

As you prepare for the first release of Cardinal Human Capital Management (HCM), there are some important dates and information that agencies will need to know.

Important Dates Impacting Converted Absence Management Data

For Release 1 (R1) agencies using Cardinal Absence Management (AM) as the leave system of record (excluding VDOT), leave balances as of the period ending Friday, September 24, 2021 will be converted into Cardinal from the source system of record (TAL, CIPPS Leave, or Agency Absence System). The converted balances will include any accruals or entitlements granted through September 24 and should reflect the balance available for use beginning Saturday, September 25, 2021.

Effort should be made to enter and approve all leave transactions in the source system by the cutoff date. If transactions are not entered/approved in the source system by close of business on September 24, leave adjustments will need to be made online in Cardinal HCM. The Cardinal Conversion team will report any leave balance conversion errors and/or successful leave balance conversions to agencies through tasks, with Change Network members taking necessary actions.

Manual leave entries and adjustments in Cardinal HCM are required in the following scenarios.

- Employee has received last accrual in the source system and should not have.
- Absence take was not deducted from balance before September 24.
- Any future dated leave requests entered into TAL, CIPPS Leave, or the Agency Absence System before September 24 but effective beyond September 24, will not be converted into Cardinal HCM and will need to be entered in Cardinal HCM after go-live.
- Ending leave balances in TAL, CIPPS Leave, or the Agency Absence System will not be converted into Cardinal HCM for employees on an unpaid Leave of Absence (LOA) or Suspension (SUS) as of the Cardinal semi-monthly go-live period begin date (September 25). Employees with leave balances not converted due to LOA or suspension will be reported to the agency by Cardinal later in September. The converted balances will need to be entered in Cardinal in the period of return, once the employee is returned to active status in Cardinal HCM.
- Ending leave balances for Family Medical Leave (FML) will not be converted into Cardinal HCM. Manual balance adjustments will be required to grant the appropriate number of hours for employees approved to use FML, after go-live.

Leave balance adjustments should be made in Cardinal by agency Absence Administrators. Agency Absence Administrators should refer to the [TA374 Managing Absence Balances Job Aid](#) on the Cardinal website. Note: To view, enter, or correct a converted absence balance, the conversion Calendar ID ending in "CRDLCNVR1" should be selected on the Adjust Balances > Absences page.



Important Dates Impacting Converted HR and Payroll Data

In preparation for Release 1 (R1) go-live, a “freeze” period for HR transactions will be implemented starting on Thursday, September 16, 2021 through Thursday, September 23, 2021.

This means that all HR transactions effective **on or prior to Wednesday, September 15, 2021**, must be entered into the system of record (e.g., PMIS, agency HR system) prior to the freeze period. Please note that future dated (i.e., suspense) transactions effective Thursday, September 16, 2021 or later will **not** be converted into Cardinal, even if they are present in the source system. **Agencies are strongly encouraged to limit hiring activity or any other significant actions, including compensation changes, with effective dates of September 15 - September, 24, 2021.**

Cardinal will pull all salaried and hourly employee payroll data from CIPPS on Friday, September 24, 2021 (close of business). However, HR data for salaried employees entered directly into CIPPS during the freeze period will need to be entered into the Task #98A: Complete Workbook for HR Data Effective During the Freeze Period (R1 Final) workbook by the Change Network Primary Contact. Cardinal will use Task #98A to process the transactions using correction mode prior to the first payrolls in Cardinal.

The table below outlines how salaried transactions will be entered into Cardinal HCM after the freeze period.

Paygroup	Effective Date of Current (i.e., Conversion) Row	Entry Method for Transactions with Effective Date < Current Row	Entry Method for Transactions with Effective Date >= Current Row	First Payroll Confirmation in Cardinal
SM1	9/24/2021	Task #98A	Agency Keyed in Cardinal	10/8/2021
Semi-monthly				
10th - 24th				

It is assumed that hourly transactions related to the last bi-weekly payrolls in CIPPS will be processed completely in the source systems since the final bi-weekly payrolls end well before the HR freeze period begins on Thursday, September 16, 2021 (i.e., BW1 ends September 11, BW2 ends September 12, and BW3 ends September 9). Any hourly transactions related to the first bi-weekly payroll periods in Cardinal will be entered into Cardinal by agency HR Administrators or through the upload files. Therefore, hourly HR transactions should not need to be captured in Task #98A.

