Department of Accounts

Payroll Bulletin

In This Issue of the Payroll Bulletin.......

- ✓ Cardinal HCM Processing and Job Aids
- ✓ Cardinal HCM Reports and Data Queries

Cardinal HCM Processing and Job Aids

Processing Changes

SPOT – deduction overrides are now allowed to change deduction amount to zero

Job Aids

PY381_Overview of the Review FLSA Pay Data Page has been added to provide information on what amounts are used by the system to calculate overtime rates.

PY381_Maintain Employee Tax Information has been updated to include information on proper set up for employees exempt from federal withholding.

ESS Understanding Your Paycheck updated to include all earnings and deduction codes and a note related to administration of retirement benefits/rates.

The PY382_Payroll Read Only course is live with the modular and video format. It covers the following pages: General Deductions, Update Employee Tax Data, Request Direct Deposit, Review Paycheck, Review FLSA Pay Data, Absence Balances, Absence Event, Results by Calendar Group and Calendar and Supporting Elements. Here is a link to the page https://cardinalproject.virginia.gov/wbt/py382

Cardinal HCM Reports and Data Queries

COVA Post Freeze Change Report (RPR545)

A new process/report was moved to production on Friday, February 9, that will assist with payroll reconciliations from the time of data freeze to confirmation. A snapshot of the gross pay will be taken immediately after the data freeze. The COVA Post Freeze Change report will list all changes to gross pay after the freeze until confirm.

Navigation: Menu > Payroll for North America > Payroll Processing USA > COVA Post Freeze Change Report

The report does not identify the source of each difference but will list new checks, checks with changes, and removed checks. Agencies should be able to identify the source for each change according to the employee and type of change listed on the report.

New checks

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

Changed checks

- SPOT loads (remember a SPOT entry triggers the entire check to be recalculated which may pull in other data changes)
- Updates made directly by SPO through update paysheet requests

Removed checks

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

The report will change as the payroll data is changed up until pay confirmation. It can be run prior to confirmation to show the ongoing changes since the freeze or it can be run after confirmation to show all the changes along with the final total gross. Gross Pay Differences must be reported within 24 hours of confirmation, but the report will be available for 30 days.

Condensed Payroll Register (RPY087)

This report may now be run in a CSV version. Earnings are broken down in to Regular, Overtime and Other Earnings.

Navigation: Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

Retroactive Enrollment Report (RPY365)

Department has been added to this report that displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), TPA-Retire (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online.

Navigation: Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

Cardinal HCM Reports and Data Queries, continued

High Checks Query (RPY538)	This query extracts employees where the gross pay is higher than: • Two (2) times the semi-monthly rate for a salaried employee and • Three (3) times the calculated rate of Hourly Rate times 40 hours for the hourly employee Navigation: Menu > Reporting Tools > Query > Query Viewer > V_PY_HIGH_CHECK
Tax Payment Summary Query (RPY525)	This query can be used by SPO and agencies to pull tax payment information by check date range and by individual agency or all agencies into Excel. Navigation: Menu > Reporting Tools > Query > Query Viewer > V_PY_TAX_PAYMENT_SUMMARY
Employee's Last Pay Date Query (RPY536)	This query pulls all active employees, using the date entered in the "As of Date" field, that includes the last check date processed for each employee. This can be used to determine if an employee should be terminated. Navigation: Menu > Reporting Tools > Query > Query Viewer > V_PY_EE_LAST_PAY
COVA ER Benefits Contribution Report (RPY516)	This report may now be run in a CSV version and lists employer paid benefits, including both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year. Navigation: Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA ER Benefit Contributions
Tax Location Recon Query (RPY546)	This query should be used by agencies to perform monthly reconciliations to ensure that the tax location code on the job data record matches the UI state on the tax data record and the state on the state distribution record. This information is critical in providing correct unemployment and labor statistics to regulatory entities. Navigation: Reporting Tools > Query > Query Viewer > V_PY_TAX_LOCATION_RECON