



<b>Volume No. 1 - Policies &amp; Procedures</b>	<b>TOPIC NO. 50905 – Cardinal</b>
<b>Section No. 50900—Reconciliation</b>	<b>TOPIC Payroll Reconciliations</b>
	<b>DATE June 2023</b>

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## Overview

### Introduction

Agencies must perform certain reconciliations on a regular basis to ensure the accuracy of employee payments, employee and employer tax deduction and reporting, and employee benefit processing. Reconciliations may be completed per pay period, monthly, quarterly, or on a calendar-year end basis. Cardinal HCM provides several reports and data queries to facilitate this process. Reports may be run in pdf or csv formats, based on agency preference. Refer to the Cardinal Reports Catalogs for Human Resources, Benefits and Payroll for a full list of available reports and data queries.

## Pay Period Reconciliations

### Pre-Confirmation Reconciliations

Reconciling employee pay and deductions prior to confirmation of each payroll minimizes the need for off-cycle payments to employees, as well as adjustments at quarter and calendar year end.

During the pre-confirmation review, agencies should use reports/queries provided by HCM to identify potential problems with payroll records, such as:


- Missing or incorrectly established benefit or general deduction records,
- Over or understated non-regular pay due to the employee,
- Over or understated regular pay,
- Incorrect federal or state withholding.

If possible, all employee data records should be corrected prior to data freeze. Single-Use Payroll Online Transactions can be entered to make necessary adjustments to pay or benefits until the day before confirmation. Whenever possible, adjustments should be processed through payroll to ensure that taxable earnings and taxes are updated prior to the end of each quarter. Balance adjustments should be submitted as soon as possible and only as a last resort.

### Control Totals

Agencies should maintain ongoing control totals for key payroll informational fields to facilitate pay period reconciliations. Begin with confirmed totals from the prior pay period and add/subtract changes for the current period. The resulting balances should equal what is reflected on the payroll register. The control totals should be updated every time a payroll is processed to ensure accuracy each pay period.

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## Pay Period Reconciliations, Continued

### Post-Confirmation Reconciliations

After the payroll has been confirmed, reports should be run to verify that the confirmed payroll matches the control totals. An explanation for differences in the amounts certified to DOA prior to confirmation and the final amounts included on the confirmed payroll register must be provided for each employee to DOA State Payroll Operations no later than the end of the day following confirmation. Control totals may require adjustment and notes should be maintained to explain why a difference occurred.

## Monthly Payroll Reconciliations

### Monthly Reconciliations


Identifying and correcting discrepancies on a monthly basis facilitates essential quarter and year-end certifications. Monthly reconciliations include:

- Healthcare Reconciliation
- VRS Reconciliation
- New Hire Reporting
- Taxable Wages Balance Reconciliation

### Healthcare Reconciliations

Healthcare coverage is provided on a calendar month basis, with the monthly premium costs typically collected, through payroll deductions, on a semi-monthly basis. Premiums collected must be reconciled to HCM benefit enrollments monthly to ensure proper payment to each provider. The reconciliation is automated; however, agencies must review and make any necessary corrections each month. Detailed information for completing healthcare reconciliations is available in CAPP Topic 50470, Benefits Reconciliation.

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## Monthly Payroll Reconciliations, Continued

### VRS Reconciliations

Defined Benefit Retirement plans are calculated during payroll processing using payroll deductions and are also based on monthly creditable compensation amounts collected through payroll deduction and remitted to VRS on a semi-monthly basis. Defined Contribution Retirement plans are based on actual eligible compensation paid each pay period and remitted semi-monthly, but also reconciled monthly to ensure all deductions are withheld timely and appropriately. The reconciliation is automated; however, agencies must review and make any necessary corrections each month. Detailed information for completing retirement reconciliations is available in CAPP Topic 50470, Benefits Reconciliation.

### Taxable Wage Reconciliations


There are some quarterly and annual reports that will facilitate the quarter-end reconciliation process if incorporated into monthly reconciliation procedures.

