tr></table><div><div><div>Validate</div><div>Submit</div></div><div><p>**Total Hours &amp; Amount are updated on Validation</p><p>**Valid Row and Error Row Count are updated on Validation</p></div><div><div>Save</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div><div>3</div></div><div><div>Rows Error:</div><div>1</div></div><div><div>Total Rows:</div><div>4</div></div></div></div></div>		Status	Review Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	1	OK				1	<input type="text"/>	0		Active	<input type="text"/>	Temporary	2	OK				2	<input type="text"/>	0		Active	<input type="text"/>	Non-ds (FLSA)	3	OK				3	<input type="text"/>	0		Active	<input type="text"/>	Regular	4	Error				4	<input type="text"/>	0		Terminated	<input type="text"/>	Annual
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47.	Make the correction as applicable.																																																												
48.	Click the <b>Validate</b> button.																																																												
	<div><div><div>Validate</div><div>Submit</div></div></div>																																																												

Validate

Submit



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

Step	Action																																																																		
	<p>The <b>Enter Payroll SPOT Trans</b> page redispays and the <b>Batch Status</b> updates to “Validated”.</p> <div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div><div>DLI Dept of Labor and Industry</div><div>Batch Id</div><div>278</div></div><div><div>Pay Group</div><div>SM1 Semimonthly Class (SATFRI07)</div><div>Created By</div><div></div></div><div><div>Pay Period End</div><div>08/09/2024</div><div>Submitted By</div><div></div></div><div><div>Transaction Type</div><div>Earnings</div><div>Approved By</div><div></div></div><div><div>Batch Status</div><div>Validated</div><div>Modified By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt :</div><div>2825.00</div></div><div><div>Total Hrs :</div><div>5.00</div></div></div></div> <div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div> <div><div><div>☰</div><div>Q</div></div><table><thead><tr><th></th><th>Status</th><th>Review Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>OK</td><td></td><td>☺</td><td>1</td><td><input type="text"/></td><td>0 <input type="text"/></td><td></td><td>Active</td><td>BON <input type="text"/></td><td>Non-discretionary Bonus (FLSA)</td></tr><tr><td>2</td><td>OK</td><td></td><td>☺</td><td>2</td><td><input type="text"/></td><td>0 <input type="text"/></td><td></td><td>Terminated</td><td>ALP <input type="text"/></td><td>Annual Leave Payout</td></tr><tr><td>3</td><td>OK</td><td></td><td>☺</td><td>3</td><td><input type="text"/></td><td>0 <input type="text"/></td><td></td><td>Active</td><td>LNP <input type="text"/></td><td>Insufficient Leave</td></tr><tr><td>4</td><td>OK</td><td></td><td>☺</td><td>4</td><td><input type="text"/></td><td>0 <input type="text"/></td><td></td><td>Active</td><td>BON <input type="text"/></td><td>Non-discretionary Bonus (FLSA)</td></tr><tr><td>5</td><td>OK</td><td></td><td>☺</td><td>5</td><td><input type="text"/></td><td>0 <input type="text"/></td><td></td><td>Active</td><td>TMP <input type="text"/></td><td>Temporary Pay</td></tr></tbody></table><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div><div>5</div></div><div><div>Rows Error:</div><div></div></div><div><div>Total Rows:</div><div>5</div></div></div><div><div>Save</div></div></div>		Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	1	OK		☺	1	<input type="text"/>	0 <input type="text"/>		Active	BON <input type="text"/>	Non-discretionary Bonus (FLSA)	2	OK		☺	2	<input type="text"/>	0 <input type="text"/>		Terminated	ALP <input type="text"/>	Annual Leave Payout	3	OK		☺	3	<input type="text"/>	0 <input type="text"/>		Active	LNP <input type="text"/>	Insufficient Leave	4	OK		☺	4	<input type="text"/>	0 <input type="text"/>		Active	BON <input type="text"/>	Non-discretionary Bonus (FLSA)	5	OK		☺	5	<input type="text"/>	0 <input type="text"/>		Active	TMP <input type="text"/>	Temporary Pay
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Step	Action																																																																								
51.	<div>Click the <b>Submit</b> button to submit the batch for review.</div> <div><div>Validate</div><div>Submit</div></div>																																																																								
<div>A <b>Submit Confirmation</b> message displays in a pop-up window.</div> <div><div>Are you sure you want to submit the Batch? (25200,36)</div><div>Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?</div><div><div>OK</div><div>Cancel</div></div></div>																																																																									
52.	<div>Click the <b>OK</b> button.</div> <div><div>OK</div></div>																																																																								
<div>The <b>Enter Payroll SPOT Trans</b> page refreshes.</div> <div><div><div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div><div>DLJ</div><div>Dept of Labor and Industry</div></div><div><div>Pay Group</div><div>SM1</div><div>Semimonthly Class (SATFRI07)</div></div><div><div>Pay Period End</div><div>08/09/2024</div></div><div><div>Transaction Type</div><div>Earnings</div></div><div><div>Batch Status</div><div>Submitted</div></div></div><div><div><div>Batch Id</div><div>278</div></div><div><div>Created By</div><div></div></div><div><div>Submitted By</div><div></div></div><div><div>Approved By</div><div></div></div><div><div>Modified By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt :</div><div>2825.00</div></div><div><div>Total Hrs :</div><div>5.00</div></div></div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><div><div><div><div></div><div></div></div><table><tr><th></th><th>Status</th><th>Review Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1</td><td>OK</td><td></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>2</td><td>OK</td><td></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td></tr><tr><td>3</td><td>OK</td><td></td><td></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td></tr><tr><td>4</td><td>OK</td><td></td><td></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>5</td><td>OK</td><td></td><td></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td></tr></table></div><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div><div>Rows Valid:</div><div>5</div></div><div><div>Rows Error:</div><div></div></div><div><div>Total Rows:</div><div>5</div></div></div><div><div>Save</div></div></div></div></div>			Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	2	OK			2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	3	OK			3		0		Active	LNP	Insufficient Leave	07/25/2024	4	OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	5	OK			5		0		Active	TMP	Temporary Pay	07/10/2024
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5	OK			5		0		Active	TMP	Temporary Pay	07/10/2024																																																														
53.	<div>Verify that the <b>Batch Status</b> field updates to “Submitted”.</div> <div><div>Batch Status</div><div>Submitted</div></div>																																																																								

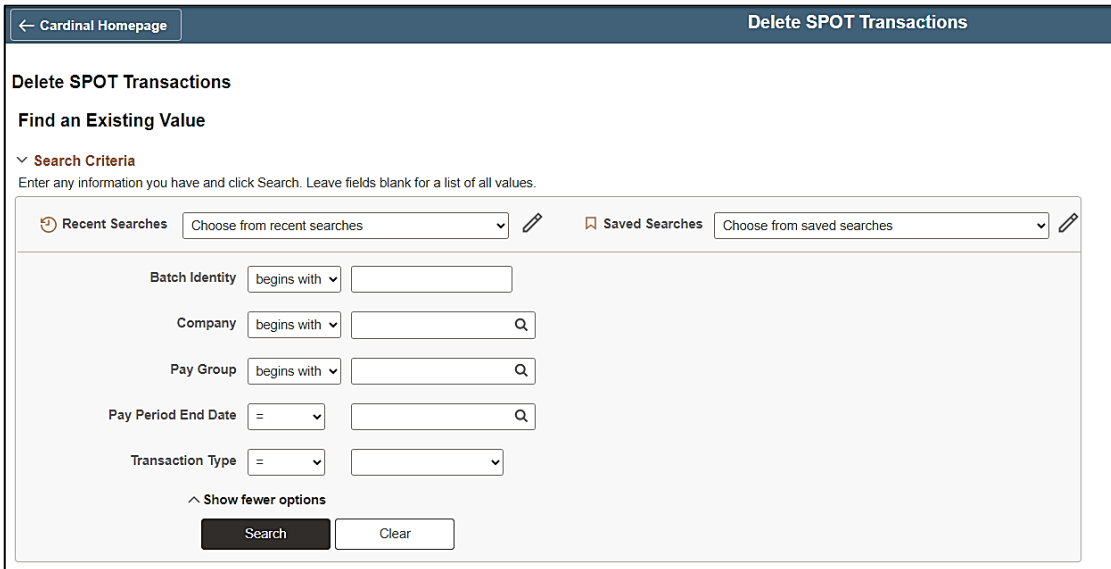





Step	Action
54.	<p>Verify that the <b>Submitted By</b> field updates as appropriate with the User's ID.</p> <div><div>Submitted By</div></div>

### Deleting a SPOT Batch



Payroll Administrators can delete SPOT batches that have not been closed. When a batch is deleted, all transactions within the batch are deleted and will not process. Once a batch is deleted, it cannot be undone.

**Note:** To delete specific transaction(s) in a batch, utilize the **Delete a Row** icon.

Step	Action
1.	<p>Navigate to the <b>Delete SPOT Transactions</b> page using the following path:</p> <p><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Delete SPOT Transactions</b></p> <p>The <b>Delete SPOT Transactions Find an Existing Value Search</b> page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the SPOT Batch Number in the <b>Batch Identity</b> field.</p> 
3.	<p>Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.</p> 



Step	Action																																																																		
4.	<div>Click the <b>Search</b> button.</div> <div><div><div>Search</div><div>Clear</div></div></div>																																																																		
<div>The <b>Delete Payroll SPOT Trans</b> page displays for the applicable batch.</div> <div><div><div><div>Delete Payroll SPOT Trans</div><div><div><div>Company</div><div>DLI</div><div>Dept of Labor and Industry</div></div><div><div>Pay Group</div><div>SM1</div><div>Semimonthly Class (SATFRI07)</div></div><div><div>Pay Period End</div><div>07/24/2024</div><div></div></div><div><div>Transaction Type</div><div>Earnings</div><div></div></div><div><div>Batch Status</div><div>Created</div><div></div></div></div><div><div><div>Batch Id</div><div>270</div></div><div><div>Created By</div><div></div></div><div><div>Submitted By</div><div></div></div><div><div>Approved By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt :</div><div>Total Hrs :</div></div></div></div><div><div>View Supporting Documents</div></div><div><div><div><div><div></div><div></div></div><table><tr><th></th><th>Status</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1</td><td></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/10/2023</td></tr><tr><td>2</td><td></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>AGY</td><td>Misc Agency Specific Pay</td><td>07/10/2023</td></tr><tr><td>3</td><td></td><td></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/10/2023</td></tr><tr><td>4</td><td></td><td></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/10/2023</td></tr><tr><td>5</td><td></td><td></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>06/25/2023</td></tr></table></div><div><div>Delete Batch</div><div>Return to Search</div></div></div></div></div></div>			Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1			1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2023	2			2		0		Terminated	AGY	Misc Agency Specific Pay	07/10/2023	3			3		0		Active	LNP	Insufficient Leave	07/10/2023	4			4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/10/2023	5			5		0		Active	TMP	Temporary Pay	06/25/2023
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<div>The <b>Delete Batch</b> confirmation message displays in a pop-up window.</div> <div><div><div>Are you sure you want to delete the Batch? (25200,38)</div><div>Once Batch is deleted it can not be opened or edited again. Are you sure you want to Delete the batch?</div><div><div>OK</div><div>Cancel</div></div></div></div>																																																																			
6.	<div>Click the <b>OK</b> button to delete the batch.</div> <div><div><div>OK</div><div>Cancel</div></div></div>																																																																		

Step	Action
	<p>The <b>Delete SPOT Transactions Find an Existing Value Search</b> page redisplay with the <b>Batch Identity</b> and <b>Company</b> fields populated with the deleted values.</p> <div data-bbox="454 411 1203 1073"> <p><b>Delete SPOT Transactions</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Batch Identity begins with ▼ 270</p> <p>Company begins with ▼ DLI <input type="button" value="Q"/></p> <p>Pay Group begins with ▼ <input type="button" value="Q"/></p> <p>Pay Period End Date = ▼ <input type="button" value="Q"/></p> <p>Transaction Type = ▼ <input type="button" value="Q"/></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div>
	<p>The Batch is deleted and cannot be reopened or edited.</p> <p>Deleted SPOT Transactions can be viewed on the <b>SPOT Online Query</b>. For details on the <b>SPOT Online Query (V_PY_SPOT_TRANS_RPT)</b>, see the <b>Cardinal HCM Payroll Reports Catalog</b> located on the Cardinal website under <b>Resources</b>.</p> <p>If a transaction in a deleted batch needs to be processed, it will need to be entered in a new batch.</p>

## **Approving SPOT Transactions Overview**

Each Agency designates at least one person as the SPOT Approver to review and approve, deny or send back SPOT transactions. Approvers cannot submit or approve their own transactions, and employees cannot submit or approve their own payroll entries.

