

Overview of Viewing and Printing Paychecks and W-2s for an Employee

This Job Aid provides the steps used to view and print Paychecks or W-2s for an employee from Cardinal.

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

Note: You must have the Payroll Administrator (V_PY_ADMINISTRATOR) role or the Payroll Read Only (V_PY_RO) role in order to view and print Paychecks and W-2s for employees.

Important Notes:

- An employee must have received pay out of Cardinal in order to have a Paycheck or a W-2 generated in Cardinal
- Employees are able to view and print their own Paychecks and W-2s through Employee Self-Service. See the Job Aid titled **ESS How to View and Print a Paycheck and W-2**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**
- If a W-2c is needed, the Agency needs to contact State Payroll Operations (SPO) for processing the correction. W-2c forms will not be available in Cardinal

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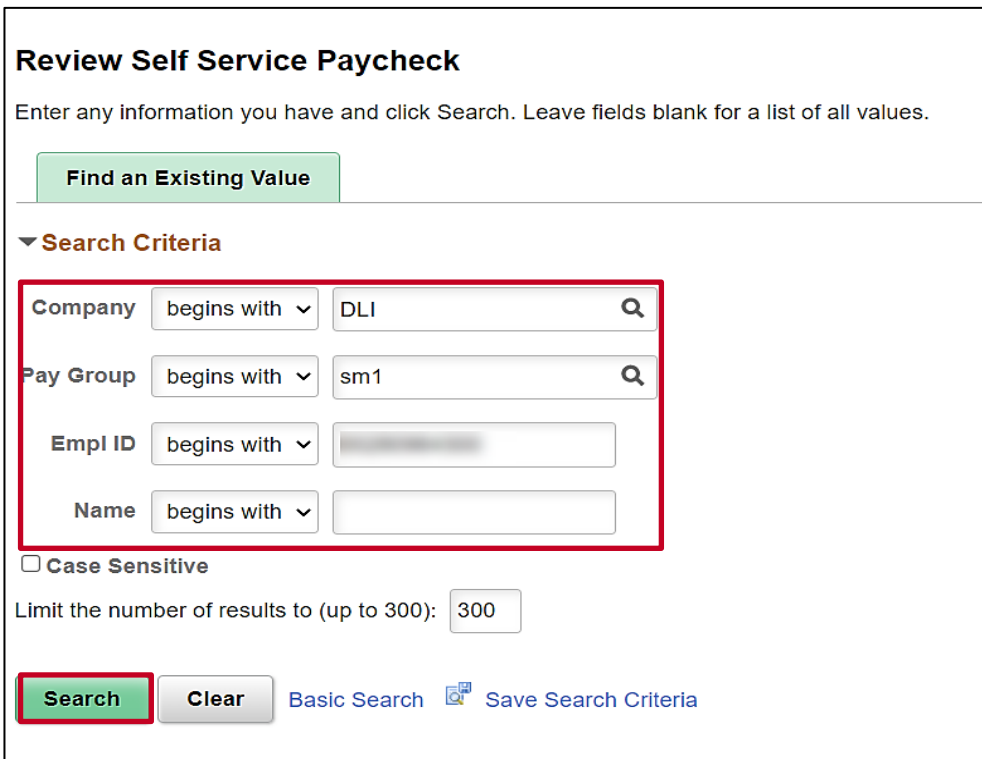
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Viewing and Printing an Employee's Paycheck

1. Navigate to the **Review Self Service Paycheck** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

The **Review Self Service Paycheck Search** page displays.



The screenshot shows the 'Review Self Service Paycheck' search interface. At the top, there is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. This section contains four search fields, each with a 'begins with' dropdown menu and a search icon: 'Company' (with 'DLI' entered), 'Pay Group' (with 'sm1' entered), 'Empl ID' (with a blurred input), and 'Name' (with an empty input). Below the search fields is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with '300' entered. At the bottom, there is a green 'Search' button, a grey 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Enter the applicable search criteria based on the following:
 - a. **Company:** Defaults to your Company. If you have access to more than one Company, use the **Company Look Up** icon and select the applicable Company for the employee
 - b. **Pay Group:** Select the applicable Pay Group using the **Pay Group Look Up** icon
 - c. **Empl ID:** Enter the applicable employee's Employee ID
 - d. **Name:** Use this field to search for the employee by name
Note: Enter the employee's name in the following format; Last Name,First Name with no spaces (e.g., Doe,John)
3. Click the **Search** button.



