
Leave Liability Report Data for Release 2

1 message

DOA - Cardinal Project <projectcardinal@doa.virginia.gov>
To: rr DOA-Cardinal Project <ProjectCardinal@doa.virginia.gov>

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This communication is being sent to all Primary Contacts, HR SMEs, and TA SMEs for Release 2 agencies using Cardinal Absence Management.



Agencies using Cardinal Absence Management (AM) will be able to run the Fiscal Year (FY) 2022 Leave Liability Report in Cardinal. The Cardinal Leave Liability Report provides the detailed data necessary to validate and calculate summary and projected liability data required for submission to the Department of Accounts (DOA) per the Comptroller's Directive.

However, for FY2022 only, Cardinal will not have a full prior year of data to calculate percentages of leave used compared to hours accrued for annual and traditional sick leave. The Cardinal report will not include any prior leave year taken or earned hours for the 2021 leave year. Your agency must obtain the data for the prior leave year from your legacy leave system.

Per DOA's Directive for Leave Liability:

Calculate a percentage for annual leave hours used and paid out compared to annual leave hours accrued. Calculate a second percentage for traditional sick leave hours used and paid out compared to traditional sick leave hours accrued. For example, agency XYZ used and/or paid out 1,000 hours of annual leave. The annual leave hours earned for agency XYZ were 4,000. Therefore, the percentage factor for XYZ annual leave usage would be 25%. This calculation can be done on a fiscal year or calendar year basis. If CIPPS or TAL is used for leave, a report has been developed titled "Year End Leave Usage/Accrual Percentage Report" (U008) that computes the percentages required for this step on a calendar year basis.

The data from your legacy leave system should give you the total prior calendar year percentage to apply to the projected liability totals in the Cardinal report. Cardinal is sending this communication now so that you can prepare for the FY2022 Leave Liability Report by obtaining and saving the prior year data/percentages from your legacy systems.

The Cardinal Leave Liability Report can be run at any time after Release 2 go-live to start reviewing and validating data and the final FY2022 Leave Liability Report can be run once the salaried semi-monthly leave period ending June 24, 2022 is closed, which is expected to be on July 1, 2022.

Please email the Cardinal HCM Project team at ProjectCardinal@doa.virginia.gov and copy finrept@doa.virginia.gov with any questions regarding the Cardinal Leave Liability Report.

Regards,

The Cardinal HCM Project Team