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## Cardinal HCM Upcoming Important Dates

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Wed, Mar 2, 2022 at 3:54 PM



The Cardinal Newsletter, Vol 2 - March 2, 2022

This newsletter is being sent to Change Network members and Core users at Release 2 agencies.

### Training Rollout

We are just over four weeks away from the second release of the Cardinal Human Capital Management (HCM) application on April 4, 2022! In the next week, Core users and Employee Self-Service (ESS) Time & Attendance (TA) users will receive an email from Cardinal Learning, our tool to deliver training for the new Cardinal HCM application. This email will contain information about the required training associated with your assigned role(s). Additionally, these users will be contacted by their agency Change Network Training Contact who will provide additional information about their assigned role(s) and other agency-related information.

Here are the training milestones coming up and when to expect emails from Cardinal Learning for users requiring training:

- Friday, March 4, 2022 training will begin for users who are assigned select Web-Based Training (WBT) and new users who will take Instructor-Led Training (ILT) courses
  - Tuesday, March 8, 2022 training will begin for Time & Labor Supervisors, Absence Supervisors, and Employee Self-Service (ESS) Time & Attendance (TA) Subject Matter Experts (SMEs)
  - Thursday, March 10, 2022 training will begin for ESS TA users (i.e., users who have access to enter/update their time and/or absences in Cardinal)
  - Mid-March ESS only users will receive a notification for the videos and job aids available on the Cardinal Website
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## Important Dates Impacting Converted HR and Payroll Data

For Release 2 (R2) agencies, a “freeze” period for HR transactions will be implemented starting on:

- Tuesday, March 15, 2022, through Wednesday, March 23, 2022 for SM1 pay group
- Tuesday, March 15, 2022, through Wednesday, March 30, 2022 for SM2 pay group

This means that all HR transactions effective on or prior to **Monday, March 14, 2022**, must be entered into the system of record (e.g., PMIS, agency HR system) prior to the freeze period... [Read More](#)

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## Important Dates Impacting Converted Health Benefit Data

For Release 2 (R2) agencies, most health benefit enrollments entered into BES as of Monday, March 14, 2022, will be converted into Cardinal HCM from BES. Future dated enrollments beyond Friday, April 1, 2022, that exist in BES will not be converted into Cardinal HCM. Cardinal will report these and other benefit conversion errors to agencies through tasks, with Change Network members taking necessary actions... [Read More](#)

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## Important Dates Impacting Converted Absence Management Data

Release 2 (R2) agencies using Cardinal Absence Management (AM) as the leave system of record will have their leave data converted into Cardinal from the source system of record (TAL, CIPPS Leave, or Agency Absence System). This includes:

- Leave balances as of the period ending Thursday, March 24, 2022 for Semi-Monthly Classified (SM1) employees
- Projected leave balances as of the period ending Thursday, March 31, 2022 for Semi-Monthly Faculty (SM2) employees

The converted balances will include any accruals or entitlements granted through March 24 (SM1) or March 31 (SM2) and should reflect the balance available for use beginning Friday, March 25, 2022 (SM1) or Friday, April 1, 2022 (SM2)... [Read More](#)

## 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.