

2023 QUARTERLY CERTIFICATION TRAINING

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OBJECTIVE

- Provide agencies with a better understanding of how to complete the Quarterly Certification and identify the causes of differences

TOPICS THAT WILL BE DISCUSSED

- What is the Quarterly Certification and why is it necessary
- Reports needed to complete the certification
- Causes of Federal & State taxable differences and how to identify them
- Causes of OASDI and HI tax differences and how to identify them
- How to properly complete a Balance Adjustment form
- What to submit with the Quarterly Certification
- What to submit with the Year End Certification
- Quarterly Certification demonstration

BEFORE WE GET STARTED

▪ **Emails & Documents**

- When sending emails and documents to DOA, please be patient while awaiting a response. Your email and/or document is not the only one that must be attended to. Each section in State Payroll Operations is responsible for over 200 agencies

▪ **SharePoint**

- Documents should be uploaded to SharePoint instead of emailed, unless otherwise specified
- If you don't have access, submit an SPO SharePoint Security request (found on the SPO Forms webpage) to payroll@doa.virginia.gov
- Please be careful when creating folders. We only receive notifications for folders that have been created by DOA. Your document may not be seen if placed in a folder not created by DOA
- Make sure you are uploading documents to the correct folder. We only get notifications for the folders we are assigned to
- Do not upload documents to the SPO to Agency Folder. This folder is for documents DOA sends to your agency

▪ **Write-Ups**

- Beginning with the 1st quarter in 2024 agencies will be written up and reported in the Comptrollers Report for the following:
 - Not submitting certs
 - Late submissions
 - Not making corrections when asked
 - Incomplete certifications



WHAT IS THE QUARTERLY CERTIFICATION?

- The Quarterly Certification is an excel workbook that all agencies must submit at the end of each quarter to ensure employees' tax records are correct for W2 processing at the end of the year. The workbook contains a total of 6 tabs (Reports Reconciliation, Quarterly Tax Cert, Differences Explanation, Fed to State Recon, OASDI Recon, & HI Recon).
 - The tax information on the W2 comes from the employee's tax balances on the Balance Review screen in Cardinal
 - For quarters 1-3 the quarterly certification is usually due on the first Friday after the quarter ends. For 4th quarter pay attention to the payroll bulletins and emails for a due date

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

WHERE DO I FIND THE QUARTERLY CERTIFICATION EXCEL WORKBOOK?

- The Quarterly Certification excel workbook can be found on DOA's website (<https://www.doa.virginia.gov/>)
 - Forms > Payroll Operations > Quarterly Reconciliation Forms section > Cardinal Quarterly Certification Form
- Make Sure you are using the most updated version of the form

REPORTS RECONCILIATION TAB

Report Reconciliation		
#N/A	1/0/1900	1/0/1900
	1/0/1900	
		QTR COVA Fed Tax & State
FIT WH (H) Taxable		
FIT WH (H) Tax		
OASDI EE (D) Taxable		
OASDI EE (D) Tax		
Med EE (F) Taxable		
Med EE (Q) Tax		
ADDL Med EE Taxable		
ADDL Med EE Tax		
OASDI ER (E) Taxable		
OASDI ER (E) Tax		
Med ER (F) Taxable		
Med ER (Q) Tax		
TOTAL SIT TAXABLE		0.00
TOTAL SIT TAX		0.00
VA SUI GROSS No Limit (State Tax Summary)		
VA SUI TAXABLE (State Tax Summary)		
VA SUI TAX (State Tax Summary)		
VA QTD SUI Taxable (Qrtly UI Wage File)		
VA QTD SUI Wages (Qrtly UI Wage File)		
VA QTD Excess SUI Wages		0.00
EMPLOYEE OASDI TIPS		
EMPLOYEE HI TIPS		
COMPANY OASDI TIPS		
COMPANY Medicare TIPS		
	States	Taxable
		Taxes

Reports needed to complete this tab:

- COVA Federal Tax Summary
- COVA State Tax Summary
- VA Quarterly UI Wage File

Federal		12/31/2022		4th Quarter 2022					
Employer ID		----- Withholding -----		----- Unemployment -----		----- FICA - OASDI -----		----- FICA - Medicare -----	
SSN	Name	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
		24,947.08	4,147.68	0.00	0.00	26,560.24	1,646.74	26,560.24	385.12
		27,804.80	2,658.05	0.00	0.00	29,098.04	1,804.08	29,098.04	421.92
Page Total		52,751.88	6,805.73	0.00	0.00	55,658.28	3,450.82	55,658.28	807.04
						ADDL MED EE:		0.00	0.00
						EMPLOYER:	55,658.28	3,450.82	807.04
Federal Total		10,401,851.87	1,241,759.97	0.00	0.00	9,863,799.41	611,545.77	11,162,777.16	160,836.54
						ADDL MED EE:		944,719.23	8,502.45
						EMPLOYER:	9,863,799.41	611,546.60	161,858.16
Company Total		10,401,851.87	1,241,759.97	0.00	0.00	9,863,799.41	611,545.77	11,162,777.16	160,836.54
						ADDL MED EE:		944,719.23	8,502.45
						EMPLOYER:	9,863,799.41	611,546.60	161,858.16
						FUT CR:			

REPORTS RECONCILIATION TAB

- Key info from **COVA Federal Tax Summary** (Totals page only)
- **Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary**

	QTR COVA Fed Tax & State
FIT WH (H) Taxable	10,401,851.87
FIT WH (H) Tax	1,241,759.97
OASDI EE (D) Taxable	9,863,799.41
OASDI EE (D) Tax	611,545.77
Med EE (F) Taxable	11,162,777.16
Med EE (Q) Tax	160,836.54

ADDL Med EE Taxable	944,719.23
ADDL Med EE Tax	8,502.45
OASDI ER (E) Taxable	9,863,799.41
OASDI ER (E) Tax	611,546.60
Med ER (F) Taxable	11,162,777.16
Med ER (Q) Tax	161,858.16

- **Note:** Federal Unemployment taxable gross and tax should always be zero. State government does not pay FUTA taxes

Virginia 12/31/2022 4

Employer ID [REDACTED] SUT Rate [REDACTED]

SSN	Name	Withholding		Unemployment			Disability		VPDI/FLI/MLI/EIC	
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
[REDACTED]	[REDACTED]	13,949.20	702.79	8,000.00	14,706.00	0.00 ER				
[REDACTED]	[REDACTED]	12,313.21	508.44	0.00	13,949.20	0.00 ER				
[REDACTED]	[REDACTED]	7,671.43	341.84	0.00	12,313.21	0.00 ER				
[REDACTED]	[REDACTED]	5,220.00	192.90	5,220.00	7,671.43	0.00 ER				
[REDACTED]	[REDACTED]	555.90	14.14	0.00	5,220.00	0.00 ER				
[REDACTED]	[REDACTED]	16,399.07	833.38	0.00	555.90	0.00 ER				
Page Total		56,108.81	2,683.49	4	21,220.00	70,814.81	0.00 ER	0.00	0.00	0.00 ER
State Total		186,605.45	8,481.05		50,092.50	219,016.49	0.00 ER	0.00	0.00	0.00 ER

REPORTS RECONCILIATION TAB

- Key info from **COVA State Tax Summary** (Totals page for each state)
- Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary
- Key in the States, Taxable, and Tax amount and the TOTAL SIT Taxable and TOTAL SIT Tax will automatically populate
- ***For states with no state tax, list the employees on the Fed to State Recon tab using the QTD Federal Taxable total from the V_PY_FIT_SIT_TAXABLE_VARIANCE query

TOTAL SIT TAXABLE	186,605.45
TOTAL SIT TAX	8,481.05
VA SUI GROSS No Limit (State Tax Summary)	219,016.49
VA SUI TAXABLE (State Tax Summary)	50,092.50
VA SUI TAX (State Tax Summary)	0.00

States	Taxable	Taxes
Virginia - VA	186,605.45	8,481.05

REPORTS RECONCILIATION TAB

Company		Quarter/Year: 4/2022			
Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		0.00	9,194.47	2,273.61	0.00
		12,618.00	12,616.00	0.00	492.00
		8,667.96	9,192.96	0.00	364.20
		7,023.72	7,571.72	0.00	375.60
		10,500.00	11,050.00	0.00	492.00
		0.00	5,269.56	662.36	0.00
		0.00	5,218.53	2,051.43	0.00
Company Total:		1,697,721.09	2,042,281.34	219,714.23	57,074.05