SPOT Approvers can take the following actions on the SPOT transactions within the batch:

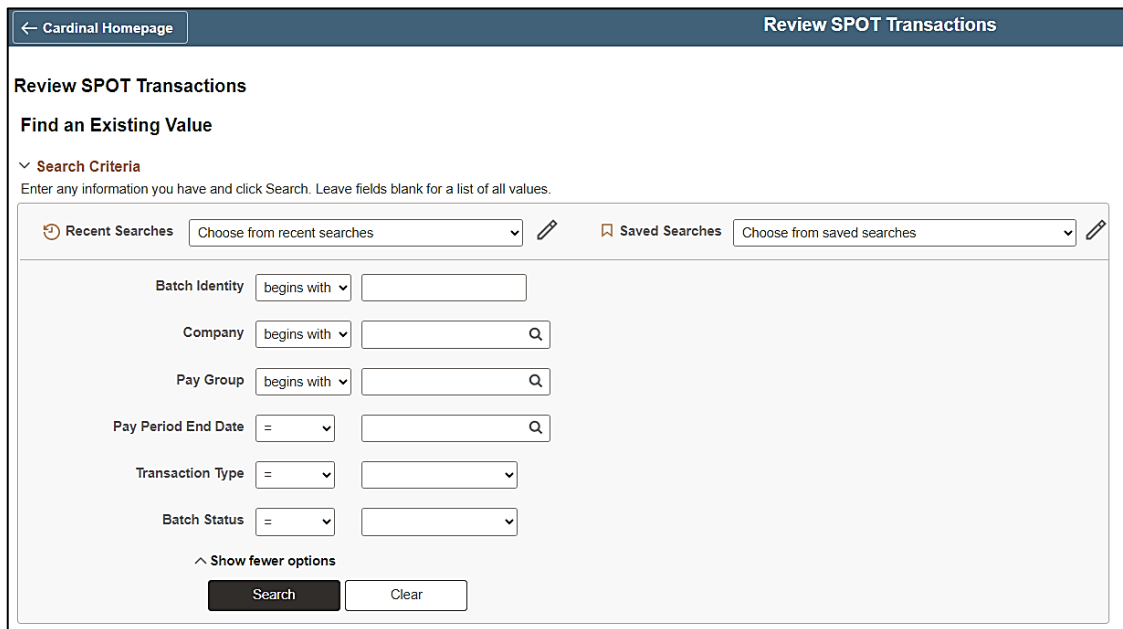
- **Approve:** Approved SPOT transactions are loaded to employee paysheets for processing once the batch is Closed.
- **Deny:** Denied transactions will not load to employee's paysheets. When a transaction is marked as denied, it cannot be updated. If the transaction needs to be processed, it must be entered in a new batch. SPOT Approvers should include comments for transactions that are denied for tracking and audit purposes.
- **Send Back:** Transactions that require updates will be sent back to the Payroll Administrator for review and correction. These transactions are not marked as Approved or Denied. The SPOT Approver should enter comments indicating the required revision. When a batch contains these types of transactions, the batch cannot be Closed. The batch will be sent back to the Payroll Administrator so that those transactions can be modified and resubmitted for approval. When batches are sent back, the only transactions that can be updated are those not marked as Approved or Denied. SPOT transactions that are sent back do not generate an email, therefore Payroll Administrators should use the SPOT Online Query to identify batches that require updates.

This section of the Job Aid will walk through the approval process and the options noted above.








Step	Action
1.	Navigate to the <b>Review SPOT Transactions</b> page using the following path: <b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Review SPOT Transactions</b>

The **Review SPOT Transactions Find an Existing Value Search** page displays.




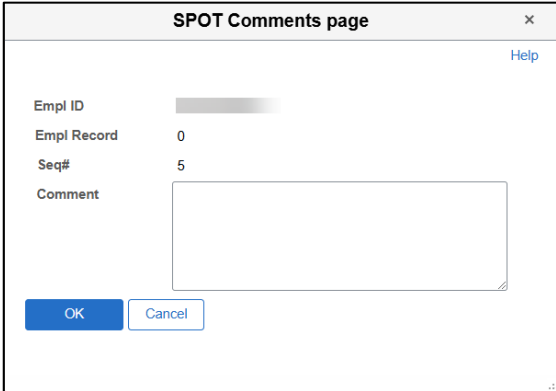
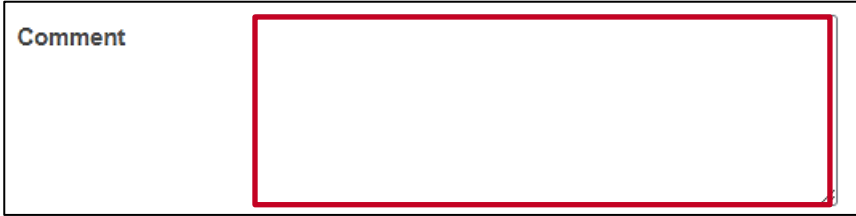




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action														
	<p>Enter the applicable/known search criteria to find the appropriate batch. The search options include the following:</p> <table border="1"> <thead> <tr> <th>Fields</th><th>Descriptions</th></tr> </thead> <tbody> <tr> <td><b>Batch Identity</b></td><td>Number assigned to the Batch</td></tr> <tr> <td><b>Company</b></td><td>The three-character company code</td></tr> <tr> <td><b>Pay Group</b></td><td>Pay group options for the Company</td></tr> <tr> <td><b>Pay Period End Date</b></td><td>Select the pay period end date for the batch you want to approve</td></tr> <tr> <td><b>Transaction Types</b></td><td>           Select the appropriate option:           <ul style="list-style-type: none"> <li>• <b>Earnings</b></li> <li>• <b>Deduction</b></li> </ul> </td></tr> <tr> <td><b>Batch Status</b></td><td>           Options include:           <ul style="list-style-type: none"> <li>• <b>Closed</b></li> <li>• <b>Created</b></li> <li>• <b>Deleted</b></li> <li>• <b>In Review</b></li> <li>• <b>Modified After Validation</b></li> <li>• <b>New</b></li> <li>• <b>Submitted</b></li> <li>• <b>Validated</b></li> </ul> </td></tr> </tbody> </table>	Fields	Descriptions	<b>Batch Identity</b>	Number assigned to the Batch	<b>Company</b>	The three-character company code	<b>Pay Group</b>	Pay group options for the Company	<b>Pay Period End Date</b>	Select the pay period end date for the batch you want to approve	<b>Transaction Types</b>	Select the appropriate option: <ul style="list-style-type: none"> <li>• <b>Earnings</b></li> <li>• <b>Deduction</b></li> </ul>	<b>Batch Status</b>	Options include: <ul style="list-style-type: none"> <li>• <b>Closed</b></li> <li>• <b>Created</b></li> <li>• <b>Deleted</b></li> <li>• <b>In Review</b></li> <li>• <b>Modified After Validation</b></li> <li>• <b>New</b></li> <li>• <b>Submitted</b></li> <li>• <b>Validated</b></li> </ul>
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	<p>Entering a specific <b>Batch Identity</b> number opens only that specific batch.</p> <p>Leaving the <b>Batch Identity</b> field blank brings in all batches that meet the remaining search criteria.</p>														
2.	<p>Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code.</p> <div> <div>*Company</div> <div></div> </div>														
3.	<p>Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group.</p> <div> <div>*Pay Group</div> <div></div> </div>														
4.	<p>Click the <b>Pay Period End Date Calendar</b> icon and select the applicable pay period end date.</p> <div> <div>*Pay Period End Date</div> <div></div> </div>														



Step	Action																																																																								
5.	<div>Click the <b>Batch Status</b> dropdown button and select “Submitted”.</div> <div><div>Batch Status</div><div>=</div><div></div></div>																																																																								
6.	<div>Click the <b>Search</b> button.</div> <div><div>Search</div><div>Clear</div></div>																																																																								
<div><div>i</div></div>	<div>If only one batch meets the search criteria, the <b>Review Payroll SPOT Trans</b> page displays.</div>																																																																								
<div>The <b>Review Payroll SPOT Trans</b> page displays for the selected batch.</div> <div><div><div>Review Payroll SPOT Trans</div><div><div><div>Company</div>DLI Dept of Labor and Industry</div><div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)</div><div><div>Pay Period End</div>08/09/2024</div><div><div>Transaction Type</div>Earnings</div><div><div>Batch Status</div>Submitted</div></div><div><div>Batch Id</div>274</div><div><div>Created By</div></div><div><div>Submitted By</div></div><div><div>Approved By</div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 2825.00</div><div>Total Hrs : 5.00</div></div></div><div><div>View Supporting Documents</div><div>Send Back</div><div>Close Batch</div><div>Process Monitor</div></div><div><div><div><div><div></div><div></div></div></div><table><tr><th></th><th>Approve</th><th>Deny</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr><tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><div></div></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td></tr><tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><div></div></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><div></div></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><div></div></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td></tr><tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><div></div></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr></table><div><div>Approve All</div><div>Deny All</div></div><div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div></div></div></div></div>			Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	5		0		Active	TMP	Temporary Pay	07/10/2024	2	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	3	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	3		0		Active	LNP	Insufficient Leave	07/25/2024	4	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	5	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
	Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt																																																														
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5	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024																																																														
7.	<div>Review each of the entries in the batch.</div>																																																																								
8.	<div>Take the appropriate action for each entry using one of the following options:</div> <div><div><div><div><div><div><div></div></div><div><b>Approve</b> - Click the <b>Approve</b> checkbox option next to individual transactions to approve them</div></div></div><div><div><div><div></div></div><div><b>Deny</b> - Click the <b>Deny</b> checkbox option next to individual transactions to deny them. When denying an individual transaction, enter a comment to note why for tracking and audit purposes</div></div></div><div><div><div><div></div></div><div><b>Send Back</b> - To send back an individual transaction, leave the <b>Approve</b> and <b>Deny</b> checkbox options unchecked</div></div></div></div></div></div>																																																																								

Step	Action
	SPOT Approvers cannot edit SPOT transactions.
9.	<p>To add a comment, click the <b>Comments</b> icon for the specific transaction.</p> 
	Cardinal does not require a comment, but comments are strongly recommended for audit purposes.
<p>The <b>SPOT Comments</b> page displays in a pop-up window.</p> 	
10.	<p>Enter the applicable comment for the transaction in the <b>Comment</b> field.</p> 
11.	<p>Click the <b>OK</b> button.</p> 



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)



Step	Action																																																																														
	<p>The <b>Review Payroll SPOT Trans</b> page redispays.</p> <div><div><b>Review Payroll SPOT Trans</b></div><div><div><div><div>Company</div><div>Pay Group</div><div>Pay Period End</div><div>Transaction Type</div><div>Batch Status</div></div><div><div>DLI Dept of Labor and Industry</div><div>SM1 Semimonthly Class (SATFRI07)</div><div>08/09/2024</div><div>Earnings</div><div>In Review</div></div><div><div>Batch Id</div><div>Created By</div><div>Submitted By</div><div>Approved By</div></div><div>274</div><div></div><div></div><div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 2825.00</div><div>Total Hrs : 5.00</div></div></div><div><div>View Supporting Documents</div><div>Send Back</div><div>Close Batch</div><div>Process Monitor</div></div><table><thead><tr><th></th><th>Approve</th><th>Deny</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th><th>Ea</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td><td>07</td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td><td>08</td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td><td>08</td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td><td>08</td></tr><tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td><td>08</td></tr></tbody></table><div><div>Approve All</div><div>Deny All</div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div></div></div>		Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Ea	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	07	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	08	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	08	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08
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### Closing a SPOT Batch

Once all transactions in a batch have been reviewed and either approved or denied, the approver must close the batch for it to be picked up by the SPOT Load to Payroll process. This section covers the process to close a SPOT batch.

