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## Cardinal HCM Training Rollout

1 message

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This newsletter is being sent to Employee Self-Service (ESS) users at Release 2 agencies.



We are just over four weeks away from the second release of the Cardinal Human Capital Management (HCM) application on April 4, 2022!

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## Employee Self-Service (ESS) Time & Attendance (TA) users!

Will you enter or update your own time in Cardinal? If your answer is yes, you are what we like to call an Employee Self-Service Time & Attendance user or ESS TA user for short.

On Thursday, March 10, ESS TA users will receive an email from Cardinal Learning, our tool to deliver training for the new Cardinal HCM application.

- In Cardinal Learning, you will access your assigned Web-Based Training (WBT) which will teach you how you will enter/update your time and/or absences in Cardinal HCM.
- Complete your assigned WBT at your own pace, but by Thursday, March 31, 2022.

If you are an ESS TA user, you will be contacted by your agency's Change Network Training Contact who will provide additional information about important agency-related information on what to enter on their timesheet. Make sure to read those emails before you start your training!



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## Next Steps for your ESS TA Training

Here are the training milestones coming up and when to expect emails from Cardinal Learning if you are assigned ESS TA training:

- 1 Your agency Change Network Training Contact will provide you with critical information you need to know before you start your Web-Based Training (WBT).
- 2 Your email from Cardinal Learning will contain credential information, instructions on how to navigate and launch your assigned WBT, and due date information.
- 3 Finally, ESS TA Users are also considered ESS users, so read below to see what else will be coming your way about features beyond time entry!

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## Employee Self-Service (ESS) users!



We didn't forget about you! As an employee, you will have access to Cardinal HCM Employee Self-Service (ESS) based on your agency selections on how they intend to use Cardinal.

ESS users may be able to view your paycheck, update your home address, change your direct deposit, and even use Cardinal to complete your health benefits enrollment.

Cardinal provides tutorial videos and step-by-step job aids to support these activities in the system. Keep an eye out for our upcoming newsletters because we will share this information in the middle of March!

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## Still Don't Know What Cardinal HCM is?

The Cardinal Project is a large-scale program that will replace several systems at the statewide level.

Cardinal is currently implementing human resource, health benefit, time and attendance, and payroll functionality as part of the Cardinal HCM application.



Each agency uses Cardinal in a different way, so look for more information from your agency on how this new application will impact you!

## A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

Thank you for reading The Cardinal Newsletter! To learn more about the Cardinal HCM Project, please visit our website at <https://www.cardinalproject.virginia.gov/>.

If you have any questions concerning the contents of this newsletter, please send an email to [projectcardinal@doa.virginia.gov](mailto:projectcardinal@doa.virginia.gov) with "Cardinal Newsletter" in the title.