Identifying and resolving discrepancies provided in these reports monthly will:

- Reduce the number of adjustments at quarter-end.
- Reduce the research period for errors.
- Reduce the reconciliation time at quarter-end.
- Keep the agency aware of payroll information in employee tax balance records.

Report #	Report Name	Description
RPY227	COVA Quarterly Tax Balances Audit Report	Compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.
RPY261	COVA Annual Reporting Error Listing	Used to monitor and correct potential W-2 errors throughout the year and flags errors that will impact W2s at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause W2 errors.
RPY530	Payroll Tax Balances Query	Regulatory reports are based on amounts contained in the Tax Balance Records. Balances are updated by each payroll confirmation based on check dates. This query provides tax balance information by calendar, plan or fiscal year at the Company or employee level for MTD, QTD and YTD

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## Monthly Payroll Reconciliations, Continued

### Taxable Wage Control Totals

Many of the reports providing tax information are run for individual pay run id pay period. Agencies should maintain Control Total worksheets that combine the amounts for key payroll informational fields at an agency summary level to facilitate reconciliations. The control totals can be maintained manually or using automated spreadsheets and should be updated every time a payroll is processed or monthly.

Include the following informational fields:

Federal Withholding Taxable Gross	Federal Withholding Taxes
OASDI/Disability Employee Taxable Gross	OASDI/Disability Employee Taxes
OASDI/Disability Employer Taxable Gross	OASDI/Disability Employer Taxes
FICA Med Hospital Ins Employee Taxable Gross	FICA Med Hospital Ins Employee Taxes
FICA Med Hospital Ins Employer Taxable Gross	FICA Med Hospital Ins Employer Taxes
Additional Medicare Employee Taxable Gross	Additional Medicare Employee Tax
State Withholding Taxable Gross	State Withholding Taxes
State Unemployment Employer No Limit Gross	State Unemployment Employer Taxes
State Unemployment Employer Taxable Gross	

Adjustments requested on Balance Adjustment forms should be entered on the spreadsheet based on the month the adjustment is entered in the system and not the actual period that is adjusted.


The YTD totals should agree with the Tax Balance Records. Differences should be resolved before the end of each quarter and no later than calendar year end. A review of individual tax set up and earnings is required to identify where and if corrections need to be made.

### Balance Adjustments

Do not hold this information until quarter-end. Remit balance adjustment requests as errors are discovered, but no less than monthly. DOA will enter the changes when received, greatly reducing the incidence and volume of corrections needed at quarter-end. If corrections are made timely, the only quarterly reconciliation errors that require correction will be those that occur in the last month of the quarter.

Remember that these corrections are made outside of payroll processing therefore manual adjustment entries will be required to control total databases.

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## Quarterly Payroll Reconciliations


### Quarterly Payroll Reports

Each quarter, all employers who pay wages subject to payroll taxes must file an IRS Form 941, Employer's Quarterly Federal Tax Return. DOA State Payroll Operations prepares and submits Forms 941 for each agency using HCM Payroll. Each agency receives a copy of the completed Form 941 after filing is complete (usually the last day of the month following the date the quarter ended).

Reconciliation of the Form 941 totals to the agency's Control Totals must be completed, and exceptions reported to DOA immediately. After the payroll for the last check date in a quarter is confirmed, agencies can begin to run quarterly reports. State Payroll Operations will update the quarterly processing parameters to the next quarter once the confirm for the payroll for pay period ending the 9th in the first month of each quarter has been completed. Once the parameter has been updated to the new quarter, reports for the prior quarter can no longer run. The following chart details available reports.

<b>Report Number</b>	<b>Report Name</b>	<b>Description</b>
RPY446	COVA Local Tax Summary	Lists Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. Report lists employees by locality and SSN within company.
RPY243	COVA Quarterly State Tax Summary	Lists Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI), and State Disability (SDI). Report lists employees by state and SSN within company.
RPY242	COVA Quarterly Federal Tax Summary	Lists Quarter-to-Date (QTD) taxable gross and taxes for Federal withholding and FICA. Report lists employees by SSN within company.