Step	Action																																																																														
	<p>The <b>Review Payroll SPOT Trans</b> page.</p> <div><div><b>Review Payroll SPOT Trans</b></div><div><div><div>Company: DLI Dept of Labor and Industry</div><div>Pay Group: SM1 Semimonthly Class (SATFRI07)</div><div>Pay Period End: 08/09/2024</div><div>Transaction Type: Earnings</div><div>Batch Status: In Review</div></div><div><div>Batch Id: 274</div><div>Created By: [Redacted]</div><div>Submitted By: [Redacted]</div><div>Approved By: [Redacted]</div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 2825.00</div><div>Total Hrs : 5.00</div></div></div><div><div>View Supporting Documents</div><div>Send Back</div><div>Close Batch</div><div>Process Monitor</div></div><table border="1"><thead><tr><th></th><th>Approve</th><th>Deny</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th><th>E</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>5</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td><td>07</td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>4</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td><td>08</td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>3</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td><td>08</td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td>2</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td><td>08</td></tr><tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>1</td><td>[Redacted]</td><td>0</td><td>[Redacted]</td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td><td>08</td></tr></tbody></table><div><div>Approve All</div><div>Deny All</div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div></div></div>		Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	E	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5	[Redacted]	0	[Redacted]	Active	TMP	Temporary Pay	07/10/2024	07	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	07/25/2024	08	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2	[Redacted]	0	[Redacted]	Terminated	ALP	Annual Leave Payout	07/25/2024	08	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	[Redacted]	0	[Redacted]	Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	08
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Step	Action
	<p>If a user tries to close a batch and all the transactions have not been approved or denied, a message displays indicating that “Some transactions are neither accepted nor denied. All transactions must be reviewed and can be accepted or denied”.</p> <p>The user will have to click the <b>OK</b> button on this message then go back and approve or deny any transaction that may have been missed.</p>
3.	<p>Click the <b>OK</b> button.</p> <div data-bbox="259 592 600 667"> <div>OK</div> <div>Cancel</div> </div>
	A batch cannot be edited after it has been closed.

The **Review SPOT Trans** page refreshes.

Review Payroll SPOT Trans

Company

DLI Dept of Labor and Industry

Batch Id

274

Pay Group

SM1 Semimonthly Class (SATFRI07)

Created By

Pay Period End

08/09/2024

Submitted By

Transaction Type

Earnings

Approved By

Batch Status

Closed

Totals (only for Valid rows)

Total Amt : 2825.00

Total Hrs : 5.00

View Supporting Documents

Send Back

Close Batch

Process Monitor

Instance 3418948

	Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024

Approve All


Deny All



Save

Return to Search

Previous in List

Next in List

4.	<p>Verify that the <b>Batch Status</b> field displays “Closed”.</p> <div data-bbox="259 1627 714 1684"> <div>Batch Status</div> <div>Closed</div> </div>
	<p>Once a batch is Closed, it becomes read-only.</p> <ul style="list-style-type: none"> <li>Only “Approved” transactions within the batch are sent to Payroll for processing</li> <li>Denied lines are excluded</li> </ul>

Step	Action
5.	<p>Verify that the <b>Approved By</b> field updates with the appropriate information.</p> 
	<p>Only the approved transactions will load to payroll during the next SPOT Load to Payroll process.</p> <p>Denied SPOT Transactions can be viewed on the <b>SPOT Online Query</b>. For details on the <b>SPOT Online Query (V_PY_SPOT_TRANS_RPT)</b>, see the <b>Cardinal HCM Payroll Reports Catalog</b> located on the Cardinal website under <b>Resources</b>.</p> <p>If a transaction in a closed batch was “denied” and needs to be processed, it will need to be entered in a new batch.</p>





### Sending Back a SPOT Batch

This section of the job aid covers the process to Send Back a batch to the Payroll Administrator so that updates can be made.

Step	Action																																																																								
	<p>The <b>Review Payroll SPOT Trans</b> page.</p> <div><div><div><b>Review Payroll SPOT Trans</b></div><div><div><div><div>Company</div><div>DLI Dept of Labor and Industry</div></div><div><div>Pay Group</div><div>SM1 Semimonthly Class (SATFRI07)</div></div><div><div>Pay Period End</div><div>08/09/2024</div></div><div><div>Transaction Type</div><div>Earnings</div></div><div><div>Batch Status</div><div>In Review</div></div></div><div><div>Batch Id</div><div>275</div></div><div><div>Created By</div><div></div></div><div><div>Submitted By</div><div></div></div><div><div>Approved By</div><div></div></div></div><div><div>Totals (only for Valid rows)</div><div><div>Total Amt : 2825.00</div><div>Total Hrs : 5.00</div></div></div></div><div><div>View Supporting Documents</div><div>Send Back</div><div>Close Batch</div><div>Process Monitor</div></div><table><thead><tr><th></th><th>Approve</th><th>Deny</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th><th>Earns Begin Dt</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td><td>07/10/2024</td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td><td>07/25/2024</td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td><td>07/25/2024</td></tr><tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td><td>07/25/2024</td></tr></tbody></table><div><div>Approve All</div><div>Deny All</div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div></div></div>		Approve	Deny	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5		0		Active	TMP	Temporary Pay	07/10/2024	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3		0		Active	LNP	Insufficient Leave	07/25/2024	4	<input type="checkbox"/>	<input type="checkbox"/>		2		0		Terminated	ALP	Annual Leave Payout	07/25/2024	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1		0		Active	BON	Non-discretionary Bonus (FLSA)	07/25/2024
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1.

Do not click the “Approve” or “Deny” checkbox option for any transaction that requires updating.

2.

Click the **Comments** icon for the applicable transaction(s).

**SPOT Comments page**

Help

Empl ID

Empl Record

Seq#

Comment

OK

Cancel



Step	Action																																																																								
3.	<p>Enter comments regarding what needs to be updated for the transaction in the <b>Comment</b> field.</p> <div><div>Comment</div><div></div></div>																																																																								
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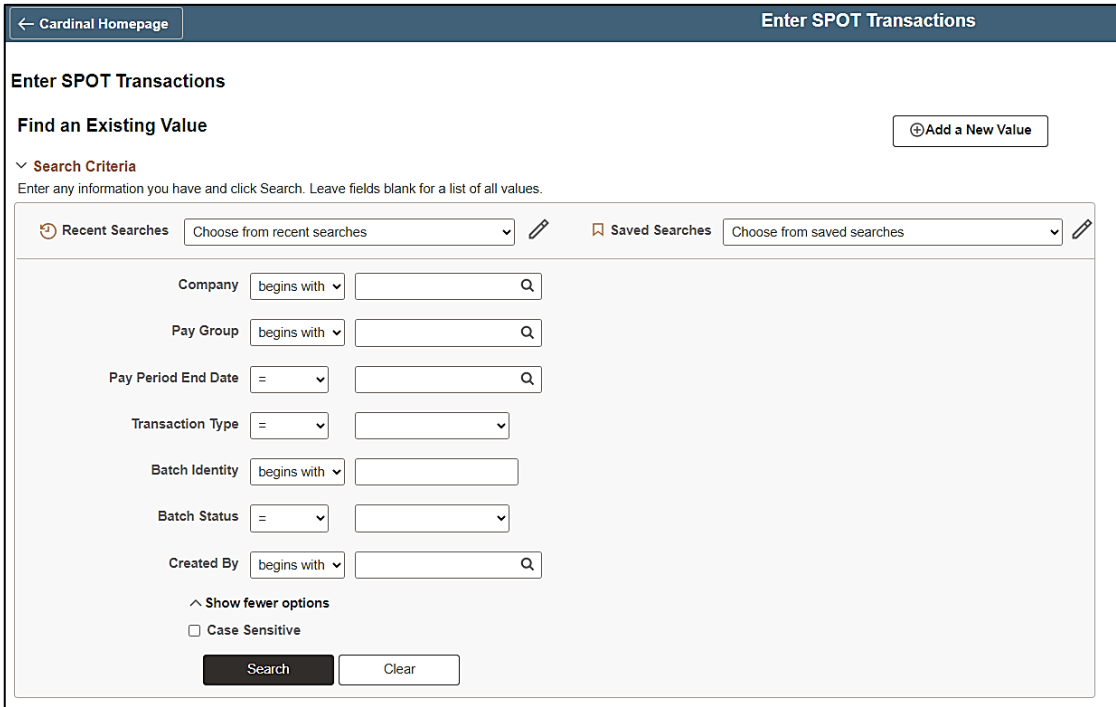



Step	Action																																																																								
	<p>A <b>Confirmation</b> message displays in a pop-up window.</p> <div><div>Are you sure you want to send it back to the submitter? (25200,98)</div><div>The batch will be sent back to the submitter for changes.</div><div><div>OK</div><div>Cancel</div></div></div>																																																																								
6.	<p>Click the <b>OK</b> button.</p> <div><div>OK</div><div>Cancel</div></div>																																																																								
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7.	<p>Verify the <b>Batch Status</b> field updates to “Sent Back to Submitter”.</p> <div><div>Batch Status</div><div>Sent Back to Submitter</div></div>																																																																								
8.	<p>Verify the <b>Approved By</b> field is blank.</p> <div><div>Approved By</div></div>																																																																								
9.	<p>The Batch is sent back to the Payroll Administrator that entered it so updates can be made.</p>																																																																								

### Reviewing Batches Sent Back by the Approver

After a SPOT Approver has taken action on a Batch, the Payroll Administrator can review the Batch.




- If a SPOT transaction was denied and needs to be processed, it will need to be entered in a new Batch.
- If a SPOT transaction was sent back for revisions, the entire Batch is sent back. The Payroll Administrator will need to review the comments, make the necessary updates, and resubmit the batch for approval.

