



DOA-Cardinal Project, rr <projectcardinal@doa.virginia.gov>

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## Cardinal Human Capital Management (HCM) Release 2

1 message

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**Commonwealth of Virginia** <DHRM-comms@public.govdelivery.com>

Wed, Mar 30, 2022 at 4:42 PM

Reply-To: DHRM-comms@public.govdelivery.com

To: projectcardinal@doa.virginia.gov



March 30, 2022

Please find the memorandum to all heads of state agencies and institutions regarding the Release 2 implementation of Cardinal Human Capital Management (HCM) by clicking the link below.

[Cardinal HCM Memo](#)

Thank you.

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<https://www.cardinalproject.virginia.gov/>



## COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA  
COMPTROLLER

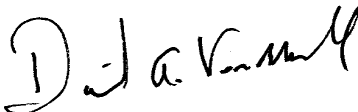
*Office of the Comptroller*

P. O. BOX 1971  
RICHMOND, VIRGINIA 23218-1971

March 30, 2022

### MEMORANDUM

TO: Heads of State Agencies and Institutions

FROM: David A. Von Moll 

Emily S. Elliott, Director   
Department of Human Resource Management

SUBJECT: Cardinal Human Capital Management (HCM) Project: Release 2

In September 2021, agency heads received a joint memorandum from us titled "Cardinal Human Capital Management (HCM) Project: Release 1". In that memo, we announced the first release of the Cardinal HCM application implementation. Eighteen state agencies and three localities were included in our Release 1 pilot, and as a result, roughly twenty percent of the intended HCM population has been using the Commonwealth's new administrative application for human resources, health benefits administration, time and attendance, and payroll since October 2021.

Today, approximately 3,000 Core HCM users perform daily administrative transactions across all functional areas (e.g., entering new hires, approving timesheets, processing health benefit updates, and processing payrolls) in the new system. Over 20,000 Employee Self-Service (ESS) users, depending on functionality selected by their agency, are able to view and update personal data, review health benefits data, view pay stubs and W-2s, update banking information, and enter their own time and

absences in Cardinal HCM. Starting in May, tens of thousands of users will complete their health benefits open enrollment selections in Cardinal HCM for the first time.

We are grateful to the agencies and localities who participated in the Cardinal HCM pilot. Your participation and patience were critical to our successful initial rollout. As with any system pilot rollout, however, there are a variety of issues identified, including software issues, data that needs cleansing, training materials requiring updates and clarifications, and processes which can be refined for better efficiency. By working with the Release 1 agencies, we have gathered important information that will improve the implementation experience for the next set of Cardinal HCM agencies and users.

Additionally, because of the lessons we learned from Release 1, a decision was made to adjust our rollout model to divide our original Release 2 deployment into two distinct releases. Release 2 will go live on April 4, 2022 and includes 69 state agencies and 29 localities (see listings below). A third and final release, Release 3, is scheduled for fall 2022 and will encompass all remaining state agency and locality users, as well as state retirees participating in the Commonwealth's health benefits program. By adding a third release, we will mitigate some of the risks associated with this very large and complex statewide initiative.

We have the utmost confidence this new strategy will allow for a smoother transition to the new Cardinal HCM. Given the critical nature of employee payroll processing and employee health benefits coverage, the bar for our success is exceptionally high. To assist with the transition to Cardinal HCM, the Cardinal Post Production Support (PPS) team stands ready to assist Release 2 agencies as they learn the new application. The Cardinal [website](#) provides numerous resources to assist agencies and users. Additionally, hands on support will be provided in our Cardinal user labs, and virtual support will be available for our new users, as needed. As part of Release 2 stabilization, we also plan to deliver virtual forums for our Core users, giving them an opportunity to hear from us regarding specific issues and "hot topics", as well as providing another avenue to get their questions answered.

For the Release 3 agencies, we thank you for your patience as we finalize the Release 3 implementation schedule and tasks. We look forward to re-engaging with you soon.

On behalf of the Department of Human Resource Management, the Department of Accounts, and the entire Cardinal HCM project team, we look forward to our continued partnership as we begin our Release 2 transition to the new Cardinal HCM application. We know we can continue to count on you and your staff to help us deliver a comprehensive HCM solution that will benefit the Commonwealth for years to come.

Thank you again for your dedication and commitment to this very important initiative.