- Key info from **VA Quarterly UI Wage File (Totals page)**
- **Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > VA Qrtly UI Wage File**
- **SUI Wages – SUI Taxable = Excess SUI Wages**
- **SUI excess wages are the portion of wages paid that are above the yearly taxable wage base.**
- **QTD Gross Wages will not match the Excess SUI Wages**

VA QTD SUI Taxable (Qrtly UI Wage File)	219,714.23
VA QTD SUI Wages (Qrtly UI Wage File)	2,042,281.34
VA QTD Excess SUI Wages	1,822,567.11

QUARTERLY TAX CERTIFICATION TAB

Quarterly Reconciliation and Certification				
Calendar Year:	<input type="text"/>	Quarter :	<input type="text"/>	
Agency Name:	#N/A	HCM Ref Code	#N/A	Agy #:
1 Reconcile Federal Taxable to State Taxable Income. (Details on Federal to State Taxable Recon Tab)				
This amount must be zero				
Unexplained FIT/SIT Differences:	<input type="text" value="0.00"/>			
2 All negative YTD deduction balances have been identified from the following data query				
V_PY_NEGATIVE_BAL - WU499-Negative Balances				
and balance adjustments have been requested to correct pr-tax refunds from prior years				
as required. Negative YTD Deduction Balances have been identified on Difference Explanation tab.				
Total # of balance adjustments required	<input type="text"/>			
3 Reconcile OASDI Taxes: (Details on OASDI Tax Reconciliation Tab)				
Total Invalid Employee OASDI Tax Differences:	0.00			
Total Invalid Company OASDI Tax Differences:	0.00			
Total Difference Employee and Company OASDI Taxable:	0.00			
4 Reconcile MEDICARE Taxes: (Details on MEDICARE Tax Reconciliation Tab)				
Total Invalid Employee MEDICARE Tax Differences:	0.00			
Total Invalid Company MEDICARE Tax Differences:	0.00			
Total Difference Employee and Company MEDICARE Taxable:	0.00			
5 Balance Adjustments (Enter Exceptions on Difference Explanations Tab)				
Number of Balance Adjustments Requested:	<input type="text"/>			
Number of adjustments that will be corrected through payroll:	<input type="text"/>			
Agency Fiscal Officer Signature:	<input type="text"/>	Date:	<input type="text"/>	

Quarterly Control Totals	
FIT WH (H) Taxable	0.00
FIT WH (H) Tax	0.00
OASDI EE (D) Taxable	0.00
OASDI EE (D) Tax	0.00
Med EE (F) Taxable	0.00
Med EE (Q) Tax	0.00
ADDL Med EE Taxable	0.00
ADDL Med EE Tax	0.00
OASDI ER (E) Taxable	0.00
OASDI ER (E) Tax	0.00
Med ER (F) Taxable	0.00
Med ER (Q) Tax	0.00
TOTAL SIT TAXABLE	0.00
TOTAL SIT TAX	0.00
VA SUI GROSS No Limit (State	0.00
VA SUI TAXABLE (State Tax Su	0.00
VA SUI TAX (State Tax Summ	0.00
VA QTD SUI Taxable (Qrtly UI	0.00
VA QTD SUI Wages (Qrtly UI W	0.00
VA QTD Excess SUI Wages	0.00
EMPLOYEE OASDI TIPS	0.00
EMPLOYEE HI TIPS	0.00
COMPANY OASDI TIPS	0.00
COMPANY Medicare TIPS	0.00

- Differences in section 1-4 MUST be explained on the Differences Explanation Tab and must be corrected through payroll or by submitting a Balance Adjustment Form
- Negative balances must be explained on the Differences Explanation tab and corrected
- ***NOTE:** It is okay if the Qrtly Tax Cert tab shows differences as long as all of the differences are explained on the Differences Explanation Tab and will be corrected
- Make sure you key the number of balance adjustments you are sending to DOA

QUARTERLY TAX CERTIFICATION TAB

			Reports to Use
1 Reconcile Federal Taxable to State Taxable Income. (Details on Federal to State Taxable Recon Tab)			
This amount must be zero			
Unexplained FIT/SIT Differences:		-5,645.47	COVA State Tax Summary V_PY_FIT_SIT_TAXABLE_VARIANCE query COVA Balance Adjustment Report
2 All negative YTD deduction balances have been identified from the following data query			
V_PY_NEGATIVE_BAL - WU499-Negative Balances			
and balance adjustments have been requested to correct pr-tax refunds from prior years			
as required. Negative YTD Deduction Balances have been identified on Difference Explanation tab.			
Total # of balance adjustments required			V_PY_NEGATIVE_BAL query Review Paycheck Screen
3 Renconcile OASDI Taxes: (Details on OASDI Tax Reconciliation Tab)			
Total Invalid Employee OASDI Tax Differences:		-3.92	COVA Annual Error Listing Report Review Paycheck Screen
Total Invalid Company OASDI Tax Differences:		0.00	
Total Difference Employee and Company OASDI Taxable:		0.00	
4 Reconcile MEDICARE Taxes: (Details on MEDICARE Tax Reconciliation Tab)			
Total Invalid Employee MEDICARE Tax Differences:		-0.72	V_PY_TAX_EXTRACT query V_PY_FICA_TAX_VARIANCE query
Total Invalid Company MEDICARE Tax Differences:		0.00	
Total Difference Employee and Company MEDICARE Taxable:		0.00	

VALID VS. INVALID DIFFERENCES

Valid Differences

- Employees in states with no state taxes, Pennsylvania, New Jersey
- Employees who have uncollected FICA due to imputed life
- Differences will clear once keyed on the corresponding tab
- No correction is necessary

Invalid Differences

- Employees set up incorrectly
- Incorrect balance adjustment keyed
- Balance adjustment keyed for following quarter (no correction necessary)
- Employees who have uncollected FICA for any reason except imputed life
- Differences will remain on the Qtrly Tax Cert tab
- Differences must be explained on the Differences Explanation tab
- Differences must be corrected through payroll or by submitting a balance adjustment form

WHAT DO I DO IF THE QUARTERLY TAX CERT TAB HAS DIFFERENCES???



SOME POSSIBLE CAUSES

- You keyed incorrect amounts on the Reports Reconciliation tab
- Employee's Tax Data is/was set up incorrectly in Cardinal
- FIT/SIT balance adjustment was keyed in the following quarter
- Valid state tax differences (Out of State taxes) have not been keyed on the Federal to State Recon tab
- Uncollected FICA for any reason ***EXCEPT*** Imputed Life
- FICA tax or FIT/SIT taxable amounts keyed on balance adjustment form were incorrect or keyed incorrectly

FEDERAL & STATE TAXABLE DIFFERENCES

▪ **Valid Differences**

- Employees who are set up in a state that does not have state taxes
 - Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming
- Employees who are set up in Pennsylvania and New Jersey
 - Pennsylvania and New Jersey have state taxes but different taxing rules
- Only **VALID** differences should be listed on the Federal to State Taxable Recon Tab
- List Pennsylvania as a positive number and all other states as a negative

FEDERAL TO STATE RECON TAB

QTR COVA FED TAX Report - FIT Taxable:		0.00
QTR COVA STATE TAX Report - SIT Taxable:		0.00
Difference:		0.00
Total Explained Out of State Differences:		0.00
Unexplained FIT/SIT Differences:		0.00
List Pennsylvania as a positive number and all other states as negative		
Employee ID or Name:	State:	Enter Validated Difference As a Positive Amount:

- COVA State Tax Summary
- V_PY_FIT_SIT_TAXABLE_VARIANCE Query

Only employees in the states below should be listed on this tab

- Alaska
- Florida
- Nevada
- New Hampshire
- South Dakota
- Tennessee
- Texas
- Washington
- Wyoming
- New Jersey
- Pennsylvania

