



User Resources (Agencies)

Learning Materials for Cardinal Human Capital Management (HCM)

Cardinal users have a number of resources available to them. Be sure to bookmark www.cardinalproject.virginia.gov/learning for easy access to materials listed below.

Employee Self-Service (ESS) Users:

- [Videos](#) – Quick walk-through videos to show users how to complete various ESS actions.
- [Job Aids](#) - Detailed, step-by-step instructions to assist users in specific ESS actions (e.g., Updating Direct Deposit, Updating Health Benefits, and Completing Open Enrollment).

Employee Self-Service Time & Attendance (ESS TA) Users and Supervisor/Approvers:

Users at agencies who enter/approve time/absences in Cardinal have web-based training available to support time entry.

Before you start training, work with your agency to understand key details about how your agency uses Cardinal Time & Attendance (e.g., Time Reporter Types, ChartFields, agency-specific TA attributes, and if your agency uses Cardinal with Absence Management or without Absence Management).

Users who want to “retake or review” training may use the links below.

- [ESS392A: Time & Attendance Employee Self-Service with Absence Management](#)
- [ESS392B: Time & Attendance Employee Self-Service without Absence Management](#)
- [TA373: Time & Attendance for Supervisors & Managers](#)

Core Users:

A Core user is an employee who performs day-to-day administrative functions in Cardinal.

To learn more about required training based on each role, please refer to the [HCM Role and Required Training Courses](#) matrix.

- [Job Aids](#) - Detailed, step-by-step instructions to assist users in processing system transactions or completing various activities, including ESS actions.
 - Includes walk-throughs of how to run [queries](#) and [reports](#)
- [Web-Based Training](#) - Self-paced courses that provide a high-level look at Cardinal HCM functions such as
 - Overview and Navigation in Cardinal HCM
 - Cardinal Reporting (functionality used to generate Reports and Queries within Cardinal HCM)
 - Module Overviews (e.g., human resources, benefits, payroll)
- [Course Materials](#) - PDF versions of instructor-led training course presentations that provide an in-depth look at Cardinal HCM functions for Core users who are assigned Instructor-Led Training.

[Additional Resources](#) - For Core users, additional resources such as [forms](#), a [reports catalog](#) (a full list of reports and queries in Cardinal HCM), [mass upload templates](#), and more are available.

Note: Cardinal Training materials, especially Job Aids, are frequently updated (the revision date can be found in the lower left-hand corner of all Cardinal documents).