

### ESS\_How to View and Print a Paycheck/W-2

#### 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 or Pay Advice.

#### NOTE: Please review the following information before proceeding to Step 1 of this Job Aid:

- When accessing Cardinal, be sure you are using a computer or laptop. Paycheck stubs and W-2 will not display on a mobile phone
- Use one of the preferred browsers: Google Chrome or Microsoft Edge
- Turn off pop-up blockers as this may prevent the file from opening

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### ESS\_How to View and Print a Paycheck/W-2

#### **Viewing and Printing Paychecks**

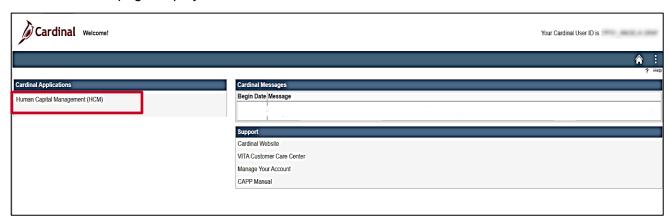
1. Log into Cardinal (my.cardinal.virginia.gov).

**Note:** For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



- 2. Enter your **User ID** and **Password**.
- 3. Click the **Sign In** button.

The **Portal Welcome** page displays.



4. Click the Human Capital Management link.

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The **Cardinal HCM Homepage** displays.



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

5. Click the Payroll tile.

The Payroll page displays.



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

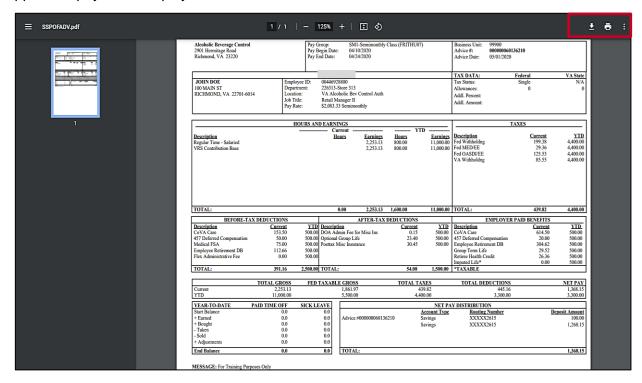
6. Click the corresponding row for the Paycheck you need to view or print.

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



- 7. 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 (**YTD**) Totals amounts (TOTAL GROSS, FED TAXABLE GROSS, TOTAL TAXES, TOTAL DEDUCTIONS, and NET PAY).
  - g. PAID TIME OFF and SICK LEAVE balance information section is not used.
  - 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.
- 8. Save or print the document as needed.

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#### **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.



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