Step	Action
1.	<p>To review a batch, navigate to the <b>Enter SPOT Transactions</b> page using the following path:  <b>NavBar &gt; Menu &gt; Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Enter SPOT Transactions</b></p>
<p>The <b>Enter SPOT Transactions Find an Existing Value Search</b> page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the appropriate data in the corresponding <b>Search Criteria</b> fields.  For this scenario, the <b>Company</b> and <b>Batch Status</b> fields are used.</p>



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

Step	Action
3.	Click the <b>Company Look Up</b> icon and select the company's 3-digit alpha code. 
4.	Click the <b>Batch Status</b> dropdown button and select "Sent Back to Submitter". 
5.	Click the <b>Search</b> button. 

The **Enter Payroll SPOT Trans** page displays for the applicable batch.

**Enter Payroll SPOT Trans**

Company

DLI Dept of Labor and Industry

Pay Group

SM1 Semimonthly Class (SATFRI07)

Pay Period End

08/09/2024

Transaction Type

Earnings

Batch Status

Sent Back to Submitter

Batch Id

275

Created By

Submitted By

Approved By

Modified By

Totals (only for Valid rows)

Total Amt : 2825.00

Total Hrs : 5.00

Attach Files

Upload Files

Process Monitor

Validate

Submit

\*\*Total Hours & Amount are updated on Validation

\*\*Valid Row and Error Row Count are updated on Validation

Row Counts


Rows Valid: 5


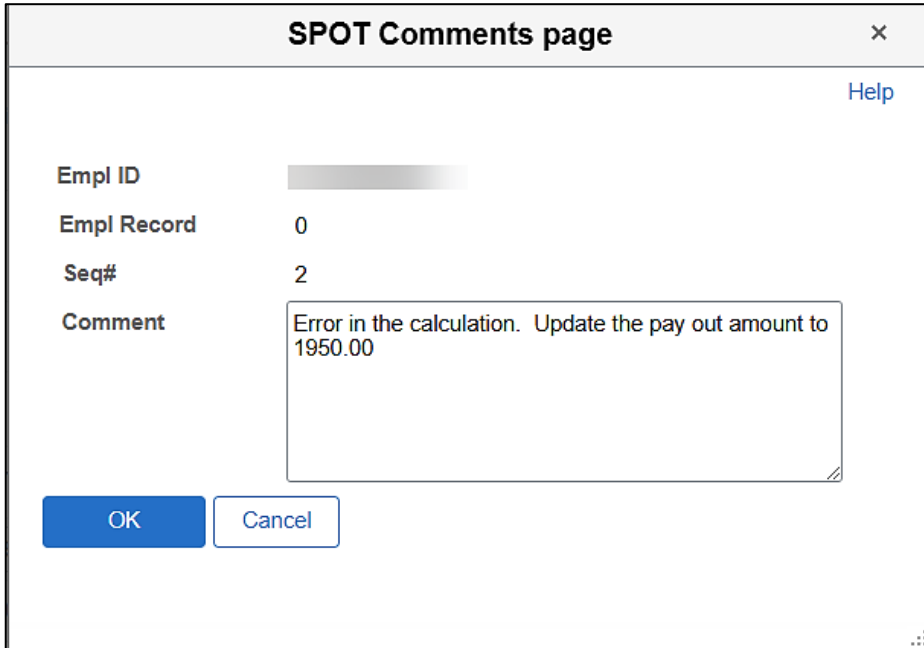
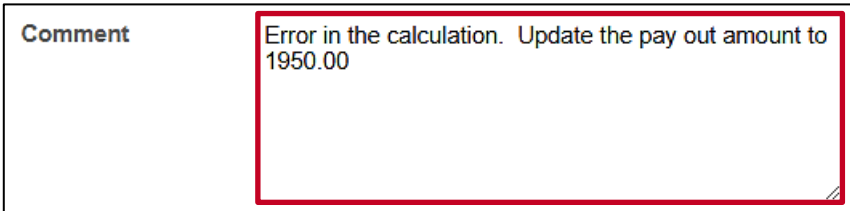


Rows Error: 0

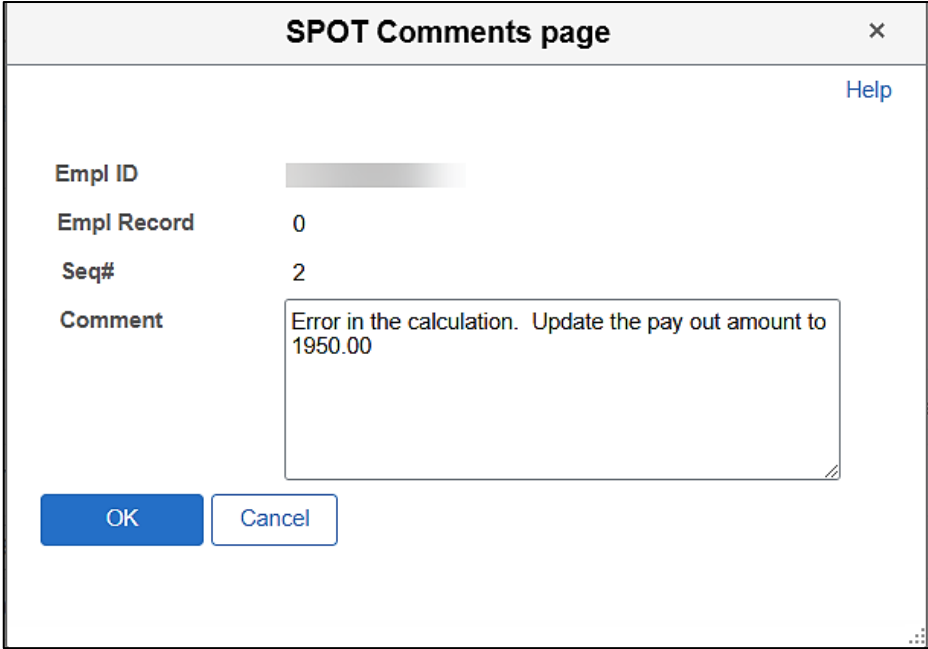
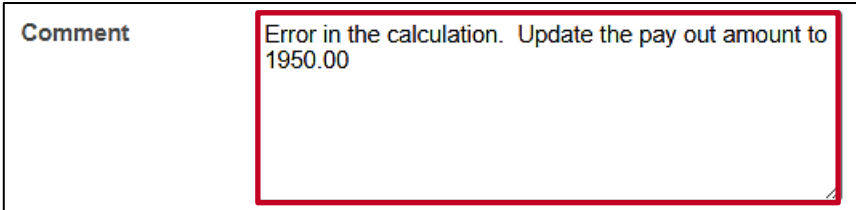


Total Rows: 5

Save

Return to Search

6. An Error Message (**Bubble** icon) displays on the line for transactions that require revision.
- 
- Transactions that have been marked as approved or denied by the approver cannot be edited.

Step	Action
7.	<p>Click the <b>Comments</b> icon for the transaction that requires updates.</p> 
<p>The <b>SPOT Comments</b> page displays in a pop-up window.</p> 	
8.	<p>Review the comments in the <b>Comment</b> field.</p> 
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Make the update(s) as applicable.</p>
11.	<p>Click the <b>Comment</b> icon.</p> 

Step	Action
	<p>The <b>SPOT Comments</b> page redispays in a pop-up window.</p> 
12.	<p>Enter comments below any existing comments, as applicable, regarding the update(s) in the <b>Comment</b> field.</p> 
	Do not overwrite existing comments in this field as it is open and does not lock down comments.
13.	<p>Click the <b>OK</b> button.</p> 



# Payroll Job Aid


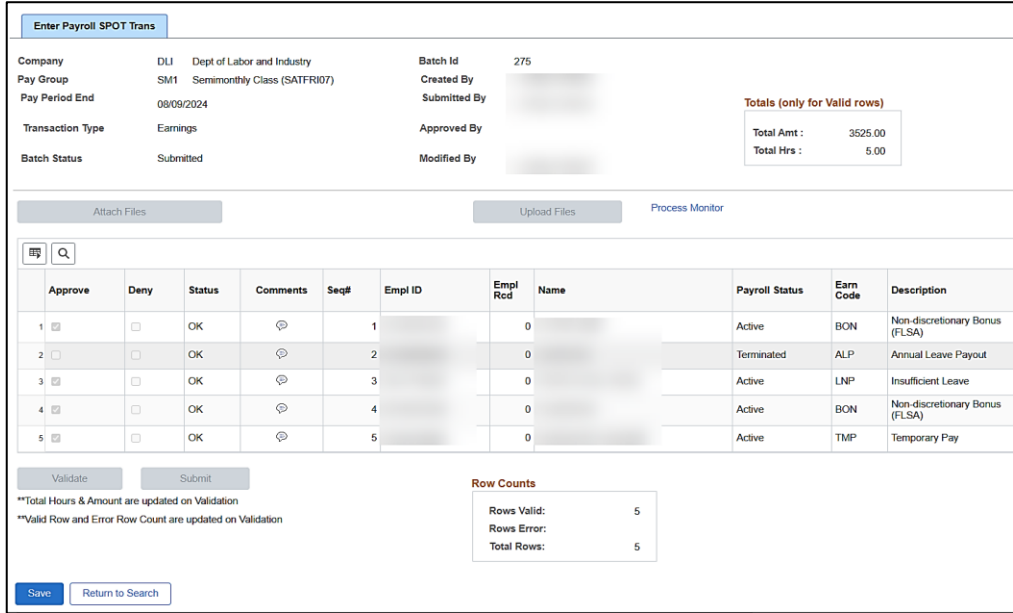



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

Step	Action																																																																														
	<p>The <b>Enter Payroll SPOT Trans</b> page redispays.</p> <div><div>Enter Payroll SPOT Trans</div><div><div><div>Company</div>DLI Dept of Labor and Industry<div>Batch Id</div>275</div><div><div>Pay Group</div>SM1 Semimonthly Class (SATFRI07)<div>Created By</div></div><div><div>Pay Period End</div>08/09/2024<div>Submitted By</div></div><div><div>Transaction Type</div>Earnings<div>Approved By</div></div><div><div>Batch Status</div>Sent Back to Submitter<div>Modified By</div></div></div><div><div>Totals (only for Valid rows)</div><div>Total Amt : 2825.00</div><div>Total Hrs : 5.00</div></div><div><div>Attach Files</div><div>Upload Files</div><div>Process Monitor</div></div><table><thead><tr><th></th><th>Approve</th><th>Deny</th><th>Status</th><th>Error Msg</th><th>Comments</th><th>Seq#</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Payroll Status</th><th>Earn Code</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>OK</td><td></td><td></td><td>1</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td></tr><tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>OK</td><td></td><td></td><td>2</td><td></td><td>0</td><td></td><td>Terminated</td><td>ALP</td><td>Annual Leave Payout</td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>OK</td><td></td><td></td><td>3</td><td></td><td>0</td><td></td><td>Active</td><td>LNP</td><td>Insufficient Leave</td></tr><tr><td>4</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>OK</td><td></td><td></td><td>4</td><td></td><td>0</td><td></td><td>Active</td><td>BON</td><td>Non-discretionary Bonus (FLSA)</td></tr><tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>OK</td><td></td><td></td><td>5</td><td></td><td>0</td><td></td><td>Active</td><td>TMP</td><td>Temporary Pay</td></tr></tbody></table><div><div>Validate</div><div>Submit</div></div><div><div>**Total Hours &amp; Amount are updated on Validation</div><div>**Valid Row and Error Row Count are updated on Validation</div></div><div><div>Row Counts</div><div>Rows Valid: 5</div><div>Rows Error:</div><div>Total Rows: 5</div></div><div><div>Save</div><div>Return to Search</div></div></div>		Approve	Deny	Status	Error Msg	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			1		0		Active	BON	Non-discretionary Bonus (FLSA)	2	<input type="checkbox"/>	<input type="checkbox"/>	OK			2		0		Terminated	ALP	Annual Leave Payout	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			3		0		Active	LNP	Insufficient Leave	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			4		0		Active	BON	Non-discretionary Bonus (FLSA)	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK			5		0		Active	TMP	Temporary Pay
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15.	<p>Verify that the <b>Batch Status</b> field updates to “Validated”.</p> <div><div>Batch Status</div><div>Validated</div></div>																																																																									
16.	<p>Verify that the <b>Row Counts</b>, <b>Rows Error</b> field does not display any row errors.</p> <div><div>Row Counts</div><div>Rows Valid: 5</div><div>Rows Error: 0</div><div>Total Rows: 5</div></div>																																																																									
17.	<p>Click the <b>Submit</b> button.</p> <div><div>Validate</div><div>Submit</div></div>																																																																									
	<p>The <b>Submit Confirmation</b> message displays in a pop-up window.</p> <div><div>Are you sure you want to submit the Batch? (25200,36)</div><div>Once Batch is submitted, it can not be edited. Are you sure you want to submit the batch?</div><div><div>OK</div><div>Cancel</div></div></div>																																																																									