FEDERAL TO STATE RECON TAB

- Only list Valid differences on the Federal to State Recon Tab
- Valid differences occur when an employee lives and works in a state that does not withhold state taxes. These states are Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming
- Pennsylvania and New Jersey have state withholding but different tax rules
- List Pennsylvania as a positive number and all other states as a negative
- For states with no SIT taxable, use QTD Federal Taxable wages on the V_PY_FIT_SIT_TAXABLE_VARIANCE query

FEDERAL & STATE TAXABLE DIFFERENCES

▪ Invalid Differences

- Employees who have been set up incorrectly on Employee Tax Data screen
 - Employees who should have taxable gross and are set up as “no taxable gross, no tax taken” will cause differences. The system will not keep track of the taxable gross
 - The employee’s Federal Tax Data should **NEVER** be set up as “no taxable gross, no tax taken”
 - Use “Maintain Taxable Gross” for employees who submit a tax form claiming exempt for taxes
- Balance Adjustments made in following quarter
 - If you had a difference in the previous quarter and the balance adjustment was keyed in the following quarter it will cause a difference
 - Cardinal looks at each quarter individually.
 - You will have a difference on the previous quarter because a correction was needed and you will have a difference for the same amount in the following quarter because the adjustment was made
 - Check the COVA Balance Adjustment Report
 - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report
 - Key the Explanation: “1st Qtr adjustment keyed in 2nd Qtr” on the Difference Explanation tab
 - No correction needed
- Balance Adjustment keyed incorrectly
- Run the V_PY_FIT_SIT_TAXABLE_VARIANCE query to find employees causing a difference
- All **INVALID** differences must be listed on the Differences Explanation Tab and corrected

FINDING FIT/SIT DIFFERENCES

- V_PY_FIT_SIT_TAXABLE_VARIANCE



FEDERAL/STATE TAX QUERY EXAMPLES

NAVIGATOR > REPORTING TOOLS > QUERY > QUERY VIEWER

▪ V_PY_FIT_SIT_TAXABLE_VARIANCE

▪ *****Run this query each pay period

Company

Calendar Year

Balance Quarter

- 1) Key in the Company and Year
- 2) Key in 1, 2, 3, or 4 for Balance Quarter if you want to run the report for a particular quarter. Key in 0 if you want the report to contain information for the whole year
- 3) Click View Results
- **NOTE: Just because an employee appears on this query does not mean the employee's record is out of balance**

Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wag	QTD State Taxable Wage	YTD Federal Taxable Wages	YTD State Taxable Wages
YYY	1	2	00333444000	BARK	VA	5992.65	4284.79	5992.65	4284.79
YYY	1	2	00899338800	CARY	WV	6136.21	4177.92	6136.21	4177.92
YYY	1	2	00877472700	GENT	VA	1020.00	680.00	1020.00	680.00

FEDERAL/STATE TAX QUERY EXAMPLES

NAVIGATOR > REPORTING TOOLS > QUERY > QUERY VIEWER

▪ V_PY_FIT_SIT_TAXABLE_VARIANCE query

Fed and Sta									
Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wages	QTD State Taxable Wages	YTD Federal Taxable Wages	YTD State Taxable Wages
YYY	3	9	00999888800	ZASTER,DEE		5975.26	0.00	21185.26	0.00
YYY	3	9	00555444400	CROSS,CHRIS		8263.89	0.00	31123.64	0.00
YYY	3	9	00333777700	LEE,BROCK	DC	27268.72	3892.60	68536.56	45160.44
YYY	3	9	00222111100	BOARD,BILL	NJ	27268.72	24447.12	68536.56	24447.12
YYY	3	9	00444232300	WALKER,JAY	MD	42496.05	32033.18	104146.68	93683.81
YYY	3	9	00888765400	OKI,KERRY	VA	13759.61	-13042.92	34356.24	0.00
YYY	3	9	00777123400	BURR,TIM	PA	20424.09	22279.28	52003.28	55597.40

- State column will be blank for states that do not have state taxes. When completing the Fed to State recon tab you will need to use the QTD Federal wages appearing on this query
- Looks at the YTD for the most current tax record. If employee had multiple states set up throughout the year you will need check the YTD totals on the Balance Review/Taxes screen and add those states together
- For states that have different taxing rules (Pennsylvania, New Jersey) subtract QTD State Wages from QTD Federal Wages. Key this difference on the Fed to State Recon tab

OASDI AND HI TAX RECONCILIATION TABS

QTR COVA FED TAX - EE OASDI Taxable	0.00	AGY QTR ER OASDI Taxable	0.00		
Computed EE OASDI Tax (6.2%)	0.00	Computed ER OASDI Tax (6.2%)	0.00		
QTR COVA FED TAX - Actual EE OASDI Tax	0.00	Actual Company OASDI Tax U092	0.00		
Difference:	0.00				
Total Valid Employee Uncollected OASDI:	0.00				
OASDI Tax Difference:	0.00	Company OASDI Tax Difference:	0.00		
Rounding Tolerance:	0.50	Rounding Tolerance:	0.50		
Total Invalid Employee OASDI Differences:	0.00	Total Invalid Company OASDI Differences:	0.00		
Annual Reporting -Error Listing (VPYR0261) - include all entries pertaining to OASDI Calc Tax <-> Tax Balance					
Amounts Shown As Invalid Uncollected OASDI Must Be Charged to the Agency - Contact payroll@doa.virginia.gov For Assistance					
Employee ID:	Name:	Reason For Uncollected FICA:	Amount Uncollected OASDI	Valid Uncollected OASDI - No Correction Needed	Invalid Uncollected OASDI - Correction Required
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0

Needed to complete these tabs:

- COVA Error Listing Report
- Review Paycheck Screen
- V_PY_TAX_EXTRACT
- V_PY_FICA_TAX_VARIANCE

OASDI/ HI TAX DIFFERENCES

▪ **Valid Differences**

▪ Imputed Life

- Depending on the type of leave, the employee may continue to be covered by group life, in which case the imputed life should be calculated
- Uncollected FICA is acceptable if it is caused by imputed income for group life
- The system will self-adjust when the employee returns to a paid leave status. If the employee transfers to another agency the system will collect the uncollected FICA at the new agency
- If the imputed life was deducted in error, you may reverse it through payroll or submit a balance adjustment
- Select Imputed Life from dropdown menu on the OASDI and HI tabs

▪ **Invalid Differences**

- Pretax refund keyed incorrectly for a terminated employee
- Unadjudicated Flex for terminated employee processed incorrectly
- Balance adjustment incorrect
- Uncollected FICA at one agency collected at another
 - When an employee has uncollected FICA at one agency and transfers to/employed at another agency, the system automatically collects the uncollected FICA when the employee receives pay. Use the V_PY_FICA_TAX_VARIANCE query to find these employees
 - Agencies will need to submit a balance adjustment to correct the employee's record
- Invalid differences must be listed on the Differences Explanation tab and corrected

FINDING THE CAUSE OF INVALID OASDI/HI TAX DIFFERENCES



- **COVA Error Listing Report** (who is causing difference & amount)
 - Navigator > Payroll for North America > U.S. Annual Processing > Audit and Errors Reports > COVA Error Listing
 - Cardinal Error Listing Report Calculation Spreadsheet

- **V_PY_TAX_EXTRACT query** (who is causing difference & amount)

- **Review Paycheck** (reason for difference)
 - Navigator > Payroll for North America > Payroll Processing > Produce Payroll > Review Paycheck

- **V_PY_FICA_TAX_VARIANCE query** (To find employees who work for more than one agency and tax was processed under another agency)

COVA ERROR LISTING REPORT

Company	[REDACTED]										Page No. 83 of 225
Tax Year	2022										
Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message	
[REDACTED]	J [REDACTED]	[REDACTED]	\$U				F	16,063.68	239.79	Medicare Calc Tax <> Tax Balance	
[REDACTED]	J [REDACTED]	[REDACTED]	\$U				D	16,063.68	1,025.31	OASDI Calc Tax <> Tax Balance	
[REDACTED]	B [REDACTED]	[REDACTED]	\$U				D	8,790.04	545.80	OASDI Calc Tax <> Tax Balance	
[REDACTED]	T [REDACTED]	[REDACTED]	\$U				F	23,826.84	343.60	Medicare Calc Tax <> Tax Balance	
[REDACTED]	T [REDACTED]	[REDACTED]	\$U				D	23,826.84	1,469.18	OASDI Calc Tax <> Tax Balance	

