



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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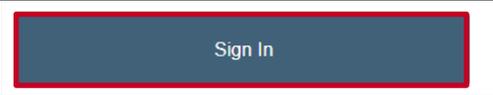
Employee Self-Service Job Aid

ESS_How to View the Total Rewards Summary

Revision History

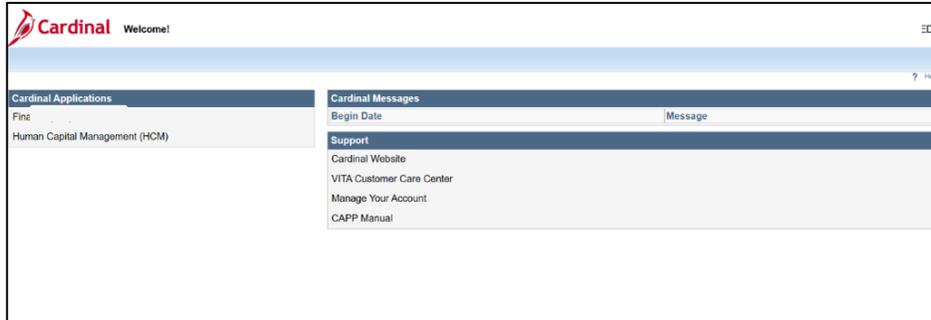
Revision Date	Summary of Changes
2/18/2025	Baseline

Viewing the Total Rewards Summary

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	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 .
<p>The Cardinal Homepage displays.</p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; width: 60%;">  <p style="font-size: small; margin-top: 5px;">Notice and Warning This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <div style="margin-top: 10px;"> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Cardinal Username"/> </div> <div style="margin-top: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="password" value="Password"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: none;" type="button" value="Sign In"/> </div> <div style="font-size: x-small; margin-top: 10px;"> Forgot Username Forgot Password User Registration Sign-on Help </div> </div> </div>	
2.	Enter the Employee Username and Password in the Cardinal Username and Password field. <div style="margin-top: 10px;">   </div>
3.	Click the Sign In button. <div style="margin-top: 10px;">  </div>

Step	Action
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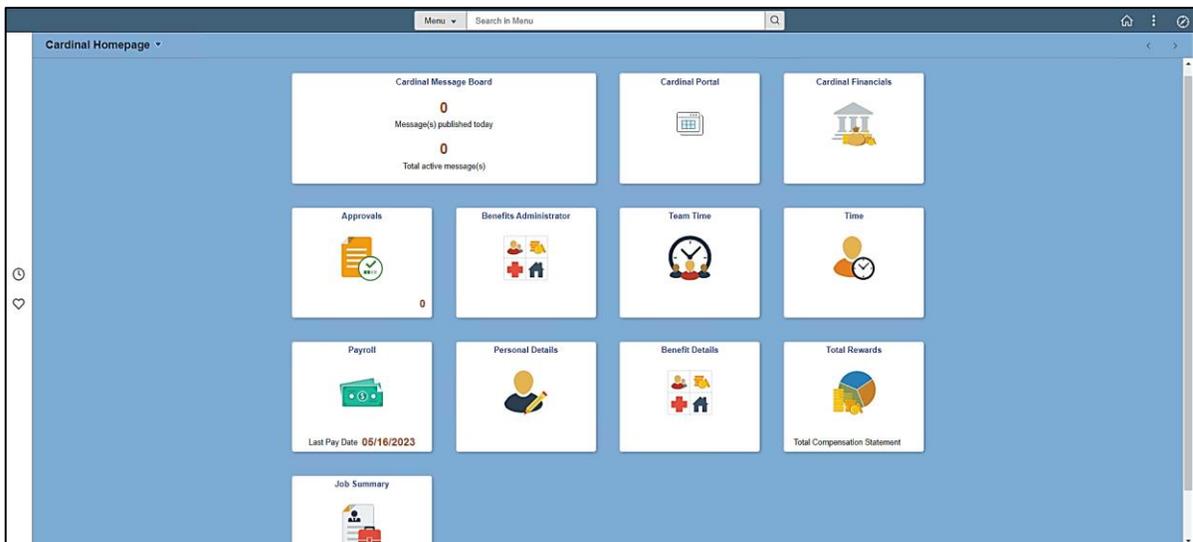
The **Portal Welcome** page displays.