Step	Action
18.	<p>Click the <b>OK</b> button.</p> 
<p>The <b>Enter Payroll SPOT Trans</b> page refreshes.</p> 	
19.	<p>Verify that the <b>Batch Status</b> field updates to “Submitted”.</p> 
20.	<p>Verify that the <b>Modified By</b> field updates as appropriate with the User’s ID.</p> 
	<p>For additional information on entering SPOT transactions, see the following sections in this Job Aid: <a href="#">Entering an Earnings Transaction in SPOT</a> and <a href="#">Entering a Deduction Transaction in SPOT</a>.</p>

## **Monitoring SPOT Transactions**

There are two key SPOT tools to help monitor transactions:

- **SPOT Online Query (V\_PY\_SPOT\_TRANS\_RPT)** – This query provides the status information for all SPOT batches for a specific pay period. It can be run by Payroll Run ID or a specific date range and can be run for all employees or a specific employee.
- **SPOT Transactions Not Loaded to Payline Report** – Batches are loaded to the Paysheet Transaction Table after they are closed. The delivered Paysheet Transaction Process runs according to the operation calendars. This report reflects transactions that are both “Accepted” and “Closed” but do not appear in the employee’s paycheck. This report can be accessed using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on Payline**

**Note:** For further information on the **SPOT Online Query** and **SPOT Transaction Not Loaded to Paylines Report**, see the **Cardinal HCM Payroll Reports Catalog** located on the Cardinal website under **Resources**.

**Reviewing Employee Paycheck Information**

There are two key pages that can be accessed to view employee's paycheck information:

- The **Review Paycheck Page** provides details regarding an employee's earnings, deductions, and taxes. See the Job Aid titled **PY381\_Overview of the Review Paycheck Page**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. Access this page using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck**
- The **View Self Service Paycheck** page allows Payroll Administrators to see the employee's self-service view of the paycheck. Access this page using the following path:  
**NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck**



### SPOT Scenarios

This section reviews various scenarios regarding how to enter specific transactions into SPOT. Each scenario will show how to enter the transaction into SPOT and how it displays on the **Review Paycheck** page.

#### Entering Pay Docking (LNP)

In this scenario, 8 hours of pay docking are being entered for an employee in the current payroll (pay period ending 04/09/2021).

**Note:** If the pay docking is for a prior period, the employee must have regular pay in that period for the LNP to process. If the employee does not have regular pay, process the LNP in the current period.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1		0		Active	LNP	Insufficient Leave	03/25/2021	03/25/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized	8	21.71	0.00	Deduction		Deduction		0		+	-



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page – Pay Docking (LNP)

In the **Other Earnings** section of the **Review Paycheck** page, view the SPOT transaction that processed for the employee.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 3 Reason Additional Data  
Empl Record 0 Benefit Record 0

**Salaried**

Hours	0.00
Rate	24.038462
Earnings	0.00

**Hourly**

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

**Overtime**

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

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

**Other Earnings**

Other Earnings Details 1 | Other Earnings Details 2 | View All

Code	Description	Rate Used	Hours	Rate	Amount	Source
LNP	Insufficient Leave	Hourly Rate	8.00	21.710000	173.68	OP

The LNP displays in the **Other Earnings** section for the specific period that it was entered in SPOT.

Begin Date 03/25/2021 End Date 03/25/2021 Addl Line Nbr 4 Reason Additional Data  
Empl Record 0 Benefit Record 0

**Salaried**

Hours	0.00
Rate	24.038462
Earnings	0.00

**Hourly**

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

**Overtime**

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

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

**Other Earnings**

Other Earnings Details 1 | Other Earnings Details 2 | View All

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-8.00	21.710000	-173.68	OP

A second line for **Regular Time – Salaried** (RGS) is automatically created by Cardinal during the SPOT Load to Payroll Process for LNP.



### Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period

If an employee is hired/terminated in the middle of the pay period, a reduction of regular pay may be necessary. When an employee is hired or terminated within the pay period, the system calculates partial pay based on an annualized hourly rate and not the pay period hourly rate.

Payroll Administrators will need to calculate what the employee is due using the pay period hourly rate and enter the adjustment in SPOT.

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee's hire date on the **Job Data** record.

If the employee's payroll status is "Terminated" or "Retired" the **Earns End Date** field cannot be after the termination date on the **Job Data** record.

In this scenario, an employee terminates in the middle of the pay period (11/1).

- The system will calculate the partial pay from 10/25 – 10/31 that is due to the employee at an annualized hourly rate
- Payroll will need to calculate the amount due using the pay period hourly rate and then enter the adjustment in SPOT
- For this scenario, the employee needs to have a pay reduction of \$41.25

<div><div><div></div><div></div></div><div></div></div>												
	Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		<div></div>	1	<div></div>	<div>0</div>		Active	<div>RGS</div>	Regular Time - Salaried	<div>10/25/2021</div>	<div>10/31/2021</div>	<div>1</div>

											1-1 of 1		View All
Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr				
Annualized	-1.00	41.250000	0.00	Deduction		Deduction		0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page – Entering Adjustments to Reg Pay (Hired/Termed Mid Pay Period)

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

Earnings

Q | < < 4 of 4 > > | View All

Begin Date 10/25/2021 End Date 10/31/2021

Addl Line Nbr 3 Reason

Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours 0.00  
Rate 24.697596  
Earnings 0.00

Hourly

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

Overtime

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

State VA Locality

Rate Used Hourly Rate  
Shift Not Applicable Shift Rate

Other Earnings

Q < < 1-1 of 1 > > | View All

Other Earnings Details 1 Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-1.00	41.250000	-41.25	OP

Rev 12/8/2025

Page 84 of 120





## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Entering Adjustments to Regular Pay – Change in Compensation from Prior Period

If an employee has a change in compensation, an addition to regular pay may be necessary.

When an employee receives an increase to their regular pay rate in the prior period, the Payroll Administrator will calculate the amount of the increase and enter it into SPOT.

In this scenario, the current pay period is 3/25 – 4/9/2021. The increase is \$1 an hour based on 88 hours in the prior pay period, 3/10 - 3/24/2021. The prior dates will need to be entered in the **Earns Begin Dt** and **Earns End Dt** fields.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1		0		Active	RGS	Regular Time - Salaried	03/10/2021	03/24/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
Annualized	1.00	88.000000	0.00	Deduction		Deduction		0	



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page – Change in Compensation for Prior Pay Period

In the **Other Earnings** section of the **Review Paycheck** page, users are able to view the SPOT transaction that processed for the employee.

Begin Date 03/10/2021End Date 03/24/2021Addl Line Nbr 3ReasonAdditional Data

Empl Record 0Benefit Record 0

**Salaried**

Hours 0.00Rate 24.038462Earnings 0.00

**Hourly**

Hours 0.00Rate 0.000000Earnings 0.00Rate Code

**Overtime**

Hours 0.00Rate 0.000000Earnings 0.00Rate Code

State VALocality

Rate Used Hourly RateShift Not ApplicableShift Rate

Other Earnings

Other Earnings Details 1Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	1.00	88.000000	88.00	OP



### Deceased Pay

All deceased pay is paid through the AP Expense Module. Payroll Administrators will need to calculate the gross to net pay to include the FICA tax deduction. Be sure to account for rounding differences and any funds due to the agency from the employee (i.e., medical, VSELP). The Net Pay amount requested from AP should be paid to the Employee's Estate.

- When the payment is not processed in the same year that the employee deceased, there is no further action in Cardinal Payroll
- When the payment is processed in the same year that the employee deceased, SPOT transactions must be processed for W2 reporting through Cardinal

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee's hire date on the **Job Data** record.

If the employee's payroll status is "Terminated" or "Retired" the **Earns End Date** field cannot be after the termination date on the **Job Data** record.

### SPOT Earnings Batch:

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1		0		Deceased	DPC	Deceased Pay Current Year	03/25/2022	04/09/2022	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized			1000.00	Deduction		Deduction		0		+	-

1. Enter the deceased employee's Employee ID.
2. Enter the earnings code "DPC" (Deceased Pay/Current Year).  
**Note:** This earnings code is subject to FICA taxes only.
3. The Amount should be a sum of all earnings types owed to the deceased employee. For this scenario, the amount is "1000.00".
4. Enter the current pay period dates in the **Earns Begin Dt** and **Earns End Dt** fields.



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### SPOT Deduction Batch:

When entering the SPOT Deduction batch, determine if the employee has any additional deductions outside of the **Due Agency** that need to be deducted.

### Example A:

The screenshot below is an example of the **SPOT Deduction** page with the **Due Agency** deduction only.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1		1		0		Deceased	00		DUEAGY	Due Agency

Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
A	Amount		923.60	Addition	0	+	-

- Enter the amount paid out to the employee's estate minus any taxes

**Note:** The result is a ZERO NET PAY check.

### Example B:

The screenshot below is an example of the **SPOT Deduction** page with an additional before tax medical deduction.

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1			1		0		Deceased	10	ACC1	CVACRE	CoVA Care
2			2		0		Deceased	00		DUEAGY	Due Agency

Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
B	Amount		10.00	Override	0	+	-
A	Amount		914.26	Override	0	+	-

- Enter any deductions due to the agency by the employee using the appropriate deduction code. In this scenario a medical deduction of "10.00"
- The net pay amount processed in AP should be entered using the "DUEAGY" deduction code. This prevents the employee's estate from being overpaid

**Note:** The result is a ZERO NET PAY check.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Due Agency Deduction - Deceased Pay

On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users are able to view the SPOT Earnings Transaction for the deceased pay (\$1,000 for this scenario).