Cardinal Error Listing Calculation			4th	Qtr	2022									
Agency			888	ZZZ										
Employee ID	Employee Name	Taxable OASDI & HI	Additional Med	OASDI Should Be	HI Should Be	Additional Should B	OASDI on Report	HI on Report	Additional Med	Difference OASDI	Difference HI	Difference Additional Med	TOTAL Differen	Explanation
1111111	JJJJJJJJJJ	\$16,063.68		\$995.95	232.92	0.00	\$1,025.31	\$239.79		-\$29.36	-\$6.87	\$0.00	-\$36.23	Unadjudicated Flex tax at agency AAA collected at agency ZZZ ERT
2222222	BBBBBBBBBB	\$8,790.04		\$544.98	\$127.46	0.00	\$545.80	\$127.65		-\$0.82	-\$0.19	\$0.00	-\$1.01	Imputed Life from AAA collected at ZZZ
3333333	TTTTTTT	\$23,826.84		\$1,477.26	\$345.49	0.00	\$1,469.18	\$343.60		\$8.08	\$1.89	\$0.00	\$9.97	Unadjudicated Flex
				\$0.00	\$0.00	0.00				\$0.00	\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	0.00				\$0.00	\$0.00	\$0.00	\$0.00	

COVA ERROR LISTING REPORT

NAVIGATOR > PAYROLL FOR NORTH AMERICA > U.S. ANNUAL PROCESSING > AUDIT AND ERRORS REPORTS > COVA ERROR LISTING

- *****Report should be reviewed each pay period
- Agencies must mark up the COVA Error Listing Report to provide an explanation for each discrepancy ***OR*** complete the Cardinal Error Listing Calculation Spreadsheet. Include a date of correction, if applicable.
- Shows employees who have uncollected or over-collected FICA
- Shows employees who have negative YTD tax balances
- Report does not show differences less than \$0.50. Use the V_PY_TAX_EXTRACT query to find these employees
- Tax amount on the report is the current YTD amount the employee has in their tax record
 - Look at the Balance Review screen
 - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Taxes
- Use the taxable gross to calculate the correct tax amount
 - Multiply taxable gross amount on the report by 6.2% for OASDI and 1.45% for HI
 - After calculating the correct tax amount, subtract the tax amount listed on the report from the calculated correct tax amount to get the difference. This difference is the amount you list on the OASDI and HI Reconciliation Tabs

V_PY_TAX_EXTRACT

NAVIGATOR > REPORTING TOOLS > QUERY > QUERY VIEWER

*Check Date From (required)

*Check Date To (required)

Company (blank for all)

State (blank for all)

Locality (blank for all)

Tax Class (blank for all)

Employee ID (blank for all)

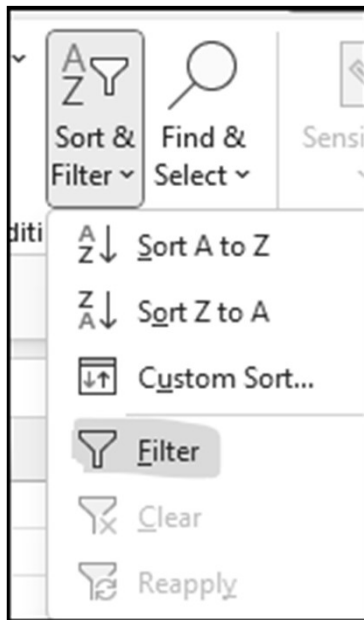
Paygroup (blank for all)

1. Key in the dates needed and the Company
 2. Key \$U in State field to get only federal taxes (FIT, OASDI, Med)
 3. Leave all other fields blank
 4. Click View Results
- **Positive Difference = EE owes tax**
 - **Negative Difference = Too much tax was collected**

Company	Employee	Employee Name	State	Li	Tax Class	Tax Amou	Taxable Gross Amou	No Limit Gross Amou	Pay End Da	Check Da	Paygroi	Run ID	Should I	Differen
YYY	00123456700	BE	Federal		MED/EE	21.94	1500.00	0.00	12/16/2022	12/19/2022	SM1	OSM121622	21.75	-0.19
YYY	00123456700	BE	Federal		OASDI/EE	93.82	1500.00	0.00	12/16/2022	12/19/2022	SM1	OSM121622	93.00	-0.82
YYY	00765432100	TE	Federal		OASDI/EE	0.00	130.37	0.00	12/9/2022	12/16/2022	SM1	SM1120922	8.08	8.08
YYY	00765432100	TE	Federal		MED/EE	0.00	130.37	0.00	12/9/2022	12/16/2022	SM1	SM1120922	1.89	1.89

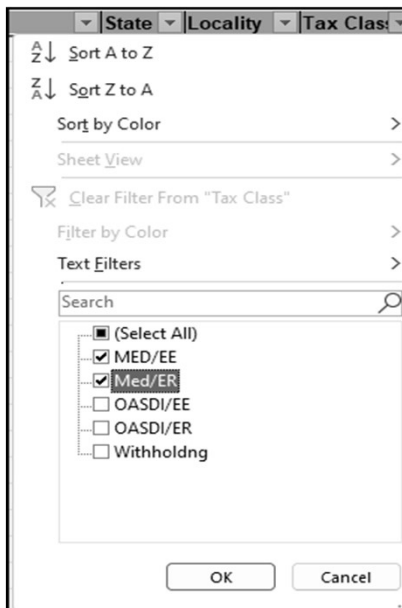
HOW TO USE V_PY_TAX_EXTRACT QUERY TO FIND FICA DIFFERENCES

1. In column O & P add headings titled “Should Be” and “Difference”
2. Highlight row 2 (the headings row) and select the Sort & Filter button to turn on the Filter for the row



HOW TO USE V_PY_TAX_EXTRACT QUERY TO FIND FICA DIFFERENCES

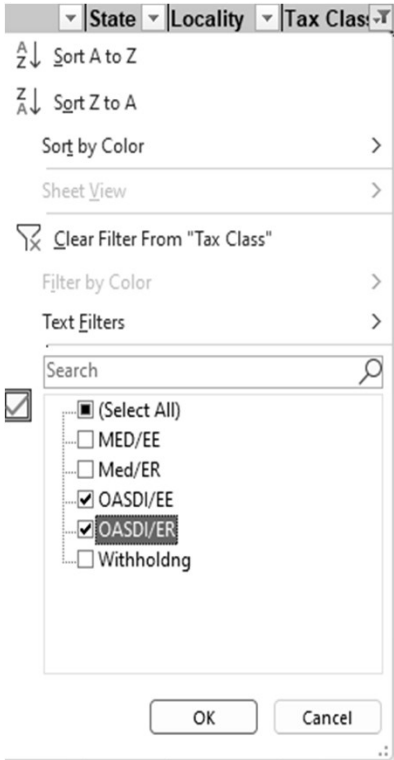
3. Click on Tax Class filter (column F) and select only MED/EE and MED/ER



4. In the "Should Be" column must calculate what the tax amount should be for MED/ EE & ER by multiplying the Taxable Gross (column H) by 1.45%. (Example: Type =**H4*.0145**) and hit enter
5. In the "Difference" column calculate the difference by subtracting the "should be" amount (column O) from the tax amount (column G). (Example: Type =**O4-G4**) and hit enter
6. Drag or copy the formula to the bottom for both columns

HOW TO USE V_PY_TAX_EXTRACT QUERY TO FIND FICA DIFFERENCES

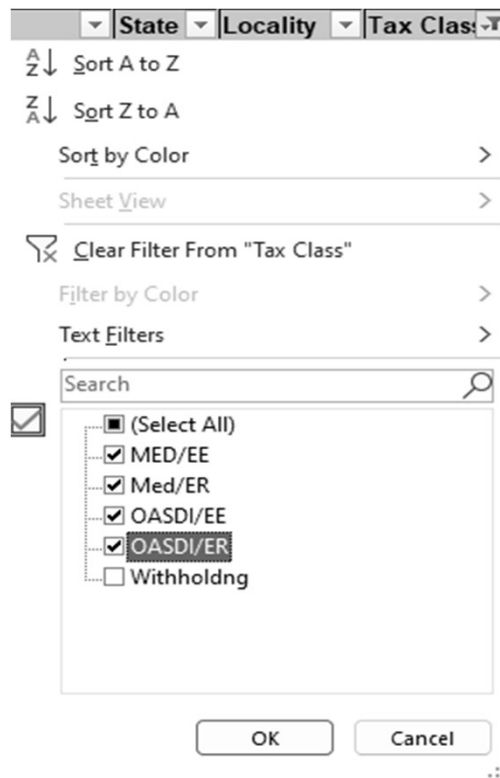
7. Click on the Tax Class filter (column F) and select only OASDI/EE and OASDI/ER



