
Cardinal HCM Deployment: R2 Final Deploy Coverage

1 message

Cardinal HCM Conversion, rr <cardinalhcmconversion@doa.virginia.gov>

Tue, Feb 15, 2022 at 5:16 PM

This email is being sent to Primary Contacts, Technical Contacts, and SMEs for Release 2 assembled agencies.



What:

Agency Coverage for Cardinal HCM Release 2 (R2) Final Deployment Tasks

Why:

Deployment activities will occur in March 2022 in preparation for Cardinal HCM R2 Go-Live on April 4, 2022.

- Assembled agencies must provide data to be converted into Cardinal production through the following tasks:
 - Tasks #18H – #25H and #86H – distributed on Tuesday, March 1, 2022
 - Task #85H – distributed on Wednesday, March 16, 2022
- Multiple “as of dates” and submission dates will be used for these tasks depending on the type of data (see attached).
- Similar to R2 Dress Rehearsal, agencies will have very limited time to submit the workbooks after the “as of dates”.
- Please note that due to the critical nature of R2 Final Deployment, Cardinal **will not grant** any task extensions – due dates are firm.
- Agencies will also need to submit Task #98B Complete Workbook for HR Data Effective During the Freeze Period (R2 Final) by Wednesday, March 23, 2022.

After final conversion task submissions, Cardinal will review the conversion workbooks as quickly as possible and send feedback to agencies if issues are found. **Agencies will need to be very responsive** to any feedback received from Cardinal and resubmit the task(s) as soon as possible (i.e., within a few hours) for Cardinal’s re-review. The Cardinal HCM Conversion team will be reviewing workbooks, providing feedback, and monitoring the Cardinal HCM Conversion mailbox from 8am to 7pm.

Submitting and correcting conversion tasks on time and with high quality data is critical to the success of Cardinal HCM R2 Go-Live for your agency and will reduce the need for data clean-up post go-live!

Agencies need to prepare a resource coverage plan to work on conversion tasks for the month of March. In particular, Cardinal recommends that agencies:

- Confirm what resource(s) are needed for each conversion task applicable to them
- Confirm primary resources will be available in March
- Confirm backup resources are available, should the primary resource(s) be unexpectedly unavailable
- Confirm primary and backup resources have access to the Change Network SharePoint
- Train backup resources who have had limited or no previous exposure to the conversion tasks
- Ask their key resources to monitor their mailbox for Cardinal communications from 8am to 7pm

Agencies should include the following weekends in their coverage plan:

- Weekend of March 12-13 for all assembled agencies, including Health Benefit Only (HBO)
- Weekend of March 19-20 for all assembled agencies, including Health Benefit Only (HBO)
- Weekend of March 26-27 for agencies that need to submit Tasks #21H, #23H, and/or #26H

Who:

Primary Contacts must coordinate with the Subject Matter Experts (SMEs), Technical Contact, and other key resources to prepare a coverage plan for the R2 Final Deployment activities.

When:

Coverage plan and resources training should be completed by end of February 2022.

Note: Agencies are **not required** to respond to this email **but should share their coverage plan with their Agency Readiness Liaison.**

Please email the Cardinal HCM Conversion team at CardinalHCMConversion@doa.virginia.gov with any questions or concerns you have regarding this coverage requirement. Please use "##### – R2 Final Coverage" in the subject line, where "#####" is the parent agency business unit for your assembled agency (e.g., 15100 – R2 Final Coverage) and copy your Agency Readiness Liaison.

Regards,
The Cardinal HCM Conversion Team