



### 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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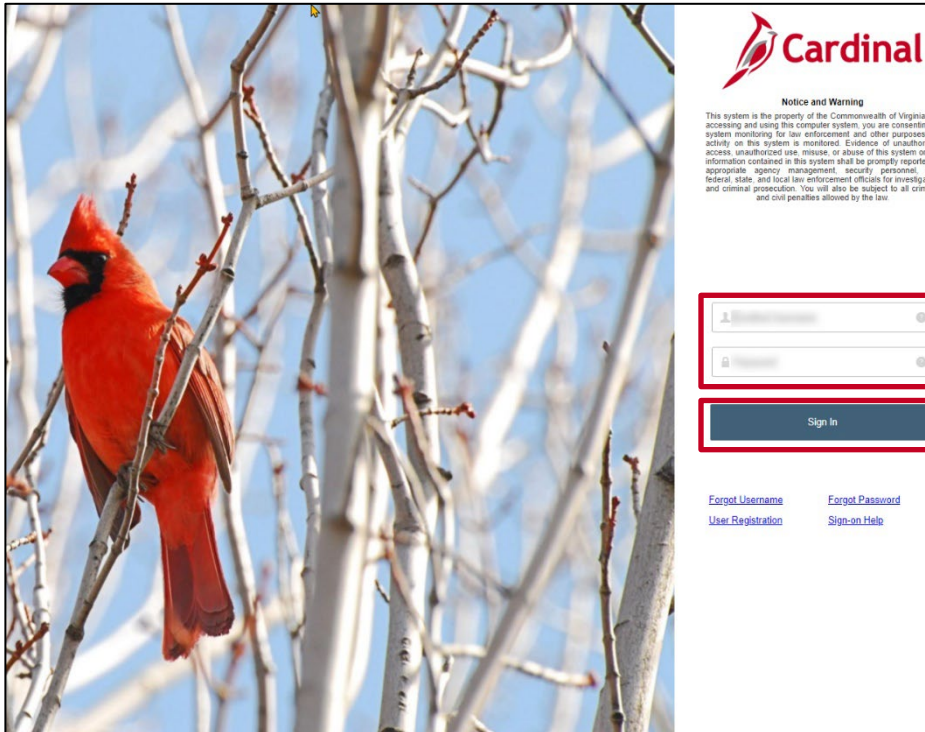
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## ESS\_How to View the Total Rewards Summary

### Viewing the Total Rewards Summary

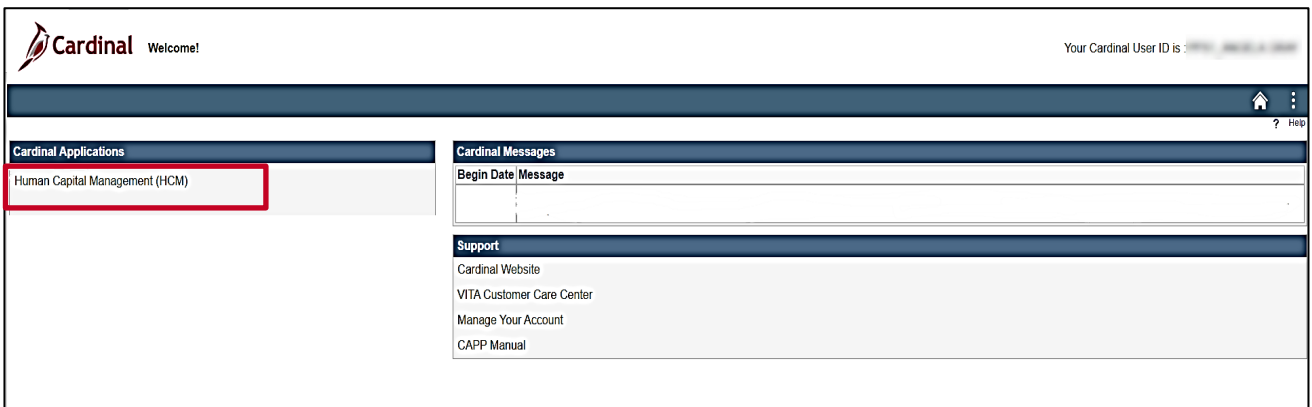
1. Log into Cardinal (my.cardinal.virginia.gov).