8. Repeat steps 4 – 6 to calculate the OASDI tax amount and difference. Use .062 as the tax rate in the formula instead of .0145

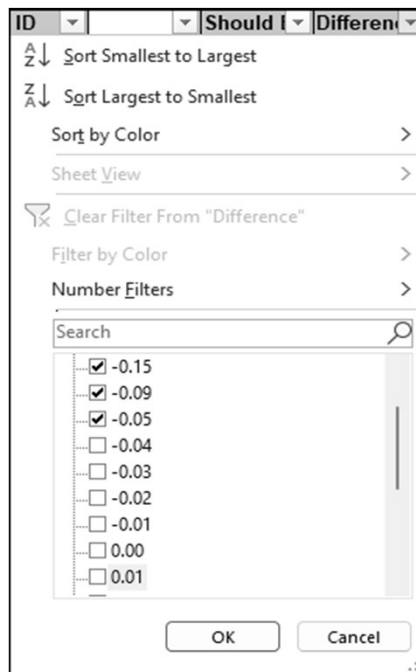
HOW TO USE V_PY_TAX_EXTRACT QUERY TO FIND FICA DIFFERENCES

9. Click on the Tax Class filter (column F) and select MED/EE, MED ER, OASDI/EE, and OASDI/ER



HOW TO USE V_PY_TAX_EXTRACT QUERY TO FIND FICA DIFFERENCES

10. Click on the Difference filter (column P) and uncheck all the differences that are less than \$.05



11. Look for the employees that add up to your out of balance amount

REVIEW PAYCHECK

NAVIGATOR > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING > PRODUCE PAYROLL > REVIEW PAYCHECK

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
████	SM1	12/09/2022	N	4	1	0	(blank)	████	████	████
████	SM1	11/24/2022	N	4	1	0	COVADV	████	████	████
████	SM1	11/09/2022	N	4	1	0	COVADV	████	████	████
████	SM1	10/24/2022	N	4	1	0	COVADV	████	████	████
████	SM1	10/09/2022	N	3	1	0	COVADV	████	████	████
████	SM1	01/24/2023	N	18	1	1	COVADV	████	████	████
████	SM1	01/09/2023	N	14	12	0	COVADV	████	████	████
████	SM1	12/24/2022	N	18	1	0	COVADV	████	████	████
████	SM1	12/16/2022	Y	4	3	1	COVADV	████	████	████
████	SM1	12/09/2022	N	18	2	0	COVADV	████	████	████

REVIEW PAYCHECK

NAVIGATOR > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING > PRODUCE PAYROLL > REVIEW PAYCHECK

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions																																									
Empl ID	[REDACTED]	Name	[REDACTED]	Page	[REDACTED]																																								
Company	[REDACTED]	Pay Group	[REDACTED]	Pay Period End	11/24/2022																																								
Paycheck Information			Paycheck Totals																																										
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	1,000.00																																								
Issue Date	12/01/2022	Paycheck Number	[REDACTED]	Taxes	354.00																																								
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	0.00																																								
			<input type="checkbox"/> Cashed	Net Pay	646.00																																								
<p>▼ Taxes</p> <p>1-7 of 7 View All</p> <p>Tax Details 1 Tax Details 2 Tax Tips</p> <table border="1"> <thead> <tr> <th>Tax Entity</th> <th>State</th> <th>Resident</th> <th>Locality</th> <th>Locality Name</th> <th>Tax Class</th> <th>Taxable Gross</th> <th>Tax Amount</th> </tr> </thead> <tbody> <tr> <td>US Federal</td> <td></td> <td></td> <td></td> <td></td> <td>MED/EE</td> <td>1,000.00</td> <td>14.50</td> </tr> <tr> <td>US Federal</td> <td></td> <td></td> <td></td> <td></td> <td>Med/ER</td> <td>1,000.00</td> <td>14.50</td> </tr> <tr> <td>US Federal</td> <td></td> <td></td> <td></td> <td></td> <td>OASDI/EE</td> <td>1,000.00</td> <td>62.00</td> </tr> <tr> <td>US Federal</td> <td></td> <td></td> <td></td> <td></td> <td>OASDI/ER</td> <td>1,000.00</td> <td>62.00</td> </tr> </tbody> </table>						Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount	US Federal					MED/EE	1,000.00	14.50	US Federal					Med/ER	1,000.00	14.50	US Federal					OASDI/EE	1,000.00	62.00	US Federal					OASDI/ER	1,000.00	62.00
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount																																						
US Federal					MED/EE	1,000.00	14.50																																						
US Federal					Med/ER	1,000.00	14.50																																						
US Federal					OASDI/EE	1,000.00	62.00																																						
US Federal					OASDI/ER	1,000.00	62.00																																						

REVIEW PAYCHECK

NAVIGATOR > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING > PRODUCE PAYROLL > REVIEW PAYCHECK

EXAMPLE - IMPUTED LIFE

Paycheck Taxes Tab

Tax Class	Taxable Gross	Tax Amount
MED/EE	25.08	
Med/ER	25.08	0.37
OASDI/EE	25.08	
OASDI/ER	25.08	1.56
Withholdng	25.08	
Withholdng	25.08	

Paycheck Deductions Tab

Deduction Code	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	25.08
DEFCMP	457 Deferred Compensation	After-Tax	

REVIEW PAYCHECK

NAVIGATOR > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING > PRODUCE PAYROLL > REVIEW PAYCHECK

EXAMPLE - UNADJUDICATED FLEX

Paycheck Earnings Tab

Other Earnings Details 1		Other Earnings Details 2		▶		
Code	Description	Rate Used	Hours	Rate	Amount	Source
EPT	Employer Paid Taxes	Hourly Rate			9.97	OP

Other Earnings Details 1		Other Earnings Details 2		▶		
Code	Description	Rate Used	Hours	Rate	Amount	Source
UNA	Un-Adjudicated Flex	Hourly Rate			120.40	OP

Paycheck Taxes Tab

Tax Class	Taxable Gross	Tax Amount
MED/EE	130.37	
Med/ER	130.37	1.89
OASDI/EE	130.37	
OASDI/ER	130.37	8.08
Withholdng	130.37	
Unempl ER		
Withholdng	130.37	

Paycheck Deductions Tab

Deduction Details 1		Deduction Details 2		Deduction Details 3		▶	
Deduction Code	Description	Class	Amount	Calculated Base			

REVIEW PAYCHECK

NAVIGATOR > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING > PRODUCE PAYROLL > REVIEW PAYCHECK

EXAMPLE - UNCOLLECTED FICA AT AGENCY AAA COLLECTED AT AGENCY YYY

Paycheck Tax/Deductions Tab (AAA)

Tax Class	Taxable Gross	Tax Amount
MED/EE	13.20	
Med/ER	13.20	0.19
OASDI/EE	13.20	
OASDI/ER	13.20	0.82
Withholdng	13.20	
Withholdng	13.20	


Paycheck Taxes Tab (YYY)


Tax Class	Taxable Gross	Tax Amount
MED/EE	1,500.00	21.94
Med/ER	1,500.00	21.75
OASDI/EE	1,500.00	93.82
OASDI/ER	1,500.00	93.00
Withholdng	1,500.00	330.00
Unempl ER	1,500.00	
Withholdng	1,500.00	86.25

Deduction Code	Description	Class	Amount
CVACRE	CoVA Care	Before-Tax	
CVACRE	CoVA Care	Nontaxable Benefit	634.00
IMPLIF	Imputed Life	Taxable Benefit	13.20

V_PY_FICA_TAX_VARIANCE

NAVIGATOR > REPORTING TOOLS > QUERY > QUERY VIEWER

*Balance Year 

*Balance Period 

Uncollected FICA at one Agency collected at another agency

1. Key in the Balance Year
 2. Key in 1, 2, 3, or 4 for Balance Period
 3. Click View Results
- **Negative Difference = EE owes tax**
 - **Positive Difference = Too much tax was collected**

Employee	Employee Name	Com	Balance Y	Tax Cl	Tax Class Descriptio	YTD Taxable Gr	YTD Tax	Balance Per	Calculated Tax	YTD Tax Differen
00123456700	RICHARDS, RAYMOND	CJS	2023 D		OASDI/EE	9353.91	582.36	3	579.94	2.42
00123456700	RICHARDS, RAYMOND	CJS	2023 F		MED/EE	9353.91	136.20	3	135.63	0.57
00123456700	RICHARDS, RAYMOND	VWC	2023 D		OASDI/EE	10412.07	643.13	3	645.55	-2.42
00123456700	RICHARDS, RAYMOND	VWC	2023 F		MED/EE	10412.07	150.41	3	150.98	-0.57

WHAT DO I DO IF I HAVE INVALID UNCOLLECTED FICA???



