

Awareness: Upcoming Cardinal System Upgrade and Outage

The Cardinal Project <cardinal-comms@public.govdelivery.com>

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To: Cardinal Project <ProjectCardinal@doa.virginia.gov>

This communication is being sent to all Cardinal Financials users, Cardinal HCM Core users, and Cardinal Employee Self Service (ESS) Time & Attendance users.

Agency Fiscal Officers, AITRs, Interface Contacts, Payroll Officers, and HR Directors are copied for awareness.



Cardinal Financials, Human Capital Management (HCM) (including Employee Self-Service (ESS)) and Business Intelligence (BI) applications will be unavailable to all users from **Friday, May 19 at 5:00 p.m. through Monday, May 22 at approximately 11:00 a.m.** due to technical upgrades.

The primary purpose of this technical upgrade is to ensure Cardinal maintains vendor support and remains current with critical updates and security alerts.

While there are limited functional changes with this technical upgrade, users will experience some navigation/display changes in the system. Please be aware of the following:

General Impacts

- All Cardinal applications will be unavailable during this time.
- Plan ahead to enter timesheets, review/print a paystub, or take other Cardinal actions keeping the outage window in mind.

Interface Impacts

- **Standard batch processing will be executed on Friday night, May 19.** Interfacing agencies can continue to place files and retrieve extract files during this outage. Batch processing will resume on **Monday, May 22.**

Upcoming Communications

- A reminder communication with details regarding changes to the system will be sent to this user group on **Tuesday, May 16.**
- An email communication will be sent to this user group when Cardinal is available on **Monday, May 22 at approximately 11:00 a.m.**
- Note: Occasional users have been excluded from this communication and upcoming communications related to this short outage window. This includes State agency ESS-only users (i.e. Health Benefit-Only agencies), Locality ESS users, and VRS retirees.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions you have, using “Cardinal Tech Upgrade” in the subject line.

Regards,

The Cardinal Team

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