Cardinal HCM R2 Deployment Agency Interfaces

1 message

This communication is being sent to Primary Contacts and Technical Contacts for Release 2 interfacing agencies. Please forward to others within your agency, as necessary.

The following information regarding Cardinal HCM batch processing is being provided to all Release 2 interfacing agencies for reference.

Cardinal HCM Batch Processing – General Timing and Information (Upload Interfaces)

- Cardinal will process all upload files posted to the agency inbound folders daily on state business days (Monday – Friday) following the standard state holiday schedule. The daily Cardinal HCM batch process will not be run on weekends or state holidays. Agencies are not required to post upload files daily.
- Cardinal can accommodate multiple agency files in a single batch processing:
    - If multiple TA upload files are submitted, Cardinal will load each file in order based on the date/time and sequence number as defined in the filename.
    - If multiple HR upload files are submitted, Cardinal will load the data in order of effective date across all files.
- HR upload files must be placed in the agency inbound folder before the Cardinal HCM batch processes begin at 6:00 p.m.
- TA upload files must be placed in the agency inbound folder before the Cardinal HCM batch processes begin at 11:00 p.m.
- Upload files will be removed from the file server once they are picked up by the batch process.
- Error reports:
    - Placed in the agency HCM_Outbound folder after Cardinal HCM batch processes end, typically no later than 7:00 a.m. on the following day.
    - Available in the agency HCM_Outbound folder on the file server for seven calendar days. Agencies have the option of deleting error reports from the agency folder sooner than 7 days.
- Cardinal archives all upload files in a compressed format (target retention period is 3 to 5 years depending on the interface). Agencies needing to access archived files will need to submit a Cardinal Help Desk ticket to have the files retrieved (see procedures below).

Cardinal HCM Batch Processing – General Timing and Information (Extract Interfaces)

- **Daily** extract files:
    - Placed in the agency HCM_Outbound folder after Cardinal HCM batch processes end
    - Typically be available by 7:00 a.m. the following day.
- **Weekly** extract files will be generated as follows:
    - HR162 Position Data Extract will always run in the Friday nightly batch, regardless of state holidays, and will typically be available by 7:00 a.m. Saturday.
    - HR296 Employee Data Extract and BN271 Benefit Enrollment Extract will run in the nightly batch of the last business day of the week and will typically be available by 7:00 a.m. the following day. Note: If Friday is a state holiday, then the weekly HR296 and BN271 files will be generated in the Thursday nightly batch and will typically be available by 7:00 a.m. Friday.
- **Monthly** extract files will be generated as follows:
    - HR162 and HR296 will be generated in the nightly batch of the first business day of the month and will typically be available by 7:00 a.m. the following day. Note: If the first business day of the month is a

state holiday, the extracts will be generated in the nightly batch of the next business day.
- ○ BN271 will be generated in the nightly batch of the last business day of the month and will typically be available by 7:00 a.m. the following day. Note: If the last business day of the month is a state holiday, then the extract will be generated in the nightly batch on the previous business day.
- The frequency for the TA738 Payable Time Extract and the PY176 Payroll Data Extract will be defined by the Cardinal Payroll schedule.
  - ○ Semi-Monthly and Off-Cycle payroll files will be generated in the nightly batch of the check date and will typically be available by 7:00 a.m. the following day.
  - ○ Bi-Weekly payroll files will be generated in the nighty batch two days prior to the check date and will typically be available by 7:00 a.m. the following day.
- Separate PY176 files will always be generated for hourly and salaried employees, regardless of the payroll period end dates or paycheck dates.
- Separate TA738 files will be generated for hourly and salaried employees, unless their respective pay period end date falls on the same date. If the Semi-Monthly (Salary) and Bi-Weekly (Hourly) pay groups have the same pay period end date, then a single extract file will be generated with both sets of data.
- Extract files will be available in the agency HCM_Outbound folder on the file server for seven calendar days. Agencies have the option of deleting extract files from the agency folder sooner than 7 days.
- Cardinal archives all extract files in a compressed format (target retention period is 3 to 5 years depending on the interface). Agencies needing to access archived files will need to submit a Cardinal Help Desk ticket to have the files retrieved (see procedures below).

First Batch Processing in Cardinal Production

- Cardinal HCM nightly batch processing will begin on Monday, April 4, 2022 and will process all upload files posted to the agency HCM_Inbound folder on the Cardinal HCM Production file server.
  - ○ 6:00 p.m. for HR uploads
  - ○ 11:00 p.m. for TA uploads, and
  - ○ Upload Error Reports will be available by 7:00 a.m. on Tuesday, April 5, 2022.
- Due to the short timeframe between Cardinal HCM go-live and the first payrolls to be paid out of Cardinal HCM, Cardinal will manually process agency production upload files prior to go-live and provide error reports. **Further details will be sent to applicable agencies in a separate communication.**
- The first extract files generated from Cardinal HCM Production will depend on the interface and the frequency the agency selected:

Interface	First Production File Generated on:
Daily HR162, HR296, and BN271 Extract Files	April 4, 2022*
Weekly HR162, HR296, and BN271 Extract Files	April 8, 2022*
Monthly HR162 and HR296 Extract Files	May 2, 2022*
Monthly BN271 Extract Files	April 29, 2022*
TA738 and PY176 (Semi-Monthly and Off-Cycle)	Check Date*
TA738 and PY176 (Bi-Weekly)	Two Days Before Check Date*

* Extract will be available by 7:00 a.m. the following morning

Reminder - EMPLID-SSN Validation – HR003 Employee Data Upload

- As communicated to all agencies, the current 7-digit Employee ID values will be converted into Cardinal by adding two leading and two trailing zeros. For example, an Employee ID of 1234567 in PMIS will be converted to Cardinal HCM as 00123456700.
- **During the Interim Period** between Cardinal HCM Release 2 and 3 deployments, Employee IDs will continue to be assigned by the PMIS system for all agencies. This will ensure unique Employee IDs across the Commonwealth. Thus, new hires sent to Cardinal in the HR003 Employee Data Upload during the Interim Period will need to have Cardinal Employee ID (EMPLID) and SSN (NATIONAL_ID) populated. Cardinal will then validate the EMPLID/SSN combination against a list Cardinal receives from DHRM prior to upload each evening.
- **After Release 3**, PMIS will be retired and Employee IDs for all agencies will be assigned by the Cardinal HCM application. New hires will be sent in the HR003 Employee Data Upload with a blank EMPLID and a populated NATIONAL_ID. Cardinal will then assign a Cardinal Employee ID to the new employee.

Cardinal HCM Post Production Support
Prior to Release 2 go-live, interface questions should continue to be sent to the Cardinal HCM Interface team mailbox at cardinalhcminterface@doa.virginia.gov, copying your Agency Readiness Liaison.

After Release 2 go-live, all issues, concerns, and questions associated with Cardinal HCM interface upload files, upload error reports, and extract files will be addressed through the Cardinal HCM Post Production Support (PPS) team. Agencies are asked to submit a Cardinal Help Desk by emailing the VCCC@vita.virginia.gov with "Cardinal" in the subject line and be sure to provide a contact email address and a phone number in the email. The Cardinal HCM Interface team mailbox should not be used for support questions/issues after go-live.

Regards,

The Cardinal HCM Interface Team