IF YOU HAVE INVALID UNCOLLECTED FICA

- You have to try to collect it from the employee
- Active
 - Collect it through payroll (System will automatically collect uncollected FICA from active employees)
- Terminated
 - Contact employee and try to get them to send in a payment
 - If you are successful and they send in the payment you will need to submit a Balance Adjustment to show it has been paid
 - Balance Adjustment to add amount to EE OASDI and EE FICA Med tax
 - If you cannot collect it from the employee you will need to Gross Up the amount using the FICA Gross Up Spreadsheet and key SPOT transaction for earnings code EPT, submit a Paysheet, and Balance Adjustment
 - Must be done prior to final payroll of the year
 - Check the V_PY_FICA_TAX_VARIANCE query prior to keying transactions to be sure the uncollected FICA was not collected at another agency

Com	Employee ID	Empl Rec	Name	Balance Type	Earn/Ded	Plan T	Hours Y	Amount YTD	Balance P	Ded Clas
WU499	50									
YYY	00111111100	0	JAMES,PAM	Deduction	DEF	49	0.00	-10.00	4	N
YYY	00123456700	0	RICHARDS,RAYMOND	Deduction	CVA	10	0.00	-490.00	2	B
YYY	00222222200	0	STEVENSON,TAMIKA	Earning	RGS		-154.50	-2945.12	5	
YYY	00333333300	0	APPLESEED,DONNA	Earning	RGS		-138.00	-2875.08	1	
YYY	00444444400	0	JERICHO,AMANDA	Earning	RGS		-150.00	-3512.07	3	
YYY	00555555500	0	GREEN,LUANNE	Earning	SCK		-13.40	-240.04	6	
YYY	00777777700	0	WHITTENBURG,KEVIN	Earning	HOL		-4.00	-76.92	2	

NEGATIVE BALANCES QUERY

- **Navigator > Reporting Tools > Query > Query Viewer**

- **V_PY_NEGATIVE_BAL**

Deduction Class

A = After-Tax; Example: garnishment

B = Before-Tax; Example: Healthcare

N = Nontaxable Benefit (Employer Deduction); Example: Agency paid healthcare

P = Nontaxable Btax Benefit (Nontaxable Before Tax Employer Deduction); Example: Deferred Comp Cash Match

T = Taxable Benefit; Example: Imputed Life

- **V_PY_NEGATIVE_BAL**
- Checking to make sure YTD is not negative
- Only concerned with negatives for pre-tax deductions (Deduction Class "B")
- Negative earnings are only an issue if the employee has no other earnings for the current year
- Do not worry about the earnings related to leave

WU499-Negative Balances										50
Company	Employee	Empl Reco	Name	Balance Ty	Earn/Ded Coc	Plan Ty	Hours Y	Amount Y	Balance Peric	Ded Cla
	123456700		O RICHARDS	Deduction	CVA	10	0.00	-490.00		2 B
Plan Type		10	Medical	Quarter		Quarter 4 (Oct - Dec)				
Benefit Plan		ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Period		December				
Deduction Code		CVACRE	CoVA Care							
Deduction Class		B	Before-Tax							
Deductions										
Year-to-Date		\$5,796.00								
Quarter-to-Date		\$1,470.00								
Month-to-Date		\$735.00								
Plan Type		10	Medical	Quarter		Quarter 1 (Jan - Mar)				
Benefit Plan		ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Period		January				
Deduction Code		CVACRE	CoVA Care							
Deduction Class		B	Before-Tax							
Deductions										
Year-to-Date		\$245.00								
Quarter-to-Date		\$245.00								
Month-to-Date		\$245.00								
Plan Type		10	Medical	Quarter		Quarter 1 (Jan - Mar)				
Benefit Plan		ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Period		February				
Deduction Code		CVACRE	CoVA Care							
Deduction Class		B	Before-Tax							
Deductions										
Year-to-Date		-\$490.00								
Quarter-to-Date		-\$490.00								
Month-to-Date		-\$735.00								

NEGATIVE BALANCES QUERY EXAMPLE

- In December healthcare in the amount of \$735.00 was deducted in error (Prior Year)
- When the refund was processed, the employee had \$245.00 in YTD for the current year
- Processing the refund in the current year caused a negative amount of -\$490.00 because the refund was more than the current YTD (\$245.00 – \$735.00 = - \$490.00)
- To fix: Reverse the refund and pay as TXB

NEGATIVE BALANCES - REFUNDS

- Refunds for pre-tax deductions from a previous year should **NEVER** be processed in the current year. The only exception to this is a healthcare refund
- If a refund is due for healthcare from a previous year you may key it in the current year as TXB (taxable earnings) and not as a deduction refund
- To correct healthcare refunds that caused a negative balance, reverse the refund and key it as TXB. This must be done in the same payroll.
- If the healthcare refund is for the current year, process it through payroll as normal. The FICA taxes will automatically be deducted from the refund if the employee is terminated
- Retirement refunds should not be processed through payroll if it was withheld in a prior year. This results in non-compliance with IRS regulations related to retirement deductions. Process the refund outside of the payroll system and submit a W2C Request form
- For refunds keyed in error though payroll that caused a negative balance, the correction methods are on a case-by-case basis. You will need to submit a balance adjustment form or correct through payroll
 - Contact payroll@doa.virginia.gov with questions

DIFFERENCES EXPLANATION TAB

Employee ID or Name:	Amount of Difference	Correction Method:	Explanation:	Source:

- List all employees who are causing an **invalid** difference and employees who have negative balances
- List amount of invalid difference
- Select a Correction Method
 - Agency will correct through payroll
 - Requested adjustments attached
 - No correction needed
- Must provide an explanation that makes sense
- Select the error source

<ul style="list-style-type: none"> ▪ Query – V_PY_NEGATIVE_BAL ▪ Query – V_PY_TAX_EXTRACT ▪ Query – V_PY_FICA_TAX_VARIANCE ▪ OASDI Tax Recon ▪ COVA Error Listing Report 	<ul style="list-style-type: none"> Query – V_PY_TAX_EXTRACT Query – V_PY_FIT_SIT_TAXABLE_VARIANCE Fed to State Recon HI Tax Recon
---	---

HOW DO I MAKE CORRECTIONS FOR INVALID DIFFERENCES???



CORRECTING DIFFERENCES

- **Federal/State Invalid Differences**
 - Submit a balance adjustment adding or reducing Federal or State Withholding (taxable gross) by the necessary amount
 - Update the Employee Tax Data screen to make sure it is now set up correctly

- **OASDI/HI Invalid Differences**
 - Correct through payroll if possible
 - Contact the employee to try to get them to send in a payment if they are terminated
 - If successful submit a balance adjustment increasing the Employee OASDI and HI tax
 - If unsuccessful use the Gross Up spreadsheet to calculate the gross up amount and follow the instructions included on that spreadsheet
 - Must be done before last payroll of the year

- **Correct through payroll**
 - Anything that can be corrected through payroll should be.