In addition, agencies (HR Administrators or PY Administrators) will be responsible for manually entering the following transactions into Cardinal once they have access after go-live:

- Additional Pay (Temp Pay, Military Pay, etc.) effective after September 15, 2021
- Any direct deposit changes effective after September 24, 2021
- Non-pay impacting transactions that are effective September 24, 2021 or later
- Any future dated transactions effective Friday, September 24, 2021 or later

R1 agencies will retain access to the PMIS PSE300 screen, which they will be required to use to create Employee IDs for new hires until Release 2 go-live April 2022. All other PMIS access, except EPR, will be made read-only starting Thursday, September 20, 2021. Agencies will be able to enter transactions in Cardinal when they receive access on Saturday, October 2, 2021.

R1 agency CIPPS access will be updated to read-only on September 25, 2021. R1 agency access will be removed completely after the September 30, 2021 quarter certifications are submitted.

Important Dates Impacting Converted Health Benefit Data

For Release 1 agencies, health benefit enrollments keyed as of Wednesday, September 15, 2021 will be converted into Cardinal HCM from BES. Future dated enrollments beyond Friday, October 1, 2021 that existed in BES will **not** be converted into Cardinal HCM. Cardinal will report other benefit conversion errors to agencies through tasks, with Change Network members taking necessary actions.

Effort should be made to enter all benefit enrollments in BES by the cutoff date. If transactions are not entered in BES by close of business on September 15, they will need to be held and entered online in Cardinal after the HCM go-live on Saturday, October 2.

Should Benefits Administrators have an employee who has an immediate need for health benefits coverage between September 15 and October 1, they will need to contact OHB who will key the coverage into BES, as agency users will have read-only access after close of business September 15.

Once the Cardinal system is live, benefit enrollments should be made in Cardinal by agency Benefit Administrators and OHB Administrators. Administrators should review the [BN361 Benefits Quick Reference Guide](#) for help with enrollment for their respective participants.



Cardinal HCM Deployment

Important Dates – Weekly Calendar

9/13/2021	9/14/2021	9/15/2021	9/16/2021	9/17/2021
Monday	Tuesday	Wednesday	Thursday	Friday
		<p>Last day to enter benefits enrollment in BES</p> <p>Last day to enter HR transactions in PMIS</p>	<p>First day of HR transaction freeze period</p> <p>Take a backup of source systems for data “as of” COB 9/15</p>	<p>Due date for submission of most Conversion workbooks</p>
9/18/2021	9/19/2021	9/20/2021	9/21/2021	9/22/2021
Saturday	Sunday	Monday	Tuesday	Wednesday
<p>Agency coverage for tasks (as needed)</p>	<p>Agency coverage for tasks (as needed)</p>	<p>Due date for submission of Task #85: Expense Employee ID Clean-Up by Change Network Primary Contact</p> <p>First day R1 agencies can access BES and PMIS in read-only mode, excluding PSE300 and EPR</p>		
9/23/2021	9/24/2021	9/25/2021	9/26/2021	9/27/2021
Thursday	Friday	Saturday	Sunday	Monday
	<p>Last day of HR transaction freeze period</p> <p>Last day to enter/approve leave transactions in TAL/CIPPS Leave/Agency System</p> <p>Last day to enter transactions in CIPPS</p> <p>Complete all business activities in Cardinal FIN & HCM (VDOT Only) before 5:00 p.m.</p> <p>Take a backup of source systems for data need at close of business (COB) (if no nightly batch processing needed)</p>	<p>Take a backup of any additional pay and leave balance (if nightly batch is required)</p> <p>First day R1 agencies will have read-only access to CIPPS</p>		



Cardinal HCM Deployment

Important Dates – Weekly Calendar

9/28/2021 Tuesday	9/29/2021 Wednesday	9/30/2021 Thursday	10/1/2021 Friday	10/2/2021 Saturday Go-Live!
		Begin using Cardinal FIN again to enter transactions held since 9/24, and validate converted data (i.e., proxies) Interfacing agencies post Time Entry Upload and Absence Data Upload files to the Cardinal server		Start using Cardinal HCM to enter & approve timesheets and enter HCM transactions held since 9/15 Validate converted data and freeze transactions entered by Cardinal team