

#### How to View and Print a Paycheck/W-2

The purpose of this Job Aid is to walk through the process to view and print Paychecks/W-2 documents through Employee Self-Service.

The term "Paycheck" in Cardinal is also commonly referred to as a Paystub.

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### **Viewing and Printing Paychecks**

1. Navigate to the Cardinal Homepage.

The Cardinal Homepage displays.

	<ul> <li>Cardinal Homepage</li> </ul>		â	: (	9
Cardinal Message Board		Cardinal Portal			
0 Message(s) published today 0 Total active message(s)		Ē			
Time	Payroll	Personal Details			
20	Last Pay Date 05/01/2020				
Benefit Details	Total Rewards	Job Summary			
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Action Required	02HR0143B November 2020				

Note: Individual tile availability and placement is dependent upon individual user and security settings.

2. Click the Payroll tile.

The **Payroll** page displays.

Cardinal Homepage			Payroll			â	:	۲
💐 Paychecks	Paychecks							
🚾 W-2/W-2c 🗸 🗸	<b>T</b>						Ţ.	L
Direct Decord	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	er		
Direct Deposit	05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210		)	>
	04/16/2020	Alcoholic Beverage Control	03/25/2020 04/09/2020	\$1365.74	60124294		)	>
	03/31/2020	Alcoholic Beverage Control	03/10/2020 03/24/2020	\$1368.15	60110504		;	>
	03/16/2020	Alcoholic Beverage Control	02/25/2020 03/09/2020	\$1365.75	60100531		;	>
	02/28/2020	Alcoholic Beverage Control	02/10/2020 02/24/2020	\$1368.15	60088495		;	>
	02/14/2020	Alcoholic Beverage Control	01/25/2020 02/09/2020	\$1365.74	60076690		;	>

**Note**: All of your Paychecks (regardless of disbursement type (check, direct deposit, etc.)) display within the summary table.



3. Click the corresponding row for the Paycheck you need to view or print.

The applicable paycheck displays in a new browser tab as a PDF document.