**RELEASE 2 AGENCIES**

BEHAVIORAL HEALTH COMMISSION  
BOARD OF ACCOUNTANCY  
CAPITAL SQUARE PRESERVATION COUNCIL  
CHESAPEAKE BAY COMMISSION  
CHRISTOPHER NEWPORT UNIVERSITY  
CIRCUIT COURTS  
COMBINED DISTRICT COURTS  
COMPENSATION BOARD  
COURT OF APPEALS OF VIRGINIA  
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES  
DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING  
DEPARTMENT OF AVIATION  
DEPARTMENT OF EDUCATION, CENTRAL OFFICE OPERATIONS  
DEPARTMENT OF ELECTIONS  
DEPARTMENT OF FIRE PROGRAMS  
DEPARTMENT OF GENERAL SERVICES  
DEPARTMENT OF JUVENILE JUSTICE  
DEPARTMENT OF MOTOR VEHICLES  
DEPARTMENT OF PLANNING AND BUDGET  
DEPARTMENT OF SOCIAL SERVICES  
DEPARTMENT OF TAXATION  
DIVISION OF CAPITOL POLICE  
DIVISION OF LEGISLATIVE AUTOMATED SYSTEMS  
DIVISION OF LEGISLATIVE SERVICES  
GENERAL DISTRICT COURTS  
GEORGE MASON UNIVERSITY  
HOUSE OF DELEGATES  
JAMESTOWN-YORKTOWN COMMEMORATIONS  
JAMESTOWN-YORKTOWN FOUNDATION  
JOINT COMMISSION ON HEALTH CARE  
JOINT COMMISSION ON TECHNOLOGY AND SCIENCE  
JOINT LEGISLATIVE AUDIT AND REVIEW COMMISSION  
JUDICIAL INQUIRY AND REVIEW COMMISSION  
JUVENILE AND DOMESTIC RELATIONS DISTRICT COURTS  
MAGISTRATE SYSTEM  
MOTOR VEHICLE DEALER BOARD  
NEW RIVER VALLEY EMERGENCY COMMUNICATIONS  
OFFICE OF CHILDREN'S SERVICES  
OFFICE OF THE STATE INSPECTOR GENERAL  
OLD DOMINION UNIVERSITY

RADFORD UNIVERSITY  
RICHARD BLAND COLLEGE OF WILLIAM AND MARY  
SENATE OF VIRGINIA  
SOUTHERN VIRGINIA HIGHER EDUCATION CENTER  
SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER  
STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
SUPREME COURT OF VIRGINIA  
THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA  
UNIVERSITY OF MARY WASHINGTON  
VA CANNABIS CONTROL AUTHORITY  
VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES  
VIRGINIA BOARD OF BAR EXAMINERS  
VIRGINIA COMMISSION ON YOUTH  
VIRGINIA COMMONWEALTH UNIVERSITY, ACADEMIC DIVISION  
VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL (VCIEAC)  
VIRGINIA CRIMINAL SENTENCING COMMISSION  
VIRGINIA DEPARTMENT FOR THE BLIND AND VISION IMPAIRED  
VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP  
VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL  
VIRGINIA INSTITUTE OF MARINE SCIENCE  
VIRGINIA MILITARY INSTITUTE  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, VIRGINIA  
COOPERATIVE EXTENSION AND AGRICULTURAL EXPERIMENT STATION  
VIRGINIA RACING COMMISSION  
VIRGINIA REHABILITATION CENTER FOR THE BLIND AND VISION IMPAIRED  
VIRGINIA STATE CRIME COMMISSION  
VIRGINIA TOURISM AUTHORITY  
VIRGINIA-ISRAEL ADVISORY BOARD  
WILSON WORKFORCE AND REHABILITATION CENTER

**RELEASE 2 LOCALITIES**

AMELIA COUNTY PUBLIC SCHOOLS  
APPOMATTOX COUNTY SCHOOLS  
BRUNSWICK COUNTY SCHOOLS  
CAROLINE COUNTY SCHOOLS  
CARROLL COUNTY SCHOOLS  
CRAIG COUNTY SCHOOLS  
DINWIDDIE COUNTY SCHOOLS  
GALAX CITY SCHOOLS  
GRAYSON COUNTY SCHOOLS  
GREENE COUNTY SCHOOLS  
GREENSVILLE COUNTY SCHOOLS  
LANCASTER COUNTY SCHOOLS  
LUNENBURG COUNTY SCHOOLS  
MADISON COUNTY & SCHOOLS - COUNTY  
MADISON COUNTY & SCHOOLS - SCHOOLS  
MATHEWS COUNTY SCHOOLS  
NELSON COUNTY SCHOOLS  
NORTHERN NECK TECHNICAL CENTER  
NORTON CITY SCHOOLS  
PAGE COUNTY SCHOOLS  
PRINCE EDWARD COUNTY SCHOOLS  
RAPPAHANNOCK COUNTY SCHOOLS  
SMYTH COUNTY SCHOOLS  
SURRY COUNTY SCHOOLS  
WEST POINT SCHOOLS  
WESTMORELAND COUNTY SCHOOLS  
WILLIAMSBURG/JAMES CITY COUNTY SCHOOLS  
WYTHE COUNTY & SCHOOLS - BOARD OF SUPERVISORS  
WYTHE COUNTY & SCHOOLS - SCHOOLS

COPY: Cabinet Secretaries  
Agency Fiscal Officers  
Agency HR Directors  
Agency Payroll Officers  
Agency AITRs