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company	ABC	Pay Group	SM1	Pay Period End	04/09/2022
		Page	1	Line	1
				Separate Check	
<b>Paycheck Information</b>					
Paycheck Status		Calculated		Paycheck Option	
Issue Date		04/15/2022		Paycheck Number	
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	
<b>Paycheck Totals</b>					
Earnings		1,000.00			
Taxes		76.50			
Deductions		923.50			
Net Pay		0.00			
<b>Earnings</b>					
Begin Date		04/01/2022		End Date	
Empl Record		0		Benefit Record	
				0	
Addl Line Nbr		3		Reason	
				Not Specified	
				<a href="#">Additional Data</a>	
<b>Salaried</b>		<b>Hourly</b>		<b>Overtime</b>	
Hours		0.00		Hours	
Rate		37.163462		Rate	
Earnings		0.00		Rate	
Rate Code				Earnings	
				0.00	
				Rate Code	
State		VA		Locality	
Rate Used		Hourly Rate		FLSA Rate	
Shift		Not Applicable		Shift Rate	
<b>Other Earnings</b>					
Other Earnings Details 1		Other Earnings Details 2			
Code	Description	Rate Used	Hours	Rate	Amount
DPC	Deceased Pay Current Year	Hourly Rate			1,000.00
					OP



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued)

On the **Paycheck Taxes** tab, users can view the taxes that were deducted from the deceased pay. When there are no deductions, the **Taxable Gross** equals the deceased pay amount (\$1,000 for this scenario).

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Empl ID		Name					
Company	ABC	Pay Group	SM1	Pay Period End	04/09/2022		
		Page	1	Line	1		
				Separate Check			
<b>Paycheck Information</b>				<b>Paycheck Totals</b>			
Paycheck Status		Calculated	Paycheck Option	Check			
Issue Date		04/15/2022	Paycheck Number				
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed			
Earnings		1,000.00					
Taxes		76.50					
Deductions		923.50					
Net Pay		0.00					
<b>Taxes</b>							
Tax Details 1   Tax Details 2   Tax Tips							
Tax Entity	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount	
US Federal				MED/EE	1,000.00	14.50	
US Federal				Med/ER	1,000.00	14.50	
US Federal				OASDI/EE	1,000.00	62.00	
US Federal				OASDI/ER	1,000.00	62.00	
<b>1042 Taxes</b>							
State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Due Agency Deduction - Deceased Pay (continued)

On the **Paycheck Deductions** tab, in the **Deductions** section of the page, users can view the **Due Agency** amount that was entered in the SPOT Deduction batch.

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions																									
Empl ID		Name																											
Company	ABC	Pay Group	SM1	Pay Period End	04/09/2022																								
Page		1		Line	1																								
					Separate Check																								
Paycheck Information			Paycheck Totals																										
<table border="1"><tr><td>Paycheck Status</td><td>Calculated</td><td>Paycheck Option</td><td>Check</td></tr><tr><td>Issue Date</td><td>04/15/2022</td><td>Paycheck Number</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Off Cycle</td><td><input type="checkbox"/> Reprint</td><td><input type="checkbox"/> Adjustment</td><td><input type="checkbox"/> Corrected</td></tr><tr><td colspan="4"><input type="checkbox"/> Cashed</td></tr></table>			Paycheck Status	Calculated	Paycheck Option	Check	Issue Date	04/15/2022	Paycheck Number		<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed				<table border="1"><tr><td>Earnings</td><td>1,000.00</td></tr><tr><td>Taxes</td><td>76.50</td></tr><tr><td>Deductions</td><td>923.50</td></tr><tr><td>Net Pay</td><td>0.00</td></tr></table>			Earnings	1,000.00	Taxes	76.50	Deductions	923.50	Net Pay	0.00
Paycheck Status	Calculated	Paycheck Option	Check																										
Issue Date	04/15/2022	Paycheck Number																											
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected																										
<input type="checkbox"/> Cashed																													
Earnings	1,000.00																												
Taxes	76.50																												
Deductions	923.50																												
Net Pay	0.00																												
<b>▼ Deductions</b>																													
<div><div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div></div>																													
<div><div>Deduction Details 1</div><div>Deduction Details 2</div><div>Deduction Details 3</div><div>  &gt;</div></div>																													
Deduction Code	Description	Class^	Amount	Calculated Base																									
DUEAGY	Due Agency	After-Tax	923.50																										
<b>► Garnishments</b>																													
<b>▼ Net Pay Distribution</b>																													
<div><div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div></div>																													
Check/Advice Number	Account Type	Bank ID	Account Number	Amount																									



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Additional Before - Tax Medical Deduction

On the **Paycheck Earnings** tab in the **Other Earnings** section of the page, users can view the SPOT Earnings Transaction for deceased pay (\$1,000 for this scenario).

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions		
Empl ID		Name				
Company	ABC	Pay Group	SM1	Pay Period End	04/09/2022	
Page	1	Line	1	Separate Check		
<b>Paycheck Information</b>			<b>Paycheck Totals</b>			
Paycheck Status: Calculated			Earnings: 1,000.00			
Issue Date: 04/15/2022			Taxes: 75.74			
Paycheck Option: Check			Deductions: 924.26			
Paycheck Number:			Net Pay: 0.00			
<input checked="" type="checkbox"/> Off Cycle						
<input type="checkbox"/> Reprint						
<input type="checkbox"/> Adjustment						
<input type="checkbox"/> Corrected						
<input type="checkbox"/> Cashed						
<b>Earnings</b>						
Begin Date: 04/01/2022						
End Date: 04/09/2022						
Add'l Line Nbr: 3						
Reason: Not Specified						
Empl Record: 0						
Benefit Record: 0						
Additional Data						
<b>Salaried</b>		<b>Hourly</b>		<b>Overtime</b>		
Hours: 0.00		Hours: 0.00		Hours: 0.00		
Rate: 37.163462		Rate: 0.000000		Rate: 0.000000		
Earnings: 0.00		Earnings: 0.00		Earnings: 0.00		
Rate Code:		Rate Code:		Rate Code:		
State: VA		Locality:				
Rate Used: Hourly Rate		FLSA Rate:				
Shift: Not Applicable		Shift Rate:				
<b>Other Earnings</b>						
1-1 of 1						
View All						
Other Earnings Details 1						
Other Earnings Details 2						
II						
Code	Description	Rate Used	Hours	Rate	Amount	Source
DPC	Deceased Pay Current Year	Hourly Rate			1,000.00	OP





## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Additional Before - Tax Medical Deduction (continued)

On the **Paycheck Taxes** tab, users can view the taxes that were deducted from the deceased pay.

**Note:** The **Taxable Gross** for FICA taxes were reduced due to the before tax medical. If there were no before tax medical deductions, the **Taxable Gross** would equal the deceased pay amount.

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID  
Company ABC

Name  
Pay Group SM1

Pay Period End 04/09/2022

Page 1

Line 1

Separate Check

Paycheck Information

Paycheck Status Calculated  
Issue Date 04/15/2022  
☒ Off Cycle ☐ Reprint ☐ Adjustment

Paycheck Option Check  
Paycheck Number  
☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	1,000.00
Taxes	75.74
Deductions	924.26
Net Pay	0.00

Taxes

1-4 of 4

View All

Tax Details 1Tax Details 2Tax Tips

Tax Entity	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal				MED/EE	990.00	14.36
US Federal				Med/ER	990.00	14.36
US Federal				OASDI/EE	990.00	61.38
US Federal				OASDI/ER	990.00	61.38

1042 Taxes

1-1 of 1

View All

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page with Additional Before - Tax Medical Deduction (continued)

On the **Paycheck Deductions** tab, in the **Deductions** section of the page, users can view the deductions that were entered in SPOT Deduction batch.

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID  Name   
Company ABC Pay Group SM1 Pay Period End 04/09/2022 Page 1 Line 1 Separate Check

**Paycheck Information**

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	04/15/2022	Paycheck Number	
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected <input type="checkbox"/> Cashed

**Paycheck Totals**

Earnings	1,000.00
Taxes	75.74
Deductions	924.26
Net Pay	0.00

**Deductions**

Deduction Details 1

Deduction Details 2

Deduction Details 3

Deduction Code

Description

Class ^

Amount

Calculated Base

DUEAGY

Due Agency

After-Tax

914.26

CVACRE

CoVA Care

Before-Tax

10.00

**Garnishments**

**Net Pay Distribution**

1-1 of 1

View All

Check/Advice Number

Account Type

Bank ID

Account Number

Amount

**Adjusting VRS Retirement Benefit Deductions**

Adjustments to the VRS Retirement Benefit Deductions may be needed for scenarios such as when an employee terminates in the middle of the month, or a retro pay rate change has been made. The adjustment can be made with a one-time override on the “VRS” Earnings Code or the impacted Retirement Benefit Deductions. How the adjustment is entered will depend on whether the employee is enrolled in the Retirement Plan.

**Employee Enrolled in the Retirement Plan**

- When the employee is enrolled in the Retirement Plan, the “VRS” Earnings Code (VRS Contribution Base) can be entered as a SPOT Earnings batch
- Enter the appropriate amount as a positive number to add to the amount already established as an Additional Pay or a negative number to reduce the amount. The impacted retirement benefit deductions will adjust based on the transaction that is keyed

**Note:** When entering a SPOT transaction, the **Earns Begin Date** should not be prior to the employee’s hire date on the **Job Data** record.

If the employee’s payroll status is “Terminated” or “Retired” the **Earns End Date** field cannot be after the termination date on the **Job Data** record.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

For this scenario, the pay period is 5/25 – 6/09 and the employee is terminating on 6/09 (employee worked through 6/9 and term date is 6/10). The VRS Contribution Base will need to be increased.

### Additional Pay Page

Navigate to this page using the following path:

**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

This page shows the VRS Contribution Base for the employee.

### Create Additional Pay

Employee

Empl ID

Empl Record 0

Additional Pay

Find | View All

First 2 of 2 Last

\*Earnings Code VRS

VRS Contribution Base

Effective Date

Find | View All

First 1 of 1 Last

Effective Date 05/01/2021

Payment Details

Find | View All

First 1 of 1 Last

\*Addl Seq Nbr 1

End Date

Rate Code

Reason Not Specified

Earnings \$2,500.00

Hourly Rate

Hours

Goal Balance

Goal Amount

☐ Disable Direct Deposit

Sep Check Nbr

☐ Prorate Additional Pay

☒ OK to Pay

Applies To Pay Periods

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information



### Retirement Plan Page

The **Retirement Plans** page displays the plan type and indicates whether it is still Active or not.

NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans

**Retirement Plans**

Employee ID Benefit Record Number 0

Plan Type

Plan Type 70 Employee Retirement DB

Coverage

Deduction Begin Date 04/25/2021

Participation Election ☒ Elect ☐ Waive ☐ Terminate

Benefit Program Salaried Employee Benefit Pgm

Benefit Plan VRSMDB VRS 5% EE Pay Defined Benefit

Election Date 06/28/2021

Payroll Status Active

Option Code 18

Plan Type 7W Group Term Life

Coverage

Deduction Begin Date 04/25/2021

Participation Election ☒ Elect ☐ Waive ☐ Terminate

Benefit Program Salaried Employee Benefit Pgm

Benefit Plan GTLR Group Term Life-Regular

Election Date 06/28/2021

Payroll Status Active

Option Code 2

Plan Type 7X Retiree Health Credit

Coverage

Deduction Begin Date 04/25/2021

Participation Election ☒ Elect ☐ Waive ☐ Terminate

Benefit Program Salaried Employee Benefit Pgm

Benefit Plan RTCRDR Retiree Health Credit-Regular

Election Date 06/28/2021

Payroll Status Active

Option Code 2

Plan Type 7Y VSDP LTD

Coverage

Deduction Begin Date 04/25/2021

Participation Election ☒ Elect ☐ Waive ☐ Terminate

Benefit Program Salaried Employee Benefit Pgm

Benefit Plan VSDPR LTD/VSDP-Regular

Election Date 06/28/2021

Payroll Status Active

Option Code 1

Rev 12/8/2025

Page 97 of 120



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### SPOT Earnings Batch

Once the VRS Contribution Base is determined and the active plan has been verified, enter the SPOT batch.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1	<input type="text"/>	<input type="text"/>		Terminated	VRS <input type="text"/>	VRS Contribution Base	<input type="text"/>	<input type="text"/>	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
Annualized			2500.00	Deduction		Deduction		0	<input type="text"/>	<input type="text"/>	<input type="text"/>



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page – Employee Enrolled in in the Retirement Plan

#### Prior to VRS Adjustments

The screenshots below show the **Special Accumulators** section of the **Paycheck Earnings** tab and the **Deductions** section of the **Paycheck Deductions** tab. On these tabs, users are able to view the VRS deductions. These screenshots show how it displays prior to VRS Adjustments.