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The **View Self Service Paycheck** page displays

View Self Service Paycheck

Select Paycheck

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Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
09/30/2022	View Paycheck	Alcoholic Beverage Control	09/10/2022	09/24/2022	\$1381.55	60578145	<input checked="" type="checkbox"/>
09/16/2022	View Paycheck	Alcoholic Beverage Control	08/25/2022	09/09/2022	\$1572.96	60546071	<input checked="" type="checkbox"/>
09/01/2022	View Paycheck	Alcoholic Beverage Control	08/10/2022	08/24/2022	\$1681.26	60514320	<input checked="" type="checkbox"/>
08/16/2022	View Paycheck	Alcoholic Beverage Control	07/25/2022	08/09/2022	\$1455.29	60483575	<input checked="" type="checkbox"/>
08/01/2022	View Paycheck	Alcoholic Beverage Control	07/10/2022	07/24/2022	\$1619.49	60454526	<input checked="" type="checkbox"/>
07/15/2022	View Paycheck	Alcoholic Beverage Control	06/25/2022	07/09/2022	\$1895.14	60391238	<input checked="" type="checkbox"/>
07/01/2022	View Paycheck	Alcoholic Beverage Control	06/10/2022	06/24/2022	\$1917.84	60360082	<input checked="" type="checkbox"/>
06/16/2022	View Paycheck	Alcoholic Beverage Control	05/25/2022	06/09/2022	\$1521.51	60328780	<input checked="" type="checkbox"/>
06/01/2022	View Paycheck	Alcoholic Beverage Control	05/10/2022	05/24/2022	\$1587.96	60297510	<input checked="" type="checkbox"/>
05/16/2022	View Paycheck	Alcoholic Beverage Control	04/25/2022	05/09/2022	\$1541.39	60265855	<input checked="" type="checkbox"/>

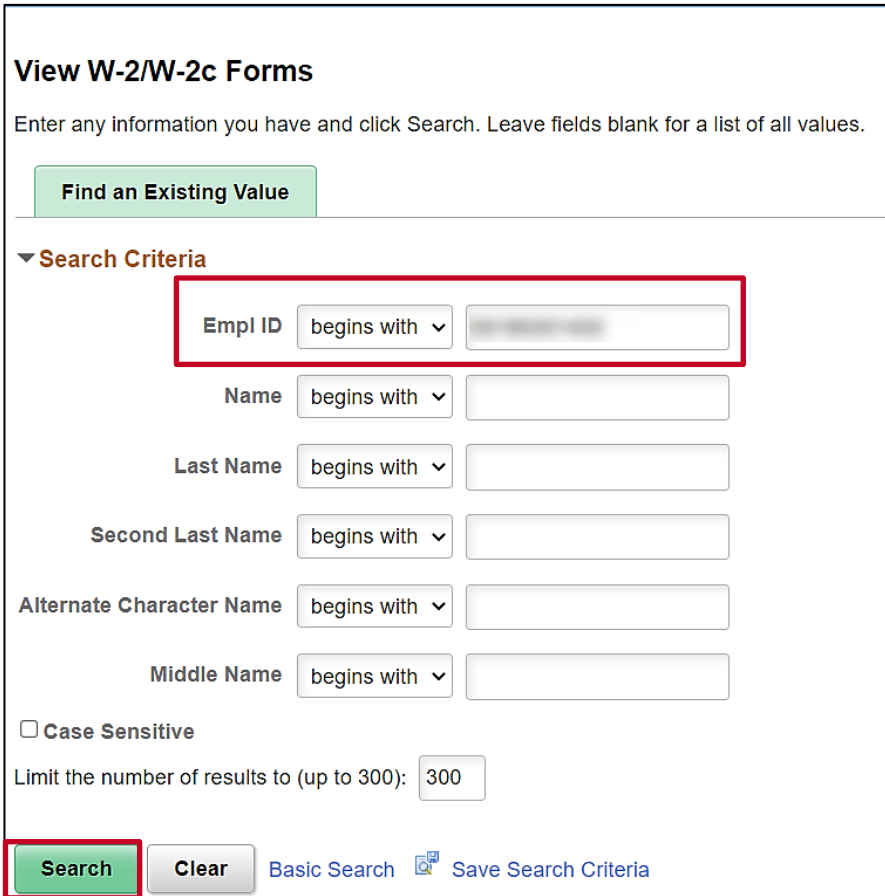
4. Click the **View Paycheck** link associated with the Paycheck you want to view/print.

Viewing and Printing an Employee's W-2 Form (Most Recent Tax Year)

6. Navigate to the **View W-2/W-2c Forms** page using the following path:

Navigator > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms

The **View W-2/W-2c Forms** page displays.



7. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

8. Click the **Search** button.



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The View W-2/W-2c Forms page displays for the applicable employee.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2022	HRM	W-2	01/26/2023	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

[Return to Search](#)

9. Review the information that displays under the **Select Year End Form** section of the page. Cardinal defaults to the most recent W-2.

10. Click the **Year End Form** link to open the W-2.

The selected W-2 form displays as a PDF document.