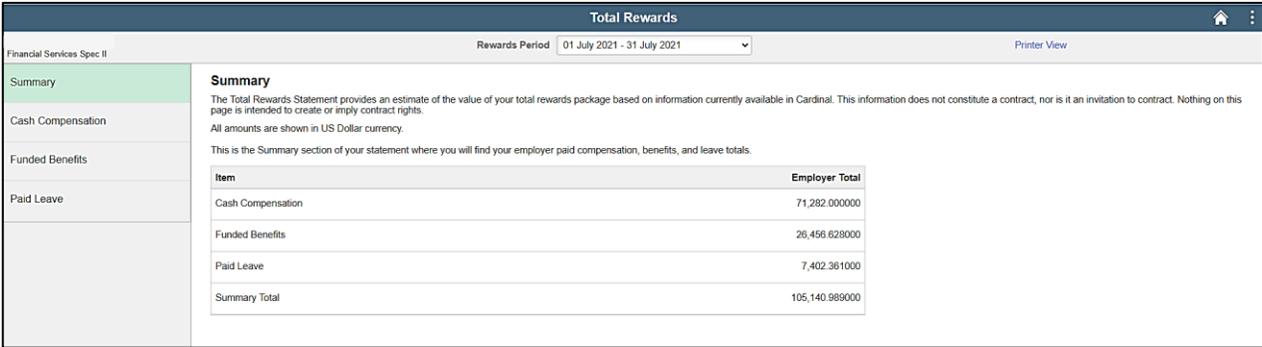
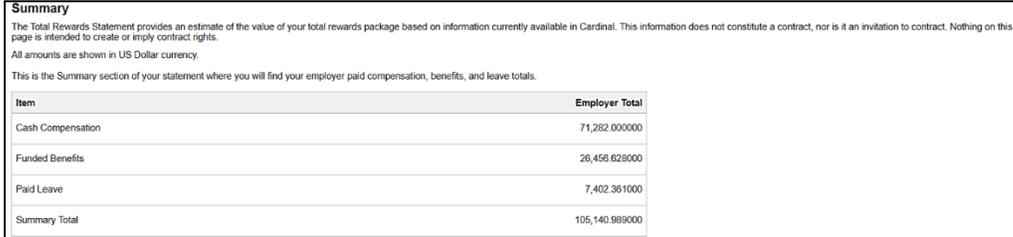
4. Click the **Human Capital Management** link.

Human Capital Management (HCM)

The **Cardinal Homepage** displays.



The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	<p>Click the Total Rewards tile.</p> <div style="border: 2px solid red; padding: 10px; text-align: center;">  </div>
<p>The Total Rewards page displays with the Summary tab displayed by default.</p> <div style="border: 1px solid black; padding: 5px;">  </div>	
6.	<p>Change the Rewards Period as needed using the dropdown button provided.</p> <div style="border: 2px solid red; padding: 5px; text-align: center;">  </div>
7.	<p>The Summary tab provides summary information pertaining to your Cash Compensation, Funded Benefits, Paid Leave, and totals. Review this information as needed.</p> <div style="border: 1px solid black; padding: 5px;">  </div>
8.	<p>A printable version of this information can be obtained by clicking the Printer View link.</p> <div style="border: 2px solid red; padding: 10px; text-align: center;">  </div>
	<p>The printable view of information is available on all of the tabs.</p>

Step	Action				
9.	<p>Click the Cash Compensation menu item to view additional information pertaining to your cash compensation.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d9ead3;"><td style="padding: 5px;">Summary</td></tr> <tr style="border: 2px solid red;"><td style="padding: 5px;">Cash Compensation</td></tr> <tr style="background-color: #f5f5dc;"><td style="padding: 5px;">Funded Benefits</td></tr> <tr style="background-color: #f5f5dc;"><td style="padding: 5px;">Paid Leave</td></tr> </table> </div>	Summary	Cash Compensation	Funded Benefits	Paid Leave
Summary					
Cash Compensation					
Funded Benefits					
Paid Leave					

The **Cash Compensation** tab displays.



Total Rewards													
Financial Services Spec II	Rewards Period 01 July 2021 - 31 July 2021												
Summary	Printer View												
Cash Compensation	<p>Cash Compensation</p> <p style="font-size: x-small;">All amounts are shown in US Dollar currency.</p> <p style="font-size: x-small;">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.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: right;">Employer Total</th> </tr> </thead> <tbody> <tr> <td>State Salary</td> <td style="text-align: right;">71,282.000000 ></td> </tr> <tr> <td>Non-State Supplement</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Special Pay</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Temporary Pay</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Total Cash Compensation</td> <td style="text-align: right;">71,282.000000</td> </tr> </tbody> </table>	Item	Employer Total	State Salary	71,282.000000 >	Non-State Supplement	0.000000 >	Special Pay	0.000000 >	Temporary Pay	0.000000 >	Total Cash Compensation	71,282.000000
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Funded Benefits													
Paid Leave													