BALANCE ADJUSTMENT FORM

- Where to find it – DOA’s Website (<https://www.doa.virginia.gov>)
 - Forms > Payroll Operations > HCM Forms Section > Balance Adjustment Request Form
- All adjustments must be put on the Balance Adjustment Form (Do not send emails or spreadsheets)
- Do not hold adjustments until the end of the quarter or end of the year
- There is a tab that contains instructions included with the form. Please read them.
- Include a copy of the Balance Review screens with the form
- After the adjustment has been keyed, check the Balance Review screen in Cardinal to make sure it is correct
 - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Earnings/Deductions/Taxes/Garnishments
- You can also review the COVA Balance Adjustment Report
 - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report
 - Can run report as a pdf or csv (excel) file
- There is a Balance Adjustment Example packet on DOA’s website.

BALANCE ADJUSTMENT - EMPLOYEE AND BALANCE INFO

- Make sure the Employee ID is correct
- For earnings adjustments the Empl Rcd must be correct
- Must key the Company # and Cardinal Abbreviation (three letters)
- Always select CY Calendar Year for Balance ID
- Select the period that needs to be adjusted
- Must key a detailed explanation. Include what happened, when it happened, and why it happened. "To add \$2.00 to FICA" is not an acceptable explanation.
- Complete the Prepared By and Approved By section so that DOA will know who to contact if corrections are needed or if we have questions.
- Electronic signatures are acceptable
- Must include a copy of the Balance Review screens that correspond with the adjustments

Employee Information			
Employee ID			
Empl Rcd			
First Name			
Last Name			
Middle Name			
Balance Information			
Company # & Abbreviation		<i>(Example: 100 - SOV)</i>	
Balance ID	CY - Calendar Year		
Year			
Period			
Reason for Adjustment	include when, what, and why		
Agency Use Only:			
Prepared By:		Date	
Approved By:		Date	
Number of Earnings Adj			
Number of Deduction Adj			
Number of Tax Adj			
Number of Garnishment Adj			

BALANCE ADJUSTMENTS - EARNINGS

- Must key the correct Empl Rcd number on form.
- Must select the correct earnings categories from the drop-down menu.
- The Balance Review screen for Earnings will give you the information needed to complete the balance adjustment.

Earnings Balances 1 of 3

Company XXXXXXXXXX Empl Record 1
 Year 2023 Balance ID Calendar Year

Balance Details 1-4 of 4

Quarter Quarter 1 (Jan - Mar)
 Period February
 Earnings Type OTH Overtime- Hourly Time + Half

<p>Hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Year-to-Date</td><td style="text-align: right;">12.20</td></tr> <tr><td>Quarter-to-Date</td><td style="text-align: right;">12.20</td></tr> <tr><td>Month-to-Date</td><td style="text-align: right;">2.10</td></tr> </table>	Year-to-Date	12.20	Quarter-to-Date	12.20	Month-to-Date	2.10	<p>Earnings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Year-to-Date</td><td style="text-align: right;">\$585.60</td></tr> <tr><td>Quarter-to-Date</td><td style="text-align: right;">\$585.60</td></tr> <tr><td>Month-to-Date</td><td style="text-align: right;">\$100.80</td></tr> </table>	Year-to-Date	\$585.60	Quarter-to-Date	\$585.60	Month-to-Date	\$100.80
Year-to-Date	12.20												
Quarter-to-Date	12.20												
Month-to-Date	2.10												
Year-to-Date	\$585.60												
Quarter-to-Date	\$585.60												
Month-to-Date	\$100.80												

Earnings Information			
Earnings Type	N/A - Not Applicable		
Reason for adjustment	include when, what, and why		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	

BALANCE ADJUSTMENTS - DEDUCTIONS

- Must select the correct deductions categories from the drop-down menu
- The Balance Review screen for Deductions will give you the information needed to complete the balance adjustment

Plan Type	23	Imp Life	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	IMPLIF	Imputed Life Insurance Income	Period	February
Deduction Code	IMPLIF	Imputed Life		
Deduction Class	T	Taxable Benefit		

Deductions

Year-to-Date	\$71.12
Quarter-to-Date	\$71.12
Month-to-Date	\$35.56

Deduction Adjustment 1			
Deduction Information			
Plan Type	N/A - Not Applicable	<input type="checkbox"/>	Deduction Code N/A - Not Applicable
Benefit Plan	N/A - Not Applicable		Deduction Class N/A - Not Applicable
Reason for Adjustment	include when, what, and why		
Deductions			
Adjustment to Month-to-Date			
Current Month-to-Date			

BALANCE ADJUSTMENTS - TAXES

- For Federal, FICA Med, OASDI adjustments select “\$U – Federal” for the State category from the dropdown list
- For OASDI, FICA Med, and SUI adjustments, you must also adjust the No Limit Gross
- For Federal and State taxable gross/tax adjustments select Withholding for the tax class
- Make sure you are making adjustments to Unemployment ER when necessary
- Refunds cannot be processed using a balance adjustment. You must submit an Update Paysheet request to refund taxes.
 - FICA taxes are self adjusting if the employee is still active and receiving pay
- Make sure you are putting taxable gross and taxes in the correct area on the adjustment form

Tax Adjustment 1			
Tax Information			
State	N/A - Not Applicable	▼	Locality
Tax Class	N/A - Not Applicable		
Reason for Adjustment	include when, what, and why		
Taxes		Taxable Gross	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
Tips Earnings		No Limit Gross	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	

BALANCE ADJUSTMENTS - GARNISHMENTS

- Must adjust the deductions balances and garnishment balances
- Send a copy of the check with the Balance Adjustment Form
- Upload the Balance Adjustment and check to the Quarterly Reporting Folder in SharePoint
- See the Balance Adjustment Example packet

BALANCE ADJUSTMENTS - ADDITIONAL REMINDERS

- A tab has been added to the Balance Adjustment Form for screenshots. You can use the snipping tool to copy & paste the balance review screens onto the tab instead of scanning and uploading the screens
- Check all balance adjustments after they have been keyed to make sure they are correct
 - Balance Review screen: Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Earnings/Deductions/Taxes/Garnishments
 - Balance Adjustment Report: Navigator > Payroll for North America > Balance Adjustments > COVA Balance Adjustment Report
- Once keyed, balance adjustments cannot be deleted. They can only be reversed by rekeying the adjustment with the opposite sign
- Key the “Adjustment Amount” on the Adjustment to Month-to-Date line
- DOA will key exactly what is entered on the form unless it does not make sense based on the reason, in which case it will be returned for correction
- Upload all Balance Adjustment Forms to the Quarterly Reporting Folder in SharePoint
- *******Note: The balance adjustment does NOT refund taxes to the employee. It only corrects the employees YTD tax balances. You must complete a Paysheet to refund taxes**

WHAT DO I NEED TO SUBMIT IN THE QUARTERLY CERTIFICATION PACKET???



QUARTERLY CERTIFICATION PACKET (QUARTERS 1-3)

1. You need to print every Tab that you entered information on and the Quarterly Tax Certification Tab
2. Signed Quarterly Certification page (electronic signatures are accepted)
3. Company Totals page only of the COVA Federal Tax Summary
4. State Totals page only of the COVA State Tax Summary for each state
5. Company Totals page only of the VA Quarterly UI Wage Report
6. COVA Error Listing Report (Even if it is blank)
*******Must mark up the report and provide an explanation for each employee listed OR complete the Cardinal Error Listing Report Calculation Spreadsheet. You must also include the date the error was corrected (if applicable).**
7. V_PY_NEGATIVE_BAL Query (Even if it is blank)
8. Balance Adjustment forms
9. Upload the completed, signed packet to the Quarterly Reporting folder in SPO SharePoint
10. You only need to submit the **pdf version** of the Quarterly Certification.

