

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Friday, October 20, 2023 10:13 AM
To: Cardinal Project <projectcardinal@doa.virginia.gov>
Subject: Cardinal HCM – Changes to the Rewards and Recognition Page

This communication is being sent to HR Directors and HR Administrators. PY Admins, AM Admins, and TL Admins (PSB only) are being copied for awareness.



The Cardinal Team is pleased to share a significant enhancement to the Rewards and Recognition page in response to numerous requests we have received.

This improvement has broadened the scope of the page, making it accessible to **all agencies** for a more comprehensive employee rewards tracking process. As a result, the page is no longer restricted to tracking Rewards and Recognition transactions for classified employees only.

Who is impacted?

In addition to tracking Rewards and Recognitions for classified employees, now **all agencies** can utilize the Rewards and Recognition page to:

Manage bonuses awarded to hourly employees.

Track bonus and leave awards granted to non-classified (ONC) and faculty salaried employees.

Use the [HR351 Adding and Updating Rewards and Recognition](#) job aid for support.

Agencies with a large number of awards to enter can take advantage of the [Rewards and Recognition Mass Update Template](#) to load all award types for all types of employees.

Agency Specific Guidelines:

Executive Branch agencies are **required** to enter all bonus awards for their Classified and At-Will employees using the Rewards and Recognition page. Using the page for other employees such as wage is optional.

PSB agencies should coordinate as directed by PSB and continue to follow the additional guidelines provided by PSB.

Cardinal Absence Management agencies (excluding PSB agencies) do not need to enter leave awards in the Rewards and Recognition page, however; always check with your agency TA leadership to confirm your agency's policy regarding this practice.

Why This Enhancement?

The primary goal of this enhancement is to improve operational efficiencies between agency HR and Payroll offices.

IMPORTANT! Entering information on the Rewards and Recognition page **does not create** any transaction for bonus payment. **HR or PY Admins** should coordinate and use the V_HR_REWARD_RECOGN_MASS_DATA query results to support SPOT transactions for processing bonuses or other earnings adjustments.

Query/Report Changes:

Rewards and Recognition Mass Update Report query is used to review rewards that have been entered into Cardinal. New fields added: **Employee Type** and **Employee Class**.

Rewards and Recognition Compliance report will be updated by December 1, 2023 to include all Virginia Personnel Act (VPA), At-Will, and hourly Executive Branch employees with awards over the maximum thresholds.

Questions?

If you have functional/technical questions, submit a help desk ticket to vccc@vita.virginia.gov and include "Cardinal" in the subject line.

In the email provide detailed information about your issue (i.e. functional area, page, actions, error). Include your name, email address, and a phone number where you can be reached.

Regards,
The Cardinal Team

This email was sent to projectcardinal@doa.virginia.gov using govDelivery Communications Cloud on behalf of: The Cardinal Project · 6800 Paragon Place, 3rd Floor · Richmond, VA 23230

