
Coming Soon to your Locality: Cardinal Human Capital Management (HCM)



Hello Future Cardinal User!

The Cardinal Project has teamed up with state agencies and localities to connect the Commonwealth of Virginia with a modern system for a variety of administrative functions.

The Cardinal Human Capital Management (HCM) application is set for its initial statewide release in October 2021. Your locality will be part of this first release, which is commonly referred to as Release 1. You will be hearing more from us in the coming days, so we wanted to introduce ourselves to you!

What is the Cardinal Project?

The Cardinal Project, which is a part of the Virginia Department of Accounts, has been around since 2009. In the past, we have delivered a statewide financials and reporting system to the Commonwealth.

Cardinal HCM is our latest effort and is designed to consolidate select statewide administrative systems. We have partnered with the Virginia Department of Human Resource Management (DHRM) to replace the Benefits Eligibility System (BES), which is currently used to support health benefits enrollment. When launched, Cardinal HCM will streamline the way agencies and localities do business.

What does that mean for my locality? And, who will use Cardinal HCM?

Your locality will see some changes to the way employee health benefits are administered. Today, as a member of the Commonwealth's The Local Choice (TLC) program, your locality has to submit forms back to the TLC group to process changes. In October, your locality will be able to make many updates directly in Cardinal HCM!

You have been identified by your locality as being a "core" user, which means you will be doing some of your daily work in Cardinal HCM. As a core user, you will be able to use Cardinal HCM to do things such as view/update information for health benefits or view reports.

Most locality employees, who are eligible for a health insurance coverage benefit, will use Cardinal HCM in the employee self-service (ESS) capacity. This means that they can view/update information that is unique to them, such as a home address, enroll in a health benefits plan, make select health benefit changes based on certain life events, and view their health benefits confirmation statements online.

How do I prepare?

Your locality will help you prepare for any internal process changes, while the Cardinal Project team will provide system training. For core users, there will be some training sessions which kick off in July and run through September 2021. Training includes some self-paced, web-based training, along with instructor-led training for administrators. And, don't worry, after Cardinal HCM is released, step-by-step job aids and walkthrough videos will be available for all users on the Cardinal website and we will have a helpdesk for additional support.

When will I be hearing from you again?

Be sure to check your email inbox. The Cardinal Project team will bring you information about training, preparation checklists, and more over the next few months!

Be sure to visit our website www.cardinalproject.virginia.gov to learn more about us and the Cardinal HCM Project!

Regards,

The Cardinal HCM Project Team

This email is being sent to all Cardinal HCM Release 1 Locality Core Users. You are receiving this email because your locality is participating in the Cardinal HCM Project.