For more information, see the Job Aid titled **PY381\_General and Benefit Deductions** located on the Cardinal website in **Job Aids** under **Learning**.

▼ **Special Accumulators**

1-8 of 10 | [View All](#)

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	88.00	2,083.33	0
457	457 Max Basis	88.00	2,083.33	0
941	941 Total Gross	88.00	2,091.83	0
CBS	VRS Creditable Compensation		2,500.00	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,091.83	0
ORP	Optional Retirement Base	88.00	2,083.33	0
OTE	Other Earnings		8.50	0

▼ **Deductions**

1-10 of 10 | [View 8](#)

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 |

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	125.00	2,500.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	361.50	2,500.00
GRPLFR	Group Term Life	Nontaxable Benefit	33.50	2,500.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	28.00	2,500.00
SDLTDR	VSDP LTD	Nontaxable Benefit	15.25	2,500.00



### Paycheck Deductions after SPOT Adjustments

On the **Paycheck Earnings** tab, in the **Other Earnings** section of the page, users are able to view the VRS Contribution Base amount that was entered in SPOT.

Earnings

Begin Date 05/25/2021  
Empl Record 0

End Date 06/09/2021  
Benefit Record 0

Addl Line Nbr 3

Reason

Additional Data

Salaried

Hours 0.00  
Rate 24.038462  
Earnings 0.00  
Rate Code

Hourly

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

Overtime

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

State VA

Locality

Rate Used Hourly Rate

FLSA Rate

Shift Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			2,500.00	OP





## PY381 Using the Single-Use Payroll Online Tool (SPOT)

The screenshots below show the **Special Accumulators** section of the **Paycheck Earnings** tab and the **Deductions** section of the **Paycheck Deductions** tab. On these tabs, users can view the VRS deductions. These screenshots show how it displays after VRS Adjustments.

▼ **Special Accumulators**

1-8 of 10 | View All

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	96.00	2,083.33	0
457	457 Max Basis	96.00	2,083.33	0
941	941 Total Gross	96.00	2,091.83	0
CBS	VRS Creditable Compensation		5,000.00	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,091.83	0
ORP	Optional Retirement Base	96.00	2,083.33	0
OTE	Other Earnings		8.50	0

▼ **Deductions**

1-12 of 12 | View 8

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 | ►

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
IMPLIF	Imputed Life	Taxable Benefit	5.00	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	250.00	5,000.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	723.00	5,000.00
GRPLFR	Group Term Life	Nontaxable Benefit	67.00	5,000.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	56.00	5,000.00
SDLTDR	VSDP LTD	Nontaxable Benefit	30.50	5,000.00
FLXFEE	Flex Administrative Fee	Before-Tax	2.10	



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Employee Not Enrolled in the Retirement Plan

When an employee has been terminated and no longer enrolled in the retirement plan, the user will need to enter a SPOT Deduction batch to override the impacted retirement benefit deductions. Navigate to the **Retirement Plans** or **Savings Plans** pages to see this information using the following paths:

**NavBar > Menu > Benefits > Enroll in Benefits > Retirement Plans**

**NavBar > Menu > Benefits > Enroll in Benefits > Savings Plans**

The screenshot below is an example of a prior paycheck showing the VRS retirement deductions and the amount that will be used for the SPOT entries.

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	188.00	
CVACRE	CoVA Care	Nontaxable Benefit	901.00	
DEFCMP	457 Deferred Compensation	Before-Tax	100.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit		
FLXMED	Medical FSA	Before-Tax	25.00	
VRSRET	Employee Retirement DB	Before-Tax	125.00	2,500.00
VRSRET	Employee Retirement DB	Nontaxable Benefit	361.50	2,500.00
GRPLFR	Group Term Life	Nontaxable Benefit	33.50	2,500.00
RETHCR	Retiree Health Credit	Nontaxable Benefit	28.00	2,500.00
SDLTDR	VSDP LTD	Nontaxable Benefit	15.25	2,500.00



### SPOT Deduction Page

Once the amounts are obtained, enter the VRS retirement deductions in SPOT.

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1			1	<input type="text"/>	<input type="text"/>		Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee Retirement DB
2			2	<input type="text"/>	<input type="text"/>		Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee Retirement DB
3			3	<input type="text"/>	<input type="text"/>		Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	Group Term Life
4			4	<input type="text"/>	<input type="text"/>		Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	Retiree Health Credit
5			5	<input type="text"/>	<input type="text"/>		Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	VSDP LTD

Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
B	Amount		125.00	Addition	0	+	-
N	Amount		361.50	Addition	0	+	-
N	Amount		33.50	Addition	0	+	-
N	Amount		28.00	Addition	0	+	-
N	Amount		15.25	Addition	0	+	-

**Note:** Use the Override Code as applicable. In that case, enter the total amount that would need to be deducted from the pay.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### SPOT Entry for an Additional Pay

When entering a SPOT transaction for an additional pay, the user must select the appropriate sequence number.

In this scenario, an adjustment to Temporary pay must be entered. The employee is owed \$100 because the effective date was entered incorrectly.

### Additional Pay Page

Navigate to this page using the following path:

**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

This page shows the Temp pay which should have had an effective date of "03/10/2023".

### Create Additional Pay

Employee

Empl ID

Empl Record 0

Additional Pay

Find | View All First 2 of 3 Last

Earnings Code TMP

Temporary Pay

Effective Date

Find | View All First 1 of 1 Last

Effective Date 03/29/2023

Payment Details

Find | View All First 1 of 1 Last

Addl Seq Nbr 1

End Date

Rate Code

Reason Not Specified

Earnings \$100.00

Hourly Rate

Hours

Goal Balance \$500.00

Goal Amount \$1,000.00

☐ Disable Direct Deposit

Sep Check Nbr

☐ Prorate Additional Pay

☒ OK to Pay

Applies To Pay Periods

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save

Return to Search

Notify

Refresh

Update/Display

Include History



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### SPOT Earnings Batch

For the **Goal Amount** field to update on the **Additional Pay** record there must be a matching additional sequence number in SPOT.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1	<input type="text"/>	<input type="text"/>		Active	TMP	Temporary Pay	03/09/2023	03/24/2023	1

										1-1 of 1		View All	
Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Adtl Seq Nbr				
Annualized			100.00	Deduction		Deduction		0	1				



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Employee with Two (2) Hourly Jobs with a Due Agency Deduction

When an employee has two **hourly** jobs at the same Company and the Payroll Administrator needs to process a Due Agency deduction for both jobs, only one SPOT transaction should be entered. If you enter one for each employee record, only one transaction will process. Calculate the total amount for Due Agency deduction for each job and process the total amount using one of the two employee job records.

**Note:** This scenario is not applicable for an employee that has a Salaried and Hourly position at the same Company.

For this scenario, the employee owes the agency \$250 from each job for a total of \$500. The Payroll Administrator should enter the SPOT batch as follows:

### SPOT Deduction Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description
1 OK		1		0		Active	00		DUEAGY	Due Agency

Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #		
A	Amount		500.00	Override	0	+	-



### Review Paycheck Page

### Paycheck Earnings tab

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID [REDACTED] Name [REDACTED]  
Company DEL Pay Group BW1 Pay Period End 11/29/2025 Page 3 Line 49 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 12/12/2025 Paycheck Number

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	1,132.95
Taxes	188.05
Deductions	500.00
Net Pay	444.90

Earnings

Begin Date 11/16/2025 End Date 11/22/2025 Addl Line Nbr 2 Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours 0.00

Rate 21.580000

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGH	Regular Time - Hourly	Hourly Rate	14.50	21.580000	312.91	

Rev 12/8/2025

Page 107 of 120



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Paycheck Deductions tab

Paycheck Earnings

Paycheck Taxes

**Paycheck Deductions**

Help

Empl ID

Name

Company DEL

Pay Group BW1

Pay Period End 11/29/2025

Page 3

Line 49

Separate Check

**Paycheck Information**

Paycheck Status Calculated

Paycheck Option Check

Issue Date 12/12/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

**Paycheck Totals**

Earnings 1,132.95

Taxes 188.05

Deductions 500.00

Net Pay 444.90

**▼ Deductions**

<< < 1-1 of 1 > >> | View All

Deduction Details 1

Deduction Details 2

Deduction Details 3

▶

Deduction Code	Description	Class	Amount	Calculated Base
DUEAGY	Due Agency	After-Tax	500.00	

> Garnishments

**▼ Net Pay Distribution**

<< < 1-1 of 1 > >> | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount

Cancel

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

Rev 12/8/2025

Page 108 of 120





### SPOT Scenarios for Bonus Payments Entered on a Separate Check

When an employee receives earnings to be paid on a separate check, the Payroll Administrator will need to enter the SPOT Earnings transaction and update the **Sepchk#** field default value from “0” to “1”. If there are deductions that will need to be taken from the separate check, then a SPOT Deduction transaction will need to be entered (after the SPOT Earnings) and the **Sepchk#** field will need to be updated from “0” to “1” to ensure that the deductions are taken from the corresponding separate check.

**Note:** If there is more than one separate check with a deduction transaction, enter the next value (“2”, “3”, etc.) and make sure the deduction separate check corresponds (“2”, “3”, etc.).

### Bonus Payment with Supplemental Tax Only

In this scenario, the employee is receiving a bonus of \$1500 with supplemental tax only (no deductions).

### SPOT Earnings Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Active	DBN	Discretionary Bonus (Not FLSA)	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Supplemental			1500.00	None		None		1	



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID  
Company

Name  
ABC

Pay Group  
SM1

Pay Period End  
07/24/2025

Page  
30

Line  
1

Separate Check  
1

Paycheck Information

Paycheck Status  
Calculated

Paycheck Option  
Check

Issue Date  
08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings  
1,500.00

Taxes  
531.00

Deductions  
0.00

Net Pay  
969.00

Earnings

Begin Date  
07/10/2025

End Date  
07/24/2025

Empl Record  
0

Benefit Record  
0

Add Line Nbr  
3

Reason  
Not Specified

Additional Data

Salaried

Hours  
0.00

Rate  
26.041667

Earnings  
0.00

Rate Code

Hourly

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

Overtime

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

State  
VA

Locality

Rate Used  
Hourly Rate

FLSA Rate

Shift  
Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

11

Code	Description	Rate Used	Hours	Rate	Amount	Source
DBN	Discretionary Bonus (Not FLSA)	Hourly Rate			1,500.00	OP

Special Accumulators

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis		1,500.00	0
457	457 Max Basis		1,500.00	0
941	941 Total Gross		1,500.00	0
CMB	Fiscal YTD Bonuses for APA		1,500.00	0
GRS	Reserved for Gross Wages		1,500.00	0
OTE	Other Earnings		1,500.00	0



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Bonus Payment with One-time Deferral

In this scenario, the employee is receiving a bonus of \$1500 with supplemental tax and a one-time deferral of \$500.

