

## HCM Role and Required Training Courses

Descriptive Role Name	Module	Required Training Courses
Absence Administrator	TA	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- HR353: Human Resources Read-Only Overview (WBT)</li> <li>- TA372: Time &amp; Attendance Administration (VILT)</li> <li>- TA374: Absence Management Maintenance (VILT)</li> <li>- ESS392A: Employee Self-Service for Time &amp; Attendance (WBT)</li> <li>- TA373: Time &amp; Attendance for Managers and Supervisors (WBT)</li> </ul>
Absence Supervisor	TA	<ul style="list-style-type: none"> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- ESS392A: Employee Self-Service for Time &amp; Attendance (WBT)</li> <li>- TA373: Time &amp; Attendance for Managers and Supervisors (WBT)</li> </ul>
Benefits Administrator	BN	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only (VILT) <b>OR</b></li> <li>- HR353: Human Resources Read-Only Overview (WBT)</li> <li style="padding-left: 20px;">(Note: HR352 targeted to HBO, Localities, OHB)</li> <li>- BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)</li> </ul>
Benefits Read Only	BN	<ul style="list-style-type: none"> <li>- BN362: Benefits Read-Only Overview (WBT) will be available on the project website and is <b>not</b> required training</li> </ul>
Cardinal HCM PeopleSoft User	N/A	N/A
Delegation Administrator	TA	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- Delegation Administration job aid</li> </ul>
DGS Reporter	HR	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> </ul>
DHRM HR Operations	HR	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- HR351: Cardinal Employee Data Setup and Maintenance (VILT/ILT)</li> </ul>
DVS Reporter	HR	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> </ul>
Employee T&L Setup	TA	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- HR353: Human Resources Read-Only Overview (WBT)</li> <li>- TA372: Time &amp; Attendance Administration (VILT)</li> <li>- ESS392A: Employee Self-Service for Time &amp; Attendance (WBT)</li> </ul>
EPR Only Entry	HR	<ul style="list-style-type: none"> <li>- EPR Tool Job Aid</li> </ul>

Descriptive Role Name	Module	Required Training Courses
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 Employee Data Setup and Maintenance - Benefits Only (VILT)
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 (VILT/ILT)
HR Manager Reports	HR	- HCM Reports Catalog
HR Position Management	HR	N/A
HR Read Only	HR	- HR353: Human Resources Read-Only Overview (WBT) will be available on the project website and is not required training
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 Employee Data Setup and Maintenance - Benefits Only (VILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)
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 Employee Data Setup and Maintenance - Benefits Only (VILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)
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 (VILT) - PY381: Agency Payroll Management (VILT/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

Descriptive Role Name	Module	Required Training Courses
Payroll Read Only	PY	- PY382: Payroll Read-Only Overview (WBT) will be available on the project website and is <b>not</b> required training
SPO Configurator Read Only	PY	N/A
SPO Crosswalk Configurator	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 (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Garnishment Admin	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 (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Operations	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 (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Processor	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 (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Super User	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 (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPOT Approver	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - PY381: Agency Payroll Management (VILT/ILT) - PY381 Using The Single Use Payroll Online Tool (SPOT) job aid
TA Interface Admin	TA	- TA375: Time & Attendance Interface Administration (VILT)
TA Reporter	TA	- NAV225: Cardinal HCM Reporting (WBT)

Descriptive Role Name	Module	Required Training Courses
Time & Labor Administrator	TA	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- HR353: Human Resources Read-Only Overview (WBT)</li> <li>- TA372: Time &amp; Attendance Administration (VILT)</li> <li>- ESS392A: Employee Self-Service for Time &amp; Attendance (WBT) (Online Agencies Only)</li> <li>- TA373: Time &amp; Attendance for Managers and Supervisors (WBT)</li> </ul>
Time & Labor Supervisor	TA	<ul style="list-style-type: none"> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- ESS392A: Employee Self-Service for Time &amp; Attendance (WBT)</li> <li>- TA373: Time &amp; Attendance for Managers and Supervisors (WBT)</li> </ul>
Timekeeper	TA	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> <li>- TA371: Timekeeper Processing (VILT)</li> </ul>
VRS Benefits Administrator	BN	<ul style="list-style-type: none"> <li>- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)</li> <li>- NAV205: Navigation in Cardinal HCM (WBT)</li> <li>- NAV225: Cardinal HCM Reporting (WBT)</li> </ul>