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		Alcoholic Beverage Contr 2901 Hermitage Road Richmond, VA 23220	rol	Pay Group: Pay Begin Date Pay End Date:	SM1-Semimonthly C e: 04/10/2020 04/24/2020	lass (FRITHU07)	Business Unit: 99900 Advice #: 0000000601; Advice Date: 05/01/2020	36210		
		IOUN DOF	Emal	aura ID:			TAX DATA:	Federal	VA State	
		100 MAIN ST	Depa	atment: 226313	-Store 313		Allowances:	0 O	0	
		RICHMOND, VA 22701-	6014 Locat	tion: VA Alc	oholic Bev Control Auth		Addl. Percent:		I I	
			Pay R	tate: \$2,083.	33 Semimonthly		Addl. Amount:			
	1			HOURS AND EARN	INGS		т	AXES		
		Description		C	urrent Farnings	Hours Farmings	Description	Current	VTD	
		Regular Time - Salaried		1	2,253.13	800.00 11,000.00	Fed Withholdng	199.38	4,400.00	
		VRS Contribution Base			2,253.13	800.00 11,000.00	Fed MED/EE Fed OASDI/FE	29.36	4,400.00	
							VA Withholdng	85.55	4,400.00	
		TOTAL:			0.00 2,253.13	1,600.00 11,000.00	TOTAL:	439.82	4,400.00	
		BEFORE-	TAX DEDUCTIONS		AFTER-TAX F	EDUCTIONS	EMPLOYER	PAID BENEFITS		
		Description	Current	YTD Descrip	tion desire Face for Missa Inc.	Current YTD	Description	Current	VTD (	
		CovA Care	153.50	500.00 DOA A	dmin Fee for Mise Ins	0.15 500.00	CovA Care	614.50	500.00	
		457 Deferred Compensation	n 50.00	500.00 Ontiona	1 Group Life	23.40 500.00	1457 Deferred Compensation	20.00	500.00	
		457 Deferred Compensation Medical FSA	n 50.00 75.00	500.00 Optiona 500.00 Posttax	l Group Life Misc Insurance	23.40 500.00 30.45 500.00	457 Deferred Compensation Employee Retirement DB	20.00 304.62	500.00	
		457 Deferred Compensatio Medical FSA Employee Retirement DB	n 50.00 75.00 112.66	500.00 Optiona 500.00 Posttax 500.00	ll Group Life Misc Insurance	23.40 500.00 30.45 500.00	457 Deferred Compensation Employee Retirement DB Group Term Life	20.00 304.62 29.52	500.00 500.00 500.00	
		457 Deferred Compensatio Medical FSA Employee Retirement DB Flex Administrative Fee	n 50.00 75.00 112.66 0.00	500.00 Optiona 500.00 Posttax 500.00 500.00	al Group Life Misc Insurance	23.40 500.00 30.45 500.00	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life*	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00	
		457 Deferred Compensatio Medical FSA Employee Retirement DB Flex Administrative Fee TOTAL:	m 50.00 75.00 112.66 0.00 <b>391.16</b>	500.00 Optiona 500.00 Posttax 500.00 500.00 2,500.00 TOTAI	al Group Life Mise Insurance	23.40 500.00 30.45 500.00 54.00 1,500.00	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life* *TAXABLE	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00	
		457 Deferred Compensatio Medical FSA Employee Retirement DB Flex Administrative Fee TOTAL:	n 50.00 75.00 112.66 0.00 391.16	500.00 Optiona 500.00 Posttax 500.00 500.00 2,500.00 TOTAI	al Group Life Misc Insurance	23.40 500.00 30.45 500.00 54.00 1,500.00	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life* *TAXABLE	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00	
		457 Deferred Compensatio Medical FSA Employee Retirement DB Flex Administrative Fee TOTAL:	m \$0.00 75.00 112.66 0.00 391.16 TOTAL GROSS	500.00         Optiona           500.00         Posttax           500.00         500.00           2,500.00         TOTAI	I Group Life Misc Insurance	23.40 500.00 30.45 500.00 54.00 1,500.00 TOTAL TAXES	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life* *TAXABLE TOTAL DEDUCTIONS	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00 500.00 NET PAY	
		457 Defreed Compensation Medical FSA Employee Reirement DB Flex Administrative Fee TOTAL:	m 50.00 75.00 112.66 0.00 391.16 TOTAL GROSS 2,253.13 11,000.00	500.00 Optiona 500.00 Postax 500.00 500.00 2,500.00 TOTAI FED TAXABI	Lie Lie Le CROSS 1,861.97 5,500.00	23.40 500.00 30.45 500.00 54.00 1.500.00 TOTAL TAXES 439.82 4,400.00	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life* *TAXABLE TOTAL DEDUCTIONS 445.16 3,300.00	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00	
		437 Defrered Compensation Medical FSA Fen Administrative Fee TOTAL: Current YID YEAR-TO-DATE	n 50.00 75.00 112.66 0.00 391.16 TOTAL GROSS 2,253.13 11,000.00 PAID TIME OFF	500.00 Optiona 500.00 Posttax 500.00 500.00 2,500.00 TOTAI FED TAXABI	Il Group Life Mise Insurance LE GROSS 1.861.97 5.500.00	23.40 500.00 30.45 500.00 54.00 1.500.00 TOTAL TAXES 439.82 4,400.00 NET PA	457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit Imputed Life* TOTAL DEDUCTIONS TOTAL DEDUCTIONS 445.16 3,300.000 V DISTRIBUTION	20.00 304.62 29.52 26.36 0.00	500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00 500.00	
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- 4. Review the information in the following sections as needed:
  - a. HOURS AND EARNINGS: Displays both your current and year-to-date hours and earnings depending on whether you are an Hourly or Salaried employee.
  - b. TAXES: Displays your current and year-to-date taxes (Fed Withholding, Medicare, State Withholding, etc.).
  - c. BEFORE-TAX DEDUCTIONS: Displays any current and year-to-date deductions that you have established wherein the deduction is made from your gross pay prior to calculating and deducting taxes (CoVA Care, 457 Deferred Compensation, etc.).
  - d. AFTER-TAX DEDUCTIONS: Displays any current and year-to-date deductions that you have established wherein the deduction is made from your net page after calculating and deducting taxes (Optional Group Life, DOA Admin Fees, etc.).
  - e. EMPLOYER PAID BENEFITS: Displays current and year-to-date contribution amounts from the employer (CoVA Care, Employee Retirement DB, Group Term Life, etc.).
  - f. Current and Year-to-Date Totals amounts (GROSS, FED TAXABLE GROSS, TOTAL TAXES, TOTAL DEDUCTIONS, and NET PAY).
  - g. Paid Time Off and Sick Leave balance information as applicable.
  - h. NET PAY DISTRIBUTION: Displays how your net pay was distributed and the Advice # for the disbursement. If you have multiple Direct Deposit Accounts established, they will all show here with the corresponding deposit amounts.
- 5. Save or print the document as needed.



#### **Viewing and Printing W-2 Documents**

W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks. From the Payroll page, click the W-2/W-2c menu item and then follow the steps provided in the previous section of this Job Aid.

Cardinal Homepage	Payroll					۲
💐 Paychecks	Paychecks					
<u>₩2</u> W-2/W-2c ~	<b>T</b>					î↓
	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
	05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210	>
	04/16/2020	Alcoholic Beverage Control	03/25/2020 04/09/2020	\$1365.74	60124294	>
	03/31/2020	Alcoholic Beverage Control	03/10/2020 03/24/2020	\$1368.15	60110504	>