How to View the Total Rewards Summary

The purpose of this Job Aid is to walk through the process to view your Total Rewards Summary information using Employee Self-Service.

The Total Rewards statement is available to all Salaried Employees of the Commonwealth whose Agencies do not provide a similar statement through an Agency specific system. The Total Rewards statement was developed pursuant to Chapter 2, 2018 Acts of Assembly Item 81.I: Department of Human Resource Management (DHRM) to provide Salaried Employees a view of their total compensation. It was extended to include all Salaried Employees whose compensation, leave, and benefits are maintained in Cardinal HCM.
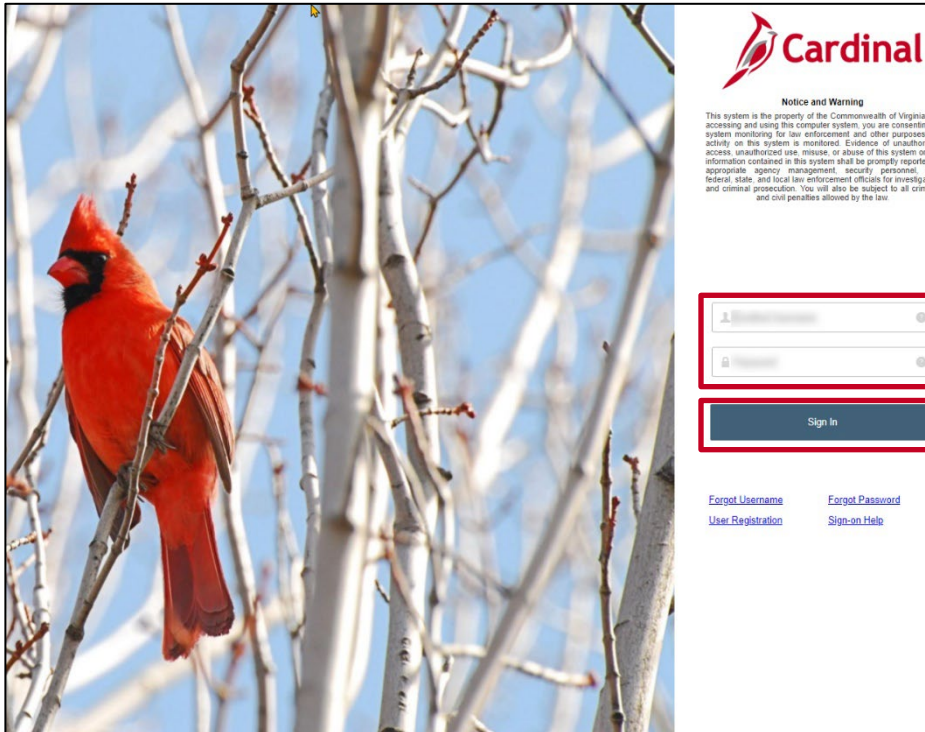
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Viewing the Total Rewards Summary

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**.

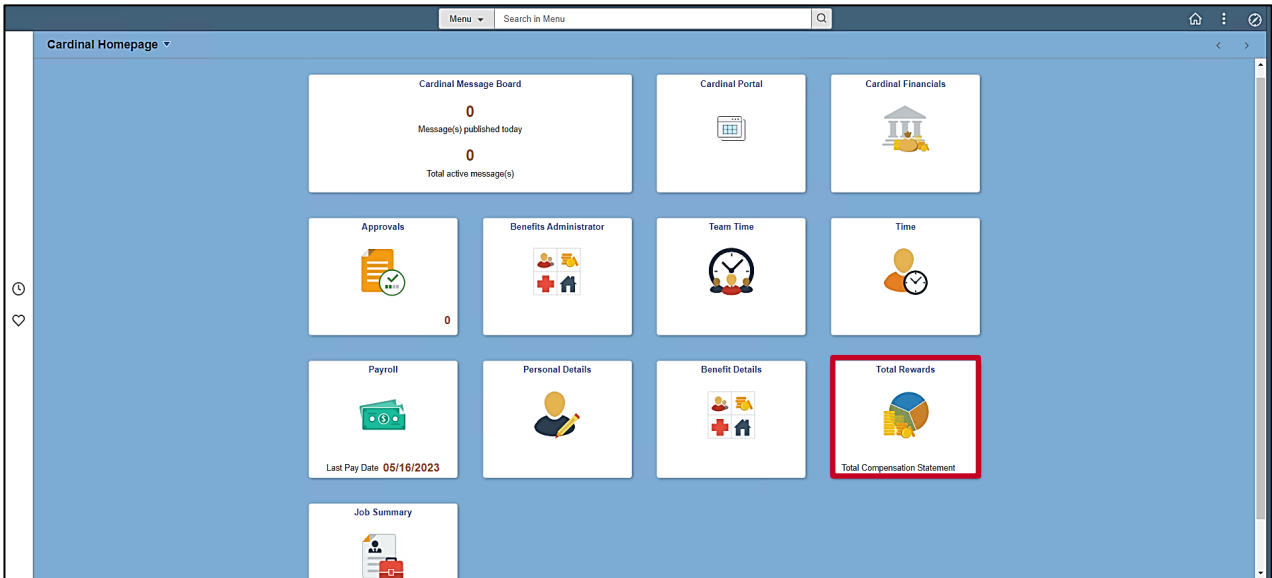3. Click the **Sign In** button.