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## Quarterly Payroll Reconciliations, Continued

Quarterly  
Payroll  
Reports,  
continued

<b>Report Number</b>	<b>Report Name</b>	<b>Description</b>
RPY241	COVA Multiple Worksite Report	Produces a listing of each tax location (job data record) used to calculate the employees' quarterly work state taxable wages. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations. SPO provides the flat file to the US Bureau of Labor Statistics to report amounts and counts by location on behalf of all agencies. Employee counts as of the 12th of the last month in the quarter and the total State Unemployment Employer – No Limit Gross (SUI) wages paid in the quarter per worksite are reported.
RPY246	COVA Quarterly Wage File	Produces a report used to calculate the employees' quarterly SUI Gross Wages (State Unemployment Employer-No Limit Gross). This quarterly report will be used by SPO to report SUI taxable wages by employee to the Virginia Employment Commission (VEC) for all agencies.
RPY227	COVA Tax Balance Audit	Compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances. Employees with discrepancies are listed on the report.
RPY261	COVA Error Listing	Lists employees who have YTD negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, run at year-end, but should be run more often to verify social security numbers (SSNs), or to check for negative tax balances and other error conditions.
PY499	Employees with Negative Balances Query	This query can be run ad-hoc by authorized agency users and will display employees that have negative Calendar year (CY) balances for earnings or deductions. Earnings and deductions that affect taxable wages must not reflect negative YTD balances.

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## Quarterly Reconciliation Procedures, Continued

### Reconciling Quarterly Reports

The Quarterly Reconciliation requires a comparison of the totals on Cardinal HCM reports to agency-maintained totals (Control Total Worksheet).

If all totals agree, the agency completes the Certification form and forwards the form and the Company/Grand Total pages from each of the following reports, with the Fiscal Officer signature, to DOA.

- COVA Federal Tax Summary
- COVA State Tax Summary
- Negative Balances Query
- COVA Error Listing Report

If the totals do not agree, agencies must analyze the differences and determine if adjustments to employee records are required. If the Control Totals have been reconciled monthly and adjustments have been sent to DOA for processing, only one month of payroll information will have to be reviewed for potential errors.


NOTE: Regulatory reports reflect quarterly amounts taken from balance records. Any balance adjustments submitted for processing will not be reflected in the agency's payroll totals, and therefore will not be reflected in an agency's Control Total Worksheet. The Control Total Worksheet will need to be adjusted for these correcting entries in order to balance.

### Balance Adjustments

Manual adjustments to employee balance records must be submitted on the Balance Adjustments Request Form. Only actual balance record adjustments that cannot be processed through payroll should be submitted to DOA for processing; all other adjustments must be processed through payroll. Balance adjustments received at the end of the quarter or after will be entered in the following quarter. Refer to CAPP – Topic No. 50605, *Balance Adjustments*, for instructions.

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## Calendar Year End Payroll Reconciliations

### Calendar Year End

This section addresses the procedures required to reconcile the year-end reports and the certification of totals to allow DOA to produce agency W-2s. Throughout the year, reports should be run by the agency and reviewed. If the review and reconciliation processes, outlined in earlier sections of this topic are kept current, the year-end review and reconciliation process is much easier.

Each year DOA issues a year-end PAYROLL BULLETIN containing specific instructions for the correction and reporting of employee records/information. It is vital that the current bulletin is used and understood since W-2 reporting requirements may change from year to year. The bulletin will list the major events, processing information, and deadlines associated with the year-end process.


### Penalties

Each agency in the Commonwealth is considered a separate employer and the agency has a legal obligation to comply with all regulatory reporting requirements. DOA urges each agency to review all IRS material (especially the Circular E) and other regulatory agency publications regarding compliance issues. Failure to comply with deadlines may result in the late receipt of reports and W-2s. Agencies are liable for any penalties that may be assessed by the regulatory agencies due to failure to comply with deadlines.

