



HCM Roles to Training Course Mapping

To learn more about your assigned roles and training materials, please contact your supervisor or HR professional.

You may run the following query to identify roles held in Cardinal HCM:

Navigation: Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES

- Use the NAV225 Running an HCM Query job aid for support.

Training Formats: Web-Based Training (WBT), Instructor-Led Training (ILT)

Descriptive Role Name	Module	Required Training Courses
Absence Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - TA374: Absence Management Maintenance (ILT) - ESS392: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Absence Supervisor	TA	<ul style="list-style-type: none"> - ESS392: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Benefits Administrator	BN	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (ILT)
Benefits Administrator (HBO Agencies and Decentralized Localities)	BN	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - HR352: Cardinal HR and Benefits for HBO Agencies and Decentralized Localities (ILT)
Benefits Read Only	BN	<ul style="list-style-type: none"> - BN362: Benefits Read-Only Overview (WBT)
Cardinal HCM PeopleSoft User	N/A	N/A
Delegation Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - TA372 Delegation Administration job aid
DGS Reporter	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
DHRM HR Operations	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351: Cardinal Employee Data Setup and Maintenance (ILT)
DVS Reporter	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
Employee T&L Setup	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - ESS392: Employee Self-Service for Time & Attendance (WBT)
EPR Only Entry	HR	<ul style="list-style-type: none"> - EPR Tool job aid



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HBO Benefits Support	BN	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
HBO HR Administrator	HR	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR352: Cardinal HR and Benefits for HBO Agencies and Decentralized Localities (ILT)
HCM Voucher Processor	AP	N/A
HR Administrator	HR	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351: Cardinal Employee Data Setup and Maintenance (ILT)
HR Manager Reports	HR	- NAV225: Cardinal HCM Reporting (WBT) - HCM Human Resources Reports Catalog
HR Position Management	HR	N/A
HR Read Only	HR	- HR353: Human Resources Read-Only Overview (WBT)
HR Read Only Sensitive Data	HR	N/A
OHB Benefits Administrator	BN	- INTRO102: Cardinal HCM Overview (WBT) - NAV205: Navigation in Cardinal (HCM) (WBT) - NAV225: Cardinal Reporting (HCM) (WBT) - HR353: Human Resources Read-Only Overview (WBT) - HR352: Cardinal HR and Benefits for HBO Agencies and Decentralized Localities (ILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (ILT)
OHB Benefits Config Read Only	BN	N/A
OHB Benefits Operations	BN	- INTRO102: Cardinal HCM Overview (WBT) - NAV205: Navigation in Cardinal (HCM) (WBT) - NAV225: Cardinal Reporting (HCM) (WBT) - HR353: Human Resources Read-Only Overview (WBT) - HR352: Cardinal HR and Benefits for HBO Agencies and Decentralized Localities (ILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (ILT)
Payroll Administrator	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
Payroll Budget Processor	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351 Position ChartField Assignment/Update job aid
Payroll Read Only	PY	- PY382: Payroll Read-Only Overview (WBT)
SPO Configurator Read Only	PY	N/A



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SPO Crosswalk Configurator	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
SPO Payroll Garnishment Admin	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
SPO Payroll Operations	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
SPO Payroll Processor	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
SPO Payroll Super User	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - PY381: Agency Payroll Management (ILT)
SPOT Approver	PY	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - PY381: Agency Payroll Management (ILT) - PY381 Using The Single Use Payroll Online Tool (SPOT) job aid
TA Interface Admin	TA	<ul style="list-style-type: none"> - TA375: Time Entry Upload Process (Course Materials) - TA375: Time & Attendance Interface Administration Webinar (Recording)
TA Reporter	TA	<ul style="list-style-type: none"> - NAV225: Cardinal HCM Reporting (WBT) - HCM Time & Attendance Reports Catalog
TA Restricted Special Approver	TA	<ul style="list-style-type: none"> - ESS392: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Time & Labor Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (ILT) - ESS392: Employee Self-Service for Time & Attendance (WBT) (Online Agencies Only) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Time & Labor Supervisor	TA	<ul style="list-style-type: none"> - ESS392: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)



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Timekeeper	TA	<ul style="list-style-type: none">- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)- NAV205: Navigation in Cardinal HCM (WBT)- NAV225: Cardinal HCM Reporting (WBT)- TA371: Timekeeper Processing (WBT)
VRS Benefits Administrator	BN	<ul style="list-style-type: none">- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)- NAV205: Navigation in Cardinal HCM (WBT)- NAV225: Cardinal HCM Reporting (WBT)