Form **W-2 Wage and Tax Statement** 2022

Employer's name, address, and ZIP code
 201 HIGH STREET
 PAYROLL OFFICE
 FARMVILLE VA 23909

Employee's name, address, and ZIP code
 [Redacted]

7 Social security tips	1 Wages, tips, other comp. 3014.00	2 Federal income tax withheld
8 Allocated tips	3 Social security wages	4 Social security tax withheld
9	5 Medicare wages and tips	6 Medicare tax withheld
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
13 Statutory employee Retirement plan Third-party sickpay	14 Other	12b
h Employer identification number (EIN)		12c
a Employee's social security no.		12d
15 State Employer's state ID no. VA	16 State wages, tips, etc. 3014.00	17 State income tax 6.18
	18 Local wages, tips, etc.	19 Local income tax
		20 Locality name

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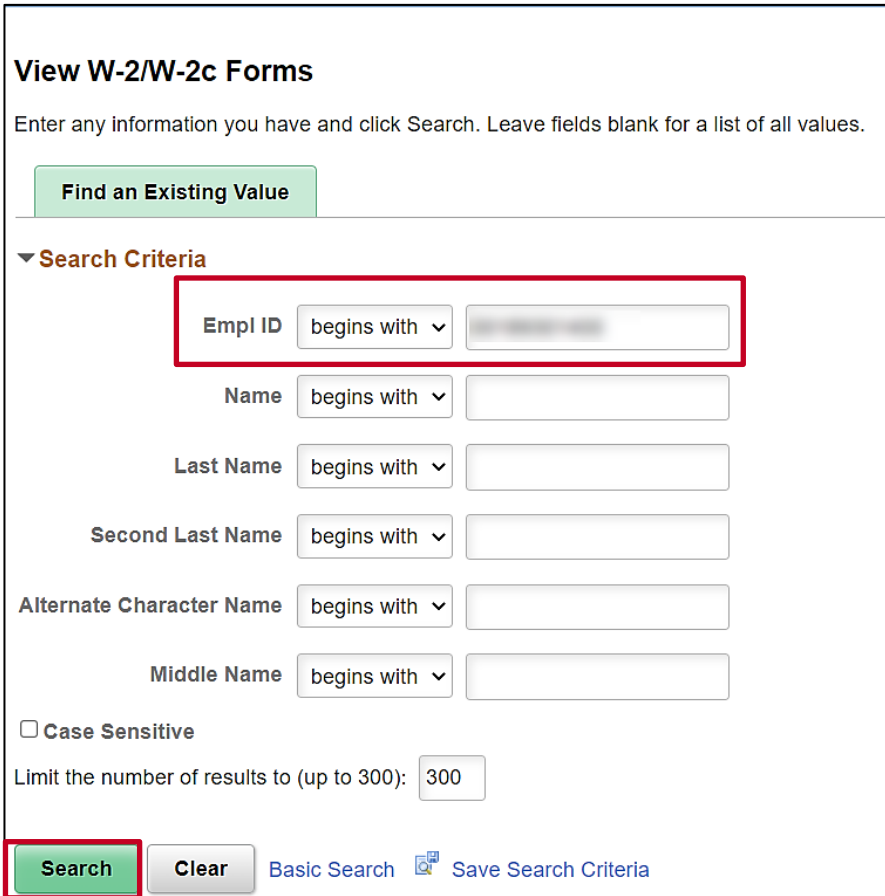
11. View and or print the W-2 as needed. Use the **Print** icon to print the document.

Viewing and Printing a Different Tax Year W-2 Form

1. Navigate to the **View W-2/W-2c Forms** page using the following path:

Navigator > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2c Forms

The **View W-2/W-2c Forms** page displays.



View W-2/W-2c Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



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The **View W-2/W-2c Forms** page displays for the applicable employee.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2022	HRM	W-2	01/26/2023	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

[Return to Search](#)

4. Click the **View a Different Tax Year** link.

The **View W-2/W-2c Forms** page displays with a list of available forms available for the selected employee.

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year

Tax Year	Company
2022	Dept of Human Resource Mgt
2021	Dept of Human Resource Mgt

[Return to Search](#)

5. Click the **Year** link for the applicable Tax Year.



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The **View W-2/W-2c Forms** page refreshes with the selected Tax Year in the **Select Year End Form** section.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2021	HRM	W-2	01/27/2022	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

[Return to Search](#)

6. Click the **Year End Form** link to open the W-2.

The selected W-2 form displays as a PDF document.



This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form **W-2 Wage and Tax Statement**

Employer's name, address, and ZIP code
201 HIGH STREET
PAYROLL OFFICE
FARMVILLE VA 23909

Employee's name, address, and ZIP code

7 Social security tips	1 Wages, tips, other comp. 3014.00	2 Federal income tax withheld
8 Allocated tips	3 Social security wages	4 Social security tax withheld
9	5 Medicare wages and tips	6 Medicare tax withheld
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
13 Statutory employee, Retirement plan, Third-party sick pay	14 Other	12b
h Employer identification number (EIN)		12c
a Employee's social security no.		12d
15 State Employer's state ID no. VA	16 State wages, tips, etc. 3014.00	17 State income tax 6.18
	18 Local wages, tips, etc.	19 Local income tax
		20 Locality name

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7. View and or print the W-2 as needed. Use the **Print** icon to print the document.