10.	<p>Review the expanded information on the statement.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Cash Compensation</p> <p style="font-size: x-small;">All amounts are shown in US Dollar currency.</p> <p style="font-size: x-small;">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.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: right;">Employer Total</th> </tr> </thead> <tbody> <tr> <td>State Salary</td> <td style="text-align: right;">71,282.000000 ></td> </tr> <tr> <td>Non-State Supplement</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Special Pay</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Temporary Pay</td> <td style="text-align: right;">0.000000 ></td> </tr> <tr> <td>Total Cash Compensation</td> <td style="text-align: right;">71,282.000000</td> </tr> </tbody> </table> </div>	Item	Employer Total	State Salary	71,282.000000 >	Non-State Supplement	0.000000 >	Special Pay	0.000000 >	Temporary Pay	0.000000 >	Total Cash Compensation	71,282.000000
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 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.



Employee Self-Service Job Aid

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Step	Action
11.	Click the Funded Benefits menu item. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Summary</p> <hr/> <p>Cash Compensation</p> <hr/> <p style="border: 2px solid red;">Funded Benefits</p> <hr/> <p>Paid Leave</p> </div>

The **Funded Benefits** tab displays.

Total Rewards																			
Financial Services Spec II	Rewards Period: 01 July 2021 - 31 July 2021																		
Funded Benefits	<p>All amounts are shown in US Dollar currency.</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Employer Total</th> </tr> </thead> <tbody> <tr> <td>Retirement Contribution</td> <td>10,307.377000</td> </tr> <tr> <td>Health Insurance Premium</td> <td>8,508.000000</td> </tr> <tr> <td>Medicare Tax</td> <td>1,033.589000</td> </tr> <tr> <td>Social Security Tax</td> <td>4,419.484000</td> </tr> <tr> <td>Group Life Insurance</td> <td>955.000000</td> </tr> <tr> <td>VSDP and Long-Term Disability</td> <td>434.820000</td> </tr> <tr> <td>RET Health Ins Credit Premium</td> <td>798.358000</td> </tr> <tr> <td>Total Funded Benefits</td> <td>26,456.628000</td> </tr> </tbody> </table>	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	Total Funded Benefits	26,456.628000
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12. Review and/or print the funded benefits details information as needed.

Funded Benefits																			
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This tab displays health and wellness benefit contributions earned during the specified rewards period.

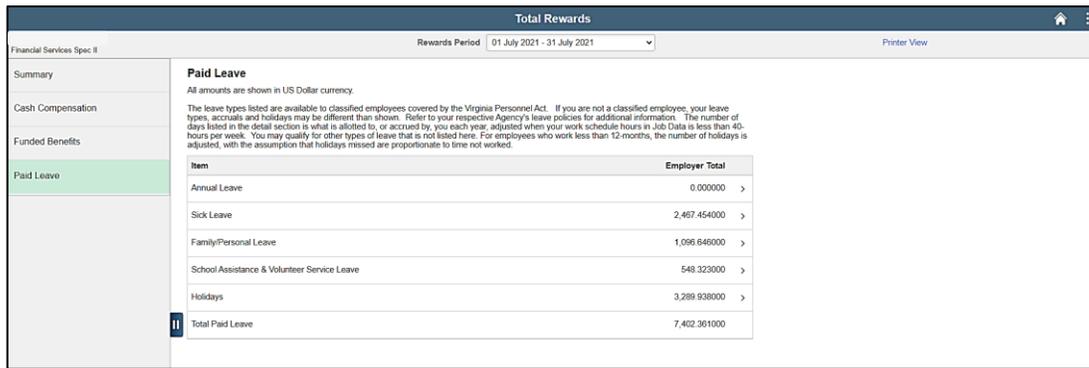


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Step	Action
13.	<p>Click the Paid Leave menu item.</p> 

The **Paid Leave** tab displays.



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

14.	<p>Review and/or print the paid leave details information as needed.</p> <div data-bbox="261 1266 1346 1787" data-label="Table"> <table border="1"> <thead> <tr> <th>Item</th> <th>Employer Total</th> </tr> </thead> <tbody> <tr> <td>Annual Leave</td> <td>0.000000 ></td> </tr> <tr> <td>Sick Leave</td> <td>2,467.454000 ></td> </tr> <tr> <td>Family/Personal Leave</td> <td>1,096.646000 ></td> </tr> <tr> <td>School Assistance & Volunteer Service Leave</td> <td>548.323000 ></td> </tr> <tr> <td>Holidays</td> <td>3,289.938000 ></td> </tr> <tr> <td>Total Paid Leave</td> <td>7,402.361000</td> </tr> </tbody> </table> </div>	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
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	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.