
ESS Overview & Training Resources

1 message

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This newsletter is being sent to Release 2 Core users, Employee Self-Service (ESS) users, and Change Network members.

Important Reminders

Missed our previous newsletters or having a hard time finding them in your inbox? All Cardinal newsletters and other key information can be found on the Cardinal website located [here](#).

As we quickly approach Release 2 go-live in less than two weeks, it is crucial that you are receiving our newsletters and our welcome email on Monday, April 4, 2022.

Don't miss a thing:

- Check your spam folder frequently to ensure you have not missed any important communications.
- Safelist the following domains:
 - [*@public.govdelivery.com](mailto: *@public.govdelivery.com)
 - [*@Cardinal.virginia.gov](mailto: *@Cardinal.virginia.gov)
 - [*@doa.virginia.gov](mailto: *@doa.virginia.gov)
- Please do not use the control settings in your Gmail account to block or unsubscribe from Cardinal communications.



Employee Self-Service (ESS) Overview



Mark your calendars! On Monday, April 4*, the Cardinal Human Capital Management (HCM) application will be rolled out to Release 2 users! If you are an employee, Employee Self-Service (ESS) will give you the ability to **view** and/or **update** information that is unique to you. [Watch the video to learn more.](#)

Capabilities **vary** by agency, but can include:

- Updating personal information (such as home address or phone number)
- Updating direct deposit banking information
- Viewing a paycheck or W-2
- Entering time/viewing a timesheet
- Viewing health benefits confirmation statements
- Enrolling in a health benefits plan or making select changes based on certain life events

Cardinal HCM is a big change for you, but your agency and the Cardinal HCM team are ready to support you every step of the way! Your agency should be communicating specific details, including policies and procedures, that impact you related to the Cardinal HCM roll out.

*Users will not be able to access Cardinal HCM until it is open to everyone on Monday, April 4.

Learning Materials for Cardinal HCM

Cardinal users have a number of resources available to them. Be sure to bookmark www.cardinalproject.virginia.gov/learning for easy access to the materials listed below.

Employee Self-Service (ESS) Users:



Videos – Quick walk-through videos to show users how to complete various ESS
Job Aids - Detailed, step-by-step instructions to assist users in specific ESS actions (e.g., Updating Direct Deposit, Updating Health Benefits, and Completing Open Enrollment).

Employee Self-Service Time & Attendance (ESS TA) Users and Supervisor/Approvers:



Does your agency use Cardinal Time & Attendance?
Users at agencies who enter/approve time/absences in Cardinal have been assigned training in the Cardinal Learning tool. Taking your assigned training in Cardinal Learning is **MANDATORY!** No credit will be given to users who complete training from the Cardinal website.

Before you start training, work with your agency to understand key details about how your agency uses Cardinal Time & Attendance (e.g., Time Reporter Types, ChartFields, agency-specific TA attributes, and if your agency uses Cardinal with Absence Management or without Absence Management).

Users who want to “retake or review” training may use the links below.

- [ESS392A: Time & Attendance Employee Self-Service with Absence Management](#)
- [ESS392B: Time & Attendance Employee Self-Service without Absence Management](#)
- [TA373: Time & Attendance for Supervisors & Managers](#)

To learn more about required training based on each role, please refer to the [HCM Role and Required Training Courses](#) matrix.

Core Users:



A Core user is an employee who performs day-to-day administrative functions in Cardinal.
Note: Cardinal Training materials, especially Job Aids, are frequently updated (the revision date can be found in the lower left-hand corner of all Cardinal documents).

- **Job Aids** - Detailed, step-by-step instructions to assist users in processing system transactions or completing various activities, including ESS actions.
 - Includes walk-throughs of how to run [queries](#) and [reports](#)
- **Web-Based Training** - Self-paced courses that provide a high-level look at Cardinal HCM functions such as
 - Overview and Navigation in Cardinal HCM
 - Cardinal Reporting (functionality used to generate Reports and Queries within Cardinal HCM)
 - Module Overviews (e.g., human resources, benefits, payroll)
- **Course Materials** - PDF versions of instructor-led training course presentations that provide an in-depth look at Cardinal HCM functions for Core users who are assigned Instructor-Led Training.
- **Additional Resources** - For Core users, additional resources such as [forms](#), a [reports catalog](#) (a full list of reports and queries in Cardinal HCM), [mass upload templates](#), and more are available.

Grab Your Leave Balances!



Prior to Cardinal HCM go-live on Monday, April 4, 2022, the data collected from your agency and/or legacy statewide systems (i.e., TAL and CIPPS Leave) will be loaded into Cardinal HCM. For your own records, you may want to get a snapshot of any time, absence, or leave data from the source systems prior to losing access. This will allow you to verify your balances when you log-in on April 4, 2022.

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 with "Cardinal Newsletter" in the title.

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