The **Portal Welcome** page displays.
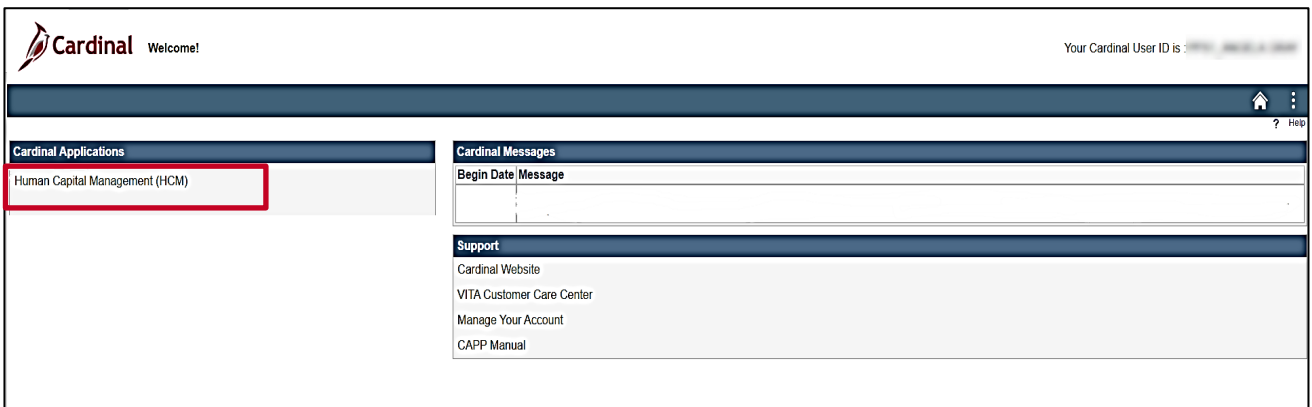
4. Click the **Human Capital Management** link.
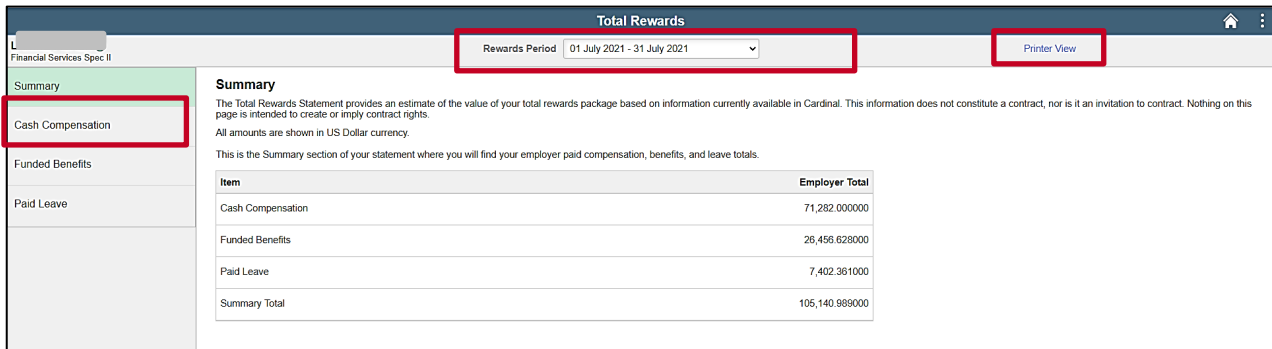
5.   Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.

Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.
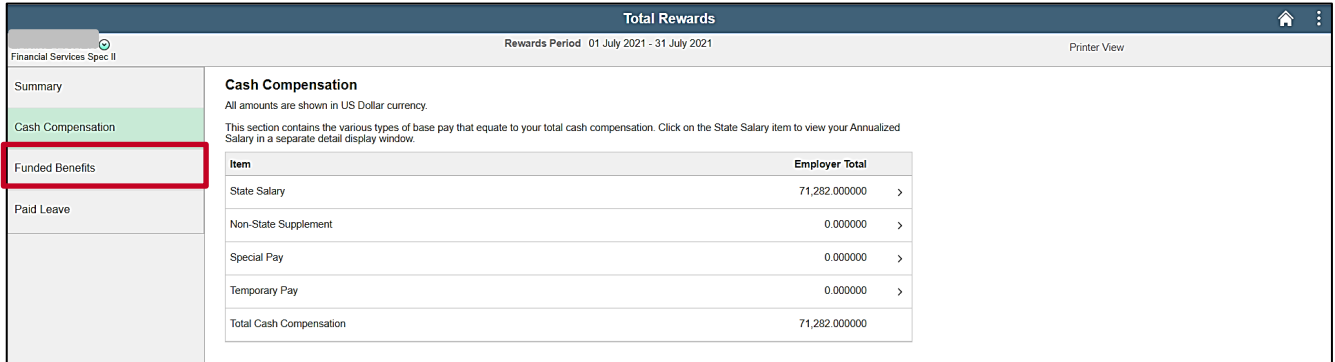
6.   Click the **Total Rewards** tile.

The **Total Rewards** page displays with the **Summary** tab displayed by default.

7.   Change the **Rewards Period** as needed using the dropdown button provided.

8.   The **Summary** tab provides summary information pertaining to your Cash Compensation, Funded Benefits, Paid Leave, and totals. Review this information as needed.

9.   A printable version of this information can be obtained by clicking the **Printer View** link.

Note: The printable view of information is available on all of the tabs.

10.   Click the **Cash Compensation** menu item to view additional information pertaining to your cash compensation.

The **Cash Compensation** tab displays.

11. Review and/or print the cash compensation details information as needed.

    Note: This tab displays all cash earnings during the specified rewards period but does not include bonuses. Additional details for any specific row (State Salary for example) can be viewed by clicking anywhere on the corresponding row. This is true on all of the tabs.

12. Click the **Funded Benefits** menu item.

The **Funded Benefits** tab displays.

13. Review and/or print the funded benefits details information as needed.

    Note: This tab displays health and wellness benefit contributions earned during the specified rewards period.

14. Click the **Paid Leave** menu item.

The **Paid Leave** tab displays.

Total Rewards					⌂ ⋮
L_____) Financial Service Spec II		Rewards Period	01 July 2021 - 31 July 2021 ▾	Printer View	

Paid Leave

All amounts are shown in US Dollar currency.

The leave types listed are available to classified employees covered by the Virginia Personnel Act. If you are not a classified employee, your leave types, accruals and holidays may be different than shown. Refer to your respective Agency's leave policies for additional information. The number of days listed in the detail section is what is allotted to, or accrued by, you each year, adjusted when your work schedule hours in Job Data is less than 40-hours per week. You may qualify for other types of leave that is not listed here. For employees who work less than 12-months, the number of holidays is adjusted, with the assumption that holidays missed are proportionate to time not worked.

Item	Employer Total	
Annual Leave	0.000000	>
Sick Leave	2,467.454000	>
Family/Personal Leave	1,096.646000	>
School Assistance & Volunteer Service Leave	548.323000	>
Holidays	3,289.938000	>
Total Paid Leave	7,402.361000	

15. Review and/or print the paid leave details information as needed.

    Note: This tab displays the various types of paid leave available to you. These leave types are available to Classified Employees that are covered by the Virginia Personnel Act. Non-Classified Employees should refer to their Agency's specific policies and guidelines regarding paid leave.