**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.

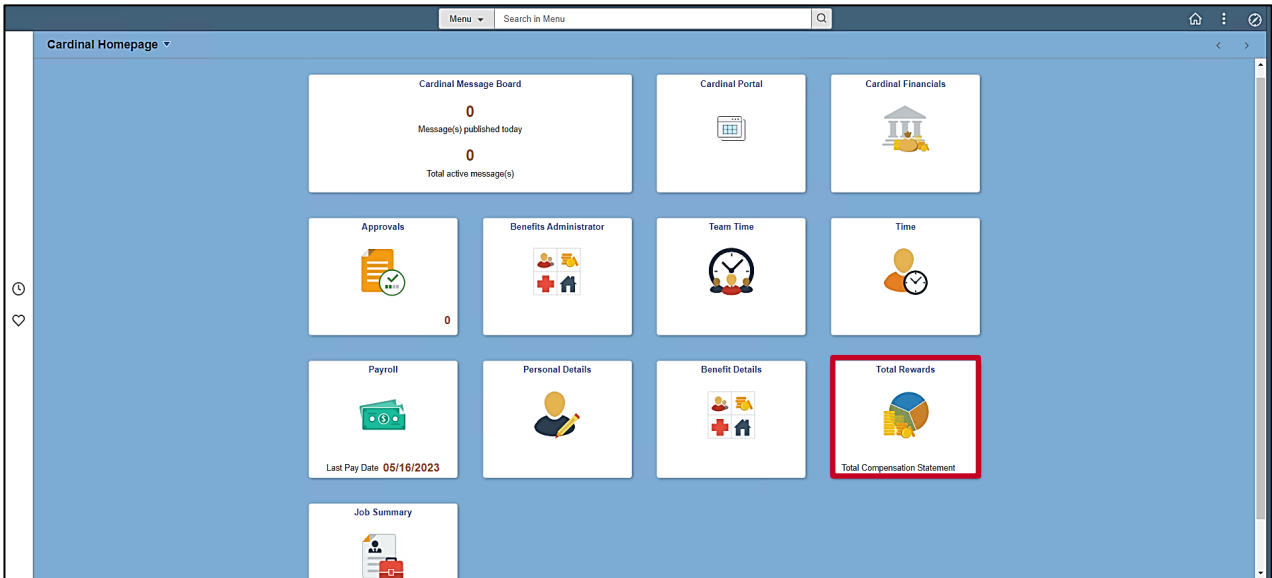
The **Portal Welcome** page displays.



4. Click the **Human Capital Management** link.

- Navigate to the **Cardinal Homepage**.

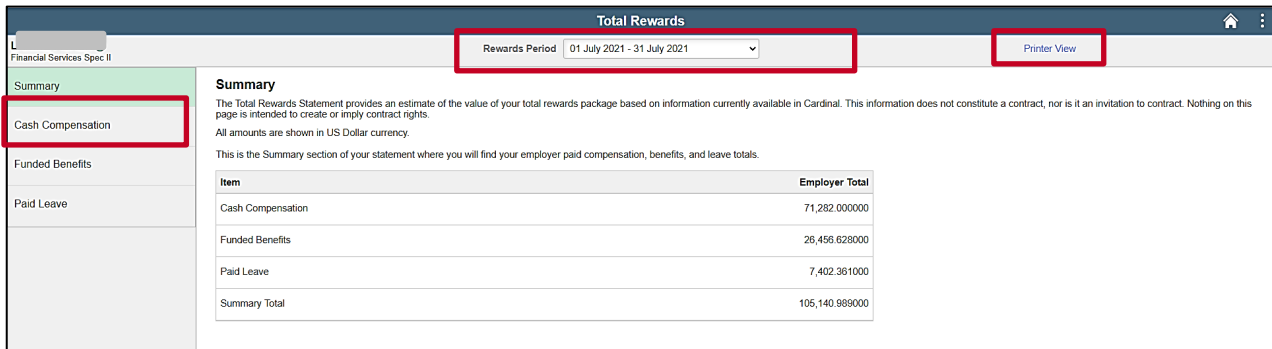
The **Cardinal Homepage** displays.



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

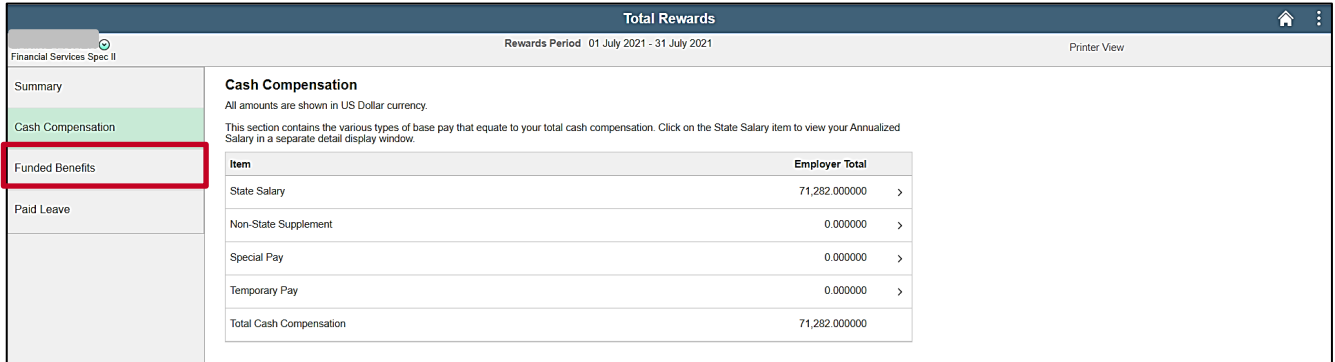
- Click the **Total Rewards** tile.