### 4<sup>th</sup> Quarter Reports

After the payroll for the last pay date in the calendar year is processed DOA will run a final off-cycle payrun to pull in any reversals processed by the last day of the calendar year. Agencies can run the 4<sup>th</sup> quarter regulatory reports as soon as the final off-cycle payrun has been confirmed. Reconciliation of the fourth quarter information is required before W2 reports can be created by DOA. A final calendar year end reconciliation and certification must be completed before W-2s can be printed and distributed. The CYE Certification form is available on the State Payroll Operations Forms website under Quarterly Reconciliation Forms.

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## Calendar Year End Payroll Reconciliations, Continued


### Calendar Year End Reports

After DOA receives the 4<sup>th</sup> qtr certification from the agency and the final balance adjustments have been processed for the year, DOA will load the YTD balances to the W2s.

The following reports are used for calendar year reconciliations:

<b>Report Number</b>	<b>Report Name</b>	<b>Description</b>
RPY261	COVA Error Listing	Lists employees who have YTD negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, run at year-end, but should be run more often to verify social security numbers (SSNs), or to check for negative tax balances and other error conditions. This report works well if run to a CSV format and lists only differences greater than fifty cents. Please do not submit balance adjustments for pennies.
RPY450	W-3 Transmittal Report	Used for calendar year end verification and certification of company totals that will be provided to the Social Security Administration and IRS.
Tax910AU	Year End Data Audit	Report includes federal taxable wage and taxes amounts that will be included on W2s by employee.
TAX910ER	Year End Record Error Report	Lists employees with errors that prohibit processing of W2.

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## Calendar Year End Payroll Reconciliations, Continued

### Reconciling W2 Reports

The agency must balance the final year end reports to agency YTD control totals. Agencies must analyze the differences and determine if additional adjustments to employee records are required if the totals do not agree. If quarterly reports have been reconciled each quarter and balance adjustments and payroll corrections have been submitted during the year, then no further adjustments should be required at this point; however, identified adjustments still needed are requested using the Balance Adjustment form provided in the Year-End Payroll Bulletin and submitted to DOA for processing. Balance adjustments will be entered and the W2 data will be loaded again.

### CYE Certification

The CYE Certification should be submitted once all balance adjustments have been entered, errors cleared, and the agency is confident that the taxable wages and taxes are correct. The agency completes the Certification form and forwards the form and the following reports, with the Fiscal Officer signature, to DOA.

- Year End Record Error Report
- Year End Data Audit (last page only)
- W-3 Transmittal Report
- COVA Error Listing Report

DOA will review the certification package and if all required documents are received and all errors have been cleared, W-2's will be produced.

The W2 Distribution form is also available on the SPO forms website and should be submitted with the CYE certification.


### W-2s

Agencies must adhere to the W-2 distribution requirements and regulations. Every effort will be made by DOA to ensure timely receipt of W-2s to all agencies. All W-2s are posted to Cardinal HCM on or before the annual required distribution date for W-2s and generally before hard-copy printed W-2s reach the agency for distribution. Agencies should encourage employees to view their W-2s using Employee Self Service in Cardinal HCM.

### Employer W-2s

DOA submits W2 files to the SSA/IRS and the Virginia Department of Taxation; however, agencies are responsible for providing withholding information to all other states. Paper copies of Employer W-2s will no longer be provided by DOA. Agencies can create their own files or print paper copies for W2 submission to other states, as needed.

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## Other Reconciliations

### New Hire Reporting

All newly hired employees must be reported to the Virginia New Hire Reporting Center (VA NHRC) within 20 days of hire date. DOA creates a file which is sent to the VA NHRC on a bi-weekly basis.

The file contains new hire records added to the system with effective dates that fall within the last 21 days of the date the report is run. It is possible that employees added retroactively will not be included in the report. In those cases, the agency must report them directly to the New Hire Reporting Center (<https://va-newhire.com>). Agencies have access to the same job and should run for comparison to the HR Job Query.