4TH QUARTER CERTIFICATION PACKET

1. You need to print every Tab that you entered information on and the Quarterly Tax Certification Tab
2. Signed Quarterly Certification page (electronic signatures are accepted)
3. Company Totals page of the COVA Federal Tax Summary
4. State Totals page of the COVA State Tax Summary for each state
5. Company Totals page of the VA Quarterly UI Wage Report
6. COVA Error Listing Report (Even if it is blank)

*******Must mark up the report and provide an explanation for each employee listed OR complete the Cardinal Error Listing Report Calculation Spreadsheet. You must also include the date the error was corrected (if applicable).**

7. V_PY_NEGATIVE_BAL Query (Even if it is blank)
8. Upload the completed, signed packet to the Quarterly Reporting folder in SharePoint
9. You only need to submit the **pdf version** of the Year-End Certification packet

*******DO NOT** include balance adjustments with the 4th quarter certification. All balance adjustments must be submitted separately prior to submitting certification packet

*******Updated Year End reports can be run the morning after the W2 data is refreshed. Quarterly reports can be run once the balance adjustment has been entered in HCM.**

YEAR-END CERTIFICATION PACKET

1. Signed Year End Certification form (signed by Fiscal Officer)
2. COVA W-3 Transmittal Report (signed by Fiscal Officer)
3. Year End Audit Data Report (*last page only*) (signed by Fiscal Officer)
4. COVA Error Listing Report (signed by Fiscal Officer)
 - **Must mark up the report and provide an explanation for each employee listed OR complete the Cardinal Error Listing Report Calculation Spreadsheet. You must also include the date the error was corrected (if applicable).**
 - **The COVA Error Report to include should have been run after all of the balance adjustments have been made.**
5. Upload the completed, signed packet to the Quarterly Reporting folder in SharePoint
6. You only need to submit the **pdf version** of the Year-End Certification packet

*******DO NOT** include balance adjustments with the year end certification. All balance adjustments must be submitted separately prior to submitting certification packet

*******Updated** Year End reports can be run the morning after the W2 data is refreshed. Quarterly reports can be run once the balance adjustment has been entered in HCM.



YEAR END

- DOA has a very limited amount of time to get the W-2's completed, taxes paid, and 941's filed
- Having a lot of year end adjustments drastically slows down the process
 - *******Adjustments should NOT be held until the end of the year**
 - **DOA cannot begin to create and print W2s or process 941s until all balance adjustments have been keyed for your agency**
 - **Per IRS rules, W2s must be given/mailed to employees by 1/31**
 - **Since DOA has to print, sort, count, and package the W2s for @ 107,000 of employees we need to have enough time prior to 1/31 to get that done and get them to the agencies in time**
- Issues should be cleared up before year end
- Do not email DOA asking when W2s will be ready. We will contact you when they are ready
- Submit the W2 Distribution form by the required deadline (11/15)
- This is still a new system; reports and processes are evolving so year end procedures may change. Pay attention to all emails and Payroll Bulletins

ADHERING TO DEADLINES

- It is very important to submit your Quarterly Certifications on time
 - May be submitted before the due date
 - Late submissions will be reported in the Comptroller Quarterly Report
 - Auditors look closely at the Quarterly Certifications
- Do not wait until the last minute to start working on certifications
 - Reports are usually available the day after the payroll for the last check date in the month has been confirmed
- Incorrect and/or incomplete Quarterly Certifications will not be accepted
- When you are asked to make corrections and re-submit paperwork please do so as soon as possible
- If you have questions regarding the Quarterly Certification, attach an Excel copy of your certification to the email



ADDITIONAL REMINDERS

- State Tax records must be set up in the Company State Tax Table in HCM before the state can be added to the employee's Tax Data Record. Agencies must apply for withholding (where applicable) and UI (unemployment insurance) accounts for employee work states
 - For Unemployment Insurance, register as a Reimbursable Employer
 - To set up accounts in the tax table send an email to payroll@doa.virginia.gov. Include the following information:
 - Agency
 - State
 - State account number
 - UI account number
 - Filing frequency (annually, monthly, quarterly, weekly, semi-weekly, etc.)
 - Effective date
- If you are an agency that processes payroll for other agencies (i.e. Shared Services, DOC, PSB), you are responsible for sending 941 & W2C information to your agencies. This includes information regarding refunds and tax payments made by DOA
- When you receive letters from the IRS send a scanned copy of them to payroll@doa.virginia.gov
- If you receive a check from the IRS and you don't know what it is for, contact DOA **BEFORE** depositing the check
- If your agency closes, send an email to notify DOA and include the final check date wages were paid
- If you are looking for a form and you cannot find it on DOA's website (doa.virginia.gov) check Cardinal's website (cardinalproject.virginia.gov)

W2C REQUESTS

- When submitting W2C Requests you must **ALWAYS** submit a copy of the employee's W2 with the request
- Must include Social Security Number with the form. W2's no longer display SSN's on them
- Make sure you respond to the W2C emails in a timely manner
 - The system that creates the W2C will only keep it for a certain number of days and then deletes it. If it is deleted before it is submitted, the entire process from the beginning will have to be restarted
 - Make sure you are checking ALL of the information on the W2C Preview
 - Once the W2C is submitted to the Social Security Administration it cannot be reversed
- If the W2C results in a refund, you must check a box in the certification section on the W2C Request form
- There is a cheat sheet included on the W2C Request form that shows which categories should be adjusted
- If the W2C results in a balance due the IRS will sometimes charge interest which is the agency's responsibility (DOA will make the payment and charge the agency)

NEW/UPDATED SPREADSHEETS

▪ New

- Cardinal Navigation Cheat Sheet
 - *****NOTE:** Will not be maintained by DOA. The spreadsheet has been left unlocked to allow agencies to make any updates necessary
- Cardinal Error Report Listing Spreadsheet
- Balance Adjustment Example Packet

▪ Updated

- Quarterly Certification
- FICA Gross-Up for Terminated Employees
- Paysheet
- Balance Adjustment
- W2C Request Form



- *********Make sure you begin using the updated spreadsheets immediately
- The Cardinal Navigation Cheat Sheet can be found in the Reference section on DOA's website

CARDINAL NAVIGATION

- **COVA Federal Tax Summary** – Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary
- **COVA State Tax Summary** - Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary
- **Quarterly UI Wage File** - Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > Qrtly UI Wage File
- **Query** - Navigator > Reporting Tools > Query > Query Viewer
- **COVA Balance Adjustment Report** - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report
- **COVA Error Listing Report** - Navigator > Payroll for North America > U.S. Annual Processing > Audit and Errors Reports > COVA Error Listing
- **Balance Review Screen** - Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Taxes
- **Review Paycheck Screen** - Navigator > Payroll for North America > Payroll Processing > Produce Payroll > Review Paycheck

CARDINAL NAVIGATION (CONT.)

Year End Reports

- **COVA W-3 Transmittal Report** – Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/S-3SS Transmittal Report
- **Year End Audit Data Report** - Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Audit Data

HELPFUL TAX QUERIES

Description	Query Name
Fed & State Taxable Variance	V_PY_FIT_SIT_TAXABLE_VARIANCE
Employee Tax Data Extract	V_PY_EMP_TAX_SETUP
Payroll Tax Balances Extract	V_PY_TAX_BALANCES
Payroll Tax Extract	V_PY_TAX_EXTRACT
Payroll FICA Tax Variances Extract	V_PY_FICA_TAX_VARIANCE
Payroll Tax Info Extract	V_PY_TAX_PAYMENT_SUMMARY

OTHER USEFUL INFO

Related CAPP Topics

All CAPP Topics can be found on DOA's website (<https://www.doa.virginia.gov>)

- Reference > CAPP Manual > CAPP - Table of Contents
- CAPP 50315 – Employee Tax Maintenance
- CAPP 50605 – HCM Balance Adjustments
- CAPP 50905 – Cardinal Payroll Reconciliation

Quarters

- 1st Quarter = January 1st – March 31st
- 2nd Quarter = April 1st – June 30th
- 3rd Quarter = July 1st – September 30th
- 4th Quarter = October 1st – December 31st

COMMONLY USED TERMS

- FIT – Federal Income Taxable/Tax, Federal Withholding
- SIT – State Income Taxable/Tax, State Withholding
- SUI (UI) – State Unemployment Insurance, Unemployment ER
- OASDI (Social Security) – Old-Age Survivors and Disability Insurance. Tax Rate = 6.2%
- HI (Medicare) – Hospital Insurance. Tax Rate = 1.45%
- FICA – (OASDI & HI) – Federal Insurance Contributions Act
- 941 – Federal Quarterly Tax Form 941
- Additional Medicare – Medicare Taxable wages over \$200,000. Tax rate = 0.9%. Paid by employee only
- Uncollected FICA – The employee share of OASDI and/or HI tax that has not been collected