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



- Change the **Rewards Period** as needed using the dropdown button provided.
  - The **Summary** tab provides summary information pertaining to your Cash Compensation, Funded Benefits, Paid Leave, and totals. Review this information as needed.
  - 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.
- Click the **Cash Compensation** menu item to view additional information pertaining to your cash compensation.

The **Cash Compensation** tab displays.



**Total Rewards**  
Rewards Period: 01 July 2021 - 31 July 2021

Financial Services Spec II

Summary  
Cash Compensation  
**Funded Benefits**  
Paid Leave

**Cash Compensation**  
All amounts are shown in US Dollar currency.  
This section contains the various types of base pay that equate to your total cash compensation. Click on the State Salary item to view your Annualized Salary in a separate detail display window.

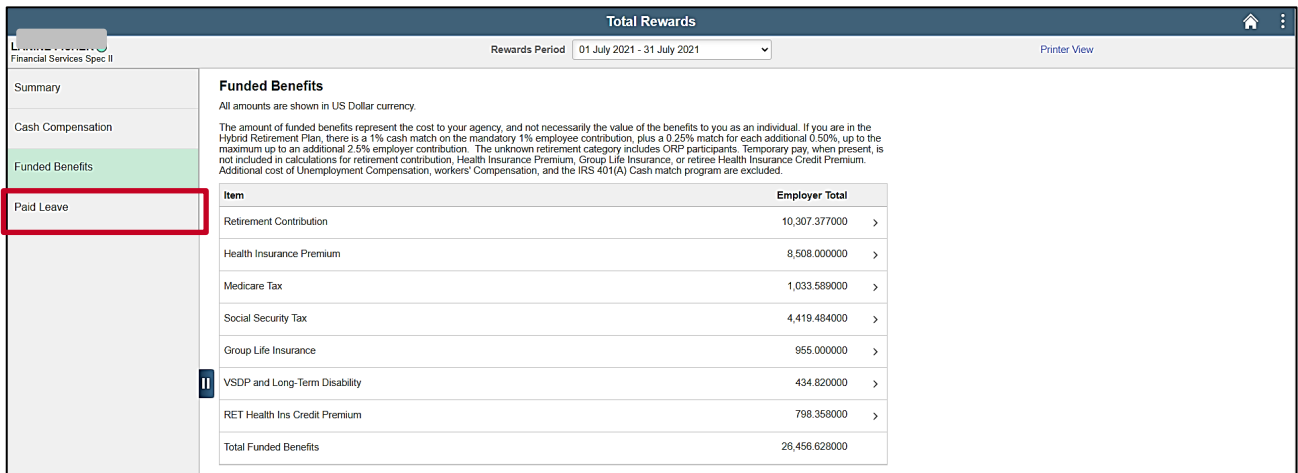
Item	Employer Total
State Salary	71,282.000000 >
Non-State Supplement	0.000000 >
Special Pay	0.000000 >
Temporary Pay	0.000000 >
<b>Total Cash Compensation</b>	<b>71,282.000000</b>

- 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.

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

The **Funded Benefits** tab displays.



**Total Rewards**  
Rewards Period: 01 July 2021 - 31 July 2021

Financial Services Spec II

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Funded Benefits  
Paid Leave

**Funded Benefits**  
All amounts are shown in US Dollar currency.  
The amount of funded benefits represent the cost to your agency, and not necessarily the value of the benefits to you as an individual. If you are in the Hybrid Retirement Plan, there is a 1% cash match on the mandatory 1% employee contribution, plus a 0.25% match for each additional 0.50%, up to the maximum up to an additional 2.5% employer contribution. The unknown retirement category includes ORP participants. Temporary pay, when present, is not included in calculations for retirement contribution, Health Insurance Premium, Group Life Insurance, or retiree Health Insurance Credit Premium. Additional cost of Unemployment Compensation, workers' Compensation, and the IRS 401(A) Cash match program are excluded.

Item	Employer Total
Retirement Contribution	10,307.377000 >
Health Insurance Premium	8,508.000000 >
Medicare Tax	1,033.589000 >
Social Security Tax	4,419.484000 >
Group Life Insurance	955.000000 >
VSDP and Long-Term Disability	434.820000 >
RET Health Ins Credit Premium	798.358000 >
<b>Total Funded Benefits</b>	<b>26,456.628000</b>

- 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.

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



# Employee Self-Service Job Aid

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The **Paid Leave** tab displays.

The screenshot shows the 'Total Rewards' summary page. The 'Paid Leave' tab is selected in the left-hand navigation menu. The main content area displays the following information:

**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 >
<b>Total Paid Leave</b>	<b>7,402.381000</b>

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.