### SPOT Earnings Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Active	DBN	Discretionary Bonus (Not FLSA)	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Supplemental			1500.00	Subset	BNS	None		1	

### SPOT Deduction Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan
1 OK		1		0		Active	49	457P24

Ded Code	Description	Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #
DEFCMP	457 Deferred Compensation	B	Amount		500.00	Override	1



### Review Paycheck Page – Paycheck Earnings Tab

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID  
Company

Name  
ABC

Pay Group  
SM1

Pay Period End  
07/24/2025

Page  
1

Line  
1

Separate Check  
1

Paycheck Information

Paycheck Status  
Calculated

Paycheck Option  
Check

Issue Date  
08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings  
1,500.00

Taxes  
312.75

Deductions  
500.00

Net Pay  
687.25

▼ Earnings

Search | < > 1 of 2 > > | View All

Begin Date  
07/10/2025

End Date  
07/24/2025

Add Line Nbr  
3

Reason  
Not Specified

Empl Record  
0

Benefit Record  
0

[Additional Data](#)

Salaried

Hours  
0.00

Rate  
26.041667

Earnings  
0.00

Hourly

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

Overtime

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

State  
VA

Locality

Rate Used  
Hourly Rate

Shift  
Not Applicable

Shift Rate

Other Earnings

Grid Search

< > 1-1 of 1 > > | View All

Other Earnings Details 1

Other Earnings Details 2

▶▶

Code	Description	Rate Used	Hours	Rate	Amount	Source
DBN	Discretionary Bonus (Not FLSA)	Hourly Rate			1,500.00	OP

▼ Special Accumulators

Grid Search

< > 1-6 of 6 > > | View All

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis		1,500.00	0
457	457 Max Basis		1,500.00	0
941	941 Total Gross		1,500.00	0
CMB	Fiscal YTD Bonuses for APA		1,500.00	0
GRS	Reserved for Gross Wages		1,500.00	0
OTE	Other Earnings		1,500.00	0



### Review Paycheck Page - Paycheck Deductions Tab

Paycheck Earnings

Paycheck Taxes

**Paycheck Deductions**

Empl ID

Name

Company ABC

Pay Group SM1

Pay Period End 07/24/2025

Page 1

Line 1

Separate Check 1

**Paycheck Information**

Paycheck Status Calculated

Paycheck Option Check

Issue Date 08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

**Paycheck Totals**

Earnings 1,500.00

Taxes 312.75

Deductions 500.00

Net Pay 687.25

**▼ Deductions**

< < 1-2 of 2 > > | View All

**Deduction Details 1**

Deduction Details 2

Deduction Details 3

⌵

Deduction Code	Description	Class	Amount	Calculated Base
DEFCMP	457 Deferred Compensation	Before-Tax	500.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	20.00	

> **Garnishments**

**▼ Net Pay Distribution**

< < 1-1 of 1 > > | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount

**Note:** If the employer deferred compensation deductions should not be processed, an additional SPOT transaction is needed to override it.



## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Bonus Payment with Garnishment Deduction Only

In this scenario, the employee is receiving a bonus of \$3000 Bonus with supplemental taxing and a garnishment.

### SPOT Earnings Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Active	DBN	Discretionary Bonus (Not FLSA)	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Supplemental			3000.00	None		Subset	GRN	1	



# Payroll Job Aid

## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Review Paycheck Page – Paycheck Earnings Tab

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID  
Company

Name  
ABC

Pay Group  
SM1

Pay Period End  
07/24/2025

Page  
254

Line  
2

Separate Check  
1

Paycheck Information

Paycheck Status  
Calculated

Paycheck Option  
Check

Issue Date  
08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings  
3,000.00

Taxes  
1,062.00

Deductions  
484.50

Net Pay  
1,453.50

Earnings

Begin Date  
07/10/2025

End Date  
07/24/2025

Addl Line Nbr  
3

Reason  
Not Specified

Empl Record  
0

Benefit Record  
0

Additional Data

Salaried

Hours  
0.00

Rate  
26.041667

Earnings  
0.00

Hourly

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

Overtime

Hours  
0.00

Rate  
0.000000

Earnings  
0.00

Rate Code

State  
VA

Locality

Rate Used  
Hourly Rate

Shift  
Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
DBN	Discretionary Bonus (Not FLSA)	Hourly Rate			3,000.00	OP

Special Accumulators

Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis		3,000.00	0
457	457 Max Basis		3,000.00	0
941	941 Total Gross		3,000.00	0
CMB	Fiscal YTD Bonuses for APA		3,000.00	0
GRS	Reserved for Gross Wages		3,000.00	0
OTE	Other Earnings		3,000.00	0



### Review Paycheck Page – Paycheck Deductions Tab

Paycheck Earnings

Paycheck Taxes

**Paycheck Deductions**

Empl ID

Name

Company ABC

Pay Group SM1

Pay Period End 07/24/2025

Page 254

Line 2

Separate Check 1

**Paycheck Information**

Paycheck Status Calculated

Paycheck Option Check

Issue Date 08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

**Paycheck Totals**

Earnings 3,000.00

Taxes 1,062.00

Deductions 484.50

Net Pay 1,453.50

**▼ Deductions**

1-1 of 1

>

>|

View All

**Deduction Details 1**

Deduction Details 2

Deduction Details 3

||>

Deduction Code	Description	Class	Amount	Calculated Base
GARN	Garnishment	After-Tax	484.50	

**▼ Garnishments**

1 of 1

>

>|

View All

Priority 5

ID GRN001

Type Writ of Garnishment

Vendor CAMPBELL G-007

AP Status

Law Source VA

Rule ID GENERAL1

General Exemption with SMW

Disposable Earnings 1,938.00

Proration Rule ID

Less Exemption 1,453.50

Less Other Garnishments

Maximum Deduction 484.50

Limited Amount 484.50

Limited Type Deduct Not Limited

Garnishment Amount 484.50

Company Fee

Payee Fee

Total Deducted 484.50

☐ Adjusted Due To Included Fee





## PY381 Using the Single-Use Payroll Online Tool (SPOT)

### Bonus Payment with Garnishment and One-Time Deferral

In this scenario, the employee is receiving a bonus of \$3000 Bonus with supplemental taxing with a garnishment, and a one-time deferral of \$300.

### SPOT Earnings Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0	Shoe Polish	Active	DBN	Discretionary Bonus (Not FLSA)	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Supplemental			3000.00	Subset	BNS	Subset	GRN	1	

### SPOT Deduction Batch

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code
1 OK		1		0		Active	49	457P24	DEFCMP

Description	Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #
457 Deferred Compensation	B	Amount		300.00	Addition	1



### Review Paycheck Page – Paycheck Earnings Tab

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID  
Company ABC

Name  
Pay Group SM1

Pay Period End 07/24/2025

Page 36

Line 1

Separate Check 1

Paycheck Information

Paycheck Status Calculated

Issue Date 08/01/2025

☐ Off Cycle

☐ Reprint

☐ Adjustment

Paycheck Option Check

Paycheck Number

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings 3,000.00

Taxes 973.20

Deductions 826.70

Net Pay 1,200.10

Earnings

Begin Date 07/10/2025

End Date 07/24/2025

Add Line Nbr 3

Reason Not Specified

Empl Record 0

Benefit Record 0

[Additional Data](#)

Salaried

Hours 0.00

Rate 26.041667

Earnings 0.00

Rate Code

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

FLSA Rate

Shift Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
DBN	Discretionary Bonus (Not FLSA)	Hourly Rate			3,000.00	OP

Special Accumulators

Code

Description

Hours

Earnings

Empl Record

403

Annuity Basis

3,000.00

0

457

457 Max Basis

3,000.00

0

941

941 Total Gross

3,000.00

0

CMB

Fiscal YTD Bonuses for APA

3,000.00

0

GRS

Reserved for Gross Wages

3,000.00

0

OTE

Other Earnings

3,000.00

0

Rev 12/8/2025

Page 118 of 120



### Review Paycheck page - Paycheck Deductions Tab

Paycheck Earnings

Paycheck Taxes

**Paycheck Deductions**

Empl ID

Name

Company

ABC

Pay Group

SM1

Pay Period End

07/24/2025

Page

36

Line

1

Separate Check

1

**Paycheck Information**

Paycheck Status

Calculated

Paycheck Option

Check

Issue Date

08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

**Paycheck Totals**

Earnings

3,000.00

Taxes

973.20

Deductions

826.70

Net Pay

1,200.10

**▼ Deductions**

<

<

1-3 of 3

>

>

View All

**Deduction Details 1**

Deduction Details 2

Deduction Details 3

▶▶

Deduction Code	Description	Class	Amount	Calculated Base
DEFCMP	457 Deferred Compensation	Before-Tax	320.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	20.00	
GARN	Garnishment	After-Tax	506.70	

**▼ Garnishments**

<

<

1 of 1

>

>

View All

Priority

5

ID

GRN002

Type

Writ of Garnishment

Vendor

HENRICO GE-001

AP Status

Law Source

VA

Rule ID

GENERAL1

General Exemption with SMW

Disposable Earnings

2,026.80

Proration Rule ID

Less Exemption

1,520.10

Less Other Garnishments

Maximum Deduction

506.70

Limited Amount

506.70

Limited Type

Deduct Not Limited

Garnishment Amount

506.70

Company Fee

Payee Fee

Total Deducted

506.70

☐ Adjusted Due To Included Fee

**▼ Net Pay Distribution**

<

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1-1 of 1

>

>

View All

### Review Paycheck Page – Paycheck Deductions Tab for Regular Paycheck for the Period

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company ABC		Pay Group SM1		Pay Period End 07/24/2025	
Page 36		Line 1		Separate Check	
Paycheck Information				Paycheck Totals	
<div>Paycheck Status CalculatedPaycheck Option CheckIssue Date 08/01/2025Paycheck NumberOff CycleReprintAdjustmentCorrectedCashed</div>				<div>Earnings 2,083.33Taxes 398.32Deductions 568.01Net Pay 1,117.00</div>	
Deductions					
<div><div><div></div><div></div></div><div>1-8 of 10</div><div>View All</div></div>					
Deduction Details 1Deduction Details 2Deduction Details 3					
Deduction Code		Description		Class	
CVAHAW		COVA Health Aware		Before-Tax	
CVAHAW		COVA Health Aware		Nontaxable Benefit	
DEFCMP		457 Deferred Compensation		Before-Tax	
DEFCMP		457 Deferred Compensation		Nontaxable Btax Benefit	
VRSRET		Employee Retirement DB		Before-Tax	
VRSRET		Employee Retirement DB		Nontaxable Benefit	
GRPLFR		Group Term Life		Nontaxable Benefit	
RETHCR		Retiree Health Credit		Nontaxable Benefit	
Garnishments					
<div><div><div></div><div></div></div><div>1 of 1</div><div>View All</div></div>					
Priority 5		ID GRN002		Type Writ of Garnishment	
Vendor HENRICO GE-001		AP Status			
Law Source VA		Rule ID GENERAL1		General Exemption with SMW	
Disposable Earnings 1,557.33		Proration Rule ID			
Less Exemption 1,168.00					
Less Other Garnishments					
Maximum Deduction 389.33					
Limited Amount 389.33		Limited Type Deduct Not Limited			
Garnishment Amount 389.33					
Company Fee					
Payee Fee					
Total Deducted 389.33		<input type="checkbox"/> Adjusted Due To Included Fee			
Net Pay Distribution					
<div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div>					
Check/Advice Number		Account Type		Bank ID	
Account Number				Amount	