- Menu>Workforce Monitoring>Meet Regulatory Requirements>Regulatory Reports>PRWORA Newhire


HCM payroll agencies should use the following tools to determine whether there are employees that missed the New Hire Report. Agencies should run the V\_HR\_JOB\_QUERY and use “HIR” (Hire) in the Action field and “New” in the Reason field. Run a second time with “REH” (rehire) in the Action field and “REH” in the Reason field. Enter the end date from the new hire report date range (date ranges are included in the monthly detailed operations schedule) in the As of Date field. Leave the Business Unit field blank to see results for all agencies you have access to or run for a specific agency.

Particular attention should be paid to the Effective Date and the Action Date. The effective date provides the actual hire date and the Action Date indicates when the record was added to the system. If the Effective Date is prior to the beginning date of the date range of the New Hire Report and the Action Date is within the date range of the New Hire Report, then the employee was not included on the file that went to the New Hire Reporting Center and must be reported by the agency.

The following information should be submitted to the New Hire Reporting Center for employees not included on the file:

Employer's Name	Employee's Name
Employer Address	Employee's Address
Employer's Federal ID #	Employee's Social Security Number
	Employee's Start Date

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## Other Reconciliations, Continued

### New Hire Reporting, continued

New hires that are not included on the file should be submitted to:

Virginia New Hire Reporting Center  
 PO Box 3757  
 Dublin, OH 43016  
 800-979-9014  
 Fax: 800-688-2680  
<https://va-newhire.com/login>


### VEC Employer's Quarterly Report

DOA submits the quarterly employee SUI wage file to VEC, but agencies are still required to complete and submit the Employer's Quarterly Report (Form VEC-20) using the Web Upload.

Agencies must NOT use the format and sample provided on the VEC Employer Quarterly Welcome page (<https://www.vec.virginia.gov/employers/VEC-FC-2120>). Instead, agencies must use a spreadsheet provided on the State Payroll Operations Forms webpage under Quarterly Reconciliation Forms to create a file layout instead of using the prepared layouts on the Welcome page. The VEC 20 is completed using the company totals and 999-99-9999 as the SSN. If needed, additional instructions are available from [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov).

Adjustments to an employee's unemployment wage records made through Balance Adjustments will be included in the file in the quarter during which the adjustment is entered. Adjustments made after CYE must be provided to VEC directly and include the following information:

Employer's Name and Agency Number	Quarter and Year for Reporting
Employee's Social Security Number	Original Totals
Employee's Name	Corrected Totals
Agency authorized signature	

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## Internal Control

### Internal Control

Agencies must complete and submit the required reconciliations in a timely manner and ensure that all records are maintained accurately and completely. CYE certifications must be submitted by established deadlines.

It is the responsibility of agency fiscal management to ensure that all quarterly reports have been reviewed and audited and that all appropriate adjustments have been made prior to the certification of final year-to-date totals on the quarterly report.

## Records Retention

### Time Period

All reconciliations should be retained for five (5) years or until audited, whichever is later. Agency policy and procedures determine the retention of the related agency source documents/records. Please see CAPP – Topic No. 21005, *Records Retention and Disposition*.


## Contacts

### DOA Contact

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## Subject Cross References

### References

CAPP – Topic No. 21005, Records Retention and Disposition  
CAPP – Topic No. 50470, Benefit Reconciliations  
CAPP – Topic No. 50315, Employee Tax Maintenance  
CAPP – Topic No. 50605, Balance Adjustments

### Suggested Additional Resources

The following can be found on the Cardinal website, under:

Resources – Reports catalog

- Cardinal HCM Benefits Reports Catalog
- Cardinal HCM Payroll Reports Catalog
- Cardinal HCM Human Resources Reports Catalog

Learning – Job Aids

- PY381 Earnings Codes
- PY381 General and Benefits Deduction Codes
- PY381 Maintain Employee Tax Information

DOA Payroll Operations – Forms website:

HCM Forms

- Agency HCM Payroll Certification
- Balance Adjustment Request Form

Quarterly Reconciliation Forms

- Cardinal Quarterly Certification Form